



33 Goldie Street
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FOOD BUSINESS PRE-REGISTRATION INSPECTION CHECKLIST

If you are planning to construct a new food business or renovate existing premises there may be planning, building and plumbing requirements that you need to meet before you can begin construction. Please contact Councils Development and Regulatory Services to discuss your ideas.

Once you have completed the above and before you start operating a new or existing food business you must register with Council and an Environmental Health Officer will do an inspection. If the inspection is satisfactory you will be sent an approval to operate. This checklist will help you get ready for the inspection.

This checklist helps you meet the requirements of the *Food Act 2003*, Food Standards Code (FSC) and the National Construction Code (Tasmanian Appendix H102). Food businesses operators can view these documents online to understand their legal requirements.

If you answer NO to any question, please contact Council's Environmental Health Officer to discuss your food business and reschedule your inspection. Please note that fees apply for re-inspections and you cannot store, handle or prepare food for sale until approved by Council.

Design and Construction	Yes	No
Is there enough space for all food business activities conducted and for all equipment to be used or stored?	<input type="checkbox"/>	<input type="checkbox"/>
Does the layout minimise the risk of contamination? Flow from receipt to storage, preparation, packaging, serving/delivery and finally to disposal.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a disposal system for garbage, sewage and wastewater?	<input type="checkbox"/>	<input type="checkbox"/>
Are toilets, personal belongings, waste storage, chemicals and office facilities separate from food storage and preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>
Walls, floors, ceilings, equipment and fixtures are cracks, junctions, holes and gaps sealed?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor, wall and ceiling surfaces smooth, impervious to grease/moisture and able to be easily and effectively cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Have the premises been designed to prevent the entry and harbourage of pests? e.g. screens on windows, exclusion strips on doors, self-closing doors etc.	<input type="checkbox"/>	<input type="checkbox"/>
If there are exposed pipes, conduits or wiring is there suitable clearance (min 25mm) between the pipes and adjacent surfaces to allow easy cleaning?	N/A	<input type="checkbox"/>
Is there enough light to enable food handlers to conduct activities safely within the food premises?	<input type="checkbox"/>	<input type="checkbox"/>
Are light fixtures easy to clean, free from gaps and shatterproof?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a continuous supply of hot and cold potable water with adequate pressure for fixtures and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles (or part of the vehicle) used to transport food easy to clean and unlikely to contaminate food?	N/A	<input type="checkbox"/>



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Fixtures, Fittings and Equipment		Yes	No
Are all fixtures, fittings and equipment properly installed and ready to use?		<input type="checkbox"/>	<input type="checkbox"/>
Are all fixtures, fittings and equipment smooth, free from joints, cracks and crevices, impervious to grease/moisture and easily cleaned?		<input type="checkbox"/>	<input type="checkbox"/>
Are hand washing fixtures supplied with warm running water from a single spout, soap, single use towels and a bin for used towels?		<input type="checkbox"/>	<input type="checkbox"/>
Is there a working probe thermometer accurate to +/- 1°C available for use?		<input type="checkbox"/>	<input type="checkbox"/>
Where food preparation requires the washing of food and immersion in water, have you designated a food preparation sink?	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Is the washing up sink big enough to submerge the largest piece of equipment?		<input type="checkbox"/>	<input type="checkbox"/>
Can all cold storage and display equipment keep potentially hazardous food at a temperature of 5°C or less? As you will not have food, yet you can use a container of water to test this.		<input type="checkbox"/>	<input type="checkbox"/>
Hot food storage and display units must be capable of maintaining food under temperature control at 60° C or above.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment available to handle ready to eat foods? e.g. tongs, gloves etc.		<input type="checkbox"/>	<input type="checkbox"/>
Cleaning and Sanitising		Yes	No
Are the premises fixtures, fittings and equipment clean?		<input type="checkbox"/>	<input type="checkbox"/>
Is there a correctly labelled food grade sanitiser available along with instructions for preparation and use? i.e. dilution rates and shelf life		<input type="checkbox"/>	<input type="checkbox"/>
If using manual sanitising is the sanitising sink big enough to submerge the largest piece of equipment? Is there a process for monitoring time/temperature?	N/A	<input type="checkbox"/>	<input type="checkbox"/>
If using a dishwasher to sanitise does it reach 77°C for 30 seconds?	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough supplies of cleaning and sanitising chemicals?		<input type="checkbox"/>	<input type="checkbox"/>
Are equipment and fittings 150mm above the floor or on castors to allow access for cleaning?		<input type="checkbox"/>	<input type="checkbox"/>
Skills and Knowledge		Yes	No
Food business proprietors and food handlers must have knowledge of food safety risks and controls and must know and comply with all relevant Standards in the Food Standards Code. Can you demonstrate this by work experience or formal training? Note: free online food safety training is available via Circular Head Council website		<input type="checkbox"/>	<input type="checkbox"/>
Are processes in place that comply with FSC 3.2.2 for: defrosting, 2hr/4hr rule, cooling, reheating etc.	N/A	<input type="checkbox"/>	<input type="checkbox"/>
If you are going to manufacture or wholesale foods, do you have a food recall plan?	N/A	<input type="checkbox"/>	<input type="checkbox"/>
If you are going to package food and sell it at another premises is it labelled correctly?	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Are you going to sell raw egg products e.g. mayonnaise, mousse, tiramisu etc. Do you have a copy of the <i>Manufacturing Controls for Raw Egg Products Manual 2008</i> ?	N/A	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Additional requirements may apply if your proposed food business involves specific risks that are not typical for all food businesses. Some exemptions may apply to temporary food businesses and businesses operating from a private home, refer to FSC 3.2.3 for more information.

If you require assistance or further information prior to your final inspection, please phone or email Councils Environmental Health Officers.