



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:08

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 08

FOOD SAFETY AT CANTEEN

Page 1 of 2

Purpose	To avoid food borne illness	Scope	ISG
Responsibility	HRM Department		
Performance criteria	Exception points at management reviews		
Cross reference	OHSAS : 18001		

PPEs and Precautions



Hygienic gloves while cooking



Maintain personal hygiene throughout work processes

Procedures and Controls

S. No.	Activity	Responsibility
1.	Legal Requirements : • Analysis of food samples by public analysts • Restriction on dose of irradiation for onions, potatoes, spices, mangoes, rice, dried fruits, and meat products. • Restriction on use of synthetic food colours in cakes/fruit drinks	Canteen Committee/ Canteen Contractor
2.	Necessary steps at the time of procurement of raw materials for canteen : To insist the contractor to buy Agmark/ISI certified products viz. Cooking oil/Veg oil/packed spices etc.	Canteen Committee
3.	Check for expiry or 'best before' date	Canteen Committee
4	Storage of raw materials : a. Refrigerate perishable foods quickly after procurement. b. Store leftovers at temperature either below 10 degree C or above 60 degree C. c. Keep raw meat, poultry eggs, seafood and their juices away from ready -to-eat foods	Contractor/ Canteen Committee.
5	Protection of food from insects.	Contractor
6	To avoid contact between raw foodstuffs and cooked foods through hands, flies, utensils or unclean surfaces.	Contractor
7	Food preparation - To keep the food preparation premises meticulously clean.	Canteen Contractor
8.	Avoid Biological Bacteria : -Wash hands thoroughly before start preparing or serving food and after every interruption, esp. if you have used the toilet. -Wash fruits and vegetables thoroughly using plenty of safe water particularly if they were eaten raw -Cut vegetables and fruits first, then raw meat and poultry. -Wash cutting boards and utensils with hot soapy water after cutting raw meat and poultry products and before slicing vegetables	Canteen Committee/ Contractor
9.	Checking of Electric Boiler at kitchen	Electrician



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:08

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 08

FOOD SAFETY AT CANTEEN

Page 2 of 2

10.	Checking of Aqua-guard/refrigerator, regular water quality check and regular maintenance of equipment.	HRM
11.	Impart training about biological bacteria to canteen staff/workers	Canteen Contractor

Site Safety department to ensure hygiene and safety of Food & Water as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records (sample):

Record Title	Record No.	Location	Responsibility	Retention Period
Food Source Records				
Inspection Records				
Water Testing Records				

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)