



Example Procedure

QUALITY RESOURCES

1. PURPOSE

This procedure defines the interrelationships of how [Insert Company Name] personnel who manage, perform and verify work affecting the quality and feed safety of the manufacturing system and finished product, the responsibilities and authorities assigned to each of these positions.

The [Insert Company Name] is committed to building a sustainable quality and feed safety management system and will provide the required level of resources and staff to achieve this goal through clearly documenting each personnel positions requirements and obligations.

2. SCOPE

This procedure applies to and includes all [Insert Company Name] positions as shown in the Company Organisation Chart.

3. TERMS & DEFINITIONS

NIL

4. PROCESS

COMPANY ORGANISATION CHART

The Managing Director is responsible for determining the positions and the interrelationships of those positions within the [Insert Company Name] structure.

A current Company Organisation Chart is maintained showing the above company structure.

[Insert Company Organisation Chart]

COMPANY JOB DESCRIPTIONS

Job Descriptions are to be documented and maintained for all personnel of the [Insert Company Name]. These contain the relationships, authorities, responsibilities, qualifications, duties and specifications of the position.

Job Description must be authorised and dated for all company personnel and maintained by [Insert relevant position].

Job Descriptions are signed and dated by the position incumbent to demonstrate knowledge of its content and position requirements.

Modified Job Descriptions when changed by the original issuing position, are to be read, signed and dated by the position incumbent.

All new employees read and sign their corresponding Job Description as part of the induction training procedure.



Signed Job Descriptions will be kept by the Quality Manager under the corresponding individual personnel training file.

In the unforeseen absence of an employee, responsibility and authority is automatically passed upwards to next position as per the Company Organisation Chart to be assumed or for re-delegation.

COMPANY PERSONNEL RESOURCES

It is the responsibility of the management position directly above any given position to assign corresponding responsibilities and authorities to a properly qualified and/or trained person only.

Training to adequately prepare personnel for a position is provided.

For all positions delegated as critical to quality and safety, a suitably qualified deputy shall also be appointed to cover the primary position in times of absence, to ensure the quality management system is maintained at all times.

5. DOCUMENTATION & RECORDS

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

- Job Descriptions
- Training Matrix
- Training Records

6. DOCUMENT HISTORY

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Original Author:		Date:	
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