



Kitchen Equipment Inspection Form

11 Nov 2020 / Zarina Gonzalez

Complete

Score	73.58%	Failed items	27	Actions	18
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Site Head Office, Sydney, SafetyCulture

- Inspections need to be carried out at least once a week
- In case of hazardous situations, inspections need to take place on a daily base
- All food preparation and associated storage areas must be inspected
- Any faults and weaknesses need to be reported to Management
- A copy of each completed inspection checklist needs to be filed together with a record of action taken to correct the faults

Areas inspected SafetyCulture Kitchen

Conducted on 11th Nov, 2020 8:42 AM +08

Inspected by Zarina Gonzalez

Location Sydney NSW, Australia
(-33.8688197, 151.2092955)

Failed Items & Actions

27 failed, 18 actions

Failed items

27 failed, 16 actions

Inspection / Cleanliness

Is access to the kitchen clean and tidy?

No

Too many people.



Photo 1

Inspection / Cleanliness

Are glass doors & windows spotless clean?

No

This is so gross.



Photo 2

Done | Priority High | Due 18th Nov, 2020 8:46 AM +08 | Created by Zarina Gonzalez

Schedule cleaning ASAP.

Inspection / Cleanliness

Are equipment, crockery & utensils cleaned thoroughly after use?

No



Photo 3

Can't do | Priority Low | Due 18th Nov, 2020 8:48 AM +08 | Created by Zarina Gonzalez

Buy a dishwasher.

Inspection / Cleanliness

Is (deep) cleaning carried out according to cleaning schedule ? Are logs filled in and signed?

No

Behind on cleaning schedule. Working on it.

Inspection / Cleanliness

Are dirty cloths, towels and aprons put away correctly?

No

Found this on the counter.



Photo 4

To do | Priority Low | Due 18th Nov, 2020 8:53 AM +08 | Created by Zarina Gonzalez

Put it in the cleaning bin.

Inspection / Disposal of Waste

Is waste stored in a bin or similar container with a tightly fitting lid?

No



Photo 5

Inspection / Disposal of Waste

Are refuse bins emptied regularly? (according to waste disposal contract)

No



Photo 6

Inspection / Food Hygiene

Are refrigerators & freezers clean & working properly? (freezer temperature -18 C or less)

No



Photo 7

Inspection / Food Hygiene

Are other cool storage areas below 8 °C?

No

Inspection / Food Hygiene

Is an accurate metal probe thermometer used to check food temperatures regularly?

No

To do | Priority Low | Due 18th Nov, 2020 9:00 AM +08 | Created by Zarina Gonzalez

Buy metal probe thermometer.

Inspection / Staff Toilets and Washing Facilities

Is the rest area where staff can sit, eat & drink clean, ventilated and tidy?

No

To do | Priority Low | Due 18th Nov, 2020 9:09 AM +08 | Created by Zarina Gonzalez

Redecorate rest area.

Inspection / Lighting

Is the lighting bright enough, especially over work surfaces & cookers?

No



Photo 9

Inspection / Lighting

Are steps, stairs & storerooms properly lit?

No

To do | Priority Low | Due 18th Nov, 2020 9:10 AM +08 | Created by Zarina Gonzalez

Buy new lights.

Inspection / Slips, Trips and Manual Handling

Are spills cleared up immediately?

No

This has been here since yesterday.

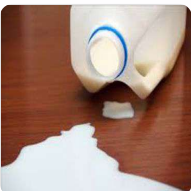


Photo 10

Inspection / Slips, Trips and Manual Handling

Are 'caution – wet floor' signs used when floors have been washed?

No

To do | Priority Low | Due 18th Nov, 2020 9:13 AM +08 | Created by Zarina Gonzalez

Get signs from old location.

Inspection / Slips, Trips and Manual Handling

Have manual handling risks been assessed & controlled? (check risk assessment records)

No

Can't find risk assessment records.

To do | Priority Low | Due 18th Nov, 2020 9:14 AM +08 | Created by Zarina Gonzalez

Switch to digital risk assessment.

Inspection / Fire Precautions

Have staff been trained in use of fire blankets? (check training records)

No

To do | Priority Low | Due 18th Nov, 2020 9:15 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Inspection / Fire Precautions

Are up to date fire action notices displayed where staff can read them? (what to do in event of fire & fire assembly points)

No

To do | Priority Low | Due 18th Nov, 2020 9:15 AM +08 | Created by Zarina Gonzalez

Make fire action notices.

Inspection / Machinery and Equipment

Is machinery and equipment regularly inspected & maintained? (fixed equipment every six months)

No

Don't know when equipment was last inspected. Can't find old equipment inspection form.

To do | Priority Low | Due 18th Nov, 2020 9:17 AM +08 | Created by Zarina Gonzalez

Use iAuditor equipment inspection forms from now on.

Inspection / Electrical Safety

Is electrical equipment regularly inspected and tested?

No

Don't know when equipment was last inspected. Can't find old equipment inspection form.

To do | Priority Low | Due 18th Nov, 2020 9:18 AM +08 | Created by Zarina Gonzalez

Use iAuditor equipment inspection forms from now on.

Inspection / Visual Inspection of Equipment

Label any faulty equipment with 'do not use' signs & take out of use until checked by an electrician. Encourage other staff to report any faults or damaged equipment

No



Photo 11

To do | Priority Low | Due 18th Nov, 2020 9:19 AM +08 | Created by Zarina Gonzalez

Label broken oven.

Inspection / Gas Safety

Do staff know what to do in a event of a gas leak? (turn off gas supply, evacuate the area, notify Estates department immediately)

No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Inspection / Chemicals

Have staff been trained to use these chemicals safely? (check training records)

No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Inspection / Chemicals

Do staff know what to do in an emergency?

No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Inspection / Protective Clothing

Is all protective clothing replaced as soon as it is worn out or damaged?

No

Inspection / First Aid

Are up to date posters displayed with names & locations of trained first aiders?

No

Inspection / Accidents and Illness

Is there a procedure for referring employees with these symptoms, for a medical opinion on their fitness for work?

No

Other actions

2 actions

Inspection / Food Hygiene

Are Foods dated/stored in a manner that ensures "first in, first out" ?

N/A

Still have uncooked pasta from last month.

To do | Priority Low | Due 18th Nov, 2020 9:01 AM +08 | Created by Zarina Gonzalez

Use pasta for staff dinner.

Inspection / Pest Control

Are kitchen, service & storage areas regularly checked for pest (mice, insects, etc) infestations? (note date of last check & name of pest control company)

Yes



Photo 8

To do | Priority High | Due 18th Nov, 2020 9:04 AM +08 | Created by Zarina Gonzalez

Contact pest control.

Inspection

18 actions, 27 failed, 73.58%

Cleanliness

3 actions, 5 failed, 54.55%

Is access to the kitchen clean and tidy?

No

Too many people.



Photo 1

Are work surfaces, shelves & floor kept clean & tidy?

Yes

Are walls & ceilings clean & in good condition and clean? (not cracked, chipped or peeling)

Yes

Are glass doors & windows spotless clean?

No

This is so gross.



Photo 2

Done | Priority High | Due 18th Nov, 2020 8:46 AM +08 | Created by Zarina Gonzalez

Schedule cleaning ASAP.

Are equipment, crockery & utensils cleaned thoroughly after use?

No



Photo 3

Can't do | Priority Low | Due 18th Nov, 2020 8:48 AM +08 | Created by Zarina Gonzalez

Buy a dishwasher.

Is stewarding section clean and tidy?

Yes

Are sinks and drains working properly? (not blocked or smelling)

Yes

Is (deep) cleaning carried out according to cleaning schedule ? Are logs filled in and signed?

No

Behind on cleaning schedule. Working on it.

Is the goods delivery area kept clean & free from clutter?

Yes

Are all kitchen employees wearing clean outer garments, and effective hair restraints?

Yes

Are dirty cloths, towels and aprons put away correctly?

No

Found this on the counter.



Photo 4

To do | Priority Low | Due 18th Nov, 2020 8:53 AM +08 | Created by Zarina Gonzalez

Put it in the cleaning bin.

Disposal of Waste

2 failed, 62.5%

Are waste food & other waste removed from the kitchen at least once per day?

N/A

Day hasn't ended yet.

Is waste cooking oil & fat disposed of correctly? (via a specialist collection agent)

Yes

Is waste stored in a bin or similar container with a tightly fitting lid?

No



Photo 5

Are waste bins clean?

Yes

Are broken glass & other sharp waste put in a puncture-proof container or wrapping before disposal into a bin?

Yes

Are refuse bins kept at a distance from the kitchen?

Yes

Are refuse bins emptied regularly? (according to waste disposal contract)

No



Photo 6

Are trolleys for moving heavy or large loads clean and in good shape?

Food Hygiene

2 actions, 3 failed, 81.25%

Is food from an approved source (licensed food establishment)? Is food is in sound condition properly labeled?

Yes

Is cold chain respected during food delivery?

Yes

Upon receipt, are foods checked for proper temperatures, spoilage, contamination, and adulteration? Dented cans are not used, and all food packages are intact. (check logs)

Yes

Is cooked & raw food stored & prepared separately?

Yes

Is food stored in clean containers and correctly labeled?

Yes

Are all foods, food equipment, and utensils stored a minimum of 15 cm above the floor?

Yes

Are Foods dated/stored in a manner that ensures "first in, first out" ?

N/A

Still have uncooked pasta from last month.

To do | Priority Low | Due 18th Nov, 2020 9:01 AM +08 | Created by Zarina Gonzalez

Use pasta for staff dinner.

Are refrigerators & freezers clean & working properly? (freezer temperature -18 C or less)

No



Photo 7

Are other cool storage areas below 8 °C?

No

Is the temperature of food display cabinets checked regularly?

Yes

Are potentially hazardous/ready-to-eat foods held for more than 24 hours marked with "preparation date" and "disposition date"?

11th Nov, 2020 12:00 AM +08

Is an accurate metal probe thermometer used to check food temperatures regularly?

No

To do | Priority Low | Due 18th Nov, 2020 9:00 AM +08 | Created by Zarina Gonzalez

Buy metal probe thermometer.

Are cooked/prepared foods rapidly cooled/reheated to the proper internal temperature and within the proper time frame?

Yes

Is frozen food thawed properly?

Yes

Are cutting boards correctly used by their colour?

N/A

All our cutting boards are white.

Are cutting boards and knives sanitized after each use?

Yes

Is oil for deep frying changed regularly (note when last carried out)

Yes

Last carried out 11/10/2020

Pest Control

1 action, 100%

Are kitchen, service & storage areas regularly checked for pest (mice, insects, etc) infestations? (note date of last check & name of pest control company)

Yes



Photo 8

To do | Priority High | Due 18th Nov, 2020 9:04 AM +08 | Created by Zarina Gonzalez

Contact pest control.

Are pest control visits made out of hours e.g. at night? (note arrangements for this)

Yes

Are fly screens in place at all opening windows & vents?

Yes

Are electric fly killer units in working order & maintained regularly?

N/A

We don't have electric fly killer units.

Staff Toilets and Washing Facilities

1 action, 1 failed, 80%

Is access to staff toilets clean and unobstructed, are floors clean?

Yes

Are toilets and washbasins clean and in working order?

Yes

Are hot and cold (or warm) running water, soap and paper towels (or other cleaning/hand drying facilities) provided in the toilets?

Yes

Are the lockers provided for staff clothing & bags clean and tidy?

N/A

No staff lockers.

Is the rest area where staff can sit, eat & drink clean, ventilated and tidy?

No

To do | Priority Low | Due 18th Nov, 2020 9:09 AM +08 | Created by Zarina Gonzalez

Redecorate rest area.

Ventilation

100%

Are cooking smells & steam removed from the kitchen?

Yes

Is there a supply of fresh air with no draughts?

Yes

Are mechanical extract ventilation systems checked & maintained annually?

Yes

Lighting

1 action, 2 failed, 33.33%

Is the lighting bright enough, especially over work surfaces & cookers?

No



Photo 9

Are steps, stairs & storerooms properly lit?

No

To do | Priority Low | Due 18th Nov, 2020 9:10 AM +08 | Created by Zarina Gonzalez

Buy new lights.

Are light shades & diffusers clean & in good condition?

N/A

Slips, Trips and Manual Handling

2 actions, 3 failed, 66.67%

Is the floor in a good condition? (no cracks, bumps or worn bits)

Yes

Is the floor free from obstructions? (such as boxes or rubbish)

Yes

Are floor surfaces clean?

Yes

Are spills cleared up immediately?

No

This has been here since yesterday.



Photo 10

Are 'caution – wet floor' signs used when floors have been washed? **No**

To do | Priority Low | Due 18th Nov, 2020 9:13 AM +08 | Created by Zarina Gonzalez

Get signs from old location.

Are staff wearing suitable closed-in, slip resistant shoes? **Yes**

Are steps & stools provided where needed? **Yes**

Are steps & stools in safe condition? (not broken or wobbly) **Yes**

Have manual handling risks been assessed & controlled? (check risk assessment records) **No**

Can't find risk assessment records.

To do | Priority Low | Due 18th Nov, 2020 9:14 AM +08 | Created by Zarina Gonzalez

Switch to digital risk assessment.

Fire Precautions 2 actions, 2 failed, 81.82%

Are fire exits & escape routes free of obstructions? **Yes**

Are fire doors clearly marked & kept closed? **Yes**

Do fire door closing mechanisms operate properly? **Yes**

Are vision panels in doors unobstructed? **Yes**

Are fire extinguishers provided and tested annually?(check last test date on label) **Yes**

Are fire blankets provided & checked annually? (check last test date on label) **Yes**

Have staff been trained in use of fire blankets? (check training records) **No**

To do | Priority Low | Due 18th Nov, 2020 9:15 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Are up to date fire action notices displayed where staff can read them? (what to do in event of fire & fire assembly points) **No**

To do | Priority Low | Due 18th Nov, 2020 9:15 AM +08 | Created by Zarina Gonzalez

Make fire action notices.

Can fire alarms be heard in all areas, including storerooms and toilets?

Yes

Are fire drills carried out at least once per term? (check fire evacuation records)

Yes

Are 'no smoking' rules followed? (look for cigarette butts)

Yes

Machinery and Equipment

1 action, 1 failed, 80%

Are staff trained to use & clean food preparation equipment safely? (check training records)

Yes

Is machinery and equipment regularly inspected & maintained? (fixed equipment every six months)

No

Don't know when equipment was last inspected. Can't find old equipment inspection form.

To do | Priority Low | Due 18th Nov, 2020 9:17 AM +08 | Created by Zarina Gonzalez

Use iAuditor equipment inspection forms from now on.

Is there a procedure for reporting faulty machinery or equipment & taking it out of use until mended? (note details of this procedure)

Yes

Is dangerous machinery operated with guards in place? (e.g. mincers, bacon slicers, potato chippers, food mixers)

Yes

Are these dangerous machines only operated by trained staff over the age of 18?

Yes

Electrical Safety

1 action, 1 failed, 75%

Are electrical sockets and equipment placed away from sinks and hotplates?

Yes

Is electrical equipment regularly inspected and tested?

No

Don't know when equipment was last inspected. Can't find old equipment inspection form.

To do | Priority Low | Due 18th Nov, 2020 9:18 AM +08 | Created by Zarina Gonzalez

Use iAuditor equipment inspection forms from now on.

Is portable electrical equipment tested every 3 years – check test labels

Yes

Does all electrical equipment pass visual inspection?

N/A

Visual Inspection of Equipment

1 action, 1 failed, 85.71%

Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs	Yes
Is the cable covering intact?	Yes
Damage to the plug - is the casing intact and pins straight?	Yes
Is the lead intact without any joins?	Yes
The outer covering of the cable is gripped where it enters the plug or equipment - see if the coloured insulation or copper of the internal wires are completely covered	Yes
The plug, equipment or socket is free from indications of overheating (eg brown burn marks)	Yes
Label any faulty equipment with 'do not use' signs & take out of use until checked by an electrician. Encourage other staff to report any faults or damaged equipment	No



Photo 11

To do | Priority Low | Due 18th Nov, 2020 9:19 AM +08 | Created by Zarina Gonzalez

Label broken oven.

Gas Safety

1 action, 1 failed, 66.67%

Are gas appliances regularly checked & serviced by qualified fitters? (every six months)	Yes
Are staff trained to use gas appliances safely? (check training records)	Yes
Do staff know what to do in a event of a gas leak? (turn off gas supply, evacuate the area, notify Estates department immediately)	No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Chemicals

2 actions, 2 failed, 50%

Are all chemicals clearly labelled? (e.g. cleaning materials, disinfectants, detergents, pest killers)	Yes
Are chemicals stored separately and away from food	Yes

Have staff been trained to use these chemicals safely? (check training records)

No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Do staff know what to do in an emergency?

No

To do | Priority Low | Due 18th Nov, 2020 9:20 AM +08 | Created by Zarina Gonzalez

Organize staff training.

Protective Clothing

1 failed, 85.71%

Are rubber or plastic gloves provided to protect against skin damage from hot water, detergents, disinfectants & other chemicals?

Yes

Are cotton inner-gloves available for handling broken glass & other sharp waste material?

Yes

Are padded gloves available for handling broken glass and other sharp waste material?

Yes

Is eye protection (goggles or visors) provided where there is a danger of eye damage from splashes or machinery?

Yes

Are heatproof gloves or gauntlets provided for taking dishes in & out of hot ovens?

Yes

Is all protective clothing replaced as soon as it is worn out or damaged?

No

Are clean hair coverings (caps, snoods etc.) provided when needed?

Yes

First Aid

1 failed, 50%

Are up to date posters displayed with names & locations of trained first aiders?

No

Are first aid boxes clearly marked and fully stocked?

Yes

Accidents and Illness

1 failed, 75%

Are accidents reported in an accident book & on the Swiss International Accident Report Form? (check accident book and records)

Yes

Are near misses & illnesses caused by work also recorded? (check accident book and records)

Yes

Do staff report symptoms which may cause food poisoning? (diarrhoea, vomiting, skins rashes, boils, fever, discharges from ear or nose)

Yes

Is there a procedure for referring employees with these symptoms, for a medical opinion on their fitness for work?

No

Other Hazards/Notes

Need to have whole-day staff training soon.

Sign Off

Completed by (Name and Signature)



Zarina Gonzalez

11th Nov, 2020 9:25 AM +08

Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11