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**Identifying Quality Requirements**

This document details the process of identifying quality requirements for a food manufacturing company (NIC Code 10101). Understanding and documenting these requirements is crucial for developing a robust quality management system and ensuring consistent product quality.

1. Identifying Customer Requirements

* Step 1: Customer Feedback Analysis: Analyze customer feedback from various sources, including surveys, reviews, complaints, and sales data. Identify recurring themes and patterns related to product quality and customer expectations.
* Step 2: Market Research: Conduct market research to understand competitor offerings and identify emerging trends in customer preferences. This research may involve analyzing competitor products, attending industry events, and reviewing market reports.
* Step 3: Sales Data Analysis: Analyze sales data to identify best-selling products and understand customer purchasing patterns. This information can help to prioritize quality requirements.

2. Identifying Regulatory and Legal Requirements

* Step 1: Regulatory Compliance: Identify all applicable food safety and quality regulations, including local, national, and international standards. Familiarize yourself with labeling requirements, food safety regulations (e.g., HACCP), and other relevant legislation.
* Step 2: Legal Compliance: Ensure compliance with all relevant legal requirements related to product liability, worker safety, and environmental protection.

3. Internal Requirements

* Step 1: Production Process Capabilities: Assess the capabilities of your production processes and identify any limitations that might affect product quality.
* Step 2: Resource Availability: Evaluate the availability of resources such as raw materials, equipment, and skilled labor. Identify potential constraints that might impact quality.
* Step 3: Company Objectives: Align quality requirements with the overall strategic objectives of the company.

4. Documenting Quality Requirements

* Step 1: Create a Requirements Document: Compile all identified quality requirements into a comprehensive document. This document should be easily accessible and understood by all relevant personnel. The document should clearly define specifications for raw materials, finished products, and processes.
* Step 2: Version Control: Implement a version control system to manage changes to the requirements document. Track revisions and ensure everyone is working with the most up-to-date version.

Compliance Notes: Maintaining accurate and up-to-date records of quality requirements is crucial for demonstrating compliance with regulations and for effective quality management.

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