

SINGAPORE STANDARD

Guidelines on food safety management for food service establishments



Published by

Enterprise
Singapore

SS 583 : 2013

(ICS 03.120.10; 67.020)

SINGAPORE STANDARD

**Guidelines on food safety management for food
service establishments**

All rights reserved. Unless otherwise specified, no part of this Singapore Standard may be reproduced or utilised in any form or by any means, electronic or mechanical, including photocopying and microfilming, without permission in writing from Enterprise Singapore. Request for permission can be sent to: standards@enterprisesg.gov.sg.

ISBN 978-981-4557-00-9

This Singapore Standard was approved by the Food Standards Committee on behalf of the Singapore Standards Council on 19 July 2013.

First published, 2013

The Food Standards Committee, appointed by the Standards Council, consists of the following members:

	Name	Capacity
Chairman	: Mr Tan Khieng Sin	<i>Member, Standards Council</i>
1st Deputy Chairman	: Dr Chew Siang Thai	<i>Member, Standards Council</i>
2nd Deputy Chairman	: Mr Lim Kay Kong	<i>Prima Limited (Flour Mills)</i>
Secretary	: Ms Tan Shiuh Ming	<i>Singapore Manufacturing Federation – Standards Development Organisation</i>
Advisor	: Dr Chua Sin Bin	<i>Individual Capacity</i>
Members	: Ms Johnny Ang	<i>GS1 Singapore Limited</i>
	: Ms Lynn Chua	<i>Economic Development Board</i>
	: Mr Sunny Koh Lai Hong	<i>Singapore Manufacturing Federation</i>
	: Dr Lionel Lau Chin Leon	<i>Institute of Technical Education</i>
	: Ms Linda Leong-Quek S C	<i>Individual Capacity</i>
	: Dr Allan Lim	<i>Singapore Institute of Food Science and Technology</i>
	: Mr Lim Bak Seah	<i>Individual Capacity</i>
	: Ms Jesline Lim	<i>SPRING Singapore</i>
	: Mrs Ngan-Loong Mann Na	<i>Singapore Polytechnic</i>
	: Dr Ong Mei Horng	<i>Fraser & Neave Limited</i>
	: Mr Anthony Say Tong Kin	<i>The Restaurant Association of Singapore</i>
	: Ms Seah Peik Ching	<i>Health Promotion Board</i>
	: Mr Seah Seng Choon	<i>Consumers Association of Singapore</i>
	: Ms Tan Boon Teng	<i>National Environment Agency</i>
	: Ms Joanne Tan	<i>SPRING Singapore</i>
	: Mr Wong Mong Hong	<i>Singapore Food Manufacturers' Association</i>
	: Ms Yeo Ai Lin	<i>International Enterprise Singapore</i>
	: Dr Zhou Weibiao	<i>National University of Singapore</i>

The Ad-hoc Technical Committee on Food Safety Management for Food Service Establishments, appointed by the Food Standards Committee and responsible for the preparation of this standard, consists of representatives from the following organisations:

	Name	Capacity
Chairman	: Ms Linda Leong-Quek S C	<i>Member, Food Standards Committee</i>
Deputy Chairman	: Ms Wong Chiu Ying	<i>National Environment Agency</i>
Secretary	: Mr Edmund Tan	<i>Singapore Manufacturing Federation-Standards Development Organisation</i>
Members	: Mr Akbar Bessir	<i>National Environment Agency</i>

Members	:	Mr Grant Douglas	<i>Resorts World Sentosa</i>
		Mr Han Jin Juan	<i>Restaurant Association of Singapore</i>
		Mr Edward Heng	<i>Individual Capacity</i>
		Mr Jason Lai	<i>Singapore Accreditation Council</i>
		Dr Lionel Lau	<i>Institute of Technical Education</i>
		Ms Joanne Tan	<i>SPRING Singapore</i>
		Ms Tjioe Ka-In	<i>Individual Capacity</i>
		Ms Surianah Suframan	<i>National Environment Agency</i>
		Mr Yeo Eng Kok	<i>Kopitiam Investment Pte Ltd</i>

(blank page)

Contents**Page**

Foreword _____	6
----------------	---

CLAUSES

1	Scope and objectives _____	8
2	Normative references _____	8
3	Definitions _____	8
4	Developing the hazard analysis and critical control point (HACCP) based food safety management system _____	10
5	Developing the hazard analysis and critical control point (HACCP) programme documentation _____	11
6	Developing pre-requisite programmes (PRPs) _____	18
7	Maintenance of documentation _____	19

TABLES

1	Examples of control measures _____	14
2	Examples of critical control points and control points _____	14
3	Examples of control limits _____	15
4	Examples of monitoring and corrective actions _____	16
5	Sample list of records _____	17
6	Examples of verification _____	18
7	Examples of pre-requisite programmes (PRPs) _____	19

FIGURE

1	HACCP programme and pre-requisite programmes development _____	10
---	--	----

Foreword

This Singapore Standard was prepared by the ad-hoc Technical Committee (TC) on Food Safety Management for Food Service Establishments under the direction of the Food Standards Committee.

With the increasing interest in food safety in the food and beverage industry and to bring the management of food preparation in the service establishments to a higher level, there is a need for companies to adopt food safety management systems (FSMS) to ensure that food prepared and served is safe. One of the bases for developing a food safety management system is the use of the internationally known hazard analysis and critical control point (HACCP) concept to manage food risk. The concept identifies controls and, prevents and monitors hazards in the food chain.

Besides developing this standard, the ad-hoc TC also developed the following documents to be used in conjunction with the standard, which are available in editable digital format:

- 1) Supplement to SS 583 : 2013 which contains sample documents and appendices; and
- 2) Blank templates and records which can be found in the [National Environment Agency's website](#).

This standard serves as a guide to assist establishments in the food and beverage industry to develop and implement a food safety management system based on the HACCP principles. It focuses on the common critical hazards that are likely to occur in the preparation and service of food and beverages in food service establishments. In the implementation, the system is based upon and takes into account basic pre-requisite programmes (i.e. good hygiene practices) that ensure that premises, equipment, employees, etc, do not contribute to or become food safety hazards.

Food establishments are diverse and unique in their operations. In using this standard, companies should bear in mind that the standard serves as a guide only. Based on the operation of each establishment and the type of food served, companies may amend and modify the templates and records found in the *Supplement to SS 583 : 2013 – Guidelines on food safety management for food service establishments*, to suit their business operations, while ensuring that food hazards are still managed well.

Successful implementation of a food safety management system requires strong management commitment, thorough knowledge of the operations of the establishment and a good understanding of the HACCP concept. When properly implemented, a food safety management system will enable food establishments to ensure that food prepared and served to customers is safe and to reduce the loss of business and reputation arising from customers' complaints or food poisoning.

Acknowledgement is made to Ms Linda Quek for the use of her works in the development of this standard and its Supplement.

Table 5, Supplements C-1, C-2 and D of the *Supplement to SS 583 : 2013 – Guidelines on food safety management for food service establishments* are reproduced with permission from the following organisations:

- 1) Food Standards Agency Northern Ireland : Safe catering (2007)
- 2) Food Standards Agency Scotland : CookSafe (2009):Food safety management system

In preparing this standard, reference was also made to the following publications:

- 1) CAC/RCP1 – 1969 (Rev 4 – 2003) : Recommended international code of practice. General principles of food hygiene
- 2) FAO/WHO guidance to governments on the application of HACCP in small and/or less-developed food businesses (2006)

Acknowledgement is also made for the use of information from the above publications.

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions.*
2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR.*
3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

Guidelines on food safety management for food service establishments

1 Scope and objectives

1.1 Scope

This standard is meant for use in the majority of small and medium food service establishments¹⁾. It provides the necessary steps to assist companies to set up a basic food safety management system based on HACCP principles. The FSMS is to be developed from established good food hygiene and food handling practices as well as any future new practices that will be established.

The standard focuses on critical hazards found in a typical food service establishment and measures to control and minimise them. It provides the necessary steps to get started on a FSMS by providing samples of documentation, HACCP plans and guidance on good food hygiene and food handling practices that are keys to food safety in the supplementary document, *Supplement to SS 583 : 2013 Guidelines on food safety management for food service establishments*.

1.2 Objectives

The objectives of the standard are:

- a) Provide guidance on preparing documentation for a HACCP based food safety management system;
- b) Provide guidance on good food hygiene and food handling practices for developing and implementing a food safety management system.

2 Normative references

There is no normative reference applied in this Singapore Standard.