

## Ngon Ngon's Quality Control Check Lists

Date:../...../.....

### Opening:

No.	Area	Activities	Sign	Note
1	Kitchen	<p>Checking all food kept in fridge since yesterday. Ensure they are in good condition</p> <p>Checking by taste all of them:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Grill Pork</li> <li><input type="checkbox"/> Grill Chicken</li> <li><input type="checkbox"/> Mushroom</li> <li><input type="checkbox"/> Cucumber</li> <li><input type="checkbox"/> Carrot</li> <li><input type="checkbox"/> Others</li> </ul>		
2	Kitchen	<p>Preparing vegetables, herbs for lunch time (This list is most of things are easy be forgotten by staffs)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mix herbs ( mint + coriander)</li> <li><input type="checkbox"/> Papaya and carrots</li> <li><input type="checkbox"/> Mango</li> <li><input type="checkbox"/> Mix Salad</li> <li><input type="checkbox"/> Peanuts</li> </ul>		

### Lunch Break:

1	Kitchen	Checking the cleaning is done properly by staff. Make sure all the food container is close. Watering the vegetable if it is necessary.		
2	Stock room	Labeling all the food is delivered today.		
3	Stock room	Tidy the walk-in fridge.		

### Early Evening

1	Kitchen	<p>Preparing food, vegetables for dinner time.(This list is most of things are easy be forgotten by staffs)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hoisin sauce</li> <li><input type="checkbox"/> Mix herbs (mint + coriander)</li> <li><input type="checkbox"/> Papaya and carrots</li> <li><input type="checkbox"/> Mango</li> <li><input type="checkbox"/> Mix Salad</li> <li><input type="checkbox"/> Peanuts</li> <li><input type="checkbox"/> Mix crushed chilies and garlic</li> <li><input type="checkbox"/> Pancake</li> </ul>		
2	Preparation room	<p>Ensure the fish kept in the fridge are in good condition and ready to cook</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Seabass</li> <li><input type="checkbox"/> Seabream</li> </ul>		
3	Toilet	Cleanness check		

Closing:

1	Kitchen	Checking the cleaning is done properly by staffs		
2	Kitchen	Labeling all the food left over. Ensure they all in good condition and kept properly in the fridge.		
3	Stock Room	Cleanness check		
4	Drinks room	Cleanness check		
5	Toilet	Cleanness check		
6	Extra	Doing the weekly tasks if necessary		