

# Factory Vessel Hygiene Checklist

This checklist has been written to assist operators of vessels subject to approval under Regulation 853/2004 to assess their vessels for compliance prior to inspection for approval. You should be aiming to be able to answer 'yes' to all applicable questions. The hygiene requirements of Regulation 852/2004, particularly Annex I on primary production, will also apply. Where necessary these should be discussed with the health inspection officer.

Vessel name: \_\_\_\_\_  
 Registration number: \_\_\_\_\_

Date: \_\_\_\_\_  
 Carried out by: \_\_\_\_\_

<b>A. Vessel and Fish Handling Equipment</b>	yes	no	n/a*
1. Is the vessel designed and constructed to prevent contamination from bilge-water, smoke, fuel, sewage, oil, grease or other objectionable substances, and to permit pest control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are storage containers and holds kept clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all fish handling contact surfaces made of a material that is corrosion resistant, smooth, easy to clean, durable and non-toxic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is all equipment and material used for handling fishery products corrosion resistant and easy to clean and disinfect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are water intakes situated in a position to avoid contamination of the water supply used for fish handling/processing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have an area reserved for taking the catch on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Can each successive catch be separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the receiving area easy to clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is it protected from the sun and any potential source of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a system to transport the catch from the receiving area to any processing areas in a hygienic way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are work areas of sufficient size and design to allow work to be carried out hygienically and for cleaning to be easy and efficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are areas for finished product large enough and easy to clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is waste stored separately to fishery products for human consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 (a) If a waste processing unit operates on board is there a separate hold for its storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have special equipment for disposing of processing waste directly into the sea or into a watertight tank for that purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the vessel designed to prevent pests from causing contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Fish Handling</b>	yes	no	n/a
1. Are fish protected from sun or other sources of heat soon after being taken on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is clean water used for washing the fish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are fishery products handled and stored to minimise bruising or damage to the flesh?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are fishery products kept chilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is any ice used to chill fishery products made from clean water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are fish headed or gutted on board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is this carried out as soon as possible after capture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the fishery products washed with clean water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are any viscera not intended for human consumption kept apart from products for human consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are any livers and roes for human consumption kept chilled or frozen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. General Hygiene Requirements</b>	yes	no	n/a
1. Does the vessel have an adequate number of flush lavatories for the number of crew?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do all the lavatories open directly into <u>non</u> -food/fish rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there adequate ventilation to the lavatories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there an adequate number of washbasins for hand washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are basins located to facilitate hand washing during fish handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are washbasins provided with hot and cold water and materials for cleaning hands and hygienic drying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are any fish washing facilities separate from the hand washing facilities (or in use at different times, with effective cleaning between any changes of use)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there adequate ventilation to the fish preparation areas and sanitary conveniences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do fish preparation rooms have adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are drainage facilities in the fish preparation areas adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If open drains are used (such as gullies) do they flow from the cleaner areas to the more contaminated area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are adequate changing facilities provided for staff where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are cleaning materials stored away from areas where fish is handled or stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Fish Preparation Areas</b>	yes	no	n/a
1. Are floor surfaces made of a non toxic material that is easy to clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do floors in wet rooms allow adequate drainage of water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are walls made of a non toxic material that is easy to clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the walls, ceilings, windows etc. constructed so that dirt cannot accumulate and fall onto the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the fittings on walls and ceiling securely attached so they cannot fall into the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are any doors made of a smooth material that is easy to clean and disinfect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are any food contact surfaces made of smooth non corrosive material that is non toxic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are any food contact surfaces maintained so that surface material cannot come loose and contaminate the food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Are adequate facilities provided for washing equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is hot and cold water supplied to equipment washing facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are there adequate facilities for any fish washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is clean water supplied to these facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have all staff received training in food hygiene to enable them to carry out their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do they have suitable workwear to prevent contamination of the food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you have a reporting and exclusion policy for staff sickness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are wrapping and packaging materials stored to protect them from contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are wrapping and packing carried out in a way that prevents contamination of the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are there members of staff responsible for HACCP and have they been adequately trained in HACCP application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is any packaging stored separately from food processing and preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are hand washing facilities in the work rooms designed to prevent the spread of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*n/a: not applicable

Comments:
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## Supplementary information

### Scope

Factory vessels and freezer vessels are approved establishments and must comply with basic requirements in Regulation 852/2004 as well as additional requirements in Regulation 853/2004.

The definition of a factory vessel is in Regulation 853/2004, Annex I (3) as;

'Factory vessel' means any vessel on board which fishery products undergo one or more of the following operations followed by wrapping or packaging and, if necessary, chilling or freezing: filleting, slicing, skinning, shelling, shucking, mincing or processing.

In assessing for compliance with these requirements it should be remembered that in some circumstances flexibility will be required to allow for vessel integrity and crew safety to take precedence over food safety.

The requirements only extend to food/fish intended for placing on the market; therefore facilities used for production of food for the crew are not covered by these Regulations or this checklist. However crew facilities should be maintained so they are not a potential source of contamination of the fish processing areas.

### A. Vessel and Fish Handling Equipment

1. – Other objectionable substances include galley waste, sewage, exhaust, and cleaning and disinfecting chemicals
2. –
3. –
4. – Untreated wood, rust and flaking paint should not come into contact with the catch.
5. –

### B. Handling

1. –
2. Clean water is defined in Article 2 of Regulation 852/2004 as ...*water that does not contain microorganisms, harmful substances or toxic marine plankton in quantities capable of directly or indirectly affecting the health quality of food.* Because of possible contamination, harbour water is not clean water.
3. Spikes may be used for large fish, but care must be taken not to damage the flesh.
4. –
5. –
6. Where fish are gutted and/or headed on board, the operations must be carried out as soon as possible, and the fish washed thoroughly. Any water used must be clean water. Harbour water may be contaminated and does not qualify as clean water. Any removed guts must be kept away from the washed fish. Livers and roes intended for human consumption must be chilled or frozen. The enforcement officer may not be in a position to view the operations in progress – in that case the officer may wish to draw conclusions from the equipment layout and from interviews with crew members.

### D. Fish Processing areas

5 - There may need to be some compromise between vessel safety and the need for watertight doors and being suitable for easy cleaning.

20 - Contamination can be spread through wet surfaces that are touched by dirty and clean hands such as taps when turning on and then off. Reusable towels can spread contamination when drying hands.

## Legislation key

### **A. Vessel and Fish Handling Equipment**

1. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part A, 1
2. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(f)
3. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part A, 2
4. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part A, 3
5. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part A, 4
- 6 – 9. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(a)
10. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(b)
- 11-12. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(c)
13. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(d)
14. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part D, 1(f)
15. Regulation 852/2004, Annex II, Chapter I, 2(c)

### **B. Fish Handling**

- 1-2 Regulation 853/2004, Annex III, Section VIII, Chapter I, Part B, 2
3. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part B, 3
4. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part B, 4
5. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part B, 5
6. Regulation 853/2004, Annex III, Section VIII, Chapter I, Part A, 1
- 7-10 Regulation 853/2004, Annex III, Section VIII, Chapter I, Part B, 6

### **C. General Hygiene Requirements**

- 1-2 Regulation 852/2004, Annex II, Chapter I, 3
3. Regulation 852/2004, Annex II, Chapter I, 6
- 4-7 Regulation 852/2004, Annex II, Chapter I, 4
8. Regulation 852/2004, Annex II, Chapter I, 5
9. Regulation 852/2004, Annex II, Chapter I, 7
- 10-11. Regulation 852/2004, Annex II, Chapter I, 8
12. Regulation 852/2004, Annex II, Chapter I, 9
13. Regulation 852/2004, Annex II, Chapter I, 10

### **D. Food Preparation Areas**

- 1-3 Regulation 852/2004, Annex II, Chapter II, 1(a)
- 4-5 Regulation 852/2004, Annex II, Chapter II, 1(b)
6. Regulation 852/2004, Annex II, Chapter II, 1(e)
- 7-8 Regulation 852/2004, Annex II, Chapter II, 1(f)
- 9 Regulation 852/2004, Annex II, Chapter II, 2
- 10-12 Regulation 852/2004, Annex II, Chapter II, 3
13. Regulation 852/2004, Annex II, Chapter XII, 1
14. Regulation 852/2004, Annex II, Chapter VIII, 1
15. Regulation 852/2004, Annex II, Chapter VIII, 2
16. Regulation 853/2004, Annex III, Section VIII, Chapter VI, 3(b)
17. Regulation 853/2004, Annex II, Chapter X
18. Regulation 852/2004, Annex II, Chapter XII, 2
19. Regulation 853/2004, Annex II, Section VIII, Chapter I, Part I, D, 1(e)
20. Regulation 853/2004, Annex II, Section VIII, Chapter I, D, Part I, 1(h)