

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/on the vehicle. Note: a roadside-vending permit may be required; check for Local Law requirements.	
Skills and knowledge	✓
All staff have the appropriate skills and knowledge in food safety and hygiene matters.	
Floors	✓
Floors have an approved floor covering material.	
Floors are easy-to-clean, and smooth and free from open joints, cracks and crevices.	
Identification	✓
The wording, "FOOD TRANSPORT VEHICLE", is not less than 100mm in height and is printed on each side of the vehicle.	
Construction and finish of surfaces	✓
Are of approved materials.	
Are free from open joints, cracks and crevices.	
Door and serving openings	✓
Driving compartment is separate.	
Openings are protected to minimise entry of flies.	
Cupboard and counter construction	✓
The cupboards and counter surfaces are smooth and free from open joints, cracks and crevices.	
Design of cupboards and counters facilitates easy cleaning underneath and behind.	
Installation and fittings	✓
The installation of fixtures, fittings and equipment allows for easy and effective cleaning.	
Ventilation	✓
Ventilation is sufficient to remove fumes, smoke, steam and vapours.	
Water supply	✓
Adequate supply of potable water is available in the vehicle. Note: "adequate" means enough potable water to ensure effective hand and utensil washing.	
Waste disposal	✓
Containers with close fitting lids are provided.	
Waste is removed at least daily.	
Thawing food	✓
Food is thawed in either the refrigerator or microwave.	

For more information, contact your local Council

Food handling controls (refer to attached “incoming food checklist”)	✓
Procedures are in place to ensure food that is being received is protected from contamination. <ul style="list-style-type: none"> • Check packaging is intact and use-by date is current. 	
Potentially hazardous foods that are being received are only accepted at the correct temperature.	
Food that is being received is recorded on an incoming food checklist.	
Food storage	✓
Raw food is stored separately from ready-to-eat food.	
All food is covered for storing.	
Cold food is stored below 5°C.	
Hot food is stored above 60°C.	
Frozen food is stored below -18°C.	
Food is rotated to ensure first-in-first-out principle.	
Food processing	✓
Raw food is processed separate to ready-to-eat food.	
Separate utensils are used during food processing (for example, the utensils used for preparing raw meat are not used for preparing cooked meat or vegetables).	
Chemicals are kept away from processing areas.	
Processing areas are kept free from dirt, dust and foreign objects.	
Potentially hazardous food is held outside of temperature control for minimal periods only during processing.	
Cooling cooked food	✓
When cooling cooked potentially hazardous food, it is cooled: <ul style="list-style-type: none"> • from 60°C to 21°C within two hours • from 21°C to 5°C within a further four hours. 	
Reheating previously cooked then cooled food	✓
Food is rapidly heated to above 60°C.	
Food display	✓
Food that is on display is protected from contamination.	
Potentially hazardous food that is on display is under the following temperature control: <ul style="list-style-type: none"> • Cold food below 5°C • Hot food above 60°C. 	
Food packaging	✓
Food is packaged in a manner, and using materials, that protects it from contamination.	
The premises and equipment are kept in a good state of repair and working order.	
Food transportation	✓
Food is protected from contamination during transportation.	
Food is kept under temperature control where appropriate.	
Food disposal	✓
Food, that is recalled or is suspected of being unsafe and/or unsuitable, is held separately and identified prior to disposal or return.	
Animals and pests	✓
Animals and pests are prevented from entering the premises.	
A regular pest control program is in place. Note: it is recommended that a log book is kept detailing all pest control treatments.	

Food recall	✓
All food is identifiable to ensure appropriate action can be taken in the event of a food recall.	
Contact with food	✓
Food handlers are to avoid unnecessary contact with food, eg tongs are to be used as much as possible.	
Health of food handlers	✓
Staff who are suffering from food-borne illnesses must be temporarily excluded from food handling until medical clearances have been obtained.	
Hygiene	✓
Staff wear clean clothing.	
Staff eat away from food preparation areas.	
Staff wash hands correctly and at appropriate times.	
The vehicle has liquid soap, single-use towels and warm water available at hand wash basins.	
The vehicle has hot and cold water.	
The vehicle has accessible hand wash basins at all times.	
The vehicle has hand wash basins that are only used for hand washing.	
Other duties	✓
Food handlers have been informed of their health and hygiene obligations.	
Ensure persons on the premises are not contaminating food.	
Cleanliness	✓
Fixtures, fittings and equipment are maintained in a clean condition. Note: it is recommended that a documented cleaning schedule is devised and implemented.	
Sanitising	✓
Eating and drinking utensils are cleaned and sanitised before use.	
Food contact surfaces of benches and equipment are sanitised before use.	
Maintenance	✓
The premises and equipment are kept in a good state of repair and working order.	
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.	
Storage facilities	✓
Chemicals are stored away from food.	
Administrative items and personal items are stored away from food.	
Single-use items	✓
Single-use items are protected from contamination.	

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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