MINISTRY OF HEALTH
AND
QUALITY OF LIFE

GUIDELINES

September 2006
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<td>and para-medical practitioners and optician (Firm)</td>
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<td>Business/Professional and Management Consultancy Service (including medical</td>
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<td>and para-medical practitioners and optician (Individual)</td>
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<td>29</td>
<td>Caterer / Canteen employing less than 10 persons</td>
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<td>Caterer/Canteen employing 10 persons or more</td>
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<td>vehicles for the conveyance of Tourists</td>
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<td>Industry not classified elsewhere employing 10 persons or more</td>
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<td>Manufacture of footwear and other allied products employing 10 persons or more</td>
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<td>Manufacturer /Distiller/Bottler of alcoholic and non alcoholic drinks</td>
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<td>Manufacturer of Furniture &amp; Cabinet employing less than 10 persons</td>
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<td>Manufacturer of soap and detergents</td>
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<td>Poultry pen less than 500 birds</td>
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<td>Printing Industry employing 10 persons or more</td>
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<td>Scavenging/Cleaning contractor</td>
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<td>Screen printing/serigraphie</td>
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<td>Seller of fruits/vegetables</td>
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<td>Seller of milk/milk products</td>
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<td>Seller of newspapers/magazines/lotteries in kiosk</td>
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<td>Store and warehouse more than 100m2</td>
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<td>Store and warehouse between 50-100m2</td>
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<tr>
<td>172</td>
<td>Textile industry with or without spinning, weaving, washing, knitting, bleaching, dyeing and printing employing 50 to 150 persons</td>
<td>3</td>
</tr>
<tr>
<td>173</td>
<td>Textile industry with or without spinning, weaving, washing, knitting, bleaching, dyeing and printing employing less than 50 persons</td>
<td>3</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Value</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>174</td>
<td>Textile industry with or without spinning, weaving, washing, knitting, bleaching, dyeing and printing employing more than 150 persons</td>
<td>3</td>
</tr>
<tr>
<td>175</td>
<td>Timber dealer, processing and storage</td>
<td>3</td>
</tr>
<tr>
<td>176</td>
<td>Undertaker</td>
<td>3</td>
</tr>
<tr>
<td>177</td>
<td>Upholsterer</td>
<td>3</td>
</tr>
<tr>
<td>178</td>
<td>Victualler</td>
<td>25</td>
</tr>
<tr>
<td>179</td>
<td>Wellness Centre/gymnasium/ health club/Gymnasium, excluding those on hotel premises in leisure and entertainment centres approved by the Ministry of Tourism</td>
<td>24</td>
</tr>
<tr>
<td>180</td>
<td>Wild game farming/stalking</td>
<td>4</td>
</tr>
<tr>
<td>181</td>
<td>Workshop for repair of chemical appliances, refrigerators and other electrical, mechanical appliances, and washing of vehicles etc</td>
<td>3</td>
</tr>
<tr>
<td>182</td>
<td>Workshop for repair/assembly of computers and other electronic and electrical appliances</td>
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<td>183</td>
<td>Workshop for vulcanization, retreading and repair of tyres and wheel balancing</td>
<td>3</td>
</tr>
<tr>
<td>184</td>
<td>Workshop Metal</td>
<td>3</td>
</tr>
<tr>
<td>185</td>
<td>Workshop not elsewhere classified</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Clearance with regards to zoning of any trades be obtained from Local Authorities
| Service Type                                                                 |
|------------------------------|--------------------------------------------------------------------------------|
| Agency for Import and Export  |
| Agent in Land and/or Building or Estate Agency                           |
| Agent of a foreign pool promoter                                      |
| Assurance or Insurance Agency                                          |
| Assurance or Insurance Company                                             |
| Auctioneer keeping no Auction room                                     |
| Bank (Branch)                                                            |
| Bank (Main Office)                                                      |
| Business/Professional and Management Consultancy Service (including medical and para-medical practitioners and optician) (Firm) |
| Business/Professional and Management Consultancy Service (including medical and para-medical practitioners and optician) (Individual) |
| Cybercafe                                                                 |
| Computer/ICT Related Activities                                         |
| Duty Free Outlet                                                         |
| Firm of Builders and or Contractors                                      |
| Job Contractor Grade A or B                                               |
| Job Contractor other than Grade A or B                                   |
| Land Promoter and Property developer                                     |
| Matrimonial Agency                                                       |
| Modelling Agency                                                         |
| Money lender/changer                                                     |
| Financing and Lending Agency                                              |
| Organiser of trade/commercial fair                                       |
| Photographer/Photo Studio                                                 |
| Pool Promoter Collector                                                   |
| Private Enterprise offering courier service                               |
| Private Radio/Television broadcasting                                     |
| Private Security Agency                                                  |
| Registered Office of Company                                             |
| Repair/Assembly for repair of bicycles and motorcycles                    |
| Tele Book Organiser/Bookmaker                                            |
| Tele book//Tele tote (Branch)                                            |
| Tele Tote Organiser                                                      |
1. Building

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. Water supply

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. Sanitary Convenience

(a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

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<td></td>
</tr>
<tr>
<td>76 – 100</td>
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<td>Every additional 40</td>
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(b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
Guideline No 1 – Ministry of Health and Quality of Life

(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).
Auctioneer keeping Auction room
Audiotex service provider
Bonded Warehouse

<table>
<thead>
<tr>
<th>Contractor for hire of audio equipment/ decorative items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor for hire of scaffolding equipment, tubular tent and accessories</td>
</tr>
<tr>
<td>Contractor of Motor Vehicles – per motor vehicle, excluding contract motor vehicles for the conveyance of Tourists</td>
</tr>
<tr>
<td>Contractor/Hire of Plants and Equipment</td>
</tr>
<tr>
<td>Dealer in Autocycles, Motor cycles and accessories having right to repair same excluding rental to Tourists</td>
</tr>
<tr>
<td>Dealer in bicycles and bicycles accessories with right to repair same excluding rental to tourists</td>
</tr>
<tr>
<td>Dealer in commercial and industrial equipment and accessories</td>
</tr>
<tr>
<td>Dealer in Electric and Electronic appliances and accessories thereof</td>
</tr>
<tr>
<td>Dealer in Motor vehicles and spare parts</td>
</tr>
<tr>
<td>Dealer in Motor vehicles spare parts and tyres</td>
</tr>
<tr>
<td>Dealer in Old Metals</td>
</tr>
<tr>
<td>Dealer in ready made goods</td>
</tr>
<tr>
<td>Dental mechanic</td>
</tr>
<tr>
<td>Dock/Wharf owner and/or agent</td>
</tr>
<tr>
<td>Driving School</td>
</tr>
<tr>
<td>Establishment for recording/sale/hire of audio, video cassette, compact discs and other recording/storage devices</td>
</tr>
<tr>
<td>Florist</td>
</tr>
<tr>
<td>General Retailer – Foodstuff and Non Foodstuff with alcohol</td>
</tr>
<tr>
<td>General Retailer – Foodstuff and Non Foodstuff without alcohol</td>
</tr>
<tr>
<td>Plant Nursery</td>
</tr>
<tr>
<td>Seller of newspapers/magazines/lotteries in kiosk</td>
</tr>
<tr>
<td>Seller of traditional medicines / Seller of Ayurvedic Products</td>
</tr>
<tr>
<td>Showroom</td>
</tr>
<tr>
<td>Store and warehouse less than 50m2</td>
</tr>
<tr>
<td>Store and warehouse more than 100m2</td>
</tr>
<tr>
<td>Store and warehouse between 50-100m2</td>
</tr>
<tr>
<td>Taxi / Carrier A (per Taxi)</td>
</tr>
</tbody>
</table>
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   
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</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

   (b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
   
   (c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
   
   (d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

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(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. Stores, storage areas or facilities should be provided for racks or stages leaving a cleaning space at least of 300mm from floor level and should be of such width and length as to enable movement in between;

2. Measures should be taken by dealers in old metals to contain littering problems, rodent proliferation and any other nuisance as defined under the Public Health Act. Appropriate storage modes and enclosed structure should be provided for the storage of old metals; and dumping of same in the open environment should not be allowed.

3. Measures should be taken to contain risks of explosion in case of dealers in firearm’s ammunitions.
4. Adequate measures should be taken by licensees of premises hiring metal chairs, metal tube used for erecting tents, job contractors having office and equipment and seller of bricks and concrete items to contain disturbances or nuisances arising from noise and should be located as far as possible away from residential premises.
<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Workshop employing 10 persons or more</td>
</tr>
<tr>
<td>Automotive Workshop employing less than 10 persons</td>
</tr>
<tr>
<td>Builder of Coach</td>
</tr>
<tr>
<td>Engraver/Stone mason including tombalist</td>
</tr>
<tr>
<td>Establishment for bulk processing, storage and handling of petroleum, petroleum products,</td>
</tr>
<tr>
<td>liquid gas, coal and petrol chemical products</td>
</tr>
<tr>
<td>Establishment for the manufacture of paints and other allied products</td>
</tr>
<tr>
<td>Filling Station</td>
</tr>
<tr>
<td>Foundry, smelting plant or metallurgical workshop and galvanizing and electroplating</td>
</tr>
<tr>
<td>activities</td>
</tr>
<tr>
<td>Importer/Manufacturer/Seller of Gold and Silver wares and other precious metals and or stones</td>
</tr>
<tr>
<td>Industry not classified elsewhere employing 10 persons or more</td>
</tr>
<tr>
<td>Industry not classified elsewhere employing less than 10 persons</td>
</tr>
<tr>
<td>Launderer and Dry cleaner</td>
</tr>
<tr>
<td>Launderette</td>
</tr>
<tr>
<td>Maker/Seller of clocks and watches</td>
</tr>
<tr>
<td>Manufacture of footwear and other allied products employing 10 persons or more</td>
</tr>
<tr>
<td>Manufacture of footwear and other allied products employing less than 10 persons</td>
</tr>
<tr>
<td>Manufacturer and/or seller of Handicraft products employing 10 persons or more</td>
</tr>
<tr>
<td>Manufacturer and/or seller of Handicraft products employing less than 10 persons</td>
</tr>
<tr>
<td>Manufacturer of Candles</td>
</tr>
<tr>
<td>Manufacturer of Crown Bags</td>
</tr>
<tr>
<td>Manufacturer of Furniture &amp; Cabinet employing 10 persons or more</td>
</tr>
<tr>
<td>Manufacturer of Furniture &amp; Cabinet employing less than 10 persons</td>
</tr>
<tr>
<td>Manufacturer of toilet requisites</td>
</tr>
<tr>
<td>Manufacturer of wax blends and liquid polish</td>
</tr>
<tr>
<td>Manufacturer of matresses</td>
</tr>
<tr>
<td>Manufacturer of typewriter ribbons</td>
</tr>
<tr>
<td>Metal welding, Aluminium, Panel beating and/or paint workshop</td>
</tr>
<tr>
<td>Mirror Manufacturer</td>
</tr>
<tr>
<td>Oil Manufacturing and/or related processing activities</td>
</tr>
<tr>
<td>Petroleum refinery</td>
</tr>
<tr>
<td>Printing Industry employing 10 persons or more</td>
</tr>
<tr>
<td>Printing Industry employing less than 10 persons</td>
</tr>
<tr>
<td>Pulp and Paper manufacturer</td>
</tr>
<tr>
<td>Recycling plant Enterprise</td>
</tr>
<tr>
<td>Rock/Stone /Coral/Sand quarry</td>
</tr>
<tr>
<td>Sawmill</td>
</tr>
<tr>
<td>Screen printing/ serigraphie</td>
</tr>
<tr>
<td>Shoemaker</td>
</tr>
<tr>
<td>Sugar factory or refinery</td>
</tr>
<tr>
<td>Tailor employing 10 persons or more</td>
</tr>
<tr>
<td>Guideline</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Tailor employing less than 10 persons</td>
</tr>
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<td>Tannery and leather finishing establishment</td>
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Guidelines No3 – Ministry of Health and Quality of Life

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Others

1. All workshops and manufacturing industries should be located in designated zones as per the guidelines of the Ministry of Housing & Lands.
2. Workshop area to be rendered sound proof wherever nature of trade entails activities, which generate noise. Noise levels should comply with Noise Regulations of EPA 2002 at all times.
3. Protective equipment including protective clothing and first aid kits as prescribed by the Ministry of Labour, Industrial Relations & Employment should be provided to all employees and the employer should ensure that these protective equipment are being used.
4. Appropriate pollution control equipment should be provided to extract any noxious fumes, vapors, gases and odour generated within the trade premises. All emissions should comply with Air Standards (EPA, 2002).
5. Measures should be taken to contain any nuisance related to vibration within the surrounding environment including the workshop.
   (i) All activities of the Trade should be carried out inside the workshop.
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(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. All breeding activities should comply with the relevant provisions of the Public Health Act.
2. All husbandry practices should meet the requirements of the Ministry of Agro-Industry & Fisheries.
3. Protective measures should be taken to house animals or reptiles properly when same can cause physical attack or injury to human beings.
4. Any outbreak of disease amongst animals, birds or reptiles transmissible to man should be immediately notified to the Ministry of Health and Quality of Life and the Ministry of Agro-Industry & Fisheries.

5. Any onset of sudden deaths involving 10% or more animals, birds or reptiles of the herd or flock size should be immediately notified to the Ministry of Health and Quality of Life and Ministry of Agro-Industry & Fisheries.

6. No breeding of fish, crustaceas or other marine species, meant for human consumption, should be allowed in polluted waters.

7. Separate stores should be provided for the storage of animal feed, chemicals such as sanitizing agents and strong disinfectants, tools and equipment.

8. Provision of an office and separate space for veterinary consultations.

9. Any animal, birds or fish farming trade or natural park should be kept in such a state as to render same environment friendly through the provision of tarred or reinforced concrete access, planting and maintaining decorative plants and keeping the farm in a tidy state at all times.

10. Measures should be taken to keep farming trade process free from any objective odour, wastewater nuisances and prevent pollution of any underground and surface waters.

11. Disposal of animal carcasses resulting from onset of deaths due to any disease transmissible to man or to natural cause should be performed in such ways approved by the Ministry of Health and Quality of Life and the Ministry of Agro-Industry & Fisheries.
Guidelines No5 – Ministry of Health and Quality of Life

Assembly of batteries

1. **Building**

(a) The building is of sound construction and maintained in good repair.  
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.  
(c) Necessary measures should be taken so that the building is free of rodents and pests.  
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.  
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;  
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.  
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

(a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

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(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. The General Guidelines should apply.

2. The assembly plant be located in a designated area as per guidelines of the Ministry of Housing & Lands.

3. All employees be provided with a good working environment that is safe and without risks to health.

4. All employees be properly trained and supervised with regards to handling and transporting articles and substances.
5. Protective equipment including protective clothing and first aid boxes as prescribed by the Ministry of Labour, Industrial Relations & Employment be provided to all employees and the employer should ensure that these protective equipment are being used.

6. All protective clothing be washed, cleaned and decontaminated within the premises.

7. All employees be provided with regular medical checkups by Occupational Health Physicians.

8. Clearance be obtained from the Dangerous Chemicals Control Board (DCCB) as regards import, export, sale, distribution, trade, transport and storing of dangerous chemicals.

9. Setting up of an Emergency Response Plan (ERP) designed to ensure effective identification, response and protection against hazards in the event of an incident.

10. Fire prevention and protection should be in accordance with guidelines of the Fire Services.
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
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**Others**

1. All selling activities should comply with relevant provisions of the Food Act.
2. All dressed fresh chicken, freshly slaughtered chicken, meat and venison offered for sale should originate only from an approved and licensed abattoir.
3. No slaughtering process of live birds of any species meant for sale, should be allowed within any market premises or any other place than an approved licensed abattoir.
4. Sufficient evidence and records should be kept to sustain origin of any dressed chicken and freshly slaughtered dressed chicken.
5. No dressed chicken or freshly slaughtered dressed chicken should be tainted with colouring matter so as to deceive consumers on the species of the chicken.
6. Sellers of fresh chicken, slaughtered freshly dressed chicken meat and venison should ensure that same are being transported in food transport vehicles equipped with chilling apparatus functioning properly so as to provide a chilling temperature of 1° – 8 °C.

7. No fish and crustaceas originating from polluted waters should be exposed for sale.

8. No scaling, evisceration, deskinning and slicing of fish or other marine products should be carried out in the open environment or in a premises where no provision for same exists.
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

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Guidelines No7– Ministry of Health and Quality of Life

(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
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**Others**

1. All selling activities should comply with relevant provisions of the Food Act.
2. All fruits and vegetables exposed for sale should be displayed only on tables of height not less than 725 mm, which tables should be of concrete or galvanized metal pipes or tubes with a platform which should be tiled or of non-corrosive and non-rusty material such as aluminium or stainless steel respectively. The said platform should be adequately inclined and have a discharge pipe in order to drain away any water used for watering vegetables.
3. Any stock of fruits or vegetables should be kept on racks or stages of at least 300 mm high and of such length and width that enables thorough cleaning of floor area under them.
4. It is prohibited to expose vegetables or fruits for sale on or at ground level be shriveled, withered, discoloured or infested with moulds or maggots or insects and free from any sign of rot or disease.

5. Fresh or green vegetables exposed for sale should be free from adhering dirt, manure decaying leaves and soil and kept on impermeable and non-corrosive trays or in perforated crates which should be daily and regularly washed, sanitized and rinsed after use and kept clean at all times.

6. It is forbidden to contain any green or fresh or dried fruits or vegetables in plastic bags originally used to contain toxic chemicals, fertilizers or animal feeds.

7. Watering of vegetables should be performed only by means of hand operated sprayers and direct throwing of water by hands on vegetables should not be allowed.

8. Watering process of vegetables should be carried out to a well measured amount and should not favour any dripping of water on the floor as to render same slippery.

9. Washing and trimming of vegetables should only be performed in a place meant for the purpose. Such place should be fitted with an appropriate tiled or stainless steel wash basin and continuous water supply.

10. Vegetables or fruits trimmings should not be thrown on floor but only in a bin or plastic bag of adequate size.

11. Vegetables or fruits sold in vans should be kept only in perforated plastic crates preferably of stack-on type and not laid directly on floor of the van casings. Such crates should be thoroughly cleaned after every use and kept free from any adherences, soil, dirt or decaying vegetables.

12. Adequate measures should be taken to restrict access to stray animals or pets in places where vegetables and fruits are stored or displayed for sale.

13. Adequate measures should be taken to protect stock of vegetables, fruits, medicinal herbs and traditional medicines from infestation or contamination by insects, vermins and rodents during display, sale, storage or transport.

14. Medicinal herbs or traditional medicines should always be kept and displayed in plastic containers or tied or sealed or perforated (where fresh) transparent plastic bags, with the common and scientific name of the herb or plant, its intended use or effect and recommended dosage.
1. **Building**

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**Others**

1. All bottlers should comply with relevant provisions of the Food Act.
2. Separate storage facilities should be provided for the storage of stock of imported liquor, alcoholic and non-alcoholic beverages or any other item to be bottled; canisters, empty bottles, crates, carton boxes and bottled products.
3. Appropriate racks or stages of at least 300 mm high from floor level should be provided to stock storage items.
4. Transfer of any commodity to be bottled from storage tanks to the bottling machine, should be by way of pipes which must be non-corrosive material such as PVC, aluminium or stainless steel and connected to an automatic pumping system.
5. The filling of bottles, screwing of caps and corksing should be entirely by way of automatic electro-mechanical systems.

6. An appropriate system should be provided for the inspection of bottles prior to and after filling.

7. Appropriate facilities should be provided for bonded stores.

8. Any bottling plant using returnable containers such as glass bottles to be reused, should provide for an appropriate electro-mechanical system for the washing of said bottles. The washing section should be so located in a way to prevent risks of chemical and any other form of contamination.

9. All bottled commodity should be clearly labeled.

10. No bottled commodity intended for human consumption should be prior to licensee being in possession of a Pre-Market Approval Permit issued under the Food Act/Regulations by the Ministry of Health and Quality of Life in favour of that commodity.

11. Administrative block provided should be separate from the various sections available for the bottling processes.

12. Any on site laboratory provided in the bottling plant should be separate from the main processing area.

13. An appropriate wash hand basin fitted with a water tap which should be either pedal or elbow operated should be provided in the main processing area and should be so located as to contain any risks of contamination through splashing of wastewaters.

14. All parts of the bottling plants should be regularly washed, disinfected or sanitised through use of a food grade sanitizer in the case where the bottled commodity should be meant for human consumption.
Medical Laboratory / X-Ray and Scan Centre
Para-medical/Medical Clinic and Laboratory

1. Building

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
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**Others**

1. The operation of the activities should comply with the provisions of the Private Health Institution Act, the Food Act and the Residential Care Home Act.
2. Clearance should be obtained from the Ministry of Health & Quality of Life prior to operation.
3. Adequate consultation rooms should be provided for the consultation of patients and each consultation room should be properly equipped with a wash hand basin fitted with running water-supply, couch, dressing table, movable artificial lighting provisions and separate pedal operated
bins for the storage of any pathogenic wastes and puncture proof containers for storage of used sharps.

4. Adequate treatment rooms should be provided, which should be properly equipped with a wash hand basin and stainless steel wash basins fitted with running water supply, sterilizing units, couch, proper separate storage facilities for drugs, disinfectants and sterile disposable equipments so as to contain any risk of contamination and damage by insects and rodents, separate pedal operated bins for the storage of pathogenic wastes and puncture proof containers for the storage of used sharps.

5. Any private health institution providing for surgical and labour services should ensure that the following provisions are available

(a) An administrative part,
(b) Separate changing rooms for male and female paramedical and medical staff,
(c) Separate stores or storage facilities for the storage of disinfectants, drugs, equipment, disposable sets, linen and other accessories.
(d) Separated sterilisation unit for the sterilisation of dressings, linen and surgical equipments. Adequate measures should be taken for the removal of water vapour from the sterilisation room, prevention of condensation and provisions to be made for pre-cleaning of surgical equipments,
(e) Operation theatres should be properly equipped,
(f) Anesthesia/Recovery room,
(g) Scrubbing room,
(h) Sluice for the storage, pre-rinsing and removal of soiled linen,
(i) Separate store for the storage of pathogenic wastes and removal there from,
(j) Messroom facilities,
(k) Separate and adequate sanitary facilities (w.c’s, washing facilities and bathrooms) for male and female paramedical and medical staff,
(l) A passage way enabling entrance of patients at one end and exit of patients at another end,
(m) The layout of an operating or labour block should be so designed to contain risk from cross-contamination.

6. Any private health institution offering X-ray/Scan or radiological services should ensure that appropriate measures are taken to ensure that building structures are of such materials and specifications that no rays used therein for radiological purposes are emitted within the external environment.

7. Any private health institution offering laboratory services should ensure that the following provisions are available:-
Guidelines No 9– Ministry of Health and Quality of Life

(a) Adequate administrative space,
(b) A room for receiving and storage of pathological samples,
(c) A microbiological examination room which should comprise of three parts/section for preparation stages, incubation and examination,
(d) A store for the storage of equipment and other accessories,
(e) A nutrient preparation room,
(f) A room for washing and sanitizing of equipments,
(g) A separate room for sterilisation of equipments,
(h) Separate changing rooms for male and female laboratory technicians, pathologists, microbiologists, etc,
(i) A messroom,
(j) Separate sanitary facilities (W.C’s, washing facilities and bathrooms) for male and female.
(k) Layout of laboratory should be so designed as to prevent cross-contamination.

8. Any private health institution offering inpatient services should ensure that:-

(a) Isolation wards are available for the lodging and treatment of cases suffering from communicable diseases,
(b) Mosquito nets are available to screen patients suffering from diseases transmissible by mosquitoes,
(c) A clear space of 1.5 m should be ensured in between adjacent beds in common patients’ rooms,
(d) Bedside lockers and eating tables are provided to patients individually,
(e) Adequate and separate sanitary facilities (i.e. W.C’s, washing facilities and bathrooms) for male and female patients,
(f) Appropriate means are available for patients to call for paramedical/medical services,
(g) Separate sluice be provided for the storage, pre-washing and removal of soiled linen derived from patients room,
(h) Adequate measures are taken for intake and offering services to handicapped persons,
(i) Each patient be provided with a bedside pedal operated bin.

9. Health institutions offering medical services to patients should ensure that special provisions be made for the storage, preparation, cooking and service of meals. The guidelines to same should be those applicable for Catering Units. Appropriate food trolleys with means to keep meals warm (i.e. above 63 °C) during transport should be provided.
10. Adequate number of trained paramedical and medical staff are available for offering medical and paramedical care within any health institution.

11. A records section that is properly equipped and staffed should be provided for the keeping of patients’ records.

12. Any health institution offering inpatient services should ensure that an appropriate intensive care unit that is properly designed, equipped and staffed should be provided.

13. Any health institution offering maternity and labour related services should ensure that appropriate facilities are provided and should include pre-natal wards, labour ward, post-natal wards, neo-natal wards, paediatric wards, specialized paediatric intensive care units, etc.

14. Appropriate onsite incineration of adequate capacity should be provided for the disposal of all pathogenic wastes generated on the premises and proper storage and washing areas should be provided for the storage of bins awaiting disposal, washing and sanitizing of empty bins prior to their placement in respective areas in the health institution.

15. Adequate measures should be taken for the storage of stock of drugs in any health institution requiring same so as to contain any risk of damage and contamination by insects, rodents and other crawling pests.

16. Physiotherapist offering related services should ensure that appropriate facilities should be provided. These include waiting areas for patients, treatment rooms, exercising rooms, hot bath tubs, messroom and separate cloakrooms and sanitary facilities for male and female staff, etc.

17. Veterinary surgeons offering private surgery services should ensure that appropriate facilities as approved by the Veterinary Officer in charge of the Ministry of Agriculture and the Ministry of Health & Quality of Life are provided.
Assembly of motor vehicles

1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

   (a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

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   (c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. All workshops and manufacturing industries should be located in designated zones as per the guidelines of the Ministry of Housing & Lands.
2. Workshop area to be rendered sound proof wherever nature of trade entails activities, which generate noise. Noise levels should comply with Noise Regulations of EPA 2002 at all times.
3. Protective equipment including protective clothing and first aid kits as prescribed by the Ministry of Labour, Industrial Relations & Employment should be provided to all employees and the employer should ensure that these protective equipment are being used.
4. Appropriate pollution control equipment should be provided to extract any noxious fumes, vapors, gases and odour generated within the trade premises. All emissions should comply with Air Standards (EPA, 2002).

5. Measures should be taken to contain any nuisance related to vibration within the surrounding environment including the workshop.
   (i) All activities of the Trade should be carried out inside the workshop.
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
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Guidelines No11– Ministry of Health and Quality of Life

(d) Toilet facilities should not have direct communication with the area of operation.
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**Others**

1. No trade Licences for Pharmacies should be issued unless they are licenced under the Pharmacy Board of the Ministry of Health and Quality of Life. Trades enlisted in Group XI should comply with the following structural hygiene provisions and conditions:-

   (i) Proper store and storage facilities should be provided for the storage of drugs and sterile items stored and displayed for sale so as to contain risks of cross contamination by rodents and insects. Racks or stages leaving at least 300 mm clear space from floor should be provided in store to stack stock of drugs thereon.
(ii) Proper chilling and/or freezing facilities should be provided for storage of drugs which require chilled or freezing temperature for the purpose.

(iii) A separate drug preparation room provided with wash basin, wash hand basin fitted with running water supply and table topped with an impervious, impermeable material such as ceramic tiles, unjointed aluminium or stainless steel sheet, sterilising unit (if required) and containers fitted with tight fitting lids should be provided therein.
Guidelines No 12 – Ministry of Health and Quality of Life

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<tr>
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<td>Cold Room and Refrigeration Plant 46.46 - 92.90 m² (for storage and hire only)</td>
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1. Building

   (a) The building is of sound construction and maintained in good repair.
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   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. Water supply

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
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(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The operation of the trades should comply with the relevant provisions of the Food Act at all times.
2. Proper and regular maintenance should be ensured to contain gas leakage problems within any cold or refrigerated plant or room. Records of maintenance programme should be kept.
3. In case of any leakage noted within any cold or refrigerated plants or rooms used for the storage of food, the licensee or any other responsible person should immediately notify the Regional Health Office of the Ministry of Health & Quality of Life.

4. On site stand-by generators of adequate capacity should be provided to contain break in electric power supply.

5. Platforms or plates and knobs weighing devices should be daily cleaned, washed, disinfected or sanitized with a food grade sanitizing agent.

6. Appropriate and approved temperature monitoring devices should be fitted to cold or refrigerated plants or rooms to indicate prevailing temperature inside said plants or rooms at all times, which should be visible from outside the cold room.

7. The continuous temperature reading from the temperature monitoring device should be recorded, and such records should be kept for a period of one year.

8. The area outside the cold room where frozen food is sliced is adequately protected from flies.

9. No food except those contained in impervious containers, should be stored on the floor of cold or refrigerated plants or rooms.

10. Chilled/refrigerated or frozen foods exposed for sale for human consumption, whether packaged or not, should not be kept in chilled/refrigerated cabinets or freezers unless separate compartments in the said cabinets or freezers are being provided for the storage of following five categories of food:-

   (a) goat meat, goat meat product, mutton, mutton product, poultry and poultry product
   (b) beef, buffalo meat, beef meat product and beef product
   (c) pork and pork product
   (d) fish and fish product; and
   (e) vegetable and vegetable product.

11. Every compartment is a chilled cabinet or freezer which contains any of the five categories of food should be marked in such a manner as to be easily identified by the consumer.

12. No licensee should store an undressed animal carcass or quarter of a carcass in any cold room, freezer or chilled cabinet.
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
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**Others**

1. The plant should be located in a designated area as per Guidelines of the Ministry of Housing & Lands.

2. Clearance be obtained from the Dangerous Chemicals Control Board (DCCB) as regards import, export, formulation, sale, distribution, trade, transport and storing of dangerous chemicals.
Guidelines No13– Ministry of Health and Quality of Life

3. All employees are provided with a working environment that is safe and without risks to health.

4. All employees should be properly trained and supervised with regards to handling and transporting articles and substances.

5. Protective equipment including protective clothing and first aid boxes as prescribed by the Ministry of Labour, Industrial Relations & Employment should be provided to all employees and the employer should ensure that these protective equipment are being used.

6. All protective clothing to be washed, cleaned and decontaminated within the premises.

7. All employees should be provided with regular medical checkups by Occupational Health Physicians.

8. Setting up of an Emergency Response Plan (ERP) designed to ensure effective identification, response and protection against hazards in the event of an incident.

9. Floors areas to be raised and coved at edges to prevent spills from leaking out of building(s).

10. Building used to store, formulate, pack and sell chemical fertilizers, pesticides and dangerous chemicals to be of concrete and covered by reinforced concrete slab.

11. Perimeter wall be erected and accesses be controlled to prevent unauthorized access within the premises.

12. No food items be stored or exposed for sale on the same premises where fertilizers, pesticides and other dangerous chemicals are being stored or exposed for sale.

13. Appropriate racks or stages standing at least 300 mm high above floor level and which shall be of such width and length so as to ensure movement, ventilation and thorough cleaning to be provided.

14. Fire prevention and protection should be in accordance with guidelines of the Fire Services.
1. Building

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(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
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**Others**

1. Appropriate facilities should be provided in Beauty Care Centres, parlours or saloons. These should include individual customer care treatment rooms with couch, mobile lighting system, clean and pale coloured covers and towels, equipment and beauty care product trolleys, wash hand basins, tools and equipment disinfection or sanitation (where appropriate) area or room, waiting areas, office and reception counter.
2. Appropriate on site facilities or hiring of services should be ensured for the washing of reusable linen covers and towels after each use.
3. All persons engaged in trade should be free from communicable, respiratory and skin diseases, exposed septic sores, cuts or abrasions and maintain a high standard of personal hygiene and cleanliness.
4. Appropriate separate enclosed storage facilities should be provided for the storage of clean covers, towels and beauty care products and equipment.

5. Appropriate measures and facilities should be ensured for the daily and regular washing and disinfection or sanitizing of such equipments such as razor blades if not disposable type, scissors, combs, tweezers, etc. Disposable blades should be kept in puncture proof containers separate from other wastes.

6. Adequate measures should be taken to contain blowing away of hair/s from the premises.
1. Building

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(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
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(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

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Others

1. All bread sellers should comply with the relevant provisions of the Food Act.
2. Bread should be obtained from licensed bakeries.
3. Exposing bread in carton boxes covered with gunny bags or plastic sheets or bags, and perforated metallic cages or crates is strictly prohibited.
4. Bread offered to sale for human consumption should always be fresh.
5. Bread sellers should not smoke while handling bread.
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
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2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

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**Others**

1. Manufacturer of salt should comply with the relevant provisions of the Food Act.

2. **Site:** Salt pan to be situated on a site, which is not prone to flooding during heavy rain so as to avoid contamination.

3. **Quality of water:** Sea water used for salt processing should be:
   - far from sewage discharge pipes
   - far from river mouth, not contaminated with waste-water generated from households or outfalls from factories/industries involved in noxious processes
   - screened and filtered to remove foreign matter and live organisms
• not polluted in any way.

4. **Yard/surroundings:** Proper and effective fencing of the precincts of the salt pan to prevent unauthorised persons and stray animals to have access to the establishment.

5. **State of basins/crystallising pans:**

   • retention basins having smooth walls and floor, free from sludge and be above level of crystallising pans and harvesting area
   • crystallising pans having smooth floor with joints properly cemented and bordered with concrete/stone of a minimum height of fifteen (15) centimetres.
   • joints of surface floor of harvesting area be so cemented so as to form half-round grooves
   • daily/routine inspection of retention basins and crystallising pans for any visible foreign matter (dead birds, frogs, etc)

6. **Store room:**

   • to be provided for the storage of harvested salt
   • building to be concrete and ratproof
   • openings i.e. windows and toplights to be rendered flyproof
   • not to be used for other purposes than for storage of salt
   • store rooms to be connected to the crystallising pans by a concrete gangway raised at least fifteen (15) centimetres above the surrounding ground level (gangway to be kept clean at all times)

7. **Equipment:**

   • tools/equipment used on establishment be clean and in good working conditions at all times and kept in a separate store.
   • not be used for any other purpose than that meant for on the establishment, so as to avoid contamination. e.g. bags, tools, implements, gloves, boots, etc

8. **Other requisites:**

   • salt, once harvested, be protected from contaminants, viz soot, live organisms, dirty bags prior to processing/refining and packing
   • any additive used for the activation of crystallisation be approved by the Ministry of Health and Quality of Life.
   • Excess water be drained back to the sea via concrete drains
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

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(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
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**Others**

1. The distributors should comply with the relevant provisions of the Food Act.

2. Appropriate storage facilities should be provided for the storage of stock of any type of beverages and foodstuffs. Racks standing at least 300 mm high above floor level should be provided and should be of such length and width so as to ensure movement and ventilation in between and facilitate thorough cleaning of the store. This provision should not apply to distributors who take their stock directly from suppliers and who do not stock these items on their premises.
3. Any vehicle used for the transport or delivery of food intended for sale for human consumption should be fitted with a compartment to contain the food, and such compartment should be:

   (a) clearly, legibly and permanently marked on both external sides – “FOOD TRANSPORT VEHICLE”; 

   (b) completely and effectively sealed off from the driver’s cabin; 

   (c) completely enclosed so as to protect any food carried therein from contamination by dust, flies or any other means; and 

   (d) maintain clean at all times.

4. Where the vehicle is used for distributing alcoholic beverages or non alcoholic beverages in bottles, appropriate means should be provided on board of that vehicle to protect foodstuffs.

5. No such vehicles should be used for the transportation of chilled or frozen foods, solid wastes, toxic chemicals or cement or other construction materials.
Owner of fishing business (banian)

GUIDELINES

1. The owners should comply with the relevant provisions of the Food Act.
2. Owners of fishing business should ensure that no toxic fish be marketed at any time in any form.
3. Owners of fishing business (‘Banian’ or fishmonger) should sell fresh or chilled fish only.
4. Cold rooms or chilling rooms or cool boxes of adequate size and number fitted with adequate frozen ice packs or ice blocks should be provided on board of fishing vessels or boats.
5. All fishing vessels or boats including any part or facility existing thereon should be kept clean, in good state of repair and well maintained at all times.
6. Appropriate provisions should be made for continuous water supply, adequate lighting, appropriate containers, stand-by generator of adequate capacity.
7. No holds used for the storage of fish or other marine products should be used for the storage of fuel therein.
8. Transportation or distribution of fresh or chilled fish from fishing vessel to inland chilling or cold rooms should be ensured only through appropriate chilling or freezing refrigerated trucks (i.e. equipped with chilling/freezing apparatus and temperature indicator).
9. Owners of fishing business should ensure provision of adequate chilling and freezing storage facilities inland.
10. Fishermen should be provided with appropriate and adequate protective clothings and equipment such as impermeable suits, warming jackets, life jackets and caps, gloves, etc.
11. A fully equipped first-aid kit should be provided on each fishing boat or vessel.
12. Fish or marine products intended to be sold as fish or marine product should be kept under chilled conditions (i.e. 1°C to 8°C) soon after catch, during transportation, storage and display at sale point.
Owner of Bus for public transport (per bus)
School Bus Operator (per vehicle)

1. All means of public transport should be daily cleaned and kept clean at all times.
2. All seats should be properly inclined and kept in good state of repair at all times.
3. Travellers seating area should be provided with adequate natural ventilation; artificial and natural lighting provisions. Adequate measures should be taken to protect travellers from direct sunlight.
4. All travellers seat should be daily wiped with a disinfectant and seating area deodorised.
5. Overcrowding of passengers accommodating area is prohibited.
6. ‘NO SMOKING’ signs should be affixed in conspicuous places in public means of transport.
7. A stock of impermeable bags should be kept in any public transport and same delivered on demand to any passenger experiencing nausea or vomiting during travel.
1. Building

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**Others**

1. The manufacturing plant should be located in a designated area as per Guidelines of the Ministry of Housing & Lands.
2. All employees are provided with a working environment that is safe and without risks to health.
3. All employees should be properly trained and supervised with regards to handling and transporting articles and substances.
4. Protective equipment including protective clothing and first aid boxes as prescribed by the Ministry of Labour, Industrial Relations & Employment should be provided to
all employees and the employer should ensure that these protective equipment are being used.

5. All employees should be provided with regular medical checkups by Occupational Health Physicians.

6. Clearance to be obtained from the Dangerous Chemicals Control Board (DCCB) as regards import, export, manufacture, sale, distribution, trade, transport and storing of dangerous chemicals.

7. Setting up of an Emergency Response Plan (ERP) designed to ensure effective identification, response and protection against hazards in the event of an incident.

8. Building used to store, manufacture, formulate, pack dangerous chemicals be of concrete and covered by reinforced concrete slab.

9. Perimeter wall be erected and accesses be controlled to prevent unauthorized access within the premises.

10. Fire prevention and protection should be in accordance with guidelines of the Fire Services.
GUIDELINES

1. The Ministry of Health and Quality of Life should inspect and approve vehicle intended to carry foodstuffs. Applicant should produce and submit a copy of the Horse Power of the vehicle registered in his name.

2. The vehicle should be fitted with a compartment to contain the food.

3. The compartment should be:
   (a) clearly, legibly and permanently marked on both external sides – “FOOD TRANSPORT VEHICLE”
   (b) completely and effectively sealed off from the driver’s cabin and
   (c) completely enclosed so as to protect any food carried therein from contamination by dust and flies or any other means, exception being made for multipurpose vehicles used for the transport of raw vegetables/fruits/grains, food in packages.

4. Frozen and chilled food should be transported in a refrigerated vehicle, equipped with a temperature-monitoring device.

5. The driver of the vehicle should ensure that the interior of the vehicle is adequately protected from flies, pests, dust and other contaminants.

6. The vehicle should not be used for any other purpose.

7. The applicant should provide a store licensed under the Local Government Act for the keeping of non-perishable food. The store should be provided with racks 300 mm above floor level, on which the food should be kept.
Guideline No22 – Ministry of Health and Quality of Life

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Guideline No22 – Ministry of Health and Quality of Life

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Others

1. The classified trades should comply with the relevant provisions of the Food Act.
2. No person should manufacture any food, pre-packed food or food container listed in the Third Schedule of the Food Regulations 1999.
3. Manufacturer of food items should provide for the following structural hygienic provisions and conditions:-
Guideline No22 – Ministry of Health and Quality of Life

(a) A store/storage area for the storage of raw materials. Depending on nature of raw foods used, separate stores/storage facilities may be required such as chill rooms, cold rooms and dry stores.

(b) A separate processing room/area for conducting part or all processes involved depending on nature of process involved and size of trade.

(c) A cooling room/area where applicable.

(d) A packing/bottling/labelling room/area for the finished products to be provided.

(e) A pot washing area separate from processing area/room where cold and hot water supply should be provided.

(f) A store/storage area for the storage of finished goods.

(g) A display and delivery part for the delivery of finished products.

(h) The building and facilities are so designed as to facilitate hygienic operations by means of a regulated flow in the process from the arrival of raw material at the premises to the finished product, and should provide for appropriate temperature conditions for the process and product.

(i) Any vapours, fumes or gases generated within the trade should be properly extracted through a filtered hood incorporated with an extractor of adequate capacity and connected to an extracting duct connected to a chimney which should be determined by the Ministry of Environment & NDU.

(j) Interior walls of trade premises should be tiled or lined with unjointed aluminium or stainless steel sheet up to a height of 2m from floor level.

(k) Depending on demands of the market, other special hygienic conditions may apply.
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3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The trades should comply with the relevant provisions of the Public Health Act.
2. The trades should comply with the relevant provisions of the Food Act where applicable.

3. In the premises where the use of :

   (i) Sound amplifying equipments
   (ii) Loudspeakers
   (iii) Musical instruments which generate or is likely to generate high levels of noise,
   (iv) Stereo sound systems or other equipment used for playback of pre-recorded music generating high levels of noise, or;
(v) In premises where there are public gatherings likely to generate high levels of noise specially at odd hours (e.g. multipurpose halls, casinos),

The premises must be located in a designated zone as per the Guidelines of the Ministry of Housing & Lands, constructed and designed as to be compliant with the Environment Protection Act 2002 (Noise Regulations).

4. Premises mentioned in section 2 (i) – (v) should provide adequate soundproofing to the building.

5. The place of entertainment must comply with any requirements as applicable under the Public Health (Control of places of Entertainment) Regulations GN 44 of 1974 namely:

GENERAL REQUIREMENTS

(a) Licensee should also be holder of a permit issued under the said Regulations by the Ministry of Health & Quality of Life.
(b) There should be a constant flow of water in all water closets and urinals specially when the premises are in use.
(c) All floors, walls, boarding & ceiling to be kept in good condition at all times.
(d) The building should be kept clean and in a state of good repair at all times.
(e) Properly covered refuse bins should be provided on the premises for the disposal of all refuse generated therein.
(f) The yard and surroundings should be kept clean at all times.
(g) All water storage tanks should be kept clean and in good condition at all times.
(h) Disinsectisation to be carried out at least once every three (3) months to rid the premises of any possible insect infestation. Forty-eight (48) hours notice to be given to the responsible Health Inspector of the nearest Health Office prior to disinsectisation, to excise control and such disinsectisation to be carried out when no entertainment is scheduled.
(i) A storage water tank made of fibre glass should be provided to ensure constant water supply.

SANITARY FACILITIES

(a) Provision of sanitary facilities should be as mentioned at Para 7.
(b) Self-closing devices should be fitted to all doors of water closets.
(c) All water closets should be maintained at all times in a state of good repair and cleanliness and kept free from bad smell by provision of deodorant to the satisfaction of the Permanent Secretary.
Guidelines No23 – Ministry of Health and Quality of Life

(d) A full time sanitary attendant should be on duty specially when the premises are in use.
(e) All water closets to be clearly marked and properly lighted and ventilated.
(f) All passages leading to sanitary facilities should be properly lighted.

7. PROVISION OF SANITARY FACILITIES

<table>
<thead>
<tr>
<th>Places of Public Entertainment other than Cinema Halls (each floor)</th>
<th>Number of Sanitary Facilities</th>
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<tbody>
<tr>
<td></td>
<td>Female</td>
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Notation: * to be used by both male and female.
WC: Water Closet
WB: Wash-hand Basin
UR: Urinal
1. Building

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. Water supply

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. Sanitary Convenience

(a) Separate sanitary facilities should be provided for ladies and gents

(b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The trades should comply with the relevant provisions of the Public Health Act.
2. The trades should comply with the relevant provisions of the Food Act where applicable
3. The trades should comply with any requirements of the Public Health (Place of Entertainment) Regulations GN 44 OF 1974.

4. **PROVISION OF SANITARY FACILITIES**

   Separate sanitary facilities should be provided in accordance with the requirements listed below:

   (i)
### Guidelines – Ministry of Health and Quality of Life

| PLACE: Cinema/Theatre/Conference Hall Based on seating capacity as follows | Number of Sanitary Facilities | Female | Male |
| --- | --- | --- | --- | --- | --- |
|  | WC | WB | WC | UR | WB |
| Not more than 150 persons | 2 | 1 | 1 | 2 | 1 |
| 150 to 300 persons | 4 | 2 | 2 | 3 | 2 |
| 301 to 450 persons | 5 | 3 | 2 | 4 | 3 |
| 451 to 600 persons | 6 | 4 | 3 | 5 | 4 |
| 601 to 900 persons | 8 | 5 | 3 | 7 | 5 |
| Every additional 300 persons or less than in excess of 900 persons | 1 | 1 | 1 | 1 | 1 |

**Notation:**
- WC: Water Closet
- WB: Wash Hand Basin
- UR: Urinal
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

   (a) Separate sanitary facilities should be provided for ladies and gents
   (b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
   (c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
   (d) Toilet facilities should not have direct communication with the area of operation.
   (e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
   (f) No wastewater disposal system should be allowed under any building.
   (g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.
3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.

(b) All solid wastes to be disposed of to a site approved by the local authority.

(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.

(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.

(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The trades should comply with the relevant provisions of the Food Act.

2. Trade Premises listed above should provide for the following structural hygiene provisions:-

   (a) A kitchen of adequate size which should provide for a washing area (a double bowl stainless steel wash basin) a preparation area, a cooking area, a delivery outlet and a wash hand basin.

   (b) A scullery separate from kitchen and other facilities and provided with cold and hot water.

   (c) Separate and adequate number of sanitary facilities (WCs only) for male and female customers incorporated with wash hand basins in accordance with the requirements listed below. The floor area refers to the Gross Floor Area.
### Guidelines No25 – Ministry of Health and Quality of Life

#### Number of Sanitary Facilities

<table>
<thead>
<tr>
<th>Eating Establishment/Food Centre (each floor)</th>
<th>Number of Sanitary Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>WC</td>
</tr>
<tr>
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**Notation:** * to be used by both male and female.

- WC: Water Closet
- WB: Wash-hand Basin
- UR: Urinal

(d) Any vapours, fumes or gases generated within the trade should be properly extracted through a filtered hood incorporated with an extractor of adequate capacity and connected to an extracting duct in continuum with a chimney which should be determined by the Ministry of Environment and NDU.
1. **Building**

(a) The building is of sound construction and maintained in good repair.

(b) The building should be properly lighted and ventilated as per the specifications of the Architect.

(c) Necessary measures should be taken so that the building is free of rodents and pests.

(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.

(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;

(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.

(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

(a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

<table>
<thead>
<tr>
<th>No. of employees</th>
<th>No. W.C</th>
<th>Urinals</th>
<th>W.H.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 25</td>
<td>1</td>
<td>1 for every 15</td>
<td>1 for every 15</td>
</tr>
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<td>25 – 50</td>
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</tr>
<tr>
<td>51 – 75</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>76 – 100</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every additional 40</td>
<td>1</td>
<td></td>
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</tbody>
</table>

(b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.

(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. The trades should comply with the relevant provisions of the Food Act.
2. A store/storage area for the storage of stock of food and any other commodity. In the case of wholesale dealers, superettes, and general retailer (Foodstuffs & Non-foodstuffs) or (foodstuffs only) a store of adequate size should be provided with an adequate number of racks and stages standing 300 mm above floor and of such width and length as to ensure thorough cleansing underneath, space for movement and proper ventilation.
3. A display and selling part adequate number of racks and stages (as stated above) and counter/s.
4. A wash hand basin and a stainless steel wash basin fitted with running water supply.

5. Any person storing or offering for sale chilled or frozen food for human consumption, whether packaged or not should not keep them in the same chilled cabinet or freezer unless he provides for separate compartments in the chilled cabinet or freezer in respect of the following five categories of food:-

- Goat meat, goat meat product, mutton, mutton product, poultry and poultry product;
- Beef, buffalo meat, beef product and buffalo eat product;
- Pork and pork products;
- Fish and fish products and
- Vegetables and vegetables products.

Every compartment in a chilled cabinet or freezer which contains any of the five categories of food specified above should be marked in such a manner as to be easily identifiable by the consumer. Fresh meat including freshly slaughtered chicken not be offered for sale in these trade premises.
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

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(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
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4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
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**Others**

1. The trades should comply with the relevant provisions of the Public Health Act and the Food Act.

2. A bakery/pastry should consists of:
   - (a) A baking room.
   - (b) A kneading room.
   - (c) A fuel room.
   - (d) A selling room.
   - (e) Storage areas.

3. Building should be of concrete.
4. Adequate working space should be provided to allow satisfactory performance of all operations.

5. The storeroom should be so located that the access to same be not through the bakery.

6. Living quarters or water closets should not communicate directly by door, window or other opening with any room used in the process of the industry.

7. Adequate ventilation should be provided to prevent excessive build up of heat, steam condensation and dust. A sufficient number of extractors should be provided.

8. Building should be painted preferably with light colour paint.

9. Fixed equipment should be installed in such a manner as to permit easy access and thorough cleaning.

10. All products of the establishment before and after baking should be clean, fresh and wholesome and be adequately protected from contamination of any sort. All flour used should be strained immediately before use and there should be no foreign body in the bread.

11. No person who is not employed in the work or supervision of the work of the establishment should be allowed therein without the special authorisation of the person in charge of the establishment.

12. No person should sleep in any part of the bakery.

13. Where machinery is employed, there should be provided and maintained by the management of the establishment adequate appliances for rendering First Aid.

14. The chimney height should be determined by the Ministry of Environment & NDU and any emission from the chimney should comply with EPA 2002 (Air Standards).

15. The name, address, age, and sex of all persons employed in the establishment should be kept in a register.

16. Bathroom facilities including soap, nail brushes and clean towels should be provided. The floor of bathroom should be provided with skid proof materials.

17. The interior walls of the bathroom and water closet should be tiled 2 metres and 1.5 metres above floor level respectively.
18. A suitable mess room with table and sufficient number of chairs should be provided. Same should not communicate directly to bakery and a wash hand basin with running water supply should be provided in said mess room.

19. Fuel tank should be located outside the bakery.

20. A separate section should be provided for the preparation of pastries.

21. The immediate surrounding of the establishment should be kept clean at all times.
1. **Building**

(a) The building is of sound construction and maintained in good repair.  
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.  
(c) Necessary measures should be taken so that the building is free of rodents and pests.  
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.  
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

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**Others**

1. The trades should comply with the relevant provisions of the Food Act.
2. No person should manufacture, produce, process or pack vinegar, spirit vinegar or non-brewed condiment without a written authorisation from the Permanent Secretary.
3. Breweries and alcohol, wine and spirit manufacturing industries should be located in areas designated as per Guidelines of the Ministry of Housing & Lands.
4. No water closet should be situated in or should communicate directly by door, window or other opening with any room used for any process of the manufacture.

5. A special room should be provided for the storage of fuel and should be so situated that fuel should not be transported thereto through any room used for any process of the manufacture.

6. All doors should be so constructed as to open outwards and fitted with self-closing devices.

7. All passage ways, means of approach and exits should be kept free from obstruction at all times.

8. All shelves, boxes, barrels, cupboards and containers should be raised on supports at least 300 mm above the floor level; and all open barrels should be provided with fly-proof covers.

9. All tables should have marble tops, or tops covered with aluminium or other suitable impervious material.

10. Returnable containers such as glass bottles to be used again, should be washed, sanitised and rinsed in an appropriate electro-mechanical system. The washing section should be so located as to prevent any risk of chemical and any other form of contamination.

11. A record with details regarding names and quantities of all ingredients to be used in the process of manufacture should be kept.

12. In every factory, distillery or other establishment in which wines, spirits or other beverages are made, bottled, stored or exposed for wholesale or retail sale, every bottle, cask or other receptacle containing such beverages should bear a label.

13. No person other than those employed in the work or supervision of the work of the establishment should be allowed.

14. No part of the premises should be sub-let and no other trade or industry should be carried on therein.

15. Packages containing non-brewed condiment should in addition to the labeling requirements of Regulation 3 of the Food
Regulations 1999 bear the following words on the label – “NON-BREWED CONDIMENT”.
Guidelines No29 – Ministry of Health and Quality of Life

Paid parking spaces for motor vehicles (per lot)

No Guidelines
Guidelines No 30– Ministry of Health and Quality of Life

<table>
<thead>
<tr>
<th>Caterer / Canteen employing less than 10 persons</th>
<th>Caterer/Canteen employing 10 persons or more</th>
</tr>
</thead>
</table>

1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

   (a) Separate sanitary facilities should be provided for ladies and gents
   (b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
   (c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
   (d) Toilet facilities should not have direct communication with the area of operation.
   (e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
   (f) No wastewater disposal system should be allowed under any building.
   (g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. **Solid Wastes**
(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. Restaurants to comply with the relevant provisions of the Food Act at all times.
2. Restaurants should be located in areas designated in Guidelines of the Ministry of Housing & Lands.
3. Restaurants should provide for the following:

   (a) a dining area with a minimum size of 1.5 m² per seat.
   (b) a kitchen of a minimum size of 1m² per cover.
   (c) a scullery separated from the food preparation area and kitchen and equipped with cold and hot water.
   (d) a store/storage areas.
   (e) The floor area refers to the gross floor area.
Guidelines No 30– Ministry of Health and Quality of Life

<table>
<thead>
<tr>
<th>Eating Establishment/Food Centre/Bar/Restaurant (each floor)</th>
<th>Number of Sanitary Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>WC</td>
</tr>
<tr>
<td>Not more than 250 sqm</td>
<td>1</td>
</tr>
<tr>
<td>251 sqm to 500 sqm</td>
<td>2</td>
</tr>
<tr>
<td>501 sqm to 750 sqm</td>
<td>3</td>
</tr>
<tr>
<td>751 sqm to 1,000 sqm</td>
<td>4</td>
</tr>
<tr>
<td>1,001 sqm to 1,500 sqm</td>
<td>5</td>
</tr>
<tr>
<td>1,501 sqm to 2,000 sqm</td>
<td>6</td>
</tr>
<tr>
<td>2,001 sqm to 3,000 sqm</td>
<td>7</td>
</tr>
</tbody>
</table>

Notation:
- WC: Water Closet
- WB: Wash-hand Basin
- UR: Urinal

4. Appropriate and adequate sanitary facilities with wash hand basin, nail brush, soap and towels, hand dryers should be provided for employees of each sex.

5. Refrigeration and warming facilities for foodstuffs should be founded.

6. Separate smoking areas should be provided for tobacco smokers.
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

   (a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

<table>
<thead>
<tr>
<th>No. of employees</th>
<th>No. W.C</th>
<th>Urinals</th>
<th>W.H.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 25</td>
<td>1</td>
<td>1 for every 15</td>
<td>1 for every 15</td>
</tr>
<tr>
<td>25 – 50</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51 – 75</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76 – 100</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every additional 40</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The plant should be located in a designated area as per Guidelines of the Ministry of Housing & Lands.
2. Licensees or manufacturers of above items, including stone crusher, should hold a permit issued by the Permanent Secretary, Ministry of Health and Quality of Life under the “Stone Crusher and Block Making (Control) Regulations 1971”.
3. Jets of water should be placed at the mouth of the crushers in such a manner as to ensure that the stones are thoroughly wet during the crushing and also to access ramps.
4. The crushers and the conveyor belts should be enclosed within the premises to minimise dust nuisance.
5. Rock dust should be stored in enclosures.
6. The yard around the plant and access roads should be kept wet by regular spraying with water to avoid generation of dust. Well-designed water sprinkler should be appropriately located for this purpose.
7. The yard should be fenced.
8. All stockpiles of aggregates and rocksands should be sprayed with water.
9. The management should undertake to have workers examined regularly for any health problem, particularly respiratory infection and the effect of noise or hearing and the reports submitted to the competent authorities.
1. **Building**

   (a) The building is of sound construction and maintained in good repair.
   (b) The building should be properly lighted and ventilated as per the specifications of the Architect.
   (c) Necessary measures should be taken so that the building is free of rodents and pests.
   (d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
   (e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

   (a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
   (b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
   (c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. **Sanitary Convenience**

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   (e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
   (f) No wastewater disposal system should be allowed under any building.
   (g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.
3. **Solid Wastes**

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.

(b) All solid wastes to be disposed of to a site approved by the local authority.

(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. **Environmental Sanitation**

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.

(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.

(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

**Others**

1. The trades should comply with the relevant provisions of the Food Act at all times.

2. Hypermarkets/Supermarkets should provide for the following:-

   (a) A display and selling part

   (b) A proper store of adequate size should be provided.

   (c) Specific hygiene requirements should apply in relation to various other trade activities, being planned to be carried out, such as meat shops of various kinds, bakery and pastry, victualler, etc. These requirements should be the same as if such trades were to be carried out separately except for display and selling part. Hygienic flow of all processes involved in the trade should be strictly adhered to.

   (d) Toilet facilities should be provided for customers in accordance with requirement below. The floor area refers to the **gross floor area**.
### Number of Sanitary Facilities

<table>
<thead>
<tr>
<th>Category of Places: HYPERMARKETS / SUPERMARKETS</th>
<th>Number of Sanitary Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td>WC</td>
</tr>
<tr>
<td>Not more than 350 sqm</td>
<td>1*</td>
</tr>
<tr>
<td>351 sqm to 700 sqm</td>
<td>1</td>
</tr>
<tr>
<td>701 sqm to 1,000 sqm</td>
<td>2</td>
</tr>
<tr>
<td>1,001 sqm to 1,500 sqm</td>
<td>3</td>
</tr>
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</tr>
<tr>
<td>3,001 sqm to 5,000 sqm</td>
<td>6</td>
</tr>
<tr>
<td>Every additional 2,000 sqm or less in excess of 5,000 sqm.</td>
<td>1</td>
</tr>
</tbody>
</table>

**Notation:**
* to be used by both male and female.

- **WC:** Water Closet
- **WB:** Wash-hand Basin
- **UR:** Urinal

(e) Any recreational space provided for children should be protected from ingress by stray animals.

(f) A special fee should be levied upon licensees as prescribed under the Public Health (Places of Entertainments) Regulations 1974 for any recreational games provided on site.
1. Building

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. Water supply

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

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(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes
Guidelines No33– Ministry of Health and Quality of Life

(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation

(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. The residential care home should comply with the Residential Care Home Act and the Food Act.
2. A Residential Care Home Licence should not be issued unless Health Clearance from the Ministry of Health & Quality of Life is obtained.

3. REQUIREMENTS FOR A RESIDENTIAL CARE HOME

A: LOCATION OF BUILDING

1. The premises should be situated in a residential, peaceful area, far from an airport, any activity or workshop which can create dust, odour, noise and other environmental hazards.

2. The access road leading to the home should be in good condition.

3. Site should not be situated near a highway nor on marshy lands near the site.

B: SANITARY CONDITIONS AND PHYSICAL STATE OF BUILDING
1. The building housing Residential Care Home should be of sound construction with regard to the security and protection of the residents.

2. The building/site should be exclusively used for the operation of a Residential Care Home.

3. All rooms should be provided with adequate lighting and ventilation.

4. The floors should be covered with hard skid-proof materials.

5. All corridors should not be less than 1 m 60, in width.

6. Electrical installations should comply with Mauritian Standard MS 63 – Code of Practice.

7. Adequate amount of potable water should be provided.

8. Storage tanks should be provided to ensure constant water supply to the whole premises and should not be less than 0.4 m³ per resident for two running days.

9. All solid and liquid wastes should be disposed of to the satisfaction of the Sanitary Authority.

10. Smoking should be prohibited in the building.

11. Cooking should not be allowed in sleeping areas/rooms.

12. Appropriate and adequate sanitary facilities should be provided.

C. LAY OUT PLAN OF THE HOME

It should consist of the following:

1. A Reception Hall/Room
2. Lodging/Bedrooms
3. Sanitary Block
4. Alimentary Section/(Kitchen)
5. Dining/Living room
6. Recreation Room (TV room, Playroom, Reading Room)
7. Laundry Section
8. Administrative Section
9. Consultation and Treatment Room
10. Staff Quarters
12. A room for the keeping of Corpse

1. Reception Hall

(a) The Reception hall should be located on ground level of building and should be large enough to accommodate at least 10 visitors.

(b) There should be a toilet block.

(c) Suitable covered bins should be provided.

2. Lodging/Bedroom

(a) The living section should be composed of either a single or several residential units.

(b) One residential unit may be divided into single sleeping rooms or multi-sleeping rooms.

(c) The minimum area of a single sleeping room should not be less than 10m².

(d) The minimum space for one resident in a multi-sleeping room should not be less than 8m² per resident.

(e) There should not be more than 4 residents in a multi-sleeping room.

(f) The distance between two beds should not be less than 0.9m.

(g) The distance between two beds should not be less than 1.5m.

(h) Storey-bed should not be allowed, except for children.

(i) Double bed should be allowed only for couples.

(j) The height of the bed from the ground level should not be more than 60cm.

(k) The mattresses should be spring or foam type.

(l) The bed-sheets should be changed daily or whenever soiled.

(m) Special beds with barriers should be provided for bedridden residents.
3. **Sanitary Block**

(i) **Water Closet**

The number of water closets for the residents should be as follows:

(a) 1 WC for 1 to 5 residents not provided with individual wc.
(b) 2 wcs for 6 – 12 residents not provided with individual wc.
(c) 3 wcs for 13 – 21 residents not provided with individual wc.
(d) 4 wcs for 22 – 32 residents not provided with individual wc.
(e) 5 wcs for 33 – 40 residents not provided with individual wc.
(f) Each water closet should not be less than 2 metres square.
(g) Adequate openings should be provided to the external air in the sanitary block to have adequate ventilation.
(h) The floors of the water closets should be of non skid material.
(i) The walls should be tiled up to 1.5 metres from the ground floor.
(j) Special provision should be made for physically disabled residents.
(k) Full time attendants should be appointed for the cleaning of the Sanitary Blocks.

(ii) **Shower**

(a) One shower should be provided for every 6 residents.
(b) Shower should be 6 to 8 metres square.
(c) The floors of each bathroom should be of non slippery material.
(d) The walls should be lined with tiles at least 2 metres above the ground floor.
(e) Hot water should be provided at all times.
(f) Special provision should be made for physically disabled residents.
(g) Adequate openings should be provided in each bathroom to have adequate light and ventilation.

(iii) **Wash Hand Basin**

There should be one wash basin for every 6 residents excluding wash hand basin in single bedroom.

4. **BLOCK**

This section should consist of the following:

(i) Stores for dry and refrigerated items
(ii) Kitchen which should be subdivided into:
   (1) preparation section
   (2) cooking section
   (3) Scullery

(i) Stores

(a) Racks standing 300mm above floor level should be provided
(b) There should be no soiled pipes or inspection chamber in the stores.
(c) The store should be rodent proof.
(d) All frozen food should be stored in a cold room or in freezers.
(e) The cold room should be equipped with a continuous temperature monitoring device.

(ii) Kitchen

(a) The kitchen should be flyproof.
(b) The doors should be fitted with self-closing devices and made to open outwards.
(c) The floor should be of hard skid proof tiles without crevices and should be adequately sloped for liquids to drain to trapped outlets and should be easy to clean and disinfect.
(d) The junctures of the floor and walls are properly coved to facilitate cleaning.
(e) There should be no sewage pipe, drain or inspection chamber in the kitchen.
(f) The walls should be covered with tiles 2 metres above floor.
(g) There should be a preparation section in the kitchen with 2 separate stainless steel wash basins, one for vegetarian and one for non-vegetarian.
(h) Pedal operated refuse bins should be provided in kitchen. Kitchen waste should be collected in covered refuse bins and should be properly stored prior to removal for disposal purposes.
(i) Separate chopping boards should be provided for vegetables, fish, poultry and meat.
(j) All cooking should be done in the cooking section of the kitchen.
(k) All cooking points should be hooded.
(l) Apparatus for extracting smokes, fumes and odours, approved by the Sanitary Authority should be provided. If a chimney is required, it should be prolonged 2 metres above the roof of the premises and neighbourhood building.
(m) All preparation tables in the kitchen should be topped with un-jointed aluminium sheets or stainless sheets or single sheet marble.
(n) There should be no in-built cupboard under wash basins and tables.
(o) A wash hand basin with soap and hand drying facilities should be provided in the kitchen.
(p) No direct communication should exist between kitchen and water-closet or residential area.
(q) All kitchen utensils should be in good condition and should not be dented or rusty.
(r) Kitchen staff should wear clean overalls and caps whilst in the kitchen.
(s) Food Handlers should observe strict personal hygiene when handling food.
(t) Personal clothing and effects of kitchen staff should not be kept in the kitchen.
(u) Cooked food should be kept at suitable temperature prior to service.
(v) All food handlers should be in possession of Food Handler Certificate issued by the Ministry of Health.
(w) Adequate and conveniently located facilities for hand washing with soap, nail brush and hand drying facilities should be provided in the food processing section; pedal operated bins are highly recommended.
(x) The kitchen should be equipped with hot cupboards and food trolleys.

5. **DINING/LIVING ROOM**

(i) The dining room should be of such capacity as to be able to accommodate the total number of residents at any time and should not be less than 1.35m² per person.

(ii) The tables and chairs should be comfortable to the residents.

6. **RECREATION ROOM**

(i) There should be a recreation room for the residents.

(ii) TV, video and games should be provided.

7. **LAUNDRY**

The laundry should consist of the following Sections:

(i) reception
(ii) washing
(iii) drying
(iv) ironing
(v) Storing
All linens should be sorted, processed and stored in such a way as to prevent the spread of any infection. There should be individual storage of personal toiletries, with appropriate shelving provided.

8. **ADMINISTRATIVE BLOCK**

   (i) The administrative block should be properly ventilated and lighted.
   (ii) It should have adequate toilet facilities.

9. **CONSULTATION AND TREATMENT ROOM**

   (i) The Consultation and Treatment rooms should be in two separate rooms.

   (ii) The Consultation and Treatment Room should be equipped with a couch, first aid amenities, a first aid kit, a table and chairs, a wash hand basin with soap and towel and be adequately lighted.

   (iii) A water closet with a wash hand basin should be attached to the Consultation Room.

10. **STAFF QUARTERS**

    Adequate accommodation with sanitary facilities should be provided for the personnel to the satisfaction of the Sanitary Authority.

11. **MINI GYM FOR LIGHT SPORTS & LEISURE ACTIVITIES**

    A mini Gym for Light Sports and Leisure Activities for residents who can do physical exercise should be provided.

12. **A ROOM FOR KEEPING OF CORPSE**

    A room should be provided for the keeping of a corpse before its disposal and should be of adequate size to accommodate bereaved parents and friends. If however, the corpse is to be kept beyond 24 hours it should be removed to a mortuary room.

D. **GENERAL ENVIRONMENTAL DUTIES**

1. *Cleaning and disinfection*
A written cleaning and disinfection schedule approved by the Sanitary Authority should be made for the whole establishment.

2. **Disinsectisation**

   The establishment should be disinfected at least once every three months.

3. **Control of rodents**

   Rodent control should be done at regular intervals.

4. **Yard**

   (i) The yard should be properly fenced and maintained clean at all times.

   (ii) Sufficient number of refuse bins with lids should be provided and kept in an enclosure prior to collection.

5. **Personnel**

   All persons working in the establishment should be free from any communicable and infectious diseases and should produce a certificate from a Government Medical Officer to that effect every three years, and every year food handlers.
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

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<th>No. of employees</th>
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<th>Urinals</th>
<th>W.H.B</th>
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(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes

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(b) All solid wastes to be disposed of to a site approved by the local authority.
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4. Environmental Sanitation

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(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others

1. The depot for lorries be located in an area designated as per guidelines of the Ministry of Housing & Lands.
2. An area should be provided for the daily washing and sanitizing of scavenging lorries, compacting trucks or any scavenging accessories.
3. Adequate means should be provided on scavenging lorries to contain odour problems and littering of solid collected wastes during transportation to the landfill site, composting or incinerating plants.
Guidelines No34– Ministry of Health and Quality of Life

4. A Scavenging Contractor should have a registered office, the name of its company or contractor should be marked on a conspicuous part of the scavenging lorries, compacting trucks or other mobile systems used for the collection of solid wastes.

5. Regular medical check-up and vaccination against Hepatitis B and Tetanus of all employees should be carried out and proper records should be kept.

6. A Properly equipped First aid kit should be provided in each scavenging lorry or compacting truck.
1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. **Water supply**

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
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**Others**

1. Gas cylinders to be stored in a well ventilated place at all times.
2. Gas Cylinders to be so stored as to contain risks of accidents and explosions.
3. Any gas cylinder found to be defective and causing gas leakage should be immediately removed from the gas storage area, placed in well ventilated or open environment and stored away from any ignition source. The supplier should ensure the collection of same in the least possible delay to be dealt with, handled and transported through observance of all appropriate safety norms.
4. Prior to operation, clearance be obtained from the Fire Services.
1. **Building**

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**Others**

1. The trade should comply with the relevant provisions of the Food Act at all times.
2. All butcher’s shop or meat shops (i.e. meant for sale of fresh meat originating from beef, mutton, goat, pork, deer, poultry, duck, guinea fowl, turkey hen and include fish, crustaceans and other fresh marine products) should provide for the following:-

   (a) A receiving area/storage area/store for intake and storage of dressed animal carcasses
(b) A processing area for deboning, slicing of carcasses.

(c) A selling part which should provide for the storage and display of fresh meat and marine products. The access door to this part should open to the outside and fitted with a self closing device.

(d) A separate area for the washing, sanitizing and rinsing of cutleries and any other accessories used in the trade. Deep stainless steel or tiled concrete basins are recommended. Both hot and cold water supply are also recommended.

3. Any meat intended to be offered for sale for human consumption should originate only from an approved abattoir. Any licensee of a meat shop should produce on demand to any authorised officer, written evidence in the form of receipts or delivery orders or otherwise that the meat originated from the said approved abattoir.

4. No shop should be used as a sleeping room or should have any communication with such sleeping room.

5. No part of the meat shop should be sub-let and no other trade should be carried on therein.

6. No materials, articles or utensils, other than those used for the exploitation of the trade, should be stored or introduced in the meat shop.
Guidelines No37 – Ministry of Health and Quality of Life

Seller of food stuff and non food stuff (mobile) except public beaches

Guidelines

1. The mobile victualler should comply with the Food Act at all times.

2. The vehicle should not be used for any other purpose.
Guidelines No 38– Ministry of Health and Quality of Life

Exhibition Centre with the right to sell articles exhibited therein by retail

1. **Building**

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

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Guidelines No 38– Ministry of Health and Quality of Life

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Others

1. Smoking should be prohibited within exhibition centre and adequate “NO SMOKING” display notices should be affixed in conspicuous places.

2. All food item or novel food intended to be exposed for sale in an exhibition should necessitate a prior clearance from an authorised officer of the Ministry of Health and Quality of life.

3. No preparation, cooking, display and sale of food should be authorised except where prior approval from an authorised officer of the Ministry of Health and Quality of Life has been obtained. No such approval should be granted to any person intending to prepare, cook and sell food in the open environment or other place where such food is exposed to dust and flies.

4. Adequate measures should be taken to contain any risks of accidents.
Guidelines No 38– Ministry of Health and Quality of Life

5. Any outbreak of suspected food poisoning during the conduct of an exhibition should be immediately reported to the regional health office of the Ministry of Health and Quality of Life.
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**Others**

1. Sufficient space should be provided for visitors to move freely therein and in case the space is restricted the number of visitors allowed therein at any one time should be limited and controlled.

2. Any museum having taxidermy laboratories should ensure that such laboratories do not communicate directly with the visitors access areas and should be of such size and so equipped as to enable the proper functioning of the laboratory without giving rise to objectionable odour or chemical smell nuisances.
Day Care Centre

1. Building

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**Others**

1. The trades should comply with the relevant provisions of the Food Act at all times.

2. No institution mentioned above should operate unless it has been registered under the Child Protection Act. (Ministry of Social Security, NS & SCW & RI).

3. In every institution above there should not be enrolled at any time any child aged under **3 months**.

4. The Manager of an institution or a child-care giver should be registered at the Ministry of Social Security, National Solidarity and Senior Citizen Welfare as such.

5. **Building and Premises**

   (i) The indoor space requirement should be 3.25 sq. metres of unencumbered space per child. Only areas designated for child play activities and sleep should be counted when calculating available space. Hallways, toilets, staff rooms, kitchens should not be counted.
(ii) The manager should make special separate provision for children under 2 years of age.

(iii) The outdoor space requirement should be 7 sq. metres of useable play space per child. This does not include outdoor buildings.

(iv) For every 15 children or part thereof there should be:

(a) a junior toilet or adult toilet with a step and junior seat

(b) a hand basin with a step or placed at a height for access by children

(c) at least one potty for every 5 children.

(v) Where there are 15 or more children there should be a separate area for bathing and toileting of children.

(vi) There will be a minimum of 2 toilets and 2 hand basin for children in each centre but where there are less than 10 children in care, the requirements for toilets and hand basins will be 1 and 1.

(vii) There should be at least one change bench or couch, of a height of not more than 50 centimetres, with a washable top for every 10 children.

6. Facilities

(i) The manager should ensure that a parent or guardian of a child can –

(a) enter the institution at any time during the hours of operation;

(b) exchange information about his child with the staff.

(ii) The Manager should ensure that a parent or guardian has access to all written policies of the institution.

(iii) The manager should conspicuously display at an institution –

(a) hours and days of operation;

(b) emergency evacuation procedures;

(c) procedures for dealing with parents or guardians’ concerns;

(d) procedures for delivering and collecting children;

(e) a list of institution’s policies.
(iv) The institution should ensure that sufficient information on the parents or guardians, particularly as regards immediate contacts in case of emergencies is available at the institution.

(v) The institution should have an operating telephone which is readily accessible to staff.

(vi) The institution should obtain and keep current a policy of insurance that will adequately meet liability of the institution in respect of care services.

(vii) The institution should ensure that there is a programme policy and implementation strategy and these are in accordance with child development practices.

(viii) The programme developed should be so designed as to stimulate each child’s social, emotional, physical intellectual, language and creative development.

(ix) The programme should have a balance between indoor and outdoor activities.

(x) The manager should ensure that adequate equipment, toys and other pedagogical items are available to meet the needs of the children and the programme devised.

(xi) The institution should have at least one bed or mattress for every two children who are between the age 2-3 years.

(xii) The institution should have at least one cot or other appropriate bedding for each child under the age of 2 years.

(xiii) The institution should have individual bed linen and blanket for each child.

(xiv) The manager should ensure that a scale for children is available at the institution at all times.

(xv) Refrigeration and warning facilities should be provided.

7. **Staffing**

(i) The proportion of number of child-care givers to number of children should be as follows:

   (a) 1 to 4 in the 3 months – 1 year age group
   (b) 1 to 6 in the 1 year – 2 years age group
Guidelines No40 – Ministry of Health and Quality of Life

(c) 1 to 10 in the 2 years/3 years age group

(ii) At any time, and in any case there should be a minimum of one child-care giver on duty at an institution.

(iii) In addition to the child-care givers, extra staff should be employed to

(a) prepare meals for children where meal preparation is part of the service offered;
(b) undertake all cleaning and maintenance duties.

8. Health and Safety

(i) All paddling pools, water troughs or other water containers should be emptied after use and stored to prevent the collection of water.

(ii) When children have access to water containers, bathrooms and toilets, they should be supervised all times.

(iii) All heating and cooling unit should be adequately guarded to prevent accidental contact with hot surfaces, sparks or flames.

(iv) Fans in children’s room should be placed out of the reach of children.

(v) Electrical outlets on walls should be covered and no electrical cords should be plugged in and left around for children to play with.

(vi) The manager should ensure that children should not have access to the kitchen or laundry.

(vii) Hot water outlets to the children’s bathrooms should have security taps and the temperature controlled to avoid scalding.

(viii) Hot water pipes should be out of the reach of children.

(ix) The equipment in the outdoor areas must not constitute a hazard for children on account of –

(a) lack of soft surface around the equipment;
(b) the height from which a child can fall;
(c) the likelihood that a child can be trapped, crushed or struck by the equipment and sharp edges, rust or other hazard.
Guidelines No40 – Ministry of Health and Quality of Life

(x) The Manager should identify and ensure that poisonous vegetation is not accessible to children.

(xi) The manager should ensure that there is no animal, bird or livestock present which is a likely source of infection or which may be detrimental to the well-being of children.

(xii) The manager should develop an emergency procedure in consultation with the local fire brigade or other relevant authority.

(xiii) All staff should know all emergency procedures.

(xiv) The manager should ensure that the procedures are practiced regularly – at least every term – and a record thereof be kept.

(xv) The manager should ensure that each child has its Medical and Immunization card.

(xvi) The manager should ensure that there is a medical practitioner available on call to provide emergency services.

(xvii) The manager should ensure that there is regular visits of medical, paramedical and dental officers at his Institutions.

(xviii) The manager should ensure that all persons engaged in the handling of food are in possession of valid Food Handler’s Certificates issued by the Ministry of Health and Quality of Life.

(xix) Smoking of cigarettes should not be allowed in these establishments.

9. Food and Nutrition

(i) The manager should ensure that food provided at the institution is nutritious, adequate in quantity, varied and offered at frequent intervals.

(ii) The manager of an institution which serves food, should have a food policy which considers special dietary requirements of children.

(iii) The manager should ensure that drinking fluids are available to children.

(iv) The manager should ensure that food is kept fresh and served warm to children.

The manager should ensure that food given to a child takes account of the child’s feedings habits.
1. Building

(a) The building is of sound construction and maintained in good repair.
(b) The building should be properly lighted and ventilated as per the specifications of the Architect.
(c) Necessary measures should be taken so that the building is free of rodents and pests.
(d) A permanent cleaning and disinfecting schedule should be drawn up to ensure that all areas are appropriately cleaned and disinfected.
(e) Cloakrooms and messroom/s for employees should be provided with sitting accommodation, tables, and washbasins.

2. Water supply

(a) A continuous potable water supply, including water storage tank should be provided and necessary measures should be taken for the protection of the water from contamination;
(b) The use of underground water storage tank is not recommended for use as potable water for human consumption.
(c) Where a fibreglass water tank is required, the said tank should be cleaned and disinfected at least every six months.

3. Sanitary Convenience

(a) Separate sanitary facilities should be provided for ladies and gents and the minimum number of sanitary facilities i.e. water closets (W.C), urinals, and wash hand basins (W.H.B) should be in accordance with the table provided hereunder:

<table>
<thead>
<tr>
<th>No. of employees</th>
<th>No. W.C</th>
<th>Urinals</th>
<th>W.H.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 25</td>
<td>1</td>
<td>1 for every 15</td>
<td>1 for every 15</td>
</tr>
<tr>
<td>25 – 50</td>
<td>2</td>
<td>1 for every 15</td>
<td></td>
</tr>
<tr>
<td>51 – 75</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76 – 100</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Every additional 40</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) Properly covered bins should be provided in the ladies’ toilets for disposal of sanitary pads.
(c) All sanitary fittings and installations, water closets, sinks, washbasins and drains should be properly trapped prior to connection to the disposal system.
(d) Toilet facilities should not have direct communication with the area of operation.
(e) No wastewater pipe should be fixed on ceilings. However, for food establishments, no sewage pipe (except toilets) should be permitted inside the building.
(f) No wastewater disposal system should be allowed under any building.
(g) All wastewater should be collected and disposed of to the satisfaction of the Wastewater Management Authority.

3. Solid Wastes
(a) All food refuse and garbage should be disposed of in adequate impervious garbage receptacles with tight fitting lids. Same should be emptied at least once daily, cleaned and disinfected regularly.
(b) All solid wastes to be disposed of to a site approved by the local authority.
(c) A garbage room at low temperature, whenever required, should be provided for the storage of garbage prior to its collection and disposal.

4. Environmental Sanitation
(a) Where applicable, provisions should be made for appropriate air, noise and odour pollution control equipment so that emissions and emanations from trades comply with EPA 2002.
(b) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment be sited as far away as practical from noise sensitive and residential buildings.
(c) All electric motors, generators, air compressors, boilers, air conditioning units, chillers, cooling towers and other noise generating equipment are housed in soundproof structures so that noise emanating there from be within permissible levels as per the Environment protection Act (Noise Regulations).

Others
1. The building be located in an area designated as per guidelines of the Ministry of Housing & Lands.
2. All shelves, boxes, containers, etc used or stored in the establishment should be raised on racks at least 300 mm above floor level.
3. Hazardous chemical products to be stored separately.
Trade premises dealing with cement should not be situated adjacent to a food establishment.