

## CHECKLIST FOR ROUTINE INSPECTION (CATERING/FOOD SERVICE ESTABLISHMENT)

Date of Inspection:	
Date of Previous Inspection:	
Name of Food safety Officer:	
Name of Establishment:	
Address:	
Tel. No.:	
Fax No.:	
Category of license (Central/ State/ Registration):	
License No.:	
Name of the Manager/ Supervisor:	
No. of Shifts:	
No. of Employees:	
Establishment Category:	Eating Houses/Restaurants & Hotels/Snack Bars/Canteens (Schools, Colleges, Offices, Institutions)/Food Service at religious place/ Dabba walas/Railway and airline catering/Hospital catering
Kind of business:	Limited/ Private limited/Public sector undertaking/Co - operative/Partnership/Proprietorship/other.

**Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection**

## Checklist for Routine Inspection (Catering/ Food Service Establishments)



In order



Not in order



not applicable

Date of Previous inspection:

Date of Inspection:

### (1) Good Manufacturing Practices For Whole Premise

Requirements	√/ X
<b>a) Food Preparation Areas</b>	
I. Cooking and frying is done under chimney having appropriate suction capacity.	
<b>b) Hand washing facilities and toilets</b>	
II. Adequate number of wash-hand basin fitted with taps for running hot and cold water.	
<b>c) Changing facilities</b>	
III. Facilities for staff to change their cloths; wherever necessary.	

### (2) Good Food Hygiene Practices

<b>a) Cleaning</b>	
I. Working area and equipments/ utensils are properly cleaned.	
<b>b) Water Supply</b>	
II. Adequate supply of portable water.	
III. The water is examined chemically and bacteriologically by a NABL Accredited laboratory.	
IV. Ice and steam wherever in use during processing is made from portable water.	
<b>c) Raw Materials</b>	
I. Preparation of Fruits/ Vegetables	
1. Uncooked, ready-to-eat fruits & vegetables are treated before peeling in 50ppm chlorinated water.	
2. The equipment used for peeling/ cutting etc. of fruits & vegetables is clean and of non absorbent food grade materials.	
II. Preparation of Non-Veg. Product	
1. Raw meat and processed meat is kept separate from other food items.	
2. Used surface is cleaned properly with anti-bacterial agents.	
<b>d) Cooking</b>	
I. The preparation/ processing/ cooking are adequate to eliminate and reduce hazards to an acceptable level.	
II. Cooking oil is not repeatedly used for frying.	
<b>e) Chilling</b>	
I. Fridge and display units are in good working condition and maintained at temperature 5 C.	
<b>f) Cross-contamination</b>	
I. Raw food/ meat/ poultry and ready-to-eat foods are kept	

separate.	
II. Staff is trained enough to avoid cross-contamination.	

### (3) Personal Hygiene

a) Food production personnel are appropriately attired in clean protective clothing, hair covering, footwear, gloves, facial mask etc.	
b) Food production personnel should use disinfection and hand washing facilities whenever they enter or re-enter food processing areas and hand washing facilities to be equipped with non hand operated taps, liquid soaps, disposable paper towels and covered waste bins.	
c) Restriction to unhygienic practices such as eating, smoking, spitting, etc., within the food processing premises are adhered to and strictly enforced.	

### (4) Transportation and Handling of Food

a) Food vehicles are internally lined with appropriate material and provided with suitable facilities.	
b) Chilled/ frozen food products are transported at appropriate regulated temperatures.	
c) Vehicles are clean, free from pest infestation and other contamination.	
d) Separate food vehicle should be used for raw and finished products.	

### 5) Storage

a) Adequate, well designed storage rooms/ areas with appropriate storage facilities are available and which are impervious to moisture, clean, free from pest infestation and well maintained.	
b) Chemicals, detergents and other cleaning materials are stored in designated areas away from food items	
c) Ingredients, intermediate and finished products are stored and maintained at appropriate temperature.	
d) Ingredients, intermediate and finished products are handled and stored in a manner to prevent damage, contamination and spoilage.	
e) Proper stock rotation (First-In-First-out) is practiced to prevent deterioration and spoilage of raw materials and finished products.	
f) Returned, defective or suspect products are clearly identified and isolated in designated area or containers.	

### 6) Special Requirements for High-Risk Foods

<b>a) Cut fruits/ salads, fresh juices and beverages</b>	
I. Juice dispensing machine are cleaned and free from contaminants.	
<b>b) Confectionary products</b>	
I. Confectionary products properly refrigerated with labels indicating date of expiry.	
<b>c) Meat, poultry and fish products</b>	
I. Non-veg. products are washed with potable water.	
II. Processing area is clean and properly disinfected.	

<b>d) Water based chutneys, sauces etc.</b>	
I. Cleaned and disinfected chopping boards are used.	
II. Permitted food additives are used as per recommended quantities; wherever necessary.	
III. Sauces and chutneys are stored in glass/ food grade plastic container with proper lid.	
<b>e) Fried foods</b>	
I. Good quality/ branded oil/ fats are used for preparation, frying etc.	
II. Packaged oil is used.	
III. Oil is not repeatedly used for deep frying.	

## 7) Documentation and Records

a. Test report from own or NABL accredited/ FSSAI notified labs regarding microbiological contaminants in food items are available.	
b. Records of daily production, raw material utilized and sales are available.	
c. A periodic audit of the whole system according to the Standard Operating Procedure conducted regarding Good Manufacturing Practices/ Good Hygienic Practices (GMP/ GHP) system.	
d. Appropriate records of food processing/ preparation, food quality, laboratory test results, pest control etc. for a period of 1 year or the shelf-life of the product; whichever is more.	
e. Records of sale and purchase that the food product sold to registered/ licensed vendor and raw material purchased from registered/ licensed supplier.	

### Suggestions for Improvement (if any)

### Time limit prescribed for compliance of suggestions

### Recommendations

Place:

Date:

(Signature of Inspecting Officer with Seal)

(FBO/ Authorised Name & Signature)