

SECTION 1: POLICY

POL/05: Amended and new policy/procedures

Amended and/or new policy/procedures shall be recorded in this section. Upon receipt of such documents it will be the responsibility of the manager to ensure that the food safety manual is kept current by:

- printing-off and inserting the new document/s into the appropriate section;
- removing any policy and/or procedures that may have been revoked by the new and/or amended policy/procedure;
- communicating to staff any changes to policy/procedure and ;
- implementing and managing such changes.

Procedure	Version & Date	Date inserted	Manager's name	Signature

