

Final Fit-out Inspection Checklist for Food Businesses

To assess compliance with the *Food Act 2001* and Standard 3.2.3 Food Premises and Equipment of the Food Standards Code, Public Health Officers will check the following items are complete BEFORE approving a food business registration or variation.

The following items should be considered and addressed prior to the inspection:

1. Premises clean (Free of dust and clutter and no works still being carried out) ☐
2. All holes and gaps sealed ☐
3. Fixtures / Fittings installed and operating ☐
4. Cool room, Freezers, Fridges and Hot/Cold Display units tuned on ☐
5. Hot water operating ☐
6. Adequate Storage of cleaning chemicals and personal items ☐
7. Mechanical ventilation installed over equipment in accordance with Australian Standard 1668.2 ☐
8. Liquid trade waste approval (if applicable) ☐

The food business is to demonstrate compliance with the following during the inspection:

9. Temperature measuring device onsite (Digital probe thermometer accurate to +/- 1°C) ☐
10. Adequate cleaning and sanitising chemicals and equipment (food grade sanitiser) ☐
11. Hand wash basin supplied with liquid soap, single use towel and warm running water ☐
12. Food safety supervisor training certificate ☐

Food business proprietor/s need to consider and demonstrate the following items during the inspection:

- | | |
|---|--|
| • Food receipt <input type="checkbox"/> | • Health and hygiene requirements <input type="checkbox"/> |
| • Food storage <input type="checkbox"/> | • Premises cleaning and sanitizing programs <input type="checkbox"/> |
| • Food processing <input type="checkbox"/> | • Pest control <input type="checkbox"/> |
| • Food display <input type="checkbox"/> | • Temperature recording <input type="checkbox"/> |
| • Food packaging <input type="checkbox"/> | • Waste disposal <input type="checkbox"/> |
| • Food transportation <input type="checkbox"/> | |
| • Food disposal/recall <input type="checkbox"/> | |

PLEASE NOTE: If your premises does not meet the above requirements the Public Health Officer will not be able to conduct the final inspection and an alternative inspection time will need to be scheduled. Should an inspection need to be re-scheduled the officer may need a minimum of 48 hours notice

If you are unable to complete the checklist above please contact the Health Protection Service on (02) 5124 9700 to reschedule the inspection.

For further information and resources please visit our [Food Training and Resources](#) page.