

Document and Data Control

Managing Document and Data Control as part of the Quality Management System

Development

To define detail, scope and purpose.

Development

This information can be used to develop food safety and quality programs that meet the requirements of modern Regulatory, Customer and Industry Standards:

- We take the time to explain the expectations and requirements of food safety and quality compliance as these relate to your food safety and quality programs.
- You may choose to use our Premium Resources to build, enhance or upgrade your food safety and quality program.
- We encourage you to share this webpage with any food compliance associates and peers you believe may benefit from our commitment to providing our users with user-friendly information and resources to achieve superior Food Compliance Culture.
- We welcome your suggestions for additions of general or specific content through the haccp.com Contact Page.

Key Definitions for Document and Data Control

- Amendment Register: A register used to record changes made to specified documents, including the document name, number or code, current document date, details of the amendment and the document approver.
- Backup: In information technology, a backup, or the process of backing up, refers to making copies of data so that these additional copies may be used to restore the original after a data loss event. These additional copies are typically called backups.
- Data: A collection of facts from which conclusions may be drawn through the qualitative or quantitative attributes of a variable or set of variables.
- Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services that customers receive.
- Document Register: A register of current controlled documents that records details such as the document name, number or code, location and current version date.
- Record: A record proves that some type of required food safety and quality system action took place. Sometimes documents become records. For instance, Management Review Minutes become the record that a Management Review has taken place.
- Version Control: The process of identifying each issue of a document so that only the current, approved version is in use and superseded versions are withdrawn or clearly marked.

Document and Data Control Development

When considering the development, documentation, and implementation of Document and Data Control within food safety and quality management systems, the following information should be considered to ensure effective outcomes:

About Document and Data Control



Controlled documents give staff confidence that they are using the current version.

Document control is one of the most critical components of the quality management system. Effective document and data control ensures that a food business can be confident that it is using the current version of a document, and the information contained in these documents has been approved by management.

All documents related to operational food safety and quality programs must be managed appropriately and must be accessible for the verification of the operational scope of the program.

The general requirement for effective document control is for each page to be authorised, and to include an issue date. All documents and monitoring and verification forms should be available in a digital format and may be photocopied from an original as required. All used forms and documents must be archived, recycled, or destroyed appropriately.

Procedural and policy documents must be available for general use in a read-only format. Copies of this material may be printed, but general access to the alteration of such material must be strictly governed. The review of documents and records must be undertaken at programmed intervals to verify the operation of the food safety program.

The Food Safety and Quality Management System should include specific requirements for Documentation and Data Control, which may include:

- Responsibility and procedures for the management and integrity of Records, Standard Operating Procedures, and Work Instructions;
- Responsibility and procedures for amendments to documentation, general document and data control, handling, and storage;
- Responsibility and procedures for how documents and data are protected from damage or loss;
- Responsibility and procedures for how long documents and data are retained. The retention time for documents should be at least until the shelf-life expiry of the related products, until any reasonable point at which consumers would be expected to have used or disposed of the product, or as required by legislative or industry requirements;
- Responsibility and procedures for the communication of relevant safety, quality, industry, and statutory information to staff and senior management;
- Considerations of legal privilege and confidentiality of all documents and data applicable to every food business, including personnel privacy requirements.

Document registers and Amendment registers are commonly used to verify documentation control.

In an age where computers play a leading role in the management of data and digital information, systems must be implemented and maintained to ensure digital data is protected against loss or corruption. Such data may be securely managed through the implementation of structured system backups, which include defined contacts and responsibilities.

Where an external contracted data or document storage service provider is used, the service provider should be managed through the approved supplier process to ensure appropriate outcomes.

Documentation and records associated with any food business operation should be maintained and retained for a period that exceeds the shelf life of the product, including where final product customers may extend the product's shelf life. These may include documentation and records for HACCP monitoring, processing, production, and distribution. Food industry or regulatory standards may also specify the timeframes for document and record

retention commensurate with the products or processes involved. Defined timeframes should also be allocated for the retention and control of obsolete or superseded digital data or files.

What is Data and Documentation?



Digital data needs structured backups to protect against loss or corruption.

Documentation is data presented in a form that is meaningful to the recipient. It adds to knowledge and is relevant to the situation. Two types of documentation are policies and procedures. A document requires control if it provides guidance or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services customers receive.

Data becomes documentation when it is transformed to communicate meaning or knowledge, ideas, or conclusions. By itself, data is meaningless. The attributes of an effective sample of documentation include accuracy, form, frequency, scope, origin, and time. Attributes of any set of documentation are relevance, completeness, and timeliness. In the context of contemporary food safety and quality systems, the term documentation may also be used broadly to include records and digital data.

Food Safety Program Requirements

The requirements of any science-based Food Safety Management System include, but are not limited to, the following systemic examples to ensure adherence to relevant legislative requirements and food industry sector guidelines.

Elements that are common to any quality management system include:

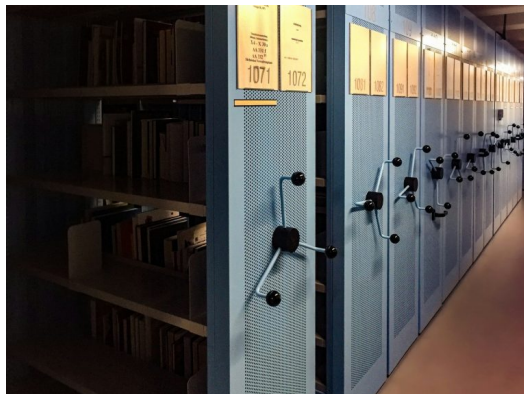
- Policy;
- Structure;
- Training;
- Awareness;
- Responsibility;
- Communication;
- Documentation; and
- Verification.

Documentation and Record-Keeping requirements for:

- Packaging and labelling procedures that meet current and relevant legislation. Food standards legislation within the country in which the product is intended to be sold must also be considered;
- Written requirements for potentially unsafe production items;
- Preparation or plating time and temperature records;
- Cook chill time and temperature records;
- Holding or display time and temperature records;
- Documented production process training for specified personnel;
- A nominated position responsible for monitoring production process procedures for preparation or plating times

and temperatures, cook chill times and temperatures, and holding or display times and temperatures.

Storage of Testing Records and Reports



Archives should be organised so that records can be retrieved quickly and securely.

As with any management system, Good Laboratory Practices rely on well-developed document and record control procedures to ensure traceability and appropriate outcomes.

The following requirements should be considered regarding the storage of testing records and reports:

- Record and report archives should be designed and equipped for the accommodation and the secure storage of all relevant notes, data, and outcomes of tests conducted, including final reports, quality assurance verification activities, and samples and specimens where applicable. Materials stored in such archives should be appropriately indexed to facilitate orderly storage and rapid retrieval when required;
- Only personnel authorised by management should have access to storage archives;
- Movement of material in and out of the archives should be recorded to ensure traceability of items;
- All relevant records and reports should be retained for the period specified by the appropriate authorities or customers.

Training Matrix and Training Records



Training records show who has been trained, on what, and when.

A record of training should be kept for every employee that undergoes training no matter how short the employment term is. Each record should detail the type of training given, the date, and a brief outline of content and signatures of both the trainer and the trainee. Copies of any relevant formal training an employee has undergone externally should also be kept in the training record. Training records should be kept on file for the lifetime of an employee, or as otherwise required by legislation.

A training matrix is a useful document to track and summarise all employees against all the different types of training that may be given. Degrees of competency may also be captured in a training matrix.

Signage

Signage is an important part of the communicative processes within any food business and can further enhance the consistent application of high-level outcomes. As with other system elements, Signage should also be controlled in a manner that ensures it is accurate and represents current requirements. Signage should be managed similarly to how other system documentation is managed.

Examples of ways in which this may be achieved may include:

- Maintaining a site-wide Signage register showing locations in which Signage is displayed;
- Conducting scheduled audits of Signage to ensure it is current and relevant;
- Ensuring Signage related to the Food Safety and Quality Program is updated whenever related systemic elements and requirements are updated.

External Documentation



Controlled documents should be stored so that current versions are easy to identify.

External Documentation must also be controlled to ensure available versions are current. This is commonly facilitated by including the Name and Version of External Documentation within site Document Register formats.

Examples of External Documentation may include:

- Customer Specifications;
- Chemical Safety Data Sheets;
- Food Safety Validation References;
- Industry, Customer, and Regulatory Standards and Guidelines.

Amendment Registers should also be updated to show where updates to External Documentation have been facilitated.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Development requirements in relation to their items.

Regulatory and Industry References

The following references provide further guidance on documented information and record control within food safety and quality management systems. Always confirm the current edition before relying on them:

- ISO 22000:2018, Food safety management systems: Requirements for any organization in the food chain (International Organization for Standardization), which includes requirements for documented information;
- ISO 9001, Quality management systems: Requirements (International Organization for Standardization), which includes requirements for the control of documented information;
- Codex Alimentarius Codes of Practice, including the General Principles of Food Hygiene (CXC 1-1969), which includes requirements for documentation and records.

Document and Data Control Development Key Points

- Document and Data Control programs must be developed to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The Senior Management of your business is committed to providing adequate resources for the development of your Document and Data Control program;
- Should you require additional resources for the development of Document and Data Control program elements, please discuss this with the relevant Senior Management representative;
- A properly developed Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly developed Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Documentation

To establish the developed detail in a viewable format to facilitate information.

Documentation

Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services that customers receive.

Documented policies, procedures, work instructions, and schedules form the basis of any food safety and quality management system. The following documentation formats may be considered to ensure ongoing compliance with specified requirements for Document and Data Control:

- Document and Data Control policy;
- Document and Data Control development procedures;
- Document and Data Control implementation procedures and work instructions;
- Document and Data Control monitoring procedures;
- Document and Data Control corrective and preventative action procedures;
- Document and Data Control verification schedule;
- Document and Data Control verification procedures;
- Document and Data Control validation schedule;
- Document and Data Control validation procedures;
- Document and Data Control training procedures.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Documentation requirements in relation to their items.

You may wish to visit the Document and Data Control Templates section of haccp.com for examples of Document and Data Control documentation, record, and resource formats commonly applied within food safety and quality systems.

Document and Data Control Documentation Key Points

- Document and Data Control programs must be documented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- All documented Documents and Data Control program elements must be controlled to ensure compliance;
- Key documented Document and Data Control program elements should be available to your business team at all times to ensure they can facilitate required tasks;
- A properly documented Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly documented Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and

requirements.

Implementation

To facilitate the application of the documentation.

Implementation

Implementation: Implementation is the application of documented food safety and quality system elements into the actual business operation.

The implementation of Document and Data Control within any food business requires genuine commitment from senior management, staff, and visitors to ensure the nominated goals of implementation are achievable on an ongoing basis. It is a step that requires significant planning and consideration of general and specific food business circumstances to ensure the outcomes of Document and Data Control do not negatively impact the safety and quality of the food items dispatched from the business.

Implementation of Document and Data Control must include a clear definition of responsibilities and authorities for all levels of participation by senior management, staff, and visitors to the site.

When implementing Document and Data Control within the food safety and quality system, you may wish to consider the following requirements before completion:

- Communication and display of the Document and Data Control policy;
- Completion of Verification and Validation of Document and Data Control development procedures;
- Availability of Document and Data Control implementation procedures and work instructions;
- Availability of Document and Data Control monitoring procedures and record templates (where applicable);
- Availability of Document and Data Control corrective and preventative action procedures and record templates (where applicable);
- Availability of the Document and Data Control verification schedule;
- Availability of Document and Data Control verification procedures;
- Availability of the Document and Data Control validation schedule;
- Availability of Document and Data Control validation procedures;
- Completion of Document and Data Control training procedures;
- Completion of product design and development requirements related to Document and Data Control;
- Completion of process design and development requirements related to Document and Data Control;
- Completion of training for team members who have responsibilities and involvement within Document and Data Control;
- Completion of competency approval for team members who have responsibilities and involvement within Document and Data Control.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Implementation requirements in relation to their items.

Premium Resources on haccp.com that support this element include the Template DOCDAT Document Register and Amendment Log, the Template DOCDAT Digital Data Management Summary, the Template DOCDAT Colour Coding of Documentation or Records, the matching Work Instruction DOCDAT versions of each, and the Signage DOCDAT All Documentation Must Be Controlled At All Times.

Document and Data Control Implementation Key Points

- Document and Data Control programs must be implemented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Your Document and Data Control program must be fully implemented as per relevant documented Policies, Procedures, and Work Instructions;
- The implementation of Document and Data Control requires a commitment to the provision of resources by the Senior Management of your business;

- A properly implemented Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly implemented Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Monitoring

To review, confirm and document evidence of the implementation against documented limits.

Monitor

Monitoring: Monitoring is the act of reviewing and confirming measurable parameters of a defined process or product status.

Monitoring requirements within food industry sectors are generally identified against limits of acceptability defined within HACCP plans, implementation procedures, and work instructions. Monitoring usually includes some element of record-keeping, which may be maintained manually or through digital systems. It is important to consider that advancements in technology have produced many systems and processes that are self-monitored or self-adjusted when variances are identified. Regardless of the system used, the goal of any monitoring activity is to provide sufficient evidence that any limit of acceptability has been met.

Traditional Document and Data Control monitoring requirements include manual recording and the application of corrective actions when the results of monitoring are found to be outside acceptable limits. Corrective Actions should also generally be strongly linked to the monitoring process where applied to ensure full traceability of the applied actions.

The following examples of monitoring activities and record formats may apply to Document and Data Control:

- **Document Register:** A Document Register format is commonly used to define current-controlled systemic documents. Formats are commonly inclusive of Document Name, Document Number or Code, Document Location, Current Document Date, and Date of the Document Replaced by the Current Version. Document register formats are also commonly inclusive of Product Specifications and Food Safety and Quality Standards;
- **Amendment Register:** An Amendment Register format is commonly used to identify changes made to specified documents. Formats are commonly inclusive of Document Name, Document Number or Code, Current Document Date, Details of Amendments, and Document Approver;
- **Digital data backup log:** A log of scheduled backups that records the date, the data covered, the person responsible and the result of any restore test.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Monitoring requirements in relation to their items.

You may wish to visit the Document and Data Control Templates section of haccp.com for examples of Document and Data Control documentation, record, and resource formats commonly applied within food safety and quality systems.

Document and Data Control Monitoring Key Points

- Monitoring provides real-time confirmation and evidence that your risk-based FS&Q Controls are effectively implemented;
- Document and Data Control programs must be monitored to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Monitoring of Document and Data Control must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated monitoring records for Document and Data Control must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly monitored Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;

- A poorly monitored Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Corrective Action and Preventative Action

To apply “real time” interventions to documented monitoring limits.

Corrective Action

Corrective Action: Corrective action is mandatory action to be taken when a deviation from the Quality System occurs, particularly in relation to a Critical Control Point.

Preventative Action: At any step in the process where a hazard has been identified, preventative action must be put into place to prevent re-occurrence.

Corrective Action and Preventative Action are implemented to ensure that any identified non-conformance issues are documented, investigated, and rectified within appropriate timeframes. Corrective action is any action applied to regain control over a product, process, policy, or procedure that has been identified as being non-conforming or outside nominated limits of acceptability. Preventative action is any action applied to prevent any identified non-conformance from reoccurring.

The outcomes of corrective and preventative actions should result in regained process control after effective application. Specified corrective actions are commonly linked to the HACCP Plans and the food business certification process.

Below are examples of Corrective Action and Preventative Action that may follow a Document and Data Control non-conformance:

- Review of the Document and Data Control policy;
- Review of Document and Data Control development procedures;
- Review of Document and Data Control implementation procedures and work instructions;
- Review of Document and Data Control monitoring procedures;
- Review of Document and Data Control corrective and preventative action procedures;
- Review of the Document and Data Control verification schedule;
- Review of Document and Data Control verification procedures;
- Review of the Document and Data Control validation schedule;
- Review of Document and Data Control validation procedures;
- Review of Document and Data Control training procedures;
- Re-training in Document and Data Control;
- Review of management review activities to include Document and Data Control as an agenda item;
- Initiation of ‘product hold’ procedures where safety or quality may be compromised;
- Initiation of a product recall or product recall procedures where investigations show that there is a substantial safety or quality risk to the released product;
- Contacting stakeholders including customers regarding any confirmed or potential Document and Data Control concerns involving their product.

If your food business supplies foodstuffs manufactured to a customer’s specifications, it is important to consider any specific Document and Data Control Corrective Action requirements in relation to their items.

You may wish to visit the Corrective Action and Preventative Action section of haccp.com for examples of best practice applications for this food safety and quality system element.

Document and Data Control Corrective Action and Preventative Action Key Points

- The implementation of Corrective Action and Preventative Action provides confidence that your FS&Q Program is effectively implemented and that FS&Q criteria are being met;
- Where deviations or variations are observed, Corrective Action and Preventative Action must be facilitated to

meet relevant Regulatory, Industry, and Customer standards and requirements;

- Corrective Action and Preventative Action of Document and Data Control must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Records of Corrective Action and Preventative Action for Document and Data Control must be maintained per relevant documented Policies, Procedures, and Work Instructions;
- Proper application of Corrective Action and Preventative Action for your Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poor application of Corrective Action and Preventative Action for your Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Verification

To review and confirm documented monitoring and corrective actions against documented parameters.

Verify

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Verification is the detailed review of all food safety and quality system elements to confirm that they are effectively developed, documented, implemented, monitored, and reviewed. All food safety and quality system elements, including documented policies, procedures, training, Food Safety and Quality plans and their operational applications must be verified on an ongoing scheduled basis.

The verification process commonly includes a defined schedule for which verification activities are required, how often they are conducted, who is responsible, and detailed documented procedures for each nominated verification activity.

The general goal of an established verification process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate timeframe. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

The following examples of verification activities may apply to Document and Data Control:

- Review of the Document and Data Control policy;
- Review of Document and Data Control development procedures;
- Review of Document and Data Control implementation procedures and work instructions;
- Review of Document and Data Control monitoring procedures;
- Review of Document and Data Control monitoring records;
- Review of Document and Data Control corrective and preventative action procedures;
- Review of the Document and Data Control verification schedule;
- Review of Document and Data Control verification procedures;
- Review of the Document and Data Control validation schedule;
- Review of Document and Data Control validation procedures;
- Review of Document and Data Control training procedures;
- Review of Document and Data Control performance since the last review and historically;
- Review of the document register and amendment register to confirm that current versions are in use;
- Inclusion of Document and Data Control as an agenda item within the Management Review Process.

To ensure that the document and data control system is effective, an internal audit of the system at least annually is recommended.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any

specific Document and Data Control Verification requirements in relation to their items.

You may wish to visit the Verification Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Document and Data Control Verification Key Points

- Your verification program provides evidence that your FS&Q Controls have worked;
- Document and Data Control programs must be verified to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The verification of Document and Data Control must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated verification records for Document and Data Control must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly verified Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly verified Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Validation

To confirm the documented monitoring or procedural limits.

Validate

Validation: The process of gathering evidence to provide a scientific basis for the documented act of demonstrating that a procedure, process, and activity will consistently lead to the expected results. It often includes the qualification of systems and equipment.

Validation is the provision of evidence to support the limits of control or acceptability for food safety or quality parameters nominated within systemic elements. Limits of control or acceptability are commonly included within documented food safety and quality systems elements such as procedures, HACCP plans, and specifications.

Common sources of validation include regulatory and legislative standards, finished product specifications and customer requirements, industry codes of practice and guidelines, verified and validated research, historical product, and process control outcomes, and analytical testing.

The general goal of an established validation process is to ensure any inappropriate limits of control or acceptability are identified and rectified within an appropriate timeframe. When non-conformance issues are identified through the validation process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

Validation activities are commonly defined within the verification schedules and procedures of established food safety and quality management systems.

The following examples may apply to validation of the limits of control or acceptability for Document and Data Control:

- Confirmation of nominated food safety and food quality control limits for Document and Data Control. These limits may apply to regulatory, industry, customer, or finished product specifications;
- Confirmation that document retention periods meet legislative, customer and shelf-life requirements.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Validation requirements in relation to their items.

You may wish to visit the Validation Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Document and Data Control Validation Key Points

- Your validation program provides evidence that your FS&Q Controls will work;
- Document and Data Control programs must be validated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The validation of Document and Data Control must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated validation records and supporting documentation for Document and Data Control must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly validated Document and Data Control program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly validated Document and Data Control program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Training, Competency and Resources

Skills, knowledge and competency requirements to facilitate development, documentation, implementation, monitoring, corrective action, verification and validation of every Food Safety and Quality System Element.

Skills and Knowledge

Skills and Knowledge: Skills and knowledge are attributes of human interactions commonly linked to competency within any specific job-related task.

Training and competency requirements for Document and Data Control must be ongoing, including regularly scheduled reviews to ensure the effectiveness of training and competency outcomes.

Team members who have defined responsibilities regarding Document and Data Control should have knowledge including:

- Basic Document and Data Control requirements;
- Positive outcomes of Document and Data Control;
- Negative outcomes of a lack of Document and Data Control;
- Current Document and Data Control procedures, methods, and techniques;
- General operational, corporate, and social awareness regarding Document and Data Control;
- Regulatory, industry, and customer requirements regarding Document and Data Control.

Team members who have defined responsibilities regarding Document and Data Control should have skills including:

- Competency in basic Document and Data Control;
- Effective application of current Document and Data Control procedures, methods, and techniques;
- The basic development, documentation, and implementation of HACCP and Prerequisite Programs within the food industry sector.

Team members who have defined responsibilities regarding Document and Data Control should have access to resources including:

- Document and Data Control training;
- Document and Data Control associations and events;
- Regulatory standards, industry and customer information, and updates regarding Document and Data Control;
- Incidents within the food industry sector regarding Document and Data Control;
- Commitment to Document and Data Control by senior management;
- Suitably qualified food industry professionals with verified experience in Document and Data Control;
- Effective communication systems including email, internet, and phone through which Document and Data Control information can be sent and received within suitable timeframes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Document and Data Control Training, Competency, and Resources requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources section of haccp.com for examples of best practice applications for this food safety and quality system element.

Document and Data Control Training, Skills, and Knowledge Key Points

- Your Training, Skills, and Knowledge program ensures all participating personnel, visitors, and contractors have the required skills and knowledge to effectively facilitate the requirements of your FS&Q Program;
- Training, Skills, and Knowledge programs for Document and Data Control must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Training, Skills, and Knowledge programs for Document and Data Control must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Training, Skills, and Knowledge records for Document and Data Control must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- Properly applied Training, Skills, and Knowledge programs for Document and Data Control will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poorly applied Training, Skills, and Knowledge programs for Document and Data Control will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.



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