	GENERAL FOOD SAFETY & PRODUCT INTEGRITY POLICIES		
	Doc No: MKIL/QAS/PLC/002	Prepared By: QA Head	<i>Kanching An</i> 22/07/2021
	Revision No: 01	Approved By: CEO	<i>Chennakilli</i>
	Issue Date: 22.07.2021	Issued By: QA Manager	<i>Anand</i>

PURPOSE:

To outline general food safety & Product Integrity policies followed by Mane Kancor Ingredient Pvt Limited and to prevent chances of contamination.

SCOPE:

Applicable to below listed Manufacturing sites of Mane Kancor Ingredients Pvt Limited.

- Angamaly
- Byadgi
- Bareilly

RESPONSIBILITY:

- All employees, Visitors and Contractors associated with Mane Kancor Ingredients Private Limited.


1.Glass & Brittle Plastic Policy:

- We shall avoid introduction of any glass and brittle plastic materials at processing and storage area as much as possible.
- Available glass materials in processing and Storage area should be protected by transparent shatterproof film or covered by using shatterproof materials for preventing the glass from breakage and avoid product contamination.
- We shall ensure the usage of toughened glasses for the equipment where usage of protective film or cover is not possible.
- We shall ensure that all the glass and brittle plastics at processing and storage area are monitored & controlled to avoid chances of cross contamination.
- Any chances of contamination should be avoided, and breakages should be handled in accordance with glass & Brittle plastic handling procedure.

2.Allergen Policy:

We are committed to prevent Allergen Cross contamination in the products manufactured throughout the food chain as per the Allergen handling Procedure outlined. Following Measures are taken for Allergen Controls.

- Regular Training and display of list of allergens.
- Proper Segregation between Allergen & Non-allergen materials and Allergen Handling tools.
- Proper labelling for the Allergen Containing Products.
- Adherence to Allergen change over procedure and/or usage of dedicated lines.

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3.Sharp Metal & Tool Control Policy:

We are committed to prevent the Metal contamination through various control measures outlined below

- All the tools used are identified, monitored, and issued through an approved control procedure.
- No unauthorized metal tools are allowed inside the processing and storage area.
- Proper preventive maintenance is being followed to avoid metal contamination from the equipment.
- No person should carry any sharp metal items into the processing and storage area.
- Knives with snap off blades are not permitted within the processing and storage area.
- Any loss or damages to food contact metal particles or tools are handled effectively as per the procedure outlined.
- Usage of stapler pin in packaging material should be avoided.
- All the damaged/Rejected sharp metals should be properly discarded in the scrap yard.


4.Needle Policy

We are committed to prevent Product contamination by controlled use of stitching needles at processing and storage area by ensuring below listed control Measures.

- Broken pieces of needle should be collected and ensure no needle pieces are left in workplace.
- The stock of needle in the facility is controlled by the Production/Store In Charge and every consumption, damage should be registered.
- The service of Stitching machine will be done only at external area away from processing and storage area.

5.Jewellery Policy:


We are committed to prevent Product contamination by preventing usage of any kind of jewellery including watches except wedding band (Wedding ring without stone / Thali Chain (Mangala sutra)) at Processing and Storage Area.

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6. Health & Personal Hygiene Policy:

We are committed to provide best quality products to our customers by adhering to strict personal hygiene practices. We shall ensure that,

- Employees with any contagious diseases do not report to duty and to inform the supervisor immediately.
- All personnel with open wound on the body are not entitled to work at product exposed area.
- Employees shall follow adequate personal hygiene practises all the time.
- Always wear clean and washed uniform.
- keep the fingernails neatly trimmed, without nail polish and false nails.
- False eyelashes and hair clips/Bands are also not permitted at Product processing and Storage area.
- Not to carry pen/Pencil/Marker etc behind the ears.
- Hand washing should be practiced as per the steps outlined and frequency defined.
- Always keep the Personal lockers neat and clean.
- Product contact tools and equipment shall not be stored in personal lockers.
- Moustache if worn be well trimmed.
- Facial hair/Beard should be shaven or neatly trimmed for entering in to processing and storage area.
- People wearing beard due to religious reasons should get prior approval from the plant authority for entry into the processing and storage area by wearing beard mask (Covering Full beard).
- Hair should be combed well, Short, Well-trimmed and should not cover the forehead for entry into the processing and storage area.
- Hair should not be grown below the nape of the neck for gents and covered with hairnet at applicable process centres.
- Hair should be made into a bun and covered with a hairnet for ladies.
- Usage of outer garment, Hairnet, Mask, Shoe cover/ Dedicated footwear should be ensured at all Product exposed area.
- Usage of ritual thread, Wearing of Rosary, Chandan, Sindoor (vermillion), Bindi or any other such things with chances of fall apart from body are prohibited at processing and storage area.

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7.GMP Policy:

We shall follow the best GMP practices for producing products that meet international quality standards and customer expectations. We shall ensure that

- Any kind of food items are not allowed to be carried or consumed inside the processing and Storage area.
- Personal items including medicines must not be taken into processing and storage area and to be stored securely in personal lockers.

8.Wood Policy:

We shall not use wooden materials at processing and storage area except for storage of finished goods.

Wooden pallets used for storage and dispatch of finished goods should be in good condition without any splinters.

9. GMO (Genetically Modified Organism) Policy:

We shall ensure throughout the food chain either not to use ingredients produced based on gene technology or adopt gene technology in any of our processes.


We shall ensure all the possible way to eliminate the use of genetically modified ingredients in the processes.

10. No Smoking/No Tobacco Policy:

Usage of any tobacco products including cigarettes, chewing tobacco and E-cigarette is not allowed within the company premises except at dedicated smoking area.

11.Halal Policy:

- We are committed to produce Halal products in compliance with Halal guidelines.
- We will ensure Halal Integrity in all stages of the process for manufacturing the final product.
- We will also ensure that Production system, storage and transportation are clean and free from any non halal materials/Ingredients.

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12.Kosher Policy:

We should ensure the manufacturing and supply of safe kosher food ingredients which are suitable to consume as per kosher food laws including cleanliness, purity, and quality. We will implement a continually improving kosher system throughout the food chain.

Geemon Korah

Chief Executive Officer-Mane Kancor Ingredients Private limited

Date: 22.07.2021.

Policy Review:

Senior Management Will review the food safety and Product integrity policies implemented at different manufacturing sites, minimum yearly once during MRM or whenever it is required at a higher frequency.

Dissemination of the Policies:

Policy statement will be communicated to stake holders through various training, Internet, Intranet, Mail Communication, Brochures, Notice Boards, Posters etc.

REVISION HISTORY:

Revision No	Issue date	Summary of Change
00	04.10.2019	New Document
01	22.07.2021	1. Various Policies are clubbed into a single food safety policy statement 2. New Kosher, GMO & No Smoking policies are drawn. 3. Change in All policy statements as per the current practises and system 4. New Health & Personal Hygiene Policy 5. New Logo and Document Code