

***DRAFT***



**FOOD SAFETY AUDIT REPORT**  
Retail Facilities Checklist English Template 20091008

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**TYPE OF AUDIT**

Announced

**INSPECTION DATE**

**AIB International Inc.**

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<http://www.aibonline.org/>

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## RATING

A food safety audit was conducted at this facility on . The writer was accompanied throughout the inspection by Mr. **(INSPECTOR FILL IN)**.

The writer received excellent cooperation and, on some occasions, the items were immediately corrected.

At the conclusion of the inspection, a meeting was held to discuss the observations, recommendations, and rating.

Based on the observations made, the information obtained, and the criteria set forth in the *AIB International Consolidated Standards for Inspection Retail Facilities*, the overall food safety level of this facility was considered to be:

**<INSPECTOR FILL IN WORD RATING>**

**(0)**

**A note on the ratings:** Although the body of this report reflects observations based upon the *AIB Consolidated Standards for Retail Food Establishments* (i.e., the *pre-2009* or “old” standards), the rating system used is the 2009 system, in which a word rating of “Superior” is based on *two* criteria: the “old” requirement that the numerical score be 900 or above *and* the new requirement that there be no serious issues identified. If there are serious issues identified and the score is 900 or above, then the word rating is “Excellent.” The slightly different category titles and the new sequence of categories are explained in notes on the Rating Analysis table which follows. For more detailed information on the 2009 rating system, please see our web site:

<https://www.aibonline.org/onlinecatalog/products/consolidatedstandards/>

**The body of the report uses the “old” sequence of categories and the “old” category names and, again, is based upon the “old” standards.**

**An “Unsatisfactory” rating was assigned due to (INSPECTOR FILL IN WHEN APPLICABLE).**

**The “Serious” or “Unsatisfactory” items are shaded, boxed, and bolded in the text of the report. Refer to the definitions in the AIB International Inc. Consolidated Standards for Inspection.**

**The “Improvement Needed” items are designated in bold type and require prompt attention.**

AIB International Inc. states that the report as given herein is to be construed as its findings and recommendations as of the date of this report. AIB International Inc. does not accept or assume responsibility for the Food Safety Programs in effect with (customer). AIB International Inc. is only reporting the food safety conditions of (customer) as of the date of this report and assumes no responsibility or liability as to whether (customer) does or does not carry out the recommendations as contained in this report.

## RATING ANALYSIS

DATE OF INSPECTION:

TYPE OF INSPECTION: Error! Reference source not found.

OVERALL RATING: <INSPECTOR FILL IN WORD RATING>

OPERATIONAL METHODS AND PERSONNEL PRACTICES

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MAINTENANCE FOR FOOD SAFETY

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CLEANING PRACTICES

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INTEGRATED PEST MANAGEMENT

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ADEQUACY OF PREREQUISITE AND FOOD SAFETY PROGRAMS

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**TOTAL: 0**

## AIB INTERNATIONAL FOOD SAFETY CHECKLIST – FOR RETAIL FACILITIES

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
<b>Operational Methods and Personnel Practices</b>								
1.	1.2	Materials were stored at least 18 inches (45 cm) away from walls and ceilings to facilitate cleaning, inspection, and pest control activities. Food was not stored on the floor or in direct contact with shelves or racks of cold storage boxes or other contaminated surfaces. Foods were covered when not being prepared or served.						
2.	1.4	Ingredients, packaging supplies, and other materials were rotated on a “First-In, First-Out” basis or other verifiable method to ensure stock rotation.						
3.	1.16	Trash or inedible waste was stored in properly identified and covered containers.						
4.	1.22	Raw materials, work in progress, and finished products capable of supporting the rapid growth of pathogenic microorganisms were properly stored. An air temperature thermometer accurate to +/-3°F or 2°C was provided in all refrigerators and freezers.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
5.	1.23	Incompatible materials were stored under conditions that prevented cross-contamination.						
6.	1.24	Containers, utensils and equipment were constructed, handled, and maintained to prevent contamination. Misuse of containers or utensils was not observed. Food preparation surfaces that come in contact with potentially hazardous foods and were not subjected to heat during routine cooking operations were cleaned and sanitized after each use.						
7.	1.27	Adequate hand washing stations were located at appropriate locations and were stocked with single-use towels or air dryers and sanitizers as appropriate. "Wash hands" signs were displayed by sinks and entries into food preparation areas.						
8.	1.28	Washrooms, showers, and locker rooms were maintained in an acceptable sanitary condition. "Wash hands" signs were displayed in restrooms, lunchrooms, and smoking areas. Lockers were inspected on a defined frequency and no open food or drink was allowed.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
9.	1.29	Trained supervisors were in place to monitor compliance with personnel practices. Personnel were observed washing hands appropriately and good personal hygiene practices were observed.						
10.	1.30	Personnel preparing or handling food or food contact surfaces were wearing adequate hair and beard restraints. Their clothing and uniforms were clean and well maintained. Personnel welfare facilities allowed direct access to the facility.						
11.	1.32	Personnel in food preparation areas were not observed wearing loose or insecure jewelry. Personnel were not observed eating, drinking, or smoking in unauthorized areas. Personal property was stored in appropriate locations defined by company policy.						
12.	1.33	Effective procedures were in place to ensure that personnel with boils, sores, infected wounds, infections, or other communicable diseases were not permitted to come in contact with food as required by law. Formal disease prevention and control policies were in place.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
13.	1.46	Food and ingredients were obtained from sources that meet regulatory and food labeling requirements and were handled in a way to ensure wholesomeness of products prepared with those materials.						
14.	1.47	Foods were properly refrigerated, thawed, and prepared to prevent spoilage, contamination, and the growth of pathogenic microorganisms.						
15.	1.48	Potentially hazardous foods were properly and promptly cooled to ensure the safety of these products by inhibiting the growth of pathogenic microorganisms.						
16.	1.49	The company had protocols in place to ensure proper handling of shellfish in order to prevent food borne illness. These protocols satisfied food codes and made customers aware of the risks of consumption.						
17.	1.50	No game animals were prepared or provided for sale at this facility.						
18.	1.51	No wild mushrooms were prepared or sold at this facility.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
19.	1.52	Milk dispensers were properly used, stored, and maintained to ensure food safe use and consumption of milk products.						
<b>Maintenance for Food Safety</b>								
20.	2.2	Outside grounds were maintained in a way that prevents product contamination. Measures included but were not limited to managing drainage, litter, weeds, and dust and maintaining waste and equipment graveyards to eliminate pest attraction to the facility.						
21.	2.4	Adequate space was observed between equipment, stored materials, and structures to facilitate access for cleaning and maintenance activities.						
22.	2.5	Floors, walls, and ceilings throughout the facility were well constructed and maintained. Floor drainage was designed and maintained to allow access for cleaning and to prevent product contamination. There was no evidence of roof leakage.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
23.	2.6	Fixtures, ducts, and pipes were properly installed and maintained to prevent contamination from leaks, condensation, or loose material. There was no evidence of loose materials, such as insulation, flaking rust, and paint in the overheads or from production equipment, in or above the product zone.						
24.	2.7	Fluorescent light tubes, light bulbs, essential glass, brittle plastics, and ceramics in the facility were of the safety type or otherwise protected from accidental breakage. Those that could not be protected were accounted for in the Glass, Brittle Plastics, and Ceramics Program.						
25.	2.8	Adequate ventilation was provided in the facility. Filters were in place in air makeup units to remove particles of 50 microns or larger. Insect screens were provided on windows or doors used for ventilation to prevent pest entry.						
26.	2.9	Adequate barriers were in place to prevent rodents, insects, and birds from entering the facility. Cracks, crevices, and other pest harborages were eliminated and doors were pestproofed to prevent pest entry.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
27.	2.10	There was no evidence of leaks or excessive lubrication in product zones where contamination was likely. In areas where drive motors or gearboxes were mounted over product zones, deflector plates or catch pans were intact and maintained to prevent product contamination,						
28.	2.11	Food-grade lubricants were used on food preparation equipment.						
29.	2.12	Operations were separated to prevent product contamination.						
30.	2.13	Facility design standards identified the appropriate materials, modifications, and repair procedures to reduce potential contamination, facilitate cleaning, and eliminate pest harborage.						
31.	2.14	Equipment and utensils were designed and constructed of materials that were easily cleaned and maintained.						
32.	2.15	The facility followed a written Temporary Repair Program that defined food-grade materials appropriate for use as temporary repair materials.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
33.	2.16	Food contact surfaces were smooth, corrosion-free, constructed of nontoxic material. No spot or tack welds were identified.						
34.	2.17	Temperature measuring devices, including thermometers, regulating, and recording controls were installed on any equipment intended to prevent pathogenic microorganism growth. These devices were routinely calibrated.						
35.	2.21	A program was in place to monitor water quality and records were provided. The program included water, ice, and steam used for food contact. Back siphonage devices were provided and records of checks of the devices was current. Plumbing appeared to be adequate.						
36.	2.22	Hand washing facilities provided hot and cold running water. Hand washing facilities were labeled and separate from utensil washing facilities. Hand washing facilities were accessible to employees involved in food preparation and equipment utensil washing as defined by local or national regulations.						
<b>Cleaning Practices</b>								

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
37.	3.1	Cleaning was done in a way that prevents contamination of raw materials, products, and equipment. Cleaning and sanitizing operations were performed in accordance with the appropriate code or regulatory requirements.						
38.	3.2	Food approval documentation was provided for cleaning chemicals and sanitizers used to clean food contact surfaces.						
39.	3.3	Adequate cleaning equipment and tools were available and stored away from preparation areas. Cleaning tools were labeled or color coded to separate them based on their intended use.						
40.	3.4	Daily housekeeping cleaning activities were carried out in a way that prevents contamination. Housekeeping activities were assigned to the appropriate department to maintain work and support areas during preparation.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
41.	3.5	Deep cleaning of equipment and structures was conducted according to the Master Cleaning Schedule to prevent the development of microorganisms, insects, or foreign material. Periodic cleaning tasks complied with written procedures.						
42.	3.6	Maintenance cleaning appeared to be completed in a way that prevented product contamination.						
43.	3.7	Food contact surfaces and utensils were cleaned and sanitized as appropriate to remove contaminants. Utensils, containers, and product zones were cleaned to prevent residues from being transferred to other products.						
44.	3.10	Proper and thorough cleaning of multiple-use utensils, containers, and dishware used in food preparations areas and for dining was observed.						
<b>Integrated Pest Management</b>								
45.	4.1	A formal Integrated Pest Management (IPM) Program with written procedures that included requirements of the facility's Prerequisite Programs was in place.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
46.	4.2	An annual facility assessment that addressed all areas inside and outside of the facility was documented.						
47.	4.3	The facility did not manage their IPM Program under an alternative guideline.						
48.	4.4	A signed agreement was in place with the (INSPECTOR FILL IN) Company to provide IPM services. A copy of the service agreement included materials, the facility name, facility contact person, frequency of services, description of services, term of contract, equipment and storage specifications (where applicable), a current list of approved chemicals, emergency call procedures, service records to be maintained, and notification requirements for changes in materials or services.						
49.	4.5	Current copies of certification or registration documents were on file for all persons providing IPM services for the facility.						
50.	4.6	Current copies of the pesticide specimen labels and Material Safety Data Sheets (MSDS) were on file for pesticides listed as being applied at the facility.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
51.	4.7	Documentation of all pesticides, including rodenticides, applied on the premises included materials applied, registration number, target pest, amount applied, specific area where pesticide was applied, method of application, rate of application or dosage, date and time treated, and applicator's signature.						
52.	4.8	Pesticides and application equipment were not stored at the facility. These materials were stored in an outside building away from food preparation areas.						
53.	4.9	The outside IPM service provider left a service report after each visit. These records provided documentation of the checks and findings for pest monitoring devices, descriptions of the current levels of pest activity, and recommendations for actions needed to correct conditions allowing a potential for pest activity.						
54.	4.10	A detailed facility survey was documented and used to determine placement of all pest monitoring devices. A current site map that lists the locations of interior and exterior pest control devices was on file.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
55.	4.11	Exterior pest monitoring devices, such as traps or bait stations, were provided for exterior rodent control. Exterior rodent monitoring devices were installed around the exterior perimeter of the facility at appropriate intervals. These stations were tamper resistant, properly positioned, anchored in place, secured, and properly labeled in compliance with regulatory requirements.						
56.	4.12	Mechanical rodent traps were installed to monitor rodent activity inside the facility and were properly positioned. The randomly examined traps appeared to be properly maintained. Traps were inspected on a weekly frequency.						
57.	4.13	Insect light traps (ILTs) were used in the facility to aid in monitoring insect activity. These traps were more than 10 feet (3 meters) from exposed products. The traps were scheduled for weekly cleaning in the summer and monthly cleaning in the winter, or as dictated by climate. A record of the service, cleaning, and activity levels of each ILT was maintained.						
58.	4.14	Pheromone monitoring devices were not used to monitor insect activity in this facility.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
59.	4.15	Bird activity was not noted in or around the facility.						
60.	4.16	Wildlife, including domestic animals, was not observed at the time of the survey.						
61.	4.17	Pest habitats and pest activity were identified and eliminated. No evidence of rodent or insect activity was noted in or around the facility.						
<b>Adequacy of Prerequisite and Food Safety Programs</b>								
62.	5.2	Responsibility and authority for ensuring food safety and compliance with federal, state, local, and any other appropriate regulatory laws or guidelines were clearly assigned to the (INSPECTOR FILL IN). The facility was licensed by the (INSPECTOR FILL IN STATE OR LOCAL GOVERNMENT LICENSING) and was current.						
63.	5.3	Based on a review of the facility and related documentation, an appropriate budget and adequate labor support appeared to be in place to maintain the timely acquisition of tools, equipment, monitoring devices, chemicals, and other required resources.						
64.	5.4	Written procedures were established to define step-by-step processes to ensure product safety.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
65.	5.5	Specific written procedures were on file for providing food safety training to all personnel and contractors. Records of new employee training and annual refresher training were maintained for all personnel.						
66.	5.6	Self-inspections of the entire facility were conducted at least monthly. Documentation of the monthly inspections included identified observations, specific assignments, Corrective Actions, and actual accomplishments.						
67.	5.8	A written program for evaluating Customer Complaints was established. Actions appropriate to the seriousness and frequency of the identified problems appeared to be carried out promptly and effectively.						
68.	5.9	A written Chemical Control Program that addresses all chemicals used in the facility was established.						
69.	5.11	A documented Allergen Control Program was in place to address the allergens used or handled at this facility.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
70.	5.12	The facility had a written policy stating that no glass, brittle plastics, or ceramics were to be used in the facility, except where absolutely necessary. Included in the policy was a procedure to handle any breakage in the facility. A list of all essential glass, brittle plastics, and ceramics was developed.						
71.	5.13	A formal documented Cleaning Program that included a Master Cleaning Schedule (MCS) for periodic cleaning assignments as well as a daily housekeeping schedule was developed and implemented in this facility. The MCS specified frequency, responsibility, postcleaning evaluation techniques and Corrective Actions. Written cleaning procedures were developed for all equipment, structures, and grounds that affected the equipment, storage, and preparation areas.						
72.	5.15	Incoming ingredients, packaging, and transports received into the facility were inspected by trained personnel according to established written procedures.						

Item #	Reference #		No Issues	Minor Issues	Improvement Needed	Serious	Unsatisfactory	Comments
73.	5.16	A written Regulatory Affairs and Inspections Program was on file. The program included a list of personnel delegated to accompany all inspectors along with the company policy regarding recording devices, cameras, records, and sample taking.						
74.	5.25	A Hazard Analysis Critical Control Point (HACCP) Program was developed and implemented for processes and process lines. The HACCP plan was signed and was managed by a trained HACCP team leader with assistance of HACCP trained team members. A current Process Flow Diagram was in place. The seven principles of HACCP were followed in the development of the HACCP Program and included a risk assessment for each raw material and preparation step. Documented training was current for management and nonmanagement personnel and for those with designated CCP responsibilities. The HACCP plan was validated by <b>(INSPECTOR STATE HOW/WHO VALIDATED THE HACCP PLAN AND WHEN IT WAS DONE</b>						

**Additional comments:**

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