

Trading name	Reference#
Proprietor/Company	Phone
Business details	ABN
	FSS name
	FSS Cert no.

Indicate the following – compliance \checkmark , noncompliance \varkappa , or not observed –

	ral requirements	
1	Food business has notified current details Standard 3.2.2 clause 4	1
3	If needed, FSS is appointed and certificate is on the premises Food Act 2003 s.106 Food handlers have skills & knowledge to handle food safely Standard 3.2.2 clause 3	1 1 4
4	No handling or sale of unsafe or unsuitable food eg food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date Food Act 2003 s.16/17	4
Food	handling controls FSS 3.2.2	
	Food protected from the possibility of contamination; food receipt, storage,	1
5	preparation, display and transport clause 5(1), 6(1), 7(1)(b)(i), (8(1)-(4) and 10(a)	4 8
6	Names and addresses are available for manufacturer, supplier or importer of food clause $5(2)$	1
7	Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; less than 5°C or above 60°C. Frozen food is hard frozen cl 5(3), 6(2), 8(5) and 10(b) and (c)	1 4 8
8	Processing of foods; take all practicable measures to process only safe and suitable food; prevent likelihood of contamination; use process step if necessary clause 7(1)	4 8
9	Cooked PHF is cooled rapidly (2+4 hr rule); items thawed correctly; processed quickly; clause 7(2) and (3)	4 8
10	Reheating of PHF is rapid – oven, stove top or microwave but not bain marie clause $7(4)$	8
11	Self serve food bar is supervised, has separate utensils and sneeze guard clause $8(2)$	1
12	Food wraps and containers will not cause contamination clause 9	1
13	Food for disposal is identified & separated from normal stock clause 11	1
Healt	h and hygiene FSS 3.2.2	
14	Food handlers wash and dry hands thoroughly using hand wash facilities clause 15(4)	4
15	Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps clause 15(1)(b) and18 (3)(b)	1
16	Food handlers do not spit or smoke in food handling areas or eat, sneeze, blow or cough over exposed food or food contact surfaces clause 15(1)(e)-(g) and clause 18(3)(c)	4
17	Food handlers take all practical measures not to contaminate food/surfaces; have clean clothing, waterproof bandages cl 15(1)(a) and (c) and 18(3)(a)	1
18	Food handlers wash hands when contaminated; before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning clause 15(2) and (3)	8
19	Food handlers do not handle food if ill (vomiting, gastro) clause 14 and 16	8
20	Hand washing facilities easily accessible and used only for washing of hands, arms and face clause 17 $\left(1\right)$	1
21	Hand washing facilities have warm running water through single spout, single use towels and soap clause $17(1)$	4 8
Clear	ing and sanitising FSS 3.2.2	
22	Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness clause 19	1 4 8
23	Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher) clause 20	1 4 8
Temp	erature measuring device / single use items FSS 3.2.2	
24	Accurate temperature measuring device readily accessible (digital probe thermometer – accurate to +/- 1°C) clause 22	1
25	Single use items protected from contamination and not reused (drinking straws, disposable utensils) clause 23	1
Anim	al and pests FSS 3.2.2	
26	Animals not permitted in areas in which food is handled clause 24 (1)(a)	1
27	Practical pest exclusion measures used (screens, seals) clause 24(1)(b)	1
28	Practical measures to eradicate and prevent harbourage of pests used (housekeeping, stock rotation, pest controller) clause 24(1)(c)	1
29	Signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks) clause 24(1)	1 4 8
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Design and construction FSS 3.2.3

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30	General design and construction of premises appropriate		1		
31	Supply of potable water available		1		
32	Effective sewerage and waste water disposal system		1		
33	Adequate storage facilities for garbage and recyclables		1		
34	Premises has sufficient lighting		1		
35	Floors are able to be effectively cleaned, appropriately designed and constructed and don't permit harbourage for pests		1		
36	Walls, ceilings are sealed and able to be effectively cleaned, appropriately designed and constructed and don't permit harbourage for pests		1		
37	Fixtures, fittings and equipment are able to be effectively cleaned, fit for their intended use, and designed, constructed, located and installed appropriately				
38	Sufficient ventilation provided within the premises		1		
39	Adequate storage facilities (personal items, chemicals, food)		1		
	Maintenance FSS 3.2.2 cl 21				
<u> </u>	Premises, fixtures, fittings and equipment in a good state of repair and working				
40	order		1		
41	No chipped, broken or cracked eating or drinking utensils		1		
Misc	ellaneous				
42	Food labelling complies with the Food Standards Code, 1.2		1		
43	For 'Standard Food Outlet', nutrition information displayed		n/a		
44	Food business is aware of the Raw Egg Guideline		n/a		
45	Food business is aware of its obligations regarding allergens		n/a		
	points (4 or 8 point items may significantly impact food safety and essed as a priority)	should	d be		
	★★★ (0-3) □ ★★★★ (4-8) □ ★★★ (9-15) □ rade (>15 or any critical 8 point food safety failure) □				
Notes	S				
		_			
FPAF	FPAR □ Left onsite □ emailed □ posted				
Re-in	Business satisfactory □ or further action required □ Re-inspection □ Warning Letter □				
	Improvement Notice Prohibition Order Penalty Notice Other Other				
	e read this report and understand the contents.				
Owner/Employee Name:					
Owne	Owner/Employee signature:				

NB: Assessment report contains findings from date/time of inspection only



Explanatory notes and definitions

(Food Standards Code Ch.3, Standards 3.2.2 and 3.2.3)

This assessment report is based on guidance in the Safe Food Australia (2016) publication: A Guide to the Food Safety Standards. The Guide should be consulted if assistance with interpretation of the food safety standards is required. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list each item is a single issue of compliance. The assessment focuses on the foodborne illness risk factors identified by the US Centres for Disease Control. The key targets for inspection are to ensure: inadequate process controls (e.g. adequate cooking, acidification where required); adequate temperatures for cooling, reheating and hot/cold holding; food prepared ahead of planned service; poor personal hygiene and infected food handlers; and adequate cleaning and sanitisation where required.

Food handling controls

- Protection from the possibility of contamination includes appropriately covering food so that it is protected from potential contamination sources and includes keeping ready to eat foods separated from raw foods.
- 7. 'Potentially hazardous food' is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some cut fruits.
- 7. Temperature control means maintaining potentially hazardous food at a temperature of:
 - (a) 5°C or below, or
 - (b) 60°C or above, or
 - (c) another temperature if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food.
- A food business must when cooling cooked potentially hazardous food, cool the food:
 - (a) within two hours from 60°C to 21°C, and
 - (b) within a further four hours from 21°C to 5°C.
- 10. A food business must when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above, e.g. heating in an oven, microwave or on a stove top.
- 11. A food business must, when displaying unpackaged ready to eat food for self service:
 - (a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay,
 - (b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated, and
 - (c) provide protective barriers that minimise the likelihood of contamination by customers.

Health and hygiene requirements

- 14. Thorough hand washing includes using the designated hand washing facility to wash hands, fingers and wrists using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel.
- 18. A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes:
 - before working with ready to eat food after handling raw food,

- immediately after using the toilet,
- before commencing or recommencing handling food,
- immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and
- after touching his or her hair, scalp or a body opening.
- 19. A food business must ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:
 - (a) a person known to be suffering from a foodborne disease, or who is a carrier of a foodborne disease, and
 - (b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease.

Cleaning and sanitising

- 22. Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:
 - (a) garbage, except in garbage containers;
 - (b) recycled matter, except in containers;
 - (c) food waste;
 - (d) dirt;
 - (e) grease; or
 - (f) other visible matter
- 23. Clean and sanitary condition means a food contact surface or utensil is:
 - (a) clean; and
 - (b) has had applied to it heat and/or chemicals or other process so that the number of microorganisms has been reduced to a safe level.

Design and construction

- 30. General requirements for design and construction of food premises must:
 - (a) be appropriate for the activities for which the premises are used;
 - (b) provide adequate space;
 - (c) permit effective cleaning and, if necessary, sanitising and
 - (d) to the extent that is practicable exclude dirt, dust, fumes, smoke, not permit the entry or harbourage of pests.
- 31. Adequate supply of potable water means water that is acceptable for human consumption and available at an adequate volume, pressure and temperature for hand washing, cleaning and food processing requirements.
- 33. Adequate storage facilities for garbage and recyclable matter means facilities that will contain the volume and types of garbage and recyclable material produced by the food business and not provide a breeding ground for pests and be capable of being easily and effectively cleaned.
- 34. Lighting must be sufficient to enable food handlers to readily see whether areas or equipment are clean, to detect signs of pests and to clearly see food and equipment they are handling.
- Adequate ventilation (natural or mechanical) must be provided to remove fumes, smoke, steam and vapours from the food premises.