

LICENSED FOOD BUSINESS OPERATORS

General Requirements on Hygienic and Sanitary Practices

LOCATION AND SURROUNDINGS

1. Food Establishment shall be located away from environmentally polluted areas and industrial activities which produce disagreeable or obnoxious odour, fumes, excessive soot, dust, smoke, chemical or biological emissions and pollutants, and which pose a serious threat of contaminating food; areas subject to flooding; areas prone to infestations of pests; and areas where wastes, either solid or liquid, cannot be removed effectively.
2. The premise should not be used for residential purpose, nor shall it has or capable of having direct access inside the premise.

LAYOUT AND DESIGN OF FOOD ESTABLISHMENT PREMISES

1. The layout of the food establishment shall be such that food preparation / manufacturing process are not subject to cross-contamination from viz. receiving, pre-processing (viz. packaging, dishing / portioning of ready-to-eat food). To prevent cross contamination, the activities shall be totally compartmentalized and strict measures should be taken to see that material movement happens only in one direction without any backward flow and any mixing up of various activities. Area occupied by machinery shall not be more than 50% of the manufacturing area.
2. The walls shall be made of impervious, non-absorbent, washable and non-toxic materials and require a smooth surface easy to clean up to a height appropriate for the operations and wherever necessary, disinfect.
3. Windows, doors & all other openings to outside environment shall be well screened with wire-mesh or insect-proof screen as applicable to protect the premise from fly and other insects / pests / animals & the doors be fitted

with automatic closing springs. The mesh or the screen should be type which can be easily removed for cleaning.

EQUIPMENT

1. Equipment and containers that come in contact with food and used for food handling, storage, preparation, processing, packaging and serving shall be made of corrosion free materials, which do not impart any toxicity to the food material. Equipment and utensils used in the preparation of food shall be kept at all times in good order and repair and in a clean and sanitary condition. No such utensil or container shall be used for any other purpose.
2. Appropriate facilities for the cleaning and disinfecting of equipments and instruments especially cleaning in place (CIP) system to be adopted.
3. To put in place, if required, a waste water disposal system / effluent treatment plant as approved by State Pollution Control Board.

FACILITIES

- 1. Water supply-** Only potable water, meeting the requirements of Bureau of Indian Standards specifications, with appropriate facilities for its storage, distribution shall be used as an ingredient and also for food handling, washing, processing and cooking. Water storage tanks shall be cleaned periodically and records of the same shall be maintained in a register.
- 2.** Non potable water pipes shall be clearly distinguished from those in use for potable water.
- 3. Ice and Steam** -Ice and steam used in direct contact with food shall be made from potable water and shall comply with requirements specified under 4.1.1. Ice and steam shall be produced, handled and stored in such a manner that no contamination can happen.
- 4.** Food waste and other waste materials shall be removed periodically from the place where food is being handled or cooked or manufactured to avoid building up. A refuse bin of adequate size with a pedal operated cover shall

be provided in the premises for collection of waste material. This shall be emptied and washed daily with a disinfectant and dried before next use.

5. Personnel facilities and toilets

Personnel facilities shall include proper washing and drying of hands before touching food materials including wash basins and a supply of hot and /or cold water as appropriate; separate lavatories, of appropriate hygienic design, for males and females separately; and changing facilities for personnel and such facilities shall be suitably located so that they do not open directly into food processing, handling or storage area.

6. Air quality and ventilation

Ventilation systems natural and /or mechanical including air filters, exhaust fans, wherever required, shall be designed and constructed so that air does not flow from contaminated areas to clean areas.

7. Lighting

Natural or artificial lighting shall be provided to the food establishment, to enable the undertaking to operate in a hygienic manner. Lighting fixtures must wherever appropriate, be protected to ensure that food is not contaminated by breakages.

FOOD OPERATIONS AND CONTROLS

1. Procurement of raw materials

- No raw material or ingredient thereof shall be accepted by an establishment if it is known to contain parasites, undesirable micro-organisms, pesticides, veterinary drugs or toxic items, decomposed or extraneous substances, which would not be reduced to an acceptable level by normal sorting and/or processing.
- In addition the raw materials, food additives and ingredients, wherever applicable, shall conform to the Regulations and regulations laid down under the Act.
- Records of raw materials, food additives and ingredients as well as their source of procurement shall be maintained in a register for inspection.

2. Storage of raw materials and food

- Food storage facilities shall be designed and constructed to enable food to be effectively protected from contamination during storage; permit adequate maintenance and cleaning, to avoid pest access and accumulation.
- Cold Storage facility shall be provided to raw processed / packed food according to the type and requirement.
- Segregation shall be provided for the storage of raw, processed, rejected, recalled or returned materials or products. Such areas, materials or products shall be suitable if marked and secured. Raw materials and food shall be stored in separate areas from printed packaging materials, stationary, hardware and cleaning materials / chemicals.
- Raw food, particularly meat, poultry and seafood products shall be cold stored separately from the area of work-in-progress, processed, cooked and packaged products. The conditions of storage in terms of temperature and humidity requisite for enhancing the shelf life of the respective food materials / products shall be maintained.
- Storage of raw materials. Ingredients, work-in-progress and processed / cooked or packaged food products shall be subject to **FIFO** (First in, First Out) stock rotation system.
- Containers made of non-toxic materials shall be provided for storage of raw materials, work-in-progress and finished / ready to serve products. The food materials shall be stored on racks / pallets such that they are reasonably well above the floor level and away from the wall so as to facilitate effective cleaning and prevent harbouring of any pests, insects or rodents.

3. Food Processing /Preparation, Packaging and Distribution/Service

Time and temperature control

- The Food Business shall develop and maintain the systems to ensure that time and temperature is controlled effectively where it is critical to the safety and suitability of food. Such control shall include time and temperature of receiving, processing, cooking, cooling, storage,

packaging, distribution and food service upto the consumer, as applicable.

- Whenever frozen food / raw materials are being used / handled / transported, proper care should be taken so that defrosted thawed material shall not be stored back and after opening for future use.
- Such systems shall also specify tolerance limits for time and temperature variations and the records thereof shall be maintained in a register for inspection.
- Wherever cooking is done on open fire, proper outlets for smoke/ steam etc. like chimney, exhaust fan etc. shall be provided.

4. Food Packaging

- Packaging materials shall provide protection for all food products to prevent contamination, damage and shall accommodate required labelling as laid down under the FSS Act & the Regulations there under.
- Only Food grade packaging materials to be used. For packaging materials like aluminium plastic and tin, the standards to be followed are as mentioned under the FSS Regulations and rules framed there under.
- Packaging materials or gases where used, shall be non-toxic and shall not pose a threat to the safety and suitability of food under the specified conditions of storage and use.

5. Food Distribution/Service

- An appropriate supply chain needs to be incorporated in the system to minimize food spoilage during transportation Processed / packaged and / or ready-to-eat food shall be protected during transportation and / or service.
- Temperatures and humidity which is necessary for sustaining food safety and quality shall be maintained. The conveyances and /or containers shall be designed, constructed and maintained in such that they can effectively maintain the requisite temperature, humidity, atmosphere and other conditions necessary to protect food

Conveyances and / or containers used for transporting / serving foodstuffs shall be non toxic, kept clean and maintained in good condition in order to protect foodstuffs from any contamination.

- Receptacles in vehicles and / or containers shall not be used for transporting anything other than foodstuffs where this may result in contamination of foodstuffs. Where the same conveyance or container is used for transportation of different foods, or high risk foods such as fish, meat, poultry, eggs etc., effective cleaning and disinfections shall be carried out between loads to avoid the risk of cross- contamination. For bulk transport of food, containers and conveyances shall be designated and marked for food use only and be used only for that purpose.

6. Management and Supervision

- A detailed Standard Operating Procedure (SOP) to be developed for proper management which in turn would help in identifying any problem at exact point, so the course of damage control would be faster.
- The Food Business shall ensure that technical managers and supervisors have appropriate qualifications, knowledge and skills on food hygiene principles and practices to be able which shall enable them to ensure food safety and quality of its products, judge food hazards, take appropriate preventive and corrective action, and to ensure effective monitoring and supervision.

7. Food Testing Facilities

- A well equipped, modern laboratory for testing of food materials / food for physical, microbiological and chemical analysis in accordance with the specification/standards laid down under the rules and regulations shall be in place inside the premise for regular / periodic testing and when ever required.
- In case of any suspicion or possible contamination, food materials / food shall be tested before dispatch from the factory.
- If there is no in house laboratory facility, then regular testing shall be done through an accredited laboratory. In case of complaints received

and if so required, the company shall voluntarily do the testing either in the in-house laboratory or from a designated lab outside.

8. Audit, Documentation and Records

- Periodic audit of the whole system according to the SOP be done to find out any fault / gap in the GMP / GHP system.
- Appropriate records of food processing / preparation, production / cooking, storage, distribution, service, food quality, laboratory test results, cleaning and sanitation, pest control and product recall shall be kept and retained for a period of one year or the shelf-life of the product, whichever is more.

9. SANITATION AND MAINTENANCE OF ESTABLISHMENT PREMISES

(i) Cleaning and maintenance

- A cleaning and sanitation programme shall be drawn up and observed and the record thereof shall be properly maintained, which shall indicate specific areas to be cleaned; and cleaning frequency; cleaning procedure to be followed, including equipment and materials to be used for cleaning. Equipments used in manufacturing to be cleaned and sterilized after each use at the end of the day.
- Cleaning chemicals shall be handled and used carefully in accordance with the instructions of the manufacturer and shall be stored separately away from food materials, in clearly identified containers, to avoid any risk of contaminating food.
- Preventive maintenance of equipment, machinery, building and other facilities shall be carried out regularly as per the instructions of the manufacturer, to prevent any hazards from entering into the food while being processed or packed or served. Non-toxic, edible grade lubricants shall be used.

(ii) Pest Control Systems

- Food establishment shall be kept in good repairing condition to prevent pest access and to eliminate potential breeding sites. Holes, drains and

other places where pests are likely to gain access shall be kept in sealed condition or fitted with mesh / grills / claddings as required and animals, birds and pets shall not be allowed to enter into the food establishment areas/ premises.

- Food materials shall be stored in pest-proof containers stacked above the ground and away from walls.
- Pest infestations shall be dealt with immediately and without adversely affecting the food safety or suitability. Treatment with permissible chemical, physical or biological agents, within the permissible limits, shall be carried out without posing a threat to the safety or suitability of food. Records of pesticides / insecticides used along with dates and frequency shall be maintained.

10. PERSONAL HYGIENE

(i) Health Status

- Personnel known, or suspected, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, shall not be allowed to enter into any food handling area if there is a likelihood of their contaminating food. The Food Business shall develop system, whereby any person so affected, shall immediately report illness or symptoms of illness to the management and medical examination of a food handler shall be carried out apart from the periodic checkups, if clinically or epidemiologically indicated.
- Arrangements shall be made to get the food handlers / employees of the establishment medically examined once in a year to ensure that they are free from any infectious, contagious and other communicable diseases. A record of these examinations signed by a registered medical practitioner shall be maintained for inspection purpose.
- The factory staff shall be compulsorily inoculated against the enteric group of diseases once a year and a record towards that shall be kept for inspection.
- In case of an epidemic, all workers to be vaccinated irrespective of the yearly vaccination.

(ii) Personal Cleanliness

- Food handlers shall maintain a high degree of personal cleanliness. The food business shall provide to all food handlers with adequate and suitable clean protective clothing, head covering, face mask, gloves and footwear and the food business shall ensure that the food handlers at work wear only clean protective clothes, head covering and footwear every day.
- Food handlers, with any cut or wounds in their person, shall not come in direct contact with food or food contact surfaces.
- Food handlers shall always wash their hands with soap and clean potable water, disinfect their hands and then dry with hand drier or clean cloth towel or disposable paper at the beginning of food handling activities; immediately after using the toilet; and after handling raw food or any contaminated material, tools, equipment or work surface, where this could result in contamination of other food items.

(iii) Personal Behavior

- Food handlers engaged in food handling activities shall refrain themselves from smoking; spitting; chewing or eating; sneezing or coughing over any food whether protected or unprotected food and eating in food preparation and food service areas.
- The food handlers should trim their nails and hair periodically, do not encourage or practice unhygienic means while handling food.
- Persons working directly with and handling raw materials or food products shall maintain high standards of personal cleanliness at all times. In particular:
 - ✓ They shall not smoke, spit, eat or drink in areas or rooms where raw materials and food products are handled or stored; wash their hands at least each time work is resumed and whenever contamination of their hands has occurred; e.g. after coughing / sneezing, visiting toilet, using telephone, smoking etc.

- ✓ Avoid certain hand habits - e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.- that are potentially hazardous when associated with handling food products, and might lead to food contamination through the transfer of bacteria from the employee to product during its preparation. When unavoidable, hands should be effectively washed before resuming work after such actions.
- Food handlers shall not wear any belonging such as rings, bangles, jewellery, watches, pins and other items that pose a threat to the safety and suitability of food.

(iv) Visitors

- Generally visitors should be discouraged to go inside the food handling areas. However, proper care has to be taken to ensure that food safety & hygiene is not getting compromised due to visitors in the floor area.
- The Food Business shall ensure that visitors to its food manufacturing, cooking, preparation, storage or handling areas must wherever appropriate, wear protective clothing, footwear and adhere to the other personal hygiene provisions envisaged in this section.

11. PRODUCT INFORMATION AND CONSUMER AWARENESS

All packaged food products shall carry a label and requisite information shall be there as per provisions of Food Safety & Standards Act, 2006 and Regulations & Regulations made there under so as to ensure that adequate and accessible information is available to the next person in the food chain to enable them to handle, store, process, prepare and display the food products safely and correctly and that the lot or batch can be easily traced and recalled if necessary.

12. TRAINING

- The Food Business shall ensure that all food handlers are aware of their role and responsibility in protecting food from contamination or deterioration. Food handlers shall have the necessary knowledge and skills which are relevant to the food processing / manufacturing,

packing, storing and serving so as to ensure the food safety and food quality.

- The Food Business shall ensure that all the food handlers are instructed and trained in food hygiene and food safety aspects along with personal hygiene requirements commensurate with their work activities, the nature of food, its handling, processing, preparation, packaging, storage, service and distribution.
- Periodic assessments of the effectiveness of training shall be made, as well as routine supervision and checks to ensure that food hygiene and food safety procedures are being carried out effectively Training programme shall be routinely reviewed and updated wherever necessary.