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MINISTRY OF HEALTH-ETHIOPIA

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NATIONAL COMMISSION FOR RURAL HEALTH PROMOTION

:

Fruits, Vegetables Juice House safety, hygiene and Environmental health Inspection Checklist

General Instruction: *The team leader shall introduce the team to the manager/responsible body of the institution and briefly explain the purpose of the inspection by conducting entry meeting. To use time efficiently, the team can do the inspection in sub groups once relevant information is collected. Finally, at the end of the inspection the team will conduct exit meeting and forward the summary of the inspection findings.*

General Information: *[Ask the manager/responsible body of the institution]*

- Name of the Institution _____ Phone: _____
- Name of the owner: _____ Phone: _____
- Name of the manager: _____ Phone: _____
- Facility address:
 - + Region: _____
 - + Woreda: _____
 - + City: _____
 - + House No.: _____
- Institution contact address:
 - + Telephone: _____
 - + E-mail: _____

Type of inspection: Routine ☐ Follow-up ☐ Investigative ☐ Concise ☐
Special ☐

Critical requirements for licensing and re-license

- ❖ The establishment is separate from residence area
- ❖ Refrigerator with functional & calibrated Thermometer
- ❖ Food store with pallet/shelf
- ❖ Improved toilet with hand washing facility
- ❖ Medical checkup
- ❖ Availability of improved water supply

S.No.	Requirements	Weight	Score	Compliance status		Remarks
				Met	Unmet	
1.	General requirements	7				
1.1	Written procedure about the receiving, storage and handling of raw and processed products is available	0.4				
1.2.	The facility is independent of any other business entity or any other overlapping business	0.46				
1.3	Infrastructure like electricity, water, telephone and roads is available	0.54				
1.4	Complete first aid kit is available in the establishment	0.47				
1.5	Functional fire extinguisher is available in the establishment	0.47				
1.6	Materials used in the juice house is safe, hygienic and easily cleanable.	0.47				
1.7	The water supply is from the city's water line or other appropriate source certified for human use.	0.54				
1.8	All staff is trained and have certificate on food hygiene and safety.	0.47				
1.9	Staff keeps their personal hygiene before going to work.	0.47				
1.10	Staffs wear white, clean work clothes and hair net/hat	0.4				
1.11	Toilet is open to the customer throughout the service.	0.47				
1.12	Staffs are not wear long earrings, ring, bracelets, and watches at work and short trimmed Fingernails regularly.	0.43				
1.13	Wastes are collected from the source (work site).	0.47				
1.14	The structure of the building, as well as the rooms, windows, and doors, are not be exposed to water, insects, or pests.	0.47				
1.15	Availability of ramp suitable for wheelchair users.	0.47				
2.0	Condition of the building	3				
2.1	The Establishment is 100 meters away from any service provider or manufacturer that is inconsistent with the service and production of the enterprise and may pose a risk of contamination of the service or product.	0.5				
2.2	: There is Changing room with lockers proportional to the workers	0.1				
2.3	There is Utility room for customer service department	0.1				

2.4	First aid kit and fire protection are available	0.1				
2.5	Raw material storage and storage room	0.1				
2.6	The building is constructed with stone/brick or clay using of cement mortar and smooth and fire-resistant	0.42				
2.7	The structure of various parts of the building, doors and windows is waterproof, free of pests, insects and predators	0.4				
2.8	The building floor is not exposed to floods, rain and accumulate water on its surfaces and easy to maintain	0.44				
2.9	Windows and doors are easy to open and close	0.42				
2.10	Availability of ramp that is comfortable for wheelchair users	0.42				
3.0	Floor	2				
3.1	The floor is made of non-cracked and standard building materials (cement, concrete, ceramic or other similar building material) clean and tidy.	1				
3.2	The floor is non-slippery and easy to wash, leveled and waterproof.	1				
4.0	Wall	1				
4.1	The wall is made of standard building materials (cement, concrete, ceramic or other similar building materials) painted with white plastic paint and suitable for easily clean or wash.	1				
5.0	Ceiling	1				
5.1.	The ceiling is made of heat-resistant building materials (concrete slab, epoxy or other similar building material) non-cracked, clean and painted with white dye.	1				
6.0	Light condition, Air circulation and temperature	2.5				
6.1	There is natural ventilation system in the room (window with of 10% the floor room)	0.5				
6.2	There is an adequate natural ventilation system with an air change per hour of 6-12 ACH	0.5				
6.3	There is an adequate natural and/or artificial lighting between 250 -300 lux in the cell	0.5				
6.4	The temperature of the service rooms is maintained between 20-29°C all the time	0.5				
6.5	Depending on the size of the organization, there is an alternative generator	0.5				
7.0	Water supply	5				
7.1	Water distribution lines installed is completely free of unnecessary leakage	0.9				

7.2	The reservoirs is made of plastic or fiberglass	0.7				
7.3	The reservoir tank is able to hold water for at least two days or more during a water shortage	0.8				
7.4	Reservoirs is cleaned every three months and treated with water treatment chemicals (see documents)	0.8				
7.5	Information on the cleaning process of the reservoir tank is prepared and available and documented for at least three years(see documents)	0.5				
7.6	Water used from storage tanks is inspected at least twice a year by an authorized government body(see documents)	0.6				
7.7	The sample of water is be tested In late to the organization, storage tank, dish washing sink, bathroom, hand washing sink and kitchen	0.7				
8.0	Food safety	2				
8.1	There is a food safety system, which is based on the HACCP principles which includes; the strict control of food from purchase to service, for example traceability of the food, separation of food to avoid cross-contamination cooking, temperature controls, storage and display of food and staff training.	1				
8.2	Staff is trained in the food safety management procedures and in their specific role	1				
9.0	Raw food storage / warehouse	4				
9.1	The room is 2 meters by 3 meters	0.6				
9.2	Free from predators, various insects, moisture and solid and liquid waste.	0.6				
9.3	Shelf which is easy-to-clean and is made of stainless steel and wooden with a mesh wire.	0.6				
9.4	The shelf is located 40 cm above the floor, 60 cm below the ceiling, and 20 cm far from the wall and 1 m distance between shelves	0.4				
9.5	Date of entry of vegetables and other food item is recoded and FIFO/LIFO principle is applied	0.5				
9.6	There is pedal operated garbage bin	0.5				
9.7	Juices and other foods are stored at different temperatures depending on their characteristics and type	0.4				
9.8	Cold temperatures is kept at 2-8°C (for vegetables and fruits, juices, etc.).	0.4				
10.0	Equipment and dish washing facility	5				

10.1	Leftover food is temporarily collected pedal operated garbage bin.	0.63				
10.2	The space / room is suitable for dish washing	0.6				
10.3	There is three compartment dish washing facility proportional to the size of equipment's and has drainage line which connected to septic tank	0.62				
10.4	Uninterrupted hot and cold running water is supplied	0.63				
10.5	Soaps and detergents for washing is available	0.6				
10.6	There is a rack made of plastic or non-corrosive and rust resistant material to keep washed items dry	0.6				
10.7	There is shelf for storage of cleaned utensils with closable door that can easily be cleaned	0.63				
10.8	There is Drainage connected with sink which is joined to an approved sewer line or septic tank (see contractual agreement & documents)	0.69				
11.0	Drinking equipment washing facility	3				
11.1	There is separate sink with two compartments specific for this purpose	0.55				
11.2	Availability of hot and cold water	0.5				
11.3	Soaps and chemicals for washing is in close proximity	0.5				
11.4	There is a rack made of plastic (non-corrosive and rust resistant material) to keep washed items dry	0.55				
11.5	There is shelf for storage of cleaned utensils with closable door and can easily be cleaned	0.5				
11.6	Drainage connected to the sink which is connected to an approved sewer line or septic tank	0.4				
12.0	Preparation room	11				
12.1	The room dimension is at least 2 meters by 3 meters	1				
12.2	The preparation room is far from Parking, Solid waste storage, Sewage disposal, Main road, Chemical and sanitary warehouses and Beauty salons so as not to cross contaminate the prepared juice;	0.9				
12.3	The room is free of solid and liquid waste and free of any rodent and insects	1.1				
12.4	There is hand-washing facility with hot and cold running water, soap, hand dryer and garbage bin	1.1				
12.5	There is easily cleanable and pedal operated garbage bin	1				
12.6	The room is large enough at least to accommodate two staff members at a time	1.1				
12.7	There is a refrigerator that has an internal and external	1.1				

	automatic temperature reader with monitoring chart registered twice a day					
12.8	Availability of shelf made of easy-to-clean materials for storage of raw and cooked food with a door	0.9				
12.9	The is unbroken, undamaged, and made of corrosive resistant shelves	0.9				
12.10	There is a functional fire extinguisher that filled with carbon dioxide and renewed periodically	0.9				
13.0	Juice preparation and handling practice	3				
13.1	Raw (unprocessed) vegetables and fruits is stored separately from processed or semi processed one	1				
13.2	Employees wash their hands properly between each activity	1				
13.3	There is a separate sink for cleaning fruit and vegetable	1				
14.0	Serving room	3				
14.1	The room size is 3 meters by 4 meters to accommodate 12 to 16 customers	1.5				
14.2	The room has unbroken and clean table and chair	1.5				
15.0	Employee health condition	3.5				
15.1	Availability of white uniform clothes (double), hair cover, mouth and nose mask (depending on the job), safety shoes, gloves (special and change), plastic wrap	0.68				
15.2	Before starting work, employees make sure they are free of infectious diseases	0.7				
15.3	Employees are required to have a medical check-up every three months	0.72				
15.4	Food handlers with any communicable diseases like; diarrhea, fever and vomiting refrain from food handling practices until they become confirmed free	0.72				
15.5	Employees is trained on basic food handling and safety, dietary characteristics, food borne illness	0.68				
15.0	Personal hygiene of food handlers	10				
15.1	Food handlers had clean hands and trimmed fingernails; their hair is clean and covered and long hair must tied back	0.79				
15.2	Food handlers wash their hands before start working and after each break	0.7				
15.3	Food handlers not wear rings, earrings or piercings, bracelets or watches	0.7				
15.4	Clean protective clothing, e.g. apron or overall is worn where appropriate in businesses serving cases	0.71				

15.5	Protective clothing is not be worn outside of the work place	0.7				
15.6	Personal garments is not worn over the protective clothing	0.7				
15.7	Food handlers had keep hair clean and neat and where appropriate, wear hats/hair nets which effectively contain the hair	0.71				
15.8	The food handlers cover cuts, sores or grazes with a colored waterproof dressing	0.71				
15.9	Smoking, chewing gum, and finger painting, shall not be allowed during juice preparation	0.71				
15.10	Food handlers suffering from diarrhea, vomiting, jaundice, fever, sore throat with fever, infected skin lesions/cuts are refrain from food handling practice until confirmed free	0.72				
15.11	Employees had a health check-up (medical checkup) every three months	0.72				
15.12	Employees receive health care training before and during work, especially on basic food handling and safety, dietary characteristics, food borne illness	0.71				
15.13	The food handlers always have trimmed fingernails	0.71				
15.14	Every worker covers his or her hair during work with hats that can completely cover his or her hair	0.71				
16.	Safty and security					
16.0	Fire Extinguisher	2				
16.1	There is fire extinguisher not less than 2 kilogram by weight and filled with carbon dioxide	0.5				
16.2	Fire extinguishers is placed in a clear and user-friendly manner in the serving room, warehouse, staff dining room, and at important place of the building	0.5				
16.3	The fire extinguisher is refilled or renewed annually	0.5				
16.4	Employees of the organization receive training on how to use the fire extinguisher	0.5				
17.0	First aid kit	2				
17.1	There is sufficient first aid kit according to the size of the organization and the number of employees in it	1				
17.2	The first aid kit is placed in a clear, user-friendly manner and where necessary	1				
18.0	Additional Training program	2				
18.1	After recruitment of the new member of staff, a training or orientation period is provided such as environmental good	0.5				

	practices, hygiene and safety issues;					
18.2	Other emergency training (e.g. what to do in an emergency, evacuation plan) and basic life Support (BLS) or first aid training is included.	0.5				
18.3	All staff is trained according to their role that include, Customer satisfaction, Emergency situation and response, Safety of the foods and Non conformity in any service according to the duties of the staff	0.5				
18.4	Employees should receive health care training especially on basic food handling and safety, dietary characteristics, food borne illness,	0.5				
19.0	Toilet room	7				
19.1	The floor and walls of the room is made of a building material that can be washed, cleaned, waterproof, and soft.	1				
19.2	The toilet is at least 10 meters away from the service and preparation room if it is not water flush latrine.	0.7				
19.3	The toilet room is kept clean, and free of bad odors.	0.7				
19.4	The floor, walls and seats or around it of the toilet is free from liquid and solid waste	0.7				
19.5	The door of the toilet room is easy to open and close from the inside	0.6				
19.6	There is flasher with water for feces drainage	0.6				
19.7	There is well fixed functional sink with water flow at least three meters from toilet	0.7				
19.8	There is soap for hand washing	0.7				
19.9	The toilet is open to the customer throughout the service	0.7				
19.10	There is a man-hole immediately after the drain line is out of the toilet	0.6				
20.0	Shower	5				
20.1	The height of the shower is at least be 2.4 meters	0.4				
20.2	The area of the shower is at least 1.2x1.2 meter squares	0.6				
20.3	The shower had a fresh air vent 20 centimeters below the ceiling and open down at 45°	0.5				
20.4	The floor is not accumulates any waste water on its slab and be clean and tidy	0.5				
20.5	The shower room is separated from the restroom	0.6				
20.6	The door is easy to open and close from inside	0.4				

20.7	There shall be sandals or shower shoes in the shower	0.5				
20.8	Single shower is provided per 20 employees and isolated for men and women	0.5				
20.9	There is cloth cupboard in the room	0.5				
20.10	There is fully covered and leak-proof sewer line that must be connected to septic tank	0.5				
21.0	Pest control	3				
21.1	The management is responsible for the pest control prevention system at the premises	0.5				
21.2	A pest control plan is defined and documented by qualified staff (internal or subcontracted), according to the needs and facilities preparation and selling services	0.5				
21.3	Treatment records as well as a copy of the authorization and sanitary registration of the products used shall be retained.	0.4				
21.4	There is no pests, insects, and predators in the organization	0.5				
21.5	The organization ensures the absence of pests, insects, and predators and ensure its controlling mechanism	0.5				
21.6	The organization provides professional based pest, insect, and insect repellent service at least twice a year (see documents)	0.6				
22.0	Cleaning services	3				
22.1	Cleaning products is used responsibly, respecting the instructions of the manufacturer related to both safety of people and to protection of the environment	0.5				
22.2	Environmentally friendly and chlorine-free cleaning products is preferably be used, as well as microfiber cloths that reduce the amount of cleaning liquid is required	0.5				
22.3	Cleaning tools for the bathroom is identified according to the use	0.5				
22.4	Cleaning products is retain their original labels or be visibly identified, if these need to be transferred to a smaller container, it should have an automatic dispensing system	0.5				
22.5	During cleaning activities and when the floor is wet, warning signposting is displayed to inform customer and prevent accidents	0.5				
23.0	Solid Waste Management	3				

23.1	Waste generated is segregated by type	1				
23.2	Waste is collected and disposed time	1				
23.3	Waste is properly disposed and handover to the private firm or municipality (check document, eg. bill or agreement document, etc)	1				
24.0	Liquid waste management	4				
24.1	There is a plan for liquid waste disposal	0.67				
24.2	Liquid waste is collected in septic tank	0.72				
24.3	Any sewage from the services provided by the organization (dish and hand washing and sinks, bathroom, laundry room, toilet, etc.) connected to an approved sewer line that joined to the septic tank	0.67				
24.4	If the septic tank is used by the organization to collect sewage, it shall pump half a meter before it is filled	0.67				
24.5	No sewage is discharged into the rainwater drainage line.	0.67				
24.6	Sewage disposal information is provided when requested by the concerned body (whether it is connected to an approved sewer line or accumulated sewage).	0.6				
25.0	Documents to be checked	3				
25.1	Food safety policy	0.5				
25.2	Food handler's medical checkup certificate	0.5				
25.3	Training certificate	0.5				
25.4	Legal slaughtering receipt	0.5				
25.5	Vectors and rodents control agreement	0.5				
25.6	Dishwashing, Hand washing ,Cleaning and sanitizing of work areas & fruits and vegetables ,Procedure about the receiving, storage and handling of fruits & Vegetables ,Solid and liquid waste management Standard operating procedure/SOP/ are available	0.5				
25.7	Total score	100				

Status of the institution:

1. Optimal compliance (>75%)

2. Significant compliance (51-75%)

3. No compliance ($\leq 50\%$)

Verification of the institution and inspectors:

I confirm that the above filled information/data is true about the institution.

Name of manager/responsible body of the institution _____

Signature _____ Date _____

Inspectors' general comment:

Name of inspectors: S.No.	Name	Date	Signature
1.			
2.			
3.			
4.			
5.			

Finally, at the end of the inspection, thank the management body and all staff who participated in the inspection for their valuable time and participation. Present warm greetings.