



FOOD SERVICE ESTABLISHMENT

YOU ARE THE HEALTH INSPECTOR

How to prepare for a successful health inspection



How can you make sure that your restaurant is prepared for your next health inspection?

How can you limit the number of demerits or violations? How can you assure that your restaurant is clean and protects the health of your patrons? How can you reduce the chances of being investigated for a foodborne illness? How can you help keep negative comments off social media platforms?

Become your restaurant's health inspector:

- ✓ Arrive unannounced, come in through the front door like the health inspector.
 - This will help you see how your staff reacts to the inspector and help staff become familiar with the inspection process.

- ✓ Use the same form and Rules (Texas Food Establishment Rules) that is used by Galveston County Health District inspectors. Go to <http://www.dshs.texas.gov> or we will provide you with a copy.
 - Complete entire form and total up the demerits as you see them.

- ✓ Conduct a thorough inspection.
 - Make sure to inspect your entire operation.

- ✓ Review your results and make necessary corrective actions.
 - Review your inspection results with your staff and use this information to help guide you on your training needs.

- ✓ Utilize the attached weekly self-inspection checklist or create your own.



Texas Department of State Health Services
Retail Food Establishment Inspection Report

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|-------------------------------|----------|---------------------|------------------|---|-----------------------------------|-----------------|
| Date: | Time in: | Time out: | License/Permit # | Est. Type | Risk Category | Page ___ of ___ |
| Purpose of inspection: | | 1-Compliance | 2-Routine | 3-Field Investigation | 4-VISIT | 5-Other |
| Establishment Name: | | Contact/Owner Name: | | <input type="checkbox"/> Number of Repeat Violations: _____ | TOTAL SCORE | |
| | | | | <input type="checkbox"/> Number of Violations COS: _____ | | |
| Physical Address: | | City/County: | Zip Code: | Phone: | Follow-up: Yes No (circle one) | |

Compliance Status: **OUT** = not in compliance **IN** = in compliance **NO** = not observed **NA** = not applicable **COS** = corrected on site **R** = repeat violation
 Mark the appropriate points in the **OUT** box for each numbered item Mark '✓' a checkmark in appropriate box for **IN, NO, NA, COS** Mark an asterisk '*' in appropriate box for **R**

Priority Items (3 Points) violations Require Immediate Corrective Action not to exceed 3 days

| Compliance Status | | | | | | R | Compliance Status | | | | | | R |
|---|---|---|----|-----|-----|---|------------------------|---|----|----|-----|--|---|
| O | I | N | NA | COS | OUT | | I | N | NO | NA | COS | | |
| Time and Temperature for Food Safety (F = degrees Fahrenheit) | | | | | | | Employee Health | | | | | | |
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| Approved Source | | | | | | | | | | | | | |
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| Protection from Contamination | | | | | | | | | | | | | |
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| Preventing Contamination by Hands | | | | | | | | | | | | | |
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| Highly Susceptible Populations | | | | | | | | | | | | | |
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| Chemicals | | | | | | | | | | | | | |
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| Water/ Plumbing | | | | | | | | | | | | | |
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Priority Foundation Items (2 Points) violations Require Corrective Action within 10 days

| Compliance Status | | | | | | R | Compliance Status | | | | | | R |
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| O | I | N | NA | COS | OUT | | I | N | NO | NA | COS | | |
| Demonstration of Knowledge/ Personnel | | | | | | | Food Temperature Control/ Identification | | | | | | |
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| Safe Water, Recordkeeping and Food Package Labeling | | | | | | | | | | | | | |
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| Conformance with Approved Procedures | | | | | | | | | | | | | |
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| Consumer Advisory | | | | | | | | | | | | | |
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| Permit Requirement, Prerequisite for Operation | | | | | | | | | | | | | |
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| Utensils, Equipment, and Vending | | | | | | | | | | | | | |
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Core Items (1 Point) Violations Require Corrective Action Not to Exceed 90 Days or Next Inspection, Whichever Comes First

| Compliance Status | | | | | | R | Compliance Status | | | | | | R |
|---|---|---|----|-----|-----|---|----------------------------|---|----|----|-----|--|---|
| O | I | N | NA | COS | OUT | | I | N | NO | NA | COS | | |
| Prevention of Food Contamination | | | | | | | Food Identification | | | | | | |
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| Proper Use of Utensils | | | | | | | | | | | | | |
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| Physical Facilities | | | | | | | | | | | | | |
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| Received by: (signature) | Print: | Title: Person In Charge/ Owner |
| Inspected by: (signature) | Print: | Business Email: |



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Retail Food Establishment Inspection Report

Item No.

1 Cooling

- TCS* food cooled from 135° F to 70° F more than 2 hours OR 135° F to 41° F (45° F) More than 6 hours; OR prepared food cooled to 41° F (45° F) more than 4 hours:
Action: Voluntary destruction, rapid reheating of cooked foods if less than 4 hours

2 Cold Hold

- TCS food held above 41° F (45° F) more than 4 hours:
Action: Voluntary destruction
- TCS food held above 41° F (45° F) less than 4 hours:
Action: Rapid cool (e.g. ice bath)

3 Hot Hold

- TCS food held below 135° F more than 4 hours:
Action: Voluntary destruction
- TCS food held below 135° F less than 4 hours:
Action: Rapid reheats to 165° F or more

4 Cooking

- TCS food undercooked:
Action: Re-cook to proper temperature

5 Rapid Reheating

- TCS food improperly reheated:
Action: Reheat rapidly to 165° F

7 Approved Source/Sound Condition

- Foods from unapproved sources/unsound condition:
Action: Voluntary destruction

9 Cross-Contamination of Raw/Cooked Foods

- Ready-To-Eat food contaminated by raw TCS food:
Action: Voluntary destruction of ready-to-eat foods

14 Handwashing

- Food employees observed not washing hands:
Action: Instruct employees to wash hands as specified in the Rules.

15 Proper Handling of Ready-to-Eat Foods

- Employee did not properly wash and sanitize hands before touching ready-to-eat food with Bare hands:
Action: Voluntary destruction

19, 23 Water Supply

- Facility does not have water for washing hands, preparing food, or cleaning equipment/utensils:
Action: Voluntary suspension of food preparation

* Time/Temperature Control for Safety (TCS)

Food Service Manager Self-Inspection Checklist



Date: _____ Observer: _____

Use this checklist at least once per week to help identify any areas that may need improvement. We recommend that you take the necessary corrective action and keep this record in a notebook for future reference

Note: Yellow highlighted items are Critical Items that require **immediate action**.

| Check List Item | Yes | No | Corrective Action |
|--|-----|----|----------------------------|
| <i>Personal Dress and Hygiene</i> | | | |
| Employees wearing proper clean uniform; fingernails are short, unpolished, clean, if painted/fake nails - gloved | | | |
| Hair restraint is worn | | | |
| Employees preparing foods are not wearing jewelry on arms or rings (except smooth band) | | | |
| Employees wash hands only at hand sinks; wash hands thoroughly, and at start of work and after breaks | | | |
| Employees observed washing hands between tasks (handling raw meat, garbage, mop, etc.) | | | |
| Employees use good hygiene practices while handling food | | | |
| Open sores, cuts, splints or bandages on hands shall be covered while handling food | | | |
| Employees free of illness, take appropriate action when coughing or sneezing | | | |
| Employees do not eat, drink or smoke in food preparation, food service or food storage areas. | | | |
| Certified Food Manager(s) on-site and supervising food staff | | | |
| <i>Food Receiving and Storage Practices</i> | | | |
| Food Items are received from approved sources | | | |
| Food is wholesome and in good condition | | | |
| Upon receipt, food items are at proper temperatures | | | |
| All food and paper supplies are 6 inches off of the floor | | | |
| All food is properly labeled | | | |
| Food storage rooms are clean and organized | | | |
| The FIFO (First In, First Out) method of inventory is being practiced | | | |
| There is no bulging or leaking canned goods in storage | | | |
| <i>Cold Storage of Food</i> | | | |
| Refrigerator temperatures are 40°F or less | | | Date: _____ Temp: _____ °F |

| Check List Item | Yes | No | Corrective Action |
|--|-----|----|--|
| <i>Cold Storage of Food Continued</i> | | | |
| Cold foods are stored or displayed at 41°F or below | | | Date: _____ Temp: _____ ° F |
| Frozen foods are frozen in freezer | | | |
| Food products are covered within walk-in refrigerator | | | |
| Previously prepared Potentially Hazardous Foods (PHFs) are labeled with date and time of preparation | | | |
| Prepared/opened PHFs held more than 24 hours, labeled with "use by" date. | | | |
| Raw eggs, seafood, meat and poultry stored separate and below ready-to-eat foods | | | |
| Refrigerators and freezers maintained clean (floors, walls, ceiling, fans and shelving) | | | |
| Thermometers are visible to staff and accurate on refrigerators and freezers | | | |
| Food is stored 6 inches off floor in walk-ins | | | |
| <i>Food Preparation Practices</i> | | | |
| Frozen foods are thawed properly under refrigeration, cold running water, part of continuous cooking process | | | |
| Food contact surfaces cleaned and sanitized | | | _____ ppm sanitizer _____ |
| Fruits and vegetables washed before preparation | | | |
| Cross contamination avoided during food preparation | | | |
| Separate cutting boards used for raw PHFs and all other foods | | | |
| Hands and equipment washed between tasks | | | |
| Prepared PHFs cooled from 135°F to 70°F within 2 hours and to 41°F within an additional 4 hours | | | Temp: _____ degrees °F/Time: _____ Temp: _____ degrees °F/Time: _____ |
| Hand contact with ready-to-eat food minimized; food should be handled with utensils, clean gloved hands | | | |
| Remaining foods served to customers discarded (except prepackaged) | | | |
| <i>Cooking and Service</i> | | | |
| Thermometers are calibrated and sanitized between each use | | | |
| Thermometers are used to verify food temperatures | | | |
| Hot PHFs held at 135°F or above | | | |
| Cold PHFs held at 41°F or below | | | |
| Time as a Public Health Control policy/procedures in place – PHF cooked, served or discarded at end of 4 hours (no raw eggs for Highly Susceptible Population) | | | |
| Sliced beef, steaks, fish and eggs served immediately cooked to 145°F / 15 seconds | | | |
| Ground meat, pork and pooled eggs for later service are cooked to 155 °F / 15 seconds | | | |
| Poultry, stuffed meat and stuffed pasta, PHF cooked in microwaves, and prepared PHF cooked/reheated to 165 °F / 15 seconds (reheat using stoves, ovens, grills, and microwaves only) | | | |

| Check List Item | Yes | No | Corrective Action |
|---|---|----|--------------------------------------|
| <i>Cooking and Service Continued</i> | | | |
| "Consumer Advisory" on menu or posted | | | |
| <i>Kitchen and Equipment</i> | | | |
| All food equipment is clean and in good repair | | | |
| Food service sinks are cleaned and sanitized before use | | | |
| Three-compartment sink is properly set up for ware washing. Sanitizing rinse is at proper concentration. Test kits on site | | | _____ ppm chlorine/quaternary/iodine |
| Hand sinks accessible, in good repair and stocked with soap and paper towels | | | |
| All food service equipment is washed, rinsed, and sanitized. Equipment is air dried | | | |
| Dishwasher final rinse at proper sanitizer concentration or temperature. Test kit or thermometer present | | | _____ ppm chlorine _____ °F |
| Chemicals are labeled and stored separate from or below food and single service items | | | |
| All small equipment and utensils, including cutting boards, are sanitized between uses | | | |
| Work surfaces are clean to sight and touch. Washed and sanitized between uses | | | |
| <i>Facility</i> | | | |
| Water is from an approved source | | | |
| Hot and cold running water under pressure during hours of operation | | | |
| Proper sewage and waste disposal | | | |
| Proper plumbing for equipment (open site drain, air gaps, back flow prevention) | | | |
| Walls, floors and ceilings kept clean and in good repairs | | | |
| Restrooms cleaned and stocked with hand soap, paper towels, and waste can | | | |
| Effective pest control in use. Free of rodent and insect infestations. Doors and windows closed or covered with screens in good repair. | | | |
| Kitchen garbage cans are emptied as necessary and cleaned | | | |
| Dumpster lids are kept closed and dumpster area kept clean | | | |
| Events that may require immediate closure | | | |
| Fire, sewage back-up, no hot/cold running water, no electricity, flooding, utility interruptions, inability to clean and sanitize | Immediately notify the Galveston County Health District: During business hours 409-938-2411 After hours 409-938-7221 | | |