

## Standard Requirements for Cold Store Licence

### IMPORTANT

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Building Authority for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Department.

#### 1. Plans

1. Before the issue of a licence/grant of approval for change of layout, the applicant is required to provide three copies of a plan, drawn to scale and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
2. The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
3. The applicant is required to sign on each copy of the plan certifying that it is correct.

#### (Note :

1. For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorised person.
2. If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for reconsideration of the Director of Food and Environmental Hygiene.)

#### 2. Cold storage room

1. Each cold storage room must be equipped with a fixed self-registering device which accurately records the temperature in the room as well as the time during which this temperature has been maintained. Acceptable tolerance for such devices is plus or minus 1.11 degrees Celsius.
2. The floor and wall surfaces of every cold storage room must be evenly surfaced with a hard non-absorbent material.

#### 3. Food inspection room

1. One food inspection room of not less than 10 square metres (net area) must be provided for the inspection and sampling of food by health inspectors. In no case may any of the internal dimensions of this room be less than 2.5 metres.
2. The floor of every food inspection room must be surfaced with smooth light coloured non-absorbent material or tiles. The internal surfaces of the walls must be surfaced with smooth non-absorbent material or tiles up to a height of not less than 2 metres, and the junctions between the walls and the floor must be coved (rounded). All surface areas above the 2 metres level, and ceilings not tiled or imperviously surfaced shall be limewashed or painted.

4. Sanitary fittings

\_\_\_\_\_ water closet and \_\_\_\_\_ urinal for males and \_\_\_\_\_ water closet for females must be provided. All pipes conveying water from any well for flushing purpose must be painted black.

**(Note :**

1. The installation of any sanitary fitting requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.
2. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.
3. If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal and each stall or bowl type urinal shall have a clear width of not less than 500 mm.
4. Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000 mm (depth) and 500 mm (width))  
*(Toilet inside premises)*

5. Ablution facilities

\_\_\_\_\_ wash-hand basin of glazed earthenware or other approved material of not less than 350mm in length (measured between the top inner rims) must be provided in \_\_\_\_\_. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system. (Toilet inside premises)

6. The food inspection room must be ventilated by either natural or mechanical means.

7. Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

8. Scullery accommodation

One wash-up sink of glazed earthenware, stainless metal or other approved material of not less than 450 mm in length (measured between the top inner rims) shall be installed in the food inspection room. Such sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

9. Food inspection table

A minimum of one food inspection table shall be provided in each food inspection room and the table must:-

1. have a surface of not less than 1500 mm x 750 mm and a height of 750 mm;
2. be constructed or surfaced with smooth impervious material and be fitted with a raised edge on every side to a height of 25 mm; and
3. be laid to a proper fall so as to drain any liquid thereon towards a drip-hole connected to a waste-pipe discharging to a receptacle or drain.

10. Lighting over food inspection table

The surface of every food inspection table must be capable of being lit to a standard of not less than 540 lux, either by natural or artificial lighting or partly by natural and partly by artificial lighting.

11. Equipment

Hooks, trays or other means must be provided for the thawing out of frozen carcasses of food-stuff requiring inspection. All such hooks, trays etc. must be of impervious material.

12. Locker

A personal effects locker must be provided conveniently near the food inspection room for use of the food inspection officers.

13. Racks and shelves

Adequate number of racks and shelves shall be provided for the storage of utensils to prevent them from coming into contact with the ground / floor surface.

14. Appointment of Hygiene Supervisor

Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.

(HS only)

## Standard Conditions for Cold Store Licence

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene, and no alteration or additional shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
3. Items shall be stored in such a manner as to prevent contamination to any foodstuff.  
(Note: The Director of Food and Environmental Hygiene reserves the right to require further separation if considered necessary).
4. No frozen commodities shall be thawed out, cut up, plucked, or dressed other than that required for inspection purpose.
5. The temperature of cold stores shall be 4°C or below for chilled meat, poultry, fish and fish products and -18°C or below for frozen meat, poultry, fish and fish products.  
(**Note:** “Poultry” means the carcass of domestic fowl, duck, goose or turkey or other edible parts thereof (including edible viscera). “Fish and fish products” include edible sea-water or freshwater fish, edible molluscs and crustaceans.)
6. Foodstuff detained or rejected by a health inspector as a result of inspection shall not be released from the cold store to any person without first notifying the Director of Food and Environmental Hygiene through the inspecting officer concerned.
7.
  - a. All water laid on and used in connection with the business other than that for flushing and air-conditioning purposes must be drawn from public mains or such other sources as has been approved by the Director of Food and Environmental Hygiene.
  - b. If a water storage tank is to be installed on the premises,
    - i. The tank shall be provided with close-fitting cover so constructed as to prevent the access of dust and insects or other foreign matters. The cover shall be kept closed at all times except when the tank is being cleaned, repaired, or some other operation that cannot be carried out with such cover closed is being carried out; and
    - ii. the inside of the tank must be thoroughly cleansed and scrubbed with a solution of not less than fifty parts of chlorine to one million parts of water every three months. The tank must be kept empty when not in use.
    - iii. On completion of each periodical cleansing, the date on which the cleansing was carried out must be painted legibly and conspicuously on every tank.
    - iv. Upon receipt of instruction from any health inspector, special cleansing in such manner and within such time as may be required must also be carried out.

8. Wash-hand basin must be provided with adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electric hand drier.  
If cloth towel rolls in dispensers are used,
  1. the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
  2. the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.If electrical hand dryers are provided, they must be in good working condition at all times.
9. Soap and clean towels must be provided in the food inspection room when food is being inspected by a Health Inspector.
10. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
11. Sufficient dust bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
12. Immunization cards of all employees must be produced for cross check and inspection whenever requested by inspecting officers.
13. Personal effects of employees such as clothing, footwear, luggage, umbrellas, toilet and other articles, must not be stored or left in any cold storage chamber.
14. Recorded thermometer readings must be retained by the licensee for a period of not less than 3 months, and must be available for inspection at all reasonable times by any health inspector.
15. The licensee must keep a complete stock record showing the date that they stocked meat and poultry in the cold store. Such records must be kept for one year and be readily available for inspection on demand by any health inspector.
16. On demand by a health inspector, the licensee of a cold store must provide sufficient labour to assist in the execution of inspection and sampling of food.  
(**Note:** The Director of Food and Environmental Hygiene will require the importer to supply labour when import permission is granted for the importation of meat or poultry.)
17. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed premises.

18. Supervision of food business by trained persons

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

- 1 A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by the Food and Environmental Hygiene Department and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Supervisors is attached at Annex for your reference. The full time duty will require working in the premises for not less than 8 hours a day.
- 2 Course certificate of the Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days together with a copy of the course certificate of the new Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, for retention.
- 3 The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
- 4 The licensee shall within six weeks after the Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Supervisor.
- 5 The Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty. *(HS only)*