



NAVY AND MARINE CORPS PUBLIC HEALTH CENTER

IMPROVING READINESS THROUGH PUBLIC HEALTH ACTION

Tips to Prepare for a Food Safety Inspection For the Person-in-Charge

The best strategy for a successful health inspection is to be ready at all times. Stay prepared by conducting periodic, in-house inspections to ensure your facility is complying with health standards at all times.

- **Review the regulations**

Stay up-to-date on Navy food safety and sanitation standards in [NAVMED P 5010-1 Tri-Service Food Code](#).

- **Use DD 2397 form**

<https://www.med.navy.mil/sites/nmcphc/Documents/program-and-policy-support/DD2973.pdf>

Stay informed by reviewing the official inspection form. Conduct periodic, in-house inspections using the same form inspectors use to ensure your inspections focus on official food safety elements.

- **Walk into your establishment from the outside**

This allows you to get an outsider's impression of the establishment.

- **Review any problems post-inspection with the kitchen staff**

This will reinforce the importance of food safety even when your facility isn't undergoing an inspection or if you are not around.

- **Communicate food safety principles to all staff**

Take advantage of opportunities to remind the staff of food safety principles.

- **Know your priorities**

Self-inspection priorities include: food time and temperatures, holding temperatures, approved source, personal hygiene and cross-contamination. Temperature guidelines include checking product temperature at arrival, in storage, and when served.

- **Reinforce the importance of hand-washing**

Lead by example and wash hands as often as required to encourage hand washing to become a habit. Post signs at all kitchen sinks and in employee restrooms. Inspectors often observe hand washing procedures and frequency during inspections.

- **Get involved**

Be proactive in training your employees and preparing for an inspection.

For more information, resources and tools on food safety:

- Visit [NMCPHC PPS EH Food Sanitation and Safety](#)
- Contact your local Military Treatment Facility's Preventive Medicine office.

