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Example Procedure

DOCUMENT CONTROL

1. PURPOSE

This standard describes how [Insert Company Name] shall establish a system to manage and control all documents related to its quality and feed safety systems.

All documents associated with [Insert Company Name] Quality Management System shall be managed and controlled as per this procedure with the aim to provide a clear and concise method that facilitates the implementation and access of the System.

2. SCOPE

This standard describes how all documents relating to quality and product safety shall be generated, managed and controlled by [Insert Company Name].

Clearly written documentation prevents errors from spoken communication.

Records and Check Lists are to be used as verification that [Insert Company Name] Quality System is satisfying its objectives as detailed in the Quality Manual.

[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.

3. TERMS & DEFINITIONS

Check List: List of items relating to quality. Used as an auditing and system verification tool. Can also be referred to as a File.

File: Written record of actions taken.

GMP: Good Manufacturing Practice. A documented set of procedures and instructions, based on current best industry practice, that describes how a process will be conducted to ensure the quality and feed safety objectives are satisfied.

Log: Multiple records contained within one document, checklist or file.

Policy: A statement detailing the [Insert Company Name] mission, standards of conduct and behaviours.

Procedure: Standard operating procedure (SOP), document that details what actions are to be performed, precautions to be taken and measures to be applied directly or indirectly to an individual process step.

Quality Manual: Document specifying the Management and Quality Systems.

Record: Written documents containing actual data.

Schedule: Plan for conducting quality related processes and procedures, listing the items, events and intended times these will occur.

Specification: A list of attributes and acceptable criteria to which a material or product shall conform to be considered fit for intended purpose. May also include a list of tests or references to analytical procedures.

Standard: An external specification

Task Instruction: A detailed step-by-step description to conduct a single action within a procedure. Ideally should only be a single page document. Also called a Work Instruction.

4. PROCESS

All quality and product safety documents will be managed under this GMP.

Title to clearly state the intention of the document and the section of the Management and Quality System it refers to.

Clearly identified as a [Insert Company Name] Quality System document

Specifications, instructions, procedures and records must be free from errors and available in writing.

Documents should be unambiguous, have clear and concise contents, a title and purpose. They will include a scope detailing how, where and why the document is applicable.

For GMP documents, the required processes being described will be separated by dot points.

For SOP documents, the required process steps will be detailed as dot points

All documents will detail what records are to be maintained and how these records will be controlled.

All documents shall include a History and a Version number.

All documents shall include page numbers

Documents should be regularly reviewed and kept up to date. Document review will be included in the Internal Audit schedule.

Approved Documents shall not be hand-written (except for the entry of data).

Records shall be completed in ink.

DOCUMENT IDENTIFICATION

[Insert Company Name] shall use the following nomenclature method to identify quality documents;
XXXX-Y, where:

- XXXX – shall be the numerical reference to the section of [Insert Company Name] Quality Dashboard the document refers or relates to.
- Y – refers to the type of document, where:
  - P – Quality Policy
  - M – Quality Manual
  - SOP – Standard Operating Procedure/ Good Manufacturing Practice

- F – File or Record
- R – Register or Log
- S – Specification or Schedule
- T – Task or Work Instruction
- D – Diagram or Chart

The document Version Number shall be identified in the Document Header and maintained in the Master Document List.

AMENDMENTS AND MODIFICATIONS

Any employee of the [Insert Company Name] may propose a change to a quality system document or data. The suggested modification and reasons are to be recorded on a Document Change Form and given to the Production/Quality Manager, who will present them for review at the next Quality Meeting.

Amendments approved to SOP, TSK or forms are identified with the next consecutive revision number and issue date (except forms), and approved by the position authorised for approval in the Document Master List.

To clearly identify revisions to a QSP or TSK the changes made may be shown in bold type on the new issue.
The new issue in full of the revised document will be implemented by the Production/Quality Manager and updated on the Document Master List.

All obsolete copies of amended documents are removed and destroyed by burning or shredding by the Production/Quality Manager, with exception of a "void" copy kept for future reference (until the next revision).

The Production/Quality Manager may maintain current copies of quality system forms in a designated folder available for reproduction as required by personnel and/or for reference purposes in designated areas.

DOCUMENT CONTROL

Document control shall be through the maintenance of an electronic database.

5. DOCUMENTATION & RECORDS

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

- Document Review
- Document Change Request form

6. DOCUMENT HISTORY

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

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