

LAMAMA FOODS

Staff Inspection Checklist

1. Personal Information:

Name: _____

Employee Id: _____

Place of work: _____

Contact No: _____

Tick the relevant answer:

Personal Hygiene Checklist :				
1	Uniforms, aprons should be clean	Neat	Clean	Shabby
2	Wear a hair restraint (hat or hairnet)	Yes	No	
3	Have short finger nails	Yes	No	
4	Hands must be washed before working	Yes	No	
5	If any Injuries (cuts, sores, burns, etc.) It must be properly dressed and covered with waterproof bandages.	Yes	No	
6	Paan / Smoking	Yes	No	
7	Crockery is washed clean	Yes	No	
8	Wearing any ornaments like chain	Yes	No	
9	Have any indigenous disease	Yes	No	
10	Use mobile during work	Yes	No	
Food Processing Checklist:				
1	Food is prepared and served well in time	Yes	No	
2	Food preparation and processing areas are cleaned	Yes	No	
3	All rubbish is removed and disposed of timely	Yes	No	
4	Chopping boards are cleaned	Yes	No	
5	Separate knives are used for meat, vegetables and fruits	Yes	No	

6	Kitchen equipment are save correctly cleaned and placed at proper counter	Yes	No	
7	Gas burners / equipment are switched off after cooking	Yes	No	
8	Food items are correctly covered, labeled and placed in the appropriate fridge/storage areas	Yes	No	
	Food Storage			
1	Fridges are working and operating at the correct temperatures	Yes	No	
2	Separate items are stored in different fridges	Yes	No	
	Regularity and Punctuality:			
1	Is he punctual in attendance?	Yes	No	
2	How many time he come late during the month	One times	Two times	Three times
3	Is he habitual late comer	Yes	No	Random
4	How many leave available in a month	Give no of leaves		
	Professional Knowledge:			
1	Whether employee knows his jobs?	Yes	No	
2	Does he needs training	Yes	No	
3	Have already got training	Yes	No	
4	Does he applies training knowledge In his job?	Yes	No	