[Organization logo]

[Organization name]

PROCEDURE FOR FOOD PROCESSING

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

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Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

Commented [9A2]: If you want to find out more about production and service provision and operational controls, see these articles:

- Managing production and service provision using ISO 9001 https://advisera.com/9001academy/blog/2017/11/21/managing-production-and-service-provision-using-iso-9001/
- ISO 9001:2015 clause 8.5 Product realization – Practical examples for compliance https://advisera.com/9001academy/blog/2015/11/03/iso-90012015-clause-8-5-product-realization-practical-examples-for-compliance/
- How does ISO 9001 property clause 8.5.3 reflect on software https://advisera.com/9001academy/blog/2018/03/23/how-does-iso-9001-property-clause-8-5-3-reflect-on-software/
- ISO 9001 requirements for the release of the product or service https://advisera.com/9001academy/blog/2017/03/28/iso-9001-requirements-for-the-release-of-the-product-or-service/
- Defining and implementing operational control in ISO 14001:2015 https://advisera.com/14001academy/blog/2016/04/11/defining-and-implementing-operational-control-in-iso-140012015/

Commented [9A3]: To handle documents in an ISO-compliant Document Management System, use Conformio: http://advisera.com/conformio

Commented [9A4]: You can attend these free on-line training courses to learn more about ISO 9001:2015 & ISO 14001:2015 implementation:

- ISO 9001:2015 Foundations Course https://training.advisera.com/course/iso-90012015-foundations-course/
- ISO 14001:2015 Foundations Course https://training.advisera.com/course/iso-14001-foundations-course/

Commented [9A5]: Adapt to the existing practice in organization.

Commented [9A6]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this procedure is to describe food processing according to demanded quantity and deadlines, in line with the request for product quality, according to customer request, as well as the environmental and OH&S operational controls (set of applied technical solutions and/or procedures, working instructions, and working criteria) needed for control of an activity, product, or service that generates significant environmental aspects and hazards

The procedure is applied in realization of the food processing.

Users of this document are persons responsible for the food processing in [organization name].

Commented [9A7]: Delete if organization doesn't provide services.

2. Reference documents

- ISO 9001:2015 standard, clauses 8.5; 8.6
- ISO 14001:2015 standard, clause 8.1
- ISO 45001:2018 standard, clause 8.1
- Procedure for Document and Record Control
- Procedure for Competence, Training and Awareness
- Procedure for Purchasing and Evaluation of Suppliers
- Procedure for Design and Development
- Warehousing Procedure
- Procedure for Management of Nonconformities and Corrective Actions
- Procedure for Equipment Maintenance and Measuring Equipment
- [Work instruction manuals]
- [HACCP Procedure]

Commented [9A8]: List the names of instruction manuals used in this process.

Commented [9A9]: Delete if HACCP is not implemented in the organization.

3. Product realization

3.1. Product realization planning

3.1.1. Making production plan

According to demand of products and volume of production in previous period, [CEO] together with [illegible]

Commented [9A10]: E.g. Production Manager

[illegible]

- *Availability of information that defines product characteristics*

  [illegible]

  For project-based production and individual production according to customer request, information about product characteristics is defined in [document name].

Commented [9A11]: E.g. Product Specification, law and regulatory requirements, instructions, catalogues, etc.

Commented [9A12]: Delete if there is no cyclic production.

Commented [9A13]: E.g. Customer Request, Project Task, etc.

Commented [9A14]: Delete if organization doesn't perform this type of production.

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- *Defining resources for production*

  [redacted]

  [Job title] creates the Quality Plan, which defines necessary activities of verification, monitoring, measuring, controlling and testing the product.

- [redacted]

  [redacted]

- *Usage of adequate equipment*

  [redacted]

  If requirements for equipment maintenance and working environment are specified by the customer or legal and regulatory requirements, [job title] is responsible for complying with such requirements.

- *Conducting measuring and monitoring*

  [redacted]

3.1.2. Creating work order

For each individual batch, [job title] creates [Work Order] which defines all activities to be executed during production, responsibility for each activity, deadline, as well as raw materials needed.

[redacted] during product realization. Quality objectives, requests for product and criteria for accepting product are stated in the Product Specification made by [job title].

3.2. Food processing

Production is executed in controlled working conditions, which implies compliance with all technical [redacted] Codex Alimentarius.

Commented [9A15]: E.g. Production Manager

Commented [9A16]: Work instructions are needed for more complex activities that have precisely defined order of execution operations and/or appropriate measuring is needed. They can be in form of Quality Plans, Flowcharts, drawings, etc.

Commented [9A17]: E.g. Maintenance Operator

Commented [9A18]: E.g. Production Manager

Commented [9A19]: E.g. Head of maintenance department

Commented [9A20]: E.g. Production Manager, Technology Engineer, etc.

Commented [9A21]: Other records can be defined as addition to Quality Plan, e.g. records for monitoring temperature, pressure, humidity, etc.

Commented [9A22]: E.g. Production Plan, Customer Request, Project, etc.

Commented [9A23]: E.g. Production Manager

Commented [9A24]: Delete if clause 8.3 of ISO 9001:2015 is excluded.

Commented [9A25]: E.g. Warehouse Manager

Commented [9A26]: E.g. Production Manager

Commented [9A27]: E.g. Production Manager

Commented [9A28]: All the steps and sub-sections can be edited or deleted in order to be aligned with the production process in the company.

Commented [9A29]: This refers to law and legal requirements.

Commented [9A30]: Adapt to organization needs and legal and other requirements.

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Controlled working condition mean that all equipment and facilities are adequate to food processing.

Commented [9A31]: E.g. application of HACCP principles.

[redacted]

3.2.1. *Raw food material preparation*

Raw material is being transported by [job title] from warehouse to production facility. [Job title] is [redacted]

[Job title] is responsible to prepare raw materials in order to be suitable for further processing. The preparations of the raw materials include:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Commented [9A32]: Adapt to organization practice.

3.2.2. *Raw food material processing*

[Job title] receives the raw materials and initiate technological process according to Product Specification and Production Plan. [Job title] is responsible to ensure that the following processing activities are carried out as prescribed in the Product Specification:

- [redacted]
- [redacted]
- [redacted]

Commented [9A33]: E.g. portioning, shaping, etc.

Commented [9A34]: E.g. adding additives

Commented [9A35]: E.g. backing, heating, freezing, cooling, etc.

[Job title] monitors the parameters given in the Product Specification. If the process values exceed [redacted]

Commented [9A36]: E.g. temperature, humidity, etc.

3.2.3. *Identification and traceability*

Commented [9A37]: Adapt to organization practice.

[Job title] must identify the product through the entire production process and define methods of identification and enter them in the Record of Traceability.

Commented [9A38]: E.g. serial number, Work order ID, bar code, software ID, expiring date, production date, labeling, accounting documentation, etc.

Commented [9A39]: Or Production Registry.

3.2.4. *Validation of production and service provision*

Commented [9A40]: Delete if there are no processes that require validation; see Integrated Management System Manual.

[redacted]

Commented [9A41]: For example the presence of the microorganisms cannot be verified for each product, but the baked temperature above 70°C ensures the absence of the microorganisms.

Where appropriate, as part of validation, [job title] must determine:

- [redacted]
- [redacted]
- [redacted]

Commented [9A42]: This is entered in Quality Plan.

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- Records needed to provide evidence of controlling parameter
- Need for revalidation

[Job title] creates records needed to provide evidence that realization processes and resulting products meet predefined requests.

[Job title] enters data about validation in the Production Plan, which demonstrates the capability of the process to accomplish planned results.

3.2.5. *Packaging and transport*

The products are cooled in the storage prior to packaging. The products and the packaging are feed to packing machine and [job title] is responsible for control of packaging process including sanitation and hygiene procedures. In case of any deviation, [job title] is authorized to initiate corrective actions. Once the product is packed, [job title] transports it to warehouse.

During transportation of the product to the customer, [job title] is responsible for maintaining transport condition required by the product and for hygiene and sanitation of the transportation vehicle.

3.2.6. *Customer property*

[Job title] is responsible for identification, verification, and protection of customer or sub-contractor property that is given for use or implementation in a product or service. If customer or external provider property is lost, damaged, or is some other way unfit for use, [job title] notifies the property owner using Notification to Customer about Changes on the Property.

3.2.7. *Control of changes*

[Job title] reviews and controls changes for production in order to ensure continuing conformity with the requirements and enters changes in the Production/Service Change Review Record.

3.2.8. *Product release, delivery and activities after delivery*

[Job title] is responsible for determining, at appropriate stages, by which degree the product requirements are met regarding Product Specification and customer requirements. If requirements are met, [job title] confirms fulfillment of requirements by signing Record of Product Service Conformance and approving shipment. Products that don't meet the requirements are handled according to the Procedure for Managing Nonconformities and Corrective Actions.

[Job title] ensures that the release of products and services to the customer will not proceed until planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, as applicable, by the customer.

[Job title] defines the extent of post-delivery activities that are required, considering:

- Statutory and regulatory requirements
- The potential undesired consequences associated with the products
- The nature, use, and intended lifetime of the products

Commented [9A43]: This is entered in Quality Plan.

Commented [9A44]: This is done when previous validation didn't give expected results.

Commented [9A45]: Adapt to organization.

Commented [9A46]: Adapt to organization practice.

Commented [9A47]: Adapt to organization practice, exclude the section if the organization does not execute this activity.

Commented [9A48]: This can be deleted if organization doesn't use Customer Property. See Integrated Management System Manual.

Commented [9A49]: Adapt to organization practice.

Commented [9A50]: Adapt to organization practice.

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- [redacted]
- [redacted]
- [redacted]

During servicing activities, [job title] is obligated to initiate correction of non-conformance using the [redacted]

3.3. Product preservation

[Job title] is responsible for preservation of product during production and internal transport of product.

[redacted]

[Job title] is responsible for preservation of product during transport.

3.4. Resolving non-conformities

If a non-conformity of process or product occurs, the person who discovered the non-conformity notifies [job title], who acts according to the Procedure for Control of Non-Conforming Product.

[redacted]
Procedure for Corrective and Preventive Actions, but can't change technological parameters.

3.5. Environmental operational controls

[redacted]

- Guideline for Waste Management

3.6. OH&S Operational controls

[Job title], according to the Procedure for Hazards Identification and Addressing OH&S Risks and Opportunities, identifies the need for control of operations that could significantly impact the [redacted]

4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention	Location	Protection	

Commented [9A51]: This should be deleted if organization is only service oriented.

Commented [9A52]: E.g. Production Manager

Commented [9A53]: E.g. Warehousing Manager

Commented [9A54]: E.g. Driver

Commented [9A55]: E.g. Shift Leader

Commented [9A56]: Adapt to organization's needs.

Commented [9A57]: SOPs can be found as appendices to this procedure.

Commented [9A59]: Adapt the information in this column to the normal practice in your company.

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		time			
Product Specification	PR.13.3.1	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location]	[job title]
Record of Product/Service Conformance	PR.13.3.2	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location]	[job title]
Quality Plan	PR.13.3.3	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location]	[job title]
Notification to a Customer about Changes on his Property	PR.13.3.4	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location]	[job title]
Record of Traceability	PR.13.3.5	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location	[job title]
Production/Service Change Review Record	PR.13.3.6	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location	[job title]
Production Plan	PR.13.3.7	2 years	[office of Production Manager]	Records are stored in file cabinet [describe name/location	[job title]
Production Registry	PR.13.3.8	2 years	[office of Production	Records are stored in file cabinet	[job title]

Commented [9A58]: Adapt the information in this column to the normal practice in your company.

Commented [9A60]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A61]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A62]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A63]: This document is unnecessary if organization doesn't store and work with customer property.

Commented [9A64]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A65]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A66]: If the record is in electronic form, write the name of the folder on Production Manager computer.

Commented [9A67]: If the record is in electronic form, write the name of the folder on Production Manager computer.

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			Manager]	[describe name/location	
[Existing HACCP procedures and records]					

Commented [9A68]: If the record is in electronic form, write the name of the folder on Production Manager computer.

5. Appendices

- Appendix 1 – Product Specification
- Appendix 2 – Record of Product/Service Conformance
- Appendix 3 – Quality Plan
- Appendix 4 – Notification to a Customer about Changes on his Property
- Appendix 5 – Record of Traceability
- Appendix 6 – Production/Service Change Review Record
- Appendix 7 – Production Plan
- Appendix 8 – Production Registry

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