



Butchery house 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 an entry meeting. To use time efficiently, the team can inspect subgroups once the relevant information is collected. 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: _____
 - House No.: _____
- Institution contact address:
 - Telephone: _____
 - E-mail: _____

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

Critical requirements for licensing and re-license

- Medical checkup/examination certificate
- Improved toilets with handwashing
- Functional Flytrap
- Legal slaughtering receipt from an abattoir
- Refrigerator with functional and calibrated thermometer
- White and washable meat display board with hooks
- Availability of improved water supply

S.No.	Requirements	weight	Score	Compliance status		Remark
				Met	unmet	
1	General requirements	12				
1.1	The butchery has written procedures about the receiving, storage, and handling of meat	1				
1.2	The butchery is independent of any other business entity or any other overlapping business (to avoid cross contamination)	1.5				
1.3	The butchery has Infrastructures like electricity, water, telephone, and roads.	1.5				
1.4	The water supply has the city's water line or other appropriate source certified and fit for human consumption	1.5				
1.5	All food handlers are trained and have a certificate on food safety and hygiene	1				
1.6	The butcher and the cashier are different	1				
1.7	Electrical installation is invisible and does not pose a risk to staff	1				
1.8	Toilet is open to the customer throughout the service	1.5				
1.9	The butchery is 100 meters away from industrial and garbage areas	1				
1.10	The meat has a legal stamp from the abattoir	1				
2	Specific Requirements					
2.1	Building condition	10				

2.1.1	The butchery is constructed with stone, concrete block or clay using cement mortar and smooth and fire-resistant	1				
2.1.2	The structure of various parts of the building like doors and windows are waterproof, free of pests, insects, and predators	1				
2.1.3	The building floors are not exposed to floods, rain, and do not accumulate water on their surfaces, and are easy to maintain.	1				
2.1.4	Windows and doors are easy to open and close	0.5				
2.1.5	There is a comfortable ramp for the disabled	0.5				
2.1.6	The floor is made of non-cracked and standard building materials (cement, concrete, ceramic, or other similar building material) but is clean and tidy	0.5				
2.1.7	The floor is non-slippery and easy to wash, well leveled and waterproof	0.5				
2.1.8	Wall is made of standard building materials (cement, concrete, ceramic, or other similar building materials) painted with white paint and suitable for ease	1				
2.1.9	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				
2.1.10	There is a ventilation system in the room with 10% of the floor area	1				

2.1.11	There is a natural ventilation system with an air change per hour of 6-12 ACH	0.5				
2.1.12	There is natural and/or artificial lighting between 250 -300 lux in the cell	0.3				
2.1.13	The temperature of the service rooms is maintained between 20-29 degrees Celsius	0.2				
2.1.14	Alternative power/electric source is available for refrigerator, lighting, or other functions	1				
2.2	Water supply	8				
2.2.1	Water distribution lines are complete and free of leakage	1.5				
2.2.2	Water reservoirs are made of plastic or fiberglass;	1				
2.2.3	The water storage tank is able to hold water sufficient for at least two days or more during a water shortage	1.5				
2.2.4	The water storage tank is cleaned every three months and treated with water treatment chemicals.	1				
2.2.5	There is a document explaining the information on the cleaning process of the reservoir tank at least for the last three years	0.5				
2.2.6	Water used from storage tanks are inspected at least twice a year by an authorized government body (check documentation)	1				
2.2.7	There is refrigerant temperature monitoring chart	1.5				

2.3	Butcher shop	10				
2.3.1	The Room size is a minimum of 12 square meters	1				
2.3.2	The room is 10 meters away from a septic tank	1				
2.3.3	The room is 10 meters away from a solid waste collection site	0.5				
2.3.4	The room is 10 meters away from a chemical storage place	1.5				
2.3.5	The butcher shop has a refrigerator in a visible place	0.75				
2.3.6	The refrigerator temperature is between - 22 and -18 degrees Celsius	0.75				
2.3.7	There is refrigerant temperature monitoring chart	0.5				
2.3.8	The butcher shop is free of flies, cockroaches, and other insects.	1				
2.3.9	The butcher shop has a handwashing facility with soap.	1.5				
2.3.10	The butcher shop has a fly trap	0.5				
2.3.11	The butcher shop has red color cutting board	0.5				
2.3.12	The butcher shop has bone cutter	0.25				
2.3.13	The butcher shop has knife box	0.25				
2.4	Frying room (optional)	6				
2.4.1	The room size is at least 9 square meters	0.5				
2.4.2	If a wood-burning stove is to be used by the enterprise, the room has a chimney 2 m	0.25				

	above the roof					
2.4.3	The frying room is at least 10 meters away from the company's premises	0.25				
2.4.4	The frying room is at least 10 meters away from the a septic tank	0.25				
2.4.5	The frying room is at least 10 meters away from the sewer line	0.25				
2.4.6	The frying room is at least 10 meters away from the company's premises, a septic tank, sewer line chemical sources	0.25				
2.4.7	The butcher house complies with other requirements if they provide food service	0.25				
2.4.8	Cutting table (board) is made of marble, or materials with easy to clean and not a source of contamination	1				
2.4.9	There is a drawer used only for storing knives and forks	0.25				
2.4.10	Frying room is free of dirt and sewage and not exposed to any animals or insects	0.5				
2.4.11	There is adequate natural or man-made air circulation and lighting	0.5				
2.4.12	There is a complete bathroom for staff in the room	0.5				
2.4.13	Pedal-operated bin that commensurate with the amount of waste generated, suitable for cleaning	0.25				
2.4.14	There is a Fly Trap	0.5				
2.4.15	Cooking utensils is unbroken, undamaged, and made of stainless steel	0.5				
2.5	Preparation and handling of utensils	4				

2.5.1	The butcher has a refrigerator (200-300L) or deep refrigerant	1.5				
2.5.2	Grinders or meat crushers are cleaned after each service	0.5				
2.5.3	There is a piece of parchment paper for wrapping	0.5				
2.5.4	Handwashing sink is connected to uninterrupted tap water and drains in conjunction with an approved drain line or septic tank	1.5				
2.6	Personal hygiene of food handlers	9				
2.6.1	Workers are clean, have clean hands, and trimmed fingernails	1				
2.6.2	Workers' hair is clean and covered, and long hair is tied back	1				
2.6.3	Workers wash their hands before start working and after each break (observe)	1				
2.6.4	workers do not wear rings, earrings or piercings, bracelets, or watches	1				
2.6.5	Workers wear clean protective clothing such as an apron or other	1				
2.6.6	Workers are not wearing protective clothing outside of the workplace.	1				
2.6.7	Personal garments are not worn over protective clothing	1				
2.6.8	Skin cuts, sores, or grazes are covered with a colored waterproof dressing	1				
2.6.9	There is no smoking, chewing gum, or finger painting in the butchery	1				
2.7	Employee health condition	2				

2.7.1	Employees were free of infectious diseases before starting the job at butchery (check documents)	1				
2.7.1	Employees have a medical check-up every three months (check documents)	1				
2.8	Dishwashing sink	2				
2.8.1	Three compartment dishwashing system is available with proper drainage	1				
2.8.2	Dishwashing sink has hot and cold water with cleaning detergents.	1				
2.9	Fire extinguisher	1.5				
2.9.1	There are a functional and renewed fire extinguisher not less than 2 kilograms by weight filled with carbon dioxide	0.5				
2.9.2	Fire extinguishers are placed in a clear and user-friendly manner in the serving room, warehouse, staff dining room, and an important place of building	1				
2.10	First aid kit	2				
2.10.1	There are sufficient first aid kits according to the size of the organization and the number of employees in it.	1				
2.10.2	The kit is placed in a clear, user-friendly manner and where necessary.	0.5				
2.10.3	The kit is fully equipped with the necessary medical supplies	0.5				
2.11	Trainings	6				
2.11.1	Workers are trained about food safety and	1.5				

	hygiene					
2.11.2	Workers are trained about fire safety and emergency handling	1				
2.11.3	Workers are trained about first aid	1				
2.11.4	All staff are trained for duties and responsibilities of the staff according to their role	1				
2.11.5	All staff are trained for customer satisfaction	0.5				
2.11.6	All staff are trained for emergency situation and response	1				
2.12	Shower	5				
2.12.1	The height is at least 2.4 meters	0.5				
2.12.2	The area has at least 1.2x1.2 meter squares.	0.5				
2.12.3	The shower has a fresh air vent 20 centimeters below the ceiling and opens down at 45°	0.5				
2.12.4	The floor does not accumulate any wastewater on its slab and is clean and tidy.	0.5				
2.12.5	The shower is separated from the restroom.	0.5				
2.12.6	The door is easy to open and close from inside.	0.5				
2.12.7	Safety slippers are made of plastic separately for each worker	0.5				
2.12.8	There is a shower per 20 employees isolated for men and women	0.5				

2.12.9	There is a cloth hanger in the shower room	0.5				
2.12.1 0	The sewer line is connected to a known legal sewer line or septic tank (check document).	0.5				
2.13	Toilet room	8				
2.13.1	The floor and walls of the toilet are made of materials that can be easily washable, cleanable, waterproof, and soft	1				
2.13.2	The toilet is at least 10 meters away from the butchery or kitchen	1				
2.13.3	The toilet is clean and free of bad odors	1				
2.13.4	The toilet door is easy to open and close from inside	0.5				
2.13.5	There is a flasher with water for feces drainage	0.5				
2.13.6	Female toilet has a pedal-operated waste bin (for menstrual hygiene only)	0.5				
2.13.7	The toilet has toilet paper for anal cleansing	1				
2.13.8	There is a wall-fitted functional hand washing basin within three meters distance from the toilet	1				
2.13.9	There is solid or liquid soap for handwashing	1				
2.13.1 0	There is a man-hole in the toilet for maintenance and inspection	0.5				
2.14	Health Safety in terms of pest control	2				

2.14.1	There is a pest control and prevention system at the premises (check the document)	0.5				
2.14.2	Disinfestation records, as well as a copy of the authorization and sanitary registration of the products used, are retained (check document)	0.5				
2.14.3	There are no pest, insect, or predator in the butchery	0.5				
2.14.4	The butchery gets professional-based pest, insect, and insect repellent service from an authorized organization at least twice a year	0.5				
2.15	Cleaning services	2				
2.15.1	There is a separate cleaning tools for the bathroom	0.5				
2.15.2	Labels of cleaning products are retained and visible to identify	0.25				
2.15.3	During cleaning activities and when the floor is wet, warning signposting is displayed to inform customers and prevent accidents;	0.5				
2.15.4	The minimum content of cleaning storage rooms and of cleaning trolleys is defined	0.25				
2.15.5	The cleaning plan is defined, documented, implemented, and maintained (check document)	0.5				
2.16	Waste management	5				
2.16.1	Waste generated is segregated by type	1				

2.16.2	Waste is collected and disposed of at least twice a day	0.5				
2.16.3	Waste is properly disposed and handover to the private firm or municipality (check a document, e.g. bill or agreement document, etc)	0.5				
2.16.4	There is a plan for liquid waste disposal (check document)	0.5				
2.16.5	Liquid waste is disposed of in a septic tank or with the system of municipal liquid waste disposal line.	0.5				
2.16.6	Any sewage from the services provided by the organization is connected to an approved sewer line	1				
2.16.7	The septic tank is not full above half a meter from the top (if it is used by the butchery to collect sewage)	1				
2.17	Other documents to be checked	5.5				
2.17.1	Standard Operating procedures/SOP/ for Cleaning, sanitizing and handwashing	1.5				
2.17.2	SOP for solid and liquid waste management	1				
2.17.3	SOP for pest control	1				
2.17.4	Procedure for receiving, storage and handling of meat	1				
2.17.5	Legal slaughtering receipt	1				

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

[illegible]

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