

# Food Premises Assessment Report

FPAR V.2, 04/11



Trading name		Email	
Person interviewed		Date/time	
Proprietor/company		Phone	
Address		Ref no.	
		Inspection type	
Food Safety Supervisor		Cert no.	

<b>General Requirements</b>		Satisfactory <input type="checkbox"/>
1. <input type="checkbox"/> Food business has notified details to NSW Food Authority www.foodnotify.nsw.gov.au	1	
2. <input type="checkbox"/> Food Safety Supervisor is notified and FSS certificate is on the premises	1	
3. <input type="checkbox"/> Food handlers have skills and knowledge to handle food safely	1	
4. <input type="checkbox"/> No sale of food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date	4	
<b>Food Handling Controls FSS 3.2.2 cl 5-12</b>		Satisfactory <input type="checkbox"/>
5. <input type="checkbox"/> Food protected from the possibility of contamination; <i>food receipt, storage, display and transport</i>	4	
6. <input type="checkbox"/> Names and addresses are available for manufacturer, supplier or importer of food	1	
7. <input type="checkbox"/> Potentially hazardous food (PHF) is under temperature control: <i>food receipt, storage, display and transport; less than 5 degrees, above 60 degrees Celsius. Frozen food is hard frozen</i>	1 4 8	
8. <input type="checkbox"/> Processing of foods; <i>items thawed correctly; processed quickly; no contamination risk.</i>	4	
9. <input type="checkbox"/> Cooked PHF is cooled rapidly	8	
10. <input type="checkbox"/> Reheating of PHF is rapid - oven, stove top or microwave but not bain marie	8	
11. <input type="checkbox"/> Self serve food bar is supervised, has separate utensils and sneeze guard	1	
12. <input type="checkbox"/> Food wraps and containers will not cause contamination	1	
13. <input type="checkbox"/> Food for disposal is identified and separated from normal stock	1	
<b>Health and Hygiene FSS 3.2.2 cl 13-18</b>		Satisfactory <input type="checkbox"/>
14. <input type="checkbox"/> Food handlers wash and dry hands thoroughly using hand wash facilities	4	
15. <input type="checkbox"/> Food handlers avoid unnecessary contact with ready to eat food or food contact surfaces by use of utensils, a gloved hand, food wraps etc	1	
16. <input type="checkbox"/> Food handlers do not spit or smoke in food handling areas or eat over exposed food or food contact surfaces	4	
17. <input type="checkbox"/> Food handlers have clean clothing, waterproof covering on bandages	1	
18. <input type="checkbox"/> Food handlers wash hands before <i>commencing/recommencing work and after: using the toilet, coughing, sneezing, smoking, handling raw meat, cleaning etc</i>	8	
19. <input type="checkbox"/> Food handlers do not handle food if ill (eg vomiting, gastro)	8	
20. <input type="checkbox"/> Hand washing facilities easily accessible and used only for washing of hands, arms and face	1	
21. <input type="checkbox"/> Hand washing facilities have warm running water through single spout, single use towels (or air dryer) and soap	4 8	
<b>Cleaning and Sanitising FSS 3.2.2 cl 19-20</b>		Satisfactory <input type="checkbox"/>
22. <input type="checkbox"/> Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness	1 4 8	
23. <input type="checkbox"/> Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (eg chemicals or dishwasher)	1 4 8	
<b>Miscellaneous FSS 3.2.2 cl 22-23</b>		Satisfactory <input type="checkbox"/>
24. <input type="checkbox"/> Accurate temperature measuring device readily accessible (eg digital probe thermometer) Accurate to +/- 1 degree Celcius	1	
25. <input type="checkbox"/> Single use items protected from contamination and not reused (eg drinking straws, disposable utensils)	1	

<b>Animal and Pests FSS 3.2.2 cl24</b>		Satisfactory <input type="checkbox"/>
26. <input type="checkbox"/> Live animals not permitted in areas in which food is handled	1	
27. <input type="checkbox"/> Practical pest exclusion measures used (eg screens, doorseals)	1	
28. <input type="checkbox"/> Practical measures to eradicate and prevent harbourage of pests used (eg housekeeping, stock rotation, pest controller)	1	
29. <input type="checkbox"/> No signs of insect infestation or rodent activity in premises	1 4 8	
<b>Design and Construction FSS 3.2.3</b>		Satisfactory <input type="checkbox"/>
30. <input type="checkbox"/> General design and construction of premises appropriate	1	
31. <input type="checkbox"/> Adequate supply of potable water available	1	
32. <input type="checkbox"/> Premises has adequate sewerage and waste water disposal system	1	
33. <input type="checkbox"/> Premises has adequate storage facilities for garbage and recyclable matter	1	
34. <input type="checkbox"/> Premises has sufficient lighting	1	
35. <input type="checkbox"/> Floors are able to be effectively cleaned	1	
36. <input type="checkbox"/> Walls and ceilings are sealed and able to be effectively cleaned	1	
37. <input type="checkbox"/> Fixtures, fittings and equipment are able to be effectively cleaned and, if necessary, sanitised	1	
38. <input type="checkbox"/> Adequate ventilation provided within the premises	1	
39. <input type="checkbox"/> Premises has adequate storage facilities (eg chemicals)	1	
<b>Maintenance FSS 3.2.2 cl 21</b>		Satisfactory <input type="checkbox"/>
40. <input type="checkbox"/> Premises, fixtures, fittings and equipment in a good state of repair and working order	1	
41. <input type="checkbox"/> No chipped, broken or cracked eating or drinking utensils observed	1	
<b>Labelling FSC Chapter 1</b>		Satisfactory <input type="checkbox"/>
42. <input type="checkbox"/> Food labelling complies with the Food Standards Code	1	
<b>Total Points</b>		
Food Business Grade		
<input type="checkbox"/> ★★★★★ (0-3 points) <input type="checkbox"/> ★★★★☆ (4-8 points) <input type="checkbox"/> ★★★☆☆ (9-15 points) <input type="checkbox"/> <b>No grade awarded</b> (more than 15 points)		
<b>Checklist items scoring 4 or 8 points have potential to impact directly on food safety and should be addressed as a priority</b>		
<b>Further action required</b>		
<input type="checkbox"/> Reinspection <input type="checkbox"/> Warning Letter <input type="checkbox"/> Improvement Notice <input type="checkbox"/> Prohibition Order <input type="checkbox"/> Penalty Notice <input type="checkbox"/> Other <input type="checkbox"/> Pending		
Indicate compliance using <input checked="" type="checkbox"/> , non compliance <input type="checkbox"/> , or not observed <input type="checkbox"/>		
<b>I have read this report and understand the contents.</b>		
Owner/Employee signature: _____		
Officer's name: _____		
Council: _____		
Officer's signature: _____ Phone: _____		

NB: Assessment report contains findings from date/time of inspection only

This assessment report is based on guidance in the Safe Food Australia (2001) publication: A Guide to the Food Safety Standards. The Guide should be consulted if assistance with interpretation of the food safety standards is required. The assessment is set up as a checklist. In some cases an item will be supported with a list in italics of areas where compliance is required. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list each item is a single issue of compliance. The assessment focuses on the foodborne illness risk factors identified by the US Centres for Disease Control. The key targets for inspection are: inadequate cooling & cold holding temperatures; food prepared ahead of planned service; inadequate hot holding temperatures; poor personal hygiene & infected food handlers; inadequate reheating and inadequate cleaning of equipment.

### **Food Handling Controls**

5. Protection from the possibility of contamination includes appropriately covering food so that it is protected from potential contamination sources and includes keeping ready to eat foods separated from raw foods.
7. 'Potentially hazardous food' is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some cut fruits.
7. Temperature control means maintaining potentially hazardous food at a temperature of:
  - (a) 5°C or below or
  - (b) 60°C or above or
  - (c) another temperature if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food.
9. A food business must when cooling cooked potentially hazardous food, cool the food:
  - (a) within two hours – from 60°C to 21°C; and
  - (b) within a further four hours – from 21°C to 5°C
10. A food business must when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above, eg heating in an oven, microwave or on a stove top.
11. A food business must, when displaying unpackaged ready to eat food for self service:
  - (a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay;
  - (b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated; and
  - (c) provide protective barriers that minimise the likelihood of contamination by customers.

### **Health and Hygiene Requirements**

14. Thorough hand washing includes using the designated hand washing facility to wash hands, fingers and wrists using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel or air dryer.
18. A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes:
  - before working with ready to eat food after handling raw food
  - immediately after using the toilet
  - before commencing or recommencing handling food
  - immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and
  - after touching his or her hair, scalp or a body opening.
19. A food business must ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:
  - (a) a person known to be suffering from a foodborne disease, or who is a carrier of a foodborne disease; and
  - (b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease.

### **Cleaning and Sanitising**

22. Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:
  - (a) garbage, except in garbage containers; (b) recycled matter, except in containers; (c) food waste; (d) dirt; (e) grease; or
  - (f) other visible matter
23. Clean and Sanitary condition means a surface or utensil is;
  - (a) clean; and (b) has had applied to it heat and/or chemicals or other process so that the number of microorganisms has been reduced to a safe level.

### **Design and Construction**

30. General requirements for design and construction of food premises must;
  - (a) be appropriate for the activities for which the premises are used; (b) provide adequate space; (c) permit effective cleaning and, if necessary, sanitising and (d) to the extent that is practicable exclude dirt, dust, fumes, smoke, not permit the entry or harbourage of pests.
31. Adequate supply of potable water means water that is acceptable for human consumption and available at an adequate volume, pressure and temperature for hand washing, cleaning and food processing requirements.
33. Adequate storage facilities for garbage and recyclable matter means facilities that will contain the volume and types of garbage and recyclable material produced by the food business and not provide a breeding ground for pests and be capable of being easily and effectively cleaned.
34. Lighting must be sufficient to enable food handlers to readily see whether areas or equipment are clean, to detect signs of pests and to clearly see food and equipment they are handling.
38. Adequate ventilation (natural or mechanical) must be provided to remove fumes, smoke, steam and vapours from the food premises.