

TAJKISTAN (SES)

Checklist for public catering facilities

This checklist is developed by sanitary service of the Republic of Tajikistan, in compliance with the Inspection Law # 194, for sanitary inspection of catering entities. The checklists is designed to cover all type of catering entities (cafes, bistros and restaurants). With the new inspection rules, these catering entities are notified about inspection three days in advance giving the business time to prepare for inspection using a copy of the checklist. On the day of inspection the checklists is filled out (tick boxes) and relative decision is issued to be imposed to the business.

For official use only

as of “ ___ ” _____ 200__ . no. _____

Place of drafting:

INSPECTION CERTIFICATE for public catering facilities

(full name of facility, date and number of state registry)

Date of beginning inspection: “ ___ ” _____ 200__ .

Date of finishing inspection: “ ___ ” _____ 200__ .

The Certificate on results of inspection of activity of _____

(full name of facility)

is drafted that was performed according to conducting inspection no. ___ as of
“ ___ ” _____ 200__ .

The Certificate is drafted in two copies having authentic legal force.

Attachments:

1. _____ on ___ pages
2. _____ on ___ pages
3. _____ on ___ pages
4. _____ on ___ pages
5. _____ on ___ pages
6. _____ on ___ pages
7. _____ on ___ pages

As result of conducted inspection, the following was identified:

People authorized for conducting the inspection:

(signature) (name)

(signature) (name)

(signature) (name)

I have studied the inspection results:

Agree/Disagree
(cross out unneeded)

(name and position of director of facility, or other authorized person, with the full name of facility)

(signature) (name)

“ _____ ” _____ 200____.

Ministry of Health of the Republic of Tajikistan
Republican Center for State Sanitation and Epidemiological Surveillance
(with the right of service)

Checklist for public catering facilities

<i>Questions covered during inspection</i>	Inspector's mark			
	Yes	No	N/A	Comments
1. BUILDING				
1.1. Separately standing building				
1.2. Building built to				
1.3. *Summer ground (if available) is located under first floor windows of residential building or on pavement				
1.4. Is there separate entrance/exit for visitors, separated from residential section				
2. AVAILABILITY OF REQUIRED DOCUMENTS				
2.1. Sanitation-and-epidemiological conclusion:				
a) for conditions of production, transportation, storing, applying, selling raw material and products				
b) on water sources compliance with the sanitary rules and hygienic regulations				
c) in case of applying new composition, changes in production technology				
d) at facilities without workshop division – for treating raw and end products in one room on different marked tables				
e) for products that are sold through commercial network				
f) for producing and selling soft ice cream, if such activity is there				
g) for activities of the facility				
2.2. In case of using common litter area – there is to be conclusion of local executive body				
2.3. Availability of contract for removing garbage				
2.4. Availability of contract with organization that has a license for such activity - on conducting desensitization, disinfection and deratization arrangements				
2.5. Staff having medical records				
3. COMPLYING WITH REQUIREMENTS ON AREA MAINTENANCE				

3.1. Is it kept clean (no garbage, spoiling waste)?				
3.2. Garbage ground:				
a) asphalted or concreted				
b) located not less than 25 m from the facility, and from windows and doors of residential buildings				
c) Garbage-collection containers (owned by public catering facilities) have lids and are set up at the distance not less than one meter from the edge of the garbage ground.				
d) containers owned by public catering facilities are washed with 1% hot solution (45-50 °C) of sodium carbonate or other detergent. Having sufficient amount of detergent (at least for 3 washing).				
e) garbage is removed from the area upon filling of containers of not more than 2/3 of their capacity				
4. WATER SUPPLY AND SEWERAGE				
4.1. Water quality corresponds with sanitary regulations on bacteriological, physical and chemical and organoleptic indicators.				
4.2. There are no disruptions in water supply				
4.3. If there is no water pipe:				
a) supply of imported water is done in special marked vessels.				
b) vessels are made of materials allowed for using in RT, in case of supplying water by the facility itself.				
c) premises where these vessels are kept, are isolated and kept clean				
d) vessels are cleaned and disinfected every 10 days.				
4.4. Hot and cold running water connected to all wash tanks, sinks and technological equipment (dishwashers etc.).				
4.5. Upon absence of centralized hot water supply:				
a) heating boilers are installed in wash-rooms				
b) hot water is used only from water supply system, and not from heating system				
4.6. If the facility is located in residential or public building, there is separate domestic and industrial sewerage network in this building				
4.7. Domestic sewage lift pipes are built from upper residential floors:				
a) in plastered ducts without inspection				
b) through accommodation space of public catering facilities				
4.8. In following premises, floor area has waterproof coating:				
a) lavatory				
b) shower (for facilities with high capacity)*				
c) places above sewerage				
4.9. At high capacity facilities, all production departments are equipped with ladders: one ladder per 100 sq. m area (but not less than one for the whole premise area)				
4.10. There are sinks for visitors, for washing hands in immovable facilities				
4.11. If there are more than 20 seats:				
a) there are separate toilets for staff and visitors				
b) at toilet tambour for staff, there is tap for water intake for washing floor, located 0.5 m above floor				

4.12. If facility is rated as fast service, there is public or biological toilet				
4.13. If facility is located in populated area without sewerage:				
a) local sewerage is there - sewage water is removed to underground concrete water-proof tank.				
b) yard toilet and concrete water-proof tank are located at distance not less than 25 m from production premises				
4.14. Disinfection of waste waters and toilet is carried out				
5. REQUIREMENTS FOR OPERATING CONDITIONS AT PUBLIC CATERING FACILITIES				
5.1. Microclimate in production premises and premises for visitors conforms with hygienic regulations				
5.2. Production, secondary and sanitary-common premises are equipped with positive-pressure mechanical ventilation				
5.3. If object inspected is a part of residential and public buildings, suction-and-exhaust ventilation is to be separate from ventilation system of residential and public building				
5.4. In premises for finishing confectionery products, input system of ventilation is equipped with dust and antibacterial filter				
5.5. Holes in ventilation system are covered with close-meshed polymer net				
5.6. Welfare rooms are equipped with autonomous exhaust system				
5.7. In premises for loading, entrances are equipped with air heat curtain				
5.8. Equipment and wash tanks, emitting moisture, heat and gases:				
a) equipped with local exhaust system, if it's high capacity facility				
b) equipped with double doors with the doorstep wide enough to allow consistent opening, if it's small capacity facility				
5.9. Content of hazardous substances concentration in the air in production premises doesn't exceed maximum permissible concentration				
5.10. Indoor heating system complies with requirements of existing standard regulations				
5.11. Heaters:				
a) allow for to be dusted				
b) are located away from refrigerating equipment				
5.12. Light				
a) in all premises complies with requirements of existing standard regulations				
b) for lighting production premises and storerooms, lamps with damp-dust cover are used				
c)* Open (unprotected) lamps are located above stoves, technological equipment, serving table				
5.13. Illuminating equipment, fittings, glass area of windows and openings are kept clean				
5.14. Equipment with insulation protection is used in workshops for making cold plates, snacks, creams and finishing cakes and pastries				
6. REQUIREMENTS FOR ARRANGING AND MAINTAINING PREMISES				
6.1. Walls of production premises are surfaced to 1.8 m height with facing tiles or other materials suitable for wet cleaning and disinfection				
6.2. Storage walls painted damp-proof paint to 1.8 m height.				

6.3. Floors in production and storerooms are made of shock resistant materials to prevent slipping and have slopes to drain grates				
6.4. For filling primary products and food products, a platform with shed is installed (for high capacity facilities)				
6.5. Painting ceiling and walls of processing and utility rooms of confectionery shop is done at least once a year				
6.6. Finishing of mess huts (halls) is persistent to washing and disinfection				
6.7. For inside finishing, materials permitted for use in RT are applied				
6.8. In workshops for cooking cold plates and soft ice cream and in confectionery shops, germicidal lamps are installed				
6.9. There are no breakable items, mirrors and indoor plants in processing workshops				
6.10. Daily cleaning with applying of detergents and disinfectants, is done				
6.11. After every visitor, dining-tables are being cleaned				
6.12. Major cleaning and disinfection of premises are carried out not less than once a month (based on schedule)				
6.13. There are no insects and gnawing animals inside				
6.14 To clean processing premises, storerooms, utility rooms, toilets, separate tools are used that are stored in designated place				
6.15. Tools for washing toilets have painted sign on them , and are stored separately				
6.16. At the end of each shift, all inventory is washed using detergents and disinfectants, and dried afterwards				
6.17. Staff of processing shops is not allowed to clean toilets				
6.18. Existing detergents and disinfectants are stored in manufacturer container in specially designated place				
7. REQUIREMENTS FOR EQUIPMENT, INVENTORY, DISHWARE AND PACKING				
7.1. Technological equipment, tools, dishware, containers are made of materials allowed for use in the Republic of Tajikistan				
7.2. Washing of technological equipment is done upon its soiling, and at the end of work. At the end of day, processing tables are washed applying detergents and disinfectants, washed with hot water and wiped				
7.3. Cutting tools are assigned for every workshop and have special marking on them				
7.4. For cutting meat, fish, vegetables and other products, there are special knives and cutting boards without cracks and splits				
7.5. Cutting boards and knives are marked according to products cut (for instance: "FM" for fresh meat)				
7.6. After every processing step, cutting tools are cleaned and washed with water and detergents				
7.7. Cutting tools for raw and ready products are stored separately from each other in specially designated place				
7.8. Chopping block for meat and fish:				
a) is made of hard wood, with smooth surface, without cracks				
b) is placed on crossbar or on special stand				
c) daily, after finishing work, it is cleaned with knife and treated with salt				

d) occasionally, it is sawed down and trimmed				
7.9. For producing and storing ready foods, stainless steel dishware is used				
7.10. Aluminum and duralumin dishware is used only for cooking and short-term food storing (not more than one hour)				
7.11. Dishware without cracks, chips, distortion, damaged enamel				
7.12. The following is provided for washing dishware manually:				
a) at high capacity facilities: three-section tub for tableware, two-section tub – for glassware and cutlery, and two-section tub – for kitchen utensils				
b) at small capacity facilities: three-section wash tank with primary washing of glassware and one-section wash tank – for washing cooking utensils				
7.13. Rules for washing kitchenware, tableware, glassware and cutlery are observed				
7.14. At the end of day, all dishware and utensils are treated with disinfectants				
7.15. Clean tableware is stored in closet or on grate				
7.16. Clean cutlery is stored in hall in special box-cases with handles up				
7.17. Cases for cutlery are washed and dried daily				
7.18. Trays for visitors are wiped after every use. Unclean and distorted trays are not used				
7.19. Dishwashing brushes are cleaned after finishing work, soaked in hot water with added detergents, rinsed with water, dried and stored in specially designated places				
7.20. Instruction on rules for washing dishware and tools is hung in wash-rooms				
8. REQUIREMENTS FOR TRANSPORTATION OF PRIMARY FOOD PRODUCTS AND FOOD PRODUCTS				
8.1. For high capacity facilities:				
a) Availability of carrier or contract on delivery of primary products and food products				
b) Transportation of primary products and food products is done by special, clean carrier with certificate of hygiene, if transportation is done by public catering facility itself.				
c) Inside of vehicle, cab is equipped with shelves, and washable material is upholstered if transportation is done by public catering facility itself.				
d) Persons accompanying primary food products and food products, and loading and unloading them, use special clothes (coat, gloves) if transportation is done by public catering facility itself.				
e) Special carrier intended for food transport is used only for intended purposes				
8.2. Perishable foods are transported by refrigerated carrier or in refrigerators				
8.3. Storage conditions and sale time for perishable food products are observed.				
8.4. Ready-to-serve foods and confectionery products are transported in marked and clean containers				
9. REQUIREMENTS FOR ACCEPTANCE OF PRIMARY FOOD PRODUCTS AND FOOD PRODUCTS				
9.1. Primary food products and food products delivered to facility are kept in intact clean containers				

9.2. There are no following food products at the facility:				
a) meat and by-products of all kinds of farm livestock without stamp or veterinary certificate;				
b) fish, farmed poultry, undrawn poultry (except wildfowl) without veterinary certificate;				
c) eggs with soiled shell, duck and goose-eggs;				
d) canned food with seal failure, bloated cans, “springer swell”, cans with rust, distorted, unlabelled;				
e) grits, flour, dried fruit and other products infected by storage pests;				
f) vegetables and fruit with moldiness and signs of spoiling;				
g) poisonous fungus, uncultivated edible, wormy, pressed mushroom;				
h) expired food products and those with signs of bad quality;				
i) home-made products without permit of sanitary and epidemiological service				
10. REQUIREMENTS FOR KEEPING PRIMARY FOOD PRODUCTS AND FOOD PRODUCTS				
10.1. At small and high capacity facilities, products are kept in the following order:				
a) in container of manufacturer or, if needed, are displaced into clean container marked according to product type				
b) according to adopted classification of production types: dry (flour, sugar, grits, pasta and other); bread; meat, fish, milk-fat, gastronomic, vegetables and fruit				
c) observing rules for products environment, storing regulations, expiration date and storage conditions				
d) products having characteristic smell (spices, herring) – are kept separately from other products (dairy butter, cheese, eggs, tea)				
e) sour cream, curd – are kept in containers with lids. Spoons and blades are not kept in containers together with sour cream and curd				
f) dairy butter – is kept in factory containers or bars rolled in parchment, in trays, melted butter – is kept in manufacturer container				
g) big cheeses – is kept without container on clean shelves. While placing cheese one upon another, cardboard or plywood is placed between them. Small cheeses are kept in consumer containers				
h) ready meat foods (wurst, ham, sausage, wiener) – are kept in supplier containers or in tote-boxes				
i) eggs in boxes – are kept at temperature not above 20°C and relative humidity of 65-70%. When purchasing eggs for long term use (more than two weeks,) they should be kept in refrigerator. Egg powder is kept in dry premise, egg mixture – is kept at temperature not above 6°C				
j) grits and flour – are kept in sacks on poles and in stock piles at distance above floor not less than 15 cm				
k) tea and coffee – are kept on shelves in dry ventilated premises				
l) rye and wheat bread are stored separately. Doors of closets for bread have holes for ventilation. Closets for storing bread are wiped once a week with 1% solution of acetic acid				
m) frozen vegetables, fruit, berries – are stored in supplier containers in deep freeze units				

n) when purchasing a supply for not more than three days, vegetables are stored directly at work area in bins built into worktables				
10.2. At high capacity facilities:				
a) Refrigerators for storing products are equipped with easy washable shelves with system of condensation collection and drainage, and if needed – with suspension-girders with tinned hangers, or ones made of stainless steel.				
b) Refrigerated beef carcass, half carcass, quarters are hang on hangers so they would not touch each other, walls and floor. Frozen meat is stored in piles on shelves or poles.				
c) Refrigerated by-products, poultry, fish are stored in supplier containers on shelves or poles.				
d) Pasta, sugar, salt are stored in supplier containers on shelves or poles.				
e) Bread is stored on shelves, closets. Separate storeroom is allocated for bread.				
f) Potatoes and root vegetables are stored in dry dark rooms; cabbage – is kept on separate shelves, or in bins; pickled, brined vegetables – are stored in barrels, at temperature not above 10°C. Fruit and greens are stored in boxes in cool places at temperature not above 12°C.				
11. REQUIREMENTS FOR TREATING PRIMARY PRODUCTS AND PRODUCING PRODUCTS				
11.1. While cooking ready-to-serve foods and confectionery products, route production process is observed.				
11.2. Treatment of raw and ready products is done separately in specially custom shops or at units without workshop division, in one room but on different marked tables				
11.3. Meat is defrosted in microwave or on processing table, but NOT in water or near stove				
11.4.* Meat was frozen the second time				
11.5. For treating fresh poultry, separate tables, cutting and processing equipment are allocated. Or, at small capacity facilities, poultry is processed on table for meat, using separate cutting tools, processing order and further disinfection table surface after finishing processing poultry				
11.6. in unmixed mode, salads are kept at temperature 2-6 °C for not more than six hours				
11.7. At the facility:				
a) there are no products, produced and sold, made of trimmings meat, pork cheeks, blood, rolls of head meat;				
b) liquid (raw) milk is used only after boiling				
c)* beer, sour-milk drinks and alcoholic beverages are produced				
d)* vegetable, meat, fish, mushroom canned food is produced				
12. REQUIREMENTS FOR DELIVERY OF DISHES AND SUPPLY OF SEMI-FINISHED PRODUCTS AND READY-TO-SERVE FOODS				
12.1. Single-use dishware is used only one time				
12.2. For delivering semi-finished products from cooking workshops to final cooking workshops or food stores, clean reverse marked packing is used (with tightly closed cover), as well as packaging materials, allowed for use in RT				
12.3. Food waste is collected into special marked container with lid, and is				

placed in separate room				
12.4. After waste removal, bowls and buckets are washed with detergent and disinfectant, rinsed with hot water and dried. For washing containers for food waste, a space is allocated and waste disposal into sewerage is built				
12.5. Availability of special carrier for waste transportation or contract for waste removal				
13. REQUIREMENTS FOR OBSERVING PERSONAL HYGIENE BY PUBLIC CATERING FACILITY STAFF				
13.1. At public catering facilities' welfare rooms are provided (shower for high capacity facilities) and other conditions for personal hygiene activities for staff)				
13.2. Staff of public catering facilities, as well as college students before having work practice, should pass mandatory preliminary examinations before hiring, and periodical medical examination, as well as hygienic training in established order				
13.3. All staff have one set of sanitary clothes, cap or handkerchief.				
13.4. They keep hands clean, work in sanitary clothes, while leaving facility and before entering toilet they take sanitary clothes off, wash their hands with soap before starting work and after going to toilet, and after each break and after touching dirty items.				
13.5. While cooking dishes, ready-to-serve foods and confectionery products, they put hair up under cap or handkerchief, take off jewelry, watches and other breakable items, cut nails short and don't polish them				
13.6.* pin sanitary clothes with pins, needles and keep personal items in pockets of special clothes				
13.7. Daily before starting production shift in workshops, as well as at facilities producing soft ice cream, medical worker or other person responsible, examine open body surfaces of staff for pustular diseases. Persons with pustular skin diseases, festering cuts, burns, sores, as well as contagious diseases, or suspected of having one, are not allowed to work in workshops. Results of examination are recorded in special registry.				
13.8. There is medicine box with set of medications for the first aid purposes.				
14. ORGANIZATION OF PRODUCTION CONTROL				
14.1. Production control is carried out in the order and in frequency, defined by internal regulatory documents of the facility.				

**answering "Yes" – means violation of sanitation rules*

Interpretation of terms used in the checklist

- 1 "YES" - yes, exists, conforms, satisfactory
- 2 "NO" - no, doesn't exist, doesn't conform, unsatisfactory
- 3 "N/A" - not required/not foreseen

This checklist is compiled based on the following:

- 1. Sanitary rules and regulations "Sanitation and epidemiological requirements for public catering facilities"