

Overall station Hygiene Audit checklist					
S.No.	Requirements	Y/N/NA/Partly	Max Score	Score Given	Remarks
1	Properly cemented and uniform platforms and walls		2		
2	Walls, ceilings etc. are free from flaking paint or plaster, condensation & shedding particles.		2		
3	Floors are non-absorbent, non-slippery & sloped appropriately.		2		
4	Adequate lighting and ventilation.		2		
5	Adequate facility for drinking water , wash rooms, waste disposal etc.		2		
6	Pest control measure taken for control and prevention of pest.		2		
7	Cleanliness & Condition of the overall area including parking, gardens etc.		2		
8	Cleanliness & Condition of Platforms, tracks and boundaries.		2		
9	Drains within the station should be in clean conditions and also periodically cleaned.Also should be covered.		2		
10	Cleanliness of public wash room,waiting rooms,siting area etc.		2		
11	Cleanliness & Condition of Waste Bins.		2		
12	Cleanliness Schedule & Records are maintained.		2		
13	Cleaning staff wearing proper uniform /other protective gears and are trained as per nature of their work.		2		
14	Pellets,racks etc. to be used for keeping food item, and food items should not be kept on floor directly.		2		
15	Unauthorized vendors access should be restricted.		1		
16	Water treatment plant/RO facility installed		2		
17	Waste disposal plant/waste treatment plant installed		1		
18	Surplus food recovery system in place		1		
19	Food handlers engaged in serving food on track, pantry car, storage and transportation of food on board and on stations should be medically examined once a year for conagious disease and vaccianted as per schedule of immunization.		2		
20	Display of messages by means of digital or poster mode in station premises on food safety, personnel hygiene, sign boards like no spitting, no smoking etc.		1		
<b>Total</b>			<b>36</b>		

\* This excludes food operation premises.

### Catering kitchen/restaurants/canteen audit checklist

S.No:	Requirements	Y/N/NA/Partly	Max Score	Score Given	Remarks
<b>A</b>	<b>FOOD SAFETY &amp; HYGIENE CHECK</b>				
<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	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.			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.		4		
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		
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.		2		
	(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		
	Frozen food is thawed hygienically. No thawed food is stored				

22	for later use. (Meat, Fish and poultry is thawed in refrigerator at 5 oC or below or in microwave. Shellfish/seafood is thawed in cold potable running water at 15 oC or below within 90 minutes.					4
23	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.					4
24	Cooked food intended for refrigeration is cooled appropriately. (High risk food is cooled from 60o C to 21oC within 2 hours or less and further cooled to 5o 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.					4
	(*Hot food is kept above 65°C and cold food is kept below 5°C but below 10 °Cupto 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 bainmaire or reheating under lamp are being used.					4
	(The core temperature of food reaches 75°C and is reheated for at least 2 minutes at this temperature.)					
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	Oil for deep frying changed / replaced regularly(note when last carried out)			2	
31	Vegetable oil having Total Polar Compound more than 25% is not used.			2	
32	SOP available for maintaining less than 25% TPC values of the vegetable oil being consumed for food preparations			2	
33	Staff trained to use & clean TP Meters(check training records)			2	
34	TP meter regularly inspected & maintained(fixed equipment every six months) & Calibration of TP Meter			2	
35	Disposed oil segregated and stored in separately identified barrel/containers			2	
36	Storage of fresh oil and UCO should be in separate areas with clear identification			2	
37	Oil dispatched for bio-diesel generation is handed over to aggregators registered with BDAI			2	
38	Food and non-food products transported at same time in the same vehicle is separated adequately to avoid any risk to food.			2	
39	Cutlery, crockery used for serving are clean and sanitized free from unhygienic matters.			2	
40	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>				
41	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. There should be no stagnation of water in food zones.			2	
42	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer. Check for records.			2	

43	Measuring & monitoring devices are calibrated periodically.		2		
44	Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.		2		
45	<i>No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)</i>		4		
46	Drains are designed to meet expected flow loads and equipped with grease and cockroach traps to capture contaminants and pests.		2		
47	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.		2		
<b>IV.</b>	<b>Personal Hygiene</b>				
48	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		
49	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		
50	<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		
51	Food handlers are equipped with suitable aprons, gloves, headgear, etc.; wherever necessary.		2		
<b>V.</b>	<b>Training &amp; records keeping</b>				
52	Internal / External audit of the system is done periodically. Check for records.		2		
53	Food Business has an effective consumer complaints redressal mechanism.		2		
54	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.		2		
55	<i>Appropriate documentation &amp; records are available and retained for a period of one year, whichever is more.</i>		4		
<b>VI.</b>	<b>Identification , Traceability</b>				

56	Are finished pre-packaged product properly packaged & labelled for identification, lot number & shelf life date		2		
57	Traceability system identify incoming materials from supplier		2		
<b>Total</b>			<b>136</b>		
<b>B</b>	<b>HEALTHY &amp; LOCAL FOOD MONITORING</b>				
<b>I</b>	<b>Healthy Foods</b>				
58	Does the facility sell / provide fruits / salads ?		2		
59	Does the facility sell / provide healthy snack options(makhana, nuts, puffed rice, puffed wheat etc)		2		
60	Does the facility use different type of oils in rotation for food preparations?		2		
61	Does the facility use unpolished rice and/or dals for food preparations?		2		
62	Does the facility use healthy cooking methods like steaming/boiling/roasting for food preparation.		2		
63	Does the facility wash fruits and vegetables before cutting/peeling(to avoid nutrient loss)?		2		
64	Does the facility have food display board / menu card with calorie count of foods provided at the facility		2		
<b>II</b>	<b>High Fat, Sugar &amp; Salt Foods</b>				
65	Does the facility sell / provide sugar sweetened and /or aerated beverages?(Only 30% of overall stock)		2		
66	Does the facility sell / provide food high in fat, sugar and salt (eg: samosa, chola bhatura, french fries etc) on a daily basis?		2		
67	Does the facility use vanaspati/bakery shortening/margarine(hydrogentaed fat) in food preparation?		2		
68	Does the facility provide extra salt/sugar/pickle on food tables?		2		
69	Does the facility re-use the used oil for frying?		2		
<b>III</b>	<b>Fortified Foods</b>				
70	Does the facility use fortified wheat flour for food preparation?		2		

71	Does the facility use fortified rice for food preparation?		2		
72	Does the facility use double fortified salt for food preparation?		2		
73	Does the facility use fortified oil for food preparation?		2		
74	Does the facility provide fortified milk or use fortified milk in preparations?		2		
<b>IV</b>	<b>Local &amp; Seasonal Foods</b>				
75	Does the facility sell / provide local /healthy food options based on regional & seasonilty(Idli, upma, poha, dhokla, etc)		2		
76	Awareness Buildling by the retail Outlet		2		
77	Innovative approach of vertical farming, inorganic farming, kitchen garden etc.		2		
<b>Total</b>			<b>40</b>		
<b>C</b>	<b>Food Waste Reduction &amp; Management Checklist</b>				
78	Are there separate and adequate bins available for food waste & Waste Capture in Clean Bins/tubs/bags in each Station		2		
79	Is waste disposed off in a timely manner, without holding beyond 24 hours?		2		
80	Daily Monitoring of Food Waste in Kgs(Dry & Wet Wastage)		2		
81	Food Waste Audits		2		
82	Employee & Customer Education Programme on Food Waste		2		
83	Dry and Wet Waste is segregated properly and collected by muncipalities on daily basis		2		
<b>Total</b>			<b>12</b>		
<b>Total Aggregate Score</b>			<b>188</b>		

**Retail outlets/shops/vendors/kiosk etc. audit checklist**

S.No:	Requirements	Y/N/NA/Partly	Max Score	Score Given	Remarks
<b>A</b>	<b>FOOD SAFETY &amp; HYGIENE CHECK</b>				
<b>I</b>	<b>Design &amp; facilities</b>				
2	The design of food retail premises /stall/cart 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. In case of cats working platform should be of SS.			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	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		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.		4		
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		
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.		2		
	(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		4		
23	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.		4		
24	Cooked food intended for refrigeration is cooled appropriately. (High risk food is cooled from 60o C to 21oC within 2 hours or less and further cooled to 5o 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 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 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	
	Vehicle intended for food transportation are kept clean and maintained in good repair & are maintain required temperature.				

29	(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).		2		
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 etc used for serving food 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		
<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		

36	Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.		2		
37	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)		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	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.)			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		
<b>VI.</b>	<b>Identification , Traceability</b>					
48	Are finished pre-packaged product properly packaged & labelled for identification, lot number & shelf life date			2		
49	Traceability system identify incoming materials from supplier			2		

<b>Total</b>		118		
<b>B</b>	<b>HEALTHY &amp; LOCAL FOOD MONITORING</b>			
<b>I</b>	<b>Healthy Foods</b>			
50	Does the facility sell / provide fruits / salads etc. ?		2	
51	Does the facility sell / provide healthy snack options(makhana, nuts, puffed rice, puffed wheat etc.)		2	
52	Does the facility use different type of oils in rotation for food preparations?		2	
53	Does the facility use unpolished rice and/or dals for food preparations?		2	
54	Does the facility use healthy cooking methods like steaming/boiling/roasting for food preparation.		2	
55	Does the facility wash fruits and vegetables before cutting/peeling(to avoid nutrient loss)?		2	
56	Does the facility have food display board / menu card with calorie count of foods provided at the facility		2	
<b>II</b>	<b>High Fat, Sugar &amp; Salt Foods</b>			
57	Does the facility sell / provide sugar sweetened and /or aerated beverages?(Only 30% of overall stock)		2	

58	Does the facility sell / provide food high in fat, sugar and salt (eg: samosa, chola bhatura, french fries etc) on a daily basis?		2		
59	Does the facility use vanaspati/bakery shortening/margarine(hydrogenated fat) in food preparation?		2		
60	Does the facility provide extra salt/sugar/pickle on food tables?		2		
61	Does the facility re-use the used oil for frying?		2		
<b>III</b>	<b>Fortified Foods</b>				
62	Does the facility use fortified wheat flour for food preparation?		2		
63	Does the facility use fortified rice for food preparation?		2		
64	Does the facility use double fortified salt for food preparation?		2		
65	Does the facility use fortified oil for food preparation?		2		
66	Does the facility provide fortified milk or use fortified milk in preparations?		2		
<b>IV</b>	<b>Local &amp; Seasonal Foods</b>				
67	Does the facility sell / provide local /healthy food options based on regional & seasonality(Idli, upma, poha, dhokla etc)		2		
68	Awareness Building by the retail Outlet		2		

69	Innovative approach of vertical farming, inorganic farming, kitchen garden etc.		2		
<b>Total</b>			<b>40</b>		
<b>C</b>	<b>Food Waste Reduction &amp; Management Checklist</b>				
70	Are there separate and adequate bins available for food waste & Waste Capture in Clean Bins/tubs/bags in each Station		2		
71	Is waste disposed off in a timely manner, without holding beyond 24 hours?		2		
72	Daily Monitoring of Food Waste in Kgs(Dry & Wet Wastage)		2		
73	Food Waste Audits		2		
74	Employee & Customer Education Programme on Food Waste		2		
75	Dry and Wet Waste is segregated properly and collected by municipalities on daily basis		2		
<b>Total</b>			<b>12</b>		
<b>Total Aggregate Score</b>			<b>170</b>		