

FSR 017 Hygiene Audit Checklist

	Satisfactory		Findings & Action Taken
	Yes	No	
Deliveries, Ingredients and Supplier Approval			
Are checks on raw materials carried out on delivery?			
Are there effective packaging removal procedures in place?			
Are deliveries appropriately stored immediately?			
Raw Preparation			
Are there raw ingredient preparation controls in place?			
Are there effective systems in place to prevent contamination of nut free products with nuts?			
Are there effective systems for separation of raw and cooked preparation areas?			
Are there separate personnel or controls for raw and cooked preparation?			
Is there a stock rotation system in place?			
Are there checks on durability coding and lot marking?			
Food Storage			
Is ready-to-eat food stored separate from raw food in the fridges and freezers?			
Is food in fridges/freezers covered?			
Are high risk foods date coded, codes checked daily and stock rotated?			
Are dried goods stored correctly e.g. in suitable room, off the floor, in covered containers?			
Are freezers working properly?			
Are fridges and freezers defrosted regularly?			
Food Handling			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?			
Are there procedures in place for the recording of the temperature of the product, where temperature is critical to			

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the safety /quality of the food?			
Are records retained of temperature checks carried out for product?			
Are personnel handling food as little as possible by using available equipment?			
Is colour coded equipment (e.g. chopping boards) being used correctly?			
Is food cooled as quickly as possible away from raw food and other sources of contamination?			
Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?			
Is food on display screened or covered so that it is adequately protected from customers?			
Are adequate clean utensils available for self service?			
Are frozen foods defrosted safely in a refrigerator?			
Are personnel aware of food allergy hazards?			
Are probe thermometers correctly used and cleaned/ disinfected before and after use?			
Are samples retained of all batch produced food products for every batch?			
Are procedures in place to ensure products used in correct order and within the allocated shelf life?			
Personal Hygiene			
Is there a personal hygiene standards policy in place?			
Are wearing clean, suitable protective clothing?			
Are personnel following personal hygiene rules particularly hand washing?			
Are suitable non-hand operated and sufficient wash hand basins in place?			
Are wash hand basins clean with hot water, soap and hygienic hand drying facilities?			
Are wash hand basins used for hand washing only and used regularly by staff?			
Are staff toilets and changing facilities clean and tidy?			
Is hand washing being monitored?			

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Owned by: Food Service Manager

Authorised By: Managing Director