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**Documentation and SOPs**

**1. Introduction**

This document outlines the procedures for maintaining comprehensive documentation and Standard Operating Procedures (SOPs) for the manufacture of food products under NIC Code 10101. Proper documentation is crucial for maintaining quality, ensuring compliance, and facilitating continuous improvement.

**2. Scope**

This procedure applies to all aspects of the manufacturing process, including receiving raw materials, production, packaging, and distribution.

**3. Types of Documentation**

**The following types of documentation will be maintained:**

* Standard Operating Procedures (SOPs): Detailed step-by-step instructions for performing specific tasks.
* Work Instructions: Detailed instructions for specific operations or procedures.
* Forms and Checklists: Forms and checklists used for recording data, tracking processes, and verifying compliance.
* Records: Records of production runs, quality control tests, and maintenance activities.
* Training Records: Documentation of employee training programs and participation.
* Calibration Records: Documentation of equipment calibration and maintenance.
* Hazard Analysis and Critical Control Points (HACCP) Plan: Documentation of the HACCP plan and its implementation.
* Good Manufacturing Practices (GMP) Manual: A comprehensive guide to GMP principles and procedures.

**4. Documentation Control**

* robust system for managing and controlling documentation will be implemented. This system will include:
* Version Control: Each document will have a unique version number.
* Distribution Control: Controlled distribution of documents to authorized personnel only.
* Revision Control: A formal process for reviewing and approving document revisions.
* Document Retention: A system for archiving and retaining documents for the required period.

**5. SOP Development**

**SOPs will be developed using a standardized format that includes:**

* Purpose: The purpose of the SOP.
* Scope: The scope of the SOP.
* Procedure: Detailed step-by-step instructions.
* References: References to relevant regulations, standards, and other documents.
* Revision History: A record of all revisions made to the SOP.

**6. Compliance Notes**

* All documentation must be accurate, complete, and up-to-date.
* Regular audits will be conducted to ensure compliance with this procedure.
* All documents must be readily accessible to authorized personnel.

**7. Practical Guidelines**

* Utilize a document management system (DMS) to manage documentation.
* Establish a clear review and approval process for all documents.
* Provide training to employees on the proper use and maintenance of documents.
* Regularly review and update documentation to reflect changes in processes, regulations, and best practices.