



FOOD CONSULTING SERVICES

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REFERENCE:

Calibrations
55 Lourens Drive
Halfway House
Midrand, 1685



ATTENTION:

COPY:

CLIENT

Calibrations

STORE NAME

FCS Midrand

MANAGER ON DUTY

AUDITOR NAME

Adrian Carter

AUDIT DATE

03 April 2019

TIME OF SURVEY

13h50 to 13h52

REPORT TYPE

Hygiene Report

The following key result areas are covered in this report:

- Statistically-meaningful microbiological evaluation as per standard protocol.
- Thorough scrutiny of visual cleanliness throughout.
- Full appraisal of food safety practices.
- Detailed inspection of facilities, including design, structural and maintenance.
- Investigation of relevant documentation and compliance with the Law.
- Quantification of all of the above into Indices.

Comments and interpretations of results are based on, inter alia, regulation R638 of 2018, SANS 10049:2011, our own extensive field experience, and the auditor's professional expertise. This report may not be reproduced except in full. Extracts can be reproduced only with the express written permission of an FCS signatory.

"QUALITY ASSURANCE IS BUSINESS INSURANCE"

INCORPORATING: MICROBIOLOGICAL LABORATORY SERVICES

MEMBERS: T.G. THOMPSON (MANAGING), H.A. THOMPSON, G. LAWRENCE, S. RIMMELL

TESTS PERFORMED AT: FCS; 55 LOURENS DRIVE, HALFWAY HOUSE, MIDRAND, 1685, SOUTH AFRICA

Score Summary

Actual Non-Conformance Counts and Scores

	Minor	Major	Critical
Number of non-conformances	0	0	0
Points lost	0	0	0
Percentage of total score lost	0%	0%	0%

Visual Cleanliness

Sub-sections	Weight	Score	%
Automatic Ware Washer Visual Cleanliness	77	77	100%
Manual Wash Visual Cleanliness	55	55	100%
Kitchen Food Prep Areas Visual Cleanliness	86	86	100%
Front Servery Food Prep Areas Visual Cleanliness	106	106	100%
Hot Grill Area Visual Cleanliness	34	34	100%
Hand Washing Basin Visual Cleanliness	15	15	100%
Ice Machine Visual Cleanliness	22	22	100%
Walk-in Fridge and Freezer Visual Cleanliness	33	33	100%
Small Refrigerator and Freezer Visual Cleanliness	31	31	100%
Dry Storage Visual Cleanliness	29	29	100%
Receiving Area Visual Cleanliness	12	12	100%
Main Refuse Area Cleanliness	11	11	100%
Kitchen Refuse Cleanliness	25	25	100%
Staff Toilets Visual Cleanliness	82	82	100%
Section Total	618	618	100%

Cleaning Procedures

Sub-sections	Weight	Score	%
Automatic Ware Washer Cleaning Procedures	170	170	100%
Manual Wash Cleaning Procedures	240	240	100%
Cleaning Equipment	60	60	100%
Chemical Usage	60	60	100%
Chemical Supply and Distribution	85	85	100%
Section Total	615	615	100%

Food Safety

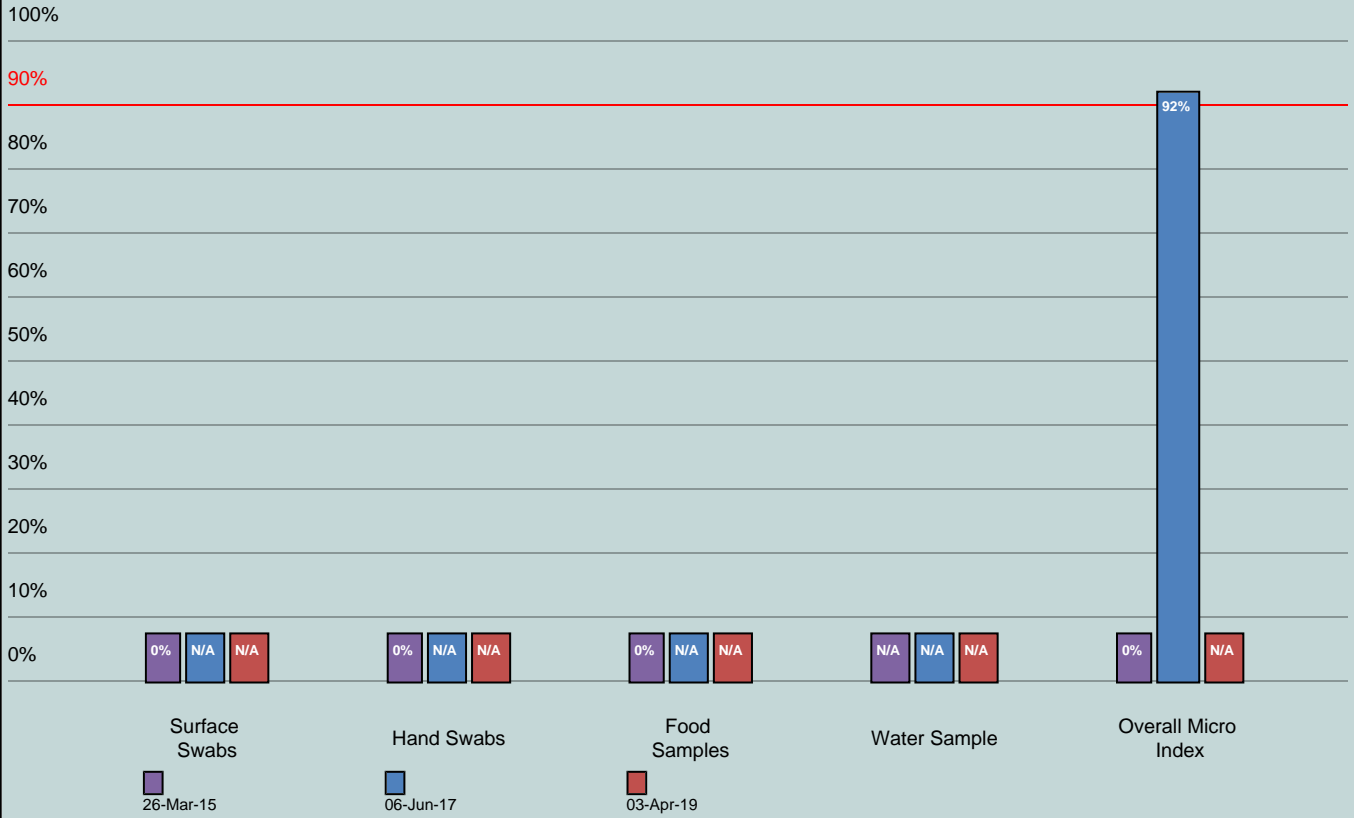
Sub-sections	Weight	Score	%
Hand Washing Basin Amenities	95	95	100%
Staff Hygiene Practices	106	106	100%
Walk-in Refrigeration Food Safety Practices	135	135	100%
Small Refrigeration Food Safety Practices	110	110	100%
Dry Storage Food Safety Practices	60	60	100%
Receiving Area Food Safety	35	35	100%
Pest Control Practices	40	40	100%
Food Temperature Control	100	100	100%
Food Handling	135	135	100%
Section Total	816	816	100%

Score Summary (conti...)

Documentation			
Sub-sections	Weight	Score	%
Other Documentation	15	15	100%
Pest Control Records	15	15	100%
Food Delivery Records	25	25	100%
Frying Oil Control	15	15	100%
Legislated Requirements	22	22	100%
Cleaning Records	30	30	100%
Temperature records	55	55	100%
Staff Documentation	20	20	100%
Section Total	197	197	100%
Overall	2246	2246	100%

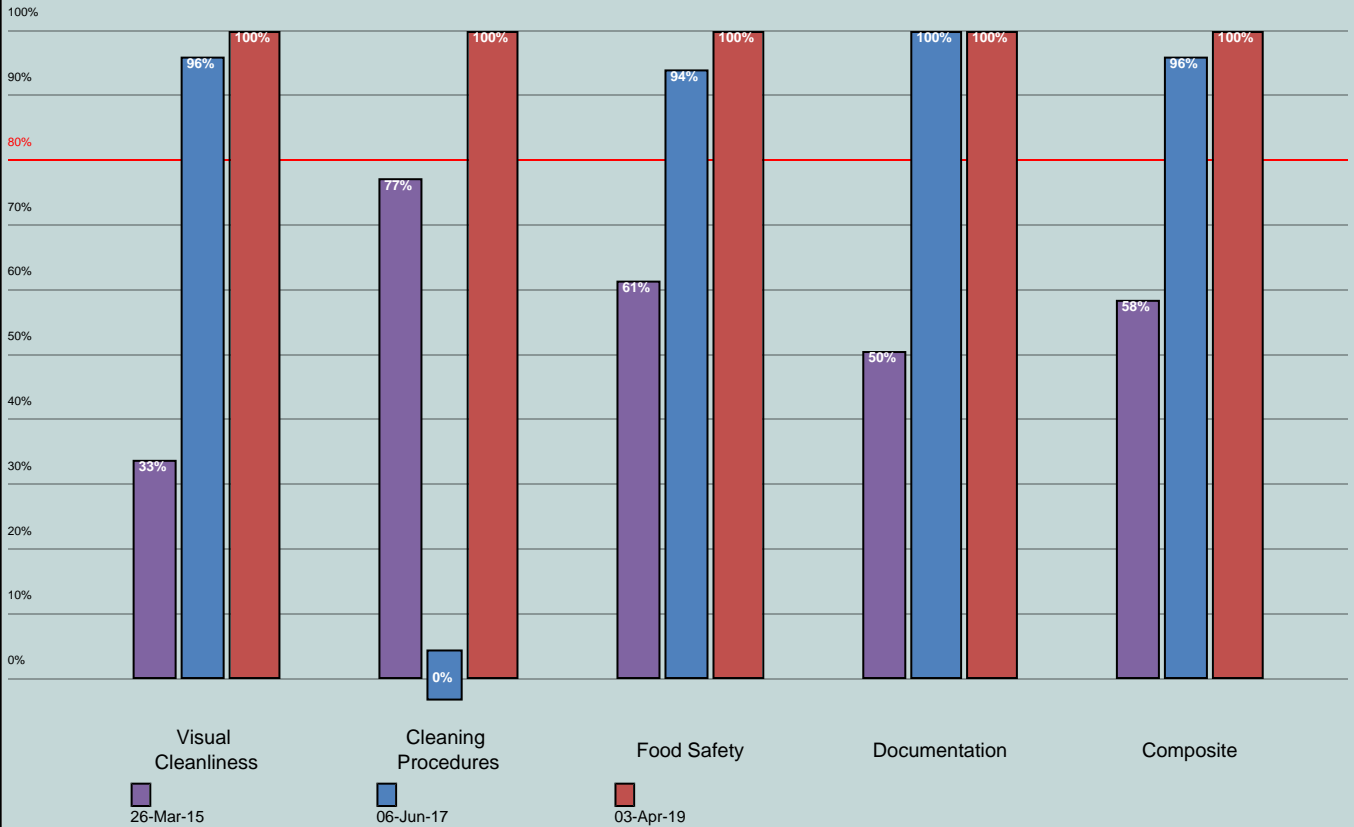
FCS Midrand at Calibrations
MICROBIOLOGICAL INDEX

Symbol
N/A



FCS Midrand at Calibrations
WALKTHROUGH VISUAL INDEX

Symbol
A+



Automatic Ware Washer

Automatic Ware Washer Visual Cleanliness				
	Marks	Conforms	Non-conformance	Comment
The exterior of the automatic washer machine and the handle must be kept clean.	2			
The interior of the automatic washer (and plastic curtains if available) must be kept clean, including the washer arms.	10			
The interior of the automatic ware washer must be kept free of lime-scale build-up.	2			
The dirty goods receiving tables and shelves in the automatic ware washer area must be kept free of excessive dirt and dirty items build-up. Working dirt allowed.	2			
The prewashing spray handle, taps and basins in the automatic ware washer area must be kept clean.	5			
The exit tables and surrounding areas of the automatic ware washer must be kept clean and sanitised.	10			
All legs and support structures to the automatic ware washer and associated tables must be clean.	2			
All shelving used for the storage of clean crockery, cutlery and glassware must be clean. This includes shelves in the kitchen, storage area, pas shelves and plate warmers.	10			
All containers used for the storage of clean cutlery must be kept clean.	10			
The washing crates for the automatic ware 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 and seams and holes, cracks and chips in the auto wash areas must be kept clean and free of dirt build up.	2			
Walls in the automatic ware washer area must be kept clean.	2			
Ceilings in the automatic ware washer area must be kept clean.	2			
Light fixtures in the automatic washer area must be kept clean and free of dead insects.	2			
All hard to reach areas in the automatic ware washer area, including drain pipes and chemical containers must be kept clean.	2			
Floor drains in the automatic ware washer area must be kept clean and free of blockages.	2			

Automatic Ware Washer Cleaning Procedures				
	Marks	Conforms	Non-conformance	Comment
The correct automatic ware washer detergent must be available.	15			

Automatic Ware Washer Cleaning Procedures (conti...)

	Marks	Conforms	Non-conformance	Comment
The correct automatic ware washer rinse agent must be available.	10	✓		
The detergent and rinse agent must be dispensed into the automatic ware 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 washing tank must be kept clean and the wash water replenished, at least after each shift.	10	✓		
All plates and bowls and cups/mugs must be correctly loaded into the washing crates so as to ensure effective washing. Items must be well spaced, none on top of each other.	10	✓		
Glasses must be loaded into glass washing crates before being placed into the automatic ware 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 automatic ware washer.	10	✓		
All items washed through the automatic ware 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 automatic ware washer must dried 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 as far as possible. Storage of all glasses, mugs and other items which are not stored in a pile must ALWAYS be stored upside down. Other crockery and glassware which are usually stored right-side up and in a pile, can be stored right-side up, as long as there is no risk of cross contamination. Hollow stackable items can always be stored right-side up on a buffet where necessary.	10	✓		
Clean crockery, cutlery and glassware must be stored off the floor.	15	✓		
All washing crates must be stored off the floor and away from potential contamination.	10	✓		

Automatic Ware Washer Cleaning Procedures (conti...)

	Marks	Conforms	Non-conformance	Comment
There must be no possibility of any additional cross-contamination of clean items (excluding the points above).	15	✓		

Manual Wash Up Area

Manual Wash Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
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 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, support structures and chemical cages 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	✓		

Manual Wash Cleaning Procedures

	Marks	Conforms	Non-conformance	Comment
All items must be washed in a filled washing basin. Items must not be washed under running water.	10	✓		

Manual Wash Cleaning Procedures (conti...)

	Marks	Conforms	Non-conformance	Comment
The washing water must be maintained at 45.0 degrees Celsius or above, if there is no water, this point is penalised. Allow 1 degrees Celsius variation.	15	✓		
An appropriate detergent must be added to the washing 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 45.0 degrees Celsius or above, if there is no rinse water, this point is penalised. Allow 1 degrees Celsius 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 scrubbing brush.	15	✓		
Additional, concentrated 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 automatic 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	✓		

Manual Wash Cleaning Procedures (conti...)

	Marks	Conforms	Non-conformance	Comment
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 the floor.	15	✓		
There must be no possibility of any additional cross-contamination of clean manual wash items (excluding the points above).	15	✓		

Kitchen Food Prep Areas

Kitchen Food Prep Areas Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
All food contact equipment in food preparation areas must be dismantled, cleaned and sanitised correctly before each use.	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 (especially their handles) 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 and seams and 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	✓		

Kitchen Food Prep Areas Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
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, airconditioning 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 plastic curtains near the kitchen must be kept clean.	2	✓		
All hard to reach areas must be kept clean.	2	✓		

Front Servery Food Prep Areas

Front Servery Food Prep Areas Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
All food contact equipment in serveries must be dismantled, cleaned and sanitised correctly after each use.	20	✓		
All food preparation surfaces in serveries 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 and seams and holes, cracks and chips in the servery area(s) 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, air-conditioning units or fans in serveries must be kept clean.	2	✓		

Front Servery Food Prep Areas Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
Electrical switches and plugs in serveries must be kept clean.	5	✓		
All signs on the walls in the 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	✓		

Hot Grill Areas

Hot Grill Area Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
The extractor hood must be kept clean. A thin clear film of working grease is acceptable. Black discoloured grease 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 lime-scale build-up.	10	✓		
All piped services such 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	✓		

Hot Grill Area Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
Hard to reach areas 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	✓		

Hand Washing Basin

Hand Washing Basin Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
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, knee taps and foot taps at the hand washing basin must be kept clean and sanitary.	5	✓		
All soap and sanitiser dispensers must be kept clean and sanitary.	5	✓		

Hand Washing Basin Amenities

	Marks	Conforms	Non-conformance	Comment
Anti-bacterial hand washing soap must be available at each handwashing basin, unless the area is clearly not in use.	30	✓		
Each handwashing 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	✓		
A hand sanitiser must be available at each handwashing basin, as well as servery 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. This bin can only be used for paper towel.	10	✓		
Each hand washing basin must have signs to encourage staff to wash their hands.	5	✓		

Staff Hygiene

Staff Hygiene Practices

	Marks	Conforms	Non-conformance	Comment
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	✓		

Staff Hygiene Practices (conti...)

	Marks	Conforms	Non-conformance	Comment
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	✓		

Ice Machines

Ice Machine Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
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	✓		

Small Refrigerator

Small Refrigerator and Freezer Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
Both interior and exterior of small fridge and freezer doors must be kept clean and free from visible dirt build up.	2	✓		

Small Refrigerator and Freezer Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
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	✓		

Small Refrigeration Food Safety Practices

	Marks	Conforms	Non-conformance	Comment
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 dont 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.	10	✓		

Small Refrigeration Food Safety Practices (conti...)

	Marks	Conforms	Non-conformance	Comment
No fruit and vegetables should be stored in boxes in ANY fridges, except for fruit and veg that are easily damaged and need to remain in their original boxes. (such as Mushrooms, peaches, pawpaws, avocados, mangos, berries, figs, plums and all other similar items). All other foods, including eggs, may be stored in their original cardboard boxes, as may foods in the freezers, as long as the boxes are in a good condition, clean and dry.	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	✓		

Walk-in Fridge

Walk-in Fridge and Freezer Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
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 and freezers 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 and freezers which are easy to reach must be kept clean and free from dirt build-up.	2	✓		
The ceilings in the walk-in fridges and freezers must be kept clean and free from dirt build up.	2	✓		
All light bulbs in the walk-in fridges and freezers 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	✓		

Walk-in Refrigeration Food Safety Practices

	Marks	Conforms	Non-conformance	Comment
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	✓		

Walk-in Refrigeration Food Safety Practices (conti...)

	Marks	Conforms	Non-conformance	Comment
Raw unprocessed foods in all fridges/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/freezers must be covered. The only foods which do not 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/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.	10	✓		
No fruit and vegetables should be stored in boxes in ANY fridges, except for fruit and veg that are easily damaged and need to remain in their original boxes. (such as Mushrooms, peaches, pawpaws, avocados, mangos, berries, figs, plums and all other similar items). All other foods, including eggs, may be stored in their original cardboard boxes, as may foods in the freezers, as long as the boxes are in a good condition, clean and dry.	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	✓		

Dry Food Storage

Dry Storage Visual Cleanliness

	Marks	Conforms	Non-conformance	Comment
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	✓		

Dry Storage Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
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	✓		

Dry Storage Food Safety Practices

	Marks	Conforms	Non-conformance	Comment
All dry foods, 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 foods should be expired in the kitchen unless clearly indicated as such and stored separately.	10	✓		
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. This excludes any Lower Risk condiments, jams and/or sauces not made by the kitchen (originally shelf stable before opening and from a third party manufacturer) These Lower Risk condiments may be stored for short periods of time on a buffet or table. In this case, these Lower Risk condiments may be kept unrefrigerated for the duration of the buffet or eating period, after which they must be stored in a refrigerator.	10	✓		

Dry Storage Food Safety Practices (conti...)

	Marks	Conforms	Non-conformance	Comment
All dry food storage containers must be kept clean and free from dirt build up. This includes original containers and decanted containers.	5	✓		
All dry food containers (including tins) must be in a good physical condition and free from general damage, dents, cracks, rust and flaking paint.	5	✓		
All dry foods 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	✓		

Receiving Area










Receiving Area Visual Cleanliness


	Marks	Conforms	Non-conformance	Comment
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	✓		

Receiving Area Food Safety

	Marks	Conforms	Non-conformance	Comment
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	✓		

General Cleaning

Cleaning Equipment				
	Marks	Conforms	Non-conformance	Comment
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 or plastic string bags 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, labeled sanitiser bucket.	10			

Chemical Supply and Distribution				
	Marks	Conforms	Non-conformance	Comment
A reputable chemical supplier should be used (only a food-grade and NRCS-approved sanitiser may be used). Domestic products are not recommended.	15			

Chemical Supply and Distribution (conti...)

	Marks	Conforms	Non-conformance	Comment
Material Safety Data Sheets (MSDS) 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 correctly 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	✓		

Chemical Usage

	Marks	Conforms	Non-conformance	Comment
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 or disposable paper towel. NO cleaning cloths should be used in this step. This is an automatic penalty if any part of the sanitiser step is not done correctly.	15	✓		

Main Refuse Accumulation

Main Refuse Area Cleanliness				
	Marks	Conforms	Non-conformance	Comment
The main refuse accumulation area must be in a clean and orderly state and free from excessive dirt build up, 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 plastics, 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			

Kitchen Refuse Accumulation

Kitchen Refuse Cleanliness				
	Marks	Conforms	Non-conformance	Comment
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 quiet 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			

Staff Toilets

Staff Toilets Visual Cleanliness				
	Marks	Conforms	Non-conformance	Comment
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			

Staff Toilets Visual Cleanliness (conti...)

	Marks	Conforms	Non-conformance	Comment
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 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 basin in the staff toilets and change rooms.	15	✓		
Toilet paper must be available to the staff members using the toilets.	15	✓		
Handwashing 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	✓		

Pest Control

Pest Control Practices

	Marks	Conforms	Non-conformance	Comment
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	✓		

Pest Control Practices (conti...)

	Marks	Conforms	Non-conformance	Comment
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	✓		

General Food Safety Practices

Food Handling

	Marks	Conforms	Non-conformance	Comment
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 pre-heated before foods are placed into them. Bain maries must be heated with the lids on.	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.	15	✓		
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 4.0 degrees Celsius. 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 degrees Celsius variation.	15	✓		

Food Handling (conti...)

	Marks	Conforms	Non-conformance	Comment
Food should be properly cooked and/or reheated by cooking it to a core temperature of above 70 degrees Celsius 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	✓		

Food Temperature Control


	Marks	Conforms	Non-conformance	Comment
All hot foods intended to be held hot must be kept at a temperature above 60.0 degrees Celsius according to the R638 regulation of 2018. Allow 1 degrees Celsius variation.	20	✓		
No high-risk foods should have a core temperature between 20 degrees Celsius and 45 degrees Celsius. Allow 1 degrees Celsius variation.	40	✓		
Meat, poultry, seafood and milk in cold displays should be held at temperatures of less than 4.0 degrees Celsius. All other cold foods should be below 7.0 degrees Celsius. Allow 1 degrees Celsius variation.	20	✓		
All foods stored in fridges that are not cooling or have been in the fridge for less than 30 minutes, must be held below 15.0 degrees Celsius. Allow 1 degrees Celsius variation.	20	✓		

Food Safety Documentation

Legislated Requirements

	Marks	Conforms	Non-conformance	Comment
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	✓		

Frying Oil Control

	Marks	Conforms	Non-conformance	Comment
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 have an expiry date and be within expiry.	10			

Frying Oil Control (conti...)

	Marks	Conforms	Non-conformance	Comment
Records need to be kept of when the oil has been changed and if the test kits are used, the result thereof.	5	✓		

Staff Documentation

	Marks	Conforms	Non-conformance	Comment
Staff need to be trained on all aspects of 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. Refresher training should take place at least annually and ideally every 6 months. All new staff must be trained.	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. Records must be kept.	5	✓		

Temperature records

	Marks	Conforms	Non-conformance	Comment
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 to 3 degrees C) and boiling water (93 degrees C at the Reef - 99 degrees C at 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 65.0 degrees Celcius. 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	✓		

Temperature records (conti...)

	Marks	Conforms	Non-conformance	Comment
Any foods that are displayed cold on a servery/buffet must have their temperatures recorded to ensure they are < 4 degrees Celsius for meat and dairy, and < 7 degrees Celsius 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	✓		

Food Delivery Records

	Marks	Conforms	Non-conformance	Comment
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	✓		

Pest Control Records

	Marks	Conforms	Non-conformance	Comment
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	✓		

Cleaning Records

	Marks	Conforms	Non-conformance	Comment
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	✓		

Cleaning Records (conti...)

	Marks	Conforms	Non-conformance	Comment
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			

Other Documentation

	Marks	Conforms	Non-conformance	Comment
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			

-- END OF REPORT --