

Procedure for Document Control

Trustea Sustainable Tea Foundation



Procedure for Document Control

1. Purpose

The purpose of the procedure is to ensure adequate control of documents (internal and external), which need to be used/ referred for the management of the trustea program.

Scope of Applicability

The procedure is applicable to the following documents either in hard or soft copy

- a) External documents such as client documents, reference standards, etc
- b) Internal documents such as management system manuals, procedures, guidelines, formats, etc.
- c) Requirements of document retention specific to the code setting and revision process

The procedures are applicable in full or in part depending on whether the document is of external origin or generated in-house.

3. Responsibilities

Management System Manual is prepared by the Code Manager and approved by the Director.

4. Procedures

4.1 Procedures for Control of External Documents

External documents include national and international standards, trustea procedures, manuals, procedures received from parent body IDH India, etc.

The trustea office maintains an updated master list of all externally originated documents. This master list has the following information:

- a) Title of the document
- b) Version Number (if available)
- c) Effective date (if available)

This master list is updated, whenever a new external document is received & adopted.

Where applicable the regulatory documents like notifications on food safety, and social accountability-related information (approved wages, rules) shall be retained in a controlled manner. The revision status and control authority is maintained & monitored.

4.2 Procedure for control of Management System Manual

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The current version is indicated against the particular section in the content sheet. Whenever amendments are made to the Record of the revision sheet, the revision status of the content sheet is revised. Hence the revision status of the Record of the revision sheet and the effective date of the content sheet indicate the current valid revision status of the certification manual.

The document amendment record is maintained by the Code Manager.

All the employees can view the documents on the common shared drive. It is the responsibility of the copyholder to ensure that the obsolete copy is destroyed or if retained marked “obsolete”. When a subsequent revision takes place, the obsolete copy of the earlier revision is destroyed.

4.3 Procedure for control of other documents related to the Certification System

These include, where applicable and relevant, the system procedures, guidelines & formats are the other documents being used.

A master list of certification system procedures, a list of guidelines, and list of formats are maintained by the Code Manager. For each document in the list, the current version no. & the release date of the document is indicated.

The controlled copy of the certification system procedures, list of guidelines, and list of formats are uploaded on a shared drive for use/reference.

Documents are prepared/ changed by the person designated by the Code Manager & reviewed before submission of final approval.

The Director will review & approved the document before circulation. Document amendment record is maintained by the Code Manager.

4.4 trustea code related documents:

Specific to the code revision process document reference the standard setting and revision procedure, the following records related to each standards development or revision process:

- i. policies and procedures guiding the standard-setting activity;
 - ii. lists of stakeholders contacted;
 - iii. stakeholders involved at each stage of the process;
 - iv. comments received and a synopsis of how those comments were taken into account;
 - v. all draft and final versions of the standard;
- shall be retained for a period of five years and shall be made available if any request is received.

5 Other Applicable Documents

- 1) Master list of external documents.
- 2) Master list of procedures, guidelines, and form sheets.

Master List of External Documents

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No	Name of Document	Nature of Change
1	ISO 9001:2015	
2	ISO/TS 9002	
3	ISO 19011:2018	
4	XXXXX	

Master List of Procedures & Guidelines

No	Name of Procedure / Guideline	Nature of Change
1	Control of Records	
2	Internal Audits	
3	Management Review	
4	XXXX	

REVIEW RESULT:

REVIEWED BY: Anandita Ray Mukherjee

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	APPROVED BY: Rajesh Bhuyan
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