



Commercial Hot Kitchen Food Safety Audit Checklist

Scope: FSSC 22000 & HACCP (ISO 22000)

This document is a **sample audit checklist** designed to demonstrate the principles of HACCP and recognized food safety best practices for hot kitchen operations. It is intended to help teams understand food safety expectations and establish a functional kitchen foundation.

Important: This checklist is a **GUIDE and NOT a full audit**. Several check items have been intentionally omitted. The checklist is for informed action only.

Last updated: February 2026, Nairobi Kenya.

HACCP & FSSC Overview

- **HACCP:** Hazard Analysis & Critical Control Points
- **FSSC:** Food Safety System Certification

Food safety is not only a regulatory requirement; it ensures wellbeing, consumer confidence, and protection of your operation’s reputation. Structured systems turn good practices into **consistent, auditable performance**.

INFRASTRUCTURE

Code	Requirement	2	1	0	N/A
SCI01	State of repair & cleanliness – walls				
SCI02	State of repair & cleanliness – floor (impervious, smooth, easy to clean)				
SCI03	State of repair & cleanliness – drains				
SCI04	State of repair & cleanliness – ceiling				
SCI05	State of repair & cleanliness – light fittings				



EQUIPMENT & UTENSILS

State of repair & cleanliness: - Microwave - Grill / Toaster - Beverage dispenser - Display cabinet - Bain marie - Cutting boards - Small utensils

(Score using 2 / 1 / 0 / N/A as applicable)

PERSONAL HYGIENE & HABITS

Code	Requirement	2	1	0	N/A
SCPHH01M	Appropriate and clean clothing				
SCPHH02M	Appropriate and clean headgear				
SCPHH03	Appropriate footwear				
SCPHH04	Finger nails clean, neat, no nail varnish				
SCPHH05	Absence of jewellery (except plain wedding band where permitted)				
SCPHH06	Adequate protection of wounds and infections				
SCPHH07	Absence of personal belongings				

CLEANLINESS & SANITIZATION (SERVICE AREAS)

Code	Requirement	2	1	0	N/A
SCCS01M	Hand wash basins functional, accessible, used only for hand washing				
SCCS02M	Hand washing commodities available				
SCCS03M	BC 2.1 Proper hand washing procedure followed				
SCCS04	Pedal-operated disposal bins clean, lined & covered				
SCCS05M	Absence of wet, dirty & torn cloths				



FOOD DISPLAY & STORAGE

Code	Requirement	2	1	0	N/A
SDFDS01	Absence of foreign matter in food				
SDFDS02	Freshness of food on display				
SDFDS03M	Cleanliness of sauces & condiment dispensers				
SDFDS04M	Condition & labeling of products and non-food materials				
SDFDS05	Visible identification of allergens on menu				

FOOD PREP & STORAGE

Assessment Area: Cold storage, frozen storage, dry storage, packing, covering & labeling

Temperature Control

Code	Requirement	2	1	0	N/A
PCFDS01M	Cold holding temperature below 5°C or as required by legislation				

Food was held at incorrect temperature.

| PCFDS02M | Frozen storage temperature below **-18°C** or as required by legislation | | | |

Food was held at incorrect temperature.

Cold Storage – State of Repair & Cleanliness

Code	Requirement	2	1	0	N/A
PCFDS03	Cold storage equipment in good repair and clean				

Possible Non-Conformities (tick where applicable): - Racks in the cold room / fridge were broken - Lid of cold display unit cracked - Doors not closing properly (temperature risk) - Damaged or loose door seals - Door handle missing - Rusted cold room floor / faded coating - Dirty shelves - Heavy ice build-up in freezer - Stalactite deposits noted - Temperature indicator not working



Dry Storage – State of Repair & Cleanliness

Code	Requirement	2	1	0	N/A
PCFDS04	Dry storage equipment clean and in good repair				

Possible Non-Conformities: - Shelves made of wood / plywood - Dry store messy or poorly organized - Food containers stored on the floor - Product spills observed - Excess boxes in storage area

Food Condition, Packing & Labeling

Code	Requirement	2	1	0	N/A
PCFDS05	Freshness of food products				
PCFDS06M	Cleanliness of sauces & condiment dispensers				
PCFDS07	Food correctly packed				

Products incorrectly packed

| PCFDS08 | Food correctly covered and labeled | | | | |

Labeling Observations: - Old stickers not removed from containers in use - Labeling not systematic or incomplete

-----|-----|---|---|---| | PCFDS01M | Cold holding temperature below 5°C | | | | |

Food held at incorrect temperature

| PCFDS02M | Frozen storage below -18°C | | | | |

Food held at incorrect temperature

| PCFDS03 | Repair & cleanliness – cold storage equipment | | | | |

Observations (tick where applicable): - Broken racks - Cracked cold display lid - Doors not closing properly - Damaged door seals - Loose or stained seals - Missing door handle - Rusted cold room floor - Dirty shelves - Heavy ice build-up - Stalactite deposits - Temperature indicator not working

| PCFDS04 | Repair & cleanliness – dry storage equipment | | | | |

Observations: - Wooden / plywood shelves - Messy storage - Containers on floor - Product spills - Excess boxes in area

| PCFDS05 | Freshness of food products | | | | | | PCFDS06M | Cleanliness of sauces & condiment dispensers | | | | | | PCFDS07 | Food correctly packed | | | | |



[] Products incorrectly packed

| PCFDS08 | Food correctly covered and labeled | | | |

Observations: - [] Old stickers not removed - [] Labeling not systematic

CLEANLINESS & SANITIZATION (PREP AREAS)

Code	Requirement	2	1	0	N/A
PCCS01M	Hand wash basins functional and accessible				
PCCS02M	Hand washing commodities available				
PCCS03M	BC 2.1 Proper hand washing followed				
PCCS04	Pedal-operated bins clean & covered				
PCCS05M	Absence of wet, dirty & torn cloths				
PCCS06M	BC 2.10 Presence of sanitizer				
PCCS07M	No evidence of pests or infestation				

Recommended: HACCP Resources

- [What is HACCP? Understanding HACCP in the Kenyan Food Industry](#)
- [The Ultimate Guide to HACCP System: Everything you need to Know](#)
- [The 7 Core Principles of HACCP: Brought to Life, Kenyan Case Studies.](#)
- [Case Study: Mwende Organic Foods* HACCP Journey with Atenfields Kenya](#)
- [How to Make Your Food Production HACCP Ready Without Hiring a Full Team](#)

Closing Guidance

This assessment highlights strengths and identifies areas where **formalized systems**—such as documented procedures, structured monitoring, and targeted staff training—can transform good practice into **consistent, safe operations**.

By addressing gaps through standards-based measures rather than quick fixes, kitchens reduce risk exposure, strengthen governance, and build a lasting food safety culture.

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