

Food Safety Mini Audit



Queensland Division

ACNAS • an NAQ Nutrition program

Facility Name:

Date:

Audit completed by:

Item	YES	NO	Comments/Corrective Action
Equipment is in good condition with no crevices or cracks (i.e. chopping boards)			
Separate chopping boards are available to prepare raw and ready-to-eat foods			
Bins have a lid, are changed daily, cleaned regularly, and are not overloaded			
There are no signs of pests			
Overhead fans or air vents are free from dust			
Food handlers are trained in safe food handling			
A food grade sanitiser is used for sanitising surfaces, equipment and utensils that come into contact with food			
A probe thermometer is available for checking temperature of food at each location where food is heated. Thermometers are sanitised after use.			
Temperature logs for food are up to date and completed correctly			
The temperature of the refrigerator and freezer are regularly monitored. Records indicate the refrigerator runs at less than 5°C and the freezer at less than -18°C			Fridge: _____ Freezer: _____
There is sufficient refrigerator space for storing all perishable food			
Items in the fridge are within their use by date			
All food in the refrigerator is covered or in sealed containers and labelled			
The date is recorded on foods when opened/made and stored in the dry store, fridge or freezer.			
Dry storage areas are clean and tidy			
Non-perishable foods are stored in sealed containers in a dry place			
There are signs displaying good hand washing techniques in bathrooms and the kitchen			
Separate sinks are available for washing up dishes and hand washing			
Staff prevent their hair from falling into food with tidy hairstyles, hats or hair nets			
There is soap and paper towels available for hand washing and drying			
Food handlers are trained in safe food handling			
A trained Food Safety Supervisor is always reasonably available when the kitchen is in operation			

Comments: _____