

Section	Document Reference	Controlled Documents
<b>Section 1 - Senior Management Commitment</b>		
1.1	1.1.1	Introduction to the Quality Management System
	1.1.2	Food Safety and Quality Policy Statement
	1.1.3	Management Commitment and Continual Improvement Policy
	1.1.4	Management Review Policy
	1.1.5	Annual Management Review Minutes Master
	1.1.6	Resource Management Policy
	1.1.7	Health and Safety Policy Statement
	1.1.8	Ethical Policy
	1.1.9	Environmental Policy
	1.1.10	Technical Updates
	1.1.11	Technical Resource Policy
1.2	1.2.1	Company Organogram
<b>Section 2 - HACCP - The Food Safety Plan</b>		
2	2.0.1	HACCP Index
2.1	2.1.1	HACCP Food Safety Team
	2.1.2	HACCP Plan
2.2	2.2.1	HACCP Pre-requisite
	2.2.2	HACCP - Defined Processes
2.3	2.3.1.1	Product Description - Pitted Sayer Date
	2.3.1.2	Product Description - Vine Fruit Raisins
	2.3.1.3	Product Description - Vine Fruit Sultanas
	2.3.1.4	Product Description - Whole Pitted Apricots
2.4	2.4.1	Identify Intended Use of Products
2.5	2.5.1	Vacant. See document D4.3.2 Internal Site Plan
	2.5.2	Production Layout Plan - Fruit Bagging and Date Blocking
	2.5.3	Production Layout Plan - Date Paste and Paste Bowl Chopping Line
	2.5.4	Production Layout Plan - Dates Macerating and Chopping Line
2.6	2.6.1	Risk Assessment
	2.6.2	CCP Decision Tree
	2.7.1.1	Macerated and Chopped Dates - Flow Chart
	2.7.1.2	Macerated and Chopped Dates - Potential Hazards
	2.7.1.3	Macerated and Chopped Dates - Review Document
	2.7.1.4	Macerated and Chopped Dates - CCP Documentation
	2.7.2.1	Fruit Bagging - Flow Chart
	2.7.2.2	Fruit Bagging - Potential Hazards
	2.7.2.3	Fruit Bagging - Review Document
	2.7.2.4	Fruit Bagging - CCP Documentation
	2.7.3.1	Blocked Dates - Flow Chart
	2.7.3.2	Blocked Dates - Potential Hazards
	2.7.3.3	Blocked Dates - Review Document

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2.7	2.7.3.4	Blocked Dates - CCP Documentation
	2.7.4.1	Date Paste - Flow Chart
	2.7.4.2	Date Paste - Potential Hazards
	2.7.4.3	Date Paste - Review Documents
	2.7.5.1	Steamed Date Paste Flow Chart
	2.7.5.2	Steamed Date Paste - Potential Hazards
	2.7.5.3	Steamed Date Paste - Review Document
	2.7.6.1	Chopped Date Paste - Flow Chart
	2.7.6.2	Chopped Date Paste - Potential Hazards
	2.7.6.3	Chopped Date Paste - Review Document
	2.7.6.4	Chopped Date Paste - CCP Documentation
	2.7.7.1	Diced Fruit - Flow Chart
	2.7.7.2	Diced Fruit - Potential Hazards
	2.7.7.3	Diced Fruit - Review Document
	2.7.7.4	Diced Fruit - CCP Documentation
	2.7.8.1	Dried Fruit Inspection - Flow Chart
	2.7.8.2	Dried Fruit Inspection - Potential Hazards
	2.7.8.3	Dried Fruit Inspection - Review Document
	2.7.8.4	Dried Fruit Inspection - CCP Documentation
	2.7.9.1	Whole Dates Re-Boxing - Flow Chart
2.7.9.2	Whole Dates Re-Boxing - Potential Hazards	
2.7.9.3	Whole Dates Re-Boxing - Review Document	
2.7.9.4	Whole Dates Re-Boxing - CCP Documentation	
<b>Section 3 - Food Safety and Quality Management Plan</b>		
3.2	3.2.1	Documentation Control
	3.2.2	Document Control Log
3.3	3.3.1	Record Completion and Maintenance
	3.3.2	Record Completion and Maintenance - Quality Record Amendment
	3.3.3	Record Completion and Maintenance - Raw Materials
3.4	3.4.1	Internal Audit Procedure
	3.4.2	Internal Audit Schedule
3.5	3.5.1	Supplier and Raw Material Approval and Performance Monitoring
	3.5.2	Supplier Ethical Questionnaire
	3.5.3	Vacant (previous document rescinded)
	3.5.4	Supplier Self Audit Questionnaire
	3.5.5	Generic Questionnaire
	3.5.6	Supplier Performance Procedure and Assessment Form
	3.5.7	Acceptance of Raw Materials Summary
	3.5.8	Approved Suppliers List
	3.5.9	Management of Suppliers of Services
	3.5.10	Food Supplier File Index
	3.5.11	Supplier Annual Review Summary Document
3.6	3.6.1	Specifications Procedure
	3.6.2	Raw Material Specifications List
	3.6.3	Specifications Revision Log
3.7	3.7.1	Corrective Action Procedure
	3.7.2	Corrective Action Request Form Master
	3.7.3	Supplier Non Conformance Report
	3.7.4	Corrective Action Log
	3.7.5	Staff GMP and H&S Non-Conformance

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	3.7.6	Staff GMP and H&S Non-Conformance Log
3.8	3.8.1	Control of Non Conforming Product
	3.8.2	Intake of Rejected Goods Procedure
	3.8.3	Control of Rejected Goods Procedure
	3.8.4	Rejected Goods Intake Record
3.9	3.9.1	Traceability Policy
	3.9.2	Control of Date Meat and Date Meat Traceability Procedure
	3.9.3	Western Commodities Supply Chain Mapping
3.10	3.10.1	Complaint Handling Procedure
	3.10.2	Customer Complaint Record
	3.10.3	Customer Complaint Feedback Summary - Complaints Notice Board
3.11	3.11.1	Management of Incidents, Product Recall Policy
	3.11.2	Recall Plan
	3.11.3	Product Recall Procedure
	3.11.4	Definition of Product Recall/withdrawal
	3.11.5	Recall Plan Decision Tree
	3.11.6	Product Recall Risk Assessment
	3.11.7	Recall Distribution Register
	3.11.8	Product Recall Timings Sheet
<b>Section 4 - Site Standards</b>		
4.1	4.1.1	External Site Standards
	4.1.2	External Site Plan
4.2	4.2.1	Site Security Assessment of Western Commodities
	4.2.2	Site Security Procedure
	4.2.3	Visitor Questionnaire / Health Check
	4.2.4	Fire Emergency Action Plan
4.3	4.3.1	Internal Site Standards
	4.3.2	Internal Site Plan - Risk Zones and Pedestrian Movement
	4.3.3	Internal Site Plan - Offices Pedestrian Flow
4.4	4.4.1	Building Fabric
4.5	4.5.1	Services Compliance Policy
	4.5.2	Organoleptic Water Assesment
	4.5.3	Water Distribution Plan
4.6	4.6.1	Equipment Policy
	4.6.2	Handling Requirements for Plastic Trays
	4.6.3	Potable Water Bottles Identification
4.7	4.7.1	Maintenance Procedures Policy
	4.7.2.1	Planned Maintenance Check List - Line 1
	4.7.2.2	Planned Maintenance Check List - Line 2
	4.7.2.3	Planned Maintenance Check List - Paster
	4.7.2.4	Planned Maintenance Check List - Line 3
	4.7.2.5	Planned Maintenance Check List - Line 4
	4.7.2.6	Planned Maintenance Check List - Line 5 or 6
	4.7.2.7	Planned Maintenance Check List - Line 5 or 6
	4.7.2.8	Planned Maintenance Check List - Bagging Line
	4.7.2.9	Planned Maintenance Check List - Blocking Line
	4.7.2.10	Planned Maintenance Check List - Miscellaneous Equipment
	4.7.3	Maintenance Request List and Sign Off
	4.7.4	Contractor Maintenance Check Form
	4.7.5	Macerator/ Dicer Maintenance Checklist

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	4.7.6	Engineering work / Breakdown Handover Report
	4.7.7	Weekly Production Equipment Fabrication Check
	4.7.8	Daily Fork Lift Pre Start Check
4.8	4.8.1	Staff Facilities
4.9	4.9.1	Chemical Control Procedure
	4.9.2	COSHH Control Document - Site Document
	4.9.3	Cleaning Chemical Instruction Cards
	4.9.4	Metal Control Policy
	4.9.5	Glass and Hard Plastics Policy
	4.9.6	Risk Assessment of Glass and Hard Plastic in Factory
	4.9.7	Glass Breakage Procedure
	4.9.8	Wood Policy
4.10	4.10.1	Foreign Body Detection Policy
	4.10.2	Foreign Body Detection and Removal Equipment
	4.10.3	Monthly Foreign Body Log
	4.10.4	Filters and Sieves
	4.10.5	Metal Detectors and X-Ray Equipment
	4.10.6	Metal Detector Test Sheet Chopped Dates Line 1
	4.10.7	Metal Detector Test Sheet Chopped Dates Line 2
	4.10.8	Metal Detector Test Sheet Chopped Dates Line 5 and 6
	4.10.9	Hourly Line Checks Record
	4.10.10	Hourly Line Checks Procedure
	4.10.11	X Ray Piece Size Ref Sheet
	4.10.12	Metal Detector Piece Size Ref Sheet
	4.10.13	X Ray Check Procedure
	4.10.14	Metal Detector - Instructions for the Line
	4.10.15	Instructions for X-Ray 3
4.11	4.11.1	House Keeping and Hygiene Policy
	4.11.2	Cleaning Procedures Index
	4.11.3.1	Daily Cleaning Schedule Record - Retail Blocking Lines
	4.11.3.2	Daily Cleaning Schedule Record - Retail Bagging Lines
	4.11.3.3	Daily Cleaning Schedule Record - Date Paste and Bowl Chop Lines
	4.11.3.4	Daily Cleaning Schedule Record - Chopped Date Lines
	4.11.3.5	Daily Cleaning Schedule Record - Warehouse and External Areas
	4.11.3.6	Daily Cleaning Schedule Record - Production
	4.11.4	Daily Additional Cleaning Request
4.11.5	Overhead Cleaning Record	
4.12	4.12.1	Waste Disposal Procedure
	4.12.2	Animal Food Management
	4.12.3	Animal Food Identification
4.13	4.13.1	Pest Control Policy
	4.13.2	Factory Misting Procedure
	4.13.3	Misting Record
	4.13.4	Fumigation Protocol
	4.13.5	Fumigation Loading Record
	4.13.6	Moth Pots Trending Record
	4.13.7	Demi Diamond Monitoring Record
	4.13.8	Procedure for Goods Unloaded for CO2 Treatment
4.14	4.14.1	Storage Facilities Policy
	4.14.2	Fridge Temperature Checks

4.15	4.15.1	Dispatch and Transport Policy
<b>Section 5 - Product Control</b>		
5.1	5.1.1	Product design and development procedure
5.2	5.2.1	Allergen Policy
	5.2.2	Raw Material Allergen Risk Assessment
	5.2.3	Allergen Handling Procedure
	5.2.3.L	Allergen Handling Procedure in Lithuanian
	5.2.4	Allergen Control - Personal Food Consumption
	5.2.5	Allergen Awareness Training
	5.2.6	Allergen Risk Assessment - Allergen Labelling
5.3	5.3.1	Organic Policy
	5.3.2	Organic Processing Procedure
	5.3.3	Identify Preserved Materials Policy
	n/a	Guidance Notes on writing an Organic Procedure
	5.3.4	GMO Policy
5.4	5.4.1	Product Packaging
5.5	5.5.1	Micro and Chemical Testing Procedure
	5.5.2	Micro and Chemical Testing Schedule
	5.5.3	Micro and Chemical Sampling Log
	5.5.4	Raw Material testing Procedure
	5.5.5	Environmental Swabbing Procedure
	5.5.6	Personnel Hand Swabbing Procedure
	5.5.7	Vacant (previous document rescinded)
	5.5.8	Water Sampling Procedure
	5.5.9	Vacant (previous document rescinded)
	5.5.10	Shelf Life Procedure
	5.5.11	Vacant (previous document rescinded)
	5.5.12	Shelf Life Monitoring Form
	5.5.13	Shelf Life Sample ID
5.6	5.6.1	Product Release Policy
	5.6.2	Warehouse Goods in ID Sheet
	5.6.3	Goods in Register
	5.6.4	Goods in - Abeyance Report
	5.6.5	Dates - Pre Shipment, Goods in and Positive Release
	5.6.6	Critical Data Analysis - Procedure
	5.6.7	Water Activity and Moisture Analysis Results
	5.6.8	Finished Product Pit Count / Infestation Check
	5.6.9	Finished Goods Assessment ID Allocation Record
	5.6.10	Dispatch List
<b>Section 6 - Process Control</b>		
6.1	6.1.1	Process Control
	6.1.2	Incoming Goods Receipt and Storage Procedure
	6.1.3	Bagging and Blocking Packing Start Up Procedure
	6.1.4	QA Production Record - Bagging
	6.1.5	QA Production Record - Blocking
	6.1.6	QA Production Check Sheet - Chopped Dates L1 and L2
	6.1.7	QA Production Check Sheet - L5
	6.1.8	QA Production Check Sheet - Bowl Chop Line
	6.1.9	Date Paste Production Method
	6.1.10	Chopped Date Paste Production Method

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	6.1.11	Pasting Line Control Sheet
	6.1.12	Bowl Chopper Control Sheet
	6.1.13	Vacant (previous document rescinded)
	6.1.14	Vacant (previous document rescinded)
	6.1.15	Vacant (previous document rescinded)
	6.1.16	Chopped Date Sieve Analysis
	6.1.17	Chopped Date Paste Sieve Analysis Wet
	6.1.18	Date Paste Sieve Analysis Wet
6.2	6.2.1	Weights and Measures - Average Weight
	6.2.2	Weights and Measures - Average Weight Calculation
	6.2.3	Free Standing Scale Check Procedure
	6.2.4	Inline Scale Check Procedure
	6.2.5	Fruit Products - Weight Tolerances
	6.2.6	Daily Scales Validation Check List
6.3	6.3.1	Water Activity Analysis Procedure
	6.3.2	Moisture Analysis Procedure
6.4	6.4.1	Factory Equipment Chart List
6.5	6.5.1	S Room Sheet
<b>Section 7 - Personnel</b>		
7.1	7.1.1	<b>Training Policy</b>
	7.1.2	Training Record
	7.1.3	Vacant (previous document removed from QM)
	7.1.4	Generic Training Record
	7.1.5	Vacant (previous document rescinded)
		All Employee Training Record
7.2	7.2.1	Personal Hygiene Standards and General procedures
7.3	7.3.1	Medical Screening Policy
	7.3.2	Return to work Questionnaire
	7.3.3	Disciplinary and Grievance Procedure
	7.3.4	Resolving Problems
	7.3.5	Control of Medicines Procedure
7.4	7.4.1	Protective Clothing Control Policy
	7.4.2	PPE Order Record
	7.4.3	Employee Induction - Clothing Standards
	7.4.4	In House Laundering Procedure
	7.4.5	Laundry Spot Check Record
	7.4.6	Washing Machine Instructions
	7.4.7	Washing Machine Temperature Monitoring
	7.4.8	Thermonmeter Calibration Test
	7.4.9	Personal Protective Clothing Issue Log