

Trading name	Reference#
Proprietor/Company	Phone
Business details	ABN
	FSS name
	FSS Cert no.
Email address:	FSS Expiry date
Business risk rating: Low / Medium / High	If Standard 3.2.2A applies:
Inspection frequency: 6 months / 12 months / 18 months / Other:	Cat. 1 business <input type="checkbox"/> Cat. 2 business <input type="checkbox"/>

Indicate the following: Compliance ✓ Noncompliance ✗ OR Not observed —

General requirements		
1	Food business has notified current details. <i>Standard 3.2.2 Clause 4</i>	1
2	If needed, FSS is appointed and certificate is on the premises. <i>Food Act 2003 s.106C and D</i>	1
3	Food handlers have skills & knowledge to handle food safely. <i>Standard 3.2.2 Clause 3</i>	1 4
3a	Food handlers completed a food safety training course OR can demonstrate skills and knowledge commensurate with their prescribed activities. <i>3.2.2A Clause 10</i>	N/A
4	No handling or sale of unsafe or unsuitable food eg food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date. <i>Food Act 2003 s.16/17</i>	4
Food handling controls FSC 3.2.2		
5	Food is protected from the possibility of contamination during: food receipt, storage, preparation, display and transport. <i>Clause 5(1), 6(1), 7(1)(b)(i), (8(1)-(4) and 10(a))</i>	1 4 8
6	Names and addresses are available for manufacturer, supplier or importer of food. <i>Clause 5(2)</i>	1
7	Potentially hazardous food (PHF) is under temperature control during: food receipt, storage, display and transport; less than 5°C or above 60°C. Frozen food is hard frozen. <i>Clause 5(3), 6(2), 8(5) and 10(b) and (c)</i>	1 4 8
8	Processing of foods: take all practicable measures to process only safe and suitable food; prevent likelihood of contamination; use process step if necessary. <i>Clause 7(1)</i>	4 8
9	Cooked PHF is cooled rapidly (2-hr/4-hr rule); items thawed correctly; processed quickly. <i>Clause 7(2) and (3)</i>	4 8
10	Reheating of PHF is rapid – oven, stove top or microwave but not bain marie. <i>Clause 7(4)</i>	8
7-10a	Business can substantiate compliance with requirements listed in FPAR 7-10 through records or demonstration (Category 1 businesses only). <i>3.2.2A Clause 12</i>	N/A
11	Self-service food is supervised, has separate utensils and sneeze guard. <i>Clause 8(2)</i>	1
12	Food wraps and containers will not cause contamination. Packaging material is fit for its intended use. <i>Clause 9.</i>	1
13	Food for disposal is identified & separated from normal stock. <i>Clause 11.</i>	1
Health and hygiene FSC 3.2.2		
14	Food handlers wash and dry hands thoroughly using hand wash facilities. <i>Clause 15(4)</i>	4
15	Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps. <i>Clause 15(1)(b) and 18(3)(b)</i>	1
16	Food handlers do not spit or smoke in food handling areas or eat, sneeze, blow or cough over exposed food or food contact surfaces. <i>Clause 15(1)(e)-(g) and Clause 18(3)(c)</i>	4
17	Food handlers take all practical measures not to contaminate food/surfaces; have clean clothing, waterproof bandages. <i>Clause 15(1)(a) and (c) and 18(3)(a)</i>	1
18	Food handlers wash hands when contaminated; before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning. <i>Clause 15(2) and (3)</i>	8
19	Food handlers do not handle food if ill (vomiting, gastro). <i>Clause 14 and 16</i>	8
20	Hand washing facilities are easily accessible and used only for washing of hands, arms, and face. <i>Clause 17(1)</i>	1
21	Hand washing facilities have: warm running water through single spout, single use towels, and soap. <i>Clause 17(1)</i>	4 8
Cleaning and sanitising FSC 3.2.2		
22	Premises, fixtures, fittings and equipment is maintained to an appropriate standard of cleanliness. <i>Clause 19</i>	1 4 8
23	Food contact surfaces, eating and drinking utensils is in a clean and sanitary condition, and appropriate sanitising method in use (chemicals or dishwasher). <i>Clause 20</i>	1 4 8
23a	Food business can substantiate compliance with requirements listed in FPAR 23 through records or demonstration (Category 1 businesses only). <i>3.2.2A Clause 12</i>	N/A
Temperature measuring device / single use items FSC 3.2.2		
24	Accurate temperature measuring device is readily accessible and accurate to +/- 1°C (eg probe thermometer) if handling PHF. <i>Clause 22</i>	1
25	Single use items are protected from contamination and not reused (drinking straws, disposable utensils). <i>Clause 23</i>	1

Animal and pests FSC 3.2.2		
26	Animals are not permitted in areas in which food is handled. <i>Clause 24(1)(a)</i>	1
27	Practical pest exclusion measures are used (screens, seals). <i>Clause 24(1)(b)</i>	1
28	Practical measures to eradicate and prevent harbourage of pests is used (housekeeping, stock rotation, pest controller). <i>Clause 24(1)(c)</i>	1
29	No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks). <i>Clause 24(1)</i>	1 4 8
Design and construction FSC 3.2.3		
30	General design and construction of premises is appropriate	1
31	Supply of potable water is available	1
32	Effective sewerage and waste water disposal system	1
33	Adequate storage facilities for garbage and recyclables	1
34	Premises has sufficient lighting	1
35	Floors are able to be effectively cleaned, appropriately designed and constructed, and does not permit harbourage for pests	1
36	Walls and ceilings are sealed & able to be effectively cleaned, appropriately designed and constructed & does not permit harbourage for pests	1
37	Fixtures, fittings and equipment are able to be effectively cleaned, fit for their intended use, and designed, constructed, located and installed appropriately	1
38	Sufficient ventilation is provided within the premises	1
39	Adequate storage facilities (personal items, chemicals, food)	1
Maintenance FSC 3.2.2 Clause 21		
40	Premises, fixtures, fittings and equipment is in a good state of repair and working order	1
41	No chipped, broken or cracked eating or drinking utensils	1
Miscellaneous		
42	Food labelling complies with the Food Standards Code, 1.2	1
43	For 'Standard Food Outlet', nutrition information is displayed	N/A
44	Food business is aware of its obligations regarding allergens.	N/A
Total points (4 or 8 point items may significantly impact food safety and should be addressed as a priority)		
★★★★★ (0-3 points) <input type="checkbox"/> ★★★★★ (4-8 points) <input type="checkbox"/> ★★★ (9-15 points) <input type="checkbox"/> No grade (>15 points or any critical 8 point food safety failure) <input type="checkbox"/>		
Scores on Doors certificate issued: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Notes		
FPAR left: Onsite <input type="checkbox"/> Emailed <input type="checkbox"/> Posted <input type="checkbox"/>		
Business satisfactory <input type="checkbox"/> OR Further action required <input type="checkbox"/>		
Re-inspection <input type="checkbox"/> Warning Letter <input type="checkbox"/> Improvement Notice <input type="checkbox"/> Prohibition Order <input type="checkbox"/>		
Penalty Notice <input type="checkbox"/> Other <input type="checkbox"/>		
I have read this report and understand the contents.		
Owner/Employee Name: _____		
Owner/Employee signature: _____		

NB: Assessment report contains findings from date/time of inspection only.

Officer's Name

Officer's signature

Date/Times

How to get a better inspection result



Keep premises and all fixtures, fittings and equipment clean. Ensure food contact surfaces of equipment, and eating and drinking utensils are clean and sanitised.

- [Cleaning and sanitising in food businesses](#)
- [Chemical sanitisers – advice for food businesses](#)
- [Record keeping template – cleaning and sanitising procedure](#)
- [Record keeping template – cleaning and sanitising record](#)



Have accessible hand washing facilities, dedicated to hand washing, with a supply of warm, running potable water, soap and single-use towels.

- [Hand washing in food businesses](#)
- [Health and hygiene requirements of food handlers](#)



Keep pests such as cockroaches and mice out (e.g. cover waste containers, use flyscreens), prevent their harbourage (e.g. keep premises uncluttered and clean), and eradicate them (have a pest control program).

- [Pest control in food businesses](#)



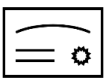
Keep high risk food at or below 5°C or at or above 60°C during receipt, processing, storage and display; use a thermometer to know whether food is at a safe temperature and whether food has been cooked adequately.

- [Showing food is safe](#)
- [Cooling potentially hazardous food](#)



Cover food during storage and display to protect it from contamination.

- [Protecting food from contamination](#)



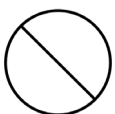
If you require a Food Safety Supervisor, make sure they are reasonably available to supervise and assist staff.

- [Food Safety Supervisors \(FSS\)](#)



Ensure all food handlers are trained and have adequate skills and knowledge for their duties.

- [Food Handler Basics training](#)



Be allergy aware: Know what is in your food, listen to your customers and be truthful, prepare food safely, and educate your staff.

- [Be Prepared. Be Allergy Aware](#)
- [The Usual Suspects A2 poster](#)
- [Food allergen rules](#)

