

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

PROCEDURE FOR CONTROL OF DOCUMENTS

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

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

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

This procedure 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

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

Sl No:	Document	Prepared by	Reviewed & Approved by
1	FSMS manual	FSTL	MD
2	Food safety Policy & Objectives	FSTL	Chairman/ MD
3	Procedures, GMP/PRP manual, Hazard work sheet.	FSTL	MD
4	Work instructions, checklists, formats etc	FSTL	MD

4.0 Procedure

A 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.

The 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.

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

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

FSMSManual

ABC

ABC

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

System Procedure

ABC

ABC

Work Instruction

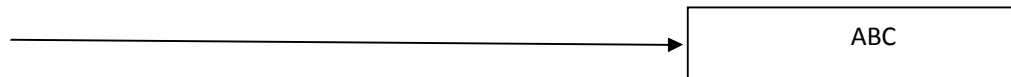
ABC

ABC

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

Forms

ABC



4.3Amendment 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.

4.4Master list of documents

A 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 are 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.

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

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:

1. 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.
2. Periodic backups: Backups will be taken periodically to safe guard against system crashing.
3. Master list of documents, controlled copyholders list and revision record sheets are maintained as per procedure of documents on paper.

4.6 Change to 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.

5.0 Reference

5.1 Procedures 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