

FACILITY INSPECTION CHECKLIST

FACILITY INFORMATION

Facility/Location(s)

Reviewer Name

Date :

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GENERAL CLEANLINESS AND MAINTENANCE (TICK WHERE APPLICABLE)

Overall cleanliness and structural maintenance

- Are floors, walls and ceilings clean and free from dust and debris? Yes No
- Are all surfaces sanitized regularly? Yes No
- Are there any signs of pest infestations (e.g., droppings, gnaw marks)? Yes No
- Are there any cracks or damages in walls, floors, or ceilings that need repair? Yes No

Waste Management

- Is waste properly segregated, covered, and disposed of? Yes No
- Are waste bins regularly emptied and cleaned? Yes No

Add additional comments/notes below related to the General Cleanliness and Maintenance section

FOOD STORAGE (TICK WHERE APPLICABLE)

Organization and Stock Rotation

- Is food stored an appropriate distance off the floor and away from walls? Yes No
- Is there a FIFO (First In, First Out) system in place? Yes No
- Are all food items labeled with use-by dates? Yes No
- Are raw and cooked foods stored separately to prevent cross-contamination? Yes No



Principal Food Safety Ltd.

For additional free resources or to schedule a comprehensive food safety consultation to ensure all areas of your operation meet compliance standards, reach out to us at info@principalfoodsafety.com.



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FOOD STORAGE (TICK WHERE APPLICABLE)

Temperature Control

- Are refrigerators and freezers maintaining appropriate temperatures? Yes No
- Are thermometers calibrated and functioning correctly? Yes No
- Is backup power available for refrigerators and freezers during outages? Yes No

Add additional comments/notes below related to the Food Storage section

FOOD HANDLING AND PREPARATION (TICK WHERE APPLICABLE)

Personal Hygiene

- Are employees following proper handwashing procedures? Yes No
- Are employees wearing appropriate protective clothing? Yes No

Cross-Contamination Prevention

- Are separate surfaces and utensils used for raw and cooked foods? Yes No
- Are cleaning cloths and sponges sanitized regularly? Yes No

Cooking and Cooling

- Are foods cooked to the correct internal temperatures? Yes No
- Is there a system in place to cool foods quickly and safely? Yes No

Add additional comments/notes below related to the Food Handling and Preparation section



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EQUIPMENT AND UTENSILS (TICK WHERE APPLICABLE)

Cleanliness and Maintenance

Are all utensils and equipment clean and sanitized? Yes No

Is equipment in good working order and regularly serviced? Yes No

Storage

Are utensils and equipment stored in a way that prevents contamination? Yes No

Are cleaning and sanitizing supplies properly stored and labeled? Yes No

Add additional comments/notes below related to the Equipment and Utensils section

PEST CONTROL (TICK WHERE APPLICABLE)

Prevention

Are entry points (doors, windows) sealed properly to prevent pests? Yes No

Are pest control measures in place and maintained? Yes No

Monitoring

Is there a log of pest control inspections and actions taken? Yes No

Are there any signs of pest activity during the inspection? Yes No

Add additional comments/notes below related to the Pest Control section



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FACILITY INSPECTION CHECKLIST

FOLLOW UP ACTIONS & MANAGEMENT SIGN OFF

Add any additional observations related to the facility inspection below

Describe any required follow up actions related to the facility inspection below

Reviewer Name

Signature

Date

D	D	M	M	Y	Y
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Supervisor/Manager Name

Signature

Date

D	D	M	M	Y	Y
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Thank you for downloading our complementary food safety Facility Inspection Checklist.

Regular facility inspections are a crucial component of maintaining high standards of food safety and they help to identify potential hazards before they become critical issues. Our hope is that this checklist assists you in conducting thorough and effective inspections of your food handling and processing areas.

For additional free resources or to schedule a comprehensive food safety consultation to ensure all areas of your operation meet the highest standards of food safety and quality, visit our website (www.principalfoodsafety.com) or reach out to us at info@principalfoodsafety.com.

