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|  | Annamrita-Food as pure as nectar | | | |
| | Document Name: | SOP for FSMS Verification | | |
| | Document Number: | AF/SOP/14 | Date of Issue | 01/10/2018 |
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❖ Purpose & Scope:

To establish and maintain a FSMS Verification system for process and quality management to ensure food safety .this process is applicable for all activities related to FSMS at AF

❖ Responsibility


- **Food safety team/ABM:** follow the procedure and instruct the team for proper implementation, To conduct the verification activities during internal audit.
- **BM/FSTL:** To review records and practices and provide necessary resources for implement the procedure,

❖ Procedure

Food Safety Management System Verification Schedule:

Following schedule is designed to help plan and schedule FSMS Verification activities.

| Sr. No. | Activity | Responsibility | Frequency | Record / Reference |
|-------------------------------|---|--|------------------------------------|---|
| Verification Activity | | | | |
| 1. | Internal Audit | FSTL | Once in 6 months | IA Report / CAR Forms |
| 2. | Management Review | Program Advisor/ Regional Director/Operations Manager/ BM | Once in a year | MRM Minutes |
| 3. | CCP records | FSTL / FST | Daily | Respective CCP records |
| 4. | Operational PRP records | FSTL / FST | Daily | Respective OPRP records |
| 5. | Microbiological results | FSTL | As per Inspection & Test Plan | Micro biological analysis Records |
| 6. | Personal Hygiene and Sanitation Records | FSTL/FST | Daily | Personal Hygiene and Sanitation records – Department wise |
| 7. | GMP/PRP | FSTL/FST | Monthly Daily | GMP Verification Sheet |
| System Review Activity | | | | |
| 8. | SSOPs / GMPs | FSTL / FST | Yearly, As and when required | GMP Verification |
| 9. | Product Description | FSTL / FST | Yearly, As and When Required | Product Description |
| 10. | Flow Diagram | FSTL / FST | Yearly, As and When Required | Flow Diagram |
| 11. | Hazard Analysis | FSTL / FST | Yearly, As and When Required | Hazard Analysis |
| 12. | Assessment and categorization of control measures | FSTL / FST | Yearly, As and When Required | Assessment and categorization of control measures |
| 13. | CCP Plan | FSTL / FST | Yearly, As and When Required | CCP Plan |
| 14. | Operational PRP Plan | FSTL / FST | Yearly, As and When Required | OPRP Plan |
| 15. | External Communication Matrix | Branch Manager / FSTL | Yearly, As and When Required | All external communication matrix |

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| Sr. No. | Activity | Responsibility | Frequency | Record / Reference |
|---------|--|----------------|------------------------------|--|
| 16. | Internal Communication Matrix | FSTL / FST | Yearly, As and When Required | Internal communication matrix |
| 17. | Plant Layout, Pest control system layout (Rodent box & fly catchers) | FSTL / FST | Yearly, As and When Required | Plant Layout |
| 18. | Organization chart. | FSTL / FST | As and When Required, Yearly | Organization chart |
| 19. | Applicable Legislations and Regulations | FSTL / FST | Yearly, As and When Required | Externally Origin Documents |
| 20. | Specifications (raw materials, packaging materials and finished product) | FSTL / FST | Yearly, As and when required | Specification File |
| 21. | Emergency preparedness and response | FSTL / FST | Yearly, As and when required | Emergency Preparedness and Response Record |
| 22. | Validation of control measures | FSTL / FST | Yearly, As and when required | Validation Plan and Records |
| 23. | SOPs (work instructions) | FSTL / FST | Yearly, As and when required | All SOP |

❖ **Reference Records:**

- Internal Audit Report
- Statutory and regulatory calendar
- Mock Recall/withdrawal summary and review report
- GMP Verification
- Flow Chart Verification
- CCP & OPRP Record Verification