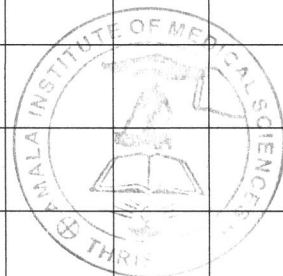


DAILY

DATE: _____

SL. NO		MON DAY	TUES DAY	WED NES DAY	THU RSD AY	FRID AY	SATU RDAY
FRONT OFFICE							
1.	Are outsiders have access in the kitchen?						
2.	Is the list of food items (menu) displayed in the front office regularly ?						
FOOD HYGIENE							
1.	Till what time will you serve breakfast ?						
2.	Is balance breakfast items removed from the kitchen after (time)						
3.	Are you deliver food/feed on time?						
4.	Is boiled eggs labeled ?						
5.	Are cracked eggs shells present in the kitchen ?						
6.	Is expired food products present in the kitchen ?						
7.	Are you mixing balance breakfast items and lunch together ?						
8.	Are you using gloves /tongs while serving snacks ?						
9.	Is cooked food items kept open ?						
10.	Are you washing vegetables before cutting and cooking ?						
11.	Is raw and cooked items kept together ?						
12.	Are using fresh vegetables for cooking ?						
13.	Are rodents present in the store area/ canteen ?						
14.	Are food items kept on the floor in the store area ?						
15.	Are you discarding the waste oil regularly ?						



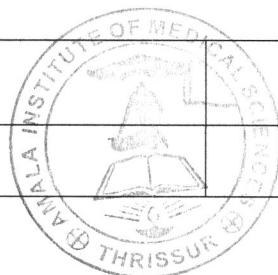
16.	Is any cooking staff affected with any diseases ? (dysentery ,flu)						
17.	Are you keeping all food items with label for sampling (Name of the item, date and sign)?						
18.	Is opening dates labeled on the opened food items ?						
19.	Are foods in the refrigerators kept closed ?						
20.	Are refrigerators and freezers clean and working properly?						
21.	Freezer temperature						
22.	Is temperature graph maintained and displayed?						
23.	Are you showing the menu for next day to the concerned dietitian?						
24.	Are you following 3-patient identification criteria like Name, bed no.,hospital no.?						
25.	Is staff making changes said by dietitian after sensory evaluation?						
26.	Is feed preparation staff following dietitians order?						

CLOTHING

1.	Are employees wearing clean proper clothing ?						
2.	Are staffs using food grade disposable gloves?						
3.	Are employees wearing aprons ?						
4.	Are staff wearing cap and mask ?						
5.	Is staff wearing kitchen chapels ?						
6.	Is any staff wearing jewellery /watch etc..) while handling foods ?						
7.	Are finger nails short, unpolished and clean?						

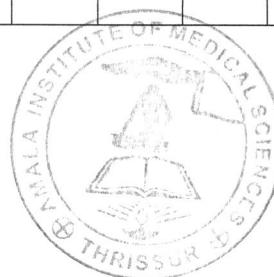
HOUSE KEEPING

1.	Is the floor in a good condition?						
2.	Are floor surfaces are slip resistant?						



3.	Are caution signs (wet floor) used when floor have been washed?						
4.	Is the floor free from obstructions?						
5.	Are disinfectants used to clean the floor?						
6.	Are spills cleared up immediately?						
PEST CONTROL							
1.	Is pest killer working?						
2.	Are trapped flies are removed regularly?						
TOILET WASHING FACILITIES							
1.	Toilets and wash basin clean and in working order?						
2.	Are running water soap and towel provided in toilets?						
VENTILATION							
1.	Is exhaust system working properly?						
LIGHTING							
1.	Are steps, store rooms are properly lit?						
MACHINERY & EQUIPMENT							
1.	Is any complained machines present?						
ELECTRICAL SAFETY							
1.	Are electrical sockets and equipments placed away from sink and hotplates?						
2.	Is the plug, equipment and socket is clean and free from indications of overheating?						
GAS SAFETY							
1.	Is there any gas leakage?						

NAME & SIGNATURE OF DIETITIAN:



CORRECTIVE ACTION:

SIGNATURE OF CANTEEN DIETITIAN/MANAGER:

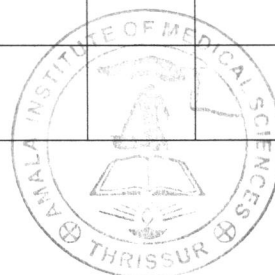


Betsy
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MONTHLY

DATE:

SL. NO		YES	NO	REMARKS
FRONT OFFICE				
1.	Is suggestion box kept in the front office?			
2.	Are lockers provided for staff clothing & bags?			
3.	Are licenses and certificates displayed in the office?			
4.	Are separates registers maintained in the office?			
5.	Are staffs attending regular training programmes?			
FIRST				
1.	Are first aid boxes clearly marked and fully stocked?			
2.	Do staffs know what to do in an emergency?			
PEST CONTROL				
1	Are pest killers are checked and cleaned regularly?			
2	Are kitchen, servery and storage areas regularly checked for pest infestations?			
TOILETS AND WASHING FACILITIES				
1	Are toilets and wash area are clean and in working order?			
2	Is there a rest area away from the kitchen where staff can sit, eat, and drink?			
3	Are there separate toilets for men and women?			
VENTILATION				
1.	Are mechanical extract ventilation system checked and maintained annually			
2.	Is there a fresh supply of air?			
MACHINERY AND EQUIPMENT				
1.	Are staffs trained to use and clean food preparation equipment safely?			
2.	Is machinery & equipment regularly inspected and maintained?			



ELECTRICAL SAFETY

1.	Is electrical equipment regularly inspected and tested?			
2.	Is the cable covering intact?			
3.	Is any emergency lamp available during current failure?			
4.	Is any safety measure available during short circuit?			

GAS SAFETY

1.	Are gas appliances regularly checked & served by qualified filters?			
2.	Are staff trained to use gas appliances safely?			
3.	Do staff know what to do in an event of a gas leak?			

CHEMICALS

1.	Are all chemicals clearly labeled?			
2.	Have staffs trained to use chemicals safely?			

FIRE PRECAUTIONS

1.	Fire exit board?			
2.	Are fire door clearly marked and closed?			
3.	Are the fire extinguishers provided and tested properly?			
4.	Are all the staff have knowledge about fire extinguishers & how to use that extinguishers in proper time?			
5.	Is there is any classes regarding the fire precautions & fire management for all staff?			
6.	Can fire alarms be heard in all areas, including storerooms & toilets?			
7.	Do label "No smoking" board inside kitchen & follows "no smoking" policies?			

NAME & SIGNATURE OF DIETITIAN:

*Betsy***Dr. BETSY THOMAS**

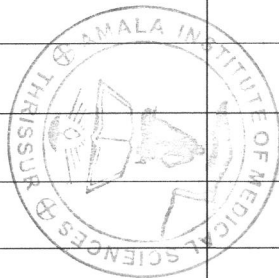
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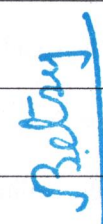
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DATE:

SL. NO		DAILY			ALTERNATELY	WEEKLY	MONTHLY		
		ONCE	TWICE	THRICE					
CLEANLINESS									
1.	Are floor and slab etc...cleaned after each food preparation schedule?								
2.	Are sinks, drains and wash basins kept clean?								
3.	Are serving dishes sterilizing after each serving?								
4.	Are utensils, crockery and equipments cleaned after each use?								
5.	Are trolleys and bain-marie cleaned?								
6.	Is storage tins cleaned?								
7.	Are walls, ceilings, and working area separately clean?								
8.	Is cooking range cleaned?								
9.	Is the store area kept clean and free from pest?								
10.	Is kitchen towels cleaned?								
11.	Is shelves and cupboard kept clean?								
12.	Is window net cleaned?								
13.	Is waste bins emptied regularly?	1	2	3	4	5	6	7	8



SL. NO		YES	NO	REMARKS
1.	Is deep cleaning carried out regularly?			
2.	Is pipe nobe cleaned?			
3.	Are you defreezing refrigerator?			
4.	Is sinks and drains working properly?			
5.	Are liquid and solid waste kept separately?			
6.	Are wastes stored in a tightly closed container?			
7.	Is drainage clean and covered?			
8.	Are the waste bins are leak proof, kept clean and covered and foot operated?			
9.	Adequate number of waste bins with colour coding separate for biodegradable and non biodegradable wastes, are provided for the kitchen and storage area?			


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NAME & SIGNATURE OF DIETITIAN: