



# FOOD FACILITY SELF-INSPECTION CHECKLIST

The self-inspection checklist is provided as a guideline for the food operator to use in evaluating their facility's operation and food handling practices. It is separated into High Risk Factors and Low Risk Factors that are based on the same food safety principles as the Indiana Retail Food Establishment Inspection Report.

**Note:** Although the safety principles used on this self-inspection checklist are the same as used on your regulatory inspection report, the order of the categories on this form does not necessarily follow the same order used on the Indiana Retail Food Establishment Inspection Report.

HIGH RISK FACTORS	MET	NOT MET
<b>EMPLOYEE HEALTH, HYGIENE &amp; PRACTICES</b>		
1. At least one (1) Certified Food Protection Manager is required for facilities cooking raw animal proteins (e.g., eggs, chicken, fish, beef, pork, goat). Certificate is valid and available at the site.		
2. Employees have food safety knowledge that is related to their assigned duties (e.g., cooking, cooling, warewashing, etc.).		
3. Employees appear to be in good health. No reports of illness or food employees experiencing persistent sneezing, coughing, or runny nose that is connected with discharges from their eyes, nose, or mouth.		
4. Employees have no open sores or cuts on hands or fingers.		
5. Employees wear clean outer clothing / apron.		
6. Hair of employees is properly confined (e.g., hairnets, caps, etc.).		
7. Food employees' fingernails are trimmed, filed, and clean.		
8. Employees do not eat, drink, chew gum, and smoke in utensil washing/storage areas, food preparation, and storage areas.		
9. Food employees drink from a closed beverage container stored correctly to prevent contamination.		
10. Clothing and personal belongings are stored away from food.		
11. Food employees will not care for or handle animals that are allowed in the food facility, such as service or patrol animals.		
12. A person in charge (PIC) is present and performs his/her duties during all hours of operation.		
<b>PROPER HANDWASHING, SUPPLIES AND PROPER USE OF GLOVES</b>		
13. Employees wash their hands with soap and warm water (85°F) for 15 seconds for the following reasons: a) before starting work, b) immediately after using the restrooms, c) after handling raw animal products or unwashed produce, d) when there is hand contact with hair, skin, and clothes, e) any time needed to prevent food contamination.		
14. Employees wash their hands only in approved hand wash sinks.		
15. Hand sinks are accessible for use.		
16. Single use towels and soap at dispensers are available.		

HIGH RISK FACTORS	MET	NOT MET
17. Gloves are worn by the food employees who have any open sores, cuts on the hands or fingers, jewelries, uncleanable orthopedic support devices, artificial nails or nail polish.		
18. Single-use gloves are used only for one (1) task and shall be discarded when damaged or soiled, or when food handling is interrupted.		
<b>TIME AND TEMPERATURE CONTROL</b>		
<i>HOT AND COLD HOLDING TEMPERATURES</i>		
19. Cold food is held at 41°F or below.		
20. Hot food is held at 135°F or above.		
21. Food preparation is performed diligently so that food items are not in the temperature danger zone (42°F - 134°F) for more than two (2) hours.		
22. An accurate probe thermometer for measuring food temperatures is available.		
<i>TIME AS A PUBLIC HEALTH CONTROL (TPHC)</i>		
23. Food is marked or identified to indicate the time that is four (4) hours past the point in time when the food is removed from temperature control.		
24. Within the four (4) hour time limit, raw food shall be cooked and served; ready-to-eat food shall be served.		
25. Food in unmarked containers or packages or marked to exceed a four (4) hour limit shall be disposed.		
26. Written procedures are maintained and available for review to the Health Inspector upon request.		
27. Food held in the retail food establishment for over 24 hours shall be visibly date marked.		
<i>COOLING METHODS</i>		
28. Food is rapidly cooled from 135°F to 70°F within two (2) hours and from 70°F to 41°F within four (4) hours.		
29. Food is rapidly cooled using an approved method (i.e., use of ice bath, ice paddle, adding ice into food, separating food in smaller portions, using blast chiller, and shallow metal pans.)		
<i>COOKING TEMPERATURES</i>		
30. Raw food products are cooked at the following internal cooking temperatures for at least 15 seconds		
o Raw shell eggs (for immediate service) are cooked to ≥145°F.		
o Fish is cooked to ≥ 145°F.		
o Whole muscle meat (e.g., beef, veal, lamb, pork) is cooked to ≥ 145°F.		
o Ground meat (e.g., ground beef), any food containing raw eggs, sausages are cooked to ≥ 155°F.		
o Poultry, stuffed fish/meat/poultry are cooked to ≥ 165°F.		
<i>REHEATING</i>		
31. Previously cooked and cooled food is reheated quickly to 165°F for at least 15 seconds before being served or placed in the hot holding equipment such as steam table.		
32. Reheating is done quickly, and the time the food is between 41°F and 165°F shall not exceed two (2) hours.		
33. Proper equipment is used to reheat food (e.g., stove, microwave, oven, grill, etc.).		
<i>THAWING</i>		
34. Approved thawing or defrosting methods are used in the food facility (i.e., under running water for ≤ 2 hours, microwave, as part of cooking process, inside refrigerator).		
35. Food is defrosted or thawed in an approved sink.		
36. Thawed foods are not re-frozen.		
37. Frozen food is maintained in a frozen state, unless it is being thawed / defrosted.		
<b>FOOD PROTECTION FROM CONTAMINATION</b>		

38. Foods that have been returned, or have been served to a customer, are not to be re-served, reused, and offered to customers for consumption.		
<b>HIGH RISK FACTORS</b>	<b>MET</b>	<b>NOT MET</b>
39. Minimizing bare hand contact with exposed food that is not ready-to-eat by using utensils, tongs, forks or gloves.		
40. Food is received at proper temperatures when delivered.		
41. Food appears in good condition, no signs of alteration, damage, or contamination when delivered (e.g., swollen canned food).		
42. Ready-to-eat foods are stored separately or above raw animal products and unwashed produce.		
43. Food items stored inside the refrigerator unit are covered with approved material and protected from overhead contamination.		
44. Food preparation is done in an approved and clean area (e.g., not food preparation in the dining room).		
45. Food is prepared / washed in a food preparation sink or other sink approved by the Health Department.		
46. An advisory statement is provided to the customers if serving raw or undercooked food.		
47. When using a HACCP Plan, written procedures and documentation are maintained and available in the food facility.		
48. If a variance has been granted, the food facility operator complies with all the restrictions.		
49. Time/temperature control for safety (TCS) foods that are in a reduced oxygen package (ROP) have not exceeded the "USE BY" date.		
<b>CLEANING AND SANITIZING</b>		
50. Approved sanitizer solution and correct test strip/kit available and maintained on site.		
51. The three (3) compartment sink or manual warewashing sink set up properly when actively washing utensils (1 <sup>st</sup> compartment: warm water 100°F; 2 <sup>nd</sup> compartment: rinsing; 3 <sup>rd</sup> compartment: sanitizer with approved concentration).		
52. All food utensils have enough contact time with the sanitizer (chlorine: 30 seconds; iodine: 1 minute; quaternary ammonium: 1 minute).		
53. All food utensils are washed, rinsed, and sanitized after each use.		
54. After sanitizing, equipment and utensils are air dried or used after enough draining before use and are not cloth dried.		
55. Mechanical dishwasher or warewashing machines are maintained in good repair and comply with manufacturer specifications on water temperature and sanitizer concentration.		
56. Food contact surfaces (e.g., cutting boards, food preparation tables) and equipment are cleaned and sanitized once every four (4) hours or as required.		
<b>FOOD SOURCE</b>		
57. Food is purchased from other licensed and agency-regulated food facilities/establishments.		
58. Food is not obtained from Home-Based Vendor operations.		
59. Food invoices available at the facility upon request by a health inspector.		
<b>WATER AND SEWAGE</b>		
60. All sinks, except hand sinks, are fully operable with hot water (110°F) and cold water under pressure at each faucet.		
61. Hand wash sinks and lavatories are fully operable with warm water (85°F) and cold water under pressure.		
62. Floor drains and floor sinks are in good working order.		
63. Grease trap or interceptor is maintained clean and in good working condition.		
<b>PEST CONTROL &amp; OTHER ANIMALS</b>		
64. Facility is free from insects (e.g., flies, cockroaches, ants) and rodent infestation.		
65. Live animals, birds, fowl, etc. are not located in the food facility, except for service and patrol animals.		
66. All exterior doors are self-closing, in good repair and rodent proof.		
67. Air curtain is operating properly.		

# LOW RISK FACTORS

**MET**

**NOT  
MET**

## FOOD STORAGE / DISPLAY/ SERVICE

- 68. Food items are stored in an approved clean, dry location and at least six (6) inches above the floor on approved racks.
- 69. Foods that are removed from original packages and cannot be easily recognized are stored in working containers identified with the common name.
- 70. All prepackaged foods are properly labeled in English.
- 71. Foods at the customer self-service areas (e.g., buffet lines, salad bars, and salsa bar) have approved sneeze guards and dispensers.
- 72. Approved serving utensils to dispense food are provided at the self-service areas.

## EQUIPMENT / UTENSILS / LINENS

- 73. All equipment (e.g., stoves, refrigerators, shelves, food preparation tables, cutting board, sinks, etc.) is clean and in good repair.
- 74. Damaged or inoperable food equipment and utensils have been repaired, replaced or removed.
- 75. All food equipment has ANSI certification (NSF, ETL, UL-Listed, CSA).
- 76. Facility has sufficient and approved food equipment that has the capacity to support food operation and storage such as refrigeration units, and cooling pans.
- 77. The three (3) compartment sink or manual warewashing sink is large enough to accommodate the largest equipment or utensil that requires washing and sanitizing.
- 78. Food equipment, utensils, disposable utensils and linens are stored in an approved area.
- 79. Linens used to line food containers for service are replaced each time the container is refilled for a new consumer and laundered prior to reuse.
- 80. Soiled linens are kept separate from food, single use utensils, clean equipment and utensils.
- 81. Wiping cloths used with raw foods of animal origin are kept separately from cloths used for other purposes.
- 82. Reusable wiping cloths are kept in a clean sanitizing solution.
- 83. Working containers of sanitizing solutions for reusable wiping cloths are stored separately from food equipment, utensils, linens, or single use articles.
- 84. Thermometers are calibrated, available and in good repair.

## VENTILATION AND LIGHTING

- 85. Adequate ventilation and lighting is provided throughout the facility.
- 86. Hood, grease filters, make-up air vents are clean, installed properly, and well maintained.
- 87. All cooking equipment is under the correct type of mechanical exhaust hood system (except exempted cooking equipment approved by the Health Department).
- 88. Light fixtures are in good repair and are shatterproof or fitted with light shields and end caps.

## RESTROOM / DRESSING ROOM

- 89. Employee restrooms are available, clean and in good repair.
- 90. Customer restrooms are clean, and in good repair.
- 91. Restroom and dressing room doors have self-closing device and are working properly.
- 92. Female restrooms must provide a covered receptacle for sanitary napkins.
- 93. Toilet tissue dispensers are full and in good repair.
- 94. Ventilation is provided in each restroom and is in proper working order.
- 95. Lockers or other suitable facility is available for employees to store personal belongings or other possessions.

