



PIC Check List

Area		X	Comments
Cross-Contamination			
Does all the Food contact, Hand contact and the cloths are clean and Disinfected?	✓		Yes, all are clean & disinfection by the sanitizer with contact time of 4 minutes according to the chemicals supplier instruction.
Is there proper separation between high risk and raw food in chillers and freezers?		X	No, A cooked kitchen was seen was place near to the raw meat in the chillers. As per the chef there is lack of space it was removed immediately and place in proper shelves. The space is to less in current chillers base on the production, these needs to be inform to the manager /Owner.
Are all the hand wash basins easily accessible and do they hot and cold water, liquid soap and paper towels?			
Are all staff following the personal hygiene policy ie. Proper uniform; no Jewellery, short nails, short hair, proper hair covering, no cuts and boils?			
Are all the Food vehicles/equipment properly cleaned & disinfected during the operation ie. Chopping boards, hand contact surfaces, knives, utensils etc.?			
Are defrosting products in fridges properly covered in containers and placed below ready to eat foods or defrosting at a separate area away from high risk food?			
Are preparation areas for Raw poultry/Meat and other foods separate away from high risk foods?			
Are probe thermometers clean and disinfected before and after used?			
Are premises free from pests? Are deliveries being checked at receiving area for signs of pest infestation?			
Are there any damaged equipment? Flaking surfaces, broken glass, chipped dishes broken tiles is existing?			
Are chemicals stored separate from food?			

Area		X	Comments
Active Managements			
Do staff conduct opening checks that include (Checking the chillers , freezer , equipments ,staff fit for work, food preparation area clean ,hand washing area is having (soap, paper towels)			
Do staff complete closing checks that include (No food left out, expired products thrown away, waste been removed and cleaning has been completed?			
Are Cleaning & disinfection schedules implemented that includes (Deep cleaning, Clean &disinfection, contact time, dose of chemicals, availability of chemicals and records ?			
Are all staff trained or scheduled to be trained that includes (hygiene training, on job training, If they are not doing the job properly?			
Does all staff have health cards ?			
Are grease traps and hood cleaning done on regular base?			
Do pest control records exist? Approved contract with approved company? Are there any reports of pest or pest infestation by the staff?			
Is there a list of approved suppliers that includes (name of the PIC, address , phone , fax and mobile)			
Are all staffs doing temperature and time monitoring correctly that includes (cooking, reheating, cooling, hot holding and cold holding)?			
Is foods storage temperatures verified for Time, temperature stock a rotation including (chillers, freezer, dry store and beverage store)?			

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Time & Temperatures			
Are all the chillers working within the limits that is : a.+1c till +5 c b. +8 above for only 4 hours			
Are all the freezer working within limits that is a. -18 or below b. -12 or above (check the surface is there any sign of defrosting)			
Are cooking temperature within limits that is : a.75 or above B.70 for 2 minutes. c.60 for 15 minutes			
Is the cooling process within limits that is: a. Cooling with blaster chillers within 90mintues +5 b. Cooling with 2 step process (Ice baths) i. To reach the core temperature within 2 hours +21C. ii. To reach core temperature to +5 within 4 hours.			
Are reheating temperatures within limits that is: a. +75 c or above			
Are hot holding within limits that is a.+60 c or above b.+60 or below within 2 hours			
Are foods kept within limits in danger zone that is : +5 c to 60+c for 90mintues.			
Are dishwashing machine within the limits that is : +82 c above for final rinsing. +50 to +55 for pre rinsing.			

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PERSONAL HYGIENE			
Are Hand wash basins available, clean, easily accessible and used exclusively for the purpose?			
Does Hand washing basin equipped with anti bacterial soap, paper towel, antibacterial hand gel and hand washing signs posted?			
Hand washing is being done correctly and continuously by food preparation staff?			
No Jewellery is worn by food handlers or staff in food production area?			
Are Finger nails clean neat and without varnish, cuts and wounds protected, employees are healthy?			
Is there no evidence of smoking, only allowed in designated areas?			
Is there no eating, drinking, and chewing gum; no coffee mugs or crockery present (only assigned in designated area)?			
Is there no personal belonging stored in any working area?			
Is the Uniform correct for job function?			
Is Hair cover properly used to cover all the hair?			

Area		X	Comments
Emergency responses			
Are there any abnormal sounds coming from equipments eg. Loud sounds, noisy sounds?			
Is electrical wiring well maintained ie. Exposed wires hanging from ceiling, open DB Box, Wires without proper covering?			
Are all electrical equipment, wires and DB box are protected from Heat, water, pest and humidity?			
Are all the measurable items that includes probe thermometer, chillers, freezers and the thermometer gages are calibrated?			
Are all the contact numbers for suppliers are easily accessible?			
All the contact numbers, Email and fax for the Municipality are accessible that includes (Food control section department).			
Are all the complaint being check and reviewed?			
Has there been any Food poisoning case or illness being informed to the staff?			

Area		X	Comments
Suppliers			
Are all the deliveries being checked at the receiving area for sign of pest and foreign bodies?			
Are all the items received from approved vehicles from the suppliers?			
Are all the names, numbers of the suppliers are documented?			
Is the personal hygiene of drivers properly checked?			
Are the chilled items received at +8 or below?			
Are the Frozen Items are received at -12 or below?			
Is all the food items well covered?			
Are all the packaging materials properly checked?			
Is there any designated area for incoming inspection of food items?			