

Sample Internal Audit Checklist

How to use this checklist

This checklist is designed to help you to look at all aspects of your business when you are conducting your internal audit. It is a very comprehensive list and will probably include questions that do not apply to your business activities. You can simply enter N/A (not applicable) for those items. You can use the list as it is, or create your own list.

Under the heading **Cold Storage**, look at the first item:

Are temperatures logged twice daily for all refrigeration units?

Before you answer this question, you will need to refer to your temperature records. Look at your temperature records and check that there are no gaps. Do you and your employees **always** remember to check the temperatures of **ALL** of the refrigerators?

If the answer is “NO”, then you need to think about why this happens? Perhaps some employees have not been trained. Maybe someone forgot, or there might be another reason.

When you have worked out why, then you will need to figure out how to stop this from happening again. Make a note in the comments column that explains how you will prevent this from happening again.

Item		Y/N or N/A	Action Required / Comment
General			
	Check your production flow chart to see if any new activities been added?		
	Do all staff have appropriate skills & knowledge for their tasks?		
	Are all staff competent?		
	Is all staff training current?		
	Are appropriate signs in place? (e.g. wash hands)		
	Is there a “Product Recall” procedure in place?		
	Do all staff know what the product recall procedure is?		
	Have all thermometers been calibrated every 6 months?		
	Has equipment calibration log been completed?		
Purchasing and Receiving goods			

	Is an employee always present for deliveries?		
	Are there any new suppliers?		
	Have new suppliers been checked carefully?		
	Are 1 out of 5 deliveries checked?		
	Are date; temperature; label; packaging checked?		
	Are truck & driver checked regularly?		
	Are deliveries stored promptly in appropriate place?		
	Are all suppliers listed on an "Approved Suppliers" list?		
	Are all deliveries recorded on a "Goods Receiving" form?		
Dry Storage			
	Is storeroom free of rodents, birds, insects, spiders etc?		
	Is store checked for signs of pests regularly? (webs, feathers)		
	Is storeroom free from odours?		
	Is all stock in date?		
	Is old stock stacked to the front? (stock rotation)		
	Is packaging in good condition? (e.g. dented cans, torn bags)		
	Are chemicals stored separately from food?		
	Is all food stored off the floor?		
	Is storage area dry?		
Cold Storage (Fridge / Cool Room. Check all refrigeration units)			
	Are temperatures logged twice daily for all refrigeration units?		
	Have fridge thermometers been calibrated every 6 months?		
	Do refrigerators keep food below 5°C		
	Do refrigerators maintain food temperatures on hot days?		
	Are all stored foods labelled with storage date?		
	Are all foods in date?		
	Is old stock stacked to the front? (stock rotation)		
	Are all foods in covered containers or wrapped?		
	Are storage containers clean?		
	Is inside fridge clean, free from mould?		
	Are shelves clean and in good condition?		
	Are raw foods stored away from and below ready-to-eat food?		
	Are all foods stored off the floor?		
	Can air circulate around products in refrigeration units?		
	Are refrigeration door-seals clean and in good condition?		
	Are cool room evaporator coils and fans clean?		

	Are condenser coil and fans clean and free from dust?		
	Have the refrigeration units been serviced by a mechanic?		
Frozen Storage (Check all freezers)			
	Are temperatures logged twice daily for all freezer units?		
	Have freezer thermometers been calibrated every 6 months?		
	Do freezers keep food below minus 15°C & is food frozen hard?		
	Do freezers maintain food temperatures on hot days?		
	Are all frozen foods labelled with date of freezing?		
	Is old stock stacked to the top or front? (stock rotation)		
	Are all foods in covered containers or wrapped?		
	Are storage containers clean?		
	Is packaging in good condition?		
	Are freezers clean & free from excessive ice build-up?		
	Are freezer shelves clean and in good condition?		
	Are all foods stored off the floor?		
	Can air circulate around products in freezers?		
	Are freezer door-seals clean and in good condition?		
	Are freezer room evaporator coils and fans clean?		
	Are condenser coil and fan clean and free from dust?		
Thawing Frozen Food			
	Is food covered or in a container while thawing?		
	Is food or container labelled and dated?		
	Is food being thawed stored below ready-to-eat food?		
	Is food thawed in microwave used immediately?		
	Is thawed food prevented from being re-frozen?		
	Has process temperature log been filled out for thawing food?		
Preparation			
	Are preparation surfaces clean & sanitised before use?		
	Are preparation staff wearing clean clothes?		
	Do staff wash hands prior to preparing food?		
	Do all staff have appropriate skills & knowledge for their tasks?		
	Is the 2hr/4hr rule followed for preparing food?		
	Are utensils and equipment clean and sanitised before use?		
	Are raw foods separated from ready-to-eat foods?		
	Are foods protected from foreign objects during preparation?		
	Has process temperature log been filled out for preparation?		

Cooking			
	Cutlets, steaks and roasts of red meat & oily fish can be cooked to preference.		
	Are minced meats, poultry or rolled roasts cooked until only clear juices run?		
	Are soups, sauces, gravies and casseroles boiled?		
	Does other cooked food reach 75°C in the centre?		
	Has process temperature log been filled out for cooking?		
Cooling Hot Food			
	Are containers used for cooling clean & appropriate?		
	Does cooling food reach from 60 °C to 21°C in first 2 hours?		
	Does cooling food reach from 21°C to 5°C within next 4 hours?		
	Does refrigerator remain below 5°C while food is cooling?		
	Is cooling food labelled with time & date?		
	Has process temperature log been filled out for cooling?		
Hot & Cold Holding, Serving & Displaying			
	Are temperatures logged twice daily for all display units?		
	Do all staff have appropriate skills & knowledge for their tasks?		
	Does food in sandwich bar remain below 5°C?		
	Does food in Bain Marie remain above 60°C?		
	Is food served as quickly as possible?		
	Are there sufficient tongs?		
	Are serving utensils clean?		
	Are the storage containers suitable & clean?		
	Is the holding area clean?		
	Are single use items discarded after use?		
	Is ready-to-eat food log used for food stored in danger zone?		
	Has process temperature log been filled out for holding?		
Self Service			
	Is food protected from contamination from customers?		
	Is left over self-serve food discarded?		
	Does each food item have its own serving utensil?		
	Is self-serve food supervised by suitably trained staff?		
	Is food replenished without "topping-up" old food?		
	Is ready-to-eat food log used for food stored in danger zone?		
Food Packaging			
	Is damaged packaging discarded?		
	Are bags and take-away containers stored appropriately?		

	Are the packaging materials food grade?		
	Is the packaging area kept clean and sanitary?		
	Do labels comply with Food Standards Code		
Transporting Food			
	Is transport vehicle clean & cleaned regularly?		
	Are transport containers clean?		
	Are high risk foods maintained at correct temperatures?		
	Is hot food in danger zone delivered in 2 hours?		
	Is food packaged appropriately & covered?		
	Is raw food kept separate from ready-to-eat food?		
	Is food kept separate from chemicals?		
	Is temperature of high-risk food checked on delivery?		