



Conformity Accreditation Management System

**SUGGESTED GUIDEBOOK CUM CHECKLIST
FOR HYGIENE STORAGE & HANDLING OF
FOOD AND NON-FOOD ITEM**

FOOD SAFETY CHECKLIST

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Abbreviations used:

Y: Yes

N: No

NA: Not Applicable

RM: Raw material

FOOD SAFETY CHECKLIST

1. Procurement of Raw Material

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Freshness	Fresh appearance (intact, without bruises/spots, patches, shriveled etc.)	
	Off odour/ spoilage/ putrefaction	
	Chilled and frozen products are received at correct temperature	
Quality	RM/ Products 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)	
	Temperature of potentially high risk food is at or below 5 °C	
	Temperature of frozen foods is -18 °C or below	
	RM is free from any off odour	
	RM is Free from any fungal (frothy) growth	
Quality of packaged food products	Packaging and pack seals are intact	
	Pack is without holes	
	Pack air/vacuum intact	
	Pack is without leakage, dents, puffing and rusting signs	
	Whether any signs of thawing or temperature abuse (e.g. water droplets inside the pack etc.)	
	RM/products are under 'best before'/'expiry' or 'Use by' date	
	Products have green or brown mark on the pack according to its category (veg. or non-veg.)	

2. Storage of Raw Materials

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Storage area	All supplies are stored at proper storage areas	
	Every storage should have temperature gauge	
	Storage area is clean and free of debris, empty boxes or other refuse	
	Storage area is dry and well ventilated and well lighted	
	Scaling of wall paint is removed	
	Storage area is free from insects, pests or their remains	
	Stored products are completely covered	
	Raw material arranged & used on FIFO (first in first out) and FEFO (First Expired First Out) basis and marked	

	Raw materials are stacked properly (heavy cartons, glass jars stored on lower shelves)	
	Raw material stored 6 inches above the ground and away from the wall on sound pallets where ever applicable. Pallets are having facility for air circulation	
	Chemicals and cleaning supplies are stored away from food and other food related supplies (packaging material etc.) under lock and key	
	Non-veg. & veg. products are kept physically separated or stored in different containers/ racks/ compartments	
	Raw materials are kept separately with proper labelling from semi-processed and processed (cooked) foods.	
	All products are stored covered in clean and intact containers	
Dry Storage	All foods and paper/packaging supplies are stored off the floor and away from the walls (at least 6 inches)	
	Bulging or leaked canned products and Tetra Packs are removed from the storage area	
	All products are labelled with name and date (expiry/delivery)	
Cold storage	Proper temperatures are maintained (5 ⁰ C or below for chillers and -18 ⁰ C or below for freezers)	
	Cold storage room/refrigerator is not over-stuffed with food products	
	Cooked foods are stored above raw foods on separate shelves	
	All foods are properly wrapped, labelled and dated	
	FIFO & FEFO are followed	
	Perishable products (milk, meat, butter etc.) are stored in refrigerator only at temperature of 5 ⁰ C or below	
	Products with strong odours are kept covered in refrigerator	

3. Preparation of raw materials

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
General	Only potable water from safe source is used for preparation of raw materials/or as an ingredient in food products	
	Work surfaces are cleaned properly before starting work	
	Perishable products are kept in the fridge at temperature of 5 ⁰ C or below and consumed before its 'best before'/'use by'/'expiry' date	
	Raw and cooked products are stored physically separated	
	Unused thawed food is discarded	
	Only clean and intact equipments are used	
	Products are kept covered after preparation/cooking	

Sieving/straining or sorting or cleaning	Sort all raw materials (e.g. grains, fruits & vegetables etc.) and remove undesirable/spoiled parts before use	
	Sieve all dry, powdered raw materials (e.g. flour, powdered sugar) before use	
	Strain all liquid raw materials (e.g. syrups etc.) before use	
Washing	Only potable water is used for washing of food products	
	Uncooked, ready-to-eat fruits & vegetables are disinfected with 50 ppm chlorinated water before cutting, peeling or serving	
	Wash water is not re-used for washing equipments, utensils, containers or food products	
Thawing of food products	Frozen products are thawed in refrigerator/microwave/convection oven or under running potable water well before cooking	
	Only required portion of the food is thawed at a time	
	Products from which melt-water is released are kept in a drip tray at the bottom of the refrigerator	
	Thawed products are used immediately and not refrozen or kept in chiller	

4. Cooking/Processing

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Cooking of food	Food is cooked thoroughly with temperature reaching at least 70 ⁰ C	
	Salads/ garnishes/uncooked ready-to-eat foods are prepared from thoroughly washed RM	
	Processing/cooking is done in clean and hygienic area	
	Clean equipments and utensils are used for cooking/processing	
	Separate equipments and utensils are used for veg. & non-veg. products	
	Frying oil/fat is changed immediately when there is colour change, visible fouling, syrupiness and scum formation	
	Processing of food/handling/serving is done in covered areas	
	Water used in the food processing, washing is potable	
	Water used in the beverages or served for drinking is potable	
	Ice is prepared from potable water only	

5. Storage of cooked food

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Storage of cooked food	Cooked food is stored covered and at appropriate temperature	
	Cold foods at 5 ⁰ C or below (in refrigerator)	
	Hot foods at 60 ⁰ C or above (hot holding)	
	Veg. & non-veg. products are stored separately and properly labelled with day and date of preparation	
	Salads, garnishes, or ready-to-eat foods are immediately stored in clean covered containers and refrigerated	

6. Preparation of cooked food before serving

Criteria	Checks	Y/N/NA
Preparation of cooked food before serving	Cold foods are served cold and hot foods hot	
	Cooked products are heated up to 70 ⁰ C or above before serving	
	Cooked food is not left at room temperature for more than 2 hours.	
	All uncooked salads, fresh fruits & vegetables etc. are freshly prepared to the extent possible	
	Surplus food is discarded and not mixed up with freshly prepared food	
	Transported cooked food is consumed/used within 4 hours of its arrival	

7. Serving of cooked food

Criteria	Checks	Y/N/NA
Serving of cooked food	Food is served in clean and intact utensils/one-time-use disposables	
	Single use/disposable items are not re-used	
	Clean and non-toxic material is used for packing of food. Printed paper is not used for wrapping/storing or serving food	
	Re-usable serving utensils/items are washed, cleaned & disinfected after each use	
	All tables and food serving counters are kept clean	
Personnel Hygiene	Personnel serving food wears clean cloths	
	Personnel serving food is not handling food with bare hands and uses spatula/ spoon/ hand gloves etc. for serving	

8. Sale or display of food

Criteria	Checks	Y/N/NA
Sale or display of food	Sale/display counters are intact, clean and properly maintained	
	Floor below & behind the counters and display racks are clean	
	The refrigerators are clean and without off-odors	
	Spoiled and damaged products are not displayed	
	Food products (except whole fruits and vegetables) are kept covered at display counter	
	Counter display of cold foods & beverages is at 5 ⁰ C or below	
	Counter display of hot foods is at 60 ⁰ C or above	
	Veg. & Non-veg. products are properly labelled, displayed separately or physically separated and displayed in separate compartments	
	Products displayed are labelled and name of the product, type (veg. or Non-veg.) manufacturing date & expiry date (if any) shall be written clearly on the label	
	Whether the FIFO (First In First Out), FMFO (First Manufactured First Out), FEFO (First Expired First Out) principles are followed	

9. Storage of surplus food

Criteria	Checks	Y/N/NA
Storage of surplus foods	Surplus food is consumed before 'expiry' / 'use by' date (e.g. packaged milk, cream, sauces etc.) and for other kinds of food, it should be used till fit for consumption	
	Surplus food are stored in the refrigerator	
	Surplus thawed food is discarded	
	Perishable products are consumed immediately and not stored for further use	
	Canned products once opened are transferred in the suitable covered containers and kept refrigerated	

10. Quality of water & Ice

Criteria	Checks	Y/N/NA
Cooking	Potable/municipal supply water is used for cooking	
Drinking	Potable water is used for drinking purposes	
Ice (as an ingredient)	Ice used in beverages etc. is made from potable water	
	Ice is stored in clean and leak proof containers	
	Ice is handled hygienically with clean scoops	
Storage in ice	Food products are packed properly in water proof packaging before putting in ice for storage	
	Store raw and cooked products separately	

11. Utensils & Equipments

Criteria	Checks	Y/N/NA
Quality/type	Cooking utensils, cutlery and crockery shall be clean and not broken/chipped	
	Cooking utensils, cutlery and crockery shall be made of food grade material	
	Food grade utensils are used for cooking, storage and serving of food products	
Cleaning	Sink of adequate size and running water supply is available for washing utensils/equipments	
	All utensils and equipments are washed with cleaning agent /detergent and rinsed with clean warm water after every use	
	Utensils are not wiped with aprons, soiled cloths, unclean towels, or hands	
	Food contact surfaces, utensils and equipments are kept clean and sanitized between uses	
Storage	Washed utensils and equipments are stored properly and kept inverted at clean and designated place	
	Small equipments are inverted, covered or otherwise protected from dust or contamination	

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12. Cleaning & Hygiene of establishment

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Cleaning	Grills of coolers, air conditioning units, fans, condensers and humidifiers are cleaned at least once a month, and more often if necessary.	
	Area/establishment is cleaned every day before starting work, in between and at the end of the day.	
	Work tables, kitchen aids, taps, door-knobs and sinks are cleaned and disinfected every day	
	Store rooms are cleaned every two weeks or earlier as necessary	
	Floors are free from accumulation of food waste, dirt, grease or other visible obnoxious matters	
	Walls of the establishment are maintained in good repair and kept clean at all times	
	Ceilings are clean and maintained in good repair	
	False ceilings is periodically cleaned to remove accumulation of dust, particles or debris that may fall onto foods	

13. Cleaning & Hygiene of surrounding/environment

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Cleaning	Food preparation and selling areas are clean, dry, well-lit and hygienic	
	Pathways are free from loose mud, cracks, holes, etc., clean and well maintained.	
	No Stagnation of water or mud; which may harbor pests and insects in the vicinity	
	All drainage holes are clean and covered	
Maintenance	Establishment should have a roof/ top covering/canopy	
	Exhaust system is properly functioning	
	Area is well maintained, clean and well illuminated	
	Presence of pets, rodents, any kind of pests and insects	

14. Lighting facility

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Infrastructure	Adequate lighting facilities are provided in the (kitchen, storage serving area) establishment.	
	Lights in the processing, storage and serving areas are shatterproof	
	Adequate lighting facilities are provided in the surrounding area	
Cleaning	All light fixtures are cleaned regularly to remove dirt, dust and cobwebs	

1. Garbage disposal facility

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Waste bins	Adequate number of waste bins separate for biodegradable and non-biodegradable wastes, are provided for the kitchen and storage area	
	Waste bins are leak proof, kept clean and covered and foot operated	
	Waste bins are located away from immediate vicinity of storage places for food stuffs, clean crockery and clean work surfaces	
	The location of the waste bins are such that it is not carried through the kitchen	
Cleaning	Waste bins are emptied before overflowing and at the end of day's business	
	Waste bins are washed at the end of the day and dried upside down	
	Waste is collected separately and stored in closed & leak proof containers for disposal	
	Waste storage area is free from insects or rodents	

2. Pest control

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Infrastructure	Screens are put on the open windows and doors.	
	Insect electrocuting device (IED) is provided at the premises for elimination of insects	
	IED is placed at least 1.5 m away from any food handling area	
	Low wall mounted type IED are used in the food establishment	
	Air screens (curtains) are provided between clean and unclean areas	
Maintenance & cleaning	Any holes or crevices at ceilings, on walls and floors are sealed by cement or metal plates	
	Threshold clearance of doors is lowered to not more than 6mm with metal kicking plates or rubber sheets.	
	In case of pest infestation, only permitted insecticides within permissible limits are used avoiding food contamination	
	Any contaminated equipment/utensils and food contact surfaces are thoroughly washed, cleaned and sanitized	
	Any food that has been contaminated by pest control chemicals is disposed off safely so that it is not consumed by any one accidentally	
	Rodenticides and insecticides are not applied while food preparation/production is taking place	
	All food products are kept covered while applying Rodenticides and insecticides	
	Remains of pests/insects are removed promptly	

3. Facilities for Personal Hygiene

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Hand-washing	Clean hand wash-basin is provided (one for 20 users)	
	Soap and adequate water supply is available	
	Tissue roll/ paper towel / hand dryer or hand sanitizer is provided near the wash rooms	
	Hand washing area is kept clean at all times	
	Dust bins are provided to keep soiled towels	
Toilets	Any food handling area should not be directly connected to the toilet	
	Toilets are cleaned once daily or frequently as necessary	
	There is no foul odor in the toilets/ surrounding area	
	Adequate water supply is provided in toilets	
	Hand washing facility is provided near the toilet	
Work clothing	Aprons, hand gloves, face masks and head gears/hair nets are provided	

4. Personnel Hygiene

<i>Criteria</i>	<i>Checks</i>	<i>Y/N/NA</i>
Workers' Health	Staff members handling food are free from any infectious disease, eczema, acne, open wounds to the head, neck, hands or arms	
	Whether health check-up is conducted	
Hand-washing	Food handlers 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 RM	
	Hands are dried using single use paper/ towel or hand dryer	
Work clothing outfits	Employees wears clean and proper clothing	
	Employees wears clean food grade disposable hand gloves	
	Employees wears clean light colored aprons	
	Employees wears head covers while handling food	
	Separate footwear are used during food handling	
	Cloths and other items are kept out of kitchen and storage areas	
Ornaments & jewellery	All jewelry is removed/covered properly before starting work/handling food	
	Jewelry/ threads/wrist watch/ cosmetics are not worn on hands while handling food	
Nails	Fingernails are trimmed, clean and unpolished	
Wounds	Open sores, cuts or bandages on hands are completely covered while handling food	
Personal care	Whether employees have objectionable body odor including strong deodorants and perfumes	
	Personal hygiene messages may be displayed on prominent places	
Work activities	Cooked/Ready-to-eat food is handled with spatula/ spoons etc.	
	While tasting food, used spoons are cleaned after every single use	
	Ensure no smoking, spitting, tobacco chewing in food handling, service, storage, washing areas	

