

# Food Safety Self-Monitoring Checklist for Food Service Operations

The following self-monitoring checklists are general in nature. To ensure that these self-monitoring checklists serve the needs of individual establishments, they can be modified by the operator and their staff but keeping in mind that there are food handling standards that have to be met.

Comprehensive checklists can be developed and used to monitor all phases of the operation in a food establishment. Self-monitoring should be conducted by personnel who are authorized to take corrective actions so that errors can be corrected immediately.

***For more information, please contact your nearest Environmental Public Health Services office.***

Edmonton Main Office	(780) 413-7928	Spruce Grove	(780) 962-7509
Capital Health Centre - South Tower	(780) 735-1400	Leduc	(780) 980-4644
Strathcona	(780) 467-5571	St. Albert	(780) 459-6671

EPHF-06-005  
Created: Nov/03  
Revised: Dec/06  
Updated: Jun/08

# Receiving

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
All food products and ingredients are obtained from an approved source.				
All food is checked immediately upon receiving.				
Food that is improperly refrigerated, infested, adulterated or contaminated is rejected.				
A calibrated thermometer accurate to $\pm 1^{\circ}\text{C}$ is used to take temperatures of potentially hazardous foods.				
The temperature of frozen and refrigerated potentially hazardous food is taken immediately upon delivery.				
Potentially hazardous food that is not at acceptable temperature is rejected.				
Potentially hazardous food is removed from the temperature danger zone ( $4^{\circ}\text{C}$ - $60^{\circ}\text{C}$ ) as quickly as possible; cold perishable food is moved promptly to refrigeration; frozen food is moved promptly to the freezer.				
Cans that are leaking, have bulgy tops or bottoms, flawed seals, rust or dents are rejected.				
Empty shipping containers are promptly removed to disposal area.				
Receiving area is free of food particles and debris and floor area is kept clean				

## Storage

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
Storage room for dry goods is free from dampness and free of insects and rodents.				
FIFO (First In – First Out) procedures are used for storage. Items are labelled with the date when items are received.				
Refrigerator storage temperatures are below 4°C and temperatures are checked and recorded daily.				
Temperature of stored frozen foods is maintained to ensure that foods remain frozen.				
All food stored in the refrigerator and freezer is covered, dated and labelled.				
Food stored on shelves in the refrigerator or freezer are spaced to provide adequate air circulation; shelves are free of linings that hinder circulation.				
Ready-to-eat foods are stored on shelves above raw foods, never below.				
Non food items are stored separately from food items.				
No food is stored on the floor.				
Detergents, sanitizers, cleaning products, pesticides and other chemicals are stored in labelled containers in a locked cabinet away from food preparation and food storage areas.				

## Personal Hygiene

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
Food handlers wash their hands before starting work, during work as needed and after touching anything that might be a source of contamination.				
Food handlers wear clean outer garments.				
Food handlers' nails are short and clean.				
Food handlers are free of infected cuts, boils or burns.				
Waterproof bandage and plastic gloves are worn over cuts and abrasions.				
Food handlers wear hats, hairnets or other effective hair restraints.				
Food handlers do not wear jewellery on their hands or arms when preparing food.				
Food handlers do not demonstrate bad habits (e.g. picking their nose, scratching their face, head or other body parts.)				
Food handlers do not smoke or eat in the food preparation or serving areas.				
Food handlers do not sneeze or cough near foods. They do not have sores or signs of transmittable illness. They are sent home if ill.				
Food handlers with infectious illness communicable through food are excused from food handling duties.				
All food handlers have received formal training in food safety.				

## Food Preparation

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
Frozen products are thawed on the lowest shelf of the refrigerator at temperatures below 4°C.				
If needed for immediate use, frozen potentially hazardous foods are thawed under potable, cold running water or in the microwave oven.				
Potentially hazardous food kept at temperatures between 4°C and 60°C is time-labelled and discarded after 4 hours.				
Temperatures of potentially hazardous foods are checked in the product's centre or thickest part.				
Hot potentially hazardous food is cooled to 20°C within 2 hours and to 4°C within 4 hours. If cooled too slowly, products are discarded.				
Raw products are separated from cooked and/or ready-to-eat products during preparation.				
Food is cooked or reheated to recommended temperature.				
Food warmers and steam tables are used to keep hot food hot at 60°C or above; it is not used to reheat prepared foods.				
Fruits and vegetables, including garnishes are thoroughly washed before preparation and serving.				
Separate cutting boards are used for raw foods and ready-to-eat already cooked foods.				

## Serving and Dispensing

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
Hot potentially hazardous food held below 60°C for more than 2 hours is discarded. If held for less than 2 hours, it is reheated to 74°C.				
Left over potentially hazardous food is heated to 74°C (in the thickest part) within 2 hours. If not, food is discarded.				
After preparation, cold potentially hazardous food is held at 4°C. Temperatures are checked every 2 hours. If potentially hazardous food is held above 4°C for more than 2 hours, it is discarded.				
Transported food is held below 4°C or above 60°C. If not, food is discarded.				
Clean and sanitary cloths are used for wiping dining tabletops, are used for no other purpose and stored in a sanitizing solution.				
Silverware and serving utensils are stored and presented in a manner that prevents contamination and ensures that they are being picked up by the handles.				
Bare hands are not used to pick up food to be served such as bread, ice, raw vegetables, etc.				
Food servers do not touch the food contact surfaces of plates, glasses or silverware when setting table or serving customers.				
Condiments are served in single-service packages or from approved dispensers.				
Single-service items are disposed of after single use.				

## Cleaning and Sanitizing

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
All food contact surfaces, utensils and tableware are washed, rinsed and sanitized after each use.				
The third sink of a three compartment sink is used to sanitize by immersing items in either hot water (77° for 2 minutes) or properly mixed chemical sanitizing solution for 2 minutes.				
For a heat sanitizing dish machine, the wash, rinse and sanitizing (82°C) water temperatures are checked and maintained.				
Separate staff removes and stores clean tableware or else warewashing staff wash hands between handling soiled tableware and sanitized ware.				
For fixed equipment, the removable parts are removed after each use, then washed, rinsed and sanitized by immersion.				
For fixed equipment, the unremovable food contact surfaces are washed, rinsed and sanitized in place on a daily basis.				
Vent hoods and filters are kept clean.				
All equipment lubricants are food-grade quality.				
Equipment and utensils are corrosion resistant, non-absorbent and easily cleaned.				

## Housekeeping and Maintenance

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Y	N	Comments and Action Required	Corrected Y/N
Cupboards, shelves and counters are kept clean and in good repair.				
Drains, plumbing fixtures and sewage disposal systems are working properly.				
Handwashing stations and toilet facilities are kept in a clean and sanitary manner.				
All waste material is properly contained in a clean, pest-proof container.				
Food premises are free of pests or vermin.				
Floors, walls and ceilings are clean and in good repair.				
Light fixtures are shielded and provide adequate light.				
All rooms are free of excessive heat, steam, vapour, obnoxious odours, smoke and fumes.				
Food premises are free of litter and unnecessary articles.				