

Environmental Health Officers will be looking for the following items during a routine food inspection. This checklist may be used as a guide to help ensure that your business complies with the *Australia New Zealand Food Standards Code - Standard 3.2.2, Standard 3.2.3*, South Australia Food Act 2001 and South Australia Food Regulations 2002.

Structural fit-out of food business

Food Premises and Equipment - Standard 3.2.3

Walls, floors, ceiling

- Are there any holes and gaps that require sealing to prevent entry of pests?
- Drainage for all sinks and equipment
- Construction and finish of the wall, floors and ceiling surfaces are smooth and impervious and can be easily cleaned

Sinks

- Are there adequate sinks for cleaning and sanitising to occur? (minimum 3 sinks if there is no dishwasher)
- Is food preparation sink available, if required?
- Provisions for disposal of mop water. Separate cleaners sink may be required
- Is a separate hand washing facility available in each food handling area with warm water running from a single outlet?

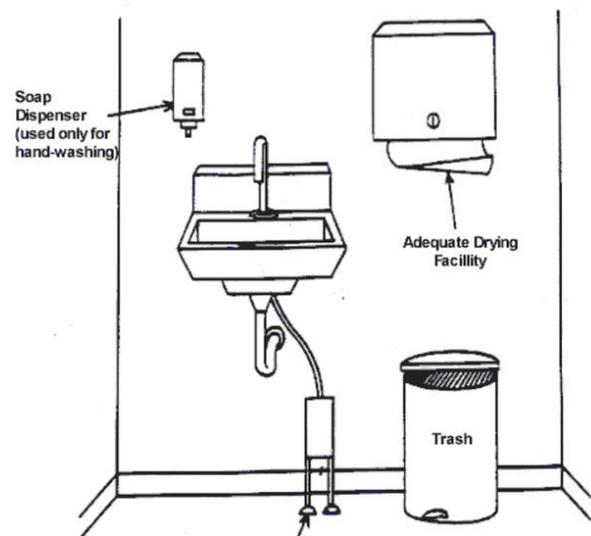


Figure 1: An example of a handwashing sink
source: <http://www.foodservicepermits.com>

Fixtures, fittings and equipment

- Are the cool rooms, freezers, fridges able to hold food under temperature control? (hard frozen or below 5°C)
- Is there a hot water system?
- Is there a designated storage area for personal items and chemicals?
- Is the exhaust/ventilation system appropriate?
- Has SA Water Trade Waste been contacted regarding Grease trap provisions? (1300 650 950)
- Are there sufficient food preparation benches available for the required food processing?
 - Toilets for food handlers
 - Hand washing sink available with soap and hand drying facilities
 - Adequately lit and ventilated
- Bins available with tight fitting lids? Bin area must be sealed for effective cleaning.
- Sufficient lighting in all areas of the premises (e.g. including cool rooms, dry storage) with shatterproof globes or covers?
 - If the business is using rainwater for drinking or food preparation do they manage it in compliance with the Safe Drinking Water Act?

Pre-opening checklist

Food Safety Practices and General Requirements - Standard 3.2.2

Health and hygiene

- Soap and paper towel provided to hand washing facilities
- Food safety training for food handlers
- Is handwashing occurring frequently? i.e., before commencing work/handling food, after handling raw meat and raw eggs to avoid cross contamination
- The hand wash facility is only used for hand washing?



Figure 2: Example of a probe thermometer

Processing

- Cross contamination. Are separate, colour coded chopping boards being used for raw and cooked food?
- All food covered and stored off the floor in the fridges, cool rooms and dry storage areas
- Raw meats and eggs stored separately from ready to eat foods
- Thawing occurring under temperature control (e.g. in refrigerator or microwave oven)
- Ready to eat food on display must be covered with a food grade material to prevent contamination
- Food grade containers used for storing food

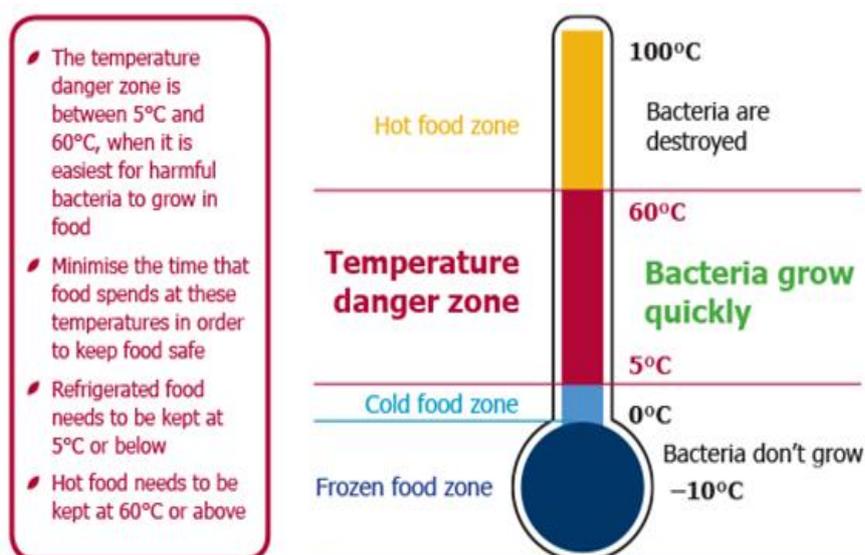


Figure 3: Temperature Danger Zone

Cleaning and sanitising

- Is a food grade sanitiser available for food preparation benches and dishes not going through dishwasher?
 - Does it need dilution? If so, are you diluting the sanitiser correctly?
 - Shelf life - How long can it last in the spray bottle after dilution?
 - How long can you leave sanitiser on the benches before you wipe it off?
- Is dishwasher operating at an optimal temperature (is rinse temperature 80°C or above)?
- Is there a cleaning schedule in place?
- Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition?
- Food handling areas are kept free from dirt, dust, flies, pests and other contaminants?

Temperature control

- Are fridges/cool rooms operating at 5°C or below?
- Hot, ready-to-eat, potentially hazardous food is stored at or above 60°C (E.g. in a bain-marie, pie warmer)
- Cooked food must achieve 75°C or above
- When heating potentially hazardous food, it is rapidly heated to 60°C or higher?
- Cooling food from 60°C to 21°C in 2 hours, 21°C to 5°C in further 4 hours. Are you using shallow containers to aid rapid cooling?
- There is a probe thermometer accurate to $\pm 1^\circ\text{C}$ (digital preferable) available where potentially hazardous food is handled and or stored

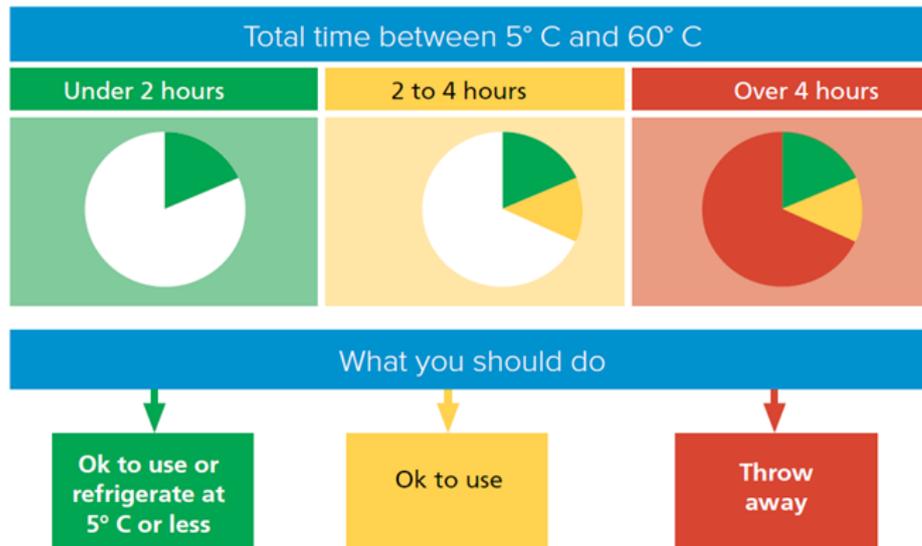


Figure 4: The 2 hour 4 hour rule for potentially hazardous food

Receipt/Transport

- Potentially hazardous foods are only received at the correct temperature and within the use-by-date (where applicable)?
- Food is obtained from reputable suppliers and is traceable?
- Potentially hazardous food transported under temperature control and is protected from contamination?
- Food is protected from contamination with suitable packaging during transportation?

Pest Control and Maintenance

- Any pest activity in the food premises? (E.g. cockroaches, rats/mice – droppings will be evident!)
Pest control contractor – Are there any reports? What do they say?
- Flyscreens are available on doors and windows

Labelling

- Packaging food for wholesale? If so, are they labelled? Has SA health been contacted regarding labelling requirements? (8226 7100) For detailed explanation on the requirements refer to the SA Health Guide to Labelling available on SA Health website.

Free Onsite Advice

Environmental Health Officers are able to provide free onsite advice during fit out inspections or advice from drawn plans. If you have any queries, please contact an Environmental Health Officer on 8132 3600.