

INSPECTION CHECKLIST FOR NEW / ROUTINE APPLICANT (PETTY FBO)

Date of Inspection:	
Date of Previous Inspection:	
Name of Food Safety Officer:	
Name of Establishment:	
Address of Premises:	
Tel No: Fax No: (if any)	
E-mail Address: (if any)	
Category of Food	
Registration Number:	
Type of Structure: Pakka/ Semi-pakka/ Temporary/ Open	

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

**New/ Routine Registration Inspection Checklist for Petty Food (Manufacturer/
Processor/ Handler)**

√ In order

x not in order

NA not applicable

Date of previous inspection:

Date of Inspection:

1) Floors are smooth and properly graded to drain liquid – no stagnation (if applicable)	
2) Ceilings are permanent nature and kept clean (if applicable)	
3) Efficient drainage system and provision for disposal of refuse.	
4) Exhaust system in food room in good working condition, and kept clean.	
5) The working area is well ventilated and lighted.	
6) Availability of clean water and adequate storage arrangements.	
7) Facility for keeping the food items covered.	
8) Proper pest-proof measures taken to prevent infestation of pests.	
9) Equipments/ vessels kept clean, washed, dried and free from moulds and fungi.	
10) Whether Container/ Vessel/ Equipments in use likely to cause any metallic contamination.	
11) Food production personnel are appropriately attired in clean protective clothing, hair covering, footwear, gloves, facial mask, trimmed nails etc. (if applicable)	
12) Hand washing facilities provided whenever they enter or re-enter food processing areas and hand washing facilities equipped with non-hand operated taps, liquid soaps, and disposable paper towels and covered waste bins (if applicable)	
13) All food handlers free from infectious diseases.	
14) Restriction to unhygienic practices such as eating, smoking, spitting, etc, within the food processing premises are adhered to and strictly enforced.	
15) Vehicles are clean, free from pest and rodent infestation and other contamination.	
16) Separate food vehicles should be used for raw and finished products. (if applicable)	
17) For moving type vendors; whether a separate covered dustbin is attached or not?	

Suggestions for Improvement

Time limit prescribed for compliance of suggestions

Recommendations

Place:

Date:

(FBO/ Authorized Name & Signature)

**(Signature of Food Safety Officer
with Seal)**