	<b>VISTA PROCESSED FOODS PVT.LTD.</b>	V/APEX/SOP/2.3.1.02	
		ISSUE DATE:	07/07/2015
		REVISION DATE:	18/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	02
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**Scope:** This document is established for preparation or handling of food inspections / Regulatory (FSSAI) visits at the facilities of vista. This also describes how to comply the conditions applied by FSSAI at all times.

**Objective:** To comply with regulatory conditions (Required as **conditions of license**)

**Frequency:.** **The frequency of inspection may depend on the type of processing operation and/or past inspection results / as appropriate.**

**Responsibility:** Vista Facility (All Departments)

Vista ensures that the foods satisfy the requirements of the FSSAI Act - the rules and regulations made there under at all stages of production, processing, distribution and sale is in control. Vista has followed the guidelines demonstrated by FSSAI & implemented the same in facility.

Vista has equipped with all the given conditions at all the times that are mandatory to handle FSSAI visits for the facility. (All plants of vista has to be prepared with all these defined principles / condition to license)

Sr. #	Condition of license	Responsibility	Current Status at vista
1	A true copy of license in Form C shall at all times at prominent place in the premises (Should be displayed at the entrance of the premises)	HR/ Operations	A copy of license is displayed at the entrance as well as in processing plant.
2	Give necessary access to Licensing Authorities or their authorized personnel to the premises	MR/ Top management /prearranged representatives	Prearranged representatives are appointed by top management to converse with food inspector/ government official behalf of the company. As instructions / trainings are given to security personnel to bring the concern visitor to concerned identified employee who is authorized to response.
3	Inform Authorities about any change or modifications in activities /content of license.	Central QA	<b>Ongoing activity</b>

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4	Employ at least one technical person to supervise the production process. The person supervising the production process shall possess at least a degree in Science with Chemistry/Bio Chemistry/Food and Nutrition/ Microbiology or a degree or diploma in food technology/ Dairy technology/ dairy microbiology/ dairy chemistry/ dairy engineering/oil technology /veterinary science /hotel management & catering technology or any degree or diploma in any other discipline related to the specific requirements of the business from a recognized university or institute or equivalent.	HR/ Operations	<p>There are designated people identified as technical person and list of technical person is available. The technical person supervise the production process as per FSSAI norms</p> <p>For Veg Line – Dinesh Shinde / Dilip Ghadge</p> <p>For Chicken Line – Pravin Thakur.</p> <p>Care is taken that in every shift one designated person shall be present (As per criteria of employment provided by FSSAI)</p> <p>Below are the technical persons appointed / employed by vista</p> <ol style="list-style-type: none"> <li>1. Shashank Joshi</li> <li>2. Avinash Patil</li> <li>3. Sagar Khutale</li> <li>4. Pravin Thakur</li> <li>5. Sankalpa Gade</li> <li>6. Lalit Kolhe</li> <li>7. Dinesh Shinde</li> <li>8. Dilip Ghadge</li> <li>9. Ravindranath Chatterjee</li> <li>10. Nikhilesh Nair</li> <li>11. Sagar Ramgaonkar</li> </ol>
05	Furnish periodic annual return (1st April to 31st March), within upto 31st May of each year	Company CS /Central QA	Annual returns are filed as per required timelines /schedules and copies are available & maintain.
06	Ensure that no product other than the product indicated in the license/ registration is produced in the unit.	Central QA/ Operations	All products are being produced as per included in license. and no other product is manufactured which is not enlisted in license
07	Maintain factory's sanitary and hygienic standards and worker's Hygiene as specified in the Schedule - 4 according to the	Production /QA	Vista has a defined and documented Sanitation Program to assure the quality and safety of manufactured products. Program is

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	category of food business.		available Including Master Sanitation Schedule showing documented evidences after completion of tasks.
08	Maintain daily records of production, raw materials utilization and sales separately	1. Production 2. RM 3. Sales	All records are maintained & available with concern departments & can be made available as per requirement .
09	Ensure that the source and standards of raw material used are of optimum quality.	Supply Chain RM	All raw materials are being procured from approved suppliers after vigilant evaluation of product and supplier capability risks. Periodic audits are being conducted for the consistency for food safety & quality. Relevant records are available and can be provided if requested.
10	Facility shall not manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to the satisfaction of the licensing authority from any privy, urinal, sullage, drain or place of storage of foul and waste matter	Operations / Project In charge	Building interior as well as exterior is designed on these particular requirements only.
11	Ensure Clean-In-Place systems (wherever necessary) for regular cleaning of the machine & equipments.	Production	All the procedures are updated &, implemented. Appropriate records are maintained and available with concern departments
12	Ensure testing of relevant chemical and/or microbiological contaminants in food products in accordance with these regulations as frequently as required on the basis of historical data and risk assessment to ensure production and delivery of safe food through own or NABL accredited /FSSA	Micro	All finished products of Key customers are being tested according to FSSAI category for physical/chemical/microbiological /contaminants once in six months through NABL/FSSAI approved lab and a food safety risk evaluation basis the historical data is available

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	notified labs at least once in six months.		
13	Ensure that as much as possible the required temperature shall be maintained throughout the supply chain from the place of procurement or sourcing till it reaches the end consumer including chilling, transportation, storage etc.	Maintenance/ Production / QA Dispatch	There is a continuous data recording system for temperature at various zones. Manual check is done by QA team twice in a shift
14	The manufacturer/importer/distributor shall buy and sell food products only from, or to, licensed/registered vendors and maintain record thereof.	1. Marketing Mgr/ 2. Dispatch (commercial 3. Mgr/ Head Operations	We have made FSSAI license as mandatory requirement to start a business dealing with a supplier. We maintain a list of all applicable licenses of supplier facility at our end.

**Note: As all these conditions are mandatory, assigned responsibilities will be always fulfilled by the concern employees/ individuals.**

**Document Revision status:**

Sr. #	Rev. No.	Rev date	Rev. matter
01	00	00	Issued
02	01	21/01/2016	Updated Status of the program. Technical person list updated & attached.
03	02	18/04/2017	Reviewed and updated ( List of technical person )

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