

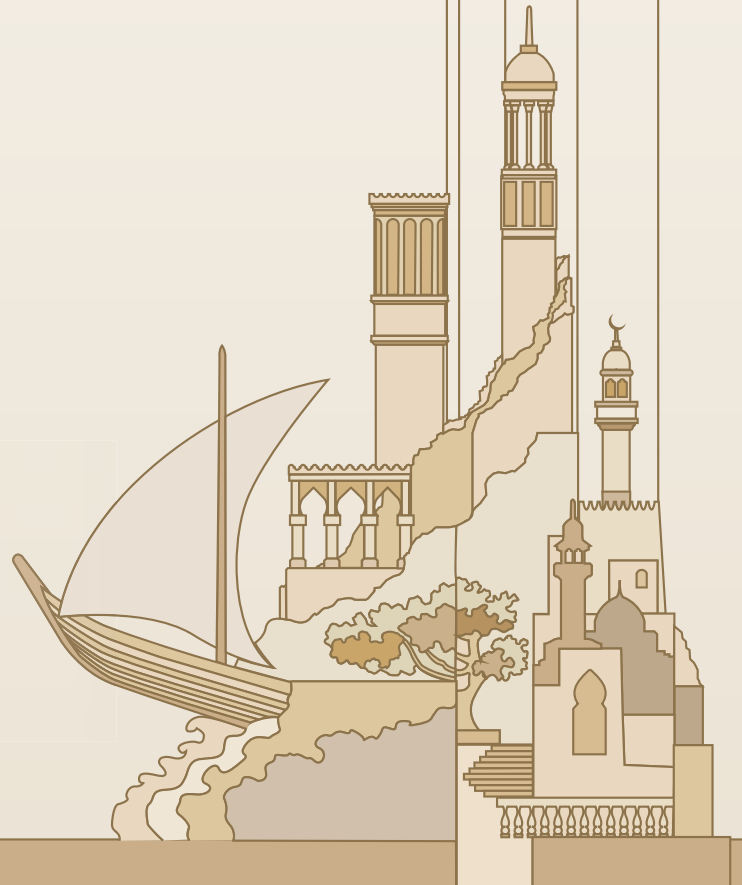


الإمارات العربية المتحدة – حكومة الشارقة  
بلدية مدينة الشارقة  
United Arab Emirates – Sharjah Government  
SHARJAH CITY MUNICIPALITY

# Food Control Section's Procedures Manual

Public Health Department  
Food Control Section  
2019

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## Introduction

This manual has been prepared to be a reference for all requirements and procedures of the services provided by the Food Control Section, allowing easy access to them.

### **Manual Contents:**

1. Food establishment licensing procedures.
2. Foodstuff transport and distribution permit procedures.
3. Automatic vending machine permit Procedures.
4. Mobile food vehicle permits procedures.
5. "Ettimad" home license approval procedures.
6. Procedures for issuing a no-objection certificate for supplying food to a private school canteen.
7. Procedures for issuing a permit to sell meals during the month of Ramadan.
8. Procedures for issuing a permit to display food products outside premises during the month of Ramadan.
9. Procedures for issuing a permit to display five-gallon drinking water bottles.
10. Food label approval Procedures.
11. Food product registration Procedures.
12. Procedures for approval of food products promotional campaign
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14. Procedures for issuing foodstuff export validity certificate.
15. Procedures for issuing a local marketing certificate.
16. Auditing procedures for the issuance of GHP implementation certificate.
17. Procedures for issuing to-whom-it-may-concern certificate - under health supervision.
18. Procedures for destroying foodstuffs and issuing a certificate of destruction.

## Definitions

<b>UAE</b>	United Arab Emirates
<b>Municipality</b>	Sharjah City Municipality
<b>FCS</b>	Food Control Section of Sharjah city municipality
<b>Law</b>	Federal Law No. 10 of 2015 on food safety.
<b>Inspector</b>	Approved person by the Food Control Section to conduct inspection on food establishments.
<b>Food establishment</b>	licensed establishment, whether fixed or mobile facility, to trade in food permanently or temporary. Any material or part thereof, manufactured or semi-manufactured, meant for human consumption by eating or drinking, including beverages, bottled drinking water, pickles, spices, gum and any component used in food manufacturing, preparation or processing, and not including cosmetics, tobacco or any materials that are only used as drugs.
<b>Food</b>	
<b>Food health</b>	All conditions and measures that are necessary for control risks and ensuring food safety and validity throughout the food chain. A mandatory regulatory activity aimed at protecting consumer health, ensuring food safety during its handling stages, ensuring its conformity with health and quality requirements, and labeling it in an accurate and clear manner in accordance with the regulations and decisions in force.
<b>Food control</b>	
<b>Food chain</b>	All the stages the food goes through from the initial production until it reaches the consumer, including the stages of its manufacture, preparation, processing, packaging, processing, transportation, storage, distribution, display, serving and sale.
<b>Trading</b>	Food production, manufacturing, processing, preparation, packaging, repackaging, transporting, importing, storing, distributing, serving, displaying, selling, exporting, or re-exporting it at any stage of the food chain.
<b>Consumer</b>	anyone consuming food for his personal needs or the needs of others.
<b>Shipment</b>	A specified amount of food that includes one or more batches that are usually included in the same health certificate and other documents.
<b>Technical Regulations</b>	The document specifying the characteristics of the service, product, production methods, management systems, terminology, symbols, data, packaging, marking, and labelling requirements that apply to the product or methods of production, or that are limited to any of them. The conformity with these requirements is mandatory according to the specifications and standards in force in the UAE.
<b>Food label</b>	Any statement, mark, or anything graphic or descriptive, whether written, printed, drawn, marked, embossed, stamped, or affixed to the food packaging, in addition to any document or information annexed, contained, related, or accompanying the food.

### **Food safety systems**

Organized scientific methods aimed at the prior identification of risk sources, evaluating these sources and taking the necessary measures to ensure food safety.

### **GHP**

Good Hygiene Practices related to the conditions and measures necessary to ensure food safety and validity throughout the food chain.

### **Hazard Analysis Critical Control Points (HACCP)**

A scientific system that identifies and assesses the points of risk sources affecting food safety during the food production process, in order to control them.

### **Auditing**

An independent, documented, structured process that is conducted to obtain specific evidence, and evaluate it to determine objectively, whether it meets the pre-defined criteria.

## Licensing of Food Establishments

### General requirements for food handling facilities:

- All food establishments must have valid licenses issued by the official licensing authorities before starting the activity.
- Upon starting to license a food establishment, the investor must choose an appropriate food activity for the business that he wishes to conduct in the establishment.
- The type of activity in the license must be food related.
- The establishment must comply with the licensed activity.
- No change or addition should affect the original plan or the sequence of operations in the existing facilities without obtaining prior approval from the Food Control Section.

### Food establishment licensing procedures:

1. Obtaining the trade name from the Sharjah Economic Development Department (SEDD) and specifying the activity.
2. Submitting the title deed, plot plan, and engineering drawing for stores.
3. Initial inspection of the establishment by an inspector of the licensing unit at the Food Control Section in terms of the area, suitability of the site and the external environment, and issuing of the initial report.
  - In the event that there are joint activities under the supervision of other authorities, the approval of such authorities must be obtained.
4. Approaching the SEDD for the technical assessment.
5. Attestation of tenancy contract.
6. A detailed plan in Arabic, showing all the fittings and internal divisions of the premises, should be submitted to the Food Control Section for approval. The plan must include the following details:
  - The space designated for preparing, cooking and storing food, and the customer sitting area.
  - Sanitary facilities.
  - Windows and HVAC systems.
  - The places of all equipment and the way they are arranged.
  - Entrances and exits of the premises.
  - Utensils area and hand washing facilities.
7. Approaching the Engineering Department of the Municipality for approval of the plan from the engineering perspective, and obtaining a decoration permit for activities and fittings that require such permit.
8. Approaching the Drainage Department of Municipality for installing the fat trap, especially for activities related to the food preparation such as (restaurants, cafeterias, traditional kitchens, food catering – confectionaries, etc.).
9. Final inspection of the facility by the inspector of the licensing unit in the Food Control Section after completing decoration works and preparing the entire site as per the previously approved plan.
10. Issuing the final report (final approval) for completing the licensing procedures by the SEDD.

### P.S.

- If the licensing procedures are not completed, the final report still can be issued after paying a security deposit to the FCS, and undertaking not to practice the activity until all the licensing procedures have been completed.

### FCS Requirements regarding the preparation of plans for the food establishments that are subject to the application of the HACCP system

1. Entering into a contract with a food consultancy company approved by the Municipality.
2. Submitting engineering plans that show the fittings, interior divisions and dimensions of the premises, approved by the food consultancy company.
3. The said plans must be in compliance with the HACCP and the health requirements set by the municipality.
4. The following must be taken into account when submitting the plans:
  - They must be colored.
  - They must show the movement of workers, raw materials, final product and sewerage.
  - They must show the type of air conditioning and ventilation and its distribution in all parts and sections of the premises.
  - They must show the pictures of the devices, machines and equipment in the premises.
  - They must show the dimensions and spaces of the sections.
  - They must indicate the type of product(s) along with the production chart.
  - They must show the surrounding area and streets to the premises.
  - A table of the symbols and terminology mentioned in the diagram must be attached with the plans.
  - The direction of the plans must be clear.
  - Keeping a cell to the right side of the plan to affix the stamp of the food consultancy company and details of approval by the Municipality.
  - Details of the drawings should be in Arabic and English.
  - The drawings should be submitted on A01 size paper.
5. Approaching the FCS to set a date for discussing the plans in the presence of the municipality-approved consultant of the food consulting company and the investor or establishment's in-charge person.

### Place of service

FCS building, Al Nasiriya Area.

### Health requirements to be met at food handling establishments

#### Location:

The location of a food establishment must be away from unpleasant odors, smoke, dust or other pollutants that may pose a health hazard to its operations.

#### Design:

The design of a food establishment must be appropriate for the food activities to be practiced to ensure streamlined operation processes. The food preparation areas must be separated from toilets, storage areas for cleaning materials and chemicals. The design should not allow pests, insects, birds and environmental pollutants like smoke and dust to enter or stay in the premises.

### Space Requirements:

The area of the food establishment must be sufficient to carry out the required operations according to the activity that will be practiced within the premises, and therefore the total area of the food establishment must not be less than the requirements stipulated below:

S/N	Activity	Minimum Area Required	Remarks
1	Restaurant A	Kitchen (65 m <sup>2</sup> ) + storage area (10 m <sup>2</sup> ) = 75 m <sup>2</sup>	Hall area is up to the discretion of the investor
2	Restaurant B	Kitchen (40 m <sup>2</sup> ) + Storage (10 m <sup>2</sup> ) = 50 m <sup>2</sup>	
3	Restaurant C	Kitchen (25 m <sup>2</sup> ) + Storage (10 m <sup>2</sup> ) = 35 m <sup>2</sup>	
4	Cafeteria A	(15 m <sup>2</sup> ) for kitchen + (10 m <sup>2</sup> ) for storage area + (5 m <sup>2</sup> ) for shawarma = 30 m <sup>2</sup>	"Shawarma" includes making sandwiches, and hot and cold drinks
5	Cafeteria B	(15 m <sup>2</sup> ) for kitchen + (10 m <sup>2</sup> ) for storage area = 25 m <sup>2</sup>	"Making sandwiches" includes hot and cold drinks
6	Cafeteria C	(10 m <sup>2</sup> ) for kitchen + (5 m <sup>2</sup> ) for storage area = 15 m <sup>2</sup>	"Ready sandwiches" include hot and cold drinks – café
7	Display and cooking fish and sea food	Kitchen (25 m <sup>2</sup> ) + storage area (5 m <sup>2</sup> ) + fish display (5 m <sup>2</sup> ) = 35 m <sup>2</sup>	
8	Cooking and grilling fish and sea food	Kitchen (25 m <sup>2</sup> ) + Storage (5 m <sup>2</sup> ) = 30 m <sup>2</sup>	
9	Traditional restaurant	150 m <sup>2</sup>	In industrial and commercial areas only
10	Café	10 m <sup>2</sup> (display and serving area should not be less than 10 m <sup>2</sup> )	This activity is limited to selling sandwiches and ready-made drinks only
11	Charcoal Grill	kitchen (20 m <sup>2</sup> ) + storage area (5 m <sup>2</sup> ) + grill area (5 m <sup>2</sup> ) = 30 m <sup>2</sup>	
12	Selling cold and hot drinks, fresh juices, and ready-made sandwiches	Kitchen (10 m <sup>2</sup> ) + Storage area (5 m <sup>2</sup> ) = 15 m <sup>2</sup>	
13	Making pastries and pies	20 m <sup>2</sup> (for the making and preparation site)	
14	Preparing traditional desserts and sweets	Sweets making and preparation site (40 m <sup>2</sup> ) + storage area (10 m <sup>2</sup> ) = 50 m <sup>2</sup>	
15	Tanoor bakery	Preparation and storage (10 m <sup>2</sup> ) + oven and sale area (10 m <sup>2</sup> ) = 20 m <sup>2</sup>	
16	Supermarket (department store)	60 m <sup>2</sup>	+ 20 m <sup>2</sup> (when adding a butchery) + 16 m <sup>2</sup> (when adding a fish section)
17	Grocery	30 m <sup>2</sup>	
18	Selling ice cream	15 m <sup>2</sup>	Selling only

19	Making and selling ice cream	50 m <sup>2</sup>	
20	Retail sale of sweets and chocolates	15 m <sup>2</sup>	
21	Retail sale of coffee, nuts, spices	15 m <sup>2</sup>	
22	Retail sale of bakery products	15 m <sup>2</sup>	
23	Booth	Not defined	
24	spices grinding and selling	40 m <sup>2</sup>	
25	Wholesale trade of food	70 m <sup>2</sup>	
26	Selling honey and its products	15 m <sup>2</sup>	
27	Food factories	200 m <sup>2</sup>	Depending on the activity and equipment used in manufacturing and production lines
28	Automated bakery, desserts and pastries	300 m <sup>2</sup>	Depending on the activity and equipment used
29	Sweets and pastry manufacturing	150 m <sup>2</sup>	Depending on the activity and equipment used
30	Roasting coffee and nuts	200 m <sup>2</sup>	Depending on the activity and equipment used
31	Food catering	150 m <sup>2</sup>	Depending on the activity and equipment used
32	butcheries	13 m <sup>2</sup> (at Souq Al Jubail) 20 m <sup>2</sup> (at consumer complexes) 30 m <sup>2</sup> (independent activity outside Souq Al Jubail).	

### Flooring:

Flooring shall be made of durable materials which is crack free, smooth, light in color, impermeable and not absorbent to liquids, easy to wash and clean, with enough slope to allow liquids drain into sufficiently sized floor ducts. The touch areas between the floors and walls must be arched (without corners) to facilitate cleaning and disinfection and to prevent the accumulation of pollutants.

### Walls:

Walls shall be constructed of durable materials free from cracks, impermeable and not absorbent to liquids, easy to wash and clean. The internal walls in the kitchens and food preparation area shall be made of easy-to-clean, smooth materials (such as ceramic or stainless steel) and of light color. The wall should be at least two and a half meters high from the ground. the upper part of the walls can be painted with suitable, washable and easy to clean paint.

### Ceilings:



Ceilings shall be constructed of durable materials free from cracks, coated with a light color, suitable, washable and easy-to-clean paint. The false ceilings can be used as long as they are smooth, easy to clean, and made of impermeable and not absorbent material

P.S.: The civil defense's approval on the ceiling may be required in some cases.

#### Manholes:

The manholes must be effective in removing wastewater, and must have removable and easy to clean covers. The sewer pipes should be properly sloped, and connected by the fat trap to the drainage system.

#### Mezzanine & stairs

The mezzanine floor must be constructed of solid or metallic materials, and has sufficiently high edges to prevent pollutants from falling on the surfaces it. It not allowed to have a mezzanine floor above the food preparation areas, unless the mezzanine was approved in the original building plan. The stairs must be made of non-absorbent, solid, easy to clean and anti-slipping materials.

#### Equipment & Tools

Establishments should use equipment and tools made of safe and appropriate materials that do not affect food safety and quality, and that are resistant to breakage, cracking and deforming. The equipment should be able to be moved and removed, and be easily maintained, cleaned and sterilized.

The areas of contact between fixed equipment and the floors, walls and adjacent equipment must be completely closed. That equipment should be separated by suitable distances that allow cleaning under and around them.

#### Illumination:

Food facilities must have sufficient lighting, whether natural or industrial, to ensure a safe and healthy environment for the production of food, and to facilitate the cleaning process in the premises. The bulbs must break resistant or shielded with break-resistant covers.

#### Ventilation:

Food facilities shall be provided with adequate ventilation to prevent overheating and condensation of steam, and to facilitate the removal of polluted air. The ventilation system design and installation must be sufficient in number and capacity.

#### Storage Areas:

Food facilities should provide storage areas with sufficient space for the materials required for work and production. The shelves must be available in sufficient numbers to ensure that all materials are stored above the ground and at a reasonable distance from the walls to facilitate cleaning operations. The shelves should be made of strong, durable and easy to clean materials.

#### Water Supply

Food facilities must have an adequate supply of drinking water for the cleaning and preparation of food. There should be an adequate supply of hot water for all cleaning activities.

#### Solid Waste Disposal

Adequate number of suitable waste containers must be provided.

#### Fat & Grease Traps

Fat traps of appropriate quality and type must be installed in accordance with the type and size of the business activity.

#### Hand Wash Basins

Hand basins should be provided in an adequate number, depending on the type and size of business activity. They should be located in a convenient and accessible places, and be provided with liquid soap and tissues.

#### Toilets and dressing areas:

Food handlers must have adequate toilet facilities in an appropriate location. The toilet facilities must be properly closed, with good lighting and ventilation, and equipped with a hand wash basin in addition to liquid soap and tissues.

The toilets must be completely separated from the food preparation area. Rooms for changing clothes must be provided at the premises, if workers routinely change their clothes in the food establishment. These rooms must be equipped with lockers or other appropriate means to store workers 'belongings.

#### Cleaning facilities:

The food establishment must provide appropriate places for storing cleaning equipment and materials. These places must be away from food handling areas.

#### Exits or openings leading to the outside of the premises:

The openings that lead to the outside of the premises must be protected by appropriate means such as protection nets, well-designed air curtains, or any other effective means to prevent entry of pests.

## Food Transport and Distribution Permits

1. Fill and submit a signed and sealed application form for a permit to transport and distribute food. The following documents to be attached with the application:
  - A permit request form submitted by the company and stating the type of foodstuff.
  - A copy of a valid trade or industrial license.
  - A copy of the valid vehicle registration card.
  - A copy of the valid occupational health card of the vehicle's driver.
  - A copy of the warehouse license or attested lease contract.
  - A copy of the HACCP certificate (for industrial facilities and catering activities).
  - A copy of the conformity certificate issued by the Emirates Authority for Standardization and Metrology (ESMA) for products that require such certificate.
  - A copy of the product registration certificate issued by the FCS (for the 5-water-gallon bottles).
  - The original permit in case of renewal.
2. Vehicle inspection test by the competent inspector.
3. If the vehicle passes the inspection test, the permit fees will be collected and fines, if any, must be paid.
4. Enter the data into the system and then print the permit.

#### **Service Center Location:**

Suburbs Municipalities department, Customer Service Sector, Fifth Industrial Area.

## Conditions and requirements for food transport vehicles

(According to Ministerial Decision No. (577) of 2013 regarding the unified guide to food transport).

### Food transport vehicle be in compliance with the following:

1. be able to maintain throughout the transportation period an appropriate temperature, humidity and other conditions necessary to protect food from the growth of harmful and unwanted microbes, or any spoilage that makes food unfit for consumption.
2. provides enough space for food loading and unloading operations, and allows freedom of movement, inspection and air circulation.
3. The food transport vehicle must be specially designed to ensure the following:
  - Allowing easy cleaning, disinfection, disposal of cleaning water, and sterilization.
  - Be very convenient and easy to maintain.
  - Be closed and covered on all sides during transportation.
  - Preventing entry of insects and external pollution.
  - Helping to implement good hygiene practices in food handling, including protection from cross contamination.
  - Allowing concerned persons to monitor and control temperature, humidity and other conditions inside the vehicle.
  - Made of materials that can be washed and disinfected.
  - The vehicle interior must be insulated with a liner that has a smooth, cleanable, waterproof and non-rusting surface.
  - The flooring surfaces must be made of impermeable, waterproof, non-absorbent, non-slip, washable and non-toxic materials that allow adequate cleaning. The flooring must be so sloping that it can drain liquids to the outside, when appropriate.
  - Ceilings and overhead fixtures should be easy to clean and made of light-colored materials. They should be built and polished in a way that prevents dirt build-up and reduces accumulation of dirt, mold growth or particles falling.
  - Wall surfaces and wall dividers should be made of impermeable, water-resistant, non-absorbent, non-toxic, washable and light-colored materials, and walls should be smooth and polished, when necessary. The wall surfaces must be of adequate height and be easy to clean and disinfect.
4. The cooling devices in the food transport vehicle should be appropriate to the temperature of the foodstuffs to be transported, and the temperature of the returning air should be as follows:
  - a. Refrigerated foodstuff at a temperature of  $-3^{\circ}\text{C}$  -  $5^{\circ}\text{C}$ .
  - b. Frozen food at a temperature of  $-18^{\circ}\text{C}$  or less.
  - c. For uncooling vehicles transporting dry or canned foodstuffs, the temperature should not exceed  $30^{\circ}\text{C}$  with adequate ventilation to allow the temperature and humidity level of the vehicle to be reduced to an appropriate level. In all cases, these means of transportation must be sufficiently covered to prevent the entry of pests and other physical pollutants such as dust, etc.
  - d. Other foodstuff, including long-life foods, should be kept at adequate temperatures that prevent any risk to human health, and according to the appropriate temperature for each food item.
  - e. Thermally insulated and properly closed containers should be used when transporting prepared food by motorcycles or bicycles.
  - f. The temperature inside the hot food transport vehicle should be at ( $> + 60^{\circ}\text{C}$ ).

5. Providing the tanks used to transport water or liquid foodstuffs with tubes that are easy to dismantle and install, and are made of food grade materials, resistant to rust and non-toxic, chemically inert and easy to clean and disinfect such as stainless steel.
6. Providing adequate lighting within the storage space in the food transport.
7. Providing suitable barriers to separate different foodstuffs items within the food transport vehicle.
8. For hanging frozen and frozen carcasses, hooks of food grade materials that are rust-proof and non-toxic, chemically inert and easy to clean and disinfect should be installed.
9. Refrigerant fluids must be used on the basis of their safety and risk assessment by the competent authorities during inspections. The necessary procedures must be established to detect any leakage of refrigerants.

### Special requirements for means of transport, delivery or transport of food items

In addition to the requirements mentioned previously, the following must be adhered to:

#### 1. Dry and canned food transport vehicles:

- All doors must be well insulated from the external environment in a way that prevents the exposure of food to direct sunlight.

#### 2. Bakery products transport vehicles

- Providing plastic boxes for distribution to maintain shelf-life of the bread.
- Providing a closed container to keep the returned bread from the market.
- Providing adequate ventilation in the rear side of the vehicle.

#### 3. Refrigerated and frozen food transport vehicles:

- The refrigerating or freezing unit must be in good condition, and has an external reading board in the driver's cabin.
- Providing a rubber frame on the doors to prevent cold air leakage, and ensure proper sealing.
  - Providing plastic curtains on the doors to prevent the rise of temperature when opening.

#### 4. Fruits and vegetables transport vehicles:

- The walls should be insulated with a suitable material to ensure proper cooling.
- A refrigeration unit should be available in distributing vehicles, but for vehicles used for transportation only from the market to the store an air conditioner should be installed with an external reading board in the cabin.
- Providing a rubber frame on the doors to prevent cold air leakage, and ensure proper sealing.
  - Providing plastic curtains on doors to prevent the rise of temperature when opening.

#### 5. Ready-made food transport and delivery vehicles:

- The rear side of the vehicle must be isolated the same as in the refrigerating vehicles.
- Providing thermos containers with a thermometer to set food temperatures above  $60^{\circ}\text{C}$ .

#### 6. Fish transport vehicles:

- The vehicle should be designed and designated to transport fresh and frozen fish. No other foodstuffs may be transported in these vehicles to prevent any contamination of fish.
- The phrase: "Refrigerated Fish Transport Vehicles" must be written on the vehicle in Arabic and English.
- It should be provided with a storage box made of materials that are not absorbable or interact with fish, and preferably from heat-insulating materials to prevent heat leakage and maintain the required temperature.

- Providing the appropriate refrigeration unit for the box in accordance with its size. An external temperature reading board should be provided in the driver's cabin.
- Providing suitable containers in the cooler box for transporting fish to separate species and avoid friction between fish to prevent cracks or wounds, and to provide a hole to get rid of the dissolved liquid.
- A curtain of plastic strips must be placed on the door of the container in order to reduce the release of cold air and prevent the entry of any external pollutants such as insects, dust and smoke.
- Providing the doors with strong rubber to prevent leakage after closing.

#### 7. Meat transport and distribution vehicles

- The vehicle must have a box insulated from inside and outside to ensure proper cooling.
- For hanging frozen and frozen carcasses, hooks of food grade materials that are rust-proof and non-toxic, chemically inert and easy to clean and disinfect should be installed.
- A refrigeration unit in good condition should be provided along with an external reading board in the driver's cabin.
- Providing a rubber frame on the doors to prevent cold air leakage, and ensure proper sealing.
- Providing plastic curtains to ensure prevention of cool air leaks.
- If the meat is canned in carton packs, the can should be made of stainless steel or plastic stands.

#### 8. Transport Vehicles of Bottled Drinking Water (5 Gallon)

- Provide mesh racks for storage of water bottles.

## Vending Machine Permits

### **Procedures for issuing permits:**

1. The company operating the automated vending machines should submit an application to the competent authority to obtain the necessary permit to operate these machines.
2. The company should provide the FCS with a statement of the vending machines locations and displayed food items, and all operation documents related to the periodic maintenance and cleaning schedule.
3. The concerned inspector of the FCS reviews the documents and verifies that all the required health requirements are met.
4. The FCS issues a no-objection letter to the applying company to operate the automated vending machines with the specified food items.
5. The company operating automated vending machines will continue the licensing procedures with the competent authorities.

### **Vending Machines Locations**

All vending machines must be placed in closed, air-conditioned places, except for water, soft drinks and juices vending machines as they should be placed away from dust in shaded places outside government and private buildings, public parking lots and parks.

### **Service Center:**

Food control section, Al Nasiriya area.

### **Requirements:**

1. The operating company of the vending machines must be licensed in the UAE.
2. The operating company of the vending machines must apply proper operation procedures that ensure the safety of the food sold.
3. Contact details and machine permit number must be placed clearly and firmly on the machine body to report any machine breakdowns or complaints.
4. In case of changing or increasing the food items sold by the vending machines or changing any information related to these machines, the operating companies must notify the FCS immediately and obtain a permit for such change.
5. The food products sold by those machines must be fit for human consumption, meet the conditions and technical regulations in force in the UAE, and registered with the FCS.
6. The operating company of these machines must maintain records describing all operations and data related to the products sold through these machines.
7. A temperature of 1 ° to 4 ° C should be maintained for cooling vending machines, and a temperature of no more than -18 ° C for freezing vending machines. Temperature measuring and recording device for each machine should be provided.
8. The automatic vending machines must belong directly to the manufacturers or importers of the foodstuffs sold through these machines.
9. The food sold in the automatic vending machines must be prepared, manufactured, preserved and transported in healthy ways.
10. When placing an automatic vending machine in private places such as hospitals or schools, the necessary approvals must be obtained.
11. All workers handling foodstuffs in the companies operating automatic vending machines must obtain Free from Infectious Diseases Certificates.
12. Good hygiene practices must be adhered to by the workers at the automated vending machine operators.
13. The vending machines and their surroundings should be kept clean. The interior surfaces contacting food must be sterilized and periodically maintained, and records thereof shall be maintained.
14. An adequate hot water source, cleaners, and sterilizers must be provided to clean these machines.
15. The vending machines should be designed in a manner that does not contain cavities that make it difficult to clean or make them a shelter for insects and rodents.
16. The interior surfaces of the vending machines should be made of suitable materials (i.e. easy to clean and made of stainless steel).
17. Vending machines that need water must be provided with a safe, clean, and drinkable water source.
18. A tray should be installed in the hot and cold beverage vending machines to preserve the residue of the drinks so that they can be removed and cleaned.
19. Disposable packing materials with food grade (i.e. containers, cups, etc.) should be used in accordance with the type of foodstuff sold through automatic vending machines. The packing materials must be stored properly to keep them clean.
20. Food items should not be mixed together in vending machines.
21. Vending machines should be located in suitable locations away from pollution sources.
22. A waste container must be provided for every vending machine.



## **P.S.**

- The above requirements do not include the requirements to be met in food manufacturing, preparation or importing establishments.
- All automatic vending machines in Sharjah are subject to control by the FCS inspectors. The food establishment must cooperate with the inspectors and provide all documents or data as requested by the FCS, and allow inspectors to inspect these machines and their internal parts.

## **Food Trucks**

### **Procedures**

1. Submit an application to the FCS to obtain approval along with the following documents:
  - Initial approvals from the SEDD and the Municipality's Property and Investment Department for the location of the vehicle.
  - Copy of the establishment's trade license, provided that the activity of the license shall be related to any food activity.
  - The vehicle interior design.
  - A list of products and food items that will be prepared and sold in the vehicle.
2. The application is reviewed by the FCS to ensure that it meets the said requirements.
3. The vehicle's internal plan is approved according to the list of products and food items provided by the investor.
4. Conducting final inspection of the vehicle to ensure that it conforms to the approved diagram and meets the required health and technical conditions.
5. Issuing final approval after payment of fees.

## **P.S**

1. Holders of Ettimad licenses are entitled to obtaining a permit to sell their food products in food trucks.
2. If preparation place is not provided, a permit for a food truck to sell food is a considered a trade license in itself.
3. The Municipality determines the food truck locations in accordance with the locations approved by the municipality.

### **Service Center**

Food Control Section, Al Nasiriya Area.

### **Food Truck Requirements**

1. The vehicle must be designed for the purpose of food selling and preparation.
2. The vehicle must have sufficient space to carry out all activities required by the operations.
3. The vehicle design shall allow cleaning and disinfection of all its sections and equipment therein.
4. The vehicle's design should prevent the entry of insects, dust, car exhaust fumes and all other pollutants.
5. The vehicle design should be fit for the preparation and presentation processes.
6. The driving cabin should be separated from the storage and preparation areas.
7. The flooring shall be of durable and impermeable materials suitable for use in the

places of food preparation. The intersections of the floors and walls shall be bending without sharp corners.

8. Walls should be made of materials suitable for use in food preparation places. They should be light colored and easy to clean.
9. Ceilings shall be made of materials suitable for use in food preparation places. They shall be easy to clean and up to a suitable height in order to carry out the activities required by the operations.
10. The service windows and doors shall be properly closed.
11. The extensions, tubes and wires must be hidden behind flooring, walls and ceilings.
12. The equipment and fixtures must be built into the vehicle's chassis, without leaving any gaps. They should be installed on wheels allow their movement for cleaning.
13. The lighting should be sufficient and protected with a cover to prevent food contamination.
14. Ventilation and air conditioning should be sufficient and adequate.
15. Providing appropriate refrigerators for the type and size of work.
16. A clean drinking water tank made of food grade materials shall be provided inside the truck.
17. Providing a hand wash basin with liquid soap and tissue, and a separate sink for washing utensils and equipment.
18. All sinks in the truck must be equipped with sanitary fittings.
19. A tank should be available to collect wastewater. The disposal of its contents must be carried out in a sanitary and legal manner.
20. Providing cabinets for storing dry food, and other cabinets for storing detergents.
21. An electricity source must be provided all the time to run operations inside the truck.
22. Appropriate fire extinguishing equipment must be provided inside the truck.

## **Ettimad Home License Issuance**

### **Procedures:**

1. Approaching the SEDD to register and obtain a license form.
2. Approaching the FCS to register and schedule an inspection visit.
3. Obtaining an initial approval from the FCS.
4. Approaching the SEDD to obtain a trade name.
5. Obtaining occupational health cards for workers from the Public Health Clinic.
6. Passing the food safety training course given by the Conformity Assessment Section.
7. Obtaining final approval from the FCS.
8. Approaching the SEDD to obtain the license.

### **Requirements by the FCS for the approval of Ettimad license**

1. Conducting a training course for beneficiaries who are chosen by the Municipality for training on the Sharjah Food Safety Program (SFSP) and GHP system.
2. Submitting a written undertaking by the beneficiaries stating the items to be produced.
3. Providing the FCS with the contact numbers to enable inspectors to enter the site at any time, ensure the safety of food production procedures and allow them to take measures to issue violations and confiscate the unsafe food.
4. The health requirements required by the FCS must be provided and be in compliance with the production list submitted before starting work.
5. Occupational health cards shall be issued to all workers at the production site.

6. All other requirements set by the municipality must be fulfilled in accordance with the size and type of activity.
7. Providing a special door for the kitchen, separate from the main entrance to the villa or traditional house to facilitate entry and exit.
8. The kitchen should be on the ground floor.
9. The area of the kitchen or the location where food is cooked must be not less than 15 m<sup>2</sup>.
10. The cooking tools and utensils must be suitable for the cooking process; old utensils or tools are not allowed.
11. At least one double size sink should be used for washing utensils and raw materials.
12. Good lighting and ventilation should be available in the kitchen.
13. In case of producing dessert, a special refrigerator must be provided for keeping it.
14. Making agreements to produce large quantities of food is not allowed unless appropriate spaces and tools are available for this purpose.
15. The license holder shall agree that the FCS inspectors do field visits to inspect the site and methods of preparation, and that the inspectors may take the necessary measures such as photographing violations and taking samples as required by the FCS.

### Service Center

Food Control Section, Al Nasiriya area.

## Issuance of No Objection Certificates for food supply to a private school canteen

### Documents Required:

1. An application printed and sealed by the supplier to be submitted for a no-objection certificate to supply food to the school canteen.
2. A list of the foodstuffs to be supplied.
3. A copy of the supplier's trade / professional license, as well as a copy of the contracted school's license.
4. A letter from the school administration stating its non-objection to the supplier to supply food to it.

### Procedures:

- The concerned persons in the food establishment submit an application for a no-objection certificate for supplying food to the school canteen, along with the required documents.
- the application is referred to the competent inspector for further study.
- An inspection visit to the supplying establishment is conducted to ensure its compliance with the set requirements,
- If a supplier is not registered in the city of Sharjah, a letter must be obtained from the competent Food Control Authority, stating that all health requirements are met by the suppliers.
- Issuing the permit after payment of the required fees.

### Requirements:

1. The establishments with only the following food activities are permitted to supply:

catering services, restaurants, cafeterias and automatic bakeries. The supplier and producer must be the same, except for manufactured and packaged foodstuffs.

2. The supplier must apply a food safety system.
3. All necessary equipment must be provided in the school canteen in proportion to the food list and size of work.
4. All school canteen employees must have occupational health cards and be trained within the Sharjah Food Safety Program.
5. Good hygiene practices must be complied with during work.
6. Ensuring that workers observe their personal hygiene, wear uniforms and head cover, and maintain the general cleanliness at the canteen.
7. A vehicle approved by the FCS and specially equipped to transport food items must be provided.
8. The list of authorized food items must be approved by the Ministry of Education when issuing a no-objection certificate for supplying food to the school canteen.

### Service Center Location

Food Control Section, Al Nasiriya Area

## Issuing a permit to distribute meals during daytime in Ramadan

This service is provided during the month of Ramadan, as food is prepared in food establishments and distributed on request (delivery only).

### Procedure:

1. The food establishment submits an application to obtain a permit to distribute meals during the daytime in Ramadan, attached with a copy of the food establishment's professional license and a written undertaking not to serve food inside the premises.
2. Document submitted to be checked by the competent employee.
3. Collecting fees, entering data into the system and then printing the permit.

### Service Center Location

Suburbs Municipalities department, Customer Service Sector, Fifth Industrial Area.

## Issuing a permit to display food products outside the premises during Ramadan

### Procedures:

1. The food establishment submits an application for issuance of a permit to display food products in front of the premises before sunset during the holy month of Ramadan. A copy of the establishment's professional license and photographs showing the premises surroundings shall be attached with the application. The establishment shall provide a glass cabin to display food products.
2. Document submitted to be checked by the competent employee.
3. Collecting fees, entering data into the system and then printing the permit.

## Service Center Location

Suburbs Municipalities department, Customer Service Sector, Fifth Industrial Area.

## Issuing A Permit for Display Five-Gallon-Drinking-Water Bottles

### Required Documents:

1. A permit application form, printed and stamped by the outlet.
2. A copy of the valid trade license of the outlet.
3. A contract between the water company and the outlet.
4. A copy of the water company's industrial license.
5. A copy of the water company's distribution permit.
6. The previous permit in case of renewal.

### Procedures:

1. Submitting an application for a permit to display five gallon drinking water bottles, attached with the required documents.
2. Document submitted to be checked by the competent employee.
3. Collecting fees, entering data into the system and then printing the permit.

### P.S:

Only one permit is issued to the outlet.

## Service Center Location

Suburbs Municipalities department, Customer Service Sector, Fifth Industrial Area.

## Food Label Approval

### Required Documents:

1. Application for approval of a food label printed in Arabic.
2. A copy of the establishment's trade or industrial license.
3. The design of the food product label, including all required data.
4. A copy of the HACCP certificate (for food products manufactured in the UAE).

### Procedures:

1. Payment of the required fees.
2. The food products manufactured in the city of Sharjah must be included in the production line of the manufacture's activity approved by the FCS.
3. Checking the food product label to ensure that it complies with the applicable specifications and regulations.
4. If the food label is non-conformant, the applicant will be notified of the non-conformity points and will be asked to rectify them.
5. If the food label is conformant, the food label data shall be entered in the system
6. The food label approval certificate is issued.

## Service Center Location

Food Control Section, Al Nasiriya Area

## Requirements for Packaged food items labels and details

Packaged Food Label Requirements and Relevant Details:

(According to the UAE Technical Regulations No. 9)

### General Requirements:

The following requirements must be fulfilled:

1. The packaged food may not be described or presented in a label or by explanatory details, whether in writing, pictures or any other method, in such a way that refers directly or indirectly to another food product, which may lead to confusion between the two food products or any way that makes the buyer or consumer believes that the packaged food is related to a another product, or that it has special features that are not available in similar products, especially when assuring the presence or absence of some ingredients.
2. The packaged food product may not be described or presented in a label or by explanatory details in a way that involves falsehood, misleading, deception, or in any way that may lead to a false impression of its characteristics in any way.
3. No claim, symbol, or logo specific to Halal, quality, organic products or any food safety system may be used in the label unless evidence is provided that this claim is true.
4. No writings, logos, or symbols related to quality management systems certificates may be used in the label.

### Mandatory Details on Food Packages:

#### 1. The name of the food

The name must clarify the nature of the exact food material and be specific. It should be written on the main display side.

#### 2. List of ingredients

All components of the food product must be mentioned in a descending order in accordance with the proportion of each component at the time of food production, with the exception of foods that consist of only one food component.

#### 3. Nutritional data

Nutritional details should be written on the food label.

#### 4. Net contents

The net contents shall indicate the time of packing in the metric system (by volume for liquid foodstuffs or by weight in for solid foodstuffs).

#### 5. Name and address:

The name and address of the manufacturer or packer must be mentioned if the packer and manufacturer are not the same.

#### 6. Country of Origin:

The country of origin of manufacture or production shall be indicated.

#### 7. Expiry dates and instructions for storage and use

The expiry dates should be stated in a non-symbolic manner, and any storage conditions should be clarified.

#### 8. Production batch number (batch)

Each package must indicate the production batch number (batch).

#### 9. Irradiated foods must be referred to in writing near the name of the food product. Using the international symbol indicating treatment of food with radiation is compulsory.



### General Requirements:

1. Labels shall be placed firmly on the packaged food.
2. The data shall be clear, irremovable and easy to read in normal circumstances of purchase and use.
3. If there is a cover on the package, it must carry all the required information, or be so transparent that the label can be read through it, without obliterating its details.
4. The name of the food and the net contents shall appear clearly with the same visibility.
5. Not to use any names, symbols, signs or images that are prohibited by sharia, law or regulations.
6. If the label is in contact with the foodstuff, it must not contain any chemicals or otherwise, and the ink used in it must be non-leakable.

### The language:

The food labels and explanatory details shall be in Arabic. If one or more other languages are used besides Arabic, all data in the other languages must be identical to the data written in Arabic.

### P.S:

There may be other requirements that must be met depending on the type of food.

### Service Center Location

Food Control Section, Al Nasiriya Area

## Issuing approval for conducting promotional campaigns for food products

### Required Documents:

1. A promotional campaign application form, filled in with all the required information by typing in Arabic.
2. A copy of the establishment's trade or industrial license.
3. Copies of the release documents of the promoted products issued by the Food Control Authority (in the case of imported products).
4. A copy of the HACCP application certificate (for products manufactured in the UAE).
5. A copy of the conformity certificate issued by the Emirates Authority for Standardization and Metrology (for products that require such certificate).
6. For taste campaigns, a no-objection certificate must be submitted by the entity hosting the campaign, in addition to a copy of the occupational health cards of the workers engaged in the campaign.
7. Providing samples of the packaged food items to be promoted.

### Service Center Location

1. Checking documents and verifying the conformity of food products with applicable specifications and regulations.
2. If the documents are complete and the food products are conformant, the required fees will be collected and the promotional campaign data will be entered in the system.
3. Issuing approval for the promotion campaign.

### Service Center Location

Food Control Section, Al Nasiriya Area.

## Release of Consignments of Imported Food Products

Foods may be imported for commercial use through the ports of the Emirate of Sharjah as per the **following conditions:**

1. Imported foods must comply with the regulations and specifications in the UAE.
2. The following documents must be attached with the imported foods:
  - Customs declaration / bill of lading.
  - Packing List / Table of Contents.
  - An original health certificate issued by the competent authorities in the country of origin or the country of export.
  - Halal slaughter certificate for meat and its unprocessed products issued by the Halal certification bodies approved in the UAE, while processed meat products to be accompanied by halal certificates.
  - A copy of the certificate of origin.
  - Any additional documents or statements may be requested in certain cases, pursuant to ministerial decisions and circulars.

### Inspection of imported food consignments:

All imported food consignments are subject to inspection by the FCS inspectors, where the competent inspector will conduct the following:

- Check and review the required documents for each shipment.
- Perform the virtual examination of the consignment and verify that its data are in conformity with the attached documents and that the consignment meets the import requirements and the UAE regulations and specifications.
- Collect samples for laboratory testing, if necessary.
- Issuing the final release of the consignment if it meets all requirements.

### P.S:

1. All imported food products must be registered in the food registration electronic system (ZAD).
2. A copy of the conformity certificate issued by the Emirates Authority for Standardization and Metrology must be provided (for products that require such certificate).

## Registration of Food Products

### Required Documents:

1. Application for registering a food product printed in Arabic.
2. A copy of the establishment's trade or industrial license.
3. A copy of the HACCP certificate (for products manufactured in the UAE).
4. A copy of the food product label's approval certificate.
5. Providing adequate samples of the food product for laboratory testing (usually 5 samples).



**Procedures:**

- Entering sample details into the assigned system.
- Printing the samples form and send it with samples for laboratory testing.
- If the result is conformant, the required fees will be collected.
- Issuing the food product registration certificate.

**P.S:**

All food products must be registered in the food registration electronic system (ZAD).

**Service Center Location**

All branch office of the Food Control Section at the entry ports of Sharjah city.

### Food imported for non-commercial purposes

(In accordance with Ministerial Resolution No. (14) of 2016 regarding the control of food imported for non-commercial purposes)

**Food for personal use**

Food for personal use may enter through Sharjah ports according to the following:

1. Adhering to the types and quantities of the personal foods mentioned in the table below.
2. The packages must be marked with the name of the owner / stakeholders with a clear and irremovable print, except for the foods carried by travelers.
3. Food must be ostensibly conformant and accompanied by documents issued by the carrier in the country of origin, including food data, types, quantities and dates of expiry, as well as the details of the consignee (s), except for food carried by travelers.

Material	Quantity
Dairy	20 kg
Oils, including olive oil	50 liters
Ice	20 liters
Fruits and vegetables, including high-risk and dried items, and pickles	10 kg
Dates	100 kg
Bakery and confectionery products	10 kg
Grains	30 kg
Red meat	30 kg
Poultry	20 kg
Fish and sea food, including salted fish, except caviar	10 kg
Caviar	500 g
Egg	10 kg
Honey and sugar products	20 kg
Herbs and spices, including vinegar, blossom water, and rose water	5 kg / l
Saffron	500 g
Food of special use, including baby food	10 kg

Drinks and juices, including water	20 liters
Juice concentrates	5 kg
Canned acid food	25 kg

**Food samples for studies and scientific research**

Food samples may be entered for the purposes of conducting studies and scientific research, as per the following:

1. Obtaining permission from the competent authorities by attaching a document issued by the sending agency in the country of origin, including sample data, types, and quantities, as well as the data and address of the receiving entity, along with a letter from the receiving entity, clarifying the reasons for requesting samples.
2. The packages should be marked with a “scientific research sample” in Arabic or English.

**Food Samples for Display, Marketing Studies and Conformity Purposes**

Food samples may enter Sharjah ports for purposes of display, marketing studies or conformity requirements, in accordance with the following:

1. Obtaining permission from the FCS for entry of food samples by submitting the following:
  - A copy of the trade license of the entity to whom these samples are sent, except for food samples for conformity requirements.
  - A document issued by the sending entity in the country of origin that includes the samples data, types and quantities, as well as the data and address of the entity to whom these samples are sent.
  - A document issued by the entity to whom these samples are sent showing the purpose of import.
2. The packages should be marked with “free sample” in Arabic or English.
3. A health document issued by the competent regulatory authority in the country of origin stating that the food product is in conformity with the requirements of the technical regulations in force, except for samples allocated for conformity purposes.

**Not-for-Sale Food used in exhibitions and festivals**

food used in exhibitions and festivals which is not for sale may enter ports in accordance with the following:

1. Obtaining a document issued by the organizer in UAE, stating the details of the entity participating in the exhibition’s activities, duration and location.
2. Samples may not be in violation of the provisions of Islamic Sharia, unless prior permit was obtained from the relevant authorities with regard to foods in violation.
3. Samples to be used during the exhibition or event only.
4. The event or exhibition participants or organizers shall submit the required undertakings.

**P.S:**

1. It is prohibited to import food for non-commercial purposes if it is banned from entry into the UAE by decisions issued by the Ministry of Climate Change and Environment.
2. The FCS may ensure that the non-commercial food is in conformity (externally and / or laboratory) with the technical regulations in force in the UAE.

## Issuance of a certificate of validity for export of foodstuff

### Procedures:

Procedures for issuing an export validity certificate for foodstuff are required based on the activity of the food establishment:

#### 1. Issuance of foodstuff export validity certificates to industrial establishments:

1. Fill out and submit an application form for a foodstuff export validity certificate to the reception for the approval and registration.
2. Pay the required fees.
3. Samples of all food products to be exported to be included in the periodic pre-sampling program for analysis and conformity in the food laboratory of Sharjah Municipality.
4. In case of exporting to a GCC country, the food card for these food products must be approved by the FCS.
5. Issuance of the export validity certificate for conformant food products.

#### 2. Issuance of foodstuff export validity certificates to commercial establishments:

1. Fill out and submit an application form for a foodstuff export validity certificate to the reception for the approval and registration.
2. Pay the required fees.
3. If the food products to be exported are imported, the following documents must be provided:
  - A copy of food product release reports.
  - A copy of the food products list accompanying the shipment from the country of origin.
4. If the food products to be exported are purchased from the local market, a copy of the purchase invoices should be provided.
5. Samples for the products to be exported must be provided for physical examination and conformity.
6. Issuance of an export validity certificate for compliant food products.

### P.S:

1. In the event that the facility requests additional data on the data in the food export validity certificate form, a certificate is issued to whoever is interested, including the data to be added.
2. The issuance of a certificate for the validity of food exports is subject to the requirements of the importing countries.

### Service Center Location

Food Control Section, Al Nasiriya area.

## Issuance of Local Marketing Certificate

Local marketing certificates are issued to the industrial food establishments operating in Sharjah free zones, which wish to market their food products in the UAE markets.

### Procedures:

1. The food establishment fills out and submits the application form for a local marketing certificate in addition to an application form for entering samples for laboratory testing, along with the required documents.
2. The application is checked by the competent inspector.
3. The establishment's representatives submit samples of products that the company wishes to market in the UAE to the municipality's food laboratory.
4. If the result of the laboratory examination conforms to the approved technical specifications and regulations, the due fees will be collected and the certificate issued by the competent inspector.

### Required Documents:

- Copies of registration certificates of the food products that the company wishes to market inside the UAE
- Old local marketing certificate for renewal transactions.

### P.S:

- The local marketing certificate is valid for one year, provided that the periodic sampling schedule approved by the FCS shall be adhered to.
- Food whether imported or locally produced must be registered in the electronic system (ZAD) before being handled in the markets.
- A copy of the conformity certificate issued by the Emirates Authority for Standardization and Metrology must be provided (for products that so require).

## Issuance of Good Hygienic Practices Certificate

All food establishments operating in the city of Sharjah must implement the Sharjah Food Safety Program (SFSP) and document all required procedures.

### Procedures:

1. Provide training for all employees of the food establishment, including at least two managers, on the Good Hygienic Practices (GHP) at one of the training companies approved by Sharjah Municipality.
2. After completing the training process, the trainees are subjected to a test at the SFSP Exam Center in Sharjah Municipality.
3. If the test is passed, a certificate of training in GHP will be issued for the establishment's employees and program managers.
4. The GHP will be implemented by the program manager with the support of FCS inspectors.
5. Initial audit is carried out by the FCS inspectors, and in case the initial audit is passed, a report will be submitted to the FCS audit unit.
6. An appointment is set for the final audit by the audit unit in coordination with the program manager at the food establishment.
7. A field visit is conducted to the food establishment for the final audit which includes the following:
  - Reviewing and verifying the documents and records related to the establishment and the program.

- Checking the preparation area to verify its compliance with the GHP.
- In case the establishment passes the audit, it will be given a poster indicating that the establishment is "applying the GHP system".
- A payment notification is issued for obtaining the GHP certification.

#### **Documents required during the audit process:**

- Establishment license.
- Health guidelines book.
- Standard Operating Procedure (SOP) for the GHP program.
- Occupational health cards of the workers.
- Pest control contract approved by Sharjah Municipality.
- The construction plan of the premises which is approved by the FCS.
- List of suppliers.
- GHP Training certificates of the managers and employees.
- GHP Records and documents.

### **Issuing a To-Whom-It-May-Concern Certificate, under health supervision**

#### **Procedures:**

1. The concerned persons at the food establishment submit an application for a To-Whom-It-May-Concern Certificate, under health supervision, attached with a copy of the professional / industrial license of the food establishment.
2. the application is referred by the secretary to the concerned division to verify the establishment compliance with health requirements.
3. In the event of its compliance, the due fees will be collected and the certificate issued.

#### **Service Center Location:**

Food Control Section, Al Nasiriya Area

### **Destruction of foodstuffs and issuance of a certificate of destruction**

#### **Procedures:**

1. Submitting a letter requesting the destruction of foodstuffs, stating the type of foodstuff to be destroyed, its quantity and the reason for destruction.
2. Inspecting the foodstuffs to be destroyed by the competent inspector and their compatibility with the documents.
3. Filling out the destruction application form and the waste transport form, and submitting them to the FCS with the required documents.
4. Payment of the due fees.
5. Setting the date and location of the destruction in coordination with the application.
6. Matching foodstuffs with the destruction application form at the place of destruction.
7. Weighing the trucks loaded with foodstuffs before and after destruction to gauge the

actual weight of foodstuffs that were destroyed.

8. Completing the destruction process.

9. Paying the due fees to the Bee'ah recycling center.

10. If there is an extra weight, the applicant shall approach the FCS to pay the destruction service fees for the excess quantity.

11. Making a destruction report, and entering the destruction data into the designated system.

12. If the applicant requests a certificate of destruction, the certificate is issued to him after payment of fees.

#### **Required Documents:**

- A copy of trade license.
- Seizure report (in case of imported food shipments)
- A reservation report (if the destruction decision is issued by the FCS).
- Any other documents required in certain cases.
- In case of requesting a destruction certificate, a purchase invoice must be provided by the exporter.

#### **Service Center Location:**

- Food Control Section, Al Nasiriya area.
- Bee'ah Recycling Center, Al-Saja area.