

FOOD PREMISES INSPECTION RECORD

GENERAL

OFFICER: _____

Date Inspection Due: _____ Actual Inspection Date: _____

Premises Name & Address: _____

Proprietor's Name & Address: _____

Nature of Food Business (Usage): _____

Visit Type: Programmed Inspection (J) Non-scheduled Inspection (N)

Person Seen (Contact): _____ Dept/Designation: _____

Areas Inspected: All Some (specify): _____

Records/Docs Checked: None checked All available recs/docs No recs/docs avail Some recs/docs checked

Samples Taken: None Samples taken Swabs taken Samples & swabs taken

+ details... _____

Action (Type): Further Action (RV to follow) RV Date: _____

Advice Only/NFA INU Ref: _____

Template Type: F01 – Advice/Guidance Only
 F02 – Infringements (i.e. contraventions - for the purposes of the FSA Return)

Time Allocation:

ITEM	Units	
Travel		
Inspection Start Time:		
Pre- & Post- Inspection Admin (C16s)		+ Admin Team:

Pre-Inspection/Continuity Notes – previous visits indicate that the following issues need particular focus on the inspection:

ISSUE	(✓)	Details to be sought/investigated
Hazard analysis/CCPs		
Training		
Cleaning		
Temperature Control		
Previous Complaints/Sampling		
Other (specify)		

1. HAZARD ANALYSIS – NB. Details of any deficiencies and progress etc. to be specified on form F03.

OVERALL ASSESSMENT

ASSESSMENT OF <u>CONTROLS</u> AT TIME OF VISIT	✓ in 1 box only
Comprehensive controls and monitoring in place - Satisfactory	
Controls and monitoring generally satisfactory but with Recommendations	
Minor deficiencies noted - Unsatisfactory – see Schedule of Works	
Significant deficiencies noted - Unsatisfactory – see Schedule of Works	

2. SUPERVISION, INSTRUCTION & TRAINING

- 2.1 **People/process risks (mark x)** High ←————→ Low
- 2.2 **Supervisors:** Level of Training: Foundation? Y / N Intermed.? Y / N
- 2.3 **Instruction:** Essentials of FH (before start) **W** (written) or **V** (verbal) - circle } Recorded? Y / N
 Hygiene Awareness Instruction **W** (written) or **V** (verbal) - circle }
 Other (specify) }







2.4 Training	No. at the premises	Formal Training or Equivalent Standard Received (numbers)					Other (specify)
		Fndn/Basic	Fndn/Update	Intermediate	Advanced	HA	
Food Handlers							
Supervisor							
TOTAL							







2.5 Training needs identified (or to supply proof of training):
Name Level By When

2.6 Sample Certificate check: Name: Level: **F / I / A** Date:

2.7 **OVERALL COMPLIANCE RATING** for Supervision, Instruction & Training (Circle) : **G / S / R / UM / US**

3. STRUCTURE AND FACILITIES – details of any deficiencies. Continue on separate sheet if necessary.

3.1	 LAYOUT/DESIGN (Space / Separation / Workflow / X-contamination)	OVERALL ASSESSMENT
		G S R – Sat but Rec. UM - Minor US - Significant
3.2	 STRUCTURE (Suitability / Repair / Cleanliness / Ventilation /Lighting)	
		G S R – Sat but Rec. UM - Minor US - Significant.
3.3	 PEST CONTROL Proofing / UVK adequacy & location / UVK maintenance / Adequacy of monitoring / Records PC Contract / Contractor:	
		G S R – Sat but Rec. UM - Minor US - Significant
3.4	 EQUIPMENT Suitability / Location / Cleanliness / Repair	OVERALL ASSESSMENT
		G S R – Sat but Rec. UM - Minor US - Significant.
3.5	 WASH HAND BASINS IN FOOD ROOMS Warm water / Hand cleaning materials / Hand drying facilities / Adequacy / Accessibility	OVERALL ASSESSMENT
		G S R – Sat but Rec. UM - Minor US – Significant
3.6	 PERSONAL HYGIENE Protective clothing / Head covering / Hygiene Practices / Waterproof dressings / Sickness arrangements / Illness/ Fitness to work / Hand cleanliness / Changing facilities	OVERALL ASSESSMENT
		G S R – Sat but Rec. UM - Minor US - Significant

3.8		WASHING FACILITIES (SINKS) Food & Equipment	OVERALL ASSESSMENT
			G S R- Sat but Rec. UM - Minor US - Significant
3.9		CLEANING & DISINFECTION Equipment (Agents & materials) / Instruction & training / Storage of materials Name of sanitiser and active agent(s):	OVERALL ASSESSMENT
			G S R- Sat but Rec. UM - Minor US - Significant
3.10		WASTE/DRAINAGE Storage inside / Storage outside / Disposal arrangements / Drainage	OVERALL ASSESSMENT
			G S R- Sat but Rec. UM - Minor US - Significant
3.11	 	W C FACILITIES Cleanliness / Adequacy / Repair / Ventilation / WHB / Hand drying	OVERALL ASSESSMENT
			G S R- Sat but Rec. UM - Minor US - Significant
3.12		TRANSPORT Vehicles / Containers / Cross-contamination / Temperature	OVERALL ASSESSMENT
			G S R- Sat but Rec. UM - Minor US - Significant N/A – Not Applicable

4. SUMMARY OF RECORDS AND DOCUMENTS AVAILABLE / ASSESSED

Documentation	Avail?	Satis/Unsat	Comments/Details
Training Records			
HACCP/HA			
Cleaning Schedules			
Cleaning Records			
Temperature Logs			
Other (specify):			

TEMPERATURE READINGS TAKEN BY INSPECTING OFFICER

	Location/Equipment Details	Temperature of Food	Satis/Unsat
	Cold Display	°C	
	Cold Room	°C	
	Refrigerator	°C	
	Hot Cabinet	°C	
	Bain Marie	°C	
	Freezer	°C	
	Other:		

Calibrated Thermometer - Type Used: Infra red / Infra red Pyropen / Comark KM20 (Food Check)

Industry Guide(s) (tick relevant one(s))

- Catering
- Catering (vending/dispensing supplement)
- Retail
- Retail (butchers' shop licensing supplement)
- Wholesale Distributors
- Markets & Fairs
- Fresh Produce
- Baking

Available/Copy previously supplied?

(Enclose Summary leaflet if 'N')

- Y / N
- Y / N
- Y / N
- Y / N
- Y / N
- Y / N
- Y / N
- Y / N

Food Standards Agency Leaflets

- Guide to food hygiene - English
 - Ethnic Minority version (specify):
- Food Safety Regulations – English
 - Ethnic Minority version (specify):
- Food Safety – a practical guide for managers – English
 - Ethnic Minority version (specify):
- A guide to food hazards & your business – English
 - Ethnic Minority version (specify):

Available/Copy previously supplied?

(Enclose leaflet if 'N')

- Y / N
- Y / N
- Y / N
- Y / N
- Y / N
- Y / N

SUMMARY COMMENTS OF INSPECTOR

(NB These should be of use in informing/guiding the next inspection & may include reference to deficiencies, standards, refurbishment plans etc)