



Food Inspection Guidance





1.0 | INTRODUCTION:

Inspections are conducted for all food businesses that are required to notify their local Council, in order to sell food to the public. An inspection of the business assesses safe food handling practices, as set out in the Food Act and Food Standards Code.

This guidance document provides information on ratings that are applied to non-compliances, when raised as non-compliance during a food inspection.

This guidance document is intended to provide a consistent approach to conducting food inspections by authorised officers and can be used by food businesses to understand the compliance inspection process; why non-compliances are identified during inspections, and their subsequent impact on food safety.

Guidance in this document is based on requirement from the Food Act 2003 and Australian New Zealand Food Standard Code (the Code) and industry specific standards listed below:

- Food Regulation 2015
- Food Safety Standards Part 1.2 Labelling and other information
- Food Standards Code 3.2.2.& 3.2.3
- Australian Standards 4674.2004
- A Guide to the Food Safety Standards
- NSW Food Authority's Food premises assessment report guideline
- Retail Sushi – Food Safety Guidelines for the Preparation and Display of Sushi.
- Potentially Hazardous – Guidance on the 4-hour / 2 hour rule
- NSW Food Authority – Potentially hazardous foods 2008



CONTENTS

1.0	Introduction	Pg. 3
2.0	What is an inspection?	Pg. 4
3.0	Who carries out an inspection?	Pg. 4
4.0	Are fees applied to inspections?	Pg. 4
5.0	How often are routine inspections conducted?	Pg. 4
6.0	What does an inspection involve?	Pg. 5
7.0	Inspection rating (weighting and scoring)	Pg. 6
8.0	Recommended enforcement action	Pg. 6 – 7
Table 1	Inspection guidelines – Key areas during an inspection	Pg. 9 – 11
Table 2	General inspection guidance	Pg. 12 – 13
Appendix	Food Premises Assessment Report (FPAR)	Pg. 14 – 15

These legislative documents can be viewed at the following links:

- **Food Standards Code**
Food Safety Standards and Part 1.2 Labelling and other information requirements.
www.foodstandards.gov.au/foodsafety/standards/Pages/Foodsafetystandards.aspx
- **Food Act 2003 NSW**
www.legislation.nsw.gov.au/#/view/act/2003/43
- **Food Regulation 2015 NSW**
www.legislation.nsw.gov.au/#/view/regulation/2015/622
- **Food Standards Guidance**
A guide to the Food Safety Standards
www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx

2.0 | WHAT IS AN INSPECTION?

An inspection is a process where an authorised officer visits a food premises to assess food safety compliance. During the inspection, the officer carries out an inspection of the food business to ensure that food handling practices are done in a safe manner to control potential food hazards and risks.

The inspecting officer reviews if food is being handled in a safe and suitable manner and that the proprietor and food handlers have the appropriate skills and knowledge to produce foods in a safe manner.

3.0 | WHO CARRIES OUT AN INSPECTION?

Council's Environmental Health Officers carry out inspections of retail food premises. Officers are authorised under the *Food Act 2003* NSW.

4.0 | ARE FEES APPLIED TO INSPECTIONS?

Fees and charges apply to all new food business registrations and when completing inspections at food businesses. Each inspection is charged at the applicable rate at 30-minute intervals and an annual administration fee applies at the first inspection conducted in the financial year. A review of all fees and charges is done annually and can be viewed at www.ryde.nsw.gov.au/feesandcharges.

5.0 | HOW OFTEN ARE ROUTINE INSPECTIONS CONDUCTED?

The following outlines the inspection frequency for a retail food business, depending on the risk classification applied to each business.

Business type of retail food premises	Business risk classification	Starting point – annual inspection frequency
Only selling pre-packaged low risk non-Potentially Hazardous Foods (PHF) (e.g. confectionery stores, liquor stores, newsagents, service stations)	Low	12 months
Most hospitality-type retail premises that prepare or are selling potentially hazardous / ready to eat food (e.g. cafes, restaurants, takeaways, grocery stores, school canteens)	Medium	12 months
Large-scale operation (e.g. function centre/ large restaurant that employs more than 10 food handlers)	High	6 months
Undertaking high risk activities/processes (e.g. raw egg products, pate, sous vide)	High	6 months
Preparing/serving foods to vulnerable persons (e.g. childcare facility, retirement village, aged care caterers)	High	6 months

6.0 | WHAT DOES AN INSPECTION INVOLVE?

The Food Premises Assessment Report, or FPAR (see Appendix 1), is the checklist used when conducting an inspection of a food premises.

The FPAR enables the officer to highlight non-compliances that have been identified during an inspection. It generates an outcome score that provides a measure of the overall compliance of the food business with relevant food safety standards. It can also be used as a tool for food businesses to conduct a self-assessment to better understand their inspection outcome or improve their inspection score.

The Food Premises Assessment Report (FPAR) is divided into nine sections that relate to compliance with the Australia New Zealand Food Standards Code (FSC), *NSW Food Act 2003* and the *Food Regulations 2015*.



The nine sections of the FPAR relate to hygiene and food safety are as follows:

1. General requirements
2. Food handling controls
3. Health and hygiene requirements
4. Cleaning and sanitising
5. Temperature measurement, single use items
6. Animals and pests
7. Design and construction of food premises
8. Maintenance
9. Miscellaneous

During an inspection, an authorised officer will focus on key aspects relating to food safety.

NOTE: Table 1 on pages 9 – 11 provides an outline of the key aspects of an inspection.

7.0 | INSPECTION RATING (WEIGHTING AND SCORING)

The questions in each of the nine sections have been weighted based on their risk of causing food contamination and foodborne illness.

Non-compliance with individual questions attracts a risk weighting of 1, 4 or 8 (known as a breach score). Scores are dependent on the presence of circumstances such as:

- The risk to food safety and how likely it is to occur
- Whether the breach is administrative in nature
- How widespread the problem is within the premises
- Whether there is a systemic breakdown in procedures.

NOTE: Table 2 on pages 12 – 13 provides specific details of the score an officer will apply for each risk weighted question that is assessed on the FPAR.

Once all individual questions from all nine sections are answered, a total score can be calculated. A “star rating” will be applied to the facility based on the total point score awarded, as indicated in the table below.

Cumulative Score	Facility rating	Inspection result
0-3 points	5 Stars	Excellent
4-8 points	4 Stars	Very Good
9-15 points	3 Stars	Good
>15 points or 8 any critical 8 point food safety breach	No grade awarded	Unacceptable

8.0 | RECOMMENDED ENFORCEMENT

Enforcement action by authorised officers will be timely, escalated and proportionate to the food safety risk.

To achieve this outcome, officers must keep accurate records based on lawfully obtained evidence and select an appropriate enforcement response for the potential risk to the community.

Enforcement may include, but is not limited to the following:

Verbal or written warning

The business is warned that further non-compliances may result in escalated enforcement action being taken.

Written warnings can be issued for the following reasons:

- Administrative offences e.g. not displaying food safety supervisor certificate
- Where multiple non-compliances are identified not resulting in an unacceptable rating
- Where an offence is minor or isolated in nature
- Labelling offences.



An Improvement Notice

Improvement Notices are issued when a business receives an unacceptable inspection result. The business is given a set period of time to fix non-compliance/s before an authorised officer returns to check that the issue has been addressed and is compliant. A fee of \$330 is attached to all Improvement Notices to account for the administrative cost and a follow-up inspection.

The timeframe for compliance is determined by the authorised officer based on the food safety risks posed by the non-compliance and the expected time taken to rectify the issue. Timeframes can range from 24 hours up to six months. A food business can request more time to comply with an Improvement Notice by writing to Council, prior to the compliance due date.

If the food business fails to comply with the direction in an Improvement Notice by the specified date and time, the matter can be escalated to a Penalty Notice or Prohibition Order.

A Penalty Notice

Food businesses can be issued on the spot penalty notices for the non-compliances found during inspections. Penalties range in severity depending on the nature of the offence and multiple penalties can be issued during the same inspection. Penalties are normally issued for severe or repeated breaches in food safety and if previous warnings were issued. Businesses may be published on the Name & Shame public register on the NSW Food Authority’s website.

A Prohibition Order

Prohibition Orders can have a significant impact on a food business, so cannot be issued lightly. These are issued to a business when serious non-compliances are identified during inspections and where it is necessary to manage risk to public health and safety. A Prohibition Order means that the business is prevented from operating at all, producing a specific type of food such as raw egg mayonnaise, use a specific process, or use certain equipment. This could be for a period of time or indefinitely. The period can range from 24 hours, up to permanent prohibition from operating until a Clearance Certificate has been provided.

Prosecution

City of Ryde will commence legal proceedings against a food business for continued failure to comply with food safety standards and/or failure to produce safe and suitable food. If the prosecution is successful, the details of the breaches and the food business can also be published on the Name and Shame public register on the NSW Food Authority’s website.





TABLE 1. | KEY ASPECTS OF AN INSPECTION

Key areas to consider	Source and Impact	Management practices
Sale of unsafe or unsuitable foods	Inadequate skills and knowledge of food handlers	Training for food handlers to ensure safe food handling practices, hygiene, temperature control and correct processing of foods, minimising cross contamination of foods
	Food labelling, expired food “use by” date	Ensure reviews are regularly performed to remove items for sale that are not within a valid expiry “use by” date.
	Cracked or dirty eggs	Purchase eggs from an approved supplier, check product on receipt for dirty and cracked eggs, remove from sale and discard dirty / cracked eggs
Foods protected from contamination	Inadequate storage and handling of foods	Prevent cross contamination of ready to eat and raw potentially hazardous foods when processing, storing and displaying
	Inadequate cleaning and sanitising of food contact surfaces, equipment and utensils	Food handler training and the appropriate use of chemical sanitiser in food premises
	Inadequate separate storage of chemicals, cleaning products and waste in food premises	Storing chemicals away from food handling areas
	Damaged food equipment or utensils	Monitoring of food processing equipment for damage and disposal
Temperature control / Temperature abuse of foods	Foods held in the temperature danger zone between 5°C and 60°C	Ensure receipt and storage of foods in food safety temperatures e.g. frozen foods hard frozen -15°C or below and cold foods maintained below 5°C
		Daily test of units holding foods to ensure food is held in the safe temperature zone e.g. cold storage below 5°C and hot held above 60°C.
		Thaw all food correctly and under temperature control.

- **Table 1. Key aspects of an inspection**
- **Table 2. General Inspection Scoring Guidance**
- **Appendix: 1**

TABLE 1. | KEY ASPECTS OF AN INSPECTION CONT.

Key areas to consider	Source and Impact	Management practices
Food processing controls – High risk food processing, including raw egg foods, sous vide, pate etc	Inadequate skills and knowledge of food handlers	Provide food handler with knowledge of safe food production
	Inadequate controls in place to produce safe food including acidification, cooking temperatures	Following available guidance materials to correctly process high risk food products such as raw egg containing foods, acidified rice
	Bulk foods produced in advance, without rapid heating and cooling practices for cooled foods	Foods cooled rapidly from 60°C to 21°C in 2 hours and from 21°C to 5°C or below in the following 4 hours or less
	Insufficient use of thermometer to check safe food temperatures	Monitoring cooking practice to ensure foods are cooked to the correct temperature, rapidly heated to 75°C or above
Health and Hygiene of food handlers	Poor food handler hand hygiene	Routine washing of hands, when changing task, prior to producing any foods and after contact with any unsanitary article, including face and after going to the bathroom
	Unnecessary contact with ready to eat foods, increasing the potential of contamination of foods	Ensure food handler gloves are changed between processes and staff members routinely washing their hands
	Inadequate access to hand washing facilities	Ensure food handlers have unobstructed access to hand basins, equipped with warm water, liquid soap and paper towels at all times.
		Ensure the dedicated hand basin is used only for hand washing purposes
	Smoking, spitting, sneezing or coughing in a food production area	Prohibiting of smoking and spitting in food premises and ensure staff wash hands before commencing/ recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning
Staff members working/ handling food with symptoms or known to have a foodborne illness	Ensure staff are sent home if unwell or symptomatic	

Key areas to consider	Source and Impact	Management practices
Cleaning and Sanitising	Ineffective cleaning program	Implement a documented cleaning program to ensure the premises, fixtures, fittings and equipment are routinely cleaned
	Insufficient or inadequate sanitising procedures	Follow the correct method for cleaning and sanitising all food contact surfaces, equipment and utensils
		Use a commercial dishwasher with a rinse cycle above 80°C; or use an appropriate chemical sanitiser following the wash up process
	Incorrect use or dilution of chemical sanitiser	Follow chemical manufacturer's instruction for sanitiser use
		Source an easy dilution, non-rinse sanitiser for use on food contact surfaces
Animals and Pests	Insufficient or inadequate routine pest maintenance for food premises	Remove harbourage locations for cracks and crevices, for pest and vermin to harbour in
	Ineffective cleaning for food debris, attracting vermin or insects	Maintain a routine pest control procedure with a licensed pest controller
	Insufficient pest proofing for cracks, crevices or entry points for harbourage of pest or vermin	Implement a routine cleaning program to ensure all food waste is removed from the premises to prevent a food source that can attract pests
Design, Construction and Maintenance	Insufficient or inadequate routine maintenance program	Implement a routine program that ensures the premises is maintained in good condition
		Discard any damaged pieces of equipment or food utensils

TABLE 2. | GENERAL INSPECTION SCORING GUIDANCE

FPAR question	Minor (1 point)	Major (4 points)	Critical (8 points)
Q4. Handling or sale of unsafe or unsuitable food		Visibly contaminated or deteriorated food being displayed or stored on the premises	
		Food was displayed for sale past a valid expiry “use-by” date	
		Unstamped, cracked or dirty eggs were stored or in use on the premises	
Q5. Food protected from the possibility of contamination	Minor isolated cases of storage issues. Low impact on food safety. For example, non-food grade containers used	Multiple instances of potential for contamination. For example food not covered in the cool room	Multiple non-compliances across the premises where food is not adequately protected
		Food and food products received, stored, displayed or being prepared and potential cross-contamination exists	A single severe instance of non-compliance with actual cross-contamination observed or very likely to result in unsafe or unsuitable food
Q7. Potentially hazardous food (PHF) is under temperature control	Some foods marginally outside of temperature control of 5°C	Failure to store foods in safe food temperature zone of 5°C or below or above 60°C for hot foods	Food demonstrated to be subject to temperature abuse and likely potential to cause food poisoning
		Isolated instances of temperature non-compliance across the premises, ranging between 5-10°C above or below requirements	Multiple temperature non-compliances that are significant, ranging between 5-10°C above or below requirements
		Thawing not performed under temperature control or time out of temperature control likely to affect the safety and suitability of food	A single severe case of food measured (raw food >15°C, ready to eat food >10°C above or below requirements
Q8. Processing of foods (particularly regarding high risk products or activities such as producing raw eggs foods, acidified rice, pate)		A single incidence of non-compliance identified during the processing stage that is likely to result in foodborne illness	Two or more non-compliances are identified during the processing stage that are very likely to cause foodborne illness or one significant non-compliance that is very likely to result in unsafe or unsuitable food
			Cooking temperatures have not achieved 65°C for 10 minutes or equivalent
			A food business cannot demonstrate that raw egg foods (e.g. mayonnaise) was prepared in accordance with the NSW Raw Egg Product Guidelines (no acidification, monitoring records not maintained, no pH meter, batch control >1 day)
			A food business cannot demonstrate that sushi containing acidified rice and not stored under temperature control was prepared in accordance with the NSW Sushi Guideline (no acidification, monitoring records not maintained, no pH meter, 4hr/2hr rule not complied with)
			Repeated non-compliances relating to production of high risk foods such as raw egg foods, acidified rice, pate, sous-vide

FPAR question	Minor (1 point)	Major (4 points)	Critical (8 points)
Q9. Cooked PHF is cooled rapidly (2+4 hr rule)		Incomplete or insufficient monitoring records to demonstrate foods are rapidly cooled and reheated	Cooked foods have not been cooled in accordance with requirements
Q10. Reheating is rapid			Foods not rapidly reheated e.g. heating of hot food from cold temperatures in a bain-marie
Q18. Food handlers wash hands when contaminated			A single incidence of non-compliance identified where a food handler fails to wash hands before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning
Q19. Food handlers do not handle food if ill			Any instance where a food handler is found handling food with symptoms of or is known to be suffering from a foodborne disease
Q21. Hand washing facilities have warm running water through single spout, single use towels and soap clause		When hand washing facilities are present but one of the following is not available: <ul style="list-style-type: none"> Hand washing facilities are not connected to or provided with warm running water Single use towels Soap. 	Hand washing facilities are not present or are not operational. When hand washing facilities are present but more than one of the following is not available: <ul style="list-style-type: none"> Hand washing facilities are not connected to or provided with warm running water Single use towels Soap.
Q22. Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness	Minor instances of unclean premises, fixtures or fittings that are non-food contact surface and low risk to food contamination	Multiple cleaning issues involving non-food contact surfaces	Widespread cleaning issues involving non-food contact surfaces
		Food processing equipment found unclean	Poor cleaning standards are contributing to a pest problem within the premises
Q23. Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher)	Isolated instances of a food contact surface not being cleaned or sanitised	Multiple food contact surfaces, eating or drinking utensils are in an unclean and unsanitary condition within the premises	Widespread unclean food contact surfaces are found and no evidence of appropriate sanitising method in use within the premises
		If the business does not have an appropriate sanitising method in use	
Q29. Signs of insect infestation or rodent activity in premises	Sighting of a small number of insects or cockroaches during an inspection. Steps have been taken to control pest infestation, such as having a pest control program in place	Multiple pest sightings and no effective pest control program in place	Evidence of active pest infestation and: <ul style="list-style-type: none"> Failure to prevent or control harbourage Failure to prevent entry of pests (access points), Inadequate or no pest control program, or Evidence of droppings, smears etc. within food storage or food handling areas.



Explanatory notes and definitions

(Food Standards Code Ch.3, Standards 3.2.2 and 3.2.3)

This assessment report is based on guidance in the Safe Food Australia (2016) publication: A Guide to the Food Safety Standards. The Guide should be consulted if assistance with interpretation of the food safety standards is required. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list each item is a single issue of compliance. The assessment focuses on the foodborne illness risk factors identified by the US Centres for Disease Control. The key targets for inspection are to ensure: inadequate process controls (e.g. adequate cooking, acidification where required); adequate temperatures for cooling, reheating and hot/cold holding; food prepared ahead of planned service; poor personal hygiene and infected food handlers; and adequate cleaning and sanitisation where required.

Food handling controls

- 5. Protection from the possibility of contamination includes appropriately covering food so that it is protected from potential contamination sources and includes keeping ready to eat foods separated from raw foods.
- 7. 'Potentially hazardous food' is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some cut fruits.
- 7. Temperature control means maintaining potentially hazardous food at a temperature of:
 - (a) 5°C or below, or
 - (b) 60°C or above, or
 - (c) another temperature if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food.
- 9. A food business must when cooling cooked potentially hazardous food, cool the food:
 - (a) within two hours – from 60°C to 21°C, and
 - (b) within a further four hours – from 21°C to 5°C.
- 10. A food business must when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above, e.g. heating in an oven, microwave or on a stove top.
- 11. A food business must, when displaying unpackaged ready to eat food for self service:
 - (a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay,
 - (b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated, and
 - (c) provide protective barriers that minimise the likelihood of contamination by customers.

Health and hygiene requirements

- 14. Thorough hand washing includes using the designated hand washing facility to wash hands, fingers and wrists using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel.
- 18. A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes:
 - before working with ready to eat food after handling raw food,
 - immediately after using the toilet,
 - before commencing or recommencing handling food,
 - immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and
 - after touching his or her hair, scalp or a body opening.

- 19. A food business must ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:
 - (a) a person known to be suffering from a foodborne disease, or who is a carrier of a foodborne disease, and
 - (b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease.
- 22. Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:
 - (a) garbage, except in garbage containers;
 - (b) recycled matter, except in containers;
 - (c) food waste;
 - (d) dirt;
 - (e) grease; or
 - (f) other visible matter
- 23. Clean and sanitary condition means a food contact surface or utensil is:
 - (a) clean; and
 - (b) has had applied to it heat and/or chemicals or other process so that the number of microorganisms has been reduced to a safe level.
- 30. General requirements for design and construction of food premises must:
 - (a) be appropriate for the activities for which the premises are used;
 - (b) provide adequate space;
 - (c) permit effective cleaning and, if necessary, sanitising and
 - (d) to the extent that is practicable exclude dirt, dust, fumes, smoke, not permit the entry or harbourage of pests.
- 31. Adequate supply of potable water means water that is acceptable for human consumption and available at an adequate volume, pressure and temperature for hand washing, cleaning and food processing requirements.
- 33. Adequate storage facilities for garbage and recyclable matter means facilities that will contain the volume and types of garbage and recyclable material produced by the food business and not provide a breeding ground for pests and be capable of being easily and effectively cleaned.
- 34. Lighting must be sufficient to enable food handlers to readily see whether areas or equipment are clean, to detect signs of pests and to clearly see food and equipment they are handling.
- 38. Adequate ventilation (natural or mechanical) must be provided to remove fumes, smoke, steam and vapours from the food premises.

Trading name	Reference#
Proprietor/Company	Phone
Business details	ABN
	FSS name
	FSS Cert no.

Indicate the following – compliance ✓, noncompliance ✗, or not observed —

General requirements		
1	Food business has notified current details Standard 3.2.2 clause 4	1
2	If needed, FSS is appointed and certificate is on the premises Food Act 2003 s.106	1
3	Food handlers have skills & knowledge to handle food safely Standard 3.2.2 clause 3	4
4	No handling or sale of unsafe or unsuitable food eg food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date Food Act 2003 s.16/17	4
Food handling controls FSS 3.2.2		
5	Food protected from the possibility of contamination: food receipt, storage, preparation, display and transport clause 5(1), 6(1), 7(1)(b)(i), 8(1)-(4) and 10(a)	4
6	Names and addresses are available for manufacturer, supplier or importer of food clause 5(2)	1
7	Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; less than 5°C or above 60°C. Frozen food is hard frozen cl 5(3), 6(2), 8(5) and 10(b) and (c)	4
8	Processing of foods; take all practicable measures to process only safe and suitable food; prevent likelihood of contamination; use process step if necessary clause 7(1)	4
9	Cooked PHF is cooled rapidly (2+4 hr rule); items thawed correctly; processed quickly; clause 7(2) and (3)	4
10	Reheating of PHF is rapid – oven, stove top or microwave but not bain marie clause 7(4)	8
11	Self serve food bar is supervised, has separate utensils and sneeze guard clause 8(2)	1
12	Food wraps and containers will not cause contamination clause 9	1
13	Food for disposal is identified & separated from normal stock clause 11	1
Health and hygiene FSS 3.2.2		
14	Food handlers wash and dry hands thoroughly using hand wash facilities clause 15(4)	4
15	Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps clause 15(1)(b) and 18(3)(b)	1
16	Food handlers do not spit or smoke in food handling areas or eat, sneeze, blow or cough over exposed food or food contact surfaces clause 15(1)(e)-(g) and clause 18(3)(c)	4
17	Food handlers take all practical measures not to contaminate food/surfaces; have clean clothing, waterproof bandages cl 15(1)(a) and (c) and 18(3)(a)	1
18	Food handlers wash hands when contaminated; before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning clause 15(2) and (3)	8
19	Food handlers do not handle food if ill (vomiting, gastro) clause 14 and 16	8
20	Hand washing facilities easily accessible and used only for washing of hands, arms and face clause 17(1)	1
21	Hand washing facilities have warm running water through single spout, single use towels and soap clause 17(1)	4
Cleaning and sanitising FSS 3.2.2		
22	Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness clause 19	1
23	Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher) clause 20	4
Temperature measuring device / single use items FSS 3.2.2		
24	Accurate temperature measuring device readily accessible (digital probe thermometer – accurate to +/- 1°C) clause 22	1
25	Single use items protected from contamination and not reused (drinking straws, disposable utensils) clause 23	1
Animal and pests FSS 3.2.2		
26	Animals not permitted in areas in which food is handled clause 24(1)(a)	1
27	Practical pest exclusion measures used (screens, seals) clause 24(1)(b)	1
28	Practical measures to eradicate and prevent harbourage of pests used (housekeeping, stock rotation, pest controller) clause 24(1)(c)	1
29	Signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks) clause 24(1)	4

Design and construction FSS 3.2.3		
30	General design and construction of premises appropriate	1
31	Supply of potable water available	1
32	Effective sewerage and waste water disposal system	1
33	Adequate storage facilities for garbage and recyclables	1
34	Premises has sufficient lighting	1
35	Floors are able to be effectively cleaned, appropriately designed and constructed and don't permit harbourage for pests	1
36	Walls, ceilings are sealed and able to be effectively cleaned, appropriately designed and constructed and don't permit harbourage for pests	1
37	Fixtures, fittings and equipment are able to be effectively cleaned, fit for their intended use, and designed, constructed, located and installed appropriately	1
38	Sufficient ventilation provided within the premises	1
39	Adequate storage facilities (personal items, chemicals, food)	1
Maintenance FSS 3.2.2 cl 21		
40	Premises, fixtures, fittings and equipment in a good state of repair and working order	1
41	No chipped, broken or cracked eating or drinking utensils	1
Miscellaneous		
42	Food labelling complies with the Food Standards Code, 1.2	1
43	For 'Standard Food Outlet', nutrition information displayed	n/a
44	Food business is aware of the Raw Egg Guideline	n/a
45	Food business is aware of its obligations regarding allergens	n/a
Total points addressed as a priority (4 or 8 point items may significantly impact food safety and should be addressed as a priority) <input type="checkbox"/>		
★★★★★ (0-3) <input type="checkbox"/> ★★★★ (4-8) <input type="checkbox"/> ★★★ (9-15) <input type="checkbox"/> No grade (>15 or any critical 8 point food safety failure) <input type="checkbox"/>		
Scores on Doors certificate issued <input type="checkbox"/>		
Notes		
FPAR <input type="checkbox"/> Left onsite <input type="checkbox"/> emailed <input type="checkbox"/> posted		
Business satisfactory <input type="checkbox"/> or further action required <input type="checkbox"/>		
Re-inspection <input type="checkbox"/> Warning Letter <input type="checkbox"/>		
Improvement Notice <input type="checkbox"/> Prohibition Order <input type="checkbox"/> Penalty Notice <input type="checkbox"/>		
Other <input type="checkbox"/>		
I have read this report and understand the contents.		
Owner/Employee Name: _____		
Owner/Employee signature: _____		

NB: Assessment report contains findings from date/time of inspection only

Officer's Name _____ Officer's signature _____ Date/Times _____

