



WHOLESALE FOOD DISTRIBUTION SELF-INSPECTION CHECKLIST

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

The items listed in this checklist are the major areas our Division will be looking for when we perform our routine food facility inspections. This checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. That not in compliance would be considered a "violation" during our inspection, and need to be corrected. We hope this assists in maintaining your facility at the highest standards.

THE FOLLOWING CONDITIONS ARE SERIOUS AND PRESENT A MAJOR HEALTH HAZARD. IF ANY OF THE FOLLOWING CONDITIONS ARE PRESENT, THE FACILITY MUST CLOSE UNTIL THE CONDITION(S) IS/ARE CORRECTED.

- Overflowing sewage, inside or outside of the facility
No electricity—applies to refrigerated warehouses
Severe rodent or insect infestation
Actual or potential threat to the public (no refrigeration available, sick employees handling food, etc.)

Table with 4 columns: Description, YES, NO, CORRECTIVE ACTION. Rows include: RECEIVING AND DISTRIBUTION (Food product received from approved source, Is trailer and food product inside the trailer in good condition?, If refrigerated items are received/shipped, is product temperature safe?), FOOD STORAGE (Each refrigeration/cooler unit temperature is monitored on a daily basis and records Maintained, Storage areas clean and dry, Nonfood items separated, Separate storage area for salvage items).

# Wholesale Food Processor Operator Self-Inspection Checklist

<b>FOOD STORAGE (continued)</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
Food product is rotated to ensure stock rotation (e.g., FIFO, FEFO)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Recommendation</b>			
<i>Being prepared to cooperate in food recalls, trace backs, and similar food notifications.</i>			
<b>LIQUID WASTE DISPOSAL</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
Toilet(s) are operable.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewage/wastewater is properly disposed preventing overflow or backup in facility.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor sinks in the facility are clean and not clogged or overflowing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mop water /waste water (cleaning trailers) is disposed of through approved plumbing system (in the mop sink, specific drain equipped with a clarifier); not on ground outside.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>VERMIN</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
The facility is free of vermin.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roll up doors are maintained closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Outside doors have screens, are well sealed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
The premises are kept free of litter or clutter.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Recommendation</b>			
<i>Unobstructed, clearly delineated, space that is 12 to 18 inches between walls and stored items maintained. Professional pest control and records of services performed on all pest-monitoring devices.</i>			
<b>EMPLOYEES TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
Employees have food safety training (e.g. CGMP)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hand wash sinks are adequately stocked with soap and paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hands are thoroughly clean and properly washed using soap and warm water (held to at least 100°F), washing for about 15-20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
Employees are wearing adequate hair restraints, gloves, uniforms.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sick employees are excluded from food areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>EQUIPMENT AND PHYSICAL FACILITY</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
Adequate probe thermometers provided to monitor food temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thermometers are properly calibrated to obtain accurate readings of food products. (Calibrate using ice bath and set to 32°F).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
Pallets clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Each refrigeration/cooler unit is clean, dry and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Facility is supplied with potable cold and hot running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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<b>EQUIPMENT AND PHYSICAL FACILITY (continued)</b>	<b>YES</b>	<b>NO</b>	<b>CORRECTIVE ACTION</b>
Waste pipes from sinks, refrigeration condensate, etc. are raised at least one inch above the top of floor drain to prevent backflow.	<input type="checkbox"/>	<input type="checkbox"/>	_____
All faucets/sinks are working properly with no leaks.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Premises are free of debris build-up and unnecessary clutter or items that are unnecessary to the operation or maintenance of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
All outside trash bins are kept closed and maintained to prevent vermin harborage or nuisance.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Proper backflow devices installed to prevent cross contamination and/or potential back siphonage (hose down station/mop sinks)	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
Floors are maintained in good condition, smooth and easy to clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings are maintained clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls are kept in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____

## **STRONGLY RECOMMENDED**

- Temperature Control Procedures (e.g. Thermometer Calibration Log, Temperature Log)
- Food Storage Procedures
- Receiving, Transportation and Delivery Procedures (Receiving Logs, Shipping Logs)
- Recall Plan (Mock Recalls)
- Employee Practice Procedure
- Sanitation and Cleaning Procedure (Master Cleaning Schedule)
- Pest/Vermin Control Procedures
- Documentation and Record Keeping Procedures