

SELF ASSESSMENT CHECKLIST

How to Use this Checklist

The Scores on Doors star rating is calculated based on demerit points issued for non-compliance. The following items are related to legal requirements in the Food Safety Standards (FSS) and are assessed as part of your food safety inspection. Use the list to see how you might rate. Compliance with all the items is important to achieve a good rating. The items in black text carry one (1) demerit point for non-compliance however the items in **ORANGE** are more serious and carry four (4) demerit points. The items in **RED** are the most serious in relation to causing food borne illness and therefore carry the highest demerit points - eight (8) for non-compliance. When you have calculated your score refer to the bottom of the checklist to see what star rating you might receive.

General Requirements

1	Food business has notified all current details with Council
1	Food Safety Supervisor is appointed and certificate is on the premises
1	Food handlers have skills & knowledge required to handle food safely
4	No sale of food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past used by date

Food Handling Controls (FSS 3.2.2 Cl. 5-12)

4	Food protected from the possibility of contamination - food receipt, storage, preparation, display and transport, eg: <ul style="list-style-type: none"> Elevate all foods off the floor of the kitchen and cool room Ensure all raw foods are stored below or separate from cooked/ready to eat foods in coolrooms and fridges Ensure all open bags of flour etc are stored in air tight, vermin proof containers.
1	Names and addresses are available for manufacturer, supplier or importer of food
8	Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; cold food at or less than 5°C, Hot food at or above 60°C. Frozen food is hard frozen
4	Processing of foods; items thawed correctly; processed quickly; no contamination risk
8	Cooked PHF is cooled rapidly
8	Reheating of PHF is rapid – oven, stove top or microwave but not bain marie
1	Self-serve food bar is supervised, has separate utensils and sneeze guard
1	Food wraps and containers will not cause contamination, eg: <ul style="list-style-type: none"> Only food grade materials in direct contact with food...i.e. plastic shopping bags, newspaper etc not used to wrap food. All food storage containers must be able to be easily cleaned and sanitised.
1	Food for disposal is identified & separated from normal stock

* Potentially Hazardous Foods (PHF) is food that must be kept at certain temperatures to minimise multiplication of any food-poisoning bacteria that may be present in the food, or to prevent the formation of toxins in the food, eg: meat, chicken, raw eggs, dairy.

Scores on Doors

Hygiene and food safety



Department of
Primary Industries
Food Authority

Health and Hygiene (FSS 3.2.2 Cl. 13-18)

4	Food handlers wash and dry hands thoroughly using hand wash facilities
1	Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps
4	Food handlers do not spit or smoke in food handling areas or eat over exposed food or food contact surfaces
1	Food handlers have clean clothing, waterproof bandages
8	Food handlers wash hands before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning
8	Food handlers do not handle food if ill (vomiting, gastro)
1	Hand washing facilities are easily accessible and used only for washing of hands, arms and face
8	Hand washing facilities have warm running water through single spout, single use towels and soap

Cleaning and Sanitising (FSS 3.2.2 Cl. 19-20)

8	Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness including floors under cooking areas, washing up areas and shelving
8	Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher)

Miscellaneous (FSS 3.2.2 Cl. 22-23)

1	Accurate temperature measuring device readily accessible (digital probe thermometer – accurate to +/- 1°C) is available
1	Single use items protected from contamination and not reused (drinking straws, disposable utensils)

Animals & Pests (FSS 3.2.2 Cl. 24)

1	Animals not permitted in areas in which food is handled
1	Practical pest exclusion measures used (screens, seals)
1	Practical measures to eradicate and prevent harbourage of pests used (housekeeping, stock rotation, pest controller)
8	No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks)

Design and Construction (FSS 3.2.3)

1	General design and construction of premises appropriate
1	Adequate supply of potable water available
1	Premises has adequate sewerage and waste water disposal system
1	Premises has adequate storage facilities for garbage and recyclables
1	Premises has sufficient lighting
1	Floors are able to be effectively cleaned
1	Walls, ceilings are sealed and able to be effectively cleaned
1	Fixtures, fittings and equipment able to be effectively cleaned and, if necessary, sanitised

1	Adequate ventilation provided within the premises
1	Premises has adequate storage facilities (chemicals, food)

Maintenance (FSS 3.2.2 Cl. 21)

1	Premises, fixtures, fittings and equipment in a good state of repair and working order
1	No chipped, broken or cracked eating or drinking utensils observed

Labelling (If applicable)

1	Food labelling complies with the Food Standards Code, 1.2 1
1	For 'Standard Food Outlet', nutrition information displayed

Total Score Calculated:

Determining Your Score

Your score would be calculated as follows,

0-3 Demerit points – 5 stars
★★★★★

4-8 Demerit points – 4 Stars
★★★★

9-15 Demerit points – 3 Stars
★★★

More than 15 demerits or **any 8 demerit point non compliance** is a food safety failure and no stars or certificate would be awarded.

If, after doing the assessment, you would like to aim for a higher score, prioritise on addressing **RED** and then **ORANGE** non compliances, if you have them.

For further information refer to the many factsheet resources on the NSW Food Authority website.

<http://www.foodauthority.nsw.gov.au/retail/resources>

Or contact Council's Environmental Health Officers on (02) 6767 5555