



SC5  
hygiene  
inspection  
checklist

# SC5 hygiene inspection checklist



**Food Safety**  
AUTHORITY OF IRELAND

**This record book should be used for recording checks that you make of your premises and the practices of your staff.**

# SC5 - Hygiene Inspection Checklist



## EXAMPLE:

Simple checks of the premises which should be carried out by the Manager or Supervisor regularly\*.

	Satisfactory		Details Of Action Taken
	Yes	No	
<b>Hygiene Of Food Rooms &amp; Equipment</b>			
Are food rooms and equipment in good condition and well maintained?	✓		
Are food rooms clean and tidy and do staff clean as they go including difficult areas?		X	<i>Review cleaning schedule and discuss with staff.</i>
Is equipment easy to clean and kept in a clean condition?	✓		
Are all food and hand contact surfaces e.g. work surfaces, delivery area, slicers, fridge handles, food probe, in good condition and cleaned/ disinfected regularly?	✓		
Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?	✓		
Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?		X	<i>Disposable cloths ordered.</i>
<b>Food Storage</b>			
Are deliveries appropriately stored immediately?	✓		
Is ready-to-eat food stored above/separate from raw food in the fridges and freezers?	✓		
Is food in fridges/freezers covered?	✓		
Are high risk foods date coded, codes checked daily and stock rotated?	✓		
Are dried goods stored correctly e.g. in suitable room, off the floor, in covered containers?	✓		
Are freezers working properly?	✓		
Are fridges and freezers defrosted regularly?	✓		
<b>Food Handling Practices</b>			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?	✓		
Separate complex equipment (e.g. vacuum packing machines, food mixers, etc) are used for raw and ready-to-eat foods?	✓		
Are staff handling food as little as possible? (e.g. using tongs)	✓		
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?		X	<i>Additional boards ordered and discussed with staff.</i>
Are high risk foods prepared in small batches and returned to the fridge immediately after handling/preparation?	✓		
Is food cooled as quickly as possible away from raw food and other sources of contamination?	✓		
Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?	✓		
Is food on display screened from customers?	✓		
Are adequate clean utensils available for self service?	✓		
Are frozen foods defrosted safely?	✓		
Are controls in place to prevent contamination by chemicals/ foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?		X	<i>Chipped glass bowls to be replaced by plastic containers.</i>



	Satisfactory		Details Of Action Taken
	Yes	No	
Are staff aware of food allergy hazards?		X	Staff training required. Contact EHO for leaflets.
Are probe thermometers correctly used and cleaned/ disinfected before and after use?	✓		
<b>Personal Hygiene</b>			
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?	✓		
Are wash hand basins clean with warm water, soap and hygienic hand drying facilities?		X	No paper towels. Holder refilled and discussed with staff.
Are wash hand basins used for hand washing only and used regularly by staff?	✓		
Are staff handling food as little as possible?	✓		
Are staff toilets and changing facilities clean and tidy?	✓		
<b>Pest Control</b>			
Are premises pest proofed and free from any signs of pests?	✓		
Where necessary are external doors/ windows fitted with suitable flyscreens?	✓		
Are insectocutors (if provided) properly maintained?		X	Replace UV Tubes.
Is food properly protected from risk of contamination by pests?		X	Order more covered containers for food storage.
<b>Waste Control</b>			
Is waste in food rooms stored correctly?	✓		
Is food waste stored correctly outside and is the refuse area kept clean?	✓		
Is unfit food clearly labelled and stored separately from other foods?	✓		
<b>Checks And Record Keeping</b>			
Are all checks properly taken and recorded?	✓		
Has appropriate corrective action been taken where necessary?	✓		
Are record forms up-to-date, checked and verified?	✓		
Are equipment time/temperature combinations specified and regularly cross-checked?	✓		
<b>Review (4 Weekly)</b>			
Any new suppliers and approved list updated?	✓		
Any new menu items and steps in safe catering updated?	✓		
Any new food handling methods or equipment and steps in safe catering updated?	✓		

Name: E Chartres Position: Manager Signed: E Chartres Date: 8/06/08

\*Tick frequency checks carried out by manager or supervisor

Weekly  Fortnightly  Monthly

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