

NAME OF THE ORGANIZATION		Doc.No. ABC/BRC/03
TITLE	PROCEDURE FOR CONTROL OF DOCUMENTS	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

CONTROL OF DOCUMENTS PROCEDURE

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

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1.0 PURPOSE

1. To provide a system for control of documents
2. To prevent unintended usage of obsolete documents
3. To detail the document numbering system

2.0 SCOPE

- It covers all documents of FSMS like FSMS manual, procedures, GMP/PRP Manual, Hazard analysis work sheet, work instructions, forms, check lists and other documents of external origin.

3.0 RESPONSIBILITY

Responsibility for review, approval, issues and controls of documents are done as below.

SI No:	Document	Prepared by	Reviewed & Approved by
1	FSMS Manual	FSTL	CEO
2	Food Safety Policy& Objectives	FSTL	CEO
3	Procedures, HACCPManual, SOPs, Hazard work sheet.	FSTL	CEO
4	Work instructions, checklists, formats etc	FSTL	CEO

4.0 PROCEDURE

- Copy of the FSMS manual, System procedures and work instructions bearing stamp "MASTER COPY" at the rear side of each sheet in blue ink is treated as Master Copy and the same is maintained by FSTL.
- Records of revision and the records of issue of FSMS manual, system procedures and work instructions are kept along with the master copy of the FSMS manual.

4.1 ISSUE OF DOCUMENTS

- All documents are reviewed and approved for adequacy and are issued by authorized personnel as specified in clause No.3.0 of this procedure.
- FSTL issues the documents by obtaining the signatures of the recipients. Only approved documents are issued. Uncontrolled copies may be distributed at the discretion of the management.

4.2 DOCUMENT NUMBERING

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FSMSManual

ABC

FSMS

YY

Section Number

FSMS Manual

ABC

System Procedure

ABC

PR

YY

Serial Number

Procedure

ABC

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Work Instruction

ABC	WI/SOP/C .	YY	Serial No
			Work Instruction/SOP/Check List
			ABC

Forms

ABC	YYY	YY	Serial Number
			Functional Code
			<div> <div></div> <div>ABC</div> </div>

4.3 AMENDMENT TO STANDARDS

- Revised issue of standards of external origin is procured when information about such revision is learnt through press or through trade journals or on internet.

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4.4 MASTER LIST OF DOCUMENTS

- Master list of documents such as FSMS manual, system procedures, work instructions, checklists and external documents showing the latest revision status, issue number, date of revision etc are maintained by FSTL.
- Number of copies of FSMS manual, quality system procedures and work instructions are made as required. Each copy is stamped "CONTROLLED COPY" in red ink before issue. Copies of all documents are made available at all points of use for effective functioning of the process.
- Availability of relevant documents at work place
- It is ensured by the concerned HOD that the latest revision of pertinent / relevant documents is available at work place for reference by the concerned person for effective functioning of the FSMS.
- All documents are ensured for legible, readable and readily identifiable. Copy number is stamped on all documents before issue.
- All documents under FSMS are given individual numbers with revision status.
- External documents like ISO standards, IS standards, specifications etc. are identified separately and these documents are controlled by FSTL.
- Invalid/obsolete documents are promptly removed from all points of use and marked as "OBSOLETE" on all pages in blue ink.
- Obsolete documents are kept for knowledge and reference purposes.

4.5 CONTROL OVER DOCUMENTS ON THE ELECTRONIC MEDIA:

When documents are maintained on the electronic media, then the following is ensured:

- Access control: Documents are available to users in the "Read Only" mode by making the document password protected so that only the originator can make changes to it.
- Periodic backups: Backups will be taken periodically to safe guard against system crashing.
- Master list of documents, controlled copyholders list and revision record sheets are maintained as per procedure of documents on paper.

4.6 CHANGE OF DOCUMENTS.

- Request for modification change to documents are forwarded to FSTL by the proposer by entering details in the Change requisition/approval form.
- FSTL on receipt of this, make assessment of change proposed and in case of any revision required in the document the same is approved and communicated to the concerned. The nature of change is identified in the amendment record sheet of the manual.

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5.0 REFERENCE

5.1 PROCEDURE FOR CONTROL OF RECORDS.

6.0 Records

6.1 Change requisition/approval form:

6.2 Master list of documents:

6.3 Master list of formats