



Butchery and Liquor house 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 an entry meeting. After the entry meeting the team may conduct the inspection in sub groups as necessary. Finally, at the end of the inspection the team will conduct an 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/Town: _____
 - House No. _____
- Institution contact address:
 - Telephone: _____
 - E-mail: _____
- **Inspection type**
Routine ☐ Follow up ☐ Concise ☐ Special ☐ Investigative ☐
Critical requirements for licensing and re-license
 - Improved toilets with hand washing sink and soap
 - Medical check up
 - Functional Flytrap
 - Legal slaughtering receipt from an abattoir
 - Refrigerator with functional and calibrated thermometer
 - White and washable meat display board with hooks/made of stainless still
 - Availability of improved water supply
 - Storage
 - The institution is separate from residents house

S.No.	Requirements	Weight	Compliance status			Remarks
			Score	Met	Unmet	
1.	General conditions	5				
1.1.	The Institution has Infrastructures like electricity, water, telephone, and roads.	0.5				
1.2.	The distance of the institution from health facilities, daycare, and school is 200 m.	0.5				
1.3.	The institution is 100m far away from the waste dumpsite/area, and industries.	0.5				
1.4	The institution is independent of any other business entity or any other overlapping business (to avoid cross contamination)	0.5				
1.5	The water supply has the city's water line or other appropriate source certified and fit for human consumption	1				
1.6	All food handlers are trained and have a certificate on food safety and hygiene	0.5				
1.7	Electrical installation is invisible and does not pose a risk to staff	0.5				
1.8	The meat has a legal stamp from the abattoir	1				
2.	Condition of the building	6				
2.1.	The building is being built from stone, block, or clay using cement mortar and smooth and fire-resistant.	0.5				
2.2.	The doors and windows are waterproof, free of pests, insects, and predators.	0.5				
2.3.	The floor of the building is not exposed to floods, rain and does not accumulate water on its surfaces, and is easy to maintain	0.5				
2.4.	The windows and doors are easy to open and close.	0.5				
2.5.	There is a ramp that is comfortable for the disabled.	0.5				
2.6.	Floor is made of non-cracked and standard building materials (cement, concrete, ceramic, or other similar building material) clean and tidy.	0.5				
2.7.	The floor is non-slip and easy to wash, leveled, and waterproof.	1				
2.8.	Wall is constructed from cement, concrete, ceramic, or other similar building materials) painted with white paint and suitable for easy cleaning.	1				
2.9.	Ceiling is constructed from heat-resistant building materials (concrete slab, epoxy, or other acceptable building material) non-cracked, clean, and painted with white dye.	1				
3.	Light condition, Air circulation, and temperature	3				
3.1.	The area of the Windows is cover 10% of the area of the floor	0.5				
3.2.	There is natural ventilation system with an air change per hour of 6-12 ACH in the grocery	1				

3.3.	There is natural and/or artificial lighting that 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				
3.5.	There is continuous power supply.	0.5				
4	Sound	1				
4.1	A noise emission from the organization (as the nature of the institution) is less than the legal limit for sound pollution.	1				
5	Water supply	4				
5.1	Water distribution lines is completely free of unnecessary leaks	0.6				
5.2	Water reservoirs is made up of plastic or fiberglass	0.6				
5.3	The water reservoir tank is able to hold water for at least two days or more during a water shortage.	1				
5.4	Water reservoirs is cleaned every three months and treated with water treatment chemicals.	0.7				
5.5	There is information and documents that states about cleaning process of reservoir tank at least for three years.	0.6				
5.5	There is information and documents for the past three years that states water storage tank is inspected at least twice a year by an authorized government body.	0.25				
5.6	The sample of water to be tested is taken from the following areas of use: in late to the organization, storage tank, dishwashing sink, bathroom, hand washing sink, kitchen, etc.	0.25				
6	Drink storage room/warehouse	4				
.6.1	The room shall have an area of 4m.	05				
6.2	There is a pallet that is easily cleanable and made of stainless steel, have a distance of 40 cm above the floor, 60 cm below the ceiling, 20 cm below the wall, and 1 m between the far and the shelves.	1				
6.3	There is a system to control temperature in the room	0.5				
6.4	The room is free from predators and various insects	0.5				
6.5	The room is free of solid and liquid waste.	0.5				
6.6	There is temporary pedal operated solid waste disposal which can be easily washed and cleaned.	0.5				

6.7	There is a refrigerator.	0.5				
7	Butcher shop	9				
7.1	The Room size is a minimum of 12 square meters	1				
7.2	The room is 10 meters away from a septic tank	1				
7.3	The butcher has a large refrigerator (>300L) or deep refrigerant	0.75				
7.4	The refrigerator temperature is between -22 and -18 degrees Celsius	0.75				
7.5	There is refrigerant temperature monitoring chart	0.5				
7.6	The butcher shop is free of flies, cockroaches, and other insects.	1				
7.7	The butcher shop has a hand washing facility with soap.	1.5				
7.8	The butcher shop has a fly trap	0.5				
7.9	The butcher shop has red color cutting board	0.5				
7.10	The butcher shop has bone cutter	0.25				
7.11	The butcher shop has knife box	0.25				
7.12	The butcher and the cashier are different	1				
8	Employee health condition	4				
8.1	There is white uniform clothes (double), hair cover, mouth and nose mask (depending on the job), safety shoes, gloves (special and change), plastic wrap for employees.	1				
8.2	Before starting work, new employees make sure they are free of infectious diseases.	1				
8.3	Employees are takes a medical check-up every three months.	1				
8.4	If an employee becomes ill during work with any infectious disease, he or she is not allowed to work until cure from the infection.	1				
8.1	Staff Cloth changing	4				
8.1.1	There is separate room for male female employees.	1				
8.1.2	The area of room is at least nine square meter (3 m x 3 m) area accommodating 10 employees at a time.	1				
8.1.3	There is at least 40 cm by 40 cm of storage box for each employee with key and door.	1				
8.1.4	The room is tidy and free from odour.	1				
8.2	personal hygiene	8				
8.2.1	The employees are clean, have clean hands and trimmed fingernails; hair is covered and long hair is tied back	1.6				
8.2.2	Employees' are wash their hands before start working and after each break.	0.8				

8.2.3	Rings, earrings or piercings, bracelets or watches are not worn in working area/in the kitchen except marriage ring.	0.8				
8.2.4	Protective clothing is not worn outside of the workplace.	0.8				
8.2.5	A personal garment is not worn over protective clothing.	0.8				
8.2.6	In the case of injury, cover cuts, sores, or grazes with a colored waterproof dressing.	0.8				
8.2.7	Smoking, chewing gum, and finger painting is not be allowed.	0.8				
8.2.8	While suffering from diarrhea, vomiting, jaundice, fever, sore throat with fever, infected skin lesions/cuts food handlers are not allowed to work.	0.8				
8.3	Training program	3				
8.3.1	Employees are received health care training before and during work, especially on basic food safety, dietary characteristics, and a foodborne illness.	0.75				
8.3.2	After recruitment of the new member of staff, a training is provided, such as environmental good practices	0.75				
8.3.3	All staffs are trained on First Aid, Fire extinguisher ,Basic life support, Emergency and response, and Safety of the foods and beverages	1.5				
9	Frying room (optional)	5				
9.1	The room size is at least 9 square meters	0.5				
9.2	If a wood-burning stove is to be used by the enterprise, the room has a chimney 2 m above the roof	0.25				
9.3	The frying room is at least 10 meters away from the company's premises	0.25				
9.4	The frying room is at least 10 meters away from the a septic tank	0.25				
9.5	The frying room is at least 10 meters away from the sewer line	0.25				
9.6	The frying room is at least 10 meters away from the company's premises, a septic tank, sewer line chemical sources	0.5				
9.7	Cutting table (board) is made of marble, or materials with easy to clean and not a source of contamination	0.5				
9.8	There is a drawer used only for storing knives and forks	0.25				
9.9	Frying room is free of dirt and sewage and not exposed to any animals or insects	0.5				
9.10	There is adequate natural or man-made air circulation and lighting	0.5				
9.11	Pedal-operated bin that commensurate with the amount of waste generated, suitable for cleaning	0.25				

9.12	There is a Fly Trap	0.5				
9.13	Cooking utensils is unbroken, undamaged, and made of stainless steel	0.5				
10	Utensils washing area	6				
10.1	The sink is connected to uninterrupted tap water.	0.75				
10.2	There are utensils washing detergent, hot water, and chemicals.	1.5				
10.3	The sewer line is connected to an approved sewer line or septic tank.	0.75				
10.4	There is a three-hole dishwashing compartment.	0.75				
10.5	Drying rack shall be made of plastic (non-corrosive and rust-resistant) material.	0.75				
10.6	A three compartment sink for washing dishes shall be provided with drainage.	0.75				
10.7	Shall have hot and cold water with cleaning detergents.	0.75				
12	Fire extinguisher	2				
12.1	There are a fire extinguisher not less than 2 kilograms by weight and filled with carbon dioxide.	0.5				
12.2	A fire extinguisher is placed in a clear and user-friendly manner in the serving room, warehouse, staff dining room, and at an important place of the building.	0.5				
12.3	The fire extinguisher is renewed	0.5				
12.4	Employees of the organization are received training on the use of fire extinguishers.	0.5				
13	First aid kit	1				
13.1	There are fully equipped first aid kits according to the size of the organization and the number of employees in it.	0.5				
13.2	First aid kit is placed in a clear, user-friendly manner and where necessary.	0.5				
14	Toilet room	11				
14.1	The floor and walls of the room are made of a building material that can be washed, cleaned, waterproof, and smooth.	0.75				
14.2	There is no fecal cleaning trash bin in an improved toilet, except for female improved toilet for sanitary pad disposal purposes.	0.75				

14.3	There is water and tissue paper for users	1.5				
14.4	The toilet is at least 10 meters away from the butchery or the kitchen	0.75				
14.5	The room is kept clean and free of bad odors.	1.75				
14.6	In the toilets, the floor, walls, and seats is free from liquid and solid waste.	1				
14.7	The door of the room is easy to open and close from the inside.	0.25				
14.8	There is a flasher with water for feces drainage.	0.75				
14.9	There is a wall-fitted functional sink with water flow and soap at least three meters from the toilet.	2.25				
14.10	There is a manhole outside the toilet to control drained waste.	0.75				
15	Staff Shower	4				
15.1.	The height of the wall is at least 2.4 meters	0.5				
15.2.	The area of is at least 1.44m ² .	0.5				
15.3.	There is window that can be opened 20 cm below the ceiling at an angle of 45 degrees.	0.5				
15.4.	The floor does not accumulate any wastewater on its slab and is clean and tidy.	0.5				
15.5.	The shower room is separated from the restroom.	0.25				
15.6.	The door is easy to open and close from inside.	0.25				
15.7.	There is Safety slippers that are made of plastic.	0.25				
15.8.	The single shower was provided per 20 employees and isolated for men and women.	0.5				
15.9.	There is cloth hanger in the room.	0.25				
15.10	The sewer line is connected to a known legal sewer line or septic tank (check document).	0.5				
16	Pest and rodent control	3				
16.1	There is pest control prevention system.	0.5				
16.2	A pest control plan is defined and documented by qualified staff (internal or subcontracted), according to the needs and facilities of the butchery preparation and selling services.	0.5				
16.3	Treatment records as well as a copy of the authorization and sanitary registration of the products used is retained.	0.5				
16.4	There are no pests, insects, and predators in the organization.	1				
16.5	The organization is provides professional-based pest, insect, and	0.5				

	insect repellent service at least twice a year.					
17	Cleaning	4				
17.1	Cleaning products is used responsibly, respecting the instructions of the manufacturer related to both safeties of people and to the protection of the environment.	0.8				
17.2	Labels of cleaning products are retained and visible to identify	0.8				
17.3	During cleaning activities and when the floor is wet, warning signposting is displayed to inform customers and prevent accidents.	0.8				
17.4	The minimum content of cleaning material storage rooms and of cleaning trolleys is defined	0.8				
17.5	The cleaning plan is defined, documented, implemented, and maintained (check document)	0.8				
18	Waste management	5				
18.1	There is a plan for solid waste collection and segregation.	0.71				
18.2	Waste generated is classified, collected, segregated and temporary stored at different receptacles until transported to final disposal site.	0.7				
18.3	Solid waste collection area is kept clean and free from pests, insects and predator.	0.7				
18.4	Pedal operated bin is located at different places in the organization.	0.7				
19.5	There is final dry waste collection site within the organization's premises (protected from animal and human contact and within 10 meters of the main work area).	0.7				
18.6	There is container that can be opened and closed (made of rust-resistant materials, easy to move and clean, leak proof for the final waste collection.	0.7				
18.7	The final collected waste is disposed of in a manner adjusted and authorized by the relevant body.	0.7				
19	Liquid waste management	4				
19.1	There is a plan for liquid waste disposal.	0.8				
19.2	Liquid waste is dispose in septic tank or with the system of municipal liquid waste disposal line.	0.8				
19.3	Any sewage from organization is connected to an approved sewer line.	0.8				
19.4	If the septic tank is used by the organization to collect sewage, it shall pump half a meter before it is filled.	0.8				

19.5	No sewage is discharged into the rainwater drainage line.	0.8				
20	Documentation	4				
20.1	There is food safety policy	0.5				
20.2	There food handlers medical checkup certificates	0.5				
20.3	There training certificate and documents	0.5				
20.4	There is suppliers agreement including certificate of competency from an authorized body	0.5				
20.5	There is vector and rodent control agreement	0.5				
20.6	There is Disposable Beverage Disposal Guide	0.5				
20.7	There are Standard Operating Procedures (SOP) for Dishwashing, Liquid and solid waste management, Hand washing, Food receiving procedure, and Equipment utilization, cleaning, maintenance.	0.5				
Overall 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: _____

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Name of inspectors:

S.No.	Name	Date	Signature
1.			
2.			
3.			

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.