



سندھ نوڈ اتھارٹی ، حکومت سندھ



STANDARD OPERATING PROCEDURES (SOPs)

Sr. #	Instructions for	Sr. #	Instructions for
1	School and College Canteen	18	Beverages
2	Office and Industrial Canteen	19	Roadside Café (Dhaba)
3	Confectionary Factory	20	Oil & Ghee Derivatives
4	Chicken, Mutton & Beef Shop	21	Catering Units
5	Floor Mills	22	Fruits and Vegetables
6	Super / General Store	23	Cereal & Cereal Products
7	Hospital Canteens	24	Seafoods
8	Hotels & Restaurants	25	Eggs & Egg Products
9	Ice Factory	26	Sweeteners & Honey
10	Marriage Halls	27	Salt & Spices
11	Milk & Dairy Shop	28	Ready to Eat Products
12	Dairy Farms	29	Food Additives
13	Milk Transportation	30	Manufacturing Units (Large)
14	Pickle Manufacturing	31	Manufacturing Units (Small)
15	Slaughtering House	32	Warehouse
16	Sweets, Baker & Nimco	33	Temporary or Parmanent Food Events
17	Water Plants / RO Plants	34	Food Packaging Manufacturer



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Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SCHOOLS / COLLEGES CANTEENS

GUIDELINES FOR SCHOOLS / COLLEGES CANTEENS

1. Schools / Colleges canteens should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Fresh and clean drinking water should be available.
4. If filter plant is used then its tanks must be cleaned timely and its record should be maintained.
5. Tanks used for filter plants must be washed and cleaned on monthly basis.
6. Filter must be regularly change.

GUIDELINES FOR BANNED ITEMS

1. Carbonated drinks, energy drinks, chips, and pappad are strictly prohibited in schools / colleges canteens.
2. Other commodities which are banned by other legislative organizations are also prohibited to sale.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen and touch the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers.
5. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for staff.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Detergents must be used for washing and cleaning of utensils.
6. Kitchen must have proper and concealed drainage system.
7. Kitchen must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
8. Footrest trash bins must be used throughout the premises.
9. Toilets should be in separating lobby and away from kitchen.
10. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the refrigerator.
11. Refrigerators / Freezers should be free from corrosion and leaks / damage.
12. Water tanks must be cleaned timely and its record should be maintained.
13. Storage of cooked food must be appropriate and stale food must not be served.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of supply chain of raw material / finished products should be maintained.
3. Use of rotten eggs is strictly prohibited for baking.
4. Unhygienic / poor quality of colors / favors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Raw materials should be placed separate from detergents / cleaning chemicals etc.
10. FIFO method for inventory / raw material should be implemented.
11. Utensils should be made of food grade material.
12. Avoid placing fried food items in open environment to restrict dust contamination.
13. All the edible items such as yogurt, eggs, milk, fruits, vegetables, meat, frozen items etc should be kept separately to avoid cross contamination.



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STANDARD OPERATING PROCEDURES (SOPs) FOR OFFICE / INDUSTRIAL CANTEENS

GUIDELINES FOR OFFICE / INDUSTRIAL CANTEENS

1. Canteens should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Fresh and clean drinking water should be available.
4. If filter plant is used then its tanks must be cleaned timely and its record should be maintained.
5. Tanks used for filter plants must be washed and cleaned on monthly basis.
6. Filter must be regularly change.
7. Cigarettes / Pan / Chalia should not be present in the kitchen.
8. Smoking / eating pan is strictly prohibited in kitchen, dining area and surrounding of kitchen.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen and touch the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers.
5. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for staff.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Detergents must be used for washing and cleaning of utensils.
6. Kitchen must have proper and concealed drainage system.
7. Kitchen must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
8. Footrest trash bins must be used throughout the premises.
9. Toilets should be in separating lobby and away from kitchen.
10. Serving area / Dining area must be clean.
11. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the refrigerator.
12. Refrigerators / Freezers should be free from corrosion and leaks / damage.
13. Water tanks must be cleaned timely and its record should be maintained.
14. Storage of cooked food must be appropriate and stale food must not be served.
15. Utensils used in serving must be cleaned.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of supply chain of raw material / finished products should be maintained.
3. Use of rotten eggs is strictly prohibited for baking.
4. Unhygienic / poor quality of colors / favors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Raw materials should be placed separate from detergents / cleaning chemicals etc.
10. FIFO method for inventory / raw material should be implemented.
11. Utensils should be made of food grade material.
12. Avoid placing fried food items in open environment to restrict dust contamination.
13. All the edible items such as yogurt, eggs, milk, fruits, vegetables, meat, frozen items etc should be kept separately to avoid cross contamination.



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STANDARD OPERATING PROCEDURES (SOPs) FOR CONFECTIONARY FACTORY

GUIDELINES FOR CONFECTIONERY FACTORY

1. Confectionary factories should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization of any food ingredients which is banned by Sindh Food Authority is strictly prohibited.
6. Site / Location of business is such that which can preventable from contamination and pest.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the mill and touch the food by any means have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
5. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
6. Masks, beard masks and head covers shall be worn by workers.
7. A separate changing room must be provided for food handlers.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. There must be a separate place for washing utensils and tools used during preparation of food.
4. Premises must have proper and concealed drainage system.
5. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
6. Footrest trash bins must be used throughout the premises.
7. Toilets should be in separating lobby and away from kitchen.
8. Sanitizers, Dryers and Disinfectants facility must be present for workers.
9. Machines must be clean on daily basis and must be free from grease & oil.

GUIDELINES FOR RAW MATERIAL RECEIVING AND STORAGE

1. Personnel receiving raw material must be competent and well-trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Final product must be labelled with all the necessary details (date of manufacturing, date of expiry, address, contact, bar codes, ingredients etc.)
5. Pallets must be used for storing raw materials. The size of pallets must be 15cm / 6 inches above the floor and must have 20cm space against the wall.
6. Receiving area should be smooth and free from pest.
7. Floor of mills must be smooth and clean.
8. Avoid practices that may cause cross contamination.
9. The raw material must be of good quality and that should be traceable.
10. If the raw material has any bad odor then it must be rejected / discarded.
11. Record of supply chain of raw material / finished products should be maintained.
12. Grains must be clean and free from foreign particle before grinding.
13. Raw materials should be kept in a place to avoid attack of rodents.
14. Expiry products should be discarded promptly.
15. Raw material should be placed separate from detergents / cleansing chemicals etc.
16. FIFO method for inventory / raw material should be implemented.
17. There must be First Aid Box inside the factory.
18. Wiring / lights must be covered to avoid accumulation of dust particle & flour particle.
19. Flour bags must be sealed properly and not leaked from any side.
20. Flour bags must have a proper labelling (company name, production & expiry date) mentioned on it.
21. Final product must be according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicle must be covered according to material and have possible arrangement in case of any unwanted weather conditions.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well trained and experienced to avoid any accident and load bags such a way to avoid leakage in bags.
5. Vehicles must be equipped with proper arrangements in case of any hazard.



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Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR CHICKEN, MUTTON AND BEEF SHOP

GUIDELINES FOR MEAT AND MEAT PRODUCTS

1. Chicken, Mutton and Beef shops should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the shop and touch the edibles by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers.
5. Footrest trash bins must be used throughout the premises and their regular cleaning must be assured.
6. Workers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
7. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
8. Meat should be covered to avoid exposure of flies and other bugs.
9. Staff must wash hands with soap after using toilet facility.
10. Record of Suppliers / Vendors of meat should be maintained on daily basis.
11. Smoking is strictly prohibited inside the shop.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. The place where meat is cut should be clean and free from contamination.
3. Knives and other tools must be sharp and free from corrosion.
4. Cage coop for poultry must be clean.
5. Walls inside the shop must be washed on regular basis and there must not be residues / spots of blood on the walls.
6. Sick animal should not be slaughtered.
7. Sick and healthy animals must be kept separately.
8. The person slaughtering the animals must be a Muslim. Position of animal must be directed towards Qibla and Takbeer must be recited loudly while slaughtering.
9. Proper disposal of wastage must be assured regularly.
10. Animal must be kept in open air after slaughtering and before removing its skin.
11. Carcass of chicken, mutton and beef must be hung on corrosion free hooks and must be covered by cloth.
12. Mincer machine must be cleaned on regular basis.
13. Detergents should be used for washing utensils. Surf is strictly prohibited.
14. There must be separate place for washing utensils and tools.
15. Shops must have proper and concealed drainage system.
16. Shop must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established alongwith record keeping.
17. Footrest trash bins must be used throughout the premises.
18. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
19. Refrigerators / Freezers should be free from corrosion and leaks / damage.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic and their cleaning record must be maintained.
2. Meat of chicken, meat and beef must be transported in separate vehicle.
3. Meat must be covered to protect from microbes and other contaminants.
4. Temperature must be maintained while transportation of meat.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FLOUR MILLS

GUIDELINES FOR FLOUR MILLS

1. Flour Mills should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Air curtains and fly catchers must be installed at the entrance of mill & food processing area.
4. Site / Location of business is such that which can preventable from contamination and pest.
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
6. Water resistant paint must be used in premises.

GUIDELINES FOR KITCHEN DESIGN & FACILITIES

1. Premises must have proper and concealed drainage system.
2. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
3. Footrest trash bins must be used throughout the premises.
4. Toilets should be in separating lobby and away from kitchen.
5. Air Curtains and Fly Catchers must be installed at the entrance of food processing area.
6. Apparatus / equipments used for processing of confectionaries should be made of stainless steel and food grade material.
7. Use of wooden equipments is strictly prohibited.
8. Sieves should be made of stainless steel and nylon that should be food grade.
9. Broken and damaged sieves should not be used.
10. Additives used during the processing and preparation of confectionaries must be used within prescribed limits, must be food grade and traceable.
11. Electric boards and sockets must be concealed.
12. Final product should be as per the regulations of Sindh Food Authority.
13. Packing material must be food grade and its record should be maintained.

GUIDELINES FOR STAFF / WORKERS

1. Workers must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Workers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
5. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of confectionaries.
6. Masks, beard masks and head covers shall be worn by workers.
7. A separate changing room must be provided for food handlers.
8. Staff must wash hands with soap after using toilet facility.
9. Traps for rats and cats must be put in place to restrict their access.
10. Smoking is strictly prohibited inside the premises.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Walls inside the processing area must be washed on regular basis and there must not be residues / spots on the walls.
3. Mop regularly with warm water and cleanser to get rid of dirt and spills.
4. Detergents should be used for washing of utensils. Washing with surf is strictly prohibited.
5. There must be a separate place for washing utensils and tools used during oil / ghee processing.
6. Factory must have proper and concealed drainage system.
7. Fly catcher should be installed to restrict entrance of flies, mosquitoes etc.
8. Factory must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
9. Footrest trash bins must be used throughout the premises.
10. Machines used for preparation of confectionaries must be washed and cleaned on daily basis.
11. Walls and floors must not have seepage.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FLOUR MILLS

GUIDELINES FOR RAW MATERIAL RECEIVING AND STORAGE

1. Personnel receiving raw material must be competent and well-trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Final product must be labelled with all the necessary details (date of manufacturing, date of expiry, address, contact, bar codes, ingredients etc.)
5. Pallets must be used for storing raw materials. The size of pallets must be 15cm / 6 inches above the floor and must have 20cm space against the wall.
6. Avoid practices that may cause cross contamination.
7. Waste water must be properly treated, premises must not have any source of pollution.
8. The raw material must be of good quality and that should be traceable.
9. If the raw material has any bad odor then it must be rejected / discarded.
10. Record of supply chain of raw material / finished products should be maintained.
11. Unhygienic / poor quality of additives are strictly prohibited.
12. Raw materials should be kept in a place to avoid attack of rodents.
13. Expiry products should be discarded promptly.
14. Raw material should be placed separate from detergents / cleansing chemicals etc.
15. FIFO method for inventory / raw material should be implemented.
16. Factory must have First Aid Kit in case of mishap.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicles supplying oil / ghee must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well trained and experienced to avoid any accident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SUPER / GENERAL STORE

GUIDELINES FOR GENERAL STORE

1. General Stores / Marts / Mega Stores should be registered for license of Sindh Food Authority.
2. All the edible items present in store must be traceable and of good quality.
3. Chemicals such as detergents, cleansing agents, soaps etc must be place separately from the edible items.
4. Sanitizers as per requirements must be used for cleaning of kitchen.
5. Keeping expiry products on the shelves is strictly prohibited.
6. Beverages such as juices, cold drinks, water etc must not be exposed directly to sunlight.
7. Traps for rats and cats must be put in place to restrict their access.
8. Sweep floor regularly to keep it clear of grit debris.
9. Mop regularly with warm water and cleanser to get rid of dirt and spills.
10. Premises must have proper and concealed drainage system.
11. Premises must be free from any kind of contamination (rodent /pest) and an integrated pest management system must be established along with record keeping.
12. Footrest trash bins must be used throughout the premises and their regular cleaning must be assured.
13. Complete details of vendors / suppliers must be present and record should maintain on regular basis.
14. Discard the product it is leaked or damaged.
15. Products should be kept and retained at a temperature as per its nature.
16. Each and every product should be labelled with MRDs.
17. All the edible items such as yogurt, eggs, milk, fruits, vegetables, meat, frozen items etc should be kept on separate shelves to avoid cross contamination.
18. Supervisor must be informed if any worker is dealing with any contagious disease (e.g. Flu, cough, hepatitis etc.)
19. Temperature monitoring devices must be installed on refrigerators and freezers.
20. Utilization of any food ingredients which is banned by SFA is strictly prohibited.
21. Selling of products which are banned by Sindh Food Authority is strictly prohibited.
22. Any haram product / ingredient must not be sold.
23. Food items should not place directly on surface. Pallets must be used for storing raw material. The size of pallets must be 6 inches above the floor and must have 6 inches space against the wall.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR HOSPITAL CANTEENS

GUIDELINES FOR HOSPITAL CANTEENS

1. Hospital canteens should be registered for license of Sindh Food Authority.
2. Assure regular cleaning of kitchens before opening and after closing of activities.
3. Use sanitizers and other cleaning agents as per the limits prescribed on them.
4. Premises must have proper and concealed drainage system.
5. Air Curtains and Fly Catchers must be installed at the entrance of kitchen,
6. Kitchen must be provided with well-lit.
7. There must be separate place for washing utensils. Using surf is strictly prohibited.
8. Detergents should be used for washing utensils and tools used during preparation of food.
9. Mop regularly with warm water and cleanser to get rid of dirt and spills.
10. Shelves inside the kitchen / unit must be made from stainless steel.
11. Footrest trash bins must be used throughout the premises and their regular cleaning must be assured.
12. Premises must be free from any kind of contamination (rodent /pest) and an integrated pest management system must be established along with record keeping.
13. Toilets should be in separating lobby and away from kitchen.
14. Refrigerators/ Freezers should be cleaned and maintained and there must not be still water inside the cavity.
15. Refrigerators / Freezers should be free from corrosion and leaks / damage.
16. Water tanks must be cleaned timely and its record should be maintained.
17. Traps for rats and cats must be put in place to restrict their access.
18. Sweep floor regularly to keep it clear of grits and debris.
19. Health hazardous food ingredients should be avoided in preparation of food.
20. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
21. Utilization of any food ingredients which is banned by SFA is strictly prohibited.

GUIDELINES FOR SERVING FOOD TO THE PATIENTS

1. The person serving food to the patients must wear gloves, head cover and mask.
2. Left-over food must not be served again.
3. Any ingredients that can cause allergy to any patient must be mentioned.
4. While preparation of food oil, salt and spices should be used in minimum quantity.
5. Healthy commodities like eggs, fruits, milk etc should be added in diet.

GUIDELINES FOR CHEF / COOK

1. Staff who work inside the kitchen and touch the food by any means by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers.
5. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for staff.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside kitchen.
10. Fruits and vegetables should be thoroughly washed before use.
11. Supervisor must be informed if any worker is dealing with any contagious disease (e.g. Flu, cough, hepatitis etc.)
12. Used oil must be discarded if its acid value is 2.5% and its total polar compound value is 27%.
13. New oil should never be mixed with old / rancid oil.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of supply chain of raw material / finished products should be maintained.
3. Use of rotten eggs is strictly prohibited for baking.
4. Unhygienic / poor quality of colors / favors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Raw materials should be placed separate from detergents / cleaning chemicals etc.
10. FIFO method for inventory / raw material should be implemented.
11. Utensils should be made of food grade material.
12. Avoid placing fried food items in open environment to restrict dust contamination.
13. All the edible items such as yogurt, eggs, milk, fruits, vegetables, meat, frozen items etc should be kept separately to avoid cross contamination.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR HOTELS & RESTAURANTS

GUIDELINES FOR HOTELS & RESTAURANTS

1. Hotels & Restaurants should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Sanitizers as per requirements must be used for cleaning of kitchens.
4. Air Curtains and Fly Catchers must be installed at the entrance of food processing area.
5. Kitchen must be provided with well-lit.
6. There must be sink for washing of knives, spoons, forks and other tool.
7. Health hazardous food ingredients should be avoided in preparation of food.
8. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
9. Selling and Utilization of any food ingredients which is banned by SFA is strictly prohibited.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen and engaged in touching the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year and should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Workers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm water before preparation of food.
7. A separate changing room must be provided for workers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be separating lobby and away from kitchen.
9. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
10. Refrigerators / Freezers should be free from corrosion and leaks / damage.
11. Water tanks must be cleaned timely and its record should be maintained.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of supply chain of raw material / finished products should be maintained.
3. Use of rotten eggs is strictly prohibited for baking.
4. Unhygienic / poor quality of colors / favors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents and placed away from floor and wall.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Raw materials should be placed separate from detergents / cleaning chemicals etc.
10. FIFO method for inventory / raw material should be implemented.
11. Utensils should be made of food grade material.
12. Oil must be discarded if its acid value is 2.5% and total polar compound value is 27% and record should be maintained.
13. New oil should never be mixed with oil / rancid oil.
14. Avoid cooking / preparation of food in open environment.
15. Avoid placing fried food items in open environment to restrict dust contamination.

GUIDELINES FOR STORAGE

1. Different types of raw materials or commodities should be stored separately in refrigerator.
2. Half done food must be sealed properly when stored and temperature should be according to stored food.
3. Raw & Cooked meat must be stored separately.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR ICE FACTORY

GUIDELINES FOR ICE DEPOT

1. Ice depot should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
4. Within the premises, any food product should not be stored.

GUIDELINES FOR STAFF / WORKERS

1. Workers must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Workers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Workers need to thoroughly wash hands with soap and warm water before preparation of food.
7. A separate changing room must be provided for workers.
8. Workers must wash hands with soap after using toilet facility.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelved inside the kitchen / unit must be made from stainless steel.
4. Fly curtain / air curtain must be present on entrance of processing area.
5. There must be separate place for washing utensils and tools used during preparation of food.
6. Premises must have proper and concealed drainage system.
7. Premises must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
8. Footrest trash bins must be used throughout the premises.
9. Toilets should be separating lobby and away from kitchen.
10. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
11. Refrigerators / Freezers should be free from corrosion and leaks / damage.
12. Water tanks must be cleaned timely and its record should be maintained.
13. Freezing frame must be clean, made of non-corrosive & save material and free from heat dust & contaminants when used.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR MARRIAGE HALLS

GUIDELINES FOR MARRIAGE HALLS

1. Marriage halls should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. Cooking in open area is strictly prohibited.
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR KITCHEN DESIGN & FACILITIES

1. Air Curtains and Fly Catchers must be installed at the entrance of food processing area.
2. Kitchen must be provided with well-lit.
3. There must be sink for washing of knives, spoons, forks and other tools.
4. Sanitizers as per requirements must be used for cleaning of kitchen.
5. Shelves inside the kitchen / unit must be made from stainless steel.
6. There must be separate place for washing utensils and tools used during preparation of food.
7. Premises must have proper and concealed drainage system.
8. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
9. Footrest trash bins must be used throughout the premises.
10. Toilets should be in separating lobby and away from kitchen.
11. Clothes used for decoration purpose should not be placed / present in the kitchen.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Masks, beard masks and head covers shall be worn by workers during food preparation.
3. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
4. Workers need to thoroughly wash hands with soap and warm water before preparation of food.
5. A separate changing room must be provided for food handlers.
6. Workers must wash hands with soap after using toilet facility.
7. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
6. Refrigerators / Freezers should be free from corrosion and leaks / damage.
7. Cooking utensils and serving utensils must be washed properly and clean.
8. Dipped washing of used crockery in bucket / container must be avoided.
9. Washing of cutting board must be done with saline water.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of Supply Chain of raw material / finished products should be maintained.
3. Half done food must sealed and stored properly on required temperature.
4. Unhygienic / poor quality of colors / flavors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Oil must be discarded if its acid value is 2.5% and total polar compound value is 27% and record should be maintained.
10. New oil should never be mixed with old / rancid oil.
11. Avoid placing fried food items in open environment to restrict dust contamination.

GUIDELINES FOR STORAGE

1. Separate refrigerator must be used for raw and cooked food.
2. Separate refrigerator must be used for storage of milk and other products.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR MILK AND DAIRY SHOP

GUIDELINES FOR MILK AND DAIRY SHOP

1. Milk and Dairy shops should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Provision of fresh and clean water should be available.
4. Milk should be stored at a temperature below 4°C.
5. Utensils used for storage of dairy products should be made of stainless steel and food grade material.
6. FIFO method for selling of milk should be charted.
7. Record of Suppliers / Vendors of milk should be maintained on daily basis.
8. Use of blue drums is strictly prohibited.
9. Stale bread, naan etc. should not be sold.
10. Temperature should be maintained to store eggs and damaged or rotten eggs should not be sold.
11. All the products sold at the milk shop should be as per the regulations of Sindh Food Authority.
12. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must trained to basic level for personal hygiene and Food Safety Standard.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers.
5. Workers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. Staff must wash hands with soap after using toilet facility.
8. Smoking is strictly prohibited inside milk shop.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelved inside the kitchen / unit must be made from stainless steel.
4. Yogurt must be placed safely and covered in a way to avoid exposure of flies and other insects.
5. There must be separate place for storage and boiling of milk.
6. Detergents should be used for washing of utensils. Surf is strictly prohibited.
7. There must be separate place for washing utensils and tools used during milk processing.
8. Shops must have proper and concealed drainage system.
9. Fly catcher should be installed to restrict entrance of flies, mosquitoes etc.
10. Shop must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
11. Footrest trash bins must be used throughout the premises.
12. Toilets should be in separating lobby and away from shop.
13. Refrigerator / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
14. Refrigerator / Freezers should be free from corrosion and leaks / damage.

GUIDELINES FOR MILK TRANSPORTATION

1. All the vehicles used for transportation of milk must be cleaned and hygienic.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR DAIRY FARMS

GUIDELINES FOR DAIRY FARMS

1. Cattle farms should be registered for license of Sindh Food Authority.
2. Provision of fresh and clean water should be assured.
3. Milk should be stored at a temperature below 4°C.
4. Utensils used for storage of dairy products should be made of stainless steel and food grade material.
5. There must be vehicle disinfectant fogger and pool installed at the entrance gate of dairy farm.
6. Entrance route of cowshed should be sprinkled with calcium carbonate.
7. Cow dung and faces must be properly discarded in a separate excavation.
8. Cowshed should be washed with clean water.
9. Old fogger / feed should not be mixed with new feed in hayrack.
10. Assure non-accumulation of fungal growth in water tanks.
11. Pesticides and other drugs should be used under recommended limits.
12. Electronic and other mechanical tools should be kept away from cows.
13. There must be enclosed excavation filled with copper sulfate solution for the cows to protect their hooves from contamination.
14. Thoroughly wash udders using clean water with an added disinfectant, such as sodium hypochlorite.
15. Feed of animals must comprised of basic nutrients such as minerals, vitamins, proteins needed for growth and development of animals.
16. Sick animals and healthy animals must be kept separately.
17. Dogs play important role in spreading diseases so their entrance in farm must be prohibited.
18. Use of blue drums is strictly prohibited.
19. Drugs such as somatic, oxytocin, and other boosters must be strictly prohibited to increase milk production.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must trained to basic level for personal hygiene and Food Safety Standard.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers.
5. Workers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for staff.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside farm.

GUIDELINES FOR CLEANING DUNG AND MANURE

1. Cowsheds must not have any cracks in their walls.
2. Cleaning and centralizing the cow dung in the cowshed by adopting mechanical equipment and spraying water but do not use hands.
3. Use disinfectant dips for removal of dung from the body of animals.
4. Assure that the animals must not be injured before dipping in disinfectant dips.
5. Avoid dipping during winter and monsoon season.
6. Animals who are either weak, new born (age less than 3 months) or in last days of pregnancy should not be dipped.
7. Take necessary actions like pest management, mole insect killing, and net raps to avoid exposure of insects and other harmful rodents.
8. Milk should be as per the regulation of Sindh Food Authority.

GUIDELINES FOR MILK TRANSPORTATION

1. All the vehicles used for transportation of milk must be cleaned and hygienic.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR MILK TRANSPORTATION (WHOLESALE)

GUIDELINES FOR MILK TRANSPORTATION (WHOLESALE)

1. Milk transporter / wholesaler should be registered for license of Sindh Food Authority.
2. Milk drums must be made of stainless steel.
3. Milk drum must be washed with food grade detergent/soap or not with any chemical/surf or bath soap.
4. Drum must be washed twice in a single day (morning and in evening/night).
5. Milk must be reached to the retailer within forty five to sixty minutes (45-60 mints) to prevent sourness in milk.
6. Ice should not be used in milk to make it colder or to decrease temperature.
7. All the vehicles used for transportation of milk must be cleaned and hygienic.
8. Vehicles must be washed with chlorinated water on daily basis.
9. Vehicles must be covered and have proper ventilation system.
10. Vehicles must be free from pest.
11. Chemicals used for cleaning vehicles must be properly handled.
12. Milk handler must be trained so loading and unloading done properly and easily.
13. Masks and head covers shall be worn by Milk Handlers.
14. Workers must not wear jewelry while handling milk, their clothes must be clean, and their nails must be trim and clean.
15. Milk received from farm must be according to Sindh Food Authority regulations 2018.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR PICKLE MANUFACTURING

GUIDELINES FOR PICKLE MANUFACTURING

1. Pickle manufacturing unit should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Air Curtains and Fly Catchers must be installed at the entrance of food processing area.
4. Site / Location of business is such that which can preventable from contamination and pest.
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
6. Water resistant paint must be used in premises.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen and engaged in touching the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year and should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm water before preparation of food.
7. A separate changing room must be provided for workers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Floor, windows, doors must be clean & smooth and free from dust.
4. Table used in manufacturing area must be made of food grade material and stainless steel.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be separating lobby and away from processing area.
9. Sanitizers, Dryers and Disinfectant facility must be present for workers.
10. There must be a separate place for washing utensils and tools used during preparation of food.
11. Refrigerator / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
12. Refrigerator / Freezers should be free from corrosion and leaks / damage.
13. Storage or fermentation tanks / drums and containers must be cleaned timely & with cover and its record should be maintained.
14. Premises must be free from any pet & proper facilities like net, mouse traps etc. must be present to eliminate risk of entering pest.
15. Personal stuff of workers and unnecessary things must be away from processing area.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Low quality fruits & vegetables (over rippened, bruised, damaged) must be avoided in preparation which can effect product quality & nutritional value.
3. Banned items by Sindh Food Authority should not be used in food preparation.
4. Record of supply chain of raw material / finished products should be maintained.
5. Use of rotten & fungal effected raw material / finished products should be maintained.
6. Raw material should be free from insects, bees, germs, and foreign matter.
7. Unhygienic / poor quality f colors / flavors are strictly prohibited.
8. Raw materials should be kept in place to avoid attack of rodents.
9. Expiry products should be identified timely & discarded promptly.



Sindh Food Authority

Government of Sindh



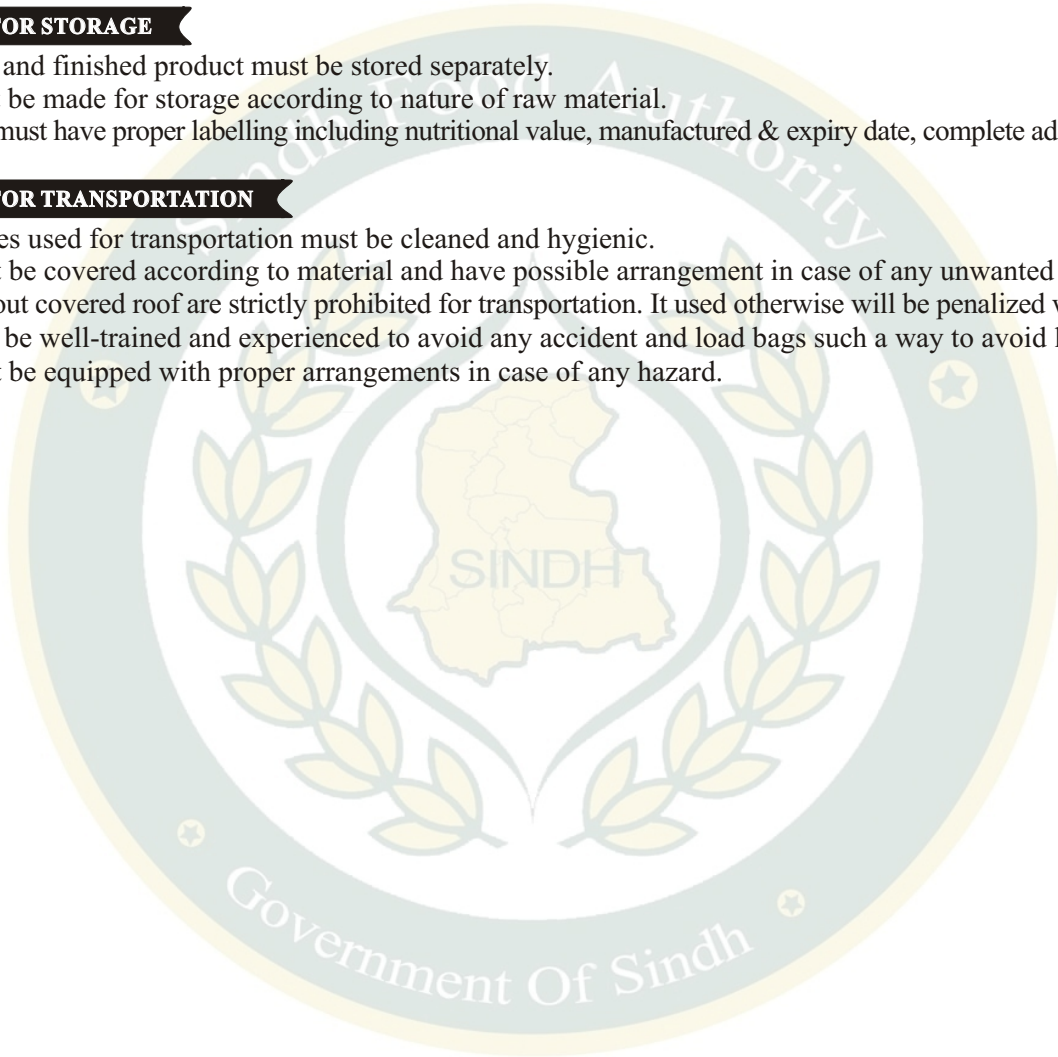
10. Colors / flavors used in cooking must be food grade and traceable.
11. Raw material should be labelled with date of manufacturing & date of expiry.
12. Raw materials should be placed separate from detergents / cleaning chemicals etc.
13. FIFO method for inventory / raw material should be implemented.
14. Utensils should be made of food grade material and all raw material used in preparation must be placed / stored in food grade drum. Use of blue drums is strictly prohibited.
15. Raw material should be placed on pallets and away from wall & floor.

GUIDELINES FOR STORAGE

1. Raw material and finished product must be stored separately.
2. Portions must be made for storage according to nature of raw material.
3. Final product must have proper labelling including nutritional value, manufactured & expiry date, complete address and ingredients.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicles must be covered according to material and have possible arrangement in case of any unwanted weather conditions.
3. Vehicles without covered roof are strictly prohibited for transportation. It used otherwise will be penalized with hefty amount.
4. Loaders must be well-trained and experienced to avoid any accident and load bags such a way to avoid leakage in bags.
5. Vehicles must be equipped with proper arrangements in case of any hazard.





Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SLAUGHTERING HOUSE

GUIDELINES FOR SLAUGHTERING HOUSE

1. Slaughtering house should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the shop and touch the edibles by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers.
5. Entry of unauthorized persons should be restricted in the premises.
6. Record of slaughtering animals and dead animals should be maintained on daily basis and that should be varified by the doctor.
7. The person slaughtering the animals must be a Muslim and must be experienced.
8. Position of animal must be directed towards Qibla and Takbeer must be recited loudly while slaughtering.
9. Workers must not wear jewelry, their clothes must be clean, and their nails must be trim and clean.
10. Staff need to thoroughly wash hands with soap and warm running water before preparation of food.
11. Staff must wash hands with soap after using toilet facility.
12. Smoking is strictly prohibited inside the slaughtering house.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. The place where meat is cut should be clean and free from contamination.
3. Knives and other tools must be sharp and free from corrosion.
4. Walls inside the shop must be washed on regular basis and there must not be residues / spots of blood on the walls.
5. Traps for rats and cats must be put in place to restrict their access.
6. Animals should be checked and certified by veterinary doctors before slaughtering.
7. Cows, goats and other animals should be slaughtered and cut separately.
8. Slaughtering of calf and new born animals is strictly prohibited.
9. Sick animals should not be slaughtered.
10. Sick and healthy animals must be kept separately.
11. Air curtains / fly catchers must be installed at the entrance of slaughtering house.
12. Meat should be covered to avoid exposure of flies and other bugs.
13. Proper disposal of wastage must be assured regularly.
14. Animal must be kept in open air after slaughtering and before removing its skin.
15. Carcass of chicken, mutton and beef must be hung on corrosion free hooks and must be covered by cloth.
16. Mincer machine must be cleaned on regular basis.
17. Detergents should be used for washing of knives and other tolls. Surf is strictly prohibited.
18. Slaughtering house must have proper and concealed drainage system.
19. Slaughtering house must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
20. Record of Suppliers / Vendors of meat should be maintained on daily basis.
21. Footrest trash bins must be used throughout the premises.
22. Animals who are either weak, new born (age less than 3 months) or pregnant must not be slaughtered.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic and their cleaning record must be maintained.
2. Meat of chicken, meat and beef must be transported in separate vehicle.
3. Meat must be covered to protect from microbes and other contaminants.
4. Temperature must be maintained while transportation of meat.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SWEETS, BAKERS & NIMCO

GUIDELINES FOR SWEETS, BAKERS & NIMCO

1. Sweets, Bakers & Nimco should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization of any food ingredients which is banned by SFA is strictly prohibited.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Masks, beard masks and head covers shall be worn by workers during food preparation.
3. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
4. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
5. A separate changing room must be provided for food handlers.
6. Workers must wash hands with soap after using toilet facility.
7. Smoking is strictly prohibited inside the processing / production area.
8. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
9. Staff should be trained about the importance of hand washing and gloving.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelved inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from kitchen.
9. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
10. Refrigerators / Freezers should be free from corrosion and leaks / damage.
11. Water tanks must be cleaned timely and its record should be maintained.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of Supply Chain of raw material / finished products should be maintained.
3. Use of rotten eggs is strictly prohibited for baking.
4. Unhygienic / poor quality of colors / flavors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Raw material should be labelled with date of manufacturing & date of expiry.
8. Uncooked and cooked food should be kept separately.
9. Raw materials should be place separate from detergents / cleaning chemicals etc.
10. FIFO method for inventory / raw material should be implemented.
11. Utensils should be made of food grade material/
12. Used oil must be discarded if its acid value is 2.5% and total polar compound value is 27% and record should be maintained.
13. New oil should never be mixed with old / rancid oil.
14. Avoid cooking / preparation of food in open environment.
15. Avoid placing fried food items in open environment to restrict dust contamination.
16. Manufacturing and Expiry date must be present on bakery items and stored properly.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR WATER PLANTS / RO PLANTS

GUIDELINES FOR WATER PLANTS / RO PLANTS

1. Water Plants / RO Plants should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. There must not be any waste pipe in the vicinity of plant.
4. Water obtained from earth must be tested before installation of plant.
5. Water resistant paint must be used inside the building where plant is installed.
6. Complete record of raw material (vendor's name, address, contact number etc) must be present at the time of inspection.
7. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Staff need to thoroughly wash hands with soap and warm running water.
7. A separate changing room must be provided for food handlers with soap after using toilet facility.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANING OF FILTER

1. Back washing of filter on daily basis is mandatory.
2. Tanks used for filter plants must be washed and cleaned on monthly basis.
3. Filter must be regularly change.
4. Bottles must be washed with warm pressurized water (85°C).
5. Bottles should not be washed at filling station. Moreover washing area should be separately made.

GUIDELINES FOR TESTING AND RECORD

1. Filter changing record must be maintained.
2. Record of washing and cleaning of plant and bottles must be maintained.
3. Filtered water must be tested regularly ad its record keeping is mandatory.
4. Final product must be labelled with date of manufacturing, date f expiry, list of ingredients, contact details etc.
5. Final product must comply with the regulations of Sindh Food Authority.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation of water bottles must be cleaned and hygienic.
2. Vehicles supplying water bottles must be covered to protect bottles from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation of water bottles. If used otherwise will be penalized with hefty amount.
4. Loaders must be experienced to avoid any accident.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR BEVERAGES

GUIDELINES FOR BEVERAGES

1. Beverage processing plant / unit (shop & cart) should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food. completely separate for raw and cooked food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization of any food ingredients which is banned by Sindh Food Authority is strictly prohibited.

GUIDELINES FOR PLANT (NON-CARBONATED / SODA WATER)

1. There should be no sewerage or sewer gutters in the vicinity of the plant.
2. The ground water should be tested and the plant should be planted according to the nature.
3. Water obtained from earth must be tested before installation of plant.
4. Unhygienic / poor quality of colors / flavors / acids are strictly prohibited.
5. Water filtration and testing must be done at the plant on regular basis and record of such testing should be maintained and available at the spot.
6. There must be separate building for beverage processing and this building must not be used for any other purpose.
7. It is strictly forbidden to run plant in residential area.
8. Water resistant paint must be used inside the building where plant is installed.
9. Final product must comply with the regulations of Sindh Food Authority.
10. Final product must be labelled with date of manufacturing, date of expiry, list of ingredients, contact details etc.
11. Record of Supply Chain of raw material (COA, MSDS, original invoices) including company name, complete address, and phone number should be maintained.

GUIDELINES FOR SHAKES / FRESH JUICES & NECTORS ETC.

1. The raw material used for preparation of food must be of good quality and that should be traceable and sorted before start of operation.
2. Low quality fruits & vegetables (over ripened, bruised, damaged) must be avoided to preparation which can effect product quality & nutritional value.
3. Use of rotten & fungal effected fruits & vegetables is strictly prohibited for baking.
4. Raw material should be free from insects, bees, germs and foreign matter.
5. Unhygienic / poor quality of colors / flavors are strictly prohibited.
6. Raw materials should be kept in a place to avoid attack of rodents.
7. Expiry products should be identified timely & discarded promptly.
8. Colors / flavors used in juices etc must be food grade and traceable.
9. FIFO method for inventory / raw material should be implemented.
10. Record of Supply Chain of raw material (COA, MSDS, original invoices) including company name, complete address, and phone number should be maintained.
11. Utensils used in preparation must be washed and cleaned properly.

GUIDELINES FOR STAFF / WORKERS

1. Workers medical certificates must be available at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim properly.
6. Workers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. Workers must wash hands with soap after using toilet facility and such facility should also be cleaned.
8. Smoking and eating of food is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Back washing of filter on daily basis is mandatory.
2. Tanks used for filter plants must be washed and cleaned on monthly basis.
3. Filters must be regularly change.
4. Bottles must be washed with warm pressurized water (85°C).
5. Bottles should not be washed at filling station. Moreover, washing area should be separately with processing area.
6. Proper records of aforementioned SOPs (1-4) must be available at the spot for inspection purpose.
7. Equipment used for juice etc making must be cleaned after every use.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR ROADSIDE CAFÉ (DHABA)

GUIDELINES FOR DHABA

1. Roadside cafes should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen and touch the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 years. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Masks, beard masks and head covers shall be worn by workers during food preparation.
3. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must trim and clean.
4. Workers need to thoroughly wash hands with soap and warm water before preparation of food.
5. A separate changing room must be provided for workers.
6. Workers must wash hands with soap after using toilet facility.
7. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. The food sold on Dhaba must be hygienic and free from any contamination.
2. Stove should not place on open area or along roadside. If it is present on road, it must be framed with mirror or net to prevent contamination.
3. Clean water facility must be present.
4. Utensils & employees hand washing facilities must be specified.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Floor must be smooth and water should not be accumulated on floors.
9. Food preparation and food serving utensils must be cleaned.
10. Dipped washing of used crockery in bucket / container must be avoided.
11. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity and refrigerators / freezers should be free from corrosion and leaks / damage.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR OIL AND GHEE DERIVATIVES

GUIDELINES FOR OIL AND GHEE DERIVATIVES

1. Oil and Ghee factories should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization and selling of any food ingredients which is banned by SFA is strictly prohibited.

GUIDELINES FOR STAFF / WORKERS

1. Workers have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Traps for rats and cats must be put in place to restrict their access.
7. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
8. A separate changing room must be provided for food handlers.
9. Workers must wash hands with soap after using toilet facility.
10. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR PREMISES DESIGN & FACILITIES

1. Premises must have proper and concealed drainage system.
2. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
3. Footrest trash bins must be used throughout the premises.
4. Toilets should be in separating lobby and away from kitchen.
5. Air curtains and fly catchers must be installed at the entrance of food processing area.
6. Apparatus / equipments used for processing of Oil / Ghee should be made from stainless steel and food grade material. Use of wooden equipments is strictly prohibited.
7. Additives used during the processing and preparation of oil / ghee must be used within prescribed limits, must be food grade and traceable.
8. A proper QC laboratory must be present inside the factory for testing of raw / finished oil / ghee samples and their record must be maintained.
9. Calibration of all the apparatus on regular basis must be assured.
10. There must be separate room / portion for placing recalled, returned and non-conforming products in the factory.
11. Flow diagram of processing operation must be present. Also SOPs must be pasted on the walls in processing area of factory.
12. Electric boards and sockets must be concealed.
13. Final product should be as per the regulations of Sindh Food Authority and must be fortified with Vitamins A and Vitamins D.
14. Packing material must be food grade and its record should be maintained.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Walls inside the processing area must be washed on regular basis and there must not be residues / spots on the walls.
3. Mop regularly with warm water and cleanser to get rid of dirt and spills.
4. Detergents should be used for washing of utensils. Surf is strictly prohibited.
5. There must be separate place for washing of utensils and tools used during oil / ghee processing.
6. Factory must have proper and concealed drainage system.
7. Fly catcher should be installed to restrict entrance of flies, mosquitoes etc.
8. Factory must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
9. Footrest trash bins must be used throughout the premises.

GUIDELINES FOR RECEIVING RAW MATERIAL

1. Personnel who receive raw material must be well trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Final product must be labelled with all the necessary details (date of manufacturing, date of expiry, address, contact, bar codes, ingredients etc.)
5. Pallets must be used for storing raw materials. The size of pallets must be 6 inches above the floor and must have 6 inches against the wall.
6. Use / selling of open / loose oil is strictly prohibited.
7. Avoid practices that may cause cross contamination.
8. Waste water must be properly treated, premises must not have any source of pollution.
9. The raw material must be of good quality and that should be traceable.
10. If the raw material has any bad odor then it must be rejected / discarded.
11. Record of Supply Chain of raw material / finished products should be maintained.
12. Unhygienic / poor quality of additives are strictly prohibited.
13. Raw materials should be kept in a place to avoid attack of rodents.
14. Expiry products should be discarded promptly.
15. Raw materials should be place separate from detergents / cleansing chemicals etc.
16. FIFO method for inventory / raw material should be implemented.
17. There must be First Aid Box kit inside the factory.
18. Oil must be discarded if its acid value is 2.5% and total polar compound value is 27%.
19. New oil should never be mixed with old / rancid oil.
20. Avoid placing fried food items in open environment to restrict dist contamination.

GUIDELINES FOR TRANSPORTATION

1. All food items must be transportation of oil / ghee must be cleaned and hygienic.
2. Vehicles supplying oil / ghee must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well trained and experienced to avoid any accident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR CATERING UNITS, SUPPLIERS TO CANTEEN & HAWKERS

GUIDELINES FOR CATERING UNITS, SUPPLIERS TO CANTEEN & HAWKERS

1. Catering units, suppliers to canteen & hawkers should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Site/Location of business is such that which can preventable from Contamination and Pest.
4. Health hazardous food ingredients should be avoided in preparation of food.
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR KITCHEN PREMISES

1. Kitchen or Food Cooking Area should be separated and covered with proper ventilation.
2. Walls Ceiling or Floor must be smooth and easy to clean.
3. Shelves inside the kitchen/unit must be made from stainless steel.
4. Proper water drainage system must be present in the kitchen.
5. Separate washing system provided to wash/soaking of food ingredients with adequate sanitary and stainless steel equipment must be used for this purpose.
6. Equipments such as stove, refrigerator, and table should be movable or so positioned that effective cleaning of the equipment and surrounding areas is possible.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for food handlers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. There must be separate place for washing utensils and tools used during preparation of food.
4. Premises must have proper and concealed drainage system.
5. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
6. Footrest trash bins must be used throughout the premises.
7. Toilets should be in separating lobby and away from kitchen.
8. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
9. Refrigerators / Freezers should be free from corrosion and leaks / damage.
10. Water tanks must be cleaned timely and its record should be maintained.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Banned items of Sindh Food Authority should not be used in food preparation.
3. Record of Supply Chain of raw material / finished products should be maintained.
4. Use of rotten eggs is strictly prohibited for baking.
5. Unhygienic / poor quality of colors / flavors are strictly prohibited.
6. Raw materials should be kept in a place to avoid attack of rodents.
7. Expiry products should be discarded promptly.
8. Colors/Flavors used in cooking must be food grade and traceable.
9. Raw material should be labelled with date of manufacturing & date of expiry.
10. Uncooked and cooked food should be kept separately.
11. Raw materials should be place separate from detergents / cleaning chemicals etc.
12. FIFO method for inventory / raw material should be implemented.
13. Utensils should be made of food grade material.
14. Oil must be discarded is its acid value is 2.5% and total polar compound value is 27% and record should be maintained.
15. New oil should never be mixed with old / rancid oil.
16. Avoid cooking / preparation of food in open environment.
17. Avoid placing fried food items in open environment to restrict dust contamination.
18. Separate area should be used for storage of Raw Material with proper ventilation.
19. Raw Material should be place on pallets and away from wall.
20. Storage of Dairy, Meat and Vegetables should be separated to prevent the contamination.

GUIDELINES FOR PACKING

1. All food items must be transportation must be cleaned and hygienic.
2. Food grade packing must be used where pre-packed food items are required.

GUIDELINES FOR TRANSPORTATION

1. All food items must be transportation must be cleaned and hygienic.
2. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
3. Loaders must be well trained and experienced to avoid any accident.
4. Vehicles must be equipped with proper arrangements in case of any hazard.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FRUITS & VEGETABLE

GUIDELINES FOR FRUITS AND VEGETABLE

1. Cereals processing units, retailers and supplier to consumer should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Air curtains and fly catchers must be installed at the entrance of food processing area and storage.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Site / Location of business is such that which can preventable from contamination and pest.

GUIDELINES FOR FARMS / PROCESSING UNIT

1. Fruits and Vegetables must be carefully picked when reached appropriate degree of development and ripeness that can enable to withstand transport, handling and reached with satisfactory condition at destination (in order to ripen satisfactory).
2. Fruits and Vegetables must not be placed directly on floor after picked. The mats and bags on which produce while picking or after picking must be clean and smooth surfaces.
3. Fruits and Vegetables must be sound, not affected by rotting or deterioration such as make it unfit for consumption. Should be excluded.
4. Fruits and Vegetables must be clean, firm, fresh in appearance, have smooth and shiny skin (for certain degree of superficial defects acceptable), free from foreign matter, free from foreign smell & taste, free from pest damage, free from sunburn and bruising.
5. Cleaning of fruits and vegetables must be done with slight warm water that not effect quality or with allowable chemical with standard quantity set by authorities.
6. Conveyer belts, other processing equipment must be clean and free from grease / oil.
7. Buckets must be clean, free from rough surfaces and corners.
8. Fruits and Vegetables must be sorted and graded according to size, shape, color and variety.
9. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
10. Fruits and Vegetables free from abnormal external moisture, excluding condensation following removal of Cold storage.
11. Contaminants i.e. Pesticides and heavy metal must be in allowable limits.
12. Cluster of clustered fruits must be clean, dry and free from fungal infection.
13. Receiving area of produces must be clean and free from pest.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the farm / processing unit and touch the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be Trim and clean.
6. Workers must wash hands with soap after using toilet facility.
7. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
8. A separate changing room must be provided for food handlers.
9. Smoking is strictly prohibited inside the processing / production area.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FRUITS & VEGETABLE

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the storage / chillers must be made from stainless steel.
4. There must be separate place for washing of utensils and tools used while processing.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from processing or storage area.
9. Refrigerators / Freezers / Chillers should be free from corrosion and leaks / damage.
10. Only allowable ripening agents can be used within prescribed limits by authorities.
11. Banned chemicals as ripening agents by Sindh Food Authority must be prohibited.
12. Processing equipment must be free from oil / grease.

GUIDELINES FOR STORAGE AREA / CHILLERS

1. The temperature must be maintained and monitored.
2. Staking must be done properly according to package material to withstand accurately not damaging the product.
3. Product must be saved from chilling injury.
4. Different varieties of fruits and vegetables must be stored separately.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation of fruits and vegetables must be cleaned and hygienic.
2. Vehicles supplying fruits and vegetables must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation of fruits and vegetables. If used otherwise will be penalized with hefty amount.
4. Loaders must be experienced to avoid any accident.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR CEREAL & CEREAL PRODUCT

GUIDELINES FOR CEREAL & CEREAL PRODUCTS

1. Cereals processing units, retailers and supplier to consumer should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
4. Site / Location of business is such that which can preventable from contamination and pest.

GUIDELINES FOR CEREAL

1. The husk, hull or outer covering of cereal must be carefully removed, cereals should not be damaged.
2. Cereal should be whole, sound, effected by rotting or deterioration such as make it unfit for consumption should excluded.
3. Cereals should be clean, fresh in appearance, have smooth and shiny skin (free from foreign matter, free from foreign smell & taste, free from pest damage and fungal infection).
4. Cleaning / polishing must be done with slight warm water that not effect quality.
5. Fruits and vegetables must be sorted and graded according to size, shape, color and variety.
6. Contaminants i.e. Pesticides and heavt metal must have in allowable limits.
7. Receiving area of produces must be clean and free from pest.
8. Fumigants which used must be allowable by standard body and quality must be according to standard.

GUIDELINES FOR STAFF / WORKERS

1. Workers who contact directly with food must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks, beard masks and head covers shall be worn by workers during food preparation.
5. Workers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Workers must wash hands with soap after using toilet facility.
7. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
8. A separate changing room must be provided for food handlers.
9. Smoking is strictly prohibited inside the premises.

GUIDELINES FOR PREMISES DESIGN & FACILITIES

1. Premises have sufficient ventilation system.
2. The walls, ceilings and doors must free from flaking paints and are in good conditions.
3. Windows, exhaust and other opening must be cover with net.
4. Premises must have proper drainage system.
5. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
6. Traps for rats and cats must be put in place to restrict their access.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from processing area.
9. Air curtains and fly catchers must be installed at the entrance of food processing area.
10. Apparatus / equipments used for processing of Oil / Ghee should be made from stainless steel and food grade material.
11. Sieves should be made of stainless steel and nylon that should be food grade.
12. Broken and damaged sieves should not be used.
13. Electric boards and sockets must be concealed.
14. Final product should be as per the regulations of Sindh Food Authority.
15. Factory must have a First Aid Kit in case of any mishap.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR CEREAL & CEREAL PRODUCT

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Walls inside the processing area must be washed on regular basis and there must not be residues / spots on the walls.
3. Mop regularly with warm water and cleanser to get rid of dirt and spills.
4. Detergents should be used for washing of utensils. Surf is strictly prohibited.
5. There must be separate place for washing of utensils and tools used during oil / ghee processing.
6. Machines used in premises must be washed and cleaned on daily basis.
7. Walls and floors must not have seepage.
8. Processing equipment must be free from oil / grease.

GUIDELINES FOR STORAGE / STORAGE AREA

1. During storage period, proper aeration of grains, regular inspection of grain / cereal stock, cleaning and fumigation of grains / cereal stock, cleaning and fumigation of stored grains must be performed.
2. Environmental conditions must be maintained & monitored.
3. The selection and structure of storage site must be chosen carefully. The store chosen appropriately must satisfy the grains to be kept dry, kept at a uniform temperature and protected from insect, rodents and birds.
4. Fumigation must be done before storage i.e. in empty store and after fumigation proper ventilation should be done to the residues of fumigants.
5. The bags (sack), Silos, and Containers and Piles must be clean, dry and free from any contaminants.
6. Wooden material should not be used for store grains / cereals.
7. Staking must be done properly according to package material to withstand accurately not damaging the product.
8. Different varieties of cereals must be stored separately.
9. FIFO must be applied to the products.

GUIDELINES FOR PACKAGING

1. The material used inside the package must be clean and a quality which can be prevented from external & internal damage.
2. Only paper and stamp bearing trade specification name with printing / labelling has been done with nontoxic ink allowed inside package.
3. If produce not visible from outside, name, origin and trade must be mentioned on packaged material.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation of cereal and cereal products must be cleaned and hygienic.
2. Vehicles must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SEAFOOD

GUIDELINES FOR SEAFOOD

1. Fisheries, Seafood farms / processing units, retailers and suppliers should be registered for license of Sindh Food Authority.
2. License should be pasted on visible region which can be seen to everyone.
3. Air curtains and fly catchers must be installed at the entrance of food processing area and storage.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Site / Location of business is such that which can preventable from contamination and pest.

GENERAL GUIDELINES

1. Boats used during catching of seafood must be in food condition.
2. Fishing net must be clean and free from any toxic chemical and made up of nylon.
3. Seafood must not be placed directly on floor after catching.
4. Food grade stainless steel buckets, containers, and trays must be used.
5. Seafood must not be placed / dump on clusters form.
6. Cooling boxes must be used on boats if proper storage facilities not available.
7. Damaged, spoil or infected produces must be excluded from lot.
8. For preservation, only allowable preservatives must be used according to standard limits.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the premises and touch the food by any means must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by food handlers during seafood handling.
5. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before start of operation.
7. A separate room must be provided for food handlers.
8. Staff must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area and on boats.
10. Workers must be trained to catching then handled to seafood.
11. Worker must be trained to catching then handled to seafood.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear from grit and debris.
2. Mop regularly with warm water and cleansers to get rid of dirt and spills.
3. Shelves inside the storage / chillers must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during processing.
5. Boats / Premises must have proper and concealed drainage system.
6. Boats / Premises must be free from any kind of contamination (rodent / pests) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from production.
9. Refrigerators / Freezers / Storage area / Chillers should be cleaned and maintained and there must not be still water inside the cavity.
10. Refrigerators / Freezers / Storage area / Chillers should be free from corrosion and leaks / damage.
11. Cooling boxes must be clean.

GUIDELINES FOR STORAGE AREA / CHILLERS

1. The temperature must be maintained and monitored.
2. Product must not be placed directly on floor and must be saved from mechanical and chilling injury.
3. Different varieties of seafood must be stored separately.

GUIDELINES FOR TRANSPORTATION

1. All the vehicle used for transportation of seafood must be cleaned and hygienic.
2. Vehicles without covered roof are strictly prohibited for transportation.
3. Loaders must be experienced to avoid any accident.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR EGGS & EGG PRODUCT

GUIDELINES FOR EGGS & EGG PRODUCT

1. Egg handlers and egg products manufacturers should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR PREMISES DESIGN & FACILITIES

1. The walls, ceilings and doors must be free from flaking paints.
2. Windows, exhaust and other openings must be properly covered.
3. Premises must have adequate and proper ventilation.
4. Premises must have proper and concealed drainage system.
5. All drains and ducts inside the premises must be properly covered.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Insect killers and mouse traps must be put in place to restrict their access.
8. Toilets must be away from food processing area.
9. Footrest trash bins must be used throughout the premises.
10. Air curtains and fly catchers must be installed at the entrance of food processing area.
11. Internal testing lab or QC laboratory must be present for testing of raw / finished samples with proper record maintenance.
12. Electric boards and sockets must be concealed.
13. Flow diagram of processing operation must be present. Also SOPs must be pasted on the walls in processing area of factory.
14. There must be separate space / room for placing recalled, returned and non-conforming products and must be kept away from raw material and finished product with proper labelling.

GUIDELINES FOR EQUIPMENTS, UTENSILS AND MACHINERY

1. Apparatus / equipments used for food handling and processing should be made of stainless steel and food grade material.
2. Utensils that are in direct contact with food items must be properly cleaned and sanitized.
3. Baskets, crates, flats etc. used to gather and collection of eggs must be cleaned.
4. Food contact machineries must be free from any kind of leakage.
5. Use of wooden equipments is strictly prohibited.
6. Any out of order equipment / machinery must be labelled properly.
7. Calibration of all apparatus on regular basis must be assured.
8. Food grade grease must be used for greasing food handling machinery.

GUIDELINES FOR FOOD PROCESSING

1. Egg belt shall be constructed so that they can be readily cleaned, serviced and maintained.
2. The laying area shall be kept clean and as free as possible from broken eggs.
3. Egg collection belts shall be cleaned at least weekly.
4. Equipment used for manual egg collection shall be cleaned at least weekly.
5. Rejected eggs must be disposed off in a hygienic manner so that eggs for human consumption are protected from risk of contamination.
6. Avoid cooking / processing / handling of food in open environment.
7. Food processing area should be free from any chances of physical, chemical and microbial hazard.
8. Work surfaces must be properly cleaned and sanitized before operation.
9. Food must be cooked at proper temperature.
10. Temperature of product must be checked using probe thermometer to ensure food safety.
11. Cleaning of premises is strictly prohibited during food processing.
12. It shall be of sufficient area for the volume of work carried out to be equipped with all the necessary technical equipment to ensure proper handling of eggs.
13. Waste water must be treated prior to drain, premises must not have any source of pollution.
14. Packaging material must be food graded.
15. The packing station shall be reserved for the handling and storage of eggs.
16. Eggs shall be dry prior to packing.
17. Finished products must comply the guidelines provided by Sindh Food Authority.
18. Finished product must be stored separately from raw material with proper labelling.
19. Finished product must be labelled properly (proper name, address, manufacturing date, best before or expiry date etc.)
20. Eggs must be stored 25 degrees centigrade until dispatched.
21. Products that need to be discarded or wasted must follow a well-organized method of waste disposal that must also be documented



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR EGGS & EGG PRODUCT

GUIDELINES FOR STAFF / WORKERS

1. Workers have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Workers need to thoroughly wash hands with soap and warm running water before handling any food item or before preparation of food.
5. Workers must wear face mask, beard masks and head cocers during food handling / preparation.
6. Food handlers must not wear jewelry while handling / preparation of food, their cloths must be clean and their nails must be trim and clean.
7. A separate room must be provided to the workers for changing clothes and to keep their personal belongings away from production area.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking / Pan / Gutka is strictly prohibited inside the premises.
10. Workers with contagious diseases, open wounds, skin diseases or flu are restricted in food operation are.
11. Staff shall wash their hands before and after egg collection. Dead bird removal or other practices that may lead to cross contamination must not be carried out during egg collection.
12. Protective clothing shall be provided to staff / egg handlers, charged and laundered.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Cleaning of floor must be done on regular basis and must be free from grit and debris.
2. Mop regularly with warm water and cleansers to get rid of dirt and spills.
3. Walls inside the processing area must be free from spider webs and washed on regular basis and there must not any residues / spots on the walls.
4. Detergents should be used for washing of utensils that are in direct contact of food. Washing with surf is strictly prohibited.
5. There must be separate place / area for washing of utensils and equipments used for food handling.
6. Maintenance of food handling equipments / machinery is strictly prohibited in processing area during food processing.
7. Walls and floors must not have seepage.

GUIDELINES FOR RAW MATERIAL RECEIVING AND STORAGE

1. Personnel receiving raw material must be competent and well-trained.
2. Raw material must be inspected at the time of receiving.
3. Proper In and Out record of raw material must be maintained.
4. Sub-standard raw material is strictly prohibited to use in food manufacturing.
5. Raw material must be stored at proper temperature according to its type / nature.
6. Eggs should not be stored at room temperature.
7. Eggs must be kept at 25 degree centigrade away from possible contamination such as meat and other highly odorous food items.
8. Eggs must be free from fecal contamination or any kind of visible dirt.
9. Eggs must be washed properly with warm water before further processing.
10. Eggs shells shall not be cracked, thin, rough or misshapen.
11. Yolk should be yellow-gold in color.
12. Eggs must be free from blood or meat spots.
13. Eggs must not contain any bad odor.
14. Food items must be placed on pallets 15cm or 6 inches above the floor and 20cm away from the walls.
15. Different categories of food items storage must be stored separately with proper labelling.
16. Refrigerator or freezer for food items storage must be cleaned along with temperature detecting devices.
17. In case of using potable water in food processing, water must be tested for chemical and microbial quality and must be fit for human consumption with proper record maintenance.
18. Raw material must be of good quality and should be traceable.
19. Raw materials must be discarded promptly.
20. FIFO method for inventory / raw material should be implemented.
21. All farms shall ensure that they have an effective trace back procedure for their eggs that can be put into action in the event of a recall.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation of eggs and egg products must be cleaned and sanitized before and after use.
2. Vehicle must be covered and provided protection from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well trained and experienced to avoid any accident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.
6. Transport vehicles and equipment used for transporting eggs shall not be used fo any other purpose.
7. The temperature of vehicles shall be regularly monitored using thermometers.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SWEETENER & HONEY

1. The food processing areas should be completely separate and covered.
2. The ADI value should be mentioned on label for artificial sweetener.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. Type of honey (e.g. new product or country of origin; different grades, floral sources, container sizes)
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority.
6. Positive air flow in exposed product packaging rooms.
7. Separate long handles ladle, scoop, spoon, knives utensils etc.
8. Sieves must be proper design, use and cleaned & made up of food grade or stainless steel material.
9. If muslin cloth being used, it must be clean and in hygienic state.
10. Only allowable artificial sweetener must be used with standard amount.
11. Standard dosage, source and health hazard must be mentioned on package of sweeteners.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food or when it is required.
7. A separate changing room must be provided for food handlers.
8. Smoking is strictly prohibited inside the production area.
9. Staff must wash hands with soap after using toilet facility.
10. The stainless steel tools must be used.
11. All individuals such as management, maintenance, sanitation, inspector, visitors etc. entering the production area must follow the establishment SOPs / Protocol.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the premises and storage / chillers must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from kitchen.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of Supply Chain of raw material / finished products should be maintained.
3. The raw material origin record should be traceability from which origin honey harvest.
4. Unhygienic / poor quality of colors / flavors are strictly prohibited.
5. Raw materials should be kept in a place to avoid attack of rodents.
6. Expiry products should be discarded promptly.
7. Colors / Flavors used in cooking must be food grade and traceable.
8. Raw material should be labelled with date of manufacturing & date of expiry.
9. Raw materials should be place separate from detergents / cleansing chemicals etc.
10. Utensils should be made of food grade material.
11. Separate area should be used for storage of Raw Material with proper ventilation.
12. Raw materials should be placed on pallets and away from wall.
13. Storage of honey should be separate to prevent the contamination.
14. Specific Storage records or Product Identification should be maintaining and also product will be used on a FIFO method for inventory / raw material should be implemented.
15. Products should be maintaining the Specific Tracking / Coding information to ensure proper traceability of product from receiving through to final products.

GUIDELINES FOR TRANSPORTATION

1. The surface of the vehicle load area should be covered with non-toxic material.
2. All the vehicles used for transportation properly cleaned and free from impurities in order to avoid the direct contact of the supers containing honeycombs with the floor.
3. All the vehicles used for transportation must be cleaned and hygienic and their cleaning record must be maintained.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR SALT & SPICES

GUIDELINES FOR SALT & SPICES

1. Salt and Spices should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Air Curtains and Fly Catchers must be installed at the entrance of food processing area.
4. Site / Location of business is such that which can preventable from contamination and pest.
5. Health hazards food ingredients should be avoided in preparation and eliminated before processing of salt / spices such as sulphate from salt.
6. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
7. Water resistant paint must be used in premises.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical Test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for food handlers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Premises must have proper and concealed drainage system.
4. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
5. Footrest trash bins must be used throughout the premises.
6. Toilets should be in separating lobby and away from processing area.
7. Conveyer belts / Processing Mills of salt and spices grindings and other parts of equipment must be clean and hygienic in condition.
8. All machines must be clean on daily basis before start of production.
9. Machines must be free from oil or grease to avoid contamination in products.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Record of Supply Chain of raw material / finished products should be maintained.
3. Unhygienic / poor quality of colors / flavors are strictly prohibited.
4. Raw materials should be kept in a place to avoid attack of rodents.
5. Expiry products should be discarded promptly..
6. Raw material should be labelled with date of manufacturing & date of expiry.
7. Raw materials should be place separate from detergents / cleansing chemicals etc.
8. FIFO method for inventory / raw material should be implemented.
9. Raw material should not be placed directly on floor pallet must be used.
10. MSDS, Halal Certificates and COA of raw material must be present where needed.

GUIDELINES FOR SALT & GROUND SPICES / SPICE MIX

1. Iodised salt must have 30ppm iodine.
2. Mycotoxins limits and additives used in spices must according to standards.
3. Final product testing record must be present and it is according to Sindh Food Authority Regulations 2018.
4. Adulteration of saw dust etc mixing of B grade quality, spoil / damage spice is strictly prphibited.
5. Final product must have in proper packaging with manufacturing date, ingredients list, complete address, expiry date etc.

GUIDELINES FOR WHOLE SPICES

1. Whole spices must be sorted and free from foreign particles, dust, stones and damage spice.
2. Final product must have in proper packaging with manufacturing date, ingredients list, complete address, expiry date etc.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR READY TO EAT PRODUCTS

GUIDELINES FOR READY TO EAT PRODUCT

1. The unit should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. The food processing areas should be completely separate for raw and cooked food.
4. Health hazardous food ingredients should be avoided in preparation of food.
5. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
6. Physical barrier (preferably from floor to ceiling) for separating raw material and cooked areas.
7. Employee traffic flow to prevent cross-over between raw and cooked areas.
8. Positive air flow in exposed product packaging rooms.
9. Use of footbaths before entrance into a RTE area, including preparation of
10. Sanitizing agent, schedule for changing etc.
11. Separate frocks, utensils etc.
12. Proper design, use and cleaning of drains.
13. Designated equipment and tools for RTE when possible.
14. Utilization of any food ingredients which is banned by Sindh Food Authority is strictly prohibited.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for food handlers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the processing / production area.
10. The use of a separate color of frocks designated only for RTE product handling area.
11. All individuals such as management, maintenance, sanitation, inspector, visitors etc. Entering the RTE processing area must follow the established SOPs / Protocol.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the kitchen / unit must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from kitchen.
9. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
10. Refrigerators / Freezers should be free from corrosion and leaks / damage.

GUIDELINES FOR RAW MATERIAL

1. The raw material used for preparation of food must be of good quality and that should be traceable.
2. Banned items of Sindh Food Authority should not be used in food preparation.
3. Record of Supply Chain of raw material / finished products should be maintained.
4. Use of rotten eggs is strictly prohibited for baking.
5. Unhygienic / poor quality of colors / flavors are strictly prohibited.
6. Raw materials should be kept in a place to avoid attack of rodents.
7. Expiry products should be discarded promptly.
8. Colors/Flavors used in cooking must be food grade and traceable.
9. Raw material should be labelled with date of manufacturing & date of expiry.
10. Uncooked and cooked food should be kept separately.
11. Raw materials should be place separate from detergents / cleaning chemicals etc.
12. Utensils should be made of food grade material.
13. Oil must be discarded is its acid value is 2.5% and total polar compound value is 27% and record should be maintained.
14. New oil should never be mixed with old / rancid oil.
15. Avoid cooking / preparation of food in open environment.
16. Avoid placing fried food items in open environment to restrict dust contamination.
17. Separate area should be used for storage of Raw Material with proper ventilation.
18. Raw Material should be place on pallets and away from wall.
19. Storage of Dairy, Meat and Vegetables should be separated to prevent the contamination.
20. Specific storage records or product identification should be maintaining and also product will be used on a FIFO method for inventory / raw material should be implemented.
21. All of the products should be maintain the specific tracking / coding information to ensure proper traceability of product from receiving through to final product.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FOOD ADDITIVES

1. Food additives manufacturing unit / importer and manufacturer should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Air Curtains and Fly Catchers must be installed at the entrance of food processing area and storage.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Site/Location of business is such that which can preventable from Contamination and Pest.
6. No person shall import, manufacture, advertise for sale or introduce into or on any food other than a permitted food additive or which does not comply with the standard prescribed in the rules & regulations of Sindh Food Authority.
7. Food shall contain any food additive other should be Halal than those specified in SFA rules, Codex Standards and Pakistan Standards (by PSQCA).
8. Additives used as ingredients in pre-packed foods to perform certain functions shall be declared in the labelling by the appropriate category name of the function along with their chemical names or European community number (E.E.C. No.) Or Codex INS NO., the categories.
9. If an additive serves more than one function in food, the category name which represents its principle function must be used to describe it but, where no category name is available for the function performed by an additive in a food, the additive must be declared in the list of ingredients by its specific name.

GUIDELINES FOR STAFF / WORKERS

1. Staff who work inside the kitchen must have their medical certificates at the time of inspection and that should be valid for at least 1 year. Medical test should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Masks and head covers shall be worn by workers during food preparation.
5. Food handlers must not wear jewelry while handling water/ice, their cloths must be clean and their nails must be trim and clean.
6. Food handlers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for food handlers.
8. Smoking is strictly prohibited inside the processing / production area.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Mop regularly with warm water and cleanser to get rid of dirt and spills.
3. Shelves inside the premises and storage / chillers must be made from stainless steel.
4. There must be separate place for washing utensils and tools used during preparation of food.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from kitchen.
9. Refrigerators / Freezers should be cleaned and maintained and there must not be still water inside the cavity.
10. Refrigerators / Freezers should be free from corrosion and leaks / damage.
11. Only allowable ingredients can be used within prescribed limits by authorities and must be halal.
12. Processing Mills of additives manufacturing and other parts of equipment must be clean and hygienic in condition.
13. All Machines must be clean on daily basis before start of production.
14. Machines must be free from oil or grease to avoid contamination in products.

GUIDELINES FOR RECEIVING RAW MATERIAL

1. Personnel who receive raw materials must be well-trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Final product must be labelled with all the necessary details (date of manufacturing, date of expiry, address, contact, bar codes, ingredients etc.)
5. Pallets must be used for storing raw materials. The size of pallets must be 6 inches above the floor and must have 6 inches space against the wall.
6. Raw materials should be kept in a place to avoid attack of rodents.
7. Expiry products should be discarded promptly.
8. Raw materials should be place separate from detergents / cleaning chemicals etc.
9. FIFO method for inventory / raw material should be implemented.
10. There must be First Aid Box kit inside the factory.

GUIDELINES FOR LABELLING & PACKAGING

1. No person shall sell a food additives unless the label on the package carries:
 - i. The common name and chemical name.
 - ii. The European community number (E.E.C. No.) Or Codex INS NO., Or PSQCA Standard No.
 - iii. The lot number of food additive.
2. Material used for primary packaging and ink used for printing must be food grade / non-toxic.

GUIDELINES FOR STORAGE AREA / CHILLERS

1. The temperature must be maintained and monitored.
2. Staking must be done properly according to package material to withstand accurately not damaging the product.
3. Product must be saved from chilling injury.
4. Different varieties of additives must be stored separately.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles for transportation of additives must be cleaned and hygienic.
2. Vehicles supplying additives must be covered to protect from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation of additives. If used otherwise will be penalized with hefty amount.
4. Loaders must be experienced to avoid any accident.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR MANUFACTURING UNIT (LARGE)

1. Manufacturing Units should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization and selling of any food ingredients which is banned by Sindh Food Authority is strictly prohibited.
6. Site/Location of business is such that which can preventable from Contamination and Pest.
7. All food establishments shall employ at least one (1) full time, on-site Person in Charge(PIC) which may be manager of the food establishment.
8. Final product must be according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR PERSON IN CHARGE

1. The PIC should have appropriate knowledge on food safety risks associated with the type of business.
2. The PIC should provide effective supervision in implementing safe food practices, conduct regular inspection of the food premises, address potential food risks, where necessary, take appropriate corrective actions.
3. The PIC should maintain measures of accountability for meeting food safety responsibilities, including ensuring that:
 - a. All employees are aware before they start of work; and
 - b. Trained employees are competent and are carrying out responsibilities as required.

GUIDELINES FOR PREMISES DESIGN AND FACILITIES

1. The design and construction of food establishment should:
 - a. Provide adequate space for the activities to be conducted in the establishment and be suitable for the fixtures, fittings and equipments used for those activities;
 - b. Permit the food premises to be effectively cleaned and disinfected.
2. The design and construction should:
 - a. Help exclude dirt, dust, fumes, smoke and other contaminants;
 - b. Not permit the entry of pests;
 - c. Not provide harborage for pests;
 - d. Provide a safe environment for workers and where applicable for customers.
3. The payout 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 fitments, 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.
4. Incompatible areas or processes, particularly toilets, clean-up and chemical storage areas, should be separated from food preparation / processing areas.
5. The walls, ceilings and doors must be free from flaking paints.
6. Windows, exhaust and other openings must be properly covered.
7. Food establishment should be provided with adequate mechanical or mixed mode ventilation to ensure good indoor air quality.
8. Premises must have proper and concealed drainage system.
9. All drains and ducts inside the premises must be properly covered.
10. Premises must be free from any kind of contamination (rodents / pests) and an integrated pest management system must be establishment along with record keeping.
11. Insect killers and mouse traps must be put in place to restrict their access.
12. Toilets must be away from food processing area.
13. At least one hand wash station shall be provided in each food preparation area.
14. Footrest trash bins must be used throughout the premises.



Sindh Food Authority

Government of Sindh



15. Air curtains and fly catchers must be installed at the entrance of food processing area.
16. Internal testing lab or QC laboratory must be present for testing of raw/finished samples with proper record maintenance.
17. Electric boards and sockets must be concealed.
18. Flow diagram of processing operation must be present as well as SOPs must be pasted on the walls in processing area.
19. There must be separate space / room for placing recalled, returned and non-conforming products and must be kept away from raw material and finished product with proper labelling.
20. Personal belongings and uniforms of employees should be stored separately from food storage and food preparation areas.

GUIDELINES FOR EQUIPMENT, UTENSILS AND MACHINERY

1. Equipment, machinery and utensils should be made of safe and suitable material that will not affect the quality and safety of food & equipment and utensils are to be free from difficult-to-clean internal corners and crevices.
2. Food contact surfaces should be smooth so as to enable them to be kept clean, and where necessary disinfected.
3. Equipment used to cook, heat treat, cool, store or freeze food should be designed to achieve the required temperatures as rapidly as necessary to ensure food safety.
4. 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.
5. Any out of order equipment / machinery must be labelled properly.
6. The calibration or standardized should be done internally or externally after each year to ensure proper functioning of the equipment.

GUIDELINES FOR STAFF / WORKERS

1. Medical certificates of workers must be present at the time of inspection and that should be valid for at least 1 year. Medical should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Workers need to thoroughly wash hands with soap and warm running water before preparation of food.
5. Workers must wear face mask, beard mask and head covers during food handling / preparation.
6. Workers must not wear jewelry while handling / preparation of food, their nails must be clean and properly trimmed
7. A separate room must be provided to the workers for changing clothes and to keep their personal belongings away from production area.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking / Pan / Gutka is strictly prohibited inside the premises.
10. Workers with contagious diseases, open wounds, skin diseases or flu are restricted in food operation area.
11. Protective clothing shall be provided to food handlers of processing area, changed and laundered regularly.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Streets, lanes and other public places or the common part of the building, which are within a minimum of 5 meters around the food establishment, should be kept clean and free of litter, garbage or waste that can attract pests.
2. Food establishments should develop a cleaning / disinfection programme that encompasses all equipment and facilities as well as general environmental cleaning.
3. Cleaning of floor must be done on regular basis and must be free from grit and debris.
4. Mop regularly with warm water and cleansers to get rid of dirt and spills.
5. Walls inside the processing area must be free from spider webs and washed on regular basis and there must not any residues / spots on the walls.
6. Detergents should be used for washing of utensils that are in direct contact with food. Washing with surf is strictly prohibited.
7. There must be separate place/area for washing of utensils and equipments used for food handling.
8. Maintenance of food handling equipments/machinery is strictly prohibited in processing area during food processing.



Sindh Food Authority

Government of Sindh



9. Walls and floors must not have seepage.
10. Processing equipment must be free from oil/grease.
11. Canvas, cloth and other porous material, other than for single-service use, are prohibited as a food contact surface.
12. Utensils that are in direct contact with food items must be properly cleaned and sanitized.
13. Baskets, crates and flats etc. used to gather and collection of raw material must be clean.
14. Food contact machineries must be free from any kind of leakage.
15. Conveyer belts, processing line must be clean before and after of operation.
16. Work surfaces must be properly cleaned and sanitized before operation.
17. Refrigerators / Freezers / Storage Area / Chillers should be cleaned and maintained and there must not be still water inside the cavity.
18. Refrigerators / Freezers / Chillers should be free from corrosion and leaks / damage.
19. Water tanks must be cleaned and sanitized before operation.
20. Disposal of sewerage and solid waste shall be done in a hygienic manner which does not expose the food premises or food products to potential contamination.
21. Garbage storage rooms and containers should be emptied, cleaned and disinfected as often as necessary.
22. Waste water must be treated prior to drain, premises must not have any source of pollution.
23. Food that has been found or suspected to be unsafe or suitable or non-recoverable shall be rejected or kept separately and disposed of as possible. Details of rejected items shall be documented and vendor should be verified to ensure that food not in re-use for human consumption.
24. Returned empty containers intended for cleaning and refilling with food, should be cleaned, disinfected and refilled Only in a regulated food processing plant.

GUIDELINES FOR RAW MATERIAL

1. Food and food ingredients received at a food establishment shall be obtained from sources that are approved by authorities.
2. Personnel receiving raw material must be competent and well-trained.
3. Raw material must be inspected at the time of receiving.
4. Proper In and Out record of raw material must be maintained.
5. The raw material used for preparation of food must be of good quality and that should be traceable.
6. Low nutritional raw material must be avoided in preparation which can effect product quality & nutritional value.
7. Banned item of Sindh Food Authority should not be used in food preparation.
8. Record of Supply Chain of raw material / finished products should be maintained.
9. Use of rotten & fungal effected raw material is strictly prohibited for baking.
10. Raw material should be free from insects, bees, germs and foreign matter.
11. Unhygienic / poor quality of colors / flavors are strictly prohibited.
12. Raw materials should be kept in a place to avoid attack of rodents.
13. Expiry products should be identified timely & discarded promptly.
14. Colors / Flavors used in cooking must be food grade and traceable.
15. Raw material should be labelled with date of manufacturing & date of expiry.
16. Raw materials should be placed separate from detergents / cleansing chemicals etc.
17. FIFO method for inventory / raw material should be implemented.
18. Utensils should be made of food grade material and all raw materials used in preparation must be placed / stored in food grade drum. Use of blue drum is strictly prohibited.
19. Separate area should be used for storage of raw material with proper ventilation.
20. Approved food additives must be used with specified amount, governed by authorities.
21. All ingredients must be Halaal.
22. Raw material must be stored at proper temperature according to its type/nature.
23. Raw material should be placed on pallets and away from wall & floor.
24. In case of using potable water in food processing, water must be tested for chemical and microbial quality and must be fit for human consumption with proper record maintenance.
25. 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.



Sindh Food Authority

Government of Sindh



GUIDELINES FOR LABELLING & PACKAGING

1. Final product must have proper labelling including nutritional value, manufactured & expiry date, complete address and ingredients.
2. Printing / labelling has been done with nontoxic ink.
3. False labelling on product must be avoided.
4. Food packaging should be of suitable design to provide the necessary protection to the product during its shelf life.
5. Food packages should be in good condition and protect the integrity of the contents so that the food within is not exposed to adulteration, damage or potentially harmful contaminants.
6. Food establishments that package high risk foods using a reduced oxygen packaging method shall have measures in place to control the growth and toxin formation.
7. Reusable packaging materials should be durable, clean, and be able to withstand disinfection process.
8. Primary packaging should be avoided manually.
9. The content of each packaging, each package unit or each bundle in the same package must be uniform with respect to batch, lot etc.
10. Food must be packed in a protective way. No large spaces present between product (for secondary packaging).
11. The material used inside the package must be clean and a quality which can be prevent from internal & external damage.

GUIDELINES FOR STORAGE AREA / CHILLERS

1. The temperature must be maintained and monitored.
2. Staking must be done properly according to package material to withstand accurately not damaging the product.
3. Food should be stored off the floor and away from walls.
4. Different varieties of foods must be store separately.
5. FIFO method must be applied.
6. Packaging supplies should be stored in a way that they are protected from any form of contamination.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicles supplying final product must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well-trained and experienced to avoid any incident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.
6. Vehicles 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.
7. Foods that require temperature control for safety, their temperature should be maintained.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR MANUFACTURING UNIT (SMALL)

1. Manufacturing Units should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. Health hazardous food ingredients should be avoided in preparation of food.
4. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
5. Utilization and selling of any food ingredients which is banned by Sindh Food Authority is strictly prohibited.
6. Site/Location of business is such that which can preventable from Contamination and Pest.
7. Final product must be according to Sindh Food Authority Regulations 2018.

GUIDELINES FOR PREMISES DESIGN AND FACILITIES

1. Premises have sufficient ventilation system.
2. The walls, ceilings and doors must be free flaking paints and are in good condition.
3. Windows, exhaust and other openings must be covered with net.
4. Water resistant paint must be used.
5. Premises must have proper and concealed drainage system.
6. Premises must be free from any kind of contamination (rodents / pests) and an integrated pest management system must be established along with record keeping.
7. Traps for rats and cats must be put in place to restrict their access.
8. Footrest trash bins must be used throughout the premises.
9. Toilets should be in separating lobby and away from processing area.
10. Air curtains and fly catchers must be installed at the entrance of food processing area.
11. Apparatus/equipments used for processing & packaging should be made of stainless steel and food grade material.
12. Food processing equipments should be made of stainless steel and food grade material.
13. Broken and damaged sieves should not be used.
14. Electric boards and sockets must be concealed.
15. Factory must have a First Aid Kit in case of any mishap.
16. Laboratory test facility must be present to ensure the quality of final product.
17. Processing of food in open environment is strictly prohibited.

GUIDELINES FOR STAFF / WORKERS

1. Medical certificates of workers must be present at the time of inspection and that should be valid for at least 1 year. Medical should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Workers must wear face mask, beard mask and head covers during food preparation.
5. Workers must not wear jewelry while handling food, their clothe must be clean and their nails must be trim and clean.
6. Workers need to thoroughly wash hands with soap and warm running water before preparation of food.
7. A separate changing room must be provided for workers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the premises.



Sindh Food Authority

Government of Sindh



GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Walls inside the processing area must be washed on regular basis and there must not be residues / spots on the walls.
3. Mop regularly with warm water and cleanser to get rid of dirt and spills.
4. Detergents should be used for washing of utensils. Washing with surf is strictly prohibited.
5. Factory must be free from any kind of contamination (rodents / pest) and an integrated pest management system must be established along with record keeping.
6. There must be separate place for washing utensils and tools used during food preparation.
7. Machines used for preparation of food must be washed and cleaned on daily basis (before or after Operation).
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the premises.

GUIDELINES FOR RECEIVING RAW MATERIAL

1. Personnel who receive raw material must be well-trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Pallets must be used for storing raw materials. The size of pallets must be 6 inches above the floor and must have 20cm space against the wall.
5. Avoid practices that may cause cross contamination.
6. The raw material must be of good quality and that should be traceable.
7. If the raw material has any bad odor then it must be rejected / discarded.
8. Record of Supply Chain of raw material / finished products should be maintained.
9. Unhygienic / poor quality of additives are strictly prohibited.
10. Raw materials should be kept in a place to avoid attack of rodents.
11. Expiry products should be discarded promptly.
12. Raw materials should be placed separate from detergents / cleansing chemicals etc.
13. FIFO method for inventory / raw material should be implemented.
14. Factory must have First Aid Kit in case of any mishap.
15. Factory must have a First Aid Kit in case of any mishap.
16. All the raw materials used in preparation must be placed / stored in food grade drum. Use of blue drum is strictly prohibited.
17. Good quality oil / ghee must be used. Rancid oil not mix with new oil.
18. Oil must be discarded if its acid value is 2.5% and total polar compound value is 27% and record should be maintained.

GUIDELINES FOR LABELLING

1. Final product must have proper labelling including nutritional value, manufactured & expiry date, complete address and ingredients.
2. Printing / labelling has been done with non-toxic ink.



Sindh Food Authority

Government of Sindh



GUIDELINES FOR PACKAGING

1. The content of each packaging, each package unit or each bundle in the same package must be uniform with respect to color, origin, size and shaped.
2. Food must be packed in a protective way. No large spaces present between produce (for secondary packaging).
3. The material used inside the package must be clean and a quality which can be preventable from internal & external damage.

GUIDELINES FOR STORAGE AREA / CHILLERS

1. The temperature must be maintained and monitored.
2. Staking must be done properly according to package material to withstand accurately not damaging the product.
3. Different varieties of foods must be store separately.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicles supplying final product must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well-trained and experienced to avoid any incident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR WAREHOUSE

1. Warehouse should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. All the edible items present in store must be traceable and of good quality.
4. Chemicals such as detergents, cleansing agents, soaps etc. must be placed separately from the edible items.
5. Keeping expiry products on the shelves is strictly prohibited.
6. Beverages such as juices, cold drinks, water etc. must not be exposed directly to sunlight.
7. Traps for rats and cats must be put in place to restrict their access.
8. Sweep floor regularly to keep it clear of grit and debris.
9. Mop regularly with warm running water and cleanser to get rid of dirt and spills.
10. Premises must have proper and concealed drainage system.
11. Premises must be free from any kind of contamination (rodent / pest) and an integrated pest management system must be established along with record keeping.
12. Footrest trash bins must be used throughout the premises and their regular cleaning must be assured.
13. Complete details of vendors / suppliers must be present and record should maintain on regular basis.
14. Discard the products if it is leaked or damaged.
15. Product should be kept and retained at a temperature as per its nature.
16. Each and every product should be labelled with MRDs.
17. All the edible items such as yogurt, eggs, fruits, vegetables, meat, frozen items etc. should be kept on separate shelves to avoid cross contamination.
18. Temperature monitoring devices must be installed on refrigerators and freezers.
19. Supervisor must be informed if any worker is dealing with any contagious disease (e.g. flu, cough, hepatitis etc)
20. Keeping products which are banned by Sindh Food Authority is strictly prohibited.
21. Staff should be trained for safety and personal hygiene and their training record should be maintained.
22. Any haram product / ingredient must not be present.
23. Food items should not place directly on surface. Pallets must be used for storing raw materials. The size of pallets must be 15cm or 6 inches above the floor and must have 20cm space against the wall.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR TEMPORARY OR PERMANENT FOOD EVENTS, FOOTPATH FOOD PADDLERS, AND MOBILE VENDING OPERATIONS

1. The stalls of food which participated in the events or where from cooked food boy, must be already registered to Sindh Food Authority.
2. Fixed Food Paddlers and Mobile Vending Operators must be registered to Sindh Food Authority,
3. License should be present at the spot.
4. Organization must have proper data base of all participants in the event.

GUIDELINES FOR TEMPORARY OR PERMANENT FOOD EVENTS

1. Site / Location of business is such that which can preventable from Contamination and Pest.
2. Site must have proper sewerage system, open holes and lines not be present near the stall.
3. The person handle food item must have medical certificates.
4. The stall must have smooth surfaces and easy to clean.
5. Sweep stall time to time to keep it clear of grit and debris.
6. Footrest trash bins should be present in each stall.
7. Masks and head covers shall be worn by food handlers during food preparation.
8. Food handlers must not wear jewelry while handling food, their clothes must be clean and their nails must be trim and clean.
9. Management should assign the duty to person for proper check & balance of Food Stalls and manage any risk regarding food safety.
10. Proper shelters for food stalls must be present and cooking in open environment is strictly prohibited.
11. Food grade covered boxes should be used to carry food and half done food must be sealed.
12. Food serving should be done in disposable food grade boxes.
13. Sanitizer should be present on each stall and concerning person sanitized his/her hand time to time.
14. Paper towel used for cleaning hand and disposed at the spot.
15. Dipped washing os used crockery in bucket / container must be avoided.

GUIDELINES FOR FOOTPATH FOOD PADDLERS AND MOBILE VENDING OPERATORS

1. Paddlers and Mobile Vending operation must be easy to clean, smooth surfaces and without any hole etc. on surface.
2. Food / Food items must be proper covered.
3. Prepared / Half-done / Raw Food must be placed separate chambers.
4. Food must be carried in closed / air tight food grade container.
5. Washing utensils is strictly prohibited in paddler / cart etc. Disposable crockery must be used for serving food.
6. Paper towel must be used for cleaning hand & utensils and disposed off at the spot.
7. Sanitizer should be present concerning person sanitized his /her hand time to time.
8. Paddler / Cart must have roof and framed to prevent dust, insects, flies and other contaminants.
9. Location of paddlers and pathway of mobile vending operation is such that which can preventable from Contamination and Pest.
10. The person handle food item must have medical certificates.
11. Footrest trash bins should be present on cart and placed beneath the cart (away from food items).
12. Masks and head covers shall be worn by food handlers during food preparation.
13. Food handlers must not wear jewelry while handling food, their clothes must be clean, and their nails must be trim and clean.
14. Smoking / eating pan, chaliya is strictly prohibited during operational activities.
15. Dipped washing of used crockery in bucket / container must be avoided.



Sindh Food Authority

Government of Sindh



STANDARD OPERATING PROCEDURES (SOPs) FOR FOOD PACKAGING MANUFACTURER

1. Food Packaging Manufacturer should be registered for license of Sindh Food Authority.
2. License should be pasted on the wall visible to everyone.
3. FBOs must ensure the implementation and control monitoring of SOPs according to Sindh Food Authority Regulations 2018.
4. Site/Location of business is such that which can preventable from Contamination and Pest.

GUIDELINES FOR PACKAGING MATERIAL

1. Packaging materials should be appropriate for the food to be packed and sufficiently durable to withstand the condition of processing, storage and transportation.
2. Packaging materials should not pose a threat to the safety of the food to be packed.
3. Packaging materials and design should provide adequate protection for the food to be packed to minimize contamination and prevent damage.
4. Packaging materials should be stored and handled under hygienic conditions to minimize the risks of contamination and deterioration.
5. Food packages should be in good condition and protect the integrity of the contents so that the food within is not expose to adulteration, damage or potentially harmful contaminants.
6. Food packaging material should not contain any content which not allowed to contact food.
7. Improper food packaging material consider as indirect food additive so, if used certain criteria may consider.
 - The quality dies not exceed the amount reasonably required to accomplish the intended effect the food.
 - Shall not exceed any prescribed limitations.
 - Shall not be intended to accomplish any physical or technical effect in the food except as permitted by regulation.
 - The article that contacts food shall be of a purity suitable for its intended use.
8. Packaging materials or atmospheric packaging gases, where use:
 - Should not cause harm to people exposed to them.
 - Should not pose a threat tot the safety and suitability of food under the specified conditions of storage and use.
 - Printing should be done by non-toxic ink on packaging material.

GUIDELINES FOR PREMISES DESIGN AND FACILITIES

1. Premises have sufficient ventilation system.
2. The walls, ceilings and doors must be free flaking paints and are in good condition.
3. Windows, exhaust and other openings must be covered with net.
4. Premises must have proper and concealed drainage system.
5. Premises must be free from any kind of contamination (rodents / pests) and an integrated pest management system must be established along with record keeping.
6. Traps for rats and cats must be put in place to restrict their access.
7. Footrest trash bins must be used throughout the premises.
8. Toilets should be in separating lobby and away from processing area.
9. Air curtains and fly catchers must be installed at the entrance of food processing area.
10. Apparatus / equipments used for processing of packaging should be made of stainless steel and food grade material.
11. Sieves should be made of stainless steel and nylon that should be food grade.
12. Broken and damaged sieves should not be used.
13. Electric boards and sockets must be concealed.
14. Final product should be as per the regulations of Sindh Food Authority,
15. Packing material must be of food grade and its record should be maintained.
16. Factory must have a First Aid kit in case of any mishap.



Sindh Food Authority

Government of Sindh



GUIDELINES FOR STAFF / WORKERS

1. Medical certificates of workers must be present at the time of inspection and that should be valid for at least 1 year. Medical should be done from accredited laboratory with PMC registered doctor remarks.
2. Staff must be trained to basic level for personal hygiene and Food Safety Standards.
3. Staff should be trained about the importance of hand washing and gloving.
4. Workers must wear face mask, beard mask and head covers during food preparation.
5. Workers must not wear jewelry while handling food, their clothe must be clean and their nails must be trim and clean.
6. Workers need to thoroughly wash hands with soap and warm running water before production.
7. A separate changing room must be provided for workers.
8. Workers must wash hands with soap after using toilet facility.
9. Smoking is strictly prohibited inside the premises.

GUIDELINES FOR CLEANLINESS AND TIDINESS

1. Sweep floor regularly to keep it clear of grit and debris.
2. Walls inside the processing area must be washed on regular basis and there must not be residues / spots on the walls.
3. Mop regularly with warm water and cleanser to get rid of dirt and spills.
4. Detergents should be used for washing of utensils. Washing with surf is strictly prohibited.
5. There must be separate place for washing utensils and tools used during processing.
6. Machines used in premises must be washed and cleaned on daily basis.

GUIDELINES FOR RECEIVING RAW MATERIAL

1. Personnel who receive raw materials must be well-trained.
2. Proper In and Out record of raw material must be maintained.
3. Raw material must be stored at a temperature as per its nature.
4. Final product must be labelled with all the necessary details (date of manufacturing, date of expiry, address, contact, bar codes, ingredients etc.)
5. Pallets must be used for storing raw materials. The size of pallets must be 6 inches above the floor and must have 6 inches space against the wall.
6. Avoid practices that may cause cross contamination.
7. Waste water must be properly treated, premises must not have any source of pollution.
8. The raw material must be of good quality and that should be traceable.
9. If the raw material has any bad odor then it must be rejected / discarded.
10. Record of Supply Chain of raw material / finished products should be maintained.
11. Raw materials should be kept in a place to avoid attack of rodents.
12. Expiry products should be discarded promptly.
13. Raw materials should be placed separate from detergents / cleansing chemicals etc.
14. FIFO method for inventory / raw material should be implemented.

GUIDELINES FOR TRANSPORTATION

1. All the vehicles used for transportation must be cleaned and hygienic.
2. Vehicles must be covered to protect them from sunlight.
3. Vehicles without covered roof are strictly prohibited for transportation. If used otherwise will be penalized with hefty amount.
4. Loaders must be well-trained and experienced to avoid any accident.
5. Vehicles must be equipped with proper arrangements in case of any hazard.