



ASSESSMENT TOOL FOR MILK HANDLING PREMISES

| AREAS TO INSPECT | | Marks | Score | Remarks |
|------------------|---|-------|-------|---------|
| 1.0 | Location | 0 | | |
| | Is it situated in an open, hygienic area? | 4 | | |
| | Is it 50m away from the major road, garbage, sewerage line, motor vehicle garage? | 3 | | |
| 2.0 | Layout Architectural plans (A4) | 0 | | |
| 2.1 | Is the area sufficient to carry out work under sanitary & hygienic conditions? | 2 | | |
| 2.2 | Does the layout preclude contamination? | 2 | | |
| 2.3 | Are clean and dirty areas separated? | 2 | | |
| 2.4 | Any indication of products flow, personnel, packaging? | 1 | | |
| 2.5 | Approval/License of the plant? | 2 | | |
| 2.6 | Plant layout and evidence of approval? | 1 | | |
| 3.0 | Drainage | 0 | | |
| 3.1 | Is it adequate & sufficient to drain waste water/liquids? | 3 | | |
| | Is the flow direction from clean (High risk) to dirty (low risk)? | 2 | | |
| | Are there screens and siphons on the outside to prevent entry of vermin? | 1 | | |
| 4.0 | Milk and milk products handling/processing areas. | 0 | | |
| 4.1 | Floors | 0 | | |
| | 1. Is it waterproof? | 1 | | |

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| | 2. Is it made of material easy to clean & disinfect? | 1 | | |
| | 3. Is it laid down in a way to allow for easy drainage of water or It is provided with equipment to remove water? | 1 | | |
| 4.2 | Walls | | | |
| | Are the surfaces smooth and easy to clean and disinfect? | 1 | | |
| | Are the surfaces durable and impermeable? | 1 | | |
| 4.3 | Ceilings | 0 | | |
| | Is it of smooth washable surface that will ensure cleanliness? | 1 | | |
| 4.4 | Doors | 0 | | |
| | Are they made of durable material? | 1 | | |
| | Are they easy to clean? | 1 | | |
| 4.5 | Ventilation | 0 | | |
| | Is it adequate? | 1 | | |
| | Does it allow sufficient extraction e.g. water vapour? | 1 | | |
| 4.6 | Lighting (natural/artificial) | 0 | | |
| | Is it adequate? | 1 | | |
| 4.7 | Hand cleaning and disinfecting facilities | 0 | | |
| | Are the facilities in sufficient numbers? | 1 | | |
| | Are the taps hand operated? | 1 | | |
| | Are detergents and disinfecting agents available as listed & approved? | 1 | | |
| | Are there means of drying hands e.g. disposable towels? | 1 | | |

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| 4.8 | Facilities for cleaning and disinfecting plant facilities, utensils & equipment | 0 | | |
| | Are they available? | 1 | | |
| | Check list (15 Mark) | 14 | | |
| 5.0 | Chill rooms, Cold rooms & Dry stores | 0 | | |
| | Are the temperatures suitable to ensure proper product storage temperature? | 5 | | |
| 6.0 | Protection against vermin & undesirable animals (rats, cats, dogs, birds etc). Are there adequate vermin proofing & appropriate protection facilities? | 0 | | |
| | Procedure and frequency? | 0.5 | | |
| | Official list of approved chemicals? | 0.5 | | |
| | Map of traps and baits? | 1 | | |
| | Procedure for fumigation/external contract | 1 | | |
| | Procedure of post fumigation cleaning | 1 | | |
| | Procedure for removing dead vermin | 1 | | |
| 7.0 | Milk and milk handling utensils | 0 | | |
| | Are they made of food grade materials? | 2 | | |
| | Are they easy to clean and disinfect? | 2 | | |
| 8.0 | Solid waste disposal | 0 | | |
| | Are the bins fitted with lids? | 1 | | |
| | Are they evacuated at the end of the day? | 1 | | |
| 9.0 | Water supply (potable water). | 0 | | |
| | Is it available? | 1 | | |
| | Is there clear distinction between potable water and non-potable water pipes? | 1 | | |

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| | Is there water reticulation map containing water outlets & taps serially numbered? | 1 | | |
| | Water sampling procedure in line with standard? | 1 | | |
| | Chemical and microbiological water results (including pollutants e.g. heavy metals etc)? | 1 | | |
| | Chlorine level (ppm) used in water & methodology for checking required levels? | 1 | | |
| | Number of water storage tanks? | 1 | | |
| | Capacity of each tank? | 1 | | |
| | Tanks cleaning schedule & procedure? | 1 | | |
| 10.0 | Waste water and waste management | 0 | | |
| | Is it adequate and hygienic? | 1 | | |
| | Waste treatment system-sedimentation/screening etc. plus evidence of approval? | 1 | | |
| | Evidence of laboratory analysis results? | 1 | | |
| 10.0 | Waste water and waste management | 0 | | |
| | Is it adequate and hygienic? | 1 | | |
| | Waste treatment system-sedimentation/screening etc. plus evidence of approval? | 1 | | |
| | Evidence of laboratory analysis results? | 1 | | |
| 11.0 | Changing rooms, showers & toilets` | 0 | | |
| | Are they adequate in number? | 0.5 | | |
| | Are the walls & floors smooth, water proof & easy to clean? | 1 | | |
| | Are the wash basins adequate in number? | 1 | | |
| | Are the toilets adequate in numbers? | 0.5 | | |
| | Do the toilets open direct to the processing area? | 1.5 | | |

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| | Are they equipped with working water flushing system? | 0.5 | | |
| | Are hand washing & disinfecting system available? | 1 | | |
| | Are disposable hand towels available? | 0.5 | | |
| | Are the hand wash basin taps hand operated? | 1 | | |
| 12.0 | Cleaning & disinfection of transport vehicles. | 0 | | |
| | Is there appropriate equipment for cleaning & disinfecting tankers/truck? | 2 | | |
| | Is cleaning & disinfection carried out in an approved area? | 2 | | |
| | Are the internal surfaces of the trucks/tanks smooth, easy to clean & disinfect? | 2 | | |
| | Are there records for visual/microbial regarding cleanliness of tanks/trucks? | 3 | | |
| 13.0 | Freezers & cold storage facilities | 0 | | |
| | Is the freezing capacity sufficient? | 1 | | |
| | Are they equipped with temperature recording devices which are easy to read? | 1 | | |
| | Are there temperature monitoring records? | 1 | | |
| | Is there procedure for cold room stacking? | 0.5 | | |
| | Is there a defrost schedule for cold rooms? | 0.5 | | |
| | Is there a register of entry/exit? | 1 | | |
| | TOTAL SCORE | 100 | | |