



Audit Checklist (Non-F&B;)

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Name of Auditor : Jerry

Name of Auditor's department : Risk

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Professionalism & Staff Hygiene Score : 4.6923076923076925/10

Housekeeping & General Cleanliness : 9.294117647058824/20

Food Hygiene Score : 19.2972972972973/35

Healthier Choice Score : 8.045454545454545/15

Work Safety and Health Score : 10.555555555555555/20

Total Score : 51.884732737673914/100

1. Professionalism & Staff Hygiene (10%) :

A. Professionalism :

Shop is open and ready to service patients/visitors according to operating hours. : 3

Staff Attendance: adequate staff for peak and non-peak hours. : 3

At least one (1) clearly assigned person in-charge on site. : 5

B. Staff Hygiene :

Staff who are unfit for work due to illness should not report to work). : 4

Staff who are fit for work but suffering from the lingering effects of a cough and/or cold should cover their mouths with a surgical mask. : 6

Clean clothes/uniform or aprons are worn during food preparation and food service. : 4

Hair is kept tidy (long hair must be tied up) and covered with clean caps or hair nets where appropriate. : 8

Sores, wounds or cuts on hands, if any, are covered with waterproof and brightly-coloured plaster. : 2

Hands are washed thoroughly with soap and water, frequently and at appropriate times. : 9

Fingernails are short, clean, unpolished and without nail accessories. : 6

No wrist watches/ rings or other hand jewellery (with exception of wedding ring) is worn by staff handling food. : 0

Food is handled with clean utensils and gloves. : 5

Disposable gloves are changed regularly and/ or in between tasks. : 6

2. Housekeeping & General Cleanliness (20%) :

A. General Environment Cleanliness :

Cleaning and maintenance records for equipment, ventilation and exhaust system. : 4

Adequate and regular pest control. : 6

Goods and equipment are within shop boundary. : 3

Store display/ Shop front is neat and tidy. : 8

Work/ serving area is neat, clean and free of spillage. : 3

Uncluttered circulation space free of refuse/ furniture. : 7

Tables are cleared promptly within 10 minutes. : 4

Fixtures and fittings including shelves, cupboards and drawers are clean and dry, free from pests, and in a good state. : 5

Ceiling/ ceiling boards are free from stains/ dust with no gaps. : 2

Fans and air-con units are in proper working order and clean and free from dust. Proper maintenance and routine cleaning are carried out regularly. : 8

Equipment, exhaust hood, crockery and utensils are clean, in good condition and serviced. : 2

Surfaces, walls and ceilings within customer areas are dry and clean. : 6

Floor within customer areas is clean, dry and non-greasy. : 5

Waste bins are properly lined with plastic bags and covered at all times. : 0

Adequate number of covered waste pedal bins are available and waste is properly managed and disposed. : 7

B. Hand Hygiene Facilities :

Hand washing facilities are easily accessible, in good working condition and soap is provided. : 3

Adequate facilities for hand hygiene are available including liquid soap and disposable hand towels. : 6

3. Food Hygiene (35%) :

A. Storage & Preparation of Food :

Food is stored in appropriate conditions and at an appropriate temperature. : 0

Food and non-food are clearly segregated. : 4

Food is not placed near sources of contamination. : 10

Storage of food does not invite pest infestation. : 4

Dry goods (e.g. canned food and drinks) and other food items are stored neatly on shelves, off the floor and away from walls. : 6

Proper stock rotation system such as the First-Expired-First-Out (FEFO) system is used for inventory management. : 4

Food is protected from contamination; packaging is intact and no products are found with signs of spoilage. : 10

Ice machine is clean and well maintained. : 1

Scoop for ice is stored outside the ice machine in a dedicated container. : 5

Food supplied is clean and not expired. : 4

Clear labelling of date of date of preparation/ manufacture/ expiry on all food containers/packaging. : 8

Cooked food is properly covered to prevent cross-contamination. : 6

Proper work flow and segregation of areas to prevent cross-contamination between raw and cooked/ ready-to-eat food areas. : 1

Proper separation of cooked food/ ready-to-eat food, raw meat, seafood and vegetable to prevent cross-contamination. : 6

Frozen food is thawed in chiller, microwave or under running water. : 4

Ingredients used are clean and washed thoroughly before cooking. : 5

All cooking ingredient (e.g. cooking oil, sauces) are properly covered in proper containers and properly labelled, indicating the content and date of expiry. : 9

All sauces are stored at appropriate condition & temperature. : 8

Cooking oil is not used for more than 1 day. : 7

Cooking oil is properly stored with a cover. : 6

Perishable food is stored in the fridge. : 9

Raw food and cooked food/ ready to serve food are clearly segregated. : 2

Food preparation area is free of bird and animal (e.g. dog or cat). : 7

Food preparation area is clean, free of pests and in good state of repair. : 6

Food is not prepared on the floor, near drain or near/ in toilet. : 3

Personal belongings are kept separately in the staff locker area or cabinet, away from the food storage and preparation area. : 5

B. Storage of Food in Refrigerator/ Warmer :

Daily Temperature Log for food storage units (freezers, chillers, warmers, steamers, ovens) using independent thermometer, etc. is maintained for inspection from time to time. : 4

Food storage units (freezers, chillers, warmers, steamers, ovens) are kept clean and well maintained. All rubber gaskets of refrigerators / warmers are free from defect, dirt and mould. : 6

Food storage units are not overstocked to allow good air circulation. : 1

For walk-in freezers and chillers, food items are stored neatly on shelves and off the floor. : 9

Frozen food is stored at a temperature of not more than -12°C. : 10

Chilled food is stored at a temperature of not more than 4°C. : 5

Hot food are held above 60°C. : 6

Perishable food is stored at a temperature of not more than 4°C. : 7

Dairy products are stored at a temperature of not more than 7°C. : 5

Cooked/ ready-to-eat food are stored above raw food. : 4

Food items are properly wrapped/covered in proper containers and protected from contamination. : 7

4. Healthier Choice in line with HPB's Healthy Eating's Initiative (15%) :

A. Food :

Min. no. of healthier variety of food items per stall. : 5

Label caloric count of healthier options. : 7

Include HPB's Identifiers beside healthier options. : 9

Use of healthier cooking oils. : 3

Offer wholemeal/ whole-grain option. : 5

Healthier option food sold at lower price than regular items. : 4

Limit deep-fried and pre-deep fried food items sold ($\leq 20\%$ deep-fried items). : 7

B. Beverage :

No sugar / Lower-sugar brewed beverage offerings according to guidelines. : 5

Healthier option beverages sold at lower price than regular items. : 3

Label caloric count of healthier options. : 6

Limit sugar content on commercially-prepared sweetened beverages. : 5

5. Workplace Safety & Health (20%) :

A. General Safety :

All food handlers have Basic Food Hygiene certificate and a valid Refresher Food Hygiene certificate (if applicable). : 2

MSDS for all industrial chemicals are available and up to date. : 7

Proper chemicals storage. : 5

All detergent and bottles containing liquids are labelled appropriately. : 9

All personnel to wear safety shoes and safety attire where necessary. : 6

Knives and sharp objects are kept at a safe place. : 2

Area under the sink should not be cluttered with items other than washing agents. : 7

Delivery personnel do not stack goods above the shoulder level. : 6

Stacking of goods does not exceed 600mm from the ceiling and heavy items at the bottom, light items on top. : 3

Proper signage/ label (fire, hazards, warnings, food stuff) and Exit signs in working order. : 4

Equipment, crockery and utensils are not chipped, broken or cracked. : 7

B. Fire & Emergency Safety :

Fire extinguishers access is unobstructed; Fire extinguishers are not expired and employees know how to use them. : 6

Escape route and exits are unobstructed. : 5

First aid box is available and well-equipped. : 4

C. Electrical Safety :

Electrical sockets are not overloaded – one plug to one socket. : 6

Plugs and cords are intact and free from exposure/ tension with PSB safety mark. : 10

Power points that are in close proximity to flammable and/or water sources are installed with a plastic cover. : 0

Comments :