



Kitchen Food Safety & Hygiene Inspection Checklist

Service-ready food safety check covering receiving, storage, prep, cooking temps, cleaning, pests, and staff hygiene.

HOTEL / RESTAURANT / OUTLET

KITCHEN / SECTION

INSPECTOR / CHEF IN CHARGE

Service

☐

Breakfast

☐

Lunch

☐

Dinner

☐

Banqueting

☐

Other

INSPECTION DATE

INSPECTION TIME

1. Receiving & storage

Deliveries checked for temperature, packaging integrity, and shelf life

☐

Pass

☐

Fail

☐

N/A

CHILLER TEMPERATURE (CORE READING)

°C

FREEZER TEMPERATURE

°C

Food labelled and dated; FIFO / FEFO followed

☐

Pass

☐

Fail

☐

N/A

Raw and ready-to-eat foods segregated (shelves, boards, tools)

☐

Pass

☐

Fail

☐

N/A

Dry store clean, organised, off-floor, and pest-free

☐

Pass

☐

Fail

☐

N/A

High-risk / allergen items identified and controlled

☐

Pass

☐

Fail

☐

N/A

RECEIVING / STORAGE COMMENTS

2. Preparation & handling

Handwash sinks stocked (soap, water, towels / dryer) and used correctly

☐

Pass

☐

Fail

☐

N/A

Colour-coded boards / knives used and clean

☐

Pass

☐

Fail

☐

N/A

Food covered, elevated, and protected during prep

☐

Pass

☐

Fail

☐

N/A

Thawing done under control (fridge / chill method — no ambient thaw)

☐

Pass

☐

Fail

☐

N/A

Allergen segregation, labelling, and changeover cleaning followed

☐

Pass

☐

Fail

☐

N/A

PREP COMMENTS / ALLERGEN NOTES

3. Cooking, hot holding, cooling & reheating

Probe thermometer available, clean, and calibrated / verified

☐

Pass

☐

Fail

☐

N/A

SAMPLE COOK CORE TEMPERATURE RECORDED

°C

Hot holding maintains safe temperature (≥ 63°C / local standard)

☐

Pass

☐

Fail

☐

N/A

Cooling completed rapidly (e.g. shallow pans / blast chill) and logged ☐ Pass ☐ Fail ☐ N/A

Reheating once only, to safe temperature, and recorded where required ☐ Pass ☐ Fail ☐ N/A

TEMPERATURE CONTROL COMMENTS

4. Cleaning, structure & pests

Food-contact surfaces cleaned and sanitised to schedule ☐ Pass ☐ Fail ☐ N/A

Cleaning chemicals labelled, stored away from food, SDS available ☐ Pass ☐ Fail ☐ N/A

Floors, drains, and sinks free from standing water and food debris ☐ Pass ☐ Fail ☐ N/A

Waste bins lidded, not overflowing, emptied regularly ☐ Pass ☐ Fail ☐ N/A

No evidence of pests (droppings, gnawing, insects, nesting) ☐ Pass ☐ Fail ☐ N/A

Doors, windows, and service penetrations adequately sealed ☐ Pass ☐ Fail ☐ N/A

Pest monitors / traps accessible and contractor visit current ☐ Pass ☐ Fail ☐ N/A

5. Staff hygiene & records

Uniforms / PPE / hair restraints clean and appropriate ☐ Pass ☐ Fail ☐ N/A

Jewellery / nail polish / wound dressing rules followed ☐ Pass ☐ Fail ☐ N/A

Illness reporting procedure understood by staff on shift ☐ Yes ☐ No ☐ N/A

Food safety training / competency records available for team ☐ Yes ☐ No ☐ N/A

Opening / closing and temperature logs completed for this service ☐ Yes ☐ No ☐ N/A

NON-CONFORMANCES OBSERVED THIS INSPECTION

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY