



FOOD SAFETY SELF-ASSESSMENT CHECKLIST

HOW WELL DOES YOUR FOOD BUSINESS RATE?

All licensed food businesses within the Fraser Coast Region will be issued with an Eat Safe star rating based on an Eat Safe Audit undertaken by Council.

The aim of the Eat Safe Fraser Coast program is for Council to work with licensed food businesses to provide both assistance and incentives to achieve and maintain the highest standards in food safety.

Use this checklist to assess your current food safety processes and determine an approximate Eat Safe Fraser Coast star rating. This checklist should be used in conjunction with the ***Food Safety Made Easy Guide*** which assists businesses achieve high levels of food safety.

Council will use a similar checklist, Food Safety Audit Form, during Eat Safe Audit to assess your business' food handling practices and procedures and establish your Eat Safe Fraser Coast star rating.

The ***Food Safety Made Easy Guide*** and further information about Eat Safe Fraser Coast is available at www.frasercoast.qld.gov.au/eatsafrasercoast or by emailing eatsafrasercoast@frasercoast.qld.gov.au.

THE FOOD SAFETY CHECKLIST HAS TWO SECTIONS

Section A – Compliance Details contains the legislative food safety requirements. It is the food business' responsibility to comply with these. Any infringements of these provisions are noted and subsequently tallied to give a rating of the compliance against the *Food Act 2006*.

The three non-compliance selections within Section A represent the various levels of risk.

A **minor non-compliance** means there is a small, low risk breach of the *Food Act 2006* or the food safety standards that can be easily rectified during the normal course of the business. These issues are less likely to present a hazard to consumers. Examples include:

- slightly defective fixtures, fittings or equipment;
- cracked tiles; and
- very minor cleaning issues.

Businesses can still achieve a good star rating even if a small number of minor non-compliant breaches (≤ 3) are found.

A **major non-compliance** is more serious. It suggests a breach of the food safety standards and exposes a high risk to food safety. The food business may not be able to quickly or easily rectify these issues during normal processes. Examples include:

- very unclean premises;
- no hand washing facilities; and
- poor personal hygiene.

If any major non-compliances are found it is likely that a star rating of less than "3 Stars" may be applied and may result in enforcement action being taken.

Critical non-compliances are associated with matters that pose the highest risk to producing safe food. If a food business fails to comply with any of the critical requirements, a “No Star” rating may be applied and enforcement action may be taken. Examples include:

- incorrect temperature control;
- contamination of food; and
- pest and vermin harbourage.

Section B – Good Management Practices is reflected through the completion of Record Templates which assist in the management and control of food safety hazards in a food business.

Businesses are required to provide examples of these completed templates during the Eat Safe Audit to demonstrate effective management of their food safety risks.

Scores from both Section A and Section B are tallied to calculate the overall star rating.



HOW TO USE THIS CHECKLIST

STEP 1

Enter the administration details at the top of the checklist (e.g. name, date) as a record of your information.

STEP 2

Complete Section A in order – the checklist follows the typical flow of processing food from beginning to end (e.g. receive food, store food, process food, display/serve food).

Section A contains **Minor**, **Major** and **Critical** Compliance areas. For definitions of these various compliance levels, refer to page 2 of this checklist.

If you believe your food business fully complies with each of the listed requirements, tick the ‘Yes’ box. If you are unsure, please refer to the ***Food Safety Made Easy Guide***.

If you find areas that do not comply with the listed requirements, tick the appropriate **Minor**, **Major** and **Critical** box. Refer to the next page for a general guide to identifying minor and major compliance issues.

Please note that some requirements on the checklist may not be applicable to your particular food business due to the nature of your activity.

Business Name: _____

Location: _____

Food Safety Supervisor: _____ Date: _____

SECTION A – COMPLIANCE DETAILS

Tick the boxes which are relevant for you. Boxes marked "X" are not relevant for this requirement.

If you are unsure about any control measures further information is available in the **Food Safety Made Easy Guide**.

General Requirements						
Ref	Control Measure	Comments/Findings	Compliant			
			Yes	No		
				Minor	Major	Critical
A1	Licence – Is your Council food business licence current? i.e. no outstanding fees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2	Licence – Is the current licence displayed prominently on the premises?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A3	Licence Conditions – Does your business comply with all site specific licence conditions (if applicable)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A4	Previous non-compliances – Has your business fixed all previous non-compliance items?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A5	Design – Does your business comply with the structural requirements of the Food Safety Standards?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A6	Food Safety Supervisor – Have you notified Council who your Food Safety Supervisor is?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A7	Food Safety Supervisor – Is the Food Safety Supervisor reasonably available/contactable?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A8	Food Safety Program – If required, does your food business have an accredited Food Safety Program?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A9	Skills and knowledge – Do you and your employees have appropriate skills and knowledge in food safety and hygiene matters?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A10	Receival – Is food protected from contamination at receival and are potentially hazardous foods accepted at the correct temperature?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A11	Food storage – Is all food stored appropriately so that it is protected from contamination? Eg cold room / fridge, freezer, dry store.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A12	Food storage – Is potentially hazardous food stored under temperature control? • cold food = 5°C and below • hot food = 60°C and above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A13	Food processing – Are suitable measures in place to prevent contamination? e.g. cross contamination		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A14	Food processing – Is potentially hazardous food that is ready to eat and held outside of temperature control monitored correctly? e.g. 2 hour/4 hour rule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

General Requirements (Contd)						
Ref	Control Measure	Comments/Findings	Compliant			
			Yes	No		
				Minor	Major	Critical
A15	Thawing – Are acceptable methods used to thaw food?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A16	Cooling – Are acceptable methods used to cool food?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A17	Reheating – Are appropriate reheating procedures followed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A18	Food display – Is food on display protected from contamination?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A19	Food display – Is potentially hazardous food displayed under correct temperature control?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A20	Food packaging – Is food packaged in a manner that protects it from contamination?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A21	Food transportation – Is food transported in a manner that protects it from contamination and keeps it at the appropriate temperature?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A22	Food for disposal – Do you use acceptable arrangements for throwing out food?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A23	Food recall – If you are a wholesale supplier, manufacturer or importer of food, does your food business comply with the food recall requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Health and Hygiene Requirements						
Ref	Control Measure	Comments/Findings	Compliant			
			Yes	No		
				Minor	Major	Critical
A24	Alternative methods – Are your documented alternative compliance methods acceptable i.e. receipt, storage, cooling, reheating, display, transport?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A25	Contact with food – Does your business minimise the risk of contamination of food and food contact surfaces?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A26	Health of food handlers – Do you ensure staff members do not engage in food handling if they are suffering from a food-borne illness or are sick?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A27	Hygiene – Do food handlers exercise good hygiene practices (e.g. cleanliness of clothing, not eating over surfaces, washing hands correctly and at appropriate times)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A28	Hand washing facilities – Does your business have adequate hand washing facilities? Eg soap, warm running water, single use towel, easily accessible basin.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cleaning, Sanitising and Maintenance						
Ref	Control Measure	Comments/Findings	Compliant			
			Yes	No		
				Minor	Major	Critical
A29	Duty of food business – Do you inform food handlers of their obligations and take measures to ensure they do not contaminate food?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A30	Cleanliness – Are the floors, walls and ceilings maintained in a clean condition?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A31	Cleanliness – Are the fixtures, fittings and equipment maintained in a clean condition? Eg mechanical exhaust ventilation, fridges, coolrooms, freezers, benches, shelves, cooking equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A32	Cleanliness – Are the premises, in general, maintained in a clean condition?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A33	Sanitation – Has your business provided clean and sanitary equipment including? Eg eating and drinking utensils, food contact surfaces.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A34	Sanitation – Are food contact surfaces of utensils and equipment sanitised correctly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A35	Maintenance – Does your business ensure no damaged (cracked/broken) utensils, crockery, cutting boards are used?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A36	Maintenance – If you are responsible for maintaining the grease trap, is it serviced effectively?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A37	Maintenance – Are your premises' fixtures, fittings and equipment maintained in a good state of repair and working order? Eg floors, walls & ceilings, fixtures, fittings & equip, mechanical exhaust ventilation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Miscellaneous						
Ref	Control Measure	Comments/Findings	Compliant			
			Yes	No		
				Minor	Major	Critical
A38	Thermometer – Does your food business (if handling potentially hazardous food) have a thermometer?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A39	Thermometer – Is the thermometer cleaned and sanitised between uses?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A40	Single use items – Are single use items protected from contamination until use and not used more than once?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A41	Toilets – Are adequate staff toilets provided and in a clean state?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A42	Animals and pests – Is your food business completely free from animals or vermin? (assistance animals exempt)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A43	Animals and pests – Are animals and pests prevented from being on the premises?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A44	Animals and pests – Is pest control carried out at sufficient intervals to eradicate pests?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results – Section A	
TOTAL - Minor Non-Compliances	<input type="text"/>
TOTAL - Major Non-Compliances	<input type="text"/>
TOTAL - Critical Non-Compliances	<input type="text"/>

STEP 3

When you have finished completing the checklist, add up the number of **Minor**, **Major** and **Critical** non-complaint areas separately and note the totals of each at the end of Section A.

Calculate the Section A rating by selecting the A, B, C, D or E in the results table below. The A, B, C, D or E will be next to the number of non-compliances your business has recorded.

SECTION A RESULTS TABLE

Minor Non-Compliance	Food Safety Rating
0 Non-Compliances	A
1-3 Minor Non-Compliances <u>only</u>	B
4-5 Minor Non-Compliances <u>only</u>	C
6 or more Minor Non-Compliances <u>only</u> Or Any 1-2 Major Non-Compliances Or Any 1 Critical Non-Compliance	D
Any 3 or more Major Non-Compliances Or Any 2 or more Critical Non-Compliances	E
SECTION A RATING	<input type="text"/>

STEP 4

Complete Section B – this section covers the documentation considered effective tools in managing food safety risks associated with any food operation.

SECTION B – GOOD MANAGEMENT PRACTICES

If you keep any of these completed management documents on site and use and maintain them on a regular basis, please tick the relevant boxes below. Please refer to the [Food Safety Made Easy Guide](#) for more information on each of these documents.

Each document has a weighted point system allocated to them. Add the total number of points to obtain an overall score and record in the section provided.

Documented and Maintained Records (all records relevant to the business must be kept on site)		Points	Acceptable	
			Yes	No
B1	Accredited HACCP Plan or ISO 22000:2005 (If YES, do not continue to check for other documentation)	14	<input type="checkbox"/>	<input type="checkbox"/>
B2	Accredited Food Safety Program (If YES, do not continue to check for other documentation)	14	<input type="checkbox"/>	<input type="checkbox"/>
B3	Cleaning Program and Schedule	3	<input type="checkbox"/>	<input type="checkbox"/>
B4	Temperature Record – Food Display/Storage	3	<input type="checkbox"/>	<input type="checkbox"/>
B5	Transportation Temperature Control	1	<input type="checkbox"/>	<input type="checkbox"/>
B6	Products Received Temperature Record	1	<input type="checkbox"/>	<input type="checkbox"/>
B7	Greater than 50% of food handlers trained in a recognised Training Course	2	<input type="checkbox"/>	<input type="checkbox"/>
B8	Staff Training Records (internal and external training)	1	<input type="checkbox"/>	<input type="checkbox"/>
B9	Maintenance Records (Structural and Equipment)	1	<input type="checkbox"/>	<input type="checkbox"/>
B10	Pest Control Schedule (by a licensed contractor)	1	<input type="checkbox"/>	<input type="checkbox"/>
B11	Waste Collection and Refuse Cleaning Record	1	<input type="checkbox"/>	<input type="checkbox"/>
B12	Stock Rotation Schedule	1	<input type="checkbox"/>	<input type="checkbox"/>
B13	Note: If a food business <u>does not</u> receive, store, display or process Potentially Hazardous Foods (PHF), add 10 bonus points	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Results Section B – TOTAL Points Score				

See **Food Safety Made Easy Guide** for assistance with the practices above.

STEP 5

Calculate the Section B total ratings by selecting the A, B, C or D score in the results table below. The A, B, C or D will be next to the number of points your business has achieved.

SECTION B RESULTS TABLE

Section B Total	Good Management Practices Rating
14 or more Points	A
11-13 Points	B
7-10 Points	C
Under 7 Points	D
SECTION B RATING	

STEP 6

By using the rating calculator below, select the letters scored for Section A (top) and Section B (left). Your final rating will be where the two scores meet in the middle.

For example, if you scored a 'B' in Section A and a 'C' in Section B, your overall rating will be "3 Stars".

		Section A Result				
Section B Result	RATING	A	B	C	D	E
	A	5	4	4	2	0
	B	4	4	3	2	0
	C	4	3	3	2	0
	D	3	3	3	2	0

RATING CALCULATOR

		Section A Result				
Section B Result	RATING	A	B	C	D	E
	A	5	4	4	2	0
	B	4	4	3	2	0
	C	4	3	3	2	0
	D	3	3	3	2	0

STEP 7 - What do the results mean?



Excellent Performer

Fully compliant with the Food Act 2006 and overall very high standard of food safety management practices.



Very Good Performer

High level of compliance with the Food Act 2006 and overall good standard of food safety management practices.



Good Performer

Good level of compliance with the Food Act 2006 and overall acceptable standard of food safety management practices.



Poor Performer

Low level of compliance with the Food Act 2006 and a poor standard of food safety management practices.

NO STAR

Non-Compliant Performer

A general failure to comply with the Food Act 2006 with major effort required to rectify issues.

Council's Eat Safe Audit will confirm your Eat Safe star rating. A rating of "3 Stars" or above, with your authorisation, will be displayed at the food premises and listed on Council's website. An Agreement to Display Food Safety Rating form will be provided to you at the Audit.

Should you receive an Eat Safe Fraser Coast star rating of "2 Stars" or below, you will need to immediately examine your business processes to rectify any non-compliances.

Further information is available on Council's website www.frasercoast.qld.gov.au/eatsafefrasercoast,_ or by emailing eatsafefrasercoast@frasercoast.qld.gov.au.



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