PETPOOJA

CHECKLIST

FSSAI Compliance Checklist

Complete Schedule 4 compliance guide for Indian food businesses. Daily, weekly, monthly, and annual tasks with exact FSSAI regulation references.

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60+
Checklist Items
Daily to annual tasks

5
Schedule 4 Parts
All parts covered

₹5L
Max Penalty
For non-compliance

14
Digit License
Must be displayed

FoSTaC
Training Required
1 supervisor minimum

01 FSSAI License Types & Registration

Which license applies to your food business

License Type	Turnover Criteria	Who Needs It	Validity	Apply At
Basic Registration	Up to ₹1.5 crore/year	Small vendors, hawkers, petty retailers, dhaba, home caterers	1-5 years	foscos.fssai.gov.in
State License	₹1.5 crore to ₹50 crore/year	Restaurants, hotels, medium manufacturers, caterers, dairy units	1-5 years	foscos.fssai.gov.in
Central License	Above ₹50 crore/year	Large manufacturers, importers, operators in 2+ states, e-commerce, airports	1-5 years	foscos.fssai.gov.in

✓ **Determine your license category based on annual turnover** — Step 1

Turnover includes all food-related revenue. If you operate in multiple states, you need a Central License regardless of turnover. These turnover slabs were revised with effect from 1 April 2026; the earlier limits were ₹12 lakh and ₹20 crore.

✓ **Gather required documents for application** — Step 2

Photo ID of FBO, address proof, food safety management plan, layout plan of premises, list of food products, water test report, NOC from municipality.

✓ **Apply online at foscos.fssai.gov.in**

Create FBO account. Upload documents. Pay fee online. Basic: ₹100/year. State: ₹2,000-5,000/year. Central: ₹7,500/year.

✓ **Complete inspection (State/Central license)**

FSSAI-appointed inspector visits premises within 30 days of application. Ensure kitchen, storage, and hygiene meet Schedule 4 standards before inspection.

✓ **Display license at entrance with 14-digit number visible** — Mandatory

Once received, laminate and display prominently near main entrance. Visible from outside.

FSSAI Order 27-Dec-2018

Penalty for Operating Without License

Imprisonment up to 6 months and fine up to ₹5,00,000 under Section 63, FSS Act 2006. FSSAI conducts surprise raids. In 2024-25, over 37,000 food businesses were penalized across India.

02 General Hygiene & Sanitation

Schedule 4, Part I — Premises design and maintenance

Premises & Layout

- ✓ **Kitchen floor: smooth, non-absorbent, washable surface (tiles/epoxy)**
  No cracks, gaps, or broken tiles. Floor must slope towards drains for easy cleaning. Wooden floors not permitted in food preparation areas.
  Schedule 4, Part I, Clause 1

- ✓ **Walls: smooth, light-coloured, washable up to ceiling height**
  Tiles or food-grade paint up to at least 5 feet. No flaking paint or exposed plaster.
  Schedule 4, Part I, Clause 1

- ✓ **Ceiling: free from flaking, condensation, and mould**
  False ceiling recommended. Clean every quarter. No exposed pipes or wiring above food preparation areas.
  Schedule 4, Part I, Clause 1

- ✓ **Adequate natural or artificial lighting in all food areas**
  Minimum 540 lux at inspection points, 220 lux in work areas, 110 lux in other areas. Light fittings must have shatter-proof covers.
  Schedule 4, Part I, Clause 1

- ✓ **Adequate ventilation: exhaust hood over cooking area**
  Natural or mechanical ventilation to prevent heat, steam, and condensation buildup. Exhaust filters cleaned weekly.
  Schedule 4, Part I, Clause 1

Water & Waste

- ✓ **Potable water supply for all food preparation and cleaning**
  Municipal supply, bore well with RO, or packaged water. Non-potable water (for firefighting, steam) must be in separate clearly labelled pipes.
  Schedule 4, Part I, Clause 2

- ✓ **Drainage: all drains covered, pest-proof, flowing freely**
  Floor drains must have removable grates. Clean daily at closing. No stagnant water anywhere.
  Schedule 4, Part I, Clause 3

- ✓ **Waste bins: separate wet and dry, lined with disposable bags**
  Empty at least twice daily. Waste storage area away from food preparation. Follow local municipal wet/dry segregation rules.
  Schedule 4, Part I, Clause 3; Solid Waste Management Rules 2016

- ✓ **Grease trap installed and cleaned weekly**
  Prevents oil and food waste from entering municipal drains. Most cities mandate grease traps for commercial kitchens.
  Schedule 4, Part I, Clause 3

03 Personal Hygiene & Food Handler Requirements

Schedule 4, Part II — Every person who handles food

- ✓ **All food handlers must have annual medical fitness certificate** — Annual
  From a registered medical practitioner. Covers: TB test, skin diseases, communicable diseases. Keep certificates on file.
  Schedule 4, Part II, Clause 1

- ✓ **Clean uniform, apron, hair net/cap for all kitchen staff** — Daily
  No loose clothing, jewellery, watches, or nail polish. Nails trimmed short. Separate changing area for staff.
  Schedule 4, Part II, Clause 3

- ✓ **Handwashing station at kitchen entrance with soap and sanitiser** — Mandatory
  Running water, liquid soap, paper towels or air dryer, hand sanitiser. Display handwashing instructions poster. Inspectors check this first.
  Schedule 4, Part II, Clause 3

- ✓ **Staff with illness, wounds, or skin infections must not handle food**
  Fever, diarrhoea, vomiting, jaundice, sore throat, or infected wounds = immediate exclusion from food handling. Document in register.
  Schedule 4, Part II, Clause 2

- ✓ **No eating, drinking, chewing, or smoking in food preparation areas**
  Designate a separate break area for staff meals and tea. Display no-smoking signs.
  Schedule 4, Part II, Clause 3

- ✓ **Visitors and delivery personnel must not enter food preparation area**
  Receiving area separate from kitchen. Delivery staff hand over at designated point only.
  Schedule 4, Part II, Clause 4

- ✓ **At least one FoSTaC-trained food safety supervisor on premises** — Mandatory
  Food Safety Training and Certification by FSSAI. 2-day training program. Certificate valid for 3 years. Book at fostac.fssai.gov.in.
  Schedule 4, Part II, Clause 1

FoSTaC Training

FoSTaC (Food Safety Training and Certification) is mandatory for food businesses with a State or Central FSSAI license. At least one trained supervisor per premises. Training covers food safety, personal hygiene, pest control, and HACCP basics. Cost: ₹1,000–1,500 per person.

04 Food Storage & Temperature Control

Schedule 4, Part V — Storing raw and cooked food safely

Cold Storage

- ✓ **Refrigerator temperature: 1–4°C. Log twice daily (morning + evening).** — Daily
  Use a calibrated thermometer. Digital display preferred. Keep a dedicated temperature log register near the unit.
  Schedule 4, Part V, Clause 2

- ✓ **Freezer temperature: -18°C or below. Log twice daily.** — Daily
  Never refreeze thawed food. Label all frozen items with date of freezing.
  Schedule 4, Part V, Clause 2

- ✓ **Raw and cooked food stored separately in refrigerator** — Critical
  Cooked food on top shelves, raw meat/seafood on bottom shelves. Prevents cross-contamination from dripping.
  Schedule 4, Part V, Clause 3

- ✓ **All stored food in sealed, labelled containers with date**
  Labels must show: item name, preparation date, use-by date. Follow FIFO (First In, First Out).
  Schedule 4, Part V, Clause 3

Dry Storage & Receiving

- ✓ **Dry storage: off the floor (minimum 15cm), away from walls**
  Use metal shelving or pallets. Never store directly on floor. Keeps food safe from pests and moisture.
  Schedule 4, Part V, Clause 1

- ✓ **Check expiry dates on all packaged ingredients at receiving**
  Reject anything expired or within 1 week of expiry. Log rejected items with supplier name and reason.
  Schedule 4, Part V, Clause 4

- ✓ **Inspect delivery vehicles for cleanliness and temperature**
  Chilled goods must arrive at 1–5°C, frozen at -18°C. Reject if temperature is above safe range on arrival.
  Schedule 4, Part V, Clause 4

- ✓ **Separate storage for cleaning chemicals and food items** — Critical
  Never store detergents, sanitisers, or pest control chemicals near food. Locked cabinet preferred.
  Schedule 4, Part V, Clause 1

> **Temperature Abuse = Food Poisoning**
>
> Food held between 5°C and 63°C (the 'danger zone') for more than 2 hours must be discarded. This is the #1 cause of foodborne illness in Indian restaurants. Log temperatures religiously.

05 Pest Control & Prevention

Schedule 4, Part IV — Keeping your premises pest-free

- ✓ **Schedule professional pest control treatment every month** — Monthly
  Use a PEST CONTROL OPERATOR (PCO) licensed by the municipal corporation. Treatments: cockroach gel, rodent bait stations, fly catchers. Keep all PCO certificates on file.
  Schedule 4, Part IV

- ✓ **Install insect killer machines (IKMs) at kitchen entry points**
  UV light fly killers near doors and windows. Clean and replace tubes every 6 months. Do not install directly above food preparation areas.

- ✓ **Install door strips (PVC strip curtains) on all kitchen entries**
  Prevents flies and insects from entering when doors open. Replace torn or damaged strips immediately.

- ✓ **Seal all gaps, cracks, and holes in walls, floors, and around pipes**
  Mice can enter through a 6mm gap. Inspect monthly. Use steel wool + sealant for pipe entry points.
  Schedule 4, Part IV

- ✓ **Cover all floor drains with pest-proof grates**
  Drains are the main entry point for cockroaches. Grates must be removable for cleaning but tight-fitting.
  Schedule 4, Part IV

- ✓ **Inspect for pest signs daily at closing: droppings, gnaw marks, nests** — Daily
  Check behind equipment, under sinks, inside dry storage. If signs found, call PCO immediately. Do not wait for next scheduled visit.

- ✓ **Maintain a pest control register with dates and treatments**
  Record: date, PCO name, chemicals used, areas treated, pest type targeted. FSSAI inspectors check this register.
  Schedule 4, Part IV

- ✓ **Never use pesticide sprays in food preparation or storage areas** — Critical
  Only gel baits and bait stations in food areas. Spray treatments restricted to non-food areas, after closing hours.
  Schedule 4, Part IV

06 Cooking Oil Compliance

FSSAI's most actively enforced regulation

- ✓ **Total Polar Compounds (TPC) in used oil must not exceed 25%** — Critical
  FSSAI actively raids restaurants for TPC violations. Use a TPC/TPM meter (₹5,000-15,000) for daily testing. Visual test: if oil is dark, thick, or foaming, discard immediately.
  FSSAI Order 24-Jul-2018

- ✓ **Do not reuse cooking oil more than 3 times**
  Track oil usage per fryer/kadhai. Maintain an oil usage log: date filled, date discarded, number of uses.

- ✓ **Discard used oil only through authorized recyclers (RUCO)**
  FSSAI's RUCO (Repurpose Used Cooking Oil) program. Authorized collectors convert used oil to biodiesel. Contact FSSAI for nearest RUCO collector.
  FSSAI RUCO Initiative

- ✓ **Never mix fresh oil with large quantities of used oil**
  Topping up is acceptable only if existing oil is still within TPC limits. Adding fresh oil to degraded oil does not make it safe.

- ✓ **Store fresh cooking oil in cool, dark place away from heat**
  Exposure to light and heat accelerates degradation. Close containers tightly after use. Check expiry dates.
  Schedule 4, Part V

- ✓ **Display 'No Reuse of Cooking Oil' commitment poster in kitchen**
  Visible to all kitchen staff. Reinforces the policy daily. FSSAI provides downloadable posters.

Penalty for TPC Violation

Fine up to ₹5,00,000 under Section 55, FSS Act 2006. FSSAI conducts surprise raids with portable TPC testing kits. In 2024-25, over 8,000 restaurants were penalized for used cooking oil violations across India.

07 Food Labelling & Allergen Declaration

What must appear on packaged food and menu cards

- ✓ **All packaged food sold must have FSSAI-compliant label** — Mandatory
  Includes: product name, ingredients list, net weight, MRP, batch/lot number, date of manufacturing, best before/use by date, FSSAI license number, nutritional info.
  FSS (Labelling & Display) Regulations 2020

- ✓ **Display veg/non-veg symbol on all food items**
  Green circle in green square = vegetarian. Brown triangle in brown square = non-vegetarian. Mandatory on packaging and menu cards.
  FSS (Labelling & Display) Regulations 2020

- ✓ **Declare common allergens on menu or display board**
  FSSAI recommends declaring: cereals with gluten, milk, eggs, fish, crustaceans, peanuts, tree nuts, soybeans, sulphites (>10mg/kg).
  FSS (Labelling & Display) Regulations 2020, Schedule III

- ✓ **Calorie declaration on menu (mandatory for large chains)**
  Food businesses with Central License or turnover > ₹20 crore must display calorie information per serving on menu.
  FSS (Labelling & Display) Regulations 2020

- ✓ **No misleading claims on menu or advertising**
  Cannot claim 'organic' without FSSAI organic certification. Cannot claim 'sugar-free' unless it meets FSS standards. 'Healthy', 'natural', 'fresh' have specific FSSAI definitions.
  FSS (Advertising & Claims) Regulations 2018

- ✓ **Display source of drinking water served to customers**
  RO purified, municipal supply, or packaged. Must be disclosed to customers on request or via display board.
  FSSAI Guidance Note

08 FSSAI Inspection Readiness

What inspectors check — and how to stay prepared

Documents to Keep Ready

- ✓ **FSSAI license (original + displayed copy)** — Keep ready
  Inspector will cross-verify license number with FSSAI database.
- ✓ **Medical fitness certificates for all food handlers**
  Annual certificates from registered medical practitioner. Inspector checks dates.
- ✓ **FoSTaC training certificate of food safety supervisor**
  At least one per premises. Inspector verifies name matches employee records.
- ✓ **Temperature log register (daily readings)**
  Inspectors check for gaps. Missing entries = non-compliance finding.
- ✓ **Pest control certificates and treatment register**
  Monthly PCO certificates. Inspector checks dates and coverage.
- ✓ **Water quality test report (annual, from NABL lab)**
  Potable water from NABL-accredited lab. Inspector may collect water sample on-site.
- ✓ **Oil usage log / TPC test records**
  If you use a TPC meter, log daily readings. If not, log oil replacement dates and frequency.
- ✓ **Waste disposal records**
  Agreement with authorized waste collector. Receipts for waste pickup.

Physical Checks Inspectors Perform

- ✓ **Handwashing station: running water, soap, towels** — First check
  This is the FIRST thing most inspectors check. If missing, it sets a negative tone for the entire inspection.
- ✓ **Refrigerator/freezer temperature (live reading)**
  Inspector uses own thermometer. If your readings don't match the log, it's a red flag.
- ✓ **Cooking oil colour and TPC test (portable kit)**
  Inspector may carry a TPC test kit. Instant result. Above 25% = violation notice.
- ✓ **Cross-contamination: raw/cooked storage separation**
  Inspector opens refrigerator and checks shelf arrangement.
- ✓ **Staff hygiene: uniforms, hair nets, nails, wounds**
  Inspector observes staff during food preparation. One uncovered wound = finding.
- ✓ **Pest signs: droppings, dead insects, gnaw marks**
  Inspector checks under equipment, behind storage, inside dry stores.

Pro Tip

Treat every day as inspection day. If your kitchen passes your own daily opening checklist, it will pass an FSSAI inspection. The checklist is your insurance.

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This checklist is provided by Petpooja for informational purposes. Verify all compliance details with official sources before acting.

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