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:

- o Inspection and Premise Information
- o Cooking Crab / Shrimp
- o Filleting/ Steaking (Head and Gut)
- o Frozen/ Cold Storage
- o Labeling/ Packaging/ Wrapping
- o Pickling
- o Refrigerated Retail Display
- o Retail Tanks
- o Sanitation/ Employee Hygiene
- o 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	☐	☐	
Crabs cooked to a center temperature of 82ºC (180ºF)	☐	☐	
Sanitary extraction of meat	☐	☐	
Final product chilled ≤4ºC (40ºF) w/in 6 hours†	☐	☐	
Packaging occurs when crab temp ≤4ºC (<40ºF)	☐	☐	
Labeling requirements met	☐	☐	
Clean vehicles/containers used during shipping	☐	☐	

† – 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	☐	☐	
Proper heading and gutting of fish	☐	☐	
Thorough washing of fish following heading/gutting	☐	☐	
Proper disposal of waste/offal	☐	☐	
Knives/Utensils sanitized and free from contamination	☐	☐	
Fish with high parasite loads (>5 per kg) discarded	☐	☐	

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

Comments: _____

_____

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

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

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

† – 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)		☐	☐	
Product Invoices (1 year)		☐	☐	
Shellfish Tags (fresh, 1 yr)		☐	☐	
Shellfish Tags (frozen, 2 yr)		☐	☐	
Holding Tank Components				
Display Tank	• kept clean	☐	☐	
	• kept in good repair	☐	☐	
	• free of cracks/crevices	☐	☐	
Pumping System	• clean water supply in correct order (bivalves→ crustaceans→finfish)	☐	☐	
	• free of foreign objects (claws / legs etc)	☐	☐	
	• impeller is primed	☐	☐	
Temperature Control System (Refrigeration)	• condenser is free of dirt/debris	☐	☐	
	• liquid refrigerator is clear w/o bubbles	☐	☐	
Mechanical Filter	• free of clogging (backwashing done)	☐	☐	
Biofilter	• free of clogging (backwashing done)	☐	☐	
	• filter is appropriately submerged in water	☐	☐	
Tank Floor Drain	• free of dirt and debris	☐	☐	
Bivalve UV Light Unit	• kept clean	☐	☐	
	• UV bulb functioning	☐	☐	

Holding Tank Water Parameters

Parameters	**Expected Values for Warm Water Holding System**		**Expected Values for Cold Water Holding Systems**	**Observed Values**	**Comments**
Water Type	**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	☐ Yes ☐ No		☐ Yes ☐ No		
Cloudy Water	☐ Yes ☐ No		☐ Yes ☐ No		
Foam	☐ Yes ☐ No		☐ Yes ☐ 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, 2nd 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	☐	☐	
No smoking, chewing gum/tobacco	☐	☐	
At least one worker with FOODSAFE	☐	☐	
Hand-washing with liquid soap, sanitizer, paper towels	☐	☐	
Appropriately dressed (boots, hair nets, coats, aprons)	☐	☐	
Clean food contact surfaces, equipment, premise	☐	☐	

Smoking

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

Hot Smoking

Smoking achieves min. internal temp 63ºC (145ºF) 30 min or equivalent, 72ºC (165ºF) for 1 min.	☐	☐	
Time / temperature of smoker within guidelines e.g., 32ºC (90ºF) for 2 hrs + 66ºC (150ºF) for 4-8 hours	☐	☐	
Products are spread out (not crowded or touching)	☐	☐	
Adequate Ventilation	☐	☐	
Humidity between 60-70%	☐	☐	
3.5% WPS	☐	☐	
Final product chilled ≤4ºC (39.2ºF) 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