

GUIDELINES FOR APPROVAL OF STANDALONE AIR CATERING UNITS

With the liberalization of Air Tax Services, charter policy, more International Airlines operation and also increased domestic flights, several Air Catering Units have been set up in order to cater to the requirements of such air passengers,. Keeping in view the specialized professional inputs and outputs in this segments, matching the international standards, the Ministry of Tourism approves and classifies Standalone Air Catering Units in the country. Those air catering units which are found suitable as per the following guidelines will be approved and classified:

1. It should be located within the proximity of the airport, preferably in an area earmarked by Airport Authority of India, in a good locality taking into account accessibility, immediate environs, approach etc.
2. It should have valid licences/certificates of concerned local authorities, police department wherever applicable, No objection certificate from the Fire Service Agency and Health licence as applicable.
3. The facility should be of a reasonable size and dimensions, designed, keeping in view Volume and Good (Food) Manufacturing Practices such as work flow where there is no clash of finished products and waste, basic segregation of raw and processing areas.
4. It should have basic infrastructure in terms of proper ventilation, lighting, Air Conditioning, Temperature Control in various areas as per the requirements. Air Curtains and Insect-o-Cutters in strategic locations
5. It should have sufficient segregated Cold Storage and Deep freezers.
6. It should have treated water supply.
7. It should have proper drainage system and a Sewage Treatment Plant. It should also have proper arrangement for waste disposal.
8. It should have segregated staff facilities with toilets, change rooms etc.
9. The work processes should meet Food Safety criteria, preferably the HACCP guidelines issued by International Flight Catering Association (IFCA), as applicable in the local conditions, Practices and/or Records should support at least following:

A) Temperature

- a) Maintaining receiving temperature log on potentially hazardous foods i.e. dairy products, ready to eat food, meat and meat products.
- b) Food items at proper temperature during:
 - i) Storage i.e. below 5 deg. C. in Cold Rooms and below (-) 18 deg. C. in Deep Freezers.
 - ii) Cooking i.e. above 75 deg. C. (Core temperature)
 - iii) Despatch i.e. below 10 deg. C.
 - c) Frozen food thawed under refrigeration or cold running water.
 - d) Time and Temperature control while dishing out.
 - e) Checking temperature of holding and working area atleast 6 hourly.

B. Medical Policy

- a) Recruitment of staff after medical examination.
- b) Half yearly medical check up for food handling staff (stool culture).
- c) Vaccination against typhoid every three years food handlers.

C. Personal Hygiene

- a) Proper training of all the relevant staff covering basic food microbiology.
- b) Hand Swabs of the staff at random on dailybasis.

D) Equipment

Random Equipments swabs to check the effectiveness of cleaning on a daily basis.

- 10. The equipment used in various areas should meet Food Safety criteria. Specially there should be Equipment Washing machine, Blast Chillers and Ice Cubers.
- 11. It must have a cleaning and fumigation schedule well documented with implementation records.
- 12. It should have Microbiological lab manned by qualified microbiologists with facility to test water, ice, raw and finished food samples, equipments and hand swabs. Following tests must be carried out routinely for different types of food/ice and water:

A) Microbiological Test

- a) Total Plate Count
- b) Coliform Group of Bacteria
- c) Yeast & Molds
- d) Coli
- e) Salmonella
- f) Staphylococcus Aureus
- g) Bascillus Cearus

B) Chemical Analysis

- pH
- TDS (Total dissolved solids)
- Total Hardness
- Calcium Hardness
- Alkalinity and Acidity
- Fat contents in diary products
- Gluten contents in Atta and Maida

- 13. It should have sufficient professionally qualified staff for menu planning,

- food production and food handling. There should be reasonable number of staff possessing Catering Diplomas and Certificates.
14. There should be Bonded Warehouse wherever necessary to meet the prevailing Custom regulation.
 15. It should have basic minimum in-house medical facilities.
 16. It should have modern, mechanized vehicles/hiloaders.
 17. As far as possible the use of harmful gases etc. for refrigeration must be avoided.
 18. The use of Bio-degradable/eco-friendly material for packaging be encouraged and totally integrated in the system in short period of time.
 19. A classification fee of Rs.2000/- is payable by way of a Demand Draft in favour of "The Pay & Accounts Officer. Ministry of Tourism, New Delhi. The reclassification which will be required to be done every three years, the fee would be 50% of the classification fee i.e. Rs.1,000/-
 20. The powers to approve/classify/reclassify Standalone Air Catering Units will be exercised by the Chairman, HRACC. All Air Catering Units desiring approval should therefore approach the Chairman, HRACC, Ministry of Tourism, Transport Bhavan, New Delhi.

Ministry of Tourism also approves Standalone Air Catering Units at the project and planning stage. All such units would need to submit the following information/documents to the Director General Tourism along with the application form filled in with the requisite details. However, the basic requirements are given below which needs to be sent along with application:-

- (i) a project report establishing the feasibility of the proposed Air Catering Unit describing the amenities to be provided based on the guidelines given above for classification.
- (ii) The site selected should be suitable for the construction of air catering unit and should in all possibility be accessible from the airport.
- (iii) A Land Use Certificate from the concerned State/local authority/Airport Authority certifying that it is permissible to construct an Air Catering Unit on the site selected.
- (iv) Blue prints of the sketch plan duly signed by the architect and the promoters.
- (v) Ownership deed of the land.
- (vi) Urban Land Ceiling Certificate, wherever applicable.
- (vii) Approval of Airport Authority of India/Director General Civil Aviation.
- (viii) Name, business and antecedents of the promoters.
- (ix) Proposed ownership structure giving full details as to whether the new undertaking will be owned by individual(s) or a firm or a company.
- (x) The estimated cost of the project and the manner in which it is proposed to raise the funds for the project.

- (xi) The Ministry of Tourism has prescribed regulatory conditions to be adhered to by the promoters of such air catering units. The promoters should furnish the acceptance of these regulatory conditions in the prescribed form.
- (xii) An approval fee of Rs.2000/- is payable by way of a demand draft in favour of "The Pay & Accounts Officer". Ministry of Tourism, New Delhi.

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