Name of Licensed Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licence No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checked By (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Date:  Time: | | | | Date:  Time: | | | | Date:  Time: | | | | Date:  Time: | | | |
| **A** | **Personal Hygiene** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Food handlers are fit for work and show no symptoms of illness  (e.g. diarrhoea and vomiting). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Clean clothes or aprons are worn during food preparation and food service. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Ensure no jewellery is worn. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Hair is kept tidy and covered with clean caps or hair nets where appropriate. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Fingernails are short, clean, unpolished and without nail accessories. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Sores, wounds or cuts on hands, if any, are covered with waterproof and brightly-coloured plaster. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Hands are washed thoroughly with soap and water frequently and at appropriate times. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Food is handled with clean utensils and gloves. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Disposable gloves are changed regularly and/ or in between tasks. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B** | **Receiving** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Receiving area is clean and free of food debris, boxes and other refuse. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Food supplies are obtained from licensed or approved sources. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Incoming food supplies are visually inspected upon receipt. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Incoming chilled and frozen products arrived at appropriate temperature. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Raw and ready-to-eat food are well separated and properly contained. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | All food supplies are promptly moved to proper storage areas. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **C** | **Food Storage Area** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Food storage area is clean, free of pests, dry, well-ventilated and in good state of repair. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Dry goods (e.g. canned food and drinks) and other food items are stored neatly on shelves, off the floor and away from walls. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Food is protected from contamination; packaging is intact and no products are found with signs of spoilage. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Food packaging and storage containers are properly labelled, indicating the content and date of expiry. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Proper stock rotation system such as the First-Expired-First-Out (FEFO) system is used for inventory management. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **Food Storage Area** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 6 | Non-food items (e.g. insecticides, detergents and other chemicals) are not stored together with the food items. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Personal belongings are kept separately in the staff locker area or cabinet, away from the food storage area. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **D** | **Cold Storage** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Freezers and chillers are maintained at the correct temperature: chiller 0°C to 4°C; and freezer not above -12°C. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Freezers and chillers are kept clean and well-maintained. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Food storage units are not overstocked to allow good air circulation. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | For walk-in freezers and chillers, food items are stored neatly on shelves and off the floor. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Food items are properly wrapped/ covered in proper containers and properly labelled, indicating the content and date of expiry. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Proper stock rotation system such as the First-Expired-First-Out (FEFO) system is used for inventory management. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Cooked / ready-to-eat food are stored above raw food. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Temperatures of the freezers and chillers are monitored with a functioning and calibrated thermometer. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **Food Preparation** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Food preparation area is clean, free of pests and in good state of repair. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Hand washing facilities are easily accessible, in good working condition and soap is provided. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Food is not prepared on the floor, near drain or near/ in toilet. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Ingredients used are clean and washed thoroughly before cooking. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Frozen food is thawed in chiller, microwave or under running water. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Proper work flow and segregation of areas with no criss-crossing between raw and cooked / ready-to-eat food areas. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Proper separation of cooked food / ready-to-eat food, raw meat, seafood and vegetable to avoid cross-contamination. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Different chopping boards, knives and other utensils are used for cooked / ready-to-eat and raw food. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Food is cooked thoroughly to the required core temperature. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Food is cooled rapidly before refrigeration. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Ice machine is kept clean and well-maintained. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Only ice is stored in the ice machine to prevent contamination of the ice. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Equipment, exhaust hood, crockery and utensils are kept clean and well-maintained. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Dirty / soiled equipment, crockery and utensils are washed immediately after use. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **Food Preparation** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 15 | Equipment, crockery and utensils are not chipped, broken or cracked. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Adequate number of covered refuse pedal bins are available and refuse is properly managed and disposed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Refuse bins are properly lined with plastic bags and covered at all times. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Refuse is properly bagged before disposing it at the waste disposal area / bin centre. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** | **Hot Holding / Cold Holding**  **(if applicable)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Food items are properly wrapped / covered in proper containers and protected from contamination. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Cold dishes are held at 0°C to 4°C. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Hot dishes are held above 60°C. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Cold and / or hot holding units are kept clean and well-maintained. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **G** | **Delivery (if applicable)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Food transport vehicles are kept clean and free of pests. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Non-food related items (e.g. insecticides, detergents and other chemicals) are not stored in food transport vehicles. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Food items are properly wrapped/ covered in proper containers and protected from contamination. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Food is transported at appropriate temperature using hot and/ or cold holding units. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | For time-stamping compliance, food is time stamped. The time stamp should indicate the time the food is cooked and to be consumed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **H** | **Refreshment Area (if applicable)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Refreshment area, including walls and pillars, is kept clean and free of pests. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Fixtures (e.g. fans and lightings) and furniture (e.g. tables and chairs) are kept clean. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Refreshment area and table cleaning system is in place. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Refreshment area is free from unwanted articles (e.g. carton boxes). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Refreshment area is free of birds and animals (e.g. dogs or cats). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **I** | **Waste Disposal Area / Bin Centre (if applicable)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Waste disposal area / bin centre is clean, free of pests and free of spillage. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Refuse bags are disposed into the refuse bulk bin and are not placed on the floor. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Refuse bulk bins are kept closed at all times. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **J** | **Toilets** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Toilets are clean, dry and well-ventilated. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Basic amenities such as soap, toilet paper, hand dryer/ paper towel and waste bins are available. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Toilet fittings facilities are in good working condition. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **K** | **Training and Certificates (Compulsory documents)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | All food handlers have Basic Food Hygiene certificate and a valid Refresher Food Hygiene certificate (if applicable). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Food Hygiene Officer has a Food Hygiene Officer certificate. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **L** | **Records and Documentation (if applicable)** | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action | Yes | No | N.A. | Corrective Action |
| 1 | Records and documents to maintain  • Daily temperature monitoring record (Chiller) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | • Daily temperature monitoring record (Freezer) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | • Daily temperature monitoring record (Cooked food) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | • Daily temperature monitoring record  (Hot/ Cold holding temperature) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | • Supplies receiving form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | • Cleaning and maintenance records for equipment, ventilation and exhaust system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | • Pest control record |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |