



Food Premises Self Assessment Form

Business Name:			
Premises Address:			
Date:			
Conducted By:		Position:	

Requirement	Compliant?	Comments / Actions
<u>General Requirements</u>		
The food business has notified details to the NSW Food Authority (www.foodnotify.nsw.gov.au).	<input type="checkbox"/>	
The Food Safety Supervisor (FSS) has notified and the FSS certificate is on the premises.	<input type="checkbox"/>	
Food handlers have skills and knowledge to handle food safely.	<input type="checkbox"/>	
No sale takes place of food which is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date.	<input type="checkbox"/>	

Food Handling Controls

Food is protected from the possibility of contamination (food receipt, storage, display, and transport).	<input type="checkbox"/>	
Names and addresses for manufacturers, suppliers, or importers of food, are available.	<input type="checkbox"/>	
Potentially hazardous foods (PHF) are under temperature control (food receipt, storage, display and transport; less than 5°C and above 60°C. Frozen food is hard frozen).	<input type="checkbox"/>	
Processing of foods (Items thawed correctly; processed quickly; no risk of contamination).	<input type="checkbox"/>	
Cooked PHF are cooled rapidly.	<input type="checkbox"/>	
Reheating of PHF is rapid – in an oven, microwave or on a stove top (not in a Bain Marie)	<input type="checkbox"/>	
Self serve food bar (where applicable) is supervised, has separate utensils and sneeze guards.	<input type="checkbox"/>	
Food wraps and containers not to cause	<input type="checkbox"/>	

Requirement	Compliant?	Comments / Actions
contamination.		
Food for disposal is identified and separated from normal stock.	<input type="checkbox"/>	

Health and Hygiene

Food handlers wash and dry hands thoroughly using hand wash facilities.	<input type="checkbox"/>	
Food handlers avoid unnecessary contact with ready to eat food.	<input type="checkbox"/>	
Contact with food preparation surfaces and ready to eat foods is undertaken with utensils, gloved hands, and / or food wraps.	<input type="checkbox"/>	
Food handlers don't spit or smoke in food handling areas or eat over exposed food or food contact surfaces.	<input type="checkbox"/>	
Food handlers have clean clothing and waterproof covering on bandages.	<input type="checkbox"/>	
Food handlers wash hands before commencing / recommencing work and after using the toilet, coughing, sneezing, smoking, handling raw meat, and cleaning.	<input type="checkbox"/>	
Food handlers do not handle food if ill (e.g. vomiting, gastro, etc).	<input type="checkbox"/>	
Hand washing facilities are easily accessible and only used for the washing of hands, arms, and face.	<input type="checkbox"/>	
Hand washing facilities have warm running water through a single spout, single use towels (or air dryer) and soap.	<input type="checkbox"/>	

Cleaning and Sanitising

Premises, fixtures, fittings, and equipment maintained to an appropriate standard of cleanliness.	<input type="checkbox"/>	
Food contact surfaces, eating and drinking utensils are in a clean and sanitary condition with an appropriate sanitising method in use (e.g. chemical sanitiser or dishwasher).	<input type="checkbox"/>	

Miscellaneous

An accurate temperature measuring device readily accessible (e.g. digital probe thermometer) accurate to $\pm 1^{\circ}\text{C}$	<input type="checkbox"/>	
Single use items are protected from contamination and not reused (e.g. drinking straws, and disposable utensils).	<input type="checkbox"/>	

Requirement	Compliant?	Comments / Actions
<u>Animals and Pests</u>		
Live animals are not permitted in areas in which food is handled.	<input type="checkbox"/>	
Practical pest exclusion measures are used (e.g. screens, door seals).	<input type="checkbox"/>	
Practical measures to eradicate and prevent harbourage of pests are used (e.g. housekeeping, stock rotation, pest control)	<input type="checkbox"/>	
Insect infestation or rodent activity in premises is not to be present.	<input type="checkbox"/>	
<u>Design and Construction</u>		
General design and construction of premises appropriate.	<input type="checkbox"/>	
Adequate supply of potable water.	<input type="checkbox"/>	
Premises has adequate sewage and wastewater disposal system.	<input type="checkbox"/>	
Premises has adequate storage facilities for garbage and recyclable matter.	<input type="checkbox"/>	
Premises has sufficient lighting.	<input type="checkbox"/>	
Floors are able to be effectively cleaned.	<input type="checkbox"/>	
Walls and ceilings are sealed and able to be effectively cleaned.	<input type="checkbox"/>	
Fixtures, fittings, and equipment are able to be effectively cleaned, and if necessary, sanitised.	<input type="checkbox"/>	
Adequate ventilation provided within the premises.	<input type="checkbox"/>	
Premises has adequate storage facilities (e.g. chemicals)	<input type="checkbox"/>	
<u>Maintenance</u>		
Premises, fixtures, fittings, and equipment in a satisfactory state of repair.	<input type="checkbox"/>	
No chipped, broken, or cracked eating or drinking utensils present.	<input type="checkbox"/>	

This Food Premises Self Assessment Form is intended to be for internal use only and NOT returned to Council. It is recommended that this self assessment form be used on a periodical basis. Additional copies are available at www.narrabri.nsw.gov.au.

Please contact Narrabri Shire Council, Planning and Development Services on (02) 6799 6855 for further information or guidance regarding food safety.