



## **LICENCE CONDITIONS FOR COTTAGE BUSINESSES TRANSFERING TO SLA**

### **Standards**

- Ensure proper hygiene in the production process ensuring end products are safe for human consumption
- Ensure appropriate packaging and detailed labelling as per Public Health and Bureau of standards requirements.

### **Environment**

- The premises should be kept clean at all times.
- Solid waste should be properly disposed of at the nearest community bins. The solid waste should be disposed of in bin liners.
- Provide a grease trap in the waste water system and ensure that the sewage system is in good functioning order at all times.

### **Safety**

- Comply with the requirements issued by the Seychelles Fire and Rescue Services Agency

### **Health**

- Premises should be 10 m away from any animal breeding activities or sheds, chicken coop, and 15m from heavy wood work activities.
- Comply with the code of hygiene practices issued by the Public Health Authority.
- The kitchen and work stations should be kept clean and any defects compromising health and safety standards should be rectified immediately.
- Insects/pest control should be implemented on a regular basis.
- Food handlers should maintain a high degree of personal cleanliness, wear suitable protective clothing and hair covering, and avoid preparing food if they are not medically fit or can contaminate others and the food.
- Distribution and delivery of finished goods must be appropriately packed, preserved, and distributed at standards and temperature defined by the Public Health Authority.
- Ensure compliance with Food act, Public Health Act and Codex Alimentarius Standards.

- All applicants in the food industry must possess a certificate of attendance in basic food hygiene practices within a period of 6 months after having been licensed.

**Premise**

- Valid Permission from property owner/ lease agreements/title deed is required for the duration of the license.

**ANNEX REQUIREMENTS AND CHECK LIST**

<b>Check List for Applications</b>	
<b>Seychelles Bureau of Standards</b>	<ul style="list-style-type: none"> <li>• SS3 Standard specification for Hygienic Practice for food Premises</li> <li>• Proper Hygiene in the Production process and thus ensuring their end product are safe for human consumption.</li> <li>• Checks for relevant food product "Seychelles" standard they can adopt that will provide them with relevant information they can use in their manufacturing process or when it comes to packaging and labeling their end products.</li> <li>• SS30: Standard specification for FRUIT JUICE.</li> <li>• To provide samples of raw materials or their end products for testing for certain microbiological and/or chemical parameters at our laboratories that will give them information on the quality and safety of their products they are selling. (snack preparation/catering businesses/Ice cake and juice production)</li> </ul>
<b>Environment Department</b>	<ul style="list-style-type: none"> <li>• Premises should be kept clean at all times.</li> <li>• Waste generated by the business should be properly disposed and well maintained at all times. The premises should have a well maintained waste water discharge system to cater for the waste water generated by the ongoing activity. If available, the waste water system should be connected to PUC sewage system.</li> </ul>

- Solid waste should be properly disposed of at the nearest community bins. The solid waste should be disposed of in bin liners
- Grease trap should be fitted to the kitchen waste water discharge and properly maintained if the activity is using a kitchen for food or snack preparation.

**Seychelles Fire and Rescue Services Agency**

a) Building Fire Safety

- The building shall be in good structural state, stable and shall not pose any danger to the occupiers and other people

b) Locations

- The location shall be visited first to determine if the kind of activities will be appropriate prior to any approval

c) Means of Escape

- Every building should have sufficient means of escape in terms of doors, staircase etc

d) Fire Walls

- Fire wall should be taken into consideration depending on the type of activities **(SFRSA will decide as may be necessary)**

e) Fire Fighting Equipment

- Portable Fire Extinguishers **(Type/Capacity/Quantity will be determined by SFRSA)**
- Fire Blanket as may be necessary.
- 30 meters Fire Hose Reels **(Quantity will be determined by SFRSA)**
- Fire Hydrant as may be necessary **(SFRSA will determine)**

f) Life Saving Installation

- Fire Alerting and Detecting System as may be necessary **(Type/Quantity will be determined by SFRSA)**
- Exit Signs as may be necessary.
- Secondary illumination such as emergency lights, rechargeable flashlight as may be necessary

g) Miscellaneous

- A good housekeeping should be practiced and maintained at all times especially in storage area, kitchen, escape routes and any other sensitive or hazardous area.

- Fire evacuation plan, Fire Notices/Instructions and Fire Assembly Point should be strongly considered depending on the type of activities.
- Proper electrical installation/wiring and appliances should be well checked and maintained.
- Any usage of LP Gas all cylinders should be kept outside the building within a well-ventilated shed.
- No food cottage activities will be considered in housing estate unless the applicant is applying for non-baking/cooking activities e.g.: tamarind, ice cake manufacturing.
- SFRSA reserve the right to make or change any recommendation that may affect to enhance the level of safety in general.

**Public Health Authority**

*a) Location*

- 10 meters away from any animal breeding activities
- 10 meters away from chicken coop and other type of poultry and birds such as pigeon
- 10 meters from cow and goat shed
- There shall be no heavy wood work activities within 15 meters from the food cottage building

*b) Domestic Kitchen*

- The interior walls shall be kept clean with no cracks and crevices
- Ceiling should be available and needs to be kept clean and stain free
- The roof should not leak
- The floor should be smooth and easy to clean
- There should be adequate worktops to cope with domestics and commercial food manufacturing.
- Tiles should be placed on the wall 1 meter above water points, work tops and cooking appliances
- No gaps should be present at the windows and doors connected to exterior of the kitchen when they are in the closing position.

*c) Non domestic kitchen*

- Fish Cleaning/butchery should be provided for food activities involving handling of meat and

fish cutting activities. A sink should be provided therein.

- Ceiling should be available and needs to be kept clean and stain free
- The interior walls shall be kept clean with no cracks and crevices
- The roof should not leak
- The floor should be smooth and easy to clean
- Kitchen should be rendered rodent and insect proof, windows screen with fine wire mesh netting.
- There should be adequate worktops made of smooth, durable and easy to clean materials preferably stainless steel.
- Tiles should be placed on the wall above water points, work tops and cooking appliances.
- Provide a sink and a wash hand basin with hand washing and hand drying facilities, preferably liquid soap and disposable paper towels in the kitchen.
- Provide a fish cleaning area with water points.
- Hot and cold water supply should be provided at the sink.
- Adequate cold and dry good storage facilities should be provided such as cabinet.
- No gap should be present at the windows and doors connected to exterior of the kitchen when they are in the closing position.
- **Other than a new building it is also acceptable that an existing room, part of a verandah or a store to be converted into a food preparation area with minimum requirements.**

#### *d) Equipment*

- Only potable water shall be connected to the sink of the domestic kitchen.
- Separate food processing equipment's and utensils including plastics chop boards should be provided and marked in order to be identified by inspecting officer.
- Suitable protective clothing such as aprons and hair cover should be provided.

*e) Maintenance and cleaning*

- The existing toilet in the house shall be used.
- The kitchen should be kept clean and food manufacturing shall be done in hygienic conditions.
- Worktops and sink should be disinfected with approved chemical disinfectants.
- Any defects such as leaked roof cracked tiles on the walls and worktops, rotten wooden cabinets, leaked drain pipes, missing louvers blades etc.. should be rectified immediately.
- Adequate kitchen towels should be provided and dirty ones should be replaced with clean ones frequently.
- The surrounding environment of the house shall be kept in good standard of sanitation.

*f) Pest Control*

- Insects/pest control should be implemented on a regular basis.
- Pets should not gain access into the kitchen.

*g) Waste Management*

- The solid waste from the kitchen should be collected and sealed in plastics bags and disposed in the public bins.
- Liquid waste from the kitchen sink should be drained into the existing liquid waste disposal system.
- Provide a grease trap in the waste water system and ensure that the sewage system is in good functioning order at all times.

*h) Personal Hygiene*

- Any person who will handle foods will have to undergo a complete food handler medical examination and should hold a valid medical certificate of fitness. The validity of the certificate as per the Health and Safety Act 2003 ends every six months new examination shall be conducted. General medical test shall be done yearly.
- Any person afflicted with infected wounds, sores, or any illness, notably diarrhea, should report immediately a Health center and should not handle foods until cured.

- Food handlers should maintain a high degree of personal cleanliness and wear suitable protective clothing and hair covering.
- Hands should be washed as often as necessary, such as at the start of food handling activities, immediately after using the toilet and after handling raw food or any contaminated material.
- Spitting, smoking, eating, chewing and sneezing or coughing over uncovered food should be prohibited in food handling areas. Practices such as scratching the nose and head should be avoided while handling foods.
- Personal items such as jewelry, watch, pin or other items should not be worn or brought into the food handling areas.
- Minor cuts and abrasions on the hand should be appropriately treated and covered by a suitable waterproof dressing.

#### i) Transportation

- All finish products shall be packed in clean containers prior to distribution.
- If kept in trays and plastics baskets it should be properly covered with foil paper or cling film or plain paper.
- No food shall be distributed in carton boxes or covered with printed papers such as newspapers.
- All distribution of foods shall be carried out in clean vehicles and not in vehicles used for carrying of animals or toxic substances such as pesticides.
- Transportation time for prepared meals should be done quickly.
- Hot food should be kept at a temperature of at least 60°C to prevent microbial growth.

#### j) *Compliance with food act, Public Health Act and Codex Alimentarius Standards*

- The end products shall comply with all the microbiological and chemical qualities and shall be free from various contaminants, filth and foreign body. The Food Control Unit will monitor the quality of the Foods and water at the sink in the kitchen.

*k) Training in food hygiene*

- All persons involved in the food cottage activity have to possess a certificate of attendance in basic food hygiene practices. Within a period of six months after having registered under the food cottage industry all the food handlers will have to attend a formal training in food hygiene. It will be conducted by the Food Control Unit in the Health Department and participants will receive a certificate of attendance.

*l) Type of foods that will be allowed to be prepared in domestic kitchen*

Category one

- Baked cakes (Banana cake, baked dried fruits cake excluding creams, icings, fresh fruits cake etc...)
- Fried cakes (chili cakes, banana cake etc...)
- Pastries (small pizza, quiche, pate etc...) excluding caramel, mousse

Category two

Category three

Category Four

- Pickles and Jam
- Ice cakes
- Toasted sandwiches

*m) Type of foods that will be allowed to be prepared in non-domestic kitchen*

Category One

- Cold vegetable salad plain or with creamy dressings (mayonnaise, salad cream)
- Cold meat salad
- Cold pasta salad
- Cold sea food salad

Category two

- Non-Toasted Sandwiches
- Egg sandwiches
- Processed meat sandwiches
- Burger/Hotdogs

Category three

- Roast Chicken
- Heavy Meals (curry, fried rice, stew etc...)

Additional requirements

- Code of Hygiene Practices
- Requirement for Temporary Food Stalls
- Requirements for mobile food vending

**No new application for food cottage activities will be considered in housing estate unless the applicant is applying for non-baking/cooking activities e.g.: tamarind, ice cake manufacturing. The existing cottage applicant in housing estate and flats will be closely monitored. If there are any public complaints, the Public Health Services will review its provision.**

**Additional requirements may be needed depending on the food manufacturing process given by the client.**