

# GUIDELINES FOR FOOD RETAIL ESTABLISHMENTS

# GUIDELINES FOR FOOD SAFETY ASSURANCE RESTAURANTS

## INTRODUCTION

Restaurant associated food poisoning include, contaminated raw materials, inadequate handling leading to cross-contamination, improper chilling and chilled storage, incorrect thawing practices, inadequate cooking, poor personal hygiene, infected food handler(s), poor hygiene of premises and utensils, multipurpose dishcloths / sponges, food prepared too long in advance, storage at ambient temperatures and delayed serving. This document will help minimize the spoilage factors mentioned above.

It describes how food safety hazards should be controlled in a busy catering kitchen to facilitate the development and implementation of effective food safety control and to ensure legal requirements are satisfied for the benefit of the business and the health of its customers. It does not cover post-kitchen food handling and distribution and to gain the full benefit of this guide, the reader should have a basic understanding of hazard analysis and critical control point (HACCP) and related terminology (see Glossary)

Food service proprietors are responsible for ensuring the safety of the food they produce. At present, food safety in the catering sector is covered primarily by **Section x part VII 28 (1)** of the Food safety and Quality Act "A person shall not place unsafe food on the market and a person who who contravenes this section commits an offence and is liable on conviction to a fine of one hundred thousand dalasis or three years' imprisonment or both".

## SCOPE AND OBJECTIVES

The Food Safety and Quality Authority of The Gambia set the following guidelines for application in the standardization and regulation of all restaurants and related establishments within the national level national level. The objectives of guidelines is to ensure the quality and safety of food and beverages for human consumption at all the stages of the food chain: acquisition, transportation, reception, storage, preparation and marketing in restaurants and related services.

## DEFINITIONS

**Food and beverages:** Any substance or mixture of substances intended for human consumption, including alcoholic beverages.

**Potable water:** Water without risk to human consumption

**High risk foods:** All food that by its composition, preparation and consumption may contain pathogenic microorganisms harmful to the health of consumers. Eg stuffed sausage, chicken sprinkles, fruit salad

**Safe food:** Safe Food: Food that does not cause harm to consumer health.

**Good Manufacturing practice (GMP):** A set of good practices whose observance will ensure the sanitary quality and safety of food and beverages.

**Sanitary and safety Quality:** A set of microbiological, physical-chemical and organoleptic requirements that a food must meet to be considered safe for human consumption

**Contamination:** Presence in food of microorganisms, viruses and / or parasites, foreign or organic substances of mineral origin, organic or biological origin, radioactive substances and / or toxic substances in quantities greater than those allowed by current sanitary regulations or presumed harmful to health.

**Cross contamination:** Presence of contaminants in food from contamination sources that arrive by direct contact or through hands, surfaces, raw foods, by vectors, etc

**Food disinfection:** Reduction of the number of microorganisms in food by chemical agents and/or hygienically satisfactory physical methods, at a level that does not cause harm to consumer health.

**Time division:** Separation of food preparation operations at different and sequential times in order to  
**HACCP:** A system that identifies, evaluates and controls hazards that are important for food safety.

**Cleaning:** Removal of soil, food residues, dust, grease or other objectionable matter to avoid cross-contamination.

**Food Manipulator:** A person who is in contact with food by his hands, any equipment or utensil that he uses to manipulate them, at any stage of the food chain of the restaurant, from the purchase of food to the service to the table of the consumer.

**Raw Materials:** An input used in the preparation of food and beverages.

**Self-service:** Modality that allows the diner to serve the food by himself, which are in a table of common use (buffet). Serving is also considered served by a manipulator located behind the counter and serving rations according to the choice of the diner.

**Fast Food:** Mode that presents food with a previous preparation or are reheated and the consumer serves himself to the table.

**Pests:** Insects, birds, rodents and any other animal capable of directly or indirectly contaminating food

**Hygiene and Sanitation Program:** Activities that contribute to food safety, by maintaining the physical facilities of the establishment in good sanitary conditions.

**Related services:** Services that prepare and sell food, such as cafeterias, pizzerias, confectioneries, patisseries, tea rooms, salons for pastry shops, dining rooms, fast food outlets, soda fountains, bars, etc. Also included are restaurant services and related services of hotels, clubs and the like.

**Safe temperatures:** Temperatures that inhibit microbial growth or eliminate the presence of microorganisms in food. Its range should be: less than 5 ° C (cooling and freezing) and higher than 60 ° C (boiling, cooking, baking, etc). The Principle of Application of Safety Temperatures is to keep cold foods cold and hot foods hot.

**Sanitary inspection:** A set of observation and evaluation activities carried out by the Competent Sanitary Authority on the sanitary conditions of food and beverages to protect the health of consumers

## WHY IS FOOD SAFETY IMPORTANT TO YOU?

Reducing the risk from food safety hazards is an essential part of any food production business irrespective of its size. To help you achieve this, you need to know which food safety control measures are relevant to your products. If you are not sure what the terms 'risk', 'hazard' and 'control measure' mean, Food safety is an issue that is taken very seriously by the Food Safety and Quality Authority of the Gambia. If you are manufacturing food products to sell, it is your responsibility to be aware of, and always follow, the food regulations relevant to the types of products you are producing. The overriding requirement is that food is 'safe' and 'suitable' or, in other words, it is fit for humans to eat. Information in this guideline will help you to ensure you achieve this outcome for your products.

## WHAT ARE THE FOOD SAFETY HAZARDS YOU SHOULD KNOW ABOUT?

Below is a brief overview of the key food safety hazards: microbial, chemical and physical

### MICROBIAL HAZARDS

Microbial foodborne illness, also commonly called 'food poisoning', is illness caused by eating food contaminated with specific types of microorganisms or toxins formed by these microorganisms. Microorganisms that are capable of causing illness are called 'pathogenic microorganisms' or simply 'pathogens'. Microorganisms that may be pathogenic are bacteria, viruses, parasites and molds. There are many microorganisms that are not pathogenic but they can cause food to spoil (e.g. mold growth on bread).

### CHEMICAL HAZARDS

In the Gambia, reports of illness caused by the presence of hazardous chemicals in food are much rarely reported and documented than other illnesses. However, misuse of chemicals agriculturally or during food processing can cause illness. Harmful chemicals can also be present in food naturally or by environmental contamination. Additionally, substances found naturally in food can cause illness when eaten by people who are allergic or sensitive to them. Illnesses associated with chemicals in food can be caused by eating a high dose of a chemical contaminant over a short period (i.e. an acute reaction) or by eating a low level of a chemical contaminant over a long period of time (i.e. a chronic reaction).

## Types and sources of chemicals in food that may cause illness if eaten include:

- proteins or other substances that may cause allergic reactions (e.g. peanuts)
- approved food additives, such as chemical preservatives, used incorrectly
- residues from cleaning and sanitizing chemicals
- deliberate or accidental addition of chemicals not approved for use in food
- chemicals leaching from packaging into food
- environmental pollutants from industrial waste, such as mercury or dioxins in fish
- agrochemicals such as pesticide residues, herbicides and veterinary chemicals
- toxins of microbial origin such as mycotoxins in peanuts and histamines in fish
- Naturally occurring plant toxins such as glycoalkaloids in potatoes.

## PHYSICAL HAZARDS

Physical contaminants in foods are objects that, under normal circumstances, should not be present in food products. Common contaminants include glass, bone, wood, metal, plastic, rubber, stones and insects.

### Food safety concerns associated with physical contaminants include:

- choking (particularly young children)
- cuts to the mouth and tongue
- broken teeth
- damage to the gastrointestinal system.

## DEFINITIONS

**Hazard:** Source of harm

**Example - Wet slippery floor (due to water leak)**

**Risk:** Likelihood of being exposed to hazard and the likelihood of being harmed if exposed

### Examples

**Low risk – wet floor is in the corner of an unused room**

**High risk – wet floor is in a poorly lit area that many people walk through**

**Control measures:** The actions that can be taken to reduce the risk of exposure or fully eliminate the hazard

### Examples

**Reduce risk – wet floor warning sign is placed in front of area**

**Eliminate hazard – leak is fixed and water is mopped up**

## WHY SHOULD YOU TAKE FOOD SAFETY ISSUES SERIOUSLY?

The purpose of any food business is to make profits, instead of asking, 'What will it cost me if someone becomes ill as a result of eating my product?' or 'What would it mean to me if I ended up going out of business?' you should ask, 'How will implementing food safety management systems benefit my business?' Implementing a food safety management system is an investment in both the future of your business and the reputation of Gambia's food industry nationally and internationally.

A preventative approach (i.e. stopping a problem occurring in the first place) rather than reactive (i.e. 'mopping up the mess') is the most responsible and cost-effective way to handle food safety hazards. Should your business be unfortunate enough to be implicated in a foodborne illness or offence, your documented food safety management system may possibly assist your defense.

## IMPORTANCE OF FOOD SAFETY FOR YOUR BUSINESS

By taking action to reduce food safety risks, you can protect the health of your business by building or maintaining a favorable reputation with your customers; in the case of processing plants and wholesalers, avoiding costs associated with product recalls, and loss of sales or contracts; and avoiding additional financial costs such as legal liability. A business lives on its reputation, and goodwill forms part of the value of the business. Most business owners are aware they need to develop a good reputation for quality and service, but a reputation for safety is even more important.

Larger companies, factories or supermarkets purchasing from small businesses, need to be sure that they are purchasing food that is as safe as reasonably possible. These companies do not want to put their reputation at risk because of sub-standard food safety practices used by their suppliers. Consequently, most potential export destinations large businesses are now requiring their suppliers to implement a food safety management system. Having a food safety management system, can expand your business opportunities and help your business grow. Food rarely becomes an unacceptable safety risk due to a random accident that is 'nobody's fault':

## HOW CAN FOOD BECOME CONTAMINATED?

While food can become contaminated at any stage of the farm-to-fork continuum, this document will focus on the major sources of contamination which can occur at the retail level.

### TRANSPORTATION

A recent study identified the top five food safety hazards across all modes of transportation;

- lack of security for transportation units or storage facilities;
- improper handling practices of food products awaiting shipment or inspection;
- improper refrigeration or temperature control of food products; improper management of transportation units and storage facilities;
- Improper loading practices and
- Conditions of equipment

(Ackerley et al. 2010).

The foods most at risk were identified as fresh produce, raw and refrigerated ready-to-eat (RTE) foods, raw meat and raw poultry, eggs and egg products and raw seafood. The global nature of the food supply results in many of the food products spending a large amount of time in the process of transportation.

There is a strong possibility of cross-contamination when multiple food commodities are shipped together. This can sometimes happen with half-full loads, where companies may ship several food items together.

## STORAGE

### TIME AND TEMPERATURE

Microorganisms thrive in warm temperatures. Temperatures between 4 and 60 °C are referred to as the Danger Zone, as these are the temperatures in which microorganisms grow and thrive. Many microorganisms are killed when exposed to temperatures of 60 °C for several minutes. However, temperatures below freezing do not kill most microorganisms, but invoke dormancy, a time during which the microorganisms cannot grow and multiply. It is also important to know that some bacteria such as *L. monocytogenes*, actually grow well at refrigeration temperatures.

### WATER ACTIVITY

Pathogenic bacteria need moisture to reproduce and thrive. This is why moist foods such as meats, fish and dairy products are viewed as potentially-hazardous products. Dry foods such as powders have a longer shelf-life because they do not support microbial growth. However, if water is added to these powders (such as water to milk powder), the subsequent product will be susceptible to bacterial growth. It is important to remember that if water is present on food preparation surfaces or utensils, it will help to support bacterial growth (Canadian

### ACIDITY

Most microorganisms do not grow on foods that are acidic (pH 4.6 or lower) or foods that are alkaline (7.5 or higher). Therefore, if a food falls between these two pH ranges, it is susceptible to bacterial growth. However, *E. coli* O157:H7 can survive in low pH products; therefore, acidity cannot be solely relied upon when preserving products.

You are in safe hands

## PRODUCT FLOW AT RETAIL

When purchasing foods, it is important to ensure that they come from reliable vendors, and from sources that comply with national and local food codes. When receiving a food, employees should ensure that it is within its best before date, and it has come in clean and undamaged packaging. The food should arrive at the temperature which is deemed safe for the product and be free of pests. Foods that should be refrigerated should be done so promptly, while foods that need to be frozen should be frozen. In addition, the potential for cross-contamination between products needs to be addressed.

When a food arrives at retail, it is important to ensure that it is stored in such a way as to limit or prevent bacterial growth, as well as prevent cross-contamination. When refrigerating foods, it is important to

load them properly to prevent cross-contamination. Raw foods such as meat should be stored separately from RTE foods and raw meats should be stored in the bottom of the refrigerator so that they do not drip onto other foods. In addition, refrigerators should not be overcrowded so that the air can circulate freely. When loading the display case, it is important not to overstock or block any vents. Freezing food is important in maintaining freshness and preventing microbial contamination. Frozen food that has been thawed should not be refrozen, as bacteria may have already begun to multiply.

## PREPARATION

Microbial contamination can occur during food preparation at the retail level. Food contamination can occur during washing, peeling, cutting, mixing, portioning, plating, and decorating of food. When thawing foods such as meat or chicken, it is important to thaw them at a temperature at which pathogenic bacteria cannot multiply. As such, food should be thawed at 4 °C or colder, microwaved (but only if that food will immediately be further prepared), or submerged in cold running water only if packaged. During and following cooking food passes through the danger zone. It is important that this transition occurs as quickly as possible and under controlled conditions, i.e., cooking and chilling/cooling should be done as quickly as possible to achieve the desired temperature.

Food should be rotated to ensure that there are no cold zones or spots which would suggest uneven heat distribution. The use of a food thermometer is necessary to ensure that the proper temperature has been achieved. Sometimes food that has been cooled has to be reheated again. Cutting or peeling of food can also spread microbes if the cutting utensil is contaminated. In these cases, the utensil can move the contamination to multiple sources. Food handlers are also a potential source of contamination. In fact, food handlers have been identified as a source in various foodborne outbreaks. Contamination commonly occurs through the fecal–oral route starting with the infected food handler. The food handler may exhibit obvious signs of illness, such as vomiting, but even if the ill food handler immediately leaves the work environment, residual vomitus can contaminate food, contact surfaces, and fellow workers unless the clean-up process is meticulous to prevent contamination by food workers.

These methods include hand washing and the prevention or minimization of bare hand contact with food. Situations in which hands should be washed, such as before food preparation and after handling dirty equipment. Hand washing should take at least 20 s and include running warm water, soap, friction between hands for 10 and 15 s, rinsing, and drying with clean towels. As hand washing does not remove all pathogens from hands bare hand contact should be prevented when working with ready-to-eat food (i.e., foods that are safe to eat without further cooking) and minimized when working with non-RTE food by the use of barriers such as disposable gloves, deli tissue and utensils.

Employees should wash their hands before starting work or touching raw or potentially hazardous food, utensils, or using disposable gloves. Washing is also encouraged during food preparation and when switching between handling raw and cooked and RTE foods. Hands should also be washed after handling raw foods including eggs, visiting the washroom, coughing, sneezing, sanitizing equipment, taking a break, etc.

## LOCATIONS AND THE PHYSICAL INSTALLATION OF RESTURANTS

Establishments for restaurants and related services must be used exclusively for the preparation and sale of food and beverages. Establishments of this nature that are operational must comply with these guidelines.

### LOCATION

Establishments for the operation of restaurants and related services should be located in places free of pests, fumes, dust, odors, floods and any other source of contamination.

The establishment must be separated from the house of its owner or manager. Public entry to the establishment must be independent of incoming suppliers and other services, or in any case, different time periods will be established to avoid cross-contamination.

### PHYSICAL STRUCTURE

The buildings of restaurant or related services must be of solid construction and the materials used must be corrosion resistant, smooth, easy to clean and disinfect. Only the dining area can be made of different materials, considering the style of the establishment (rustic, country, etc). All buildings will be kept in a good state of maintenance and hygiene.

The facility should meet the following conditions:

- **Floors** shall be constructed of waterproof, non-absorbent, washable and non-slippery materials, should not have cracks and shall be easy to clean and disinfect. Depending on the case, they will be given a sufficient slope so that the liquids run into the sinks.
- **Walls** should be made of waterproof, non-absorbent and washable materials and be light colored. They should be smooth, cracked and easy to clean and disinfect. They will remain in good state of conservation and hygiene. Where appropriate, angles between walls and floors should be vaulted to facilitate cleaning.
- **Ceilings** must be constructed and finished in a way that prevents buildup of dirt and easily cleanable.
- Windows and other openings shall be constructed in such a way as to prevent the accumulation of dirt and shall be provided with protection against insects or other animals. They should also be easily dismantled for cleaning and good conservation.
- The doors must be smooth and of in adsorbent surface.
- The existence of passageways requires that they have an amplitude proportional to the number of persons that transit through them and in no case should be used as areas for storage.

## LIGHTENING IN RESTURANTS AND SIMILAR ESTABLISHMENTS

The minimum level of lightening in the reception, storage and food preparation areas should be 220 lux. The lighting sources should be located in such a way that the people who work in those areas do not project their shadow over the workspace and the illumination in these mentioned areas should not lead to false colors. In the case of bulbs and suspended lamps, they must be insulated with protectors that avoid contamination of food in case of breakage.

## VENTILATION

Sufficient ventilation should be provided to avoid excessive accumulated heat, vapor condensation, dust and, to remove contaminated air. Air currents will be prevented from carrying contaminants to the food preparation and consumption area. An exhaust pipe should be installed over the cooking appliances, of sufficient size to effectively remove cooking vapors.

## SERVICES

Restaurants and similar establishments should have a continuous and reliable supply of services like water supply, electricity, waste managements and any other relevant service.

## SUPPLY AND QUALITY OF WATER

The establishment should have potable water from the public network, have a permanent supply and in sufficient quantity to attend the activities of the establishment.

The establishments that have their own water supply system must be approved and supervised by The Authority.

## MANAGEMENT OF RESIDUAL WATERS

The wastewater disposal system must be maintained in good working conditions and be protected from the entry of rodents and insects into the establishment. Wastewater drainage system should be designed to withstand maximum loads, grease traps and avoid contamination of the potable water system.

The floor of the kitchen area must have a drainage system for wastewater to facilitate hygiene activities like cleaning.

## MANAGEMENT OF SOLID WASTES

The solid waste should be placed in plastic containers, in good and hygienic state, with oscillating lid or similar that avoid contact with the hands and should have a plastic bag inside to facilitate the disposal of waste.

These containers should be placed in sufficient quantities in the kitchen, dining room, bathrooms and any other place where solid waste is generated and placed in a way that does not pose a contamination threat to the food.

For the disposal of solid waste, a collector with a lid of sufficient size, depending on the volume produced, must be installed in an environment intended exclusively for this use away from the food preparation area, with easy access to the collecting service. This environment must be designed in such a way as to prevent access to pests and to avoid contamination of food and the environment. Plastic containers and the waste storage area should be washed and disinfected daily.

### DRESSING ROOMS AND TOILETS FOR STAFF

Restaurants establishments must provide staff with adequate spaces for changing clothes, in which work clothes cannot come into contact with personal clothing. This environment must be illuminated, ventilated and in a good state of maintenance and hygiene.

The toilets and hygienic services should be located outside the food handling area and without direct access to the kitchen or storage room. Hygienic services should be well lit and ventilated and designed to ensure hygienic disposal of waste water.

### HYGIENE SERVICES SHOULD INCLUDE THE FOLLOWING:

From 1 to 9 people	1 toilet	2 lavatories
From 10 to 24 people	2 toilets	4 lavatories
From 25 to 49 people	3 toilets	5 lavatories
More than 50 people	1 additional for every additional 30 people	1 additional for every additional 30 people

Toilets and lavatories should be made of easily cleanable and desinfectable material. The lavatories should be provided with dispensers with liquid soap or similar and hygienic means to dry hands as disposable towels or automatic air dryers. If disposable towels are used, there should be sufficient in number and near the lavatory for disposal. These services must remain operative, in good state of maintenance and hygiene.

### HYGIENIC SERVICES AND TOILETS FOR THE PUBLIC

Hygienic services for diners should not have direct access to the dining room, doors should remain closed except during cleaning operations. The hygienic services must be kept in a good state of repair and hygiene, with good lighting and ventilation. Toilets and lavatories should be made of easy-to-sanitize material. The hygienic services must be separated for each sex and their distribution by frequency of diners will be the following

Frequency of diners per day	MEN		WOMEN	
	TOILETS	LAVATORIES	TOILETS	LAVATORIES

Less than 60	1	1	1	1
From 61 to 150	2	2	2	2
For each additional 100	1	1	1	1

On a permanent basis, there must be availability of toilet paper and containers with internal plastic bags, to facilitate the collection of waste. Lavatories should be provided with dispensers with liquid soap or similar and hygienic means to dry hands as disposable towels or automatic hot air dryers. If disposable towels are used, there will be a sufficient number of dispensing devices and containers near the lavatory for disposal. The ventilation system should allow the elimination of odors to the outside of the establishment.

## ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES

### NON-ALCOHOLIC BEVERAGES

Packaged non-alcoholic beverages (juices, soft drinks, soft drinks or similar) should be served in their original containers; In the case of the use of dispensing equipment or dispensers, it should be served in disposable cups or clean glass vessels. Said equipment will be kept in a good state of preservation and hygiene. Milkshakes, shakes or similar should be served in clean glasses and the complementary utensils such as ornaments, sorbets or others must be of first use and of disposable material.

### ALCOHOLIC BEVERAGES

Alcoholic beverages served in restaurants and related services must be of formal origin and have an authorization of sale, sanitary registration where applicable. In addition, imported liquors must have health information, information on the label in English, expiration date when applicable and, the restrictions or warnings for its consumption.

### HANDLING OF THE BEVERAGES

Handlers of non-alcoholic and alcoholic beverages must observe all the health, personal hygiene and presentation recommendations established in the present guideline. Handwashing is essential before preparation as well as the use of utensils for ice and other inputs. The Bar must have a laundry room with drinking water and that is connected to the Drainage system and, with a suitable container for the disposal of waste.

## HEALTH, HYGIENE AND PERSONNEL TRAINING

### STAFF HEALTH

The administration of the restaurant or related services is responsible for medical control of the food handlers that work in those establishments. It should not be allowed that those suffering from contagious infectious diseases, Diarrhea, infected or open wounds, skin infections or sores, continue with the handling of food,

### HYGIENE AND PERSONAL HABITS

Food handlers should maintain a careful personal hygiene, especially in handwashing, as follows:

- Before starting food handling.
- Immediately after using the toilet.
- After coughing or sneezing using hands or handkerchief.
- After scratching the head or other part of the body.
- After handling boxes, containers, packages and other contaminated items.
- After handling raw foods such as meat, fish, seafood, etc.
- After sweeping, mopping, collecting of waste, clean tables in the dining room, touch money and, whenever necessary.

Food handlers should also observe strict hygiene habits During preparation and serving of foods, such as, avoiding eating, smoking or spitting. They should have nails trimmed, clean and unglazed, and their hands should be free of personal objects or adornments such as jewelry, watches or others.

### CLOTHING

Food handlers (from the kitchen area) should wear protective clothing preferably white in color that covers the body, completely covers the hair and have appropriate footwear. All clothing must be washable, keep it clean and in good condition. Condition unless it is disposable. All other personnel must wear protective clothing maintained in good condition. The cleaning and disinfection operators of the establishments should use aprons and waterproof shoes.

### SANITARY TRAINING

Sanitary training of food handlers is the responsibility of the administration of the establishment and is mandatory for the exercise of this activity, and may be provided by the, public entities, Private, or specialized natural persons. Such training must be carried out At least every six (06) months through a program that includes the General Hygiene Principles, the Good Practices in handling of Foods and Drinks, among others. The training should include the following topics:

- Food Contamination and Foodborne Illnesses related to prepared foods.
- General Principles of Hygiene.
- Good Practices of Manipulation of Food and Beverages.
- Hygiene and Sanitation Programs.
- Basis of the HACCP system applied to Restaurants or Related Services.
- Application of the Sanitary Assessment Cards for Restaurants.

## SANITATION MEASURES

### CLEANING AND DISINFECTION OF THE ESTABLISHMENT

The establishments must have a Health and Sanitation Program with cleaning and disinfection procedures to suit the needs of the type of restaurant or meal service offered, using products authorized by the Ministry of Health and the National Environment Agency. The detergents that are used must remove the dirt from the surfaces, keeping it in suspension for easy removal and having a good rinse capability. They must be compatible with other disinfectant products used in the hygiene and Sanitation Program and not be corrosive.

### CLEANING AND DISINFECTION PRACTICES

Surfaces in work areas, equipment and utensils must be cleaned and disinfected on a daily basis, taking appropriate precautions so that detergents and disinfectants used do not contaminate food. During the activities in the kitchen food, liquids or other accidental waste should be collected of the floor with a damp cloth, never with a broom, because floor contamination can migrate to food. Immediately after the end of the working day or whenever necessary, floors should be thoroughly cleaned and disinfected, including drains, auxiliary structures and walls of the food handling area. Changing rooms and toilet facilities should be kept clean throughout. Children's chairs should be cleaned and disinfected after each use. Areas or compartments shall be available for the storage of sanitary implements and substances used for cleaning, such as brooms, brushes, detergents, etc., which must be maintained and stored in a way that does not contaminate food, utensils, equipment or clothes. After cleaning, absorbent materials should be used for the drying procedure. The effectiveness of cleaning and disinfecting procedures should be verified.

### PESTS AND ANIMAL CONTROL

Establishments should be kept free of rodents and insects. to prevent from the collectors, in the boxes and metal lids and traps will be placed in their connection with the drain. The application of rodenticides, insecticides and disinfectants must be carried out by trained personnel, using only products authorized by the Ministry of Health and the National Environmental Agency, taking care not to contaminate food or surfaces where they are handled. The presence of any animal in any area of the establishment is expressly prohibited.

## STORAGE OF PESTICIDES AND DISINFECTANTS

Pesticides, disinfectants or other toxic substances which may contaminate food should be properly labeled with a label stating their toxicity, the way of use and measures to be followed in the case of Intoxications. These products should be stored in separate places or cabinets are specially designed for this purpose and only distributed and handled by trained personnel



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## RESTAURANT INSPECTION CHECKLIST

<b>NAME OF COMPANY</b> ..... .....		<b>DATE OF INSPECTION</b> ..... .....	
<b>ADDRESS</b> ..... .....		<b>CONTACT</b> ..... .....	
<b>INSPECTION DESCRIPTION</b>	<b>YE S</b>	<b>N O</b>	<b>CORRECTIVE ACTION</b>
<b>LOCATION SITE &amp; SURROUNDING</b>			
Are the premises located away from environmentally polluted areas?			
Is the surrounding (e.g. drainage, ground & etc.) is clean & properly maintained.			
If building is surrounded by vegetation, is it well tended?			
Is the Premises free from storage of waste & unused items?			
<b>FOOD STORE</b>			
Is the food storage area clean and organised?			
Is the environment adequate? (dry and Ventilated)			
Is cold food properly refrigerated?			
Are canned foods without (rust, dents, expiry dates, etc.)			
Is there any chemical substances in the food store?			
Is there a stock rotation system?			
Does the food store have shelves?			
<b>KITCHEN</b>			
Is the design of the product permit hygienic food preparation?			
Are the floors, walls, roofs smooth, clean and in good conditions?			
Is there an air extractor?			

Is there adequate ventilation and illumination?			
<b>DINING HALL</b>			
Is the dining hall close to the kitchen?			
Are the walls, floors, roofs in good conditions?			
Is the furniture in good state and properly cleaned?			
<b>HYGIENIC FACILITIES FOR THE STAFF</b>			
Are the toilets in adequate positions?			
Are the toilets in good working conditions?			
Are the staff toilets clean?			
Are there hand washing facilities?			
<b>HYGIENIC FACILITIES FOR CUSTOMERS</b>			
Are the consumer toilets in adequate positions?			
Are the consumer toilets in good working conditions?			
Are toilet facilities in good working order?			
Are toilets clean & kept closed?			
Are there hand washing facilities for clients?			
<b>WATER SUPPLY</b>			
Is there potable water?			
Is there enough water supply for the service?			
<b>DRAINAGE AND TRASH</b>			

Is there an operative drainage system?			
Does the drainage have protection to keep out pests and rodents?			
Does trash bins have covers, plastic bags?			
Are there sufficient trash bins and in adequate positions?			
Is trash removed with the adequate frequency?			
<b>PESTS</b>			
Absence of insects (flies, cockroaches and ants)			
Is there an absence of indication of presence of rodents?			
<b>EQUIPMENT, CROCKERY AND UTENSILS</b>			
Is the equipment in good working conditions?			
Is the equipment properly cleaned?			
Is the crockery in a good state?			
Is the crockery properly disinfected and cleaned after every use?			
Are chopping boards non-absorbent?			
<b>FOOD PREPARATION</b>			
Is there adequate preparation flow?			
Are fruits and vegetables washed and disinfected?			
Is the oil being used clean, yellowish, odourless and not rancid?			
Are meat and fish products thoroughly cooked?			
Is there presence of domestic animals and people different from food handlers?			
Are crude food separated from cooked or prepared foods?			

Is food being thawed properly?			
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<b>FOOD HANDLERS</b>			
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Are uniforms complete and clean?			
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Is personal hygiene being observed?			
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Are employees being trained in food hygiene?			
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Are good food handling practices being applied?			
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<b>SECURITY MEASURES</b>			
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Are there fire extinguishers?			
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Are there first aid kits?			
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Is there any security measures for gas bottles ?			
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Are flammable liquids, disinfectants, aerosols, far from food and fire?			
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<b>ADDITIONAL OBSERVATIONS</b>			
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<b>INSPECTOR(S)</b>
<b>NAME</b> .....
<b>NAME</b> .....
<b>NAME</b> .....

<b>SIGNATURE</b>
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.....

