

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 handis 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