



Public Health Inspector Guide to Food Premises Inspections

Department of Health

March 2019

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1.0 FOOD

1.1 APPROVED SOURCE

All food prepared and served in a food premises must be of safe quality and from approved sources.

Assessment Criteria

| | | |
|---|------------|----------------------|
| A. Foods shall be purchased from approved or regulated sources with the exception of fresh fish, fruits and vegetables bought directly from a primary producer, or as approved through the MOH Approved source process | Mi, Ma, Cr | 23(1)(2) |
| B. Only pasteurized milk may be used | Cr | 17(1) Act |
| C. Use of home bottled or canned low acid foods is not permitted | Mi, Ma, Cr | 23(1) |
| D. All meat must be from a licensed abattoir | Ma, Cr | 18 Act 19 Act |
| E. Eggs must be from an approved source | Ma | 23(1) |
| F. Shucked shellfish must be in an approved container | Ma, Cr | 24 |
| G. All dairy products shall be pasteurized with the exception of raw milk cheese which is kept or held at a temperature of 2 ⁰ C or more for a period of 60 days or more from the date of the beginning of manufacturing | Ma, Cr | 3 (Dairy Regulation) |
| H. Any food in the premises for personal consumption is clearly identified as being not for sale or distribution; this would include employee lunches that are stored in the workplace. | Mi, Ma | 25(2) |
| I. Where a licensed food premises is part of a private dwelling, such as an Inn or a Class 3 fish peddler where food is stored in the operator's home, the licensee must ensure that food stored for their own personal use is labelled or stored in a separate unit from the foods used for the licensed food premises. | Ma, Cr | 25(3) |
| J. Licensed public market food vendors are required to use foods from an approved source. If any of the food is prepared in a private home kitchen, the kitchen (source) must be approved by a medical officer of health. Only those foods listed on the "Information Form for Food Premises at a Public Market" may be sold at the market. | Ma | 23(1)(b) |

1.2 PURCHASING AND RECEIVING

All foods purchased and received in a food premises must be safe. Appropriate checks must be done before accepting food deliveries.

Assessment Criteria

Appropriate checks upon food purchase and deliveries include:

| | | |
|--|------------|----------|
| A. Food temperature being verified | Ma | 27(1)(b) |
| B. Signs of damaged package | Mi, Ma, Cr | 26(a) |
| C. Signs of contamination or deterioration | Mi, Ma, Cr | 16 Act |

| | | |
|--|--------|-----------------|
| D. Signs of pest or rodent infestation | Ma, Cr | 16 Act 26(a) |
| E. Badly dented canned foods | Mi, Ma | BP |
| F. Leaking or broken product containers | Mi, Ma | 26(a) |
| G. Food containers with torn or removed tamper proof seals | Mi, Ma | 26(a) |

1.3 ACCEPTABLE CONTAINERS AND LABELING

All foods shall be stored in acceptable containers and properly labeled.

Assessment Criteria

| | | |
|---|------------|----------|
| A. Foods must be properly labeled with the item name | Mi, Ma, Cr | 25(1) |
| B. Any prepared potentially hazardous foods wrapped in packages or stored in containers shall be labeled with the date of preparation | Mi, Ma | 25(4) |
| C. When a food item is opened, portioned and repackaged, the portioned packages shall be labelled with the "packaged on date" using the date in which the large portion food item was opened. | Mi, Ma | BP |
| D. Re-useable containers must be of food grade materials which can be washed, rinsed, and sanitized | Mi, Ma | 31(a) |
| E. Broken or cracked containers must not be used to store foods | Mi, Ma | 31(b)(c) |
| F. Food that is not for sale shall be clearly identified as being not for sale or distribution in a manner that is clearly understood | Mi, Ma, Cr | 25(2) |
| G. Where shellfish is shucked and packed into a container for the purpose of wholesale, it shall be packed only into a container that is a tamper-proof single service bag, carton or pail that cannot be opened without breaking a visible manufacturer's seal or break-away tab (Class 5 premises only) | Ma, Cr | 24 |

2.0 FOOD STORAGE

The facilities used for the storage of food, food ingredients, shall be designed and constructed so that they maintain food safely.

2.1 STORAGE OF POTENTIALLY HAZARDOUS FOODS

Assessment Criteria

| | | |
|--|--------|-----------------|
| A. All potentially hazardous foods shall be stored at or below 4°C or at or at or above 60°C | Ma, Cr | 27(1)(b)(i)(ii) |
| B. Fish product used for sushi/sashimi must be frozen at -20°C for 7 days or at -35°C for 15 hours | Ma, Cr | 27(1)(a) |

2.2 FROZEN STORAGE

Note: Where a freezer is broken, and not in use, and food can be stored elsewhere safely, no violations shall be noted.

Assessment Criteria

| | | |
|---|------------|----------------------|
| A. Freezers shall be at -18 ⁰ C or less except for ice cream that is being held for service | Mi | 27(1)(b)(iii) |
| B. Freezers shall be kept in good repair, defrosted regularly, and kept clean | Mi, Ma | 31(a)(b) 33(1)(2) |
| C. Foods shall be stored in a manner to prevent cross contamination (e.g. no raw above cooked, not directly on floor) | Mi, Ma, Cr | 26(a)(b) |

2.3 REFRIGERATED STORAGE (TEMPERATURE)

Adequate refrigeration shall be provided which allows for even cooling and storing of all food requiring refrigeration.

Assessment Criteria

| | | |
|--|--------|---------------------------------------|
| A. Refrigeration units must be able to maintain foods at 4 ⁰ C (40 ⁰ F) or less | Ma, Cr | 27(1)(b)(i) 32(1)(b) |
| B. Thermometers shall be in all refrigerated areas | Ma | 32(2)(a) |
| C. Temperatures shall be recorded at least 2 times daily at acceptable intervals during operation and logs shall be easily accessible for review by inspectors | Mi, Ma | 32(2)(b) |
| D. Temperature logs shall be kept for a period of 1 month. | Mi | 20(a) Class 5 BP Class 3 & 4 |

2.4 REFRIGERATED STORAGE (METHODS)

Foods shall be stored in a manner which keeps the foods at proper temperatures and keeps foods free from contamination. (Where a refrigerator is broken, and it is not part of the critical daily business operation and food can be stored elsewhere safely, no violations shall be noted. For example, if the refrigerated prep table for a sandwich making premises is not functioning (this would be considered critical to the daily business), therefore, the violation shall be noted, even if temporary alternative solutions are in place. Violation shall be noted as Major.)

Assessment Criteria

| | | |
|---|------------|----------|
| A. Foods shall be stored in a manner to prevent cross contamination (e.g. no raw above cooked, not directly on floor) | Mi, Ma, Cr | 26(a)(b) |
| B. Foods in the refrigerators shall be kept covered as to prevent contamination | Mi, Ma, Cr | 26(a) |
| C. Refrigerators shall be of impervious material and of sound and tight construction and kept in good repair | Mi, Ma, Cr | 31(a)(b) |

2.5 REFRIGERATED STORAGE (SPACE)

Adequate refrigeration space shall be provided for foods requiring refrigeration. This requirement is designed to help ensure maintenance of proper temperatures and to reduce the risk of cross contamination.

Assessment Criteria

| | | |
|---|--------|----------|
| A. Foods and their containers must not be overcrowded as to allow proper air circulation and prevent cross-contamination | Mi | 31(c) |
| B. Refrigerators (including surfaces, racks, trays, vents, shelves, etc.) shall be maintained such that it functions in the manner intended and can be easily cleaned and sanitized | Mi, Ma | 33(2) |
| C. Refrigerators shall be of a type and capacity that is adequate to meet the needs of the food premises | Mi, Ma | 32(1)(a) |

2.6 DRY STORAGE

Adequate dry storage space must be provided. Food must be stored in a manner that protects from contamination.

Assessment Criteria

| | | |
|---|--------|----------|
| A. Foods shall be stored in a manner to prevent cross contamination (stored in impervious containers once opened, scoops kept out of bins, not directly on floor) | Mi, Ma | 26(a)(b) |
| B. Foods in the dry storage must be kept covered | Mi, Ma | 26(a) |
| C. Shelves/cupboards shall be designed to facilitate effective cleaning and sanitation and be of sound construction and in good repair | Mi | 17(a)(b) |

2.7 STORAGE OF FOOD FOR STAFF

Food for the personal use of staff shall be kept separate from all other food

Assessment Criteria

| | | |
|---|------------|-------|
| A. Food for the personal use of management staff and employees shall be kept separate and apart from all other food on the premises | Mi, Ma, Cr | 25(3) |
|---|------------|-------|

3.0 FOOD PREPARATION & HANDLING

Thawing, cooking, holding, cooling, re-heating, and handling methods must follow the assessment criteria.

3.1 THAWING METHODS

Adequate thawing methods must be used in order to prevent bacterial growth and to reduce the opportunity for surviving bacteria to grow to harmful numbers and/or produce toxins.

Assessment Criteria

| | | |
|---|--------|--------------------|
| A. Frozen foods shall be thawed under cold running water, in a refrigerator at a temperature of 4°C or less, or in a microwave as part of the cooking process | Ma, Cr | 27(1)(d)(i,ii,iii) |
|---|--------|--------------------|

3.2 COOKING METHODS

To ensure food is safe from pathogens, cook food until the internal temperature reaches the required temperature listed in Schedule A. Once the food reaches the required internal temperature, it is Best Practice to continue to cook for at least 15 seconds.

Assessment Criteria

| | | |
|--|------------|----------------------|
| A. Potentially hazardous food shall reach an internal temperature as listed in Schedule A of the <i>Food Premises Regulation</i> . | Mi, Ma, Cr | 27(1)(f) |
| B. There shall be means to ensure that cooking temperatures are adequate to destroy pathogens in ground meat, poultry and other potentially hazardous foods such as a thermometer or another form of control process | Mi, Ma, Cr | 27(1)(a) 27(1)(f) |

Schedule A

| Type of Meat | Minimum Temperature |
|--|---|
| Beef and veal steaks and roasts | 63°C (145°F) medium-rare 71°C (160°F) medium 77°C (170°F) well done |
| Pork chops, ribs, roasts; ground beef, ground pork and ground veal, including sausages made with ground beef/pork/veal | 71°C (160°F) |
| Stuffing and casseroles, hot dogs, leftovers, egg dishes; ground chicken and ground turkey, including sausages made with ground chicken/turkey | 74°C (165°F) |
| Chicken and turkey breasts, legs, thighs and wings | 74°C (165°F) |
| Chicken and turkey, whole bird | 82°C (180°F) |

Note 1: The *Food and Drug Regulations* require the identification of mechanically tenderized beef as well as safe cooking instructions on the package.

Note 2: According to Health Canada, safe cooking instructions include cooking mechanically tenderized cuts of beef to a minimum internal temperature of **63°C (145°F)** and, in the case of steak, **turning steak over at least twice** during cooking to help achieve a consistent temperature throughout.

3.3 HOLDING METHODS

Hot or cold foods which are stored in a display unit/ prep tables but are not part of a buffet shall be assessed under these criteria (for buffets, see Appendix B, [Section 4.1 Display Methods](#))

Assessment Criteria

| | | |
|--|------------|---|
| A. Potentially hazardous foods shall be held at 4 ⁰ C or less or at 60 ⁰ C or above until served | Ma, Cr | 27(1)(b)(i)(ii) |
| B. Foods must be kept covered when not in use or being handled. | Mi, Ma | 26(a) |
| C. Hot holding temperatures shall be checked regularly and recorded once during every 4 hours of operation (once food is placed in unit) and logs shall be available for inspector review | Mi, Ma | 32(3) |
| D. Cold holding temperatures shall be checked regularly and recorded at least twice daily and logs shall be available for inspector review | Mi, Ma | 32(2)(b) |
| E. Display coolers must be filled in such ways as to meet their intended capacity levels and restricted loading capacity, including volume limits, air flow, temperature range variances, etc. in order to maintain the minimum/maximum temperature needs of the products being placed therein | Mi, Ma, Cr | 27(1)(b)(i,ii,iii) 31(1)(c) 32(1)(a)(b) |
| F. Any non-served left over foods from food preparation shall be promptly returned to storage in a manner that prevents temperature abuse | Mi, Ma, Cr | 27(1)(b)(i,ii,iii) |

3.4 COOLING METHODS

Cooling times must be kept minimal followed by proper refrigeration.

Assessment Criteria

| | | |
|--|--------|----------------------------|
| A. Foods shall be cooled rapidly using quick chill methods such as shallow pans, ice wand, ice bath, refrigerator, etc. | Ma | 27(1)(a) 27(1)(c)(i,ii) |
| B. If being cooled from a temperature of 60 ⁰ C or greater, food shall reach 20 ⁰ C within 2 hours and then 4 ⁰ C within 4 hours (total of 6 hours cooling time) | Cr | 27(1)(c)(i,ii) |
| C. If potentially hazardous foods are prepared at room temperature and are intended to be kept under refrigerated storage prior to serving, they shall be cooled from 20 ⁰ C to 4 ⁰ C or less within 4 hours | Ma, Cr | 27(1)(a) 27(1)(c)(i,ii) |

3.5 RE-HEATING METHODS

Proper re-heating provides a major degree of assurance that pathogens will be eliminated.

Assessment Criteria

| | | |
|--|------------|-------------------|
| A. Potentially hazardous foods that have been cooked and then cooled to 4 ⁰ C shall be reheated within 2 hours to at least 74 ⁰ C for 15 seconds | Ma, Cr | 27(1)(e) |
| B. The appropriate equipment must be used for the re-heating of food | Mi, Ma | 27(1)(e) 31(c) |
| C. Appropriate thermometers shall be available and used to ensure proper temperature is reached | Mi, Ma, Cr | 27(1)(e) |

3.6 HANDLING METHODS

The operator of a food premise shall ensure that food is stored, displayed, prepared and served in a manner that prevents the food from becoming contaminated.

Assessment Criteria

| | | |
|---|------------|--------------------------------|
| A. Any foods that have been potentially contaminated after receiving shall be destroyed | Ma, Cr | 7(1) PHA 7(7) PHA 16 PHA |
| B. When workers must taste the food, only cleaned and sanitized utensils must be used, and the utensils must be immediately cleaned and sanitized after tasting and prior to tasting another food or the same food | Ma | 37(1)(e) 37(2)(b) 37(3) |
| C. Food should not be handled or transferred in any way that may cause contamination or adulteration of the food | Ma, Cr | 26(a) |
| D. Employees shall avoid all unnecessary contact with the food and for ready-to-eat foods use as much as practically possible, clean and sanitized utensils such as tongs, spatulas, or other food dispensing apparatus including gloves | Mi, Ma, Cr | 37(1)(e) 37(2)(b) 37(3) |
| E. Adequate space in the kitchen is required so that effective separation of raw and ready-to-eat food preparation areas are available | Mi, Ma | 17(c) |
| F. Raw fruits, vegetables and herbs must be thoroughly washed in potable water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form | Mi, Ma, Cr | 27(1)(a) |
| G. Food shall be transported under conditions that prevent any form of chemical, microbial or physical contamination | Mi, Ma, Cr | 28 |
| H. Food that has been previously served to any customer shall not be reserved unless it was served in a manner that prevented contamination and ensured adequate temperature | Cr | 29(1)(2)(3) 27(b)(i,ii,iii) |

| | | |
|---|--------|-------------|
| control | | |
| I. If raw meat is being cut up, it is cut up in a room with a temperature of 10 ⁰ C or less; or if the room temperature is greater than 10 ⁰ C, it does not remain in that room for more than 2 consecutive hours | Ma, Cr | 27(2)(a)(b) |
| J. Separate utensils should be used for raw food and cooked food | Ma, Cr | 27(1)(a) |

4.0 FOOD DISPLAY/SERVICE

Foods shall be displayed in such methods which maintain their wholesomeness and integrity.

4.1 DISPLAY METHODS

Food shall be displayed in such ways to keep them from contamination and at proper temperatures. Food served in buffets shall be evaluated under these criteria.

Assessment Criteria

| | | |
|---|------------|----------------------------------|
| A. Food containers such as insert trays shall not be overfilled | Mi, Ma | 27(1)(a) 31(c) 32(1)(a)(b) |
| B. Food containers shall be completely emptied and properly washed prior to refilling | Mi, Ma, Cr | 33(1) |
| C. Food shall be protected from customer handling, coughing, or sneezing | Ma | 26(a) 29(3) |
| D. Food shall be protected from filth, dust, dirt, insects, vermin, rodents and any other contamination or foreign substance | Mi, Ma, Cr | 26(a)(b) |
| E. Potentially hazardous food shall be displayed in a manner which allows foods to be at 60 ⁰ C or more or at 4 ⁰ C or less | Ma, Cr | 27(1)(b)(i)(ii) |

4.2 ADVANCE PREPARATION

Foods shall be prepared in such ways to keep them from contamination and at proper temperatures.

Assessment Criteria

| | | |
|--|--------|-------------|
| A. Advance preparation of foods shall be kept to a minimum | Mi, Ma | 27(1)(a)(b) |
|--|--------|-------------|

5.0 RECORD KEEPING AND RECALLS

A licensee who holds a Class 5 food premises licence shall maintain adequate records and shall notify the Minister immediately of a recall.

NOTE: [Section 5.1 \(D\)](#) below applies to all classes of food premises.

5.1 RECORD KEEPING

Accurate records of preparation, processing and process control shall be maintained and kept on the premises.

Assessment Criteria

| | | |
|--|--------|-------|
| A. Records of preparation and processing and process control shall be maintained for a period of at least one year after each lot of food is released for sale | Ma, Cr | 20(a) |
| B. Records shall be maintained so as to enable any lot of food distributed from the premises to be effectively identified and recalled | Ma, Cr | 20(b) |
| C. Records shall be kept on the premises in respect of which the licence is issued | Mi, Ma | 21 |
| D. Shellfish area tags/records shall be maintained for at least 90 days | Ma, Cr | BP |

5.2 RECALL OF FOOD

A licensee who holds a Class 5 food premises licence shall notify the Minister immediately of a recall.

Assessment Criteria

| | | |
|---|------------|--------------|
| A. The Minister shall be notified immediately of a recall of food prepared or processed on the food premises | Ma, Cr | 22 |
| B. The Minister shall be provided with the information specified under Section 22 (a) to (e) of the <i>Food Premises Regulation</i> in writing within 48 hours after the initial notification | Mi, Ma, Cr | 22(a) to (e) |

6.0 PERSONNEL

Staff needs to be familiar with safe food practices, employee health and personal hygiene practices policies.

6.1 DEMONSTRATING KNOWLEDGE

Staff needs to be knowledgeable of food safety issues pertaining to their responsibilities.

Assessment Criteria

| | | |
|---|----------------------------------|-------|
| A. For Class 4, at least one person who holds a certificate confirming his or her successful completion of a food handler program as described in Section 39(1) of the <i>Food Premises Regulation</i> must be present at all times in the area of a food premises where and when food is being prepared. | Ma | 39(1) |
| B. For a Class 4, at least one person who has completed a food handler program, however, they are still pending the examination and its results (within one month). | Ma (exception for time frame) | 39(1) |
| C. For Class 4, the manager of a food premises shall hold a certificate confirming his or her successful completion of a food handler program as described in Section 39(2) of the <i>Food Premises Regulation</i> | Ma | 39(2) |

| | | |
|--|--------|-------|
| C. A licensee who operates a not-for-profit community placement residential facility shall ensure that at least one employee of the facility holds a certificate confirming his or her successful completion of a food handling program as described in Section 39(3) of the Food Premises Regulation and any person preparing food in the facility either holds such certificate, or has been adequately trained in food handling procedures by a person who holds such certificate. | Ma | 39(3) |
| E. Staff shall be <i>knowledgeable</i> about the food handling procedures used by the licensee for potentially hazardous food | Ma, Cr | 30(a) |
| F. Staff shall <i>comply</i> with the food handling procedures used by the licensee for potentially hazardous food | Ma, Cr | 30(b) |
| G. Staff shall be trained in accordance with the information submitted by the licensee under Section 6(1)(n) of the <i>Food Premises Regulation</i> (included with application for a licence), or as amended | Ma | 30(c) |

6.2 EMPLOYEE HEALTH

All personnel who come into contact with food must be free from any symptoms of illness or communicable disease that is transmissible through food.

Assessment Criteria

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|--|--------|-------|
| A. When returning to work after exclusion, staff shall have clearances as required in the “New Brunswick Reportable Diseases and Events Guide” | Ma, Cr | 38(2) |
| B. A licensee who has reason to believe an employee is suffering from a condition or disease transmissible through food shall immediately report this to the RMOH and shall exclude employee from handling, preparing or processing any food | Cr | 38(2) |
| C. An employee who believes that he or she may be suffering from a condition or disease transmissible through food shall immediately report this to the licensee and shall not handle, prepare or process any food | Cr | 38(1) |

6.3 PERSONAL HYGIENE PRACTICES

Personal hygiene practices shall be of such to prevent contamination of food and transmitting illness to consumers.

Assessment Criteria

| | | |
|---|--------|-------------------------------|
| A. Employees shall take adequate measures to ensure that food is not contaminated by hair | Mi | 37(1)(c) 37(2)(b) 37(3) |
| B. Employees shall refrain from any behavior or practices that may result in the contamination of food (e.g. improper storage of personal items, eating while preparing food, etc.) | Mi, Ma | 37(1)(e) 37(2)(b) 37(3) |

| | | |
|--|--------|-------------------------------|
| C. Employees shall wash their hands as often as necessary to prevent the contamination of food | Ma, Cr | 37(1)(d) 37(2)(b) 37(3) |
| D. Approved hand washing procedures as described in document submitted under Section 6(1)(o) of the <i>Food Premises Regulation</i> must be adhered to | Ma, Cr | 37(1)(d) 37(2)(b) 37(3) |
| E. Employees shall wear clean clothing and footwear | Mi, Ma | 37(1)(a) 37(2)(b) 37(3) |
| F. Employees shall exhibit cleanliness and good personal hygiene | Mi, Ma | 37(1)(b) 37(2)(b) 37(3) |
| G. A copy of the hygienic practices and procedures referred to in Section 6(1)(o) of the <i>Food Premises Regulation</i> must be posted in the premises so that they may be easily consulted | Mi, Ma | 37(2)(a) |

7.0 FOOD EQUIPMENT AND UTENSILS

All equipment and utensils are designed, constructed and installed to permit effective cleaning and sanitizing and to prevent contamination. Equipment shall be maintained in good repair, so that it functions in accordance with its intended use.

7.1 FOOD EQUIPMENT (DESIGN, CONSTRUCTION, INSTALLATION AND MAINTENANCE)

Non-food contact surfaces of equipment shall be cleaned at a frequency that will prevent the accumulation of dust, dirt, food residue and other debris.

Assessment Criteria

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|--|------------|-------|
| A. Non-food contact equipment shall be constructed from materials that are suitable for their intended purpose and are durable, easily cleaned and free from any undesirable substance | Mi, Ma, Cr | 31(a) |
| B. Non-food contact equipment shall be in proper working order. For food premises that have a mechanical dishwasher that is broken and choose to use the 3-step manual method, the food premises would be in non-compliance with Section 7.1 B if the food premises is not able to or cannot achieve proper cleaning and sanitizing using the manual method. | Mi, Ma, Cr | 31(b) |
| C. Non-food contact equipment shall be located and maintained such that it functions in the manner intended and can be easily cleaned and sanitized | Mi, Ma | 33(2) |

7.2 FOOD CONTACT SURFACES (DESIGN, CONSTRUCTION, INSTALLATION AND MAINTENANCE)

Food contact surfaces shall be cleaned and sanitized at a frequency that prevents the accumulation of grease deposits and other residues.

Assessment Criteria

| | | |
|---|------------|-------|
| A. Food contact surfaces, equipment and utensils shall be constructed from materials that are suitable for their intended purpose and are durable, easily cleaned and free from any undesirable substance | Mi, Ma | 31(a) |
| B. Food contact surfaces, equipment and utensils shall be maintained such that they function in the manner intended and can be easily cleaned and sanitized (e.g. scratched and scored cutting boards/utensils) | Mi, Ma | 33(2) |
| C. Food contact surfaces, equipment and utensils shall be operated in a manner that ensures the safe and sanitary handling of food (i.e., need to dismantle meat grinder for cleaning) | Ma, Cr | 31(c) |
| D. Food contact surfaces shall be handled in a sanitary manner after being sanitized, and then air-dried | Mi, Ma, Cr | 33(1) |

7.3 MECHANICAL DISHWASHING

All dishes and utensils must be washed, rinsed and sanitized between uses. Mechanical equipment shall be designed and operated so that all utensils are adequately cleaned and sanitized. Minor options for A & B shall only be used where alternative options are available and suitable for the size of the operation of the food premises.

Assessment Criteria

| | | |
|---|------------|-------------------------|
| A. If a high temperature dishwasher is used, the sanitizing water temperature shall reach 82°C (180°F) | Mi, Ma, Cr | 31(b) 31(c) 33(1) |
| B. If a chemical feed dishwasher is used, a suitable (food grade) sanitizer shall be available and at the recommended concentration | Mi, Ma, Cr | 31(c) 33(4) 35 |
| C. Water temperature and/or sanitizer concentration shall be verified daily to ensure that effective sanitizing is occurring | Mi, Ma, Cr | BP |
| D. Equipment/utensils shall be air dried in such a manner and location as to avoid contamination of clean equipment/utensils | Mi, Ma | 33(1) 35 |
| E. Where necessary, there shall be adequate space for pre-flushing and scraping and be in such a location as to avoid the contamination of clean equipment/utensils | Mi, Ma | 17(b) 17(c) 33(3) |
| F. If a chemical feed dishwasher is used testing strips shall be available to verify sanitizer concentration | Mi, Ma | 33(3) 33(4) |

| | | |
|---|----|----------------------|
| G. If a high temperature dishwasher is used, a thermostat shall be available on the dishwasher to measure the rinse temperature | Ma | 31(b) 33(3) |
| H. The mechanical dishwasher shall be of appropriate type for the operation of the premises | Ma | 17(b) 33(3) |
| I. The mechanical dishwasher shall be supplied with a suitable detergent. | Ma | 33(1) 33(3) 35 |

7.4 MANUAL DISHWASHING

All dishes and utensils must be washed, rinsed and sanitized between uses, or on a regular basis in such manner that reduces the risk of food contamination.

Assessment Criteria

| | | |
|---|------------|-------------------------|
| A. The facility shall be provided with sufficient sinks to carry out an effective cleaning and sanitizing of equipment and utensils | Mi, Ma | 17(b) 33(3) |
| B. A suitable (food grade) sanitizer shall be available and at the recommended concentration | Ma, Cr | 33(1) 33(4) 35 |
| C. Sanitizer concentration shall be verified daily to ensure that effective sanitizing is occurring | Mi, Ma, Cr | BP |
| D. Dishes/utensils shall be washed, rinsed, sanitized and air dried | Mi, Ma, Cr | 33(1) 35 |
| E. Sinks shall be constructed of suitable materials that are durable and easily cleaned | Mi, Ma | 31(a) |
| F. Where necessary, there shall be adequate space for pre-flushing and scraping and be in such a location as to avoid the contamination of clean equipment/utensils | Mi, Ma | 17(b) 17(c) 33(3) |
| G. Testing strips shall be available to verify sanitizer concentration | Mi, Ma | 33(3) 33(4) |
| H. Equipment/utensils shall be air dried in such a manner and location as to avoid contamination of clean equipment/utensils | Mi, Ma | 33(1) 35 |

7.5 EATING UTENSILS/DISHES

All dishes and utensils must be washed, rinsed and sanitized between uses.

Assessment Criteria

| | | |
|---|------------|-------|
| A. All utensils, containers or materials that are designed to be used only once in the service or sale of food shall be discarded after use | Mi, Ma | 34 |
| B. Utensils and dishes shall be stored in a manner so as to be kept clean and sanitary | Mi, Ma, Cr | 33(1) |

| | | |
|--|--------|-------------|
| C. Cups, glasses and dishes shall not be chipped or cracked | Mi, Ma | 31(a)(b)(c) |
| D. Spoons, spatulas, dippers, scoops and any other utensil used for dispensing ice cream or frozen desserts shall be kept, between servings, in a manner that ensures the safe and sanitary handling of food | Mi | 31(c) |

8.0 CLEANING AND SANITIZING

Food service establishments shall have a cleaning schedule written and adhered to. Products used to sanitize surfaces shall be suitable for such purposes.

8.1 CLEANING AND SANITIZING

A food premises and the equipment, utensils and food contact surfaces used in the premises shall be maintained in a sanitary condition.

Assessment Criteria

| | | |
|---|------------|-------------|
| A. Non-food contact equipment shall be kept clean and sanitary | Mi, Ma, Cr | 33(1) 35 |
| B. Food contact surfaces, equipment and utensils shall be kept clean and sanitary | Ma, Cr | 33(1) 35 |
| C. Floors, walls and ceilings shall be kept clean and sanitary | Mi, Ma | 33(1) 35 |
| D. Shelves shall be kept clean and sanitary | Mi, Ma | 33(1) 35 |
| E. Staff rooms shall be kept clean and sanitary | Mi | 33(1) 35 |
| F. Washrooms shall be kept clean and sanitary | Mi, Ma, Cr | 18(1) |
| G. Cleaning and sanitation procedures submitted under Section 6(1)(q) of the <i>Food Premises Regulation</i> shall be posted or otherwise easily obtained should an inspector request it during inspection | Mi | BP |
| H. The facilities and equipment necessary to carry out effective cleaning and sanitizing shall be provided or shall be accessible | Mi, Ma | 33(3) |
| I. Wiping cloths used for wiping food spills on food contact surfaces shall not be used for other purposes such as wiping raw foods and shall be routinely cleaned and when not in use kept in separate sanitizing solution which is maintained at an appropriate concentration | Mi, Ma, Cr | BP |
| J. Staff shall be trained in and comply with the cleaning and sanitation procedures referenced under Section 6(1)(q) of the <i>Food Premises Regulation</i> | Mi, Ma, Cr | 35 |
| K. A suitable detergent shall be used for washing. | Ma | 33(3) 35 |

8.2 DETERGENTS AND CHEMICAL USE AND STORAGE

The CFIA no longer pre-approves non-food chemicals (as well as construction materials, packaging materials and working apparel). The reference listing is still available on the CFIA website but as a reference only.

<http://active.inspection.gc.ca/scripts/fssa/reference/catlist.asp?lang=e#info>

Prior to this, sanitizers and disinfectants were regulated by different groups under Health Canada. Approved food contact sanitizers did not require a Drug Identification Number (DIN); however, approved disinfectants (including food contact disinfectants) did require a DIN. Logically, a food contact sanitizer would have a DIN if it was also an approved disinfectant in Canada. These were known as disinfectants-sanitizers.

While recognizing that either a sanitizer or disinfectant sanitizer was acceptable, the use of a disinfectant-sanitizer was recommended. Disinfectants-sanitizers (had a DIN) were able to achieve a higher level of sanitization than sanitizers with no disinfection claims (no DIN). An acceptable food contact sanitizer was either listed in this database or had a *No Objection Letter* issued by CFIA.

Given the above change, sanitizers and other chemicals used in licensed food premises will have to be assessed on a case by case basis if they were not subjected to this process.

Whichever product is chosen, all approved sanitizers and disinfectants **must be used in strict accordance** with the manufacturer's instructions on the label. In addition to the name of the product, manufacturer and active ingredient, the label must clearly state the intended use of the product.

Assessment Criteria

| | | |
|--|--------|-------------|
| A. Only sanitizers suitable for use on food contact surfaces shall be used on those surfaces | Cr | 33(4) |
| B. Only approved sanitizers shall be used (with the exception of unscented household bleach) | Ma, Cr | 33(4) |
| C. Sanitizer solution shall be used in strict accordance with the manufacturer's instructions on the label (recommended strength and contact time) | Ma, Cr | 33(4) |
| D. Staff must be able to demonstrate proper use of sanitizers and method for testing the solution | Ma, Cr | 33(4) 35 |
| E. Chemicals must be stored in an acceptable manner, away and separated from foods and food contact items | Ma, Cr | 26(b) |

| | | |
|---|--------|--------------|
| F. Sanitizer bottles must be properly labelled and available in sufficient quantity to encourage appropriate regular use. | Mi, Ma | 33(1), 33(3) |
| G. A suitable food grade sanitizer shall be available and at the recommended concentration. | Ma, Cr | 33(4) |

9.0 SANITARY FACILITIES

Washrooms, hand sinks, utility sinks and staff washrooms must be kept clean and in good repair to minimize the opportunities for the spread of contamination.

9.1 WASHROOM(S)

Sanitary facilities must be kept clean and sanitary.

Assessment Criteria

| | | |
|---|--------|-------|
| A. A food premises shall be equipped with or have access to a washroom for the use of staff that is located on the premises or in an area that can be conveniently accessed | Ma, Cr | 17(h) |
| B. A hand washing station must be available with hot and cold running potable water | Cr | 18(1) |
| C. Liquid or powdered soap, toilet paper and single use paper towel or an approved hand drying device must be present | Ma, Cr | 18(1) |
| D. Paper towel dispensers shall be available | Mi | 18(1) |
| E. Toilet paper dispensers shall be available | Mi | BP |
| F. Washroom(s) must be kept clear of food and food contact items | Mi, Ma | BP |
| G. Garbage receptacles shall be provided | Mi | 18(1) |
| H. Washroom(s) shall not open directly into an area where food is prepared, stored or processed | Mi | 18(1) |
| I. A sign shall be posted at all times in the washroom(s) used by staff reminding them that they must wash their hands each time they use the washroom | Mi | 18(2) |

9.2 HAND WASHING STATIONS

Hand washing stations must be available and properly equipped.

Assessment Criteria

| | | |
|--|--------|-------|
| A. Hand washing signs shall be posted | Mi | BP |
| B. A method of hand drying that uses paper towels or an air dryer shall be available | Mi, Ma | 17(i) |
| C. Paper towel shall be in a dispenser | Mi | 17(i) |
| D. Dispensed soap (liquid or powder) shall be provided at hand washing station(s) | Ma, Cr | 17(i) |
| E. Hand washing stations shall be easily accessible and kept clear at all times | Ma | 19 |
| F. Hand washing stations shall not be used for any other purpose | Ma | 19 |

| | | |
|--|----|-------|
| G. Hand washing stations shall be available in adequate number and located to facilitate convenient access by staff | Cr | 17(i) |
| H. There must be hot and cold running potable water at all hand washing stations. Exceptions may occur at Public Markets and Temporary Events as per Guidelines. | Cr | 17(i) |

10.0 FLOORS, WALLS AND CEILINGS

Floors, walls and ceilings shall be maintained in good repair and designed to facilitate effective cleaning and sanitation.

10.1 FLOORS (CONSTRUCTION AND MAINTENANCE)

Assessment Criteria

| | | |
|---|--------|-------|
| A. Floors shall be of sound construction and in good repair | Mi, Ma | 17(a) |
| B. Floors shall be designed to facilitate effective cleaning and sanitation | Mi | 17(b) |

10.2 WALLS (CONSTRUCTION AND MAINTENANCE)

Assessment Criteria

| | | |
|--|--------|-------|
| A. Walls shall be of sound construction and in good repair | Mi, Ma | 17(a) |
| B. Walls shall be designed to facilitate effective cleaning and sanitation | Mi | 17(b) |

10.3 CEILINGS (CONSTRUCTION AND MAINTENANCE)

Assessment Criteria

| | | |
|---|--------|-------|
| A. Ceilings shall be of sound construction and in good repair | Mi, Ma | 17(a) |
| B. Ceilings shall be designed to facilitate effective cleaning and sanitation | Mi | 17(b) |

11.0 WATER SUPPLY AND WASTE DISPOSAL

A food premises shall be provided with a potable water supply. Waste water must be disposed in accordance with the *Food Premises Regulation*. Solid waste shall be managed as to prevent health risks.

11.1 WATER (QUALITY AND QUANTITY)

Hot and cold running potable water is supplied in sufficient quantity and pressure to meet the needs of the operation and to all plumbing fixtures.

Assessment Criteria

| | | |
|---|----|-------|
| A. There shall be hot and cold running water in sufficient quantity to meet the needs of the operation (for fixed premises this means under pressure) | Cr | 17(d) |
| B. Only potable water shall be used in rooms where food is prepared, served, or stored; and at all hand washing | Cr | 17(d) |

| | | |
|---|--------|------------------------|
| stations | | |
| C. Premises with private water supplies shall follow the water sampling plan to demonstrate potability as per Appendix I of the Food Premises SOP | Ma | 17(d) 13(2)(b)(PHA) |
| D. The food premises shall be designed and maintained in such a way as to prevent cross-connections between non-potable water and the potable water supply. Examples of non-potable water include but are not limited to the waste water system, soap and sanitizer dispensers, hoses attached to faucets with no air gap, etc. | Ma, Cr | 17(j) |
| E. If there is a water treatment system on-site, it shall be in proper working order and maintained in accordance with the manufacturer's specifications | Ma, Cr | 31(b)(c) 33(2) |
| F. Ice shall be made from an approved potable water source (a location listed with CFIA) | Ma, Cr | 23(1) |

11.2 SEWAGE DISPOSAL

Sewage and domestic waste water must be discharged to a communal system or an on-site sewage disposal system.

Assessment Criteria

| | | |
|---|------------|--------|
| A. If the premises is on private on-site sewage disposal system a grease trap must be present. These chambers must be sized and maintained in accordance with the manufacturer's instructions. | Mi | 17(e) |
| B. An on-site sewage system shall not be creating a health hazard | Ma, Cr | 6(PHA) |
| C. A food premises shall be connected to or will have access to an approved waste water system and it shall be constructed so as to properly handle the disposal of waste (to be expanded if seats are added) | Mi, Ma, Cr | 17(e) |

11.3 SOLID WASTE HANDLING

Solid waste must be handled and disposed of in a manner that will not create a health hazard or a nuisance.

Assessment Criteria

| | | |
|--|------------|----------------|
| A. Garbage containers and recyclable containers shall be leak proof and non-absorbent | Mi, Ma | 31(a) |
| B. Container(s) shall be cleaned when necessary | Mi, Ma | 31(a) 33(1) |
| C. Garbage containers shall be maintained in such a way to exclude insects, rodents and vermin | Ma, Cr | 36(a) |
| D. Other waste such as grease needs to be stored in an acceptable manner, which excludes insects, rodents, and | Mi, Ma, Cr | 36(a) |

| | | |
|---|--------|-------------|
| vermin | | |
| E. Solid waste shall be collected as often as necessary | Mi, Ma | 35 |
| F. Adequate receptacles shall be provided for take-out garbage and litter shall be collected from the food premises | Mi, Ma | 33(3) 35 |

12.0 LIGHTING AND VENTILATION

12.1 LIGHTING

Lighting provided by natural and/or artificial means must provide adequate illumination for the activities/functions being performed.

Assessment Criteria

| | | |
|--|--------|-------------------|
| A. Light fixtures where food can be contaminated shall be properly covered and /or shatter proof. | Mi, Ma | 26(a) |
| B. Lighting shall be provided throughout all areas of the premises and shall be of sufficient intensity to meet the needs of the operation | Mi, Ma | 17(f) |
| C. Light fixtures and ceiling fans shall be designed to prevent accumulation of dirt and easily cleanable | Mi | 31(a) 33(1)(2) |

12.2 VENTILATION

Ventilation must maintain the air at an appropriate comfort level and prevent the accumulation of undesirable substances.

Assessment Criteria

| | | |
|---|----|-------|
| A. Effective ventilation shall be provided to areas of the premises that are subject to the generation or accumulation of odours, fumes, steam, vapors, smoke or excessive heat | Mi | 17(g) |
|---|----|-------|

13.0 GENERAL

13.1 LICENCE

Assessment Criteria

| | | |
|--|----|----|
| A. A valid licence to operate a food premises shall be posted for the general public to see | Mi | 16 |
| B. The information written on the licence shall be accurate | Mi | BP |
| C. The latest copy of the current food inspection report shall be displayed so that customers can easily read the report | Mi | 40 |

13.2 RODENT AND INSECT CONTROL

All areas must be free of insects and rodents.

Assessment Criteria

| | | |
|--|--------|----------------|
| A. There shall not be any signs of insects and/or rodents | Ma, Cr | 36(a) |
| B. Openings to the outside shall be screened | Mi, Ma | 36(a) |
| C. Any pesticides used on the premises shall not be used while | Ma, Cr | 26(b) 36(c) |

| | | |
|--|--------|----------------|
| foods are being prepared or served | | |
| D. Only insecticides approved by an inspector for use when food is prepared, served or stored shall be used | Ma, Cr | 36(c) |
| E. Any insect control devices shall be installed as to prevent contamination of foods | Ma, Cr | 26(a) |
| F. Any escape resistant trap, shall be emptied and cleaned regularly | Mi, Ma | BP |
| G. Any foods which may have become infested must be discarded | Ma, Cr | 16 PHA |
| H. Any surfaces contaminated by pests or pest control products must be cleaned and sanitized | Ma, Cr | 31(c) 33(1) |
| I. After the application of pesticide and the spray of insecticides, all food contact surfaces shall be washed before preparing foods | Mi, Ma | 31(c) 33(1) |
| J. Pest control companies shall be consulted to eliminate problematic pest infestations | Ma | BP |
| K. Written record of all pest control measures used in the food premises shall be maintained and be easily accessible for review by inspectors | Mi, Ma | 36(b) |

13.3 OTHER INFRACTIONS/ HAZARDS

Assessment Criteria

| | | |
|---|--------|-------------------------------|
| A. The <i>Smoke Free Places Act</i> shall be enforced i. No smoking signs ii. No ashtrays or similar receptacles iii. No person smoking | N/A | SFPA |
| B. No parts of a family dwelling unit shall be used in the preparation or storage of food, with the exception of licensed public market food vendors that have had their kitchen approved by a medical officer of health, and Class 3 food premises such as peddlers who store meat and fish in a separate refrigerator or freezer in their home. | Ma | 3 |
| C. No live animal or live birds shall be permitted in a licensed food premises other than a service animal specifically trained to provide assistance to persons with disabilities or live fish in an aquarium (does not apply to abattoirs, production facilities where milk is produced, and an outdoor eating area of a food premises) | Ma | 41(1)(a)(b) 41(2)(a)(b)(c) |
| D. Food that is unfit for human consumption by reason of disease, adulteration, impurity or other cause shall not be offered for sale. | Ma, Cr | 16 PHA |
| E. Other conditions which needs consideration (ex: clutter, unused equipment, etc.) | Mi | BP |