DAIRY · COMPLIANCE · CHECKLIST

FSSAI Schedule 4 cleaning and sanitation checklist

FSSAI Schedule 4 asks licensed dairies to follow a written cleaning and sanitation programme, keep records of it, store cleaning chemicals away from food, and clean equipment to a verified, documented programme. This page summarises those points and gives a free checklist. It is a guide, not legal advice; always check the current FSSAI text.

LICENSED PREMISES	FSSAI LICENCE NO.	AUDIT DATE	AUDITED BY

Requirements

Requirement	Where in Schedule 4	What it means in practice	In place?	Evidence
Cleaning and sanitation programme	Part II, 9.1.1	A written plan naming each area, cleaning frequency and procedure, with records kept	☐ Yes ☐ No	
Cleaning chemicals	Part II, 9.1.2	Handle chemicals carefully and store them separately, away from food	☐ Yes ☐ No	
CIP and equipment cleaning facilities	Part II, 3.6	Facilities to clean and disinfect equipment; CIP wherever possible	☐ Yes ☐ No	
Records	Part II, 8.2	Keep processing, cleaning, sanitation and pest control records for one year or the shelf life, whichever is more	☐ Yes ☐ No	
Verified cleaning programme	Part III, I.5	Clean and, where needed, disinfect equipment to a verified, documented programme	☐ Yes ☐ No	
Raw milk cooling	Part III, III	Cool raw milk to 4 °C or lower as soon as practicable and keep it there	☐ Yes ☐ No	

Records to keep (one year or the shelf life, whichever is more)

Record	Available	Location
Cleaning and sanitation schedule for every area	☐	
CIP logs: time, temperature, concentration	☐	
Chemical receipts with SDS and CoA	☐	
Staff training records	☐	
Verification results: visual, ATP, SPC	☐	
Corrective actions	☐	

Summary for guidance only, not legal advice. Check the current FSSAI text.

Sign-off

PREPARED BY	FOOD SAFETY TEAM LEADER	PLANT HEAD
Name, signature and date	Name, signature and date	Name, signature and date

Use the dose, temperature and contact time on each product’s technical data sheet (TDS) and your site’s validated cleaning programme. Read the SDS and wear the PPE it lists. Never mix chemicals. This sheet is a guide; follow your plant QA plan and current FSSAI requirements. SDS and TDS: www.innovachem.in/resources/sds-tds/