

FOOD VENDOR OPERATIONS AND SAFETY CHECKLIST

ACN 616 936 371

Vendor Details	
Vendor Location:	
Business Name:	
Name of responsible person:	
Contact phone number:	
Name of person completing this checklist:	
Gas Inspection	
Inspection date:	Re-inspection due date:
Compliance Plate No.:	
Size of Cylinder in operation: Kg	Number of Gas cylinders:
Fire Equipment	
Inspection date:	Re-inspection due date:
Inspected by:	
Electrical Equipment	
Inspection date:	Re-inspection due date:
Inspected by:	

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	Yes	No	Comments/Actions
General			
Are you a registered Food Business in the Northern Territory?			
Do you have biodegradable/compostable plates, cutlery, and napkins for service?			
Do you have a current Public Liability Insurance?			
Do you have Workers Compensation Insurances?			
Have you provided the Festival with images of all cooking, electrical, and gas equipment?			
Do you have a plan for disposal/removal of cooking oils from site?			
General Safety			
Do staff know what to do in an emergency?			
Do you have an emergency warden for your stall? Will they be present at all times?			
Do you have a first aid trained member of staff?			
Do you have a food industry compliant first aid kit for your stall?			
Food Safety			
Do you have flooring for food prep areas?			
Do you have equipment and processes to ensure all cooking equipment can be cleaned to a high standard?			
Do you have equipment and processes to ensure all staff can keep a high level of hygiene?			
Gas Cylinders			
Has someone been trained to change the gas cylinders?			
Is the cylinder in good condition?			
Is the cylinder within the 10 year test period?			
Is a compliance plate fitted?			
Have the connections been tested for leaks?			
Are cylinders secured or crated?			
Have you checked the cylinder isn't blocking an exit path?			
Have you checked the cylinder quantity is not exceeded?			
Have you checked the cylinder size is not exceeded?			
Are all portable gas appliances correctly secured and placed on even surfaces?			
Do you have a plan for offsite storage of unused and used Gas cylinders?			
Are cylinders to be used located away from flammable materials and ignition sources?			
Gas Regulators and hose connections			
Are dual stage regulators fitted rigidly?			
Are the regulators in good condition?			
Is the regulator diaphragm mounted vertically?			
Are the hoses of approved material?			
Are the hoses and fittings in good condition?			
Are they protected from accidental damage?			
Are the hoses less than 1.5m in length (no joiners)?			
Are quick release fittings fitted on appliances and hoses?			
Gas Appliances			
Is the gas appliance being used approved for commercial use?			
Is the service history available?			
Are they in good working condition?			
Are safety devices not tampered with and in working order?			
Will the gas appliance be in a well-ventilated location?			
Do you have the required clearances from LP Gas cylinders?			
Are all appliances secured to a work platform/table that is NOT a combustible material?			
Are external appliances not in an internal location?			
Does appliance pressure not exceed 3kpa?			
Are appliance identification details recorded on the appropriate supply cylinders (e.g. number)?			
Are taps and knobs in good condition and marked?			

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Fire Safety			
Has someone been trained in the use of a fire extinguisher?			
Do you have a 1.5kg (E) Dry chemical fire extinguisher?			
Has the extinguisher been tested and valid for use?			
Will the extinguisher be mounted and clearly visible?			
Do you have 1 x fire blanket clearly visible? (minimum 1.2m x 1.8m in size)			
Do you have the correct signage available to be installed with fire equipment?			
Electrical safety			
Are electrical appliances inspected and passed for use? (current test and tag)			
Are extension leads inspected and passed for use? (current test and tag)			
Are extension leads from distribution box to the stalls heavy-duty 15 amp?			
Are portable power boards individually switched? (built in RCD switch)			
Will you ensure that no extension leads are at floor level in access / egress / walkways?			
If using a van or caravan, have you ensured that you have double pole switching?			

Signed: _____

Name (Printed): _____ Date: _____