

ALL OPERATIONS

The purpose of this document is to allow for creation of a customized individual premise inspection checklist tailored to the facility. Each section can be easily copied into a new document as required. The following sections are listed:

- Inspection and Premise Information
- Cooking Crab / Shrimp
- Filleting/ Steaking (Head and Gut)
- Frozen/ Cold Storage
- Labeling/ Packaging/ Wrapping
- Pickling
- Refrigerated Retail Display
- Retail Tanks
- Sanitation/ Employee Hygiene
- Smoking

Inspection and Premise Information:

Date: _____

Name of Premise: _____

Premise Number: _____

Address of Premise: _____

	Acceptable	Unacceptable	Comments
Cooking Crab / Shrimp			
Crabs from approved source and cooked live	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crabs cooked to a center temperature of 82°C (180°F)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sanitary extraction of meat	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final product chilled ≤4°C (40°F) w/in 6 hours [†]	<input type="checkbox"/>	<input type="checkbox"/>	_____
Packaging occurs when crab temp ≤4°C (<40°F)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Labeling requirements met	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clean vehicles/containers used during shipping	<input type="checkbox"/>	<input type="checkbox"/>	_____

[†] – Standard cooling rate: cool from 60°C (140°F) to 20°C (68°F) in 2 hrs, & from 20°C (68°F) to 4°C (40°F) in 4 hrs or less

Filleting/Steaking

Fish undamaged and free from rancidity/spoilage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper heading and gutting of fish	<input type="checkbox"/>	<input type="checkbox"/>	_____
Thorough washing of fish following heading/gutting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper disposal of waste/offal	<input type="checkbox"/>	<input type="checkbox"/>	_____
Knives/Utensils sanitized and free from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish with high parasite loads (>5 per kg) discarded	<input type="checkbox"/>	<input type="checkbox"/>	_____

Frozen Storage		Cold Storage			
Acceptable	Unacceptable	Acceptable	Unacceptable		
<input type="checkbox"/>	<input type="checkbox"/>	Temperature is < -18°C (<0°F)	Temperature is ≤4°C (≤40°F)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Temperature is < -26°C (<-15°F)	Temperature is ≤3.3°C (≤38°F)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Food is protected from contamination		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Food is stored in food grade containers		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Food is 6" off floor		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Monitoring (temperature logs/records)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Shelves easily cleanable, durable, non-porous		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Stock rotation		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Well organized, clean		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient lighting		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Air Circulation		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Documentation and Record Keeping		<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

	Acceptable	Unacceptable	Comments
Labeling/Packaging/Wrapping			
Packaging done at refrigerated temperatures ≤4°C; 40°F	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
or ≤3.3°C; 38°F	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Proper icing of fish	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fresh fish/fillets refrigeration in vac-pack ≤7 days	<input type="checkbox"/>	<input type="checkbox"/>	_____
NO refrigeration of vac- pack smoked fish (frozen OK)	<input type="checkbox"/>	<input type="checkbox"/>	_____
MAP smoked fish refrigerated shelf-life ≤14 days	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Labels include</u>			
Common name of Fish	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and Address of supplier	<input type="checkbox"/>	<input type="checkbox"/>	_____
Net Fish Weight	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish Grade and Fish Size	<input type="checkbox"/>	<input type="checkbox"/>	_____
Storage instructions / Best Before Date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Information is concordant with the terms& conditions of the license	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Acceptable	Unacceptable	Comments
Pickling			
Fish of good quality, properly cleaned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish is frozen prior to pickling for parasite control	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -35°C (-31°F) for 15 hours, OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -20°C (-4°F) for 7 days, OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -35°C until solid & held at -20°C min. 24 hrs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Farmed salmon & 6 tuna spp. do not require freezing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Freezing control is documented	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clean salt used / NO nitrite in recipe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brine/salt mix is in clean container and labeled (date/batch)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fresh brine solution for each new fish batch	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brining done at refrigerated temperature ($\leq 4^{\circ}\text{C}$; 40°F)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimum salting time is 5 days	<input type="checkbox"/>	<input type="checkbox"/>	_____
Salted fish (before pickling) held refrig. max. 6 mos.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pickling recipe has min. 50% acid (vinegar or citrus)	<input type="checkbox"/>	<input type="checkbox"/>	_____
pH of pickling solution < 4.6 (to control for C. bot.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
pH of loin muscle in fish ≤ 5.0 (to control for C. bot.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish is completely immersed in pickling solution	<input type="checkbox"/>	<input type="checkbox"/>	_____
Canning in clean, sterile jars	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shelf-life pickled fish ~6 months	<input type="checkbox"/>	<input type="checkbox"/>	_____
Documentation and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Acceptable	Unacceptable	Comments
Sushi			
Fish & shellfish arriving from an approved source, & documentation available for review (e.g., shellfish tags)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Freezing control is documented	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -35°C (-31°F) for 15 hours, OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -20°C (-4°F) for 7 days, OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish frozen at -35°C until solid & held at -20°C min. 24 hrs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Farmed salmon & 6 tuna spp. do not require freezing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Acidified white sushi rice ($\text{pH} \leq 4.6$) at room temp, OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Un-acidified rice & all brown sushi rice is refrigerated $\leq 4^{\circ}\text{C}$	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper cooling of rice [†]	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leftover acidified rice is discarded	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bamboo mats have adequate cleaning frequency &/OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bamboo mats lined with food grade plastic wrap	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sushi stored at $\leq 4^{\circ}\text{C}$ (<u>not</u> at room temperature) OR	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sushi is under time control (describe method)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Consumer advisory present (if required)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate cleaning & sanitation of sushi robot	<input type="checkbox"/>	<input type="checkbox"/>	_____

[†] – Standard cooling rate: cool from 60°C (140°F) to 20°C (68°F) in 2 hrs, & from 20°C (68°F) to 4°C (40°F) in 4 hrs or less

Retail Tanks

Record Keeping Compliance			
Maintenance Logs (ie. cleaning, temperature checks, UV bulb)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Product Invoices (1 year)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shellfish Tags (fresh, 1 yr)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shellfish Tags (frozen, 2 yr)	<input type="checkbox"/>	<input type="checkbox"/>	_____

Holding Tank Components			
Display Tank	• kept clean	<input type="checkbox"/>	<input type="checkbox"/>
	• kept in good repair	<input type="checkbox"/>	<input type="checkbox"/>
	• free of cracks/crevices	<input type="checkbox"/>	<input type="checkbox"/>
Pumping System	• clean water supply in correct order (bivalves → crustaceans → finfish)	<input type="checkbox"/>	<input type="checkbox"/>
	• free of foreign objects (claws / legs etc)	<input type="checkbox"/>	<input type="checkbox"/>
	• impeller is primed	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Control System (Refrigeration)	• condenser is free of dirt/debris	<input type="checkbox"/>	<input type="checkbox"/>
	• liquid refrigerator is clear w/o bubbles	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Filter	• free of clogging (backwashing done)	<input type="checkbox"/>	<input type="checkbox"/>
Biofilter	• free of clogging (backwashing done)	<input type="checkbox"/>	<input type="checkbox"/>
	• filter is appropriately submerged in water	<input type="checkbox"/>	<input type="checkbox"/>
Tank Floor Drain	• free of dirt and debris	<input type="checkbox"/>	<input type="checkbox"/>
Bivalve UV Light Unit	• kept clean	<input type="checkbox"/>	<input type="checkbox"/>
	• UV bulb functioning	<input type="checkbox"/>	<input type="checkbox"/>

Holding Tank Water Parameters						
Parameters	Expected Values for Warm Water Holding System		Expected Values for Cold Water Holding Systems		Observed Values	Comments
	Fresh Water (Tilapia)	Salt Water (White Legged Shrimp)				
Specific Gravity	1.00	1.003-1.005	1.024-1.029			_____
Temperature	25-30°C (77-86°F)		<10°C (50°F)			_____
pH	7.0-8.5		7.0-8.5			_____
Ammonia	<10ppm		<10ppm			_____
Algae Growth	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		_____
Cloudy Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		_____
Foam	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		_____

Off-Site (Laboratory) Testing Parameters					
Nitrite	_____	Nitrate	_____	Coliform Count	_____
Turbidity	_____	Dissolved Oxygen	_____		

NOTE: Keep sampled bottles out of direct sunlight and heat

Additional Comments / Corrective Actions

Live Animal Checks

Check 10 animals and score percentage alive.

Bivalves: tap open shells, if they close the animal is alive. If shell is closed already and resistant to opening (gently place tongs or probe between the shells and try to pry open) the animal is alive. If an open shell does not close when you tap outside or inside the animal is dead. Dead bivalves are a problem and could mean overcrowding (poor oxygenation) or poor quality.

Fish: visually check fish, they should be swimming and upright. Fish floating belly up are probably dead. Some groundfish will naturally cluster at the bottom of the tank – they are alive.

Crabs, lobsters, prawns: visually check for movement. Dead animals will be obvious and may be curled up.

Note: If animals are stiff and inflexible they may be in rigor mortis (dead).

Tank Location / Animal Description:	No. Alive	% Alive	Comments
e.g., Front tank, 2 nd from right / Blue mussels	6	60%	Crowded, water level is below shellstock

	Acceptable	Unacceptable	Comments
Sanitation and Employee Hygiene			
Employees free from illness, cuts, lesions	<input type="checkbox"/>	<input type="checkbox"/>	
No smoking, chewing gum/tobacco	<input type="checkbox"/>	<input type="checkbox"/>	
At least one worker with FOODSAFE	<input type="checkbox"/>	<input type="checkbox"/>	
Hand-washing with liquid soap, sanitizer, paper towels	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriately dressed (boots, hair nets, coats, aprons)	<input type="checkbox"/>	<input type="checkbox"/>	
Clean food contact surfaces, equipment, premise	<input type="checkbox"/>	<input type="checkbox"/>	

Smoking

	Acceptable	Unacceptable	Comments
Brining/Salting			
Clean salt used / NO nitrite in recipe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brine/salt mix is in clean container and labeled (date/batch)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fresh brine solution for each new fish batch	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brine to fish ratio is approx 2:1 (volume/weight) or minimum 15.8% salt (s.g = 1.118) / 60°SAL	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fish is completely immersed in brine	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimum brining time is 6 hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maximum fish thickness is 4 cm (1½ inch)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brining done at refrigerated temperature ($\leq 4^{\circ}\text{C}$; 40°F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No[‡]	_____
Documentation and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drying (Curing)			
Salt used to increase drying rate	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimum time for open vent = 2hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
At least 70% relative humidity	<input type="checkbox"/>	<input type="checkbox"/>	_____
No product case hardening	<input type="checkbox"/>	<input type="checkbox"/>	_____
Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	_____
Drying done at refrigerated temperature ($\leq 4^{\circ}\text{C}$; 40°F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No[‡]	_____
Documentation and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cold Smoking			
Fish previously frozen for parasite control, OR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Fish frozen after processing for parasite control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Max. time for brining/drying/packageg DOES NOT EXCEED [applies when no is checked for drying/brining/packageg] [‡]			
EITHER 9 hrs when temp $>10^{\circ}\text{C}$ (50°F) and $<21^{\circ}\text{C}$ (70°F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
OR 6 hrs when temp $>21^{\circ}\text{C}$ (70°F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Smoking temp below 37°C (99°F) for <35 hours	<input type="checkbox"/>	<input type="checkbox"/>	_____
Products are spread out (not crowded or touching)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Adequate ventilation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Humidity between 60-70%	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.5% WPS	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final product chilled $\leq 3.3^{\circ}\text{C}$ (38°F) w/in 6 hours [†]	<input type="checkbox"/>	<input type="checkbox"/>	_____
Appropriate packaging and labeling	<input type="checkbox"/>	<input type="checkbox"/>	_____
Monitoring (thermometer/temperature logs/records)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Documentation and Record Keeping	<input type="checkbox"/>	<input type="checkbox"/>	_____

[†] – Standard cooling rate: cool from 60°C (140°F) to 20°C (68°F) in 2 hrs, & from 20°C (68°F) to 4°C (40°F) in 4 hrs or less

Hot Smoking

Smoking achieves min. internal temp 63°C (145°F) 30 min or equivalent, 72°C (165°F) for 1 min.

Time / temperature of smoker within guidelines e.g., 32°C (90°F) for 2 hrs + 66°C (150°F) for 4-8 hours

Products are spread out (not crowded or touching)

Adequate Ventilation

Humidity between 60-70%

3.5% WPS

Final product chilled $\leq 4^{\circ}\text{C}$ (39.2°F) w/in 6 hours[†]

Appropriate packaging and labeling

Monitoring (thermometer/temperature logs/records)

Documentation and Record Keeping

[†] – Standard cooling rate: cool from 60°C (140°F) to 20°C (68°F) in 2 hrs, & from 20°C (68°F) to 4°C (40°F) in 4 hrs or less