



NATURE SCIENCE FOUNDATION

(A Unique Research and Development Centre for Society Improvement)
 [ISO QMS (9001:2015), EMS (14001:2015), OHSMS (45001:2018) & EnMS
 (50001:2018) Certified and Ministry of MSME Registered Organization]
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APPLICATION FOR HYGIENE AUDIT TO EDUCATIONAL INSTITUTIONS AND INDUSTRIAL SECTORS

Reference Number	NSF/HYA 2022/Orgn.Name/	Dated:
Name of the Organization & Address		
Date of Audit		
Name of the Lead and EMS Auditors		
Is it a new Audit (or) renewal process?	New audit (or) Renewal audit, tick (√) any one. If it is a Renewal audit, mention the date of last audit:	
Purpose	To ensure that the hygienic environmental management system, maintenance of environmental and personal hygiene, availability of clean resources, maintenance of water and food supply and hygiene, cleanliness ensured at the site of disposal of human waste materials and personal safety in the campus are being implemented effectively. Hygiene audit will provide an insight into how an organization operates in a sustainable manner in terms of personal hygiene to the stakeholders.	
PROCEDURE		
Procedure	Description	Responsibility
Annual plan	Each year a plan for the hygiene audit is prepared by Management and to ensure that the entire hygienic environmental management system is implemented to ensure health and personal safety in maintaining hygiene to the stakeholders.	Management Representative
Walk-through Audit	Based on the checklists, the hygiene audit is carried out in the form of observations in the campus.	Audit team

Follow-up of action	Corrective action has to be undertaken and implemented within the prescribed duration.	Campus hygiene Coordinator
Reporting and Recommendations	Submission of corrective action in the form of report in association with the hygiene club / Student Chapters of the Institute.	Food Safety Lead Auditor EMS Auditor

I. Qualitative and quantitative measurements

S.No.	Requirements and checklists of the audit	Conformity		
		Yes	No	NA
1.	Have internal hygiene audit procedures been developed and implemented in the Organization?			
2.	Have programmes for the achievement of personal hygiene and safety objectives been established and implemented as on today in the campus?			
3.	Other hygiene specific issues on site such as housekeeping, storage and availability of consumables, areas, piping, sanitation schedule and instruments			
4.	Whether the concepts of 'Food Safety Management System' and 'Food Safety Standard' are followed?			
5.	Has a Management Representative, Hygiene specialist, Food safety officer, Laboratory staff been assigned?			
6.	Are the following parameters considered in sufficient detail? (with proper sign board / instructions)			
	a. Wash room facility with liquid detergent, soap, towel, tissue paper roll, sanitiser, dryer, etc.			
	b. Hand wash facility with liquid detergent, soap, towel, sanitiser, etc.			
	c. RO, potable and drinking water facility			
	d. Napkin disposal facility with incinerators			
	e. Sufficient natural and mechanical ventilation facility			
	f. Practice of personal hygiene and safety measures			
	f. Practice of water recycling and management system			
	g. Analysis of water quality assessment			
	h. Implementation of advanced methods for waste disposal system and recycling			
7.	Whether food handlers, mainly canteen, hostel and restaurants, guest house employees, wear proper aprons, headgear, hand gloves etc.			
8.	Monitoring of efficient hand wash, urinals and latrine and bath room facilities in the campus.			
9.	Details of pest management strategies adopted (cockroach traps, rodents control measures, insect repellents and other control facilities)			
10.	Signing of MoU with Govt. and NGOs to ensure ecofriendly campus maintenance			
11.	Implementation of Government schemes (Swachh Bharath Abhiyan – Clean India Mission)			

12.	Functioning of personal and environmental hygiene Clubs and Forums to ensure hygiene campus			
13.	Conduction of outreach programmes for dissemination of healthy hygiene campus motto and their initiatives			
14.	Food supplies are obtained from licensed or approved sources and people*			
15.	Food preparation area is clean, free of insect pests and in a good state of repair along with proper water supply.			
16.	Number of Freezers, Chillers, Microwave oven, Grinders, Maxies, electric stoves and other equipment are neatly used*			
17.	Refreshment areas and dining halls, including walls and pillars are kept clean and free of insect pests including unwanted articles (e.g. carton boxes).			
18.	Fixtures (e.g. fans and lighting) and furniture (e.g. tables and chairs) are kept clean.			
19.	Projects and Dissertation works on environmental science and management carried out by students and staff members			

II. Personal hygiene, maintenance & sanitation measures undertaken

S.No.	Personal hygiene, maintenance & sanitation measures undertaken	Good	Satisfactory	Need Improvements
1.	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food*			
2.	Food handlers maintain personal cleanliness (clean clothes, trimmed nails & water proof bandage etc.) and personal behaviour (hand washing, no smoking, no spitting etc.)*			
3.	Food handlers are equipped with suitable aprons, gloves, headgear, etc.; wherever necessary*			
4.	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. There should be no stagnation of water in food zones*			
5.	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer*			
6.	Pest control program is available & pest control activities are carried out by trained and experienced personnel*			
7.	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)*			

8.	Drains are designed to meet expected flow loads and equipped with grease and cockroach traps to capture contaminants and pests*			
9.	Check food servants with worn of the jewellery ornaments such as necklace, bangles, rings, earrings, nose pins, septum nose rings, anklets, bracelets, hair clips, etc.*			

III. Enumeration Microbial Population density at different places in the College

S.No	Assessment of Microbial load	Number of Microorganisms (cfu)	High / Moderate / Low*
1.	Number of bacterial, fungal and actinomycete colonies in Dining halls, Hostels, Food preparation and storage areas		
2.	Number of bacterial, fungal and actinomycete colonies in Canteen, Restaurants and Food court		
3.	Number of bacterial, fungal and actinomycete colonies in Seminar halls / Conference halls / Auditorium / Stadium regions		
4.	Number of bacterial, fungal and actinomycete colonies in Class Rooms and other teaching and learning places		
5.	Number of bacterial, fungal and actinomycete colonies in Laboratories		
5.	Number of bacterial, fungal and actinomycete colonies in Management Representatives / Vice-Chancellor/Registrar/Dean Principal/Director/HoD's Room/ Teaching / Non-Teaching staff Cabins/Coordinators, etc.		

* Applicable for Industrial sectors

** A minimum of 50% criteria should be attained

- Greater than 25 cfu is high, 10-25 cfu is moderate, lesser than 10 cfu is low
- Microbial load as aeroflora will be counted using Petri plates containing Potato Dextrose Agar, Nutrient Agar and Casein Nitrate Agar Media for fungi, bacteria and actinomycetes; respectively. Microbial load will be assessed in air at the time of assessment in different places

Note: This Audit process and Certificates are valid for three years only from the date of Audit.

Signature of Auditing Chairman

Signature of the Lead Auditor

Signature of the EMS Auditor
Environment Management System
(ISO OHSMS 45001:2018)

Signature of the Food Safety Auditor
Food Safety Management System
(ISO Safety Standards FSMS 22000)