**PRE-AUDIT QUESIONNAIRE FOR RESTAURANTS, CATERERS,**

**& COMMERCIAL KITCHENS**

This Pre-audit questionnaire must be completed in its entirety and include the necessary supporting documents. Incomplete questionnaires will be returned without action. Establishment owners/managers and employees must display a level of fundamental food safety knowledge and apply food safety principles in all areas of the establishment and/or the mobile food truck and catering service. ***No exceptions: Establishments are required to be in operation conducting normal food service or food preparation and the owner, manager or person-in-charge must be present during the audit.***

**ESTABLISHMENT NAME/ADDRESS**

∙ Provide the establishment name.

∙ Provide the establishment physical address.

∙ Provide the establishment’s phone/fax number(s).

∙ Provide directions to the establishment if variances occur with mobile apps.

∙ Provide the business name if the establishment is doing business as (DBA) another company.

**OWNER / MANAGEMENT**

∙ Provide the name, position, phone number, and email address for primary POC.

∙ Provide the business card of the establishment POC or audit representative.

∙ Provide the name(s) of the establishment’s owner(s) or corporate entity.

**PRODUCTS**

∙ Provide the restaurant menu, catering menu, food truck/mobile menu, or negotiated contract menu.

**OTHER INSPECTION AGENCIES/AUDITING ORGANIZATIONS**

∙ Provide a copy of a report or certificate from the most current regulatory inspection agency.

**GENERAL**

∙ Provide the days of the week and the hours of operation for food preparation and sanitation procedures.

∙ Provide the number of employees for each employment status (e.g., full-time, part-time, temporary, or seasonal).

∙ Provide the method for employee hire. (e.g., on-site or temp agency).

∙ Provide the maximum number of people that the establishment (fixed and/or mobile) can serve without compromise to food safety and sanitation.

**The following subjects require a brief response to support the Lead Auditor in building a methodology and gaining an understanding of the management’s philosophy on food safety within the establishment. This information will be verified through observation and employee interviews during the food protection audit.**

**PUBLIC HEALTH INTERVENTION**

∙ Provide the name and the position of the employee(s) certified as Person-in-Charge (PIC).

∙ Provide the certificate or agency and date of certification for the PIC.

∙ Provide the training method and frequency of food safety and sanitation training provided to employees.

∙ Provide the methodology that the establishment utilizes to monitor food safety hazards and recalls.

∙ Provide a brief description of policy and procedures in-place for management and all employees that arrive ill for work or become ill while working.

∙ Provide a brief description of policy and procedures in-place for good hygiene practices that covers eating, tasting, drinking, tobacco use, and discharge from eyes, nose, and mouth.

∙ Provide a brief description of policy and procedures in-place for proper hand washing and bare-hand contact with RTE foods. Please note location of properly installed and maintained hand-washing sink/s.

∙ Provide a brief description of policy and procedures in-place for use of approved sources (approved suppliers). Please note required temperatures and inspection criteria for semi-perishable, refrigerated, and frozen deliveries.

∙ Provide a brief description of policy and procedures in-place for separation and protection of raw and prepared foods.

∙ Provide a brief description of policy and procedures in-place for cleaning and sanitizing food contact surfaces. Please note type of sanitizing agent (e.g., QUAT, Chlorine, Iodine, etc.) in-use within the establishment.

∙ Provide a brief description of policy and procedures in-place for proper disposition of returned, previously served, and unsafe foods.

∙ Provide the established procedures for Time/Temperature Control for Safety. Specifically, note proper cooking time and temperatures for all TCS foods; proper re-heating procedures for hot holding; proper cooling time and temperature; proper hot holding temperatures; proper date marking and disposition; and proper Time as a Public Health Control procedures. **(If the establishment utilizes an approved HACCP plan, please provide a copy of the hazard analysis and flow charts for each type of food prepared.)**

∙ Provide a brief description of policy and procedures in-place for notifying the public about the risk of undercooked/raw foods.

**GOOD RETAIL PRACTICES**

∙ If applicable, does the establishment use raw eggs or pasteurized eggs as ingredients in the offered menu items?

∙ Provide the source of all water and ice used within the establishment. Have the certificate of analysis or the potability certificate available for review by the Lead Auditor.

∙ Provide a brief description of policy and procedures in-place for proper thawing methods.

∙ Provide a brief description of policy and procedures in-place for the proper use and calibration of all thermometers.

∙ Provide a brief description of policy and procedures in-place for checking and recording temperatures of equipment utilized in hot/cold-holding and for refrigerated/frozen storage.

∙ Provide a brief description of policy and procedures for ensuring prepared foods and partially –used ingredients are properly labeled.

∙ Provide a brief description of the pest management program at the establishment.

∙ Provide a brief description on the policy and procedures in-place for monitoring employee personal cleanliness.

∙ Provide a brief description on the policy and procedures in-place for the proper use and storage of wiping cloths.

∙ Provide a brief description on the policy and procedures in-place for washing fruits and vegetables prior to use as ready-to-eat products or as ingredients in prepared foods.

∙ Provide a brief description on the policy and procedures in-place for proper employee use of gloves.

∙ Provide a brief description on the policy and procedures in-place for proper use and storage of single-use/single-service articles, utensils, linens, and equipment.

∙ Provide a brief description on the policy and procedures in-place for the use of ware washing facilities and equipment. Please note the type of equipment (e.g., three compartment sink, machine washer, etc.) and the methods to test rinse water temperature and sanitizer strength.

∙ Provide a brief description on the policy and procedures in-place for the cleaning and sanitation of the establishment.

∙ Provide a brief description on the policy and procedures in-place for the sanitation and maintenance of the physical facilities. Please note procedures for ventilation, plumbing & backflow preventers, garbage & refuse removal, and adequate lighting & protection).

**INTENTIONAL CONTAMINATION (FOOD DEFENSE)**

**The Lead Auditor will discuss intentional contamination/food defense with the PIC or owner/management. All employees must be cognizant of food defense – protection from intentional contamination – within the establishment and grounds.**

∙ Procedures used to prevent and investigate possible intentional contamination issues.

∙ Employee food defense (intentional contamination) training.

∙ Procedures for how customer complaints are maintained, investigated, and resolved.

∙ Procedures in-place to respond to a product contamination threat or event during receipt/ delivery, storage, preparation, and transport.

∙ Procedures in-place to prevent unauthorized access by people or entry of unapproved materials into the establishment.