



Staff Uniform Checklist

This checklist is designed to help food businesses ensure that their staff uniforms meet all necessary requirements for food safety, HACCP compliance, and brand reputation.

FK-CL-HR01
v1.0

Template
Document

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|-------------|--|--------------|--|
| Date: | | Location: | |
| Checked By: | | Reviewed By: | |

| Question | Yes | No | Notes/Action |
|---|-----|----|--------------|
| Are all staff members wearing clean, neat, and well-maintained uniforms? | | | |
| Do the uniforms clearly identify the staff members as employees of the business? | | | |
| Are the uniforms appropriate for the specific roles and tasks of each staff member? | | | |
| Do the uniforms meet the business's food safety and HACCP requirements? | | | |
| Are hair nets, beard nets, or other hair restraints provided and worn when necessary? | | | |
| Are gloves provided and worn when handling food directly? | | | |
| Are aprons provided and worn when appropriate? | | | |
| Are the uniforms made of durable, easy-to-clean materials? | | | |
| Are there sufficient spare uniforms available for staff members to change into if their current uniform becomes soiled or contaminated? | | | |
| Is there a clear policy regarding the wearing of jewelry, watches, and other accessories while on duty? | | | |
| Are closed-toe, non-slip shoes required for all staff members working in food preparation and service areas? | | | |
| Are the uniforms designed to minimize the risk of loose buttons, strings, or other items falling into food products? | | | |
| Do the uniforms have pockets located appropriately to prevent contamination of food products? | | | |
| Are staff members trained on the proper care, maintenance, and storage of their uniforms? | | | |
| Are the uniforms consistent with the business's brand image and color scheme? | | | |
| Do the uniforms present a professional appearance that enhances the business's reputation? | | | |
| Are name tags or other identification provided and worn by staff members? | | | |
| Is there a clear policy regarding the wearing of uniforms outside of work hours and premises? | | | |
| Are there designated changing areas for staff members to change into and out of their uniforms? | | | |
| Is there a regular schedule for replacing worn or damaged uniforms? | | | |

Manager/Supervisor Sign-off

| | | | |
|---------------------------|--|---------------------|--|
| Date: | | Initials/Signature: | |
| Corrective Action / Notes | | | |



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