



Hygiene Inspection Checklist

Details :

Date of Inspection:	
Stall Name:	
Inspector's Name:	
Department:	
Accompanied by:	

The Hygiene Inspection Checklist is based on the Food & Beverage Handling and Self-Cleaning Handbook. Before carrying out the inspection, you are advised to familiarise yourself with the clauses in the Handbook. You may be required to refer to the Handbook for clarification on certain criteria below.

Please note that: 0 - done poorly/completely unfulfilled, 1 - somehow done/fulfilled, 2 - half done/fulfilled, 3 - mostly done/fulfilled, 4 - completely done/fulfilled

Section A - F&B OPERATOR'S HEALTH AND HYGIENE

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
1) All employees possess food handling certificate and health identification card by Ministry of Health Malaysia or Town Council.	<input type="checkbox"/>				
2) Employees wear clean and suitable clothing, including long pants and shirts with sleeves.	<input type="checkbox"/>				
3) Employees wear covered shoes.	<input type="checkbox"/>				
4) Hair cover is properly worn when preparing and serving. Long hair must be tied beneath hair cover.	<input type="checkbox"/>				
5) Jewelry is limited to a plain ring, such as wedding band (no stone), no watch, no bracelets and any other kind of accessories.	<input type="checkbox"/>				
6) Fingernails are short, unpolished and clean (no artificial nails).	<input type="checkbox"/>				
7) Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered.	<input type="checkbox"/>				
8) No coughing or sneezing towards the food. Face masks are worn if sick.	<input type="checkbox"/>				
9) No smoking within the premise. (No signs of cigarette smell / filters)	<input type="checkbox"/>				
10) No chewing gum when handling and serving food.	<input type="checkbox"/>				
11) Aprons are worn at all times.	<input type="checkbox"/>				
12) Gloves are worn at all times.	<input type="checkbox"/>				

Additional feedback & memo:

Section B - FOOD UTILITIES AND PREMISE

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
1) Stall counters are clean from any contamination.	<input type="checkbox"/>				
2) Kitchen sinks are fitted with food/grease trap and are unobstructed, operational and clean (free of grease and food particles).	<input type="checkbox"/>				
3) All small equipment and utensils, including cutting boards and knives, are clean and washed between uses.	<input type="checkbox"/>				
4) Cutleries and tableware are kept in clean location - i.e. no evidence of pests.	<input type="checkbox"/>				
5) Utilities, including tools and containers, that have direct contact with food are functioning well, not rusty and cleaned regularly.	<input type="checkbox"/>				
6) Work surfaces and utensils are clean / cleaned regularly.	<input type="checkbox"/>				
7) Drawers and racks are clean.	<input type="checkbox"/>				
8) Kitchen garbage cans are clean, kept covered and away from food.	<input type="checkbox"/>				
9) Boxes and used containers are removed from site	<input type="checkbox"/>				
10) Loading dock areas are clean.	<input type="checkbox"/>				
11) Any sort of chemical substances, including disinfectants, washing materials or detergent, is labelled and stored away from food.	<input type="checkbox"/>				
12) Premise is cleaned and maintained regularly. Equipment that are not used are disposed of.	<input type="checkbox"/>				
13) Lighting is sufficient in the operation area, such as the cooking area, kitchen, etc.	<input type="checkbox"/>				
14) Sufficient ventilation is present to avoid condensation, dirt, smoke, excessive heat and concentrated water vapour in the premise.	<input type="checkbox"/>				
15) Ventilation is maintained and cleaned regularly.	<input type="checkbox"/>				
16) All electrical appliances are switched off when not in use.	<input type="checkbox"/>				

Additional feedback & memo:

Section C - PROCESS CONTROL

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
1) All food are prepared and served in a clean and neat condition.	<input type="checkbox"/>				
2) Hot food holding unit and compartments are clean.	<input type="checkbox"/>				

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|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3) Cold food holding unit and compartments are clean. | <input type="checkbox"/> |
| 4) Raw, uncooked food are covered and protected from possible contamination. | <input type="checkbox"/> |
| 5) Cooked food is in good condition (taste, presentation, freshness, etc.). | <input type="checkbox"/> |
| 6) Raw / perishable ingredients are fresh (<i>refer to the Guide on Choosing Raw Materials</i>). | <input type="checkbox"/> |
| 7) Food equipment such as utensils, tongs, ladles and other equipment that have direct contact with food are wiped and cleaned regularly. | <input type="checkbox"/> |
| 8) Cutleries and tableware are kept in clean location - no evidence of pest. | <input type="checkbox"/> |
| 9) No evidence of rat / pest droppings within serving, cooking or storage areas. | <input type="checkbox"/> |
| 10) Reasonable efforts to minimise flies around raw and uncooked food. | <input type="checkbox"/> |
| 11) All menu and prices are clearly displayed. | <input type="checkbox"/> |
| 12) Cooked food is handled with suitable utensils, such as tongs, ladles, etc. | <input type="checkbox"/> |
| 13) Unfit food is kept separately or disposed of appropriately. | <input type="checkbox"/> |
| 14) Stocks are arranged on the 'First-In First-Out' (FIFO) and 'First-Expired First-Out' (FEFO) principles. | <input type="checkbox"/> |
| 15) Raw materials, e.g. beef and chicken, are separated from materials that are ready to eat, e.g. fruits and vegetables. | <input type="checkbox"/> |
| 16) Process of unfreezing is done properly: transfer frozen raw material to a chiller under 24 hours or use a microwave. | <input type="checkbox"/> |
| 17) Hot food with high risk is served at a temperature above 60°C and the food has not been left for more than 4 hours. | <input type="checkbox"/> |
| 18) Cold served food is served at a temperature of below 10°C and has not been left for more than 2 hours. | <input type="checkbox"/> |
| 19) Utensils that are used are not mixed for every different preparation or servings for the food. | <input type="checkbox"/> |
| 20) Chiller and freezer units are clean and neat. | <input type="checkbox"/> |
| 21) The inside of refrigerators is kept clean and organised. | <input type="checkbox"/> |
| 22) Chiller and freezer units are functioning well. | <input type="checkbox"/> |
| 23) The temperature of chiller is at safe level (safe chiller temperature: 0-4°C). | <input type="checkbox"/> |
| 24) The temperature of freezer unit is at safe level (safe freezer temperature: 18°C). | <input type="checkbox"/> |
| 25) Stored food is properly wrapped and kept. | <input type="checkbox"/> |
| 26) All food and paper supplies are stored 6 - 8 inches off the floor (*Acceptable | <input type="checkbox"/> |

if food is sealed properly).

- 27) Opened bags of food are stored in containers with tight fitting lids.
- 28) There is no bulging or leaking canned goods and all the packaged foods are not expired.
- 29) Raw food kept in chiller and freezer is clean and fresh.

Additional feedback & memo:

Section D - OTHERS

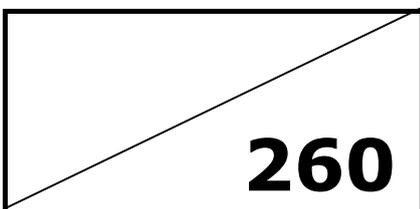
0 1 2 3 4

- 1) Water supply is not taken directly from the rubber hose/pipe. Rubber hose/ pipe is not used to serve food and beverage and clean utensils that have direct contact with food and beverage.
- 2) Water that is used to serve is clean and uncontaminated, does not have foreign taste or smell, and kept in a clean, non-toxic and uncontaminated container.
- 3) There is an isolated area effective for food that is different or in between food and inedible items.
- 4) Has a display of registered food premise.
- 5) Single-used plastics, e.g. straws and plastic bags, are not readily available and are only provided upon request.
- 6) Petroleum-based chemicals and chlorine bleach are not used for cleaning.
- 7) Reusable and recyclable cleaning towels are used for cleaning.
- 8) University's Food Waste Composting system is utilised for the disposal of organic waste.

Additional feedback & memo:

TOTAL SCORES (65 Questions)

TOTAL PERCENTAGE



Inspection done by: _____

Signature & Date

Name:

Remarks

For Campus Service Office Use Only

Date Received : _____

Checked by: _____

Remark(s) / Comments / Action Taken by :