P-001: Document Control
Standard Operating Procedure

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to clarify and describe the responsibilities and procedures for the development, implementation, and control of standard operating procedures, official forms, and guidance documents in the Food Safety Division. This policy ensures that all SOPs, official forms, and guidance documents are current and fit-for-use.

2. Scope

This policy applies to all SOPs, official forms, and guidance documents produced and maintained by the Food Safety Division.

3. Background

SOPs are written to describe processes in sufficient detail, as to ensure the quality and integrity of the work completed and to serve the following functions:

- Document established procedures that lead to quality and consistent work;
- Provide staff with references for specific tasks;
- Construct checklists and quality controls for inspections and audits; and
- Help management evaluate the adequacy of the procedures.

4. Responsibility

4.1. Approving Authority – The approving authority will be the Food Safety Division Director or designee

4.2. Author – The author(s) will be a qualified Food Safety staff member that will write the SOP, coordinate the review of the SOP, submit for approval, and hold ownership of the SOP. The author will also be responsible for annual review and revision as necessary.

4.3. Document Control Coordinator – Responsible for assigning document numbers, maintaining, and organizing document control. The Document Control Coordinator will also review documents and request revisions prior to being sent to the Approving Authority to be marked as Final or Updated.

4.4. Program Manager – The Program Manager(s) will ensure all staff in their respective program areas are notified of any new document and/or changes and are trained on its
5. Definitions

5.1. **Current** - indicates that documentation is signed and dated in accordance with program policies and procedures that meet criteria in the most current standard.

5.2. **Document Control** - document control ensures that documents are reviewed for adequacy, approved for release by authorized personnel and distributed to and used at the location where the prescribed activity is performed.

5.3. **Documents Library** – A page/folder on SharePoint where all current and active documents are held. The library may be synced for offline use.

5.4. **External Documents** – Documents that are written/maintained outside of the GDA Food Safety Division.

5.5. **Fit-For-Use** - a quality term used to indicate that a product or service fits the customer’s defined purpose for that product or service.

5.6. **Form** – An official printed or electronic document used for information collection.

5.7. **Guidance Document** – An official document which provides guidelines, broad advice or information to stakeholders on a specific topic or program.

5.8. **Master List** – A list of all official documents including procedures, guidance documents, forms, and other supporting documentation.

5.9. **Qualified Trainer** – An individual who is recognized by the regulatory jurisdiction’s food safety program manager as having field experience and communication skills necessary to train other inspectors/investigators.

5.10. **Standard Operating Procedure** – The document itself; a set of written instructions that describe processes in sufficient detail as to ensure the quality and integrity of the work is completed.

6. Procedures

6.1. **Document Development** – Documents should be developed by personnel who have experience and knowledge of the relevant subject matter. A SOP should be written to describe processes in sufficient detail, so as to ensure the quality and integrity of the
procedure is followed. The details described may include procedural requirements (exact instructions) and/or guidance information (general information).

6.2. **Document Formatting and Identification** – Documents may follow any format the author(s) choose. However, at a minimum all documents must contain the following:
- Official GDA Food Safety header;
- Unique document title;
- Assigned document number (left-side footer);
- Revision date (middle footer);
- Page number (right-side footer);
- Disclaimer (bottom footer)

6.3. **Document Control Information** – Documents will be assigned a document control number and categorized by program and document type. Other important document information and version history is maintained on in the Food Safety SharePoint Document Library.

6.4. **Document Review and Approval** – Final review and approval of all official documents is coordinated by the document control coordinator and conducted by the approving authority. The approving authority and/or document control coordinator may request a review be completed by other personnel with subject matter expertise prior to approval.

6.5. **Notification, Issuance, and Storage** – Once approved, users will automatically have access to the most current version on the Food Safety SharePoint Document Library. The library also has the ability to sync to user’s devices for offline use. Editable files of the current version will only be accessible through the document control coordinator. If a file is printed it is considered an “uncontrolled document”.

6.6. **Training** – All personnel are responsible for reviewing and following the most current SOP. Training on the new or revised document, if needed, should be conducted by a qualified trainer within 60 days of issuance.

6.7. **Periodic Document Review** – All SOPs should be reviewed and updated as necessary by the author or designee every calendar year. Part of this review process must include the SOP author’s review of external documents, ensuring hyperlinks and documents are current and fit-for-use. All reviews and updates pertaining to the Manufactured Food Regulatory Program Standards (MFRPS) should be documented in the MFRPS Strategic Plan and Worksheet 9 by the author or designee.

6.8. **Document Revisions** - Revisions may be requested anytime by any Food Safety Division staff. Revisions should be performed by the current author(s) or designated personnel. Revisions are only finalized upon approval from the approving authority with the exception of typographical and other printing error revisions.
6.9. **Document Cancellations** – When a document is no longer applicable, the approving authority may rescind and cancel an SOP. Multiple SOPs may also be consolidated.

6.10. **Record Retention** – The GDA Food Safety Division will follow the retention schedules for state government paper and electronic records as described by the State of Georgia Archives and based upon the requirements of the Georgia Records Act (OCGA 50-18-90).

6.11. **External Documents** – Documents that do not originate from the GDA Food Safety Division will be clearly marked as an “External Document” on the Sharepoint Master List. Documents will be reviewed every calendar year by the Document Control Coordinator to ensure the most current version is listed and available. It is the responsibility of the author to review and ensure all external references within a document are current. The date of the last review is documented on Sharepoint.

6.12. **Master List** – The Master Lists is maintained on the Food Safety Sharepoint Site Documents section. Sharepoint automatically captures version history information. The master list includes:
- Document Number
- Document Name
- Revision Date
- Document Approval Status
- Document Type
- Author(s)
- Date of Last Review
- Program(s)
- Tag(s)
- Version History

6.13. **Document Control Work Flow** - Figure 1 summarizes the development, revision, and distribution of documents within the Food Safety Division.

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Figure 1
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**Document Control Workflow**
7. **Equipment/Materials Needed**

N/A

8. **Appendices**

*Appendix A: Steps to Develop, Revise, and Approve Documents*
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Step 1: Ensure the final draft of the document has the official GDA header and a title. If you do not have a document number that is okay, one will be assigned and inserted in step 3.

Step 2: Ensure the final draft of the document has the document number, revision date, page number, and disclaimer in the footer. If you do not have a document number you may leave it blank (one will be assigned and added).

Step 3: Email the editable final draft to the document control coordinator (Brandon.sauceda@agr.georgia.gov)

Step 4: The document control coordinator will review the document and assign/insert a document number (if not already assigned).

Step 5: If no revisions are needed or already completed, the document will be saved with the document number and title in the file name (Ex: T-005 SOP Template) in the “Editable Procedures” shared folder. NOTE – this shared folder is only accessible by administrative staff.

Step 6: Once the document is saved, the document will be exported as a PDF for upload in step 7.

Step 8: Locate the upload button and choose the desired PDF document from your computer.

Step 9: If the document is new leave the box unchecked. If the document is a revision/update check the box and make version comments as desired. IMPORTANT – if the document is a revision/update, the file name and format must match the document it is replacing in the library.
Step 10: After the document is uploaded click “Quick Edit” to edit the document information fields for the newly uploaded document.

Step 11: After completing the document information, click “Done”.

Disclaimer: Printed/saved documents are considered “uncontrolled” and may not be current or fit-for-use.
Step 12: Once ready for approval, click the three dots next to your document – More – Workflow.

Document Library

Step 13: Click “Document Approval” to start the workflow.
Step 14: Type in the Approving Authority name in “Assign To” and type in the Author(s) name in “CC”. then click Start. Once clicked a workflow is automatically started and the Approving Authority is sent an email and task by sharepoint.

<table>
<thead>
<tr>
<th>Approvers</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sincoke, Brandon</td>
<td>One at a time (serial)</td>
</tr>
</tbody>
</table>

Step 15: The Approving Authority navigates to the SharePoint site (link in step 7) and clicks Tasks. Under “Active Tasks” the request to approve the document will appear. The Approving Authority will also receive an email stating that a task has been created.

```
+ new task or edit this list

Tasks
All Tasks  Active Tasks  By Assigned To  ...

Title

Please approve Test Document *
```
Step 16: Once the Approving Authority clicks the appropriate task the following window will appear. The Approving Authority may review and/or print the document by clicking the document name. Once reviewed the Approving Authority may either approve, reject, request change, or reassign the task.

Step 17: If the document is approved or rejected, click the appropriate button and the task is completed. If a revision is needed, click “Request Change”.

Step 18: When requesting a change, the approval authority may list the request in the “New Request” box. All other fields may be left blank. When ready hit “send”.

Disclaimer: Printed/saved documents are considered “uncontrolled” and may not be current or fit-for-use
Step 19: Once “send” is clicked, a workflow is automatically started, and the Document Control Coordinator is sent an email and task by SharePoint.

Step 20: The Document Control Coordinator navigates to the SharePoint site and clicks Tasks. Under “Active Tasks” the request to change the document will appear.

Step 21: Once the appropriate task is clicked the following window will appear with information on the change request. Once the request is read, click cancel, and make the changes to the editable version. Once the changes have been made in the original editable document, re-upload the new version and complete Steps 5-10 again.

Step 22: Once the document has been revised and re-uploaded using Steps 5-10, navigate back to the task. In the comments list what updates have been made and click “Send Response”.

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Step 23: Once “Send Response” is clicked, a workflow is automatically started, and the Approval Authority is sent an email and task for approval by Sharepoint. Steps 15-17 are repeated.

Step 24: Once the document is finally approved, it will now appear in the Document section and listed as approved. The author(s) will receive an automatic email notification that approval has completed.