

See BRC Checklist for audit code. There are four major standards for Food Safety, BRC is the most common. This would give a different way to search. Might be a nice to have for a future version is to tag the audit code to the item being tracked (log or documents).

I've also attached the table of contents for a quality manual. We should put this in the documents to give the user a head start.

I have samples of all the different logs, documents, and reports we need to do (over 18,000 files).

1. Logs (build a log system that we can use the following and the user can add additional logs that a beverage, fish, or meat plant would require). **Frequency** is to give you an est of number of records.

Log	Date	Time	Location <sup>1</sup>	Quantity	Person	Description	Photo <sup>2</sup>	Other1	Other2	Other3	Pass Fail	Frequency
Fly	✓		✓	✓	✓	✓	✓	Service <sup>3</sup>				Weekly
Mice	✓		✓	✓	✓		✓	Service				Weekly
Cleaning	✓		✓		✓	✓						Daily
Complaint	✓					✓ Issue; Solution	✓	Lot Code	Est cost to resolve			
Magnet Test	✓		✓		✓	✓		Test	Results		✓	Annual
Metal Detector	✓	✓	✓		✓	✓		Type <sup>4</sup>	mm		✓	2-6 x day per location
Metal Detector Reject	✓	✓	✓	✓	✓	✓ Cause; Disposition		Lot code affected				0-6 x day per location
Glass & Plastic Breakage	✓		✓		✓	✓ Cause; Disposition	✓	Lot code affected (if any)				0-3 x year
Training	✓		✓		✓	✓ Topic; Documents		Duration	Provider			1-4 x year per employee
Internal Audit	✓		✓		✓	✓ Audit; Issues; Improvements Needed	✓				✓	Monthly per location
Work Request	✓		✓		✓	Reason; Tools needed; Est Cost	✓	Priority	Person that repaired	Date Done		
Equipment Maint	✓		✓		✓	✓		Equipment	Task			

## 2. Documents<sup>5</sup>

- 2.1. MSDS sheets (PDF or Photo)
- 2.2. HACCP Plan(either one PDF or many PDF's), includes:
  - 2.2.1. Flow diagrams for each product, process, location
  - 2.2.2. CCP's – Critical Control Points
- 2.3. Trash route (PDF)
- 2.4. Facility security plan (PDF)
- 2.5. Pest Control Manual (PDF)
- 2.6. Certificate of Analysis (PDF)
- 2.7. Magnet Inventory (PDF)
- 2.8. GMP: Good Manufacturing Practices (PDF)
- 2.9. Quality Manual (either one PDF or many PDF's)
- 2.10. Specification sheets for internal and supplier products (PDF)
- 2.11. Glass & Plastic Inventory: Location; description; photo
- 2.12. Committee meeting agenda/notes

## 3. Documents with Expiration Dates<sup>6</sup>

- 3.1. Certifications: ours & suppliers (PDF'S)
- 3.2. Audits: ours & suppliers (PDF'S)
- 3.3. Insurance: ours & suppliers (PDF'S)
4. User set-up list
  - 4.1. Location (Building, room, offsite)
  - 4.2. Committees: Name, Position, email, and text number for the following committees: Key Management, HACCP/Food Safety, Crisis Management, Recall
  - 4.3. Who receives notifications for what, method of notification
  - 4.4. Product specifications<sup>7</sup>
  - 4.5. Log frequency: Log, location, frequency (daily, weekly, monthly, quarterly, annually)
  - 4.6. Log thresholds (define a spec where an alert is triggered)
  - 4.7. Training requirements by department (manufacturing employees need training in HACCP, Trash Route, GMP, and Quality Manual)
  - 4.8. Equipment Maintenance: Equipment name; task (oil change); frequency (every 100 hours)
5. Reports
  - 5.1. Number of Pests by location, weekly & monthly
6. Alerts
  - 6.1. If number of pests are above a threshold for a location
  - 6.2. Documents are expired or about to expire
  - 6.3. If we have not done a log by location in x timeframe defined by user
  - 6.4. If an employee has not received required training in a department
7. Items that X3 should generate
  - 7.1. Mock Recall Records (date, product, lot #, quantity manufactured, quantity shipped, reason, how it was discovered, who to contact email & phone)
  - 7.2. Receiving checklist (Date, product code, Product, Manufacture date, quantity, quality checks (could be organic, gluten-free, free from contamination, free from damage, product sample taken, COA received (certificate of analysis), vehicle sealed, packaging quality, Truck affidavit,
  - 7.3. Rejected product at receiving: Date; location; Vendor; Product; invoice #; quantity; description; photo
  - 7.4. Out of Specification / Nonconforming: Date; location; Actual specification; Target specification; cause; disposition (quarantine)
  - 7.5. Shipping paperwork including COA (Certificate of Analysis)
  - 7.6. Production samples with analysis by lot code

#### Notes

1. Select location from a user set-up list
2. Photos need a time stamp to verify person was there
3. Service is e.g. a new sticky sheet in a mouse/fly trap or no change
4. There will be 3 to 4 tests (Fe, Non Fe, SS) each will have a mm size; Production lines (locations) can have different mm test size
5. All documents need: Name of document; Issued by department; Approved by; Issue Date; Revision Date; Issue Number. Ideal is if the document system can combine individual documents into one e.g. The quality manual consists of 30+ individual documents that are then combined into one
6. Documents with expiration dates need an expiration date added to them so we can send an alert if we are out of compliance or approaching non-compliance
7. Nice to have or future enhancement is to alert / red flag when products are out of specification in both manufacturing and receiving