	STANDARD OPERATING PROCEDURE	Document No. : ORG/QA/01
		Issue No. : 01
	CONTROL OF DOCUMENTS	Issue Date : / /
		Revision No. : 00
		Superseded : N/A
		Review Date : 3 Years from Issue Date
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1. PURPOSE

To define a systematic approach for the creation, review, approval, issuance, distribution, revision, and control of all documents to ensure that only current, approved, and relevant versions are available at points of use, while preventing unintended use of obsolete documents.

2. SCOPE

This SOP applies to the control of all internal and external documents related to quality, food safety, and operational processes within the organization. It covers the creation, review, approval, issuance, distribution, revision, retrieval, and archival of documents in both hard copy and electronic formats. This includes, but is not limited to, Standard Operating Procedures (SOPs), Work Instructions (WI), Formats, Specifications, Policies, Manuals, and applicable External Documents such as Regulatory Standards, Customer Specifications, and Supplier Documents.

3. DEFINITIONS

- **Document** – Any information and its supporting medium (e.g., SOPs, WI, specifications, formats).
- **Record** – Evidence of results achieved or activities performed (e.g., filled in log sheets).
- **Controlled Document** – A document that is reviewed, approved, version-controlled, and officially issued.
- **Revision** – A revision refers to any minor modification, update, or change made to an existing document after its initial release.


4. RESPONSIBILITIES

This section defines the roles and responsibilities for the preparation, review, approval, issuance, control, and maintenance of documents within the organization to ensure effective implementation of the document control system.

4.1 Document Owner: (e.g., QA / Production / Engineering)

- 4.1.1 Prepare and update SOPs, WI, and formats related to their function.
- 4.1.2 Ensure technical accuracy and process relevance.
- 4.1.3 Initiate document revision when required.

Prepared By (Deptt. Representative)	Reviewed By (HOD)	Reviewed By (FSTL)	Approved By (QA Manager)
Sign with Date:	Sign with Date:	Sign with Date:	Sign with Date:

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4.2 Quality Assurance (QA) / Food Safety Team Leader (FSTL)

4.2.1 Review documents for:

4.2.1.1 Compliance with food safety standards (FSSC 22000, GMP).

4.2.1.2 Regulatory and customer requirements.

4.2.2 Ensure proper document numbering, format, and version control.

4.2.3 Maintain the Master List of Documents.

4.2.4 Control distribution and retrieval of documents.

4.3 Head of the Department (HODs)

5. PROCEDURE (DOCUMENT CONTROL LIFECYCLE)

5.1 IDENTIFICATION OF NEED

5.1.1 The need for document creation or revision shall be identified in context of new operation, new product, process improvements, internal audit findings / NCs, customer requirements, regulatory changes or any other changes which will impact food safety.

5.1.2 All changes shall be initiated through a Change Request Form, **CRF/DEP/YYYY/XX** by the user.

5.2 DOCUMENT DRAFTING

All system documents except Food Safety Management System manual originate from the user department and are drafted as per the procedure laid in procedure **ORG/QA/01**, thereby keeping the ownership of the document with the concerned department only. However, Food Safety Team Leader shall be consulted by user department to ensure the adequacy of the applicable standard and regulatory requirements.

5.2.1 Document Numbering System

A unique numbering system shall be followed for nomenclature of the documents.

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