

TANZANIA FOOD AND DRUGS AUTHORITY



RISK BASED FOOD INSPECTION GUIDELINES

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FOREWORD

The Tanzania Food and Drugs Authority (TFDA) is a regulatory body established under section 4 of the Tanzania Food, Drugs and Cosmetics Act No. 1 of 2003.

One of the functions of TFDA is to regulate matters related to quality and safety of food for the purpose of protecting the public from health hazards associated with the consumption of food.

The guidelines are to present a wide range of food inspection options in line with FAO Risk Base Food Manual. It will assist the inspector to work effectively in various sectors of the food industry by providing a uniform approach to inspection of both food selling outlets and manufacturing facilities.

The manual is intended to guide inspectors on new concept of food safety and quality assurance systems and equip inspectors with basic techniques and reference materials for product and process risk based inspection approach. It also provides guidance to the in-charge of inspectorate department on how to prioritize and set inspection frequencies for different premises.

It is my sincere hope that these guidelines will assist food inspectors in conducting food premises inspection and therefore add value in the protection of food consumers.

**M. Ndomondo-Sigonda
DIRECTOR GENERAL
TANZANIA FOOD AND DRUGS AUTHORITY**

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R. N . Wigenge

Acting Director Food Safety

ABBREVIATIONS

FAO	- Food and Agriculture Organization
WHO	- World Health Organization
FSQ/AS	- Food Safety and Quality Assurance
HACCP	- Hazard Analysis Critical Control Points
GMP	- Good Manufacturing Practices
GRAS	- Generally Recognized as Safe
SOPs	- Standard Operating Procedures
TFDCA	- Tanzania Food Drugs and Cosmetics Act
TFDA	- Tanzania Food and Drugs Authority
CCP	- Critical Control Point

CHAPTER 1

1.0 Introduction

The guidelines on risk-based inspection of primary food production, processing and catering/ retail establishments strives to convey to the food inspector not only a set of techniques and procedures to facilitate his/her work but also intend to re-orient inspection practices from aesthetic to proactive protection of the food consumer by fostering a food safety partnerships between the inspector and food processors.

This new philosophy relies on placing the inspector's emphasis on factors that are likely to lead to food borne illness and, therefore, "prioritize inspection using a risk-based approach" and at the same time encouraging voluntary compliance to hygienic practices by the food dealers.

The Risk Based Inspection considers the relative risk of what each food facility produces and how each plant/facility is controlling that risk, and accordingly allocates inspection resources to high risk facilities. By focusing inspection on risk factors that may cause food borne diseases inspectors will make better use of his/her scarce time allocation to each process, without overlooking existing non-compliance and violations. This allows the Authority to choose the most appropriate action to be taken to drive up levels of compliance by food establishments.

These guidelines detail procedures and techniques for the food inspector to facilitate achievement of food safety and quality assurance system. They also provide inspectors with basic inspection skills on how to categorize and prioritize inspection using process and product priority risk trees.

Therefore, these guidelines have been developed to guide food inspectors on the food safety requirements as per the TFDC Act, and food regulations.

1.2 OBJECTIVE

1.2.1 Main Objectives

To strengthen food inspection services in the country through imparting new skills on risk based inspection approach to the inspectors and fostering voluntary compliance to food safety and quality requirement by food dealers.

1.2.2 Specific Objectives

- 1. To provide the food inspectors with practical and clear guidance for conducting food inspection that respond to the modern concept of food safety and quality assurance systems based on risk**

- 2. To provide a roadmap for inspectors that can be used in their inspection of primary production/processing, catering and retail operations across the entire food sector, regardless of the specific product(s) handled or manufactured by the inspected establishment**
- 3. To reorient food inspection from product to process and base it on risk**
- 4. To equip the inspector with some basic techniques and reference material.**

1.2. SCOPE

The guidelines shall be used for inspection of food premises in Tanzania mainland where the TFDA 2003 operates.

1.3 Definitions and terms

For the purpose of these guidelines the following terms and definitions shall apply:-

Control measures	Are actions or activities that are used to prevent, eliminate, or reduce food safety hazards.
Control action	Any action to be taken when the results of monitoring at the CCP indicate a loss of control.
Critical control points	A step which, if controlled, will eliminate a hazard, or reduce it to an acceptable level.
Critical limits:	These are specific measurable criteria, designed to prevent, eliminate, or reduce hazards in food.
Critical violation:	Is a violation relating to any of the following risk factors that directly contribute to health hazards these includes:- <ul style="list-style-type: none">• Improper hot and cold holding, cooling or reheating of potentially hazardous foods• Inadequate cooking• Poor personal hygiene of food handlers• Cross-contamination of food-contact surfaces• Food from unapproved sources• Improper labeling in the indication of warning against specific groups (e.g. on contraindications, allergies, e.t.c.)
Enforcement:	Actions that may be taken to induce, encourage or compel compliance with the Act and its associated Regulations.
Food:	Means any article other than drugs, cosmetics and tobacco used as food or drink for human consumption and includes any substance used in manufacture or treatment of food
Food Inspector:	An inspector appointed, authorized or recognized as such under section 105 of the TFDCA
Foodborne disease:	Is any disease of an infectious or toxic nature caused by consumption of food.
Follow-up inspection:	Follow-up inspection is normally carried out to

ensure that corrective measures and corrective actions have been undertaken following decision from previous inspection.

Hazard: The specific biological, chemical, or physical properties or agents that, if uncontrolled may lead to illness or injury.

High risk foods: Are foods with a high potential of causing food borne diseases because of their relatively high ability to support microbial growth or have a inherent toxic substances.

Inspection: Is examination of food premises or products in order to verify whether they conform to safety and other requirements

Investigative inspection: An inspection undertaken in order to deal with specific complaint (s) received about lapses or non compliance with requirements.

Low risk food Includes food produced from facilities that prepare only non-potentially hazardous foods.

Medium risk food: Includes food produced from facilities where high-risk ready-to-eat foods are not prepared.

Premises: Includes land, buildings, structure, basement and vessels and in relation to any building includes a part of a building and any cartilage, forecourt, yard or place of storage used in connection with buildings or part of that building; and in relation to 'vessel', means ship, boat, air craft, and includes a carriage or receptacle of any kind, whether open or closed.

Potentially hazardous food: Is a food that supports the growth of micro organisms that cause food-borne illnesses. These foods normally include (but are not limited to) meat and meat products, poultry and poultry products, dairy products, cooked vegetables, and cooked pasta, rice and beans. They also include food supplements or any of the other foods which must be used at doses specific to gender, age and contemporary health of the user.

Process flow: Is the path that food follows from raw material receiving through processing service or sale to the consumer.

Risk factors Are the poor conditions, procedures, or practices that result in out of control food safety hazards.

Routine inspection: This is a scheduled inspection that is carried out for the purpose of checking compliance with the legislation. It may be conducted to a new establishment or to an establishment that has applied

Special inspection: Is the one in which a special reason promote the need to carry out an inspection for purpose of verifying a particular product safety control measure or their implementation.

CHAPTER 2

2.0 INSPECTORS GUIDELINE FOR RISK BASED INSPECTION

2.1 Determination of risk category

The in-charge of the inspectorate department/section shall determine the risk category of food premises as high, medium or low by using the techniques in 3.1 and apendicies 1 and 2

2.2 Frequency of Inspection

The in-charge of the inspectorate department/section shall set frequency of inspection on a particular premises or part of premises basing on the risk category into which a particular food business falls.

2.3 Establishment of inspection priorities

The in-charge of the inspectorate department/section shall prioritize premises to be inspected as per schedule basing on the process-product risk tree schematic diagrams (Refer appendix 3).

2.4 Preparation for Inspection

In organizing the inspection with reference to item 3.2 the inspector shall:

2.4.1 Prepare a list of premises to be inspected.

2.4.2 Prepare the necessary inspection tools and equipment

2.4.3 Make an adequate time allocation for the inspection based on the size and complexity of the operation, type of product (s) handled and number of inspectors available.

2.5 Conducting inspection

In conducting inspection with reference to item 3.3, the inspector shall

2.5.1 Conduct opening meeting

2.5.2 Scrutinize blue prints on premises layout, structure and critical control points

2.5.3 Conduct physical inspection of food premises accompanied by Manager or supervisor.

2.6 Closing Meeting

In concluding an inspection the inspector shall

2.6.1 Hold inspection-closing meeting by using techniques in item 3.4

2.6.2 Together with the inspectee sign inspection memorandum (Appendix 4) and leave a copy with the management of the inspected premises. Format of the report shall be as prescribed in appendix 4 of these guidelines

2.6.3 Take appropriate actions including schedule follow-up inspection, closure notice, suspension of permit, warning notice, seizure of products

2.6.4 Fill in and sign the premises inspection log book where available

2.7 Report preparation

2.6.5 Inspection report

An inspector shall be required to prepare and submit to his supervisor an inspection report as soon as practically possible. The report shall be prepared within 7 days of actual inspection in a format prescribed in Appendix 6 of these guidelines.

2.7.2 Food control services report

Report of food control services shall be prepared in format prescribed in Appendix 10 and submitted to the Authority in quarterly basis

CHAPTER 3

3.0 INSPECTION TECHNIQUES

3.1 Determination of Risk category

- 3.1.1 Review previous inspection records in order to detect trends out of control risk factors.**
- 3.1.2 Assess the scale of operation**
- 3.1.3 Identify the category of the food processed whether high, medium, or low risk.**
- 3.1.4 Identify likely health hazards inherent in specific food preparation and processing methods.**
- 3.1.5 Type of product handled or processes used may have different food borne illness risk factors.**
- 3.1.6 Scrutinize building blue prints on premises layout, structure and critical control points.**
- 3.1.7 The inspector should have in mind the specific process/product-related set of food borne illness risk factors before inspection so that the time dedicated and intensity applied to the auditing of each establishment's FSQ/AS will measure up to its particular set of food borne illness risk factors**
- 3.1.8 The inspector should focus on those foods or processes that will most likely cause food borne illness if uncontrolled**
- 3.1.9 The inspector's experience and academic training should serve as guides regarding the level of risk presented to consumers by the products from each establishment to be inspected**

3.2 Preparation for Inspection

- 3.2.1 Obtain background of the food premises including physical address, registration and licensing status**
- 3.2.2 Scrutinize the previous inspection report**
- 3.2.3 Determine the food product and process risk profile as described under item 3.1.10**
- 3.2.4 Identify inspection tools needed such as inspection checklists, Regulations, TFDCA 2003, seizure certificates, inspection form, notebook, sampling notification form, voluntary and compulsory surrender certificates and inspection equipment (see attached list)**

3.3 Conducting Inspection

- 3.3.1 Opening meeting**
 - i. Meet with the in charge of the premises.**
 - ii. Identify yourself and your team**
 - iii. State objectives, scope and outline of the inspection**
 - iv. Assure management of confidentiality.**
 - v. Request management collaboration.**

- 3.3.2 Securitization of blue prints on premises layout, structure and critical control points**
- i. Obtain/prepare and use process flow chart (by product) to anticipate critical steps in ensuring product safety**
 - ii. Check for premises plan (schematic diagram) to see whether the flow pattern is properly set.**
- 3.3.3 General process flow**
- i. Determine operations critical for product safety**
 - ii. Check control measure (s) for each risk factor**
 - iii. Ascertain that critical limits being used are appropriate**
 - iv. Check if critical limits are observed**
 - v. Verify that controls in CCPs meet the requirements for FSQ/AS**
 - vi. Verify presence of a laboratory where applicable and analysis reports**
- 3.3.4 Counter-flow walk –through**
- i. Walls & floors (smooth, no cracks, no peeling paint)**
 - ii. Ceilings prevent dust fallout and insect entry**
 - iii. Doors and windows have screens**
 - iv. Lighting is appropriate and air is free of moisture and dust**
 - v. Water is potable and ice is made from potable water**
 - vi. Effectiveness of drains and cleanliness of covers and traps**
 - vii. Sewage disposal complies with regulations**
 - viii. Check in- and off-plant waste disposal for frequency and cleanliness**
- 3.3.5 Products profile inspection**
- i. Examine dry product storage areas: moisture, pests**
 - ii. Check refrigerated and frozen storage area temperatures**
 - iii. Check if First-in first-out procedures are in place for product**
 - iv. Check if loading procedure and transportation vehicles: (loading must not damage/contaminate product, transportation vehicles must protect product and not contribute contamination**
 - v. Check product registration status where applicable.**
 - vi. Product labeling complies with regulations and consumer protection against tampering and fraud.**
 - vii. Ensure labels are clear, legible and enable recalls.**
 - viii. Check for the criteria and authority of product release approvals.**
 - ix. Examine product distribution records**
- 3.3.6 Equipment Inspection**
- i. Check whether equipment design and materials allow proper cleaning and sanitizing**
 - ii. Check compatibility of food contact surfaces**
 - iii. Check maintenance and calibration programs**
 - iv. Ensure that lubricants are approved for food processing use and do not contaminate product**
 - v. Ensure that condensation and splashing are prevented**
 - vi. Observe proper location and use of hand washing stations**

3.3.7 Employees and Staff

- i. Examine employees' health records/certificates and sick employee policy.**
- ii. Observe employees' and staff hand washing practices after using toilet and upon reentering processing area; soap and disposable towels must be available**
- iii. Ensure smoking is banned within food processing areas**
- iv. Observe employees' clothing for cleanliness and protection**
- v. Observe that no jewelry or loose accessories are worn**
- vi. Ascertain there is complete physical separation of raw material and finished product areas and personnel**
- vii. Review employee hygiene and CCP training programs**
- viii. Verify presence of a qualified supervisor to oversee performance of process critical control points**

3.3.8 Employees facilities

- i. Check showers, changing rooms, eating facilities and toilets for cleanliness**
- ii. Observe availability and location of hand washing stations**
- iii. Hand washing stations must include soap and dry, disposable towels**
- iv. Check availability of first aid cabinet and supplies**

3.3.9 Packaging materials

- i. Examine the list of packaging materials and ensure such materials are approved for use on foods**
- ii. Check that packaging materials are adequately secured, stored and released.**

3.3.10 Sanitation and Pest Control

- i. Examine the sanitation protocol and schedule**
- ii. Ensure that only potable water is used for cleaning and sanitizing**
- iii. Check high-pressure water cleaning is done before equipment sanitization**
- iv. Check whether cleaning/sanitizing agents are approved for use in food plants**
- v. Examine the pest control protocol, schedule and records**
- vi. Check that pest control personnel is trained and licensed by TPRI**
- vii. Check the building's pest barriers on windows, doors and wall tops**

3.4 Conducting the Closing Meeting

3.4.1 Discuss findings including non-compliance & violations and provide directives for corrective action(s).

3.4.2 Discuss possible improvements to the FSQ/AS over and above the minimum requirements

3.4.3 Fill in the memorandum form on non compliances and agree on the corrective actions and time frame.

4.0 RISK BASE INSPECTION GUIDES AND CHECKLISTS

4.1 (A) GUIDE FOR INSPECTION OF CARBONATED SOFT DRINKS MANUFACTURING PROCESS

- 1. Examine warehouse and plant for evidence of rodents, insects or other possible source of contamination.**
- 2. Examine syrup tanks for mould and leakages**
- 3. Check bottle washer for plugged rinse jets and the general inside condition of the washer**
- 4. Check whether satisfactory washing and rinsing is being done satisfactorily by examining appropriate number of washed bottles**
- 5. Look for recontamination areas on bottles / cans lines.**
- 6. Check the adequacy for the washed bottles inspection procedure**
- 7. Check the glass fragment contamination control procedures**
- 8. Check for poor employee practices, which might pose a contamination problem.**
- 9. Check formulation to ascertain if food additives are permitted for use and whether are used at allowable levels and not expired.**
- 10. Check use of rodenticides and insecticides to ensure they do not contaminate raw materials.**
- 11. Inspect storage facilities for returned bottles to ensure are free from pest infestation**
- 12. Check how returned bottles are inspected, washed and re-inspected.**
- 13. Check whether all bottles, returnable and non-returnable are inverted with potable water before filing.**
- 14. Check to ensure that refillable bottles should be cycled through a caustic chamber heated to 60°C (140°F)**
- 15. Check to see that shields are installed wherever bottles could be contaminated by airborne glass particles.**
- 16. Check that actual filing operations are adequately enclosed to prevent exploding glass from entering immediate areas of the line.**
- 17. Check that there are shields between filler spouts. These shields prevent chain reaction explosion of other bottles but they do create more surface area for glass to adhere. Therefore the shields should not extend higher than the neck of the bottle.**
- 18. Check whether crown and cap hoppers are covered to prevent glass contamination.**
- 19. Check how often bottle washing solutions are changed and what steps are taken to ensure adequate wash solutions concentrations.**
- 20. Where aluminium backed labels are used, check whether the caustic soda solution is frequently checked for sodium aluminate level; and changed when they exceed 2% concentration.**

21. Determine whether the fresh water tank on the washer is drained and sanitized after each bottling to prevent build up of caustic levels and moulds and yeast.
22. Check whether brushes are sterilized prior to each days bottling to minimize contamination of bottles.
- 23.
24. Check whether the firm adds any water treatment chemicals to the rinse water so as to make it potable.
25. Determine the strength and temperature of the caustic soak solution.
26. Compare the above with the bottle washer manufacturer recommendations
27. Check the efficiency of any thermometer by comparing the reading with your own update and well – calibrated inspectors thermometer.
28. Check records for calibration of thermometers and credentials of the calibrating institutions
29. Test the efficiency of the washing and rinsing machine through the following procedure :
 - Place funnel in the bottle to be examined
 - Pour methylene blue solution into the bottle to about $\frac{1}{4}$ or $\frac{1}{3}$ of the bottle capacity.
 - Remove the funnel and place it in the next bottle to be tested
 - Rotate the bottle so that the stain is spread over the inside surface of the glass
 - Pour off excess methylene blue and rinse the bottle with water.
 - Examine the bottle, mould will retain the blue color even after rinsing
 - Repeat the procedures in subsequent bottles
 - Collect bottles containing the blue color for part of your filth exhibit.
30. Test at least one bottle per jet position for caustic carry over at least twice per shift; using phenolphthalein solution, PH paper or other suitable indicator.
31. Check whether washed bottles are subject to consistent examination for defective contamination bottles
32. Check that when examiner is VISUAL, the line speed must not exceed 100 bottles per minute. Where the electronic inspection is used for examination of bottles, the line speed should be limited to the specification of the scanner.
33. Where the inspection is visual the bottles should pass in a single file in front of a fluorescent screen with adequate illumination.
34. Check to ensure that employees inspecting these bottles should be changed at least every 20 minutes.
35. Check records to ensure that employees engaged in the visual examination of washed bottles receive a $\frac{1}{2}$ yearly eye examination, the date and results of which are to be recorded by management.
36. Where an electronic bottle inspector is used its efficiency should be tested by introducing a series of purposely filled with or painted dark at various levels. If it can't pick out all the bottles it should be re-calibrated or replaced.

37. Check whether the electronic bottle inspector is equipped with a residual detector at the bottom of a bottle (e.g. caustic)
38. Check whether the sealing is pilfer proof.
39. Question the QC department whether they can identify a bottle capped by their particular machine from the rest for consumer and plant security reasons.
40. Check to ensure that there is no rough handling of product cans to cause dents
41. Check to ensure that lead soldered cans are not used.
42. Check to ensure that premix and post mix operations are carried out in separate rooms to avoid potential for cross contamination.
43. Check whether the tank washer has caustic at a minimum strength of 2% and minimum temperature of 770 F. (1700F). Check records to see whether the strength / temperature are recorded at least twice per shift.
44. Check whether each compartment is checked hourly for caustic carry over and that record are kept.
45. Check whether there is a quality control lab sufficing the need of the plant
46. Check the qualification of all and every quality control staff
47. Check the personal hygiene of the employees
48. Check surface water drainage
49. Check flow pattern of the procedure
50. Check whether the syrup is boiled adequately
51. Check the quality of the preparation water
52. Check the quality of the sugar used in the preparation
53. Check the quality of lacquer on the corks
54. Check the quality of concentrates and storage condition

**4.1(B) CHECKLIST FOR INSPECTION OF CARBONATED
SOFT DRINKS MANUFACTURING PROCESS**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax

Plot No. ----- Block No. -----
 Street -----

Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	1	
- Free from sources of contamination	2	
- Accessible by road	1	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate artificial lighting and air ventilation provided	2	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	2	
- Good floor drainage , no stagnant water and smooth to invert	2	
- Walls internally plastered, smooth hard cleanable and kept clean	2	
- Roof in good state and repair, clean and not gapped	3	
- Provides adequate are to accommodate activities carried on	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	3	
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate	3	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
water in case of shortage		
- *Additional water treatment available	4	
4. RAW MATERIALS		
- *Food additives and concentrates properly packed and labeled held and not expired	4	
- Sugar used is of right quality	2	
- *Water used is additionally treated	4	
- Raw materials stored at recommended Temperatures	2	
5. PROCESSING & EQUIPMENT		
- Equipment arranged according to flow of Operations	2	
- Sugar syrup adequately heated	3	
- *Bottles properly washed, sanitized and rinsed	4	
- Proper inspection of cleaned bottles carried Out	3	
- Proper inspection of bottled / canned drink	3	
- Glass fragments contamination control Available	3	
- Crown / Caps are of good quality and free from rust	2	
- Caustic soda used at right strength and Temperature	2	
6. SANITATION & STAFF HYGIENE		
- Employees provided with protective clothing	3	
- Hand washing facilities provided	2	
- Workers are medically examined every six months.	3	
- Sufficient toilet / cloak room facilities Provided	3	
- Cleaning schedules and methods recorded and followed	2	
- Employees do not smoke, pick nose, scratch their skin, sneeze during working	3	
- Proper sewage and drainage facilities Available	2	
- Proper waste disposal in place	6	
7. RECORDS		
- Quality control records physical, chemical and microbiological.	3	
Medical examination	3	
Cleaning and disfection/ disfeststion	3	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....
.....
.....
SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....
.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....

Date:.....

4.2 (A) INSPECTION GUIDE FOR BAKERY

- 1. Inspect store for raw materials for evidence of rodents, insects, filth and mould.**
- 2. Inspect and check possible sources of raw materials contamination e.g. bacterial or chemical.**
- 3. Inspect storage of critical raw materials e.g. skim milk powder, butter, eggs and chocolate to determine if they are stored under proper conditions.**
- 4. Report and check on sources, type and quality of eggs, milk products, wheat flour and baking fat.**
- 5. Check status of all food additives if they are banned, delisted or allowed for limited use.**
- 6. Check refrigeration of raw materials.**
- 7. Evaluate usage of sanitizers, rodenticides and insecticides to determine if permitted for use, used properly and do not contaminate the raw materials and finished products.**
- 8. Inspect flour-handling equipment especially the sifter, dough mixer and all devices along the production line.**
- 9. Report if blending of between bad and good quality raw materials or condemned with clean raw materials is carried out.**
- 10. Inspect proofing equipment for cleanliness, insects and rodents infestation.**
- 11. Check for poorly designed conveyors or equipment, which may cause possibility of microbial contamination.**
- 12. Inspect and report on storage and action taken on contaminated or recalled products.**
- 13. Check cleaning procedures of plant and equipment.**
- 14. Check quality control records on finished products and review records for filth, bacterial load and standards compliance**
- 15. Check and report on personnel health, hygiene and supervision including protective clothing.**
- 16. Inspect and report on drainage and sewerage of the plant including toilet and wash room facilities.**
- 17. Inspect and report on dry refuse storage and collection.**
- 18. Check on packaging process including quality of packages and labels to see if they conform to existing legislation.**
- 19. Check on storage condition of finished products.**
- 20. Check on the design suitability of the bakery building including state of repair, lighting and ventilation.**

4.2 (B) CHECKLIST FOR INSPECTION OF BAKERY

Name of food premises -----

Type of food processed / packed / bottled -----

Name of owner -----

Name of Director / Manager -----

Address ----- Tel No----- Fax -----

Plot No. -----Block No. ----- Street -----

Food License No. ----- of (date) -----

Registration Certificate No. ----- of (date) -----

Purpose of inspection (routine / registration/licensing/complaints/follow up
(tick) other

Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within industrial area	1	
- Free from sources of contamination	1	
- Accessible by road	1	
- Sound surface water drainage in place	2	
2. CONSTRUCTION / BUILDING		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting provided	2	
- Proper adequate air ventilation provided	3	
- Wall internally plastered and or painted	2	
- Floor finish hard, smooth, non-absorbent no accumulation of grime, oils or dust	3	
- Roof has no leakage's	2	
- Room space provides adequate area to accommodate activities carried on	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	3	
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	
4. RAW MATERIALS		
- *Raw food materials and additive stored in proper store and at recommended temperatures	3	
- Food Stored on racks, trestles or cupboards	2	
- *Wheat flour of right quality and not contaminated	5	
- *Food additives approved by law, not expired or banned	5	
- Appropriate packaging material	3	
- Separate store for raw material and finished products	2	
5. FOOD EQUIPMENT AND PROCESS		
- *Equipment clean, smooth and free from crevices and loose scale	4	
- Equipment placed according to flow of Operation	4	
- Cleaning and sanitization operation available	3	
- No blending of raw materials between bad and good	2	
- Time and temperature gadgets available	2	
- Equipment's cleaned daily and records kept	3	
- Food products properly packaged and labeled according to law.	4	
- Packaging material is of food grade.	3	
6. SANITATION & STAFF HYGIENE		
- *Sufficient toilet / cloak room facilities Provided	4	
- Proper sewage and drainage facilities Available	3	
- Employees provided with protective clothing	3	
- Employees are medically examined on first appointment and every six months	3	
- Hand washing facilities available and working	3	
- Proper waste disposal in place	2	
- Cleaning schedules and methods recorded and followed	2	
7. RECORDS		

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Quality control records on:	3	
- Medical Examination	2	
- Cleaning , disfection/ desfestation	2	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
 Signature.....Date.....
 (Authorized officer)

OWNER’S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
 Date:.....

**(A) INSPECTION GUIDE FOR BUTTERFAT, BUTTER
AND CHEESE MANUFACTURING PROCESS**

- 1. Check storage are for evidence of flies, rodents or other possible sources of contamination.**
- 2. Check in – line filters, filter cloths, dump screen and vats for any demonstrable filth.**
- 3. Check packaged cream for mould, decomposition or filth**
- 4. Check for milk stone build up on equipment**
- 5. Check if seals on continuous churns are removed for cleaning**
- 6. Look for mould in and about butter printer**
- 7. Look for any objectionable employee condition and practices (e.g. boils, or sores on arms or hands, scratching nose picking etc).**
- 8. Check usage of rodenticides and insecticide to determine its proper use.**
- 9. Check quality control records to ascertain products safely.**
- 10. Check food additives used if permitted for use and whether used at the allowable levels.**
- 11. Check for qualification of quality control personnel.**
- 12. Check for provision of protective clothing for employees.**

**(B) CHECKLIST FOR INSPECTION OF BUTTERFAT,
BUTTER & CHEESE MANUFACTURING PROCESS**

Name of food premises -----

Type of food processed / packed -----

Name of owner -----

Name of Director / Manager -----

Address ----- Tel No ----- Fax -----

Plot No. ----- Block No. -----
Street -----

Food License No. ----- of (date) -----

Registration Certificate No. ----- of (date) -----

Purpose of inspection (routine / registration/licensing/complaints/follow up
(tick) other

Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	2	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	3	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	3	
- Good floor drainage , no stagnant water and smooth to invert	3	
- Walls internally plastered, smooth hard cleanable and kept clean	3	
- *Roof in good state and repair, clean and	4	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
not gapped		
- Provides adequate are to accommodate activities carried on	3	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	3	
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	
4. RAW MATERIALS		
- Raw milk is of good quality	3	
- Food additives approved by law, not expired and properly labeled	3	
- Raw milk Stored in at recommended Temperatures	3	
5. PROCESSING & EQUIPMENT		
- Strainers/filters available and working efficiently	3	
- Cheese cloths clean	2	
- Cheese, vats, butter churns and moulds kept clean	4	
- Culture prepared and stored under hygienic condition	2	
- Equipment free from milk stones	2	
- Cheese maturation is hygienic	2	
- Continuous churns have removable seals	2	
- *Recording / indicating thermometer provided	4	
- Packaging material suitable for the product and of food grade	4	
6. SANITATION & STAFF HYGIENE		
- Employees provided with protective clothing	3	
- *Hand washing facilities provided	3	
- Workers are medically examined every six months	3	
- Employees with boils, sores & wound on hand are excluded from processing place.	3	
- *Sufficient toilet / cloak room facilities Provided	3	
- Proper sewerage and drainage system available	4	
- Cleaning schedules and methods recorded and followed	4	
- *Employees do not smoke, pick nose, scratch their skin, sneeze during working	3	
7. RECORDS		
- Quality control records of raw and finished	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
products (chemical, physical, microbiological)		
Medical examination records	1	
Cleaning disinfection/ disinfestations	1	
8. GRAND TOTAL	100	

**These are critical defects*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
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A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
 Signature.....Date.....
 (Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....

Date:.....

**INSPECTION GUIDES FOR BOTTLED WATER
MANUFACTURING PROCESS**

- 1. Check plant storage are for rodents, insects or other possible source of contamination**
- 2. Check if water being bottled is from approved source**
- 3. Check analytical records to ascertain if the raw water being bottled complies with the standards**
- 4. Check what tests are conducted on incoming water to ascertain that it meets microbiological, chemical and other standards and is free from other contamination (e.g. pesticides, industrial chemical etc)**
- 5. Check storage of empty finish – product containers to see if they are kept free from contamination**
- 6. Check usage of rodenticides, insecticides and other dangerous chemicals**
- 7. Check product flow and bottling operation**
- 8. Check equipment and utensil as to suitability, for their intended use**
- 9. Check any treatment of water by distillation ion exchanging, filtration, U.V. treatment reverse osmosis, or other treatment or purification process.**
- 10. Check bottle washing and or rinsing operation in detail (rinsed, air blown or vacuumed)**
- 11. Check if equipment is cleaned and sanitized in adequate manner**
- 12. Check that finished product is kept free from contamination.**
- 13. Check employee's habit that could contribute filth or microbial contamination.**
- 14. Check for provision of protective clothing for employees**
- 15. Check for provision of sanitary accommodation with changing room for employees.**

**CHECKLIST FOR INSPECTION OF BOTTLED
WATER MANUFACTURING PROCESS**

Name of food premises -----

Type of food processed / packed -----

Name of owner -----

Name of Director / Manager -----

Address ----- Tel No----- Fax -----

Plot No. ----- Block No. -----
Street -----

Food License No. ----- of (date) -----

Registration Certificate No. .----- of (date) -----

Purpose of inspection (routine / registration/licensing/complaints/follow up
(tick) other

Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	2	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Adequate natural and lighting provided	2	
- Walls internally plastered, painted and cleanable	2	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	2	
- Good floor drainage no stagnant water, channel dry and smooth to invert.	2	
- Room space provides adequate area to	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
accommodate activities carried on.		
3. RAW MATERIALS		
- Source approved	4	
- *free for chemical contaminants (Heavy metals etc)	4	
- Free from heavy microbial load	4	
4. PROCESSING & EQUIPMENT		
- Equipment arranged according to flow of Operations	3	
- Water filling, capping and sealing by machine	4	
- Equipment and utensils are of suitable design and material	4	
- *Effective water treatment	6	
- Packaging material suitable and of good grade	4	
- Bottles washed / rinsed before filling		
5. SANITATION & STAFF HYGIENE		
- Employees provided with protective clothing	3	
- Hand washing facilities provided and used	3	
- Employees are medically examined at first appointment and every six months	3	
- Sand filters regularly changed/washed	4	
- Employees with boils, sores & wounds excluded from the plant.	4	
- Sufficient toilet / cloak room facilities Provided	4	
- Proper waste disposal available	4	
- Cleaning schedules and methods recorded and followed	4	
- Employees do not pick noses, scratch their skin and smoke during working	4	
- Finished product temper proof sealed	3	
- Finished Product properly labeled	2	
6. RECORDS		
- Quality control records physical, chemical and microbiological.	2	
Medical examination records	2	
Cleaning and disinfections/ disinfestations records	2	
7. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).

- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
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- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

 Signature.....Date.....
 (Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
 Date:.....

INSPECTION GUIDE FOR ICE CREAM & RELATED FROZEN PRODUCTS MANUFACTURING PROCESS

- 1. Check raw materials storage area for evidence of rodents, insects and mould or decomposed fruits, nuts, or other ice-cream ingredient.**
- 2. Check testing of incoming raw materials**
- 3. Check storage temperatures for raw materials**
- 4. Check for use of food additives, whether permitted banned or delisted and levels of application**
- 5. Check time/temperature combination used for pasteurization**
- 6. Note employees hygiene and sanitation practices**
- 7. Check for milk stone on the equipment**
- 8. Check the over run practices / methods**
- 9. Check usage of rodenticide and insecticide**
- 10. Check for finished products Q.C records for results of testing for filth, micro-organism and compliance.**
- 11. Check flavour holding tank to see whether storage temperature is below 7°C unless the product is used within ½ hour**
- 12. Check all pertinent equipment obtains screen sizes of filters and their locations.**
- 13. Examine the mixing equipment (prior to use) for milk stone, defects, unclean valves and piping and unclean rubber gaskets at joints.**
- 14. Note any old equipment which might not be suitable for continued use (e.g. exposed copper, lead or zinc)**
- 15. Check in detail the mixing operations**
- 16. In batch method of pasteurization the homogenization process to take place prior to pasteurization, check if the procedure is followed.**
- 17. In continuous pasteurization method homogenization may be done after pasteurization.**
- 18. Check that Ice-cream mix falling below pasteurization temperature at the homogenizer is diverted back for re-pasteurization.**
- 19. Check for dented or leaking moulds as this could be a source of health hazards.**
- 20. Check for packaging materials and labeling**
- 21. Check that ice-cream mix is stored under refrigeration if not used immediately.**
- 22. Check the cleaning agent and procedures applied and rinsing system used for removing harmful or distasteful chemical agents.**
- 23. Check that the freezing machine is dismantled cleaned and sanitized, if it is not going to be used for 2 hours or more.**

**CHECKLIST FOR INSPECTION OF ICE CREAM & RELATED
FROZEN PRODUCTS MANUFACTURING PROCESS**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----

 Name of Director / Manager -----

 Address ----- Tel No----- Fax -----

 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other

 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Free from sources of contamination	2	
- Accessible by road, rail	2	
- Sound surface water drainage in place	2	
Within industrial area	1	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	3	
- Floor finish hard, non-absorbent	3	
- Suitable and adequate flow drainage provided	2	
- Walls internally plastered, smooth hard, water proof cleanable and kept clean	3	
- Roof in good state and repair, clean and not gapped	2	
- Room space provides adequate area to accommodate activities carried on.	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	3	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	
4. RAW MATERIALS		
- Raw material obtained from approved source	1	
- Raw materials of approved quality	3	
- Stored in proper store and at recommended temperature	3	
- Food additives approved by law, not expired or banned	2	
- Raw materials properly packaged, labeled, and not expired	3	
- Nuts, fruits etc are of high quality, not mouldy or decomposed	2	
5. PROCESSING & EQUIPMENT		
- *Pasteurisation/Sterilisation efficient	4	
- *Indicating / Recording / Thermometer present	4	
- Hygiene of over – run method used	3	
- Flavour storage is below recommended temperature and time	2	
- Pertinent equipment and screen filters are of recommended materials and maintained in good of repair	2	
- In batch method of pasteurization homogenization done prior to pasteurization	2	
- Mould ice cream novelties are not dented or leaking	2	
- Packaging material are of approved quality	3	
- Product is properly packaged and labeled	3	
- Ice cream mix is stored under refrigeration if not on immediate use.	3	
6. HYGIENE AND SANITATION		
- Equipment properly rinsed after chemical sanitation	2	
- *Mixing equipment, valves, piping and rubber gaskets are dismantled cleaned and sanitized immediately after use	4	
- Sufficient toilet facilities provided	3	
- Proper sewage and drainage facilities in place	2	
- *Employees are medically examined on first appointment and every after six months.	4	
- proper hand washing facilities provided	3	
- cleaning schedules and methods recorded and followed	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Employees do not pick nose, scratch skin sneeze smoke while on processing	2	
- Proper waste disposal system in place	2	
7. RECORDS		
- Quality control records physical, chemical and microbiological.	1	
Medical examination records	1	
Cleaning and disinfections/ disinfestations records	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....

Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

**INSPECTION GUIDE FOR EVAPORATED MILK, SWEETENED
CONDENSED MILK MANUFACTURING PROCESS**

1. Check plant storage areas for evidence of rodents, insects other possible sources of contamination.
2. Check what tests are made on incoming milk.
3. Check records for results of testing for sediment, bacterial load, decomposition, acidity pesticides and antibiotics.
4. Check storage time and temperature of raw materials including milk and additives
5. Evaluate the flow of material through plant and check a flow plan
6. Check product manufacturing operation in detail including any time/temperature relationship of the following process :-
 - Receiving and holding
 - Clarification or filtration
 - Fat standardization and holding
 - Pre-heating and holding
 - Evaporation process
 - Homogenization process, condensing and sugar addition (in case of sweetened condensed milk)
 - Cooking and holding
 - Re-standardization (fats & total solids) cooking, seeding and crystallizing (for sweetened condensed milk)
 - Filling and sealing.
7. Check the inspection of evaporated milk vent hole
8. Check equipment cleaning and sanitizing procedures
9. Check the health and hygiene practices of employees
10. Check finished product quality control records regarding bacterial load and standard of quality.
11. Check of records for finished product for result for :
 - Fat
 - Total milk solids
 - Vitamin A, D. C
 - Microbiological quality, antibiotic & pesticide residue.

**CHECKLIST FOR INSPECTION OF EVAPORATED MILK,
SWEETENED CONDENSED MILK MANUFACTURING PROCESS**

Name of food premises -----

Type of food processed / packed -----

Name of owner -----

Name of Director / Manager -----

Address ----- Tel No----- Fax -----

Plot No. ----- Block No. -----
Street -----

Food License No. ----- of (date) -----

Registration Certificate No. ----- of (date) -----

Purpose of inspection (routine / registration/licensing/complaints/follow up
(tick) other

Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	3	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	3	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	2	
- Good floor drainage , no stagnant water and smooth to invert	2	
- Walls internally plastered, smooth hard cleanable and kept clean	3	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Roof in good state and repair, clean and not gapped	2	
- Rooms provides adequate area to accommodate activities carried on	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	2	
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	
4. RAW MATERIALS		
- Source known approved and right quality	2	
- Raw materials stored at recommended temperature	3	
- Food additives approved by law not expired	3	
- Properly labeled and not expired	3	
5. PROCESSING & EQUIPMENT		
- *Recording and indicating thermometer available	4	
- Clarification/filtration method effective	3	
- *Cans/container of suitable material and of food grade and corrosion resistant	4	
- Vent hole are properly inspected	2	
- *Container filling by machine	5	
- Sealing of containers is by machine	4	
- Finished product properly labeled	3	
6. HYGIENE & SANITATION		
- Employee provided with protective clothing	3	
- *Hand washing facilities provided and used	3	
- *Workers are medically examined on first appointment and every after six months	3	
- Sufficient toilet facilities provided	4	
- *Proper sewage and drainage facilities in place.	4	
- Equipment properly cleaned, sanitized and rinsed	4	
- Employees do not pick nose, scratch skin, sneeze, smoke while on processing	2	
- Cleaning schedules and methods recorded and followed	4	
7. RECORDS		
- Records for raw and finished products (Physical, chemical & microbiological)	2	
Medical examination records	2	
Cleaning disinfection/ disinfestations	2	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
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A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
.....
SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

INSPECTION GUIDES FOR FLUID MILK MANUFACTURING PROCESS

- 1. Check storage and production areas for evidence of rodents, insects or other possible source of contamination.**
- 2. Check what tests are made on incoming raw-milk including physical, microbiological, chemical etc.**
- 3. Review records of test results to ascertain if only quality raw materials are utilized.**
- 4. Check on health and hygiene of personnel including protective clothing**
- 5. Check storage temperature of liquid milk and maximum storage time allowed. Raw milk should be stored at 7°C or lower.**
- 6. Check the screen, classifiers and separator to see if they are working effectively**
- 7. Check disposition of rejected incoming lots of raw milk and reason for rejection**
- 8. Check on the use of rodenticide and insecticide**
- 9. Check the flow of milk through plants**
- 10. Check manufacturing methods in detail including processing and temperatures**
- 11. If batch – type pasteurising process is used check.**
 - Provision of indicating, a recording and an air space thermometer**
 - Whether the recording thermometer reads 0.5 °C but no higher than the indicating thermometer during holding period**
 - Whether the recording charts contain the necessary information**
 - Whether the milk product is continuously agitated during pasteurization to ensure even heat distribution for effective pasteurization.**
- 12. Check what time/temperature combination used for continuous pasteurization system.**
- 13. Check whether the continuous system of pasteurization has an indicating and a recording thermometer**
- 14. Check whether the flow – diversion device is used, in system and if so the temperature at which it is set to divert.**
- 15. In continuous system check whether a milk to milk generator section is used if so, whether there are pressure gauges and adequate pressure control installed to ensure greater pressure gauges and adequate pressure control installed to ensure greater pressure on the pasteurised side than on the raw side at all times and whether the controls are sealed by regulatory authority.**
- 16. Check whether the recording charts contain the necessary information.**
- 17. Check if the thermometer and pasteurization controls have been tested and what dates these tests were performed on the system.**
- 18. Check if product and ingredients are properly protected from contamination at all time (e.g. covers on tanks & vats, caps on pipeline opening etc.)**
- 19. Check the source of the water supply for the establishment to see if there are any cross contamination with unsafe water supplies**

- 20. Check equipment as to suitability for its intended use and see that all areas are accessible for cleaning.**
- 21. Check seals for leakage.**
- 22. Check if finished product meets proper pasteurisation/sterilisation levels**
- 23. Check on packaging materials and labeling of finished product**
- 24. Check on quality control tests conducted on finished product**
- 25. Check on finished product storage practices**
- 26. Check in detail clean up procedures for plant equipment and utensils**
- 27. Check distribution and sales information.**

CHECKLIST FOR INSPECTION OF FLUID MILK MANUFACTURING PROCESS

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints) -----
 Follow up (tick) other -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	3	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Adequate natural lighting provided	2	
- Proper, adequate air ventilation provided		
- Walls internally plastered, smooth hard cleanable and kept clean	3	
- Floor finish hard, smooth, non-absorbent no accumulation of grime , oils or dust	3	
- Good floor drainage , no stagnant water and smooth to invert	2	
- Roof not leaking	2	
- Room space provides adequate areas to accommodate activities carried out.	2	
3. WATER SUPPLY		
- *Source is (Municipal or private) potable and available all the time	4	
- Supply is adequate in volume and pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage is available	2	
4. RAW MATERIALS		

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Raw milk obtained from known and approved source	4	
- Raw milk tested before acceptance	3	
- Skim milk powder and butter – oil is of right quality	2	
- Raw materials stored in proper stored at recommended temperatures	2	
5. PROCESSING & EQUIPMENT		
- Strainers/clarifiers available	2	
- *Pasteurisation/sterilisation method effective	5	
- Presence of indicating/Recording/Airspace thermometer	3	
- Presence of flow diversion device	3	
- Pressure gauges and adequate pressure controls available	3	
- Equipment and utensils are of suitable design and material	2	
- Equipment placed according to flow of operation	2	
- Packaging materials are of food grade	3	
- Milk properly packaged and labeled	3	
6. SANITATION & HYGIENE		
- Equipment properly cleaned, sanitized and rinsed	4	
- *Sufficient toilet facilities provided complete with changing rooms	4	
- Proper sewage and drainage facilities in place	3	
- Employees provided with protective clothing worn and kept clean	3	
- Employees are medically examined every six months	3	
- Proper hand washing facilities provided	3	
- Sufficient toilet / cloak room facilities Provided	3	
- Cleaning schedules and methods recorded and followed	2	
- Employees do not smoke, pick nose, scratch their skin, sneeze during working	2	
7. RECORDS		
- Quality control records present	2	
- Physical, chemical and microbiological.	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

 Signature.....Date.....
 (Authorized officer)

OWNER’S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
 Date:.....

**CHECKLIST FOR INSPECTION OF DRIED MILK &
DRIED MILK PRODUCTS MANUFACTURING PROCESS**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other

 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	2	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	2	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	2	
- Good floor drainage , no stagnant water and smooth to invert	2	
- Walls internally plastered, smooth hard and cleanable	2	
- Roof in good state and repair, clean and not gapped	2	
- Room space provides adequate area to accommodate activities carried on	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	2	
- Water supply is adequate in volume and	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
Pressure		
- Reservoir with capacity to supply adequate water in case of shortage	2	
4. RAW MATERIALS		
- Raw materials stored at recommended temperature	3	
- Food additives approved by law not expired	3	
- Properly labeled and not expired	3	
5. PROCESSING & EQUIPMENT		
- *Pasteurization/sterilization efficient	3	
- Indicating/Recording thermometers present	3	
- Air vents and vacuum breakers on upright storage tanks properly located	2	
- Equipment and utensils well designed suitable with smooth contact surfaces	3	
- Flow diversion valve present & working	4	
- Thermometer calibrated at yearly interval	3	
- Vacuum breaks available	2	
- Air - intake and filters are suitably located of acceptable quality and properly sealed	2	
- Exhaust air from dryers treated to remove solids	2	
- Main exhaust stack from the drier is self closing	2	
- Fluid milk, drying and milk powder hygienically handled	3	
- Each process carried out in separate and suitably designed area	3	
- Packaging material suitable and of food grade	3	
6. HYGIENE & SANITATION		
- Employee provided with protective clothing	3	
- Hand washing facilities provided	2	
- Unnecessary foot traffic not allowed	3	
- Workers are medically examined on first appointment and every after six months	3	
- Employees with boils, sores, wounds in their hands and arms are excluded from the plant	2	
- Sufficient toilet facilities provided	3	
- Equipment, piping, filters are effectively cleaned	3	
- Cleaning schedules and methods recorded and followed	3	
- Employees do not pick nose, scratch their skin and smoke during working	3	
7. RECORDS		
- Quality control records of raw and finished products (chemical microbiological or physical)	1	
Medical examination records	1	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
Cleaning disinfection/ disinfestations	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
 Signature.....Date.....
 (Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....

Date:.....

INSPECTION GUIDE FOR FISH AND FISH PRODUCTS MANUFACTURING PROCESS

- 1. Check surrounding / premises of the food processing plant to be adequately clean and hygienically maintained.**
- 2. Check buildings to be of suitable design to facilitate proper maintenance and to carry out sanitary operations.**
- 3. Check on the appropriate facilities for protection against pests such as insects, rodents, birds or other vermin etc.**
- 4. Inspect instruments and working equipment such as cutting tables, containers, conveyor belts and knives to ascertain that they made of corrosion – resistant material easy to clean and disinfect.**
- 5. Check on the freezing temperature where fishery products are stored.**
- 6. Check whether working areas are of sufficient size to enable work to be carried out under adequate hygienic conditions**
- 7. Check that there is separated of clean and uncleaned operations.**
- 8. Check on ample supply of clean potable water or clean seawater under adequate pressure at all the time during working hours.**
- 9. Check on hygienic wastewater disposal system.**
- 10. Check and observe in plant chlorinating of water for the residual content of free chlorine, and that is maintained at no more than the minimum effective level for the use intended.**
- 11. Check on the quality of the ice used in the fish – processing establishment, it should be made from potable water or clean seawater**
- 12. Check on the proper facilities for washing and disinfection of equipment**
- 13. Check if facilities are available for disinfecting of protection hand coverings.**
- 14. Check on storage facilities for storage of packaging materials**
- 15. Check for adequate facilities for cleaning and disinfection vehicles and boats transporting fish to the plant**
- 16. Check on the cleaning compound and sanitizing agents used, to be safe and effective against micro-organism**
- 17. Check on the storage and transportation of finished products to be under conditions that will protect food against physical, chemical and microbial contamination.**
- 18. Check for an adequate number of change rooms with smooth waterproof, washable walls and floors, with washing basins and flush lavatories.**
- 19. Check on lighting and ventilation system.**
- 20. Check on the health and hygiene of personnel including protective clothing**
- 21. Check on packaging and labeling and the finished product**
- 22. Check quality control records on finished products.**
- 23. Check qualifications of quality control personnel.**

**CHECKLIST FOR INSPECTION OF FISH AND
FISH PRODUCT MANUFACTURING PROCESS**

Name of food premises -----

Type of food processed / packed -----

Name of owner -----

Name of Director / Manager -----

Address ----- Tel No----- Fax -----

Plot No. ----- Block No. -----
Street -----
Food License No. ----- of (date) -----
Registration Certificate No. ----- of (date) -----
Purpose of inspection (routine / registration/licensing/complaints/follow up
(tick) other

Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	2	
- Easily accessible by road all the time	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	3	
- Floors finish hard, non-absorbent	3	
- Suitable and adequate floor drainage provided	3	
- Walls internally plastered, smooth hard cleanable and kept clean	2	
- Roof in good state and repair, clean and not gapped out	4	
- Proper waste disposal system in place	3	
- Adequate screening or other protection against pests	2	
3. WATER SUPPLY		

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Source is (Municipal or private) potable and available all the time	3	
- Water supply is adequate in volume and Pressure	3	
- Reservoir with capacity to supply adequate water in case of shortage	3	
4. RAW MATERIALS		
- Raw fish from safe source	4	
- Raw fish transported in clean boats or trucks to minimize microbiological and other contaminants	3	
- Temperature and time duration adhered to	4	
- Raw fish stored at recommended temperature before processing	3	
- Ice used in fish processing made from potable water	3	
5. EQUIPMENT & PROCESSING		
- Equipment clean, smooth, hard, free from services and is corrosion resistant	2	
- Separate knives, blocks, tables for raw and processed fish	4	
- Clean and uncleaned operations separated	3	
- Presence of time and temperature gadgets	2	
- Fish product properly packaged and labeled according to law	2	
- Packaging materials is suitable and of food grade	3	
- Packaged fish immediately frozen	4	
6. SANITATION & STAFF HYGIENE		
- Employees provided with protective clothing	2	
- Employees are medically examined every six months.	3	
- Presence of proper sewage and drainage facilities	2	
- Hand washing , hand sanitizing and toilet facilities provided and effective working	4	
- Cleaning and sanitizing chemical properly labeled and stored	2	
- Changing / dressing rooms available	2	
- cleaning procedures documented and followed	2	
7. RECORDS		
- Quality control records	2	
- Microbiological tests	2	
- Chemical tests	2	
- Calibration of freezers thermometer	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

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A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
.....
SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

**INSPECTION GUIDE FOR CONFECTIONERY
PRODUCTS MANUFACTURING PROCESS**

- 1. Inspect raw material storage areas for evidence of rodents and insects**
- 2. Inspect other critical areas of plant for evidence of rodents and insects**
- 3. Check other possible sources of raw materials contamination e.g. Chemicals, insecticides, rodenticides, extraneous filth and micro-organisms.**
- 4. Determine if critical raw materials e.g. Skim milk powder, milk, eggs, coconut, sugar etc. have been heat-treated, pasteurized, or handled in proper condition**
- 5. Inspect and check raw material for presence of rodent, insect, mould or other contaminants which may originate from the source.**
- 6. Check employee practices to determine that they do not act as a route or source of contamination to the product with filth or bacteria.**
- 7. Check food additives ascertain if they are permitted for use, and whether used at the allowable levels.**
- 8. Check to see if critical raw materials are stored under proper controlled temperature, humidity and refrigeration.**
- 9. Check on possible substitution of artificial sweeteners for sugar.**
- 10. Check and examine the conveying equipment and cooling tunnel areas for possible sources of contamination by dust, insects, rodents, mold or other contaminants**
- 11. Check if equipment and utensils are cleaned and sanitized, and at what intervals, and by what method.**
- 12. Inspect and observe that proper sanitary procedures are followed in the various product manufacturing steps including milling, processing, refining, molding etc.**
- 13. Check on handling, storage and reprocessing of the product**
- 14. Inspect and report on dry refuse collection**
- 15. Check on packaging and labeling of the finished product**
- 16. Check on storage of finished product**

- 17. Check quality control tests conducted on finished products**
- 18. Check and report on personnel health, hygiene and clothing.**

**CHECKLIST FOR INSPECTION OF CONFECTIONERY
PRODUCTS MANUFACTURING PROCESS**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	2	
- Free from sources of contamination	2	
- Accessible by road	2	
- Sound surface water drainage in place	3	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	5	
- Floor finish hard, smooth, non-absorbent no accumulation of grime or dirt	4	
- Walls internally plastered, smooth hard cleanable and kept clean	3	
- Roof in good state and repair, clean and not gapped	2	
- Provides adequate are to accommodate activities carried on	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	2	
- Water supply is adequate in volume and Pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
4. RAW MATERIALS		
- Raw materials from approved source	2	
- Raw materials stored properly and away from rodents, insects, mould and other contaminants	3	
- Raw food materials or ingredients stored at recommended temperatures.	2	
- Food additives approved by law and not expired or banned	4	
- *Food raw materials well packed and properly labeled	4	
5. FOOD EQUIPMENT & PROCESSING		
- *Equipment clean, smooth and free from crevices and loose scale	5	
- *Separate cutting knives, blocks, tables for raw and processed foods	5	
- Food preparation flow pattern activities go in one directions	3	
- Non contamination of surfaces insecticides chemicals or foreign matter	3	
- Presence of time and temperature gadgets	3	
- Food products properly packed and labeled according to law	4	
- Packaging materials suitable and is of food grade	3	
6. SANITATION & STAFF HYGIENE		
- Protective gear and uniforms provided	3	
- Employees medically examined at on first appointment and every after six months	3	
- Proper sewage and drainage facilities in place	2	
- Water closets are not broken or blocked	2	
- Washing facilities provided.	2	
- Changing/dressing rooms provided	2	
- No direct communication between clean and dirty side	2	
- Cleaning schedules and methods recorded and followed	2	
- *Sufficient toilet / cloak rooms facilities provided	4	
7. RECORDS		
-Quality control test records of raw materials & finished products.	2	
-Medical examination records	1	
-Cleaning disinfection/ disinfestations	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
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A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....
.....
.....
SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....
.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

INSPECTION GUIDE FOR VEGETABLE OIL PROCESSING

- 1. Check Medical Examination records especially of new employees.**
- 2. Observe the physical appearance of the employees especially of wounds, wearing protective gears and personal hygiene.**
- 3. Check surface drainage.**
- 4. Check run off & waste of water treatment,**
- 5. Check the control of fumes and smoke realized into the atmosphere.**
- 6. Check suitability of raw material ferrying container.**
- 7. Check quality of incoming oil seeds.**
- 8. Check oil movement documents and the tanker movement records.**
- 9. Check to see that the storage temperature for both crude and refined oils does not exceed the set maximums.**
- 10. Check that lubricant used in the machinery does not contaminate edible oils.**
- 11. Observe how leakages are controlled to minimize the chances of contamination through blend.**
- 12. Note how neutralization is carried out. If it is chemical (e.g. use of NaOH) see how efficient the removal is.**
- 13. Also note how workers are protected from accidental splashes.**
- 14. Check concentration of the NaOH in relation to seed or crude oil FFA levels.**
- 15. Check filtration efficiency and the frequency of filter material changes.**
- 16. Check temperature/time records at all stages of the process line.**
- 17. Check personnel qualification in the processing and quality control areas.**
- 18. At the filling station, check any possibility of contamination either from the practice/style or the environment.**
- 19. Check containers being filled and see how clean and safe they are for the oils.**
- 20. Check coding of all batches, lots and date markings.**
- 21. Check the washing of the machinery piping system of the factory and how carry over of the detergents used is removed.**
- 22. Check storage of finished products.**

CHECKLIST FOR VEGETABLE OIL MANUFACTURING PROCESS

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No.----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other

 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Within Industrial Area	3	
- Free from sources of contamination	2	
- Accessible by road/rail	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	2	
- Proper adequate lighting and air ventilation provided	3	
- Floor finish hard, smooth, non-absorbent and no accumulation of grime oils or dirt	4	
- Walls internally plastered, smooth hard, water proof cleanable and kept clean	2	
- Roof in good state of repair, clean and not gapped	3	
- Room space provides adequate area to accommodate activities carried on.	2	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time	2	
- Supply is adequate in volume and pressure	2	
- Reservoir with capacity to supply adequate water in case of shortage	2	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
4. RAW MATERIALS		
- Oil seeds/nuts from approved source	2	
-Raw materials or ingredients stored at recommended temperature	3	
-Raw materials stored properly and away from rodents, insects, mould and other contaminants	3	
-Raw material well packaged and properly labeled	2	
-Bulk oil carrying vehicles approved	2	
- Bulk oil carrying vehicles approved	4	
5. EQUIPMENT AND PROCESSING		
- *Chemical used are permitted and used at right concentration.	4	
- Chemical properly packaged and labeled	3	
- Temperature and time gadgets available	2	
- *Soap stock removal is complete	4	
- *Bleaching agent completely removed	4	
- Filling of oil in containers is automatic	2	
- Containers suitable and of food grade	2	
- Sealing is temper – proof	2	
- Separate store area for seed/nut cake provided	2	
6. SANITATION & STAFF HYGIENE		
- Employees provided with protective clothing	2	
-*Sufficient toilet/ cloak room facilities provided	4	
-Proper waste disposal available	2	
- *Employees medically examined on first appointment and every after six months	3	
- Presence of proper sewage and drainage facilities	2	
- Hand washing hand sanitizing and toilet facilities provided and used	2	
- Changing /dressing rooms available	2	
- Cleaning procedures documented and followed	3	
- Soap – stock properly disposed	3	
7. RECORDS		
- Records of raw and finished products	2	
- (Peroxide value)	1	
- (Free fatty Acid)	1	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
.....
SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

INSPECTION GUIDE FOR GRAIN, PULSES, STORES, & HANDLING EQUIPMENT

- 1. Check quality parameters used as rejection or acceptance criteria for incoming Grains.**
- 2. Inspect trucks, vehicles bringing grain and pulses for rodent and insect infestation.**
- 3. Inspect sanitary conditions of trucks, vehicles awaiting offloading grains and pulses.**
- 4. Record origin of grains and pulses, type, variety, grade, destination and residence of grains and pulses in store.**
- 5. Check conditions of the store, bin, and silos for adequate ventilation/aeration to maintain proper temperature, humidity and moisture.**
- 6. Check walls and floors to ensure that they are smooth to avoid harboring insects.**
- 7. Check that the roof is not leaking.**
- 8. Check that equilibrium relative humidity of the store does not exceed 70%.**
- 9. Inspect sanitary conditions of conveyor belts and other equipment for insect infestation.**
- 10. Check for insects, fungal and rodent infestation on surface and in stacked bags of grains and pulses.**
- 11. Check for layout of storage arrangement (for bagged stacks) should provide adequate space between the walls and stocks and between the stacks themselves for easy cleaning and passage.**
- 12. Examine the firms fumigation programme including the pesticide used and levels of application.**
- 13. Check the records of the last fumigation of the grain or pulses and the warehouse or store.**
- 14. Check if the firm has a documented clean up procedure for the store, silos warehouse and if it is followed.**
- 15. Check and report on personal health hygiene and clothing.**
- 16. Inspect and check presence and condition of toilets and hand washing facilities.**
- 17. Inspect and report on dry refuse collection.**
- 18. Review tests for moisture content.**
- 19. Check storage of unfit grains and pulses awaiting condemnation and destruction.**
- 20. Check malpractice such as blending of inferior and good quality grains or pulses.**

CHECKLIST FOR GRAIN, PULSE STORES

Name of food premises -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
- Free from sources of contamination	2	
- Free from neighboring sources of cross pests infection.	3	
- Sound surface water drainage in place	3	
- Accessible by rails or road.	3	
- Located in Industrial area	3	
2. CONSTRUCTION / BUILDING		
- Of Permanent material and good state of repair	2	
- Floor and walls finish hard and smooth to prevent insects hiding and breeding	2	
- Roof not leaking	3	
- Proper adequate ventilation/aeration	5	
- Sufficient natural/lighting	4	
3. STORED GRAINS PULSES, PESTICIDES & EQUIPMENT		
- *Reputable source of grains, pulses	3	
- *Grains free from insect, rodent, and fungal Infestation	6	
- *Moisture content of grains and pulses below Critical level	7	
- Equilibrium relative humidity below 70%	5	
- Grains stored at appropriate temperature	5	
- Grain disinfestations done regularly	6	
- Equipment clean, smooth and do not harbor pests	3	
- Equipment placed according to flow of operation	2	
- Bagged grains or pulses on racks or trestles	5	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
placed at least 15 cm above floor		
- Enough space between racks and walls and between racks for easy cleaning and passage provided.	5	
- Blending of inferior and good quality not practiced	2	
4. SANITATION		
- Cleaning programme documented and followed	2	
-*Sufficient toilets and hand washing facilities provided	5	
- Changing / dressing rooms provided	2	
- Employees provided with protective gear	3	
- employees medically examined	3	
5. RECORDS		
- Disinfestations records available	3	
- quality control records – moisture temperature relative humidity	3	
TOTAL	100	

**These are critical defects.*

IMPLEMENTATION :

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
.....

Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

**INSPECTION GUIDE FOR SLAUGHTER HOUSES
(Cattle and Poultry)**

- 1. Check on the sitting of the slaughterhouse to see if it is situated in an industrial area free from dust, odors, dumping sites, chemical plants, sewage disposal plants etc.**
- 2. Check on the fencing of the slaughter house**
- 3. Check on the accessibility to the slaughter house**
- 4. Check on the water – supply system**
- 5. Inspect the waste disposal system including disposal of paunch contents, blood, feather etc.**
- 6. Inspect the presence and state of drainage of the slaughter house.**
- 7. Check on the type of building materials used.**
- 8. Check on the quality of floor, coves window ledges size of door and doorways availability and condition of strip doors.**
- 9. Check on screens and insect control mechanism including rodent proofing.**
- 10. Check on state walls and ceiling**
- 11. Check on state of stairs,**
- 12. Check on lighting and ventilation systems**
- 13. Inspect the chilling and refrigeration system**
- 14. Check on the provision of standard equipment and devices necessary for a slaughter house**
- 15. Check on toilet and hand washing facilities**
- 16. Check on the hose connections**
- 17. Check on the provision of water and drinking facilities**
- 18. Check on the health and hygiene of personnel including protective gear.**
- 19. Check on the holding area for poultry or animals for ante mortem inspection.**
- 20. Inspect the stunning area and process**
- 21. Inspect the bleeding areas and check on the Halal slaughter application**
- 22. Inspect the scalding tanks**
- 23. Check on the speed of slaughter**
- 24. Inspect the Carcass trimming or washing facilities**
- 25. Check on the viscera inspection facilities**
- 26. Check on the retain or condemnation room facilities**
- 27. Check on the sterilizing facilities**
- 28. Check on the inspectors office and equipment store**
- 29. Check on the disposal facilities for condemned organs**
- 30. Check for reconditioning facilities.**

**INSPECTION CHECKLIST CATTLE SLAUGHTER
HOUSES (INCLUDING SHEEP AND GOATS)**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. ----- Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
Within industrial area	2	
- Free from sources of contamination	2	
- Accessible by road, rail	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Lairage adequate for 1 ½ days slaughter	2	
- Adequate lairage facility for suspect animals	3	
- Stunning/bleeding (hanging) separate	2	
- Slaughter hall with sufficient rails hangers	3	
- Chill room of adequate size	2	
- Meal distribution room available	3	
- Room for cleaning intestine/stomachs provided	3	
- Room for inedible parts provided	2	
- Storage and treatment facilities for inedible parts available	3	
- Killing floor hard, impervious and easily cleaned	3	
- Insects and rodent screens available	2	
- Adequate floor drainage system provided	3	
Adequate lighting and ventilation available	3	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available	3	
- * Water supply is adequate in volume and	4	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
Pressure		
- *Reservoir with capacity to supply adequate water in case of shortage	4	
4. SANITATION AND HYGIENE		
- Supply of hot water at > 85°C available	3	
- Adequate dressing rooms available	3	
- *Clean adequate toilets and lavatories	5	
- *Adequate hand washing facilities available	5	
- Employees provided with protective clothing	2	
- *Employees medically examined on first appointment and every after six months	5	
- Proper sewage and drainage facilities in place	3	
- Adequate sterilization facilities for equipment	3	
- cleaning schedules and methods recorded and followed	3	
- *Proper waste disposal in place	5	
- *Safe disposal and condemned parts	5	
5. RECORDS		
- Number of slaughtered animals	1	
- Medical examination records	1	
- Number of condemned animals and organs and cause	1	
- Diseases encountered on ante mortem and post mortem inspection	1	
- Method of disposal of condemned carcass, organs	1	
6. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
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A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
 SignatureDate.....
 (Authorized officer)

Critical defect means, one likely to render meat unfit for human consumption.

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
 Signature.....Date.....
 (Authorized officer)

OWNER’S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
 Date:.....

INSPECTION GUIDE FOR WHEAT FLOUR MILLING

- 1. Check acceptance and rejection criteria for incoming grains**
- 2. Check rejected loads and reasons for rejection**
- 3. Inspect storage of raw materials to check if they are stored under proper conditions.**
- 4. Check the unlearned & cleaned wheat for evidence of insect or rodent infestation**
- 5. Check status of all food additives if they are banned, delisted or allowed for limited use.**
- 6. Evaluate usage of sanitizers, rodenticides and insecticides to determine if permitted for use, used properly and do not contaminate the food.**
- 7. Check the building for unsuitable structural features.**
- 8. Examine wall surfaces for crevices, wall angles and wall floor angles for insect infestation.**
- 9. Check that storage bins and cupboards are not built against wall surface as it is difficult to clean behind them.**
- 10. Examine static stock to the break rolls, reduction rolls, sifters and purifiers for insect and rodent infestation.**
- 11. Examine static stock for insect infestation to the conveying system.**
- 12. Examine blending of flour with additives or any permitted ingredient.**
- 13. Examine bagged stock for insect and rodent infestation.**
- 14. Check rodent urine contaminated bags (fluoresce under UV light)**
- 15. Check for rodents, insects or other sources of contamination in finished flour storage area.**
- 16. Inspect sanitary condition of trucks, trailers etc awaiting off loading.**
- 17. Check if the firm has a documented clean up procedures for the plant and if they follow it.**
- 18. Check for records of the last fumigation of the plant and the type of chemicals used,**
- 19. Evaluate firms usage of sprays, fumigants and rodenticide to determine if permitted for use, if used properly and that they do not contaminate the food.**
- 20. Check and report on personnel health, hygiene and clothing**
- 21. Inspect and report on drainage and sewerage of plant including toilets and hand washing facilities.**
- 22. Inspect and report on dry refuse collection**
- 23. Inspect the packaging process, quality of packaging materials and labeling**
- 24. Review assays for moisture, ash, protein or gluten content, mycotoxin, atropine, rodent hairs, insect fragment and other contaminants.**

**INSPECTION CHECKLIST FOR
WHEAT FLOUR MILLING**

Name of food premises -----
 Type of food processed / packed -----
 Name of owner -----
 Name of Director / Manager -----
 Address ----- Tel No----- Fax -----
 Plot No. -----Block No. -----
 Street -----
 Food License No. ----- of (date) -----
 Registration Certificate No. ----- of (date) -----
 Purpose of inspection (routine / registration/licensing/complaints/follow up
 (tick) other -----
 Date ----- Time -----

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
1. LOCATION / SITING		
Within industrial area	1	
- Free from sources of contamination	2	
- Accessible by road	2	
- Sound surface water drainage in place	2	
2. BUILDING / CONSTRUCTION		
- Of Permanent material and good state of repair	3	
- Proper adequate air ventilation provided to prevent dust explosion	5	
- Floor finish hard, smooth, non-absorbent no accumulation of grime oils or dust	2	
- Room provides adequate area to accommodate activities carried on	3	
- Good floor drainage, no stagnant water and smooth to invert.	2	
- Walls internally plastered, and or painted	3	
- Roofing or ceiling has no leakage	4	
3. WATER SUPPLY		
- Source is (Municipal or private) potable and available all the time)	1	
- Water supply is adequate in volume and Pressure	1	
4. RAW MATERIALS		
- Raw materials stored properly	4	
- *Proper adequate ventilation	6	

ITEM / ASPECT/REQUIREMENT	POINTS ALLOCATED	POINTS SCORED
- Proper temperature and humidity condition maintained	4	
- *Wheat grains in sound condition	4	
- *Additives approved by law and not expired	5	
- Food additives properly labeled	2	
- *Pesticides properly and separately stored and labeled	5	
- Packaging material suitable and of food grade	2	
5. FOOD EQUIPMENT & PROCESS		
- Food contact surfaces well designed, constructed & Maintained	2	
- Food contact surfaces be clean and should not contaminate the food	3	
- Non food contact surfaces be well designed cleaned and maintained	2	
- Proper insect and rodent control along the processing line up to the storage of processed products	3	
- Food products properly packaged and labeled	3	
6. SANITATION & STAFF HYGIENE		
- *Sufficient number of toilets available with hand washing facilities provided	4	
- Proper sewage and drainage facilities	3	
- Employees medically examined on first appointment and every after six months	2	
- Employees provided with clean protective clothing	3	
- Cleaning schedules & methods followed and recorded	4	
- Dressing rooms and lockers provided, and kept clean	2	
7. RECORDS		
- Quality control test records of raw materials & finished products.	2	
Medical examination records	2	
Cleaning disinfection/ disinfestations	2	
8. GRAND TOTAL SCORE (OUT OF)	100	

**These are critical defects*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
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SignatureDate.....
(Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
.....
Signature.....Date.....
(Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....
Date:.....

**CHECKLIST FOR INSPECTION OF GENERAL
FOOD MANUFACTURING PROCESS**

INTRODUCTION:

Name of food premises.....

Type of food processed/ packed/

Name of owner

Name of director/ manager.....

Address.....**Tel. No**.....

Plot No.**Block No.**.....**Street**.....

Food licence No......**of (date)**.....

**Purpose of inspection (routine/ registration/ licensing/ complaint/ follow up
(tick)/ other**.....

Date:**Time**

NO.	ITEM	SCORE	
1.0	SITE		
1.1	Located in appropriate zoning i.e. industrial	1	
1.2	Statutory nuisance (refuse, waste water and smell) not found within 100 meters from factory	1	
1.3	Not water logged for any period of the year	1	
1.4	Sound surface water drainage in place	1	
1.5	Accessible by all weather road or	1	
1.6	Does not cause nuisance to nearby property or residences during operations	1	
2.0	BUILDING (S)		
2.1	Of permanent material and in good state of repair	1	
2.2	Proper adequate lighting and air ventilation provided	1	
2.3	Walls internally plastered, smooth, hard, cleanable and kept clean	1	
2.4	Ceiling has no leakages dampness and not broken or gapped	1	

NO.	ITEM	SCORE	
2.5	Openable window space 1/8 or more of floor area	1	
2.6	Floor drainage, no stagnant water, channels dry and smooth to invert	1	
2.7	Provides adequate area to accommodate activities carried on	1	
2.8	Floor finish hard, smooth, non absorbent, and no accumulations of grime oils or dirt	1	
2.9	Aisles or working space between equipment and walls is unobstructed and of sufficient width to allow employees to perform their duties without contaminating food	1	
2.10	Roof in good state of repair: clean, not broken or gapped or worn out	1	
3.0	WATER SUPPLY		
3.1	Source is (Municipal or private) available all the time	1	
3.2	Water is potable and is distributed in pipes	1	
3.3	Additional treatment at factory provided	1	
3.4	Water supply is adequate in volume and pressure	1	
3.5	Reservoir with capacity to supply adequate water for more than 14 days without replenishment	1	
4.0	FOOD RAW MATERIALS		
4.1	*Source known, that is, from market or shop	1	
4.2	Raw food kept clean and not decomposed	1	
4.3	Raw food or ingredients stores in store and at recommended temperatures	1	
4.4	Food contact surfaces hard, smooth and cleanable	1	
4.5	Food stored on racks, trestles or in cupboards	1	
4.6	Racks or trestles placed at least 15cm above floor and 15cm away from walls	1	
4.7	No raw food gets into contact or is stored together with processed food	1	
4.8	Raw materials or ingredients used not expired	1	
5.0	FOOD EQUIPMENT		
5.1	Equipment clean, smooth and free from crevices and loose scale	1	
5.2	Equipment stored on clean racks	1	
5.3	Equipment clean with potable water	1	
5.4	Separate cutting knives, blocks, tables for raw and processed food	1	
5.5	Capable of withstanding repeated cleaning, disinfections and sanitation	1	
6.0	FOOD PROCESSING		
6.1	Food processing is not done manually but by machine	1	
6.2	Food preparations flow pattern activities go in one direction	1	
6.3	Hazards listed and measures of their prevention documented	2	

NO.	ITEM	SCORE	
6.4	Critical Control Point (CCP) are listed at each step and their management	2	
6.5	Cold rooms installed with thermometers/thermograph	1	
6.6	Sealing done not by hands but machine	1	
6.7	No other business is done on same floor	1	
6.8	Surfaces have no contact with insecticides, or other chemical or foreign matter	1	
6.9	No direct access between processing room and toilets or other rooms	1	
6.10	Processing rooms are screened or protected from being contaminated by insects, or unauthorized persons or animals	1	
6.11	Adequate lighting provided where processed food is examined	1	
7.0	LABELLING/PACKAGING		
7.1	Packed food provided with labels and Batch Number	1	
7.2	Label showing date of manufacture and date of expiry	1	
7.3	Packaging material/container is of food grade and is approved	1	
7.4	Seals are tamperproof and approved	1	
7.5	Storage directions and names of ingredients printed on label	1	
8.0	FOOD TRANSPORTATION		
8.1	Vehicle used for transporting food (raw and processed) is registered	1	
8.2	Vehicle kept clean and provided with, hooks, racks or other carrying facilities	1	
9.0	HYGIENE		
9.1	*A trained sanitary supervisor present	3	
9.2	Protective gear and uniforms are provided at every processing stage and workers wear them accordingly	1	
9.3	Personnel do NOT smoke, pick nose, touch their bodies or clothes while at work	1	
9.4	*Workers medically examined at least two times a year and recorded in the factory's medical register	3	
9.5	Hygiene education programme relevant to each section is documented and known to workers	1	
9.6	No direct communication between workers of one section and another section	1	
9.7	Hot water/steam system and detergent of food grade available for washing and sanitation of equipment and premises	1	
10.0	SANITATION		
10.1	*Adequate toilets provided for each sex and separated for males and females	3	
10.2	Water closets are not broken or blocked	1	

NO.	ITEM	SCORE	
10.3	*Pit latrines adequate and kept clean (rural areas)	3	
10.4	Adequate shower rooms, for workers are provided separate for males and females	1	
10.5	Changing/dressing rooms and cockers are provided and separated from work are and kept clean	1	
10.6	Approved refuse receptacles provided at strategic points and emptied every day	1	
10.7	Urinals either bowl or half channel is of vitreous China fitted automatic flushing system	1	
10.8	Urinal channel trapped and connected to drainage system	1	
10.9	All W.C pans are complete, kept clean, with sufficient water seal and connected to properly working flushing cisterns	1	
10.10	Silage water discharged 10cm above gully trap	1	
10.11	Septic tank and soak-pit not broken, cracked, leaking or overflowing	2	
10.12	Sewerage system and oxidation ponds not broken and properly working	4	
10.13	Inspection chambers with air tight covers and drains not broken or blocked	1	
10.14	Hand washing and sanitizing facilities provided at each place where good hygiene practices are required and are not hand operated	3	
10.15	Toilets are supplied with sufficient toilets tissues, hand driers and soap	1	
10.16	Toilets provided with self closing doors	1	
11.0	PESTS		
11.1	No animal or birds others than those essential raw materials are found in the food premises	1	
11.2	Effective measures are taken to exclude pests and other vermin from food premises	1	
12.0	LICENSING UNDER FOOD ACT		
12.1	Premises licensed	1	
12.2	Premises registered	1	
13.0	MACHINERY		
13.1	Machine or parts i.e. pipes, plates etc are in good repair, not rusted or worn out	1	
13.2	All food contact surfaces are smooth, no pits, no crevices, non-toxic and unaffected by food products	1	
13.3	Machines or parts well insulated and all moving parts protected to prevent accidents	1	
13.4	Cleaning schedules and methods are recorded and followed	1	
13.5	Chutes and conveyer pipers are clean, no grime oils or leakages internally or externally	1	

NO.	ITEM	SCORE
GRAND TOTAL SCORE (ITEM 1.1 TO 13.5)		

**These are critical defects.*

IMPLEMENTATION:

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- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
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.....
 SignatureDate.....
 (Authorized officer)

B). I.....(Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
 Signature.....Date.....
 (Authorized officer)

OWNER'S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

Name of Owner/Manager.....Signature and stamp.....

Date:.....

CHECKLIST FOR INSPECTION OF GENERAL FOOD SELLING PREMISES

INTRODUCTION:

Name of food premises.....
 Registration certificate No.....of (date).....
 Name of owner.....
 Name of director/ manager
 Address.....Tel. No.....
 Plot No.street.....
 Purpose of inspection (routine/registration/licensing/complaint/follow up,
 other) (tick).....

SN	ITEM	SCORE	
1.0	SITE		
1.1.	No statutory nuisance within 100 meters of premise	1	
1.2.	Premises are not water logged for any period of the year	1	
1.3	Surface water drains or channels not broken or blocked	1	
2.0	BUILDING		
2.1	Building is built on surveyed plot	1	
2.2.	Is of permanent material and in good state of repair	1	
2.3	The building is designed as a food selling premises	1	
2.4	Proper, adequate lighting and ventilation both natural and artificial provided in all rooms	1	
2.5	All walls internally are impervious to a height of at least 6 feet from floor level	1	
2.6	Ceilings in all rooms have o signs of leakages, dampness and not broken, gapped or flaking off	1	
2.7	In all rooms floor finish is smooth, non absorbent and no accumulation of grime oils or dirt and hard to withstand repeated cleaning and sanitation	1	
2.8	All doors and windows are strong, well closing and not broken	1	
2.9	Roof is not collapsed, worn out or gapped	1	
2.10	Effective measures ate taken to exclude from the building rats, insects and dust	1	
3.0	STORE		
3.1	Food is stored on racks or pellets	1	
3.2	Refrigeration for perishables stored at or below 4°C (chilling or freezing temperatures)	1	
3.3	Food items in the store are arranged to allow first in first out	1	
3.4	Chemicals or unwanted articles are not stored in the kitchen, server or dining rooms	2	

SN	ITEM	SCORE	
3.5	Raw materials or ingredients used are not decomposed or expired and	2	
4.0	KITCHEN		
4.1	Food contact surfaces are hard, smooth and cleanable	2	
4.2	Cutting blocks and cutting knives are separated fro raw and cooked foods	2	
4.3	Utensils washed and sterilized by not water or steam and stored on clean racks	2	
4.4	Standard kitchen sinks for food preparation proved	1	
4.5	Hot water and soap or detergent provided at washing points	2	
4.6	Leg or elbow operated taps provided at hand washing places	2	
4.7	Hand drying facilities provided	1	
4.8	No direct communication between kitchen and toilets	3	
4.9	Cooking range are provided with smoke-hood, fumes and vapor extraction fitting and are in good working condition	1	
5.0	SERVEY		
5.1	Adequate tables, shelves, racks for serving purpose provided	1	
5.2	Food served through hatch ways and no direct communication between servery and dining room	1	
6.0	DINING ROOM		
6.1	Adequate tables and chairs are provided (1.5sq.m per dinner)	1	
6.2	Adequate hand washing facilities with hot and cold water, soap or detergent and hand driers provided	2	
6.3	Display cases and racks are kept clean, and foods are wrapped in approved materials and handled with tongs during serving	1	
7.0	WASH-UP ROOM		
7.1	Utensils are of glass were, clay ware or of other type (not plastics) capable of withstanding repeated cleaning and sanitization	1	
7.2	Effective dish washing facilities and machines provided	1	
7.3	Utensils washed and sterilized by hot water or steam and stored on racks	2	
7.4	Used utensils do not cross with already cleaned utensils	2	
7.5	Disposable utensils are not re-used but disposed of sanitarly	2	
8.0	SWEET MEAT CORNERS		
8.1	Food contact surfaces are hard, smooth, cleanable and capable to withstand repeated cleaning	2	
8.2	Utensils washed and sterilized by hot water or steam and stored in cupboards or on racks	2	
8.3	Cutting blocks and cutting knives used for raw food are separated from those of cooked foods	2	
8.4	Walls are smooth, hard of glass or tiles (2m from floor level) and can withstand repeated washing	1	
8.5	Utensils are of enameled, stainless steel, clay, glass, not	2	

SN	ITEM	SCORE	
	cracked and can withstand frequent washing. In any case not of plastic		
8.6	Hand washing facilities with running hot and cold water, soap and hand dryers provided	1	
8.7	Raw food and cooked food are kept in separate cupboards and both are protected from contamination by insects, vermin and dust or unauthorized persons	2	
8.8	At least two standard refuse bins are provided and refuse is disposed of everyday	1	
8.9	Workers are clean in person and wear clean uniforms and shoed all the time at work	2	
8.10	Medical examination register is provided and every worker is medically examined every 6 months and recorded	1	
9.0	WATER		
9.1	Portable Water supply is continuous and adequate	1	
9.2	Water used for washing and cooking purposes is potable and distributed in pipes and with adequate pressure	1	
9.3	Water storage tanks capable of supplying adequate water fro more than 7 days without replacement provided	1	
9.4	Safe and whole some water is served fro drinking purposes	2	
10.0	SANITATION		
10.1	*Adequate toilets for customers provided for each sex. Up to and every 10 seats provide one water closet and a urinal for males plus 1 water closet for females	1	
10.2	Adequate toilets provided for employees for each sex and are separate from those of customers	1	
10.3	Water closets are not broken or blocked and plumbing not rusted or leaking	1	
10.4	Adequate pit-latrines are provided, kept clean and contents not within 3 feet from floor level (rural area)	2	
10.5	Changing rooms and lockers are provided for workers and separate from work are and are kept clean	1	
10.6	Toilets provided with self closing doors and do not communicate directly with food preparation, serving or dining rooms	2	
10.7	Urinal either bowl or half channel is of vitreous China fitted with automatic cistern trapped and connected to drainage system	1	
10.8	Septic tank is not collapsed or cracked and its width is 1/3 it length	1	
10.9	Soakage pit not collapsed or cracked or leaking or over-flowing	1	
10.10	Inspection chamber with airtight covers and drains not broken or blocked	2	
10.11	Toilets are supplied with sufficient hand washing facilities, toilet tissues and hand driers	2	
10.12	Waste water fittings available and not blocked or broken and are discharging over gully traps	2	

SN	ITEM	SCORE	
10.13	All sewage drains connected to lateral drains leading to sewer or sewage works	1	
11.0	REFUSE		
11.1	Adequate standard refuse bins with tight fitting covers are provided and placed at strategic points and removed every day from kitchen, servey, wash up room and dining rooms	1	
11.2	Compound premises swept every day, grass gardens maintained clean and refuse disposed of sanitarily	1	
12.0	INSECT AND RODENTS		
12.1	Insects or rodents or their signs not seen in premises	1	
12.2	Stray animals not seen in premises	1	
13.0	PERSONNEL		
13.1	Personnel medically examined once on first appointment and every after six months	1	
13.2	Personnel physically clean in clothing and habits without cuts, wounds scabies, skin rash or long nails	2	
13.3	Uniforms including shoed and head gear provided are of light colour, attractive and workers wear them all the time while at work	1	
13.4	Personnel do not smoke, pick nose, touch their bodies or clothes at work and in no case wear ornaments while at work.	1	
13.5	First aid box provided with essential medicaments and is conveniently available for employees	1	
	GRAND TOTAL (Item1.1 to 13.5	100	

**These are critical defects.*

IMPLEMENTATION:

- Premises scoring between 80 and 100 points shall be deemed to qualify for registration and license/permit if there is no any other disqualifying critical defect(s).
- Premises scoring between 65 and 79 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s) however, encouragement shall continue to be given for improvement in future.
- Premises scoring between 55 and 64 points shall be deemed to qualify for registration and license/permit if there is no any disqualifying critical defect(s), however the owner shall be warned, instructed to improve conditions of his/ her facility and subjected to regular checks.
- Premises scoring below 54 points shall neither be registered nor licensed. Similarly, it shall be served with closure notice as per Regulation 16 (1) (b) of the Tanzania Food, Drugs and Cosmetics (Food Hygiene) Regulations, 2006.

A). I(Name) Authorized officer having inspected the above premises do/do not recommend the premises be registered and or licensed because points scored areand or critical defect(s) noted is /are.....

.....
SignatureDate.....
(Authorized officer)

B). I..... (Name) Authorized officer having inspected the above premises do recommend the premises be served with a notice to rectify defects* or closure* because points scored are.....and critical defects noted is/are.....

.....
Signature.....Date.....
(Authorized officer)

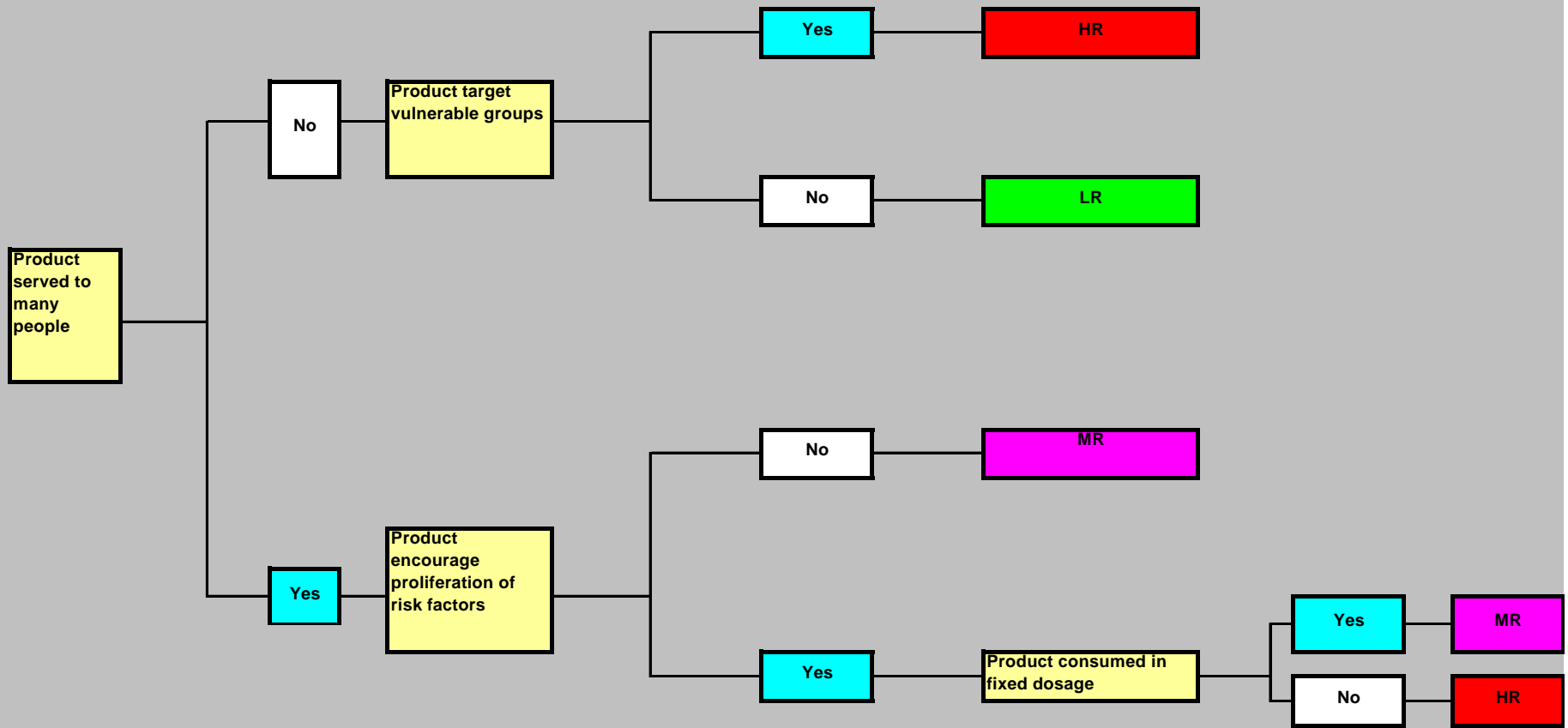
OWNER’S CERTIFICATION

I certify that the above named authorized officer has inspected my premises and that the markings and decisions made above are true.

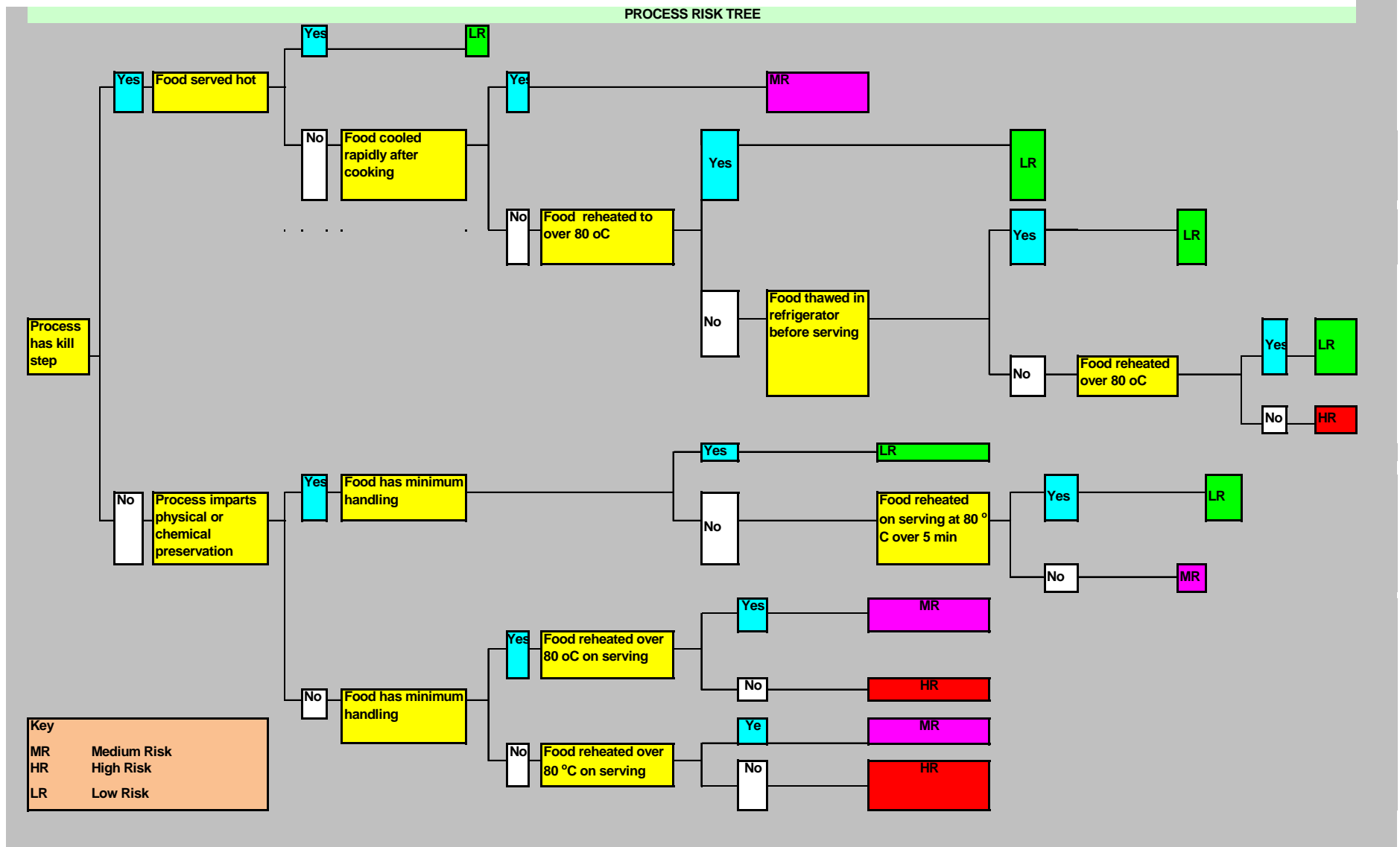
Name of Owner/Manager.....Signature and stamp.....
Date:.....

Appendix 1 product risk tree

PRODUCT RISK TREE

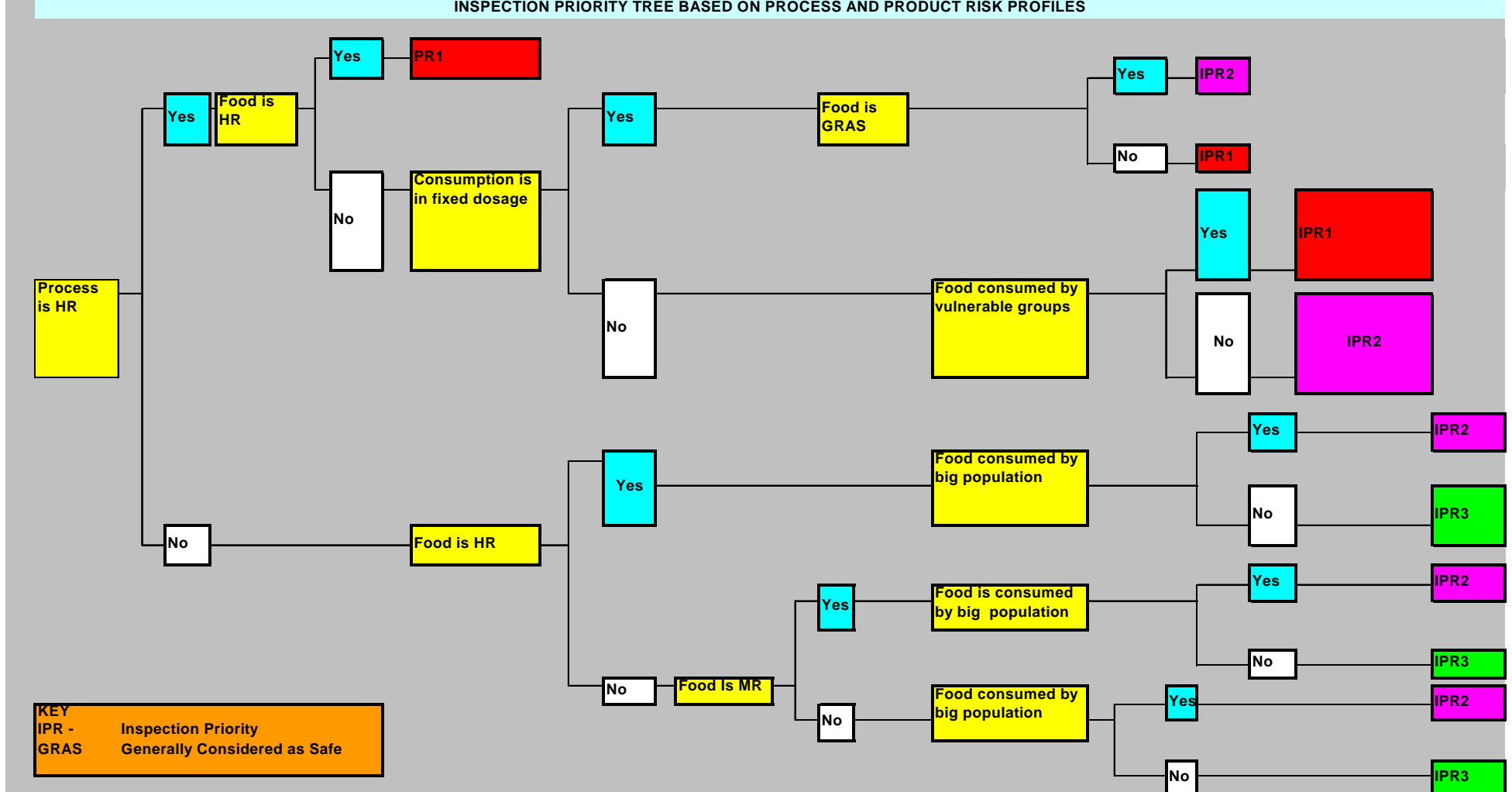


KEY	
LR	Low Risk
MR	Medium Risk
HR	High Risk



Appendix 3: Inspection Priority Tree Based on Process and Product Risk Profiles

INSPECTION PRIORITY TREE BASED ON PROCESS AND PRODUCT RISK PROFILES



INSPECTION MEMORANDUM FORM

Tanzania Food Drugs Authority,
 P.O. Box 77150,
 Dare es Salaam

1. Particulars of the Premises			
i) Name of the premises.....		ii) Address (Physical and postal)	
iii) Name and Mobile number of in-charge			
2. Date and Time of Inspection			
2. Attendance			
i) Opening Meeting	ii) Process inspection		iii) Closing Meeting
1.	1.		1.
2.....	2.....		2.....
3.....	3.....		3.....
3. Observations			
Critical Observations		Action taken	
Non compliancy/ violations	Associated Food Safety Risk Factors / complication(s)	Ordered corrective actions	Agreed timeline for correction
4. Product samples drawn (If any)			
Name	Quantity	Parameters to be evaluated	Reason (s) for evaluation
5. Discussed possible system improvement (s)			
6. Commitment			
i) Scheduled tentative date of the follow-up inspection			
Inspectors (Lead Inspector)		Inspectee (Manager/ In-charge)	
Name	Signature	Name	Signature

Appendix 5



F18/DFS/FRA/GL/002
Rev # 1

FOLOW-UP INSPECTION OBSERVATION FORM

Tanzania Food and Drugs Authority
P.O. Box 77150
Dar es Salaam

Name of premises:
Address :
Telephone/ mobile:
Date of inspection:

Previous inspection date:			
Previous findings	Corrections made	Satisfactory/Unsatisfactory	Further action to be taken (if any)
1			
2			
3			
4			
Inspector Name: Signature			

Food Premises Inspection Report Format

(This report should be completed within 7 days of actual inspection)

To
Director General – TFDA,
P.O.Box 77150,
Dar es Salaam
Attn: Director of Food Safety

1.0 Cover page

- 1.1 Title: e.g. Incidental, follow-up/ routine/ special/ investigative inspection**
On..... (Name of the premises in bold, front 12)
- 1.2 Date and time of inspection**
- 1.3 Name and address (both physical and postal) of the premises**
- 1.4 Name of host**
- 1.5 Tel No. of the host**
- 1.6 Establishment Categorization (High Risk/ Low Risk/ Medium Risk)**

2.0 Introduction

- 2.1 Aim of inspection**
- 2.3 Scope of inspection**

3.0 Main report

3.1 General appearance

- 3.1.1 Accessibility**
- 3.1.2 Surface water drainage system**
- 3.1.3 Location of the premises**

3.2 Building structure

- 3.2.1 Building material**
- 3.2.2 Light and Ventilation**
- 3.2.3 Floors and walls finishes**
- 3.2.4 Roofing**
- 3.2.5 Room spaces in relation to activities carried on**

3.3 Water supply

- 3.3.1 Source of water**
- 3.3.2 Availability and adequacy**

3.4 Food raw materials

- 3.4.1 Sources**
- 3.4.2 Storage conditions**
- 3.4.3 Food contact surfaces and other sources of contamination**

3.5 Equipments

- 3.5.1 Equipment design and material in relation to cleaning and sanitization**
- 3.5.2 Compatibility of food contact surface**
- 3.5.3 Maintenance and calibration programs**
- 3.5.4 Lubrications and lubricants used in relation to food safety**
- 3.5.5 Hand washing facilities**

3.6 Processing

- 3.6.1 Mode of processing (Manually/ mechanically)**
- 3.6.2 Flow patterns**
- 3.6.3 Critical steps identified**
- 3.6.4 Safety precautions**
- 3.6.5 Efficiency of safety control measures**

3.7 Final product

- 3.7.1 Storage conditions**
- 3.7.2 Product labeling and packaging**

3.8 Employees and staff

- 3.8.1 Health records**
- 3.8.2 Employee’s hygiene**
- 3.8.3 Qualification of supervisors**
- 3.8.4 Washrooms and cloak rooms (availability, adequacy and cleanness)**

3.9 Sanitation and Pest Control

- 3.9.1 Pest barriers in openings (doors, windows, vents e.t.c)**
- 3.9.2 Cleaning / sanitizing agents in relation to food safety**

3.10 Conclusion

- 3.10.1 Actions taken during inspection (if any)**
- 3.10.2 List of corrective orders to be undertaken by premises management and time line for the corrections**
- 3.10.3 Date for follow-up inspection (if any)**

3.11 Recommendations

4.0 References (Legal citations and other literature if any)

- 5. Appendices:**
- **Pictures (if any)**
 - **Other literature important for decision making (if any)**

NAME OF INSPECTORS	SIGNATURE	DATES
1.....
2.....
3.....

Appendix 7a

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE
TANZANIA FOOD AND DRUGS AUTHORITY**

**THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND
DISPOSAL OF UNFIT FOOD) REGULATIONS 2006**

SAMPLING NOTIFICATION AND RECEIPT

—————
(Made under regulation 3)
—————

To
(Name and address of owner or agent)
.....
.....

Ihave
this.....
(Name of Inspector)

day of taken/procured/purchased sample of the
hereunder detailed product(s) from the premises situated at
..... under powers
vested in me under Section 101 of the Tanzania Food, Drugs and Cosmetics
Act, 2003 for further examination. If I consider it necessary, will have the same
analysed by an Analyst.

Details of the food product(s) sampled

S/ N	Brand Name	Common Name	Qty or number	Batch/ Lot No.	Date of manufactur e	Expiry date

Date Size of sample (quantity or No.).....

Place:.....
.....
.....

Name of Inspector **Signature of Inspector** **Title of Inspector**

.....
Address of Inspector

.....
Name and signature of Owner or Agent

Appendix 7b

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE**

**TANZANIA FOOD AND DRUGS AUTHORITY
THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND
DISPOSAL OF UNFIT FOOD) REGULATIONS 2006**

CERTIFICATE OF VOLUNTARY SURRENDER OF FOODSTUFF

(Made under regulation 4)

PART 'A'

S/n	Food Article (S)		Qty or No.	Batch No.	Expiry date	Estimated monetary value	Reasons for surrender
	Brand name	Common name					

PART 'B'

I hereby voluntarily surrender the above named food article(s) to the Inspector for examination and disposal as he/she deems fit.

Date:.....

.....
Signature of owner or agent

.....
Name of owner or agent

.....
Date

PART 'C'

I certify that I have examined the above named food article(s) and am of the opinion that it is/they are unsound and unfit for human consumption due to facts stated above and hereby condemn it/them and destroy/dispose it/them byunder my supervision.

Date

.....
Name of Inspector
.....
Signature and Stamp of Inspector

Appendix 7c

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE**

TANZANIA FOOD AND DRUGS AUTHORITY

**THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND
DISPOSAL FOR UNFIT FOOD) REGULATIONS 2006
SEIZURE CERTIFICATE - A**

(Made under regulation 6)

**(To be used in case of seizure of food article(s) where the food article(s) are
to be removed from the premises)**

**To
(Name and Address of owner or agent)..... Whereas I
.....**

**(Name of Inspector) have reason to believe the stock of food article(s) detailed
below which is in your possession at the premises situated at
..... contravenes the provisions of the
Tanzania Food, Drugs and Cosmetics Act, 2003 or the Regulations made there
under. Now, therefore, I hereby seize the said food article(s) under the
provisions of sectionof the said Act.**

Details of food article(s) seized

S/n	Brand name	Common name	Qty or number	Batch number	Date of manufacture	Expiry date	Reasons for seizure

**If you consent to the destruction or disposal of the food articles seized as
mentioned above as I direct, you should sign your name to the following
voluntary declaration and return the original of this certificate to me.**

Date

.....
Signed Name, Designation and address of Inspector in block letters

I consent to the destruction or disposal of the food article(s) seized and mentioned above.

Date

.....
**Signature of owner or his agent
in possession**

Appendix 7d

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE**

TANZANIA FOOD AND DRUGS AUTHORITY

**THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND
DISPOSAL FOR UNFIT FOOD) REGULATIONS 2006**

SEIZURE CERTIFICATE – B

(Made under regulation 6)

**(To be used where the food article(s) has/have to be left under care of
owner or his agent)**

To.....

(Name and Address of owner or agent)

.....

Whereas I.....have reason to believe that the

(Name of Inspector

**stock of food article(s) detailed below which is in your possession at the
premises situated at**

**contravenes the provisions of the Tanzania Food, Drugs and Cosmetics Act,
2003 or Regulations made there under. Now, therefore, I hereby seize the said
food article(s) under the provisions of section of the said
Act, and direct you to keep the said sealed stock in safe custody subject to such
orders as may be issued subsequently in relation thereto. Be it known to you
that removal or alteration or interference in any way with the said food article(s)
without my authority is an offence under section of the said Act.**

	Brand name	Common name	Qty or number	Batch number	Date of manufacture	Expiry date	Reasons for seizure

I hereby further order you to sign your name on this seizure certificate as a declaration of your acknowledgement of receipt of this certificate with the said food article(s) intact as mentioned above.

Date.....

.....

Signature of inspector

Date.....

.....

Signature of owner or agent

Appendix 7e

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH AND SOCIAL WELFARE**

TANZANIA FOOD AND DRUGS AUTHORITY

**THE TANZANIA FOOD, DRUGS AND COSMETICS (TREATMENT AND
DISPOSAL FOR UNFIT FOOD) REGULATIONS 2006**

CERTIFICATE OF COMPULSORY CONDEMNATION OF FOODSTUFF

(Made under regulation 7 (2)(b))

PART "A"

S/N	Food article (S)		Qty or No.	Batch No.	Expiry date	Estimated monetary value	Reasons for unfitness
	Brand name	Common name					

PART "B"

I certify that I have examined the above named food article(s) and am of the opinion that it is/they are unsound and unfit for human consumption due to the reasons stated above and hereby recommend that the said food(s) be condemned and destroyed or otherwise disposed of by order of court.

.....
Date

.....
Signature and Name of Inspector

PART "C"

I certify that I have examined the above named food article(s) and being of the opinion that it is/they are unfit for human consumption, hereby condemn it/them and order it/them to be destroyed/disposed of by:-

.....
.....
.....

.....
Name of Magistrate or Judge

.....
Signature and Stamp

.....
Date

Appendix 8

Immediate actions to be taken by inspectors during inspection

In exercising their powers for ensuring compliance and with the Act and for proper administration of the inspections; inspectors shall take immediate actions on the following scenarios which contravene the Act or regulations or rules made therein.

SN	VIOLATIONS	ENFORCEMENT MEASURE
1	Regulated food containing or consisting of any poison or any other thing which constitute or contain evidence of breach of any provision of the Act	Seizure and detention of those products as per section 106 (1) d,e. of the Act and issue a warning letter.
2	Imported food regulated contravene any provision of the Act	Detain and order disposal or return of such product (s) to the country of origin as per section 106 (1) g.
3	Premises operating food business without registration certificate or license contrary to section 18 and 20 of the Act	Closure of the premises
4.	Registered and licensed premises by the Authority found with un-renewed /expired license	Order stop of operation until renewal of license within specified time
5	Found in possession of counterfeit food	Seize the food and institute criminal proceedings in a competent court.
6	Illegally imported food or found in possession of unregistered food or sale of unauthorized food in registered premises	Seize the food and issue a warning letter
7	Sale of expired food	Order stop sale and food destruction and issue a warning letter
8	Registered premises not conforming to the requirements	Order remedial actions within a specified time frame
9	Lack of proper documentation and record keeping	Remedial order be implemented within a specified period of time.

Note that:
Notwithstanding measures instituted by the authority or inspectors the Authority shall be liberty to institute any criminal proceedings before a competent court of Law

Appendix 9

INSPECTION/SAMPLING TOOLS AND THEIR USAGE

1. Common tools e.g. pliers, spoon, screwdriver, can/case opener and knife are useful for opening shipping containers, cutting bags and scooping out food products.
2. Hand held flashlight: A bright flashlight is useful when working in an area with a limited amount of light and explosion proof flashlight is used when working in dusty areas e.g. flour mills.
3. Scissors: are used for cutting cloth containers or as tweezers to handle bag cuttings.
4. Dippers: used to collect samples of liquids such as milk.
5. Dry borer tube: used for flour, dried milk products. Is used for bacteriological sampling.
6. Special probe: used for dried grains such as wheat and maize.
7. Conical shaped metal probe: often referred to as "bag thief" is used for sampling bags of grain, coffee beans and spice.
8. Special probes or Triers: are used for butter and cheese.
9. Boot or Flour trier: used for sampling elevator boots (bottoms) in large flour mill or bakery.
10. Disposable Plastic spoons and pipettes: for aseptic sampling for bacteriological analysis.
11. Rubber or latex surgical gloves: used to permit handling without adding bacteria to the sample.
12. Metal screen and a collecting pan: used for checking bulk grains for insects, rodent faeces, and other foreign material (dockage).
13. Wire mesh and screen: is used for sifting flour for insects, with collecting pan and cover.
14. Thermometer: used to check ambient temperature and food temperature.
15. Ultraviolet light: for examination of urine strains.
16. Dissecting kit: includes useful tools for measuring, cutting and collecting food samples if necessary.
17. Isopropyl alcohol or ethyl alcohol: for disinfecting sampling tools.
18. pH Indicator (pH and Chlorine test papers) to check product pH and chlorine residues
19. Malachute green solution for determining the presence of sulfur dioxide in comminuted or ground meat
20. Moisturemeter for Moisture Content
21. Sealing wax for container sealing
22. Lactometer for measuring specific gravity of Milk
23. Phosphatase kit for phosphate testing
24. Weighing balance for weight measurement
25. Iodine test solution for Iodine test
26. Spatula for sample holding
27. Hand refractometer for measuring Total Soluble Solids (TSS)
28. Testing equipment for the presence of ammonia, hydrogen sulphide and peroxidase
29. Camera for taking photographs.

30. Hatchet or chisel for use on frozen eggs. For dried eggs, a suitable grain trier may be used
31. Sheet metal shears for shearing of metal
32. Tweezers are used in holding back rodent stained bagging material and for sampling suspected rodent contaminated food material that may be underneath the stained area.
33. A sewing kit with bag for sewing.
34. Needle and twine to sew up the sampled area of a cloth bag.
35. Tape measures for length measurement.
36. Towels (Paper and cloth towels)
37. Hammers and chisels for opening containers
38. Field hygrometer for measuring humidity
39. Pocket hand lens (large hand held magnifying glass) for identifying small insects, rodent excreta, pellets etc, as such.
40. Grain sample divider
41. Bags (Paper and Plastic bags) for holding dry samples
42. Glass jars for holding samples
43. Flour slick: Is very often used in bakeries or other establishments using milled flours. It is used to spread a portion of flour out in such a way as to cause insects to become visible. It can also be used to scrape caked product from inside of mixers, conveyors, etc to sample the material which may contain live insects.
44. Simple paint brush: when moistened can be used to pick up insects without crushing them.
45. A multipurpose sharp pointed instrument used in pinning back the cut away portion of bag to permit the use of two hands for collecting the sample.
46. Sanitizing solution for sanitation e.g. hand washing etc
47. Writing materials (pens, pencils, notebooks, etc) for note taking
48. Protective clothing (overalls, overcoat, masks, head cover-hard hat/paper hat) to prevent the inspector from contaminating the sample or sampling facilities
49. Scalpel and spare blade used for cutting away bagging material to expose possible rodent urine stained product underneath.
50. Rapid test Kit box: A set of apparatus for rapid qualitative test of food samples

Appendix 10



F20/DFS/FRA/GL/002
Rev # 1

To: Director General
TFDA
P.O. Box 77150
DAR ES SALAAM

From: _____

P. O.Box _____

Tel: _____

Fax: _____

QUARTERLY REPORT ON FOOD CONTROL SERVICES

FROM (Period) _____ **TO** _____

DISTRICT _____ **REGION** _____

NAME OF AUTHORIZED OFFICER (Inspector). _____ **SIGNATURE**

NAME OF DISTRICT HEALTH OFFICER OR _____ **SIGNATURE**
PORT HEALTH OFFICER i/c _____

***NAME OF DISTRICT MEDICAL OFFICER** _____ **SIGNATURE**

1. EPIDEMIOLOGY (FOOD BORNE DISEASES)

Type of diseases	No. of cases	Deaths	Steps Taken
1. 3. 4. 5.			

2. FOOD PREMISES

Type of Food Premises	Total No. of Food Premises	Registered by TFDA	Not registered.	Licensed by TFDA.	Not licensed.
Food selling premises.					
Food manufacturing premises					

Total Revenue Collection: Registrations Tshs. _____ Licensing Tshs. _____ *Amount Remitted to TFDA _____

3. FOOD INSPECTION

Compliance Percentage _____

i.e. $\frac{\text{No. of inspected premises and products complying with laid down specification}}{\text{Total No. of inspected premises and products.}} \times 100$

Categories of Food Premises/Businesses	No. of inspections.	Problems (section of the law contravened).	Immediate action taken.	Follow-up results/action.
Food processing businesses (including milling machines) GMP				
Wholesale shops.				
Retail shops.				
Eating places (hotels, restaurants etc)				
Markets.				
Supermarkets.				
Makeshifts (Street vendors).				

Grocery Stores				
Milk shops.				
Fish and meat shops				
Slaughter facilities.				
Warehouse(s)				

4. SAMPLING

Total Samples taken _____ Passed _____ Not passed _____

Type of Food(s)	Reason for Collection/Parameters	Country of original	Manufacturer	Dealer	Name of Collector	Laboratory	Passed/Failed

5. MONITORING OF IODATED SALT

Number of inspection(s) _____ Volume/weight of salt inspected _____

Test method used: by Field Test Solution/Titration. Number of samples _____

Levels	No. of Positive samples	No. of Negative samples	Percentage % of Positive Samples	Action Taken
Production level 75-100ppm				
Whole sale levels 38+ppm				
Retail sale levels 38+ppm				

6. LEGAL ACTIONS

Seizure Certificate(s) issued _____ Volume (weight) of articles _____ Value _____

Voluntary Surrender Certificate(s) issued _____ Volume (weight) of articles _____ Value _____

Compulsory Surrender Certificate(s) issued _____ Volume (weight) of articles _____ Value _____

Type of Food(s) disposed of/ destroyed _____ Volume (weight) of articles _____ Value _____

No. and dates of opened cases.	Level of Court.	Name of Public Prosecutor	Offences Committed	Case Proceedings; eg. Judgement, On going, Closed, Lost, Suspended, Settled out of court.	Case Period (from start to finish)	Name of Judge/Magistrate

7. CONSUMER 'S COMPLAINTS

Complaints Lodged/Received	Action Taken

8. CONSTRAINTS ENCOUNTERED DURING IMPLEMENTATION OF THE LAW

.....
.....
.....
.....
.....
.....
.....
.....

Summary:

	Imported		Rejected
Cereals	: _____	Kg/MT	_____ Kg/MT
Fats/Oils	: _____	Kg/MT	_____ Kg/MT
Meat, Poultry, eggs	: _____	Kg/MT	_____ Kg/MT
Fish	: _____	Kg/MT	_____ Kg/MT
Pulse and legumes	: _____	Kg/MT	_____ Kg/MT
Sugar	: _____	Kg/MT	_____ Kg/MT
Fruits and vegetables	: _____	Kg/MT	_____ Kg/MT
Milk and Milk products	: _____	Kg/MT	_____ Kg/MT
Salt	: _____	Kg/MT	_____ Kg/MT
Others	: _____	Kg/MT	_____ Kg/MT

Use this space for additional information, if any:

***Fill the space, if applicable**

Appendix 11

REFERENCES

Other important documents to be read together with these guidelines include;

- 1. The Tanzania Food, Drugs and Cosmetics Act, 2003**
- 2. The Tanzania Food Drugs and Cosmetics (Treatment and Disposal of Unfit Food) Regulations, 2006**
- 2. The Food Hygiene Regulations 2003**
- 3. Food inspection reference manual. (Checklist), March 2001**
- 4. GMP Guidelines *by TFDA 2007***
- 5. HACCP guidelines *by TFDA 2007***
- 6. Compliance and Enforcement Policy, *by TFDA March 2006,***
- 7. FAO Food Inspection Manual, 1987**
- 8. SOP for Food Premises Inspection, 2008**
- 9. TFDA Compliance and Enforcement Policy, 2006**

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