



KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters





KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

With Best Wishes



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BRANCH OFFICE

Kassam Commodities FZE, Ras Al Khaima, United Arab Emirates. Tel: (99671) 55-9549571



KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

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KASSAM TRADING COMPANY

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INTRODUCTION

We are in the business of agro commodities and global trade is at the heart of our business. Established in Pakistan, **KASSAM TRADING COMPANY**, a family owned business, is known as one of the most reputed name in the field of agro based products with the promise of delivering the right product with right service at the right place on the right time. We compete on price and quality, but our highest priority is to offer the services you need to be successful.

We facilitate the sourcing, processing, financing, storing, blending, transporting, marketing and the delivery of agro based commodities that shapes us, our future and the world around us. We value each stage in the value chain from selection to delivery to provide high quality with utmost satisfaction.

In today's volatile and challenging environment, we are one of only a handful of companies with both the global reach and financial strength to ensure the delivery against the commitments not only today, but also well into the future.

KASSAM TRADING COMPANY has been contributing to the Pakistani economy in various ways that is by generating employment and helping in earning export sales and thus contributing back to the economy.



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KASSAM TRADING COMPANY

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Mr. Haji Muhammad Idrees Piracha

Chairman - Kassar Trading Company
M.A. (Econ.), B.Com, LL.B.

Mr. Idrees first stepped into the business world in 1960 as a founding member of the Iranian Carpet Industries Ltd., a leading carpet manufacturing house of Pakistan with a great turnover of hand-knotted carpets export. His business ventures also include export of Pakistani dry fruits & spices and a leading bonded warehouse set up to store ordinary, heavy-duty and hazardous imported goods.



Mr. Muhammad Ali Piracha

Director - Kassar Trading Company
B.E. Mechanical, P.E.

Mr. Muhammad Ali is a mechanical engineer by profession. After accumulating experience as an engineer for two years, he joined Kassar Trading Company as a director. With significant knowledge of the processing units, banking procedures and domestic & international market, he overlooks the company's exports.



Mr. Sultan Ali Piracha

Director - Kassar Trading Company
B.Com

Mr. Sultan Ali is a very dynamic Personality having vast experience in the commodities export sector. Well-versed in the costing strategies for raw & processed goods and sales procedure, Mr. Sultan Ali serves as the focal point of contact for local & international buyers.

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RICE PROCESSING MACHINERY



De-Stoner



Paddy Separator



Grain Comb



Kilby Polisher



NF Polisher



Thickness Grader



Rotary Sifter



Length Grader



Colour Sorter

QUALITY CONTROL



Elevator



Electronic Scale



Single Grain
Rice Analyzer



Whitness Tester



Moisture Tester



Rice Milling Tester



Laboratory Rice
Tester



Laboratory Rice
Tester

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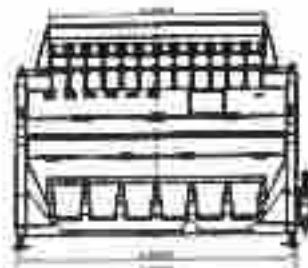
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INTELLIGENTIZED COLOR SORTER



SS-B240RCCO-CK

PICTURE GALLERY



STOCK



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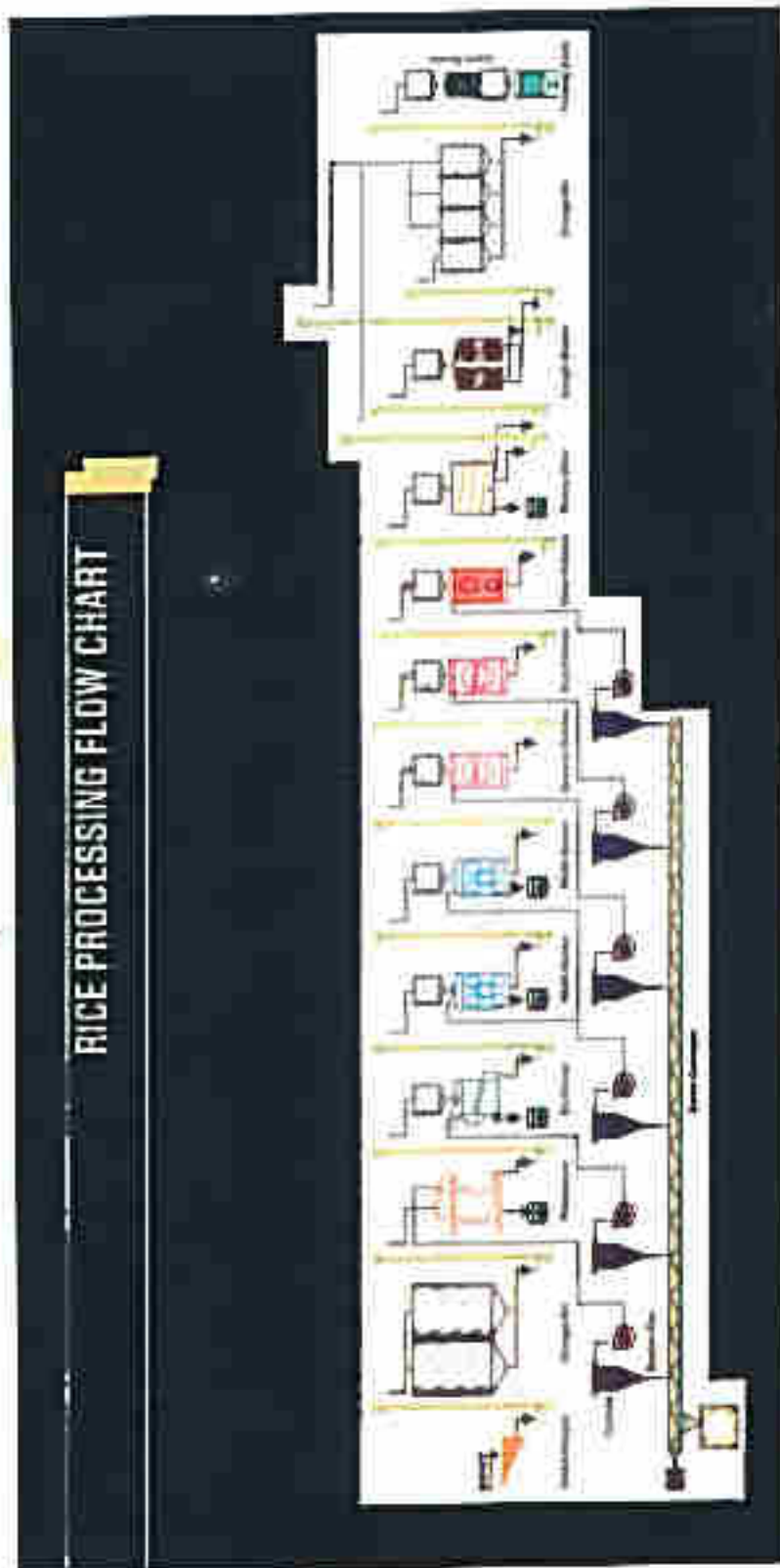
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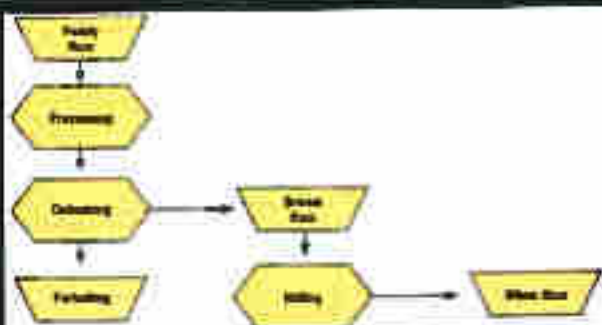
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Rice Processing

The process begins as soon as rice arrives from the fields. Freshness, whole or partly rice is dehusked by a rubber roll miller to produce brown rice. The outer tough protective casing is removed having no effect on the nutritional composition of the grain within the husk.

The resulting brown rice can be further milled to produce white rice. Milling of brown rice involves removal of the outer bran layers of the grain which are thicker in colour and are rich in nutrients such as B vitamins.

Rice Processing (Rice Mill)



The processed rice from the fields is either polished through the hydrothermal procedure or processed in the milling facility as shown in the chart above. The specifications of rice vary from the type of polishing such as double-polish, silky polish or regular polish that gives rice grains a smooth, brighter and shiny look. The average grain length (AGL) is also specified before rice being milled. Rice processing also entails the broken percentage which may be 1%, 2%, 3%, 10%, 25%, 100% broken or as desired by the buyer.

Rice Varieties

Long Grain Rice

Long grain rice as the name suggests is the long and slender rice kernels. The grains of this Pakistani rice variety are significantly long in length and when cooked present a very good look since the grains are well separate and fluffy.

a) Basmati Varieties

Super Karahi Basmati Rice is a long grain with a slender kernel, two to five times longer than its width. The grains are separate, light and fluffy when cooked, and mostly used for special dishes such as biryani.

Basmati PK 385 Rice is a milky dry grain. The grains become long and separate when cooked losing their aroma and distinct texture.

11-99 Basmati Rice Sindh Basmati is a variety that has previously replaced PK 385 for reasons such as more yield than the latter in the province of Sindh.

b) Non-Basmati Rice

PK 390 Long Grain Rice, Long Grain 1st - 9 Rice and Long Grain 1st - 8 Rice are the finest of its class being less expensive and are preferred over Indian and Thai rice in the same category.

Pakistani Rice Varieties



Brown Rice is light brown in color and rich in its fiber content. Brown rice is a healthy source of food, particularly for the weight conscious people since it contains less starch.

Parboiled Rice is the rice variety that undergoes a hydrothermal steaming process to partially cook the un-husked rice. Parboiled rice is the elite rice variety that is liked by consumers and chefs who love it have the best quality, separately cooked grains and extra fluffy rice.

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SEEDS



Fenugreek Seeds



Cumin Seeds



Mustard Seeds



Sesame Seeds

DRY FRUITS



Almond Kernels



Apricot Dried Whole



Dry Dates



Dried Sweet Figs



Pine Nut Kernel



Walnut

HERBS



Licorice Roots



Red Rose Flower Petals (Dried)

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RICE



Dupia Kernel Basmati Rice



Basmati Rice



PK-385 Rice



ISI 110 RICE



ISI 110 RICE



Parboiled Rice



Brown Rice

PULSES



Green Mung Bean



Yellow Mung Daal



Masoor Daal



Toor Daal



Dal Channa



Moth Daal



Kabuli Channa



Kale Channa



Moth Bean Söti

SPICES



Red Chilies



Coriander Seeds



Cloves



Turmeric Powder



Black Pepper

EXPORT OFFICE

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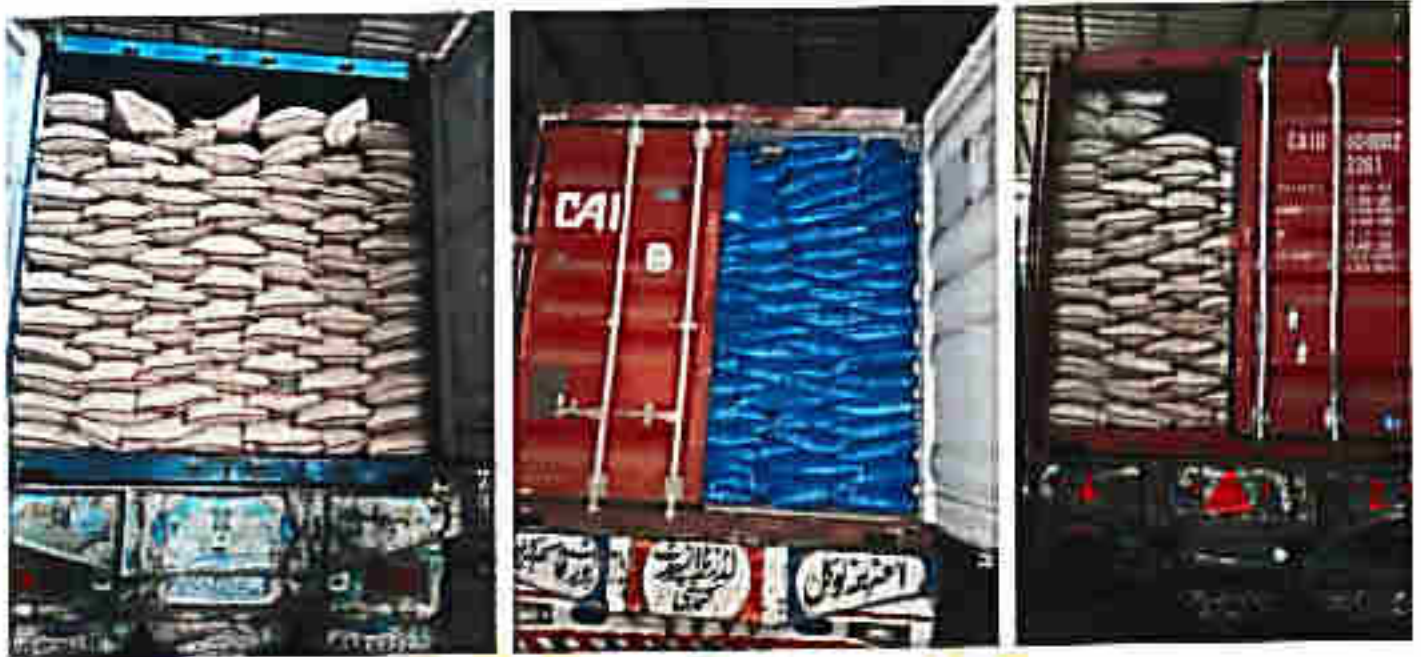
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**PAKISTAN
WHITE LONG GRAIN
RICE IRRI-6**
CROP YEAR : 2010-2011
PKG DATE : 12 / 2010
EXP DATE : 12 / 2012
NETT WT : 25 KGS
PACKED BY:

QUALITY FOODS
KASSAM TRADING COMPANY
P. O. BOX: 10263
KARACHI - PAKISTAN
TEL: +9221-32411186 FAX: +9221-32422186
www.kassamtradingcompany.com

SEAP # S-1-49-1105 BIN # 812239
PRODUCT OF PAKISTAN



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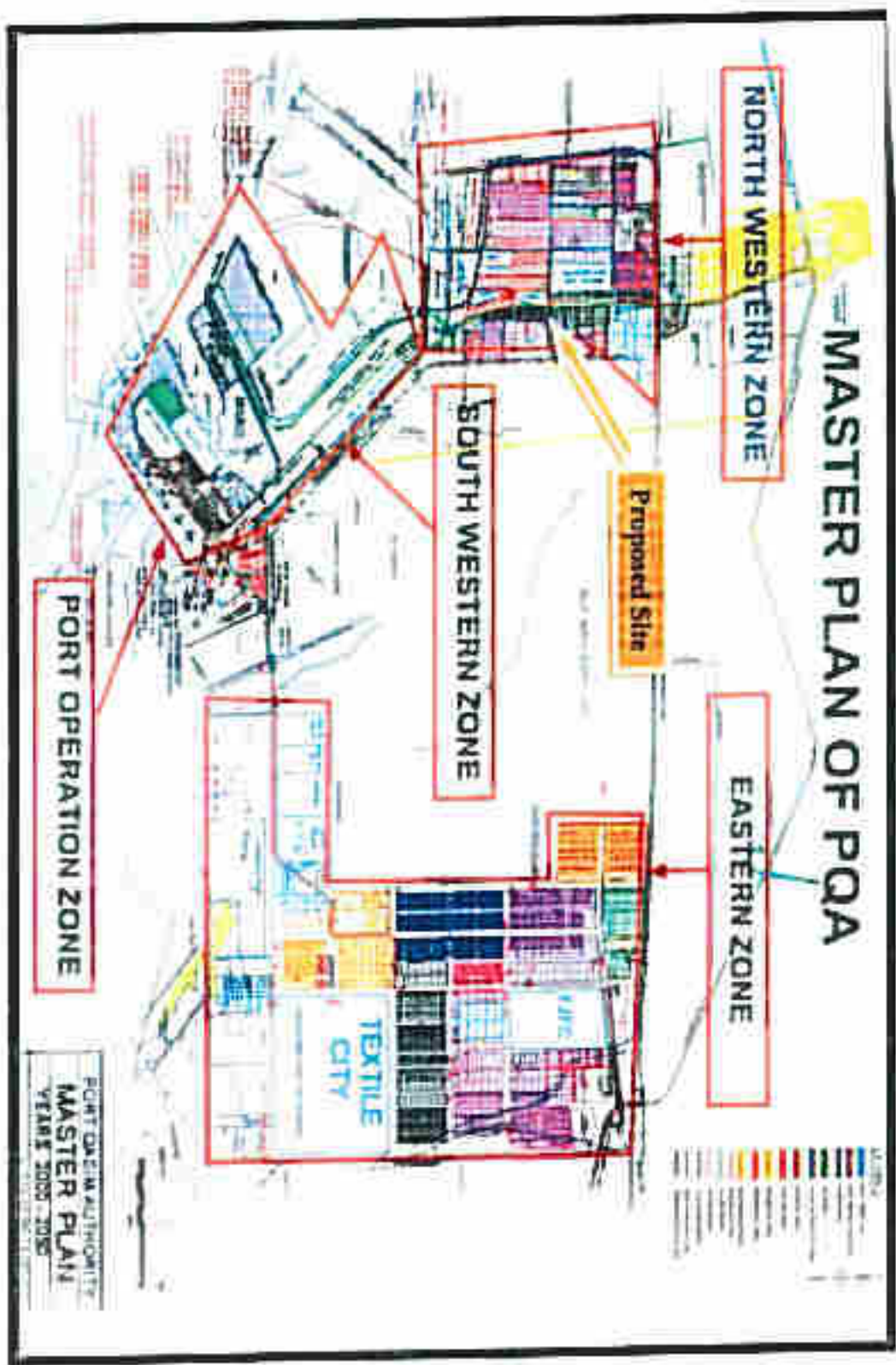
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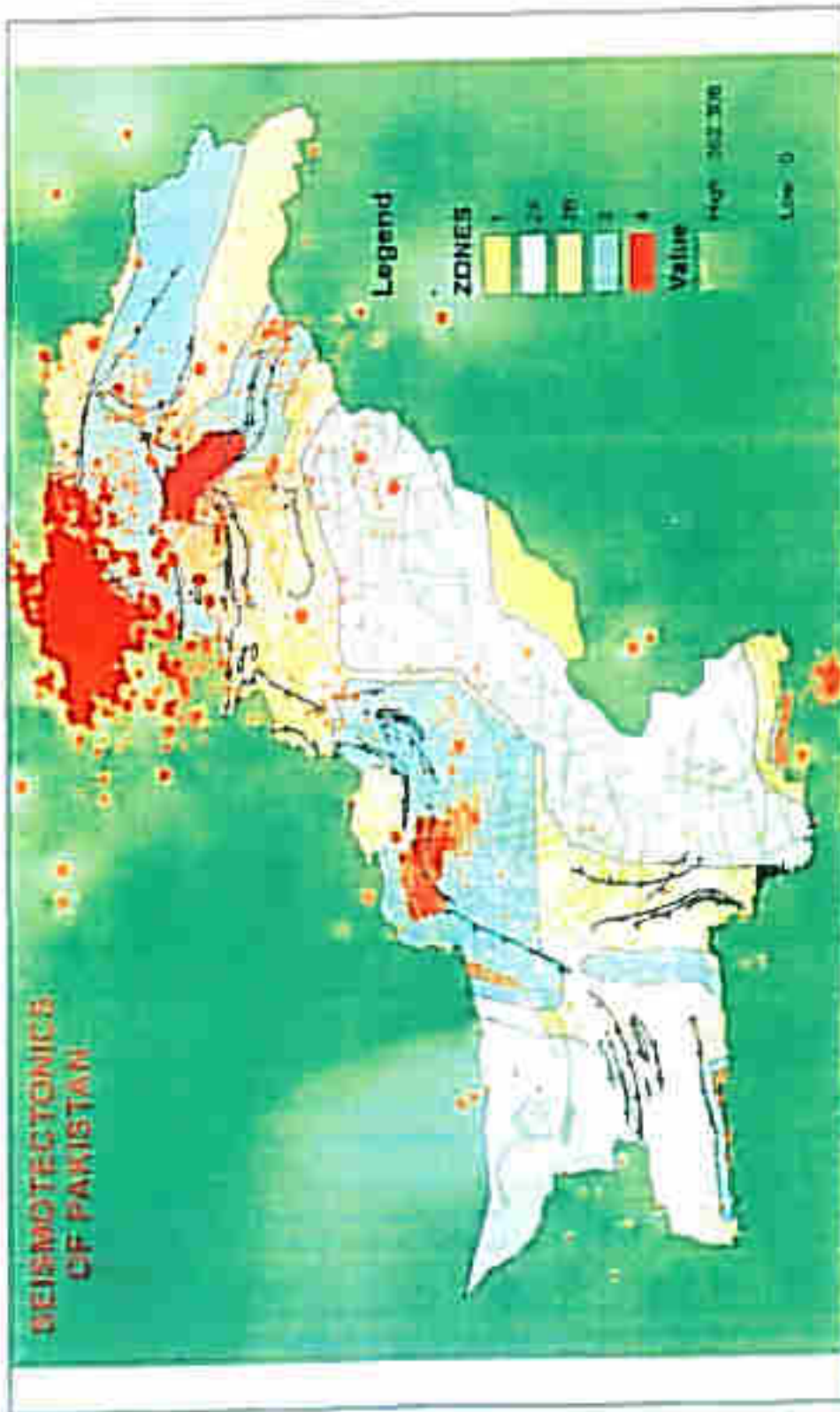
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Source: by Muhammad Inam Afridi, Geologist Pakistan Mineral Development Corporation, Peshawar Pakistan

Seismic Zone of Karachi According to Seismotectonics of Pakistan

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Our Corporate Culture

The culture depicts It's philosophy. At KASSAM, we trust that the culture that has been nurtured by our forefathers developed an environment that enhances us ability to work towards and reach our objective.



Our Vision

To be of the Standard of Excellence. We aim to be the best in the industry in terms of quality, price, and customer service, thereby setting higher benchmark for the industry.



Our Mission

Our mission is to be the most reliable and efficient rice producer and exporter in Pakistan and around the world. We are committed to grow in a consistent and sustainable manner.



KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

SWOT Analysis

It is one of the important steps in formulating a strategy. Its purpose is to develop good strategy that exploit opportunities and strengths, neutralize threats, and avoid weakness. Strength and weakness are analysis of internal environment and opportunities, threats are analysis of external environment.

Strengths

Consider our strengths relative to our competitors and from our customers' perspective.

- Business location or product exclusivity.
- Entire production done under one roof from Milling to Final product.
- Having experienced team at our plant for Quality Control.
- An established distribution channel.
- Track record for the best customer satisfaction at very competent prices.

Weaknesses

It is far easier writing down our corporate strengths than weaknesses. Think of objections

- Products or service like competitors.

Opportunities

Your business is influenced by the external environment, such as: legal, political, technological, and cultural factors.

- New market targets
- Growing trend and customer base
- Opportunity to increase efficiency
- Market price

Threats

- Price competition between the International Market.

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KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

Company Name: KASSAM TRADING COMPANY

Office Address: 601 Uni Centre, I.J. Chundrigar Road,
P.O. Box 10283, Karachi Pakistan.

Factory Address: Rice Mills & Processing Unit: E-70, N.W.I.Z,
Port Qasim, Karachi-Pakistan.

Branch Address: Kassam Commodities FZE,
Ras Al Khaimah, United Arab Emirates.
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Contact Information: Mobile/Whatsapp (92-300) 8201074
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Rice Mill Tel: (009221) 34740455
Website: www.kassamtradingcompany.com
E-mail: kctcmktg@gmail.com

NUMBER OF STAFF:

Full Time Office Staff: 10 Persons

Full Time Mill Staff: 10 Persons

Daily Wages: Ranges from 100 - 150 depending on time of the Year/Orders.

LAND SPAE:

Total Area 1 Acres

Constructed Area:

40,000 Sqft



KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

COMPANY PRODUCTION INFORMATION:

ANNUAL RICE PRODUCTION:

S No.	Year	Production (MT)
1	2019	60,000
2	2018	50,000
3	2017	40,000

MAJOR EXPORT MARKETS OF KASSAM TRADING COMPANY

COUNTRY

1. KENYA
2. SECYHELLES
3. DJIBOUTI
4. JEBELALI
5. TANZANIA
6. AZERBAIJAN
7. YEMEN
8. CROATIA
9. ALBANIA
10. ITALY
11. MAURITANIA

CERTIFICATION & MEMBERSHIPS:

KARACHI CHAMBER OF COMMERCE AND INDUSTRY (KCCI)
RICE EXPORTERS ASSOCIATION OF PAKISTAN (REAP)
KARACHI WHOLESELLER GROCERS ASSOCIATION
BIN QASIM TRADE ASSOCIATION.

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LIST OF MACHINERY

S.NO	MACHINE NAME	QUANTITY
1	GRAIN COMBI/PRECLEANER	1
2	DESTONER	1
3	P.D SEPRSTOR	
4	REEL WIDTH GRADER)	2
5	SM POLISHER	1
6	SILKY POLISHER	4
7	SHIFTER	1
8	LENGTH GRADERS	7
9	400 KVA TRANSFORMER	1
10	SORTEX	2
11	ELEVATORS	17
12	PANEL BOARD WITH COMPLET CONTECTORS AND SWITCHES	1
13	COMPRESSOR WITH AIRTANK	1
14	PACKING MACHINE 1 KG TO 5 KG	1
15	MOTORS	
a	ELEVATORS	17
b	SILKY	4
c	SM POLISHER	1
d	GRADERS	7
e	DESTONER	2
f	REEL	2
g	COMBI	3
h	COMPRESSOR	1
i	CYCLONES	6
16	GENERATOR (25 KVA)	1
17	KANTA (WEIGHBRIDGE) SIZE 60 FT 100 MT	1
18	CABLES+WIRING (ELECTONIC)	
19	OFFICE COMPUTER	6
20	LIGHTING+ A/C'S	5
21	FANS + CAMERAS	
22	SMALL WEIGHING SCALE	4

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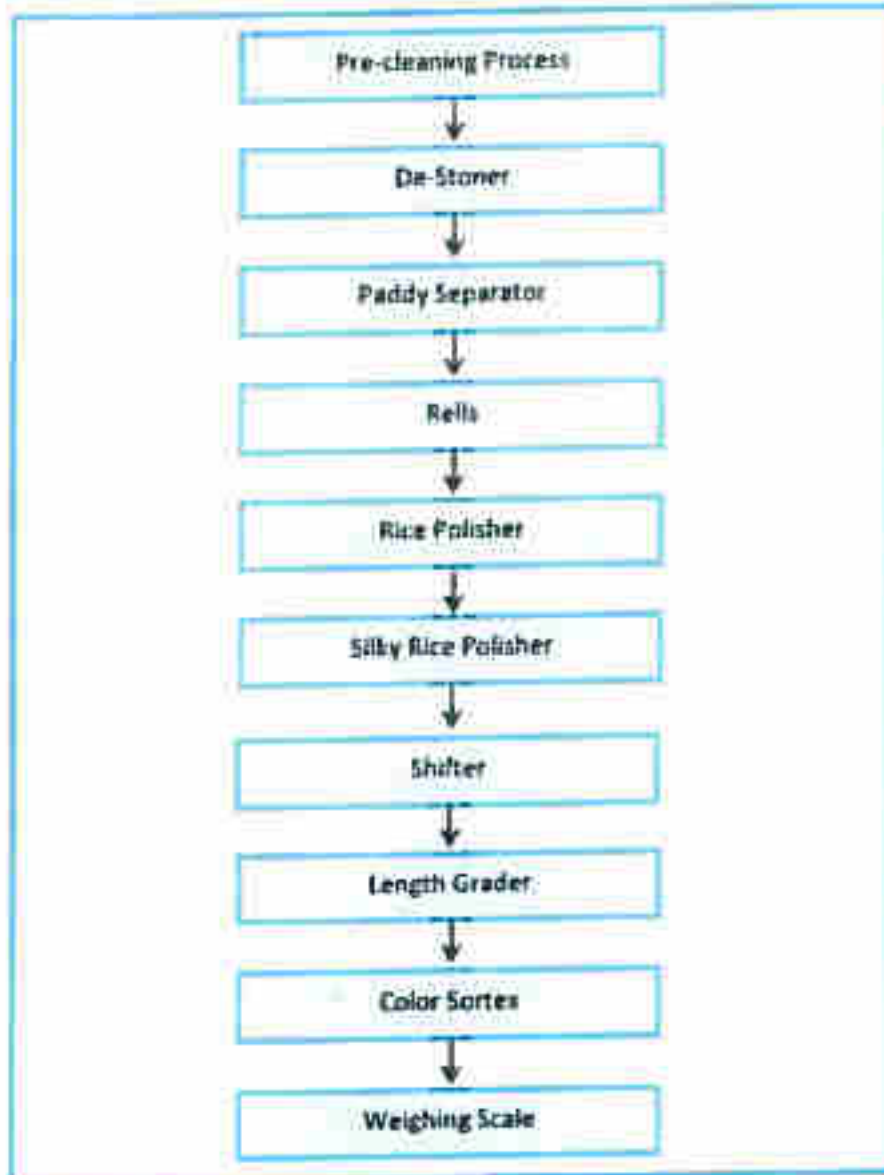
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Figure 2.3: Process Flow Diagram



2.4 Utility Requirements

Electricity: 400 KW load is required for processing and others operation at site. Standby diesel generator will be kept as standby source of electricity generation during load shedding and electricity shortfalls.

Telecommunication: Internal communication will be carried out through cell phone and intercoms. For external communication PTCI connection is required.

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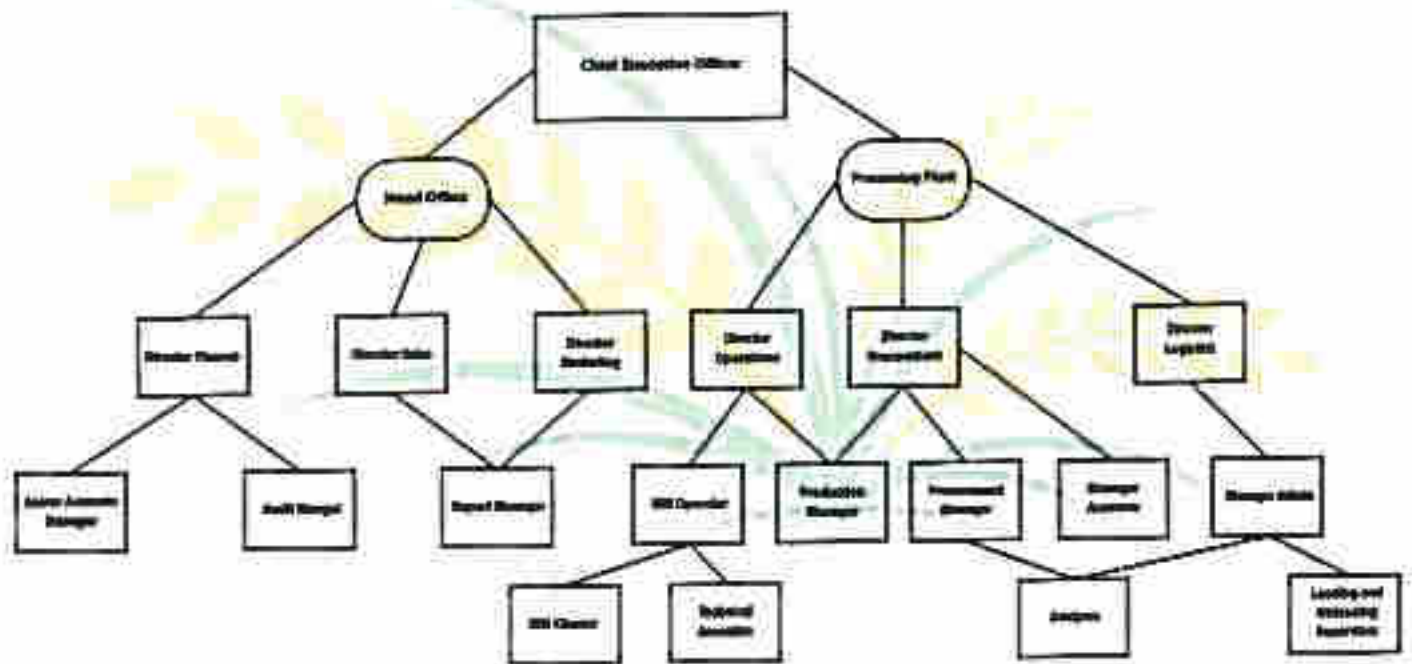
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HIERARCHY CHART



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KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

PHYTOSANITARY

&

FOOD SAFETY

MANAGEMENT SYSTEM

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FACILITY:

DESCRIPTION AND IT'S SIZE AND NATURE OF CONSTRUCTION:

1. Construction standard is a class standard.
2. Totally cemented construction.
3. Well cleaned marble floor, well-polished and totally clean and washable floor.
4. Highly cemented roofs and totally ventilated feeding halls, processing halls, and packing halls.
5. There is separate hall for collection rice bran as well collection of rice dust in separate hall.
6. The company holds the following manufacturing facilities equipped with latest processing unit, machines/equipment is Imported from local and different countries i.e., color sorters Imported from overseas.

5.2 DESCRIPTION OF SIZE:

PLACE	SIZE SQ. FT.
Processing hall	4500 Sq. Ft.
Packing hall	700 Sq. Ft.
Office Building	4500 Sq. Ft.
Warehouse	15000 Sq. Ft.
Loading Area	15000 Sq. Ft.
Corridor	5000 Sq. Ft.
Labor room	300 Sq. Ft.
Total covered area¹	45000 Sq. Ft.



NATURE OF CONSTRUCTION:

The foundation of the facility has been given on time treatment. The terrace has been treated with waterproof compounds. The periphery of building is constructed of brick walls, cement masonry and reinforced concrete cement roof. The flooring of the processing area, godowns and packing area is coated with non-shrinking hard coating of resin (epoxy resin). Walls to floor and walls to ceiling covings ensure easy cleaning of GMP area.

High cemented roof and totally ventilated feeding hall, processing hall and packing hall. There is separate hall for collection of rice bran and collection of dust of rice in separate hall.

All doors and windows are flushed to the walls and have a smooth finish. There are separate storage area for raw material, packing material and finished product with separate brands. UPS and generator system provide lighting in all departments during power failure.

All halls are well constructed with bricks cemented well and attached with proper tiles a ceramic covered with roofs of concrete and ventilated with proper exhausts and lighted with sun light.

- Fresh air is totally available.
- Fresh air is passing through hall processing area and packaging area etc.



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TYPE OF PRODUCTS:

1. Exportable rice
2. Broken Rice
3. Color Sortex Rejection
4. Tip Breakage of Rice

5.5 STAFF:

Sr. No.	DEPARTMENT	NO. OF STAFF
1	Loading & Unloading	5
2	Cleanliness	3
3	Packing	10
4	Machine operators	04
5	Management	03
6	Quality control	02
7	Security guards	03

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KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

FOOD SAFETY AND QUALITY SYSTEM CONTROLS:

We at KASSAM TRADING COMPANY implements food safety Program that ensure complete food safety along with strong Combination of hygiene and sanitation standards.

We process the product that ensure the:

- Complete consumer nourishment.
- Have no biological, chemical, and physical hazard threat.
- Have no thread of food borne illness.
- Not contaminated and adulterated.

It is the policy of our company to develop and provide products and services that are safe for consumption. As well as meet or exceed customer requirement and comply with all statutory and regulatory requirements. We accomplish this by adhering to our FSMS and operational methods that recognized FS and customer satisfaction add our primary goals.

We strive to continually improve the effectiveness of our FSMS and our commitment to customer satisfaction by monitoring our performance against our established objectives and through leaderships that promotes employee involvement. This concept represents our company's commitment to provide safe food products and to continually improve to better serve our growing and remanding customer base.

EBRIGHT OFFICE

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KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

MANUFACTURING FACILITIES:

FLOOR PLAN AND NATURE OF CONSTRUCTION:

- Closed construction with brick walls and roof.
- Separate halls for inputting rice, processing rice, packaging rice.
- Well ventilated halls.
- High ceilings with windows and exhaust for fresh air.

Top management realizes and gives sufficient attention to good hygiene design and construction, appropriate location, and provision of adequate facilities, which are necessary to enable hazards to be effectively controlled. Therefore, depending on the nature of the operations, and the risk associated with them, premises, equipment, and facilities are located, design and constructed to ensure that:

- a) Contamination is minimized.
- b) Design and layout permit appropriate maintenance, cleaning and disinfection and minimize airborne contamination.
- c) Surface and material, those in contact with food product, are non-toxic in intended use and, where necessary, suitably durable, and easy to maintain and clean.
- d) There is effective protection against pest access and harborage.
- e) It is responsibility of the Supervisor to keep the grounds that are under his control in a condition that will protect against contamination of food product. He is responsible to adopt the appropriate methods of adequate maintenance of grounds, which includes, but limited to: Properly storage equipment, removing waste and cutting weed or grass within the immediate vicinity of the plant building or structures that may constitute an attractant, breeding place, or harborage for pest.
- f) Maintaining roads so that they do not constitute source of contamination.
- g) Adequately draining areas that may contribute contaminating to food products by seepage, foodborne filth or providing a breeding place for pests.

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- h) Waste treatment and disposal is in an adequate manner so that they do not constitute a source of contamination in areas where food product is exposed.
- i) It is the responsibility of QA manager to do inspection for the exclusive of pests, dirt, and filth that is a big source of food contamination. QA Manager is responsible to prepare an effective preventive program to ensure that may affect the food maintain in proper working order. This includes:
 - j) A list of equipment requiring regular maintenance.
 - k) The procedure and frequencies of maintenance (e.g., equipment inspection, adjustments, and part replacement) are based on the e equipment manufacturer's manual or equivalent or on operating conditions that could affect the condition of the equipment.
 - l) The preventive program is adhering too. Equipment is maintained to ensure the absence of any physical or chemical hazard potentials, e.g., inappropriate repairs, flaking paint and rust, excessive lubrication.
- m) Management constructs the plant building in a suitable size and design to facilitate maintenance and sanitary operations for manufacturing purposes. The plant:
 - n) Provides the sufficient place for placement of machinery and equipment and storage of materials as is necessary for maintenance of sanitary operation and the production of safe food. Equipment within the plant is installed in the manner that permits adequate maintenance and cleaning functions in accordance with its intended use and facilitates good hygiene practices, including monitoring.
 - o) Permits the taking of proper precaution to reduce the potentials for contamination of food, food contact surfaces, of packing materials with microorganisms, chemical, filth or other extraneous material.
 - p) Permits the taking proper precautions to protect food by any effective means, including:
 - Use of protective covering.
 - Controlling areas over and around to eliminate harborages for pests.
 - Checking on the regular basis for pest and pest infection.

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Be constructed in such a manner the floor, walls and ceilings are adequately clean and kept clean and kept in good repair that does not contaminate food, food contact surfaces, of food packaging materials, and that aisles or working spaces are provided between equipment and walls and are not adequately unobstructed and of adequate width to permit employees to perform their duties and to protect against contaminating food or food contact surfaces with clothing or personal contact.

1. Provides an adequate lighting in hand washing areas, dressing and locker rooms, and toilet rooms and in all areas where food is examined, processed, or stored and where equipment's are cleaned.
2. Provide safety type light bulb, fixtures or other glass suspended over exposed food in any step of preparation or otherwise protect against food contamination in case of glass breakage. For details see SDP's manual for glass policy.
3. Provides an adequate ventilation system in which air does not flow from contaminated areas to clean areas.
4. Provides, where, necessary adequate screening or other protection against pests.
5. It is located away from environmentally polluted areas and industrial activities which pose a serious threat of contaminating food, areas prone of infestation of pests, areas where wastes, either solid or liquid, cannot be removed effectively.
6. The building exterior is also designed. There are no protective openings, air intakes are appropriately installed, and the roof and the walls and the foundation are maintained to prevent leakage. Drainage and sewage system are equipped with appropriate traps and vents. Effluents or sewage lines are not passing directly over or through production areas.
7. Personal hygiene facilities are available to ensure that an appropriate degree of personal hygiene is to be maintained to avoid from contamination of food.

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- B. Facilities included
9. Adequately means of hygienically washing and drying hands, including wash basins and a supply of hot and cold water.
10. Adequate changing facilities for personnel.
11. These facilities are suitably located and design.

METHOD OF CLEANING RELEVANT TO THE TYPE OF PRODUCTS, PEST CONTROL PROGRAM:

• **SOP OF PRE-CLEANER:**

Purpose:

The purpose of this procedure is to maintain the effective working of pre-cleaner.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean Machines with duster and compressed air.
- c. Clean the waste material, which is stuck on the tray with brush from time to time.
- d. Clean the dust and other waste material, which is separated from the paddy from time to time.
- e. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- f. Close the feeds and run the machine until it is empty.
- g. Open the feed pipe and discharge pipe to remove all obstruction, if any.
- h. Open the duct of suction fan, remove all obstruction, and clean it.
- i. Keep unwanted material away from all parts of the machine and clean it with compressed air.

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2. SOP OF WIDTH GRADER:

Purpose:

The purpose of this procedure is to maintain the effective working of Width Grader.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the width grader with duster and compressed air.
- c. Run the dust collecting fan.
- d. Open the damper of dust collecting duck.
- e. Clean the excessive lubricants and repair if there is any leakage.
- f. Open the shutter and clean the cylinder with wire brush.
- g. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- h. Close the feeds and run the machine until it's is empty.
- i. Open the feed pipe and discharge pipe to remove all obstructions, if any.
- j. Open the side covers and clean all cylinder.
- k. Clean the electric motor and gear box.
- l. Clean the excessive lubricants and repair if there is any leakage.

3. SOP OF DE-STONER:

Purpose:

The purpose of this procedure is to maintain the effective working of de-stoner

Responsibilities:

Plant Operator Procedures

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the stoner with duster and compressed air.



- c. Remove the stones which are separated from paddy/rice from time to time.
- d. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- e. Close the feeds and run the machine until it is empty.
- f. Open the feed pipe and discharge pipe to remove all obstructions, if any.
- g. Remove the grills and clean them properly.
- h. Open the duct and remove the stone etc. and clean with blower.

• SOP OF BINS:

Purpose:

The purpose of this procedure is to maintain the effective working of keep-Up of Bins.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Clean the bin from inside and outside with duster and compressed air.
- b. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- c. Empty the bin and clean it from inside completely.
- d. Open the feed pipe and discharge pipe to remove all obstructions, if any.

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5. SOP OF PADDY SEPERATOR:

Purpose:

The purpose of this procedure is to maintain the effective working of Paddy Separator.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the paddy separator with duster and compressed air.
- c. Collect the straws from the feed hopper time to time.
- d. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- e. Close the feeds and run the machine until it is empty.
- f. Open the feed pipe and discharge pipe to remove all obstructions, if any.
- g. Open the side glass and clean the tray.

6. SOP OF POLISHER:

Purpose:

The purpose of this procedure is to maintain the effective working of polisher.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the polisher with duster and compressed air.
- c. Clean the sieve with compressed air time to time.
- d. Clean the bran pipe from inside with the compressed air time to time.
- e. Keep unwanted material away, which can affect the quality.



Weekly Cleaning

- a. Close the feeds and run the machine until it is empty.
- b. Remove the sieve of polisher and clean them properly.
- c. Clean polisher from inside.
- d. Open the feed pipe and discharge pipe and remove the obstructions, if any.
- e. Open the bran pipe and clean it properly.

SOP OF LENGTH GRADER:

Purpose:

The purpose of this procedure is to maintain the effective working of length grader.

Responsibilities

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the length grader with duster and compressed air.
- c. Clean the excessive lubricants and repair if there is any leakage.
- d. Keep unwanted material away, which can affect the quality Weekly Cleaning.
- e. Close the feeds and run the machine until it is empty.
- f. Open the feed pipe and discharge pipe to remove all obstructions, if any.
- g. Open the cylinders and clean all cylinders properly.
- h. Clean the internal conveyor with duster and compressed air.



SOP OF ELEVATOR:

Purpose:

The purpose of this procedure is to maintain the effective working of elevator.

Responsibilities:

Plant Operator Procedures:

Daily Cleaning

- a. Keep yourself and surroundings area clean.
- b. Clean the conveyor with duster and compressed air.
- c. Run the dust collecting fan.
- d. Open the damper of dust collecting dust in the conveyor.
- e. Clean the excessive lubricants and repair if there is any leakage.
- f. Keep unwanted material away, which can affect the quality weekly cleaning.
- g. Close the feeds and run the conveyor until it is empty.
- h. Open the feed pipe and discharge pipe to remove all obstructions, if any.

SOP OF STORE:

Purpose:

The purpose of this procedure is to maintain the effective implementation of this system.

Responsibilities:

Store In-charge Procedures

Daily Cleaning

- a. Sweeping of store's floor is done.
- b. Dust from the walls, pillars and gates will be removed daily.



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- c. Cobweb presents on the walls or any other place on the store will be removed daily.
- d. Dropped grains will be removed and placed away from the finished products.
- e. Removal of the grains from the railing of sliding doors will be done.

Weekly Cleaning

- a. Complete cleaning of doors floors, ceilings, and walls.
- b. Removal of cobweb and bird nests if any.
- c. Physical condition of packing material will be examined if present any:
 - a. foreign material, it will be removed any re-established packing material.
- d. Efficiency of rat traps will be examined and if needed any improvement:
 - a. it will be practiced immediately.

10. SOP OF BUILDING:

Purpose:

The purpose of this procedure is to maintain the effective implementation of this system.

Responsibilities:

Management Representative/ Manager Production Procedures:

Daily Cleaning:

- a. Complete cleaning of mills and all the building.
- b. Removes dust, bran, and other foreign material etc., from machine pipes, walls, ceiling, and floor will be done after the end of every shift.
- c. Swept Rice / Paddy and thread etc., recent on the floor, elevator trenches shall be collected.
- d. Feeding staff will not work with lose footwear but use specially designed footwear during work.
- e. In mills or stores use of cigarettes or any other drug is strictly prohibited.
- f. Use of any food product like tea, juices and beverages are not allowed in mill area or other buildings.

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Weekly Cleaning

- a. A comprehensive cleaning of the building including machines, walls, pipe floors and ceiling etc., will be done twice a week.
- b. Physical condition of the ceiling, elevator will be examined and if found any discrepancy like dirt, dust, breakage of window or any hole will be repaired.

Monthly Cleaning

- a. The sanitation staff will clean the water tanks on monthly bases and will ensure the cleanliness and covering of both water tank of the mill.
- b. Water tank # 01 is used for the water supply in offices/ lab.
- c. The water tank # 02 is used for the supply of water in wet polisher.
- d. The manager production makes sure the proper timely cleaning of the water tank.

11. SOP OF PACKING AREA:

Purpose:

The purpose of this procedure is to save the finished product from contamination.

Responsibilities:

Packing In charge/ Management Representative procedures:

Daily Cleaning

- a. Packing will be completely cleaned before start and after completion of packing.
- b. Remove of the cobweb, dust and any other foreign material from floor, walls, bins, pipes, and ceiling in the packing hall.
- c. If required, the packing staff will use gloves during packing.

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- d. No Body including packing staff will enter the packing hall with rings, chains, cigarettes, locket, bracelets, watch and loose buttons of shirts etc.
- e. Nobody will enter in the packing hall without changing the shoes.
- f. Use of cigarettes or any other drug in packing hall is strictly banned.
- g. Food utensils, plastic bags or handkerchief will not be taken in the packing hall.
- h. On completion of packing and before the start of new packing, weighing scale will be thoroughly cleaned.
- i. Any unauthorized person including feeding staff shall not be allowed in packing room.
- j. Surplus packing material shall immediately be return to the store on completion of packing.

Weekly Cleaning

- a. Complete removal of cobweb, thread, dust or any other foreign material from floor, walls, bins, and pipes.
- b. Sealing of the holes in the walls or in the corners if present.
- c. Physical condition of the weighing equipment, packing material and uniforms of the packing staff will be examined.

12. SOP OF COMMON AREA:

Purpose:

The purpose of this procedure is to maintain the effective implementation of HACCP/

Product Safety system

Responsibilities:

Management Representative/ Manager Production/Food Safety Team

Procedures:

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- a. All the members of company will use one entrance for entering the plant.
- b. They will rub their shoes on the nabbing mat to clean their shoes.
- c. All the operation staff is not allowed to wear loose shoes, or to wear loose cloth. They are advised to wear caps to cover hair.
- d. Put their clothes shoes, watches, rings, and their other belongings on their allotted places in the change.
- e. Wash their hands with soap properly before entering the production area.
- f. Management representative will weekly check the nails of the employees that they are properly cut and clean.
- g. Management representative will ensure that all the employees have adopted this procedure effectively.
- h. The monthly checking of the water tank will be done, and manager production will ensure the implementation.
- i. The water testing will be done on six monthly bases from external recognized laboratory.
- j. Annual/six monthly check up/ medical examination of the employees will be done. Management representative & food safety team ensure the compliance.

EXPORT OFFICE

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DETAILS OF ANY OTHER ACTIVITY CARRIED OUT ON SITE:

Other than the processing and packing of rice no other type of activity carried out in the subject site.

6.4 GOOD QUALITY PHOTOGRAPHS ILLUSTRATE THE FEATURES:



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STORAGE FACILITY:

BRIEF DESCRIPTION OF STORAGE FACILITY:

Company has built warehousing facility. Special stacking boards and new P.P bags are used for proper stacking. There is minimum gap of 2 feet between stacks and warehouse walls so that rodents and pest could be controlled.

KASSAM TRADING COMPANY has neatly built warehouses with thick cemented walls, epoxy floors, high cemented roofs and high windows for fresh air and sunlight. Thick cemented wall and high roofs help to maintain the right temperature for their rice storage.

Company has special warehouses having storage capacity of about 50000 metric tons of rice packed in bags out of which 20000 tons for finished products & 30000 tons for raw rice. This warehouse has been built in conformity with International standards. Paper provisions have been provided for ventilation and circulation of fresh air to keep warehouse clean and hyglene. These can be completely air tightened and sealed for fumigation purposes.

QUARANTINING INCOMING MATERIAL:

Before storing It is made sure that the warehouse is empty, and fumigation is done and It I sealed for at least 96 hours. After 96 hour the rice is transferred to the fumigated storage warehouse.

Incoming paddy rice and white rice and finished products are stored separately.

All the warehouses are a safe difference from each other for Isolating different incoming products.

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QUARANTINING AND DISPOSAL OF REJECTION MATERIAL:

During the de-stoning process the stone found in the rice by the machine is collected in a separate iron bins and disposed of in the dustbin. Rice husk is collected separately away from the rice and then sold separately.

During the processing of rice in Pre-Cleaning, D-Stoning, Width Grading, Polishing, Dust & Bran collecting, Color Sorting if any foreign material/stone/iron etc., found from the product, It will specially collect and disposed of in different separate places or out of the restricted range of production area.

7.4 QA PROCEDURES FOR RELEASING BOTH RAW MATERIAL AND FINISHED PRODUCTS:

Company ensures that production activities are planned and carried out under controlled conditions, processes are validated, and products are suitably identified and traceable throughout the product realization and preservation of products is maintained to ensure conformity with requirements as described in detail here under:

Work Instructions

Production Personnel are instructed in performing critical or complex operations by written instructions. Work Instructions explain how to operate production equipment's and machine, define what steps are required to perform certain operations and inspections etc. work instructions are established for all operations where it is deemed that absence of such instruction would adversely affect quality.

When deciding whether work instructions are need for a specific operation, the following steps are considered:

- Importance of operation and its potential impact on quality & safety.
- Complexity of operation.
- History of quality problems associated with the operations.
- General level of qualification and experience of operators.

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- Internal Quality Audits and analysis of data are used to determine whether additional or more detailed instructions are required.

WAREHOUSING AND DISTRIBUTION:

Storage and transportation of finished foods are under controlled conditions that will protect food against physical, chemical, and microbial contamination as well as against deterioration of the food and the container. For this top management monitors, verify storage conditions prior to store the product and prior to transport the truck and container also verified. It is the responsibility of the Project manager to make sure all these requirements.

TRACEABILITY:

Quality assurance and/or the food safety leader will maintain traceability records for define period for system assessment:

To enable the appropriate handling of potentially unsafe products, and in the event of the product recall (withdrawal). Records shall be in accordance with statutory and regulatory requirement and customer requirement and may, for example, be based on the product lot identification.

PRESERVATION OF PRODUCTS:

Handling

Following equipment's used for safe handling and transportation of products within the production and storage areas:

- Loaders (Manually).

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- Trolleys.
- Conveyers /elevators.

Every department ensures that the handling equipment is maintained, and the products are handled carefully to avoid any damage.

Storage

The company has following stores for storage of raw material, finished products and accessories:

- General Packing Material Store.
- Raw Material Warehouses.

Whenever any department needs anything against some job request/ for other use it is issued by warehouse in charge and records are maintained in the relevant stock register.

Warehouse in charge makes a purchase requisition when the needed item is not present in the stock. The item is purchased (see QSP for purchasing). When item is received, following formats are filled.

Goods Received and inspection report in general store Daily Rice Stock in raw material store Quality check is done as per and after passing it in the Rice Stock Register.

A store inspection is done and a store inspection reports is filled after every three months for the stores.

The packing specifications of products are specified through the job order by the plant manager. Production supervisor ensures that the communicated packing instructions are followed during the packing of the product. The packing is done as per the packing work instructions.

METHOD OF CLEANING:

Compressed air is used to clear all the dust from the warehouse. Recommended chemicals for food processing organizations are used for cleaning the floors.

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SANITATION:

DESCRIPTION OF CLEANING AND GENERAL HYGIENE PROCEDURES:

KASSAM TRADING COMPANY has developed the GMP (Good Manufacturing Practices) and SSOP (Standard Sanitation Operating Procedures) which is comply with the general hygiene requirements of relative codes and regulations.

The Standard Sanitation Operating Procedures Includes, and not limited to the following:

- Condition and Cleanliness of Food Contact Surfaces.
- Prevention of Cross Contamination.
- Maintenance of the Hand Washing and Toilet Facilities.
- Protection of Food, Food Packing Material, and Food Contact Surfaces from Adulation.
- Proper Labeling and Storage.
- Control of Employee Health/Hygiene Conditions.
- Exclusion of Pests.
- Construction and Layout.
- Waste Control Etc.
- Weekly Nails Checking.
- Weekly Insects/ Pests Control Spray.
- Daily Sanitation Inspection Daily Dress Checking of Staff.
- Fumigation Control Sheet.
- Pests Control Sheet.

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EVIDENCE OF DOCUMENTED CLEANING PROCEDURE:

Documented cleaning procedure available in the attachment # Procedure (Attachment VIII)

CLEANING & SANITATION PROGRAM:

Top management implements and establishes sanitation operations to facilitate the continuing effective control of food hazards, pests, and other agents likely to contaminate food, within the facility. These operations:

- Ensure adequate and appropriate maintenance and cleaning.
- Control pests.
- Manage waste.
- Monitor effectiveness of maintenance and sanitation.

Top management realizes the importance of sanitation crew and ensure the activities completed during the sanitation process. It is the responsibility of QA manager to implement the sanitation operations carried out in the facility to ensure the adequacy. This includes:

- Full support of management, including sufficient funding for personnel, equipment, training, and supplies.
- Methods to establish accountability for the sanitation programs which may include the use of:
 - a) Biological, chemical, and physical hazards monitoring.
 - b) Visual inspection.
 - c) Tracking of chemical usage, types, concentrations, and rotation schedules.
 - d) Review of sanitation crew training records.
 - e) Review of non-compliance records (NCRs) related to sanitation with the



- Sanitation crew
and other appropriate personnel.
- f) Third party audits for sanitation program.
 - g) Evaluation of reporting structure for sanitation crew.
 - h) Written instruction for completing the sanitation activities including the appropriate dress/ personal hygiene issues for the crew.
 - i) Processing/ packaging rooms be the first on the cleaning schedule to prevent contamination.

Top management with the coordination of middle management establishes a mechanism for tracking sanitation issues to provide a systematic evaluation of the operating sanitation conditions of the Processing, packing, storage facilities etc. these issues include cleaning and sanitation schedules and reports for personnel, personal contact surfaces, equipment and machinery that are not cleaned/ sanitized in accordance with the requirements on a routine basis.

Suitable provisions are made for the removal and storage of waste. Project manager ensures that waste is not accumulated in processing, packaging, storage and other working areas and the adjoining environment except so far as in unavoidable for the proper functioning of the business. Waste bins are kept appropriately clean, clearly identified, leak proof and covered. Waste is removed and bins are cleaned at an appropriate frequency to minimize contamination potential.

It is the responsibility of QA manager to maintain building, fixtures, and other physical facilities of the plant in a sanitary condition and is kept in repair sufficient to prevent food from becoming adulterated with the help of Quality Assurance, Production and Store staff. These personnel ensure the cleaning of equipment and machinery in a manner that protects against contamination of food, food-contact surfaces, or food-packaging materials.

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QA manager is responsible to ensure that facilities and equipment are kept in an appropriate state of repair and condition to:

- Facilitate all sanitation procedures.
- Functions as Intended.
- Prevent contamination of food, e.g., from metal shards, flaking plaster, debris and chemical.

Cleaning operations within the facility involve removing of debris from floor, walls, equipment, and machinery so that the residues and dirt, which are source of contamination, will be minimized. Cleaning chemicals, fumigants or pesticides are handled and used carefully and in accordance with manufacturer's instructions and stored, in an appropriate separated from food products in clearly identified place to avoid the risk of contaminating food products.

QA manager continually and effectively monitors cleaning operations for their suitability and effectiveness and where necessary these are documented which specify:

- Areas, items, equipment's, and machinery to be cleaned.
- Responsibility for tasks.
- Method and frequency of the activity.

The cleaning methods are different depending on whether the equipment is clean out of place (COP) and cleaned or cleaned in place (CIP). In our plant, normally the considerations are:

- Identifications of lines or equipment.
- CIP/COP set-up instructions.
- Method of cleaning.

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- **Disassembly/reassembly instructions as required for cleaning and inspection.**

Production department ensures proper labeling, storage and use of toxic compounds. All toxic and nontoxic compounds are properly segregated and stored outside the process area. These are accessible to authorized employees only. Chemicals are kept in stores with appropriate protection. They use quantities are kept in the production hall. Lubricants are separately stored. QA manager is responsible to train the supervisors about chemical usage. All records pertaining to chemical usage are maintained.

Cleaning compounds and sanitizing agents used in cleaning and sanitation are free from undesirable microorganisms, safe and adequate under the condition of use. QA manager purchases these substances under supplier's guarantee or certification, or examination of these substance for contamination. The following are the basis for toxic material usage:

- **Require maintaining clean and sanitary conditions.**
- **Necessary for use in laboratory testing procedures.**
- **Necessary for plant and equipment maintenance and operation.**
- **Necessary for use in plant's operations.**

Toxic cleaning compounds, sanitizing agents, fumigants and pesticide chemicals are identified, held, and stored in a manner that protects against contamination of food, food-contact surfaces, or food-packaging materials. It is the responsibility of QA manager to ensure these requirements. The records of purchase and guarantee certificates or inspection reports are maintained in the quality assurance department. Reference documents for further details are "purchase, inspection and testing, handling storage packing and preservation:

Top management good hygiene practices within the facility to avoid creating an environment conducive to pest.



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As they know that pest pose a major threat to the safety and suitability of rice and pest infestation only occur where there are breeding sites and a supply of food. They realize that implementation of sanitation operations, inspection of incoming material and good monitoring minimizes the threat.

Top management keeps building in good condition to prevent pest access and to eliminate potential breeding sites. Holes, drains and other places where pests are likely to gain access are kept sealed. Wire/ nets and mesh, screens used on open windows, doors and ventilators that reduce the problem of pest entry. They ensure exclusion of pest from the plant. Plant is fully covered with doors, glass windows and iron nets etc. the raw material and finished products are stored in pest-proof areas and stack above the ground and away from walls. Areas both inside and outside of the stores are kept clean. It is responsibility of QA manager to maintain the stores. He regularly inspects area to check pest infestation. MD & CEO also inspects the exterior/ interior of the plant. It is the responsible for all supervisory personnel to report all pest management problems. Record of pest treatment are maintained in the quality assurance department.

Treatment to pest infestation is done in a manner that has no adverse effect and threat to the safety and suitability of product. QA manager corrects in a timely manner, those conditions and practices that are not meeting FDA requirements and any deviation to these are reported to CEO. CEO is then working according to the procedures "Corrective and Preventive Actions" to resolve the problems. The use of insecticides, rodenticides and fumigants are permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials.

All food-contact surfaces, including walls and floors and food-contact surfaces of equipment are maintained to be cleaned by the production department as frequently as necessary to protect against contamination of foods. It is the responsibility of QA manager to ensure it. KASSAM TRADING COMPANY has conventional and modern processing plant meeting or compliance with all conditions and cleanliness

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of food contact surfaces and ensure compliance with food processing sanitation rules.

Food contact surfaces, floors and walls are cleaned daily prior to start the production in the processing/ machinery hall. Packaging, warehouse/ storage areas of processed rice prior to start packaging/ or storage are cleared. Raw material storage is cleaned daily. Solid waste is gathered and picked up to be removed from vicinity of product. All surfaces of packing/ processing/ machine hall and storage areas are cleaned weekly. Cleaning is done according to schedule. Equipment's and machine surfaces are cleaned regularly. The record related to these working is maintained in quality assurance department. QA manager ensures the compliance of the working.

A clean-up crew and supervisors are deputed for sanitation. QA manager performs a post sanitation inspection after each clean up period and forms are checked with the supervisor initials and date in this regard. All sanitation record is kept in the respective file.

Operative kept food contact surfaces, which are used for manufacturer or holdings, in a dry and sanitary conditions at the time of usage. When equipment and machines are used in a continuous production, the food-contact surfaces of the equipment/ machines used in the operations are also cleaned as frequently as necessary to protect against contamination of product. QA manager ensures that cleaning and sanitizing agent are adequate and sage under conditions of use and provide adequate cleaning and sanitizing treatment. Cleaned and sanitized portable equipment with food-contact surfaces is stored in a location and manner that protects food-contact surfaces from contamination.

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KASSAM TRADING COMPANY

Rice Millers, Processors & Exporters

PERSONNEL ISSUES:

QUALIFICATION AND EXPERIENCE OF PERSONNEL:

DESIGNATION	EXPERIENCE	QUALIFICATION
QA Manager	15 years	Graduate
Production Manager	10 years	BSc
Production Manager	3 years	BSc

STAFF TRAINING:

The Company has developed and implemented a documented training procedure for all employee related to food safety ensuring that the HACCP plan can be implemented effectively. The following are addressed in the training procedure:

- Identification of training needs and preparation of training plan.
- All product safety related senior staff is well trained in HACCP principles.
- HACCP internal auditors.
- Evaluation of training effectiveness.

The QC manager and Production manager provides extensive training to the staff according to the ISO 9001:2015 & GMP to make sure the standard of KASSAM TRADING COMPANY is in accordance with the International standards.

Mainly following topics are covered during training are:

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KASSAM TRADING COMPANY

Rice Millers; Processors & Exporters

- Responsibility and awareness of the Job.
- Cleanliness, clothing, sanitary and personnel hygiene.
- Management training.
- Material handling and cross contamination.
- Operation of Instruments and equipment's.
- Productivity related.
- GMP and ISO 9001 :2015 related awareness.
- The records of training are maintained.

PERSONNEL HYGIENE AND PROTECTIVE CLEANING NEED:

On each entrance in the processing and packing areas, personnel must change clothing and footwear. Persons who are in direct contact with the product will undergo secondary change uniform of respective modules to ensure high level of work comfort.

The company has provided hand wash facilities. Employees are trained in the hand washing procedures, which are displayed on different location of mills. Employees are also trained in hygiene aspect which are regularly monitored by QA manager and Production manager.

For parking personnel, following things are checked.

- Clean clothes.
- Face covered with mask.
- Hand washed with antiseptic soaps before packing Nails properly cut.
- Hats covering head.
- Hands are covered with disposable gloves Special uniform is worn.

QAM (Quality Assurance Manager)

Responsible for assuring compliance by all personnel shall be assigned to compliment supervisory personnel.

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Personnel who are responsible for identifying sanitation failure and food contamination shall have a background or education/experience to enable them to produce clean, safe food.

Training shall include proper food handling techniques, food protection principles, and the danger of poor personnel hygiene and unsanitary practices.

There shall be at all times at least one supervisory level person on duty during all operating hours trained in the prevention of food borne illness and injury.

AQAM will answer technical questions and provide coaching as needed for transfer of training, organization, self-directed learning, and employee improved performance.

The QAM performs the following duties:

- Assure that unauthorized personnel are not allowed in the rice processing and packaging area
- Assure that those authorized will comply with the policies, procedures, and standards. Monitor employee hand washing
- Assure that employees are properly trained in food safety as it relates to their assigned duties. Employees are responsible for using safe food handling methods as trained and instructed and for practicing a good personal hygiene.

A. DISEASE CONTROL:

Any person, who by medical examination or supervisory observation, is shown to have or appears to have an illness. Open lesion (bolls, sores, infected wounds) or any abnormal source of microbial contamination that could contaminate food, food contact surfaces, or food packaging materials shall not be allowed to work with these items. If an employee's illness is not severe and symptoms are acute, the employee can be assigned to tasks that don't involve food handling or can be excused from work altogether until he/she is completely well.

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B. CLEANINESS:

Personnel working indirect contact with food, food contact surfaces, and food packaging materials should follow hygienic practices to protect against contamination of food:

- a. Wear clean, protective outer garments.
- b. Maintain adequate personal cleanliness.
- c. Wash hands thoroughly (using nail brush and a double wash) before beginning work. During working with food, the single wash method (no nail brush) is sufficient.
- d. Remove unsecured jewelry and other objects that might fall into food.
- e. Maintain gloves for food handling is in intact, clean and sanitary condition. The gloves should be impermeable and non-latex
- f. Wear effective hair restraints (e.g., hairnets, bands, caps, beard covers).
- g. Store clothing and personal belongings away from exposed food and utensils.
- h. Don't eat food, chew gum, drink beverages, or use tobacco in food processing and packaging area.
- i. Take any necessary precautions to prevent contamination of food, food contact surfaces or food packaging materials with microorganisms or foreign substances such as sweat, hair, cosmetics, tobacco, chemicals, and medicines applied to skin.

C. DISPOSABLE GLOVES:

When employees wear plastic gloves for packing rice, they shall:

- a. Wash their hands before putting gloves on and after gloves are removed.
- b. Change gloves when there is any possibility of cross contamination.



D. HEAVY DUTY GLOVES:

Some employees need to wear heavy duty, non-disposable gloves to protect their hands from harsh chemicals (e.g., personnel who wash pots and pans with strong detergent solutions). These employees shall be given their own personal gloves that will not be shared with any other person, to prevent cross infections. Employees should wash their hands before putting on these gloves and after removing them.

E. HAND CUTS AND ABRASIONS:

QAM/ supervisors observe employees for cuts and abrasions on the hands and any other skin abrasions on exposed areas of the body. Employees shall not work with any uncovered, ungloved infected cut or abrasion on the hands. Cuts and abrasions that are not severely infected and don't interfere with an employee's ability to work well shall be cleaned, disinfected, bandaged, and covered with a waterproof protector such as a properly fitting plastic glove.

F. CONTACT WITH BLOOD OR BODY FLUIDS FROM ANOTHER PERSON:

Before any personnel touch the blood (e.g., during bandaging the wound of another individual) or any other body fluid such as vomits of another person, they shall put on properly fitting, disposable gloves that will prevent the body fluid from entering any cut or abrasion in their own body.

G. PERSONAL CLEANLINESS:

Every employee must bath daily. They should use only mild shampoo and colognes that will not interfere with the aroma of food product. Employees shall wear clean, black, closed toe shoes and clean clothing (uniforms).



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- I. **Fingernails:** Fingernails shall be neatly trimmed to less than 1/6 inch to make them easier to clean. Employees shall not wear artificial nails while working.
- II. **Jewelry and hard objects in pockets:** Employees shall avoid wearing jewelry in the hands, wrist, neck, and ears and will also avoid carrying hard objects such as loose pens, pencils etc. in outside pockets in processing and packaging areas.
- III. **Handkerchiefs and facial tissues:** These shall not be carried into the rice processing area. Disposable facial tissues shall be available at the hand washing sink where the employees can use them and then wash their hands. Employees will sneeze or cough by directing their hands away from products, towards the floor or into their shoulder but never their hands.
- IV. **Chewing gum, smoking, and eating:** Employees shall not chew gum when working with food. The gum or gum chewers saliva can find its way to a customer's product. Employees who smoke shall smoke in the designated area and wash their hands afterwards. Employees shall not eat or drink while preparing and handling foods.
- V. **Personal medication and Belongings:** Employees shall not bring personal medications or belongings into the production area. These shall be stored in employee's locker.

H. UNAUTHORIZED PERSON:

Unauthorized personnel shall not be allowed in the rice processing area. The traffic pattern of employees shall prevent cross contamination of the product. Access of personnel and visitors should be controlled to prevent contamination.

HANDLING EMERGENCIES:

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Information and training in handling emergencies shall be given to all personnel. Personnel shall call 15 for emergencies, which include fire, theft, and any life-threatening situations.

a. FOOD RELATED INJURY OR ILLNESS:

- i. Customer complaints of food related injury or illness of which the facility is suspected shall be investigated. Personnel in the production unit shall cooperate in any investigation that may be necessary. A customer's life or health and the operation's reputation may depend on the results of investigation. A sample of any suspect product should be saved in a clean container.
- ii. Continually analyze the operations processes to find new and recurring food hazards through food-safety audits, environmental monitoring, and self-inspections to identify jobs and processes that have hazards that could lead to food borne illness.
- iii. Maintain appropriate equipment programs to cover the calibration, use, cleaning, maintenance, and eventual replacement of equipment.

b. CLEANING & SANITATION PROGRAM:

- i. Maintain an up-to date cleaning and sanitation schedule for all facility areas and equipment with specified employee assignments.
- ii. Follow a written cleaning and sanitation program for all equipment's and premises that includes the name of responsible person, the frequency of the activity, the procedure for cleaning, the chemicals and concentrations used, the temperature requirements and the type and frequency of inspection to verify the effectiveness of program.
- iii. Procedure for cleaning and sanitizing will be as follows: Identify



- Equipment identifies areas on the equipment requiring special attention, and follow method of cleaning, sanitizing, and rinsing.
- iv. Chemicals must be used in accordance with the manufacturer's instructions. There will be material safety data sheets for all chemicals
 - v. The sanitization program should be carried out in a manner that does not contaminate food or packaging materials during following cleaning and sanitizing.
 - vi. The effectiveness of sanitation program will be monitored and verified by an auditor pre-operational inspection of premises and equipment or where appropriate by microbiological sampling.
 - vii. Operations will begin only after sanitation requirements are met. Employees shall be educated to know that some individuals are allergic to certain foods or ingredient and must receive accurate information regarding the presence of these foods or ingredients in any items served or sold by the facility.





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PERSONAL SANITATION CHECK LIST		
WEEKLY BASIS		
PERSONAL SANITATION	MAIN PROCESS	STORAGE
Are product handlers wearing clean outer garments?	Y/N	Y/N
Are they wearing hats, caps, hairnets, or other effective hair restraints?	Y/N	Y/N
Are they wearing rings (other than plain band), dangling bracelets or wristwatches etc.?	Y/N	Y/N
Are they using strong or offensive perfumes or smelling body odors?	Y/N	Y/N
Are fingernails of product handlers short and clean?	Y/N	Y/N
Do they have infected burns, cuts, boils?	Y/N	Y/N
Do you detect that any product handler has acute respiratory illness?	Y/N	Y/N
Are product handlers seen to cough in hands?	Y/N	Y/N
Are instances of spitting in sinks, on floor or disposal area observed?	Y/N	Y/N
Are product handlers observed scratching head, face or body?	Y/N	Y/N
Are product handlers observed eating in processing or storage area?	Y/N	Y/N

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PROCESS WATER:

Top management realize and equipped the plant with the adequate sanitary facilities to ensure the product safety. These include the following but not limited to:

WATER SUPPLY:

QA managers ensure that the quality of water that contact food or food contact surfaces is safe and adequate for processes. Running water at the suitable temperature, and under pressure as needed, is provided in all the areas where required for processing of food, for the cleaning of equipment, and food packaging material, or for employees' sanitary facilities.

Safety of the water encounters food or food contact surfaces, or is use during water polishing of the product, has drinking water quality. At KASSAM TRADING COMPANY water comes from soil through deep well and stored in a water tank. Water tests are taken from external approved labs after every three months to ensure that water meets the criteria/ quality for drinking water. Water tank is regularly cleaned at the end of each month. However, water filter is used for its filtration and purification, which is used in polishing process. Records related to water safety are maintained.

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PLUMBING:

Plumbing is of adequate size and design and adequately installed and maintained in the facility to:

- Carry sufficient quality of water to required location throughout the plant.
- Properly convey sewage and liquid disposals waste from plant.
- Avoid constituting the source of contamination of food, water supplies, equipment or utensils or creating an unsanitary condition.
- Provide adequate floor drainage in all areas where floors are subjected to flooding-type cleaning or where normal operations release or discharge water or other liquid waste on the floor.
- Provide that there is not back-stow from, or cross connection between, piping system that discharge waste or sewage and piping systems that carry water for food and food manufacturing.
- Sewage disposals is made into an adequate sewerage system or disposed of through other adequate means.

TOILET FACILITIES:

At plant we provide our employees with adequate, readily accessible toilet facilities that are following the sanitary requirements through:

- Maintaining facilities in sanitary conditions.
- Always keeping facilities in useable conditions
- Providing self-closing doors.

Provide doors that do not open area where food is exposed to air borne contamination, except where alternate, means have been taken to protect against such contamination (such as double doors or positive air flow system)

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HAND WASHING FACILITIES:

Top management provides adequate facilities of hand washing to employees, which are convenient and furnished with running water at suitable temperature. This includes:

- Hand washing and, where appropriate, hand sanitizing facilities in the plant where good sanitary practices required employees to wash or sanitize their hands.
- Effective hand cleaning and sanitizing facilities vices.
- Devices or fixtures, such as water control valves, so designed and constructed to protect against recontamination of clean, sanitized hands.
- Readily understandable signs directing employees handling unprotected foods, unprotected food packaging materials or food contact surfaces to wash, where appropriate, sanitize their hands before they start work, after each absence from post of duty and when their hands have become soiled or contaminated. These signs are posted in the processing room and in all other areas where they handled food, materials, or surfaces.
- Refuse receptacles that are constructed and maintained in a manner that protects against contamination of food.

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RUBBISH AND OFFAL DISPOSAL:

Top management ensures the arrangement for rubbish and any offal Storage and disposition to minimize the potential for waste becoming an attractant and harborage of breeding place for pests and protect against contamination of food, food contact surfaces, water supplies, and ground surfaces.

EQUIPMENT:

TYPES OF EQUIPMENT'S USED:

Sr. No	MACHINERY DETAILS	REMARKS
1	MOTOR SPECIFICATION SILKY SORTEX PLANT	ATTACHED
2	MOTOR SPECIFICATION HUSKING PLANT	ATTACHED

KASSAM TRADING COMPANY being conscious of the rice quality selected very carefully the most suitable machinery. This combination has enabled company to produce the finest quality of rice.

The capacity of latest plan is 15 tons per hour, which consist of pre cleaning, paddy separators, length and width graders, de-stoners, dry and polishers, and color sorting machines.

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EQUIPMENT CALIBRATION & MAINTENANCE:

All plant equipment and machines are so designed and of such material and workmanship as lot are adequately cleanable and properly maintained. The design, construction and use of equipment and machinery preclude the adulteration of food with lubricants, fuel, metal fragments, contaminated water or any other cleaning of equipment and all adjacent spaces. Food contact surfaces are corrosion resistant. Food contact surfaces are maintained to protect food from being contaminated by any source. Cleaning, maintenance, and calibration programs are implemented by production departments in accordance with Procedures "process control, inspection measuring and test equipment". Records are maintained in respective files.

It is the responsibility of the operator to keep clean the seams of equipment and machinery and seams on food-contact surfaces are smoothly bonded or maintained to minimize accumulation of food particles, dirt and organic matter and must thus minimize accumulation of food growth of microorganisms. Equipment that is in manufacturing of food handling area and does not encounter food is also kept in clean condition.

Instruments and their control which are used for measuring, regulating and record moisture, whiteness, polish, temperature, pH, acidity, water activity or other conditions that control or prevent the growth of undesirable microorganisms in food are accurate and are adequately maintained., and adequate in number for their designated uses. QA manager ensures their working in accordance with their calibration and maintenance procedures and maintain their record in relevant files. For details see calibration and maintenance procedures.

Steps Taken to Ensure Correct Installation and Function:



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- All the machines in KASSAM TRADING COMPANY have been installed in accordance with the maps and drawings provided by the manufacturing company itself.
- All the machines are calibrated and cleaned on daily basis.
- During the production of rice regular samples are drawn of rice to make sure that the machines are behaving expectedly. If the polish, length, or broken percentage is unexpected the whole process is halted till the fault is dealt with. Procedure of inspection, measuring and testing equipment. (Attachment X)

CLEANILESS PROCEDURES:

- Machines are regularly cleaned according to GMP and record of cleaning is maintained.
- Bins that are used to store rice before packing are completely emptied before a different grade of rice is inputted in processing unit for processing.
- Before processing a check is made to make sure that everything is cleaned and there are no traces of previously processed rice grade.

Food Safety Procedure of Factory Hygiene and Sanitation found in the attachment.

DETAILS TO PREVENT CROSS CONTAMINATION:

- All the different processes of rice take place within safe distance from each other avoid any contamination.

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- In processing unit (color sorting) there is separate room from where rice fed into the machines and separate space for packing.
- Rice from different stages is stored in different warehouses present at the site. (Attachment XII) Procedure of Cross contaminations.

SPECIFICATION:

PRODUCT DESCRIPTION:

1	Raw Material	Paddy
2	Product Name?	Rice White Rice Brown Rice Polished Rice
3	How it is to be used?	Cooked before being eaten by consumer to be prepared as basic food dish. Further processing (in case of brown rice) As an ingredient for finished food product as bakery product (like rice biscuits etc.)
4	Packing?	Inner Packing (product direct contact packing) Policy Ethylene bags/ P.P Bags Paper sacks Outdoor Packing/ wrapping Policy Propylene Bags Cotton bags Jute bags
5	Shelf life?	4 years in total (bulk packing) 2 years after retail packaging before opening the pack Storage cool and dry place Moisture should be less than 14% pH should be 6.2-6.7 Storage humidity less than 70%
6	Where will it be sold?	National level Sold the general population Main distributor/ Institutions International level Importers around the world

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7	Labeling Instruction?	<p>A: Brand Name Origin and Company Address Production date/ Expiry date</p> <p>B: As per buyer's instructions</p>
8	Product Storage	<p>Stacking up to max 5 meters high</p> <p>Rotation of stocks at twice in six months</p> <p>Fumigation is required</p> <p>Storage Temperature cool and dry place Humidity level up to 70%</p>
9	BRANDS	

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PRODUCTION PROCEDURE:

PRODUCTION PLANNING & CONTROL:

Production Manager/ Plant Manager receive the job requests from the MD (CEO) and issue a job order or work order to the Plant Manager/ Plant Operator and its copies to Quality Supervisor and Warehouse Supervisor In charge if required. Plant Manager is responsible for execution and monitoring of production as per job orders. Production Personnel are instructed in performing critical or complex operations by written instructions. Working instructions explain how to operate production equipment and machines, define what steps are required to perform certain operations and inspections etc. Work instructions are established for all operations where it is necessary that absence of such instruction would adversely affect.

RAW MATERIAL RECEIVING STEP:

Upon receipt of raw/ packing material, the material is unloaded in a separate warehouse. The correctness of the material is checked with the delivery note. The details are logged in the register. The quantity received is cross verified with the quantity mentioned on the receipt. Sampling is done by the management to make sure that what they received is of good quality. Cooking samples are taken, the length, breadth of the material is checked. Samples are analyzed as per approved specifications. If the sample complies with the approved specifications, an approved label is pasted and if it does not meet the specifications, a rejected label is pasted on the lot.

Approved materials are transferred for manufacturing or stored in the warehouse until they are ready to be manufactured. Rejected materials are returned to the supplier.

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IN PROCESS INSPECTION:

Regular In process inspection is done by the quality control and machines operators' independent at definite intervals. Visual inspection is done periodically to see the length and quality of product. QC is responsible for testing and releasing implementation in production process according to process flow of inspection plan.

FINISH PRODUCT INSPECTION:

Intermediate products are analyzed and approved by the quality control prior to packing operation. The finished product is then transfer to separate warehouse. The goods are released for dispatch after completion of finished product analysis, the review of the batch documents and quality assurance report.

RELEASE PROCEDURE:

Batches are released, provided.

Finish product complies with all pre-determined specifications Batches are manufactured as per the defined process

Review of manufacturing records does not reveal any deviation to define standards that KASSAM TRADING COMPANY adheres to ISO 9001:2015. Finished product is tested well for human consumption in laboratory report.

13.6 PREVENTIVE & CORRECTIVE MAINTAINANCE:

Plant manager is responsible for preventive and corrective maintenance of production equipment. Plant manager maintains a list of all production equipment and machines. He prepares the maintenance schedule.

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In case of break down, concerned operator reports the breakdown to the concerned foreman/electrician. Foreman supervisor reviews the nature of fault, takes the necessary remedial action to restart the machine and record the time of breakdown and startup reason of fault and action on the production report.

IDENTIFICATION AND TRACEABILITY:

Identification is unique representation of products to prevent mix-up during production activities. The company's products are uniquely identified as follows:

Any material coming into the factory is entered in the Inward Register.

In the stores the identification is done through variety, which is recorded on the bin card. The different variety of products is traceable in the documents and bin cards.

During the production, there is one job order in progress in one plant at a time, the formats/records of production execution and monitoring show the identification and traceability of the product. The packed product is identified and traceable through the brand name, party name, quantity packed. In the Packing section, the product is not stored. However, in case of excess production, the product is identified by the tag containing job order number, brand name and variety. This excess produced product is shown in the raw material stock.

PRESERVATION OF PRODUCTS HANDLING:

Following equipment's used for safe handling and transportation of products within the production and storage areas:

- Loaders (Manually)
- Trolleys
- Conveyers /elevators

Every department ensures that the handling equipment is maintained, and the products are handled carefully to avoid any damage.



QUALITY CONTROL PROCEDURE:

Quality control is a part of GMP and handling sampling, specifications and testing, as well as organizing, documenting and approving of procedures providing that necessary and appropriate tests are carried out and that materials are not released for usage or products for sales or supplies until their quality is ascertained to be satisfactory.

ACTIVITIES OF QUALITY CONTROL:

Activities of quality Control sector are as follow:

- Preparing of specifications and tests methods for physical, chemical, and biological investigating of entering materials, intermediaries, semi-finished products, and finished products and In- process control.
- Validation of analytical methods.
- Analysis of entering materials, in process controls and finished products.
- Approving or disapproving of entering materials, intermediaries, and finished products.
- Filling and recording of documentation for production.

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QUALITY CONTROL CHECKS:

Quality control department have experience and competent staff to conduct various activities of the quality control procedures

Quality control is responsible for sampling and analysis as per approved specifications and finished products lies with quality control.

Apart from visual inspection, following calibrated Instruments are used to assist quality control personnel: Length: Vernier Caliper

Breadth: Vernier Caliper Moisture: Moisture Meter Taste (finished product): Cooking

The instruments used for the analytical purpose are operated and calibrated as per the respective operating and calibration procedures.

The results obtained by the quality control procedures are verified and records are maintained.

After quality control personals are satisfied with the visual, analytical, and cooking samples two more rice samples are drawn. One rice sample is retained and the other is sent to for laboratory for final verification.

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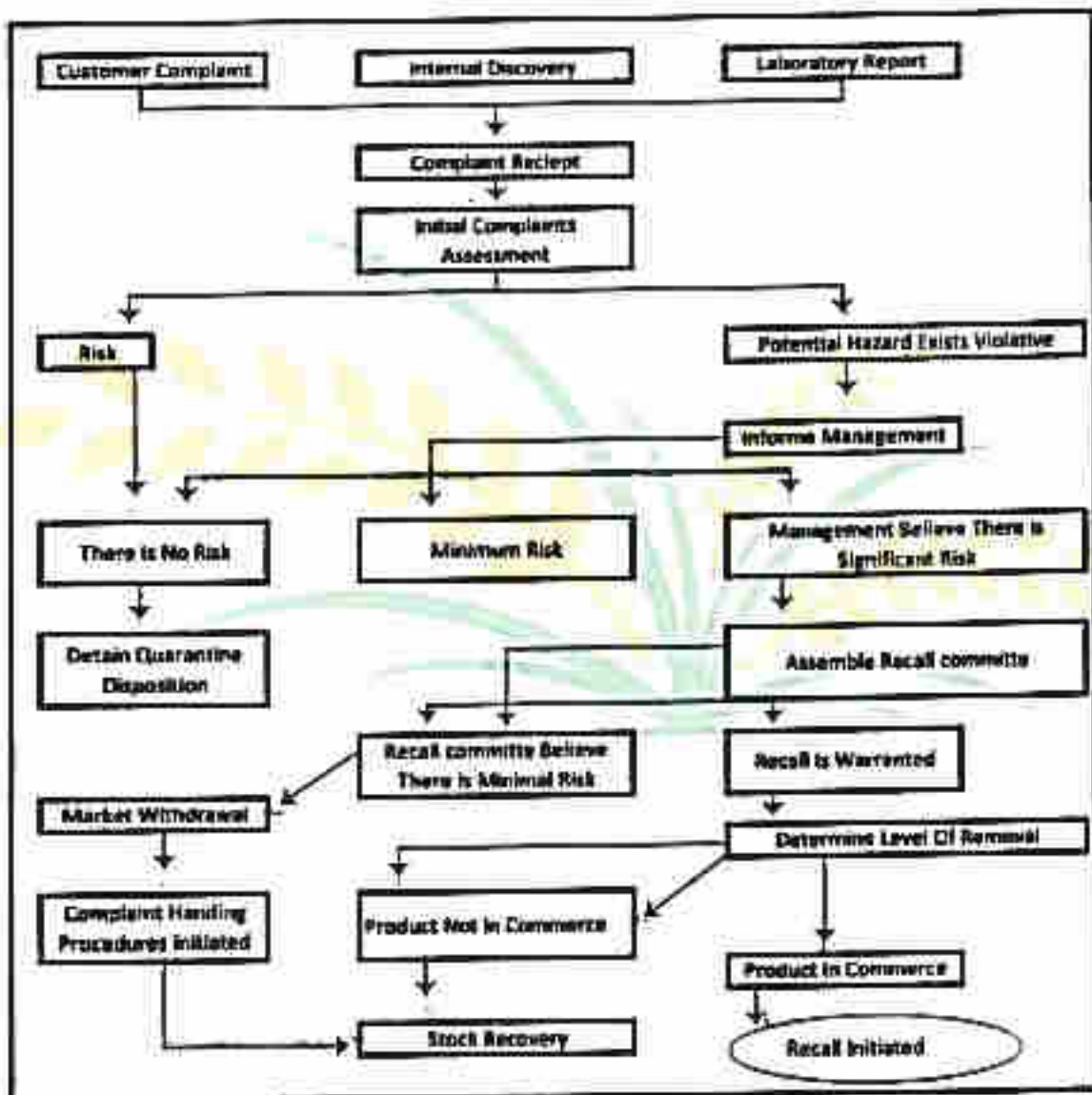
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PRODUCTS RECALL: RECALL PROCEDURE:



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Organization develops a standard operating procedure for recall of product. When developing these recall standard operating procedures, organization identify specific lots of finished products. Finished products must bear a code which represent the:

- Production facility
- Date of production
- Production line
- Shift
- Production period

All products will be labeled with a production code. Each product will have a corresponding code to represent that date of production and the production line for identification and traceability.

If the recall is of a serious nature, the Manager will notify the CEO and the product is destroyed or the actions are taken in accordance with the procedure of nonconformance. For further detail check the procedure "Identification and traceability, Control of nonconformance and corrective & preventive actions".

All products will be labeled with a production code. Each product will have a corresponding code to represent that date of production and the production line for identification and traceability.

If the recall is for a serious nature, the manager will notify the CEO and the product is destroyed or the actions are taken in accordance with the procedure of nonconformance. For further detail check the procedure "Identification and traceability, control of nonconformance and corrective & preventive actions."

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CUSTOMER COMPLAINTS:

Organization develops a customer file and a procedure for handling customer complaints. Organization uses the customer complaints as a tool for verification of the effectiveness of the HACCP plan and strictly works on this procedure.

All customers complaints received are directed to CEO. QA Manager fills out a customer complaint form and investigates the cause of the complaint. Action is taken to correct the cause of the complaint if it is a legitimate complaint. If any action is taken because of a complaint it is recorded on the Customer Complaint Form. All the Customer Complaint forms are kept on file in the CEO office.

SELF INSPECTION:

Internal inspection covers all activities inside and outside that can have impact on quality of product and level of fulfillment of GMP requirements, legal and other regulations related to processing. Inspection areas are the areas foreseen in GMP, i.e.: personnel, areas, equipment, documentation, production, quality control, distribution of product, claims and recalls settlement, as well as inspection with raw materials suppliers and in-bulk product suppliers.

Internal inspection is carried out according to annual plan of internal inspection and exceptionally, it can be made upon request CEO. Results of internal inspection are given in internal inspection reports. Reports in inspection including proposed corrective actions, terms, and persons in charge, verified by internal inspector, are delivered to the company's CEO. The report is sent not later than 20 days and is a strictly confidential document of strictly limited circulation. Internal inspector is liable to report annually on work of internal inspection, and it contains inspection frequency data and global conclusions, as well as proposal of corrective measures and proposal of activities on improvement. Internal inspector is following up the advancement of actions for the purpose of corrective measures implementation.

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DOCUMENTATION (ALL PROCESS):

PROCEDURES

ATTACHMENT I

DOCUMENT AND DATA CONTROL

1. PURPOSE

The purpose of this element is to establish and maintain documented procedure to control all the documents and records.

2. SCOPE

This is a company-wide activity.

3. RESPONSIBILITIES

All the heads of concerned departments are responsible for ensuring that all the controlled documents relating to their departments are reviewed and approved as required. QA manager is overall responsible to oversee the control of all documents, keeps a master list of all the documents.

4. PROCEDURE

a) TYPES OF DOCUMENTS

There are two types of documents, which company maintains:

I. CONTROLLED DOCUMENTS:

These are quality system manuals, Quality system procedures, Quality plans, Work instructions, Forms, and documents of external origin. The documents of external origin, forms, quality plans, work instructions, QSM and QSP are controlled with stamp as "Controlled"

II. UNCONTROLLED DOCUMENTS:



Documents issued to the personnel and parties outside the organization who are not affected by the document, but need a copy for information only, are stamped as "uncontrolled". Such documents are not followed up with revisions.

b) DISTRIBUTION:

QA manager ensures that only the latest revisions of documents are maintained at required locations. He also maintains the distribution list and disposes obsolete documents by stamping "Obsolete". Obsolete documents are retained according to lifetime of product, which is not less than two years in any case from his absolution date.

c) IDENTIFICATION:

All documents are normally identified by their title, doc. No and date of issue, revision status and identification of the issuing authority, authorized approval signature. The document numbering system of forms and work instruction is as under.

Title, Form number Quality system manual is given numbers as follows.

Document name/ Revision number with page no Quality System Procedure is given is Number as:

Quality system procedure no. with page no.

d) MASTER LIST:

QA manager keeps the list of current documents with their number, revision level, issuing authority and effective date.

e) INITIAL ISSUE:

Personnel at all levels are encouraged to identify the need and purpose of a new document. Prior to issue and release, documents are reviewed

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for adequacy, correctness, and conformity to quality policies. A document is formally issued when an authorized approval signature is placed on it. CEO of the company approves the document prior to its release.

f) DOCUMENTATION CHANGE AND REVISIONS:

Personnel at all levels are encouraged to identify the need for the revision in the documents. Changes to documents are reviewed and approved by the same function or department that approved the initial document unless designated otherwise. When a document is changed, the document change form is filled, and this change is also entitled on the document change log. Revisions made by handwritten corrections must be signed and dated. Issuing of revised document follows the same rules that applied to initial document. Revision of a document is formally issued when it is reviewed and approved by the same person who has initially issued it. A procedure has been adopted in which ten changes can be inducted in the document. After these changes, whole document is edit and revised with change status and this change is incorporated in the document. Copies of all documents are stamped as controlled. QA manager includes the revision in the master list of documents and distributes the document as per the distribution list. At the same time, he retrieves the obsolete documents and stamp with obsolete ensuring that current documents are in use.

g) HISTORICAL DOCUMENTS:

Master documents and copies of obsolete documents such as old drawings, specifications, reports, standards, reports, standards, samples and so forth are retained for preservation of knowledge or legal reasons are stamped HISTORY and are kept separate from the current documents. Cabinets containing these documents are segregated from those containing active documents and are labeled as HISTORY.

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h) IDENTIFICATION:

Records are identifiable and traceable to quality system procedure, product, person, or event to which they pertain. Records are indexed or grouped to facilitate their retrieval. Where agreed contractually, quality records are available for customer or customer's representative for an agreed period, the same department normally stores records that initially establish the record. Records are stored in dry and clean rooms.

i) DISPOSITION:

Review will be made. Result of the review will be recorded and QA manager will record disposal instructions. The disposal instruction may include destruction/ burning of the record.

Attachment II:

Procedure of product recall or withdrawal

POLICY:

The company immediately and decisively acts on all product recalls preventing or minimize harm to the consumer

PURPOSE:

To outline the procedure for responding to a recall of potentially unsafe company product, to prevent or minimize the possible harm to the customer from the recalled product.

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SCOPE:

This procedure applies to all the recalled products and their associated processes

The QA is responsible for determining the scope of recall and segregation and testing of recalled product to determine proper disposition

Top management and accounting are responsible for documenting reimbursable costs connected with any product recall and for reimbursing such costs where applicable

DEFINITIONS:

Hold: Time period used for investigation after a food has been identified as potentially unsafe

Recall: Remove a food product from the market because it may cause health issues or possibly death. Food manufacturers typically issue recalls, which may be based on internal or external findings customer complaints. A product recall may also be known as "product withdrawal"

Segregate: Remove (recalled) product to an area of storage that specially isolate it from other foods.

PROCEDURE:

PRODUCT CALL INITIATION:

The food safety team leader initiates a product recall when a non-conformity having potential having potential food safety consequences is identified. Such non-conformity may be identified as regulatory requests



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The food safety team leader, with input from, manufacturing and quality assurance fills out a **PRODUCT RECALL REQUEST**. If all the information indicated on the form is not available, FSTL complete the form with available information. The food safety team leader and quality assurance assess the classification of the recall.

Class 1: Health hazard situation with a reasonable likelihood that consuming the product cause serious health problems or death.

Class 2: Situation with a remote likelihood of health problems caused by consuming the product.

Class 3: Situation in which product consumption, however unpleasant, does not cause health problems (e.g., salt mistakenly used instead of sugar in hard candy).

The Food safety team Leader obtains senior Management approval for class 2 and 3 recalls. Recall assessed as class 1 may be approved on the sole authority of the food safety team leader, if senior management is unavailable at the time approval is needed.

PRODUCT RECALL COMMUNICATIONS:

The approved Product Recall Request is distributed to the following departments, at a minimum.

**Quality Assurance.
Manufacturing.
Sales or Experts.
Accounting.**



Top Management with the cooperation with sales and marketing, identifies all

Customer potentially affected by the recall and notify them in a timely manner, using all available and reasonable contact methods (Company websites, E-mails, and phone calls to direct customers etc.). Sufficient details of the recall are given to enable affected parties to take appropriate action.

HANDLING RECALLED PRODUCT:

- 3.1 The Food Safety Team Leader ensures that recalled product can be located, supervise any inventory counts, and account for all recalled food.
- 3.2 The Food Safety Team Leader ensures the segregation and securing of any recalled product as it is returned.
- 3.3 Quality Assurance Manager Tests recalled product, as required, and submit test results to the food safety team leader to assure the proper disposition of the affected product.
- 3.4 The Food Safety Team Leader ensures that all records, documents, and files related to the product recall are maintained for a period of no less than three from the initial recall date.
- 3.5 Accounting ensures that reimbursable costs are properly documented and are reimbursed as soon as possible.

REVIEW OF PRODUCT RECALL PROCESS:

- 4.1 The Food Safety Team audits (annually, at a minimum) logs and other records related to product recalls, to determine if recall procedures are being properly implemented and continue to meet statutory/regulatory requirements.

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A third — party audit of the recall process is conducted at regular intervals to verify that the process is properly documented and is communicated to all employees, that it is implemented consistently, meets the necessary requirements, and is monitored and measured.

Effectiveness Criteria:

- Products recalled before consumer harmed by it.

REFERENCES:

A. Food Safety Manual

- FSM 7.9.5 — Recalls (withdrawals)

B. Food Safety Procedures

- FS — CONTROL OF NONCONFORMING PRODUCT
- US — CORRECTIVE ACTION

ATTACHMENT III

PROCEDURE OF NONCONFORMITY OR CUSTOMER COMPLAINTS

POLICY:

The company ensures that when critical limits for CCP's are exceed or there is loss of control of operational PRP's end products are identified and controlled with regard to their use and release.

PURPOSE:

To outline the procedures for handling and disposition of nonconforming product. Any nonconforming product item is to be identified, segregated, and documented to prevent inadvertent use. All nonconforming items are reviewed to determine the appropriate disposition of each.

SCOPE:



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This procedure applies to all nonconforming items found during inspection of received items and materials, during the manufacturing process, and in finished products and products returned by customers.

RESPONSIBILITIES:

The Food safety Team Leader is responsible for conforming the nonconformity and determining the disposition of nonconforming material.

PROCEDURE:

GENERAL:

All company personnel are responsible for ensuring that unsafe products are prevented from entering the food chain unless.

- The food safety hazard of concern can be shown to have reduced to the defined acceptable levels.
- The food safety hazard of concern is reduced to identified acceptable levels prior to the company's product entering the food chain; or
- The product meets the defined acceptable levels of the food safety hazard of concern despite the nonconformity.

IDENTIFICATION AND SEGREGATION OF NONCONFORMING PRODUCT:

The person identifying the nonconforming product or materials is clearly and prominently identified the nonconformity by attaching a 'Reject' tag to the item or to the bin or container holding the items.

The following information, at a minimum, is completed on the reject tag.

- Material Name.
- Identification number (if known).
- Quantity rejected.

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- Date and time material rejected.
- Brief description of problem.
- Return goods Authorization (RGA) number, work order number, or purchase order number as applicable; and
- Signature of person rejecting the material.

Following tagging, the identifier segregates the material by placing it in a designated reject location or if this is not possible, clearly separate it from good product and ensure it is clearly identified as reject material to prevent it from being accidentally used or shipped as acceptable product.

NON-CONFORMANCE REPORT:

The person identifying the nonconformance also completes the top section of the **NON-CONFORMANCE REPORT**. The following items must be completed at a minimum.

- Date and time:
- Material or part number:
- Material or part name or description:
- Quantity:
- Problem description:
- Location of product or material:
- Printed name and signature of person identifying the nonconforming material:
- Work order or purchase order number:

The employee identifying the nonconforming product forwards the original **FS 1150-1 NONCONFORMING REPORT** to the food safety team leader for confirmation of the nonconformity and proper disposition of the item.

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The food safety team leader forwards a copy to the QA manager for possible corrective action.

The food safety team leader and QA manager determine if corrective action is required to prevent recurrence of the nonconforming condition.

EVALUATION FOR RELEASE:

The food safety team leader ensures that product affected by the nonconformity will only be released under the following conditions.

- Evidence other than the monitoring system demonstrates that the control measures have been effective.
- Evidence shows that the combined effect of the control measures for that product complies with the performance intended.
- The result sampling, analysis or other verification activities demonstrate that the affected lot of product complies with the identified acceptable levels for the food safety hazard of concern.

DISPOSITION OF POTENTIALLY UNSAFE PRODUCTS:

The production Manager, Food safety team leader, and Quality Assurance review the evaluation of the nonconforming items. If the affected product cannot be proved safe it will be disposed of one of the following two ways.

- Reprocessing or further processing within or outside the organization to ensure that the food safety hazard is eliminated or reduced to acceptable level.
- Destruction or disposal as waste in accordance with relevant environmental requirements.

The Food Safety Team Leader, on determining the disposition of the unsafe product, and sign the **NONCONFORMANCE REPORT** in the appropriate area.

RETURN GOODS:

If the nonconformance applies to product returned from a customer, locate the **RETURN GOODS AUTHORIZATION FORM**, and forward the returned product to the QA Manager for analysis.



CONTROL PROCESS REVIEW:

The Food Safety Team periodically reviews logs and other records related to control of potentially unsafe product and determines if the control process is being properly implemented and continues to meet company food safety requirements.

If it is determined that the process is not meeting such requirements, the Food Safety Team make the necessary revisions to the process, in accordance with Corrective Action.

A third-party audit of the control process will be conducted at regular intervals, to verify that process is being implemented consistently, that the process meets the necessary requirements, and that the process is being monitored and measured.

Effectiveness Criteria:

- Preventing of potentially unsafe products reaching customers.
- Adequate records for improvement data analysis.

Attachment IV

Procedure of Internal Audit or Self Inspection

PURPOSE:

The purpose of this procedure is to plan and define the methods and responsibilities for the execution of internal audits to verify the implementation and effectiveness of Food Safety Management System.

SCOPE:

This procedure applies to all internal quality audits performed by nominated company's personnel.

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DEFINITION:

Nil

REFERENCE MATERIAL:

The following procedures are to be referred:

Management Review

Correction Action

RESPONSIBILITIES:

CEO:

The CEO is responsible for:

- Reviewing the audit report.
- Advising unscheduled audit.
- Approving the audit schedule.

MANAGEMENT REPRESENTATIVE:

The management representative is responsible for:

- Establishing and maintaining audit schedule.
- Planning and coordinating audit schedule.
- Analyzing the result of quality audits.
- Initiating unscheduled audit.
- Keeping track of follow up audit.

AUDITOR:

The nominated auditor is the one who is independent of those having direct responsibility for the activity being audited. He is responsible for performing, reporting, and raising the corrective action forms against the assigned audit. He is also responsible to keep track of all follow up audits set by him.

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AUDITED:

It is the responsibility of the audit to review the deficiencies noted during the audit and take the necessary corrective action/s.

PROCEDURE:

AUDIT SCHEDULING

The management representative establishes an audit schedule and gets it approved by the CEO to ensure that all aspects of the quality system are subjected to audit on a regular basis (e.g. every six months).

Unscheduled audits may be added to the schedule by management representative when a serious breakdown in the quality system is detected or as a result of management review meeting.

The audit schedule is reviewed by the management representative on a regular basis and updated as necessary. The date and number of each audit is recorded on the audit schedule. Where undesirable trends are evident, the audit schedule may be revised to arrange for an audit of the applicable areas involved.

- Once the audit schedule date and number is set, the management representative updates the audit register accordingly, and the information is communicated further to the auditors (if required) & concerned department heads.
- Preparation and planning of Audits
- The management representative is responsible for planning audits and monitoring the auditor/s, which conduct and report the audit in accordance with the requirements of this procedure.
- The auditor/s updates their audits register according to the information provided by the management representative.
- The management representative advises the auditee in advance

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- about the intent to audit.
- Performance of the audit
- Audits commence with an Introductory meeting attended by all key personnel of the auditee department. The following aspects are outlined
- Scope of the audit.
- Method of recording noncompliance.
- Close out meeting details.

The auditor seeks objective evidence of compliance with the requirements of procedures, instructions, methods, etc. Such evidence is sought against a prepared checklist provided by the Management Representative taken from company procedures and other documented requirements.

Sampling, records and observations of activity seek compliance checks. The result of the sampling and observation are recorded on the audit checklist in the following way:

Result	Action
50 % & below	Corrective Action Request
50% to 70%	Surveillance
70% & above	Present

The detail of each above stated action is as follows

- Corrective action:
Where there is a breakdown in the system caused by non-adherence to procedures and planned arrangements.
- Present:
Where no deficiencies are detected.
- Observation:

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Where the basic intent has been met but the procedure of practice could be improved to provide better assurance of compliance. Observations are also given where the auditor feels that the current deficiencies may develop into nonconformities.

Corrective action Request (CAR):

In case of nonconformities, the auditor raises a corrective action request form. The auditor completes the form as detailed in procedure. Corrective action requests are noted with the auditor.

Close Out of an audit

At the close out meeting, the auditor presents an objective overview of the audit results. Noncompliance aspects of the audit are presented in the form of corrective action requests, along with any observation recorded during the audit.

The corrective action request is completed as far as practical during the meeting.

Audit Summary Report

Once the audit is through, the Management Representative is responsible to gather all the quality audit questionnaire forms from the concerned auditors and present an audit summary report to the CEO Officer.

Follow up Audits

All the auditors are responsible to keep track of the required follow-ups as per set by them. The Management Representative reviews each auditor's audit register on monthly basis to check if all the follow up requirements are met.

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Attachment V

FOOD SAFETY PROCEDURE OF FUMIGATION & PEST CONTROL:

1.0 PURPOSE AND SCOPE:

To ensure product safety through effective fumigation and pest control.

This applies to Incoming, storage and final & container loading stage, however it can be applied to in- process and if required.

RESPONSIBILITIES:

FS Team Leader, Production Manager, Store In charge

PROCEDURE:

FUMIGATION IN THE STORE:

Measurement of the area of stacks of rice to be fumigated are taken.

Polyethylene sheet is arranged to cover the stack. Number of bags and quantity of rice is also worked out to determine the amount of Chemical Concentration to be used for fumigation.

The stack to be fumigated is covered with polyethylene sheet and weight are placed on all the sides to ensure that the stack area is airtight.

12 grams per ton of Methyl Bromide or Hydrogen Phosphate are placed on various

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Sides of the stack being fumigated ensuring that it is properly sealed on all sides not allowing any air to come out of the polyethylene.

The stacks are left fumigated at least for 72 hours.

Fumigation of stores is recorded and maintained by the Production Manager in BE-REP/A3/003

FUMIGATION OF THE CONTAINER:

The fumigation of the container carrying export cargo is arranged through approved fumigation agencies (PUR/3/008) that undertake the fumigation at the Karachi Ports after Customer inspection

Container Fumigation record is maintained by the Production Manager.

A fumigation records shall also be maintained by store supervisor in store fumigation record (BE-ST/53/003).

Fumigation Regularly as Below Mentioned

Sr. #	Description	Treatment	Treatment Schedule
01	Storage Warehouse	Alpha Methrine: 10%-4-5 ml/litre DDVP:76% - 2-3ml/liter	1 st week & 3 rd week of every month
02	Rice Stacks	Aluminum Phosphide 9-12 gm/mts	Second week of every month
03	Export Containers	As per the requirements of Import Country Methyl Bromide & Aluminum Phosphide	

Verification and corrective Action:

- Production Supervisor shall ensure, through lot inspection that lot is free from live

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inspects prior to use and shall record the inspection result of every input lot in product realization plan BE/PROD/003.

- No lot shall be used without effective fumigation.
- In case of any discrepancy Production Manager shall arrange re-fumigation, lot separation or quarantine whichever suitable.
- In case alive insects found in final product, the final lot is re-processed and/or fumigated as required.

1. Related Documents:

Store Fumigation Record	STOR/3/003
Container Fumigation Record File	STOR/3/008
Product Realization Plan	PROD/3/002
List of approved Suppliers	PUR/3/005





Attachment VI

FOOD SAFETY PROCEDURE OF RODENT CONTROL

1. PURPOSE AND SCOPE:

To ensure rodent free factory premises to maintain proper hygiene and sanitation of the factory and to prevent production from causing any health hazard.

2. RESPONSIBILITIES:

Food Safety Team Leader, Production Manager, Store In charge.

3. PROCEDURE:

- A. The factory premises shall be inspected for the presence of rodent' excreta on weekly basis.
- B. If the evidence of their presence found, the following procedure shall be adopted.
- C. Take few plates & marked serials no on them.
- D. Place pesticides on the plates as recommended dosage of the manufacturer.
Put plates at detected path of the rodents.

MONITORING, VERIFICATION AND CORRECTIVE ACTION:

- A. Daily monitor that whether pesticide eaten by the rodent or not.
- B. If yes, then find the rodent dead body in the vicinity to avoid pollution.
- C. If not than change the location of plate and record it.
- D. The factory premise is continuously monitored for effectiveness of rodent cineol activity and presence of any rodent excreta.

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ATTACHMENT VII

FOOD SAFETY PROCEDURE OF PERSONNEL HYGIENE & MEDICAL EXAMINATION

PURPOSE & SCOPE:

To develop and maintain high level of personal hygiene to prevent any hazard of contamination of the product at any stage of the process where there is a direct human contact with the products.

RESPONSIBILITIES:

QA Manager is responsible to monitor the activities highlighted in this procedure. Where others are responsible, they are so indicated.

PROCEDURE:

STAFF FACILITIES:

Staff toilet, washing and changing facilities are available at the place of work. These should be clean, tidy, and properly always supplied.

Staff should not have to change in an area containing a WC or other sanitary convenience.

A sign requiring staff to wash their hands is displayed in the toilet.

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PERSONAL APPEARANCE:

Product handlers must present for work in a clean state-hair, clothing, and body. A high standard of personal cleanliness is required, with particular concern for the hands.

Fingernails must be short & clean.

No employee shall wear rings, bracelets especially during the working hours.

HAND WASHING:

Hands to be washed in wash handbasins provided only for this purpose and no other. Each requires a supply of hot and cold running water, liquid anti-bacterial hand wash and disposable towels.

Wash hand basins must be kept in clean condition, provided with a plug, and its location or other equipment must not obstruct access.

Hands should be washed frequently, but on the following occasions:

- Before starting work.
- After any break
- After visiting the toilet & WC.
- After handling dirty equipment's (including money)
- After handling delivery packaging.
- After handling refuse.
- After cleaning surfaces or equipment.

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INJURY AND ILLNESS:

Product handlers must immediately notify their supervisor of any of the following:

- Diarrhea, vomiting, nausea, stomach pains.
- Colds, coughs and other respiratory or chest infections.
- Skin infections or conditions, e.g., septic wounds, dermatitis, eczema, rash.
- Infections of the eye, ear, mouth, nose, and throat.

A fully soaked first aid kit should be available within the production area.
All cuts, abrasions and burns must be covered with a waterproof dressing.

MONITORING, VERIFICATION CORRECTIVE ACTION:

A personnel sanitation checklist shall be maintained by Production Manager on weekly basis.

In case of any discrepancy Production Manager shall coordinate concerned department head/supervisor.

In case of major discrepancy admin Manager shall raise CPA giving details of deviation & immediate actions are taken on spot & same is recorded on CPA MR/3/013.

Quarterly health assessment is carried out for all employees as per Healthy Assessment Questionnaire (FSMS/4/006)

Competent Medical Practitioner is hired for medical examination.

Suitable records are maintained in employee personal files.

Health assessment is also a mandatory condition of recruitment of workers involved in product handling.

Health status of workers is verified by surprise audits by Production manager.

Related Records:

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Personnel sanitation Checklist	FSMS/3/005
Health Assessment Questionnaire	FSMS/3/006
Corrective & Prevention Action Request	MR/3/013
Medical Certificates	External

ATTACHMENT VIII

Food safety procedure of factory hygiene and Sanitation

1. PURPOSE AND SCOPE:

To ensure the proper hygiene and food safety of all factory. This includes storage, processing, office, and utility areas.

2. RESPONSIBILITY:

Mill manager and Production manager

3. PROCEDURE:

PRODUCTION MACHINES AND EQUIPMENT'S:

All machines must be cleaned with wire brush and compresses air on routine intervals, especially at the end of every consignment

Special attention must be given to the machines of cleaning section due to presence of large no of foreign matter in the raw material

The accumulated dust or bran deposits must be removed to avoid mold formation. Whenever necessary, a wet cloth can be helpful in removing bran deposits, e.g., over de-stoner trays or indents of length graders.

PLAT FORMS AND FLOORS:

Rice grains falling on machine platforms or floor must be collected in a container and fed back to the raw material hopper.

Don't feedback any rice if it is contaminated with oil grease Dust and bran must be swept using broom and brush

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CABLE TRENCH:

Remove covers of electrical cable trenches and clean accumulated rice grains, spider webs etc.

Before cleaning don't forget to turn off Main circuit breakers.

After cleaning spray pesticides inside the trench and cover it immediately.

SANITATION:

Mill manager shall verify the general hygiene condition of the factory premises, and shall

maintain factory hygiene checklist for verification of jobs on weekly basis.

The following guidelines should be followed:

- a) Waste and rubbish shall be collected in covered receptacle and should not allowed to lie on the floor
- b) Floors and drains shall keep clean all the time
- c) Drinking water tanks and filter should be periodically clean to ensure safe drinking water
- d) All bathrooms shall wash at least 3 times a day

Factory manager shall maintain factory hygiene check list (HACCP/ 3/ 010) for verification of jobs on daily basis.

In case of any discrepancy found, mill manager shall be corrective action accordingly

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ATTACHMENT IX

FOOD SAFETY PROCEDURES OF NEEDLE CONTROL:

PURPOSE AND SCOPE

To ensure the product safety through efficient control of needles. This procedure is applied at Packaging Department

RESPONSIBILITY

Production Manager, production supervisor, store supervisor.

PROCEDURE

Above people are responsible for controlling the process according to this procedure

Needles are stored and issued from main store. Store in charge maintains the stock and inventory records of all types of needles

Needles are issued only to the packing supervisor. Operators are required to ask their respective supervisor for the needle

Needles are issued via needle issue request duly approved by production manager

Needles are only issued on replacement basis. An equivalent quantity of needles must be submitted to the stores (broken pieces of a complete needle to be submitted)

Store in-charge maintains the record of needles in needle control register. Broken

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needle parts are also retained in the same register by pasting.

Special care is observed in keeping the product free from needle pieces. Operators are required to collect all broken pieces and complete the needle before replacement. Care is also undertaken at the inspection stage of processes.

ATTACHMENT X

FOOD SAFETY PROCEDURE OF CONTROL OF MEASURING TESTING EQUIPMENT'S:

1. PURPOSE:

The purpose of this element is to ensure that all inspection, measuring, and test equipment are used in manners which ensures that it is consistent with the required measurement capability.

2. SCOPE:

All inspection and test equipment for verification of products and for controlling of production processes.

3. RESPONSIBILITY:

The QA manager has the overall responsibility to indicate the equipment to be calibrated and ensure that the documented procedure for its calibration is followed. The control of these instruments and their timely maintenance is also required from the QA department. Proper identification indicating the next due date for calibration is also required (Calibration status).

4. PROCEDURE:

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MEASUREMENT, IDENTIFICATION AND SELECTION OF EQUIPMENT:

Identification of measurements to be made and accuracy required is documented in the quality plan and in product drawings and specifications.

CALIBRATION:

Manager QA is responsible for the maintenance, calibration, and control of all inspection, measuring and test equipment's. When applicable, Calibration species for each type of equipment the acceptable levels of temperature, pressure and other environmental conditions that may affect calibration. Calibration of measuring and test equipment is carried out using calibration instruments or standards certified to have a known relationship to a national or international recognized agency. This relationship is identified on the calibration record. Equipment that is sent out for calibration is required to be returned with certification that is likewise traceable to a national standard. The QA department maintains calibration records and certificates. Calibrated equipment is labeled with a sticker indicating the due date for next calibration. Such equipment is traceable to its calibration record through its serial no or other unique marking. Equipment with a past due date or without a calibration sticker is immediately returned to QA.

EQUIPMENT MASTER LIST:

QA department maintains a list of all active measuring and test equipment, owned by the company.

STORAGE AND MAINTENANCE:

The equipment's are stored, maintained, and handled in such a way as to preserve accuracy and fitness for use. Equipment that is out of calibration or otherwise not fit for use is withdrawn from production area and is segregated for inspection.

NON-CONFORMING EQUIPMENT:

When a piece of measuring or test equipment is found to be out of calibration or appears to give inaccurate readings, the piece is checked. If it is confirmed that the

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equipment is handed out of calibration and the readings are outside of required accuracy, QA manager assess the validity of measurements for which the equipment was previously used. Identification of such equipment the investigation may also be concluded, with a request for corrective or preventive action

EQUIPMENT EXEMPTED FROM CALIBRATION:

Inspection and test equipment used in situations where the accuracy of the measurements is not important are exempted from calibration equipment. The Production and Inspection personnel are made aware of limitations in using non calibrated equipment.

Related Documents:

Equipment list and calibration schedule

Calibration Record

ATTACHMENT XI

FOOD SAFETY PROCEDURE OF WATER FILTER MAINTENANCE:

1. PURPOSE AND SCOPE:

To ensure that hygienically good water is used for drinking

2. RESPONSIBILITY:

MR (FSTL)

3. PROCEDURE:

1. Water filters are checked on monthly basis
2. Following checks are carried out while checking out water filters:

• Physical condition of water filter

• Volumetric flow rate of outlet

3. If the physical condition or volumetric flow of outlet is not satisfactory replace the filter.

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4. After every change of water filter, water sample analysis shall be carried out for the conformity of water quality.

ATTACHMENT XII

FOOD SAFETY PROCEDURE OF PREVENTING CROSS CONTAMINATION:

1. PURPOSE:

To reduce food borne illness by preventing unintentional contamination of food

2. SCOPE:

This procedure applies to anyone who is responsible for storing, preparing, and serving food.

3. KEY WORDS:

Cross contamination, Preparation, Contamination, Storage, Receiving

4. PROCEDURE:

Cross contamination is the contamination of a food product from another source. There are three main ways due to which cross contamination occurs:

1. Product to product
2. Equipment to product
3. People to product

Food safety team leader realizes the importance of cross contamination of products. He trains the personnel for proper product/ or material handling practices to prevent cross contamination of the products

Finished products are handled and cared in a manner that keeps separate the finished products from contamination or all sources of contamination. These are stored at plant designated areas for the required purpose of storage. The packages integrity is maintained throughout the storage period.

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Product identity in storage allows for the in-plant tracking system to be used to recall or market withdrawal purposes.

Finished products are handled properly by the workers. Food safety team leader ensures the prevention of cross contamination and product deterioration by temperature loss or improper handling practices during transportation or shifting.

The carriers of finished products are evaluated prior to loading and shipping to ensure that their condition meet plants requirements for transportation products by the quality controller.

All the finished products are coded for intended use and for recall or market withdrawal purposes by food safety team leader and relevant record is maintained.

The layout of processing facility completely isolates the finished product from raw materials and other products. The facility is designed properly for ease in cleaning, sanitation and traffic control, prevention of cross Contamination is ensured to food, food packaging material and other food contact surfaces through training of employees engaged in food processing areas.

It is not allowed for employees to move from raw material, product processing areas to pass through finished product areas on their way to toilets or lunchrooms. Appropriate signage is in place outside the entrance to finished product areas.

FSTL closely monitors the working of contractor. He controls the access of contract workers, supervise their activities when required, and require background checks on contract personnel.

To prevent a deliberate contamination or other harmful act by employee, production lines and other employee areas are monitored closely by FSTL. Area specific ID badges and color-coded uniform are provided to the employees to limit the potential to enter restricted areas.

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ATTACHMENT XIII

FOOD SAFETY PROCEDURE OF PACKING, STACKING AND LOADING OF CONTAINER

1. PURPOSE AND SCOPE:

To ensure arrange packaging and safe stuffing and dispatch of goods in containers as per received from the manager

This covers the packing and loading activities in the stores.

2. RESPONSIBILITY:

QA manager, Production manager

3. PROCEDURE:

The required packing material (bags, cartons, etc.) is received from QA manager

Completion of production and readiness of consignment is intimated by the production manager to the top management who arranges the containers and informs the production manager of expected time of arrival of truck at the factory premises

The truck is received at the store

On arrival of container, Store supervisor verifies the truck for any physical, chemical, or biological hazard on format (DCF/72) (container checking form)

The truck is examined from inside to ensure that there are no holes in it and it is properly cleaned. If there are holes, the same are closed and if the truck is not clean, labor is employed to clean it Verification and corrective Actions:

Inspection will be carried out for every truck or container.

In case of any discrepancy/ deviation from the checklist, truck or container is rejected and new container is arranged and subject to same inspection and verification by store supervisor/ Quality control supervisor.

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Loading supervisor is also responsible to monitor the personal hygiene of loading workers. In case of any injury, infected person is promptly removing from loading operation and shifted to any other operation area that doesn't require direct product contact.

ATTACHMENT XIV

QUALITY CONTROL DOCUMENTS

ATTACHMENT XIV (A)

MICROBIOLOGICAL LIMITS

Microbes	Max. Limits
Total Plate Count (TPC)	10^6 /g
Yeast	10^4 /g
Molds	10^4 /g
Escherichia Coli	< 30 /100g
Bacillus Cereus	10^3 /g
Salmonella	Neg. / 25g
Staphylococcus Aureus	Neg. / 10g
Aspergillus Flavus	100 / g
Aflatoxins	Absent

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ATTACHMENT XIV (B)

Guide to maximum limits for pesticide residues recommended by the joint FAO/WHO Codex Alimentarius Commission at the 1976 meeting

CHEMICAL COMPOUND	MAXIMUM LIMIT (MG/KG)
1 Chlordane	0.05
2 Chlorfenvinphos	0.05
3 Diazinon	0.10
4 Dichlorvos	0.50
5 Diquat (usually dibrimide)	0.20
6 Endrin	0.02
7. Fenitrothion	1.00
8. Hydrogen phosphide	0.01
9. Paraquat	0.50
10. Pirimiphos-Methyl	1.00

Limit at or about the limit of determination.

The limit are expressed in milligrams of the residue per kilogram of milled rice (mg/kg) also expressed a parts per million (ppm)

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ATTACHMENT XIV (C)

Limits of Insecticides and Pesticides allowed under PAF Act on Rice Including Basmati Rice

Sr.	NAME OF INSECTICIDES (PESTICIDES INCLUDED)	MAX. TOLERANCE LIMIT MG/KG (PPM)
1	Aldrin dieldrin (the limits apply to aldrin and dieldrin singly or in any combination and are expressed as dieldrin)	0.01
2	Carbaryl	1.5
3	Chlordane (residue to be measured as cis plus trans)	0.05
4	Diazinon	0.05
5	Dichlorvos (content of di chloro acetaldehyde D.C.A. to be reported where possible)	1.0
6	Fenitrothion	0.02
7	Heptachlor (combined residues of heptachlor and epoxide to be determined and expressed as heptachlor)	0.01
8	Hydrogen cyanide	37.5
9	Hydrogen phosphide	0.05
10	Inorganic bromide (determination and expressed as total bromide from all sources) Hexachlorocyclohexane and its isomers a) Alfa (α) isomer: b) Alfa (β) isomer: c) Gamma (γ) isomer known as lindane d) Delta (δ) isomer:	25.0
11	Malathion (Malathion to be determined and expressed as combined residue of malathion and malaoxon)	4.0
12	Phosphamidon residue (expressed as the sum of phosphamidon and its desethyl derivative)	0.05

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13	Pyrethrins (Sum of pyrethrins and other structurally related insecticidal ingredients of pyrethrum)	1.5
14	Chlorfenvinphos (Residues to be measured as alpha and beta isomers of chlorfenvinphos)	0.025
15	Chlopyrifos	0.05
16	2,4-D	0.01
17	Ethion (Residues to be determined as ethion its oxygen analogue and expressed as ethion)	0.025
18	Monocrotophos	0.025
19	Paraquat-Dichloride (determined as paraquat Cation)	0.1
20	Trichlorfon	0.5
21	Thiometon (Residues determined as thiometon its sulfoxide and sulphone expressed as thiometon)	0.025
22	Carbendazim	0.50
23	Benomyl	0.50
24	Carbofuran (sum of carbofuran and 3-hydroxycarbofuran expressed as carbofuran)	0.50
25	Edifenphos	0.02
26	Fenthion (sum of fenthion, its oxygen analogue and their sulphoxides and sulphones, expressed as fenthion)	0.10
27	Dithiocarbamates (the residue tolerance limits are determined and expressed as mg/CS ₂ /kg and refer separately to the residues arising from any or each groups of dithiocarbamates)	0.20
28	Penthoate	0.05
29	Phorate (sum of phorate, its oxygen analogue and their sulphoxides and sulphones, expressed as phorate)	0.05
30	Prinlphas-methyl	0.05

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ATTACHMENT XIV (D)

Product Recommendation Certificate

Date: _____

Product: _____ Variety: _____

Quantity: _____ Crop Year: _____

Supplier: _____

This is to certify that Paddy / Rice supplied to KASSAM TRADING COMPANY meet the following requirements:

1. It was stored in covered & well-ventilated warehouse on dry surface up to max 16 high
2. In case of treatment (fumigation) during storage we did according to the governmental approved procedures & chemicals
3. The warehouse was made free from any kind of rodents by appropriate means
4. The rice / paddy was packed in serviceable bags
5. The rice was transported in clean vehicle protected from smoke and weather by tarpaulins
6. Due care was taken during transportation to avoid contact with chemical contamination

Supplier's Signature



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ATTACHMENT XIV (E)

Product Recommendation Certificate

Date: _____

Product: _____ Brand: _____

Quantity: _____ Batch#: _____

Supplier: _____

This is to certify that above chemicals (s) supplied to KASSAM TRADING COMPANY meet the following requirements:

1. Approved from Govt. of Pakistan
2. Approved for food
3. Having no side affects
4. No Expired
5. Not Banned
6. Only for Pest Control
7. Have usage dose & application instruction

Supplier's Signature

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ATTACHMENT XIV (F)

Product Recommendation Certificate

(Packing Material)

Date: _____

Order # : _____

Variety: _____

Description: _____

Quantity: _____

Description: _____

Quantity: _____

Description: _____

Quantity: _____

Description: _____

Quantity: _____

Supplier: _____

This is to certify that above packing material (s) supplied to
KASSAM TRADING COMPANY meet the following requirements:

1. Prepared by approved chemical (in case of inner)
2. Do not contaminate the food
3. Used approved food grade dyes/ colors & properly dried
4. Neat & clean
5. Well stitched & properly zipped

Supplier's Signature



KASSAM TRADING COMPANY

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Memberships & Certifications

Over the years company is member of prestigious federation of Pakistan Karachi Chamber of Commerce (KCCI), Rice Export Association of Pakistan (REAP), Karachi

Our operations are certified to Hazard Analysis and Critical control point (HACCP) food safety program. We are also certified with ISO 9001 quality management system and we are also in process of Halal food certification.



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