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*Guidelines for Safe Retailing of Meat  
and Meat products in Bhutan*

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*Bhutan Agriculture & Food Regulatory Authority*

*(BAFRA)*

*Ministry of Agriculture & Forests*

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## **Forward**

Meat and Meat products processed at abattoirs or Cut-and-Wrap facilities in Meat shops do have the potential to be contaminated with biological, chemical and physical contaminants, if not handled, stored and transported under appropriate conditions. Inadequate control to protect Meat can threaten the safety of Meat products and create unacceptable levels of risk for consumers. Meat shops in Bhutan must ensure that the Meat intended for consumption is safe and fit for human consumption. The Meat operators and those who transport Meat products are required to protect meat from contamination. Transportation of meat and meat products under appropriate condition will reduce the level of contamination significantly. They must store, handle, prepare, display and transport meat in a sanitary manner as part of their routine operations.

The purpose of this Guidelines is to disseminate practical information on Meat hygiene and Meat quality to Meat handlers. The Guideline encompasses hygienic regulations applicable to both small-scale and medium-sized retail Meat shops. Adherence to these basic Guidelines would contribute to the production of safe, good-quality Meat and Meat products in the country.

In addition, this Guideline will assist those who handle, transport, distribute, store and sell Meat and Meat products to ensure that Meat intended for human consumption is operated at licensed Meat shop under the supervision by BAFRA officials. Meat in the retail Meat shops should be inspected, and certified as wholesome which is an important quality-control step to ensure Meat safety. The Guideline can also assist consumers understand the important critical areas so that they will be aware of the conditions while purchasing and consuming Meat and Meat products.

Therefore, I wish to acknowledge the contributions made by BAFRA Livestock officials for the quality input and Meat retailers for their contributions during the consultation process. I sincerely hope that the Guideline will be of significant importance in ensuring safe and good quality Meat and Meat products in the country.



**Namgay Wangchuk**

**Director General**

## **Legal Framework**

In exercise of the power conferred by Section (11.1) of the Livestock Act 2001 and Section (95) of the Livestock Rules & Regulation 2017, the Bhutan Agriculture & Food Regulatory Authority has formulated Guideline on Safe Retailing of Meat & Meat Products in Bhutan. The Guideline and shall be effective from July, 2019.

## Scope

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The guideline will apply to the following classes of meat and meat products in Bhutan;

- Beef
- Yak meat
- Buffalo meat (beef)
- Chevon
- Pork
- Mutton
- Chicken
- Fish
- Crustacean
- Processed meat

# Responsibilities

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## Objectives

To ensure that all people involved in the operation and implementation are aware and competent in their responsibilities to uphold minimum standards in safe retailing of meat and meat products in Bhutan

## Guidelines

- GA1.1 The regulators and meat shop operators should ensure appropriate adherence to the minimum standards prescribed by this document (*Guidelines for safe retailing of meat and meat products in Bhutan 2019*).
- GA1.2 All the meat handlers should undergo basic training on meat handling to make them competent enough to ensure meat safety.
- GA1.3 Officials regulating the meat safety shall be adequately trained.

## Location, layout, design

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### Objective

To ensure that the Retail Meat shop facility is established in appropriate location with proper layout and design so as to facilitate good hygiene practices.

### Guidelines

- GA2.1 The applicant applying for retail meat shop should obtain clearance letter from BAFRA before applying for trade license.
- GA2.2 The location of retail meat shop should be away from industrial settings and any other establishments that produce toxic elements and smokes. The owner of the meat shop shall ensure that communities in the location of meat shop aren't disturbed because of the meat shop.
- GA2.3 The types and quantity of meat handled on daily basis in a meat shop shall be determined by concerned BAFRA officials based on the space available.
- GA2.4 The height of the meat shops (from floor to ceiling) should not be less than 3 meters and if air conditioned and well ventilated the height should not be less than 2.5 meters.
- GA2.5 The layout, design and construction of the meat shop should permits adequate maintenance, cleaning, disinfection and adequate working space for hygienic performance of all operations.
- GA2.6 The design of the retail meat shop should protect against the accumulation of dirt, contact with toxic air borne contamination, and/or formation of undesirable molds on internal finishes and provide proper protection against pest.
- GA2.7 All internal finishes of the retail meat shop should be made of corrosion-resistant material and should be smooth, impervious, and easy to clean and disinfect.
- GA2.8 The floor should be made of concrete, non-absorbent, washable, non-slippery for easy cleaning and disinfection.
- GA2.9 The walls should be water proof, non-absorbent, washable and lined with white colored tile from ceiling to floor.
- GA2.10 The ceiling should be made of concrete and painted with white colour to reflect sufficient light for good visibility.

- GA2.11 Windows and other openings are designed and fitted to prevent the accumulation of dirt and should be made easy to clean and maintain to prevent accumulation of dirt.
- GA2.12 There should be two doors for every meat shop, one in the front and other one at the back. Back door should be used exclusively by meat handlers for the purpose of meat delivery and front door should be left exclusively for the visitors. Bothe the doors should be either sensor connected or self-closing.
- GA2.13 The meat handling premise including equipment and contact surface in particular should be made of materials that are easy to clean, disinfect, and maintenance and more importantly, contact surface should nonreactive with the meat.
- GA2.14 The meat shop should ideally be on the ground floor of the building and has the availability of services such as power, drainage and potable water.
- GA2.15 The owner or meat handler should keep retail meat shop premises and surrounding clean at all times.

## Facilities and equipment

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### Objective

The retail meat shop should have minimum required facilities and appropriate equipments in place to ensure safe retailing of meat and meat products.

### Guideline

- GA3.1 The articles, fittings and equipment with which meat comes in contact with meat should be made of materials which minimize the risk of contaminating food.
- GA3.2 A retail meat shop should have functional standard deep freezer with required storage capacity to store meat that is being held for sale. Different freezer should be used to store different meat items. The meat shop should have cabinet type refrigerator of appropriate size for maintaining the temperature at 4 to 8 degree Celsius or freezing cabinet if the meat needs to be stored for more than 48 hours.
- GA3.3 The meat shop should have wash basins with minimum sanitation (soap and disinfectants) facility for hand washing or sanitizer. Single use towel is preferable for hand drying. In case community towels are used the same shall be replaced every 2 hours and cleaned and disinfected. Electric dryer is an alternative option.
- GA3.4 The retail meat shop should have knives of different sizes made up of stainless steel, apron, gloves, head gear, meat chopping block, cash receipt, notice board, digital weighing balance and appropriate waste bins required for the daily operation.
- GA3.5 The articles, fittings and equipment materials should be made of materials that are smooth, washable, corrosion resistant, non-toxic such as stainless steel, or food grades plastics which can be kept clean, disinfected in good order and condition to minimize the risk of meat contamination.
- GA3.6 The retail meat shop should have adequate lighting facility system required for inspections. However, in the processing and inspection areas, it is mandatory to have 500 lux. Light fittings should be protected to ensure material, products or equipments are not contaminated in case of accidental breakages.
- GA3.7 The retail meat shop should have adequate and proper ventilation system. At least few electric fans and one exhaust fan should be provided to facilitate proper ventilation.
- GA3.8 The meat shop should have chopping board made of food grade synthetic materials which do not contaminate the meat and should be easily cleanable. If wood is used, it should be hard wood trunk and should not have damages with cracks and crevices and it should be free from shedding splinters. The cutting surface should be smooth and well maintained.

- GA3.9 There should be separate fish shop to prevent cross contamination due to intact guts, gills, scales. In case, fish need to be sold from same meat shop, the same should be done in separate counter along with designated utilities such as knives, cutting boards, deep freezers, weighing machine etc.
- GA3.10 The retail meat shop should have facility capable of achieving and maintaining the mandatory storage temperature. of meat. The shop should have cabinet type refrigerator of size for maintaining the temperature.
- GA3.11 The retail meat shop should have the facilities with hot and cold water system for cleaning and disinfecting working utensils and equipments that are made of corrosion resistant materials.
- GA3.12 There should be adequate supply of potable water for hand washing and cleaning working utensils. The wash basins should have soap and clean towel for use and should be kept clean all the time. The meat shop should display hand washing method posters.
- GA3.13 Potable water should be used for preparation of ice. The ice used in the meat transporting crates/boxes should be dirt free.
- GA3.14 Proper ducting into the drains is necessary to prevent splashing. Spray washing should be avoided to prevent possible aerosol contamination onto adjacent meat staff and surface.
- GA3.15 The meat shop should have facility for disposal of meat waste, non-edible, by- products and offal. The waste bin should be located at the corner and it should be with lid and pedal operated one. The waste should be disposed of at frequent interval to prevent contamination.
- GA3.16 The cleaning equipments such as broom, mopping stick, and dust collector should be kept in proper place. The disinfectants used for cleaning should be stored under lock and key and it should not come in contact with the meat.

# Meat Quality

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## Objective

To ensure that good quality and safe meat are made available for sale.

## Guidelines

- GA4.1 All meat and meat products in the retail meat shop should be inspected by regulatory officials before displayed for sale
- GA4.2 Only meat which has passed ante-mortem and postmortem examination should be allowed for sale after issuance of “Fit for Human Consumption Certificate” by the concern regulatory officials to the meat retail shop.
- GA4.3 Meat should have a normal and uniform color throughout the entire cut. Beef, lamb, and pork should have marbling throughout the meat.
- GA4.4 The meat should have a normal smell. This will be different for each of the species (i.e. beef, pork, chicken). Any rancid or strange smelling meat should be immediately withdrawn from the shop.
- GA4.5 Meat should be firm (toughness or degree of tenderness), cohesive and juicy both in terms of appearance and retail handling packages.
- GA4.6 Head of cattle, yak, buffalo, sheep, and goat for human consumption should be dehaired, dehorned and cleaned properly. It should be stored and sold in separate containers without allowing them to come in contact with meat.
- GA4.7 Keeping of improperly cleaned stomach and intestine on display counter or keeping them on floor of meat shop is not allowed. Trotter should be dehaired properly and hooves should be removed.
- GA4.8 Head, visceral organs and feet shall be removed from dressed chicken and should not be allowed for sale. Edible offal like liver, heart, and gizzards should be sold separately in separate container.
- GA4.9 For preparing of chopped bones, only epiphysis part of the bone with few fleshes should be allowed. The chopped bones should not have fresh blood and it should be dried in a clean container.
- GA4.10 The retail meat facility should be protected from contamination at all stages of meat sale viz. meat trimming, deboning, packaging, storing and sale particularly from airborne dirt, dust toxic material, shedding of particles (paints, mold, and pests).

# Dry Meat Processing & Quality

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## Objective

To ensure that dry meat are prepared using safe and from good quality meat and finished product are safe for human consumption.

## Guidelines

- GA5.1 The meat used for dry meat preparation should be from that are certified as “Fit for human consumption ideally only fresh lean meat should be used. GA5.5
- GA5.2 The meat used for dry meat preparation should be free from physical, chemical and biological contaminants.
- GA5.3 The quality of the dried meat should meet the quality criteria of appearance, color, texture, taste and flavor of the specific dried meat.
- GA5.4 Beef, yak meat and goat meat are best suited for drying. The suitability of mutton is ranked slightly lower. Pork is the least suitable as it contains higher amount of intramuscular and intramuscular fats.
- GA5.5 Any adhering visible fatty tissues should be trimmed off from the lean meat to avoid oxidation and subsequent rancidity.
- GA5.6 The meat should be cut into narrow lengthy strips of equal size to accelerate the drying process in particular from inner layers of the meat.
- GA5.7 The drying of meat should not be allowed in the meat shop. It should be allowed only in spacious and properly ventilated room with insect net in place and away from environmentally polluted areas.
- GA5.8 Where necessary, an appropriate drying machine should be used for drying meat. Sun drying of meat openly outside should not be recommended.
- GA5.9 The appearance of the dried beef should be uniform, absent of wrinkles and notches on the finished products.
- GA5.10 The color of the cross cut surface of the dried beef should be uniform and dark red. The bright red in the center and darker peripheral layers indicates excessively fast drying. The bright red in the center has water content, which is susceptible to microbiological growth.

- GA5.11 The texture of the properly dried beef should be hard. The softer texture can be recognized by pressing with fingers and it should be kept one more day in the dryer for finishing.
- GA5.12 The taste of dried beef should be mild salty which is the characteristic for naturally dried meat with no added species.
- GA5.13 Dried beef with high fat content should not be stored for a long period to avoid intensive rancidity.
- GA5.14 Dried beef should not possess any off/foul odors.
- GA5.15 Dry meat handlers shall compulsorily undergo meat handlers training and sale should be allowed in meat retail outlet along with fresh meat but through separate counter.
- GA5.16 Display of dry meat should be packaged in the biodegradable food grade plastic bag to prevent physical contamination.
- GA5.17 The prepackaged dried meat should be properly labeled specifying the type of meat (beef, yak meat, pork, goat meat) and should be displayed only on clean rack.

## Transport of Meat

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### Objective

To ensure that meat and meat products destined for public sale and human consumption are handled, transported, distributed and stored neatly and properly.

### Guidelines

- GA6.1 Transport of meat and their products should be done under hygienic conditions preferably in closed refrigerated vans or in meat delivery van approved by BAFRA.
- GA6.2 Loading, transportation and unloading of meat and their products should be done cleanly under close supervision of competent BAFRA officials.
- GA6.3 Personnel's involved in meat transport should undergo meat handlers training including the driver and must be certified to handle the meat (issue meat handler license).
- GA6.4 The meat compartment should be completely separated from the driving cabin and should have an adequate capacity for the consignment intended.
- GA6.5 The meat compartment should be enclosed so as to protect the meat and edible offal from dust, flies, and all other sources of contamination.
- GA6.6 The meat delivery van should be equipped in a manner that the meat does not come in contact with floor. Height of railings should be such when quartered carcass is hung; the lowest portion of the latter has the clearance not less than 75mm above the floor.
- GA6.7 Transport of unwrapped edible offal, visceral organ and meat products should be done only in suitable racks in a way that they do not cross contaminate each other. .
- GA6.8 The vehicle, containers, and equipments used for transport of meat should be cleaned, washed, air dried and sanitized before loading the meat.
- GA6.9 The meat handlers should ensure adequate safety measures to prevent meat product coming in contact with floor, ground or any other surface that may contaminate meat/react with meat.
- GA6.10 The meat handlers should practice good personal hygiene by wearing clean protective attire before loading and unloading. The meat handlers should wash hands and arms thoroughly especially after smoking, eating, drinking, or using the toilets and urinal.

- GA6.11 For the transport of frozen meat and their products, it should be transported in meat delivery van which has refrigeration facilities. The frozen meat should be transported at -18 °C (0°F) or colder and shipment in a way should prevent thawing and refreezing.
- GA6.12 For the transport of chilled meat, it should be transported at 4°C or below. And for fresh meat, adequate ice packs should be used.
- GA6.13 A clean ice pack from approved source should be used and the ice pack should be prepared from potable water.
- GA6.14 The transport time should be limited to not more than 8 hours when meat and their products are without refrigeration.
- GA6.15 The meat delivery van should not be opened on the way or stop unless required.
- GA6.16 No other goods should be transported along with the meat.
- GA6.17 Loading and unloading of meat should be done in the presence of BAFRA Meat Inspectors. Where possible, the stainless steel trolley should be used for loading and unloading instead of carrying on the back of the workers.
- GA6.18 The trolley used for loading and unloading of meat should be made of non-toxic, non-corrosive material that can be effectively cleaned.
- GA6.19 Chicken and fish should be transported under refrigerated condition or in ice prepared using potable water. For other types of meat, if the transportation time of the meat takes more than 8 hours, the meat should be cooled by placing crushed ice packs all around and in between the carcasses so that the material will be in chilled conditions.

# Hygiene & Health of Personnel

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## Objective

To ensure that those who come directly or indirectly into contact with meat are not likely to contaminate meat by maintaining appropriate degree of personal hygiene and operating in appropriate manner.

## Guidelines

- GA7.1 All sale persons should be registered with BAFRA. For registration, the owner should submit their photocopy of citizen identification card.
- GA7.2 All sale persons should display Meat Handler License issued by BAFRA at all times.
- GA7.3 Person (s) handling or sale of meat should have valid medical certificate certified by government medical professionals stating he/she is free from any communicable diseases issued by authorized/registered government medical doctor. The certificate should be renewed or new one obtained at six monthly intervals.
- GA7.5 All meat handlers should wear light blue uniform with white apron, mouth cover, head gear and wear plastic/rubber gloves that can be easily washed. He/she should make sure that apron and gloves are kept clean at all times.
- GA7.6 The owner should notify BAFRA office one month in advance for the change of sales person for issuance of Meat Handler License ID card granting him/her permission to handle and sell meat. The owner should notify BAFRA office immediately for the change of meat handler.
- GA7.7 All the meat handlers should maintain good personnel hygiene at all times. Smoking, chewing of tobacco and doma should not be allowed while in meat shop.
- GA7.8 Every person engaged in meat shop should wash hand frequently and thoroughly with soap and detergent under running potable water while on duty. Hands should be washed before commencing work, immediately after handling meat and and whenever necessary.
- GA7.9 The manager or inspector should take care to ensure that no meat handlers, while known or suspected to be suffering from or to be a carrier of a disease capable of transmitting (e.g. Hepatitis, diarrhea, jaundice, vomiting, fever, sore throat, cough, visibly infected skin lesions, and discharge from eyes, ears and noses) through meat is permitted to work in the meat shop. Any ill person should immediately report to the manager or inspector.

- GA7.10 All meat handlers in meat shop should keep their hair and nails short, and trimmed and keep them clean always. They should wash hands with warm soapy water before start of the work and at every work.
- GA7.11 All the meat handlers should have a trimmed nail and refrain from wearing loose jewelries while working in meat shop
- GA7.12 The manager of the shop should maintain health records of employees for future monitoring by BAFRA officials.
- GA7.13 Protective clothing, knife scabbard and other working equipments should be deposited in a place provided for the purpose where they will not contaminate any meat.
- GA7.14 Gloves used for handling of meat should be maintained in a sound, clean, and sanitary condition. Wearing of gloves does not exempt the operator from having thoroughly washed hands. Gloves should be of an impermeable material except where usage would be inappropriate with the work involved.

# Hygienic Operation of Meat Shop

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## Objective

To ensure that personnel working in the meat shop follow all good hygienic operation procedures to ensure meat safety.

## Guidelines

- GA8.1 The meat shop and its premise should be kept clean at all time. The meat shop should be cleaned thoroughly with warm soapy water and floor should be sanitized with approved chemical sanitizer at proper concentration.
- GA8.2 The equipments, tables, utensils including knives, and service ware should be cleaned with warm water and sanitized with approved sanitizers whenever it comes in contact with contaminated materials and also at the end of each working day. Separate equipments (knives, boars, crates, hook, etc.) should be used for different meat.
- GA8.3 Detergents, sanitizers and disinfectant should conform to public health requirements and should not be allowed to come in contact with meat. Any residues of these cleaning agents used for the washing of the floors, walls and equipment should be removed by thorough rinsing with potable water.
- GA8.4 All the cooling and storage equipment should be cleaned at regular intervals and should be well maintained. There should be a schedule for cleaning and the functioning of the refrigerators and freezers should be ensured as a part of temperature control with proper recording.
- GA8.5 A minimum space of 30 centimeter space should be maintained between the two meats hung through the stainless steel hook. Beef or pork should be hung or placed in suitable corrosion-resistant trays, in a manner to permit an adequate circulation of air around the meat.
- GA8.6 Chicken and fish must be stored in the deep freezer and sold directly from the deep freezer. Deep freezer must not be loaded beyond its design capacity. It must be functioning all the time and required temperature must be maintained. All the cooling and storage equipment should be cleaned at regular intervals and it should be well maintained. The condition and cleanliness of the chillers and freezers shall be checked by the owner or supervisor in the morning and evening once to make sure that it functions properly.
- GA8.7 Where chemical additives are used to prevent corrosion of equipment and containers, it should be done following the good chemical practices.

- GA8.8 Record of compliance of the cleaning procedures should be maintained by the meat shop owner/manager.
- GA8.9 Preparation and consumption of food inside the meat shop should be strictly prohibited.
- GA8.10 The meat owners should keep record of meat received and sold along with details of the supplier for traceability.
- GA8.11 A sign board indicating the type of meat should be displayed prominently.
- GA8.12 Different types of meat should be displayed separately on the display counter and should be stored in different freezers to prevent cross contamination.
- GA8.13 For processing the meat of multiple species, it should be carried out on different line or at different time to prevent cross contamination between species.
- GA8.14 Meat should be hung in a manner that prevents drips from one piece falling onto another. Distance between meat and the side wall should be at least 12 inches. Meat must not come in contact with walls and must be hung so that lower end of the meat is at least a meter above the floor level.
- GA8.15 All types of meat sold should be wrapped in clean suitable packaging material (edible grade plastic foil used for wrapping food) sufficient enough to protect the meat from contamination. Packaging material should be stored and used in clean and sanitary manner.
- GA8.16 The chopping/cutting of the meat should be performed on the chopping board/table which should be 1 meter above the floor. Cutting/chopping of meat on the floor should be strictly prohibited. No other person other than those registered with the BAFRA office shall be allowed to handle and sell meat.
- GA8.17 A certificate issued by the BAFRA officials certifying the suitability of meat as “FIT FOR HUMAN CONSUMPTION” should be displayed at the place where the consumer can easily read it.
- GA8.18 All salesperson should issue cash receipt to the customers for every meat sold for traceability and other purposes.
- GA8.19 The meat shop should have WHITE BOARD clearly reflecting the rates of each meat items.
- GA8.20 The meat waste/offal from the meat shop should not be allowed to feed the dogs or other animals. It should be collected in the waste bin and disposed off properly.
- GA8.21 All meat packaging materials should be of biodegradable food grade plastic.
- GA8.22 Any complaint lodged by the customer should be recorded and inform to the BAFRA officials.

## Glossary

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- Food safety: Assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.
- Contaminant: Any biological or chemical agent, foreign matter, or other substances not intentionally added to food products that may compromise food safety or suitability.
- Control measures: Any action that can be used to prevent or eliminate food safety hazards or reduce it to an acceptable level.
- Meat handler: Any person who directly handles meat, meat products or meat equipment or utensils or food contact surfaces and is therefore accepted to comply with meat hygiene requirement.
- Meat hygiene: All conditions and measures necessary to ensure the safety and suitability of meat at all stages of food chain.
- Inspection: Evaluating for conformity by measuring, observing, testing or gauging the relevant characteristics to assess compliance with specified standards.
- Potable water: Water which is fit for human consumption as per the standard prescribed by WHO
- Medical certificate: Certificate issued by registered Bhutanese medical officer confirming the state of health of the meat handlers a person.
- Fit for human Consumption certificate: A certificate issued by BAFRA officials upon inspection of meat declaring it fit for consumption.
- Ante-mortem inspection: Inspection of live animals and birds prior to being slaughtered.
- Post-mortem inspection: Inspection of the carcasses and parts of meat and poultry used for human food.
- Retail meat shop: Any outlets designated for the sale of meat and meat products which is registered with BAFRA or Ministry of trade
- Primary products: Those products, coming directly from the slaughtered animals, including meat, offal, raw fats, fresh hides and skins.
- Processed products: These are derived from the processing of primary products and include sausages, lard and salted hides.
- Meat can be defined as " edible carcass of cattle, sheep, swine, goat, yak, poultry or carcass of other animals accepted by the people for consumption)
- Edible offal are those edible parts or organs of the animals, other than fats, which are usually separated in the course of the preparation of the carcasses at slaughterhouse

## Amendments

The Bhutan Agriculture & Food Regulatory shall amend the guidelines periodically based on the changing food safety needs of the country and new developments in meat safety.

## References

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1. Guideline of Humane, Handling, Transport & Slaughter of Livestock (FAO & HIS, 2001)
2. Meat Processing Technology for small to medium scale procedures (FAO, 2007)
3. Manual on good practices for meat industry (FAO, 2004)
4. Manual on Simple method of meat Preservation (FAO, 1990).
5. Training Manual for Meat Handlers (BAFRA, 2014).

## Annexure

### Inspection checklist for meat shop

<b>Name of BAFRA Office:</b> .....	<b>Name of Inspector/Official:</b> .....	<b>Date (DD/MM/YY)</b> .....	<b>Time (1-24 hrs.)</b> .....
<b>Name of Meat shop:</b> .....	<b>License Number:</b> .....	<b>Name of Location:</b> .....	
<b>Reasons for Inspection (Please <input checked="" type="checkbox"/> one):</b> <input type="checkbox"/> Regular <input type="checkbox"/> Follow-up <input type="checkbox"/> Complaint <input type="checkbox"/> Others: .....			

SN	REQUIREMENTS (Please either <input checked="" type="checkbox"/> Yes/No)	YES	NO	CORRECTIVE ACTIONS /REMARKS
<b>1</b>	<b>BUILDING AND FACILITIES</b>			
1.1	Outside premises of meat shop is kept clean			
1.2	Foul odour is not present in the premises meat shop			
1.3	Drainage is proper and maintained clean and not waterlogged			
1.4	Main doors to meat shop has mesh screens, are well-sealed, and are equipped with a self-closing device			
1.5	Floor, wall, windows, tables, chairs, etc are all clean			
1.6	Internal 'linings' of meat shop is smooth, impervious, corrosion-resistant materials and easy to clean and disinfect			
1.7	Washable waterproof paint is used for inner walls of meat shop			
1.8	Floor of meat shop is made up of concrete, marble or tiles, non-absorbent, easy to clean and disinfect			
1.9	Ceiling is non-absorbent and easy to clean and disinfect			
1.10	There is adequate lighting facilities with clean fittings			
1.11	The installation of equipment and their designs are appropriate with adequate cleaning and maintenance space provision			
1.12	Meat display tables are clean and made of marble, tiles, or concrete slab with aluminum or stainless steel lining over it.			
1.13	The meat shop has adequate drainage facilities to enable washing and cleaning of the floor			
1.14	There is separate workers changing and dining rooms in appropriate location.			

1.15	The workers' changing room is clean			
1.16	There is adequate number of exhaust fans for ventilation			
1.17	Notice board is available displaying Fit for Human Consumption issued by BAFRA			
	<b>Hand washing facilities</b>			
1.18	There is hand washing facility for customers in meat shop			
1.19	There is hand washing facility for employees in meat shop			
1.20	Hand-washing facilities of are kept clean			
1.21	Hand-washing facilities are equipped with soap and scrubbing brush			
1.22	Clean towels, paper towels or hand-dryer is available			
1.23	There is running water in all hand-washing facilities			
1.24	Proper hand-washing method chart is available in all the hand washing facilities and is being adopted by the employees.			
	<b>Toilets</b>			
1.25	There is toilet facility			
1.26	Toilet is located at appropriate location			
1.27	Toilet is operational and clean			
1.28	Toilet is equipped with toilet paper or water			
1.29	Toilet has hand-washing facility			
1.30	Toilet's hand washing facility is kept clean			
1.31	Toilet has running water available all the time.			
<b>2</b>	<b>PERSONAL HEALTH AND HYGIENE (Specify No.)</b>	<b>Total FHs who require</b>	<b>Total FHs in compliance</b>	
2.1	Meat Handlers (MHs) are trained and possesses valid Meat Handler's license.			
2.2	MHs displayed ID cards issued by BAFRA			
2.3	MHs have signed Health Requirement Form.			
2.4	MHs are with clean and proper attire (apron)			
2.5	MHs are with clean and proper boots			
2.6	MHs are with clean and effective hair restraints			
2.7	MHs are not wearing jewelry, rings, watches and bangles			
2.8	MHs have clean, short and unpainted nails			
2.9	MHs are not eating, chewing tobacco, and doma or smoking in meat shop			
2.10	MHs have covered well burns, wounds, sores or scabs, or splints if any			
2.11	MHs are suffering from an illness, infection or injuries that can contaminate meat and meat products.			
<b>3</b>	<b>MEAT HANDLING PRACTICES</b>	<b>YES</b>	<b>NO</b>	
3.1	MHs are washing their hands properly, frequently, and at appropriate time			
3.2	MHs are using clean and dry towels or hand dryers			
3.3	MHs are not stepping their feet on meat during loading and unloading of meat			

3.4	No other person other than those possessing MH's licence issued by BAFRA is allowed to handle meat			
3.5	Meat of different species of animals are stored separately and without coming into contact with one another			
3.6	Meat of different species of animals are displayed separately and without coming into contact with one another			
3.7	Edible offal like livers, lungs, kidneys, stomach, etc are displayed separately without coming in contact with other meat			
3.8	Edible offal like livers, lungs, kidneys, stomach, etc are properly cleaned			
3.9	Trotters are cleaned and displayed away from other meat			
3.10	Head of animal species are de-haired, dehorned and cleaned properly and displayed away from other meat			
3.11	No meat item is kept or stored on the floor			
3.12	Meat are stored in clean freezer			
3.13	There is adequate number of meat freezers			
3.14	All Meat freezers are in working condition and maintain at appropriate storage temperature ( $\geq -18^{\circ}\text{C}$ )			
3.15	Meat are hung in a manner that precludes drips from a piece falling onto another meat			
3.16	Distance between lower part of meat and floor level is $\geq 1$ meter			
3.17	There is sufficient number of fans to maintain adequate and continuous circulation			
3.18	Separate chopping boards are used for meat of different species of animals			
3.19	Separate knives, or knives are washed and cleaned properly between uses for meat of different species			
3.20	First-in First-out (FIFO) system of meat is in practice			
3.21	Water and ice used are potable and safe			
3.22	Packaging materials are clean, safe and food grade			
3.23	Customers or visitors are not allowed entry into meat storage area			
3.24	Hooks used for hanging meat quarters are made of stainless steel rods (rust-free)			
3.25	Rods used for hanging meat are made of stainless steel			
3.26	Adequate preventive measures are taken at points where hazards (physical, chemical and biological) could be introduced into meat			
3.27	Meat shop equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use			
3.28	There is no build-up of blood, meat waste, food or other materials in meat shop			
3.29	Floor of meat shop is cleaned and washed properly with potable water at the end of every day			
3.30	Chicken, fish, crustaceans are transported in cool pack boxes			

3.31	Meat transport vehicles are cleaned, washed and disinfected after unloading and before loading			
3.32	Meat is transported in vehicles equipped with enclosed compartment to protect meat from dust, dirt, flies and other sources of contamination			
3.33	Rotten meat is not displayed for sale (all spoiled meat must be disposed-off safely)			
3.34	Meat waste (including bile and intestine of fish) are disposed properly in waste bins			
<b>4</b>	<b>GARBAGE STORAGE AND DISPOSAL</b>	<b>YES</b>	<b>NO</b>	
4.1	Garbage bins are clean and kept covered			
4.2	Garbage bins are not overflowing			
4.3	Separate waste bins for organic waste and other waste are available			
<b>5</b>	<b>PEST CONTROL</b>	<b>YES</b>	<b>NO</b>	
5.1	Appropriate measures are taken to control contamination of meat from the environment. For example self-closing door, window screens, etc			
5.2	The meat shop is free of pest like rodent, houseflies, cockroaches, ants or insects			
5.3	Regular schedule of pest control and management is in practice			
5.4	There is a documentation of chemicals used for pest control			
5.5	Pesticides and application equipment are stored safely and away from meat			
5.6	Appropriate facilities to avoid entry of dogs, cats and other pet animals are present in the meat shop			
<b>6</b>	<b>LOCATION OF THE MEAT SHOP</b>	<b>YES</b>	<b>NO</b>	
6.1	The shop is located away from the Industrial area and any other establishments that produce toxic elements & smoke			
6.2	The shop is located away from the public toilet and other dumping yards			
<b>Signature of the Owner/Manager/Representative:</b> .....				
<b>Name of the Owner/Manager/Representative:</b> .....				
<b>Contact Number:</b> ..... <b>Contact Email:</b> .....				

## Medical screening for meat handlers

**Part I & II of this form to be completed by the applicants:**

<b>Part I : Personal Information</b>		
<i>Name</i>	<i>Nationality</i>	<i>CID/Permit No:</i>
<i>Date of Birth:</i>	<i>Sex</i> <i>Male</i> <i>Female</i>	<i>Occupation:</i>
<i>Residential Address:</i>		
<i>Contact No:</i>		

<b>Part II: Medical History (To be declared and signed by the applicant)</b>						
		<i>Yes</i>	<i>No</i>		<i>Yes</i>	<i>No</i>
<i>1</i>	<i>Mental Illness</i>			<i>2</i>	<i>Diarrhoea/vomiting in last 7 days</i>	
<i>3</i>	<i>Fever since &gt; one week</i>			<i>4</i>	<i>Tuberculosis</i>	
<i>5</i>	<i>Skin trouble affecting hands, arms or face</i>			<i>6</i>	<i>Boils, sties or septic finger</i>	
<i>7</i>	<i>Discharge from eye, ear, gums/mouth</i>			<i>8</i>	<i>Recurring skin or ear infection</i>	
<i>9</i>	<i>Recurrent bowel disorder</i>			<i>10</i>	<i>Visual problem</i>	
<i>11</i>	<i>Have you ever had, or are you know to be a carrier of typhoid/paratyphoid</i>			<i>12</i>	<i>Hearing Impairment</i>	
<i>13</i>	<i>Fainting attack/blackouts</i>					
<i>I declare that all the information given above is correct and true. I also understand that I may be liable for actions by the concerned authority for providing false or misleading information.</i>						
<i>Signature of the applicant.....</i>				<i>Date: .....</i>		

**Part III: Physical examination (To be completed by a registered medical or health person only)**

<b>A. General</b>		<b>Normal</b>	<b>Abnormal</b>
<i>1</i>	<i>Pulse rate.....per min</i>		
<i>2</i>	<i>Blood pressure...../.....mmHg</i>		
<i>3</i>	<i>Discharge from eye, ear, gums/mouth</i>		
<i>4</i>	<i>Skin trouble affecting hands, arms or face</i>		
<i>5</i>	<i>Fever</i>		
<i>6</i>	<i>Boils, sties or septic finger</i>		
<i>7</i>	<i>Sore throat with fever</i>		
<b>B. Investigations</b>		<b>Positive</b>	<b>Negative</b>
<i>8</i>	<i>Jaundice</i>		
<i>9</i>	<i>Cholera</i>		
<i>10</i>	<i>Typhoid</i>		

<b>Part IV: Certification &amp; Declaration</b>
<i>I certify that the person is: (check only one option)</i>
<ol style="list-style-type: none"> <li><i>1. FIT</i></li> <li><i>2. UNFIT, Specify reasons: .....</i></li> </ol>
<i>Name &amp; Signature of the examining medical or health person</i>



**Clearance for establishment of meat shop**

The Bhutan Agriculture and Food Regulatory Authority (BAFRA), Ministry of Agriculture and Forests (MoAF), Phuentsholing is pleased to issue clearance to Mr./Mrs.....  
CID no. .... from .....village,  
..... geog,.....dzongkhag for establishment of retail outlet for  
.....at .....location.

This clearance is issued in accordance with the feasibility study carried out by BAFRA, MoAF, Office Name..... on..... (date)

This clearance is subject to the following general terms and conditions:

- The holder of this clearance shall ensure that the proposed activity is implemented in line with the Livestock Act of Bhutan 2001 and the Livestock Rules and Regulations of Bhutan 2017 or any other regulatory norms in effect.
- In addition to meeting Sections 6.1 and 7.1 of the Livestock Act of Bhutan, 2001 and sections 83 - 94 and section 129 - 135 of the Livestock Rules and Regulations of Bhutan 2017, the holder shall also meet the Section 24 of the Food Rules and Regulations of Bhutan 2017 which is about the requirement to meet minimum hygiene requirements for food business (General Principles of Food Hygiene of the Codex Alimentarius).
- The holder shall ensure that this clearance is valid only for the establishment of a retail outlet for .....items in ..... village, .....geog under ..... Dzongkhag and not for any other purposes and at any other place.
- Failure to comply with the norms for establishment and operation of meat retail outlet shall be dealt as per the provisions of the Livestock Rules and Regulations of Bhutan 2017 and Food Rules & Regulation of Bhutan, 2007.
- The scope of this clearance is limited to establishment of a retail ..... and do not vouch for the clearances required by other stakeholders.

However, the holder of this clearance shall be aware that the proposed firm, once established is subject to inspection any time and again and regular monitoring by BFARA, MoAF,..... for compliance with set norms.

**Officer In-charge**

**Name (Inspection carried out by:**

**Phuntsholing**

**Designation:**

Copy:

1. Director General, BAFRA, MoAF, Thimphu for kind information

