

# Food Safety & Quality Audit

## Food Processing & Packaging Units

### CLEANING & SANITATION

Kitchen sanitation every 2 hours

☐ Alarms ☐ Hand wash ☐ Surface cleaning ☐ Logs maintained

Floors, ducts & hoods cleaned

☐ Yes ☐ No ☐ NA

Fans, exhaust, coolers clean

☐ Yes ☐ No ☐ NA

Storage racks clean

☐ Yes ☐ No ☐ NA

Freezers & UC fridges cleaned

☐ Yes ☐ No ☐ NA

Gaskets maintained & cleaned

☐ Yes ☐ No ☐ NA

Storage containers clean

☐ Yes ☐ No ☐ NA

Ovens cleaned & in good condition

Yes

No

NA

Cleaning staff trained & wearing PPE

☐

Present

☐

PPE

☐

Trained

Grease traps cleaned daily

Yes

No

NA

Dry/Wet bins clean & lined

Yes

No

NA

Chopping boards sanitized after each use

Yes

No

NA

Gas ranges cleaned daily

Yes

No

NA

Make line setup & sanitized

☐

Setup proper

☐

Random sanitization

☐

Record maintained

Deep fryers cleaned, oil changed 2-3 days

Yes

No

NA

Microwave clean & working condition

Yes

No

NA

Shelves clean, no rotten food

Yes

No

NA

Only approved cleaning chemicals used

Yes

No

NA

Deep cleaning as per schedule

Yes

No

NA

Staff toilets properly cleaned

Yes

No

NA

## INCOMING MATERIALS/RECEIVING

Incoming checks

☐

Invoice verified

☐

Expiry check

☐

Temperature check

☐

Packaging intact

☐

Weight check

Approved vendor list maintained

Yes

No

NA

Dry goods inspected for quality, DOM/DOE

Yes

No

NA

Dairy products received at proper temperature

Yes

No

NA

Packaging materials as per BBK standards

Yes

No

NA

Fresh vegetables received as per standards

Yes

No

NA

## LAYOUT AND INFRASTRUCTURE

Surrounding areas free from litter, garbage...

Yes

No

NA

Floors, ceilings, doors & walls maintained...

Yes

No

NA

Sufficient light at inspection / processing areas...

Yes

No

NA

## PERSONNEL HYGIENE

A display board mentioning do's & don'ts...

Yes

No

NA

Hand washing checks

☐

Before food handling

☐

After washroom

☐

After garbage handling

☐

Before cooking

Employees are clean and well groomed

☐

Uniform clean

☐

Hair covered

☐

Nails trimmed

Outlet is maintaining COVID-19 measures...

Yes

No

NA

## PRE-MANUFACTURING PROCESS

Manufacturing done as per BBK SOP

Yes

No

NA

No expired items on production floor

Yes

No

NA

Meat/Poultry gramages correct

Yes

No

NA

Vegetable cuts & boil as per BBK standards

Yes

No

NA

Proper labeling on fresh & cooked items

Yes

No

NA

Biryani rice soaked & cooked correctly

Yes

No

NA

Frozen items thawed properly

☐ In chiller ☐ Not at room temp ☐ Time-based thaw

Korma, curries & breads as per standards

Yes

No

NA

Biryani ovens working & correct temperature

☐ Yes ☐ No ☐ NA

Product quality tasting

☐ Taste OK ☐ Texture OK ☐ Aroma OK

Comments on customer complaints

textarea

Comments on second product tasting

textarea

Raita, salan prepared as per standards

☐ Yes ☐ No ☐ NA

Portioning & packaging correct

☐ Yes ☐ No ☐ NA

## STORAGE REQUIREMENTS

Incoming materials stored properly during shelf life

☐ Yes ☐ No ☐ NA

Storage temperature maintained

☐ Chiller 0–5°C ☐ Freezer -18°C ☐ Dry store 10–25°C ☐ Temp logs maintained

Products stored off the floor

☐ Yes☐ No☐ NA

Veg/Non-veg segregation maintained

☐ Yes☐ No☐ NA

FIFO method followed daily

☐ Yes☐ No☐ NA

Proper labeling as per shelf-life chart

☐ Yes☐ No☐ NA

Unwashed hands kept away from food areas

☐ Yes☐ No☐ NA

Shelf-life charts followed by staff

☐ Yes☐ No☐ NA

Green/Brown indicators properly used

☐ Yes☐ No☐ NA

## UTILITIES

Water tanks cleaned, records maintained

☐ Yes☐ No☐ NA

Air maintained between 30–35°C

☐ Yes☐ No☐ NA

RO water TDS 50–150

☐ Yes

☐ No

☐ NA

RO water pH 6.5–7.5

☐ Yes

☐ No

☐ NA