

<b>NAME OF THE COMPANY</b>		Doc.No. ABC/PR/02
TITLE	<b>PROCEDURE FOR CONTROL OF RECORDS</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

**PROCEDURE FOR CONTROL OF RECORDS**

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			



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#### 1.0 **Purpose**

To detail the methodology for Identification, storage, protection, retrieval, retention time and disposition of records.

To ensure accessibility to the valuable data contained in records for analysis and use the information for continual improvement.

#### 2.0 **Scope**

Applies to all records resulting from implementing the Food safety Management System.

#### 3.0 **Responsibility**

The respective functional departmental heads are responsible for maintaining food safety records specified in the various procedures and in accordance with this procedure.

#### 4.0 **Procedure**

Records are maintained to demonstrate conformance to the requirements and effective operation of the FSMS.

The records shall be legible and are to be retained in a manner such that they are readily retrievable.

Records may be maintained as hard copies and / or in electronic media (LAN, intranet, CD, etc.)

##### **Identification:**

Each record is identified by a unique number, title, date of origin and signatures indicating its authenticity. The records may be in the form of sheets, registers, files, ledgers and bound reports.

The registers, ledgers, bound reports containing records have unique numbers, title and name of the Dept to which it belongs.

The records are properly indexed and filed in sequence, stored and protected. The records registers and test reports are properly filed and are protected from any damage/mishandling by keeping them in lock and key.

Files, reports, ledgers and other records are to be stored in racks and / or boxes for the purpose of avoiding loss or damage.

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All the cupboards, racks, filing cabinets and boxes are identified by a unique number, comprising of short name of Division and Sub Group to which the storage facility belongs and the serial number of the facility.

The number of the storage facility is indicated on the cover of the file, report, ledger or any other record as "Location" to specify its storing place.

**Disposition:**

On the date of review for the disposition, decision is arrived at by following the guidelines issued by management. The retention period of records are as shown in master list.

The records identified for disposition are burnt or shredded.

5.0 **Reference**  
Nil.

6.0 **Records**  
Nil