

Guidelines on Good Hygienic Practices for Bakeries and Cakeshops

A public health document prepared by:
National Environment Agency

INTRODUCTION

Bakeries and cakeshops sell a wide variety of bread and confectionary products such as sandwiches, cakes and pastries. Some of these products use ingredients that may pose a higher risk of food poisoning when they are not handled properly (e.g. mayonnaise). In addition, the preparation of baked products often involves extensive handling. Hence it is important for food handlers at bakeries and cakeshops to adopt good hygiene practices to ensure bread and confectionary products served to consumers are safe for consumption.

GUIDELINES

1) Purchase and Receipt of Ingredients

- a) Purchase ingredients from reliable suppliers approved by the Agri-Food and Veterinary Authority of Singapore (AVA).
- b) Check that the ingredients are not expired.
- c) Ensure that the packaging is intact and that the ingredients have been transported at appropriate temperatures (e.g. chilled products at 4°C and below).
- d) Keep invoices of purchase for traceability purpose.

2) Storage of Ingredients

- a) Adopt a First-Expired First-Out (FEFO) approach. Do not use ingredients beyond their expiry date.
- b) Store ingredients at appropriate temperatures. Monitor temperatures of the chiller and freezer daily.
- c) As far as possible, store raw ingredients in a separate chiller from ready-to-eat ingredients. Always store ready-to-eat ingredients in covered containers above raw ingredients.

3) Preparation

a) General

- i. Do not work when unwell.
- ii. Wash hands (including area under the fingernails) thoroughly with soap and water after visiting the toilet and before handling food.
- iii. Prepare raw and cooked/ready-to-eat food separately to avoid cross-contamination.
- iv. Use clean gloves and a separate set of utensils (including chopping boards and knives) when handling raw food and cooked/ready-to-eat food.
- v. Do not handle cooked/ready-to-eat food with bare hands.
- vi. Do not keep cooked/ready-to-eat food at room temperature for more than 4 hours.

b) Eggs

- i. Ensure that egg shells are not cracked upon receipt. Discard cracked eggs.
- ii. Store eggs in the chiller until they are needed. If you need to store eggs at room temperature, use the current batch of eggs and replenish the stocks daily.
- iii. Wash hands, utensils and surfaces thoroughly with soap and water after handling eggs and before any contact with other food to prevent cross-contamination.
- iv. If you are breaking eggs for future use (also known as 'pooling'), pool the number of eggs you require just before use.
- v. Prepare raw eggs away from other food, especially cooked/ready-to-eat food to avoid cross-contamination.
- vi. For more details, please refer to NEA Guidelines on Good Handling of Eggs: <http://app2.nea.gov.sg/docs/default-source/public-health/food-hygiene/guidelines-on-good-handling-of-eggs.pdf?sfvrsn=0>

c) Ready-to-Eat Products Containing Lightly-Cooked or Uncooked Eggs (e.g. Mayonnaise, Cream, Icing, Mousse)

- i. Prepare only what is required in small batches. Estimate the demand to avoid over-production and prolonged storage.
- ii. Use liquid egg or egg powder instead of shell eggs where possible.

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- iii. Observe good personal hygiene practices when preparing/handling the ready-to-eat products. Store the finished products in covered containers in the chiller at 4°C and below. Ensure they are stored on separate shelves above raw food (including shell eggs).
- iv. Take out what is necessary from the chiller in small batches. Minimise time the products are left out of the chiller. Store the products in the chiller as soon as possible after use.

d) Meat Products/Filings

- i. Cook meat thoroughly to a safe internal temperature of at least 75°C.

e) Garnishes/Ready-to-Eat Vegetables

- i. Wash vegetables thoroughly.
- ii. Store them in covered containers.

4) Slicing/Packing of Bread and Confectionary Products

- a) Cool baked products on clean racks and trays. As far as possible, the baked products should be covered during cooling.
- b) Clear crumbs that are left after slicing the products.
- c) Use clean packaging to pack the products.

5) Display

- a) Ensure that products are stored in clean display cases which are covered at all times.
- b) Ensure products are stored at appropriate temperatures (e.g. cakes with fresh cream should be stored in chiller display units at 4°C and below).
- c) Do not display products with perishable fillings beyond 4 hours at room temperature. Adopt first-in-first-serve approach in the display of products for sale.
- d) You are encouraged to time stamp the products to inform consumers on the “consume-by” date.

6) Cleaning

- a) Clean all equipment (e.g. oven, dough mixer and proofer), utensils and food preparation surfaces thoroughly with soap and water. Clean-up after every step of the preparation process (i.e. mixing, proofing, baking, cooling etc.) to prevent cross-contamination.
- b) Clean the kitchen, storage and display areas and utensils on a daily basis.
- c) Conduct regular inspections and maintenance of equipment. Promptly repair or replace damaged equipment to prevent contamination.
- d) Practise good refuse management.
- e) Plan and follow a cleaning schedule.
- f) Have an effective pest control programme.

MORE INFORMATION

For more information on hygiene guidelines, please visit the National Environment Agency's website at www.nea.gov.sg.