



**LOCAL COUNCIL BOARD**  
GOVERNMENT OF KHYBER PAKHTUNKHWA



# Good Hygiene and Standard Operation Procedure for Abattoir Management

This guide gives advice on Good Hygiene Practice (GHP) for abattoir or slaughterhouses. The guidance is based on international best practices. The document was technically lead by UNIDO with the participation of relevant public and private sector stakeholders in the meat value chain from Khyber Pakhtunkhwa, Pakistan.

This guide is the result of the activities from the Project for Agri-Food and Agro-Industry Development Assistance (PAFAID) initiative for Khyber Pakhtunkhwa funded by the Government of Japan through the Japan International Cooperation Agency (JICA).



# Background

Abattoir operatives and animal handlers in Khyber Pakhtunkhwa are subject to the requirements of Animal Contagious Diseases Act (1948), of the Prevention of Cruelty to Animals Act (1890 and updated in 1937) and of the Punjab Animals Slaughter Control Act (1963). In addition, the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017 is used for infrastructures and hygiene requirements.

These regulations state the local requirements for slaughterhouses. This manual provides advices, Codex and OIE recommendations and practical guidance to abattoir operatives and Food Inspectors on what proper hygiene practices in an abattoir management system.

## Why the guidance is needed

Animal food legislations have been written in such a way that it applies to all categories of food business at the primary and secondary level. This typically results in regulations that are very general.

The requirements may be difficult to interpret consistently, especially in a specialist sector. FBOs (Food business Operator which is the Abattoir Manager) may have many choices available to them in a modern industry and will not want to waste money on stuff and equipment which may be inappropriate. This document lists the requirements of the above mentioned regulations but also the Codex standards, international standards and provides advices on what that means for a FBO.

# How the guidance was developed

*The guidance was developed by an Expert Working Group which included participants from:*

- The Khyber Pakhtunkhwa Food Safety and Halal Food Authority (KPFSHFA), which is a regulatory body whose responsibility is to regulate and monitor the food value chain;
- The Livestock and Dairy Development Department (L&DD); which enforces certain regulations related to the livestock sector and undertakes targeted research on the sector.
- Local Council Board (LCB) as public authority being in charge for the administration of public slaughterhouses
- International experts in food safety, inspection and regulation;
- Academics and international experts

The final guidance was developed with representatives of the KPFSHFA, L&DD and the LCB. The participants include Dr. Asad Shah, Dr. Asal Khan, Dr. Nawaz Sharif, Dr. Shaista Jan, Dr. Iqbal Khattak, Dr. Hina Ali, Dr. Fawad Ahmed and Dr. Mukhtar Ahmad from L&DD; Dr. Abdul Sattar, Mr. Atif Shehzad, Ms. Muzna Banur, Dr. Imran Taj from KPFSHFA; and Mr. Muhammad Idrees, Ms. Shehroon Pervaiz and Mr. Mohtaram Shah from Local Council Board.

To ensure the enforcement of these guidelines, supporting inspection protocol was developed for the competent authorities which follow the principles of risk-based approach.

## How to use this document

This manual describes how to use the Good Hygiene Practices (GHP) and the Standard Operational Procedures to improve the food safety and hygiene practices of abattoirs' facilities and equipment when the animals are being processed. The documents' list help the abattoir operatives on how they can comply with the basic standards on the abattoir infrastructures, facilities and equipment.

In this document is possible to find explanations on how the structural requirements, cleaning systems, the traceability, the product handling and the hygiene of the facility can be first reach the basic requirements and improving the cattle meat chain value.

### **Yearly Checklist**

The yearly checklist contains the basic requirements for structure, equipment, systems and personnel. This can be used for new businesses to help meet the licencing requirements. It can also be used for existing businesses to ensure there is still compliance when renewing the existing licence the hygiene requirements. If the Abattoirs do not need the licence, the primary checklist can be used to monitor monthly and yearly the facilities/equipment status and also to assess the procedures.

### **Daily Checklist**

This document lists the minimum items that abattoir operatives should check regularly to ensure hygienic operation of the business. Some check should be carried out at the beginning of the day. Any noncompliance, such as dirty equipment or lack of soap, should be sorted out before the start of trading and sales/delivery. The final sections of the daily checklist cover aspects that should be checked before final closing at the end of the trading period. It also invites the FBO to record any issues that may have occurred during the day such as rejected deliveries, diseases, equipment maintenance, staff issues etc. If there were no problems, the FBO can state that and sign off the checklist for that day. These simple records can help to provide a history of compliance in the event of an inspection or customer complaint.

## **What this document does not cover**

This document strictly focuses on management and Good Hygiene Practice and Standard Operational Procedures in slaughterhouses and it does not focus on the quality aspect of the meat, even if it normally reflects on an improving of the meat quality.

# Abattoir infrastructures, facilities and equipment

## Key objectives:

- Improve the standards of slaughterhouses.
- Design and maintenance of facilities and abattoir equipment to increase the hygiene.
- Preparation of facilities for the production.
- Provision of a safe environment in order to reduce the risk of infestation and contamination
- Waste management and control.
- Abattoir licensing and approval requirements.

Requirements for FBO: "The FBO is responsible to maintaining all facilities, equipment, containers and vehicles used in connection with primary production and associated operations, including those used to handle and store food, in a clean conditions, and where necessary, disinfect them after cleaning in an appropriate manner"

## Infrastructure

### Location

- New abattoirs should be at least 2 km radius far from any landfill, open sewer and contaminated or infested areas.
- Existing abattoirs should put in place systems to control the surrounded environment and avoid contaminations and infestations.



- New premises should not be situated in an area where the meat may be exposed to contamination. New abattoirs should be at least 2 km radius far a waste materials/rubbish dump. This includes contamination from effluent, flooding, any waste material, pollution or other environmental hazards, live animals, and contamination from roadways or other forms of transport.
- The slaughter houses should be as far as possible from any polluted river or uncontrolled wild area. Where this is not possible it must have in place strong systems to control and prevent any pests or any animal poisoning.
- New premises should be far enough away from a major road in order to reduce the risk of smell and or dust for the meat.

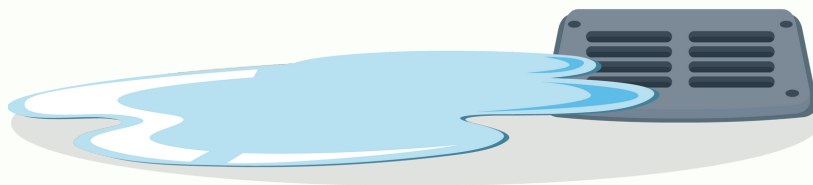
## Layout and production site

- There must be good separation of clean and dirty production areas
- There needs to be good physical separation of dirty products (waste) and clean products (edible meat)
- There needs to be a physical separation between the lairage and the carcasses' dressing area.
- Toilets should not open into rooms where meat is prepared, stored or handled.
- The new abattoir should take in consideration the option to be built up in a larger size for possible future expansion.
- The premises must be organised and laid out in such a way that food and waste are separated and that raw materials do not contaminate finished product.

## Materials used for the internal structure

- Floor should be constructed of waterproof, non-absorbent and washable material. It must have adequate drainage system in order to avoid pooling.
- Walls, and ceilings must be well constructed and in good repair in order to prevent any contamination (i.e. no flaking or absorbent paint)
- Walls and floor may be made of concrete, granolithic concrete or tiles, in case when stainless steel/poured resin in not affordable.
- Windows and doors should well fit and designed in order to prevent the ingress of pests or particles from outside during the production.
- The lairage area (dirty area) and the dressing area (clean area) need to be physically separated in order to avoid any meat contamination with pollutions.

- The lairage needs to be designed in order to accommodate the right number of animals according to the throughput. Please refer to the GAHP manual for more details about the lairage.
- The lairage area must have good drainage system to avoid pooling and water facilities for the animals and the workers.
- The lairage should protect the animals from adverse weather conditions and from other animals' predators.
- The dressing area should be designed in order to avoid cross contaminations during the different production steps. The work stations should be clearly separated to prevent the above.
- The gut room/area should be clearly (and where possible physically) separated from the dressing area because it is a source of possible contaminations.



## Working surfaces

- Work surfaces and cutting boards made from wood must be replaced very often, once they start showing signs of wear.
- All the wood cutting boards should be treated with products which made them no-water absorbent and more resistant.
- Work surfaces must be made of smooth, nontoxic materials so they can be easily cleaned and disinfected
- Work surfaces must be kept in good repair



## Water access

- There must be a reliable supply of drinkable (WHO standards) running water into the premises with adequate drainage.
- The water should be tested at least once a year if there are not reasons to doubt about it and it should meet the WHO requirements.
- Potable water should be as specified in the WHO Guidelines for Drinking Water



## Access to electricity

- There must be a reliable supply of electricity at least during the production times in order to make running all the electric machineries (if there is any electric one)
- If the meat is stored in the plant, it should be stay in the chillers and in this case, there must be a reliable supply of electricity all the time.
- If the meat is dispatched immediately after last production duty, the plant can refer to the first point. No need supply of electricity all the time.

## Wastewater

- The drains should be made from water resistant material, with sufficient gradient to allow smooth flow of water. The drain should be wider and deeper enough to avoid any blockage and over flow
- Water must not be allowed to pool on the floor of production areas.
- Floors in wet areas should slope uniformly to drains

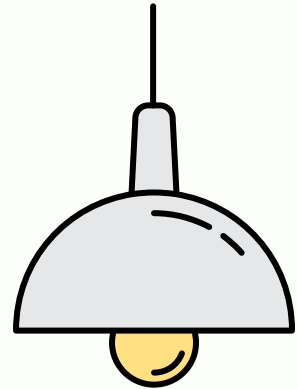
## Personal hygiene and sanitary facilities

- There must be enough daily clean overalls, boots, aprons and hairnets, gloves and beard-net for any person which goes in the clean production area.
- There must be adequate number of hands wash basins for all the workers.
- There must be adequate boots washing facilities at each entry point.
- There must be adequate apron/equipment washing stations to use before starting and when needed during the production time.
- Wash basins, boots and apron washing station must be supplied with hot and cold (or temperature controlled) running water. Soap and hand drying should be provided with the washing basins
- Wash basins used for washing hands must not be used for washing anything else, such as equipment or meat.
- There must be sufficient lavatories of an appropriate design.
- There must be sufficient wash basins associated with the lavatories.
- A changing room should be available to all the workers in order to get change hygienically.



## Lighting

- There should be enough light to ensure adequate cleaning, pest control and hygiene in all parts of the plan, even in the lairage;
- Lighting must be available in all the production area even in the restraining and killing area.
- Lamps and very good light should be provided in all the inspection points for the meat inspector to carry on a deep and good post mortem inspection.



## Ventilation



- The ventilation must help control ambient temperature and humidity, reduce smell and odor, but not expose the meat to any airborne contamination.
- Where windows or doors are used for natural ventilation, these openings should be screened against pests, especially flying insects.

# Animal by-product facilities and equipment

## Waste disposal equipment

- A covered waste tank should be established away from processing area (including the lairage) with enough capacity to dispose the daily waste product of the premises.
- The waste tank should be constructed from easy disinfected and durable waterproof material.
- Covered waste bins should be placed in all work stations of the production area and in sufficient number to cope with the production line speed
- The covered waste bins must be made from plastic or steel or any other cleanable and durable waterproof material.

## Waste product to be removed as soon as possible

- A dedicated staff should be present all the time to collect meat waste from the production area.
- The covered waste bins must be emptied very often during the production time.

## Waste product not be allowed to accumulate in meat rooms (clean area)

- All non-edible animal by-products and waste must be collected, identified and disposed of without undue delay, in order to prevent risks arising to public and animal health.
- The waste tanks must be emptied periodically and anyway before to be full.

## Storage and disposal of waste

- All the waste products must be stored in lockable containers and in a controlled area in order to avoid any access from other persons of animals



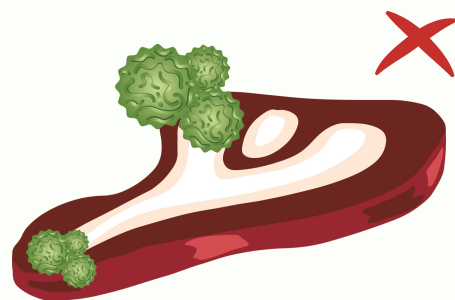
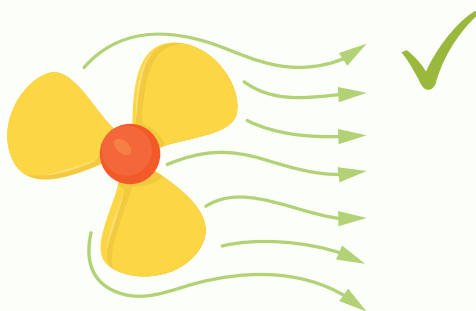
## Waste management

- The waste water should be routed in covered drainage to the sewerage but no waste particles may be allowed to enter the sewerage. In order to achieve this, it is recommended to put in place several drain grill covers with very tight meshes along the all drain system and clean them regularly during the day.

# Meat storage and handling equipment

## Meat storage

- All the containers used in the plant for storing any kind of food material, should be color marked using color codes and labels in order to differentiate different type of products.
- All the container must be sealed in order to avoid cross contaminations between materials.
- The unfit products must be stored in designated proper rooms and far from any product fit for human consumption.
- Chilled beef meat must be maintained below 8°C for the carcasses and below 7°C for the offal.
- Frozen meat must be maintained at or below -18 0C
- Where the cold chain cannot be maintained, the shelf life of the meat must be reduced accordingly to 24 hours post slaughter at moderate temperatures.



## Machinery and equipment

- The machinery and equipment should not be a source of contamination for animals, meat and meat products and do not jeopardize the whole sameness of meat and meat products.
- The machinery and equipment should facilitate the hygienic production and they should be easily used by trained slaughter-men.
- The machinery and equipment (other than equipment that is disposable) should be easily and effectively cleanable and maintained.
- Means should be available to clean thoroughly all equipment coming into contact with carcasses or meat.
- All the machinery used in the plant must be moveable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring and inspection for pests

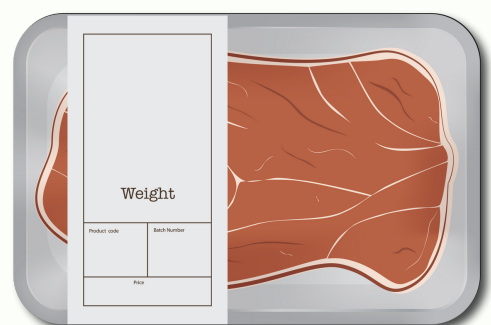
## Containers to transport

- Containers used to store and/or transport food and any fit for human consumption product should be sealable and coverable with a lid in order to protect it from any contamination.
- The vessels must be designed and constructed with such waterproof material to allow adequate cleaning and disinfection before being reused.
- Any vessel should be cleaned and disinfected before reusing it and at the beginning of any production day.



## Packaging and labelling

- The packaging, wrappers, containers inks, tags and labels used to package meat and meat products should:
  - (a) do not contaminate meat and meat products;
  - (b) are free from substances that are capable of contaminating meat and meat products.
- The labelling should contain information regarding production date, expiring date



## Machineries used in abattoir operation

- Slaughtering equipment, particularly for smaller-scale operations, need not be elaborate. The amount of equipment will depend on the slaughtering procedures employed.
- All equipment should be made of stainless steel or plastic, be rust resistant and easily cleaned and sanitized.
- Equipment which does not get in contact with the meat (e.g. overhead rails, working platforms, knocking pen) is usually made of galvanized steel.
- Basic equipment needed for the slaughtering operation:
  - ▶ Sticking knives sticking - 15 cm sharpened on both sides
  - ▶ Skinning knives - 15 cm curved
  - ▶ Sharpening steel
  - ▶ Oil or water sharpening stone
  - ▶ Scabbard and belt for holding knives
  - ▶ Meat saw - hand or electric and cleaver
  - ▶ Skinning rack (dressing cradle) if it is used the horizontal way to dress the carcass. It is not allowed to put the carcasses on the floor during the skinning and dressing procedures
  - ▶ Spreader - gambrel or metal pipe
  - ▶ Several buckets
  - ▶ Restraining box
- Each operator should have at least two knives, one to use while the other sterilizes. Knives and other equipment should be kept sharp clean and in good repair. Failure to sterilize all knives and equipment regularly will result in carcass contamination. Bacteria will be transferred from the hide to the carcass and from carcass to carcass.
- The restrain box must limits the animal movement, forwards, backwards and sideways and it should obviously make the killer duty easier and the halal slaughter much more accurate. The restraining boxes should have normally a guillotine door at one end, through which the animal enters, and a side door through which the animal is removed after being killed and bled. The animal must not be removed from the restraining box if it still shows signs of life. If removes before, it can cause animal welfare issues, meat quality impoverishment (i.e. bruises or joints' dislocations) and put the worker on a safety risk.

# Abattoir work procedures and systems

## Key objectives:

- Improve the standards of the slaughterhouse 's systems.
- Cleaning and disinfection procedures.
- Preparation of facilities for the production.
- Pest control
- Purchase, transport, storage and sale producers
- Traceability

It lists how a FBO can comply with the basic standards on the abattoir systems as cleaning, pest control and meat handling. The FBO is responsible to have in place and audit all the all abattoir's systems in order to minimize the agents which they can make the meat unfit for human consumption including all the operations associated with meat handling and storing. The abattoir's system and control measures should help the plant to control all the different phases from when the animals are accepted for slaughter, to when the meat is dispatched to the customers.

## Cleaning and sanitation

### Facility cleaning

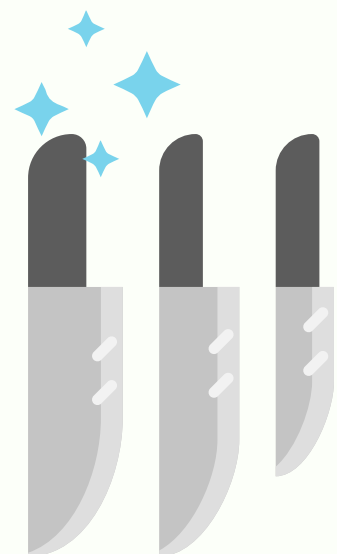
- The production and the lairage areas must be cleaned and disinfected at the end of each working day and during any production break
- If different types of productions take place in the same area, this must be cleaned and disinfected between the two operations
- Daily operation shall not start if the production area is not properly cleaned and disinfected.
- The FBO should have in place a system to control the clean effectiveness of the production area before starting.
- The machinery, facilities and production area should be cleaned during each operational break. Activities cannot restart if the cleaning process did not end.



# Facilities for washing food must be kept separate from handwashing

## Cleaning of equipment

- The knives and cutting equipment must be cleaned and sterilized between carcasses dressing operations.
- The skinning rack (dressing cradle) must be cleaned between carcasses dressing operations.
- Any machinery, equipment and utensil used in the production area must be cleaned as often as possible and anytime they were made dirty during the operations.
- Meat saw - hand or electric and cleaver – must be cleaned between carcasses of different herd or if they were made dirty during the operations.
- Buckets and bins must be cleaned once emptied
- The retraining box must be cleared during each break and any time it was made dirty during the operations.
- Blood-catching trough must be cleaned once emptied.
- Wash trough (tripe) should be cleaned during each break.
- If sterilizers are not available, it could be replaced by a pot with continuous boiling water, done to suit all the equipment, where they can be left submerged for few minutes in order to be sterilized.
- Equipment sterilizer systems should be placed in positions where every operator, who uses a knife, cleavers, saws, etc. has immediate access. Handles as well as blades must be sterilized. Plastic handles are more hygienic than wooden for knives and other equipment. Each operator should have at least two knives etc., one to use while the other sterilizes and they should be used alternatively on different carcasses.





# Pest control

## Procedures

- Any domestic or wild animals must be excluded from areas where meat is processed, stored, handled, and delivered.
- Any animal must be excluded where the bovines are accommodated (lairage) and unloaded before being slaughtered.
- A pest control internal inspection should be done as often as possible and at least each two weeks
- Insecticidal sprays should be used with discretion and confined to non-meat areas and far from live animals.
- Fly killer lights and/or a sticky insecticidal band should be available all around the production area but in a place where it does not become a risk of contamination for the meat.

## Layout

- Doors and windows should be kept close during the production.

## Building

- Holes, drains and other places where pests are likely to gain access should be kept sealed
- All the drainage manhole should have a fine meshed grill.

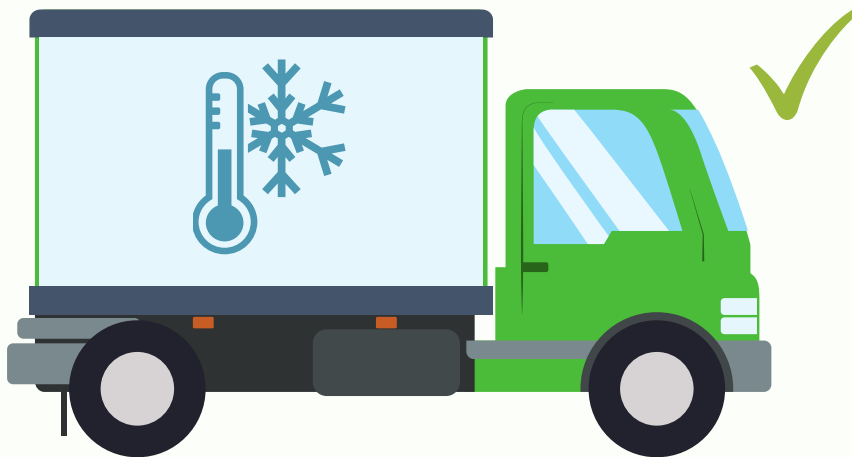


# Transport – storage – sale procedure

## Appropriate food safety measures for transport

- The meat should be transported in closed vehicle with temperature control system in place (cool chain) if it is not possible the meat should be transported during the coldest hours of the day.
- Any meat food should be fully wrapped with suitable clean material and kept separate during transportation from any other different food or meat product (ex. raw meat, meat preparations or meat products).

- Separate, clean and disinfected food grade sealable containers should be used during transport.
- All the meat handlers must wear disposable gloves and they should change it as often as possible.
- In order to prevent the growth of harmful bacteria, the meat products should be transported and distributed at a temperature of 7°C or below
- The transport vehicle or containers must be capable of maintaining the food at the appropriate temperature and allow the temperatures to be monitored or the delivery of raw meat should be done at the night during the coolest hours.
- All the vehicle used for the meat transport must be closed vehicle (with the ceiling to protect the meat from contaminations).
- Open vehicles are forbidden to transport meat if the products are not transported in closed sealed containers.
- Hold drivers accountable for ensuring security measures are taken to prevent contamination of meat, products while under their control.



## Containers

- Vehicle design should permit effective inspection, cleaning and disinfection.
- Any container used to transport meat should be made with plastic, steel or with any other resistant waterproof material in order to deeply disinfect them before being used.
- Generally, wash water should be at least 180 °F (82 °C) and an approved sanitizer may be used to reduce the number of microorganisms and dissolve any fat particles adhering to interior surfaces.

## Separation of food and non-food item

- When shipping a mixed load of products, such as frozen and refrigerated meat, it may be necessary to use a trailer/van with different compartments that physically separate them and can accommodate different temperature and other handling requirements.
- If a vehicle is used for transporting food and non-food products, a physical separation should be in place during transport.
- The no-packaged meat (i.e. all carcasses) should travel physically separated from packaged meat products (i.e. in boxes or plastic trays) in order to do not being contaminated.

## Temperature

- Before unloading any food product, the vehicle should be checked for leakage of cooling fluid onto food products and if the cooling system is working properly.
- Monitor the temperature and function of the refrigeration unit at least every 4 hours. If there is a unit malfunction, the problem should be corrected by an authorized refrigeration mechanic before the temperature of the load rises. The vehicle cannot be reused until the issue is sorted out.
- Before unloading any meat product, the temperature of the retriggered unit should be at least at 8 C.

## Inspection of other meat products or ingredients

- If the abattoir is authorized to produce meat preparations or meat products, the ingredients and any other meat coming from different abattoirs must be inspected before accepting them.
- A documentary check must be carried out in order to control traceability and authorizations.
- A visual check should be done to see any macroscopic issues.

## Inspection of products

- Product should be inspected and sorted before being accepted in the plant.
- A proper detailed checklist should be available for any worker in charge to accept any product in the plant.



## Inspection of live animals

- Any animal must be checked before unloading them.
- Any dirty animal should not be accepted if the abattoir does not have facilities to clean it.
- The animal from unknown sources must not be accepted.
- Animals coming from other regions or provinces may be awarded lower price than those one coming from the province where the GAHP manual is applied.
- Animals coming from other provinces or regions must be deeply and fully inspected by the OV during the AMI and the PMI. Also drug residue test should be done on the meat before selling it.
- Animals coming from sustainable familiar farms (not commercial or even semi-commercial farms) must be deeply and fully inspected by the OV during the AMI and the PMI. Also drug residue test is recommended before selling it.
- Animals coming from sustainable familiar farms (not commercial or even semi-commercial farms) should be awarded lower price than those one coming from commercial and semi-commercial farms.

## Acceptance of live animals

- Animals without the correct documentation (owner declaration, cow book, etc.) should not be unloaded and accepted in the abattoir.
- Animals must not be slaughtered unless a meat safety inspector has:
  - ▶ Carried out a full ante-mortem inspection in accordance with the regulations and this guidance.
  - ▶ Carried out a full animal documentary check
  - ▶ Has passed the animals for slaughter which means the animals passed the AMI
- Carcasses and any meat products should not be declared fit for human consumption unless a meat inspector has:
  - ▶ Carried out a full post-mortem inspection in accordance with the regulation
  - ▶ Has passed all the tests if required and/or needed
- The OV (official Veterinarian) must decide what type of AMI needs to be done on the animal and this is linked to the place of origin as explained in this manual.
- The OV must decide what type of PMI and tests need to be done carcass by carcass and this decision is linked to the AMI results and to the place of origin as explained in this manual

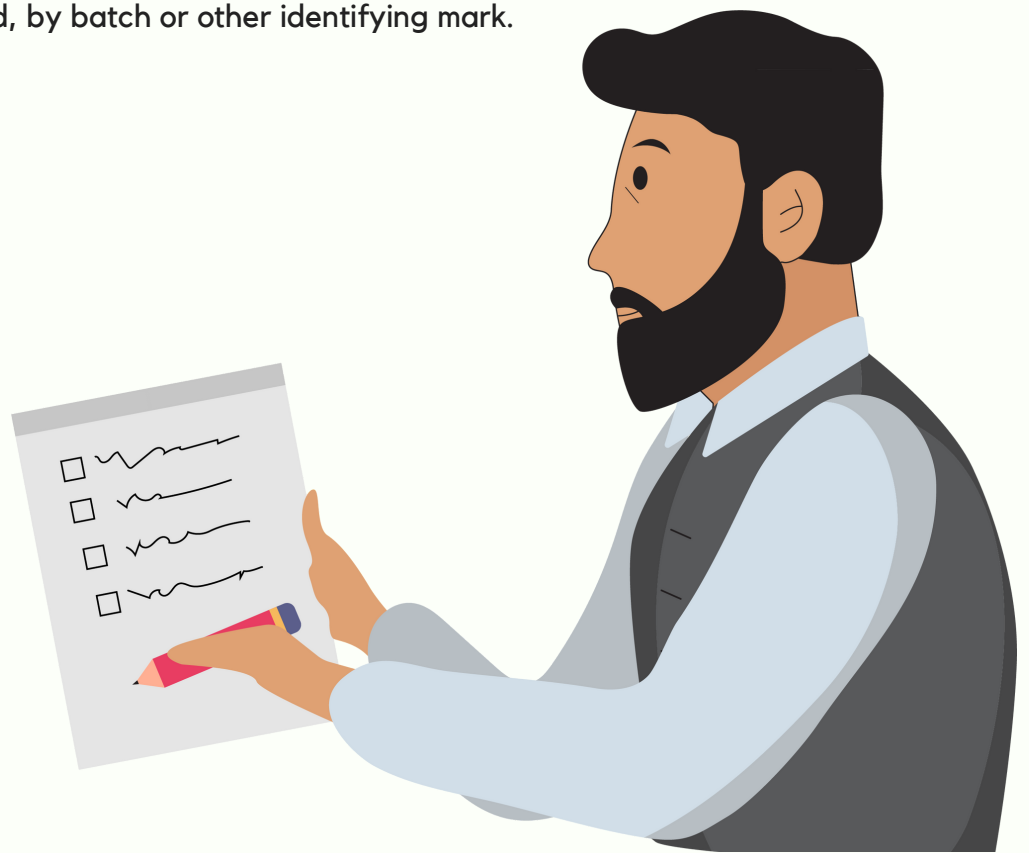
- Different PM inspection protocols should be applied according to the AMI risk rating score.
- Different AM inspection protocols should be applied according to:
  - ▶ The area where the farm is located
  - ▶ The farm risk rating score
  - ▶ The animal health history and the information recorded in the "cow book"
- Animals coming from non-commercial farms or from farms located in other provinces or regions are qualified as a high risk animals and a deep full PMI needed:
  - ▶ Head inspection and lymph-nodes cuts
  - ▶ Prescapular lymph-nodes cuts
  - ▶ Heart inspection and cut
  - ▶ Lung inspection and Lymph-node cuts
  - ▶ Liver Inspection and hepatic lymph-node cut
  - ▶ Kidney inspection and cut
  - ▶ Abdominal viscera (green offal) inspection and mesenteric lymph-nodes cut.
  - ▶ Udder inspection and cut
  - ▶ Inguinal area inspection and cuts
  - ▶ Superficial inguinal and Precrural lymph-node cuts
  - ▶ Accurate check of ABP and SRM removal from the carcass
  - ▶ Accurate inspection of carcasses peritoneum and pleura.
  - ▶ Accurate inspection of the carcasses after the trimming and also before to approve the carcass for human consumption.
  - ▶ Meat tests (they could be BSE, TB, drug residues, microbiological swabs etc.)

## Separation of packaged and unpackaged products

- Different types of products must be separated in time or in place
- Packed meat and unpacked meat cannot be stored in the same chiller/room unless there is a physical separation as plastic curtains between them.
- Raw meat, meat products and meat preparations cannot be stored in the same chiller/room unless there is a physical separation as plastic curtains.

## Traceability

- Shippers and carriers should have systems in place for quickly and effectively locating products that have been distributed to wholesalers and retailer
- The FBO should have records of all the customers and what they have bought from them
- The FBO record should follow the following scheme:
  - ▶ WHO bought anything from the abattoir
  - ▶ WHAT was bought.
  - ▶ WHEN was it bought
  - ▶ HOW MUCH was bought
  - ▶ WHICH was its final destination
- For all meat and any other food, the food business operators should be able to identify the supplier, according to batch or animal identity. The system should be able to track the products from the farm to the fork.
- Except when selling to the final consumer, FBO's should be able to identify the purchaser of all food, by batch or other identifying mark.



# Workers Management

## Key objectives:

- Workers hygiene improvements.
- Improve the hygiene standards.
- Sickness and return to work

It lists how a FBO can comply with the basic standards in the workers/personnel hygiene and management.

## Personnel

### Personnel hygiene

- The FBO should ensure that all his/her food handler workers have a high personal cleanliness
- If the FBO values the cleanliness of a worker not good enough, he/she should change the daily duty moving him/her in another work area different than food handlers.
- Clean washable overclothing (such as coats or overalls), plastic boots and aprons must be wore by any person in the production area.
- No jewellery that may fall off and contaminate the food should be worn.
- Clean and disposable hairnet, beard net, balaclava and gloves must be wore by any worker in the "clean" production area.
- Any visitor wants to enter in the "clean" production area must wear a clean overall, hairnet and bear net.



- The following behaviours are prohibited in food premises:
  - Smoking
  - Spitting
  - Eating or Chewing
  - Drinking
  - Sneezing
  - Coughing
- Hands, PPE and equipment cannot be washed in water pot. They should be washed in the specific facilities (described in the first chapter) using running water and then disinfectant or sterilizers.
- All the workers must remove any PPE and protective clothes before any break even a quick comfort one.
- Food handlers must report any symptoms of any disease to the food business operator
- Food handlers should not return to food handling duties until clear of symptoms for 48 hours or with a medical certificate
- Staff who have had diarrhoea and/or vomiting should not work and not return to work until they have had no symptoms for 48 hours. Even if the diarrhoea and vomiting has stopped, someone can still carry food poisoning bacteria for 48 hours afterwards.
- If the handler has an exposed wound, cut or skin sore, they must cover it with a bandage and suitable visible water proof covering. If the bandage get dirty during the working day, it must be replaced.
- Food handlers must wash hands at the start of food handling activities, after using the toilet, after smoking or eating and after handling raw food or any contaminated material.
- Food handlers involved in the animal dressing operations must wash hands (even if they are wearing gloves) between carcasses.
- Staff should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could be transmitted to the food and cause food safety issues.
- A medical fitness certificate must be obtained by each worker on 3 monthly basis



# Training

- Training must include
  - ▶ Hand and personal hygiene
  - ▶ Safe food storage practices
  - ▶ Safe food production practices
  - ▶ Safe food handling practices
  - ▶ Cleaning
  - ▶ Pest control
  - ▶ Safe ABP handling practices
  - ▶ Safe animal handling practices
  - ▶ Animal welfare and GAHP if works in the lairage
- The plant should have a guidance and instruction for any chemical cleaning product and how to use it on any surface or machinery.
- The staff should be trained in Urdu and Pashtu or in any other language spoken by any worker in the plant.





## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

This primary check list will help identify if there are parts of your business which may not meet the basic licencing requirements. You need to complete this checklist once per year, typically before the renewal of your licence, to ensure your business meets the requirements for hygienic operation. The heading indicates the category and lists the legal requirement from the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017; Schedule III (2) 1(a) Food Hygiene Requirements

For each requirement under 'what does this mean?' tick yes or no. According to your answer, you can decide if anything needs to be changed so the business can become compliant with the licencing requirements.

### Structure and Equipment

#### The location of your business

*The food premises shall be in a suitable location*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>Is the premises at least 2 km away from any open sewer so there is no smell or contamination sources?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be protected so the food is not at risk of contamination?</u>
<ul style="list-style-type: none"><li>Is the premises safe from flooding with water?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be protected so the food is not at risk of contamination?</u>
<ul style="list-style-type: none"><li>Is the premises safe from flooding or contamination with effluent?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be protected so the food is not at risk of contamination?</u>
<ul style="list-style-type: none"><li>Is the premises affected by smells, air pollution or other environmental hazards?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what can be done to protect the food from contamination</u>
<ul style="list-style-type: none"><li>Is the premises at least 2 km away from a waste materials/rubbish dump so there is no smell or contamination?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what can be done to protect the food from contamination</u>
<ul style="list-style-type: none"><li>Is the premises far enough away from a major road so there is no smell or dust?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what can be done to protect the food from contamination</u>
<ul style="list-style-type: none"><li>Is the premises far enough away from any polluted river or uncontrolled wild area?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what can be done to protect the food from contamination</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### The construction of your business

*Materials used for the internal structure of buildings should be durable, prevent build-up of dirt, be easy to clean and maintain and safe for staff*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the walls made of either: concrete, granolithic concrete, tiles, or stainless steel	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what material will be used to replace or re-clad them?</u>
• Are the walls well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Are the floors made of either: concrete, granolithic concrete, tiles, or poured resin?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what material will be used to replace the floors?</u>
• Are the floors, well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Do the floors in wet areas prevent pooling of water and slope uniformly to the drains?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are all work surfaces made from smooth, impervious and no-absorbent materials that are approved for food use?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what should replace them?</u>
• Are all your work surfaces easily cleaned and disinfected?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which ones need to be replaced?</u>
• Are all your work surfaces in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which ones need to be repaired</u>
• Are any of the work surfaces or cutting boards made from wood?	<input type="checkbox"/> <input type="checkbox"/>	<u>If yes, they must all be replaced with food grade surfaces</u>
• Are the ceilings well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Are the doors well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Are the windows well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Are doors and windows pest proof?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no how can they be made pest proof? This may require addition of pest proof strips or cladding. If they cannot be pest proofed, they will need to be replaced.</u>
• If your windows open, do they have fly screens which are in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which need to be repaired?</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do the windows (and other openings) have sun shading where necessary to protect the food from exposure to excessive temperature or desiccation?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, can the food be protected from the exposure?</u>
• Are all the structures in your food establishment made from durable materials that are easy to clean and where necessary, disinfect	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, list which ones need to be replaced or repaired</u>
• Are the structures that are not in contact with food (overhead rails, working platforms, knocking pen) made from galvanized steel?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, list which ones need to be replaced or renovated</u>
• Is there enough natural or artificial light to be able to see all parts of the premises (including the lairage, restraining and killing areas)?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which areas have insufficient light? How can this be corrected?</u>
• Does the building have enough natural or artificial ventilation to prevent condensation and mould growth?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be fixed?</u>
• Does the ventilation prevent any contamination of the food?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be done (for example, add fly screens to windows and strips to doors)?</u>

## The layout and design of your business

*Working Surfaces in food contact area shall be made of washable corrosion resistant and non-toxic material and maintained in a sound condition, be durable and allow for easy cleaning and disinfection*

*The layout of the food premises shall permit good food hygiene practices, including protection against cross contamination, pest access and infestation*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Is the lairage area (dirty area) physically separated from the dressing area (clean area)?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how must the premise be redesigned to comply with this separation?</u>
• Is the lairage large enough for the maximum number of animals held there (according to the throughput)?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, can the lairage be hygienically and safely expanded? If no, the throughput of animals must be reduced</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"> <li>Does the lairage protect the animals from adverse weather conditions and from other animals (predators).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
<ul style="list-style-type: none"> <li>Does the lairage accommodate comfortably the animals overnight if needed?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
<ul style="list-style-type: none"> <li>Does the dressing area allow good separation between steps to prevent cross contamination?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the process steps be separated and controlled?</u>
<ul style="list-style-type: none"> <li>Are the areas for storage and handling of food separate to the areas where waste is stored?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be re-arranged so there is good separation between food and any waste?</u>
<ul style="list-style-type: none"> <li>Can the dirty products (waste) get mixed up with the clean products (edible meat) during the slaughtering procedures?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If yes, what needs to be done to guarantee this never happens?</u>
<ul style="list-style-type: none"> <li>Can the dressing facilities guarantee correlation between red/green offal and the carcass?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be re-arranged to do so?</u>
<ul style="list-style-type: none"> <li>Is the gut room/area far enough to reduce at the minimum a risk of meat contamination?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be re-arranged so the risk is reduce at the lower level possible?</u>

## The equipment in your business

*Machinery and equipment must be of food grade material and in good sanitary condition and shall not be of a state which is likely to affect the quality of food or make it harmful to consume*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"> <li>Is all the equipment in the food business in good working order?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
<ul style="list-style-type: none"> <li>Is all the equipment and machinery used in the business designed specifically for food use?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, is there any risk to the food from the use of non-food specific material or equipment?</u>
<ul style="list-style-type: none"> <li>Is all equipment that comes into contact with the meat rust resistant and made of either stainless steel or plastic as required?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are there at least two knives per operator?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many need to be purchased?</u>
• Are there sufficient knife sterilisers?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many need to be purchased and where can they be installed?</u>
• Do you use special food grade lubricants for moving parts of machinery and equipment?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, where and how quickly can this be obtained?</u>
• Is the equipment easy to clean and disinfect?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, can this be improved?</u>
• Can equipment be easily disassembled where necessary for cleaning?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Can you clean around and under any fixed equipment?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be improved?</u>

## Water and drainage in your business

*Provide Potable water for cleaning, disinfection and handwashing*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you have a reliable supply of clean, potable running water into the premises, including the lairage?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can you get clean potable water for hand washing and cleaning equipment?</u>
• If you store water in tanks on your premises do you test it to ensure it has not become contaminated?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can you be sure it is still safe to use for preparing food and washing equipment?</u>
• Do you have enough hand wash basins for the number of staff? (including in the toilet)	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many more do you need? Do they need to be permanent or can they be temporary/mobile</u>
• Do all the hand wash basins have a reliable supply of hot potable water?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can you get hot water for hand washing?</u>
• Do you have enough sinks for washing equipment?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many more do you need? Where can they be situated? Do they need to be permanent or can they be temporary/mobile</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do all the sinks have a reliable supply of hot potable water?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can you get hot water for cleaning equipment?</u>
• Are there sufficient boot and apron washing stations with hot and cold (or temperature controlled) running water?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be implemented?</u>
• Is there adequate drainage for all the sinks and hand wash basins?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be implemented? Which sinks or wash basins must be renovated?</u>
• Is the waste water routed in covered drainage to the sewerage?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are the drain access points covered with secure covers which are pest proof?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are the drains made form water resistant material with a correct gradient to ensure smooth flow of water?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are the drains large enough to remove all the relevant material and avoid blockage?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are there sufficient toilets for the staff?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many more do you need? Where can they be safely situated? Do they need additional hand wash basins?</u>
• Are the toilets correctly situated so they do not open into the food handling areas?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be changed so the food is protected from any risk</u>
• Is there a hand wash basin for every toilet, with hot running water?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many more do you need? Where can they be situated? Do they need to be permanent or can they be temporary/mobile</u>
• Are the toilets built so the effluent is removed to the main sewer without any risk of contaminating the food rooms?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be changed to ensure there is no risk to the food?</u>
• Does the drainage system prevent odours, vermin, any objectionable material or storm water entering the facility?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what changes must be made to prevent this contamination?</u>





## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### Systems

#### Managing waste in your business

*Meat waste, non-edible by products and other refuse not be allowed to accumulate in meat rooms and must be removed from food rooms as quickly as possible to avoid cross contamination.*

*There must be adequate procedures for the storage and disposal of waste and all waste must be eliminated in and hygienic and environmental friendly way*

*Meat, raw materials and ingredients must be sorted to separate material which is unfit for human consumption*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>Are the areas for storage and handling of food separate to the areas where waste is stored?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the premises be re-arranged so there is good separation between food and any waste?</u>
<ul style="list-style-type: none"><li>Can the dirty products (waste, animal by-products) get mixed up with the clean products (edible meat)?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If yes, what needs to be done to guarantee this never happens?</u>
<ul style="list-style-type: none"><li>Are there sufficient waste containers with lids?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many are needed and where can they be situated?</u>
<ul style="list-style-type: none"><li>Are the waste containers made from durable waterproof material (plastic or steel) that can be easily disinfected?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many need to be replaced?</u>
<ul style="list-style-type: none"><li>Are there pedal operated waste bins at all work stations?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how many are needed?</u>
<ul style="list-style-type: none"><li>Is the waste removed from the production area regularly by a designated staff member?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, designate a staff member to take responsibility for waste removal on a specified timetable.</u>
<ul style="list-style-type: none"><li>Is the waste/ non-edible animal by products removed regularly from the business?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be arranged?</u>
<ul style="list-style-type: none"><li>Is this frequency sufficient to prevent the build-up of waste?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how much must it increase?</u>
<ul style="list-style-type: none"><li>Are the waste containers a different colour to the food containers?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which containers must be replaced?</u>





## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### Sanitation requirements in your business

*Establish cleaning and disinfection programs to ensure correct cleaning and disinfection (where necessary) of all equipment, machinery and utensils used in food preparation and sale and of food preparation areas to reduce the risk of a food borne outbreak.*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>Is the premises, including the lairage, knocking pen, retaining box and dressing area, fully cleaned every day at the end of the trading period?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure the premises is cleaned daily at the end of trading</u>
<ul style="list-style-type: none"><li>Are the floors cleaned every day?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure floors are cleaned daily at the end of trading</u>
<ul style="list-style-type: none"><li>Are the work surfaces cleaned before each time they are used?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure work surfaces are cleaned before every use</u>
<ul style="list-style-type: none"><li>Is all equipment cleaned before or after every use, including between carcasses?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure equipment is cleaned before and after every use</u>
<ul style="list-style-type: none"><li>Are the storage and display units cleaned every day after the end of trading?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure storage and display units are cleaned daily at the end of trading</u>
<ul style="list-style-type: none"><li>Are the knives, saws other equipment washed thoroughly with hot water before and after daily usage?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure all equipment is cleaned before and after every use</u>
<ul style="list-style-type: none"><li>If you use hot water to disinfect knives, is it at least 82OC ?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure the water temperature is at least 82OC and that the water is regularly checked to ensure temperature is maintained</u>
<ul style="list-style-type: none"><li>Is the sink used for washing food separate from handwashing basins?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, install additional handwashing facilities and train staff to use one for food and the other for hands</u>
<ul style="list-style-type: none"><li>Are the wash basins and sinks cleaned every day?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure all basins and sinks are cleaned every day or more frequently is required.</u>
<ul style="list-style-type: none"><li>Is the toilet cleaned every day?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, ensure all toilets are cleaned every day or more frequently is required.</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the hand contact surfaces (light switches, door handles etc) cleaned regularly?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, plan a cleaning routine to ensure regular cleaning of hand contact surfaces</u>
• Are the waste bins cleaned after emptying?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure waste bins are cleaned after emptying at the end of trading.</u>
• Is the blood catching trough cleaned after emptying?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure blood catching trough is cleaned after emptying.</u>
• Is the wash trough for tripe cleaned at least daily and at every break?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure the tripe wash trough is cleaned regularly.</u>
• Is the gut area/room kept clean during the operation and cleaned at least daily and at every break?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff and supervise to ensure the gut room is cleaned and kept clean regularly.</u>
• Are ceilings, light fittings, fly screens, window ledges and other parts of the premises not specifically in contact with food cleaned regularly?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, plan a cleaning routine to ensure regular cleaning of all parts of the premises</u>

## Pest control in your business

*Adequate procedures must be in place to control pests*

*The layout of the food premises shall permit good food hygiene practices, including protection against cross contamination, pest access and infestation*

*Buildings must be kept in good repair and condition to prevent pest access and eliminate potential infestation sites*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Are the all the walls, floors and ceilings in your business well constructed and in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Are there any gaps or holes around the pipework or wires that enter the building which could allow pests to enter?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how does this need to be repaired?</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do the doors or delivery openings have fly screens, strip curtains or other methods to exclude flying insects when they are open?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can this be achieved?</u>
• Are all doors tightly fitting when closed (no gaps) with pest proof strips at the base to prevent entry by pests when closed?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• If your windows open, do they have fly screens which are in good repair?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be repaired or replaced?</u>
• Do you have appropriate insect control such as insecticidal sticky strips or an electric fly killer?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, acquire fly control as soon as possible</u>
• Is the insect control method (sticky strips or fly killer) in a position that it cannot contaminate the food?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, move to a safer place</u>
• Do you prevent any domestic animals from entering the premises?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how must this be implemented?</u>
• Do you prevent any wild animals from entering the premises including the lairage?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how must this be implemented?</u>
• Do you regularly check for evidence of pests?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, start doing daily checks</u>
• Do your staff know how to identify evidence of pests and what action to take if they see such evidence?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, train staff accordingly.</u>
• Have you sealed any openings or gaps (such as where pipes enter) in your premises to prevent entry by pests?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, seal any areas that could offer access to any pest</u>
• Are all drains secured from entry by pests, using appropriate gratings, grills or covers?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, repair or replace drain covers as required.</u>
• Are the areas where waste is stored protected so that pests cannot access them for harbourage or food?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, protect the waste storage area or use pest proof containers to prevent access.</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### Purchase/transport/storage/sale of food in your business

*Appropriate food safety measures have to be applied during handling, storage and transportation so as to prevent any contamination of the food, maintain its integrity and at appropriate temperatures, and keep it separate from non -food*

*Food must be protected from hazards related to contamination from air, soil, water, feed, fertilizers, pesticides, biocides, veterinary drugs, faecal contamination and cleaning and disinfection agents*

*Temperature throughout the food chain shall be monitored and verified to ensure that the food is safe and being maintained at the correct temperatures*

#### WHAT DOES THIS MEAN?

#### YES / NO

#### WHAT NEEDS TO BE DONE?

- Do you have a reliable supply of electricity to run the relevant equipment?
- If your meat has more than 24 hours shelf life, do you have sufficient cold storage to keep the meat at the correct temperature (80C for carcasses, 70C for offal, -180 C for frozen)
- If your meat has more than 24 hours shelf life, do you monitor and record the temperature of storage and transport?
- Is the packaging, wrappers or containers used for the product specifically food grade?
- Do all the containers used to store and transport meat have covers that can be sealed?
- Are the inks, tags and labels used to package meat and meat products safe to use on foods
- Are the containers, packaging or wrapping used for the food single use only?
- Is your meat transported in clean, closed and sealed containers, made of plastic, steel or other appropriate material that can be cleaned and disinfected?

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If no, how can this be installed?

If no, how can this be achieved if required?

If no, implement a process where the temperature of the product is regularly monitored and recorded

If no, what needs to be replaced or changed?

If no, what needs to be replaced or changed?

If no, what needs to be replaced or changed?

If no, how are they cleaned and disinfected between use?

If no, what containers must be acquired?



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>Is your meat always wrapped in a suitable clean material for transportation to ensure it is protected from any contamination?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what material needs to be acquired and how much will be needed per week?</u>
<ul style="list-style-type: none"><li>Is your meat transported in closed temperature controlled vehicles?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how do you ensure the meat is always below 70C for chilled or below -180 C for frozen?</u>
<ul style="list-style-type: none"><li>Can all the delivery vehicles provide separation between any ready-to-eat food and any raw food or ingredients?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can it be ensured that ready-to-eat food is kept separate from any raw food or ingredients during transport?</u>
<ul style="list-style-type: none"><li>Can all the delivery vehicles ensure the food is separate from any non-food items</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can it be ensured that food is kept separate from non-food items during transport?</u>
<ul style="list-style-type: none"><li>Are all delivery vehicles able to be thoroughly cleaned and disinfected?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can the delivery trucks be renovated to ensure a satisfactory level of cleanliness?</u>
<ul style="list-style-type: none"><li>Are all delivery vehicles regularly inspected to ensure an adequate level of cleanliness?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check delivery vehicles for cleanliness.</u>
<ul style="list-style-type: none"><li>Are the documents accompanying every delivery of raw materials or food checked for accuracy?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check the documents with every delivery to ensure accuracy and good traceability.</u>
<ul style="list-style-type: none"><li>Is every delivery of raw materials checked on arrival to ensure the packaging is intact and clean?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check every delivery of food for the condition of the product and integrity of its packaging.</u>
<ul style="list-style-type: none"><li>Is every delivery of raw materials or food checked to ensure it is at the correct temperature?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check every delivery of food to ensure it is at the correct temperature. Chilled food should be below 70 C and frozen food should still be frozen.</u>
<ul style="list-style-type: none"><li>Is every delivery of raw materials checked to ensure it is free from any contamination that would be harmful to the consumers?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check every delivery of food for the condition of the product and reject any product which is contaminated</u>
<ul style="list-style-type: none"><li>Is any food that fails to meet the hygiene criteria at delivery rejected?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, implement a policy to reject any food which has not been delivered in accordance with the requirements.</u>



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>Is the origin (farm) of all live animals checked before unloading?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check all animals before unloading and reject any from unknown farms</u>
<ul style="list-style-type: none"><li>Are all animals without a cow book and all the other relevant documents rejected?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, reject all animals without a valid and up to date cow book and relevant documents</u>
<ul style="list-style-type: none"><li>Are any dirty animals cleaned before slaughter?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, either reject all dirty animals before unloading or arrange and use appropriate facilities to clean the animals</u>
<ul style="list-style-type: none"><li>Are all animals subjected to a full ante mortem inspection by a meat safety inspector ?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, only slaughter animals that have been inspected. Ensure slaughter does not commence until after the inspector has completed the ante mortem inspection.</u>
<ul style="list-style-type: none"><li>Are all the carcasses and offal (green and red) of animals accepted for slaughtering, subjected to a full post mortem inspection by a meat safety inspector?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, only sale meat and offal that have been inspected and marked good for human consumption. Any carcass or offal not inspected or where the correlation was lost, must be disposed as waste.</u>





## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### Traceability in your business

*Good traceability is important to control hazards. Food business operators must be able to identify the sources of their food and ingredients AND the businesses who buy from them. This allows any contaminated product to be identified and traced so it does not cause harm to the consumers.*

- Food business operators should have effective recall procedures to stop the delivery, sale and consumption of suspect products
- An appropriate product identification system must be implemented, connected to the animal identification system used by slaughter houses and farms

#### WHAT DOES THIS MEAN?

#### YES / NO

#### WHAT NEEDS TO BE DONE?

- Can you identify the origin (vendor and farm) of every animal you receive? ☐ ☐
- Can you provide information on every animal slaughtered in your business, including the farm from which it originated, using its identity code and information from the cow book?
- For every carcass/ meat sold can you provide the following: ☐ ☐
  - The identity code (cow book) and origin (farm)
  - Contact details of the delivery or transporter from the farm
  - Contact details of the purchaser
  - Contact details of the delivery or transporter to the purchaser
- Can you identify all the food you receive from any supplier using a batch or other identity code? ☐ ☐
- Can you identify the name and contact details of every supplier you use? ☐ ☐
- Are these contact details easily accessed if the inspector needs to see them? ☐ ☐
- Can you provide the name and contact details of every business you supply with product? ☐ ☐

If no, develop a way to identify the origin of all animals, including the vendor, transporter and farm which supplied the animal.

If no, compile a list of all animals, their source (farm), the identity of the transporter from the farm.

If no, compile a list which allows every carcass/ meat to be tracked back to the farm where it originated and forward to the business who purchased it.

If no, develop a way to keep a record of goods received so each can be identified with the date of receipt and supplier

If no, compile a list of all suppliers contact details and the products they provide.

If no, make sure the details are accessible.

If no, compile a list of contact details for the businesses you supply and the products you sell to them.



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

### Personnel

#### Hygiene of personnel in your business

*Food Handlers shall maintain a high degree of personal cleanliness, wear suitable clean and protective clothing while handling food, refrain from any behaviour that may risk contamination of the food and wash and disinfect their hands, as appropriate*

*Food handlers suffering from any disease that can be transmitted through food are prohibited from handling food until clear of the disease, food handlers with cuts, sores, wounds or boils must cover the relevant area with suitable water proof dressings or, if this is not possible, refrain from handling food*

*Food handlers must be medically fit to work and provide a medical fitness certificate*

*All food handlers must be trained as applicable to their assigned tasks and have the necessary skills to enable them to handle food hygienically*

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
• Do you check that food handlers are clean when they arrive at work?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, do this every day.</u>
• If any staff have cuts or wounds on their hands, are these covered with a waterproof dressing, preferably blue or some other colour that is easily identified if it falls off?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, provide such a dressing or send the staff away until the wound has healed</u>
• Is there sufficient clean overalls, boots, aprons, bear net, balaclava and hairnets for all staff?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, what needs to be provided and how will the protective clothing be washed hygienically?</u>
• Do you ask food handlers to remove any jewellery or other articles that could contaminate the food?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, make a new rule that wearing of jewellery or other articles that can contaminate the food is prohibited</u>
• Do you provide a separate area for smoking and eating to prevent food handlers engaging in these activities on the production area?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, how can a separate area for smoking and eating be provided in a way that does not expose the food to risk of contamination?</u>
• Do you discipline or reprimand a food handler who spits sneezes or coughs on the premises?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, explain to all food handlers that such behaviour is prohibited on the premises</u>
• Do you check the medical certificates of your food handlers every three months?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check the certificates every three months</u>





## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	WHAT NEEDS TO BE DONE?
<ul style="list-style-type: none"><li>When a food handler reports symptoms of an infectious disease do you ask him to stay away from the food business?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, develop a sickness policy which instructs food handlers to stay at home until 48 hours after symptoms cease if they have any infectious gastrointestinal diseases which cause diarrhoea, vomiting, fever</u>
<ul style="list-style-type: none"><li>Are all the food handlers trained to the appropriate level?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, which food handlers need additional training?</u>
<ul style="list-style-type: none"><li>Do you train all new food handlers within one month of starting work?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, develop a policy to train all staff within one month of starting work</u>
<ul style="list-style-type: none"><li>Do you train all casual workers in hygiene?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, develop a policy to provide basic hygiene training to all casual workers before they start handling food on the first day at work.</u>



## DAILY CHECKS SLAUGHTERHOUSES

Date \_\_\_\_\_

These checks should be carried out each day by the FBO. They are a way to demonstrate continued compliance with the legal requirements for a hygienic premise.

**Name of the business:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Name of person carrying out the checks \_\_\_\_\_

**Before the business opens each day check the following.** The premises should not start trading until any non-compliance or problem has been addressed.

### CLEANLINESS

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
Are all parts of the premises clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Lairage and races	<input type="checkbox"/> <input type="checkbox"/>	
• Knocking pen	<input type="checkbox"/> <input type="checkbox"/>	
• Restraining box and killing area	<input type="checkbox"/> <input type="checkbox"/>	
• Slaughter areas	<input type="checkbox"/> <input type="checkbox"/>	
• Dressing area	<input type="checkbox"/> <input type="checkbox"/>	
• Gut room	<input type="checkbox"/> <input type="checkbox"/>	
• Inspection areas	<input type="checkbox"/> <input type="checkbox"/>	
• Detention area	<input type="checkbox"/> <input type="checkbox"/>	
• Storage areas	<input type="checkbox"/> <input type="checkbox"/>	
• Are all the floors clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Are all the walls and surfaces clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Are the hand wash basins clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Is there soap at every hand wash basin?	<input type="checkbox"/> <input type="checkbox"/>	
• Is there a clean towel, paper towels or other hygienic means to dry hands at every hand wash basin?	<input type="checkbox"/> <input type="checkbox"/>	
• Is the boots wash clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Is the PPE (i.e. apron) cleaning station clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Is all the equipment clean and ready for use?	<input type="checkbox"/> <input type="checkbox"/>	
• Are the waste bins empty?	<input type="checkbox"/> <input type="checkbox"/>	
• Are the waste bins clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Is the blood catching trough clean?	<input type="checkbox"/> <input type="checkbox"/>	
• Is the wash trough for tripe clean?	<input type="checkbox"/> <input type="checkbox"/>	



## DAILY CHECKS SLAUGHTERHOUSES

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
<ul style="list-style-type: none"><li>Are the storage facilities clean?</li><li>Are the toilets clean?</li></ul>	<div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div>	
<b>PREMISES</b>		
<b>WHAT DOES THIS MEAN?</b>	<b>YES / NO</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"><li>Are all the windows and doors closable?</li><li>Is there hot water available?</li><li>Are the equipment's sterilisers working (&lt;82°C)?</li><li>Are the waste bins clearly well-marked?</li><li>Is any meat or food that was stored in the premises' facilities still in a safe and hygienic condition?</li><li>Are any chilled storage units at the correct temperature (&lt;7 °C)?</li><li>Is any the food in frozen storage still frozen (ideally at -18°C)?</li><li>Is there any evidence of pests?</li><li>Are any animals (apart from those in the lairage awaiting slaughter) on the premises?</li><li>Are the insecticidal control working (insectocutor or new sticky strips or fly-killers)?</li><li>Are there any repairs required?</li></ul>	<div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div>	
<b>PERSONNEL</b>		
<b>WHAT DOES THIS MEAN?</b>	<b>YES / NO</b>	<b>COMMENTS</b>
<ul style="list-style-type: none"><li>Are all the staff clean and wearing clean over - clothing?</li><li>Are all the staff wearing correctly clean PPEs as hairnet, beard-net, balaclava, gloves, apron, over-clothing, boots etc. ?</li><li>Are any staff reporting sick?</li></ul>	<div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div> <div><input type="checkbox"/><input type="checkbox"/></div>	



## DAILY CHECKS SLAUGHTERHOUSES

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are any staff wearing jewellery or other item that could contaminate the food?	<input type="checkbox"/> <input type="checkbox"/>	
• Are any staff smoking or eating outside designated area?	<input type="checkbox"/> <input type="checkbox"/>	
• Are any new or casual staff reporting for work?	<input type="checkbox"/> <input type="checkbox"/>	
• If new staff are present, do they have medical certification	<input type="checkbox"/> <input type="checkbox"/>	
• If new staff is present, have they been trained?	<input type="checkbox"/> <input type="checkbox"/>	
• If any staff is back from a sickness period, is the medical certification available?	<input type="checkbox"/> <input type="checkbox"/>	

**At the end of trading these checks should be carried out, before closing. Any problems or hygiene occurrences should be noted.**

### CLOSING CHECKS

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Are the premises and equipment clean?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, clean any equipment or part of the premises that requires it.</u>
• Has all the waste, including non-edible animal by products, been removed from the premises?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, remove waste and clean the bins or store in a safe, secure and compliant manner</u>
• Are any foods or ingredients correctly stored? i.e. safe from contamination, at the correct temperature and separate from any waste?	<input type="checkbox"/> <input type="checkbox"/>	<u>If no, check the food is still safe and store appropriately. If the food is contaminated, throw it away.</u>

### ISSUES TO CONFIRM FROM THE DAY'S TRADING

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
• Were any animals rejected? (e.g. illness, no traceability, anonymous source, lacking cow book)	<input type="checkbox"/> <input type="checkbox"/>	
• Was any carcass rejected (even partially)? (i.e. contamination, pathologies etc.)	<input type="checkbox"/> <input type="checkbox"/>	
• Did any equipment break or need replacing?	<input type="checkbox"/> <input type="checkbox"/>	



**LOCAL COUNCIL BOARD**  
GOVERNMENT OF KHYBER PAKHTUNKHWA



## DAILY CHECKS SLAUGHTERHOUSES

Date \_\_\_\_\_

WHAT DOES THIS MEAN?	YES / NO	COMMENTS
<ul style="list-style-type: none"><li>Was any food found to be contaminated for any reason?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"><li>Were there any incidents to report such as flooding, contamination issues, breakages, damage to the premises, staff illness, consumer complaints?</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	

**Name and Signature of the person carrying out the checks:**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_





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