	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 1 of 8

Scope: Vista processed foods Pvt Ltd has established this procedure to ensure that it has always been in compliance with all applicable local laws and regulations relative to food products in all facilities where they are manufactured, stored, delivered and consumed. Vista also complies with all applicable religious certification requirements for specific products.

Objective: To ensure that vista is covering regulatory management and involved with government officials or agencies that are reviewed on a regular basis with McDonald's & employees are trained to manage the regulatory inspection process.

Reference: McDonalds SQMS Clause 2.3.1(Management of Regulatory process)

Responsibility: Top management responsibility is to train the employees to manage the regulatory affairs and update the same. MR is responsible for all external audits.


Procedure:

- Vista Management will review statutory / Regulatory requirements time to time for its compliances. Vista Management is also responsible for compliances of religious requirements such as Halal.
- Status on applicable laws & regulation and religious compliances shall be kept as input for MRM
- List of Current Status of applicable rules & regulations and religious compliances and responsibility is maintained

Name of license & License Number	Validity		Responsibility
	From	Till	
FSSAI License (Food Safety and Standard Authority of India) Veg Products 10012022000168 (fssai//2015/1350)	02.06.2015	01.06.2018	Quality Manager (MR), HR & Legal – CS
Non Veg Products 10012022000443 (fssai//2015/6807)	01/01/2016	31/12/2018	Quality Manager (MR), HR & Legal – CS

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 2 of 8

As Marketer 100130220001679 (fssai//2017/8938)	28/02/2017	27/02/2019	Quality Manager (MR), HR & Legal – CS
As Importer 100130220001678 (fssai//2016/438)	28/02/2016	27/02/2019	Quality Manager (MR), HR & Legal – CS
Food and Drug Administration (FDA), 1954 (15328260982))	December 7 2016	December 31 2017	Quality Manager (MR), HR & Legal – CS
MPCB Consent – Water act Air act and HW(M &H) Rules	26/Nov /2015	30.11.19	HR
Weight and measurement act (Legal Metrology Act 2009 , Rule 2011)	22/09/2016	22/09/2017	Maintenance Manager
Factory License	12/11/2014	31 Dec 2017	HR manager
Excise and commercial license	Yearly		Accounts and Commercial officer
Safety audit, Calibrations, electricity board, pressure vessels,	Yearly		HR manager, Maintenance Manager

Review and updates on External origin documents


As vista is a member of All India Food Processor's Association, forthcoming regulations / Regulatory and food safety issues are being communicated via e-mails to CEO & then circulated to appropriate authority for information & updating purpose by CEO

The following are the documents that are available as the reference documents at vista.

Sr. #	Name of document	Type of Documents	Custodian
01	Customer Prints	Agreements, Specifications & Guidelines	Top Authority & QA
02	Industry Regulations (Factory Act)	Books of Laws & Regulations	HR Personnel
03	ISO /FSSC / EMS/ SWA/ SQMS / BRC Standard	Standards	QA
04	References used for documentation	Standards, OSI Guidelines , Codex ,FSSAI Standard & other training material	QA
05	Labrotary Methods Referring documents	BIS , FSSAI	Micro Lab
06	Corporate Guidance Document	Books of Laws & Regulations	Corporate HR

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
STANDARD OPERATING PROCEDURE		REVISION DATE:	15/04/2017
MANAGEMENT OF REGULATORY PROCESS		REVISION NO.	13
		PAGE NO.	Page 3 of 8


McDonalds itself gives an information regarding New laws / regulations to fulfill the regulatory requirement by their side and compliance is being communicated to McDonalds by vista. Time to time

Sr. #	Documents	Resources	Durations details	Contact details
01	Bureau of Indian standards (BIS)	CD-ROM for food divisions (ingredients specifications and analysis methods) (The soft ware is installed at Two PC in the facility)	Yearly renewals, Updations are communicated by BIS personnel	Book supply Bureau 503, 5 th floor, Thacker Tower, Plot no: 86, Sec 17, Vashi, Navi Mumbai – 400 705, Navi Mumbai., Phone: 022- 02780 1805, Fax: 022- 0780- 1806 Email: bsbstand@vsnl.com Mr. Jagjeet singh, 9323588534
02	Gazette notifications for all ministry (all commodity) Allergens, GMO, nutritional requirements	New laws, revisions for the laws,	Yearly Registration for updation for soft as well as hard copies	International law book company 1562 church road, Kashmere gate, Post box no 1792 GPO., Delhi, Phone: 23867810, 23864, e mail: ilbco@ilbco.com www.ilbco.com
03	<i>Food Safety & Standards Act 2006, Rules 2011,</i>	Updated laws and regulations	Government Authorized bodies	Food Safety And Standard Authority Of India (Ministry of Health & Family Welfare) Unit 902,9 th Floor, Hallmark Business Plaza, Apposite Guru Nanak Hospital, Bandra East Mumbai.-400051

5.2 Irrespective of Local rule and regulations compliances, any global upcoming issue relating to food safety and practices are also taken into consideration time to time by Vista Quality Assurance team with the help and guidelines given by McDonald's (SQMS). Activities like GMO, Allergens sensitivities, nutritional requirements are conducted by NABL certified lab and communicated accurate product information including food additives, nutrition labeling, food allergens, GMO and religious declarations These product requirements are kept in product master files at all the times by Vista QA team.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
STANDARD OPERATING PROCEDURE		REVISION DATE:	15/04/2017
MANAGEMENT OF REGULATORY PROCESS		REVISION NO.	13
		PAGE NO.	Page 4 of 8

5.3: Contacts of HALAL certificate registration & status

Mr. A. A. Khan (09322222773)

HALAL Committee, JAMIAT ULAMA – E – MAHARASHTRA

Registration No: 0311

Certificate Number :15/05/0311/0157/17/1113/455/2

Contact details: Imam Wada Compound, Opposite B.I.T. Chawl No. 1, Imam Wada road, Near Mughal Masjid, Mumbai- 400 009.

Validity for the certificate: One year from the date of registration

Current Status of Halal Certificate :


Validity From: 2.12.2016 to 1.12.2017

5.4 Update on Voluntary Standards

Sr. #	Standard	Validity		Certifying Body
		From	Till	
1	FSSC 22000:2011	22 December 2016	12 December 2017	DNV GL Business Assurance India Pvt. Ltd. Equinox Business Park, Tower 3,6 th Floor, Off Bandra Kurla Complex, LBS Marg, Kurla (W) Mumbai -400 070
2	ISO 14001	22 Dec 2015	15 Sep .2018	DNV GL Business Assurance India Pvt. Ltd. Equinox Business Park, Tower 3,6 th Floor, Off Bandra Kurla Complex, LBS Marg, Kurla (W) Mumbai -400 070
3	BRC 213583-2017- ABRC- IND- ACCREDIA	17.12.2016	28.01.2018	DNV GL Business Assurance India Pvt. Ltd. Equinox Business Park, Tower 3,6 th Floor, Off Bandra Kurla Complex, LBS Marg, Kurla (W) Mumbai -400 070

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 5 of 8

Customer specific certifications

3	SQMS (Customer specific)	07.10.2016	06.10.2017	DNV GL Business Assurance India Pvt. Ltd. Equinox Business Park, Tower 3, 6 th Floor, Off Bandra Kurla Complex, LBS Marg, Kurla (W) Mumbai -400 070
---	---------------------------------	-------------------	-------------------	--

5.5 Labeling of legal aspects for food products:

1. All food product concerned with Vista have been labeled and communicated to all customers as per the local applicable laws and as per the requirements of the customers.
2. All other food safety (Allergens, sensitivities, GMO, Nutritional requirements and other) and religious (Muslim, Jain, vegetarian communities) requirements, those are not incorporated in the local law are communicated by external communication and authorization other than labeling.
3. All certification status and facility certificates are communicated through product specifications or other written communications to customers.


5.6 Training:

- 5.6.1 Vista management team arranges training for the respective personnel to handle the regulatory inspections and compliance planning.
- 5.6.2. Vista arranges trainings for concerned employees by sending them to attend all the external trainings, seminars & conferences to make them aware on regulation and other applicable laws & requirements.

5.7 Sampling at the time of audit/inspection:

1. As the traceability for the food products is maintained at all the times in Vista operations, the assurance is already noted for the same.
2. However, if sampling is drawn the details can be shown to the auditor/inspector.
3. If the processing line is inspected, then the operations will take care for the same.
4. If the samples are drawn at the time of audit/inspections, the duplicate samples will be kept as till the analysis report of the inspector/auditor is received. Sample size will be decided solely by the Auditor/Inspector. This communication will be given to McDonald's time to time.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS


	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 6 of 8

5. Records of the process and products will be verified for the compliances.
6. A copy of any documents given to government authorities concerning a McDonald's product will be promptly communicated to and made available to McDonald's as appropriate.
7. The companion sample will be analyzed by the trained personnel in-house and verification will be done for compliances.

5.8 process corrections:

1. Vista top management is always committed for all types of audits / inspections. Irrespective responsibilities are defined.
2. If there is any kind of discrepancy in the process the same will be handled and committed by the team with the action plans.
3. The review will be communicated to the inspector / auditors.
4. **Communications:** McDonald's / other customers will be notified immediately if the commerce product /released product is not in regulatory compliance.
5. At a minimum, companion samples shall be taken when any samples of a product is taken by government officials or other official agencies. **Further discussion with McDonald's must take place prior to any further testing on the companion samples.**
6. A process is in place to notify McDonald's in event that released product is not in compliance with religious certification requirements.
7. If any discrepancy occurs in the legal environment related inspections the corrective actions and preventive actions will be taken immediately in order to avoid the same, in-house monitoring and verification processes are defined for operation control.
8. Current 24-hour contact details / list is available & maintained by vista.(Ref. Crisis Manual)
9. Micro analysis- External microbiological analysis is only done by NABL certified lab. Nutritional analysis of the products: (As protocol given by McDonalds) is done by Microchem laboratory, Thane.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 7 of 8

5.9 Records:


1. The inspection records are maintained.
2. The query / remarks are communicated to the process owners and verification is done of the given action plan that is documented and attached with the verification.

Following are the key contacts from Vista Foods who will update regulations and applicable laws, religious certificates and voluntary standards & will communicate the regulatory status to McDonalds time to time.

Name	Title	Telephone No.	Mobile Phone	E-mail
Bhupinder Singh	C.E.O	91-22-56162522(D) 91-22-27412299 Office: Tel No. 022 27425843 ext 205 Fax No. 02227422741	98204 29270	Bhupinder-singh@vista-osi-group.com
Manjunath Patil	GM	91-22-27412299 91-22-27412399 Office: Tel No. 022 27425843 ext 205 Fax No. 02227422741	9820088342	manjunath.patil@vista-osi-group.com
Dr. Sunil Nalavade	Head Operations	91-22-27412299 91-22-27412399	9833005579	drsunil@vista-osi-group.com
Shashank Joshi	PAN India QA Head	91-22-27412299	9167670832	shashank@vista-osi-group.com
Avinash Patil	QA Manager	91-22-27412299	9930264162	Avinash@vista-osi-group.com
Sagar Khutale	QA Manager	91-22-27412299	9930264161	sagar@vista-osi-group.com
Indrayani Aaglawe	Manager HR/PR	91-22-27412299	9619190064	Indrayani @vista-osi-group.com
Sreeja	CS	91-22-27412299	9930004492	reeja@vista-osi-group.com

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/2.3.1	
		ISSUE DATE:	01/05/2005
		REVISION DATE:	15/04/2017
STANDARD OPERATING PROCEDURE		REVISION NO.	13
MANAGEMENT OF REGULATORY PROCESS		PAGE NO.	Page 8 of 8

Document Revision status:

Rev. No.	Rev date	Rev. Matter
Issue	01/05/2005	List of licenses.
01	01/03/2008	Formatted as per McDonalds SQMS requirements.
02	01/01/2009	Document improvement, Included religious requirements.
03	01/09/2009	Review of Process & addition of Approval Status.
04	10/07/2010	Document reviewed, Names of responsible personnel changed.
05	29/09/2011	Verified ,approval status added
06	16/07/2012	Updated
07	29/12/2012	Updated with Regulatory details.
08	30/09/2013	Revised (authority changes)
09	03/12/2013	Updated Halal certificate
10	20/01/2015	Updated
11	02/06/2015	Updated (Date of updated veg FSSAI license included)
12	28/08/2016	Updated Details
13	15/04/2017	Reviewed and updated (Key contacts list updated)

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.