

Figure 1. Food-handling practices audit tool

Instructions: Several criteria are included to assess food-handling practices. Check “**Yes**” when all employees perform all food-handling practices correctly 100% of the time during the audit. Check “**No**” when food-handling practices were performed inconsistently or incorrectly during the audit by one or more employees. Check “**Not applied**” to indicate that the practice was not relevant or not observed during the audit.

Food-Handling Practices	Yes	No	NA/NO*	Comments
Time/Temperature Control				
1. Probe-type thermometers are provided for monitoring temperatures.				
2. Employees take temperatures of reheated foods.				
3. Employees take internal temperatures of hot and cold food items.				
4. Food temperatures were observed being taken on the serving line.				
5. Food temperatures were observed being taken during service.				
6. Food temperatures were observed being taken during preparation.				
7. Employees refrigerate potentially hazardous foods (PHFs) between preparation steps.				
8. Employees maintain food temperature logs.				
9. Thermometers are available for refrigerator/freezer units.				
Food/Preparation/Service				
1. Appropriate utensils are used to minimize bare hand contact with food.				
2. Gloves are changed after soiling.				
3. Separate cutting boards are used for PHFs and ready-to-eat foods.				
4. Sneeze guards are used in foodservice areas.				
Storage				
1. Raw meats, poultry, and seafood are stored below ready-to-eat foods in refrigeration units.				
2. Food is covered to protect from overhead contamination.				
3. Food and beverages are stored at least 6” off the floor.				
4. Food is properly labeled and dated.				
5. Storage facilities are kept clean and in good order.				
6. Toxic materials are stored in an area separate from food, utensils, food equipment, or food contact surfaces.				
Employees				
1. Employees wash their hands after contaminating them.				
2. Hand-wash facilities are operable, accessible, and supplied with soap and towels in dispensers.				
3. Employees wear clean clothes.				
4. Employees use hair restraints.				
5. Employees do not use tobacco in food preparation/storage/dishwashing areas.				
6. Employees do not eat or drink in food preparation/storage/dishwashing areas.				
Utensils/Equipment/Facilities				
1. Food contact surfaces and utensils are cleaned and sanitized after each use.				
2. Employees use test strips to check sanitizer concentration.				
3. Employees use proper hand dishwashing techniques.				
4. Equipment is clean, operable, and in good repair.				
5. All utensils and containers are kept clean.				
6. Floors, walls, and ceilings are kept clean and in good repair.				

**Item not applicable or observed at the time of audit*