

Control Of Documents

Date of the last Revision – 15.02.2023

Trustea Sustainable Tea Foundation

6, Meghnad Saha Sarani, 5th Floor, Lake Range,

Kolkata - 700026

www.trustea.org

For feedback, further information, and suggestions please write under the tab
“Trustea code related” in the link <https://www.trusteacms.in/feedback>



1. Purpose

The purpose of the procedure is to ensure adequate control on 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 manual, 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 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, social accountability related information (approved wages, rules) shall be retained in a controlled manner. The revision status and control authority is maintained & monitored.

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4.2 Procedure for control of Management System Manual

The current version is indicated against the particular section in the content sheet. Whenever amendments are made on the Record of revision sheet, the revision status of the content sheet is revised. Hence the revision status of the Record of 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, list of guidelines and list of formats is 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 is uploaded on shared drive for use/reference.

Documents are prepared/ changed by the person designated by 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 documents related to the code revision will be retained based on the year of revision activity along with the final code. These records shall be made available if any request is received with a relevant purpose like research, comparison of code evolution, audits, etc.

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The following will be the documents considered –

1. Pre read and meeting minutes of CDC
 2. Pre read and code related minutes of Council Meeting
 3. Collated document of feedback received on the draft code
- vi. all the superseded code versions clearly marked “superseded on (date), for reference only” will be available for reference purposes on the website in a dedicated folder

5 Other Applicable Documents

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

Master List of External Documents

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 Details

Reviewed by Anandita Ray Mukherjee

REVISION NO.: 0

APPROVED by: Rajesh Bhuyan (Director)
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