

Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Revised Guidelines for Grant-in-Aid to Food Processing Units for implementation of HACCP/ISO 22000, ISO 9000/ GHP /GMP Quality/ Safety Management System for the 12th Five Year Plan (w.e.f. 01.04.2014).

1. About the scheme:

Objectives:

- To motivate the food processing industry for adoption of food safety and quality assurance mechanisms such as TQM including *ISO 9000*, ISO 22000, HACCP, GMP, GHP.
 - To enable adherence to stringent quality and hygiene norms and thereby protect consumer health.
 - To prepare industry to face global competition in post WTO Regime.
 - To enhance product acceptance by overseas buyers.
 - To keep Indian industry technologically abreast of international best practices.
- 2.** Proposals for financial assistance for Total Quality Management System (TQM) have to be submitted directly to the Ministry of Food Processing Industries for implementation of *ISO 9000*, ISO 22000, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) Certification.
- 3.** The grant would be reimbursement of expenditure incurred on acquiring *ISO 9000*, ISO 22000, HACCP, GMP and GHP Certification. *For consideration of grant, preference would be given to proposals for units processing perishable items like, fruits, vegetables, milk, meat, poultry, etc.*
- 4.** The reimbursement of expenditure will be released by the Ministry in one instalment after obtaining necessary certification and submission of requisite documents.

4 (a) Pattern of Assistance:

All Implementing Agencies i.e. Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of 50% of cost of consultant fee, fee

charged by certification agency, plant and machinery, technical civil works(TCW) and other expenditure towards implementation of Total Quality Management System including **ISO 9000**, ISO22000, HACCP, GMP and GHP in general areas subject to maximum limit of Rs. 17 lakh and 75% in difficult areas subject to a maximum of Rs. 22 lakh. Difficult areas include J&K, Himachal Pradesh, Uttarakhand, Sikkim, North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Integrated Tribal Development Project (ITDP) Areas of States.

4 (b) Eligibility Criteria

- Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of expenditure towards implementation of Total Quality Management.
- The scheme provides one time reimbursement only against an Industrial Entrepreneur Memoranda (IEM)/ Permanent SSI Registration/ Industrial License and FSSAI Licence.
- The applicant should not have obtained/applied for grant/subsidy from any Ministry/Department of Central Govt./GOI organization/agencies and State Govt. for purpose of adoption of Total Quality Management System.
- Application is to be submitted in the prescribed format along with documents required.
- **Expenditure incurred on the project for Total Quality Management System after the date of receipt of application/proposal by this Ministry for grant-in-aid will be considered for re-imburement.**

5. Documents Required:

- 5.1 Application in the MFPI prescribed format (Annexure-I). Application Format is also available on MFPI website: www.mofpi.nic.in
- 5.2 Detailed Project Report indicating promoters of the organisation along with the activities/background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with Process Flow Chart, total Annual Turnover etc.
- 5.3 Income Tax Returns of the proprietor/organisation for previous three years.
- 5.4 A copy of permanent SSI Registration or Industrial Entrepreneur Memoranda (IEM) or Industrial Licence, whichever is applicable.
- 5.5 *A copy of FSSAI Licence issued to the applicant organisation (if applied but licence is yet to be issued then a copy of application/acknowledgement)*

- 5.6 Bio-Data/Experience and Quotation of consultant.
- 5.7 The consultant for implementing *ISO 9000/ ISO 22000/ HACCP/GMP/GHP* should be registered either with National Accreditation Board for Education & Training (NABET) or National Board for Quality Promotion(NBQP) of the Quality Council of India or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc.
- 5.8 Quotation from Certification Body along with the details of the Certification Body.
- 5.9 Confirmation that Certification Agency is accredited by the Quality Council of India/ *National Accreditation for Certification Bodies (NABCB)* or Food Safety & Standards Authority of India (FSSAI), as applicable.
- 5.10 Details of proposed Plant & Machinery (Item-wise & Cost-wise) as per Gap Study Report along with quotations duly certified by approved Chartered Engineer (Mech.) and relevance to HACCP/ISO 22000, *ISO 9000/GHP/GMP* with full justification in support of cost claimed. *The consultant is also required to certify the requirement and counter sign the cost of Plant & Machinery.*
- 5.11 Complete details of Technical Civil Works as per Gap Study Report indicating item-wise/cost-wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil). *The consultant is also required to countersign the cost of Civil Works.*
- 5.12 *Gap Study Report in the attached format with justification wherever modification of infrastructure & machinery is suggested (Annexure-II)*
- 5.13 An affidavit duly executed on non-judicial stamp paper of Rs. 10/- or more duly notarized as per **Annexure-III**.
- 5.14 Detailed implementation schedule for implementation of the HACCP/ISO 9000, ISO 22000/GMP/GHP system.
- 5.15 Date of commencement of commercial production.
- 5.16 The applicant organisation is required to give an undertaking that the training of their employees on implementation of *ISO 9000/ISO 22000/HACCP/GMP/GHP* will be obtained from the consultant.

6. **Grant of 'In-Principle' Approval**

The application received in the Ministry in the prescribed format will be examined and in case of complete proposals with all relevant documents/ information, the letter for 'In-Principle' approval with a validity period of twelve months will be issued with the approval of competent authority to the applicant organisation.

7. Procedure for reimbursement of expenditure

7.1. The applicant organisation is required to submit the following documents to the Ministry of Food Processing Industries requesting for reimbursement of expenditure incurred on Implementation of Total Quality Management System including **ISO 9000**, ISO22000, HACCP, GMP and GMP:-

- (i) Copy of 'In-Principle' approval letter and /or extension letter issued by the Ministry.
- (ii) Surety Bond in the prescribed format (**Annexure-IV**).
- (iii) Self-verified list of equipment purchased along with copy of invoices/bills.
- (iv) Detailed Process Flow Chart.
- (v) Latest C.A. certificate of actual expenditure incurred on the project with corresponding sources of finance (*also countersigned by the consultant*) as per following format:-

(a) Project Cost:

(Rs. in lakhs)

Head of Cost	Proposed	Approved	Actual cost as on.....
Consultant Fee			
Fee charged by Certification Agency			
Plant & Machinery			
Technical Civil Works			
Other Expenditure			
Total			

(b) Means of Finance

Rs. in Lakhs)

	Proposed	Approved	Actual as on.....
Promoters Capital			
Bank Term Loan			
Grant from MFPI			
Unsecured Loan			
Others			
Total			

- (vi) Copies of invoices of Consultant fee, fee charged by Certification Agency, Technical Civil Works and Other expenditure.
- (vii) Benefits accrued to the Organisation on implementation of Total Quality Management System.

- 7.2** The requisite documents/information duly certified by the Promoter/Director/ Partner in case of Private Bodies and through the Director or Head of the Institution in case of Govt. Institutions shall be submitted directly to the Ministry. After satisfactory scrutiny of the documents/information thereof the MFPI will reimburse the expenses to the implementation agency in terms of the approved scheme through Designated Bank.
- 7.3.** An evaluation may be conducted by MFPI at the end of the year by an independent agency on the implementation of the scheme.

Annexure-I**Application for seeking assistance of MOFPI for implementation of Total Quality Management System (TQM) including ISO 9000, ISO 22000, HACCP, GHP & GMP etc.****(Rs. in lakhs)**

S. No.	Particulars	Details
A	Organisation/Promoter	
1.	Name & Address (Telephone, Fax, E-mail	
2.	Background/Experience	
3.	Financial Status:- i) Audited Profit & Loss Account & Balance Sheet for the last three years ii) Turnover during the last three years iii) Banker's Name and Address	
4.	Existing activities	
5.	Name of the Products/By-products including brand name(specification & use)	
6.	Process of manufacture (with Flow Chart)	
7.	Processing technology being used:- (indigenous/imported)	
8.	List of existing Plant & Machinery and Quality Control facilities with cost.	
9.	Capacity of installed Plant & Manufacturing Unit (per day/per year)	
10.	Capacity utilisation in last completed year (figures in %)	
B	Project Description	
1.	Name of the Project: (Implementation of HACCP, ISO 9000, ISO 22000, GMP, GHP)	
2.	Location/ Area of the Manufacturing Unit (Full Address & Telephone No. & E-mail etc.)	
3.	Details of Industrial Entrepreneur Memoranda (IEM)/ SSI Registration /Industrial License(IL):- i) IEM/SSI Registration/IL No. ii) Date of Issue iii) Issuing Authority iv) FSSAI Licence No. or acknowledgement (Enclose an attested copy)	
4.	Gap Study Report as per Annexure-II	
C	Project Cost	(Rs. in lakh)
a)	Consultant Fee	
b)	Fee charged by Certifying Agency	
c)	Pre-operative Expenses	
d)	Technical Civil Works (if any) with reference to GAP Study Report	
e)	Plant & Machinery with reference to GAP Analysis Report (This includes equipment required for up gradation of Hygiene, Quality Control testing facilities such as in-house Food Testing Laboratory etc.)	

f)	Any other expenses as per the requirement of GMP, GHP, ISO 9000, ISO 22000, HACCP etc.			
	Total			
D	Means of Finance		(Rs. in Lakh)	
a)	Equity(Promoter/Foreign/Other)			
b)	Loan(Term/Unsecured/Working Capital			
c)	Fund requirement from Ministry(MFPI)			
d)	Others			
	Total			
E	Marketing			
a)	Size of existing Market in terms of cost benefit ratio			
b)	Increase in Future Demand(Expected size of market in the first year after implementation of food safety/quality management systems)			
F	Implementation Schedule			
	i) Items of Work ii) Date of Implementation (Bar charts/Milestone charts may be enclosed)			
G	Details and Experience of the Consultant, if any			
H	Details and Experience of Certifying Body			
I	Details of Accreditation Body:			
J	Assistance already availed from MFPI (Give name of Scheme) i) ii)	Component/Activity for which assistance was taken Activity for which assistance was taken	Amount	Year
K	List of Enclosures			

Place:

Date:

Authorised Signatory

Name (Block letters)

Designation

(With Special Seal of Organisation/Individual)

List of documents attached

**MFPI Scheme – Implementation of HACCP / ISO 22000, ISO 14000 / GHP/ GMP Quality
/ Safety Management Systems during the 11th Plan Period**

**Gap Study Checklist for Hygienic Conditions based on Codex Recommended Code of
Practice/General Principles of Food Hygiene (CAC/RCP 1-1969, Rev. 4-2003)**

Company Details		
Name: (Including site name);		
Address:		
State:		Post Code
Tel. No.		FAX
Company Representative		Email address:

Products Details			
Products Manufactured			
Key Process Steps (Attach copy of process flow for each product and of layout of food production facility)			
Key Operations (Automated)			
Key Operations (Manual)			
Processing Technology			
Primary Packaging			
Storage conditions for finished products			
Best Before period declared on finished product			
Number of production lines			
Production facility utilization (All through the year / few months of the year)			

REQUIREMENTS	CURRENT STATUS	IMPROVEMENT MEASURE PLANNED TO BE TAKEN	JUSTIFICATION FOR IMPROVEMENT MEASURE
SECTION –IV- ESTABLISHMENT: DESIGN AND FACILITIES			
4.1 LOCATION			
4.1.1 Establishments			
Establishments should not be located anywhere where, after considering such protective measures, it is clear that there will remain a threat to food safety or suitability. In particular, establishments should normally be located away from:			
• environmentally polluted areas and industrial activities which pose a serious threat of contaminating food;			
• areas subject to flooding unless sufficient safeguards are provided;			
• areas prone to infestations of pests;			
• areas where wastes, either solid or liquid, cannot be removed effectively.			
4.1.2 Equipment			
Equipment should be located so that it:			
• permits adequate maintenance and cleaning;			
• functions in accordance with its intended use; and			
• facilitates good hygiene practices, including monitoring.			
4.2 PREMISES AND ROOMS			
4.2.1 Design and layout			
Where appropriate, the internal design and layout of food establishments should permit good food hygiene practices, including protection against cross-contamination between and during operations by foodstuffs.			
4.2.2 Internal structures and fittings			
Structures within food establishments should be soundly built of durable materials and be easy to maintain, clean and where appropriate, able to be disinfected.			

	In particular the following specific conditions should be satisfied where necessary to protect the safety and suitability of food:-			
	<ul style="list-style-type: none"> the surfaces of walls, partitions and floors should be made of impervious materials with no toxic effect in intended use; 			
	<ul style="list-style-type: none"> walls and partitions should have a smooth surface up to a height appropriate to the operation; 			
	<ul style="list-style-type: none"> floors should be constructed to allow adequate drainage and cleaning; 			
	<ul style="list-style-type: none"> ceilings and overhead fixtures should be constructed and finished to minimize the buildup of dirt and condensation, and the shedding of particles; 			
	<ul style="list-style-type: none"> Windows should be easy to clean, be constructed to minimize the buildup of dirt and where necessary, be fitted with removable and cleanable insect-proof screens. Where necessary, windows should be fixed; 			
	<ul style="list-style-type: none"> doors should have smooth, non-absorbent surfaces, and be easy to clean and, where necessary, disinfect; 			
	<ul style="list-style-type: none"> Working surfaces that come into direct contact with food should be in sound condition, durable and easy to clean, maintain and disinfect. They should be made of smooth, non-absorbent materials, and inert to the food, to detergents and disinfectants under normal operating conditions. 			
4.2.3	Temporary/mobile premises and vending machines			
	Premises and structures covered here include market stalls, mobile sales and street vending vehicles, temporary premises in which food is handled such as tents and marquees.			
	Such premises and structures should be sited, designed and constructed to avoid, as far as reasonably practicable, contaminating food and harbouring pests.			
	In applying these specific conditions and requirements, any food hygiene hazards associated with such facilities			

	should be adequately controlled to ensure the safety and suitability of food.			
4.3	EQUIPMENT			
4.3.1	General			
	Equipment and containers (other than once-only use containers and packaging) coming into contact with food, should be designed and constructed to ensure that, where necessary, they can be adequately cleaned, disinfected and maintained to avoid the contamination of food.			
	Equipment and containers should be made of materials with no toxic effect in intended use.			
	Where necessary, equipment should be durable and movable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring and, for example, to facilitate inspection for pests.			
4.3.2	Food control and monitoring equipment			
	Equipment used to cook, heat treat, cool, store or freeze food should be designed to achieve the required food temperatures as rapidly as necessary in the interests of food safety and suitability, and maintain them effectively.			
	Such equipment should also be designed to allow temperatures to be monitored and controlled.			
	Where necessary, such equipment should have effective means of controlling and monitoring humidity, air-flow and any other characteristic likely to have a detrimental effect on the safety or suitability of food. These requirements are intended to ensure that:			
	<ul style="list-style-type: none"> • harmful or undesirable micro-organisms or their toxins are eliminated or reduced to safe levels or their survival and growth are effectively controlled; 			
	<ul style="list-style-type: none"> • where appropriate, critical limits established in HACCP-based plans can be monitored; and 			

	<ul style="list-style-type: none"> • Temperatures and other conditions necessary to food safety and suitability can be rapidly achieved and maintained. 				
4.3.3	Containers for waste and inedible substances				
	Containers for waste, by-products and inedible or dangerous substances, should be specifically identifiable, suitably constructed and, where appropriate, made of impervious material.				
	Containers used to hold dangerous substances should be identified and, where appropriate, be lockable to prevent malicious or accidental contamination of food.				
4.4	FACILITIES				
4.4.1	Water supply				
	An adequate supply of potable water with appropriate facilities for its storage, distribution and temperature control, should be available whenever necessary to ensure the safety and suitability of food.				
	Potable water should be as specified in the latest edition of WHO Guidelines for Drinking Water Quality, or water of a higher standard. Non-potable water (for use in, for example, fire control, steam production, refrigeration and other similar purposes where it would not contaminate food), shall have a separate system. Non-potable water systems shall be identified and shall not connect with, or allow reflux into, potable water systems.				
4.4.2	Drainage and waste disposal				
	Adequate drainage and waste disposal systems and facilities should be provided. They should be designed and constructed so that the risk of contaminating food or the potable water supply is avoided.				
4.4.3	Cleaning				
	Adequate facilities, suitably designated, should be provided for cleaning food, utensils and equipment. Such facilities should have an adequate supply of hot				

	and cold potable water where appropriate.			
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4.4.4	Personnel hygiene facilities and toilets			
	Personnel hygiene facilities should be available to ensure that an appropriate degree of personal hygiene can be maintained and to avoid contaminating food. Where appropriate, facilities should include:			
	<ul style="list-style-type: none"> adequate means of hygienically washing and drying hands, including wash basins and a supply of hot and cold (or suitably temperature controlled) water; 			
	<ul style="list-style-type: none"> lavatories of appropriate hygienic design; and 			
	<ul style="list-style-type: none"> Adequate changing facilities for personnel. 			
	Such facilities should be suitably located and designated.			
4.4.5	Temperature control			
	Depending on the nature of the food operations undertaken, adequate facilities should be available for heating, cooling, cooking, refrigerating and freezing food, for storing refrigerated or frozen foods, monitoring food temperatures, and when necessary, controlling ambient temperatures to ensure the safety and suitability of food.			
4.4.6	Air quality and ventilation			
	Adequate means of natural or mechanical ventilation should be provided, in particular to:			
	<ul style="list-style-type: none"> minimize air-borne contamination of food, for example, from aerosols and condensation droplets; 			
	<ul style="list-style-type: none"> control ambient temperatures; 			
	<ul style="list-style-type: none"> control odours which might affect the suitability of food; and 			
	<ul style="list-style-type: none"> control humidity, where necessary, to ensure the safety and suitability of food. 			

	Ventilation systems should be designed and constructed so that air does not flow from contaminated areas to clean areas and, where necessary, they can be adequately maintained and cleaned.			
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4.4.7	Lighting			
	Adequate natural or artificial lighting should be provided to enable the undertaking to operate in a hygienic manner. Where necessary, lighting should not be such that the resulting colour is misleading. The intensity should be adequate to the nature of the operation. Lighting fixtures should, where appropriate, be protected to ensure that food is not contaminated by breakages.			
4.4.8	Storage			
	Where necessary, adequate facilities for the storage of food, ingredients and non-food chemicals (e.g. cleaning materials, lubricants, fuels) should be provided.			
	Where appropriate, food storage facilities should be designed and constructed to:			
	• permit adequate maintenance and cleaning;			
	• avoid pest access and harbourage;			
	• enable food to be effectively protected from contamination during storage; and			
	• Where necessary, provide an environment which minimizes the deterioration of food (e.g. by temperature and humidity control).			
	The type of storage facilities required will depend on the nature of the food. Where necessary, separate, secure storage facilities for cleaning materials and hazardous substances should be provided.			

SECTION-V- CONTROL OF OPERATION

5.1	CONTROL OF FOOD HAZARDS			
	Food business operators should control food hazards through the use of systems such as HACCP.			
	They should:			

	<ul style="list-style-type: none"> • identify any steps in their operations which are critical to the safety of food; 				
	<ul style="list-style-type: none"> • implement effective control procedures at those steps; 				
	<ul style="list-style-type: none"> • monitor control procedures to ensure their continuing effectiveness; and 				
	<ul style="list-style-type: none"> • review control procedures periodically, and whenever the operations change. 				
	These systems should be applied throughout the food chain to control food hygiene throughout the shelf-life of the product through proper product and process design.				
	Control procedures may be simple, such as checking stock rotation calibrating equipment, or correctly loading refrigerated display units. In some cases a system based on expert advice, and involving documentation, may be appropriate. A model of such a food safety system is described in <i>Hazard Analysis and Critical Control (HACCP) System and Guidelines for its Application</i> (Annex).				
5.2	KEY ASPECTS OF HYGIENE CONTROL SYSTEMS				
5.2.1	Time and temperature control				
	Inadequate food temperature control is one of the most common causes of foodborne illness or food spoilage. Such controls include time and temperature of cooking, cooling, processing and storage. Systems should be in place to ensure that temperature is controlled effectively where it is critical to the safety and suitability of food.				
	Temperature control systems should take into account:				
	<ul style="list-style-type: none"> • the nature of the food, e.g. its water activity, pH, and likely initial level and types of microorganisms; 				
	<ul style="list-style-type: none"> • the intended shelf-life of the product; 				
	<ul style="list-style-type: none"> • the method of packaging and processing; and 				
	<ul style="list-style-type: none"> • How the product is intended to be used, e.g. further cooking/processing or ready-to-eat. 				
	Such systems should also specify tolerable limits for time and temperature variations.				
	Temperature recording devices should be checked at regular intervals and tested for accuracy.				

5.2.2	Specific process steps				
	Other steps which contribute to food hygiene may include, for example:				
	• chilling				
	• thermal processing				
	• irradiation				
	• drying				
	• chemical preservation				
	• vacuum or modified atmospheric packaging				
5.2.3	Microbiological and other specifications				
	Where microbiological, chemical or physical specifications are used in any food control system, such specifications should be based on sound scientific principles and state, where appropriate, monitoring procedures, analytical methods and action limits.				
5.2.4	Microbiological cross-contamination				
	Pathogens can be transferred from one food to another, either by direct contact or by food handlers, contact surfaces or the air. Raw, unprocessed food should be effectively separated, either physically or by time, from ready-to-eat foods, with effective intermediate cleaning and where appropriate disinfection.				
	Access to processing areas may need to be restricted or controlled. Where risks are particularly high, access to processing areas should be only via a changing facility. Personnel may need to be required to put on clean protective clothing including footwear and wash their hands before entering.				
	Surfaces, utensils, equipment, fixtures and fittings should be thoroughly cleaned and where necessary disinfected after raw food, particularly meat and poultry, has been handled or processed.				
5.2.5	Physical and chemical contamination				
	Systems should be in place to prevent contamination of foods by foreign bodies such as glass or metal shards from machinery, dust, harmful fumes and unwanted chemicals. In manufacturing and processing, suitable detection or screening devices should be used where necessary.				

5.3	INCOMING MATERIAL REQUIREMENTS			
	No raw material or ingredient should be accepted by an establishment if it is known to contain parasites, undesirable micro-organisms, pesticides, veterinary drugs or toxic, decomposed or extraneous substances which would not be reduced to an acceptable level by normal sorting and/or processing. Where appropriate, specifications for raw materials should be identified and applied.			
	Raw materials or ingredients should, where appropriate, be inspected and sorted before processing. Where necessary, laboratory tests should be made to establish fitness for use. Only sound, suitable raw materials or ingredients should be used.			
	Stocks of raw materials and ingredients should be subject to effective stock rotation.			
5.4	PACKAGING			
	Packaging design and materials should provide adequate protection for products to minimize contamination, prevent damage, and accommodate proper labeling. Packaging materials or gases where used must be non-toxic and not pose a threat to the safety and suitability of food under the specified conditions of storage and use. Where appropriate, reusable packaging should be suitably durable, easy to clean and, where necessary, disinfect.			
5.5	WATER			
5.5.1	In contact with food			
	Only potable water, should be used in food handling and processing, with the following exceptions:			
	<ul style="list-style-type: none"> • for steam production, fire control and other similar purposes not connected with food; and 			
	<ul style="list-style-type: none"> • In certain food processes, e.g. chilling, and in food handling areas, provided this does not constitute a hazard to the safety and suitability of food (e.g. the use of clean sea water). 			
	Water recirculated for reuse should be			

	treated and maintained in such a condition that no risk to the safety and suitability of food results from its use. The treatment process should be effectively monitored. Recirculated water which has received no further treatment and water recovered from processing of food by evaporation or drying may be used, provided its use does not constitute a risk to the safety and suitability of food.				
5.5.2	As an ingredient				
	Potable water should be used wherever necessary to avoid food contamination.				
5.5.3	Ice and steam				
	Ice should be made from water that complies with section 4.4.1.				
	Ice and steam should be produced, handled and stored to protect them from contamination.				
	Steam used in direct contact with food or food contact surfaces should not constitute a threat to the safety and suitability of food.				
5.6	MANAGEMENT AND SUPERVISION				
	The type of control and supervision needed will depend on the size of the business, the nature of its activities and the types of food involved. Managers and supervisors should have enough knowledge of food hygiene principles and practices to be able to judge potential risks, take appropriate preventive and corrective action, and ensure that effective monitoring and supervision takes place.				
5.7	DOCUMENTATION AND RECORDS				
	Where necessary, appropriate records of processing, production and distribution should be kept and retained for a period that exceeds the shelf-life of the product. Documentation can enhance the credibility and effectiveness of the food safety control system.				
5.8	RECALL PROCEDURES				
	Managers should ensure effective procedures are in place to deal with any food safety hazard and to enable the complete, rapid recall of any implicated				

	lot of the finished food from the market.			
	Where a product has been withdrawn because of an immediate health hazard, other products which are produced under similar conditions, and which may present a similar hazard to public health, should be evaluated for safety and may need to be withdrawn. The need for public warnings should be considered.			

	Recalled products should be held under supervision until they are destroyed, used for purposes other than human consumption, determined to be safe for human consumption, or reprocessed in a manner to ensure their safety.			
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SECTION VI - ESTABLISHMENT: MAINTENANCE AND SANITATION

6.1	MAINTENANCE AND CLEANING			
6.1.1	General			
	Establishments and equipment should be kept in an appropriate state of repair and condition to:			
	• facilitate all sanitation procedures;			
	• function as intended, particularly at critical steps (see paragraph 5.1);			
	• prevent contamination of food, e.g. from metal shards, flaking plaster, debris and chemicals.			
	Cleaning should remove food residues and dirt which may be a source of contamination. The necessary cleaning methods and materials will depend on the nature of the food business.			
	Disinfection may be necessary after cleaning.			
	Cleaning chemicals should be handled and used carefully and in accordance with manufacturers' instructions and stored, where necessary, separated from food, in clearly identified containers to avoid the risk of contaminating food.			
6.1.2	Cleaning procedures and methods			
	Cleaning can be carried out by the separate or the combined use of physical methods, such as heat, scrubbing, turbulent flow, vacuum cleaning or other			

	methods that avoid the use of water, and chemical methods using detergents, alkalis or acids.			
	Cleaning procedures will involve, where appropriate:-			
	• removing gross debris from surfaces;			
	• applying a detergent solution to loosen soil and bacterial film and hold them in solution or suspension;			

	• rinsing with water which complies with section 4, to remove loosened soil and residues of detergent;			
	• dry cleaning or other appropriate methods for removing and collecting residues and debris; and			
	• Where necessary, disinfection with subsequent rinsing unless the manufacturers' instructions indicate on scientific basis that rinsing is not required.			

6.2	CLEANING PROGRAMMES			
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	Cleaning and disinfection programmes should ensure that all parts of the establishment are appropriately clean, and should include the cleaning of cleaning equipment.			
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	Cleaning and disinfection programmes should be continually and effectively monitored for their suitability and effectiveness and where necessary, documented.			
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	Where written cleaning programmes are used, they should specify:			
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	• areas, items of equipment and utensils to be cleaned;			
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	• responsibility for particular tasks;			
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	• method and frequency of cleaning; and			
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	• monitoring arrangements.			
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	Where appropriate, programmes should be drawn up in consultation with relevant specialist expert advisors.			
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6.3	PEST CONTROL SYSTEMS			
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6.3.1	General			
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	Pests pose a major threat to the safety and suitability of food. Pest infestations can occur where there are breeding sites and a supply of food. Good hygiene practices should be employed to avoid creating an environment conducive to pests. Good sanitation, inspection of incoming materials and good monitoring can minimize the likelihood of infestation and thereby limit the need for pesticides.				
6.3.2	Preventing access				
	Buildings should be kept in good repair and condition to prevent pest access and to eliminate potential breeding sites. Holes, drains and other places where pests are likely to gain access should be kept sealed. Wire mesh screens, for example on open windows, doors and ventilators, will reduce the problem of pest entry. Animals should, wherever possible, be excluded from the grounds of factories and food processing plants.				
6.3.3	Harbourage and infestation				
	The availability of food and water encourages pest harbourage and infestation. Potential food sources should be stored in pest-proof containers and/or stacked above the ground and away from walls. Areas both inside and outside food premises should be kept clean. Where appropriate, refuse should be stored in covered, pest-proof containers.				
6.3.4	Monitoring and detection				
	Establishments and surrounding areas should be regularly examined for evidence of infestation.				
6.3.5	Eradication				
	Pest infestations should be dealt with immediately and without adversely affecting food safety or suitability. Treatment with chemical, physical or biological agents should be carried out without posing a threat to the safety or suitability of food.				
6.4	WASTE MANAGEMENT				
	Suitable provision must be made for the removal and storage of waste. Waste must not be allowed to accumulate in food handling, food storage, and other working areas and the adjoining environment				

	except so far as is unavoidable for the proper functioning of the business.				
	Waste stores must be kept appropriately clean.				
6.5	MONITORING EFFECTIVENESS				
	Sanitation systems should be monitored for effectiveness, periodically verified by means such as audit pre-operational inspections or, where appropriate, microbiological sampling of environment and food contact surfaces and regularly reviewed and adapted to reflect changed circumstances.				
SECTION-VII- ESTABLISHMENT:- PERSONAL HYGIENE					
7.1	HEALTH STATUS				
	People known, or suspected, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, should not be allowed to enter any food handling area if there is a likelihood of their contaminating food. Any person so affected should immediately report illness or symptoms of illness to the management.				
	Medical examination of a food handler should be carried out if clinically or epidemiologically indicated.				
7.2	ILLNESS AND INJURIES				
	Conditions which should be reported to management so that any need for medical examination and/or possible exclusion from food handling can be considered, include:				
	• jaundice;				
	• diarrhoea;				
	• vomiting;				
	• fever;				
	• sore throat with fever;				
	• Visibly infected skin lesions (boils, cuts, etc.);				
	• Discharges from the ear, eye or nose.				
7.3	PERSONAL CLEANLINESS				
	Food handlers should maintain a high degree of personal cleanliness and, where appropriate, wear suitable protective				

	clothing, head covering, and footwear. Cuts and wounds, where personnel are permitted to continue working, should be covered by suitable waterproof dressings. Personnel should always wash their hands when personal cleanliness may affect food safety, for example:-				
	• at the start of food handling activities				
	• immediately after using the toilet; and				
	• after handling raw food or any contaminated material, where this could result in contamination of other food items; they should avoid handling ready-to-eat food, where appropriate.				
7.4	PERSONAL BEHAVIOUR				
	People engaged in food handling activities should refrain from behaviour which could result in contamination of food, for example:				
	• smoking;				
	• spitting;				
	• chewing or eating;				
	• sneezing or coughing over unprotected food.				
	Personal effects such as jewellery, watches, pins or other items should not be worn or brought into food handling areas if they pose a threat to the safety and suitability of food.				
7.5	VISITORS				
	Visitors to food manufacturing, processing or handling areas should, where appropriate, wear protective clothing and adhere to the other personal hygiene provisions in this section.				
SECTION-VIII- TRANSPORTATION					
8.1	GENERAL				
	Food must be adequately protected during transport. The type of conveyances or containers required depends on the nature of the food and the conditions under which it has to be transported.				
8.2	REQUIREMENTS				
	Where necessary, conveyances and				

	bulk containers should be designed and constructed so that they:				
	<ul style="list-style-type: none"> do not contaminate foods or packaging; 				
	<ul style="list-style-type: none"> can be effectively cleaned and, where necessary, disinfected' 				
	<ul style="list-style-type: none"> permit effective separation of different foods or foods from non-food items where necessary during transport; 				
	<ul style="list-style-type: none"> provide effective protection from contamination, including dust and fumes; 				

	<ul style="list-style-type: none"> can effectively maintain the temperature, humidity, atmosphere and other conditions necessary to protect food from harmful or undesirable microbial growth and deterioration likely to render it unsuitable for consumption; and 				
	<ul style="list-style-type: none"> allow any necessary temperature, humidity and other conditions to be checked 				

8.3	USE AND MAINTENANCE				
	Conveyances and containers for transporting food should be kept in an appropriate state of cleanliness, repair and condition. Where the same conveyance or container is used for transporting different foods, or non-foods, effective cleaning and, where necessary, disinfection should take place between loads.				
	Where appropriate, particularly in bulk transport, containers and conveyances should be designated and marked for food use only and be used only for that purpose.				

SECTION-IX- PRODUCT INFORMATION AND CONSUMER AWARENESS					
9.1	LOT IDENTIFICATION				
	Lot identification is essential in product recall and also helps effective stock rotation. Each container of food should be permanently marked to identify the				

	producer and the lot. Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985, Rev. 1(1991)) applies.				
9.2	PRODUCT INFORMATION				
	All food products should be accompanied by or bear adequate information to enable the next person in the food chain to handle, display, store and prepare and use the product safely and correctly.				
9.3	LABELLING				
	Prepackaged foods should be labelled with clear instructions to enable the next person in the food chain to handle, display, store and use the product safely, Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985, Rev,(1991) applies.				
9.4	CONSUMER EDUCATION				
	Health education programmes should cover general food hygiene. Such programmes should enable consumers to understand the importance of any product information and to follow any instructions accompanying products, and make informed choices. In particulars consumers should be informed of the relationship between time/temperature control and foodborne illness.				
SECTION-V- TRAINING					
10.1	AWARENESS AND RESPONSIBILITIES				
	Food hygiene training is fundamentally important. All personnel should be aware of their role and responsibility in protecting food from contamination or deterioration.				

	Food handlers should have the necessary knowledge and skills to enable them to handle food hygienically.				
	Those who handle strong cleaning chemicals or other potentially hazardous chemicals should be instructed in safe handling techniques.				
10.2	TRAINING PROGRAMMES				
	Factors to take into account in assessing the level of training required includes:				
	<ul style="list-style-type: none"> the nature of the food, in particular its ability to sustain growth of pathogenic or spoilage micro-organisms; 				
	<ul style="list-style-type: none"> the manner in which the food is handled and packed, including the probability of contamination; 				
	<ul style="list-style-type: none"> the extent and nature of processing or further preparation before final consumption; 				
	<ul style="list-style-type: none"> the conditions under which the food will be stored; and 				
	<ul style="list-style-type: none"> the expected length of time before consumption. 				
10.3	INSTRUCTION AND SUPERVISION				
	Periodic assessments of the effectiveness of training and instruction programmes should be made, as well as routine supervision and checks to ensure that procedures are being carried out effectively.				
	Managers and supervisors of food processes should have the necessary knowledge of food hygiene principles and practices to be able to judge potential risks and take the necessary action to remedy deficiencies.				
10.4	REFRESHER TRAINING				
	Training programmes should be routinely reviewed and updated where necessary. Systems should be in place to ensure that food handlers				

	remain aware of all procedures necessary to maintain the safety and suitability of food.			
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Checklist filled by (name):

Signature:

Designation in the food business organization:

Dated:

Annexure-III

Ministry of Food Processing Industries
Government of India

AFFIDAVIT

**I.....S/W/D/o.....Resident ofdirector
Proprietor of M/s.....do hereby solemnly affirms and state as
follows:-**

2. That I am the deponent herein and I am fully acquainted with the information given below:-

(a) that company has not obtained any financial assistance for implementation of HACCP/ ISO 9000, ISO 22000/GHP/GMP in the past from MFPI.

(b) that the organisation has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./Government of India organisation/agencies and State Govt. for the same purpose/activity/same components.

3. That all the papers documents submitted to Ministry of Food Processing Industries are true and correct and nothing is concealed.

Deponent

All the above information at 1, 2 & 3 are true and correct.

Deponent

Solemnly affirmed and signed before me on this day.....

Notary Seal &Signature

**Ministry of Food Processing Industries
Govt. of India**

Annexure-IV

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s

_____, a
_____ (Type of organization) incorporated / registered under the
_____ (Name of the Act) and having its registered office at
_____ (hereinafter called the "Obligors") are
held fully and firmly bound to the President of India (hereinafter called the
"Government") for the sum of
Rs. _____ (Rupees _____ only) well
and truly to be paid to the Government on demand and without a demur for which
payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in
the year Two Thousand _____.

WHEREAS on the Obligors' request, the Government as per Ministry of Food
Processing Industries's Sanction Order No. _____ Dated

_____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of
these presents, and a copy whereof is annexed hereto and marked as Annexure-I,
agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. _____

(Rupees _____ only) for the purpose of _____ of
_____ (description of the project) at
_____ out of which the sum of Rs. _____
(Rupees _____ only) have been paid to the Obligors (the receipt of which

the Obligors do hereby admit and acknowledge) on condition of the Obligors
executing a bond in the terms and manner contained hereinafter which the Obligors
have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly
fulfil and comply with all the conditions mentioned in the letter of sanction, the above
written Bond or obligation shall be void and of no effect. But otherwise, it shall
remain in full force and virtue. The Obligors will abide by the terms & conditions of
the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the
Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and

in the event of their failing to comply with the conditions or committing breach of the bond, the Obligers individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged up to the date of its refund to the Government, unless it is agreed to be carried over. The Obligers agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligers.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. _____ Dated _____ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of the AUTHORISED
SIGNATORY

Signed for and on
behalf of

(Name of the Obliger in block
letters)

(Seal / Stamp of
Organization)

1. Signature of witness
Name & Address

2. Signature of witness
Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING
INDUSTRIES (ACCEPTED)
For and on behalf of the President of India

Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature