

Food Safety Self-Inspection Form*

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Inspection checklist of practices to ensure safe preparation and handling of food.

Status of Observations: Use the following terms to complete this form. IN — Item found in compliance; OUT — Item found out of compliance; N.O. — Not observed; N.A. — Not applicable

Food Source

- _____ All foods are from regulated food processing plants.
 - _____ All shellfish are from NSSP¹ listed sources.
 - _____ Game and wild mushrooms are only used with approval from regulatory authority.
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Records

- _____ Shellstock tags/labels are retained for 90 days from the date the container is emptied.
 - _____ Written documentation of parasite destruction is maintained for fish products.
 - _____ CCP¹ monitoring records is maintained in accordance with HACCP¹ plan when required.
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Reheating

- _____ PHFs¹ are reheated to 165°F for 15 seconds.
- _____ Food reheated in a microwave is heated to 165°F or higher.

- _____ Commercially processed ready-to-eat food, if reheated, is held at 135°F or above.
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Cooking Temperatures

- _____ Poultry, stuffed fish, meat and pastas are cooked to 165°F for 15 seconds.
 - _____ Raw eggs broken for immediate service are cooked to 145°F for 15 Seconds.
 - _____ Comminuted fish, meats, game animals are heated to 155°F for 15 seconds.
 - _____ Wild game animals are cooked to 165°F for 15 seconds.
 - _____ Raw animal foods cooked in a microwave are heated to 165°F.
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Cooling

- _____ Cooked PHF is cooled to 135°F - 70°F in 2 hours and from 70°F - 41°F in 4 hours.
 - _____ PHF (from ambient ingredients) is cooled to 41°F within 4 hours.
 - _____ Foods received at a temperature according to law are cooled to 41°F within 4 hours.
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*Adapted from: Report of the FDA Retail Food Program Database of Foodborne Illness Risk Factors.

¹ NSSP — National Shellfish Sanitation Program

HACCP — Hazard Analysis and Critical Control Point

PHF — Potentially Hazardous Foods (such as meat and poultry; pastries made with cream or custard fillings; salads and sandwiches made with meat, poultry, eggs or fish; and home-canned, low-acid foods such as vegetables and meats).

CCP — Critical Control Point

Cold Holding

_____ PHF is maintained at 41°F or below, except during preparation, cooking, cooling, or when time is used as a public health control.

Hot Holding

_____ PHF is maintained at 135°F or above, except during preparation, cooking, cooling, or when time is used as a public health control.

Time

_____ Ready-to-eat PHF held at 41°F for 7 days is discarded as required.

_____ Commercially prepared, ready-to-eat PHF is date marked as required.

Separation/Segregation/Protection

_____ Raw animal foods are kept separate from raw ready-to-eat food and cooked ready-to-eat food.

_____ After food is served to a consumer, food is not re-served.

_____ Food is protected from environmental contamination.

Food Contact Surfaces

_____ Food contact surfaces and utensils are clean to sight and touch and sanitized before use.

Personnel Check List

_____ Hands are clean and properly washed when and as required.

_____ Personnel only eat, drink and use tobacco in designated areas.

_____ Personnel do not work with exposed food if experiencing persistent sneezing, coughing or runny nose.

_____ Personnel do not use a utensil more than once to taste foods.

_____ Personnel do not contact exposed, ready-to-eat food with bare hands.

_____ A hand-washing facility is conveniently located for employees.

_____ There are hand cleansers, sanitary towels and hand-drying devices in the hand-washing facility.

Chemical Check List

_____ No unapproved food or color additives are used.

_____ All chemicals are properly identified, stored and used.

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