



Food Safety & Temperature Control Verification Checklist

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Receiving & Storage

Verification of incoming food deliveries and proper storage conditions.

Date of Receiving Verification

Enter date...

Time of Receiving Verification

Enter time...



Ambient Temperature Upon Delivery (Fahrenheit/Celsius)

Enter a number...

Packaging Condition of Delivered Food

- Intact
- Damaged
- Compromised

Evidence of Proper Handling (Select all that apply)

- Temperature Recorded on Bill of Lading
- Packaging Clean and Dry
- Proper Vehicle Temperature
- Visible signs of pest activity?

Product Temperature Verification (at receiving)

- Within Safe Temperature Range
- Outside Safe Temperature Range - Corrective Action Taken
- Unverifiable

Notes/Observations on Receiving Condition (e.g., potential spoilage, packaging issues)

Write something...

Cold Storage Temperatures

Monitoring and recording refrigerator, freezer, and chilled display case temperatures.

Refrigerator Temperature Check 1 (Start of Shift)

Refrigerator Temperature (in °F)

Refrigerator Temperature (in °C)

Refrigerator Temperature Check 2 (Mid-Shift)

Refrigerator Temperature (in °F)

Refrigerator Temperature (in °C)

Freezer Temperature Check (Start of Shift)

Freezer Temperature (in °F)

Freezer Temperature (in °C)

Notes/Corrective Actions (if temperature outside range)

Hot Holding Temperatures

Verification of hot food holding temperatures and equipment functionality.

Time of Hot Holding Temperature Check

Temperature of Holding Unit 1 (e.g., Soup Kettle)

Enter a number...

Temperature of Holding Unit 2 (e.g., Steam Table)

Enter a number...

Temperature of Holding Unit 3 (e.g., Heat Lamp)

Enter a number...

Holding Unit 1 Status

- Operating Correctly
- Malfunctioning - Action Taken
- Needs Maintenance

Holding Unit 2 Status

- Operating Correctly
- Malfunctioning - Action Taken
- Needs Maintenance

Corrective Actions Taken (if any)

Write something...

Signature of Verifier

Cooking Temperatures

Confirmation of proper cooking temperatures for various food items.

Poultry (Chicken, Turkey): Minimum Internal Temperature (°F)

Enter a number...

Ground Beef: Minimum Internal Temperature (°F)

Enter a number...

Beef, Pork, Lamb Steaks/Roasts: Minimum Internal Temperature (°F)

Enter a number...

Fish: Minimum Internal Temperature (°F)

Enter a number...

Eggs (for immediate consumption): Minimum Internal Temperature (°F)

Enter a number...

Cooking Method Verification (e.g., Oven, Grill, Fryer)

- Oven
- Grill
- Fryer
- Other

Notes/Observations regarding cooking temperatures and visual checks (e.g., color, texture)

Write something...

Time Cooking Temperature Verified

Enter time...

Cooling Procedures

Evaluation of cooling methods and adherence to safe cooling guidelines.

Initial Food Temperature (Upon Removal from Cooking)

Target Cooling Temperature (e.g., Below 41°F/5°C)

Time to Reach 70°F (21°C) from Initial Temperature

Time to Reach 41°F (5°C) from Initial Temperature

Cooling Method Used:

- Ice Bath
- Blast Chiller
- Shallow Pans
- Dividing into Smaller Portions
- Other (Specify in LONG_TEXT)

If 'Other' Cooling Method Selected, Please Describe:

Write something...

Date Cooling Procedure Observed

Enter date...

Time Cooling Procedure Started

Enter time...

Date Marking & Rotation

Ensuring proper date marking of food and First-In, First-Out (FIFO) rotation.

Number of pre-packaged items with dates checked:

Enter a number...

Last date marking review conducted:

Enter date...

Date marking system used (check all that apply):

- Use-by dates
- Best-by dates
- Pre-printed labels
- Handwritten labels

Notes on date marking discrepancies (if any):

Write something...

Date marking standards being followed:

- Local regulations
- Company Policy
- State/Provincial regulations

Number of items rotated (FIFO) during this verification:

Enter a number...

Describe FIFO rotation procedures observed:

Write something...

Equipment Calibration

Verification of thermometer calibration and maintenance records.

Last Thermometer Calibration Date

Enter date...

Thermometer Reading (Calibration)

Enter a number...

Thermometer Correction (if needed)

Enter a number...

Calibration Standard Used

- Ice Bath
- Boiling Water
- Certified Reference Standard

Calibration Notes (e.g., method used, observations)

Write something...

Calibration Performed By:

- Certified Technician
- Designated Staff Member

Calibration Certificate (if applicable)

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Employee Training & Practices

Assessment of employee knowledge and adherence to food safety protocols.

Which food safety topics have employees received training on (check all that apply)?

- Personal Hygiene
- Time & Temperature Control
- Cross-Contamination Prevention
- Cleaning & Sanitizing
- Allergen Awareness
- Date Marking & Rotation

Date of last food safety training for all employees.

Enter date...

Number of employees who have completed food safety certification (e.g., ServSafe).

Enter a number...

Describe the process for ensuring new employees receive initial food safety training.

Write something...

How are employees reminded of key food safety practices?

- Regular Meetings
- Posters/Visual Aids
- Daily Briefings
- Combination of methods

Who is responsible for conducting food safety retraining?

- Designated Supervisor
- External Trainer
- Combination of methods

Attach proof of employee food safety certifications (e.g., ServSafe cards).

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Describe how employee adherence to food safety procedures is monitored and enforced.

Write something...