

Checklist for Food Safety Officer

Format No. _____

Leader Name: _____

Location of Inspecting: _____ Total Numbers of Workmen: _____

SN	CHECKLIST POINTS	OBSERVATIONS	STATUS
01	Is there Hazards are identified at work place and same are mentioned in food safety manual which are base for the procedures of particular work place?		
02	Is the food safety policy is prepared? Deployed at work places? Peoples are aware of the food safety policy? Whether peoples are follows it?		
03	Whether food safety objectives / key performance indicators are identified? All objectives should be measurable, is there reviewed? Evidences are available with department?		
04	How peoples are communicating for the address food safety policy? Are there all the communication methods are verified?		
05	Is there how the organization chart and responsibility are assigned for the considering food safety? Whether foods safety responsibility and authority been designated to personnel?		
06	Whether food safety team / foods safety inspection team / regular walk sheet inspecting team are identified? Is there any records for training / instructions of the food safety team are available?		
07	What is the frequency of the meeting to conducting agenda concern food safety? Is there regularly meeting are held?		
08	Is there mock drills records for the emergency situations / accident / incident concern to food safety had been conducted and same should be reviewed in management review meeting? Is there evidence?		
09	Is there any management change for food safety and concern records are evident?		
10	Is there standard operating procedures are available? Peoples who working with all processing equipments, are understand the operating procedure?		
11	Is there customer feedback form is collected? Is there any negative feedback has received? What actions are taken for that feedback?		

Inspector Signature: _____ Inspection Date: _____