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	FSSAI License
3	Organization chart
4	Annual training schedule of the staff
5	Staff Training record
6	Subcontract if any
7	Processing area/ unit map
8	List of machineries with capacity
9	SOPs for all products
10	Machine log book
11	Purchase record
12	Inward register
13	Processing record
14	Sales record
15	Outward register
16	Product balance table
17	List of ingredients/food additives used
18	Non GMO declaration for purchased inputs
19	Cleaning schedule
20	Cleaning register
21	Pest control record for processing unit & Storages
22	Label drafts
23	Complaints register