

## Basic Food Safety Self-Inspection Checklist for Food Processors

Personal Hygiene	Yes	No
Hands are washed thoroughly using proper hand-washing procedures at critical points.	<input type="checkbox"/>	<input type="checkbox"/>
Hand wash sinks are provided. Easily accessible, conveniently located with soap and paper towels.	<input type="checkbox"/>	<input type="checkbox"/>
Open sores, cuts, infected wounds, or bandages are completely covered with a single-use glove.	<input type="checkbox"/>	<input type="checkbox"/>
Employees take appropriate action when coughing or sneezing.	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed before putting on gloves. Gloves are changed at critical points.	<input type="checkbox"/>	<input type="checkbox"/>
Hair restraint is worn. Fingernails clean and trim.	<input type="checkbox"/>	<input type="checkbox"/>
Eating, drinking, or chewing gum are observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>
No jewelry such as rings, bracelets, wristwatches, or any other items that may interfere with thorough hand washing.	<input type="checkbox"/>	<input type="checkbox"/>
Smoking is not allowed in the food prep, dishwashing, service or storage areas.	<input type="checkbox"/>	<input type="checkbox"/>
Food workers do not handle foods if they are ill with a disease transmissible by foods or have symptoms associated with such illness.	<input type="checkbox"/>	<input type="checkbox"/>

Food Handling	Yes	No
No bare-hand contact with ready-to-eat foods. Ready-to-eat foods such as: salads, sandwiches, sushi, finished pastries, cooked foods on a plate, nothing with a "kill step" before it gets to a customer – do NOT touch with bare hands (use of tongs, spoons, forks, utensils, gloves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Food workers do not handle raw foods then cooked or ready-to-eat foods without proper hand washing in between.	<input type="checkbox"/>	<input type="checkbox"/>
Food is not allowed to be in the temperature "danger zone" (between 41° and 135°F) for more than 4 hours.	<input type="checkbox"/>	<input type="checkbox"/>
Once served to the customer, portions of leftover food are not served again.	<input type="checkbox"/>	<input type="checkbox"/>
Frozen food is thawed under refrigeration, cold running water or as part of the cooking.	<input type="checkbox"/>	<input type="checkbox"/>
Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Food is handled with utensils, clean-gloved hands, or clean hands.	<input type="checkbox"/>	<input type="checkbox"/>
Raw fruits and vegetables are properly washed before serving.	<input type="checkbox"/>	<input type="checkbox"/>
Food is tasted using proper method.	<input type="checkbox"/>	<input type="checkbox"/>

In use food (including ice) dispensing utensils are properly stored (1. In the food. 2. Clean and dry. 3. In running water) and handled to avoid contamination of parts that will be in direct contact with food.	<input type="checkbox"/>	<input type="checkbox"/>
Accurate thermometers available, calibrated and used to monitor cooking, hot holding, cooling, reheating, and refrigerated storage temperatures.	<input type="checkbox"/>	<input type="checkbox"/>

Refrigerated Storage and Proper Cooling	Yes	No
Food is stored at 41°F or below, properly covered, labeled and dated and at least 6 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
Cooked or ready-to-eat foods are stored above raw foods.	<input type="checkbox"/>	<input type="checkbox"/>
Shellfish properly stored and tagged. Tag kept on file for at least 90 days.	<input type="checkbox"/>	<input type="checkbox"/>
All cooked PHF cooled to 70°F or below within 2 hours then to 41°F or below within 4 hour placing into shallow pans, stirring the food in containers placed in an ice water bath, breaking it down to smaller portions, using rapid cooling equipment, adding ice, or other effective methods.	<input type="checkbox"/>	<input type="checkbox"/>
Thermometer is accurate, available and conspicuous.	<input type="checkbox"/>	<input type="checkbox"/>
The FIFO (First In, First Out) method is used.	<input type="checkbox"/>	<input type="checkbox"/>

Hot Holding and Reheating	Yes	No
Potentially Hazardous Foods (PHF) kept at 135°F or above, except when properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>
Steam tables, warmers and other hot holding equipment are not used for reheating.	<input type="checkbox"/>	<input type="checkbox"/>
Food is reheated to 165°F within 2 hours before placing in hot holding equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Thermometer is accurate, available and conspicuous.	<input type="checkbox"/>	<input type="checkbox"/>

Cooking	Yes	No
All poultry, poultry stuffing, stuffed meats, and stuffing containing meat are cooked to 165°F or above.	<input type="checkbox"/>	<input type="checkbox"/>
Ground beef and other comminuted meats are cooked to 155°F or above.	<input type="checkbox"/>	<input type="checkbox"/>
All pork or any foods containing pork are cooked to 155°F or above.	<input type="checkbox"/>	<input type="checkbox"/>
All other PHF requiring cooking are heated to 145°F before they are placed in hot holding equipment, except rare roast beef, which may be served at 130°F or above.	<input type="checkbox"/>	<input type="checkbox"/>

## BASIC FOOD SAFETY SELF-INSPECTION CHECKLIST CONT.

Food Storage and Protection	Yes	No
All food and paper supplies are at least 6 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>
The FIFO (First In, First Out) method of inventory is being practiced.	<input type="checkbox"/>	<input type="checkbox"/>
All food is labeled with name and delivery date.	<input type="checkbox"/>	<input type="checkbox"/>
All foods are wholesome and free from spoilage or adulteration (no rodent or insect filth, unapproved chemicals) molds.	<input type="checkbox"/>	<input type="checkbox"/>
There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>
Food is protected from contamination and properly covered.	<input type="checkbox"/>	<input type="checkbox"/>
Single service items properly protected.	<input type="checkbox"/>	<input type="checkbox"/>
Water and ice are from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals are labeled and stored away from food and other food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>

Garbage Storage and Disposal	Yes	No
Adequate number of leak-proof, vermin-proof, and covered containers provided.	<input type="checkbox"/>	<input type="checkbox"/>
Pickup frequency, cleaning schedules of dumpsters and containers adequate to prevent a nuisance.	<input type="checkbox"/>	<input type="checkbox"/>
Garbage storage areas, loading docks and areas around the dumpster are clean and do not create a nuisance.	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning and Sanitizing	Yes	No
Three-compartment sink is properly sized, installed and maintained. Proper procedures followed: Pre-wash, wash, rinse, sanitize and air dry.	<input type="checkbox"/>	<input type="checkbox"/>
Wash water: 110°F. Chemical sanitizer: 75°F. Final rinse temperature: 180°F (mechanical dishwashing).	<input type="checkbox"/>	<input type="checkbox"/>
Sanitizing is by heat (hot water), chemical immersion or chemical swabbing.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and utensils immersed in chemical sanitizer for at least 1 minute at proper concentration and temperature of at least 75°F.	<input type="checkbox"/>	<input type="checkbox"/>
Chemical test kits and accurate thermometers are present and functional.	<input type="checkbox"/>	<input type="checkbox"/>
Thermometers are washed and sanitized.	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher washes hands before handling clean dishware.	<input type="checkbox"/>	<input type="checkbox"/>
Wiping cloths are stored in sanitizer.	<input type="checkbox"/>	<input type="checkbox"/>
Food contact surfaces are cleaned after each use.	<input type="checkbox"/>	<input type="checkbox"/>
Cooking surfaces are cleaned at least once a day.	<input type="checkbox"/>	<input type="checkbox"/>

Pest Control	Yes	No
Presence of insects, rodents and other vermin minimized.	<input type="checkbox"/>	<input type="checkbox"/>
Effective measures used to control entrance and harborage of vermin.	<input type="checkbox"/>	<input type="checkbox"/>
Screen doors open to the outside.	<input type="checkbox"/>	<input type="checkbox"/>
Screens are on open windows and doors and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>

Your notes:

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