

Inspection document folder — manufacturers

The documents a Food Safety Officer asks a manufacturer to produce. An expired document counts as missing. Keep records for one year or the product's shelf life, whichever is longer (Schedule 4, 8.2).

The folder

Document	Basis / note	Renews
☐ FSSAI licence or registration certificate	In date and displayed; kind of business matches the premises	—
☐ Pollution Control Board consent to operate	Where the state requires it (not an FSSAI instrument)	Date on certificate
☐ Nomination of responsible person (Form IX) and technical person's qualification	For companies	—
☐ Product test reports (NABL / FSSAI-notified lab)	Condition of licence 12	Every 6 months
☐ Drinking water analysis report	Where water is used in the food	Every 6 months
☐ Medical fitness certificates of food handlers	Schedule 4, 10.1.2	Every 12 months
☐ Pest control records and contract	Schedule 4, 9.2	Ongoing
☐ Equipment calibration records	Weighing, temperature, measuring equipment	Every 12 months
☐ Raw material receipt, production and dispatch records	Condition 8 — manufacturers only since 23.06.2026	Daily
☐ Cleaning and sanitation schedule and records	Schedule 4, Part II	Ongoing
☐ FSMS plan	Your documented food safety system	Review yearly
☐ Consumer complaint and recall records	Recall Regulations 2017	Ongoing
☐ FoSTaC certificates	One trained supervisor per 25 food handlers	—
☐ Internal / external audit reports	At least once a year	Every 12 months
☐ Stock rotation (FIFO/FEFO) records	Not applicable to retailers since 23.06.2026	Ongoing
☐ Factory licence	Where the Factories Act applies (not an FSSAI instrument)	Date on certificate

	Document	Basis / note	Renews
□	Food-grade packaging material certificates	Indian Standard named on the supplier's certificate	Per supplier / batch
□	Label specimens of every product	Current artwork for each SKU	Per change

Source: Based on FSSAI's list of documents scrutinised during inspection of manufacturers; Schedule 4 and conditions of licence as amended 23.06.2026.

Prepared by FoodRaksha on 12 September 2026. General guidance, not legal advice; FoSCoS may ask for more by kind of business or state. FoodRaksha is independent and not affiliated with FSSAI. Official portal: foscoss.fssai.gov.in. foodraksha.com