# Purpose

1.1 To provide information regarding working ethics **[Company Name]** laboratory.

# Scope

2.1 This laboratory will provide reliable results by:

2.1.1 Regular sampling of raw milk and final products.

2.1.2 Specifications regarding equipment will be well controlled and verified.

2.1.3 Chemicals will be bought from reliable suppliers.

2.1.4 Ensuring that all methods used will be performed with accuracy.

2.1.5 Results will be carefully obtained and interpreted.

2.1.6 Results will be handled with confidentiality.

2.1.7 Results will be made available as soon as possible.

# Responsibility

3.1 [Name of Personal Responsible]

# Definitions

|  |  |
| --- | --- |
| **Aseptic Sampling** | A sample that is collected in such a way to avoid contamination during the collection. |

# Instructions and Guidelines

## 5.1 Sampling Schedule

5.1.1 Sampling of raw milk/products will be done according to the sampling matrix. This includes bulk farm milk samples and all manufactures products.

## 5.2 Equipment

5.2.1 There shall be working instructions for all equipment used

## 5.3 Chemical and Equipment Suppliers

5.3.1 There shall be a list of all chemical/equipment suppliers and record will be kept of receiving date, product/equipment bought, supplier, batch code, used before and person responsible.

## 5.4 Working Instructions For

5.4.1 Sampling Methods

5.4.2 Aseptic Samples

5.4.2.1 Samples for Chemical Analysis

5.4.2.2 Swabs

5.4.2.3 All Methods of Analysis

5.4.3 Calibration and Verification of Equipment Used

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