



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food

Training manual food safety supervisor basic (level 1) storage and transport

Disclaimer: The content of this handbook / manual is only for training and capacity building purpose, and is not intended to substitute applicable law, which may be referred to separately.

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Learning Outcome

The objective of this manual is to train the Food Business Operators (FBOs) involved in the business of storage and transportation of food products on ways and means to identify and address the hazards in their system so that risks of contamination is eliminated or reduced and the food thus stored and distributed remains safe for consumption.

This guidance is intended for persons engaged in food transport, including persons who transport food (and store it during transport) as well as manufacturers or other persons who arrange for the transportation and / or storage of food.

1.0 Introduction

1.1: Welcome to the Quality Food Safety- GMP Training Program for food Storage and Transportation business

This guide is created for supporting the implementation of the safety and hygiene requirements in food storage, distribution and transport establishments. This guide will enable such food businesses to understand in more detail how they can comply with the legal requirements which are expressed in more general terms in the regulations and help them to implement good hygiene practices tailored to the characteristics of their function.

To prevent contamination of pathogens, appropriate food safety practices and temperature control play the most important roles during handling, transportation, storage and retailing of the food. The descriptions in this guide facilitate both compliance with regulations and a uniform approach at every stage. It is also a practical support for the necessary checks and records for maintenance of the GMPs & GHPs.

1.2: Learning Outcome

In these modules, the participants will learn about GMPs & GHPs, Food Safety requirements and how to implement it to protect the food products and food stream from any kind of contamination.

This document will be an evolving document. It will be updated considering the experiences and information from food business operators and from competent authorities.

**We associate with you and ask you to join us in learning about and practicing
GMP - FOOD SAFETY in your job.**

**Be a partner in helping us in producing safe, wholesome, quality food products for this
Country**



2.0 What the law says

2.1: General Responsibility under Food Safety & Standards Act



The Food Safety & Standards Act is applicable to all kinds of food and substances whether processed, partially processed or unprocessed, which is intended for human consumption and includes primary food (except the produce in the hand of a farmer or a fisherman), all types of imported foods, genetically modified foods or foods having genetic ingredients, infant foods, packaged drinking water, alcoholic drink and also includes water used in food during manufacture or preparation.

2.2: Legal Compliance in Food Storage and Transportation



In accordance with Schedule 4 of the Food Safety & Standards (Licensing & Registration) Regulation 2011, Food business operators are liable to ensure that all stages of production, processing and distribution of food under their control satisfy the relevant hygiene requirements.

Apart from **FSSAI license** the storage owner and the distributor should also have the following licenses/registrations:

- i. Shops & Establishment registration or other municipal trade license available from local municipal authorities/NOC from gram panchayat
- ii. Pollution control certificate if covered by the relevant pollution control law

3.0 Introduction to Food Safety?



3.1 What is Food Safety?

Food safety is an assurance that food will not cause any harm to the consumer upon consumption. It refers to the practice of limiting the presence of safety hazards whether one time or chronic or acute, that may make food injurious to the health of the consumer.

3.2: Knowing the Food Safety Hazards and GMP requirements in Food Storage and Transportation

3.2.1: What is a hazard?

When we are talking about hazards in relation to food, a hazard is something, presence of which would render the food injurious and the food will not remain safe for consumption.

Any Food manufacturing/Food Material ingredient Supply facility presents the possibility of presence of a hazard which may contaminate the food stream.

Hazards occur in the process of food preparation, handling, storage, transportation, distribution etc. These hazards include:

3.2.1.1: Types of contaminants causing food hazard.

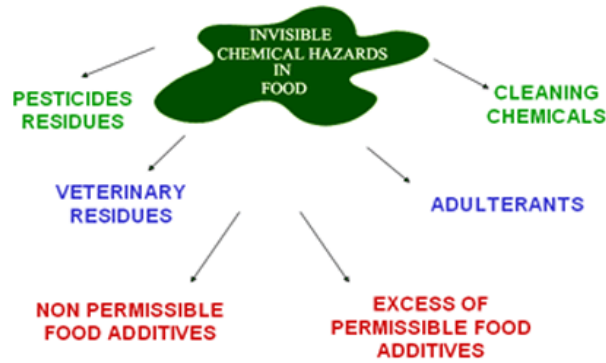


- a. **Physical Contaminants:** Considered to be any solid foreign object or particulate that ends up in the food stream.

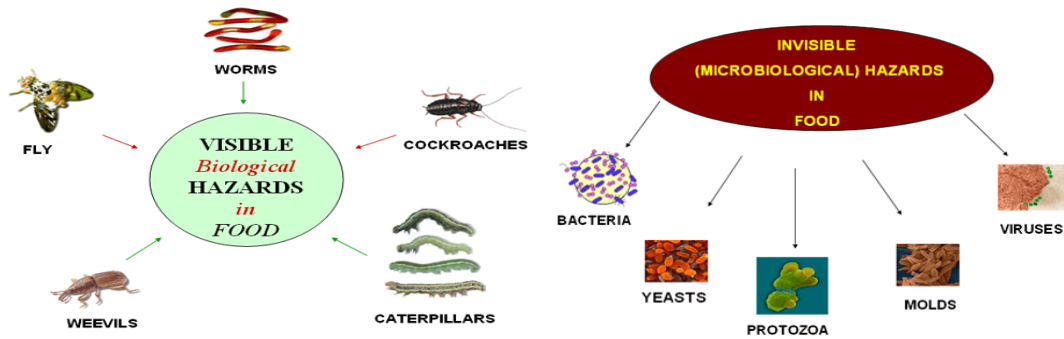
Examples: drill shavings, welding slag, nuts and bolts, tools, pieces of jewellery, staple pins, clean-up debris, pens, nibs, glass pieces, bones in boneless meat pieces etc.



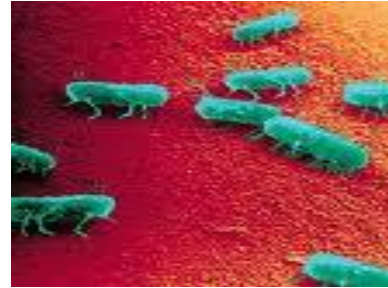
b. Chemical Contaminants are items of any chemical nature like those either inherently present in food due to the agricultural and manufacturing processes like pesticide residues, veterinary residues, excess of food additives etc. or those that may get added in the process of manufacturing or storage like paints, sealants, cleaning chemicals, grease, lubricants, pesticides, glues, epoxies, etc.



c. Biological Contaminants: Considered to be the most challenging of the three contaminants to manage, these are commonly referred to as microorganisms or microbiological hazards and Macro biological hazards. Macro biological hazards are visible if present in food like weevils, cockroaches, flies etc. Microbiological hazards are generally too small to be seen by the naked eye and exist in billions and trillions. Biological contaminants are easily transmitted, transferred, and they rapidly multiply posing an ever present danger.



Cross - contamination is one of the most common causes which render the food unsafe and causes food poisoning. This happens when harmful bacteria is distributed on food by a device like hands, face or other food or through insects and rodents. These bacteria often come from raw foods, meat, poultry and eggs. So it is of particular importance to handle these foods carefully.



3.3: Common Hazards in Storage, Distribution and Transportation of foods

Following are the specific problem areas where food may be at risk for physical, chemical, or biological contamination during food storage and transportation:

- Improper refrigeration or temperature control of relevant food products in storage or during transportation (temperature abuse).
- Improper management of transportation units or storage facilities to preclude cross-contamination, including improper sanitation,
- Improper packing of transportation units or storage facilities used during transport, including incorrect use of packing materials and poor pallet quality;
- Improper loading and unloading practices, conditions or equipment, including improper sanitation of loading equipment, not using dedicated units where appropriate, inappropriate loading patterns, and transporting mixed loads that increase the risk for cross-contamination;
- Lack of employee training and/or supervisor/manager/owner/ driver knowledge of food safety and/or security;
- Poor pest control in transportation units or storage facilities; Poor storage and transportation unit design and construction;
- Inadequate preventive maintenance for storage facilities and transportation units resulting in roof leaks, gaps in doors, and dripping condensation or ice accumulations;
- Poor employee hygiene
- Inadequate policies for the safe and/or secure storage and transport of foods, e.g., lack of or improper use of security seals;
- Improper handling and tracking of rejected loads and salvaged, reworked, and returned products or products destined for disposal;

CONTROL OF FOOD HAZARDS

Food business operators should control food hazards through the use of systems such as GMP/GHP. They should:

- i. **identify** any steps in their operations which are critical to the safety of food
- ii. **implement** effective control procedures at those steps;
- iii. **monitor** control procedures to ensure their continuing effectiveness; and
- iv. **review** control procedures periodically, and whenever the operations change.



These systems should be applied throughout the food chain to control food hygiene throughout the shelf-life of the product through proper storage and transportation process design.

Control procedures may be simple, such as checking stock rotation calibrating equipment, or correctly loading refrigerated display units. In some cases a system based on expert advice, and involving documentation, may be appropriate.

What if we do it wrong?

- Consumer illness & injury
- Consumer dissatisfaction
- Product Recalls
- Loss of Business
- Brand damage
- Bad reputation
- Fines & Prosecution
- Lost Jobs
- Sentencing
- Worst case - Seize/Closure



5.0: Specific GMP measures for Food Storage



5.1: Food Storage - Specific GMP conditions

Storage conditions should maintain the fitness, nutritional value, appearance and taste of food. Specific GMP measures are highlighted as follows

5.1.1: Infrastructure

- i. All distribution centres used to warehouse and distribute products shall be constructed, maintained and operated in strict adherence to the Good Manufacturing Practices and sanitation procedures.
- ii. The warehouse shall be of sound construction (e.g., no holes in floor or walls, door gaps, roof leaks, etc.). Roof surfaces, skylights and other openings shall be routinely maintained and free of leaks.
- iii. Truck, rail, dock and personnel doors shall shut tight and shall be kept closed when not in use or shall be properly screened if used for ventilation.
- iv. Clamp trucks, forklifts, and other mechanical equipment shall be maintained in such condition so as not to create oil spills on the floor or product.
- v. Floors, walls, doors, and windows shall be kept in good repair and free of unprotected openings to prevent pest entry.
- vi. Dock levellers shall be well maintained and inspected monthly. Levellers shall be cleaned a minimum of quarterly.
- vii. Light fixtures shall be shielded where breakage is likely (i.e., low ceiling, rail and trailer inspection lights).



- viii. A glass breakage clean-up procedure shall be in place to prepare for and respond to unexpected glass breakage.
- ix. Floors, walls, overheads and pallets shall be free of spillage, heavy dust, webbing or other debris.
- x. Pallets shall be in sound condition.
- xi. An 18" sanitation strip shall be maintained between walls and product to allow for cleaning.
- xii. Damaged cases shall be removed from shipments upon arrival, at the time of shipment and from storage areas.
- xiii. Damaged cases shall be stored in a specific location.
- xiv. Each facility shall have a procedure in place for managing product spills. Spills shall be promptly cleaned and followed by a visual inspection.
- xv. There should be a quarantined and clearly demarcated area for rejected material

5.1.2: Storage Practices (Good Warehousing Practices)

- i. Stacking norms shall be strictly adhered (Cases are Stacked SKU/Lot wise).
- ii. Samples and Consumer offer Packs shall be stacked separately.
- iii. Adequate identification system shall be in place so that FIFO should be followed. It should tally with the FIFO register.
- iv. Loose stocks shall be stored in a Separate area (Loose stocks should be stored in the cases/racks with lock & key and the details should be mentioned on the outside of the case).
- v. Any broken pallets and containers should be replaced periodically.
- vi. All bin-cards / Registers should be updated on real time basis.
- vii. The trucks shall be unloaded on the same working day of reporting to avoid paying detention / halting charges. If there are detentions, they are appropriately recorded and Reported to the concerned.
- viii. Procedures for rotation and shipment shall be followed to ensure that:
 - o Each product shall be evaluated for shelf life and a maximum allowable age determined to allow shipment from a warehouse.
 - o The Aged Inventory Manager or designee shall prepare a monthly report of product age so that action can be taken and to avoid potential age issues.
 - o Product that has exceeded its shippable life systematically shall be moved to aged or liquidation status.
 - o Aged product shall be turned over to Remarketing and Returns Management or designated area for sales opportunities in closeout channels or set up for donation.

- Documented self-audits shall be conducted by the facility at a minimum of once per month to monitor quality, pest management and sanitation.

5.1.3: Safe Food Storage

- Stock rotation is essential to avoid spoilage.
- The 'first in – first out' (FIFO) principle must be followed at all times.
- Daily checks must be made on short life products.
- Outer packaging must be disposed of prior to storage to minimize the risk of potential contamination.
- Care should be taken to retain any 'best before' dates or codes.
- To prevent cross-contamination from raw foods (especially meat, poultry and shellfish), to cooked or prepared foods it is very important that they are stored separately.



- Storage containers should be of proper design, readily cleanable and maintained in good condition.
- Cleaning materials must be stored in a separate area away from food.
- Store non-food items separately.



8 tips of food storage

- Follow the First In, First Out (FIFO) rule
- Place meat as low as possible
- Store food in air-tight containers
- Store all food off the floor
- Temperature control still applies
- Do not overload refrigeration units
- Keep shelves and floors clean and organized
- When in doubt, throw it out

- In order to protect the food from contamination, accelerated deterioration and multiplication of food poisoning organisms etc., once food deliveries are received, the food should be quickly moved to one of several storage areas namely:
 - Dry goods storage
 - Fruit and vegetable store
 - Refrigerated storage
 - Freezer storage

5.1.4: Personal cleanliness and hygiene have a direct impact on GMPs. Improper or poor personal hygiene will be a contributing factor to product contamination.

- a. All food handlers working in the premise should meet the following personal hygiene requirements when working in a food processing facility:
 - i. Must shower or bathe before coming to work. Be sure to wash hair. Should be clean shaven, or in case of beard and/or mustache, must wear the appropriate net.
 - ii. Should not wear any type of heavy scented after-shaves, colognes, or perfumes.
 - iii. No false fingernails or nail polish.
 - iv. No tobacco / pan / gutkha & spitting in the operation area.
 - v. Must wear hairnets and beard nets at all times while working in a food handling area. All hair, including the hair line and side burns, must be covered by the hairnet.
 - vi. Jewellery, personal items, and loose objects shall not be allowed in to food storage facility if storing raw or minimally processed not prepackaged products. Jewellery includes earrings, any visible piercings, including tongue piercings, necklaces, watches, bracelets, and all rings.
- b. Additional personal items like hand lotions, creams, balms, medicines, purses and play back devices etc., should not be allowed in a food processing facility.
- c. No loose objects or hangings above the waist line.
- d. No food or drink in storage area.
- e. Any exposed open cut or partially-healed cut, scrape, or wound must be covered with a facility supplied bandage along with approved gloves as possible. These bandages shall ideally be bright colored which allows them to be detected if they fall into a food stream.
- f. Ill/sick person especially if illness is contagious shall not be allowed to work.
- g. There should be arrangements for hand washing and sanitization at the work place, and employees must be instructed to wash and sanitize their hands at periodic intervals

Good Manufacturing Practices : Entry Protocol



GMP : Personnel Practices









5.1.5: Pest Management



- i. The facility shall either contract the services of a qualified pest control vendor or have certification for the regular inspection and treatment of the site to deter and eradicate infestation.
- ii. Records of pest control inspections, pest-proofing, hygiene recommendations, and actions taken shall be maintained. It shall be the responsibility of the company to ensure all of the relevant recommendations made by their contractor or in-house expert are carried out in a timely manner.
- iii. There should be a secure storage area for onsite storage of chemicals
- iv. There should be a documented procedure for storing pesticide containers

**WARE HOUSE PEST MANAGEMENT
Dos & Don'ts**

<p>✓ Keep the WH windows, doors & shutters screened / closed when not in use with no structure gaps.</p>		<p>✗ DON'T use rat poison cakes and unapproved chemicals inside the food storage warehouse at all times.</p>	
<p>✓ Keep all the food packs intact and organised to avoid any food infestation.</p>		<p>✗ DON'T have gaps in shutter / door cable / wire inlet gaps into warehouse to allow pest entry.</p>	
<p>✓ Use only rat catchers, glue pads and fly catcher devices to trap or catch the various pests in the WH.</p>		<p>✗ DON'T keep anything good or bad stagnant for more than 15 days.</p>	
<p>✓ Ensure daily inspection and regular pest control treatment of the entire warehouse premise inside and outside.</p>		<p>✗ DON'T keep the food packs open, stocks aligned to wall without inspection gaps and unorganised.</p>	

Add one more DON'T above: DON'T allow vegetation to grow around the premises which will harbour pests

a. Dry goods store

Potential hazards which must be controlled in dry goods storage could include bacterial growth due to cross-contamination and excessive moisture, contamination by pests and insects and chemical contamination from cleaning agents.



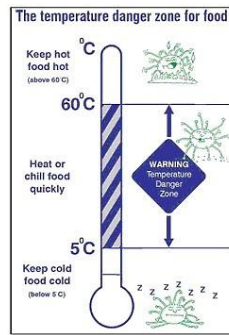
- i. To control these hazards dry goods stores must be kept cool, dry and clean.
- ii. The store must be well ventilated and free from dampness.
- iii. The store must be bright and food must be stored off the floor on shelving which is made of impervious/nonabsorbent material or coated with an impervious and easy to clean waterproof material.
- iv. Containers used for storage must be covered. Opened packages of food such as flour or sugar should be decanted into well-sealed containers.
- v. Windows should be fitted with insect screens and the store kept free from infestation by rodents and insects.

b. Refrigerated storage

Potential hazards Potential hazards that must be controlled in refrigerated storage include bacterial growth, cross contamination, and food beyond date marking. Controls Refrigeration slows down bacterial growth and this is why high-risk perishable foods should be kept refrigerated. Hot food must not be placed directly into the refrigerator as it will raise the temperature of the refrigerator above acceptable limits and may cause condensation leading to cross-contamination of food already inside. Food should be kept under refrigeration while cleaning the chiller. Chiller should be cleaned from top to bottom. Chillers should be maintained at the appropriate temperature before the food is returned to the food to the chiller.



- i. Refrigerators must not be overloaded as this prevents cool air circulating.
- ii. Double stacking must be avoided.
- iii. Refrigerated stores should be maintained at 0°C to 5°C.
- iv. Cooked and ready-to-eat food should not be stored in the same refrigerator as raw foods, unless the cooked and ready-to-eat foods are properly covered and segregated to prevent cross-contamination.
- v. Raw food should be stored below cooked/ready-to-eat food.
- vi. Refrigerated stores must be kept clean and defrosted regularly.
- vii. The doors of all stores should be kept closed except when they are being filled, emptied or cleaned.
- viii. A thermometer and indicating gauges should be provided to check the temperatures of refrigerators, freezers, cold rooms and chilled cabinets on a daily basis. These readings should be recorded.
- ix. Frozen meat, fish and poultry should be defrosted slowly in the refrigerator. Always follow manufacturers' 'use by' dates.



Fruit & vegetable storage - Potential hazards which must be controlled in fruit and vegetable storage include insect infestation and accelerated spoilage caused by heat and moisture. Fresh vegetables pose a special problem due to the large quantities of soil which they or their containers may bring into the premises.



- i. Pre-washed vegetables should be stored separately.
- ii. Vegetable stores must be clean, well ventilated with good lighting and pest-proof.
- iii. Outer packaging should be removed and all fruit and vegetables should be stored on suitable shelving to allow good air circulation.
- iv. Fruit and vegetables in storage must be inspected regularly and items that show signs of spoilage must be discarded. Salad items and soft fruits (except bananas) should be stored in the refrigerator

c. Freezer storage



- i. It is vital that foods are in good condition before freezer storage because freezing greatly retards bacterial growth but will not necessarily kill them.
- ii. All deliveries of frozen food must be placed in a freezer without delay.
- iii. Freezers must be maintained at or below -18°C .
- iv. A blast freezer should preferably be used to freeze foods.
- v. Storage freezers are designed to store food that is already frozen.
- vi. Freezers must not be overloaded and the door must not remain open longer than is absolutely necessary.
- vii. Prior to storage all foods should be properly labelled and dated.
- viii. Raw and cooked foods should ideally be stored in separate freezers and all foods placed in freezers should be properly sealed/wrapped in order to prevent cross-contamination.
- ix. Frozen food which has been thawed and not subsequently cooked must not be refrozen.
- x. Deep freezers should ideally be fitted with a high temperature audio alarm and/or a high temperature indicator light.
- xi. During a power failure the freezer should not be opened and in catering establishments if the freezer breaks down there should be an agreed procedure to prevent the waste and contamination of food.



5.1.6: Returned Goods: Goods issued from the warehouse to the sales/manufacturing facility which are returned to the warehouse for various reasons including quality issues, expiration of product, mismatch of order quantity or nature of goods.

- i. A procedure shall be in place to ensure returned goods are in acceptable condition and do not pose a food safety or product quality concern prior to being placed back into finished goods inventory. Returned goods are examined upon receipt for possible product tampering before reworked or repacked. A procedure and records are available.
- ii. The appropriate authorization/documentation for receipt of returned goods shall be processed and include but is not limited to: product name, material number, quantity returned, lot code, who returned and reason for the return.
- iii. All returned goods shall be placed on Hold upon receipt and segregated from shippable finished goods.
- iv. Appropriate warehouse and/or distribution center personnel shall inspect the returned product upon receipt to determine quality food safety standards. The inspection shall include signs of pest activity, odours, foreign material, temperature abuse or damage to the product.
- v. After inspecting the returned product, the appropriate Facility Manager or their designee shall determine and document the returned goods disposition.
- vi. The material for disposition shall be disposed in such a way that there is no misuse of the product.

5.1.7: Finished Good Traceability:

- i. The written instructions shall be available for ensuring traceability of goods being dispatched. A person is assigned responsibility to handle withdrawal in case of an announced emergency.
- ii. The product withdrawal and recall procedure shall include updated emergency contact details (such as names and phone numbers of suppliers, customers and competent authorities).
- iii. The traceability system shall be tested, documented and, where appropriate, adapted at defined intervals to verify traceability including quantity checking.
- iv. Ensure to test the recall program at least twice in a year.

6.0: Specific GMP measures for Food Transportation



The transportation and distribution segments are very diverse. The first step is to identify those circumstances that pose a significant health risk, such as improper handling of sensitive products or ineffective cleaning or sanitizing of transportation vehicles. For example, inadequate control of temperatures during transportation and distribution can contribute to microbial growth, formation of Mycotoxins, spoilage and/or deterioration of certain products.

6.1: Food Transportation – Specific GMP Requirements

Bringing all of their food transportation vehicles to the Food Control for inspection.

- i. Establishing and following a regular maintenance program for the vehicle, especially for the cooling units.
- ii. A regular cleaning and maintenance program shall be provided. Documents of such programs shall be available upon request.
- iii. Personnel in charge in cleaning and disinfecting the food transportation unit must be properly trained in handling chemicals and in carrying out the cleaning and disinfecting process.
- iv. Conducting an annual calibration for the cooling units.
- v. In case of any breakdown for the vehicle or its cooling units, an alternative vehicle conforming to the stipulated standards shall be provided promptly to transport the foods to ensure their safety and hygiene.
- vi. If a vehicle is changed from transporting non-food products to transporting food products, the establishment has to ensure that proper and thorough cleaning is conducted to avoid food contamination, and records shall be kept.
- vii. Foods shall be loaded and unloaded from and at the designated areas and away from physical, biological, or chemical contaminants.
- viii. The establishment has to ensure that the driver or the food transporter does not turn off the cooling units while transporting the foodstuff.
- ix. Complete temperature logs shall be kept for chilled or frozen vehicles. These logs shall be available upon request.
- x. Ensuring that proper air circulation is secured throughout the whole shipment within the required time. In this regard the foods shall be organized in such a manner that guarantees chilling or freezing the foods as required.
- xi. The food establishment has to provide training for the food transporters in order to be aware about their responsibilities regarding following up proper transportation practices. Hence, the food transporters should have basic training about the food safety during loading, transportation, and delivery of foods. Training should be focused on the type of food being handled and the necessary corrective action to implement in case of non-conformances in good distribution/transportation practices
- xii. The foods which become unfit during transportation have to be identified and shall be disposed of properly. In this regard the following information has to be recorded and submitted to the food control authority upon request: - Number or vehicle or container. - Last transported consignment. - Temperature record during the transportation. - Maintenance and cleaning records.
- xiii. If a transportation spill occur involving a food shipment, the food transporter has to ensure that: All potentially hazardous foods that have been subjected to temperature abuse are identified and discarded in such a fashion that precludes the food from being utilized for human consumption.

- xiv. Canned or packaged goods that have been subjected to unintentional freezing, which has compromised the integrity of the package (e.g. burst can seams) should be itemized and discarded in such a fashion that precludes the food from being utilized for human consumption.
- xv. Contact information of buyers, delivery personnel and each personnel involve in the food chain must be readily available upon request to facilitate product recall implementation.
- xvi. Procedures for product recall must be available which could permit fast, accurate and efficient recall/segregation and disposal of the affected food items.
- xvii. Where conveyances and/or containers have been used for transporting anything other than foodstuffs or for transporting different foodstuffs, there has to be effective cleaning between loads to avoid the risk of contamination.



7. Documentation and Records - Legal and Organizational Requirements

7.1: Documentation

- Following licenses shall be available at CFA / Distributor
 - FSSAI License
 - Municipal Corporation License /Trade License/ License under Shops & Establishments Act. / NOC from Gram panchayat
- The records / details of monthly verification of stock and other requirements shall be available. Keep up-to-date documents and related records.
- Review the procedures whenever there is a change in any product or process of storage or transportation. This means that there must be procedures in place to manage food safety 'hazards' in the business.
- All procedures should be written down, well documented, updates as needed and records kept which can be checked by the local authority if required.

7.2: Batch Identification

Batch identification is essential in product recall and also helps effective stock rotation. Each container of food should be permanently marked to identify the producer and the batch.

7.3: Product Information

All food products should be accompanied by or bear adequate information to enable the next person in the food chain to handle, display, store and prepare and use the product safely and correctly.

7.4: Labelling

Pre-packaged foods should be labelled with clear instructions to enable the next person in the food chain to handle, display, store and use the product safely. Knowledge of mandatory food labelling requirements are critical. At every stage pre-packaged products should be checked for proper labelling and compliance with mandatory provisions

7.5: Training:

All personnel including new employees, temporary employees and contract persons shall be trained for their roles and responsibilities and all procedural requirements, including food safety during handling food, storage, FIFO,, GMP, GHP, Personal Hygiene, HACCP, Rejected Food Management & Control and basic regulatory requirements.

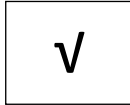
7.6: Inspection Checklist – Food Storage

INSPECTION CHECKLIST – FOOD STORAGE / WAREHOUSE

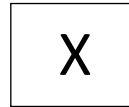
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
E-mail Address:	
Category of license (Central/ State)	
License No.:	
Kind of business:	
Name of the Manager / Authorized Signatory:	
Date of Self-Inspection:	
Time of inspection:	
Details of Food inspector:	
Area Inspected:	

Please mark as status as appropriate

In order



Not in order



Sr. No.	Area	Status	Corrective action timeline
1. Location and layout of the establishment			
1.1	Warehouse is located away from environmental pollution and industrial area producing toxic gases		
1.2	Warehouse does not have direct access to residential area		
1.3	Warehouse is adequately lighted, properly white washed and painted		
1.4	Ceiling, floors and walls are free from accumulation of food waste, dirt, grease or other visible obnoxious matters		
1.5	The floors have adequate drainage, easy to clean and disinfect		
1.6	Ventilation systems like air filters, exhaust fans shall be designed and installed so that air does not flow from the contaminated areas to clean areas		
1.7	Grills of coolers, air conditioning units, fans, condensers and humidifiers are cleaned regularly		
1.8	Warehouse is cleaned once a week or before if needed		
1.9	Wash basins, Washrooms are located away/ outside the warehouse		
1.10	Waste storage is located away from the warehouse		
2. Equipment And Fixtures			
2.1	Non-toxic and Non corrosive containers and equipment are used		
2.2	Appropriate facilities for the cleaning and disinfecting of equipment and instruments and preferably cleaning in place (CIP) system are		

	adopted; wherever necessary		
3. Pest Control Facility			
3.1	Absence of pets, rodents or pests		
3.2	All openings like doors, windows are screened with wire-mesh or insect proof screen to avoid the entry of the insects, rodents or pests		
3.3	Pest control is carried out and records are maintained for the same		
3.4	Treatment with permissible chemical, physical or biological agents within the permissible limits are carried out		
4. Storage Systems			
4.1	Cleaning chemicals and equipment are not stored in the warehouse or in the premises		
4.2	Packaged food is stored at appropriate/required temperature		
4.3	Temperature and humidity log sheet is maintained		
4.4	All stored product carry appropriate product information as per regulation (Name label, Date tagged, etc.)		
4.5	Storage of packaged food products is subject to FIFO (First in, First Out), FEFO (First Expire First Out) stock rotation system as applicable		
4.6	Appropriate arrangement for storage of food & food ingredients provided and adequately segregated and labelled.		
4.7	Stored food products are kept above the floor on pallets/ racks and away from the walls		
4.8	Adequate documented system SOPs is in place for core processes like storage, distribution and transportation, etc.		
4.9	Packaging materials are stored away from the stored food products		
4.10	Packaging material and pack seals are intact		

4.11	Packaging material and pack seals are intact		
5. Personal Hygiene			
5.1	Staff's health check-up records are available and maintained		
5.2	Practices like smoking, spitting, chewing, coughing, scratching nose are not followed in the premises		
5.3	No person suffering from any infection or contagious disease is allowed to enter the premises		
5.4	Food handlers have been provided with proper clothing, head gear, gloves and separate footwear		
5.5	Cloths and other personal belonging is stored outside the warehouse/premises		
5.6	Separate changing area is provided for the staff		
5.7	Food handlers have undergone proper food handling, food hygiene and storage procedure training		
5.8	A display board of Do's and Don'ts for the workers shall be put up inside the warehouse/premises		
5.9	Hand wash station is well equipped with water, soap, paper towel/ dryer and sanitizer		
6. Waste Disposal Facility			
6.1	Waste bins are lined, covered and foot or swing operated		
7. Cleaning And Maintenance			
7.1	Cleaning and sanitation programme is drawn up, observed and the record of the same is properly maintained		
7.2	Cleaning chemicals are handled and used carefully in accordance with the instructions of the manufacturer and are stored separately away from food materials, in clearly identified containers, to avoid any risk of contamination		

8. Audit / Documentation And Records			
8.1	A periodic audit of the whole system according to the Standard Operating Procedure conducted regarding Good Manufacturing Practices/Good Hygienic Practices (GMP/ GHP) system		
8.2	Appropriate records of storage, distribution, cleaning and sanitation, pest control and product recall are kept and retained for a period of one year or the shelf-life of the product, whichever is more		
9. Product Information And Consumer Awareness			
9.1	All packaged food products carry a label and requisite information as per provisions of Food Safety and Standards Act, 2006 and Regulations so as to ensure that adequate and accessible information is available to each person in the food chain to enable them to handle, store, process, prepare and display the food products safely and correctly and that the lot or batch can be easily traced and recalled if necessary.		
10. Training			
10.1	Workers, managers/ supervisors underwent appropriate food handling, storage and food hygiene training		

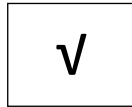
7.7: Inspection Checklist – Distribution and Transportation

INSPECTION CHECKLIST – DISTRIBUTION & TRANSPORTATION

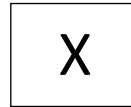
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
E-mail Address:	
Category of license (Central/ State)	
License No.:	
Kind of business:	
Name of the Manager / Authorized Signatory:	
Date of Self-Inspection:	
Time of inspection:	
Details of Food inspector:	
Area Inspected:	

Please mark as status as appropriate

In order



Not in order



Sr. No.	Area	Status	Corrective action timeline
1. Layout			
1.1	The premise to keep transport vans is a sanitary place and free from filthy surroundings		
1.2	Food transporting vans are built of solid, rust/ corrosion resistant materials and kept in clean and good condition		
1.3	Food transporting vans are protected from sun, wind and dust and when not in use, are kept in clean place and properly protected		
2. Equipment And Fixtures			
2.1	Appropriate facilities for the cleaning and disinfecting of vehicles and preferably cleaning in place (CIP) system are adopted; wherever necessary		
3. Pest Control Facility			
3.1	Absence of pets, rodents or pests		
3.2	Pest control is carried out of vehicles and parking area and records are maintained for the same		
3.3	Treatment with permissible chemical, physical or biological agents within the permissible limits are carried out		
4. Transportation Systems			
4.1	While transporting, appropriate arrangement for storage of food & food ingredients is provided and adequately segregated and labeled		
4.2	Systems to adequately maintain time- temperature control at the time of transport, where ever necessary		
4.3	Containers used for transport are made of non-toxic, non-corrosive, non-absorbent material		

4.4	Cold Storage facility, wherever necessary/ provided		
4.5	Conveyance & transportation of food being done in an appropriate state of cleanliness, particularly if the same vehicle has been used to carry non-food items		
4.6	Appropriate arrangement for storing the food during transport to prevent physical damage		
4.7	Visually check for any unusual odors, noise, or physically defective equipment is being observed		
4.8	All food items are covered in a way to eliminate contamination		
4.9	Temperature control records are maintained and available for transport vehicle (if any)		
5. Personal Hygiene			
5.1	Staff's health check-up records are available and maintained		
5.2	No person suffering from any infection or contagious disease is allowed to enter the premises		
5.3	Food handlers have been provided with proper clothing		
6. Cleaning And Maintenance			
6.1	Cleaning and sanitation programme is drawn up, observed and the record of the same is properly maintained for vehicles		
6.2	A regular preventative maintenance programme in place for each vehicle is available		
7. Audit / Documentation And Records			
7.1	A periodic audit of the whole system according to the Standard Operating Procedure conducted regarding Good Manufacturing Practices/Good Hygienic Practices (GMP/ GHP) system		
7.2	Appropriate records of temperature log book, distribution, cleaning and sanitation and pest control of vehicles are kept		

8. Product Information And Consumer Awareness			
8.1	All packaged food products carry a label and requisite information as per provisions of Food Safety and Standards Act, 2006 and Regulations so as to ensure that adequate and accessible information is available to each person in the food chain to enable them to handle, store, process, prepare and display the food products safely and correctly and that the lot or batch can be easily traced and recalled if necessary.		
9. Training			
9.1	All workers are aware of their role and responsibility in protecting food from deterioration.		
9.2	The workers have the necessary knowledge and skills which are relevant to transporting/handling of food so as to ensure the food safety and food quality		