

HACCP-Based SOPs

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE	Yes	No	Corrective Action
● Employees wear clean and proper uniform including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Jewelry is limited to a plain ring, such as wedding bands. Watches and bracelets are discouraged as they can collect pathogens.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____

● A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION	Yes	No	Corrective Action
● All food stored or prepared in the facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food equipment utensils, and contact surfaces are properly washed, rinsed, and sanitized <i>before every use</i> .	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or under cold running water (last resort).	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Thawed food is never refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Preparation is planned so ingredients are kept out of the temperature			

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| danger zone to the extent possible. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is tasted using disposable utensils that are used only once. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Procedures are in place to prevent cross-contamination. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is handled with suitable utensils, such as single use gloves or tongs. ANY ready to eat food is handled using disposable gloves. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is prepared in small batches to limit the time it is in the temperature danger zone. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● The internal temperature of food being cooked is monitored and documented. | <input type="checkbox"/> | <input type="checkbox"/> | |
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HOT HOLDING

Yes No Corrective Action

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| ● Hot holding unit is clean. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Hot holding unit is pre-heated before hot food is placed in unit. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Temperature of hot food being held is at or above 135 °F. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | |
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COLD HOLDING

Yes No Corrective Action

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| ● Refrigerators are kept clean and organized. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Temperature of cold food being held is at or below 41 °F. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is protected from contamination. | <input type="checkbox"/> | <input type="checkbox"/> | |
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REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

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| ● Thermometers are available and accurate. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Temperature is appropriate for pieces of equipment. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Food is stored 6 inches off floor or in walk-in cooling equipment. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Refrigerator and freezer units are clean and neat. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Proper chilling procedures are used. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● All food is properly wrapped, labeled, and dated. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● The FIFO (First In, First Out) method of inventory management is used. | <input type="checkbox"/> | <input type="checkbox"/> | |
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| ● Ambient air temperature of all refrigerators and freezers is monitored | | | |
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and documented at the beginning and end of each shift. _____

FOOD STORAGE AND DRY STORAGE	Yes	No	Corrective Action
● Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food and paper supplies are stored 6 to 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food is labeled with name and received date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Open bags of food are stored in containers with tight fitting lids and labeled with common name.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● The FIFO (First In, First Out) method of inventory management is used.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There are no bulging or leaking canned goods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● All food surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Chemicals are clearly labeled and stored away from food and food-related supplies.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● There is a regular cleaning schedule for all food surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is stored in original container or a food grade container.	<input type="checkbox"/>	<input type="checkbox"/>	_____

CLEANING AND SANITIZING	Yes	No	Corrective Action
● Three-compartment sink is properly set up for ware washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Dishmachine is working properly (such as gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water is clean and free of grease and food particles.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Water temperatures are correct for wash and rinse.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Quat based sanitizer is mixed correctly & held in a red bucket at ALL food prep areas. A sanitizer strip is used to test for concentration.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Smallware and utensils are allowed to air dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Wiping cloths are stored in sanitizing solution while in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

UTENSILS AND EQUIPMENT	Yes	No	Corrective Action
● All small equipment and utensils, including cutting boards and			

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- knives, are cleaned and sanitized between uses. _____
- Small equipment and utensils are washed, sanitized, and air-dried. _____
- Work surfaces and utensils are clean. _____
- Work surfaces are cleaned and sanitized between uses. _____
- Thermometers are cleaned and sanitized after each use. _____

- Thermometers are calibrated on a routine basis. _____
- Can opener is clean/sanitized after continued use. _____
- Drawers and racks are clean. _____
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth. _____

LARGE EQUIPMENT

Yes No Corrective Action

- Food slicer is clean. _____
- Food slicer is broken down, cleaned, and sanitized before and after every use. _____
- Boxes, containers, and recyclables are removed from site. _____
- Loading dock and area around dumpsters are clean and odor-free. _____
- Exhaust hood and filters are clean. _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered. _____
- Garbage cans are emptied as necessary. _____
- Boxes and containers are removed from site. _____
- Loading dock and area around dumpster are clean. _____
- Dumpsters are clean. _____

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device. _____
- No evidence of pests is present. _____
- There is a regular schedule of pest control by a licensed pest control operator. _____