

Food Preparation and Handling Checklist

Cloud Kitchens & Delivery Brands

ALLERGEN CONTROL INGREDIENT HANDLING

Allergen ingredients are stored and handled separately.

Properly Segregated

Partially Segregated

Mixed Storage

Dedicated cleaning tools used for allergen prep areas.

Dedicated Tools

Occasional Cross-Use

Shared Tools

Staff trained on allergen awareness and prevention.

Fully Trained

Partially Trained

Not Trained

Allergen chart displayed in kitchen and packing area.

Updated Chart

Old Chart

No Chart

Food labels clearly identify allergen presence.

Clearly Labeled

Some Missing

Not Labeled

CRITICAL COOKING TEMPERATURE & PROCESS CONTROL

All cooked food items reach minimum safe internal temperature as per category.

Temperature Always Met

Occasional Deviation

Below Safe Temp

Cooked food temperature is verified and recorded before serving or packing.

Checked & Recorded

Partially Recorded

Not Recorded

Hot holding equipment maintains food temperature above 65°C.

Maintained Properly

Minor Deviations

Not Maintained

Thawing of frozen items is done in chiller (1°C–5°C) or under running water.

Proper Thawing

Occasional Incorrect Thawing

Room Temp Thawing

No re-freezing of thawed or partially cooked items.

No Refreezing

Rare Refreezing

Frequent Refreezing

Cooked food cooled rapidly to <5°C within 2 hours if stored for later use.

Within Time Limit

Slight Delay

Not Done

All reheated food items reach minimum 75°C before serving.

Properly Reheated

Minor Issues

Inadequate Reheating

Cooking oil quality checked daily for clarity, odor, and foam.

Oil Quality Checked

Checked Occasionally

Not Checked

HYGIENE PREPARATION AREA & SURFACES

Food prep surfaces sanitized before, during, and after shift.

Sanitized Regularly

Sanitized Sometimes

Not Sanitized

No food contact surfaces have cracks, rust, or flaking paint.

Surfaces in Good Condition

Minor Damage

Major Damage

Handwashing stations near prep area have soap, sanitizer, and disposable towels.

Fully Equipped

Partially Equipped

Not Equipped

Chopping boards and knives washed between handling raw and cooked food.

Always Cleaned

Cleaned Sometimes

Not Cleaned

No open wounds or bandages visible on food handlers.

No Issues

Minor Issues

Major Issues

Floor drains and worktables free from water stagnation or residue.

Clean & Dry

Minor Water Spots

Water Stagnation

All utensils and small equipment sanitized after each use.

Sanitized After Every Use

Once a Day

Not Sanitized

OPERATIONAL CONTROLS PREPARATION PROCESS

Recipes and portion sizes followed as per SOP.

Followed Strictly

Slight Deviations

Not Followed

Ingredients pre-measured and stored properly.

Properly Pre-Measured

Partially Done

Not Done

Food trolleys and trays sanitized before use.

Sanitized Always

Sometimes Sanitized

Not Sanitized

Batch coding and preparation time recorded.

Consistently Recorded

Sometimes Recorded

Not Recorded

No reuse of leftover cooked food from previous day.

No Reuse

Occasional Reuse

Frequent Reuse

PERSONAL HYGIENE FOOD HANDLERS

Food handlers wear clean uniforms, gloves, aprons, and headgear.

Full Compliance

Partial Compliance

Non-Compliant

No jewelry worn during food preparation.

No Jewelry

Some Jewelry

Multiple Violations

Staff nails are short, clean, and without nail polish.

All Compliant

Few Non-Compliant

Non-Compliant

Staff wash hands before and after handling different food categories.

Always

Sometimes

Never

Ill staff are not allowed in prep area.

Strictly Followed

Occasionally Missed

Not Followed

SUPER CRITICAL CROSS CONTAMINATION CONTROL

Raw and cooked food are prepared in separate designated areas.

Fully Segregated

Partially Segregated

Not Segregated

Color-coded chopping boards, knives, and utensils are used for veg and non-veg.

Color Coding Followed

Partially Followed

Not Followed

Separate sinks are available for raw food washing and utensil cleaning.

Separate Sinks Provided

Sometimes Shared

Shared Frequently

Cooked food is never placed on surfaces that held raw ingredients.

No Cross Contact

Occasional Lapse

Frequent Cross Contact

Ready-to-eat and allergen-free foods are handled with separate utensils.

Separate Utensils Used

Partially Followed

Mixed Utensils

TEMPERATURE MONITORING & RECORDS

Food probe thermometers calibrated monthly.

Calibrated Monthly

Delayed Calibration

Not Calibrated

Cooking and holding temperature logs maintained per shift.

Updated Every Shift

Missing Entries

Not Updated

Temperature deviations investigated and CAPA recorded.

CAPA Completed

CAPA Pending

No CAPA

Thermometers sanitized before and after use.

Sanitized Each Time

Once Daily

Not Sanitized

Temperature logs retained for at least 6 months.

All Records Available

Some Records Missing

No Records