

## Food Official Grading Checklists

Food Unit, Central Board of Health

Phone #:3360177 ext 310109 Fax#: 3221434



<b>Food Safety Act (2003) &amp; Food Safety Regulation (2009) Codex Alimentarius, Public Health Act Cap 111, National Building code.</b>	
<b>GOOD HYGIENE PRACTICES &amp; STRUCTURAL CONDITION OF FOOD ESTABLISHMENT</b>	
<b>Name of Restaurant:</b>	<b>Health Licenses Number:</b>
<b>Authorised Officer:</b>	<b>Restaurant Owners/Manager:</b>
<b>Local Food Authority:</b>	<b>Address &amp; Contact(s):</b>
<b>Date:</b>	<b>Time of Audit:</b>

	Element	Mi	Ma	S	C	Comments
<b>1.0 General Requirements</b>						
1.1	Premises in good repair & clean condition?	()	()			
1.2	Are the floor, walls, ceiling made up of materials easy to clean & sanitise?	()	()			
1.3	The isolation from the outside is sufficient to avoid contamination?	()	()	()		
<b>2.0 Layout &amp; Design (Kitchen, Dining, Storage areas, Receiving areas &amp; Toilets)</b>						
2.1	Is the area used for restaurant purpose only?		()	()		
2.2	Sufficient areas to carry out work under sanitary and hygienic condition?	()	()	()		
2.3	Adequate/Sufficient ventilation? Allow a good extraction?	()	()	()		
2.4	Does the preparation prevent contamination?		()	()	()	
2.5	Is the preparation and handling of higher risks foods segregated?		()	()	()	
2.6	Are food contact surfaces in good condition and easy to clean and sanitise?	()	()	()		
2.7	<b>Windows</b> Easy to clean, sanitised and prevents external contamination?	()	()			
2.8	<b>Ceiling</b> Made of impermeable, washable and non toxic material?	()	()			
2.9	<b>Doors</b> Screened, easy to clean and sanitise and prevents external contamination?	()	()			
2.10	<b>Floor</b> Made of impermeable, washable and non-toxic	()	()			

	material easy to clean and sanitise?					
2.11	<b>Walls</b> Made of impermeable, washable, and non-toxic material?	( )	( )			
2.12	<b>Light(Natural/Artificial)</b> Are the lights adequate and protected?	( )	( )	( )	( )	
2.13	Is the cooking areas provided with hood/chimney?	( )	( )	( )		
<b>3.0 Cooking Implements/Utensils</b>						
3.1	Are they made of non corrosive, easy to clean and sanitize?	( )	( )	( )		
3.2	Cleaning procedures in place?	( )	( )	( )		
3.3	Drying racks, meat boards and Vegetable boards available with impervious and easy to clean and sanitise materials?	( )	( )	( )		
<b>4.0 Food Warmers</b>						
4.1	Is the Food Warmer in good working conditions (gauge working)?		( )	( )	( )	
4.2	Food Warmers maintained at adequate temperature (above 60°C)?		( )	( )	( )	
4.3	Is it protected from external environment contamination (flies, dusts, cockroaches etc)?	( )	( )			
4.4	Are the lights protected?			( )	( )	
4.5	Do handling and serving practices prevent contamination?		( )	( )		
<b>5.0 Potable Water Supply</b>						
5.1	Potable/wholesome water available (for cooking & customers consumption)?		( )	( )		
5.2	Sufficient pressure in all areas?		( )	( )		
5.3	Backflow control?		( )	( )		
<b>6.0 Hygiene Practice</b>						
6.1	Are workers fit to handle food (check records, sick sheets, medical certificate (not mandatory)?		( )	( )		
6.2	Workers wear suitable and clean working clothes with proper safety equipments? (Aprons, hairnets, gloves).	( )	( )	( )		
6.3	Are workers wearing jewellerys during food preparation and handling?		( )	( )		
6.4	Workers washing their hands while handling food?		( )	( )		
6.5	First aid kit contains water proof dressing for cuts and sores?	( )	( )			
6.5	Wounds covered with clean water proof bandages?		( )	( )		

<b>7.0 Staff Training</b>					
7.1	Workers trained on GHP application? Records available?		( )	( )	
7.2	Training covers infections and communicable diseases?		( )	( )	
7.3	Training covers control of non-hygienic behaviour?		( )	( )	
<b>8.0 Hand washing facilities – workers and consumers</b>					
8.1	Is there any facility provided in the restaurant?		( )	( )	( )
8.2	Hand washing agent available?		( )	( )	
8.3	Facility provided with disposable hand towels/tissues/hand drier & trash bins?		( )	( )	
8.4	Workers effectively using these facilities (kitchen)?		( )	( )	
8.5	Both hot & cold water available (dining & kitchen area)?		( )	( )	
<b>9.0 Cold Store Facilities</b>					
9.1	Is it in good (structural) and clean condition?		( )	( )	
9.2	Is the Placement of raw & ready to eat food prevents contamination?		( )	( )	
9.3	Cleaning procedures in place? How often?	( )	( )	( )	
9.4	<b>Capacity</b> Able to maintain raw materials/food to allow low temperature? Chillers (Below 5≤°C) Freezers -18≤°C)?		( )	( )	
9.5	<b>Monitoring</b> Is there any sufficient temperature control?		( )	( )	
<b>10.0 Dry Storage</b>					
10.1	Goods stored hygienically (stored in plastic pallets, etc)?	( )	( )	( )	
10.2	Adequate space which allows free movement & prevents contamination?	( )	( )		
10.3	Any pest control management?	( )	( )		
10.4	Ventilation allows good extraction of moisture?	( )	( )		
10.5	Sufficient lights provided? Is it protected?	( )	( )	( )	
<b>11.0 Food Preparation</b>					
11.1	Precooked, Potentially Hazardous Food from commercial food processing establishment that is supposed to be reheated, is re heated to 60°C within 2hours after opening (2 to 4hr rule applications)?			( )	( )

11.2	Meat products, other than a single portion, are being cooked frozen or partially thawed?			( )	( )	
11.3	Eggs found dirty (soiled) cracked; liquid, frozen or powdered not pasteurised.			( )	( )	
11.4	Cans of Food Products blown, leaking or rusted and not segregated from consumable food?			( )	( )	
11.5	Unpasteurised milk present?			( )	( )	
11.6	Raw food not properly washed prior to serving?			( )	( )	
11.7	Unprotected potentially hazardous food reserved?			( )	( )	
11.8	Are there any records and logs to show maintenance of food safety?		( )	( )	( )	
11.9	Thawing procedure improper?		( )	( )	( )	
12.0	Are Food protected from contamination during transportation and service?			( )	( )	
12.1	Food contact surfaces properly maintained?	( )	( )	( )		
<b>13.0 Protection Against Vermin's &amp; Pest</b>						
13.1	Are there effective and appropriate vermin proofing protection facilities?		( )	( )		
13.2	Procedure & monitoring frequent? Records available/ existing plans for pest control management?		( )	( )		
<b>14.0 Cleaning &amp; Chemical (s)</b>						
14.1	Any cleaning procedure& schedules in place for dining & kitchen?	( )	( )			
14.2	Appropriate storing area which avoid potential cross contamination?		( )	( )	( )	
14.3	Are the chemical used of food grade quality?		( )	( )		
14.4	Chemical specifications provided?	( )	( )			
<b>15.0 Waste water</b>						
15.1	Is there adequate and hygienic waste water disposal system in place?	( )	( )			
15.2	Drains provided with gulley/grease/S- traps? Note: (Waste water from kitchen sink should go through grease traps (must)-specific design under the national building code.)	( )	( )			
15.3	Drains and sumps are easy to clean?	( )	( )			
15.4	Drains connected to sewer line or provided with soak pit?	( )	( )			
15.5	Backflow Control?	( )	( )			
<b>16.0 Solid Waste</b>						

16.1	Are there adequate bins provided with tight fitting lid?	( )	( )			
16.2	Is the placement appropriate and in clean and good condition?	( )	( )			
16.3	Are there any waste accumulation (food preparation area/ outside)?	( )	( )			
<b>17.0</b>	<b>Changing Rooms and Amenities</b>					
17.1	Is it available and sufficient?	( )	( )			
17.2	Is it in good and clean condition?	( )	( )			
17.3	<b>Toilet</b> Is it available & sufficient?	( )	( )	( )		
17.4	<b>Placement</b> Is it opened directly onto the preparation area?		( )	( )		
17.5	Are they equipped with working water – flushing system?	( )	( )			
17.6	Is it provided with hand washing facilities (hand sanitiser/ disposable towel & trash bins)?		( )	( )	( )	
17.7	Is it provided with adequate ventilation?	( )	( )			
<b>18.0</b>	<b>External environment</b>					
18.1	Well maintained & clean?	( )	( )			
18.2	Drainage in good repair and clean condition?	( )	( )			
18.3	Is it a potential source of pollution/hazard?	( )	( )			
<b>Total Scores(Non compliance Identified)</b>						
<b>General Comments:</b>						
<ul style="list-style-type: none"> <li>• <b>No Smoking:</b></li> <li>• <b>Salt Availability :</b></li> <li>• <b>Balanced Meal:</b></li> </ul>						
<b>Conformity Evaluation :</b>						

**Authorised Officers Name:**

**Restaurant Owner/Manager Name:**

**Signature:**

**Signature:**

**Date:**

**Date:**

### CALCULATIONS:

$$\underline{100 \text{ points} - \text{Total Points Deducted} = \text{ans}/100 \times 100/1 = \% \text{compliance}}$$

**Critical = 35points**

**Serious= 15ponits**

**Major = 10points**

**Minor= 5ponits**

### Classification of Conformity and Non Conformity

Any deficiency or non conformities identifies by the evaluation should be classified according to their seriousness. The scale issued is based on four classifications, which corresponded to the definition of the following table. The abbreviation sets on the form serves as a guide line to the inspectors:

**Critical Deficiency (Cr):** any condition or malpractice observed in the restaurant which can lead to food becoming unsafe and unwholesome.

**Serious Deficiency (Se):** any condition or malpractice observed in the restaurant that can preclude (prevent)proper implementation of hygienic practices or obtaining appropriate level of hygiene; and thus lead to the preparation of a contaminated or spoiled food with no safety implications.

**Major Deficiency (Ma):** any condition or malpractice observed in the restaurant which precludes general hygiene and lead to the spoilage of food.

**Minor Deficiency (Mi):** any observe condition or malpractice, which does not conform to sanitary equipments, buts is neither major, serious nor critical.

## **APPENDIX: 1**

### **Calculation Examples:**

1. Restaurant A had:

Critical=2 (35) =70

Serious=5(15) =75

Major=3(10) =30

Minor=2(5) =10

Total points deducted = 185

**So 100 points awarded -185 = -85**

**-85/100x100/1 = -85% Compliance level so RATE D**

2. Restaurant B had:

Critical = 0

Serious =2(15) =30

Major 2(10) =20

Minor 0

Total Points Deducted=50

**So 100-50=50**

**50/100x/=50% compliance level so RATE D**

3. Restaurant C had

Critical =0

Serious=0

Major 2(15) =30

Minor=0

Total Points Deducted=30

**So 100-30=70**

**70/100x100/1= 70% compliance level so RATE C**



**4. Restaurant D had**

Critical = 0

Serious = 0

Major = 0

Minor = 2(5) = 10

Total Points Deducted = 10

**So  $100 - 10 = 90$**

**$90/100 \times 100/1 = 90\%$  compliance so RATE A**

**5. Restaurant E had**

Critical = 0

Serious = 0

Major (10) = 1 = 10

Minor(5) = 2 = 10

**Total Points Deducted = 20**

**So  $100 - 20 = 80$**

**$80/100 \times 100/1 = 80\%$  so compliance RATE B**

## Appendix 2:

### Potentially Hazardous Foods:

**Potentially Hazardous Food** are foods that require time-temperature control to keep them safe for human consumption OR food that has to be kept at certain temperatures to minimize the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

A PHF is a food:

- Contains moisture - usually regarded as a **water activity** (aw) greater than 0.85
- Contains protein
- Is neutral to slightly acidic - typically having a **pH** between 4.6 and 7.5

### Examples of PHF's:

- Meat (beef, pork, lamb)
  - Poultry (chicken, turkey, duck)
  - Fish
  - Shellfish and crustaceans
  - Eggs (except those treated to eliminate *Salmonella*)
  - Heat-treated plant food (cooked rice, beans, or vegetables)
  - Baked potatoes
  - Certain synthetic ingredients
  - Mushrooms
  - Cut Tomatoes (when pH is 4.6 or above)
  - Cut Leafy Greens
  - Raw sprouts
  - Tofu and soy-protein foods
  - Untreated garlic and oil mixtures
  - Cut melons, including watermelon, cantaloupe, and honeydew.
  - Raw and cooked meat or foods containing meat, such as casseroles, curries and lasagne;
  - Dairy products, for example, milk, custard and dairy based desserts;
  - Processed fruits and vegetables, for example, salads;
  - Cooked rice and pasta;
  - Foods containing eggs, beans, nuts or other protein rich foods, such as quiche and soy products;
  - Foods that contain these foods, such as sandwiches and rolls.
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- ✓ These foods can harbor pathogenic microorganisms and permit their growth or the production of toxins, special care must be taken to keep them out of the temperature danger zone for as long as possible.
  - ✓ Time is another factor that can be controlled to minimize the chances of pathogenic outbreaks. Things such as salts, sugars, and brine solutions can be used to alter the moisture or acidity of PHF's to make them more shelf stable and were especially popular prior to refrigeration technology.
  - ✓ A HACCP is a more modern approach to food safety in PHF's, especially as they relate to the food service industry.

