

Record sheet 17: Internal review checklist (manufacturing)

- This Internal Review is a tool to help you focus on areas that need attention and to ensure staff are following the Food Safety Program.
- The questions must be answered Yes or No.
- Describe what needs to be done/fixed in the observations column.
- Corrective Action: what action was taken to overcome the problem.
- Signed and Dated: when the corrective action was completed.
- The Food Safety Supervisor should use this checklist every 2–3 months

(More sheets are available at foodsmart.vic.gov.au)

Some elements of these processes will not apply to your business. Simply mark N/A if the question is not applicable to your business.

1. Harvesting	Y	N	Observations
Are processes in place for the removal of excess soil and other debris?			
Are the chemical levels used on the fruit, vegetables or other produce within Agricultural Code limits?			
Are fruit, vegetables or other produce washed with potable water?			
Are batch numbers / lot numbers in place?			
2. Ordering/delivering	Y	N	Observations
Are all of the suppliers that you use on your Approved Suppliers List?			
Are product temperatures monitored when received?			
After products are received, are they stored appropriately?			
Are all transport vehicles checked regularly?			
Are staff aware of what they need to check for when receiving products?			
Is the delivery record sheet completed?			
Are batch numbers recorded on delivery records?			
3. Storage	Y	N	Observations
Are all foods stored off the ground and not overstocked?			
Are storage areas in the correct temperature range and records completed?			
Is there a risk of cross contamination in the storage area from raw to cooked, or raw to ready-to-eat, foods?			
Are all food packaged adequately?			
Are all storage containers labelled and covered appropriately?			
Are food stocks stored and rotated to ensure products do not go out of date?			
4. Preparation	Y	N	Observations
Has the activity time log been completed?			
Is there a risk of cross-contamination in the preparation area?			
Are staff aware of safe food handling practices and how to avoid food contamination?			

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Are staff personal belonging stored out of food preparation areas?			
Is preparation equipment well-maintained and clean?			
Is food waste disposed of appropriately and regularly removed from preparation areas?			
5. Process controls	Y	N	Observations
Is processing equipment clean and well-maintained?			
Do your records list the batch number/ lot number used in processing batches?			
Has there been a visual check to ensure that all filters and sieves are intact?			
Is there a method to ensure additives and processing aids do not exceed permitted levels?			
6. Post-production handling	Y	N	Observations
Has the activity time log been completed?			
Has corrective action been taken when problems were identified?			
Is there a risk of post-cooking cross-contamination?	Raw to cooked foods		
	Physical		
	Chemical		
Is temperature measuring equipment accurate?			
Is food cooled for later use, cooled in line with correct temperature control practices?			
Is food protected from contamination during cooling and when on display?	Hot — above 60 °C		
	Cold — below 5 °C		
	Frozen — below -15 °C		
Are sufficient utensils available for use in display units?			
7. Packaging and labelling	Y	N	Observations
Is packaging material stored appropriately?			
Is packaging and labelling suitable for the foods being used?			
Have suppliers of glass packaging been recorded and are deliveries inspected?			
Does labelling comply with national food standards?			
In order to assist in food recalls, are there batch or lot numbers on the labels which identify production batches?			

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8. Transport	Y	N	Observations
Are transport vehicles clean and in good condition?			
Is food transported at appropriate temperatures and stored to avoid contamination?			
Are transport staff aware of appropriate food safety practices, including the use of protective clothing?			
9. Customer complaints	Y	N	Observations
Are customer complaints and your businesses response recorded?			
Are staff aware of what to do if they receive a customer complaint?			
Does your business provide sufficient information to customers with allergies?			
10. Personal health and hygiene	Y	N	Observations
Are staff aware of safe food practices and their responsibilities to ensure the food they handle is safe?			
Do staff wear suitable clothing when handling food?			
Do staff wash their hands at appropriate times and have clean hands at all times when handling food?			
Are staff aware that they must not be at work if suffering from any gastroenteritis illness or food-borne illness?			
11. Cleaning	Y	N	Observations
Does the cleaning schedule include all relevant information and regularly completed?			
Is there adequate equipment to undertake cleaning effectively?			
Are all cleaning chemicals clearly labelled and stored appropriately?			
12. Premises, Equipment, pests and waste	Y	N	Observations
Is the premises in good condition and are pests prevented from entering?	Storage area		
	Preparation		
	Cooking		
	Serving/display		
	Transport vehicle		
Has the pest control record been completed?			
Has appropriate action been taken when evidence of pests has been recorded?			
Are externally stored waste disposal bins covered?			
Are bins and the waste storage area cleaned regularly?			
Are waste bins in the preparation area emptied regularly?			
If non-potable water is used, can you demonstrate that the safety of the food is not affected?			

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