FREE Kitchen Food Safety Self-Check

30 quick checks to find gaps before an inspection - for restaurants, cloud kitchens, hotels and caterers

Business: _____ Area / outlet: _____ Date: _____ Checked by: _____

How to use: walk the kitchen with this sheet. Tick YES only if you can SEE it or show the record. Items marked ★ are critical - fix any NO on a ★ item first. Takes about 20 minutes.

Licence & records

#	Check	Yes	No	Note
1	★ FSSAI licence / registration valid and displayed			
2	Food Safety Display Board displayed (where applicable)			
3	★ Medical fitness certificates for all food handlers, renewed yearly			
4	Pest control contract and latest service report available			
5	Water potability test report within your defined frequency			

Premises & equipment

#	Check	Yes	No	Note
6	Floors, walls, ceilings clean and intact - no leaks or flaking paint			
7	Insect-proof mesh on windows; doors close properly			
8	★ Handwash basin near food areas with soap, water and paper towels			
9	★ Working, calibrated probe thermometer			
10	Good lighting; lights over food areas have shatter-proof covers			

Storage

#	Check	Yes	No	Note
11	★ Chillers at or below 5 °C, freezers at or below -18 °C - logged twice daily			
12	★ Raw meat / poultry stored below cooked and ready-to-eat food			
13	Food off the floor, covered and labelled with dates			
14	★ No expired stock; FIFO / FEFO followed			
15	★ Cleaning chemicals stored away from food			

Cooking & service

#	Check	Yes	No	Note
16	★ Cooking / reheating core temperatures (at least 75 °C) checked and recorded			
17	★ Hot food held at 63 °C or above			
18	★ Cooked food cooled quickly (21 °C in 2 h, 5 °C in 6 h) and recorded			
19	Allergen information available for every dish			
20	No newspaper / printed paper touching food			

People

#	Check	Yes	No	Note
21	Clean uniforms and head covers; no jewellery or nail polish			
22	★ Staff wash hands at the right times (ask two of them)			
23	★ Sick staff report illness and are kept away from food			
24	No eating, smoking, spitting or chewing tobacco in food areas			

Pests & waste

#	Check	Yes	No	Note
25	★ No evidence of pests - droppings, insects, gnaw marks			
26	Bins covered, emptied regularly; waste area clean			

27	Used cooking oil handed to an authorised collector			

Cleaning

#	Check	Yes	No	Note
28	Written cleaning schedule followed and signed off			
29	★ Food-contact surfaces cleaned and sanitised between tasks			
30	Colour-coded boards / cloths used correctly			

Your score

YES answers	What it means
27-30	Strong basics. Keep records up to date and audit monthly.
21-26	Good start - close the gaps within 30 days, critical items first.
15-20	Real risk at inspection. Make an action plan this week.
Below 15	Urgent: fix critical items now and put basic systems in place.

Any NO on a ★ item is urgent, whatever your total score.

Action plan

Check #	Issue found	Action	Owner	Deadline	Done

Want the full system?

- 99-point Food Safety Audit Checklist with automatic scoring and corrective-action tracker
- Temperature Monitoring Logs with automatic red alerts
- HACCP Starter Pack with three worked Indian examples
- PRP SOP Manual with every record form inspectors ask for

See all 25 tools at www.kitchensaathi.com

This checklist is general guidance to help you improve food hygiene. It is not legal advice and does not cover every requirement. Always check the current FSSAI requirements that apply to your licence or registration.

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