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**Task Identification**

**1. Introduction**

This document outlines the procedure for identifying and documenting all tasks involved in the manufacture of food products under NIC Code 10101. Clear task identification is essential for efficient workflow, employee training, and ensuring consistent product quality and safety.

**2. Scope**

This procedure applies to all tasks performed within the manufacturing process, from receiving raw materials to distributing finished goods.

**3. Task Identification Methodology**

* structured approach will be used to identify all tasks, ensuring that no step is overlooked. We will utilize a combination of methods including:
* Process Mapping: Detailed flowcharts will be created to visually represent the entire manufacturing process, identifying each individual step.
* Work Observation: Direct observation of employees performing their tasks to capture detailed activities.
* Employee Interviews: Interviews with employees to gain their perspective on the tasks they perform and any challenges they face.
* Review of Existing Documentation: Examination of existing SOPs, checklists, and other documents to identify existing tasks.

**4. Task Documentation**

**Each identified task will be documented using a standardized format including:**

* Task Name: A clear and concise description of the task.
* Task ID: A unique identifier for each task.
* Description: A detailed explanation of the steps involved in performing the task.
* Time Allocation: An estimate of the time required to complete the task.
* Responsibility: The individual or team responsible for the task.
* Equipment/Materials: A list of equipment and materials required for the task.
* Safety Precautions: Any safety precautions that must be followed while performing the task.
* Quality Control Points: Specific points where quality checks should be performed.

**5. Compliance Notes**

* All identified tasks must be documented accurately and completely.
* Regular review and updates of the task documentation are necessary to reflect any changes in the manufacturing process.
* This documentation will serve as the basis for employee training and performance evaluation.

**6. Practical Guidelines**

* Use a standardized format for documenting tasks to ensure consistency.
* Maintain a centralized database of all tasks.
* Regularly review and update task documentation to reflect process improvements or changes in regulations.
* Involve employees in the task identification process to improve accuracy and buy-in.

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