

## **Guidelines on Keeping Records Relating to Food**

### **Objective:**

As stipulated in the "Food Safety Law", food producers and traders are obliged to keep records or relevant invoices relating to acquisition and supply of food within a specified period. This guideline is intended to let the food producers and traders understand the requirements of food record keeping and how to carry it out properly, in order to assist the competent authorities to trace the source of food more effectively and take prompt action when dealing with food incidents, thus safeguarding food safety in Macao with combined effects.

### **Scope:**

- This guideline is applicable to all food that is intended for human consumption. As stipulated in the "Food Safety Law", "food" refers to any substances, processed or unprocessed, intended for human consumption, including beverages and chewing gums products, as well as all ingredients used in the production, preparation and processing of food.
- This guideline is intended to provide principle-based recommendations on food record keeping for food producers and traders. However, for those who are regulated by other existing guidelines, the current regulations are to be followed.

### **Information to be included in the records:**

For effective tracing of sources and distribution of food, the records kept should clearly cover the following information:

1. Date (the date the food was acquired; the date the food was supplied by wholesale);
2. Information about the source of food (name, address and telephone number of the company or individual);
3. Quantity of food;
4. Description of food (characteristic description which can be clearly identified, such as the name of food, batch number and place of origin, etc.).

### **Records generally required to be kept by food producers and traders**

	Import Record	Acquisition Record	Supply Record
Food Importer	√		√
Food Distributor		√	√
Food Retailer (direct supply to consumers)		√	
Catering Industry		√	
Local Food Manufacturer		√	√

### **Ways to keep records:**

The industry may have their own ways of record keeping according to specific needs, or may refer to one of the following means:

1. Keep the receipts or invoices properly;
2. Keep written or electronic transaction records;
3. Use the template of record keeping provided in this guideline.

### **Duration of record keeping:**

To facilitate effective traceability of food, the duration of record keeping relating to food varies according to the shelf life of food which is as follows:

<b>Shelf life of food (expiry date)</b>	<b>Duration of record keeping</b>
Food with shelf life of 3 months or less	At least 3 months from the date the food was acquired/supplied
Food with shelf life over 3 months	At least 24 months from the date the food was acquired/supplied

### **Points to note during record keeping:**

The relevant food records should be collated/filed timely and stored properly for immediate reference by competent authorities when necessary.

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### Record-keeping form relating to acquisition or supply of food (Template)

**Record of food supplied/acquired for the month of \_\_\_\_\_ in 20\_\_\_\_\_**

Food supplied

Food acquired

Date		
<b>Particulars of the trade involved</b>	➤ Name of company	
	➤ Address	
	➤ Contact tel. no.	
	➤ Fax no.	
	➤ Others	
Description of food (e.g. name of food, batch no., type of packaging)		Total quantity

*This template is for reference only.*