



MINI BAKERIES (N) LTD

BAKERY VISIT CHECKLIST

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Branch Name:

Branch Manager:

Opertions Manager:

Date:

1) Bakery Hygiene

* Floor cleanliness

<u>Description</u>	<u>Condition</u>	<u>Remarks</u>
Litter sweeping	<input type="text" value="Excessive"/>	<input type="text"/>
Washing	<input type="text" value="As per std"/>	<input type="text"/>
Dividing table cleanliness	<input type="text" value="Cleaned"/>	<input type="text"/>

* Toilet cleanliness

<u>Description</u>	<u>Condition</u>	<u>Remarks</u>
Foul Smell	<input type="text" value="Smelly"/>	<input type="text"/>

Mopping of Floor	Excellent	
Disposal of Garbage	On Time	

*** Flies Inside Bakery**

<u>Description</u>	<u>Condition</u>	<u>Remarks</u>
Fly Catchers	All working	
Incidence of Flies	Abundant	
Cockroaches	Abundant	
Rats Bating	Upto Date	
Cleaning crates	Satisfactory	

II)Uniforms Worn by staff

<u>Description</u>	<u>Condition</u>	<u>Remarks</u>
Uniforms available to all production persons	Provided	
Supervisor Overcoat Clean State	Satisfactory	
Oven Man Uniform Maintained Clean	Satisfactory	
Slicer Uniform Maintained Clean	Satisfactory	



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BAKERY VISIT CHECKLIST

* Machine structural conditions and hygiene

Machines	Mechanical/Electrical	Hygiene/Layout	Remarks
Mixer 1	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Mixer 2	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Dough Refiner	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Proover 1	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Proover 2	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Proover 3	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Oven 1	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Oven 2	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Oven 3	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text" value="Good"/>
Slicer	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Generator	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>

Electronic Dough Scaler	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Slicing Scale	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>

Maintenance of Electronic Scales

How often	State	Remarks
<input type="text" value="Frequent"/>	<input type="text" value="Clean"/>	<input type="text"/>

*** IV) Bakeware Structural Condition and Hygiene**

Baking Tins	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>
Cooling Wires	<input type="text" value="Good"/>	<input type="text" value="Good"/>	<input type="text"/>



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BAKERY VISIT CHECKLIST

2) Production

I) Record Keeping - Mixing Chart Maintenance

* Neatness

Description	Condition	Remarks
* Tidiness	<input type="text" value="No overwriting"/>	<input type="text"/>
* Alterations	<input type="text" value="Figures Altered"/>	<input type="text"/>
* Surprise Checks by manager	<input type="text" value="regular"/>	<input type="text"/>
* Mixing Chart and Cash Flow yield	<input type="text" value="regular"/>	<input type="text"/>
* Mixing Chart / Cash Flow Production	<input type="text" value="regular"/>	<input type="text"/>

II) Production and Process cost Control

Description	Condition	Remarks
* Utto Consumption	<input type="text" value="As Per Std"/>	<input type="text"/>
* Sell By Date	<input type="text" value="As Per Std"/>	<input type="text"/>
* Bread Returns	<input type="text" value="controlled"/>	<input type="text"/>
* Damage Polybags	<input type="text" value="controlled"/>	<input type="text"/>
* Process Flow	<input type="text" value="smooth"/>	<input type="text"/>
* Efficiency of Slicing	<input type="text" value="As Per Std"/>	<input type="text"/>

3) Bread / Dough Weight

Description	Condition	Remarks
* Dividing Range	<input type="text" value="correct"/>	<input type="text"/>
* Bread Weight	<input type="text" value="correct"/>	<input type="text"/>

4) Yield

Description	Condition	Remarks
* Bread Yield	<input type="text" value="attained"/>	<input type="text"/>

5) Control Stock - Store arrangement

Description	Condition	Remarks
* Sell By Tapes	<input type="text" value="well arranged"/>	<input type="text"/>
* Ingredients	<input type="text" value="well arranged"/>	<input type="text"/>
* Gunny Bags	<input type="text" value="well arranged"/>	<input type="text"/>
* Flour	<input type="text" value="well arranged"/>	<input type="text"/>
* Polybags	<input type="text" value="well arranged"/>	<input type="text"/>

***Damaged Polybags**

well arranged

6) Bread Quality

Description	Condition	Remarks
* Market Returns	high	
* Sell by Date Returns	2 Days	
*Return Classified goods and damages	segregated	
*Bread Color Generally	segregated	
*Shape and size	okay	
*Internal Texture	okay	

7)Finished Product

* Balance Maintenance

Description	Condition	Remarks
*Variety by variety physical balance		
* Stock Levels		
* Rotation of Stocks		
* Multiple sell by dates Packing		



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BAKERY VISIT CHECKLIST

8) Sales Records

* Loading Books

Description	Condition	Remarks
Manager's Loading Book	<input type="text" value="Well Kept"/>	<input type="text"/>
Supervisor's Loading Book	<input type="text" value="As per std"/>	<input type="text"/>

* Security Books

(a) Neatness - Overwriting & wite outs

Description	Condition	Remarks
Loading Book	<input type="text" value="No Alterations"/>	<input type="text"/>
Attendance	<input type="text" value="No Alterations"/>	<input type="text"/>
O.B	<input type="text" value="No Alterations"/>	<input type="text"/>

(b) Reliability & Accuracy

Description	Condition	Remarks
Loading Book	<input type="text" value="No Alterations"/>	<input type="text"/>
Attendance	<input type="text" value="No Alterations"/>	<input type="text"/>
O.B	<input type="text" value="No Alterations"/>	<input type="text"/>

III)Mini Shop Loading Book

Description	Condition	Remarks
Neatness - Overwriting & wite outs	<input type="text" value="No Alterations"/>	<input type="text"/>

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MINI BAKERIES (N) LTD

BAKERY VISIT CHECKLIST

9) Administration and Staffing

* Protection, Safety & Security

Description	Condition	Remarks
Oven Gloves	<input type="text" value="Well Kept"/>	<input type="text"/>
Uniforms	<input type="text" value="Well Kept"/>	<input type="text"/>
Shoes	<input type="text" value="Well Kept"/>	<input type="text"/>
Gum Boots	<input type="text" value="Cleaner has"/>	<input type="text"/>
Cleaning Gloves	<input type="text" value="Cleaner has"/>	<input type="text"/>
Dust Mask / Facemask	<input type="text" value="Well Kept"/>	<input type="text"/>
Emergency key	<input type="text" value="Well Kept"/>	<input type="text"/>
Fire Extinguishers	<input type="text" value="Well Kept"/>	<input type="text"/>
Alarm System	<input type="text" value="Well Kept"/>	<input type="text"/>
Panic Button - Mobile	<input type="text" value="Working"/>	<input type="text"/>

Panic Button - Fixed	Working	
Doors and Locking	Alert	
Security Lights	Working	

(ii) Records

Description	Condition	Remarks
Muster Rolls updating	Updating	
* Supervisor	Before	
* Bakery Manager	Before	>

(iii) Discipline

Description	Condition	Remarks
* Punctuality & General Conduct	Excellent	

(iv) Training

Description	Condition	Remarks
* Educating Subordinates	Excellent	

v)Staff Control

Description	Condition	Remarks
Continous 7 days working for casuals	Controlled	
Duty Roaster	Displayed	
Exceeding 22 working days by casuals	Allowed	

Standard list of casual employees

Update

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10) .Maintenance of all Books

i)General Repairs

Description	Condition	Remarks
*Repairs	<input type="text"/>	<input type="text"/>
*Accidents	Updated <input type="text"/>	<input type="text"/>

ii) First Aid Kit

Description	Condition	Remarks
*Essentials	Sufficient <input type="text"/>	<input type="text"/>
*Using Record	Updated <input type="text"/>	<input type="text"/>

iii) Miscellaneous Record

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Description	Condition	Remarks
*Generator	Maintained	
*Production	Maintained	
*Crates records	Maintained	
*Stationary book	Maintained	
*Protective clothig book	Maintained	
*Vehicle mileage book	Maintained	
*Weight chart file	Maintained	
*Underweight chart file	Maintained	

11) .Motor Vehicles

Description	Condition	Remarks
*Driver allocated one vehicle constant	Yes	Verified
* Millege per litre of fuel vehicle		Verified
*Motor vehicles cleanliness		Verified

12)Customer Service and Communication

Description	Condition	Remarks
*Customer Complain		
*Implementation of assignments	Above Average	
*Communication	Satisfactory	

Accounts

Description	Condition	Remarks
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**13) .Monitor loading trend so as to
plan production accordingly**

High

14) .Verification of cashflow

Satisfactory

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**15) .Verification of bakery stock as
per cashflow balances**

Satisfactory

**16) .Cash verification for cashiers as
per cashflow balances**

Monitor

**17) .Insuring control of debtors and
credit limits**

Verified

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