

## Food Safety & Security Self-Audit Check List

Establishment: \_\_\_\_\_ Address: \_\_\_\_\_

Observer: \_\_\_\_\_ Date: \_\_\_\_\_

Use this checklist once a month to evaluate your State food code compliance.

(1) Not addressing the issue (2) Needs Improvement (3) Good (4) Not applicable (NA)

Employee Health, Hygiene & Training		1	2	3	4	Corrective Actions
1	Employee illness log maintained?					
2	Employees follow proper hand washing procedure? Hand washing facilities properly stocked and accessible?					
3	Employees restricted from bare hand contact with ready-to-eat & ready-to-serve food?					
4	Employees restricted from eating, drinking or tobacco use in food service areas?					
5	Employees' personal items stored away from food storage/preparation areas?					
6	Employees trained in food safety and food security?					
Protection from Contamination		1	2	3	4	Corrective Actions
7	Food protected and separated from cross-contamination?					
8	Food contact surfaces cleaned & sanitized?					
9	Wiping cloths properly used & stored in sanitizing solution?					
Time & Temperature of Potentially Hazardous Food(temperature logs maintained daily)		1	2	3	4	Corrective Actions
10	Records kept of coolers and freezers?					
11	Potentially hazardous food cooked to the required minimum internal temperature?					
12	For hot holding, food is kept at 140° F or above? And For cold holding, food is kept at 41° F or below?					
13	For hot holding, food is re-heated to 165° F for 15 seconds?					
14	Thermometers used and calibrated for accuracy? And proper record kept of calibration?					
15	Food is properly date marked and labeled?					
Approved Source		1	2	3	4	Corrective Actions
16	Purchase products from reputable commercial supplier? And Supplier records maintained on site & readily available?					
17	Products inspected for tampering prior to preparation & service?					
Chemical		1	2	3	4	Corrective Actions
18	Toxic chemicals properly used, labeled & stored?					
19	Material Safety Data Sheets for each chemical is available & accessible?					
Proper use of Utensils & Equipment		1	2	3	4	Corrective Actions
20	Utensil & equipment properly stored & handled?					
21	3-compartment sink/dishwashing machine operated properly with sanitizer checked with test strips?					
Physical Facility		1	2	3	4	Corrective Actions
22	Physical facility properly cleaned, maintained & aisles clear of obstruction?					
23	Contractors/vendors monitored when they are in the food facility?					
24	Integrated Pest Management program in place for pest management?					
Management		1	2	3	4	Corrective Actions
25	Certified Food Manager on staff?					
26	In case of Emergency, employees know whom to contact: <b>1) Person in charge, 2) Police/Fire, 3) Utilities, 4) Local Public Health Dept?</b>					
27	New employee reference is checked?					
28	Employees trained on emergency procedures?					

Keep a copy of the self audit on file for your records