

Self-Assessment Checklist for Licensing Readiness



Once your food business is fit out, it must be inspected by Council's Environmental Health Officers (EHOs) before you can get a food business licence and start trading.

To prepare for Council's licensing inspection, use the checklist below to see if your business meets all the necessary requirements.

If you have answered 'no' to any of the questions, you may not be ready for the Council inspection and it is highly recommended that you address those issues before the inspection to help avoid delays.

Please note:

- This inspection can only take place once settlement and lease agreements have been finalised and are in force.
- All equipment used for food storage and food preparation must be present and operating on-site for the Council inspection.
- The inspecting EHO may identify additional requirements that were not evident during the application assessment.

Plans	Yes	No
Has the premises been constructed as per the approved plans and any conditions on those plans?		
Floors, Walls and Ceilings	Yes	No
Are the floors, walls and ceiling (including the cold room and walk-in freezer (if applicable)) made from smooth, impervious materials?		
Have all gaps and joins in floors, walls and ceilings (including the cold room and walk-in freezer (if applicable)) sealed?		
Has coving been installed at the floor wall joints throughout the food business?		
Storage and Staff Facilities	Yes	No
Are chemicals stored away from food storage and food preparation areas?		
Is the area employees use to store clothing and personal belongings away from food storage and preparation areas?		
Are all food storage areas provided with adequate space?		

Fixtures, Fittings and Equipment	Yes	No
Are hand wash basins available for use in: <ul style="list-style-type: none"> • Food handling areas? • Utensils/equipment washing areas? • Toilet facilities? 		
Is liquid soap provided at all hand wash basins?		
Is disposable paper towel provided at each hand wash basin?		
Do the hand wash basins have mixer taps or a hands-free function?		
Are all fixed benches sealed to the wall with no gaps?		
Are fittings, fixtures and equipment sealed to adjacent surfaces or able to be easily moved?		
Are fixtures, fittings and equipment 150mm above the floor and/or 75mm above benches and clear of walls?		
Are cabinets and benches made of a sealed, smooth and impervious material?		
Are the undersides of benches sealed/painted?		
Are bins with lids provided?		
Is there a skip bin or another type of bulk waste storage bin(s) available?		
Is the skip bin/s big enough for all the waste produced?		
Is there enough lighting? Lighting must be bright and positioned to not cast shadow(s) over the food preparation and storage areas.		
Do the light globes have covers, or are they shatterproof globes?		
Shelving	Yes	No
Is shelving sealed to the wall or 25mm clear of the wall?		
Is shelving sealed, smooth, impervious and able to be easily cleaned and sanitised?		
Washing Facilities	Yes	No
Is running warm water available at all sinks and basins?		
Is there a double-bowl sink or single-bowl sink installed with a dishwasher?		
If required on the floor plan, is there a dedicated food preparation sink?		
Is there a cleaners' sink or somewhere to fill and dispose of mop water?		
Mechanical Exhaust Ventilation	Yes	No
Can you provide evidence the mechanical exhaust ventilation complies with AS 1668.2 from one of the choices provided below?		
1. Certification issued by a Queensland Building Services Authority (QBSA) licensed person; or		
2. Documentation from an engineer registered through the Registered Professional Engineers of Queensland (RPEQ); or		

3. A written statement from a suitably qualified and experienced person/reputable mechanical exhaust ventilation system installation company; or		
4. A Form 16 inspection certificate?		
Cleaning	Yes	No
Has all building waste been removed from the food business?		
Has the food business been thoroughly cleaned and sanitised, ready for trade?		
Is there a food-grade sanitiser available for use?		
Do you know how to dilute and apply your food-grade sanitiser correctly?		
Is cleaning equipment, such as cloths, detergents, scourers, brooms, mops etc. onsite?		
Operational items	Yes	No
Are all fridges, freezers and equipment working and at the correct temperature for food storage?		
If required, is an accredited food safety program in place?		
Have you nominated a food safety supervisor?		
Category 1 & 2 businesses - Are you able to provide a food safety supervisor certificate: <ul style="list-style-type: none"> • that contains course codes consistent with your food sector • that has been issued through an RTO and • is not more than 5 years old? 		
Are the soap and paper towel dispensers filled and adjacent to the hand wash basins?		
Is there a working food-grade thermometer available that can measure the internal temperature of food?		
Are all gaps and cracks sealed to prevent pest entry, including external doors and windows?		
Do staff have food hygiene and safety skills and knowledge relevant to their duties? You can access free online food safety training on our website. Search for I'm Alert food safety training.		
Commitment to food safety	Yes	No
Have you explained to staff why food safety is important to you and your business?		
Will you use visual reminders, e.g. posters or images in the business, to explain food safety procedures?		
Procedures	Yes	No
Do you have procedures for dealing with food hygiene and safety issues, e.g. what action will you and your staff take when issues are identified?		
Are staff aware of the procedures for reporting food hygiene and safety issues to you, e.g. signs of cockroaches or a broken refrigerator?		

If you require a food recall plan, is one in place?		
Pests	Yes	No
Are all openings for pipes and conduits sealed to stop pests from entering?		
Do you have recent pest control treatment records?		
Are animals and pests prevented from entering or breeding on the premises?		

More Information:

3412 3412

council@logan.qld.gov.au

logan.qld.gov.au