



## FOOD ESTABLISHMENT INSPECTION CHECKLIST

S/No	Inspection Description 检查说明
1	<b>PREMISES</b> 厂房
1.1	<b>Surroundings 周边环境</b>
1.1.1	Cleanliness. 清洁度
1.1.2	Drains, roads etc properly maintained. No storage of unused items. 水沟, 道路等妥善保养。无闲置物品堆放。
1.2	<b>Design, construction &amp; maintenance 设计, 构造和保养</b>
1.2.1	Walls, ceiling and doors are constructed of materials that are durable, impervious, smooth and clean. 墙壁, 天花板和门所用材料耐用、防渗透、干净、光滑。
1.2.2	Floors should be smooth, impervious, clean & free from litter. 地面应平滑, 防渗透, 干净无垃圾。
1.2.3	No damage at joint between wall & floor. 墙壁和地板的连接处无损坏。
1.2.4	No stagnation of water on floor. 地面上无积水。
1.2.5	Overhead structures & fittings are designed to prevent dirt accumulation and clean. 厂房内高架结构装置的设计能防止灰尘堆积, 并保持清洁。
1.2.6	All doors/windows at open product areas are closed during production. 在制造过程中, 厂房内所有处理未包装食品区的门窗都关闭。
1.2.7	Activities are conducted in properly demarcated areas which are adequately separated by partitions or other effective physical means, inclusive of separation between wet/dry areas. 各个加工步骤只在适当划分出来的指定区域内进行。厂内不同区域以间隔墙或其它有效方法分隔。湿加工区和干加工区也要有效地隔开。
1.2.8	Buildings and facilities are designed to facilitate hygiene operations by means of a regulated process flow from the arrival of the raw materials to the storage of finished products with no criss crossing of process lines. 建筑和设施的设计须有利于食品卫生操作。从原料抵达工厂, 直到成品的储存, 整个流程都没有出现交叉的现象。
1.3	<b>Lighting 照明</b>
1.3.1	Lighting is adequate. 照明充足。

1.3.2	Lighting fixtures (inclusive used in electric fly-killing devices) located in areas where there are open products are protected & in good working condition. 在有未包装食品区域使用的灯具（包括紫外线灭蝇灯等设备）有防意外破裂、碎片掉落保护装置，并保持在良好的运作状态。
<b>1.4</b>	<b>Ventilation 通风</b>
1.4.1	Adequate ventilation to prevent unacceptable accumulations of steam, condensation, dust, odours or heat. Air flow from clean to dirty area. 足够的通风，防止水蒸气、凝结水珠，灰尘，异味或热气累积。空气应从洁净区流向污染区。
1.4.2	All ventilation equipment and fixtures are clean & in good working condition. 所有的通风设备和装置保持清洁和良好的运作状态。
<b>1.5</b>	<b>Waste disposal 废物处置</b>
1.5.1	Effluent or sewerage lines do not pass directly over or through production areas. 污水和排污管没有直接由生产区上通过或穿越过生产区。
1.5.2	Adequate and appropriate refuse containers are provided. All waste is removed at regular frequency to minimise contamination. 有足够恰当的垃圾桶。所有的废弃物都定期清除，以减少污染的风险。
1.5.3	Containers used for waste are clearly identified, covered, leak-proof and if feasible, internally lined with a plastic bag. 垃圾桶清楚易认，能与其它容器明确区分，并加盖，防漏，如果可行，垃圾桶内部多套一层塑料袋。
<b>2</b>	<b>STORAGE 贮藏</b>
<b>2.1</b>	<b>Storage Facilities &amp; Practices 贮藏设施与操作</b>
2.1.1	Adequate, well designed storage rooms/areas with appropriate storage facilities (racks and containers etc) are available and which are impervious to moisture, clean, free from pest infestation & overstock. 有足够、设计良好的贮藏室/贮藏区、配有所须的的各种的贮藏设施（如可供放置的架子和容器等），并防潮、清洁、无虫害和过多存货。
2.1.2	All chilled/frozen ingredients, intermediate and finished products are stored and maintained at appropriate temperatures with records of the cold storage rooms being made available. 所有冷藏/冷冻的配料，半成品和成品都储存在正确的储藏温度，冷房温度有记录以供查验。
2.1.3	All food items are covered. 所有食品都有盖好，以防污染。
2.1.4	Appropriate segregation of finished products/cooked/ready-to-be-consumed products from raw ingredients/semi-processed food. Separate storage for packaging materials as well. 成品/熟食/即食食品与原料/半成品适当的分隔存放。包装材料也另分开存放。
2.1.5	Food items are stored off the floor & away from walls. 食品应离地放置，并远离墙壁。

2.1.6	Proper stock rotation (First In First Out) is practised. 实行先进先出、有效的存货周转系统。
2.1.7	All non-conforming products are clearly identified and isolated in designated areas or containers for appropriate disposition. 所有不合格产品都明确标识出来，并隔离存放在指定区域或容器等待适当处置。
2.1.8	Chemicals, detergents and other cleaning materials are stored in designated areas away from food items. 化学物品、清洁剂和其它清洁用品存放在远离食品的指定区。
<b>3</b>	<b>FOOD PROCESSING EQUIPMENT 食品加工设备</b>
<b>3.1</b>	<b>Design, Installation &amp; Maintenance 设计，安装及维修</b>
3.1.1	All food processing equipment are resistant to corrosion and impervious to moisture, clean and are in proper working condition. 所有的食品加工设备都耐腐蚀、防潮、清洁，并保持良好的运作状态。
3.1.2	All food processing equipment are easily accessible for cleaning, sanitising, maintenance and inspection. 所有食品加工设备的设计，有利于清洗、消毒、维修及检查。
3.1.3	Food contact surfaces of food processing equipment are clean, smooth and free from rust or other possible contaminants. 食品加工设备的食物接触面清洁、光滑、无锈或其它可能的污染物。
3.1.4	Only food grade lubricant is to be used on direct food contact surfaces. 只用食品级润滑剂于食品直接接触面。
<b>3.2</b>	<b>Washing &amp; Sanitising Facilities 清洗及消毒设施</b>
3.2.1	Washing and sanitising facilities are adequately separated from food storage, processing and packaging areas to prevent contamination. 清洗和消毒设备与食物储存、加工和包装区清楚分隔开，以防污染。
3.2.2	Washing and sanitising facilities are constructed of corrosion resistant materials capable of being easily cleaned; provided with potable water at appropriate temperature for cleaning. 清洗和消毒设备由耐腐蚀并容易清洗的材料制成。并提供适当温度饮用水质的清水供清洗用途。
3.2.3	Washing and sanitising facilities are clean, well maintained and are in good working order. 清洗和消毒设施保持干净，定期保养，并保持良好的运作状态。
<b>4</b>	<b>Pest Control 害虫控制</b>
4.1	No sign of pest infestation. 无虫害的迹象。
4.2	Carried out by external pest controller/trained staff. 防虫害工作由害虫控制公司承包或由经过训练的指定工作人员进行。

4.3	Toxic rodent baits are not used in production area. 生产区不使用有毒灭鼠饵。
4.4	No insect-expelled type of fly-killing device is used at open product areas. 驱虫和杀虫形式的灭虫器不在食品尚未包装的加工区内使用。
<b>5</b>	<b>FOOD HANDLING &amp; STAFF FACILITIES 食物处理和员工设施</b>
<b>5.1</b>	<b>Facilities for Food Production Personnel 提供给食品生产员工使用的设施</b>
5.1.1	Appropriate changing rooms/lockers are provided which are clean & properly maintained. 提供清洁、妥善保养的更衣室和储物柜。
5.1.2	Outdoor clothing & other personal items must be stored separately from work-wear within changing facilities. Facilities shall be available to separate clean & dirty work-wear as well. 在更衣室内，户外衣物和个人物品必须与工作服分开存放。也必须有分别存放干净和肮脏的工作服的设备。
5.1.3	Toilets shall be adequately segregated & shall not open directly into production / storage area. 厕所必须与生产区及储藏区完全的隔离开来，不得直通到生产/储藏区。
5.1.4	Toilets shall be provided with hand-washing facilities comprising of hands-free operated taps, liquid soap & appropriate hand drying facilities. 厕所须备有包括非手动水龙头、液体肥皂和干手设备等洗手设施。
5.1.5	Toilets are clean and kept close; Toilet facilities are in working order. 厕所干净、厕所门保持关闭；厕所内部设备保持良好操作状态。
5.1.6	Provision of hand washing facilities equipped with hands-free operated taps, liquid soap and appropriate hand drying facilities at access to and to other appropriate points within production areas. 在生产区入口处及生产区内其它恰当的位置提供装有非手动水龙头、液体肥皂和干手器的洗手设施。
<b>5.2</b>	<b>Food Handling &amp; Personal Hygiene Practices 食品处理及个人卫生准则</b>
5.2.1	Food handling personnel are provided with clean protective clothing, hair covering, footwear, gloves, facial mask, etc., which are appropriate to the operation that they are engaged in. 根据个别工作的需要，为提供干净的防护服、头发套、鞋、手套、口罩等给食品生产操作有关员工穿戴。
5.2.2	Watches & jewellery shall not be worn, with the exception of a plain wedding ring. 除了简单的结婚戒指外，手表、珠宝首饰都不能佩戴入内。
5.2.3	Washing of hands should be performed prior to entry to production areas. 进入生产区前应先洗手。
5.2.4	Control in the movement of personnel and visitors within food processing areas to prevent any possible contamination. 员工和访客在生产区的行动受到严格控制，以防任何污染。
5.2.5	No personal food, drink & belongings are kept in production areas. 生产区内没有存放任何个人的食物、饮料或其它私人物品。

5.2.6	No food preparation activities on floor. 不在地上处理食品。  All food items & utensils are placed appropriately off the floor. 所有食品及有关用具都在离地放置，不靠近地面。
5.2.7	No eating, smoking, spitting or any unhygienic practices in food processing area. 在食品加工区内不可饮食、吸烟、随地吐痰或有任何不卫生的行为。
<b>6</b>	<b>PRODUCT IDENTIFICATION &amp; TRACEABILITY 产品标识及可追溯性</b>
6.1	Final products are appropriately batched or date marked. 最终成品有批号或日期标识。
6.2	Effective traceability system & recall capability. 有效的食品可追溯体系和产品召回能力。
<b>7</b>	<b>DISPATCH &amp; TRANSPORT 派送和运输</b>
7.1.1	Food vehicles are internally lined with appropriate material and provided with suitable facilities. 装载食品的车辆内部加上一层由适当材料制成的内壁, 并配有各种所须的设施。
7.1.2	Chilled/frozen raw materials are transported at correct temperatures with transportation temperature being monitored & recorded. 须冷藏/冷冻的原料由保持在正确冷藏/冷冻温度的车辆运送。冷藏/冷冻车配有监测设备记录整个运送过程中的食品储藏温度。
7.1.3	Vehicles are covered, clean, free from pest infestation and other contamination. 食品运载车辆可关闭使食物不受外面环境影响, 并保持干净、无虫害和其它污染。
7.1.4	An effective loading/unloading system should be provided. Loading/unloading areas are adequately separated from food processing areas and activities. 提供有效的装载/卸载系统。装载/卸载区与食品加工区及区内活动清楚分隔开来。
7.1.5	Separate food vehicles are used for raw and finished products. 使用不同的车辆分别用来运载原料与成品。
<b>8</b>	<b>PRODUCT INSPECTION &amp; LAB TESTING 产品检验及实验室测试</b>
8.1	Appropriate sampling & testing plan. 拥有适当的抽样和测试检查计划。
8.2	Test results are recorded & reviewed. Appropriate actions taken for unsatisfactory results. 测试结果都有记录及检讨。遇到测试结果不合格时, 有采取适当的行动处理。
8.3	Validated/official testing method. 检定有效/正式的测试方法。

<b>9</b>	<b>FOREIGN BODY CONTROL 异物控制</b>
9.1	Foreign body control/monitoring system in place (e.g. metal detector, magnet, sieve & etc.) & in good working condition. 拥有处于良好运作状态异物控制/监控系统（如金属探测器、磁铁、筛等）。
<b>10</b>	<b>REWORK 再造</b>
10.1	Rework procedure in place. 有再造（重新处理再使用）的程序
<b>11</b>	<b>MANAGEMENT OF ALLERGEN 过敏原管理</b>
11.1	Allergenic material handling system in place. 拥有处理引起过敏物质的系统。
<b>12</b>	<b>IMPLEMENTATION OF QUALITY CONTROL PROGRAMS 品质管理程序的实施</b>
12.1	Implementation of quality control measures or food safety programs. (Good – HACCP or equivalent, Fair – Other QC measures, Poor – No QC programs) 实施品质管理措施或食品安全计划。（好 - HACCP 或等同的系统，合格 - 其它品质管理措施，差 - 没有品质管理程序）
<b>13</b>	<b>STAFF COMPETENCY &amp; FOOD HYGIENE TRAINING 工作人员的能力和食品卫生培训</b>
<b>13.1</b>	<b>Hygiene Officer 食品卫生管理员</b>
13.1.1	Performance of qualified Food Hygiene Officer in carrying out his assigned duties. 合格食品卫生管理员在履行其职责时的表现。
<b>13.2</b>	<b>Training Program 培训计划</b>
13.2.1	Continual food hygiene training for food production personnel. 为食品生产员工提供食品卫生持续培训。
<b>13.3</b>	<b>Trained Personnel 员工培训</b>
13.3.1	Percentage of production, QA/QC managers/supervisors underwent appropriate food hygiene training. (supported by records) (Good – 90% and above, Fair – at least 50%, Poor – below 50%). 生产、品管(QA/QC)经理/管工接受过食品卫生培训的百分比（须有文件记录支持）：好 - 90%以上，合格 - 50%以上，差 - 低于 50%。
13.3.2	Percentage of food production operators underwent appropriate food hygiene training. (supported by records) (Good – 50% and above, Fair – below 50%, Poor – Nil) 生产员工接受食品卫生培训的百分比。（须有文件记录支持）（好 - 50%及以上，合格 - 低于 50%，差 - 无）

<b>14</b>	<b>DOCUMENTATION &amp; RECORDS</b> 文件及记录
14.1	Inspection records on cleanliness/sanitation of premises/facilities and personal hygiene. 厂房及设施清洁和员工个人卫生检查记录。
14.2	All product, process control & CCP monitoring records. Records need to be kept at least till end of product's shelf-life. 所有产品及其制造过程控制与关键控制点(CCP)监控都有记录。记录必须保存至少到产品的保质期结束为止。
14.3	Raw ingredients information: Certificate of Analysis of Vendor, testing records & etc. 有关原料资料：供应商所提供的分析测试报告，检验测试记录等。
14.4	Waste disposal procedure & records. 废物处置程序和记录。
14.5	Medical records of all food production personnel. 所有食品生产员工的医药记录。
14.6	All customer complaints shall be recorded, investigated & the results of the investigation & root cause shall be recorded. 所有的客户投诉必须记录并进行调查。调查结果及问题根源也应当予以记录。
14.7	Cleaning schedule and records. 清洁时间表和记录。
14.8	Pest control is documented & records are maintained. 虫害控制有记录、存档。
14.9	Equipment maintenance and servicing schedules. 设备器材保养及其维修时间表。
14.10	Food vehicles cleaning and maintenance records. 运载食品车辆的清洗和维修记录。
14.11	Calibration records for measuring equipments e.g. used to monitor CCP, lab testing & etc. 监控关键控制点 (CCP) 有关测量设备、实验室检测仪器等的校准记录。
14.12	Foreign body control monitoring records. 异物控制监测记录。
<b>15</b>	<b>VIOLATION RECORDS</b> 触犯卫生条例的记录
<b>15.1</b>	<b>Premises 厂房</b>
15.1.1	Written warnings & summary action. (Good – Nil, Fair – 1WW, Poor – More than 1 WW or SA) 书面警告及法律行动。（好 - 无，合格 - 1 次书面警告，差 - 超过 1 次书面警告或被有关部门采取法律行动）

<b>15.2</b>	<b>Food &amp; Personal Hygiene Practices 食品及个人卫生</b>
15.2.1	Written warnings & summary action. (Good – Nil, Fair – 1WW, Poor – More than 1 WW or SA) 书面警告及法律行动。（好 - 无，合格 - 1 次书面警告，差 - 超过 1 次书面警告或被有关部门采取法律行动）
<b>15.3</b>	<b>Products 产品</b>
15.3.1	Written warnings & summary action. (Good – Nil, Fair – 1WW, Poor – More than 1 WW or SA) 书面警告及法律行动。（好 - 无，合格 - 1 次书面警告，差 - 超过 1 次书面警告或被有关部门采取法律行动）

*Updated on 1 April 2012*

Note: Food establishments will not be awarded grade “A” if major non-conformances are found.  
备注：若在审核过程中发现严重不符合项，该食品厂则不会被授予“A”级。