Kingdom of Saudi Arabia
Saudi Food & Drug Authority

المملكة العربية السعودية
الهيئة العامة للغذاء والدواء

Health Conditions in Food Establishments and their Personnel inspection form

General Information about the Establishment

Establishment Name			
Registration No.			
Country			
City			
Establishments Address			
Establishment activity			
Establishment type			
Approved suppliers (Farm/s Details: name and address)	Zone	Address	
Contact Info. Tel: Mob: Email:			
Official Authority (C.A) (Name of all C.A. that control est. +issue health certificate)			
Source of raw materials			
Name of Quality & Control Manager:			
Personnel Information	Total No. of Workers:	No of shifts:	No of workers per shift:

	No. of Supervisors:		No. of Supervisors per shift:
Actual daily Production (Tons)			
Approved daily Production (Tons)			
Countries import your products			
Final products storage capacity (Tons)			
Export to KSA since			
Year of construction			
Certified Quality System (HACCP, ISO22000, others)			
No. of Official Government Inspectors:			

High Risk Medium Risk Low Risk

Establishment Details

	Description	Applied to 40%	Applied to 55%	Applied to 70%	Applied to 85%	Applied to100%	Remarks
	Location						
1.	Is the facility located away from any sources of pollution (e.g.: unpleasant smell, smoke, dusts …etc)?						
2.	Is the area where the facility is located not subject to environmental hazards such as flood?						
	Size						
3.	Does the facility sufficiently accommodate for the personnel and equipment without causing any congestion?						
4.	Are there enough stores for raw materials and final products?						
	Roads and yards						
5.	Do the roads and yards inside the factory ensure smooth traffic for people and machines?						
6.	Do the roads and yards outside the factory ensure smooth traffic for people and machines?						
	Design						
7.	Does the design allow for proper maintenance, sanitary inspection, and cleaning at all stages of production?						
8.	Does it allow for infestation of pests, insects, birds or environmental pollutants such as dust or smoke?						
9.	Does it lead to the smooth application of healthy practices along the production line starting from the raw						

	materials and ending with the final product?						
10.	Does it provide the required vital conditions for manufacturing?						
	Floorings						
11.	Are they waterproof?						
12.	Are they easy to wash and scrub?						
13.	Are they slippery?						
14.	Are they free from cracks and holes?						
15.	Are they affected by weak acids, alkaline or steam?						
16.	Are they well–slopped for proper drainage?						
	Walls						
17.	Are they smooth and waterproof?						
18.	Are they easy to wash and scrub?						
19.	Do they have bright colors? Are they free from cracks?						
	Ceilings						
20.	Are they designed in a way to prevent accumulation of dirt, condensation, and fungal growth, and rust?						
21.	Are they easy to wash?						
	Stairs, elevators, pavements, escalators, and ramps?						
22.	Are they designed in a way to prevent food contamination? Are they easy to clean and maintain?						
	Doors						
23.	Are they smooth, waterproof, and shut automatically?						
	Windows						

24.	Do they prevent accumulation of dirt?						
25.	Are they made of stainless materials?						
26.	Are they made of smooth material?						
27.	Are they waterproof?						
28.	Are windows equipped with appropriate wire mesh screens to prevent entry of rodents or insects?						
29.	Are they easy to clean and maintain?						
30.	Are the interior window sills slanted to prevent using them as shelves?						
31.	Do they automatically close?						
	Ventilation						
32.	Is the building well-ventilated to provide proper air circulation and prevent high temperature, condensation, accumulation of dirt?						
33.	Does the air circulate from contaminated to clean areas?						
34.	Does the air vents are covered from outside by metallic mesh to prevent entrance of rodents or insects?						
	Lighting						
35.	Is there enough natural and artificial lighting?						
36.	Is the lighting inside the production area are covered?						
	Machinery and equipment used in manufacturing processes						
37.	Are the equipment and utensils used in food processing are made of corrosion-resistant material and bear washing and sterilization?						
38.	Are the conveyor belts made of material that are easy to clean and						

	non−absorbent for water and liquids?						
39.	Are equipment and utensils used desigined and installed in a manner that prevents health risks and can be cleaned and sterilized easily?						
	Changing Rooms and Showers and Canteens						
40.	Are there enough changing rooms and wardrobes for all workers?						
41.	Do workers wear clean clothes?						
42.	Is there enough supply of hot and cold water in the showers?						
43.	Are the showers directly overlooking food handling areas?						
44.	Are the showers clean and provided with the suitable detergents?						
45.	Are the showers installed with bright tiles? Are they free from cracks?						
46.	Do the showers accommodate for the number of employees?						
47.	Is there a specific place for eating, drinking for the employees?						
	Water Closets						
48.	Are the toilets designed for proper sanitation?						
49.	Do the doors close automatically?						
50.	Are there enough ventilation and lighting?						
51.	Are they directly overlooking food handling areas?						
52.	Are they clean? Are there toilet flushers, proper cooling and heating devices?						

53.	Are there washbasins, toilet papers and dispensable towels?						
54.	Is the number of toilets suitable for the number of employees?						
55.	Is there signboards for the staff inside the water closets?						
	Wash Basins						
56.	Are there enough instruments for washing and drying hands?						
57.	Are the basins installed in clear places?						
58.	Are there dispensable towels?						
	Waste Disposal						
59.	Are wastes disposed in such a way to prevent contamination of drinking water or food?						
60.	Are the wastes covered properly to prevent release of unpleasant odors or infestation of insects?						
61.	Are the waste disposal methods in place approved by the competent health authorities?						
62.	Are the waste bins properly closed, and it's open and close by foot?						
	Water Sources						
63.	Is there enough water supply?						
	Non-potable water						
64.	Is it compliant with the health conditions approved by the competent authority? Is it free from microbial contamination factors?						
	Containing and disposing damaged materials and foods						

65.	Are the necessary sanitary means provided to collect damaged materials and foods? Are there designated areas for disposal?						
	Health Manufacturing Conditions						
	Preparation and processing						
66.	Are the various activities of preparation, processing and packing maintained in an orderly, sequential and swift manner so as to prevent contamination, spoilage, or growth of microbes, toxins or any pathogens?						
67.	Are periodical samples collected randomly from the production line and final product to ensure product safety?						
	Packing Methods and Final Product Protection						
68.	Are the products packed in containers free from any articles that may lead to undesired biological or sensory changes?						
69.	Are the products processed well to prevent poisoning and cross–contamination?						
70.	Are the packing materials waterproof, tasteless and odorless to ensure product safe from contamination?						
	Packing						
71.	Is it carried out under suitable health conditions?						
72.	Do the applied storing methods ensure product safety from contamination, factors of spoilage and infection, and any risks to public						

	health?						
	Product Coding						
73.	Is the product traceable (from manufacturing to retailing)? Are the final products, which are distributed during manufacturing or packing, coded to identify each batch and its date of production in case of contamination or any defect?						
	Storing and Transporting the Final Product						
74.	Are the final products stored under conditions which prevent microbial growth, spoilage or damage of packages?						
75.	Do the final products undergo periodical inspection during storage to ensure that they are fit for human consumption and compliant with the final product standards?						
76.	Are the storage areas free from moist? Are they equipped with well-functioning cooling devices? Are rodent control strategies applied?						
	Personnel Hygienic Conditions						
77.	Do food-handling personnel undergo pre- employment check-ups administered by recognized health care providers as chosen by the Health Ministry?						
78.	Is there a routine check-up for personal (once a year at least) to						

	ensure they are healthy and free from epidemic diseases?						
79.	Are personnel, who have contagious lesions, blisters or any symptoms of infectious diseases, excluded from work until they fully recover?						
80.	Do personnel, working in perishable food factories, take showers prior and after operations? Do they wear mouth masks, head covers to prevent contamination?						
81.	Do they maintain hand hygiene (clipped and clean nails)?						
82.	Do they wash their hands with hot, soapy water before and after work?						
83.	Are they allowed to wear jewelry?						
84.	Do they wear clean uniforms?						
85.	Do they put on clean, intact gloves?						
86.	Do they put on clean head covers?						
87.	Are clothes hanged in the operation sites?						
88.	Do the personnel have any observable bad habits such as drinking, eating, nose picking, smoking while processing, handling, packing or storing food?						
89.	Do they put their fingers in the mouth, eyes, ears, nose, or head during operations? Do they cough, sneeze near the food?						
90.	Do they sleep; lie in their working areas, food preparation sites or in the food stores?						

91.	Are there any precautionary measures in place to prevent visitors from contaminating food?						
	Pest Control						
92.	Is there a periodic probing for interior and exterior nesting places for pests?						
93.	Are the walls, grounds, elevators and transporting instruments regularly checked for cracks where insect eggs and secretions may be found?						
94.	Are the pest control substances very effective on rodents? Are they used in a way so that they do not contaminate the food? Are they used within the human safety limits?						
95.	Are the contaminated pest control tools and devices cleaned properly before re- using?						
96.	Do the detergents have complete solubility? Do they have corrosion control qualities on metal surfaces? Do they have emulsifying effects on fats? Do they dissolve solid articles of food? Do they have powerful bactericidal effects?						
97.	Are pesticides stored in designated, locked stores?						
98.	Are pesticides handled by well-trained and experienced employees? Do they take extreme caution when they use them so as to prevent food contamination?						

99.	Is the establishment have contract with specialized pest control company?						
	Health Control Programs						
100.	Is there a particular person who is assigned only to the cleaning duties, and is not involved in the production operations?						
101.	Does this person have two permanent assistants well trained in handling and using cleaning instruments?						
102.	Are critical areas, equipment, and articles given special attention?						
	Lab Control						
103.	Does the factory have a special laboratory where the necessary basic tests are administered to ensure product safety?						
104.	Do the official competent authorities take routine samples from the production line for analysis to confirm products' compliance with standards?						
	Personnel Health Education						
105.	Are the personnel familiarized about the ways to safeguard against contamination? Are they aware of the sanitary fundamentals which must be maintained during food manufacturing operations?						

Name of Establishment representative:

Signature:

Position:

Date:

Details of evaluation member team:

Name	Position	Department	Signature

Supervisor review and approval

Name	Date	Signature