Food Safety System Self Assessment Form

Date: ____/____/____ PC# / Location: _____
Participant: _____

Instructions: To ensure proper execution of Food Safety System measure the following standards and mark those in default in the provided check box (√). Once completed, utilize the last page to document your corrective actions to ensure that preventative steps are taken to correct problem areas. Any **BOLDED** severe items are of imminent health concern and need to be addressed immediately upon finding.

Item	Standard	Rating	Example	√
FS01	Are Retail Food Safety System Self-Assessments being completed accurately on a monthly basis and corrective actions taken?	High	NO DOCUMENTATION:	
		High	NOT ACCURATE	
		Observe	NO CORRECTIVE ACTIONS DOCUMENTED:	
		Observe	INCOMPLETE	
FS02	Are employees free of illness symptoms (diarrhea, fever, vomiting, jaundice, lesions with pus on hand, wrist or exposed body part) and not infected with Shiga toxin-producing E. coli, Hepatitis A, Shigella, Norovirus or Salmonella?	**Severe**	**ILLNESS SYMPTOMS:**	
FS03	Do the employees and store manager understand Dunkin' Brands' standard for Employee Health and is placard posted?	High	MANAGER DOES NOT KNOW REPORTABLE ILLNESSES AND SYMPTOMS AND/OR IS ABLE TO OBTAIN INFORMATION:	
		High	EMPLOYEE DOES NOT KNOW SYMPTOMS AND/OR IS ABLE TO OBTAIN INFORMATION:	
		Observe	PLACARD NOT POSTED:	
FS04	Are handwash sinks provided, accessible, working properly, dedicated for hand washing only, and supplied with hand soap and single use paper towels or heated hand dryer?	**Severe**	**NOT PROVIDED:**	
		High	NOT DEDICATED FOR HAND WASHING ONLY:	
		High	NOT SUPPLIED WITH HAND SOAP:	
		High	NO SINGLE USE PAPER TOWELS OR HEATED HAND DRYER:	
		High	NOT WORKING PROPERLY:	
		Observe	NOT ACCESSIBLE:	
FS05	Is there no bare hand contact with ready-to-eat food?	High	BARE HAND CONTACT OBSERVED:	
FS06	Are single-use gloves and bandages available for use?	Observe	NO BANDAGES:	
		Observe	NO GLOVES:	
FS07	Are all employees demonstrating proper hygiene?	High	NOT WASHING HANDS AFTER ANY INTERRUPTION OF WORK:	
		High	NOT WASHING HANDS BEFORE PUTTING ON SINGLE USE GLOVES:	
		High	IMPROPER HAND WASHING PRACTICES OBSERVED:	
		High	NOT WASHING HANDS WHEN STARTING SHIFT:	
		High	RE-USING SINGLE USE GLOVES:	
		High	EATING, DRINKING, TOBACCO USE WHILE WORKING WTH FOOD:	
		High	NOT BANDAGING AND COVERING CUTS, BURNS, SCRATCHES:	
		Observe	FALSE OR POLISHED NAILS NOT COVERED BY GLOVE:	
		Observe	JEWELRY LIMITED TO PLAIN BAND:	
		Observe	EFFECTIVE HAIR RESTRAINT:	
FS08	Is store free of pests?	High	RODENTS:	
		High	FLYING INSECTS:	
		High	COCKROACHES:	
		High	CRAWLING INSECTS:	
		High	BIRDS:	

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FS09	Is the store free of imminent health hazards?	**Severe**	**ADULTERATED PRODUCT:**	
		Severe	**NO RUNNING WATER:**	
		Severe	**SEWER BACKUP:**	
		Severe	**PEST INFESTATION THAT LEADING TO FOOD/CONTACT SURFACE CONTAMINATION**	
		Severe	**NO MEANS TO SANITIZE**	
		Severe	**PHF NOT HELD AT PROPER TEMPERATURE THROUGHOUT STORAGE AND HOLDING (41 F OR BELOW, 140F OR ABOVE) AND NOT DOCUMENTED WITHIN PAST 4 HOURS:**	
		Severe	**FLOOD:**	
FS10	Are all food products approved by the respective brand and from an approved source?	High	UNAPPROVED PRODUCTS/SUPPLIER:	
FS11	Are traps, pesticides and instecocutors used in a way that will not contaminate food and only applied by a licensed pest control operator?	High	PESTICIDES STORED IN SHOP:	
		High	NOT APPLIED BY LICENSED PCO:	
		High	BAIT NOT IN TAMPER RESISTANT CONTAINER:	
		High	ABOVE OR NEAR FOOD OR PACKAGING:	
FS12	Are premises clean and maintained?	High	RESTROOM:	
		Observe	FLOORS:	
		Observe	SHELVING:	
		Observe	WALLS:	
		Observe	DUMPSTER AREA:	
		Observe	FAN GUARDS:	
		Observe	CEILING:	
		Observe	VENTS:	
		Observe	EXCESSIVE CLUTTER:	
		Observe	CARDBOARD LINING SHELVES:	
		Observe	HOODS:	
		Observe	SINKS:	
		Observe	DELIVERY VEHICLE:	
FS13	Are food and packaging protected from contamination throughout production, delivery, storage, finishing, preparation and service?	High	NOT COVERED:	
		High	MISUSE OF PACKAGING:	
		High	BULBS NOT SHIELDED:	
		High	UNPROTECTED DELIVERY RACK TOP/BOTTOM:	
		High	NOT SHIELDED FROM SPLASH:	
		High	UNDER LEAKING PIPES:	
		Observe	PERSONAL BELONGINGS ON FOOD OR PACKAGING:	
		Observe	NOT 6 INCHES OFF OF FLOOR:	
		Observe	PACKAGING STORED DIRECTLY ON COUNTER:	
		Observe	STORED UNDER CONDENSATION:	
		Observe	PACKAGING NOT INVERTED:	
		Observe	UN-PROCESSED PRODUCE NOT WASHED IN COLANDER:	
FS14	Are food allergen risks addressed?	High	MISSING OR UNAPPROVED FLAVOR STRIPS:	
		High	OPEN/EXPOSED NUT PRODUCTS STORED ABOVE OPEN/EXPOSED NON-NUT PRODUCTS:	
		High	NO DD/BR ALLERGEN DECAL:	
FS15	Are all food products dated, labeled and within their code date?	High	OPEN REFRIGERATED PRODUCTS NOT PROPERLY RE-DATED:	
		High	OUT OF CODE:	
		High	ICED COFFEE/TEA BAG NOT PROPERLY DATED OR EXPIRED:	
		Observe	NOT LABELED:	
		Observe	IMPROPERLY LABELED:	
FS16	Are equipment, utensils and food storage containers approved and in good condition to enable effective sanitation and/or prevent a food contamination?	High	EQUIPMENT IN DISREPAIR:	
		High	FOOD STORAGE CONTAINER IN DISREPAIR:	
		High	UTENSIL IN DISREPAIR:	
		High	UNAPPROVED ICED COFFEE DISPENSER:	
		High	UNAPPROVED DAIRY DISPENSER:	
		High	UNAPPROVED THERMOL SERVER:	

Item	Standard	Rating	Example	√
FS17	If well water is used, is there documented evidence that it meets Federal, State, and local standards?	High	NO DOCUMENTATION:	
FS18	Are sanitizer solutions clean and of adequate concentration and test strips used?	High	PAIL:	
		High	CUP:	
		High	WAREWASH SINK:	
		High	NO TEST STRIPS USED:	
		High	SPRAY BOTTLE:	
		High	TEST STRIPS DAMAGED:	
FS19	Are in-use wiping cloths stored in sanitizing solution?	High	NOT STORED IMERSED IN SANITIZER:	
FS20	Are two or three-compartment sinks set up and used properly (wash, rinse, sanitize, air-dry)?	High	NOT SET UP/USED PROPERLY:	
		High	SANITIZE BAY NOT CLEAN:	
		Observe	NOT AIR DRYING PROPERLY:	
		Observe	DIRTY ITEMS ON CLEAN DRAINBOARD:	
		Observe	CLEAN ITEMS ON DIRTY DRAINBOARD:	
		Observe	CLEAN DRAINBOARD NOT CLEAN:	
FS21	Are necessary brushes and cleaning utensils available, in use and stored properly?	High	SPONGE/STEEL WOOL OBSERVED:	
		Observe	NOT STORED PROPERLY:	
		Observe	BRUSH IN POOR CONDITION:	
FS22	Are appropriate utensils used and stored properly?	High	SANITIZED ITEMS STORED WITH UNSANITIZED ITEMS:	
		High	NOT ON CLEAN SURFACE:	
		High	SCOOP HANDLE TOUCHING FOOD:	
		High	CUP USED TO SCOOP ICE:	
		High	ICE SCOOP IN ICE MACHINE:	
		High	IN STANDING WATER:	
		High	DIPPER WELL NOT RUNNING:	
		Observe	SINGLE USE UTENSIL USED TO SERVE FOOD MORE THAN ONCE:	
		Observe	IN-USE UTENSILS IN SANITIZER:	
FS23	Is food stored in approved containers?	Observe	FOOD IN UNAPPROVED CONTAINER:	
FS24	Are food contact surfaces of equipment and utensils washed, rinsed and sanitized properly and at proper frequency?	High	SPINDLE-TYPE MIXERS:	
		High	ICE MACHINE:	
		High	DIPPERWELLS:	
		High	UTENSILS:	
		High	FOOD CONTAINERS:	
		High	CAN OPENER:	
		High	DAIRY DISPENSER TANK:	
		High	CUTTING BOARD:	
		High	BLENDER PITCHERS:	
		High	TUB CUTTER:	
		High	SOFTSERVE FREEZER:	
		Observe	STEAM WAND:	
		Observe	DECORATING BAGS/TIPS:	
		Observe	KNIFE HOLDER:	
		Observe	JELLY HOPPER:	
		Observe	DISPLAY BASKETS:	
		Observe	GLAZERS:	
		Observe	DONUT DEPOSITOR:	
		Observe	MIXING BOWLS:	
		Observe	WATER CHILLER HOSE:	
		Observe	WAFFLE IRON:	
		Observe	BAGEL SLICER:	
		Observe	DOUGH HOOK/PADDLE:	
		Observe	COOLATTA FREEZER:	
		Observe	SHEETER:	
		Observe	LEMON WEDGER:	
		Observe	DOUGH PRESS:	

Item	Standard	Rating	Example	√
FS25	Are non-food contact surfaces of equipment washed, rinsed and sanitized properly and at proper frequency?	Observe	EXTERIOR OF EQUIPMENT:	
		Observe	GASKETS:	
		Observe	REACH-INS:	
		Observe	COUNTERS:	
		Observe	HANDLES:	
		Observe	DISPLAY CASE:	
		Observe	RACKS:	
		Observe	DIPPING CABINET:	
		Observe	MICROWAVES:	
		Observe	DOORS:	
		Observe	OVENS:	
		Observe	PROOF BOXES:	
		Observe	HATCO HOT-HOLDING UNIT:	
FS26	Is hot running water available at all sinks?	**Severe**	**NO HOT WATER:**	
FS27	Are chemicals approved by corporate and used in accordance with manufacturer's instructed use?	High	MISUSED:	
		Observe	UNAPPROVED:	
FS28	Are chemicals properly labeled and stored below or away from food, food packaging, and food contact surfaces?	High	NOT PROPERLY LABELED:	
		High	ABOVE FOOD PACKAGING:	
		High	ABOVE FOOD CONTACT SURFACE:	
		High	ABOVE FOOD:	
FS29	Are approved food probe thermometers in use, accurate to within 2°F (1°C), and sanitized properly?	High	NOT AVAILABLE:	
		High	NOT ACCURATE:	
		High	NOT IN-USE:	
		High	NOT SANITIZED:	
FS30	Are refrigerated products received at 41°F maximum and are temperatures, Observes and corrective actions documented for each delivery received (DCP, inter-store, self purchase, etc)?	High	NOT ACCURATE:	
		High	NO DOCUMENTATION:	
		High	OUT OF TEMP:	
		Observe	INCOMPLETE:	
		Observe	NO CORRECTIVE ACTIONS:	
FS31	Are refrigerated foods in storage units stored at 41°F maximum and documented twice a day? (e.g. Walk-ins, back room storage units)	High	NO DOCUMENTATION:	
		High	NOT ACCURATE:	
		High	TEMP ABOVE 41°F:	
		Observe	INCOMPLETE:	
		Observe	NO CORRECTIVE ACTIONS:	
FS32	Are all frozen foods properly thawed under refrigeration at 41°F maximum?	High	NOT FULLY THAWED PRIOR TO COOKING:	
		High	IN STANDING WATER:	
		High	AT ROOM TEMPERATURE:	
FS33	Are refrigerated foods in cold holding units stored at 41°F maximum and documented every 4 hours? (e.g. Front Service Area)	High	PRODUCT MEASURED ABOVE 41°F:	
		High	NO DOCUMENTATION:	
		High	NOT ACCURATE:	
		Observe	INCOMPLETE:	
		Observe	NO CORRECTIVE ACTIONS:	
FS34	Are Dunkin Donuts pre-portioned items cooked in an approved equipment to 140°F or 165°F depending on product and documented?	High	EGGS NOT 140°F:	
		High	OMELET NOT 140°F:	
		High	SAUSAGE PATTY NOT 140°F:	
		High	HASHBROWNS NOT 165°F:	
		High	NO DOCUMENTATION:	
		High	NOT ACCURATE:	
		Observe	INCOMPLETE:	
		Observe	NO CORRECTIVE ACTIONS:	
FS35	Are potentially hazardous hot foods held at 140°F minimum and documented daily?	High	PRODUCT MEASURED BELOW 140°F:	
		High	NO DOCUMENTATION:	
		High	NOT ACCURATE:	
		Observe	INCOMPLETE:	
		Observe	NO CORRECTIVE ACTIONS:	

Corrective Action Plan

Instructions: Identify the short and long term corrective/preventative action plan. Focus on the root cause and solutions for each. Record the items found, what action will take place, who is to complete the action and when it should be accomplished.

Reference Item #	Item / Issue Found	Corrective / Preventative Action	Who	When
Example FS16	*Chlorine Sanitizer in pail found at 0 PPM*	*Change out sanitizer solution and retrain crew as to how to test for sanitizer. Implement plan to test strength once every 30 minutes*	*Manager*	*8/29/08*