Final Fitout Inspection Checklist for Food businesses

Prior to the issuing of a food business license to a food business the Health Protection Service conducts an inspection of the business against the Australia New Zealand Food Standards Code and Australian Standards AS 4674 – Design, Construction and fit-out of food premises. This document is designed to assist food business in ensuring their premises are prepared for a final inspection.

The following items should be considered and addressed prior to the inspection:

1. Premises clean (Free of dust and clutter)
2. All holes and gaps sealed
3. Fixtures / Fittings installed and operating
4. Cool room, Freezers, Fridges and Hot/Cold Display units tuned on
5. Hot water operating
6. Adequate Storage of cleaning chemicals and personal items
7. Cooking equipment contained under exhaust hood/mechanical ventilation
8. Exhaust system certified by a registered engineer*¹

The food business is to demonstrate compliance with the following during the inspection:

9. Temperature measuring device onsite (Probe type thermometer accurate to +/- 1°C)
10. Adequate cleaning and sanitising chemicals and equipment (food grade sanitiser)
11. Hand wash basin supplied with liquid soap, single use towel and warm running water
12. Certificate of compliance for exhaust systems*²

Food business proprietors need to consider and demonstrate the following items during the inspection:

- Food receipt
- Food storage
- Food processing
- Food display
- Food packaging
- Food transportation
- Food disposal/recall
- Health and hygiene requirements
- Premises cleaning and sanitizing programs
- Pest control / insect-o-cutor
- Temperature recording
- Waste disposal

If you are unable to complete the checklist above please contact the Health Protection Service on 6205 1700 to reschedule the inspection.

¹ Engineer registered with the National Engineering Registration Board. Link to registered engineer search https://fwas.engineersaustralia.org.au/rpsearch/home.jsp

² where cooking equipment exceeds 8kW for electrical or 29Mj/h for gas appliances or any deep fryer appliance.
Information

The Health Protection Service recommends that the food business should review the Australian New Zealand Food Standards Code (the Code) available at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) and comply with the requirements of the Code.

Food safety posters available for:

- Cleaning and sanitising utensils
- Hand washing
- Receiving food safely
- Safe food handling
- Storing food in the fridge
- Temperatures for food
- Two and four hour rule

A copy of these posters and a food safety is your business – a guide for food businesses will be provided during the inspection or can be downloaded from the following link: [http://www.health.act.gov.au/health-services/population-health/health-protection-service/food-safety/food-safety-resources](http://www.health.act.gov.au/health-services/population-health/health-protection-service/food-safety/food-safety-resources)

The posters are currently available in the following languages:

- Amharic
- Arabic
- Chinese (Simplified)
- Chinese (Traditional)
- Hindi
- Japanese
- Korean
- Thai
- Turkish
- Urdu
- Vietnamese