

Victorian Meat Cleaning & Sanitation Program Review Checklist

A practical internal review checklist for Victorian butcher and further meat-processing operations. It supports review of the site cleaning and sanitation program; it is not a Safe Food Victoria audit, licence approval or certification.

Business / site	Safe Food Victoria licence no.	Operation type	Reviewer / date

Program review

Mark Yes / No / N/A and record the evidence, document reference or action needed.

	Yes / No / N/A			Evidence / action reference
1. Cleaning SOPs cover food-contact surfaces and equipment.	☐ Y	☐ N	☐ N/A	
2. Cleaning SOPs cover non-food-contact surfaces such as floors, walls, ceilings and drains.	☐ Y	☐ N	☐ N/A	
3. Cleaning schedules define required frequencies and responsibilities.	☐ Y	☐ N	☐ N/A	
4. Cleaning completion records are maintained and available for review / audit.	☐ Y	☐ N	☐ N/A	
5. Cleaning verification or test results are retained where the site uses them.	☐ Y	☐ N	☐ N/A	
6. Staff training covers cleaning methods, safe equipment disassembly / reassembly and chemical use.	☐ Y	☐ N	☐ N/A	
7. Cleaning chemicals are suitable for the intended surface and task, and current use directions are followed.	☐ Y	☐ N	☐ N/A	
8. Current SDS are accessible and PPE / chemical storage controls are addressed.	☐ Y	☐ N	☐ N/A	
9. Tools, detergents, sanitisers and required protective equipment are available for the cleaning program.	☐ Y	☐ N	☐ N/A	
10. Additional raw / ready-to-eat, smallgoods or Listeria controls are addressed where they apply.	☐ Y	☐ N	☐ N/A	

Actions from review

Gaps / corrective actions / owner / due date	Review outcome / follow-up date / approved by

Sector-specific resource

Use this checklist with the current Safe Food Victoria licence conditions, applicable meat standards and the site food safety program. Retail butchers, further processors, smallgoods and ready-to-eat meat activities can have different requirements.