



Instructions:

The purpose of this log is to verify food premise and equipment used are in a condition adequate for the safe preparation of food and to highlight key areas which may require correction. This self-inspection should be completed monthly by a supervisor/manager and maintained for a minimum of one year. Corrective actions should be recorded in the space provided.

MONTHLY SELF-INSPECTION

Date: _____ Time: _____
 Staff Member Completing Self-Inspection: _____

Parameter	Yes	No*	N/A	Initials
1 Hand washing sinks are operational and equipped with hot/cold running water, liquid soap, paper towels, a garbage receptacle, and a hand-washing poster.				
2 Surface sanitizer is prepared and at the required concentration (<i>Chlorine: 100ppm; QUAT: 200ppm; Iodine: 25ppm, etc.</i>).				
3 Dishwashing sink or dishwasher has sufficient sanitizer (<i>Chlorine: 100ppm; QUAT: 200ppm; Iodine: 25ppm, etc.</i>) OR is reaching required temperatures (<i>at least 77°C for 45 seconds in sink OR 150°F wash & at least 180°F rinse for mechanical units</i>).				
4 Adequate backup sanitizer supplies are available (<i>e.g., an extra bottle of bleach, a supply of chemical sanitizer for dishwashing, extra test strips etc.</i>).				
5 Probe thermometer is clean and functional.				
6 Probe thermometer has received monthly calibration / verification.				
7 Refrigerators are maintaining temperatures at or below 4°C (40°F).				
8 All refrigerators are equipped with functional / accurate indicating thermometers.				
9 Raw hazardous foods (<i>e.g., eggs, raw meats, milk, etc.</i>) are stored below ready-to-eat foods.				
10 Freezers are maintaining food in a frozen solid state.				
11 Daily temperature logs have been reviewed for completion and accuracy.				
12 Utensils are clean and free from damage (<i>e.g., chipping, cracking, melting, etc.</i>).				
13 Equipment is clean and free from debris.				
14 Equipment is in good repair with no temporary fixes (<i>e.g. duct tape</i>).				
15 Liquid waste collection unit is emptied in a sanitary manner.				
16 Floors, walls, and ceilings are clean and hazard-free (<i>no large holes or cracks, slip-resistant, free from debris, etc.</i>).				
17 The Hood range is clean and in good working order.				
18 Lights are in good working order.				
19 Staff and/or public restroom(s) are clean and equipped with hot/cold running water, liquid soap, and paper towels.				
20 A licensed pest control company has completed a monthly visit.				
21 The premise is free from pest activity.				
22 Daily pre-operational inspections have been reviewed for completion and accuracy.				
23 Certified food handlers on-site are within the 5-year expiry period.				
24 Any new staff members have been provided food safety training.				
25 If a public health inspection was completed this month, all outstanding infractions have been addressed.				

*Note: Any parameter recorded as a 'No' should have a corrective action listed.
 Corrective Action(s): _____

Supervisor or Manager Verification: _____ / Verification Date: _____

Example Corrective Action:

5. Carton of eggs observed above box of romaine lettuce. Eggs moved to bottom shelf; staff reminded that raw foods are stored below ready to eat (November 29, 2023 @ 10:00 AM) *JD*

21. Noticed some insects buzzing around in the dry storage room. Pest control company contacted for follow up (November 29, 2023 @ 10:27 AM) *JD*

23. John Doe's food handler certificate expired on November 28, 2023. John Doe to recertify as food handler (November 29, 2023 @ 10:00 AM) *JD*