	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
HACCPEuropa.com		Issued by:	
		Approved by:	
	Documentation Control Management	Issue date:	
		Approval date:	
		Page: 1 of 3	

PURPOSE: To ensure that documents are controlled when drawn up, amended and distributed.

RESPONSIBILITY:
The Manager is responsible for, issuing, amending and distributing quality documentation and for nominating personnel to document aspects of the quality system. The Manager is responsible for approving all documentation.

INSTRUCTIONS:

Preparing Documentation:
1. Write / type the procedure required in point form.
2. The procedure is checked against the standards to ensure it is adequate and complies with the applicable requirements of the standard.
3. Where the procedure is not adequate or does not comply with the standards, a meeting is chaired by the Manager is convened with the relevant Manager(s) / staff to decide on the procedures required in order to comply with the standard.
4. When the procedures have been written a draft issue of the document can be circulated. The draft copy is issue A.
5. When the procedure has been agreed, the Quality or Technical Manager approves the document. It is issued according to the procedures listed in section Control of Quality Documentation.
6. The format of the document is it all times held in a controlled state and is password protected to avoid any unauthorised amendments.

Preparing Records:
1. Draw up the Record as required.
2. Take the next appropriate reference number.
3. Save the document format into the relevant Records section, ensuring at all times it is password protected.
4. Print the record and discuss the record with the relevant personnel who will be using the record either for recording on or checking information.
5. When the Technical Manager has approved the record, the Manager records the change in the appropriate section of Quality Records Issue Status and dates for the date of issue of the record.
6. The issue status is added to the end of the ref no. as '/00'.

	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
HACCPEuropa.com		Issued by:	
	Documentation Control Management	Approved by:	
		Issue date:	
		Approval date:	
		Page: 2 of 3	

Control of Documentation
1. When a document has been approved by the nominated person it is given the issue number 1, subsequent issues are given issue number 2, 3, etc.

2. Access to the documentation format files held on computer are password controlled (read-only).
3. The approval signature and "Controlled document" are placed on the cover sheet for the manuals.
4. Approval of all documents will be indicated by the Approval signature in the 'Approved By' section on amendment history record or at the top of each page in the quality procedures as appropriate.
5. Each page is controlled by date, issue number, section / ref. number, copy number and page number in the page header.
6. The Manager holds a Controlled copy of the document, all other personnel listed in the Distribution List of each manual have electronic assess only.

Amendments to Documentation:
1. Amend the required details in the section / reference as required, highlight the amendments, delete highlights on previous amendments and change the issue number to the following number.
2. Print a draft copy for discussion with the Manager responsible for the area and the Manager for approval.
3. When an amendment is made to a section / reference the whole section / reference is reissued.
4. When an amendment has been completed, the section is password protected to ensure no unauthorised amendments can be made to the document.
5. Any controlled copies of the amended pages are retrieved by the Manager and destroyed.
6. The obsolete pages are replaced with the amended procedure in each copy.

Completion of Documentation
The Manager responsible for the recording the information on the record is responsible for ensuring that all records are completed and stored as required.

When completing records adhere to the following rules:

1. Fill in the details on the record legibly.
2. Complete the record, do not leave blanks. Put N/A where the question is not applicable.

	QUALITY SYSTEMS MANUAL	Issue: 1	Ref No:
HACCPEuropa.com		Issued by:	
	Documentation Control Management	Approved by:	
		Issue date:	
		Approval date:	
		Page: 3 of 3	

3. Do not use tippex, cross out the mistake, initial it and write the correct detail beside it.
4. Store the record in its designated location
5. Records can not be completed retrospectively

The Manager responsible for the record is responsible for maintaining it for the required retention time, and may destroy the records at their discretion. Records that are not in use but are within their retention time may be stored in the designated area.

DOCUMENTATION RETENTION:
The records applied to this procedure are to be kept on file for a minimum of 3 years.

AMENDMENT RECORD SHEET

Amendment Record Sheet			
Issue No	**Date**	**Revised Issue Details**	**Revised by**