

RECORDS

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 4.2.2	RECORDS	Procedure on Control of Records Attachment 9
(a)	Does the applicant (group or the Option 1 multisite operation) maintain records to demonstrate effective control and implementation of the IndG.A.P QMS, quality manual, and compliance with the requirements of the IndG.A.P Standard?	Refer to Above Procedure
(b)	Are records kept for a minimum of 2 years?	Refer to Above Procedure
(c)	Are all records genuine, legible, stored and maintained in suitable conditions, and accessible for inspection as required?	Refer to Above Procedure
(d)	Records that are kept online or electronically: If a signature is required in electronic records, is there a password or electronic signature available that ensures the unique reference and authorization of the person signing? If a written signature of the responsible person is needed, is this present? Are the electronic records available during the CB inspections and are back-ups available at all times?	