

**Vending machine business proposal should address, but not limited to, the following:**

Food

1. Menu of food sold in vending machine
2. List of food suppliers (only from central kitchens/imported food sources/food catering operations approved by SFA).
3. Daily volume of food/ingredient from operator/each supplier
4. Food transportation details e.g. chiller truck for cold food, food warmer for hot food

Machine

5. Layout of vending machine detailing each equipment within the machine
6. The storage conditions of the food/ingredient within the machines i.e. temperature, type of packing
7. The storage duration of each food/ingredient
8. The supply replenishment arrangement (volume and frequency)
- 9. For vending machines with in-machine food preparation, a step-by-step flowchart detailing the food processes from placing of order to collection of food**
10. Alert system and contingency plan when the storage conditions i.e. temperature, deviate from the control
11. Backend monitoring system to monitor the condition of the vending machine

Cleanliness and maintenance

12. Cleanliness and maintenance plan to include method and frequency of cleaning (interior of machines and parts (e.g. nozzle, tubing) that have direct contact with food)
13. Refuse management
14. Pest control management contract and details
15. Disposal plan for removal/collection of expired food product
16. Interior and exterior of vending machines
16. Food delivery vehicle/receptacles
17. Food packaging (preparation and consumed-by date and time to be printed on packaging)

Disclaimer: This is a general guide. Further information may be required when assessing the application. Operators may also provide more information to aid the understanding and processing of the application.