

Commercial Processing Checklist - Environmental Health - Food Premises

Item to be checked for compliance: The Food Hygiene Regulations 1974. Note: N/A = this item is not applicable to this application and has not been assessed	Plans/Specs Checked			Details of Processing & Comments: Comments must be made for: 1. Non-complying items 2. Alternative solutions and how compliance will be met
	Complies	N/A	Non-Complying	
Application checklist completed & attached.				
Existing Premises Licensed				
New Premises				
Site visit conducted?				
Type of Premises				
Floor Plan Provided (2 scale)				
General				
Well constructed				
Rodent-proof				
Working & storage space				
Minimum clear working area of 9.5 square metres, or three square metres for each worker. (Whichever is greater).				
Adequate storage facilities				
Floors				
Type of floor (food preparation area/s & storage area/s)				
Impervious and easily cleaned				
Resistant to wear and corrosion				
Graded and drained				
Coving (75 mm)				
Smooth surface				
Suitable (for the work or process)				
Type of floor (non food preparation/storage area/s)				
Suitable (for the work or process)				
Walls (Internal Surfaces)				
Type of wall surfaces (food/cooking preparation area/s & storage area/s)				
Constructed of dust proof material				
Smooth and non absorbent				
Liable to be wetted or fouled. If yes, wall must be lined to a height of not less than 2 metres with an approved prefinish from the floor level.				
Service pipes, wiring behind lining or in service ducts supported by clips at least 25mm away from walls.				
Ceilings				
Type of ceiling surface and height				
Smooth				

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	Complies	N/A	Non-Complying	
Dustproof				
Non-absorbent				
Readily cleaned				
Trusses enclosed				
Light coloured and non absorbent				
Height (not less than 2.4 metres above floor)				
Lighting				
Sufficient intensity				
Free from glare and well distributed				
Minimum illumination standard (215 lux measured at 900mm above the floor).				
Fluorescent light tubes covered and fixed to ceiling.				
Ventilation				
Required				
Discharge consent				
Cross ventilation/air inlet				
Sufficient, comfortable for purpose				
Adequate to remove heat/cooking odours				
Adequate to prevent moisture/condensation				
Rate of air change				
Type of material (hoods/canopy)				
Number of filters				
Drip Channel				
Grease filters				
Is the ventilation shown on plan				
Trade specifications supplied				
Facilitates cleaning				
Discharge point (does not create nuisance)				
Grease Trap				
Contacted trade waste officer				
Where is the grease trap located?				
Changing Facilities				
Adequate suitable lockers				
Location				
Changing room				
Walls, ceilings finishes adequate				
Floor surface adequate				
4 or more workers - separate changing facility and toilet for each sex				

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Toilet Accommodation				
Staff toilet/s and access				
Public toilet/s and access				
Walls, ceilings finishes adequate				
Floor surface adequate				
Hand basin, appropriate area, hot & cold water				
Ventilation-mechanical/natural				
Isolation compartment				
Self closing doors				
Water Supply				
Wholesome supply				
Source of supply				
Sewerage Disposal				
Sanitary drainage suitable design				
Adequate capacity				
Type of sewerage system				
Hot Water Supply				
Storage capacity				
Continuous supply				
Location of water supply				
Cylinder setting – at 83°C				
Plumbing				
Location/s of sinks, sanitary fixtures and accessories on plan				
Plan provided				
Sufficient numbers				
Conducive location of fixtures				
Dishwasher/glass washer required and type/specifications				
Location of cleaning/slucie sink				
Hand Basins				
In all working areas (6 metres)				
Ratio of 1:10 workers				
Separate basin in toilet compartments				
Hot and cold water provided				
Tempered water over 38°C				
Yard (Outside area/s)				
Yard provided				
Paved				
Impervious washable surfaces				

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	Complies	N/A	Non-Complying	
Adequate drainage				
Reasonable access				
Water tap for washing down				
Provided storage space for refuse containers				
Concrete pad (300mm)				
(No yard provided)				
Separate room/enclosure				
Special Provisions				
<i>Bake house/cake kitchen</i>				
Separate damp free room or compartment				
Floor area clear				
Floor area = number workers x 3m ² or 9.5m ² whichever is the greater				
<i>Delicatessens</i>				
Separate areas - raw/ cooked				
<i>Eatinghouses</i>				
Adequate floor space				
<i>Meat & Fish</i>				
Fly screen-vermin proofing				
Flooring adequate				
Tables, Benches, Shelves				
Fixed benches/tables against walls not less than 100mm high				
Exposed supports/framework adequate & sealed				
Wooden shelves/cupboards interior sealed				
Bench tops/food preparation surfaces adequate				
Food Contact Surfaces				
Type of material used				
Location				
Sited on plan				
Food Safety/Protection				
Adequate				
Provisions ie sneeze guard				
Adequate refrigerators/freezers/hot holding appliances				
Bars				
Easy to clean surfaces & facilities				
Hand basin & sink provided				
Glass/dish washing machine				

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Impervious bench tops/shelving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sale of Liquor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contacted liquor licensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labelling of food	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contacted public health unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application suspended for further info?				Suspended Date: _____ Suspended Date: _____ Lifted Date: _____ Lifted Date: _____
Conditions entered on consent (CV checkboxes)?				Yes/No _____ Officer: _____ Date: _____
Application approved?				Yes/No _____ Signed: _____

¹ General notes and observations