

HACCP BASED STANDARD OPERATION

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE	YES	NO	CORRECTIVE ACTION
Employees wear clean and proper uniform including shoes			
Effective hair restraints are properly worn			
Fingernails are short, unpolished, and clean (no artificial nails)			
Jewellery is limited to a plain ring, such as wedding band and a watch – no bracelets			
Hands are washed properly, frequently, and at appropriate times			
Burns, wounds, sores or scabs or splints and water-proof bandages on hands are bandaged and completely covered with a food grade glove while handling food			
Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and washing areas			
Employees use disposable tissues when coughing or sneezing and then immediately wash hands			
Employees appear in good health			
Hand sinks are unobstructed, operational and clean			
Hand sinks are stocked with soap, disposable towels, and warm water			
A hand washing reminder sign is posted			
Employee restrooms are operational and clean			
FOOD PREPATION			
All food stored or prepared in facility is from approved sources			
Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use			
Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water			
Thawed food is not refrozen			
Preparation is planned so ingredients are kept out of the temperature danger zone			
Food is tasted using the proper procedure			
Procedures are in place to prevent cross-contamination			
Food is handled with suitable utensils, such as single use gloves or tongs			
Food is prepared in small batches to limit the time it is in the temperature danger zone			
Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor			
Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer			
The internal temperature of food being cooked is monitored and documented			