

FSSAI Compliance Documentation Checklist

This checklist outlines the necessary documents and compliance requirements for Food Business Operators (FBOs) seeking FSSAI registration or licensing.

All details and requirements are as per the official FSSAI Compendium of Licensing Regulations, dated 04.08.2021.

1. Form A or Form B

- ☐ Completed and signed application form ([Form A](#) for basic registration, [Form B](#) for State/Central license)
- ☐ Digital copies (PDF/Scanned) ready for online submission

2. Layout and Equipment Plan

- ☐ Detailed blueprint/floor plan of the manufacturing or processing unit
- ☐ Location of equipment and machinery clearly marked
- ☐ Area designated for storage, processing, packaging, and waste disposal
- ☐ Compliance with hygiene and safety standards shown

3. List of Directors/Partners

- ☐ Full names and contact details of all directors, partners, or proprietors
- ☐ Identity proof documents (Aadhar card, PAN card, passport, etc.) of all listed individuals

4. Food Category/Product List

- ☐ Detailed list of all food, beverage, or nutraceutical products manufactured, processed, or sold
- ☐ Categorization as per FSSAI's defined food categories (e.g., health supplements, beverages, dairy, etc.)

5. Water Test Report (mandatory for manufacturers)

- ☐ Recent water quality test report (within last 6 months) from an accredited laboratory
- ☐ Must comply with FSSAI standards for potable water

6. Food Safety Management Plan

- ☐ Documented food safety and hygiene plan
- ☐ Includes Good Manufacturing Practices (GMP) and Good Hygiene Practices (GHP)
- ☐ Procedures for hazard identification, risk control, and sanitation

7. Authorization Letter to Consultants

- ☐ If a consultant or third-party agency is handling the application, an authorization letter signed by the business owner
- ☐ Consultant's name, contact information, and scope of work specified

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8. Product Labels and Specifications

- Sample product labels with all mandatory declarations:

- ☐ FSSAI logo and license number
- ☐ Nutritional information panel
- ☐ Net quantity and batch code
- ☐ Storage instructions and expiry date
- ☐ Label design compliant with FSSAI Packaging and Labelling Regulations, 2011

For further details visit the official website of [FSSAI](https://www.fssai.gov.in)

Reference:

Food Safety and Standards Authority of India (FSSAI), Compendium of Licensing Regulations, 04.08.2021.
Available at:

https://www.fssai.gov.in/upload/uploadfiles/files/Compendium_Licensing_Regulations_04_08_2021.pdf

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