



SC5
hygiene
inspection
checklist

SC5 hygiene inspection checklist



Food Safety
AUTHORITY OF IRELAND

This record book should be used for recording checks that you make of your premises and the practices of your staff.

SC5 - Hygiene Inspection Checklist



EXAMPLE:

Simple checks of the premises which should be carried out by the Manager or Supervisor regularly*.

	Satisfactory		Details Of Action Taken
	Yes	No	
Hygiene Of Food Rooms & Equipment			
Are food rooms and equipment in good condition and well maintained?	✓		
Are food rooms clean and tidy and do staff clean as they go including difficult areas?		X	<i>Review cleaning schedule and discuss with staff.</i>
Is equipment easy to clean and kept in a clean condition?	✓		
Are all food and hand contact surfaces e.g. work surfaces, delivery area, slicers, fridge handles, food probe, in good condition and cleaned/ disinfected regularly?	✓		
Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?	✓		
Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?		X	<i>Disposable cloths ordered.</i>
Food Storage			
Are deliveries appropriately stored immediately?	✓		
Is ready-to-eat food stored above/separate from raw food in the fridges and freezers?	✓		
Is food in fridges/freezers covered?	✓		
Are high risk foods date coded, codes checked daily and stock rotated?	✓		
Are dried goods stored correctly e.g. in suitable room, off the floor, in covered containers?	✓		
Are freezers working properly?	✓		
Are fridges and freezers defrosted regularly?	✓		
Food Handling Practices			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?	✓		
Separate complex equipment (e.g. vacuum packing machines, meat slicers etc) are used for raw and ready-to-eat foods	✓		
Are staff handling food as little as possible? (e.g. using tongs)	✓		
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?		X	<i>Additional boards ordered and discussed with staff.</i>
Are high risk foods prepared in small batches and returned to the fridge immediately after handling/preparation?	✓		
Is food cooled as quickly as possible away from raw food and other sources of contamination?	✓		
Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?	✓		
Is food on display screened from customers?	✓		
Are adequate clean utensils available for self service?	✓		
Are frozen foods defrosted safely?	✓		
Are controls in place to prevent contamination by chemicals/ foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?		X	<i>Chipped glass bowls to be replaced by plastic containers.</i>



	Satisfactory		Details Of Action Taken
	Yes	No	
Are staff aware of food allergy hazards?		X	Staff training required. Contact EHO for leaflets.
Are temperature probes correctly used and sanitised before and after use?	✓		
Personal Hygiene			
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?	✓		
Are wash hand basins clean with warm water, soap and hygienic hand drying facilities?		X	No paper towels. Holder refilled and discussed with staff.
Are wash hand basins used for hand washing only and used regularly by staff?	✓		
Are staff handling food as little as possible?	✓		
Are staff toilets and changing facilities clean and tidy?	✓		
Pest Control			
Are premises pest proofed and free from any signs of pests?	✓		
Where necessary are external doors/ windows fitted with suitable flyscreens?	✓		
Are insectocutors (if provided) properly maintained?		X	Replace UV Tubes.
Is food properly protected from risk of contamination by pests?		X	Order more covered containers for food storage.
Waste Control			
Is waste in food rooms stored correctly?	✓		
Is food waste stored correctly outside and is the refuse area kept clean?	✓		
Is unfit food clearly labelled and stored separately from other foods?	✓		
Checks And Record Keeping			
Are all checks properly taken and recorded?	✓		
Has appropriate corrective action been taken where necessary?	✓		
Are record forms up-to-date, checked and verified?	✓		
Are equipment time/temperature combinations specified and regularly cross-checked?	✓		
Review (4 Weekly)			
Any new suppliers and approved list updated?	✓		
Any new menu items and steps in safe catering updated?	✓		
Any new food handling methods or equipment and steps in safe catering updated?	✓		

Name: E Chartres Position: Manager Signed: E Chartres Date: 8/01/20

*Tick frequency checks carried out by manager or supervisor

Weekly Fortnightly Monthly

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Are frozen foods defrosted safely?			
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Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?			
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Weekly Fortnightly Monthly

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Name:..... Position:..... Signed:..... Date:.....

*Tick frequency checks carried out by manager or supervisor

Weekly Fortnightly Monthly

SC5 - Hygiene Inspection Checklist



Simple checks of the premises which should be carried out by the Manager or Supervisor regularly*.

	Satisfactory		Details Of Action Taken
	Yes	No	
Hygiene Of Food Rooms & Equipment			
Are food rooms and equipment in good condition and well maintained?			
Are food rooms clean and tidy and do staff clean as they go including difficult areas?			
Is equipment easy to clean and kept in a clean condition?			
Are all food and hand contact surfaces e.g. work surfaces, delivery area, slicers, fridge handles, food probe, in good condition and cleaned/ disinfected regularly?			
Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?			
Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?			
Food Storage			
Are deliveries appropriately stored immediately?			
Is ready-to-eat food stored above/separate from raw food in the fridges and freezers?			
Is food in fridges/freezers covered?			
Are high risk foods date coded, codes checked daily and stock rotated?			
Are dried goods stored correctly e.g. in suitable room, off the floor, in covered containers?			
Are freezers working properly?			
Are fridges and freezers defrosted regularly?			
Food Handling Practices			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?			
Separate complex equipment (e.g. vacuum packing machines, meat slicers etc) are used for raw and ready-to-eat foods			
Are staff handling food as little as possible? (e.g. using tongs)			
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?			
Are high risk foods prepared in small batches and returned to the fridge immediately after handling/preparation?			
Is food cooled as quickly as possible away from raw food and other sources of contamination?			
Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?			
Is food on display screened from customers?			
Are adequate clean utensils available for self service?			
Are frozen foods defrosted safely?			
Are controls in place to prevent contamination by chemicals/ foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?			



	Satisfactory		Details Of Action Taken
	Yes	No	
Are staff aware of food allergy hazards?			
Are temperature probes correctly used and sanitised before and after use?			
Personal Hygiene			
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?			
Are wash hand basins clean with warm water, soap and hygienic hand drying facilities?			
Are wash hand basins used for hand washing only and used regularly by staff?			
Are staff handling food as little as possible?			
Are staff toilets and changing facilities clean and tidy?			
Pest Control			
Are premises pest proofed and free from any signs of pests?			
Where necessary are external doors/ windows fitted with suitable flyscreens?			
Are insectocutors (if provided) properly maintained?			
Is food properly protected from risk of contamination by pests?			
Waste Control			
Is waste in food rooms stored correctly?			
Is food waste stored correctly outside and is the refuse area kept clean?			
Is unfit food clearly labelled and stored separately from other foods?			
Checks And Record Keeping			
Are all checks properly taken and recorded?			
Has appropriate corrective action been taken where necessary?			
Are record forms up-to-date, checked and verified?			
Are equipment time/temperature combinations specified and regularly cross-checked?			
Review (4 Weekly)			
Any new suppliers and approved list updated?			
Any new menu items and steps in safe catering updated?			
Any new food handling methods or equipment and steps in safe catering updated?			

Name:..... Position:..... Signed:..... Date:.....


*Tick frequency checks carried out by manager or supervisor

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