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Example Procedure

MASTER FORMULATION

1. PURPOSE

This procedure describes how [Insert Company Name] will control and manage all product formulation, production Bill of Materials (BOM) and provide traceability for formulation modification.

2. SCOPE

This procedure covers all manufacturing operations at [Insert Company Name].

Master formulations and BOM are highly confidential information and shall only be handled by authorised staff. No copies of formulations and/or BOM shall be made or distributed.

The [insert relevant positions] are directly responsible for this procedure.

3. TERMS & DEFINITIONS

Formulation – the master recipe detailing the ingredients and nutrients for a finished animal feed product. Formulations are generally calculated using a Least Cost Formulation software program and are under the control of a qualified nutritionist.

Bill of Materials (BOM) – the modified formulation provided to Production. The BOM may be modified to account for ingredient transfer limitations within the mill, batching system error and required rounding of ingredients for practical reasons.

4. PROCESS

A written master formulation shall be made by an experienced, qualified authorised person (Managing Director and/or Nutritionist) and maintained within the Master Formulation Log.

The Master Formulation Log shall contain:

- Formulation Name
- Formulation Code (and BOM Code if different)
- Date of Issue
- Reason for modification or amendment

For each formulation the following information shall be maintained:

- The name and unique identity code of the product
- An indication of the animal type for which the product is intended
- Date of issue
- The precise quantity and correct identifier for each raw material to be included
- Micro-ingredient and hand tip information
- Manufacturing processes such as mixing sequence, mixing times, etc.

Formulations shall be issued to Production as BOM. Each BOM can be entered either manually or via computerised batching system.

All issued BOM must be signed by the issuing person and an authorised production staff member to verify that the BOM entry into batch system was correct. The signed BOM shall be maintained in the Production Control Room in the Master BOM File.

No amendments are to be made to BOM once issued to Production, except at the directions of an authorised person (Managing Director and/or Nutritionist).

Any authorised amendment shall be documented in the daily Production Log.

OUTCOME.
[Insert Company Name] is committed to building a sustainable quality and safety management system and will provide the required level of resources and staff to achieve this goal.

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Master Formulation Log
- Batching Report
- Daily Production Report

6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	