|  |  |  |
| --- | --- | --- |
|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
| **EFFECTIVE DATE: 04/05/2009** |

**Example Workflow for Implementing Process Control Requirements**

**1. Introduction**

This document provides an example workflow for implementing process control requirements within a food manufacturing facility (NIC Code 10101). This is a sample workflow and needs to be adapted to the specific characteristics and complexities of individual facilities.

**2. Phase 1: Planning and Assessment (Weeks 1-4)**

* Week 1: Form a cross-functional team and define project scope. Review existing processes and documentation.
* Week 2: Conduct a thorough Hazard Analysis and Critical Control Point (HACCP) study to identify critical processes.
* Week 3: Assess current monitoring capabilities and identify gaps. Develop a plan for implementing necessary sensors and monitoring systems.
* Week 4: Define key performance indicators (KPIs) for process control and establish acceptance criteria.

**3. Phase 2: Implementation (Weeks 5-12)**

* Week 5-8: Procure and install necessary sensors and monitoring systems. Develop and implement SOPs (Standard Operating Procedures) for each critical process.
* Week 9-10: Conduct initial operator training on new procedures and equipment. Establish a data logging and reporting system.
* Week 11-12: Begin initial data collection and monitoring. Calibrate equipment and ensure accuracy.

**4. Phase 3: Monitoring and Evaluation (Weeks 13-20)**

* Week 13-16: Continuously monitor process parameters. Analyze data to identify trends and potential issues.
* Week 17-18: Conduct internal quality audits and assess the effectiveness of implemented process controls.
* Week 19-20: Implement Corrective Actions and Preventive Actions (CAPA) based on audit findings.

**5. Phase 4: Optimization and Continuous Improvement (Ongoing)**

* Ongoing: Continuously review and improve processes based on data analysis, audit results, and best practices. Conduct regular employee training and update SOPs as needed.

**6. Documentation:**

Thorough documentation should be maintained throughout each phase. This includes meeting minutes, process flow diagrams, SOPs, calibration records, audit reports, CAPA reports, and data logs.

**7. Note: This workflow is a flexible framework. The timeline may need adjustment based on the size and complexity of the facility, the number of critical processes, and other relevant factors. Regular review and modification of this workflow is essential for adapting to changing requirements and continuous improvement.**