

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	
I	Design & facilities		
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 & 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	
II	Control of operation		
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 & 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	
III	Maintenance & sanitation		

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	
IV	Personal Hygiene		
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	
V	Training & records keeping		
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"/>	A⁺	60 - 68	Compliance – Exemplar
<input type="checkbox"/>	A	54 - 59	Compliance – Satisfactory
<input type="checkbox"/>	B	34 - 53	Needs Improvement
<input type="checkbox"/>	No grade	<34	Non Compliance