



## HYGIENE AND HOUSEKEEPING CHECKLIST

<i>Classification</i>	
Serious Offence -	6 points
Major Offence-	4 points
Minor Offence-	2 points

### PART 1: PERSONAL HYGIENE OF FOOD HANDLERS

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Not wearing mouth mask when serving food.	<input type="checkbox"/>	<input type="checkbox"/>	6	
2	Use bare hands to handle cooked food.	<input type="checkbox"/>	<input type="checkbox"/>	6	
3	Fail to wash hands after using toilets.	<input type="checkbox"/>	<input type="checkbox"/>	6	
4	Unclean attire.	<input type="checkbox"/>	<input type="checkbox"/>	4	
5	Not wearing of plastic hand gloves during serving.	<input type="checkbox"/>	<input type="checkbox"/>	4	
6	Use same gloves to handle money and food.	<input type="checkbox"/>	<input type="checkbox"/>	4	
7	Spitting, coughing, sneezing, expelling mucus while serving food.	<input type="checkbox"/>	<input type="checkbox"/>	4	
8	Fail to keep finger nails clean and short.	<input type="checkbox"/>	<input type="checkbox"/>	4	
9	Apply fingers to mouth, eye, ear, nose or scalp.	<input type="checkbox"/>	<input type="checkbox"/>	4	
10	Wipe hands on material other than clean towel.	<input type="checkbox"/>	<input type="checkbox"/>	4	
11	Not wearing head gear when serving food.	<input type="checkbox"/>	<input type="checkbox"/>	2	
12	Not wearing clean apron when serving food.	<input type="checkbox"/>	<input type="checkbox"/>	2	
13	Wear jewellery when serving food.	<input type="checkbox"/>	<input type="checkbox"/>	2	

**PART 2:HYGIENE/ HOUSE-KEEPING IN SERVING AREA**

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Infestation of vermin/insects.	<input type="text"/>	<input type="text"/>	6	<hr/>
2	Serve food that is unclean/dropped on the floor.	<input type="text"/>	<input type="text"/>	6	<hr/>
3	Keep food outside temperature danger zone for more than 4 hours.	<input type="text"/>	<input type="text"/>	6	<hr/>
4	Serve food with uncleaned used crockery.	<input type="text"/>	<input type="text"/>	6	<hr/>
5	Serve food with re-used wrapper.	<input type="text"/>	<input type="text"/>	6	<hr/>
6	Use same utensil to handle raw food and cooked food.	<input type="text"/>	<input type="text"/>	6	<hr/>
7	Use same utensil to handle cooked food and other things.	<input type="text"/>	<input type="text"/>	6	<hr/>
8	Wipe apparatus with dirty cloth.	<input type="text"/>	<input type="text"/>	6	<hr/>
9	Unclean equipment and appliances (ie. warmers, drink dispensers).	<input type="text"/>	<input type="text"/>	4	<hr/>
10	Dirty floor, walls & ceilings.	<input type="text"/>	<input type="text"/>	4	<hr/>
11	Unclean cabinets.	<input type="text"/>	<input type="text"/>	4	<hr/>
12	Chipped/broken/cracked crockery/utensils.	<input type="text"/>	<input type="text"/>	4	<hr/>
13	Refuse bins are not covered.	<input type="text"/>	<input type="text"/>	4	<hr/>
14	Cleaning solutions and pesticides are away from serving area.	<input type="text"/>	<input type="text"/>	4	<hr/>
15	Unclean shelves/racks.	<input type="text"/>	<input type="text"/>	4	<hr/>
16	Unclean ingredients and/or condiment containers.	<input type="text"/>	<input type="text"/>	4	<hr/>
17	Ice ladles are not used to collect ice.	<input type="text"/>	<input type="text"/>	4	<hr/>
18	Serve left over food/re-frozen food.	<input type="text"/>	<input type="text"/>	4	<hr/>
19	Serve prepacked food after expiry date/in a condition which contradicts the storage condition.	<input type="text"/>	<input type="text"/>	4	<hr/>
20	Place unclean material in contact with food.	<input type="text"/>	<input type="text"/>	4	<hr/>
21	Fail to affix label on the food package.	<input type="text"/>	<input type="text"/>	4	<hr/>

**PART 3: KITCHEN HYGIENE/ HOUSE-KEEPING IN THE KITCHEN**

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Infestations of vermin/insects.	<input type="text"/>	<input type="text"/>	6	
2	Preparing food on the floor.	<input type="text"/>	<input type="text"/>	6	
3	Improper storage of cooked and raw food.	<input type="text"/>	<input type="text"/>	6	
4	3 days food samples (~300g each) are not kept for analysis when required.	<input type="text"/>	<input type="text"/>	6	
5	Cleaning solution and pesticides are kept at food preparation area.	<input type="text"/>	<input type="text"/>	6	
6	Containers used for ingredients/ dried goods are not clean.	<input type="text"/>	<input type="text"/>	4	
7	Unclean cooking utensils.	<input type="text"/>	<input type="text"/>	4	
8	Kitchen floor, walls & ceilings are not clean and dry.	<input type="text"/>	<input type="text"/>	4	
9	Unclean shelves and cabinets.	<input type="text"/>	<input type="text"/>	4	
10	Unclean freezer/ chillers.	<input type="text"/>	<input type="text"/>	4	
11	Unclean food preparation table.	<input type="text"/>	<input type="text"/>	4	
12	Dirty cooking hoods.	<input type="text"/>	<input type="text"/>	4	
13	Food is not protected.	<input type="text"/>	<input type="text"/>	4	
14	Dirty/ stained wash hand basins.	<input type="text"/>	<input type="text"/>	4	
15	Stack up crockery containing food in such manner as to contaminate food.	<input type="text"/>	<input type="text"/>	4	
16	Unclean sauce containers.	<input type="text"/>	<input type="text"/>	4	
17	Different knife holders/ chopping boards for cooked/ raw food.	<input type="text"/>	<input type="text"/>	4	
18	Presence of mops, brooms and dustbins at preparation area.	<input type="text"/>	<input type="text"/>	4	
19	Foot-pedal bins are not available.	<input type="text"/>	<input type="text"/>	4	
20	Using dirty rag or cloth used to wipe preparation tables/crockery/utensils/packing materials.	<input type="text"/>	<input type="text"/>	4	
21	Spitting, coughing, sneezing, expelling mucus while preparing food.	<input type="text"/>	<input type="text"/>	4	
22	Foot-pedal bins are not placed in the kitchen.	<input type="text"/>	<input type="text"/>	2	

**PART 4: HYGIENE/ HOME-KEEPING IN FOOD STORAGE AREA**

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Infestation of vermin/insects.	<input type="text"/>	<input type="text"/>	6	
2	Food items are not properly labelled (food type, date preparation).	<input type="text"/>	<input type="text"/>	4	
3	Store room is not clean and dry.	<input type="text"/>	<input type="text"/>	4	
4	Unclean storage racks, shelves and cabinets.	<input type="text"/>	<input type="text"/>	4	
5	Exposed storage container for rice, flour and sugar.	<input type="text"/>	<input type="text"/>	4	
6	Improper stacking of canned food.	<input type="text"/>	<input type="text"/>	4	
7	First-In, First-Out system is not in place.	<input type="text"/>	<input type="text"/>	4	
8	Food ingredients are placed below 30cm.	<input type="text"/>	<input type="text"/>	4	
9	Dirty containers used to store ingredients/ dried goods.	<input type="text"/>	<input type="text"/>	4	
10	Liquid soap is not available.	<input type="text"/>	<input type="text"/>	4	

**PART 5: DINING AREA**

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Infestations of Vermin/insects infestation.	<input type="text"/>	<input type="text"/>	6	
2	Tables and chairs are not clean.	<input type="text"/>	<input type="text"/>	4	
3	Floor, walls & celilings at dining area are not clean.	<input type="text"/>	<input type="text"/>	4	
4	Dirty rag or cloth used to wipe tables and chairs.	<input type="text"/>	<input type="text"/>	4	
5	Floor, walls, fans, air-con, windows, fitting are not clean.	<input type="text"/>	<input type="text"/>	4	
6	Handwash soap and paper towel are not replenished at the handwash area.	<input type="text"/>	<input type="text"/>	4	
7	Two cloth system is not in place. Did not use two different cloths (Soap/ detergent based cloth and another clean/ sanitizer based cloth) to wipe stained table and chairs.	<input type="text"/>	<input type="text"/>	4	
8	Fail to provide a proper system of collection and removal of soiled utensils	<input type="text"/>	<input type="text"/>	4	

**PART 6: OTHER REQUIREMENTS**

<i>S/No</i>	<i>Description</i>	<i>Observed</i>	<i>Not Observed</i>	<i>Demerit points</i>	<i>Remarks</i>
1	Fail to have a schedule on sanitising kitchen equipment.	<input type="checkbox"/>	<input type="checkbox"/>	6	
2	Fail to screen food handlers yearly.	<input type="checkbox"/>	<input type="checkbox"/>	6	
3	Fail to provide proper kitchen workflow (demarcation of cooking, preparation holding and packing areas).	<input type="checkbox"/>	<input type="checkbox"/>	6	
4	Presence of foreign objects found in the food items.	<input type="checkbox"/>	<input type="checkbox"/>	6	
5	Engage assistants who have not passed the Food Hygiene Course.	<input type="checkbox"/>	<input type="checkbox"/>	4	
6	Fail to update food temperature chart prior to serving food daily.	<input type="checkbox"/>	<input type="checkbox"/>	4	
7	Fail to update food handlers particulars, daily morning musters to brief and remind food handlers on hygiene practises.	<input type="checkbox"/>	<input type="checkbox"/>	4	
8	Fail to have a schedule on checking temperature of chillers/freezers.	<input type="checkbox"/>	<input type="checkbox"/>	4	
9	Fail to update time of food prepared and served.	<input type="checkbox"/>	<input type="checkbox"/>	4	
10	Fail to provide documentation of food supplier by external licenced sources.	<input type="checkbox"/>	<input type="checkbox"/>	4	
11	Fail to display licence in a conspicuous position.	<input type="checkbox"/>	<input type="checkbox"/>	2	
11	Fail to ensure premises is free of discarded or unwanted boxes.	<input type="checkbox"/>	<input type="checkbox"/>	2	

**FOR OFFICIAL USE ONLY****RESULTS OF HYGIENE INSPECTION**
☐ **Satisfactory**
☐ **Unsatisfactory**

Total No. of Demerit Points : \_\_\_\_\_

The hygiene checks was conducted and the above mentioned observations have been explained to the unit manager concerned. The unit manager is to co-ordinate with his/her staff to ensure that all the observaions are rectified within 3 months from the date of inspection.

 \_\_\_\_\_  
 Name and Signature of Unit Manager  
 Date:

 \_\_\_\_\_  
 Name and Signature of SSP Internal Auditor  
 Date: