

SELF AUDIT AND ASSESSMENT

SITE:			AUDITOR NAME:			DATE:		
Q No	AREA	SCORE 1 – med risk 2 – high risk 0 – low risk	Q No	AREA	SCORE 0 – low risk 1 – med risk 2 – high risk			
A	DELIVERY/RECEIPT		H	CLEANING				
1	Is food rejected if at unsafe temperatures (warmer than -12°C frozen, warmer than 8°C chilled)?		1	Is a cleaning schedule available and used?				
2	Is temperature sensitive food stored in appropriate refrigerators/freezers within 15 minutes of receipt.?		2	Is there sufficient detail to schedule (including specified use of correct chemicals) [schedule to include delivery vehicles].				
3	Is food rejected if in unsafe/damaged condition (to include packaging integrity)?		3	Is sanitizer regularly used on food/hand contact surfaces?				
4	Is food rejected if supplied with no use by date?		4	Structural cleanliness of food rooms?				
B	DRY GOODS/DISPOSABLES STORAGE		5	Cleanliness of catering plant/equipment (including extraction fans & storage units)?				
1	Are all dry goods in airtight food grade containers?		I	REFUSE DISPOSAL				
2	Is all food stored off the floor?		1	All internal bins clean & managed?				
3	Is the storage area clean, dry and organised?		2	Waste storage area clean/sufficient?				
4	Are chemicals stored segregated from food?		J					

C	STOCK ROTATION		1		
1	Is all food dated with legible use by date?		2		
2	Is there evidence of poor stock rotation/out of date foods?		3		
3	Are all decanted foods dated?		K		
4	Are all foods re-dated when frozen 'in-house'?		1		
D	UNFIT FOOD		2		
1	Is there evidence of contaminated foods?		3		
2	Are there any rotting foods or blown/dented cans?		4		
E	CHILLED/FROZEN FOOD		5		
1	Are raw/cooked/high risk foods segregated?		L		
2	Are all foods covered/in sealed food grade containers?		1		
3	Is food stored on floor?		2		
4	Is frozen food stored colder than - 18°C (with tolerance to -12°C)?		3		
5	Is chilled food stored colder than 8°C?		M		
F	PERSONAL HYGIENE		1		
1	No/insufficient/dirty hand wash basins?		2		
2	No/insufficient stock (hot water 45°C - 49°C), bactericidal (JPH) soap/appropriate hand drying facilities?		3		
3	Are staff washing their hands when necessary?		4		
4	Are staff wearing correct protective clothing/PPE?		5		
5	Is there evidence of food safety signage?		6		
6	Staff cleanliness/appearance/jewellery/Other?		7		

7	Are staff not smoking on site?		N		
G	EQUIPMENT		1		
1	Evidence of leaking pipes/damage to drainage?		2		
2	Evidence of damaged/worn/mouldy door seals to refrigerators or freezers?				
3	Evidence of worn/damaged food contact surfaces to equipment/storage facilities?				

GOODS RECEIVED AREA

Q. NO.	CRITERIA	YES	NO	N/A
1	Segregated enclosed area for receipt of goods?			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable?			
3	All ingredients deliveries checked for: <ul style="list-style-type: none"> • Compliance to specification • Packaging: appropriate food grade material & integrity • Use by dates • Temperature • Quality 			
4	Access restricted to authorised personnel?			

REFRIGERATED STORAGE

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregation of storage facilities to reduce risk of cross contamination?			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable?			
3	All products stored <5°C.			
4	All products stored off the floor.			
5	All products labelled and date coded.			
6	All products appropriately covered with a food grade material.			
7	Documented records of temperature monitoring.			
8	Access restricted to authorised personnel.			

FROZEN STORAGE

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregation of storage facilities to reduce risk of cross contamination.			
2	Area, to include equipment & structure, in good repair, hygienic and easily cleanable.			
3	All products stored colder than -18°C.			
4	All products stored off the floor.			
5	All products labelled and date coded.			
6	All products appropriately covered with a food grade material.			
7	Documented records of temperature monitoring.			
8	Access restricted to authorised personnel.			

PROCESS & PACKING AREAS

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregated areas for process and packaging.			
2	Product flow to reduce danger of cross contamination by cross/back flow.			
3	Temperature controlled environment.			
4	Hand wash facilities available at entrances to areas. Facilities to have: <ul style="list-style-type: none">• Hot water between 45°C and 49°C.• Bactericidal soap.• Paper towels with a disposal unit.			
5	Effective handling procedures to reduce risk of cross contamination.			
6	Documented recipes.			
7	Monitoring procedures for comparison of product quality against specification.			
8	Monitoring of critical temperatures.			
9	Appropriate waste disposal facilities.			
10	Access restricted to authorised personnel.			

STAFF FACILITIES

Q. NO.	CRITERIA	YES	NO	N/A
1	Appropriate segregated changing/toilet facilities.			
2	Sufficient clean protective clothing available.			
3	Separate storage of protective and personal clothing.			
4	Are staff required to remove protective clothing prior to entry into toilets.			
5	Segregated areas for eating & drinking.			

PERSONAL HYGIENE

Q. NO.	CRITERIA	YES	NO	N/A
1	Documented food hygiene policy. <ul style="list-style-type: none">• Issued to all staff.			
2	Controls applied to cover the following: <ul style="list-style-type: none">• Hair• Jewellery• Overalls• Smoking• Nails & nail polish• Sores & cuts• Hand washing• Personal belongings and their storage while on work premises• Eating & drinking• Illness			

TRAINING

Q. NO.	CRITERIA	YES	NO	N/A
1	Hygiene and appropriate COSHH training given to new starters/seasonal staff.			
2	Permanent staff trained to a recognised certificate/level commensurate with their duties.			
3	Staff trained to operate quality system.			
4	Process operatives trained in use of equipment.			
5	Formal individual training records.			

HEALTH AND HYGIENE

Q. NO.	CRITERIA	YES	NO	N/A
1	Documented cleaning schedules.			
2	Procedures for hygiene audits.			

PEST CONTROL

Q. NO.	CRITERIA	YES	NO	N/A
1	Current contract with a recognised pest control company.			
2	Site plan detailing all baits and electronic fly killers.			
3	All treatments and recommendations documented.			
4	Documentation of completed actions to recommendations.			