

Audit Assessment Checklist for SFA-licensed Cold Stores

S/No	Inspection Description
1	Location Site & Surrounding
1.1	Located away from environmentally polluted areas.
1.2	Surrounding (e.g. drainage, ground & etc) is clean & properly maintained.
1.3	Free from storage of waste & unused items. If building is surrounded by vegetation, it shall be well tended.
1.4	No sign of pest infestation.
2	Structure, Design & Maintenance
2.1	Wall, ceiling & doors should be durable, impervious, smooth, clean, no flaking of paint.
2.2	Floors should be smooth, clean, durable, no hole, free from litter & stagnation of water.
2.3	No damage or flaking of paint at joint between wall & floor.
2.4	All opening to exterior shall have tight-fitting doors, windows & effective screens.
2.5	Overhead fixtures are designed to prevent dirt & condensation accumulation & are clean.
2.6	Adequate ventilation to prevent unacceptable accumulation of heat, condensation or odours.
2.7	Lighting is adequate & in good working condition.
2.8	Lighting fixtures (inclusive used in electric fly-killing devices) located in areas where there are open products are protected.
2.9	Effective loading & unloading system & appropriate areas are provided.
3	Storage Facilities & Practices
3.1	Appropriate shelving/racking system which are clean & in good repair. If wooden shelving is used, it must be maintained smooth & easily cleanable.
3.2	Food items are stored off the floor & away from wall.
3.3	Proper stock rotation (First In First Out) is practised.
3.4	Food items are stored at appropriate temperatures with proper temperature monitoring & recording.
3.5	Temperature monitoring devices are in good condition & calibrated periodically (calibration records are available).

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3.6	All food items are covered properly.
3.7	Appropriate segregation of cooked/ ready-to-be-consumed products from raw products. Food items are stored separately from non-food items as well.
3.8	Chemicals, detergents & other cleaning materials are stored in designated areas away from food items. Relevant Material and Safety Data Sheets (MSDS) are available.
3.9	All non-conforming/damaged products are clearly identified & separated in designated area for appropriate disposition.
3.10	No storage of food items in food storage prohibited areas such as locker rooms, toilets, garbage rooms, mechanical rooms, open exterior area & etc.
3.11	No gasoline/diesel driven forklift.
3.12	No eating, smoking, spitting or any unhygienic practices in food storage area.
4	Pest Control
4.1	No sign of pest infestation.
4.2	Carried out by external pest controller/trained staff.
4.3	Toxic rodent baits are not used in food storage area.
4.4	No insect-expelled type of fly-killing device is used at open product areas.
5	Waste Disposal
5.1	Adequate & appropriate refuse containers are provided. All waste is removed at regular interval to minimise contamination.
5.2	Containers used for waste are clearly identified, covered, leak-proof & if feasible, internally lined with a plastic bag.
6	Staff Facilities
6.1	Toilet shall be adequately segregated & shall not open directly into food storage area.
6.2	Toilet shall be provided with hand-washing facilities comprising of water taps, liquid soap & appropriate hand drying facilities.
6.3	Toilets are clean & kept close; Toilet facilities are in good working order.
7	Food Items Identification & Traceability
7.1	All food items are properly labelled.

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7.2	Effective traceability system & recall capability.
8	Dispatch & Transport
8.1	Food vehicles are internally lined with appropriate material & provided with suitable facilities.
8.2	Frozen/chilled food items are transported at proper temperatures with transportation temperature being monitored & recorded.
8.3	Vehicles are covered, clean, free from pest infestation & other contaminants.
8.4	Separate food vehicles are used for unpacked/high risk raw food items & packed finished products or vice versa.
9	Training Programs
9.1	Good warehouse practices/food handling training are provided to relevant staff.
10	Documentation & Records
10.1	Cleaning Schedule & records.
10.2	Calibration records for temperature monitoring/measuring equipment.
10.3	Storage temperature monitoring records.
10.4	Pest control is documented & records are maintained.
10.5	Food vehicles cleaning & maintenance records/container inspection records.
11	Violation Records
11.1	Structure/Premises
11.1.1	Written warnings & Summary action. (Good-Nil, Fair-1WW,Poor-More than 1 WW or SA)
11.2	Food Storage Practices & Handling
11.2.1	Written warnings & Summary action. (Good-Nil, Fair-1WW,Poor-More than 1 WW or SA)