



Grocery service- hygiene and environmental health requirement 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
- ❖ Improved Toilet with hand washing facility
- ❖ Medical checkup
- ❖ Availability of improved water supply
- ❖ Refrigerator with functional and calibrated thermometer
- ❖ Utensils washing with 3(three) compartments

S.	weight	Score	Compliance	Remark
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Nº.	Requirements			status		
				met	Unmet	
1.	Environmental conditions	8				
1.1	The grocery is 200 m far from health facilities, daycare and school.	4				
1.2	The grocery is 100m far away from the waste dump site/area, and industries.	4				
2	Conditions of the building	15				
2.1	Build from stone, block or clay using cement, mortar and smooth and fire-resistant.	1.4				
2.2	Doors and windows are waterproof, free of pests, insects and predators.	1.1				
2.3	The floors of building are not exposed for floods, rain and accumulate water on its surfaces and are easy to maintain.	1.3				
2.4	The window and doors are easy to open and close.	1.1				
2.5	A ramp is comfortable for disabled.	1.1				
2.6	Floor is made of non-cracked and standard building materials (cement, concrete, ceramic or other similar building material) clean and tidy.	2				
2.7	Floor is non-slip and easy to wash, leveled and waterproof.	2				
2.8	The wall is constructed using cement, concrete, ceramic or other similar building materials) painted with white paint and suitable for easy.	3				
2.9	Ceiling is constructed from heat-resistant building materials (concrete slab, epoxy or other similar building material) non-cracked, clean and painted with white dye.	2				
3	Light condition, Air circulation and temperature	7				

3.1	There is availability of natural ventilation system in the room (there is a window with 10% the of floor room)	1.5				
3.2	There is availability of natural ventilation system with an air change per hour of 6-12 ACH in the grocery	1.4				
3.3	The level of natural and/or artificial lighting intensity is in the range between 250 -300 lux.	1.5				
3.4	The temperature of the service rooms is maintained between 20-29 degrees Celsius all the time.	1.4				
3.5	There is an alternative generator.	1.2				
4	Water supply	11				
4.1	Premises have a supply of water provided with a tap line for any of the activities conducted.	1.3				
4.2	Potable water is used for all activities conducted.	1.4				
4.3	Water reservoirs are made of plastic or fiberglass	1.3				
4.4	Water distribution lines installed by the firm are completely free of unnecessary leaks.	1.4				
4.5	The Reservoir tanker be able to hold for two days when there is a water shortage.	1				
4.6	Reservoir is cleaned every three months and treated with chemicals that are suited for the purpose.	1.1				
4.7	Information indicating the cleaning process of water reservoir tanker is available from the past three years.	1				
4.8	Water from the storage tanker is inspected twice a year by an authorized government body. Information stating this was maintained by the organization for three years.	1.3				
4.9	The sample of water tested used is from the following areas of use: from inlet to the organization, storage tank, dishwashing sink, bathroom, hand washing sink, kitchen	1.2				
5	Drink storage room/warehouse	7				

5.1	The room area is at least 2 meters by 2 meters.	1.2				
5.2	Have a pallet that is easily cleanable and made of stainless steel, have the distance of 40 cm above the floor, 60 cm below the ceiling, 20 cm from the wall and 1 m between the far and the shelves.	1.1				
5.3	The warehouse system is temperature-controlled and not exposed to predators and various insects	1				
5.4	Free of solid and liquid waste	1				
5.5	The list of drinks and the date of entry is recorded; Details are also posted and the first entry is logged out first.	0.9				
5.6	The lid open and closed on foot, which can be easily washed and cleaned.	0.7				
5.7	Every grocery utensils Preparation area has a refrigerator.	1.1				
6	Drinking/bar room	7				
6.1	Have a room of 12 square meters to accommodate 16 people and the area increases accordingly.	1.8				
6.2	There is Unbroken, dirt-free, leaking pipes and drains; and well-cleaned.	1.9				
6.3	Is free of any dry and sewage sludge, insects, and rodents.	1.7				
6.4	There is a separate hand washing sink for the barman	1.6				
7	Grocery / Bar	4				
7.1	There are Cleaning, sanitizing, and dish washing operating instructions.	0.5				
7.2	There is disposable beverage disposal guide	0.5				
7.3	There is waste disposal guide	0.4				
7.4	The grocery has drinking room	0.6				
7.5	There is storage warehouse	0.5				
7.6	There is staff dressing Room	0.5				
7.7	There is hand washing facility	1				

8	Personal hygiene of food handlers	10				
8.1	Have clean hands and trimmed fingernails;	2.5				
8.2	wash their hands before start working and after each break	2.5				
8.3	Hair shall be clean and covered and long hair should be tied back;	3				
8.4	The food handler does not wear rings, earrings or piercings, bracelets, or watches.	2				
9	Utensils preparation and cleaning area	10				
9.1	The sink connects with uninterrupted tap water	1.3				
9.2	There is washing detergent, hot water, and chemicals for utensils cleaning	1				
9.3	The sewer line connects with an approved sewer line or septic tank	2				
9.4	There is a three-hole dishwashing compartment.	2				
9.5	There is hot and cold tap water for bathing	1.2				
9.6	Soaps and chemicals for washing are adequately supplied	1.3				
9.7	The drying rack shall be made of plastic (non-corrosive and rust-resistant) material	1.2				
10	Toilet facility	13				
10.1	The floor and walls of the room are made of a building material that can be washed, cleaned, waterproof, and smooth.	1.2				
10.2	The toilet is at least 10 meters away from the organization's premises.	1.3				
10.3	The toilet room is clean.	1.1				
10.4	In the toilets; the floor, walls, and seats or around it, are free from liquid and solid waste.	1.2				
10.5	The toilet is free of bad odors.	1				

10.6	The door of the room is easy to open and close from the inside.	1.1			
10.7	There is flasher with water for feces drainage.	1			
10.8	The room does get light.	1			
10.9	The toilet has a temporary dust bin with a cover that can be opened and closed on foot	1.2			
10.10	There is a wall-fitted functional sink with water flow at least three meters from the toilet.	1			
10.11	Have solid or liquid soap for hand washing.	1			
10.12	The toilet is opened to the customer throughout the service.	0.9			
11	Staff Shower	8			
11.1	The height is at least 2.4 meters	1			
11.2	The area is at least 1.2x1.2 meter squares.	1			
11.3	Have a fresh air vent 20 centimeters below the ceiling and open down at 45°.	0.4			
11.4	The floors do not accumulate any waste water on its slab and are clean and tidy.	0.5			
11.5	Shower is separated from the restroom.	0.8			
11.6	The door is easy to open and close from inside.	0.6			
11.7	There is safety slippers made of plastic.	0.7			
11.8	Single shower provided per 20 employees and isolated for men and women.	1.5			
11.9	There is cloth hanger in the room.	0.5			
11.10	The sewer line connects with an approved sewer line or septic tank	1			
		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.