

FREE FSSAI READINESS TEMPLATE

FSSAI Audit Checklist

Use this 60-point checklist to assess licence readiness, Schedule 4 hygiene, operational controls, food handlers, packaging, labelling, records, and corrective-action closure.

FBO / premises

Audit date

Auditor / reviewer

Kind of business

Internal readiness template. Use the current FSSAI sector-specific inspection checklist and applicable law as the controlling reference.

1. FSSAI licence, business scope, display, and regulatory readiness

- 1** Confirm the FSSAI licence or registration is valid and shows the correct legal name, premises address, kind of business, product categories, and authorized activities.

CRITICAL

FSSAI AUDIT

LICENCE / FBO | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

- 2** Verify the licence or registration is displayed at the premises and the FSSAI number appears on applicable labels, bills, invoices, menus, or other records where required.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

- 3** Check FoSCoS renewals, modifications, annual returns, declarations, fee payments, and regulatory communications are completed within the applicable timelines.

CRITICAL

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

- 4** Confirm the premises manufactures, stores, transports, sells, or serves only the foods and activities permitted by its current licence or registration.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

- 5** Identify the current sector-specific FSSAI inspection checklist, applicable Schedule 4 part, recent amendments, orders, directions, and local authority requirements.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

- 6** Review previous inspections, notices, sampling results, complaints, recalls, penalties, repeated findings, overdue actions, and named ownership for closure.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Use the exact FSSAI matrix mapped to the kind of business and verify current amendments before scoring the site.

2. Design, layout, premises, equipment, and food-contact materials

- 7 Verify the layout and process flow prevent contamination between receiving, storage, preparation, processing, packing, service, waste, and employee movement.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

- 8 Inspect floors, walls, ceilings, doors, windows, drains, work surfaces, and overhead structures for cleanability, condition, moisture, flaking, leakage, and pest entry.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

- 9 Confirm equipment, utensils, containers, pipes, fittings, and food-contact surfaces are suitable, corrosion-resistant, cleanable, maintained, and made from approved food-grade material.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

- 10 Check lighting, ventilation, air flow, extraction, temperature control, and condensation management protect food and provide suitable working conditions.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

- 11 Verify handwashing, changing, toilet, and employee welfare facilities are adequate, supplied, separated from food areas, and maintained hygienically.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

- 12 Confirm receiving bays, chemical stores, allergen areas, raw and ready-to-eat zones, packaging stores, waste areas, and dispatch routes are clearly controlled.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Follow the actual product and employee flow from receipt to dispatch or service and inspect hidden contamination routes.

3. Water, ice, steam, drainage, sewage, and waste controls

13 Confirm potable water is available in adequate quantity and current test reports support its safety for the intended food, cleaning, and handwashing uses.

CRITICAL

FSSAI AUDIT

READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

14 Verify ice and steam that contact food or food-contact surfaces are produced, handled, stored, and distributed from suitable water without contamination.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

15 Inspect water tanks, filters, treatment systems, hoses, outlets, and storage vessels for protection, cleaning, maintenance, identification, and record control.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

16 Check drains are correctly designed, trapped, maintained, and free from stagnation, backflow, odour, pest harbourage, and flow from dirty to clean areas.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

17 Verify food waste, used oil, rejected material, packaging waste, and general waste are segregated, identified, covered, removed at suitable frequency, and recorded where required.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

18 Confirm sewage, effluent, grease, and waste disposal arrangements do not contaminate food, water, equipment, employees, neighbouring areas, or the environment.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Sample water and ice points, tanks, drains, and waste routes instead of relying only on documents or visible cleanliness.

4. Approved suppliers, procurement, receiving, testing, and traceability

- 19 Confirm ingredients, additives, processing aids, packaging, and services are purchased from approved suppliers with valid licences or registrations and defined specifications.

CRITICAL

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

- 20 Verify incoming foods and food-contact packaging comply with approved specifications, applicable FSSAI standards, shelf-life requirements, and supporting certificates or declarations.

CRITICAL

FSSAI AUDIT

C PC NC NA

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

- 21 Inspect sampled deliveries for vehicle hygiene, seals, temperature, product condition, infestation, damage, quantity, date marking, batch information, and contamination risk before acceptance.

FSSAI AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

- 22 Confirm expired, damaged, adulterated, mislabelled, temperature-abused, pest-affected, or otherwise suspect deliveries are rejected, segregated, recorded, and resolved.

FSSAI AUDIT

C PC NC NA

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

- 23 Trace selected ingredients and packaging from supplier and invoice through receiving, storage, production or service, finished product, and customer or dispatch record.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

- 24 Verify risk-based testing and verification of raw materials, water, environment, process samples, or finished foods use suitable methods and recognized laboratories where applicable.

FSSAI AUDIT

READING | Enter LIMIT / STANDARD | Enter DEVICE / RECORD | Enter

Execution tip: Trace at least one high-risk ingredient and one food-contact package from supplier approval through use or dispatch.

5. Storage, segregation, stock rotation, temperature, and transport

- 25 Inspect dry, chilled, frozen, controlled-atmosphere, and ambient storage for cleanliness, capacity, airflow, temperature, humidity, protection, and working alarms where applicable.

CRITICAL

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

- 26 Confirm raw food, ready-to-eat food, allergens, vegetarian and non-vegetarian food where relevant, chemicals, packaging, returned goods, employee items, and waste are segregated.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

- 27 Verify FIFO or FEFO rotation, date marking, batch identification, opened-product life, thawed-product status, rework control, stock checks, and disposal of expired material.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

- 28 Review actual storage and transport temperatures, monitoring frequency, alarm response, calibrated devices, missing readings, deviations, and corrective actions.

FSSAI AUDIT

READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

- 29 Check food and packaging are stored off the floor, protected from walls and pests, organized for inspection, and not exposed to leakage, dust, chemicals, or incompatible materials.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

- 30 Verify transport vehicles and containers are clean, suitable, temperature-controlled where required, protected from incompatible loads, and supported by dispatch and delivery records.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review actual products, date labels, temperatures, alarm records, and vehicle conditions across more than one storage zone.

6. FSMS, process controls, time and temperature, allergens, and contamination prevention

- 31** Confirm a documented Food Safety Management System identifies hazards, control measures, critical steps, monitoring, verification, corrective action, and responsible roles for the operation.

CRITICAL

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

- 32** Observe thawing, washing, preparation, cooking, processing, cooling, reheating, hot holding, cold holding, display, and service against approved time and temperature controls.

CRITICAL

FSSAI AUDIT

READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

- 33** Verify raw and ready-to-eat workflows, utensils, cutting boards, equipment, employee movement, cleaning, and hand hygiene prevent cross-contamination.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

- 34** Confirm allergens are identified in ingredients and recipes, controlled during storage and production, communicated accurately, and managed during substitutions, rework, service, and cleaning.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

- 35** Verify additives, processing aids, formulations, recipes, weights, rework, oil use, and process parameters remain within approved specifications and applicable FSSAI requirements.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

- 36** Check monitoring records capture actual readings, product or batch, equipment, time, device, operator, deviation, immediate containment, disposition, and reviewer verification.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe a live process and record actual readings, product details, device IDs, and immediate actions for any deviation.

7. Food handlers, medical fitness, personal hygiene, training, and supervision

37 Confirm food handlers are medically fit, report illness or wounds, follow exclusion or restriction rules, and return to food work only after suitable clearance where required.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

38 Inspect uniforms, protective clothing, head covers, beard covers, footwear, nails, jewellery, personal items, and task-specific PPE against the approved hygiene standard.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

39 Observe handwashing, glove use, coughing and sneezing controls, toilet return, raw-food handling, money handling, cleaning tasks, and changes between activities.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

40 Verify eating, drinking, tobacco use, spitting, medicines, loose personal belongings, and other unhygienic practices are prevented in food-handling and storage areas.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

41 Confirm Food Safety Supervisors and food handlers have applicable FoSTaC or internal training, role-specific competency, refresher training, and accessible records.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

42 Check visitors, contractors, drivers, maintenance personnel, and temporary employees receive hygiene instructions, protective clothing, access control, and supervision.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Observe behaviour during normal work and verify competency through records, questioning, and practical demonstration.

8. Cleaning, sanitation, pest control, maintenance, and foreign-matter prevention

- 43 Verify the master cleaning and sanitation programme defines areas, equipment, frequencies, methods, chemicals, concentrations, contact times, owners, and verification.

CRITICAL

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

- 44 Confirm cleaning chemicals are approved, labelled, stored securely, diluted correctly, supported by safety information, and separated from food and packaging.

FSSAI AUDIT

C PC NC NA

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

- 45 Check food-contact surfaces, utensils, dishwashing, sanitizing, drying, clean-equipment storage, and pre-operational release are effective and documented.

FSSAI AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

- 46 Confirm the pest-control programme includes a current site map, monitoring devices, trend review, service records, chemical control, entry-point correction, and no active infestation.

CRITICAL

FSSAI AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

- 47 Review preventive maintenance, lubrication, temporary repairs, tool control, calibration, contractor work, post-maintenance cleaning, and release before production or service.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

- 48 Verify controls for glass, brittle plastic, metal, wood, stones, blades, needles, sieves, filters, magnets, detectors, breakage, and foreign-matter incidents are effective.

FSSAI AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Inspect drains, under-equipment areas, chemical stores, pest devices, temporary repairs, and post-maintenance release records.

9. Food-grade packaging, labelling, menu display, claims, and consumer information

49

Confirm primary and secondary food-contact packaging is food grade, suitable for the product and process, protected in storage, traceable, and supported by applicable compliance evidence.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

50

Verify packaged-food labels include all applicable FSSAI declarations such as identity, ingredients, allergens, vegetarian or non-vegetarian mark, nutrition, net quantity, dates, lot, storage, instructions, and licence number.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

51

Check menus, display boards, websites, kiosks, delivery platforms, and point-of-sale material provide applicable calorie, allergen, vegetarian or non-vegetarian, and other mandatory information accurately.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

52

Confirm product names, nutrition or health claims, advertisements, promotions, images, and comparisons are not misleading and follow approved artwork and applicable regulations.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

53

Inspect package seals, tamper evidence, print legibility, coding, label application, date marking, lot traceability, damaged packs, and line-clearance controls.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

54

Verify customer complaints, food-safety incidents, adverse reactions, suspected adulteration, traceability requests, withdrawals, and recalls are recorded, investigated, escalated, and closed.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Compare a live package, menu item, and digital listing with the approved artwork and the requirements applicable to that product.

10. Records, non-compliance, corrective actions, verification, and management sign-off

55

Confirm licences, procedures, specifications, monitoring sheets, training records, test reports, service records, supplier documents, and electronic data are current, legible, protected, and retrievable.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

56

Classify each audit finding as critical, major, minor, observation, or not applicable using approved rules, and complete immediate containment for any food-safety risk.

CRITICAL

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

57

Assign every corrective action to a named owner with priority, due date, required evidence, temporary control, escalation route, and affected product or process clearly identified.

FSSAI AUDIT

Record / requirement	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

58

Verify closure through repeat inspection, live evidence, test results, maintenance proof, disposal or recall records, updated procedures, retraining, and reviewer approval.

FSSAI AUDIT

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

59

Review repeat findings, complaints, test failures, pest trends, temperature deviations, supplier issues, overdue actions, and internal-audit results during management review.

FSSAI AUDIT

C

PC

NC

NA

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

60

Record the final score, unresolved critical risks, regulatory follow-up, next audit date, FBO representative, auditor, reviewer, date, time, and signatures.

CRITICAL

FSSAI AUDIT

LICENCE / FBO | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Keep actions open until objective evidence confirms the risk is controlled and repeated failures have been addressed at root cause.

RUN THIS CHECKLIST DIGITALLY

Turn FSSAI findings into verified corrective action

Use Taqtics to schedule audits, capture evidence, escalate critical gaps, assign actions, and verify closure.

Try This Checklist
in Taqtics