**Inspection Team – Camp Manager ……………………………. HSE Manager……………………………….. Doctor……………………………. Date of Inspection………...**

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| **Sl.**  **No.** | **Item** | **Score** | | | | | | **Remarks / Observations** |
| **0** | **1** | **2** | **3** | **4** | **5** |
| 1. | Availability and adequacy of a written Programme for Food Service And Hygiene / food Handling Safety by the Food Service Contractor |  |  |  |  |  |  |  |
| 2. | Current Status / validity of Annual / Six month Medical Check Ups or Municipality/ Health Department License / approval for all Food Service Staff ( preparation, cooking and servicing). |  |  |  |  |  |  |  |
| 3. | Availability and maintenance of written Inspection Programmes, Cleaning Schedules and Records |  |  |  |  |  |  |  |
| 4. | Periodical Food Hygiene training and records made available. |  |  |  |  |  |  |  |
| 5. | Policy on prohibition of Food Handlers / Service Staff from working when sick. |  |  |  |  |  |  |  |
| 6. | Provision, use and adequacy Staff Uniforms, Aprons, Head Covers etc., its cleanliness, regular laundered |  |  |  |  |  |  |  |
| 7. | Clean and Neat Appearance of Food Handlers |  |  |  |  |  |  |  |
| 8. | Material Safety Data Sheets are made available for certain chemicals used in the food process or cleaning |  |  |  |  |  |  |  |
| 9. | Properly stocked First-Aid Kit Availability, visibility, accessibility. le? A qualified First Aider is amongst the catering staff |  |  |  |  |  |  |  |
| 10. | Availability and adequacy of First Aider amongst the Food Service Staff |  |  |  |  |  |  |  |
| 11. | Availability and adequacy of Fire Fighting equipment and training to Catering Staff |  |  |  |  |  |  |  |

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| 12. | Glasses and Cups are stored Upside Down on Clean Shelves or Racks. |  |  |  |  |  |  |  |
| 13. | Dishes, Cups and Glassware are free from Chips And Cracks. |  |  |  |  |  |  |  |
| 14. | Dishwashing area Is maintained in a Clean and Orderly Manner. |  |  |  |  |  |  |  |
| 15. | Dishwasher Is Operating Properly and at recommended temperatures:  Wash Cycle 600- 740 C  Rinse Cycle710 -820  C  Final Rinse 760 -870 C |  |  |  |  |  |  |  |
| 16. | Pots, Pans, and Utensils, which are washed manually, are being disinfected with Chemical or Bleach Solution. |  |  |  |  |  |  |  |
| 17. | Washed items are being air-dried. / Mechanical air dryer. The Practice of using Drying Clothes Is discouraged. |  |  |  |  |  |  |  |
| 18. | Dining room and Kitchen areas are posted as “No Smoking”. The rule Is observed. |  |  |  |  |  |  |  |
| 19. | The Dining Area is clean and orderly |  |  |  |  |  |  |  |
| 20. | Toilet facilities for catering staff are clean and there is no direct access to these toilets from the kitchen areas /availability of adequate barrier |  |  |  |  |  |  |  |
| 21. | Adequate soap and hot water available in Toilet Areas. |  |  |  |  |  |  |  |
| 22. | Signs are displayed instructing Staff to wash hands after using the toilets |  |  |  |  |  |  |  |
| 23. | Kitchen waste storage is clean, orderly, odour free, and away from Food Preparation Areas. |  |  |  |  |  |  |  |
| 24. | Flies / rodents are controlled. |  |  |  |  |  |  |  |

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| 25. | Kitchen waste removed daily and properly disposed of. |  |  |  |  |  |  |  |
| 26. | Floor drains are provided in sink and dishwashing areas. |  |  |  |  |  |  |  |
| 27. | A grease trap is provided on the kitchen wastewater Line and maintained clean. Grease filters are provided and maintained clean. |  |  |  |  |  |  |  |
| 28. | Sink and wastewater drains are provided with traps to prevent sewer gas intrusion |  |  |  |  |  |  |  |
| 29. | Food is served at the correct temperatures : Hot Foods > 600 C Cold Food < 40  C |  |  |  |  |  |  |  |
| 30. | Samples of all food are being retained for a period of 72 hrs after being served on the menu. Storage is to be in tight lid containers & stored in a normal refrigerator. |  |  |  |  |  |  |  |
| 31. | Disposable gloves/tongs are being used when sandwiches are being prepared. |  |  |  |  |  |  |  |
| 32. | All salad and sandwich products are being disposed of 24 hrs after preparation. |  |  |  |  |  |  |  |
| 33. | Ice making machines are self dispensing or provided with scoops, connected to potable water and are clean. |  |  |  |  |  |  |  |
| 34. | Drinks dispensers are clean and disinfected regularly |  |  |  |  |  |  |  |
| 35. | Serving lines and areas are clean |  |  |  |  |  |  |  |
| 36. | A hygienic means of controlling flies is in place for dining. |  |  |  |  |  |  |  |
| 37. | Walls, ceilings, and floors are clean and grease free. |  |  |  |  |  |  |  |

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| 38. | All equipment surfaces are free of corrosion and in good repair. |  |  |  |  |  |  |  |
| 39. | Cutting boards are In good repair, free of spoil, scrapes, and cracks. They are cleaned and disinfected after each use, e.g. Meat to Chicken. Correct colour coded boards are being used. |  |  |  |  |  |  |  |
| 40. | Frozen foods are being thawed properly (Thawed in refrigerators, not at room temperature.) |  |  |  |  |  |  |  |
| 41. | There are no signs of infestations or vermin anywhere. |  |  |  |  |  |  |  |
| 42. | Cleaning agents are stored away from food products. |  |  |  |  |  |  |  |
| 43. | Storage areas are orderly and unobstructed. |  |  |  |  |  |  |  |
| 44. | Food storage areas such as refrigerators, are used exclusively for food storage. |  |  |  |  |  |  |  |
| 45. | Refrigerators and freezers are working at proper temperatures:  Refrigerators 10 C To 40 C  Freezers -140 C To -180C |  |  |  |  |  |  |  |
| 46. | Food storage shelves are clean and free of residue. wooden shelves are prohibited. |  |  |  |  |  |  |  |
| 47. | All unpacked meats & foodstuffs requiring refrigeration are stored in stainless steel or plastic trays. |  |  |  |  |  |  |  |
| 48. | Containers for cereals, sugar, etc, are clean tight fitting lids. |  |  |  |  |  |  |  |
| 49. | Root vegetables are stored in a cool area and free of rot or spoilage. |  |  |  |  |  |  |  |
| 50. | Canned goods are stored in neat, orderly, and free from damaged or leaking stock. |  |  |  |  |  |  |  |
| 51. | A stock rota system is in use for all foodstuffs. A record is kept of expiry dates or use by dates. |  |  |  |  |  |  |  |

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| **Conducted by** | | **Attendees** | |
| **Name and designation** | **Signature** | **Name and designation** | **Signature** |
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Note:

1. The scope shall be catering facilities (kitchen, catering stores, dining).

2. A score of 0 to 5 (0 – Unavailable, 1 – Unacceptable, 2 – Poor, 3 – Average, 4 – Good, 5 – Excellent) shall be used on compliance to HSE requirements for the each of inspection checklist points listed in annexure. The list of points is not limited to and the team can add further points found during the inspection. For each point, few samples shall be tested and clearly stated in the Observation / Remarks column.

3. The completed checklist along-with list of observations for close out actions shall form the Inspection Report.

4. The Inspection Report shall be reviewed by PM and then circulated to Responsible Persons for closeout of Observation Points.

5. The observations shall be included in the HSE Surveillance Register by HSEM and status of close out shall be followed up in the subsequent weekly Supervisors’ HSE Meeting.

6. HSE Performance Rating Score in % = (Total mark scored / Total applicable points x 5)x100

Score 0-20% = Unavailable, 21 – 40% = Unacceptable, 41 – 60 = Poor, 61 – 80= Average, 81 – 90= Good, 91 – 100= Excellent