FOOD SAFETY CHECKLIST

How Well Does Your Food Business Rate?

Dedicated to a better Brisbane

Under Council's Eat Safe Brisbane food safety rating scheme, all licensed food businesses within Brisbane will be issued with a food safety star rating. These will be based on an assessment conducted by Council under the *Food Act 2006* and the Food Safety Standards. The scheme was introduced to protect the health and well-being of residents and visitors.

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

A similar checklist, the *Food Safety Audit Proforma*, is used by Council officers during the regular food safety audit to assess your business' food handling practices and procedures and also your Eat Safe Brisbane star rating.

Further information about Eat Safe Brisbane is available at www.brisbane.qld.gov.au/laws-and-permits/food-business-licences/food-safety-permits.

How to use this checklist

Step 1

The food licensee, Food Safety Supervisor or other food handlers can complete this checklist. Complete the administration details at the top of the checklist (e.g. name, date) to keep a record for your information.

Step 2

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

The checklist contains Minor, Major and Critical Compliance areas. All these areas must be complied with as part of the *Food Act 2006* requirements. 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 *Eat Safe Brisbane Food Safety Made Easy Guide*.

In addition, there are requirements under Food Safety Standard 3.2.2A for businesses identified as Category one to have records, or other evidence, to show that key food handling activities are being properly managed. If you believe you can demonstrate that these key food handling activities are being properly managed, tick the adjacent 'yes' box.

For definitions of food businesses that are required to have these records and the types of records, refer to the *Eat Safe Brisbane Food Safety Made Easy Guide*.

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

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

Compliance Details

The checklist contains the food safety requirements outlined in the *Food Act 2006* and the Food Safety Standards. It is the food business' legal responsibility to comply with these.
Any infringements of these provisions are noted and subsequently tallied to give an overall representation of the compliance against the *Food Act 2006*.

The three non-compliance selections in the checklist represent the various levels of risk.

Minor non-compliant means there is a small, low risk breach 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
- very minor cleaning issues.

Businesses can still achieve very good star ratings if a small number of minor non-compliant breaches are found.

Major non-compliant is more serious. It suggests a breach of the standard 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
- poor personal hygiene.

If **any** major non-compliances are found, **enforcement action may be taken** in the form of improvement notices, on-the-spot fines, suspension or prosecution.

Critical non-compliances are associated with matters that **pose the highest risk** to producing safe food. These areas are determined to be fundamental in providing safe food to consumers. If a food business fails to comply with **any** of the critical requirements, **serious enforcement action may be taken** in the form of food improvement notices, on-the-spot fines, immediate suspension of licence or prosecution. Examples include:
- incorrect temperature control
- contamination of food
- the presence of pests and vermin.

Evidence of Food Safety Controls

Areas where Category one businesses are required to provide evidence of food safety controls have been identified within the checklist. If you believe you can adequately demonstrate how you meet this requirement, tick the 'Yes' box.

Evidence is required on:
- temperature control during food receipt
- temperature control during food storage
- pathogen reduction during food processing
- minimising time during food processing
- cooling food
- reheating food
- temperature control during food display
- temperature control during food transport.

For more information on these requirements and how they can be demonstrated, refer to the *Eat Safe Brisbane Food Safety Made Easy Guide*.

Useful resources

To assist businesses maintain the required information, Council has created a number of food safety management templates.

Compliance Details

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

If you are unsure about any control measures you can get further information from the *Food Safety Made Easy Guide* which will help you answer accurately. The relevant pages in the guide for each requirement are referred to after each control measure as appropriate.

Business Name:	
Location:	
Food Safety Supervisor:	Date:
Food Safety Supervisor Qualification:	
Food Safety Standard 3.2.2A Category:	

General Requirements

Ref	Control Measure	Comments / Findings	Compliant Yes	Compliant No Minor	Compliant No Major	Compliant No Critical
A1	**Licence** – Is your Council food business licence current? *(See page 5 of Food Safety Made Easy Guide)* i.e. no outstanding fees		☐	☐	☐	☒
A2	**Licence** – Is the current licence displayed prominently on the premises? *(See page 5 of Food Safety Made Easy Guide)*		☐	☐	☒	☒
A3	**Licence Conditions** – Is your business complying with all site specific licence conditions (if applicable)? *(See page 5 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A4	**Previous non-compliances** – Has your business fixed all previous non-compliance items? *(See page 5 of Food Safety Made Easy Guide)*		☐	☐	☒	☒
A5	**Design** – Does your business comply with the structural requirements of the *Food Safety Standards? (See page 5 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A6	**Food Safety Supervisor** – Have you notified Council who your Food Safety Supervisor is/are? *(See page 6 of Food Safety Made Easy Guide)*		☐	☒	☐	☒
A7	**Food Safety Supervisor** – Is the Food Safety Supervisor reasonably available/contactable? *(See page 6 of Food Safety Made Easy Guide)*		☐	☐	☒	☒
A8	**Food Safety Supervisor** - Does the FSS have an RTO issued certificate that is no more than 5 years old? *(See page 6 of Food Safety Made Easy Guide)*		☐	☐	☒	☒

Ref	Control Measure	Comments / Findings	Yes	Minor	Major	Critical
	Category 1 and 2 businesses only.					
A9	**Food Safety Program** – If required, does your food business have an accredited Food Safety Program? *(See page 7 of Food Safety Made Easy Guide)*		☐	☒	☐	☒
A10	**Skills and knowledge** – Do you and your employees have appropriate skills and knowledge in food safety and hygiene matters? *(See page 7 of Food Safety Made Easy Guide)*		☐	☐	☐	☒

	Food Handling Controls					
				Compliant		
Ref	**Control Measure**	**Comments / Findings**	**Yes**	**No**		
				Minor	**Major**	**Critical**
A11	**Receival** – Is food protected from contamination at receival and are potentially hazardous foods accepted at the correct temperature? *(See page 8 of Food Safety Made Easy Guide)* **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is received under temperature control and protected from contamination?		☐	☐	☐	☒
A12	**Food storage** – Is all food stored appropriately so that it is protected from contamination? *(See page 9 of Food Safety Made Easy Guide)* • cold room / fridge • freezer • dry store		☐	☒	☒	☐
A13	**Food storage** – Is potentially hazardous food stored under temperature control? *(See page 9 of Food Safety Made Easy Guide)* • cold food = 5ºC and below • hot food = 60ºC and above • frozen food = remain frozen **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being stored under temperature control?		☐	☒	☒	☐
A14	**Food processing** – Are suitable measures in place to prevent contamination? *(See page 9 of Food Safety Made Easy Guide)* e.g. cross contamination		☐	☒	☒	☐

A15	**Food processing** – Is potentially hazardous food that is ready to eat and held outside of temperature control monitored correctly? *(See page 10 of Food Safety Made Easy Guide)* e.g. 2 hour/4 hour rule **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being thawed using suitable methods?		☐	☐	☐	☒
A16	**Thawing** – Are acceptable methods used to thaw food? *(See page 10 of Food Safety Made Easy Guide)* **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being thawed using suitable methods?		☐	☒	☒	☐
A17	**Cooling** – Are acceptable methods used to cool food? *(See page 11 of Food Safety Made Easy Guide)* **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being cooled using suitable methods?		☐	☒	☒	☐
A18	**Reheating** – Are appropriate reheating procedures followed? *(See page 11 of Food Safety Made Easy Guide)* **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being reheated using acceptable methods and reheated once only?		☐	☐	☐	☒
A19	**Food display** – Is food on display protected from contamination? *(See page 11 of Food Safety Made Easy Guide)*		☐	☒	☒	☐
A20	**Food display** – Is potentially hazardous food displayed under correct temperature control?		☐	☒	☒	☐

Ref	Control Measure	Comments / Findings	Compliant Yes	No Minor	No Major	No Critical
	(See page 12 of Food Safety Made Easy Guide) **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being displayed under temperature control?					
A21	**Food packaging** – Is food packaged in a manner that protects it from contamination? *(See page 12 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A22	**Food transportation** – Is food transported in a manner that protects it from contamination and keeps it at the appropriate temperature? *(See page 12 of Food Safety Made Easy Guide)* **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that potentially hazardous food is being transported under temperature control?		☐	☐	☐	☒
A23	**Food for disposal** – Do you use acceptable arrangements for throwing out food? *(See page 13 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A24	**Food recall** – If you are a wholesale supplier, manufacturer or importer of food, does your food business comply with the food recall requirements? *(See page 13 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A25	**Alternative methods** – Are your documented alternative compliance methods acceptable i.e. receipt, storage, cooling, reheating, display, transport? *(See page 14 of Food Safety Made Easy Guide)*		☐	☐	☐	☒

Health and Hygiene Requirements						
Ref	**Control Measure**	**Comments / Findings**	**Yes**	**Minor**	**Major**	**Critical**
				No		
			Compliant			
A26	**Contact with food** – Does your business minimise the risk of contamination of food and food contact surfaces? *(See page 15 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A27	**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? *(See page 15 of Food Safety Made Easy Guide)*					
A28	**Hygiene** – Do food handlers exercise good hygiene practices (e.g. cleanliness of clothing, not eating over surfaces, washing hands correctly and at appropriate times, jewellery)? *(See page 16 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A29	**Hand washing facilities** – Does your business have adequate hand washing facilities? *(See page 17 of Food Safety Made Easy Guide)* • soap • warm running water • single use towel • easily accessible basin		☐	☐	☐	☒
A30	**Duty of food business** – Do you inform food handlers of their obligations and take measures to ensure they do not contaminate food? *(See page 17 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A31	**Cleanliness** – Are the floors, walls and ceilings maintained in a clean condition? *(See page 18 of Food Safety Made Easy Guide)*					
A32	**Cleanliness** – Are the fixtures, fittings and equipment maintained in a clean condition? *(See page 19 of Food Safety Made Easy Guide)* • mechanical exhaust ventilation • fridges, coolrooms, freezers • benches, shelves, cooking equipment **Evidence** – Category 1 businesses only. Are records being kept, or other suitable means available, to demonstrate that processes are in place to effectively clean and sanitise the food business and food contact surfaces?		☐	☐	☐	☒
A33	**Sanitation** – Has your business provided clean and sanitary equipment including? • eating and drinking utensils • food contact surfaces Are food contact surfaces of utensils and equipment sanitised correctly? *(See page 19 of Food Safety Made Easy Guide)* **Evidence** - Are records being kept, or other suitable means available, to demonstrate that		☐	☒	☒	☐

Ref	Control Measure	Comments / Findings	Yes	Minor	Major	Critical
	processes are in place to effectively sanitise the food contact surfaces of utensils and equipment?					
A34	**Maintenance** – Does your business ensure no damaged (cracked/ broken) utensils, crockery, cutting boards are used? *(See page 19 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A35	**Maintenance** – Are your premises' fixtures, fittings and equipment maintained in a good state of repair and working order? *(See page 19 of Food Safety Made Easy Guide)* • floors, walls & ceilings • fixtures, fittings & equip • mechanical exhaust ventilation		☐	☐	☐	☒

Miscellaneous						
				Compliant		
Ref	**Control Measure**	**Comments / Findings**	**Yes**	**No**		
				Minor	**Major**	**Critical**
A36	**Thermometer** – Does your food business (if handling potentially hazardous food) have a thermometer? *(See page 20 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A37	**Single Use Items** – Are single use items protected from contamination until use and not used more than once? *(See page 21 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A38	**Toilet** – Are adequate staff toilets provided and in a clean state? *(See page 21 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
A39	**Animals and pests** – Is your food business completely free from animals or vermin (assistance animals exempt)? *(See page 21 of Food Safety Made Easy Guide)*		☐	☒	☒	☐
A40	**Animals and pests** – Are animals and pests prevented from being on the premises? *(See page 21 of Food Safety Made Easy Guide)*		☐	☐	☐	☒
Compliance results	Total					

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 in the relevant section at the end of the checklist. You can now identify your star rating by highlighting the Food Safety Rating next to the number of non-compliances your business has recorded.

Results Table

	Non-compliance	Food Safety Rating
Food Safety Rating	0 non-compliances	5
	1-3 Minor non-compliances	4
	4-5 Minor non-compliances	3
	6 or more Minor non-compliances only; or 1-2 Major non-compliances; or 1 Critical non-compliances	2
	3 or more Major non-compliances; or 2 or more Critical non-compliances	0

Step 4
What do the results mean?

5 Star Business	Excellent Performer Fully compliant with the *Food Act 2006*.
4 Star Business	Very Good Performer High standard of compliance with the *Food Act 2006*.
3 Star Business	Good Performer Good level of compliance with the *Food Act 2006*.
2 Star Business	Poor Performer Low level of compliance with the *Food Act 2006* with more effort required.
0 Star Business	Non-Compliant Performer A general failure to comply with the *Food Act 2006* with major effort required to rectify issues.

If you calculated a rating of 3 stars or above, your business can opt-in to having your results publicly displayed on your premises and promoted on a website. You will only be eligible to participate in Eat Safe Brisbane following the results from a primary audit conducted by Council.

If your rating was calculated at 2 stars or below, you will need to immediately examine your business processes to rectify any non-compliance.

Please refer to *Eat Safe Brisbane Food Safety Rating Guide* for further information on the food safety scheme.

If you have difficulties completing this form and need assistance, contact your food industry association representative, contact Council at eatsafebrisbane@brisbane.qld.gov.au or by phoning (07) 3403 8888.

Further information

For further information on Eat Safe Brisbane
- Email us at: EatSafeBrisbane@brisbane.qld.gov.au
- Visit us at www.brisbane.qld.gov.au/EatSafeBrisbane
- Phone (07) 3403 8888