

STORAGE & DELIVERY*

Measure	Sign Off			Action
	Yes	No	N/A	
Mandatory				
Is all my food received from a reputable supplier?				
Do I know where all the food on my premises comes from?				
Do I check the temperature of all potentially hazardous food (PHF)** I receive to ensure that it is received under temperature control (at or below 5°C or at or above 60°C) or frozen?				
Do I check all deliveries to ensure that all food is received in good condition ie: used by dates/damage etc?				
Is all my cold PHF stored under refrigeration covered with food grade material to protect it from potential contamination?				
Are all my raw food items stored below or away from my ready-to-eat foods in the refrigerator to minimise the risk of cross contamination?				
Is all my food stored in food grade containers?				
Is all my food in the dry store covered to minimise the risk of contamination?				
Are all my non food items like cutlery, crockery, take away food containers etc stored in a manner that minimises the risk of contamination?				
Are all my cleaning chemicals and sanitisers etc stored away from food in a manner that minimises the risk of chemical contamination?				
Advisory				
Do I have an approved supplier list?				
Does my approved supplier list include company name, contact details and food items to be purchased from them?				
Do I have a delivery log?				
Does my delivery log include what has been delivered, what item was checked and whether it was checked for damage, contamination, dates and temperature?				
Is all my food date coded?				
Do all my staff know what procedure to follow with date coding ie: how long food is to be kept etc?				
Do I have a stock rotation procedure which my staff follow ie: first in first out?				
Have my staff been trained in correct storage practices ie: covering and separation requirements?				
Do I have material safety data sheets available for all chemicals stored on site? <i>(This is a WH&S requirement)</i>				
			Date:	Checked By:

** *Potentially Hazardous Foods are any foods that need to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. These may include food such as meat & meat products; chicken & chicken products; all dairy products including cheese, yoghurts, milk etc; egg & egg products; any uncooked dessert item containing dairy products ie: cheesecakes; any cut fruit & vegetables & cooked rice.*

The answer to all of the above mandatory items should be **YES**, otherwise you are in breach of the requirements of the *Food Safety Standards 2001*. Please take all required action to rectify the breach/s as soon as possible.

If you would like to discuss any of the above issues or would like any assistance with the above items, please contact Fraser Coast Regional Council, Environmental Health & Regulation on 1800 881 400 or 4197 4244.

* *Please be advised that to reach a platinum rating on your Eat Safe Fraser Coast inspections, both the mandatory and advisory items should be completed. This checklist is a guide only and is not definitive in it's requirements on storage & delivery.*

DISCLAIMER

Use of checklists to assist proprietors in achieving compliance with the *Food Safety Standards* is recommended. However Fraser Coast Regional Council disclaims all responsibility and all liability howsoever arising from any reliance on the same.

All users should make their own enquiries as to their compliance or otherwise with legal requirements particular to their workplace. Use of these checklists is not a substitute (in part or in whole) for achieving compliance.



Fraser Coast
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