

FREE OPERATIONAL TEMPLATE

Kitchen Inspection Checklist

Use this 60-point checklist to inspect kitchen readiness, employee hygiene, receiving, storage, preparation, temperatures, equipment, cleaning, sanitation, pest control, workplace safety, maintenance, and corrective-action closure.

Kitchen / location

Inspection date

Inspector

Kitchen manager

1. Inspection setup, kitchen scope, standards, and ownership

1

Record the site, kitchen area, inspection date, shift, inspector, kitchen manager, and operating activities included in the inspection.

INSPECTION RECORD

NAME / SITE | | Enter

DATE / TIME | | Enter

APPROVAL | | Sign

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

2

Confirm the current kitchen SOPs, food safety rules, recipes, cleaning schedules, equipment instructions, and emergency contacts are available.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

3

Define the applicable legal, company, brand, customer, and local food safety requirements used to assess the kitchen.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

4

Review previous inspection findings, incidents, complaints, pest reports, equipment faults, temperature deviations, and overdue actions.

READING OR RECORD

RESULT | | Enter

LIMIT / STATUS | | Enter

Attach evidence

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

5

Identify critical-failure rules for unsafe food, cross-contamination, allergen exposure, pest activity, blocked exits, gas leaks, and unsafe equipment.

CRITICAL

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

6

Assign responsibility for food safety, hygiene, equipment, cleaning, stock, maintenance, corrective action, verification, and final approval.

ACTION TRACKER

Finding	Priority	Owner	Due	Proof

🔍

Execution tip: Set the kitchen scope, standards, critical rules, and owners before starting so findings are assessed consistently.

2. Opening readiness, people, hygiene, and shift controls

7 Verify the kitchen opens only after the responsible manager completes and signs the opening readiness check.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

8 Confirm employees are fit for work and report vomiting, diarrhoea, fever, infected wounds, or other illness before handling food.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

9 Check uniforms, aprons, hair restraints, footwear, gloves, and personal protective equipment are clean, suitable, and correctly worn.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

10 Verify handwashing stations have warm water, soap, hygienic drying, clear instructions, and unobstructed access.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

11 Observe whether employees wash hands at required times and avoid jewellery, uncovered wounds, eating, drinking, or phone use in food areas.

CHECKLIST

Control	Current	Owner	Evidence

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

12 Confirm staffing, station assignments, pre-shift briefing, allergen awareness, temperature limits, and immediate risks are communicated.

READING OR RECORD

RESULT | Enter

LIMIT / STATUS | Enter

Attach evidence

Execution tip: Observe a live shift, not only records, and confirm employee practices match the stated procedure.

3. Receiving, storage, cold chain, and stock rotation

13

Inspect the receiving area for cleanliness, lighting, pest protection, safe access, and separation from waste or chemical storage.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

14

Verify deliveries come from approved suppliers with intact packaging, correct labels, traceable batch details, and acceptable shelf life.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

15

Record chilled, frozen, and other controlled delivery temperatures with a clean, calibrated device before products are accepted.

READING OR RECORD

RESULT

|| Enter

LIMIT / STATUS

|| Enter

Attach evidence

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

16

Reject or quarantine food that is damaged, contaminated, thawed, leaking, expired, unlabelled, outside limits, or otherwise unsafe.

CRITICAL

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

17

Check dry, chilled, and frozen food is stored off the floor, protected, segregated, labelled, date-coded, and arranged using FEFO or FIFO.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

18

Verify raw food, ready-to-eat food, allergens, chemicals, personal items, and returned or quarantined stock are physically separated.

CRITICAL

CHECKLIST

Control	Current	Owner	Evidence

🔍

Execution tip: Check product identity, condition, temperature, segregation, and traceability before accepting or storing food.

4. Preparation, cross-contamination, and allergen controls

19

Verify preparation areas are clean, organized, adequately lit, and free from unnecessary items before food work begins.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

20

Check separate boards, knives, utensils, containers, and preparation zones are used for raw, cooked, ready-to-eat, and allergen-controlled food.

CHECKLIST

Control	Current	Owner	Evidence

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

21

Observe whether employees clean and disinfect surfaces, tools, and hands between products, tasks, batches, and contamination risks.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

22

Confirm frozen food is thawed using an approved method that controls time, temperature, drips, and cross-contamination.

READING OR RECORD

RESULT | | Enter

LIMIT / STATUS | | Enter

Attach evidence

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

23

Verify ingredients, prepared food, sauces, garnishes, and opened products carry clear identity, preparation date, use-by time, and responsible person.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

24

Check allergen recipes, ingredient information, dedicated tools, order communication, change controls, and escalation procedures are followed.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

Execution tip:

Follow the product flow and watch for hand, tool, surface, drip, allergen, and time-control contamination risks.

5. Cooking, cooling, reheating, and holding temperatures

- 25 Verify cooking temperatures or validated time-temperature combinations meet the approved limit for each high-risk product.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

- 26 Confirm temperature probes are cleaned, disinfected, inserted correctly, and checked for accuracy before and after use.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

- 27 Record cooling start time, intermediate readings, final temperature, container depth, batch identity, and corrective action when limits are missed.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

- 28 Verify reheated food reaches the approved core temperature within the required time and is not reheated more often than permitted.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

- 29 Check hot-held and cold-held food remains within approved temperature and time limits throughout service.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

- 30 Confirm any out-of-limit product is stopped from service, identified, isolated, assessed, disposed of or recovered under an approved procedure, and documented.

SCORED CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Use a calibrated probe and record the actual product, batch, time, temperature, limit, and action taken.

6. Equipment, utensils, ventilation, and maintenance condition

31 Inspect ovens, fryers, grills, ranges, steamers, mixers, slicers, processors, and other kitchen equipment for safe and effective operation.

LIVE INSPECTION

Good Monitor Action required Live photo

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

32 Check guards, interlocks, handles, seals, cables, plugs, controls, warning labels, emergency stops, and isolation points are intact.

LIVE INSPECTION

Good Monitor Action required Live photo

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

33 Verify refrigerators, freezers, hot-holding units, dishwashers, ice machines, and extraction systems operate within required parameters.

SCORED CHECK

Compliant Partial Non-compliant N/A

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

34 Inspect food-contact utensils, pans, trays, containers, knives, boards, and smallwares for cracks, corrosion, damage, contamination, or unsuitable repair.

LIVE INSPECTION

Good Monitor Action required Live photo

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

35 Confirm ventilation hoods, filters, ducts, fans, grease traps, and make-up air are clean, secure, effective, and included in planned maintenance.

LIVE INSPECTION

Good Monitor Action required Live photo

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

36 Check equipment faults are tagged, isolated when unsafe, reported, assigned to a qualified owner, repaired, and verified before return to service.

CRITICAL

SCORED CHECK

Compliant Partial Non-compliant N/A

Execution tip: Photograph defects, isolate unsafe equipment, and verify completed repairs before equipment returns to service.

7. Cleaning, sanitation, chemicals, and verification

- 37 Verify the master cleaning schedule covers all areas, equipment, high-touch points, frequencies, methods, chemicals, owners, and verification steps.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

- 38 Observe whether food-contact surfaces are cleaned, rinsed where required, disinfected at the correct concentration, and allowed suitable contact time.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

- 39 Check sinks, dishwashers, pot-wash areas, drying racks, cloths, brushes, mops, and cleaning tools are clean, separated, and correctly used.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

- 40 Confirm cleaning chemicals are approved, labelled, diluted correctly, securely stored, and kept away from food, packaging, and single-use items.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

- 41 Record sanitizer concentration, dishwasher temperature or chemical result, and any other required cleaning verification readings.

READING OR RECORD

RESULT | | Enter

LIMIT / STATUS | | Enter

Attach evidence

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

- 42 Verify completed cleaning is independently checked using visual inspection, test strips, ATP, microbiological results, or another approved method.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Check the cleaning method, chemical strength, contact time, tool control, record, and independent verification.

8. Waste, pest, drainage, water, and building hygiene

- 43 Check internal waste containers are suitable, lined, covered where required, not overflowing, and emptied without contaminating food areas.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

- 44 Inspect external waste storage for secure lids, clean surroundings, drainage, pest protection, safe access, and collection at the required frequency.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

- 45 Look for live pests, droppings, gnawing, insects, webbing, damaged packaging, odours, harbourage, or gaps that could permit pest entry.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

- 46 Verify pest devices are correctly positioned, identified, accessible, undamaged, checked, and supported by current contractor records and actions.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

- 47 Inspect floors, walls, ceilings, doors, windows, drains, pipes, lights, and penetrations for damage, leaks, condensation, mould, grease, or poor sealing.

LIVE INSPECTION

Good

Monitor

Action required

Live photo

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

- 48 Confirm potable water, ice, drainage, grease management, backflow protection, and sewage systems are safe, functional, and free from contamination risk.

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

 Execution tip: Inspect hidden areas, drains, waste points, wall penetrations, and pest evidence, not only visible surfaces.

9. Fire, gas, electrical, chemical, and workplace safety

49

Verify fire exits, escape routes, emergency lighting, alarm points, extinguishers, fire blankets, and suppression systems are accessible and serviceable.

CRITICAL

LIVE INSPECTION

Good

Monitor

Action required

Live photo

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

50

Inspect gas appliances, hoses, connectors, shut-off valves, flame failure devices, and surrounding areas for damage, leaks, grease, or unsafe storage.

CRITICAL

LIVE INSPECTION

Good

Monitor

Action required

Live photo

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

51

Check electrical sockets, cables, plugs, appliances, panels, extension leads, and wet-area use for damage, overload, exposure, or unsafe modification.

CRITICAL

SCORED CHECK

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

52

Confirm knives, hot surfaces, boiling liquids, fryers, manual handling, ladders, slips, and other kitchen hazards have practical controls and training.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

53

Verify safety data sheets, chemical spill controls, first aid supplies, burn treatment, incident reporting, and emergency contacts are available.

DOCUMENT REVIEW

Current

Incomplete

Missing or outdated

Attach record

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

54

Confirm employees know how to respond to fire, gas leak, power loss, serious injury, chemical exposure, equipment failure, and food safety emergencies.

CRITICAL

CHECKLIST

Control	Current	Owner	Evidence

🔍

Execution tip: Treat gas, fire, electrical, chemical, and severe injury risks as immediate containment and escalation issues.

10. Findings, corrective actions, verification, and sign-off

55 Summarize findings by kitchen zone, risk type, criticality, food or employee impact, repeat status, and responsible function.

CRITICAL

ACTION TRACKER

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

56 Contain critical findings immediately by stopping unsafe work, isolating food or equipment, closing the affected area, and notifying management.

CRITICAL

SCORED CHECK

Compliant Partial Non-compliant N/A

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

57 Assign every finding a priority, named owner, due date, required evidence, escalation route, reviewer, and measurable closure criteria.

ACTION TRACKER

Finding	Priority	Owner	Due	Proof

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

58 Investigate repeat or serious failures to identify causes related to people, process, equipment, materials, environment, workload, supervision, or training.

DOCUMENT REVIEW

Current Incomplete Missing or outdated Attach record

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

59 Verify closure through live observation, repeat readings, photos, maintenance proof, cleaning evidence, training records, or updated procedures.

READING OR RECORD

RESULT || Enter

LIMIT / STATUS || Enter

Attach evidence

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

60 Record the final score, critical failures, open risks, approved exceptions, next review date, inspector, kitchen manager, approver, date, time, and signatures.

CRITICAL

INSPECTION RECORD

NAME / SITE || Enter

DATE / TIME || Enter

APPROVAL || Sign

 Execution tip: Do not close findings until the control is restored, evidence is reviewed, and the responsible manager approves closure.

RUN THIS CHECKLIST DIGITALLY

Turn kitchen inspection findings into accountable corrective action

Use Taqtics to schedule inspections, capture live readings and photos, contain critical risks, assign actions, verify repairs and cleaning, and compare recurring issues across every kitchen.

Try the Kitchen Inspection Checklist in Taqtics

Scheduled kitchen inspections Critical-risk scoring Live photo and reading evidence

Immediate containment workflows Corrective-action tracking Multi-site dashboards