



# Health Inspection Checklist



**operandio.com**

The #1 Operations Management  
Platform

The template provided here has been created as a general guide by Operandio and may need to be adapted to cover all regulatory requirements for your business.

We recommend consulting your local and industry authorities for clarification and assistance with your specific record-keeping requirements.

# Health Inspection Checklist - Food and Dry Storage



Completed By:

Signature:

Date:

Done	Task	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



Completed By:

Signature:

Date:

Done	Task	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



Completed By:

Signature:

Date:

Done	Task	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

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# Health Inspection Checklist - Freezer & refrigerator maintenance



Completed By:

Signature:

Date:

Done	Task	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

# Health Inspection Checklist - Sanitation



Completed By:

Signature:

Date:

Done	Task	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



Completed By:

Signature:

Date:

Done	Task	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

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# Health Inspection Checklist - Pest control



Completed By:

Signature:

Date:

Done	Task	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