



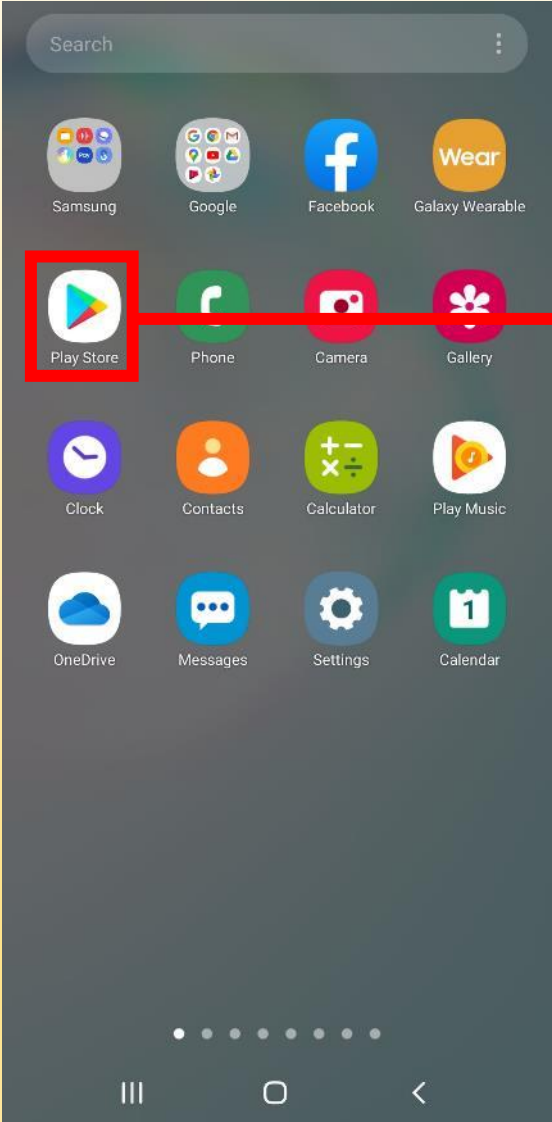
# **Pictorial Guide for Photo Submission**

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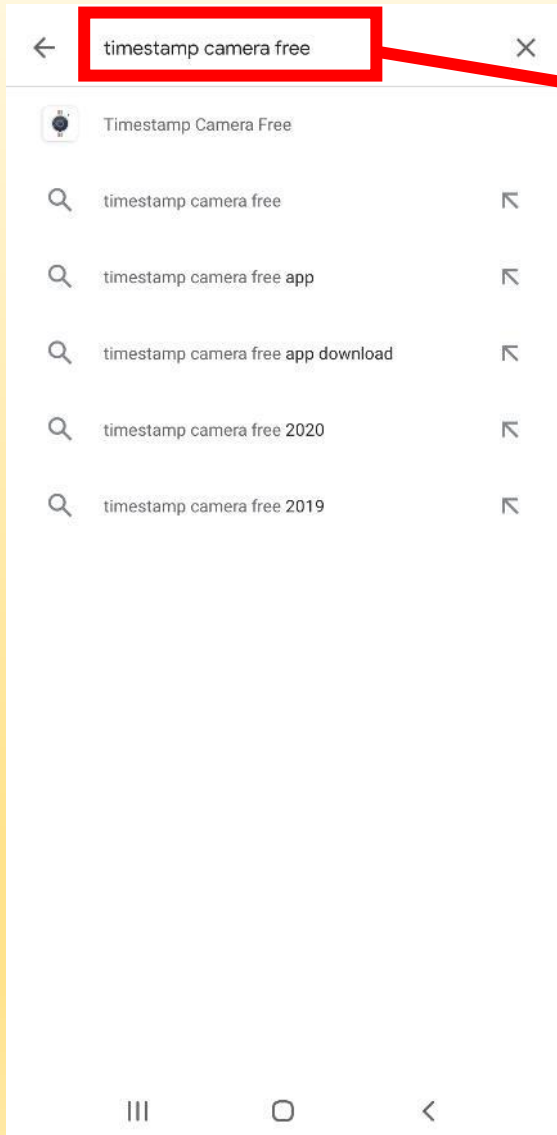
# **1) Download guide for Android phone users**

# Download guide for android phone users



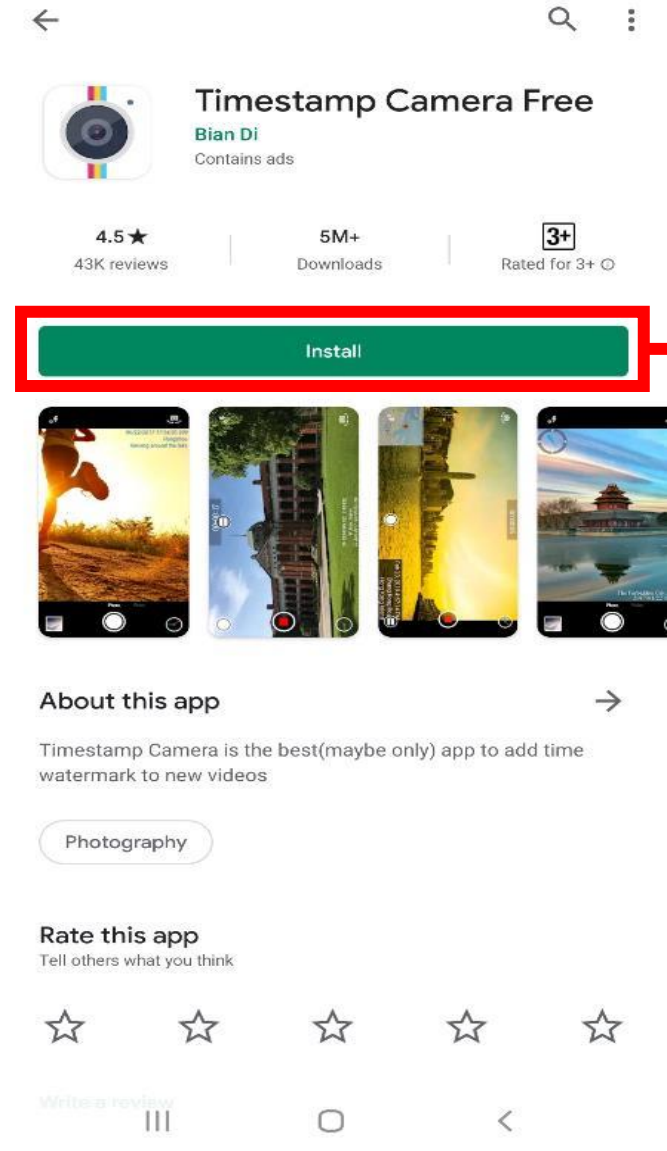
Step 1: Click on the *Play Store* icon

# Download guide for android phone users



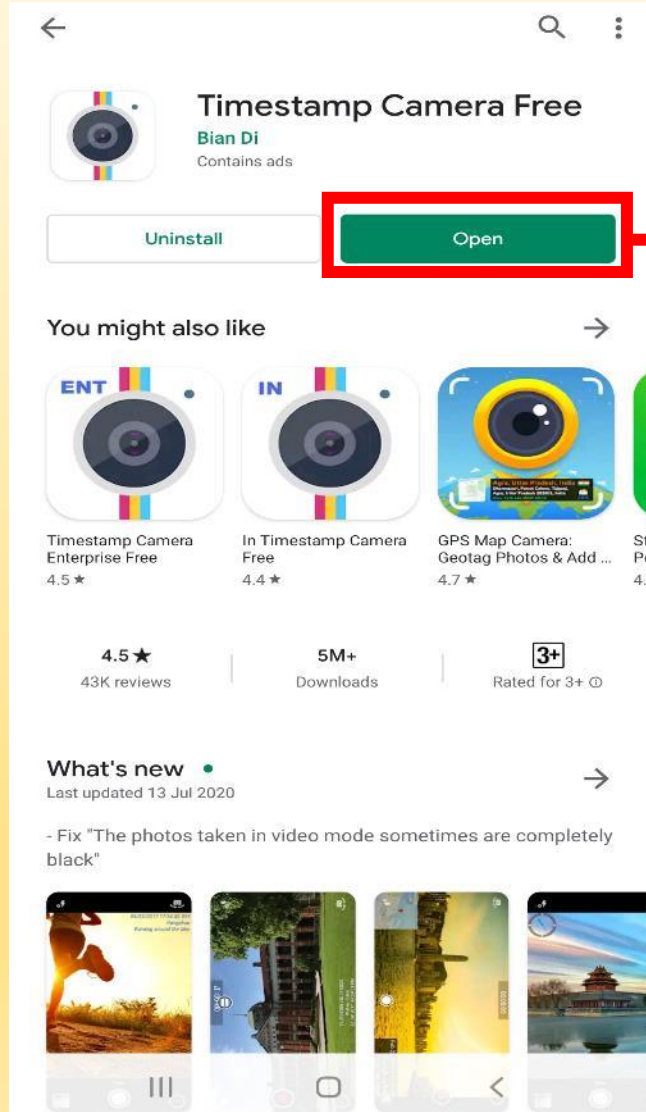
Step 2: Type in *Timestamp camera free*

# Download guide for android phone users



Step 3: Click on *Install*

# Download guide for android phone users

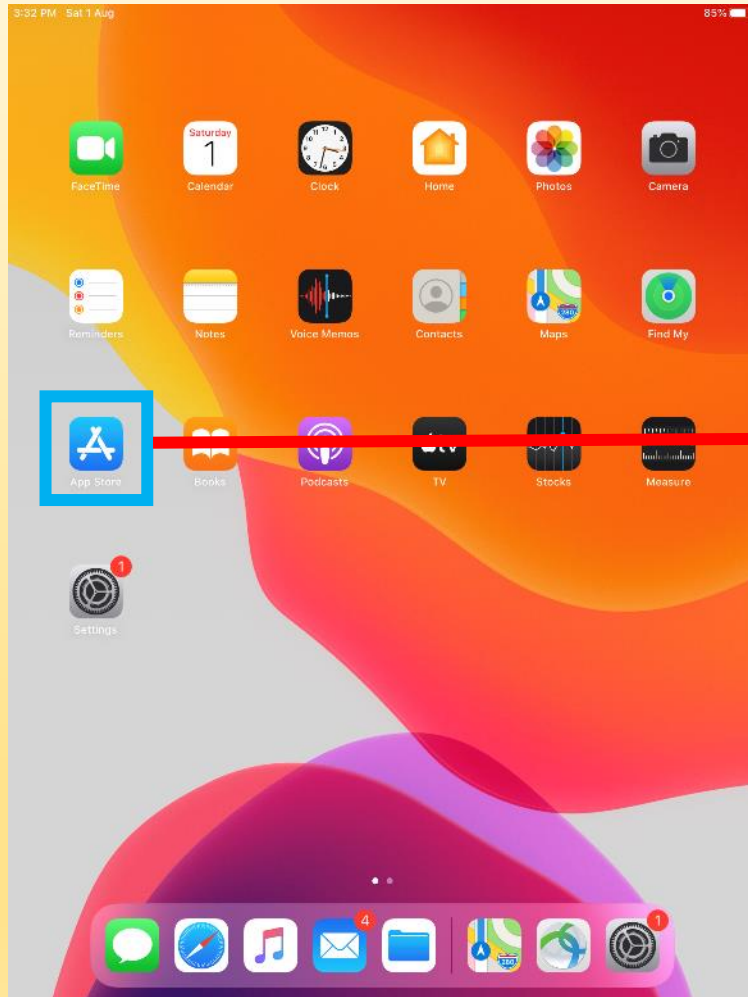


Step 4: Click on *Open* to launch app after download is completed

## **2) Download guide for Apple phone users**

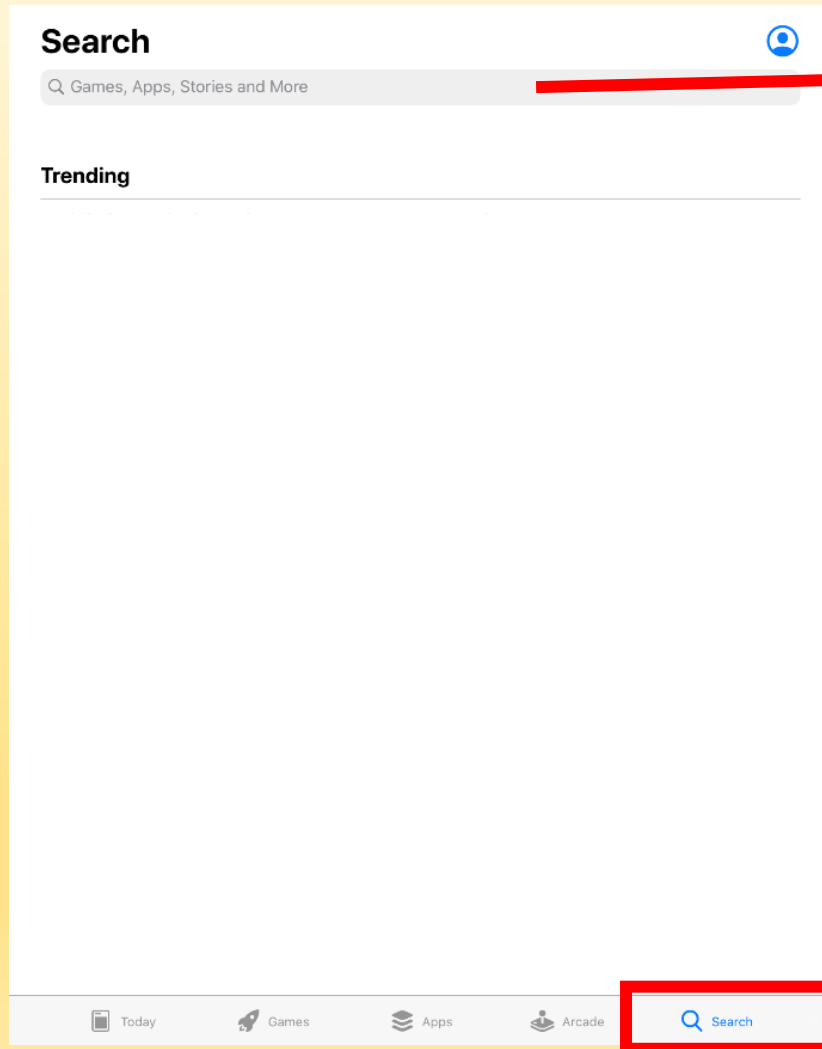


# Download guide for Apple phone users



Step 1: Click on the *App Store* icon

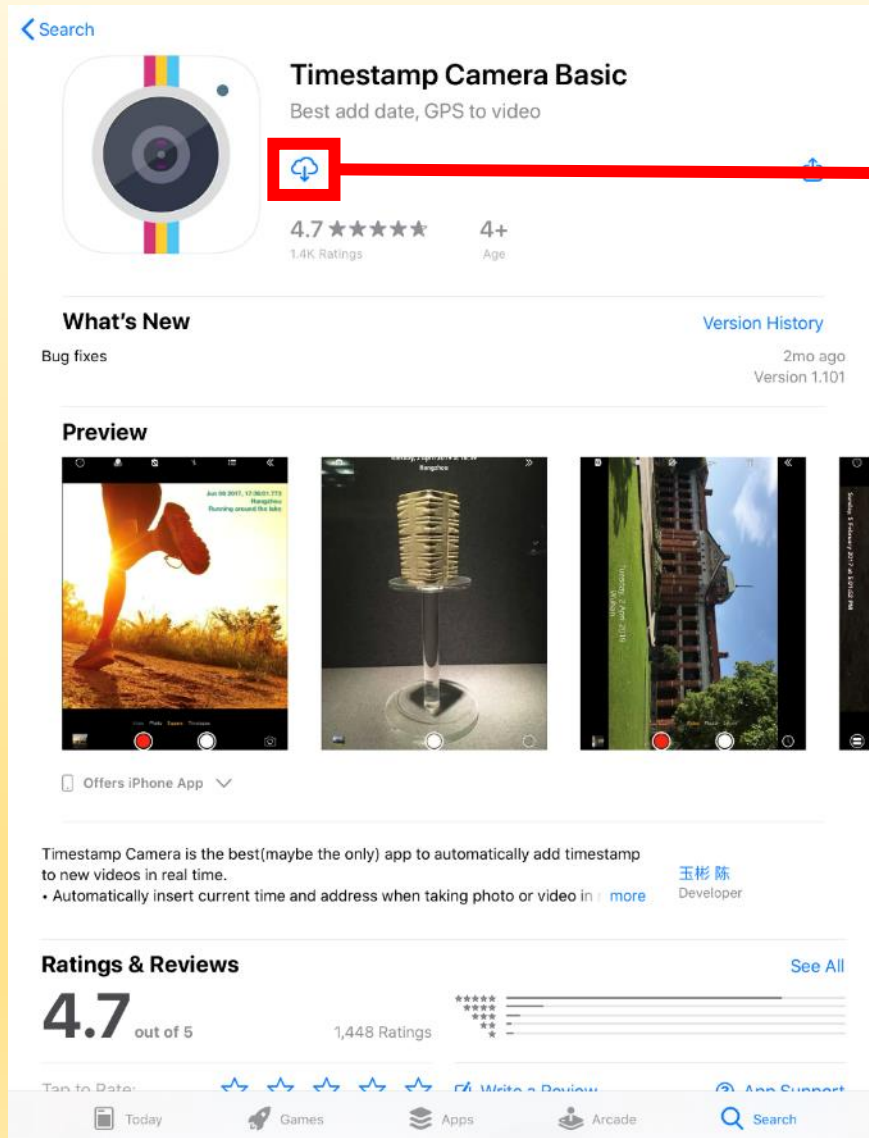
# Download guide for Apple phone users



Step 3: Type *Timestamp Camera Basic* in the search box

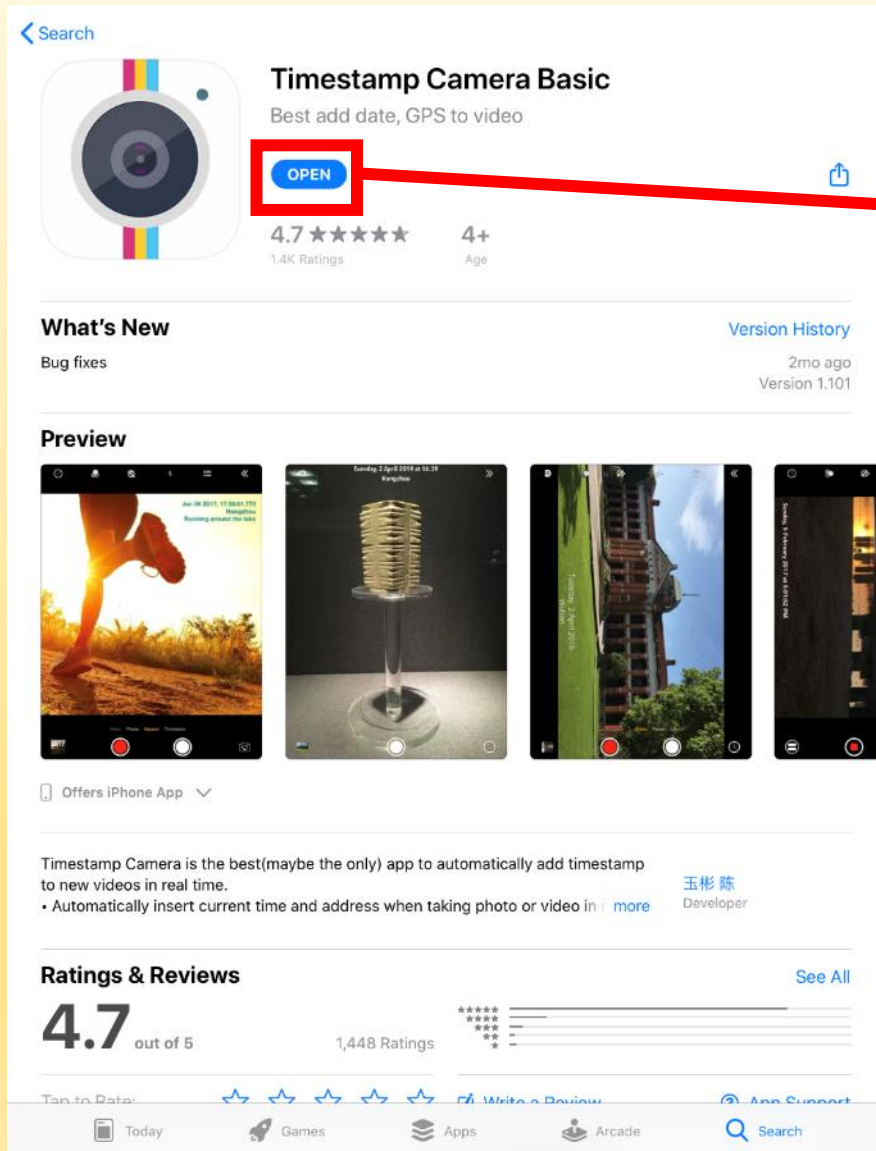
Step 2: Click Search

# Download guide for Apple phone users



Step 4: Click on the *download* icon

# Download guide for Apple phone users



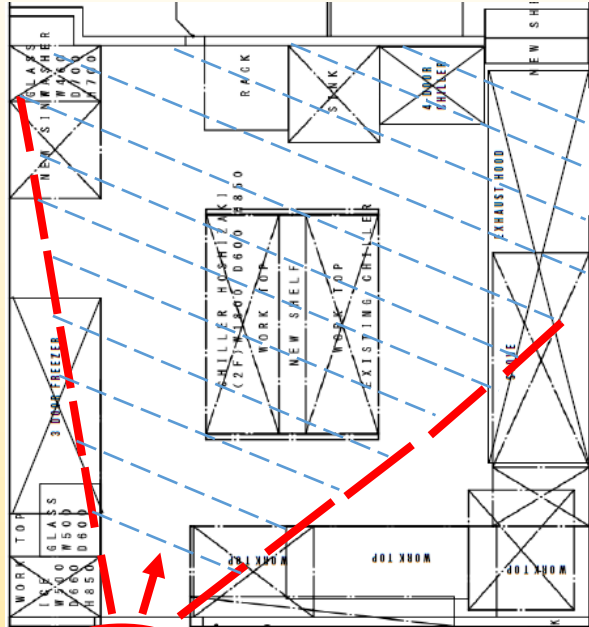
Step 5: Click on *open* to launch app after download is completed



## **3) Photo Submission**

# Photo Submission

## Sample Kitchen Overview Photo



Position 1

Stand at position 1 to take an overall photo of the kitchen in the direction of the arrow



Date and time stamp to be reflected on all the photos submitted

# Photo Submission

## Kitchen Overview (Photo 1)

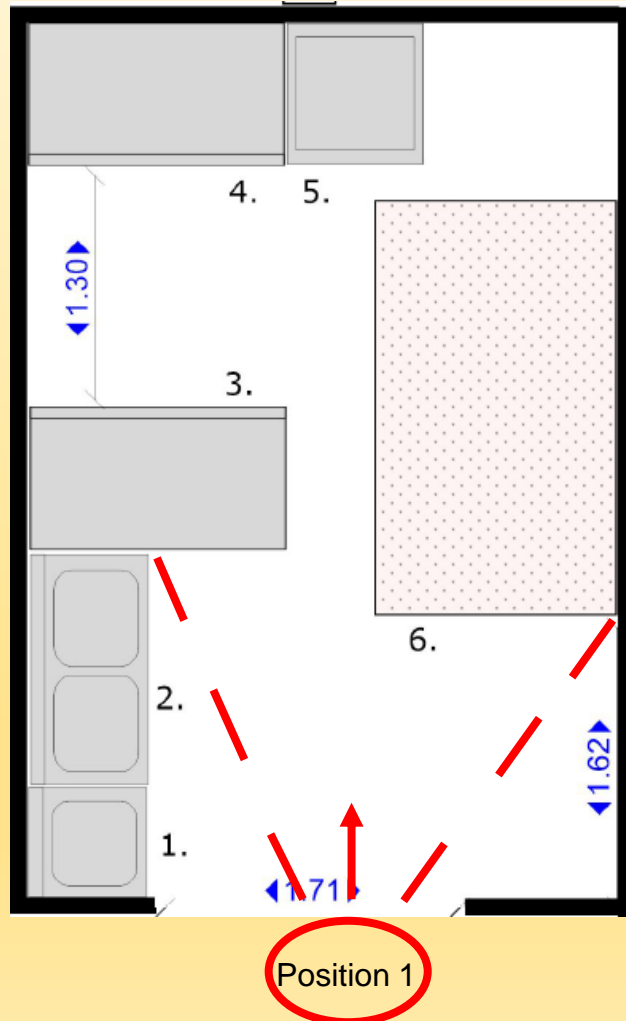
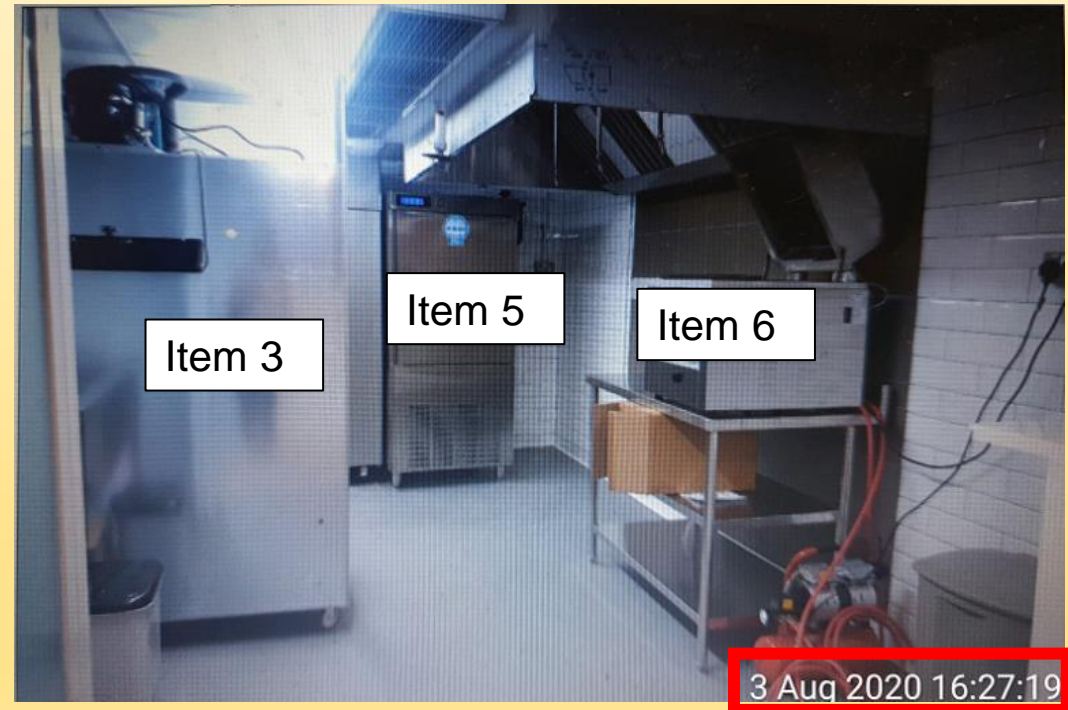


Photo taken standing at position 1 (to capture an overall view of the kitchen)



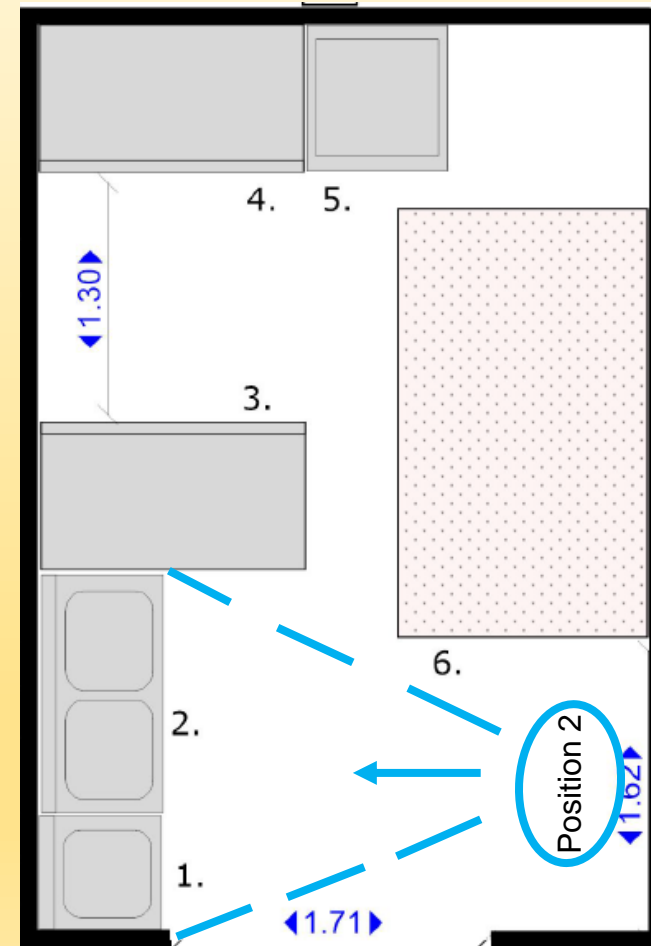
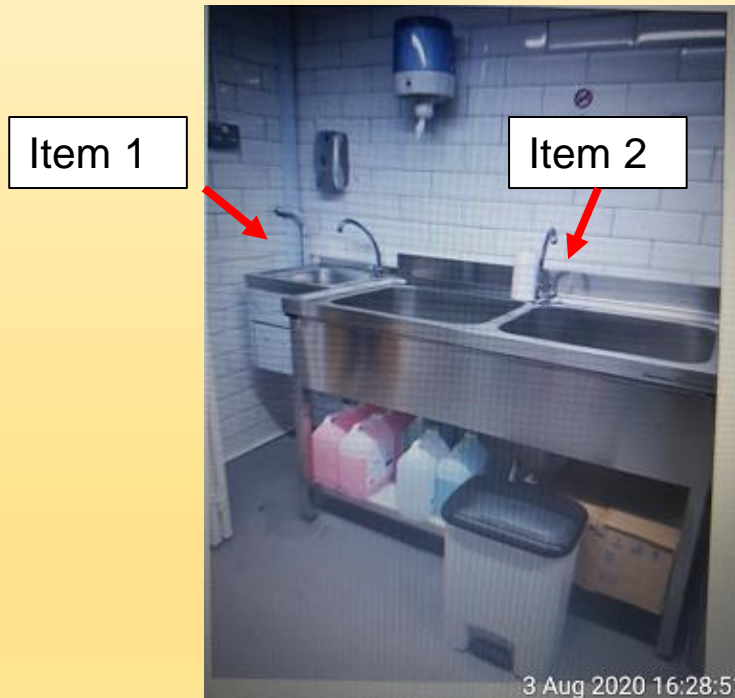
Date and time stamp to be reflected on all the photos submitted

- As items 1, 2 and 4 cannot be captured at position 1, move on to take photo at position 2 (refer to page 16)

# Photo Submission

## Kitchen Overview (Photo 2)

Photo taken standing at position 2 (to capture items 1 and 2)

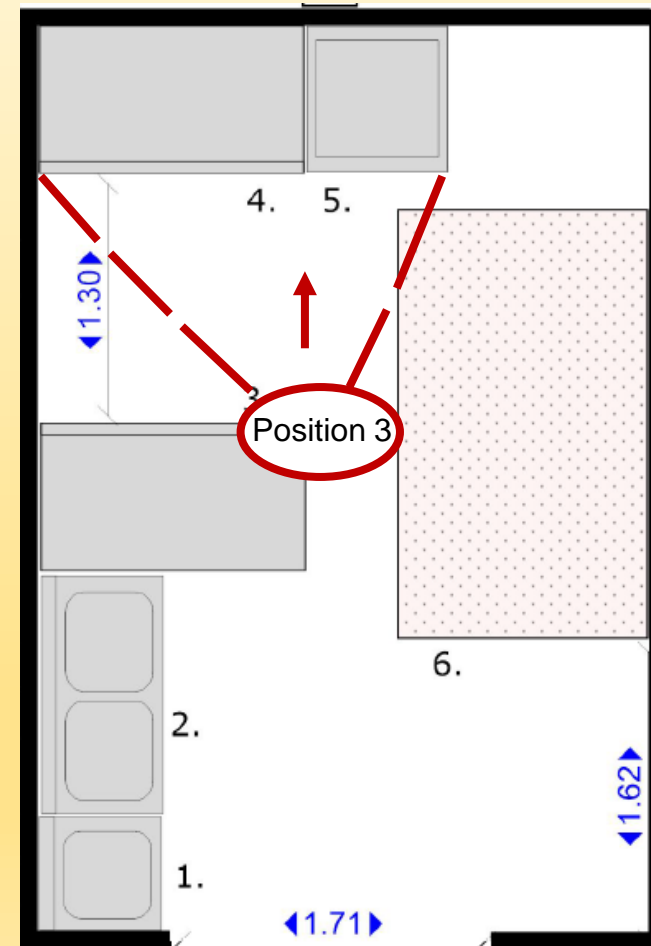
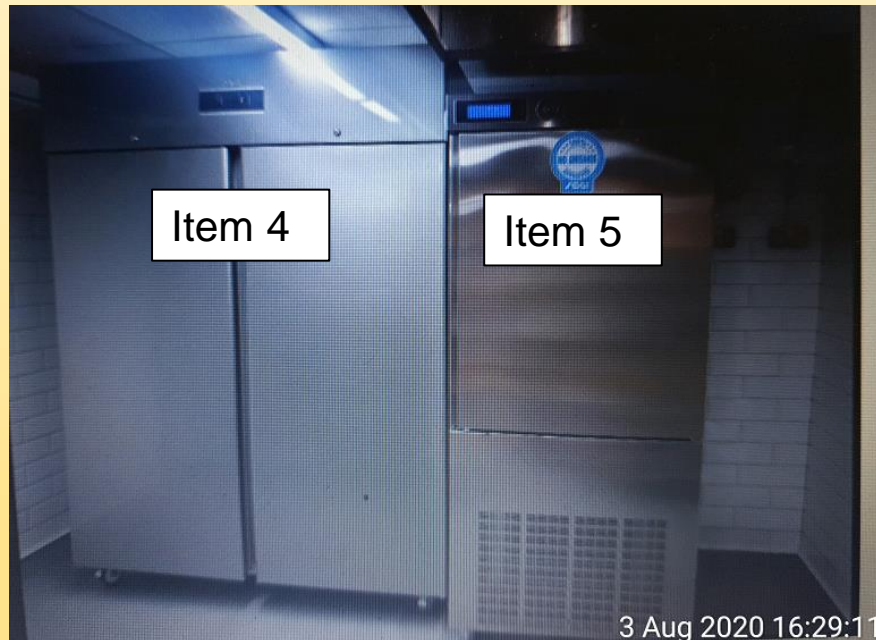




# Photo Submission

## Kitchen Overview (Photo 3)

Photo taken standing at position 3  
(to capture item 4 and 5)



# Sample Photo submission

Step 1 – Take the required overview photos (use time stamping app) of various area of the shop

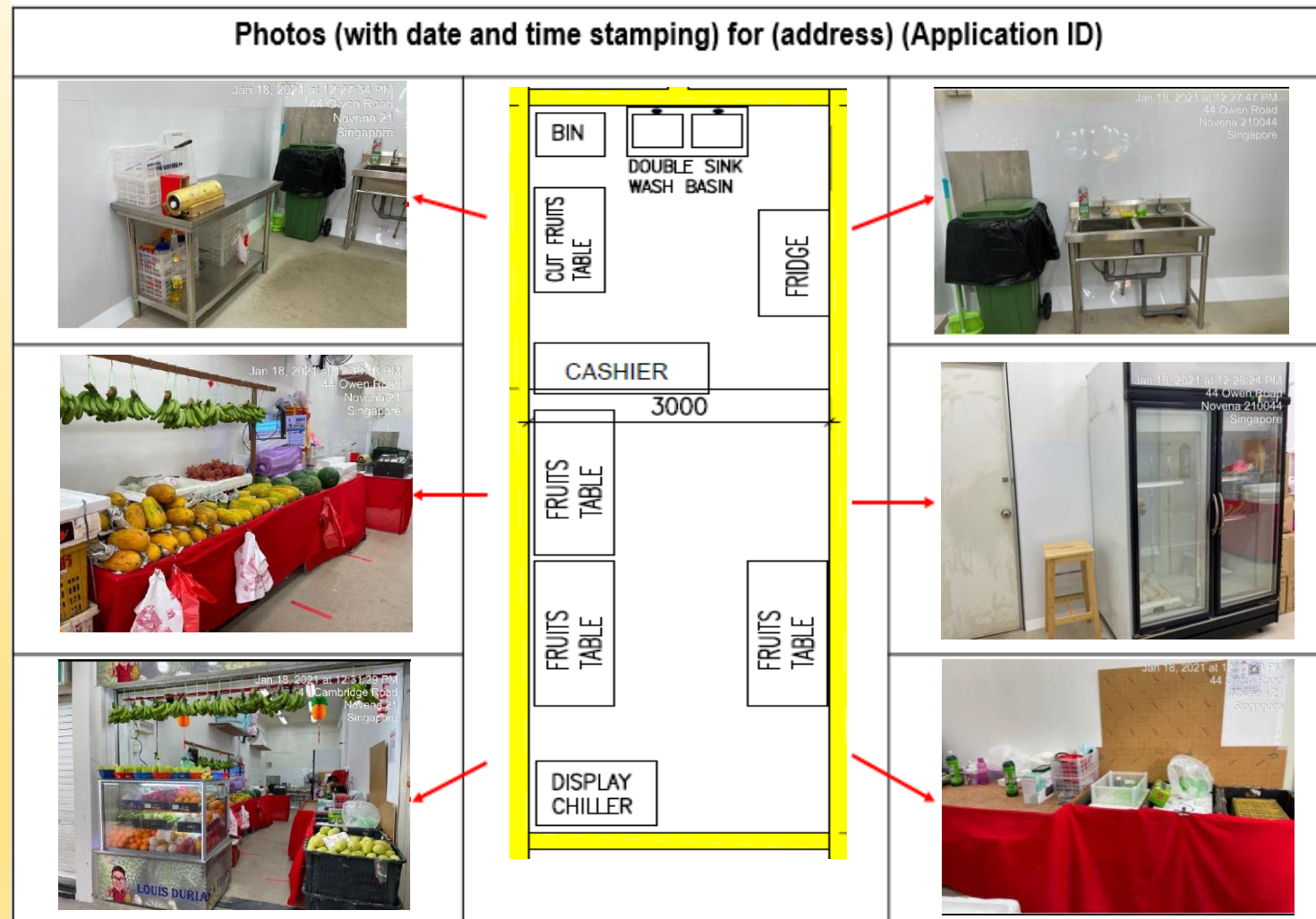
Step 2 – Open template provided by SFA and key the address of the shop and application ID

Step 3 - Insert layout plan

Step 4 - Insert photos into template provided by SFA

Step 5- Sent completed photo submission (in PowerPoint format) to SFA officer for checking



Photos (with date and time stamping) for (address) (Application ID)







The layout plan includes the following labels: BIN, CUT FRUITS TABLE, FRIDGE, CASHIER, FRUITS TABLE, FRUITS TABLE, FRUITS TABLE, and DISPLAY CHILLER. A dimension of 3000 is indicated. The photographs are timestamped with the date and time: Jan 18, 2021 at 12:27:34 PM, Jan 18, 2021 at 12:27:47 PM, Jan 18, 2021 at 12:28:24 PM, and Jan 18, 2021 at 12:28:25 PM. The address is 44 Owen Road, Novena 210044, Singapore.

## **4) Sample illustrations of licensing requirements**





# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos
1	Floor trap is constructed in the food preparation area for discharge of waste water to sewer. The floor of the kitchen is graded to floor traps.	
2	The floor is constructed of non-slip and impervious material to facilitate cleaning.	


# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos	
3	The edge adjoining the wall and the ground is covered.		
4	No manhole, inspection chamber, waste sump, screen chamber, grease trap or overhead sanitary/waste/drain pipes (circled in red) is sited within the areas where food is prepared, cooked, stored or served; or other areas where they are likely to give rise to nuisance, health or hygiene hazards during maintenance.		



# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos
5	<p>The walls of the preparation and servery area are lined with glazed tiles or other suitable impervious materials, of not less than 1.5 m, to facilitate cleaning.</p>	
6	<p>At least one sink is provided in food preparation area. For a large kitchen, additional sinks may be required for the washing of soiled crockery. The numbers to be provided shall be according to the operator's needs.</p>	 
7	<p>At least one wash hand basin equipped with hand soap is provided for the workers in the kitchen. If one double bowl sinks is installed and one of which is dedicated for hand-washing purpose, two separate water taps shall be provided. The tap of the wash hand basin shall preferably be sensor operated.</p>	

# Sample illustrations of licensing requirements



	<b>Food shop Design Conditions</b>	<b>Sample Photos</b>
8	<p>Separate storage facilities are provided for workers' personal belongings, cleaning tools/material, food ingredients, cutlery and food packaging materials respectively. All food stores and storage cabinets provided shall be pest-proof. Racks for storage of goods are at least 150mm above the finished floor level. Racks for storage of goods are at least 150mm above the finished floor level.</p>	
9	<p>All kitchen appliances and equipment such as oven, etc., and piping are kept at least 150mm above the finished floor level.</p>	

# Sample illustrations of licensing requirements



	Food shop Design Conditions	Sample Photos
10-12	<p>All fumes from the cooking range are extracted immediately and treated with an air cleaning system. The cleaned air is exhausted outdoors by a hood and flue or other extractor fan system at or above the roof, facing away and aesthetically screened from the immediate neighbouring premises. Where it is not practical to exhaust the fumes at or above the roof, an alternate location of the discharged point in the outdoors may be selected, facing away and aesthetically screened from the immediate neighbouring premises. Sufficient make-up air is provided and negative pressure shall be maintained when the kitchen hood is in operation. All air ducts (incoming and outgoing) in the kitchen is made of non-combustible materials and of smooth texture, and easy to clean. Inspection opening should also be provided in the air ducting.</p>	 





# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos
13	Adequate preparation tables top lined with stainless steel or other suitable impervious material is provided.	
14	Temperature gauges are installed for all refrigerators/chillers.	

# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos
15	Showcases with fixed glass panels/sneeze guards/proper covers that can be easily cleaned are provided for ready-to-eat food that are displayed for selection by the customers.	 A photograph showing a food shop counter with glass sneeze guards. The counter is dark-colored with a wooden base. The glass panels are fixed and cover the food display area. In the background, a kitchen area with stainless steel equipment is visible.
16	Adequate number of pedal bins, lined with plastic bags, for the disposal of food waste and kitchen waste is provided.	 A photograph of a pedal bin in a kitchen area. The bin is white with a black lid and is lined with a blue plastic bag. It is placed on a tiled floor next to a white wall. A blue bucket is visible to the right of the bin.

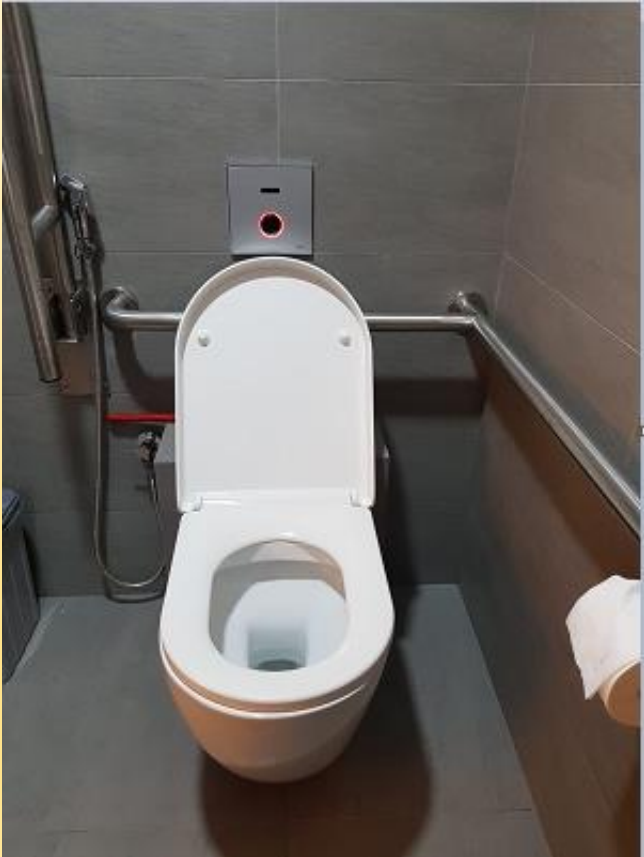
# Sample illustrations of licensing requirements

	Food shop Design Conditions	Sample Photos
17	Adequate number of wheeled refuse bins to contain food wastes/refuse is provided.	
18	Adequate number of “No Smoking” signs is installed at strategic places in the premises.	
19	Adequate number of “No Pets Allowed” signs are placed at strategic location within the premises and outdoor refreshment area. Except to allow guide dogs in the premises, so long as the dogs are harnessed and kept at the owner’s side at all times.	


# Sample illustrations of specific design requirements

	Food shop Design Conditions	Sample Photos
20	A kerb is provided at the rear entrance of the premises.	



# Sample illustrations of licensing requirements

	Toilet Design Conditions	Sample Photos
21	The walls are lined with smooth wall tiles or other impervious and durable materials.	
22	The floors are constructed of waterproof non-slip surfaces like ceramic tiles, natural stone, homogenous tiles, or other impervious materials to facilitate cleaning.	
23	The toilets are well-ventilated by natural or mechanical means to remove odours, and to keep the floors dry.	
24	Each water closet is fitted with a sensor-operated flush valve and coupled with manual by-pass and manual override.	
25	A water tap point with spring nozzle shall be provided within one cubicle of the toilet.	


# Sample illustrations of licensing requirements

	Toilet Design Conditions	Sample Photos
26	Adequate hand-washing sinks with hand soap and paper towel dispenser/hand dryer are provided.	
27	A minimum of one litterbin is provided directly below or in close proximity to the wash hand basins.	
28	A jumbo toilet roll holder or a toilet tissue dispenser of similar capacity shall be installed in each WC cubicles.	

# Sample illustrations of licensing requirements


	Toilet Design Conditions	Sample Photos
29	Each urinal is fitted with a sensor-operated flush valve with manual override feature. Handrails or grab bars shall be provided for at least one urinal.	
30	Cubicle partition shall be of rigid design and wall or ceiling hung, where practical, without leg support for easy cleaning of the floor.	

# Sample illustrations of licensing requirements

	Toilet Design Conditions	Sample Photos
31	Adequate “No Smoking” signs are installed at conspicuous places both inside and at the entrance to the toilets to inform users that smoking is prohibited by law.	 A photograph showing the entrance to a toilet. On the left, a white door is partially visible with a red circular 'No Smoking' sign. To the right, a white door is fully visible with a keyhole. The interior of the toilet is visible through an opening, showing a sink and mirror. The ceiling has recessed lighting.



# Sample illustrations of licensing requirements

	Catering Vehicle Requirements	Sample Photos
32	The external body of the catering vehicles should reflect the name of food catering company /address/contact number/ licence number(s) clearly.	
33	Interior of the vehicle must be clad with stainless steel.	