District Council of ELLISTON

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Food Business - Self Assessment Checklist

This self-assessment checklist has been designed to help you conduct your own check of your food premises, based on requirements of the *Food Act 2001* and the Food Standards Code (FSC). It is designed to help you to meet your obligations under the *Food Act 2001* and the Food Standards Code and to also provide you with information.

This checklist is available on Council's website (**www.elliston.sa.gov.au**) and can be downloaded and kept for your own records. There are some helpful website details at the end of the checklist. Alternatively, you can contact Council at **dce@elliston.sa.gov.au** or on **08 8687 9177**, for any specific information you may require.

Name of Business _____

Address _____

Internal Audit Date _____

Conducted by _____

Date next assessment due _____

Food Business Notificiation (FBN) Number _____

Receiving *(FSC Cl 5 of 3.2.2)*

- ☐ Are foods delivered to your business when someone is present?
- ☐ Is packaged food accepted only if packaging is intact and in good condition?
- ☐ Are products accepted only if within the Use-By or Best Before date and within the required temperature range, where applicable?

Storage of food *(FSC Cl 6 of 3.2.2)*

- ☐ Are foods stored to prevent contamination by storing raw potentially hazardous foods below cooked and ready-to eat food in fridges and cool rooms and storing opened packages of food in sealed, food-grade containers?
- ☐ Are food packages and containers, and equipment stored off the ground?
- ☐ Are temperature checks of potentially hazardous foods (hot, cold, frozen) carried out regularly?



Potentially hazardous foods are foods that must be kept under temperature control to minimise the growth of pathogenic micro-organisms or prevent toxins forming in food.

Processing of Food *(FSC Cl 7 of 3.2.2)*

- [ ] Do food handlers wash their hands prior to handling food, after they touch their face, after going to the toilet, after cleaning duties, before and after changing gloves?
- [ ] Are gloves or tongs used when handling ready to eat foods, such as salads, garnishes, desserts, sandwiches?
- [ ] Are frozen potentially hazardous foods such as meat, fully defrosted either in the fridge/coolroom or microwave, before cooking?

Display of food *(FSC Cl 8 of 3.2.2)*

- [ ] Are unpackaged foods on display protected from contamination with a cover or barrier?
- [ ] Are hot potentially hazardous foods on display kept at or above 60˚C?
- [ ] Are cold potentially hazardous foods on display kept at or below 5˚C?
- [ ] Are temperature checks of potentially hazardous foods (hot, cold, frozen) carried out regularly?



Food poisoning bacteria can grow and multiply when potentially hazardous foods are stored in the temperature danger zone between 5˚- 60˚C.

Food Packaging & Labelling *(FSC Cl 9 of 3.2.2 & Cl 3 of 1.2.1)*

- [ ] Does the labelling on packaged food comply with the labelling requirements of the Food Standards Code?
- [ ] Do you have a list of ingredients available on site for products that are made off site?



A summary of food labelling requirements for packaged foods under the Food Standards Code is available at www.foodstandards.gov.au.

Transportation & Distribution *(FSC Cl 10 of 3.2.2)*

- [ ] If you transport potentially hazardous foods, are they kept under temperature control and protected from contamination during transport?
- [ ] Are vehicles and containers used to transport food kept clean?

Recalls/Food Disposal *(FSC Cl 11 & 12 of 3.2.2)*

- [ ] If your business involves the wholesale supply, manufacture or importing of food, is there a current documented Food Recall Program in place?
- [ ] Does your business have a procedure for segregating recalled food/food for disposal from food that is for sale?



For guidance in preparing a Food Recall Program, go to www.foodstandards.gov.au.

Health Hygiene & Knowledge *(FSC Cl 3, 13-16 & 18 of 3.2.2 & Cl 14 of 3.2.3)*

- [ ] Does the hand wash basin have soap, paper towel and a supply of warm running potable water through a common outlet (eg a mixer tap)?
- [ ] Is the hand wash basin kept clear and only used for hand washing?
- [ ] Do all food handlers have skills and knowledge in food safety relevant to their duties?
- [ ] Are there brightly coloured (eg blue) band-aids and food handling gloves available to cover skin injuries?
- [ ] Are all food handlers aware of their legal obligation under the *Food Act 2001* to handle food safely?



Do you have food handlers for whom English is not their first language? Translated materials are available using the search function at www.healthtraslations.vic.gov.au. Also, the I'm Alert on-line food safety training is available in Chinese at www.portlincoln.imalert.com.au.

Premises & Hygiene *(FSC Cl 19-24 of 3.2.2 & Cl 3-8, 10-12 & 15-16 of 3.2.3)*

- [ ] Is the premises clean & tidy (remember to check places like under benches & cooking equipment)?
- [ ] Is a food-grade sanitiser available for sanitising food contact surfaces?
- [ ] Is there any damage or items not working, such as lights that need fixing?
- [ ] Is there a clean & sanitised working probe thermometer on site, which is accurate to +/- 1 degree Celsius?
- [ ] Have you noticed any sign of pest activity, such as droppings. If so has this been reported and acted on?
- [ ] Is there an area where personal items (such as mobile phones and bags) and chemicals can be stored that is separate to the food preparation and storage area?



Cleaning and then sanitising food contact surfaces reduces the number of micro-organisms to a level that doesn't compromise the safety of food.

Raw Egg Products

- [ ] Are raw egg products such as mayonnaise, tiramisu or fried ice-cream made on site?
- [ ] If yes, are products made and monitored in accordance with SA Health requirements?



In recent years there have been a number of cases of Salmonellosis (Salmonella infection) in Australia that have been found to be caused by eating raw or partly-cooked eggs.

Food Safety Programs - Vulnerable Persons - Food Standards Code 3.3.1

- [ ] *If required, does your business comply with the Food Safety Program or keep records as per SA Health requirements?*

Allergen control

- [ ] Are there adequate systems in place to prevent cross contamination of non-allergenic foods or ingredients with allergenic foods?
- [ ] Is allergen information provided on or in connection with the displayed food or is it able to be provided upon request of a customer?



Food allergies can be life threatening and Australia has the highest allergy rates in the world. Food businesses must declare the presence of the 10 most common food allergens - sesame, wheat, tree nuts, milk, peanut, fish, egg, crustacea, soy and lupin. Free online training is available at https://foodallergytraining.org.au/.

Comments / Actions Required

Comments:

WEBSITE LINKS

District Council of Elliston	www.ellliston.sa.gov.au
SA Health	www.sahealth.sa.gov.au
Do food safely	www.https://dofoodsafely.health.vic.gov.au/index.php/en/
Food Standards Australia New	www.foodstandards.gov.au
Zealand *Food Act 2001*	www.legislation.sa.gov.au
Allergy Information for Industry	http://www.foodstandards.gov.au/consumer/foodallergies/foodallergenportal/Pages/Allergy-information-for-the-food-service-industry.aspx
	https://foodallergytraining.org.au/

Acknowledgement: This fact sheet is based on a similar fact sheet prepared by City of Port Lincoln Council