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Kitchen Food Safety & Hygiene Inspection Checklist

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Kitchen Food Safety & Hygiene Inspection Checklist

Date: _____ | Inspector: _____ | Doc #: _____

Inspection Date	
Hotel / Restaurant Name	
Kitchen / Outlet (Main, Banqueting, Bar, etc.)	
Inspector / Chef in Charge	
Shift / Service (Breakfast, Lunch, Dinner)	
General Observations	
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Food Storage & Receiving

Dry, Chilled, and Frozen Storage

Deliveries checked for temperature, packaging integrity, and expiry dates

Pass Fail

Food properly labelled and dated (FIFO in use)

Pass Fail

Dry storage clean, organised, and pest-free

Pass Fail N/A

Chillers and freezers at correct temperatures and logged

Pass Fail N/A

Raw and ready-to-eat foods correctly segregated

Pass Fail N/A

Storage & Receiving Comments



Food Preparation & Handling

Preparation Practices

Handwashing carried out at appropriate times and facilities available

Pass Fail

Separate equipment used for raw and ready-to-eat foods (boards/knives colour coded)

Pass Fail

Food protected from contamination during preparation (covered, elevated, etc.)

Pass Fail N/A

Thawing carried out safely (in fridge, controlled conditions, no room-temperature thawing)

Pass Fail N/A

Allergens managed correctly (segregation, labelling, cleaning between tasks)

Pass Fail N/A

Preparation Comments



Cooking, Cooling & Reheating

Temperature Control

High-risk foods cooked to safe core temperatures and recorded where required

Pass Fail

Hot holding equipment maintains safe temperatures

Pass Fail N/A

Cooling carried out rapidly and safely (e.g. shallow pans, blast chiller)

Pass Fail N/A

Reheating performed only once and to safe temperatures

Pass Fail N/A

Temperature Control Comments



Cleaning, Hygiene & Pest Control

Cleaning & Disinfection

Surfaces, equipment, and utensils cleaned and sanitised as per schedule

Pass Fail

Cleaning materials correctly stored and labelled (no contamination risk)

Pass Fail N/A

Sinks, drains, and floors clean, free from standing water and food debris

Pass Fail N/A

Waste bins covered, not overflowing, and emptied regularly

Pass Fail N/A

Cleaning & Hygiene Comments

Pest Control & Structural Hygiene

No evidence of pests (droppings, gnawing, insects) observed

Pass Fail

External doors, windows, and service penetrations adequately sealed

Pass Fail N/A

Pest control devices (traps, monitors) in place and accessible to contractor

Pass Fail N/A



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Pest Control Comments





Staff Hygiene & Documentation

Staff Practices & Records

Staff uniform, hair restraints, and PPE clean and appropriate

Pass Fail

Illness reporting procedures understood and followed by staff

Pass Fail N/A

Food safety training records available and up to date

Pass Fail N/A

Non-Conformances & Corrective Actions

Inspector Signature

Date: