

# **Supplement to SS 583:2022 – Code of practice for food safety management for food service establishments**

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food safety management for food service  
establishments**

(ICS 03.120.10; 67.020)

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ISBN 978-981-5118-53-7

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### Foreword

This Singapore Standard was prepared by the Working Group on Review of SS 583 set up by the Technical Committee on Food Safety under the purview of the Food Standards Committee.

The following documents can be used by companies in the implementation of a food safety management system:

- 1) Singapore Standard, SS 583:2022 – Code of practice for food safety management for food service establishments;
- 2) This Supplement to SS 583:2022 which contains sample documents.

NOTE – Blank templates and records can be found on the Singapore Food Agency's (SFA's) website at <https://www.sfa.gov.sg/food-retail/food-safety-management-system>.

The templates in the SFA's website are in editable format to enable users to modify them to suit the operation of each establishment and the type of food served, while ensuring that food hazards are still managed well.

The footnotes which are included in this Supplement do not form part of the examples; they provide additional information to guide users in filling in and completing the template.

The sample pictures in this Singapore Standard are included for the sole purpose of illustration. The inclusion of these pictures does not connote any endorsement whatsoever of any product, service and/or design concept by the Working Group and Enterprise Singapore.

In preparing this Supplement, reference was made to the Food Standards Agency (UK)'s publication, "Safer food, better business for caterers (2009)".

Permission has also been obtained from:

- 1) The Food Standards Agency Scotland for the reproduction of the Flow Diagram and HACCP Charts from "CookSafe (2021): Food safety assurance system" into Supplement C-1, Supplement C-2 and Supplement D-1.
- 2) The Food and Agriculture Organization for the reproduction of Diagram 3 from the Annex to CAC/RCP 1-1969, Rev. 3 (1997), "Hazard analysis and critical control point (HACCP) system and guidelines for its application" into Supplement D-1.
- 3) The Food Standards Agency Northern Ireland for the reproduction of "Section 3 – Safe catering plan from safe catering (2019)" into Supplement D-1.
- 4) Ms Linda Quek for the use of her works in the development of this Supplement.

Acknowledgement is made for the use of the above materials.

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 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. Where SSs are deemed to be stable, i.e. no foreseeable changes in them, they will be classified as "mature standards". Mature standards will not be subject to further review unless there are requests to review such standards.*
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 and the Singapore Standards Council 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. Although care has been taken to draft this standard, users are also advised to ensure that they apply the information after due diligence.*
3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

## **Supplement to SS 583:2022 Code of practice for food safety management for food service establishments**

### **0 Introduction**

Having a well-designed food safety management system (FSMS) can support food service establishments in ensuring that food is safe for public consumption and safe practices have been adhered to within the business. The FSMS provides a framework to ensure good hygiene practices in food service establishments by identifying and controlling food safety hazards at every stage of food preparation. Complete documentation such as procedure, work instructions and recordkeeping are to be properly maintained in ensuring the effective monitoring of FSMS.

Through proper management, there can be continuous prevention of foodborne illness and more consistency in product preparation and improved product quality within the food service establishments. The benefits that can be derived by the business partners and consumers include achieving customer satisfaction and assuring the consumer of the food quality and consumer safety by the ongoing implementation of the FSMS.

### **1 Scope**

The supplements in this document are meant to be read and used in conjunction with SS 583:2022. They are samples of documentation referenced in the main document, SS 583:2022, and may be edited for use to assist food service establishments in setting up a FSMS.

### **2 Normative references**

There are no normative references in this Supplement.