1. **APPLICABLE DEPARTMENT / PERSONNEL**

   1.1. This guide applies to QC personnel, including employees and temporary agency workers.

2. **PURPOSE**

   2.1. This guide is in place to:

       2.1.1. Outline the company's guidelines for reviewing documents in Doc-Link.

3. **MATERIALS**

   3.1. Computer

   3.2. Doc-Link Smart Client program

4. **PROCEDURE**

   4.1. Open the Doc-Link Smart Client program.

   4.2. Select the **Workflow** tab on the upper left side of the window.

   4.3. On the right side of the **Workflow** window, ensure that **Initial Status** is set to '*QC Documents*'.

       4.3.1. Click **Document Verification** on the left side of the **Workflow** window to open the **Document Verification** window.

   4.4. Review the documents in the **Document Verification** window by double-clicking the first document on the verification list. Use the guidelines below to review and verify the documents.

   4.5. **Document Review**

       4.5.1. Check the document for any missing information that was not filled in properly or left blank. There should be no blank sections on the document.

           4.5.1.1. If a section is intentionally missing data, it should be marked '*N/A*'.

           4.5.1.2. Some examples of information commonly missing from the documents are:

           4.5.1.3. Initials

           4.5.1.4. Check marks

           4.5.1.5. Verification/review signatures

           4.5.1.6. Dates and/or times

       4.5.2. Confirm that all information is legible and that the document was scanned clearly.

   > **WARNING!** The documents may scan too lightly to read. In these cases, the documents should be rescanned to be more legible.

       4.5.3. Check the document's index to ensure that all document data is recorded correctly.

4.5.3.1. To open the index, click the **View** tab on the upper left corner of the window.

4.5.3.2. Under **Document Info**, click **Index**. The index should show up on the right side of the window.

4.5.4. Common errors in the index data are incorrect lot numbers, batch numbers, or product numbers.

4.5.5. To change data in the index, click on the item you want to change.

4.5.5.1. A text box will appear above the index where the change can be made. Correct the data in the text box.

4.5.5.2. Open the index again and then click the **Save** button to save the changes.

4.6. **Approved Documents**

4.6.1. Once the document has been thoroughly reviewed and is acceptable, click the **Approve** button on the upper left side of the window.

4.6.1.1. A green check ✔ will appear on the left side **Notes** section with the name of the reviewer along with the date and time.

4.6.2. Once approved, save the approval by clicking the purple **Save** button on the upper left side of the window.

4.6.3. After saving the approved document, it must be sent to the **Approved Document** file.

4.6.3.1. On the upper right side of the document is a dropdown list of locations to send the document to. Select the **Approved** file and click **Send**.

4.7. **Denied Documents**

4.7.1. Documents with missing or incorrect data must be denied, corrected, and rescanned.

4.7.2. To deny the document, click the **Deny** button on the upper left side of the document. A red crossed circle ⊗ should appear in the left side **Notes** section with the name of the reviewer and the date and time.

4.7.3. Additional information can be added by clicking the blue ⓘ button. A textbox will pop up where any information about the denied document can be entered. Use this box to mention any errors in the document.

4.7.4. Save the changes by clicking the purple **Save** button.

4.7.5. Send the document to the **Review** file in the dropdown list on the upper right side of the window.

4.7.6. Hard copies that have been denied must be corrected. The documents must be returned to the individuals responsible for completing them so they can correct the errors.

4.7.6.1. Once the errors are fixed, the documents must be returned to the Document Team and rescanned.

4.7.6.2. The rescanned documents must then be approved and saved to the **Approved Documents** file.

4.8. **Document Storage**

4.8.1. Hard copies must be retained for a minimum of 3 months from the date on the document.

4.8.2. Hard copies that have been scanned and approved must be stored and organized by month.

4.8.2.1. After 3 months from the date the document was filled out, the document can be put into the designated documents bin to be destroyed.

5. **REPORTING / RESPONSIBILITIES**

5.1. Report any error messages to a supervisor or manager.

6. **LIMITS / ACTIONS**

6.1. Limits and actions have been accounted above, where possible. However, some limits/actions may be unforeseeable and shall be accounted for as they arise.

7. **LOCATION OF MASTER DOCUMENT**

7.1. Electronic copies of this document can be found:

7.1.1. **Juice Division –** M:\Shared\QA Systems\AFP Documents\Guides

7.1.2. **Flavor Division –** N:\Shared\QA Systems\MF Documents\Guides

8. **APPROVAL TEAM**

8.1. Director of Technical Services

8.2. Director of Quality

8.3. QC Manager(s)

REVISION HISTORY

Revision No:	Date:	Author:	Revision Description:
0	08/13/21	Grace Park	Created guide after consulting with Jesus Ramirez, QC Manager.