

Temporary premises

Checklist for operators

This checklist is designed as a guidance tool to ensure food premises operators are prepared for an inspection by a Council officer. These requirements are based on the Food Safety Standard 3.2.2 (Food safety practices and general requirements) and Food Safety Standard 3.2.3 (Food premises and equipment). It does not limit your legal responsibilities and obligations under the *Food Act 2006*.

Licence	✓
The licence or a copy of the licence is displayed within the temporary food premises.	
General	✓
The stall consists of a roof and three sides. Note: roofing is not required when located within an existing structure.	
If on unsealed ground, the floor covering is of a material that is free from open joints, cracks and crevices.	
Food storage	✓
All food is stored at least 750mm above the ground and is covered, or is in, closed containers.	
All raw food is stored separately from ready-to-eat food.	
All food is covered for storing.	
Frozen food is stored below -18°C.	
Equipment storage	✓
All condiments are contained in squeeze-type dispensers or individually sealed packs.	
All eating utensils, eg spoons, straws, paper cups, are enclosed in suitable containers or otherwise protected from contamination.	
Food display	✓
Food on display is protected from contamination.	
Thermometer	✓
The food business has a thermometer (probe type with accuracy of +/- 1°C). Note: it is recommended that temperature checks are carried out, at least daily, of all hot and cold food storage/display; record details on a temperature record sheet.	
A cleaner and sanitiser are available for probe between uses.	
Single-use items	✓
All single-use items are protected from contamination.	
Contact with food	✓
Food handlers are to avoid unnecessary contact with food, eg tongs are to be used as much as possible.	
Sanitising	✓
All eating and drinking utensils are cleaned and sanitised before use.	
Food contact surfaces of benches and equipment are sanitised before use.	

For more information, contact your local Council

Washing facilities	✓
<p>Hand washing:</p> <ul style="list-style-type: none"> • There is a minimum 20L container of fresh potable water with a tap for hand washing. • Liquid soap and disposable towels are available at the hand wash facility. • There is a suitably labelled container for wastewater. 	
<p>Utensil washing:</p> <ul style="list-style-type: none"> • A minimum 20L container (with a tap) of fresh potable water is available for utensil washing. • Adequate storage of hot water, eg electric urn or insulated container and/or sanitiser, is provided. • Two dishes/basins of sufficient capacity to clean utensils is provided. • A suitably labelled container for wastewater is provided. • Sinks draining directly to a waste water tank may be required for regular market stalls. • If appropriate washing up facilities are not available on-site, enough clean serving utensils and cutlery are available in clean, labelled and lidded containers. • A separate lidded and labelled container is available to store dirty utensils and cutlery for cleaning and sanitising off-site at the end of trade. 	
Food temperature control	✓
Food prepared at the stall is for immediate consumption only.	
<p>Potentially hazardous food, that is stored or on display, is under the following temperature control:</p> <ul style="list-style-type: none"> • Cold food below 5°C • Hot food above 60°C. 	
Potentially hazardous foods that have been out of temperature control are discarded after four hours.	
Cooking	✓
All heating and cooking equipment are located within the stall or otherwise suitably protected.	
All food waiting to be cooked is stored within the stall.	
The cooking area is kept free from contamination.	
Cooked food is kept separate from any contaminated utensils and containers.	
If open flame cooking is carried out, a fire extinguisher is provided.	
The walls of the stall are protected from heat, flame and liquid splashing.	
Waste disposal	✓
Suitable waste containers are provided near the stall for the public.	
Wastewater is stored in a container labelled "WASTEWATER ONLY".	
Waste oil is stored and disposed of correctly.	
Food transportation	✓
Potentially hazardous foods are kept under temperature control during storage at a licensed food premises and during transportation.	
Potentially hazardous food that has been previously prepared, eg cooked at a licensed food premises, must be either cooled quickly to below 5°C or kept hot above 60°C.	
<p>If food has been prepared at home, a current Fixed Food Business Licence must be obtained. Note: not required for non-profit organisations.</p>	

Your name: _____ Date: _____

Incoming food checklist					
Date/time	Product	Supplier	Temperature	Action taken	Checked by
20/1/07, 10.30am	Frozen chickens	Statewide Frozen Foods	8°C – chickens defrosted	Returned to supplier	Jim

**File this checklist with your business documents when completed. It is an important record in demonstrating the business complies with the *Food Act 2006*.

Cleaning and sanitising record

Tick (✓) when job is completed.

Area/equipment	Person responsible	Frequency	Week ending.....					Week ending.....					Week ending.....					Week ending.....				
Supervisor to initial on completion of cleaning activity																						

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