

Premises Written Program

example

PROCEDURES AND POLICIES

Premises Procedures

Item to be checked	Frequency /Record*
Waste Disposal	
<ul style="list-style-type: none"> • Outside bins are not overflowing and they are securely closed. Inside garbage bins emptied and securely closed. 	D/PIR
<ul style="list-style-type: none"> • Garbage containers are free of leaks or cracks or other conditions which could lead to contamination. 	D/PIR
Water Supply	
<ul style="list-style-type: none"> • Water/ice supply have been tested for bacteria and chemical levels to ensure that <i>Canadian Guidelines for Drinking Water Quality</i> are satisfied. 	S-A/PL
<ul style="list-style-type: none"> • Water and boiler treatment chemicals are approved by the CFIA. 	S-A/PL
<ul style="list-style-type: none"> • Water volume, pressure & temperature meet requirements for production/sanitation. 	D/PIR
Lighting	
<ul style="list-style-type: none"> • Lighting over food production or storage areas is equipped with shatter proof coverings or shields which are cleanable. 	D/PIR
<ul style="list-style-type: none"> • Lighting is of adequate brightness and meets local regulations. 	S-A/PL
<ul style="list-style-type: none"> • Lighting is functioning (no bulbs need replacing). 	D/PIR
Building Exterior and Location	
<ul style="list-style-type: none"> • Building exterior does not have openings which would allow entry of contaminants, pests or permit leakage. 	M/PL
<ul style="list-style-type: none"> • Surrounding property is free of debris, adequately drained and maintained regularly to prevent creation of habitats for pests. 	S-A/PL
<ul style="list-style-type: none"> • Sources of excessive dust, odour, smoke or other contaminants are not located within 30 metres of building 	M/PL

Abbreviations:	PIR = Preoperational Inspection Report	D = Daily	M = Monthly
	PL = Premises Inspection Log	S-A = Semi-Annually	A = Annually

Item to be checked	Frequency /Record*	
Overhead Utilities and Structures		
<ul style="list-style-type: none"> Utility lines and heating ducts passing over food production areas are free of flaking paint, rust or soil and do not have any leaks or excessive condensation present. 	D/PIR	
<ul style="list-style-type: none"> If necessary utility lines and heating ducts are insulated to prevent condensation. 	M/PL	
<ul style="list-style-type: none"> Open stairs do not have food products or food contact surfaces underneath. 	D/PIR	
<ul style="list-style-type: none"> Catwalks and mezzanines over food preparation or storage areas have solid floors and ledges to prevent debris from falling down below. 	S-A/PL	
Ventilation		
<ul style="list-style-type: none"> Adequate natural or mechanical ventilation is present to prevent excessive heat, steam, condensation, vapours, odours, smoke and fumes. 	M/PL	
<ul style="list-style-type: none"> Ventilation system is cleaned, maintained and installed according to local building codes. 	S-A/PL	
Toilets and Change Rooms		
<ul style="list-style-type: none"> Toilets are completely enclosed and have a self closing door unless for use by handicapped persons. 	S-A/PL	
<ul style="list-style-type: none"> Adequate toilets are present for staff in accordance with building codes. 	S-A/PL	
<ul style="list-style-type: none"> Dressing and toilet rooms are well maintained, easily cleaned, adequately ventilated and have sufficient lighting. 	M/PL	
<ul style="list-style-type: none"> Toilets have hand washing signs, liquid soap and dispenser, adequate hot and cold water, disposable towels, waste basket and provide outside hooks for aprons. 	D/PIR	
Hand Wash Stations		
<ul style="list-style-type: none"> Each food preparation area has one or more easily accessible hand wash station equipped with approved liquid soap and dispenser, hand washing signs, adequate hot and cold water, disposable towels, and waste basket. 	D/PIR	
<ul style="list-style-type: none"> If present, self activating faucets run for at least 20 seconds without reactivation. 	M/PL	
<ul style="list-style-type: none"> Hand washing stations are not to be used as a water source for food production activities. 	M/PL	
Doors and Windows		
<ul style="list-style-type: none"> Doors are solid, tight-fitting, cleanable, and self closing. 	M/PL	
<ul style="list-style-type: none"> Exterior doors and windows are equipped with screens of 16 to 25mm mesh or have properly functioning air curtains if there is potential for pest entry. 	M/PL	
<ul style="list-style-type: none"> Windows are constructed of shatter proof glass or shielded if physical contamination of food products may occur in the event of breakage. 	S-A/PL	
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Premises Written Program *(continued)*

example

Item to be checked	Frequency /Record*
Refrigeration	
<ul style="list-style-type: none"> Adequate refrigeration capacity is present so that perishable food products are maintained at 4°C or lower for fresh products and -18°C or lower for frozen products. 	S-A/PL
<ul style="list-style-type: none"> Rooms in which food products are prepared should have refrigeration systems capable of maintaining an air temperature no greater than 10°C and preferably 4°C. 	S-A/PL
<ul style="list-style-type: none"> Refrigeration systems are cleaned and maintained regularly to prevent potential for failure or contamination. 	M/PL
Display Cases	
<ul style="list-style-type: none"> Display cases are maintained as per manufacturers instructions. 	M/PL
<ul style="list-style-type: none"> Display cases are kept clean and free of any condition which could lead to contamination of product. 	D/PIR
Walls and Ceilings	
<ul style="list-style-type: none"> Walls and ceilings in food preparation, processing, and storage areas are free from flaking paint or other materials, and do not possess large cracks or pits. 	D/PIR
<ul style="list-style-type: none"> Light coloured, smooth, impermeable, and cleanable materials are used in walls and ceilings to facilitate the detection of unclean conditions and permit easy cleaning. 	S-A/PL
<ul style="list-style-type: none"> Drop ceilings use smooth, washable, non-absorbent inserts and have edges and joints maintained to prevent any dust or other hazards that originate from above the false ceiling from falling down upon food preparation or storage areas. 	M/PL

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Item to be checked	Frequency /Record*
Floors and Drains	
<ul style="list-style-type: none"> Floors in areas exposed to moisture or requiring wet cleanup have slopes of at least 2% to drains, be coved and sealed at the floor-wall junction. 	S-A/PL
<ul style="list-style-type: none"> Floors constructed of impervious, durable, cleanable, and non-slip materials. 	S-A/PL
<ul style="list-style-type: none"> Floors in dry operating areas are easily cleaned, impervious, non-slip, and have coved floor to wall joints with no gaps no larger than 1mm. 	S-A/PL
<ul style="list-style-type: none"> Carpet is excluded from food preparation areas, food or chemical storage, change rooms, and washrooms. Rubber or plastic mats, if required, are easily removed or lifted, and are non-absorbent and cleanable. 	S-A/PL
<ul style="list-style-type: none"> Floor drains are properly placed to permit drainage and installed in accordance with plumbing codes. They are equipped with removable covers flush with the floor, permitting easy access for cleaning, and be fitted with devices to prevent backflow. 	S-A/PL
<ul style="list-style-type: none"> Drain lines are sloped to prevent liquid build up, vented, trapped, and constructed without cross-connection to potable water or other food related sources. 	S-A/PL
Construction and Modifications	
<ul style="list-style-type: none"> Following any required initial approval of food establishments by regulatory authorities, any significant renovations or repairs are also approved. 	<i>Upon new</i>
<ul style="list-style-type: none"> During material selection for renovations, repairs or additions the “Reference Listing of Accepted Construction Materials, Packaging Materials and Non-Food Chemicals Products” published by the CFIA is used to select compatible materials. 	<i>construction or repairs / PL</i>

Training of Personnel

All individuals performing premises related activities will be trained by qualified personnel and will be required to read and submit a signed copy of the *Premises Written Program* and the *Premises Procedures Forms* (for the areas they are responsible for) at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Premises Program* and any corrective action required will be recorded on the *Premises Log* each month or the *Preoperational Inspection Report* each day by the individual designated by the supervisor.

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Preoperational Inspection Report

The Preoperational Inspection Report ensures that the operation is ready for food production activities each day. The report should be completed each day before production begins.

example

Preoperational Inspection Report

<i>ABC Retail Store - Meat Department</i>					
Item is ready for use in production activities	Yes	No	Item is ready for use in production activities	Yes	No
Floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edible Meat Tub	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knives and Scabbards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ceilings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grinder	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other overhead structures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coolers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Saw	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Freezers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Metal Trays	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fresh Display Case(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cutting Boards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frozen Display Case(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Windows and doors are kept closed and are equipped with screens.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Waste bins are closed, not overflowing and free of cracks, leaks or other damage.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lights are all functioning and shielded to protect food in the event of breakage.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water temperature, volume and pressure are adequate for production and sanitation requirements.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Surrounding property is free of debris, properly drained and maintained.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open stairs do not have products placed underneath.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toilets have hand washing signs, soap, towels, garbage cans and outside hook for aprons.				<input type="checkbox"/>	<input checked="" type="checkbox"/>
Packaging materials are clean and dry and protected from contamination.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excess condensation is not present in coolers or other areas.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hand washing stations have hand washing signs, soap, towels, garbage and adequate hot & cold water.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Washrooms and change rooms are adequately maintained.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food contact surfaces are free of excessive wear or any other condition which could lead to contamination.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe Corrective Action Taken (for any "No" response recorded above)					
<p><i>Men's bathroom did not have paper towels or soap. Informed sanitation personnel who replaced paper towels and refilled soap dispenser.</i></p>					
<p>Completion of Corrective Action Verified by <i>Frank Adams</i> Date <i>August 27/2003</i> signature</p>					

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *Sept 1/2003*

Form Verified by *Mike Andrews*

Premises Log

The Premises Log documents that requirements are met for items inspected on a less frequent basis than those covered in the *Preoperational Inspection Report*.

The log should be completed weekly or as required.

example

Premises Log

<i>ABC Retail Store - Meat Department</i>			
Item to be checked	Date	Satisfactory (Y/N)	Signature
<i>Abbreviations (D=Daily, M=Monthly, S=Semi-Annually, A= Annually)</i>			
Waste Disposal (see also Preoperational Inspection Report)			
Water Supply			
Water/ice supply has been tested to ensure that <i>Canadian Guidelines for Drinking Water</i> are met and test results are satisfactory. (S-A)	Jan 2/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
		Y <input type="checkbox"/> N <input type="checkbox"/>	
Water and boiler treatment chemicals are approved by the Canadian Food Inspection Agency. (S-A)	Jan 4/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
		Y <input type="checkbox"/> N <input type="checkbox"/>	
Lighting (see also Preoperational Inspection Report)			
Lighting is of adequate brightness and meets local regulations. (S-A)	Feb 11/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
		Y <input type="checkbox"/> N <input type="checkbox"/>	
Building Exterior and Location (see also Preoperational Inspection Report)			
Building exterior does not have openings which would allow entry of contaminants, pests or permit leakage. (M)	J 4/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
	F 11/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
	M 12/03	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Joe Smith
	A	Y <input type="checkbox"/> N <input type="checkbox"/>	
	M	Y <input type="checkbox"/> N <input type="checkbox"/>	
	J	Y <input type="checkbox"/> N <input type="checkbox"/>	
	J	Y <input type="checkbox"/> N <input type="checkbox"/>	
	A	Y <input type="checkbox"/> N <input type="checkbox"/>	
	S	Y <input type="checkbox"/> N <input type="checkbox"/>	
	O	Y <input type="checkbox"/> N <input type="checkbox"/>	
	N	Y <input type="checkbox"/> N <input type="checkbox"/>	
	D	Y <input type="checkbox"/> N <input type="checkbox"/>	

Date August 27/2003

Form Completed by Joe Smith

Date Sept 1/2003

Form Verified by Mike Andrews