

Food Safety Self-Inspection Checklist — Sample Format

GrowCert Sample Format. Illustrative template prepared by GrowCert Solutions for general guidance. It is NOT an official government form. Adapt it to your operation and verify current regulatory requirements before use.

Premises / outlet		Date	
Inspected by		Time	

A. Premises & facilities

#	Check point	Yes / No / NA	Remarks / action
1	Premises clean, well lit and ventilated		
2	Walls, floors and ceilings in good repair, free from flaking or dampness		
3	Adequate hand-wash facilities with soap and drying		
4	Potable water available; water testing records available		
5	Drainage clean and free-flowing		
6	Toilets separate from food handling areas		

B. Personal hygiene

#	Check point	Yes / No / NA	Remarks / action
1	Food handlers wear clean clothing, head covering and aprons		
2	No jewellery, nail polish or loose items in food areas		
3	Hands washed at required times		
4	Illness reporting followed; sick staff excluded from food handling		
5	Medical fitness records maintained where applicable		

C. Receiving & storage

#	Check point	Yes / No / NA	Remarks / action
1	Incoming materials checked for condition, labels and expiry		
2	Raw and ready-to-eat foods stored separately		
3	Food stored off the floor and covered		
4	FIFO / FEFO followed; expired stock segregated		
5	Chemicals stored away from food		

D. Temperature control

#	Check point	Yes / No / NA	Remarks / action
1	Chillers and freezers within set limits; records maintained		
2	Cooking temperatures verified		
3	Hot and cold holding temperatures maintained		
4	Thermometers calibrated / verified		

E. Cleaning & pest control

#	Check point	Yes / No / NA	Remarks / action
1	Cleaning schedule displayed and followed		
2	Equipment and utensils clean		
3	No evidence of pest activity		
4	Pest control service records available		
5	Waste bins covered and emptied regularly		

F. Documentation

#	Check point	Yes / No / NA	Remarks / action
1	Licence / registration displayed and valid		
2	Training records available		
3	Supplier list and records available		
4	Corrective actions recorded and closed		

Prepared by		Verified by	
Signature		Signature	
Date		Date	