

Food safety Checklist

[Company Details Here]

AREA:

MANAGER:

DATE:

ITEM	Compliant		Completed
	Yes	No	
Supplier Program			
1. The Approved Supplier List is up to date.			
2. All commercial suppliers have provided the organisation with up-to-date Food Authority License and Food Safety Information.			
3. New Commercial suppliers of possible hazardous foods have been provided with a form for Approved Suppliers.			
Receipt			
4. Are members of staff made aware of the food safety issues when accepting receipt of product deliveries.			
5. Are members of staff informed about the main food safety factors on inspection of a vehicle for food delivery.			
6. Are food products specified on the Approved Suppliers List?			
7. Do the specifications cover all products.			
8. Are the products/specifications available in the area?			
9. Do goods receipt records comply with the written procedures?			
10. Do the specifications cover all products.			
11. Ensure refrigerated and frozen product temps are taken upon delivery.			
12. Is this observed or possibly documented?			
13. Before receiving goods, vehicles should be inspected.			
14. Is this log available?			
15. Is there completion of the delivery record?			
Glass and Wood			
16. Any evidence of glass or wood situated in food production areas?			
Labelling			
17. The name, date of purchase and use by date should be clearly labels for all perishable items			
18. All stages/types of food preparation is clearly labelled.			
Storage			
19. Food products should be stored off the ground and not in contact with walls, the area should be neat and tidy.			
20. The name of product and date of receipt should be labelled and stored in covered containers.			
21. Packaging should be in good condition.			