

**ANNEXURE -I
FORMAT FOR MENU CHART**

Food	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EARLY MORNING							
Tea							
Biscuits							
BREAKFAST							
Indian							
Porridge							
Dairy							
Egg							
Milk							
Accompaniments							
Fruit							
LUNCH							
Salad							
Non veg							
Paneer							
Vegetable							
Pulse							
Curd/Lassi							
Roti							
Rice							
EVENING							
Tea							
Snack							

DINNER

Food	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Salad							
Mix Salad							
Non veg							
Paneer							
Vegetable							
Pulses							
Roti							
Rice							
Fruit							
Sweet							

Signatures:

Mess Supervisor

Chef

Nutritionist

Mess Warden/Assistant Warden

ANNEXURE - III

REFERENCE GUIDE FOR INSPECTION

A detailed checklist regarding the food safety measures is prepared. With the help of the checklist, we will be able to administer standard practices of food safety in the premises. Please input the answer (S= satisfactory, N= Needs improvement, C= needs immediate correction) to the best of your observation and evaluation. This checklist can be used by any individual assigned to monitor/make surprise visits.

CRITERIA				REMARKS
PROCUREMENT OF RAW MATERIAL				
Food is purchased from an approved source.				
Fresh appearance (intact, without bruises/spots, patches, shriveled etc.) Off odor/ spoilage / putrefaction				
Chilled and frozen products are received at correct temperature				
Raw Materials/ Products are free from any impurities (e.g. dirt, dust, stones, wood, signs of infestation, pest or their remains, metal pieces or any other foreign matter) and also free from foul odor and fungal growth.				
Temperature of potentially high-risk food is at or below 4°C				
Temperature of frozen foods is -18°C or below				
Packaging and pack seals are intact, without holes, no leakage, dents, puffing, rusting signs and under expiry date.				
Live birds(Chicken) are free from disease and in good health condition.				
All raw materials are stored and stacked properly in store.				
Slaughter house is cleaned regularly.				

PREPARATION AND COOKING OF RAW MATERIALS

Only potable water from safe source is used for preparation and washing of raw materials				
Perishable products are kept in the fridge at temperature of 4 ⁰ C or below and consumed before its 'best before'/'expiry' date				
Cross contamination avoided during food preparation				
Separate equipment and utensils are used with color coding, Red-color code for non-veg and green color for Veg.				
Hands and equipment washed between tasks.				
Products are kept covered after preparation/cooking				
Sort all raw materials (e.g. grains, fruits & vegetables etc.) and remove undesirable/spoiled parts before use				
Sieve all dry and liquid raw materials (e.g. flour, powdered sugar, syrups) before use				
Uncooked, ready-to-eat fruits & vegetables are disinfected with 50ppm chlorinated Water before preparation.				
Frozen products are thawed in refrigerator/convection Oven or under running potable water well before cooking				
Thawed products are used immediately and not refrozen or kept in chiller and only required portion of the food is thawed at a time				
Food is cooked thoroughly with temperature reaching at least 70 ⁰ C				

SERVING OF COOKED FOOD				
Cold foods are served cold and hot food hot.				
Cooked products are heated up to 70°C or above before serving and should not be left at Room temperature for more than 2 hours.				
Transported cooked food is consumed/used within 4 hours of its arrival				
Food is served in clean and intact utensils/one-time-use disposables				
Clean and non-toxic material is used for packing of food. Printed paper is not used for wrapping/storing or serving food				
Re-usable serving utensils/items are washed, cleaned & disinfected after each use				
All tables and food serving counters are clean				
Surplus food is not mixed up with freshly prepared food				
Food is served in clean and intact utensils/one-time-use disposables				
DISPLAY OF FOOD				
Display counters are intact, clean and properly maintained				
Floor below & behind the counters and display racks are clean				
Spoiled and damaged products are not displayed				

Food products (except whole fruits and vegetables) are kept covered				
Counter display of cold foods & beverages is at 4°C or below				
Counter display of hot foods is at 60°C or above				
Veg. & Non-veg. products are properly labeled, displayed separately or physically separated and displayed in separate compartments.				
Placards are placed accordingly beside every food item served.				
Employee serving food should use tongs to serve to prevent bare hand contact.				
Complaint/ Suggestions and Inspection Book is available				
STORAGE OF SURPLUS FOOD				
Surplus food is consumed before 'expiry'/'use by' date (e.g. packaged milk, cream, Sauces etc.) and for other kinds of food, it should be used till fit for consumption.				
Surplus food is stored in the refrigerator				
Surplus thawed food is discarded				
Perishable products are consumed immediately and not stored for further use				
Canned products once opened are transferred in the suitable covered containers and Kept refrigerated				

UTENSILS & EQUIPMENTS			
Cooking utensils, cutlery and crockery shall be made of and served in food grade material			
All utensils and equipment are washed with cleaning agent/detergent and rinsed with Clean warm water after every use and stored at clean and designated place.			
Utensils are not be wiped with aprons, soiled cloths, un clean towels, or hands			
Food contact surfaces, utensils and equipment are kept clean and sanitized between uses			
Small equipment inverted, covered or otherwise protected from dust or contamination			
The refrigerators are clean and without off-odors			
Placards to be collected and cleaned at the end of the day.			
CLEANING & HYGIENE OF ESTABLISHMENT/SURROUNDING			
Area/establishment is cleaned every day before starting work, in between and at the end of the day.			
Worktables, kitchen aids, taps, door-knobs and sinks are cleaned and disinfected every day			
Floors are free from accumulation of food waste, dirt, grease or other visible obnoxious matters			
Food preparation and food distribution areas are clean, dry, well-lit and hygienic			
All drainage holes are clean and covered			
Area is well maintained, clean and well illuminated			

GARBAGE DISPOSAL FACILITY			
The location of the waste bins is such that it is not carried through the kitchen			
Waste bins are emptied, washed and dried at the end of day.			
Waste is collected separately and stored in closed & leak proof containers for disposal			
Waste storage area is free from insects or rodents			
FACILITY AND EMPLOYEE PERSONAL HYGIENE			
Employees are free from any illnesses, cuts and infection.			
Food handlers wash hands under foot operated taps with soap and water before handling food, after using toilet/blowing nose/sneezing, rejoining work after break, after working with raw Materials			
Soaps/Tissue roll/paper towel/hand dryer/fresh towel or hand sanitizer and adequate water supply are available near toilets and hand wash areas.			
Employees wears clean and proper clothing with aprons, Hand gloves, head covers and mask.			
Separate foot wear is used during food handling			
Cloths and other items are kept out of kitchen and storage are as			
All Jewelry/threads/wrist watch/cosmetics are not worn on hands while handling food			
Fingernails are trimmed, clean and unpolished			
Open sores, cuts or bandages on hands are completely covered while handling food			
Personal hygiene messages displayed on prominent places.			
Toilets are free from foul odors and cleaned once daily or frequently as necessary			
No smoking, spitting, tobacco chewing in preparation, service, storage washing areas			

Compiled by: _____

Signature _____

Date:

ANNEXURE - IV

DAILY MONITORING CHECK LIST FOR FOOD SAFETY AND QUALITY

Sl. No	Particulars	Existing System		Remarks (If any)
		Satisfactory	Needs Improvement	
A	HYGIENE OF AREAS			
1	Kitchen			
2	Store Area			
3	Wash Area			
4	Food pre-preparation Area			
5	Food Service Area			
6	Dining Hall			
B	CLEANLINESS OF UTENSILS			
C	WASTE DISPOSAL			
D	PERSONNEL HYGIENE OF EMPLOYEES			
1	Washed & Clean clothes			
2	Trimmed& Clean Nails			
3	Use of clean apron			
4	Use of clean gloves			
5	Use of head caps			
E	QUALITY OF FOOD			
1	Purchase of raw & processed food material from FSSAI registered vendors			
2	Absence of extraneous matter/worms in food			
3	<u>Packaged Material</u> - 'Expiry date'/ 'Best before'/'Use by' date			
4	<u>Quality of Non-perishables</u> : No signs of spoilage especially in perishable			
F	COMPLIANCE OF MENU			
G	FOOD PREPARTION			
1	Pre-preparation food cleanliness (Cleaning, peeling etc.,)			
2	Use of separate utensils, knives, chopping boards etc. for veg. and non-veg. foods			
3	Covering of food (pre, during and post cooking)			
H	FOOD ACCEPATABILITY			
1	Oily			
2	Spicy			
3	Taste			

Signatures with Date:

Nutritionist:.....

Mess Supervisor:

Mess Warden/Assistant Warden:

ANNEXURE – V

CHECK LIST FOR SELECTING AND PURCHASING FOOD PRODUCTS

(To be filled by Mess Supervisor)

Sl. No.	Food item/s	Inspect	✓/✗	Inspect	✓/✗	Remarks (If any)
		Do Buy		Don't Buy		
1.	Milk & milk products					
1(A)	Milk	1. Pasteurized milk		1. Unpasteurized milk		
		2. Packaged and sealed		2. Leakage in packet seal		
		3. Date of manufacture and “best before” date not lapsed		3. Expiry date or best before date on the packet lapsed		
				4. Discolored, stringy, sour in taste or curdled with unnatural odour		
1(B)	Paneer	1. Date of manufacture and “best before” date not lapsed		1. Expiry date or best before date on the packet lapsed		
		2. Packaged and sealed properly		2. Leakage in packet seal or puffed		
		3. Fresh & white in color		3. Slimy to touch, creamy yellowish discoloration, bad odour.		
1(C)	Curd	1. Date of manufacture and “best before” date not lapsed		1. Expiry date or best before date on the packet lapsed		
		2. Packaged and sealed properly		2. Leakage in packet seal or puffed		
		3. Fresh & white in color		3. Slimy to touch has creamy yellowish discoloration, bad odour, open seal		

Fruits & Vegetables	Do Buy	Don't Buy
	1.Fresh and clean	1.Insect infested/Rotting
	2. Unblemished	2.Blemished/ darkened/ Bruised
	3.Right stage of maturity	3.Overripe
	4. Smells good	4.Unpleasant odour,
Citrus fruits	5 Firm to touch	5.Pulpy
	6.Juicy and succulent	6.Shriveled
	7. Heavy for their size	7.Light for their size
Green leafy vegetables	8.Crisp and fresh	8.Wilted or yellow leaves
	9.Dark color	9.Mushy texture
	10.Smells good	10.Unpleasant odour,
	11. Free from dust and insects.	11.Slimy, fuzzy or mould growth.
Roots and tuber	12.Firm to touch	12.Shriveled, soft/pulpy, green and sprouted
Eggs, Meat, Poultry& Fish	Do Buy	Don't Buy
Eggs	1.Eggs with clean and intact Shells	1.Eggs with dirty and discolored or soiled with droppings.
		2.Eggs with cracked shells
		3.Eggs that float on water
		4.Broken eggs with blood spot/meats pot/foul odour
Meat	1.Pink flesh	1.Discoloration
	2. Less cartilage and bone	2.more bone
		3.Tough, Fibrous flesh
		4.Putrid smell
		5. Slimy appearance and touch
Fish	1Fish with intact gills	1.Veryfew scales left on the flesh

		2. bright and pink in color		2.Grey or green gills		
		3. Fish with clear eyes		3.Dull, sunken eyes		
		4. Flesh that bounces back when pressed with a finger		4.Flesh on which depression remains when pressed with a finger		
				5.Foul odour		
				6.Flabby flesh that separates from the bones		
	Frozen foods & Packed food items (Sausage & Salami)	1.Packed properly		1.leakage or damaged		
		2. Clean		2.Packaging is soiled, blood spots on packet		
		3. Date of expiry has not lapsed.		3.Expiry date or best before date on the packet has lapsed		
*To be filled by (mess supervisor /nutritionist) monthly twice				Date:_____		

ANNEXURE - VI

KITCHEN & STORAGE AREAS – ASSISTANT CHEF DAILY CHECK LIST

OUTLET: _____	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	Remarks*
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Check all dry storage and wet storage area								
Cross check all the CCP records								
Checking all the preparation and quality before serving								
Ensure the safety & hygiene of preparation and serving area								
All chemicals and sanitizers in the dishwash are in place								
Check the expiry date of stored dry & wet food								
Check the cleanliness of utensils and equipment								
All Kitchens are provided with sanitizers bottles								
Check the personal hygiene of staff								
Monitoring the health of the mess staff								
All Kitchen hand wash stations are provided with necessary amenities including tissues								
In the production area, the kitchen garbage bins are foot operated								
All the wastes from the kitchen are disposed and garbage bins kept clean								
Check the hygiene condition of butcher area								
Ensure FIFO & FEFO are to be followed								
Any deep cleaning for next day is updated to the staff								
Housekeeping and recommendations from the past								
Verified by Chef								

Please mention issue, if any _____

*Action Taken (AT)/Action Pending (AP)

ANNEXURE - VII

FOOD SAFETY AND SANITARY INSPECTION CHECKLIST

DRY STORE ROOM				
No.	Description	Yes	No	Recommendations
1.	Store room in clean & tidy condition			
2.	Raw materials are stored on suitable racking off the floor above 6"			
3.	Raw materials are stored in closed containers & labelled			
4.	FIFI & FEFO is being observed			
5.	No loose items kept in gunny bags			
6.	No out of date raw material identified			
7.	All raw material are reputed brands with quality certification like ISI/FSSAI/AGMARK/ISO/HACCP/FPO/MMPO			
8.	All raw materials are sorted thoroughly before use			
9.	Appropriate temperature, adequate lighting & ventilation are available			
10.	No flaking, cracks, damages in store room			
VEGETABLES STORE ROOM				
1.	Vegetables are segregated & stored in racks/bins/crates			
2.	SOP's being followed for pre preparation of vegetables			
3.	Strict stock rotation is being observed			
4.	Cut vegetables are stored properly			
5.	Equipments -chopping boards, knives, slicers etc are in good condition			
6.	Equipment are cleaned before & after use			
7.	Sinks & washing area is not obstructed			
8.	All open foods kept wrapped including vegetables in veg preparatory area /refrigerator			
9.	Refrigerator /chiller is clean & good condition			
10.	No chemical are stored in store rooms			
COOKING AREA				
1.	Treated water is used for cooking			
2.	cooking ranges, equipment & work surfaces are in good condition			
3.	Non vegetarian food prepared separately			
4.	No chipped, broken or cracked utensils / vessels used for cooking			
5.	GMP being followed to avoid cross contamination			
6.	Cleaned towels are used in food preparation area			
7.	All foods- masala, vegetables, Cooked food are covered			
8.	Oil/rice strainers, cooking ladle is in good condition.			
9.	Used oil shall not be reused			
10.	Exhaust system are cleaned & maintained			
11.	Safety measures followed while lit the gas range			
12.	Kitchen floor, drain is clean & tidy			
13.	Masala trays being handled properly			

14.	Adequate lighting provided			
15.	No signs of pest activity in area			
16.	Grinding area is clean & tidy			
17.	SOP is being followed in coconut grating			
18.	Grinder, pulveriser & scrappers are in good condition			
19.	Grinder, pulveriser & scrappers are cleaned before & after use			
FOOD DISPATCH AREA				
1.	All cooked food are covered where possible			
2.	No bare hands used for handling cooked food			
3.	No food particle spillage found dispatch area			
4.	Stainless steel containers are used to carry cooked food			
5.	All food containers properly covered & wrapped			
6.	Pest-o -flash is operational & clean			
7.	Containers are dried before piping out the food from cooking vessel			
8.	Containers are handled properly while loading food			
FOOD QUALITY				
1.	Consistent food quality is maintained			
2.	Menu is no monotonous			
3.	Weekly menu shared			
4.	Effective response on feedback quality			
5.	No complaints in this week			
POT WASH AREA				
1.	Adequate water & lighting is provided			
2.	No cracks, damages in the floor			
3.	Trapped drain gullies provided			
4.	Method of cleaning & handling of chemical is appropriate to ensure no contamination of food occurs			
5.	Segregation of dry & wet waste is being observed			
6.	Adequate racks are provided to stack washed vessels			
HYGIENE & SANITATION				
1.	Staff rest room is clean			
2.	Hand wash basin is provided			
3.	Wet garbage is stored away from food area			
4.	water storage tanks are clean			
5.	Adequate dust bins with lid are provided in all area			
6.	Adequate pest-o-flash is in place			
7.	Every fortnight pest control is done			
8.	Rat trap , glue pad, gelling is done			
9.	No active infestation noted			
10.	Air curtain/screen/vertical blinds are used to avoid entry of dust & flies			
PERSONAL HYGIENE				
1.	Good personal hygiene practice being followed			
2.	No staff found with illness			
3.	Staff not fondling hair, picking nose, ears, scratching ,etc			

4.	Proper uniform &PPE is worn in kitchen as well as service area			
5.	Soap provided at all hand basin			
6.	Do staff wash their hands properly			
7.	Do all staffs are well groomed with proper uniform & personal hygiene is followed			
8.	Finger nails are short , unpolished & clean			
9.	Only approved jewellery worn- wedding ring, brass bangles			
10.	Open sores, cuts, splints& bandages on hands are completely covered while handling food			
AMENITIES				
1.	First aid box in place			
2.	No out of date medicine in first aid box			
3.	Fire extinguisher is in place & refilled periodically			
4.	RO plants is maintained good condition with periodic service			
5.	Power backup facility -DG,UPS etc ... available			
6.	No loose fittings, nuts, bolts, screws, drawing pins, etc seen above food preparation areas			
7.	Notice board is provided & positioned not near food preparation area			
FOOD & GENERAL SAFTEY				
1.	Periodic food test done & displayed			
2.	No cracks are found in general area			
3.	Gas cylinders kept outside the cooking area			
4.	Adequate training given to food handling staff			
5.	Good hygiene signage in place			
6.	Closed vehicle is used for transportation			
7.	No signs of pest activity in food transport vehicle			
8.	No unused items are stored near food preparation area			
9.	Garbage cans are emptied as necessary			
DOCUMENTS				
1.	Food premises registration document available			
2.	All license are renewed & displayed			
3.	Page agreement is available & timely renewed			
4.	Pest Control work card is maintained			
5.	RO service report is available			

Inspected by	Noted by
Name :	Name :
Signature :	Signature :
Designation :	Designation :
Date and Time :	Date and Time :

<u>KITCHEN CHECKLIST</u>						
DATE-						
S.NO	OBSERVATION POINT	EXCELLENT	GOOD	AVERAGE	POOR	REMARK
1	PERSONAL GROOMING					
a)	HAIR					
b)	NAIL					
c)	SHAVE					
d)	SHOES					
e)	APPRON					
f)	SHOWER CAP					
g)	GLOVES					
2	KITCHEN CHECK LIST					
a)	FLOOR CLEANING					
b)	DRAINAGE AREA					
c)	POTWASH AREA					
d)	EQUIPMENT CLEANING					
e)	DINING AREA CLEANING					
i)	DEEP FREEZER					
j)	FREEZER CLEANING					
3	FOOD QUALITY					
f)	BREAKFAST					
g)	LUNCH					
h)	DINNER					

Checked
by:-

Name _____

Designation _____