	<b>Annamrita-Food as pure as nectar</b>			
	Document Name	Procedure for Outsourced Activity Control		
	Document Number	AF/SOP/11	Date of Issue	01/10/2018
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❖ **Purpose:**

This procedure defines a process of control on process that may affect end product conformity and to ensure that activities having on food safety are managed to prevent food safety hazards. To identify the outsourced activities/Processes that may affect the end product conformity & their controls to ensure Food Safety

❖ **Scope:**

This procedure is applicable to all activities related to outsourcing of the services for Annamrita Foundation

Example: Pest Control, Calibration, testing, analysis, transportation etc

❖ **Responsibility:**


FSTL: To ensure effective implementation of the procedure

Branch Manager: to verify and report the non-conformance and take necessary action

❖ **Procedure**

S. No.	Suppliers / Contractors/Service Provider	Food Safety Aspects to be Communicated/ Extent of Controls	Validation Results	Method of Communication	Responsibility/Authority
1.	External testing laboratories	<ul style="list-style-type: none"> <li>Scope of accreditation for the test to be done</li> <li>Lab Accreditation</li> <li>Test details (Report)</li> </ul>	Test results of samples	Phone / Email / Letter / Supplier Audit	FSTL/FST
2.	Pest control	<ul style="list-style-type: none"> <li>Pest control annual maintenance Contract</li> <li>Pest control operator license- <b>Area of Operation</b></li> <li>Effectiveness and safety measures of spraying</li> <li>Layout of pest control activities</li> <li>List of Chemicals used</li> <li>MSDS of Chemicals</li> <li>Training record of operator</li> <li>Fitness record of the operator</li> <li>Identity card of operator</li> </ul>	Effectiveness of Pest control services	Phone / Email / Letter / Verbally	FSTL/FST
3.	Construction Contractors	<ul style="list-style-type: none"> <li>Food safety and hygiene design of plant</li> <li>Material used</li> <li>Layout of building</li> </ul>	All relevant contractors	Letter / Phone	FSTL/FST
4.	Machine & Equipment Suppliers	<ul style="list-style-type: none"> <li>Machine design &amp; Operation</li> <li>Effectiveness of cleaning operation</li> <li>Food contact material (SS) and food grade other food Contact surface (construction Material)</li> <li>Training program</li> <li>Trouble shooting</li> </ul>	All relevant services	Phone / Email / Letter /Brochures	FSTL/FST
5.	External FSMS	<ul style="list-style-type: none"> <li>NABET Approval</li> </ul>	All relevant	Phone / Email /	FSTL/FST

Prepared by:	Food Safety Team	Approved by:	Director
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S. No.	Suppliers / Contractors/Service Provider	Food Safety Aspects to be Communicated/ Extent of Controls	Validation Results	Method of Communication	Responsibility/Authority
	Consultants	<ul style="list-style-type: none"> <li>Training</li> <li>Required information related to technical aspect</li> </ul>	consultants	Letter / Brochures	
6.	Certification Agency	<ul style="list-style-type: none"> <li>Scope of certification</li> <li>Audit confirmation</li> <li>Audit results</li> <li>Corrective actions</li> </ul>	All relevant Certification Agency	Phone / Email / Letter /	FSTL/FST
7.	Site Security	<ul style="list-style-type: none"> <li>Registration Certificate of the Agency</li> <li>Training Certificate of the Person</li> <li>Verification copy of the Person</li> <li>Personnel Id Xerox Copy</li> <li>List of the Personnel will be visiting Site</li> </ul>	All relevant Certificate/ Documents	Phone / Email / Letter /	FSTL/FST
8.	Calibration Agency	<ul style="list-style-type: none"> <li>Scope of accreditation for the test to be done</li> <li>Lab Accreditation</li> <li>Test details (Report)</li> </ul>	Test results of samples	Phone /Email / Letter / Supplier Audit	FSTL/FST

#### Reference Records:

- Approved Vendor list
- Vendor Evaluation
- Agreed Specifications
- Purchase Requisition
- All records related to Compliance of above guidelines
- List of Outsourced agencies with Control

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