



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 (or can otherwise demonstrate):

- ☐ temperatures of potentially hazardous foods are controlled during:
 - ☐ receipt ☐ display ☐ storage ☐ transport
- ☐ we adequately process (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

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CATEGORY 2

Businesses that do not make but sell potentially hazardous ready-to-eat food.

EXAMPLES MAY INCLUDE:



delis



supermarkets



service stations



seafood and meat retailers



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 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 who provide FSS certification, is available on the [SA Health website](https://www.sahealth.sa.gov.au/sa/HSN/SAHealth/SAHealth/food-safety/food-safety-supervisors).

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