



## **Licensing requirements for vending machine operation**

The applicant shall comply with the following licensing requirements:

### **Design and structure**

1. The vending machine shall be designed and fabricated to facilitate regular cleaning.
2. All parts of the vending machine which come into contact with the food shall be constructed of impervious material.
3. The doors or access opening to the machine shall be tight-fitting so as to prevent the entry of any pests, vectors, dusts and/or other contaminants.
4. All service connections through an exterior wall of the machine, including water, gas, electrical & refrigeration connections shall be well fitted without any gap to prevent entrance of insect and rodents.
5. All ventilation louvers or openings into vending machines shall be effectively screened.
6. There shall be a provision of containers, for the collection of drips, spillage or overflow, within all machines dispensing drinks/liquid ingredients. These containers shall be cleaned and disposed regularly.
7. Dispensing compartment of the machine shall be equipped with tight-fitting, self-closing covers or doors which are kept closed except when food is being retrieved.
8. The food vending machine shall have a thermometer or a suitable temperature-measuring device installed. Temperature reading shall be made available on the exterior of the machine or visible from exterior for monitoring purpose.
9. Where external water source is required, water must be obtained from PUB-approved or approved factory sources.

10. The vending machine shall have an automatic shut-down system that prevents the dispensing of food when the storage conditions deviate from the control e.g. temperature. This shall include, but not limited, to situations such as power failure.
11. Name and contact details (email or contact number) of operator, and NEA licence number must be displayed on the machine.

### Maintenance

12. The operator is to put in place a regular cleaning and inspection regime to ensure the vending machine is in clean and good working conditions at all times.
13. A record shall be maintained by the operator for each machine and made available at the time of inspection and shall be current for at least the past 30 days.
14. Any person employed for replenishing vending machines with in-machine preparation shall be certified food handlers to ensure proper food handling and cleaning of equipment in contact with food.
15. Implement the First-In-First-Out (FIFO) stock rotation system to help ensure food products are safe for consumption. This FIFO system will require you to place items on shelves such that the oldest items will be used first.

### Food Hygiene

16. The food vending machine is used solely for the sale of food.
17. Approved source(s) of food on sale is strictly limited to **AVA-licensed food operations including central kitchens, AVA-approved imported food and NEA-licensed food catering operation only**. The list of food items on sale shall be communicated to NEA and confined to those items. Sale of home-cooked food is strictly not permitted.
18. If the vending machine is used for dispensing pre-packed food, such food shall be pre-packed in a licensed food premises. All food shall be properly packaged to prevent contamination and leakage. The pre-packed food shall be dispensed from the machine in its original packaging. All food shall be handled, transported and dispensed in a hygienic manner.

19. Food that is likely to be affected by change in temperature shall be maintained at appropriate temperatures during storage in the vending machine. Frozen meat and seafood shall be maintained at  $-12^{\circ}\text{C}$  or below, chilled food at below  $5^{\circ}\text{C}$  and hot foods at no less than  $60^{\circ}\text{C}$ .
20. If condiments come along with the food dispensed from the machine, they shall be packed in individual packaging.
21. Production date and consume-by date of the pre-packed food shall be clearly indicated on the packaging.
22. Food vending machines shall be checked regularly to ensure food is removed before expiry of its shelf life. Expired food, damaged food, and food waste shall be placed in an enclosed container for disposal. The personnel responsible for delivery, loading, cleaning and self-inspection shall follow good hygiene practices.

#### Food transportation

23. Food delivery vehicle or receptacles used shall be for food only.
24. The food delivery vehicle/receptacle must be clean and free from vermin and contaminants.
25. The interior body of the delivery vehicle/ vehicle/receptacle should be lined with durable impervious material to facilitate cleaning.
26. Food that is likely to be affected by change in temperature shall be maintained at an appropriate temperature during delivery. Frozen meat and seafood shall be maintained at  $-12^{\circ}\text{C}$ , chilled food at below  $5^{\circ}\text{C}$  and and hot foods at no less than  $60^{\circ}\text{C}$ .

#### Site of Food Vending Machine

27. The vending machines shall not be sited under any sanitary/ waste/ drain pipes.
28. The vending machine should be located at such that the space around and under the machine can be easily cleaned where other activities conducted in the vicinity

will offer no risk of contamination to the food products i.e. not placed adjacent/opposite bin centres.

29. The location of the vending machines shall ensure no vectors or rodent harborages are being created.
30. Immediate area of the location of each machine shall be well lit.
31. The licensee shall notify NEA of all locations where the vending machines are placed.