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INSTITUTO PARA OS
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食品安全廳
Departamento de Segurança Alimentar

Hygiene Guidelines on Food Purchasing

Objective:

This document is intended for providing the food wholesale industry and catering industry with the details of the issues they should take note of during food purchase. It also reminds them to keep the records of the food products for efficient and timely product tracing and follow-up actions by the competent government authorities when food safety incidents occur.

Scope:

1. Those engaged in food wholesale trade.
2. Those engaged in catering services.

Definition:

Food: any processed or unprocessed substances that are intended for human consumption, including drinks and chewing gum products, as well as any substances used in food production, preparation and processing.

Food wholesalers and catering providers should pay attention to the following issues when purchasing food:

1. Purchase from reputable suppliers or approved sources;
2. Purchase fresh and hygienic food. Avoid spoiled food or food with abnormalities;
3. Pay attention to the storage and delivery conditions of food products upon acceptance. Reject or return any problem food products in order to ensure food hygiene and safety;
4. Check the details on the labels of pre-packaged food products upon acceptance. Reject food products that are expired or from unknown sources;
5. Keep close contact with the suppliers. If necessary, request the suppliers to provide the relevant documents, such as the information about the suppliers, the export certificates issued by the government authorities of the exporting countries, as well as the health certificates, certificates of origins and laboratory test reports of the food products, etc.;
6. Keep all the purchase and sales records and invoices for product tracing and management by the competent government authorities whenever necessary;

7. Contact the corresponding government authorities for any unsafe or suspected food products that have been purchased.

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