

2072

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 any eight of the following in 25 - 30 words each:-

- a) What is significance of documentation?
- b) Explain corrective actions.
- c) Give examples of accounts receivable and account payable.
- d) SOPs.
- e) What do you understand by term Quality?
- f) Objective of Quality control policy
- g) Define Auditing.
- h) Any four contents of audit report
- i) BPR
- j) E-Commerce

(8x1)

UNIT - I

- II. Why do we need to provide training on documentation system and how it can be done? Discuss the method to retrieve information from records. (8)
- III. Discuss in detail the importance and need of automation and technology in framing the documentation management strategies with respect to vendors and accounts.(8)

UNIT - II

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

- a) Standard Operating Procedures
- b) Quality Control Policy

(2x4)

V. Discuss in detail the important elements of Food safety systems policies and process of documents collection for the food safety systems manual. (8)

P.T.O.

(2)

UNIT - III

VI. Write short notes on following:-

- a) Types and Requirement of Audit.
- b) Audit Procedure

(2x4)

VII. What are various methods of auditing which are helpful in maintaining and achieving the industry norms and regulatory requirements?

(8)

UNIT - IV

VIII. Define ERP and give a brief description of evolution of ERP. Discuss in detail the salient features of ERP.

(1,3,4)

IX. Write short notes on:-

- a) Risk and Governance issues in ERP
- b) ERP for online Operations.

(2x8)

x-x-x