

# REPORT ON YOUR COMPANY DOCUMENTATION

23/08/2018

Document Code	Full Document Title	Initial Comments	Detailed Comments (After reading the doc)	Revision No.	Revision History
<b>A</b>					
ABS001	Absenteeism Register	Document needs re-creation in MS Word.	It would be useful to add to the doc who it should be completed by and when etc.	2	17/09/2012 6 Oct 2012 21/09/13 14 Oct 2016 Sept 2017
ACC001	Accident & Emergency Procedure	This should be done up as an A2 (840mm x 594mm) colour laminated poster that can be seen from many different angles and by everyone.	When the document was revised, were these names and phone numbers checked and confirmed that they are still correct?	4	12 Oct 2011 21/09/2013 16 Nov 2016 Oct 2017
ALL001	Allergen Policy	Seems OK	This policy needs to be updated to include the 8 main allergens of which peanuts and peanut products are just one.	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017

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ATT001	Attendance Register Men	Document needs re-creation in MS Word.	When the document was revised, were these names and cell phone numbers checked and confirmed that they are still correct?  And that these people are in still in the company's employ?	2	17/09/2012 06/10/13 14 Oct 2016 Oct 2017
ATT002	Attendance Register Packers	Document needs re-creation in MS Word.	Are these people all in still in the company's employ?	2	17/09/2012 06/10/13 14 Oct 2016 Oct 2017
ATT003	Attendance Register Pickers	Document needs re-creation in MS Word.	Are these people all in still in the company's employ?  Do their work numbers still tie up with their names?	2	17/09/2012 06/10/13 14 Oct 2016 Oct 2017
	Attendance Absence Return to Work Policy	No identification numbers	Document appears to have originated elsewhere – is it true to company requirements?	3	15/05/2008 06/10/13 14 Oct 2016 Oct 2017
<b>B</b>					
BLO001	Blood Spillage Procedure	Seems OK	<ul style="list-style-type: none"> <li>Irrespective of the severity of the wound, the persons should be removed from the food handling areas.</li> <li>Is a prepared blood spillage kit available?</li> </ul>	2	15/11/2011 0610/13 14 Oct 2016 Oct 2017

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<b>C</b>					
CAL001	CALIBRATION POLICY	<i>Title should not be in upper case;</i>	<i>Procedure should apply to instrumentation, not to personnel.</i>		15/05/2008 07/12/13 14 Oct 2016 Oct 2017
CAL002	Calibration Schedule	<i>Couple of spelling mistakes on 'calibration'.</i>	<i>The verification method is off the page. This needs to be made visible.</i>	3	15/11/2011 06/11/13 28 Oct 2016 Oct 2017
CAS001	Casing Inoculant Application	<i>Seems OK</i>	<i>None</i>	2	26/10/2012 26/10/13 14 Oct 2016 Oct 2017
CHE001	Chemicals & Crop Protection Mixes	<i>Seems OK</i>	<i>Font size could be reduced – perhaps document could be made into a poster?</i>	4	12 Oct 2011 20/10/2014 14 Oct 2016 Oct 2017
CHE002	Chemicals & Crop Protection Certificate of Competence	<i>Are all of these people still competent?</i>	<i>Perhaps their names should be written in full?</i>	2	12 Oct 2011 20/10/2014 Oct 2017 14 Oct 2016
CHE001	Chemical Store Cleaning Log	<i>Document needs re-creation in MS Word.</i>	<i>None</i>	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017

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CHE004	Chemical Store Issuance Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
CHR001	Chronos Application Procedure	Seems OK	None	5	15/05/2008 07/12/13 14 Oct 2016 Oct 2017
CLE001	Cleaning General Log	Document needs re-creation in MS Word.	Many of the logs need to have some form of instruction on them as to how to complete them and by whom they should be completed.	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
CLE002	Cleaning Chemicals Log	Document needs re-creation in MS Word.	Seems OK	2	Oct 2017 06/10/13 14 Oct 2016 17/09/2012
CLE003	Cleaning Policy	Seems OK	Perhaps the PRP Numbers could be accompanied by their full titles?	1	17/11/2013 17/11/13 10 Nov 2016 Oct 2017
COL001	Cold Water Temps	Document needs re-creation in MS Word.	There seems to be an inconsistency in the revision history.	2	05/08/2008 10 Dec 2014 (?) 10/12/13 14 Oct 2016 Oct 2017

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COM001	Compressed Air Policy	Seems OK	Purpose needs to be re-written.	4	12 Oct 2011 12/10/2013 15 Oct 2016 Oct 2017
COM003	Communication Policy	Seems OK	None	3	5/12/2013 05/12/2013 14 Oct 2016 Oct 2017
CON001	Container Disposal Procedure	Policy needs to be updated regarding the obtaining of receipts for the returns.	None	5	12 Oct 2008 12/10/2013 14 Oct 2016 Oct 2017
COR001	Corrective Action Policy	Seems OK	None	3	24/10/2011 24/10/13 14 Oct 2016 Oct 2017
COR002	Corrective Action Report	Well designed	Excellent document	2	03/11/2011 Oct 2017 14 Oct 2016 03/11/13
COR003	Corrective Action Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
CRA001	Crate Stock Take	Document needs re-creation in MS Word.	Document needs explanation	2	17/09/2012 6 Oct 2012 17/09/13 14 Oct 2016 Sept 2017

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CRA002	Crate Cleaning log	Document needs re-creation in MS Word.	Document needs explanation	1	17/09/2015 14 Oct 2015 17/09/15 14 Oct 2016 Oct 2017
CRO001	Crop Estimation Procedure	Seems OK	Font size could be reduced	3	07/12/2010 07/12/13 26 Oct 2016 Oct 2017
CRO002	Crop Water Meter Reading Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
CRO003	Crop Protection Equipment Cleaning Log	Document needs re-creation in MS Word.	First Excel revision date to agree with MS Word revision date.	2	13/05/2014 13/05/14 14 Oct 2016 Sept 2017
CUS001	Customer Complaints Policy	Seems OK	None	4	15/05/2008 16/05/2013 14 Oct 2016 Oct 2017

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<b>D</b>					
DAI001	DAILY STOCK CALC	<ul style="list-style-type: none"> <li>Title should not be in upper case;</li> <li>Seems this 'daily' form has not been used in a long time as totals are still in the form.</li> </ul>	None	2	12 Sept 2012 6 October 2012 06/10/2013 14 Oct 2016 Sept 2017
DES001	Despatch Checklist	Why is this 'Master' checklist checked off?	Spaces for checking should be blank	2	17/09/2012 17/09/13 Oct 2016 Oct 2017
DES002	Despatch Policy	Need to check compatibility of documents referred to in this doc.	None	2	7 Dec 2013 07/12/2013 14 Oct 2016 Oct 2017
DIA001	DIAGRAM OF PROCESS FLOW	Title should not be in upper case;	Document needs serious recreation in MS Word	1	04/11/2014 04/11/14 14 Oct 2016 Oct 2017
DIS001	Disease Products Register	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017

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DIS002	Disposable Clothing Register	Document needs re-creation in MS Word.	Revision dates all agree, except for the revision number, as in Rev. 1 but we have 5 dates...	1	6/10/2014 6 Oct 2014 06/10/14 14 Oct 2016 Sept 2017
DOC001	Document Control Policy	Seems OK	Would like to audit a cross section of documents using this doc as criteria	3	24/10/2011 24/10/13 14 Oct 2016 Oct 2017
DOC002	Document Amendment Register	Suggest folio numbers are compared to document titles.	Would like to audit a cross section of documents using this doc as criteria	1	17/10/2014 17/10/15 14 Oct 2016 Oct 2017
<b>E</b>					
DOC003	External Document Register	This is just a list of documents that are required.	This doc doesn't state whether these documents have been sourced, neither if they have, where they are filed...	1	17/10/2015 17/10/15 14 Oct 2016 Oct 2017
ELE001	Electricity Monitoring Log	Excellent document	None	2	12 Oct 2012 06/10/2013 14 Oct 2016 Oct 2017



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ELE002	ELECTRIC FENCE MAINTENANCE LOG	Document needs re-creation in MS Word.	Title should not be in upper case;	1	6 Feb 2015 6/02/2015 14 Oct 2016 Oct 2017
EMP001	Employee Health, Safety & Welfare	Surely this should be part of a job description and not in the current format?	What is this?	2	15/05/2008 03/12/2013 14 Oct 2016 Oct 2017
EQU001	Equipment Maintenance Schedule	Names of responsible persons should be written out in full.	Doc could be neatened up a bit but otherwise OK	3	15/11/2011 15/11/13 17 Oct 2016 Oct 2017
EQU002	Equipment Maintenance Log	Document needs re-creation in MS Word.	Could be better planned – these 2 should tie together in a practicable manner	3	15/11/2012 15/11/12 14 Oct 2016 Oct 2017
<b>F</b>					
FAR001	Farm Manager Checklist	Document needs re-creation in MS Word.	The spaces for comment should be empty on this 'Master' document	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
FIF001	FIFO Policy	Spelling mistake on 'management';	Policy needs complete rewriting	4	15/05/2008 16/05/2013 14 Oct 2016 Oct 2017

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FIN001	Final Inspection Checklist	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
FIR001	First Aid Register	Document needs re-creation in MS Word.	Please explain use of this document.	2	17/09/2012 6/10/13 14 Oct 2016 Oct 2017
FLY001	Fly Glue Application Procedure	Excellent document	None	4	15/05/2008 16/05/2013 14 Oct 2016 Oct 2017
FOG001	Fogger Verification	This document is unsigned.	Why would a statement like this need revision?	2	12 Oct 2013 12/10/2013 14 Oct 2016 Oct 2017
FOO001	Food Safety Policy Communication Confirmation	Perhaps the training records might be better proof of this communication?	Does a copy of this document exist carrying these people's signatures?	3	15/05/2008 16/05/2013 14 Sep 2016 Oct 2017
FOO002	Food Safety & PRP Policy	Excellent document	None	8	13/05/2008 14/11/13 14/9/16 Oct 2017

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FOO003	Food Safety & PRP Committee	Document needs signatures and updating;	None	7	15/05/2008 03/12/2013 14 Sept 2016 Oct 2017
FOO004	Food Safety Appointments	Document could do with reformatting;	None	4	03/12/2013 03/12/2013 14 Oct 2016 Oct 2017
FRI001	Fridge Cleaning Log	Document needs re-creation in MS Word.	Perhaps we could add a name to go with the date and signature?	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
FRI002	Fridge & Truck Temperature Log	Document needs re-creation in MS Word.	Perhaps a driver's name?	3	17/09/2012 17/09/13 8 Oct 2016 Sept 2017
FUM001	Fumigation Procedure	Excellent document	None	4	8/12/2009 08/12/2009 14 Oct 2016 Oct 2017

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<b>G</b>					
GEN001	GENERATOR CHECKLIST	Document needs re-creation in MS Word.	Title should not be in upper case;	1	6 Feb 2015 6 Feb 2015 6/02/2015 14 Oct 2016 Oct 2017
GLA001	Glass & Hard Plastic Policy	Excellent document	None	4	02/06/2008 02/06/2008 3 Nov 2016 Oct 2017
GLA002	Glass & Hard Plastic Register	This is so good to see, really impressive	Will the light covers be numbered at some point in time?	7	05/08/2008 05/08/2008 4 Nov 2016 Oct 2017
GLA003	Glass, Metal & Foreign Material Check Log	Document needs re-creation in MS Word.	What exactly is the purpose of this document?	3	17/09/2012 10/10/13 14 Oct 2016 Oct 2017
GLO001	GLOVE REGISTER	Document needs re-creation in MS Word.	Title should not be in upper case; We already have a Plaster & Glove Register – can these not be combined?	2	17/10/2014 6 Oct 2013 17/10/14 14 Oct 2016 Oct 2017

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G00001	Goods Receiving Procedure	<i>Excellent document</i>	<i>None</i>	5	05/08/2008 07/12/2013 14 Oct 2016 Oct 2017
GRO001	Growing Program Checklist	<i>Document needs re-creation in MS Word.</i>	<i>None</i>	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
GRO002	Growing Supervisor Checklist	<i>Document needs re-creation in MS Word.</i>	<i>Spaces should be empty on this 'Master' document</i>	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
<b>H</b>					
HAN001	Hand Washing Requirements for Food Handlers	<i>Document should be illustrated for clarity;</i>	<i>None</i>	5	05/08/2008 10/10/2013 14 Oct 2016 Oct 2017
HEA001	Health and Safety Policy	<i>Seems OK</i>	<i>None</i>	4	13/05/2008 13/05/2008 14 Oct 2016 Oct 2017
HEA002	Health Register	<i>Document needs re-creation in MS Word.</i>	<i>None</i>	2	17/09/2012 4 Oct 2014 (?) 17/09/13 14 Oct 2016 Oct 2017

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HEA003	Heat Pump Temp	Document needs re-creation in MS Word.	None	1	17/09/2014 10/10/14 14 Oct 2016 Oct 2017
HOT001	HOT WATER TEMP & PRESSURE LOG	Document needs explaining	Title should not be in upper case;	2	03/11/2011 6 Oct 2012 06/10/12 14 Oct 2016 Oct 2017
HTH001	HTH Register	Document needs re-creation in MS Word.	Perhaps a name to indicate a responsible person could be added to this document?	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
IND001	Index of Documents	Document needs updating – many areas of non-correlation were found;	Perhaps re-titled “Document Register”?	4	17/09/2012 17/09/12 5 Nov 2014 Sept 2015
INT001	Internal Audit Policy	Excellent document	None	6	13/05/2008 09/12/13 14 Oct 2016 Oct 2017
INT003	Internal Pest Control Officer	Document not signed by relevant person;	None	2	12 Oct 2011 06/10/2013 3 Oct 2016 Oct 2017

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<b>J – Nil</b>					
<b>K – Nil</b>					
<b>L</b>					
LAB001	Laboratory Testing Schedule	<i>Seems OK</i>	<i>None</i>	3	15/11/2011 15/11/13 15 Oct 2016 Oct 2017
LAB002	Label Stock Take	<i>Document needs to be recreated in MS Word</i>	<i>None</i>	2	17/09/2012 6 Oct 2012 17/09/13 14 Oct 2016 Sept 2017
LAB003	Laboratory Policy	<i>Excellent document</i>	<i>Are trend analyses actually carried out? Are they done for anything else at this company?</i>	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
LAU001	Laundry check list	<i>Document needs to be recreated in MS Word</i>	<i>Shouldn't there be a responsible person for this?</i>	2	17/09/2012 6 Oct 2014 (?) 17/09/13 14 Oct 2016 Sept 2017

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LIS001	Listeria Policy	No site map;	See site map appears on following document	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
LIS002	LISTERIA DIAGRAM	Title should not be in upper case;	Document needs to be formatted;	1	29/01/2015 29/01/15 15 Oct 2016 Oct 2017
LOG001	Logs And Registers Table	Isn't this a duplicated document?	Document needs to be correlated with the Document Register, or Index of Documents;	5	13/10/2011 14/05/13 16 Nov 2016 Oct 2017
LUB001	Lubrication Schedule	Who is George M and where is the George M Checklist?	Can these 2 documents not be combined – the George M Checklist added to the Lubrication Schedule?	5	15/11/2011 15/11/13 20 Oct 2016 Oct 2017
LUB002	Lubrication Log	Excellent document	None	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
<b>M</b>					
MAI001	Maintenance Checklist	Document needs to be recreated in MS Word	Spaces should be blank on this 'Master' document	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017



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MAI002	Maintenance Agreement	Seems OK	Documents should only make use of one typeface.	2	09/12/2013 09/12/13 14 Oct 2016 Dec 2017
MAN001	Management Review Policy	Excellent document	Why does this policy call for a HACCP system review when the company is not HACCP certified?	3	24/10/2011 24/10/13 14 Oct 2016 Oct 2017
MAS001	Master Cleaning Schedule	'Checked By' column is off the page. This document will need to be redone.	Two thirds of this document is not visible.	5	15/11/2011 06/10/13 16 Nov 2016 Oct 2017
MED001	Medical Policy	Seems OK	Have you thought of a toilet register to monitor visits to the toilets – looking for stomach disorders?	2	7/12/2013 7/12/13 21 Oct 2016 Oct 2017
MED002	Medical Questionnaire	Could be redesigned to allow spaces for employee to write in;	Medical examinations regarding staff in the food industry are always a problem because of the cost involved.	1	5/11/2014 5/11/14 10 Oct 2016 Oct 2017
MET001	Metal Control Policy	Whose was this document originally?	Do you have grinders, cutters and blenders in use?	2	7 Dec 2013 07/12/2013 14 Oct 2016 Oct 2017
MET002	Metal Register	This is very nice to see – it shows commitment (and passion).	Excellent document	2	07/12/2013 07/12/13 14 Oct 2016 Oct 2017

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MIC001	Microbiological Contamination Policy	<i>Excellent document</i>	<i>None</i>	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
MIN001	Minutes of Food Safety Meetings Format	<i>This is an excellent idea – but is it sufficient?</i>	<i>None</i>	1	03/11/14 14 Oct 2016 Oct 2017
MUS001	Product Core Temp Log	<i>Excellent document – this has been recreated from Excel.</i>	<i>A name to go with the signature might be a good idea.</i>	2	17/09/2012 6 OCT 2012 17/09/13 14 Oct 2016 Sept 2017
<b>N</b>					
NIG001	Night Duty Checklist	<i>Document needs re-creation in MS Word.</i>	<i>None</i>	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
<b>O</b>					
OBS001	Obsolete Stock List	<i>A bit of neatening up perhaps</i>	<i>Excellent document</i>	1	8/3/2016 8 March 2016 14 Oct 2016 Oct 2017

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OUT001	Outside Cleaning Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
<b>P</b>					
PAC002	Packer Supervisor Checklist	Document checklist needs re-creation in MS Word.	Spaces for checking should be blank on this 'Master' document	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PAC003	Packshed Cleaning Log	Document checklist needs re-creation in MS Word.	Perhaps a name for whoever cleaned the pack shed could be added?	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PAC004	Packer Pack Rate per Hour Log	Document needs re-creation in MS Word.	This document needs explaining please – needs a name to go with the date	1	17/09/2015 17/09/15 14 Oct 2016 Oct 2017
PAS001	Passage Cleaning Log	Document needs re-creation in MS Word.	This document needs a name to go with the date	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PEA001	Peat Water Meter Reading Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017

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PEA001	Peatshed Cleaning Log	Document needs re-creation in MS Word.	Document needs a name to go with the date	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PEA004	PEAT DEPTH CHECK	Document needs re-creation in MS Word.	Title should not be in upper case;	1	10/06/2015 10 June 2015 10/06/15 14 Oct 2016 Oct 2017
PER001	Personal Hygiene Code of Conduct	Seems OK	Doc states Revision 8 but only 4 dates are shown	8	3 March 2008 14/05/13 4 Nov 2016 Oct 2017
PER002	Personal Hygiene Policy Communication Confirmation	Perhaps the training records might be better proof of this communication?	Does a copy of this document exist carrying these people's signatures?	1	15/10/2014 17/10/2014 17/10/2016 Oct 2017
PES001	Pest Control & Prevention Policy	Seems OK	None	4	24/10/2011 09/12/13 14 Oct 2016 Oct 2017
PES002	Pest Control Internal Activity Log	Document needs re-creation in MS Word.	These documents are in 8 week cycles?	1	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
PES004	Pesticide Application Log	Document needs re-creation in MS Word.	None	3	17/09/2012 17/09/13 14 Oct 2016 Oct 2017

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PES005	Authority for Pesticide Application	What is the purpose of this document?	Should it not rather be a poster?	3	12 Oct 2012 12/10/2013 14 Oct 2016 Oct 2017
PHY001	Physical Contamination Policy	Well done on using plastic pallets and not wooden ones – but why only the store and fridge areas?	None	3	7 Dec 2013 07/12/2013 14 Oct 2016 Oct 2017
PIC002	Picker Supervisor Checklist	Document needs re-creation in MS Word.	None	3	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PLA001	Plaster & Glove Policy	Seems OK	No mention is made of the colour of the plaster used.	2	14/11/2011 07/10/13 14 Oct 2016 Oct 2017
PLA002	PLASTER REGISTER	Document needs re-creation in MS Word.	Title should not be in upper case;	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PRE001	Pre-Operation Inspection & Preventative Maintenance Checklist	Document needs re-creation in MS Word.	Very comprehensive document. Encourages due diligence.	4	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PRO004	Production Supervisor Checklist	Why is this 'Master' checklist checked off?	The spaces for checking should be blank	2	17/09/2012 17/09/13 21 Oct 2016 Oct 2017

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PRO005	Product & Facility Security Policy	Needs to be re-written	Where was this document copied from?	4	5/12/2013 05/12/2013 14 Oct 2016 Oct 2017
PRO006	Product Quality during Storage Policy	Seems OK	None	2	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
PRO007	Protective Clothing Policy	Seems OK	None	6	13/05/2008 09/12/13 14 Oct 2016 Oct 2017
PRO008	Process Flow Analysis	Needs to be illustrated	An illustrated document is understood quicker than text	2	4 Nov 2014 4/11/2014 10 Nov 2016 Oct 2017
PRO009	PROCESS FLOW DIAGRAM	Title should not be in upper case;	Document needs to be formatted;	1	16/11/2015 16/11/15 14 Oct 2016 Oct 2017
PUN001	Punnet & Cling Wrap Traceability Log	Document checklist needs re-creation in MS Word.	Cling wrap sell by date on the punnet?	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017

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<b>Q</b>					
QUA001	Quality Control Packshed	Document checklist needs re-creation in MS Word.	None	2	19/07/2014 14 Oct 2015 (?) 20/11/13 19 July 2016 Oct 2017
QUA002	Quality Control Policy	Seems OK	None	2	09/12/2013 09/12/13 8 Oct 2016 Oct 2017
<b>R</b>					
REC001	Recall Policy	Are all of these names and phone numbers up to date?	None	3	02/06/2008 14/05/13 14 Oct 2016 Oct 2017
REE001	RE-ENTRY PROCEDURE	Title should not be in upper case;	Document needs to be formatted;	2	18/6/09 18/06/13 14 Oct 2016 Oct 2017
RES001	Residue Analysis Sampling Procedure	Excellent document	None	2	25/04/2013 25/4/13 14 Oct 2016 Oct 2017

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RET001	Retention Sample Log	Seems OK	Doc needs explanation	2	13/09/2014 17/09/13 13 Sept 2016 Oct 2017
RET002	Returns Policy	Seems OK	In clause 4.1 the only contamination visible to the naked eye would be physical. The other 3 would not be visible to a naked eye and would require scientific testing – a totally pointless waste of time and money. Suggest this is changed.	2	20/11/2012 20/11/13 14 Oct 2016 Oct 2017
REW001	Rework Policy	Seems OK	Doesn't point 2 of this policy directly contradict clause 4.1 of the returns policy?	3	02/06/2008 14/05/13 14 Oct 2016 Oct 2017
RIS001	Risk Assessment – Process & Hygiene	Shouldn't the revision dates be on the Excel document rather than the Word document?	Whilst the Excel document is really very impressive, I feel that the Hazard Significance Assessment Matrix (HSAM) needs greater explanation & clarification.	8	25 May March 2008 07/10/2013 04/11/2016 Oct 2017
RIS002	Risk Assessment - Waste	Seems OK	This is not an assessment of the risks – it is more like a list of types of waste to look for and how to deal with them.	5	25 May March 2008 07/10/2013 14 Oct 2016 Oct 2017



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RIS003	Risk Assessment – Worker Health & Safety	Seems OK	<i>This is not an assessment of the risks – it is a list of preventative control measures.</i>	5	25 May March 2008 07/10/2013 29 Oct 2016 Oct 2017
RIS004	Risk Assessment – Pollution of Irrigation Water	Seems OK	<i>Ditto above.</i>	5	25 May March 2008 07/10/2013 14 Oct 2016 Oct 2017
RIS005	Risk Assessment – Site	Seems OK	<i>This is a statement of risk free premises, not an assessment.</i>	2	25 May March 2012 07/10/2013 29 Oct 2016 Oct 2017
RIS006	Risk Assessment – Food Security	Seems OK	<i>This document will form part of the Food Defence program. It needs to be re-titled.</i>	2	25 May 2012 07/10/2013 14 Oct 2016 Oct 2017
RIS007	Risk Assessment – MRL's	Seems OK	<i>I would say this document is more of a policy than an assessment.</i>	3	25 Oct 2012 25/10/2013 14 Oct 2016 Oct 2017
RIS008	Risk Assessment – Water used for Plant Protection Mixes	Seems OK	<i>Procedure and Corrective Action Matrix yes – not a risk assessment.</i>	2	25 Oct 2013 25/10/2013 14 Oct 2016 Oct 2017

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<b>S</b>					
SCA001	Scale Verification Weekly Log	Document needs re-creation in MS Word.	None	3	17/09/2012 6 Oct 2012 17/09/13 14 Oct 2016 Oct 2017
SPE001	Specification Policy	All seems fine – just needs neatening up.	None	5	13/10/2011 14/05/13 4 Nov 2016 Oct 2017
STA001	STAFF ORGANIGRAM	Title should not be in upper case;	Four revisions in 4 years shows a lot of staff movement and reshuffling	4	17/09/2012 03/12/13 4 Nov 2016 Oct 2017
STA002	Staff Meeting Policy	Could use a bit more detail such as an example agenda and so on...	Seems OK	1	17/11/2013 17/11/13 14 Oct 2016 Oct 2017
STO001	Stock Take Morning Log	Document needs re-creation in MS Word.	Seems OK	2	17/09/2012 17/09/13 14 Oct 2016 Sept 2017
STO002	Store, Canteen, Change rooms Cleaning Log	Document needs re-creation in MS Word.	Doc needs a name to go with the date	2	17/09/2012 17/09/12 14 Oct 2016 Oct 2017

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SUP002	Supplier Policy	<i>Seems OK</i>	<i>None</i>	6	17/09/2012 17/09/13 14 Oct 2016 Oct 2017
SUP003	Supplier Self-Audit	<i>Doc needs reformatting – just a little neatening up</i>	<i>None</i>	2	17/09/2012 17/09/13 8 Oct 2016 Oct 2017
SUP004	SUPPLIER EVALUATION SYSTEM	<i>Title should not be in upper case;</i>	<i>Just needs neatening up</i>	2	26/10/2015 26/10/15 Oct 2016 Dec 2017
<b>T</b>					
TAN001	Tank Water Meter Reading Log	<i>Seems fine</i>	<i>None</i>	2	17/09/2012 8 August 2013 17/09/13 4 Nov 2016 Oct 2017
TEL001	Telesales Checklist	<i>Document needs re-creation in MS Word.</i>	<i>None</i>	2	17/09/2012 17/09/13 14/10/2016 Sept 2017

Document Code	Full Document Title	Initial Comments	Detailed Comments (After reading the doc)	Revision No.	Revision History
TEM001	Temp Log Packshed	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/12 14/10/2016 Oct 2017
THI001	Third Party Policy	Seems fine	None	3	7 Dec 2013 07/12/2013 8/10/2016 Oct 2017
TOI001	Toilet Cleaning Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14/10/2016 Sept 2017
TOI002	Toilet Paper and Hand Towel Log	Document needs re-creation in MS Word.	None	2	17/09/2012 17/09/13 14/10/2016 Sept 2017
TRA001	Traceability Policy	Seems OK	None	7	13/05/2008 14/11/13 14 Oct 2016 Oct 2017
TRA002	Training Policy	Seems OK	None	5	3 March 2008 07/10/2013 14/10/2016 Oct 2017
TRA003	Training Schedule	This 'Master" document shouldn't have dates in it.	Is this document posted somewhere where all can see it?	5	15/11/2011 15/11/13 22 Oct 2016 Oct 2017

Document Code	Full Document Title	Initial Comments	Detailed Comments (After reading the doc)	Revision No.	Revision History
TRA004	Training Register	Document needs re-creation in MS Word.	Of what importance is the source of the material to the delegate who signs the register?	2	17/09/2012 17/09/13 14/10/2016 Oct 2017
TRU001	Truck Fridge Temperature Log	Document needs re-creation in MS Word.	Seems OK	2	17/09/2012 17/09/12 14/10/2016 Oct 2017
TUN001	Tunnel Data Sheet	Document needs re-creation in MS Word.	Seems OK	2	17/09/2012 17/09/12 14/10/2016 Oct 2017
<b>U</b>					
<b>V</b>					
VEH001	Vehicle Breakdown Procedure	Seems OK	None	3	6/6/2008 14/05/13 14/10/2016 Oct 2017
VIS001	Visitor Policy	Doc needs to be reformatted	Seems OK	2	05/08/2008 14/05/13 18/10/2016 Oct 2017
WAS001	Waste Disposal Policy	Seems OK	Doc needs to be updated to include receipting	6	13/05/2008 09/12/13 14/10/2016 Oct 2017

Document Code	Full Document Title	Initial Comments	Detailed Comments (After reading the doc)	Revision No.	Revision History
<b>W</b>					
WAT001	Water Treatment Procedure	Seems OK	None	2	24 Nov 2011 24/11/13 14/10/2016 Oct 2017
WAT002	Water Management Plan	Shouldn't this be a poster displayed in strategic places?	Font size needs to be reduced.	3	12 Oct 2012 12/10/2013 15 Oct 2016 Oct 2017
WAT003	Watering of Crop Procedure	Seems OK	None	2	17/09/2012 17/09/13 14/10/2016 Oct 2017
WAT005	WATER RETICULATION PLAN	Document needs to be reformatted	Seems OK	1	16/11/2015 16/11/15 14 Oct 2016 Oct 2017
WEE001	Weekly Internal Audit	An internal audit consists of much more than just confirming documentation.	Seems OK	2	17/09/2012 17/09/12 14/10/2016 Oct 2017