

HYGIENE INSPECTION CHECKLIST

Simple checks of the premises which should be carried out by the Proprietor or Manager regularly*

	Satisfactory		Details of Action Taken
	Yes	No	
Hygiene of Food Rooms & Equipment			
Are food rooms clean and tidy, do staff clean as they go?			
Is equipment easy to clean and kept in a clean condition?			
Are all food and hand contact surfaces e.g. work surfaces, slicers, fridge handles, food probe in good condition and cleaned/disinfected regularly?			
Are suitable cleaning chemicals available and stored correctly, are proper cleaning methods used?			
Are cleaning cloths suitable for use, regularly cleaned and disinfected?			
Food Storage			
Is ready-to-eat food stored above/separately from raw food in 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. off the floor, in covered containers?			
Are freezers defrosted regularly?			
Are freezers working properly?			
Food Handling Practices			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?			
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?			
Are high risk foods 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 away from customers?			
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?			
Are staff aware of food allergy hazards, especially nuts/peanuts?			

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Personal Hygiene			
Are staff fit to work, wear clean, suitable, protective clothing and following personal hygiene rules?			
Do wash hand basins have hot water, soap and hygienic hand towels?			
Are wash hand basins used for hand washing only and used regularly by staff?			
Are staff handling food as little as possible?			
Is jewellery limited to a plain ring?			
Are staff toilets and changing facilities clean and tidy?			
Pest Control			
Are premises pest proofed and free from any signs of pests?			
Where necessary are external doors/windows fitted with suitable fly screens?			
Are insectocutors (if provided) properly maintained?			
Is food properly protected from risk of contamination by pests?			
Waste Control			
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?			
Record Keeping			
Are all checks properly taken and recorded?			
Has appropriate corrective action been taken where necessary?			
Are record sheets up-to-date, checked and verified?			

NAME _____

POSITION _____

SIGNED _____

DATE _____

* Regularly may mean weekly or monthly depending on size and scale of operation.