

## CANTEEN INSPECTION CHECKLIST

**Please complete all sections**

<b>Supervisor on duty:</b>		<b>Location</b>	
<b>Inspection is done by:</b>		<b>Telephone Number:</b>	
<b>Company Medical staff (if applicable) present:</b>		<b>Email Address:</b>	
<b>Date of Inspection:</b>		<b>Date of the Previous Inspection:</b>	

### 1. PERSONAL HYGIENE

No.	STANDARD	YES	NO	COMMENT	DATE CORRECTED
1.	Hairnets are worn				
2.	Fingernails are short and clean				
3.	Gloves are worn by food handlers during the preparation of raw and cooked food				
4.	Open infection, cuts, or bandages on hands are covered while handling food				
5.	Adequate handwashing and drying facilities are available				
6.	Catering staff determine understanding regarding when to wash their hands				
7.	Adequate handwashing and drying facilities are available				
8.	No smoking in kitchen or canteen				
9.	Is Personal Hygiene training regularly available to new and existing staff (records available )				

### 2. UTENSILS AND EQUIPMENT

No.	STANDARD	YES	NO	COMMENT	DATE CORRECTED
10.					
11.	All small equipment and utensils, including cutting boards, are completely and deeply cleaned between uses and sanitized where essential/mandatory				
12.	Utensils are clean and dry				
13.	Work surfaces are clean and sanitized				
14.	Thermometers are available and calibrated				
15.	Drawers and racks are clean				
16.	Utensils are stored in a safe manner				

### 3. CLEANING AND SANITIZING

No.	STANDARD	YES	NO	COMMENT	DATE CORRECTED
17.					
18.	A periodic cleaning schedule is in place for utensils, equipment and establishment/areas				
19.	Deep cleaning schedule				
20.	Sanitation chemicals used correctly				
21.	Abstracted rags used for floors and work surface cleaning & disinfecting				
22.	Cleaning equipment stored appropriately				
23.	The dining area is clean and sanitized				

4. GARBAGE DISPOSAL						
24.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
25.	Garbage containers are washed and sanitized					
26.	Garbage/waste storage area is protected from insects, pests, roaches or rodent infestation					
27.	Skips emptied/removed from the site at least 2x per week					
5. PEST CONTROL						
28.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
29.	Screens are on open windows and doors and in good repair					
30.	A pest control /fumigation program is in place					
6. RECEIVING						
31.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
32.	Products are supplied by approved suppliers					
33.	Rapidly/promptly upon receipt, incoming food and supplies are inspected appropriately					
34.	All food items, material and supplies are immediately moved to appropriate storage areas					
35.	Temperature is checked and recorded of shipping chillers/freezers on arrival					
36.	Chillers/freezer content is checked for defrosting or spoiling/damage before unloading					
37.	All food is labelled with name and delivery/expiry date					
38.	Food is protected from contamination					
7. STORAGE						
39.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
40.	Separation of food and chemicals					
41.	Air-conditioned storage					
42.	All food is stored off the floor					
43.	Unit is clean					
44.	Foods are arranged to allow cool airflow					
8. COLD STORAGE						
45.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
46.	All food is appropriately wrapped, labelled and dated.					
47.	Food is not allowed to be in the "temperature danger zone" (i.e. between 4C°) for more than 2 hours					
48.	Thawing pans are available and clean					
49.	Segregation of foodstuff in chiller and freezer (meat, fish, poultry and veg)					
50.	Temperatures are maintained: 4C° or lower in refrigerators and -18C° or lower in freezers. Recorded during each shift.					
9. HOT/COLD HOLDING						
No.	STANDARD	YES	NO	COMMENT	DATE CORRECTED	
51.	Fridge/Bain Mari is clean					

52.	All Food items are heated to 75C° before shifting to hot holding				
53.	The temperature of food items being held is 63C° or above, the record is documented.				
54.	The temperature of cold food items being held is 4C° or below, the record is available and documented.				
55.	Food is protected from contamination				

### 10. Transport

56.	STANDARD	YES	NO	COMMENT	DATE CORRECTED
57.	Transport containers and carts are regularly cleaned and sanitized				
58.	Proper temperatures are maintained during transport at 4C° or below for foods and above 63C° for hot foods, record available				
59.	The transport vehicle is clean				

### 11. HEALTH

60.	STANDARD	YES	NO	COMMENT	DATE CORRECTED
61.	Food handlers' medical certificate up to date.				
62.	Is Food Safety training regularly provided (records available)				

### 12. COMMENT SHEET

	CORRECTIVE ACTION	RESPONSIBLE PERSON	DUE DATE
1.			
2.			
3.			
4.			
5.			

*\*Corrective action should be documented and date corrected column completed.*

<b>Issued by (Print Name):</b>		<b>Received by (Print Name):</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Date:</b>	