

Prior to issuing a Food Business Certificate of Registration, a final inspection of the premises must be undertaken by the City's Environmental Health Officer to confirm compliance with the Australian New Zealand Food Standards Code and relevant legislation. This checklist is designed to assist food business operators/proprietors in ensuring their premises is ready for a final inspection.

The following items should be completed and addressed prior to the inspection to prevent additional inspections and re-inspection costs:

Structural (fittings, fixtures and equipment)

- 1- Premises to be in a clean and sanitary condition (free from any clutter, with no works still being undertaken)
- 2- Any holes, gaps and cracks to be sealed
- 3- All fixtures and fittings are installed and operating
- 4- All cool room, freezer, refrigerator and hot/cold display units turned on
Maintaining compliant temperature:
 - Freezer -18 °C
 - Fridge/cold display/cool room at or below 5°C
 - Hot display above 60°C
- 5- Hot water system is operational
- 6- Exhaust canopy/ventilation system is operational, cooking equipment underneath
- 7- Designated area for storage of cleaning chemicals and personal items

Operational

- 1- Digital temperature measuring device onsite, accurate to +/- 1°C
- 2- Adequate cleaning and sanitising chemicals and equipment (food grade sanitiser)
- 3- Hand wash basin to be supplied with liquid soap, single use paper towel and an adequate supply of warm running water

Documentation

- 1- Certificate of compliance for exhaust systems* (if applicable)
- 2- Copy of Trade Waste Permit for grease trap provisions issued by Water Corporation (if applicable) via www.watercorporation.com.au
- 3- COVID-19 Contact Register via <https://www.wa.gov.au/document-collections/covid-19-coronavirus-contact-registers-stakeholder-toolkit>
- 4- Pest management plan in place
- 5- Food Safety Program is ready for submission (if applicable)
- 6- Alfresco Dining approval for use of public land to extend dining areas (if applicable)

*where cooking equipment exceeds 8kW for electrical, 29Mj/h for gas appliances or any deep fryer appliance, mechanical exhaust ventilation canopy must comply with Australian Standard 1668.2. A Certificate of Compliance from the installer of the mechanical ventilation system is to be submitted to the City's Health Services.

PLEASE NOTE: The above items should be completed prior to arranging a final inspection. Businesses requiring more than ONE (1) final inspection may be subject to an additional re-inspection fee.

Please allow two (2) business days' notice to schedule or cancel an inspection. Inspections can be arranged by contacting the City on 9528 0333 and speaking with an Environmental Health Officer.

Additional information

The Australian New Zealand Food Standards Code is a valuable resource for food businesses to understand the legislation and comply with the requirements. To access the guide to the Food Safety Standards, please visit: www.foodstandards.gov.au.

The City also has a range of food safety posters and stickers available for food businesses to display around the workplace, highlighting food safety risks such as:

- Separating raw and ready to eat foods
- hand washing
- Cleaning and sanitising to stop bacteria
- Bacteria growth in the temperature 'danger zone'
- Checking temperatures using a thermometer
- Cooking for the right time at the right temperature

If you require any of these educational materials, please do not hesitate to contact 9528 0333 or by email at customer@rockingham.wa.gov.au.

Free and unlimited access to Food Safety Training Programs

The City assists food businesses to meet their obligations under the *Food Act 2008* and subsidiary legislation by providing free access to food safety training programs:

- I'M ALERT is available on the City's website <http://www.rockingham.imalert.com.au/>.
- Free access to Foodsafe Online via www.ehwa.org.au/products/foodsafeproducts/foodsafeline by entering the discount voucher FSROCKI316 on the payment page.

Food Allergy Training

A free online training course and a variety of useful resources have been launched by the National Allergy Strategy to assist the food service industry. To find out more, please visit <https://foodallergytraining.org.au/>.