

**1059**

**B. Voc. (Food Processing and Preservation)**

**Sixth Semester**

**FPP-604: Documentation System Management**

**Time allowed: 3 Hours**

**Max. Marks: 40**

**NOTE:** Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.

**x-x-x**

**I. Attempt any four the following:-**

- a) Write a brief note on training on documentation system.
- b) How can you keep up-to-date and accessible documents for audits on production process?
- c) What should be the quality control policy and quality objectives of a food processing company?
- d) Write a short note on audit exercise.
- e) Explain briefly ERP implementation for online operations.
- f) How is ERP correlated with E-Commerce? (4x2)

**UNIT – I**

- II. Define the term documentation system. What is its importance? Explain methods to track production information from documented and maintained records. (8)
- III. Discuss in detail the various documentation management strategies. (8)

**UNIT – II**

- IV. What is a standard operating procedure? Discuss the procedure to develop and implement standard operating procedures. (8)
- V. Write notes on:-
  - a) Food safety systems policies
  - b) Collection of documents with all validated and authorized written policies, procedures and programs (8)

**UNIT – III**

- VI. Define auditing and discuss its various types. Also explain different audit procedures and audit requirements to ensure food safety, hygiene and sanitation in the organization. (8)

(2)

- VII. Explain in detail the various auditing methods to meet and maintain industry standards and regulatory requirements. (8)

**UNIT - IV**

- VIII. Explain ERP along with its characteristics. Discuss the role and benefits of ERP in food industry. (8)

- IX. Write notes on:-

a) Business Process Reengineering (BPR)

b) Risk and governance issues in ERP

(8)

x-x-x