

Section 4: Inspections

What this section aims to do

- To provide Post with a checklist to ensure that the Critical Control Points identified in the analysis of food safety hazards are being implemented.
- To provide a self-inspection sheet that will record any defects found during the inspection and identify who is to undertake the remedial work and when it is to be completed.

What you need to do

Internal inspections

- Photocopy a sufficient number of the record sheets entitled **Form 4.1**.
- Using the form, the person identified to carry out the self-inspections in the Food Safety Policy (Section 1 of the Manual) should, on a quarterly basis, carry out a self-inspection of all food rooms.
- The remedial action should be identified and marked off on completion.
- The self inspection sheets should be submitted to the person responsible for counter signature.
- Internal audits should be filed in this section of the manual.

Pest control

- The **pest control logbook** is located here:
- Pest control advice sheets should be marked off with the details of the action taken as well as the date it was taken.

TWO/SOST Auditor

- Copies of the **audit reports from FCO Services TWO/SOST auditor** relating to Food Safety issues should be filed in this section of the manual or the records folder. Dates on which the remedial action was carried out must be entered on the reports.

Enforcement Agencies (Environmental Health Officers/Health Inspectors)

- Record visits from **Enforcement Officers** on **Form 4.2**.
- Correspondence from **Enforcement Officers** should be filed in this section of the manual or the records folder.
- Reports should be marked off with the details of the action taken as well as the date it was taken. It is recommended that you write back to the EHO/Health Inspector.

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Forms

| Form number | Form title |
|-------------|---|
| 4.1 | Internal audit form: Food Hygiene |
| 4.2 | Record of Environmental Health Officer visits |

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Form 4.1: Internal Audit Form: Food Hygiene

| Area | | Comment | Date completed |
|--|-----------|---------|----------------|
| 1. Temperature control | | | |
| • Fridges $\leq 5^{\circ}\text{C}$ | | | |
| • Freezers $\leq -18^{\circ}\text{C}$ | | | |
| • Hot holding $\geq 63^{\circ}\text{C}$ | | | |
| • Correct chilling practices | | | |
| • Water temperature $\geq 50^{\circ}\text{C}$ | | | |
| • Dishwasher operating correctly | | | |
| • 2 temperature probes available with wipes (or 'gun' in place of one probe) | | | |
| | <i>17</i> | | |
| 2. Contamination | | | |
| • No cross contamination during storage | | | |
| • No cross contamination during handling | | | |
| • Glass restricted/controlled | | | |
| • Food covered during storage | | | |
| • Adequate spray sanitisers provided | | | |
| • Correct use of sinks | | | |
| • Adequate wash hand facilities | | | |
| • Food containers stored off the floor | | | |
| • No other cause of contamination | | | |
| | <i>19</i> | | |
| 3. Stock rotation | | | |
| • Foods within 'use by' dates | | | |
| • Foods within 'best before' dates | | | |
| • Prepared foods date coded | | | |

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| Area | | Comment | Date completed |
|---|-----------|---------|----------------|
| <ul style="list-style-type: none"> No other stock rotation issue | | | |
| | /4 | | |
| 4. Cleaning | | | |
| <ul style="list-style-type: none"> Rubbish bins clean and not overflowing; lidded during storage | | | |
| <ul style="list-style-type: none"> Equipment clean | | | |
| <ul style="list-style-type: none"> Structure clean | | | |
| <ul style="list-style-type: none"> No other cleaning issue | | | |
| | /4 | | |
| 5. Personal hygiene | | | |
| <ul style="list-style-type: none"> Correct protective clothing being worn | | | |
| <ul style="list-style-type: none"> Hands being washed as appropriate | | | |
| <ul style="list-style-type: none"> Jewellery not worn (personal hygiene policy complied with) | | | |
| <ul style="list-style-type: none"> Staff facilities in good condition | | | |
| <ul style="list-style-type: none"> No other personal hygiene issues | | | |
| | /5 | | |
| 6. Pest control | | | |
| <ul style="list-style-type: none"> No evidence of pest activity | | | |
| <ul style="list-style-type: none"> Electric fly killer functioning | | | |
| <ul style="list-style-type: none"> No proofing issues | | | |
| | /3 | | |
| 7. Structure | | | |
| <ul style="list-style-type: none"> Walls in good condition | | | |
| <ul style="list-style-type: none"> Floors in good condition | | | |
| <ul style="list-style-type: none"> Ceilings in good condition | | | |
| <ul style="list-style-type: none"> Adequate lighting | | | |
| <ul style="list-style-type: none"> Adequate drainage | | | |

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| Area | | Comment | Date completed |
|---|------------|--------------|----------------|
| <ul style="list-style-type: none"> No other structure issue | | | |
| | / 6 | | |
| 8. Records | | | |
| <ul style="list-style-type: none"> Food Safety Policy in date and displayed | | | |
| <ul style="list-style-type: none"> Personal hygiene policy displayed | | | |
| <ul style="list-style-type: none"> HACCP up to date | | | |
| <ul style="list-style-type: none"> Temperature records satisfactory | | | |
| <ul style="list-style-type: none"> Cleaning schedules satisfactory | | | |
| <ul style="list-style-type: none"> Food hygiene training summary complete and up to date | | | |
| <ul style="list-style-type: none"> Food hygiene training up to date | | | |
| <ul style="list-style-type: none"> Pre-employment medical questionnaires being completed | | | |
| <ul style="list-style-type: none"> Pest control records available and followed up | | | |
| | / 9 | | |
| Total score | /47 | Score | % |

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Form 4.2: Record of Environmental Health Officer/Health Inspectors visits

Local authority/organisation:

Contact details:

| Date of visit | Date action completed | Signed |
|---------------|-----------------------|--------|
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