

Architectural plan

- a) Layout plan should be drawn to minimal (1:50) scale and all dimensions must be clearly indicated.
- b) To label the various rooms/doors and illustrate the location of the processing equipment.
- c) To illustrate the temperatures of the various processing/storage rooms (if required):
 - i. Walk-in freezer (-18°C)
 - ii. Walk-in chiller (4°C)
 - iii. Air conditioned (A/C)
 - iv. Ambient/Mechanical ventilation (M/V)

Process flow

- a) Process flows should be provided with a heading for each product category (If required) and the processing steps must be numbered in sequence. Key processing temperatures should also be indicated.
- b) Numbered processing steps must be indicated directly into the layout plan.
- c) A legend should be provided at the side of the layout plan. You may use different colour coding labels if different product categories are manufactured in the premises.

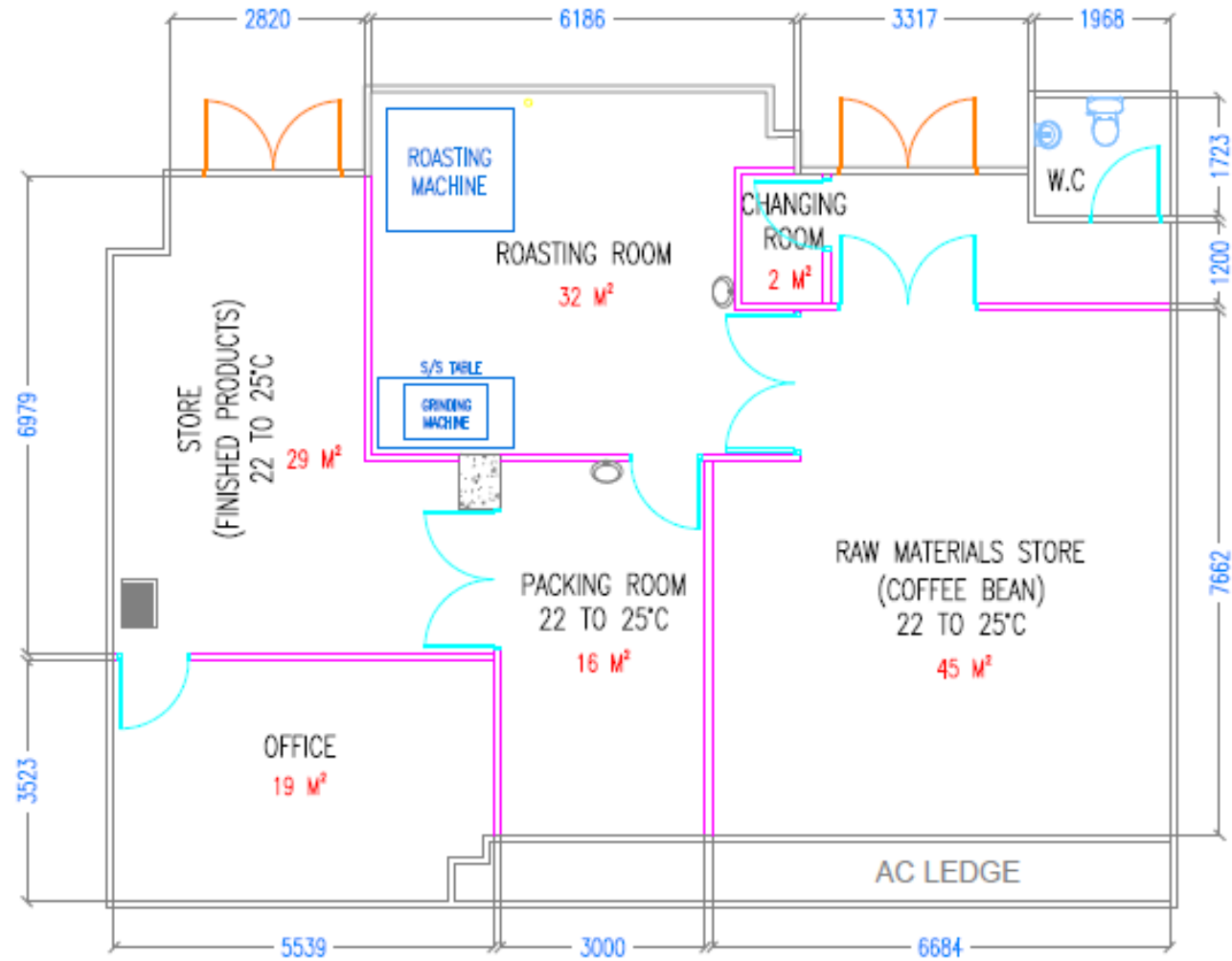
Particulars of product list

- a) A main heading (product category) should be provided in the POP list followed by the details of the products.
- b) The product category should exactly mirror the product category in the process flow document.
- c) All trading food items must also be indicated and categorized as “Trading items”.

Example

Processing licence – Coffee Roasting

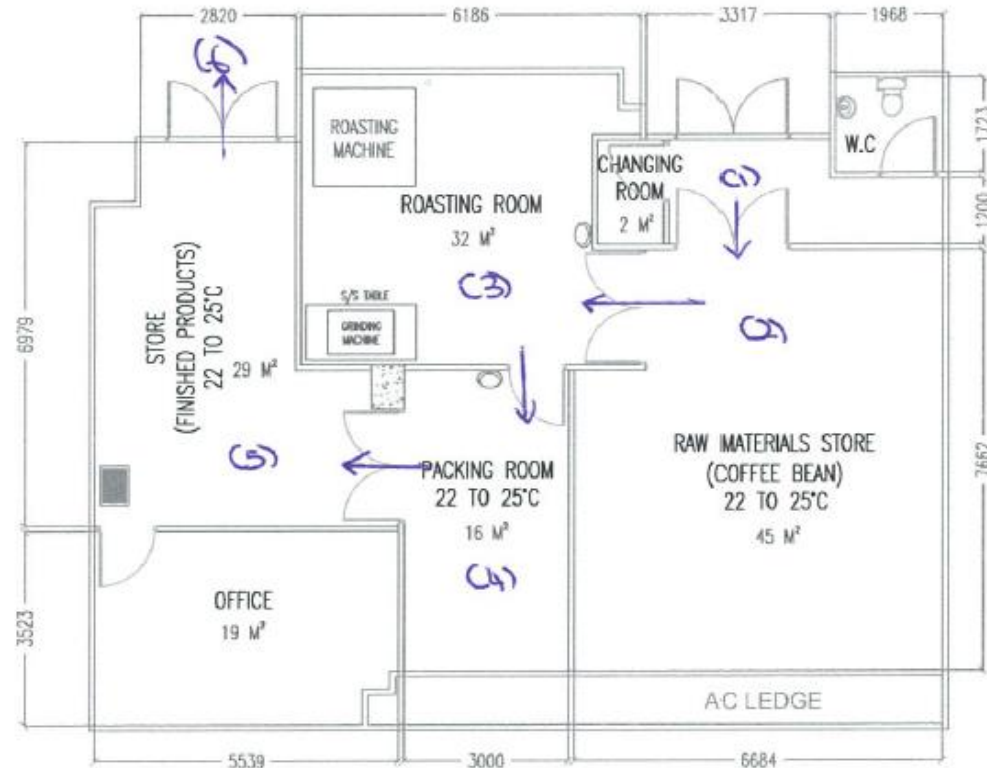
Architectural Plan



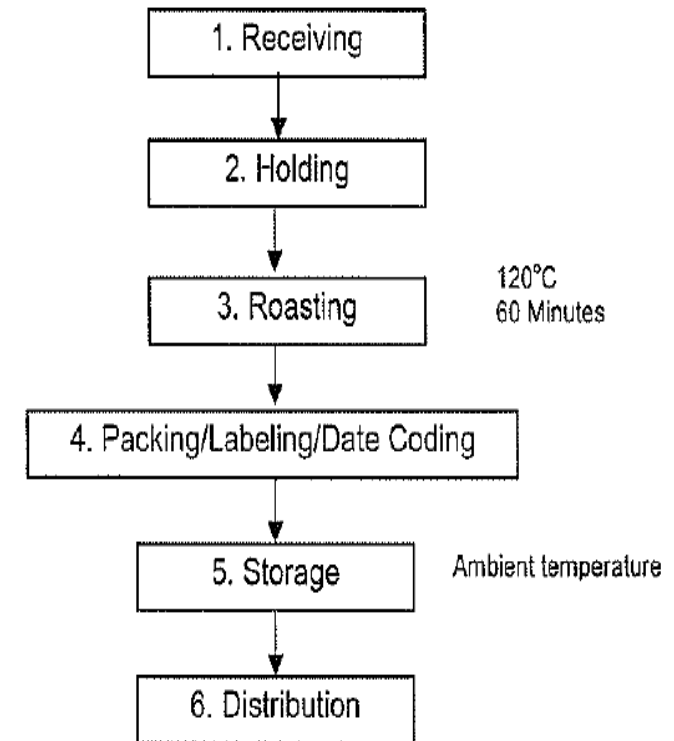
TOTAL AREA SIZE: 172 M²

Process Flowchart

FLOW DIAGRAM FOR THE ROASTING OF COFFEE BEANS



TOTAL AREA SIZE: 172 M²



Particulars of products



PARTICULARS OF PRODUCTS

Name of Company: Coffee Company

Establishment Address : 123 ABC Road Singapore 123456

Submission Date : 01 Jan 2000

Name of applicant : Tan

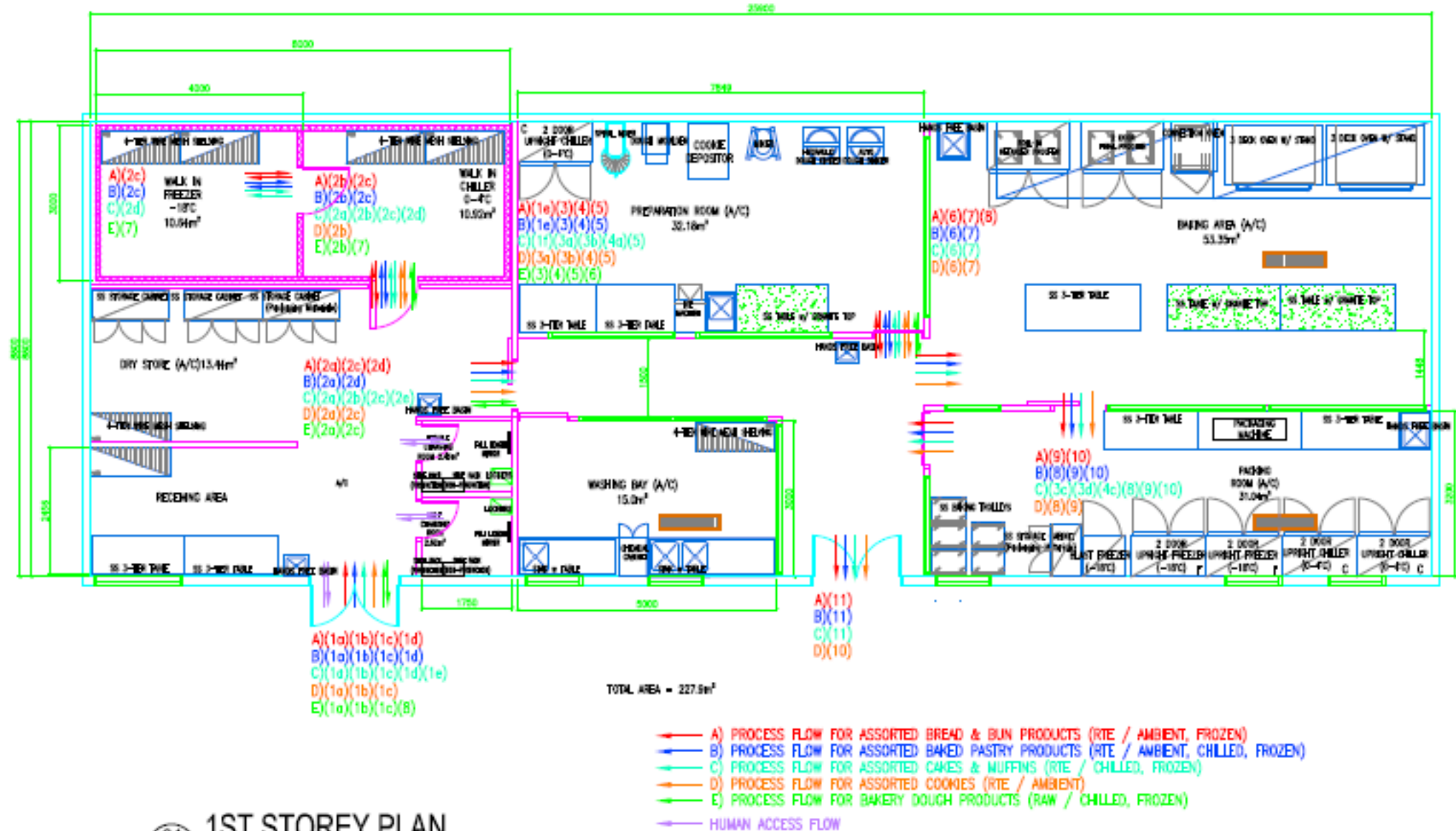
Licence No: _____

S/No	*Common Name of Food Products	Brand	Packaging Size (weight/volume)	Packaging Materials	Storage Conditions (E.g. Chilled 0-4°C)	Shelf Life	Ingredients List	Type of Additives Added and The Functional Use	Estimated Quantity (per month)	Intended Customers	
										For local (e.g. own outlets, restaurants, hawker stalls)	For export (Name of countries)
1	Roasted Coffee	XXX	500g	Aluminium foil pouch	Room Temperature	1 year	Coffee Bean	Nil	5000 bags	Supermarkets	Nil

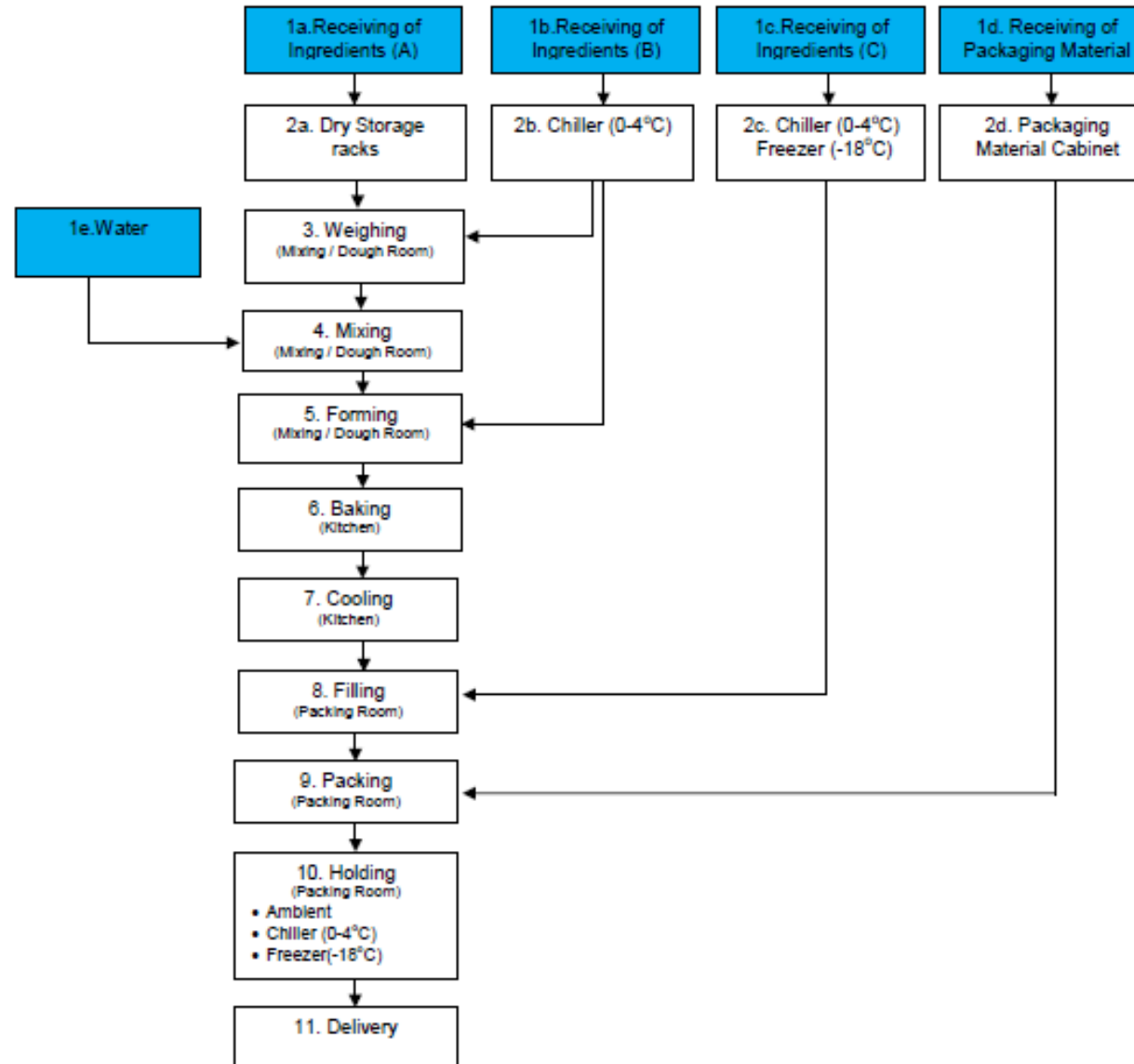
Example

Processing licence – Bakery

Architectural Plan



Process Flowchart



Particulars of products



PARTICULARS OF PRODUCTS

Name of Company: Bakery Company

Establishment Address : 123 ABC Road Singapore 123456

Submission Date : 01 Jan 2000

Name of applicant : Tan

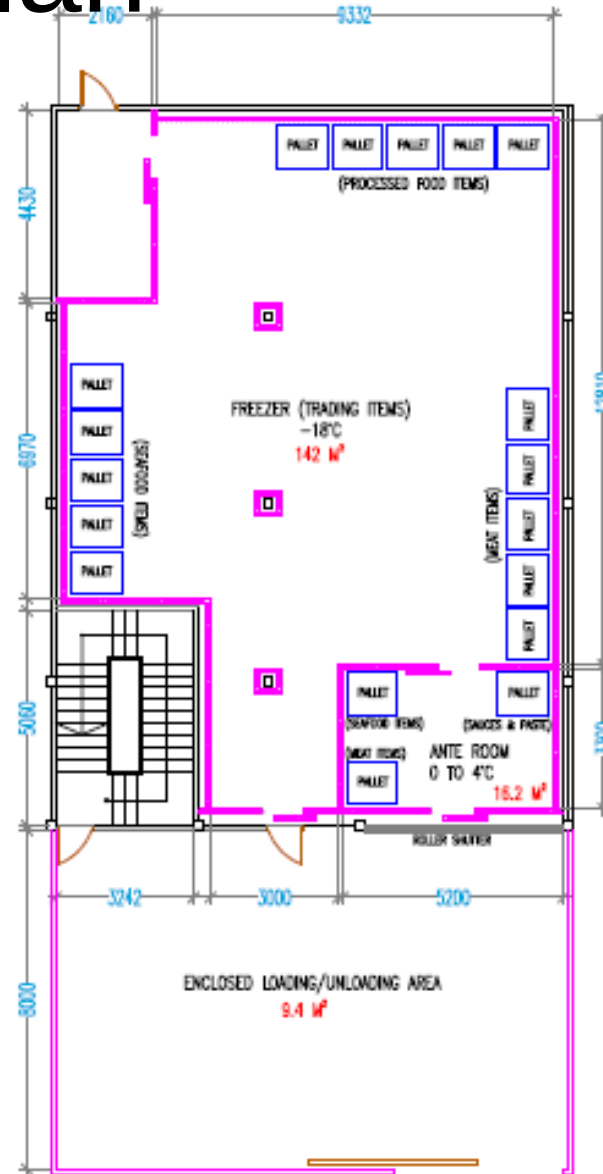
Licence No: _____

S/No	*Common Name of Food Products	Brand	Packaging Size (weight/volume)	Packaging Materials	Storage Conditions (E.g. Chilled 0-4°C)	Shelf Life	Ingredients List	Type of Additives Added and The Functional Use	Estimated Quantity (per month)	Intended Customers	
										For local (e.g. own outlets, restaurants, hawker stalls)	For export (Name of countries)
1	Assorted buns	XXX	8 buns per bag	Plastic bag	Frozen (<18C), Chilled (0-4C), Room Temperature	Ambient - 2 days, Chilled - 2 weeks, Frozen - 2	Flour, Eggs, Yeast, Salt, Sugar, Assorted pre-made fillings (red bean, lotus paste, yam paste)	Assorting flavouring/ Colouring (E number)	10000kg	Own outlets	Nil

Example

Cold Store licence

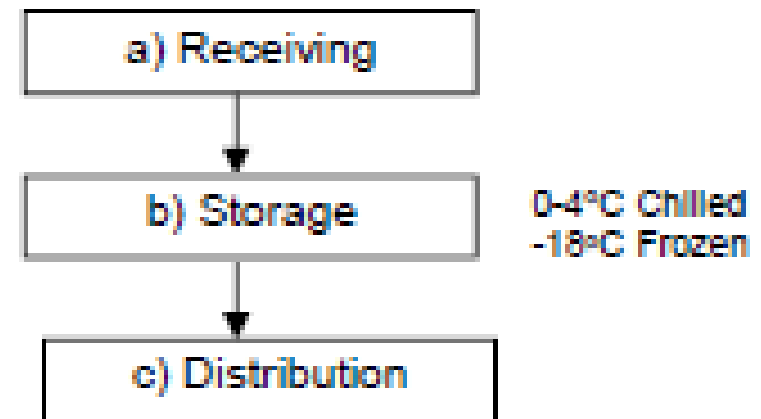
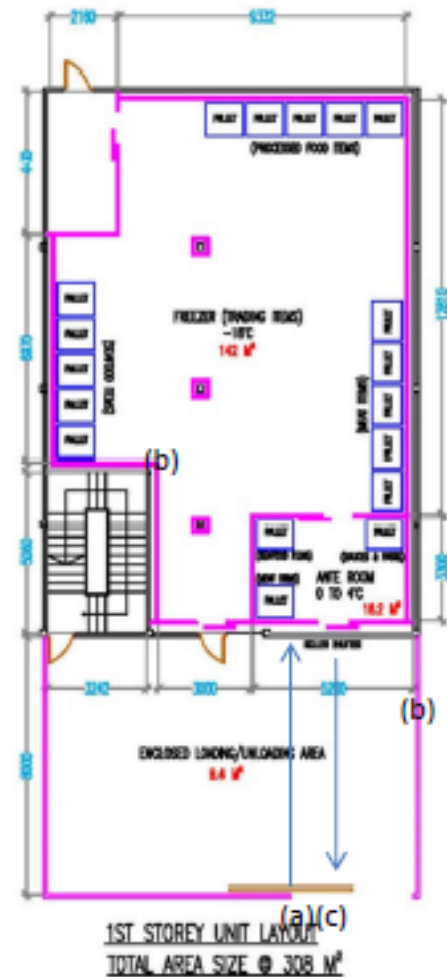
Architectural Plan



1ST STOREY UNIT LAYOUT
TOTAL AREA SIZE @ 308 M^2

Process Flowchart

(1) FLOW DIAGRAM FOR THE HANDLING OF MEAT ITEMS



Particulars of products



PARTICULARS OF PRODUCTS

Name of Company: Coldstore Company

Establishment Address : 123 ABC Road Singapore 123456

Submission Date : 01 Jan 2000

Name of applicant : Tan

Licence No: _____

S/No	*Common Name of Food Products	Brand	Packaging Size (weight/volume)	Packaging Materials	Storage Conditions (E.g. Chilled 0-4°C)	Shelf Life	Ingredients List	Type of Additives Added and The Functional Use	Estimated Quantity (per month)	Intended Customers	
										For local (e.g. own outlets, restaurants, hawker stalls)	For export (Name of countries)
1	Meat items	Varies	Varies	PE film in carton box	Frozen (<18C)	Based on supplier	NA	NA	10000kg	Retailers, wholesalers, Food Service	Malaysia