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**Additional Activities for Effective Process Control**

**1. Introduction**

This document outlines additional activities that contribute to effective process control within a food manufacturing facility operating under NIC Code 10101. These activities enhance food safety, quality, and regulatory compliance.

**2. Employee Training and Competency**

* Regular Training: Provide ongoing training on food safety, GMP, HACCP, and specific process procedures.
* Competency Assessments: Regularly assess employee competency to ensure they have the necessary skills and knowledge to perform their tasks effectively.
* Documentation: Maintain records of all training activities and competency assessments.

**3. Equipment Calibration and Maintenance**

* Regular Calibration: Establish a schedule for calibrating all measuring and monitoring equipment.
* Preventative Maintenance: Implement a preventative maintenance program to minimize equipment downtime and ensure consistent performance.
* Record Keeping: Maintain detailed records of all calibration and maintenance activities.

**4. Sanitation and Hygiene**

* Sanitation Procedures: Implement and strictly adhere to detailed sanitation procedures for all equipment, facilities, and personnel.
* Monitoring: Monitor sanitation procedures regularly to ensure effectiveness.
* Documentation: Maintain records of all sanitation activities.

**5. Pest Control**

* Preventative Measures: Implement effective preventative measures to prevent pest infestations.
* Monitoring: Regularly monitor for pest activity.
* Control Measures: Use approved pest control methods to eliminate any infestations.
* Documentation: Maintain records of all pest control activities.

**6. Supply Chain Management**

* Supplier Audits: Regularly audit suppliers to ensure the quality and safety of raw materials and ingredients.
* Traceability: Implement a robust traceability system for all materials throughout the entire production process.
* Documentation: Maintain detailed records of all supplier transactions and quality checks.

**7. Continuous Improvement**

* Regular Review: Regularly review the entire production process to identify areas for improvement.
* Data Analysis: Analyze collected data to identify trends and potential areas of improvement.
* Implementation: Implement changes to improve processes, enhance efficiency, and reduce risks.

**8. Documentation and Record Keeping**

Maintain detailed and accurate records for all aspects of the production process. This includes production records, quality control records, maintenance records, and training records. Proper documentation is crucial for demonstrating compliance with regulations and identifying areas for improvement. Consider using a digital system for efficient record-keeping and analysis.