

<i>HACCP</i> Europa.com	<b>QUALITY SYSTEMS MANUAL</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Specifications Approval Management</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
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**PURPOSE:** Specifications for the customer are agreed in order that the product supplied by the company meets their requirements. Each order placed with the company is reviewed to ensure that the company has the capability to meet it.

**RESPONSIBILITY:** The Department Managers is responsible for ensuring this procedure is communicated and adhered to by all staff. The Technical Manager is responsible for agreeing the specifications with the customers. The Technical Manager is responsible for implementing the specification requirement throughout the quality system.

**INSTRUCTIONS:**

**Finished Product / Customer Specifications**

1. The customer provides a specification.
2. The Technical Manager reviews all details in the specification for completeness and compatibility with the present system in the company.
3. Where the company requires any changes to be made to the customer specification the Technical Manager is responsible for discussing any differences between the company's procedures and requirements and the customer requirements with the customer.
4. The Technical Manager approves and signs the customer specification or, in the case of electronic systems, ensures that a specification has been electronically submitted and approved.
5. For every new and updated specification the Technical Manager is responsible for ensuring that the company carries out all requirements and where appropriate are included in the company's documentation system.

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6. Specifications shall be adequate and accurate and shall ensure compliance with relevant safety and legislative requirements.
7. Manufacturing instructions shall comply with recipes as detailed in agreed customer specifications and shall be implemented.
8. All relevant Managers and staff must be informed of the new / amended customer specification.
9. Current specifications are logged on the relevant customer folder on computer database. It is the responsibility of the Technical Manager to ensure that this record remains current.

### **Raw Material / Supplier Specifications**

The supplier management shall ensure that company requirements are determined and are met with the aim of enhancing company satisfaction. Company need confidence that the organization produces under controlled conditions.

1. The Technical Manager is responsible for agreeing a specification or letter of agreement for the product with the supplier.
2. Where the company requires any changes to be made to the raw material specification the Technical Manager is responsible for discussing any differences between the company's requirements and the supplier's capability.
3. The Technical Manager approves and signs the raw material specification or, in the case of electronic systems, ensures that a specification has been electronically submitted and approved.
4. Specifications shall be adequate and accurate and shall ensure compliance with relevant safety and legislative requirements.
5. Manufacturing instructions shall comply with recipes as detailed in agreed customer specifications and shall be implemented.

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6. The Technical Manager is responsible for ensuring that raw material specification is signed off by supplier representative.
  
7. For every new and updated specification the Technical Manager is responsible for ensuring that the supplier carries out all requirements and where appropriate are included in the supplier's documentation system.

**MONITORING:**

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

**VERIFICATION AND RECORD KEEPING:**

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

**RECORDS APPLIED TO THIS PROCEDURE:**

- Internal Audit records

**DOCUMENTATION RETENTION:**

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