Call for Expression of Interest for Inspection/ Auditing of Food Business Operators

Food Safety and Standards Authority of India
“Call for Expressions of Interest for Inspection/ Auditing of Food Business Operators”

Food Safety and Standards Authority of India (FSSAI) has been established under the provisions of Food Safety and Standards Act, 2006 as a statutory body for laying down science based standards for articles of food and to regulate manufacture, storage, distribution, sale and import of food so as to ensure availability of safe and wholesome food for human consumption.

2. The FSSAI, under Section 44 of FSS Act, 2006 intends to authorise Certification/ Auditing Bodies. All such Certification/ Auditing bodies as accredited by National Accreditation Board for Certification Bodies or any other National Accreditation Body or by any International Accreditation Body for Inspection/ Auditing of Food Business Operators for FSMS can apply.

3. The detailed EOI document indicating the scope of work, qualifying requirements, forms and procedure for submission of proposal for EOI can be obtained from Dr. D.S. Yadav, Deputy Director (Tech.), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No.011-23220994 Ext: 413) on or before 31st Oct, 2011 by 3:00 pm with a payment of Rs. 5,000/- (Non-refundable) by Demand Draft/ Pay Order payable at New Delhi in favour of “Senior Accounts officer, Food Safety and Standards Authority of India”. The EOI document can also be downloaded from FSSAI’s website at http://www.fssai.gov.in which can be submitted along with a sum of Rs. 5,000/- in the manner indicated above at the time of proposal submission. The FSSAI reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.

(Dr. S.S. Ghonkrokta)
Director (Enforcement),
Food Safety & Standards Authority of India,
FDA Bhawan, New Delhi-2
INSTRUCTIONS TO THE APPLICANT

Background

Under section 44 of the Food Safety & Standards Act, 2006, the Food Authority may recognise any organisation or agency for the purposes of food safety audit and checking compliance with Food Safety Management System required under the Act or the rules and regulation made thereunder. FSSAI have to conduct inspections of FBO’s for granting the license and also subsequent inspections of existing FBO’s for checking the compliance level.

Keeping in view the emphasis placed by the Act on self compliance, it is necessary for the Food Authority to put in place detailed guidance documents on food safety requirements. This will enable FBOs to assess themselves against these requirements and retain evidence of their due diligence in this regard. The Act also specifies that the primary responsibility for safety is on the food business operators and for this appropriate food safety management system is essential. Thus there is requirement of annual audit of each FBO.

For the inspection/ auditing of FBO’s, FSSAI intends to empanel and engage services of Inspection / Auditing Bodies accredited for carrying out Inspection/ Auditing of FBO’s.

2. Scope of work

The broad Scope of work is at Annexure I.

3. Eligibility Criteria

The eligibility criteria are mentioned under Pre-Qualification criteria Point No.2.

4. Authorized Signatory

The ‘Applicant’ mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

5. Bid processing fee & Availability of EOI

The EOI document can be obtained in person from Deputy Director (DSY), Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Government of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 (Phone No.011-23220994 Etn: 413) on or before 31st October, 2011 by 3:00 P.M. with a payment of Rs. 5000/- by Demand Draft/ Pay Order payable at New Delhi in favour of “Senior Accounts officer, Food Safety and Standards Authority of India”. The EOI document can
also be downloaded from FSSAI’s website at http://fssai.gov.in which can be submitted along with a sum of Rs.5000/= in the manner indicated above at the time of proposal submission.

6. **Submission of Proposal**

6.1 The proposal complete in all respects shall be submitted in sealed envelope superscribed as “EOI for Inspection/ Auditing of Food Business Operators” to Receipts & Dispatch Section, Food Safety and Standards Authority of India, Ministry of Health & Family Welfare, Govt. of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110 002 **on or before 31st October, 2011 by 4:00 P.M.**

7. **Documents to accompany EOI**

7.1 The applications shall be complete with the following documents:

- Expression of Interest in Form – I.
- Details of experience in auditing food industry (at least for the last 3 years)
- Details of Financial status of the applicant in Form–II.
- Details of staff working in the organisation along with Name, Educational qualification, experience and trainings etc.
- Details of number of food establishments inspected/audited during the last 1 year.
- Self certified copy of documents establishing that organisation has been accredited by NABCB, any other National Accreditation Body or International Accreditation Body (Copy of Registration or Accreditation Certificate).
- Any other information required in support to the scope of work.

7.2 Every sheet and all forms complete in all respects shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant’s rubber stamp. The Power (s) of Attorney on 50 Rs. stamp paper authorizing the signatory shall be enclosed with the offer. Any/all corrections made in the proposal shall be duly authenticated by the signature of the Authorized Signatory.

8. **Amendment to EOI**

At any time prior to the last date for receipt of proposals, the Food Authority, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, the Food Authority may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.
9. **Evaluation**

The procedure of evaluation of the proposals is indicated at [Annexure-II](#).

10. **Time Period**

The services of the empanelled Inspection Body/ Auditing Body will be engaged initially for 1 year and as per work requirement basis and could be discontinued by FSSAI without assigning any reason thereof.

11. **Rejection of EOI**

The application is liable to be rejected if:

a) The application is not covered in proper sealed cover with superscription as indicated in para 6 above.

b) Not in prescribed form and not containing all required details.

c) Not properly signed.

d) Received after the expiry of due date and time.

e) Offer is received by fax, telegram or e-mail & not followed /supported by the prescribed documents within the stipulated date.

f) Proposal received without cost of EOI document if downloaded from website.

Further, applicant is required to furnish a declaration regarding exclusion criteria strictly in the format as given at [Annexure-III](#).

12. **Disclaimer**

12.1 The Food Authority shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

12.2 The Food Authority reserves the right

- To reject any / all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Food Authority without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.
- To determine the number of Inspection/ Auditing Body to be empanelled taking into account the existing/likely workload.
PRE-QUALIFICATION CRITERIA

1. Preliminary examination for the applications

1.1 The Food Authority shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

1.2 The Food Authority reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the applicant to perform the assignment.

1.3 Prior to detailed evaluation formalities, the Food Authority shall determine the substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the applicant as required in this document. The Food Authority may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

1.4 The evaluation shall be carried out on the basis of data available in the application documents received from the agency in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the applicant. However, the Food Authority reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

2. Eligibility

The proposals will be screened on the basis of the following essential eligibility criteria: -

- The Accredited Inspection/ Auditing Body should have a minimum of three years experience in auditing food industry. Documentary evidence and details to be provided to support the experience.
- The Inspection body/ Auditing body should be accredited by NABCB or any other National Accreditation Body or accredited by any International Accreditation Body in FSMS.
- Should have technically qualified personnel equivalent to qualification mentioned in FSS Rules and well-experienced strong in-house resource base.
• The applicant should furnish an undertaking to the effect that the Inspection Body/Auditing Body has never been black listed in India or abroad.
SCOPE OF WORK

The FSSAI intends to empanel and engage services of Inspection Body/ Auditing Body for carrying out Inspection/ Auditing of FBO’s, as per section 44 of FSS Act, 2006. The interested accredited Inspection/ Auditing body before submitting their proposal should satisfy themselves on the following points:

1) Fulfillment of the eligibility criteria laid down under EOI.
2) The services of the empanelled Inspection/ Auditing bodies will be engaged initially for 1 year and as per work requirement basis and could be discontinued by FSSAI without assigning any reason thereof.
3) The accredited inspection/auditing agency will be required to carry out the following jobs assigned by the Authority from time to time: -
   a) To inspect Food business in the light of sanitary and hygienic requirements mentioned in the conditions of license and schedule IV of Food Safety and Standards (Licensing and Registration) Regulations, 2011. These inspections will be as per the inspection report formats as given in Annexure IV (These formats can be revised by FSSAI from time to time).
   b) To conduct pre-commissioning inspection of newly established Food Business units.
   c) To conduct routine / unannounced inspections as directed by the Authority from time to time to verify the Food Business units so as to comply with FSS regulations made there under.
   d) To conduct periodical food safety inspections/ audit at least once a year of food businesses.
   e) To conduct re- inspections to verify rectification of deficiencies pointed out by the Licensing Authority.
   f) To guide and advise the licensees during inspections for rectification of non compliance and compliance with the FSS Regulations as well as to recommend measures for production of safe and wholesome of food;
   g) To impart training to Food Business Operators towards Food Safety and management systems.
   h) To inspect Food Business units for verification of complaints on the direction of the Authority from time to time;
   i) To devise and recommend to the Authority improvement measures in enforcement of rules/ regulations, problems faced by the FBO, creation of food safety awareness amongst the licensees as well as consumers; and
   j) Any other related assignment which the Authority may deem fit in the public interest.
   k) The format/ requirements of Inspection/ Audit will be as presented by FSSAI from time to time. Charges for Inspection/ Audit will also be notified by FSSAI.
EVALUATION PROCEDURE

(1) The proposals will be evaluated on the basis of the eligibility criteria at para 2 of the section on Pre-qualification criteria and will carry maximum marks of 100. The maximum marks for each component of proposal is as under:

<table>
<thead>
<tr>
<th>Eligibility criteria</th>
<th>Max Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 General Experience of the firm In FSMS</td>
<td>20</td>
</tr>
<tr>
<td>2.0 Relevant experience</td>
<td></td>
</tr>
<tr>
<td>2.1 Professional supervision (No. of assignments etc.)</td>
<td>30</td>
</tr>
<tr>
<td>3. Key staff on permanent basis</td>
<td>25</td>
</tr>
<tr>
<td>3.1 No:</td>
<td>10</td>
</tr>
<tr>
<td>3.2 Qualification and experience</td>
<td>5</td>
</tr>
<tr>
<td>4. Financial/Technical strength of the firm</td>
<td>25</td>
</tr>
<tr>
<td>4.1 Financial strength based on last three years audited accounts.</td>
<td>15</td>
</tr>
<tr>
<td>4.2 Physical presence in the country</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Accreditation certificates</td>
<td>5</td>
</tr>
</tbody>
</table>
APPLICANT’S DECLARATION REGARDING THE EXCLUSION CRITERIA

To be completed and signed by the applicant and to be included in the EOI application

Food Safety and Standards Authority of India
Ministry of Health & Family Welfare, Govt. of India,
3rd & 4th Floor, FDA Bhawan,
Kotla Road, New Delhi-110 002

Ref: Expression of Interest for Inspection/ Auditing of Food Business Operators

Concerned Inspection/ Auditing Bodies shall be excluded from participation if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

2. They have been convicted for an offence concerning their professional conduct by judgment which has the force of res judicata;

3. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is performed;

5. They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities’ financial interests;

6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, I/We hereby declare that I/we:
- Am/are not in any of the situations excluding me/us from participation contracts (and will produce the corresponding certificates if so requested)

- Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;

- Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;

- Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by the Authority

(Signature of the applicant or of authorized representative
Along with Office seal)
## INSPECTION REPORT FORM (For New Applicant/ Licensee)
(Except Transporters, Retailer, Importer, Storage)

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name of Food safety Officer:</td>
<td></td>
</tr>
<tr>
<td>Name of the Establishment:</td>
<td></td>
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<tr>
<td>Address of premises:</td>
<td></td>
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<tr>
<td>Tel. No.:</td>
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<td>Fax No.:</td>
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<tr>
<td>Category of license (Central/ State)</td>
<td></td>
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<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Name of the Manager/ Authorized Signatory:</td>
<td></td>
</tr>
<tr>
<td>Kind of business:</td>
<td></td>
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**Note:** To be used in duplicate. One copy to be given to the applicant after the completion of inspection.
1. LOCATION AND LAYOUT OF FOOD ESTABLISHMENT

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<td>The floor of building is cemented, tiled or laid in stone/ pakka floor.</td>
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<td>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.</td>
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<td>The premises of the factory is adequately lighted and ventilated, properly white washed or painted.</td>
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<td>Provision for disposal of refuse and effluents is available.</td>
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<td>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.</td>
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2. EQUIPMENT AND FIXTURES

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<td>Appropriate facilities for the cleaning and disinfecting of equipments and instruments and preferably cleaning in place (CIP) system are adopted; wherever necessary.</td>
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<td>b)</td>
<td>The equipments are made of stainless steel /galvanised iron/ non corrosive materials.</td>
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3. STORAGE SYSTEMS
a) Appropriate arrangement for storage of food & food ingredients provided and adequately segregated and labelled.

b) Containers used for storage are made of non toxic material.

c) Cold Storage facility, wherever necessary/ provided.

### 4. 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.

### 5. 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.

### 6. PEST CONTROL SYSTEM

a) Adequate control measures are in place to prevent insect and rodents from the processing area.

### 7. OPERATIONAL FEATURES

a) Arrangements for monitoring Temperature & Relative Humidity

### 8. FOOD TESTING FACILITY

a) A well equipped laboratory for testing of food material regarding microbiological and chemical analysis.

### 9. ADDITIONAL REQUIREMENTS FOR MEAT AND MEAT PRODUCTS

1) Condition of animal house, holding pens, quarantine pens (Hygienic/unhygienic) and their adequate distance from the processing plant.

2) Incinerator or burial pits for disposal of condemned carcasses wastes exists.

3) The raw meat department, filling department and cooked meat department are partitioned adequately and have separate entry and exit.

4) Meat (Source of Supply)
   i) No. of animals to be slaughtered per day
   
   ii) Method of Slaughter (Halal/Jhatka etc.)
   
   iii) Adequate facilities/ equipments are available for slaughter according to production capacity
   
   iv) Adequate facilities for ante/post mortem examination.
   
   v) No. of VETs, their name and VCI registration number etc.
5) Integration with Slaughter House; if any.

6) Arrangement for meat inspection - a qualified Veterinary or services of technically qualified person are provided

7) Are the equipments at a sufficient height to check for any leftover of meat products

8) Clean and sufficient drums or receptacles, provided for storing the glands, waste, tissues, bones blood clots etc. are available separately in each department (Slaughter hall, deboning, cooking and filling departments etc.)

9) Trolleys/ suitable arrangements provided for quick transportation/removal of the above material

10) The storage receptacle/trolleys are properly marked for slaughter , clean and unclean etc. to avoid cross contamination and easy identification

11) Separate cold storage provided for
   i) Raw material
   ii) cooked meat

10. ADDITIONAL REQUIREMENTS FOR MILK MANUFACTURING / CHILLING CENTRE/ STORAGE

1) Facilities for hygienic handling and protection of raw materials and of non-packed or non-wrapped dairy products during loading and unloading, transport and storing including Bulk Milk Cooling facilities are provided.

2) Proper facilities for cleaning and disinfecting of tank used for transporting dairy product and raw milk provided.

3) The cans/ containers used for storage and transportation of milk and milk products are not made up of mild steel metal and plastic material.

4) Raised platform with sides and top sufficiently protected to prevent contamination while unloading the raw milk is provided.

5) The raw milk receiving section is located away from the milk processing area to prevent contamination.

6) The milk receiving area is equipped with brush/rotary / straight through can washer.

7) Dairy equipments are equipped with temperature indicator.

8) Separate area is provided for packaging of various milk products under satisfactory hygienic conditions.

9) Separate cold storage facility available for milk & milk products (e.g. Packed milk, Butter, Ice Cream, Ghee, Dahi, Paneer, Milk Powder, Cheese or any other product)

10) Indicate raw milk testing facility/Parameters available at raw milk reception.

11. ADDITIONAL REQUIREMENTS FOR CATERING / FOOD SERVICE ESTABLISHMENTS
1) For Cooking and frying chimney having appropriate suction capacity is provided.

2) The equipment used for peeling/ cutting etc. of fruits & vegetables is clean and of non-absorbent food grade materials.

3) Juice dispensing machines are clean and free from contaminants.

4) Good quality/ branded oil/ fats are used for preparation, frying etc.

5) Packaged oil is used.

**Suggestions for Improvement (if any)**

**Time limit prescribed for compliance of suggestions**

**Recommendations**

Place:  
Date:  

(Signature of Food Safety Officer with Seal)  

(FBO/ Authorised Name & Signature)
**INSPECTION REPORT FORM (For Existing Licensees)**  
(Except Transporters, Retailer, Importer, Storage)

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**Date of Previous Inspection:**

**Date of inspection:**

### 1. LOCATION AND LAYOUT OF FOOD ESTABLISHMENT

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<td>m)</td>
<td>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 and permits hygienic production and easy movement.</td>
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### 2. EQUIPMENT AND FIXTURES

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<tbody>
<tr>
<td>a)</td>
<td>Equipments kept clean, washed, dried and free from moulds and fungi.</td>
</tr>
<tr>
<td>b)</td>
<td>No such Container/ Vessel/ Equipments in use likely to cause metallic contamination.</td>
</tr>
</tbody>
</table>
c) The table tops used for food preparation are made of close joint and impervious material.

d) The equipments are made of stainless steel /galvanised iron/ non corrosive materials.

e) Appropriate facilities for the cleaning and disinfecting of equipments and instruments and preferably cleaning in place (CIP) system are adopted; wherever necessary.

### 3. STORAGE SYSTEMS

a) Appropriate arrangement for storage of food & food ingredients provided and adequately segregated and labelled.

b) Systems to adequately maintain time- temperature control at the time of storage.

c) Raw material, food additives and ingredients, wherever applicable are conforming to regulations laid down under the act.

d) Containers used for storage are made of non toxic material.

e) Cold Storage facility, wherever necessary/ provided.

### 4. PERSONAL HYGIENE

a) Suitable 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.

c) No person suffering from any infection or contagious disease.

d) Arrangements are made to get the staff medically examined once in six months to ensure that they are free from infectious, contagious and other diseases.

e) The staff working in such factory are inoculated against the enteric group of disease and vaccinated.

f) No employee of such factory who is suffering from a hand or face injury, skin infection or clinically recognizable infectious disease.

### 5. WATER SUPPLY

a) Adequate supply of potable water.

b) Appropriate facilities for safe & clean storage of water.

c) The water is examined chemically and bacteriologic ally by a NABL Accredited laboratory.

d) Ice and steam wherever in use during processing is made from potable water.

e) Identifying marks have been applied to the pipelines for easy identification of potable and non-potable water.

### 6. PEST CONTROL SYSTEM
a) Treatment with permissible chemical, physical or biological agents within the permissible limits are carried out.

b) Adequate control measures are in place to prevent insect and rodents from the processing area.

7. CONVEYANCE AND TRANSPORTATION

a) 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.

b) The conveyance and transportation are provided with temperature control system.

8. CLEANING AND MAINTENANCE

a) Cleaning and sanitation programme is drawn up, observed and the record of the same is properly maintained.

b) Food preparation areas are cleaned at regular intervals, with water, and detergent and with the use of a disinfectant.

9. OPERATIONAL FEATURES

a) The source and standards of raw material used are of optimum quality and as per Regulation and standards laid down under the Act.

b) Test report from own or NABL accredited/ FSSAI notified labs regarding microbiological contaminants in food items are available.

c) Arrangements for monitoring Temperature & Relative Humidity

10. AUDIT/ DOCUMENTATION AND RECORDS

a) Records of daily production, raw material utilized and sales are available.

b) A periodic audit of the whole system according to the Standard Operating Procedure conducted regarding Good Manufacturing Practices/Good Hygienic Practices (GMP/ GHP) system.

c) 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.

d) Records of sale and purchase that the food product sold to registered/ licensed vendor and raw material purchased from registered/ licensed supplier.

e) Recall plan.

11. PRODUCT INFORMATION AND CONSUMER AWARENESS

a) All packaged food products carrying label and requisite information as per Regulations are made.

12. TRAINING

a) Food production personnel and production floor managers/ supervisors underwent appropriate food hygiene training.

13. ADDITIONAL REQUIREMENTS FOR MEAT AND MEAT PRODUCTS
1) Condition of animal house, holding pens, quarantine pens (Hygienic/ unhygienic) and their adequate distance from the processing plant.

2) Incinerator or burial pits for disposal of condemned carcasses wastes exists.

3) The raw meat department, filling department and cooked meat department are partitioned adequately and have separate entry and exit.

4) Meat (Source of Supply)
   a) No. of animals to be slaughtered per day
   b) Method of Slaughter (Halal/Jhatka etc.)
   c) Adequate facilities/ equipments are available for slaughter according to production capacity
   d) Adequate facilities for ante/post mortem examination
   e) No. of VETs, their name and VCI registration number etc.
   f) Record keeping (arrival and raw meat examination ) arrangements are adequate

5) Integration with Slaughter House; if any.

6) Arrangement for meat inspection - a qualified Vet or services of technically qualified person are provided

7) Are the equipments at a sufficient height to check for any leftover of meat products

8) Clean and sufficient drums or receptacles, provided for storing the glands, waste, tissues, bones blood clots etc. are available separately in each department (Slaughter hall, deboning, cooking and filling departments etc.)

9) Trolleys/ suitable arrangements provided for quick transportation/removal of the above material

10) The storage receptacle/trolleys are properly marked for slaughter, clean and unclean etc. to avoid cross contamination and easy identification

11) Separate cold storage provided for
   i) Raw material
   ii) cooked meat

12) Condition of cold storage
   i) (clean/unclean)
   ii) meat properly stored or not

13) The additives, curing agents etc., are properly labelled and packed to avoid access and contamination by the rodents and insects.

14. ADDITIONAL REQUIREMENTS FOR MILK MANUFACTURING 
       /CHILLING CENTRE/ STORAGE

   1) Raw milk is placed in clean place to prevent any kind of contamination.
   2) Raw milk is cooled at temperature of 4°C or lower and maintained at that temperature until processed.
   3) Facilities for hygienic handling and protection of raw materials and of non-packed or non-wrapped dairy products during loading and unloading, transport and storing including Bulk Milk Cooling facilities are provided.
4) Proper facilities for cleaning and disinfecting of tank used for transporting dairy product and raw milk provided.

5) The cans/containers used for storage and transportation of milk and milk products are not made up of mild steel metal and plastic material.

6) Raised platform with sides and top sufficiently protected to prevent contamination while unloading the raw milk is provided.

7) The raw milk receiving section is away from the milk processing area to prevent contamination.

8) The milk receiving area is equipped with brush/rotary/straight through can washer.

9) Dairy equipments are equipped with temperature indicator.

10) Details of vehicles used for transportation of Milk & Milk Products

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of vehicles</th>
<th>Owned (Nos.)</th>
<th>Hired (Nos)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non Insulated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Insulated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Refrigerated</td>
<td></td>
<td></td>
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</tbody>
</table>

11) Are there signboards directing the employees to wash and sanitize hands and feet before entering the milk processing area

12) Is there a prescribed/documented procedure/schedule for maintenance, cleaning and sanitization of freezers

13) Separate area is provided for packaging of various milk products under satisfactory hygienic conditions

14) Indicate the validity of weight & measure certificate for weighing scales and weights certified by the Designated Authority (enclose a copy of certificate).

15) Separate cold storage facility available for milk & milk products (e.g. Packed milk, Butter, Ice Cream, Ghee, Dahi, Paneer, Milk Powder, Cheese or any other product)

16) Raw milk testing facility/Parameters available at raw milk reception.

17) Pallets are made of non-absorbent material provided on the floor for keeping milk products

18) The milk products are properly stacked on pallets at least one feet away from wall

19) Details of Milk products samples drawn

15. ADDITIONAL REQUIREMENTS FOR CATERING / FOOD SERVICE ESTABLISHMENTS

1) For Cooking and frying chimney having appropriate suction capacity is provided.

2) Uncooked, ready-to-eat fruits & vegetables are treated before peeling in 50ppm chlorinated water.

3) The equipment used for peeling/cutting etc. of fruits & vegetables is clean and of non-absorbent food grade materials.
4) Cooking oil is not re-used.
5) Juice dispensing machine are clean and free from contaminants.
6) Confectionary products properly refrigerated with labels indicating date of expiry.
7) Permitted food additives are used as per recommended quantities; wherever necessary.
8) Good quality/branded oil/fats are used for preparation, frying etc.
9) Packaged oil is used.

**Suggestions for improvement (if any)**

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**Time limit prescribed for compliance of suggestions**

**Recommendations**

Place:  
Date:  

(Signature of Food Safety Officer with Seal)

(FBO/ Authorised Name & Signature)
EOI Letter Proforma

To

Director (Enf.)
Food Safety and Standards Authority of India,
Ministry of Health & Family Welfare, Govt. of India,
FDA Bhawan, Kotla Road,
New Delhi-110 002

Sub: Expression of Interest for Inspection/ Auditing of Food Business Operators

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to the proposals for preparing Food Safety Management System Framework, do hereby express the interest to do the work as specified in the scope of work.

2. Correspondence details:

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Inspection/Auditing Body</td>
</tr>
<tr>
<td>2.</td>
<td>Address</td>
</tr>
<tr>
<td>3.</td>
<td>Accreditation Number of Organisation</td>
</tr>
<tr>
<td>4.</td>
<td>Name of Accrediting Organisation</td>
</tr>
<tr>
<td>5.</td>
<td>Contact person with Designation</td>
</tr>
<tr>
<td>6.</td>
<td>Telephone (with STD code)</td>
</tr>
<tr>
<td>7.</td>
<td>Mobile No. of the contact person</td>
</tr>
<tr>
<td>8.</td>
<td>E-mail of the contact person/Website address of the Organisation (if any)</td>
</tr>
</tbody>
</table>
3. Documents forming part of EOI
   We have enclosed the followings:
   - Expression of Interest in Form – I.
   - Complete set of documents as per point 7.1 of EOI documents

4. I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)
Name:
Designation:
Seal:
Date:
Place:

Witness:
Signature ___________________
Name ______________________
Address ____________________
Date ______________________
FINANCIAL STATUS OF THE APPLICANT

Fill in the blanks for each of the last three fiscal years, duly certified by Chartered or Public Account or Chamber of Commerce or Banks.

2007-08 2008-09 2009-10

1. Share Capital (INR)

2. Paid up Capital (INR)

3. Free Reserve (Gross) (INR)

4. Unallocated Balance
   Surplus (INR)

5. Expenses not written-off (INR)

6. Total assets (INR)

7. Total liabilities (INR)

8. Current credit resources (INR)

9. Contingent Liability (INR)
   (give in details)

10. Total profit before tax (INR)

11. Total profit after tax (INR)

12. Total loss (gross) (INR)

13. Turnover from contracting during
    the financial year (INR)

14. Bank References
    and address

   (Place & Date)        (Name & Signature)