

Guidelines for Registration of Food Premises

DEFINITIONS

Food Premises are premises where food cooked or uncooked is stored, prepared, processed, manufactured, deposited, exposed or offered for the purpose of sale for human consumption (Public Health Ordinance Chapter 12 No.4 Section 156).

LEGAL REQUIREMENTS

All food premises must be registered each year with the Public Health Department/Inspectorate on or before March 31.

The registration expires on December 31, each year.

PLANNING APPROVAL

Before any new food premises can be constructed or existing building modified to be used as a food establishment, an application must be made to the Town and Country Planning Division for their approval. The Town and Country Planning Division will then pass the plans to the Local Health Authority in the area where it is to be established, for processing and final approval. Only when approval this is obtained can the food premises be established. The application and plans must be submitted in triplicate and must indicate the type of food establishment, location, size, sanitary design and proper work flow to ensure good hygienic standards.

REGISTRATION

1. The owner/operator of a new or an existing food premise must apply for registration each year to the Public Health Department which is legally responsible for the area in which the said business will be operating.
2. Before any new food premises are established, layout of the proposed establishment must first be submitted to the said Public Health Department for approval in duplicate.
3. Food premises must be inspected and registered by the Public Health Department before opening for business to the public.
4. All employees of the food establishments must be registered with the Public Health Department as food handlers.
5. Payment of an administrative fee is required for food premises registration.
6. Registration of food premises can be cancelled in cases of breach of Sale of Food Stuff Bye-Laws.

PHYSICAL INFRASTRUCTURE 03 REQUIREMENTS

Floor - Impervious non-skid (preferably tiled), durable, free from cracks and properly graded to an adequate drainage system.

Walls - Should be finished to a smooth, impervious washable surface (tiled from floor to a minimum two (2) metres), be light in colour and the junction between walls and floor should be rounded to facilitate proper cleaning.

Ceiling - Non-absorbent, easily cleaned and maintained in good repair. Material used should minimize condensation and mould/ fungus development and residual flaking.

Lighting - All areas should be adequately lit with avoidance of glare and flickering light. Fluorescent lighting is recommended and minimum illumination should be 538 lux. All lighting features should be screened to prevent food contamination and breakage.

Ventilation - There should be adequate cooling and extractor fans. Windows should prevent glare and be fly proofed. Doors should be fly and rat proofed, fire resistant and self-closing.

Plumbing - Proper sanitary plumbing should be placed in an area to facilitate easy maintenance and repairs.

Toilet facilities - Adequate toilet facilities conveniently located, properly installed, maintained in good working order and cleaned several times during the day, should be provided.

Separate sanitary facilities must be provided for male and female customers. A ratio of 1 per 25 persons is considered adequate.

Separate sanitary facilities must be provided for staff/employees for both male and females.

Toilet rooms should be completely enclosed and have tightly fitted doors and not ventilate into the food preparation or business areas.

Wash hand basins

- Hand washing facilities should be provided in or adjacent to toilet rooms and maintained daily. Disposable towels must be provided, with proper waste collection containers and disposal facilities, or hand dryers.

In the food preparation area separate hand wash basins, with elbow water tap control and liquid soap are preferable.

Sinks - Separate stainless steel or porcelain or tiled sinks must be provided for washing of utensils and for the preparation of food. Hot and cold water should be provided.

Food preparation surfaces

- Counters and tabletop surfaces used for food preparation must be smooth and made of impervious material for ease of cleaning, such as stainless steel, tiles and other approved kitchen counter surfaces.

Storage - Separate storage cupboards/shelves must be provided for dry food goods, utensils, and cleaning chemicals and equipment.

Other staff facilities

- Changing rooms and lockers, rest room, staff room with kitchen/dining area. Office with first aid kit.

Yard - Paved yards should be suitably graded and in good repair. Lawn and vegetation suitably cut and maintained. Areas designated for parking and goods/service delivery.

Drains - Drains should be of concrete, suitably graded, regularly cleaned and kept in good repair - emptying into a suitable outfall collecting drain.

EQUIPMENT

Refrigeration - Separate refrigeration for vegetables and non-meats, and for meats, equipped with working temperature gauges.

Food warmer - Equipped with working temperature control and gauges.

Vehicles - Vehicles to be used in the sale of food should not be used for any other purpose. All vehicles should be inspected and be in working condition.

MAINTENANCE

Cleaning Schedules

- There must be cleaning schedules developed for all areas (restrooms, customer service areas, food preparation areas, storage, equipment, yard, etc.) of the food premises.

These must be posted, checked and dated as the work is done.

Pest Control - There must be a programme for the control/ eradication of insect vectors, rodents and other vermin.