



A GENERAL GUIDE ON HOW TO ACQUIRE A HEALTH CLEARANCE CERTIFICATE/HEALTH REPORT FOR THE PURPOSE OF GETTING A TRADING LICENSE

A. Trading license

It is a statutory requirement that for one to be able to trade in Swaziland, that person must acquire a Trading license. One of the pre-requisites for obtaining a trading license is the production of a Health clearance certificate/Health report issued by the Health department.

B. What is a health clearance certificate/health report?

This is a legal document certifying that the premises proposed to be used for purposes of trade were duly inspected and assessed. Befitting recommendations are made guided by the findings of the inspection and assessment. These are documented, and then submitted to the Licensing Officer/Liquor Licensing Board's Secretary. The applicant is issued with a copy of the report

- a. This guide explains the process followed when applying for a Health clearance certificate/Health report. It also outlines the requirements that need to be met by business/trading premises in order to acquire a Health clearance certificate.
- b. Application submission checklist

Documents to be submitted:

- A copy of notice of application for a Trading license/Liquor license issued by the Ministry of Commerce, Industry and Trade.
- A copy of the Title deed/ Lease agreement and or King's consent.
- Proof of payment of application fee (where applicable).
- Properly completed application form obtainable from the local Department of Health.

C. Contacts for assistance (see 1.0. - How to get in touch?)

D. Refer to the specific requirements for specific premises guide to check if your premises meet the Health and safety requirements (see item 2.0).

E. The process to be followed when applying for a Health clearance certificate/Health report is outlined in item G.

F. Addition-Relevant legislation):

Public Health Act, 1969; Building Act, 1968; Occupational Health and Safety Act, 2001; Local Government Act, 1969; Town planning Act, 1961; Environmental Management Act, 2002 (All those Acts are accompanied by Regulations)

G. Health Clearance Application Process

STEP 1

- Acquire premises from which to trade.
These premises must be compatible with the local Town planning scheme
- Ensure that the premises meet the health and safety requirements.
- Gather all the required documentation/information needed when applying for a health clearance

STEP 2

- Obtain the application form from your local Department of health.
- Complete the application form.
- Submit your application to the relevant Department of health.
- Provide all the information/documentation required.

STEP 3

- After the application has been received by the Health inspector, she/he will discuss your application with you and will make an appointment to visit your premises.

STEP 4

- On the agreed upon day of visit. The health inspector will inspect and assess the premises.
- Prepare and issue out a report on the findings within three days from date of receipt of the application and submission of relevant documents.
- The applicant will be issued with a copy of the report and the original will be filed with the Licensing officer/Liquor board secretary.
- The applicant then takes his/her copy to the licensing officer/Liquor Board Secretary.

HEALTH & SAFETY REQUIREMENTS GUIDE FOR BUSINESS OR TRADING PREMISES

- 1.0. Applicant is advised to seek advice well in advance from Health Inspection or Environmental Health Department in respect of detailed health requirements for specific type of licence. Seeking of advice in advance will ensure receiving a favourable report within the mandated 3 days of licence application and issuing. Advice can be obtained from the following offices;-

Ministry of Health				
Contact Person	Location		Telephone	Email/Website
	Region	Town/City		
Chief Environmental Health Officer	National Office	Mbabane	Tel: +268-24042431 +268-24049351 Fax: +268-24049351	
Regional Environmental Health Officer	Hhohho	Mbabane	Tel: +268-24047761	
Regional Environmental Health Officer	Lubombo	Siteki	Tel: +268-23434435/6	
Regional Environmental Health Officer	Manzini	Manzini	Tel: +268-25052041/2	
Regional Environmental Health Officer	Shiselweni	Nhlangano	Tel: +268-22079673 +268-22078362 Fax: +268-22078701	
Municipalities				
Chief Environmental Health Officer	Hhohho	Mbabane City Council		
Chief Environmental Health Officer	Manzini	Manzini City Council	Tel: +268-25052481/2 Fax: +268-25053992	chi@mzcitycouncil.sz www.mzcitycouncil.org.sz
Chief Environmental Health Officer	Manzini	Matsapha Town Board	Tel: 25186637/8 Fax: 2518646	www.matsap.co.sz publichealthinspector@ma tsapa.co.sz

2.0. HEALTH REQUIREMENTS GUIDE RELATING TO FOOD AND NON-FOOD ESTABLISHMENTS

2.1. EXTERNAL ENVIRONMENT

- i. Walls should be plastered and painted.
- ii. There must be rainwater gutters, down pipes and fascia boards
- iii. External yard should be properly drained, with no overgrowth of vegetation, be free of dust, be free from rodents and insects as well as kept clean at all times.
- iv. The building should be sited in a way that allows free entry of natural lighting and ventilation.
- v. It should not be sited next to any source of contamination, pollution and infestation by vectors
- vi. Adequate delivery bay separate from customer parking area should be provided.

2.2. INTERNAL ENVIRONMENT

Indoor Facilities	Specific Requirements
Walls, floors, ceiling	<ol style="list-style-type: none"> 1. Smooth, durable, light coloured painted, easy to clean. 2. Non-absorbent for areas subject to moisture like kitchen. 3. Walls and ceiling should be painted in a light coloured paint. 4. Floor should not be slippery and recommended to be incorporated with appropriate tiles to protect floor screed and or carborandum to prevent slippery.
Utility service lines	<ol style="list-style-type: none"> 1. Should not be unnecessarily exposed 2. Exposed lines should not prevent cleaning or make people trip. 3. Exposed horizontal lines may not be installed.
Ventilation and lighting	<ol style="list-style-type: none"> 1. Suitably & sufficiently lighted and ventilated (naturally and/or artificially).
Toilet facilities	<ol style="list-style-type: none"> 1. One water closet for every ten females and one for every fifteen males + urinal. 2. Separate for staff and customers. 3. Toilets should not communicate directly with food room or working area. 4. Wash hand basins should be provided. 5. Running supply of hot and cold water should be provided. 6. Soap, nailbrush and proper hand drying facilities should be provided.
Water supply	<ol style="list-style-type: none"> 1. Clean and a potable running supply of water should be provided in every food premise. 2. Both hot and cold water is a must.
Drainage	<ol style="list-style-type: none"> 1. Waste water and soil water should be properly drained from food premises. 2. A grease trap for kitchen drainage should be provided.
Waste management	<ol style="list-style-type: none"> 1. Standard size bins should be provided for the removal of waste. 2. Self closing bins should be provided in kitchens. 3. Clearly demarcated and secured waste storage area should be provided within premises.
Storerooms	<ol style="list-style-type: none"> 1. Adequate, separate storage facilities for dry and wet goods should be provided. 2. Food and non-food items should be stored separately.
Change rooms	<ol style="list-style-type: none"> 1. Change room facilities should be provided separately for both male and female staff. 2. Should not communicate directly with food room or working area.
Cooking areas	<ol style="list-style-type: none"> 1. Must be centrally located to allow for cleaning. 2. Cooking area must be well lit and ventilated. 3. Extractor fan to be installed where there are possibilities of fumes.

Preparation areas	<ol style="list-style-type: none"> 1. Separate area for food preparation to be provided. 2. Clear flow of work processes. 3. Surfaces for preparation should be non-absorbent and easy to clean e.g. stainless steel.
Health & Safety	<ol style="list-style-type: none"> 1. Adequate suitable fire fighting equipment and fire emergency preparedness measures should be provided. 2. Adequate first aid kit should be provided. 3. Personnel exposed to hazards should be medically examined prior to employment and thereafter at regular interval. 4. Sound, clean and light coloured protective clothing should be provided for food handlers.

NB: The coloured text apply to food business premises, over and above the rest of the requirements.