

Record Sheet 10

Internal Review Checklist (Manufacturing)

(more sheets are available at www.foodsmart.vic.gov.au)

This Internal Review is a tool to help you focus on areas that need attention and to ensure staff are following the Food Safety Plan. The questions must be answered either Yes or No. Describe what needs to be done/fixed in the observations column. Corrective Action: what action was taken to overcome the problem Signed and Dated: when the corrective action was completed. The Food Safety Supervisor should use this checklist every 2-3 months.

Some elements of these processes will not apply to your business. Simply strike through questions that are not relevant to your business.

1. Harvesting	Yes	No	Observations
Are processes in place for the removal of excess soil, etc?			
Are levels of chemicals used on the fruit/vegetables, etc within Agricultural Code limits?			
<i>Corrective Action Required:</i>			
			<i>Date:</i>
			<i>Completed by:</i>

2. Ordering/Delivery	Yes	No	Observations
Are all suppliers used on your Approved Suppliers List?			
Are product temperatures monitored at intake?			
Are all product deliveries checked in line with the procedure?			
After receiving are delivered products stored in their appropriate storage?			
Are transport vehicles checked at regular intervals prior to receiving the goods?			
Are staff aware of the key factors to check goods for on delivery?			
Are staff aware of the key factors to be aware of when inspecting a vehicle?			
Are staff aware why these factors are important?			
Is the delivery record sheets completed?			
<i>Corrective Action Required:</i>			
			<i>Date:</i>
			<i>Completed by:</i>

3. Storage		Yes	No	Observations
Are all foods stored off the ground and not in contact with walls?	Chilled			
	Frozen			
	Dry			
Is the storage area over stocked?	Chilled			
	Frozen			
	Dry			
Are temperatures of storage areas operating in the correct range?	Chilled			
	Frozen			
Are temperature control charts completed?	Chilled			
	Frozen			
Is there a risk of cross contamination from raw to cooked foods in storage areas?				
Is there a risk of cross contamination from raw to ready to eat foods in storage areas?				
Are all foods packaged adequately?				
Are all storage containers lidded and labelled?	Chilled			
	Frozen			
	Dry			
Have foods been stored in rotation of use-by date?	Chilled			
	Frozen			
	Dry			
Are cleaning agents and chemicals stored separately?				
Is there any evidence of pests in the storage area?				
Corrective Action Required:		Completed by:		
		Date:		

4. Preparation		Yes	No	Observations
Has the temperature time review been completed?				
Has action been taken were problems arose?				
Are work surfaces, utensils and equipment clean?				
Are cleaning schedules completed?				
Is thawing food protected from contamination and done in cold storage area?				
Is there a risk of cross contamination raw and cooked foods?				
Is there a risk of contamination from chemicals?				
Is there a risk of contamination from foreign bodies (physical items)?				
Are staff aware of risks when handling foods?				
Are staff wearing appropriate protective clothing?				
Are staff following good hygiene practices?				
Are there adequate hand washing and drying facilities?				
Are staff knowledgeable in personal hygiene practices?				
Are staff personal belongings stored in appropriate manner and not at risk of contaminating food or equipment?				
Is equipment working and well maintained?				
Is equipment installed to facilitate cleaning?				
Are pest control measures adequate and effective in this area?				
Is food waste disposed of appropriately?				
Are waste bins emptied regularly?				
Corrective Action Required:		Completed by:		
		Date:		

Date:

5. Post-Production Handling		Yes	No	Observations
Has the temperature time review been completed?				
Has corrective action been taken were problems arose?				
Are cooking times and temperatures satisfactory and monitored by staff?				
Is there a risk of post cooking cross contamination?	Raw to Cooked Foods			
	Physical			
	Chemical			
Is equipment and utensils clean prior to use?				
Is the temperature measuring equipment accurate?				
Is food that is being cooled for later used done in line with temperature control practices?				
Is the food protected from contamination during cooling?				
Are Food holding facilities adequate is?	Hot			
	Cold			
Does staff record the temperature of holding equipment?	Cold			
	Hot			
	Frozen			
Is there any risk of contamination to the food in display units?				
Are Food displays operating effectively?	Hot above 60°C			
	Cold below 5°C			
	Frozen -18°C			
Is serving carried out in hygienic manner by staff?				
Are staff aware of risks of contamination?				
Are display units clean prior to use?				
Are sufficient utensils available for use in display units?				
Are pest controls measures adequate and effective?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

6. Packaging		Yes	No	Observations
Is packaging material being stored hygienically?				
Does the label provide adequate product information?				
Are staff following food hygiene practices in this area?				
Is the area and equipment clean?				
Are cleaning agents and chemicals stored separately?				
Are pest controls measures adequate and effective?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

7. Transport		Yes	No	Observations
Are transport vehicles clean and are cleaning schedules completed?				
Are temperature control records completed for transport vehicles?	Chilled			
	Frozen			
Is the vehicle in good repair?				
Is raw and ready to eat foods delivered so that cross contamination does not occur?				
Are transport staff aware of food safety practices?				
Do transport staff have appropriate protective clothing?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

8. Customer Complaints		Yes	No	Observations
Are customer complaints recorded?				
Is the action taken recorded as a result of this complaint?				
Are staff aware of what to do were they receive a customer complaint?				
How does the business provide information to customers with allergies?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

9. Personal Health & Hygiene		Yes	No	Observations
Are staff aware of food safety practices and their responsibilities?				
Are staff wearing suitable protective clothing?				
Are staff wearing jewellery or nail varnish?				
Are staff aware they have must not be at work when they maybe suffering from a food borne illness or condition?				
Are staff washing their hands at the appropriate times as per support programme?				
Are staff trained in food hygiene?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

10. Cleaning		Yes	No	Observations
Does the cleaning schedule include all relevant information? (Items, instructions, frequency, chemicals, equipment)				
Are cleaning schedules completed?				
Is there adequate equipment to undertake cleaning effectively?				
Is the cleaning equipment clean and stored appropriately after use?				
Are all cleaning chemicals in clearly labelled containers?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

