


FIC - Document Control for FS&Q Program Manuals - haccp.com User Guide

Last modified: 22 July 2020

This User Guide provides instructions for how to use the FS&Q Program Manual Document Control functionality on the haccp.com platform, including:

- 1. **Classes of Documentation for the haccp.com FS&Q Program Manuals Functionality.**
- 2. **Document and Data Control within the haccp.com Platform.**
- 3. **Document Control for Microsoft Word Documents added to the FS&Q Program Manuals Platform.**
- 4. **Amendment Logs.**
- 5. **Document and Amendment Register Formats.**
- 6. **Version Change Prompts.**

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!



Benefits of using the haccp.com FS&Q Program Manuals functionality:

- Genuine 'World First' Technology enables you to create a FS&Q Program Manual in just minutes!
- Save hundreds of hours and thousands of dollars each year!
- Reallocate the time and human resources you previously allocated to formatting your own FS&Q Program Manuals.
- Our FS&Q Program Manuals are formatted systematically in alignment with the SoLFS method to maintain consistency.
- You choose which Food Standards and which Food Standard Elements are covered within your FS&Q Program Manual.
- Our system manages your Document Control for you!
- Our team of Food Compliance Specialists regularly reviews FS&Q Program Manual content – You can apply System Updates at the click of a button!
- Download PDF or WORD Versions of your FS&Q Program Manual.

...All this and more for only \$499 USD per year!

Step	1. Classes of Documentation for the haccp.com FS&Q Program Manuals Functionality
1.a.	<p>The haccp.com FS&Q Program Manuals functionality includes two classes of documentation that can be uploaded and managed by Users:</p> <ul style="list-style-type: none"> • 'ProDocs' (Program Documentation); and • 'SupDocs' (Supporting Documentation). <p>'ProDocs' include:</p> <ul style="list-style-type: none"> • Savvy Food Industry Compliance; • Signage; • Templates; and • Work Instructions. <p>We recommend that Users only upload Signage, Templates and Work Instructions to each relevant Program Documentation Category. Other completed documents and formats should be added using the 'SupDocs' functionality!</p> <p>'SupDocs' include completed documents and formats intended to Support the FS&Q Program. Documents such as Blank Templates, Signage and Work Instructions should be managed through the 'ProDocs' functionality.</p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>! 'ProDocs' or 'SupDocs' will only generate with controlled Headers and Footers when downloaded or view from an approved, generated (downloaded) FS&Q Program Manual.</p> </div>
2. Document and Data Control within the haccp.com Platform	
2.a.	<p>The FS&Q Program Manuals functionality available on haccp.com includes in-built Document and Data Control capabilities, including the following:</p> <ul style="list-style-type: none"> • When a new FS&Q Program Manual is created, this will include details of the 'Creation' of all 'Food Standard Elements' manual within the 'Document and Amendment Register' table within the Document and Data Control Policy and Procedure Document. • When the User edits or updates any content of their FS&Q Program Manual (including additions or removal of 'ProDocs' or 'SupDocs'), they will receive a prompt for the completion of the 'Amendment Log', following which those 'Amendment Log' details are then added to the 'Document and Amendment Register' table within the Document and Data Control Policy and Procedure Document. • When the User 'Replaces' any .docx Word Program Documentation (ProDocs), the new version will have the current date applied to it to differentiate it from the prior version. • When the User applies 'System Updates' to their FS&Q Program Manual, any 'Amendments' migrated into the FS&Q Program Manual from the haccp.com database will be itemized within the 'Document and Amendment Register' table within the Document and Data Control Policy and Procedure Document. • Where a User decides to update or change the 'Version Number' of an existing FS&Q Program Manual, the updated FS&Q Program Manual will include details of the 'Creation' of all 'Food Standard Elements' manual within the 'Document and Amendment Register' table within the Document and Data Control Policy and Procedure Document. <p>To avoid confusion with 'ProDocs' and 'SupDocs' managed by Users on the haccp.com platform, duplicates of file names (titles) are not permitted. Each 'ProDoc' and 'SupDoc' added to the FS&Q Program Manual system requires a unique file name (title).</p>

! 'ProDocs' or 'SupDocs' will only generate with controlled Headers and Footers when downloaded or view from an approved, generated (downloaded) FS&Q Program Manual.

3. Document Control for Microsoft Word Documents added to the FS&Q Program Manuals Platform

3.a. Where any .docx file type Microsoft Word Documents are uploaded to the FS&Q Program Manuals Platform (either by Admin or by the User), these will be subject to the addition of a document controlled header and / or footer as follows:

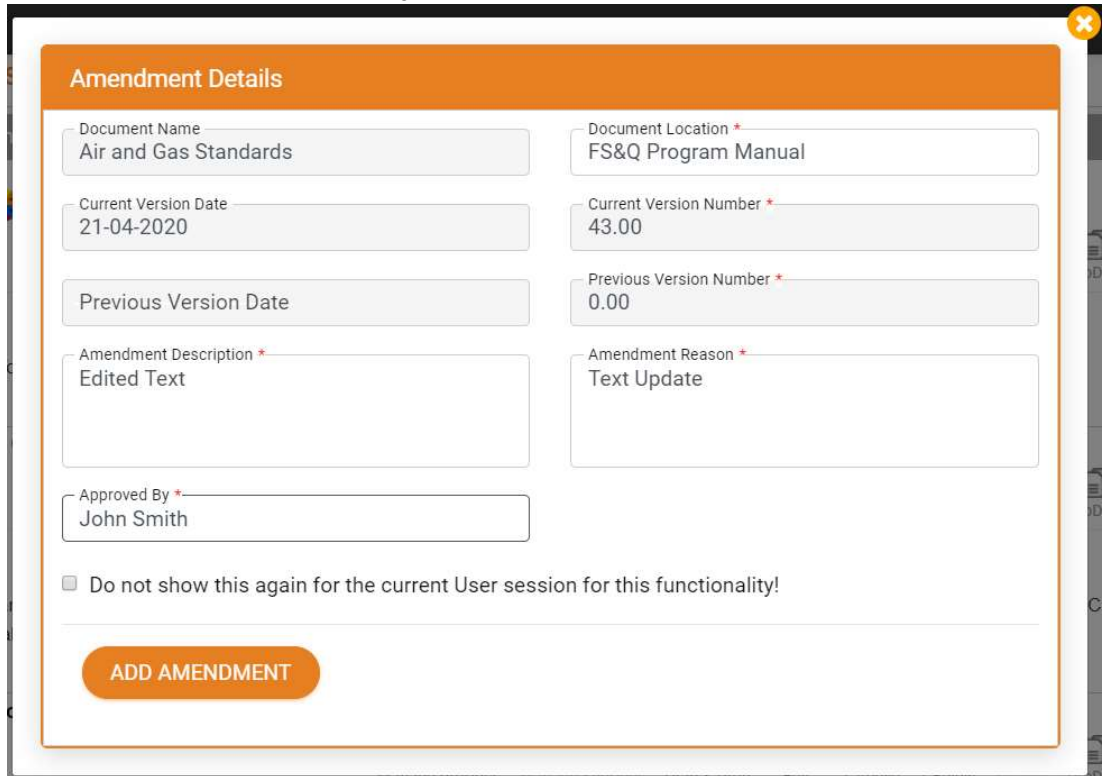
- Headers will include details of: {{Business Name}} | {{Business Location}} | FS&Q Program Manual | {{Food Standard Element Name}}
- Footers will include details of: Approved By: {{Approver Name}} | Version Number: {{Version Number}} | Version Date: {{Version Date}} | Page {{#}} of {{#}}

! Other Microsoft Word Document file types uploaded to the FS&Q Program Manuals Platform will not have document control applied to them.

4. Amendment Logs

4.a. Where you make changes to your FS&Q Program Manual, you will be promoted with the Amendment Log for finalisation of your changes.

- This format will be populated with the details of your change.
- You can edit the following fields as required:
 - Document Location
 - Amendment Description
 - Amendment Reason
 - Approved By
- Once completed, click on ADD AMENDMENT to add this entry to your FS&Q Document and Amendment Register Formats.
 - Document and Amendment Register formats are maintained within:
 - The System Template within Document and Data Control
 - Your Downloaded FS&Q Program Manual formats.



! By clicking on the **Do not show this again for the current User session for this functionality!** Checkbox, you will not see this prompt again (for that functionality) until you next login and use the haccp.com FS&Q Program Functionality.

5. Document and Amendment Register Formats

5.a. Document and Amendment Register formats are automatically created and maintained by the haccp.com FS&Q Program Manuals platform. Document and Amendment Register formats are maintained within:

- The System Template within Document and Data Control
- Your Downloaded FS&Q Program Manual formats.

5.b. The Document and Data Control System Template covers details of:

- Document Name
- Current Version Date
- Current Version Number

- Document Location
- Previous Version Date
- Previous Version Number
- Amendment Description
- Amendment Reason
- Approved By
 - A Search Mechanism is provided for ease of use.



5.c.

Downloaded PDF and WORD FS&Q Program Manual formats include Document and Amendment Register formats for:

- Policy and Procedure Documents
- Signage
- Supporting Documentation
- Templates
- Work Instructions

These formats include details for:

- Document Name
- Current Version Date
- Current Version Number
- Document Location
- Previous Version Date
- Previous Version Number
- Amendment Description
- Amendment Reason
- Approved By

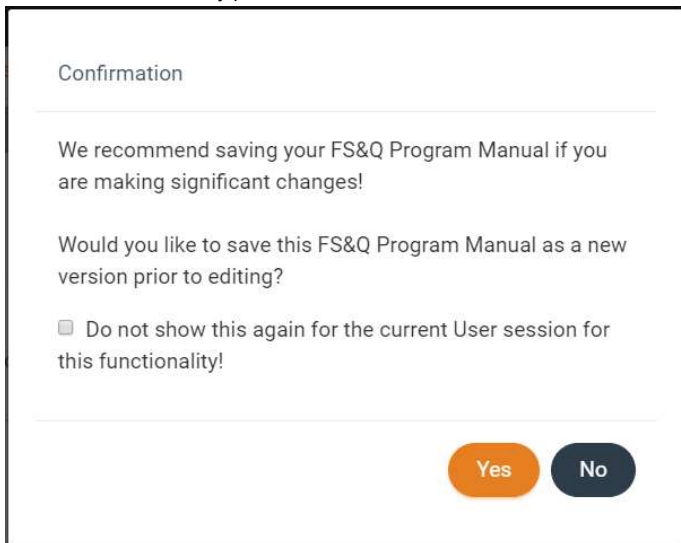
Policy and Procedure Document and Amendment Register								
Document Name	Current Version Date	Current Version Number	Document Location	Previous Version Date	Previous Version Number	Amendment Description	Amendment Reason	Approved By

6. Version Change Prompts

6.a.

To safeguard you from losing prior FS&Q Program Manual content, you will be prompted throughout your FS&Q Program Manual User Session to:

- Save your current FS&Q Program Manual Version prior to making significant changes; and to
- Save your FS&Q Program Manual as a New Version prior to editing.
 - As a safeguard for all Users, Version change prompts will be shown at least once for EACH INDIVIDUAL FS&Q Program Manual functionality per User Session.





- If you wish to proceed **without** saving your FS&Q Program Manual as a New Version, simply click NO and proceed as required.
- If you wish to proceed **by saving** your FS&Q Program Manual as a New Version, click on YES and follow the prompts provided.

! By clicking on the **Do not show this again for the current User session for this functionality!** Checkbox, you will not see this prompt again (for that functionality) until you next login and use the haccp.com FS&Q Program Functionality.

We Welcome Your Feedback!

We encourage your participation in recommending content addition, updates and amendments to ensure you access to the most current and relevant Food Safety and Quality information and resources available on the web!

Please do not hesitate to contact us directly at achievegreatness@haccp.com with your comments or suggestions!



haccp.com Work Instruction Training Record

Use this format to record the Training, Skills and Competency outcomes for Individual Training against this haccp.com Work Instruction!

Training Date		Training Activity Name	
Training Start Time		Training Finish Time	
Training Activity Description	FIC - Document Control for FS&Q Program Manuals - haccp.com User Guide	Training Duration	
Training Location		Trainer Name	
Trainer Position		Trainer Qualifications	
Description of the Competency Verification Method Used (Describe how the Trainer confirmed that the Training Participant demonstrated their understanding and ability to understand and / or complete related tasks to a suitable standard)			

Training Participant Name	Training Participant Initial	Trainer Initial as Verification of Competency (Only complete after the Training Participant has demonstrated their understanding and ability to complete the task)

Copies of supporting documentation should be maintained on file to accompany this record where required.

Formal Corrective Actions must be raised if outcomes have not been effective.

Verified By		Date	
--------------------	--	-------------	--