

Note:

The purpose of this list is to make the operator aware about the certification requirements and documentation. The documents mentioned in the list given below shall be maintained by the operator and be submitted to the Certification Body at the time of inspection.

1	Company registration
2	Organization chart
3	Annual training schedule of staff
4	Staff Training record
5	Subcontract if any
6	Letter from Pollution Control Board
7	SOPs for all products
8	Sketch/ layout of processing unit
9	List of equipments & machineries with capacity
10	Machine log book
11	Raw material purchase record
12	Inward register
13	Processing record
14	Sales record
15	Outward register
16	Product balance table (Raw material & Finished product)
17	List of ingredients/food additives used
18	Non GMO declaration for purchased inputs
19	List & type of packaging material
20	Publicity material
21	Cleaning schedule
22	Cleaning register
23	Label drafts
24	Complaints register
25	Samples of packing material