**FOOD SAFETY CHECKLIST**

**NAME:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**LOCATION:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
**DATE:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YES NO**

**PURCHASING**  
  
\_\_\_\_    \_\_\_\_   1. Do you buy foods from reliable suppliers only?  
\_\_\_\_    \_\_\_\_   2. Do you check the packaged foods expiration date?  
\_\_\_\_    \_\_\_\_   3. Do you check the foods packaging, cans or wrappers before buying?  
\_\_\_\_    \_\_\_\_   4. Ensure that frozen foods are frozen solid upon buying them  
\_\_\_\_    \_\_\_\_   5. Are foods at its proper temperatures?  
\_\_\_\_    \_\_\_\_   6. Are apple cider pasteurized?  
\_\_\_\_    \_\_\_\_   7. Ensure that no home-canned is used in vacuum packed foods    
  
                          **STORING RAW PERISHABLE FOODS**   
  
\_\_\_\_    \_\_\_\_   1. Are foods stored in its designated food storage area?  
\_\_\_\_    \_\_\_\_   2. Ensure that date, label and a covered container are prepared for storing

food that has been removed from its original container  
\_\_\_\_    \_\_\_\_   3. Are potentially hazardous foods stored in the refrigerator or freezer    
                           immediately?  
\_\_\_\_    \_\_\_\_   4. Are raw meats, poultry or seafood stored below ready-to-eat foods?  
\_\_\_\_    \_\_\_\_   5. Do you have a working thermometer in your refrigerator and freezer?  
\_\_\_\_    \_\_\_\_   6. Ensure that refrigerators temperature is at 41°F and the freezer at 0°F  
\_\_\_\_    \_\_\_\_   7. Are there sufficient air circulation in freezer and refrigerator?   
\_\_\_\_    \_\_\_\_   8. Are 50°F to 70°F temperature in dry storage areas maintained?  
\_\_\_\_    \_\_\_\_   9. Ensure that 6 inches off floor and away from walls are followed in food

storage  
\_\_\_\_    \_\_\_\_ 10. Follow the “first in, first out” use of food storage  
  
                        **PERSONAL HYGIENE**   
  
\_\_\_\_    \_\_\_\_   1. Are food handlers personally clean and well-groomed?  
\_\_\_\_    \_\_\_\_   2. Are appropriate hair restraints worn by food handlers?  
\_\_\_\_    \_\_\_\_   3. Does food handler wash hands thoroughly?   
\_\_\_\_    \_\_\_\_   4. Ensure that food preparation sinks are not used for hand washing  
  
                          **TRANSPORTING FOOD**  
  
\_\_\_\_    \_\_\_\_   1. Are equipments used for food transportation clean and appropriate?  
\_\_\_\_    \_\_\_\_   2. Are foods being transported well insulated and properly covered?  
\_\_\_\_    \_\_\_\_   3. Are hot foods temperature (140°F or above) and cold food temperature

(41°F or below) maintained?  
  
**PREPARATION (Thawing, Cooking and Cooling)**  
  
\_\_\_\_    \_\_\_\_   1. Are frozen foods thawed in the refrigerator, microwave or in a cold running                            water?  
\_\_\_\_    \_\_\_\_   2. Do you use a food thermometer in checking the proper internal

temperature of foods cooked?  
\_\_\_\_    \_\_\_\_   3. Are packaged foods can or wrapper undamaged?  
\_\_\_\_    \_\_\_\_   4. Before serving or cooking, ensure that fresh vegetables and fruits are

properly washed with water  
\_\_\_\_    \_\_\_\_   5. Ensure that foods are cooked thoroughly  
\_\_\_\_    \_\_\_\_   6. Are leftovers, in no more than 2hrs, reheated to at least 165°F?  
\_\_\_\_    \_\_\_\_   7. Quickly cool leftovers, in no more than 6hrs, to 41°F temperature  
\_\_\_\_    \_\_\_\_   8. Are leftovers immediately refrigerated or freeze?

**SERVING**   
  
\_\_\_\_    \_\_\_\_   1. When serving, ensure that hot foods are 140°F or above and cold food at

41°F  
\_\_\_\_    \_\_\_\_   2. Do you use a thermometer in checking food temperature?

\_\_\_\_    \_\_\_\_   3. Are foods served by using proper serving utensils?  
\_\_\_\_    \_\_\_\_   4. Is children food cut to its proper size?  
\_\_\_\_    \_\_\_\_   5. Are spills being cleaned immediately?  
\_\_\_\_    \_\_\_\_   6. Do not spread peanut butter thickly  
\_\_\_\_    \_\_\_\_   7. Ensure that seeds and bones are taken out before serving  
  
                          **FACILITIES AND EQUIPMENT**    
  
\_\_\_\_    \_\_\_\_   1. Is kitchen and dining area clean and well lighted?  
\_\_\_\_    \_\_\_\_   2. Are floors cleaned everyday and in good condition?  
\_\_\_\_    \_\_\_\_   3. Are foods and storage areas located away from garbage?  
\_\_\_\_    \_\_\_\_   4. Are garbage containers in good condition, leak proof and properly closed?  
\_\_\_\_    \_\_\_\_   5. Are equipments in good working condition?  
\_\_\_\_    \_\_\_\_   6. Are dishes, utensils and all food contact surfaces properly cleaned and    
                           sanitized?  
\_\_\_\_    \_\_\_\_   7. Are used food equipments properly cleaned and sanitized?  
\_\_\_\_    \_\_\_\_   8. Are proper procedure of washing dishes and cooking utensils maintained?   
\_\_\_\_    \_\_\_\_   9. Ensure that equipments and utensils are air dried after sanitizing  
\_\_\_\_    \_\_\_\_ 10. Are equipments stored properly?  
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