

FREE REGULATORY COMPLIANCE TEMPLATE

FSSAI Compliance Checklist

Use this 60-point checklist to manage ongoing FSSAI licence, Schedule 4, operational, hygiene, product, packaging, labelling, reporting, traceability, and corrective-action requirements.

FBO / premises

Review date

Reviewer

Kind of business

Internal compliance template. Use current FSSAI regulations, FoSCoS requirements, sector checklists, and authority directions as controlling references.

1. Licence, registration, scope, premises, and legal identity

1

Confirm every food business premises holds the correct FSSAI registration, State Licence, or Central Licence for its eligibility, scale, and kind of business.

CRITICAL

FSSAI COMPLIANCE

LICENCE / FBO | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

2

Verify the legal name, premises address, kind of business, product categories, activities, capacity, and other licence particulars match actual operations.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

3

Check the current licence or registration is displayed prominently and the FSSAI number appears on applicable bills, invoices, labels, menus, websites, or other required records.

CRITICAL

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

4

Confirm new products, additional activities, layout changes, capacity changes, ownership changes, and address changes are assessed for licence modification before implementation.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

5

Verify the nominated person, authorized signatory, FBO representative, compliance contacts, and responsibilities are current and formally documented.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

6

Review licence conditions, previous inspections, improvement notices, penalties, sampling results, complaints, and unresolved regulatory commitments.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Map the licence and actual business activity first, because all later controls depend on the correct premises, kind of business, and product scope.

2. Regulatory calendar, FoSCoS filings, returns, reporting, and controlled documents

- 7 Maintain a regulatory obligations register covering licence renewal, modification, annual returns, testing reports, endorsements, declarations, and other applicable submissions.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

- 8 Confirm renewal applications and supporting documents are prepared and submitted through FoSCoS within the applicable timeline before licence expiry.

FSSAI COMPLIANCE

Compliant Partial Non-compliant N/A

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

- 9 Verify manufacturers and importers file applicable annual returns electronically through FoSCoS within the prescribed timeline and retain submission evidence.

CRITICAL

FSSAI COMPLIANCE

Compliant Partial Non-compliant N/A

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

- 10 Confirm applicable six-monthly product testing reports, laboratory documents, or other required compliance reports are submitted and tracked through FoSCoS.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

- 11 Verify regulatory orders, amendments, advisories, product standards, import or export conditions, and state or local directions are reviewed for applicability and implemented.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

- 12 Check licences, approvals, returns, correspondence, notices, test reports, inspection records, and evidence are current, legible, protected, and readily retrievable.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Use a dated regulatory calendar and preserve FoSCoS acknowledgements, because compliance depends on timely submissions as well as on-site

3. FSMS, Schedule 4, hazard controls, procedures, and management oversight

13

Confirm a documented Food Safety Management System is implemented and reflects the operation, products, processes, hazards, controls, and responsible roles.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

14

Identify the correct Schedule 4 requirements and current sector-specific FSSAI inspection checklist for each kind of business and premises activity.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

15

Verify hazard analysis, prerequisite programmes, operational controls, CCPs where applicable, critical limits, monitoring, corrective action, and verification are defined.

CRITICAL

FSSAI COMPLIANCE

ACTUAL / READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

16

Confirm SOPs cover procurement, receiving, storage, preparation, processing, service, cleaning, allergens, waste, transport, complaints, and emergencies as applicable.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

17

Check product, process, supplier, equipment, packaging, layout, formulation, and legal changes are reviewed through controlled change management before release.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

18

Verify internal audits, compliance reviews, management reviews, trend analysis, resource decisions, and follow-up actions are completed at planned intervals.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Match the FSMS to the current process rather than relying on a generic manual that does not reflect actual hazards, products, or responsibilities.

4. Premises, water, utilities, equipment, food-contact materials, and sanitation infrastructure

19

Verify site layout, zoning, employee movement, product flow, waste routes, and storage arrangements prevent contamination and support hygienic operations.

CRITICAL

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

20

Confirm potable water is available in adequate quantity and current risk-based test results support its intended use in food, ice, steam, cleaning, and handwashing.

CRITICAL

FSSAI COMPLIANCE

ACTUAL / READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

21

Inspect floors, walls, ceilings, doors, windows, drains, lighting, ventilation, air flow, condensation controls, and pest-proofing for suitability and condition.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

22

Check handwashing stations, changing areas, toilets, employee facilities, waste areas, sewage, grease, and drainage systems are adequate, supplied, and hygienically maintained.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

23

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

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

24

Confirm preventive maintenance, calibration, lubricants, temporary repairs, contractor controls, post-maintenance cleaning, and hygienic release are documented.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Inspect the full food and employee flow, including hidden risks such as tanks, drains, condensation, temporary repairs, and waste routes.

5. Supplier approval, procurement, receiving, storage, stock rotation, and transport

25 Confirm ingredients, food, additives, processing aids, packaging, and outsourced services are obtained from approved suppliers with valid applicable FSSAI credentials.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

26 Verify approved specifications, certificates, declarations, test reports, shelf-life requirements, allergen information, and acceptance criteria are available and current.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

27 Inspect sampled deliveries for vehicle hygiene, seals, product condition, temperatures, dates, batch details, infestation, damage, quantity, and contamination risk before acceptance.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

28 Confirm rejected, expired, damaged, mislabelled, adulterated, temperature-abused, pest-affected, or suspect materials are identified, segregated, recorded, and dispositioned.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

29 Verify FIFO or FEFO rotation, date marking, batch identification, opened-product life, rework, stock checks, allergen segregation, and separation of food from chemicals and waste.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

30 Check storage and transport temperatures, vehicle suitability, cleaning, incompatible loads, dispatch records, delivery records, alarms, and corrective actions where applicable.

FSSAI COMPLIANCE

ACTUAL / READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Trace at least one high-risk ingredient and one food-contact package from approved supplier through receipt, storage, use, and dispatch or service.

6. Operational controls, time and temperature, allergens, additives, and contamination prevention

31

Observe thawing, washing, preparation, cooking, processing, cooling, reheating, hot holding, cold holding, display, and service against approved controls.

CRITICAL

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

32

Verify actual time, temperature, pH, water activity, concentration, or other process readings are taken at defined frequencies using suitable calibrated devices.

CRITICAL

FSSAI COMPLIANCE

ACTUAL / READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

33

Confirm raw and ready-to-eat food, vegetarian and non-vegetarian food where relevant, allergens, utensils, equipment, employees, and cleaning activities are effectively segregated.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

34

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

CRITICAL

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

35

Check additives, processing aids, formulations, recipe weights, rework, frying oil, food colours, flavours, and process parameters comply with approved specifications and applicable standards.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

36

Confirm process deviations trigger immediate containment, product hold, risk assessment, authorized disposition, corrective action, verification, and complete records.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live process and capture actual readings, product details, device IDs, deviations, containment, disposition, and reviewer verification.

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

37 Confirm food handlers are medically fit, report illness, wounds, or symptoms promptly, and follow exclusion, restriction, and return-to-work controls.

CRITICAL

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

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

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

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

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

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

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

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

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

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

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

41 Confirm State- and Central-licensed food businesses maintain trained and certified Food Safety Supervisor coverage appropriate to the number of food handlers and premises.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

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

42 Check FoSTaC certificates, induction, role-specific training, refresher training, competency checks, visitor hygiene, contractor controls, and supervision records are current.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

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

8. Product standards, testing, packaging, labelling, claims, menus, and consumer information

43

Confirm every food product, ingredient, additive, and process complies with the applicable FSSAI standard, permitted composition, limits, restrictions, and category requirements.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

44

Verify risk-based testing of food, water, environment, raw materials, or finished products uses suitable methods and recognized laboratories where applicable.

FSSAI COMPLIANCE

ACTUAL / READING | Enter

LIMIT / STANDARD | Enter

DEVICE / RECORD | Enter

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

45

Confirm food-contact packaging is suitable, food grade, protected, traceable, and supported by applicable certificates of conformity or compliance evidence.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

46

Verify packaged-food labels contain all applicable declarations, including food name, ingredients, allergens, veg or non-veg mark, nutrition, quantity, dates, lot, storage, instructions, and licence number.

CRITICAL

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

47

Check menus, Food Safety Display Boards, websites, kiosks, delivery platforms, advertisements, and point-of-sale material provide applicable mandatory information accurately.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

48

Confirm health, nutrition, comparative, organic, fortified, vegan, special-purpose, and other claims or logos are approved, supportable, and not false or misleading.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Compare an actual product, package, label, menu, and digital listing with the current approved specification and applicable FSSAI requirement.

9. Traceability, complaints, withdrawal, recall, incident response, and record retention

49 Trace selected ingredients, packaging, batches, finished products, dispatches, and customer records through the operation to confirm effective traceability.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

50 Verify one-step-back and one-step-forward information, batch quantities, distribution details, suppliers, customers, and stock reconciliation can be produced promptly.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

51 Confirm complaints, adverse reactions, suspected adulteration, illness reports, test failures, regulatory alerts, and food-safety incidents are recorded, investigated, and escalated.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

52 Verify an effective written withdrawal or recall plan is maintained where applicable, with named authority, contact lists, product control, communication, and regulatory notification steps.

FSSAI COMPLIANCE

Compliant

Partial

Non-compliant

N/A

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

53 Check mock recall or traceability exercises test speed, completeness, quantity reconciliation, communication, decision-making, recovered stock, and action closure.

FSSAI COMPLIANCE

Safe

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

54 Confirm records are retained for applicable legal, shelf-life, traceability, contractual, and internal periods, with version control, data integrity, access protection, and backups.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Test traceability using real batches and quantities, not only a written procedure, and document gaps in speed, completeness, and reconciliation.

10. Non-compliance, corrective actions, verification, trends, and management sign-off

- 55** Record every compliance gap with the applicable requirement, observed condition, affected product or process, food-safety risk, evidence, and immediate containment.

CRITICAL

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

- 56** Classify findings as critical, major, minor, observation, or not applicable using approved rules and escalate any condition requiring product hold, stop-work, or regulatory action.

CRITICAL

FSSAI COMPLIANCE

Compliant Partial Non-compliant N/A

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

- 57** Assign each corrective action to a named owner with priority, due date, temporary control, required proof, escalation route, and affected scope clearly identified.

FSSAI COMPLIANCE

Requirement / record	Current status	Owner	Evidence	Action

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

- 58** Verify closure through repeat inspection, live evidence, test results, maintenance proof, disposal or withdrawal records, updated documents, retraining, and reviewer approval.

FSSAI COMPLIANCE

Safe Needs action Critical LIVE PHOTO | Add

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

- 59** Review repeat findings, licence risks, complaints, test failures, supplier issues, pest activity, temperature deviations, overdue actions, and compliance trends during management review.

FSSAI COMPLIANCE

Compliant Partial Non-compliant N/A

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

- 60** Record the final compliance status, unresolved critical risks, regulatory follow-up, next review date, FBO representative, Food Safety Supervisor, reviewer, date, time, and signatures.

CRITICAL

FSSAI COMPLIANCE

LICENCE / FBO | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Keep actions open until objective evidence confirms the requirement is met, the risk is controlled, and repeated failure has been addressed at root

RUN THIS CHECKLIST DIGITALLY

Turn FSSAI obligations into verified compliance

Use Taqtics to schedule reviews, capture evidence, track due dates, assign actions, and verify closure.

Try This Checklist
in Taqtics