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**Codex of  
Good Manufacturing and Hygiene Practices**

***Edition I  
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## **I. The subject of the GHP and GMP codex**

This codex applies to the purchase and sale of cold-pressed oils, hemp oil and CBD oil and specifies in detail the good manufacturing and hygiene practices established in the company, and refers to the HACCP system operating documents describing in detail the procedure and responsibility for the implementation of activities under GHP and GMP:

## **II. Basis of established GHP and GMP**

The GMP and GHP rules adopted in INDIA COSMETICS have been established by the HACCP Team based on the applicable government regulations regarding food production according to the LIST OF REGULATIONS attached to the Codex [Attachment 1]

## **III. Responsibility**

The Manager of the HACCP Team is responsible for supervising the Codex validity and supervising its implementation.

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*ESTABLISHED REQUIREMENTS FOR  
GOOD MANUFACTURING AND HYGIENE PRACTICES Documents  
and Records*

#### **IV. Water**

1. The company provides the necessary amount of running, hot and cold water.
2. Tap water, which is used, is supplied from the municipal water supply and meets the requirements for drinking water.
3. According to the applicable rules, the poviatic sanitary inspector tests and assesses the purchased water. The test samples are taken in the place where the water is used after the water measurement. Test results are stored.

#### **V. Waste and sewage**

1. The company has a solid waste disposal method complied with applicable regulations.
2. Waste of intermediate packaging that may appear during the storage process is collected in the warehouse and daily removed to specially appointed containers.

*Washing and Cleaning Schedules  
Procedure P2*

3. Municipal waste from offices is removed daily during the cleaning.
4. In case of the oil is found to be incompatible and it should be withdrawn from sale, the nonconforming batch is transferred to the Frodo company, which takes care of recycling.
5. The internal sewage system ensures a hygienic and environmentally safe method of sewage removal into the municipal sewage system.

#### **VI. Buildings, warehouse facilities and its equipment**

1. All company's facilities, including the oil warehouse facility, are rented and located in the building, at 8a Dworcowa Street, Gądko.
2. The warehouse facility has no windows. The floor is made of a material that is easy to clean.
3. The warehouse has natural ventilation.
4. The warehouse is equipped with racks of appropriate technical condition and load bearing capacity ensuring safe oil storage.

*Procedure from the  
HACCP Book  
Storage tab  
Washing and cleaning  
schedule*

5. Equipment for monitoring storage conditions is metrologically supervised.
6. All office and warehouse facilities are cleaned daily. The cleaning process is recorded.
7. Only authorized employees have access to the warehouse facilities. Visitors and strangers may enter the warehouse only in the presence of the warehouse manager.

#### **VII. Social and sanitary facilities**

1. Social and sanitary facilities, such as cloakroom, dining rooms and toilet rooms meet the requirements of the regulations.
2. All sinks are equipped with soap dispensers and disposable towels. Next to the sinks there are containers for used towels and waste.

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3. Toilet paper is available in the toilet rooms.

*Washing and cleaning  
schedule*

4. All social and sanitary facilities are cleaned daily.

5. A properly equipped first aid kit is available in a appointed, appropriately marked place in the office next to the warehouse.

### **VIII. Shopping and storage of goods**

1. Quality requirements are established for the purchased oil and all packaging materials necessary for shipment. It takes into account the requirements of the applicable regulations and it is written in proprietary specifications or approved at the contracting stage of the specifications provided by suppliers.

2. Quality certificates are required from the manufacturer for all oil deliveries.

3. Purchases are made from reliable, regular suppliers, which are verified based on the quality of deliveries and the food safety management system.

4. If the supplier does not have a certified food safety management system, an auditing of the HACCP system is made before starting cooperation.

5. Supplies are delivered by clean, closed vehicles, adapted to transport this type of products.

6. Each delivery is registered, assessed and laboratory tests of the oil are made according to the **INSPECTION AND TEST PLAN**. Assessment, test results and certificates are stored.

7. In warehouses, deliveries are marked with appropriate stickers on cardboard boxes with information about expiry dates, stored and supervised in a way that ensures that it will not be damaged or expired.

8. Storage temperature and oil protection conditions are daily checked, according to the **INSPECTION AND TEST PLAN**. The measurement results are saved.

9. Appropriate rotation of oil batches is obligatory in the warehouse. The "FIFO" rules apply when releasing products from the warehouse and the system for preparing oil shipments and shipping documents allow for the identification of shipped batches and customers to whom given batches were shipped.

10. Stock levels are verified on a daily basis in order to monitor the expiration date of remaining oil batches on stock. When one third of the expiration date deadline has passed, there are actions taken to intensify the sales of oil.

11. Boxes that are used for the protection of oil being sent to online purchasing customers are stored in the room appointed for shipments packaging.

*Specifications for delivery*

*Quality certificate for delivery*

*Certificate for the manufacturer's safety system*

*Certificates, approvals*

*Purchase Register*

*Inspection and Test Plan*

*Purchase Register*

*Inspection and Test Plan*

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## **IX. Preparation of shipment, transport and distribution**

1. For the time of shipment, the oil is protected in a cardboard box with a thick texture and wrapped in stretch foil. The bottles are additionally secured with bubble wrap.
2. On the customer request, documents are attached to the delivery, such as oil quality certificate, test results of the current batch, etc.
3. Means of transport for transporting oil are rented from food distribution companies that must meet the requirements of the applicable regulations and must be:
  - technically efficient and appointed for the food transportation,
  - clean, free from unfamiliar smells and covered
  - cleaned and washed.
4. Drivers must have appropriate medical examinations allowing them to work in food production (Health Certificate).
5. The cleanliness of the car is checked before each loading. Unclean car with unfamiliar smells is not allowed for loading.
6. **Oil is transported from the bottling plant to the place of storage in a car equipped with refrigerators at a temperature between 10-30C.**

## **X. Pests control**

1. A method for securing the company against penetration of sanitary pests is established.
2. Disinfestation and deratization services are provided by persons with appropriate qualifications.
3. Traps are fixed in appointed places, marked and closed for people.
4. Feeders are not placed in warehouses.
5. The means used for disinfestation and deratization are approved for usage and are certified.
6. All rooms against the rodents and insects entrance are protected. For this purpose, the external doors are tight, undamaged and always closed. Opening windows and vents are secured with nets.
7. Systematic inspections of feeders, mousetraps and pheromone traps, as well as deratisation and disinfestation treatments are made and recorded, according to the established schedules.
8. After disinfestation treatments, the storage rooms and equipment are cleaned. - as above.

## **XI. Personal hygiene requirements and qualifications of production workers**

1. All employees who interact with packaged oil have valid Medical Certificates that, based on medical examinations, show no contraindications for work in food production.
2. Employees have appropriate qualifications and up-to-date instructions of oil storage, including OHS training.
3. Employees are obliged to follow the rules of personal hygiene, and in particular they should:
  - make initial and periodic medical examinations,
  - keep the whole body clean, especially hands, face and hair

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- eat meals in an appointed dining room,
- obey the prohibition of smoking in storage rooms.

*Agreement with FRODO  
Plan for the arrangement of feeders and traps  
Certificates and approvals*

*Washing and cleaning schedule  
Schedules and records of inspections*

*Cleaning tab*