PETPOOJA

CHECKLIST

HACCP Audit Checklist for Indian Restaurants

HACCP is the system that decides which few steps in your kitchen can make someone ill, sets a measurable limit for each, and proves with records that you held it. For an Indian restaurant a HACCP certificate is not required, but a licensed kitchen must identify its critical steps and keep safety procedures for them, and the checks an inspector and a hygiene rating auditor make are the ones a HACCP plan is built to pass. This is that plan, step by step.

Updated November 2026 11 Pages FY 2026-27

What's Inside

01 What a HACCP Audit Means for a Restaurant in India

02 Before the Principles: the Five Initial Steps

03 The Seven Principles, in Plain Terms

04 Your Nine Critical Control Points

05 The Prerequisites an Auditor Checks First

06 The Records That Prove It

07 Verification and the Yearly Review

08 The Pre-Audit Walk-Through

12
Plan Steps
5 initial steps and 7 principles

9
Critical Control Points
Receiving to reheating

75°C
Reheat Core
For at least 2 minutes

1 year
Records Kept
The hygiene rating checklist

0
Benchmarks Used
Your kitchen, not an average

01 What a HACCP Audit Means for a Restaurant in India

Start by knowing which audit you actually face, because vendor checklists often get this wrong.

Guidance, inspection and rating are three different things

✓ **A HACCP certificate is not required, but the thinking behind it is** — Start Here

FSSAI's own food safety management guide for the catering sector describes its HACCP section as recommendatory in nature, and Schedule 4 speaks of working towards the goal of attaining India HACCP standards. Neither makes a HACCP certificate or audit a licence condition for a restaurant.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **If you hold a licence, you must identify your critical steps** — A Legal Duty

Schedule 4 Part II, which binds every licensed food business, says the operator shall identify the steps in its activities which are critical to ensure food safety, and ensure that safety procedures are identified, implemented, maintained and reviewed periodically. That is the core of HACCP, written as a duty. This checklist is a way to meet it and show that you have.

Schedule 4 Part II, FSS (Licensing and Registration of Food Businesses) Regulations 2011, opening paragraph

✓ **The annual third-party audit is not a restaurant obligation** — Commonly Wrong

The Ministry of Health's March 2026 statement puts the once-a-year third-party audit on food businesses doing general manufacturing that hold a Central Licence. A restaurant is not in that group, on that statement. FSSAI now also has a general power to run inspection and audit schemes (Regulation 2.1.17, inserted March 2026), so check for any newer scheme before you rely on this. If someone tells you every food business must buy an annual audit, ask them which provision they mean.

Ministry of Health and Family Welfare, PIB release PRID 2239633, 13-Mar-2026

✓ **What a restaurant does face: the Food Safety Officer's inspection** — Decides The Visit

Inspections follow FSSAI's checklist for catering and food service. Some of its questions are starred as critical, and failing a starred question means non-compliance whatever else you score. Most of the starred ones are the temperatures, water, pests and records in sections 04 to 06 of this checklist. Our FSSAI catering checklist walks the inspection sheet question by question.

✓ **And one you can choose: the FSSAI Hygiene Rating**

A scheme food businesses can enrol in, verified by an FSSAI-recognised audit agency and shown to customers as 1 to 5 smileys. A rating is valid for two years. Its food service checklist uses the same kind of questions as the inspection, with the stricter temperatures used in this checklist.

FSSAI Hygiene Rating Scheme Guidance Document, IVth Edition, January 2021, Annexure 2A (food service)

✓ **Customers and partners may ask for more**

A corporate client, a hotel you supply, or a delivery partner may ask for a HACCP plan or a third-party food safety certificate as a commercial condition. That is a contract term, not FSSAI law. Read what the contract actually asks for before you pay for anything.

✓ **Know your Schedule 4 tier before you read any rule**

A licensed restaurant follows Schedule 4 Part II and, in addition, Part V for food service. A small business on a registration follows Part I. The limits below come from Part V and the hygiene rating checklist; on a registration they are good practice rather than your legal floor.

Schedule 4 Part V (catering and food service), FSS (Licensing and Registration of Food Businesses) Regulations 2011

Why build the full plan

Because the officer's starred questions and a HACCP plan's critical control points are, in a restaurant, very nearly the same list: cooking, cooling, holding, reheating, thawing, pests, water and records. A kitchen that runs a HACCP plan is far better placed for its inspection without special preparation. The plan is the cheapest way to make good practice a habit.

02

Before the Principles: the Five Initial Steps

FSSAI's guide sets five steps before any hazard is analysed. In a restaurant each one is a short conversation, not a project.

Steps 1 to 5

✓ **1. Name the HACCP team**

In a restaurant this is the owner or manager, the head chef and the person who receives stock. If nobody on site has the knowledge, the guide allows outside expertise from trade associations, independent experts or regulators. Write the names down with the date.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **2. Describe the food**

You do not describe every dish. The guide lets catering operations group items with similar characteristics or processing steps. A practical grouping: cooked and served hot, cooked and chilled, raw and ready to eat, and bakery or dessert.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **3. Say who eats it and how**

Dine-in, takeaway, delivery, or a function. Note whether any dish is meant for vulnerable groups such as small children, pregnant women or the elderly, as the guide asks.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **4. Draw the flow**

Purchase, receiving, storage, preparation, cooking, then the split: hot holding and service, or cooling, cold storage and reheating. This is the flow FSSAI's guide gives for hotels and restaurants. Add delivery if you deliver.

✓ **5. Walk the flow on site and correct it**

Check the drawing against what actually happens, during service and not before it. The guide asks for this confirmation during all stages and hours of operation, and again whenever the process changes.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

03

The Seven Principles, in Plain Terms

Each principle is one question about your kitchen. If you can answer all seven in writing, you have a HACCP plan.

Principles 1 to 7

✓ **1. Hazard analysis: what could go wrong at each step**

Biological (bacteria surviving or growing), chemical (cleaning agents, reused oil), physical (glass, metal, stones in pulses) and allergenic. List them step by step on the flow from section 02. Keep only the ones likely enough and serious enough to need control.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **2. Critical control points: where control is essential**

A critical control point is a step where control can be applied and is needed to prevent, remove or reduce a hazard. In a restaurant they are almost always temperature steps. Section 04 lists nine.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **3. Critical limits: a number, not a feeling**

Each limit has to be measurable: a temperature, a time, or both. Where a limit rests on a visual check, the guide asks for written instructions and training to back it.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **4. Monitoring: who checks, how, and how often**

For each point: what is measured, with what device, how often, and by whom. The guide asks that monitoring catch a loss of control in time to stop the food being served.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **5. Corrective action: decided before it is needed**

What the cook does when a limit is missed: keep cooking, reheat, discard. Decide it in advance and write it beside the limit, so the decision at 9 pm on a Saturday is already made.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **6. Verification: someone else checks the checking** Often Skipped

The guide says verification should be done by someone other than the person who does the monitoring, and that the plan is reviewed at least once a year and whenever the menu or process changes.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **7. Records: proof that it happened**

The plan, the logs, the deviations and what was done about them. Section 06 lists what to keep.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

04 Your Nine Critical Control Points

For each: the limit, the check, what to do if it is missed, and the record. Where Schedule 4 Part V and the hygiene rating checklist differ, the stricter figure is used, so meeting it meets both.

From the delivery door to the cold store

✓ **CCP 1. Receiving chilled and frozen stock**

Limit: chilled food at 4°C or below and frozen food entirely frozen, as in FSSAI's sample catering HACCP plan, which is stricter than the 5°C and minus 18°C that Schedule 4 Part II sets for receiving; packaging intact and within its date. Check: probe one item per delivery and look at every pack. If missed: reject it and tell the supplier. Record: a receiving log with the reading and who took it.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **CCP 2. Cold storage**

Limit: refrigerator at 5°C or below, with foods of animal origin such as meat, fish and dairy at 4°C or below, and freezer at minus 18°C or below. Check: read both at opening, mid-day and close. If missed: move the food, fix the unit, and discard high-risk food that cannot be shown to have stayed cold. Record: a temperature log per unit.

Schedule 4 Part V and the FSSAI Hygiene Rating food service checklist (January 2021); the stricter figure is used

✓ **CCP 3. Thawing**

Limit: in the refrigerator at 5°C or below, or in a microwave; seafood in cold potable running water at 15°C or below within 90 minutes. Never at room temperature, and never refrozen or stored for later. Schedule 4 Part V adds a defrost date on the label. Record: defrost date on the container.

Schedule 4 Part V and the FSSAI Hygiene Rating food service checklist (January 2021); the stricter figure is used

Cooking and what happens to cooked food

✓ **CCP 4. Cooking** — Starred On The Checklist

Limit, core temperature: vegetarian 60°C for 10 minutes or 65°C for 2 minutes; non-vegetarian 65°C for 10 minutes, 70°C for 2 minutes, or 75°C for 15 seconds. Check: probe the thickest part of each batch of meat, poultry and fish. If missed: keep cooking until it reaches the limit. Record: batch probe log.

FSSAI Hygiene Rating Scheme Guidance Document, IVth Edition, January 2021, Annexure 2A (food service)

✓ **CCP 5. Hot holding** — Starred On The Checklist

Limit: vegetarian food at 65°C, non-vegetarian at 70°C. Schedule 4 Part V sets 60°C, so these meet both. Check: probe the bain marie or holding cabinet every two hours. If missed: reheat to CCP 7, or discard. Record: holding log.

Schedule 4 Part V and the FSSAI Hygiene Rating food service checklist (January 2021); the stricter figure is used

✓ **CCP 6. Cooling for later use** — Starred On The Checklist

Limit: from 60°C to 21°C within 2 hours, then to 5°C within the next 2 hours. Part V allows 5°C in 4 hours in total; this meets both. Check: probe at the 2-hour mark. If missed: discard high-risk food. Use shallow containers and an ice bath to get there. Record: cooling log with both times.

Schedule 4 Part V and the FSSAI Hygiene Rating food service checklist (January 2021); the stricter figure is used

✓ **CCP 7. Reheating** — Starred On The Checklist

Limit: core temperature of 75°C held for at least 2 minutes. Part V sets 74°C, and in a microwave, covered for 5 minutes to let the heat settle. Reheat in an oven, steamer, microwave or on the range, never in a bain marie, on a steam table or under a heat lamp. Check: probe each batch. If missed: keep heating. Record: reheat log.

Schedule 4 Part V and the FSSAI Hygiene Rating food service checklist (January 2021); the stricter figure is used

Service, delivery and oil

✓ **CCP 8. Transported and delivered food, and gravies on display**

Limit: Schedule 4 Part V says food carried from where it was cooked to where it is sold is reheated to above 74°C before it is eaten and served within 4 hours of reheating, and foods with gravy are not kept at room temperature for more than 2 hours. Check: time from cooking to dispatch on every delivery batch. If missed: do not send it. Record: the KOT or dispatch time.

Schedule 4 Part V, Special requirements for high risk foods

✓ **CCP 9. Frying oil**

Limit: Schedule 4 Part V says oil is reheated at most three times, and ideally used once. Check: count the uses on a tag on the fryer. If missed: change the oil. Record: oil log with the date changed.

Schedule 4 Part V (catering and food service), FSS (Licensing and Registration of Food Businesses) Regulations 2011

A thermometer you have not checked is not a control

Every limit above is only as good as the probe that reads it. Check your probe against boiling water and melting ice, write down the result and the date, and replace a probe that is out. The hygiene rating checklist has a question on calibrating measuring devices for this reason.

05

The Prerequisites an Auditor Checks First

FSSAI's guide treats good hygiene and manufacturing practice as the base HACCP stands on. An auditor usually looks at these before opening your plan.

Water, suppliers and premises

✓ **Potable water, tested and on record**

Starred On The Checklist

Water used in food or on food-contact surfaces meets IS 10500, with test reports, on the hygiene rating checklist's schedule of twice a year. This question is starred.

FSSAI Hygiene Rating Scheme Guidance Document, IVth Edition, January 2021, Annexure 2A (food service)

✓ **Suppliers you can name and check**

Buy from FSSAI-licensed or registered suppliers, keep their licence numbers, and agree what a delivery should look like, including temperature. FSSAI's guide gives an approved supplier list as a template.

FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **Raw and cooked, veg and non-veg, kept apart**

Separate boards and utensils, colour coded if that helps, and separate storage with cooked food above raw. Schedule 4 Part V asks for the preparation, processing and cooking of veg and non-veg products to be segregated, for raw meat and poultry to be stored separately from other foods, and for veg food to be stored above non-veg and cooked above uncooked in the refrigerator.

Schedule 4 Part V (catering and food service), FSS (Licensing and Registration of Food Businesses) Regulations 2011

Pests, cleaning and people

✓ **No sign of pests, not just a pest control contract**

Starred On The Checklist

The starred question is about signs of activity: droppings, eggs, larvae. A contract and its reports matter too, but they are a separate and smaller question. Our pest control and hygiene audit checklist covers both.

✓ **A cleaning schedule that names the equipment and the day**

Who cleans what, how often, with what. Initialled when done.

✓ **Food handlers fit, clean and trained**

An annual medical check and the vaccinations on the recommended schedule, no one with an open wound or illness handling food, clean clothing, short nails, no jewellery. The hygiene rating guidance asks for a trained Food Safety Supervisor for every 25 food handlers. Keep medical records confidential, and treat moving an unwell person off food handling as a rostering decision for the shift, not a disciplinary one.

FSSAI Hygiene Rating Scheme Guidance Document, IVth Edition, January 2021, Annexure 2A (food service)

06 The Records That Prove It

An auditor reads records to see whether the plan is real. These are the ones FSSAI's guide lists, cut to what a restaurant needs.

Keep these

✓ **The plan itself**
Team, food groups, flow diagram, hazard analysis, the critical control points and their limits. FSSAI's guide lists this as the minimum documentation.
FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **A log for every critical control point**
Receiving, fridge and freezer, thawing, cooking, holding, cooling, reheating, dispatch and oil. One line per check: date, time, reading, initials.

✓ **Deviations and what was done**
Every missed limit, the action taken and what happened to the food. A log with no deviations in six months is worth a second look.

✓ **Signed twice**
FSSAI's guide asks that monitoring records are signed by the person who did the check and by the person who reviewed it.
FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

✓ **Kept for one year** Starred On The Checklist
The hygiene rating checklist asks for documentation and records retained for a period of one year. That question is starred.
FSSAI Hygiene Rating Scheme Guidance Document, IVth Edition, January 2021, Annexure 2A (food service)

✓ **Training, medical and pest records beside them**
The prerequisite records from section 05 are part of the same file.

✓ **Print FSSAI's own log sheets rather than designing your own**
The last section of FSSAI's catering guide has ready templates: an Operation Log Sheet for temperature control (date, time, gauge, allowed range, actual reading, remarks, signature), a non-conforming product form to hold or reject food, an incoming material inspection, a pest monitoring record and a medical fitness certificate for food handlers. One log sheet per critical control point covers section 04.
FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

Paper is fine

Nothing we read in FSSAI's guidance says the records must be digital. A clipboard on the fridge door that is filled in every shift is a better record than software nobody opens. What matters is that it is complete, dated and signed.

07 Verification and the Yearly Review

The step most kitchens skip, and the one that tells you whether the plan works.

Check the checking

- ✓ **Weekly: the manager reads the logs**
  Not the cook who filled them. Look for gaps, readings that never change, and deviations with no action written beside them.
  FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

- ✓ **Monthly: probe it yourself**
  Pick one critical control point and take the reading yourself, unannounced. Compare it with what the log says for that hour. If they differ, find the cause before you blame anyone: a faulty probe, a log filled in at the end of a shift, or a check nobody has time for are the usual reasons. Fix the process first.

- ✓ **Whenever the menu changes: walk the flow again**
  A new dish, a new supplier or a new piece of equipment can add a step. FSSAI's guide asks for the plan to be revised when the product or process changes.
  FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

- ✓ **Once a year: review the whole plan**
  The guide asks for the HACCP system to be reviewed at least once a year. Date it and sign it.
  FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

- ✓ **An outside view, if you want one**
  The guide allows verification by external experts or qualified third parties where you cannot do it in-house. That is a choice for a restaurant, not a duty.
  FSSAI, Food Industry Guide to implement GMP/GHP requirements: Catering (FSMS guidance), First Edition October 2017, HACCP section

08 The Pre-Audit Walk-Through

Twenty minutes, the week before an inspection, a rating audit or a client visit.

Walk it in this order

- ✓ **Probe the fridge, the freezer and the hot hold, and compare with the logs**
  Today's reading and the last seven days of entries.
- ✓ **Check today's cooling log has both times filled in**
  The 2-hour mark is the one that gets missed.
- ✓ **Open the freezer and look for thawed food that went back in**
  And for anything without a defrost date.
- ✓ **Look behind and under equipment, not at it**
  The pest question is about signs of activity, and they are never on the front of the range.
- ✓ **Find the water test report and the probe calibration note**
  Both, dated, in the file.
- ✓ **Count the oil uses on the fryer tag**
  Change it now if it is at three.
- ✓ **Read the last month of deviations**
  Each one should say what was done with the food.
- ✓ **Check every food handler on the roster has a current medical record**
  And that the Food Safety Supervisor is on shift.

> **This checklist is general guidance, not legal advice**
>
> FSSAI revises its inspection checklists from time to time and the latest revision may not match every figure here. Food safety is enforced by state food safety departments. Confirm anything that affects your licence or an inspection with your licensing authority or an FSSAI-recognised consultant before you rely on it.

PETPOOJA

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

www.petpooja.com

PETPOOJA

THE LIMIT, ON THE KITCHEN SCREEN

Put the core temperature *where the cook can see it*

Petpooja POSS lets you add Preparation Steps to each menu item: step-by-step cooking instructions with images or PDF attachments, set in Menu Management and shown to the kitchen on the KDS (on Electron POS and POS Local). Write the cooking, holding and reheating limits from section 04 into those steps, so the critical limit sits beside the recipe. When food fails a check, record it as wastage in the inventory dashboard, so discarded batches show in your stock rather than disappearing. Ask for a walkthrough.

Book a Free Demo

Call: +91-9104369797 | getposs@petpooja.com

Powered by Petpooja. Trusted by 1,50,000+ businesses.