

2056

B. Voc. (Food Processing and Preservation) FYUP  
Fourth Semester  
BFP- 404: Documentation and Record Keeping

Time allowed: 3 Hours

Max. Marks: 40

**NOTE:** Attempt five questions in all, including Question No. I which is compulsory and selecting one question from each Unit.

x-x-x

I. Answer any four of the following:-

- a) Define documents and records.
- b) Why is document maintenance important in the food industry?
- c) Mention any four types of records maintained in a food industry.
- d) Define HACCP. Mention its importance in food industry.
- e) Define FDA and FSMA.
- f) Give two methods to store documents electronically. (4x2)

**UNIT - I**

- II. Explain the concept of documents and records. Discuss their importance in the food industry. (8)
- III. Describe the general principles involved in document and record development and maintenance. (8)

**UNIT - II**

- IV. Explain the procedures for monitoring, assessing and verification of records. (8)
- V. Write a note on filing and storing records electronically. Give examples. (8)

**UNIT - III**

- VI. Describe the different types of HACCP records and their significance. (8)
- VII. Discuss the disposal and retrieval of HACCP records. (8)

**UNIT - IV**

- VIII. Explain the concerns related to data theft in the food industry and suggest preventive measures. (8)
- IX. Discuss the role of ICT in data protection and management of records. (8)

x-x-x