

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.	2	
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		
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

