

Food Safety & Hygiene Checklist

Hospitality

COLD STORAGE & TRANSPORT

Temperature gauges on refrigerators/freezers functional and accurate

Yes

No

Products stored at least 6 inches above ground in walk-in chillers/freezers

Yes

No

Chillers and freezer interiors clean, door seals intact

Yes

No

All stored items wrapped, labelled with production/use-by dates

Yes

No

Stock rotation (FIFO/FEFO) enforced; expired items not present

Yes

No

Ambient temperature checks performed on all cold storage units

Yes

No

Thawing done safely; no previously thawed products re-stored

Yes

No

Delivery vehicles clean, well-maintained, and hold correct transport temperatures

(hot $\geq 65^{\circ}\text{C}$, cold $\leq 5^{\circ}\text{C}$, frozen $\leq -18^{\circ}\text{C}$)

Yes

No

Tableware and service cutlery sanitized before use

Yes

No

When transporting food with non-food items, adequate separation maintained

Yes

No

Color-coded chopping boards in place and used properly

Yes

No

All packaging/wrapping in contact with food is food-grade and uncontaminated

Yes

No

COMPLIANCE & CERTIFICATION

Annual health checks and required vaccinations documented for all food handlers

Yes

No

Valid food safety license (FSSAI or equivalent) displayed on premises

Yes

No

Updated Fire NOC obtained and posted in visible area

Yes

No

Health license current and displayed in kitchen area

Yes

No

Potable water used for all food contact; tested bi-annually with records

Yes

No

Raw materials tested internally or by accredited labs; records maintained

Yes

No

DRY STORAGE & SUPPLY MANAGEMENT

Non-food items securely stored away from food supplies

Yes

No

First-In-First-Out inventory practice implemented consistently

Yes

No

Food stored on racks at least 6 inches off the floor

Yes

No

Storage area secured to prevent unauthorized access/tampering

Yes

No

Supplier credentials verified and compliance documented

Yes

No

All incoming supplies inspected for packaging integrity, temperature, and quality

Yes

No

FIRE SAFETY & EMERGENCY

Fire extinguishers, exit signage, and evacuation plan available

Yes

No

Kitchen equipped with K-type cylinders, fire blankets, and sand buckets

Yes

No

Emergency exit routes unobstructed, evacuation plan displayed

Yes

No

FOOD HANDLING & PREPARATION

Kitchen staff and supervisors use calibrated thermometers and sanitize them correctly

Yes

No

Utensils, equipment, and food-contact surfaces cleaned, rinsed, and sanitized after each use

Yes

No

Frozen items thawed under safe conditions (refrigeration, microwave, or cooked directly) and never refrozen

Yes

No

Tasting of food done using hygienic sampling methods

Yes

No

Cross-contamination risks prevented through proper procedures and practices

Foods cooked to safe internal temperature ($\geq 75^{\circ}\text{C}$ for min 15 sec)

Internal cooking temperatures recorded and verified

Hot foods held $\geq 65^{\circ}\text{C}$, animal products $\geq 70^{\circ}\text{C}$; cold foods $\leq 5^{\circ}\text{C}$; frozen foods $\leq -18^{\circ}\text{C}$

Reheating procedures ensure food reaches $\geq 75^{\circ}\text{C}$ for at least 2 minutes; no indirect reheating used

Food wastage documented with reasons as per SOP

PEST MANAGEMENT

External doors sealed, fitted with screens or PVC curtains

No evidence of pest infestation or activity

Regular pest control carried out by certified provider with records maintained

Material Safety Data Sheets (MSDS) available for all pest control chemicals

Yes

No

Certificates of training available for pest control personnel

Yes

No

STAFF HYGIENE & CONDUCT

Uniforms and footwear are neat, clean, and suitable for food handling

Yes

No

Hairnets, caps, or other protective headgear worn correctly by all kitchen staff

Yes

No

Fingernails trimmed, free of polish, artificial nails or dirt

Yes

No

Jewelry restricted only to a plain band/ring; no other adornments visible

Yes

No

Employees wash hands thoroughly and at all required intervals

Yes

No

Cuts, wounds, or abrasions are fully covered with waterproof dressings

Yes

No

Staff use tissues or elbow when sneezing/coughing and sanitize hands immediately

Yes

No

Handwash sinks accessible, clean, sensor/pedal operated with soap, towels or dryer, sanitizer available

Yes

No

Hand hygiene instruction posters placed near sinks

Yes

No

No chewing gum, smoking, or use of tobacco inside or around kitchen premises

Yes

No

TRAINING & RECORDS

System audits (internal/external) conducted periodically; records available

Yes

No

Consumer complaints tracked and addressed through a formal mechanism

Yes

No

All food handlers trained in safe food handling practices; training logs accessible

Yes

No

WAREWASHING & UTENSIL CARE

Water supply for washing free from grease/food residue

Yes

No

Cross-contamination between soiled and clean utensils prevented

Yes

No

Washing and sanitizing temperatures maintained (wash ~49°C, sanitize 82–89°C or via solution/air dry)

Yes

No

All utensils properly desoiled, rinsed, washed, sanitized, and dried

Yes

No

Cleaning chemicals stored securely, away from food prep/storage

Yes

No

Staff provided with PPE (gloves, goggles, protective shoes)

Yes

No

WASTE MANAGEMENT

Kitchen garbage containers cleaned, lined, and kept covered

Yes

No

Waste bins emptied regularly to prevent overflow

Yes

No

Used cooking oil discarded as per environmental guidelines and recorded

Yes

No

Proper segregation of waste (organic, recyclable, hazardous) followed

Yes

No