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FOOD SAFETY MANAGEMENT SELF AUDIT TOOL

				TOTAL SCORES	
Hotel:					
Manager:		**Auditor:**	**Distribution:**	**A – E**	**%**
Date of Audit:		**Position:**		**F**	**%**
				Final % Score	**%**

GENERAL SUMMARY:

Section	Category	Section Scores (%)
A	Food Safety Management	**/20**
B	Critical Point Management	**/40**
C	Food Safety Administration	**/10**
D	Personnel Hygiene, Training & Awareness	**/15**
E	Equipment Standards/Operation	**/15**
F	Premises Standards	**/100**

SECTION SUMMARIES:

A   Food Safety Management

D   Personal Hygiene, Training & Awareness

B   Critical Point Management

E   Equipment Standards/Operations

C   Food Safety Administration

F   Premises Standards (including temporary facilities and bars)

Note: This audit format should be used to evaluate all food and beverage service facilities alongside kitchen areas

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SEC. NO.	STANDARD	POINTS	POINTS LOST	AREA/LOCATION	REASON	ACTION BY	DONE
A	**FOOD SAFETY MANAGEMENT**	**20**					
A1	Is the **Food Safety Policy** signed by GM available to management and staff, up to date, implemented, statement on notice board?	2					
A2	Have **Management responsibilities/duties** been allocated, understood with written evidence of implementation?	3					
A3	Is the **HACCP** system understood by key staff, implemented and reviewed? Does it reflect operation? Is it the driver for food safety management? Does the HACCP team meet on a monthly basis?	5					
A4	Can management and staff identify the **critical points** and is the monitoring of all points being undertaken with forms from the manual? (If Diligence© system is in use, is it being effectively used?)	3					
A5	Are food samples retained frozen for minimum 7 days as per recommendation for menu items serving >20 persons? I.e. banqueting, canteen	2					
A6	Has the **illness reporting** system been properly implemented with staff aware and illness notice placed on notice board?	3					
A7	Is there any **outstanding enforcement action** or food complaint not notified to the company? Is the complaint procedures properly followed?	2					

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SEC. NO.	STANDARD	POINTS	POINTS LOST	AREA/LOCATION	REASON	ACTION BY	DONE
B	**CRITICAL POINT MANAGEMENT**	**40**					
B1	**Food Purchasing** – Is all food and disposables purchased from approved suppliers and can evidence of this be demonstrated?	4					
B2	**Food Delivery** – Is this area effectively located, managed to avoid contamination between cooked and raw products or from chemical risks and monitored and is high risk food recorded and transferred to safe storage quickly?	4					
B3	**Food Storage** – Is **food and ice** effectively managed to prevent cross-contamination, foreign matter risk and controlled to prevent micro-biological multiplication? Is date coding and stock rotation evident? Is monitoring and recording evident for all storage activities?	4					
B4	**Food Preparation** – Are **food and ice** contact surfaces and equipment clean and sanitised and procedures in place to prevent incubation and cross contamination where food is being prepared? Are cleaning schedules used and monitored? Are other processes properly controlled, e.g. **defrosting, vacuum packing** and **barbeques**?	4					
B6	**Food Cooking/Reheating** – are hazardous foods cooked to recommended internal temperatures? Is food reheated rapidly to 82°c? Are temperatures monitored and regularly recorded?	4					
B7	**Food Cooling** – Is cooked food effectively cooled using a blast chiller or shallow containers no more than 10cm deep and placed within refrigeration at or below 8°c within 90mins? Are there records to support this?	4					

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B8	**Food Service** – Is it undertaken in all outlets at an adequate temperature and without risk of contamination? Is it monitored and recorded? Is all food protected from temperature abuse and cross contamination?	3					
B9	**Food Holding** - are all hazardous foods kept either at or above 63°c (no longer than 2 hours) or at or below 8°c (no longer than 4 hours)? are there records to support this?	4					
B10	**Leftovers** – are potentially hazardous foods left from banquets, buffets and other uncontrolled situations discarded?	3					
B11	Disposable plastic tubs i.e. pickles, mayonnaise etc are not to be used for food storage or preparation. Use only **food grade plastic** or stainless steel containers.	2					
B12	Is the **company egg policy** is observed?	4					

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C	**FOOD SAFETY ADMINISTRATION**	**10**					
C1	Is all **critical point monitoring** consistently undertaken, actioned when necessary, appropriately circulated to key management and retained tidily for 'inspection'? If Diligence is being used are records inputted?	2					
C2	Are **all other records** completed and retained tidily? i.e. glass breakage, health questionnaires etc.	1					
C3	Are there **adequate stocks** of food safety management equipment including probe wipes, date coding labels, disposable items including aprons, hats, gloves etc? Are probe thermometer working and calibration checks carried out?	1					
C4	Are all food handlers trained on the **Allergens policy** and indicated, or a statement written on all menus?	1					
C5	Are **Product Information sheets** and **MSDS** (material safety data sheets) for all chemicals used in food preparation areas, available in one place for staff to consult?	1					
C6	Are all management aware of **Handling Food Complaints** procedures?	1					
C7	An effective **cleaning schedule** is in place for all food and beverage areas and monitoring records available? Cleaning schedules can be set up on Diligence.	2					
C8	The most recent **audit** (external or internal) is on file (Diligence) and all deficiencies have been corrected?	1					

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SEC. NO.	STANDARD	POINTS	POINTS LOST	AREA/LOCATION	REASON	ACTION BY	DONE
D	**PERSONNEL HYGIENE, TRAINING & AWARENESS**	**15**					
D1	Is the general standard of **overclothing**, **footwear and headdress** effective, clean, crisp with effective use of disposables when required? No jewellery, nail polish, perfume evident.	1					
D2	Are **good practices observed** including hand washing, avoidance of cross contamination, no bad habits, cuts dressed, no smoking, eating, drinking or chewing at workstations? Is illness reporting understood and practiced?	2					
D3	Is **hand washing facilities** clean, adequate, bactericidal soap and disposable hand towels available? Are posters used showing how to wash hands?	2					
D4	Is **staff and management** supervision, awareness evident and training up to date, documented and clearly demonstrated?	1					
D5	Are **welfare facilities** clean, adequate, well maintained including provision of personal protective equipment and first aid facilities maintained?	2					
D6	Are all kitchen food handlers trained on the Food Safety Absolutes? Are all food handlers (kitchen and service) trained on the Golden Rules of Food Hygiene on induction?	2					
D7	Are all food handlers trained and **certificated in food safety** and HACCP commensurate with their responsibilities? Retrained after 3 years.	2					
D8	In accordance with hotel HACCP plan, are disposable food safe gloves used when handling hazardous foods?	2					

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SEC. NO.	STANDARD	POINTS	POINTS LOST	AREA/LOCATION	REASON	ACTION BY	DONE
E	**EQUIPMENT STANDARDS/OPERATION**	**15**					
E1	Is the **standard of cleaning** and sanitising for food contact and production equipment including ice machines satisfactory?	2					
E2	Is **sanitiser use** evident on a 'clean as you go' basis? Clearly labelled and at the correct concentration at all workstations? Are (Cleaning in Place) CIP procedures at bars and cellars safely undertaken?	2					
E3	Are **equipment or utensils provided** by the company in a good condition that they can be effectively cleaned? Use only non-metallic pads for pan scouring – no steel wool or stainless pads	1					
E4	Is **mechanical washing equipment** operating effectively at 60°C wash and 82°C for the final rinse?	2					
E5	Are the **wash up sinks** being properly used with adequate segregation and temperature?	1					
E6	Are **waste bins** adequate in areas and in good condition, kept clean, tidy and well managed to avoid pest attraction?	1					
E7	Do all kitchen food handlers have access to accurate **food thermometers** within their section? Are these tested for calibration on a monthly basis? Are records available to demonstrate this?	2					
E8	Are glass containers stored on the lowest shelf and, as far as reasonably practicable, away from food preparation areas? Is the **breakage procedure** followed and records in place?	2					
E9	Separate **chopping boards** must be used for raw and ready to eat foods. Check to ensure correct storage ie only blue boards seen in fish section.	2					

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SEC. NO.	STANDARD	POINTS	POINTS LOST	AREA/LOCATION	REASON	ACTION BY	DONE
F	**PREMISES STANDARDS**	**100**					
F1	**Structural conditions** – Are all walls, floors, ceilings, windows, doorways, maintained in good adequately to allow for cleaning?	10					
F2	**Premises design and layout** – Is it adequate to avoid cross contamination promote segregation and allowing effective safe food workflow?	10					
F3	**Services condition** – Is the lighting, ventilation, drainage, access for cleaning, adequate and effective? Is deep cleaning undertaken on a 6 monthly basis?	10					
F4	**Water supplies and ice** – Is it potable, (safe to drink) direct from mains, sufficient for catering requirements?	10					
F5	**Waste management** – Is internal/external storage, controlled, tidy with lidded bins, regularly cleaned?	10					
F6	**Pest control** – Is there any evidence of pest infestation? Is an effective control contract in place with no risk of contamination of food from pests or pest baits, or chemical sprays? Are records available for inspection? Hotel pest control contract standard is followed?	10					
F7	**Pest proofing** – Are measures adequate including open windows, doors, holes and gaps under doors and around pipes sealed?	5					
F8	**Equipment provided** (**food storage)** - Is there sufficient space and effective temperature control and is equipment adequately maintained? Chillers >8°c; Freezers >-18°c	10					
F9	**Equipment provided (food processing and cooking)** - Is it adequate for the purpose, located and maintained to allow for use and cleaning?	5					

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F10	Are any **temporary outdoor facilities, and bars** well controlled, kept clean and in good order.	10					
F11	Toxic and **chemical materials** must be properly segregated and stored away from food, food equipment and utensils and food supplies	5					
F12	**Plumbing** there should be no cross-connecting, back siphoning or back flow possibilities.	5					

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