



FOOD AND DRUGS AUTHORITY

DOC. TYPE: FORM

DOC NO.: FDA/FSM/FOR-07

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Ver. No.: 01

Effective Date: 1st August 2019

TITLE: FOOD SERVICES ESTABLISHMENT INSPECTION CHECKLIST/REPORT

Name of Food Service Establishment:

Postal Address:

Location Address:

Date of Inspection:

Contact Person:

Position: **Tel. No.:**

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No	FOOD HYGIENE PERMIT CRITERIA	Yes	No	N/A	POINTS	REMARKS
1.	SUITABILITY OF FACILITY LOCATION					
I.	Facility is located away from the following areas which pose a threat to food safety: (M) <ul style="list-style-type: none"> • environmentally polluted areas • insect infested areas • areas with overgrown weeds 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	BUILDING & MAINTENANCE EXTERIOR					
I.	Premises is properly maintained to: (M) <ul style="list-style-type: none"> • minimize dust and avoid run-off water • Adequate drainage is provided • A designated Area for Refuse Receptacle 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II.	Redundant items are stored in a designated area. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
III.	INTERIOR The building is of suitable construction and generally in good physical state of repair. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IV.	Space used for Food Preparation is adequate (m) <i>(personnel in working area not crowded, demarcated areas for processing, Horse shoe or Linear process flow to prevent cross contamination)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V.	Windows and vents are screened with pest-proof nets. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VI.	Eaves are sealed or screened (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VII.	Doors are closely fitted and have no gaps around them. (m) <i>(self-closing doors appropriately fitted)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VIII.	Ceilings are smooth and impervious, free from flaking paint, condensation and/or dampness. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IX.	Walls are impervious and easy to clean. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
X.	Walls are in good condition (no flaking paint, pitting holes, crevices, condensation and/ or dampness). (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XI.	Floors are in good condition (no pitting holes, Crevices, cracks), easy to clean and do not produce dust. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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XII.	Food contact surfaces are smooth and easy to clean (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XIII.	Plumbing fixtures are in good state of repair (e.g. not leaking or clogged) (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XIV.	Light fixtures are in good state of repair and are shatterproof in open food areas (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XV.	Ventilation of the facility is adequate (M) <i>(free flow of air and room not warm)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	COLD AND DRY STORAGE PRACTICES					
I.	All food products are stacked on pallets or on shelves. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II.	Products are stacked at least 50cm away from the walls. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
III.	Products are stacked at a height of at least 60cm away from the ceiling. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IV.	Temperature recording devices are: (m) - In use - Evidence of temperature monitoring.	<input type="checkbox"/>				
V.	Cold food is held below 5°C (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VI.	Frozen food is held below -18°C (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VII.	Food items in storage are properly covered and segregated/labeled (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VIII.	Ready-to-eat foods in cold storage are stored above raw foods to prevent cross-contamination (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IX.	Eggs are free of faecal matter and cracks (M) <i>(Eggs are recommended to be kept in cold storage)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
X.	Cleaning chemicals are stored away from food items (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	WATER SUPPLY					
XI.	Potable water is used for food preparation (M) <i>(source of water to be verified)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XII.	Suitable means of water storage are available (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	CLEANING AND SANITATION					
I.	Exterior grounds are clean and generally in good sanitary condition. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
II.	The food storage space is clean, free of litter, dust, cobwebs and spillages from products. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
III.	Waste bins are adequate (e.g. foot operated/flip flap bins) and properly placed (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
IV.	All food utensils are properly washed, rinsed and dried after each use (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V.	Food contact surfaces and equipment are cleaned and disinfected as required. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VI.	Refrigeration and freezing units are clean (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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6.	PERSONNEL			
I.	Personnel have full complement of protective clothing (M) <i>(especially in the food preparation area)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II.	Personnel attire are clean. <i>(no signs of food stains in attire from previous day)</i> (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III.	Changing room is available (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV.	Changing rooms with lockers/hangers provided (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V.	A toilet and hand washing facility are available, functional and readily accessible to personnel (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI.	Toilet and hand washing facilities are clean and in good state of repair <i>(toilet bowl is not leaking)</i> . (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VII.	The toilet facility is completely separated from food (M) Preparation and storage areas and its doors and windows do not open directly into the food preparation or storage space. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIII.	Hand washing facilities are adequately equipped with antibacterial liquid soap and hand drying materials eg. Paper towels/hand dryer. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IX.	Workers not wearing any form of jewellery (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X.	Workers have valid Food Handlers' Test Certificate. (M) <i>(Communicable diseases ie; Tyhoid, Hepatitis A, Tuberculosis)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	UTENSIL AND EQUIPMENT			
I.	Temperature control equipment (refrigerators, chillers, blast chillers, hot holding cabinets and freezers) are calibrated (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II.	Utensils and equipment are properly stored and protected from contamination. (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III.	Use of separate chopping boards and knives adequately coded (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	FOOD PREPARATION CONTROL MEASURES			
I.	Approved thawing methods are used in the food facility (in the fridge, appropriate microwave settings use, cold water) (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II.	Food Preparation is performed in a clean area (Clean as you go is practiced) (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III.	Hot food to be consumed later is held at 63°C or Above. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	PEST CONTROL ACTIVITIES			



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i.	Activities that encourage pest infestation are not observed in the food preparation area (eating, leaving dirty plates/cutlery, leaving doors/windows open). (m)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii.	Signs of pest infestation are not observed in the Kitchen (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
iii.	Pets are not kept or observed in the kitchen. (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
iv.	Waste is disposed of appropriately. (M) <i>(Waste protected to ensure no signs of litter)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
V	Where chemicals are used for pest control activities it is done by EPA trained/certified persons (M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	RECORDS AND DOCUMENTATION					
i.	Records are kept on all processing activities such as: (m) <ul style="list-style-type: none"> - Ingredient receipt - Cleaning Records - Staff Training Records - Pest Control Records - Waste Management Documentation - Calibration of temperature monitoring devices. - Temperature monitoring records - First in First out (FIFO) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ii.	Standard Operating Procedures (SOPs) are available for all operational activities such as the following (m) <ul style="list-style-type: none"> - Cleaning & Sanitation - Pest Management - Product Receipt and Storage - Product Dispatch/Distribution - Food Preparation Activities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		TOTAL (N)				

MAJOR (M): Failure of a system or process that could lead to a breach of food safety.

MINOR (m): Failure to follow a system or process that could lead to a major non-compliance if not addressed.

SCORING SYSTEM

Maximum Total Points (M) = 72points

Point Awarded for Compliance(Yes) = 1

Total Points Awarded (N)

Points Awarded for Minor Non-Compliance(m) = 0

Points Awarded for Major Non-Compliance(M) = -36

Score: (N) / (M – N/A) X 100

=%



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OVERALL RATING

- ≥90 Excellent A
- 80-89 Very Good B
- 60-79 Good C
- 50-59 Average D
- 31-49 Poor E
- ≤30 Very Poor F

NB

* **A Food Hygiene Permit will not be issued if a major non-compliance is recorded.**

* **A minimum score of 50% shall merit the issuance of Food Hygiene Permit**

CONCLUSION

- (Company Name) has met the minimum requirement for Good Hygienic Practices thus its facility is recommended to be issued with a Food Hygiene Permit.
- (Company Name) has not met the minimum requirement for Good Hygienic Practices thus its facility is not recommended for Food Hygiene Permit. All corrective actions are to be implemented byafter which a follow-up inspection will be conducted to confirm compliance.

Submitted by (Officers)

Signature: 1.....

2.

Name: 1.....

2.

Verified By:

.....
HOU:

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