


	PROCESS INTEGRITY POLICIES		
	Doc No: MKIL/QAS/PLC/002	Prepared By: Quality Head	
	Revision No: 02	Approved By: Director & CEO	
	Issue Date: 08.05.2024	Issued By: Group Leader QA	

PURPOSE:

To outline process integrity policies followed by Mane Kancor Ingredient Pvt Limited and to prevent chances of cross-contamination.

SCOPE:

Applicable to all manufacturing sites of Mane Kancor Ingredients Pvt Limited.

RESPONSIBILITY:

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

1. Glass & Brittle Plastic Policy



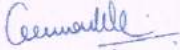

- We shall avoid the introduction of any glass and brittle plastic materials into the processing and storage areas as much as possible.
- Available glass materials in the processing and storage areas should be protected by transparent shatterproof film or covered with shatterproof materials to prevent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

2. Allergen Policy

We are committed to preventing allergen cross-contamination in the products manufactured throughout the food chain as per the allergen handling procedure outlined. The following measures are taken for allergen control.

- Regular training and the display of a list of allergens.
- Proper segregation between allergen and non-allergen materials and allergen handling tools.



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- Proper labeling for allergen-containing products.
- Adherence to the allergen changeover procedure and/or usage of dedicated lines.

3. Sharp Metal & Tool Control Policy

We are committed to preventing metal contamination through various control measures outlined below.

- All the tools used are identified, monitored, and issued as per the approved procedure.
- Unauthorized metal tools are not allowed to be used inside the processing and storage area.
- Proper preventive maintenance should be 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 damage to food contact metal particles or tools is handled effectively as per the procedure outlined.
- Usage of stapler pins in packaging material should be avoided at the processing area.
- All the damaged or rejected sharp metals should be properly discarded in the scrap yard.





4. Needle Policy

We are committed to preventing product contamination by controlling the use of stitching needles in the processing and storage areas by ensuring the below-listed control measures.

- Broken pieces of needles should be collected and ensure no needle pieces are lost.
- The stock of needles in the facility is controlled by the Production/Store in charge and every consumption, and damage should be registered.
- The service of the stitching machine will be done only in an external area away from the processing and storage area.

5. Jewellery Policy

- We are committed to preventing product contamination by not allowing the usage of any kind of jewelry, including watches, except wedding bands (wedding rings without stones) and thali chains (Mangala sutras) at the processing and storage area.





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6. GMP & Personal Hygiene Policy

We are committed to providing the best quality products to our customers by adhering to strict GMP and Personal hygiene practices. We shall ensure that,

- To follow the best GMP practices for producing products that meet international quality standards and customer expectations.
- Employees with any contagious diseases should not report to duty. They should inform their supervisor of this immediately.
- Any person with an open wound is not entitled to work in a product-exposed area.
- Employees shall follow adequate personal hygiene practices all the time.
- Always wear a clean, washed uniform.
- Keep the fingernails neatly trimmed, without nail polish or false nails.
- False eyelashes and hair clips or bands are also not permitted at the final product filling area.
- Not to carry a 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 should not be stored in personal lockers.
- A mustache, if worn, should be well trimmed.
- Facial hair or beards should be shaven or neatly trimmed before entering the processing and storage area.
- People wearing beards for religious reasons should get prior approval from the plant authority for entry into the processing and storage area by wearing a beard mask (covering full beard).
- Hair should be well-combed, short, and well-trimmed, and it should not cover the forehead for entry into the processing and storage area.
- Hair should not be grown below the back of the neck for men and covered with a hairnet at applicable process centers.
- Hair should be made into a bun and covered with a hairnet for ladies.
- The use of outer garments, hairnet, mask, shoe cover, and dedicated footwear should be ensured in all product-exposed areas.



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- Usage of ritual thread, wearing of rosary, Chandan, Sindoor (vermillion), Bindi, or any other such things with chances of falling apart from the body are prohibited at the processing and storage area.
- Any kind of food item is not allowed to be carried or consumed inside the processing and storage area.
- Personal items including medicines must not be taken into the processing and storage area and must be stored securely in personal lockers.

7. Wood Policy

- We shall not use wooden materials in the processing and storage areas except for the dispatch of finished goods.
- Wooden pallets used for the dispatch of finished goods should be in good condition without any splinters.

8. 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 possible ways to eliminate the use of genetically modified ingredients in the processes.


9. No Smoking/No Tobacco Policy

- Usage of any tobacco products, including cigarettes, chewing tobacco, and E-cigarettes are not allowed within the company premises except in a designated smoking area.

10. Halal Policy

- We are committed to producing Halal products in compliance with Halal guidelines.
- We will ensure Halal integrity in all stages of the manufacturing process for the final product.
- We will also ensure that the production system, storage, and transportation are clean and free from any non-halal materials or ingredients.

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11. Kosher Policy

- We should ensure the manufacturing and supply of safe kosher food ingredients that 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.

12. Food Loss & Waste Policy

Mane Kancor Ingredients Private Limited is committed to minimizing food loss and wastage by adhering to the below good practices.


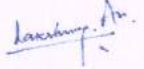
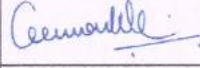

- Food loss and wastage quantity will be monitored and measured at applicable process centers and canteen.
- By minimizing the leftovers, process losses will be managed.
- The scope of the introduction of new technologies for minimizing process loss will be explored.
- Awareness and communication will be strengthened among internal and external stakeholders to minimize food loss and wastage.
- A food loss reduction target will be established to avoid or minimize food loss and wastage.
- Measurement protocols and frameworks will be applied to quantify food loss and wastage.
- We will be providing storage instructions and use-by-date information to the customers for optimal usage of food ingredients and to avoid product wastage.

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Dr. Geemon Korah

Director & CEO-Mane Kancor Ingredients Private Limited

Date: 08.05.2024.

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Policy Review:

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

Dissemination of the Policies:

Policy statements will be communicated to stakeholders 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	<ol style="list-style-type: none"> 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 practices and system 4. New Health & Personal Hygiene Policy 5. New Logo and Document Code
02	08.05.2024	<ol style="list-style-type: none"> 1) Typographical Errors in the Policy statements corrected. 2) Document Title modified as process Integrity Policies. 3) GMP policy" statement incorporated into "GMP & personal Hygiene" Policy (Previously maintained as two separate policies, Health & Personal Hygiene Policy. 4) Policy on Food loss & Waste incorporated as a new policy.