

**Food**

# SET PRODUCE HACCP MANUAL

**Safety**

## POLICIES AND PROCEDURES

Section:- 1

Revision No. 5

Date:- 23 May 2018

Doc Ref:- HACCP 1 / 1

The purpose of the Policies and Procedures section of the HACCP Manual is to outline the adopted practices and high level approach to all key issues related to HACCP, quality and general food safety operations.

This section is designed in such a way as to allow the relevant authorised persons to adopt a policy by signing the policy off and placing it in the company's HACCP Manual.

This process means that the Policy has been reviewed and its information disseminated to the staff who need to know what the relevant Policy is and where to access the Procedures. Policies and Procedures are available in the SET Produce Food Safety Quality Management Manual.

There is generally at least one Procedure for each Policy and there may also be one or more Checklist for each Procedure. Checklists are stored in the SET Produce Food Safety Quality Management Manual on the company server. In order to facilitate complete document control procedures, these documents have to be printed out when required and are read only, modifications to any documents can only be made by duly authorized persons. A hard copy is kept in the main office under control of the Managing Director.

**MaC SERVICES**

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DECISION TREE

Section:- 1

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THE DECISION TREE (2)

