

Sampling Checklist - Documented procedures

Section 4 - Review and Updating of Documented Policies and Procedures

Legislation/publications/ information	Correct version available	Comments – e.g. on superseded documents.
Food Safety Act 1990		
Food Safety (Sampling & Qualification) Regulations 1990		
FSA Code of Practice No.7 Sampling for Analysis or Examination (revised Oct 2000)		
FSA Code of Practice No.16 Enforcement of the Food Safety Act in relation to the Food Hazard Warning System 1990 (revised August 1997)		
FSA Code of Practice No.16 supplement (revised October 2002)		
FSA Code of Practice No.19 Qualifications and Experience of Authorised Officers (revised Oct 2000)		
LACORS Guidance on Food Sampling for Microbiological Examination (January 2002)		
PHLS Microbiological Guidelines for Some Ready-to-Eat Foods Sampled at the Point Of Sale (revised September 2000)		
LACORS Food Complaints 2nd edition		
Framework Agreement on LA Enforcement		
LACORS Report on Factory Inspection (August 1989) may be available. (NB Food standards only)		

LACORS Report on Sampling Techniques (August 1987) may be available. (NB Food standards only)		
LACORS Guidance on Enforcement of Food Standards Law (March 1996) may be available.		
Any other guidance?		
Local procedures and documentation		
Enforcement policy		
Sampling policy		
Sampling programme		
Sampling procedures/work instructions/protocols		
Calibration and maintenance procedure		
Food complaints policy		
Food complaints procedure		
Service Level Agreement for laboratory services used		

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Sampling Checklist – Training Files
Section 5 – Authorised Officers

Auditors should check the training and authorisation details of the officers to be interviewed and officers authorised to carry out food sampling.

	1	2	3	4	5	6	7	8	9	10
Name of Officer										
Evidence of qualifications [Std – 5.3 & CP – 19.11]										
Update training (10 hours) [CP - 19.9]										
Recent returner training (15 hours)[CP - 19.10]										
New appointments/transfers appropriately qualified [CP – 19.8]										

	1	2	3	4	5	6	7	8	9	10
PACE Training [Std - 5.4]										
CPIA Training [Std – 5.4]										
Nature, type and technology used in businesses in area [CP - 19.21 & 19.33]										
Quality Assurance (Food Standards) [CP - 19.35]										
Qualifications match authorisation [Std – 5.3]										
Food sampling training needs identified and programmed. [Std-5.4]										

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Sampling Checklist - Facilities and Equipment

Section 6 Facilities and Equipment

Suggested equipment [Std – 6.1]

EQUIPMENT:	
GENERAL	
Carrying case	
Notebook	
White coats [CP – 9.47 & 9.48]	
White hats [CP – 9.47 & 9.48]	
Lockable or secure temperature monitored fridge (less than 5C)	
Lockable or secure freezer (-18 C)	
Insulated boxes (Recommended BS 6672 part 2 **** rating)	
Adequate supply of hard frozen ice blocks	
Food grade sampling bags	
Sample Labels	
Seals	
Hair nets	
Disposable paper towels	
Blue plasters	

FOOD STANDARDS	
Bowl (s)	
Measuring jug(s)	
Funnel(s)	
Chopping board	
Scissors	
Knives	
Spoons	
Can Opener	
Sample containers (various sizes)	
Glass bottles	
FOOD HYGIENE	
Thermometer (Calibrated)	
Disinfectant wipes	
Sterile sample jars (various sizes)	
Sterile knives and spoons as necessary	
Swabbing equipment	
Water sampling bottles	
Latex gloves	

Sampling Checklist - Facilities and Equipment Calibration
Section 6 Facilities and Equipment

Frequency of Checks – A minimum of 5 checks on those pieces of equipment that are required to be calibrated should be checked.
 N.B. There should be at least one certificate of calibration held on site for equipment such as digitherms. Calibration certificates should be (i) traceable to national standards, (ii) relevant to the range of measurements being made.

List pieces of equipment subject to calibration that have been checked. Include identification numbers.	Calibration Recorded e.g. certificate/in-house checks S – Satisfactory U - Unsatisfactory
1.	
2.	
3.	
4.	
5.	

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Sampling Checklist - Sampling
Section 5 – Authorised Officers
Section 12 – Food inspection and sampling

Frequency of Checks: A minimum of 10 checks should be made of samples, ideally where an adverse result has been received.

	1	2	3	4	5	6	7	8	9	10
Sample reference number/premises ref.										
Sample reference										

General										
Part of sampling programme/in accordance with sampling policy. [Std – 12.3]										
Results on file [Std – 16.1]										
Appropriate action taken [Std – 12.5]										
Liaison with home/originating authority as appropriate.										

File Identifier	1	2	3	4	5	6	7	8	9	10
Taken by trained, authorised officer [CP – 19 - 29]										
Formal Sample for analysis										
Third part secured and in correct environment [CP – 7.17 &18]										
Notification of Manufacturer/packer and/or importer [CP – 7.24]										
Sample sent to an accredited lab. [CP – 7.10]										

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