Food Safety Inspection Example Checklist

This checklist is for example purposes only. Consult your local food safety advisory for standards and regulations that apply to your business.

Employee health, hygiene and training	YES	NO
Employee illness policy in place?		
Employee illness log maintained?		
Hand washing facilities properly stocked and accessible?		
Employees follow proper hand washing procedures?		
Prohibited bare hand contact with ready-to-eat food?		
Prohibited tobacco use, eating and drinking in food preparation areas?		
Personal items stored away from food storage and preparation areas?		
Employees trained on food safety?		
Protection from contamination		
Food protected and separated from cross-contamination?		
Food contact surfaces cleaned and sanitized?		
Wiping cloths properly used and stored in sanitizing solution?		
Time and temperature of potentially hazardous food		
Potentially hazardous food cooked to the required internal temperature?		
For hot holding, food is kept at 140 degrees F or above?		
For cold holding, food is kept at 41 degrees F or below?		
For hot holding, food is re-heated to 165 degrees F for 15 seconds?		
Thermometers used and calibrated for accuracy?		
Food is properly labeled and date marked?		
Approved Source		
Purchase products from reputable commercial supplier with records on site?		
Products inspected for tampering prior to preparation and service?		
Chemical		
Toxic chemicals properly stored and handled?		
Proper use of utensils and equipment		

Utensils and equipment properly stored and handled?		
Sanitizer concentration test strips available and used?		
3-Compartment sink and dishwashing machine properly working and sanitizing?		
Physical facility		
Physical facility properly cleaned?		
Physical facility properly maintained?		
Physical facility monitored for pest activity and pest living conditions?		
Only authorized persons allowed in food preparation areas?		

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