

[Insert Company Name, Address, and Logo]	Training Quiz – Document Control	
	Document #:	Effective Date:
	Prepared By:	Supersedes:
	Approved By:	Revision #:

1. All changes to documents within the food safety program need to be logged and recorded?
 - a. True
 - b. False

 2. Who has the authority to make changes to documents in your food safety program?
 - a. Any administrative employee
 - b. Any operational employee
 - c. Both administrative and operational employees
 - d. Approved positions only

 3. Controlled documents can be stored as:
 - a. Physical copies
 - b. Digital copies
 - c. Physical copies only
 - d. Both A and B

 4. Keeping your food safety program organized and easy to access is an important aspect of operating a high functioning food safety program?
 - a. True
 - b. False

 5. Documents should be retained for periods according to their retention time
 - a. True
 - b. False

 6. Where are controlled documents stored in your facility?
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