### **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 Monitoring | Health Code |  | Temperature logs | Missing records for some days | Reinforce logging |
| Waste Disposal Procedures | Environmental Compliance Standards |  | Waste management 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]