





## **Guidelines to the application for authorization to institutional kitchens**

The following conditions shall be described and documented for the application to be processed.

*The enclosed documents shall be numbered according to the items below. In addition every page shall be numbered. The drawings shall be updated and of a suitable size.*

### **1. Drawings shall be provided showing:**

- 1.1. **Kitchen area, storage and equipment**, such as machines, washbasin etc. Each room shall have a number, and a report and registration of each room shall be made.
- 1.2. **Freezer, refrigerator and heating facilities** shall be registered.
- 1.3. **The flow** of the different food productions through the kitchen

### **2. The drainage system** shall be visible on the drawing.

### **3. Water:**

- 3.1. A description of the water purification system and who is in charge is required.

### **4. Description of production / cooking:**

- 4.1. A flow chart of the processing of all finished products is required thoroughly describing all parts of the processing. If the flow chart is not satisfactory the specific conditions shall be described in a separate report referring to the flow chart.
- 4.2. **Documentation** of the suitability of the wrapping in connection with foodstuff is required.

### **5. Description of sanitary conditions:**

- 5.1. The number of people working in the kitchen.
- 5.2. The number of working shifts.
- 5.3. The number of toilets.
- 5.4. The size of the dining room.
- 5.5. The size of the changing room.
- 5.6. The number of washbasin in connection with the kitchen. Placement of washbasins may be shown on drawing.
- 5.7. A description of how work clothes and outdoor clothes are kept separate (if possible shown on drawing).

### **6. Control of staff's personal hygiene:**

- 6.1. A description explaining how the staff is educated about what to wear to prevent contamination of the foodstuff.

### **7. Description of the cleaning system.** Description of procedures in connection with tidying-up, cleaning and cleaning methods in the different kitchen areas.

### **8. Description of the disposal of organic garbage.**

### **9. Description of the garbage disposal system.** Description of the collection of garbage and where the garbage is being stored until transported onshore.

### **10. Description of pest prevention and control.** Depending on the circumstances flytraps, rat boxes etc. in connection with pest prevention and control are required.