

Health inspection self-audit checklist

53 checks in 7 sections, run weekly by a different person

LOCATION _____ DATE _____ AUDITED BY _____

SCORE (PASS COUNT) _____

Person in charge and employee health

NOTES

- ☐ Person in charge is present and identifiable during all hours of operation
- ☐ Person in charge can state safe cooking, cooling and holding temperatures without checking a chart
- ☐ Written employee health policy on file; covers vomiting, diarrhea, jaundice and sore throat with fever
- ☐ No employee with vomiting, diarrhea or a diagnosed reportable illness working with food
- ☐ No bare-hand contact with ready-to-eat food; gloves, tongs, deli paper or a dispenser used instead
- ☐ Food handler cards current for staff where the state or city requires them
- ☐ Certified food protection manager certificate on file and not expired, where required

Handwashing

NOTES

- ☐ Handwashing sink in the kitchen is accessible, not blocked by a cart, trash can or ice bin
- ☐ Hot and cold running water reach the handwashing sink
- ☐ Soap and single-use towels, or a working air dryer, stocked at every handwash sink
- ☐ Handwashing sign posted at the sink
- ☐ Staff wash hands at the start of the shift, after handling raw protein, trash, phones or money, and after breaks
- ☐ Handwashing sink used only for handwashing, never for food prep or dumping mop water

Time and temperature

NOTES

- ☐ Walk-in cooler holding at 41°F or below (5°C)
- ☐ Reach-in coolers and prep-line rails holding at 41°F or below (5°C)

☐	Walk-in and reach-in freezers holding food frozen solid	
☐	Hot-holding units holding at 135°F or above (57°C)	
☐	Poultry cooked to an internal temperature of 165°F (74°C)	
☐	Ground meat cooked to an internal temperature of 155°F (68°C)	
☐	Whole cuts of meat and fish cooked to an internal temperature of 145°F (63°C)	
☐	Reheated food for hot holding brought back to 165°F (74°C) within 2 hours	
☐	Cooked food cooled in two stages: 135°F to 70°F (57°C to 21°C) within 2 hours, then to 41°F or below (5°C) within 4 more hours	
☐	Ready-to-eat TCS food date-marked; discarded after 7 days, counting the day it was made, if held at 41°F or below (5°C)	
☐	Probe thermometer on the line and in the office, calibrated in the last week	

Cross-contamination and storage

NOTES

☐	Raw meat, poultry and seafood stored below and away from ready-to-eat food in every cooler	
☐	Raw proteins stacked in cook-temperature order when they share a shelf: whole cuts above ground meat, ground meat above poultry	
☐	Every stored item labeled with its contents and date	
☐	Food stored at least 6 inches off the floor in dry storage and walk-ins	
☐	Chemicals, cleaners and pesticides stored away from and below food, never on a food shelf	
☐	Separate cutting boards, or a color-coded system, for raw protein and produce	
☐	Ice scoop stored outside the ice bin, never buried in the ice or handled with bare hands	
☐	Gloves changed between raw and ready-to-eat tasks and after any interruption	

Cleaning and sanitizing

NOTES

☐	Sanitizer mixed to the concentration on the product label, checked with a test strip before service	
☐	Test strips on hand, not expired, and matched to the sanitizer in use	
☐	Wiping cloths held in sanitizer solution between uses, not left on the counter or tucked in an apron	
☐	Dish machine reaching its sanitizing temperature or chemical rinse per the data plate	

☐ Three-compartment sink set up correctly when in use: wash, rinse, sanitize, each checked before service

☐ Food-contact surfaces cleaned and sanitized between raw and ready-to-eat tasks

☐ Cleaning chemicals labeled in their working containers; no unmarked spray bottles

Facilities

NOTES

☐ No live pests, droppings or gnaw marks in dry storage, kitchen or dining room

☐ Pest control service current; last visit date and findings on file

☐ Floors, walls and ceilings clean and in good repair, no standing water or peeling paint

☐ Light bulbs in food prep and storage areas shielded or shatterproof

☐ Hand sink, prep sink and mop sink each plumbed and used only for their purpose

☐ Backflow prevention device installed and unobstructed on hose bibs and the mop sink

☐ Restrooms clean and stocked, door self-closing, hand sink working

☐ Trash and recycling containers covered outside, no overflow

Records

NOTES

☐ Temperature logs for coolers, freezers and hot-holding completed every shift, not filled in ahead of time

☐ Cooling logs completed for every batch of cooked TCS food, both stages timed

☐ Pest control receipts and reports on file for at least the last 12 months

☐ Allergen information current for every menu item, updated with any recipe change

☐ Health permit and any required certificates posted where the public can see them

☐ Most recent health inspection report on site, physical or digital, for staff and inspectors to review

Keep completed sheets on file for at least 12 months. Most health departments expect the most recent inspection report available on site.