

18. INSPECTION IN BUSINESS ESTABLISHMENTS

It is the responsibility of every business operator to comply with the legislation in order to produce and sell safe food. The City Health Department – Sanitation Division checks all business establishment most specially the food businesses to comply with the legal requirements of the city.

Office or Division:	City Health Department			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sanitary Permit		Sanitation Office (BOSS)		
Health Certificates		Sanitation Office (BOSS)		
Water Analysis Report		DOH Accredited Water Laboratory		
Pest Control Report		Registered Pest Control Company		
First Aid Kit		Any Drug Store		
Seminar Certificate		Sanitation Office (BOSS)		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Client present the required documents	Random inspection of Sanitary Inspector in different establishments	None	1 hour	RSI

and area for inspection	Checking of Sanitary Inspector for the required documents and area for inspection.			
Received copy of the inspection report and sign the final report	Sanitary Inspector explain to manager/ supervisor the result and recommendation of inspection. Sanitary Inspector provide the copy of the inspection report and scheduled of follow up (if with deficiencies)	None	15 mins 5 mins	RSI
End of Transaction				