

FOOD SAFETY AUDIT

FOOD SAFETY AUDIT

Complete Once A Month

FOOD SAFETY AUDIT

| I. PERSONAL HYGIENE (30%) | | | | | | |
|--|--|-----|----|-----|--------------|----------------|
| NO | ITEMS TO CHECK | Yes | No | N/A | Total Points | Points Awarded |
| 1. Hand washing Facilities (10 points) <i>"24 Points" Food Safety Standards and Requirements, point # 1</i> | | | | | | |
| a) | Sinks located in production and service areas, and in restrooms. | | | | 5 | |
| b) | Clean and in good working condition. Properly maintained with hot and cold water, approved antimicrobial soap, disposable towels or air dryer, trash containers. | | | | 3 | |
| c) | Hand sinks used only for handwashing purposes. | | | | 2 | |
| 2. Hand washing Practices (10 points) <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | Hands washed frequently and correctly -- after using restroom facilities -- before starting to work and when returning from restroom or breaks -- after handling raw meat, poultry, seafood and produce -- before working with ready-to-eat foods -- between handling different types of food -- after coughing, sneezing or blowing nose -- after touching hair, face, nose, other parts of body -- after eating, drinking and smoking -- after cleaning -- after handling chemicals -- after handling dirty equipment -- after handling trash and other contaminated objects | | | | 5 | |
| b) | Aprons and towels not used to dry hands after washing. | | | | 1.5 | |
| c) | Fingernails well trimmed and clean; no nail polish or artificial fingernails worn. Jewelry and watches on hands and arms (except smooth-surface rings / bands) not worn during production and service. | | | | 1.5 | |
| d) | Food prep sink and pot sink not used for hand washing. | | | | 2 | |
| 3. Employee Health (4 points) <i>"24 Points" Food Safety Standards and Requirements,</i> | | | | | | |
| a) | Employees and managers who handle, prepare or serve food have no apparent illnesses (cold, "stomach bug", virus, open wounds, etc.). | | | | 2 | |
| b) | Cuts, abrasions and burns on hands and exposed arms bandaged properly; hands also covered with a disposable glove. | | | | 2 | |

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| NO | ITEMS TO CHECK | Yes | No | N/A | Total Points | Points Awarded |
|--|--|-----|----|-----|--------------|----------------|
| 4. Disposable Gloves (6 points) "24 Points" Food Safety Standards and Requirements | | | | | | |
| a) | Gloves used when handling ready-to-eat foods without utensils. <i>Not needed when handling raw foods that will be cooked, cleaning or handling trash.</i> | | | | 2 | |
| b) | Gloves changed before starting another job. | | | | 1 | |
| c) | Gloves changed when they are torn, dirty or contaminated. | | | | 1 | |
| d) | Gloves removed when leaving the work area, going to the restroom and going on break. | | | | 1 | |
| e) | Hands washed before putting on gloves. | | | | 1 | |
| I. Personal Hygiene -- Total Points Awarded | | | | | | |
| II. TIME AND TEMPERATURE CONTROL (36%) | | | | | | |
| 1. Thermometers (2 points) "24 Points" Food Safety Standards and Requirements | | | | | | |
| a) | Employees and managers have access to and use calibrated, sanitized thermometers. | | | | 2 | |
| 2. Receiving Refrigerated and Frozen Food (1 point) "24 Points" Food Safety Standards and Requirements | | | | | | |
| a) | Refrigerated and frozen food stored within 1 hour or less of delivery. <i>-- May be extended to 2 hours only under extreme conditions - reason must be documented.</i> | | | | 1 | |
| 3. Cooking Foods (6 points) "24 Points" Food Safety Standards and Requirements | | | | | | |
| a) | Potentially hazardous foods cooked to correct minimum internal temperature. Temperature must register on thermometer for 15 seconds minimum. -- 165°F / 74°C: <i>Poultry (solid and ground), stuffed foods (meat, poultry, seafood, pasta, etc.)</i> -- 155°F / 68°C: <i>ground meats (beef, pork, veal, lamb), pork and game</i> -- 145°F / 63°C: <i>veal, lamb, other red meats, seafood, shell eggs, pasteurized egg dishes</i> -- 140°F / 60°C: <i>convenience foods (foods commercially prepared)</i> -- 135°F / 57°C and held for 45 minutes: <i>roast beef</i> | | | | 5 | |
| NO | ITEMS TO CHECK | Yes | No | N/A | Total Points | Points Awarded |

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| | | | | | | | |
|---|--|------------|-----------|------------|---------------------|-----------------------|--|
| | b) Egg policy (<i>Use of Fresh and Pasteurized Eggs</i>) followed. -- <i>Exception: cooking single service eggs to order per customer specification</i> | | | | | 1 | |
| 4. Holding Hot and Cold Foods during Preparation and Service (12 points) | | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | | |
| | a) Food thawed under refrigeration, not at room temperature. -- <i>Emergency procedure: under cold running water (70°F / 21°C or below) or in microwave, followed by immediate cooking to 165°F / 74°C).</i> | | | | | 1 | |
| | b) Food kept at room temperature during preparation for no more than 40 minutes. | | | | | 1 | |
| | c) Hot food held / served at 140°F / 60°C or above. | | | | | 5 | |
| | d) Cold food held / served at 40°F / 4°C or below. | | | | | 5 | |
| 5. Cooling Potentially Hazardous Foods (9 points) | | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements,</i> | | | | | | | |
| | a) Food prepared for later use or left over after meal period cooled properly (from 140°F / 60°C to 70°F / 21°C within 2 hours and then to 40°F / 4°C within an additional 2 hours). -- <i>Placed in shallow containers; depth of food not to exceed 2" - 3" (5 cm - 7.5cm).</i> -- <i>Ice bath method used, where possible.</i> -- <i>Stirred to speed cooling (i.e., with ice paddle).</i> -- <i>Placed in refrigerator uncovered but protected from contamination for remainder of the cooling process.</i> | | | | | 9 | |
| 6. Reheating Foods (5 points) | | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | | |
| | a) Food reheated rapidly (within 2 hours) to 165°F / 74°C or above. Food reheated once only. | | | | | 5 | |
| 7. Refrigeration Equipment Temperatures (1 point) | | | | | | | |
| 8. "24 Points" Food Safety Standards and Requirements | | | | | | | |
| | a) Refrigeration equipment maintained at 40°F / 4°C or below. | | | | | 1 | |
| II. Time and Temperature Control -- Total Points Awarded | | | | | | | |
| | | | | | | | |
| NO | ITEMS TO CHECK | Yes | No | N/A | Total Points | Points Awarded | |
| III. CROSS-CONTAMINATION (21%) | | | | | | | |
| 1. Storing Foods (4 points) | | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | | |

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| | | | | | | |
|--|---|------------|-----------|------------|---------------------|-----------------------|
| a) | Raw meat, poultry, seafood, shell eggs stored <i>below</i> ready-to-eat foods. | | | | 3 | |
| b) | Unwashed produce stored <i>below</i> ready-to-eat foods and <i>above</i> raw meat, poultry, seafood and shell eggs. | | | | 0.5 | |
| c) | Food stored only in food-grade containers. Food containers <i>not</i> used for purposes other than their intended use. | | | | 0.5 | |
| 2. Preparing and Serving Foods (15 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | Raw foods kept separate from ready-to-eat foods during preparation. | | | | 2 | |
| b) | Separate utensils used for each food item (during cooking and serving). | | | | 0.5 | |
| c) | Red cutting board used for raw foods of animal origin. | | | | 3 | |
| d) | White cutting board used for ready-to-eat foods. | | | | 3 | |
| e) | Green cutting board used for washed raw fruits and vegetables. | | | | 3 | |
| f) | Red cutting board always cleaned and sanitized between different raw foods (i.e., cutting chicken, then beef). | | | | 2 | |
| g) | Cutting boards in good condition, no cracks, deep groves and discoloration. | | | | 0.5 | |
| h) | Cutting boards stored vertically for proper draining and quick drying. | | | | 0.5 | |
| i) | Appropriate serving utensils provided for food items available for self-service. | | | | 0.5 | |
| 3. Sanitizing Food Contact Surfaces (2 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | All food contact surfaces and utensils (including thermometers, prep knives and stationary parts of slicer) cleaned and sanitized. | | | | 1 | |
| b) | Sanitizing solutions prepared in correct concentrations (Ster Bac Blu: 200 ppm, Mikroklene: 25 ppm). <i>Bleach is not approved for sanitizing food contact surfaces.</i> | | | | 1 | |
| III. Cross-Contamination -- Total Points Awarded | | | | | | |
| NO | ITEMS TO CHECK | Yes | No | N/A | Total Points | Points Awarded |
| IV. RECORDKEEPING, TRAINING, SELF-INSPECTIONS (13%) | | | | | | |
| 1. HACCP Recordkeeping (5 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |

FOOD SAFETY AUDIT

| | | | | | | |
|--|---|--|--|--|------------|--|
| a) | Refrigerator and freezer logs completed and on file for one year. Temperatures checked during stable times, i.e., at opening and closing of the operation. | | | | 0.5 | |
| b) | HACCP temperature logs completed and kept on file for one year: -- HACCP Critical Control Points Daily Temperature Log OR -- HACCP Cooling & Reheating Chart, and HACCP Temperature Log - For Cooking Raw Foods and HACCP Daily Taste Panel Chart | | | | 4 | |
| c) | The Sanitizer Solution log completed twice a day for sample testing; kept on file for one year. | | | | 0.5 | |
| 2. Manager Certification (2 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | All Managers and supervisors without current certification scheduled for training and certified within 90 days of hire or within 90 days of expiration of previous certification. | | | | 2 | |
| 3. Frontline Employee Training (4 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | New employees have completed three step food safety training program -- <i>Training verification on file.</i> | | | | 3 | |
| b) | Repeat food safety training for all employees conducted at least annually -- <i>Sign up sheets or other documentation on file.</i> | | | | 1 | |
| 4. Self-Inspection Program (2 points) | | | | | | |
| <i>"24 Points" Food Safety Standards and Requirements</i> | | | | | | |
| a) | The Food Safety Audit completed each month (kept on file for one year). | | | | 1.5 | |
| b) | The Food Safety Self-Inspection Guide completed at least quarterly (kept on file for one year). | | | | 0.5 | |
| IV. Recordkeeping, Training, Self-Inspections -- Total Points Awarded | | | | | | |

GENERAL OBSERVATIONS -- EQUIPMENT (Not included in total points)

| |
|--|
| <p>1. Repairs / Maintenance</p> <p>Comments:</p> <p style="text-align: center;"> <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor </p> |
|--|

FOOD SAFETY AUDIT

2. Equipment Needs

Comments:

GENERAL OBSERVATIONS -- SANITATION

(Not included in total points)

1. Front of the House (Service Areas)

Comments:

Good

Fair

Poor

2. Back of the House (Production Areas)

Comments:

Good

Fair

Poor

3. Restrooms, Dressing Rooms and Lockers

Comments:

Good

Fair

Poor

4. Storage Areas (Dry Storage, Refrigerators, Freezers)

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Comments:

Good

Fair

Poor

5. Evidence of Pest Infestation:

Comments:

No

Yes

FOOD SAFETY AUDIT

| AUDIT COMMENTS | |
|--|----------|
| I. PERSONAL HYGIENE | |
| Audit Item No. | Comments |
| 1. Hand washing Facilities | |
| a) | |
| b) | |
| c) | |
| 2. Hand washing Practices | |
| a) | |
| b) | |
| c) | |
| d) | |
| 3. Employee Health | |
| a) | |
| b) | |
| 4. Disposable Gloves | |
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |
| II. TIME AND TEMPERATURE CONTROL | |
| 1. Thermometers | |
| a) | |
| 2. Receiving Refrigerated and Frozen Food | |
| a) | |

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| Audit Item No. | Comments |
|---|----------|
| 3. Cooking Foods | |
| a) | |
| b) | |
| 4. Holding Hot and Cold Foods during Preparation and Service | |
| a) | |
| b) | |
| c) | |
| d) | |
| 5. Cooling Potentially Hazardous Foods | |
| a) | |
| 6. Reheating Foods | |
| a) | |
| 7. Refrigeration Equipment Temperatures | |
| a) | |
| III. CROSS-CONTAMINATION | |
| 1. Storing Foods | |
| a) | |
| b) | |
| c) | |
| 2. Preparing and Serving Foods | |
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |
| f) | |

FOOD SAFETY AUDIT

| Audit Item No. | Comments |
|--|----------|
| g) | |
| h) | |
| i) | |
| 3. Sanitizing Food Contact Surfaces | |
| a) | |
| b) | |
| IV. RECORDKEEPING, TRAINING, SELF-INSPECTIONS | |
| 1. HACCP Recordkeeping | |
| a) | |
| b) | |
| c) | |
| 2. Manager Certification | |
| a) | |
| 3. Frontline Employee Training | |
| a) | |
| b) | |
| 4. Self-Inspection Program | |
| a) | |
| b) | |

FOOD SAFETY AUDIT

FOOD SAFETY AUDIT RATING SYSTEM

Total possible points: 100

| | | |
|--|-----------------|-----------------------------|
| Superior | "GOLD" | 95 points or above |
| Good | "GREEN" | 90 to 94.5 points |
| Needs Improvement | "YELLOW" | 85 to 89.5 points |
| Corrective Action Plan Required | | |
| Unacceptable | "RED" | 84.5 points or below |
| Immediate Corrective Action Plan Required | | |

Score Achieved:

Score: ____ out of 100 Percentage: ____ Audit Status: _____

Date: _____

DEPARTMENT: _____

LOCATION: _____

Audit Conducted By
Name (PRINTED): _____

Signature: _____

Reviewed By GM
Name (PRINTED): _____

Signature: _____

THE AUDIT SCORES THAT ARE BELOW THE 84.5 RANKING WILL BE FORWARDED TO BUSINESS OPS DIRECTOR AND TO THE DEPUTY DIRECTOR. ACTION PLAN WILL BE DEVELOPED AND BRIEFED TO GM WITHIN 72 HOURS WITH CORRECTIONS

FOOD SAFETY AUDIT

Unit Name: _____

Unit Number: _____

Date: _____

CORRECTIVE ACTION PLAN

| Unsatisfactory Condition Observed | Corrective Action | By Whom | Target Date | Re-evaluation Date | Completion Date |
|-----------------------------------|-------------------|---------|-------------|--------------------|-----------------|
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Signature: _____

CLUB General Manager