

<b>NAME OF THE ORGANIZATION</b>		Doc.No. ABC/BRC/004
TITLE	<b>CONTROL OF RECORDS</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

### PROCEDURE FOR CONTROL OF RECORDS

	<b>Prepared by</b>	<b>Reviewed By</b>	<b>Approved by</b>
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<b>Date</b>			
<b>Signature</b>			



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## 1.0 PURPOSE

- 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

- 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.
- 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 (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.
- Registers, ledgers, bound reports containing records have unique numbers, title and name of the Dept to which it belongs.
- 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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- 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.
- 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 is as shown in master list.
- The records identified for disposition are burnt or shredded.

#### **5.0 Reference**

Nil.

#### **6.0 Records**

Nil