



Ministry of Health

PUBLIC HEALTH CHECKLIST FOR FOOD HYGIENE LICENSING

Requirements to be fulfilled before issuance of Hygiene License

1.0 Introduction

The integrity of food in terms of safety is highly dependent on the effectiveness of measures put in place to eliminate food hazards along the food production process. These measures are general and serve as a checklist for food hygiene licencing.

2.0 External

2.1 Situation/locality

Premises be located away from source of nuisance (sewerage treatment plant, dump site etc. taking into consideration direction of wind with reference to the nuisance.

2.2 Surrounding

The premise including areas adjacent to it be kept free from solid and liquid wastes.

3.0 General requirement

All food contact surfaces should be of made of impervious material capable of withstanding repeated cleansing and sanitizing.

3.1 Structural

3.11 Floor

- i. Strong non-absorbent, non-slippery and in Smooth finish
- ii. Gradient should allow self-drainage

3.12 Wall

- i. Non-absorbent, smooth finished and brightly colored to ensure no dirt is camouflaged

3.13 Roof, Ceiling

- i. The ceiling should be of adequate height with regard to the type of business (Not less than 3m)
- ii. Non leaking roof

3.14 Doors

- i. Strong, well secured and non-absorbent,

3.15 Windows

- i. Appropriately positioned to allow natural air flow and lighting,
- ii. Windows to occupy 20% of the floor area.

3.16 Ventilation

- i. Adequate natural and artificial ventilators appropriately positioned to allow effective air exchange.

3.17 Lighting

- i. Adequate natural light intensity,

4.0 Machinery, Equipment and Tools

4.1 Made of non-absorbent easy to clean material adequately guarded to prevent injury and in a good state of maintenance

4.2 Layout to permit easy human movement and effective cleaning of the equipment and surfaces.

5.0 Sanitary Facilities

5.1 In good condition, adequate and separately provided for each gender

5.2 Menstrual hygiene (sanitary bins) facilities should be adequately provided

5.3 Bathrooms; Separate and adequate for each gender,

6.0 Hand Washing Facilities

6.1 Appropriately located, hygienically operated taps with hot and cold running water, Provision of soap dispensers and hand drying facilities.

7.0 Waste Management system

7.1 Provision of adequate and appropriate waste storage receptacles and frequent

7.2 Frequent collection, transportation and proper disposal of solid wastes

8.0 Fire Safety

8.1 Clearly identified/marked Fire Assembly points.

8.2 Appropriately mounted, serviced firefighting equipment and notices /response plan.

8.3 Reflective and clearly marked “Fire EXIT” signage.

9.0 Storage

9.1 General

9.11 Adequately provided separate storage facilities for raw materials from non-production materials and putting Trestles in place (150cm above ground)

9.2 Cold storage

9.21 Effective cooling systems and Temperature monitoring devices with properly insulated, air tight doors

10.0 Insect Vector and Rodent Control (pest control)

10.1 Put in place appropriate preventive measures against, rodents, birds, vermin and insects

11.0 Employee welfare and safety

11.1 Areas requiring usage of Personal Protective Equipment (PPE) should be clearly identified with signs,

11.2 Adequate appropriate PPE be provided.

11.3 Provision of separate cloakrooms for each gender

11.4 First Aid

11.41 First aid kits and equipment should be provided as per The Occupation Safety and Health Act 2007.

11.42 Employees trained on First Aid and available.

11.5 Food Handlers

11.51 Should be medically examined and issued with valid medical examination certificates, clean in person and clothing and trained on basic food hygiene.

12.0 Quality Control

12.1 General

Put in place food safety hazards monitoring system at receiving, during processing and finished products. These hazards include; chemical, bacteriological and physical.

12.2 Water quality control

Put in place measures to monitor the quality of both raw and treated water.

12.3 Quality of waste water/discharge

Put in place a system to monitor the quality of effluent with the objective of preventing environmental pollution

13.0 Documents to keep and avail as required

13.1 SOPs (Hygiene, Cleaning and Disinfection)

13.2 Hazard Analysis Critical Control (HACC) Plan

13.3 Food handler's valid medical examination certificates

13.4 Workers/food handlers training programs (Food hygiene, OSHA, COVID-19)