

Food Handling Self-Inspection Checklist

This checklist incorporates both USDA recommendations and Food Code guidelines. The more conservative of the guidelines are used.

Worker Preparation							
Item	OBS		Comments	Item	OBS		Comments
	Y	N			Y	N	
Workers wash hands before beginning to work, during work as needed and after touching anything that might be a source of contamination (telephone, raw meat, smoking, eating, drinking, sneezing, coughing, using the toilet, handling trash or garbage, touching head, hair or face.)				Workers' hands do not touch ready-to-eat food.			
				Plastic gloves are worn over cuts and abrasions.			
				Workers do not sneeze or cough near foods. Workers do not have sores or signs of transmittable illness. Workers who are ill are sent home.			
Preparation (Thawing) and Preparation*							
Frozen products are thawed in refrigerators at temperatures 40 F or lower.				Raw products are separated from cooked and/or ready-to-eat products during preparation.			
The lowest shelf in the refrigerator is used for thawing PHF* to prevent cross contamination.				PHF products are kept at temperatures below 40 F. If not, food is discarded after 2 hours. Temperatures of PHF products are checked in the product's center or thickest part.			
If needed for immediate cooking, frozen PHF products are thawed under potable running water at 70 F or lower, or in the microwave.					Batch cooking (preparing food as needed) is used to reduce holding times of foods.		
If PHF products which have been defrosted are maintained above 40 F for more than 2 hours, the foods are discarded.				Foods are cooked to recommended internal temperatures.			
Serving Prepared Foods*							
If hot PHF products are held below 140 F for more than 2** hours, they are discarded. If held for less than 2 hours, they are reheated to 165 F.				After preparation, cold PHF products are held at 40 F. Temperatures are checked every 2 hours. If PHF are held above 40 F for more than 2 hours**, products are discarded.			
Hot PHF products are cooled to 70 F within 2 hours and to 40 F within 4 hours. If cooled too slowly, products are discarded.					Transported foods are held at > 140 F or < 40 F. If not, foods are discarded.		
Reused PHF products are heated to 165 F (in the thickest part) within 2 hours. If not, foods are discarded.							
Cleaning and Sanitizing							
Kitchenware is washed, rinsed and sanitized after each use.				For a heat sanitizing dishmachine, the wash (110 F), the rinse (110 F) and the sanitizing (180 F) water temperatures are checked and maintained.			
The third sink of a three compartment sink is used to sanitize by immersing items in either: 1. hot water (171 F) for 30 seconds or 2. properly mixed chemical sanitizing solution for one minute.					For fixed equipment, removable parts are removed after each use, then washed, rinsed and sanitized by immersion.		
				For fixed equipment, unremovable food contact surfaces are washed, rinsed and sanitized.			

* PHF = potentially hazardous foods. These foods are generally rich in protein and moist, which can promote the growth of bacteria.

**Note: According to North Dakota's adaptation of the Food Code, potentially hazardous foods that have been removed from temperature control for more than four hours should be discarded. USDA recommendations use a two-hour rule, which is incorporated here.