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Emergency Phone Numbers

Introduction

- A. Purpose
- B. Product Standards

Company Structure

- A. History
- B.

SOP for Equipment Operation

- A. Rewinder
- B. Labeler
- C. Encapsulators
- D. Automatic Bottling Line
- E. Hammermill
- F. Macerator
- G. Alcohol Still
- H. Skidster
- I. Crusher
- J. Ribbon Blender
- K. Polisher
- L. Pulverizer
- M. Shrink Tunnel
- N. Liquid Filler
- O. Thermal Pinter

SOP for Quality Control Department

- A. Incoming Goods
- B. Allocation of Lot Numbers
- C. Out of Specification
- D. Product Recall
- E. Complaints
- F. Returned Goods
- G. QC Final Check
- H. Thermometer Calibration
- I. Micro Testing
- J. Contamination Guidelines
- K. Scale Calibration
- L. Adulteration
- L. Retained Samples
- M. Contamination Guidelines

State, Federal or Local Inspections

Human Resources

- Staff Training
- Employee Handbook

Job Description

- A. Production Supervisor
- B. Production Staff
- C. Shipping Clerk
- D. Shipping/Packer
- E. Sales Representatives
- F. Financial Manager
- G. Bookkeeper/Purchasing
- H. Encapsulation Staff
- I. Propolis Processing Staff
- J. Propolis Tincture and Extract Staff
- K. Administrative Assistant
- L. Quality Control Staff
- M. Maintenance/Facility Manager

Research & Development

- A. Product Development
- B. Stability & Shelf Life

Certificates of Analysis of Beehive brand and labels

Good Manufacturing Practices for Dietary Supplements

Purpose: Good Manufacturing Practices (GMP's) as defined by the Food and Drug Administration in 21 CFR part 110 are the minimum sanitary and processing requirement for food companies. This manual provides written practices and procedures for the manufacture, processing, testing, packaging, labeling, storing and shipping of Beehive products.

We believe that these Good Manufacturing Practices are in the best interest of our customers. These guidelines provide reasonable assurance of our product's safety, quality, purity and potency and that they accurately and truthfully reflect our label claims.

Document Revisions: All addition, revisions and deletions to this document must be approved by the Quality Assurance Team and authorized by the CEO.

Product Standards

Dietary Supplements

Good Manufacturing Practices:

All products and procedures shall meet published Good Manufacturing Standards (GMP's).
Where available and applicable, the specific GMP's issued by the C.R.N., NNFA, or AHPA shall be rigorously met.

Ingredients/Nutrients:

Only those d

Quality Control (continued)

Quality Control (continued)

STABILITY AND SHELF LIFE

1. The object of setting a shelf life date is to ensure the maintenance of a consistent product throughout the storage life i.e. the claims made on the label are met at the end of the shelf life and the physical, chemical and organoleptic characteristics of the product are maintained.
2. The chemical and physical changes, which can occur, include degradation of solids, oxidation of oils, interaction of components and alteration in texture and disintegration. The organoleptic alterations over time include flavor, color and texture.

DEFINITIONS

BATCH: A specific process which is intended to produce a product of uniform character and quality within specified limits and is produced according to a single manufacturing order during the same cycle of manufacture. Each “batch” is identified by a specific combination of letters

and **LOT NUMBER-CH: NUMBER:** Tsameific combination of letters