

ABC		Doc.No. ABC/Plan/01
TITLE	Food safety Culture Plan	ISSUE NO : 1.0 REVISION NO.: 00 Issue Date: 01 January 2023

Food Safety Culture Plan

Sl.No	Activity	Responsibility	Time frame
COMMUNICATION			
1	Review the Vision/Mission statements and revise it (if necessary) to include food safety as core element. Communication of Vision/Mission through Website/ posters/ meetings/MRM	Top Management FSTL/IT	-----. -----
2	Communicate behavioural expectations from departments and all employees with respect to food safety by following methods: <ul style="list-style-type: none"> ➤ Develop posters and display it over prominent places. ➤ Develop videos and educate employees ➤ Dept meetings to discuss the food safety culture aspects ➤ Intranet/ Message boards to be instituted 	FSTL HR HODs IT & FSTL	----- --- On going ----
3	Responsibilities and accountabilities with respect to food safety of all persons to be reviewed, updated and communicated to the concerned persons.	HR	-----

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4	Handling customer complaints/ Supplier issues effectively	HOD/ Top Management	Continuous- Complaints to be closed within time frame
TRAINING			
5	a) Training calendar to include training related to: <ul style="list-style-type: none"> ➤ Food safety culture ➤ Hazard and risk control management Organise the training for Senor management personnel with respect to Food safety Culture.	HR	---- Continuous
	b) Conduct training in group and have a quiz at the end. Person answer correctly all questions can be declared as winner.	HOD/HR	Continuous
FEEDBACK FROM EMPLOYEES			
6	Develop food safety culture survey questionnaire and administer it.	Top Management	----
	Feedback on training conducted.	HR	Continuous

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PERFORMANCE MEASUREMNET ON FOOD SAFETY			
7	<ul style="list-style-type: none"> Score received on Food safety culture assessment 	Top Management	Annually
	<ul style="list-style-type: none"> Observing behaviour 	HODs	Quarterly
	<ul style="list-style-type: none"> Audit results 	FSTL	After audits
	<ul style="list-style-type: none"> No of people trained 	HR	Six monthly
	<ul style="list-style-type: none"> Events of product recall/ withdrawal 	FSTL	Immediate
	<ul style="list-style-type: none"> GMP inspection score 	FSTL	As per schedule