	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/3.5	
		ISSUE DATE:	13/04/2013
STANDARD OPERATING PROCEDURE	PROVISION OF RESOURCES	REVISION DATE:	15/04/2017
		REVISION NO.	02
		PAGE NO.	Page 1 of 4

Scope: Vista Processed foods Pvt Ltd has established this procedure to determine that all the adequate resources are provided (including training of personnel in compliance with all applicable laws and regulations in the location where manufacture, processes, packs, holds distributes food and / may export) to implement and maintain the quality management system throughout the facility.

Objective: The objective of resource management is to comply with the requirements of quality management system and meet customers requirements. It is further expected to fully develop each is the part of quality management system & to implement and maintain the quality management system and continually improve its effectiveness.

Reference: SQMS, OSI


Man :Human Resources: Vista Processed foods Pvt Ltd fulfills the requirements by following developed PRPs (Prerequisite programs). Adequate resources have been provided by vista by identifying training needs for employees

1. Training: (Please Reffer SOP - V/APEX/SOP/5.2.2)

Vista Processed foods Pvt Ltd identifies the necessary skills and competencies for all of its employees with functions having an impact on delivering safe and quality products to customer. Vista Identifies required knowledge, skill sets and competencies for all job functions affecting food safety and quality for training purpose to ensure compliance with all applicable laws and regulations in the location where manufacture and/or export.

1. All relevant personnel, including third party services, temporary staff and contractors, are being trained appropriately prior to commencing work and adequately supervised throughout the working period.
2. Visitors receives documented GMP training prior to entering production areas.
3. Specific individual training needs are in place. These includes (as a minimum):
 - a. A documented new employee orientation program.
 - b. Identifying training needs and technical competencies required for specific function or job role.
 - c. Training plans to ensure that employees have the necessary competencies.
 - d. Reviewing and auditing the implementation and effectiveness of training and competency of the trainer.
 - e. Training is provided in the appropriate language of the trainees.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/3.5	
		ISSUE DATE:	13/04/2013
STANDARD OPERATING PROCEDURE		REVISION DATE:	15/04/2017
PROVISION OF RESOURCES		REVISION NO.	02
		PAGE NO.	Page 2 of 4

- f. Training is being tracked to assure compliance to the minimum designated frequency.
4. Training records are maintained for each individual and includes:
 - a. Name of the trainee and confirmation of attendance
 - b. Date and duration of the training
 - c. Title or course contents
 - d. Training provider / Trainer
 - e. Results of training effectiveness assessment (If ANY)
5. **Training is provided to meet the defined plan and employee competencies are documented.**
(The employee is been assessed as competent to perform the task prior to assuming the responsibility.)
 - a. Training includes coaching, mentoring or on-the-job experience in addition to computer-based trainings.
 - b. Assessment includes **written testing** of understanding or documented direct observation of employee performing the task.
6. Internal training is performed when the employee first acquires the responsibility (new hire), whenever a task is modified, and at least annually.
7. An employee cannot perform a task which affects product, safety, legality and quality until he/she demonstrates appropriate competency.


2. GMP: (Please Reffer SOP - V/APEX/GMP)

Vista Processed foods Pvt Ltd has a comprehensive Good Manufacturing Practices (GMP) program for personal hygiene, housekeeping and process controls that all employees, contractors and visitors must adhere to. Appropriate training programs are in place to ensure compliance.

3. Employee illness and communicable disease: (Please Reffer SOP - V/APEX/SOP/5.2.1)

Vista Processed foods Pvt Ltd has a proper management of a food facility operation that includes a system of ensuring employees who present a risk of transmitting disease or infection through food or to other employees, doesn't handle open food or associated packaging, utensils or equipment.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/3.5	
		ISSUE DATE:	13/04/2013
STANDARD OPERATING PROCEDURE		REVISION DATE:	15/04/2017
PROVISION OF RESOURCES		REVISION NO.	02
		PAGE NO.	Page 3 of 4

Machine / Material

Infrastructure

1. Water, Air and Gas Control Requirements:(Please Reffer SOP-V/APEX/SOP/5.2.8)

Vista has a necessary controls to ensure that utilities [air,water and steam] used in the production /products or that affect the production environment is maintained in a manner necessary toprotect the safety of the product.

2. Facility Design and Ground Controls: (Please Reffer SOP-V/APEX/SOP/5.2.3)

Vista has a proper sanitary design, structure and size,with appropriate air flow, drainage, lighting, personnel facilities and ground controls to maintain sanitary conditions.

3. Equipment Maintenance Controls: (Please Reffer SOP-V/APEX/SOP/5.2.5)

Vista has has a documented verified programs for the control of equipment maintenance activities that may impact product safety or quality.

4. Sanitary Design & Validation: (Please Reffer SOP-V/APEX/SOP/5.2.9)

Vista defines the criteria that is used to evaluate equipment for proper sanitary design

Method

work environment


1. Sanitation Requirements:

Vista has current and effective Sanitation Standard Operating Procedures (SOP) that meets local regulatory requirements.

2. Pest Control

An effective integrated pest control, management and monitoring program is implemented targeting pests include insects, rodents and birds to prevent internal and external pest infestation and harborage.

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

	VISTA PROCESSED FOODS PVT.LTD.	V/APEX/SOP/3.5	
		ISSUE DATE:	13/04/2013
STANDARD OPERATING PROCEDURE		REVISION DATE:	15/04/2017
PROVISION OF RESOURCES		REVISION NO.	02
		PAGE NO.	Page 4 of 4

✚ Money

Timely Support including personnel and finance for above implementation is provided from sr. Management required to implement and improve the processes of the quality management system and the food safety plans.

Document Revision status:

Sr. #	Rev. No.	Rev date	Rev. matter
01	00	13.04.2013	Issued
02	01	05/06/2015	Verified & updated
03	02	15/04/2017	Reviewed and updated (Included requirements of SQMS v# 4.0)

MASTER COPY

ISSUED BY	REVIEWED BY	APPROVED BY
DOCUMENTATION OFFICER	MR	HEAD OPERATIONS

THE INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. The document is located with Vista Processed Foods Pvt. Ltd. Unauthorized use, disclosure, redistribution and/or reproduction of this document, in any way whatsoever, is strictly prohibited and may be unlawful.