

# Kitchen Internal Audit Checklist

## Audit Information

- **Audit Title:** [e.g., Food Safety Audit]
- **Audit Date:** [Enter date]
- **Auditor(s):** [Enter names]
- **Department/Process:** [e.g., Kitchen Operations]
- **Audit Objectives:** [e.g., Ensure compliance with food safety standards]

## Checklist Table

Checklist Item	Criteria/Standard	Compliance (Yes/No)	Evidence Observed	Comments/Notes	Action Required
Food Storage Conditions	Food Safety Regulations		Storage temperature logs	Incorrect labeling observed	Correct labels
Cleanliness of Kitchen Area	Sanitation Standards		Inspection records	Clean but cluttered	Organize items
Employee Hygiene Practices	Kitchen Hygiene Guidelines		Observation during shifts	Some staff without gloves	Train staff
Cooking Temperature	Health Code		Temperature logs	Missing records for some days	Reinforce logging

e Monitoring					
Waste Disposal Procedures	Environmental Compliance Standards		Waste managemen t records	Compliant	None

### Audit Findings

- **Summary of Non-Conformities:** [e.g., Lack of pest control checks]
- **Opportunities for Improvement:** [e.g., Streamline food labeling process]
- **Best Practices Observed:** [e.g., Efficient inventory management]

### Corrective Action Plan

- **Non-Conformity:** [e.g., Inconsistent cleaning schedules]
- **Root Cause:** [e.g., Staffing shortages]
- **Action Plan:** [e.g., Schedule additional cleaning shifts]
- **Responsible Person:** [Name/Title]
- **Deadline:** [Date]

### Conclusion

- **Overall Audit Status:** [Compliant/Non-Compliant]
- **General Comments:** [e.g., Significant progress in food safety measures]