

Food Safety & Catering Inspection Workflow

Translated Operational Process Workflow, Responsibilities, and Documentation Requirements

The following workflow outlines the systematic control mechanisms, hygiene inspections, acceptance criteria, and documentation protocols applied by food engineers and dietitians in catering and food service operations.

Responsible	Activity	Workflow Process / Notes	Documentation / Output
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Food Engineer, Dietitian	Health and hygiene controls of the personnel are conducted in accordance with relevant legislation.	-	-
Food Engineer, Dietitian	Physical premises and equipment are inspected for health and hygiene standards.	-	-
Food Engineer, Dietitian	Food items purchased by the contractor company for kitchen use are inspected based on their type regarding temperature, taste, odor, appearance, expiration dates, lot/serial numbers, and accompanying documents.	-	Inspection Committee Report
Food Engineer, Dietitian	Inspections are conducted to ensure products are stored in accordance with warehouse layout rules and appropriate temperatures.	-	Inspection Committee Report Monthly Cafeteria Inspection Forms (KYT-FRM-072)
Food Engineer, Dietitian	Meals to be served cold are transported to cafeterias hygienically via termoboxes at a maximum of 10°C, and those to be served hot at a minimum of 65°C. Hot meals are kept in preheated bain-maries and cold items in	-	Inspection Committee Report

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	refrigerators, being served progressively. The clothing, bonnets, masks, gloves, and arm sleeves of the serving personnel are checked.		
Inspection Board, Inspection Committee	YES → Accept products NO → Reject / Return Products failing to meet the specifications stated in the technical specifications are returned to the contractor company.	Conditional Evaluation Point	Inspection Committee Report
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