

Audit Checklist

	AREAS	
PERSONNEL HYGIENE		
1	Staff is wearing clean & neat uniforms	
2	Staff is not wearing any kind of jewellery / Watches/ threads	
3	Staff is following personnel hygiene (i.e. shaving, short clean nails)	
4	Staff is wearing headgear in proper manner	
5	The staff is reporting the illness to the senior / wounds if any are kept covered	
6	Eating or drinking in food preparation area is strictly prohibited.	
7	Staff wash their hands correctly & regularly	
8	Medical & training records of the staff are present on site	
9	Hygiene training for the staff is carried out & regular intervals	
STAFF FACILITIES		
10	Locker & locker areas is maintained properly	
11	Staff area is clean	
12	The lockers are wiped daily & the top debris is cleared daily	
13	The wash basins & toilets clean	
DRY STORES		
14	First-In-First-Out- all foods date marked with receiving dates. No expired foods	
15	Different types of foods stored separately. The shelf life is being observed.	
16	Is the packing of food clean & adequate?	
17	No signs of pests in the store	
18	Atta / Maida / Sugar / Margarine stores & covered properly. Proper scoops are being used for the same.	
19	Pulses / Cereals are kept in plastic jars	
20	The floor / walls / racks of the stores are clean	
21	Salads dressing are kept in proper place when not in use	
22	The caps / necks of sauce & dressing bottles are clean	
23	No expires bottles of sauce / dressing / jams / jams / etc. are observed	
24	The floors are swept & mopped daily & as often as needed	