

Document Control

FSKN I 2

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GFSI Intermediate Requirement

- The company shall establish and implement a procedure to ensure all documents are maintained and updated. Records shall be retained for a time period required to meet customer and/or legal requirements.



Importance of Documentation

- Establish the requirement for a document and its purpose
- Vehicle for good communication- Food Safety Policy
- Promotes harmonisation of communication and understanding
- Provides history and information for review
- Promotes defined procedural requirements- frequency of testing , signing on action
- Provides legal protection – evidence of action

Documentation Control

- A person should have the responsibility to develop, implement and control the Food Safety documentation system
- There must be a systematic approach to document control
- A procedure supporting document control should be in place
- The system may be paper or electronic, but best practice principles shall still apply



Document Control

- Document Control Procedure- why, who, what, how and when
- Allocate responsibility- this may or may not be the Food Safety Manager
- Define document identification system
 - document title
 - document type
 - reference number or code
 - document version number
 - the person issuing the document
 - date of issue
 - date of implementation (if different from date of issue)
 - reason for change/amendment
 - reference to the obsolete document

Principles of Good Document Control

- Proper authorisation
- Control of document issue
- Control of document versions
- Control of reference/coding system
- Legibility
- Clarity
- Correct language
- Accessibility
- Retention

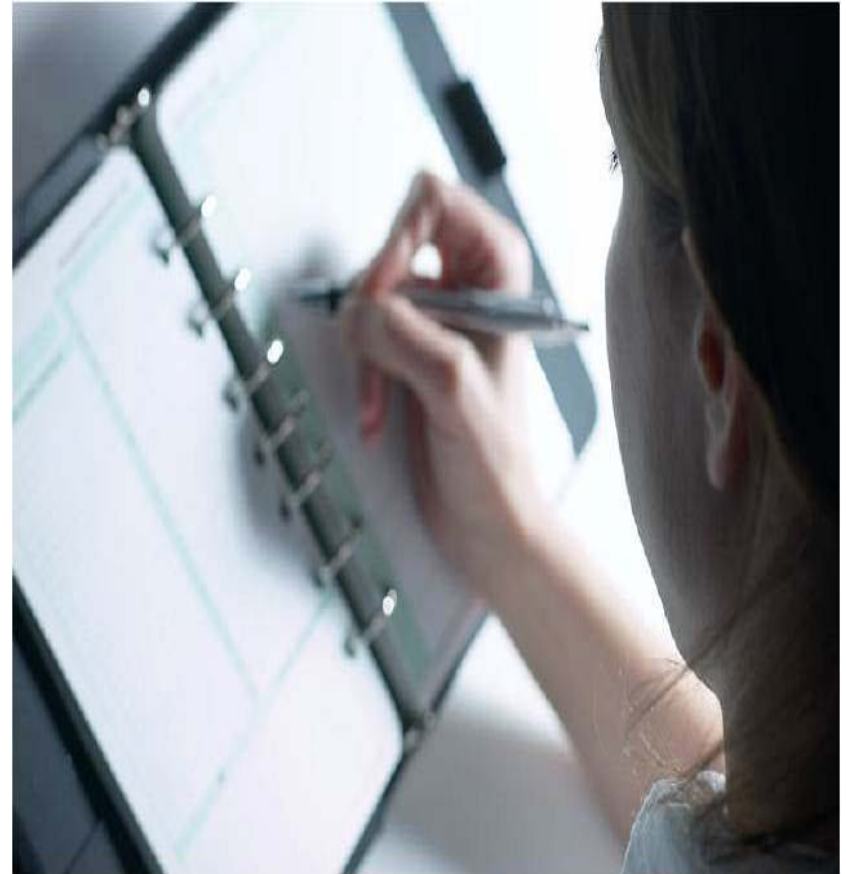
Types of Documents

- Policy
- Food Safety Manual
- Specifications (Reference GFSI BASIC Level)
- Procedures
- Work Instructions
- Records
- Contracts or Agreements



Amendment of Documents

- Management review
- Internal Audit
- New product specification
- New equipment-maintenance / cleaning
- Corrective action
- New contract



Implementation Considerations

- Who is the authorising person?
- Who should be provided with the document?
- How they should be provided with the document?
- Does the issue of the document have an effect of other documents or procedures? Good example :finished product specification and recipe sheets
- Do documents inter relate and cross reference?
- Will the document be clearly understood by all recipients or is training required?
- When will the review of the document be undertaken?

Documentation Retention

- Documents should always be stored in a way to retain their condition
- Documents should not be issued in a format that can be easily changed or amended by unauthorised persons.
- Documents should be retained for an agreed length of time – legal and customer requirements

Records

- Necessary to provide evidence of conformity and the effective operation of the food safety management system
- Records are ‘working documents’ so completion, review and retention are critical
- Must be legible
- Must be signed by the appropriate person
- Must be reviewed by the appropriate person
- Consideration should be given to provide additional information on record sheets i.e. acceptance parameters, escalation instructions when critical limits exceeded
- Where necessary, train staff on **the need** for the record and how to complete
- Record keeping is critical to ensure verification of actions and is difficult to control

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