**RESTAURANT**

**PREPARATION CHECKLIST**

Use this checklist in order to determine the necessary procedures and policies to be followed and incorporated in preparing and handling raw materials, food products, items and ingredients in the preparation rooms or areas in the restaurant. Take note of all necessary corrective actions required to be taken, the person responsible and status of the procedures and policies. Keep completed checklist on record in a notebook for future references.

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| **Item / Task** | **Done?** | **Needed Corrective Action** |
| **Yes** | **No** |
| The raw materials, food products and ingredients used in the preparation has fresh appearance (intact, without bruises or spots, patches, shriveled, etc.)  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The raw materials, food products and ingredients used in the preparation is free from off odor | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The raw materials, food products and ingredients used in the preparation has no spoilage  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The raw materials, food products and ingredients used in the preparation has no putrefaction  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients used in the preparation is free from any fungal (frothy) growth | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Chilled and frozen raw materials, food products and ingredients used in the preparation are released from the storage at the correct temperature  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients used in the preparation are free from any physical impurities (e.g. dirt, dust, stones, wood, signs of infestation, pest or their remains, metal pieces or any other foreign matter) | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The packaging and pack seals of packed food products and ingredients are intact | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |

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| The pack of packed food products and ingredients is without holes | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The pack air/vacuum of packed food products and ingredients is intact | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The pack of packed food products and ingredients is without leakage, dents, puffing and rusting signs | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The packed food products and ingredients are free from any signs of thawing or temperature abuse (e.g. water droplets inside the pack etc.) | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients have appropriate marks on the pack according to its category (veg. or non-veg, etc.) | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only potable water from safe source is utilized for preparation of raw materials, food products and ingredients in food menu items | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The preparation work areas and surfaces are cleaned properly before starting work | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The preparation and processing of all raw materials, food products and ingredients is done in clean and hygienic area  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The preparation work areas and surfaces are clean and free of debris, empty boxes or other refuse | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The preparation work areas and surfaces are dry and well ventilated and well lighted  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The preparation work areas and surfaces are free from insects, pests or their remains | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All perishable raw materials, food products and ingredients are kept in the fridge at temperature of four degrees Celsius (4ºC) or below and consumed before its ‘best before’/’expiry’ date | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The proper temperatures of all raw materials, food products and ingredients are maintained (40ºC or below for chillers and -180ºC or below for freezers) during the preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Calibrated thermometer is used for checking temperature  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Vegetables and non-vegetables food products and ingredients are prepared separately during the preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients are stored physically separated | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The FIFO (first in first out) and FEFO (First Expired First Out) basis are used and followed in the utilization of raw materials, food products and ingredients during the preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All unused thawed food products and ingredients are discarded  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only clean and intact equipment are used in the preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All food are prepared in clean and intact utensils/one-time-use disposables | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients are kept covered after preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients (e.g. grains, fruits & vegetables etc.) are sorted and all undesirable and spoiled parts are removed before use  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All dry, powdered raw materials, food products and ingredients (e.g. flour, powdered sugar) are sieved before use | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All liquid raw materials, food products and ingredients (e.g. syrups etc.) are strained before use  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Frozen food products are thawed in refrigerator/microwave/convection oven or under running potable water well before cooking | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only the required portion of the raw materials, food products and ingredients is thawed at a time | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All food products and ingredients from which melt-water are released are kept in a drip tray at the bottom of the refrigerator  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All thawed food products and ingredients are used immediately and not refrozen or kept in chiller  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Salads/ garnishes/uncooked ready-to-eat food products and ingredients are prepared from thoroughly washed raw materials | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only potable water is used for washing of all raw materials, food products and ingredients | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Uncooked, ready-to-eat fruits & vegetables are disinfected before cutting, peeling or serving  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All single use and disposable items are not reused  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All re-usable serving utensils and items are washed, cleaned and disinfected after each use  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All preparation tables and counters are clean | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Wash water is not re-used for washing raw materials, food products and ingredients, equipment, utensils, and containers | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Preparation and processing of food is done in covered areas  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only clean equipment and utensils are used for the preparation and processing of all raw materials, food products and ingredients | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Separate equipment and utensils are used with color coding | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All cooking utensils, cutlery and crockery used in the preparation of raw materials, food products and ingredients are clean and not broken or chipped | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All cooking utensils, cutlery and crockery used in the preparation of raw materials, food products and ingredients are made of food grade material  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Cooking, storage and serving of raw materials, food products and ingredients are done in food grade utensils | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Sink of adequate size and running water supply is available for washing utensils and equipment during the preparation of raw materials, food products and ingredients | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All utensils and equipment are washed with cleaning agent or detergent and rinsed with clean warm water after every use  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All utensils and equipment are not be wiped with aprons, soiled cloths, unclean towels, or hands | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All food contact surfaces and areas, utensils and equipment are kept clean and sanitized between uses | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All washed utensils and equipment after preparation are stored properly and kept inverted at clean and designated place | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All small equipment used in the preparation are inverted, covered or otherwise protected from dust or contamination | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All prepared cooked food are stored and covered at the appropriate temperature  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All prepared cold foods at forty degrees Celsius (40ºC) or below in refrigerator | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All prepared hot foods at six hundred degrees Celsius (600ºC) or above (hot holding) | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All vegetables and non-vegetables products are stored separately and properly labelled with the day and the date of preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All salads, garnishes, or ready-to-eat foods are immediately stored in clean covered containers and refrigerated  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All surplus materials, foods and ingredients are consumed before ‘expiry’ or ‘use by’ date (e.g. packaged milk, cream, sauces etc.) and for other kinds of food, it should be utilized for preparation till fit for consumption | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All surplus thawed food in the preparation are discarded  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All surplus food after the preparation are stored in the refrigerator | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All perishable raw materials, food products, and ingredients are consumed immediately and not stored for further use  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All canned products once opened during the preparation are transferred in the suitable covered containers after and kept refrigerated  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Testing of water and ice, used in the preparation, for its potable quality is done periodically | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only potable or municipal supply water is used for preparation | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only potable water or municipal supply water is used in beverages | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The ice used in beverages and drinks are made from potable water | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The ice is stored in clean and leak proof containers  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The ice is handled hygienically with clean scoops  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All raw materials, food products and ingredients are packed properly in water proof packaging before putting in ice for storage  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all cold foods are served cold and hot foods hot  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all cooked food products are heated up to seven hundred degrees Celsius (700ºC) or above before serving | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all cooked foods are not left at room temperature for more than two (2) hours. | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all uncooked salads, fresh fruits and vegetables, etc., are freshly prepared to the extent possible | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all surplus foods and ingredients are not mixed up with freshly prepared food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In preparation of cooked food before serving, all transported cooked foods are consumed and/or used within four (4) hours of its arrival  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Only clean and non-toxic materials are used for packing of food. Printed paper is not used for wrapping and/or storing or serving food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Grills of coolers, air conditioning units, fans, condensers and humidifiers in the preparation rooms or areas are cleaned at least once a month, and more often if necessary  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All preparation rooms or areas are cleaned every day before starting work, in between and at the end of the day | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All work tables, kitchen aids, taps, door-knobs and sinks in the preparation rooms are cleaned and disinfected every day | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Preparation rooms or areas are cleaned every two weeks or earlier as necessary  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All floors surfaces in the preparation rooms or areas are free from accumulation of food waste, dirt, grease or other visible obnoxious matters  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Walls in and around the preparation rooms or areas are maintained in good repair and kept clean at all times  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Ceilings in and around the preparation rooms or areas are clean and maintained in good repair  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| False ceilings in and around the preparation rooms or areas are periodically cleaned to remove accumulation of dust, particles or debris that may fall onto foods  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Periodic Swab tests of food contact surfaces on preparation rooms and areas are being carried out and the record are maintained | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All pathways in and around the preparation rooms or areas are free from loose mud, cracks, holes, etc., clean and well maintained | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| No stagnation of water or mud, which may harbor pest and insects inside preparation rooms or areas or within its vicinity | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All drainage holes around own within the vicinity of the preparation rooms or areas are clean and covered | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The Exhaust system in preparation rooms or areas is properly functioning | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Adequate lighting facilities are provided in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Lights in the processing and preparation rooms or areas are shatterproof and covered. | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All light fixtures in the preparation rooms or areas are cleaned regularly to remove dirt, dust and cobwebs | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Adequate number of waste bins with color coding, separate for biodegradable and non-biodegradable wastes, are provided for the preparation rooms or areas  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All waste bins in the preparation rooms or areas are leak proof, kept clean and covered and foot operated  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All waste bins in the preparation rooms or areas are located away from immediate vicinity of storage places for food stuffs, clean crockery and clean work surfaces and areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The location of the waste bins in the preparation rooms or areas are such that it is not carried through the work and preparation surfaces and areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All waste bins in the preparation rooms or areas are emptied before overflowing at the end of day’s business  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All waste bins in the preparation rooms or areas are washed at the end of the day and dried upside down | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All wastes collected in the preparation rooms or areas are separated and stored in closed and leak proof containers for disposal | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The waste bins or waste storage area in the preparation rooms or areas are free from insects or rodents | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Screens are put on the open windows and doors in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| An Insect electrocuting device (IED) is provided at the preparation rooms or areas and the restaurant premises for elimination of insects  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The Insect electrocuting device (IED) is placed at least 1.5 meters away from any food handling and preparation surface or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Low wall mounted type Insect electrocuting device (IED) are used in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Air screens (curtains) are provided between clean and unclean areas in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Any holes or crevices at ceilings, on walls and floors in the preparation rooms or areas are sealed by cement or metal plates  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Threshold clearance of doors in the preparation rooms or areas are lowered to not more than 6mm with metal kicking plates or rubber sheets  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| In case of pest infestation, only permitted insecticides within permissible limits are used avoiding food contamination | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Any contaminated equipment and utensils and food contact surfaces in the preparation rooms or areas are thoroughly washed, cleaned and sanitized | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Any food that has been contaminated by pest control chemicals are disposed off safely so that it is not consumed or used in the preparation of food items by anyone accidentally | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Rodenticides and insecticides are not applied while food preparation or production is taking place | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All food products and ingredients are kept covered while applying rodenticides and insecticides  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All remains of pests and insects are removed promptly  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Clean hand wash-basins are provided (at least one for [SPECIFY THE NUMBER OF USERS] users) | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Soaps and adequate water supply is available in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Tissue roll, paper towel and hand dryer or hand sanitizer is provided near the hand washing area in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Hand washing area in the preparation rooms or areas is kept clean at all times  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Dust bins are provided in the preparation rooms or areas to keep soiled towels | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Any food handling surface or areas in the preparation rooms or areas are not be directly connected to the toilet  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Toilets in or near the preparation rooms or areas are cleaned once daily or frequently as necessary  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| There is no foul odor in the toilets and its surrounding areas, which are located in or near the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Adequate water supply is provided in toilets, which are located in or near the preparation rooms or areas  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Hand washing facility in the preparation rooms or areas is provided near the toilet, which are located in or near the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Aprons, hand gloves, face masks and head covers/nets are provided in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Staff members handling and preparing raw materials, food products and ingredients are free from any infectious disease, eczema, acne, open wounds to the head, neck, hands or arms  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Health check-ups of all staff members involved in the handling and preparing raw materials, food products and ingredients are conducted periodically and record of the medical examination are kept and maintained | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| First aid boxes are available in the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients, wash hands under foot operated taps with soap and water before handling food, after using toilet, blowing nose, sneezing, rejoining work after break, after working with raw materials, food products and ingredients | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| The hands of all staff members involved in the handling and preparing raw materials, food products and ingredients are dried using single use paper or towel or hand dryer  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients wear clean and proper clothing | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients wear clean food grade disposable hand gloves | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients wear clean light colored aprons  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients wear head covers while handling food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Separate footwear are used during by all staff members involved in the handling and preparing raw materials, food products and ingredients  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Cloths and other items of all staff members involved in the handling and preparing raw materials, food products and ingredients are kept out of the preparation rooms or areas | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All jewelries of all staff members involved in the handling and preparing raw materials, food products and ingredients is removed or covered properly before starting work and handling food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Hair restraint is worn by all staff members involved in the handling and preparing raw materials, food products and ingredients  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Jewelries, threads, wrist watch and cosmetics of all staff members involved in the handling and preparing raw materials, food products and ingredients are not worn on hands while handling and preparing food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Fingernails of all staff members involved in the handling and preparing raw materials, food products and ingredients are trimmed, clean and unpolished | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Open sores, cuts, splints or bandages on hands of all staff members involved in the handling and preparing raw materials, food products and ingredients are completely covered while handling and preparing food | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| All staff members involved in the handling and preparing raw materials, food products and ingredients have no objectionable body odor including strong deodorants and perfumes  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Personal hygiene messages for all staff members involved in the handling and preparing raw materials, food products and ingredients are displayed on prominent places | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| Cooked and/or Ready-to-eat foods are handled with spatula, spoons, etc.  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| While tasting food, all staff members involved in the handling and preparing raw materials, food products and ingredients clean all used spoons after every single use | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |
| No staff members involved in the handling and preparing raw materials, food products and ingredients are allowed to smoke, spit, use tobacco and chew gums in the preparation rooms and areas  | ☐ | ☐ | [SPECIFY THE NEEDED CORRECTIVE ACTION FOR THIS ITEM] |