

SELF-MONITORING CAFE/RESTAURANTS

Inspection sheets

*Guidance document for the development of a self-monitoring system
Non-exhaustive, non-contractual
To be adapted to the company concerned*



REPUBLIQUE
ET CANTON
DE GENEVE

POST TENEBRAS LUX

1 INSPECTION SHEETS

Filling out the inspection sheets ensures that the measures to be taken to avoid a hazard occurring in your establishment are correctly applied and followed.

Name of inspection sheet	Code
Analysis of hazards*	FCO.DAN.00
Information about the establishment and personnel	FCO.ETA.01
List of kitchen staff and those on initial/continuing training	FCO.HYP.02
Cleaning plan	FCO.HYE.03
Cleaning inspection	FCO.HYE.04
Inspection of infrastructure and equipment	FCO.HYE.05
Inspection of incoming goods	FCO.REC.06
Temperature measurement	FCO.REF.07
Pest control	FCO.NUI.08

See self-monitoring for the café/restaurant 1. Theory and analysis of hazards

*NB: these inspection sheets are not exhaustive.
It is the responsibility of the food safety officer to adapt them to the establishment and its activities.*

FCO.ETA.01

Information about the establishment and personnel

Non-exhaustive, non-contractual guidance document

Name and address of establishment:

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Name of the manager*

under the Act covering catering,
public houses, accommodation and entertainment
(LRDBHD), holder of the Cantonal Diploma of
café owners, restaurateurs and hoteliers

** The manager is the person responsible for Food Safety in accordance with Article 73 of the Ruling on foodstuffs and utility objects (ODAIQUs, RS 817.02).*

Description of the business:

- Type of establishment café/restaurant bar tea-room
- Number of seats
- Number of meals/day
- Number of kitchen staff
- Type of foodstuffs
(Traditional, exotic, dish of the day, etc.)
- Opening days Mon Tues Wed Thurs Fri Sat Sun
- Opening hours
- Postal address
(If different from the physical address)

Date of drafting/updating

FCO.HYP.02

List of kitchen staff and those on initial/continuing training

Non-exhaustive, non-contractual guidance document



Name of establishment:

NAME	First name	Basic training	Training undertaken internally		Training undertaken externally (name of course, date, approval)
			Hygiene training (Date, approval)	Training for the self-monitoring of the establishment (Date, approval)	
<i>e.g.: DUPONT</i>	<i>Marc</i>	<i>Cook CFC</i>	<i>05.03.2010, MD</i>	<i>10.06.2016, MD</i>	<i>Gastrosuisse course on allergens, 05.06.2018, MD</i>

FCO.HYE.03

Cleaning plan

Non-exhaustive, non-contractual guidance document



Name of establishment:

The frequency should be decided by the person in charge: the objective is to ensure that surfaces, premises and devices are clean. Instructions for use of cleaning and disinfection products, particularly contact times, should be observed.

Infrastructure and equipment	Frequency				Comments
	Daily	Weekly	Monthly	Other	
<i>E.g.: Extractor hood</i>		1x			<i>To be cleaned</i>
<i>E.g.: Fryer (oil change)</i>				<i>Depending on use</i>	<i>Change the oil if it contains > 27% polar compounds</i>

FCO.HYE.04

Cleaning inspection
 Non-exhaustive, non-contractual guidance document



Name of establishment:

Month:

Infrastructure and equipment	Date of cleaning/Operator's signature																															Comments					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Changing the frying oil(s)																																					

Document to be updated, filled in and filed in the "Internal inspection" folder for 1 year

FCO.HYE.05

Inspection of infrastructure and equipment
Non-exhaustive, non-contractual guidance document



Name of establishment:

The frequency should be decided by the person in charge: the objective is to ensure that surfaces, premises and devices are in good condition.

Infrastructure and equipment	Frequency				Date of inspection	Comments	Signature
	Weekly	Monthly	Yearly	Other			
<i>E.g.: Production rooms (tiles, seals, holes in walls, etc.)</i>			1x		10.10.2018	Holes in the wall must be filled in	MD
<i>E.g.: Cooker (good working order)</i>			2x		01.12.2018	OK. In good condition	MD

FCO.REC.06

Inspection of incoming goods
Non-exhaustive, non-contractual guidance document



Name of establishment:

The temperatures of foodstuffs delivered refrigerated or frozen must be checked with a thermometer and noted at least 1 to 2 times/week for each supplier (frequency to be set).

Reminder: Fresh fish ≤ 2°C (melting ice), mincemeat ≤ 2°C, fresh meat ≤ 7°C, fresh poultry ≤ 4°C, processed meat (raw cordon bleu, raw roast meat, etc.) and meat products (cold meats, sausages, etc.) ≤ 4°C, readily perishable foods ≤ 5°C, egg-based products not stored at room temperature ≤ 4°C, frozen products (upon reception only) ≤ -15°C, cold products ≤ 5 °C, hot products ≥ 63 °C.

A visual inspection of the date, packaging and quality of the goods must also be carried out.

All non-compliant products must be rejected and returned to the supplier.

Date of reception	Supplier	Visual inspection of goods (date, packaging, quality, etc.)	Temp °C	Signature	Measures to be taken in the event of non-compliant products
25.09.2018	Fishmonger x	OK	7 °C	MD	Fish returned to supplier
25.09.2018	Butcher y	OK	3 °C	MD	Nothing to report

FCO.REF.07

Temperature measurement

Non-exhaustive, non-contractual guidance document



Name of establishment:

Month:

The temperatures of foodstuffs stored in refrigeration devices must be checked with a thermometer and noted at least 1 to 2 times/week. If the temperatures are non-compliant: record the actual temperature, describe the corrective action taken, inform the person in charge, then recheck the temperature 2 or 3 hours later.

Reminder of legal requirements:

- Fresh fish 2°C max. (melting ice)
- Raw mincemeat 5 °C max.
- Fresh meat 5°C max.
- Fresh poultry 5°C max.
- Meat preparation or processed meat (raw cordon bleu, raw joint, etc.)
and meat-based products (cold meats, sausages, etc.) 5°C max.
- Readily perishable foods 5°C max.
- Egg-based products not stored at room
temperature 4°C max.
- Frozen foods -18°C min.

Date	Appliance No. 1 T ≤ °C	Appliance No. 2 T ≤ °C	Appliance No. 3 T ≤ °C	Appliance No. 4 T ≤ °C	Signature	Corrective action Comments
E.g.	T ≤ 2 °C 2 °C, OK	T ≤ 4 °C 4 °C, OK	T ≤ 4 °C 15 °C	T ≤ -18 °C -18 °C, OK	MD	Discard the goods stored in appliance No. 3 and check that it is working properly
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FCO.NUI.08

Pest control

Non-exhaustive, non-contractual guidance document



Name of establishment:

Tracking the records of measures taken in the event of proven occurrence of pests.

Date	Observation	Measures undertaken	Signature
25.11.2018:	Occurrence of rats and cockroaches	Company X was contacted on 25.11.2018 and will be taking action on 26.11.2018	MD

Document to be updated, completed and filed in the "Internal inspection" folder