

	Section: Document Control and Records	Issue Date: April 20, 2015	Document Number: 2.2
	Subject: Document Control and Records	Supersedes:	Revision: New

**Objective:**

The following procedure will give guidelines for proper and consistent document control. This includes the creating, revising and distribution of written procedures and forms.

**Scope:**

Applies to all hard copy documents that are pertinent to the SQF System, Food Safety, Legality and Quality activities.

**Procedure:**

Procedures and Forms are not to be created without proper authorization, including the document review and approval by SQF Practitioner.

1.0 If a new form or procedure has been requested by a department supervisor, the document must first be deemed necessary by the Management Team.

- Once the document has been deemed necessary, a rough draft of the document shall be reviewed and approved by the Management Team.
- The document will then be submitted to the SQF Practitioner, where the document will be created based on the existing Mascot Incorporated format. Procedures must be created using the format as indicated in the header of this document. Forms/records will only include the document number, revision history and approval initials on the footer of the form/record.
- The final copy will once again be reviewed by the Management Team/Department Head for additional changes and/or approval.
- Once the document has been approved, it is issued a **File Title** and it is placed in the SQF Food Safety Manual.
- If needed, additional copies of the document will be issued to the department.

2.0 Document revision

**IMPORTANT:** Procedures and Forms are not to be changed without proper authorization, including the document review and approval by the proper department head and the SQF Practitioner.

- If it has been deemed necessary to change an existing document, the document and the change must first be reviewed by the department head.
- Once the department head has approved the change, a rough draft of the document is submitted to SQF Practitioner.

- The SQF Practitioner will revise and complete the document, making sure to include the proper revision date.
- The SQF Practitioner will then return the finished document to the department head for the final review.
- Once the department head has approved the document, a copy of the document will be placed in the SQF Food Safety Manual.
- If needed, additional copies of the document will be issued to the department, including a master copy.
- The document changes will be documented as part of each procedure in the document history log located on the lower section of each document.
- When a document is revised, all remaining documents prior to the new revision date are to be removed from circulation and properly disposed of by either the SQF Practitioner or Department Manager.
- All users of the documents in general are encouraged to report any discrepancies in the revision dates to the SQF Practitioner.

### 3.0 Record Completion

- Only personnel that have been properly trained and authorized for record completion are to fill out forms necessary for their daily activities.
- Forms are to be completed in ink.
- Corrections will be handled with a strike through and initial of person making the correction.
- White out / liquid tape or similar correction materials are not allowed.
- Verification of record completion is the responsibility of supervisors or managers.
- The record completion requirements apply to all daily monitoring tasks.

### 4.0 Record Retention

- All records associated with Food Safety, legality and quality are kept for 2 years in their respective department office (i.e. Production and cleaning records are kept in the production record storage area and/or the SQF office, shipping records in the main office, etc.). 2 year retention in relation to 12 month shelf life for most of our products plus 1 year as per 21 CFR 120
- OSHA related records will be kept according to regulations in the Safety office.

5.0 A register of all documents related to the SQF System that include procedures and forms is maintained electronically and managed by the SQF Practitioner

#### **Responsibility:**

SQF Practitioner – Develops new procedures and approves revisions to existing procedures

Management Team – Develops new procedures in conjunction with Department Managers

Department Managers and Department Supervisors – Request and revise new procedures as necessary in conjunction with the SQF Practitioner/Management Team

**Reference:** SQF Code 7.2

**Records:**

All monitoring tasks

SQF Document Register

SQF Procedure Register

<u>Document History of Changes / Amendments</u>	<u>Date</u>	<u>Name</u>
Procedure created to meet SQF Code, 7.2 Edition requirements	April 20, 2015	Amy Vizcarra