

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 27th 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 whom 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)

INSPECTION CHECKLISTS

1. Head Office / Corporate Office of FBO/ Multichain operator/
Retailer functioning in 2 or more States for issuance of Central
License
2. Petty Food Business Operator
3. Transporter of Food
4. Retailer
5. Storage
6. Catering/ Food Service Establishments
7. Solvent extracting and oil refining plant

INSPECTION REPORT FORM

(For Head Office / Corporate Office of FBO/ Multichain operator/ Retailer functioning in 2 or more States for issuance of Central License)

Date of Inspection:	
Name of Food safety Officer:	
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
Category of license	
E-mail address:	
Name of the Manager/ Authorized Signatory:	
Kind of Business:	
Type of business ownership	Limited/ Private limited/ Public sector Undertaking/ Co-operative/ Partnership/ proprietorship/ other

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection.

Checklist for inspection of Head Office/ Corporate Office of FBO/ Multichain-operator/ Retailer functioning in 2 & more States for issuance of Central License

1. Details of all the Units

S. No.	Address	Type of Activity	Capacity	Turnover	License from (Central or State)

2. Details of Collective Monitoring systems for all units

3. Details of overall FSMS Plan / Certificates

4. Details of documentation & records (Documentation control & retention)

5. Food Safety objectives, policy & awareness of top management

6. Food Safety Targets

7. Details of Transportation system/ Storage system/ Handling System

8. Recall Plan

**INSPECTION CHECKLIST FOR NEW / ROUTINE APPLICANT (PETTY
FBO)**

Date of Inspection:	
Date of Previous Inspection:	
Name of Food Safety Officer:	
Name of Establishment:	
Address of Premises:	
Tel No: Fax No: (if any)	
E-mail Address: (if any)	
Category of Food	
Registration Number:	
Type of Structure: Pakka/ Semi-pakka/ Temporary/ Open	

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

New/ Routine Registration Inspection Checklist for Petty Food (Manufacturer/ Processor/ Handler)

 √

In order

 x

not in order

 NA

not applicable

Date of previous inspection:

Date of Inspection:

1) Floors are smooth and properly graded to drain liquid – no stagnation (if applicable)	
2) Ceilings are permanent nature and kept clean (if applicable)	
3) Efficient drainage system and provision for disposal of refuse.	
4) Exhaust system in food room in good working condition, and kept clean.	
5) The working area is well ventilated and lighted.	
6) Availability of clean water and adequate storage arrangements.	
7) Facility for keeping the food items covered.	
8) Proper pest-proof measures taken to prevent infestation of pests.	
9) Equipments/ vessels kept clean, washed, dried and free from moulds and fungi.	
10) Whether Container/ Vessel/ Equipments in use likely to cause any metallic contamination.	
11) Food production personnel are appropriately attired in clean protective clothing, hair covering, footwear, gloves, facial mask, trimmed nails etc. (if applicable)	
12) Hand washing facilities provided whenever they enter or re-enter food processing areas and hand washing facilities equipped with non-hand operated taps, liquid soaps, and disposable paper towels and covered waste bins (if applicable)	
13) All food handlers free from infectious diseases.	
14) Restriction to unhygienic practices such as eating, smoking, spitting, etc, within the food processing premises are adhered to and strictly enforced.	
15) Vehicles are clean, free from pest and rodent infestation and other contamination.	
16) Separate food vehicles should be used for raw and finished products. (if applicable)	
17) For moving type vendors; whether a separate covered dustbin is	

attached or not?	
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Suggestions for Improvement

Time limit prescribed for compliance of suggestions

Recommendations

Place:

Date:

**(Signature of Food Safety Officer
with Seal)**

(FBO/ Authorized Name & Signature)

**INSPECTION CHECKLIST FOR NEW / ROUTINE APPLICANT
(TRANSPORTER OF FOOD)**

Date of Inspection:	
Date of Previous Inspection:	
Name of Food Safety Officer:	
Name of Transporter:	
Address:	
Tel No:	
Fax No.	
E-mail Address:	
Type of business ownership:	Limited/ Private limited/ Public sector undertaking/ Co-operative/ Partnership/ proprietorship/other
License/ Registration Number:	

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

Inspection Checklist for New/ Routine Applicant (Transporter of Food)

In order

not in order

NA

not applicable

Date of Previous Inspection:

Date of inspection:

a) Treatment of vehicles with permissible chemical, physical or biological agents within the permissible limits are carried out.	
b) Conveyance & transportation of food being done in an appropriate state of cleanliness.	
c) Containers used transporting food stuff is non-toxic and clean.	
d) To protect food from spoilage specially designed vehicles where temperature and humidity are controlled are used; wherever required.	
e) Whether daily records of quantity of fruits, vegetables, fish, milk etc. transported is maintained (Log Book).	
f) To check cross-contamination, vegetarian and non-vegetarian food stuff is transported separately.	
g) Whether periodic cleaning and disinfection of vehicles is carried out and record thereof is maintained.	
h) Whether staff engaged in transportation of food stuff is having basic knowledge of importance of health, hygiene and contamination of food etc.	

Suggestions for Improvement(if any)

Time limit prescribed for compliance of suggestions

Recommendation

Place:

Date:

(FBO/ Authorised Name& Signatory)

(Signature of the Food Safety officer with Seal)

INSPECTION CHECKLIST FOR NEW / ROUTINE APPLICANT (Retailer)

Date of Inspection:	
Date of Previous Inspection:	
Name of Food Safety Officer:	
Name of Establishment:	
Address of Premises:	
Tel No: Fax No:	
E-mail Address:	
Category of Food Products	
License	

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

Inspection Checklist for New/ Routine Applicant (Retailer)

In order

not in order

not applicable

Date of Previous Inspection:

Date of inspection:

a) Whether daily records of quantity of fruits, vegetables, fish, milk etc. is maintained or not.	
b) Whether periodic cleaning and disinfection of store is carried out and record thereof is maintained.	
c) Whether staff engaged in handling of food stuff is having basic knowledge of importance of health, hygiene and contamination of food etc.	
d) Facility for keeping perishable food products is available.	
e) Facility for frozen food products is maintained.	
f) Containers used for storage are made of non-toxic material.	
g) Exhaust system in food store room in good working condition, and kept clean.	
h) No person handling food is suffering from any infection or contagious disease.	
i) The working area is well ventilated and lighted.	
j) Facility for keeping the food items covered.	
k) Proper pest-proof measures taken to prevent infestation of pests.	
l) Adequate facilities for toilets, hand wash and footbath, with provision for detergent/bactericidal soap etc.	

Suggestions for Improvement(if any)

Time limit prescribed for compliance of suggestions

Recommendation

Place:

Date:

(FBO/ Authorised Name& Signatory)

(Signature of the Food Safety officer with Seal)

**INSPECTION CHECKLIST FOR NEW / ROUTINE APPLICANT
(Storage)**

Date of Inspection:	
Date of Previous Inspection:	
Name of Food Safety Officer:	
Name of Establishment:	
Address of Premises:	
Tel No: Fax No:	
E-mail Address:	
Category of Food	
License/ Registration Number:	

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

Inspection Checklist for New/ Routine Applicant (Storage)

In order

not in order

not applicable

Date of Previous Inspection:

Date of inspection:

a) Where applicable, are process controls (such as temperature) regarding this equipment (e.g. cold stores) controlled and monitored in the interest of preventing product contamination? Adequate facility for RH control is available or not.	
b) Is the cold store not located in an area that poses a threat to food safety?	
c) Are all waste disposal containers and areas specifically identified, cleaned and maintained?	
d) Are the grounds in the immediate vicinity of the cold store free of litter, waste and improperly stored garbage, and is grass on the premises kept short?	
e) Does the cold store have documented hygiene instructions?	
f) Are workers trained in basic hygiene?	
g) Are adequate, suitable and conveniently located sanitary facilities available and maintained?	
h) Is the intake and dispatch area protected from the environmental factors (rain, dust etc.) and bird droppings?	
i) Before loading, are procedures in place to, check the condition of: Sea containers /refrigerated transport / insulated or covered transport?	
j) Proper pest-proof measures taken to prevent infestation of pests.	
k) Adequate facilities for toilets, hand wash and footbath, with provision for detergent/bactericidal soap etc.	
l) Has all recording and monitoring equipment been calibrated	
m) Are all surfaces free of flaking paint, corrosion, rust and other materials (e.g. tape, wood etc?)	
n) Are all lights in the packing/processing facilities covered with protective covers and is all other glass protected to prevent contamination in case of breakage?	
o) Do cold rooms seal perfectly with no gaps and no visible damage?	

Suggestions for Improvement(if any)

Time limit prescribed for compliance of suggestions

Recommendation

Place:

Date:

(FBO/ Authorised Name& Signatory)

(Signature of the Food Safety officer with Seal)

CHECKLIST FOR ROUTINE INSPECTION (CATERING/FOOD SERVICE ESTABLISHMENT)

Date of Inspection:	
Date of Previous Inspection:	
Name of Food safety Officer:	
Name of Establishment:	
Address:	
Tel. No.:	
Fax No.:	
Category of license (Central/ State/ Registration):	
License No.:	
Name of the Manager/ Supervisor:	
No. of Shifts:	
No. of Employees:	
Establishment Category:	Eating Houses/Restaurants & Hotels/Snack Bars/Canteens (Schools, Colleges, Offices, Institutions)/Food Service at religious place/ Dabba walas/Railway and airline catering/Hospital catering
Kind of business:	Limited/ Private limited/Public sector undertaking/Co - operative/Partnership/Proprietorship/other.

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

Checklist for Routine Inspection (Catering/ Food Service Establishments)



In order



Not in order



not applicable

Date of Previous inspection:

Date of Inspection:

(1) Good Manufacturing Practices For Whole Premise

Requirements	√/ X
a) Food Preparation Areas	
I. Cooking and frying is done under chimney having appropriate suction capacity.	
b) Hand washing facilities and toilets	
II. Adequate number of wash-hand basin fitted with taps for running hot and cold water.	
c) Changing facilities	
III. Facilities for staff to change their cloths; wherever necessary.	

(2) Good Food Hygiene Practices

a) Cleaning	
I. Working area and equipments/ utensils are properly cleaned.	
b) Water Supply	
II. Adequate supply of portable water.	
III. The water is examined chemically and bacteriologically by a NABL Accredited laboratory.	
IV. Ice and steam wherever in use during processing is made from portable water.	
c) Raw Materials	
I. Preparation of Fruits/ Vegetables	
1. Uncooked, ready-to-eat fruits & vegetables are treated before peeling in 50ppm chlorinated water.	
2. The equipment used for peeling/ cutting etc. of fruits & vegetables is clean and of non absorbent food grade materials.	
II. Preparation of Non-Veg. Product	
1. Raw meat and processed meat is kept separate from other food items.	
2. Used surface is cleaned properly with anti-bacterial agents.	
d) Cooking	
I. The preparation/ processing/ cooking are adequate to eliminate and reduce hazards to an acceptable level.	
II. Cooking oil is not repeatedly used for frying.	
e) Chilling	
I. Fridge and display units are in good working condition and maintained at temperature 5 C.	
f) Cross-contamination	
I. Raw food/ meat/ poultry and ready-to-eat foods are kept	

separate.	
II. Staff is trained enough to avoid cross-contamination.	

(3) Personal Hygiene

a) Food production personnel are appropriately attired in clean protective clothing, hair covering, footwear, gloves, facial mask etc.	
b) Food production personnel should use disinfection and hand washing facilities whenever they enter or re-enter food processing areas and hand washing facilities to be equipped with non hand operated taps, liquid soaps, disposable paper towels and covered waste bins.	
c) Restriction to unhygienic practices such as eating, smoking, spitting, etc., within the food processing premises are adhered to and strictly enforced.	

(4) Transportation and Handling of Food

a) Food vehicles are internally lined with appropriate material and provided with suitable facilities.	
b) Chilled/ frozen food products are transported at appropriate regulated temperatures.	
c) Vehicles are clean, free from pest infestation and other contamination.	
d) Separate food vehicle should be used for raw and finished products.	

5) Storage

a) Adequate, well designed storage rooms/ areas with appropriate storage facilities are available and which are impervious to moisture, clean, free from pest infestation and well maintained.	
b) Chemicals, detergents and other cleaning materials are stored in designated areas away from food items	
c) Ingredients, intermediate and finished products are stored and maintained at appropriate temperature.	
d) Ingredients, intermediate and finished products are handled and stored in a manner to prevent damage, contamination and spoilage.	
e) Proper stock rotation (First-In-First-out) is practiced to prevent deterioration and spoilage of raw materials and finished products.	
f) Returned, defective or suspect products are clearly identified and isolated in designated area or containers.	

6) Special Requirements for High-Risk Foods

a) Cut fruits/ salads, fresh juices and beverages	
I. Juice dispensing machine are cleaned and free from contaminants.	
b) Confectionary products	
I. Confectionary products properly refrigerated with labels indicating date of expiry.	
c) Meat, poultry and fish products	
I. Non-veg. products are washed with potable water.	
II. Processing area is clean and properly disinfected.	

d) Water based chutneys, sauces etc.	
I. Cleaned and disinfected chopping boards are used.	
II. Permitted food additives are used as per recommended quantities; wherever necessary.	
III. Sauces and chutneys are stored in glass/ food grade plastic container with proper lid.	
e) Fried foods	
I. Good quality/ branded oil/ fats are used for preparation, frying etc.	
II. Packaged oil is used.	
III. Oil is not repeatedly used for deep frying.	

7) Documentation and Records

a. Test report from own or NABL accredited/ FSSAI notified labs regarding microbiological contaminants in food items are available.	
b. Records of daily production, raw material utilized and sales are available.	
c. A periodic audit of the whole system according to the Standard Operating Procedure conducted regarding Good Manufacturing Practices/ Good Hygienic Practices (GMP/ GHP) system.	
d. Appropriate records of food processing/ preparation, food quality, laboratory test results, pest control etc. for a period of 1 year or the shelf-life of the product; whichever is more.	
e. Records of sale and purchase that the food product sold to registered/ licensed vendor and raw material purchased from registered/ licensed supplier.	

Suggestions for Improvement (if any)

Time limit prescribed for compliance of suggestions

Recommendations

Place:

Date:

(Signature of Inspecting Officer with Seal)

(FBO/ Authorised Name & Signature)

INSPECTION REPORT FORM

(Solvent extracting and oil refining plant)

Date of Inspection:	
Name of Food safety Officer:	
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
Category of license	
E-mail address:	
Name of the Manager/ Authorized Signatory:	
Kind of Business:	
Type of business ownership	Limited/ Private limited/ Public sector Undertaking/ Co-operative/ Partnership/ proprietorship/ other

Note: To be used in duplicate. One copy to be given to the applicant after the completion of inspection

✓

In order

 X

not in order

 NA

not applicable

1. LOCATION AND LAYOUT OF FOOD ESTABLISHMENT	
a) The factory is ideally located away from industries which are emitting harmful gases, obnoxious odour, chemical etc.	
b) The nature of ceiling roof is of permanent nature (Iron sheet/Asbestos sheet/ R.C.C).	
c) The floor of building is cemented, tiled or laid in stone/ pakka floor.	
d) The production walls are smooth, made with impervious material up to a height of not less than five feet and the junction between the walls and floors are curved.	
e) The premises of the factory is adequately lighted and ventilated, properly white washed or painted.	
f) Provision for disposal of refuse and effluents is available.	
g) The food production/ food service area provided with adequate drainage facility.	
h) Doors are provided with automatic door closer.	
i) Doors, Windows and other openings are fitted with net or screen to prevent insects etc.	
j) Antiseptic/ disinfectant foot bath is provided at the entrance.	
k) Sufficient number of latrine and urinals for worker are provided and located outside the processing hall.	
l) All the machinery is installed in such a manner which may allow continuous flow of production and do not occupy more than 50% of the total production area.	
2. EQUIPMENT AND FIXTURES	
a) Appropriate facilities for the cleaning and disinfecting of equipments and instruments and preferably cleaning in place (CIP) system are adopted; wherever necessary.	
b) The equipments are made of stainless steel /galvanised iron/ non corrosive materials.	
c) Temperature and pressure/vacuum of processing vessels are maintained as per requirements	
3. PROCESSING PLANT	
a) Only approved processes are being employed in the factory.	
b) De-odourization is done at a temperature more than 180 deg.C.	
c) For hydrogenation/ interesterification units, post neutralization is being done.	
4. PACKING AND STORING	

a) Appropriate arrangement for storage of Packing materials is available, and the place is clean, free from pest/rodent infestation	
b) Containers used for packing are made of food-grade or prime quality materials.	
c) Tin containers are rust free.	
d) Cold Storage facility, wherever necessary/ is provided	
e) Packing sections are covered and protected from insects and flies	
f) Packing sections are tiled, clean and tidy.	
g) Batch numbering devises are running to satisfaction.	
h) Label declarations on the packs are as per norms.	
5. PERSONAL HYGIENE	
a) Aprons, head cover, disposable gloves & footwear are provided.	
b) Adequate facilities for toilets, hand wash and footbath, with provision for detergent/bactericidal soap, hand drying facility and nail cutter are provided.	
6. WATER SUPPLY	
a) Adequate supply of potable water.	
b) Appropriate facilities for safe & clean storage of water.	
c) Ice and steam wherever in use during processing is made from potable water.	
d) Identifying marks are applied to the pipelines for easy identification of potable and non-potable water.	
7. PEST CONTROL SYSTEM	
a) Adequate control measures are in place to prevent insect and rodents from the processing area.	
8. FOOD TESTING FACILITY	
a) A well equipped laboratory for testing of vegetable oils/fats is available.	
b) All the necessary chemicals and supporting facilities are available.	
c) The laboratory employs qualified chemists.	
d) Quality parameters of raw oils and finished products are being tested as per standards.	
e) Records on quality control are maintained satisfactorily.	

“Vegetable Oils & Vegetable Oil Products including solvent extracted oils”

Check list for inspection:

Check point	Details	Remark
A. Expeller Oils	<ul style="list-style-type: none"> - Name(s) of Vegetable Oil - No. of Expellers - No. of Kolhu, if any - No. of Ghani, if any - Total Installed Capacity (tons per Day) 	
B. Solvent Extracted Oils	<ul style="list-style-type: none"> - Name of Oil Bearing material(s) processed/proposed to be processed: - Total Installed Capacity of solvent plant (tons per day): - Total Installed Capacity of Edible Flour (tons per day) if any: 	
C. Refined Oils	<ul style="list-style-type: none"> - Name(s) of Vegetable Oil: - Total Installed Capacity (tons per day) - Brands marketed: 	
D. Blended Edible Vegetable Oils	<ul style="list-style-type: none"> - Name(s) of Edible Oil Blended - Total Installed Capacity (tons per day) - Brands marketed 	
E. Hydrogenated Vegetable Oils	<ul style="list-style-type: none"> - Total Installed Capacity (tons per day) - Brands marketed 	
F. Interesterified Vegetable Fat	<ul style="list-style-type: none"> - Total Installed Capacity (tons per day) - Brands marketed 	
G. Bakeryshortening/Fatspear d/Margrains	<ul style="list-style-type: none"> - Total Installed Capacity (tons per day) - Brands marketed 	

Suggestions for Improvement(if any)

Time limit prescribed for compliance of suggestions

Recommendation

Place:

Date:

(Signature of the Food Safety officer with Seal)

(FBO/ Authorised Name& Signatory)