



Barry County Health Department
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Guidance Food Safety Checklist

Date _____ Observer _____

Direction: Use this checklist to daily determine areas in your operation requiring corrective action. This is **not** the complete Missouri food code. The complete Food Code can be found at www.dhss.mo.gov/foodcode

* Items required for HACCP and recommended by Barry Co. Health Dept.

Personal Hygiene		Yes	No	Corrective Action
<input type="checkbox"/>	Employees wear clean and proper uniform including shoes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Effective hair restraints are property worn	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Fingernails are short, unpolished, and clean (no artificial nails)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Jewelry is limited to a plain ring, such as wedding band and a watch (no bracelets)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Hands are washed properly, frequently, and at appropriate times	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a food service glove	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from food preparation, service, storage, and ware washing areas	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employees use disposable tissues when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employees appear to be in good health	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Hand sinks are unobstructed, operational, and clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A handwashing reminder sign is posted	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Handwashing sinks are stocked with soap, disposable towels, and warm water	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employee restrooms are operational and clean	<input type="checkbox"/>	<input type="checkbox"/>	

Food Preparation		Yes	No	Corrective Action
<input type="checkbox"/>	All food stored or prepared in facility is from an approved source	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Frozen food is thawed under refrigeration or in cold running water	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food is tasted using the proper procedures	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Procedures are in place to prevent cross-contamination	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food is handled with suitable utensils, such as, single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Clean reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, or floor	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	*The internal temperature of the food being cooked is monitored and documented	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding		Yes	No	Corrective Action
o	Hot Holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>	
o	Food is heated to the required safe internal temperature before placing into hot holding. Hot holding units are not used to reheat potentially hazardous foods	<input type="checkbox"/>	<input type="checkbox"/>	
o	Hot holding unit is pre-heated before hot food is placed in unit	<input type="checkbox"/>	<input type="checkbox"/>	
o	Temperature of hot food is being held at or above 140°F	<input type="checkbox"/>	<input type="checkbox"/>	
o	Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	

Cold Holding		Yes	No	Corrective Action
o	Refrigerators are kept clean and organized	<input type="checkbox"/>	<input type="checkbox"/>	
o	Temperature of cold food is being held at or below 41°F	<input type="checkbox"/>	<input type="checkbox"/>	
o	Food is protected from contamination and covered	<input type="checkbox"/>	<input type="checkbox"/>	

Refrigerator, Freezer, and Milk Cooler		Yes	No	Corrective Action
o	Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>	
o	Temperature is appropriate for pieces of equipment (freezer vs. refrigerator)	<input type="checkbox"/>	<input type="checkbox"/>	
o	Food is stored 6 inches off of the floor or in walk-in cooling equipment	<input type="checkbox"/>	<input type="checkbox"/>	
o	Refrigerator and freezer units are clean and neat	<input type="checkbox"/>	<input type="checkbox"/>	
o	Proper chilling procedures are used	<input type="checkbox"/>	<input type="checkbox"/>	
o	All food is properly wrapped, labeled, and dated	<input type="checkbox"/>	<input type="checkbox"/>	
o	The FIFO (first in, first out) method of inventory management is used	<input type="checkbox"/>	<input type="checkbox"/>	
o	Ambient air temperature of all refrigerators and freezers is monitored (*and documented) at the beginning and end of each shift	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage		Yes	No	Corrective Action
o	Temperature of dry storage area is between 50°F and 70°F or at state public health department requirements	<input type="checkbox"/>	<input type="checkbox"/>	
o	All food, utensils, equipment and single-serve items are stored 6-8 inches off of the floor	<input type="checkbox"/>	<input type="checkbox"/>	
o	All food is labeled with name and received date	<input type="checkbox"/>	<input type="checkbox"/>	
o	Open bags of food are stored in containers with tight fitting lids and labeled with common name	<input type="checkbox"/>	<input type="checkbox"/>	
o	The FIFO (first in, first out) method of inventory management is used	<input type="checkbox"/>	<input type="checkbox"/>	
o	There are no bulging or leaking canned goods	<input type="checkbox"/>	<input type="checkbox"/>	
o	Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
o	All food surfaces are clean	<input type="checkbox"/>	<input type="checkbox"/>	
o	Chemicals are clearly labeled and stored away from food and food related supplies	<input type="checkbox"/>	<input type="checkbox"/>	
o	There is a regular cleaning schedule for all food surfaces	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing		Yes	No	Corrective Action
o	Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>	
o	Dish machine is working properly (i.e. gauges and chemicals are at recommended levels)	<input type="checkbox"/>	<input type="checkbox"/>	
o	Water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
o	Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>	
o	If heat sanitizing, the utensils are allowed to remain immersed in 171°F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>	
o	If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test the chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
o	Small ware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
o	Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Utensils and Equipment**Yes No Corrective Action**

<input type="checkbox"/>	All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Small equipment and utensils are washed, rinsed, and sanitized, and air-dried	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work surfaces and utensils are clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Thermometers are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Can openers are clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Drawers and racks are clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Large Equipment**Yes No Corrective Action**

<input type="checkbox"/>	Food slicers are clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food slicers are broken down, and cleaned, and sanitized before and after every use	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Boxes, containers, and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Loading docks and area around dumpsters are clean and odor-free	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Exhaust hoods and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal**Yes No Corrective Action**

<input type="checkbox"/>	Kitchen garbage cans are clean and kept covered	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Garbage cans are emptied as necessary	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Loading dock and area around dumpster are clean	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Dumpsters are not leaking and are clean	<input type="checkbox"/>	<input type="checkbox"/>	

Pest Control**Yes No Corrective Action**

<input type="checkbox"/>	Outside doors have screens, are well-sealed, and are equipped with self-closing device	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	No evidence of pest is present	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	There is a regular schedule of pest control by a licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>	

Other items**Yes No Corrective Action**

<input type="checkbox"/>	All applicable equipment and drain lines are protected with a back flow prevention device	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Food and Food contact items are not stored under drain lines	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Information provided by USDA in cooperation with FDA) from the HACCP guidance document 2005
 Note: Some information has been modified by the Barry County Health Department to accommodate Non-HACCP required establishments