



South Coast Business Solutions Evaluation Only

Demonstration Purposes Only

Verification Schedule

Activity	Description	Required	Responsible Officer	Records
(GMP) Policy	Monthly (GMP) Policy verification checks.	Monthly	Quality Manager	Form No 115-01
Approved Suppliers Register	Review of approved suppliers and approved products.	Annually	Managing Director	Management review meeting minutes.
Calibration	Review of calibration register.	Annually	Quality Manager	Calibration records.
Cleaning Effectiveness	Random Swab Tests.	Monthly	Quality Manager	Form No 415-01.
Customer complaints	Review of customer complaints and emerging trends.	Annually	Managing Director	Management review meeting minutes.
Microbial Testing	Testing of Water for E.coli, Faecal coliforms and Total plate count.	Annually	Managing Director	Laboratory report
Pest Control	Premises Checks.	Monthly	Quality Manager	Form No 110-01
Pest Control	Sticky Board Tests.	Quarterly	Quality Manager	Form No 110-01
Shelf Life Testing	Testing of shelf life of finished product.	Weekly	Quality Manager	Form No 410-01
System Audit	External HACCP plan audit.	Annually	Contractor	Auditors Report
System Review	Complete review of HACCP Plan, Quality Assurance Procedures, Flow Charts, Hazard Analysis and HACCP Audit Table.	Annually	Managing Director	Management review meeting minutes.

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Approved By A Managing Director
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