

**INSPECTION REPORT FORM (For Existing Licensees)
(Except Transporters, Retailer, Importer, Storage)**

Date of Inspection:	
Date of Previous Inspection:	
Name of Food safety Officer:	
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
Category of licence (Central/ State)	
License No.:	
E-mail Address:	
Name of the Manager / Authorized Signatory:	
No. of Shifts:	
No. of Employees:	
Kind of business:	
Type of business ownership:	Limited/ Private limited/ Public sector undertaking/ Co-operative/ Partnership/ proprietorship/other.
Sampling	

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

In order

not in order

NA not applicable

Date of Previous Inspection:

Date of inspection:

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 area 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) In case cooking is done on open fire, proper outlets for smoke/ steam etc, like chimney, exhaust fan etc are installed and the fans installed at a suitable height.	
i) Doors are provided with automatic door closer.	
j) Doors, Windows and other openings are fitted with net or screen to prevent insects etc.	
k) Antiseptic/ disinfectant foot bath is provided at the entrance.	
l) Sufficient number of latrine and urinals for worker are provided and located outside the processing hall.	
m) 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.	
2. EQUIPMENT AND FIXTURES	
a) Equipments kept clean, washed, dried and free from moulds and fungi.	
b) No such Container/ Vessel/ Equipments in use likely to cause metallic contamination.	
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.	
a) 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			
S.No.	Type of vehicles	Owned (Nos.)	Hired (Nos)
1	Non Insulated		
2	Insulated		
3	Refrigerated		
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.	
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Suggestions for improvement (if any)

Time limit prescribed for compliance of suggestions

Recommendations

Place:

Date:

(FBO/ Authorised Name & Signature)

(Signature of Food Safety Officer with Seal)