

**Code of Practice for Bakeries**

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## **Introduction**

Bread being a food with a very low water activity and being a thermally processed food makes it a very unlikely growing medium for microorganisms and thus a low risk food; however the post process handling, transportation and retailing of the finished products is very important to ensure the safety and quality of the product. These post process handling activities include how the finished products are stored, transported, distributed and displayed in the selling points. It is of paramount importance that the requirements for food safety are complied with in all these post process activities.

This code of practice is intended to ensure that all the activities involved in the delivery, reception, production, storage, transport, retailing, etc. are done in a hygienic manner to prevent or reduce the risk of contamination to the maximum possible extent.

In order to ensure the production of safe food products such as bakery products, all these activities should be carried out within the framework of a food safety system such as HACCP.

## **SECTION I - SCOPE**

The following code of hygienic practice applies to bakeries producing bread and other related products for human consumption.

## **SECTION II - DEFINITIONS**

- **Hazard Analysis and Critical Control Points (HACCP)**- A system which identifies, evaluates, and controls hazards which are significant for food safety.
- **Hazard** - A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.
- **Cleaning** - The removal of soil, food residue, dirt, grease or other objectionable matter.
- **Contaminant** - Any biological or chemical agent, foreign matter, or other substances not intentionally added to food which may compromise food safety or suitability.
- **Contamination**- The introduction or occurrence of a contaminant in food or food environment.
- **Cross-contamination**- Indirect bacterial contamination of food caused by contact with an infected raw food or non-food source such as clothes, cutting boards, knives etc.
- **Disinfection** - the reduction, by means of chemical agents and/or physical methods, of the number of micro-organisms in the environment, to a level that does not compromise food safety or suitability.

### **SECTION III - GENERAL REQUIREMENTS**

Bakeries shall comply with all legal requirements of the relevant laws in The Gambia

### **SECTION IV- DEVELOPMENT AND IMPLEMENTATION OF FOOD SAFETY SYSTEMS**

The production of safe food products requires that a HACCP system be built upon a solid foundation of prerequisite programs according to the FSQA regulation. Bakeries must provide the conditions necessary to protect their food while it is under their control traditionally through the application of GMPs. These conditions and practices are now considered to be prerequisite to the development and implementation of effective HACCP plans. Prerequisite programs provide the basic environmental and operating conditions/activities that are necessary for the production of safe, wholesome food. It is essential to note that, prior to developing HACCP plans, the bakeries should develop and implement prerequisite programs to assist in controlling the likelihood of introducing food safety hazards to the product through the work environment and operational practices. The prerequisite programs should be documented, updated whenever there are changes associated with the prerequisite programs and reassessed at least annually.

### **SECTION V – ESTABLISHMENT: DESIGN AND FACILITIES OF BAKERIES**

A. **LOCATION OF BAKERY:** No bakery should be located in areas where there is an obvious threat to food safety except if proper interventions are taken to fully control the threat. Bakeries should not be located in areas which might:

- be polluted with industrial activities representing a serious threat to contamination of food
- present a risk of air pollution
- be prone to flooding
- be a possible source of pest infestation
- be contaminated by solid or liquid waste or where such waste cannot be effectively removed.

When possible, a protecting fence should be raised to protect the bakery from external pollution and contamination.

B. **LOCATION OF EQUIPMENT:** Equipment should be located so that it:

- permits adequate maintenance and cleaning

- functions in accordance with its intended use
- facilitates good hygiene practices, including monitoring.

## C. PREMISES AND ROOMS

### i. Design and Layout:

Where appropriate, the internal design and layout of bakeries should permit good food hygiene practices, including protection against cross-contamination between and during operations.

### ii. Internal structures and fittings

#### a) WALLS:

- Walls must be kept in a good state of repair. Wall surfaces do not have to be of one material or type, e.g. tiles with painted plaster above or coated brickwork with washable panels above, are acceptable. Any loose, flaky, powdery material caused by damage or general deterioration of the wall surface or coating which could become a contamination risk to product, should be removed immediately and the wall refurbished as soon as practical. Suitable finishes include: ceramic tiles, washable painted plaster or rendering, epoxy resin and similar coatings; fibre glass; plastic cladding; plastic coated fibre board or chipboard; refrigeration panelling; metal sheeting.
- In areas where food could come into contact with the wall, the surface must be disinfected periodically.

#### b) CEILINGS:

- Ceilings and overhead fixtures must be so constructed and finished as to prevent the accumulation of dirt and should be cleanable. Suitable materials include metal decking; painted plaster or plasterboard, plastic panelling, suspended ceilings where the panels have a washable surface and normally can be removed for cleaning, sealed (varnished) or painted wood. Ceilings should be light in colour. Overhead services and fixtures, such as cable trays, pipe runs, should be kept to a minimum. Where suspended ceilings are used, services can be installed above.
- Services should not be boxed in (wiring in metal trunking is acceptable) as this could provide harborage for pests. Where there is open food, any lagging should have a washable surface. Light fittings should be flush fitting or if not possible, suspended on rods or cables. Ceilings should be cleaned regularly to try and prevent permanent staining or discoloration.

**c) WINDOWS:**

All openable external windows where food is handled should be screened. Internal windows do not require screening. Where a buildup of dirt on the screens may present a risk of food contamination, the screens should be removable for cleaning, kept clean and in good repair and included in any cleaning schedule.

**d) DOORS:**

Doors should have smooth, non-absorbent surfaces, and be easy to clean and, where necessary, disinfect. External doors opening into production areas should be screened either with plastic strip curtains, chain link curtains, fly screen doors or moveable fly screens.

**e) FLOORS:**

Floors must be kept in a good state of repair to enable them to be cleaned. The floor does not have to be completely smooth, but it must be cleanable. Floors in a bakery are unlikely to need disinfecting, provided they are kept clean. The floor must be sufficiently hard, non-absorbent, vermin proofed and durable to remain intact and easy to clean. Suitable materials include ceramic tiles, terrazzo tiles, concrete suitably sealed or treated with a waterproof epoxy resin-based floor paint or sealed with a fluorosilicate, epoxy resins, metal plate and natural minerals (slate marble). Also acceptable, but not as hard wearing, as resistant to physical/ chemical damage or the egress of water are vinyl tiles and vinyl sheets.

**f) SURFACES (including surfaces of equipment):**

- This covers all food preparation surfaces that might come into contact with food e.g. preparation tables, cutting boards, worktops. It also covers surfaces of equipment in contact with food e.g. mixing bowls, divider hoppers. Surfaces which do not normally come into contact with food, but which are in close proximity and could be a source of contamination, e.g. table legs, door seals on refrigerators, outsides of equipment, should also comply.
- Surfaces that come into contact with high risk foods must be able to be disinfected. The surfaces should be durable and resistant to corrosion so that they can withstand daily wear and tear and repeated cleaning and if in contact with high risk food, disinfection. The materials used should be non-toxic and must not give off an odour, taste or toxic substance. They must be maintained in a good condition. Surfaces in constant or frequent use will over time become scratched, abraded or even damaged. When assessing whether the surface still complies, a judgement must be made on whether it can still be cleaned and where necessary disinfected. Acceptable preparation surfaces include stainless steel; resin/plastic faced board e.g. formica, melamine, food grade plastics, ceramics, annealed glass, resin-based composites, marble.
- Acceptable surfaces of equipment would include stainless steel, aluminium, painted or enameled steel, plastics and natural or synthetic fabrics e.g. for conveyor-belts.

- The use of wood is acceptable, provided it is in good condition, can be cleaned and is not a potential source of foreign body contamination e.g. splinters, or a potential source of microbial contamination. Wood can be used for pastry tables, cutting boards for non-high risk food, flour hoppers in flour lofts. Wooden cutting boards are inappropriate for cutting high risk foods.

**g) AIR QUALITY AND VENTILATION:**

- There must be suitable and sufficient means of natural or mechanical ventilation. Ventilation either natural or mechanical must be provided to ensure an excessive buildup of heat and/or humidity which could compromise the safety of the food does not occur. In areas such as toilets, store rooms and other areas where there is no large heat source air bricks, louvres, open windows or small mechanical extractors are sufficient. For production areas in small bakeries openable windows can be sufficient and any mechanical extraction will normally be localised to the heat source.
- Localised ventilation via extract canopies or hoods ducted to outside should be fitted above ovens and other sources of heat and/or steam to remove the heat and fumes. Ventilation systems must be so constructed to enable filters and other parts requiring cleaning or replacement to be readily accessible.
- All sanitary conveniences within food premises shall be provided with adequate natural or mechanical ventilation. The ventilation system should be adequately screened against pests.

**h) LIGHTING:**

- Bakeries must have adequate natural and/or artificial lighting. Light levels must be sufficient to allow safe food handling, effective cleaning and pest control to take place.
- Uneven lighting, shadows or glare should be avoided. Lights should be enclosed, particularly if there is a risk of breakage or open food is being handled e.g. diffusers, plastic sleeves or plastic coated fluorescent tubes. Lights used in extremes of temperature e.g. in freezers or ovens, should be capable of withstanding the conditions. Light fittings should be located so as to minimise the risk of contact and damage. They should be flush fitting to assist in cleaning.

**i) DRAINAGE:**

- Drainage facilities must be adequate for the purpose intended; they must be designed and constructed to avoid the risk of contamination of foodstuffs. There must be sufficient fall to allow all solid and liquid waste to drain away. Inspection points must be adequately sealed.
- Drains should be laid so that the flow is from clean to dirty areas. Gulley drains must have a water trap. Grids on open floor drains and drainage gulleys should be cleaned regularly to a set schedule.

## **j) PERSONAL HYGIENE FACILITIES AND TOILETS:**

### **WASH HAND BASINS:**

An adequate number of wash hand basins must be available, suitably located and designated for cleaning hands. The number of wash hand basins required will depend on a number of factors, including: -

- (a) The nature of the products being produced i.e. high risk, medium or low risk.
  - (b) The amount of automation, or is there a lot of hand work.
  - (c) The frequency of handwashing needed.
  - (d) The number of staff.
  - (e) The size and layout of the bakery.
- Utensils, equipment or clothes must not be stored or washed in wash hand basins, which must be kept free at all times and designated for cleaning hands. Where possible wash hand basins or troughs should be situated at the entrance to production areas, with anti-microbial soap and disposable paper towels. Glazed earthenware basins are acceptable, but are prone to discoloration, cracking and wearing of the glaze over time and to damage. Stainless steel wash hand basins are preferred.

### **LAVATORIES:**

- An adequate number of flush lavatories must be available and connected to an effective drainage system. Lavatories must not lead directly into rooms in which food is handled. The minimum requirement is one lavatory for up to 50 persons, but separate male and female lavatories should be provided. The lavatories must be connected to an effective drainage system via a water trap.
- Toilet facilities should be within the main bakery building. Where external toilets have to be used, the walk-way to them should be covered.

### **CHANGING FACILITIES FOR PERSONNEL:**

Adequate changing facilities for personnel must be provided where necessary. A changing room with facilities for storing outdoor clothing and other belongings should be provided with hanging facilities for outdoor clothing to dry. It is good practice to provide individual lockers. There should be separate changing rooms for each sex. Surfaces should be easy to clean. A receptacle for dirty work wear should be provided.

**k) EQUIPMENT:**

- This includes the work surfaces of all food processing equipment and any other articles and fittings which may come into contact with food, e.g. racks, refrigerators, freezers and utensils. Cleaning can include washing, vacuuming, scraping down. It is good practice to clean as you go. The standard of cleaning should be checked by a nominated person/manager/proprietor. Cleaning checklists or cleaning schedules should be used to ensure all items are cleaned regularly and nothing is over looked.
- Baking trays should be scraped either after or before use. Baking tins and trays should be decarbonised when the layer of carbon poses a risk of contamination. In a dough divider, the food contact surfaces are lubricated with a food safe/compatible oil.

**SECTION VI: WASTE**

- Food waste and other refuse must not be allowed to accumulate in food rooms, except so far as is unavoidable for the proper functioning of the business. Waste bins must be emptied regularly and must not be allowed to overflow. Sealed bags, sacks of waste in a food room awaiting removal to the waste storage during busy periods must not remain for longer than is necessary.
- The nature of the processes will inevitably result in working debris e.g. flour dust, fragments of dough, cake crumb, seeds. These must be removed at the end of the shift or more regularly if there is a significant build up. There should be a procedure to ensure that bins are emptied when full, and the waste removed from the food room at the end of the day. The frequency will be determined by production and the volumes of waste produced.
- The use of flour sacks or large cardboard boxes in which ingredients have been delivered as internal rubbish/waste containers are acceptable in non-high risk areas where there is little or no liquid waste and no risk of leakage or risk to food safety.
- All waste should be removed from food rooms at the end of the day.
- For bulky waste in production areas (such as flour sacks, cardboard boxes, plastic tubs, buckets and cans), normal waste bins are impractical. Wheeled cages, trolleys, plastic drums, "wheelie" type bins, are acceptable.
- Apart from disposable waste containers e.g. plastic bags/waste containers should be durable, resistant to corrosion in normal use and resistant to any cleaning chemicals or cleaning methods used. Waste containers should be cleanable and kept in good repair.
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- External waste containers used for the storage of waste prior to collection and removal from site must be lidded. They must be made of durable materials e.g. metal/high density plastic, and maintained in a cleanable condition.

- Adequate provision must be made for the removal and storage of food waste and other refuse. Food waste should be removed at least weekly from the premises by an approved contractor or the local council. Refuse can be stored in lidded wheeled bins, "wheelie" type bins, skips, compactor bins or in waste store rooms. Waste store rooms can be within the main building, but preferably on an outside wall and away from doors or openable windows or separate from the building. They must be proofed against pests. Food waste awaiting collection by the contractor should not be stored within the production or dispatch areas.

## **SECTION VII: WATER SUPPLY**

- There must be an adequate supply of potable water. Bakeries should normally be able to rely on the quality of water supplied by the Water Companies and that water from a mains supply will be potable. In general sampling by the bakery is not necessary. If water is obtained from a private water supply e.g. boreholes, wells, springs, the water must be potable and should be sampled periodically. The bakery should check that any private water supply is being sampled regularly. If the bakery owns the supply, they should arrange for it to be sampled.
- In areas where interruptions in supply do occur, the bakery should have a procedure, preferably written, on the action to be taken. If used for production, any cold water storage tanks should be lidded. All other cold water storage tanks should be lidded. The tanks should be visually checked at least annually and if necessary, cleaned out and disinfected by a competent person.

## **SECTION VIII: PERSONAL HYGIENE**

Every person working in a food handling area shall maintain a high degree of personal cleanliness and shall wear suitable and clean protective clothing. They must wash their hands regularly, in particular

- after visiting the toilet
- before starting work
- on returning to work
- before handling open food
- after handling raw food
- after handling rubbish

All non-production staff and visitors should wash their hands after going to the toilet and on entering production areas.

- All non-food handling staff (e.g. managers, office staff), and visitors should wear clean protective clothing when visiting food production areas. Larger bakeries should have the facility to provide protective clothing for visitors. This can be of a different style and quality to those for production staff e.g. disposable paper coats and hats. All other bakeries should inform those likely to visit them e.g. contractors that they should wear clean protective clothing. Protective clothing should be changed as often as necessary. Spare sets should always be available. For messy, dirty jobs, aprons should be provided. These should be either changed daily, plastic faced and washable or disposable. Protective clothing for staff handling open food should have no external pockets and should be fastened with press studs or velcro strips; buttons should not be used.

All staff working within food handling areas in the bakery must also observe the following personal hygiene rules: -

- Not to smoke or spit. Smoking should be restricted to specifically designated areas e.g. canteen, smoking room, or banned altogether.
- Not to eat whilst handling food. It is acceptable to taste products during preparation, provided this does not contaminate food. A clean utensil must be used each time.
- Any wounds or cuts on exposed parts of the skin, particularly the hands, must be suitably covered with a waterproof dressing. Dressings should be brightly colored (usually blue) to aid discovery if lost.
- Nail varnish and false nails must not be worn.
- Jewelry must not present a risk of contamination. Watches, jeweled rings and chains should not be worn, or should be covered. Studs on exposed parts of the body should be covered or removed. Sleeper earrings in pierced ears and plain unstoned rings are acceptable.
- These personal hygiene rules and the rules concerning protective clothing must be explained fully to all staff on induction. Ideally these rules should be included in the contract of employment, displayed in the changing rooms, included in their staff training programme, or included in a staff handbook.
- Notices emphasising the key points e.g. wearing of protective clothing and hats, no eating or smoking, should be displayed on doors to food handling areas. All visitors to the bakery should be made aware of these rules and should comply.
- No person, known or suspected to be suffering from, or to be a carrier of, a disease likely to be transmitted through food or while afflicted, for example with infected wounds, skin infections, sores or with diarrhea, shall be permitted to work in any food handling area in any capacity in which there is any likelihood of directly or indirectly contaminating food with pathogenic micro-organisms.

- Once the proprietor is aware that one of the staff is suffering from one of the conditions listed, they have a legal responsibility to take action to prevent the person contaminating food with pathogenic micro-organisms. This may mean excluding the person from work or transferring them to another job. No one suffering with diarrhea or vomiting should be allowed to work in any activity which involves direct contact with open food or with surfaces and equipment in areas where open food is stored or processed.
- Workers in bakeries handling food, personnel transporting the product, and those selling in the retail shops are required to have a health certificate which should be renewed every six months.

## **SECTION IX: PROVISIONS APPLICABLE TO FOOD STUFFS**

- No raw materials or ingredients shall be accepted by a food business if they are known to be, or might reasonably be expected to be, so contaminated with parasites, pathogenic micro-organisms, or toxic, decomposed or foreign substances, that after normal sorting and/or preparatory or processing procedures hygienically applied by food businesses, they would still be unfit for human consumption.
- Whilst the source of raw materials and ingredients should be considered as part of any Hazard Analysis, most bakeries will have to rely on buying from reputable, well known suppliers of ingredients or recognized buying groups. Where a local supplier is used, the Hazard Analysis may indicate that the supplier should be visited to check on standards of hygiene or how the ingredient is to be packaged and/or delivered. Raw materials and ingredients stored in the establishment shall be kept in appropriate conditions designed to prevent harmful deterioration and to protect them from contamination.
- Non temperature controlled raw materials and ingredients can be stored in production areas, separate store rooms or warehouses. Storage of raw materials in production areas in small bakeries may be necessary.
- Areas used should be well maintained, dry, proofed against rodents, and kept clean and tidy so as to discourage the harborage and breeding of pests. Raw materials and ingredients must be used by their "use by" date. All ingredients should be used on a first - in- first - out basis. Stock should be rotated, and codes checked regularly. Out of code stock should not be used. To assist stock rotation, all food packaging should be clearly marked (e.g. with a marker pen) with its date of delivery.

## **SECTION X- PRE-BAKING OPERATIONS**

Pre-baking operations such as weighing of ingredients, mixing, kneading, fermentation, cutting, etc. shall be carried out hygienically on clean surfaces with clean utensils in order to minimize contamination.

- **Kneading:** this should be done on a surface of material that does not transfer odour or contaminant to the mixture. The use of wooden surfaces is not encouraged. If there is any dough left-over, it should be kept refrigerated.
- **Fermentation:** the fermentation chambers and contact surfaces should be made of easily cleanable material.
- **Cutting:** Utensils and cutting materials used for cutting should be clean.

## SECTION XI: TRAINING:

The proprietor of a bakery shall ensure that food handlers engaged in the business are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities. The purpose of instructing and/or training staff and managers in food hygiene is to increase their level of knowledge and understanding of food hygiene. This will help them understand why certain practices and procedures are in place, their relevance to food safety and the importance of adhering to them.

Training requirements would differ depending on the type of work they are involved in, as categorized below:

- **Food Handler-** A food handler is any person in the bakery who directly handles or prepares food, irrespective of whether it is open (unwrapped) or packaged. Food includes all ingredients, partly finished and finished bakery goods.

- **Non-Food Handlers-** Cleaners, maintenance staff including builders, painters, plumbers, electricians and engineers, whether employed by the bakery or contractors, are not deemed to be food handlers. However, their actions can affect the safety of the product. Similarly, managers not directly involved in the day-to-day production of the bakery will nevertheless be making decisions which can and will affect the operation of the bakery and food safety. It is good practice for these groups of people to receive a degree of hygiene instruction and/or training.

- **Temporary/Casual Workers**

Workers employed to cover seasonal periods, and temporary workers covering for absence or sickness will normally be employed for only very short periods of time e.g. a few weeks. It may not be possible within that period of time to put them through a full hygiene training programme. In such cases the business should: -

- provide all workers written or verbal instructions in Good Hygiene Practices according to the box below and either,
- ensure that the food handler has already been trained to the stage appropriate to the job,
- or where possible allow them to only handle or prepare low risk food and ensure they are supervised.

## **GOOD HYGIENE PRACTICE FOR FOOD HANDLERS**

1. Wash and dry your hands:
  - before and after handling food; and
  - after going to the toilet.
2. Report any illness to management.
3. Do not work if you are suffering from diarrhoea and/or vomiting.
4. Do not handle food if you have scaly or infected lesions on your skin which cannot be totally covered during food handling.
5. Ensure cuts and abrasions on exposed areas are totally covered with a distinctively coloured waterproof dressing.
6. Do not spit in food handling areas.
7. Do not smoke in food handling areas.
8. Do not eat or chew gum in food handling areas.
9. Wear clean protective clothing, including adequate hair covering.
10. Ensure work surfaces and utensils are clean.

### Hygiene Awareness Programme

An outline of the topics which may need to be covered in the Hygiene Awareness Programme is detailed below:

1. Good Hygiene Practice: re-emphasize/expand on hand washing, standards of dress, reporting of illnesses, rules on smoking.
2. Hazard Analysis: what are hazards, how to control them, Critical Control Points.
3. 'Foreign Body' contamination: ingredient packaging, plastic, paper, string, metal, insects, grease, foreign dough.
4. Food Storage: protection, segregation of cooked and raw.
5. Date Codes and Stock Rotation.
6. Cleaning: importance, materials, methods, frequency, possibility of taint.

7. Waste: separation, regular removal and disposal.
8. Pest awareness: recognizing and reporting the signs of infestation, the risks infestation poses to health, housekeeping.
9. Temperature Control where relevant to the job e.g. store man, delivery driver, order picker.

Food handlers can be split into three main categories as shown in the table below:

Category of food handler	General description of work	Example of food handlers in this category	Good hygiene practice	Hygiene awareness
A	Handles and prepares open high risk food and has direct supervisory or management responsibility for staff preparing food.	Proprietor/Manager of craft bakery	First day/prior to starting food handling	Within 4 weeks of starting work
B	Handles and prepares open high-risk food.	Baker preparing/finishing high risk foods including egg custards, sandwiches.	First day/prior to starting food handling	Within 4 weeks of starting work
C	Handles packaged food including ingredients and/or prepares low risk food only or delivers low and high risk food.	Store man, delivery driver, packer, bread baker, retailer etc.	First day/prior to starting food handling	Within 4 weeks of starting work

### Training Records

It is recommended that records of all training on hygiene be kept. Without documented evidence of hygiene training, it will be more difficult to prove compliance or establish a due diligence defense in proving compliance with the legal requirement.

### Suggested Instruction/Training Plan for Different Categories of Non-Food Handlers

The suggested levels of instruction and/or training and timescales for Non-Food Handlers are given in the table below. It is up to individual bakeries to decide whether they wish to follow the suggested plan, modify it or to devise their own system to suit their particular needs and circumstances.

<b>Category of non-food handler</b>	<b>Good Hygiene practice</b>	<b>Hygiene awareness</b>
Visitors who enter production areas	On arrival at the Bakery	-
Contractors carrying out work in production and storage areas e.g. Engineers, Electricians, Builders, Painters	On arrival at the Bakery	Key points relevant to the work they are doing
Maintenance staff employed by the Bakery e.g. Engineers, Electricians, Cleaners	First Day or prior to entering the production area to work	Within 4 weeks of starting work
Management who are not directly involved in day to-day production	During the first week of their induction	Within 6 weeks of joining

## **SECTION XII: TRANSPORTATION**

Conveyances and/or containers used for transporting foodstuffs must be kept clean and maintained in good repair and condition in order to protect foodstuffs from contamination, and must, where necessary, be designed and constructed to permit adequate cleaning and/or disinfection. Raw food must be segregated from baked ready to eat food such that there is no risk of contamination.

### **1. Transportation of raw materials**

Open conveyances and/or vehicles used for transporting raw materials, e.g. pre-packaged flour, must be covered with a non-absorbent material to protect the products from any potential source of contamination e.g. dust and water.

### **2. Transportation of finished products**

- Used or recycled cartons or cardboard boxes should not be used for transporting bakery products. If cartons or cardboard boxes are to be used, they should be of food grade.
- All containers used for transporting bakery products should be cleaned regularly and if they come into direct contact with perishable bakery products which are high risk foods, they should be disinfected.
- Provided the bakery products are protected from contamination e.g. wrapped, covered, any conveyance can be used so long as it is suitable for food, clean, and well maintained.
- The load space of vehicles used for transporting bakery products should be cleaned and/or swept regularly. The products should be in containers or shelves above the floor (e.g. min 10cm from the floor) inside the vehicle.

### **SECTION XIII: RETAILING**

- Since bread and other related bakery products are ready to eat foods, they should be sold in such a way that they are not contaminated by other products.
- When bakery products are sold alone, e.g. in kiosks, the kiosks should be well maintained and cleanable. When bakery products are sold in local retail multi-product shops, a separate area should be provided for receiving, storing and handling the bakery products.
- The surfaces where the bakery products are to be placed should be well maintained, cleanable and non-absorbent.
- There should be a separate receptacle for keeping money, such that it would not be placed on the surfaces where the bakery products are handled.
- Personnel handling the bakery products in retail outlets must maintain a level of personnel hygiene as indicated in section VIII. Food grade gloves must be worn at all times when handling the bakery products.

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