

D116: DEMO OF FAMI-QS FEED SAFETY DOCUMENTATION KIT

Price 450 USD

[VERSION 6]

Completely editable feed safety documentation toolkit (FAMI-QS manual, procedures, exhibits, process approach, sample HACCP documents, forms, SOPs, audit checklists, etc.)

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Chapter-1.0 CONTENTS OF FAMI-QS FEED SAFETY DOCUMENTATION KIT

(More than 160 document files)

A. The documentation kit has 10 main directories, as below:

Sr. No.	List of Directories	Details of Document
1.	FAMI-QS Manual	14 files in MS Word
2.	Procedures	15 procedures in MS Word
3.	Exhibits	08 exhibits in MS Word
4.	Standard Operating Procedures	37 SOPs in MS Word
5.	Process Approach	11 process approach in MS Word
6.	Formats / Templates Name of departments	66 formats in MS Word / Excel
	Dispatch	03 formats in MS Word
	Engineering	07 formats in MS Word
	HACCP	17 formats in MS Word
	Housekeeping	11 formats in MS Word / Excel
	HRD	01 formats in MS Word
	Production	02 formats in MS Word
	Purchase	06 formats in MS Word
	Quality Control	05 formats in MS Word
	Sales	04 formats in MS Word
	Store	02 formats in MS Word
	Training	07 formats in MS Word
7.	Sample HACCP Docs	16 files in MS Word
8.	FAMI-QS Audit Checklist	More than 500 questions
9.	FAMI-QS Compliance Matrix (Requirement - wise reference documented information)	01 File in MS-Excel
10.	Sample Risk Assessment Sheet	01 File in MS-Excel

Total 160 editable files for quick download by e- delivery

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B. FAMI-QS Code of Practice requirement-wise documents

Inter-linkage of our ready-to-use documents vs. FAMI-QS requirements are given in our document matrix given in below link:

Download FAMI-QS Requirement wise Document List

C. Documentation: -

Our documentation kit is having sample documents required for FAMI-QS certification as listed below. You need to study them and do necessary changes as per your company's need, and within 2 days your entire documents with all necessary details will be ready. Globally, with the help of our documents, many organizations have been certified in 1st attempt upon stringent certification audit by different certifying bodies.

Under the main directories, further files are made in word document as per the details listed below. All the documents are related to feed manufacturing/process industry.

1. FAMI-QS Manual:

It covers sample copy of Feed Safety manual and clause-wise details of how FAMI-QS system is implemented. It includes list of procedures as well as overview of organization and covers tier-1 of FAMI-QS documents.

A. Table of Contents of FAMI-QS Manual

Chapter No.	Subject	Page No.	FAMI-QS Code of practice Version 6
Section – 1			
1.	Company Profile	1-2	---
2.	Table of Contents	1-3	---
3.	Control and Distribution	1-3	---
Section – 2			
4.	Context of the Operator	1-7	4.0
	Understanding the Operator and its context		4.1
	Understanding the needs and expectations of interested parties		4.2
	Feed Safety and Quality Management System and its Processes		4.3
	Feed Safety and Quality Management System Documentation		4.4
	Determining the scope of the Feed Safety and Quality Management System		4.5
	Feed Safety and Quality Policy		4.6

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5.	Leadership	1-2	5.0
	Leadership commitment		5.1
	Responsibilities		5.2
6.	Planning	1-2	6.0
	Actions to address risks and opportunities		6.1
	Feed safety and Quality objectives and planning to achieve them		6.2
	Planning of Changes		6.3
7.	Good Manufacturing Practices	1-11	7.0
	Establishment		7.1
	Local site environment		7.1.1
	Layout and workspace		7.1.2
	Internal structures and fittings		7.1.3
	Equipment		7.2
	Storage		7.3
	Utilities		7.4
	Water supply		7.4.1
	Ventilation		7.4.2
	Compressed air and other gases		7.4.3
	Lighting		7.4.4
	Waste disposal		7.5
	Waste control		7.5.1
	Drains and drainage		7.5.2
	Equipment suitability		7.6
	Measuring devices		7.6.1
	Maintenance		7.6.2
	Measures for prevention of cross-contamination		7.7
	Cleaning and sanitation		7.8
	Cleaning and sanitizing programs		7.8.1
	Cleaning agents and tools		7.8.2
	Pest control		7.9
Personnel hygiene	7.10		
Personal behavior and cleanliness	7.10.1		
Clothing and protective equipment	7.10.2		
Health status	7.10.3		

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	Transport		7.11
	Driver Responsibility		7.11.1
	Transport of packed goods		7.11.2
	Transport of bulk products		7.11.3
	Feed packaging information and customer communication		7.12
	Competence and training		7.13
	Awareness		7.14
	Communication		7.15
	Complaint handling system		7.16
	Feed Safety Incident Communication (Crisis Management)		7.16.1
	Recall procedures		7.16.2
8.	Operation		8.0
	Operational planning and control		8.1
	Determination of requirements for products		8.2
	Design and development		8.3
	Design and development planning		8.3.1
	Design and development input		8.3.2
	Design and development controls		8.3.3
	Design and development output		8.3.4
	Change control		8.4
	Control of externally provided products and services		8.5
	Type and extent of control of external provision – Contract Manufacturers	1–10	8.5.1
	Purchased materials		8.6
	Selection and management of suppliers		8.6.1
	Verification of incoming materials		8.6.2
	HACCP Program		8.7
	Determination of critical limits for critical control points and monitoring		8.7.1
	HACCP team leader		8.7.2
	Control of Production		8.8
Identification and traceability		8.8.1	
Preservation of product		8.8.2	

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	Post-delivery activities		8.8.3
	Release of products		8.8.4
	Control of nonconforming process outputs and products		8.8.5
	Rework		8.8.5.1
9.	Performance Evaluation	1-3	9.0
	Monitoring		9.1
	Internal audit		9.2
	Management review		9.3
10.	Improvement	1-2	10.0
	Nonconformity and corrective action		10.1
	Continual improvement		10.2
Annexure			
ANX-I	List Of Quality and HACCP, FAMI-QS Procedures	1 – 1	===
ANX-II	Glossary of Terms	1 – 1	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	Organization structure	1 – 1	===

2. Procedures (Procedures 14)

It covers sample copy of mandatory procedures covering all the details as per FAMI-QS requirements.

List of Procedures

1. Procedure for Management review
2. Procedure for Document and data control
3. Procedure for Corrective actions
4. Procedure for Control of quality records
5. Procedure for Internal audit
6. Procedure for Control of monitoring and measuring instrument
7. Procedure for Control of nonconforming products
8. Procedure for Handling of customer complaints
9. Procedure for Training
10. Procedure for Preliminary analysis of production process
11. Procedure for Pre-requisite program
12. Procedure for Hazard identification
13. Procedure for HACCP plan
14. Procedure for Emergency preparedness and response (Crisis Management)
15. Procedure for Product withdrawal

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3. Exhibits (06 Exhibits)

It includes sample copy of exhibits covering all the details of FAMI-QS standard.

1. Exhibits for Skill requirements
2. Exhibits for Multi-Skill requirements
3. Exhibits for Disposal of nonconforming products
4. Exhibits for Quality plan – Incoming inspection and testing
5. Exhibits for Raw material specifications
6. Exhibits for Codification system
7. Exhibits for Need and expectations of interested parties
8. Exhibits for Cleaning and sanitization schedule

4. Standard Operating Systems (34 SOPs)

It includes sample copy of mandatory standard operating procedures covering all the details as per FAMI-QS standard requirements.

List of SOPs

- | | |
|--|--|
| 1. SOP for Material receipt / Issue in dispatch | 2. SOP for Material / process / product mix-up |
| 3. SOP for Glass breakage management | 4. SOP for Building maintenance and general facilities |
| 5. SOP for Installation of new glass | 6. SOP for Safety |
| 7. SOP for Self care laundering | 8. SOP for Metal, wood & glass procedure |
| 9. SOP for Waste disposal | 10. SOP for Wooden materials |
| 11. SOP for Hygiene clearance | 12. SOP for De-contaminate media and disposal of laboratory waste |
| 13. SOP for Incident reporting | 14. SOP for Traceability |
| 15. SOP for Blade management | 16. SOP for Confidential reporting channel (Whistle blowing channel) |
| 17. SOP for Product recall | 18. SOP for Shelf-life study of the finished products |
| 19. SOP for Condition / cleanliness of food contact surface | 20. SOP for Pallet management |
| 21. SOP for Prevention of cross-contamination | 22. SOP for Metal detector |
| 23. SOP for Personnel health and hygiene | 24. SOP for Packing and labeling |
| 25. SOP for Protection from food adulteration | 26. SOP for IT |
| 27. SOP for Pest control | 28. SOP for Sampling, testing & release of raw material & packing material |
| 29. SOP for General housekeeping | 30. Cleaning and Sanitation of Feed Contact Surface |
| 31. SOP for Entry / exit procedure – Personal hygiene | 32. Change Control System |
| 33. SOP for Floor cleaning | 34. SOP For Printed Product Label Control |
| 35. SOP for Cleaning of doors, windows, walls and tube light and fan | 36. SOP for RM / PM / General material receipt / Issue / Storage |
| 37. SOP for Equipment layout | |

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5. Process Approach (10 Process Approach)

It includes sample copy of process approach covering all the details and sample flow chart for process activity.

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 HACCP team leader processes
9. Process flow chart of Stores
10. Process flow chart of Training activity
10. Process flow chart of D&D

6. Blank Formats (61 formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples are given as a guide and it is not compulsory to follow them. Organizations are free to change the formats to suit their own requirements.

List of Formats

- | | | |
|--|--|---|
| 1. Packing report / slip | 2. Bag / other packing material inspection report | 3. Screen checking report |
| 4. Preventive maintenance schedule | 5. Breakdown history card | 6. Preventive maintenance check points |
| 7. Daily preventive maintenance check points | 8. Preventive maintenance check points for building & civil work | 9. Incident reporting record |
| 10. Temporary maintenance work report | 11. Master list cum distribution list of documents | 12. Change note |
| 13. Corrective action report | 14. Master list of records | 15. Quality objectives |
| 16. Audit plan / schedule | 17. Internal quality 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 /equipment |
| 22. List of chemicals on site | 23. Feed defense checklist | 24. Monthly feed safety inspection report |
| 25. Mock drill report | 26. Risk Analysis Sheet | 27. Cleaning and sanitation report |
| 28. Housekeeping records | 29. Visitor's entry report | 30. Pest control report |
| 31. Fumigation report | 32. Daily sanitation audit report | 33. Pest control logbook |
| 34. List of glass items - inventory at various locations | 35. Visual inspection report (daily -month | 36. Water tank cleaning report |
| 37. Water line cleaning report | 38. Medical checkup report | 39. Production plan |
| 40. Disposal of nonconforming products | 41. Purchase order | 42. Indent and incoming inspection record |
| 43. Approved vendor list cum open purchase order | 44. Supplier registration form | 45. Open purchase order |

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- | | | |
|---|-------------------------------|---------------------------------------|
| 46. Sample test request slip | 47. Positive recall report | 48. pH meter calibration Report |
| 49. Normality record sheet | 50. Validation report | 51. Order form / order confirmation |
| 52. Feedback form for customers | 53. Customer complaint report | 54. Design and development records |
| 55. Daily stock statement | 56. Gate pass | 57. Training calendar |
| 58. Employee-Wise Training & Competence Record | 59. Induction training report | 60. Job description and specification |
| 61. Training report | 62. Multi-Skill Analysis | 63. Health questionnaire |
| 64. FAMI-QS crisis management notification form | 65. Communication Report | 66. Job work contract |

7. HACCP Docs

It includes Blank and Filled HACCP documents as per details given below:

A. Blank HACCP Docs.

1. Pre-Requisite Program (PRP)
2. Feed Safety and Validation team
3. Product Description
4. Process Flow Diagram
5. Hazard Analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification and Validation Plan

B. Filled HACCP Docs.

1. Pre-Requisite Program (PRP)
2. Feed Safety and Validation team
3. Product Description
4. Process Flow Diagram
5. Hazard Analysis Report
6. HACCP Plan
7. CCP Corrective Action Plan
8. Verification and Validation Plan

8. FAMI-QS Audit Questionnaire (More than 500 audit questions)

This covers audit questions based on FAMI-QS requirements as well as audit questions for each department. It is a very good tool for the auditors to make department-wise audit questionnaire / clause-wise audit questionnaire while auditing and bring effectiveness in audit.

9. FAMI-QS Document compliance matrix

This master sheet provides inter-linkage of all the documents with reference of FAMI-QS Code of Practice for feed safety requirements.

10. Sample risk assessment sheet

The ready-to-use risk analysis sheet is given in editable form to prepare the risk document for the organization. It is given in excel format and can be used as a template.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO/FAMI-QS and management areas consultancy. 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 organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our ready-made training and editable documentation kit helps the clients in making their documents with ease and complying with the related ISO standards/ FAMI-QS Code in a short time.**

1. Our promoters and engineers have experience of providing management training, ISO series and FAMI-QS consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 60 members (M.B.A., Degree engineers). Our Director has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series and FAMI-QS certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We also suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees of various organizations in ISO series and FAMI-QS certification.
6. We have spent more than 60000 man-days (170 man years) in the preparation of different ISO and FAMI-QS documents and training presentation slides.

Global Manager Group is committed for:

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

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our documentation kit can better perform with P3 and higher computers with a minimum 10 GB hard disk space.
- For better visual impact you may keep the setting of color at high color.

B. Software used in Documentation kit

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP or higher versions.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- All the documents of this kit are written in easy to understand English language.
- This documentation kit saves much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the FAMI-QS documents.
2. The kit takes care of all the sections and sub-sections of FAMI-QS Code of Practice and helps you to establish better system.
3. The document kit enables you to change the contents of documents and print as many copies as you need. The user can modify the documents as per their industry requirements and create own FAMI-QS documents for their organization.
4. It will save much time as well as cost of document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system due to our proven documents and templates which are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/ FAMI-QS consultancy.
7. Our product is highly sold across the globe and used by many multinational companies. It has provided total customer satisfaction as well as value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire contents at various levels. More than 1000 hours are spent in the preparation of this kit.
9. The entire kit is prepared by a globally proven team of leading ISO/ FAMI-QS consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On successful completion of secured purchase, we provide username and password to download the product from our ftp server. Thus, we provide instant online delivery of our products to user by sending e-mail of username and password.

For Purchase Click Here →



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