

# PIC Smart Inspection Checklist

CHECKPOINTS (‘Y’ to confirm in place; ‘N’ for not in place) Any problems identified must be explained in the relevant ‘Daily Comments’ section of the Daily Records along with what you did about it.	Week beginning / /						
	SUN	MON	TUES	WED	THURS	FRI	SAT
<b>MANAGEMENT</b>							
PIC Food Safety System on site / in place							
PIC on site for all shifts							
Opening and Closing checks completed							
Suppliers list is up to date							
<b>FOOD SAFETY RULES</b>							
Food handlers are well groomed, clean and wearing appropriate work clothes							
Ready to eat foods not handled with bare hands							
Has any food handler reported sick or is showing symptoms such as vomiting / diarrhoea / fever							
<b>Premises issues</b>							
Evidence or sign of pest activity							
Drainage and sewage systems are working correctly							
Ventilation and extract systems are working correctly							
<b>Cleaning and maintenance</b>							
Food contact surfaces (EG. Cutting boards, tables, knives) properly washed and disinfected before and after use							
Cleaning and disinfection chemicals and equipment are in place							
Cleaning carried out as per schedule							
<b>Condition of food</b>							
Goods in were checked randomly for temperature, in date and in an acceptable condition							
Foods being returned to suppliers are separated and labelled ‘not for use’							
Foods are correctly stored - covered , labelled							
Raw and ready-to-eat foods are stored separately							
<b>PIC FOOD SAFETY SYSTEM CONTROLS AND LIMITS</b>							
Hot held food is above 60°C							
Cold high risk foods stored below 5°C							
Other chilled foods stored below 8°C							
Cooling down hot food is actively cooled once it reached 60°C (EG in a blast chiller or refrigeration)							
Ready to eat vegetables and salads are properly washed and disinfected							
High risk foods stored or displayed at room temperature discarded after 2 hours							
<b>HANDWASHING</b>							
Check that staff are washing their hands properly. Name the food handler observed							

<b>VERIFIED BY THE FOOD INSPECTION OFFICER</b>	Name and Date:
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