



Guidelines:

Health requirements for

Grocery, Supermarket, Cosmetic, Perfumery, Personal care and Health Products Shops

PCFC- Entity (Business Unit) Name	:	Trakhees – Department of Planning & Development
Department Name	:	Environment, Health & Safety (EHS)
Section Name	:	Public Health & Safety
Document Reference Number	:	PCFC-TRK-EHS-PHS-G01
Revision Number	:	02
Revision Date	:	November 2022
Classification	:	Public



1. Purpose

- The foremost objective is to maintain public health & safety by implementing efficient regulatory control system.
- To ensure commitment by all establishments involved in the display and sales of Cosmetic / Perfumery and other Health products to comply with the public health requirements.
- To ensure the implementation of an unified 'Health Requirements Program' in all above establishments in the area of Jurisdiction of PCFC – Ports, Customs & Free zone Corporation, Dubai.

2. Scope

The Health requirements are applicable to all Cosmetic, Personal Care, Perfumery and other Health Products selling shops/outlets including Groceries and Supermarkets/ Hypermarkets operational in the area of Jurisdiction of PCFC (Ports, Customs & Free zone Corporation), Dubai.

3. Details of Implementation

3.1. License

- 3.1.1. A valid trade license issued by Trakhees Licensing Division/JAFZA should be secured for cosmetic, personal care products, perfumery items and other health products trading activity. All permit requirements should be complied with by the establishment for all operations of its licensed activity.



3.2. Documents

- 3.2.1. EHS file (hard / soft copy) should be available with all required documents.
- 3.2.2. Updated staff list with all required and relevant data of all the staff members must be available.
- 3.2.3. Cleaning schedules and records should be available.
- 3.2.4. Valid Pest Control Contract with approved agency and treatment records should be available.
- 3.2.5. Product Registration Certificate from Dubai Municipality -Health & Safety Department -Registration & Permit Section, according to the local Order 11 of 2003 should be available.
- 3.2.6. Applicable Staff must have Occupational Health certificate (OHC) issued by DHA (Dubai Health Authority)

3.3. Premises

- 3.3.1. Cosmetic items stored in the shop must be protected from exposure to direct sunlight.
- 3.3.2. Designated area for expired items and products to be returned to the supplier should be available.
- 3.3.3. Foot operated waste bins should be provided.
- 3.3.4. Designated storage area for cleaning chemicals and tools should be available.
- 3.3.5. Wash basins (If required) should be provided with continuous water supply, liquid soap and disposable tissue towels/hand driers.
- 3.3.6. Area must be sufficient considering the extent of operation.

3.4. Workers

- 3.4.1. All Staff members in the shop should wear clean uniforms during working hours.
- 3.4.2. All Staff members should maintain good personal hygiene.



3.5. Drinking water

3.5.1. Water Dispensers and bottles should be properly located and kept clean at all times.

3.6. Toilets (If any)

3.6.1. Staff Toilets should be kept clean and hygienic.

3.6.2. Wash basins must be provided with liquid soap and hand drying facilities along with foot operated waste bins.

3.7. Pest Control

3.7.1. The shop should be kept free from insects, pests and rodents.

3.7.2. Insect killers and/or suitable means of pest control should be installed.

3.8. 'No Smoking' signs should be affixed at prominent place inside the shop and No Smoking Policy should be strictly enforced.

3.9. Signage of operating hours should be displayed on the main door.

3.10. High degree of general cleanliness should be maintained in the shop.

3.11. Disposal procedure of expired items should be documented and stock movement must be recorded.