	MS		Title: Control of Records & Documents	
	Version: 0	Version Date: March 03, 2020	Revision Number:	Revision Date:
Ownership; Food Safety Team Leader		Authorized by; Operations Manager	Document Number: CRD-PR-001	

1.0 SCOPE

All the documents used in the Food Safety Management System used at Juici Beef Ltd.

2.0 PURPOSE

To describe how the documents are managed, maintained and controlled.

3.0 DEFINITIONS


- 3.1 **Approving Authority**- the Food Safety Team led by the food safety team leader, is responsible to approve all relative food safety system documents.
- 3.2 **Controlled Documents**- documents intended to provide guidelines and measures of control to manage the risk associated with each process.
- 3.3 **Document Control Administrator** – the individual responsible for ensuring that documents are approved and up to date
- 3.4 **Ownership** – the person who has the ultimate responsibility to ensure that the all the contents of the procedure is adhered to

4.0 PROCEDURE

4.1 Responsibility

4.1.1 Food Safety Team Leader:

- a) Ensures that the controlled documents will be numbered in accordance with the numbering system established by Juici Beef Limited.
- b) Ensure all procedures follow the structure of the [blank procedure format](#)
- c) Initiate meetings as scheduled or unscheduled to review FSMS documents.
- d) When a document is ready to be reviewed, the appropriate owners are reminded to login to the automated platform <https://www.isoimplementationsoftware.com> for them to update the documents to reflect current practice if it is required.
- e) If there are no changes to the document, minutes of a review meeting or other appropriate means is necessary to support the review was done.
- f) Make version and revision changes based on the following:
 - i. The first version and revision number will be zero(0)
 - ii. Subsequent changes to revision and version will follow the format 1,2,3...)

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- iii. Version represents substantive changes to the document e.g. a new edition
- iv. Revision represents cosmetic changes such as logo change etc.


- g) Ensure that Quality Assurance Officer makes the relevant updates to the automated tool and word filing system once version and revision changes are made
- h) Ensure that documents of external origin that is relevant to the operation of the FSMS is maintained within the scope of the procedure for the control of records and documents.
- i) Ensure that documents of external origin are treated as confidential and not shared outside of authorized distribution of Juici Beef Limited.
- j) Ensure obsolete documents are removed from the control document folder and from the online document management system and watermarked to say obsolete.
- k) Ensure obsolete documents are placed in a folder designated for obsolete documents
- l) Ensure that records are retained for the lifecycle of the product (plus six months) or the time frame stipulated by the relevant regulatory bodies

All employees

- a) Are permitted to suggest changes to the documentation in the food safety management system.
- b) Can propose a new document for entry into the food safety management system. The food safety team leader and the food safety team will evaluate the request and if considered necessary accept the content and enter it into the document management system.
- c) Can access documents by logging in to <https://www.isoimplementationsoftware.com>

Numbering System

- i. Each procedure is identified by its functional area in the FSMS
 - CCP
 - MS
 - PRP
- ii. Document Control Number

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- The first letter of the words in the title (Control of Records and Documents would be CRD). Add **PR** after the alpha value for procedures and **P** for process and **F** for forms.
- For Procedure add 001 to the alpha value hence - **CRD-PR-001**
- For process – **CRD-P-001**
- For forms - **CRD-F-001**

4.1.2 Food Safety & Quality Assurance Officer

- a) To make sure that all documents are at their correct revision once changes are made both on hard copy and in the automated platform
<https://www.isoimplementationsoftware.com>
- b) Provide relevant documents to the Food Safety Team Leader for review upon request or per schedule
- c) Ensure that documented information retained are properly stored for preservation of legibility and to prevent unauthorized access

5.0 RECORDS

6.0 REFERENCES

- a) <http://www.fsscverificationsoftware.com> verification and corrective action log
- b) <https://www.isoimplementationsoftware.com> verification and corrective action log
- c) [Change form](#)

7.0 DOCUMENT CONTROL INFORMATION

7.1 APPROVAL AUTHORITY

Authored by;	REVISED BY	APPROVAL BY	DATE
Food Safety Team		Food Safety Team	March 3, 2020