



## Food Safety Supervisor Course Third Party Report & Checklist

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**Instructions:** This report must be completed by the participant and the observer/assessor. The Participant and Observer/Assessor are required to initial where the Participant performs the competency checklist items satisfactorily. Where the Participant does not perform the competency checklist item satisfactorily, please leave the field **blank**.

**Participant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Observer/Assessor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Competency Checklist	Participant Initial	Observer / Assessor Initial
<b>Implement Food Safety Procedures</b>		
<b>Implement procedures for food safety.</b>		
Access and use the relevant documents from the organisation food safety program.		
Follow all food safety policies and procedures correctly and consistently according to organisation food safety program requirements to ensure compliance of all food handling practices.		
Control all food hazards at critical control points.		
Complete any food safety monitoring processes and complete documents as outlined in the food safety program.		
Identify and report any practices that are inconsistent with the food safety program.		
Take any corrective actions within scope of job responsibility for incidents where food hazards are found not to be under control.		
<b>Store food safely.</b>		
Select food storage conditions appropriate to the specific food type.		
Store food in the appropriate environmental conditions so that it is protected from contamination and to ensure its freshness, quality and appearance.		
Store food at appropriately controlled temperatures and ensure that any frozen items remain frozen during storage.		
<b>Prepare food safely.</b>		
Prepare food in a safe manner to ensure that it is protected from contamination.		

Use cooling and heating processes that will not adversely affect the microbiological safety of the food.		
Monitor temperature of food throughout the preparation process to achieve microbiological safety of the food at all times.		
Ensure the safety of food prepared, served and sold to customers under other conditions.		
<b>Provide safe single use items.</b>		
Store, display and provide single use items so that they are protected from damage and contamination.		
Do not re-use items intended for single use.		
<b>Maintain a clean environment.</b>		
Clean and sanitise equipment, surfaces and utensils used during food handling process.		
Use appropriate containers and do not allow the accumulation of garbage and recycled matter.		
Identify and report any equipment that requires cleaning or maintenance to ensure its cleanliness and safe operation.		
Dispose of any chipped, broken or cracked eating, drinking or food handling utensils or report these if disposal is outside scope of responsibility.		
Take measures within scope of responsibility to ensure food handling areas are free from animals and pests and report any incidents of animal or pest infestation.		
<b>Dispose of food safely.</b>		
Mark and keep separate from other foodstuffs any food identified for disposal until disposal is complete.		
Dispose of food promptly to ensure no cross-contamination of other foodstuffs.		
<b>Follow workplace hygiene procedures</b>		
<b>Follow hygiene procedures and identify hygiene hazards.</b>		
Access and follow hygiene procedures and policies correctly and consistently according to organisation and legal requirements to ensure health and safety of customers and colleagues.		
Identify and report poor organisation practices that are inconsistent with hygiene procedures.		
Identify hygiene hazards that may affect the health and safety of customers, colleagues and self.		
Take action to remove or minimise the hazards within scope of individual responsibility and according to organisation and legal requirements.		
Promptly report hygiene hazards to appropriate person for follow up where control of hazard is beyond the scope of individual responsibility.		
<b>Report any personal health issues.</b>		
Report any personal health issues that are likely to cause a hygiene risk.		
Report incidents of food contamination that have resulted from the personal health issue.		

Do not participate in food handling activities where there is a risk of food contamination as a result of the health issue.		
<b>Prevent food and other item contamination.</b>		
Maintain clean clothes, wear required personal protective clothing and only use organisation-approved bandages and dressings to prevent contamination to food.		
Ensure that no clothing or other items worn contaminate food.		
Prevent unnecessary direct contact with ready to eat food.		
Do not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting, smoking or eating over food or food preparation surfaces.		
Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs.		
<b>Prevent cross-contamination by washing hands.</b>		
Wash hands at appropriate times and follow hand washing procedures correctly and consistently according to organisation and legal requirements.		
Wash hands using appropriate facilities.		

<p><b>Participant Declaration:</b></p> <p>I declare that I have completed this Checklist/Report with the Observer/Assessor, and that I am confident and competent in meeting the above requirements.</p>	<p><b>Signature:</b></p> <hr/> <p><b>Date:</b> _____</p>
<p><b>Observer/Assessor Declaration</b></p> <p>As the Observer/Assessor, I am (tick one or more as relevant)</p> <ul style="list-style-type: none"> <li>- the owner of the business _____</li> <li>- the manager of the business _____</li> <li>- a qualified chef, _____</li> <li>- or a person who holds the FSS qualification _____</li> </ul> <p>and I have observed and verify that the participant competently performs the above requirements.</p>	<p><b>Signature:</b></p> <hr/> <p><b>Date:</b> _____</p>