

Food safety checklist

Food Foundations • an NAQ Nutrition program

Activity	Yes	No	Observation/Corrective action
<p>Purchasing and receiving goods</p> <ul style="list-style-type: none"> • Are incoming goods record sheets completed by staff? • Is your approved suppliers list up to date? • Are approved supplier agreement forms completed for all suppliers on your approved suppliers list? 			
<p>Cold and frozen storage</p> <ul style="list-style-type: none"> • Have temperature control logs been completed for all fridges and freezers? • Have staff indicated on record sheets what corrective action they took if the fridge or freezer has too hot? • Is there enough room in the fridge for cold air to circulate properly? 			
<p>Dry storage</p> <ul style="list-style-type: none"> • Is the dry storage area clean and tidy? • Are foods kept in sealed containers or bags? • Are containers and bags correctly labelled? 			
<p>Cooking and reheating food</p> <ul style="list-style-type: none"> • Are temperature control logs completed when staff heat or cook food? 			
<p>Pest control</p> <ul style="list-style-type: none"> • Are all areas clean and free from food particles and other waste that may attract pests? • Has your premises been treated by your pest control operator at the correct intervals outlined in your food safety program? • Has the pest control record sheet been completed? 			

Activity	Yes	No	Observation/Corrective action
Cleaning and sanitising <ul style="list-style-type: none"> • Are cleaning and sanitising logs completed? • Are staff sanitising all food preparation areas and dining tables? • Are dishes and utensils sanitised? 			
Facility and equipment maintenance <ul style="list-style-type: none"> • Has all equipment been checked? • Is all equipment operating correctly? • Have all temperature-measuring devices been checked for calibration? • Is the equipment maintenance and calibration of thermometers record completed? 			
Staff instruction/training <ul style="list-style-type: none"> • Have all staff been instructed/trained so that they have the appropriate skills and knowledge in food hygiene and handling for the tasks they do? • Is your staff training record up to date? • Are relevant food safety posters and information on display? • Is food safety addressed at staff meetings? 			
Food safety program <ul style="list-style-type: none"> • Have there been any changes to the forms used in your food safety program? • If so, have the relevant sections in the food safety program folder been replaced? 			
Food safety program audit <ul style="list-style-type: none"> • Have audits been conducted at the correct frequency? • Have any problems been identified? • Have these problems been rectified? 			

This checklist has been adapted from checklists in the Queensland Health 'Tool for development of a food safety program,' available at <https://publications.qld.gov.au/dataset/food-safety-programs-information-for-businesses>.