



FOOD CONSULTING SERVICES

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FOOD CONSULTING SERVICES HYGIENE AUDIT SPECIFICATIONS AND REQUIREMENTS.

Major Non Conformance = 10 Points, yellow highlights

Critical Non Conformance = 15 points and above and highlighted in red

DESCRIPTION

VALUE

SECTION 1 AUTO WARE WASHER

Auto Ware washer Visual Cleanliness	
The exterior of the auto washer machine and the handle must be kept clean.	2
The interior of the auto washer must be kept clean, including the washer arms.	10
The interior of the auto washer must be kept free of scale build up.	2
The dirty goods receiving tables and shelves in the auto washer area must be kept free of excessive dirt and dirty items build up. Working dirt allowed.	2
The prewash spray handle, taps and basins in the auto washer area must be kept clean.	5
The exit tables/ areas of the auto washer must be kept clean and sanitised.	10
All legs and support structures to the auto washer and associated tables must be clean.	2
All shelves used for the storage of clean crockery, cutlery and glassware must be clean. This includes shelves in the kitchen, store area, pass shelves and plate warmers.	10
All containers used for the storage of clean cutlery must be kept clean.	10
The washing crates for the auto washer must be kept clean and free of dirt build up.	10
The floors ONLY (not grouting, cracks etc.) in the auto wash areas must be kept clean.	2
All grouting, holes, cracks and chips in the auto wash areas must be kept clean and free of dirt build up.	2
Walls in the auto washer area must be kept clean.	2
Ceilings in the auto washer area must be kept clean.	2
Light fixtures in the auto washer area must be kept clean and free of dead insects.	2
All hard to reach areas in the auto washer area, including drain pipes and chemical containers must be kept clean.	2
Floor drains in the auto washer area must be kept clean and free of blockages.	2
	77

Auto Ware washer Cleaning Procedures	
The correct auto washer detergent must be available.	15
The correct auto washer rinse agent must be available.	10
The detergent and rinse agent must be dispensed into the auto washer.	15
All dirty items must be pre-washed before being placed into the machine using the prewash spray or basin. There should be no excessive build up of food residue in the machine.	10
The wash tank must be kept clean and the wash water replenished at least after each shift.	10
All plates and bowls must be correctly loaded into the wash crates so as to ensure effective washing. Plates must be spaced, no items must be on top of each other.	10
Glasses must be loaded into glass crates before being placed into the auto washer. This prevents glasses from falling over and breaking in the machine.	5
Cutlery must be correctly loaded into cutlery baskets before being placed into the auto washer.	10
All items washed through the auto washer must be visibly clean once having exited the machine. All items must be stored visibly clean in all areas.	15
All items washed through the auto washer must dry correctly after exiting the machine. Water must not form droplets, and should run off and evaporate after the items have exited the machine.	10
Clean crockery, cutlery and glassware must be stored dry, and all shelves must be dry and free of any water build up.	10
All hollow glassware and crockery must be stored upside down to ensure drainage and prevent water build up.	10
Clean crockery, cutlery and glassware must be stored off of the floor.	15
All washing crates must be stored off the floor and away from potential contamination.	10
There must be no possibility of any additional cross contamination of clean items (excluding the points above).	15
	170

AWW Facilities	
The washing temperatures of the ware washing machine must be within specification (55 to 65°C unless ozone chemicals are in use, when 35 to 45°C is recommended). Allow 1°C variation.	10
The rinsing temperature of the ware washing machine must be within specification (above 80°C; for ozone chemicals 45 to 60°C is recommended). Allow 1°C variation.	10
Wash and rinse temperature gauges must be present on the auto ware washing machine.	2
The wash and rinse gauges on the auto washer must be accurate to within 5°C of the auditors thermometer, or else not obviously defective.	2
The chemical dispense pumps for the auto washer must operate and be able to dispense the chemicals into the auto ware washer machine.	10
The auto ware washer machine must be correctly operational with a wash and rinse cycle able to wash the dishes.	10
The prewash spray OR prewash basins must be operational and able to prewash the dirty items.	5
The taps to the auto washer basins must be in a good condition, operational and free from leaks. The basin and auto washer drain pipes must be free from leaks.	2
All shelves used to store clean crockery, cutlery and glassware must be in a good condition, free from rust, flaking paint etc.	5
All table legs and support structures in the auto wash area must be in a good condition and free from rust and flaking paint.	2
The floors in the auto wash area must be in a good condition and free from cracks, chips and deep grouting.	2
The floor drains in the auto wash area must be in a good condition and free of blockages.	2
The walls in the auto wash area must be in a good condition and free from chips, cracks, flaking paint and deep grouting.	2
The ceilings in the auto wash area must be in a good condition, free from cracks, gaps, holes and flaking paint.	2
The lights in the auto wash area must be covered, and the covers must be in a good condition.	2
The washing crates for the auto ware washer must be in a good physical condition.	2
All crockery and glassware must be in a good condition and free of cracks and chips. Damaged equipment should be removed.	5
	75

SECTION 2: MANUAL WASH UP AREA

Manual Wash Visual Cleanliness	
The dirty goods receiving tables and shelves in the manual wash area must be kept free of excessive dirt and dirty items build up. Working dirt is allowed.	2
The manual wash basins in the manual wash area must be kept clean and free of dirt, unless obviously in use.	2
All taps in the manual wash area must be kept clean.	5
The table legs and support structures in the manual wash area must be kept clean.	2
ALL shelves used for clean manual wash items must be kept clean.	10
The rack or shelves used for storing the nylon cutting boards must be kept clean.	10
All items that have been washed and rinsed must be visibly clean and free from dirt and grease build up.	10
The floors ONLY (not grouting, cracks etc.) in the manual wash areas must be kept clean.	2
All floor grouting and seams and holes, cracks and chips in the manual wash areas must be kept clean and free of dirt build up.	2
The floor drains in the manual wash area must be kept clean and free of blockages.	2
The general wall areas in the manual wash area must be kept clean.	2
The ceilings in the manual wash area must be kept clean.	2
The lights and/ or light covers in the manual wash area must be kept clean, and free from dead insects.	2
The hard to reach areas and drain pipes in the manual wash area must be kept clean.	2
	55

Manual Wash Cleaning Procedures	
All items must be washed in a filled wash basin. Items must not be washed under running water.	10
The wash water must be maintained at 45°C or above, if there is no wash water, this point is penalised. Allow 1°C variation.	15
An appropriate detergent must be added to the wash water.	15
The dosage of the detergent must be correctly controlled. If no detergent is used, this point is penalised.	10
All items must be rinsed in a filled rinse basin.	10
The rinse water must be maintained at 45°C or above, if there is no rinse water, this point is penalised. Allow 1°C variation.	15
Only a heat stable sanitiser must be added to the rinse water, preferably a QAC sanitiser. If there is no rinse water, this point is penalised.	15
The dosage of the sanitiser must be correctly controlled. If there is no rinse water, this point is penalised.	10
Nylon cutting boards must be scrubbed with a nylon bristled brush.	15
Additional detergent must be used when scrubbing the nylon cutting boards.	15
Nylon cutting boards must be sanitised correctly after each cleaning, either by spraying them with a sanitiser, soaking them in a sanitiser or putting them through an auto dishwasher.	15
The concentration of the sanitiser used for the nylon cutting boards (spray or soaking) must be controlled. If a non-heat stable sanitiser is used, the solution must not be hot. If there is no sanitiser step at all, then this point is automatically penalised.	10
If the nylon cutting boards are soaked in a sanitiser, the sanitiser must be kept clean, and the cutting boards correctly submerged in the sanitiser. If there is no sanitiser step at all, then this point is automatically penalised.	10
Nylon cutting boards must be correctly stored, either upright in a rack (not touching each other), or left in the sanitiser until used. Nylon cutting boards must not be stored on surfaces awaiting use, and cannot be stored in a pile!	10

All cleaned manual wash items must be correctly dried, and must not be stored wet. There must be no water build up on the shelves.	10
All hollow manual wash items must be stored upside down to prevent contamination and water build up.	10
Kitchen "Smalls", including knives, must be correctly stored, either hung up dry, stored in a clean, dry container or stored in a clean sanitiser. Anything in a container is deemed a small. If items are wet, the container must be perforated.	10
All manual wash items must be free from excessive carbon build up. The majority of any type of item must be free of carbon build up. Pot bases are allowed moderate carbon build up.	5
All clean manual wash items must be stored off of the floor.	15
There must be no possibility of any additional cross contamination of clean manual wash items (excluding the points above).	15
	240

Manual Wash Facilities	
A large commercial basin must be available for washing.	5
A separate large commercial basin must be available for rinsing.	5
All basins in the manual wash area must be in a good condition and free from flaking paint and leaks.	2
Hot water must be supplied at above 50°C to the manual scullery basin taps. Allow 1°C variation.	10
Potable water must be available and in use in the manual scullery area.	10
All plumbing at the manual wash area including taps and drains must be in a good condition and operational.	2
All shelves, including nylon cutting board racks, in the manual scullery area must be in a good condition and free from flaking paint and rust.	5
All table legs and supports at the manual wash area must be in a good condition and free from rust and flaking paint.	2
The floors at the manual wash area must be in a good condition and free from cracks, chips and deep grouting.	2
The floor drains at the manual wash area must be in a good condition and free of blockages.	2
The walls at the manual wash area must be in a good condition and free from chips, cracks, flaking paint and deep grouting.	2
The ceilings at the manual wash area must be in a good condition, free from cracks, gaps, holes and flaking paint.	2
The lights at the manual wash area must be covered, and the covers must be in a good condition, with no cracks and chips.	2
All scullery items must be in a good condition. The damage must make it difficult to clean the item, or cause the item to be ineffective, or cause potential physical contamination.	5
All nylon cutting boards must be in a good condition, free from deep scratches, excessive damage and melting.	10
No aluminium items or wooden items must be present.	5
	71

SECTION 3: KITCHEN FOOD PREPARATION AREAS

Food Prep Areas Visual Cleanliness	
All food contact equipment in food preparation areas must be dismantled and cleaned and sanitised correctly.	20
All food preparation surfaces in food preparation areas, including scales and vacuum packers must be kept clean when not in use.	15
All food preparation basins and taps to the basins, must be kept clean and sanitary when not in use.	10
All shelves in food preparation areas must be kept clean.	10
All table legs and support structures in food preparation areas must be kept clean.	2
The floors ONLY (not grouting, cracks etc.) in food preparation areas must be kept clean.	2
All grouting, holes, cracks and chips in the food preparation areas must be kept clean and free of dirt build up.	2
The floor drains in food preparation areas must be kept clean and free from blockages.	2
Walls in food preparation areas must be kept clean.	2
Wall grouting in the food preparation areas must be free from physical dirt build up. Staining of the grouting is OK.	2
Ceilings in food preparation areas must be kept clean.	2
Lights in food preparation areas must be kept clean and free of dead insects.	2
Windows and window sills in food preparation areas must be kept clean.	2
Any air vents, aircon units or fans in food preparation areas must be kept clean.	2
Electrical switches and plugs in food preparation areas must be kept clean.	5
All signage on the walls must be kept clean.	2
Any doors, doorways and or plastic curtains must be kept clean.	2
All hard to reach areas must be kept clean.	2
	86

Food Prep Areas Facilities	
All food contact equipment must be in a good condition and free from rust and flaking paint.	5
Equipment that is no longer operational or unused should NOT be stored in food preparation areas.	2
All surfaces must be of a suitable design and material. No wood or porous materials. Stainless steel is preferred.	5
All surfaces must be in a good condition. No cracks, bad dents, scratches, holes and pits.	5
Shelves must be of a suitable design and material. No wood or porous materials.	5
All shelves must be in a good condition, free from rust and flaking paint and eroded galvanising.	5
All food preparation basins must be in a good condition, taps must be operational and drains free from leaks and blockages.	5
Table legs and support structures must be in a good condition and free from rust and flaking paint.	2
Floor areas should be constructed from durable, water-resistant and non-slippery materials and should be resistant to cleaning methods and chemicals.	2
Floors should be free of cracks, chips and potholes with no eroded grouting.	2
Floor drains, covers and surrounds (beading) should be in a good condition and free of cracks and crevices. Floor drains should have flush-fitting covers.	2
Wall areas should be easily cleanable, smooth and free of cracks & openings.	2
A proper overhead design/ ceiling must be in place to cover overhead pipework etc., and ensure effective cleaning of overhead/ ceiling areas.	2
Appropriate ceilings must be in place to allow cleaning and prevent pest access. No gaps in ceiling boards.	2
All light fixtures should be covered for safety reasons and the lights and covers must be in a good condition.	5
Windows (if present) and any glass and/or hard plastic equipment should be in good condition and not cracked or broken. This excludes light covers	5
Any vents, air-conditioning units or fans should be in a good condition and operational.	2
All electrical switches, plugs and cords must be in a good condition.	2
Any doors, doorways and plastic curtains must be in a good physical condition and free from chips, cracks, rust and flaking paint.	2
If separate cold preparation area(s) exist, each must be fully enclosed and cooled to below 18.0 degrees Celsius unless it is impracticable to do so. Allow 1 degree Celsius variation.	5
	67

SECTION 4: FRONT SERVERY FOOD PREPARATION AREAS

Front Servery Areas Visual Cleanliness	
All food contact equipment in serveries must be dismantled and cleaned and sanitised correctly.	20
All food preparation surfaces in servery areas, including scales and vacuum packers must be kept clean when not in use.	15
All food preparation basins must be kept clean and sanitary when not in use.	10
All shelves in serveries must be kept clean.	10
All table legs and support structures in serveries must be kept clean.	2
The floors ONLY (not grouting, cracks etc.) in servery areas must be kept clean.	2
All Floor grouting, holes, cracks and chips in the servery areas must be kept clean and free of dirt build up.	2
The floor drains in serveries must be kept clean and free from blockages.	2
Walls in serveries must be kept clean.	2
Wall grouting in the food preparation areas must be free from physical dirt build up. Staining of the grouting is OK.	2
Ceilings in serveries must be kept clean.	2
Lights in serveries must be kept clean and free of dead insects.	2
Windows and window sills in serveries must be kept clean.	2
Any air vents, aircon units or fans in serveries must be kept clean.	2
Electrical switches and plugs in serveries must be kept clean.	5
All signs on the walls in serveries must be kept clean.	2
Any doors, doorways and or plastic curtains in serveries must be kept clean.	2
All hard to reach areas in serveries must be kept clean. These are usually hard to reach floors and walls beneath equipment and tables.	2
Hot food servery equipment in serveries such as warmers, bain maries and hot tops must be kept clean.	10
Cold food servery equipment in serveries must be kept clean.	10
	106

Front Servery Areas Facilities	
All food contact equipment must be in a good condition and free from rust and flaking paint.	5
No non operational or unused equipment should be stored in serveries.	2
All surfaces must be of a suitable design and material. No wood or porous materials. Stainless steel is preferred.	5
All surfaces must be in a good condition. No cracks, bad dents, scratches, holes and pits.	5
Shelves must be of a suitable design and material. No wood or porous materials.	5
All shelves must be in a good condition, free from rust and flaking paint and eroded galvanising.	5
All food preparation basins must be in a good condition, taps must be operational and drains free from leaks and blockages.	5
Table legs and support structures must be in a good condition and free from rust and flaking paint.	2
Floor areas should be constructed from durable, water-resistant and non-slippery materials and should be resistant to cleaning methods and chemicals.	2
Floors should be free of cracks, chips and potholes with no eroded grouting.	2
Floor drains, covers and surrounds (beading) should be in a good condition and free of cracks and crevices. Floor drains should have flush-fitting covers.	2
Wall areas should be easily cleanable, smooth and free of cracks & openings.	2
A proper overhead design/ ceiling must be in place to cover overhead pipework etc., and ensure effective cleaning of overhead/ ceiling areas.	2
Appropriate ceilings must be in place to allow cleaning and prevent pest access. No gaps in ceiling boards.	2
All light fixtures should be covered for safety reasons and the lights and covers must be in a good condition.	5
Windows (if present) and any glass and/or hard plastic equipment should be in good condition and not cracked or broken. This excludes light covers	5
Any vents, air-conditioning units or fans should be in a good condition and operational.	2
All electrical switches, plugs and cords must be in a good condition.	2
Any doors, doorways and plastic curtains must be in a good physical condition and free from chips, cracks, rust and flaking paint.	2
	62

SECTION 5: FOOD SERVERY/ HOLDING EQUIPMENT

Food Servery / Holding Equipment Facilities	
There must be sufficient hot holding equipment to keep all displayed and back up hot food above 60.0 degrees Celsius.	10
Hot holding equipment must be operational, able to keep food above 60.0 degrees Celsius.	10
Hot holding equipment must have operational temperature gauges (+- 5 degrees Celsius of auditors thermometer). Alternatively, proof of regular temperature records must be provided to prove the appropriate temperatures are being maintained.	2
Sufficient cold holding facilities must be available to keep all displayed food cold.	10
Cold display facilities must be operational and functional and must be able to keep cold food at the correct temperatures. Auto penalty if cold food is displayed without any cold display facilities.	10
Cold display facilities must have operational temperature gauges. The thermometer must be operational and within 5°C of the auditors thermometer. Alternatively, proof of regular temperature records must be provided to prove the appropriate temperatures are being maintained.	2
	44

SECTION 6: HOT GRILL AREAS

Hot Grill Areas (incl serveries) Visual Cleanliness	
The extractor hood must be kept clean. A thin clear film of working grease is acceptable. Black discoloured grease and or dripping grease is not acceptable.	2
The filters must be kept clean of dark grease deposits. A thin film of clear or slightly discoloured grease is acceptable.	2
Lights in the extractor hood must be kept clean and free from grease build up, dead insects and debris. A thin clear film of working grease is acceptable.	2
The grease traps must be cleaned regularly and should be no more than 25% full.	2
Cooking equipment including gas burners, griddles, flat tops and ovens must be free of excessive grease and dirt. No flaking carbon is allowed.	5
All support structures and hard to reach areas of the cooking equipment such as legs, cross bars, lower shelves etc., must be kept clean.	2
All food warming equipment at the grill such as bain maries and warmers must be kept clean and free from carbon and scale build up.	10
All piped services as electrical cords, water and gas pipes must be kept free from excessive grease and dirt build up. Working dirt and clear grease is acceptable.	2
Hard to reach floors and walls of the cooking range must be kept clean. Working dirt is acceptable.	2
Oil fryers must be drained and cleaned daily, and must be free from carbon build up.	5
	34

Hot Grill Areas Facilities	
Any kitchen which cooks food and produces heat, grease and or moisture, must have an extraction facility.	5
The extractor hoods must be in good working order, and able to extract grease and moisture.	5
The extractor hood(s) must be large enough to be able to fit all relevant heat producing equipment beneath it.	5
If the hot grill area is in use and or the extraction facility is switched on, all filters and grease traps must be present in the extractor hood.	2
The extraction canopy should be adequately bright usually by means of artificial lighting.	2
All relevant equipment producing heat, steam and grease must be placed completely beneath the extraction hood so that any heat grease and steam is extracted by the extractor hood. This excludes warmers, toasters, bain maries and salamanders.	2
All food cooking equipment used to cook food must be in good working order and should be able to cook the food correctly.	5
All food cooking equipment must be in good physical condition and free from rust and flaking paint.	5
All food warming equipment or any equipment used to keep food hot must be correctly operational and be able to keep hot foods above 60°C.	10
All food warming equipment must be in a good physical condition and free from rust and flaking paint.	5
All food warming equipment such as bain maries and warmers must have an operational temperature gauge. Alternatively, proof of regular temperature records must be provided to prove the appropriate temperatures are being maintained.	2
All gas pipes, electrical cords and other service lines must be in a good physical condition, free from general damage, rust and flaking paint.	2
	50

SECTION 7: HAND WASHING BASINS

Hand Washing Facilities Visual Cleanliness	
The hand washing basin should be kept clean and sanitary and should not have any food residue in or on it. The basin must be uncluttered,	5
The tap handles at the hand washing basin must be kept clean and sanitary.	5
All soap and sanitiser dispensers must be kept clean and sanitary.	5
	15

Hand Washing Basin Facilities	
At the very least, each facility must have at least one dedicated hand washing basin. The basin must be unobstructed and unblocked and easily accessible.	30
Cold and/or hot water must be supplied to the hand washing basin. Some form of potable water must be available at the basin.	20
The taps to the hand washing basin must be in a good condition and in good working order.	10
Warm water must be available, the water should not be too hot so that staff are not able to use the hot water. A mixer tap is preferable, but warm usable water out of the hot tap is acceptable.	15
Each separate food production area in the kitchen must have a hand washing basin. Any area purely used for food service only, just needs a hand sanitiser.	10
	85

Hand Washing Amenities	
Anti-bacterial hand washing soap must be available at each handwashing basin, unless the area is clearly not in use.	30
Each hand washing basin must have hand drying facilities in the form of disposable paper towel or a hand dryer, unless the area is clearly not in use.	30
Hand sanitiser must be available at each hand washing basin, and service areas with no hand washing basins.	20
If paper towel is used for hand drying, then a dedicated bin must be available for disposing of the paper towel.	15
Each hand washing basin must have signs to encourage staff to wash their hands.	5
	100

SECTION 8: STAFF HYGIENE

Staff Hygiene Practices	
Staff must wear suitable protective uniforms, with at least a full length apron worn by any staff working with food.	10
Staff uniforms must be kept clean. Working dirt is allowable, old dirt build up is not acceptable.	10
Uniforms must be laundered by the facilities and staff must not launder the uniforms themselves.	2
All staff must wear the correct safety shoes, clogs and/or boots.	2
All staff must wear appropriate head coverings (even if completely bald). Hair sticking out of coverings is not acceptable. Male staff with facial hair must cover it with a beardnet (snood).	10
Staff members must keep their finger nails short and free from nail polish.	10
Staff members must not wear any jewellery at all when working in the kitchen.	5
One staff member is selected at random and assessed if they wash their hands correctly.	20
Staff members must wash their hands between tasks that could cause cross contamination.	20
No clothing or personal items should be kept in food production or storage areas.	2
Staff must not eat, drink or smoke in the kitchen or storage areas.	5
Any open wounds must be correctly dressed and covered. Ideally with a plaster and glove.	10
	106

SECTION 9: ICE MACHINES

Ice Machines Visual Cleanliness N/A	
The general areas in and around the ice machine, as well as the exterior of the ice machine must be visibly clean and free from dirt build up.	2
The interior of the ice machine must be kept visibly clean and free from dirt build up.	10
The ice scoop must be visibly clean and free from dirt build up, and stored away from any contamination. The scoop should preferably be kept in a sanitiser, or hung up on the side of the ice machine. The ice scoop must not be left on top of the ice machine.	10
	22

Ice Machine Maintenance N/A	
Ice machines must be in a good physical condition both on the exterior and interior. The doors must be closable, and if door seals are present, they must be in a good condition. The ice machine ice compartment must be completely sealed off and not open in any way.	10
A dedicated metal or plastic ice scoop must be available. No glass, ceramic scoops are allowed. The scoop must be maintained in a good physical condition. Stainless steel scoops are recommended. Staff members are not allowed to use their hands.	10
	20

SECTION 10: SMALL REFRIGERATION

Small Refrigerator and Freezer Cleanliness	
Both interior and exterior of small fridge and freezer doors must be kept clean and free from visible dirt build up.	2
Door seals of small fridge and freezers must be kept clean and free from visible dirt residue.	2
Door handles of small fridge and freezers must be kept clean and free of visible dirt and grease build up.	5
The interior surfaces of the small fridges and freezers must be kept clean and free of visible dirt.	10
All shelves in small fridges and freezers must be clean and free from visible dirt.	10
The cooling units and fan covers of small fridge and freezers must be kept clean and defrosted.	2
	31

Small Refrigeration Maintenance	
The doors to small fridge and freezers should be in good physical condition and free from holes, rust and flaking paint.	2
The door seals to small fridge and freezers must be in a good physical condition, not perished and able to seal the door.	5
All door handles to small fridge and freezers must be operational and the doors must be able to latch closed.	5
There should be no gaps left between the door and the small fridge or freezer so as to keep all cold air in the fridge or freezer.	2
The interiors of the small fridge and freezers must be in a good physical condition and free from holes, gaps, rust and flaking paint.	5
The shelves of the small fridge and freezers must be in a good physical condition and free from	5
Small fridges containing meat, poultry, seafood and/or milk must operate at temperatures of between 0.0 degrees Celsius and 4.0 degrees Celsius. For all other foodstuffs up to 7.0 degrees Celsius is acceptable. Allow 1.0 degrees Celsius leeway.	20
Small freezers containing ice-cream and the like should be maintained at temperatures below -18.0 degrees Celsius at all times, otherwise a temperature of up to -12.0 degrees Celsius is acceptable. Allow 1.0 degrees Celsius leeway.	20
All small fridge & freezer units must have (working) in-built temperature gauges. These should not operate at temperatures more or less than 3°C of the digital thermometers reading. Alternatively, proof of regular temperature records must be provided to prove the appropriate temperatures are being maintained.	2
	66

Small Refrigeration Food Safety Practices	
No foods should be stored in opened tins. Once a tin is opened, all the contents should be transferred to a suitable food storage container.	15
Raw unprocessed foods in all fridges and freezers must be well segregated from ready to eat (RTE) foods. All raw meats (chicken, beef, lamb, pork and fish) must be completely separated from any RTE foods. Raw meats MUST be stored below all other foods. Raw unwashed vegetables must also be kept separate from RTE foods.	30
ALL prepared foods stored in fridges and freezers must be covered. The only foods which don't have to be covered are raw whole unprocessed fruit and vegetables. Bulk foods being cooled must be left uncovered, but must be clearly marked as such.	20
All food containers in fridges and freezers must be kept clean and free from dirt and food residue build up. This includes supplier foods and prepared food containers.	10
All food containers in fridges and freezers must be in a good physical condition, and free from general damage. This includes supplier foods and prepared food containers, as well as boxes in the freezer.	10
NO boxes should be used for the storage of foods in ANY fridges, except for foods that are easily damaged and need to remain in their original boxes. (e.g. Mushrooms, peaches etc.) All foods must be decanted to suitable plastic or stainless steel containers. Boxed foods in freezers are acceptable.	10
No expired foods can be present in any fridges and freezers. Expired foods awaiting return to supplier must be clearly marked as such.	15
	110

SECTION 11: WALK IN REFRIGERATION

Walk-in Refrigeration Cleanliness (N/A)	
Both interior and exterior of walk in fridge and freezer doors must be kept clean and free from visible dirt build up.	2
Door seals of walk in fridges must be kept clean and free from visible dirt residue.	2
Door handles must be kept clean and free of visible dirt and grease build up.	5
All shelves and support structures in walk in fridges and freezers must be clean and free from visible dirt.	10
The cooling units and fan covers of walk in fridges must be kept clean and defrosted.	2
The floors and grouting in the walk in fridges and freezers must be kept clean and free from dirt build up.	2
All hard to reach areas of walk in fridges (mostly floors beneath the shelves, and walls behind shelves), must be kept clean and free from dirt build up.	2
General walls of walk in fridges which are easy to reach must be kept clean and free from dirt build up.	2
The ceilings in the walk in fridges must be kept clean and free from dirt build up.	2
All light bulbs in the walk in fridges must be kept clean and free from dirt build up.	2
All plastic and air curtains of walk in fridges and freezers must be kept clean and free from dirt build up.	2
	33

Walk-in Refrigeration Maintenance (N/A)	
The doors to walk in fridges should be in good physical condition and free from general damage, holes, rust and flaking paint.	2
All door handles to walk in fridges must be operational and the doors must be able to latch closed. All safety handles must be operational.	2
The door seals to walk in fridges must be in a good physical condition, not perished and able to seal the door.	5
There should be no gaps left between the door and the walk in fridges/freezers so as to keep all cold air in the fridge.	5
The floors of the walk in fridges must be in a good condition and kept smooth free from gaps, cracks, chips, deep grouting and flaking paint. Chequered aluminium OK if in good condition.	2
The walls of the walk in fridges should be in good physical condition and free from general damage, gaps, cracks, holes, scratches, rust and flaking paint.	2
The ceilings of the walk in fridges should be in good physical condition and free from general damage, gaps, cracks, holes, scratches, rust and flaking paint.	2
The lights in the walk in fridges must be operational, covered and the covers must be in a good physical condition. Lighting must be at least 220 lux.	5
The cooling units and fan covers in the walk in fridges/freezers must be in a good physical condition and free from general damage, leaks, rust and flaking paint.	2
The shelves in walk in fridges/freezers must be in a good physical condition and free from general damage, rust and flaking paint.	5
All shelves in walk in fridges/freezers must be high enough to enable easy cleaning beneath them. This usually means at least 20cm off the floor.	2
There must be a sufficient number of shelves in the walk in fridges to ensure that food can be stored off the floors. No wooden pallets are allowed in the walk in fridges.	5
Plastic and or air curtains must be available on the doorways to all walk in fridges and freezers to help prevent temperature fluctuations.	5
Plastic and or air curtains in walk in fridges must be in such a condition that they can keep the cold air in the cold room. Small tears in the plastic curtains are OK if they are kept clean.	2
Walk-in fridges containing meat, poultry, seafood and/or milk must operate at temperatures of between 0 degrees Celsius and 4 degrees Celsius. For all other foodstuffs up to 7 degrees Celsius is acceptable.	20
Freezer rooms containing ice-cream and the like should be maintained at temperatures below -18 degrees Celsius at all times, otherwise a temperature of up to -12 degrees Celsius is acceptable.	20
All walk in fridge & freezer units must have (working) in-built temperature gauges. These should not operate at temperatures more or less than 3°C of the digital thermometers reading. Alternatively, proof of regular temperature records must be provided to prove the appropriate temperatures are being maintained.	2
	88

Walk-in Refrigeration Food Safety Practices	
No foods should be stored in opened tins. Once a tin is opened, all the contents should be transferred to a suitable food storage container.	15
Raw unprocessed foods in all fridges and freezers must be well segregated from ready to eat (RTE) foods. All raw meats (chicken, beef, lamb, pork and fish) must be completely separated from any RTE foods. Raw meats MUST be stored below all other foods. Raw unwashed vegetables must also be kept separate from RTE foods.	30
ALL prepared foods stored in fridges and freezers must be covered. The only foods which don't have to be covered are raw whole unprocessed fruit and vegetables. Bulk foods being cooled must be left uncovered, but must be clearly marked as such.	20
All foods stored in fridges and freezers must be stored off the floor, except for a few large bins with handles that are easy to move.	15
All food containers in fridges and freezers must be kept clean and free from dirt and food residue build up. This includes supplier foods and prepared food containers.	10
All food containers in fridges and freezers must be in a good physical condition, and free from general damage. This includes supplier foods and prepared food containers, as well as boxes in the freezer.	10
NO boxes should be used for the storage of foods in ANY fridges, except for foods that are easily damaged and need to remain in their original boxes. (e.g. Mushrooms, peaches etc.) All foods must be decanted to suitable plastic or stainless steel containers. Boxed foods in freezers are acceptable.	10
No expired foods can be present in any fridges and freezers. Expired foods awaiting return to supplier must be clearly marked as such.	15
Fridges/freezers must not be overstocked so as to hamper proper air circulation. No stacking from the floor to the ceiling!	10
	135

SECTION 12: DRY FOODS STORAGE

Dry Foods Storage Areas Visual Cleanliness	
The doors to the dry store must be kept clean and free from dirt build up, this includes security gates.	2
The handles to the doors and security doors of the dry store must be kept clean and free from dirt build up.	5
The floors and floor grouting in the dry store must be kept clean and free from dirt build up.	2
All general easy to reach walls and light switches in the dry store must be kept clean and free from dirt build up.	2
All ceilings in the dry store must be kept clean and free from dirt build up.	2
All ventilation units in the dry store must be kept clean.	2
The lights to the dry store must be kept clean and free from dead insects.	2
All shelves in the dry store must be kept clean and free from dirt and food spillages.	10
All hard to reach walls, floors and skirting in the dry store must be kept clean and free from dirt build up.	2
	29

Dry Store Maintenance	
The doors and frames to the dry store must be in a good physical condition and free from general damage, holes, rust and flaking paint.	2
The floors to the dry store must be in a good physical condition, free from deep grouting, holes, cracks, flaking paint and crevices.	2
The walls in the dry store must be in a good physical condition and free from holes, cracks, crevices, damp and flaking paint.	2
There must be proper ceilings or overhead areas in the dry store to hide any pipework, ducts etc. The ceilings in the dry store must be in a good physical condition and free from gaps, holes, rust and flaking paint.	2
The lights in the dry store must be covered and the covers must be in a good condition and free from crack and chips. All areas must be visible.	2
The shelves in the dry store must be in a good physical condition and free from rust and flaking paint. Wood must be covered in melamine, varnished or painted.	5
All shelves in the dry store must be high enough to enable easy cleaning beneath them. This usually means at least 20cm off the floor.	2
	17

Dry Storage Food Safety Practices	
All dry goods, whether stored in a dry store or production area, must be kept closed. Sealable containers are preferred, but if stored in a packet, it must well sealed or closed.	10
No dry goods should be expired in the kitchen unless clearly indicated as such and stored separately.	5
All foods must be stored away from any potential sources of microbiological, physical and chemical cross contamination. As such, foods should generally be stored away from non foods, chemicals and equipment unless there is no risk of cross contamination.	5
All dry goods must be stored off of the floor, with the exception of a few large bin containers.	5
No foods requiring refrigeration should be stored in the dry store or other areas. All sauces which require refrigeration once opened must be placed in the fridge.	10
All dry goods storage containers must be kept clean and free from dirt build up. This includes original containers and decanted containers.	5
All dry goods containers, including tins, must be in a good physical condition and free from general damage, dents, cracks, rust and flaking paint.	5
All dry goods which are decanted into containers must have the date on which they were decanted put onto the container, or the original expiry date put onto the container. If the food is put into a container but left in the original packaging, then the code on the original packaging is acceptable.	5
The dry store can only be used to store food, cleaning chemicals, operational equipment and packaging. No unused/ old/ or broken equipment should be stored in the dry store. No paperwork, empty drums, or any other items which are not food, packaging or segregated chemicals should be stored in the dry store.	5
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SECTION 13: RECEIVING AREA

Receiving Area Visual Cleanliness	
The receiving area must be kept clean and free from dirt build up. No clutter should be present in the receiving area. This includes the doors, walls, ceilings, floors and any surfaces.	2
The scales used exclusively for the receiving of foods must be clean and free from dirt build up.	10
	12

Receiving Area Maintenance	
The receiving area should be situated away from the refuse area.	5
The floors of the interior receiving area should be in good condition and free from general damage.	2
	7

Receiving Area Food Safety	
All received perishable foods should be packed away as quickly as possible, and should not be left out for more than 30 minutes.	15
No foods should be received on the floors to prevent cross contamination.	10
All received foods (perishable and non perishable) must have a batch code and or a best before code. Foods with no codes should be returned, or if not possible, the receiving date must be written onto the foods packaging.	10
	35

SECTION 14: GENERAL CLEANING

Cleaning Equipment	
No wooden cleaning equipment should be used, which includes brooms, squeegees, mops and brushes and any other types of equipment used to clean.	5
All cleaning equipment should be kept in a good condition and free from general damage. Mop heads, broom brushes and squeegee rubbers must be in a good condition and able to clean.	5
All mops must be used in conjunction with a mop bucket which has a squeezing device to squeeze water and dirt from the mop.	5
All cleaning equipment must be kept clean and free from excessive dirt build up. Working dirt is acceptable. Daily cleaning and soaking in a sanitiser is recommended. Mops must not be left in dirty mop bucket water!	10
All cleaning equipment must be stored in a separate area where they will not cause cross contamination. A separate room is recommended, wall racks are acceptable if away from clean items and food. No cleaning equipment should be left lying around in the kitchen areas.	5
All spray bottles and other chemical containers/ buckets must be kept clean and free from visible dirt.	5
Dedicated cleaning cloths should be used to clean the kitchen. No mutton cloths are allowed, and using paper towel only for the cleaning step is not acceptable.	10
All cleaning/ sanitising cloths should be in a good physical condition, with no fraying, holes or loose strands. If no cleaning cloths are available, then this point is an automatic penalty.	5
Any cleaning and sanitising cloths used should be kept clean and free from excessive dirt build up. Disposable cloths are recommended. It is recommended that clean cloths are stored in a clean, labelled sanitiser bucket.	10
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Chemical supply and distribution	
A reputable chemical supplier should be used (only a food-grade and NRCS-approved sanitiser may be used). Domestic products are not recommended.	15
Material Safety Data Sheets should be available for all the chemicals used in the kitchen.	5
There must be an adequate supply of chemicals for the needs of the kitchen. No chemicals should have run out of stock.	15
All chemicals must be diluted as per the manufacturers instructions. Automatic dispenser units are preferred, but if not used, an accurate method of dilution must be proved.	15
Chemicals must be distributed and made available to be used in each area where they are required. At least a detergent and sanitiser must be available in each area of the kitchen.	5
The sanitiser used, must be diluted and available for use in a spray bottle. Sanitisers in buckets ONLY, are not acceptable.	15
All spray bottles must be equipped with a spray nozzle able to produce a fine spray that can adequately cover the area to be sanitised with a fine mist. Direct jets out of the spray bottle are not acceptable.	10
All chemical containers must be correctly labelled with the chemical inside the container. This includes any spray bottles, buckets, stock drums and sanitiser baths.	5
	85

Use of chemicals	
An appropriate detergent must be applied to the area to be cleaned, and a CLOTH must be used to clean the area in conjunction with the detergent, until the area is visibly clean and free from dirt and grease build up.	15
An appropriate sanitiser must be evenly sprayed across the cleaned area to ensure that the entire area is covered with a fine mist of the sanitiser.	15
The sanitiser must be left for a suitable contact time to be able to kill the germs. This is usually between 3 and 5 minutes. This is an auto penalty if no sanitiser step is in place, or if the sanitiser is not sprayed.	15
The sanitiser can either be left to dry, or wiped off with a dedicated sanitiser cloth/ disposable paper towel. NO cleaning cloths should be used in this step. This is an auto penalty if any part of the sanitiser step is not done correctly.	15
	60

SECTION 15: REFUSE ACCUMULATION

Kitchen Refuse Cleaning	
All kitchen bins used for general waste must be lined with bin liners. Bins specifically for recycling of paper, plastic or tin do not have to be lined.	5
All kitchen bins should be emptied before they start overflowing.	5
All kitchen bins must be kept closed when the kitchen is quite and the bins are not in constant use. When the kitchen is busy, and the bins are in use, they can be left open.	5
All kitchen bins must be clean and free from dirt build up. Fresh food splashes are acceptable.	10
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Kitchen Refuse Maintenance	
Proper commercial dustbins must be used in the kitchen for the collection of refuse. No crates, buckets, boxes or bags are acceptable.	5
Each refuse bin in the kitchen must have a lid and the lid must be with the bin, or within easy reach.	5
The refuse bins in the kitchen must be different or distinguishable from any food storage bins so that there is no possibility of confusion.	10
All refuse bins in the kitchen must be in a good physical condition and free from cracks and holes.	2
	22

Main Refuse Area Cleaning or N/A	
The main refuse accumulation area must be in a clean and orderly state, making reasonable allowances for dirt build up in a refuse area.	2
All main refuse area skips and bins must not be overflowing, and the lids to the skips and bins must be kept closed. This only applies to bins with food refuse.	5
All refuse must be kept off of the floor, except for well managed cardboard boxes and plastic, which if neat and tidy, can be stored on the floor.	2
All main refuse area skips and bins must be kept clean and free from dirt build up making allowances for the fact that it is a refuse area.	2
	11

Main Refuse Area Maintenance	
The main refuse area must be weather and pest proof, and thus needs a roof, walls and a door.	5
The main refuse area's walls, floors, doors and ceiling should be in a good condition and free from cracks, bad chips, rust, flaking paint etc.	2
The skips and bins in the main refuse area must be in a good physical condition and free from holes, cracks, rust and flaking paint.	2
The skips and bins in the main refuse area must be closable and or have lids.	2
There must be sufficient bins and skips available in the main refuse area to ensure that all the refuse (except boxes and plastic) can be correctly stored off the floor.	5
	16

SECTION 16: STAFF TOILETS

Staff Toilets Cleanliness or N/A	
All general walls in the staff toilets and change rooms must be kept clean.	2
The ceilings and vents in the staff toilets and change rooms must be kept clean.	2
The lights in the staff change room must be kept clean and free from dead insects.	2
The floors to the staff change rooms must be kept clean.	2
Hard to reach areas in the change rooms must be kept clean.	2
The actual toilet cubicle must be kept clean and free from litter	2
The actual toilets and urinals, including and seats and flushers in the staff toilets must be kept clean.	2
The basins and taps in the staff change rooms and toilets must be kept clean.	5
There must not be any bad odours present in the staff change rooms and toilets.	2
Anti-bacterial liquid hand washing soap must be available at the basin in the staff toilets and change rooms, in a soap dispenser.	20
Hand drying facilities must be available at the hand washing basins in the staff toilets and change rooms.	15
Toilet paper must be available to the staff members using the toilets.	15
Hand washing signs must be available in the staff change rooms and toilets to encourage staff members to wash their hands.	5
At least one dustbin should be available in each staff change room and toilet for the disposal of any waste.	2
Sanitary bins should be available in each of the ladies toilet cubicles.	2
All showers must be in a clean condition and free from soap scum, scale and general dirt build up.	2
	82

Staff Toilets Maintenance or N/A	
The toilets and seats in the staff toilets must be in a good physical condition and the toilet must be able to flush.	10
The general floors, walls and ceilings of the toilets and change rooms must be in a good condition.	2
The hand basins in the staff toilets and change rooms must be in a good physical condition and not blocked.	2
The taps to the basins in the staff toilets and change rooms must be operational and water must be supplied.	10
Hot or at least warm water must be available at the hand basins at the staff change rooms.	5
The staff toilets must not lead directly into the kitchen.	5
The lockers in the staff change rooms must be in a good physical condition and free from general damage, rust and flaking paint.	2
The showers in the staff change rooms must be in a good physical condition.	2
	38

SECTION 17: PEST CONTROL

Pest Control Maintenance	
The kitchen must be well pest proofed and free from holes, gaps and cracks through which vermin can enter and breed in the kitchen.	5
All opening perimeter windows must either be kept closed, or if opened, must be fitted with insect screens. The screens must be in good condition.	10
Doors that lead directly to the outside or to back of house areas that are in a poor state should be kept closed or fitted with a self-closing device or strip curtains or else a fly screen door and all such items must totally exclude insects.	5
All perimeter doors and windows must be free from large gaps when closed, so as to prevent the entry of pests.	5
As necessary (i.e. if there has been any presence of flies) an appropriate number of fly-killing devices should be present (e.g. at least one present at all kitchen entrances leading directly outside).	5
If fly killers are present, they must all be operational.	5
Electronic fly killers must be located correctly (e.g. near entrances and not above food preparation surfaces or near clean items).	5
	40

Pest Control Practices	
No live vermin or pests (including but not limited to insects, rodents, birds and cats) should be present in food preparation areas.	15
Any evidence of pests (e.g. droppings, dead pests, excluding the fly trap) is an indication of possible pest control problems and should be addressed. If point 1 above has been penalised this is an automatic penalty.	5
Electronic fly killing devices should be cleaned regularly to ensure that they are free of excessive insect debris build up.	5
No clutter (non-operational equipment, boxes, crates etc.) that may harbour pests should be present in kitchen areas.	5
The use of domestic (retail) pest control products is not allowed.	10
	40

SECTION 18: GENERAL FOOD SAFETY PRACTICES

Food Handling	
All prepared food must be date coded with the date of manufacture, and should not be kept longer than 2 days.	15
All hot holding equipment must be correctly preheated before foods are placed into them. Bain maries must be heated with the lids on to keep the heat inside and reach the correct temperatures.	15
There must be no food preparation or storage practices which could lead to the cross contamination of the food being prepared.	20
A colour coded nylon cutting board chart must be available in the kitchen, and this chart must be strictly followed for foods being prepared on cutting boards.	20
No high risk perishable foods should be left out unheated or unrefrigerated, unless the foods are being prepared OR hot foods initially cooled, or frozen foods defrosted. If foods are being cooled or defrosted, then this point will not be applicable.	15
All hot foods being cooled can be left out unrefrigerated and uncovered for the initial heat to dissipate. The recommended time is no more than 20 minutes, but the food must not cool below 45.0 degrees Celsius. If the food is cooler than 45.0 degrees C, this point is penalised. Foods from a hot buffer must be in a fridge within 30 minutes of close of the buffet, in which case a slightly cool temperature is allowed. A blast chiller is always ideal.	15
Frozen food must be correctly defrosted. The temperature of the defrosting food must not rise above 4°C. The suggested method for defrosting is to leave the food in the cold room overnight. Food must not be defrosted in warm water. Allow 1°C variation.	15
Food should be properly cooked and/or reheated by cooking it to a core temperature of above 70°C for at least 10 min, or by bringing liquids to the boil. Warmers and bain maries CANNOT be used to reheat food!	20
The frying oil must be correctly filtered each time the fryer is drained.	5
	140

Food Temperature Control	
All hot foods intended to be held hot must be kept at a temperature above 60°C. Any foods above Allow 1°C variation.	20
No high-risk foods should have a core temperature between 20°C and 45°C. Allow 1°C variation.	30
Meat, poultry, seafood and milk in cold displays should be held at temperatures of less than 4°C. All other cold foods should be below 7°C. Any foods less than 10°C will be awarded half marks. Allow 1°C variation.	20
All foods stored in fridges that are not cooling or have been the fridge for less than 30 minutes, must be held below 15°C. Allow 1°C variation.	20
	90

SECTION 19: FOOD SAFETY DOCUMENTATION

Documentation - Legislation	
As required by R638, a valid certificate of acceptability must be available, and in the name of a person who is in charge of the kitchen.	5
The certificate of acceptability must be displayed, or if not practical to display, must be immediately available. If no certificate of acceptability is available, then this point is also penalised.	5
An extraction hood cleaning certificate must be available for the kitchen extraction system, and the certificate must not be expired.	5
A first aid kit must be available for the kitchen, and must be well stocked.	5
An inventory list for the first aid box must be available, and this list must be kept up to date.	2
	22

Frying Oil Control	
Oil test kits, or at least an oil colour chart, must be used to determine when the frying oil should be changed. Test kits must be within expiry.	10
Records need to be kept of when the oil has been changed and if the test kits are used, the result thereof.	5
	15

Staff Documentation	
Staff need to be trained on all aspects food safety, hygiene and cleaning. Chemical supplier training alone is not sufficient, unless all aspects of food safety have been covered. Records of what, when and who must be kept.	15
Staff hygiene checklists need to be kept on at least a weekly basis, whereby each staff member is inspected for personal hygiene and PPE requirements, and records are kept.	5
	20

Temperature records	
An operational digital probe thermometer must be available and used for all temperature records.	10
The thermometer must be verified working by measuring and recording the temperature of ice water (0 - 3°C) and boiling water (91°C reef - 98°C sea level). This should be done monthly.	5
The temperatures of each and every fridge and freezer used to hold food must be measured for temperature at least twice a day (morning and noon). The digital thermometer must be used for this purpose, and temperatures must be accurately recorded.	10
Any warm temperatures recorded, must have a corrective action reported. This is to ensure that problem temperatures are actioned and food is not held in warm fridges.	10
Any foods that are kept hot in the kitchen or in a servery/ buffet must have their temperatures recorded to ensure they are above 60°C. This must be done at least once per serving period (breakfast/ lunch/ supper as necessary). At least 4 hot foods must be recorded (unless there are less than 4 foods) Records of these foods and temperatures must be kept.	10
Any foods that are displayed cold on a servery/ buffet must have their temperatures recorded to ensure they are <4°C for meat and dairy, and <7°C for other perishable foods. This must be done at least once per serving period (breakfast/ lunch/ supper as necessary). At least 4 cold foods must be recorded (unless there are less than 4 foods) Records of these foods and temperatures must be kept.	10
	55

Food Delivery Records	
ALL foods received into the kitchen (both perishable and non perishable) must be correctly inspected for the condition of the product and pest infestation. The invoice number must be recorded.	10
All perishable foods received into the kitchen must have their temperatures recorded.	10
The condition and cleanliness of any food delivery vehicle must be recorded, along with its number plate. The foodstuff batch or expiry codes must be recorded too.	5
	25

Pest Control	
The pest control company must supply the relevant certificates of registration for the company and pest control personnel, and these must be kept on file.	5
A service report from the pest control company must be kept on file each time the pest control company services the kitchen. The frequency of pest control servicing should be a minimum of 6 weeks, with monthly services preferred.	10
	15

Cleaning Records	
A master cleaning schedule must be available for the entire kitchen, which must include all areas of the kitchen, sections and equipment to be cleaned, and how often they must be cleaned.	5
Detailed cleaning procedures must be available for the various areas and equipment in a kitchen. These must include how to clean and what equipment and chemicals are needed to clean.	10
Detailed cleaning checklists must be available and conducted at least weekly to ensure that the kitchen is cleaned as per the master cleaning schedule, and that all these areas are acceptably clean.	10
If automatic dilution/ dispense equipment is used to dispense or dilute chemicals, then the chemical supplier must service this equipment at least every two months, and reports of these services must be kept on file.	5
	30

Other Documentation	
Samples of all high risk foods prepared in any sort of bulk way should be kept in the fridge for the last nine meal service periods.	5
Has the previous FCS audit's Corrective Action Report been printed and signed with evidence that actions were indeed taken?	10
	15