



香港賽馬會
The Hong Kong Jockey Club

The Hong Kong Jockey Club
Food and Beverage Receiving Standards and Food Safety Guidelines

(Effective Date: 15 Oct 2015)

香港賽馬會
食品及飲品收貨標準及食物安全守則
生效日期: 二零一五年 10月 15日

Approved by: Head of Hospitality Services (Operations): 

Date Approved: 24 Sept 15

Your company is requested to sign with company chop and return this agreement as an acceptance and compliance to food and beverage receiving standards and food safety guidelines stated below. These standards and guidelines form part of the HKJC's Term and Conditions for supply of food and beverage products:

貴公司須簽署、蓋上公司蓋印並交回香港賽馬會以表示接受及遵守以下所定之食品及飲品收貨標準及食物安全守則。以下之收貨標準及食物安全守則是香港賽馬會之食品及飲品交易條款之其中一部份。

(A) Food and Beverage Receiving Standard 食品及飲品收貨標準:

Please observe and adhere to the food and beverage item receiving standards below:
請細閱及遵守所定食品及飲品收貨標準如下:

1. Unless the following reasons, all high risk foods must be delivered to HKJC before 12:00 noon:
 - ❖ Reject in the morning and re-delivery during afternoon
 - ❖ Rush order
 - ❖ Jet Fresh product subject to specific flight schedule
 - ❖ Flight delay (**Supplier are required to provide the "Shipment release form" to proof, appendix II below)

除以下特別情況，所有高危食品及飲品須於中午十二時前送達香港賽馬會:

- ❖ 早上退貨, 下午再補貨
- ❖ 臨時加單
- ❖ 指定航班時間之飛機貨
- ❖ 航班延誤 (**供應商須提供“提貨單”證明, 參閱以下之附錄 II)

2. Other than high risk food and beverage, such as dried / frozen products can be delivered between 08:30 to 12:00, however, priority will be given to the high risk items. All non-high risk food and beverage are recommended to be delivered between 14:00 to 17:00.

除高危食品及飲品，例如乾貨或雪藏產品亦可於早上八時三十分至中午十二時時段內送達，但高危產品將獲優先處理。所有非高危食品及飲品建議於下午二時至下午五時時段內送達。

3. Receiving area close between 13:00 to 14:00 during lunch time.
香港賽馬會收貨部於下午一時至二時為員工用膳時間，暫停收貨。

4. Parking arrangement 泊車安排

- HVRC Night Race and Day Race, supplier's truck is required to be parked at Moon Koon or public area as instructed by HKJC Security.
跑馬地馬場賽馬日(日/夜賽)，供應商之送貨車須依照香港賽馬會保安指示，停泊在滿貫廳或公眾區域。
- STRC Day Race, supplier's truck for food and beverages of the Sha Tin Clubhouse should be parked at GII Loading Bay or public area as per HKJC Security instructed after 11:00am.
沙田馬場日賽，上午十一時後，送往沙田會所之食品及飲品，供應商之送貨車須依照香港賽馬會保安指示，停泊在GII卸貨區或公眾區域。



5. Food and beverage temperature at time of receiving must be within the safety limits as below:
食品及飲品收貨時之安全溫度限如下：

Temperature Check 溫度檢查:

- Ice cream – Temperature of the delivery truck at $\leq -18^{\circ}\text{C}$, product frozen hard and no sign of dripping.
雪糕 - 運送車室內溫度為零下 18°C 或以下, 貨品凍硬及沒有解凍跡象。
- Frozen items – Frozen hard and no sign of dripping
冷凍食物 - 貨品凍硬及沒有解凍跡象。
- Chilled items - Surface temperature at $\leq 8^{\circ}\text{C}$ (Except for fresh fruits and vegetables).
冷藏食物 - 表面溫度為 8°C 或以下 (新鮮生果及蔬菜除外)。
- Fresh items (eg. fresh meat, fresh poultry and fresh noodle) – ambient temperature.
新鮮食品 (如新鮮肉類、家禽和新鲜麵品) - 環境溫度。

6. Food and beverage must be free from dirt, damage and foreign material, free from off odors.
食品及飲品必須沒有污垢、破損、外來污染物及敗壞的氣味。
7. All delivery items must be kept off the floor at all times (including inside the delivery trucks and during transfer) and should be in protective packaging which is clean and intact including all packaging layers.
所有運送產品在任何時間不可與地面接觸 (包括在運送車內或轉運過程) 以及包裝物料須清潔和完整 (包括所有包裝層)。
8. There must be at least one of the following date labels sticking on the outer packaging:
於最外層包裝上必須貼上以下其中一款日期標籤：
- Use by 此日期或之前食用
 - Best before 此日期前最佳
 - Production date 生產日期
9. Food and beverage with damaged or uncleansed packaging, dented cans and expired products will be rejected.
所有食品及飲品之包裝如有缺口或不潔、包裝罐有凹痕及任何過期產品均被拒絕接收。
10. Food and beverage accompanied with chemicals during delivery will be rejected.
所有食品及飲品之運輸車如載有化學品, 本會將拒絕收貨。
11. Food and beverage must be safe for human consumption.
所有食品及飲品必須安全供人食/飲用。



LIVE Ready-to-eat Oyster Receiving Standard (Apply to anytime / any form of consumption)

新鮮即食生蠔收貨標準 (適合任何時間/形式食用)

1. Only accept directly delivery from HK Airport to the HKJC Receiving department
祇接收直接從香港機場運送到 HKJC 收貨部
2. Once rejection percentage reached or over 50% (counted per carton), reject the whole batch of oyster species.
如檢查時發現總不合格率(以箱計) 等於或超出 50%，該批次即食生蠔品種整批退貨。
3. Must be delivered in original package from the place of origin without repacking in Hong Kong.
必須是原產地之原包裝，不可散裝
4. Oysters in original package must contains:
 - ✓ The original label from harvesting country
 - ✓ Health certificate issued by the country of origin

原包裝的入口生蠔必須附有:

- ✓ 原產地的生蠔標籤
- ✓ 原產地發出生蠔衛生證書的副本

5. Label from country of origin should contains following information:
 - ✓ Name of the product
 - ✓ Date information

原產地的生蠔標籤必須包括以下資料:

- ✓ 產品名稱
- ✓ 日期資料

Guideline for Health certificate issued by the country of origin 由原產地發出生蠔衛生證書指引

Country of origin 來自國家	Arrive receiving at HKJC 到達香港賽馬會	Best before date 此日期前最佳
France 法國	Inspection date by Veterinary + 4 Days 由獸醫檢查之日期 + 4 天	Inspection date by Veterinary + 7 Days 由獸醫檢查之日期 + 7 天
Australia 澳洲	Date of Oyster Harvest + 4 Days 由生蠔採集日期 + 4 天	Date of Oyster Harvest + 7 Days 由生蠔採集日期 + 7 天
Ireland 愛爾蘭 Scotland 蘇格蘭 England 英格蘭	Date of inspection by officer + 5 Days 由檢查人員通過日期 + 5 天	Date of inspection by officer + 7 Days 由檢查人員通過日期 + 7 天
All others countries 其他國家	Date of Oyster Harvest + 4 Days 由生蠔採集日期 + 4 天	Date of Oyster Harvest + 7 Days 由生蠔採集日期 + 7 天

6. Follow the receiving requirement for the chilled product
按照冷藏產品之接收要求
7. Receiving department create the best before date label and put on the received Oyster packaging
收貨部發出食用日期標籤，再貼上接收之生蠔包裝上



LIVE Ready-to-eat Oyster inspection quantity and rejection guideline

即食生蠔檢查數量和拒收指引:

- Each bag/container of LIVE Ready-to-eat oysters must be checked.
每包/箱即食生蠔均須要進行抽檢。

Table 1 Inspection quantity and rejection guideline:

表 1 檢查數量和拒收指引:

Oyster in each bag/container 一包/箱生蠔數量	Inspected quantity of oyster 抽檢生蠔數量	Finding 問題是項	Action taken 採取行動
50 pcs or below 50 隻或以下	10 pcs 隻	≤ 5 pcs dead oysters found 發現 5 隻或以下死亡生蠔	Accept this bag/container of oysters, but reject those dead oysters. 此一箱接收，但退回已死亡的生蠔。
		≥ 6 pcs dead oysters found 發現 6 隻或以上死亡生蠔	Reject this whole bag/container of oysters. 拒絕接收此一箱生蠔。
51 pcs or above 51 隻或以上	20 pcs 隻	≤ 10 pcs dead oysters found 發現 10 隻或以下死亡生蠔	Accept this bag/container of oysters, but reject those dead oysters. 此一箱接收，但退回已死亡的生蠔。
		≥ 11 pcs dead oysters found 發現 11 隻或以上死亡生蠔	Reject this whole bag/container of oysters. 拒絕接收此一箱生蠔。
Regardless of quantity 不論數量	Regardless of quantity 不論數量	Odor, unpleasant smell 發現異味	Reject this whole bag/container of oysters. 拒絕接收此一箱生蠔。
		Cannot provide Health Certificate upon delivery 交貨時未能提供衛生證明書	Reject this whole bag/container of oysters. 拒絕接收此一箱生蠔。

(B) Food Safety Guidelines 食品安全守則

We, HKJC, request our food and beverage supplier to implement the following food safety guidelines in their food and beverage production plant at all times.

香港賽馬會要求供應商於任何時間內在其食品及飲品生產工場實行以下衛生守則：

1. The production plant must have 生產工場須:
 - Proper hand washing and personal hygiene program in place
確保員工經常洗手及注意個人衛生
 - Cleaning and sanitation program in place
定期清潔及消毒工場
 - Food labelling compliance with regulations (Production date / Expiry date)
依從食品標籤法規 (包括食品製造日期或保存期)
 - Maintenance program of equipment in place
確保生產機器之定期保養
 - Regular cleaning of premises
定期深層清潔
 - Pest Control program
設定預防蟲鼠系統
 - Clear food category segregation
設定食物分類存放



2. Your delivery team should follow the following guidelines regarding grooming, personal hygiene and behavior at Receiving areas during their stay at the HKJC premises:
本會將會要求貴公司的送貨隊伍在香港賽馬會逗留期間遵守以下衛生這些規條(與衣著、個人衛生和行為有關規條):
- a) All suppliers must wear hair net before entering Receiving area.
所有供應商必須在進入收貨區內前帶髮帽。
 - b) Suppliers must wear both hair net and disposable raincoat under following criteria's:
供應商須在以下情況，必須帶髮帽及穿上即棄雨衣：
 - Before entering walk-in fridges
進入任何雪房前
 - Food preparation partition room at receiving area
收貨部內之食物製作工場
 - Restaurant outlets
餐廳
 - Kitchens.
廚房
 - c) Suppliers who handle ready-to-eat food (e.g. live oyster) must wear hair net, disposable raincoat and disposable gloves on the hands that have direct contact with the food.
供應商若需處理即食食物(如生蠔)，必須戴髮帽及穿上即棄雨衣和即棄手套才可以直接接觸食物。
 - d) Suppliers who trim live seafood must wear hair net and disposable apron.
供應商剖活海鮮前必須帶髮帽及穿上即棄圍裙。
 - e) All suppliers who deliver high risk items must wash their hands in a dedicated handwash sink immediately after putting on the necessary attires.
所有高危食物供應商在着上合適保護服裝後必須即時在指定洗手區域清洗雙手。
 - f) Other suppliers must wash their hands in a dedicated handwash sink or sanitize hands with alcohol gel before receiving foods.
其他非高危食物的供應商必須先在指定洗手區域清洗雙手或用酒精啫喱消毒雙手，才可進行收貨程。

(C) Unannounced Supplier Assessment 突擊供應商評估
HKJC will arrange regular unannounced supplier audit. If your Company anticipates problems with this arrangement, please mention the reason and propose with suggestion on this guideline.
香港賽馬會將會安排定期突擊食品安全審查或交件審查，希望供應商可以配合。如貴公司預到配合上的問題，請在此文件上寫上原因及建議安排方法。

(D) Suspension from the Registration 暫除供應商登記
HKJC will suspend suppliers from the registration under any one of the following circumstances:
如遇到以下情況，供應商登記將會暫除，我們會暫停向有關供應商購貨：

- High risk food and beverage being rejected for hygiene reason twice on two separate dates within a month and in two consecutive months.
高危食品因衛生理理由在一個月內的不同日子內被退貨，而此情況連續兩個月發生。
- Low risk food and beverage being rejected for hygiene reason twice on two separate dates within a month and in three consecutive months.
非高危食品因衛生理理由在一個月內的不同日子內被退貨，而此情況連續三個月發生。
- Violating one of the aforementioned Food Safety Guidelines in Part B.
違犯上述 (B) 部的任何一項食品安全守則
- After the suspension period, suppliers will be required to submit a correction action plan for review and consideration.
暫除日期結束後，供應商須提交修正行動計劃以作進行審查和考慮。



香港賽馬會
The Hong Kong Jockey Club

Please contact Vivian Teng (29667603) or Esther Yeung (29665920) for enquiries.
如果貴公司有任何疑問，請隨時與鄧慧雯 (29667603) 或楊妙如小姐 (29665920) 聯絡。

Acknowledgement of compliance on HKJC's HACCP commandment

確認收到遵守香港賽馬會有關 HACCP 指示

We acknowledge and agree all the rules of the above commandment.
我們確認和同意上述之所有條款

Company Name

公司名稱

Contact Name

聯絡人

Company Chop

& Signature

簽署及公司蓋章

Position

職位

Date

日期




APPENDIX 1 - Risk Category Table for High Risk Food and Beverage Items

附錄 1 -高風險食品及飲品產品分類表

High Risk Food and Beverage Items 高風險食品及飲品產品 Perishable food and/or no cooking or reheating prior serving 易腐和/或任何沒有烹調或翻熱產品
Raw Meat - Fresh / Chilled (meat, game meat and their products) 生肉 - 新鮮/冰鮮 (肉類, 野味及其製品)
RTE Meat – Fresh / Chilled / Frozen (Meat consumed in raw state) 即食肉類 - 新鮮/冰鮮/冷藏 (生吃即食肉類)
Seafood – Live / Chilled (Live Fish, Chilled Fish Meat) 海鮮 - 新鮮/冰鮮 (活魚, 冰鮮魚肉)
RTE Seafood –Live / Chilled / Frozen (Sashimi, Shrimp, Crab Stick, Crab roe) 即食海鮮 -新鮮/冰鮮/冷藏 (生魚片, 蝦, 蟹腳, 蟹籽)
All Dairy (UHT milk, Ice cream, Cheese, Butter) 所有乳製品 (UHT 奶, 雪糕, 芝士, 牛油)
RTE Fruit Juice / Beverage – Chilled (Apple Juice, Soymilk) 即喝果汁/飲料 - 冷藏 (蘋果汁, 豆奶)
Prepared RTE foods – Frozen / Chilled / Ambient (Mixed salad, Siu Mei, oriental dessert, cold cut, sushi / rice Roll, smoke salmon, Tofu, dessert, sesame Roll) 預先備製之即食食品 -冷藏/冰鮮/室溫 (混合沙律, 燒味, 亞洲甜品, 冷切, 壽司/飯卷, 煙三文魚, 豆腐, 甜品, 芝麻卷)
RTE Bakery & Pastry (Fruit Tart) 即食麵包及糕點 (水果餡餅)
RTE Live Oyster 即食生蠔



APPENDIX II - Shipment release form
附錄 II - 提貨單

<p>This Shipment Release Form (SRF) is an important document. Cathay Pacific Services Limited (CPSL) will release goods to the bearer of this SRF. Please keep the SRF carefully and safely. The owner of goods or its agent will be responsible for any damage or loss to the goods, howsoever arising, following release of the goods to the bearer of this SRF.</p> <p>此提貨單是一份重要文件，請妥善保管。國泰航空服務有限公司憑此提貨單交付貨物予持有人。貨主及代理人須對因任何原因導致貨物損失負責。</p>			<p>Shipment Release Form (SRF) 提貨單</p> 			<p>Charges Collected by CPCT 已收款項</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>Serial No. 編號:</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			<p>SRF Valid Until 提貨單有效期至:</p> <p style="text-align: center;">14AUG15 21:54</p>			<p>CPCT Staff Signature / No. 貨運站員工簽署</p>	<p>Time 時間</p>		
<p>Air Waybill No. 空運提單號碼</p>			<p>Airline Charge 航空公司收費:</p> <p>Storage Charge 倉儲收費:</p> <p>Bond Charge 保稅倉收費:</p> <p>Other Charge 其他收費:</p> <p>Total 合計:</p>			<p>SRF Checked by / Presented at</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			
<p>Consignee / Agent Name & Code 收貨人 / 貨運代理名稱及號碼</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			<p>Shipment Release Authorization (Staff Name / No.) 核准提貨員工 (姓名 / 編號)</p>			<p>Name & HKID / Passport of the Bearer 提貨單持有人姓名及身份證 / 護照號碼</p>			
<p>Customs & Excise Examination Reference No. 海關及稅務稽查參考編號</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			<p>Flight / Date 航班編號 / 日期</p>	<p>Special Handling Code 特別處理代號</p>		<p>Cargo received in good order and condition unless otherwise specified 裝收貨物正確無誤</p>			
<p>Collection Point / Vehicle Number 提貨地點 / 車牌號碼</p> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>			<p>Cargo Storage Device 貨貨器具</p>	<p>Remarks 備註</p> <p style="text-align: center;">Clearance by Food and Environmental Hygiene Department is required 衛生署食物環境衛生署核准 Cargo Release OK 貨物可離開貨站 已完稅</p>			<p>Signature of the Bearer 提貨單持有人簽署</p>		
<p>Pieces 件數</p>	<p>Weight 重量</p>	<p>Location 位號</p>	<p>Customs & Excise Clearance 海關及稅務稽查</p>					<p>Signature of the Bearer 提貨單持有人簽署</p>	
<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			<p>14AUG15 16:59</p>					<p>1/1</p>	

Consignee SRF Printer 打印機:

SRF Printed Date & Time
打印日期及時間:

Page No. 頁數: