

Waste Management & Sustainability Checklist

Cloud Kitchens & Delivery Brands

BEHAVIOR & CLEAN HABITS – RECEIVING

Staff do not consume food or beverages in receiving area.

Compliant

Partially Compliant

Non-Compliant

DOCUMENTATION & RECORDS – WASTE & SUSTAINABILITY

Waste disposal, UCO, and recycling records maintained for at least 12 months.

Compliant

Partially Compliant

Non-Compliant

Waste and sustainability KPI report submitted monthly to QA or management.

Compliant

Partially Compliant

Non-Compliant

ENERGY MANAGEMENT

Kitchen uses energy-efficient lighting and appliances.

Compliant

Partially Compliant

Non-Compliant

Refrigeration units switched off during maintenance or downtime.

Compliant

Partially Compliant

Non-Compliant

Air conditioning and exhaust systems serviced to optimize energy use.

Compliant

Partially Compliant

Non-Compliant

Kitchen encourages paperless or digital documentation practices.

Compliant

Partially Compliant

Non-Compliant

Carbon footprint or waste audit conducted annually.

Compliant

Partially Compliant

Non-Compliant

FOOD WASTE MANAGEMENT

Food waste collected separately from packaging and general waste.

Compliant

Partially Compliant

Non-Compliant

Food waste disposed through authorized composting or collection vendor.

Compliant

Partially Compliant

Non-Compliant

No food waste dumped directly into drains or open areas.

Compliant

Partially Compliant

Non-Compliant

Food waste logs maintained daily for quantity and disposal method.

Compliant

Partially Compliant

Non-Compliant

Expired or spoiled food disposed of as per SOP with documentation.

Compliant

Partially Compliant

Non-Compliant

MATERIAL TESTING & QUALITY COMPLIANCE

Raw materials tested periodically for microbiological and chemical parameters.

Compliant

Partially Compliant

Non-Compliant

Water used in washing and processing tested semi-annually for potability.

Compliant

Partially Compliant

Non-Compliant

Cooking oil tested monthly for total polar compounds (TPC) and color.

Compliant

Partially Compliant

Non-Compliant

Any non-conforming material reported to central procurement within 24 hours.

Compliant

Partially Compliant

Non-Compliant

Food additives and preservatives used only as per FSSAI-approved list.

Compliant

Partially Compliant

Non-Compliant

RECEIVING & INSPECTION

All incoming raw materials are received with valid invoices and delivery challans.

Compliant

Partially Compliant

Non-Compliant

Delivery vehicle hygiene is checked before unloading materials.

Compliant

Partially Compliant

Non-Compliant

Temperature of perishable items (milk, meat, paneer, etc.) is checked at receiving.

Compliant

Partially Compliant

Non-Compliant

Incoming raw materials are visually inspected for damage, contamination, or spoilage.

Compliant

Partially Compliant

Non-Compliant

Raw materials are accepted only if within shelf-life.

Compliant

Partially Compliant

Non-Compliant

FIFO/FEFO applied during material transfer to storage.

Compliant

Partially Compliant

Non-Compliant

Rejected materials are segregated and tagged clearly with reason for rejection.

Compliant

Partially Compliant

Non-Compliant

All weighing scales used for receiving are calibrated and verified.

Compliant

Partially Compliant

Non-Compliant

Receiving area is clean, shaded, and away from waste or drainage lines.

Compliant

Partially Compliant

Non-Compliant

Delivery personnel follow hygiene requirements (clean dress, gloves, hairnet).

Compliant

Partially Compliant

Non-Compliant

SECTION_NAME

Question_title

STAFF HYGIENE - RECEIVING

Receiving staff wear gloves, aprons, and hairnets during inspection.

Compliant

Partially Compliant

Non-Compliant

STORAGE & SEGREGATION

Raw materials are stored in designated racks or containers.

Compliant

Partially Compliant

Non-Compliant

Separate zones maintained for raw, semi-processed, and ready-to-eat ingredients.

Compliant

Partially Compliant

Non-Compliant

Raw meat, poultry, and dairy stored in separate chillers.

Compliant

Partially Compliant

Non-Compliant

Dry ingredients stored in airtight, food-grade containers with lids.

Compliant

Partially Compliant

Non-Compliant

Opened ingredient packs are resealed and labeled with opening date.

Compliant

Partially Compliant

Non-Compliant

SUPPLIER APPROVAL & QUALIFICATION

All active suppliers are approved by QA or central procurement team.

Compliant

Partially Compliant

Non-Compliant

Suppliers provide valid FSSAI license and GST registration.

Compliant

Partially Compliant

Non-Compliant

High-risk suppliers (meat, dairy, seafood) have valid microbiological test reports.

Compliant

Partially Compliant

Non-Compliant

Raw material specifications are defined and shared with all suppliers.

Compliant

Partially Compliant

Non-Compliant

Periodic supplier audits are conducted and documented.

Compliant

Partially Compliant

Non-Compliant

SUSTAINABLE PACKAGING

Only food-grade biodegradable or recyclable packaging materials used.

Compliant

Partially Compliant

Non-Compliant

Plastic packaging avoided wherever alternatives are available.

Compliant

Partially Compliant

Non-Compliant

Secondary packaging (bags, boxes) made from recycled or sustainable material.

Compliant

Partially Compliant

Non-Compliant

Delivery bags and containers reused only if approved and sanitized.

Compliant

Partially Compliant

Non-Compliant

Packaging waste collected and sent for authorized recycling.

Compliant

Partially Compliant

Non-Compliant

TRACEABILITY & RECALL

Each raw material batch is labeled with date of receipt and batch number.

Compliant

Partially Compliant

Non-Compliant

Material traceability records maintained from receiving to consumption.

Compliant

Partially Compliant

Non-Compliant

Recalled or withdrawn batches are quarantined immediately.

Compliant

Partially Compliant

Non-Compliant

Stock rotation verified daily for perishable categories.

Compliant

Partially Compliant

Non-Compliant

Supplier lot numbers are mentioned on all repackaged materials.

Compliant

Partially Compliant

Non-Compliant

TRAINING & AWARENESS – WASTE & SUSTAINABILITY

Staff trained on waste segregation and disposal procedures.

Compliant

Partially Compliant

Non-Compliant

Posters and color-code charts displayed near waste areas.

Compliant

Partially Compliant

Non-Compliant

Staff aware of FSSAI and Pollution Board waste management guidelines.

Compliant

Partially Compliant

Non-Compliant

TRAINING & DOCUMENTATION – RECEIVING

Receiving team trained on raw material acceptance criteria.

Compliant

Partially Compliant

Non-Compliant

All receiving and inspection records are updated daily.

Compliant

Partially Compliant

Non-Compliant

Vendor certificates, COAs, and audit reports are filed systematically.

Compliant

Partially Compliant

Non-Compliant

Internal supplier review summary submitted to QA head quarterly.

Compliant

Partially Compliant

Non-Compliant

UCO HANDLING & DISPOSAL

Used cooking oil (UCO) collected in labeled containers.

Compliant

Partially Compliant

Non-Compliant

Used cooking oil disposed through FSSAI-registered collection agency.

Compliant

Partially Compliant

Non-Compliant

Grease traps cleaned as per schedule and free from blockages.

Compliant

Partially Compliant

Non-Compliant

UCO logs maintained with quantity, date, and vendor signature.

Compliant

Partially Compliant

Non-Compliant

No oil or grease discharged into drainage lines.

Compliant

Partially Compliant

Non-Compliant

VENDOR COMMUNICATION & CAPA

Suppliers informed immediately about any non-compliance observed.

Compliant

Partially Compliant

Non-Compliant

Regular feedback shared with vendors on delivery quality and consistency.

Compliant

Partially Compliant

Non-Compliant

Material substitution or alternate vendor approval requires QA authorization.

Compliant

Partially Compliant

Non-Compliant

All supplier performance scores maintained and reviewed quarterly.

Compliant

Partially Compliant

Non-Compliant

WASTE SEGREGATION & DISPOSAL

Wet and dry waste are segregated using color-coded bins.

Compliant

Partially Compliant

Non-Compliant

Waste bins in all kitchen areas have lids and foot pedals.

Compliant

Partially Compliant

Non-Compliant

Waste bins are lined with disposable garbage bags.

Compliant

Partially Compliant

Non-Compliant

Waste is removed from kitchen areas at least twice per shift.

Compliant

Partially Compliant

Non-Compliant

Waste disposal records maintained for all categories of waste.

Compliant

Partially Compliant

Non-Compliant

WASTE STORAGE AREA

Waste storage area is clean, covered, and away from kitchen operations.

Compliant

Partially Compliant

Non-Compliant

Waste area floors washable and cleaned daily.

Compliant

Partially Compliant

Non-Compliant

Pest control maintained around waste storage area.

Compliant

Partially Compliant

Non-Compliant

Waste bins washed and sanitized at the end of each day.

Compliant

Partially Compliant

Non-Compliant

No litter, liquid waste, or foul odor observed near collection points.

Compliant

Partially Compliant

Non-Compliant

WATER MANAGEMENT

Water usage monitored daily and recorded in log sheet.

Compliant

Partially Compliant

Non-Compliant

Leaking taps or pipes repaired immediately upon detection.

Compliant

Partially Compliant

Non-Compliant

RO reject or rinse water reused for cleaning or gardening.

Compliant

Partially Compliant

Non-Compliant

Effluent or wastewater disposed through approved drain or treatment system.

Compliant

Partially Compliant

Non-Compliant

Kitchen staff trained on water-saving practices.

Compliant

Partially Compliant

Non-Compliant