

2053

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. Answer the following:-

- a) Centralization of vendor contracts
- b) Purpose of SOPs
- c) Audit requirement in food production safety
- d) Evolution of ERP

(4x2)

**UNIT - I**

II. Why is documentation significant for any organization? Discuss in detail the process of training on documentation system. (8)

III. What are various documentation strategies? How does the automation helps in efficient and effective working of any organization? (8)

**UNIT - II**

IV. Write short notes on format of the following:-

- a) Standard Operating Procedures
- b) Procedures and Programs

(2x4)

V. What are various components of food safety systems manual? Discuss in detail the quality control policy of food processing company. (8)

**UNIT - III**

VI. Write short notes on following:-

- a) Types and Reports of Audit
- b) Audit Procedure

(2x4)

P.T.O.