

DOCUMENT CONTROL

QMS Compliance

Producer Group Compliance with Section 4A Certification Process for group certification: IndG.A.P Certification

IndGAP Clause No.	Standard Requirement	Guidance for Implementation. It may change from entity to entity/ its operational activities
QM 4.2	DOCUMENT CONTROL	
a)	Is all documentation relevant to the operation of the QMS for IndG.A.P Adequately controlled? Does the documentation include, but is not limited to:	Procedure on Document Control Attachment 8
i)	The quality manual	
ii)	IndG.A.P. operating procedures	
iii)	Work instructions	
iv)	Recording forms	
v)	Relevant documents of external origin	
b)	Are policies and procedures sufficiently detailed to demonstrate the group's control of the principal requirements of the IndG.A.P Standard?	Refer to Above Procedure
c)	Are policies and procedures available to producer group registered members and key staff?	
d)	Is the Quality Manual reviewed periodically to ensure that it continues to meet the requirements of the IndG.A.P standard and those of the producer group? Are any relevant modifications of the IndG.A.P standard or published guidelines that come into force must be incorporated into the manual within the time period specified?	Refer to Above Procedure
e)	Whether the Quality manual reviewed at least once a year?	Refer to Above Procedure
QM 4.2.1	Document Control Requirements	

(a)	Is there a written procedure defining the control of documents?	Refer to Above Procedure
(b)	Is all documentation reviewed and approved by authorized personnel before issue and distribution?	Refer to Above Procedure
(c)	Are all controlled documents identified with an issue number, issue date/review date, and appropriately paged?	Refer to Above Procedure
(d)	Are any changes in these documents reviewed and approved by authorized personnel prior to its distribution? Wherever possible, is the explanation of the reason and nature of the changes given?	Refer to Above Procedure
(e)	Is a copy of all relevant documentation available at any place where the QMS is being controlled?	Refer to Above Procedure
(f)	Is there a system in place to ensure that documentation is reviewed and that following the issue of new documents, obsolete documents are effectively rescinded?	Refer to Above Procedure
(g)	Are the documents of external origin used in the management of Group Certification controlled?	Refer to Above Procedure