

Pre-Launch Checklist for relaballers



✓	Item	Status	Notes
Before Signing Anything			
☐	Verify manufacturer's FSSAI license on FOSCOS website		
☐	Confirm their license is current and not suspended		
☐	Request their HACCP documentation		
☐	Request their food safety SOPs		
☐	Request their supplier approval process		
☐	Request their testing protocol and frequency		
Product Specification Document (Must Include)			
☐	Exact ingredient list with acceptable suppliers		
☐	Ingredient quality parameters and acceptable limits		
☐	Processing temperatures and conditions		
☐	Finished product specifications (moisture, pH, color)		
☐	Packaging material specifications		
☐	Claimed shelf life and storage conditions		
☐	Required testing frequency and acceptable limits		
Manufacturing Agreement (Must Cover)			
☐	Clear description of what manufacturer is doing		
☐	Who is responsible for what		
☐	Testing requirements and which lab will test		
☐	Recall procedure and who executes it		
☐	Liability in case of contamination		
☐	Confidentiality and IP protection		
☐	Your right to audit their facility (minimum quarterly)		
☐	Notification requirements for non-compliance		
Testing & Quality Verification			
☐	Conduct initial product testing through independent NABL lab		
☐	Request microbial testing (TPC, E.coli, Salmonella)		
☐	Request allergen testing (if applicable)		
☐	Request stability/shelf-life testing		
☐	Establish independent periodic testing schedule		
☐	Establish right to retain samples for 2+ years		
Ongoing (Your Responsibilities)			
☐	Maintain all agreements and amendments		
☐	Keep all product testing reports		
☐	Retain samples from every batch		
☐	Conduct quarterly facility audits		
☐	Update HACCP plan if formulation changes		
☐	Maintain batch-to-supplier traceability		
☐	Maintain batch-to-customer traceability		
	<i>Date Completed:</i>		<i>Owner:</i>