



**LOCAL COUNCIL BOARD**  
GOVERNMENT OF KHYBER PAKHTUNKHWA



# Hand Held Guide on Basic Hygiene Requirements for Butcher Shops

This guide gives advice on Good Food Hygiene Practice (GAHP) for butchers shops and meat processing premises. The guidance is based on international best practice. 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).

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# Background

Butchers shops and meat processing premises in Khyber Pakhtunkhwa are subject to the requirements of the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017.

These regulations state that food businesses must hold a valid licence in order to trade. The Regulations explain how to acquire a licence and one condition is that the food business must comply with the requirements of schedule III of the Regulations.

This manual provides advice and practical guidance to Food Business Operators (FBO) and food inspectors on how butchers and meat processing premises can comply with the requirements of schedule III.

## Why the guidance is needed

Food Safety Legislation must be written in such a way that it applies to all categories of food business. This typically results in regulations that are very general. The requirements may be difficult to interpret consistently, especially in a specialist sector. Food Business Operators may have many choices available to them in a modern industry and will not want to waste money on products which may be inappropriate.

This document lists the requirements of Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017, schedule III and provides advice on what that means for a retail butcher or meat processing premises.

# 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

The main purpose of this document is to provide advice on Hygiene standards

## **Part 1 Basic Compliance (Registration and Licensing)**

- Part 1 of the document lists how a butcher shop or meat processing premises can comply with the basic registration and licensing requirements of schedule III of the Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Licensing and Registration) Regulations 2017.
- **The first section on Structure -premises and equipment** explains the structural requirements for the premises.
- **The second section on Systems** looks at the systems a Food business operator should implement. These include the need for systems of cleaning and traceability.
- **The third table section on Personnel** advises on the important aspect of compliance for personnel is and their training in food hygiene. Appendix 1 contains outline modules that can be used to train staff in safe food handling practices and personal hygiene.

To support the operation of these businesses, two checklists were developed:

### **Primary Checklist**

The primary checklist contains the basic requirements for structure, equipment, systems and personnel. This can be used for new businesses to help meet the licensing requirements. It can also be used for existing businesses to ensure there is still compliance when renewing the licence.

### Daily Checklist

This document lists the minimum items an FBO should check regularly to ensure the hygienic operation of his business. Some checks should be carried out before trading starts. Any non-compliance, such as dirty equipment or lack of soap, should be remedied before the start of trading and sales. The final sections of the daily checklist cover aspects that should be checked before the 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, breakages, equipment maintenance, staff issues etc. If there were no problems, the FBO can state that and sign off the checklist for that trading day. These simple records can help 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 basic requirements of food safety and hygiene practices. It does not cover the quality aspect of the products.

Complementary guidelines will be developed for FBOs in order to improve their practices in this regard. Additional federal level requirements would need to be considered in relation to these areas, such as Halal slaughtering or food packaging.

The hygiene standards and practices listed in this document are those required for compliance with the basic annual license. Businesses can also develop higher levels of hygiene, such as internationally accepted standards. These higher standards are not covered in this document but are available for FBO's who wish to implement the best hygiene practices possible.

All documents are available on the PAFAID website.

# Structure and Equipment



- Premises should not be situated in an area where the meat may be exposed to contamination. This includes;
  - ▶ contamination from effluent,
  - ▶ flooding,
  - ▶ any waste material,
  - ▶ pollution or other environmental hazards,
  - ▶ live animals,
  - ▶ contamination from roadways or other forms of transport.
  - ▶ pests or any animal poisoning and contamination
- Where this is not possible the food business operator must have in place strong systems to control and prevent any pests or any animal poisoning and contamination from above sources.
- Windows and other openings must be equipped with sun shading where necessary to protect the food from exposure to excessive temperature or desiccation. Market stalls should have appropriate awnings

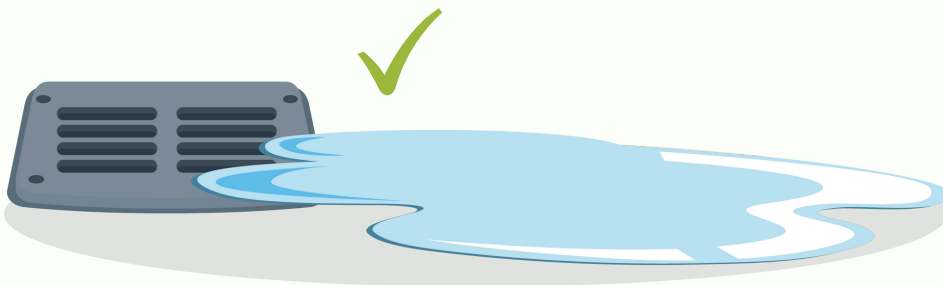
- There must be good physical separation of raw and ready to eat product
- The premises must be organised and laid out in such a way that food and waste are separated and that raw materials do not contaminate finished product.
- There needs to be good physical separation of dirty product (waste) and clean products (edible meat)
- Toilets should not open into rooms where food is prepared, stored or handled
- Walls, floors, ceilings, doors and windows must be well constructed and in good repair.
- All structures within the food establishment must be of durable materials that are easy to clean and where necessary, disinfect



- Food waste should be removed regularly from areas where it is produced or placed in containers with lids.
- Remove food waste and other rubbish from rooms where food is present as quickly as possible, to avoid them building up.
- Sufficient containers should be provided and placed conveniently where the waste occurs.
- Pedal operated bins are recommended to avoid touching lids
- All non edible animal by-products/waste must be collected, identified and disposed of without undue delay, in order to prevent risks arising to public and animal health.



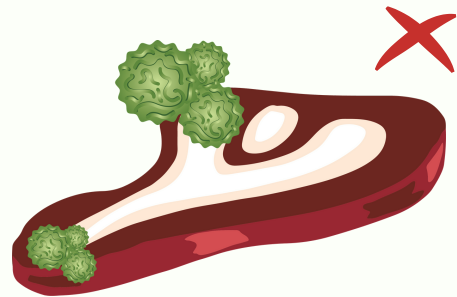
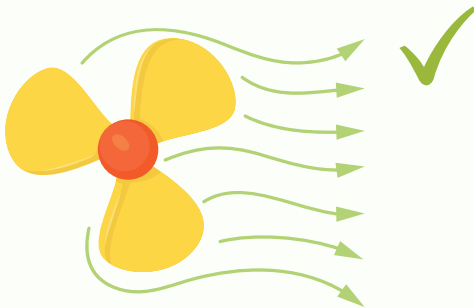
- Lids on containers used for the storage of waste awaiting collection should be kept closed and should be easy to clean and disinfect
- The containers should be colour marked to store different type of products
- Work surfaces and cutting boards made from wood are prohibited
- Work surfaces must be made of smooth, impervious, nontoxic materials so they can be easily cleaned and disinfected
- Work surfaces must be kept in good repair, or replaced as necessary
- There must be a reliable supply of clean, potable running water into the premises with adequate drainage.
- Water must not be allowed to pool on the floor of production areas.
- Floors in wet areas should slope uniformly to drains
- The drainage system shall prevent odours, vermin, any objectionable material or storm water entering the facility.
- The waste water should be routed in covered drainage to the sewerage and no particles may be allowed to enter the sewerage.



- There must be an adequate number of wash basins for washing hands
- Wash basins for washing hands must be supplied with hot and cold (or temperature controlled) running water, soap and hygienic means of drying hands
- Wash basins used for washing hands must not be used for washing anything else, such as equipment.
- There must be sufficient lavatories of an appropriate design. There must be sufficient wash basins associated with the lavatories.



- There should be sufficient light to ensure adequate cleaning, pest control and hygiene in all parts of the premises.
- The ventilation must help control ambient temperature and humidity, reduce smell and odour, 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.
- There should be sufficient natural or mechanical ventilation to prevent condensation and mould growth



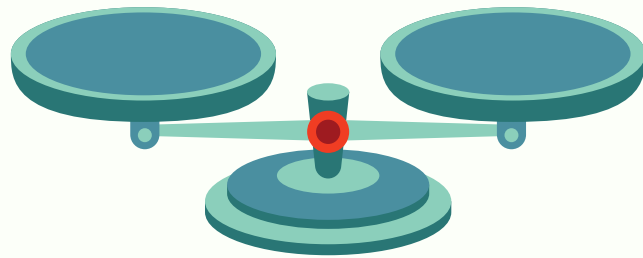
- There must be a reliable supply of electricity to ensure the cold chain is maintained
- Chilled food must be maintained below 5 Degree Celsius
  - ▶ Frozen food must be maintained at or below -18 Degree Celsius
  - ▶ Where the cold chain cannot be maintained, the shelf life of the meat must be reduced accordingly to 24 hours post slaughter

- Machinery and equipment must not transmit odour or taste to the food
- The machinery and equipment should not be a source of contamination for meat and meat products and should not jeopardise the wholesomeness of meat and meat products through contamination with loose or broken parts or from machine oil or lubricants.



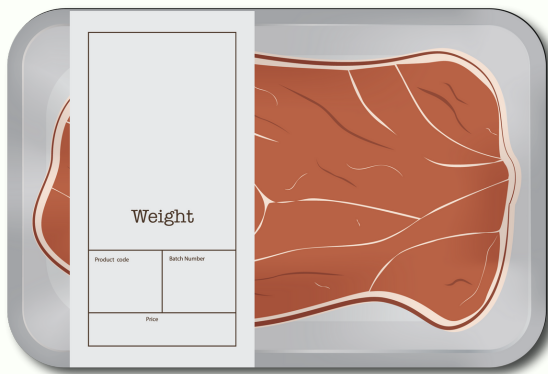
- Grease or oil used to lubricate any moving parts must be food grade lubricants
- Complex equipment' must NOT be used for both raw and ready-to-eat foods.
- Time separation is not acceptable.
- Separate complex equipment must be provided for use for ready to-eat foods in clean areas. Examples of complex equipment includes:

- ▶ Vacuum packers
- ▶ Slicers
- ▶ Mincers
- ▶ Weighing scales
- ▶ Food mixers
- ▶ Heat sealers
- ▶ Probe thermometers



- The machinery and equipment should facilitate hygienic production and be able to be effectively inspected and monitored
- machinery and equipment (other than equipment that is disposable and is not re-used) must be able to be effectively cleaned and where necessary to disinfect
- Equipment in areas where food is handled, particularly those in contact with food, must be maintained in a sound condition
- The machinery and equipment should facilitate hygienic production and be able to be effectively inspected and monitored
- machinery and equipment (other than equipment that is disposable and is not re-used) must be able to be effectively cleaned and where necessary to disinfect
- Equipment in areas where food is handled, particularly those in contact with food, must be maintained in a sound condition

- Containers used to store/transport food must be kept covered, clean and maintained in good repair and condition, to protect food from contamination.
- Vessels must be designed and constructed to allow adequate cleaning and/or disinfection, unless they are single use only.
- The packaging, wrappers, containers inks, tags and labels used to package meat and meat products:
  - ▶ Must not contaminate meat and meat products
  - ▶ Must be free from substances that are capable of contaminating meat and meat products.
- The design and location of equipment should be in such a way, to allow for ease and efficiency of cleaning and disinfection.



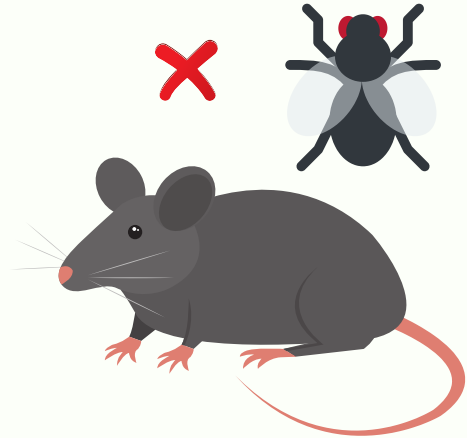
# Sanitation

- Clean the premises and equipment regularly, according to the processes being carried out. Disinfect equipment after cleaning where this is required.
- Facilities for washing food must be kept separate from hand washing
- Clean knives, saws and any other equipment by washing it thoroughly with hot water before and after daily usage
- Where necessary the equipment must be disinfected with an accepted chemical disinfectant or hot water at 82 Degree Celsius



# Pest control

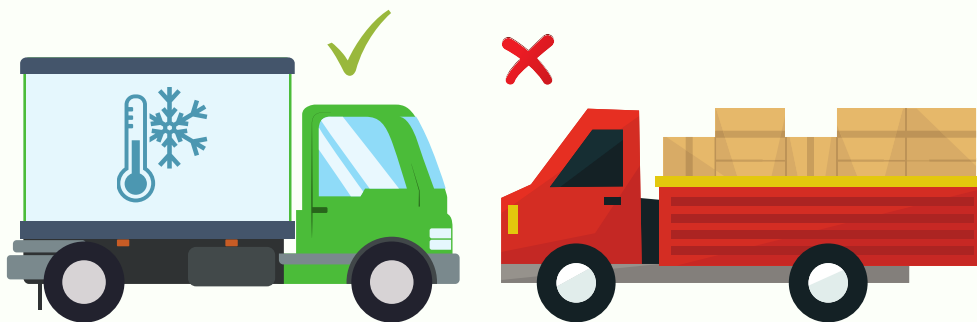
- Domestic animals must be excluded from rooms where food is stored, handled, prepared or sold.
- Staff should be made aware of the signs of pests and what action they must take should they discover pests or signs of pests.
- Premises must be kept clean and free of any debris that may offer harbourage or food for pests
- Holes, drains and other places where pests are likely to gain access should be kept sealed



# Purchase/Transport/Delivery

- Raw and ready-to eat foods should be fully wrapped and kept separate during transportation.
- Separate, clean, food grade containers should be used in transit.
- The transport vehicle or containers must be capable of maintaining the food at the appropriate temperature and allow the temperatures to be monitored
- Cold ready-to eat product must be transported and distributed at a temperature of 7°C or below
- Open vehicles are forbidden to transport meat if the products are not transported in closed containers.
- Vehicles used to transport food must be regularly cleaned
- Vehicle design should permit effective inspection, cleaning, disinfection
- When shipping a mixed load of products, such as both frozen and refrigerated products, it may be necessary to use a trailer with compartments that accommodate different temperature or other handling requirements.

- Monitor the temperature and function of the refrigeration unit at least every 4 hours.
- Check for leakage of heating or cooling fluid onto food products.
- Product (Raw materials) should be inspected and sorted before being accepted. Products (Raw materials) that fail to meet the following standards should be rejected:
- Product (Raw materials) should be free from contamination, including parasites and foreign substances
- Product (Raw materials) should be delivered at the correct temperature and be accompanied by the relevant documentation
- Where Product (Raw materials) are delivered packaged, the packaging must be intact and free from contamination.
- The delivery van should be clean, with good temperature control and meet the requirements listed in points above



## Traceability

- Food business operators should have a way to trace any food they have sold so that it can be found and recalled if necessary.
- For all food and raw materials, food business operators should be able to identify the supplier, according to batch or animal identity.
- 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.



# Personnel

- All food handlers should be clean on arrival at work
- All food handlers must wear clean washable over clothing such as coats or overalls
- Food handlers must not wear jewellery that may fall off and contaminate the food
- The following behaviours are prohibited in food premises:
  - ▶ Smoking
  - ▶ Spitting,
  - ▶ Eating or chewing
  - ▶ Sneezing or coughing
- Food handlers must be free from infectious gastrointestinal diseases, TB, infected skin lesions or cuts on exposed parts of the body, discharge from eyes, nose or mouth or acute streptococcal sore throat, including jaundice, diarrhoea, vomiting or fever
- Report symptoms (particularly symptoms of food poisoning such as vomiting and diarrhoea) to the food business operator



- Food handlers displaying symptoms of vomiting and diarrhoea , or any other diseases which may be transmissible through food must cease all contact with food and food contact surfaces
- Food handlers should not return to food handling duties until clear of symptoms for 48 hours or with a medical certificate
- Cuts and sores should be completely covered with a waterproof dressing e.g blue. This is to prevent contamination from the cut or sore spreading to food
- 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.

# Training

- Training must include
  - ▶ Hand hygiene
  - ▶ Safe food storage practices
  - ▶ Safe food handling practices
  - ▶ Cleaning
  - ▶ Pest control
- Training should reach Basic level
- All staff must be trained on
  - ▶ Occupational hazards
  - ▶ Relevant SOP (developed in house)
- Staff should be trained to use and provided with appropriate protective gear.
- The staff should be trained in Urdu and Pashtu
- Training must include at least (but not limited to )
  - ▶ Hand and personal hygiene
  - ▶ Safe food production practices
  - ▶ Safe food handling practices
  - ▶ Cleaning
  - ▶ Safe animal handling practices in [co –located premises]







## DAILY CHECKS

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 premises.

**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	YES / NO	COMMENTS
• Are all the work surfaces clean?	<input type="checkbox"/> <input type="checkbox"/>	.....
• Are all the floors clean?	<input type="checkbox"/> <input type="checkbox"/>	.....
• Are the toilets 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 washbasin?	<input type="checkbox"/> <input type="checkbox"/>	.....
• Is there a clean towel, paper towels or other hygienic means to dry hands at every hand washbasin?	<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"/>	.....
• Are the storage areas clean?	<input type="checkbox"/> <input type="checkbox"/>	.....
• Are the display areas clean?	<input type="checkbox"/> <input type="checkbox"/>	.....

PREMISES	YES / NO		COMMENTS
• Is there hot water available?	<input type="checkbox"/>	<input type="checkbox"/>	.....
• Is any food or ingredients that were stored in the premises still in a safe and hygienic condition?	<input type="checkbox"/>	<input type="checkbox"/>	.....
• Are any chilled storage units at the correct temperature (<7 Degree Celsius)	<input type="checkbox"/>	<input type="checkbox"/>	..... cross out if not applicable
• Is any of the food in frozen storage still frozen (ideally at -18 Degree Celsius)	<input type="checkbox"/>	<input type="checkbox"/>	..... cross out if not applicable
• Is there any evidence of pests?	<input type="checkbox"/>	<input type="checkbox"/>	..... If yes, clear the contamination and clean the premises
• Are any animals on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	..... If yes, remove the animals and clean the premises
• Are the insecticidal control working (insectocutor or new sticky strips)?	<input type="checkbox"/>	<input type="checkbox"/>	..... Replace sticky strips with new each day
• Are there any repairs required?	<input type="checkbox"/>	<input type="checkbox"/>	..... If yes, arrange for repair or replacement as necessary

PERSONNEL	YES / NO		COMMENTS
• Are all the staff clean and wearing clean over clothing?			.....
• Are any staff reporting sick?			.....
• Are any staff wearing jewellery or other items that could contaminate the food?	<input type="checkbox"/>	<input type="checkbox"/>	.....
• Are any staff smoking or eating outside the designated area?			.....
• 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"/>	.....



## FBO PRIMARY CHECKLIST

Date \_\_\_\_\_

This primary check list will help identify if there are parts of your business which may not meet the basic licensing 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?
• Is the premises safe from flooding with water?	<input type="checkbox"/> <input type="checkbox"/>	If no, how can the premises be ..... protected so the food is not at risk of contamination?.....
• Is the premises safe from flooding or contamination with effluent?	<input type="checkbox"/> <input type="checkbox"/>	If no, how can the premises be protected so the food is not at risk of contamination?.....
• Is the premises affected by smells, air pollution or other environmental hazards?	<input type="checkbox"/> <input type="checkbox"/>	If no, what can be done to protect the food from contamination?.....
• Is the premises far away from a waste materials/rubbish dump so there is no smell or contamination?	<input type="checkbox"/> <input type="checkbox"/>	If no, what can be done to protect the food from contamination?.....
• Is the premises far enough away from a major road so there is no smell or dust?	<input type="checkbox"/> <input type="checkbox"/>	If no, what can be done to protect the food from contamination?.....

## 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?
• Are all your work surfaces made from smooth, impervious materials that are approved for food use?	<input type="checkbox"/>	<input type="checkbox"/>	If no, what should replace them?..... .....
• Are all your work surfaces easily cleaned and disinfected?	<input type="checkbox"/>	<input type="checkbox"/>	If no, which ones need to be replaced?..... .....
• Are all your work surfaces in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, which ones need to be repaired?.....
• Are any of the work surfaces or cutting boards made from wood?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, they must all be replaced with food grade surfaces.....
• Are the areas for storage and handling of food separate to the areas where waste is stored?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how can the premises be re-arranged so there is good separation between food and any waste?..... .....
• Can the dirty products (waste) get mixed up with the clean products (edible meat)?	<input type="checkbox"/>	<input type="checkbox"/>	..... ..... .....
• Are there sufficient waste containers with lids?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how many are needed and where can they be situated?.....
• Are the waste containers a different colour to the food containers?	<input type="checkbox"/>	<input type="checkbox"/>	..... .....
• Are there pedal operated waste bins in the main food handling areas?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how many are needed?.....
• Is the waste removed regularly from the business?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how can this be arranged?..... .....
• Is this frequency sufficient to prevent the build-up of waste?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how much must it increase?..... .....
• Is there enough natural or artificial light to be able to see all parts of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	If no, which areas cannot be inspected? How can this be corrected?..... .....

- Does the building have enough natural or artificial ventilation to prevent condensation and mould growth? ☐ ☐ If no, how can this be fixed?.....  
.....  
.....
- Does the ventilation prevent any contamination of the food? ☐ ☐ If no, what can be done to.....  
protect the food from.....  
contamination?.....

### 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 well constructed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, what needs to be repaired or replaced?..... ..... .....
• Are the floors, well constructed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, what needs to be repaired or replaced?..... ..... .....
• Are the ceilings well constructed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, what needs to be repaired or replaced?..... If no, what needs to be repaired or replaced?..... .....
• Are the doors well constructed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	..... ..... .....
• Are the windows well constructed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, what needs to be repaired or replaced?..... ..... .....
• If your windows open, do they have fly screens which are in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	If no, which need to be repaired?..... ..... .....
• 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"/>	If no, can the food be protected from the exposure?..... ..... .....
• If you are a Market stall, do you have an awning?	<input type="checkbox"/>	<input type="checkbox"/>	If no, how can one be erected?..... ..... .....
• 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"/>	If no, list which ones need to be replaced or repaired..... ..... .....



## MATERIAL LIST

Date \_\_\_\_\_

There are a variety of materials that can be used hygienically in food businesses. It may be appropriate to use different surfaces in different parts of the premises depending on use. The following tables offer some suggestions, giving some commonly accepted advantages and disadvantages

### FLOORS

MATERIAL	STRENGTHS	WEAKNESSES	DEFECTS
Quarry tile	Hard wearing, Smooth Non – absorbent Heat resistant Easy to clean Heavy cleaning Chemical resistant	Joints Slippery Expense Maintenance Expert fitting	Impact damage Water penetration
Terrazzo Granolithic	Hard wearing Low maintenance Non –absorbent Smooth Easy to clean Heavy cleaning Chemical resistant Heat resistant No joints	Expensive Expert to lay Slippery	Impact damage
Painted concrete	Smooth, Non – absorbent Easy to clean No joints Cheap No expert fitting	High maintenance Not hard wearing Light cleaning Not chemical resistant Not heat resistant	Impact damage Flaking Chemical damage Heat



## MATERIAL LIST

Date \_\_\_\_\_

MATERIAL	STRENGTHS	WEAKNESSES	DEFECTS
Poured resin	Hard wearing Chemical resistant Smooth Non – slip incorporated Non – absorbent Easy to clean Heavy cleaning	Expensive Reliant on base Heat resistance Expert to fit Maintenance	Impact damage Heat
Vinyl sheet & tile	Cheap Smooth Non – absorbent No expert to lay Easy to clean	Not hard wearing or heat or chemical resistant Joints High maintenance Reliant on base Light cleaning Slippery	Impact damage Abrasion Chemical damage Heat Water penetration

## INTERNAL WALLS

MATERIAL	STRENGTHS	WEAKNESSES	DEFECTS
Glazed tiles	Cheap Smooth Non – absorbent Easy to clean Heat resistant Chemical resistant No expert fitting	Joints (mould growth may occur) Reliant on base High maintenance Moderate cleaning	Impact damage Water penetration
Stainless steel	Hard wearing Smooth Non – absorbent Heat resistant Chemical resistant Low maintenance Easy to clean Heavy cleaning	Expensive Reliant on base Joints Fitting	Impact damage



## MATERIAL LIST

Date \_\_\_\_\_

MATERIAL	STRENGTHS	WEAKNESSES	DEFECTS
Painted plaster	Smooth Cheap No expert fitting No joints Easy to clean	Not hard wearing Reliant on base Absorbent Not heat resistant Chemical resistance High maintenance Light cleaning	Impact damage Water penetration Flaking
Plastic sheet. (cladding for walls)	Smooth Non – absorbent Chemical resistant Easy to clean Heavy cleaning	Joints Reliant on base Not hard wearing Not heat resistant High maintenance Expensive Fitting	Impact damage Heat
Fibre glass coating	Hard wearing Smooth Non – absorbent Chemical resistant Easy maintenance Easy to clean Heavy cleaning No joints	Reliant on base Heat resistance Expensive Expert fitting	Impact damage Heat





## MATERIAL LIST

Date \_\_\_\_\_

### WORK SURFACES

Wood is usually considered unsuitable for food use and is completely unacceptable for use with ready-to-eat food

MATERIAL	STRENGTHS	WEAKNESSES	DEFECTS
Stainless steel	Hard wearing Smooth Non – absorbent Heat resistant Chemical resistant Low maintenance Easy to clean Heavy cleaning	Expensive Reliant on base Joints Fitting	Impact damage
Food grade plastic	Smooth Non – absorbent Low maintenance Easy to clean Inexpensive	Needs frequent replacement as surface is not durable	Scores easily especially when used with sharp knives and heavy blades
Plastic laminate veneer	Inexpensive Smooth Easy to clean	Not durable especially in areas with heavy use and sharp blades	Scores and chips very easily putting the food at risk of foreign object contamination

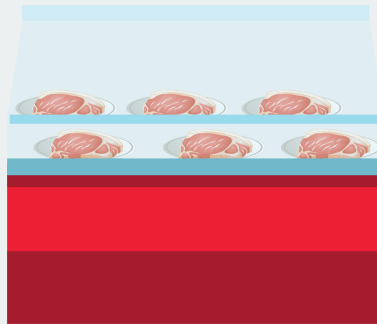


## BASIC EQUIPMENT LIST

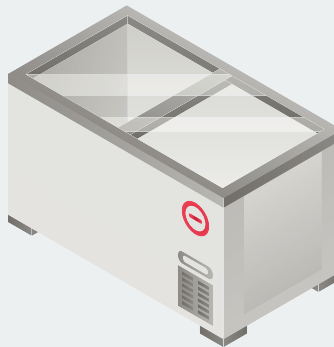
Date \_\_\_\_\_

### EQUIPMENT

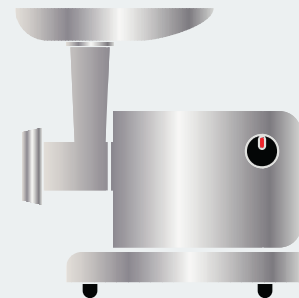
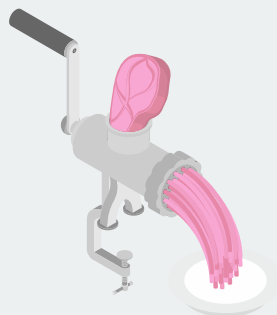
Meat Chillers



Meat Freezer



Meat Mince Machine



Bone Cutter  
Machine



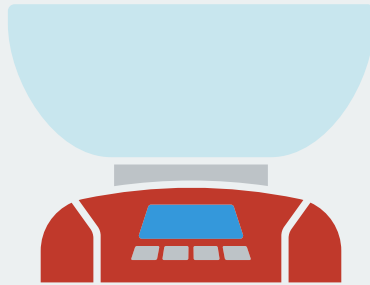


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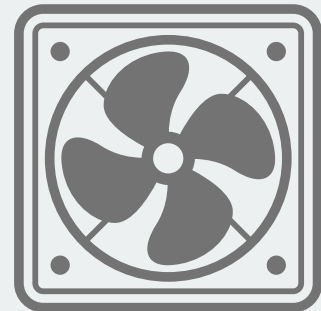
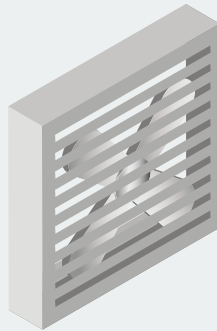
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### EQUIPMENT

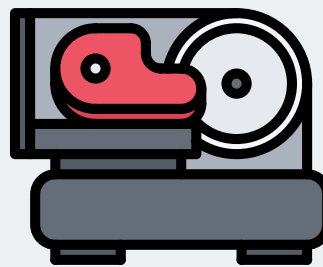
Electric Scale



Exhaust Fan



Meat Slicer Machine



Knives and Cutting Board





## BASIC EQUIPMENT LIST

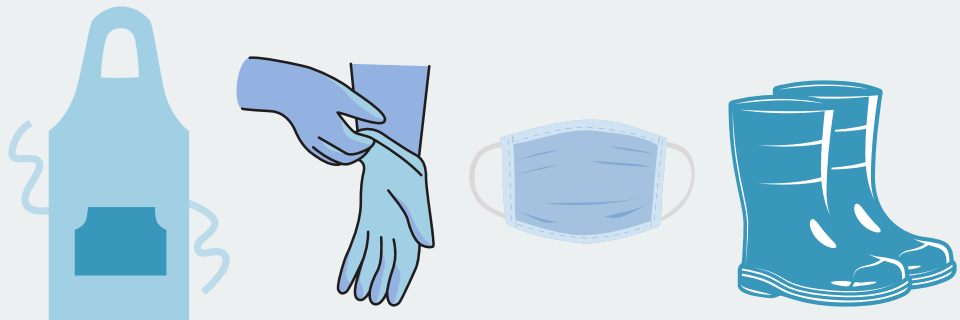
Date \_\_\_\_\_

### EQUIPMENT

Electric Insect Killer



Personal Protective  
Equipment



# Appendix

## *Food Hygiene Training*

It is important that anyone involved in a food business has a good understanding of food hygiene. Staff who do not know how to handle food hygienically put the health of their customers at risk through potential contamination of the food products.

### **Level 1**

Everyone working in the food industry, including people who do not directly handle food such as administrative staff and drivers, should have training to level one as a minimum. Level one training should be carried out as soon as possible after the employee starts work, ideally before starting to handle any food.

### **Level 2**

People working in premises which handle both raw and ready to eat foods should have training to level 2. This identifies the special risks that are associated with these products and how the risks must be controlled.

### **Level 3**

Supervisors and managers need additional training in food hygiene so they can develop the hygiene management systems needed to ensure the safety of all food produced in the premises.

All levels of training can be delivered by external trainers or by internal staff if there is the expertise in house. There are also many online courses available for level one and two. When choosing how to deliver the training, the Food Business Operators should ensure any courses or training meet the requirements laid out below for each level.

## ***Food Hygiene training Level 1***

Training at level one should cover the following principles

### **Personnel**

- The need for good personal hygiene, especially hand washing, and how it controls contamination of the food
- Symptoms of the gastrointestinal food borne diseases and how they can be spread by infected handlers with poor hygiene
- The rules of behaviour in food businesses such as the prohibition on smoking, spitting, eating etc, and the reason why these are necessary to protect the food from contamination

### **Cleaning**

- How good cleaning of the premises and equipment protects the food from contamination
- Why the structure of the premises and equipment is so important in ensuring good cleaning
- How to clean premises and equipment, what is needed to carry this out and why

### **Pest control**

- Why pests are prohibited in food premises, how they can contaminate the food and what risk this presents to the customers
- How to identify the common pests
- Methods of pest control that are suitable for a food premises

### **Sources of contamination**

- Definition of a food hazard
- Sources of hazards such as raw materials, effluent, waste, animals, infected people, pests, contaminated surfaces
- Control of hazards through cleaning, hygiene, temperature control, good structure and systems and pest control

## ***Food Hygiene Training Level 2***

This is special training for persons working in premises where both raw and ready to eat food is produced, handles or sold

### **Microbiological hazards**

- The main organisms associated with raw meat and why they are contaminating the raw meat
- Why the various microorganisms must be controlled and how they cause illness in humans
- The main controls which prevent these microorganisms causing illness

### **Temperature control**

- Cooking to destroy vegetative cells, appropriate time temperature combinations
- Cooling to prevent spore germination
- Chilling to control growth

### **Cross contamination**

- The essential separation of raw and cooked food in storage, preparation, display, processing, packaging, delivery
- Use of separate equipment and storage (refrigeration)
- The role of handwashing in prevention of cross contamination
- The role of cleaning and disinfection in the prevention of cross contamination

## ***Food Hygiene Training Level 3***

This is specialist training for supervisors and managers. People in these positions need additional knowledge of food hygiene and handling so they can design safe systems and ensure staff follow the hygiene rules explained in levels 1 and 2.

- Food Hazards and controls
- Food microbiology and food borne illness
- Food spoilage and preservation
- Design of premises and equipment
- Systems
- Pre-requisite programmes
- HACCP
- Hygiene Management
- Legal framework for food hygiene







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