



Audit Checklist (Non-F&B;)

Name of Auditee : vishalchhiber@aafs.com

Name of Auditor : MihirChhiber

Name of Auditor's department : Risk

Timestamp : 2021-04-18 21:09:47.417704

Professionalism & Staff Hygiene Score : 10.0/10

Housekeeping & General Cleanliness : 20.0/20

Work Safety and Health Score : 19.0/20

Total Score : 49.0/100

1. Professionalism & Staff Hygiene (20%) :

A. Professionalism :

Shop is open and ready to service patients/visitors according to operating hours. : 4

Staff Attendance: adequate staff for peak and non-peak hours. : 5

At least one (1) clearly assigned person in-charge on site. : 6

B. Staff Hygiene :

Staff uniform/attire is not soiled. : 7

Staff who are unfit for work due to illness should not report to work). : 3

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. : 5

2. Housekeeping & General Cleanliness (40%) :

A. General Environment Cleanliness :

Adequate and regular pest control. : 4

Goods and equipment are within shop boundary. : 6

Store display/ Shop front is neat and tidy. : 5

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

Uncluttered circulation space free of refuse/ furniture. : 4

Fixtures and fittings including shelves, cupboards and drawers are clean and dry and in a good state. : 6

Ceiling/ ceiling boards are free from stains/ dust with no gaps. : 5

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. : 4

Equipment is clean, in good condition and serviced. : 7

Surfaces, walls and ceilings within customer areas are dry and clean. : 5

Floor within customer areas is clean and dry. : 4

Waste is properly managed and disposed. : 7

3. Workplace Safety & Health (40%) :

A. General Safety :

MSDS for all industrial chemicals are available and up to date. : 2

Proper chemicals storage. : 6

All detergent and bottles containing liquids are labelled appropriately. : 5

All personnel to wear safety shoes and safety attire where necessary. : 4

Knives and sharp objects are kept at a safe place. : 4

Area under the sink should not be cluttered with items other than washing agents. : 6

Delivery personnel do not stack goods above the shoulder level. : 4

Stacking of goods does not exceed 600mm from the ceiling and heavy items at the bottom, light items on top. : 7

Proper signage/ label (fire, hazards, warnings, food stuff) and Exit signs in working order. : 9

B. Fire & Emergency Safety :

Fire extinguishers access is unobstructed; Fire extinguishers are not expired and employees know how to use them. : 10

Escape route and exits are unobstructed. : 8

First aid box is available and well-equipped. : 0

C. Electrical Safety :

Electrical sockets are not overloaded – one plug to one socket. : 3

Plugs and cords are intact and free from exposure/ tension with PSB safety mark. : 5

Power points that are in close proximity to flammable and/or water sources are installed with a plastic cover. : 3

Comments :