



Date audited: 1/4/2021

Tenant Id: 604e6bf39e962017541a3dc6

Auditor(s): fnb

<b>First item: 1. Professionalism &amp; Staff Hygiene (10%)</b>	<b>9</b>
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First item: Professionalism	50
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Shop is open and ready to service patients/visitors according to operating hours.

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

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

First item: Staff Hygiene	100
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Staff who are unfit for work due to illness should not report to work.

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.

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

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

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

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

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

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

Food is handled with clean utensils and gloves.

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

Staff do not handle cash with gloved hands.

<b>First item: 2. Housekeeping &amp; General Cleanliness (20%)</b>	<b>20</b>
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First item: General Environment Cleanliness	100
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Cleaning and maintenance records for equipment, ventilation and exhaust system.

Adequate and regular pest control. -Pest control record.

Goods and equipment are within shop boundary.

Store display/ Shop front is neat and tidy.

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

Uncluttered circulation space free of refuse/ furniture.	
Tables are cleared promptly within 10 minutes.	
Fixtures and fittings including shelves, cupboards and drawers are clean and dry, free from pests, and in a good state.	
Ceiling/ ceiling boards are free from stains/ dust with no gaps.	
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.	
Equipment, exhaust hood, crockery and utensils are clean, in good condition and serviced.	
Surfaces, walls and ceilings within customer areas are dry and clean.	
Floor within customer areas is clean, dry and non-greasy.	
Waste bins are properly lined with plastic bags and covered at all times.	
Adequate number of covered waste pedal bins are available and waste is properly managed and disposed. -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.	
First item: Hand Hygiene Facilities	100
Hand washing facilities are easily accessible, in good working condition and soap is provided.	
Adequate facilities for hand hygiene are available including liquid soap and disposable hand towels.	
<b>First item: 3. Food Hygiene (35%)</b>	<b>35</b>
First item: Storage & Preparation of Food	100
Food is stored in appropriate conditions and at an appropriate temperature.	
Food and non-food are clearly segregated. -Non-food items (e.g. insecticides, detergents and other chemicals) are not stored together with the food items.	
Food is not placed near sources of contamination.	
Storage of food does not invite pest infestation.	
Dry goods (e.g. canned food and drinks) and other food items are stored neatly on shelves, off the floor and away from walls.	
Proper stock rotation system such as the First-Expired-First-Out (FEFO) system is used for inventory management.	
Food is protected from contamination; packaging is intact and no products are found with signs of spoilage.	
Ice machine is clean and well maintained. -Only ice is stored in the ice machine to prevent contamination of the ice.	
Scoop for ice is stored outside the ice machine in a dedicated container.	
Food supplied is clean and not expired.	
Clear labelling of date of date of preparation/ manufacture/ expiry on all food containers/packaging.	
Cooked food is properly covered to prevent cross-contamination.	
Proper work flow and segregation of areas to prevent cross-contamination between raw and cooked/ ready-to-eat food areas.	
Proper separation of cooked food/ ready-to-eat food, raw meat, seafood and vegetable to prevent cross-contamination. -E.g. Different chopping boards, knives and other utensils are used for cooked/ready-to-eat and raw food.	
Frozen food is thawed in chiller, microwave or under running water.	
Ingredients used are clean and washed thoroughly before cooking.	

All cooking ingredient (e.g. cooking oil, sauces) are properly covered in proper containers and properly labelled, indicating the content and date of expiry.
All sauces are stored at appropriate condition & temperature.
Cooking oil is not used for more than 1 day.
Cooking oil is properly stored with a cover.
Perishable food is stored in the fridge.
Raw food and cooked food/ ready to serve food are clearly segregated. -Cold and/or hot holding units are clean and well maintained.
Food preparation area is free of bird and animal (e.g. dog or cat).
Food preparation area is clean, free of pests and in good state of repair.
Food is not prepared on the floor, near drain or near/ in toilet.
Personal belongings are kept separately in the staff locker area or cabinet, away from the food storage and preparation area.

First item: Storage of Food in Refrigerator/Warmer

100

Daily Temperature Log for food storage units (freezers, chillers, warmers, steamers, ovens) using independent thermometer, etc. is maintained for inspection from time to time.
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.
Food storage units are not overstocked to allow good air circulation.
For walk-in freezers and chillers, food items are stored neatly on shelves and off the floor.
Frozen food is stored at a temperature of not more than -12°C. -Freezer's temperature: < -12°C
Chilled food is stored at a temperature of not more than 4°C. -Chiller's temperature: 0°C ~ 4°C
Hot food are held above 60°C. -Food warmer's temperature: > 60°C
Perishable food is stored at a temperature of not more than 4°C.
Dairy products are stored at a temperature of not more than 7°C.
Cooked/ ready-to-eat food are stored above raw food.
Food items are properly wrapped/covered in proper containers and protected from contamination.

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

**15**

First item: Food

100

Min. no. of healthier variety of food items per stall. Lease Term:50% of food items.
Label caloric count of healthier options.
Include HPB's Identifiers beside healthier options.
Use of healthier cooking oils.
Offer wholemeal/ whole-grain option.
Healthier option food sold at lower price than regular items.
Limit deep-fried and pre-deep fried food items sold ( $\leq$ 20% deep-fried items).

First item: Beverage

100

No sugar / Lower-sugar brewed beverage offerings according to guidelines.	
Healthier option beverages sold at lower price than regular items.	
Label caloric count of healthier options.	
Limit sugar content on commercially-prepared sweetened beverages. ( $\geq 70\%$ commercially-prepared sweetened beverages sold to have HCS)	
<b>First item: 5. Workplace Safety &amp; Health (20%)</b>	<b>20</b>
First item: General Safety	100
All food handlers have Basic Food Hygiene certificate and a valid Refresher Food Hygiene certificate (if applicable).	
MSDS for all industrial chemicals are available and up to date.	
Proper chemicals storage.	
All detergent and bottles containing liquids are labelled appropriately.	
All personnel to wear safety shoes and safety attire where necessary.	
Knives and sharp objects are kept at a safe place.	
Area under the sink should not be cluttered with items other than washing agents.	
Delivery personnel do not stack goods above the shoulder level.	
Stacking of goods does not exceed 600mm from the ceiling and heavy items at the bottom, light items on top.	
Proper signage/ label (fire, hazards, warnings, food stuff) and Exit signs in working order.	
Equipment, crockery and utensils are not chipped, broken or cracked.	
First item: Fire & Emergency Safety	100
Fire extinguishers access is unobstructed; Fire extinguishers are not expired and employees know how to use them.	
Escape route and exits are unobstructed.	
First aid box is available and well-equipped.	
First item: Electrical Safety	100
Electrical sockets are not overloaded - one plug to one socket.	
Plugs and cords are intact and free from exposure/tension with PSB safety mark.	
Power points that are in close proximity to flammable and/or water sources are installed with a plastic cover.	
Electrical panels / DBs are covered.	

**Total score: 100**