

Food business checklist

This checklist is intended to be used as a guide only to ensure your food business complies with the food safety legislation. It is advised to use this checklist in conjunction with food handler hygiene training to ensure comprehensive adherence to the food safety requirements specific to your business.

If you have any questions or to book a free fit out assessment of your premises, please contact the Environmental Health Team on 8416 6333.

Skills and knowledge

- ☐ The business has an appointed Food Safety Supervisor (for Category 1 and 2 businesses). A list of courses can be found on the [SA Health website](#).
- ☐ All staff have undertaken a general food safety course, such as '[Do Food Safely](#)'.

Structural fit-out

- ☐ Walls, floors, and ceilings are smooth, impervious, and easy to clean.
- ☐ No holes or flaking paint on surfaces.
- ☐ Adequate sinks for cleaning and food preparation.
- ☐ Handwash basin with warm running water, single mixer tap & easily accessible within food preparation areas. Paper towel, soap and a bin located at each handwash station

Fixtures, fittings, and equipment

- ☐ All fixtures, fittings and equipment are in a good state of repair, with no rust, chipping or damage.
- ☐ There are sufficient bench spaces for food preparation and storage.
- ☐ Fridges hold temperatures of 5°C or below and hot display units 60°C or above.

- ☐ Exhaust/ventilation system installed where necessary.
- ☐ Bins available with tight fitting lids and foot pedal for opening.
- ☐ Fluorescent lights are shatter-proof or have a cover.

Food receipt and transport

- ☐ Food is from reputable suppliers and packaged food is labelled.
- ☐ Potentially hazardous food is delivered under temperature control.
- ☐ Food is protected during transport.
- ☐ If you are a food manufacturer, wholesale supplier or importer, have a written recall plan.

Processing and storage

- ☐ Time, temperature & other critical limits required to ensure food remains safe is known.
- ☐ Potentially hazardous food (PHF) is rapidly reheated to 60°C or higher.
- ☐ Rapidly cooling food. Food must cool within these parameters: 60°C to 21°C within 2 hours, 21°C to 5°C within a further 4 hours.
- ☐ Defrost foods under refrigeration, microwave or other controlled settings.

- ☐ Have a probe thermometer accurate to +/- 1°C (digital preferable) where PHF is handled.

- ☐ There is a designated area for raw food preparation, separate from cooked or ready-to-eat foods.

- ☐ Separate chopping boards used for raw and cooked foods.

- ☐ Food grade containers used (do not reuse ice cream containers or keep opened canned foods in cans).

- ☐ Food is covered and stored off the floor in the cool rooms and dry storage areas.

- ☐ Raw foods stored below and separate from ready to eat foods.

Cleaning and sanitising

- ☐ Food-grade sanitiser available and used as per the manufacturer's instructions.
- ☐ Food contact surfaces are sanitised, where there is no dishwasher, dishes are dip sanitised after washing.

**Checklist continues
overleaf**



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- ☐ Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition.

Pest control

- ☐ Pest contractor engaged or pest management system is in place.
- ☐ Flyscreens, pest proof strips and fly zappers are installed where necessary.

Labelling

- ☐ Packaged foods have clear labelling and proper allergen identification.

Other

- ☐ Designated storage area for personal items and chemicals.
- ☐ Adequate bins for waste disposal or skip bins.
- ☐ Appropriate trade waste.
- ☐ Recommended documentation - Storage and display temperatures, cooling records.

Additional resources

- ☐ Refer to Food Standards Australia New Zealand for templates, food safety codes and detailed guidelines at foodstandards.gov.au.