

Delivery Kitchen Checklist (Cloud Kitchen)

डिलीवरी कचिन चेकलसिट

Code: DELIVERY_KITCHEN · Delivery Operations · Daily · FSMS — HACCP / FSSAI compliance record

LOGO

(affix / print here)

Outlet / Kitchen: _____ Date: _____ Shift / Meal: _____

WHY / PURPOSE	Daily checklist for cloud kitchens covering packaging, delivery readiness, and online order systems before peak hours
	डिलीवरी बैग की तापमान, पैकेजिंग, टेम्पर-सील — सब जाँचे।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: पैकिंग स्ट्राफ

A. Packaging Area

Packaging Material Stock * Check packaging material availability	☐ Sufficient ☐ Low ☐ Critical
Packaging Area Clean * Packaging area clean and sanitized	☐ Yes ☐ No
Labels/Stickers Available * Order labels and stickers available	☐ Yes ☐ No
Sealing Equipment Working * Bag sealing equipment functional	☐ Yes ☐ No
Photo of Packaging Area Take photo of ready packaging area	☐ Photo attached ☐ N/A

B. Delivery Readiness

Delivery Bags/Boxes Ready * Insulated delivery bags ready	☐ Yes ☐ No
Delivery Zone Verified * Delivery zones verified and active	☐ Yes ☐ No
Online Orders System Working * Order aggregator apps functional	☐ Yes ☐ No
Rider Waiting Area Clean * Delivery rider waiting area clean	☐ Yes ☐ No ☐ Not Applicable

C. Food Prep for Delivery

Menu Items Ready * All menu items ready for orders	☐ Yes ☐ No
Prep Station Setup * Preparation stations set up	☐ Yes ☐ No

Recorded by: _____ Verified by / Supervisor: _____ Date: ____ / ____ / ____

DELIVERY_KITCHEN · FSMS - Culinect · Blank master for manual logging

Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.

Delivery Kitchen Checklist (Cloud Kitchen)

डिलीवरी कचिन चेकलसिट

Code: DELIVERY_KITCHEN · Delivery Operations · Daily · FSMS — HACCP / FSSAI compliance record

LOGO

(affix / print here)

Inventory Verified *

Inventory checked for peak hour readiness

☐ Yes ☐ No

sign):

Verified by / Supervisor (name & sign):

Recorded by:

Verified by / Supervisor:

Date: __ / __ / __

DELIVERY_KITCHEN · FSMS - Culinect · Blank master for manual logging

Retain 1 year or the food's shelf-life, whichever is longer (FSSAI Schedule 4, cl. 8.2). Any 'Out' / 'Fail' → corrective action + supervisor review.