

1127

B. Voc. (Food Processing and Preservation)

Third Semester

FPP-305: Documentation and Record Keeping in Food Industry

Time allowed: 3 Hours

Max. Marks: 40

**NOTE:** Attempt five questions in all, including Question No. IX (Unit-V) which is compulsory and selecting one question each from Unit I - IV.

x-x-x

**UNIT – I**

- I. What are the general principles for document and record development and maintenance? (8)
- II. a) Elaborate the types of records maintained by food industry.  
b) Describe different documentation system formats. (2x4)

**UNIT – II**

- III. What are the various procedures for monitoring, assessing and verification of records? (8)
- IV. What are the key features of manual and electronic filing and storing systems for records in the food industry? (8)

**UNIT – III**

- V. Define HACCP system. Elaborate on types of HACCP records, their retrieval and disposal. (8)
- VI. What is the importance of documentation in risk assessment and management in Food industry? (8)

**UNIT – IV**

- VII. Is data theft a concern in food industry? What is the role of ICT, PDA and FSMA in data protection? (8)
- VIII. What are the general laws for record maintenance and protection? (8)

**UNIT – V**

- IX. Write short notes on:-  
a) Types of records maintained by food industry  
b) Procedures for deviation correction  
c) Record keeping for food safety  
d) Necessity for confidentiality in record maintenance (4x2)

x-x-x