

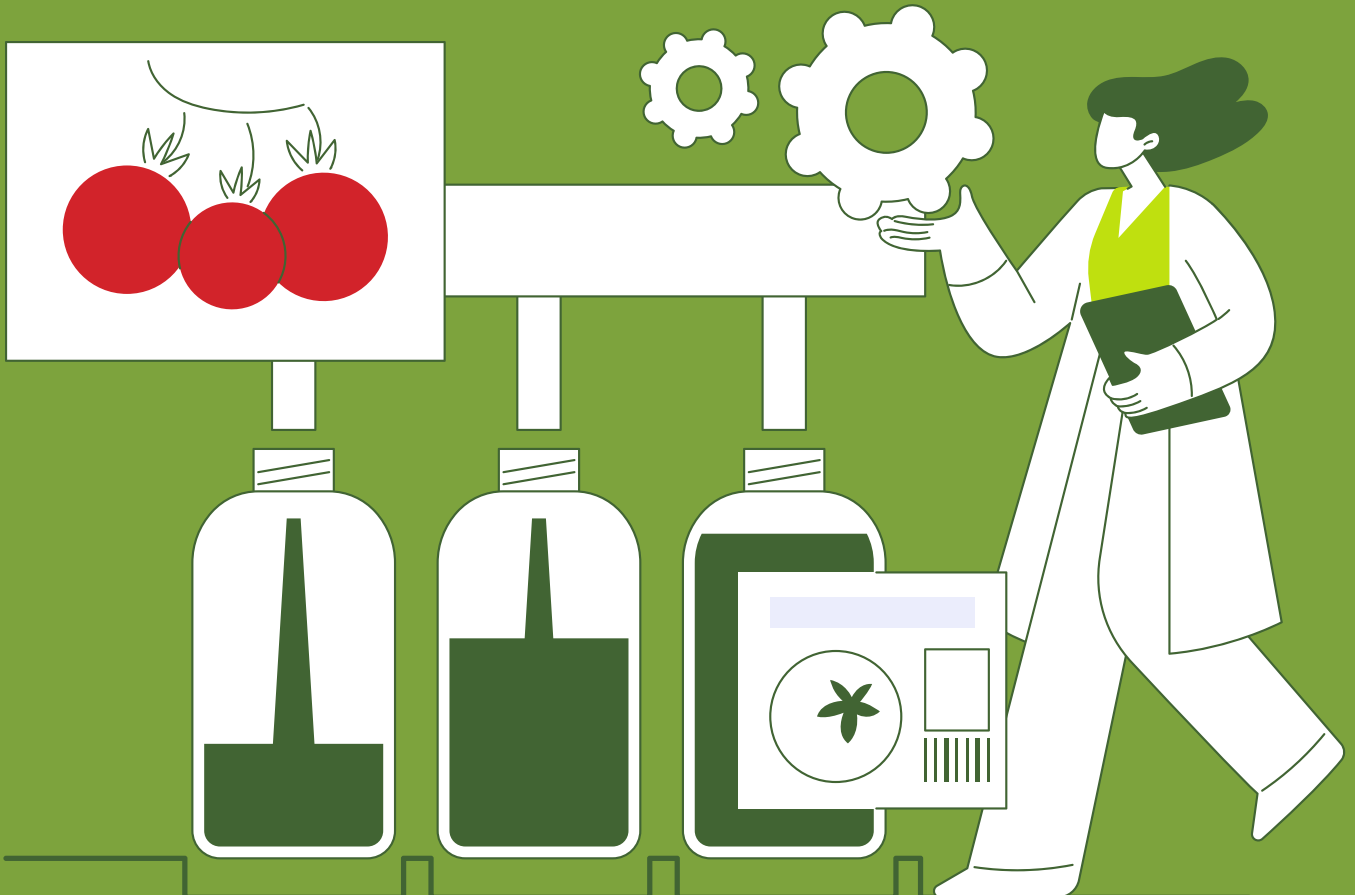


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EU FOOD SAFETY
AB GIDA GÜVENLİĞİ

Guidelines On Control Hygiene Requirements For Food Business Operators Producing/Processing Food Of Non-Animal Origin Including Processed Food





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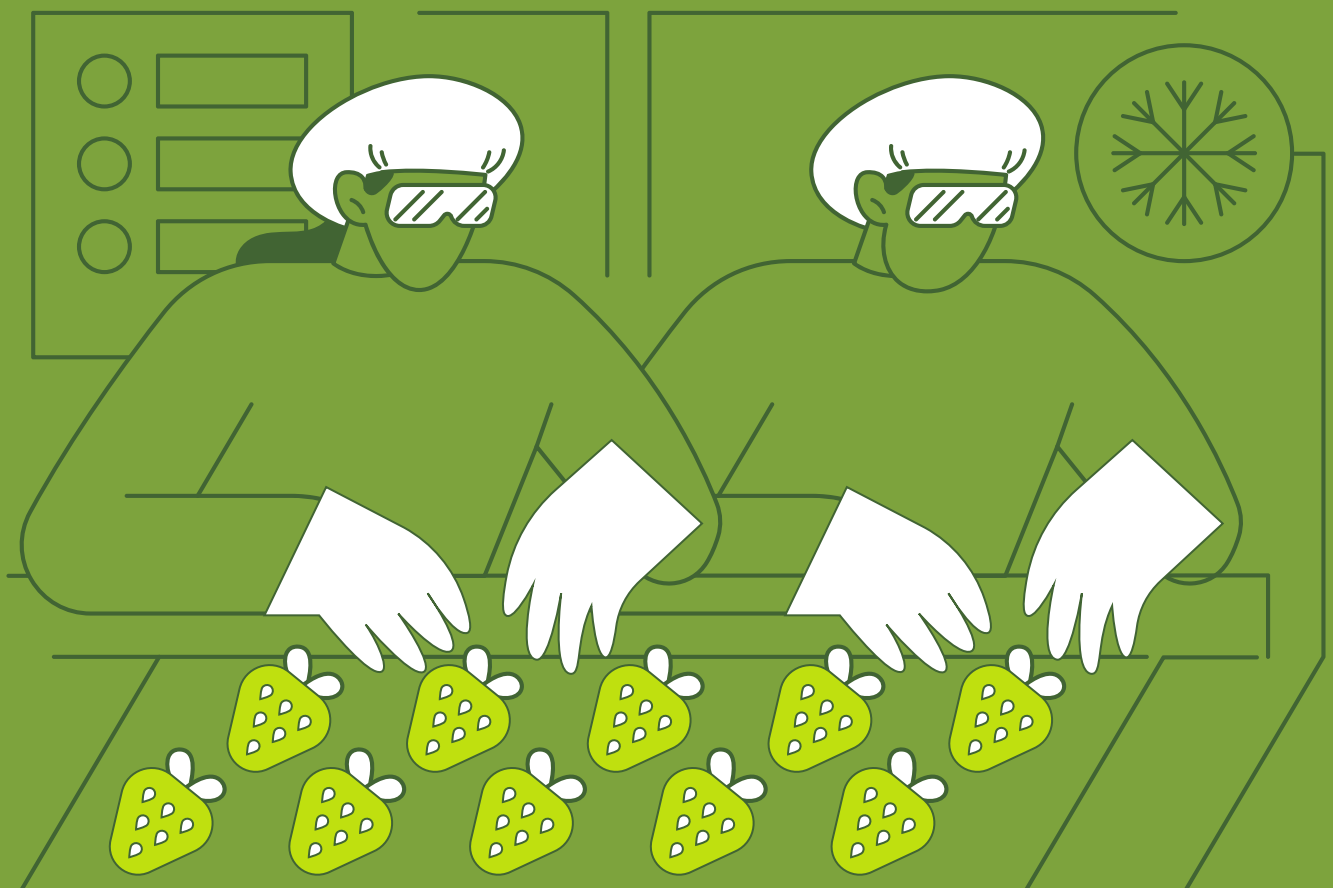
Abbreviations	4
Part I. General	10
1.1. Introduction	12
1.2. Scope of the guidelines	12
1.3. Description of the target audience	12
1.4. Legal framework	12
1.5. Definitions	12
Part 2. Inspection of FBO for food of non-animal origin: general aspects	14
2.1 Key aspects	14
2.2 Inspection process	14
2.3 Precautions	14
2.4 Determining the type and scope of inspection	15
2.5 Inspection elements	15
2.6 Inspection type	15
2.7 Scheduling	16
2.8 Inspection preparation	16
2.9 Inspection timing	17
2.10 Unannounced inspections	17
2.11 Flow of inspection	17
2.12 Conduct inspection	18
2.13 Inspection findings	19
2.14 Classification of non-compliances	19
2.15 Inspection outcome assessment	20
2.16 Inspection report	20
Part 3. Inspection of FBO for food of non-animal origin: what to be checked	22
Part 4. Other important issues to consider during the inspection	25
4.1. Layout and the issued permits	26
4.2 List of grouped products	28
4.3 Risk-based approach	31
Annexes:	34
Annex 1: Checklist	45
Annex 2: Examples of non-compliances	34
Annex 3: Examples of non-compliance requiring immediate corrective actions	37
Annex 4: Intervention for achieving long-term compliance	38
Annex 5: Example of GMP/GHP documentation	40

Abbreviations

FNAO	Food non-animal origin
FBO	Food business operator
TCc	Turkish Cypriot community
HACCP	Hazard Analysis and Critical Control Point
CCPs	Critical Control Points
RTP	Ready to Eat Products
UHT	Ultra-High Temperature treatment
FIFO	First-In-First-Out Procedures
SOPs	Standard Operating Procedures
RCPs	Risk Control Plans
GMP	Good Manufacturing Practices
GHP	Good Hygiene Practices

PART I.

General



Part I.

General

1.1. Introduction

Local legal text of Turkish Cypriot community (TCc) on 'official' control and hygiene of food for the protection of consumers is the overarching legal text that applies to all food, including food non-animal origin (FNAO), throughout the food chain. The purpose of this legal text is to set out the general rules on food hygiene that the food business operator (FBO) must comply with in terms of food safety in order to ensure consumer protection and as a consequence, FBO are subject to control to check compliance. Inspections are one of the methods of control which may be used to check compliance.

These guidelines are intended to support inspectors in the effective control and verification of hygiene requirements applicable to FNAO. FNAO includes a wide range of products such as fruits, vegetables, cereals, legumes, herbs, spices, and certain composite foods that do not contain or contain products of animal origin. These foods are critical components of the human diet and, while generally perceived as lower risk compared to foods of animal origin, can still pose significant public health risks if not handled or processed under appropriate hygienic conditions. Outbreaks of foodborne illness have been linked to contaminated FNAO, often due to poor agricultural, processing, or handling practices. Therefore, ensuring compliance with hygiene standards throughout the production and supply chain is essential to safeguard public health and maintain consumer confidence.

This document provides practical guidance to help inspectors assess compliance with relevant

requirements throughout the stages of production, handling, storage, and distribution of FNAO. It outlines key areas of inspection, risk factors to consider, and examples of best practice, with the aim of promoting a consistent, risk-based approach to 'official' controls across all food business operators (FBOs) handling FNAO.

Effective enforcement of these hygiene rules requires a systematic and risk-based approach to inspection. Inspectors must be adept at identifying areas of vulnerability within the supply chain, recognising environmental factors, and assessing the adequacy of preventive controls implemented by food business operators. The process of inspection does not solely serve as a compliance check; it is also an opportunity to educate FBOs on best practices and foster a culture of proactive risk management.

Regular training and updates for inspectors are crucial to ensure consistency and reliability in inspection outcomes. Inspectors should remain alert to emerging risks associated with FNAO, such as the introduction of new products, changing processing technologies, or shifts in consumption patterns that might elevate potential hazards. Collaboration and information exchange between inspectors, local bodies, and FBOs can further enhance the effectiveness of control measures and support the continuous improvement of food safety standards.

In conducting their duties, inspectors are expected to uphold principles of fairness, transparency, and proportionality, balancing enforcement with guidance to encourage voluntary compliance where possible. Thorough documentation of inspection findings and the rationale for decisions taken is essential for accountability and provides a valuable resource for future reference or follow-up actions.

Ultimately, the collective efforts of inspectors, FBOs, and local bodies work together to reduce public health risks and reinforce the integrity of the food safety controls.

Inspections should focus on FBO which pose the greatest potential risk by virtue of the business being carried on or when identified during control activities. Where significant or serious risks are identified, these FBO should be prioritised for action. Appropriate and timely action should be taken by the local bodies to ensure the FBO no longer poses an unacceptable risk to consumers. Where, following inspection forms the opinion that a food business is not likely to pose a risk to public health, the frequency of inspection may be reduced.

By adopting a collaborative stance, inspectors not only uphold legal requirements but also build trust and

constructive dialogue with food business operators. This rapport is vital for encouraging openness about challenges faced in maintaining hygiene standards, enabling inspectors to provide tailored advice and targeted support. Ongoing communication helps identify practical solutions to recurring issues and fosters a shared commitment to continuous improvement.

In addition, the dynamic nature of food production and supply means that inspectors must remain agile, adapting their approach to address seasonal variations, new developments in requirements, and technological advancements. Proactive engagement with both FBOs and other stakeholders ensures that inspection practices evolve in line with industry trends and emerging scientific evidence.

The guidelines outlined here serve not only as a formal reference but as a resource that empowers inspectors to exercise professional judgement within a structured framework. Through the consistent application of these principles, the inspection process becomes a cornerstone for safeguarding public health while supporting the ongoing growth and development of the food sector.

These guidelines place the highest priority to the timely control of identified non-compliances that pose significant or serious risks to consumers.

To support these objectives, the guidelines further emphasise the importance of maintaining a high standard of professionalism among inspectors. This includes not only up-to-date technical skills but also strong communication abilities and an ethical approach to enforcement. By reinforcing a transparent and open inspection process, local bodies can create a climate where food business operators feel empowered to discuss areas of concern and seek advice without fear of unwarranted punitive action.

Central to this approach is the recognition that effective food safety management is a shared responsibility. Inspectors, in collaboration with food business operators and local bodies, play an integral role in preventing foodborne risks before they arise. Regular review and adaptation of inspection methods, based on new evidence or changing contexts, ensure that both the letter and the spirit of food safety legal texts are consistently upheld.

The guidelines, also touch elements that overall reflect on the appropriate implementation of the 'official' control, not only through the risk-based inspection but considering as well as elements important when different processes are going as registration of the FBO, list of products within the scope of registered activities, and appropriate/adequate layout of the premises and equipment used, important definitions

regarding food safety issues, audit, sampling, etc.

In addition to safeguarding public health, the inspection process serves as an opportunity to educate and empower food business operators (FBOs) in understanding their responsibilities and the rationale behind formal legal requirements. By facilitating constructive feedback and offering practical recommendations, inspectors can bridge the gap between expected standards and the day-to-day realities faced by FBOs. This approach not only enhances compliance in the short term but also encourages a culture of self-regulation and long-term improvement within the sector.

It is equally important that inspectors maintain an objective and evidence-based approach, using data and trends from previous inspections to inform risk assessments and decision-making. Regular calibration of inspection criteria and inter-agency cooperation are key to ensuring uniform standards across different jurisdictions and preventing inconsistencies that might undermine trust in the system.

Furthermore, the transparency of the inspection process, underpinned by clear documentation and accessible channels of communication, reassures both consumers and businesses that food safety is monitored impartially and effectively. By prioritising engagement and mutual respect, inspectors and FBOs can work together to create a resilient food safety culture that is responsive to new challenges and committed to continuous progress.

Inspectors are encouraged to use these guidelines alongside their professional judgement, training, and other resources to ensure effective and proportionate enforcement.

These guidelines will also be of interest to FBOs in understanding the approach taken to inspections of FBO by the local bodies responsible for control activities.

In order to ensure relevance and practical value, the guidelines are subject to periodic review, taking into account legislative updates, emerging risks, and best practices observed both locally and internationally. This continuous refinement helps guarantee that inspectors are not only compliant with statutory requirements but are also at the forefront of advancing food safety culture.

1.2. Scope of the guidelines

The purpose of these guidelines is to provide inspectors with practical advice on implementing the local legal text and carrying out control measures, in particular inspections of FBOs of FNAO.

The guidelines are intended to serve as a training and reference tool for inspectors. The guidelines promote a common approach and understanding of the approaches, objects, and activities to be controlled. The information contained in these guidelines aims to provide the inspector not only with a set of techniques and procedures to facilitate his/her work, but also to promote a partnership on food safety between the inspector and FBOs. These guidelines are based on the experience of countries where such partnerships have contributed to the active involvement of inspectors in improving existing food quality and safety management systems.

1.3. Description of the target audience

These guidelines are intended for use by inspectors of local bodies of TCc who regularly carry out food safety inspections, as well as by newly appointed inspectors. The local bodies involved in food control activities may use these guidelines for the training of new inspectors and in the event of a reorientation of inspection practice.

1.4. Legal framework

These Guidelines have been prepared taking into account the relevant TCc local legal texts, which reflect and transfer applicable EU food safety standards:

- **TCc local legal text No. 1/2020;**
- **TCc local legal text No. 56/2014.**

1.5. Definitions

For these guidelines, the following definitions shall

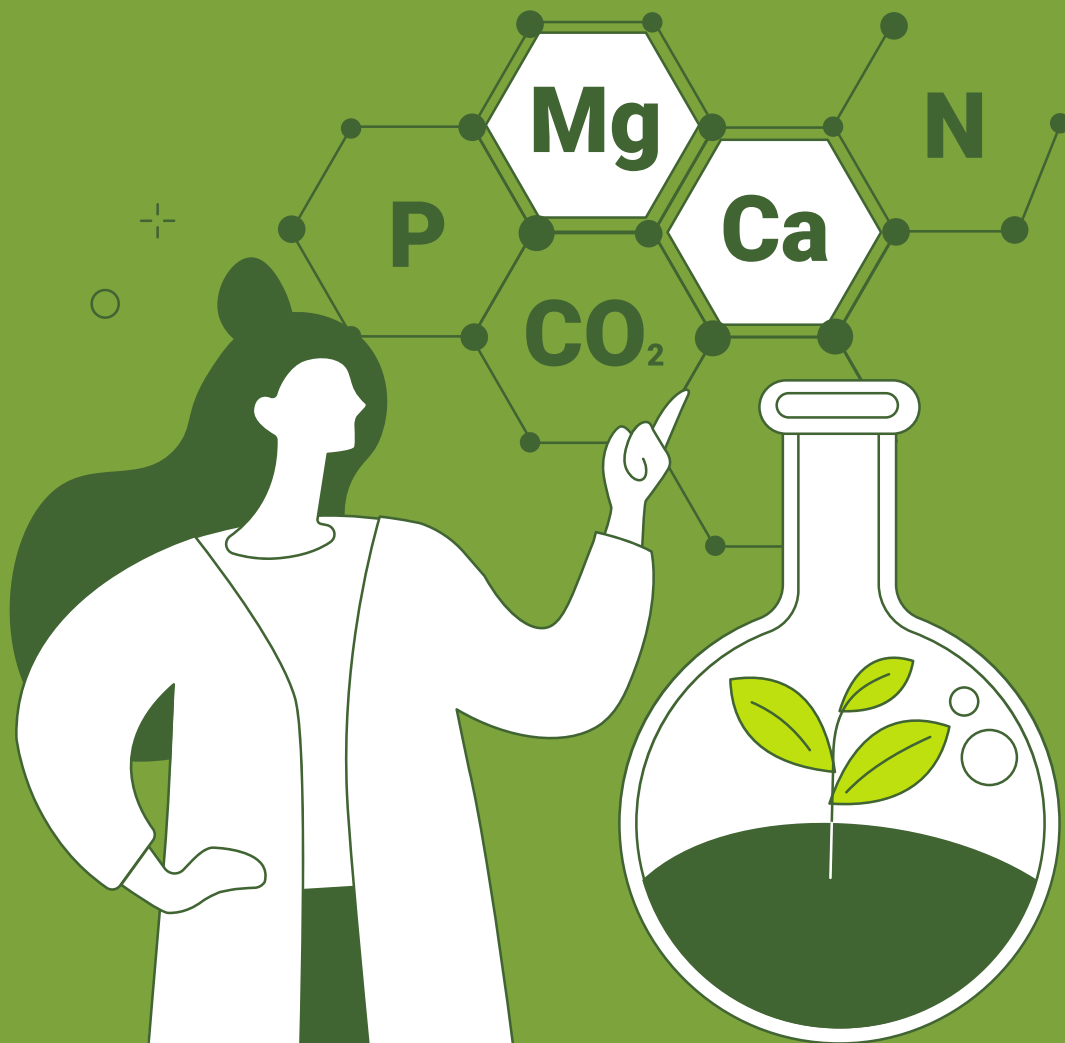
apply:

- **Hazard** - any biological, chemical or physical agent in food or feed with the potential to cause an adverse health effect.
- **Risk** - a function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard in food. Risk refers to the likelihood and severity of harm to human health resulting from a hazard present in food, and food business operators are expected to take preventive and corrective actions based on that risk.
- **Risk factor** - any condition, behaviour, or situation that increases the likelihood of a food safety hazard occurring or makes it more difficult to control.
- **Inspection** - the examination of any aspect of products, processes, materials, substances, plants, products, food, including activities, facilities, premises, equipment, transport, documents, and other aspects relevant to the requirements being verified.
- **Risk-based inspection** - a strategic approach to food safety control that prioritizes inspections based on the level of risk associated with a food business, product, or process.
- **Non-compliances** - failure to comply with agri-food chain legal requirements.

Other words and phrases used in these guidelines have the same meaning as defined in the legal texts listed in chapter 1.4

PART II.

Inspection Of Fbo Handling Food Of Non-Animal Origin: General Aspects



2.1 Key aspects

This part provides guidelines on the process for inspecting FBO to verify compliance with relevant food legal texts.

The key objective of the inspection process is to verify that the relevant requirements of food legal texts are fulfilled by FBOs at all stages of production, processing and distribution. To this end, the inspectors of relevant local bodies are required to undertake inspections of food businesses under his/her supervision to:

- Determine the scope of the business activity and the relevant controls that will apply to it;
- Assess the hazards and associated risks to public health the business poses;
- Assess the effectiveness of process controls in place to ensure safe food and the implementation of a food safety system based on the principles of HACCP;
- Identify the contraventions of, and compliance with, the applicable food legal texts;
- Consider appropriate enforcement action, proportionate to risk, to secure compliance with the legal requirements to ensure consumer protection;
- Promote good practice through the application of relevant guidance notes, industry codes of practice and applicable standards.

2.2 Inspection process

Inspections are aimed at assessing compliance with all relevant food legal texts applicable to each FBO, identifying non-compliance(s), taking enforcement action commensurate with the risk identified, and prioritising further controls to ensure identified risks are appropriately addressed.

The inspection process consists of:

- Determining the type and scope of inspection;
- Scheduling;
- Inspection preparation;
- Conduct of inspection;
- Inspection findings, outcome assessment and determination of action;
- Update food business record;
- Report to the food business operator

Records should be held for each FBO subject to inspection by the relevant local bodies, containing

details of:

- Registration or approval (if required) of each establishment;
- Previous inspections - visit record, controls carried out, records or readings taken, particularly where they are unsatisfactory, sample results, non-compliances against each control carried out, if any;
- Risk profile assessment (if required) and risk categorisation;
- Any enforcement/legal actions taken;
- All correspondence and other relevant documents.

Key business details, summary inspection history and any other relevant information should be readily available to the inspectors. These should be updated as necessary.

When an inspection is completed, all relevant information should be updated electronically or in hard copy.

Contemporaneous notes taken during inspection or interviews must be appropriately managed.

Inspectors must produce a written record/report of the inspection carried out. It must include a description of the purpose of the inspection, the control methods applied, the results of the inspection and, where appropriate, actions that the FBO concerned is required to take.

2.3 Precautions

Care should be taken by the inspectors not to be a source of contamination of any establishment. Any reasonable food safety precautions required by the FBO for inspectors or visitors should be respected. Where the FBO requires visitors to wear specific protective clothing provided on site, inspectors should wear such clothing, provided it is at least equivalent to that supplied by the local bodies.

Only inspectors who are in satisfactory health, have no contraindications to work at a food production enterprise, and undergo regular medical examinations are allowed to conduct inspections. The inspector must comply with the internal rules of the business operator, which relate to ensuring food safety, traceability, biosecurity, and personnel health and hygiene requirements. In exceptional cases, when compliance with the rules would make it impossible to carry out an action that is an integral part of the control measure and the risk of violating the internal rules can be controlled, the inspector may,

with the permission and agreement of the representative of the business operator, deviate from the established internal rules. In this case, the inspector must not go beyond the limits established by the current legal framework.

For example: Internal rules do not allow the use of objects that can mechanically enter into the food products, but the inspector may use a flashlight to examine the object located in the area where this prohibition applies. In this case, the inspector may deviate from the rule at the end of the inspection provided that all the means he used have been removed from the area without risk of contamination. But inspectors who are unwell, or an inspector who, from a biosecurity point of view, are not allowed to enter an area with restricted access rules, cannot use such exceptions (for example after having visited unclean production facilities, visiting livestock farms without observing the waiting rules, etc.). In this case, he must be replaced by a colleague who is not subject to these restrictions.

The minimum requirements for an inspector during an inspection are as follows:

- Cleanliness and tidiness of clothing, both ordinary and protective;
- Cleanliness (if possible) of the vehicle;
- Politeness, tact, but persuasiveness in communication, which is achieved by in-depth knowledge of current legal texts and guidelines;
- Carrying out all operations in compliance with personal hygiene requirements (washing and disinfecting hands, using disposable gloves when inspecting animals and equipment, not eating or drinking, not smoking, etc.).

2.4 Determining the type and scope of inspection

When considering the type and scope of an inspection, the inspector should:

- Review the information held on record for each FBO, including its history of compliance;
- Familiarise himself/herself with the full extent of the FBOs activities (including specific processes);
- Prepare accordingly with appropriate records, authorisation and equipment to carry out the inspection.

This preparation allows the inspector to identify any areas of previous concern, anticipate potential risks, and tailor the inspection accordingly. A thorough

assessment of documentation—such as previous inspection reports, corrective actions undertaken, and any recent changes in operations—ensures a focused and effective evaluation of the Food Business Operator (FBO). The inspector should also confirm the availability of key personnel and access to relevant records or facilities, ensuring the inspection proceeds smoothly and without avoidable delays.

Once fully prepared, the inspector can commence the on-site assessment, systematically working through the premises to observe practices, verify compliance, and engage with staff. Each stage of the inspection should be documented clearly, highlighting both strengths and deficiencies for subsequent reporting and follow-up action as necessary.

2.5 Inspection elements

An inspection will normally examine the food safety management system operated by the food business operator focusing on different elements as:

- A** Prerequisite Programme (structural)
- B** Prerequisite Programme (operational);
- C** Procedures based on HACCP principles;
- D** Management systems;

Details of the elements and aspects of control under points A - D are set out in Part 3.

2.6 Inspection type

The approach taken during an inspection will depend on its specific objectives and scope. Before any assessment begins, it is essential to define whether the visit will be comprehensive or targeted, as this determines the depth and breadth of scrutiny required. Inspections may vary in frequency and intensity, ranging from routine planned inspections to focused interventions prompted by concerns or incidents. Based on that, the inspection could be considered as:

- Planned Full Inspection**
- Planned Surveillance inspection**
- Follow-up inspection**
- Others**

1. Planned Full or Surveillance inspection

A planned Full inspection is conducted by assessing each of the aspects in the 4 elements of the food safety management system (A - D), while the Surveillance inspection is conducted primarily to check at least 1 aspect of each of the 4 elements of the food safety management system (A - D) and should be focused on aspect(s) other than those assessed as compliant during previous inspections.

2. Follow-up inspection

An enforcement inspection is conducted to ensure that identified significant or serious non-compliances are remedied.

This inspection focuses on key areas where significant or serious non-compliances were observed. While it may be as comprehensive as a planned full inspection or planned surveillance inspection, it may not necessarily meet the criteria for such inspections. If possible, an enforcement inspection should be incorporated into a planned full inspection or a planned surveillance inspection.

The scheduling of an enforcement inspection should be determined by the nature of the risk posed to the consumer.

3. Others

A complaint, food incident or food alert inspection is conducted specifically to investigate a complaint, a food incident or a food alert.

Other visits may include inspections which are such that where the focus is on a specific part of a process and not on the extent or detail as described above, and any other inspection visit which does not fit into either of the above categories (e.g. registration of the FBOs or Sampling for the purposes of 'official' control).

If possible, this type of inspection should be incorporated into a planned inspection where practicable.

Note:

1) When considering the scope of Follow-Up or Other inspections (e.g. Complaint, Registration, etc., regard should be given to the scheduling of the next programmed inspection with a view to combining the purposes.

2) A visit for the sole purpose of sampling does not constitute an inspection

2.7 Scheduling

Planned inspections are scheduled based on the risk category and frequency of inspection of FBOs. Priority is dependent on the outcome of the inspection and/or the risk posed to the consumer. FBOs should normally be inspected according to a schedule.

Careful coordination of inspection schedules ensures that resources are utilised efficiently and minimises disruption to food business operators. Where multiple inspection purposes are identified—such

as registration, complaint investigation, or sampling for 'official' controls—inspectors should aim to consolidate these into a single visit whenever feasible, provided it does not compromise the effectiveness or thoroughness of each inspection category. This integrated approach not only streamlines workflow but also fosters positive relationships with businesses by reducing the frequency of 'official' visits.

It is essential, however, to maintain clear records distinguishing the different objectives of each inspection, especially where visits serve multiple functions. Consistency in documentation will assist in monitoring compliance and ensure traceability of actions taken during each visit.

2.8 Inspection preparation

When preparing for an inspection, inspectors should use the information contained in Part 3 and Annex 1.

The business record and associated files must be reviewed by the inspector prior to undertaking the inspection. It is important to assess the history of compliance, including the nature and extent of any non-compliance, rather than focusing solely on the outcome of the most recent inspection.

The information obtained will enable the inspector to:

- prepare a list of potential non-compliances or risk factors relevant for the type of product and establishment being inspected;

- allocate sufficient time for inspection based on the size and complexity of the processes.

During preparation, the inspector can take a checklist and mark questions that require special attention. Also, depending on the establishment and production process, a short inspection plan may be developed.

All necessary equipment which may be required to assist the inspection shall be considered and made available for the inspection, in particular:

- equipment for photo and video recording, a flashlight;
- disposable gloves, wipes, disinfectant;
- protective clothing, including rubber boots or shoe covers and a hat, and, if necessary, a set of spare clothes and shoes;
- a first aid kit;
- materials or tools for keeping personal records.

In certain cases, it may be advisable for 2 inspectors to carry out the inspection. This may be necessary due to the nature, extent or complexity of the FBOs, the need to conduct an outbreak investigation, or a history of obstruction or non-cooperation.

Once all preparatory measures are in place, the inspector should ensure that the team is briefed on both safety protocols and the objectives of the inspection. Clear communication within the inspection team helps coordinate tasks and mitigate any unforeseen issues that may arise on-site. Prior to departure, travel arrangements and access permissions should be confirmed, and all necessary identification or authorisation documents should be available. Establishing contact protocol in the event of emergencies or findings of immediate concern further supports the professionalism and efficiency of the inspection process.

2.9 Inspection timing

In general, inspections should be undertaken while the business is in operation. In exceptional circumstances, e.g. where there is a closure order, inspections may need to take place when the business is not in operation.

Once the inspection timing has been determined, the team should review the specific objectives and any prior intelligence related to the assignment. Attention should be given to coordinating the logistics of entry to minimise disruption to business operations while maintaining the element of impartiality and surprise when appropriate. Inspectors may also prepare tailored checklists or inspection forms to ensure comprehensive coverage of all relevant areas, adapting them as necessary to the unique context of the establishment under review.

2.10 Unannounced inspections

In general, inspections must be carried out without prior notice. Exceptions would include appointments to meet with the FBO to discuss the inspection outcomes, to provide advice, to assess a registration/approval application or audits where prior notification of the FBO may be required.

For large, complex or manufacturing businesses, it may be necessary to advise businesses of an intended visit to ensure that appropriate personnel (management, quality control) are available to discuss matters arising during the course of the inspection.

2.11 Flow of inspection

These preparations culminate in the actual commencement of the inspection, where a systematic and professional approach is paramount. Inspectors should enter the premises with a courteous but authoritative presence, introducing themselves and outlining their 'official' capacity. At this stage, it is essential to maintain neutrality and avoid disclosing more information than necessary to preserve the objectivity and integrity of the inspection.

During entry, inspectors should remain observant, noting the general condition of the facility, the attitude of staff, and any immediate signs that may warrant closer scrutiny. If the inspection is unannounced, extra care should be taken to document the initial state of operations, as this can provide valuable insight into the usual practices of the business.

As the inspection begins, the team should proceed methodically, following any established protocols and adapting as necessary to the specific environment encountered.

Effective note-taking and discreet communication between team members will help ensure that all observations are accurately captured and any issues are promptly addressed.

An inspection may include the following:

- 1. A preliminary discussion** with the FBO/person in charge on the purpose, nature and extent of the inspection;
- 2. Confirmation of the details** held on record about the FBO including registration/approval details;
- 3. An assessment of the nature and extent** of the business including the type of FBO/food product, customer profile, and distribution of the product;
- 4. Examination and assessment of HACCP-based procedures** in place;
- 5. Observation** of the work practices being carried out;
- 6. An assessment of the hazards and risks** posed by the business and the FBOs understanding of these hazards and risks;
- 7. An assessment of the staff training**, supervision, and instruction;
- 8. Examination and assessment of documentary systems** in use for food safety management including supplier control;
- 9. Discussion with staff** responsible for monitoring controls and initiating corrective actions;
- 10. Physical examination** of the establishment, including equipment, installations, machinery, records of measurements and checks carried out, as well as the food present in the establishment;
- 11. Taking of samples and carrying out other verification checks** such as temperature

measurements;

12. A closing discussion outlining any identified control failures, statutory non-compliances, required corrective actions, and recommendations for good practice. Recommendations for good practice should be clearly distinguished as such. An indication of the inspection outcome, any resulting actions, and the timescale for the required corrective actions may also be provided.

The overall conduct of the inspection should be carried out to assess compliance with the relevant food legal text. Depending on the extent and purpose of the inspection, it will not always be necessary to cover every point listed above, e.g. samples will not always be taken, but all inspections should be conducted along similar lines.

2.12 Conduct inspection

• Entering the establishment

Inspections are generally unannounced in order to obtain a more accurate assessment of normal operating practices and conditions.

Upon entry to the food establishment, the inspector introduces himself/herself and shows identification to the proprietor or person in charge (a suitable management representative). Any refusal to allow an inspection is documented on the inspection report and reported to the relevant body.

A representative of the food establishment, preferably a suitable management representative, accompanies the inspector during the inspection.

The inspector observes sanitary precautions during the inspection – wearing protective clothing and washing hands upon entry to the food preparation areas, properly cleaning and disinfecting the food check thermometers between uses, using suitable utensils when handling any open food, wherever possible.

• Preliminary discussion/interview

The inspection starts with a discussion with the proprietor or a suitable management representative regarding the foods handled and the food preparation operations performed in the establishment. The inspector:

- explains the purpose of the inspection and how it would be conducted;
- assesses the extent of the food business – type and quantities of foods handled, the type of consumers,

and the methods of distribution of the foods;

- identifies the hazards and the risks to consumers health associated with the food business and the food business operators understanding of them;
- gets information and assesses the adequacy of the existing food safety control measures (food safety management system);
- receives available documentation/records relating to food safety control measures.

• Identifying, examination and assessment of food safety management system inspection priorities

➤ The food handling processes and all associated control measures initiated by the food business operator represent a food safety management system. Inspectors focus on:

- determining the control measures that should be implemented to prevent the occurrence of risk factors associated with each food handling process;
- evaluating the degree of the implemented control measures.

The inspector determines whether the FBO is adequately monitoring risk factors within his/hers existing food safety management system by:

1. observations of the practices and procedures that are critical for ensuring food safety:

- high-risk foods and high-risk food operation/process that will most likely cause adverse health effects if not properly controlled;
- operations requiring further inquiry, such as receiving, heat treatment and cooling;
- practices related to cross-contamination.

2. asking food managers and workers open-ended questions to assess their knowledge of food hazards and the implemented control measures;

3. focusing the inspection on control measures that the food business operator applies over the critical risk factors.

The following control measures should be evaluated during the inspection:

- control of the temperature/time of high-risk (potentially hazardous) foods;
- employee practices requirements;

- personal hygiene requirements;
- suppliers control;
- proper sanitation programme;
- facilities and equipment requirements;
- staff training plan;
- no bare-hand contact with ready-to-eat foods;
- proper handwashing;
- restriction or exclusion of ill employees;
- prevention of cross-contamination of ready-to-eat foods or clean and sanitized food contact surfaces with soiled cutting boards, utensils, aprons, etc. or raw animal foods.

• **Physical examination of the premises, equipment, facilities, installations, and records of measurements, as well as the foods present in the establishment**

During the inspection the inspector evaluates the compliance with the legal requirements concerning:

- building and facilities – construction and repair (construction defects);
- food handling areas – floors, walls, ceilings, windows, overhead structures and fittings;
- supply of potable water;
- efficient waste disposal;
- cleaning and disinfection facilities;
- adequate natural or artificial lighting;
- means of natural or mechanical ventilation;
- adequate, suitable, and conveniently located facilities and toilets;
- conveniently placed hand-washing facilities in food handling areas;
- equipment and utensils – materials, construction, sanitary design, placement, functionality and hygiene conditions;
- food control and monitoring equipment;
- hygiene maintenance and sanitation of the establishment, washing and toilet facilities, and transport vehicles;
- cleaning and disinfection programme;
- food packaging and labeling;
- pest control;
- working clothes, hair covering, gloves;
- workers health, injuries
- staff hygiene training and qualification.

• **Inspection documentation/records**

The inspector takes accurate notes of observations and measurements collected during the inspection. These notes are informal, and they are not provided as a part of the inspection report.

• **Corrections during inspection**

Some items found during the inspection can be

corrected immediately. Such responsiveness is important, particularly for critical violations, because immediate actions best protect public health.

Detailed notes are kept for these violations and corrections. Immediate correction does not negate the original violation but should be recognized as a part of the documentation of the inspection. Violations and corrections are noted on the inspection report.

Information on the original occurrence of the violation becomes significant if it recurs. During subsequent inspections, a recurrence becomes a repeat violation which has additional compliance consequences.

• **Taking samples and carrying out other verification checks such as temperatures of foods**

If it is planned, or if it is necessary because of certain findings, samples could be collected for the purpose of 'official' control or for other verification purposes.

Sampling may be performed using sterile containers and standardized procedures to ensure the reliability of laboratory analysis. Inspectors pay careful attention to critical control points, such as storage temperatures and handling processes, recording their findings for later review. Results from these verification activities, including any laboratory feedback, are carefully incorporated into the overall inspection record and may prompt further inquiry, corrective actions, or follow-up visits.

• **Closing discussion**

During the closing discussion, the inspector informs the proprietor or the establishment's representative of the compliance status of the establishment and the public health reasons for citing any violations. Discussions focus on the critical violations found during the inspection.

Acceptable alternatives and time frames for compliance with the legal food safety requirements are established during this meeting. The compliance plan addresses changes in establishment procedures which will prevent the recurrence of the noted violations.

2.13 Inspection findings

All relevant observations and assessments should be systematically documented throughout the inspection process, ensuring that both strengths and areas requiring improvement are noted.

The evaluation must also consider any emerging risks, recent changes in operations, and the effectiveness

of existing controls in real-world practice. Where immediate threats to food safety are identified, prompt interim measures should be implemented until thorough corrective actions can be completed. Additionally, inspectors should engage with management to verify their comprehension of legal obligations and to encourage a proactive approach towards continuous improvement in food safety standards.

Non-compliances with food hygiene requirements include the following:

- General hygiene
- Microbiological contamination
- Other contamination
- Composition
- Labelling/presentation (general)
- Hygiene training
- Risk assessment/HACCP
- Notification/approval
- Traceability

2.14 Classification of non-compliances

All non-compliances must be assessed based on the level of risk posed and classified accordingly. In general, non-compliances can be categorised into the following 3 classes:

Minor: Non-compliance (s) where the risk to food safety is of low magnitude and can be easily rectified and contained;

Significant: Non-compliance(s) which may, or is likely to pose, a significant risk, but do not constitute a grave and immediate danger to public health;

Serious: Non-compliance(s) where there may be a grave and immediate danger to public health.

- The history of the food business in complying with food safety rules.
- The most recent report of a visit to the business.
- Size of premises and scale of operation.
- Nature and extent of the food business.
- The type of food.
- The nature of the handling or processing.
- The structure, layout and condition of the premises.
- Operational hygiene.
- The control system in place.
- The confidence in the management's ability to manage food safety.
- Culture of food safety within the food business.
- The customer base of the business (vulnerable groups).
- Staff training and hygiene (including exclusion of ill food handlers).

However, non-compliance with certain aspects of food legal texts, while not posing a risk to food safety, should nonetheless be considered as significant or serious, e.g. situations where no traceability system is in place. These must be considered on a case-by-case basis.

Appropriate classification not only guides corrective actions but also informs the prioritisation of follow-up and enforcement measures. Inspectors are expected to document the rationale behind each classification, referencing the potential impact on public health and the ability of the business to implement immediate controls. This systematic approach ensures transparency and consistency across regulatory assessments, supporting the overall objective of protecting consumers and maintaining industry standards.

The inspector aims to reduce the number of non-compliances and to always keep this goal a priority. Reducing non-compliances, as a result, leads to the production of safe food products and to wider and better consumer protection in the broadest sense of the term. The inspector should not look for non-compliances in order simply to prove that they are a good inspector, but the inspector should identify factors that pose threats or risk of foodborne diseases and may lead to non-compliances. In practice, this means that inspectors must balance objective evidence with professional judgement, considering both immediate hazards and underlying systemic weaknesses. Thorough documentation and clear communication with food business operators are essential, as is the ability to adapt recommendations based on the unique context of each establishment. Ultimately, the classification process serves as a bridge between identifying compliance issues and determining appropriate regulatory responses.

Examples of non-compliances, including a timetable for corrective actions/ measures, are provided in Annexes 2, 3, 4.

2.15 Inspection outcome assessment

There are 5 inspection outcomes:

Grade 1: Satisfactory

Grade 2: Minor Non-Compliance

Grade 3: Unsatisfactory

Grade 4: Unsatisfactory Significant

Grade 5: Unsatisfactory Serious

The inspector must determine the overall inspection outcome, taking into account the classes of non-compliance observed.

In general, and taking the above factors into account, if all non-compliances are minor, the inspection outcome can be Grade 1, Grade 2 or Grade 3. If one or more of the non-compliances is significant, then the inspection outcome should be at least Grade 4, and where one or more of the non-compliances is serious, then the inspection outcome should be Grade 5.

This grading system enables inspectors to convey the seriousness of compliance issues clearly, ranging from minor infractions that require attention to significant or serious shortcomings that demand immediate intervention. Each grade is underpinned by defined criteria, and inspectors must reference these when assigning outcomes, ensuring fairness and objectivity. However, where there are successive inspection outcomes other than Grade 1: Satisfactory, consideration should be given to escalating the inspection outcome to the next level:

- Grade 2: Minor Non-Compliance Inspection Outcome to Grade 3: Unsatisfactory
- Grade 3: Unsatisfactory to Grade 4: Unsatisfactory Significant
- Grade 4: Unsatisfactory Significant to Grade 5: Unsatisfactory Serious

The decision as to whether to escalate the inspection outcome as outlined above should be determined on a case-by-case basis in consultation with the FBO.

Escalation of the inspection grade should not be automatic but based on a careful review of the pattern and recurrence of non-compliances over time. This approach ensures that persistent issues are not overlooked and that regulated entities are encouraged to pursue continuous improvement rather than reverting to prior standards. The aim is not only to reflect the current findings but also to incentivise a sustained commitment to food safety and compliance with applicable requirements.

2.16 Inspection report

The inspection report should:

- be factual, objective, and free of unsupportable conclusions;
- be concise while covering the necessary aspects of the inspection;
- not include opinions about administrative or regulatory follow-up.

The inspection report includes:

- specific headings;
- administrative data - firm name, address, phone;
- full names and title of the person in charge who accompanied the food inspector during the inspection;
- names and title of the person who refused to permit inspection, if it is the case;
- full names and title of the food inspector;
- reason for the inspection - workplan, follow-up inspection, investigation of complaint or foodborne disease, assignment from the headquarters, etc.;
- significant changes in equipment, processes, or products since the previous inspection;
- name of the person to whom credentials were shown;
- scope of the inspection and a brief description of the products, processes or systems covered during the inspection;
- types of records and documents reviewed;
- significant non-compliances, if any, described in sufficient detail and cross-referenced to current food safety legal texts citations;
- food business operator's corrections observed during the inspection;
- any legal action taken by the inspector;
- inspector's handwritten signature.

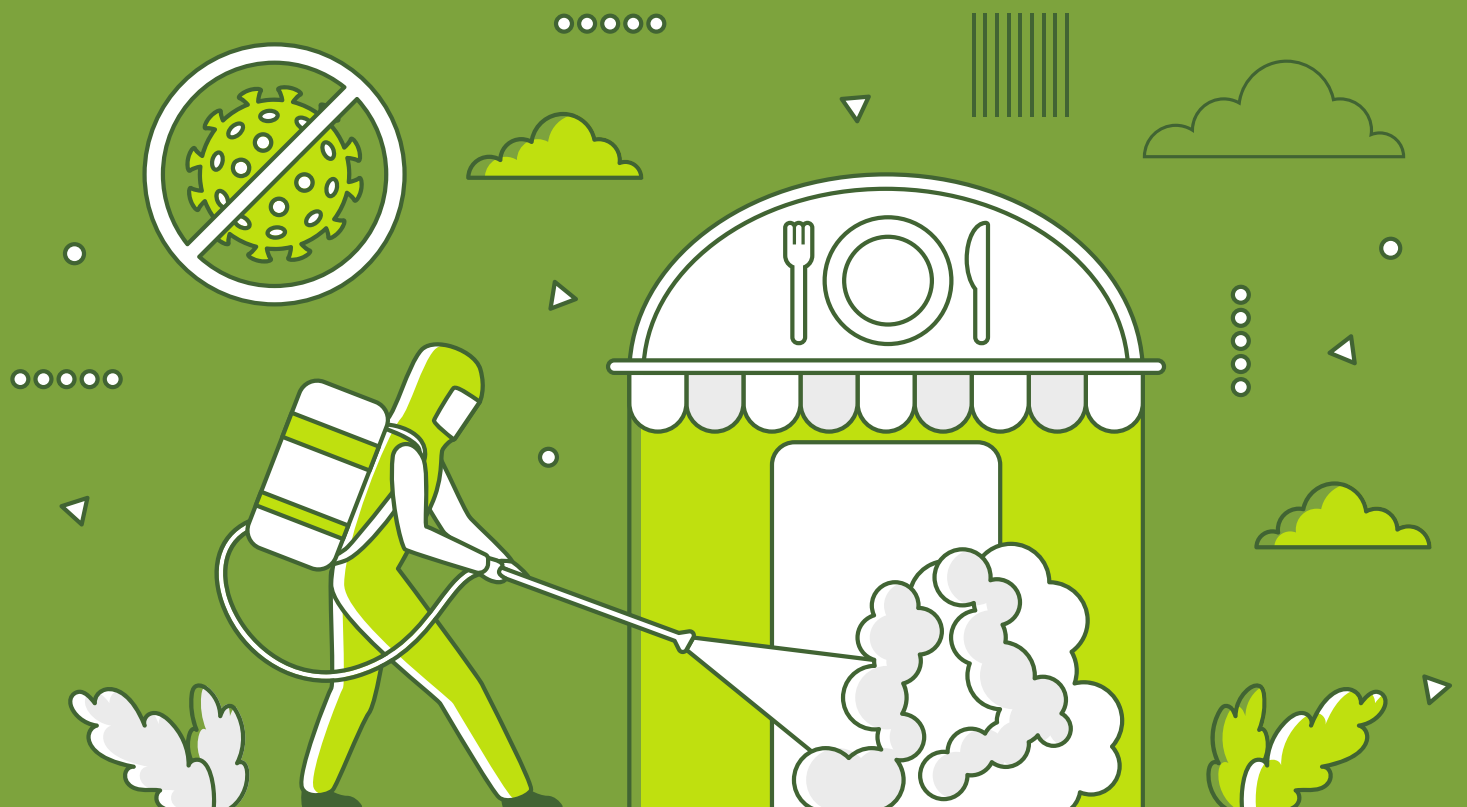
Two copies of the report are prepared: one is submitted to the proprietor of the inspected food establishment, and one is kept in the inspector's office together with the completed checklist, if used. The inspector shall sign every page of each report.

The inspection report should normally be submitted within 10 days after the date of the inspection. Depending on the type and severity of the legal action, it may be necessary to submit the inspection report in less than 10 days.

The proprietor or person in charge must be requested to acknowledge receipt of the report with the required signature.

PART III.

Inspection Of Fbo For Food Of Non-Animal Origin: What To Be Checked



Part III.

Inspection of FBO for food of non-animal origin: what to be checked

This part provides guidance on the aspects to be considered under each of the four elements of food safety management systems:

- A** Prerequisite Programme (structural)
- B** Prerequisite Programme (operational)
- C** Procedures based on HACCP principles
- D** Management systems

When determining the scope of each inspection, i.e. which elements/aspects of A-D are to be included, the inspector should take into account the implementation of the hygiene requirements and the application of procedures based on HACCP principles.

In evaluating these elements, the inspector applies a combination of observation, interviews, and review of documentation. Particular attention is paid to critical

control points and interventions designed to manage identified hazards. The effectiveness of cleaning protocols, staff hygiene practices, temperature controls, and traceability systems are scrutinised to ensure robust adherence to formal legal requirements. Any deviations observed are carefully noted, and supporting evidence is gathered for inclusion in the subsequent report.

Clear communication with the FBO throughout the inspection process is vital, both to explain the inspection's purpose and to clarify any immediate findings. This open dialogue encourages a collaborative approach to food safety and provides an opportunity for on-the-spot education or correction if necessary, supporting the continuous improvement of food safety practices.

A. PREREQUISITE PROGRAMME – STRUCTURAL	B. PREREQUISITE PROGRAMME – OPERATIONAL
Aspects for Inspection: • Infrastructure – location/surrounding area, building, zoning etc. • Premises and equipment (used materials/ surfaces, etc.) • Service/supply: ventilation, lighting, ice, water, steam, compressed air • Technical maintenance and calibration	Aspects for Inspection: • Temperature control of storage/environment • Pest control • Cleaning and disinfection • Control of incoming products • Food and material (packaging, chemicals, clothes etc) storage • Microbial, physical and chemical contamination from the production environment • Monitoring practices (raw materials, final product, hygiene process, water etc.) • Allergen controls – process • Personnel hygiene and illness • Waste management (waste water, liquid and solid waste)

Key points that shall be checked:

• **Design and Layout of the establishment:**

➤ **Separation:** Essential for foods of non-animal origin, especially for ready-to-eat (RTE) products. Ensure sufficient separation between raw incoming materials (e.g., unwashed vegetables) and processed/ RTE products (e.g., cut salads, cooked grains) to prevent cross-contamination.

➤ **Flow:** Design should facilitate a logical flow of operations, minimising risks.

➤ **Materials:** Surfaces (floors, walls, ceilings), particularly those in contact with food, must be smooth, washable, resistant to corrosion, and non-toxic. This is vital to prevent microbial growth on surfaces.

➤ **Ventilation and Lighting:** Adequate to reduce condensation and allow for effective cleaning and inspection.

Rooms where food is prepared, treated, or processed:

➤ **Washing Facilities:** Sufficient and dedicated facilities for washing fruits and vegetables, separate from handwashing sinks.

• **Equipment:**

➤ **Cleanliness and Maintenance:** All equipment (cutters, blenders, mixers, conveyor belts) in contact with food must be clean, well-maintained, and easy to clean and disinfect.

➤ **Material Compatibility:** Ensure equipment materials are non-toxic and do not react with or contaminate the food.

➤ **Temperature Control:** Confirm appropriate temperature control for perishable non-animal origin foods (e.g., fresh-cut fruits, prepared salads, certain sauces) during storage, processing, and display.

• **Transport:**

➤ **Cleanliness:** Vehicles and containers used for transporting non-animal origin foods must be kept clean and in good condition to prevent contamination (e.g., from dirt, dust, pests).

➤ **Temperature Control:** Where applicable, ensure transportation is temperature-controlled (e.g., for chilled juices, fresh herbs).

➤ **Segregation:** If transporting different types of food, ensure effective separation to prevent cross-

contamination (e.g., raw vegetables separated from cooked grains).

• **Water Supply:**

➤ **Potable Water:** Ensure an adequate supply of potable water for all food handling operations, especially for washing and processing.

➤ **Ice:** If used for cooling or chilling, confirm it is made from potable water.

• **Personal Hygiene:**

➤ **Handwashing:** Emphasise strict handwashing practices, especially after handling raw produce, waste, or using the toilet.

➤ **Protective Clothing:** Wear appropriate and clean protective clothing to reduce contamination.

➤ **Health Status:** Ensure food business operators (FBOs) have procedures to prevent contaminated food from handlers who are unwell.

• **Provisions for Foodstuffs:**

Protection Against Contamination:

➤ **Physical Contaminants:** Check measures to prevent foreign objects (e.g., stones, insects, packaging debris) from entering food.

➤ **Chemical Contaminants:** Ensure proper storage and handling of cleaning chemicals, lubricants, etc., to prevent accidental contamination.

➤ **Allergens:** For mixed non-animal origin products, oversee allergen management and labelling.

➤ **Temperature Control:** Maintain cold chain for perishable products and ensure appropriate temperatures for heat-treated products.

➤ **Raw Material Control:** Focus on incoming raw materials (fruits, vegetables, grains, legumes, nuts) for visual quality, absence of pests, mould, and compliance with MRLs for pesticides/mycotoxins (where relevant, e.g., for nuts and dried fruits).

➤ **Washing and Disinfection of Produce:** Verify effective washing protocols for fruits and vegetables, especially those consumed raw.

• **Heat Treatment:**

For processed non-animal origin foods (e.g., canned vegetables, fruit purees, plant-based milk alternatives), ensure that heat treatment processes achieve the

desired safety and shelf-life, with appropriate time, temperature controls, and record-keeping.

- **Wrapping and Packaging:**

➤ **Materials:** Packaging materials must be suitable for food contact and not contaminate the product.

➤ **Storage:** Store packaging hygienically to prevent contamination.

➤ **Operations:** Conduct packaging to minimise contamination risks.

An example of indicative GMP/GHP documentation is provided in Annex 5.

C. PROCEDURES BASED ON HACCP PRINCIPLES

Aspects for Inspection:

- Identify the hazards
- Determine the critical control points (CCPs)

- Establish critical limit(s)
- Monitor control of the CCP
- Establish the corrective action
- Establish procedures for verification / validation
- Establish documentation

D. MANAGEMENT

- Management system and organisation for food safety are defined
- Food safety policy defined
- Food safety incidents recorded
- Procedures for recall established
- Provisions to enable traceability
- Management is aware of legal obligations,
- Supervision, instruction and/or training commensurate with work activity
- Food safety training plan/procedure and records
- Supervisor Training
- Internal audit system

PART IV.

Other Important Issues To Consider During The Inspection



Part IV.

Other important issues to consider during the inspection

4.1. Layout and issued permits

During the inspection or audit, key documents to be checked are the current layout of the establishment and the valid permits for registration or approval of the FBO (if required).

Reviewing the establishment's layout is crucial in order to evaluate workflow, the separation of raw and finished products, and adherence to food safety zoning requirements. Inspectors should verify the facility design minimises the risk of cross-contamination and facilitates effective cleaning and maintenance. Additionally, inspectors must confirm that all required permits have been issued and are still valid, as proper documentation demonstrates legal compliance and operational legitimacy. Focus should be put on the type and number/ capacity of products covered by this permit.

Reviewing the documentation is essential to confirm that the physical layout aligns with the approved plans and to identify any unauthorized alterations. Inspectors should cross-reference the actual flow of materials, personnel, and waste with the documented layout to ensure hygienic zoning and effective segregation, particularly in areas presenting a high risk for cross-contamination. Any observed discrepancies between the current setup and the approved layout must be documented and addressed, as these may compromise food safety standards or compliance requirements.

A systematic review of these elements helps to establish a foundation for effective oversight and demonstrates the Food Business Operator's (FBO's) commitment to transparency and to maintaining high standards in food safety management.

Example of FBO File (dossier):

FBO File (dossier)

No. of Registration:.....

Categorization of the establishment according to classification: (I, II, III, IV)

Date of fulfilment of dossier:

Name of establishment:

Address of the Company:.....phone :.....

email- add:.....

Address of the Establishment :.....phone :.....

email- :.....

Region (XX):

Registration number of Establishment (XXYY):

(XX – number of the Region , YY – number of the production group)

Property of Establishment:
(state, private)
 Mixed.....
 Foreign-owned.....

The Establishment is registered by: 'phcd':

Type of production:
 (List the group of products)

Year of opening the Establishment:
 Year of last reconstruction:
 Type of the Building:
 Additional activities :(describe).....

Information for annual production (type of products):

Name of the product	Metrical tone
1.	
2.	
3.	
4.	

Information on exportation of products (early):

Name of the product	Metrical tone	Country of import
1.		
2.		
3.		
4.		

Planned Capacity of Establishment (tone):

..... T/hour;
 T/daily;
 T/weekly;
 T/Monthly;
 T/Yearly.

Real Capacity of Establishment (tone):

..... T/hour;
 T/daily;
 T/weekly;
 T/Monthly;
 T/Yearly

General information:

1. Processing: hour/ daily:
2. Number of working days /Weekly:
3. Number of working shifts/daily:
4. Duration of the shift/hour:
5. General number of the workers in the Establishment:
 How many of them are involved in the production process:

Packaging process:

Process of storage and expedition:

8. Number of cold stores:

Capacity (tone) and □0 of preservation:

Minus:

Zero:

Plus:

9. Type of water supply:/.....(potable water supply/own source of water)

GMP (records of documentation are in place):

HACCP (stage of introduction/records of documentation are in place)

.....

File completed by:.....(name and office of the person, signature)

4.2 List of grouped products

The list of food groups is used to indicate the types of foods the FBO intends to handle at the establishment, whether for production, processing, storage, distribution, or marketing.

When completing the Application for Registration/ Approval of an establishment, the operator must:

- specify the relevant food groups according to the activities performed at the site;
- indicate the specific types of foods within those groups, if required;
- clarify whether foods are prepared on-site and what types they are (e.g. salads, soups, baked goods, etc.).

This information is necessary for the local body to properly assess the risk, determine the applicable requirements for the establishment, and carry out subsequent controls.

It is important that the list of grouped products accurately reflects current operations. The level of detail should be sufficient to provide local bodies with a clear understanding of the foods managed at the facility. Operators should regularly review this list to ensure it remains up to date and in line with any changes to production or processing practices.

When assembling the list, careful categorization helps streamline regulatory oversight and supports effective food safety management. Categories might include broad groupings such as meat and poultry products, cereals and bakery items, fruits and vegetables, or ready-to-eat foods. Within each category, examples of specific food types should be provided wherever possible.

In the event of a change in activity or the addition of new food groups, the operator is obliged to notify the local bodies and, if necessary, submit an updated application.

To facilitate clarity and consistency, it is recommended to format the list in a structured, itemized manner, grouping similar products under clearly defined headings. This approach not only aids local bodies in their evaluation but also assists operators in maintaining organized records of their offerings. As part of the submission, detailed groupings serve as the foundation for subsequent inspections and compliance checks.

Below is an illustrative example of how such a list might be presented:

LIST OF FOOD GROUPS

An integral part of the Application for Registration/ Approval of an establishment for the production, processing, and distribution of food

Group 1 – “Milk and Dairy Products”

- Fresh milk
- Yogurt
- Cheese
- Cream
- Butter
- Liquid butter
- Powdered milk and/or powdered dairy products
- Dehydrated milk fats
- Dairy/milk-fruit/milk-cereal-based desserts
- Dairy beverages
- Fermented milk beverages
- Others



Group 2 – “Dairy Analogues – Imitation Products Containing Milk”

(Specify the specific dairy analogues)

Group 3 – “Meat and Meat Products”

Poultry meat

- Chilled poultry meat
- Frozen poultry meat
- Chilled poultry meat cuts
- Frozen poultry meat cuts
- Chilled preparations from unminced poultry meat
- Frozen preparations from unminced poultry meat
- Chilled preparations from minced poultry meat
- Frozen preparations from minced poultry meat
- Offal
- Chilled poultry meat product
- Frozen poultry meat product
- Cooked and/or cooked-smoked perishable sausages from poultry
- Cooked and/or cooked-smoked products from unminced poultry meat
- Mechanically separated meat (MSM)
- Pâtés
- Others
- Lagomorph meat
- Chilled lagomorph meat
- Frozen lagomorph meat
- Chilled cuts
- Frozen cuts
- Offal
- Others



Meat from domestic hoofed animals

- Pork
- Beef
- Lamb or goat
- Meat from equines
- Chilled carcass meat
- Frozen carcass meat
- Chilled cuts
- Frozen cuts
- Chilled offal
- Frozen offal
- Chilled preparations from unminced meat
- Frozen preparations from unminced meat
- Chilled preparations from minced meat
- Frozen preparations from minced meat
- Cooked and/or cooked-smoked perishable sausages
- Cooked and/or cooked-smoked products from unminced meat
- Durable cooked-smoked sausages
- Raw-dried products from minced meat
- Raw-dried products from unminced meat
- Pâtés
- Others



Game meat

- Chilled carcass meat from small game
- Frozen carcass meat from small game
- Chilled carcass meat from large game
- Frozen carcass meat from large game
- Chilled meat from farmed game
- Frozen meat from farmed game
- Chilled cuts from large game
- Frozen cuts from large game
- Chilled cuts from small game
- Frozen cuts from small game
- Chilled preparations
- Frozen preparations
- Cooked and/or cooked-smoked perishable sausages
- Cooked and/or cooked-smoked products from unminced meat
- Durable cooked-smoked sausages
- Raw-dried products from minced meat
- Raw-dried products from unminced meat
- Others



Group 4 – “Fish, Fish Products, and Other Seafood”

- Fresh fish
- Chilled fish
- Frozen fish
- Chilled fish products
- Frozen fish products
- Salt-frozen fish products
- Mechanically separated fish products
- Air-dried fish products
- Air-dried and smoked fish products
- Salted fish products
- Marinated and/or salt-marinated fish products
- Dried fish products
- Caviar
- Live bivalve mollusks, echinoderms, cephalopods, crustaceans, mantle mollusks, and marine gastropods
- Chilled bivalve mollusks, echinoderms, cephalopods, crustaceans, mantle mollusks, and marine gastropods
- Frozen bivalve mollusks, echinoderms, cephalopods, crustaceans, mantle mollusks, and marine gastropods
- Fish oil
- Others



Group 5 – “Eggs and Egg Products”

- Table eggs
- Eggs for processing
- Egg products



Group 6 – “Oils and Fats”

- Fats of animal origin
- Vegetable oils
- Margarines
- Halvarines



Group 7 – “Cereal and Grain-Based Foods”

Cereals:

- Wheat
- Corn
- Rice
- Oats
- Others



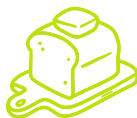
Grain-based foods:

- Flour, semolina, bran
- Oat flakes, muesli, cornflakes
- Raw dough products:
- Dough
- Pastry sheets, noodles
- Pasta, couscous, spaghetti
- Others
- Extruded foods



Group 8 – “Bakery Products”

- Bread, bakery goods
- Pastries
- Short shelf-life confectionery – cakes, tortes, syrupy desserts, etc.
- Long shelf-life confectionery – biscuits, wafers, waffles, cookies, etc.
- Fine baked goods – loaf cakes, etc.



Group 9 – “Legumes”

- Beans
- Lentils
- Peas
- Soy
- Others



Group 10 – “Vegetables – raw, cooked, canned, frozen, dried, fermented, vegetable juices”

- Vegetables (incl. mushrooms) – raw
- Vegetables (incl. mushrooms) – cooked
- Vegetables (incl. mushrooms) – canned
- Vegetables (incl. mushrooms) – frozen
- Vegetables (incl. mushrooms) – dried
- Vegetables (incl. mushrooms) – fermented
- Vegetable juices
- Potato-based foods:
- Chips
- Starch
- Purée
- Blanched potatoes
- Others



Group 11 – “Fruits – fresh, frozen, dried, canned, in the form of nectars and fruit juices, jams, marmalades, jellies and compotes”

- Fresh
- Frozen
- Dried
- Canned
- In the form of nectars, fruit juices
- Jams
- Marmalades
- Jellies
- Compotes



Group 12 – “Nuts and Oilseeds”

- Nuts – raw
- Nuts – thermally processed
- Oilseeds – raw
- Oilseeds – thermally processed



Group 13 – “Sugar, Sugar and Chocolate Products, Honey, Table Sweeteners”

- Sugar
- Sugar products
- Chocolate products
- Table sweeteners
- Honey
- Bee products
- Others



Group 14 – “Salt, Spices and Seasoning Products”

- Salt – for the food industry and table use
- Salt substitutes
- Spices – fresh
- Spices – dried
- Vinegar
- Vinegar substitutes
- Others



Group 15 – “Non-Alcoholic Beverages”

- Non-alcoholic beverages
- Boza



Group 16 – “Bottled, Natural Mineral, Spring and Table Waters”

- Production – combined
- Trade



Group 17 – “Beer”

Group 18 – “Wine” Wines /for trade only/

Group 19 – “Spirits” Spirits /for trade only/

Group 20 – “Coffee, Tea, Cocoa”

- Tea
- Coffee
- Coffee substitutes
- Mate
- Cocoa



Group 21 – “Canned Foods”

- White meat cans
- Red meat cans
- Canned fish products
- Meat-vegetable canned foods
- Fish-vegetable canned foods



Group 22 – “Ready-to-Eat Culinary Dishes”

- Ready-to-eat frozen foods:
- Pizza, lasagna, ravioli, dumplings
- Culinary dishes
- Ice creams
- Others
- Ready-to-eat canned foods



Group 23 – “Additives, Enzymes and Flavorings in Foods”

- Food additives
- Enzymes
- Flavorings



Group 24 – “Food Supplements”

Group 25 – “Foods for Special Dietary Use, Clearly Distinguishable by Composition or Method of Production from Normal Foods”

- Meal replacements for weight control
- Infant formula and follow-on foods
- Processed cereal-based foods
- Baby foods
- Foods for special medical purposes
- Others



Group 26 – “Other Foods”

- Ready-to-eat culinary dishes
- Mayonnaise
- Sauces, dressings
- Spreads
- Baker's yeast
- Dry soups and broths
- Collagen
- Gelatin
- Snails
- Frogs
- Others



Types of Foods Prepared On-Site at the Establishment:

- Salads
- Cold appetizers
- Cold starters
- Hot starters
- Quick meals (à la minute)



- Sauces
- Barbecue
- Grill
- Soups
- Multi-component dishes
- Kitchen-made desserts
- Short shelf-life confectionery made on site
- Long shelf-life confectionery made on site
- Bread and bakery products made on site
- Dough-based products
- Sandwiches, hamburgers made on site
- Hot beverages
- Juices made on site
- Others



4.3 Risk-based approach

Inspections should be carried out using a risk-based approach which will determine the nature, frequency and type of inspection, with due regard being given to the nature of the risk presented by the business (as categorised), the history of compliance with food safety requirements and the outcomes of previous inspections.

The process should include a thorough assessment of all food-handling activities, considering factors such as the types of food produced, the volume of production, the level of staff training, and the safety controls in place. Targeting higher-risk areas ensures that inspections are both efficient and effective, prioritizing resources where they are most needed to protect public health.

This method enables inspectors to allocate resources efficiently, focusing attention on establishments with higher risks or a record of poor compliance, while allowing for reduced frequency for those with proven histories of safe practices. By continually reassessing risk levels and adapting inspection intervals, local bodies can better safeguard public health without overburdening compliant businesses. Detailed documentation of each inspection, including noted deficiencies and corrective measures, is crucial for the ongoing assessment process and for ensuring transparency and accountability.

Regular reviews and updates of inspection protocols are essential to adapt to new hazards and developments in food-handling practices. By integrating feedback from previous inspections and staying current with evolving food safety standards, local bodies can refine their methods to better address emerging risks. This adaptive strategy not only bolsters consumer confidence but also encourages businesses to maintain high standards of compliance.

Clear documentation and transparent communication

of inspection findings foster a collaborative relationship between inspectors and business operators. Guidance on corrective actions and timelines for rectification allows for more effective resolution of issues, ensuring continuous improvement within the sector.

It shall be explicitly defined that the classification of a Food Business Operator (FBO) as “high risk” may arise not only from non-compliance, but also from factors inherent to the nature, type, or volume of the food products handled, even where full compliance with all relevant legal and procedural requirements is observed. At the same time, FBOs may also be designated as high risk due to deficiencies in the implementation of general and specific hygiene requirements. In such instances, clearly defined, time-bound deadlines for the implementation of corrective measures shall be established to ensure alignment with required standards and to safeguard public health.

A risk-based approach to ‘official’ controls requires the categorisation of Food Business Operators (FBOs) based on specific, objective, and clearly defined criteria. These may include the type of food handled, volume of production, target consumer groups, compliance history, and the complexity of operations.

Such categorisation allows competent local bodies to prioritise resources and plan control activities in a targeted, proportionate, and efficient manner. It ensures that higher-risk establishments receive appropriate oversight, while lower-risk operators are monitored with a frequency that reflects their risk profile.

For the effective implementation of this approach, the criteria used for risk classification should be consistently applied, well-documented, and regularly reviewed to reflect any changes in food safety risks, scientific knowledge, or legal requirements

Category	Product
High risk	Products that may contain pathogenic or conditionally pathogenic microorganisms that support the formation or growth of pathogenic or conditionally pathogenic microorganisms as: Sausages (fresh, flavoured, spicy etc.); Ready-to-eat meals; Minced meat preparations; Meat preparations ;Fresh meat ;Cheese from raw milk with ripening period: >60 days; Cheese from soft semi-cooked pastes and from freshly sliced pastes with ripening period < 60 days (exception for fungal maturing); Ice cream from raw material which did not undergo any treatment; Fresh, flavoured cheese which did not undergo subsequent preservation treatments such as pasteurization; Cheese obtained from fungi ripening; Raw milk; Butters, creams, and fresh cheeses or with ripening period shorter than 60 days made from raw milk, ricotta; Fresh whole fish, sliced or fillet; Fish preparations (frozen preparations, , mixtures for soups); Fish products which underwent a partial preservation process (marinated products, smoked products, vacuum packed in refrigerating system); Molluscs; Raw eggs; sandwich and deli meats, pasteurized cheeses, pizza, cut fruit, uncooked sprouts, and unpasteurized juices/ciders; cooked foods and food items containing meat, poultry, fish, rice, or pasta; baked goods with cream/custard fillings, raw milk cheese, raw eggs, raw shellfish, and gravies; infused oils
Medium	Products that are unlikely to contain pathogenic or conditionally pathogenic microorganisms due to the type of food or processing, but may support the formation of toxins, or growth of pathogenic or conditionally pathogenic microorganisms, as well as foods in which chemical contamination is possible as: Fermented meat products with $A_w < 0.95$ and $pH < 5.2$; Semi-dried meat products – moisture / protein ratio = 3.1:1 and $pH < 5$; Cooked meat products (cooked bacon, ham); Milk, cream and butter pasteurized or equally treated; Cheese and dairy products with $pH < 4.5$, yoghurt; Cheese from pasteurized milk, ripening period: >60 days (except fungus ripening); Ice cream obtained from raw material subject to treatment (pasteurisation); Semi-preserved fish products (e.g. salted anchovy fillet, fish seasoning); Egg products; Frozen and deep-frozen products, fruits, nuts, herbs, vegetables, fats (oil), flour, Yeast, coffee, cocoa

Category	Product
Low	A product that eliminates the possibility of contaminating products or leading to the growth of pathogenic or conditionally pathogenic microorganisms, their toxins and physical or chemical contamination is rare as: Juices, Milk and dairy products sterilized / UHT treatments; Cheeses from semi-cooked and cooked pastes with ripening period longer than 6 months (e.g. parmesan) ;Stockfish and dried fish, canned fish; Honey; Stabilised products ($a_w < 0,85$ – $pH < 4,6$, temperature 24°C); Canned products (meat, fish, sauces, stabilised ready-to-eat sauces, vegetables, fruits); Products kept in hermetically sealed containers, processed to maintain the commercial sterility during distribution and storage in non-refrigerating system; peanut butter, bread, crackers, butter, dry cereals, foods in unopened cans and flexible pouches, uncut fruits and vegetables, and beverages (other than milk products); snack foods; carbonated beverages; alcoholic or non-alcoholic beverages, water, salt, sugar, vinegar, mushrooms.

Examples of high/medium/low/very low-risk processes include:

Category	Type of processing
High risk	Operations with complex food preparation steps, including thawing, cutting, cooking, cooling, cold holding, reheating, hot holding, Cutting, Mincing, Mixing, Forming, Marinating, Termisation, Vacuum packing and modified atmosphere packaging, Fermentation and curing without validated procedures, Sous-vide cooking and low-temperature cooking, Use of raw materials with known microbial hazards, Complex cold chain management or extended shelf life without preservatives
Medium risk	Food processing steps such as receiving, storing, cold holding, serving, limited preparation steps, such as baking bread, frying donuts, and grilling or toasting sandwiches for immediate service, on-site baking, making smoothies with raw ingredients (fruit, eggs, etc.), opening ready to eat prepackaged foods for heating or service, cooking waffle cones or cake mixes, grocery stores with pre-packaged raw meat, poultry, or seafood, Pre-packing, Pasteurization, Peeling, fermentation
Low risk	limited preparation steps of potentially hazardous foods, such as hot dogs sectioning of fruits, heating of individually pre-packaged ready-to-eat foods for immediate service without opening of the package, preparation of espresso and/or blended drinks, cold holding of commercially pre-packaged ready-to-eat foods, such as sandwiches, without opening of the package, Packing, Storing, Transport, Trade, Sterilization, Quick freezing, Sowing, Filtrating, Distillation, Drying, Conservation, Dilution, Glazing, Squeezing, Baking, Frying, Boiling, Refining, Serving
Very low risk	Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant; preparation of snack foods and carbonated beverages, serving of alcohol or not-alcohol

Annexes:

Annex 1: Check list

Attached as a separate document.

Annex 2: Examples of non-compliances

Non-compliances can be divided into the following three categories:

- 1. Minor:** where the risk to food safety is of low magnitude and can be rectified and contained easily.
- 2. Significant:** may pose a serious risk, but not a grave and immediate danger to public health.
- 3. Serious:** there is a grave and immediate danger to public health.

The following is a non-exhaustive list of examples of minor, significant and serious infringements and should be seen as indicative only and not intended as a substitute for professional judgement and risk assessment.

Type of non-compliance	Examples
Minor • Infractions that present a minimal health risk. • These deficiencies must be corrected by the next inspection	• Wall surfaces, floors or other non-food contact surfaces or equipment need cleaning or repair (e.g., cracked or missing floor tiles, cracked or peeling paint not directly over food preparation area) • Inadequate ventilation and lighting systems • Hair constraints were not worn
Significant • Infractions that present a potential health hazard. • These items indirectly involve food, through handling, preparation, storage and/or service. • These items must be corrected within 24-48 hours; failure to do so may result in legal action.	• Food contact surfaces or equipment require cleaning or repair • Repair of refrigeration and mechanical dishwashing equipment is required • Accurate indicating thermometers are not provided • Lack of a hand-wash basin with the necessary supplies • Garbage is not stored in a sanitary manner • Improper cleaning and sanitising of equipment and utensils • Washroom cleanliness not maintained, supplies not provided
Serious • Infractions that present an immediate health hazard. • These items directly involve food, such as contamination, time-temperature abuse or lack of safe (potable) water or any other condition that is a health hazard. • These items must be corrected immediately, or an Order to Close the premises may be issued, and/or immediate action must be taken to remove or eliminate the health hazard. • Enforcement action will be taken.	• No hot and cold running water under pressure in the food preparation area or where utensils are washed • Rodent or insect infestation without an effective method of pest control • Inadequate refrigeration • Sewage back-up • Lack of safe potable water • Food contaminated or adulterated

	Non- compliances	Minor	Significant	Serious
Labelling & Presentation	Improper net quantity (metric)	X		
	Absence of commercial label		X	
	Ingredient not listed		X	
Additives (Category – Composition)	Inappropriate use of additives/colours /flavourings in a manufacturing premises		X	
Management Procedures (Hygiene, HACCP, Training)	Training e.g. lack of knowledge of food safety practices commensurate with the work activities		X	
	Absence of a risk assessment system based on HACCP principles		X	
Supplier Control	Torn packaging	X		
	Contaminated raw materials		X	
	Supplies stored in unsatisfactory conditions	X		
Prerequisites (General Hygiene)				
Cleaning/ Sanitation	Maintenance equipment not properly stored	X		
	Absence of regular cleaning		X	
	Very poor structural condition and poor equipment and/or poor maintenance of routine cleaning and/or serious accumulation of refuse, filth or other extraneous matter resulting in a risk of food contamination			X
Personal hygiene	Hairnets to cover all hair not worn by staff working in areas where food is being prepared to prevent hair from entering the food	X		
Pest control	Air intake points and opening external windows in the food preparation area not fitted with a fly screen	X		
	Serious infestation by rats, mice, cockroaches or other vermin (including birds) or a combination of these infestations resulting in actual food contamination or a risk of food contamination			X
Plant and equipment	Equipment not installed so that there is adequate access under, around and inside the equipment so as to enable it to be effectively cleaned	X		

	Non- compliances	Minor	Significant	Serious
Plant and equipment	The food contact surfaces not non-absorbent, resistant to corrosion, smooth, free from pits, crevices and sharp corners and areas where product can lodge or build up		X	
Premises structure	The design of the premises does not give due consideration to the layout of the process and the physical separation of unprocessed and processed foods so as to avoid cross contamination		X	
	The size of the premises not adequate to cater for the nature and the extent of the business intended to be carried on therein leading to unacceptable risk		X	
Services	Gulley trap cover missing	X		
	The level of lighting not sufficient to allow for the safe handling of food, and to enable cleaning to be		X	
	carried out effectively. A potable water supply not provided			X
Storage, Distribution, Transport	Dry goods stored on the floor	X		
	Reusable containers such as trays, trolleys and boxes inadequately maintained	X		
	Inadequate storage facilities to enable different types of food to be segregated so as to prevent the danger of cross contamination		X	
	Vulnerable foods not stored at correct temperature during transportations		X	
	The occurrence of cross contamination during storage e.g. blood dropping onto ready- to-eat food			X
	The occurrence of cross contamination during transportation			X
Waste management	Refuse bins and refuse bag holders not fitted with self-closing lids	X		
	The area where food waste is stored not kept clean and waste not removed as frequently as necessary to prevent it becoming a source of food contamination		X	
	Serious drainage defects or flooding of the premises leading to actual contamination or a risk of food contamination			X

	Non- compliances	Minor	Significant	Serious
Zoning	The following activities not carried out in separate defined areas: Preparation of raw food for cooking e.g. meat, poultry, fish and vegetables Preparation of raw food for consumption e.g. salads Cooking, roasting, and baking. Portioning, slicing and plating of food etc		X	
	A separate route for raw and cooked ready-to-eat foodstuffs in order to avoid a crossover of both processes, not provided		X	
Process Control (HACCP)	Correct CCP not identified or controlled		X	
	Measures for the prevention of cross contamination not in place		X	

Annex 3: Examples of non-compliances requiring immediate corrective actions

1	Detergents, disinfectants, cleaning chemicals and cleaning equipment not clearly labelled or marked; not stored in a separate area to food
2	Inappropriate food grade cleaning agents
3	Poor personal hygiene practices observed
4	Wearing of inadequate protective clothing
5	Inappropriate food storage practices e.g. food left in tin cans, utensils left in food containers
6	Unacceptable defrosting practices
7	Unauthorised personnel in food preparation areas
8	No separation of raw and cooked preparation surfaces
9	Raw and cooked food not properly segregated
10	Procedures for dealing with deliveries where vulnerable foods are not dealt with correctly
11	Unfit food
12	Unsuitable arrangements for soap and hand drying at wash hand basin
13	Improper handling of vulnerable foods
14	Food worker suffering from infections, uncovered cuts, burns, etc.
15	Animals on premises
16	Incorrect time – temperature control
17	Colour coded utensils/chopping boards etc being kept/used in the wrong areas of the food rooms
18	Personal belongings in food areas
19	Cleaning equipment in food areas
20	Smoking in food rooms.

Annex 4: Interventions for achieving long-term compliance

While on-site correction of uncontrolled foodborne illness risk factors is essential to consumer protection, achieving long-term compliance and behaviour change is equally important. Overcoming misconceptions about long-term compliance will help in achieving a desirable change of behaviour. In places where only violations are marked on a 44-item inspection report, unmarked items are often assumed to be under control with regard to foodborne illness risks. The observation of code violations can be influenced by various factors, including the time of day, the day of the week, and the length of the inspection. An inspection system that documents only observed violations, rather than the status of all foodborne illness risk factors—such as compliance, non-observation, or inapplicability—may not consistently recognise certain foodborne illness risk factors that are persistently or periodically uncontrolled.

Another misconception is that training alone will result in foodborne illness risk factors being controlled. While training may help, there is no guarantee that knowledge acquired will equate to knowledge applied in the workplace. In order for knowledge to translate into changed behaviour, it must be reinforced and the behaviour must be repeated for a period of time sufficient for the behaviour to become an ingrained pattern. Another assumption is that legal enforcement actions such as citations or administrative hearings or on-site corrections alone will automatically result in future management control. Unfortunately, there is no assurance that any of these actions will result in the long-term control of foodborne illness risk factors. Long-term compliance may best be achieved through voluntary actions by the operator. If an operator supports the concept that a food safety management system is needed, there is a better chance that long-term compliance will be achieved. The following are ways operators can better ensure long-term active managerial control of foodborne illness risk factors.

1. Change Equipment and Layout

Critical limits are difficult to achieve when equipment does not work properly. Proper calibration of equipment is vital to achieving food safety. When calibration is unsuccessful or is not feasible, equipment should be replaced. In addition to equipment malfunctioning, poor equipment layout can present opportunities for cross contamination and must be considered. For example:

➤ Hamburgers with uniform thickness and weight are not all reaching a safe cooking temperature in a given time. Upon examination, it is determined that the grill is distributing heat unevenly. A new element is

installed to correct the problem.

➤ Splash from a nearby handwashing sink is seen on a prep table. A splash guard is installed to prevent cross contamination from the handwashing sink to the prep table.

2. Define Buyer Requirements

Written specifications for the goods and services purchased by a food establishment prevent many problems. For example:

➤ Fish posing a parasite hazard and intended for raw consumption have not been frozen for the specified time and temperature and no freezing equipment is on-site at the food establishment. Buyer specifications are established to place the responsibility for freezing the fish on the supplier.

➤ Lobster tails, hamburgers, or other products cooked with a set time parameter on a conveyor are not reaching the proper temperature in the specified time because they are larger than the size for which the conveyor is calibrated. Buyer specifications are established to restrict the size of products received from the supplier.

3. Develop and Implement Recipe/Process Instructions

Simple control measures integrated into recipes and processes can improve management control over foodborne illness risk factors. For example:

➤ Process instructions that specify using color-coded cutting boards for separating raw animal foods from ready-to-eat products are developed to control the potential for cross contamination.

➤ Pasteurized eggs are substituted in recipes that call for raw or undercooked eggs to reduce the risk of foodborne illness.

➤ Commercially precooked chicken is used in recipes calling for cooked chicken such as chicken salad to reduce the risk of contaminating food-contact surfaces and ready-to-eat food with raw chicken.

➤ Pasta is chilled in an ice bath immediately after cooking and before apportioning into single servings. This is specified in the procedures for cooking spaghetti.

4. Establish First-In-First-Out (FIFO) Procedures

Product rotation is important for both quality and safety reasons. "First-In-First-Out" (FIFO) means that the first batch of product prepared and placed in storage should

storage should be the first one sold or used. Date marking foods as required by the Food Code facilitates the use of a FIFO procedure in refrigerated, ready-to-eat, potentially hazardous foods (TCS foods). The FIFO concept limits the potential for pathogen growth, encourages product rotation, and documents compliance with time/temperature requirements.

5. Develop and Implement Standard Operating Procedures (SOPs)

Following standardized, written procedures for performing various tasks ensures that quality, efficiency, and safety criteria are met each time the task is performed. Although every operation is unique, the following list contains some common management areas that can be controlled with SOPs:

- Personnel (disease control, cleanliness, training)
- Facility maintenance
- Sanitary conditions (general cleaning schedule, chemical storage, pest control, sanitization of food-contact surfaces)
- Sanitary facilities (approved water supply and testing, if applicable, scheduled in-house inspection of plumbing, sewage disposal, handwashing and toilet facilities, trash removal)
- Equipment and utensil maintenance.

SOPs can also be developed to detail procedures for controlling foodborne illness risk factors:

- Procedures are implemented for measuring temperatures at a given frequency and for taking appropriate corrective actions to prevent hazards associated inadequate cooking.
- Adequate handwashing is achieved by following written procedures that dictate frequency, proper technique, and monitoring.

6. Create and apply risk control plans (RCPs)

An RCP is a concisely written management plan developed by the retail or food service operator with input from inspectors that describes a management system for controlling specific out-of-control foodborne illness risk factors. An RCP is intended to be a voluntary strategy that inspectors and the person in charge jointly develop to promote long-term compliance for specific out-of-control foodborne illness risk factors. For example, if food is improperly cooled in the establishment, a system of monitoring and record keeping outlined in an RCP can ensure that new procedures are established to adequately cool

the food in the future. An RCP should require that the basic control systems in the plan be implemented for a designated period of time (e.g., 60 - 90 days) and allow inspector oversight. The longer the plan is implemented, the more likely it is that the new controls will become “habits” that continue to be used in the food establishment after inspector oversight ends. An RCP should stress simple control measures that can be integrated into the daily routine. It should be brief, no more than one page for each risk factor, and address the following points in very specific terms:

- What is the risk factor to be controlled?
- How is the risk factor controlled?
- Who is responsible for the control?
- What monitoring and record keeping is required?
- Who is responsible for monitoring and completing records?
- What corrective actions should be taken when deviations are noted?
- How long is the plan to continue?
- How are the results of the RCP communicated to inspectors?

By implementing an RCP, the retail or food service operator will have the opportunity to determine the appropriate corrective action for the identified problem and design an implementation strategy to best suit the establishment and operation. Since the RCP is tailored to meet the needs of the food establishment, the operator takes complete ownership of the plan and is ultimately responsible for its development and implementation. The role of inspectors is to consult with the operator by suggesting ways that the risk factor(s) might be controlled.

By creating an RCP, the operator realizes that a problem exists in the established food safety management system and commits to a specific correction plan rather than merely acknowledging a single violation. Follow up by telephone or in person indicates to the operator that inspectors are interested in seeing the plan succeed. This also gives inspectors an opportunity to answer any questions and offer feedback to the operator to make the RCP more useful.

Annex 5: Example of GMP/GHP documentation

The purpose of this text is to explain the sources from which information or evidence can be collected to understand whether production processes are adequately documented, regularly monitored, and effectively controlled. Different templates or record types can be used depending on the size of the business, the type of product, and the production methods.

Comprehensive documentation is essential for the effective implementation and auditing of food safety

plans (e.g., Risk Control Plan (RCP). This includes detailed recording of procedures, monitoring activities, corrective actions taken, and personnel duties.

By keeping regular and accurate records, businesses can:

- Demonstrate their adherence to good production and hygiene practices,
- Prove that risk management is consistently implemented during audits,
- Easily implement internal controls and continuously improve their food safety systems.

GMP/GHP DOCUMENTATION



1. SAFETY OF WATER AND ICE (WHERE IS APPROPRIATE)

Order for the person responsible (if it is appropriate)

NB: The water used in the production/ or in the premises or for cleaning, cooling, etc. must have characteristics of potable water!

- 1.1. Scheme of numbering plumbing cranes
- 1.2. Instructions for sampling water and ice (where appropriate)
- 1.3. Annual monitoring plan for lab analysis of water and ice (where appropriate) in an accreditation laboratory (as a verification procedure)
- 1.3.1. Accompany letters and lab protocol of analysis
- 1.4. Checklist for daily control of chlorination of water (where appropriate)
- 1.5. Instructions for taking corrective action in case of non-conformity of water and ice (where appropriate)
- 1.5.1. Protocol for taking corrective actions and measures (when necessary)
- 1.6. Regulation of the quality of drinking water

N.B.: If the water is treated, there should be instructions, checklists, and records related to the implementation and monitoring of this process. Attention should also be given to cleaning water tanks, calibrating equipment used for water treatment or water supply, etc.



2. CLEANLINESS OF CONTACT SURFACES

Order for the person responsible (if it is appropriate)

- 2.1. Places for checking the operational environment
- 2.2. Instructions for cleaning, washing and disinfection of premises and equipment
- 2.3. Checklists for daily control of hygienic conditions in premises and equipment
- 2.4. Annual monitoring plan for the purity of contact surfaces (swaps and/or process hygiene criterion)

in the accreditation laboratory (as verification procedure)

2.4.1. Accompany letters and lab protocol of analysis

2.5. Protocol for taking corrective actions and measures (when necessary)



3. PERSONEL HYGIEN AND HEALTH

Order for the person responsible (if it is appropriate)

3.1. Instructions:

- 3.1.1 Instructions for compliance with the requirements of the general hygiene of staff
- 3.1.2. Instructions for the preparation of staff to start work
- 3.1.3. Instruction to leave the workplace
- 3.1.4. Instructional action for health problems and injury
- 3.1.5. Instructions for work clothing
- 3.1.6. Instructions for washing hands
- 3.2. List of personal health licenses
- 3.3. List of distributed work clothing
- 3.3.1. Contracts with companies to launder workwear (if it is appropriate)
- 3.4. Checklists for daily hygiene control of personnel.
- 3.5. Protocol of taking corrective actions and measures (when necessary)



4. PREVENTION OF CROSS-CONTAMINATION

- 4.1 Register(list) of produced products (according to Technological specifications, recipe, etc)
- 4.2. Layout of establishment with colored flow of raw materials, additional materials, personnel, end product, waste
- 4.3. Annual monitoring plan for control of end products (food safety criterion) in accreditation laboratory (as verification procedure)
- 4.3.1. Accompany letters and lab protocol of analysis
- 4.4. Accompany letters and lab protocol of analysis taken by vet inspector
- 4.5. Instructions

- 4.5.1. Organization of work for the prevention of cross contamination
- 4.5.2. Hygiene requirements for the prevention of cross contamination
- 4.5.3. Timetable for implementation of operations at different time (if is appropriate)
- 4.5.4. Instructions for foreign visitors
- 4.5.4.1 Declaration for foreign visitors
- 4.6. Protocol for taking corrective actions and measures (when necessary)



5. MAINTENANCE OF HYGIENE FACILITIES AND TOILETS

Order for the person responsible (if it is appropriate)

- 5.1. Instructions for cleaning, washing and disinfection of the hygiene and sanitary premises and facilities
- 5.2. Checklists for daily checking of the hygienic condition of the hygiene and sanitary premises and facilities
- 5.3. Protocol for taking corrective actions and measures (when necessary)



6. PROTECTION FROM FOREIGN BODIES AND MATTER

- 6.1. Annual plan for planned repair and maintenance of technological equipment and premises
- 6.2. Data Log of results from repair or maintenance of technological equipment and premises (planned or not planned)
- 6.3. List and registration records of calibration of respectively technological equipment
- 6.3.1. Contract for calibration
- 6.3.1. Internal procedure for calibration of technological equipment
- 6.4. Instructions for hygiene rules and work of technical staff
- 6.5. lists of possible biological, chemical and physical hazards (incl. glass and plastics)
- 6.6. Protocol of taking corrective actions and measures (when necessary)



7. MANAGEMENT OF WASTES

Order for the person responsible (if it is appropriate)

- 7.1. Instructions
- 7.1.1. For the management of mixed solid waste

- 7.1.2. For the management of waste from packaging
- 7.1.3. for management of animal origin wastes and SRM (where is appropriately)
- 7.2. Data Log for removal/management of wastes
- 7.3. Checklist for hygiene of siphons
- 7.4. Contracts with license companies
- 7.5. Scheme of bins and siphons (traps)
- 7.5.1. Checklist for daily control of hygiene status of siphons and bins
- 7.6. Protocol for taking corrective actions and measures (when necessary)



8. RECALL AND TRACEABILITY

Order for the crisis team

- 8.1. List of crisis team
- 8.2. Instructions for withdrawing/recalling food products from the market
- 8.2.1. Instructions for the management of withdrawn/recalled food products
- 8.2.2. Protocol for withdrawal/ recall of food products
- 8.3. Instructions for the generation of batch number and management of labels
- 8.4. Examples of labels for end products according to technical specifications or standards
- 8.5. Methodology of traceability
- 8.6. Protocol for review of traceability (simulation)
- 8.7. Diaries
- 8.7.1. Data Log for ready products
- 8.7.2. Data Log for dispatching of end products
- 8.7.2.1. Accompany certificates or documents
- 8.7.3. Data Log of received complaints/claims
- 8.7.4. Daily production plan
- 8.7.4.1. Daily technological production card
- 8.8. Lists of suppliers
- 8.9. Protocol for taking corrective actions and measures (when necessary)



9. TRAINING OF PERSONNEL

Order for the person responsible (if it is appropriate)

- 9.1. Annual training plan
- 9.2. Protocols of performed training with signatures of the workers
- 9.3. Test assessment of the staff
- 9.4. Job description of staff
- 9.5. Protocol for taking corrective actions and measures (when necessary)



10. PESTS CONTROL

Order for the person responsible (if it is appropriate)

- 10.1.** Agreement (contract) with licensed company
- 10.1.1.** Confirmatory protocol for executed activities
- 10.1.2.** list of used DD products/ antitoxin, sanitary permits, certificates, etc. /
- 10.1.3.** Instructions for assistance in case of an incident with DD products
- 10.2.** Checklists for daily or weekly control of pests
- 10.5.** Scheme of poisonous items (numbered)
- 10.6.** Protocol of taking corrective actions and measures (when necessary)



11. LABELLING, STORAGE AND USE OF CHEMICALS

Order for the responsible person (if it is appropriate)

- 11.1.** Instructions for the preparation of chemicals and safety behaviour during the preparation (cleaning and disinfecting)
- 11.2.** Instructions for sizing, mixing and giving additives, spices, etc. (where appropriate)
- 11.3.** List of chemicals used for nutritional purposes, including allergens
- 11.4.** list of chemicals used for non-nutritional purposes (disinfectants, lubricants, etc)
- 11.5.** Checklist for daily/weekly control of labelling, use and storage of chemicals
- 11.6.** Protocol for taking corrective actions and measures (when necessary)



12. CONTROL OF SUPPLIERS

Order for the person responsible (if it is appropriate)

- 12.1.** Instructions for taking and controlling incoming raw materials, packaging materials and chemicals
- 12.1.1.** Check list for periodical visual inspection of incoming raw materials, additives, herbs, supplements, packing materials, means of washing and disinfection, etc.
- 12.2.** Annual monitoring plan for lab analysis of raw materials in accreditation laboratory (as verification procedure)
- 12.3.** Data logs
- 12.3.1.** Data Log for admission of raw materials (it is recommended to separate diaries for chilled and frozen raw materials)
- 12.3.1.1.** Accompany documents for raw materials (certificates, protocol with analysis (physic-chemicals, microbiological, temperature, etc.)

12.3.2. Data Log for admission of additives, spices, etc. (where appropriate)

12.3.2.1. Accompany documents for them

12.3.3. Data Log for admission of packing materials (where appropriate)

12.3.3.1. Accompanying documents

12.4. List of suppliers (it is the same as 8.8.1, and it is not necessary to exist in that folder too)

12.6. Protocol for taking corrective actions and measures (when necessary)



13. TRANSPORT, STORAGE, TECHNOLOGICAL PROCESS

Order for the person responsible (if it is appropriate)

13.1. Transport

13.1.1. Register of vehicles

13.1.2. Instructions for transport activities

13.1.3. Cleaning instructions, washing and disinfection of vehicles

13.1.3.1. Sticker for disinfection of vehicles.

13.1.4. Data Log for hygiene control and temperature (where appropriate) in vehicles

13.2. Storage

13.2.1. Data Log (or check list, or control card) of temperature control for storage of materials (incoming materials, defrosting, semi-materials, end product, etc) in refrigerator- camera (in case of an automatic system for temp control with date base this Data Log could be use only to recorded periodically the temperature of the stored material because of verification)

13.2.2. Data Log (or checklist, or control card) of temperature control for premises (where is appropriately e.g. cutting, packaging zone- when dealing with open product)

13.2.3. Data Log (or checklist, or control card) of temperature control for equipment (where is appropriate)

13.3. Technological process

DEPENDENT ON THE SPECIFICS OF THE PROCESS, COULD BE:

13.3.1. Data Log of temperature control of the ripening of the product

13.3.2. Data Log of temperature control of drying (perennial drying of raw and cooked dried sausages and delicatessen)

13.3.3. Data Log of temperature control of heat treatment of products

13.4. Protocol for taking corrective actions and measures (when necessary)



14. DOSSIER OF THE ENTERPRISE

- 14.1.** Permission for the enterprise to operate (vet approval or similar)
- 14.2.** GEN plan of enterprise
- 14.3.** Technological documentation (specification or other standards)
- 14.4.** Business plan- in case of ongoing reconstructions of the premises
- 14.5.** Others.....

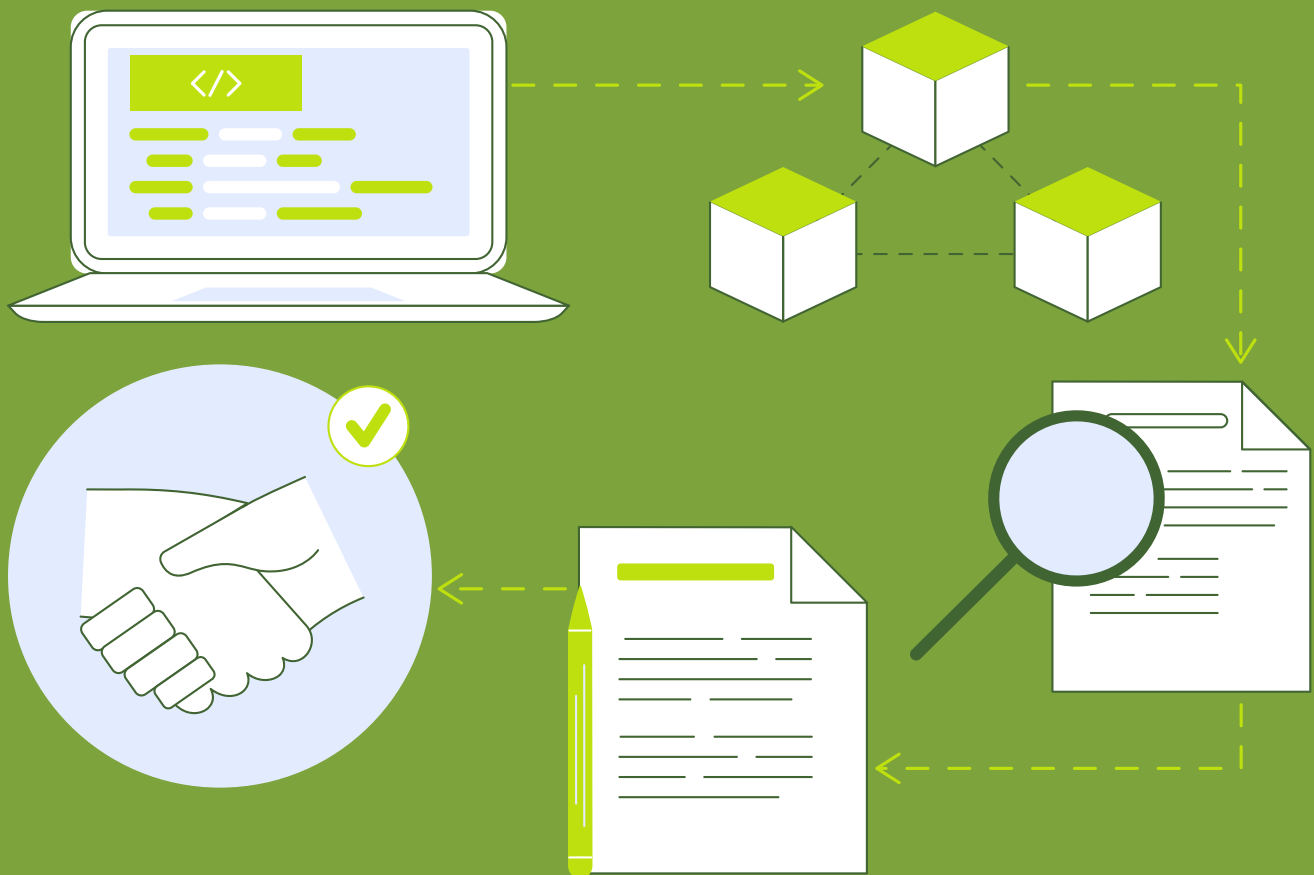


15. RELEVANT LEGAL TEXT

In an electronic version (websites, etc.) or other, as appropriate
(e.g. General hygiene requirements; Requirements for drinkable water; Microbiological criteria for foodstuffs, etc.)

ANNEX 1

Checklist For Control Hygiene Requirements For Food Business Operators Producing/Processing Food Of Non-Animal Origin Including Processed Food (With Explanatory Notes)



Funded by
the European Union



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING EXTERIOR		
Regulation (EC) 852 Annex II, Chapter I, Point 2 TCc local legal text No. 1/2020 Part III, Article 7, Point 1 The layout, design, construction, location, and size of food businesses must:	The establishment is sited in an area where there is no obvious risk of contamination	To confirm that a Food Business Operator (FBO) establishment is sited in an area where there is no obvious risk of contamination, the inspector should assess the external environment and surroundings of the facility. Inspector should check the following: 1) Surrounding activities and land use • The establishment is not located nearby: • Industrial plants emitting pollutants, chemicals, or heavy metals • Sewage treatment plants or waste disposal sites • Landfills or open waste burning areas • Agricultural land where pesticides, fertilizers, or manure are heavily used • Contaminated water bodies or flood-prone zones 2) Air quality and dust sources • There are no nearby sources of dust, smoke, chemical fumes, or odours that could enter the facility. • Prevailing wind direction does not carry contaminants toward the facility. 3) Presence of pests and animals • The area is not prone to vermin infestations (rodents, birds, stray animals). • There are no nearby facilities (e.g., animal feed mills, livestock farms) that could attract pests. 4) Water drainage and flood risk • The site is located on elevated or well-drained ground. • No stagnant water, open drains, or poor drainage systems are near the facility. • The facility is not at risk of flooding from nearby rivers, sea, or rainfall. 5) Access roads and traffic • Access roads are paved and well maintained, reducing dust or mud contamination. • Vehicle traffic nearby does not generate airborne contaminants or track in mud/dirt. 6) Perimeter and protection measures • The site is fenced or protected to prevent unauthorized entry or intrusion by animals. • Adequate buffer zones (e.g. green space or fencing) exist between the facility and any contamination sources. 7) Environmental risk assessment (if available) • The FBO has conducted or holds a site risk assessment report or environmental study. • Any identified risks have been addressed through mitigation measures (e.g. filtration, barriers, zoning).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING EXTERIOR		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 1 Food businesses must be kept clean, well-maintained, and undergo regular repair and maintenance	External areas and immediate surroundings are well maintained in good condition	To confirm that the external areas of a food establishment are maintained in good condition, an inspector should assess factors that can affect food safety, pest control, sanitation, and structural integrity: • Area is: - Free of waste and improperly stored garbage. - Free from overflowing bins, odors, or food waste on the ground. - Regularly cleaned (cleaning procedure and records). • Grounds are: - Free from overgrown vegetation, standing water, or debris that could harbor pests. - Maintained with short grass or paved surfaces near the building perimeter. • No evidence of pest activity (e.g., droppings, nests, burrows, gnaw marks). • Pest control devices (e.g., bait stations) are: - Properly placed and professionally serviced. - Located outside the building, not inside food areas. • Garbage bins and dumpsters are: - Lidded, leak-proof, and kept closed when not in use. - Located away from food preparation and storage areas. - Positioned on hard, cleanable, well-drained surfaces. • Site Drainage - Rainwater or wastewater drains away from the building. - Gutters and downspouts are intact and not blocked. - No ponding or standing water, which could attract pests or cause structural damage. • Parking lots, delivery areas, and walkways are: - Clean and in good repair. - Free from oil leaks, trash, and trip hazards. • Exterior lighting is sufficient for safety and pest deterrence. • Outdoor signs and equipment (e.g., HVAC units, coolers): - Maintained and clean. - Not attracting birds or pests. - Not leaking fluids or creating slip hazards.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING EXTERIOR		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 1 Food businesses must be kept clean, well-maintained, and undergo regular repair and maintenance	The building exterior is properly maintained	To confirm that the building exterior is properly maintained an inspector should check: • Walls, roofs, windows, and doors are: ○ Free from cracks, holes, or damage that could allow pests or moisture to enter. ○ Made from durable, weather-resistant materials. • Surfaces are clean—no mold, dirt buildup, flaking paint, or rust. • Absence of bird-nests in the roof or on wall tops in the processing • External doors: ○ Fit tightly within frames, with no visible gaps. ○ Have weather stripping or door sweeps to prevent pest entry. ○ Self-closing if used regularly. • Loading docks/bays: ○ Clean and well-drained. ○ Protected from rain and wind (e.g., with canopies or bumpers). ○ Free of spilled waste, debris, or standing water.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 1 Food businesses must be kept clean, well-maintained, and undergo regular repair and maintenance	The food rooms are kept clean and maintained in good repair and condition	Inspector should check structural integrity and cleanliness. Surfaces and facilities should be clean, intact, and comply with hygiene standards. A cleaning schedule should be in place that defines the different areas and equipment to be cleaned, the frequency, responsibility and verification procedures. Inspector may observe or inquire about: • Cleaning procedures during production and after shifts. • Use of appropriate cleaning solutions (not just water). • Disinfection routines, especially in high-risk areas. • Records of cleaning and repairing must be available for inspector

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2 TCc local legal text No. 1/2020 Part III, Article 7, Point 2 The layout, design, construction, location, and size of food businesses must:	The design, layout and size of food premises:	Inspector should verify that the layout, design, construction, and size of the premises meet food safety and hygiene requirements. The focus should be on ensuring that the environment supports adequate maintenance, cleaning, disinfection, prevents contamination, and provides sufficient working space.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.a TCc local legal text No. 1/2020 Part III, Article 7, Point 2.A ...allow for adequate maintenance, cleaning, and/or disinfection, prevent or minimize airborne contamination, and provide sufficient working space for all activities to be conducted hygienically.	Permit adequate maintenance, cleaning and/or disinfection	Inspector should check: • Logical workflow (e.g., separation of raw and processed areas to prevent cross-contamination). • Segregation of clean and dirty zones (e.g., separate areas for waste, cleaning materials, and food preparation). • Unidirectional flow of materials and personnel where applicable (to reduce contamination risks). • Maintenance and cleaning facilities • Sufficient sinks for food and utensil washing (separate from handwashing sinks). • Access to hot and cold potable water. • Provision for detergents, disinfectants, and cleaning tools. • Drainage systems: proper slope, covered, and in good working condition. Inspector should check documentation and records: • Cleaning schedules and protocols. • Maintenance logs for equipment and facility structures.

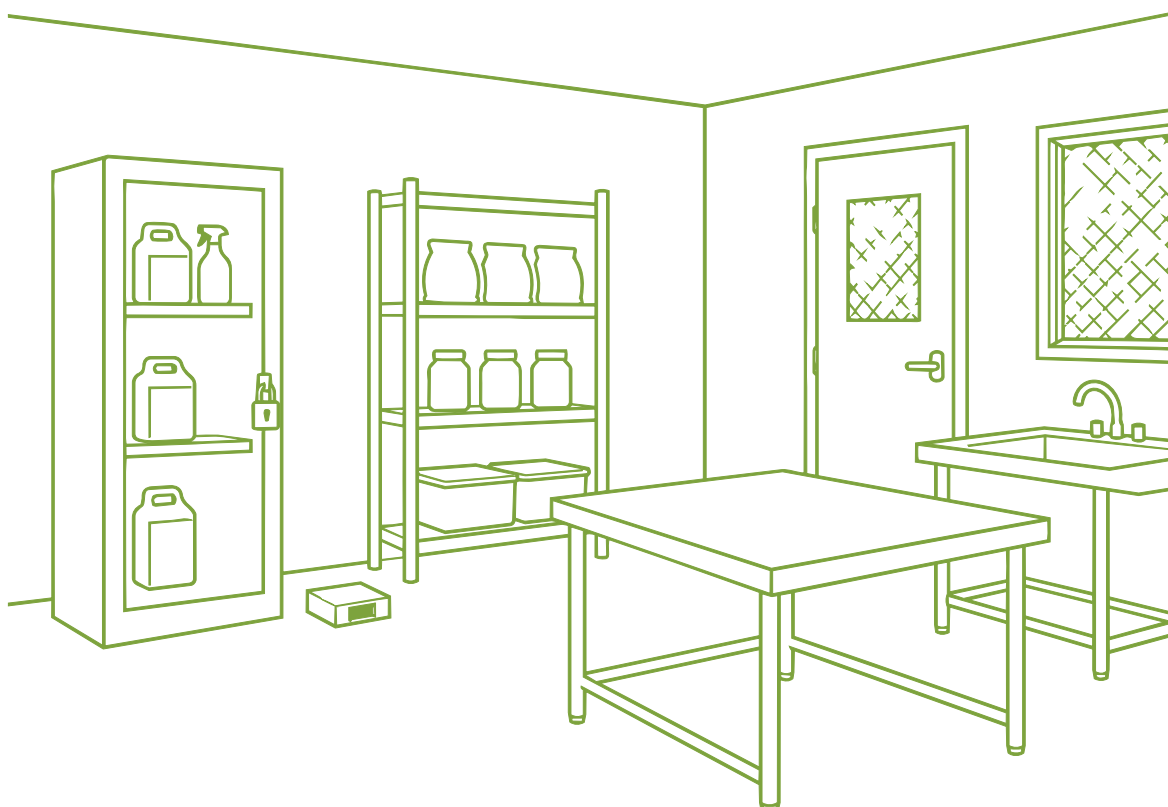
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.a TCc local legal text No. 1/2020 Part III, Article 7, Point 2.A	Avoid or minimise air-borne contamination	Inspector should observe: • Ventilation systems: Properly installed and maintained to remove steam, grease, smoke, and odors. • Minimized open food exposure to air where possible (e.g., through display covers). • Controls for dust, aerosols, and vapors in high-risk areas. • No fans or airflows directed from dirty to clean areas.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.a TCc local legal text No. 1/2020 Part III, Article 7, Point 2.A	Provide adequate working space to allow for the hygiene performance of all operations	Inspector should check if space is sufficient for: • Safe food storage (separation of raw and processed, allergen control). • Movement of staff and equipment without risk of cross-contamination. • Cleaning activities to be carried out properly.



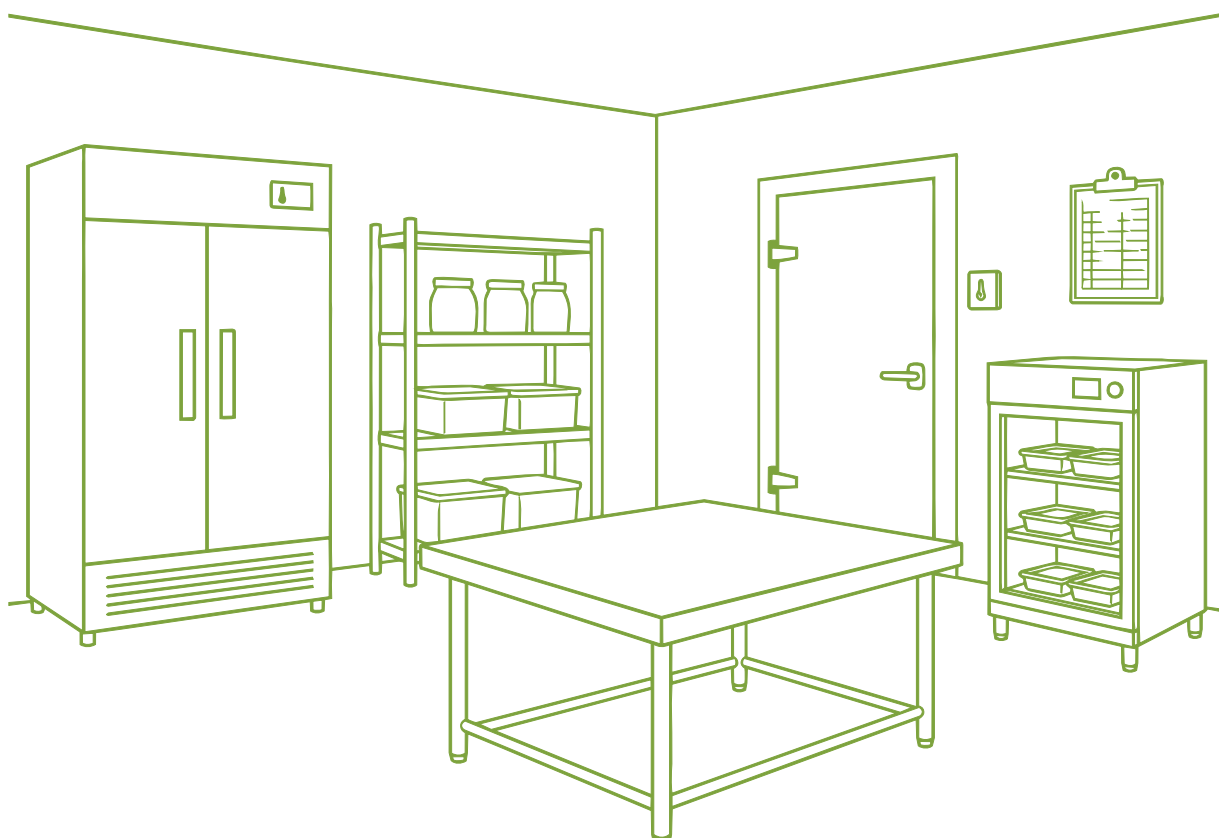
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.b TCc local legal text No. 1/2020 Part III, Article 7, Point 2.B Prevent the accumulation of dirt, contact with toxic materials, falling particles into food, and condensation or the formation of undesirable mold on surfaces.	Are adequate to protect against the accumulation of dirt, contact with toxic materials, the shedding of particles into food and the formation of condensation or undesirable mould on surfaces	To confirm the prevention of dirt accumulation, contact with toxic materials, falling particles into food, and condensation or undesirable mold formation, an inspector should check the following: 1) Floors, walls, and ceilings • Smooth, non-porous, washable, and non-toxic surfaces. • No cracks, flaking paint, holes, or exposed insulation. • Junctions (e.g., wall-floor) should be coved or sealed for easy cleaning. • Ceilings and overhead structures are: ◦ Free from peeling paint or rust. ◦ Designed to prevent drips, dust, or debris from falling onto food. 2) Fixtures, fittings, and equipment • Made of food-grade, corrosion-resistant, and easy-to-clean materials. • No crevices or joints where dirt or mold could accumulate. • Properly maintained—no signs of grease buildup or dirt. 3) Ventilation and humidity control • Adequate mechanical or natural ventilation in high-moisture areas (e.g., dishwashing, cooking zones). • No signs of condensation on ceilings, pipes, or equipment. • Check for extractor fans, hoods, or dehumidifiers in use and properly maintained. • Condensate drains from refrigeration units are functioning and not leaking. 4) Surfaces and corners • No visible mold growth on walls, ceilings, or near refrigeration units. • Storage areas, especially dry goods and cold storage, are dry and mold-free. 5) Overhead structures and fittings • Lighting fixtures, pipes, ducts, and beams are: ◦ Covered or enclosed to prevent falling particles. ◦ Clean and not situated directly over open food prep or storage areas unless protected. 6) Ceiling tiles (if present) • Intact, secured, non-absorbent, and mold/mildew resistant. • No evidence of water leakage or damage.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.c TCc local legal text No. 1/2020 Part III, Article 7, Point 2.C Allow good food hygiene practices to protect against contamination, including control of pests.	Permit good food hygiene practices, including protection against contamination and pest control	Inspector should verify that cleaning chemicals, lubricants, and pest control products are: • Clearly labeled, with data sheets available. • Stored in a dedicated, secure location, well away from food, food-contact surfaces, or packaging. • No evidence of chemicals being stored above food preparation areas or near ingredients. Inspector should check for pest control measures, presence of traps or baits, and absence of any signs of infestation: • All openings to doorways, vents, drains, in pack house walls and windows must covered with wire mesh. • All openings to doorways must be monitored for pests, store rooms, perimeter of packhouse. • The packhouse must be a “sealed” unit that will keep all pests out. • All surfaces and walls within the processing plant/factory are free of bird or other wildlife defecation



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.d TCc local legal text No. 1/2020 Part III, Article 7, Point 2.Ç Provide adequate storage conditions for maintaining food at appropriate temperatures where necessary, ensure temperature-controlled handling, and monitor and record temperatures as needed.	The design, layout and size of food premises, where necessary, provide suitable temperature-controlled handling and storage conditions of sufficient capacity for maintaining foodstuffs at appropriate temperature and designed to allow those temperatures to be monitored and, where necessary, recorded.	To confirm that the design, layout, and size of food premises provide suitable temperature-controlled handling and storage, an inspector should check specific structural, equipment, and operational elements that ensure food safety through proper temperature control: 1) Layout allows for: • Separation of temperature zones (e.g., chilled prep vs. hot cooking). • Clear distinction between chilled, frozen, and ambient storage. • Adequate workspace near temperature-controlled areas for hygienic loading/unloading of food. 2) Refrigeration and freezer units: • Adequate number and capacity to store all perishable food without overcrowding. • Units are located to avoid heat sources (e.g., ovens, direct sunlight). • Separate units or designated zones for raw and ready-to-eat foods to prevent cross-contamination. • Doors seal properly and are not damaged or iced over. 3) Cold Storage Rooms: • Insulated walls and floors (suitable for temperature maintenance). • Designed to allow easy air circulation between products. • Fitted with temperature monitoring and alarm systems. 4) Hot Holding Areas: • Equipment (e.g., hot display cabinets, bain-maries) maintains food at $\geq 63^{\circ}\text{C}$ (145°F). • Units have thermostats and easy-to-read temperature displays. 5) Check that the facility has enough refrigeration/freezer/hot holding space to handle peak storage needs without stacking beyond capacity, which could: • Impede air circulation. • Lead to uneven cooling or warming. 6) Temperature monitoring devices: • Refrigerators, freezers, and hot holding units equipped with: • Built-in thermometers (clearly visible and accurate). • External temperature displays preferred. • Calibrated probe thermometers available and in use by staff.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		7) Temperature recording systems • Manual or automated recording logs showing: ◦ Regular temperature checks (typically daily or per shift). ◦ Corrective actions taken if temperatures were out of range. • Digital data loggers or automatic monitoring systems if used, must be: ◦ Functional and regularly checked. ◦ Accessible for review during inspection. 8) Hygiene and maintenance • Units are: ◦ Clean, well-maintained, and free from mold or ice buildup. ◦ Regularly defrosted (if not self-defrosting). • Drip trays and condensate drains in good condition and not overflowing.



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 8, Point 1. Windows and other openings must be constructed to prevent the accumulation of dirt. Where necessary, windows opening to the outside must be fitted with easily removable insect-proof screens for cleaning purposes. Open windows must be fixed and closed during production if they could cause contamination.	Service openings through walls, ceilings, floors, windows are properly sealed to prevent contamination	To confirm that service openings through walls, ceilings, floors, and windows are properly sealed to prevent contamination, an inspector should focus on structural integrity, pest-proofing, and hygiene barriers: 1) Seals on service openings (pipes, conduits, ducts) • All gaps around pipe penetrations, wiring, or conduits passing through walls, ceilings, or floors are: ◦ Fully sealed with appropriate, durable materials (e.g., silicone, foam, escutcheon plates). ◦ Free from cracks or damage. • No open or unsealed holes left from removed equipment or utilities. • Flexible seals used for movable equipment (e.g., refrigeration piping) are intact and clean. 2) Wall-floor and wall-ceiling junctions • Coving (rounded joints) is installed and intact where walls meet floors to allow for: ◦ Easy cleaning. ◦ Prevention of debris buildup and pest entry. ◦ No open or unsealed joints that could harbour dirt or allow pests in. 3) Windows and skylights • Windows that open: ◦ Fitted with fine-mesh insect screens (typically ≤1.5 mm) that are clean, intact, and secure. ◦ Screens must be removable for cleaning. • Fixed windows must be well sealed to prevent moisture or insect ingress. • Skylights, if present, should: ◦ Be shatterproof or protected against breakage. ◦ Be sealed and not leak condensation or rainwater. 4) Doors and service hatches • Gaps around doors and hatches are sealed with weather stripping or rubber gaskets. • Doors fit snugly into frames and do not allow light (a sign of gaps). • Self-closing mechanisms should be functional, especially on external doors. • Service hatches should: ◦ Be tightly fitting when closed. ◦ Be constructed of easy-to-clean materials. ◦ Not open directly into high-risk food areas unless protected.

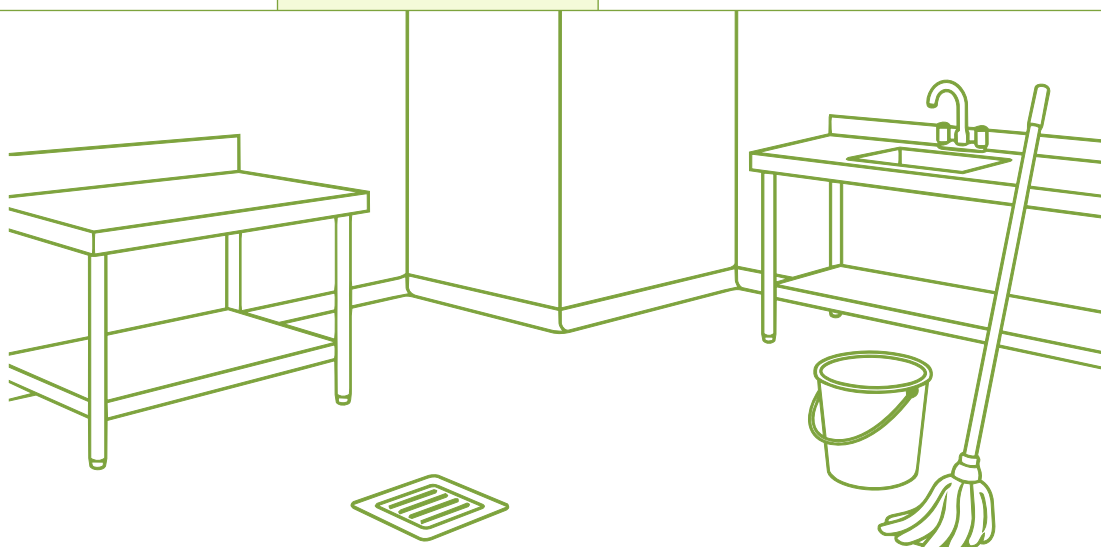
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		5) Ceilings and overhead structures - Any penetrations through the ceiling (e.g., vents, lighting) must be: - Properly sealed around the edges. - Constructed to prevent dust, condensation, or pests from entering the food area. - Light fixtures should be enclosed or fitted with shatterproof covers. 6) Pest control indicators - Evidence of pest ingress (e.g., droppings, gnawed materials, pest sightings) may indicate improper sealing of openings. - Rodent-proofing measures should be in place (e.g., wire mesh on ventilation openings, door sweeps). 7) Maintenance and repairs - Ask for maintenance logs or observe recent repairs for: - Patchwork sealing (temporary or improper materials). - Evidence of ignored wear-and-tear on seals or junctions.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 8 TCc local legal text No. 1/2020 Part III, Article 7, Point 8 An adequate drainage system must be installed to prevent contamination risks.	Drainage facilities are adequate to prevent the risk of contamination to working areas	Inspector should assess if floors are properly sloped towards drainage without cracks or water pooling. Floors must be designed with i.e. slopes, drainage channels and kept free and clean to ensure drainage.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 8 TCc local legal text No. 1/2020 Part III, Article 7, Point 8 Drainage channels must be designed to prevent the flow of waste from contaminated areas to a clean area, particularly areas where food posing a high risk to the final consumer is handled.	Construction of open drainage channels prevents from flow contaminated to clean areas	To confirm that the construction of open drainage channels prevents the flow of contamination from dirty to clean areas, an inspector should assess the design, placement, flow direction, and maintenance of the drainage system: 1) Drainage flow direction • Drainage channels are designed with a gradient (slope) to ensure unidirectional flow — from clean to dirty areas, never the reverse. • Check floor slopes near drains; water should flow away from food handling or clean zones. • No pooling or backflow near sensitive areas (e.g., preparation, packaging, or storage). 2) Physical separation of zones • Open drains in high-risk areas (e.g., raw food prep) should be physically separated from ready-to-eat or clean zones. • Confirm the presence of barriers or elevation differences (e.g., raised thresholds, curbs) to prevent contaminated water from migrating into clean zones. 3) Drainage design and construction • Channels are: • Made from non-porous, corrosion-resistant, and easy-to-clean materials (e.g., stainless steel). • Covered with grates or screens that are secure, cleanable, and prevent debris blockage. • Smooth interior surfaces prevent buildup of residues or biofilms. 4) Backflow prevention • Check for the presence of traps, backflow valves, or air breaks that prevent: • Wastewater from backing up into clean areas. • Cross-contamination between drainage systems. 5) Maintenance and cleanliness • Drains and channels are: • Routinely cleaned (check cleaning logs). • Free from foul odor, residue, or blockages. • Access points (e.g., cleaning hatches) should be available and not located in food processing zones. 6) Pest prevention • Drains must be: • Covered with grates fine enough to prevent rodent or insect entry. • Designed to avoid creating standing water, which can attract pests.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		7) Drainage plans and system layout • Request and review drainage schematics or layout plans if available. • Ensure the drainage network is logically zoned — dirty water from waste handling, toilets, or raw food areas should not intersect clean food zones.

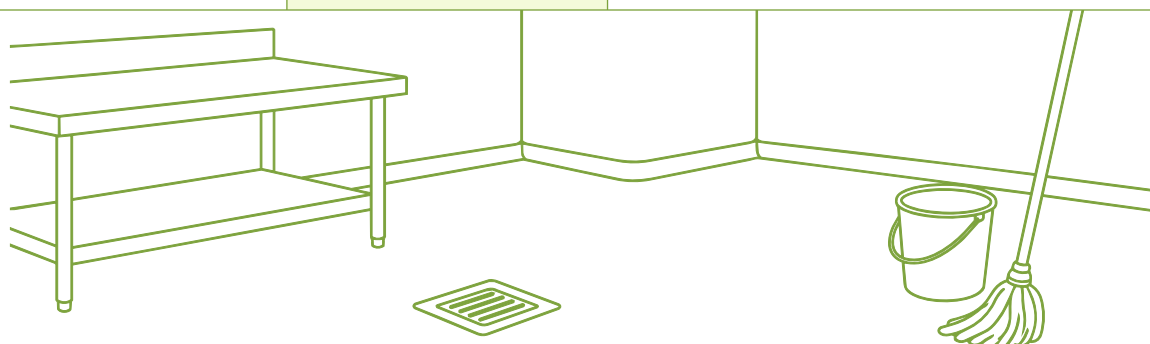
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.a TCc local legal text No. 1/2020 Part III, Article 8, Point 1.A Floor surfaces must be robust, easy to clean, and, where necessary, disinfect.	Floors surfaces are in a sound condition, easy to clean and, where necessary, disinfect	Inspector should assess if floors are smooth, intact, easy to clean. Smooth surfaces will allow thorough cleaning to be done. Some surfaces such as wood, will harbour microbes and dirt, and will thus be difficult to clean. Inspector should check junctions and corners as well to confirm that they are sealed and covered for ease of cleaning. Inspector checks that the floor does not have cracks, potholes, broken tiles and other defects that lead to the accumulation of moisture and interfere with high-quality mechanical cleaning, washing and disinfection. According to the results of laboratory tests, in most cases, violations of the microbiological composition of the air are associated with stagnant water in areas of poor-quality drainage systems and damaged areas on the floor. Inspector should consider such areas as critical observations and indicate them as a priority for correction as soon as possible.



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.a TCc local legal text No. 1/2020 Part III, Article 8, Point 1.A They must be made of waterproof, non-absorbent, washable, and non-toxic materials. Where appropriate, floor surfaces must allow adequate drainage.	Floors are constructed from impervious, non-absorbent, washable and nontoxic materials unless FBO can demonstrate to the CA that other materials are appropriate.	To confirm that floors are constructed from impervious, non-absorbent, washable, and non-toxic materials, the inspector should conduct a visual inspection, look for design features, and assess the materials' suitability for a food business environment. Inspector should confirm that materials used in food areas are: • Certified or approved for food industry use. • Free of hazardous substances, such as lead-based paint or volatile toxic coatings. To confirm it inspector may ask for: • Product specifications, manufacturer details, or compliance certifications. Inspector should confirm that: • Materials are non-porous (no absorption of liquids). • Surfaces are smooth but non-slip. • No evidence of cracking, flaking, or deterioration. To check impervious and non-absorbent properties inspector can: • Pour a small amount of clean water in a discreet corner (if allowed) to observe absorption or pooling. • Look for signs of staining, water damage, or soft spots that may indicate porous or degraded flooring. Inspector should check washability of floors: • Surfaces must be easily cleanable: ○ No rough or textured surfaces that trap food or dirt. ○ Grouting (if present) must be sealed and smooth. • Floor-to-wall junctions should be: ○ Coved (rounded) to allow easy cleaning. ○ Sealed with no visible gaps or open joints.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.a TCc local legal text No. 1/2020 Part III, Article 8, Point 1.A Where appropriate, floor surfaces must allow	The construction allows for adequate surface drainage, where appropriate	Inspector should check for standing water, which may indicate poor drainage. Sloping of floors and/or adequate drainage should prevent dirty standing wash-water, which can lead to unhygienic conditions.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 1.a TCc local legal text No. 1/2020 Part III, Article 7, Point 1 Food businesses must be kept clean, well-maintained, and undergo regular repair and maintenance Article 8, Point 1.A Floor surfaces must be robust,	The floors are maintained in a clean condition	To confirm that floors are maintained in a clean condition, the inspector should assess both visual cleanliness and evidence of a systematic cleaning program. Inspector should check that: • Floors are free from: - Food debris, spills, dirt, grease, and dust. - Mold, slime, or residue buildup (especially in corners and under equipment). - No pooling water or signs of neglected cleaning in hard-to-reach areas. - Food residue that could attract pests. - Sticky or greasy patches indicating poor cleaning. - Pest droppings or trails near floors. • Floors under and behind fixed or movable equipment are: - Regularly cleaned. - Free of buildup or hidden debris. - Confirm that equipment is moved or accessible for cleaning as needed. • Drain covers are clean and intact. • No foul odours or visible waste accumulation around floor drains. • Drains are free-flowing and not clogged or blocked. • A cleaning schedule or hygiene plan is in place and includes: - Frequency of floor cleaning (e.g., hourly, daily, shift-based). - Methods and cleaning agents used (detergents, degreasers, disinfectants). - Responsible staff and sign-off/checklist systems. - Records are up to date and reflect actual cleaning practices. • Mops, brooms, floor scrubbers, squeegees: - Are clean, stored properly, and not used across contaminated areas (e.g., toilets vs. food zones). - Color-coded to prevent cross-contamination (if in use).



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.b TCc local legal text No. 1/2020 Part III, Article 8, Point 1.B Wall surfaces must be robust, easy to clean, and, where necessary, disinfect.	Wall surfaces are in a sound condition, easy to clean and, where necessary, disinfect	To confirm that wall surfaces are in sound condition, easy to clean, and, where necessary, able to be disinfected, the inspector should evaluate materials, surface integrity, cleanliness, and maintenance practices. Inspector should check that: • Walls are: ● Intact, with no cracks, holes, loose panels, flaking paint, or broken tiles. ● Sealed at joints and junctions (e.g., corners, wall-to-floor edges). • Any repairs or patches must use like-for-like materials that maintain hygienic standards. • Wall-Floor and Wall-Ceiling junctions: ● Coved (rounded) joints between walls and floors to allow easy cleaning and prevent buildup. ● No gaps or unsealed edges that could harbor bacteria or pests.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.b TCc local legal text No. 1/2020 Part III, Article 8, Point 1.B They must be made of waterproof, non-absorbent, washable, and non-toxic materials, and have a smooth surface up to a height appropriate for the operations.	Walls are constructed from impervious, non-absorbent, washable and non-toxic material^o unless FBO can demonstrate to the CA that other materials are appropriate.	Inspector should check that: • Walls are made of impervious, smooth, non-absorbent, and non-toxic materials, such as: ● Glazed tiles ● Plastic cladding (e.g., PVC panels) ● Sealed stainless steel ● Properly painted/rendered concrete Inspector should confirm that materials used in food areas are: • Certified or approved for food industry use. • Free of hazardous substances, such as lead-based paint or volatile toxic coatings. To confirm it inspector may ask for: • Product specifications, manufacturer details, or compliance certifications.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.b TCc local legal text No. 1/2020 Part III, Article 8, Point 1.B ... and have a smooth surface up to a height appropriate for the operations.	Walls have smooth surfaces up to an appropriate height liable to be soiled.	Inspector should check that surfaces are: • Smooth and free from texture that could trap dirt. • Washable and resistant to chemicals used in cleaning and disinfecting. Smooth surfaces will allow thorough cleaning to be done. Some surfaces such as wood, will harbour microbes and dirt, and will thus be difficult to clean.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 1.b TCc local legal text No. 1/2020 Part III, Article 7, Point 1 Food businesses must be kept clean, well-maintained, and undergo regular repair and maintenance Article 8, Point 1.B Wall surfaces must be robust, easy to clean, and, where necessary, disinfect	Walls are maintained in a clean condition	Inspector should check that: • Wall surfaces are: ◦ Free of visible dirt, grease, mold, stains, and food splashes. ◦ Able to withstand routine cleaning and disinfection, especially in high-risk areas (e.g., food prep zones). • Approved cleaning agents are used on the walls and whether disinfection schedules include wall surfaces. • Fixtures and Fittings are: ◦ Mounted on walls (e.g., shelves, soap dispensers, control panels) are: ◦ Securely attached and sealed at contact points. ◦ Easy to clean behind or around. • No buildup of debris or dirt around fixtures. Inspector should review cleaning schedules or maintenance records for wall surfaces: • Frequency of wall cleaning/disinfection in relevant areas. • Responsibility assignments for cleaning tasks. In areas such as dishwashing zones, food prep areas, and handwashing stations inspector should confirm that: • Wall surfaces are waterproof and resistant to steam, splashes, and chemical exposure. • Look for signs of moisture damage, mold, or peeling coatings.

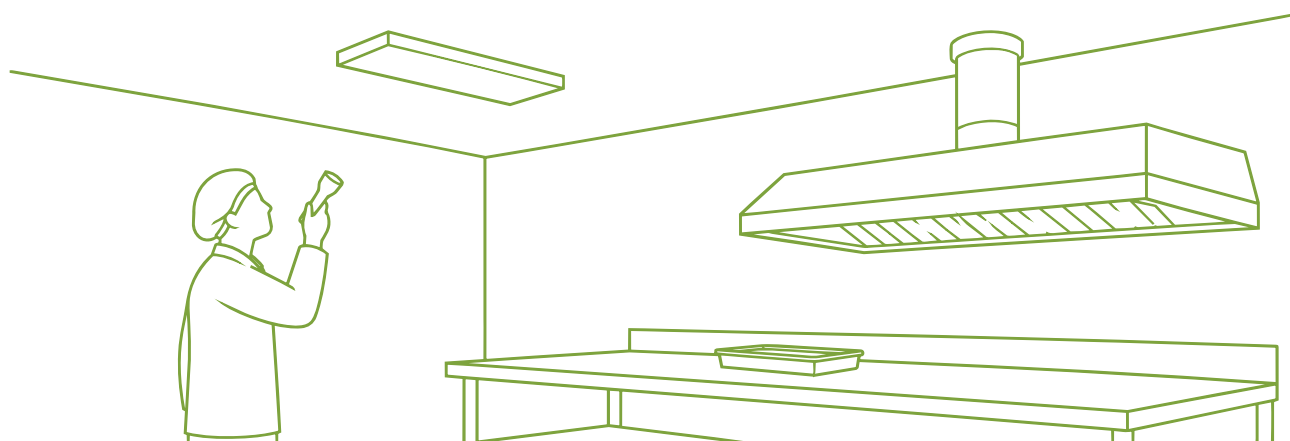
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.c TCc local legal text No. 1/2020 Part III, Article 8, Point 1. and Article 7, Point 1 Ceilings or, where there are no ceilings, the inner surface of the roof and roof structures and fittings must be designed to prevent the accumulation of dirt, reduce condensation and undesirable mold growth, and minimize falling particles.	Ceilings (or, where there are no ceilings, the interior surface of the roof) and overhead fixtures are to be constructed and finished so as to prevent the accumulation of dirt and to reduce condensation	To confirm that ceilings (or the interior surface of the roof, where no ceilings exist) and overhead fixtures are constructed and finished in a way that prevents dirt accumulation and reduces condensation, the inspector should evaluate design, materials, cleanliness, and maintenance. Inspector should check that: • Ceiling/roof surface material made from impervious, non-absorbent, smooth, and light-colored materials (e.g., sealed plasterboard, washable panels, metal sheeting with appropriate coating). • Surfaces are: • Free from rough textures, gaps, or exposed insulation. • Easy to clean and resistant to mold or mildew growth. • Properly sealed to prevent moisture absorption. • Ceilings and overhead surfaces are: • Free of visible dirt, stains, cobwebs, mold, or dust accumulation. • No peeling paint, flaking material, or signs of water damage. • Cleanliness under: • High-level structures (e.g., rafters, beams, open supports). • Ceiling panels, light covers, and fixtures are: • Securely fixed, with no risk of falling or contaminating food. • Made of suitable materials that resist mold and flaking. • Any repairs or paintwork must use food-safe, mold-resistant materials. Inspector should check that ceilings/roof structures help minimize condensation, especially in areas with high humidity (e.g., dishwashing, cooking, or chilling rooms). Inspector should look for: • Adequate insulation to prevent temperature-related condensation. • Ventilation systems or extraction fans to remove steam and humidity. • No signs of water dripping or condensation droplets on ceilings or overhead equipment. Inspector should confirm that all overhead fixtures (e.g., lights, pipes, air ducts, fans) are: • Enclosed or shrouded, and positioned to prevent drips or particles falling onto food or surfaces.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• Easily cleanable and maintained. • No exposed wiring, rust, or dust buildup. To confirm mentioned above points inspector should check for: • Protective covers on lighting (e.g., shatterproof diffusers). • Proper sealing where fixtures meet ceiling. Inspector should confirm that ceilings and overheads are: • Regularly inspected and cleaned, especially in food prep areas. • Accessible for maintenance without contaminating food below. Inspector may ask: • Is there a preventive maintenance program for high-level areas? • Are cleaning schedules and logs in place?

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.c TCc local legal text No. 1/2020 Part III, Article 8, Point 1.C	There is no evidence of undesirable mould growth and the shelling of particles	To confirm that there is no evidence of undesirable mold growth or shelling (flaking) of particles on ceilings the inspector should conduct a visual and physical inspection. Visual inspection for mold growth: • Look for visible signs of mold, including: • Black, green, or white patches on ceilings, especially in corners and damp areas. • Stains or discoloration indicating moisture accumulation. • Check areas above or near food processing, dishwashing zones, and high humidity zones. Check for shelling or flaking: • Inspect for: • Peeling paint, loose ceiling tiles, or flaking plaster. • Dust or debris falling from overhead surfaces. • Cracks or seams where material is breaking down. • Check vent covers, pipes, ducts, and lighting fittings for signs of wear or breakdown. Moisture and Ventilation: • Look for signs of:

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		- Condensation or water staining, which can lead to mold. - Poor air circulation or inadequate exhaust fans in humid areas. - Confirm whether ventilation is working effectively to control moisture.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 1.c TCc local legal text No. 1/2020 Part III, Article 7, Point 1; Article 8, Point 1.C	The ceilings and fittings are maintained clean	To confirm that ceilings and fittings are maintained clean, the inspector should conduct a visual and physical inspection and verify cleaning practices. Cleanliness of ceilings and overhead fittings: - Ceilings and fixtures (e.g., lights, fans, pipes) should be: - Dust-free, with no cobwebs, grease, or dirt buildup. - Free from insect debris, dead insects, or other contamination. - Inspector may use a torchlight to check high-level surfaces not easily visible. Cleaning practices and records - Ask for cleaning logs and schedules for ceiling and overhead fittings. - Frequency of cleaning high-level surfaces. - Responsible personnel and cleaning methods. - Confirm that cleaning is routine and documented, especially in critical zones (e.g., above open food).



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 8, Point 1.Ç Windows and other openings must be constructed to prevent the accumulation of dirt.	Windows and other openings are constructed and finished to prevent the accumulation of dirt and condensation.	To confirm the hygiene and structural integrity of windows and other openings in a food establishment, the inspector should systematically assess design, materials, cleanliness, contamination prevention, and pest control. Inspector should check that: • Surfaces (frames, sills, and ledges) are: ◦ Smooth, sealed, and easy to clean. ◦ Free of cracks, chips, flaking paint, or rough finishes where dirt or moisture could collect. • No signs of condensation buildup on or around windows (especially in high-humidity areas). • Proper ventilation or insulation is in place to prevent condensation on glass or frames. • Ledges and sills are sloped to discourage buildup and allow easy drainage.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 8, Point 1.Ç... Where necessary, windows opening to the outside must be fitted with easily removable insect-proof screens for cleaning purposes.	Windows and other openings which are opened to the outside environment are fitted with insect-proof screens as necessary	Inspector should check that: • All windows or openings that can be opened to the outside are: ◦ Fitted with fine-mesh insect-proof screens (typically ≤1.5 mm mesh size). ◦ Screens are intact (no holes, tears, or sagging).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 8, Point 1.Ç... Where necessary, windows opening to the outside must be fitted with easily removable insect-proof screens for cleaning purposes.	Insect-proof screens can be removed for cleaning	Inspector should check that: • Screens are securely fitted yet removable for cleaning and maintenance. • Screens are clean and free of insect buildup, cobwebs, or debris.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 8, Point 1.Ç ... Open windows must be fixed and closed during production if they could cause contamination.	Windows are closed and fixed during production where open windows would result in contamination	Inspector should check that: • In high-risk production areas: • Windows are kept closed during food processing unless fitted with appropriate screens. • If there's a policy to keep windows closed, verify staff compliance during inspection. • Look for signage or SOPs that specify when windows must remain closed. • Facility has documented procedures to address airborne contamination risks (e.g., pollen, dust, insects).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 7, Point 1, Article 8, Point 1. Ç	Windows and other openings are maintained clean	Inspector should check that: • Window panes, frames, sills, tracks, and insect screens are: • Visibly clean and free of dirt, dust, grease, fingerprints, or dead insects. • Windows in food processing or storage areas are:

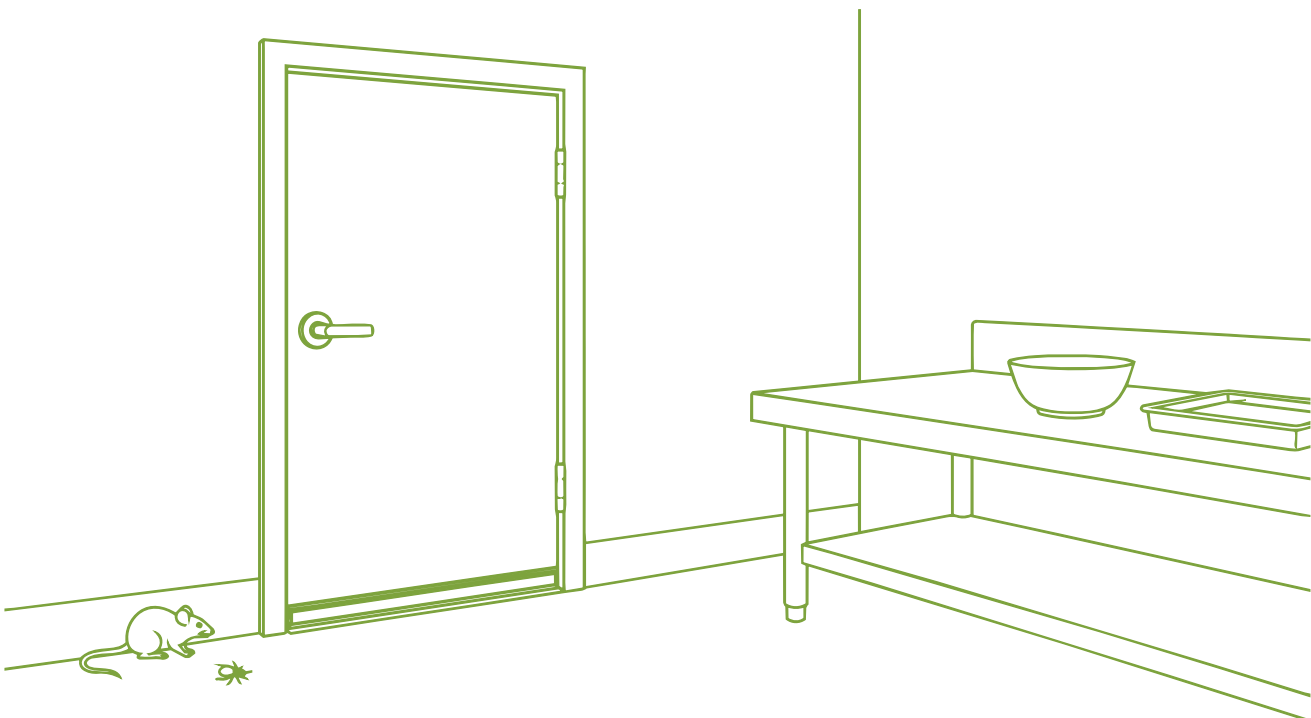
REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		○ Included in cleaning schedules. ○ Cleaned regularly as per documented frequency. Cleaned regularly as per documented frequency. • Cleaning tools used are appropriate and not used across dirty areas (e.g., separate from bathroom or floor cleaning tools).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, 1.e TCc local legal text No. 1/2020 Part III, Article 8, Point 1.D Doors must be easy to clean, disinfect if necessary, smooth, and made of non-absorbent materials.	Doors are easy to clean and where necessary, disinfect	To confirm that doors in a food premises comply with hygiene and structural standards, the inspector should assess: • Surfaces of doors (both sides) are: ○ Smooth, sealed, and free from cracks, grooves, or joints that could trap dirt or microbes. ○ Water-resistant and suitable for wet cleaning. • In high-risk or wet areas (e.g. production, raw meat rooms), doors should be: ○ Washable and chemical-resistant. ○ Able to withstand disinfectants without damage or corrosion. • Check that doors are included in cleaning schedules, and that staff can clean both the surfaces and any fittings (handles, kickplates, hinges).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, 1.e TCc local legal text No. 1/2020 Part III, Article 8, Point 1.D Doors must be easy to clean, disinfect if necessary, smooth, and made of non-absorbent materials.	Doors are constructed of smooth, non-absorbent materials unless FBO can demonstrate to the CA that other materials are appropriated.	Inspector should confirm that doors are constructed of smooth, non-absorbent materials (unless otherwise justified). Inspector should check that: • Doors are made of approved food-safe materials, such as: ○ PVC, stainless steel, coated metal, laminated surfaces, or washable plastics. • Wood is generally not permitted unless it: ○ Is sealed with a waterproof, food-safe coating, and ○ Has documented justification accepted by the

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		Competent Authority (CA) (e.g., heritage sites or low-risk zones). • No exposed untreated wood, unsealed plywood, or porous surfaces.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, 1.e TCc local legal text No. 1/2020 Part III, Article 8, Point 1.D	All external and internal doors (where necessary) are tight-fitting and vermin proof	Inspector should check that: • External and relevant internal doors: • Close fully and tightly—no visible gaps at top, bottom, or sides. • Have door sweeps, brushes, or rubber seals at the bottom to block entry of pests. • No signs of rodent or insect entry, such as: • Chew marks, droppings, burrow holes, or pest trails. • Door frames and thresholds are well-fitted and undamaged. • If applicable, self-closing mechanisms work properly to ensure doors are not left open.



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 1.d TCc local legal text No. 1/2020 Part III, Article 7, Point 1, Article 8, Point 1.D	Doors are maintained in a clean condition	Inspector should check that: • Doors (panels, frames, and handles) are: • Free from visible dirt, grease, fingerprints, or stains. • No buildup around hinges or base. • Doors are routinely cleaned, especially in food production and toilet areas. • Cleaning logs or schedules confirm the frequency and method of door cleaning.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 7 TCc local legal text No. 1/2020 Part III, Article 7, Point 7 Adequate natural and/or artificial lighting must be provided.	Premises have adequate natural or artificial lighting	To confirm that lighting in a food premises meets hygiene and safety standards, the inspector should assess the adequacy, protection, and cleanliness of all light sources, especially in food handling and storage areas. Inspector should check that: • All work areas (e.g., food prep, processing, inspection, cleaning, storage) are well-lit, ensuring: • Workers can clearly see surfaces, equipment, and food products. • There are no dark or shadowy areas that could hinder cleaning or inspection. • Natural lighting (e.g., windows, skylights) is: • Supplemented with artificial lighting where necessary. • Light levels meet or exceed general guidance: • Food handling/preparation areas: ≥500 lux. • Storage areas: ≥150–300 lux. • Use of white or light-colored reflective surfaces may assist in lighting adequacy. How to check: • Use a light meter (lux meter), or assess visually in various zones. • Confirm emergency lighting is available where needed.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1 (c) TCc local legal text No. 1/2020 Part III, Article 7, Point 1	Lighting fixtures are adequately protected	Inspector should verify that light fixtures have protective covers to avoid contamination risk and inspect: • Lights above food contact surfaces (e.g., production lines, workbenches, packaging areas). • Areas where unprotected glass could fall onto food. Inspector should check that: • Fixtures (especially in food prep, cooking, and storage areas) are: ○ Shatterproof, or fitted with protective covers/ diffusers to prevent broken glass contamination. ○ Properly secured, with no risk of falling or vibrating loose. • Bulbs and tubes are: ○ Encased in sleeves or cages, especially above open food areas or production lines. ○ Resistant to heat, moisture, and cleaning chemicals.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 7 TCc local legal text No. 1/2020 Part III, Article 7, Points 1, 7	Lighting fixtures are maintained in a clean condition	Inspector should check that: • Fixtures (and protective covers) are: ○ Free of dust, grease, dead insects, or mold. ○ Not discolored (e.g., yellowed diffusers blocking light). • Cleaning is done routinely and safely, with access equipment available as needed. • Lighting maintenance is documented in cleaning schedules or maintenance logs.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 5 TCc local legal text No. 1/2020 Part III, Article 7, Point 5 Adequate natural or mechanical ventilation must be provided.	Ventilation, by natural or artificial means, is suitable and sufficient	To confirm that ventilation systems in a food premises meet hygiene and safety standards, the inspector should evaluate both design and operational conditions of the ventilation setup. Inspector should check that: • Air exchange is adequate to: - o Remove excess heat, steam, condensation, fumes, odors, smoke, and airborne particles. - o Prevent buildup of grease or moisture on walls, ceilings, and equipment. • Areas with high humidity or cooking operations (e.g., kitchens, dishwashing rooms) have: - o Mechanical extraction systems with appropriate airflow rates. • Natural ventilation (e.g., windows, vents) is sufficient only in low-risk areas, and must be: - o Screened if open to the outdoors. Inspector may ask for airflow performance data or commissioning reports if available.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 5 TCc local legal text No. 1/2020 Part III, Article 7, Point 5 Mechanical airflow from a contaminated area to a clean area must be prevented.	Mechanical airflow from a contaminated area to a clean area is avoided	Inspector should: • Check airflow direction is designed to move from clean to dirty zones, not the reverse. - o E.g., from packaging rooms to raw material rooms — never the other way around. • Use smoke tests (or request them) to demonstrate airflow patterns. • Check for differential air pressure control in: - o High-care and high-risk food production areas. • Confirm that doors between zones are kept closed or have air curtains.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 5 TCc local legal text No. 1/2020 Part III, Article 7, Point 5 The ventilation system must be designed to allow easy access to filters and parts that require cleaning or replacement.	Filters and other parts requiring cleaning or replacement are accessible	Inspector should confirm that: • Filters (grease, HEPA, etc.) and ductwork components: ◦ Are easy to access for removal, cleaning, or replacement. ◦ No obstructions preventing regular maintenance. • Access panels or doors should be: ◦ Sealed when closed, but openable for maintenance. • Confirm that staff or contractors can access and clean: ◦ Canopy hoods, fans, ducts, and air intake/exhaust vents.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter II, Point 7 TCc local legal text No. 1/2020 Part III, Article 7, Points 1, 5	Ventilation systems are maintained in clean condition and vermin proofed	Inspector should confirm that: • No visible buildup of grease, dust, or mold inside or around vents, fans, or extractors. • Ducts and grilles are clean, undamaged, and intact. • Inlet and outlet vents are: ◦ Fitted with vermin-proof mesh or grilles (especially external outlets). ◦ Free of nesting materials, insect entry points, or debris. • Review cleaning schedules and maintenance logs: ◦ Frequency of filter replacement, fan cleaning, and duct inspections. ◦ Contractor service reports for complex systems.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 4 TCc local legal text No. 1/2020 Part III, Article 7, Point 4 Adequate hand-washing facilities, equipped with hot and cold running water, cleaning and hygienic drying materials, must be suitably located and designed for hand washing. Food washing facilities must be separate from hand-washing facilities where necessary.	Premises have an adequate number of washbasins at suitable locations	To verify that handwashing facilities within a food premises comply with hygiene requirements and support effective personal hygiene practices, the inspector should conduct a detailed assessment focusing on the adequacy, functionality, and cleanliness of the installations. Inspector should confirm that: • Sufficient quantity of washbasins for the number of staff and workflow: ◦ At least one dedicated handwash basin in each food handling area. ◦ Additional basins near toilets, entry points, high-risk zones, and changing areas. • Washbasins are dedicated to handwashing only (not for food or equipment washing). • Basins are conveniently located: ◦ Within easy reach of workstations to promote frequent use. ◦ Not blocked by equipment or inaccessible

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 4 TCc local legal text No. 1/2020 Part III, Article 7, Point 4	Hot and cold running water, materials for cleaning hands and hygienic drying facilities are provided	Inspector should confirm that: • Each handwash basin has: ◦ Hot and cold running potable water, or a pre-mixed warm water tap. ◦ Water at a comfortable temperature (typically 35–45°C). • Provided at every handwash station: ◦ Liquid or foam soap in a dispenser (not bar soap). ◦ Nail brushes (if appropriate and hygienically maintained). ◦ Hands-free controls (e.g., elbow, foot, or sensor-operated taps) are preferable. • One or more of the following: ◦ Disposable paper towels (with covered, foot-operated bins for disposal). ◦ Hot air hand dryers (should be touch-free and fast-drying). ◦ No shared cloth towels (not permitted).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1, Chapter I, Point 4 TCc local legal text No. 1/2020 Part III, Article 7, Points 1, 4	Facilities are maintained in a clean condition	Inspector should confirm that: • Washbasins, taps, soap dispensers, and drying units are: ◦ Visibly clean, free from dirt, mold, dried soap, or water stains. • No blocked drains or foul odors. • Waste bins for paper towels are: ◦ Emptied regularly and kept clean. • Check cleaning schedules or logs for handwash stations. • Maintenance records for dispenser refills and dryer servicing, if applicable.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 3 TCc local legal text No. 1/2020 Part III, Article 8, Point 3 Adequate equipment must be provided for washing food where necessary. Facilities for washing food must comply with the requirements of Article 13, have an adequate supply of potable hot and/or cold water, and be kept clean and, where necessary, disinfected	Premises have adequate facilities for washing food, where necessary	To confirm that facilities for washing food meet hygiene requirements, the inspector should verify their availability, water supply, separation from handwashing, and cleanliness. Inspector should check that: • Separate sinks or designated areas are available for washing food, especially raw produce or seafood. • Food washing sinks are: ◦ Appropriately sized and located near preparation areas. ◦ Made of non-corrosive, smooth, cleanable materials (e.g., stainless steel). • The number of sinks is adequate for the volume and type of food handled. • No signs that handwash or equipment sinks are being used for food washing.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 3 TCc local legal text No. 1/2020 Part III, Article 8, Point 3	Facilities are provided with hot and cold water	Inspector should check that: • Food washing sinks have a potable hot and cold water supply, or a pre-mixed warm water tap. • Temperature is appropriate: • Cold water is typically used for fresh produce. • Warm water may be needed for certain seafood or meat rinsing processes. • Confirm water is potable and free from contamination (cross-check water testing reports if needed).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 3 TCc local legal text No. 1/2020 Part III, Article 7, Point 1	Facilities are maintained clean and, where necessary disinfected	Inspector should check that: • Sinks and tap fittings are: • Free of food residues, slime, rust, or mold. • Not cracked, chipped, or stained. • Sink strainers, splashbacks, and surrounding surfaces are: • Clean and intact. • Cleaning of food wash facilities is: • Included in the cleaning schedule. • Disinfected regularly if used for high-risk foods.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 4 TCc local legal text No. 1/2020 Part III, Article 7, Point 4 ... Food washing facilities must be separate from hand-washing facilities where necessary.	Where necessary, facilities for washing food are separate from hand washing facilities	Inspector should check that: • Clear physical separation between: • Food washing sinks and handwashing basins. • No shared use or dual-purpose sinks. • Signage or labeling (e.g., "For food only" / "Handwash only") is visible. • If shared sink use is claimed, documented risk assessment and cleaning procedures must be provided and approved by the competent authority.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 1	Other structures are hygienically constructed and maintained in good condition and kept clean	To confirm that “other structures” (i.e., elements not explicitly covered under main building features like walls, floors, ceilings) are hygienically constructed, in good condition, and kept clean, an inspector should assess the design, materials, condition, and cleanliness of all ancillary structures within the food premises. What “other structures” may include: • Worktops, shelves, racking systems • Internal partitions or barriers • Steps, platforms, or ladders used in food areas • Fixed furnishings (e.g., built-in counters, cupboards) • Service ducts, pipe chases, cable trays • Access hatches, trap doors, or utility boxes • Protective barriers (e.g., splash guards, sneeze guards) • False panels or decorative cladding in food areas Inspector should check the following: 1) Hygienic construction • Made from impervious, non-absorbent, smooth, corrosion-resistant materials. • Free of toxic finishes, peeling paint, or exposed untreated surfaces. • Joints and corners are sealed to avoid dirt or pest harbourage. • Appropriate food-grade materials used in food contact or splash zones. 2) Maintained in good condition • Surfaces are not damaged, cracked, broken, or rusty. • No loose panels, unstable fixtures, or sharp edges that could cause injury or contamination. • No signs of wear and tear that would compromise cleanability or integrity. • Any repairs are done with approved materials and finishes. 3) Clean and easy to clean • Surfaces are regularly cleaned, dry (where appropriate), and free from: ○ Dust, grease, mold, cobwebs, or food residues. • Cleanliness is supported by: ○ Accessible design (no hard-to-reach gaps). ○ Inclusion in the cleaning schedule. • If used near food contact zones, structures are disinfected as necessary. 4) Not a source of contamination • No leaking pipes, dripping condensation, or corroded metal. • No evidence of pests (e.g., droppings, nesting material). • Structures are not obstructing cleaning or hiding contaminants.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.f TCc local legal text No. 1/2020 Part III, Article 8, Point 1.E All surfaces in contact with food, including those of equipment, must be robust, easy to clean, and, where necessary, disinfect. Surfaces must be smooth, washable, corrosion-resistant, and made of non-toxic materials	Surfaces, including surfaces of equipment, in areas where foods are handled and in particular those in contact with food are:	Areas and equipment to inspect: • Work surfaces, cutting boards, tables • Conveyor belts, slicing machines, mixers, blenders • Interior surfaces of vats, tanks, food storage bins • Packaging equipment, weighing scales, racks and trays • Walls and shelves in high-care or processing areas

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.f TCc local legal text No. 1/2020 Part III, Article 8, Point 1.E	Made from smooth, washable, corrosion resistant and non-toxic material unless FBO can demonstrate to the CA that other materials are appropriate.	To confirm that surfaces (including equipment surfaces) in food handling areas — especially food contact surfaces — are safe, hygienic, and appropriate for their use, the inspector should check for compliance with the following key principles: 1) Surface material is smooth • Surfaces should be: • Free from cracks, pits, grooves, or weld seams that could trap food or dirt. • Even and non-porous, allowing easy cleaning and preventing microbial growth. • For food contact surfaces: • No rough welds, rivets, or textured finishes in contact with food unless approved. 2) Surface is washable and easy to clean • Can withstand frequent cleaning and disinfection without degrading. • Surfaces should: • Not absorb moisture. • Have accessible design for thorough cleaning. • Cleaning SOPs should specifically include these surfaces.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		3) Material is corrosion-resistant • Surfaces must not rust or degrade when exposed to: ◦ Water, salt, cleaning chemicals, or food acids (e.g., vinegar, citrus). • Especially important for: ◦ Stainless steel in wet areas (should be food-grade — e.g., AISI 304 or 316). • Surfaces with visible corrosion or flaking coatings should be flagged for repair/ replacement. 4) Material is non-toxic • Surfaces should not: ◦ Leach harmful substances into food. ◦ Be made of non-food grade plastics, paints, or finishes unless justified. • Confirm there are no coatings or treatments that may flake or contaminate food. 5) Exceptions only with justification • If non-standard materials are used (e.g., treated wood, custom coatings) the FBO must: ◦ Provide written justification to the Competent Authority (CA). ◦ Demonstrate that materials do not compromise hygiene or food safety (e.g., via third-party certifications, risk assessment).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.f TCc local legal text No. 1/2020 Part III, Article 8, Point 1.E	Easy to clean, and where necessary, to disinfect	To confirm that surfaces (including equipment surfaces) in food handling areas, especially food contact surfaces, are easy to clean, disinfect where necessary, the inspector should focus on design/ material suitability status. Inspector should look for: • Smooth, non-porous surfaces: ◦ No cracks, crevices, rough welds, holes, or joints that trap dirt or food particles.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• Made from materials that are: ○ Impervious, washable, corrosion-resistant, and non-absorbent. ○ Able to withstand frequent cleaning and disinfectant use without damage. • Accessible for cleaning: ○ No tight gaps, dead spaces, or obstructed corners. ○ Equipment is installed or designed to allow easy access (e.g., on legs, casters, or wall-mounted). • Cleaning and disinfection procedures: ○ Surfaces are included in a documented cleaning schedule/SOP. ○ Disinfected when necessary — e.g., after handling raw food or allergens.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1.f TCc local legal text No. 1/2020 Part III, Article 8, Point 1.E	Maintained in a sound condition	To confirm that surfaces (including equipment surfaces) in food handling areas, especially food contact surfaces, are maintained in a sound condition, the inspector should focus on maintenance/cleanliness status. Inspector should look for: • Surfaces are free from damage or deterioration, including: ○ Cracks, chips, peeling paint or coatings, broken tiles, dented panels, worn-out seals. • Welds or joints are intact and sanitary. • Equipment and fixtures are: ○ Stable and secure (not loose or vibrating). ○ Functioning properly without leakage, buildup, or wear that could compromise hygiene. • Evidence of routine maintenance: ○ Check maintenance logs or service records. ○ FBO should have a corrective action procedure for damage or wear.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 1 TCc local legal text No. 1/2020 Part III, Article 11, Point 1	Articles, fittings, and equipment with which food comes into contact are:	To confirm that articles, fittings, and equipment that come into contact with food meet hygiene requirements, the inspector should assess their materials, condition, cleanliness, and maintenance practices to ensure they do not pose any contamination risk and are suitable for hygienic use. Common items to inspect: • Cutting boards, knives, utensils • Slicers, mixers, blenders, vacuum packers • Food-grade containers, trays, bins • Food transport carts or trolleys • Scales, dispensers, and filling machines • Work surfaces, shelves, storage racks • Food wrapping and packaging equipment

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 1 TCc local legal text No. 1/2020 Part III, Article 11, Point 1-A	- made from materials which minimise any risk of contamination to enable them to be kept clean and, where necessary, to be disinfected	Inspector should look for: • Materials are: • Food-grade, non-toxic, corrosion-resistant, and impervious. • Smooth and non-absorbent — free from pores, cracks, or flaking. • Approved for direct food contact (e.g., stainless steel, food-grade plastics, ceramics). • Surfaces can withstand: • Cleaning chemicals and disinfectants without degradation. • No materials that could: • Leach chemicals, shed particles, or react with food (e.g., untreated wood, rusting metal, flaking paint). • FBO must provide justification and safety assurance if using alternative materials.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 1 TCc local legal text No. 1/2020 Part III, Article 11, Point 1-B	- maintained in a sound and clean condition	Inspector should look for: • Equipment is: ○ Free from damage such as dents, cracks, missing parts, broken welds. ○ Not visibly dirty or greasy; free from residues, mold, or food debris. • Surfaces are: ○ Regularly cleaned and, where necessary, disinfected — with proof of cleaning schedules or logs. • Equipment must not present a contamination hazard due to poor condition or cleanliness.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 1 TCc local legal text No. 1/2020 Part III, Article 11, Point 1-B	- kept in good order, repair and condition	Inspector should look for: • Equipment functions as intended: ○ No leaks, misalignments, or faulty mechanisms. ○ Moving parts (e.g., blades, rollers) are well-maintained and safe. • Equipment is: ○ Regularly inspected and repaired — FBO can show maintenance records. ○ Promptly removed from use if damaged or compromised. • Replacement of worn or broken components is: ○ Timely and documented. ○ Using materials of equal or higher hygienic standard.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 1 TCc local legal text No. 1/2020 Part III, Article 11, Point 1-C	Equipment is installed in a manner to allow adequate cleaning of equipment and surrounding area	To confirm compliance with hygiene and food safety standards regarding equipment installation, control devices, and cleaning facilities, the inspector should verify the layout, accessibility, safety features, and supporting infrastructure. Inspector should look for: • Equipment, that must be: • Installed off the floor (e.g., on legs, wheels, or wall-mounted) to allow cleaning underneath. • Spaced from walls or adjacent equipment, or sealed to the wall/floor if not movable. • Free from tight, inaccessible gaps between equipment and structures. • Equipment, that must be easy to clean: • No hidden voids or dead spaces where food, water, or pests could collect. Inspector may: • Observe physical layout or ask FBO to demonstrate cleaning access. • Check that cleaning tools can reach under and around units.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 2 TCc local legal text No. 1/2020 Part III, Article 11, Point 2	Where necessary, equipment is fitted with appropriate control devices.	Inspector should check that equipment used for processing (e.g., cooking, chilling, pasteurizing) is fitted with temperature, time, pressure, or flow controls appropriate to its function. Control devices should: • Be calibrated, functional, and accessible. • Include thermometers, thermostats, pressure gauges, alarms, or automated shut-offs. Inspector should confirm that FBO: • Maintain calibration records and verify regular testing of control devices. • Demonstrate staff know how to use and interpret these controls.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 2 TCc local legal text No. 1/2020 Part III, Article 8, Point 2	The cleaning and disinfection facilities:	To confirm that cleaning and disinfection facilities meet hygiene standards, the inspector should verify the materials, design, and water supply to ensure they support effective and hygienic cleaning.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 2 TCc local legal text No. 1/2020 Part III, Article 8, Point 2	- have corrosion-resistant materials, easy to clean	Inspector should look for: • Construction materials of sinks, basins, wash stations, and cleaning tanks are: ○ Corrosion-resistant (e.g., stainless steel). ○ Non-absorbent, smooth, and non-toxic. • Surfaces: ○ Are free from cracks, rust, or scaling. ○ Resist damage from detergents, disinfectants, and heat. • Joints, seams, and fixtures: ○ Should be sealed, smooth, and easy to clean. ○ No exposed wood, untreated metal, or damaged coatings. • Overall hygiene design and condition. • If routine maintenance/cleaning of facilities is performed.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 2 TCc local legal text No. 1/2020 Part III, Article 8, Point 2	- have an adequate supply of hot and cold water	Inspector should look for: • Each cleaning/disinfection station has: ○ Both hot and cold running potable water available at all times. ○ Adjustable mixing taps or thermostatic control to reach required temperatures.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 2 TCc local legal text No. 1/2020 Part III, Article 8, Point 2	Adequate facilities are provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment	Inspector should look for: • There are dedicated sinks or cleaning stations for equipment and utensils (not handwashing or food sinks). • Facilities should have: • Hot and cold running water. • Food-safe detergents/disinfectants, and proper cleaning tools. • Drainage systems that prevent backflow or contamination. • Adequate drying and storage areas: • Utensils are air-dried hygienically — not wiped with cloths that could recontaminate. • Clean equipment is stored off the floor and protected from contamination. • Location of cleaning facilities: • Conveniently placed to avoid cross-contamination or improper cleaning shortcuts.



REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• Hot water supply should meet: • Temperature requirements for cleaning/disinfection (usually $\geq 82^{\circ}\text{C}$ for disinfection if thermal methods are used). • Inspector should: • Run water from taps to verify temperature and flow. • Check for water pressure issues or inconsistent supply. • Confirm no cross-connections with non-potable sources. • Request maintenance logs for hot water systems or boiler functionality.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter V, Point 3 TCc local legal text No. 1/2020 Part III, Article 11, Point 3	Where chemical additives are used to prevent corrosion of equipment, that are used according to Good Practice	To confirm that chemical additives, cleaning agents, and disinfectants are used and stored safely in food premises, the inspector should assess compliance with good hygiene practices, chemical safety protocols, and cross-contamination prevention. If chemical additives (e.g., corrosion inhibitors in boilers, water systems, or CIP systems) are used, the inspector should look for: • They are food-safe and approved for use in food premises. • Their use does not risk chemical contamination of food, surfaces, or equipment. • They are used in accordance with manufacturer instructions (e.g., dilution rate, contact time, application method). • Supporting documentation is available: • Material Safety Data Sheets (MSDS) • Certificates of suitability or food-grade compliance • Maintenance or treatment records showing proper dosing or flushing. The FBO can explain or demonstrate to inspector: • The purpose and safe use of the additive. • That there's no residual contamination or risk of migration into food areas.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter 1, Point 10 TCc local legal text No. 1/2020 Part III, Article 7, Point 10 and Article 15, Point 8 Cleaning and disinfecting agents shall not be stored in areas where food is treated.	Cleaning/ disinfectant agents are properly labelled and stored in non- food areas when not in use	Inspector should check if all cleaning and disinfecting chemicals are: • Clearly labelled with: • Product name • Hazard warnings • Instructions for use • In their original containers, or if decanted, into appropriately labelled secondary containers. Inspector should check if storage is: • In a designated chemical storage area, separate from food, food equipment, and food packaging. • Locked or restricted to authorized personnel. • Well-ventilated, dry, and away from heat or food handling areas. Inspector should confirm that No: • Chemicals stored above or near food prep zones. • Unlabelled or unidentifiable substances in use. FBO should demonstrate to inspectors: • Proper chemical handling SOPs. • Training records for staff who handle these substances.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 1 TCc local legal text No. 1/2020 Part III, Article 15, Point 1	FBO controls reception of raw materials or ingredients	Proper control of raw materials is critical to food safety. To confirm that the FBO effectively controls the reception and storage of raw materials and ingredients, and does not accept contaminated or unsuitable inputs, the inspector should assess the receiving procedures, rejection criteria, storage conditions, and documentation. Inspector should check the following: • The FBO has documented procedures for receiving and inspecting raw materials. • On delivery, materials are: - o Visually inspected for spoilage, damage, contamination, or temperature abuse. - o Checked against specifications (e.g., supplier name, batch, product condition, labeling, temperature). • The FBO: • Maintains records of receipt (delivery notes (quantity available and the quantity used since the start of use are compared with the quantity received in the documents. If a difference is found, the FBO will be required to explain this discrepancy), supplier COAs, temperature logs).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• Uses only approved suppliers. • Trains staff to follow standard receiving checks. Inspector should look for evidence: • Receiving checklists, logs, supplier approval lists, training records.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 1 TCc local legal text No. 1/2020 Part III, Article 15, Point 1 The food business operator must not accept raw materials, ingredients, or other materials used in the production of processed products that are known to be contaminated or spoiled by parasites, pathogenic microorganisms, toxins, or foreign matter or that make the final product unfit for human consumption despite the application of normal sorting and/or preparation or processing procedures	FBO does not accept raw materials or ingredients, other than live animals, or any other material used in processing products, if they are known to be, or might reasonably be expected to be, contaminated with parasites, pathogenic microorganisms or toxic, decomposed or foreign substances to such an extent that, even after the food business operator had hygienically applied normal sorting and/or preparatory or processing procedures, the final product would be unfit for human consumption.	The FBO must not rely on processing to “clean up” unsafe materials. If any material is likely to remain unsafe after normal processing, it must be rejected at reception. Inspector should confirm that FBO rejects deliveries if: • There is visible or suspected contamination with parasites, pathogens, toxins, spoilage, or foreign objects. • The product is expired, decomposed, or mislabelled. • Storage or transport conditions were inadequate or compromised. Inspector should: • Ask how staff determine what to reject. • Check for records of rejected deliveries and follow-up actions. • Verify traceability system — batch tracking from supplier to final product. Inspector should look for evidence: • Rejection logs, non-conformance reports, supplier communication, corrective actions.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, 2 TCc local legal text No. 1/2020 Part III, Article 15, Point 2 All components and raw materials stored in the food business must be kept under appropriate conditions designed to protect them from deterioration, spoilage, and contamination	Appropriate storage conditions are provided for raw materials and ingredients, in order to prevent harmful deterioration and protect them from the contamination.	Inspector should check the following: • Ingredients are stored in conditions that: ○ Prevent microbial growth, chemical deterioration, and physical contamination. ○ Meet specific temperature/humidity requirements (e.g., refrigeration for perishable items). ○ Separate allergen-containing materials from others, and raw from ready-to-eat foods. • Storage areas must be: ○ Clean, dry, well-ventilated, protected from pests and vermin-proofed. ○ Equipped with temperature monitoring devices. • Materials are: ○ Stored off the floor and away from walls (approximately 30-50cm). ○ Covered or sealed to prevent contamination. ○ Rotated appropriately (FIFO: first in, first out). Inspector should look for evidence: • Storage temperature logs, pest control records, visual condition, allergen management procedures, cleaning procedure.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 3 TCc local legal text No. 1/2020 Part III, Article 15, Point 3 Food must be protected against all contamination that could render it unfit for human consumption or make its consumption unexpected due to health risks or contamination at all stages of production, processing, and distribution	Food is protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.	To confirm that food is protected from contamination at all stages within the establishment, the inspector must assess whether the FBO has implemented adequate physical, procedural, and hygiene controls to prevent contamination that would make food: • Unfit for human consumption, • Injurious to health, or • Unreasonably contaminated. Inspector should check the following aspects: 1) Food handling practices prevent contamination: • Separation of raw and ready-to-eat foods to prevent cross-contamination. • Hygienic food handling by staff: ○ Frequent handwashing. ○ Use of gloves, hairnets, and clean uniforms. ○ No eating, drinking, or smoking in food areas. • Proper food covering during storage, transport, and processing.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		2) Clean and hygienic environment: • Clean surfaces and equipment. • Cleaning schedules and logs are followed. • No evidence of pests, mold, or water leakage. • Air flow systems do not direct contaminated air over food. • Drains do not backflow or leak into clean areas. 3) Food is stored under safe conditions: • Proper temperature control: ○ Chillers/freezers working and logged. ○ No signs of thawing/refreezing. • Food is off the floor, covered, and labelled. • FIFO system is in place to prevent expired food usage. • Separate storage for chemicals, cleaning agents, and personal items. 4) Protection from physical, chemical, and allergen contamination: • No broken equipment, exposed screws or glass over food areas (monitoring of all glass to check whether it is still intact, as well as corrective action if a breakage does occur. All glass including, windows, thermometers, covers etc. must be registered and must also include the quantity of each in each area). • Foreign body control systems in place (e.g., metal detectors, sieves). • Proper allergen controls: ○ Allergen segregation and labelling. ○ Cleaning between allergen and non-allergen production. • Chemicals are stored away from food production/storage. 5) Staff are trained and supervised: • Food handlers have food hygiene training. • Supervisors monitor compliance with hygiene procedures. • There are procedures for illness reporting and exclusion of sick staff.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 5 TCc local legal text No. 1/2020 Part III, Article 15, Point 5 Raw materials, ingredients, intermediate, and final products that could support the growth of pathogenic microorganisms or toxin formation must not be kept at temperatures that pose a health risk, and the cold chain must not be broken.	Raw materials, ingredients, intermediate products and finished products likely to support the reproduction of pathogenic micro-organisms or the formation of toxins are kept at appropriate temperatures, to prevent a risk to health.	Proper temperature control is crucial to preventing microbial growth and toxin formation, especially in perishable or high-risk foods. To confirm that raw materials, ingredients, intermediate products, and finished products that can support the growth of pathogenic microorganisms or toxin formation are kept at appropriate temperatures, the inspector must evaluate both equipment and procedures used for temperature control and monitoring throughout the food establishment. Inspector should check the following aspects: 1) Appropriate temperature controls are applied to high-risk foods: • Chilled foods (e.g. meat, dairy, RTE meals) are stored at $\leq 5^{\circ}\text{C}$, unless otherwise justified. • Frozen foods are stored at $\leq -18^{\circ}\text{C}$. • Hot held foods are maintained at $\geq 63^{\circ}\text{C}$. • Cooked products are rapidly cooled if not served immediately (e.g., from 60°C to $\leq 5^{\circ}\text{C}$ within 90 minutes). • Intermediate products like sauces, batters, fillings are kept at safe holding temperatures between steps. 2) Temperature monitoring and recording systems are in place: • Temperature logbooks or digital recording systems are available for: • Cold storage units (fridges/freezers). • Cooking, cooling, chilling, reheating processes. • FBO checks and records temperatures at appropriate intervals (e.g. at delivery, during storage, during processing). • Corrective actions are documented when deviations occur (e.g., disposal or re-chilling if limits are exceeded). 3) Equipment maintains safe temperatures: • Refrigerators, chillers, and freezers: • Are operating within required ranges. • Have built-in thermometers or accessible calibrated external thermometers. • Cooking and cooling equipment (e.g., ovens, blast chillers) is: • Properly functioning and calibrated. • Maintained regularly (maintenance logs or service reports available). • Transport vehicles for temperature-sensitive foods are refrigerated and monitored. 4) Staff are trained in time/temperature safety: • Food handlers are trained in: • Safe temperature limits for different food types. • Monitoring techniques and corrective actions. • Staff understand why certain products require strict temperature control.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 5 TCc local legal text No. 1/2020 Part III, Article 15, Point 5 Food businesses that produce, handle, and package processed food must have sufficiently spacious, suitable rooms and cold storage facilities to ensure separate storage of raw materials and processed products.	Suitable rooms, large enough for the separate storage of raw materials from processed material are available.	To confirm that suitable rooms are available and large enough for the separate storage of raw materials from processed materials, the inspector should assess the physical layout, storage practices, and capacity of the food premises. This separation is essential to prevent cross-contamination and ensure safe food handling. Inspector should check the following aspects: 1) Physical separation between raw and processed products: • There are dedicated rooms or clearly separated areas for: • Raw materials and ingredients (especially high-risk like raw meat, poultry, seafood). • Processed or ready-to-eat (RTE) products. • Separation is physical (e.g., walls, partitions, dedicated rooms), not just procedural. • No shared spaces where raw and processed products could cross-contaminate. 2) Storage areas are of sufficient size and capacity: • Each storage room is large enough to: • Hold materials without overcrowding. • Allow air circulation and proper organization. • Products are stored: • Off the floor, and away from walls. • In a manner that ensures access for cleaning and inspection. • Rooms are not overstocked, which can lead to temperature abuse or contamination. 3) Correct labelling and identification: • All stored items are clearly: • Labelled with product name, batch/date, and status (e.g., "raw," "RTE," "quarantine"). • Separated by risk category. • Colour-coded crates, shelving, or signage may be used to assist separation. 4) Controlled access and workflow design • There is controlled movement of staff and materials to avoid cross-contamination: • Staff working with raw materials do not enter processed food areas without changing PPE and washing hands. • Clear workflow paths from raw to finished product. • Zoning diagrams or facility maps may help show separation. 5) Cleanliness and maintenance of storage rooms: • Storage rooms are: • Clean, well-maintained, and vermin-proofed. • Temperature-controlled, if needed, with monitoring in place. • No signs of spillage, spoilage, or unlabelled items.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 6 TCc local legal text No. 1/2020 Part III, Article 15, Point 6 When food is to be kept or served at low temperatures, it must be rapidly cooled to a temperature that does not pose a health risk immediately after the thermal processing stage or, if no thermal processing is applied, after the final preparation stage.	Where foodstuffs are to be held at chilled temperatures they are be cooled as quickly as possible following the heat-processing stage, or final preparation stage if no heat process is applied, to a temperature which doesn't result in a risk to health	To confirm that foodstuffs to be held at chilled temperatures are cooled as quickly as possible after heat processing or final preparation, the inspector must verify both the cooling processes and temperature controls in place to minimize bacterial growth and ensure food safety. Inspector should check the following aspects: 1) Proper cooling procedures are in place and followed • Cooked or heat-processed foods are cooled rapidly to $\leq 5^{\circ}\text{C}$. • The cooling process follows best practice guidelines, such as: ◦ From 60°C to 21°C in ≤ 2 hours, then ◦ From 21°C to $\leq 5^{\circ}\text{C}$ in the next 4 hours. • If food is not heat-treated but still perishable (e.g., salads, cold-prepared items), it is chilled immediately after final preparation. 2) Cooling equipment is suitable and functional • Use of appropriate equipment: ◦ Blast chillers, shallow pans, ice baths, or chilled transfer lines. • Equipment is: ◦ In good working condition. ◦ Capable of achieving rapid cooling without overloading. ◦ Regularly maintained (service logs may be reviewed). 3) Monitoring and record-keeping are maintained • FBO monitors and records cooling times and temperatures (actual records of readings must correspond with product specifications). • Cooling logs include: ◦ Start and end temperatures. ◦ Start and end times. ◦ Corrective actions if time/temperature criteria aren't met. • Thermometers/probes used are calibrated and accurate (records, calibration certificates/stamps). 4) Procedures prevent cross-contamination during cooling • Cooling is done in clean (records of cleaning must be available), dedicated areas away from raw food or contaminated zones. • Uncovered food is protected from contamination during the cooling process. • Staff follow good hygiene practices when handling food post-cooking. 5) Staff are trained and understand cooling requirements • Staff understand:

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• The importance of rapid cooling. • How to use cooling equipment correctly. • When to take corrective action. • Training records are available and up to date. 6) For various produce groups, is the humidity and air-flow in the cold stores regulated and monitored to ensure conformance to food safety and product suitability.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 7 TCc local legal text No. 1/2020 Part III, Article 15, Point 7 The thawing of frozen food must be done at temperatures that minimize the risk of the growth of pathogenic microorganisms or toxin formation and do not pose a health risk.	The thawing of foodstuffs is undertaken in such a way as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins in the foods	To confirm that thawing of foodstuffs is carried out safely, the inspector must assess procedures, facilities, and food handling practices that reduce the risk of pathogen growth and toxin formation, and ensure run-off liquid is controlled. Inspector should check the following aspects: 1) Thawing procedures minimize microbiological risk: • Food is thawed using safe methods, such as: • In refrigeration at $\leq 5^{\circ}\text{C}$. • In temperature-controlled thawing rooms. • In microwave ovens (when cooked immediately afterward). • Under cold running potable water (only if continuously flowing and with precautions). • Ambient temperature thawing is not used, unless strictly controlled and justified (e.g., short periods for sealed, low-risk items). 2) Thawing time and temperature are controlled • Time and temperature are monitored and recorded. • Internal temperature of thawed food is $\leq 5^{\circ}\text{C}$ before further processing or storage. • No prolonged exposure to danger zone (5°C–60°C) where bacterial growth can occur. • No refreezing of previously thawed products unless explicitly permitted and controlled. 3) Post-thaw handling minimizes risk: • Thawed food is: • Used promptly or returned to appropriate refrigeration. • Not held at room temperature for extended periods. • Staff handling thawed food follow strict hygiene and cross-contamination prevention procedures.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		4) Staff are trained in safe thawing practices • Food handlers know: • Safe thawing methods. • How to handle thawed food hygienically. • Why controlling thawing is critical for food safety.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 7 TCc local legal text No. 1/2020 Part III, Article 15, Point 7 Liquids released during thawing, which could pose a health risk, must be adequately drained. Food must be handled in a way that minimizes the risk of the development of pathogenic microorganisms and toxin formation after thawing.	Where run-off liquid from the thawing may present a risk to health it is adequately drained. Following thawing, food is handled in such a manner as to minimise the risk of growth of pathogenic microorganisms or the formation of toxins.	Inspector should confirm that run-off liquid is safely managed by checking the following aspects: • Thawing areas are: • Equipped with drainage systems to collect and dispose of run-off. • Separated from ready-to-eat (RTE) or cooked food areas. • Containers or trays used for thawing: • Collect thawing fluids. • Are cleaned and sanitized after use. • Run-off is never allowed to pool, contact other food, or create a slipping hazard.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 8 TCc local legal text No. 1/2020 Part III, Article 15, Point 8 Dangerous and/or inedible substances must be adequately labeled and stored separately in secure containers.	Hazardous and/or inedible substances, including animal feed, are clearly identified and stored in separate and secure contains.	To confirm that hazardous and/or inedible substances, including animal feed, are clearly identified and stored in separate, secure containers, the inspector should evaluate storage areas, labeling, and access control to ensure no risk of cross-contamination with food intended for human consumption. Inspectors should check the following aspects: 1) Clear identification and labeling of hazardous/ inedible substances • All inedible or hazardous materials (e.g., cleaning agents, lubricants, waste, animal feed) are: ◦ Clearly labeled with warnings or hazard symbols. ◦ Marked as “Not for human consumption” where relevant. ◦ Stored in original containers with intact manufacturer labels (or relabeled if decanted). 2) Separate storage areas from foodstuffs • Hazardous and/or inedible substances are: ◦ Stored in physically separate rooms or designated areas away from food, ingredients, and packaging. ◦ Not stored above or near food handling or processing zones. • No shared storage cabinets with food items. 3) Secure containers and controlled access • Containers used for hazardous/inappropriate substances: ◦ Are robust, leak-proof, and closed when not in use. ◦ Clearly distinguishable (e.g., color-coded). • Storage areas are: ◦ Locked or access-restricted to authorized personnel. ◦ Resistant to pests, spills, and environmental hazards. 4) Proper handling and training • Staff handling these materials are: ◦ Trained in correct storage and handling. ◦ Aware of hazard communication protocols. • Safety data sheets (SDS) for hazardous materials are available and understood. 5) Waste management • Inedible waste: ◦ Stored in designated, labeled, sealed bins. ◦ Regularly removed and not allowed to accumulate. • Animal feed is stored separately and identified to prevent confusion with human food.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 9 Legal text on general food and feed, Article 17	Equipment, conveyances and/or containers used for the processing, handling, transport or storage of one of the substances or products causing allergies or intolerances, referred to in Annex II to Regulation (EU) No 1169/2011, shall not be used for the processing, handling, transport or storage of any food, not containing that substance or products, unless the equipment, conveyances and / or containers have been cleaned and checked at least for the absence of any visible debris of that substance or product.	To confirm compliance with allergen cross-contamination prevention requirements under Annex II of Regulation (EU) No 1169/2011, the inspector should verify that equipment, conveyances, and containers used for allergenic substances are thoroughly cleaned and visually inspected before being reused for non-allergen foods. Inspectors should check the following aspects: 1) Allergen control procedures are in place and documented • The FBO has a written allergen control plan, detailing: ○ Handling and segregation of allergens. ○ Cleaning protocols for shared equipment/containers. ○ Visual inspection criteria for equipment post-cleaning. ○ Procedures for re-cleaning if visual debris is found. • The plan includes the 14 allergens listed in Annex II (e.g., peanuts, gluten, milk, etc.). 2) Equipment and containers are clearly identified and controlled • Equipment/containers used for allergen-containing foods are: ○ Clearly marked or color-coded. ○ Not used interchangeably unless validated cleaning has occurred. • Conveyances (e.g., trolleys, bins, transport units) are: ○ Segregated or cleaned between uses for different products. 3) Cleaning and changeover procedures are adequate • Cleaning procedures are: ○ Validated for allergen removal (may include protein swabs or ATP tests). ○ Sufficient to remove all residues, including hidden or sticky allergens (e.g., dairy, sesame). • After cleaning, visual inspection is always carried out for: ○ No visible food residues, especially allergenic debris. ○ Corrective action procedures are defined if debris is found. 4) Cleaning records and allergen checks are maintained • Cleaning logs include: ○ Date, time, responsible person, and product changeover information. ○ Records of visual inspections for allergen residues. ○ Records of allergen verification testing (if performed). • Previous allergen batches are traceable, and changeovers are documented.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		5) Staff are trained on allergen control and cleaning verification • Staff understand: ◦ The risk of allergen cross-contact. ◦ How to properly clean and verify equipment before switching products. • Training records are available and up to date.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 5 TCc local legal text No. 1/2020 Part III, Article 15, Point 5	The cold chain is not interrupted, unless for limited periods to accommodate the practicalities of handling during preparation, transport, storage, display and service of food, provided that it doesn't result in a risk to health	To confirm that the cold chain is maintained — and that any breaks are minimal and do not pose a risk to health — the inspector should assess temperature controls, handling practices, and monitoring systems at all relevant stages (receipt, storage, transport, preparation, display, service). Inspectors should check the following aspects: 1) Continuous temperature monitoring and records • Refrigerators, freezers, and cold storage units: ◦ Are equipped with calibrated thermometers or data loggers. ◦ Have temperature records showing consistent temperatures: - ≤5°C for chilled products. - ≤-18°C for frozen products. • Records are: ◦ Available for review (daily or automated logs). ◦ Show no significant temperature fluctuations. 2) Short duration of temperature deviations (if any) • Any interruptions to the cold chain: ◦ Are brief and related to essential handling activities (e.g., loading, portioning). ◦ Are covered by written procedures (SOPs) to limit exposure time. • Food is not left unrefrigerated for extended periods during: ◦ Preparation. ◦ Service/display. ◦ Transport loading/unloading. 3) Adequate equipment for maintaining cold chain • All cold storage and transport equipment is: ◦ Functioning properly (e.g., insulated vehicles, portable coolers, refrigerated displays). ◦ Sufficient in capacity to prevent overloading and ensure airflow. • Back-up systems or contingency plans are in place in case of equipment failure.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		4) Transport and delivery checks • Incoming and outgoing food deliveries: - o Are checked for proper temperature at receipt. - o Have accompanying delivery temperature records. • Temperature is maintained during transit, particularly for: - o Frozen or chilled foods. - o High-risk items. 5) Visual and physical product assessment • Products show no signs of thawing, spoilage, or condensation. • Foods requiring refrigeration are immediately stored upon receipt. • Cold displays (e.g., salad bars) are visibly cold and monitored during service. 6) Staff knowledge and SOPs • Staff can explain: - o Safe time limits for foods outside of cold chain. - o The importance of minimizing temperature abuse. • SOPs outline: - o When and how long a product may be outside cold storage. - o What actions to take in case of temperature deviations.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter X, Point 2 TCc local legal text No. 1/2020 Part III, Article 16, Point 2 Packaging materials must be stored in a way that prevents contamination risks	Wrapping materials are stored in hygienic conditions and protected from contamination with the food	To confirm compliance with hygiene requirements related to wrapping and packaging, the inspector should assess storage, handling, and operational controls to ensure materials do not contaminate food and that reuse (if any) is done safely. Inspector should confirm that: • Packaging design and material should provide adequate protection for products to minimize contamination, prevent damage, and accommodate proper labeling. • Materials are non-toxic (glue) and not pose a threat to the safety and suitability of food under the specified conditions of storage and use. • Wrapping/packaging materials (e.g., plastic films, paper, trays) are: - o Stored in clean, dry, and enclosed areas. - o Off the floor, away from walls (approximately 30-50 cm away from walls), and protected from dust, pests, and splashes. - o Not stored near cleaning chemicals, raw foods, or waste. • Materials are in their original packaging or covered until use.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter X, Point 3 TCc local legal text No. 1/2020 Part III, Article 16, Point 3 Packaging and packing operations must be carried out in a way that prevents contamination of the products.	Wrapping and packaging operations are carried out to avoid contamination of the products	Inspector should confirm that: • Packaging is done in clean, designated areas separate from raw material handling. • Good hygiene practices are followed during wrapping: • Staff use clean gloves/hands. • Cross-contamination from surfaces, hands, and tools is prevented. • Clean, food-grade packaging is used and applied properly (e.g., sealed, not re-used unless safe). • Operations are performed after critical hygiene steps, like cooking or sanitizing.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter X, Point 4 TCc local legal text No. 1/2020 Part III, Article 16, Point 4 Reusable packaging and packing materials must be easy to clean and, where necessary, disinfect	Re-used wrapping and packaging material, where appropriate, is easy to clean and, where necessary to disinfect	Inspector should confirm that: • If materials are reused (e.g., reusable crates, trays, containers): • They are made of non-absorbent, washable, food-grade materials. • Are cleaned and disinfected as per SOPs before reuse. • Reuse is justified and not practiced with single-use or absorbent materials (e.g., paper, some plastics). • Cleaning records/logs exist if reusable containers are used.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter XI, Point 1 (a, b) TCc local legal text No. 1/2020 Part III, Article 17, Point 1 When food is marketed in hermetically sealed containers, the following requirements must be met: Any thermal processing method used to process an unprocessed product or further process a processed product must raise every part of the product to the desired temperature within the specified time and prevent contamination of the food during the process	The heat treatment is sufficient to ensure that every part of the product receives the temperature/ time combination	To confirm that heat treatment processes (e.g., pasteurisation, sterilisation, UHT) are effective and hygienic, the inspector must assess technical controls, hygiene safeguards, monitoring procedures, and conformity to recognized standards. Inspector should confirm that: • The FBO applies a validated heat treatment process appropriate to the product (e.g., pasteurisation, sterilisation, UHT). • The process ensures uniform heat penetration (e.g., no cold spots). • Equipment (e.g., retorts, pasteurisers) is capable of achieving and maintaining required temperatures. • Technical documentation of time/temperature combinations is available and aligns with international or national standards.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter XI, Point 1 (a, b) TCc local legal text No. 1/2020 Part III, Article 17, Point 1	The process prevents contamination during heat treatment	Inspector should confirm that: • Heat treatment equipment is: ◦ Enclosed and designed to prevent recontamination. ◦ Located and operated in a clean environment. • There is a controlled workflow, ensuring post-process product is not exposed to raw materials or unclean environments. • Staff use proper hygiene practices during loading/unloading of equipment.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 6 TCc local legal text No. 1/2020 Part III, Article 13, Point 6 When applying thermal processing to food in hermetically sealed containers, the water used to cool the containers after thermal processing must not be a source of contamination for the food	Water used to cool the containers after heat treatment is not a source of contamination	Inspector should confirm that: • Water used to cool heat-treated containers: ◦ Is potable or treated to ensure microbiological safety. ◦ Is recirculated through a filtration or disinfection system if reused. • Cooling systems are cleaned and maintained to prevent biofilm or microbial growth. • No backflow or cross-contamination from cooling water to treated products.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter XI, Point 2 TCc local legal text No. 1/2020 Part III, Article 17, Point 2 The food business operator must regularly monitor the relevant critical parameters, such as temperature, pressure, sealing, and microbiology, to ensure that the applied method achieves the intended purposes, including the use of automated devices.	The operator regularly checks the relevant parameters (temperature, time, pressure, scaling) and the automatic devices	Inspector should confirm that: • FBO regularly checks key parameters: ◦ Temperature, time, pressure, flow rate, sealing integrity. ◦ Performance of automatic control and recording devices (e.g., thermographs, data loggers). • Calibration records are available for: ◦ Temperature/pressure sensors, timers, and gauges. • There are procedures for corrective actions when parameters fall outside limits.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 2.d, Chapter XI, Point 3 TCc local legal text No. 1/2020 Part III, Article 7, Point 2.Ç, Article 17, Point 3 The method used must comply with internationally accepted standards, such as pasteurization, ultra-high temperature (UHT), or sterilization.	The temperatures are monitored and, where necessary, recorded. The process used should conform to an internationally recognised standard (for example, pasteurisation, ultra-high temperature or sterilisation)	Inspector should confirm that: • Automatic monitoring systems are in place to track time/temperature during processing. • Records are: • Reliable, legible, and retained for inspection. • Reviewed regularly by a designated, trained staff member. • Data is used to verify process effectiveness and product safety. • Heat treatment follows standards such as: • Codex Alimentarius, EU Regulation (EC), or national equivalents. • Example: Pasteurisation at 72°C for 15 sec, UHT at ≥135°C for 2 sec, or commercial sterilisation parameters. • The FBO can demonstrate that the selected process ensures microbiological safety of the product.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 1 TCc local legal text No. 1/2020 Part III, Article 10, Point 1	Conveyances and/or containers are:	To confirm that conveyances and/or containers used in food operations meet hygiene and structural standards, the inspector should assess their design, condition, cleanliness, and suitability for cleaning/disinfection.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 1 TCc local legal text No. 1/2020 Part III, Article 10, Point 1 Vehicles and/or containers used for transporting food must be kept clean and maintained in good condition to prevent contamination risks	- kept clean and maintained in good repair and condition, to protect foodstuffs from contamination	Inspector should confirm that: • All vehicles, carts, trays, crates, bins, and containers used for food transport or storage are: ○ Clean at the time of inspection, with no visible dirt, residue, or food debris. ○ Free of damage that could harbor contamination (e.g., cracks, rust, peeling paint, damaged seals). ○ Cleaned on a documented schedule, with records available. ○ Dedicated to food use only, or properly cleaned between different uses (e.g., raw vs. cooked food).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 1 TCc local legal text No. 1/2020 Part III, Article 10, Point 1 ... they must be designed and constructed to allow adequate cleaning and, where necessary, disinfection	- where necessary, designed and construed to permit adequate cleaning and /or disinfection	Inspector should confirm that: Containers and transport units are: • Made of smooth, non-absorbent, food-safe materials (e.g., stainless steel, food-grade plastic). ○ Free of sharp angles, joints, or rough surfaces that could trap dirt or harbor bacteria. ○ Easy to dismantle or access for thorough cleaning (e.g., removable lids, smooth interiors). • Where disinfection is required: ○ Surfaces are resistant to chemicals and heat used in disinfection. ○ Drainage and drying are possible (e.g., sloped surfaces, ventilated designs).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 2 TCc local legal text No. 1/2020 Part III, Article 10, Point 2 Containers inside transport vehicles and/or containers must not be used for transporting anything other than food if it could cause contamination.	Receptacles in vehicles and / or containers are not used for transporting anything other than foodstuffs, where this may result in contamination	To confirm that receptacles in vehicles and/or containers are not used for transporting anything other than foodstuffs where contamination might occur, the inspector should verify that transport practices, equipment usage, and hygiene protocols prevent cross-contamination. Inspector should check the following aspects: 1) Exclusive use of food-only receptacles • Receptacles (e.g., bins, crates, trays, tankers, refrigerated compartments) used for food transport are: ◦ Clearly designated and used only for foodstuffs. ◦ Not used for transporting chemicals, animal feed, cleaning agents, waste, or non-food items, unless: -They are completely cleaned and disinfected before being reused for food. • The FBO has procedures and controls in place to prevent mixed or improper use. 2) Labelling and identification controls • Receptacles are: ◦ Clearly labeled if assigned to specific types of food (e.g., allergens, raw/cooked separation). ◦ Color-coded or marked to prevent misuse, if needed. 3) Transport vehicles support food-only use of receptacles • The vehicle layout prevents cross-contamination: ◦ Food is not stored alongside non-food items or chemicals. • Receptacles are secured and separated to prevent contact with contaminated surfaces. • No signs of shared use between food and non-food cargo.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 3 TCc local legal text No. 1/2020 Part III, Article 10, Point 5 Where necessary, adequate separation must be ensured when foods and non-food materials or different foods are transported simultaneously in the same containers and/or vehicles	Where conveyances and/or containers have been used for transporting anything other than foodstuffs or for transporting different foodstuffs, there is an effective cleaning between loads to avoid the risk of contamination.	Inspector should confirm that receptacles are clean and free of residues from other substances: • No residues, odors, or stains indicating previous non-food use. • No visible contamination or leftover packaging, cleaning supplies, tools, etc. • Receptacles have cleaning records if previously used for non-food products (if dual-purpose is allowed). • Where multi-use is allowed (e.g., raw and cooked transport bins): ◦ FBO shows clear evidence of cleaning and disinfection protocols between uses.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 4 TCc local legal text No. 1/2020 Part III, Article 10, Point 4 Ready-to-eat unpackaged liquid, granulated, and powdered foods must be transported in containers and/or tanks dedicated solely to food transport. These containers must be marked clearly, indelibly, and visibly with “For Food Use Only” in Turkish or Turkish and any other foreign language to indicate they are intended solely for food transport.	Bulk foodstuffs in liquid, granule or powder form transported in direct contact with receptacles and/or containers/tankers are reserved for the transport of foodstuffs and are marked ‘for foodstuffs only’ in a visible and indelible fashion	To confirm that bulk foodstuffs in liquid, granule, or powder form are safely transported, the inspector should verify that equipment, labeling, cleanliness, temperature control, and protection against contamination meet legal hygiene requirements. Inspector should check: • Tankers and containers used for transporting liquid, granule, or powder bulk foodstuffs: ◦ Are used exclusively for food transport (no chemicals, animal feed, or non-food use). ◦ Are clearly and indelibly marked with “FOR FOODSTUFFS ONLY” - Marking is permanent, visible, and legible on the tank/container. • FBO can provide evidence of dedicated use, e.g. transport logs or SOPs. • If previously used for non-foods (which is discouraged), full cleaning and validation of hygiene status are documented.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 6 TCc local legal text No. 1/2020 Part III, Article 10, Point 6 Foods must be placed in vehicles and/or containers to minimize contamination risks.	Foodstuffs in conveyances and/or containers are protected to minimise the risk of contamination	Inspector should confirm that: • Lids, seals, covers, or other protective barriers are used on all containers. • No exposure to dust, pests, chemicals, or cross-contamination during loading, transit, or unloading. • Hygienic loading/unloading areas with procedures to reduce airborne or surface contamination. • Containers and vehicles are: ◦ Regularly cleaned and disinfected. ◦ Structurally intact (no rust, holes, or damage allowing contamination). • Internal surfaces of containers are food-grade, smooth, and washable.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 7 TCc local legal text No. 1/2020 Part III, Article 10, Point 7 Vehicles and/or containers used for transporting foods must, where necessary, maintain the transported foods at appropriate temperatures and have the capacity to monitor those temperatures	Where necessary, conveyances and/or containers used for transporting foodstuffs can maintain foodstuffs at appropriate temperatures and allow those temperatures to be monitored.	Inspector should check: • For temperature-sensitive foods: - o The conveyances/containers are equipped with cooling/heating systems (e.g., refrigerated tankers). - o Temperature monitoring devices (e.g., data loggers, thermometers) are installed and functional. - o Temperatures are monitored and recorded, either manually or automatically. - o Records are retained and available for review. • Temperature range maintained meets the food safety requirements (e.g., chilled <5°C, frozen ≤ -18°C).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter II, Point 1 TCc local legal text No. 1/2020 Part III, Article 10, Point 6 The design and layout of rooms where food is prepared, handled, or processed, including those containing transportation vehicles, must allow good food hygiene practices, including protection against contamination during and between operations.	Unloading facilities provide adequate protection from contaminants	To confirm that unloading and loading operations protect foodstuffs from contamination, the inspector should assess the design, condition, and operational hygiene of unloading facilities and procedures. Inspector should confirm that: • Loading/unloading bays, docks, or external areas are: - o Covered or sheltered to protect food from rain, dust, pests, birds, and other environmental contaminants. - o Constructed from durable, easy-to-clean, and maintained materials. • Bays and areas are free of standing water, waste, or other contamination risks. • Drainage is adequate to prevent backflow or pooling that could contaminate food. • There is physical separation between loading/unloading zones and areas of waste or non-food handling.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IV, Point 6 TCc local legal text No. 1/2020 Part III, Article 10, Point 6 Foods must be placed in vehicles and/or containers to minimize contamination risks.	Food stuffs are protected to minimise the risk of contamination during unloading/ loading	Inspector should confirm that: • Food is never placed directly on the ground during unloading. • Use of clean pallets, trays, containers, or lifting equipment to prevent contact with potentially contaminated surfaces. • Covered transport trolleys, plastic curtains, or docking seals used where necessary. • Staff follow hygiene practices (e.g., clean clothing, hand hygiene, no smoking/eating). • Pest control measures (e.g., air curtains, screens) are in place to prevent entry during open-door activity. • Temperature-sensitive foods are unloaded promptly and transferred to controlled storage without delays.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 1 TCc local legal text No. 1/2020 Part III, Article 13, Point 1 A sufficient supply of potable water must always be available and ready for use to prevent food contamination	An adequate supply of potable water is available	To confirm that potable water is available and protected from contamination, the inspector should assess the water source, storage, distribution system, and protective measures in place at the food establishment. Inspector should confirm that: • There is a sufficient and continuous supply of water for all food safety needs, including: • Food preparation and processing • Cleaning/disinfection of equipment and surfaces • Handwashing and sanitation • Steam production (if applicable) • The water is confirmed as potable, supported by: • Recent water test results (microbiological and chemical analysis) • Certification from public water supply authority, or • Test records for private water sources (e.g. wells) showing compliance with potable water standards.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 1 TCc local legal text No. 1/2020 Part III, Article 13, Point 1 and Article 13/6	The water supply (e.g. well heads, storage tanks, hoses, conveyances, water treatment facilities) is adequately protected from sources of contamination	Inspector should confirm that: • Water sources (e.g. boreholes, wells) are: ○ Properly constructed, sealed, and maintained ○ Located away from potential contaminants like waste areas, fuel storage, or septic tanks • Water storage tanks: ○ Are covered, clean, and vermin-proof ○ Have no signs of corrosion, algae, or leaks ○ Are cleaned and inspected regularly (check records) • Pipes, hoses, and connections: ○ Are made from food-safe, cleanable materials ○ Are protected from backflow using air gaps, check valves, or backflow preventers ○ Are stored off the floor and protected from contamination when not in use • Water treatment units (if applicable): ○ Are operating correctly and have maintenance and monitoring records ○ Filters, UV systems, or chlorination units are routinely inspected and serviced

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 2 TCc local legal text No. 1/2020 Part III, Article 13, Point 2	Where non-potable water is used, for example, for fire control, steam production, refrigeration and other similar purposes:	To confirm safe use of non-potable water in food premises, the inspector should ensure that non-potable water systems are physically and operationally separate from potable water systems and clearly controlled to avoid any risk of cross-contamination.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 2 TCc local legal text No. 1/2020 Part III, Article 13, Point 2	- it circulates in a space clearly identified system	Inspector should confirm that: • There is a dedicated system for non-potable water (used for fire control, steam production, refrigeration, etc.). • All non-potable water pipes, tanks, and outlets are: ○ Clearly marked/labeled (e.g., “Non-potable – Not for Human Use”) ○ Color-coded if part of an identification system ○ Physically separated from potable water systems • Site maps or diagrams clearly show separate routing of potable and non-potable water.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 2 TCc local legal text No. 1/2020 Part III, Article 13, Point 2	- it does not connect with, or allow reflux into, potable water systems	Inspector should confirm that: • No cross-connections exist between potable and non-potable systems. • Backflow prevention devices (e.g., air gaps, check valves, RPZ valves) are installed wherever a risk of reverse flow exists. • Non-potable systems are used only where appropriate (i.e., never for food contact, cleaning food equipment, or handwashing). • Routine inspection and testing procedures are in place to check for leaks, backflow, or contamination risks. • Records or schematics show regular checks or certifications of separation and system integrity.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 3 TCc local legal text No. 1/2020 Part III, Article 13, Point 3 Recovered water used in processing or as an ingredient must not pose a contamination risk. Unless it is proven to the Ministry that the quality of this water does not affect the health suitability of the final state of the food, it must be of the same quality as potable water.	If recycled water is used in processing or as an ingredient is not to present a risk of contamination	To confirm that recycled water used in processing or as an ingredient does not present a risk of contamination, the inspector must evaluate the source, treatment, quality control, usage restrictions, and monitoring systems in place. Inspector should check the following aspects: 1) Recycled water is treated and safe for intended use: • The water recycling system is in place and operational. • Recycled water is treated to a level appropriate for its intended food use, such as: ◦ Direct food contact (e.g., as an ingredient) ◦ Indirect use (e.g., equipment cleaning or cooling) • Treatment methods (e.g., filtration, UV, chlorination, reverse osmosis) are suitable and validated to remove contaminants. 2) Water does not pose a risk of contamination: • The recycled water meets microbiological, chemical, and physical safety parameters for its specific use. • Regular testing and monitoring records are available and up to date. • Food contact applications (e.g., ingredient water) use recycled water that meets potable standards. • Recycled water is not used for handwashing, unless it meets potable water criteria. 3) The system is controlled, monitored, and documented • SOPs exist for recycling, treatment, and testing. • There are clear controls to prevent cross-contamination between untreated and treated water streams. • Equipment and pipelines for recycled water are: ◦ Clearly marked ◦ Separated from potable water systems (with backflow prevention) • Water quality logs and system maintenance records are maintained. • Personnel handling the water system are trained and competent.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 4 TCc local legal text No. 1/2020 Part III, Article 13, Point 4 Ice that comes into direct or indirect contact with food must be made from potable water. Ice must be produced, handled, and stored in a way that prevents contamination	Ice which comes into contact with food or which may contaminate food:	To confirm that ice used in food handling is safe and hygienic, the inspector must assess both the source and quality of the water used to produce the ice, as well as the handling, storage, and equipment cleanliness involved in its use.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 4 TCc local legal text No. 1/2020 Part III, Article 13, Point 4	- is to be made from potable water (except to chill fishery products)	Inspector should confirm that: • Ice used in contact with food or likely to contaminate food (e.g., for chilling, blending, displaying food) is: ○ Made from potable water ○ Certified or tested regularly for potable standards • Water supply to the ice machine is from a potable source • If used for chilling fishery products, and non-potable water is used, confirm: ○ It is clean water (meets safety standards for that purpose) ○ Not used in contact with ready-to-eat food

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 4 TCc local legal text No. 1/2020 Part III, Article 13, Point 4	- is to be made, handled and stored under conditions that protect it from contamination	Inspector should confirm that: • Ice machines and storage bins are: • Made from smooth, cleanable, non-corrosive materials • Regularly cleaned and disinfected (cleaning schedule available) • Free of mold, dirt, foreign material, or rust • Ice is handled using clean, dedicated scoops or equipment (not by hand) • Scoops are stored hygienically (e.g., not inside ice or on dirty surfaces) • Ice is not stored near raw foods, chemicals, or waste • The environment around ice production and storage areas is kept clean and protected from pests

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VII, Point 5 TCc local legal text No. 1/2020 Part III, Article 13, Point 5 Steam in direct contact with food must not contain any substance that could pose a danger to health or contaminate the food	Steam used directly in contact with food does not contain any substance that presents a hazard to health or is likely to contaminate	To confirm that steam used directly in contact with food is safe and free from contaminants, the inspector should assess the quality of the steam, the water source, and the materials and processes used in steam generation. Inspector should check the following aspects: 1) Steam is produced from potable water: • The water used to generate steam is potable. • Water supply lines feeding the boiler are connected to a verified potable water source. • No recycled, non-potable, or chemically treated water (unless food-safe) is used unless it's proven safe for food contact. 2) Boiler chemicals are food-grade or not hazardous • If boiler additives are used (e.g., anti-corrosion agents, anti-foaming agents), confirm: • They are approved for food contact (e.g., food-grade quality or compliant with national/international food safety standards). • Their use is within acceptable limits and properly controlled. • Review the Material Safety Data Sheets (MSDS) for any boiler chemicals.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		3) Steam supply system prevents contamination: • The steam distribution system (pipes, valves, nozzles) is: • Made of non-toxic, corrosion-resistant materials • Free of rust, leaks, or contaminants • The system is maintained and cleaned regularly, with records of inspections. • There is no risk of backflow or contamination from other utilities (e.g., non-food steam lines, cleaning agents).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 3 TCc local legal text No. 1/2020 Part III, Article 7, Point 3 Adequate lavatories with flushing facilities connected to an effective drainage system must be available. Lavatories must not open directly into rooms where food is handled	An adequate number of flush lavatories (toilets) are available	To confirm that toilet facilities in a food establishment meet hygiene and structural requirements, the inspector should evaluate both the design and maintenance of the lavatories to ensure they do not pose a risk of contamination to food areas. Inspector should check that: • The number of toilets is appropriate for: • The number of staff (gender-segregated if needed) • The size and type of the establishment (approximately 15 persons to one toilet facility) • Separate facilities for food handlers and visitors, where required • Toilets are easily accessible, but not located in food handling areas

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 3 TCc local legal text No. 1/2020 Part III, Article 7, Point 3	Lavatories are connected to an effective drainage system	Inspector should confirm that: • Toilets are connected to a functioning sewer or septic system • No signs of blockages, overflows, or leaks • Drain covers are intact and do not allow pests to enter

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 3 TCc local legal text No. 1/2020 Part III, Article 7, Point 3	Lavatories do not open directly into rooms in which food is handled	Inspector should confirm that: • Toilets have a vestibule or lobby with a self-closing door between them and food rooms • No direct access to areas where food is prepared, processed, or stored

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 3	Toilet facilities are maintained in a clean condition and in good operating order	Inspector should confirm that: • Toilets, sinks, and floors are clean and disinfected regularly (at least cleaning one per day). • Fixtures (flushes, faucets, dispensers) are functioning properly • Toilet paper, running water is available for washing hands after toilet use, soap, and disposable towels or hot air hand-drying facilities are always available (normal washable towels are unacceptable). • Refuse containers/bins are provided for disposal of towels (if hot air dryers are not provided). • Visible signboard directing workers to wash their hands after toilet use is presented in strategic positions in the toilet facilities. • Cleaning schedules (must indicate: what must be cleaned, when, what equipment and chemicals must be used, who supervises) and records are maintained.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 6 TCc local legal text No. 1/2020 Part III, Article 7, Point 6 Adequate natural or mechanical ventilation is provided in staff toilets, showers and changing rooms.	Toilet facilities have adequate natural or mechanical ventilation	Inspector should confirm that: • Natural ventilation (e.g., window) or mechanical ventilation (extraction fan) is present • Ventilation system is functional and free from odor build-up • Ventilation systems is designed and constructed so that air does not flow from contaminated areas to clean food areas and, where necessary, they can be adequately maintained and cleaned.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 9 TCc local legal text No. 1/2020 Part III, Article 7, Point 9 Where necessary, there shall be sufficient capacity and number of changing and dressing areas and facilities for the hygienic arrangement of working clothes and a sufficient number of showers for personnel.	Where necessary, adequate changing facilities for personnel are provided	To confirm compliance with hygiene and structural requirements for personnel changing facilities, the inspector should assess whether the facilities are adequate, properly located, clean, and ventilated to prevent contamination of food and food areas. Inspector should check that: • Facilities are available where workers are required to change into protective clothing. • Changing areas are separate from food handling areas. • There are: • Lockers or secure storage for personal clothing and belongings • Designated storage for clean work clothes, separate from soiled clothing • Facilities are sized appropriately for the number of staff.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 1 TCc local legal text No. 1/2020 Part III, Article 7, Point 1	Changing facilities are maintained in a clean condition and in good operating order	Inspector should check that: - Floors, walls, lockers, benches, and fixtures are: - Clean and free from mold, dust, or debris - Well-maintained, with no damage or disrepair - Cleaning schedules are in place and documented - Any equipment (e.g., hand dryers, lighting, lockers) is functional

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter I, Point 6 TCc local legal text No. 1/2020 Part III, Article 7, Point 6 Adequate natural or mechanical ventilation is provided in staff toilets, showers and changing rooms.	Changing facilities have adequate natural or mechanical ventilation	Inspector should check if: - There is either: - Natural ventilation (e.g., operable window) - Or a mechanical ventilation system (e.g., exhaust fan) - Ventilation is functional, reduces humidity and odors, and does not vent toward food areas - Air quality is monitored or checked informally (no musty or stale air)

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VIII, Point 1 TCc local legal text No. 1/2020 Part III, Article 14, Point 1 All personnel working in areas where food is handled must maintain personal cleanliness to the utmost, wearing clean and, where necessary, suitable protective clothing	Staff working in food-handling areas maintain a high degree of personal cleanliness	To confirm that food-handling staff meet personal hygiene standards and do not pose a contamination risk, the inspector should assess staff behavior, hygiene practices, and protective clothing, as well as the FBO's procedures for managing staff health and hygiene. Inspector should check that: • Staff: • Have clean hands, nails (short and have no varnish or lacquer), and skin • Practice frequent and correct handwashing • Do not wear jewellery (except plain wedding bands) in food-handling areas • Are observed following good hygiene practices (e.g., no eating, drinking, spitting, or smoking near food. Signboards present in strategic positions in the processing plant/factory indicating the prohibition of eating, chewing, drinking and smoking) • Handwashing stations are used appropriately • The FBO provides training on personal hygiene by qualified people (Records must be in place for each worker. These training records should be repeated at a set interval (e.g. yearly/seasonally) to refresh personnel about the company's hygiene requirements. Records indicate that the required instructions or training program are in place and that there is a copy of the attendance certificates or a signed list of workers who attended the training course. Records must also include subcontracted service providers) • The FBO provides monitoring on personal hygiene

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VIII, Point 1 TCc local legal text No. 1/2020 Part III, Article 14, Point 1	Staff wear suitable, clean and where necessary, protective clothing	Inspector should check that: • All food handlers wear: • Clean, appropriate work clothing (i.e. coldroom jacket for personnel working in the coldroom. Footwear is only required for those personnel handling equipment that could cause injury, e.g. forklift operators/ pallet jack operators) • Hair restraints (caps, hairnets, beard covers if necessary) • Protective outer garments, such as aprons, when required

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		• Work clothing is changed regularly, especially when soiled • Protective clothing is not worn outside production areas • The FBO ensures availability of laundry services or clean clothes supply • Visitors must be made aware of the hygiene provisions, and should be issued with protective clothing at reception

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VIII, Point 2 TCc local legal text No. 1/2020 Part III, Article 14, Point 2 People suffering from a disease that can be transmitted through food or who are carriers of such a disease, or those with infected wounds, skin infections, sores, or diarrhoea, must not be allowed to handle food or enter food handling areas if there is any risk of contamination	Staff likely to cause direct/indirect contamination do not have unprotected infected wounds, sores or skin infections and procedures	Inspector should confirm that: • FBO has clear procedures for: - o Identifying and excluding staff with infected wounds, skin lesions, or illness (All personnel and other people suffering from infectious diseases (jaundice, diarrhoea, vomiting, fever, and sore throat with fever, discharges from ears, nose and eyes) that can be transmitted through produce are not allowed to enter the processing plant/factory or handle fresh produce. This should be included in a hygiene procedure that indicates that staff must report illnesses to management). - o Reassigning duties or excluding ill staff from food-handling tasks - o Using waterproof dressings over any cuts or wounds (There must be a register for issuing of plasters, dressing etc, and the signing back of them at the end of the production day, to ensure that they did not end up in the product). • There is recordkeeping for illness reporting and return-to-work clearance. • Workers have access to first-aid facilities. Complete first aid boxes according to recommendations must be available and accessible in the vicinity of the work. There is a trained person responsible for the first-aid facility and for administering first-aid. Official training certificated must be present. All first aid administered must be recorded and a first-aid record book should be available. • Workers directly involved in the handling of produce undergo medical examinations prior to their employment and at regular intervals (records must be kept).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
		Inspectors should look for: - Visual signs of infected wounds, especially on hands. - Staff notifying supervisors if they are ill or injured.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4 Appropriate procedures must be applied for pest and rodent control. These procedures must also be implemented to prevent pets from entering places where food is prepared, handled, or stored.	Adequate procedures are in place to control pests	To confirm pest control and animal exclusion compliance in a food establishment, the inspector should assess both the physical evidence and procedural controls in place to prevent and manage infestation or contamination from pests and domestic animals. Inspector should confirm that: - The FBO has a documented, ongoing and well-maintained pest control program in place. - The program includes: - Regular monitoring and inspection (internally or by a professional contractor) - Clearly defined response procedures if pests are detected - Records of pest activity, treatments, and follow-up actions

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4	Baits are adequately protected and bait points are clearly identified	Inspector should confirm that: - Baits: - Are placed in secured, tamper-proof bait stations - Are clearly labelled and mapped (with a bait point plan) - Are not placed near food preparation, handling, or storage areas - Baiting system is regularly checked and documented (records must be available for pest activity monitoring and records available of any application done).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4	There is no evidence of toxic baits in food rooms	Inspector should confirm that: • There are no loose or exposed rodenticides or toxic substances in: • Food prep areas • Storage rooms • Packaging and processing zones • Baits used inside the facility are non-toxic (monitoring only) or secured in stations. • Toxic baits are only used externally, if necessary.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4	There is no evidence of pest infection	Inspector should confirm that: • No visible signs of: • Rodent droppings, gnaw marks, or nesting • Insects (live or dead), especially flies, cockroaches, beetles • Pest trails or footprints • Fly screens, air curtains, seals on doors/windows are intact. • Entry points (e.g., gaps around pipes, vents) are sealed.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4	Where used, insectocutors are maintained in an appropriate manner	Inspector should confirm that: • Installed in strategic positions, away from food and food contact surfaces. • Catch trays or glue boards are cleaned and replaced regularly. • Units are functional and within service dates. • Records of maintenance or inspection are kept.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter IX, Point 4 TCc local legal text No. 1/2020 Part III, Article 15, Point 4	Adequate procedures are in place to prevent domestic animals from having access to places where food is prepared, handled or stored (or where the CA permits in special cases to prevent such access from resulting in contamination)	Inspector should confirm that: • Clear policies prohibit pets and domestic animals in food areas. • Physical barriers (e.g., self-closing doors, gates) are used if needed. • Staff understand and comply with the no animals policy.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 1 TCc local legal text No. 1/2020 Part III, Article 12, Point 1	Food waste, non-edible by products and other refuse are removed from rooms where food is present as quickly as possible, so as to avoid their accumulation	To confirm that waste management and refuse handling meet hygiene and food safety standards, the inspector should assess procedures, infrastructure, and on-site practices for the control, storage, and disposal of food waste, non-edible by-products, and refuse. Inspector should confirm: • Food waste and non-edible by-products are removed promptly from food handling/processing rooms. • There is no accumulation of waste in food areas. • Waste removal procedures are integrated into production schedules to avoid cross-contamination.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 2 TCc local legal text No. 1/2020 Part III, Article 12, Point 2 Food waste, by-products not consumed as food, and other waste must be collected in closable containers or an alternative system suitable for the purpose of this Regulation (EC). Containers or alternative systems must be well-constructed, kept in good condition, easy to clean, and, where necessary, disinfect.	Food waste, non-edible by products and other refuse are deposited in closable containers, unless FBO demonstrates to the CA that other types of containers or evacuation systems used are appropriate	Inspector should confirm: • Waste is deposited into closable, leak-proof containers. • If open systems (e.g. chutes, vacuum systems) are used, the FBO has justified and documented that these systems: ○ Prevent contamination ○ Are hygienically maintained ○ Meet official controls criteria

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 2 TCc local legal text No. 1/2020 Part III, Article 12, Point 2	These containers are of an appropriate construction, kept in sound condition, easy to clean and, where necessary, to disinfect	Inspector should confirm: • Containers are: ○ Made of impervious, corrosion-resistant materials ○ Durable, intact, and in good condition ○ Easy to clean and disinfect, where required ○ Routinely cleaned and, if necessary, disinfected ○ Labelled or colour-coded for specific waste types (if applicable)

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 3 TCc local legal text No. 1/2020 Part III, Article 12, Point 2 Facilities must be provided for storing and disposing of food waste, by-products not consumed as food, and other waste from the business. Waste storage areas must be designed to allow them to be kept clean and, where necessary, protected against animals and pests.	Adequate provision is made for the storage and disposal of food waste, non-edible by-products and other refuse	Inspector should confirm: • A designated waste storage area exists, separate from food storage/processing. • Waste is stored in a way that: • Prevents pest access and foul odours • Does not obstruct production or hygiene areas • Collection/disposal contracts with licensed waste carriers are in place. • Waste removal schedule is adequate to prevent overflow.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 3 TCc local legal text No. 1/2020 Part III, Article 12, Point 3	Refuse stores are designed and managed in such a way as to enable them to be kept clean and where necessary, free of animals and pests	Inspector should confirm: • Refuse store rooms or areas are: • Constructed to be easily cleanable • Weatherproof and vermin-resistant • Fitted with drainage and ventilation, where appropriate • Kept clean, tidy, and not used to store unrelated materials.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
BUILDING INTERIOR – FACILITIES AND EQUIPMENT		
Regulation (EC) 852 Annex II, Chapter VI, Point 4 TCc local legal text No. 1/2020 Part III, Article 12, Point 4 All waste must be removed from the premises in a hygienic manner that does not harm the environment, in compliance with legislation, and in a way that prevents it from being a source of contamination	All waste is removed from the plant in manner not to constitute a direct or indirect source of contamination.	Inspector should confirm: • Waste exits the facility through a designated, separate route to avoid cross-contamination. • Handling procedures avoid spillage or aerosol formation. • Transport containers or vehicles are cleaned regularly and suitable for food waste.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EC) 1935/2004, Article 3 TCc local legal text No. 1/2020 Part III, Article 16	The materials and substances used for packaging complies with the food legislation	To confirm that packaging materials comply with food safety and legal requirements, the inspector should verify the following: • Packaging materials (plastic, cardboard, metal, etc.) are food-grade and comply with relevant EU or local Regulation (EC)s. • Supplier declarations or certificates of compliance are available (e.g. Declaration of Compliance under EU Regulation (EC) 1935/2004). • Materials are traceable, with batch identification records.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EC) 1935/2004, Article 3 TCc local legal text No. 1/2020 Part III, Article 16 Point 2	Food, materials and substances in contact with food are protected as to not be damaged or contaminated during transportation and storage	Inspector should look for: • Food is fully enclosed or appropriately wrapped to prevent: • Physical damage • Contamination from external sources during transport and storage • Packaging is intact, free from visible damage or defects (tears, holes, leaks). • Storage conditions (e.g. humidity, temperature) do not compromise packaging integrity.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EC) 1935/2004 TCc local legal text No. 1/2020 Part III, Article 16 Point 3	Packaging processes are performed in a way preventing contamination to food	Inspector should look for: • Packaging is carried out in clean, controlled environments. • Staff handling packaging materials follow GMPs and personal hygiene standards. • Cross-contamination is prevented between different product types or allergens. • Automated equipment is cleaned and maintained regularly.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EC) 1935/2004 <u>Is not included in TC local legal text No. 1/2020</u>	When using protective gases for packing they are certified for food production	Inspector should look for: • Modified atmosphere packaging (MAP) uses food-grade gases (e.g. CO₂, N₂, O₂) certified for food use under Regulation (EC) No 1333/2008 or equivalent. • The gas mix and supplier certificates are available. • Packaging equipment has controls and records for correct gas use and sealing.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
REGULATION (EU) 1169/2011, ARTICLE 15 Legal text on official food control and hygiene for consumer protection – 7TH PART, 1ST section, 42nd article	Labelling of food is in line with the legal requirements and contains including: - name of food - list of ingredients including quantitative information - allergens - date of maximum durability or use by date - net quantity of food - information on FBO responsible for food - other information requested by legislation	The inspector during the physical control event inspects the products ready for shipment and analyzes the labeling on them as specified in the legal text. If there are violations or misunderstandings, the inspector delves into the details.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EU) 1169, c) no. 1 art. 9 and b) no. 1 art 21 Legal text on Official Food Control and Hygiene for Consumer Protection – 7th part, 1st section, 42nd article	Allergens	Inspector should look for: • Allergens listed in Annex II of Regulation (EU) 1169/2011 are clearly: ◦ Declared in the ingredient list ◦ Highlighted (bold, underlined, or different font) • “May contain” statements are used only when cross-contamination cannot be ruled out. • Allergen control procedures (cleaning, scheduling, separation) are documented and implemented.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Regulation (EU) 1169/2011, 1) no 1 art 9 and art 30 Legal text on Official Food Control and Hygiene for Consumer Protection – Article 42 (12)	Nutrition declaration	Inspector should look for: • Nutritional information is provided where required, in line with legal format: ○ Energy (kJ/kcal) ○ Fat (total/saturated) ○ Carbohydrates (total/sugars) ○ Protein ○ Salt • Voluntary nutrients (e.g. fiber, vitamins) are declared only if substantiated.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
PACKAGING AND LABELLING		
Legal text on Official Food Control and Hygiene for Consumer Protection – Article 46	Labelling is in Turkish and English and other EU languages	Inspector should look for: • Labels are available in: ○ Turkish (mandatory for domestic products) ○ English (commonly required for export) ○ Other EU languages where the product is placed on those markets • Translations are accurate, complete, and legible.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
TRACEABILITY		
Regulation (EC) 178/2002, Article 18 Legal text on general food and feed, Article 19 (1)	The records related to the quantitative traceability of the products are kept throughout the whole production including dispatch	To confirm that traceability are in place and functioning effectively, the inspector should check the following: • The FBO maintains accurate, up-to-date records of all raw materials, ingredients, packaging, and finished products. • Records clearly show quantities, batch/lot numbers, and dates of production and dispatch. • Records are available for all stages: receipt, processing, packaging, storage, and dispatch. • Traceability records are retained for the legally required period (as per local and EU regulations).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
TRACEABILITY		
Regulation (EC) 178/2002, Article 18 Legal text on general food and feed, Article 19 (1)	FBO is able to identify the supplier, the quantity and origin of all batches of each raw material supplied (input materials)	Inspector should confirm that: • FBO can identify each supplier of raw materials and ingredients. • Documentation includes: ○ Supplier name and approval status ○ Delivery date ○ Quantity received ○ Country of origin ○ Batch/lot numbers • Check for delivery notes, purchase orders, invoices, and goods-in records.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
TRACEABILITY		
Regulation (EC) 178/2002, Article 18 Legal text on general food and feed, Article 19 (1)	FBO is able to identify the recipient, quantity, and destination of products supplied (outputs)	Inspector should confirm that: • FBO maintains records of each batch of finished products sent to customers. • Documentation includes: ○ Customer name ○ Date of dispatch ○ Quantity and batch/lot number ○ Mode of transport ○ Destination • Review dispatch logs, transport documents, and invoices.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
TRACEABILITY		
Regulation (EC) 178/2002, Article 18 Legal text on general food and feed, Article 19 (1)	FBO is able to identify the links between each batch of inputs and each batch of outputs	Inspector should confirm that: • The FBO has a traceability system in place that links: ○ Input batches (raw materials) to ○ Output batches (finished products) • The system can trace forwards (from raw material to final product) and backwards (from product to raw material). • Verify with a traceability test: ○ Choose a product batch and trace it back to all ingredients ○ Choose a raw material and trace which finished product it went into

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
TRACEABILITY		
Regulation (EC) 178/2002, Article 18 Legal text on general food and feed, Article 19 (1)	Product recall procedure is developed, documentation on active implementation of the procedure is available.	To confirm that product recall systems are in place and functioning effectively, the inspector should check the following: • A written recall/withdrawal procedure exists (procedure must include step-by-step actions to be taken when a recall is needed), covering: • Criteria for initiating a recall • Notification process (authorities, customers, public) • Roles and responsibilities • Quarantine and handling of affected products • Check for: • Mock recall test reports or evidence of real recall actions • Records of communication with suppliers/ customers • Root cause analysis and corrective actions taken • Verify that recall can be executed rapidly and that it includes traceability and stock control. • Recalled products should be held under supervision until they are destroyed, used for purposes other than human consumption, determined to be safe for human consumption, or reprocessed in a manner to ensure their safety. • FBO conduct training with a simulation of a recall of non-conforming products at least once a year. The inspector must study this information, analyze it and identify weaknesses that may pose the greatest risk in such an event.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter XIa <i>Is not included in TC local legal text No. 1/2020</i>	Food safety culture	To confirm that a FBO follows and promotes a food safety culture, the inspector should evaluate both organizational practices and employee behavior. Food safety culture is now a legal requirement under EU Regulation (EU) 2021/382, amending Regulation (EC) No 852/2004. Inspector should check the following aspects: 1) Management commitment • Evidence that top management demonstrates a clear commitment to food safety. • Look for: • Food safety objectives and policies endorsed by management. • Management involvement in food safety meetings, training, and audits.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
		- Allocation of resources (time, staff, budget) to food safety. - Corrective actions are followed through after non-compliances. 2) Communication of food safety policies - Food safety policies are clearly communicated to all staff. - Look for: - Visible food safety signage/posters in production areas. - Briefings, newsletters, or bulletins used to communicate food safety. - Feedback channels for staff to report concerns (e.g. suggestion box, open-door policy). 3) Training and competence - Employees are trained, aware, and competent in food safety practices. - Look for: - Records of initial and ongoing training on food hygiene, CCPs, allergens, etc. - Knowledge checks, quizzes, or interviews with staff. - Evidence that training is tailored to job roles and risk level. 4) Employee behavior and responsibility - Food handlers take personal responsibility for food safety. - Observe: - Use of protective clothing, personal hygiene, hand washing practices. - Willingness to report unsafe practices or deviations. - Whether food safety rules are followed even when supervision is limited. 5) Incentives, accountability and continuous improvement - Systems are in place to reward good practices and hold staff accountable for unsafe behavior. - Inspect: - Disciplinary and reward systems related to hygiene and food safety. - Performance evaluations include food safety behavior. - Continuous improvement plans are documented and actioned. 6) Monitoring and evaluation of food safety culture - The FBO regularly monitors, assesses, and improves its food safety culture. - Inspect: - Use of food safety culture assessment tools, surveys, or checklists. - Results of audits or self-assessments and the follow-up actions. - Engagement scores or cultural maturity models (if applicable).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	HACCP prerequisite programs (PRPs) are implemented by FBO:	To confirm that a FBO has implemented the HACCP prerequisite programs (PRPs), the inspector should verify that documented procedures exist, are implemented effectively, and are regularly reviewed and updated. Relevant records are available, complete, and up-to-date. Below is what the inspector should specifically check for each required prerequisite.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Procedure for check on raw materials and suppliers	Inspector should check the following documentation and records: • Supplier approval and evaluation process. • Specifications for raw materials. • Incoming goods inspection records. • Non-conformance management for rejected deliveries. (Example of list of documents, which need to be checked see in point 12 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Packaging and packaging materials and suppliers control	Inspector should check the following documentation and records: • Supplier approval for packaging materials. • Specifications and conformity certificates. • Procedures ensuring materials are food-grade and safe. • Storage conditions for packaging to prevent contamination. (Example of list of documents, which need to be checked see in point 12 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Pest control procedure	Inspector should check the following documentation and records: • Contract with licensed pest control company or in-house plan. • Site plan with bait/trap locations. • Monitoring records and corrective actions. • Pest sighting logs and response records. (Example of list of documents, which need to be checked see in point 10 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Cleaning and disinfection procedure	Inspector should check the following documentation and records: • Master cleaning schedule (what, when, how, by whom). • Verified procedures (chemicals, concentrations, contact times). • Cleaning records and verification methods (e.g., swabbing). • Evidence of corrective actions when cleaning failures are identified. (Example of list of documents, which need to be checked see in point 2 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Procedure for the water supply control	Inspector should check the following documentation and records: Procedure for the Water Supply Control • Water source details and protection measures. • Potable water test results (microbiological and chemical). • Maintenance of water tanks, pipes, hoses, etc. • Procedure for actions in case of non-potable water result. (Example of list of documents, which need to be checked see in point 1 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Procedure for temperature checks - cold chain	Inspector should check the following documentation and records: • List of equipment for temperature control (fridges, freezers, transport). • Calibration records of thermometers and sensors. • Daily temperature logs and alarms. • Corrective actions for temperature deviations.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter XII TCc local legal text No. 1/2020 Part III, Article 18 Point 2 The food business operator must ensure: (1) That food handling personnel are supervised, instructed, and/or trained in food hygiene matters commensurate with their work activity. (2) That personnel responsible for developing and maintaining the procedures specified in Article 19 (1) or applying good practice guides receive adequate training in the application of the Hazard Analysis and Critical Control Points (HACCP) principles.	Employee's training programme	Inspector should check the following documentation and records: • Training matrix (who needs what training and when). • Records of initial and refresher training (food hygiene, allergen control, HACCP). • Training materials and attendance logs. • Evaluation of training effectiveness. (Example of list of documents, which need to be checked see in point 9 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Waste and by-production management procedure	Inspector should check the following documentation and records: • Procedures for collection, segregation, labeling, and disposal. • Waste container specifications (cleanable, vermin-proof, labeled). • Records of waste disposal (contracts, invoices, logs). • Designated waste areas kept clean and secure. (Example of list of documents, which need to be checked see in point 7 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Sampling plan for internal controls on raw materials, final products, water, etc.	Inspector should check the following documentation and records: • Written sampling plan (raw materials, final products, environment, water). • Sampling methods, frequency, and acceptance criteria. • Laboratory results and trend analysis. • Action taken on non-compliant results.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Traceability and recall procedure	Inspector should check the following documentation and records: • Up-to-date traceability system linking inputs and outputs. • Mock recall records (frequency and effectiveness tested). • Records of recalls, withdrawals, and root cause analysis. • Labelling system that supports batch tracking. (Example of list of documents, which need to be checked see in point 8 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
Prerequisites of HACCP		
Regulation (EC) 852, Chapter II, Article 5, Point 1 TCc local legal text No. 1/2020 Part IV, Article 19, Point 1	Maintenance procedure	Inspector should check the following documentation and records: • Preventive maintenance schedule. • Records of repairs, replacements, and breakdowns. • Procedures for post-maintenance cleaning and verification. • Contractor control (if external maintenance used). (Example of list of documents, which need to be checked see in point 6 of Annex 6 to the Guidance).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19	HACCP principles are implemented:	To confirm that a FBO has fully implemented the HACCP principles, the inspector should check that all seven Codex HACCP principles are correctly applied, documented, implemented, verified, and maintained. Below is what the inspector should specifically check for each principle.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19	A Flow Chart Diagram for each product/process is available	Inspector should check the following: • A detailed and accurate flow diagram is available for each product or category of similar products. • Includes all steps from raw material reception to final product dispatch (inspector observe material and product flow to be sure that clean and dirty zones are separated and cross-contamination is prevented). • Covers inputs (e.g. ingredients, water) and outputs (e.g. waste). • Flow diagram is physically verified (on-site walkthrough) to ensure accuracy. • Changes in the process are reflected through revised diagrams.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point 2-A	Hazards Identification Identification of any hazards that should be avoided, eliminated or reduced to acceptable levels. - List all potential hazards - Conduct a hazard assessment	Inspector should check the following: • Biological, chemical, and physical hazards are identified at each step in the flow chart. • Hazards are specific, not generic (e.g. "Listeria monocytogenes" instead of just "bacteria"). • Assessment includes severity and likelihood. • Justification is provided for whether a hazard is significant or not. • Includes hazards associated with raw materials, processing, handling, equipment, packaging, storage, personnel.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point 2-B	Critical control points have been identified. Identification of critical control points at the stage or stages where control is essential to aid or eliminate a risk or to reduce it to acceptable levels.	Inspector should check the following: • Decision trees or other systematic methods are used to determine CCPs. • CCPs are clearly indicated in the flow diagram. • CCPs must be justified (e.g., heat treatment, metal detection, pH adjustment). • CCPs cover points where hazard prevention/elimination is essential.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point C and Ç	Critical limits at critical control points have been established. Establishment and application of effective surveillance processes at critical points	Inspector should check the following: • Each CCP has one or more measurable critical limits (e.g. temperature, time, pH, aw). • Limits are validated based on scientific data (e.g. regulations, guidelines, microbiological data). • Equipment used to measure CCP parameters is calibrated and appropriate. • Clearly defined acceptable range is stated (e.g. 72°C for 15 sec).

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point D	Corrective actions have been established. Establishment of corrective measures where surveillance indicates that a critical control point is not under control.	Inspector should check the following: • Written procedures exist for each CCP when a deviation occurs. • Actions must include: ○ Identifying and isolating affected product. ○ Restoring control. ○ Preventing recurrence. • Records of corrective actions are available and linked to CCP monitoring logs.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point E	Validation verification Establishment of proceedings, to be carried out on a regular basis, to verify that the measures referred to in points (a) to (c) work effectively.	Inspector should check the following: • Validation: Evidence that the plan effectively controls hazards (e.g. lab tests, scientific studies, challenge tests). • Verification: Periodic reviews (internal audits, CCP review, calibration, trend analysis). • Verification includes who, when, how often and actions taken if issues arise. • Records of calibration, audit reports, review dates, and adjustments are maintained.

REFERENCE	REQUIREMENTS	EXPLANATORY NOTES
HACCP Principles		
Regulation (EC) 852, Chapter II, Article 5 TCc local legal text No. 1/2020 Part IV, Article 19 Point F	Documents and records to demonstrate the effective application of the above-mentioned have been established.	Inspector should check the following: • HACCP plan is formally documented and includes: ○ Product description ○ Intended use ○ Flow diagram ○ Hazard analysis ○ CCP determination ○ Critical limits ○ Monitoring procedures ○ Corrective actions ○ Verification procedures • Daily monitoring records for CCPs are complete and signed. • All records are dated, legible, retained for a defined period, and available for inspection.



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