

File No. 1(4) 2011/ License/ FSSAI  
**Food Safety and Standards Authority of India**  
(Ministry of Health & Family Welfare, Govt. of India)  
3rd & 4th Floor, FDA Bhawan, Kotla Road  
New Delhi – 110002

Date: 14.05.2012

**Subject: Documents to be enclosed for new/ conversion/ renewal of application for license to State/Central Licensing Authority & Inspection Checklist for various categories of FBOs – reg.**

The undersigned is directed to forward herewith the list of documents to be enclosed for new/ conversion/ renewal of application for license to State/Central Licensing Authority & Inspection Checklist for various categories of FBOs which were finalized during the Central Advisory Committee Meeting held on 27<sup>th</sup> April, 2012 at 11:00 am, Ashoka Hotel, New Delhi.

Sd/-  
(Dr. D.S. Yadav)  
DD (Enf-II)

To:

1. Commissioner Food Safety of all States/ UTs
2. All Central Designated Officers, FSSAI

Copy To:

1. PPS to CP
2. PS to CEO
3. Dir (E)
4. Dir (QA & S)
5. Dir (A)
6. Dir (Sur.)
7. Dir (Zonal)
8. All concerned officers of FSSAI

**Documents to be enclosed for new application for license to State/Central  
Licensing Authority**

1. Form-B duly completed and signed (in duplicate) by the proprietor/partner or the authorised signatory (mandatory for all)
2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation (mandatory for manufacturing and processing units only)
3. List of Directors with full address and contact details (mandatory for companies only)
4. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used (mandatory for manufacturing and processing units only)
5. Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. (optional)
6. List of food category desired to be manufactured. (In case of manufacturers)
7. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (wherever applicable)
8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability (mandatory only for manufacturing and processing units only)
9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) (optional)

10. Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm. (optional)
11. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives. (optional; wherever applicable)
12. NOC from manufacturer in case of Re-labellers (mandatory)
13. Food Safety Management System plan or certificate (if any)
14. Source of milk or procurement plan for milk including location of milk collection centres etc. in case of Milk and Milk Products processing units. (wherever applicable)
15. Source of raw material for meat and meat processing plants. (wherever applicable)
16. Pesticide residues report of water to be used as ingredient in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health (only for packaged drinking water and mineral/ carbonated water)
17. Recall plan wherever applicable, with details on which the product is distributed. (optional)
18. NOCs from Municipality or local body. (optional)

**Documents to be included for renewal or transfer of license given under other existing laws prior to these Regulations:**

1. Any change in documents or information provided during grant of previous license. (mandatory)
2. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies) - An Advisory has already been issued vide letter no. 1(56)2012/ Advisory/FSSAI dt: 02.04.2012 declaring that FBO will submit an affidavit on a non-judicial stamp paper declaring that FBO will comply with Good Manufacturing Practices as mentioned in Schedule – 4 of FSS (Licensing and Registration of Food Businesses) Regulation, 2011.
3. List of workers with their medical fitness certificates. (These may be available with the units and be shown at the time of inspection)
4. Name, qualification and details of technical personnel in charge of operation. (mandatory for manufacturing & processing units)