

## Example Procedure

# INSPECTION & TESTING

## 1. PURPOSE

Product identification and status allows for the complete and current history of all batches of finished goods from the starting raw materials through processing to the completed final product.

Identification and status can be provided by the computerised mill control program and a controlled batch numbering system.

## 2. SCOPE

This procedure applies to all incoming raw materials, in-process materials and outgoing finished product.

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

## 3. TERMS & DEFINITIONS

NIL

## 4. PROCESS

### Inspection

Regular inspection of the site, plant equipment and material stores shall be conducted and recorded.

This shall include:

- Site cleanliness
- Plant and equipment cleanliness
- Condition of raw materials and finished goods held in on-site warehouse and storage.

### Internal Testing

All staff required to conduct internal testing shall be trained. Records of training shall be maintained in the employee's training records.

Internal testing shall include:

- Incoming raw materials, including packaging
- Incoming raw material testing can include nutritional analyses (Protein, Fat, Moisture) as well as physical and organoleptic observation (weed seeds, physical contaminants such as stones, dirt, insects, odour and colour)
- In process material tests
- Finished goods test
- Label claims for Protein, Fat and Moisture
- Calibration of testing and weighing equipment

### External Testing

Only reputable and certified lab services are to be used for external testing requirements.

A list of approved labs shall be maintained. **See Appendices ###**



### Retention Samples

All retention samples are to be sealed, clearly labelled with commodity name and delivery details including date. Retention samples must be stored in an appropriate manner so as to allow for easy access and retrieval. Retention samples should be retained for a minimum of the product shelf-life plus 3 months. A retention sample task instruction and records shall be maintained.

### BSE Inspections

All staff must be aware of the right to entry of state authorities to inspect and sample under the BSE ruminant feed ban legislation.

### Corrective Action Procedure

A corrective action procedure shall be documented and implemented for instance where the above testing results indicate non-conformance to the quality system.

### OUTCOME

**INSERT COMPANY NAME** shall have a clear and concise knowledge of the test status of its site, plant and equipment and all feed materials on site.

## 5. DOCUMENTATION & RECORDS

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

- Incoming Goods Checklist
- In process testing records
- Finished goods testing (internal and external)
- Sales or Delivery paperwork
- Warehouse stock control records

## 6. DOCUMENT HISTORY

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