



## National Standard of the People's Republic of China

GB 31621-2014

---

### National Food Safety Standard Hygiene Practices for Food Operation Processes

食品安全国家标准

食品经营过程卫生规范

- Date of Publication:2014-12-24
- Date of Implementation:2015-05-24
- Issued by: National Health and Family Planning Commission

*DISCLAIMER: The English version is an unofficial translation of the original in Chinese for information and reference purposes only. In case of a discrepancy the Chinese original standard will prevail.*

# National Food Safety Standard

## Hygiene Practices for Food Operation Processes

### 1 Scope

This standard specifies the food safety requirements in the food operation processes, such as procurement, transportation, inspection and acceptance, storage, sub-packaging and packaging, sale, *etc.*

This standard applies to all types of food operation activities.

This standard does not apply to the online food trading, catering services, and food operation activities of made-on-site food.

### 2 Procurement

2.1 During the food procurement, the licenses of suppliers and food conformity documentary evidences shall be checked according to the relevant national regulations, and a database of qualified suppliers shall be established.

2.2 For a food operation enterprise that implements a unified mode of distribution operation, the enterprise headquarter may uniformly check the licenses of suppliers and food conformity documentary evidences, and record the receiving inspection of foods.

2.3 The containers and packaging materials used during the procurement process of bulk foods shall comply with the requirements of relevant national laws, regulations and standards.

### 3 Transportation

3.1 The dedicated transportation tools shall be used for food transportation, which are equipped with rain-proof and dust-proof facilities.

3.2 The transportation tools shall be equipped with appropriate refrigeration and freezing facilities or protective facilities used for the prevention of mechanical damages, *etc.*, in accordance with the relevant requirements of food safety and be kept under normal running.

3.3 The transportation tools and containers, tools and equipment used for loading and unloading of foods shall be kept clean and regularly disinfected.

3.4 The food transportation tools must not transport toxic and hazardous substances to prevent food contamination.

3.5 The foods shall be handled gently during transportation process to prevent foods from mechanical damages.

3.6 The foods shall meet the special requirements, such as temperature, required to ensure the food safety during transportation process.

3.7 The time for loading and unloading of refrigerated and frozen foods shall be strictly controlled. The increase of food temperature during loading and unloading does not exceed 3 °C.

3.8 When different foods are transported in the same transportation tool, they shall be sub-packaged, separated or isolated to prevent cross-contamination.

3.9 The bulk foods shall be sealed, packaged and transported in food containers or packaging materials that comply with the relevant national laws, regulations and standards to prevent contamination during transportation.

#### 4 Inspection and Acceptance

4.1 The food shall be subject to compliance verification and sensory sampling inspection in accordance with relevant national laws, regulations and standards, and the transportation temperature shall be determined for foods with temperature control requirements.

4.2 The food conformity documentary evidences shall be checked, and related evidences shall be kept. Food-related documents shall be true and have a direct correspondence with foods. For foods with special inspection and acceptance requirements, these operations must be implemented in accordance with relevant regulations.

4.3 The name, specification, quantity, production date, shelf life and purchase date of the food, as well as the name, address and contact information of the supplier shall be accurately recorded. Documents such as records and bills shall be true, and their retention period shall be not less than 6 months after the expiration of food shelf life; the retention period shall be not less than 2 years if the shelf life is not cleared.

4.4 The foods can be put in storage only after they pass the acceptance inspection. Foods that do not meet acceptance criteria must not be accepted, and shall be stored separately, marked and handled as soon as possible.

#### 5 Storage

5.1 The storage sites shall be kept intact with clean and tidy environment, and be effectively separated from toxic and harmful contamination sources.

5.2 The grounds of storage sites shall be hardened, flat and non-slip, easy to be cleaned and disinfected, and there must be appropriate measures to prevent water accumulation.

5.3 There shall be good ventilation, exhaust devices to keep the air fresh and free from extraneous odor. The devices shall be away from direct sunlight.

5.4 For foods with special requirements for temperature and humidity, it shall ensure that the storage equipment and facilities meet the corresponding food safety requirements. The refrigerator or freezer is equipped with equipment and instruments externally that are convenient for monitoring and control, and these equipment and instruments are regularly calibrated and maintained to ensure accuracy and effectiveness.

5.5 The stored articles shall be kept at a proper distance from walls and grounds to prevent insects from hiding and to facilitate air circulation.

5.6 Appropriate measures shall be used to separate foods that are easily cross-contaminated, such as raw foods and cooked foods, and the storage location shall be fixed and clearly identified.

5.7 When storing bulk foods, the name, production date and shelf life of the food, the name and contact information of the producer, *etc.* shall be indicated at the storage location.

5.8 The principles of first-in, first-out shall be followed, foods in stock shall be inspected on a regular basis, and foods that deteriorate or exceed the shelf life shall be handled in a timely manner.

5.9 Storage equipment, tools, containers, *etc.* shall be kept hygienic and clean, and effective measures (such as gauze curtain, gauze element, rat guard, fly-proof lamp, air curtain, *etc.*) shall be taken to prevent the intrusion of rodents, and insects *etc.* If there are traces of rodents and insects, their sources shall be traced to eliminate the hidden dangers.

5.10 When the physical, chemical or biological agents are used to eliminate and kill insects, they shall not affect the food safety and contaminate food contact surfaces, equipment, tools, containers and packaging materials; when inadvertent contamination occurs, they shall be thoroughly cleaned to eliminate the contaminations.

5.11 Detergents, disinfectants, insecticides and other substances shall be packaged separately, clearly

identified, and placed separately from foods and packaging materials.

5.12 The in-warehouse and ex-warehouse times of foods and storage temperatures and their changes shall be recorded.

## **6 Sales**

6.1 There shall be a sales site that is corresponding to the variety of food operated and scale. The sales site shall have a reasonable layout. The food operation area and the non-food operation area shall be set separately. The raw food area shall be separate from the cooked food area. The area of food to be processed shall be separate from the ready-to-eat food area. The area for operation of aquatic products shall be separated from other food operation areas to prevent cross contamination.

6.2 There shall be sales facilities and equipment that are corresponding to the variety of food operated and scale. The equipment, tools, and containers that come into contact with food surfaces shall be made of materials that are safe, non-toxic, odor-free, absorption-proof, and corrosion-proof and can be repeatedly cleaned and disinfected. They shall be easily cleaned and maintained.

6.3 The requirements for building facilities, temperature and humidity control, and pest control in sales site shall refer to the relevant provisions of 5.1~5.5, 5.9, and 5.10.

6.4 When foods with temperature control requirements are sold, appropriate refrigerating and freezing equipment shall be equipped and kept under normal running.

6.5 Special waste storage facilities that are reasonably designed, leakage-proof and easily cleaned shall be provided, when necessary, the temporary waste storage facilities shall be set up at appropriate locations. The waste storage facilities and containers shall be clearly identified and wastes shall be disposed in a timely manner.

6.6 If lighting facilities are needed to be installed directly above the bare foods, safe lighting facilities shall be used or protective measures shall be taken.

6.7 The relevant food safety control measures such as temperature control shall be established for foods that are easy to spoilage, such as meat, eggs, milk and quick-frozen foods, and must be implemented.

6.8 For the sale of bulk food, the name, composition or ingredient list, production date, shelf date of food, as well as the name and contact information, *etc.* of production operator shall be indicated on the container or external packaging of the bulk food to ensure that the consumers can get clear and easily understandable information. The production date marked on the bulk food shall be the same as the production date marked by the producer at the time of delivery.

6.9 For the packaged or sub-packaged food in the operation process, its original production date shall not be altered and the shelf life shall not be extended. The packaging materials and containers of packaged or sub-packaged foods shall be non-toxic, harmless and odor-free, and shall meet the requirements of relevant national laws, regulations and standards.

6.10 The operation enterprise engaged in the food wholesale business shall truthfully record the name, specification, quantity, production date or production batch number, shelf life, sale date of wholesale food, as well as the name, address, contact information, *etc.* of the buyer when selling the food, and keep relevant bills. The retention period of records and vouchers shall not be less than 6 months after the expiration of the food shelf life; if the shelf life of food is not defined, the retention period shall not be less than two years.

## **7 Product Traceability and Recall**

7.1 When it is found that the operated food does not meet the food safety standards, the operation shall be stopped immediately, and the relevant production operators and consumers shall be notified effectively and accurately, and the conditions for discontinued operation and notification shall be recorded.

7.2 Relevant traceability and recall shall be carried out in coordination with relevant food production operators and competent food safety departments to avoid or mitigate the hazards.

7.3 For the problems found, food operators shall look for the record of each link, analyze the causes of the problems, and improve them in a timely manner.

## **8 Hygiene Management**

8.1 The food operation enterprise shall establish a monitoring system for the key control links that have significant significance to ensure food safety in accordance with the characteristics of the food and the hygiene requirements of the operation process, ensure effective implementation and regular inspection, and promptly correct any problems found.

8.2 The food operation enterprise shall establish a hygiene monitoring system for the operation environment, food operation personnel, equipment and facilities, and establish the scope, object, and frequency of internal monitoring. The monitoring results shall be recorded and archived, the implementation status and effectiveness shall be checked on a regular basis, and the problems found shall be corrected promptly.

8.3 The food operation personnel shall meet the requirements of personnel health in relevant national regulations, and shall maintain personal hygiene and cap and clothes clean when entering into the operation sites to prevent food contamination.

8.4 After using the bathroom or contacting articles that might contaminate foods, the personal shall wash and sterilize hands before engaging in activities related to food operations such as contacting foods, food tools, containers, food equipment, and packaging materials once again.

8.5 Eating, smoking, spitting everywhere, littering, *etc.* shall not be allowed during the food operation process.

8.6 The gauze mask, gloves and cap shall be worn and hairs shall not be exposed when connecting ready-to-eat foods or bulk foods that can be processed without being washed.

## **9 Training**

9.1 The food operation enterprise shall establish training systems for relevant posts and provide corresponding training of food safety knowledge for employees.

9.2 The food operation enterprise shall promote employees of all posts to comply with relevant national laws, regulations and standards through training, strengthen the awareness and responsibility for implementing various food safety management systems, and increase the corresponding levels of knowledge.

9.3 The food operation enterprise shall formulate and implement an annual food safety training plan and conduct examinations based on the actual needs of different posts and keep training records. When relevant food safety regulations and standards are updated, training shall be conducted in a timely manner.

9.4 The training plan shall be regularly reviewed and revised, the training effectiveness shall be assessed, and routine inspections shall be conducted to ensure the effective implementation of the training plan.

## **10 Management Systems and Personnel**

10.1 The food operation enterprise shall be equipped with professional and technical personnel and management personnel of food safety, and establish a management system to guarantee food safety.

10.2 The food safety management system shall match with the operation scale, equipment and facility level, and the variety of food, and the food safety management system shall be continuously improved

based on actual operation and implementation experiences.

10.3 Personnel in each post shall be familiar with the basic principles and operational norms of food safety, and have clear responsibilities and authorities to report on food safety issues that arise during the processes of business operations.

10.4 The management personnel shall have the necessary knowledge, skills and experiences to be able to judge potential hazards, take appropriate preventive and corrective measures, and ensure effective management.

## **11 Management of Records and Document**

11.1 The procurement, inspection and acceptance, storage, sales, and other links in the food operation process shall be recorded in details. The contents of the records shall be complete, true, clear, and easily identified and retrieved, and it shall ensure that all links can be effectively traced.

11.2 The name, batch, specification, quantity of the recalled food, the reason for the recall, and the follow-up rectification plan shall be recorded faithfully.

11.3 The documents shall be managed effectively and it shall ensure that the documents used at all relevant sites are valid versions.

11.4 It is encouraged to use the advanced technological means (such as electronic computer information system) to record and manage documents.