

CATERING / FOOD SERVICE ESTABLISHMENTS

It includes:

- Eating Houses
- Restaurants & Hotels
- Snack Bars
- Canteens (Schools, Colleges, Office, Institutions)
- Food Service at religious places
- Neighbourhood Tiffin Services / dabba walas

I. GOOD MANUFACTURING PRACTICES FOR WHOLE PREMISES

I. FOOD PREPARATION AREAS

The following rules apply to rooms where food is prepared. There will be no smoke nuisance in the food preparation area. Wherever cooking or frying of any kind is being done, a chimney having appropriate suction capacity as per the size of the kitchen has to be installed prior to start of business.

a. Hand washing facilities and toilets

1. Adequate number of wash-hand basins made of porcelain/stainless steel shall be provided along with soap to wash hands, with hot and cold running water, and materials for cleaning hands and drying them hygienically. Clean and dry towels shall be kept for the use of customers.
2. Separate sinks must be provided, where necessary, for washing raw food and cleaning equipment.

b. Changing facilities:

Facilities for staff to change their clothes, where necessary must be provided.

II. GOOD FOOD HYGIENE PRACTICES

Cleaning

Food areas and equipment between different tasks, especially after handling raw food shall be cleaned.

Raw materials

1. Raw materials shall be purchased from reliable and known dealers and checked for visible deterioration & off- odour.
2. Food ingredients shall be segregated from materials which are evidently unfit for human consumption.
3. There should be no physical hazards and foreign body contamination.
4. All raw materials should be checked & cleaned physically as well as in potable water thoroughly.
5. Packaged raw material must be checked for 'expiry date'/ 'best before'/ 'use by' date, packaging integrity and storage conditions.

Preparation of fruits/ vegetables

1. Fruits and vegetables that have been protected from cross-contamination and properly conserved should be used.
2. Fruits and vegetables should be used after removing parts or items in poor condition.
3. Whole fruits and vegetables should be washed in potable water before being cut, mixed with other ingredients. Uncooked, ready-to-eat fruits & vegetables should be with 50 ppm chlorinated water before cutting, peeling or serving.

Preparation of Non-veg. Products

1. Raw meat and processed meat should be separated from other foods; items and surfaces.
2. Separate items (e.g. cutting boards, dishes, knives) and preparation area for raw meats and poultry and marine products should be used to avoid cross contamination of food.

Chilling

1. Semi cooked or cooked dishes and other ready-to-eat foods such as prepared salads and desserts having short shelf life should not be left standing around at room temperature.
2. Chilled food on delivery should be cold enough.
3. Food items that need to be chilled should be put straight away into the fridge.
4. Cooked food should be cooled as quickly as possible and then put it in the fridge.
5. Chilled food should not be kept out of the fridge except for the shortest time possible during preparation.
6. Fridge and display units should be cold enough and as per requirement.
7. In practice, fridge should be set at 5°C to make sure that food is kept in chilled condition. Also, fridge and display units should be maintained in good working condition to avoid food spoilage and contamination.

Cross-contamination

Following things should be done to avoid cross - contamination.

1. Raw food/ meat/poultry and ready-to-eat foods should be kept separate at all times.
2. Hands should be thoroughly washed after touching raw meat/poultry.

III. PERSONAL HYGIENE

1. High standards of personal hygiene should be maintained.
2. All employees handling food should wash their hands properly:
 - before preparing food
 - after touching raw food or materials, specially meat/poultry or eggs
 - after breaks

- after using the toilet
 - after cleaning the raw materials or utensils / equipments
3. Staff working with food must wear suitable clean clothes and where necessary, shall wear head cover, apron, musk mouth and use gloves etc.
 4. Street shoes inside the food preparation area should not be worn while handling & preparing food.
 5. Food handlers should ensure careful food handling & protect food from environmental exposure.
 6. Food handlers should avoid following practices while handling food:
 - Chewing or smoking tobacco
 - Chewing betel nut or gums
 - Touching mouth, tongue, nose, eyes or other body parts
 - Spitting, sneezing, coughing, etc.
 - Touching ready-to-eat food with bare hands
 - Handling food and money at same time not to wear watches or jewellery while preparing food
 7. All food handlers should be medically fit and free from diseases.

IV. TRANSPORTATION & HANDLING OF FOOD

1. The vehicle/transportation being used to carry cooked/prepared/processed food should be clean, should be dedicated for this purpose and should not carry anything else.
2. Time required for transportation should be minimum, to avoid microbial proliferation.
3. Cooked food served hot should be kept at a temperature of at least 60 C to prevent microbial growth.
4. Cooked food to be served cold should be kept below 5 C to prevent growth of pathogens. Otherwise time of holding should be limited.

V. STORAGE

1. It is very important to store food properly for the purpose of food safety. Following things must be ensured:
 - ✓ Foods should be cooked, stored and kept at right temperature
 - ✓ Raw meat/poultry should be stored separately from other foods
 - ✓ Veg. foods should always be stored above non-veg. foods and cooked foods above uncooked foods on separate racks in the refrigerator.
 - ✓ Food after the 'use by' date should never be used, because it might not be safe to eat.
 - ✓ Storage temperature of frozen food should be -18°C or below.
 - ✓ Storage temperature of potentially high risk food should be at or below 5°C.
 - ✓ Cooked food to be eaten later should be cooled quickly, and kept it in the fridge – it can be practiced to put date on food packages or containers, using stickers or any other way of identification, before keeping inside the fridge to keep track of food prepared date wise and use accordingly to minimise wastage.
 - ✓ Food with short shelf-life should be use first

Stock Rotation

The rule is FIFO (first in, first out) to make sure that older food is used first. This will help to prevent wastage.

VI. SPECIAL REQUIREMENTS FOR HIGH RISK FOODS

This section deals selectively with few varieties of food which are high risk as per HACCP and may need special attention. The type of foods covered here are as follows:

1. Cut fruits/salads, fresh juices and beverages

1. Fresh fruits /vegetables cut or juiced should be used immediately; however, short storage should be only under refrigeration in sanitized and properly covered vessels.
2. Water used in beverages should be potable.
3. Ice used should be made of potable water only.
4. Food or beverages should not be stored in the same container used to store the ice intended for consumption.
5. Juice concentrates must be checked regularly for any fungal growth / change of colour, odour or gas formation in the bottle.
6. Juice dispensing machine should be cleaned and rinsed with water regularly.

2. Confectionery products

1. Prepared confectionery products should be kept in airtight containers and displayed hygienically.
2. Cream to be used is stored covered under refrigeration.
3. Finished products should be refrigerated with proper labels indicating date of expiry.
4. Products should be properly wrapped/ packaged after proper cooling.
5. Only permitted food additives (colour, preservatives, flavouring agents etc.) should be used.

3. Meat, poultry & fish products

1. Non veg. products/raw materials should be purchased (chilled products temperature should be at 5°C or below and frozen products at -18 °C or below) from authorized/ licensed slaughter houses/vendors.
2. Processing area should be cleaned and disinfected promptly.
3. Preparation and processing of meat, poultry and marine products should be separate.

4. Non-veg. products are washed with potable water before use.
5. Non-veg. products are cooked thoroughly (core temperature 75°C) for at least 15 seconds or an effective time/temperature control e.g. 65 °C for 10 minutes, 70 °C for 2 minutes.
6. Non-veg. products should be stored covered in refrigerator below the veg. products.
7. Raw and cooked products should be stored physically separated with cooked products at the top.
8. All refuse/waste should be promptly removed from preparation area.

4. Milk & dairy products

1. All equipments and utensils should be thoroughly washed and rinsed with potable water before starting of work and at the end.
2. All mechanical equipments should be routinely cleaned, checked and maintained.
3. All products should be routinely checked for spoilage/contamination and shelf life.
4. Any spoiled/contaminated product should be promptly removed and discarded.
5. Milk should be received in clean and hygienic conditions at temperature below 5°C.
6. Milk and milk products should be used immediately or pasteurized and refrigerated.

5. Water based chutneys, sauces etc.

1. All fruits/vegetables should be washed properly before processing.
2. Clean and disinfected chopping boards/grinding stone/machine should be used.
3. Personal hygiene of food handlers need to be ensured.
4. Water used in the chutneys should be safe and potable.

5. Only permitted food additives should be used, if required, and in added in recommended quantities only.
6. Spoiled products should be discarded immediately after confirmation of spoilage (change in colour/ texture/ odour).
7. Sauces and chutneys should be stored in glass/food grade plastic containers with proper lids.
8. Clean and intact containers should be used for storing sauces and chutneys.
9. Sauces and chutneys should be stored in refrigerator when not in use.
10. Perishable/uncooked chutneys should be consumed immediately.

6. Foods transported to point of sale from the point of cooking

1. Food should be reheated up to 700 C before consumption.
2. Food should be consumed within 4 hours of reheating.

7. Foods with Gravy

1. Food products should not be stored at room temperature for more than 2 hours during display or sale.
2. For prolonged storage, foods should be stored in refrigerators or kept for hot holding at or above 60 0C.
3. No water should be added after cooking/reheating/boiling.

8. Fried Foods

1. Proper quality / branded oils/fats should be used for food preparation, frying etc.
2. Use packaged oil only.
3. Use of oils with high trans fats (like vanaspati) should be avoided as far as possible.
4. Re-heating and reuse of oil should be avoided as far as possible. Therefore, avoid having leftover oil wherever possible.

9. Post Cooked Mixing

1. Ingredients added to the cooked food should be thoroughly washed/ cleaned.
2. After cooking or post cooked mixing, the food should be used immediately.
3. Garnishes etc., if added should be prepared using fresh, thoroughly washed and freshly cut vegetables and used immediately.

10. Thawing of Frozen Products

1. Frozen products should be thawed in refrigerator/microwave/convection oven or under running potable water well before cooking.
2. Only required portion of the food should be thawed at a time.
3. Thawed products should be used immediately and not refrozen or kept in chiller.