

[Name of Food Trade Associations]

Fax No.:

6 June 2008

Dear Sir/Madam,

### **Food Safety Charter**

I am writing to invite you to participate in the community effort to promote the 5 Keys to Food Safety and sign up to the Food Safety Charter.

Most foodborne diseases can be prevented by adopting proper food handling practices. By making reference to the 5 Keys to Safer Food promulgated by the World Health Organization, the Centre for Food Safety (CFS) has developed the 5 Keys to Food Safety: *Choose, Clean, Separate, Cook and Safe Temperature*. We shall launch a mass publicity campaign in mid-2008 to promote the 5 Keys to Food Safety. The Food Safety Day on 29 June 2008 will kick off the campaign.

The food trade's participation is of vast importance to the promotion of the 5 Keys to Food Safety. To pool efforts in the community, we invite you and your members, along with other food trade associations and licensed food premises, to sign up to the Food Safety Charter, disseminate the message of the 5 Keys to Food Safety and set a good example for the food trade. Please find the details of the Food Safety Charter attached at **Annex I**.

To show our appreciation for your effort to promote food safety in our community, we shall post the name of your association and those signed up members in the designed "Food Safety Charter" webpage of the CFS. We shall also present you with a Charter for display at your premises to recognise your effort to help build a food safe city. To facilitate promotion of the 5 Keys to Food Safety, we shall provide you with a toolkit and invite you to attend the food safety seminars organised

by the CFS between July and September 2008.

We cordially invite the Chairman and two of your members signing up to the Food Safety Charter to join the Food Safety Charter signing ceremony, scheduled for 3 July 2008 afternoon at MegaBox, Kowloon Bay. The application form for signing up to the Food Safety Charter at **Annex II** is for interested food trade associations and that at **Annex III** is for member food premises. Please kindly return your completed form (Annex II) along with the forms (Annex III) completed by your member food premises in one batch to us by facsimile (fax number: 2787 3638) or mail (address: Communication Resource Unit, 8/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon). Your reply on or before **20 June 2008** is much appreciated. Softcopy of this letter, together with the application forms, are also available from the CFS website at <http://www.cfs.gov.hk>.

We shall pass the details of the signing ceremony to you in due course. Please do not hesitate to contact our Health Inspector (Food Safety Promotion), Mr Jackson YIU, at 2381 6370 for enquiries.

We thank you in advance for your contribution to making Hong Kong a food safe city.

Yours faithfully,



(Dr. Constance CHAN)  
Controller, Centre for Food Safety

Encl.

## Food Safety Charter

## \*\*\*\*\*Application Form for Food Trade Association\*\*\*\*\*

Please return the completed application form along with the forms (Annex III) completed by your member food premises in one batch to us by facsimile (fax number: 2787 3638) or by mail to Communication Resource Unit, 8/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon on or before **20 June 2008**.

<i>Part I- Basic Information</i>			
Name of Food Trade Association			
Name of Food Trade Association to be listed on the Food Safety Charter			
Preferred version of Food Safety Charter*		English <input type="checkbox"/>	Chinese <input type="checkbox"/>
Address of Food Trade Association			
Name of Contact Person		Post Title	
Fax Number		Telephone Number	
Email			

<i>Part II- Obligations of a Signatory</i>	
<i>To fulfill the obligation of a Signatory, we agree to perform the following activities between July 2008 and June 2009:</i>	
<ol style="list-style-type: none"> <li>1. Display the <b>Food Safety Charter</b> issued by the Centre for Food Safety (CFS) in a prominent location in our premises.</li> <li>2. Display the “5 Keys to Food Safety” poster(s) distributed by CFS in a prominent location in our premises.</li> <li>3. Encourage members to sign up to the Food Safety Charter. The list of members are as follows:</li> </ol>	
Name of Licensed Food Premises	
i.	ii.
iii.	iv.
v.	vi.
vii.	viii.
ix.	x.

\* Please tick the appropriate .

Remarks:

- Each member should complete a separate Application Form for Licensed Food Premises (Annex III).
- Please use separate sheets if necessary.

***Part III- Other voluntary activities***

***To support and promote the 5 Keys to Food Safety, we plan to organise the following activities between July 2008 and June 2009:***

Date:

Time:

Venue:

Participants:

Format:

Remarks: Please use separate sheets if necessary.

***Part IV- Food Safety Charter Signing Ceremony***

***The following representatives from the Association will attend the signing ceremony to be held in the afternoon of 3 July 2008:***

Name of Representatives	Post Title	Name of Licensed Food Premises	Contact Telephone Number

Remarks:

Details of the signing ceremony will be provided later.

### ***Part V- Undertaking***

By signing the Food Safety Charter, we undertake to

1. Disseminate the message of the 5 Keys to Food Safety to our staff and members.
  - Choose (Choose safe raw materials)
  - Clean (Keep hands and utensils clean)
  - Separate (Separate raw and cooked food)
  - Cook (Cook thoroughly)
  - Safe Temperature (Keep food at safe temperature)
  
2. Set a good example for the food trade to help build a food safe city.

Name : \_\_\_\_\_ Post title : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_ Association's Chop : \_\_\_\_\_

## Food Safety Charter

### \*\*\*\*\*Application Form for Licensed Food Premises\*\*\*\*\*

Please return the completed application form to your food trade association for collection. Your association will return all the forms to us in one batch by facsimile (fax number: 2787 3638) or by mail to Communication Resource Unit, 8/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon on or before **20 June 2008**.

<i>Part I-Basic Information</i>			
Name of Food Premises			
Name of Food Premises to be shown on the Food Safety Charter			
Preferred version of Food Safety Charter*	English <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Address of Food Premises			
Type of Food Business Licence			
Food Business Licence No.			
Name of Contact Person		Post Title	
Fax Number		Telephone Number	
Email			

### *Part II- Obligations of a Signatory*

***To fulfill the obligation of a Signatory, we agree to perform the following activities between July 2008 and June 2009:***

1. Display the **Food Safety Charter** issued by the Centre for Food Safety (CFS) in a prominent location in our food premises.
2. Display the “5 Keys to Food Safety” poster(s) distributed by CFS in a prominent location in our food premises.
3. Provide food safety training for our staff\*:
  - Provide in-housing training. (Number of staff to be trained: \_\_\_\_\_)
  - Send staff to attend Food Hygiene Seminars organised by CFS. (Number of staff to be trained: \_\_\_\_\_)
  - Send staff to attend other training courses on food safety. (Number of staff to be trained: \_\_\_\_\_; Name of course(s): \_\_\_\_\_).

\* Please tick the appropriate  and fill in the relevant information.

**Part III- Other voluntary activities**

**To support and promote the 5 Keys to Food Safety, we plan to organise the following activities between July 2008 and June 2009:**

Date:

Time:

Venue:

Participants:

Format:

Remarks: Please use separate sheets if required.

**Part IV- Undertaking**

By signing the Food Safety Charter, we undertake to

1. Disseminate the message of the 5 Keys to Food Safety to our staff and clients.

- Choose (Choose safe raw materials)
- Clean (Keep hands and utensils clean)
- Separate (Separate raw and cooked food)
- Cook (Cook thoroughly)
- Safe Temperature (Keep food at safe temperature)

2. Set a good example for the food trade to help build a food safe city.

Name : \_\_\_\_\_ Post title : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_ Company's Chop : \_\_\_\_\_