Self-Inspection Forms and Logs

Self-Inspection

Self-inspections are a great tool for managers and staff to make sure their facility is following good practices. Self-inspections also help facilities prepare for regular inspections by the Bethlehem Health Bureau.

To conduct a self-inspection, you will need:
• Self-inspection forms, clipboard, and pen
• A calibrated metal-stem thermometer
• Test strips for sanitizer
• A flashlight (for better viewing of dark corners, equipment interiors, etc.)

Temperature and Other Logs

Maintaining food at proper temperatures is essential in preventing harmful bacteria from compromising the safety of food items. As a result, proper temperature control helps reduce the risk of getting people sick.

Temperature logs are tools that allow you to monitor food temperatures and help assure that food is safe when stored, prepared, and served. Other logs for tracking shellfish, monitoring proper sanitizer concentration and discarded food are valuable for monitoring other important food safety measures.

How to use the logs

- Monitor food temperatures and food equipment thermometer readings.
- Be sure to record corrective actions taken.
- The PIC or manager must decide on the frequency for temperatures to be monitored and who will be responsible for performing the duty. Once they have established these factors, proper monitoring of food temperatures may begin.
- The temperature logs vary in format according to the operation (e.g. cooking, cooling, and holding), so it is very important that the designated associate enters all the information required in each log (e.g. food involved, date, time, and equipment).
- During the monitoring process, if the associate encounters a discrepancy between the temperature taken and the temperature required, he/she must inform the manager or PIC immediately.
- After informing the PIC, the associate must take immediate corrective action (e.g. discard food item, reheat, continue cooking, etc.) to ensure that the food is safe to prepare, store, or eat.
- At the end of each working day the PIC or manager must review and verify the temperature logs and initial them.