

Kitchen Visitor Log

रसोई वजिटिर लॉग

Code: VISITOR_LOG_001 · Hygiene · Adhoc · FSMS — HACCP / FSSAI compliance record

LOGO
(affix / print here)

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

WHY / PURPOSE	Non-staff entering food preparation areas. Required so contamination sources can be traced during incident investigation.
	स्टाफ के अलावा जो भी रसोई में आए — घटना जांच के लिए रिकॉर्ड ज़रूरी है।
REQUIRED BY	FSSAI Schedule 4, cl. 8.2 (records retention)
	कौन भरे: रसिप्शन / सुपरवाइज़र

#	Visitor name	Company / affiliation	Purpose of visit	Entry time	Exit time	Hair net / apron / shoe cover provided	Escorted at all times	Shift lead PIN (verification)	Init.	CA#
1										
2										
3										
4										
5										
6										

One row = one entry / batch. Record the value or tick each column. Note any fail in the Corrective Action Log and reference its CA#.

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: ____ / ____ / ____

VISITOR_LOG_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.