

**ASSESSMENT FORM FOR COVID-19 AND HYGIENE PRACTICES TO BE OBSERVED DURING  
THE PANDEMIC FOR FOOD&BEVERAGE FACILITIES**



<b>FACILITY NAME:</b>
<b>ADDRESS:</b>
<b>AUDIT DATE:</b>
<b>AUDITOR:</b>

**ASSESSMENT FORM FOR FOOD&BEVERAGE FACILITIES**

**A- MANDATORY PRACTICES**

**PROCESS MANAGEMENT, STANDARD SETTING, PROTOCOL CREATION**

	DESCRIPTION	YES	NO	NOTES
<b>A1 Organisation / Top management</b>				
1	Has top management been involved in the development, implementation and continual improvement of the actions taken?			
<b>A2 Responsibilities and Representative Function</b>				
2	Has the organisation defined the responsibilities for implementing and ensuring compliance with the defined actions?			
<b>A3 Training &amp; Instruction</b>				
3	Have the executives of the organisation been trained and instructed on the applicable hygiene standards and rules of conduct?			
<b>A4 Compliance with Regulations and Directives</b>				
4	Does the organisation have a process which ensures that actions are in compliance with the current regulations and directives at state, district or municipal level?			
5	Has the organisation complied with all regulations issued by the government?			
<b>A5 Health Protection &amp; Hygiene Measures for Customers and Employees</b>				
6	Has the organisation initiated suitable measures to ensure social distance requirements?			
7	Has the organisation defined cleaning intervals for workwear?			
8	Has the organisation defined specific hygiene rules for using work equipment/tools and machines?			
9	Has the organisation provided employees with the sufficient quantity of resources (e.g. face masks) necessary to comply with the safety measures and rules of conduct?			
10	Has the organisation defined the number of customers that may simultaneously be present within the company premises or in the grounds in order to comply with the distancing and protection measures and has taken action to manage the number of customers?			
11	Has the organisation established possibilities for the contactless payment?			
12	Have cash card top-up machines and vending machines been included in the cleaning and disinfection programme?			
13	Has the organisation initiated suitable measures to ensure social distance requirements?			
14	Has the organisation identified all general areas that need to be disinfected and drawn up cleaning and disinfection plans?			

**A6 Cleaning and sanitation**

15	Are cleaning and disinfection programmes implemented and documented and records available for review?			
16	Has the organisation defined a procedure to ensure the protection of employees carrying out disinfection work?			
17	Has the organisation defined the procedure for disinfecting common rooms?			
18	Does recording of cleaning/disinfection cover required aspects?			
19	Does the organisation apply the proven methods to the cleaning and disinfection of toilets?			

**A7 Handling of suspected and confirmed cases**

20	Has the organisation established appropriate procedures ensuring that: - Risk areas have been defined and communicated - Employees who have visited risk areas go into self-isolation			
21	Has the organisation have a procedure for managing employees, suppliers, customers etc. who feel unwell and related parties been informed about this procedure?			