

# D143: DEMO OF GMP+ B1 Documents kit for Feed safety intended for Production, Trade and Services **Price 599 USD**

(Applicable for Production, trade and services for feed)

Complete editable GMP+ B1 feed safety sample document kit (Manual, procedures, process approach, exhibits, SOPs, formats, audit checklist etc.)

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## Chapter-1.0 CONTENTS OF GMP+ B1 DOCUMENT KIT

Good Manufacturing Practices for Production, trade and services for feed  
(More than 135 document files)

The Total Editable Document kit has 8 main directories as below.

### GMP+ B1 Editable Document kit

| Sr. No.        | List of Directory             | Document of Details                        |
|----------------|-------------------------------|--|
| 1.             | Feed safety manual            | 05 chapter and 08 annexure in MS Word      |
| 2.             | Feed safety procedures        | 18 procedures in MS Word                   |
| 3.             | Exhibits                      | 05 Exhibits in MS Word                     |
| 4.             | Formats                       | 57 formats in MS Word / excel              |
|                | Engineering (ENG)             | 06 formats in MS Word                      |
|                | Purchase (PUR)                | 07 formats in MS Word                      |
|                | Despatch (DES)                | 04 formats in MS Word                      |
|                | Housekeeping (HKC)            | 11 formats in MS Word / excel              |
|                | HR (HRD)                      | 01 formats in MS Word                      |
|                | Production (PRD)              | 02 formats in MS Word                      |
|                | Quality control (QCD)         | 01 formats in MS Word                      |
|                | Sales (SALES)                 | 03 formats in MS Word                      |
|                | Stores (STR)                  | 03 formats in MS Word                      |
|                | System (SYS)                  | 12 formats in MS Word                      |
| Training (TRG) | 06 formats in MS Word         |  |
| 5.             | HACCP docs.                   | 15 files in MS Word                        |
| 6.             | Standard operating procedures | 25 standard operating procedure in MS Word |
| 7.             | Process approach              | 10 process approach in MS Word             |
| 8.             | Audit checklist               | More than 800 questions                    |

**Total 135 files quick download in editable form by e delivery**

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## B. Documentation:-

Our document kit is having sample documents required for GMP+ B1 certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will get many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to GMP+ B1 for and user can edit it in line with their own processes. The GMP+ standards have been developed to harmonize requirements for feed in order to ensure quality and safety throughout the entire feed chain.

### 1. Feed Safety Manual:

It covers sample copy of manual for GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service. It covers 08 chapters and 05 annexure as well as list of procedures as well as overview of covers tier1 of GMP+ B1 documents.

### GMP+ B1 Manual Index

| Chapter No.        | Subject  | Page No. | GMP+ Clause Reference |
|--------------------|--|----------|-----------------------|
| <b>Section – 1</b> |  |          |                       |
| 1.                 | Company Profile  | 1–2      | ---                   |
| 2.                 | Table Of Contents  | 1–2      | ---                   |
| 3.                 | Control And Distribution                                 | 1–3      | ---                   |
| <b>Section – 2</b> |  |          |                       |
| 4.                 | <b>Feed Safety System (FSMS)</b>                         | 1–4      | 4.0                   |
|                    | Requirements for the feed safety system                  |          | 4.1                   |
|                    | Documentation  |          | 4.2                   |
|                    | General  |          | 4.2.1                 |
|                    | Quality Manual   |          | 4.2.2                 |
|                    | Control of the documentation                             |          | 4.2.3                 |
|                    | Control of the records                                   |          | 4.2.4                 |
| 5.                 | <b>Management Responsibility</b>                         | 1–2      | 5.0                   |
|                    | Management Commitment                                    |          | 5.1                   |
|                    | Feed safety policy                                       |          | 5.2                   |
|                    | Planning   |          | 5.3                   |
|                    | Feed safety objectives                                   |          | 5.3.1                 |
|                    | Planning for the Feed safety system                      |          | 5.3.2                 |
|                    | Responsibility, authority, communication and feed safety |          | 5.4                   |
|                    | Responsibility and authority                             |          | 5.4.1                 |
|                    | HACCP team   |          | 5.4.2                 |
|                    | Management representative                                |          | 5.4.3                 |
|                    | Provision of resources                                   |          | 5.4.4                 |

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|   |  |      |       |
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|   | Internal communication   |      | 5.4.5 |
|   | Management review  |      | 5.5   |
|   | General  |      | 5.5.1 |
|   | Review input   |      | 5.5.2 |
|   | Review output  |      | 5.5.3 |
| 6.  | <b>Prerequisite Programme</b>  | 1-3  | 6.0   |
|   | General  |      | 6.1   |
|   | Personnel  |      | 6.2   |
|   | General  |      | 6.2.1 |
|   | Competency, awareness and training   |      | 6.2.2 |
|   | Infrastructure   |      | 6.3   |
|   | Basic requirements   |      | 6.3.1 |
|   | Requirements for facility, production areas, installation and other facilities |      | 6.3.2 |
|   | Work environment   |      | 6.4   |
|   | Maintenance  |      | 6.4.1 |
|   | Cleaning   |      | 6.4.2 |
|   | Pest control   |      | 6.4.3 |
|   | Waste control  |      | 6.4.4 |
|   | Identification and traceability  |      | 6.5   |
|   | EWS and recall   |      | 6.6   |
|   | Production   |      | 6.7   |
|   | Control of Production  |      | 6.7.1 |
| 7.  | <b>Process Control</b>   | 1-10 | 7.0   |
|   | Planning of the realization of a safe product                                  |      | 7.1   |
|   | Requirements for the feed  |      | 7.2   |
|   | Determination of feed requirements   |      | 7.2.1 |
|   | Review of feed requirements  |      | 7.2.2 |
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|   | Diagram of the organization  |      | 7.3.2 |
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|   | Establishment of critical control points (CCP's)                               |      | 7.5   |
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|   | Establishment of critical control points (CCP's)                               |      | 7.5.2 |
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|   | Monitoring and measuring   |      | 7.7   |
|   | Monitoring plan  |      | 7.7.1 |
| Monitoring plan (Supplementary for processing of feed additives / feed medicines) | 7.7.2  |      |       |
| Corrective actions  | 7.8  |      |       |
| Validation of the HACCP plan  | 7.9  |      |       |

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|                 |   |       |        |
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|                 | Purchasing process                                |       | 7.10.1 |
|                 | Purchasing data                                   |       | 7.10.2 |
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|                 | Production  |       | 7.11   |
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|                 | Maintenance of the product                        |       | 7.11.2 |
|                 | Labeling and delivery                             |       | 7.11.3 |
| 8.              | <b>Measurement, Analysis and Improvement</b>      | 1-1   | 8.0    |
|                 | General   |       | 8.1    |
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|                 | Improvement                                       |       | 8.4    |
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|                 | Corrective action                                 |       | 8.4.2  |
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| <b>Annexure</b> |   |       |        |
| ANX-I           | List Of Procedures                                | 1 – 1 | ===    |
| ANX-II          | Glossary Of Terms                                 | 1 – 1 | ===    |
| ANX-III         | Process Flow Chart                                | 1 – 2 | ===    |
| ANX-IV          | Quality and Feed safety Policy                    | 1 – 1 | ===    |
| ANX-V           | Organization structure                            | 1 – 1 | ===    |

## 2. Procedures (18 Procedures):

It covers sample copy of mandatory procedures covering all the details of GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service.

### List of procedure

1. Procedure For Management Review.
2. Procedure For Document And Data Control.
3. Procedure For Corrective And Preventive Actions.
4. Procedure For Control Of Quality Records.
5. Procedure For Internal Audit.
6. Procedure For Control Of Monitoring And Measuring Devices
7. Procedure For Training
8. Procedure For Control Of Non-Conforming Products.
9. Procedure for Purchasing
10. Procedure for Identification of products
11. Procedure for traceability
12. Procedure for Preservation
13. Procedure for Preliminary Analysis of Production Process.
14. Procedure For Pre-requisite Program
15. Procedure for Hazard Identification.

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16. Procedure for HACCP Plan
17. Procedure for Emergency preparedness and response
18. Procedure for product re-call

### **3. Exhibits (05exhibits):**

It covers sample copy of exhibits covering all the details of GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service.

#### **List of exhibits**

1. Skill requirements
2. Multi Skill requirements
3. Control of non-conforming products
4. Document codification system
5. Quality Plan

### **4. Blank Formats (57 Formats):**

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow to change the same to suit own requirements.

#### **List of Formats**

- |   |   |
|---|---|
| 1. Packing report / Slip  | 2. Bag/other packing material inspection report   |
| 3. Screen Checking report   | 4. Loading Vehicle Checking Report                |
| 5. Breakdown History Card   | 6. Preventive Maintenance Schedule                |
| 7. Preventive Maintenance Checkpoints                             | 8. Daily Preventive maintenance checkpoints       |
| 9. Preventive Maintenance checkpoints for Building and civil work | 10. Incident Reporting Record                     |
| 11. Master list cum distribution list of documents                | 12. Change Note                                   |
| 13. Corrective Action Report                                      | 14. Master List of Records                        |
| 15. Objectives  | 16. Audit Plan/ Schedule                          |
| 17. Internal Audit Non conformity report                          | 18. Clause Wise Document wise audit review report |
| 19. Preventive Action Report                                      | 20. Continual Improvement Plan                    |
| 21. Calibration Status of Instrument                              | 22. Notification to GMP+                          |
| 23. Cleaning and Sanitation Report                                | 24. House Keeping Records–Area Wise               |
| 25. Visitor Entry Report  | 26. Pest Control Report                           |
| 27. Fumigation Report   | 28. Daily Sanitation Audit Report                 |
| 29. Pest Control log book–Daily Sheet                             | 30. Glass Inventory Records                       |
| 31. Visual Inspection Report–Glass Monthly                        | 32. Wooden Checking                               |
| 33. Operational pre-requisite programs                            | 34. Rodent trapping record                        |
| 35. Medical Checkup report  | 36. Production Planning                           |
| 37. Disposal of Non conforming Products                           | 38. Purchase Order                                |
| 39. Indent cum Incoming Inspection                                | 40. Approved Vendor List cum Open Purchase order  |
| 41. Supplier Registration form                                    | 42. Open Purchase Order                           |
| 43. Supplier Audit Schedule                                       | 44. Supplier Audit Checklist                      |
| 45. Sample Test Request   | 46. Order form confirmation                       |

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- |                                       |                               |
|---------------------------------------|-------------------------------|
| 47. Feedback for customer             | 48. Customer Complaint Report |
| 49. Daily stock Statement             | 50. Gate Pass                 |
| 51. Unloading Vehicle Checking Report | 52. Training Calendar         |
| 53. Training Report                   | 54. Induction training Report |
| 55. Job Description and Specification | 56. Skill Matrix              |
| 57. Health Questionnaire              |                               |

### **5. HACCP Docs.**

It covers sample copy of HACCP documents covering blank and filled document all the details of GMP+ B1 for Production, Trade and Service.

### **6. Standard operating procedures (25SOPs):**

It covers sample copy of standard operating procedures covering all the details of GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service.

#### **List of standard operating procedures (SOPs)**

1. SOP For Material Receipt / Issue in Despatch
2. SOP For Checking Transporter Vehicle
3. SOP For Purchase
4. SOP For RM / PM / General Material Receipt / Issue / Storage
5. SOP For Blade Management
6. SOP For Condition / Cleanliness Of Food Contact Surface
7. SOP For Prevention OF Cross Contamination
8. SOP For Personnel Health And Hygiene
9. SOP For Protection Of Food Adulteration
10. SOP For Pest Control
11. SOP For General Housekeeping
12. SOP For Entry / Exit Procedure – Personal Hygiene
13. SOP For Floor Cleaning
14. SOP For Cleaning of Doors, Windows, Walls And Tube light and Fan
15. SOP For Equipment Lay-out
16. SOP For Metal, Wood & Glass Procedure
17. SOP For Building Maintenance And General Facilities
18. SOP For Safety
19. SOP For Glass breakage Management

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20. SOP For Installation of New Glass
21. SOP For Self Care Laundering
22. SOP For Waste Disposal
23. SOP For Hygiene clearance
24. SOP For Incident Reporting
25. SOP For Traceability

### **7. Process approach (10 process approaches):**

It covers sample copy of process approach covering all the details of GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service.

#### **List of process approach**

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Dispatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Marketing
5. Process Flow Chart of Production
6. Process Flow Chart of Purchase
7. Process Flow Chart of Quality Control
8. Process Flow Chart of System Coordinator processes
9. Process Flow Chart of Stores
10. Process Flow for Training Activity

### **8. Audit Checklist (more than 800 questions)**

It covers sample audit questions based on all the GMP+ B1 good manufacturing practice guidance requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the GMP+ B1 Good Manufacturing Practice Guidance for Production, Trade and Service guidance requirements are fulfilled.

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### **Chapter-2.0 ABOUT COMPANY**

Global Manager Group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 50 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

#### **Global Manager Group is committed for:**

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques.

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- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

#### **B. Software used in Document kit**

- Documents written in Ms Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

#### **3.2 Features of Document kit:-**

- Contains all necessary documents as listed above and comply with the requirements of GMP+ B1 for Production, Trade and ServiceStandards.
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

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### **Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT**

1. By using these documents, you can save a lot of your precious time while preparing the GMP+ B1for Production, Trade and Servicedocuments.
2. Take care for all the section and sub sections of GMP+ B1for Production, Trade and Servicestandard helps you in establishing better system applicable for manufacturer of Production, Trade and Service.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own GMP+ B1for Production, Trade and Servicedocuments.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

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