



HACCP Manager Self-Inspection Checklist

Station/Place.....DateObserver.....

Use this checklist once a week to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference

Personal Dress and Hygiene

Yes No Corrective Action		Yes No Corrective Action	
Employees wear proper uniform including proper shoes	<input type="checkbox"/> <input type="checkbox"/> _____	Hands are washed thoroughly using proper hand-washing procedures at critical points.....	<input type="checkbox"/> <input type="checkbox"/> _____
Hair restraint is worn.....	<input type="checkbox"/> <input type="checkbox"/> _____	Smoking is observed only in designated areas away from preparation, service, storage, and warewashing areas.....	<input type="checkbox"/> <input type="checkbox"/> _____
Fingernails are short, unpolished, and clean	<input type="checkbox"/> <input type="checkbox"/> _____	Eating, drinking, or chewing gum are observed only in designated areas away from work areas	<input type="checkbox"/> <input type="checkbox"/> _____
Jewelry is limited to watch, simple earrings, and plain ring	<input type="checkbox"/> <input type="checkbox"/> _____	Employees take appropriate action when coughing or sneezing	<input type="checkbox"/> <input type="checkbox"/> _____
Hands are washed or gloves are changed at critical points.....	<input type="checkbox"/> <input type="checkbox"/> _____	Disposable tissues are used and disposed of when coughing/blowing nose.....	<input type="checkbox"/> <input type="checkbox"/> _____
Open sores, cuts, or splints and bandages on hands are completely covered while handling food	<input type="checkbox"/> <input type="checkbox"/> _____		

Food Storage and Dry Storage

Yes No Corrective Action		Yes No Corrective Action	
Temperature is between 50°F and 70°F	<input type="checkbox"/> <input type="checkbox"/> _____	There are no bulging or leaking canned goods in storage	<input type="checkbox"/> <input type="checkbox"/> _____
All food and paper supplies are 6 to 8 inches off the floor	<input type="checkbox"/> <input type="checkbox"/> _____	Food is protected from contamination	<input type="checkbox"/> <input type="checkbox"/> _____
All food is labeled with name and delivery date	<input type="checkbox"/> <input type="checkbox"/> _____	All surfaces and floors are clean	<input type="checkbox"/> <input type="checkbox"/> _____
The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/> <input type="checkbox"/> _____	Chemicals are stored away from food and other food-related supplies	<input type="checkbox"/> <input type="checkbox"/> _____

Large Equipment

Yes No Corrective Action		Yes No Corrective Action	
Food slicer is clean to sight and touch	<input type="checkbox"/> <input type="checkbox"/> _____	All other pieces of equipment are clean to sight and touch — equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment.....	<input type="checkbox"/> <input type="checkbox"/> _____
Food slicer is sanitized between uses when used with potentially hazardous foods	<input type="checkbox"/> <input type="checkbox"/> _____	Exhaust hood and filters are clean	<input type="checkbox"/> <input type="checkbox"/> _____

Refrigerator, Freezer, and Milk Cooler

Yes No Corrective Action		Yes No Corrective Action	
Thermometer is conspicuous and accurate.....	<input type="checkbox"/> <input type="checkbox"/> _____	Proper chilling procedures have been practiced.....	<input type="checkbox"/> <input type="checkbox"/> _____
Temperature is accurate for piece of equipment	<input type="checkbox"/> <input type="checkbox"/> _____	All food is properly wrapped, labeled, and dated	<input type="checkbox"/> <input type="checkbox"/> _____
Food is stored 6 inches off floor in walk-ins.....	<input type="checkbox"/> <input type="checkbox"/> _____	The FIFO (First In, First Out) method of inventory is being practiced	<input type="checkbox"/> <input type="checkbox"/> _____
Unit is clean	<input type="checkbox"/> <input type="checkbox"/> _____		



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Food Handling

Yes No Corrective Action

Frozen food is thawed under refrigeration or in cold running water..... _____

Food is not allowed to be in the "temperature danger zone" for more than 4 hours..... _____

Food is tasted using proper method _____

Food is not allowed to become cross-contaminated..... _____

Yes No Corrective Action

Food is handled with utensils, clean gloved hands, or clean hands _____

Utensils are handled to avoid touching parts that will be in direct contact with food _____

Reusable towels are used only for sanitizing equipment surfaces and not for drying hands, utensils, floor, etc _____

Utensils and Equipment

Yes No Corrective Action

All small equipment and utensils, including cutting boards, are sanitized between uses _____

Small equipment and utensils are air dried _____

Work surfaces are clean to sight and touch _____

Work surfaces are washed and sanitized between uses _____

Yes No Corrective Action

Thermometers are washed and sanitized between each use _____

Can opener is clean to sight and touch _____

Drawers and racks are clean _____

Small equipment is inverted, covered, or otherwise protected from dust or contamination when stored _____

Hot Holding

Yes No Corrective Action

Unit is clean..... _____

Food is heated to 165°F before placing in hot holding _____

Yes No Corrective Action

Temperature of food being held is above 140°F _____

Food is protected from contamination _____

Cleaning and Sanitizing

Yes No Corrective Action

Three-compartment sink is used _____

Three-compartment sink is properly set up for warewashing (wash, rinse, sanitize) ... _____

Chlorine test kit or thermometer is used to check sanitizing rinse _____

The water temperatures are accurate _____

Yes No Corrective Action

If heat sanitizing, the utensils are allowed to remain immersed in 170°F water for 30 seconds..... _____

If using chemical sanitizer, it is the proper dilution..... _____

The water is clean and free of grease and food particles _____

The utensils are allowed to air dry _____

Wiping cloths are stored in sanitizing solution while in use _____

Garbage Storage and Disposal

Yes No Corrective Action

Kitchen garbage cans are clean _____

Garbage cans are emptied as necessary _____

Boxes and containers are removed from site _____

Yes No Corrective Action

Loading dock and area around dumpster are clean..... _____

Dumpster is closed _____

