

Our Ref: () in

[Name of Licensed Food Premises]

Address:

Fax No.:

18 July 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 (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 have launched a mass publicity campaign in mid-2008 to promote the 5 Keys to Food Safety.

The food trade's participation is of vast importance to the promotion of the 5 Keys to Food Safety. We have invited food trade associations and their members to sign up to the Charter in mid-June 2008. As of today, we have 20 food trade associations and over 350 of their members signing up to the Charter. These signatories have committed to disseminate the message of the 5 Keys to Food Safety and to set a good example for the food trade in the coming year. The signatory list has been uploaded to the designed "Food Safety Charter" webpage of the CFS (website: <http://www.cfs.gov.hk>). We would now like to extend our invitation to individual licensed food premises to sign up to the Charter and work together to help build Hong Kong a food safe city. Details of the Charter are attached at **Annex I**.

To show our appreciation for your effort to promote food safety in our community, we shall post the name, address of your food premises and the major type of cuisine being served in the above mentioned "Food Safety Charter" webpage. We shall also present you with a Charter for display at your premises. To facilitate promotion of the 5 Keys to Food Safety, we shall provide you with a toolkit and invite you and your staff to attend the food hygiene seminars organised by the CFS between July and September 2008. Please refer to **Annex II** for the dates and venues of these food hygiene seminars. If you wish to send staff to attend the food hygiene seminars, please complete the reply slip (**Annex III**) and return it to the

CFS by fax at least 10 days before the seminars take place.

Application form for signing up to the Charter is at **Annex IV**. Please kindly return your completed form 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 **8 August 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>.

Please do not hesitate to contact Mr. Jackson YIU, Health Inspector (Food Safety Promotion), at 2381 6370 for enquiries.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'C. Chan', written in a cursive style.

(Dr. Constance Chan)

Controller, Centre for Food Safety

Encl.

Food Safety Charter

Publicity Campaign on 5 Keys to Food Safety

By adopting proper food handling practices, most foodborne diseases can be prevented. The World Health Organization (WHO) has previously developed the Ten Golden Rules for Safe Food Preparation, and subsequently grouped the messages under simpler headings and introduced the 5 Keys to Safer Food poster for spreading WHO's food hygiene message throughout the world.

Locally, as reported by the Department of Health, inadequate cooking, contamination by raw food and poor personal hygiene of food handlers were the top three contributing factors for food poisoning outbreaks in Hong Kong in 2006.

To gear up community efforts in enhancing food safety, especially during summer months when risk of food poisoning outbreaks increases, the Centre for Food Safety (CFS) of the Food and Environmental Hygiene Department considers it timely to launch a mass publicity campaign in mid-2008 promoting the 5 Keys to Food Safety:

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)

With a view to pooling efforts in the community for motivating people to adopt good practices to enhance food safety, licensed food premises are invited to sign up to the Food Safety Charter.

Mission of the Signatory

Upon signing the Charter, the signatory is committed to disseminate the message of the 5 Keys to Food Safety to its staff and clients, as well as to set a good example for the food trade to help build a food safe city.

Obligations of the Signatory

In order to be qualified as a signatory, individual licensed food premises have to undertake to perform the following activities between July 2008 and June 2009:

- display “Food Safety Charter” in their food premises;
- display CFS’s 5 Keys to Food Safety poster(s) in their food premises; and
- provide training to staff on the 5 Keys to Food Safety.

Signatories are also encouraged to organise other additional activities between July 2008 and June 2009. Examples of activities include:

- distribute CFS’s “5 Keys to Food Safety” leaflet and “5 Keys to Food Safety – Practical Tips for Public” to staff and clients
- distribute CFS’s “5 Keys to Food Safety – Handbook for trade” to staff
- arrange their own signing ceremony to demonstrate the commitment of the food trade associations/licensed food premises.

Benefits of the Signatory

Being signatories of the Food Safety Charter, the licensed food premises are entitled to the following:

- their name, address and major type of cuisine served will be listed in the designated “Food Safety Charter” webpage of the CFS;
- to be provided with a Charter for display in the respective premises, such that their clients can recognise the Charter and enhance their awareness of the campaign;
- to be provided with a toolkit to facilitate the promotion of the 5 Keys to Food Safety; and
- to attend the food hygiene seminars organised by the CFS between July and September 2008.

In order to facilitate the trade to conduct related activities to achieve their obligations as signatories of the Food Safety Charter, the CFS could provide publicity materials on the 5 Keys to Food Safety, e.g. posters, leaflets, booklets, souvenirs, etc. and send representatives to attend their activities.

How to Apply

Please complete the Application Form for Licensed Food Premises at **Annex IV** and send by facsimile (fax number: 2787 3638) or mail to Communication Resource Unit, 8/F., Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mongkok, Kowloon on or before **8 August 2008**. Application forms are also available from CFS website: <http://www.cfs.gov.hk>.

**Centre for Food Safety
Food Hygiene Seminars 2008
Time Schedule**

Seminar No.	Date	Time	Location
1.	9.7.08	15:00 – 17:00	Sha Tin Town Hall 1 Yuen Wo Road, Shatin
2.	10.7.08	15:00 – 17:00	Kwai Tsing Theatre 12 Hing Ning Road, Kwai Chung
3.	15.7.08	15:00 – 17:00	Tsuen Wan Town Hall 72 Tai Ho Road, Tsuen Wan
4.	17.7.08	15:00 – 17:00	Kwai Tsing Theatre 12 Hing Ning Road, Kwai Chung
5.	23.7.08	15:00 – 17:00	Hong Kong Science Museum 2 Science Museum Road, Tsimshatsui East, Kowloon
6.	24.7.08	10:30 – 12:30	Ngau Chi Wan Civic Centre 2/F, 11 Clear Water Bay Road, Kowloon
7.	25.7.08	14:30 – 16:30	Hong Kong Central Library 66 Causeway Road, Causeway Bay, Hong Kong
8.	25.7.08	15:00 – 17:00	Hong Kong Space Museum 10 Salisbury Road, Tsimshatsui, Kowloon
9.	30.7.08	15:00 – 17:00	Tai Po Civic Centre 12 On Pong Road, Tai Po
10.	1.8.08	10:30 – 12:30	Hong Kong Central Library 66 Causeway Road, Causeway Bay, Hong Kong
11.	4.8.08	10:30 – 12:30	Hong Kong Central Library 66 Causeway Road, Causeway Bay, Hong Kong
12.	8.8.08	15:00 – 17:00	North District Town Hall 2 Lung Wan Street, Sheung Shui
13.	11.8.08	15:00 – 17:00	Ngau Chi Wan Civic Centre 2/F, 11 Clear Water Bay Road, Kowloon
14.	12.8.08	15:00 – 17:00	Ngau Chi Wan Civic Centre 2/F, 11 Clear Water Bay Road, Kowloon

Seminar No.	Date	Time	Location
15.	13.8.08	15:00 – 17:00	Hong Kong Central Library 66 Causeway Road, Causeway Bay, Hong Kong
16.	18.8.08	15:00 – 17:00	Ngau Chi Wan Civic Centre 2/F, 11 Clear Water Bay Road, Kowloon
17.	26.8.08	14:00 – 16:00	Hong Kong Science Museum 2 Science Museum Road, Tsimshatsui East, Kowloon
18.	27.8.08	15:00 – 17:00	Tuen Mun Town Hall 3 Tuen Hi Road, Tuen Mun
19.	4.9.08	15:00 – 17:00	Sha Tin Town Hall 1 Yuen Wo Road, Shatin
20.	8.9.08	10:30 – 12:30	Yuen Long Theatre 9 Tai Yuk Road, Yuen Long
21.	19.9.08	15:00 – 17:00	Hong Kong Science Museum 2 Science Museum Road, Tsimshatsui East, Kowloon
22.	25.9.08	15:00 – 17:00	Sheung Wan Civic Centre 5/F Sheung Wan Complex 345 Queen's Road Central, Hong Kong
23.	29.9.08	10:30 – 12:30	Hong Kong Central Library 66 Causeway Road, Causeway Bay, Hong Kong

參加食物衛生講座回條
Reply Slip for Food Hygiene Seminar

致：食物環境衛生署傳達資源小組
 To：Communication Resource Unit,
 Food and Environmental Hygiene Department

傳真號碼：2787 3638
 Fax No.
 (傳真後，請勿重複郵寄
 Do NOT double apply)

(I) 食物業處所資料Particulars (請用正楷填寫 Please complete in BLOCK letters)

食物業處所名稱 Name of Food Premises: _____

食物業處所地址 Address of Food Premises: _____

聯絡人 Name of Contact Person: _____

電話 Telephone No. _____ 傳真 Fax No.: _____

(II) 擬選擇出席的講座Seminar(s) Chosen

出席者 Participant(s)	請於下列空格填寫擬選擇出席講座的日期及編號 Please indicate date and seminar no. chosen	
① 先生/小姐/女士* Mr/Miss/Ms*		
② 先生/小姐/女士* Mr/Miss/Ms*		
③ 先生/小姐/女士* Mr/Miss/Ms*		

*請刪去不適用者 Please delete if inappropriate

出席人數如超過三名，可自行影印此表格填寫。Please photocopy this reply slip if there are more than three participants.

備註：獲接納的參加者將收到出席通知
 Remarks : Applicants being accepted will receive our confirmation.

為方便聯絡，請填寫個別出席者的姓名及回郵地址於下列回郵便條上
 Please complete the following in BLOCK letters for correspondence use.

<p>③ 出席者姓名 Name of Participants :</p> <p>回郵地址 Correspondence Address :</p>	<p>② 出席者姓名 Name of Participants :</p> <p>回郵地址 Correspondence Address :</p>	<p>① 出席者姓名 Name of Participants :</p> <p>回郵地址 Correspondence Address :</p>
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Food Safety Charter

*****Application Form for Licensed Food Premises*****

Please return the completed application form 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 **8 August 2008**.

Part I- Information of Food Premises to be uploaded onto the website of the Centre for Food Safety (CFS)	
Name of Food Premises in Chinese	
Name of Food Premises in English (please complete in BLOCK letters)	
Address of Food Premises in Chinese	
Address of Food Premises in English (please complete in BLOCK letters)	
District of Food Premises [#] :	<p>Hong Kong Island: <input type="checkbox"/> Central & Western <input type="checkbox"/> Wan Chai <input type="checkbox"/> Eastern <input type="checkbox"/> Southern</p> <p>Kowloon: <input type="checkbox"/> Sham Shui Po <input type="checkbox"/> Kowloon City <input type="checkbox"/> Wong Tai Sin <input type="checkbox"/> Kwun Tong <input type="checkbox"/> Yau Tsim Mong</p> <p>New Territories: <input type="checkbox"/> Kwai Tsing <input type="checkbox"/> Tsuen Wan <input type="checkbox"/> Tuen Mun <input type="checkbox"/> Yuen Long <input type="checkbox"/> North <input type="checkbox"/> Tai Po <input type="checkbox"/> Shatin <input type="checkbox"/> Sai Kung <input type="checkbox"/> Islands</p>
Major Type of Cuisine [#] :	<p>I. Chinese <input type="checkbox"/> Guangdong <input type="checkbox"/> Beijing, Sichuan, Shanghai</p> <p>II. Other than Chinese <input type="checkbox"/> Hong Kong style tea cafes <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese <input type="checkbox"/> French <input type="checkbox"/> Italian</p> <p>III. <input type="checkbox"/> Fast food shops</p> <p>IV. <input type="checkbox"/> Others (please specify _____)</p>

[#]Please tick in the appropriate

Part II- Other Information

Preferred version of the Food Safety Charter [#]	English <input type="checkbox"/>	Chinese <input type="checkbox"/>
Type of Food Business Licence		
Food Business Licence No.		
Name of Contact Person		Post Title
Fax Number		Telephone Number
Email		

Part III- 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 CFS in a prominent location in our food premises.
2. Display the CFS's "5 Keys to Food Safety" poster(s) 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: _____)
 - Will send staff to attend Food Hygiene Seminars organised by the CFS.
(Please complete the reply slip in Annex III)
 - Has already arranged staff to attend Food Hygiene Seminars organised by the CFS.
(Number of staff to be trained: _____;
seminar no. & date to be attended: _____)
 - Send staff to attend other training courses on food safety.
(Number of staff to be trained: _____; Name of course(s): _____)

[#]Please tick in the appropriate

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

Part IV- 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 V- Undertaking and Consent to uploading of information

1. By signing the Food Safety Charter, we undertake to

i) 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)

ii) set a good example for the food trade to help build a food safe city.

2. We consent to the uploading of the information in **Part I** of this Application Form including the name, address of food premises and major type of cuisine served onto the designated "Food Safety Charter" website (<http://www.cfs.gov.hk>) of the CFS for public reference.

Signature : _____ Post title : _____

Name : _____

Date : _____ Company's Chop : _____