

# NSW Meals on Wheels Sample Food Safety Program Document

## Sample Food Safety Audit Checklist

Audited By:	Date of Audit:
Reviewed By:	Date Reviewed:
Next Audit Due:	

Requirement	Comments
<b>Food Safety TEAM</b>	
Has a Food Safety co-ordinator been appointed?	
Has a Food Safety team been selected?	
What are the skills and experience of the team and are they appropriate?	
<b>PRODUCT DESCRIPTION</b>	
Has a product description/product specification been prepared for each product?	
- Product composition	
- Method of preservation/storage conditions	
- Special preparation characteristics	
- Packaging (inner/outer)	
- Storage and distribution conditions	
- Distribution method	
- Customers (vulnerable persons – e.g. aged, general, specific)	
<b>FLOW DIAGRAM</b>	
Has a flow diagram been prepared for each product (Y/N)	
Is the flow diagram complete? (Y/N)	
Are all food operations included	
Has the flow diagram been verified and reviewed? When?	

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<b>PRINCIPLE 1 - HAZARD ANALYSIS</b>	
Have all reasonable biological, chemical or physical hazards been identified at each step?	
Have control measures been developed and implemented for the control of those hazards?	
<b>PRINCIPLE 2 - CRITICAL CONTROL POINTS</b>	
Have the Critical Control Points for each significant hazard been identified and transferred to the Hazard Audit Table?	
Are they essential for the control of the nominated hazard? (Y/N)	
Have Work Instructions been completed for each Critical Control Point?	
<b>PRINCIPLE 3 - CRITICAL LIMITS</b>	
Have Critical Limits been established for each Critical Control Point?	
Is the critical limit effective and easily monitored?	
<b>PRINCIPLE 4 - MONITORING PROCEDURES</b>	
Have monitoring procedures been developed for each preventative measure?	
Do the monitoring procedures specify what, when, how, where and who?	
Is the frequency of monitoring sufficient to provide high level of assurance that the process is under control?	
Are monitoring records kept and reviewed by the appropriate personnel?	
Have examples of monitoring forms been provided in the manual?	

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<b>PRINCIPLE 5 - CORRECTIVE ACTION</b>	
Have corrective actions been developed for each critical control point?	
Do the corrective actions ensure that the critical control point is brought under control?	
Do the corrective actions cover product, process and prevention of recurrence?	
<b>PRINCIPLE 6 - VERIFICATION PROCEDURES</b>	
Have verification procedures been put in place to demonstrate that the Food Safety program is effective?	
Have the critical limits been validated?	
Do the verification activities demonstrate that the Critical Control Points are under control?	
Has an internal audit been conducted in the last 12 months?	Date:
Do verification activities demonstrate that the Food Safety program is effective?	
<b>PRINCIPLE 7 - RECORD KEEPING</b>	
Have records been maintained for all monitoring procedures?	
Have all critical limits been adhered to?	
Have records been maintained for all corrective actions?	
Have records been maintained of all Food Safety verification activities?	
<b>DOCUMENTATION</b>	
Is there a Food Safety Program Manual?	
Is the Food Safety Program Manual and relevant forms and procedures up-to-date?	

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<b>SUPPORT PROGRAMS: GOOD HYGIENE PRACTICES (GHP)</b>	
Has a GHP policy been defined?	
Is there a system for auditing the support programs?	
Is corrective action taken in response to non conformances?	
Is Good Hygiene Practice being practised?	
<b>APPROVED SUPPLIER PROGRAM</b>	
Is there a list of approved suppliers?	
Have suppliers of high risk foods provided evidence of certification from the NSW Food Authority or HACCP?	
Are all products monitored on receipt?	
Are corrective actions documented?	
<b>CLEANING PROCEDURES</b>	
Have cleaning procedures been developed?	
Have verification procedures for effective cleaning been developed and implemented?	
Are corrective actions documented?	
<b>PERSONAL HYGIENE PRACTICES</b>	
Have personal hygiene procedures been developed?	
Are personal hygiene procedures practiced?	
Are personal hygiene procedures monitored?	
Are corrective actions documented?	
<b>PEST CONTROL</b>	
Have pest control procedures been developed?	
Is there a verification procedure for effective pest control?	
Are corrective actions documented?	

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<b>TRAINING</b>	
Are there records of training?	
Are training needs reviewed on a regular basis?	
Is there a training plan to provide identified training needs?	
<b>CALIBRATION</b>	
Has the calibration status measuring equipment been identified?	
Are there documented procedures for calibration?	
Are there procedures for reviewing material produced while equipment was out of calibration?	
<b>PRODUCT IDENTIFICATION</b>	
Have procedures for product identification been developed and documented?	
Is "UNACCEPTABLE" product identified?	
<b>PRODUCT IDENTIFICATION</b>	
Have procedures for product recall been developed and documented?	
Is "REJECTED" product identified?	
<b>Overall Comments</b>	
Audited by:	Date
Accepted by:	Date