Regulations on general health requirements for the food preparation, processing and sale stores & public health related facilities

1440 - 2019

Agency of municipal affairs - foodstuffs general department
In the name of Allah
the Clement and Merciful
Regulations on general health requirements for the food preparation, processing and sale stores & public health related facilities

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Objectives of the regulations

Food safety depends on latent consumption hazards be it biological, chemical or physical. Seen that food is among the most important survival basics and in order to realize its benefits properly, its safety should be guaranteed against any hazards that may lead to perishing or that might have harmful effects on the consumer as it is exposed to pollution from various sources starting from production sites through stages of handling and processing till presentation to the consumer. In order to guarantee presentation of foodstuff in compliance with healthy guidelines and conditions that warrant delivery to the consumer free from pathogens and diseases transmitted by it and be produced in sites providing the necessary health requirements, in addition protecting the visitors of the public health related stores from diseases that may be transmitted from the service provider, the ministry has issued this public health regulations for the food preparation, processing and sale stores & public health related facilities.

This regulations provides the health requirements that should be met by the facilities and stores and related equipment necessary to its safety and adaptability of design and continued maintenance and cleanliness and the manpower health requirements that provide for the health guidelines and standards of safety, aptness, personal hygiene and proper practices in handling foodstuffs in addition to the guidelines towards issuance of health certificates.

While the agency of municipal affairs requires the operators of facilities and stores to comply with this regulations in view of safeguarding the safety and health of the consumer it looks forward to having opinions and suggestions on its website www.momra.gov.sa

With our best compliments.
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Chapter 1
Scope and Definitions
Article (1): Scope

Articles and terms of these regulations apply to food preparation, processing and sale stores and public health related facilities.

Article (2): Definitions

Stores of preparation and processing:

Systematic entity used for preparing, processing, packing and storing its raw materials and products in an area commensurate with the volume of work and the quantity of production for daily consumption, and a part of the store shall be allocated to display the final products. Marketing shall not be permitted to third parties.

Foodstuffs Preparation and Selling Stores:

A regular entity is equipped to receive, store, display and sell foodstuffs in an area commensurate with the volume of work and the quantity of exhibits.

Store:

Establishment dealing with food handling during the food chain stages or delivering a public health related service.

Product:

A natural, cured or processed commodity in its final form for the purpose of trade.

Production date:

The date on which the foodstuff becomes as indicated on label.

Packing date:

Date on which the foodstuff is packed directly in the package proposed for sale.

Expiration date (to be used before this date):

Tentative date on which the product, under the specified storing conditions, loses some of the quality properties that the consumer expects and beyond which the product may not be marketed.

Batch (operation):

A specific quantity of the commodity originally produced under the
same conditions.

**Plastic pack:**

A package made from plastic material under the recognized standard specification, used for packing and wrapping the foodstuff, for the purpose of protection and preservation and which may be of various shapes as follows: bottles, bags, plates, trays, cups, soft and hard pipes, jars, kegs, boxes, woven bags or any other geometrical shapes.

**Foodstuff packages:**

Containers made or formed from packaging and wrapping material appropriate for foodstuffs, for the purposes of protection and preservation and ease of use such as: metal boxes; glass, plastic and foil packs; paper, plastic and woven bags; carton containers or any other type of containers including the basic and secondary packages.

**Primary package:**

A package providing the basic containment being in direct contact with the food.

**Secondary package:**

External package to host the primary package serving the purposes of transport, storage, distribution and marketing.

**Packing and wrapping:**

Any process involving placing the food in appropriate packages suitable for display to consumer according to its nature or placing the packs inside other wrapping materials provided both shall display the required data such as food label specification.

**Food label:**

Any indication, symbol, trademark or any illustrated or descriptive information either inscribed, printed, drawn, labeled, stuck, itched or pressed on any food container, cover or wrapping or attached thereto.

**Food:**

Any edible preparation either raw, fresh, processed or semi-processed. It shall be considered as food any material used in the manufacture,
preparation or treatment of the food.

**Food health:**

To follow the necessary methods to ensure food safety in terms of health at all stages of its preparation, production, processing, handling, storage and transport.

**Food safety:**

Reliability of food to be free from any hazard or harmful source during the food chain stages to delivery to the consumer.

**Food validity:**

Ensure that the food keeps its full visual and sensorial properties since its production date till expiration date and be edible according to intended use.

**Food quality:**

Degree of distinction of the food or its properties necessary to meet the consumer need and be acceptable to him or that met the standard specification or quality technical rules approved by the authority.

**Food spoilage:**

Any change taking place that affect the properties of the food due to microbial, chemical, environmental or harmful mechanical activity leading the food be declined by the consumer or disqualified by the regulatory authorities for not conforming with the special specifications of quality and food safety.

**Food chain:**

Stages undergone by the food starting from primary production till delivery to the consumer including importation, exportation, processing, preparation, treatment, packaging, processing, storing, possession, distribution, display for sale and sale and distribution for free.

**Food handler:**

Any person interacting directly or indirectly with the packed or unpacked foodstuffs or with the food equipment and tools and the surfaces in contact with the food and who shall be required to observe
application of food safety conditions.

**Primary food production:**

Links composing the food chain including but not limited to harvesting, slaughtering, milking and fishing.

**Raw materials:**

The set of primary or intermediary materials that participate alone or in combination with other material in processing an end product through a number of consecutives processes.

**Additive:**

Any added material not making part of the food ingredients for the preservation or improvement of food properties and be added for technical or nutritional purposes either during the manufacture, preparation, handling, packaging, wrapping, transport or storing and which may become, directly or indirectly, by itself or through its byproducts part of the food.

**Potable water:**

Water basically reserved drinking subject to the approved standard specifications either directly from the tap or indirectly in the beverages, ice or foods the preparation of which depends on water.

**Water reserved drinking means:**

a. All forms of water either in its original state or after treatment that is reserved for drinking, cooking or preparation of foods or for other production purposes notwithstanding the source of such water and whether available through distribution network, tanks, bottles or packs.

b. All water used in any food production process undertaken for the processing, treatment, preservation, product marketing or human reserved materials unless otherwise the competent national authorities is satisfied of the absence of any effect of water quality on the safety of food in its final form.
Good health practices:
The mandatory requirements and precautions to control risks in order to guarantee the edibility in all stages of food chain taking into consideration the expected use of the food.

Good manufacture practices:
Compliance with the codes of conduct, industrial specifications, regulations and legislations related to food processing, handling, labeling and sale set forth by the industry; local, national or international entities for the sake of protecting the consumer from diseases, fraud and circumvention in products.

Pollutants:
Any material introduced by accident to the food during the stages of food chain that affects the safety and validity of the food.

Pollution:
The act or process that renders the item harmful or inappropriate such as presence of intruding materials particularly those contagious leaving the material or preparation non-pure or harmful.

Cleaning:
The elimination of leftovers (such as the food remains, dust … etc.) by using physical or chemical means.

Onsite cleaning:
The removal of dirt from the surfaces in contact with the product in static position by spreading, spraying or flowing chemical solutions and rinsing with water the surfaces for cleaning.

Decontamination:
A method to be used to get rid of or decrease the number of microbes to the permitted limits on the food surfaces or equipment … etc. by using physical or chemical means.

Sterilization:
Elimination of all microbial forms including bacterial spores by using physical or chemical means.
Regulations on general health requirements for the food preparation, processing and sale stores & public health related facilities

**Nutritional facility:**

Any establishment involved in acts related to food handling during the stages of food chain with the exception of household kitchens.

**Health requirements:**

A set of guidelines that should be met in the nutritional facilities involved in the production of foodstuffs.

**Equipment:**

Means all the needs necessary to the facility and which is commensurate with the nature of its activity and practice.

**Tools:**

Containers, utensils, machinery, tools, instruments and commodities (in whole or in part) that is used in the processing, preparation, preservation, sale or supply of foods.

**Drainage:**

Liquid waste that contains vegetal or animal materials in a suspension or solution and may include solutions that contain chemicals.

**Pests:**

Any undesirable animals and insects including birds, flies, rodents, larvae or any type of worms.

**Pest control:**

The various means used in fighting or prevention of all pests and insects and its secretions and parts and dispose of it in an appropriate healthy ways.

**Water activity:**

The quantity of free, inactive or non-linked water. As it is chemically non-linked it stands available for microbial growth or other undesirable chemical changes in the product.

**pH value:**

the digital measure of acidity or alkalinity of a solution. This value decreases for acidity and increase for alkalinity while the neutral solution pH value is 7.
License:
A statutory document issued by the competent authority (secretariat or municipality) authorizing operation and practice of the activity at the facility upon meeting the required conditions for a specific period to be renewed periodically.

Rancidity:
The bulk of chemical changes that take place in the fats and oils and related nutritional products during the inappropriate storage resulting in undesirable taste and odor.

Fats and oils trap:
A special engineering design unit used to separate fats and oils from waste water produced in the nutritional facilities.

Means of transport:
Trucks, containers or tanks used in the transport of foodstuffs at room temperature (25°C), cooling (4°C) or freezing (-18°C) temperature.

Platform:
A plastic, metal or wooden shape with stands at least 30 cm above the ground allowing easy cleaning of flooring.

Hand washing:
Removal of dirt from the hand by using skin adapted soap.

Visitor:
An individual not working on permanent basis at the facility including the outside visitors “such as auditors, suppliers, contractors and controllers” and support manpower who are any other individual not working in this concerned area such as the maintenance manpower, personnel and janitors.
Chapter 2
General Requirements
Article (3): General health requirements

A set of controls that should be provided and adhered to as it’s considered basic and binding conditions to obtain the license of practice for the store.

Article (4): Location and surface area

4.1. Location

a. The location should comply with construction regulations and conditions and the use provided for in the applicable legislations.
b. The location should be suitable for the nature of activity and the manufacture processes to be undertaken. It is forbidden to practice the activity outside the borders of the licensed stores.
c. The location should not be exposed to pollution sources, either directly or indirectly.
d. It should not have a negative effect on the neighboring external environment.
e. Provision of a safe means of water and sewerage and a source of electricity and gas.
f. Non-connectivity of two stores unless the license provides expressly otherwise.

4.2. Surface area:

It differs from one store to the other depending upon the licensed activity.

Article (5): the building

5.1. Building design and structures:

a. Design and structures should be according to the Saudi building code; provided that they shall be suitable and sufficient to conduct all the licensed activities and placing the necessary equipment.
b. The design and internal structures should allow easy flow and sequence of steps starting from the stage of receiving the raw materials till the storage of the product and related movement of manpower, machinery and foodstuffs provided it shall be in one
direction only to guarantee safety of the product.

c. The design and structures should allow easy operations of cleaning and decontamination and conduct the necessary supervisions and follow-up procedures.

d. The design and structures shall prevent ingress of dirt, dust, vapors, smoke and any other pollutants and shall prevent ingress and infestation by insects, vermin, rodents and harmful animals and pets.

e. The design and internal structures should provide for a safe environment for the manpower, guests and suppliers and for access control.

f. The design and structures shall provide for the separation of production areas from each other and from other areas (such as water closets, cleaning materials and chemicals warehouses … etc.) that may have a negative effect on the safety of product or the rendered service.

5.2. Construction and finishing materials:

a. All structures should be of blocks and reinforced concrete or similar quality and appearance material subject to the recognized technical practices and the applicable regime.

b. It shall be strictly forbidden to use the rock wool (asbestos or metal silica fibers resistant to heat and chemicals…) or any material made of it or any material harmful to public health.

c. Finishing materials, such as paints and ceramic…, should be easy to clean and decontaminate.

5.3. Flooring:

a. Design of the flooring should meet the practiced activity requirements provided it shall be made of waterproof, fat proof and food waste proof materials and be resistant to cleaning materials and means.

b. The used materials should be of tiles or erosion high resistant coarse ceramics or of reinforced concrete coated with waterproofing
materials with anti-skidding light color surfaces.

c. Flooring should be provided with sufficient sewerage outputs fitted with strainers with hermetic covers to be opened only upon cleaning and be closed right afterwards.

d. The flooring should be slightly steep to drain any spilled water towards the appropriate output to avoid accumulation.

e. The junction point between flooring and walls should not be acute instead it should be round (45°) to facilitate cleaning and decontamination to eliminate refuge for pollutants.

f. The surface of flooring should be in good condition free from cracks to avoid accumulation of water and waste or intrusion and hosting insects and rodents.

5.4. Internal roads and paths:

a. The used materials should be from reinforced concrete coated with a layer of asphalt suitable for traffic subject to the recognized technical practices and the applicable regime.

b. It should provide for various and suitable drainage means to secure the cleaning process.

5.5. Walls:

a. It should be of non-harmful materials with smooth and sturdy surfaces free from cracks or acute edges, non-absorbent of water and fats and easy to clean and decontaminate.

b. The walls should be designed such that it shall meet the activity requirements and be coated with light color porcelain or ceramic in the raw materials delivery halls and in the halls of processing, preparation and packaging as well as in water closets and wash basins at a height of at least two meters from the flooring and the remaining walls shall be painted with a suitable oil light paint.

c. All wall embedded conduits should be closed such as electric wirings, plumbing and pumping pipes and provide an adequate number of outputs equal to 1/6 of the flooring surface area to secure
ventilation and natural lighting.

d. It should be built at a height suitable for the intended operations and commensurate with the machinery and equipment design.

5.6. Ceilings:

a. Ceilings should be designed and maintained periodically such that it shall be suitable to the undertaken activity and prevent the accumulation of pollutants, dirt and dust and be easy to clean. They shall be painted with a suitable oil light paint.

b. Ceiling in the halls of preparation, processing, packaging and wrapping and storage of foodstuffs of anti-dust type, non-absorbent of water, solid and free from cracks or holes.

c. The height of the ceiling should be suitable with non-acute angles i.e. round angles (45°) to prevent accumulation of pollutants.

d. It’s not recommended to use false ceilings at the halls of preparation, processing, packaging and wrapping and storage of foodstuffs and permissible elsewhere provided that:
   1. The surfaces of false ceiling should be made of non-permeable or absorbent of liquids and anti-rust or erosion, smooth and easy to clean.
   2. Provision of an easy access to the space above the false ceiling in order to facilitate cleaning, maintenance and discovery of infestation by pests.
   3. All components of the false ceiling should prevent accumulation of dirt and adequate measures should be taken to prevent condensation of vapors and consequent undesirable fungal growth.

5.7. Windows (if any):

a. It shall be designed such that it shall prevent accumulation or infiltration of dust and pollutants and its internal edges should be slant to prevent usage as racks provided that its height from the flooring shall be suitable i.e. in the last third of the wall and be of
adequate size to provide daylight.

b. It should be made from aluminum or any other anti-rust and anti-humidity metal and fitted with tempered glass provided it shall be easy to dismount and mount for easy cleaning and maintenance and may be opened or auto closed to provide natural ventilation and fitted with a 16 hole per sq. in. sturdy mesh made of anti-rust material to prevent infiltration of insects and rodents.

5.8. Doors:

a. Shall be designed in an adequate shape and size made of non-absorbent, anti-rust and waterproof material with smooth surfaces for easy cleaning and hermetic lock.

b. Doors in the locations of handling final products should not be opened directly to the exterior of the building or open places that may constitute a source of pollution such as primary materials spaces and water closets and should be automatically and hermetically closes.

c. Provision of air or plastic curtains on the entrance doors to prevent infiltration of insects.

d. The store entrance door should be equipped with doors to be opened in emergency cases leading only to outdoors and be hermetic.

e. Footwear baths for shoes decontamination (at locations of preparation and processing):
   1. Placing decontaminating footwear baths on level grounds at every entrance leading to production locations for the manpower coming from other zones of the store.
   2. Baths shall be filled with disinfectant solution such as potassium permanganate at a concentration of 200 ppm and feet should be immerses for few seconds in the bath provided the solution shall be replaced every 2-3 hours as per usage and upon mutation of pink color to brown.
   3. Baths should be cleaned twice a week using soap solution (10%)
and sanitized with a disinfectant such as chlorine (300 ppm) then thoroughly rinsed with water.

5.9. Superstructures (if any):
   a. All installations, ducts, pipes and superstructures shall be installed and maintained such that is shall prevent leakage and condensation in order to avoid contamination of food and raw materials or the smooth surfaces of the food.
   b. The waste drainage location and design should not be cause of contaminating food provided it shall be fitted with cleaning hatches.
   c. Structures should be free from faults, cracks and insect hides.

5.10 Stairs and lifts (if any):
   a. Stairs: should be of marble, granite or heavy duty smooth mosaic for permanent cleaning and disinfection.
   b. Lifts: should be from stainless steel or from iron coated with anti-rust paint and should be continuously cleaned and disinfected.

Article (6): Amenities and services

6.1 Water source
   a. Drinking water
      1. Provision of a water source from the water network or from another safe source at adequate amounts under a suitable pressure and temperature being away from pollution source particularly the sewerage and be potable subject to the approved standard specifications.
      2. Provision of appropriate storage places and water distribution facilities such as underground or surface tanks using pipes made of galvanized iron, stainless steel or PVC subject to the approved standard specifications.
      3. The underground tanks shall be made from non-absorbing or permeable material, anti-rust, smooth without cracks; erosion or faults and easy to clean, decontaminate and sterilize.
      4. The underground tanks shall be located away from the sewerage
network by at least three meters and at least one meter above the drywell at a distance of at least ten meters and should be clearly labeled to avoid contamination.

5. Surface tanks shall be of fiberglass or other anti-rust materials designed for easy cleaning, decontamination and sterilization and shall be hermetically closed with lock to ensure health security.

6. Underground and surface tanks should be monitored for periodic cleaning with keeping records on the applied controls.

b. Non-drinking water (if any):

1. All non-drinking water used in diluting drained liquids, vapor production, firefighting, washing and cleaning purposes or other similar tasks should be channeled in adequate pipes separated completely from that transmitting drinking water without any cross joints or possibility of leaking of the non-drinking water to the drinking water pipes. Such pipes should be clearly labeled by special color paint.

2. Non-drinking water used in boilers and condensers shall be, as required, formally approved.

6.2. Vapor supplies (if used in the production operations):

a. Vapor pumped directly to the products should be free from harmful and foreign materials and shall be used only the permissible materials subject to approved standard specifications.

b. No compounds shall be added to the boilers in case of using a secondary vapor generator to convert soft water into vapor.

c. Use condensation traps to ensure security and adaptability of vapor source with production processes.

6.3. Sanitary drainage:

a. The store shall be serviced with an internal network compliant with approved technical specifications provided that disposal of wastewater and sewerage shall be according to a method that prevents contamination of food and water sources.
b. In case of absence of sewerage network, an external drywell shall be designed and built of a size commensurate with the quantity of liquid waste and drainage water of the store and which shall be evacuated as required.

c. The drain lines shall be made of materials resistant to acids, salts and any other used material with such size as to afford the max. loads of the store and be fitted precipitation tanks to dispose of solid substances before channeling to the public sewer network.

d. Installation of fats and oils traps or other disposal devices subject to approved technical specifications and secure its periodic cleaning.

e. The store shall not contain backdrop pipes, drain extensions or bowel elbows and no manholes next or in front of any of the store doors to avoid overflow in order to dodge pollution.

f. To prevent sewerage black-flow at the cross joints, break tanks should be installed (air gap or vacuum devices) as required.

6.4. Electric wiring:

a. The type of electrical wiring and ducts and execution of all electric wiring and distribution panel shall be in compliance with approved standard specifications.

b. The wiring gauges shall be commensurate with electrical loads provided the wires shall not occupy more than half of the duct space.

c. The electrical network shall be equipped with an grounding system to avoid electric shocks.

d. Lighting circuits shall be separated from electrical ordinary outlets’ circuits (for loads up to 15 Amp.) and power outlets (loads over 15 amp.) provided that the power outlets shall be independent.

e. Provision of an electrical generator of adequate capacity commensurate with the facility loads to be use in case of electrical current interruption.

6.5. Lighting:

a. Lighting installations shall be designed for easy cleaning and
prevent accumulation of dirt.

b. Provision of natural or industrial lighting or both in all the store provided that the industrial lighting shall not change the colors and be adaptable with the nature of conducted operations and that the luminosity at the store shall be at least as follows:

1. (108 lux) 10 ft candela at a distance of 75 cm (30 in.) above the ground at the refrigerating room and the locations of storing dry food and in all other zones and rooms during the cleaning operations.

2. (215 lux) 20 ft. candela:
   a. On surfaces used for display and sale of fresh and canned foods and prepared of human consumption.
   b. At a distance of 75 cm (30 in.) above the places of hand washing basins and storing of utensils, equipment and water closets.

3. (450 Lux) 50 ft. candela on the surfaces where the manpower handles non packed high risk foods, food containers or dangerous equipment such as knives, mills and cutting saws that may affect the safety of the food handler.

c. The lighting lamps shall be anti-breakage or protected with anti-breakage covers in places where the lamps and lighting installations are directly exposed to foodstuffs, equipment, containers or the open packaging equipment. Lighting protection shall not be required in places used only for food storage in closed packages if the food is not affected by the falling glass shreds.

6.6 Ventilation:

a. Provide the store with natural or industrial ventilation or both to prevent temperature from exceeding (25 C) and condensation of vapor and accumulation of dirt and dust and in order to remove the polluted air.

b. The design, installation and cleaning of the mechanical ventilation systems should be in compliance with the approved technical
specifications in adequate number and capacity in order to prevent accumulation of condensed vapor on the wall, ceilings and equipment and for rotating the store’s air. Desert cooler is forbidden.

c. Air should flow from the clean zones towards polluted zones and not the reverse and in case of using mechanical ventilation systems, it shall be installed such that air shall not circulate from polluted zones to clean ones.

d. Filters and other fat disposal equipment should be easy to mount and dismount for cleaning and eventual replacement if it’s not designed for in-situ cleaning.

6.7. Water closets, hand washing basins, bathing places, cloth changing places and manpower waiting rooms:

a. Provision of a number hand washing basins, bathing places, water closets and cloth changing places (personal hygiene amenities) commensurate with the number of manpower at the store according to the following table:

In order to maintain the required level of personal hygiene in view of conducting safely the store operations.

<table>
<thead>
<tr>
<th>Shift workers</th>
<th>No. of WC</th>
<th>No. of hand washing basins</th>
<th>No. of bathing places</th>
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<tbody>
<tr>
<td>Less than 10</td>
<td>2</td>
<td>2</td>
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<td>11-20</td>
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<td>21-40</td>
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<td>41-60</td>
<td>8</td>
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<tr>
<td>61-80</td>
<td>10</td>
<td>10</td>
<td>10</td>
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<tr>
<td>81-100</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>More than 100</td>
<td>One WC and one basin for every 10 workers</td>
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</tbody>
</table>
b. The appropriate and well maintained hand washing basins shall be located inside and outside of food processing zones.

c. Provision of a waste bin, liquid soap and high absorbent paper towels or hot air dryers or both.

d. It should be equipped with hand washing basins operating with movement sensors or by foot, knee or elbow provided the water shall be of adequate temperature.

e. Regularly monitor hand sanitizers to provide the adequate concentration for effectiveness.

f. Placing guiding stickers (wash hands) above the basins at the entry of production zones as required.

g. The water closets should not open directly to the zones of preparation, processing, packaging, wrapping and storage of all food types or store the packaging materials or any other materials related to the store products.

h. Separate the water closets from the hand washing basins by self-closing doors made of aluminum or any other anti-rust material provided it shall be fixed securely and each WC shall be equipped with an exhaust fan, flush tank and hand washing basin.

i. The location of water closets should provide easy access to all workers at all working times.

j. Provision of an appropriate cloths changing places in adequate numbers and at suitable points away from the food processing zones to be provided with lockers or other appropriate amenities for storing the personal belongings.

k. The place reserved for the manpower mess should be determined with view of protecting the safety of foodstuffs and disposable tools from pollution.

l. All personal hygiene amenities should be easy to clean with good ventilation and illumination.
6.8. Waste disposal:
   a. Waste containers shall be heavy duty, anti-leakage, insect and rodents resistant and non-absorbent to facilitate effective cleaning and decontamination of containers and its locations and should be in adequate numbers with easy access and shall be operated by foot.
   b. Waste containers for either indoor or outdoor use shall be determined and classified according to contents and shall be labeled so that it shall not cause pollution to the foodstuffs or water or constitute any risk to the public hygiene or affect the cleanliness of its surroundings.
   c. Waste shall be collected in reserved plastic bags and shall be disposed of as soon as full or at least once a day or as required to control the bad odors and other conditions that favor attraction of insects. Waste shall be dumped to reserved location or undertaken by a service provider.
   d. It should be thoroughly cleaned such that to prevent pollution of food, equipment and manufacturing tools and at such frequency to prevent accumulation of dirt or hosting insects and rodents.

Article (7): equipment
1. Materials used in manufacture of the containers and equipment surfaces coming in contact with the food shall prevent transmission of substances harmful to the food or affect color, taste or odor of the food.
2. Materials used in manufacture of the containers and equipment surfaces coming in contact with the food shall be designed to be safe, heavy duty, anti-erosion, non-absorbent, of heavy and adequate weight and thickness. In order to resist repeated washing it shall be finished in smooth and easy to clean surface and resistant to, etching, cutting, faults, scratches, grooves, deformation and decomposition under normal operating conditions.
3. Multi-purpose surfaces coming in contact with the food shall be smooth, free from cracks, open edges, fissure, protrusions, pits,
sharp angles and shall be finished such that seams shall be smooth and providing easy access for cleaning and inspection operations.

4. Equipment that require lubrication shall be designed and manufactured such that the lubricants shall not leak or drop into the food or on the surfaces in contact with food.

5. The freezing, refrigerating and heating equipment and devices for keeping coldness and heat of the foodstuffs shall be of sufficient number and capacity of preserving heat of the foodstuffs.

6. Equipment used in processing the nutritional primary materials for manufacturing food in all types, forms and sizes shall be of sufficient number and efficiency for the purpose for which it is designed.

7. Equipment should be places according to the orientation and instructions of the manufacturers such that:
   a. It shall allow conducting maintenance and cleaning properly.
   b. It shall operate according to the intended purposes.
   c. It shall facilitate good health practices including monitoring.

8. Equipment that are cleaned in-situ shall be designed and manufactured such that:
   a. The solutions of cleaning and decontamination shall pass through a determined system and come in contact with all internal surfaces in contact with the food.
   b. The system shall be self-draining and has the ability to drain thoroughly the cleaning and decontamination solutions.
   c. Equipment that are cleaned in-situ and not designed such that it may be disassembled upon cleaning should be designed to provide inspection windows to ensure that the internal surfaces coming in contact with the food within the closed system are efficiently cleaned.

9. Provision of all containers and equipment used in all stages of packaging and wrapping in sufficient number and high efficiency.

10. Provision of the adequate number of tripartite basins for conduction
manual washing of tools and equipment on three steps: washing, rinsing and decontamination provided the water temperature is 77°C and be fitted with a holder or container to allow full immersion of the tool or equipment inside hot water.

11. Provision of checking and monitoring instruments such as thermostats, pH value, validity of frying oils and other devices as required as well as a means for detecting concentration of decontamination solutions to ml. gm./lt accurate.

12. All above mentioned equipment, if any, such as overhead winches inside production zones and foodstuffs handling zones have been installed in such a way to prevent accumulation of various pollutants provided it shall be easy to clean and not intervene with the manufacturing operations.

13. Vehicles transporting the cartons of packages shall be electrical or battery operated and diesel or gasoline vehicles are forbidden inside the facility.

14. The store façade should be of transparent glass allowing view from indoor and outdoor and the display racks shall be alongside the façade avoiding direct display on the façade indoors and outdoors.

15. They shall be equipped with auto-shut exhaust fans or having a stainless tight metal mesh fixed on it.

16. A sign to be placed inside the store in an appropriate and apparent place showing the calories of meals and should also be put with the menu presented by the store in the parking entrance to receive take-away requests.

17. A sign to be put inside the store, written on which “adults need 2000 calories in average per day. Individual needs may differ from one person to another” and “Further nutritional facts are available upon request.”

18. The separation walls between the reception section and the place of preparation and processing shall be two parts; the below part shall
not be more than a meter high, as of the upper part shall be made of glass that allows visibility through it. It is strictly forbidden to shade the glass top of the separation wall, to place drawings or any obstructions blocking the view through it.

**Article (8): operation, maintenance and calibration**

1. Manufacturer operating instructions for the tools and machinery should be observed.
2. Conduct periodic maintenance on the inside of the building, containers and machinery to guarantee a safe environment for all foodstuff type.
3. Lay out a preventive maintenance program for the water, sewerage, electricity and gas networks.
4. The facility should guarantee the safety of the product and ensure it shall not be exposed to risks during maintenance operations and to record and archive the maintenance procedures.
5. All checking and monitoring instruments that directly affect the quality and safety of foodstuffs at the facility should be calibrated on periodic basis by approved references.
6. Calibration finding should be documented and approved. Next calibration dates should be determined in addition to distinguishing and labeling the tools and instruments.

**Article (9): security and safety**

1. Place guiding signs at appropriate places to explain ways of fighting fire in case of an outbreak.
2. Design guiding signs placed in appropriate locations explaining premises evacuation in emergency.
3. Supply of fire extinguishers in appropriate number and size as per civil defense instruction with identification plates showing validity date and dates for periodic tests to be furnished to all the premises and display of safety and security requirements for obtaining the necessary licenses from civil defense.
4. Supply of first aid kits containing medical essentials such as color adhesive ribbons, medical bandages, cotton and gaze, disinfectants and other wound care material.

5. Instruments and tools that may negatively affect the manpower should meet the prevention and industrial safety requirements.

Article (10): Public hygiene

Machinery, tools and buildings should be cleaned and decontaminated or sterilized in order to provide a healthy and safe handling environment. Therefore, the following requirements should be met:

1. Cleaning in such a way to prevent polluting the raw materials, products and machinery provided that the cleaning machinery and tools shall be available for use and be maintained and stored such that it shall not contaminate foodstuffs or production equipment.

2. Separate and distinct containers shall be used for cleaning the surfaces and structures coming into contact with foodstuffs (production zone), meanwhile it shall be strictly forbidden to use WC cleaning containers or ground strainers for other cleaning purposes.

3. Properly clean and stow cleaning tools after use. Proper storing imply separation in order to avoid cross contamination.

4. All compounds and disinfectants used in cleaning surfaces in contact with foodstuffs should be compliant accordingly and be stored in safe rooms away from production and storing zones of foodstuffs while the chemicals are not in use.

5. Test concentrations to ensure it comply with the product label. Chemicals concentration tests records should be maintained.

6. Daily cleaning routines imply that the work areas and support areas shall be clean during working time and be conducted in such a way to avoid contamination.

7. Periodic cleaning inside the structures and installations that may
be cleaned only during such times where production is pending should comply with the applied safety systems and the controls and procedures for machinery cleaning.

8. Equipment and containers shall be cleaned and sterilized following a predetermined schedule in order to prevent microbial contamination.

9. Tools and containers shall be washed and dried after each use or as required and stowed upside down in specified cabinets and be rinsed directly before next use.

10. Surfaces in contact with foods shall be cleaned regularly and as required.

11. Use multi-stage washing technique: (rinsing with running water, washing with detergents, rinsing with running water to eliminate detergents then dried) during preparation works.

12. Eliminate any excess and unnecessary equipment in the production zone.

13. Place guiding signs regarding public hygiene rules all around the premises in a place visible to all manpower an in their language for compliance.

14. Clean and decontaminate the refrigerators at least every three months after clearing all its contents and disconnecting power by washing its walls, tops and flooring with lukewarm water and soda or liquid soap or other fat solvents authorized for use in the food facilities then washing with lukewarm water only and dried followed by decontamination by chlorine compounds, ammonia compounds or with 10% copper sulfate; 3% aerosol; 2% formalin and 2% borax.

15. Clean and decontaminate water tanks on periodic basis using chlorine solution at 200 ppm for 20 min. or at 100 ppm for 30 min at those places devoid of public water network or appoint professional corporation authorized to clean and decontaminate drinking water tanks.
16. Warehouse cleaning works:
   a. Daily and weekly cleaning of walls and floors including paths and under and behind the racks using recommended detergents and disinfectants.
   b. Conduct annual cleaning after clearing warehouse from its contents by fumigation using materials recommended for food industry.
17. Wash floors of the premises on daily basis avoiding waste water to exit the premises limits.
18. Clean and decontaminate the refrigerated truck and containers used to transport foodstuffs on permanent and periodic basis to avoid accumulation of dirt and contamination of dispatched items.

**Article (11): Pest control**

1. Thoroughly inspect raw material upon arrival to ensure absence of pests. Raw materials, semi-processes products, packaging materials and final products shall be stored in such way as to limit infection with pest. Introduce appropriate measures to the control program when the pest constitute a risk to the stored products.
2. Provide flying insects killing devices such as electric killer in adequate number providing a stunner (60 cm) for every 250 sq. m. of surface area.
3. Provide ultrasound devices to fight rodents.
4. Installation of drains along with mesh and traps to prevent ingress of pests.
5. Use safe and public health friendly pesticides registered in KSA in case the above mentioned natural means are inefficient in fighting without polluting food, machinery and equipment.
6. Place tags on pesticides containers and other chemicals that constitute risk to public health indicating item name and method of use.
7. Classify documents on using traps and applications avoiding to
contaminate operating materials and products by traps within a plan of pest control.

8. Keep detailed records on inspection of pest control, recommendations, necessary procedures or enter contract with authorized professional corporations in fighting pest in order to conduct the periodic fighting works.

**Article (12): Licensing**

The store owner or manager in charge shall keep the license in a prominent place in the store alongside with the following:

1. Health requirements regarding practice of this activity.
2. Transmissible diseases in case of non-compliance with the preventive procedures.
3. Toll free number of the secretariat or municipality to report any violation regarding public health.

**Article (13): Health control register**

1. The store owner or manager in charge shall permanently keep the health control record issued with the license and produce it to the controller upon his visit to the premises with the exception of those areas where electronic health control is applied.
2. No change may be introduced to the data and comments entered in the register either by erasure, deleting, removal or any other way.
Chapter 3
Manpower Requirements
Article (14): Practice license

1. Workers operating in the field of handling foods or providing services related to public health shall hold certificates issued by the authorized competent health authorities indicating they are free from diseases transmitted to food or customers.

2. Such licenses are issued upon clinical inspection and necessary examinations undergone by the workers and after vaccination against epidemic diseases as may be agreed upon between the ministry of health and this ministry as follows:

First: the medical examinations:

Medical examinations and analyses shall be conducted in the medical centers and hospital of the ministry of health and at the private clinics, dispensaries and hospitals authorized by the ministry of health as follows:

1. Clinical examination includes:
   a. Sight, hearing, blood pressure, heart, chest, abdomen, venereal and skin diseases, psychological and nerve diseases, incisional hernia and varices, examination of hands to ensure absence of lesions, chest Xray, tuberculosis.
   b. Absence of blisters on the face, hair should be shortcut and nails and fingernails clipped and clean.

2. Lab tests include:
   a. Urine analysis, for sugar and albumin, urine examination, for pregnancy hormone regarding females.
   b. Stool analysis, for parasites.
   c. Stool culture, for microbes (salmonella, Shigella and Vibrio Cholerae).
   d. Blood analysis, for typhoid and para-typhoid, and sugar (if detected in the urine), malaria, Flaria, AIDES, hepatitis virus B, hepatitis virus C and syphilis.
   e. Swap from nose, throat, for diphtheria.
Second: vaccinations:

Vaccinations shall be conducted in the medical centers and hospital of the ministry of health to include:

1. Meningitis vaccine, every two years.
2. Typhoid vaccine two doses, with one week interval every two years.

Third: Issuance of professional license:

The authority conducting the manpower examination shall issue the medical report according to the approved medical examination form required for issuing the professional license by the ministry of health and the ministry of municipal and rural affairs.
Medical examination form

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Age</th>
<th>Nationality</th>
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<th>Visa No.</th>
<th>Work Type</th>
<th>Employer</th>
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<th>Place Of Work</th>
<th>ID. No.</th>
<th>Tel. No.</th>
<th>Date of Admission</th>
<th>Date of Discharge</th>
<th>Lab Investigations</th>
<th>Clinical Examination</th>
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### Blood Tests

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<tbody>
<tr>
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<td>Protein</td>
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<td>Malaria/Filaria</td>
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<td>Anti HCV</td>
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<td>Syphilis</td>
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<td>Preg.Fest</td>
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### Lab Investigations

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Vision</td>
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<tr>
<td>Hearing</td>
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<tr>
<td>Heart &amp; Chest</td>
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<tr>
<td>Abdomen</td>
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<td>Derm. / Ven. Dis</td>
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<tr>
<td>Psych. Dis</td>
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<td>Nuro.Dis</td>
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<td>Hernia</td>
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<td>Varic. Venis</td>
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<td>Extremities</td>
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### Clinical Examination

<table>
<thead>
<tr>
<th>Examination</th>
<th>Description</th>
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<tbody>
<tr>
<td>Chest Xray For TB</td>
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### Notes

- Fill in all mandatory fields.
- Include any relevant medical history.
- Save all forms securely.

Signature: ____________________________

Date: ____________________________
Article (15): professional license validity

The validity or the professional license is one year to be immediately renewed upon expiration by following the aforementioned steps.

Article (16): infectious diseases and injuries

16.1. Infectious diseases:

a. Any worker suspected to have food transmissible disease, inflammatory injuries, skin lesions, sores, diarrhea, influenza, rhinorrhea should be removed from handling foods or conducting any food related works.
b. Suspend and immediate removal of the worker and referral to nearest health center or hospital pending complete recovery. In case of persistence of the disease the worker should be dismissed from service.

16.2. Vocational injury:

a. In case a worker is injured during work, he should be immediately removed pending treatment and protection of injury duly with adhesive and waterproof medical bandage to be of distinct color and firmly applied.
b. Removed worker shall not be allowed to resume work unless upon wearing gloves to cover the injury location or after complete recovery.

Article (17): Awareness

1. Provide written procedure for improving and enforcing manpower education on the basic safety requirements and health of foodstuffs, proper handling and health practices in providing public health related services.
2. Keep the manpower education and awareness records.
3. Awareness shall include terminal standards on competence requirements to ensure understanding the provided information in the field of handling foodstuffs and the health practices upon delivering services related to public health. Manpower shall be
consequently monitored to ensure compliance with the education and awareness.

4. Provide refresher education and awareness every three years or as required.

**Article (18): Personal hygiene and health practices**

1. All food workers are required to clean their hand and bare parts of their arms directly before commencing preparation of foods and after coming into contact with a bare part of the body, after going to WC, after coughing; sneezing; using disposable tissues in cleaning nose and mouth or after smoking, eating or drinking and after handling dirty machinery or containers and during food preparation at required frequency in order to remove dirt, pollution and avoid cross contamination resulting from switching tasks and upon moving from handling raw food to handling foods ready for consumption and before wearing gloves to handle foods and after doing any other activity that may result in contamination of hands.

2. Workers handling foods should observe cleaning their hands the bare parts of their arms by washing it for not less than 20 seconds using cleaning compounds in the specified hand washing basins. Cleaning steps include: scrubbing fingers’ surfaces, finger tips, between the fingers, hand and arms for not less than 10-15 seconds then rinse all by running lukewarm clean water and thorough drying of the just cleaned hands and arms.

3. Workers handling foods should particularly focus on areas under the nails during cleaning process.

4. Workers handling foods should maintain the nails of their toes clipped such that it shall be of smooth edges and easy to clean. It shall be strictly forbidden to use artificial nails or apply nail paint during handling open foods unless upon wearing the proper gloves that are in good condition.

5. Workers should wear a clean uniform bearing the store’s name in
order to avoid contaminating single use and open food, machinery and tools.

6. Provide the personal protective equipment appropriate to each job to enable individuals and workers to use it during the job and induce the workers and individuals toward the importance of such personal protective equipment against work hazards.

7. Refrain from doing any acts that may result in contaminating foods, machinery and installations such as eating, drinking, smoking, spitting, blowing the nose… etc. at various work premises.

8. Workers should not wear their personal belongings during job and at food processing zones such as jewelry, hand watches and pins.

9. All food workers should wear hair bonnet such as head covers or nets and wear beard covers and other apparel to cover the body hair that are designed to spare the exposed products, machinery or installations from the hair.

10. Impermeable disposable healthy gloves and mask for nose and mouth are recommended inside the food processing zones noting that wearing gloves shall not exclude washing the hand thoroughly.

11. It shall be strictly forbidden to sleep on the work premises including warehouses.

**Article (19): Visitors related precautions**

All visitors to the food processing premises should observe all the practices of the food handlers including hand washing, hair covering, wearing masks and gloves and should refrain from any activity that may contaminate the food.
Chapter 4
Sale Points
Article (20): Sale Points

A set of requirements shall be available to secure the prepared and stored foodstuff in accordance with the following:

a. Foodstuffs Display

1. The displayed materials shall be suitable for human consumption and conform to the approved specifications of each type.
2. It shall retain its natural properties for each type of color, taste and smell.
3. It shall be completely devoid of anything contrary to the provisions of Islamic law.
4. It shall be devoid of live insects, its eggs and the damage caused by its effects.
5. It shall be devoid of foreign substances, impurities, rancidity, smell, and unwanted taste.
6. It shall be devoid of innate growths and signs of damage and corruption.
7. It shall be prohibited to keep spoiled, corrupted, expired or returned foodstuffs to suppliers, but they shall be disposed of by the regular procedure or method as per the follow-up record of the food establishment, and to allocate a specific place for it in the warehouse.

b. Foodstuffs Storage

1. Store all food items away from exposure to insects, rodents and other sources of pollution, provided that it shall be kept in a healthy manner, either at room temperature of (°25) or (in cooling at °4) or (freezing at °-18)
2. Order foodstuff inside refrigerators to avoid pollution and prevent the destruction of each other according to its date of validity, provided that the turnover of foodstuffs shall be based on the “first come first served” rule.
3. Keep refrigerators away from any heat source, not to disconnect
power supply for any reason as long as it is loaded with food, and it shall not be loaded with more than its approved storage capacity in accordance with the producer.

4. Store foodstuffs separately from the ground on pallets or on carriers with at least 20 cm above the earth’s surface, and at a distance of walls and ceilings not less than (45) cm, and keep enough area between rows of stored food in order to allow inspection, cleaning and environmental ventilation.

5. Documents for receipt or labeling cards for foodstuffs shall facilitate the process of properly recycling the stock on the basis of “First come first served”.

6. All foodstuffs shall be checked before being displayed directly to exclude contaminated thereof.

c. **Transportation of Foodstuffs**

1. Means of transport of foodstuffs shall be made from raw materials that do not allow the transfer of substances harmful to health to food, to be high-endurance and rust resistance, and to be smooth to facilitate cleaning and disinfection.

2. Use appropriate transportation for each type of food, provided that it shall contain accurate temperature monitoring devices until discharge of the load.

3. Check products upon receipt, and reject it in case its temperature when the receipt does not comply with the approved requirements, and refrigerated foodstuffs as soon as possible after transfer in order to reduce their survival time in the hazardous temperature zone between (5) and (60) degrees. The temperature of frozen raw food shall not exceed (-10) degrees during the transfer and receipt process.