



1. Professionalism & Staff Hygiene (10%)

Point(s)
Awarded

Professionalism

Shop is open and ready to service patients/visitors according to operating hours.

☒ 1 ☐ 0 ☐ N/A

Staff Attendance: adequate staff for peak and non-peak hours.

☒ ☐ ☐
1 0 N/A

At least one (1) clearly assigned person in-charge on site.

☒ ☐ ☐
1 0 N/A

Staff Hygiene

Staff who are unfit for work due to illness should not report to work.

☒ ☐ ☐
1 0 N/A

Staff who are fit for work but suffering from the lingering effects of a cough and/or cold should cover their mouths with a surgical mask.

☒ ☐ ☐
1 0 N/A

Clean clothes/uniform or aprons are worn during food preparation and food service.

☒ ☐ ☐
1 0 N/A

Hair is kept tidy (long hair must be tied up) and covered with clean caps or hair nets where appropriate.

☒ ☐ ☐
1 0 N/A

Sores, wounds or cuts on hands, if any, are covered with waterproof and brightly-coloured plaster.

☒ ☐ ☐
1 0 N/A

Hands are washed thoroughly with soap and water, frequently and at appropriate times.

☒ ☐ ☐
1 0 N/A

Fingernails are short, clean, unpolished and without nail accessories.

☒ ☐ ☐
1 0 N/A

No wrist watches/ rings or other hand jewellery (with exception of wedding ring) is worn by staff handling food.

☒ ☐ ☐
1 0 N/A

Food is handled with clean utensils and gloves.

☒ ☐ ☐
1 0 N/A

Disposable gloves are changed regularly and/ or in between tasks.

☒ ☐ ☐
1 0 N/A

- Staff do not handle cash with gloved hands.

2. Housekeeping & General Cleanliness (20%)

Point(s)
Awarded

General Environment Cleanliness

Cleaning and maintenance records for equipment, ventilation and exhaust system.

☒ ☐ ☐
1 0 N/A

Adequate and regular pest control.

☒ ☐ ☐
1 0 N/A

- Pest control record.

Goods and equipment are within shop boundary.

☒ ☐ ☐
1 0 N/A

Store display/ Shop front is neat and tidy.

☒ ☐ ☐
1 0 N/A

Work/ serving area is neat, clean and free of spillage.

☒ ☐ ☐
1 0 N/A

1. Professionalism & Staff Hygiene (10%)		Point(s) Awarded		
Uncluttered circulation space free of refuse/ furniture.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Tables are cleared promptly within 10 minutes.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Fixtures and fittings including shelves, cupboards and drawers are clean and dry, free from pests, and in a good state.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Ceiling/ ceiling boards are free from stains/ dust with no gaps.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Fans and air-con units are in proper working order and clean and free from dust. Proper maintenance and routine cleaning are carried out regularly.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Equipment, exhaust hood, crockery and utensils are clean, in good condition and serviced.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Surfaces, walls and ceilings within customer areas are dry and clean.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Floor within customer areas is clean, dry and non-greasy.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Waste bins are properly lined with plastic bags and covered at all times.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Adequate number of covered waste pedal bins are available and waste is properly managed and disposed.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
<ul style="list-style-type: none"> Waste bins are not over-filled. Waste Management: Proper disposal of food stuff and waste. Waste is properly bagged before disposing it at the waste disposal area/ bin centre. 	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Hand Hygiene Facilities				
Hand washing facilities are easily accessible, in good working condition and soap is provided.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Adequate facilities for hand hygiene are available including liquid soap and disposable hand towels.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
3. Food Hygiene (35%)		Point(s) Awarded		
Storage & Preparation of Food				
Food is stored in appropriate conditions and at an appropriate temperature.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Food and non-food are clearly segregated.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
<ul style="list-style-type: none"> Non-food items (e.g. insecticides, detergents and other chemicals) are not stored together with the food items. 	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Food is not placed near sources of contamination.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Storage of food does not invite pest infestation.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Dry goods (e.g. canned food and drinks) and other food items are stored neatly on shelves, off the floor and away from walls.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A
Proper stock rotation system such as the First-Expired-First-Out (FEFO) system is used for inventory management.	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	1	0	N/A

1. Professionalism & Staff Hygiene (10%)	Point(s) Awarded		
Food is protected from contamination; packaging is intact and no products are found with signs of spoilage.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Ice machine is clean and well maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Only ice is stored in the ice machine to prevent contamination of the ice.	1	0	N/A
Scoop for ice is stored outside the ice machine in a dedicated container.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Food supplied is clean and not expired.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Clear labelling of date of date of preparation/ manufacture/ expiry on all food containers/packaging..	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Cooked food is properly covered to prevent cross-contamination.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Proper work flow and segregation of areas to prevent cross-contamination between raw and cooked/ ready-to-eat food areas.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Proper separation of cooked food/ ready-to-eat food, raw meat, seafood and vegetable to prevent cross-contamination.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• E.g. Different chopping boards, knives and other utensils are used for cooked/ ready-to-eat and raw food.	1	0	N/A
Frozen food is thawed in chiller, microwave or under running water.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Ingredients used are clean and washed thoroughly before cooking.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
All cooking ingredient (e.g. cooking oil, sauces) are properly covered in proper containers and properly labelled, indicating the content and date of expiry.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
All sauces are stored at appropriate condition & temperature.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Cooking oil is not used for more than 1 day.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Cooking oil is properly stored with a cover.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Perishable food is stored in the fridge.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Raw food and cooked food/ ready to serve food are clearly segregated.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Cold and/ or hot holding units are clean and well maintained.	1	0	N/A
Food preparation area is free of bird and animal (e.g. dog or cat).	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Food preparation area is clean, free of pests and in good state of repair.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Food is not prepared on the floor, near drain or near/ in toilet.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A
Personal belongings are kept separately in the staff locker area or cabinet, away from the food storage and preparation area.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1	0	N/A

Storage of Food in Refrigerator/ Warmer

1. Professionalism & Staff Hygiene (10%)

Point(s) Awarded

Daily Temperature Log for food storage units (freezers, chillers, warmers, steamers, ovens) using independent thermometer, etc. is maintained for inspection from time to time.

☒ ☐ ☐
1 0 N/A

Food storage units (freezers, chillers, warmers, steamers, ovens) are kept clean and well maintained. All rubber gaskets of refrigerators / warmers are free from defect, dirt and mould.

☒ ☐ ☐
1 0 N/A

Food storage units are not overstocked to allow good air circulation.

☒ ☐ ☐
1 0 N/A

For walk-in freezers and chillers, food items are stored neatly on shelves and off the floor.

☒ ☐ ☐
1 0 N/A

Frozen food is stored at a temperature of not more than -12°C.

☒ ☐ ☐
1 0 N/A

- Freezer temperature: < -12°C

Chilled food is stored at a temperature of not more than 4°C.

☒ ☐ ☐
1 0 N/A

- Chiller temperature: 0°C ~ 4°C

Hot food are held above 60°C.

☒ ☐ ☐
1 0 N/A

- Food warmer temperature: > 60°C

Perishable food is stored at a temperature of not more than 4°C.

☒ ☐ ☐
1 0 N/A

Dairy products are stored at a temperature of not more than 7°C.

☒ ☐ ☐
1 0 N/A

Cooked/ ready-to-eat food are stored above raw food.

☒ ☐ ☐
1 0 N/A

Food items are properly wrapped/covered in proper containers and protected from contamination.

☒ ☐ ☐
1 0 N/A

4. Healthier Choice in line with HPB's Healthy Eating Initiative (15%)

Point(s) Awarded

Food

Min. no. of healthier variety of food items per stall.

☒ ☐ ☐
1 0 N/A

Lease Term:

50% of food items.

Label caloric count of healthier options.

☒ ☐ ☐
1 0 N/A

Include HPB's Identifiers beside healthier options.

☒ ☐ ☐
1 0 N/A

Use of healthier cooking oils.

☒ ☐ ☐
1 0 N/A

Offer wholemeal/ whole-grain option.

☒ ☐ ☐
1 0 N/A

Healthier option food sold at lower price than regular items.

☒ ☐ ☐
1 0 N/A

Limit deep-fried and pre-deep fried food items sold (20% deep-fried items).

☒ ☐ ☐
1 0 N/A

Beverage

No sugar / Lower-sugar brewed beverage offerings according to guidelines.

☒ ☐ ☐
1 0 N/A

1. Professionalism & Staff Hygiene (10%)

Healthier option beverages sold at lower price than regular items.

**Point(s)
Awarded**

☒ ☐ ☐

1 0 N/A

Label caloric count of healthier options.

☒ ☐ ☐

1 0 N/A

Limit sugar content on commercially-prepared sweetened beverages. (♦♦ 70% commercially-prepared sweetened beverages sold to have HCS)

☒ ☐ ☐

1 0 N/A

5. Workplace Safety & Health (20%)

**Point(s)
Awarded**

General Safety

All food handlers have Basic Food Hygiene certificate and a valid Refresher Food Hygiene certificate (if applicable).

☒ ☐ ☐

1 0 N/A

MSDS for all industrial chemicals are available and up to date.

☒ ☐ ☐

1 0 N/A

Proper chemicals storage.

☒ ☐ ☐

1 0 N/A

All detergent and bottles containing liquids are labelled appropriately.

☒ ☐ ☐

1 0 N/A

All personnel to wear safety shoes and safety attire where necessary.

☒ ☐ ☐

1 0 N/A

Knives and sharp objects are kept at a safe place.

☒ ☐ ☐

1 0 N/A

Area under the sink should not be cluttered with items other than washing agents.

☒ ☐ ☐

1 0 N/A

Delivery personnel do not stack goods above the shoulder level.

☒ ☐ ☐

1 0 N/A

Stacking of goods does not exceed 600mm from the ceiling and heavy items at the bottom, light items on top.

☒ ☐ ☐

1 0 N/A

Proper signage/ label (fire, hazards, warnings, food stuff) and Exit signs in working order.

☒ ☐ ☐

1 0 N/A

Equipment, crockery and utensils are not chipped, broken or cracked.

☒ ☐ ☐

1 0 N/A

Fire & Emergency Safety

Fire extinguishers access is unobstructed; Fire extinguishers are not expired and employees know how to use them.

☒ ☐ ☐

1 0 N/A

Escape route and exits are unobstructed.

☒ ☐ ☐

1 0 N/A

First aid box is available and well-equipped.

☒ ☐ ☐

1 0 N/A

Electrical Safety

Electrical sockets are not overloaded ♦ C one plug to one socket.

☒ ☐ ☐

1 0 N/A

Plugs and cords are intact and free from exposure/ tension with PSB safety mark.

☒ ☐ ☐

1 0 N/A

1. Professionalism & Staff Hygiene (10%)

Point(s)
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Power points that are in close proximity to flammable and/or water sources are installed with a plastic cover.

☒ ☐ ☐
1 0 N/A

Electrical panels / DBs are covered.

☒ ☐ ☐
1 0 N/A

Finding/ Remarks:

Rectification time: 3 Days