

INSPECTION CHECKLIST FOR EAT RIGHT CAMPUS

Date		Auditor	
Name of Campus		Auditing Agency	
Campus Representative		Address of Campus	

TOTAL EAT RIGHT CAMPUS SCORE: _____/100

PART	PARAMETER	SCORE OBTAINED	MAXIMUM SCORE
PART A *	SAFE FOOD		40
PART B	HEALTHY FOOD		25
PART C	SUSTAINABLE FOOD		10
PART D	BUILDING AWARENESS		25
TOTAL			100

RATING: _____/5 STARS

Scoring Matrix:

01	Five Star (85% and above)	Exemplary/ Excellent
02	Four Star (75% and above)	Full Compliance/ Very Good
03	Three Star (65% and above)	Satisfactory Compliance/ Good
04	Two Star (55% and above)	Partial Compliance/ Needs improvement
05	Below 55%	Non Compliance/ Urgent improvement

***DETAILED SCORINGSYSTEM FOR PART A**

	TYPE OF FOOD SERVICE ESTABLISHMENT	POINTS AS PER CHECKLIST or HYGIENE RATING	MAXIMUM POINTS
MANDATORY (AS APPLICABLE)			
1	(Each) in-house Pantry and Food Area		30
2	(Each)In House Canteen (With Food Preparation)		114
3	License/Registration of each outsourced Catering Establishments Serving Campus and Vendors (tuck shops/retail outlets)		20
VOLUNTARYHYGIENE RATING (AS APPLICABLE)			
3	(Each) outsourced Catering Establishment Serving Campus		100
4	(Each) Vendor (Tuck Shop/ Retail outlet)		100
	TOTAL MARKS OBTAINED		

PART A SCORE: 40 x (Total Marks Obtained)/ (Maximum Marks)

Definitions:

1. In-house pantry and food area:

- **Pantry:** A room/area where beverages, food, and sometimes dishes, cleaning chemicals, linens, or provisions are stored. It may serve in an ancillary capacity to the main kitchen.
- **Food Area:** A room with seating arrangements for people to eat or drink. It may range from a full-fledged canteen seating area to a small set-up indoors or outdoors.

2. In-house Canteen: Food service establishment in the campus in which food and beverages are prepared, served and eaten within the campus premises. It may or may not include a seating arrangement for customers.

- 3. Outsourced Catering Establishment:** A food service establishment that prepares food/beverages outside the campus premises and delivers prepared/cooked food and beverages to the campus.
- 4. Vendors:** This includes tuck shops, retail outlets and other food selling outlets or food vendors within the campus that sell cooked/packed/fresh/raw food and beverage items in the campus. They may be owned by the campus authorities or any other private entity or may function independently.

Marking System

Scoring System for PART A: All food service establishments in the campus are to be evaluated. Depending on the type of food service establishment, the corresponding checklist/scoring method is to be used.

Mandatory

- For **pantry area or food area**, if present, the first checklist is to be used. The score for this section should be given out of 30.
- For **in-house canteens**, if present, the second checklist is to be used. The score for this section should be given out of 114.
- If there are multiple pantry areas/food areas/in-house canteens, the score for each of them is to be entered for Part A.
- If present, all **outsourced catering establishment services in the campus as well as tuck shops, vendors** etc., must be mandatorily licensed/ registered with FSSAI. A single point should be given for each licensed/registered caterer and/or vendor, as applicable and the total should then be multiplied by 20 to get the score for this section out of 20.

Voluntary

- A campus may voluntarily do Hygiene Rating Certification of its outsourced catering establishment or vendors.
- The hygiene rating score for each of them is to be entered.

Total Score: The total score of all of the above, as applicable, is to be taken and then multiplied by 40 and entered as the final score for Part A.

The Scoring System for PART B, C and D will be as per the respective checklists provided. The actual marks obtained in the checklist will be entered as the final score.

The marking scheme for ALL CHECKLISTS is as follows: The Auditor will inspect the facility of the campus 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). Separate requirements have been developed for the food businesses within the campus. All the requirements are allotted 2 marks and there are few requirements, which are allotted 4 marks. The 4-marks questions are critical to food safety and shall be essentially filled by the campus. Each finding will be awarded marks as mentioned below:

S. No.	Finding	Marks to be awarded for 1 mark requirements	Marks to be awarded for 2 mark requirements	Marks to be awarded for 4 mark requirements	Marks to be awarded for 5 mark requirements
1	Compliance (C)	1	2	4	5
2	Non-compliance (NC)	0	0	0	0
3	Partial compliance (PC)	0.5	1 to 1.5	1.5 to 3	1-4
4	Not applicable/Not observed (NA)	1	2	4	5

Compliance – Yes, the requirement is fully implemented. There is adherence with the requirement with no major or minor conformance is observed.

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

Partial Compliance – Requirement is partially implemented. A non-conformity that (based on the judgement and experience of the auditor) is not likely to result in the failure of the food safety 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.

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

PART A

CHECKLIST FOR IN-HOUSE PANTRY OR FOOD AREA

S. N.	BASIC HYGIENE CHECKLIST-PANTRY/FOOD AREA	Scoring	
1	Walls, ceilings & doors are free from flaking paint or plaster etc.	2	
2	Equipment are made of non-toxic material and free from rust.		
3	Potable/drinking water used wherever it comes in contact with food or used in food preparation.	2	
4	Proper ventilation and lighting is provided within the premises.	2	
5	Separate storage facility for raw material, processed food, packing material etc.	2	
6	All food stored properly in clean, closed containers away from moisture and sunlight. All perishable foods stored in the refrigerator at the right temperature. FIFO to be followed.	2	
7	Adequate facilities provided for hand washing, pot washing, toilets etc. which should be segregated from food handling area to prevent cross contamination.	2	
8	Cleaning of equipment, food premises and surrounding areas, drains is done properly and regularly. Timely pest control. No signs of pest activity in premises.	2	
9	Food material and water is tested in FSSAI notified lab periodically. Records maintained.	2	
10	Raw material is procured from licensed/ registered suppliers only and checks date of expiry before use.	2	
11	Cutlery, crockery and utensils that come in contact with food are kept clean and made of ceramic/stainless steel and other food grade material only. No newspapers, plastic bags. Only microwave-safe material is used for heating in the microwave.	2	
12	Garbage should be removed timely and should not accumulate. Garbage bins should be covered and kept clean.	2	
13	Segregation of vegetarian and non-vegetarian food. Segregation of raw and cooked food.	2	
14	No person suffering from a disease or illness or with open wounds or burns is involved in food handling.	2	
15	Food handlers maintain personal hygiene such as clean hands, short clean nails, appropriate clothes, hair neatly tied/combed and use gloves/apron as required.	2	
TOTAL SCORE		30	

CHECKLIST FOR IN-HOUSE CANTEEN (WITH FOOD PREPARATION IN PREMISES)

S. No.	Audit Questions	Scoring	
DAILY SAFE & HYGIENIC FOOD CHECKLIST			
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
I.	Design & facilities		
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 & 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, and change rooms for employees.	2	

15	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
II.	Control of operation		
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	
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*	Hot food intended for consumption is held at 65° C and non-vegetarian food intended for consumption is held at 70°C. Cold foods are maintained at 5°C or below and frozen products are	4	

	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.)		
27*	Reheating is done appropriately and no indirect of reheating such as adding hot water or reheating under bain-marie 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 are 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 from unhygienic matters.	2	
32	Packaging and wrapping material coming in contact with food is clean and of food grade quality.	2	
III.	Maintenance & sanitation		
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	
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	

IV.	Personal Hygiene		
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 & 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	
V.	Training & records keeping		
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 & records are available and retained for a period of one year, whichever is more.</i> <i>Note: The score cannot be zero as it is advised that documentation should be done for various things in the facility</i>	4	
TOTAL SCORE		114	

PART B

HEALTHY FOOD CHECKLIST

DAILY HEALTHY FOOD CHECKLIST		Scoring	
I	Local, Seasonal & Traditional Food		
1	Do the food service establishments in the campus sell/provide fresh, seasonal and local fruits /vegetables/salads?	1	
2	Do the food service establishments in the campus use a variety of local whole grains such as bajra, ragi, millets, jowar, amaranth, wheat, corn, rice, oats, barley, quinoa, sorghum, spelt, rye, samai, whole/ unpolished pulses and legumes to prepare food?	1	
3	Do the food service establishments in the campus sell/provide local/regional/seasonal/traditional dishes ? (Idli, upma, dhokla, chilla etc)	1	
II	Healthy Food Options		
4	Do the food service establishments in the campus sell / provide healthy snack options such as makhana, nuts, puffed rice, puffed wheat, water chestnuts, roasted seeds (lotus, flaxseed, pumpkin etc.)?	1	
5	Do the food service establishments in the campus sell / provide healthy beverage options such as lemonade/shikanji, coconut water, buttermilk, aam panna etc)?	1	
6	Do the food service establishments in the campus provide a variety of food options that include all food groups such as cereals, dairy (yoghurt, curd, milk, paneer, cheese), fruits and vegetables etc.?	1	
7	Do the food service establishments in the campus use healthy cooking methods like steaming/boiling/roasting/grilling for food preparation?	1	
8	Do the food service establishments in the campus use different type of oils in rotation for food preparations?	1	
9	Do the food service establishments in the campus avoid the re-use of oil that has been used for frying?	1	
III	Limiting use of foods high in salt, fat and sugar		
10	Do the food service establishments in the campus avoid vanaspati/bakery shortening/margarine (hydrogenated fat) in	2	

	food preparation?		
11	Do the food service establishments in the campus limit selling/serving food high in fat/oil, sugar and salt (eg: samosa, chola bhatura, french fries, fried food, cakes, sweets, namkeen,, sice creams etc) to less than 10% of overall stock?	2	
12	Do the food service establishments in the campus limit the use of sugar sweetened and /or aerated beverages to less than 10% of overall stock?	2	
13	Do the food service establishments in the campus avoid putting salt/sugar/pickle on food tables or serving on the side?	1	
14	Do the food service establishments in the campus limit the amount of salt, sugar and oil while preparing/cooking food? (track and monitor the purchase and consumption of salt, sugar and oil)	1	
IV	Fortified Foods		
15	Do the food service establishments in the campus use fortified rice, wheat flour and double fortified for cooking?	1	
16	Do the food service establishments in the campus use fortified edible oil for cooking and frying?	1	
17	Do the food service establishments in the campus provide/use fortified milk for preparing food?	1	
V	Healthy Lifestyle		
18	Does the campus have a creche and a room/facility for mothers to breastfeed infants?	1	
19	Is there some provision in the campus for people to engage in physical activity such as parks for walking, yoga/aerobics/zumba classes, gym etc? Is physical activity encouraged in any way such as designating a 'play-time' or organizing a 'sports day' etc.?	2	
20	Does the campus organize activities or make provisions to promote wellbeing such as meditation classes, nature walks, counselling sessions and entertainment activities etc.?	2	
	TOTAL SCORE	25	

PART C

	SUSTAINABLE FOOD CHECKLIST	Scoring
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SUSTAINABLE FOOD CHECKLIST

AWARENESS CHECKLIST		Scoring
I	RUCO- Repurpose of Used Cooking Oil	
1	Do the food service establishments in the campus ensure that vegetable oil having Total Polar Compound (TPC) more than 25% is not used . Customized checks should be done either through an SOP or the TPC meter. If using equipment, staff should be trained to use and clean it?	1
	is above 50 litres/day? Does the facility aggregate used cooking oil and store it separately from fresh oil with proper labelling ?	
3	Do the food service establishments in the campus ensure that the stored used cooking oil is collected by authorized aggregators and then used for repurposing into biodeisel?	1
II	No Food Waste	
4	Do the food service establishments in the campus monitor food waste daily in kgs (dry and wet waste) and conduct food waste audits?	1
5	Do the food service establishments in the campus follow methods to reduce food waste such as small portion sizes, using food before it gets spoiled, procuring only as much food as required etc.?	1
6	Is food waste collected separately and recycled/reused/repurposed into compost or any other reusable form in the campus?	1
7	Is surplus food that is safe for consumption shared with those in need directly or through food collection agencies (such as Indian Food Sharing Alliance)?	1
II I	Environment-friendly Initiatives	
8	Does the campus minimize plastic-use and use safe, alternate options such as cloth/paper bags, glass bottles and biodegradable utensils?	1
9	Does the campus organize waste collection drives and recycle plastics, cans, papers etc.?	1
10	Does the campus recycle and reuse water (with treatment if necessary)?	1
TOTAL SCORE		10

PART D

BUILDING AWARENESS CHECKLIST

1	Are awareness messages on topics of Part A, B, C of the checklist disseminated in the campus through posters placed in prominent places, whatsapp/phone messages, emailers and other means on a regular basis?	5	
2	Are important days such as World Food Day, World Food Safety Day, and World Environment Day etc. celebrated in the campus every year for awareness-building?	5	
3	Are there activities organized in the campus to engage, excite and enable people to make the right food choices such as a demonstration of tests of common food adulterants, counselling sessions by a nutritionist, health camps/check-ups, cleanliness drives, healthy cooking demos, games, challenges etc at least once a month?	5	
4	Does the campus provide 'nudges' to people to choose healthier options such as placing healthy food options in prominent places in the canteen, placing weighing machines in the campus offices, subsidizing healthier options such as gym discounts or low-cost healthy food options, provide nutrition information for food, share lists of healthy eating/ordering joints etc.?	5	
5	Is there a feedback system for people to provide suggestions, file complaints and in general improve the campus to promote safe, healthy and sustainable food and overall health?	5	
TOTAL SCORE		25	