

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*



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.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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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