

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 1 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

DOCUMENT CONTROL	
Superseded document:	
Effective date (mm/dd/yyyy):	

DOCUMENT APPROVAL			
	Name and Title	Signature	Date (mm/dd/yyyy)
Author			
Reviewer			
Approver			

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 2 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Table of Contents

1PURPOSE.....	4
2SCOPE.....	4
3TERMS AND DEFINITIONS.....	4
4RESPONSIBILITY AND AUTHORITY.....	7
4.1STAFF IN OPERATIONS.....	7
4.2OPERATION'S SUPERVISOR.....	7
4.3PLANT MANAGER.....	8
4.4DOCUMENTATION DEPARTMENT.....	8
4.5FOOD SAFETY DEPARTMENT.....	8
5DESCRIPTION OF ACTIVITIES.....	9
5.1DOCUMENT TYPES.....	9
5.2WRITING STYLE.....	10
5.3DOCUMENT FORMAT.....	10
5.3.1FOOD SAFETY MANUAL FORMAT.....	10
5.3.2PROCEDURE FORMAT.....	11
5.3.3WORK INSTRUCTION FORMAT.....	12
5.3.4FORM FORMAT.....	13
5.4DOCUMENT CONTROL.....	14
5.4.1DOCUMENT IDENTIFICATION.....	14
5.4.1.1IDENTIFICATION OF A PROCEDURE, WORK INSTRUCTION, SOP.....	14
5.4.1.2IDENTIFICATION OF A FLOWCHART, LABEL, AND FORM.....	15
5.4.2DOCUMENT CREATION AND MODIFICATION.....	15
5.4.2.1DOCUMENT CREATION.....	15
5.4.2.2DOCUMENT MODIFICATION.....	18
5.4.3DOCUMENT APPROVAL.....	19
5.4.3.1DOCUMENT APPROVAL BY THE DOCUMENTATION DEPARTMENT.....	19
5.4.3.2DOCUMENT APPROVAL BY THE FOOD SAFETY DEPARTMENT.....	20
5.4.3.3DOCUMENT APPROVAL BY THE OPERATION'S SUPERVISOR.....	20
5.4.3.4DOCUMENT APPROVAL BY MANAGERS.....	20
5.4.3.5DOCUMENT APPROVAL BY OPERATIONS DIRECTOR.....	21
5.4.4DOCUMENT NOTIFICATION.....	21
5.4.5DOCUMENT DISTRIBUTION.....	21
5.4.5.1CONTROLLED COPIES OF A FSMS DOCUMENT.....	22
5.4.5.2UNCONTROLLED COPIES OF A FSMS DOCUMENT.....	22
5.4.6TRAINING OF END USERS.....	22
5.4.7DOCUMENT USE.....	23
5.4.8DOCUMENT REVISION AND UPDATE.....	23

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 3 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

5.4.9DOCUMENT REVIEW.....	23
5.4.10OBSOLETE DOCUMENT CONTROL.....	24
5.4.11DOCUMENT RETENTION AND ARCHIVAL.....	24
5.4.12CONTROL OF RECORDS.....	24
5.4.13CONTROL OF CHANGES TO RECORDS.....	25
5.4.14CONTROL OF EXTERNAL DOCUMENTS.....	25
6REFERENCES.....	25
7FORMS.....	26
8ATTACHMENTS.....	26
9DOCUMENT CHANGES.....	26
9.1DOCUMENT CHANGES IDENTIFICATION.....	26
9.2REASON FOR CHANGES.....	26

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 4 of 26
<i>Company name</i>	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

1 PURPOSE

This procedure describes the process of document and record control as per *ISO 22000:2005* standard requirements.

2 SCOPE

This procedure applies to all the documents of the Food Safety Management System (FMS) of the organization.

3 TERMS AND DEFINITIONS

Controlled copy. A controlled copy is a formal copy of the latest, correct issue of a document; an identified issue of a document to an individual or location of record. The controlled copy is officially tracked, updated and destroyed to assure that it is current.

Document. Information and its supporting medium. Information presented to perform some activity in a process.

Document control. Document control ensures that documents are reviewed for adequacy, approved for release by authorized personnel and distributed to and used at the location where the prescribed activity is performed.

External Document. Document not generated by the Food Safety Management System by related to it. Examples of external documents: legislation, legal requirements, international standards, guidelines, etc.

Food. Raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 5 of 26
<i>Company name</i>	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Food Safety. The degree of confidence that food will not cause sickness or harm to the consumer when it is prepared, served and eaten according to its intended use

Food Safety Records. Written and / or electronically documented evidence of food safety procedures followed at a stated time-period.

Form. Document that becomes a record once they are filled in.

HACCP. Hazard Analysis and Critical Control Point. Systematic approach to the identification, evaluation, and control of product safety hazards.

HACCP Plan. A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.

Hazard. A biological, chemical, or physical agent that is reasonably likely to cause an unacceptable consumer health risk in the absence of its control.

Major changes or revisions. Those changes which affect the content of quality of the action being prescribed in the document, such as updated technology resulting in change of procedure or multiple changes within the document.

Management System. A system (separately defined as a set of interrelated or interacting elements) to establish policy and objectives and to achieve those objectives.

Minor changes or revisions. Those changes that do not affect the content of quality of the action being prescribed in the document, such as typographical or grammatical changes, template formatting or small changes within the document.

Organization. Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration. For organizations with more than one operating unit, a single operating unit may be defined as an organization.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 6 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Procedure. Specified way to carry out an activity or a process. Document that describes how an activity or a process is performed. Document that describes the general process of how to do something. Document that defines in general terms how the interdepartmental (cross-functional) flow of work is controlled.

Process. An activity or series of activities resulting in an output such as a product or service. One process often serves as the input to other processes.

Quality. The characteristics of a product or service that determine its ability to meet stated or implied requirements.

Quality Management (QM). The application of a quality management system in managing a process to achieve maximum customer satisfaction at the lowest overall cost to the organization while continuing to improve the process.

Quality Management System (QMS): A formalized system that documents the structure, responsibilities and procedures required to achieve effective quality management.

Quality Manual. A document describing the Quality Management System of an organization and states the general policies and distribution of authority.

Quality Plan. A document defining the practices, resources and sequence of activities required to achieve a particular outcome, product, or service. A quality plan explains how you intend to apply your quality policies, achieve your quality objectives, and meet your quality system requirements.

Quality Policy. An organization's general statement of its beliefs about quality, how quality will come about and what is expected to result.

Quality System. The organizational structure, activities, responsibilities and resources for implementing quality management.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 7 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Record. Document stating results achieved or providing evidence of activities performed.

Specification. A document stating requirements.

Standard Operating Procedure (SOP). Document that describes in detail, step-by-step, how a procedure should be done.

Uncontrolled copy. An informal copy of a document for which no attempt is made to update it after distribution; the document is marked “Uncontrolled” and the user determines if the document is active prior to use.

Work Instruction. Document that describes how a task is performed step by step, within an individual department.

4 RESPONSIBILITY AND AUTHORITY

4.1 STAFF IN OPERATIONS

Notify the supervisor for their area if there is a need to update procedures, whenever actual practices are permanently changed from documented procedures.

Provide information for new documents.

Develop document drafts.

Proofread documents drafts and test for applicability.

4.2 OPERATION'S SUPERVISOR

Defines the need for new documents and updates.

Reviews documents and verifies them for compliance with actual processes.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 8 of 26
<i>Company name</i>	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Approves documents.

4.3 PLANT MANAGER

Ensures that all personnel are working with up-to-date editions of the documents of the Food Safety Management System and understand the use of them.

4.4 DOCUMENTATION DEPARTMENT

Develops styles and formats for the documents of the Food Safety Management System.

Issues new documents.

Controls document format, identification, content, approval, update, distribution, replacement, and removal.

Document tracking and archival.

Holds a master copy of all the Food Safety Management System documents.

Keeps up to date the Master Document List to ensure that current documents are available in locations where they are to be used.

Removes and destroys obsolete documents.

4.5 FOOD SAFETY DEPARTMENT

Advices on regulations and guidelines related to written procedures.

Checks if processes and documentation are in compliance with internal policies as well as regulations and guidelines.

Reviews and approves documents of the Food Safety Management System (FMS).

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 9 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

5 DESCRIPTION OF ACTIVITIES

All documents required by the Food Safety Management System will be controlled.

Adequate controls are be in place to:

- To review and approve documents for adequacy prior to issue.
- To review and update as necessary and re-approve documents.
- To ensure that changes and the current revision status of documents are identified.
- To ensure that relevant versions of applicable documents are available at points of use.
- To ensure that documents remain legible and readily identifiable.
- To ensure that documents of external origin, necessary for the planning and operation of the Food Safety Management System, are identified and their distribution is controlled.
- To prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

5.1 DOCUMENT TYPES

All documents of the Food Safety Management System conform to one the following standard document types:

- Food Safety Manual.
- Operational Procedures Manual.
- Procedure.
- Work Instruction (WI).

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 10 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

- Standard Operating Procedure (SOP).
- Food Safety Plan.
- HAPPC Plan.
- Policy.
- Flowchart.
- Form.
- Label.
- External document.

5.2 WRITING STYLE

Documents should be written in a concise, step-by-step, easy-to-read format. The information presented should be unambiguous and not overly complicated. The active voice and present verb tense should be used. The term "you" should not be used, but implied. The document should not be wordy, redundant, or overly lengthy. Keep it simple and short. Information should be conveyed clearly and explicitly to remove any doubt as to what is required. Also, use a flow chart to illustrate the process being described. In addition, follow the style guide used by your organization, e.g., font size and margins.

Documents should be written with sufficient detail so that someone with limited experience or knowledge of the procedure, but with a basic understanding, can successfully reproduce the procedure when unsupervised.

5.3 DOCUMENT FORMAT

5.3.1 FOOD SAFETY MANUAL FORMAT

The Food Safety Manual is prepared, reviewed and approved before its distribution.

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 11 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

The structure of the Food Safety Manual is the following:

- **Header** with: Company's Logo; Company's Name; Procedure Title; Manual ID number; Page number of total number of pages; Revision number; and Date of issue.
- **Cover Page** with Document Control (Superseded Document and Effective Date) and Document Approval (Names, signatures and dates of author, reviewers and approver).
- **Table of Contents.**
- **Purpose.** States the purpose of the document and what is to be accomplished.
- **Scope.** Describes the extent and boundaries of the document, such as physical locations, organizational units, activities and processes.
- **Terms and Definitions.**
- **Responsibility and Authority.**
- **Food Safety Policy.**
- **Food Safety Objectives.**
- **Documents of the Food Safety Management System.**
- **Processes of the Food Safety Management System.**
- **References.**
- **Forms.**
- **Attachments.**
- **Document Changes.**

5.3.2 PROCEDURE FORMAT

All Procedures are prepared, reviewed and approved before their distribution.

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 12 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

The structure of a Procedure is the following:

- **Header** with: Company's Logo; Company's Name; Procedure Title; Procedure ID number; Page number of total number of pages; Revision number; and Date.
- **Cover Page** with Document Control (Superseded Document and Effective Date) and Document Approval (Names, signatures and dates of author, reviewers and approver).
- **Table of Contents.**
- **Purpose.** States the purpose of the document and what is to be accomplished.
- **Scope.** Describes the extent and boundaries of the document, such as physical locations, organizational units, activities and processes.
- **Terms and Definitions.**
- **Responsibility and Authority.**
- **Description of Activities.**
- **References.**
- **Forms.**
- **Attachments.**
- **Document Changes.**

5.3.3 WORK INSTRUCTION FORMAT

All Work Instructions are prepared, reviewed and approved before their distribution.

The structure of a Work Instruction is the following:

- **Header** with: Company's Logo; Company's Name; Procedure Title; Work Instruction ID number; Page number of total number of pages; Revision number; and Date.

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 13 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

- **Cover Page** with Document Control (Superseded Document and Effective Date) and Document Approval (Names, signatures and dates of author, reviewers and approver).
- **Table of Contents.**
- **Purpose.** States the purpose of the document and what is to be accomplished.
- **Scope.** Describes the extent and boundaries of the document, such as physical locations, organizational units, activities and processes.
- **Terms and Definitions.**
- **Responsibility and Authority.**
- **Description of Activities.**
- **References.**
- **Forms.**
- **Attachments.**
- **Document Changes.**

5.3.4 FORM FORMAT

All Forms are prepared, reviewed and approved before their distribution.

The structure of a Form is the following:

- **Header** with: Company's Logo; Company's Name; Procedure Title; Form ID number; Page number of total number of pages; Revision number; and Date.
- **Cover Page** with Document Control (Superseded Document and Effective Date) and Document Approval (Names, signatures and dates of author, reviewers and approver).
- **Contents.**

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 14 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

- **Document Changes.**

5.4 DOCUMENT CONTROL

5.4.1 DOCUMENT IDENTIFICATION

All documents are identified through their title, document ID code, revision number and date, and effective date.

5.4.1.1 IDENTIFICATION OF A PROCEDURE, WORK INSTRUCTION, SOP

The ID code assigned to a procedure, work instruction and SOP has the following consecutive characters:

1. Two letters that identifies the type of document.
 - SP: if the document is a procedure.
 - WI: if the document is a work instruction or a SOP.
 - FO: if the document is a form.
 - PL: if the document is a plan.
 - ED: if it is an external document.
2. Three letters that identifies the type of management system.
 - QMS: if the document belongs to the Quality Management System. (QMS).
 - EMS: if the document belongs to the Environment Management System. (EMS).
 - FMS: if the document belongs to the Food Safety Management System. (FSMS).

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 15 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

- MMS: if the document belongs to the Medical Device Management System. (MDMS).
 - OMS: if the document belongs to the Occupational Health and Safety Management System. (OHSMS).
3. Three numerical digits specific for each of the following types of documents: procedure, work instruction, standard operating procedure (SOP), external document.

For example, the ID code of a PROCEDURE from the Food Safety Management System is: SP-FMS-xxx.

5.4.1.2 IDENTIFICATION OF A FLOWCHART, LABEL, AND FORM

The ID code assigned to a flowchart, label and form consist of:

1. The ID code of the document (procedure, work instruction, SOP) from which it derives.
2. Three numerical digits specific for each document (flowchart, label, form).

For example, the ID code of a FORM from the Food Safety Management System is: FO-FMS-xxxxxx.

5.4.2 DOCUMENT CREATION AND MODIFICATION

All new or revised documents pass through the document approval process known as the Document Change Request (DCR).

5.4.2.1 DOCUMENT CREATION

Overview of the document creation process:

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 16 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

1. Operation's supervisor submits a "Document Change Request" form to the Documentation Department.
2. Documentation Department.
Accepts or rejects the request for the creation of a FMS document and informs Operation's supervisor and Food Safety Department.
Assigns title, ID number and revision number to new document.
Asks Operation's supervisor to identify: final users, document author(s), and document reviewers.
3. Document author(s) develops a draft and distributes it for review to reviewers.
4. Document reviewers suggest changes.
5. Document author(s) implements suggested changes and distributes the new document to reviewers.
6. Document reviewers check the changes, sign the document and forward it to the Documentation Department.
7. Documentation Department sends the reviewed document to the approvers.

OPERATION'S SUPERVISOR

Operation's supervisor justifies and documents the need for the creation of a FMS document by filling in the "Document Change Request" form.

Operation's supervisor submits the "Document Change Request" form to the Documentation Department.

DOCUMENTATION DEPARTMENT

The Documentation Department reviews the request for the creation of a FMS document to check whether the same or similar document already exists in the Master Document

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 17 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

List.

The Documentation Department informs operation's supervisor and the Food Safety Department whether the request for the creation of a FMS document is accepted or rejected.

The Documentation Department approves the creation of a FMS document and assigns to it: "title", "document ID number", and "revision number".

The Documentation Department asks the operation's supervisor to define the users of the FMS document, identify the author(s) of the new document, and suggest suitable peers for review.

The Documentation Department sends the reviewed document to the designated approvers.

DOCUMENT AUTHOR(S)

FMS documents are written by individuals knowledgeable with the activity and the organization's internal structure. These individuals are essentially subject-matter experts who actually perform the work or use the process. A team approach is followed, especially for multi-tasked processes where the experiences of a number of individuals are critical and when the "buy-in" from potential users is required.

The document's author studies the actual process to be documented, collects inputs from peers and generates a DRAFT.

The document's author distributes the draft for review to reviewers.

Document author implements suggested changes and distributes the new document to reviewers.

DOCUMENT REVIEWERS

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 18 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Document reviewers assess suitability of the new document based on the following criteria:

- Compliance with actual processes.
- Level of detail.
- Usability.

Document reviewers use reference documents and other pertinent information upon which to base their review.

Concerns and changes are noted, discussed, and reconciled with authors.

After changes to the document have been made the reviewers sign and forward the document to the Documentation Department.

5.4.2.2 DOCUMENT MODIFICATION

Overview of the document modification process:

1. Operation's supervisor submits a "Document Change Request" form to the Documentation Department.
2. Documentation Department.
3. Accepts or rejects the request for the modification of a FMS document and informs Operation's supervisor and Food Safety Department.
4. Assigns revision number to the modified document.
5. Asks Operation's supervisor to identify: final users, document author(s), and document reviewers.
6. Document author(s) develops a draft with the changes and distributes it for review to the operation's supervisor and to reviewers.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 19 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

7. Document reviewers suggest changes.
8. Document author(s) implements suggested changes and distributes the new document to reviewers
9. Document reviewers check the changes, sign the document and forward it to the Documentation Department.
10. Documentation Department sends the reviewed document to the approvers.

Proceed as sated in **5.4.2.1 DOCUMENT CREATION.**

5.4.3 DOCUMENT APPROVAL

Document approval requires the following approvals:

1. Approval by the Documentation Department.
2. Approval by the Food Safety Department.
3. Approval by the Operation's Supervisor.
4. Approval by Managers.
5. Approval by Operations Director.

Document approvals are registered in the "Document Change Request" form and on the first page of the new or modified document.

Document revisions are reviewed and approved by the same people identified as the original reviewers.

5.4.3.1 DOCUMENT APPROVAL BY THE DOCUMENTATION DEPARTMENT

The Documentation Department reviews the FSMS document for compliance with documentation policies and formatting standards and makes corrections, if necessary.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 20 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

The Documentation Department forwards the corrected and approved FSMS document to the Food Safety Department.

5.4.3.2 DOCUMENT APPROVAL BY THE FOOD SAFETY DEPARTMENT

The Food Safety Department checks the FSMS document for compliance with regulations and organization's standards.

If there are no major deviations, the Food Safety Department can make minor changes, if necessary, and sign the FSMS document for release.

If major changes are required, the FSMS document will be sent back to the operation's supervisor, who will have to modify it accordingly.

The Food Safety Department forwards the corrected and approved FSMS document to the Documentation Department.

5.4.3.3 DOCUMENT APPROVAL BY THE OPERATION'S SUPERVISOR

The Documentation Department forwards the FSMS documents to the operation's supervisor for his/her approval.

After the QFSMS document has been approved by the Food Safety Department, the operation's supervisor approves the FSMS document and returns it to the Documentation Department.

5.4.3.4 DOCUMENT APPROVAL BY MANAGERS

The Operations Director determines which Area Managers must approve the FSMS document.

The Documentation Department forwards the FSMS documents to the designated Area Managers for their approval.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 21 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

The Area Managers forward the approved FSMS document to the Documentation Department.

5.4.3.5 DOCUMENT APPROVAL BY OPERATIONS DIRECTOR

It is up to the Operations Director to determine which FSMS document require his/her approval before its release and distribution.

The Documentation Department forwards the FSMS document to the Operations Director for his/her approval.

The Operations Director forwards the approved FSMS document to the Documentation Department.

5.4.4 DOCUMENT NOTIFICATION

Notification of new, revised or canceled documents are publicized in a transmittal notice to affected personnel through email.

5.4.5 DOCUMENT DISTRIBUTION

The Documentation Department keeps an original of each FSMS document for archiving.

The Documentation Department includes all FSMS documents in the organization's electronic documentation database.

All current FSMS documents are listed in the "Master Document List" form.

The Documentation Department ensures that only the latest revisions of documents are available to end users.

Only the Documentation Department can make copies of FSMS documents.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 22 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

Copies can only be made of original FSMS documents.

It is forbidden to make copies from copies of FSMS documents.

The Documentation Department can make two types of copies of original FSMS documents: controlled and uncontrolled copies.

5.4.5.1 CONTROLLED COPIES OF A FSMS DOCUMENT

The operation's supervisor informs the Documentation Department who will be using the FSMS document.

The Documentation Department distributes a copy of the FSMS document to operation's personnel as determined by the operation's supervisor.

The Documentation Department keeps a list of all people who has received a controlled copy of a QMS document in the "Controlled Document Distribution List" form.

All controlled copies of a QFSMS document are marked as "CONTROLLED COPY", numbered, and kept updated.

5.4.5.2 UNCONTROLLED COPIES OF A FSMS DOCUMENT

Uncontrolled copies of FSMS documents may be issued to organizations, customers, consultants, and suppliers at the discretion of the Food Safety Department.

All controlled copies of a FSMS document are marked as "UNCONTROLLED COPY, CURRENT WHEN ISSUED", issued upon request and are not updated.

5.4.6 TRAINING OF END USERS

The operation's supervisor arranges the training of users of the FSMS document.

The end users are trained on the purpose, scope, responsibilities, procedure and

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 23 of 26
<i>Company name</i>	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

documentation requirements.

5.4.7 DOCUMENT USE

The use of new or modified documents occur only after: notification, distribution, appearance in the Master Document List, and training of end users.

5.4.8 DOCUMENT REVISION AND UPDATE

FSMS documents need to remain current to be useful. Therefore, whenever a change occurs in any of the FSMS processes, documents are updated and re-approved.

Users of a FSMS document monitor effectiveness and accuracy of the FSMS document and suggest changes, if necessary, by filling in the "Document Change Request" form.

In order to revise and update a FSMS document follow the process described in sections: **5.4.2 Document Creation and Modification** and **5.4.3 Document Approval**.

The changes made in revised documents are clearly indicated in the section Document Changes of each FSMS document.

5.4.9 DOCUMENT REVIEW

The Documentation Department reviews each FSMS document for accuracy and compliance with organization's requirements, every 2 years and initiates updates if necessary.

Updated FSMS documents will be re-approved.

In order to revise and update a FSMS document follow the process described in sections: **5.4.2 Document Creation and Modification** and **5.4.3 Document Approval**.

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 24 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

5.4.10 OBSOLETE DOCUMENT CONTROL

If a FSMS document describes a process that is no longer followed, it is withdrawn from the work areas and points of use, removed from the Master Document List and included in the Obsolete Documents List.

When a document of the FSMS is re-issued, all copies of the superseded document are retrieved from all work areas and points of use.

The Documentation Department decides whether to retain a copy of the superseded document for reference. Any obsolete document not destroyed is clearly marked "OBSOLETE DOCUMENT" or "SUPERSEDED DOCUMENT" in red.

All other copies of the obsolete document are destroyed so that they cannot be used.

It is the responsibility of all employees to destroy obsolete documents found in their work areas.

Obsolete documents are removed from the Master Document List and included in the Obsolete Documents List.

5.4.11 DOCUMENT RETENTION AND ARCHIVAL

The organization shall define the period for which at least one copy of obsolete controlled documents shall be retained and archived. This period shall ensure that documents to which products have been manufactured and tested are available for at least the lifetime of product as defined by the organization, but not less than the retention period of any resulting record , or as specified by relevant regulatory requirements.

5.4.12 CONTROL OF RECORDS

Records are established and maintained to provide evidence of conformity to

<i>Company logo</i>	DOCUMENT MANAGEMENT	Page 25 of 26
<i>Company name</i>	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

requirements and of the effective operation of the Food Safety Management System.

Records are identifiable, traceable, legible, retrievable, retained as appropriate and safely stored.

All records are safely stored at the Documentation Department.

Records are listed in the Master Document List.

5.4.13 CONTROL OF CHANGES TO RECORDS

Changes made to record entries shall not obscure previously recorded information.

Simply cross out the wrong entry so that it is apparent what the error was.

Handwritten changes to record entries are clearly marked, initialed and dated by personnel authorized to make changes to the records.

5.4.14 CONTROL OF EXTERNAL DOCUMENTS

Documents from external sources are controlled using the Master Document List.

6 REFERENCES

<i>Company logo</i> <i>Company name</i>	DOCUMENT MANAGEMENT	Page 26 of 26
	SP-FMS-001	Revision #: 0 Date (mm/dd/yyyy):

7 FORMS

Form ID number	Revision #	Title
FO-FMS-001001	0	Controlled Document Distribution List
FO-FMS-001002	0	Document Change Request
FO-FMS-001003	0	Master Document List
FO-FMS-001004	0	Obsolete Document List

8 ATTACHMENTS

9 DOCUMENT CHANGES

9.1 DOCUMENT CHANGES IDENTIFICATION

Revision #	Description of Change	DCR #	Effective Date (dd/mm/yyyy)

9.2 REASON FOR CHANGES

Change justification is detailed in the Document Change Request form.