



Bread, cakes, cookies and dry biscuits preparation and selling Establishment 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: _____
- Name of the owner: _____
- Name of the manager: _____
- Institution physical 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
- ❖ Kitchen with Refrigerator
- ❖ Food store with pallet/shelf
- ❖ Improved Toilet with proper handwashing
- ❖ Medical checkup
- ❖ Availability of improved water supply

S.No.		weight	Score	Compliance status
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	Requirements			Met	Unmet	Remark
1	Environmental conditions	8				
1.1	The food preparation area is at least 10 meters away from the toilets.	0.5				
1.2	The area where the building rests shall not be swampy, prone to flooding or landslides.	0.4				
1.3	The bar and bar and restaurant shall be 50 m away from garbage, toxins store, and other chemicals.	0.4				
1.4	Any service provider or manufacturer that is incompatible with the service that may pose a risk of contamination shall not be allowed.	0.4				
1.5	The surrounding environment shall be free from any contaminants.	0.4				
	condition of the building					
1.6	The Establishment is 50 meters away from any service provider or manufacturer that is in consistent with the service and production of the enterprise and may pose a risk of contamination of the service or product.	0.5				
1.7	The building wall is constructed with stone, blocket or clay using of cement mortar and smooth and fire-resistant.	0.4				
1.8	The structure of various parts of the building, doors and windows shall be waterproof, free of pests, insects and predators.	0.4				
1.9	The building floors are not be exposed to floods, rain and accumulate water on its surfaces and easy to maintain.	0.4				
1.10	Windows and doors are easy to open and close.	0.4				
1.11	There is a ramp that is comfortable for wheelchair users.	0.4				
	Floor					
	The floor is made of no n-cracked and standard building materials (cement, concrete, ceramic or other similar building material) clean and tidy.	0.5				
1.12	Shall be non-slip and easy to wash, leveled and waterproof.	0.4				
	Wall					
1.13	The wall is made of standard building materials	0.5				

	(cement, concrete, ceramic or other similar building materials) painted with white paint and suitable for easy.					
	Ceiling					
1.14	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.	0.4				
	Light condition, Air circulation and temperature	0.4				
1.15	There is a natural ventilation system in the room (there should be a window with of 10% the floor room)	0.4				
1.16	There is an adequate natural ventilation system with an air change per hour of 6-12 ACH	0.4				
1.17	There is an adequate natural and/or artificial lighting between 250-300 lux in the cell.	0.4				
1.18	The temperature of the service rooms is maintained between 20-29 degrees Celsius all the time.	0.4				
1.19	There is alternative generator.	0.4				
2	Water supply	6				
2.1	Water distribution lines installed are completely free of unnecessary leaks or leaks	0.9				
2.2	Reservoirs are made of plastic or fiberglass;	0.9				
2.3	The reservoir tank are able to hold water for at least two days or more during a water shortage	0.9				
2.4	Reservoirs are cleaned every three months and treated with water treatment chemicals	0.9				
2.5	Information on the cleaning process of the reservoir tank is prepared and available and documented for at least three years	0.8				
2.6	Water used from storage tanks is inspected at least twice a year by an authorized government body. Information stating this shall be maintained by the organization for three years	0.8				
2.7	The sample of water to be tested is from the following are as of use: in late to the organization, storage tank, dish washing sink, bathroom, hand washing sink, kitchen	0.8				
3	Food safety	6				

3.1	The Restaurant management is responsible for the food hygiene and safety conditions at the premises and it ensure that they are operating correctly.	2.5				
3.2	There is a food safety system, which should be based on the HACCP principles. This shall include the strict control of food from purchase to service, f or example traceability of the food, separation of food to avoid cross-contamination coo king, temperature controls, storage and display of food and staff training.	2				
3.3	Staff are trained in the food safety management procedures and in their specific role	1.5				
	Storage of raw and processed products, and materials					
4	Storage of raw and processed food products	6				
4.1	There is a separate raw materials storage room having area of 9 m ² and 2.5 meter high.	0.5				
4.2	Storage compartment is different in temperature depending on the type of raw material or processed products used.	0.5				
4.3	The storage of dry Materials temperature is between 10 ° C and 21 ° C.	0.5				
4.4	The storage of dry Materials temperature is between 10 ° C and 21 ° C.	0.5				
4.5	The cold room temperature is below -18° C	0.5				
4.6	There is a shelf or pallet with a height of 40 cm from the floor, 20 cm from the wall, 60 cm from the ceiling and at least one person can move (1 m) between the shelves.	0.5				
4.7	Baking ingredients and perishable additives are not be used for mo re than 3 days after opening.	0.5				
4.8	Damaged or spoiled and expired raw materials and processed food products shall be properly counted and separated from other raw materials and products until disposed.	0.5				
4.9	Sanitary, hygienic, and other items shall be kept in separate room	0.5				
4.10	The date of entry, origin, and expiration date of the various raw materials for the preparation of bread, such as bread, shall be recorded and kept	0.5				

	in the same register and tracking card.					
4.11	All refrigerators for cake and bakery products that require refrigeration have a digital external and internal thermometer that states the temperature	0.5				
4.12	There is a documented routine temperature monitoring chart for all the refrigerators and deep freezers.	0.5				
5	Damper, sharper and cutter curb	2				
5.1	The masticator machine is made of stainless steel for food preparation.	0.4				
5.2	The vibrating sound of the machine did not cause noise pollution in the building and the surrounding	0.4				
5.3	A curbing and shaping table is made of a single piece of marble or stainless steel prepared for cooking.	0.4				
5.4	A curbing and shaping table is made of a single piece of marble or stainless steel prepared for cooking.	0.4				
5.5	The curbing and shaping table is at least 2 m ² .	0.4				
6	Dough proffer (makofesha)	2				
6.1	The machine used to proving dough is made of stainless steel.	0.5				
6.2	The steam enclosure is designed to be free of insects and debris and shall be properly fitted and	0.5				
6.3	The steam machine have proper door.	0.5				
6.4	Plate for baking bread is made of food grade stainless steel.	0.5				
7	Packing space	1				
7.1	Packaging material is food grade and that covers the food completely.	0.5				
7.2	Information is written on the packaging with the date of manufacture, expiration date, raw material content and quantity, food content and full address of the place of manufacture that complies the labeling standard, CES 73	0.5				
8	Transportation	3				
8.1	The transportation vehicle is free from direct sunlight, dust and contaminates and public	0.8				

	transport is not being used.					
8.2	The information is recorded on the form provided for this purpose, along with the delivery code and delivery date of the product.	0.8				
8.3	For refrigerated cakes and bakery products, there is a refrigerator with a refrigerator to keep them cool.	0.8				
8.4	Any utensils and materials are food graded, easy for cleaning and handling.	0.6				
9	Utensils washing	3				
9.1	There is a standardized dish washing detergent in the food processing room	1.5				
9.2	There is an antimicrobial disinfectant in the food processing unit to keep food-related equipment, materials, machinery, etc. free of pathogens and chemicals	1.5				
10	Baking room	2				
10.1	Baking area is at least 30 square meters and the size of one side is not less than 3 meters	1				
10.2	Oil for lubrication of baking utensils is clean and unused for other purpose	1				
11	Cooling and temporary storage area of baked products	1				
11.1	Shelf for cooling bread is covered with a thin sheet of material to keep it from being exposed to flying, dust, insects and rodents	0.5				
11.2	The container used to transport bread from the place of production have a lid and easily cleanable	0.5				
12	A wood-burning stove	1				
12.1	There is a renewed a minimum of 5kg carbon dioxide fire extinguisher and located at least 2 m from the bakery.	0.25				
12.2	Firewood and similar items are stored in a designated area outside the oven.	0.25				
12.3	The height of the chimney is 3 m above the ceiling.	0.25				
12.4	The oven is at least 1 meter above the floor and at least 30 cm away from the wall.	0.25				
13	Electric oven	1				
13.1	The position of the oven is 30 cm away from the	0.5				

	wall, placed in a convenient location, and electrical outlets and lines shall be prepared in a safe manner					
13.2	After baking, the material for cooling and temporary storage of the bread is made of wire mesh, thin wood, at least 40 cm above the floor, 30 cm above the wall and 40 cm below the ceiling.	0.5				
14	Personal hygiene of food handlers	10				
14.1	The food handler is clean, have clean hands and trimmed fingernails; hair shall be clean and covered and long hair should be tied back;	0.6				
14.2	The food handlers wash their hands before start working and after each break;	0.6				
14.3	The food handlers do not be wear rings, earrings or piercings, bracelets or watches. When it is not possible to temporarily remove these items shall be protected by a food grade plaster;	0.6				
14.4	Clean protective clothing, e.g. apron or overall is worn where appropriate. This is particularly advisable in businesses serving widely	0.6				
14.5	Protective clothing is not worn outside of the work place.	0.6				
14.6	Personal garments are not worn over the protective clothing.	0.5				
14.7	The food handlers keep their hair clean and neat and where appropriate, wear hats/hair nets which effectively contain the hair.	0.5				
14.8	The food handlers cover cuts, sores or grazes with a colored waterproof dressing.	0.5				
14.9	Smoking, chewing gum, and finger painting, is not allowed during preparing fish.	0.5				
14.10	Before starting working, employees make sure they are not infected by infectious diseases.	0.5				
14.11	While suffering from diarrhea, vomiting, jaundice, fever, sore throat with fever, infected skin lesions/cuts is not be allowed to work.	0.5				
14.12	Employees have a health check-up every three months.	0.5				
14.13	Employees receive health care training before and during work, e specially on basic food	0.5				

	handling and safety, dietary characteristics, food borne illness.					
14.14	The fingernails are cut short every now and then;	0.5				
14.15	Catering staff do not wear earrings, bracelets, watches and bracelets at work;	0.5				
14.16	Hair is completely covered with work caps.	0.5				
14.17	Every employee have his or her fingernails trimmed from time to time.	0.5				
14.18	No earrings, bracelets, watches, or bracelets is worn before work.	0.5				
14.19	Every worker cover his or her hair during work with hats that can completely cover his or her hair.	0.5				
15	Employment health conditions	4				
15.1	All food handlers have clean personal hygiene such as clean hands, and clean trimmed fingernails, clean hair which is covered and tied back.	0.7				
15.2	All food handlers wash their hands at critical times such as (after toilet, touching contaminated objects and fluids, coughing and sneezing, and before work.)	0.7				
15.3	No food handlers wear visible rings, earrings or piercings, bracelets or watches during food handling and preparation.	0.7				
15.4	Other staffs wear protective clothing when entering the kitchen/cooking area.	0.7				
15.5	All staff have medical certificate before starting work	0.6				
15.6	All staff have regular medical check-up document/certificate	0.6				
16	Training of staffs	2				
16.1	After recruitment of the new member of staff, a training or orientation period is provided	1				
16.2	All staff are trained according to their role in the ice cream establishment	1				
17	Environmental good practices, hygiene and safety issues	3				
17.1	Training on Customer satisfaction is given	0.8				
17.2	Emergency situation and response is given	0.8				
17.3	Safety of the foods and beverages given	0.8				

17.4	Non conformity in any service according to the duties of the staff.	0.6				
18	Risk and accident prevention	2				
18.1	The management assures the suitability and safety of devices and equipment available to staff and customer.	1				
18.2	Customer and staffs are informed on the possible prevention and safety measures (e.g. through signposting, documented procedures, digital screens, maps);	1				
19	Fire extinguisher	2				
19.1	A fire extinguisher is available.	0.4				
19.2	There is a fire extinguisher not less than 2 kilograms by weight and filled with carbon dioxide.	0.4				
19.3	Fire extinguishers are placed in a clear and user-friendly manner in the serving room, warehouse, staff dining room, and at important place of the building.	0.4				
19.4	The fire extinguisher is renewed annually from an authorized body/licensed.	0.4				
19.5	An employee of the organization has received training on the use of fire extinguisher.	0.4				
20	First aid kit	1				
20.1	There is sufficient first aid kit according to the size of the organization and the number of employees in it.	0.5				
20.2	It is placed in a clear, user-friendly manner and where necessary.	0.5				
21	Toilet room	10				
21.1	The floor and walls of the room are made of a building material that can be washed, cleaned, waterproof, and soft.	1				
21.2	The toilet is at least 10 meters away from the kitchen.	0.9				
21.3	The room is kept clean, and free of bad odors.	0.9				
21.4	In the toilets; floor, walls and seats or around it, is free from liquid and solid waste.	0.9				
21.5	The door of the room is easy to open and close from the inside	0.9				
21.6	There shall be flusher with water for feces	0.9				

	drainage.					
21.7	The toilet have a temporary dust bin with a cover that can be opened and closed on foot (made of rust-resistant materials, easy to move, easy to clean and unable to drain or drain).	0.9				
21.8	There is a wall-fitted functional sink with water flow at least three meters from toilet.	0.9				
21.9	There is a solid or liquid soap for hand washing	0.9				
21.10	The toilet is open to the customer throughout the service.	0.9				
21.11	There is a man-hole in the toilet after the drain is out of the toilet.	0.9				
22	Shower	5				
22.1	The height is at least be 2.4 meters.	0.5				
22.2	The area have area at least 1.2x1.2 meter squares.	0.5				
22.3	The shower have a fresh air vent 20 centimeters below the ceiling and open down at 45°	0.5				
22.4	The floor does not accumulates any waste water on its slab and be clean and tidy.	0.5				
22.5	The shower is separated from the restroom.	0.5				
22.6	The door is easy to open and close from inside.	0.5				
22.7	Safety slippers are made of plastic.	0.5				
22.8	Single shower is provided per 20 employees and isolated for men and women.	0.5				
22.9	There is a cloth hanger in the room.	0.5				
22.10	The sewer line is connected to an approved sewer line or septic tank (septic tank shall be designed for this purpose, fully covered and shall be constructed of a material that does not leak in or out).	0.5				
23	Pest control	1				
23.1	The management is responsible for the pest control prevention system at the premises	0.4				
23.2	A pest control plan is defined and documented by qualified staff (internal or subcontracted), according to the needs and facilities of the ice cream preparation and selling services	0.4				
23.3	Treatment records as well as a copy of the authorization and sanitary registration of the products used are retained	0.3				

23.4	There shall be no pests, insects, and predators in the organization.	0.3				
23.5	The organization ensures the absence of pests, insects, and predators and ensure its Controlling mechanism.	0.3				
23.6	The organization provide professional based pest, insect, and insect repellent service at least twice a year.	0.3				
	Waste Management	10				
24	Solid waste Management					
24.1	Each waste container indicated the type of waste and duly closed	1.4				
24.2	The waste bags are removed whenever necessary and at least once a day (e.g. external collector, waste room). The waste disposed when 3/4 of the garbage bin filled with waste	1.3				
24.3	If waste disposal service is outsourced, it is managed by a registered waste disposal company.	1.3				
24.4	When there is no door to door waste collectors and disposal service the bar and restaurant manages the solid waste by itself.	1.1				
25	Liquid Waste					
25.1	There is a plan for liquid waste disposal	1				
25.2	Liquid waste is dispose in septic tank or with the system of municipal liquid waste	1				
25.3	Any sewage from the services provided by the organization (dish and hand washing and sinks, bathroom, laundry room, toilet, etc.) are connected to an approved sewer line	1				
25.4	If the septic tank is used by the organization to collect sewage, it has a pump half a meter before it is filled	1				
25.5	No sewage is discharged into the rainwater drainage line	1				
	Cleaning services and plan	3				
26	Cleaning services					
26.1	Cleaning products are used responsibly, respecting the instructions of the manufacturer related to both safety of people and to protection of the environment.	0.5				

26.2	Environmentally friendly and chlorine-free cleaning products are used. Cleaning tools for the bathroom are identified according to the use given to them.	0.5				
26.3	Cleaning products retain their original labels or visibly identified. If these need to be transferred to a smaller container, there is an automatic dispensing system.	0.4				
26.4	During cleaning activities and when the floor is wet, warning signposting is displayed to inform customer and prevent accidents.	0.4				
26.5	Housekeeping staff have adequate means (cleaning trolley or similar) for cleaning rooms.	0.4				
26.6	The minimum content of cleaning storage rooms and of cleaning trolleys is defined.	0.4				
26.7	Cleaning equipment are keep in a suitable condition for performing its function.	0.4				
27	Cleaning plan	1				
27.1	A cleaning plan is defined, documented, implemented and maintained, allocating tasks to staff accordingly and defining the cleaning routes for the different areas of the Bar and Restaurant.	0.5				
27.2	The cleaning plan includes disinfection activities where disinfection is needed (i.e. toilets, kitchens).	0.5				
28	Cleaning of common areas	3				
28.1	common areas (e.g., corridors, stairs, parking lots, gardens, yards, indoor and outdoor, toilets) are clean.	0.4				
28.2	Toilets are being cleaned three times a day.	0.4				
28.3	Outdoors are being cleaned once a day.	0.4				
28.4	Other facilities and equipment are being cleaned based on the cleaning plan of the bar and restaurant.	0.4				
28.5	Indoor common areas, that: walls, floors, ceilings, furniture, mirrors, doors, panels, push buttons, decorative elements, wastebaskets and trash containers are clean.	0.4				
28.6	The facilities are ventilated and have no smell.	0.4				
28.7	Toilets in common areas, the walls, floors,	0.4				

	ceilings, furniture, mirrors, equipment, windows, decorative elements and visible parts of the faucets are clean					
28.8	Outdoor common areas; the walls, windows and decorative elements are clean.	0.2				
29	Deep cleaning program	1				
29.1	A deep cleaning program for all rooms is carried out at least once in a month, considering the level of occupation, seasonality and need.	1				

Status of the institution:

1. Optimal compliance (>75%)
2. Significant compliance (51-75%)
3. No compliance (≤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.