Scope: This Procedure is established to describe the method of documents approval prior to launching / processing / transferring any new / existing product to other facility of vista in contingency situation or as per business norms. This procedure also provides a strategic approach for improving customer perception of vista's commitment to upholding the guiding values of quality by ensuring that production meets the quality requirements & its consistency (Customer satisfaction)

Objective: To ensure consistency of process & quality of our products equal in all processing plants by having a control & alignment over the process throughout pre - communications while shifting existing products to manufactured at another plant, or start a new product in other facilities of vista.

Reference: McDonalds SQMS. OSI Policies.

Responsibility: R & D team, Documentation team & MR, Designated representative of each plant.

Procedure:

1. New Product Production or Trail- Handover Documents:
   - Once a new product is planned for either line trail or production in any facility of vista, all the required documents will be provided to the MR before two days (at least) prior to the Production/Line Trail. These all documents must be signed/ approved by Quality manager and Plant manager (Head Operations)

   - Once all documents (Draft) signed by authorized person, R & D will hand over them in hard copies to MR as well as to production department with appropriate evidence of handover.

     Documents hand over sheet : (R & D Document)

Sr. No	Date	Name of Document	Handed over to			
			Dept.	Name	Designation	Sign

2. Verification of Documents:
   All the received documents will be verified by MR and any queries regarding the draft documents will be communicated to the R&D department either by mail or by oral

communications. Once all the queries are satisfactorily met then only MR will provide the documents to production / process owner for further process.

3. Documents to other plants
   - In the emergency situation when any new product is going to be processed from other plant , R & D will hand over all the required documents in soft copies to MR.
   - MR/ Documentation officer will convert all these soft copies into pdf form. These documents will be sent to individual plant for further processing which will be considered as 'Draft' Documents

   Note Each document must be converted into pdf form prior to send.

Formats to be given by R &D :

1. Finished Good Specification: Format :-

	Product specification	Issue Date: Revision Date: Version No: Draft Document No:
	< Name > (Product)	Prepared by: R &D Officer Endorsed by: <Name>Plant Manager <Name>Quality Manager

2. Draft Raw Material Specification shall be provided by R & D to QA department Vista RM specification Format.

3. Mixing Sheet.
   Draft Sheet mentioning approval as below:

Made by: R& D Officer Approved by : DGM Technical Services and R & D

4. Online Sheet.
   Draft Sheet

Made by: R& D Officer Approved by : DGM Technical Services and R & D

5. Sensory Sheet.
   Draft Sheet

6. Labeling Details/Label.
   Label Artwork –Hard Copy

4. Processing / transfer any existing product to another facility.
   1) Designated plant team shall confirm following things prior to transfer any product to other plant :-
      - Equipment change/lack of essential equipment - Equipment Availability (As per specifications)
      - Raw material availability (Individual facility)/specification changes if any
      - Labels - Change in government regulation on food composition (As per FSSAI)

      Considering all above details team will take decision that whether this can be shifted or not to other plant.

   2) If the equipment or plant production equipments are present, then commercial/supply chain/Sales should send request to modify the specs which will be now multi location or revised.
   3) Central QA can send the present specs to QA in that plant and get necessary alterations done and send the final Pdf files to avoid any accidental change/or change in receipe. However to keep the receipe secrecy and avoid any accidental information leak, no one should communicate editable specs.
   4) Atleast the specs then should be ratified by senior managers before actually start production. Specs can be in draft for some time but eventually they need to be converted into final specs.
   5) Specs includes the product labels, packaging material labels. Central QA will provide the labels which is not only accurate but compliance to FSSAI.
   6) In case of New product, NPD should send proposed RM Specs, FG Specs, Online sheets, Sensory sheets & Label in alignment with QA prior to start of production including specs for packaging materials. Which will be consider as Draft documents. (Described as above)
   7) After Three consecutive runs it will be changed into commercialized. These all documents will be again shifted to individual facility.

5. Finalizing of Draft Document as an Final Document:
   Once a several Line Trails /Productions are done and all the parameters are finalized by the Quality and R& D department the document will be enter in the final numbering system by MR and then distributed among the facilities.

6. Distribution of Copies:
   Once documents are signed / (Finalized) it shall be distributed to the following departments
   1. Production Department.
   2. Quality Assurance Department.

Soft Copies: Soft Copy in PDF Form (To individual Process owner)
Hard Copy: As a Controlled Form (Vista)

When there are changes to any previously approved product specification or formulation, Central QA will notify the same to individual facility as implementation of process.

Document Revision status:

Rev. No.	Rev date	Rev. matter
00	28/02/2012	Issued
01	20/09/2015	Verified & updated
02	22/07/2016	Verified & updated