	MS		Title: Control of Records	
	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) Numbering System

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

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- For forms - **CRD-F-001**

4.1.2 Food Safety & Quality Assurance Officer

- 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>

4.1.3

5.0 RECORDS

6.0 REFERENCES

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