

## 8.2.1. & 8.2.2. Work Instructions for Critical Manufacturing Process Jobs.

### Standard

8.2.1. Are there written work instructions for the critical manufacturing process jobs?

*Work instructions need to include relevant responsibility for feed safety critical control points as per clause 5.3.*

8.2.2. Is there a record of what is manufactured and is this also used to confirm any departure from the defined production procedure?

### Purpose

To ensure work instructions are developed and maintained for all manufacturing processes, including the monitoring of critical control points (CCPs).

### Reason

Work instructions are tailored to each finished product and contain a step for critical manufacturing process jobs. By elaborating on the requirements to fulfill the critical manufacturing process job, the operator is ensuring a comprehensive work instruction is available to personnel responsible. These step-by-step documents ensure all critical processes that can impact the safety and quality of the finished feed, are clearly documented, and monitored throughout the manufacturing process.

### What is Acceptable?

General manufacturing work instructions and critical manufacturing process work instructions, shall take the following into consideration:

1. Process Flow – from raw material intake to finished product distribution.
2. Manufacturing scope – boundaries of work instruction.
3. Identify Inputs and Outputs – raw material (batching record\*), machinery, equipment, finished product.
4. Critical Control Points (CCP) – identify and detail in work instructions (Fact sheet 5.3.1).
5. Quality checks – inspection and testing points.

\*Fact Sheet 8.2.3

#### Manufacturing Work Instruction Guidance

The operator must understand the components listed above to create work instructions tailored to each feed produced. These instructions should follow the process flow and provide detailed steps for each stage. Where there is a critical process identified, these shall be labelled and referenced as a 'Critical Process Work Instruction'.

Work instructions shall also consider any health & safety regulations at particular points in the process. These may be listed or referenced in the instructions i.e. [Silo Safety Alert](#) advice.

The instructions shall also allow for the recording of any deviations and reference to non-conformances. This will help monitor any departure from the defined production process. Where investigation are required, or corrective action, these shall also be referenced.

Identification or reference to the batching record shall also be available to facilitate traceability (Fact Sheet 8.3.2). The goal is to manufacture a safe and quality product according to a defined process, and to ensure traceability across the supply chain.

### Critical Process Work Instruction Guidance

With reference to the process flow, the operator should identify the critical manufacturing processes that directly effect the quality and safety of the finished feed. Examples include, but not limited to:

1. Weighing and Batching.
2. Grinding.
3. Mixing.
4. Pelletising or extrusion.
5. Cooling and drying.

For each process, clear and detailed work instructions should include, but not limited to:

1. Title, purpose, scope.
2. Assign responsibilities: who is responsible for each step i.e. who is responsible for ensuring machine specifications at pelletising.
3. Equipment and Machines required: For example, when pelletising, in addition to setting up Pellet Mill, is the dust extraction to be switched on?
4. Step-by-step instruction: This includes start up and preparation, operating instructions, critical parameters, monitoring activities, shutdown, cleaning, and flushing.
5. Work Health and Safety: What are the PPE requirements for operating machines? Emergency procedures?
6. Quality control: Is there a quality check at specified points for pellet size and specification? How is cooling monitored?

The operator may incorporate a flow diagram or visual aids to provide clarity on equipment and steps required.

### Documentation

Records should capture any operational data relevant to the critical process. These may include equipment clearance, temperature, time etc. The recording of key data points will ensure the critical process manufacturing instructions are correctly carried out.

Monitoring and updating work instructions should be part of the operator's annual management review. Have there been any changes in equipment, ingredients, or regulations? The operator should consider any relevant changes that could affect the manufacturing instructions.

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