

Health Inspection Checklist Template

 perandio



Health Inspection Checklist

Food and Dry Storage

MANAGER:

DATE:

TASK	DONE	COMMENTS
Food items are correctly dated and labelled		
Food items are adequately shelved and spaced		
Storage has the correct temperature for perishable goods		
Stock has been rotated so that older items will be used first		
There are no signs of spoilage or contamination		

NOTES



Health Inspection Checklist

Employee Hygiene

MANAGER:

DATE:

TASK	DONE	COMMENTS
Handwashing stations are available and well stocked		
Staff have access to hairnets, gloves and other protective clothing		
Staff have been trained on proper food handling		
Health checks are conducted on staff to ensure they are well		
Clear policies on hygiene expectations are enforced		

NOTES



Health Inspection Checklist

Food handling

MANAGER:

DATE:

TASK	DONE	COMMENTS
Proper temperature control is used when handling food		
Raw and cooked foods are adequately separated		
Meats and other hazardous foods are thoroughly cooked		
Safe thawing methods are used for frozen foods		
Leftovers and prepped foods are stored and handled safely		

NOTES



Health Inspection Checklist

Freezer & refrigerator maintenance

MANAGER:

DATE:

TASK	DONE	COMMENTS
Temperatures are regularly monitored and recorded		
Units have adequate airflow and organisation		
Units have been adequately defrosted and cleaned		
Seals and gaskets have been inspected to ensure proper closure		
Proper stock rotation and labelling has been exercised in the units		

NOTES



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Sanitation

MANAGER:

DATE:

TASK	DONE	COMMENTS
Food contact surfaces, utensils, and equipment have been cleaned		
Approved sanitisers and cleaning agents are available		
There's an adequate supply of hot water, soap, and sanitising tools		
Floors, walls, and other non-food contact surfaces are clean		
There are no signs of sources of contamination		

NOTES



Health Inspection Checklist

Rubbish disposal

MANAGER:

DATE:

TASK	DONE	COMMENTS
Rubbish is stored in sturdy, leak-proof containers with tight lids		
Bins are emptied to prevent overflow and pest attraction		
Food preparation and storage areas are separated from bins		
Bins and disposal areas are cleaned and sanitised		
Rubbish is disposed in accordance with local regulations		

NOTES



Health Inspection Checklist

Pest control

MANAGER:

DATE:

TASK	DONE	COMMENTS
There are no signs of pests, such as droppings, nests, etc.		
Entry points are sealed correctly to prevent pest entry		
Food waste is properly disposed to minimise pest attraction		
Use of pest control measures are approved for the food industry		
Staff are trained on identifying and reporting signs of pest activity		

NOTES