

Food Preparation Facility Inspection Checklist

Date ()

Facility manager	Hygiene supervisor

1. Daily Inspection

	Check item	Result
1	Appropriate measures are being taken to prevent rats, insects, etc. from entering the facility.	
2	The facility was cleaned properly after all foods had been moved out of the food preparation area. (The floor and interior walls from bottom to a height of 1 metre and areas of which that come into contact with hands)	
3	There are no unauthorised persons or objects unnecessary for food preparation on the facility premises.	
4	The facility is well ventilated to prevent excess humidity and temperature extremes.	
5	The hand-washing facilities are equipped with appropriate soap, nailbrushes, paper towels, and disinfectants.	

2. Monthly Inspection

1	No rats or insects were found during an inspection patrol.	
2	Rat and insect exterminations have been performed within the past 6 months and their records are being retained for a period of over 1 year.	
3	Potentially contaminated working areas and contamination-restricted working areas are clearly distinguished from each other.	
4	Hand-washing facilities and footwear disinfection facilities (only in cases where changing footwear is difficult) are installed in front of the entrance to each working area.	
5	Separate sinks are provided for different uses to prevent cross-contamination. Separate sinks are provided for handling foods to be heat-treated, for handling foods for raw consumption, and for handling (e.g. washing) equipment.	
6	The structure of sink drain openings prevents wastewater from splattering.	
7	Facilities are provided to hygienically store all mobile equipment and containers.	
8	Toilets are provided with dedicated hand-washing facilities and dedicated footwear.	
9	The facility was cleaned properly after all foods had been moved out of the food preparation area. (The ceiling and interior walls from a height of 1 metre above the floor to the ceiling)	

3. Quarterly Inspection

1	The facility is completely separated by dividing walls or the like from dirty areas.	
2	The structure of the floor surface of the facility allows easy drainage of liquids.	
3	Toilets, staff rest rooms, and changing rooms are separated by dividing walls or the like from areas where foods are handled.	

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Checklist for Personnel Hygiene Management

Date ()

Facility manager	Hygiene supervisor

Name	Diarrhoea	Vomiting	Fever etc.	Infected sores	Clothes	Head covering	Hair	Footwear	Fingernails	Finger rings etc.	Hand-washing

	Check item	Result
1	No abnormalities were found in a medical check-up and stool testing	
2	Have no symptoms such as diarrhoea, vomiting, and fever	
3	Have no infected sores on hands, fingers or face	
4	Wear clean, dedicated outer garments and head covering that are changed every day	
5	All hair is completely covered by head covering	
6	Wear dedicated footwear for use in working areas only	
7	Fingernails are cut short	
8	Wear no finger rings and nail polish	
9	Wash hands at appropriate timings in an appropriate manner	
10	Change outer garments and footwear (or sanitise footwear if changing it is difficult) when moving from a preliminary processing area to a food preparation area	
11	Do not go to the toilet with the outer garments, headgear, and footwear for use when cooking on	
12	Make sure that persons not engaged in cooking or inspection who must enter the premises of the food preparation facility for an unavoidable reason wear clean, dedicated head covering, outer garments, and footwear; and wash and disinfect their palms and fingers	Who entered the facility
		Result

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Checklist for Raw Material Handling

Date ()

Facility manager	Hygiene supervisor

(1) Handling of raw materials (Daily inspection)

	Check item	Result
1	Receive delivery of raw materials in the presence of a person engaged in food preparation	
	Inspect delivered raw materials for quality, freshness, temperature, foreign matter contamination, etc. at the receiving inspection site	
2	When purchasing perishable raw materials, receive on the day of cooking as much of them as is able to be used up at once.	
3	Sort raw materials by type and store them at appropriate temperatures in storage facilities provided in a place designated for storing raw materials	
	Record the time the raw material was placed in the storage facility and the temperature in the facility	
4	Prevent contaminants on packaging materials of raw materials from entering storage facilities	
	Prevent cross-contamination among raw materials in storage facilities	
5	Do not bring raw materials contained in delivery packaging into contamination-restricted working areas	

(2) Handling of raw materials (Monthly inspection)

	Check item	Result
	Results of regular inspections of raw materials conducted by their suppliers were submitted during the past 1 month.	
	Inspection results are being stored for 1 year.	

(3) Storage of food samples for inspection

	Check item	Result
	For food inspection, place and seal up about 50 g each of ingredients (in the condition when purchased) and cooked/prepared foods in separate clean containers and preserve them at a temperature of -20°C or less for more than 2 weeks.	

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Record of Receiving Inspections

Date ()

Facility manager	Hygiene supervisor

Time of delivery	Supplier's name	Item name	Place of production	Date marking	Qty	Freshness	Packaging	Product temp.	Foreign matter
:									
:									
:									
:									
:									
:									
:									
:									
:									
:									
:									
:									

<Advice>

Checklist for Kitchen Equipment and Water Used

Date ()

Facility manager	Hygiene supervisor

(1) Checklist for kitchen equipment, containers, etc.

	Check item	Result
1	Knives and cutting boards are provided for each purpose and food category; and used without being mixed up with one another.	
2	An appropriate number of kitchen equipment, containers, etc. are prepared and located in appropriate places taking personnel traffic patterns into account.	
3	Kitchen equipment, containers, etc. are washed, disinfected, and dried after use (and while in use if necessary).	
4	Washing and disinfection of equipment, containers, etc. in the food preparation area are performed after all foods have been moved out of the food preparation area. (If you need to wash/disinfect equipment etc. in the food preparation area because it is being used or for other unavoidable reasons, do so in a manner that does not allow washing water etc. to splatter.)	
5	Kitchen machinery is disassembled, washed/disinfected, and dried at least once a day.	
6	All kitchen equipment, containers, etc. are stored hygienically.	

(2) Checklist for water used

Site of sample collection	Timing of sample collection	Colour	Turbidity	Smell	Foreign matter	Residual chlorine concentration
						mg/L
						mg/L
						mg/L
						mg/L

(3) Checklist for well water and water storage tanks (Monthly inspection)

	Check item	Result
1	Water (e.g. well water) used other than that supplied by water supply businesses have been tested for its quality within the past 6 months.	
	The results of the water quality testing are being kept for a period of 1 year.	
2	Water storage tanks have been cleaned to be maintained in a clean and sanitary condition within the past 1 year.	
	Certificates of cleaning services are being kept for a period of 1 year.	

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Checklist for Food Preparation, Etc.

Date ()

Facility manager	Hygiene supervisor

(1) Handling of foods in preliminary processing and preparation/cooking process

	Check item	Result
1	Preliminary processing is performed without fail in order not to allow contaminants to enter contamination-restricted areas.	
2	Raw materials taken out of a freezer or refrigerator are promptly passed on to preliminary processing and cooking/preparation process.	
	Foods for raw consumption are passed on to preparation process promptly after preliminary processing.	
3	Vegetables and fruits for raw consumption are properly washed (or disinfected if necessary).	
4	Foods to be heat-treated are cooked thoroughly in the centre (at 75°C for at least 1 minute (or at 85 to 90°C for at least 90 seconds when cooking bivalves or other foods that have a possibility of being contaminated by norovirus)).	
5	Foods, mobile equipment, and containers are handled at a height of 60 cm or more above the floor (or on a stand with a height of 30 cm or more when handling foods contained in a food holding container, etc. that prevents the content from being directly contaminated by splashing water etc.).	
6	Cooling of cooked foods and temporary storage of preliminary processed foods in food preparation areas are performed in a clean environment.	
7	Uncooked foods to be used as toppings for cooked foods are subjected to the same level of hygienic control as for foods intended for raw consumption used as main ingredients. Such foods are used as toppings as immediately as possible before they are served.	

(2) Handling of foods after cooking/preparation process

	Check item	Result
1	Cooling of cooked foods is conducted using a method to rapidly lower the core temperature of the foods.	
2	Cooked/prepared foods are kept in clean and hygienic containers with the lid closed in order to prevent cross-contamination from outside sources.	
3	Temperature control of cooked/prepared foods (including temperature control in a cooling process) is conducted properly, and the required times and temperatures are recorded.	
4	If a delivery process is involved, delivery vehicles etc. equipped with a cold/hot holding system is used to control the temperature properly, and the required times and temperatures are recorded.	
5	Cooked/prepared foods are consumed within 2 hours after cooking/preparation.	

(3) Handling of wastes

	Check item	Result
1	Waste containers are managed so that foul smells and waste fluids will not leak out, and are cleaned promptly after food preparation process etc. in order to prevent hygiene problems from occurring.	
2	Food remnants returned to the facility are kept out of contamination-restricted areas.	
3	Wastes are transferred to a waste collection site, instead of being left in working areas.	
4	Waste collection sites are cleaned after removal of wastes in order not to harm the surrounding environment.	

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Record of Food Storage

Date ()

Facility manager	Hygiene supervisor

(1) Storing of raw materials

Item name	When the item was placed into storage	Temperature inside the storage facility when the item was placed	Item name	When the item was placed into storage	Temperature inside the storage facility when the item was placed

(2) Food items to be served within 30 minutes after cooking/preparation

Item name	Cooking/preparation finish time	Item name	Cooking/preparation finish time

(3) Food items to be served more than 30 minutes later after cooking/preparation

a. Hot-serve food items

Item name	When the item was Placed in a food holding container etc.

b. Food items to be cooled after heating

Item name	Cooling start time	Cooling finish time	When the item was placed in a cold holding unit	Temperature inside the cold holding unit	When the item was taken out of the cold holding unit

c. Other food items

Item name	When the item was placed in a cold holding unit	Temperature inside the cold holding unit	When the item was taken out of the cold holding unit

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Record of heat cooking

Date ()

Facility manager	Hygiene supervisor

Item name	No. 1			No. 2 (Cooked under the same conditions as No. 1)		
(Deep-fried)	① Oil temp.		°C	Oil temp.	°C	
	② Cooking start time	:			No. 3 (Cooked under the same conditions as No. 1)	
	③ Core temp. measured during cooking	Sample A		°C	Oil temp.	°C
		B		°C	No. 4 (Cooked under the same conditions as No. 1)	
		C		°C	Oil temp.	°C
	④ Heating duration after temp. measurement (③)				No. 5 (Cooked under the same conditions as No. 1)	
⑤ Total heating time				Oil temp.	°C	

Item name	No. 1			No. 2 (Cooked under the same conditions as No. 1)		
(Grilled/steamed)	① Cooking start time	:			Oil temp.	°C
	② Core temp. measured during cooking	Sample A		°C	No. 3 (Cooked under the same conditions as No. 1)	
		B		°C	Oil temp.	°C
		C		°C	No. 4 (Cooked under the same conditions as No. 1)	
	③ Heating duration after temp. measurement (②)				Oil temp.	°C
④ Total heating time						

Item name	No. 1			No. 2		
(Simmered)	① Core temp. measured during cooking	Sample	°C	① Core temp. measured during cooking	Sample	°C
	② Heating duration after temp. measurement (①)				② Heating duration after temp. measurement (①)	
(Stir-fried)	① Core temp. measured during cooking	Sample A	°C	① Core temp. measured during cooking	Sample A	°C
		B	°C		B	°C
		C	°C		C	°C
	② Heating duration after temp. measurement (①)				② Heating duration after temp. measurement (①)	

<Improvements/corrections made>
<Issues requiring systematic improvements/corrections>

Record of Delivery Destinations

Date ()

Facility manager	Hygiene supervisor



The item was placed in the cold holding unit at (:)

Temperature inside the cold holding unit: ()

Delivery destination	Address of delivery destination	Item name	Qty	Time of delivery
				:
				:
				:
				:
				:
				:
				:
				:
				:
				:
				:

<Advice>