1. Our core business at **[Company Name]** is to manufacture a range of food safe and quality dairy products.
2. To achieve this **[Company Name]** will write policies to assist management and personnel in all aspects relevant to the subject that concerns food safety and quality.
3. Detailed procedures will also be written for each process and/or method applicable.
4. Work instructions as applicable on production personnel will be written down and communicated to personnel during training sessions.
5. Records will be kept in order to verify results in case of enquiries.

|  |  |  |
| --- | --- | --- |
| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |