

# FOOD SAFETY PERSON IN CHARGE SELF-INSPECTION CHECKLIST

The Person(s) in charge (**required at all times of operation**) is responsible for ensuring that food safety procedures are followed (Daily). This self-inspection can be used to ensure all critical areas of food safety are monitored and corrected if necessary. **Bolded and underlined items are Critical Orders.** Critical Orders, when found during an inspection will need to be corrected, when possible. Critical orders are those orders more likely to contribute to foodborne illness.

## PERSONNEL

Y N

- Certified Food Manager (CFM) present on a daily basis?**
- Is there a person in charge (PIC) trained in food safety, during all hours of operation?**
- Employees trained in food safety? This is the responsibility of the CFM.**

## EMPLOYEE HEALTH AND HYGIENE

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- Employee illness log maintained?
- This is to be done when employees call in sick or are sent home.
- Are ill employees (especially vomiting and diarrhea) excluded from food handling?**
- Are employees monitored closely for behaviors that indicate illness (Example: frequent trips to the restroom).
- Employees washing hands when needed?**
- Employees minimizing bare hand contact with Ready To Eat (RTE) foods?**  
Gloves and utensils such as tongs, scoops, forks, spoons can be used
- Employees washing hands prior to clean glove use?**
- Employees washing hands correctly** using the following steps: Wet, soap, scrub (20 seconds), fingernail brush-when necessary, rinse, dry with single use paper towels.
- Employees wearing clean clothing?
- Cooks wearing effective hair restraints (Includes managers)?  
This is especially important for prep cooks preparing food in advance.
- Employee personal beverage containers securely covered and labeled with the employee name?**
- Personal beverage containers and personal items such as purses and clothing stored away from food and equipment?
- Are fingernails clean, trimmed, and free of polish?
- Is jewelry on hands and arms limited to a wedding band?

## SANITATION & CROSS CONTAMINATION

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- Food Contact Surfaces clean and sanitized?** (refer to cleaning checklist for complete list)
- Sanitizer test kit available for the sanitizers you are using  
Quat strips for Ammonia based and Cl strips for unscented bleach and chlorine products
- Wiping cloths stored in sanitizing solution when not in use?
- Wiping cloth buckets and spray bottles at required concentration?
- Quaternary Ammonia: 200-400 PPM, Chlorine (unscented bleach) 100 PPM
- Dishwasher or 3 compartment sink for sanitizing dishes?
- Dishwasher- Chlorine at 50 PPM**
- Dishwasher- Hot Water 160 degrees at dish level?**
- 3 Comp Sink-Quat Ammonia 200-400 PPM**
- 3 Comp Sink-Chlorine-50 PPM**
- Separate wiping cloth buckets and rags used when working with raw animal foods (meats)?
- Separate cutting boards used for raw meat and vegetables?  
Or thoroughly washed and sanitized between different uses?
- Ready To Eat (RTE) foods stored above raw meat in coolers?**
- Thermometer stems sanitized before use?**

## TEMPERATURES

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- Potentially hazardous food cooked to required minimum temperatures?**  
**Example: Hamburger to 155 MINIMUM and poultry to 165 degrees (recording temps?)**
- For cold holding, is food kept at 41 degrees F or below?**  
(This includes all coolers and cold holding units on buffets)
- For hot holding, is food kept at 140 degrees F or above?**
- Food cooled from 140 to 70 degrees in 2 hours and from 70 to 41 degrees in the next 4 hours?**  
Use a thermometer and cooling log to verify this.
- Are freezers 0 degrees or below?  
At a minimum food must remain frozen in freezer. Ideally 0 degrees or below.
- Leftovers that will be hot held re-heated to 165 degrees F within 2 hours?**
- Is food safely thawed? Ideally in cooler or under running water no warmer than 70 degrees  
You cannot thaw on the counter!
- Thermometers used and calibrated for accuracy?  
Recommend calibrating weekly
- Food temperatures checked when delivered?  
If product is not at the right temperature, send it back!
- Thermometers inside every cooler and freezer close to the door?

## CHEMICAL STORAGE

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- Are spray bottles labeled with chemical name??**
- Are spray bottles stored in proper locations (never above food or food equipment)?**