

Guidelines for cold/chilled storage/warehouse prior to registration

1. Surroundings, Constructions and Layout

- 1.1 External environment hygienic and kept clean
- 1.2 Surroundings maintained to prevent access and harborage of pest
- 1.3 Establishments designed to prevent admission of pests

1.4 Establishments that exclude contamination with materials such as accumulated dirt, condensate, mould or other undesirable particles

1.5 Conditions in areas for handling and processing are appropriate to store, handle and process under sanitary and hygienic conditions

1.6 Conditions suitable to allow storage, handling and processing at adequate temperatures

1.7 Layout and appropriate product flow to preclude cross- contamination from less clean to clean areas

1.8 Establishments kept clean

Additional notes: Ensure that design, construction, location and size of the food premises allow for adequate control of food hygiene and safety

*Establishment means either cold storage or chilled storage or warehouse

2. Ventilation

- 2.1 Sufficient and suitable for the operation
- 2.2 Mechanical airflow ensure flow from clean to less clean area
- 2.3 Easy access for maintenance and cleaning

Additional notes: To reduce the risk of contamination of the products.

3. Staff facilities

- 3.1 The number of lavatories is adequate
- 3.2 Presence of flushable lavatories that are connected to effective drainage system
- 3.3 Lavatory facilities that do not open directly where products are being stored
- 3.4 Number of hands washing basins is adequate.
- 3.5 Hand washing basins are suitably located
- 3.6 Changing facilities are adequate for the operation

Additional notes: To ensure that the adequate conditions are in place to ensure implementation of personal hygiene rules in the establishment

4. Light

4.1 Premises have adequate light for operations

5. Drainage System

5.1 Constructed to avoid risk of contamination with flow of waste water from less clean to clean areas.

Additional notes: To make sure that the drainage system is not a source of contamination of the establishment.

6. Storage of Chemicals

Adequate storage facilities allow for safe storage of cleaning and disinfection agents in areas where food is not handled

Additional notes: To ensure that dangerous cleaning and disinfecting chemicals cannot contaminate food

7. Floors

7.1 Made of impervious, non-absorbent, washable and non-toxic materials

- 7.2 Surfaces maintained in sound condition so they are easy to clean and disinfect
- 7.3 Surfaces allow adequate surface drainage

Additional notes: To ensure that the design of facilities shall permit good hygiene practices including protection against contamination between and during processing operations

8. Walls

8.1 Made of impervious, non-absorbent, washable and non-toxic materials

8.2 Surfaces maintained in sound condition so they are easy to clean and disinfect

9. Ceilings and light fittings

9.1 Constructed and finished to prevent accumulation of dirt, growth of molds, shedding of particles and minimize condensation

10. Windows and other openings

10.1 Constructed so to prevent accumulation of dirt

- 10.2 Fitted with insect proof screens if to be opened to the outside
- 10.3 Insect screens in windows and other openings are easy to remove for cleaning.

11. Doors

11.1 Made of appropriate materials (smooth and non-absorbent)

11.2 Easy to clean and disinfect

12. Surfaces in contact with food

12.1 Made of appropriate materials (smooth, washable, non-corrosive, non-toxic) 12.2 Maintained in sound conditions which allow for easy cleaning and disinfection

13. Water

13.1 Adequate supply of potable water in all areas where necessary

Additional notes: Water supply system shall ensure that only potable or clean water can be used in contact with products.

14. Pest Control

14.1 Procedures for controlling pests such as insects, mice, rats, and domestic animals, etc. in establishment surroundings are planned and implemented

14.2 Procedures for controlling pests such as insects, mice, rats etc. in storage areas are planned and implemented

14.3 Procedures are effective (objective evidence)

Additional notes: To control (prevent and eliminate) pests from contaminating product and maintain a clean environment to prevent infestations.

15. Personal Hygiene

15.1 All staff members wear suitable protective clothing

15.2 Protective clothing are clean and maintained in a clean condition

15.3 All staff members maintain a high degree of personal cleanliness

Additional notes: The risk for transmission of human pathogenic microorganisms, and other hazards which may be carried by staff who handle food shall be minimized.

16. Staff health

16.1Staff who may carry diseases that can potentially be transmitted through food or have afflictions such as infected wounds, skin infections, sores or diarrhea are not allowed to handle food

16.2 Procedures for staff reporting of diseases and afflictions are planned, implemented and effective

Additional notes: To ensure that food handlers are not a source of contamination.

17. Sanitation (cleaning and disinfection)

17.1 Procedures for cleaning and disinfection of processing facilities and equipment before, after and during processing are adequately described and implemented effectively.

17.2 Procedures for cleaning and disinfection of staff facilities are adequately described and implemented effectively.

17.3 Sanitation products technical specifications are available and known by responsible staff

Additional notes: To ensure that processing facilities and equipment in contact with the product is not a source of contamination as per Regulation

18. Storage of products

18.1 Procedures designed to protect food during storage

18.2 Food protected against contamination that may render the product unfit for human consumption or injurious to health.

Additional notes: To minimize the risk of product contamination from pathogenic microorganisms, chemical and physical hazards and to minimize the risk for growth of pathogenic micro-organisms.

19. Chilled Products – Storage of chilled products

19.1 Capacity of chilled stores is sufficient to maintain product temperature at 2-4 °C 19.2 Chilled store equipped with easy-to-read temperature recording device

19.3 Sensors for temperature recording in cold stores are placed in the area with highest temperature

19.4 Evidence of temperature control is available

Additional notes: Storage temperatures shall be monitored and documented.

20. Frozen Products- Storage of frozen products

20.1 Capacity of cold stores is sufficient to maintain product temperature at least –18 °C 20.2 Cold store equipped with easy-to-read temperature recording device 20.3 Sensors for temperature recording in cold stores are placed in the area with highest temperature

20.4 Evidence of temperature control is available

Additional notes: Good handling and manufacturing practices imply that: Products shall be frozen rapidly to -18 C or less in the core and kept at at -18C or lower. Storage temperatures shall be monitored and documented.

21. Transport conditions

21.1 Refrigerated vehicles are used to transport chilled/frozen products

21.2 Temperature of chilled products is maintained at 2-4°C during transport

21.3 Temperature of Frozen products is kept at least -18°C in all parts during transport

Additional notes: Good handling and manufacturing practices imply that: Temperatures under transport shall be so to minimize risk for growth of pathogenic bacteria, and deterioration by microbiological growth or enzymatic degradation.

22. Training

22.1 All staff trained to properly carry out their responsibilities and activities

- 22.2 Train staff on handling protocols, emergency procedures and compliance requirements.
- 22.3 Encourage continuous education on new standards and technologies

Additional notes: To ensure that staff shall be instructed and trained in food hygiene, appropriate to properly carry out their responsibilities and activities as food handlers.

