

File No. 14(1)2016/Info/Enf/FSSAI  
Food Safety and Standards Authority of India  
(Regulatory Compliance Division)  
FDA Bhawan, Kotla Road, New Delhi - 110002

Dated the 9<sup>th</sup> March, 2018

**Subject: Implementation of Revised Food Safety Inspection checklists -reg.**

Sir/Madam,

Food Safety & Standards Authority of India (FSSAI) has revised the inspection checklist for facilitating Food Safety Officers to efficiently inspect the Food Businesses. The revised inspection checklists were placed for comments in the 20<sup>th</sup> CAC meeting held on 22<sup>nd</sup> August 2017 and was also uploaded on FSSAI's website for comments.

2. The existing inspection checklist is very general in nature and is not specific to the Kind of businesses. The revised inspection checklists are objective in nature, linked with marks with each point and shall be used to identify the level of compliance with each requirement that is set out in the FSS Act, 2006, Rules and Regulations made thereunder. These inspection checklists are based on revised Schedule 4 of Food Safety & Standards (Licensing & Registration of Food Businesses) Regulation, 2011 and have been developed for following Kind of Businesses -

1. General Manufacturing
2. Milk Processing
3. Meat Processing
4. Slaughter house
5. Catering
6. Retail
7. Transport
8. Storage & warehouse

2. You are therefore requested to direct the Designated Officers/Food Safety Officers to adopt and implement these revised inspection checklists in their respective area of jurisdiction.

Encls: As Above

Yours sincerely



(Garima Singh)  
Director (RCD)

Tel: 011-23220994

To

- (i) Commissioners of Food Safety of all States/UTs.
- (ii) All Central Licensing Authorities

Copy to:

1. CITO, FSSAI- for uploading on the website, incorporating in FLRS

# FOOD SAFETY INSPECTION CHECKLISTS

Food Safety & Standards Authority of India (FSSAI) has developed inspection checklist for facilitating Food Safety Officers to efficiently inspect the Food Business Operators FBOs. The inspection checklists are used to identify the level of compliance with each requirement that is set out in the regulation These inspection checklists are based on revised Schedule 4 of Food Safety & Standards (Licensing & Registration of Food Businesses) Regulation, 2011 and have been developed for following sectors -

1. General Manufacturing
2. Milk Processing
3. Meat Processing
4. Slaughter house
5. Catering
6. Retail
7. Transport
8. Storage & warehouse

## Marking & grading system –

The inspection checklist has been divided into five major sections namely –

1. Design & facilities
2. Control of Operation
3. Maintenance & sanitation
4. Personal Hygiene
5. Training & complaint handling

The Food Safety Officer will inspect the facility of the FBO according to the requirements as laid down in the inspection checklist and accordingly will mark the finding as compliance (C), non-compliance (NC), partial compliance (PC) & Not applicable/Not observed (NA). All the requirements are allotted 2 marks and there are few requirements which are asterisk marked (\*) which are allotted 4 marks. Non observance to any of the asterisk marked (\*) finding will lead to Non-Compliance (NC), as they are critical to food safety. Each finding will be awarded marks as mentioned below –

S. No.	Finding	Marks to be awarded	Marks to be awarded in Asterisk Mark (*) question
1	Compliance (C)	2	4
2	Non-compliance (NC)	0	0
3	Partial compliance (PC)	1	0
4	Not applicable/Not observed (NA)	2	4

**Compliance** – Yes, the requirement is fully documented and implemented. Adherence with the requirement with no major or minor conformance is observed.

**Non-compliance** - No, the requirement is not documented and implemented. Non adherence with the requirement with major non - conformance is observed.

**Partial Compliance** – Requirement is partially implemented but not documented or partially documented but not implemented. A non conformity that, based on the judgement and experience of the FSO, is not likely to result in the failure of the food safety management system or reduce its ability to assure controlled processes or products. It may be either a failure in some part to a specified requirement or a single observed lapse. Partial Compliance is not applicable to asterisk marked (\*) requirements as they are critical to food safety.

**Not Applicable/Not observed (NA)** – Requirements are not applicable to FBO & hence cannot be observed.

Sub-sequentially awarding the marks as per the finding against the requirements, total marks are calculated & based on the final marks, grading of the FBOs is done. The grading has been divided into 4 levels, i.e.

<b>Grade</b>	<b>Status</b>	<b>Marks required</b>
<b>A+</b>	Compliance – Exemplar	90% & above
<b>A</b>	Compliance – Satisfactory	80% - 89%
<b>B</b>	Needs Improvement	50 % - 79%
<b>No grade</b>	Non Compliance	Below 50%

## GENERAL MANUFACTURING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	The design of food premises provides adequate working space; permit maintenance & cleaning to prevent the entry of dirt, dust & pests.	2	
3	The internal structure & fittings are made of non-toxic and impermeable material.	2	
4	Walls, ceilings & doors are free from flaking paint or plaster, condensation & shedding particles.	2	
5	Floors are non-slippery & sloped appropriately.	2	
6	Windows are kept closed & fitted with insect proof screen when opening to an external environment.	2	
7	Doors are close fitted to avoid entry of pests.	2	
8	Equipment and containers are made of non-toxic, impervious, non-corrosive material which is easy to clean & disinfect.	2	
9	Premise has sufficient lighting.	2	
10	Adequate ventilation is provided within the premises.	2	
11	Adequate storage facility for food, packaging materials, chemicals, personnel items etc available.	2	
12	Personnel hygiene facilities are available. (Adequate number of hand washing facilities, toilets, change rooms, rest & refreshment room etc).	2	
13*	<i>Potable water (meeting standards of IS:10500) is used as a product ingredient or in contact with food or food contact surface &amp; tested for quality semi annually. Check for records.</i>	4	
14	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
<b>II</b>	<b>Control of operation</b>		
15	Incoming material procured as per internally laid down specification & from an approved vendors. Check for records (like specifications, name and address of the supplier, batch no., quantity procured etc).	2	
16	Raw materials is inspected at the time of receiving for food safety hazards.	2	
17	Incoming material, semi or final products are stored according to their temperature and humidity requirement, in a hygienic environment. FIFO & FEFO is practised.	2	
18*	<i>Requisite time and temperature is being achieved, maintained, monitored &amp; recorded while manufacturing/processing. Check for records.</i>	4	
19	Food manufactured/processed is packed in a hygienic manner.	2	
20	Packaging materials is food grade & in sound condition.	2	
21	Cleaning chemicals & other hazardous substance are clearly identified & stored separately from food.	2	
22	Transporting vehicle for food use are kept clean and maintained in good repair.	2	
23	Transporting vehicle are capable of meeting requisite temperature (where applicable).	2	

24	Recalled products are held under supervision & destroyed or reprocessed/reworked in a manner to ensure their safety. Check for records.	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		
25	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme.	2	
26	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer.	2	
27	Measuring & monitoring devices are calibrated periodically.	2	
28*	<i>Pest control program is available &amp; pest control activities are carried out by trained and experienced personnel. Check for records.</i>	4	
29	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
30	Drains are designed to meet expected flow loads and equipped with traps to capture contaminants.		
31	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.	2	
32	Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.	2	
<b>IV</b>	<b>Personal Hygiene</b>	2	
33	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
34	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
35*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage etc) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).</i>	4	
36	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
<b>V</b>	<b>Training &amp; Complaint Handling</b>		
37	Internal / External audit of the system is done periodically. Check for records.	2	
38	Food business has an effective consumer complaints redressal mechanism.	2	
39	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
40*	<i>Appropriate documentation &amp; records are available and retained for a period of one year or the shelf-life of the product, whichever is more.</i>	4	

**Total points ...../90**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	80 - 90	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	72 - 79	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	45 - 71	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<45	Non Compliance

## MILK & MILK PRODUCT PROCESSING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	Design of food premises provide adequate working space; permit maintenance, cleaning & prevent entry of dirt, dust & pests.	2	
3	The internal structure & fittings are made of non-toxic and impermeable material.	2	
4	Walls, ceilings & doors are free from flaking paint or plaster, condensation & shedding particles.	2	
5	Floors are non-slippery & sloped appropriately.	2	
6	Windows are kept closed & fitted with insect proof screen when opening to an external environment.	2	
7	Doors are close fitted at all ends to avoid entry of pests.	2	
8	Equipment and containers are made of non-toxic, impervious, non- corrosive material which is easy to clean & disinfect (preferably SS 316 for equipment& SS 304 for tanks/tankers).	2	
9	Premise has sufficient lighting.	2	
10	Adequate ventilation is provided within the premises.	2	
11	An adequate storage facility for food, packaging materials, chemicals, personnel items etc is available.	2	
12	Personnel hygiene facilities are available. (Adequate number of hand washing facilities, toilets, change rooms, rest & refreshment room etc).	2	
13*	<i>Potable water (meeting standards of IS:10500) is used as product ingredient or in contact with food or food contact surface. Tested for quality semi annually. Check for records.</i>	4	
14	Raw Milk Reception Dock (RMRD) facility is sufficiently raised with sides & top to prevent contamination while unloading of raw material.	2	
15	Separate processing facilities available for heat treated milk & milk products to avoid cross contamination.	2	
16	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
<b>II</b>	<b>Control of operation</b>		
17	Incoming material is procured as per internally laid down specification & from approved vendors. Check for records (like specifications, name and address of the supplier, batch no., quantity procured etc).	2	
18	Milk & other raw material are inspected at the time of receiving for food safety hazards.	2	
19	Raw milk received through bulk chilling centres, the temperature of milk is maintained at 5°C or lower.	2	
20	Raw milk when brought to dairy plant by farmers, should reach the plant within 4 hours from milking & is cooled to 5°C or lower as quickly as possible.	2	
21	Incoming material, semi or final products are stored according to their temperature and humidity requirement, in a hygienic environment. FIFO & FEFO is practised.	2	

## MILK & MILK PRODUCT PROCESSING

22	Milk is brought to the collection centre within 4 hours and immediately chilled to a temperature of 4°C or lower.	2	
23	Pasteurization temperature & holding time (Ideally 72°C for 15 seconds for HTST) are properly maintained. ( Batch pasteurization (63°C for 30 minutes, UHT (135°C for 1-2 sec))	2	
24	Post pasteurisation process, milk is cooled immediately to a temperature of 4°C or lower.	2	
25*	<i>Requisite time and temperature is being achieved, maintained, monitored &amp; recorded while manufacturing/processing.</i>	2	
26	Packing or filling of heat treated milk and milk products are carried out hygienically.	2	
27	Packaging materials is food grade & in sound condition.	2	
28	Cleaning chemicals & other hazardous substance are clearly identified & stored separately from food.	2	
29	Transporting vehicle for food use are kept clean and maintained in good repair.	4	
30	Transporting vehicles for carrying milk are capable of meeting requisite temperature (where applicable).	2	
31	Recalled products are held under supervision & are destroyed or reprocessed/reworked in a manner to ensure their safety. Check for records.	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		
32	Cleaning of equipment (preferably CIP), food premises is done as per cleaning schedule & cleaning programme. Proper arrangements available for cleaning, sanitizing of road milk tankers, cans etc.	2	
33	Preventive maintenance of equipment and machinery is carried out regularly as per the instructions of the manufacturer.	2	
34	Measuring & monitoring devices are calibrated periodically.	2	
35*	<i>Pest control program is available &amp; pest control activities are carried out by trained and experienced personnel. Check for records.</i>	4	
36	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
37	Drains are designed to meet expected flow loads and equipped with traps to capture contaminants.	2	
38	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.	2	
39	Effluent Treatment Plant (ETP) is in place.	2	
40	Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.	2	
<b>IV</b>	<b>Personal Hygiene</b>		
41	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
42	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
43*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage etc) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).</i>	4	
46	Food handlers are equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
<b>V</b>	<b>Training &amp; records keeping</b>		

## MILK & MILK PRODUCT PROCESSING

47	Internal / External audit of the system is done periodically. Check for records.	2	
48	Food Business has an effective consumer complaints redressal mechanism.	2	
49	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
50*	<i>Appropriate documentation &amp; records are available and retained for a period of one year or the shelf-life of the product, whichever is more.</i>	4	

**Total points ...../110**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance.

### Grading –

<input type="checkbox"/>	<b>A<sup>+</sup></b>	100 - 110	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	88 - 99	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	55 - 87	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<55	Non Compliance



## MEAT PROCESSING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	Premise is located in area that is free from objectionable odour, smoke, dust & other contaminants.	2	
3	The design of food premises provides adequate working space; permit maintenance & cleaning.	2	
4	Internal structure & fittings are made of non-toxic, impermeable materials which prevent the entry of dirt, dust & pest.	2	
5	The premise is well equipped with chilling room, freezing room, freezer store or freezer as per the operations and fitted with temperature measuring or recording devices.	2	
6	Floors are non-slippery, non-toxic, impervious & sloped appropriately.	2	
7	Walls are non-absorbent, non-toxic, preferably light coloured, smooth & without crevices.	2	
8	Ceilings are free from accumulated dirt, mould development & flaking paint or plaster.	2	
9	Windows & other openings are free from accumulated dirt, those which open are fitted with insect-proof screen.	2	
10	Doors are smooth, non-absorbent surface, close fitted & self closing (where appropriate).	2	
11	Premises have sufficient lighting i.e.540 lux (inspection points), 220 lux (work room) & 110 lux (other areas).	2	
12	Adequate ventilation is provided within the premises.		
13*	<i>Potable water (meeting standards of IS:10500 &amp; tested semi annually with records maintained thereof) is used as product ingredient or in contact with food (ice &amp; steam) or food contact surface.</i>	4	
14	Facilities for cleaning & disinfection of implements are made of non corrosive material & fitted with suitable means of supplying hot water in sufficient quantity.	2	
15	Equipment, utensils and containers is made of material that is non-toxic, impervious, non- corrosive, facilitate cleaning & do not provide harbourage to pests.	2	
16	Food material is tested either through internal laboratory or an accredited lab. Check for records.	2	
17	Personnel hygiene facilities are available including adequate number of toilets, hand washing facilities and change rooms. Hand washing facilities with warm or hot and cold water, adequate means to hygienically dry hands are provided adjacent to toilets and at entry to processing area.	2	
18	Premise has facility for storage of waste & inedible material such that contamination with food is avoided and is also free from any pest activity.	2	
<b>II</b>	<b>Control of operation</b>		
19	Incoming material procured as per internally laid down specification from approved vendors. Check for records (like specifications, name and address of the supplier, batch no., quantity procured etc).	2	
20	Raw materials inspected at the time of receiving for food safety hazards.	2	
21	Incoming material, semi or final products stored according to their temperature and humidity requirement, in a hygienic environment. FIFO & FEFO is practised.	2	
22*	<i>The temperature in room for boning out &amp; trimming are controlled &amp; held suitably low, unless cleaning of equipment &amp; utensils are carried out at least every four hours.</i>	4	
23*	<i>Room used for deboning, preparing, packing or other handling of meat is equipped with adequate facilities for cleaning &amp; disinfecting implements such as knives, steel, cleavers, saws etc &amp; these facilities are not used for any other purpose.</i>	4	

## MEAT PROCESSING

24	Meat shall be processed and packed using sound food grade materials in a hygienic manner.	2	
25	Containers used for storing inedible substances, cleaning chemicals & other hazardous substance are clearly identified; stored separately from food.	2	
26	Transporting vehicle for food use are kept clean and maintained in good repair.	2	
27	Transporting vehicle capable of meeting requisite temperature (where applicable).	2	
28	Recalled products are held under supervision & destroyed or reprocessed/reworked in a manner to ensure their safety. Check for records.	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		
29*	<i>All equipments, implements, tables, utensils including knives, cleaves, knife pouches, saws, mechanical instruments and containers are cleaned and disinfected at frequent intervals and immediately when they come in contact with infected material or otherwise become contaminated. They are also cleaned and disinfected at the end of each working day.</i>	4	
30	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer.	2	
31	Measuring & monitoring devices are calibrated periodically.	2	
32*	<i>Pest control program is available &amp; pest control activities are carried out by trained and experienced personnel. Check for records.</i>	4	
33	No signs of pest activity or infestation in premises.	2	
34	Waste is removed from meat handling area at regular intervals (at least daily) & the receptacles are cleaned & disinfected.	2	
35	Drains are designed to meet expected flow loads and equipped with traps to capture contaminants.	2	
36	Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986 (BOD is less than 1500)	2	
<b>IV</b>	<b>Personal Hygiene</b>		
37	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
38	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
39*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage) and personal behaviour (hand washing, no loose jewellery, , no smoking, spitting etc).</i>	4	
40	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc;	2	
<b>V</b>	<b>Training &amp; records keeping</b>		
41	Internal / External audit of the system is done periodically. Check for records.	2	
42	Food Business has an effective consumer complaints redressal mechanism.	2	
43	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
44*	<i>Appropriate documentation &amp; records are available and retained for a period of one year or the shelf-life of the product, whichever is more.</i>	4	

**Total points ...../100**

Asterisk marked (\*) requirements may significantly impact food safety & should be addressed as a priority. Failure in any of the asterisk mark (\*) question, will lead to Non Compliance.

**Grading –**

<input type="checkbox"/>	A <sup>+</sup>	90-100	Compliance – Exemplar
<input type="checkbox"/>	A	80-99	Compliance/Satisfactory
<input type="checkbox"/>	B	50-79	Needs Improvement
<input type="checkbox"/>	No grade	<50	Non Compliance

## CATERING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable(NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I.</b>	<b>Design &amp; facilities</b>		
2	The design of food premises provides adequate working space; permit maintenance & cleaning to prevent the entry of dirt, dust & pests.	2	
3	The internal structure & fittings are made of non-toxic and impermeable material.	2	
4	Walls, ceilings & doors are free from flaking paint or plaster, condensation & shedding particles.	2	
5	Floors are non-absorbent, non-slippery & sloped appropriately.	2	
6	Windows are kept closed & fitted with insect proof screen when opening to external environment.	2	
7	Doors are smooth and non-absorbent. Suitable precautions have been taken prevent entry of pests.	2	
8*	<i>Potable water (meeting standards of IS:10500 &amp; tested semi-annually with records maintained thereof) is used as product ingredient or in contact with food or food contact surface.</i>	4	
9	Equipment and containers are made of non-toxic, impervious, non-corrosive material which is easy to clean & disinfect.	2	
10	Adequate facilities for heating, cooling, refrigeration and freezing food & facilitate monitoring of temperature.	2	
11	Premise has sufficient lighting. Lighting fixtures are protected to prevent contamination on breakage .	2	
12	Adequate ventilation is provided within the premises.	2	
13	An adequate storage facility for food, packaging materials, chemicals, personnel items etc is available.	2	
14	Personnel hygiene facilities are available including adequate number of hand washing facilities, toilets, change rooms for employees.	2	
15	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
<b>II.</b>	<b>Control of operation</b>		
16	Incoming material is procured as per internally laid down specification from approved vendors. Check for records (like certificate of analysis, Form E, specifications, name and address of the supplier, batch no., mfg., use by/expiry date, quantity procured etc.)	2	
17	Raw materials are inspected at the time of receiving for food safety hazards.(Farm produce like vegetables, fruits, eggs etc. must be checked for spoilage and accepted only in good condition)	2	

## CATERING

18	Incoming material, semi or final products are stored according to their temperature requirement in a hygienic environment to avoid deterioration and protect from contamination. FIFO & FEFO is practised. (Foods of animal origin are stored at a temperature less than or equal to 4°C)	2	
19	All raw materials is cleaned thoroughly before food preparation.	2	
20	Proper segregation of raw, cooked; vegetarian and non-vegetarian food is done.	2	
21	All the equipment is adequately sanitized before and after food preparation.	2	
22*	Frozen food is thawed hygienically. No thawed food is stored for later use. (Meat, Fish and poultry is thawed in refrigerator at 5 °C or below or in microwave. Shellfish/seafood is thawed in cold potable running water at 15 °C or below within 90 minutes.	4	
23*	<i>Vegetarian items are cooked to a minimum of 60°C for 10 minutes or 65°C for 2 minutes core food temperature. Non vegetarian items are cooked for a minimum of 65°C for 10 minutes or 70°C for 2 minutes or 75°C for 15 seconds core food temperature.</i>	4	
24*	Cooked food intended for refrigeration is cooled appropriately. (High risk food is cooled from 60° C to 21°C within 2 hours or less and further cooled to 5° C within two hours or less.)	4	
25	Food portioning is done in hygienic conditions. High risk food is portioned in a refrigerated area or portioned and refrigerated within 30 minutes. Large amount of food is portioned below 15 °C.	2	
26*	Hotfood intended for consumption is held at65° Cand non-vegetarian food intended for consumption is held at 70°C. Cold foods are maintained at 5°C or below and frozen products are held at -18°C or below. (*Hot food is kept above 65°C and cold food is kept below 5°C but below 10 °C upto 42 hours for not more than two hours only once.)	4	
27*	Reheating is done appropriately and no indirect of reheating such as adding hot water or reheating under bainmaire or reheating under lamp are being used. (The core temperature of food reaches 75°C and is reheated for at least 2 minutes at this temperature.)	4	
28	Oil being used is suitable for cooking purposes is being used. Periodic verification of fat and oil by checking the color, the flavour and floated elements is being done.	2	
29*	Vehicle intended for food transportation are kept clean and maintained in good repair & are maintain required temperature. (Hot foods are held at 65° C, cold foods at 5° C and frozen item -18°C during transportation or transported within 2 hours of food preparation).	4	
30	Food and non-food products transported at same time in the same vehicle is separated adequately to avoid any risk to food.	2	
31	Cutlery, crockery used for serving and dinner accompaniments at dining service are clean and sanitized free form unhygienic matters.	2	
32	Packaging and wrapping material coming in contact with food is clean and of food grade quality.	2	
<b>III.</b>	<b>Maintenance &amp; sanitation</b>		
33	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. There should be no stagnation of water in food zones.	2	
34	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer. Check for records.	2	
35	Measuring & monitoring devices are calibrated periodically.	2	

## CATERING

36	Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.	2	
37*	<i>No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)</i>	4	
38	Drains are designed to meet expected flow loads and equipped with grease and cockroach traps to capture contaminants and pests.	2	
39	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.	2	
<b>IV.</b>	<b>Personal Hygiene</b>		
40	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
41	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
42*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage etc.) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc.)</i>	4	
43	Food handlers are equipped with suitable aprons, gloves, headgear, etc.; wherever necessary.	2	
<b>V.</b>	<b>Training &amp; records keeping</b>		
44	Internal / External audit of the system is done periodically. Check for records.	2	
45	Food Business has an effective consumer complaints redressal mechanism.	2	
46	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
47*	<i>Appropriate documentation &amp; records are available and retained for a period of one year, whichever is more.</i>	4	

**Total points ...../114**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	100 - 114	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	91 - 99	Compliance/Satisfactory
<input type="checkbox"/>	<b>B</b>	77 - 90	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<77	Non Compliance

## Slaughter House - Meat

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI License & NOC from local authority.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	The premises have separate provision for the slaughter of different species of animals & for different methods of slaughter.	2	
3	There is an adequate resting area (lairage) with facility for watering and examination of animals or birds.	2	
4	The layout of the slaughter house is such that there is a forward movement from the introduction of the live animal to emergence of meat and offals without any possibility for overlap/intersection.	2	
5	Internal structure & fittings are made of non-toxic, impermeable materials which prevent the entry of dirt, dust & pest.	2	
6	Floors are impervious, epoxy coated and non-slippery.	2	
7	Walls are paved with imperious glazed tiles upto 1 meter height for poultry or small ruminant animals and upto 5 metre for large animals & are epoxy coated.	2	
8	Windows & other openings are free from accumulated dirt, those which open are fitted with insect-proof screen.	2	
9	Doors are smooth, non-absorbent surface, close fitted & self closing (where appropriate).	2	
10	Premises have sufficient lighting i.e. 540 lux (inspection points), 220 lux (work room) & 110 lux (other areas).	2	
11	Adequate ventilation is provided within the premises.	2	
12	Personnel hygiene facilities are available including adequate number of toilets, hand washing facilities and change rooms. Hand washing facilities with warm or hot and cold water, adequate means to hygienically dry hands are provided adjacent to toilets and at entry to processing area.	2	
13*	<i>Clean potable cold water (meeting standards of IS 10500) with pressure hose pipes and supply of hot water is available in slaughter hall.</i>	4	
14	An equipped laboratory is available with qualified chemist/analyst & veterinary microbiologist.	2	
15	The equipment & containers (except for chopping blocks, cutting boards & brooms) are durable, made of corrosion resistant material which facilitates cleaning.	2	
<b>II</b>	<b>Control of operation</b>		
16	Animals suspected of infectious diseases are segregated and kept in separation.	2	
17	<i>Humane methods are used for slaughtering. Animals are rested before slaughter to reduce stress. Slaughtering of animals is not done in sight of other animals. Stunning of animals is done before slaughtering.</i>	4	
18	Equipment used for stunning is maintained in good working condition.	2	
19	The dressing of the carcasses is not done on floor. Suitable hoists are provided to hang the carcasses before evisceration	2	
20	Knives and sharpners (mushtala) are of stainless steel and sterilized/ sanitized before use.	2	
21*	<i>All animals are subjected to ante-mortem examination and post mortem inspection by the authorised veterinarian as per the specified proforma.</i>	4	
22	When dressed meat has to stored without further immediate processing, such storage is maintained at 0°C to 2°C.	2	

23	Carcasses, parts and the organs thereof found to be healthy and fit for human consumption are marked as "Inspected & passed". Carcass or parts thereof which is unfit for human consumption is marked as "Inspected & condemned".	2	
<b>III</b>	<b>Sanitation, maintenance &amp; waste disposal</b>		
24	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. (Floorings are washed daily. Lime washing, colour washing or paint washing is done at least once in 12 months.)	2	
25	Preventive maintenance of stunning equipment is carried out regularly as per the manufacturer's instructions.	2	
26	<i>Blood, manure, garbage, filth or other refuse from any animal slaughtered and the hide, viscera and offals are removed from the slaughter house within 8 hours after completion of slaughtering in a manner not to cause contamination. The container or receptacle used for these wastes is thoroughly cleaned and disinfected immediately after use.</i>	4	
27*	<i>Pest control programme is available and pest control activities are carried out by trained and experienced personnel.</i>	4	
28	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
29	There is an efficient drainage system and all drains and gutters are properly and permanently installed fitted with traps and screens . The drainage system for blood is either underground with facility for easy cleaning or a portable receptacle with lid).	2	
30	Sufficient space is there for separation and storage of condemned carcasses. Destruction of condemned carcasses, organs or parts thereof shall be carried out under the direct supervision of the authorised veterinarian.	2	
31	Slaughter house refuse and waste material is suitably processed to prepare animal by product or dumped in pits that are suitably covered.	2	
32	<i>For large slaughter house, ETP is required. Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.</i>	4	
<b>IV</b>	<b>Personal Hygiene</b>		
33	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
34	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
35*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).</i>	4	
36	Food handlers are equipped with suitable aprons, gloves, headgear, shoe cover etc.	2	
<b>V</b>	<b>Training &amp; records keeping</b>		
37	Internal / External audit of the system is done periodically. Check for records.	2	
38	Food Business has an effective consumer complaints redressal mechanism.	2	
39	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
40*	<i>Appropriate documentation &amp; records are available and retained for a period of one year or the shelf-life of the product, whichever is more.</i>	4	

**Total points ...../90**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	80 - 90	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	72 - 79	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	45 - 71	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<45	Non Compliance

## RETAIL

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Retail store has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	The design of retail store provides adequate working space; permit cleaning to prevent the entry of dirt, dust & pests.	2	
3	Premise has sufficient lighting. Lighting fixtures are covered to protect food from contamination.	2	
4	Adequate ventilation is provided within the premises.	2	
5	An adequate storage facility is in place for food products; chemicals & other hazardous substances; personal items etc.	2	
6*	<i>Facility is capable of achieving &amp; maintaining temperature for storing temperature sensitive product such as freezer, chillers, hot holding equipment etc.</i>	4	
7	There is adequate facility for waste disposal.	2	
<b>II</b>	<b>Control of operation</b>		
8	Incoming material procured as per internally laid down specification & from an approved vendors. Check for records (like specifications, name and address of the supplier, batch no., quantity procured etc).	2	
9	Raw materials are inspected at the time of receiving for food safety hazards.	2	
10*	Incoming food material is stored according to their temperature and humidity requirement, In a hygienic environment. <i>Temperature sensitive products are stored and displayed at appropriate temperatures -</i> <i>i. at or below 5°C if cold or at or above 60°C if hot ;</i> <i>ii. frozen at -18°C if they are intended to be stored frozen.</i>	4	
11	Stock rotation is practiced through FIFO/FEFO and no expired product is available on shelf for sale.	2	
12	Vegetarian and non vegetarian products are stored separately to avoid cross contamination	2	
13	<i>Food items &amp; non food items are stored separately to avoid cross contamination</i>	2	
14	Products are free from spillage/leakage. Packed food products are free from pin holes or damages.	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		



15	The store interior is kept clean and there are no seepage, cobwebs, dirt, dust, etc. that can compromise food safety.	2	
16	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme.	2	
17	All equipment & premises is maintained in good repair & condition.	2	
18*	Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.	4	
19	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
20	Food waste and other refuse are removed periodically from to avoid accumulation.	2	
21	Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.	2	
<b>IV</b>	<b>Personal Hygiene</b>		
22	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
23	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
24*	<i>Food handlers maintain personal cleanliness and personal behaviour (hand washing, no smoking, no spitting etc).</i>	4	
25	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
<b>V</b>	<b>Training &amp; records keeping</b>		
26	Internal / External audit of the system is done periodically. Check for records.	2	
27	Food business has an effective consumer complaints redressal mechanism.	2	
28	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
29*	Appropriate documentation & records are available and retained for specific period.	4	

**Total points ...../68**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	60 - 68	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	54 - 59	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	34 - 53	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<34	Non Compliance

## TRANSPORT

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Transporter has an updated FSSAI license.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	The design & construction of transport vehicle permit adequate maintenance, cleaning, storage of food and do not provide entry or harbourage to pests.	2	
3	The containers/crates used for transporting food are made of food grade material and designed to prevent contamination	2	
4*	<i>The vehicle is covered and inside structure is intact, well painted with no signs of rusting, flaking paint &amp; corrosion</i>	4	
5	Transport vehicle is equipped to achieve & maintain the required temperature, wherever required and designed in a way that allows monitoring the temperature from outside	2	
6	The vehicle has proper locking/ sealing facility to ensure that the products are not exposed to external weather conditions and pilferage	2	
<b>II</b>	<b>Control of operation</b>		
7	Vehicle is inspected for debris, dust, previous loads, pest activity & other non-food or hazardous item before loading. Check for records	2	
8*	<i>Transport of chilled products is done at 5°C or below and of frozen products at -18°C or below. Check for records or temperature logs.</i>	4	
9	Hazardous material like chemicals, fuels, flammable materials are not transported with food material.	2	
10	If a vehicle is changed from transporting non-food products to transporting food products, proper cleaning is conducted to avoid contamination of food. Check for records	2	
11	Mix loads of food material are adequately compartmentalized to prevent cross contamination.	2	
12*	<i>Bulk foodstuffs in liquid, granulate or powder form are transported in containers/tankers reserved for the transport of foodstuffs &amp; they are to be marked "for foodstuffs only".</i>	2	
13	In case of breakdown of vehicle or its cooling unit, an alternative vehicle conforming to standards is provided promptly to transport the foods to ensure their safety and hygiene	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		
14	The interior of vehicle is kept clean and there are no seepage, cobwebs, dirt, dust, etc. that can compromise food safety.	2	
15	Temperature monitoring devices are calibrated at a pre-determined interval.	2	
16*	<i>Pest control program is available &amp; pest control activities are carried out by trained and experienced personnel. Check for records.</i>	4	
17	Foods which become unfit during transportation whether due to temperature abuse or otherwise are identified and disposed off in a manner that precludes the food from being used for human consumption.	2	

<b>IV</b>	<b>Personal Hygiene</b>		
18	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
19	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
20	Food handlers maintain personal cleanliness and personal behaviour.	4	
21	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
<b>V</b>	<b>Training Records keeping</b>		
22	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
23*	<i>Appropriate documentation &amp; records are available and retained for specific period.</i>	4	

**Total points ...../56**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	50 - 56	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	44 - 49	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	28 - 43	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<28	Non Compliance

## STORAGE & WAREHOUSES

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

*Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)*

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
<b>I</b>	<b>Design &amp; facilities</b>		
2	The design and layout of warehouse permit adequate maintenance and cleaning and do not provide harbourage to pests.	2	
3	There is adequate facility for potable & non-potable water supply.	2	
4	There is adequate facility for drainage & waste disposal.	2	
5	Premise has sufficient lighting. Lighting fixtures are covered to protect food from contamination (especially where unpacked food is stored).	2	
6	Adequate ventilation is provided within the premise.	2	
7	An adequate and separate storage facility is in place for food products; chemicals & other hazardous substances; personal items etc.	2	
8*	<i>Facility capable of achieving &amp; maintaining temperature is available (such as freezer, chillers etc.) for storing products requiring temperature control.</i>	4	
9	Ante room is available with frozen room maintaining temperature below 4°C for picking of frozen product.	2	
10	Personnel hygiene facilities are available. (Adequate number of hand washing facilities, toilets, change rooms, rest & refreshment room etc).	2	
<b>II</b>	<b>Control of operation</b>		
11	Food material is stored on pallets/racks off the floor and away from walls.	2	
12	Products handled with care at receiving picking and dispatch – material not lying on floor or in an unorganized manner or allowed to accumulate.	2	
13	Chilled products are received at 5°C or below. Frozen products are received at -18°C or below	2	
14*	<i>Frozen products are stored in frozen rooms maintained at -18°C or below. Chilled products are stored in cold rooms maintained at 5°C or below. Records of temperature monitoring are maintained.</i>	4	
15	Cold room and frozen room are maintained neat and clean, free from mold growth and any unwanted materials.	2	
16	Stock rotation is practiced through FIFO/FEFO and no expired product is available on shelf for sale.	2	
<b>III</b>	<b>Maintenance &amp; sanitation</b>		
17	The premises is kept clean and there are no seepage, cobwebs, dirt, dust, etc. that can compromise food safety. Check for records.	2	
18	Cleaning of storage equipments (silos, pallets etc.), food premises is done as per cleaning schedule & cleaning programme.	2	

19	Food premises and equipment are maintained in an appropriate state of repair and condition. Check for records.	2	
20*	<i>Pest control program is available Only approved pest control chemicals or fumigants (in case of food grains) are used. Check for records.</i>	4	
21	Pest control activities are carried out by trained and experienced personnel. Check for records.	2	
22	Rodent traps are in sufficient numbers and are mapped. Insecticutors used are functional and cleaned regularly.	2	
23	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
24	Food waste and other refuse are removed periodically from food storage areas to avoid accumulation.	2	
<b>IV</b>	<b>Personal Hygiene</b>		
25	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
26	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
27*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails &amp; water proof bandage etc) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).</i>	4	
28	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
<b>V</b>	<b>Training &amp; records keeping</b>		
29	Internal / External audit of the system is done periodically. Check for records.	2	
30	Food business has an effective customer complaints redressal mechanism.	2	
31	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
32*	<i>Appropriate documentation &amp; records are available and retained for specific period.</i>	4	

**Total points ...../74**

Asterisk mark (\*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

**Grading –**

<input type="checkbox"/>	<b>A<sup>+</sup></b>	66 - 74	Compliance – Exemplar
<input type="checkbox"/>	<b>A</b>	60 - 65	Compliance – Satisfactory
<input type="checkbox"/>	<b>B</b>	27 - 59	Needs Improvement
<input type="checkbox"/>	<b>No grade</b>	<27	Non Compliance