THE RESTAURANT ACADEMY INDIA

FREE RESTAURANT OPENING & HEALTH INSPECTION KIT

Practical templates for restaurants, cafes, cloud kitchens, bakeries and QSRs in India

12	INDIA	FREE
WORKING SECTIONS	FOCUSED	TO USE

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Purpose and responsible use

This master file helps an Indian food business organise the documents and daily records commonly needed for safe operation and inspection readiness. Make a working copy for each outlet and adapt every limit, frequency and responsibility to your licence, approved Food Safety Management System (FSMS), local authority and restaurant format.

This is an educational working template, not legal, tax or licensing advice and not a guarantee of approval. Requirements can differ by state, municipal body, premises, turnover, alcohol service and business model. Verify current rules with FSSAI/FoSCoS, your state food-safety department, fire and municipal authorities, and qualified professionals.

How to use this kit

- Make one working copy for every outlet.
- Add the outlet name, address, FSSAI number and responsible Food Safety Supervisor.
- Assign one named person to every routine.
- Complete records when the task happens; do not fill them retrospectively.
- Keep certificates, invoices, photographs and corrective-action notes together.
- Review the file monthly and whenever the menu, equipment, layout or law changes.

Outlet profile	Complete before opening
Legal business name	
Trading name	
Outlet address	
Restaurant format	
FSSAI number and validity	
Food Safety Supervisor / FoSTaC no.	
Person responsible for this file	
Emergency contact	

1. Restaurant opening compliance checklist

- Business entity and PAN details completed.
- FSSAI registration or licence category checked and application/renewal completed through FoSCoS.
- Approved FSMS plan and Schedule 4 catering hygiene requirements reviewed for the premises.
- FSSAI number and the correct Food Safety Display Board displayed where required.
- Appropriate FoSTaC-trained Food Safety Supervisor identified where applicable.
- Local trade and municipal permissions checked.
- Shops and Establishments registration checked for the state.
- GST registration requirement checked with a tax professional.
- Fire, occupancy and emergency-exit requirements checked for the building.
- Pollution, waste, signage, music, alcohol and outdoor-seating permissions checked where applicable.
- Employee records and statutory obligations checked with an HR/legal professional.
- Insurance needs reviewed: property, public liability, employee and business interruption.
- Supplier list created with FSSAI details and invoices retained.
- Allergen information completed for every menu item.
- Pest control, waste, water and equipment-service arrangements documented.

Owner sign-off

Item	Name / reference	Valid until	Checked by
FSSAI			
Municipal / trade			
Fire / occupancy			
FoSTaC supervisor			
Pest control			
Insurance			

2. Pre-opening health inspection walk-through

Premises and layout

- Floors, walls, ceilings and drains are clean, intact and easy to maintain.
- Hand-wash points have water, soap and hygienic drying facilities.
- Food flows reduce contact between raw and ready-to-eat food.
- Lighting, ventilation and extraction are clean and working.
- Toilets do not open directly into food-handling areas and are maintained.
- Waste is covered, separated and removed without crossing clean-food routes.

Food storage and equipment

- Refrigerators, freezers, hot holding and cooking equipment work and can be monitored.
- Food is off the floor, covered, labelled and separated by risk.
- Chemicals are labelled and stored away from food and packaging.
- A calibrated food thermometer is available and staff know how to use it.
- First-expiry-first-out and stock rotation are visible.
- Damaged, expired or recalled stock has a separate quarantine area.

People and records

- Staff understand handwashing, illness reporting and cross-contamination controls.
- Training, cleaning, temperature, delivery and pest records are ready.
- Allergen information matches the kitchen, menu, website and delivery platforms.
- Every corrective action has an owner and completion date.

Inspection notes

Review date	Area / problem	Immediate action	Owner	Due	Verified

3. Daily temperature monitoring log

Use the limits in your approved FSMS. Record the corrective action whenever a limit is missed.

Date	Time	Unit / food	Target	Actual	Corrective action	Initials

Thermometer verification

Date	Thermometer ID	Method	Result	Action	Initials

4. Cleaning and sanitation schedule

Area / item	Method and chemical	Frequency	Responsible role	Verification
Hand-wash stations				
Food-contact surfaces				
Boards and knives				
Refrigerators / freezers				
Cooking / extraction				
Drains, floors, walls				
Dry store / shelving				
Bins and waste area				
Toilets / staff areas				

Daily completion log

Date	Area	Time	Problem	Corrective action	Staff	Supervisor

5. Goods delivery and pest-control records

Reject, quarantine or escalate deliveries that do not meet your approved receiving standard.

Goods delivery inspection

Date / time	Supplier	Product	Condition	Temp / status	Decision	Action / initials

Pest-control and premises monitoring

Date	Area	Evidence / risk	Immediate action	Reference	Follow-up	Closed by

Keep the service agreement, chemical details, visit reports, site map and proof that food and equipment were protected during treatment.

6. Staff hygiene and food-safety training

Core staff rules

- Wash hands at the required moments and use hygienic drying.
- Wear clean protective clothing and restrain hair.
- Report vomiting, diarrhoea, fever, infected wounds and other food-safety concerns before work.
- Cover wounds correctly and follow management instructions on work restrictions.
- Keep personal items, eating, smoking and chemicals away from food areas.
- Use separate equipment and safe processes to prevent cross-contamination.
- Never guess an allergen answer; check the approved recipe and allergen record.

Training record

Employee	Role	Topic	Date	Trainer	Checked	Refresher	Signature

7. Allergen and menu-information record

Create one verified recipe and allergen sheet for every item, including modifiers, garnishes, sauces and supplier changes. Any change must trigger a review before the item is sold.

Menu item	Ingredients	Allergens	Cross-contact risk	Claims checked	Verified	Approved

Keep the approved kitchen copy, printed menu, website and delivery-platform information consistent.

8. Cooking oil, waste and stock control

Cooking oil / equipment check

Date	Oil / equipment ID	Check / test	Result	Action / disposal	Initials

Food waste and prevention

Date	Product / waste	Quantity	Reason	Estimated value	Prevention action	Initials

9. Complaint, traceability and recall record

Date / time	Customer / order	Product / batch	Complaint	Immediate action	Contacted	Outcome / close

Recall procedure

- Stop sale and isolate affected stock.
- Identify the product, batch, supplier, delivery date and affected orders.
- Preserve records and evidence safely.
- Contact the supplier and relevant authority when required.
- Communicate accurately with affected customers without speculation.
- Document disposal, corrective action and final closure.

10. Emergency contacts and incident record

Contact	Name / company	Phone / email	Notes
Food-safety authority			
Fire / emergency			
Nearest hospital			
Building manager			
Electrician / gas			
Refrigeration			
Pest control			
Water / waste			
Insurance			
Owner / manager			

Incident record

Date / time	Incident	Affected	Immediate control	Notified	Follow-up / close

11. First 30 days after opening

- Review sales, waste, food cost, labour and customer feedback every week.
- Audit the full health-and-safety file after week one and after the first month.
- Remove slow, risky or inconsistent menu items before an oversized menu damages execution.
- Confirm every staff member has completed induction and role-specific food-safety training.
- Test a mock complaint, traceability and recall exercise.
- Review delivery-platform information, allergen details and opening hours for accuracy.
- Create a written corrective-action plan for every repeated problem.

Week	Numbers reviewed	Food-safety audit	Main problem	Action owner	Due / closed
Week 1					
Week 2					
Week 3					
Week 4					

12. Official starting points

FSSAI hygiene requirements and Schedule 4
https://fssai.gov.in/cms/hygiene-requirements.php

FSSAI Food Safety Display Boards
https://www.fssai.gov.in/cms/food-safety-display-boards.php

FSSAI Hygiene Rating resources
https://hygiene.fssai.gov.in/

FoSCoS licensing portal
https://foscos.fssai.gov.in/

Use these official sources as a starting point. Local and state requirements may add further obligations.

Version control

Outlet		Version	
Effective date		Reviewed by	
Next review		Changes made	