

Checklist for Compliance with the Food Safety Standards

Use this list to monitor your progress and to prepare the canteen for an inspection. You should be able to answer 'yes' to all questions. This is not a comprehensive list; refer to Food Safety Standards for more details.

Standard 3.2.2 – Food Safety Practices and General Requirements		Yes
3.1	3. Food handling - skills and knowledge (pgs 3-6) <ul style="list-style-type: none"> All food handlers have the skills and knowledge in food safety and food hygiene matters (this may involve on the job training) 	
4.1, 4.2, 4.3, 4.4	4. Notification (pg 2) <ul style="list-style-type: none"> Food business (school canteens) must notify their details with the NSW Food Authority www.foodnotify.nsw.gov.au 	
5.1 5.2 5.3 5.4	5. Food receipt (pgs 7-12) <ul style="list-style-type: none"> All deliveries are protected from contamination Product information for all deliveries is available upon request Temperatures of all potentially hazardous foods are checked and within the acceptable range (5°C or below or 60°C or above) Receive frozen foods only when frozen 	
6.1a 6.1b 6.2a 6.2b	6. Food storage (pgs 12-16) <ul style="list-style-type: none"> All stored food is protected from contamination All food is stored according to storage instructions All potentially hazardous food is stored under temperature control (ie cold food is at or below 5°C and hot food is stored at or above 60°C) All frozen food is stored frozen Ovens and fridges operate at the correct temperature and checked regularly 	
7.1a 7.1b 7.1b 7.2 7.3 7.4	7. Food processing (pgs 17-23) <ul style="list-style-type: none"> All processed food is safe and suitable for consumption All processed food is protected from contamination All cooking/processing if required is adequate Potentially hazardous foods are kept out of temperature control for minimum time All cooked food is cooled safely (within 2hrs - from 60°C to 21°C and within a further 4hrs – from 21°C to 5°C) All cooked food is reheated rapidly (less than 2 hours) 	
8.1, 8.2, 8.3, 8.4 8.5	8. Food display (pgs 24-26) <ul style="list-style-type: none"> All displayed food is protected from contamination All potentially hazardous food is displayed under temperature control (ie cold food is at or below 5°C, hot food is stored at or above 60°C and for room temperature – complies with Four Hour/Two Hour Guide) 	
9	9. Packaging (pg 26) <ul style="list-style-type: none"> All packaging materials are protected from contamination and are fit for use 	
10a 10b 10c	10. Transportation (pg 27) <ul style="list-style-type: none"> All food is protected during transportation from contamination All potential hazardous food is transported under temperature control All food intended to be transported frozen remains frozen during transportation 	



11.1, 11.2, 11.3, 11.4	<p>11 and 12. Food disposal (pg 29) and Food recall</p> <ul style="list-style-type: none"> All food for disposal or recall is identified and held or kept separate from other foods until it is disposed or otherwise directed Any food that has been unwrapped to serve to someone else must not be re-wrapped and sold to another person 	
13 14 15	<p>13, 14 and 15. Health and Hygiene requirements of employee (pgs 30-40)</p> <ul style="list-style-type: none"> All food handlers must take all reasonable measures not to handle food or surfaces of food that may comprise the safety and suitability of food A food handler that presents with symptoms of illness should not engage in work All food handlers must take all practicable measures to protect food from contamination All food handlers know how to wear protective clothing correctly All food handlers must know how and when to wash their hands correctly 	
16 17 18	<p>16, 17 and 18. Health and Hygiene requirements of food business (pgs 30-40)</p> <ul style="list-style-type: none"> All employees are not suffering an illness and one well enough to work Hand washing facilities have running warm water, soap, single use towel and bin All food handlers are informed of their health and hygiene responsibilities 	
19 20 21	<p>19, 20 and 21. Cleaning, Sanitising and Maintenance (pgs 41-46)</p> <ul style="list-style-type: none"> Food premises including walls, ceilings, floor, fittings, equipment are cleaned regularly All eating & drinking utensils & food contact surfaces are cleaned & sanitised regularly The food premises, fittings, fixtures and equipment is in a good state of repair and working order No chipped, broken or cracked eating or drinking utensils are used 	
22	<p>22. Temperature Measuring Device (pg 23)</p> <ul style="list-style-type: none"> A probe thermometer that can measure +/- 1°C is readily accessible 	
23	<p>23. Single Use Items (pg 26)</p> <ul style="list-style-type: none"> Single use items are used correctly and disposed of when contaminated or suspected of contamination, for example disposable gloves and packaging 	
24	<p>24. Animals and pests (pg 47)</p> <ul style="list-style-type: none"> All practicable measures are taken to prevent pests There is no sign of animals or pests in the kitchen 	
Standard 3.2.3 – Food Premises and Equipment		
4	<p>4. Water Supply</p> <ul style="list-style-type: none"> Adequate supply of potable water is available 	
5	<p>5. Sewage and waste water disposal</p> <ul style="list-style-type: none"> Sewage and water disposal system in place 	
6	<p>6. Storage and recyclable matter</p> <ul style="list-style-type: none"> Adequate waste disposal for both garbage and recyclable matter Waste is enclosed to keep pests away 	
7 8	<p>7 and 8. Ventilation and Lighting</p> <ul style="list-style-type: none"> Sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours Sufficient natural or artificial light is available 	

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10, 11	10 and 11. Floors and Walls and ceilings <ul style="list-style-type: none">• The design and construction of floors, walls and ceilings is appropriate for the food premises and is maintained appropriately• Floors, walls and ceilings can be effectively cleaned		
14	14, 15 and 16. Hand washing (pg 35), Storage and Toilet facilities <ul style="list-style-type: none">• Hand washing facilities must be clearly designated for the sole purpose of washing hands, arms and face		
15		<ul style="list-style-type: none">• There is adequate storage to prevent contamination of food for chemicals, clothing and personal belongings	
16		<ul style="list-style-type: none">• Adequate toilet facilities are available	

Notes: There are monitoring templates available through us if you need them. The page numbers refer to the pages within the *Looking after Our Kids Handbook*. (Adapted from *Looking after Our Kids Handbook*, 2002)

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Healthy Kids' mission is to promote and influence healthy food choices for children