**Month: Week No.: Date:**

⃝ RM Store ⃝ FG Store ⃝ Line 1 ⃝ Line 3 ⃝ Line 5 ⃝ Line 6,7 & 8 ⃝ SMDE Hall ⃝ Filler Hall ⃝ Lab

|  |  |  |
| --- | --- | --- |
| **Check Point** | **Name of Unhygienic Employees** | **Remarks** |
| Fingernails short and clean |  |  |
| Uniforms clean at the beginning of a work shift |  |  |
| Proper haircut and wear a hair restraint (hat or hairnet) and |  |  |
| Wash hands after blowing nose, using toilet, etc.  *(Make sure liquid wash available at sinks)* |  |  |
| Avoid metal wearing like neck chain, finger ring, wrest chain or ring, earrings etc. |  |  |
| Cover all wounds or cuts on hands or arms completely |  |  |

Comments:

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Checked By: Reviewed By: