1. **SCOPE**
2. This procedure applies to all documents used in the Food Safety Management Systems at Tijule.
3. **PURPOSE**
   1. The purpose of this procedure is to describe how Food Safety Management System Documents and Records are managed, maintained and controlled.
4. **DEFINITIONS**
   1. **Approving Authority** – The Food Safety Team led by the Food Safety Team Leader is responsible for authorizing documents. In some cases additional approval authority may be required. In these cases, the approval will be deferred to the Managing Director.
   2. **Controlled Document** – Documents intended to provide guidelines and measures of controls to manage risks in the process. Controlled documents have specific and limited distribution rights subject to control by the Food Safety Team. Documents are controlled by Version (V) and Revision Number (R) and identified by a Document Number. This information is in the header of each document.
   3. **Document Control Administrator** – Individual responsible for ensuring all documents approved and up to date.
   4. **Documents of External Origin** – Documents received from external sources such as regulatory bodies, customers, suppliers, vendors, and contractors.
5. **PROCEDURE**
6. Controlled Documents will be numbered in accordance with the **“Numbering System” for Tijule Food Safety Management System Documents.**
7. Numbering System.
8. The first letter in each title word contained in the procedure followed by 001.
9. When identifying forms an F is placed after the alpha value and before the numeric value.
10. When a form is specific to a product it is identified by the product- title-F-00
11. Example Procedure

Recall - R-001

1. Example Forms

Glass Audit Checklist GP-001

[..\..\..\FORMS\PRPFORMSSS\GlassAuditChecklist\GlassAudit Checklist.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Glass%20Audit%20Checklist\Glass%20Audit%20Checklist.docx)

Suppliers Guarantee - SG-F- 001

[T:\FSSC 22000 Management System\FORMS\Suppliers guarantee 2015\Suppliers guarantee 2015.docx](file:///T:\FSSC%2022000%20Management%20System\FORMS\Suppliers%20guarantee%202015\Suppliers%20guarantee%202015.docx)

1. Structure
2. All procedure follows the structure of the blank procedure.

See blank procedure format (BP-001)

[T:\FSSC22000 Management System\PROCEDURES\BLANK TEMPLATE\blank procedure.docx](file:///T:\FSSC%2022000%20Management%20System\PROCEDURES\BLANK%20TEMPLATE\blank%20procedure.docx)

1. Procedures are broken down into three categories;
2. Management System (MS)
3. Pre Requisite Program (PRP)
4. HACCP
5. Procedures which cover FSSC additional requirements are denoted ‘AR’ along with the respective categories above. For example: PRP/AR
6. Version Number - Changes that are made that do not affect the essence or meaning of the document
7. Revision Number –Changes that are made to change the essence or meaning of the document
8. The Document Control Administrator will maintain all internal documents in the Authorized Controlled Document Database, under the folder structure for ***Tijule FoodSafety(TIJULE) F//:.***
9. Documents of external origin are filed by the respective departments, Food Safety/Quality, Managing Directors Office, Production and Sales and Marketing. Documents of external origin are to be treated as “confidential” and not to be shared outside of authorized, Tijule personnel, as required for the documentation’s intended use.
10. **Authorizing New Documents or Changing Existing Documents**
11. All employees can propose a new document for entry in the Food Safety Management System. The Food Safety Team evaluates the request and if considered necessary accept the content and apply the numbering system and enter it in the Document Management system and undertake necessary requirement for introduction in the system documents.
12. All Employees can propose a change to an existing document. The Food Safety Team evaluates the request and if considered necessary accept the content and apply the numbering system and enter it in the Document Management system and undertake necessary requirement for introduction in the system documents.
13. **Document Review & Obsolescence and Record Retention**
    1. Documents are reviewed periodically by the Food Safety Team to ensure they are up to date and current relative to the risk to the process and product.
    2. When a document is ready to be reviewed they are distributed to the appropriate owners and updated to reflect current practice if required.
    3. Reviews are done on an annual basis to determine currency of the document.
    4. If there is no changes to the document necessary the revision date will not change however, minutes of the review meeting is required to support the document was reviewed.
    5. Obsolete Documents are removed from the controlled document folder structure the word “Obsolete” is water-marked and moved to the obsolete folder.
    6. Records will be retained for the lifecycle of the product or the timeframe required by regulatory bodies or customer requirements where applicable. Refer to: **Master List of Records (MLR-001).**

[**..\..\..\FORMS\Masterlist of FoodSafetyRecords\Master List of Records.docx**](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\Masterlist%20of%20FoodSafetyRecords\Master%20List%20of%20Records.docx)

* 1. If an error is made on any record, the error should be strike out with one line, initial and write the correction where necessary. The use of white out/corrective fluid is strictly prohibited on all records and books.

1. **Record Review**
2. **Functional Personel**
3. Reviews CCPs on a weekly basis and completes CCP Review Form
4. **Factory Manager**
5. Verifies that all CCP records are accurately completed and signs off on CCP Report Submission Log Form
6. **System Backup**
7. Tijule performs system backups, weekly and is able to perform data recovery if necessary.
8. **RECORDS**
9. **REFERENCES**

Verification Log

[..\..\..\..\Verification\_Tool\Template](file:///\\Dc2\j\FoodSafety\Verification_Tool\Template)

CCP Report Submission Form

[..\..\..\FORMS\MS Forms\CCP REPORT SUBMISSION LOG\CCP REPORT SUBMISSION LOG.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\MS%20Forms\CCP%20REPORT%20SUBMISSION%20LOG\CCP%20REPORT%20SUBMISSION%20LOG.docx)

Change Form

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1. **DOCUMENT CONTROL INFORMATION**
2. **APPROVAL AUTHORITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team | Food Safety Team | Food Safety Team | 22/4/15 |