

### Imperial College Union

**MONTHLY FOOD SAFETY REPORT**

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| **OUTLET**  |  |
| **DATE** |  |

FOOD SAFETY AUDIT REPORT

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| **Location:** |  | Audit Result  |  |
| **Name of consultant:** |  | **Previous audit result:** |  |
| **Date of inspection:** |  | **Date of previous audit:** |  |
| **Contact at location:** |  |  |
| **Job title:** |  |
| **Telephone number:** |  |
| **E-mail address:** |  |

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| SUMMARY |
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##### AUDIT SCORE GUIDELINES

Items are scored having regard to the importance in undertaking the work, based on the following:

2 Satisfactory or not applicable

1 Action required

0 Urgent action required

Each item is assigned a “risk” factor having regard to the importance of the item:

4 Critical control point

3 Control point

2 Medium risk aspects

1 Low risk aspects

The audit score will be multiplied by the risk factor to provide a total score for each item. These are totalled together and expressed as a percentage of the total available marks.

**Food Safety Assessment Report based on the principles of HACCP**

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| **No** | **Item** | Risk | Score | Total | **No** | **Item** | **Risk** | **Score** | **Total** |
| 1 | HACCP documentation in place | 4 |  |  | 47 | Sufficient thermometers | 4 |  |  |
| 2 | System implemented and maintained | 4 |  |  | 48 | Thermometers calibrated | 3 |  |  |
| 3 | Management structure in place | 2 |  |  | 49 | Wipes available for thermometers | 3 |  |  |
| 4 | Staff aware of their responsibilities | 3 |  |  | 50 | Water quality monitored | 4 |  |  |
| 5 | Internal audits in place & corrective action taken | 4 |  |  | 51 | Ice quality monitored | 4 |  |  |
| 6 | Independent audits in place & corrective action taken | 3 |  |  | 52 | Refuse areas kept clean and in good repair | 3 |  |  |
| 7 | Plan of action for illness reporting | 4 |  |  | 53 | Waste receptacles in food rooms kept clean and pest proof | 3 |  |  |
| 8 | System for assessing food suppliers | 2 |  |  | 54 | Refuse controlled to avoid accumulations | 3 |  |  |
| 9 | System for reviewing delivery/supplier problems | 3 |  |  | 55 | Pest control programme in place | 3 |  |  |
| 10 | Delivery area clean & free from contamination | 2 |  |  | 56 | Premises free from pests | 4 |  |  |
| 11 | Goods inspected on delivery | 4 |  |  | 57 | Premises adequately proofed | 3 |  |  |
| 12 | Documented controls in place for deliveries | 3 |  |  | 58 | Records kept of sightings, inspections & control of pests | 2 |  |  |
| 13 | Frozen & chilled product transferred immediately | 4 |  |  | 59 | Electric fly killers clean, maintained and sited correctly | 1 |  |  |
| 14 | Dry stores clean, well lit, cool & dry | 3 |  |  | 60 | Layout of premises satisfactory | 4 |  |  |
| 15 | Dry stores stock rotation maintained | 4 |  |  | 61 | Internal structure maintained | 3 |  |  |
| 16 | Freezers kept clean | 3 |  |  | 62 | Lighting satisfactory | 2 |  |  |
| 17 | Freezers in good working order | 4 |  |  | 63 | Glass light fitting protected | 2 |  |  |
| 18 | Frozen food covered & stock rotation maintained | 4 |  |  | 64 | Ventilation satisfactory | 2 |  |  |
| 19 | Frozen food temperatures monitored | 3 |  |  | 65 | Drainage satisfactory | 2 |  |  |
| 20 | Freezers maintaining temperatures at or below –18oC | 4 |  |  | 66 | Separate hand washing facilities which are readily accessible | 2 |  |  |
| 21 | Refrigerators kept clean | 3 |  |  | 67 | Wash hand basins fully equipped | 4 |  |  |
| 22 | Refrigerators in good working order | 4 |  |  | 68 | Equipment well maintained | 3 |  |  |
| 23 | Chilled foods covered & stock rotation maintained | 4 |  |  | 69 | Adequate facilities for washing food & equipment | 4 |  |  |
| 24 | Chilled food temperatures monitored | 3 |  |  | 70 | Documented cleaning plan | 2 |  |  |
| 25 | Refrigerators maintaining temperatures at or below 8oC | 4 |  |  | 71 | Structure maintained clean | 3 |  |  |
| 26 | Foods stored in clean food grade lidded containers | 3 |  |  | 72 | Equipment maintained clean | 4 |  |  |
| 27 | Raw and ready-to-eat foods stored separately | 4 |  |  | 73 | Suitable cleaning chemicals | 4 |  |  |
| 28 | Foods stored fit for human consumption | 4 |  |  | 74 | Chemical/equipment suitably stored | 2 |  |  |
| 29 | Documented procedures for freezer or refrigerator breakdown | 2 |  |  | 75 | Cleaning equipment kept clean & well maintained | 2 |  |  |
| 30 | Foods off floor & suitably stored | 2 |  |  | 76 | Food handlers appropriately trained | 4 |  |  |
| 31 | Product separation & cross contamination procedures in place during preparation | 4 |  |  | 77 | Training programme in place | 3 |  |  |
| 32 | High risk foods handled with care | 4 |  |  | 78 | Training records maintained | 2 |  |  |
| 33 | Documented procedures for defrosting | 2 |  |  | 79 | Health screening records available | 4 |  |  |
| 34 | Frozen foods defrosted correctly | 4 |  |  | 80 | Sickness reporting procedure in place | 4 |  |  |
| 35 | Temperature of cooked or reheated foods monitored & recorded | 3 |  |  | 81 | Staff toilets & changing rooms kept clean & in good order | 2 |  |  |
| 36 | Temperature of cooked/reheated food exceeds 75oC | 4 |  |  | 82 | Wash hand basins in staff toilets fully equipped | 4 |  |  |
| 37 | Procedure in place to ensure only reheated once | 3 |  |  | 83 | Sufficient first aid facilities available | 2 |  |  |
| 38 | Documented procedures for cooling | 2 |  |  | 84 | Staff following correct hand washing procedures | 4 |  |  |
| 39 | Foods cooled correctly | 4 |  |  | 85 | Adequate protective clothing worn | 4 |  |  |
| 40 | Where blast chilling, documented procedures in place | 2 |  |  | 86 | Staff observing good personal hygiene practices | 4 |  |  |
| 41 | Where blast chilling, operated correctly | 4 |  |  | TOTAL ABOVE |  |
| 42 | Service areas adequate & food protected | 2 |  |  |
| 43 | Documented procedures for food display | 2 |  |  | TOTAL BOUGHT FORWARD |  |
| 44 | Hot food held above 63oC | 4 |  |  |
| 45 | Cold foods held below 8oC | 4 |  |  | GRAND TOTAL |  |
| 46 | Hot foods removed from display after 2 hours/cold foods after 4 hours | 3 |  |  |
|  | TOTAL |  |  |  | PERCENTAGE |  |

Where an unsatisfactory result is recorded a comment will be provided below.

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| **No** | **Findings** | **Recommendations** | Priority | **Completed** |
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**No** Relates to the item number on the Food Safety Assessment Sheet

**Priority** 1 Immediate

1. Within next week
2. Within next month
3. Within next three months

**Completed** To assist with monitoring progress the date of completion should be recorded