

Kitchen Opening Checklist

रसोई ओपनगि चेकलसिट

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

LOGO

(affix / print here)

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

WHY / PURPOSE	Daily kitchen opening checklist to ensure all equipment, hygiene, and safety standards are met before operations begin
	शफिट शुरू होने पर उपकरण, तापमान, गैस, फायर, सफाई — सब जाँचें।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: शफिट लीड

A. Equipment Verification

Chiller Temperature * Check main chiller temperature	_____ (std: 0–5 °C) ☐ In-range ☐ Out
Freezer Temperature * Check freezer temperature	_____ (std: -25--18 °C) ☐ In-range ☐ Out
Hot Holding Equipment * Check hot holding equipment temperature	_____ (std: 65–85 °C) ☐ In-range ☐ Out
Cooking Equipment Functionality * All cooking equipment working properly	☐ Working ☐ Not Working ☐ Partially Working
Gas Connection Safety * Gas connections checked for leaks	☐ Safe ☐ Leak Detected ☐ Not Applicable
Fire Extinguisher Check * Fire extinguishers available and accessible	☐ Available ☐ Missing ☐ Expired
Equipment Cleanliness * All equipment clean and ready	☐ Clean ☐ Needs Cleaning
Calibration Stickers Valid * Check calibration stickers on measuring equipment	☐ Valid ☐ Expired ☐ Not Applicable
Equipment Maintenance Logs Updated * All maintenance logs are up to date	☐ Yes ☐ No
Photo of Equipment Area Take photo showing equipment ready for operation	☐ Photo attached ☐ N/A

B. Hygiene Verification

Kitchen Floor Clean * Floor is clean and dry	☐ Clean ☐ Needs Cleaning
Walls & Ceilings Clean * Walls and ceilings are clean	☐ Clean ☐ Needs Cleaning

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

KITCHEN_OPENING · 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.

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Drainage Clear * All drains are clear and flowing	☐ Clear ☐ Blocked
Hand Wash Stations Ready * All hand wash stations functional with water	☐ Ready ☐ Not Ready
Soap & Sanitizer Available * Adequate soap and hand sanitizer stock	☐ Available ☐ Low Stock ☐ Out of Stock
Dustbins Lined with Bags * All dustbins have fresh liners	☐ Yes ☐ No
Pest Traps Checked * Check pest control traps	☐ No Activity ☐ Activity Detected
Photo of Kitchen Area Take photo of clean kitchen area	☐ Photo attached ☐ N/A
C. Staff Hygiene	
All Staff in Clean Uniforms * Check all staff wearing clean, proper uniforms	☐ Yes ☐ No
Hair Nets/Caps Worn * All staff wearing hair nets or caps	☐ Yes ☐ No
No Jewelry/Watches * Staff not wearing jewelry or watches	☐ Compliant ☐ Non-Compliant
Hand Washing Observed * Staff hand washing procedure observed	☐ Yes ☐ No
Medical Fitness Verified * All staff medically fit for duty	☐ All Clear ☐ Issues Found
Photo of Staff Ready Take photo of staff ready for service	☐ Photo attached ☐ N/A
D. Stock Verification	
FIFO Check Completed * First-In-First-Out check completed	☐ Yes ☐ No
Expired Items Removed * Check for and remove expired items	☐ None Found ☐ Items Removed
Stock Properly Labeled * All stock items properly labeled with dates	☐ Yes ☐ No

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

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Storage Temperature Verified * All storage areas at proper temperature	☐ Yes ☐ No
Opening Stock Photo Take photo of organized stock	☐ Photo attached ☐ N/A
E. Safety Checks	
First Aid Kit Available * First aid kit available and stocked	☐ Available ☐ Missing ☐ Needs Restocking
Emergency Exits Clear * All emergency exits accessible	☐ Clear ☐ Blocked
Electrical Safety * No exposed wiring or electrical hazards	☐ Safe ☐ Issues Found
Water Supply Normal * Water supply adequate and clean	☐ Normal ☐ Issues

sign):	Verified by / Supervisor (name & sign):

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

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