



## Inspection - Health and Hygiene Checklist

### Health\_On Site Food Handling and Preparation - On Site Food Handling and Preparation

Item #	Prompt	Responses	Comments
1	Monthly hygiene inspections of kitchen, food storage, preparation and mess hall are carried out?	( ) Yes ( ) No ( ) N/A	
2	Food storage, preparation and segregation of raw and cooked foodstuffs Work Instructions are in place and followed?	( ) Yes ( ) No ( ) N/A	
3	Separate utensils and cutting boards are used for raw foods (e.g. meats, fish, poultry, vegetables) and cooked foods?	( ) Yes ( ) No ( ) N/A	
4	Temperature of cooked food reaches at least 75°C. This is checked by monitoring the temperature display or measuring the temperature?	( ) Yes ( ) No ( ) N/A	
5	Chilled or frozen food delivery vehicles are operating at the correct temperature?	( ) Yes ( ) No ( ) N/A	
6	Only potable water is used to prepare, rinse and cook food, also to wash dishes and hands?	( ) Yes ( ) No ( ) N/A	
7	Personnel wash hands with soap after using the toilet and other non-food related activities (e.g. handling garbage)?	( ) Yes ( ) No ( ) N/A	
8	Chefs and kitchen staff are trained and assessed competent in food handling, storage, preparation and service?	( ) Yes ( ) No ( ) N/A	
9	Chefs and kitchen staff wear required PPE (e.g. hair nets, disposable face masks, gloves)?	( ) Yes ( ) No ( ) N/A	
10	Kitchen and food preparation cleaning Work Instructions are in place and followed?	( ) Yes ( ) No ( ) N/A	
11	Chilled food is kept at 5° C or colder and Hot food is kept at 60° C or hotter. Temperature is monitored and recorded hourly?	( ) Yes ( ) No ( ) N/A	
12	Additional measures are in place to control food use?	( ) Yes ( ) No ( ) N/A	
13	Personnel wash hands with soap between handling raw and cooked food?	( ) Yes ( ) No ( ) N/A	
14	Supervisor verify raw meat is kept in the refrigerator separate or below any other foodstuffs, like dairy produce and fresh products?	( ) Yes ( ) No ( ) N/A	
15	Supervisor verify frozen foods are kept in food groups (fish, meat, vegetables)?	( ) Yes ( ) No ( ) N/A	
16	Supervisor verify that chilled or frozen delivery vehicles are operating at the correct temperature?	( ) Yes ( ) No ( ) N/A	
17	Supervisor verify that clean uniforms and required PPE are being worn and high personnel hygiene standards are maintained?	( ) Yes ( ) No ( ) N/A	
18	Supervisor confirm daily temperature checks are made for refrigerators and freezers and a complete record is kept for inspection?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
19	Supervisor confirm daily temperature checks are made for refrigerators and freezers and a complete record is kept for inspection?	( ) Yes ( ) No ( ) N/A	
20	Supervisor verify hot foods on display are kept above 60°C, and cold foods are kept below 5°C?	( ) Yes ( ) No ( ) N/A	
21	Supervisor verify when reheating takes place, the food must be heated to +83°C for a minimum of 3 minutes to ensure any bacteria are killed?	( ) Yes ( ) No ( ) N/A	
22	Supervisor verify canteen housekeeping is maintained.	( ) Yes ( ) No ( ) N/A	
23	Supervisor verify inspections, cleaning and maintenance of canteen equipment is carried out according to the Maintenance Program?	( ) Yes ( ) No ( ) N/A	
24	Operator /Maintainer follow Kitchen Food Preparation and Cleaning Work Instructions, including the use of approved and designated utensils?	( ) Yes ( ) No ( ) N/A	
25	Operator/Maintainer follow first in-first out method to store and use products?	( ) Yes ( ) No ( ) N/A	
26	Operator /Maintainer stop using any food with abnormal characteristic (e.g. odour, colour) and report to Supervisor / Chef.	( ) Yes ( ) No ( ) N/A	
27	Operator/Maintainer wear clean uniforms and required PPE (e.g. dispensable mask, hair net, gloves) when handling or preparing food?	( ) Yes ( ) No ( ) N/A	
28	Operator/Maintainer clean ovens, refrigerators, freezers, floors daily according to the canteen practises established in Work Instructions?	( ) Yes ( ) No ( ) N/A	
29	Operator inform Supervisor / Chef when suffering of any infectious disease?	( ) Yes ( ) No ( ) N/A	
30	Operator/Maintainer wash hands with soap between handling raw and cooked food.	( ) Yes ( ) No ( ) N/A	
31	Operator/Maintainer maintain canteen housekeeping at all times and according to the Work Instructions/Procedure?	( ) Yes ( ) No ( ) N/A	
32	Operator/Maintainer wash hands with soap after using the toilet or other non-food related activities (e.g. handling garbage)?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
Item #	Explanation		
1	Monthly hygiene inspections of kitchen, food storage, preparation and mess hall are carried out. Non-conformances are corrected according to the due date. Serious non-conformances are corrected immediately.		
2	Food storage, preparation and segregation of raw and cooked foodstuffs Work Instructions are in followed.		
3	Separate utensils and cutting boards are used for raw foods (e.g. meats, fish, poultry, vegetables, foods).		
4	Temperature of cooked food reaches at least 75°C. This is checked by monitoring the temperature measuring the temperature.		
5	Chilled or frozen food delivery vehicles are operating at the correct temperature (below 8°C for chilled, below -18°C for frozen) before unloading food at the canteen.		
6	Only potable water is used to prepare, rinse and cook food, also to wash dishes and hands.		
7	Personnel wash hands with soap after using the toilet and other non-food related activities (e.g. handling food).		
8	Chefs and kitchen staff are trained and assessed competent in food handling, storage, preparation and cleaning.		
9	Chefs and kitchen staff wear required PPE (e.g. hair nets, disposable face masks, gloves).		
10	Kitchen and food preparation cleaning Work Instructions are in place and followed.		
11	Chilled food is kept at 5° C or colder and Hot food is kept at 60° C or hotter. Temperature is monitored and recorded hourly.		
12	Additional measures are in place to control food use (including stopping use of specific foods) when contamination by infectious organisms (e.g. cholera bacteria) may be present.		
13	Personnel wash hands with soap between handling raw and cooked food.		
14	Verify raw meat is kept in the refrigerator separate or below any other foodstuffs, like dairy products.		
15	Verify frozen foods are kept in food groups (fish, meat, vegetables).		
16	Verify that chilled or frozen delivery vehicles are operating at the correct temperature (below 8°C –18°C for frozen) before unloading food at the canteen.		
17	Verify that clean uniforms and required PPE are being worn and high personnel hygiene standard (e.g. hand washing, clean nails).		
18	Confirm daily temperature checks are made for refrigerators and freezers and a complete record is maintained.		
19	Confirm daily temperature checks are made for refrigerators and freezers and a complete record is maintained.		
20	Verify hot foods on display are kept above 60°C, and cold foods are kept below 5°C.		
21	Verify when reheating takes place, the food must be heated to +83°C for a minimum of 3 minutes to kill bacteria.		
22	Verify canteen housekeeping is maintained.		
23	Verify inspections, cleaning and maintenance of canteen equipment is carried out according to the Program.		
24	Follow Kitchen Food Preparation and Cleaning Work Instructions, including the use of approved and designated utensils, cutting boards and cleaning tools.		
25	Follow first in-first out method to store and use products. Food is stored in original containers or new containers are labelled (including date of transfer and best before date).		
26	Stop using any food with abnormal characteristic (e.g. odour, colour) and report to Supervisor / Chef.		
27	Wear clean uniforms and required PPE (e.g. dispensable mask, hair net, gloves) when handling cold food.		
28	Clean ovens, refrigerators, freezers, counters, floors daily according to the canteen practises established in the Work Instructions.		
29	Operator inform Supervisor / Chef when suffering of any infectious disease?		
30	Wash hands with soap between handling raw and cooked food.		
31	Maintain canteen housekeeping at all times and according to the Work Instructions / Procedure.		
32	Wash hands with soap after using the toilet or other non-food related activities (e.g. handling garbage).		