

Hazard Analysis Critical Control Points Manager Self-Inspection Checklist



Date _____ Observer _____

Use this checklist once a week to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hands are washed thoroughly using proper hand-washing procedures at critical points.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hair restraint is worn.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Smoking is observed only in designated areas away from preparation, service, storage, and warewashing areas.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fingernails are short, unpolished, and clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Eating, drinking, or chewing gum are observed only in designated areas away from work areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jewelry is limited to watch, simple earrings, and plain ring	<input type="checkbox"/>	<input type="checkbox"/>	_____	Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hands are washed or gloves are changed at critical points.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Disposable tissues are used and disposed of when coughing/blowing nose.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Open sores, cuts, or splints and bandages on hands are completely covered while handling food	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50°F and 70°F	<input type="checkbox"/>	<input type="checkbox"/>	_____	There are no bulging or leaking canned goods in storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food and paper supplies are 6 to 8 inches off the floor	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
All food is labeled with name and delivery date.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	All surfaces and floors are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chemicals are stored away from food and other food-related supplies	<input type="checkbox"/>	<input type="checkbox"/>	_____

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
Food slicer is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	_____	All other pieces of equipment are clean to sight and touch — equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food slicer is sanitized between uses when used with potentially hazardous foods.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	_____

Refrigerator, Freezer, and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometer is conspicuous and accurate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Proper chilling procedures have been practiced.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Temperature is accurate for piece of equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	All food is properly wrapped, labeled, and dated	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is stored 6 inches off floor in walk-ins.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>	_____
Unit is clean	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed under refrigeration or in cold running water.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is handled with utensils, clean gloved hands, or clean hands.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is not allowed to be in the "temperature danger zone" for more than 4 hours.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Utensils are handled to avoid touching parts that will be in direct contact with food.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is tasted using proper method.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is not allowed to become cross-contaminated.....	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting boards, are sanitized between uses.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Thermometers are washed and sanitized between each use.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Small equipment and utensils are air dried.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Can opener is clean to sight and touch.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work surfaces are clean to sight and touch.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Drawers and racks are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Work surfaces are washed and sanitized between uses.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Unit is clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Temperature of food being held is above 140°F.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is heated to 165°F before placing in hot holding.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Food is protected from contamination.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is used.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	If heat sanitizing, the utensils are allowed to remain immersed in 170°F water for 30 seconds.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Three-compartment sink is properly set up for warewashing (wash, rinse, sanitize).....	<input type="checkbox"/>	<input type="checkbox"/>	_____	If using chemical sanitizer, it is the proper dilution.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chlorine test kit or thermometer is used to check sanitizing rinse.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The water is clean and free of grease and food particles.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
The water temperatures are accurate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	The utensils are allowed to air dry.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
				Wiping cloths are stored in sanitizing solution while in use.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Loading dock and area around dumpster are clean.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Garbage cans are emptied as necessary.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	Dumpster is closed.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Boxes and containers are removed from site.....	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Screens are on open windows and doors and in good repair.....	<input type="checkbox"/>	<input type="checkbox"/>	_____	No evidence of pests is present.....	<input type="checkbox"/>	<input type="checkbox"/>	_____