



i-NAF DOCUMENT CONTROL PROCEDURE



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1 PURPOSE

The purpose of this procedure is to define the general requirements for i-NAF document control.

2 SCOPE

This procedure applies to all controlled documents maintained by the i-NAF Secretary, both on and off-site. It does not cover records management procedures which are outlined in i-NAF NPG 15.

3 REFERENCES

i-NAF NPG 0 Bylaws
i-NAF NPG 1 Memorandum of Understanding
i-NAF NPG 6 i-NAF Procedure for Confidentiality
i-NAF NPG 14 i-NAF Strategic Plan
i-NAF NPG 15 i-NAF Records Management Procedure
i-NAF NSCR 1 List of i-NAF Controlled Documents

4 DEFINITIONS**i-NAF Secretariat:**

The staff at the i-NAF Secretariat have responsibility for implementing document control within i-NAF.

Document:

A paper or electronic text that provides policy and / or procedural directions to ensure a level of consistency in the management and implementation of the natural and/or halal natural (only food product-food-related product), ecoglaballabel, vegan, hygiene and safety management system etc., realization activities required by i-NAF.

Record:

A paper or electronic notation designed to record facts, data, actions and/or decisions made by i-NAF.

i-NAF Personnel:

Delegates of i-NAF members who hold specific responsibilities under i-NAF policies and procedures (eg Chair, Committee Members, Peer evaluators).

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5 CUSTODY & CONTROL OF i-NAF DOCUMENTS

- 5.1 The i-NAF Secretariat is responsible for implementing document control according to the minimum requirements of this procedure.
- 5.2 The master copy of all i-NAF documents shall be held and controlled by the i-NAF Secretariat.
- 5.3 The Secretariat shall prepare, and keep up-to-date a list of all i-NAF documents (i-NAF NSCR 1) that are covered by this procedure. This list shall identify the Document Number, Document Name, Issue Number, Issue Date and Application Date. That list shall be copied to the i-NAF Website.
- 5.4 The Secretariat shall record the date of issue of i-NAF documents to all members. Email correspondence with members and the notification of posting new or revised documents to the i-NAF website are deemed to cover this requirement.

6 MAINTENANCE AND DISPOSAL

The Secretariat shall keep a copy of each superseded document to provide a historical record of revisions and amendments as per the storage requirements of i-NAF NPG 15. These documents shall be available on request.

7 i-NAF UTILISATION OF OTHER FORUM(S) DOCUMENTS

- 7.1 The i-NAF MLA requirements documents shall be consistent with the requirements of the IAF etc. forum(s) documents.
- 7.2 i-NAF MLA documents will be developed taking into account the general expectations of the other Forum(s) etc.
- 7.3 The previous clause is not intended to inhibit changes that respond to opportunities for improvement, but rather to consider an appropriate level of consistency in our approach to MLA requirements and application documents.

8 NUMBERING AND RESPONSIBILITY FOR i-NAF CONTROLLED DOCUMENTS

The numbering of i-NAF documents shall be determined by the Committee or individual responsible for maintenance of the individual document as indicated below:

- i-NAF NPG x– includes documents that explain the structure and administration of i-NAF such as policies and procedures that define and formalise the rules and commitments of the i-NAF MoU. These documents are maintained by the i-NAF Accreditation Committee and issued with the approval of the General Assembly.

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- i-NAF NML x– include policies and procedures that define and formalise the rules and commitments of the i-NAF MLA programs. These documents are maintained by the i-NAF MLA Committee and issued with the approval of the MLA Committee.
- i-NAF NHC x – includes documents that explain the development and issue of i-NAF promotional material. These documents maintained by the i-NAF Halal Committee and issued with the approval of the General Assembly.
- i-NAF NIG x – includes documents that explain the development and issue of i-NAF promotional and informational. These documents maintained by the i-NAF General Secretary.
- i-NAF NEC x – includes documents that explain the operation of i-NAF training programs and any applicable funding rules. These documents are maintained by the i-NAF Eco Globallabels Committee and issued with the approval of the General Assembly.
- i-NAF NSCR x – Maintained by the i-NAF Secretariat and issued with the approval of the Accreditation Committee.
- i-NAF NTEC x – includes documents related to the technical operations of i-NAF. These documents are maintained by the i-NAF Technical Committee and issued with the approval of the MLA Committee.
- i-NAF NHFR x – includes survey forms and other documents that, once completed, will be subject to the rules of i-NAF NPG 15. These documents are maintained by the Halal Committee and issued with their approval.
- i-NAF NEFR x – includes survey forms and other documents that, once completed, will be subject to the rules of i-NAF NPG 15. These documents are maintained by the Ecogloballabels Committee and issued with their approval.
- i-NAF NPFR x – includes MoU application forms and other documents that, once completed, will be subject to the rules of i-NAF NPG 15. These documents are maintained by the Accreditation Committee and issued with their approval.
- i-HAF NMFR x – includes MLA application forms and other documents that, once completed, will be subject to the rules of i-NAF NPG 15. These documents are maintained by the MLA Committee and issued with their approval.
- i-HAF NPFR x – includes technical forms and other documents that, once completed, will be subject to the rules of i-NAF NPG 15. These documents are maintained by the Technical Committee and issued with their approval.

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9 PROPOSALS FOR A NEW OR REVISED i-NAF CONTROLLED DOCUMENT

- 9.1 Proposals for a new i-NAF controlled document, or for revision of an existing i-NAF controlled document may be initiated by any i-NAF member via the Chair of the relevant committee. The new working item(s) shall be submitted to the relevant Committee as per Clause 8 for consideration.
- 9.2 The Committee shall review the initiative against the current objectives of i-NAF NPG 14 and / or other working projects for priority, coordination and assignment.
- 9.3 The following process shall be followed for the development of all i-NAF documents:
- a) The Committee Chair shall allocate the work of preparing the draft.
 - b) The first draft shall be submitted to the Committee Chair, who shall circulate it to all members of the Committee for comment. The Chair may, if appropriate, circulate the draft to a wider group, or all members of i-NAF.
 - c) All comment received shall be reviewed for appropriate action.
 - d) A second draft shall be prepared if required. All changes shall be clearly tracked in the revised document and each issue should be clearly marked with a Draft No. in the top left-hand corner of the document header.
 - e) A short report should accompany the new draft, listing comments received and the rationale for their inclusion or exclusion in the revised document.
 - f) The second draft shall be circulated to all members of the committee and others as appropriate, together with the short report, inviting comment.
 - g) Further drafts may be prepared as necessary and circulated in accordance with the above-mentioned process. A final draft shall be approved by the Committee.
 - h) Upon approval, the Committee Chair shall forward the final draft document, together with a short report summarising the document's development / amendment, to the Secretariat, for determination of final approval in accordance with Clause 8.
- 9.4 All documents shall be formatted by the i-NAF Secretary prior to ballot or publishing, for editing. Editing shall be undertaken in accordance with i-NAF NSCR 2.
- 9.5 If a document requires the approval of the General Assembly, the document, together with any comment the Committee deems appropriate, shall be circulated to all members of i-NAF. Approval by General Assembly will be in accordance with the rules of General Assembly as set out in the i-NAF Bylaws and i-NAF NPG 1. Documents that require approval by the General Assembly are noted in Section 8 above.

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- 9.6 Once the document has been approved, the Secretary shall publish it in English, and send an electronic copy to all i-NAF members. A copy shall also be posted to the i-NAF Website.
- 9.7 Proposals for changes to, or new, other forum(s) (IAF, IHAF etc.) guidance and / or procedures documents including Mandatory and Informative documents, shall be considered by the i-NAF MLA Management Committee.
- 9.8 In consultation with the relevant i-NAF Committee Chair, the i-NAF Secretariat may make minor editorial and formatting changes, corrections, updates to cross references and updates to factual data (e.g. lists of approved MLA signatories) in controlled documents without having to go through the approval process, subject to those changes not materially changing the intent or meaning of the specific document. Any such changes shall result in the reissue of a new version of the document.

10 REVISION OF i-NAF DOCUMENTS

- 10.1 When a i-NAF document is revised the entire document is to be re-issued. The same document number shall be retained, but a new issue number and a new issue date shall be shown on the revised document.
- 10.2 Authorisation for the issue of revisions to i-NAF documents shall be made by the relevant Committee as per Clause 8 and shall follow the same rules as for the authorisation of issue of the original document. All revisions shall have all changes clearly tracked in the copy sent for ballot.

11 WITHDRAWAL OF i-NAF DOCUMENTS

- 11.1 In the event that a i-NAF document is considered to be no longer relevant, a recommendation shall be made to the relevant Committee as per Clause 8.1 to endorse the document's withdrawal.
- 11.2 Authorisation for the withdrawal of i-NAF documents shall follow the same rules as for the authorisation of issue of the original document.