

Note:

The purpose of this list is to make the operator aware about the certification requirements and documentation. The documents mentioned in the list given below shall be maintained by the operator and be submitted to the Certification Body at the time of inspection.

1	Company registration
2	Organization chart
3	Annual training schedule of the staff
4	Staff training record
5	Subcontract if any
6	Plan/sketch of storage places
7	Traceability system
8	Purchase records
9	Storage inward register
10	Storage outward register
11	Sales record
12	Product balance table
13	Cleaning Procedures
14	Cleaning record
15	Label draft(s)
16	Pest control record
17	Complaint register
18	Copies of Transaction Certificates with supportive documents