



النهضة للخدمات ش.م.ع.  
Renaissance Services SAOG

**Renaissance Services – Contract Services Group (CSG)**

- TAWOOS Industrial Services Company LLC
- Rusail Catering & Cleaning Services LLC
- Renaissance Services PAC Division
- Renaissance Services Overseas Division
- Renaissance Contract Services AS (RS-NOC) Norway
- Renaissance Contractos e Servicos Angola LDA
- Renaissance Facility management Services LLC. Abu Dhabi, UAE

# **Process Control Manual**

## **ISO 9001: 2008**



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# Process Control Manual

## Section 9

# Quality Forms/Records

**Including General and CCP Documents**

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### **Section: 9**

### **System Forms**

<b>QA-901 (1 &amp; 2)</b>	<b>Induction Checklist for (New Recruits)</b>
<b>QA-902 A</b>	<b>Daily Kitchen Cleaning and Sanitising Checklist</b>
<b>QA-902 B</b>	<b>Daily Bakery Cleaning and Sanitising Checklist</b>
<b>QA-902 C</b>	<b>Daily Diner Cleaning and Sanitising Checklist</b>
<b>QA-902 D</b>	<b>Daily Store Cleaning and Sanitising Checklist</b>
<b>QA-903 (1-3)</b>	<b>Managers/Supervisors Weekly Food Safety Checklist</b>
<b>QA-904 A (1-2)</b>	<b>Manager/Supervisors Weekly General Housekeeping Checklist</b>
<b>QA-904 B (1-3)</b>	<b>Manager/Supervisors Weekly Hospital and Clinic Housekeeping Checklist</b>
<b>QA-905</b>	<b>Pest Control Record</b>
<b>QA-906</b>	<b>HACCP Improvement Team</b>
<b>QA-907 A</b>	<b>NC/Corrective Action Report (Supplier)</b>
<b>QA-907 B</b>	<b>NC/Corrective Action Report (Customer Complain)</b>
<b>QA-907 C</b>	<b>NC/Corrective Action Report (General for Management)</b>



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### **System Forms**

<b>QA-908</b>	<b>Document Change Report</b> [Not Applicable to Site]
<b>QA-909</b>	<b>Document Change Request Register</b> [Not Applicable to Site]
<b>QA-910</b>	<b>Suppliers Records</b> [Not Applicable to Site]
<b>QA-911</b>	<b>Approved Supplier List</b>
<b>QA-912</b>	<b>Equipment Maintenance Record &amp; Register</b>
<b>QA-913</b>	<b>Checklist in the event of an alleged Food born illness</b>
<b>QA-914</b>	<b>Checklist of Interview with Patient</b>
<b>QA-915</b>	<b>Checklist of Interview with Clinic Doctor &amp; Nurse</b>
<b>QA-916 1-2</b>	<b>Senior Manager Site Visit Report</b>
<b>QA-917</b>	<b>Toilet Cleaning Schedule</b>
<b>QA-918</b>	<b>Document Control Register</b>
<b>QA-919</b>	<b>Temperature Probe Calibration Record (CCP)</b>



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### **System Forms**

<b>QA-920 A</b>	<b>Freezer Temperature Chart (CCP)</b>
<b>QA-920 B</b>	<b>Chiller Temperature Chart (CCP) {For Prepared and Cooked Food and Par Stock}</b>
<b>QA-920 C</b>	<b>Chiller Temperature Chart (CCP) {Fresh Fruits and Vegetables}</b>
<b>QA-921</b>	<b>Training Attendance Record</b>
<b>QA-922 A</b>	<b>Food Temperature Chart (CCP)</b>
<b>QA-922 B</b>	<b>Cooking Temperature Chart (CCP)</b>
<b>QA-922 C</b>	<b>Suppliers Vehicle Temperature Chart (CCP)</b>
<b>QA-923</b>	<b>Food Sample Register</b>
<b>QA-924</b>	<b>Meeting Attendance Sheet</b>
<b>QA-925</b>	<b>Monthly Register of Non Conformance/ Corrective Action Report QA-907 A&amp;B</b>
<b>QA-926</b>	<b>Laundry Slip</b>



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## **Section 10**

### **HSE Forms/Records**

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### **Section: 10**

### **HSE System Forms**

<b>HSE - 001 A</b>	Toolbox Talks
<b>HSE – 001 B</b>	Tool Box Talks (Hospital & Private Sector)
<b>HSE - 002</b>	Safety Meeting
<b>HSE - 003</b>	Personal Hygiene Report
<b>HSE – 004</b>	Health/Safety Incident Notification
<b>HSE – 005 A, B &amp; C</b>	General Incident Report
<b>HSE – 006 A, B &amp; C</b>	Road Traffic Incident Report
<b>HSE - 007</b>	Task (Job) Hazard Risk Assessment
<b>HSE - 008</b>	Fire Risk Assessment
<b>HSE - 009</b>	Health & Safety Statistic Monthly Return
<b>HSE - 010</b>	Environment Monthly Return
<b>HSE - 011</b>	“STOP” Monthly Observation Summary
<b>HSE - 012</b>	<b>Non Occupational &amp; Occupational Health Statistics</b>
<b>HSE - 013</b>	Sick Leave Report Monthly Statistics
<b>HSE - 014</b>	Near Miss Report
<b>HSE - 015</b>	Site HSE Inspection Checklist