

# Self Assessment Checklist

Facility \_\_\_\_\_ Date(s) \_\_\_\_\_

Completed by: \_\_\_\_\_

✓	<b>PROCEDURES</b>	Needs Action	<b>CORRECTIVE ACTIONS: (Who, What, How, &amp; When)</b>	Date Completed
<input checked="" type="checkbox"/>	<b>Example- Cooling</b>	✓	<i>Correct procedure not being followed for cooling soups. Bill will retrain employees on proper procedures. Will follow-up next time soups are cooled.</i>	2/13
	<b>Employee Training</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Certified Food Protection Manager on staff</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ All new employees have cards</li> </ul>			
	<b>Employee Health</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Employees observed to assure not working ill</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Employees know foodborne illness symptoms/conditions</li> </ul>			
<input type="checkbox"/>	Check that records are current for: <ul style="list-style-type: none"> <li>▪ Applicant and Food Employee Reporting Interview Form</li> <li>▪ Food Employee Reporting Agreement</li> <li>▪ Record of Staff Absences due to Illness</li> </ul>			
	<b>Handwashing</b>			
<input type="checkbox"/>	Observe employee handwashing practices Handwash sinks:			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Soap &amp; paper towels provided</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Accessible &amp; used for no other purpose</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Water temp &amp; pressure adequate</li> </ul>			
	<b>No Bare Hand Contact w/RTE</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employee handling of RTE foods</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Utensils/tissues/single use gloves used w/ RTE foods</li> </ul>			
	<b>Source</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Review products for approved source/labeling</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Review records: shellfish/raw seafood</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ _____</li> </ul>			
	<b>Receiving and Storage</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Products checked for temp, contamination &amp; package damage at receiving</li> </ul>		List item / temp	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Meat, poultry &amp; raw foods stored below cooked &amp; RTE foods</li> </ul>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Raw foods segregated from each other</li> </ul>			
	<b>Cleaning &amp; Sanitizing</b>			

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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employee cleaning &amp; sanitizing practices</li> <li>▪ Food contact surfaces cleaned &amp; sanitized at required frequency</li> <li>▪ Food contact surfaces clean &amp; sanitized between different raw foods &amp; between raw &amp; RTE</li> <li>▪ Dishwashing equipment properly operated &amp; maintained</li> <li>▪ Test kits provided/used</li> </ul>			
<b>Cooking</b>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employees for correct temping procedures</li> <li>▪ Observe thermometer calibration/calibrate thermometers</li> <li>▪ Equipment operating properly to maintain temperatures</li> <li>▪ Food cooked to proper time and temp</li> </ul>		List item/final temp	
<b>Cooling</b>				
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Spot check cooling procedures for each PHF food item that is cooled</li> </ul>		List item/final temp	
<b>Reheating for Hot-Holding</b>				
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employees for correct temping procedures</li> <li>▪ Spot check reheating procedures and temps for each food item</li> </ul>		List item /final temp	
<b>Hot Holding</b>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employees for correct temping procedures</li> <li>▪ Equipment maintaining product temp</li> </ul>		List item / temp	
<b>Cold Holding</b>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe employee procedures for checking product temp</li> <li>▪ Equipment maintaining product temp</li> </ul>		List item / temp	
<b>Consumer Advisory</b>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe placement of consumer advisories.</li> <li>▪ Menu products reviewed, any new foods needing a consumer advisory added</li> </ul>			
<b>Time as a Public Health Control</b>				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Food appropriately marked</li> <li>▪ Marked food discarded, consumed or used within 4 hours</li> </ul>			
<b>Donated Foods</b>				
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Observe receiving procedures &amp; review</li> </ul>			

✓	<b>PROCEDURES</b>	Needs Action	<b>CORRECTIVE ACTIONS: (Who, What, How, &amp; When)</b>	Date Completed
<input type="checkbox"/> <input type="checkbox"/>	records <ul style="list-style-type: none"> <li>▪ Observe processing of donated foods</li> <li>▪ Donated foods stored separately  <input type="checkbox"/> _____</li> </ul>			
	<b>Highly Susceptible Populations</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ No restricted foods on purchasing records &amp; menus  <input type="checkbox"/> _____</li> </ul>			
	<b>Protection From Contamination</b>			
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ RTE foods protected during preparation</li> <li>▪ RTE segregated during display &amp; service</li> </ul>			
	<b>Thawing</b>			
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Food thawed under refrigeration, running cool water, microwave, or part of continuous cooking process</li> </ul>			
	<b>Curing, Smoking, Reduced Oxygen Packing, Acidifying, Dehydrating, and Thermally Processed Low-Acid Food</b>			
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ HACCP plan is current for the process</li> <li>▪ HACCP plan is being followed</li> </ul>			

✓	<b>Good Retail Practices</b>	Needs Action	<b>COMMENTS/CORRECTIVE ACTIONS (Who, What, How &amp; When)</b>	Date Completed
	<b>Personal Cleanliness</b>			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Observe food workers for: <ul style="list-style-type: none"> <li>▪ Clean outer garments &amp; aprons</li> <li>▪ Hair restraints worn</li> <li>▪ No jewelry worn that could fall into food</li> <li>▪ Single use gloves worn over artificial fingernails</li> </ul>			
	<b>Toilet Facilities</b>			
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Restrooms &amp; fixtures clean &amp; well maintained</li> <li>▪ Paper towels, soap &amp; toilet paper provided</li> </ul>			
	<b>Insect, Rodent and Animal Control</b>			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ No evidence of rodents/insects</li> <li>▪ All outer openings protected</li> <li>▪ No unauthorized animals allowed</li> </ul>			
	<b>Pesticide/Toxic Chemicals properly used/stored</b>			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Used according to label directions</li> <li>▪ In-use containers labeled &amp; used at proper concentrations</li> <li>▪ Stored away from food &amp; food contact utensils</li> </ul>			

	<b>Plumbing</b>			
<input type="checkbox"/>	▪ Hot & cold running water under pressure & available at all sinks			
<input type="checkbox"/>	▪ No cross-connections / back flow (check utility sinks & hoses)			
	<b>Garbage – refuse disposal</b>			
<input type="checkbox"/>	▪ Dumpsters covered & storage areas clean			
<input type="checkbox"/>	▪ In-use containers cleaned & emptied			
	<b>Physical Facilities</b>			
<input type="checkbox"/>	▪ Walls, floors and ceilings maintained			
<input type="checkbox"/>	▪ Food contact surfaces maintained			
<input type="checkbox"/>	▪ Lighting & ventilation adequate & maintained			
<input type="checkbox"/>	▪ Premises maintained free of litter			