

# Home food business checklist

**IMPORTANT:** Only small businesses that make low-risk (shelf-stable) foods such as cakes, muffins, bread, biscuits, and jams are allowed to be run from a home kitchen. These small-scale and low-risk businesses can typically meet the requirements of the Food Safety Standards and pose less food safety risks due to the nature of the foods.

If you are running a food business from home, you are still required to follow the same rules and regulations as businesses that work out of commercial kitchens.

Please note that 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.
- ☐ Adequate sinks for cleaning and food preparation.
- ☐ Handwash basin with warm running water, single mixer tap - towel and soap in vicinity.

## 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.
- ☐ There is designated storage and equipment for the sole use of the food business.

- ☐ Fridges hold temperatures of 5°C or below.
- ☐ There is a supply of drinking-quality water (do not use water from rain-water tanks).
- ☐ There is good lighting and ventilation in the kitchen.

## 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.
- ☐ Records kept of ingredients and suppliers, and customers food has been sold to.
- ☐ There is a written recall plan if business is a food manufacturer, wholesale supplier or importer.

## Processing and storage

- ☐ Time, temperature & other critical limits required to ensure food remains safe is known.

- ☐ Food grade containers used (do not reuse ice cream containers or keep opened canned foods in cans).
- ☐ Have a probe thermometer accurate to +/- 1°C where PHF (e.g. dairy) is handled or stored. Food is covered and stored on shelving.

- ☐ Final product made is shelf stable.

## Cleaning and sanitising

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

- ☐ Pests are kept outside of cooking areas.
- ☐ Flyscreens, pest proof strips and fly zappers are installed where necessary.

## Labelling

- ☐ Packaged foods have clear labelling and proper allergen identification.
- ☐ Remember that allergen-related food labelling is mandatory under the Food Standards.

## Additional resources

- ☐ Refer to Food Standards Australia New Zealand for templates, food safety codes and detailed guidelines at [foodstandards.gov.au](http://foodstandards.gov.au).