



How to Complete Your Self-Inspection Report

The self-inspection is designed to help you find deficiencies within your operation and to correct those deficiencies. Document all deficiencies and the corrective action that was taken. Problem areas are expected, as it is difficult to be 100% perfect all of the time. To do an effective self-inspection you must allow time to completely review your facility and your employees. Take extra time to review your temperature monitoring charts and standard operating procedures (if required).

Schedule adequate time to do your self-inspection. The minimum time for most high-risk/Category 1 facilities should be no less than 30 minutes. The inspection needs to be conducted when employees are preparing and handling food.

Section One: Complete with Establishment Name, Address, City, Date, Time of Inspection and Name and Title of Person conducting the inspection

- Walk through the facility observing what is being prepared and/or served. Take notes if necessary. Pay particular attention to the Critical Processes including employee practices, potential cross contamination situations, proper sanitizing techniques, etc.

Section Two: Document all products being prepared in the appropriate process area, correct or incorrect. If a problem exists state what corrective action was taken. I.e. Chicken soup on stove – temperature 120°F – Continued cooking until 165°F.

- Take temperatures and document here. Take a representative temperature of a piece of hot/cold holding equipment (one representative temperature from a refrigerator or freezer).
 - Take direct food temperatures as an inspector would with a probe thermometer, do not just look at thermometers in/attached to the hot/cold holding unit.

Section Three: Observe your employees during their work processes. Note any areas where proper personal hygienic practices are not followed. When employees are not following proper personal hygienic practices, document corrective actions taken and how this was addressed with your employee.

- **Look for signs of illness in your employees.** Document items noted and methods of corrective action. I.e. Ill employee moved to floor sweeping and then sent home.
- **Verify no personal food/drinks:** Are they store properly to avoid food/food contact surface contamination? Are the containers clean, covered and handled to avoid hand to mouth contact?

Section Four: While observing the preparation of food and during the walk through of your facility, note any potential personal hygiene contamination situations. Remember these are subtle violations and could be easily overlooked. Document any problems found and your method of corrective action.

- Verify employees are following correct hand washing procedures from beginning to end of the process.

- Look for bare hand contact with ready-to-eat food or poor glove usage. Document either on your self-inspection report.
- Verify all hand washing sinks are operational, stocked and accessible.

Section Five: While observing the preparation of food and during the walk through of your facility, note any potential cross contamination situations. Verify cleaning and sanitizing is occurring for food contact surfaces (equipment, chemical, procedure).

Section six: Indicate the chemical(s) being used for sanitizing for each of the processes along with the concentration used. If heat is used as the sanitizer in the final rinse, indicate the temperature of the final rinse. If you need a thermo-label to test, please contact this office.

Section Seven: This is a set of guided questions to help you in your self-inspection. Answer each question and document any corrective actions in the space below. These are violations that can occur under good retail practices.

Section Eight: Complete this area with your risk classification, list of certified managers, and signature.