



# FOOD SAFETY STANDARD 3.2.2A MANAGEMENT TOOLS CHECKLIST

## CATEGORY 1

**Businesses that make and serve potentially hazardous, ready-to-eat food that is unpackaged.**

## EXAMPLES MAY INCLUDE:



restaurants



bakeries



fast food outlets



caterers



## FOOD HANDLER TRAINING

- ☐ Food handlers in my business have completed a food safety training course or can show their food safety skills and knowledge.
- ☐ Our business has a process to make sure all new staff have the training, skills and knowledge they need.

## NOTE

Keeping a record of staff training is an easy way to know and show that food handlers have the required skills and knowledge.



## FOOD SAFETY SUPERVISOR

- ☐ Our business has at least one qualified Food Safety Supervisor (FSS).  
FSS name(s): \_\_\_\_\_
- ☐ FSS certification was gained from a Registered Training Organisation (RTO).
- ☐ FSS certification was completed within the last 5 years.
- ☐ Copies of FSS certificates are onsite.
- ☐ At least one FSS is available when food handling is occurring.

## NOTE

A list of RTOs that provide FSS certification, is available on the [SA Health website](#).



## EVIDENCE OF KEY CONTROLS

Our business keeps records to show and/or can demonstrate:

- ☐ temperatures of potentially hazardous foods are controlled during:  
☐ receipt    ☐ display    ☐ storage    ☐ transport
- ☐ we adequately process (e.g. cook, acidify, sous vide) potentially hazardous foods to reduce pathogens
- ☐ we minimise the time potentially hazardous foods are out of temperature control
- ☐ potentially hazardous foods are cooled from 60°C to 21°C in 2 hours, then from 21°C to 5°C in a further 4 hours or less
- ☐ potentially hazardous foods that are going to be hot held are rapidly reheated to 60°C or above
- ☐ we adequately clean and sanitise food contact surfaces and equipment.

## NOTE

You'll need to keep your thermometer accessible, working and accurate to show you're meeting these Standards.

Record templates are available on the [FSANZ website](#).

For more information, contact your local council  
Environmental Health Officer or visit  
[www.sahealth.sa.gov.au/foodsafetymanagement](http://www.sahealth.sa.gov.au/foodsafetymanagement)



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