

Council is committed to promoting safe food practices to support businesses and protect our community.

This checklist provides an overview of the areas assessed by council's Environmental Health Officer as part of your final inspection. It is designed to help you prepare and pass your inspection. Use Part One of this form to confirm that minimum standards are met. Part Two covers ongoing business management practices to help you manage food safety and hygiene in your business and improve your star rating.

Note: If you select 'no' in Part One, you will need to take action to ensure you pass your final inspection.

PART ONE – ESSENTIAL WORKS	
LAYOUT OF PREMISES	
Does the layout of your food premises meet the requirements of the <i>Food Act 2006</i> and the Food Safety Standards ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FLOORS, WALLS AND CEILINGS	
Are the floors, walls and ceilings (including the cold room) made from smooth, impervious materials, which are capable of being easily cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all gaps, crevices and joins in floors, walls and ceilings (including the cold room) been sealed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the floor coved at the intersection of the floors and walls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all openings for pipes and conduits pest-proof?	<input type="checkbox"/> Yes <input type="checkbox"/> No
STORAGE AND FOOD HANDLER FACILITIES	
Are there separate areas for chemical storage such as a dedicated room or a separate cupboard located away from the food preparation areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there separate areas for the storage of employees clothing and personal belongings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all food storage areas provided with adequate space and shelving made of an approved material, e.g. stainless steel, laminated plastic or high-gloss painted wood?	<input type="checkbox"/> Yes <input type="checkbox"/> No
FIXTURES, FITTINGS AND EQUIPMENT	
Are hand wash basins located within five meters of and/or available for use in: <ul style="list-style-type: none"> – areas where food is handled? – utensil/equipment washing areas? – toilet facilities? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the hand wash basins have mixer taps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is running warm water available at all sinks and basins?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a double-bowl sink or single-bowl sink installed with a dishwasher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a dedicated food preparation sink?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a cleaners sink or access to a water fill and disposal point for mop water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all fixed benches (including the underside) sealed to the wall with no gaps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are toilet facilities accessible to food handlers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all fixtures and fittings smooth, impervious and capable of being easily cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No

MECHANICAL EXHAUST VENTILATION	
Has the mechanical exhaust ventilation system been serviced/cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the exhaust hood fully cover the equipment to be ventilated and provide a 150mm overhang of all equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CLEANING AND SANITISING	
Have the premises been cleaned and food contact surfaces sanitised ready for trade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a food-grade sanitiser available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know how to correctly use your food-grade sanitiser? (dilution rates, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
OPERATIONAL ITEMS	
Are all fridges, freezers and equipment operational and at the correct temperature for food storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the soap and paper towel dispensers filled and located adjacent to the hand wash basins?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a working food-grade thermometer available that can measure the internal temperature of food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the premises pest-proofed including external doors and windows?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have documentation to demonstrate that a pest control treatment has been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do food handlers have food hygiene and safety skills and knowledge relevant to their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART TWO – BUSINESS MANAGEMENT	
COMMITMENT TO FOOD SAFETY	
Do you have a food safety commitment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you explained to food handlers why food safety is important to you and your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have clear food safety and food handling procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have regular meetings or presentations to talk about food safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you use visual reminders, e.g. posters or images in the business to explain food safety procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PROCEDURES	
Do you have procedures for dealing with food hygiene and safety issues, e.g. what action will you and your food handlers take when issues are identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are food handlers aware of the procedures for reporting food hygiene and safety issues to you, e.g. signs of cockroaches or a broken refrigerator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
MONITORING YOUR BUSINESS	
Do you have a plan for monitoring food safety practices of food handlers (e.g. hand washing, food handling, cleaning and sanitising) and giving them feedback to help them improve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a plan for checking if food safety procedures are working?	<input type="checkbox"/> Yes <input type="checkbox"/> No

GOOD MANAGEMENT PRACTICES	
Do you have a cleaning schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a procedure for checking and recording the temperature of stored, displayed and delivered food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all food handlers completed a recognised food safety training course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have food handlers training records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have records for both structural and equipment maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a pest control schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a waste collection and refuse cleaning schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a procedure for stock rotation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you provided food handlers training on your procedures, records and schedules?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Last reviewed April 2025