
	<b>Annamrita Foundation</b> <b>Annamrita-Food as pure as nectar</b>		
	<b>Document Name</b>	Good Manufacturing Practices	
	<b>Document Number</b>	AF/GMP/01	<b>Date of Issue</b> 01/10/2018
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## 1. Introduction

### 1.1 Introduction and general description


Producers of Mid Day Meal preparation and distribution have an inherent food safety risk due to the nature of the process and challenges of FSSAI prescribed temperature management during the Span for preparation, transportation and distribution. Therefore, it is extremely important that ANNAMRITA kitchen and distribution team develop and implement effective Good ANNAMRITA Kitchen Practices (GMPs) and Standard Operating Procedures (SOPs) as the foundations of successful HACCP programs. All of these activities combined will help ANNAMRITA kitchen and distribution team continue to produce the safest products possible by increasing total process control. This document provides general recommendations for GMPs and SOPs for preparation, transportation and distribution operations, and it can be used as a guideline for developing ANNAMRITA Kitchen specific GMPs and SOPs. It also addresses the issues of designing an effective system and reprocessing ground product.

These recommendations focus solely on the preparation, transportation and distribution operation. However, it is noted that the following items are not addressed in this document, but existing Sanitation Standard Operating Procedures (SSOPs) and/or other ANNAMRITA Kitchen-specific processing programs cover them:

- Personnel — disease control, hygiene, clothing, training, etc.
- ANNAMRITA Kitchen and grounds — construction and design, product flow, drainage, etc.
- Sanitary operations — general maintenance, cleaning and sanitizing, pest control, etc.
- Sanitary facilities and controls — water supply, plumbing, sewage disposal, rubbish and offal disposal, etc.
- Freezers and coolers — monitored and maintained to ensure temperature control, recording devices, alarms, etc.
- Equipment maintenance and calibration — adequate frequency for thermometers, recording devices, compressed air equipment, etc.
- Recall program — it is recommended that all preparation, transportation and distribution operations develop a recall program and that mock recalls are conducted periodically to ensure that the program works as planned.

### 1.2 GMP implications- internal and external

- Epidemiological data show that many outbreaks of food poisoning are caused by food produced in mass catering.
- Large-scale catering operations are particularly hazardous because of the way the food is stored and handled.
- Outbreaks can involve large numbers of people.
- Persons fed by mass catering are often especially vulnerable - for instance children, the elderly and hospital patients, especially those who are immune-compromised.

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### 1.3 The motive of good ANNAMRITA Kitchen practice (GMP)

The requirement of GMP has been developed over many years to ensure clean, safe working environment and wholesome safe quality products. Good ANNAMRITA Kitchen practices (GMP) requirement are based on :


- CAC/RCP 1:1969, Rev. 4:2003, Recommended International code of practice — General principles of food hygiene, Vol. 1B. Rome: Codex Alimentations Commission, FAO; WHO. Available (viewed 2013-01-03)
- CAC/RCP 39:1993, Code of hygienic practice for precooked and cooked foods in mass catering. Rome: Codex Alimentarius Commission, FAO; WHO. Available (viewed 2013-01-03)
- ISO/TS 22002-1:2009, Prerequisite programmes on food safety — Part 1: Food manufacturing
- Code of Hygienic Practice for Precooked and Cooked Foods in Mass Catering, CAC/RCP 39-1993
- 21 CFR Part 117 - Current Good manufacturing Practice in manufacturing, Packing, or Holding Human Food
- FSS act, 2006 and Food Safety & Standards rules, 2011 published in the Gazette of India (Extraordinary) vide G.S.R. 362 (E) dated 5th May, 2011 enforced after three months from the date of publication in the official Gazette (w. e. f. 5th August 2011) including Schedule 4

In addition, this manual is designed:

- To motivate the personnel to apply GMP, understanding that it is the only way to guarantee the quality and safety of product.
- Realize the importance of hygiene and sanitation in the facility.
- To establish the self-standard of food quality and to consistently it in a regular operation to ensure the quality of food product at our end.
- To establish the self-standard of hygiene and to consistently implementing it in regular operation to enhance the safety level of the food products at our end.
- To assist employees to maintain the high quality standards, wholesomeness and safety of product manufactured and distributed
- To comply with government regulation and other applicable regulatory requirements for ANNAMRITA Kitchen and distribution or handling of food products. Exceptions to the minimum requirements are recorded with reasons and note of authorization.
- To maintain confidence in internationally traded food.
- To train the employees about correct sanitation practices and realize the importance of hygiene and sanitation in the facility.

### 1.4 Scope

This Manual is applicable to all the process included in production of Mid Day Meal. It covers the minimum requirements of hygiene for cleaning, storage (including microbial and insect disinfestations) processing establishment, processing (preparation, cooking, filling in Dabba, sealing), transportation and distribution of Mid Day Meal.


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## 2. Definitions


CODE OF HYGIENIC PRACTICE FOR PRECOOKED AND COOKED FOODS IN MASS CATERING CAC/RCP 39-1993

.For the purposes of this Code the following expressions have the meaning stated:

- Catering - the preparation, storage and, where appropriate, delivery of food for consumption by the consumer at the place of preparation or at a satellite unit.
- Catering Establishment - a kitchen where food is prepared or reheated for catering.
- Chilled Food - product intended to be maintained at temperatures not exceeding 4°C in any part of the product and stored for no longer than five days.
- Cleaning - the removal of soil, food residues, dust, grease or other objectionable matter.
- Contamination - the occurrence of any objectionable matter in the product.
- Cooked Food - foods cooked and kept hot or reheated and kept hot for serving to the consumer.
- Precooked Foods - foods cooked, rapidly chilled and kept refrigerated or frozen.
- Disinfection - the reduction, without adversely affecting the food by means of cleaning chemical agents or physical methods, of the number of micro-organisms to a level that will not lead to harmful contamination of food.
- Establishment - any building(s) or areas(s) in which food is handled after harvesting and the surroundings under the control of the same management.
- Food Handling - any operation in the preparation, processing, cooking, packaging, storage, transport, distribution and service of food.
- Food Handler - every person handling or coming into contact with food, or with any equipment or utensil used in food handling.
- Food Hygiene - all measures necessary to ensure the safety, soundness and wholesomeness of food at all stages from its growth, production or manufacture until its final serving to individuals.
- Frozen Food - product maintained at a temperature equal to or below -18°C in any part of the product.
- Lot - a definitive quantity of a cooked or pre-cooked food produced under essentially the same conditions at the same time.
- Mass Catering - the preparation, storage and/or delivery and serving of food to a large number of people.
- SS Dabba and Spoon, Pilfer proof seals any containers such as cans, bottles, cartons, boxes, cases and sacks, or wrapping and covering material such as foil, film, metal, paper, wax-paper and cloth.
- 2.16 Pests - Insects, birds, rodents and any other animal capable of directly or indirectly contaminating food.
- Meal Assembly - composing or placing food for one person in or on a suitable container, where it will be kept until delivery to the consumer.
- Portioning - division of food before or after cooking into single or multiple portions.
- Potentially Hazardous Food - food capable of supporting rapid and progressive growth of infectious or toxic microorganisms. Or toxic microorganisms.
- Cleaning - the removal of soil, food residue, dirt, grease or other objectionable matter.
- Carrier - someone who is infected with a specific pathogen, which can be passed on to the other people.
- Contaminant - any biological or chemical agent, foreign matter, or other substances not intentionally added to food, which may compromise food safety or suitability.
- Contamination - the introduction or occurrence of a contaminant in food or food environment.
- Disinfection - the reduction, by means of chemical agents and/or physical methods, of the number of microorganisms in the environment, to a level that does not compromise food safety or suitability.
- Establishment/ANNAMRITA Kitchen - any building or area in which food is handled and the surroundings under the control of the same management.
- Food hygiene - all conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.

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- Food-borne disease: - an illness caused by microorganisms, such as bacteria and viruses, which use food as a vehicle to move into humans where they can multiply and produce symptoms.
- Food-borne illness: -the general term for illness linked to food. It covers both food poisoning and food-borne disease.
- Food poisoning: -an acute illness that usually develops rapidly after eating contaminated or poisonous food.
- Hazard - a biological, chemical, or physical agent in, or condition of, food with the potential to cause an adverse health effect.
- Food handler - any person who directly handles packaged or unpackaged food, food equipment and utensils, or food contact surfaces and is therefore expected to comply with food hygiene requirements.
- Food safety - assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.
- Food suitability - assurance that food is acceptable for human consumption according to its intended use.
- Microorganism: includes yeast, moulds, bacteria, and virus but not limited to species having public significances.
- Primary production - those steps in the food chain up to and including, for example, harvesting, slaughter, and milking, fishing etc.
- Pest - refers to any objectionable animal or insect including but not limited to birds, rodents, flies, and larvae.
- Quality control - means a planned and systematic procedure for taking all actions necessary to prevent food being adulterated within the meaning of regulations.
- Rework: means clean, unadulterated food that has been removed from processing for reasons other than in sanitary conditions or that has been successfully re-conditions by re-processing and that is suitable as food.
- Sanitize means to adequately treat food contact surfaces by a process that is effective in destroying vegetative cells of microorganism and substantially reducing numbers of undesired microorganism but without adversely affecting the product or its safety for the consumers.

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### 3. BUILDING AND FACILITIES:-

#### 3.1 Location & Surroundings


- The ANNAMRITA Kitchens are located away from environmental pollution and industrial activities that produce disagreeable or obnoxious odor, fumes, excessive soot, dust, smoke, chemical or biological emissions and pollutants, and which pose a threat of contaminating food areas that are prone to infestations of pests or where wastes, either solid or liquid, cannot be removed effectively (FSSA).
- In case there are hazards of other environment polluting industry located nearby, appropriate measures are taken to protect the ANNAMRITA Kitchen area from any potential contamination (FSSA).
- The ANNAMRITA Kitchens are located in a manner that waste disposal is done easily (CODEX).
- The garden and lawns in the ANNAMRITA Branch/Kitchen are kept clean and maintained to avoid any pest harborage.
- The ANNAMRITA Kitchen premise has no direct access to any residential area (FSSA). Colonies.

#### 3.2 ANNAMRITA Kitchen construction and Design of the Premises:

The internal design & layout of the building are permitted Good Food Hygiene Practice including protection against cross-contamination between & during operation by Foodstuffs

The ANNAMRITA Kitchen and facilities meeting desirable GMP requirement as below:

- ANNAMRITA Kitchen are located, designed, constructed, adapted where necessary and maintained to facilitate the protection of materials and products from contamination or deterioration during daily operations.
- The floor, ceiling & walls of the ANNAMRITA Kitchen facility are in sound condition to minimize the accumulation of dirt, condensation & growth of undesirable molds. They are made of impervious material & are smooth & easy to clean with no flaking of paint or plaster (FSSA & CODEX)
- In the areas where grinding activities leads to lot of dusts spreading and accumulation in the surroundings & leads to cleaning difficulty, potential source of pest harborage & microbial cross contamination inside the processing hall, provision of tiling or Painting with washable paint need to be done.
- Ceiling & overhead fixtures are constructed & finished to minimize the build-up of dirt & condensation & the shedding of particles (CODEX)
- Doors are made of smooth & non absorbent surfaces ensuring the feasibility of easy cleaning (FSSA & CODEX)
- The floor of processing area has adequate and proper drainage and is easy to clean. Floors are sloped appropriately to facilitate self-drainage.
- All premises associated with processing & storage including passages and external surroundings are maintained in a clean and tidy condition.
- Premises are maintained with the objective of preventing the entrance and harboring of vermin and pests. Appropriate programs to prevent pest, rodent & bird control are in place. (FSSA)
- The garbage bins, with proper identification, are placed.
- Access to process areas is on a need only basis with appropriate controls exercised over contractors, visitors and any other unauthorized personnel.

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#### 4. EQUIPMENT & CONTAINER:-

- Equipment and containers that come in contact with food and used for food handling, storage, preparation, processing & SS Dabba and Spoon, Pilfer proof seals are made of corrosion free materials which do not impart any toxicity to the food material and are easy to clean or disinfect. Some of the Equipment/container like tadka vessel is not possible in SS is justified by appropriate Hazard Analysis.
- Equipment and utensils used in the preparation of food are kept at all times in good order and repair and in a clean and sanitary condition. Such utensil or container not is used for any other purpose.
- Every utensil or container containing any food or ingredient of food intended for sale at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.
- No utensil or container used for the manufacture or preparation of or containing any food or ingredient of food intended for school distribution are kept in any place in which such utensil or container is likely by reason of impure air or dust or any offensive, noxious or deleterious gas or substance or any noxious or injurious emanations, exhalation, or effluvium, to be contaminated and thereby render the food noxious.
- Equipment, utensil or container are located, designed and fabricated in such a way that it permits necessary maintenance and cleaning functions as per its intended use and facilitates good hygiene practices inside the premise including monitoring and audit.
- Appropriate facilities for the cleaning and disinfecting of equipments and instruments and wherever possible
- Cleaning of the equipment utensil or container is followed as per the Equipment cleaning schedule.
- Equipment and containers for waste, by-products and inedible or dangerous substances, are specifically identifiable.
- Containers used to hold cleaning chemicals and other dangerous substances are identified and stored separately to prevent malicious or accidental contamination of food.
- All items, fittings and equipments that touch or come in contact with food must be kept in good condition in a way that enables them to be kept clean and wherever necessary, to be disinfected.
- All scoops used for material handling are made of SS and provided with handles (solid pipe) with hanging arrangement. Not to be kept inside the container over the material.

#### 5. FACILITIES:-

##### 5.1 Water supply

- Water is used in the process for Cooking, Steam generation, grain washing and soaking, vegetable washing, Kitchen cleaning and cleaning of the food contact surfaces Water is used as ingredient of the product.
- Only potable water, with appropriate facilities for its storage and distribution are used as an ingredient in processing and cooking. The Potable water which is used as an ingredient in the food processing are stored safely and distributed without any contamination.
- Water used for food handling, washing, are of such quality that it does not introduce any hazard or contamination to render the finished food article unsafe, in other way Water is used for mopping, wet cleaning, drinking, hand washing, and toilets also. Water storage tanks are maintained in good hygienic conditions
- Water storage tanks are cleaned periodically and records of the same are maintained in a register.
- Non potable water can be used provided it is intended only for cleaning of equipment, utensil or container not coming in contact with food, which does not come into contact with food steam

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production, fire fighting & refrigeration equipment and provided that pipes installed for this purpose preclude the use of this water for other purposes and present no direct or indirect risk of contamination of the raw material, dairy products or food products so processed, packed & kept in the premise.

- Non potable water pipes are clearly distinguished from those in use for potable water.

## 5.2 For Cleaning Utensils / Equipments

Adequate facilities for cleaning, disinfecting of utensils and equipments are provided. Cleaning of equipment shall be followed by equipment cleaning schedule.

## 5.3 Washing of Raw materials

Adequate facilities for washing of raw food are provided where applicable with the provision of adequate supply of hot and/or cold water. These facilities must be kept clean and, where necessary, disinfected. Preferably, the area which is used for washing raw foods are kept separate and that not be used for washing utensils or any other purposes.

## 5.4 Ice and Steam

No Ice is used in the process.


Steam used in direct contact with food is made from potable water and comply with requirements specified under 4.1.1.

Steam is produced, handled and stored in such a manner that no contamination can happen in the product.

## 5.5 Drainage and waste disposal

- Food waste and other waste materials are removed periodically from the place where food is being handled or cooked or manufactured to avoid building up. A Foot operated refuse bin of adequate size with a proper cover is provided in the premises for collection of waste material. This are emptied and washed periodically with a disinfectant and dried before next use.
- The disposal of process waste and after washing water is in conformity with requirements of Environment Pollution Control Board. Adequate drainage, waste disposal systems and facilities are provided and they are designed and constructed in such manner so that the risk of contaminating food or the potable water supply is eliminated.
- Waste storage are located in such manner that it does not contaminate the food process, storage areas, and the environment inside and outside the food establishment and waste are kept in covered containers and are removed at regular intervals. For waste disposal municipal corporation designated places used to store the daily process waste.
- Periodic disposal of the refuse / waste are made compulsory. No waste are kept open inside the premise and are disposed off to an approved Third Party as per local rules and regulations including those for plastics and other non environment friendly materials.
- For disposed of the unusable wrappers, the provision of Shredders & bailing machine are provided to prevent the misuse of the same, which may hamper the trademark.



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## 6. FOOD OPERATIONS AND CONTROLS

### 6.1 Procurement of raw materials

- Raw Materials & SS Dabba and Spoon, Pilfer proof seals (SS Dabba, spoon, pilfer proof seal) purchases are done by HO from approved vendors. Supplier selection, approval, evaluation and re-evaluation, supplier audits are handled by HO/FSTL. Approved Supplier list is maintained at Head office, since PO is raised from Head Office only.
- A copy of PO is sent to ANNAMRITA BRANCH through mail, based on what material is received at ANNAMRITA BRANCHs. Suppliers of all raw materials and packing materials are informed by ANNAMRITA HO to ANNAMRITA BRANCH about the specifications well in advance. These specifications / standards are well defined in writing and the same is available with ANNAMRITA HO.
- At the receiving end, material is weighted, checked, and tested to ensure the right quantity and quality. If the material is acceptable, Goods Received Note (GRN) is prepared. If the material is rejected it is sent back to the party. Feedbacks on the quality of the Product is provided at HO based on what supplier re evaluation
- The ANNAMRITA Office and Suppliers are given proper feedback in case of rejection of material.

### 6.2 Storage of Raw Material, SS Dabba and Spoon, Pilfer proof seal & Finished Good

- Food storage facilities are 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, wherever required, is provided to vegetable/raw, food according to the type and requirement.
- Segregation are provided for the storage of raw, processed, rejected, recalled or returned materials or products which will be distinguishably marked and secured. Raw materials and food product are stored in separate areas from printed SS Dabba and Spoon, Pilfer proof seals, stationary, hardware and cleaning materials / chemicals.
- WIP SS Dabba and Spoon, Pilfer proof seals material storage
- The WIP SS Dabba and Spoon, Pilfer proof seals inventory are kept only for products running on stage.
- It are made sure that WIP not be lying anywhere but the specified area.
- The WIP inventory area are maintained neat & tidy, because any contamination or damage to SS Dabba and Spoon, Pilfer proof seal will be reflected in the final finished product
- Storage of raw materials, ingredients, work-in-progress and processed / cooked or packaged food products are subject to FIFO (First in, First Out) stock rotation system. The workers are trained for handling of delicate finished goods.
- Containers made of non-toxic materials are provided for storage of raw materials, work-in-progress and finished products.
- All the Finished Goods are kept off the ground, at least on tarpaulin and regular cleaning of the area. Proper Marking on the floor away from wall is done, so as to facilitate effective cleaning and prevent harbouring of any pests, insects or rodents.
- All personnel receive training in good housekeeping practices. They make sure that no waste or unnecessary material is lying on the warehouse floor.

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### 6.3 Food Processing / Preparation, SS Dabba and Spoon, Pilfer proof seals Distribution / Service


- Raw material are inspected at the receipt, sorted to reduce the physical contaminants, and accepted only after conformance to the requirements.
- Outside Chemical tests in case of Mid Day Meal are carried out as applicable to know the specifications. Refer inspection & test quality plan RM inspection record.
- Vegetables that have been protected from cross-contamination and properly conserved are used for consumption.
- Vegetables washed in potable water before being cut, mixed with other ingredients. Uncooked, ready-to-eat vegetables with 100 ppm chlorinated water before cutting, peeling or serving.( chlorine strip / chlorates, Ph strip used to ensure that process is effective )
- Vegetables peeled, squeezed and/or cut, as appropriate, with clean equipment/ utensils made of non-absorbent food grade materials.
- Previously prepared vegetable kept in clean and properly covered food grade containers under refrigeration or at a maximum temperature suitable for the product in question.
- The preparation/ processing/ cooking adequate to eliminate and reduce hazards to an acceptable level which might have been introduced at the raw food level. (CCP records and CCP Monitoring Plan. Training to be given to all people in cooking process. )
- The preparation/ processing/ cooking methods ensure that the foods are not re- contaminated. (Avoid maximum handling, Closing dabbas and sealing it after filling it.)
- Re-use of cooking oil avoided.
- Food hot held at 60°C and reach a minimum internal temperature of 60 °C.When using microwave to reheat, food must reach a minimum temperature of 74°C and stayed covered for 5 min. to allow the temperature to equilibrate.
- In case of reheating of oil use maximum three times to avoid the formation of Tran's fat. It is ideal to use once if possible.
- Time and temperature control- The ANNAMRITA BRANCH develop and maintain the systems to ensure that time and temperature is controlled effectively where it is critical to the safety and suitability of Product. Such control include time and temperature of receiving, processing, cooking, cooling, storage, SS Dabba filling and Spoon sealing, Pilfer proof seals and distribution as applicable.
- Wherever cooking is done on open fire, proper outlets for smoke/steam etc. like chimney, exhaust fan etc. are provided.

### 6.4 Food Packaging

- SS Dabba and Spoon, Pilfer proof seals provide protection for all food products to prevent contamination, damage and accommodate required labeling as laid down under the FSS Act & the Regulations there under.
- For packing the meal only Food grade SS Dabba and Spoon used. Brittle Pilfer proof seals also used to prevent any malpractices to contaminated the food during transportation and before serving..
- SS Dabba and Spoon, Pilfer proof seals not pose a threat to the safety and suitability of food under the specified conditions of storage and use.

### 6.5 Transport & Distribution

- ANNAMRITA Vehicle and other transport provided for the carriage of finished goods are of a sound condition, clean, secure, and odor-free and prevent the ingress of water/dampness to maintain the

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integrity of the order during distribution. Before loading Vehicle health inspection are done ensuring the compliance of the requirement.

- The product and its package are not subjected to unacceptable degrees of heat, cold, light, moisture or other adverse influences nor to attack by micro-organisms or pests.
- The transporters are informed and are made to follow the good transportation practices.
- The dabbas and spoons when placed in the closed vehicles to ensure that there is no damage to the mid day meal by rain, sunlight and dust.

## 7. MANAGEMENT & SUPERVISION

Responsibility for assuring compliance by all personnel with all requirements of this part is clearly assigned to competent supervisory personnel followed by the detail established SSOPs. Any person violating the hygiene and sanitation instructions are punished and strict disciplinary actions are taken against him.

## 8. FOOD TESTING FACILITIES

Presently there s no testing facility for analysis of raw material and finished meal .ANNAMRITA contracted with some FSSAI and NABL approved laboratory on monthly basis for nutritional component checking and details FSSAI Norms compliances on yearly basis. The sample is being sent to External Laboratories or ANNAMRITA HO Office.

## 9. AUDIT, DOCUMENTATION AND RECORDS

A periodic audit of the whole system according to the SOP is done to find out any fault / gap in the GMP / GHP system. The GMP audit will be combined with six monthly IQA Audit as well as part of Verification activity. Appropriate records of food processing / preparation, production / cooking, storage, distribution, service, food quality, laboratory test results, cleaning and sanitation, pest control and product recall is kept and retained for a period of one year or the shelf-life of the product.


## 10. SANITATION AND MAINTENANCE OF ESTABLISHMENT PREMISES

### 10.1 Cleaning and Maintenance

- A cleaning and sanitation program is established identifying the specific areas to be cleaned, cleaning frequency and cleaning procedure to be followed, including equipment and materials to be used for cleaning. The record for the same are maintained. Equipments/utensils used in ANNAMRITA Kitchen will be cleaned and sterilized at set frequencies.
- Cleaning chemicals are handled and used carefully in accordance with the MSDS and are stored separately away from food materials, in clearly identified containers, to avoid any risk of contaminating food.

### 10.2 Pest Control System

- A ANNAMRITA Kitchen specific pest control plan are developed for prevention of pest in premises and to maintain the purity of ANNAMRITA Kitchen finished products, ingredients, intermediate product by preventing contamination or the potential for contamination from pests or vermin.
- All the holes, drains, Exhaust fans and other places where pests are likely to gain access are kept in sealed condition or fitted with mesh / grills or any other suitable means as required and animals, birds and pets not be allowed to enter into the premises.
- All the Finished Goods to be kept off the ground

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- Good hygiene practices are employed to avoid creating an environment conducive to pests.
- Consideration to be given for maintenance of good hygiene and housekeeping standards, together with adequate screening and proofing to discourage rodent, bird and insect activity
- The services of a professional pest control organization are sought based on capabilities of inspecting, advising & treating to deter and destroy pests.
- The use of insecticides is permitted only under precautions and restrictions that will protect against the contamination of food, food contact surfaces and food SS Dabba and Spoon, Pilfer proof seals materials. The details about pest control are covered in the Standard Sanitation Operating Procedures
- Records of pesticides / insecticides used along with dates and frequency are maintained

## 11. PERSONAL HYGIENE

### 11.1 Health Status:

- Personnel known, or believed, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, not be allowed to enter into any food handling area. The workers are encouraged to inform such health conditions to the supervisors who in turn take suitable actions. The records of such incidents are kept in the daily hygiene check list.
- The ANNAMRITA Kitchen develop system, whereby any person so affected, immediately report illness or symptoms of illness to the management and medical examination of a food handler are carried out apart from the periodic checkups, if clinically or epidemiologically indicated.
- Arrangements are 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 is maintained for inspection purpose.
- The ANNAMRITA Branch/Kitchen staffs are compulsorily inoculated against the enteric group of diseases as per recommended schedule of the vaccine and records are kept for inspection.
- In case of an epidemic, all workers are to be vaccinated irrespective of the scheduled vaccination.

### 11.2 Personal Cleanliness:

#### ❖ Personnel


All persons working in direct contact with food, food contact surfaces, and food SS Dabba and Spoon, Pilfer proof seals materials have conformed to follow hygienic practices while on duty to the extent necessary to protect against contamination of food.

#### ❖ Outer Garments:

- Wearing outer garments suitable to the operation in a manner that protects against the contamination of food, food contact surfaces.
- Clothing must be clean at the start of production and kept clean during Production, Clothing must be maintained in good repair.
- Hand must be washed and sanitized.
- Storing clothing or other personal belongings in areas other than where food is exposed or where equipment or utensils are washed.

#### ❖ Hand Sanitation:


- Proper hand wash station with:
  - Adequate no of Non hand operated taps
  - Provision of hot water
  - Adequate number of liquid soap dispensers

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- Adequate number of effective hand dryer
- Similar hand wash facility is required to be provided at all other entries to process. Ex-From Toilet block and Maintenance workshops if not passing through change room
- Washing hands thoroughly before starting work, after each absence from the work station, and at any other time which may include rest room and whenever the hands have become soiled or contaminated.
- In areas designated as critical hygiene areas, hands must be sanitized in the solutions provided upon entering the area.
- False figure nails, false eyelashes and nail polish is not permitted because of risk of product contamination.
- Perfumed hand lotions and hand soaps are not permitted.
- Any person with cuts and open sore on figures must not start work and must report to their supervisor and get necessary actions.
- Cuts and Open sores on finger are always covered with waterproof bandage.
- Hand jewellery, wristwatches, thread/bands are not worn while at work.
- ❖ **Hair:**
  - Hair are groomed properly and covered with the cap.
  - A head covering that will contain the hair completely provided by the company must be worn in the processing areas.
  - No pins, bobby pins, hairclips or other similar clip is allowed to keep in head covering in place. They are enclosed in the caps provided. Hair extending over the ears or beyond the top of the shirt collar must be protected and covered in the cap.
  - All men working in the processing area are clean- shaven as hair is the most extraneous hazard.
  - The mustaches not wider than around outer edge of mouth and extends no longer than the bottom of the mouth. Handlebar style mustaches not are permitted.
  - The side burns are trimmed no longer than the lobe of the ear.
- ❖ **Jewellery:**
  - Removed all unsecured jewellery and other objects that might fall into food, equipment, or containers, and removing hand jewellery that cannot be adequately cleaned during periods in which food is manipulated by hand.
  - The jewellery includes earrings, finger rings, necklace, bangles, watches and any other jewellery that may act as a source of cross contamination.
  - Jewellery declared as essential jewellery in policy can only be allowed if secured within PPEs properly

### 11.3 Visitor Control:-

- Generally Visitors entry into the process areas is restricted. Based on instructions from Unit Head.
- Entrance in processing area is allowed only after the permission of Unit Head.
- If the visitor is allowed to visit process areas, then visitor health declaration policy must be adhered by Following instructions to be given to visitor before entry to process areas
  - No chewing of tobacco or smoking inside the ANNAMRITA Branch/Kitchen premises.
  - Remove jewelry, watch, and glass Spectacles before entering in processing area.
  - Do not enter into processing area without wearing protective caps, apron.
  - Wash and sanitize your hands before entering into the processing area.
  - Do not enter the processing area if you are suffering from any communicable diseases like typhoid, cholera, etc.

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## 12. PRODUCT INFORMATION & CONSUMER AWARENESS

All packaged food products carry a label and requisite information as per provisions of Food Safety and Standards Act, 2006 and Regulations made there under so as to ensure that adequate and accessible information is available to the each 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.

## 13. TRAINING


- All the food handlers are aware of their role and responsibility in protecting food from contamination or deterioration. Food handlers have the necessary knowledge and skills which are relevant to food processing / ANNAMRITA Kitchen, packing, storing and serving so as to ensure the food safety and food quality.
- All the employees are trained in, and observe high level of, personal hygiene and sanitation as well as are trained in fire-safety procedures & equipment handling & emergency response.
- Periodic assessments of the effectiveness of training, awareness of safety requirements and competency level are made, as well as routine supervision and checks to ensure that food hygiene and food safety procedures are being carried out effectively.
- Training programmes are routinely reviewed and updated wherever necessary.

## 14. MAINTENANCE & STORES RELATED GMPS.

- The building areas and the equipments kept in clean conditions.
- Raw Material & Finished material are stacked min. 30 cm away from the wall to allow-
  - access for inspection
  - access for rodent control operations
  - cleaning
- Broken packages, spilled product are cleaned up immediately.
- All the doors, windows are kept completely closed to prevent the entry of animals.

## 15. INGREDIENT, PROCESS & PRODUCT RELATED GMPS

- Finished product and raw materials are handled and maintained in manner to prevent exposure to extraneous matter.
- The product overhang on the pallets are avoided
- Bagged product is kept in a neat and orderly manner. Avoid product overhang on pallets to prevent damage.
- Outer surface of raw material bags are cleaned before bringing them into processing areas to prevent contamination.
- Partially used raw material and ingredient bags are closed to prevent contamination and mix-ups. Partially used SS Dabba and Spoon, Pilfer proof seals materials are covered & cleaned when not in use.
- Tops of ingredient containers are covered & cleaned before opening or removing bags for pouring to prevent contamination. Wipe container bottom when dumping.
- Empty ingredient drums are stored after proper covering it.

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- Pre-lined product drums or cartons are covered until time of use to prevent contamination by dust or dirt.
- Product or ingredient containers are not stored immediately adjacent to containers for waste or non-product items. Opened liquid containers are not stored above other foods or packing materials to avoid any leakage/ dripping and contamination to other items.
- Any person with cuts and open sore on fingers are not allowed to start work and report to their supervisor who takes the necessary actions.
- Cuts and open sore on fingers are covered by a water resistant bandage or banded.
- Handling of food ingredients and product falling on floor;
- Extreme care taken to prevent product from falling on floor. Where production line stoppages require product to be temporarily stacked off or removed from a line, this product is protected from contamination.
- Sufficient care taken in all the times to prevent product contamination.
- Properly cover provided to re-works product with clean plastic or other suitable material.
- Properly cover provided to hold – over product for re-work before storage. Covered containers with lid.
- Salvageable product and non-product waste are placed in properly identified containers to avoid contamination and mix ups.
- Sufficient care is taken to avoid damage to product and/or SS Dabba and Spoon, Pilfer proof seals by careless or improper handling.
- Over stacking of product is avoided.
- Standing on product is strictly prohibited.
- Use of Glass in processing areas is prohibited except.
- PH electrodes may be used but they must be appropriately isolated and protected.
- Certified thermometers.
- Before loading, vehicle is inspected thoroughly for general cleanliness, absence of moisture, offensive odour, foreign materials, rat, infestation or litter defects or damages of floor, ceiling and wall surfaces.
- A register is followed to ensure the oldest product is dispatched first.

## 16. RECEIVING AND DESPATCH:

Product are handled with care to prevent damage and exposure to adverse conditions


### 16.1 Unloading Procedure

- Carefully inspect incoming material as well as vehicle for any evidence of rodent, insects, or other pest infestation, damage or objectionable odour of any kind before transfer to storage.
- Security checks are performed at gate to ensure the vehicles are covered.
- If inspection reveals evidence of contamination or infestation, or any non fulfilment of the requirement, immediately reported to the Shift in-charge.
- If in coming product or ingredients are damaged It is rejected.
- Inspect carriers, truck for cleanliness and lack of objectionable odour after unloading.
- When unloading bulk raw material products from trucks and tankers, the opening are adequately screened to protect product from contamination.
- Good housekeeping always be ensured during unloading activity
- Sampling equipment are sterilized properly and cleaned before use for every consignment.

### 16.2 Loading Procedure

The materials are loaded immediately of the receipt as specified by Q.C.




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### List of Records and documents against the FSSAI Schedule 4 requirement

Requirements	Monitoring Record/Document
<b>1 Location &amp; Surrounding</b>	
1.1 Establishment located away from the environmental pollution and industrial activities that produce disagreeable or obnoxious odor fumes, excessive soot,dust,Smoke,chemical or biological emissions and pollutant a and which pose a threat of contaminating food areas that are prone to infestation or pests where waste either solid or liquid cannot be removed effectively	Kitchen layout
1.2 Industry located to protect adequately to protect manufacturing area from potential contamination	Kitchen layout
1.3 No direct access(Manufacturing) to residential area	Kitchen layout
<b>2 Layout &amp; Design of Food Establishment Premises</b>	
No cross contamination in the preparation/Manufacturing area from other areas pre-post manufacturing operations	FSMS Manual PRP CCP and OPRP
2.1 Floors & ceilings appropriate to minimize accumulation of dirt growth of Mould & made of impervious material & easy to clean with no flaking paint or plaster	General Cleaning Schedule ,Daily Maintenance Activity
2.2Doors are Smooth and non absorbent surfaces easy to clean & disinfect	Food safety Checklist ,General Cleaning Checklist
2.3Floor adequate with proper drainage & easy to clean & disinfect & sloped appropriately toward drainage	
2.4Control measures in place to avoid pest & insects, rodents from entering the processing area from drains	General Cleaning Schedule ,General Cleaning Checklist
2.5Windows,doors & all other openings to outside environment is well screened with wire mesh or insect-proof screen to protect premises from fly & other insects & easy to remove & clean	Daily Maintenance Activity
2.6 Effective separation of urinal, sludge, drain, waste from the processing area	Wastage Monitoring
<b>3 Equipments &amp; Containers</b>	
3.1Equipment in contact with food & used for food handling, Storage, preparation, processing, packaging are free from corrosion & doesn't impart toxicity to the food material, easy to clean/disinfect	Daily Kitchen Report, Food safety Checklist. SSOP For Cleaning and Maintenance
3.2Equipments & utensils used in preparation of food in good order & repair in clean condition& not used for other purpose	GMP , SSOP For Cleaning and Maintenance
3.3Material used in proper condition to avoid dust .dirt & other condition	Food Safety checklist ,GMP Manual
3.4Utensil/container used for manufacturing or preparation of food kept for in a place to avoid contamination from air, dust or any other means	SOP ,SSOP And GMP Manual
3.5Equipment design & fabrication adequate & are cleaned & monitored	Daily Report ,GMP Manual
3.6Appropriate facilities available for cleaning and disinfecting of equipments	Sink facility , SOP Manual
3.7Equipments/containers used for Waste ,byproducts and inedible or dangerous Substance are suitably constructed & identifiable	SSOP for Waste Disposal
3.8Containers used for cleaning chemicals are separately stored & identified	Food safety Checklist ,
3.9Waste disposal/Effluent treatment plant in place & adequate	Waste disposal record, SSOP for Waste Disposal
3.10All items fittings and equipments in contact of food clean & made of adequate material	General Cleaning Checklist
<b>4 Facilities</b>	




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Requirements	Monitoring Record/Document
4.1 Water supply	
Potable water with appropriate facilities for storage & distribution in processing & cooking	Water Storage Record , Water Testing report
Storage tank cleaning appropriate & quality of water appropriate	Water tank cleaning record/Internal, External analysis reports
Non Potable Water pipes distinguished adequately	Layout
4.2 Facilities for Cleaning utensils/Equipments adequate with water supply(Hot & cold)	Daily Report , SOP of Dabba washing
4.3 Washing of raw material appropriate	Daily Report
4.4 Ice & Steam	Daily Report
4.5 Drainage & waste Disposal	Daily Report and SSOP for Waste Disposal
Periodic removal of waste from the Manufacturing areas, Bins available adequately & are cleaned & emptied properly	Waste disposal record
4.6 Personnel facilities and Toilets	Infrastructure Resources
Adequate washing drying facilities, separate lavatories for males & females, changing facilities suitable & separated from processing areas	Food Safety Checklist
Toilets adequate in numbers & employees aware of cleaning	Food Safety Checklist
Rest and refreshment areas separate food processing areas	Infrastructure Resources
Display Boards located adequately in local languages	SOP For personal Care
4.7 Air & ventilation appropriate to avoid contamination	Food Safety Checklist
4.8 Lightings appropriate & protected to ensure that food is not contaminated by breakages of electrical fittings	
<b>5 Food Operations &amp; controls</b>	
5.1 Procurement of Raw material	Kitchen Consumption Report
5.1.1 Raw materials accepted as per Specifications	Raw Material Specification
5.1.2 & 3 All raw materials, Food additives, ingredient conforms regulations & standards & their records maintained	Raw Material Testing Reports
All raw materials checked, cleaned & purchased with adequate storage	RM records
Packaged raw material checked for expiry & packaging integrity & storage	QC check records
Receiving temperature of High risk food below 5°C & frozen -18°C	Vehicle inspection record/RM Specs
5.2 Storage of Raw materials and food	Store , Kitchen Consumption Report
Design & construction of Storage facility adequate to protect contamination during Storage & adequate cleaning to avoid pest access and accumulation	Fly Catcher Report , Pest Control Reports
Cold storage facility adequate	General Cleaning Schedule
Separate Storage facility available & maintained for rejected, recalled, returned product	Infrastructure facility
FIFO(first in ,First Out) ,FEFO(First Expire First Out) System followed	Bin Cards
Containers made of non toxic material used for storage, material stored on racks, pallets, above floor & away from wall to ensure proper cleaning & prevent harboring of pest, insects, rodents	Pest Control Records
5.3 Food Processing/preparation ,packaging and distribution/service	Daily Kitchen Consumption Report ,Daily Report ,Sensory

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Requirements	Monitoring Record/Document
	Evaluation Report ,Food Safety Checklist ,Daily Route plan , Daily Dabba and spoon Records, Daily Dabba List
Time & temperature control adequate for processing, cooking, cooling ,Storage, packaging	Vehicle inspection record/Daily report
Proper care taken for frozen food handling & transportation	SOP for RM/Vehicle checklist
Food packaging	Route checklist
5.4 Food Packaging	
Packaging material Primary, Secondary adequate to prevent contamination, damage and as per regulations	Daily Report ,
5.5 Food Distribution	
Transportation facility adequate to avoid food spoilage & as per required storage conditions	Contract copy of Transporter
Temperature, Humidity maintained ,container effectively constructed, designed to control temperature & adequate to prevent food stuffs from any contamination	Vehicle inspection record
Vehicle inspection done before loading	
<b>6 Management &amp; Supervision</b>	
SOP for Processing, packing, Despatch and storage available & adequate	SOP pertaining to the departments
Technical Managers/Supervisors qualified & knowledgeable on food hygiene principle & practices & other food safety aspects	Competency matrix/Employee details
<b>7 Food Testing Facilities</b>	
Equipped with facilities for physical, chemical, microbiological analysis as per standards & regulations	Infra /QC reports
Pre-dispatch testing done	Pre dispatch report
<b>8 Audit Documentation and records</b>	
Whether GMP/GHP Audit carried	Audit records
Whether Records of processing, cooking, production, preparation ,test results, pest control ,cleaning available recall system in place	Departmental Log books ,QC reports ,pest control records recall procedures
<b>9 Sanitation and Maintenance of Establishment premises</b>	
Cleaning & Maintenance as per schedule & describes areas, cleaning frequency ,procedure, equipment material used	Cleaning schedule
Whether chemicals stored away & handled & used properly to avoid risk of contamination	Storage areas for chemicals
Pest control systems	Pest control contract
Whether establishment including equipment and building kept in good repair to prevent access to eliminate breeding ,holes, drains & other places are sealed & appropriate & animals, birds and pets not allowed to enter the food establishment	Pest monitoring record
Food material storage in pest proof containers & stacked above the ground away from walls	Departmental Hygiene checklist
Pest infestation appropriate with permissible chemicals	Contract
<b>10 Personal Hygiene</b>	
Whether system available for employee information on disease, checkup carried	Administration Manual/Record
Whether Food Handlers/employees of the establishment medically examined once in a year	Medical checkup

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Requirements	Monitoring Record/Document
to ensure infectious, contagious and other communicable disease ,by medical practitioner & records available	records
Whether Factory staff inoculated against enteric group of disease as per vaccine schedule & records available	Vaccination record
<b>10.2 Personal cleanliness</b>	
Whether all food Handlers provided with clean protective clothing, Head coverings, face mask, gloves and Footwear every day	Overall hygiene checklist
Whether Food Handlers wash their Hands with soap & clean Potable Water, disinfect & dry with Hand dryer to avoid contamination	Overall hygiene checklist
Whether food handlers restricted on Smoking, Chewing, Sneezing or coughing over any food whether and eating in food preparation	Dept/Overall hygiene checklist
Nails & Hairs trimmed adequately	Overall hygiene checklist
<b>Visitors</b>	
Whether Visitor control system in place & allowed under controlled condition Wearing PPE	Visitor control forms
<b>11</b> Whether <b>Product information</b> & consumer awareness followed as per requirements	QC records/Labels
<b>12 Training</b>	
Are food Handlers aware of their duties roles, responsibilities in protecting food from contamination or deterioration & educated on food safety aspects	Roles & responsibility document
Whether food Handlers trained on Food Hygiene, Food safety aspects, personal Hygiene, handling, processing, preparation, packaging, Storage, service and distribution	Training records/SOP
Whether effectiveness of training, competency level assessed	Competency matrix
Training programs reviewed periodically	Training schedule