



## UNIVERSITY OF CHITRAL

### FOOD HYGIENE INSPECTION OF PROFORMA

Nomenclature	Satisfactory		Action Recommended <i>(must be recorded in case of negative observation)</i>
	Yes	No	
<b>HYGIENE OF FOOD ROOMS &amp; EQUIPMENT</b>			
Are food rooms and equipment in good condition and well maintained?			
Are food rooms clean and tidy and do staff clean as they go including difficult areas?			
Is equipment easy to clean and kept in a clean condition?			
Are all food and hand contact surfaces e.g. work surfaces, delivery area, slicers, fridge handles, food probe, in good condition and cleaned/ disinfected regularly?			
Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?			
Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?			
<b>FOOD HANDLING PRACTICES</b>			
Are raw and ready-to-eat foods prepared in separate areas or are the work surfaces cleaned and disinfected between uses?			
Separate complex equipment (e.g. vacuum packing machines, food mixers, etc.) are used for raw and ready-to-eat foods?			
Are staff handling food as little as possible? (e.g. using tongs)			
If colour coded equipment is provided (e.g. chopping boards), is it correctly used?			
Is food cooled as quickly as possible away from raw food and other sources of contamination?			
Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?			
Are adequate clean utensils available for self service?			
Are controls in place to prevent contamination by chemicals/ foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?			
Are staff aware of food allergy hazards?			



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	Yes	No	
<b>PERSONAL HYGIENE</b>			
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?			
Are wash hand basins clean with warm water, soap and hygienic hand drying facilities?			
Are wash hand basins used for hand washing only and used regularly by staff?			
Are staff handling food as little as possible?			
Are staff toilets and changing facilities clean and tidy?			
<b>PEST CONTROL</b>			
Are premises pest proofed and free from any signs of pests?			
Where necessary are external doors/ windows fitted with suitable fly-screens?			
Is food properly protected from risk of contamination by pests?			
<b>WASTE CONTROL</b>			
Is waste in food rooms stored correctly?			
Is food waste stored correctly outside and is the refuse area kept clean?			
Is unfit food clearly labelled and stored separately from other foods?			
<b>CHECKS AND RECORD KEEPING</b>			
Are all checks properly taken and recorded?			
Has appropriate corrective action been taken where necessary?			
Are record forms up-to-date, checked and verified?			
Are equipment time/temperature combinations specified and regularly cross-checked?			

Note:

For type of inspection, please tick (✓) the appropriate box below and mark (X) the irrelevant boxes: -

*Daily  
Inspection*

*Weekly  
inspection*

*Monthly  
Inspection*

*Surprise  
Inspection*

Name \_\_\_\_\_ Designation \_\_\_\_\_ Signature / date \_\_\_\_\_

