

## Food Business Self Assessment Checklist

This checklist is a guide only; using it does not guarantee compliance with all applicable food safety and hygiene legislation. It is the responsibility of each food business proprietor to comply with the requirements of the Australia New Zealand Food Standards Code. For information specific to your food business, please contact the Health Protection Service and ask to speak with an Environmental Health Officer between 9am and 4:30pm on 5124 9700 or email [HPS@act.gov.au](mailto:HPS@act.gov.au).

Self-assessment question	Yes	No	Notes	Relevant question in Inspection Manual
Do you have a qualified Food Safety Supervisor (FSS)?				4, 5
Is all food protected from contamination during receipt, storage and display?				6, 9, 15, 19
Do you keep a record of suppliers for all food on the premises?				7
Is all food labelled correctly (see Food Standards Code for details)?				7, 54
Is all potentially hazardous food is transported, received, stored and displayed under appropriate temperature control? (cold food 5°C or below, hot food 60°C or above)				8, 11, 17, 18, 22
Are food storage conditions appropriate? (e.g. food grade containers used, food not stored on the floor, all food labelled, etc)				10
When processing, is all food safe and suitable, prevented from being contaminated, and adequately cooked?				12
Is potentially hazardous food out of temperature control for minimum time while being processed?				13
Is potentially hazardous food cooled/reheated correctly?				14
Are self-service areas supervised, with separate utensils and protective barriers?				16
Is food packaged in a way that protects it from contamination, using appropriate material?				19
Is all food protected from contamination during transportation?				20
Is food for disposal kept separately from all other food, in a designated area? ('Food for disposal' includes food that is subject to a recall, returned by a customer or generally unsafe).				23
Is there a documented food recall system in place?				24
Are food handlers excluded from food handling if they are suffering from foodborne illness?				25, 32
Do food handlers have appropriate skills and knowledge in food safety/hygiene to handle food safely?				56, 26

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Do food handlers wash and dry their hands using dedicated hand washing facilities before commencing/recommencing work?				27, 28
Does the business have appropriate, dedicated handwashing facilities? (e.g. permanent fixtures with warm running water, liquid soap, single use towel and easy access).				29, 30, 31
Do food handlers avoid unnecessary contact with ready-to-eat food?				33
Are the floors, walls and ceilings maintained in a clean condition?				34
Are the fixtures, fittings, equipment, utensils and premises: <ul style="list-style-type: none"> <li>– able to be effectively cleaned and/or sanitised?</li> <li>– fit for purpose, with adequate space and storage?</li> <li>– maintained in a clean condition?</li> <li>– in a good state of repair and working order?</li> </ul>				35, 37, 42, 50, 51
Are food contact surfaces and eating and drinking utensils sanitised using appropriate sanitising methods?				36
Does the business have a readily accessible digital probe thermometer accurate to $\pm 1^{\circ}\text{C}$ ?				38
Does the business take all practical measures to eradicate and prevent the entry and harborage of pests? [3.2.2 C/24(1)(d)]				40, 41
Is there an adequate supply of potable water?				43
Does the premises have adequate: <ul style="list-style-type: none"> <li>– sewage and waste water disposal?</li> <li>– storage facilities for garbage and recyclable matter?</li> <li>– natural or mechanical ventilation?</li> <li>– lighting?</li> </ul>				44, 45, 46, 47
Are walls, floors and ceilings, appropriate for the business' activities? (e.g. able to be effectively cleaned and/or sanitised, not be able to absorb grease, food particles or water, meet building standards, exclude pests, dirt, fumes and other contaminants, etc).				48,49
Are adequate toilet facilities available to food handlers (fitted with an air lock if it opens to a food preparation area)?				52, 53