



South Coast Business Solutions Evaluation Only

Demonstration Purposes Only

Job Description

This Job Description includes all activities assigned specifically to this position throughout the Standard Operating Procedures and should be read in conjunction with the Job Description that is applicable to all staff.

Employee :-

Position :- All Staff

010 Document Control and Quality Records

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No	1	Revision No	0
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- File quality system records in accordance with the Master Document Register, ensuring they are indexed for easy retrieval, and stored to prevent deterioration, damage or loss. Notify the Quality Manager of any new records not listed on the Register.

015 Non Conformances - Correction and Prevention

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No	1	Revision No	0
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- Complete a Non conformance Report (NCR) Quality System Administration Document No QA006.1. Forward the NCR to the Quality Manager through the appropriate channels. If unsure whether the problem is/is not a non conformance, discuss with the Quality Manager.

020 Management of Change - Operations and facilities

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No	1	Revision No	0
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- Upon identifying a need for an operational or facility change, discuss with your immediate Supervisor.

105 Personal Hygiene

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No	1	Revision No	0
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- Thoroughly wash hands in water using liquid soap. Thoroughly wash between fingers and under fingernails, rinse and dry with disposable paper towels. Apply Sanitiser to hands. Allow hands to air dry.
- Do not wash hands then immediately wipe clean hands on clothing or overalls.
- Do not wear jewellery after commencement of work in processing, storage or handling areas.
- Wear hair nets provided at all times when in processing, storage or handling areas.
- Remove Hair Nets and place on hooks provided prior to leaving processing or handling areas.
- Wear properly maintained appropriate footwear at all times when in processing, storage or handling areas.
- Take responsibility for your own personal hygiene.
- Ensure that you are of clean appearance before the commencement of work each day.
- If suffering from an illness or injury of any description do not commence work without first discussing the illness or injury with your supervisor who will then make a judgement as to whether there are suitable duties for you to perform given the nature of the illness or injury.
- In the case of an injury of any description immediately inform your supervisor.
- If a bandaid is required ensure that it is of a distinctive colour. Under no circumstances use transparent or skin coloured bandaids.



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Employee :-

Position :- All Staff

125 Approved Suppliers - Selection and Monitoring

Date Trained	Initials
Whole Proc	Yes/No

Step No Step Issue No 1 Revision No 0

- 2 Where a new major supplier is required, or a new product or service is introduced, advise the Quality Manager.

Note: Minor suppliers (i.e. suppliers of non critical products/services) are not registered, and are selected often on an informal basis similar to items C & D in D1.

- 5 If at any time an approved supplier does not meet critical aspects of the company's requirements (including OH&S), advise the Quality Manager or the Managing Director in accordance with Proc No 015 Non Conformances - Correction and Prevention.

405 Customer Complaints

Date Trained	Initials
Whole Proc	Yes/No

Step No Step Issue No 1 Revision No 0

- 1 Upon receipt of a customer complaint either by phone, fax, in person or in writing correct immediately if possible, raise a Non Conformance Report (NCR) in accordance with Proc No 015 and forward immediately to the Quality Manager.



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Employee :-

Position :- Storeman

145 Product Identification and Traceability

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No 1	Revision No 0
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- 1 Ensure that at Goods Reveal Product Traceability details are recorded.
- 5 Ensure that when product is finally released for dispatch to the customer traceability details are recorded on the consignment note or other delivery documentation.

215 Receipt of Goods

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No 1	Revision No 0
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- 1 Unless the person delivering the goods is already known to you sight Photo ID and record details on Goods Reveal Documentation. If the load is sealed check Seal No's to documentation.
- CP 2 Check the load space of the delivery vehicle and ensure that it is free of visible contaminants and does not contain incompatible products.
- CQP 3 Check that the Raw Materials have been ordered and that they are on the Approved Inputs Register (Doc No QA 008).
- QP 4 Check that packaging is in good condition and not damaged in any way.
- CP 5 Check use by dates of raw materials that have a "best before" or "use by date".
- QP 6 Record any relevant Traceability information on Form No 215-01 Goods Inward Record.
- 7 Unload goods and transfer to Dry Goods storage area.
- CCP 8 Check that the temperature of the goods is between 0 and 5°C and record on Form No 215-01 Goods Inward Record.
- 9 Unload goods and immediately transfer to chilled storage.
- QP 10 Check that the temperature of the goods is below -18°C and record on Form No 215-01 Goods Inward Record.
- 11 Unload goods and immediately transfer to frozen storage.
- QP 12 Unload packaging, if packaging contains product labelling information check accuracy against sample labels contained in Form No 715-01 Product Label Register and transfer to packaging storage area.
- 13 Prior to unloading ensure that the area that the goods will be unloaded to is free of any raw materials that could be contaminated.
- 14 Unload goods and transfer to appropriate Chemical Storage area.
- 15 Perform visual inspection of goods reveal area and clean if necessary prior to accepting delivery of any further goods



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Employee :-

Position :- Storeman

220 Storage of Raw Materials, Packaging and Chemicals

Date Trained	Initials
Whole Proc	Yes/No

Step No	Step	Issue No	1	Revision No	0
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- 1 Ensure that all Dry Goods storage areas, Chillers, Freezers and Chemical storage areas are cleaned in accordance with Proc No 130 Cleaning - All Areas and PPE.
- CCP 2 Ensure that all goods are stored off the floor in appropriate shelving, on pallets or in containers that prevent cross contamination.
- 3 Ensure that all stocks of goods are used on a First In First Out (FIFO) basis to avoid product spoilage. Check "Use By" dates and record on Form No 230-01 Production Record.
- QP 4 Record Traceability information for all goods released from storage on Form No 230-01 Production Record.
- 5 Read Freezer temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be below -18°C.)
- 6 Test Freezer breakdown alarm on the last working day of each week and note on Form No 220-01 Freezer and Coolroom Temperature Record.
- CCP 7 Read Chiller temperature gauge at the start and end of each working day and record results on Form No 220-01 Freezer and Coolroom Temperature Record. (Note temperature should be between 0 and 5°C.)
- 8 Test Chiller breakdown alarm on the last working day of each week and note on Form No 220-01 Freezer and Coolroom Temperature Record.

I acknowledge having received a copy of the above Job Description and having received the training indicated on this document.

Signature

Date