

Catering Operations Compliance Checklist

Food and beverage

MAINTENANCE & SANITATION

Cleaning of premises/equipment follows a documented schedule; no stagnant water is present.

Compliant

Partially Compliant

Non-Compliant

Preventive maintenance of machinery is done as per manufacturer guidelines.

Compliant

Partially Compliant

Non-Compliant

Measuring and monitoring devices are calibrated periodically.

Compliant

Partially Compliant

Non-Compliant

Pest control is conducted by licensed personnel and records are kept.

Compliant

Partially Compliant

Non-Compliant

No visible pest activity or infestation inside premises.

Compliant

Partially Compliant

Non-Compliant

Drains are well designed, equipped with grease traps and pest barriers.

Compliant

Partially Compliant

Non-Compliant

Waste and refuse are cleared regularly to avoid accumulation.

Compliant

Partially Compliant

Non-Compliant

OPERATIONAL CONTROLS

All incoming materials are sourced from approved vendors as per internal specifications.

Compliant

Partially Compliant

Non-Compliant

Raw materials are checked upon receipt for spoilage, safety, and quality.

Compliant

Partially Compliant

Non-Compliant

Products (raw, semi, or final) are stored under appropriate hygienic and temperature-controlled conditions. FIFO/FEFO is practiced.

Compliant

Partially Compliant

Non-Compliant

Ingredients are cleaned thoroughly before preparation.

Compliant

Partially Compliant

Non-Compliant

Segregation between raw/cooked and veg/non-veg foods is maintained.

Compliant

Partially Compliant

Non-Compliant

All food-contact equipment is sanitized before and after use.

Compliant

Partially Compliant

Non-Compliant

Frozen foods are thawed under safe conditions; no re-storage of thawed food is allowed.

Compliant

Partially Compliant

Non-Compliant

Cooking of veg items reaches $\geq 60^{\circ}\text{C}$ for required time; non-veg items meet minimum core temperature of $\geq 70^{\circ}\text{C}$.

Compliant

Partially Compliant

Non-Compliant

Cooked food is cooled quickly from 60°C → 21°C within 2 hours, then to ≤5°C within next 2 hours.

Compliant

Partially Compliant

Non-Compliant

Food portioning occurs under hygienic conditions, preferably under refrigeration.

Compliant

Partially Compliant

Non-Compliant

Hot foods are held at ≥65°C, cold foods ≤5°C, frozen items at −18°C.

Compliant

Partially Compliant

Non-Compliant

Reheating achieves ≥75°C for at least 2 minutes; improper reheating methods are avoided.

Compliant

Partially Compliant

Non-Compliant

Oil quality is verified regularly (color, odor, residues).

Compliant

Partially Compliant

Non-Compliant

Transport vehicles are clean, temperature-controlled, and maintained in good repair.

Compliant

Partially Compliant

Non-Compliant

Food and non-food items in transport are kept physically separated.

Compliant

Partially Compliant

Non-Compliant

Crockery, cutlery, and accompaniments are sanitized and hygienic.

Compliant

Partially Compliant

Non-Compliant

Packaging and wrapping materials are food-grade and clean.

Compliant

Partially Compliant

Non-Compliant

PREMISES & INFRASTRUCTURE

Layout of premises ensures sufficient working space and allows effective cleaning, preventing dust or pest entry.

Compliant

Partially Compliant

Non-Compliant

Internal fittings and structures are constructed with non-toxic, non-porous materials.

Compliant

Partially Compliant

Non-Compliant

Walls, ceilings, and doors are intact and free from peeling paint, condensation, or debris.

Compliant

Partially Compliant

Non-Compliant

Flooring is slip-resistant, waterproof, and appropriately sloped.

Compliant

Partially Compliant

Non-Compliant

Windows are kept closed or fitted with insect-proof screens when opened.

Compliant

Partially Compliant

Non-Compliant

Doors are smooth, non-absorbent, and designed to block pest entry.

Compliant

Partially Compliant

Non-Compliant

Potable water (tested twice yearly as per IS:10500 standards) is used for food contact and preparation.

Compliant

Partially Compliant

Non-Compliant

Containers and equipment are non-corrosive, easy to clean, and made of food-grade material.

Compliant

Partially Compliant

Non-Compliant

Facilities exist for heating, cooling, freezing, and proper temperature monitoring.

Compliant

Partially Compliant

Non-Compliant

Lighting is adequate and fixtures are shielded to avoid contamination risk.

Compliant

Partially Compliant

Non-Compliant

Ventilation across premises is sufficient and functional.

Compliant

Partially Compliant

Non-Compliant

Secure storage areas are available for food, chemicals, packaging, and staff belongings.

Compliant

Partially Compliant

Non-Compliant

Handwashing stations, toilets, and changing facilities for staff are adequate.

Compliant

Partially Compliant

Non-Compliant

Food materials are tested in-house or through accredited labs, with records maintained.

Compliant

Partially Compliant

Non-Compliant

REGULATORY COMPLIANCE

Does the food business hold a valid and updated FSSAI license displayed at a visible spot?

Compliant

Partially Compliant

Non-Compliant

STAFF HYGIENE & HEALTH

Annual medical checks and vaccinations for food handlers are documented.

Compliant

Partially Compliant

Non-Compliant

Staff with illness, wounds, or infections are restricted from handling food.

Compliant

Partially Compliant

Non-Compliant

Food handlers follow personal hygiene standards: clean attire, no jewelry, handwashing, trimmed nails, etc.

Compliant

Partially Compliant

Non-Compliant

Protective clothing (aprons, gloves, head covers) is provided and used where necessary.

Compliant

Partially Compliant

Non-Compliant

TRAINING & DOCUMENTATION

Periodic internal/external audits are conducted and records are maintained.

Compliant

Partially Compliant

Non-Compliant

Customer grievance redressal mechanism is available and functional.

Compliant

Partially Compliant

Non-Compliant

Staff are trained in food safety practices; training records are available.

Compliant

Partially Compliant

Non-Compliant

Documentation and records are retained for a minimum of one year.

Compliant

Partially Compliant

Non-Compliant

