

INSPECTION REPORT FORM (For New Applicant/ Licensee) (Except Transporters, Retailer, Importer, Storage)

Date of Inspection:	
Name of Food safety Officer:	
Name of the Establishment:	
Address of premises:	
Tel. No.: Fax No.:	
Category of license (Central/ State)	
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

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) 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 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.	
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:

(FBO/ Authorised Name & Signature)

(Signature of Food Safety Officer with Seal)