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Recordkeeping Policy

Adhering to both FDA regulations and our certifying agencies' quality standards, Edison Grain Incorporated has established an electronic system for document control aimed to ensure product quality and safety. We do our best to organize our records in a logical manner to facilitate retrieval during inspection or when an incident occurs. Our records:

- Are kept as original, true copies or electronic versions;
- Contain actual values and observations obtained during monitoring and verification activities;
- Are accurate, indelible, and legible;
- Are created concurrently with performance of the activity documented;
- Are as detailed as necessary to provide history of work performed and will include:
 - Our address
 - The date and when appropriate, the time of the documented activity
 - Initials of person performing the activity
 - Product name & lot code;
- Are signed by a qualified individual (PCQI) when required by FSMA

Regarding our Food Safety Plan:

- Owners Jeffrey and/or Amy Barnes (PCQI) or an agent in charge of the facility must sign and date the plan upon initial completion and upon any modification.

Regarding record retention:

- We retain records for at least 2 years after the date they were prepared;
- We retain records that relate to the general adequacy of the equipment or processes being used in our facility for at least 2 years after their use is discontinued;
- We maintain records pertaining to our Food Safety Plan onsite at all times.

All records are available to a duly authorized representative of the Secretary of Health and Human Services for official review and copying upon oral or written request.

Our plan is written in accordance with FDA regulations, including 21 CFR Part 7 Subpart F.

Jeffrey E. Barnes
President
Edison Grain Incorporated