

# Record Sheet 9 Internal Review Checklist

(more sheets are available at [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au))

*The Food Safety Supervisor should use this checklist every 2-3 months*

- Each relevant question must be answered. (If the question is not relevant to your business, cross it out.)
- If you answer “No” to any question describe the problem more fully in the “**Observations**” column.
- Describe what you did to fix any problems in the “**Corrective Action Required**” field
- Finally, sign and date the section when any corrective action is completed.

1. 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 sheet filled in when a delivery is received?			
<b>Corrective Action Required:</b>			
			<b>Date:</b>
			<b>Completed by:</b>

2.Storage	Yes	No	Observations
Are all foods stored off the ground and not in contact with walls?	Chilled		
	Frozen		
	Dry		
Has the storage area got clear storage space?	Chilled		
	Frozen		
	Dry		
Are temperatures of storage areas operating in the correct range?	Chilled		
	Frozen		
Are temperature control charts completed?	Chilled		
	Frozen		
Are raw foods stored away from cooked foods to prevent cross contamination?			
Are raw foods stored away from ready to eat foods to prevent cross contamination?			
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 the storage area free from evidence of pests?			
<b>Corrective Action Required:</b>			
			<b>Completed by:</b>
			<b>Date:</b>

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3. Preparation		Yes	No	Observations
Has the temperature time review been completed?				
Has action been taken where 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?				
Are cooked foods away from the preparation area to prevent cross contamination?				
Are chemicals away from the preparation area to prevent cross contamination?				
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?				
Sushi preparation – is the pH of the rice is no higher than 4.8?				
<b>Corrective Action Required:</b>				
				<b>Completed by:</b>
				<b>Date:</b>

4. Cooking / Post Cooking 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?				
Are cooked foods kept away from the following possible types of 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?	Hot			
	Cold			
Does staff record the temperature of holding equipment?	Cold			
	Hot			
	Frozen			
Are display units kept free from any risk of contamination?				
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?				
If displaying Sushi – Is the temperature of the display unit at or below 15°C?				
<b>Corrective Action Required:</b>				
				<b>Completed by:</b>
				<b>Date:</b>

<b>5. Packaging</b>	<b>Yes</b>	<b>No</b>	<b>Observations</b>
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>

<b>6. Transport</b>	<b>Yes</b>	<b>No</b>	<b>Observations</b>
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>

<b>7. Customer Complaints</b>	<b>Yes</b>	<b>No</b>	<b>Observations</b>
Are customer complaints recorded?			
Is the action taken as a result of this complaint recorded?			
Are staff aware of what to do were they receive a customer complaint?			
Does the business provide information to customers with allergies?			
<i>Corrective Action Required:</i>			
			<i>Completed by:</i>
			<i>Date:</i>

<b>8. Personal Health &amp; Hygiene</b>	<b>Yes</b>	<b>No</b>	<b>Observations</b>
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>

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<b>9. Cleaning</b>	<b>Yes</b>	<b>No</b>	<b>Observations</b>
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>

<b>10. Premises, Equipment, Pests and Waste</b>		<b>Yes</b>	<b>No</b>	<b>Observations</b>
Are the following areas in good repair?	Storage Area			
	Preparation			
	Cooking			
	Serving/Display			
	Transport Vehicle			
Are the following areas secure from pests?	Storage Area			
	Preparation			
	Cooking			
	Serving/Display			
	Transport Vehicle			
Are externally stored waste disposal bins lidded?				
Is the waste storage area and bins cleaned regularly?				
Are waste bins in the food preparation area emptied regularly?				
Are waste disposal bins identifiable from food storage bins?				
<i>Corrective Action Required:</i>				
				<i>Completed by:</i>
				<i>Date:</i>

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