

Personal Hygiene & Fit-for-Duty Check

व्यक्तिगत स्वच्छता — ड्यूटी के लिए फ़िट

Code: PERS_HYGIENE_001 · Hygiene · Daily · FSMS — HACCP / FSSAI compliance record

LOGO

(affix / print here)

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

WHY / PURPOSE	Per-shift personal hygiene and fitness-to-work declaration. FSSAI Schedule 4 mandates staff free of symptoms and holding valid medical fitness certificate.
	शिफ्ट शुरू होने पर हाथ, नाखून, बाल, वर्दी की जाँच करें।
REQUIRED BY	FSSAI Schedule 4, cl. 10.1.1 / 10.1.2 (illness reporting + annual medical)
	कौन भरे: शिफ्ट लीड

Standard: hair covered · nails trimmed · no jewellery · clean uniform · no visible wounds. Any fail → send home + CA.

Staff name	Role / Dept	Mon _/_	Tue _/_	Wed _/_	Thu _/_	Fri _/_	Sat _/_	Sun _/_
Checked by (init.)								

Write each unit once, then record a reading per column. AM = opening, PM = closing. Ring / mark any out-of-range value and log its CA# below.

Corrective Action Log — record any out-of-range / fail here and write its CA# beside the reading in the grid.

CA#	Date	Item / Area	Problem found	Corrective action taken	By

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

PERS_HYGIENE_001 · FSMS - Culirect · 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.