



YEARLY OPERATIONS REVIEW

	Satisfactory		Notes
	Yes	No	
FOOD PREP AREAS & EQUIPMENT			
Are food prep areas & equipment in good condition and well maintained?			
Are food prep areas clean & tidy & do staff "clean as they go" ?			
Is equipment easy to clean & kept in a clean condition?			
Are all food & hand contact surfaces in good condition?			
Are all food & hand contact surfaces cleaned and sanitized regularly? <i>For Example: work surfaces, slicers, fridge/freezer handles, food probes</i>			
Are cleaning chemicals available?			
Are proper cleaning methods used?			
Are cleaning chemicals stored correctly, away from food areas?			
Are wiping cloths regularly cleaned and sanitized?			
FOOD STORAGE			
Are deliveries correctly stored within agreed critical limits?			
Is ready-to-eat food stored above / separate from TCS raw foods in fridges & freezers?			
Is food in fridges & freezers protected?			
Are high risk foods date coded, checked daily and is the stock rotated?			





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FOOD STORAGE			
Are high risk foods date coded, checked daily and is the stock rotated?			
Are dried goods stored correctly in a suitable room, off the floor in covered containers?			
Are freezers working correctly?			
Are fridges & freezers defrosted regularly?			
FOOD HANDLING PRACTICES			
Are TCS foods & ready-to-eat foods prepared in separate areas or are the work surfaces cleaned & sanitized between use?			
Are staff handling food as little as possible?			
Is color coded equipment, (knives / cutting boards) used correctly?			
Are high risk foods prepared in small batches & returned to the refrigerator immediately after preparation / handling?			
Is food cooled quickly & away from raw TCS food & other contamination sources?			
Are ready to eat fruit & vegetables washed thoroughly?			





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FOOD HANDLING PRACTICES - CONT'D			
Is food on display screened from customers?			
Are there enough clean utensils available for self-service?			
Is frozen food defrosted safely?			
Are controls in place to prevent physical & chemical contamination?			
Are staff aware of food allergy hazards?			
Are probe thermometers correctly used / cleaned / sanitized?			
PERSONAL HYGIENE			
Are staff fit for work, wearing clean, suitable protective clothing?			
Are staff following personal hygiene rules?			
Are hand washing basins clean with hot water, soap and hand drying facilities?			
Are staff changing & toilet facilities adequate & clean?			
PEST CONTROL			
Are premises pest-proof and free from pests?			
Are external doors / windows fitted with suitable flyscreens?			





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PEST CONTROL - CONT'D			
Are bug zappers maintained and working correctly?			
Is food protected from potential pest contamination?			
WASTE CONTROL			
Is waste in food rooms stored correctly?			
Is waste stored correctly outside?			
Is the outside refuse area kept clean?			
Is unfit food labeled and stored separately?			
CHECKS & RECORD KEEPING			
Are all checks carried out & recorded?			
Has corrective action been taken where necessary?			
Are records up-to-date, checked & verified?			
Have any new menu items or new products been incorporated into your HACCP Plan & FSMS?			
Have any new food handling methods / equipment / steps been incorporated into your HACCP Plan & FSMS?			

