

Food Business Pre-opening Inspection Checklist

Before you can start operating a new food business, or take over an existing food business, a City of Launceston Environmental Health Officer must conduct an inspection and give approval to operate. To prepare for the inspection and limit delays, this checklist has been developed to support you to ensure essential works have been completed before the inspection.

This will not only assist you to be able to open the doors to your customers on the day that you want, but also help to ensure compliance with relevant requirements of the *Food Act 2003*, Food Standards Code and the National Construction Code.

If the answer to any questions is "NO", please take action to rectify the issue/s before the inspection. If you will not be ready by the time of the scheduled inspection, please contact us to defer the inspection as re-inspection fees may apply. Please note, depending on competing priorities, it may not be possible for additional or rescheduled inspections to be performed later on the same day.

NB: Until the premises has been inspected and approved by Council, there is to be no storage, handling or preparation of food.

Design and construction of food premises	
Is the fitout of your food premises in accordance with the Council approved design and conditions of approval?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please outline changes _____	
Is construction of the food premises completed to a good standard of workmanship including sealing of all holes and gaps?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are walls and ceilings in food and drink storage and handling areas finished in a light colour?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient ventilation to effectively remove steam or fumes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fixtures, fittings and equipment	
Are fixtures, fittings and equipment properly installed and ready to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fixtures, fittings and equipment smooth, impervious and easily cleaned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are hand basins supplied with warm running water through a single outlet?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there hooks for mops and brooms to be hung on when not in use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are storage facilities available for clothing and personal belongings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are storage areas for chemicals away from food storage and handling areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are facilities for the storage of garbage and recyclables available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient lighting in food storage and handling areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the light fittings easy to clean and shatterproof?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Cleaning</p> <p>Have all building materials and equipment been removed from the premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Has the premises been cleaned and sanitised ready for food handling? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Other considerations</p> <p>Are soap and paper towel dispensers filled and installed adjacent to all hand wash basins? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a correctly labelled food grade sanitiser available along with instructions for use? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a working digital probe thermometer accurate to +/-1° Celsius available for use? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is all food storage and display equipment operational and at the correct temperature? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are food grade gloves available? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are there brightly coloured band-aids available to cover skin injuries? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are copies of recent food handler food safety training certificates on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Specific issues</p> <p>If you are proposing to package products for sale off the premises, are the proposed labels compliant with the requirements of the Food Standards Code? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If you are proposing to manufacture or wholesale, do you have a documented food recall program? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If your menu includes raw egg products, (eg mayonnaise, tiramisu), do you have a copy of the <i>Manufacturing Controls for Raw Egg Products Manual 2008</i>? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If you are proposing to transport food, are the food vehicles designed and constructed so they are able to be effectively cleaned? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If you are proposing to transport potentially hazardous food, do the means of transport meet temperature control requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

Please note, this checklist addresses compliance issues that largely apply to all food businesses. Additional works may be required if your proposed menu involves specific risks that are not typical for all food businesses.

If you require assistance or any further information prior to the final inspection, please contact us on 6323 3000 and ask to speak to an Environmental Health Officer.
Information for food businesses is also available on the City of Launceston website at www.launceston.tas.gov.au