

GENERAL MANUFACTURING

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI license and is displayed at a prominent location.	2	
I	Design & facilities		
2	The design of food premises provides adequate working space; permit maintenance & cleaning to prevent the entry of dirt, dust & pests.	2	
3	The internal structure & fittings are made of non-toxic and impermeable material.	2	
4	Walls, ceilings & doors are free from flaking paint or plaster, condensation & shedding particles.	2	
5	Floors are non-slippery & sloped appropriately.	2	
6	Windows are kept closed & fitted with insect proof screen when opening to an external environment.	2	
7	Doors are close fitted to avoid entry of pests.	2	
8	Equipment and containers are made of non-toxic, impervious, non-corrosive material which is easy to clean & disinfect.	2	
9	Premise has sufficient lighting.	2	
10	Adequate ventilation is provided within the premises.	2	
11	Adequate storage facility for food, packaging materials, chemicals, personnel items etc available.	2	
12	Personnel hygiene facilities are available. (Adequate number of hand washing facilities, toilets, change rooms, rest & refreshment room etc).	2	
13*	<i>Potable water (meeting standards of IS:10500) is used as a product ingredient or in contact with food or food contact surface & tested for quality semi annually. Check for records.</i>	4	
14	Food material is tested either through internal laboratory or through an accredited lab. Check for records.	2	
II	Control of operation		
15	Incoming material procured as per internally laid down specification & from an approved vendors. Check for records (like specifications, name and address of the supplier, batch no., quantity procured etc).	2	
16	Raw materials is inspected at the time of receiving for food safety hazards.	2	
17	Incoming material, semi or final products are stored according to their temperature and humidity requirement, in a hygienic environment. FIFO & FEFO is practised.	2	
18*	<i>Requisite time and temperature is being achieved, maintained, monitored & recorded while manufacturing/processing. Check for records.</i>	4	
19	Food manufactured/processed is packed in a hygienic manner.	2	
20	Packaging materials is food grade & in sound condition.	2	
21	Cleaning chemicals & other hazardous substance are clearly identified & stored separately from food.	2	
22	Transporting vehicle for food use are kept clean and maintained in good repair.	2	
23	Transporting vehicle are capable of meeting requisite temperature (where applicable).	2	

24	Recalled products are held under supervision & destroyed or reprocessed/reworked in a manner to ensure their safety. Check for records.	2	
III	Maintenance & sanitation		
25	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme.	2	
26	Preventive maintenance of equipment and machinery are carried out regularly as per the instructions of the manufacturer.	2	
27	Measuring & monitoring devices are calibrated periodically.	2	
28*	<i>Pest control program is available & pest control activities are carried out by trained and experienced personnel. Check for records.</i>	4	
29	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
30	Drains are designed to meet expected flow loads and equipped with traps to capture contaminants.		
31	Food waste and other refuse are removed periodically from food handling areas to avoid accumulation.	2	
32	Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.	2	
IV	Personal Hygiene	2	
33	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
34	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
35*	<i>Food handlers maintain personal cleanliness (clean clothes, trimmed nails & water proof bandage etc) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).</i>	4	
36	Food handlers equipped with suitable aprons, gloves, headgear, shoe cover etc; wherever necessary.	2	
V	Training & Complaint Handling		
37	Internal / External audit of the system is done periodically. Check for records.	2	
38	Food business has an effective consumer complaints redressal mechanism.	2	
39	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
40*	<i>Appropriate documentation & records are available and retained for a period of one year or the shelf-life of the product, whichever is more.</i>	4	

Total points/90

Asterisk mark (*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

Grading –

<input type="checkbox"/>	A⁺	80 - 90	Compliance – Exemplar
<input type="checkbox"/>	A	72 - 79	Compliance – Satisfactory
<input type="checkbox"/>	B	45 - 71	Needs Improvement
<input type="checkbox"/>	No grade	<45	Non Compliance

