



Food Business Premises Self Assessment Checklist

Business Name	FSS Name
Owner	FSS Cert No
Address	FSS Expiry Date
Assessment Date	Staff Name

Indicate the following – compliance (✓) non-compliance (X) not applicable (N/A)

General requirements	P	û	N/A
Food business notified current business details Food-Premises-Notification-form			
Food Safety appointed and certificate kept on the premises			
Food handlers have skills and knowledge to handle food safely			
No sale of food that is damaged, deteriorated or perished (i.e. no use of cracked/dirty eggs)			

Food Handling Requirements FSS 3.2.2 Cl 5-12	P	û	N/A
Food protected from the possibility of contamination during receipt, storage, preparation, display & transport			
Names and addresses are available for the manufacturer, supplier or importer of food			
Potentially Hazardous Food (PHF) is under temperature control during receipt, storage, display and transport			
Processing of foods safely – no contamination risk and thawing/heating done correctly			
Re-heating of PHF is done quickly – stove, oven or microwave and not in bain marie			
Food wrap and containers will not cause contamination			
Food for disposal or return to supplier is separate from normal stock			

Health and Hygiene of food handlers FSS 3.2.2 Cl 13-18	P	û	N/A
Food handlers wash and dry hands thoroughly to using designated hand wash facilities			
Food handlers avoid unnecessary contact with food with ready to eat food			
Food handlers do not spit or smoke in food handling areas or eat over exposed food			
Food handlers have clean clothing, water proof bandages are used			
Food handlers wash hands before commencing/re-commencing works and after using the toilet, sneezing, touching nose/face			
Food handlers do not attend work if unwell			



Hand washing FSS 3.2.2 Cl 17	P	û	N/A
Hand washing facilities easily accessible and only used for washing hands, arms and face			
Hand wash facilities has warm running water through single spout, liquid soap & paper towels			

Cleaning and Sanitising FSS 3.2.2 Cl 19-20	P	û	N/A
Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness, including floors, walls, shelving and exhaust hoods			
Food contact surfaces, eating and drinking utensils in a clean and sanitary condition and appropriate sanitising method used. (Food grade sanitiser on site and used in accordance with manufacturer's specifications/labelling directions)			

Maintenance FSS 3.2.2 Cl 21	P	û	N/A
Premises, fixtures, fittings and equipment in a good state of repair and working order			
No chipped, broken or cracked eating or drinking equipment/utensils			

Miscellaneous FSS 3.2.2 Cl 22-23	P	û	N/A
Accurate temperature measuring device readily accessible (Working digital probe thermometer)			
Single use items appropriately stored and protected from contamination and not re-used (drinking straws, coffee cups/lids and takeaway containers)			

Animals & Pests FSS 3.2.2 Cl 24	P	û	N/A
Animals not permitted in areas in which food is handles (i.e. Dogs, birds, rodents, cockroaches, flies and other insects)			
Practical exclusion measures used (screens, seals, pest control devices and traps)			
Practical measures to eradicate and prevent harbourage of pests (housekeeping, stock rotation and pest control)			
No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks)			

Design and Construction FSS 3.2.3	P	û	N/A
General design and construction of premises is appropriate (AS 4674)			
Adequate supply of potable water			
Premises has adequate sewerage and waste water disposal system			
Premises has adequate storage facilities for garbage and recyclables			
Premises has sufficient lighting for food preparation and effective cleaning			
Floor are able to be effectively cleaned			
Walls, ceilings are sealed and able to be effectively cleaned			
Fixtures, fittings and equipment are able to be effectively cleaned and food contact equipment able to be effectively sanitized			
Adequate ventilation provided to the premises			
Premises has adequate separate storage facilities (chemicals, clothing, personal belongings)			



Design and Construction FSS 3.2.3 Continued	P	U	N/A
Packaged food labelling complies with FSC 1.2.1 Food labelling NSW Food Authority			
For Food Standard outlet nutrition information displayed (applies to businesses that have 20 or more stores in NSW or 50 or more nationally) Fast Choices User Guide			
Business has aware of raw egg guidelines Raw Egg Guidelines			
Business is aware of its obligations regarding allergens Allergies and intolerances NSW Food Authority			

Should you require any further information please contact Council on 13 CAMDEN (13 226 336) and ask to speak to an Environmental Health Officer.

FREE on-line training

[NSW Food Authority Food Handler Basic Training](#)

[I'm Alert](#)

Food Safety Supervisor Requirements

[Guidelines for Food Safety Supervisor Requirements](#)