	AMARK RATINGS PRIVATE LIMITED BHOPAL		PROCEDURE
DOC.NO. AMR-ID-7.1-04	ISSUE 02	REVISION 00	04 MARCH 2020

PROCEDURE FOR INSPECTION OF FOOD BUSINESS OPERATORS

1. PURPOSE

To inspect food business operator ensuring compliance to schedule 4 Schedule 4 Food Safety and Standards (Licensing and Registration of Food Businesses), Regulations 2011

2. SCOPE

This will cover FBOs in different sectors

3. RESPONSIBILITY

CEO is responsible for developing inspection aids such as inspection check lists and formats required for proper inspection

In charge ID will provide such documents to inspectors when deputing them for inspection

4. PROCEDURE

4.1 After the request/work order is received it is noted in the work order register and given a number. Steps followed are given in Fig 01.

4.2 An acknowledgement is send asking for any additional requirement if required.

4.3 A team of competent inspectors in scope sector is prepared from the competence matrix and seeking convenient date of the client

4.4 The team is provided with necessary documents and equipment when required.

4.5 The team inspects the premises and fills the checklist and prepares the final inspection report (AMR-ID-P7.4-01.F01).

4.6 The report is submitted to In charge ID for verification/approval and then sent to client.

5. REFERENCES


[AMRC-ID-P7.4-01.F01 Inspection report/certificate](#)

[AMR-ID-WI7.1-01 Work instruction for inspection planning](#)

[AMR-ID-WI7.1-02 Work instruction for safe inspections](#)

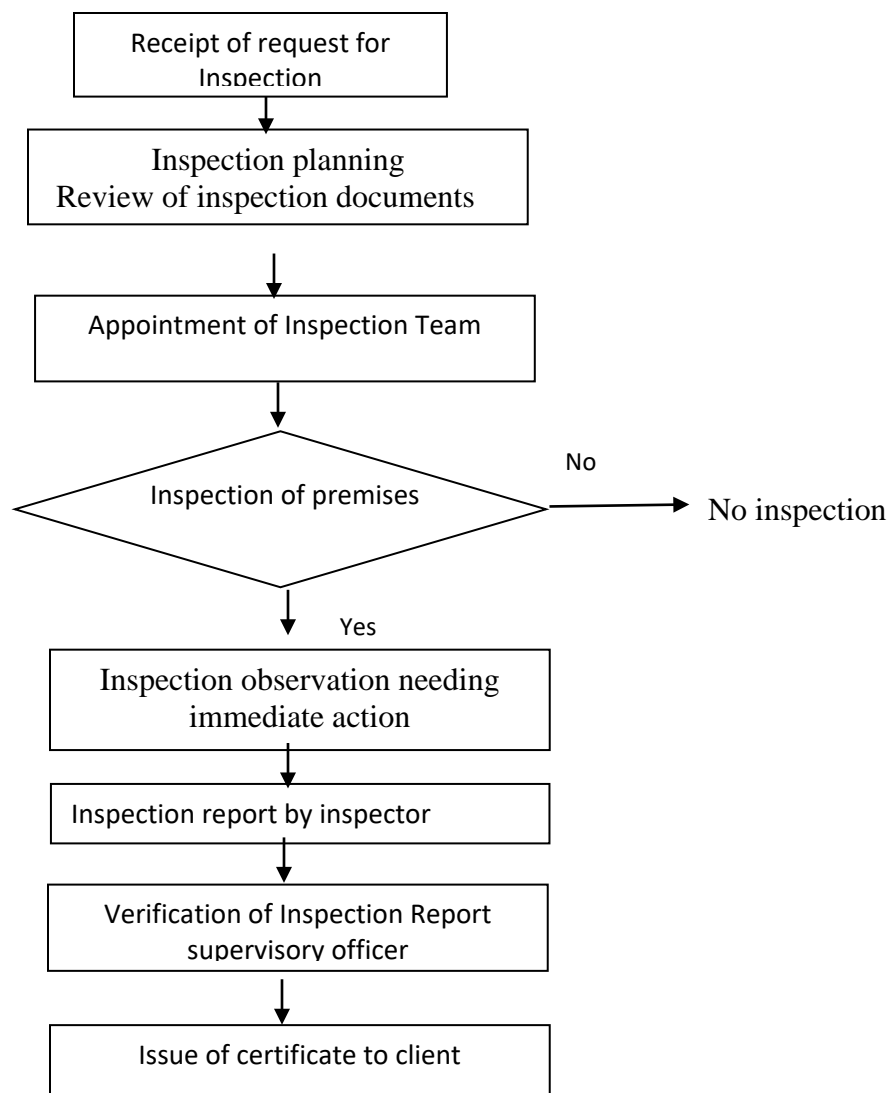
[AMR-ID-P7.1-04.F01 Checklist for food hygiene practices](#)

APPROVED BY CEO	ISSUED BY MR	Page
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Food Safety and Standards Authority of India (FSSAI)-Schedule 4-Food Safety Standards (Licensing and Registration of Food Businesses) Regulation 2011
 Food Safety and Standards (Food Safety Auditing) Regulations, 2018'
 Auditor Manual (for auditors of third party food safety Agencies recognized by FSSAI Under Food safety and standards (Food Safety Auditing) Regulation 2018.

FIG 01 INSPECTION FLOW CHART FOR FOOD BUSINESS OPERATORS



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