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# How to Prepare for a Food Safety Inspection

When you receive a notice of inspection, you should immediately review the following information:

1. The date and time of the inspection.
2. The name of the inspector.
3. The name of the agency conducting the inspection.

You should also review the following information:

- The type of inspection (e.g., routine, complaint, or special).
- The scope of the inspection (e.g., all areas or specific areas).
- The consequences of a violation (e.g., warning, fine, or closure).

Before the inspection, you should:

- Review the applicable food safety regulations.
- Conduct a self-inspection to identify and correct any violations.
- Prepare a list of questions to ask the inspector.

- Review the applicable food safety regulations. The Department of Health (DOH) provides a list of regulations for each type of food service. You should review the regulations that apply to your business.
- Conduct a self-inspection. Before the inspection, you should conduct a self-inspection to identify and correct any violations. This will help you avoid a violation during the inspection.
- Prepare a list of questions. You should prepare a list of questions to ask the inspector. This will help you understand the inspector's findings and the steps you need to take to correct any violations.

During the inspection, you should:

- Be polite and cooperative.
- Provide the inspector with the information they request.
- Ask for clarification if you do not understand something.



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