[COMPANY NAME]

VALIDATION AND VERIFICATION
PROCEDURE

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DOCUMENT APPROVAL

	Prepared by	Approved by
Title	Secretary	General Director
Signature		
Full name	…………………….	……………………..

REVISION TRACKING TABLE

PAGE / SECTION	SUMMARY OF REVISION	DATE

THIS DOCUMENT IS DISTRIBUTED TO

1. General Director	☒	3.Relevant departments	☒
2. The Board of Management	☒		☒

1. PURPOSE

- Demonstrate validation, verification and control measures including HACCP plans and OPRPs (operational prerequisite programs) of each product line to ensure that the control measures of the HACCP system work are effective and efficient.

2. SCOPE

- Apply for the validation of products manufactured at the Company's production factory within the application scope of the ISO 22000 system.

- The Food Safety Board is responsible for implementing this procedure.

3. REFERENCES:

- Quality manual

4. DEFINITIONS / ABBREVIATIONS

- **Validation:** Evidence (of food safety) is obtained demonstrating that the control measures managed by the HACCP plan and OPRP programs are effective.

- **Verification:** Confirmation, through the provision of objective evidence, that prescribed requirements have been satisfied.

5. CONTENT

5.1. Types of validation

There are 3 types of validation according to different purposes and conditions as follows:

a) First-time validation:

- Validation is carried out before the information related to the HACCP manual and especially the HACCP plans and OPRPs are put into place to control hazards at the factory.

b) Validation upon change

- Validation (re-validation) of the HACCP plans is carried out when there is a change in raw material issues or the sources of raw materials; production formula; production processes or systems, including computer equipment and associated software; packing; finished product distribution system; intended use or user; and customer complaint rate.

c) Periodic validation

- Validation is carried out by the Food Safety Board once a year to re-validate all HACCP plans and OPRPs based on available data during the year, including statistical data on product control monitoring, factory incidents or customer complaints about food safety and quality issues.

5.2. Performing validation

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