

# ISKCON Food Relief Foundation Newsletter



Operations

Dispatch



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## The Procurement Process

A Food Safety Management System (FSMS) is a network of interrelated elements which come together to ensure that food does not cause any adverse human health effects. On a general basis, these elements include programs, plans, policies,

procedures, practices, processes, goals, objectives, methods, controls, roles, responsibilities, relationships, documents, records, and resources. In everyday operational terms, FSMS is a documented program that identifies and controls food safety hazards at every stage of food preparation from raw material

purchase/procurement to storage, cooking and delivery process.

Food Safety Management Systems (ISO 22000:2005) is actually a very useful tool to prevent cross contamination during food preparation, to share best practices in running a kitchen and to promote higher food hygiene standards.

**In this edition of our newsletter we'd like to share the purchase process we strictly follow and help you understand how we attain food safety levels and prepare quality meals.**

The entire procurement process can be classified into four stages -

## The Procurement Process



### 1) Understanding Requirements

At periodic intervals, all kitchens prepare a detailed sheet which holds

information about their consumption requirement. This sheet includes detailed listing of all items like grains, lentils, spices that are required for next

week. Since we procure, vegetables every two days, the listings of vegetables are made on a two-day basis.

**2. Procurement Process - Once we know the ingredients requirement, we go about the process of selecting a vendor who can supply these to us. In keeping with the high standards we like to maintain, we follow certain set procedures to select a vendor. These are as follows:**

**FSSAI License    Vendor Profile    Sample Testing    Packing**

Food adulteration, unfortunately, is a common phenomenon and so we are extra careful while selecting a vendor. Firstly, we check whether the supplier has a Food Safety and Standards Authority of India (FSSAI) license. We do not approve a particular vendor unless he is in possession of this license. ISO certification is an added advantage.

•Every vendor we bring on board must supply us with the following profile - vendor Name, address of the registered office, contact details, and list of existing clients

Once the first two hurdles are cleared, we take samples of the material which the supplier will supply and send it for testing to NABL accredited laboratories. As a standard norm, we sample test the cooked food once in two months and for edible raw material once in a year.

Packing standards are very important as far as hygiene is concerned. As far as packing is concerned, we ensure that the following standards are maintained and are, in fact, in place.

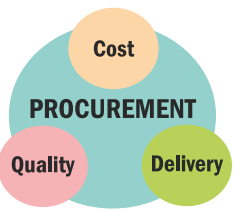
- Sortex Cleaning
- Packing in clean bags
- Labeling
- Cleanliness of delivery vehicle

- \* The supplier must get the material cleaned via a Sortex machine and he must get it packed in proper clean bags.
- \* The supplier must then label the bags. Labeling must include the manufacturer's details namely his name and address, the batch number, customer

- care number, packed date, expiry date etc. We do not accept any bags which do not contain labels with all this information. Additionally, our ground spices must have AGMARK.
- \* The cleanliness of vehicle in which the material is carried is another factor we

take into consideration. If the vehicle used for transportation is 'dirty' or 'unkempt', we do not accept the material. Thus, this is how potential vendors are contacted, inspected and approved.

**In procurement process these 3 factors are considered crucial, based on which the entire activities are carried out**



The main ingredient – rice – is provided by the government as per our forecasting of the periodic consumption. The rice so received is sent for thorough cleaning before being used (will be covered in next issue).

Remaining ingredients and cooking medium are purchased from an approved supplier; basically, those which have a FSSAI license, are able to fulfill our requirement and are committed to supplying as per our specifications.

**Food Safety Aspects we communicate to our suppliers' prior purchase of any goods**

- Suppliers contacts relating food safety
- Certificate of analysis
- Product specification details
- Complaints Regarding raw material
- Products ingredient details
- Regarding suppliers approval certification

**3. Cleaning and Storage**

Raw materials or ingredients are inspected and sorted as per raw

material specifications before processing. Only sound, suitable raw materials or ingredients are used. We follow the

FIFO (first-in and first-out) method of stock rotation.

**What goes into the meal?**



Fresh vegetables that are procured once in two days are cleaned and stored





**Vegetables are stored in the refrigerator so that they can stay fresh**

By co-ordination with our suppliers we ensure that the packaging design for bulk supply materials is such that it provides adequate protection and

thereby reduces the risk of contamination. Suppliers are required to ensure that packaging of materials is non-toxic and that it does not pose a

threat to the safety and suitability of food under the specified conditions of storage and use.



**Lentils, Spices, Dry Fruits, and Oil of branded quality that are used in the preparation of meal**



When receiving ingredients, we weigh, check and wherever possible physically examine raw materials to ensure that the ingredients so received are of the correct quantity and quality. All the raw materials required for the next seven days are stored in the storage room.



Gel Treatment



Fumigation



Rodent/Lizard Trap



Fly Catcher

## Pest control activities in Storage Room

In the storage room, we regularly undertake pest control activities (like Gel Treatment for cock-

roaches), lay rodent trap for rats, lizard traps for lizards and keep fly catchers at various locations.

Fumigation to eradicate small insects is done once in a month.

## What is



## Food Safety and Standards Authority of India

The Food Safety and Standards Authority of India (FSSAI) is an agency of the Ministry of Health & Family Welfare, Government of India. The FSSAI is responsible for protecting and promoting public health through

the regulation and supervision of food safety. The FSSAI has been established under the Food Safety and Standards Act, 2006 which is a consolidating statute related to food safety and regulation in India.

- (i) laying down science based standards for articles of food
- (ii) to regulate manufacture, storage, distribution, sale and import of food
- (iii) to facilitate food safety.

### What does FSSAI do?

## Annamrita Receives 'Transparency and Accountancy' Badge From GuideStar India



It is not every day that an organisation receives a Badge of Appreciation for its efforts. And when we recently received one, our joy knew no bounds!

GuideStar India, the first place to find NGOs in India, honoured ISKCON Food Relief Foundation – Annamrita for its efforts and achievements. At the Giving Back – NGO India 2013 exhibition we received a badge honouring our 'Commitment to Transparency and

Public Accountability'. Our GuideStar Number (GSN) is 228. To see our badge, to comprehend its prominence and to know more about our organisation, log onto [guidestarindia.org](http://guidestarindia.org) and enter the GSN in the search bar.

The entire Annamrita team is ecstatic to have received this honour. We would like to thank the GuideStar India team for realising and appreciating our hard-work and endeavours.



## Annamrita, ISKCON Food Relief Foundation

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