

NAME OF THE COMPANY		Doc.No. ABC/PR/04
TITLE Incidents	Procedure for Handling of Emergency and	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

Procedure for Handling of Emergency and Incidents

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

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PROCEDURE FOR HANDLING EMERGENCY AND INCIDENTS

1.0 Purpose

To establish a procedure for responding to potential emergency situations or incidents that have an impact food safety. The emergency readiness plan ensures the safe production, packing, storage and supply of products.

2.0 Scope

This applies to incidents such as fire, flooding, food poisoning, energy failure, vehicle accidents and other incidents that can affect food safety.

3.0 Responsibility

Emergency response Team is responsible for coordinating the activities

4.0 Procedure

The company has identified the following potential emergency situations such as food poisoning incidents, fire, vehicle accidents, power failure, flooding etc. In case of fire, attempts are made to extinguish the fire at the earliest.

While responding to the emergency situations or incidents the company ensures:

- Statutory / regulatory requirements such as communication of information to FSSAI authorities or any other appropriate regulatory authorities.
- Communicating internally
- Communicating with suppliers/contractors/customers/media etc.

The emergency preparedness plan and action required to in case of any emergency situation

Is given below:

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S.N O	Applicable issue	Food safety impact	control	Responsibility	Record
1	Power failures	Product specification may deviate.	Internal lab testings DG	Section In-charges.	
2	Contaminations	Product damage due to thermic fluid oil.	Contamination test (mineral oil test) being done every tanker.	Manager production	
3	Tanker accident	Oil contamination in trans-shipment.	Tanker road worthiness. Tanker checklist. Adequate training on drivers Substitution of truck.	Loading in charge	
4	Other contaminations PHE, coil, valve leakage	Quality problem	Hourly lab testing	Production In-charge/lab in charge.	

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Emergency Response Team.

To handle any emergency situation, ERT has been constituted . The ERT Team include:

Name	Title	Dept.	Direct Phone

Emergency Contact Numbers are displayed in all major locations as shown below:

POLICE - 100

HOSPITAL - 102

AMBULANCE - 108

FIRE OFFICE - 101

The staff members are given training for firefighting. The products that are affected due to fire are segregated and are identified as non-conforming products. These products are disposed of appropriately after testing for conformity for use in the laboratory.

In case of reports of outbreak of any food poisoning direction is given to customer to hold the batch and inform the company immediately. The affected batch is immediately recalled as per the withdrawal procedure.

In case of vehicle accidents, energy failure etc the products that are affected are re-verified for the conformity to the requirements of food safety.

Mock drill will be conducted once in a year to test the efficiency of the system.

Reference

Procedure for control of records

Records

Emergency contact number

Mock Drill report