**RESTAURANT**

**FOOD SAFETY CHECKLIST**

|  |  |
| --- | --- |
| Checked by: |  |
| Date Checked: |  |

Directions: This Checklist is intended for daily use. The checklist determines areas that need attention and further corrective action.

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| --- | --- | --- | --- | --- |
| **Area** | **Safety Checks** | **Yes** | **No** | **Action Plan** |
| **Personal Hygiene** | | | | |
| Staff Health | Visible and Accessible First Aid Kit | ☐ | ☐ | [ACTION PLAN] |
| Healthy staff handling food | ☐ | ☐ |  |
| Periodic health check-ups for staff | ☐ | ☐ |  |
| Work Wear | Clean and Proper Uniform (including closed shoes) | ☐ | ☐ | [ACTION PLAN] |
| Wearing hairnet or hair restraints | ☐ | ☐ |  |
| Short and clean finger nails | ☐ | ☐ |  |
| Minimal to no worn jewelry | ☐ | ☐ |  |
| Wear food grade disposable hand gloves | ☐ | ☐ |  |

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| Hand Washing | Clean and operational hand sinks; no obstructions | ☐ | ☐ | [ACTION PLAN] |
| Posted hand washing reminder sign | ☐ | ☐ |  |
| Frequent and proper hand washing | ☐ | ☐ |  |
| Available towels, tissues, soap, and warm water at hand sink stations | ☐ | ☐ |  |
| Bins are available for used tissues | ☐ | ☐ |  |
| General | Covered or bandaged open wounds while handling food | ☐ | ☐ | [ACTION PLAN] |
| Covering mouth when sneezing and washing of hands after | ☐ | ☐ |  |
| Eating or drinking inside allowed areas only | ☐ | ☐ |  |
| Clean and Operational Restrooms | ☐ | ☐ |  |
| No smoking in all areas of food preparation, stocking, and processing. | ☐ | ☐ |  |
| **Food Procurement and Acquisition** | | | | |
| Source | Supplies are from trusted and certified sources | ☐ | ☐ | [ACTION PLAN] |
| Food Quality | Supplies are free from any physical contaminations or foreign matter | ☐ | ☐ | [ACTION PLAN] |
| Temperature of high risk supplies are below [number] degrees | ☐ | ☐ |  |
| Temperature of frozen food is below [number] degrees | ☐ | ☐ |  |
| No odors from the supply | ☐ | ☐ |  |
| Supplies show no sign of fungal growth | ☐ | ☐ |  |
| Freshness | Supplies appear fresh | ☐ | ☐ | [ACTION PLAN] |
| No foul odor or signs of spoilage | ☐ | ☐ |  |
| Chilled and frozen food received in proper temperatures | ☐ | ☐ |  |
| Packaged Products | Seals are not broken | ☐ | ☐ | [ACTION PLAN] |
| No holes on the packs | ☐ | ☐ |  |
| No signs of leaks, rust, and dents | ☐ | ☐ |  |
| No signs of thawing | ☐ | ☐ |  |
| **Storage** | | | | |
| Location | All supplies are stored in proper storage areas | ☐ | ☐ | [ACTION PLAN] |
| Storage area is clean and free of clutter | ☐ | ☐ |  |
| Stored products are covered | ☐ | ☐ |  |
| Area is dry, well-lit, and ventilated | ☐ | ☐ |  |
| No paint scaling on storage walls | ☐ | ☐ |  |
| No insects and pests in the area | ☐ | ☐ |  |
| Products are stacked properly | ☐ | ☐ |  |
| Products are stacked at least 6 inches away from the ground and walls allowing for proper ventilation | ☐ | ☐ |  |
| Cleaning and chemical supplies are stored away from or separately from food items | ☐ | ☐ |  |
| Raw materials are kept from cooked food and labelled accordingly | ☐ | ☐ |  |
| Vegetable and non-vegetable materials are stored separately | ☐ | ☐ |  |
| Cold Storage | Food stored 6 inches from the floor | ☐ | ☐ | [ACTION PLAN] |
| Thermometer used is calibrated and proper temperatures are maintained | ☐ | ☐ |  |
| Cold storage room not over stuffed | ☐ | ☐ |  |
| All food items properly wrapped and labelled | ☐ | ☐ |  |
| First In First Out policy is followed | ☐ | ☐ |  |
| Dry Storage | Food and paper packaging stored 6 inches off the floor and away from walls | ☐ | ☐ | [ACTION PLAN] |
| No bulging or leaking products | ☐ | ☐ |  |
| Products are properly labeled and packed | ☐ | ☐ |  |
| **Utensils and Equipment** | | | | |
| General | Utensils used are clean with no signs of break or cracks | ☐ | ☐ | [ACTION PLAN] |
| All cooking, storage, and serving utensils are made of food grade materials | ☐ | ☐ |  |
| Storage | Washed utensils are placed in an inverted position and kept in a clean assigned space. | ☐ | ☐ | [ACTION PLAN] |
|  | Equipment must be covered and protected from dust and possible contamination | ☐ | ☐ |  |
| Cleaning | Washing is done in a sufficient size sink | ☐ | ☐ | [ACTION PLAN] |
| Detergent or cleaning agent is used for washing utensils and equipment along with warm water rinse | ☐ | ☐ |  |
| Utensils and food contact surfaces are kept clean and wiped after use. | ☐ | ☐ |  |
| **Facilities** | | | | |
| Cleaning | Area is cleaned before, in between, and after work | ☐ | ☐ | [ACTION PLAN] |
| Storage rooms are cleaned every [NUMBER] weeks as necessary | ☐ | ☐ |  |
| Work tables and sinks are cleaned and sanitized daily | ☐ | ☐ |  |
| Walls and ceilings are cleaned and repaired as necessary | ☐ | ☐ |  |
| Floors are cleaned and wiped of grease and other waste material | ☐ | ☐ |  |
| Clean grills and screens for coolers, air conditioners, fans, and condensers | ☐ | ☐ |  |
| Food preparation areas are clean, sanitized and well lit | ☐ | ☐ |  |
| Clean pathways and walkways | ☐ | ☐ |  |
| Maintenance | Facility has a roof or ceiling | ☐ | ☐ | [ACTION PLAN] |
| Exhaust system is working | ☐ | ☐ |  |
| General surroundings are clean and well lit | ☐ | ☐ |  |
| No indication of rodents and pests | ☐ | ☐ |  |
| Lighting | Adequate lighting | ☐ | ☐ | [ACTION PLAN] |
| Clean light fixtures | ☐ | ☐ |  |
| Waste Bins | Adequate number of bins | ☐ | ☐ | [ACTION PLAN] |
| Waste bins leak proof and covered | ☐ | ☐ |  |
| Located away from immediate area of food | ☐ | ☐ |  |
| Bins emptied before overflowing | ☐ | ☐ |  |
| Waste is stored in leak proof containers and stored in a separate waste storage area | ☐ | ☐ |  |
| Waste storage area has no presence or indication of rodents and insects | ☐ | ☐ |  |
| Pest Control | Presence of screens on open windows and doors. Screens in between clean and unclean areas | ☐ | ☐ | [ACTION PLAN] |
| Insect Electrocution Devices on the premises | ☐ | ☐ |  |
| Insect Electrocution Devices placed at least [number] meters away from food or dining areas | ☐ | ☐ |  |
| Holes and cracks are sealed with cement or fillers | ☐ | ☐ |  |
| Contaminated utensils washed and sanitized thoroughly after contamination | ☐ | ☐ |  |
| Contaminated food disposed of separately and immediately | ☐ | ☐ |  |
| Door clearances are lowered to less than 6mm and fitted with rubber kickers to block off entry of any insects or rodents | ☐ | ☐ |  |
| Toilets | Toilets cleaned daily or as necessary | ☐ | ☐ | [ACTION PLAN] |
| No foul odor or from surrounding area | ☐ | ☐ |  |
| Adequate supply of water | ☐ | ☐ |  |
| Hand washing areas near toilets | ☐ | ☐ |  |
| No direct connection to any food handling area | ☐ | ☐ |  |
| **Food Preparation** | | | | |
| General | Potable water used in food preparation is from safe water source | ☐ | ☐ | [ACTION PLAN] |
| Work surfaces are properly cleaned before starting work | ☐ | ☐ |  |
| Separate storage for cooked and raw materials | ☐ | ☐ |  |
| Perishables are kept in refrigerator at temperatures of [NUMBER] degrees | ☐ | ☐ |  |
| Expiry dates are checked and food item is made sure to be consumed before expiry | ☐ | ☐ |  |
| Clean equipment used | ☐ | ☐ |  |
| Food item is covered after preparation and cooking | ☐ | ☐ |  |
| Uncooked fruits and vegetables ready for eating are washed by chlorinated water before peeling, cutting, and serving | ☐ | ☐ |  |
| No reuse of wash water | ☐ | ☐ |  |
| Thawing | Thawing of sufficient portions of food items as required | ☐ | ☐ | [ACTION PLAN] |
| Frozen items are thawed in [EQUIPMENT NAME] before processing or cooking | ☐ | ☐ |  |
| Thawed food items used immediately and not reused or placed back into refrigerator for future use. | ☐ | ☐ |  |
| Straining and Sorting | Raw materials sorted for spoilage before use | ☐ | ☐ | [ACTION PLAN] |
| Dry materials sieved before use | ☐ | ☐ |  |
| Liquid raw materials strained before use | ☐ | ☐ |  |
| **Cooking or Processing** | | | | |
| Cooking of Food | Food cooked at temperatures of [TEMPERATURE RANGE] | ☐ | ☐ | [ACTION PLAN] |
| Uncooked ready to eat food items are washed thoroughly and prepared properly | ☐ | ☐ |  |
| Cooking or processing is done in a clean area | ☐ | ☐ |  |
| Change of frying oil upon notice of discoloration or fouling | ☐ | ☐ |  |
| Clean utensils and equipment used in cooking | ☐ | ☐ |  |
| Covered areas for food processing, handling and serving | ☐ | ☐ |  |
| Washing done via potable water | ☐ | ☐ |  |
| Potable water used for drinking and beverages | ☐ | ☐ |  |
| Storage of Cooked Food | Cover for cooked food and appropriate storing temperatures | ☐ | ☐ | [ACTION PLAN] |
|  | Cold food stored at below [NUMBER] degrees | ☐ | ☐ |  |
|  | Hot food stored at above [NUMBER] degrees | ☐ | ☐ |  |
|  | Separation of vegetable and non-vegetable products with date of preparation | ☐ | ☐ |  |
|  | Salads and ready to eats are stored in clean and covered containers and immediately refrigerated after preparation | ☐ | ☐ |  |
| **Food Preparation prior to Serving** | | | | |
| General | As a general rule, cold food is served cold and hot food served hot | ☐ | ☐ | [ACTION PLAN] |
| Cooked food not left at room temperature for more than [NUMBER] hours | ☐ | ☐ |  |
| Cooked food preheated to [NUMBER] degrees before serving | ☐ | ☐ |  |
| Salads and uncooked food is prepared as fresh as possible | ☐ | ☐ |  |
| Delivered food is consumed after [NUMBER] hours upon delivery | ☐ | ☐ |  |
| Previously prepared food is not mixed with newly cooked or prepared ones | ☐ | ☐ |  |
| **Serving of Food** | | | | |
| General | Food served is done or carried out in clean and sanitized utensils | ☐ | ☐ | [ACTION PLAN] |
| Clean and sanitized materials are used in packing food | ☐ | ☐ |  |
| Tables and food counters are clean and sanitized | ☐ | ☐ |  |
| Staff are wearing clean clothing | ☐ | ☐ |  |
| Staff serving food use clean and sanitized utensils | ☐ | ☐ |  |
| **Food Displays** | | | | |
| General | Display counters are clean and well maintained | ☐ | ☐ | [ACTION PLAN] |
| Floor or immediate area of food counters are clean | ☐ | ☐ |  |
| Display refrigerator is clean with no foul odors | ☐ | ☐ |  |
| No display of spoiled or damaged food items | ☐ | ☐ |  |
| Visible covers for food items displayed | ☐ | ☐ |  |
| Cold food display counter temperature at below [NUMBER] degrees | ☐ | ☐ |  |
| Hot food display counter temperature at under [NUMBER] degrees | ☐ | ☐ |  |
| Proper label of displayed food items along with manufacture and expiry dates | ☐ | ☐ |  |
| **Surplus Food Storage** | | | | |
| General | Surplus food stored consumed before expiry date | ☐ | ☐ | [ACTION PLAN] |
| Surplus food is stored in the refrigerator | ☐ | ☐ |  |
| Perishables are immediately consumed and therefore not stored otherwise | ☐ | ☐ |  |
| Surplus thawed food is disposed | ☐ | ☐ |  |
| Opened canned products are stored in clean containers before refrigerating | ☐ | ☐ |  |
| **Water and Ice** | | | | |
| General | Potable water supply is used for cooking | ☐ | ☐ | [ACTION PLAN] |
| Potable water used for drinking | ☐ | ☐ |  |
| Installed water purifier | ☐ | ☐ |  |
| Periodic testing of potable water supply | ☐ | ☐ |  |
| Ice in beverages are made from potable water | ☐ | ☐ |  |
| Ice stored in clean and leak proof containers | ☐ | ☐ |  |
| Ice handled with clean and sanitized food grade scoops | ☐ | ☐ |  |
| Food stored in ice are packed properly in water proof packaging before storage | ☐ | ☐ |  |