

FSSAI Compliance Checklists

Daily, weekly, monthly and quarterly food safety checklists for restaurants, bars and hotels in India.

Daily Checklist - Opening and Closing

A 5–10 minute routine each shift: cold chain, stock condition and basic hygiene. The shift supervisor runs it at opening and closing.

COLD CHAIN AND STOCK CONDITION

- ☐ **Check and log the temperature of every chiller (target 5°C or below) and freezer (target -18°C or below) at opening and closing. Flag any unit that is out of range and move the stock at once.**
Required under FSS (Licensing & Registration) Reg. 2011, Schedule IV - storage rules. Example: expired or spoiled cold-store stock was seized at Bengaluru 5-star hotels (7 Aug 2026).
- ☐ **Check fruits, vegetables and other fresh perishables at the start of the shift. Remove anything with rot, mould or an off smell, and write it in the discard log.**
Required under FSS Act 2006 - unsafe food rules; Schedule IV. Example: 200 kg of mouldy, rotten vegetables was seized at The Lalit Ashok, Bengaluru.
- ☐ **Check the kitchen, stores and bar for use-by and best-before dates. Nothing past its date may stay in any storage or prep area. Throw it out and record it.**
Required under FSS Act 2006; FSS (Food Products Standards) - date marking. Example: expired milk, meat and bakery items were seized at 26 Bengaluru hotels, and at Mumbai clubs.
- ☐ **Confirm that vegetarian and non-vegetarian raw materials are stored and prepared in their own separate areas, with separate equipment and utensils.**
Required under Schedule IV - separation rules. Example: mixing veg and non-veg food was cited at Mumbai clubs and Bengaluru hotels.
- ☐ **Check that hot food stays at 65°C or above, and cold food at 5°C or below, during service. Date-mark leftovers, then chill them right away or throw them out, per outlet policy.**
Required under Schedule IV - time and temperature rules. Example: poor food handling was cited at Four Seasons Bengaluru.
- ☐ **Cook food to the FSSAI core temperatures: vegetarian to 60°C for 10 minutes or 65°C for 2 minutes; non-vegetarian to 65°C for 10 minutes, 70°C for 2 minutes or 75°C for 15 seconds core temperature. Probe and log at least one batch of each item per shift.**
Verbatim from the FSSAI Catering inspection checklist, item 23 (asterisked critical); Schedule 4 Part II time/temperature control. Undercooking high-risk food is a direct cause of foodborne illness.
- ☐ **Cool cooked food intended for refrigeration from 60°C to 21°C within 2 hours or less, then further to 5°C within a further 2 hours or less; date and label before it goes to the chiller.**
Verbatim from the FSSAI Catering inspection checklist, item 24 (asterisked critical); Schedule 4 Part II time/temperature control.
- ☐ **Reheat food so its core temperature reaches 75°C and hold it there for at least 2 minutes; reheat once only. Do not reheat by adding hot water, or by holding under a bain-marie or heat lamp.**
Verbatim from the FSSAI Catering inspection checklist, item 27 (asterisked critical); Schedule 4 Part II time/temperature control.

HYGIENE, PESTS AND PREMISES

- ☐ **Walk all floors, wash areas and drain lines. Drains must run free, with no standing water anywhere. Clear blockages before service starts.**
Required under Schedule IV - site cleanliness rules. Example: standing water and blocked drains were cited at Punjab Grill (Navi Mumbai) and the Cricket Club of India (CCI).
- ☐ **Do a visual check for pests in the kitchen, dry store, cold rooms and bar counters. Any live or dead insects, droppings or gnaw marks stops prep in that area until it is cleaned and treated.**
Required under Schedule IV - pest control rules. Example: cockroaches and flies were grounds for suspension at Punjab Grill and Mumbai clubs.
- ☐ **Check that all handwash points work and are stocked with soap and single-use towels or a dryer. Make sure sanitiser is at prep stations.**
Required under Schedule IV - washing facility rules. Example: poor general hygiene was cited across Pune suspensions.
- ☐ **Clean and sanitise food surfaces, boards and knives at open and close. Check that colour-coded boards are used for raw meat, raw vegetables and cooked food.**
Required under Schedule IV - equipment cleaning rules. Example: unhygienic kitchens were cited across Mumbai, Pune and Bengaluru actions.
- ☐ **Check that bins have lids and foot pedals, waste is sorted, and all kitchen waste leaves the kitchen by close of day. Wash down the bin area.**
Required under Schedule IV - waste disposal rules. Example: poor sanitation was part of the grounds for a Pune suspension.

- ☐ **Offer guests safe drinking water free of charge. Check that water dispensers, jugs and filters look clean.**
State FDA rule adopted as common practice - Maharashtra FDA directive (Jul 2026); Schedule IV drinking-water rule. Example: named in Maharashtra FDA mandatory directives (16–17 Jul 2026).

PEOPLE AND DAILY PRACTICES

- ☐ **Check every fryer. Throw out oil that is dark, foaming or smoking more than normal, into the used-oil container. Log top-ups and discards in the oil log. Never reuse frying oil past the outlet's set change cycle.**
Required under the FSSAI limit of 25% oil breakdown level (Total Polar Compounds); RUCO scheme; reinforced by the Maharashtra FDA directive (Jul 2026). Example: the ban on reusing oil is in the Maharashtra FDA compliance directives (16–17 Jul 2026).
- ☐ **Check every food handler on shift: clean uniform, hair covered, nails trimmed, no loose jewellery, cuts covered with a waterproof dressing. Move anyone with a fever, diarrhoea or skin infection off food handling.**
Required under Schedule IV - personal hygiene rules for food handlers. Example: handler hygiene problems were part of the Mumbai and Pune suspension grounds.
- ☐ **Check that frozen items are thawed only in the fridge or under running drinking water, never on a counter at room temperature. Never refreeze food after thawing.**
Required under Schedule IV - thawing rules. Example: poor handling practices were cited in Bengaluru raids.

Weekly Walkthrough

The outlet manager's weekly round: labels, packaging, equipment, suppliers and deep-clean checks that a single shift can't cover.

TEMPERATURE, EQUIPMENT AND SITE CONDITION

- ☐ **Deep-check the dry stores: stock is on racks or pallets off the floor and away from walls, the oldest stock is used first (FIFO), and there are no bulging, rusted or dented cans, and no torn sacks open to the air.**
Required under Schedule IV - storage rules. Example: poor storage conditions were cited in the Pune round of 21 suspensions.
- ☐ **Check chiller and freezer door seals, ice build-up, and thermometer accuracy against a reference thermometer. Log any drift so it can be calibrated.**
Recommended practice - Good practice supporting Schedule IV temperature-control rules. Example: storage problems were found at Taj Yeshwantpur and Radisson Blu Atria.
- ☐ **Check grease traps, exhaust hoods and ducting for build-up. Confirm cleaning happens on schedule and record it.**
Required under Schedule IV - site upkeep rules. Example: worsening kitchen conditions were cited at Mumbai clubs.
- ☐ **Check fridge loading: raw food stored below cooked or ready-to-eat food, nothing left uncovered, and no chemicals or non-food items in food storage.**
Required under Schedule IV - rules to stop contamination between foods. Example: poor separation was cited in Bengaluru and Mumbai.
- ☐ **Check utensils and equipment for rust, chipping, cracked boards or repairs not made with food-grade materials. Take failed items out of service.**
Required under Schedule IV - equipment standards. Example: equipment condition was part of the hygiene findings.

LABELLING, PACKAGING AND MENU CLAIMS

- ☐ **Spot-check packaged and repacked items for labels that meet the rules: product name, ingredients, allergens, dates, batch number and FSSAI licence number present and easy to read.**
Required under FSS (Labelling & Display) Regulations 2020. Example: labelling failures and wrong labels were recorded across the 26 Bengaluru hotels, and labelling problems in Pune.
- ☐ **Spot-check the menu against what is actually served: veg and non-veg marks are correct, nothing frozen is called fresh, weights and portions match what's stated, and there are no health claims you can't back up.**
Required under FSS (Advertising & Claims) Regulations 2018; Maharashtra FDA directive on misleading menus. Example: misleading menu information was named in Maharashtra FDA directives.
- ☐ **Check that the allergen list matches the current menu, and that floor staff can correctly answer allergen questions for five sample dishes.**
Required under FSS (Labelling & Display) Regulations 2020 - allergen rules. Example: labelling compliance was a focus of Bengaluru notices.

SUPPLIERS, STOCK AND STORAGE

- ☐ **Check that packaging and takeaway containers in use are food-grade, and that the supplier's proof certificate is available on request. No newspaper or non-food-grade plastic may touch food.**
Required under FSS (Packaging) Regulations 2018; the FSSAI's updated inspection checklist treats food-grade packaging as critical. Example: food-grade packaging was named in Maharashtra FDA directives.
- ☐ **Clean ice machines and drink or mixer dispensers on schedule. Handle ice only with scoops, and store scoops outside the ice bin.**
Recommended practice - Good practice under Schedule IV equipment hygiene rules. Example: bars were among the suspended businesses in Pune (Ashok Bar, Surabhi Hotel & Bar).

- ☐ **Check goods-receiving discipline: chilled deliveries are temperature-checked on arrival, rejections are logged, and invoices match approved suppliers.**
Required under Schedule IV - receiving rules. Example: inputs suspected of being faked or mixed with something else (sugar, palm oil) were seized in Pune.
- ☐ **Sweep the premises for banned goods: no gutkha, pan masala or unapproved additives anywhere on site, including staff areas.**
State FDA directive adopted as common practice - state prohibition notifications (in force in most states); FSS Act 2006. Example: banned goods led to police cases, 10 arrests and 11 vehicles seized in Pune division (21-22 Jul 2026).
- ☐ **Check bar stock dates: mixers, syrups, juices, garnishes and dairy are within date once opened, with opened-on labels applied.**
Recommended practice - Good practice; follows FSS date-marking rules. Example: expired stock was the single most common finding across all cities.

PREMISES, WATER AND PEST CONTROL

- ☐ **Check all bait stations, traps and insect killers: intact, correctly placed, no activity. Log what you find and report any activity to the pest contractor within 24 hours.**
Required under Schedule IV - pest control programme rules. Example: infestations were found where routine checks had lapsed (Punjab Grill, CCI).
- ☐ **Confirm the pest-control contract is with a licensed operator, and that the latest service report is on file and acted on.**
Required under Schedule IV; FSSAI guidance on approved pest operators. Example: the Maharashtra FDA directive requires licensed pest operators.
- ☐ **Check the week's signed cleaning logs, and spot-check hard-to-reach areas: hood filters, under and behind equipment, ceiling corners, store-room floors.**
Required under Schedule IV - cleaning schedule rules. Example: dirty, worsening kitchen areas were cited at Mumbai clubs.
- ☐ **Check that cleaning chemicals are stored in their own area away from food, in original labelled containers, with dilution instructions available.**
Required under Schedule IV - chemical storage rules. Example: general sanitation was grounds for Pune suspensions.
- ☐ **Check the drinking-water source: the filter or RO service is within its due date, tank lids are secure, and outlets show no visible contamination.**
Required under Schedule IV - drinking-water rules. Example: water safety was part of the Maharashtra directive set.
- ☐ **Review the week's temperature logs: complete, signed, and every out-of-range reading has a recorded fix.**
Required under Schedule IV - record-keeping rules. Example: missing required records were cited at Punjab Grill.
- ☐ **Review the discard and wastage log: expired and spoiled items are recorded with quantity and reason. Investigate any gaps that aren't explained.**
Recommended practice - Supports FSS Act rules on unsafe food. Example: expired stock was a finding across all three cities.
- ☐ **Review the week's incident and complaint log. Confirm each entry has a documented response, and that the first-aid box is stocked.**
Required under Schedule IV; FSS rules on handling complaints. Example: consumer complaints trigger FDA action (helpline 1800-222-365).
- ☐ **Watch one full service period for hygiene behaviour: handwashing, glove use, and no bare-hand contact with ready-to-eat food. Coach staff and record any lapses.**
Required under Schedule IV - food handler conduct rules. Example: handler practices were cited across enforcement rounds.

Monthly Compliance Review

Licences, records and paperwork - this decides whether an inspection ends with a note or a suspension.

LICENSING AND REGISTRATION

- ☐ **Check that the outlet's FSSAI licence or registration is valid, and matches the current business type, turnover band and premises. Start renewal at least 30 days before it expires.**
Required under FSS (Licensing & Registration) Regulations 2011. Example: IIT Bombay hostel messes were shut for operating with no licence or registration (Aug 2026).
- ☐ **Check that the FSSAI licence and Food Safety Display Board are shown clearly at the entrance or billing area.**
Required under FSSAI display rules (FoSCoS/Display Board orders). Example: display checks are standard in FDA inspections.
- ☐ **Confirm every outsourced caterer, canteen operator or kitchen contractor working on-site holds its own valid FSSAI licence. Keep copies on file and track expiry.**
Required under FSS (Licensing & Registration) Regulations 2011. Example: MIG Cricket Club was suspended over an unauthorised caterer with no FSSAI licence (Jul 2026).

- ☐ **For dark stores, ghost kitchens or delivery listings: the licence number appears on each platform listing, and the premises is covered by the right licence category.**
Required under FSSAI rules for online food businesses. Example: a Blinkit dark store (Viman Nagar) was among 21 Pune suspensions (Jul 2026).

RECORDS AND PAPERWORK

- ☐ **Check the FoSCoS account status: pending returns, changes for menu or premises updates, and officer messages are all actioned.**
Required under FoSCoS rules. Example: licence compliance was a stated focus of the Maharashtra drive.
- ☐ **Do a month-end records check: temperature, cleaning, pest, oil, discard, receiving and complaint logs are complete, signed and filed per the retention policy.**
Required under Schedule IV - mandatory record rules. Example: missing required records were repeatedly cited (Punjab Grill, Mumbai clubs).
- ☐ **Review the month's customer complaints and messages from regulators. Every item should be closed with a documented fix.**
Required under FSS rules on handling complaints. Example: FDA acts on consumer complaints via 1800-222-365.
- ☐ **Check that this month's menu changes flowed through to labels, the allergen list, veg/non-veg marks and platform listings.**
Required under FSS Labelling & Display Regulations 2020. Example: wrong labelling was found in Bengaluru.

PEOPLE, TRAINING AND SUPPLIERS

- ☐ **Check the approved-supplier list: every food or drink supplier has a valid FSSAI licence or registration on file. Remove suppliers whose licence has lapsed.**
Required under Schedule IV - buying only from licensed suppliers. Example: supplier-side seizures in Pune (₹50.65 lakh of goods, including dairy, oil, sweets).
- ☐ **Check that every food handler has a current medical fitness certificate (renewed yearly), including new joiners before their first food duty.**
Required under Schedule IV - medical checks for handlers. Example: missing handler health records were cited at Mumbai clubs.
- ☐ **Confirm that required vaccination records for handlers are on file where they apply.**
Required under Schedule IV - health rules. Example: gaps in health records were part of the Mumbai findings.
- ☐ **Check training coverage: every handler has had basic food safety training, and at least one certified Food Safety Supervisor (FoSTaC or equivalent) is on hand per shift.**
Required under the FSSAI's FoSTaC training rule for licensed food businesses. Example: training gaps are a common FDA inspection finding.
- ☐ **Review the testing plan for high-risk ingredients (milk, ghee, cooking oil, spices, meat): samples are sent as planned, reports are reviewed, and failures are reported to the right person.**
Recommended practice - Supports FSS Act rules against faking or mixing ingredients. Example: sugar and palm oil were sent for testing in Pune; 35 samples were taken in Bengaluru.
- ☐ **If delivering or catering off-site: transport containers or vehicles are clean, food-grade, temperature-controlled where needed, and covered by the licence.**
Required under Schedule IV - transport rules. Example: catering businesses were among those suspended (Star Catering, Annapurna notice).

STANDING CHECKS

- ☐ **Check that the latest drinking-water test report is still valid. Book the next test before it's due, and review the tank-cleaning schedule.**
Required under Schedule IV - regular water testing. Example: water safety was among the directive items in Maharashtra.
- ☐ **Track any open findings from regulators: every improvement notice, suspension condition or inspection note has an owner, a deadline and proof it was fixed.**
Required under the FSS Act's rules on improvement notices. Example: suspensions are lifted only with proof the problem was fixed (Maharashtra FDA).
- ☐ **Confirm thermometers, scales and probes are calibrated on schedule, with certificates on file.**
Recommended practice - Good practice supporting temperature-control rules. Example: temperature-control failures are behind most spoilage findings.
- ☐ **If the outlet is within 50 m of a school: sell or advertise no high fat/sugar/salt (HFSS) items, and any school-canteen clients must hold their own licences.**
Required under FSS (Safe Food and Balanced Diets for School Children) Regulations 2020; Maharashtra FDA order 29 Jul 2026. Example: Maharashtra's statewide HFSS-near-schools ban (29 Jul 2026); a school canteen was suspended in Kolhapur.
- ☐ **Walk the premises to check its condition: walls and ceilings intact, lighting protected, good ventilation, no flaking paint or damp patches over food areas. Report repairs needed.**
Required under Schedule IV - premises design and upkeep rules. Example: worsening kitchen conditions were cited at Mumbai clubs.

- ☐ **Check slow-moving stock (canned goods, dry spices, bar syrups, festival stock) for items nearing their expiry date. Mark down, use, or throw out before the date.**
Recommended practice - Supports date-marking rules. Example: expired slow-moving stock is the item most often seized.
- ☐ **Review wastage and discard trends compared with earlier months. Look into repeat causes of spoilage, such as over-ordering, equipment or suppliers.**
Recommended practice - Supports control practices that prevent unsafe food. Example: large seizures (76 kg of meat at one hotel) point to poor stock control.
- ☐ **Check that the recall or withdrawal procedure is written down, the contact list is current, and staff know when to start it.**
Required under FSS Act 2006 - recall rules. Example: recall readiness is part of what FSSAI audits expect.
- ☐ **Check waste-disposal arrangements: removal is contracted and current, used oil is sold only to authorised RUCO collectors with records kept, and the waste area is pest-proofed.**
Required under the RUCO scheme; Schedule IV waste rules. Example: oil handling was part of the Maharashtra directive set.
- ☐ **Run one surprise spot-check of a live shift using the Daily and Weekly lists. Score it, share the findings, and log any fixes.**
Recommended practice - An internal check practice. Example: FDA inspections are unannounced, so being ready for a surprise is what matters.
- ☐ **Check for new rules: review FSSAI orders and state FDA directives issued this month, update the item list, and brief outlets on changes.**
Recommended practice - Keeps the checklists current with new directives, for example those issued in Jul 2026. Example: Maharashtra issued new directives and the HFSS order mid-drive.

Quarterly Self-Audit

Score yourself before an inspector does. This is a full self-check using FSSAI's own scoring system, run by the compliance head.

SCORED SELF-AUDIT

- ☐ **Run a full self-audit of the outlet against the whole item list, using FSSAI-style scoring (2 points per item, 4 for critical items; any critical failure caps the grade). Record the score and grade.**
Required under the FSSAI's third-party audit method and Hygiene Rating scheme. Example: outlets graded below the threshold face enforcement priority.
- ☐ **Run, or check readiness for, a mock recall: trace one ingredient batch from receipt to sale within 4 hours, and note any gaps. Run a full drill at least once a year.**
Required under FSS Act 2006; FSSAI audit expectations. Example: recall readiness is a standard line item in audits.
- ☐ **Review third-party audit status: the audit is scheduled or done as required for your business type, and findings are closed.**
Required under the FSSAI's third-party audit framework (AMS). Example: audited outlets get inspection relief; unaudited ones face priority inspection.
- ☐ **Hold a management review: look at trends in the quarter's daily, weekly and monthly findings, name the top three repeat problems, and assign a fix plan with owners and dates.**
Recommended practice - An ongoing food-safety management system (FSMS) improvement practice. Example: repeat findings push FDA action from a warning to a suspension.
- ☐ **Check that emergency paperwork is current: incident-reporting contacts (Food Safety Officer, local FDA office), a written crisis plan (SOP), and product-liability insurance where held.**
Recommended practice - A preparedness practice. Example: legal hearings in Bengaluru show the burden of responding to incidents.

OVERSIGHT AND FOLLOW-THROUGH

- ☐ **If the outlet also manufactures, packs or re-packs food for sale off-site, confirm the FoSCoS annual return is filed by the 31 May deadline (check each quarter; file in Q1 of the financial year). Keep the confirmation on file. Plain restaurants, bars and hotel F&B outlets are exempt from this return.**
Required for manufacturers, importers, re-labellers and re-packers under FSS (Licensing & Registration) Regulations - annual return rule. Example: not filing the return brings penalties and inspection priority for those business types.
- ☐ **Review the training calendar: refresher training given, new supervisors certified, and training records complete for every current employee.**
Required under FoSTaC rules; Schedule IV training rules. Example: training records are checked in full audits.

DEEP CLEAN, PEST-PROOFING AND WATER

- ☐ **Complete the quarterly deep clean: hoods, ducting, a full strip-down of the cold room, emptying and cleaning the dry store, and behind fixed equipment. Keep a certificate or photos on file.**
Recommended practice - Supports Schedule IV upkeep rules. Example: grease and duct build-up was part of the site-condition findings.
 - ☐ **Review pest-proofing of the building: door sweeps, window screens, drain covers, and sealed wall gaps. Close any proofing gaps within the quarter.**
Required under Schedule IV - pest-proofing rules. Example: infestations come back where proofing, not just treatment, fails.
 - ☐ **Check that water-tank cleaning was done on the twice-yearly schedule, with records and a test done after cleaning.**
Required under Schedule IV - water storage hygiene rules. Example: water storage checks are standard in inspections.
-