

INSTRUCTION GUIDE

FOOD ESTABLISHMENT SELF-INSPECTION CHECKLIST

SCORING CATEGORIES:

Satisfactory

Check this block when all aspects of the condition noted meet all regulatory and self-imposed standards for the operation of the food establishment.

Needs Improvement

Check this block if management practices are in place to address and maintain this aspect of the food service operation, however, specific individual failures were noted when the particular aspect of the operation was evaluated.

Unsatisfactory

Check this block when no management system is in place to address this aspect of the food service operation or if non-compliant items or conditions are found when the establishment inspection is conducted. This will identify the need for additional staff training to address the observed condition or practice, or the need to change the present policies, procedures, and practices to ensure standards and requirements are met.

Comments

This section should be used to note specific statements about the condition or practice observed. Notes may be positive or negative. If "Needs Improvement" or "Unsatisfactory" conditions are noted, corrective actions that need to be taken to address the situation should be noted. If "Satisfactory" conditions are noted, comments may include temperatures, improvements made since the last inspection, or the employee responsible. Follow-up self-inspections should be conducted when "Unsatisfactory" conditions are observed. A sufficient number of evaluations should be done to show the progress of the action being taken, and should continue until the condition has been corrected and compliance has been achieved.