|  | BUREAU OF ANIMAL INDUSTRY |  |
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|  | GENERAL PROCEDURES |  |
|  | Document Name: | GP BAI-0.3 |
|  | Distribution Matrix | $\begin{gathered} \text { Rev. No.:04 } \\ \text { January 9, } 2023 \\ \text { Page: } 1 / 3 \end{gathered}$ |


| CODE | DOCUMENT NAME | COPY HOLDER |
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| GP BAI-0.1 | Table of Contents | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-0.2 | Purpose of the Manual | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \\ & 09,10,12,16,17,18,19,20,21 \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-0.3 | Distribution Matrix | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21, \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-01 | Control of Documents | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \text {, } \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-02 | Change Management Procedure | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \text {, } \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-03 | Coding of Controlled Documents | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-04 | Risks and Opportunities Management | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-05 | Control of Records | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-06 | Personnel Training | $00,01,02,03,04,05,06,07,08$, $09,10,12,16,17,18,19,20,21$, 22, 23, 24, 35, 153 |
| GP BAI-07 | Outsource Process | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-08 | Purchasing Process | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21, \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-09 | Internal Quality Audit | 00, 01, 02, 03, 04, 05, 06, 07, 08 $09,10,12,16,17,18,19,20,21$ 22, 23, 24, 35, 153 |


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| GP BAI-10 | Handling Customer Complaint | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \\ & 22,23,24,35,153 \end{aligned}$ |
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| GP BAI-11 | Identification and Traceability | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-12 | Design and Development | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-13 | Hiring, Selection and Placement | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-14 | Training Needs Analysis | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-15 | Evaluation of Suppliers | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-16 | Receiving, Inspection and Storage of Supplies and Raw Materials | 00, 01, 02, 03, 04, 05, 06, 07, 08, $09,10,12,13,16,17,18,19,20$, $21,22,23,24,35,73,99,139$, 153, 162, 176, 168, 187, 191, 204, 217, 417, 450 |
| GP BAI-17 | Measuring Customer Satisfaction | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,16,17,18,19,20,21, \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-18 | Preventive Maintenance of Machines, Equipment \& Vehicle | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,11,12,16,17,18,19,20, \\ & 21,22,23,24,35,153 \end{aligned}$ |
| GP BAI-19 | Corrective Action | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-20 | Control of Nonconforming Product | $\begin{aligned} & 00,01,02,03,04,05,06,07,08 \\ & 09,10,12,16,17,18,19,20,21 \text {, } \\ & 22,23,24,35,153 \end{aligned}$ |
| GP BAI-21 | Calibration of Equipment | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,11,12,16,17,18,19,20, \\ & 21,22,23,24,35,153 \end{aligned}$ |
| GP BAI-22 | Packaging and Storage of Finished Products | $\begin{aligned} & 00,01,02,03,04,05,06,07,08, \\ & 09,10,12,13,16,17,18,19,20 \\ & 21,22,23,24,35,153 \end{aligned}$ |


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| Management Review | $09,10,11,12,13,16,17,18,19$, <br> $20,21,22,23,24,35,153$ |  |
| GP BAI-24 |  | Product Development | | $00,01,02,03,04,05,06,07,08$, |
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