

NOTIFICATION

NO.SO(G)/FOOD-REG/(3)-SFA/2023:- In exercise of the powers conferred under section 61 of the Sindh Food Authority Act, 2016, the Government of Sindh are pleased to make the following regulations namely:-

CHAPTER-1 PRELIMINARY

1, Short title, commencement and application. (I) These regulations may be called the Sindh Food Business Establishment Regulations, 2023.

- (2) They shall come into force at once.
- (3) They shall apply to all food business establishments in the Province of Sindh. Wherever they may be.

2. Definitions. (1) In these regulations, unless the context otherwise requires the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

- (i) "Act" means the Sindh Food Authority Act, 2016 (**Sindh Act NO.XIV of 2017**);
- (ii) "Appendix" means Appendix appended to these regulations;
- (iii) "authorized officer" means an officer of the SFA authorized by the DG to carry out the duties prescribed under these regulations;
- (iv) "appliance" includes the whole or any part of any utensil, machinery, instrument, apparatus or article used or intended to be used in or for making, preparing, keeping, selling or supplying any food;
- (v) "bakery" means a place where production or preparation, packing, storing, display or sale of cream, biscuits, cakes or other bakery products or confectionery, takes place;
- (vi) "bottling factory" means any place in which aerated water, soda water, mineral or spring water, syrup or other non-alcoholic beverage or any other food article is or are bottled by way of trade or for sale;
- (vii) "claim" means any representation which states, suggests or implies that a food has particular qualities relating to its origin, nutritional properties, nature, processing, composition or any other quality;
- (viii) "cleaning" means process of removing soil, food residues, dirt, grease and other objectionable matter;
- (ix) "commercial operation" in relation to any food or contact material, means any of the following; namely –
 - (i) selling, possessing for sale and offering, exposing or advertising for sale;
 - (ii) consigning, delivering or serving by way of sale;
 - (iii) preparing for sale or presenting, labeling or wrapping for purposes of sale; storing or transporting for purposes of sale;
 - (iv) importing and exporting;
- (x) "competent authority" means any officer of the authority designated as competent authority by the Director General under sub-section (1) of section 10;

- (xi) "contact material" means any article or substance which is intended to come into contact with food;
- (xii) "container" means and include any packaging of food for delivery as a single item, whether by completely or partially enclosing the food and includes wrappers: a container may enclose several units or types of packages if offered to the consumer as such;
- (xiii) "covering" means and includes any stopper, glass bottle, vessel, box, capsule, case, frame or wrapper;
- (xiv) "contamination" means introduction or occurrence of a contaminant in food or the food environment;
- (xv) "control measure" means an action or activity used to prevent, eliminate, or reduce a hazard to an acceptable level;
- (xvi) "corrective action" means an action to be taken for the elimination of causes of non-conformance;
- (xvii) "Court" means the Court of Judicial Magistrate of First Class;
- (xviii) "Department" means the Food Department, Government of Sindh;
- (xix) "disinfection" means the reduction of microbial load, by means of food grade chemical or physical agents that will not compromise food stability or lead to harmful contamination of food;
- (xx) "dairy" means denoted for milk includes any farm, shed, milking-house, milk store, milk-shop, creamery or other premises from which milk is supplied for sale, or in which milk is kept or used for purposes of sale or manufacture into cream, butter, cheese, desi ghee, dried milk or condensed milk or other milk products for sale, or in which vessels used for the sale of milk are kept, but does not include a shop from which milk is supplied only in the properly closed and unopened vessels in which it is delivered to the shop, or a shop or other place in which milk is sold for consumption on the premises only;
- (xxi) "Food Safety Officer (FSO)" means an officer of the SFA and includes the Assistant Food Safety Officer to carry out the duties assigned to him under these regulations or SFA;
- (xxii) "food premises", means any premises used for the purpose of a food business;
- (xxiii) "food source" means any growing crop or live animal, bird or fish from which food is intended to be derived whether by harvesting, slaughtering, milking, collecting eggs or otherwise;
- (xxiv) "food testing laboratory" means any food laboratory or institute established or recognized by the SFA; or any place where the food is to be checked in accordance with the standards set forth by SFA; it is place established by SFA, notified, accredited or any lab handed over by government or any other private lab nominated by SFA or outsourced to any lab by SFA for the purpose of analysis.
- (xxv) "form" means a form appended to these regulations;
- (xxvi) "fresh" means unprocessed food, in its raw state and has not been frozen or subjected to any form of thermal processing or any other form of preservation;
- (xxvii) "food handler" means any person handling food directly in a food establishment (food preparation staff).
- (xxviii) "food hygiene" means all conditions and measures necessary to control food safety hazards and ensure the safety and suitability of food at all stages of the food chain;
- (xxix) "food safety course / qualification" means a course / qualification approved by the Authority in accordance with the provisions of Act, Rules or Regulations.

- (xxx) "food transportation vehicle" means any mode of transport, designated for food, whether self-propelled or not and whether used on land, sea or in the air;
- (xxxi) "food service establishment" means food establishment providing services such as catering, restaurants, cafeteria, cafe and supermarkets etc. that sell portions of foods directly or indirectly through delivery to the consumers for immediate consumption either on-site or off-site. The definition excludes business activities such as manufacturing, processing, trading, grocery stores etc.;
- (xxxii) "good hygiene practices" means all practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain;
- (xxxiii) "HACCP (Hazard Analysis and Critical Control Point)" means a preventive system of food safety management that identifies, evaluates, and controls hazards which are significant to food safety based on product design, hazard analysis and process control;
- (xxxiv) "HACCP plan" means a document prepared in accordance with the principles of HACCP to ensure control of hazards that are significant for food safety in the segment of the food chain under consideration;
- (xxxv) "hazard" means a biological, chemical or physical agent in or condition of food with the potential to cause an adverse effect;
- (xxxvi) "hazard analysis" means the process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the HACCP plan;
- (xxxvii) "high-risk foods" means and includes high-risk foods which will support the growth of food poisoning bacteria or the formation of toxins and which are ready to eat such as -
 - i. sandwiches, pizzas, hot meals;
 - ii. cooked products containing meat, fish, cheese etc.;
 - iii. cooked products that are reheated and served pies, ready-made meals, etc.;
 - iv. smoked or cured meats and fish;
 - v. raw ready to eat foods -e.g. Oysters, Kebneyah, Sushi;
 - vi. dairy based desserts;
 - vii. ripened soft or molded cheese - e.g. Brie, Danish Blue, etc.;
 - viii. prepared vegetable salads including those containing fruit;
 - ix. foods labeled / described as needing to be kept at a specific temperature;
 - x. frozen food such as ice cream.
- (xxxviii) "homogenized milk" means milk which has been treated in such manner as to ensure breakup of the fat globules contained therein to such an extent that after forty-eight hours of quiescent storage, no visible cream separation occurs on the milk;
- (xxxix) "importer" means any person who has imported any food from outside the jurisdiction of Local authority, or Pakistan by land, sea or air and includes any person who, whether as owner, consignor or consignee, agent or broker, is in possession of or in any way entitled to the custody or control of any food; and the expression "import" shall be construed accordingly;
- (xl) "ingredient" means any substance, including a food additive, used in the manufacture or preparation of a food and present in the finished product although possibly in a modified form;
- (xli) "inspection" means examination of product, process or plant for determination of conformity with specific requirements or relevant Pakistan Standard;
- (xlii) "label" means includes any tag, brand, mark, pictorial or other

descriptive matter, written, printed, stenciled, marked, painted, embossed or impressed on, or attached to or included in, belonging to, or accompanying any food, including date of manufacturing, expiry along with its batch number; or a display of written, printed or graphic matter on the immediate container of any food article and on the retail package of such article, unless it is easily legible through the outside container or wrapper;

- (xliii) "license" means license granted under these regulation;
- (xliv) "licencee" means a person holding the license;
- (xlv) "labelling" means all labels and other written, printed or graphic matter upon an article or any of its containers, wrappers, or accompanying such article;
- (xlvii) "lot" means a definitive quantity of a commodity produced essentially under the same conditions;
- (xlviii) "milk seller" means any person who offers for sale or sells to another any milk or milk products for human consumption;
- (xlviii) "manufacture" means to produce, make or manufacture ,including process and operations of assembling, mixing, blending, cutting, diluting, bottling, packaging, repacking or preparation of goods in any other manner;
- (xlix) "manufacturer" means the manufacturer of any article or process;
- (i) "Operational Wing" means the Operational Wing headed by the Deputy Director of SFA;
- (ii) "owner" includes consignor, consignee, indenter, importer, agent, broker, commission agent, manufacturer or seller's agent and any other person in possession of the food.
- (iii) "Person in Charge (PIC)" means a person directly responsible for the food related operations in the food establishment and has direct authority, control or supervision over employees who engage in the storage, preparation, display, or service of foods;
- (liii) "person" means any individual, partnership, corporation, company, firm, trustee, or association by whatever name called;
- (liv) "preparation", in relation to food, includes manufacture and any form of processing or treatment, "preparation for sale" includes packaging, and the expression "prepare for sale" shall be construed accordingly;
- (lv) "package" includes anything in which food is wholly or partly cased, covered, contained, placed or otherwise packed in any manner and any such other receptacle of any kind whether opened or closed;
- (lvi) "presentation", in relation to food, includes the shape, appearance and packaging of the food, the way in which the food is arranged when it is exposed for sale and the setting in which the food is displayed with a view to selling, but does not include any form of labelling or advertising, and the expression "present" shall be construed accordingly;
- (lvii) "processing or processed" means in relation to any food, having undergone any treatment resulting in a substantial change in the original state of the food, and shall include dividing, parting, severing, boning, mincing, skinning, paring, peeling, grinding, cutting, cleaning, trimming, deep-freezing, freezing, chilling, milling, husking, packing or unpacking, and the expression "unprocessed" shall be construed accordingly;

- (lviii) "processing aid" means any substance not consumed as a food by itself, intentionally used in the processing of raw materials, foods or their ingredients to fulfill a certain technological purpose during treatment processing, and which may result in the unintentional but technically unavoidable presence of residues of the substance or its derivatives in the final product, provided that these residues do not present any health risk and do not have any technological effect on the finished product;
- (lix) "proprietor" includes the owner, occupier and any other person having the management or control of any eating house, hotel or restaurant;
- (lx) "Province" means the Province of Sindh;
- (lxi) "pests" refers to any undesirable animal or insects including, but not limited to, birds, rodents, flies, larvae etc. that live in or on our food and are objectionable or a nuisance;
- (lxii) "potable water" means drinking water that is pure and healthy at the point of usage, and meets the requirements of Standards;
- (lxiii) "primary product" means a product of primary production including products of the soil, farming and fishing;
- (lxiv) "packaging" means any operation consisting of placing the food in containers (i.e. primary packaging) or placing the food containers in further packaging material (i.e. secondary packaging);
- (lxv) "refrigerating factory" means establishment employing refrigerating machinery or ice for purposes of refrigeration, or a place otherwise artificially cooled where articles of food are stored below a temperature of 45 degrees Fahrenheit and includes a cold storage;
- (lxvi) "raw animal foods" means raw foods of animal origin such as meat, poultry products, fish, shellfishes, are likely to be contaminated with pathogenic or spoilage microorganisms. They are usually stored chilled or frozen to minimize spoilage;
- (lxvii) "raw food" means the food that is not processed in any mean like heating, smoking, chilling, drying etc.
- (lxviii) "ready-to-eat food" means any food for consumption without further treatment or processing. Examples of ready-to-eat food items may include: sliced cooked meats, cooked meat products and preparations, cooked/roast chickens, sandwiches and filled rolls, dairy products such as milk and cheese, fruits, pre-washed/topped and tailed vegetables, prepared vegetable salads, whole salad items such as tomatoes or cucumbers, open and canned ready-to-eat fish and fish products such as salmon, tuna or sardines, shellfish, preserves and jams, condiments, bread, confectionery and biscuits;
- (lxix) "recall" in relation to these regulations, means an action taken to remove from distribution, sale and consumption of food which may pose a health risk to consumers;
- (lxx) "section" means a section of the Act;
- (lxxi) "SFA" means the Sindh Food Authority established under the Act;
- (lxxii) "shelf-life" means the period during which a food product maintains its microbiological safety and suitability at a specified storage temperature and where appropriate, specified storage and handling conditions;
- (lxxiii) "substance" includes any natural or artificial substance or other matter, whether in solid or liquid form or in the form of a gas or vapor;
- (lxxiv) "symbols" means the symbols specified in the first column of the Table shall have the meanings specified in relation to those symbols in the second column of the Table as provided in **Appendix-A**.

- (lxxv) "treatment", in relation to any food, includes subjecting it to heat or cold;
- (lxxvi) "traceability" means the ability to track any food, feed, food-producing animal or substance that will be used for consumption, through all stages of production, processing and distribution;
- (lxxvii) "vendor" means any person, including an employee or agent of another, who sells or offers to sell, food, beverages, goods or merchandise on any public street or sidewalk from a stand, motor vehicle or from his or her person, or one who travels by foot, wagon, motor vehicle, pushcart or any other method of transportation from house to house or street selling or offering to sell food, beverages, goods or merchandise;
- (lxxviii) "verification" means the application of methods, procedures, tests and other evaluations, in addition to monitoring, to determine whether a control measure is or has been operating as intended; and
- (lxxix) "young children" means children aged between one to three year;

(2) The words and phrases used but not defined in these regulations shall have same meanings as are assigned to them in the Act and Rules and Regulations made under the Act.

CHAPTER-II

LICENSING OF FOOD BUSINESS AND ESTABLISHMENT AND USING OF SFA LOGO

3. **Licensing of food trades business and premises:** (1) Every food operator shall, in relation to his food business premises, hold a valid license issued by the SFA under section 19.

(2) The food business premises for licensing purposes are categorized in accordance with their manufacture or production variations as follows:-

- (a) Premises for the business of wholesale dealers in margarine, vanaspati, fat spreads, animal fat (halal), ghee, fish oil, edible oils, spices, confectionary, cereal products, soft drinks aerated water and cold storages;
- (b) Creameries, dairies, dairy farms, bakeries, catering, kitchen, event places, hawkers, food paddlers whatever moveable or immovable units, hotels, eating houses and other small scale food manufacturing concerns;
- (c) Premises for the manufacture or preparation of -
 - (i) pasteurized/sterilized/UHT milk, milk powder, condensed and evaporated milk, cheese and any other milk products;
 - (ii) edible oils, margarine and Vanaspati;
 - (iii) biscuits;
 - (iv) canned food;
 - (v) non-alcoholic drinks and beverages;
 - (vi) bottling factories;
 - (vii) sugar factories;
 - (viii) cereal products;
 - (ix) natural mineral water / bottled water / bottled drinking water;
 - (x) any other food commodities.

4. (1) Every food operator involved in food business categorized in the preceding regulation shall hold a license which shall be valid for one year on payment of fee prescribed in the **Appendix-B**.

(2) The license shall be renewed annually on payment of fee as provided in the **Appendix-B**.

5. **Issuance of license:** The license under regulation 4 shall be issued by the SFA on receipt of inspection report submitted by the Food Safety Officer:

Provided that the food operators/manufacturers already registered with PSQCA under the Pakistan Standards certification shall be deemed to have qualified for registration and license under these regulations as a consequent whereof the SFA may allow them to use of SFA logo as if their product stands registered under these regulations.

6. **Application for a license.** (1) The applicant shall apply for the license on an application format lying with the designated office of SFA or apply online through e-licensing with the documents such as copy of CNIC, site plan, title document, tenancy agreement, medical certificates of employees etc.

(2) Every application, for the license along with the prescribed fee, shall be made to the SFA in Form-I. Every application for a license shall be accompanied by a statement furnishing in detail of the scheme of inspection and test which the applicant maintains or has in use or purposes to maintain or put into use and which is designed to regulate, during the course of manufacturing or product, the quality of the articles or process for which the license is sought.

(3) Every application shall be signed, in the case of an individual, by the applicant and in case of a firm by the duly authorized person.

(4) On the receipt of an application for license and its enclosures by SFA, the same shall be numbered in the order of its receipt and be acknowledged to the applicant.

(5) After initial examination of the application for license, the SFA may require any further information or data from the applicant for substantiating the information contained in the application within the specified time not exceeding one month. In case of non-submission of the requisite information or data within specified time the application may be summarily rejected.

(6) After scrutiny of information gathered under sub-regulation (5) and satisfied itself, the SFA may issue the license in the shape of Smart Card which will be delivered / posted to the applicant; provided if the SFA is dissatisfied with the information received under sub-regulation (5), it may reject the application but the reasons for such rejection shall be recorded in writing and communicated to the applicant.

Preliminary Inquiry: (1) After initial examination of the application for license as prescribed in the preceding regulation, the SFA, keeping in view the National and International standard and requirement may –

- (a) require evidence that the article or process in respect of which a license has been applied for, conform to the related SFA standards. First phase the product labeling registration of all article or products pay the Food Business Operator(s) (FBOs) after;
- (b) require evidence to be produced that the applicant has in operation a scheme or routine inspection and testing, which will adequately ensure that all marked products shall conform to the SFA Standards such as Pakistan standard (PS) or International standards as adopted by SFA;
- (c) direct that all reasonable facilities are provided to an FSO to inspect all the concerned premises of the applicant for verifying the statement and contents made in the application, so as to enable the FSO to submit a report to the competent authority;
- (d) for the purpose of sub-clause (a) direct the applicant to submit samples, at his own cost, to such testing authority as the SFA may consider it appropriate; and

- (e) on the basis of any report received under clauses (c) or (d) or both, require the applicant to carry out such alterations, or additions, in the scheme of inspection and testing or the process of manufacturing a product in use by the applicant within the specified time after which again preliminary inquiry shall be conducted.

8. **Procedure for Inspection:** (1) The SFA shall depute an FSO to conduct an inspection for grant, renewal or surveillance of a valid license with regard to conformity of an article or process with SFA standard regulation and compliance with terms and conditions of the license.

(2) The SFA may, on request of the FSO, otherwise associate with him any person who has adequate technical qualification, experience and knowledge in that relevant field or task assigned to the FSO.

(3) The FSO shall inspect the premises of the licensee or applicant for which a notice shall be given to the licensee or applicant, as the case may be.

(4) If during an inspection it is required to take one or more samples of any articles, material or substance the same shall be done in presence of the licensee or the applicant or their agent.

(5) The samples drawn under sub-regulation (4) for each article or item shall be three in number and shall be affixed with official seal and label containing complete information of article, material or substance; and give a receipt for a sample taken and retain a duplicate copy of the receipt duly signed by the person in whose presence the sample is drawn with official seal and transmit one sample for conformity assessment purpose, the other sample to the licensee and third one to the SFA as reference.

(6) In case the licensee object to the sampling by the FSO or demands a joint sampling the three samples shall be drawn each affixed with official seal along with the identification of the person drawing samples with the FSO and the process by which sample is drawn.

(7) The FSO may take samples of articles marked with SFA logo from the godowns or any such premises of an agent of licensee or from the article put up for sale in the open market by the licensee or his agent.

(8) The FSO shall submit to the SFA, a detailed report of every inspection made by him incorporating impression of the seal and details of identifications of the sample.

(9) The SFA shall arrange at least two inspections a year in respect of each licensee.

9. **Verification visit:** After submission of report of the preliminary inquiry by FSO, the SFA may authorize any senior officer having relevant expertise to verify the report of the FSO.

10. **Final scrutiny process:** (1) After report of the preliminary inquiry or the verification visit, as the case may be, the application with all the documents shall be sent to the SFA for further processing. After examining the case, if the competent authority is satisfied it may grant the license to the applicant or may require further scrutiny and analysis of the case.

(2) In case the competent authority requires further scrutiny and analysis, it will refer the case to the concerned officer who may re-examine the case or conduct further verification and will submit his report to the competent authority.

(3) If after the report under rule (2) of the competent authority considers that the case is not fit for the grant of license, it may give the applicant a reasonable opportunity of being heard either in person or through a duly authorized representative and may either grant the license or reject the application within the three months of the date of same.

11. **Conditions required to be fulfilled before grant of a license:** (1) The license shall apply the SFA logo in a prominent manner and the same shall be easily visible as a distinct mark in the article or the covering or on the test certificates relating to articles which cannot be labelled or covered. The SFA logo with Pakistan standard number of conformity shall be applied to such articles or process for which the license has been granted.

(2) When a SFA logo/mark has been specified in respect of an article or process, no person other than the licensee shall make any public claim, through any advertisement, sales promotion, leaflets, price lists or the like, that his product conforms to the relevant Pakistan standard number or carries the SFA logo:

Explanation:- For the purpose of this sub-rule, a claim as to conformity of one's product to a SFA mark in reply to specific query or in a tender addressed to any Individual customer shall not be deemed to be public claim.

(3) So long as a SFA mark is not granted for an article or process, a person may publicly claim that this article or process conforms to the SFA logo provided that such product or process actually conforms by this mark.

12. **Conditions for grant of license:** (1) No person shall be granted a license for a premise to operate a food manufacturing plant unless he complies with the following conditions:-

(a) The application is accompanied by existing plan showing the building and medical fitness certificate for kitchen staff as prescribed under these regulations; and

(b) the building for housing the plan under these regulation;

(2) If the SFA is satisfied, it may grant the license authorizing the use of SFA logo in respect of the article or process subject to such terms and conditions as the SFA may deem fit to impose:

Provided that where an application has been made for license and commercial production of the article has not been commenced, the Authority may issue provisional license for a period of three months.

(3) A license shall be granted in **Form-II** for a period not exceeding one year and shall deem to have been expired, unless it is renewed on application made by the licensee.

(4) A license granted under these regulations unless suspended, withdrawn or cancelled earlier by the SFA, shall continue to be in force up to one year from the date of issuance and shall be renewable annually on application by the licensee to the SFA on payment of renewal fee, which shall be same as payable for grant of license.

(5) The license shall be non-transferable.

(6) The SFA may refuse the grant of license, if in its opinion the license applied for is liable to be abused and for such refusal the reasons thereof shall be recorded in writing.

(7) If the articles of food are manufactured, stored or exhibited for sale at different premises situated in more than one local area, separate applications shall be made and separate licenses shall be issued in respect of each such premises not falling within the same local area:

Provided that the itinerant vendors having no specified place of business; may be licensed to conduct business within the jurisdiction of the licensing authority.

(8) Every license for the purposes of this regulation shall be displayed at a prominent place within the licensed premises and shall be opened for inspection by the SFA.

(9) The grant of license under these regulations does not empower the licensee to use the SFA logo. The license granted by the SFA is a comprehensive documents and its annexure and conditions are an integral part of it. A licensee shall be bound to follow the terms and conditions of the license.

13. **Warranty:** (1) A food operator who is a manufacturer, distributor or dealer of a prescribed food shall not sell such food to any food vendor unless a written warranty or other written statement is given that the food complies with the provisions of the Act and the rules and regulations made thereunder.

(2) No warranty shall be necessary if the label on the article of food or the cash receipt of that article contains a warranty certificate that the food contained in the package or container or mentioned in the cash-memo is the same in nature, substance or quality as demanded by the vendor. If any person breaches the provisions of this regulation shall be liable to punishment provided under sub-section (2) of section 37.

14. **Suspension of a license:** (1) The license may be suspended for a limited period, in the following cases, namely:-

- (a) if the surveillance shows non-conformity with the requirements of such a nature that immediate withdrawal is not necessary;
- (b) non-payment of any fees specified by the SFA;
- (c) if a case of improper use of the license or the SFA logo (e.g. misleading publications or advertisement) is not solved by suitable retractions and appropriate corrective actions by the licensee; or
- (d) if there has been contravention of the product certification scheme or the procedures of the Authority.

(2) A license may be suspended by the SFA on request from the licensee, if the operations in his premises can no longer be carried on due to:-

- (a) natural calamities such as floods, fire, earthquake;
- (b) epidemic or pandemic;
- (c) a lock out declared by the licensee's management, or
- (d) closure of operations directed by the court or competent authority.

(3) The suspension of a license shall be communicated to the licensee through any mode ensuring acknowledgment of receipt and the communication shall specifically mention -

- (a) license Number;
- (b) description of article, its brand name and relevant SFA standard regulation (Pakistan standards);
- (c) date of suspension;
- (d) duration of suspension;
- (e) reasons of suspension;
- (f) remedial measure to undo suspension; and
- (g) time frame for taking remedial measures.

(4) When the period of suspension is over or the conditions to be fulfilled by the suspend licensee are fulfilled, the SFA shall, prior to the re-instituting of the license, satisfy itself by verification or otherwise that the conditions and requirement stipulated in the suspension are complied with.

(5) The licensee may be prohibited from identifying as conforming article or process the article or process that has been produced during the period of suspension of the license.

(6) A license may at any time be cancelled or suspended if any of the restrictions or conditions laid down therein are infringed or evaded by the licensee, or if the said person is previously convicted of infringement of any of the provisions of the Act, Rules and Regulations.

(7) Where any license is cancelled or suspended or when the period for which it was granted has expired, the licensee holding such expired license shall, for the purposes of the rules and regulations, be deemed to operate the food business without valid license and shall be deemed to have committed an offence under the Act and these regulations and shall be imposed penalty as provided under the Act:

Provided that the Authority may, for the reasons to be recorded in writing, restore the cancelled or suspended license; provided that the license so restored or suspended shall be deemed to have granted afresh and the fees for such license shall be such fee or penalty as it may determine

(8) The license shall be renewed on payment of the fee mentioned in Appendix-B.

(9) An itinerant vendor granted a license under these regulations shall carry an identity card issued by SFA showing clearly the license number, the nature of articles for the sale of which the license has been granted, his name and address of the owner, if any, for whom he is working. His containers of food and the vehicle shall also be similarly marked:

Provided that the whole time employees of the companies shall not be treated as itinerant vendors for the purpose of carrying a metallic badge on their arms or obtaining separate licenses if an identity card containing particulars of the valid license is carried by them.

16. **Cancellation of a license:** (1) The SFA may cancel the license on the following grounds, namely:-

- (a) non-conformance of article or process established after factory or independent testing;
- (b) non-implementation of article or process established after factory or independent testing and inspection;
- (c) non-availability of testing personnel and no alternate arrangements made;
- (d) significant modifications in the manufacturing process, plant, machinery etc., without prior evaluation and approval of the SFA;
- (e) relocation of plant and machinery;
- (f) non-payment of any fee specified by the SFA;
- (g) prolonged closure of factory; or
- (h) marking non-conforming products.

(2) Before any license is cancelled by SFA, it shall give the licensee a notice of its intention to cancel the license, along with the reasons for such cancellation:

Provided that in case of expired license even if a notice under sub-regulation (2) is not served or no renewal application is received, the license shall be deemed to have been cancelled by the SFA after sixty days of its expiry.

(3) On the receipt of notice under sub-regulation (2), the licensee may submit an explanation on his behalf to the SFA within fourteen days from the receipt thereof. If explanation is submitted, the SFA may consider the explanation and give an opportunity of hearing to the licensee within fifteen days from the date of receipt of such explanation. If, however, no explanation is submitted, the SFA may, on the expiry of fifteen days of the receipt of the notice by the licensee, cancel the license.

(4) During the hearing under sub-regulation (3), if the Authority is satisfied with the explanation so furnished by the licensee, it may withdraw the notice.

(5) Where a license stands cancelled or the term of the expired license has not been renewed within the period stipulated in these regulations for such renewal, the licensee shall discontinue forthwith the use of the SFA logo notwithstanding the pendency of any appeal under section 43, and if there be with the licensee or his agents any articles in stock which have been improperly marked, the licensee or his agents, as the case may be, shall take necessary steps to get the SFA logo on such articles either removed, cancelled, defaced or raised.

16. **Withdrawal of license:** (1) A license may be withdrawn on the following grounds, namely:-

(a) by the SFA -

- (i) if the surveillance shows that the non-conformity is of a serious nature;
 - (ii) if the licensee fails to comply with the due settlement of financial obligations;
 - (iii) non-payment of any fees specified by the SFA;
 - (iv) if there are any other contravention of the licensing agreement; or
 - (v) if inadequate measures are taken by the licensee in the case suspensions; and
- (b) on the request of the licensee -

- (i) if the licensee does not wish to continue the license;
- (ii) if the standard or regulations are changed and the licensee either will not or cannot ensure conformity with the new requirement;
- (iii) if the product is no longer made or the licensee goes out of business; or
- (iv) if on any ground he is constrained to abide by in the license.

(2) If the SFA decides to withdraw the license the procedure prescribed in regulation 9 will be followed.

(3) While considering the withdrawal of a license, the SFA shall take into account the consequences in relation to products certified under the license, which include that whether the SFA logo may be removed from all products in stock and perhaps even, if practicable, from products already sold, or whether a clearance of the stock of marked products may be allowed within a short period time, and any action which is appropriate under the circumstances.

17. **Non-payment of fees:** The SFA may, after serving a notice of not less than fifteen days, direct the licensee to stop marking the articles or process with the SFA logo if at any time the licensee has not paid the fees including marking fee, inspection or test charges payable by him. The resumption of marking shall be permitted after the dues have been paid in full or in part as agreed by the SFA.

18. **Renewal of license:** (1) The SFA may renew the license if an application in **Form-III** is made by the licensee at least one month before expiry of the license.

(2) The license may be renewed for a further tenure if the licensee is eligible for the same.

(3) In case the SFA decides not to renew any license, it shall give the licensee a notice of not less than fifteen days of its intention to do so.

(4) The licensee may submit his explanation if any, within aforesaid notice period and the same shall be considered by the SFA and hearing shall be given to him within fifteen days from the date of receipt of such explanation.

(5) In case of failure of the licensee to submit his explanation within the prescribed time limit or the explanation submitted by him is not found satisfactory, as the case may be, the SFA may, on expiry of notice period, cancel such license and an intimation together with the reasons thereof in writing, shall be sent to the licensee under acknowledgment.

(6) Where any action under any provision of the Act or Rules, or these Regulations is pending against the licensee, renewal of his license may be deferred for such period as deems appropriate by the SFA.

(7) The licensee shall not use SFA logo, in case his license is cancelled or its renewal is deferred under sub-regulation (6).

(8) A license granted under these regulations, unless suspended, withdrawn or cancelled earlier by the SFA shall continue to be enforced up to the expiry of such license and shall be renewable annually on application by the licensee to the Authority on payment of usual fee and same as licensing fee as may be applicable.

(9) If a licensee fails to apply for renewal of license within thirty days of the date of expiry of the said license, the license shall not be renewed unless the SFA is satisfied that there was sufficient cause for delay and on payment of penalty as the SFA deems fit.

19. **Food Product Certificate:** (1) The SFA may grant a certificate on the receipt of an application for the purpose of specific food product certificate. After the product the approval of the product labeling registration application and payable challan fees of the applicant with the respect to the specific food products.

(2) On receipt of the aforesaid application, the SFA shall depute FSO or any other officer authorized by it, for carrying out inspection and sample withdrawal of the article or product for which application is made. The FSO shall follow the procedure laid down in these regulations.

(3) If the SFA is satisfied with the report of inspection under regulation (2), it will grant the certificate in Form-IV. The certificate shall be non-transferable.

(4) After the enforcement of these regulations only those food products could sold within the territorial jurisdiction of the Authority which are duly registered with the Authority. Every Food Business Operators shall ensure that each packed food items is required get registration in respect of each food product and display authority logo.

(5) Certificate of Food Product Registration (CFPR) shall be issued once the Food Authority is satisfied that the product conforms to the food safety, quality, Labeling requirements and hygiene standards as laid down in the regulations.

(6) It shall be the duty of every Food Business Operator to provide lists for which CFPR required. Only one CFPR shall be issued for single product with the same formulation and separate CFPR shall be required for the product having different formulation and labeling.

(7) The receipt of application for product registration competent authority may issue the CFPR within a three weeks, confirms to the food safety and quality. After issuance of sampling of the product may be carried out periodically for the purpose of analysis, if the food product does not conform to the safety, hygiene and quality as per PS or SFA-Regulations, a letter along with the analysis report shall be issued to the Food Business Operators explaining the reasons for non-issuance of CFPR.

(8) Any person aggrieved by the action taken under regulation (6) and (7) may file an application before the Competent Authority who shall decide the matter within one month. After decision of the application, Food Business Operator(s) shall be given fifteen days' time to comply with the deficiencies, if any. After wards a fresh application along with the sample testing prescribed by the Competent Authority shall be submitted for CFPR.

(9) If at any stage it is found that the product does not compliances as per the PS standards or SFA-Regulations requirements, a certificate of CFPR may be revoked after giving the Food Business Operator(s) a notice of personal hearing. CFPR shall be mandatory for all Food Business Operator(s) carrying out import, export, manufacturing, processing, sale, purchase or storage of any food items.

20. **Procedure for inspection in case of unauthorized use of SFA logo:** Where the SFA has reasons to believe that a SFA logo has been or is being used unlawfully, it may direct FSO to make an inspection and the procedure laid down in the regulation 9 shall be applicable to the inspection carried out under this regulation.

21. Inspection of the article or process when SFA logo or conformity to respective standards is required: (1) The FSO or any officer authorized by SFA will carry out the inspection of articles or processes where SFA logo or claimed under the Act or Rules or Regulations made there under. Such inspections may be carried out at the place of manufacture of Food Business Operator before dispatch or at the place of its entry into Province or at place of sale or use in the Province.

(2) The inspections under sub-regulation (1) may include inspection of quality control system or verification of records of testing or testing of a sample or any other related matter.

(3) The SFA shall be paid fees in advance for such inspection and expenses of travelling allowances, daily allowances and the like as may be mutually agreed.

22. Registers: (1) The SFA shall maintain a register of licenses, which shall record the following information, namely:-

- (a) name, address and business of each licensee;
- (b) the number of licenses held by each licensee;
- (c) the article or process covered by the license;
- (d) the number and title of relevant National / International Standard;
- (e) information regarding, renewal suspension, withdrawal or cancellation; and fees to be paid or received.

(2) The prescribed register shall be maintained in the form of a permanently bound and serially paged register and shall be kept at the licensed premises or maintained record electronically. The register shall be open to inspection by FSO or any officer authorized by it at any time when the business of manufacture or sale is being carried on, or at any other reasonable time after notice to the licensee of not less than twenty-four hours. The register shall also contain the quality disposal as specified by the SFA.

23. Withdrawal and revision of standards: (1) Where the standards is withdrawn and not suspended by any other standards, any license issued in respect thereof shall be deemed to have been cancelled from the date of withdrawal of such Pakistan standards any such license shall be surrendered to the Authority by the licensee.

(2) In case of cancellation of license under sub-regulation (1), the part of the marking fee, if paid in advance, proportionate to the un-expired period of the license may be refunded to the licensee.

(3) In case any standard for which license granted has been revised, the SFA shall notify such revision to respective licensee specifying therein the effective date from which the standard shall come into effect:

Provided that transition period for conformance of article or process to the revised standard shall not be less than sixty days from the notification sent to the licensee:

Provided further that in case, the revision of standard is done on account of human health, safety and environmental concerns, the SFA may require immediate conformance with the Revised Regulations/Pakistan standards.

24. Publication in official Gazette. When a license has been suspended or cancelled or withdrawn, the SFA shall publish the particulars of the license so suspended, cancelled or withdrawn, by notification in the official Gazette.

25. Fees: (1) All fees payable under the Act shall be paid to the SFA within the time and manner as specified by it from time to time

(2) No fee or part thereof paid to the SFA on account of application fee, license fee or advance marking fee against cancelled and withdraw license in no circumstance shall be refunded.

(3) Notwithstanding cancellation or withdrawal of license at the time of cancellation or withdrawal of the license.

26. **Appeal.** The Secretary of the Department shall be the Appellate Authority to hear the appeals preferred under sub-section (2) of section 43 of the Act.

27. **Special condition for all licensed premises:** (1) A licensee shall not keep or store on the premises of a creamery or a dairy any condensed milk or dried milk or dried skimmed milk or any preservative or any other substance capable of being used as an adulterant.

(2) The adulterants shown in column-II of the Table specified below shall be prohibited to be stored in premises in which substances shown in column-I below are made.

Substances	Adulterants
Fresh Milk	Skimmed milk, any preservative condensed milk, dried milk, whey powder or any other substance.
Desi Ghee	Vegetable oil products of all kinds edible oils, hydrogenated fish Oil, coconut oil, any other vegetable oil, fat, white oil or paraffin any mixture made of two or more of the above articles.
Butter	Animal fat, margarine, vegetable oils, banaspati and other edible oils or fats.
Tea	Artificial tea, Phutti, fine chaffing of wheat or bran, or pulse, tea Sweepings.
Edible oil	Ghee, butter, white oil or paraffin.
Fats	Ghee, butter.

Coffee	Chicory.
Vinegar	Glacial acetic acid, all coloring matters except Caramel, preservatives, any mineral acid.
Fruit juice & Lime Juices	Tartaric, phosphoric or other foreign acid other than citric acid.
Lime juice	Food Additives other than those allowed under the Act, Rules or Regulations
Aerated water	All coloring matters except those permitted under the rules. Artificial sweetening agents, food additives other than those
Artificial Syrup	Allowed under the rules and regulations. All Coloring matters except those permitted under the rules and regulations.

28. **Cooked, grilled meat (mutton, beef, poultry and sea food):** (1) Cooked, grilled meat (mutton, beef, poultry and sea food)" means the meat cooked or grilled in the form commonly known as Karahi Gosht, Karahi Tikka, Balti / karahi Gosht, Tikka (chicken, mutton, beef, fish), Mutton Chop, Roast Leg and in any other form of similar type by whatever name it is or may be called.

(2) No person shall sell or offer for sale or prepare or store for sale, either directly or indirectly, meat at any place and in any area or locality except under a license granted by the SFA.

(3) The meat shall be sold, offered for sale, prepared and stored for sale in accordance with the terms and conditions specified in the license.

(4) In case an original license has lost or damaged in a bona fide manner and such situation has been proved to the satisfaction of the SFA, a duplicate license may be issued by SFA on payment of fees of rupees five hundred.

29. **Special conditions for butter, desi ghee, and cream or khoa factory:** (1) Licensee shall not keep butter, desi ghee, cream or khoa or permit to be kept outside the licensed premises on the public road or street.

(2) No oil, margarine, banaspati, paraffin, fat, or charbi or other substance capable of being used for the adulteration of ghee, shall be kept in the production premises.

(3) No essences or colouring matters likely to give resemblance of desi ghee, butter, creamery shall be kept on the production premises.

(4) The premises shall not form part or communicate otherwise than by a public street with any other premises upon which is kept any of the substances.

(5) All butter or cream brought to the premises for being manufactured into desi ghee or milk for the manufacturing of butter, desi Ghee, cream, khoa shall, until actually required for such manufacture, be stored in a room separate from the room(s) in which the processes of manufacturing, packing, pressing, cleaning or preparation are carried on.

(6) Butter, cream, desi ghee and khoa shall be kept in properly covered stainless steel, approved metal or glass or glazed-ware receptacles.

(7) The process of melting shall be carried out in a properly constructed fire-place provided with a suitable fuel.

(8) The utensils used for skimming the refuse matters from the surface of the melted butter shall at all times be kept in a clean state and shall not be placed on the floor but shall be placed on a suitable shelf, pallet or table provided for the purpose in close proximity to the fire place and such shelf or table shall be maintained in a clean condition.

(9) The licensee shall not keep, handle or sell any butter, cream, khoa under any condition which renders the said butter, cream, and khoa liable to contamination.

(10) All coal, coke or fire wood or liquid/gas fuel to be used in the process of melting butter, ghee or condensing milk shall be kept in suitable containers.

30. Special condition for banaspati, vegetable oil, margarine, charbi and animal fat (Halal): (1) No substance capable of being used for the adulteration of banaspati, vegetable oil, margarine, charbi, or animal fat (Halal) shall be kept in the production premises.

(2) Banaspati, vegetable oil, margarine, charbi or animal fat (halal) kept on the premises shall be conspicuously labelled or durably marked as provided for in the regulation.

(3) The premises shall not form part of, or communicate, otherwise than by a public street, with any premises upon which is kept any of the substances capable of being used for adulteration.

31. Fee for analysis. The fees for the analysis of samples by a Public Analyst shall be levied in the manner specified in the Table as **Appendix- B**.

CHAPTER-III

SAMPLING AND PROCEDURE OF SIEZURE OF FOOD

32. Purpose of Sampling: (1) For the purpose of sampling, the SFA shall control and minimize the sampling errors and give more appropriate results. Below given are some of the purposes SFA would need to collect the samples for further decisions:-

- (i) Pre-Qualification;
- (ii) Acceptance of consignment;
- (iii) In-process control;
- (iv) Special controls (incidental) ;

- (v) Inspection of custom clearance;
- (vi) Deterioration of adulteration;
- (vii) Retention sample;
- (viii) Food Allergens

(2) When choosing a plan, the FSO shall consider the type and seriousness of hazards implied by the microorganisms and the conditions under which the food is expected to be handled and consumed after sampling.

33. **Quantity of Sample Collected:** The number of samples shall be collected to decide the specific and relevant reports and results which shall be based on the vendor inspected location for pick up or shop should be one that is handling a large volume of a business for that vendor. The generic formula should be used.

34. **General conditions of sampling:** (1) The following shall be the general conditions of sampling:-

- (i) For number of packages 100, minimum of 10 samples has to be sampled;
- (ii) For number of packages 100 in a batch, root of total number of samples need to be samples.

(2) After deciding the number of the packages to be sampled, the number of packages shall be selected from the bulk consignment in a random manner so that each package in a lot has an equal chance of being selected.

(3) For package weight less than 5 kg entire contents may be taken as incremental sample. For 5kg the samples shall be transferred to a clean surface and mixed before sampling (Special Conditions). The incremental samples mixed together, the size of such sample shall then be reduced either by riffing or coning and quartering.

35. **Specific conditions and defined commodities:** (1) For specific products/food category, the sampling shall be performed as per following the PSQCA standards by FSO (*Refer: SFA-FBOs-2018 Section 5.1.1 (3) Table.*) The number of unit that comprises a representative sample from a designated lot of a food product must be statistically significant. The composition and nature of each lot effects the homogeneity and uniformity of the total mass samples. The proper statistical sampling procedure, according to whether the food is solid, semi-solid, liquid or viscous must be determined by the collector at the time of the sampling by using the **Pakistan Standards (PS)**. The sampling shall be done with a proper statistical design which will help cover the regulatory and monitoring issues for safe food production and to maintain the transparency in the sample selection procedure.

36. **Selection of technique from a given lot design:** (1) The FSO for the purpose of collecting the sample must identify the technique of sampling. Below are the techniques for sampling:-

- (i) Random (Homogenized sample);
- (ii) Stratified (Heterogenised sample);
- (iii) Microbiological characteristics;
- (iv) Two Class (Sever hazards or Pathogenic microbes); and
- (v) Three Class (Spoilage, Shelf life & indicator organisms).

(2) The sampling shall be performed by the persons trained in the technique of sample collection.

37. **Material to be sampled.** Each lot to be examined shall clearly be defined. The appropriate regulatory body will stipulate as to how a consignment should be handled in instances where no lot designation exists.

38. **Representative Sampling.** The representative sampling is a procedure used for drawing or forming a representative sample. The requirement of this regulation shall be, if needed, completed by procedures (such as how to collect a sample and to prepare a sample). Random sampling involves the collection of 'n' (sample size) items from a lot of 'N' (Lot Size) items in such a way that all possible combination of 'n' items shall have the same probability of being collected. The collection of samples shall be performed in a random manner, whenever possible during the loading or unloading of the lot. If the lot is heterogeneous, a random sample may not be representative of the lot. In such cases, stratified sampling may be a solution. Stratified sampling consists of dividing the lot into different strata or zones, each stratum being more homogenous than the original lot.

39. **Precautions and measures taken during sampling:** (1) The following shall be the precautions and measures to be taken during the sampling:-

- (i) using of the containers that are clean, dry, leak-proof, wide-mouthed sterile and suitable size for samples of the product;
- (ii) container such as plastic jars or metal cans shall be leak-proof and hermetically sealed;
- (iii) using of sterile bags, cans/packets/ metal boxes with suitable closures and sterile bags for dry and unfrozen materials or for plastic bottle which shall be useful containers for line samples;
- ~~(iv)~~ properly sealed and marked each unit sample with strip of masking tape.

(2) The samples collected for microbial analysis shall be taken in sterile bags/containers.

(3) The record for all samples with the time and date of collection at the laboratory shall be maintained. The refrigerated sample shall be kept at 0-4°C, and shall not be analyzed more than thirty six hours after collection and the frozen items shall not be analyzed.

(4) The sample amount should be sufficient for the required analysis. In case of any doubt, the opinion or consent of Public Analyst should be obtained.

(5) No sample shall be weighed or ship a container without indicating the actual weight, including the sample information form in sealable plastic bags to avoid it to be wet and illegible and shall not be used any preservatives to extend the shelf life of product during sampling of the product collection for any purpose.

(6) The paper cover shall be further secured by means of strong twine or thread both above and across the bottle, jar or other container and the twine or thread shall then be fastened on the paper cover by means of sealing wax on which there shall be distinct and clear impression of the seal of the sender, of which one shall be at the top of the packet, one at the bottom and the other two on the body of the packet. The knots of the twine or thread shall be covered by means of sealing wax bearing the impression of the seal of the sender.

(7) The refrigerated or frozen products shall be delivered in approved insulated containers so that they will arrive at the laboratory in unchanged form. Dry or canned foods which are not perishable and are collected at ambient temperature will be delivered as its.

40. **Sample collection:** (1) The current sampling practices shall be modified to include more transparency, confidence and involvement of owner/vendor with prior information. The sampling shall be in accordance with respective food commodities as mentioned in the relevant regulations of the SFA and Pakistan Standard Procedures. The sampling shall be performed by authorized FSO or trained persons in the techniques of sample collection.

(2) The sampling may be done while inspecting, auditing and surveillance of the premises and the samples shall be taken in right manner so as to maintain the integrity and homogeneity of the sample; and the prior notice would not be mandatory in case of complaint or any of the special circumstances which considers it to be expedient by the SFA. The samples taken shall, as far possible, be used with sterile techniques i.e. sampler shall use sterile gloves, sealed sterilized bags or sterile bottle. For the purpose of avoid contamination from lot to lot, the sampling equipment has to be clean, dry and free from foreign odors; using sharp object shall be avoided to prevent the possibility of damage to the surface of the equipment. PSS/CAC/SFA Rules and Regulations can also be considered for guidance purpose.

(3) A subjected sample for analysis shall be carefully divided into three representative parts, preferably on the premises of FBO, seller, owner, producer or manufactures of the food and giving the owner the opportunity to witness the sampling. Each part must then be labelled and properly sealed to ensure that tempering with subjected sample would not possible. One part of the formal sealed sample shall be given to the Owner / Food Business Operators representative / employee in charge of Food Business with notice/receipt that the sample will be analyzed. The second part of the sample must be submitted for analysis to the authorized lab personnel / Public Analysis / third party labs of the SFA concerned. The third final part must be retained by the SFA for possible future analysis by the referee analyst or in the event of any dispute over the composition or other alleged defect in sample, as decided by honorable court or by mutual agreement of the authorized officer by DG and the owner of the food.

(4) For sealed containers where in opening of the container would impede analysis the unopened containers might make the actual sample to be sent to analyst. If in case where it is not practically possible to have uniform mixing of sample from three containers then the single part sample is to be submitted for analysis by FSO and signed by both the Deputy Director(DD) SFA and FSO (Special Cases)

41. **Sample Dispatch:** The sample shall be dispatched in a manner which does not alert character of the product from collection to dispatching the sample integrity should be maintained. The receipt to be given to the Food Business Operator(s) or owner, in- charge or operators on the completion of inspection and prior leaving the premises of Food Business Operator(s).

(2) Samples of milk, Vanaspati, Cooking oils, sugar, honey and other food item either industries or factories should be in original packing and sealed while the open market samples should be packed and sealed properly by FSO.

(3) Other food items like biscuits, pickles, jam jelly, Mayonnaise, turmeric, chili and spices shall be in two packs of 400/500 grams for chemical section and two packs for microbiological section as per sample quantity mentioned in the relevant regulations of SFA or by the Laboratory instruction or third party.

(4) Minimum quantity of custom/import samples should be one Kg/liter.

(5) Samples from Operation Wing or provided by FSO shall be in sealed envelope with stamp.

42. **Sample storage.** The adequacy and condition of the any sample or specimen received form examination are primary important.

43. **Special instructions of bottle drinking water/whole milk (Open marked) / highly perishable food samples for Microbiology analysis:** After filling the bottle of drinking water/fresh milk, the sample shall be reached within twelve hours after collection and shall be kept in temperature at 4°C to 10°C; and the quantity of bottled drinking water shall be 3 liters..

44. **Sample receiving.** All bottles or jars or other containers containing the samples for analysis shall be properly labeled and the parcel shall be properly addressed. The label on any sample of food sent for analysis shall bear -

- (i) code number of the sample;
- (ii) time and temperature;
- (iii) date and place of collection;

- (iv) nature of articles being sent for analysis;
- (v) name of the FBOs/PIC with his signature and designation;
- (vi) name of the sender with his signature and official designation;
- (vii) nature and quantity of preservative, if any, added to the sample;
- (viii) signature of the sample provider and fees received at time of sampling delivering to Lab (Half/full payment status).

45. **Sample reporting:** (1) For the purpose of carrying out the testing as per procedure laid down in the PSS/International standards/Regional standards and as mentioned in the relevant regulations of the SFA or as per procedure written in testing kits providing by dealers or method / procedure provided by National Standards.

(2) No violation of protocol shall be made and no deviation shall be permitted. Any deviation made to meet the consumer requirement(s) may have proof of validation or standard reference/scientific literature for justifying such deviation.

(3) Ordinary or urgent samples will be reported on first come first basis. However, in extraordinary situation, such as electricity failure or equipment failure or unavailability of chemicals, the report can be delayed.

46. **Fee structure:** The fee for the registration of samples and creation of separate inventory shall be charged as may be determined by the SFA or third party, which shall be maintained in a register. A receipt towards fee shall be provided to FSO as per the norms prescribed by the authorized Food Lab (International/National/ Governmental/ Private). No excess fees other than prescribed fees will be charged.

47. **Role, responsibilities and activities to be under by the Operation Wing:**
(1) All samples collected, analysis done, results or report prepared and provided shall be under the supervision of the Operating Wing of the SFA which shall be administered and controlled by the Director (Operations)/DD who will submit a consolidated progress report to DG, SFA.

(2) Every vendor of an article of food shall disclose to the FSO, the name, address and other particulars of the person from whom he purchases the article of food. For specific products/food category, the sampling shall be performed as per PSQCA standards by FSO as specified in regulation 49.

48. **Quantity of Sample:** The quantity of a sample to be supplied for analysis to a Public Analyst or Analyst shall not be less than the articles and approximate quantity of sample shall be such as specified in the Table below.

TABLE

Sr.No.	Article of Food	Approximate quantity to be Supplied.
1.	Milk	250
2.	Desi Ghee, Butter	150 ml / gm.
3.	Khoa, Dahi	250
4.	Edible oils & fats	150
5.	Tea	125
6.	Atta, Maida, Suji, Basan	200
7.	Sugar, honey, gur, shaker or other	250
8.	Prepared Food	500
9.	Aerated Carbonated water	500
10.	Banaspati / Vanaspati	500
11.	Spices including salt	200
12.	Cereal & Cereal Product (other than Atta)	250
13.	Saffron	15

14.	Bakery Products	500
15.	Confectionary	300
16.	Ice Cream, cream, condensed milk Cheese	250
17.	Silver leaf	1
18.	Baby Foods	450
19.	Milk Powder	450
20.	Syrup, sherbets, Fruit and Vegetable Concentrates	250 ml
21.	Foods not specified	500

49. Procedure for seizure, sealing and un-sealing and release of seized articles:
 (1) The FSO shall visit any market, go down, shop, stall or other place used for the sale of any food intended for human consumption or for the preparation, manufacture or storage of any such food for the purpose of trade or sale.

(2) The FSO shall inspect, monitor or conduct an audit and surveillance. He shall make a visit note covering all the major, minor and critical NCS separately and report thereof shall be made as provided in check lists or Audit Performa. After generating a report, the FSO, on the basis of risk analysis and non-compliances observed as given in the Act, Rules and Regulations, would decide whether the premises should be sealed or food, apparatus, vehicle and utensils shall be seized.

(3) If in opinion of FSO any article of food appears to be injurious to health or is decayed or putrefied, he shall in the presence of -

(a) two respectable persons to be the witnesses and if the persons present there are not willing to be a witnesses, then available members of the Authority may become a witnesses.

(b) PIC and if practicable of the owner of the articles or his agent or the occupant of the premises, forthwith cause the articles to be seized and taken into his custody. The FSO must take a sample before seizing the articles thereof in the manner provided in these regulations;

(c) An inventory of the article seized under sub regulation (1) and of the receptacles or utensils in which it was kept, shall be prepared, and signed by the persons witnessing the seizure and the articles so seized shall be sealed in their presence under sections 17 and 43 of SFA Act, 2016;

(d) The Food Safety Officer shall before sealing the articles so seized take sample thereof in these regulations;

(4) Save as provided in these regulations, the FSO shall prepare a seizure memo including witness signatures. An inventory of the article seized under clause (3) and of the receptacles or utensils in which it was kept shall be prepared and signed by the persons witnessing the seizure, and the articles so seized shall be sealed in their presence and a copy of the statement shall be provided to the person from whom the articles have been seized; and if such person is not present, then send such copy to him by mail.

50. Order not to dispose of stock: The officer shall not seize the food or utensils which are in contravention with the Act, the Rules or Regulations unless the officer-

(i) takes a sample of the food in question and send it to a certified food laboratory for testing purposes in accordance with the sampling procedure;

(ii) receives back the results of such test, and the results hold that the food adulterated, misbranded, not of the prescribed standards;

- (iii) gives a written warning to the food operator to take immediate steps to ensure that the food is of the quality and fit for human consumption;

- (iv) imposes a fine on the food operator for non-compliance of the provisions of the Act, Rules or Regulations despite of conveying warning letter to him;

- (v) satisfies himself that a higher fine is justified;

- (vi) imposes a suitable fine at least three times.

51. **Dispose of stock:** Notwithstanding anything contained in the preceding regulation, the officer if he believes that the food in question is visibly so harmful for human lives, he may, after recording reasons in writing, seize the food.

(2) Where a FSO decides to keep the seized food under safe custody of the vendor, he shall, after selling the stock, make an order on form and to dispose of the stock and the vendor shall comply with such orders.

52. **Receipt for food seized:** The FSO, while seizing and removing food articles under these regulations, shall issue a receipt in Form-III or, as the case may be, the person concerned for each such article of food.

53. **Movement or order on seizure:** The food stuff, utensils, vehicles or apparatus taken in custody shall be stored and kept in safe custody of vendor, the FSO mark the specified area and make an order inform not to dispose of the stock.

54. **Report to Magistrate.** The FSO seizing any food, utensils, apparatus, vehicle or premises shall make a report of such seizure to the Magistrate concerned having jurisdiction.

55. **Unsealing and release of seized articles under SFA custody:** An Appeal against the order of sealing made by the FSO shall be submitted on an Affidavit as given by SFA and attested by Oath Commissioner.

(2) The FSO shall submit the case along with Affidavit and facts of the case to the concerned authorized officer in this behalf. The concerned officer, after examine the facts of the case, may order for unseal the premises subject to such terms and conditions as may be specified in the order. The premises so unsealed shall comply the terms and conditions specified in the order. The production shall not be allowed until improvement as specified in the order is reported to the FSO.

(3) Any food seized under the law certified by public analyst as fit for human consumption; the Food Safety Officer shall restore the food to the owner subject to previous permission of the officer authorized in this behalf.

56. **Claim for seized articles:** A person claiming any seized item or property may, within seven days of the seizure, apply to the Court and the Court may confirm such seizure, wholly or in part, or may order that it be restored to the claimant.

(2) If the Court confirms the seizure of the food, apparatus or utensil, it shall be forfeited to the SFA or the Court may direct that such food, apparatus, utensil may be destroyed at the cost of the owner or person in whose possession it was found.

(3) If an application is not made within fifteen days under regulations (2), the food, apparatus or utensil seized, shall be forfeited to the SFA.

57. **Hours during which a Food Safety Officer may enter into and inspect places used for the sale of food:** The FSO may, at any reasonable time, exercise the powers conferred on him for the inspection of any place ordinarily used for sale, preparation, manufacture, or storage of any food.

58. **Product Traceability and Recall:** (1) Every Food Business Operator shall have an up-to-date Traceability System and Food Recall Procedures which should be made available when required by SFA. The recall shall be proceeded with but not limited to the following reasons:-

- (a) Customer/consumer complaint;
- (b) During vigilance/ inspection by the authority;
- (c) Any Government officer during his work;
- (d) During a court case if some ambiguity is observed for any food commodity;
- (e) Food Business Operator involuntarily approaches the authority for technical and legal assistance.

(2) The SFA will lead the coordination activities, monitor the progress of food recall procedure, and assess the adequacy of the actions taken by Food Business Operators who would inform the SFA when they have reasons to believe that the food supplied is unsafe, unhygienic and adulterated. The Food Business Operators would notify the authority in the event of withdrawal/recall.

✓ (3) Where the recall is related to serious hazards to the food, and if the substance or quality of the food is so affected to render it injurious to human health, the authority shall restrain or disallow the Food Operator from continuing the operations. After the recall is completed, the SFA will make sure that the product is destroyed / discarded or suitably improved as per the Standards of SFA.

(4) If the SFA upon vigilance ascertains any ambiguity in the food product(s), the below protocol shall be followed:-

- (i) The event-based food recall teams each consists of at least two to three Food Safety Officer will be constituted under the overall supervision of Director General for his assistance;
- (ii) The SFA may delegate the powers of Director General with relation to the Food recall procedure to any of the directors of SFA;
- (iii) Team along with Director Operations and respective Deputy Directors, SFA will visit the premises or food establishment which the team believes that the contravention of Act, Rules or Regulations made thereunder, is being made in such premises or establishment;
 - a. The Food Business Operator shall assemble a Recall Management Team that will coordinate with Food Recall Team and they will execute trace-back/ trace-forward traceability;
 - b. Teams will execute surveillance audit/inspection of the food establishment in accordance with the Act, Rules and Regulations made thereunder;
 - c. Teams will conduct a 'Health-Risk Assessment' based on the nature of the food;
 - d. If any product/batch/lot is found to be not complying with the Act, rules or regulations made thereunder, the in-charge / authorized person of Food recall team (in case he is Director Operations) shall write a report within 24 hours to Director General, SFA informing about the sensitivity of the matter;
 - e. Upon the directives of authorized person, the Food Recall Team of the authority shall proceed to recall / withdraw the unsafe product(s).
 - f. If the unsafe product(s) is in the premises of food establishment then the product(s) shall be seized and will be taken under the control of the authority.

- g. If the unsafe product(s) is in the market then the product(s) shall be recalled from the market under the orders of the authorized Officer by Director General;
 - h. The recalled product(s) shall be kept at a designated place that shall be notified by the Director General;
 - i. The product(s) shall be disposed-off at the Dumping Station;
 - j. The selection of dumping/disposal station will be corresponded by Sindh Environment Protection Agency (SEPA) based on the nature of food disposed by either Sindh Solid Waste Management Department by KMC Incineration Plant or Global Environmental Lab (GEL), Pakistan (Standards to be set by the SFA in line with the related SOPs of above mentioned agencies);
 - k. Dumping cost shall be borne by the Food Business Operators for claimed product(s) and for unclaimed product(s), cost will be borne by the SFA;
 - l. Communication to all the stake holders including consumers, other Food Business Operators and other provincial regulatory bodies about the information of recall shall be notified via Press Release, uploaded on the website of SFA;
 - m. The data compiled from the recall shall be dedicated to Recall Database System of the authority for documentation of recall events and the activities;
 - n. Recall Database System may include the following:
 - (a) Recall Plan;
 - (b) the outcome of the determination of the health or food safety risk c-Details of the recall initiation;
 - (c) the recall status updates or reports or Notifications;
 - (d) Public warnings;
 - (e) Records of the disposal;
 - (f) Monitoring and verification of all the recalls.
59. **Prevention of food poisoning:** (1) If a registered medical practitioner becomes aware, or suspects that a patient under his treatment is suffering from food poisoning, he shall forthwith send to SFA, a certificate stating -
- (a) the Name, age and sex of the patient;
 - (b) the address of the premises where the patient happens to be;
 - (c) particulars of the suspected food poisoning; and
 - (d) full particulars of the registered medical practitioner sending the certificate.
- (2) If the FSO has reasonable ground for suspecting that any food of which he, or any other officer of the SFA in the district has procured a sample under provisions of the Act, Rules or Regulations, is likely to cause food poisoning or communicable disease, he may give notice under section 23 of the Act, to the person in charge of the food premises that until the investigations against the owner of the said premises are completed, the food or any specified portion thereof, is not to be

used for human consumption and is not to be removed except to the place specified in the notice.

(3) A person who uses or removes any food in contravention of the requirements of the notice given under this rule shall be guilty of an offence under the Act.

(4) If as a result of investigation, the FSO is satisfied that the food in question or any portion thereof is likely to cause food poisoning, he may deal with it as food falling within the meaning of section 28 of Act, but if he is satisfied that it may safely be used for human consumption, he shall immediately withdraw the notice.

(5) If a notice given under sub-regulation (2) is withdrawn by FSO or if the Court before whom any food is brought under the said sub-regulation refuses to condemn it, the SFA shall compensate the owner of the food to which the notice relates for any depreciation in its value resulting from the action taken by the FSO and Health Officer.

(6) The FSO may, by notice in writing, require the person in charge of a dairy or source of milk suspected of causing communicable disease to stop the supply of milk from such dairy or source:

Provided that the milk supplied from a dairy would be deemed as likely to cause communicable disease if any person suffering from communicable disease is employed in a dairy or in the milk trade as a seller, purveyor producer or in any other capacity.

(7) The FSO shall without undue loss of time collect samples of the material suspected of food poisoning and shall forward samples in case of contamination of food by poisonous chemical to the Public Analyst, and in case of bacterial infection of food to the Bacteriologist of the Government.

(8) The food specimens and all pathological material so collected shall be kept as far as applicable in an icebox or refrigerator (as per international practice) until delivery to the Public Analyst or, as the case may be, to the Bacteriologist.

60. Dealing with persons engaged in food business suffering from communicable disease: (1) Where the Medical Officer Health of a Local Government or District Health Officer is of opinion that any person engaged in selling or manufacturing any article of food is suffering from or harboring the germs of any communicable disease, he may order him in writing to appear before the Medical Superintendent of the area for a medical fitness certificate.

(2) If on such examination, the Medical Officer Health or District Health Officer find that such person is suffering from communicable diseases, he may, by order in writing, direct such person not to take part in selling or manufacturing any article of food.

61. Handling Raw Food: (1) Raw and ready-to-eat foods shall be kept separate at all times.

(2) Fruits and vegetables that are consumed raw shall be cleaned and disinfected using a chemical disinfectant or any other process.

62. Time and Temperature as a Safety Control: (1) Inadequate time and temperature control, e.g. during cooking, cooling, processing and storage, are among the most common failures of operational control. Systems shall be in place to ensure that temperature is controlled effectively where it impacts the safety and suitability of food. Though, these allow growth of microorganisms that may cause foodborne illness or food spoilage. High risk foods should be stored under temperature control at all times. However, time may be used as a safety measure during exceptional situations where temperature control is not possible. However, food service establishments that routinely hold food before service must use temperature control for safety.

(2) High risk hot foods intended for immediate consumption shall not be stored displayed or held for service at temperatures between 5°C and 60°C for a period of more than two hours. The food product shall be discarded after that time.

(3) High risk cold foods that are intended for immediate consumption shall not be stored displayed or held for service or display at temperatures between 5°C and 60°C for a period of more than 4 hours including the time of preparation. The food item should be discarded after that time. After preparation, the food should be quickly chilled to 5°C before it is displayed.

(4) The foods stored without temperature control under preceding sub-regulations shall be clearly labelled with the time of expiration to indicate the time when the food has to be discarded.

(5) Time and temperature control systems shall take into account –

- (a) the nature of the food, e.g. its aw, pH, and likely initial level and types of microorganisms, such as pathogenic and spoilage microflora;
- (b) the impact on the microorganisms, e.g. time in growth/dangerous temperature zone; the intended shelf-life of the product;
- (c) the method of packaging and processing; and
- (d) how the product is intended to be used, e.g. further cooking / processing or ready-to-eat.

(6) Such systems shall also specify tolerable limits for time and temperature variations. Temperature control systems that impact safety and suitability of food shall be validated, and as appropriate, monitored and recorded. Temperature monitoring and recording devices shall be checked for accuracy and calibrated at regular intervals or as needed.

63. **Preventing Food and Ingredient Contamination:** Where microbiological, physical, chemical and allergen specifications are used for food safety or suitability, such specifications should be based on sound scientific principles and state, where appropriate, sampling parameters, analytical methods, acceptable limits and monitoring procedures. Specifications would help ensure that raw materials and other ingredients are fit for purpose and contaminants have been minimized under the Act and Rules or Regulations made thereunder.

64. (1) All food establishments shall employ at least one full time, on-site Person Incharge (PIC) which may be manager of the food establishment having minimum twenty four hours training certificate in food safety.

(2) All food service establishments where high-risk, ready to eat or raw foods are prepared shall have at least one PIC present in the establishment during all shifts while food establishment operation. The PIC should be responsible for and shall actively oversee all food establishment operations that could have an impact on the safety of the food.

(3) The PIC shall possess knowledge of food safety principles and the name of the PIC shall be displayed behind the cash counter or in a place that is clearly visible to customers.

(4) Once the employment of a PIC is terminated, establishments will take minimum thirty (30) days to designate a new PIC.

65. **Roles and Responsibilities of Person in Charge** (1) The PIC should have appropriate knowledge on food safety risks associated with the type of business and should provide effective supervision in implementing safe food practices, conduct regular inspection of the food premises, address potential food risks, and, where necessary, take appropriate corrective action. The PIC should maintain measures of accountability for meeting food safety responsibilities, including ensuring that -

- (i) all employees are aware before they start work; and
- (ii) the trained employees are at the work and will be competent to carry out the responsibilities as required.

66. **Food Safety Programs:** All food establishments shall implement and maintain a SFA approved food safety programme that is documented and that identifies and controls food safety hazards.

67. **General Requirements for Food Safety Programs:** A food establishment shall-

- (a) systematically examine all of its food handling operations in order to identify the potential hazards that may reasonably be expected to occur;
- (b) develop and implement a food safety programme to control the hazard(s), and if one or more hazards are identified, the examination as provided in clause (a) is to be carried out;
- (c) set out the food safety programme in a written document and retain that document at the food establishment;
- (d) comply with the food safety programme; and conduct a review of the food safety programme at least annually to ensure its adequacy;
- (e) review the system and make necessary changes to it when any significant modification is made to the product, process, or any step, or in the event of a justified food complaint or food related incident.

68. **Content of Food Safety Programmes:** A food safety programme shall -

- (i) include in its scope all foods that are prepared, sold, distributed or displayed in the food establishment;
- (ii) to control the hazards and provide the systematic monitoring of control;
- (iii) provide for appropriate corrective action when that hazard, or each of those hazards, is found not to be under control;
- (iv) provide for the regular review of the programme by the food establishment to ensure its adequacy; and
- (v) provide for appropriate records to be made and kept by the food establishment demonstrating action taken in relation to, or in compliance with, the food safety programme.

69. **Food Safety Surveillance:** (1) The SFA shall maintain a control system and other activities are appropriate to the circumstances including the public health assured on the food safety and risk.

(2) Food safety surveillance is a system that collects data regarding all types of contaminants in food which is to be conducted in a structured and planned manner with the objective to understand spectrum of food safety. Timely identification of food safety hazards and to provide the relevant data for the food safety monitoring, risk assessment and regulations shall be considered in accordance with the national standards.

(3) It is the duty of the Food Safety Officer and the member of auditing team to conduct surveillance activities both at all the business levels (small, medium and large) to ensure the safety of the food.

(4) Food Safety Officer assured that Food Business Operator(s) shall implement an effective FSMS based on the HACCP and suitable pre-requisite program activity by controlling hazards throughout food chain system.

(5) Food Business Operator(s) will be inspected quarterly or yearly basis but in case of emergency, incident and complaint it will be inspected as per operation head decision.

70. **Active and Pass Surveillance.** (1) There shall be active and passive surveillance by which timely and accurate information will be acquired.

A. Active Surveillance: It is more accurate and timely information which will be divided in the following components:

- (i) General Active Surveillance;
- (ii) Seasonal Active Surveillance;
- (iii) Special drives / during festival;
- (iv) Commodity Specific;
- (v) Based on the analysis of the enforcement activities, provided inputs to surveillance team for active surveillance measure etc.

B. Passive Surveillance: A system by which regulatory Authority received any reports which has submitted or manufacturing units or other sources. It covers large areas and provides the critical information for monitoring community health. It consists of following components:-

- (i) Collection of data related to food consumption
- (ii) Incidents and prevalence of biological risk
- (iii) Contaminants in food
- (iv) Residuals of contaminants in food through risk management framework and a rapid alert system with in the provincial district.

(2) The inspection checklist must be divided in five sections as follows:-

- (i) Design and Facilities
- (ii) Control of Operation
- (iii) Maintenance and sanitation
- (iv) Personal Hygiene
- (v) Training and complaint handling

71. Design and construction of food establishment: (1) The design and construction of food establishment should provide adequate space for the activities to be conducted in the establishment and be suitable for the fixtures, fittings and equipment used for those activities. The Food establishment should also permit the food premises to be effectively cleaned and disinfected. The design and construction should -

- (i) help exclude dirt, dust, fumes, smoke and other contaminants;
- (ii) help not to permit the entrance of pests;
- (iii) not provide harborage for pests; and
- (iv) provide a safe environment for workers and where applicable for customers.

(2) The layout of food establishment should be designed in such a manner that -

- (a) food flow is in one direction; (i.e. from receiving → to storage → to preparation → to cooking → to packaging / serving dispatch);
- (b) adequate spaces are provided for food preparation, cooking and cooling, food storage, storage of equipment / utensils, installation of sanitary fittings, and cleaning facilities;
- (c) food or clean eating utensils are not conveyed through an open space or open yard that would expose food to contaminants;
- (d) incompatible areas or processes, particularly toilets, clean-up and chemical storage areas, shall be separated from food preparation/processing areas;

72. Floor, Walls and Ceilings: (1) The requirements in this section apply to the floors, walls and ceilings of all areas used for food handling and associated activities such as storage and packaging.

A. Floors: floors should be designed and constructed in a way that is appropriate for the activities conducted in the food establishment.

B. **Floors in dry areas:** In dry areas the floor should be durable, impervious, easily cleanable, and nonslip. Floor to wall joints should be coved.

C. **Floors in wet areas:** (a) In areas where the floor could be wet (such as food preparation or processing areas, walk-in coolers, washrooms), and areas subject to flushing or spray cleaning, the floor should be –

- (i) light colored;
- (ii) durable, easily cleanable and non-slippery ;
- (iii) constructed of a impervious material that is able to withstand regular wet washing, such as tile or resin;
- (iv) coved at the wall to floor joints, and sealed designed to prevent the pooling of liquids; and
- (v) sufficiently sloped for liquids to drain to adequately sized and constructed floor drains. Generally, a minimum slope of 2% is recommended.
- (vi) if used, clean rubber or plastic mats, excluding carpet or other similar floor coverings, should be designed for easy removal, cleaning and, if necessary disinfection;
- (vii) absorbent material (e.g. cardboard, newspaper, sponge, unsuitable rubber mats) should not be used as floor material.

(2) **Walls:** (i) Walls should be designed and constructed in such a way that they can be kept clean.

(ii) In wet areas, walls should be constructed of an impervious material that is able to withstand regular washing.

(iii) In areas where open food is handled, internal surfaces of walls and partitions should be surfaced with smooth, preferably light coloured, durable, non-absorbent and easily cleanable materials (e.g. Tiles or stainless steel) to a height of not less than 2 metres. The rest may be painted in a light-colour. Junctions between walls, partitions and floors should be coved.

(3) **Ceiling:** (i) Ceiling should be of continuous construction so that there are no empty spaces or wide joints. Although ceilings are less likely to require frequent cleaning, the surfaces should allow ease of cleaning.

(ii) Ceiling in kitchens and food rooms should be of light colour and hazards proof.

(4) **False Ceiling:** (i) False ceiling if used in food handling areas should have smooth, easily cleanable and impervious surfaces.

(ii) Access openings to the space above false ceiling should be provided to facilitate cleaning and for detection of signs of pest infestation.

(iii) Ceiling or the interior of the roof and overhead fixtures are to be constructed in a way that prevents accumulation of dirt. There should be adequate measures in place to reduce condensation and subsequent growth of undesirable mould.

(5) **Floor drains:** (i) Floor drains must be designed to effectively remove waste water and must be easily accessible for cleaning and equipped with removable and cleanable covers.

(ii) Drain lines must be sloped, properly trapped, vented and connected to a proper drainage system.

(iii) The drainage system must be constructed such that there is no cross-connection between the drains or drain lines, and the water supply; or the food product lines or equipment.

(6) **Stairs and Mezzanines:** (i) Stairways should be located so as to minimize the risk of food contamination and constructed of materials that is impervious and easily cleanable.

(ii) Mezzanines should not be located over food preparation areas where splashing or dripping could pose a contamination risk and should be constructed of solid masonry or metal construction; and be equipped, where appropriate, with raised edges of a height sufficient to prevent contaminants from falling onto surfaces below.

(7) **Equipment and utensils:** The food establishments shall use only safe and suitable equipment and utensils at all times. Equipment and utensils should be designed and constructed to be durable and to retain their characteristic qualities under normal use and conditions.

73. Equipment design and layout: (1) Equipment and utensils should be made of safe and suitable material that will not affect the quality and safety of food. The material used for making the equipment and utensil should be resistant to denting, pitting, chipping and cracking.

(2) Food contact surfaces should be smooth so as to enable them to be kept clean, and where necessary disinfected. Material used in the construction and repair of equipment and utensils are to be nontoxic, not affected by foods, cleaning compounds, non-absorbent and durable under normal use. They are not to impart odour, colour or taste nor contribute to the contamination of food, and are to maintain their original properties under repeated use. Painted food-contact surfaces with direct contact of food avoided.

(3) Equipment and utensils are to be free from difficult-to-clean internal corners and crevices. Food-contact surfaces are to be readily accessible for cleaning. Where necessary, the equipment should be movable or capable of being disassembled to allow for maintenance, cleaning and disinfection.

(4) Equipment should function in accordance with its intended use.

(5) Equipment used to cook, heat treat, cool, store or freeze food shall be designed to achieve the required temperatures as rapidly as necessary to ensure food safety.

(6) Equipment containing bearings and gears requiring lubricants is to be designed and constructed so that the lubricant cannot leak, drip or be forced into the food or onto food contact surfaces. Food-grade lubricants are to be used on or within food-contact surfaces.

(7) Canvas, cloth and other porous material, other than for single-service use, are prohibited as a food-contact surface.

74. Location of equipment: (1) Equipment used in a food establishment shall be suitably located or positioned so that it -

- (i) is not exposed to any sources of contamination;
- (ii) can be maintained, cleaned and disinfected;
- (iii) can be inspected easily;
- (iv) may be properly vented when required; and
- (v) is installed in such a manner as to allow adequate cleaning of the equipment and the surrounding area.

(2) Equipment and utensils used in processing, handling and storage of foods (including single service and single-use articles) shall not be located in staff locker rooms, toilet rooms, garbage storage rooms, mechanical rooms, under sewer or water lines not shielded to intercept leakage/condensate, under open stairwells, or any area where the equipment may become contaminated.

(3) Unobstructed aisles, walkways and working spaces are to be provided of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact.

75. Fixed equipment. (1) Equipment that is fixed (i.e., not easily moved) should either be sealed to adjoining walls, floors and equipment; or spaced in such a manner to comfortably allow cleaning under and around the equipment.

(2) Equipment that is intended to be "clean in place (CIP)" should be designed and constructed so that -

- (i) cleaning and disinfection solutions circulate through a fixed system and contact all interior food contact surfaces;
- (ii) the system is self-draining or capable of being completely drained of cleaning and disinfectant solutions;
- (iii) there are inspection access points to ensure all interior food contact surfaces throughout the fixed system are being effectively cleaned.

76. Calibration and standardization: Equipment or instruments used for measuring or monitoring products or processes that could have an impact on product safety or legality shall be calibrated or standardized to a standard recognized by the concerned department. The calibration or standardization shall be done internally or externally after each year to ensure proper functioning of the equipment.

77. Lighting: (1) Lighting and lighting fixtures should be designed to prevent accumulation of dirt and be easily cleanable.

(2) Food establishment should be supplied with sufficient natural or artificial light to ensure the safe and sanitary production of food, and facilitate cleaning of the premises. Unless otherwise specified, the minimum lighting intensities should be -

- (i) 110 lux (at a distance of 89 cm (3 ft.) Above the floor) in walk-in coolers, dry food storage areas, and in all other areas and rooms during periods of cleaning;
- (ii) 220 lux (at a distance of 89 cm (3 ft.) Above the floor) in areas where fresh produce or packaged foods are sold or offered for consumption; areas used for hand washing, ware-washing, and equipment and utensil storage; and in toilet rooms; and
- (iii) 500 lux at the surface where a food handler is working with unpackaged high risk foods or with food utensils and equipment such as knives, slicers, grinders or saws where employee/worker safety is a factor.

(3) Except as otherwise specified, lighting fixtures should be shatter proof or be shielded with shatter-proof coverings in areas where they are exposed to food, equipment, utensils, linens or unwrapped packing materials. Shielded lighting is not necessary in areas used only for storing food in unopened packages or where the food cannot be affected by broken glass falling onto it.

78. Ventilation: Food establishment should be provided with adequate mechanical or mixed mode ventilation to ensure good indoor air quality. The ventilation system should be designed and installed as such that -

- (i) they are sufficient in number and capacity to prevent grease or condensation from collecting on the walls and ceiling;

- (ii) the filters or other grease extracting equipment are easily removable for cleaning and replacement if not designed to be cleaned in place;
- (iii) the exhaust ventilation hood systems include components such as hoods, fans, guards, and ducting which will prevent grease or condensation from draining or dripping onto food, food contact equipment or surfaces, utensils or single-service and single-use articles; and
- (iv) mechanical ventilation systems should be installed in such a manner that airflow is directed from the clean area to the contaminated area.

79. **Storage areas:** (1) Food establishments require adequate storage facilities for all items required for operation, including food, food ingredients, equipment, and non-food materials such as utensils, single service and single-use articles, packaging, and chemical agents. During storage, food items shall be protected from contamination such as water leakage, pest infestation or any other insanitary condition.

(2) The following criteria should be applied to all storage areas:-

- (i) Adequate shelving should be supplied in order that all materials may be stored off the floor. All food and food items and equipment should be stored at a minimum of 15 cm (6 in.) Off the floor on racks, shelves or pallets. Shelving which is not sealed to the floor should have a clear vertical space of at least 20 cm between the bottom shelf and the floor to facilitate cleaning. Wide shelving units should be at least 20 cm or more away from the walls to allow for access for cleaning, and permit easier visual inspection;
- (ii) Shelves should be constructed of materials which are durable and easily cleaned.

(3) The facilities used for the storage of food, food ingredients; equipment and packaging should be designed and constructed so that they are cleanable, located in a clean and dry location, restricted pest access and harborage, protected food from contamination during storage and provided an environment which minimizes the deterioration of stored materials.

(4) The facilities used for the storage of food, food ingredients, equipment and packaging materials should not be located -

- (i) in areas used for the storage of soiled or contaminated objects and materials;
- (ii) in locker rooms, toilets, garbage or mechanical rooms;
- (iii) under sewer lines that are not shielded to intercept potential drips; or
- (iv) in the same room/vicinity as chemicals/pesticides.

(5) Non-food agents such as disinfectants, detergents, pesticides and other similar products shall be stored separately in a lockable area that prevents the potential for contamination of food, food ingredients, food contact surfaces and non-food materials such as utensils, single service and single-use utensils, and packaging materials.

(6) Personal belongings and uniforms of employees shall be stored separately from food storage and food preparation areas.

80. **Water supply:** (1) An adequate supply of water shall be provided for all cleaning activities conducted on the food premises and the water supplied should be of sufficient temperature to achieve effective cleaning. The water storage tanks for drinking water shall be in a manner that prevents contamination and to prevent the access of animals, birds and other extraneous matters, water storage tanks and over flow tanks shall be provided with appropriate covers.

(2) Water storage tanks shall be maintained clean and the cleaning and disinfection of tanks should be carried out at least twice per year, but more frequently if necessary with documented evidence.

(3) Ice which comes into contact with food has to be made from drinking water. Ice should be made, handled and stored under conditions that protect it from contamination.

(4) Steam used directly in contact with food shall not contain any substance that presents a hazard to health or is likely to contaminate the food.

(5) When a storage tank is shared by several food establishments (such as in a mall), the food establishment should be able to show documented evidence that the water tank is cleaned as required.

(6) Drinking water coolers and dispensers shall be regularly cleaned and disinfected so as to keep it free of dirt and microbial contamination.

81. **Sewage and solid waste disposal:** (1) Disposal of sewage and solid waste

will be done in a hygienic manner which does not expose the food premises or food products to potential contamination.

(2) Solid waste containers within the food establishment should -

- (i) be sufficient in number and accessible;
- (ii) be designed to minimize both the attraction of pests, and the potential for airborne contamination;
- (iii) be identified as to their contents;
- (iv) have functional foot operated lids, if closed containers are used.

(3) Garbage storage rooms and containers should be emptied, cleaned and disinfected as often as necessary.

(4) Solid waste containers/receptacles located outside the premises should be -

- (a) equipped with covers and closed when not in use;
- (b) maintained in a manner that does not attract pests;
- (c) located away from the entrance of the food establishment;
- (d) preferably stored in a pest proof structure.

82. **Plumbing system:** (1) Where water conditioning devices such as water filters or screens are installed on water lines, they should be of a type that permits easy disassembly, to facilitate periodic servicing and cleaning.

(2) In order to prevent backflow through cross connections, back-flow prevention devices (e.g. Air gaps, vacuum breakers) should be installed wherever required.

83. **Grease Traps:** (1) Grease traps should, whenever possible, be located outside the premise.

(2) Grease traps should be of a suitable type and be regularly inspected. The greasy waste should be promptly removed and the adjoining floor surfaces should be cleaned thoroughly afterwards.

84. **Overhead Utility Lines.** (1) Utility lines such as gas, electrical, sewage and water lines, as well as cooling ducts, should be suspended away from work areas or areas of open food to minimize the potential for contamination.

(2) They should exhibit no sign of flaking rust or paint.

(3) Lines carrying contaminated or hazardous materials, such as sewer or floor drain lines, shall be located sufficiently distant from any product or product contact surfaces to prevent any risk of contamination. Lines should be -

- (i) insulated, where appropriate, to prevent condensation;
- (ii) constructed and covered with a suitable material to minimize the build-up of soil;
- (iii) Easily cleanable; and
- (iv) Labeled or color-coded.

85. Hands wash Stations. At least one hand wash station shall be provided in each food preparation area. Additional hand wash stations may be required depending on the type and extent of activity. Hand wash facilities shall -

- (i) be located to allow convenient access and use by food handlers and other workers;
- (ii) be equipped with single-use liquid soap dispensers and towel;
- (iii) provide an adequate flow of water at a suitable temperature;
- (iv) be easily cleanable, and maintained in a clean and sanitary condition;
- (v) be with clear signboards and not be used for purposes other than hand washing.

86. Toilet facilities and dressing areas: (1) Adequate, suitable and conveniently located toilets should be provided for food handlers. The following criteria should be considered:-

- (i) toilets should be conveniently located and away from the production zone;
- (ii) toilets should be accessible to workers during all hours of operation;
- (iii) toilets should be completely enclosed and provided with a tight-fitting and self-closing door;
- (iv) toilets should be equipped with a hand wash station; including a liquid soap and paper towel dispenser; have hand washing sign prominently displayed;
- (v) toilets should be easily cleanable, well ventilated, and well lit;
- (vi) toilets should not open directly into a food area where food or packaging material is stored, handled or packed; and
- (vii) when adjacent to a food area, the toilet should be separated with a double door and ventilated space.

(2) Dressing and changing areas shall be provided if the workers routinely change their clothes in the food premises. Dressing and changing areas should be -

- (i) easily cleanable;
- (ii) well ventilated and well lit;
- (iii) provided with lockers or other suitable facilities for the storage of workers' possessions and uniforms;
- (iv) separate for male and female employee.

87. Cleaning facilities: (1) Every food establishment shall have sufficient and suitable cleaning materials, equipment and facilities to meet the cleaning requirements of the operation.

(2) The service sink or curbed cleaning facility, equipped with a floor drain, shall be conveniently located for the cleaning of mops or similar wet floor cleaning tools, and for the disposal of mop water and similar liquid waste. Such facilities shall be located away from food handling areas.

(3) Adequate storage facilities shall be provided as necessary stored away from food handling areas to store brooms, mops, pails, and cleaning compounds when not in use. Toilets shall not be used for storing cleaning materials or equipment.

88. Exterior Openings. (1) Exterior openings should be protected against the entry of pests. Examples include -

- (a) filling or closing holes and other gaps along the floor, walls and ceiling;

(2) If windows or doors are kept open for ventilation or other purposes, the exterior openings should be protected against the entry of pests by means such as screens, properly designed and installed air curtains or other effective means to restrict the entry of pests.

(3) Windows, doors and other openings should be constructed in a way that prevents accumulation of dirt. These provisions may not apply if pests are absent due to the location of the food premises, or other limiting conditions.

89. Temporary Food Establishments: There shall be temporary food establishments which may be set up with a time limited life (e.g. special events, fairs and festivals, exhibitions etc.). All specific requirements related to ensuring food safety including the prerequisites such as location, design and layout should be met. A prior approval from the SFA is required to operate such food establishments.

90. Mobile vendors, stalls, catering trucks, dinner events. (1) This requirement covers food establishments including mobile food vans or other similar temporary mobile food businesses, mobile vending operations, and establishments that supply food to events and other external events that are permanent or temporary in nature.

(2) Food establishment shall follow relevant temperature requirements and other handling and storage recommendations of this regulation. When the food is supplied to a third party such as an event organizer, the food establishment that supplies the food should ensure that handling requirements of food are clearly communicated in writing to the person in.

91. Vending Machines. Vending machines, although technically regarded as "food establishments", often would not require the same level of construction and equipment as full-fledged food establishment. Nevertheless, they do have some specific requirements to ensure the safe storage and dispensing of food and the prevention of health hazards. Operators of vending machine should follow relevant

temperature requirements and other handling and storage recommendations. Adequate measures should be in place to control both intentional and unintentional contamination

92. Liquid Foods and Ice. In equipment that dispenses or vends liquid food or ice in unpackaged form, the delivery tube, chute and orifice should be designed in such a manner that -

- (a) splashes and drips (including drips from condensation) are diverted away from the container receiving the food (by means of barriers, baffles or drip aprons, for example);
- (b) tubes, chutes and openings are protected from manual contact (by being recessed, for example);
- (c) where the item is dispensed with, the equipment is provided with means to prevent back siphonage;
- (d) delivery tubes, chutes and openings are protected from dust, insects, rodents and other contamination by a self-closing door if the equipment is -
 - (i) located outdoors and is not protected from precipitation, wind-blown debris, pests and other contaminants present in the environment; or
 - (ii) available for self-service of food during hours when it is not under the full-time supervision of a food employee.

93. Vending of High Risk Foods: A machine vending high risk foods shall have an automatic control that prevents the machine from vending food if there is a power failure, mechanical failure or other condition that results in an internal temperature that cannot maintain the food temperature required under the Act and Rules / Regulations made thereunder.

94. **Self-Service Beverages:** (1) Self-service beverage dispensing equipment should be designed to prevent contact between the lip-contact surface of glasses or cups that are refilled and the dispensing equipment actuating lever or mechanism; and the filling device.

(2) Beverage equipment that utilizes carbonation equipment (CO₂) should incorporate a back-flow, back-siphonage prevention device (check valves) to prevent the migration of the carbonated beverage into copper water supply lines.

95. **Beverages in Paper-Based Packaging:** Vending machines designed to store beverages that are packaged in containers made from paper products shall be equipped with diversion devices and retention pans or drains for container leakage.

96. **Food Sources:** A food establishment shall take all practicable measures to ensure that it only accepts food that is not contaminated. The PIC should provide information such as specification, to suppliers for each ingredient, where necessary, to ensure the desired safety and quality of those foods and ingredients on delivery.

97. **Approved Sources:** (1) Food and food ingredients received at a food establishment shall be obtained from sources that are approved by the competent authorities.

(2) Food establishments should provide to the reasonable satisfaction of an authorized officer upon request, the following information relating to food, the name and business address of the supplier, vendor, manufacturer or packer or, the importer.

98. **Unapproved Source:** Food prepared in a private home, unlicensed establishments or any other place which is not approved by the SFA shall not be commercially offered for human consumption.

99. **General Requirements for Processing Food.** (1) Food establishments must take all practicable measures to process only safe and suitable food.

(2) Food establishments when processing food shall-

- (i) take all necessary steps to prevent the likelihood of food being contaminated; and
- (ii) reduce to safe levels.

(3) A food establishment, when handling and processing high risk food that will not undergo a pathogen reduction step, ensure that the time the food remains at conditions that permit the growth of infectious or toxigenic bacteria in the food is minimized.

(4) Establishment shall include the elements of cleaning and disinfection, pest management, waste management, building and equipment maintenance and the need to monitor all personnel's hygiene and ensure effectiveness of monitoring.

(5) Food establishments should ensure that food premises, fixtures, equipment and utensils are maintained to an acceptable standard of cleanliness, and in a good state of repair.

100. **Food Receiving.** Foods that are imported are inspected by the respective regulatory agencies at the port and then released to the market. Instructions provided at the time of the release shall be followed by the importing establishment and the release documents should be verified by the retail establishments. Food establishments shall always verify that their supplies are delivered safely.

101. **Inspection of Incoming Food.** (1) Inspection should be carried out at the time of receipt of food from the supplier to ensure that -

- (i) food and packaging are free from visible damage, pests and other contaminants; and that they are protected from contamination;
- (ii) food is in an appropriate condition for intended use;
- (iii) food is accompanied by appropriate documentation;

- (iv) transport is suitable, and approved by concerned food authority.
- (2) Foods that require temperature control for safety are to be delivered at temperatures stipulated in SFA-Regulations.
- (3) Food containers and packages should be intact and free from damage.
- (4) Food items shall be properly labelled – ingredient listing, date coding etc.
- (5) If the food is pre-packaged, the time gap between the date of receiving and expiration date shall be sufficient to use the product and avoid wastage of stock.
- (6) Unacceptable food should be returned and documented.
- (7) Food products should be quickly moved into storage after the inspection.

102. Product Identification: (1) All food products received at a food premise should be properly packaged and labelled, according to requirements outlined by the Pakistan Standards (PS) with respect to concerned food products.

(2) Invoices, receipts, and lot coding information shall be retained, to allow tracking of unlabeled products (such as raw fish, oyster, carcasses, produce or bakery products) or split lots.

(3) In retail food service establishments such as restaurants and catering establishments, if the original packaging of the food is removed after receiving, the same production and expiration dates on the original label should be marked on the new label. The establishment should have a documented internal policy for date marking of products that are stored after the removal of the original packing. However, the foods that are consumed or heat processed on the same day need not meet this requirement.

103. Ingredient inspection and control. (1) All ingredients used in food preparation should be inspected prior to their use.

(2) Any ingredient(s) which is/are off-colour or have strange odours, show evidence of pest contamination or suspected to be contaminated in any other manner shall be discarded.

(3) There are many individual processing steps for specific foods which contribute to the production of safe and suitable food products. These vary depending on the product and can include key steps such as cooking, chilling, freezing, drying and packaging.

(4) The composition of a food can be important in preventing microbial growth and toxin production e.g. in its formulation by adding preservatives, including acids, salts, food additives or other compounds. When formulation is used to control foodborne pathogens (e.g. adjusting the pH or aw to a level that prevents growth), systems should be in place to ensure that the product is formulated correctly and that the controlling parameters are monitored.

104. Packaging. Food packaging should be of suitable design to provide the necessary protection to the product during its shelf life. Food packages should be in good condition and are protected the integrity of the contents so that the food is not exposed to adulteration, damage or potentially harmful contaminants.

105. Storage, transportation and distribution of food products: To ensure continuation of food safety storage and transport facilities need to be designed and managed to protect food products from potential contamination and damage, and to prevent the growth of pathogens.

106. Food Transportation, Storage and Distribution Units: (1) Food transportation, storage and distribution units should be designed, constructed, maintained and used in a manner that permit effective segregation of different foods and protects food products from being contaminated.

(2) Where both food and non-food products are transported, stored and distributed together, procedures should be in place to ensure that food products are not exposed to potential contamination from non-food products.

(3) Food transportation equipment that is intended to be in direct contact with food products shall be constructed with non-toxic materials, which are easy to maintain and clean. Examples include stainless steel and food-grade plastic containers.

(4) When necessary, cleaning and disinfection should be done between loading food stuff.

(5) Where it deems appropriate, cargo containers should be marked for, and used for 'food use only.'

(6) Such vehicles should only be used for transporting foods as specified in the approval.

(7) Food transportation and storage units/equipment must be of suitable capacity and shall be maintained at temperatures which are consistent with requirements of this rule and regulation.

(8) Equipment units must have accurate and reliable monitoring devices. All such devices should be calibrated at a pre-determined interval.

(9) In transportation, storage and distribution units, foods should be stored off the floor and away from walls.

107. Temperature Control during Storage and Transportation: (1) All high risk and perishable foods requiring temperature controlled environments to extend their shelf life or limit microbial growth shall be transported, stored or distributed in equipment that consistently maintains those temperature controls such as -

- (i) at or below 5°C if cold or at or above 60°C if hot;
- (ii) frozen at -18°C if they are intended to be stored frozen;

(2) Areas used for the storage of dry food commodities need to be cool, well ventilated with a relative humidity of sixty-sixty five percent (60-65%), to ensure that product quality and safety is not compromised. Temperature of storage should meet the requirements of the manufacturer when specified on the product label (for e.g. Infant formula should be stored below 25°C).

108. Handling and Transfer of Foods. (1) Food establishment should take necessary steps to inspect foods at the time of receiving to detect and avoid foods that are unacceptable.

(2) Receipt of high risk foods should be monitored to ensure that proper temperatures are maintained during their transportation, storage and distribution. Products and records should be checked at the time of receiving and nonconforming products should not be accepted.

(3) Food should not be handled or transferred in a manner that may cause damage, contamination or adulteration of the food. Food handlers responsible for loading foods into vehicles, and filling display chillers and freezers should be familiar with capacity levels and restrictions to loading such units, volume limits, air flow, temperature range variances, etc., in order to maintain the minimum / maximum temperature needs of the products being placed therein.

(4) While transferring chilled foods, foods should be quickly moved into temperature controlled storage, to minimize the time in which they are in the danger zone, between 5°C and 60°C. A deviation of not more than 5°C is allowed for not more than 20 minutes during the transfer of chilled foods.

(5) While receiving and transferring raw frozen foods, the temperature of the food shall not exceed -10°C.

(6) Contaminated or adulterated foods and foods that have been subject to temperature abuse shall be discarded or disposed of.

(7) Damaged food container systems shall thoroughly be examined and if the food is contaminated or adulterated, it shall be discarded or effectively segregated until returned to the supplier or otherwise disposed of.

109. **Storage Procedures.** (1) Rotation of food stocks in storage areas should occur frequently to ensure that the "first-in-first-out" rule is followed. Food products removed from storage should always be the oldest food stocks present.

(2) Food should be stored in suitable and safe containers and stored covered. If packaged, suitability of packaging should be ensured.

110. **Disposal of Food.** Food that has been found or suspected to be unsafe or unsuitable (e.g. food that is subject to recall or has been returned, temperature abused, contaminated or damaged) shall be rejected or identified (e.g. marked, labelled, kept in a separated container or isolated area), shall be kept separately and disposed of as quickly as possible. It shall never be used for human consumption. Details of rejected items shall be documented.

111. **Cleaning and Maintenance.** Establishment cleaning and maintenance includes the elements of cleaning and disinfection, pest management, waste management, building and equipment maintenance and the need to monitor the effectiveness of these elements. Food establishments shall ensure that food premises, fixtures, equipment and utensils are maintained to an acceptable standard of cleanliness, and in a good state of repair.

112. **General requirements pertaining to maintenance:** (1) All parts of the premises, fixtures, fittings and equipment shall be maintained at all times in a state of good repair and working condition to –

- (i) prevent contamination of food by plaster, paint, broken glass or leaking pipes, etc.
- (ii) enable effective cleaning and, if necessary, disinfection;
- (iii) ensure pests cannot gain access to the premises from hollow spaces in ceilings, walls, etc.

(2) Floor surfaces should be maintained in good condition, free of cracks, crevices or other defects and there should be no dips or hollows. Floors should be free from accumulation of food waste, dirt, grease or other visible obnoxious matter and they should be washed with detergents at least once daily. Hot water or steam may be used for better removal of grease. Coving between floor and wall junctions should be kept clean, in good repair and be bonded firmly to their positions.

(3) Walls of rooms should be cleaned frequently, daily or more if necessary. Wall surfaces or ceilings should be clear of unnecessary fittings or decorations such as unnecessary posters or pictures as far as possible.

(4) Junctions between walls, and between walls and ceilings, should be tightly sealed and maintained in good condition, and free from cracks, crevices, holes or gaps or flaking materials. Any holes or gaps that may allow access of pests to wall and ceiling cavities should be sealed up. False ceilings should be cleaned to remove accumulation of dust, particles or debris that may fall on to foods as to cause contamination.

(5) Any furniture or equipment, which cannot be moved by one man, should not be placed too near to any wall inside kitchens or food preparation rooms as to avoid obstruction to the access to such places for cleaning. Alternatively, heavy equipment can be installed with wheels to facilitate easy removal for cleaning.

(6) Food contact surfaces of equipment and utensils, such as crockery, cutlery and tableware, should be maintained in a good state of repair and working condition. They should be smooth, free of cracks and crevices, and be kept clean and free from noxious matter.

(7) Cutting surfaces such as chopping blocks and cutting boards which are subject to scratching and scoring should be resurfaced if they become too difficult to be effectively cleaned and disinfected, and should be discarded if resurfacing is impossible.

(8) Non-food contact surfaces of equipment such as cupboards, refrigerators, wet refrigerators, racks, stoves, cooking ranges and food lifts should be kept clean and in good state of repair and working condition. They should be free of unnecessary ledges, projections and crevices; and designed and constructed to allow easy cleaning and to facilitate maintenance.

CLEANING AND DISINFECTION

113. **General requirements pertaining to cleaning:** (1) Food contact surfaces of equipment and utensils should be kept clean and free from noxious matters by regular cleaning and disinfection at a frequency that prevents accumulation of grease deposits, dirt and other residues, having regard to their use.

(2) A food contact surface such as a cutting board used for raw food and ready-to-eat food should be cleaned and disinfected between uses. If an equipment or a utensil is used continuously at room temperature for handling high risk foods (e.g. Meat slicers), it should be cleaned and disinfected at least once every 4 hours.

(3) Any part of a thermometer, especially the temperature probe that will be inserted into the food for temperature measurement, should be cleaned and disinfected after use.

(4) Non-food contact surfaces should be cleaned at a frequency that prevents accumulation of dirt, grease and other residues, preferably once a week or more as required.

(5) Cleaning has to be carried out in a systematic manner, for example, in sequence from walls, non-food contact surfaces of equipment such as cupboards, refrigerators, cooking ranges and then the floors.

114. **Cleaning facilities:** Food establishments should have adequate facilities to enable effective cleaning activities. There should be separate cleaning rooms with proper segregation between cleaned and unclean equipment such that cross-contamination is prevented.

115. **Cleaning and disinfection process:** (1) Cleaning and disinfection of equipment and utensils should be done as separate processes. A food contact surface needs to be thoroughly cleaned before it is disinfected.

(2) After cleaning, food contact surfaces of equipment and utensils shall be disinfected -

- (i) to a temperature of 82°C or equivalent in a dish washing machine;
- (ii) by immersing in a non-toxic solution containing a disinfecting agent; or
- (iii) using any other method that can reduce the microorganisms to a level which is neither harmful to health nor the quality and safety of foods.

(3) All cleaned and disinfected equipment and utensils should thoroughly be rinsed and dried by evaporation (air dry);

(4) Cleaned and disinfected equipment should be stored in a place and manner that prevents contamination. Adequate care must be taken to ensure that water, debris and other materials are not spread to clean areas when high pressure jets are used.

(5) In every retail food service establishments -

- (i) separate sinks should be provided for food preparation and equipment washing depending on the size and extent of activities;
- (ii) all dish-washing activities should be done in sinks within the food premises;
- (iii) wash-up sinks should be cleaned at a frequency that prevents accumulation of grease deposits and other residues;
- (iv) sinks used for the purpose of washing ready-to-eat foods should be cleaned and disinfected before use;

- (v) wash-up sinks should not be used for miscellaneous articles;
- (vi) hand washing should not be carried out in sinks that are used for other purposes. Sinks should be identified in some ways that they are used for such purpose only, e.g. by putting up a notice such as "for washing food or utensils only" or "not to be used for hand washing" etc.

116. **Cleaning chemicals:** (1) Chemicals used for cleaning and disinfection / sanitizing must be suitable for use in food establishments. The establishment should determine the consultation with the appropriate cleaning method in supplier of chemical service provider.

(2) Detergents used for cleaning food contact surfaces should be appropriate for the task, and be able to effectively remove food residues on equipment and utensils.

(3) The documents should include validation data with the following details:-

- (i) evidence that the chemicals are suitable for the tasks being carried out;
- (ii) evidence that the chemicals will be effective against pathogens of concern;
- (iii) evidence that the chemical is suitable for use in food establishments.

(4) Effectiveness of the cleaning method should be evaluated by the food establishment and appropriate data should be gathered to validate the method selected and to make adjustments as needed.

(5) All chemicals should be labelled properly and never decanted into food containers.

(6) Chemicals should be stored securely and in accordance with the manufacturer's recommendation.

(7) The concerned person in the establishment should be trained on the use of the disinfectant and may keep records of disinfectant concentrations.

117. **Cleaning tools and equipment.** (1) The design of the cleaning tools and their handling and storage are also important to ensure effective cleaning which should be suitable for effective cleaning with no hiding places for food residues or bacteria to accumulate.

(2) Materials should be suitable to withstand the effect of cleaning chemicals. Brushes made of wood and natural bristles must be avoided. Mops with detachable heads that can be washed should be used for cleaning the floor.

(3) Cleaning tools should be stored clean and dry after use in designated areas that facilitates drying.

(4) Equipment and mechanical aids such as floor scrubbers and rotating washers should be carefully chosen so that it is suitable for the use intended.

118. **Cleaning and disinfection program:** (1) For the purposes of achieving the appropriate standard of cleanliness, all food establishments should develop a cleaning/disinfection programme that encompasses all equipment and facilities as well as general environmental cleaning. Cleaning methods need to be developed that are suitable for the item/equipment/surface to be cleaned and should describe both the method and frequency of cleaning specific areas.

(2) Food establishments should conduct an evaluation for each area to decide the cleaning method. Consideration should be given to potential microbiological risks, i.e. Pathogenic and spoilage microorganisms, and potential chemical and allergen risks.

(3) Cleaning programme should be maintained with the due consideration to the following details:-

- (i) The size, type and temperature of area to be cleaned, the structure of the building and the wall, floor and ceiling finishes and the type of material it is constructed of;
 - (ii) the type of soiling and water hardness, water pressure and drainage system;
 - (iii) If cleaning is necessary during food preparation, adequate measures to remove or protect food;
 - (iv) Measures to reduce the risk of spreading contamination, especially when using high pressure jets.
- (4) Food establishments should maintain a written cleaning programme that specifies:-

- (i) what is to be cleaned;
- (ii) chemicals, materials and equipment to be used for cleaning;
- (iii) dilution and contact time of the chemical;
- (iv) method of cleaning (how);
- (v) frequency of cleaning (when and how often);
- (vi) time necessary to clean it;
- (vii) who has to clean it (name of the person);
- (viii) safety precaution to be taken- protective clothing to be worn;
- (ix) who is responsible for monitoring and recording what has been cleaned.

Pest Control Management

119. **Pest Control.** (1) Food premises should be kept free of pests like rodents, insects, birds and animals; and surrounding areas should be inspected regularly to look for signs of pest infestation. Whenever pests are detected, control actions should be taken promptly to rectify the situation.

(2) Pest control activities shall be done by specialist pest control agencies that can carry out pest inspection and subsequent control work. They must only use approved chemicals and methods.

120. **Prevention and Control of Pest Infestation:** It shall be necessary to avoid pest infestation in the premises by maintaining food establishment at high standards of hygiene and immediately fix any structural defects. Proofing measures should be adopted to block the entry of pests. Foods should be properly protected and waste disposed of to remove their food source.

121. **Prevention of Entry of Pests:** Particular attention should be given to the following in the prevention and control of pests in food premises:-

- (i) any holes or crevices in ceilings, walls and floors should be sealed by cement or metal plates;
- (ii) windows, ventilation openings and doors should be installed with mesh screens. Doors / screen doors should be self-closing and kept closed at all times;
- (iii) any missing or damaged gratings of drains should be installed or replaced immediately.

122. **Elimination of harborage for pests:** (1) False ceilings should be avoided in food preparation or storage areas as far as possible.

(2) Any defects on walls, floors, ceilings, woodwork and all other parts of the structure of food premises should be promptly repaired.

(3) Disused articles or equipment should be stored in food premises. If accumulation of articles is unavoidable, they should be moved regularly to eliminate harborage of pests.

123. **Elimination of food sources to pests:** (1) All foods as well as condiments shall be covered and stored properly in sealed containers.

(2) Floors of food premises shall be kept clean and free from food remnants, especially overnight preparing food or cleaning utensils is strictly prohibited in the yard or the rear/side lanes.

(3) Refuse shall be stored in refuse containers with well-fitting covers. Refuse bags should be tied up before disposal to prevent spilling and attraction of pests. They should be cleared at least once a day, preferably every night to avoid leaving refuse overnight.

124. **Eradication of pests:** (1) Places, clothing and equipment contaminated by pests should be cleaned and disinfected as soon as possible.

(2) Pest control devices should be designed and located to effectively control the presence of pests in a food premises. Insect control devices designed to trap insects by adhesive or devices that may expel the insects or insect fragments should be installed so that the dead insects or insect fragments cannot fall onto exposed food or equipment. To be effective, insect traps (sticky pads or similar devices) should be changed regularly or when loaded with insects.

(3) Electric Fly Killers (EFKs) equipped with catch trays can be used to eliminate flying insects in food premises. The EFK should be placed at least 1.5m (preferably 4.5 – 6 M) away from a food handling area. Only low wall or ceiling mounted type EFKs should be used, and EFKs should not be directly above food preparation or storage areas.

(4) Pest control activities shall be done by specialist pest control agencies.

(5) Rodenticides and insecticides should be applied in such a manner as not to contaminate foods. They should not be applied while food production / preparation is done, and all open foods should be well covered and protected. Where, due to the nature of the food operation (e.g., 24-hour restaurants) this cannot be adhered to, reliance on physical control methods are preferred to the use of chemicals – especially sprays. Open food should be protected from contamination;

(6) In the event of pest infestation, any contaminated equipment, utensils and food contact surfaces should be thoroughly cleaned and disinfected. Any food that has been contaminated by pests or pest control chemicals should be disposed of.

125. **Keeping of Records:** Management of food establishment should keep proper records of pest control inspections, surveys, maintenance and service, etc. In respect of their establishment, the owners/operators should take note of information the pest control technician may need for follow-up.

126. **Documentation to include:** The owners/operators should also obtain the following documents for maintenance of record while control of pest is carried out at the establishment:-

- (i) copy of the contract with the pest control agency;
- (ii) the name of the pest control technician responsible;
- (iii) the chemicals used for pest control (with the concentrations applied);
- (iv) the procedures and methods used in the frequency of application; and
- (v) the records of inspection and monitoring.

127. **Use of chemicals and toxic substances:** (1) Chemicals, cleaning and disinfecting compounds and other toxic substances kept in a food establishment shall be -

- (i) used in compliance with the manufacturer's labelling, directions or specifications and approved by the SFA;
- (ii) used only in such a manner and under such conditions that the substances do not contaminate food, equipment and food contact surfaces, or cause a health hazard.

(2) The chemicals, cleaning and disinfecting compounds and other toxic substances shall be stored -

- (i) in a compartment separate from food, food contact surfaces and utensils;
- (ii) in clearly labelled, non-food containers, which are (where appropriate) lockable.

128. **Personal hygiene:** All practices regarding the conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain as under PS/CXC (1-1969 Rev -2020).

129. **Personal hygiene practices:** (1) Food handlers should maintain high levels of personal hygiene at all times.

(2) In the course of handling food and for any person entering a food preparation or storage area, hair should be covered with a clean hat or hair net. Where required, beards should be completely covered with beard nets.

(3) While in food handling area, food handlers should not wear watches, or jewellery. Only clean outer clothing or protective overalls should be worn by food handlers. If they become soiled during food preparation, they should be changed or cleaned as necessary.

(4) Hand hygiene is an important step to prevent spread of foodborne illnesses:

- a. Hands of food handlers should be kept clean at all times. Nails should be kept short and free of nail varnish;
- b. Food handlers shall wash their hands- Before commencing work:
 - i. before handling food;
 - ii. after visiting the toilet;
 - iii. after putting on or changing a wound dressing;
 - iv. after dealing with an ill colleague or customer;
 - v. after coming into contact with pests or their faces;
 - vi. after handling contaminated raw foods of animal or plant origin;
 - vii. after handling soiled equipment or utensils;
 - viii. after coughing, sneezing, smoking, eating, drinking or blowing nose;
 - ix. after handling animals or waste;
 - x. after engaging in any activities that may contaminate hands (e.g. handling money, carrying out cleaning duties, etc.); or
 - xi. after returning from a break.
- c. Hand washing must be frequent, thorough and performed in wash hand basins;
- d. Wearing gloves should not be an alternative to proper hand washing.

130. **Personal habits:** Inside food preparation areas, food handlers should refrain from performing the following behaviors / habits which may result in contamination of food:-

- (i) smoking or using tobacco and spitting;
- (ii) chewing, eating, sneezing or coughing over unprotected food or food contact surfaces;
- (iii) touching ready-to-eat food with bare hands;
- (iv) sitting, lying or standing on any surface liable to come into contact with food;
- (v) tasting food with fingers;
- (vi) touching hair or other parts of bodies such as noses, eyes or ears;
- (vii) dining inside food preparation area.

131. **Personal health and illnesses:** (1) High standards of personal hygiene shall be maintained in all food establishments to ensure that those who come into contact with food are not likely to contaminate food by maintaining an appropriate degree of personal cleanliness; and behaving and operating in an appropriate manner.

(2) All food handlers should be in good health, have good eyesight and be able to read, especially if they are responsible for checking thermometers, instructions on labels, date coding etc.

(3) Food handlers should undergo medical fitness tests conducted by the concerned authority and retain relevant occupational health cards indicating such.

(4) All staff engaged in food must -

- (i) be free from any symptoms of illnesses or communicable diseases such as diarrhea, vomiting, fever, abdominal pain and jaundice;
- (ii) not be carriers of food-borne diseases e.g. Typhoid / paratyphoid, cholera, TB, hepatitis type A, B, C;
- (iii) not be suffering from discharging wounds or sores on any exposed part of their bodies; or from discharge from their ears, eyes or nose; and
- (iv) be free from any cut, wound or open region so it must be cover or bandaged properly with the allowed bandaged type.

(5) If a food handler is suffering from an illness or communicable disease, the PIC is responsible for ensuring appropriate action is taken. This may include excluding the individuals from activities that involve the handling of food or food contact surfaces, food utensils and equipment, or authorizing the individual's absence from the work place.

(6) When returning to work after medical leave or illness, food handlers should have written clearance from the treating physician, particularly in the case of diagnosed, reportable communicable diseases.

132. **Illness and injuries:** (1) Food handlers with open infected lesions, cuts wounds on their bodies must not be allowed to handle food or to come into contact with food utensils, equipment and food contact surfaces.

(2) Food handlers with clean cuts / wounds may work if the cuts are completely protected by brightly coloured, waterproof dressings that can be spotted easily if fallen in to the food.

133. **Visitors:** Any visitor to a food preparation area should be appropriately dressed and should observe the same hygiene as food handlers, including hand washing and hair restraint policies. They should refrain from coming into proximity or contact with food and food equipment, and from any activities that could contaminate food. Visitors should be guided through a hygiene policy of the business prior to visits and encouraged to report any type of illness/injury that may pose cross contamination issues.

MEDICAL FITNESS REQUIREMENTS

134. **Medical Fitness of Food Workers:** Following test is required from any recognized laboratory and medical fitness of food handler will be issued from any medical practitioner registered by PMDC.

- a. Urine DR
- b. Stool DR
- c. Tuberculosis (X-ray Chest)
- d. Blood CP-ESR
- e. Hepatitis B & C
- f. HIV

135. Training Program for Food Handlers: (1) Role of the Person in Charge: The Person in Charge in a food establishment should ensure that all food handlers are trained to a level of food hygiene training appropriate to the type of work they undertake. After successful completion of the formal training program, the food handlers should be competent and capable of demonstrating the skills at work.

(2) Training programs: Food establishments should maintain a documented training plan for all employees based on their training needs. Training program should be based on the level of food safety risk in the food premises, as listed below.

a. All food handlers must be formally trained on food safety. Where necessary, staff who are not directly involved in food preparation, but are involved in managing food related services (such as a person handling the buffet counter, food delivery etc.), should also be formally trained. Level 1 and Level 2 are mandatory for every Food Business Operator(s) with respect to their business operations.

b. Food handlers should be trained in food safety to a level appropriate to the job they perform. Such trainings should also be based on the level of food safety risk in the food establishment. Factors for assessing the level of food safety risk include:

- i. The nature of food produced or manufactured in the establishment;
- ii. The manner in which food is handled or served;
- iii. The type of menu items or the complexity of the processes used (i.e., prepared from scratch menu items versus preparation or reheating of pre-packaged, ready-to-eat foods; and
- iv. The number of meals served daily, the size of establishment, and the type of customers the food is catered to (i.e., higher risk populations);

c. Formal food safety training should be obtained from a trainer approved by the department.

d. The management of food establishment should promote food safety training to employers/ food handlers by conducting on-going in-house courses for them or arranging them to participate in courses.

e. Periodic assessment of the effectiveness of training and instruction program should be made by the PIC.

f. The PIC must maintain records indicating those employees who have been trained and their relevant particulars.

(3) Continuing Educational Training:-

a. Every food establishment should promote food safety education through ongoing training, which may include additional classroom instruction, on-the-job training, and food safety certification from a recognized programmer of instruction, seminars, and employee meetings.

b. Food handlers should participate in a refresher or updating course after three year of training or, shall be retrained if deterioration in food handling practices is noticed.

c. The PIC shall provide evidence of continuous learning and refresher training appropriate to the level of food safety risk in the business.

136. Documents and Records for Food Establishments: The documents shall be maintained in all food establishments if relevant to their activity. Records should be kept in a special folder and should be made available to the Food Inspection Officer or any Authorized Official from the SFA upon request enlisted in annexure-B.

PROHIBITION ORDER

137. Prohibition Notices and Orders: (1) If the Food Safety Officer is satisfied that the health risk condition exists with respect to any food business, he may, after recording reasons in writing and serving a notice (in Form-A), restrain him from carrying on the food business with or without specifying conditions (Form-B) or period of such restraint which may not be longer than 30 days or the period during which the Food Business Operator rectifies the observations, whichever is earlier.

(2) These notices are frequently used where the Food Safety Officer has identified pest infestations or pest activity in areas of the premises where food is prepared and handled.

(3) They may also be used in other cases including, but not limited to: circumstances where there is evidence of very poor structural conditions at the premises; poor maintenance and cleaning; and accumulations of refuse or dirt that result in the actual contamination of food or a significant risk of food contamination or any other condition where there exist health risk which, otherwise, if not restrained will create serious health hazard.

(4) After the making of an emergency prohibition order, the Food Safety Officer shall be required to:

- a- serve a copy of the order on the Food Business Operator of the business;
- b- affix a copy of the order at a conspicuous place on such premises used for the purposes of that business;
- c- upload a copy on the website of SFA.

(5) Any person who knowingly willfully contravenes such an order shall be guilty of an offence and shall be punishable as per provisions of the Act.

(6) The service of an emergency prohibition notice will lead to the Food Business Operator being prohibited from using the premises or equipment for the purposes of any food business. This normally means that there will be a closure of the premises.

(7) The Director Operations, SFA shall on receipt of such information of Prohibition Order may issue notice to the Food Business Operator for to show cause why the Emergency Prohibition Order should not be confirmed.

(8) The notice shall be served in the following manner:-

- i. A notice issued by the Director Operations, shall if be served personally, on the person to whom it is addressed or, failing him,
- ii. on his authorized agent or
- iii. an adult male member of his family usually residing with him.
- iv. If service cannot be effected in the manner provided in sub-paragraph (i) or if acceptance of service is refused, the notice may be served by affixing a copy thereof at the Food Business, or at the address mentioned in his License or at the last known place of residence of the person to whom it is addressed.
- v. If the notice relates to a case in which persons having the same interest are so numerous that personal service on all of them is not reasonable practicably it may, if the Director Operations SFA so directs, be served by delivery of a copy thereof to such of those persons as the Director Operations SFA so nominates in this behalf, and by proclamation of the contents thereof for the information of the other person interested.
- vi. A notice may, if the Director Operations, SFA so directs be served on the person named therein, either in addition to, or in substitution for, any other mode of service by forwarding the summons by registered post to the person concerned.

- vii. When a notice is forwarded as aforesaid, the Director Operations, SFA may presume that the notice was served at the time when the letter would be delivered in the ordinary course of post.
- ii. The Director Operations Sindh Food Authority after receiving a certificate from the Food Safety Officer, within seven (07) days of the Emergency Prohibition Order, certifying that the Food Business

Operator have improved and there is no longer an imminent risk of injury to health may also cancel / withdraw the Emergency prohibition order.

iii. The Probation will remain in place until such as the Food Safety Officer is satisfied that sufficient that measures have been taken to eliminate risk of injury to health.

iv. The Food Safety Officer shall not apply / impose an emergency prohibition order unless, at least one day before the date of the application, he has served notice on the food business operator of the business make improvement or he would apply/ impose the order.

NASIR ABBAS SOOMRO
SECRETARY TO GOVERNMENT OF SINDH

Appendix-A
(See regulation 2(lxxiii))

Table

Symbol	Meaning
*C	Degrees in Celsius scale of Temperature
Cm	Centimeters
g.	Grams
I.U.	International Units
Kcal	Kilocalories
Kgv	Kilograms
Kg	Kilogram
Kj	Kilojoules
Mcg/ug	Micrograms
Mg	Milligrams
ml	Milliliters
Mm	Millimeters
Ppm	Parts per Million
%	Percent
m/m	Mass by mass
w/v	Weight by volume
w/w	Weight by weight
v/v	Volume by volume

Appendix-B
(See regulation 4)

LICENSE FEE FOR DIFFERENT CATEGORIES OF FOOD BUSINESS

CATEGORY	PREMISES NAME	LICENSE FEE (RS)	(SRB) (13%)	TOTAL LICENSE FEE (RS.)	SIZE (Covered Area)
A	PREMISES CARRYING OUT BUSINESS OF MARGARINE, BANASPATI, FAT SPREADS, ANIMAL FAT (HALAL), GHEE, FISH OIL, EDIBLE OIL, SPICES, CEREAL PROUCTS, SOFT DRINKS, AERATED WATER, FRUITS AND VEGETABLES, FOOD ADDITIVES & INGREDIENTS AND COLD STORAGE ETC.		Ac	/	
(A-I)	MEGA MART/WHOLE SALE DEALER/ WARE HOUSES/DISTRIBUTOR	10,000	1300	11,300	1501 sq. ft. or above
(A-II)	DEPARTMENTAL STORE/ LARGE KIRYANA STORE	5,000	650	5,650	501 to 1500 sq.ft.
(A-III)	SMALL KIRYANA STORE/ PAN SHOP	1,000	130	1,130	Upto 500 sq. ft.
(A-IV)	FRUIT AND VEGETABLE SHOPS	500	65	565	
(A-V)	BAKERY & DAIRY SHOP WITHOUT CHAIN	1,000	130	1,130	
(A-VI)	ICE FACTORY/COLD STORAGE USED FOR FOOD BUSINESS	10,000	1300	11,300	
B	CREAMERIES, DAIRIES, DAIRY FARMS, BAKERS, HOTELS, EATING HOUSES AND OTHER SMALL SCALE FOOD MANUFCTURING CONCERNS.				
(B-I)	HOTELS AND RESTURANTS LOCATED AT PROMINENT PLACES INCLUDING FINE DINING AND AMBIANCE HOTELS AND RESTAURANTS. FAST FOOD & RESTAURANT CHAINS	20,000	2600	22,600	2000 sq. ft. or above

	(INTERNATIONAL) WATER PLANTS & MANUFACTURING UNITS MARRIAGE/BANQUET HALL WITH OR WITHOUT KITICHEN AND CATERERS				
(B-II)	HOTELS & RESTAURANTS, FAST FOOD POINTS, MARRIAGE/BANQUET HALL WITH OR WITHOUT KITICHEN AND CATERERS, FISH CORNER, CANTEENS AND MESS, CREAMERIES, CONFECTIONARY (SWEETS), WATER PLANT & SMALL SCALE MANUFACTURING UNITS.	10,000	1300	11,300	1000 to 2000 sq. ft.
(B-III)	BAKERY OUTLETS, DAIRY SHOP CHAIN, JUICE & ICE CREAM, CONFECTIONARY, HOTEL, SWEET & NIMCO & HOME SERVICE.	5,000	650	5,650	Upto 1000 sq. ft.
(B-IV)	TANDOOR WITHOUT HOTEL (LARGE, MEDIUM, SMALL) LOCAL CART, TEA STALL, DHABA, SHAWARMA POINT, DAHI BHALLAY ETC.	500	65	565	
(B-V)	ATTA GRINDING CHAKKI	1000	130	1,130	
C	FOOD MANUFACTURING UNITS (FACTORIES)				
	SMALL	20,000	2600	22,600	Upto 2000 sq. ft.
	MEDIUM	30,000	3900	33,900	2001 to 5000 sq. ft.
	LARGE	50,000	6500	56,500	5000 or above sq. ft.
(C-I)	REGISTRATION FEE FOR SELLING OF FOOD PRODUCTS IN DISRICTS OF SINDH (IMPORTED)	10,000	1300	11,300	
(C-II)	CONTRACT MANUFACTURING	25000	3250	28,250	
(C-III)	MANUFACTURING UNITS OF FOOD GRADE PACKAGING LABELING AND UTENSILS				

	SMALL	10,000	1300	11,300	Upto 1000 sq.ft.
	MEDIUM	20,000	2600	22,600	1001 to 2000 sq.ft.
	LARGE	50,000	6500	56,500	2001 or above sq. ft.
(C-IV)	WAREHOUSE/GODOWN S OF RESTURANTS OUTSIDE PREMISES				
	SMALL	5000	650	5650	Upto 1000 sq.ft.
	MEDIUM	7000	910	7,910	1000 to 3000 sq. ft.
	LARGE	10,000	1300	11,300	3000 or above sq. ft.
(C-V)	SLAUGHTER HOUSES	20,000	2600	22,600	
(C-VI)	MEAT (POULTRY, BEEF, MUTTON AND FISH SHOPS) FROZEN FOOD ETC. READY TO EAT	5,000	650	5,650	

CHECKLIST

- Copy of CNIC.
- Documents of the property/tenancy agreement or affidavit showing ownership.
- Previous registration certificate (if any) with any authority.
- Copy of Challan form
- Lab testing reports (where required as per SOPs)
- Medical reports of the staff/food handlers (where required as per SOPs)

SOPs

The SOPs of different categories are enclosed which should be complied with before submitting the License form and operating any food business.

Note

- * Documents should be properly signed and stamped
- * Documents should be in legible writing and language
- * Make sure that no document is expired