

**A GUIDE TO APPLICATION FOR APPROVAL OF
BACTERICIDAL AGENT
AND
FOOD SERVICE EQUIPMENT
FOR USE IN FOOD BUSINESS**

Food and Environmental Hygiene Department

(October 2020)

1. General

In accordance with the *Food Business Regulation (Cap.132X)*, *Frozen Confections Regulation (Cap.132AC)*, *Milk Regulation (Cap.132AQ)* and licensing policy of the Food and Environmental Hygiene Department (FEHD), the use of bactericidal agents and certain types of food service equipment in food business requires prior approval from the Director of Food and Environmental Hygiene. These types of food service equipment include:

- (a) Food utensils washing machine;
- (b) Heat-treatment apparatus for frozen confections;
- (c) Heat-treatment apparatus for milk; and
- (d) Popcorn/cotton candy processing machine.

For the types of food service equipment that do not require FEHD's approval, the manufacturers or importers are invited to follow the "code of practice" at **Annex I** outlining the design of the food service equipment as a general guideline to enhance food hygiene.

2. Application Procedure

To apply for approval of bactericidal agents or food service equipment for use in food business, the applicant is required to submit an application on a standard form (FEHB 293), together with the following information, to the relevant FEHD Licensing Office for approval. Please send the application to the Licensing Office for processing according to the premises at which the bactericidal agent or food service equipment is located. Addresses and telephone number of the Licensing Offices are listed in **Annex II**. The standard form is obtainable from all the Licensing Offices and can be downloaded from FEHD's website at

https://www.fehd.gov.hk/english/forms/index_forms.html

Please provide the following information in the application:

- (a) For Bactericidal Agent:
- (i) Country of origin of the product;
 - (ii) Product specification and composition (including active and inert ingredients, etc);
 - (iii) Instruction for use;
 - (iv) Material safety data sheet;
 - (v) Evaluation report/certificate of analysis – prepared by a laboratory recognized by the country of origin on the bacterial and chemical properties and bactericidal activities; and
 - (vi) Record of approval given by health authority of the country of origin, or record of wide recognition from other reputable association or organization for food trades for its use in food business.
- (b) For Food Service Equipment:
- (i) Brand and model of the equipment;
 - (ii) Name and address of the manufacturer;
 - (iii) Name and address of the Hong Kong Agent; and
 - (iv) Installation, operational and cleansing manual of the equipment.

3. Processing of Application and Notification of Requirements for Approval

Within 3 days after receipt of the application, the Assistant Secretary of the Licensing Office concerned will acknowledge the application. For applications on approval of bactericidal agent, site inspection is normally not necessary. If the application is in order, applicant will be informed of the approval within 21 days from date of receipt of application. For food service equipment, the Assistant Secretary concerned will inform the applicant in writing the date and time when the Health Inspector of the Licensing Office will perform a site inspection. The inspection will be made within 14 days after receipt of application. If the appointment of inspection is inconvenient to the applicant, the applicant can contact the Assistant Secretary concerned to arrange an alternative appointment.

The inspection includes a trial run of the equipment, the taking of temperatures, if applicable, to check whether provisions of the equipment can comply with the requirements of relevant food regulations and also whether the equipment can be operated hygienically and cleansed easily. If necessary, requirements for approval, such as provision/installation of thermometer, provision of cleansing manual, will be conveyed to the applicant in writing for compliance before approval to the food service equipment can be granted. Upon compliance of all the requirements for approval, the applicant should immediately inform the Assistant Secretary concerned in writing who will arrange a Health Inspector for a verification inspection. Upon confirming that all requirements for approval have been complied with, approval of the food service equipment will be granted in writing.

If the applicant fails to comply with all the requirements for approval within three months, the Assistant Secretary concerned will convey the outstanding requirements to the applicant in writing for early compliance. The applicant will also be advised to report compliance again for another verification inspection after fulfilling the outstanding requirements. If no report of compliance of requirements for approval is received within three months, the application will be treated as abandoned.

4. Enquiries

Any enquiries can be addressed to the Licensing Offices listed in **Annex II**.

IMPORTANT NOTICE

It is an offence under the *Prevention of Bribery Ordinance (Cap. 201)* to offer advantages to Government officers in relation to their official duties.

**Code of Practice in the Design of
Apparatus for the Manufacture of Distilled Water**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

**Code of Practice in the Design of
Electric Sausage Grill/Doughnut Machine/Barbecue Machine (barbecuing
chickens and/or other similar meat products) /Heating Apparatus for
heating-up of pre-packaged and/or pre-cooked food**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) The machine must be provided with a protective cover or cabinet to prevent the food from risk of contamination.
- (e) Any fumes, steam, and hot air from the machine during operation must be arranged to pass through a grease filter and if required by the Director of Food and Environmental Hygiene, a water scrubber before discharging into the open air in such a manner and such a position as not be a nuisance.
- (f) The holding cabinet for food should be capable of maintaining the food at 60°C or above at all times during the whole course of operation.
- (g) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

**Code of Practice in the Design of
Frozen Confections (soft ice-cream/frozen yogurt from
pre-prepared mixtures) Dispensing Machine**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) The machine must be provided with a protective cover or cabinet when it is in operation. Protective plastic cone and/or screen of suitable design should be provided to the serving nozzles of the machine to prevent contamination of the nozzle.
- (e) A thermometer or a suitable temperature-measuring device capable of indicating the temperature at which the frozen confection mixes are being stored should be provided to the machine.
- (f) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

**Code of Practice in the Design of
Dispensing Machine for Sale of Frozen Confections /Frozen Yogurt from
Manufacturers' Original Containers**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) A thermometer or a suitable temperature-measuring device capable of indicating the temperature at which the frozen confection mixes are being stored should be provided to the machine.
- (e) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

**Code of Practice in the Design of
Frozen Carbonated Beverage / Flavoured Ice Beverage
Dispensing Machine**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) Protective plastic cone and/or screen of suitable design should be provided to the serving nozzles of the machine to prevent contamination of the nozzle.
- (e) A thermometer or a suitable temperature-measuring device capable of indicating the temperature at which the frozen confection mixes are being stored should be provided to the machine.
- (f) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

Code of Practice in the Design of Food Vending Machine

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Doors and access panels to the machine should be tight-fitting to prevent entry of insects, rodents and dust.
- (d) All food delivery orifices of the machine should be protected from manual contact by customers and entry of insects, rodents, dust etc. by means of a tight fitting, self-closing door or cover which should be kept shut at all times, except when food is being removed.
- (e) The machine selling food under temperature control should be fitted with a thermostatically controlled device to maintain the correct temperature. All portable food containers, including containers for water to be placed inside the machine should be provided with a cover which can prevent contaminants from reaching the interior of the containers.
- (f) All elements which generate heat in the machine should either be sealed off from the food compartment or so fitted that the heat generated does not affect the storage properties of the food.
- (g) The machine used at unprotected outdoor site should be specially designed and constructed to protect food products against contamination by elements of weather.
- (h) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

**Code of Practice in the Design of
Non-bottled Drinks Manual Dispensing Machine and
Manual Dispensing Machine Fitted with
Ice/Beverage Dispensing System**

The food service machine to be used in food business should satisfy the following basic hygiene requirements whenever applicable:

- (a) All food-contact surfaces of the machine should be constructed of smooth, non-toxic, non-absorbent and corrosion resistant material. All internal angles and corners of such surfaces should be rounded to facilitate cleaning.
- (b) All food-contact surfaces, unless designed for in-place cleansing, should be readily removable or accessible for inspection and manual cleaning.
- (c) Containers should be provided within the machine dispensing liquid food in bulk or liquid food ingredients for the collection of drips, spillage, overflow or other internal waste.
- (d) A thermometer or a suitable temperature-measuring device capable of indicating the temperature at which the drink / beverage is being stored should be provided to machine.
- (e) Refrigeration device of the machine should be capable of keeping the temperature of potentially hazardous food* at 4°C or below.
- (f) The milk storage chamber of the machine should be capable of keeping the temperature of milk at 4 °C or below. A temperature indicator shall be provided to indicate the temperature at which the milk is being stored.
- (g) A copy of the manual with detailed and proper procedures on operation, cleaning, sterilization and maintenance shall accompany the machine for the user's reference and observance when the machine is sold.

* In this Code, potentially hazardous food refers to drinks that require temperature control to minimize the growth of any pathogenic micro-organisms that may be present or to prevent the formation of toxin.

Addresses and Telephone Numbers of Licensing Offices

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai,
Hong Kong.
Tel. No.: 2879 5712

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon.
Tel. No.: 2729 1293

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F., Tai Po Complex,
8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234