

# Licenses, Documentation & Record Keeping Checklist

## Cloud Kitchens & Delivery Brands

### DOCUMENTATION & SOP COMPLIANCE

Food safety manual and SOPs available at the unit.

Manual & SOPs Current

Outdated Version

Not Available

Hazard analysis (HACCP/PRP) documented for all critical processes.

Documented & Displayed

Documented but Not Displayed

Not Documented

All records are legible, dated, and signed by responsible staff.

Clean & Signed Records

Minor Issues

Unreadable / Blank

Records retained for minimum one year or as per company policy.

Retention Compliant

Partial Retention

Not Retained

Documents stored in clean, pest-free, and fire-safe cabinet or room.

Secure Storage

Minor Storage Issues

Unsafe / Insecure

Audit-ready file maintained containing licenses, certificates, and logs.

Audit-Ready & Updated

Partially Ready

Not Audit-Ready

### EQUIPMENT CALIBRATION & MAINTENANCE COMPLIANCE

Equipment calibration certificates are valid and traceable.

All Calibrated

Some Expired

No Certificates

AMC (Annual Maintenance Contracts) available for critical kitchen equipment.

All AMC Present

Some AMC Missing

No AMC

Calibration and maintenance audits completed as per schedule.

On-Schedule & Closed

Delayed Actions

Not Done

## FIRE SAFETY COMPLIANCE

Valid Fire NOC obtained from the local fire department.

Valid & Displayed

Valid but Not Displayed

Not Available / Expired

Fire extinguisher inspection and refilling certificates are current.

Inspection Up-to-Date

Due Soon / Partially Done

Not Inspected / Expired

Fuel or gas installation certificates issued by authorized vendor.

Certificates Valid & Test Done

Certificates Missing but Tests Planned

No Certificates / No Tests

Records of EHS or fire safety audits available for last 12 months.

12 Months Records Present

Records Incomplete

No Records

## HR & STAFF COMPLIANCE RECORDS

Employee records (ID, medical, and attendance) are maintained properly.

Complete & Retrievable

Partially Complete

Not Maintained

First aid and medical inspection records are available.

Records Complete

Partial Records

No Records

Food handler ID cards or records available with HR or manager.

ID Records Current

Some IDs Pending Update

No ID Records

## HYGIENE AUDIT & CAPA MANAGEMENT

Internal hygiene audits conducted monthly.

Monthly Audits & CAPA Closed

Audits Occasional / CAPA Pending

No Internal Audits

External audits (FSSAI, brand, or third-party) records maintained.

Last 3 Audits Filed

Some Audit Records Missing

No External Audit Records

Corrective and preventive action (CAPA) tracker maintained.

CAPA Tracker Active

Tracker Partial / Delayed

No Tracker

## PEST CONTROL COMPLIANCE

Pest control service agreement and monthly records are maintained.

Agreement & Monthly Records Present

Records Irregular

No Agreement / No Records

## PROCUREMENT DOCUMENTATION

Approved supplier list and audit reports updated quarterly.

Updated Quarterly

Updated Irregularly

Not Updated

Vendor COAs and invoices filed properly.

COA & Invoices Filed

Partial Filing

No COA / Missing Invoices

Material receiving and rejection records maintained.

Records Complete

Partial Records

Not Maintained

Vendor pest control and calibration certificates available (if applicable).

Certificates Present

Some Missing

Not Available

## STATUTORY LICENSES & LEGAL COMPLIANCE

Valid FSSAI license is displayed prominently at the kitchen entrance.

Displayed & Correct

Displayed but Mismatch

Not Displayed

FSSAI license is within validity and renewed before expiry.

Valid & Renewed On Time

Near Expiry / Renewal Pending

Expired / Not Renewed

Valid Shop and Establishment Act license available and current.

Valid & Filed

Valid but Missing Copy

Not Valid / Missing

Trade license and Pollution Control Board certificate (if applicable) are valid.

All Valid

Some Pending Renewal

Not Available / Expired

GST registration and PAN details are up to date.

Details Match & Updated

Minor Mismatch

Not Updated / Missing

Insurance policies (fire, assets, third party) are valid and updated.

All Policies Valid

Some Policies Pending

No Insurance / Expired

## TEMPERATURE CONTROL MONITORING

Temperature logs maintained for all chillers, freezers, and Bain-maries.

Complete & Signed Every 4 Hrs

Intermittent Entries

No / Incomplete Logs

Temperature deviation corrective action records are available.

Deviations Logged & Closed

Logged But Pending Closure

No CAPA Records

Food probe thermometer calibration logs maintained monthly.

Monthly Calibration Done

Calibration Irregular

No Calibration Records

Receiving and dispatch temperature logs recorded daily.

Daily & Accurate

Partial / Some Mismatches

Not Recorded

## TESTING & FOOD SAFETY RECORDS

Water potability test reports are valid and within last 6 months.

Report Current & Compliant

Report Older / Minor Deviation

No Report / Non-Compliant

## TRACEABILITY & SHELF-LIFE MANAGEMENT

Shelf-life monitoring and MRD charts maintained.

Charts Updated & Displayed

Partially Updated

Not Maintained

Product recall procedure documented and understood by team.

Procedure Present & Drilled

Procedure Present but Not Drilled

No Procedure

## TRAINING & COMPETENCY RECORDS

Training attendance sheets available for all hygiene and safety sessions.

All Attendance Sheets Filed

Partial Attendance Records

No Records

New employee induction training documented before deployment.

All Inductions Documented

Some Missing

No Induction Records

Refresher training records maintained for all critical process staff.

Refresher Done Timely

Refresher Delayed

Not Done