

Raw Material and Supplier Management Checklist

Cloud Kitchens & Delivery Brands

BEHAVIOR & CLEAN HABITS – RECEIVING

Staff do not consume food or beverages in receiving area.

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

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

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 & 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

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