



**AGRICULTURE AND FOOD AUTHORITY  
COFFEE DIRECTORATE**

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**COFFEE WAREHOUSEMAN INSPECTION CHECKLIST**

**1. General Information**

- a) Name of warehouseman .....
- b) Physical Location .....remarks.....
- c) License validity (5marks Max) .....remarks.....
- d) Single business permit (5 marks max) .....remarks.....
- e) Tel.....Email.....
- f) Contact Person.....

**2. Statutory Requirements**

- a) NEMA certification (5marks Max – if applicable) ...Remarks.....
- b) Occupational Safety &Health Certification (5 marks Max) .....

**3. Technical Requirements**

- a) Coffee Equipment (5marks max if applicable) Remarks.....
- b) General Waste disposal (5 marks Max) .....Remarks.....
- c) Use of Protective/appropriate clothing gear (5 marks Max)
- d) Calibration of weighing scales (5 marks Max-if applicable)  
Remarks.....
- e) Firefighting equipment (5 marks max).....Remarks.....
- f) Coffee Insurance Validity (5 marks Max).....Remarks.....
- g) General Security arrangements (5marks max).....Remarks.....
- h) Documentation (5 marks max).....Remarks.....
- i) Rodent/birds prevention measures (5 marks max).....

**4. Condition of Warehousing Facility**

**a) Warehousing facilities (if Applicable)**

- ✚ Walls (max 2.5marks).....Remarks.....
- ✚ Roof (max 2.5 marks).....Remarks.....
- ✚ Floors (max 2.5 marks).....Remarks.....
- ✚ Ventilation (max 2.5 marks).....Remarks.....

b) Washrooms (max 2.5 marks).....Remarks.....

c) Coffee packaging materials (max 5 marks).....Remarks.....

d)

**5. Rank the service of the Coffee Directorate (max 5 marks).....**

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Comments.....

**6. Score (marks/%).....**

Inspected by:-

Name .....date.....Signature.....

Name .....date.....Signature.....