Welcome to the IFSQN FSSC 22000 Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN FSSC 22000 Implementation Package includes:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Records
- ✓ Prerequisite Programmes Manual
- ✓ Operational Prerequisite Programmes Manual
- ✓ HACCP Manual including the ISO 22000 HACCP Calculator
- ✓ A free online Implementing ISO & FSSC 22000 Training Course
- ✓ Training Presentations covering ISO 22000, HACCP and Internal Audits
- ✓ ISO 22000/TS ISO 22002/CODEX Gap Analysis Checklists
- ✓ Project 22000 Support Package
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Unannounced Audit Guidance
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Verification Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Prevention Procedures and Raw Material Food Fraud Assessment Tool
- ✓ Free online support via e-mail

**When you download the package, you will find this start up guide and 12 folders containing the package documents:**



**Your first job is to buy a copy of:**
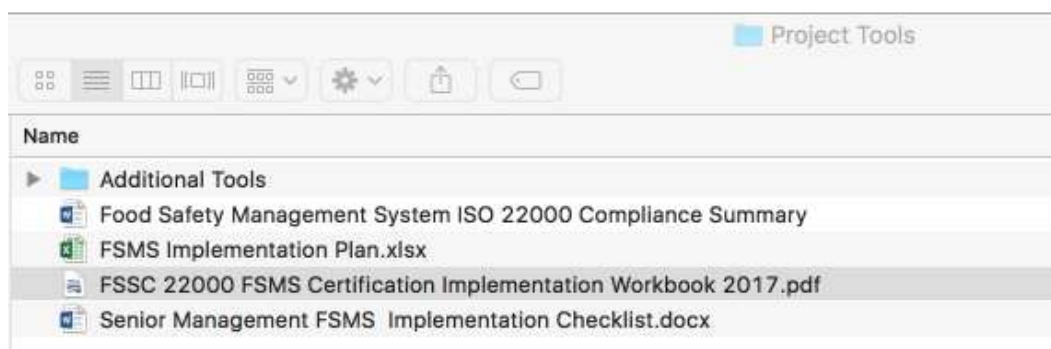**ISO 22000 Food safety management systems -- Requirements for any organization in the food chain**
**and**
**ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing**
**Standards from ISO.**

**Also download the FSSC 22000 Certification Scheme documents (free to download)**

**Start by opening the Project Tools folder:**

**The main document in the folder is the FSSC 22000 FSMS Certification Implementation Workbook 2017**



A 200-page workbook is provided to assist in the implementation of your FSSC 22000 compliant food safety management system. The workbook is divided into 7 steps:
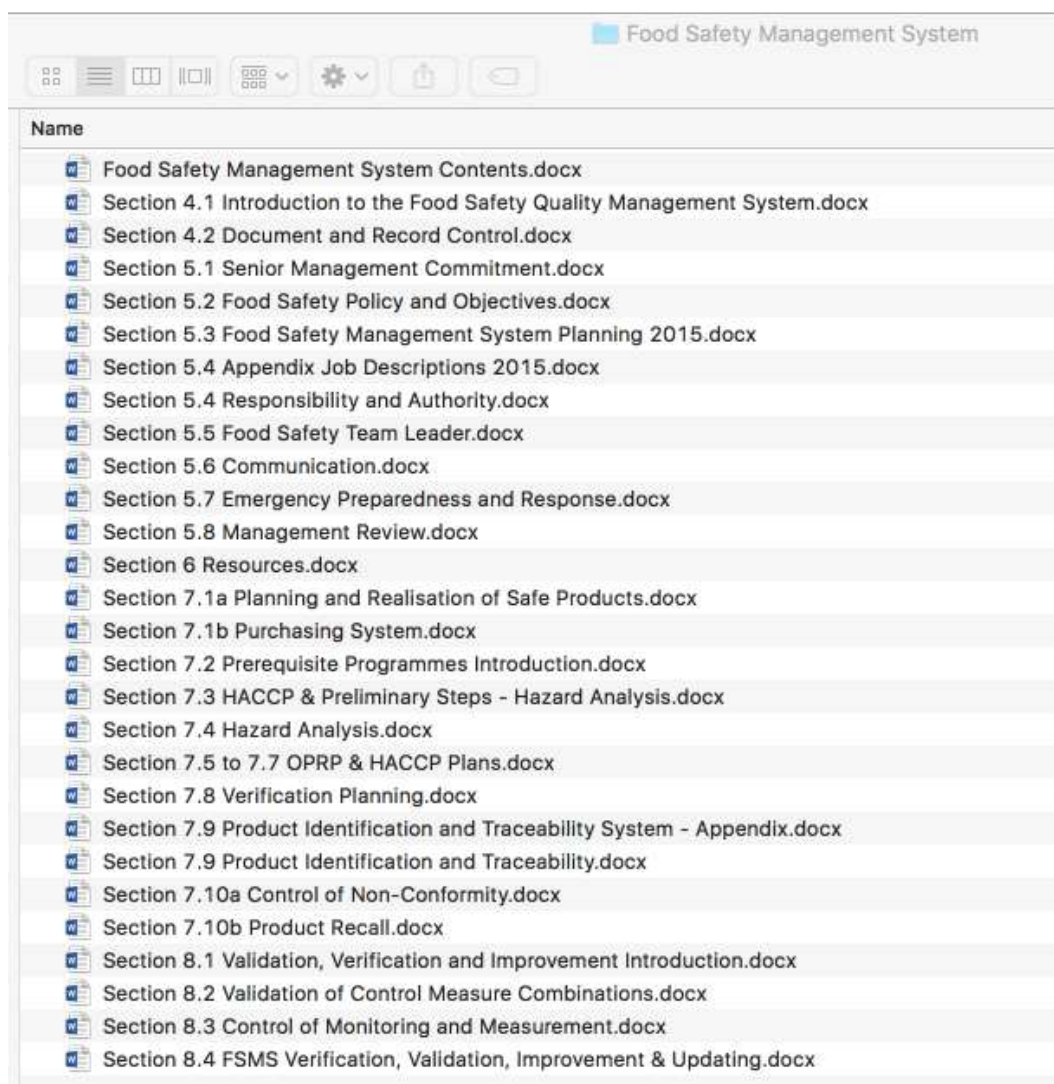
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Quality Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to FSSC 22000 Certification
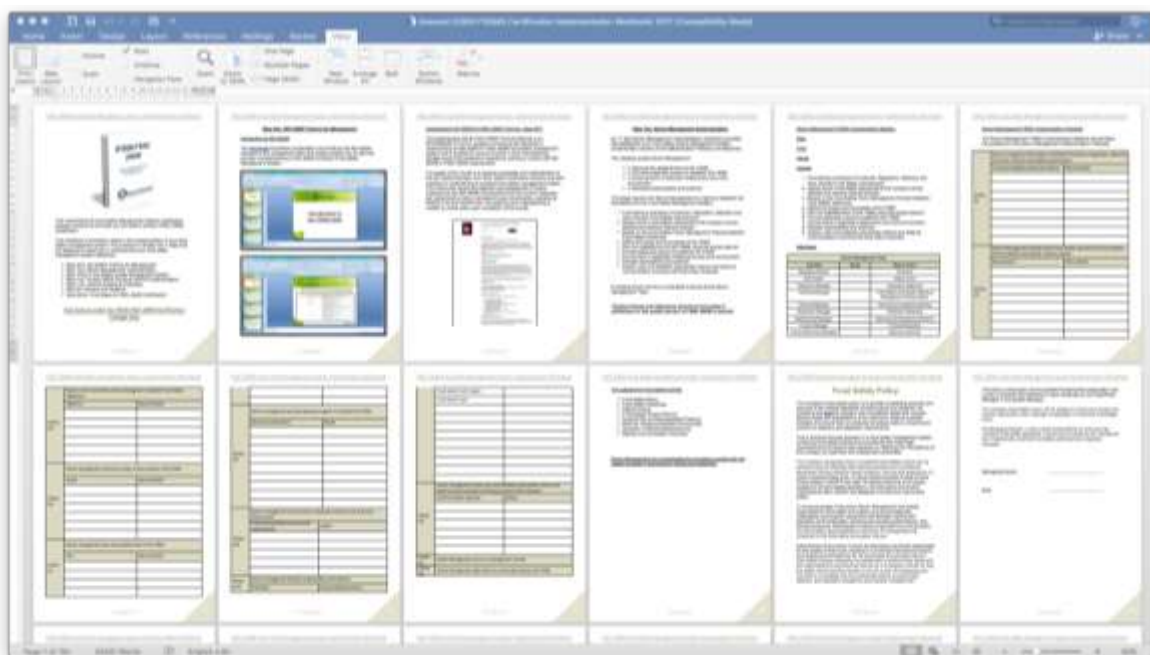
The Implementation Workbook includes a final Self-Assessment Checklist to ensure that you meet the requirements of ISO 22000, ISO 22002-1, CODEX and FSSC 22000 Certification Scheme Additional Requirements.
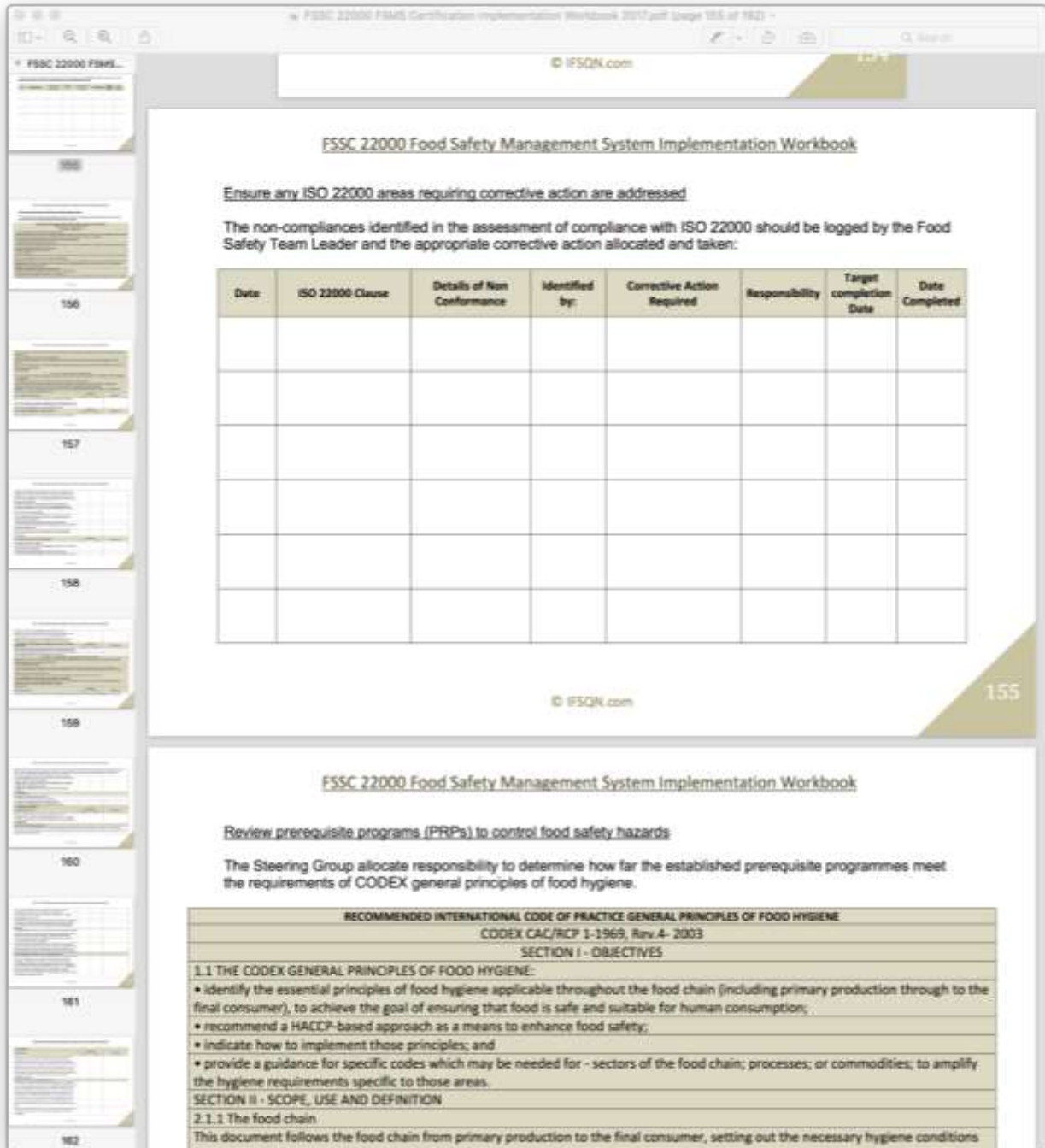
**The next folder to open is the Food Safety Management System folder**

Food Safety Management System

| Name |
| --- |
| Food Safety Management System Contents.docx |
| Section 4.1 Introduction to the Food Safety Quality Management System.docx |
| Section 4.2 Document and Record Control.docx |
| Section 5.1 Senior Management Commitment.docx |
| Section 5.2 Food Safety Policy and Objectives.docx |
| Section 5.3 Food Safety Management System Planning 2015.docx |
| Section 5.4 Appendix Job Descriptions 2015.docx |
| Section 5.4 Responsibility and Authority.docx |
| Section 5.5 Food Safety Team Leader.docx |
| Section 5.6 Communication.docx |
| Section 5.7 Emergency Preparedness and Response.docx |
| Section 5.8 Management Review.docx |
| Section 6 Resources.docx |
| Section 7.1a Planning and Realisation of Safe Products.docx |
| Section 7.1b Purchasing System.docx |
| Section 7.2 Prerequisite Programmes Introduction.docx |
| Section 7.3 HACCP & Preliminary Steps - Hazard Analysis.docx |
| Section 7.4 Hazard Analysis.docx |
| Section 7.5 to 7.7 OPRP & HACCP Plans.docx |
| Section 7.8 Verification Planning.docx |
| Section 7.9 Product Identification and Traceability System - Appendix.docx |
| Section 7.9 Product Identification and Traceability.docx |
| Section 7.10a Control of Non-Conformity.docx |
| Section 7.10b Product Recall.docx |
| Section 8.1 Validation, Verification and Improvement Introduction.docx |
| Section 8.2 Validation of Control Measure Combinations.docx |
| Section 8.3 Control of Monitoring and Measurement.docx |
| Section 8.4 FSMS Verification, Validation, Improvement & Updating.docx |

The Food Safety Management System Package contains a comprehensive top level Food Safety Management procedure templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

**Food Safety Management System**

Below is a table that shows how the documents match the requirements of the ISO 22000 standard with the Food Safety Management System provided to assist you in implementing the system and understanding the requirements of the standard.

| Food Safety Management System | |
|---|---|
| Section 4.1 | Introduction to the Food Safety Management System |
| | Communication Overview |
| | The Food Safety Management System |
| | Senior Management Responsibility |
| | Document Hierarchy |
| | Food Safety System Process Diagram |
| Section 4.2 | Documentation Requirements |
| | Document Control Procedure |
| | Record Control Procedure |
| Management Responsibility | |
| Section 5.1 | Senior Management Commitment |
| Section 5.2 | Food Safety and Quality Policy |
| | Food Safety and Quality Objectives |
| Section 5.3 | Food Safety Management System Planning |
| | Customer, Statutory and Regulatory Conformance |
| | Contract Review |
| Section 5.4 | Responsibility and Authority |
| Section 5.5 | Food Safety Team Leader |

**The next folder to open is the Prerequisite Programmes Folder**

**Includes PRP 9.4 Food Fraud Prevention Procedure and PRP 9.4A Raw Material Food Fraud Assessment Tool**

**PRP Record 12 Management of Pest...**

Home Insert Design Layout References Mailings Review View

## AFC

## Management of Pest Control Verification

Management of Pest Control PRP Verification

| Management of Pest Control Verification Audit | |
|---|---|
| **Auditor Name** | |
| **Date** | |
| **Site Standard** | **Audit Findings** |
| Is a proactive system for the prevention of contamination of products by pests in place? | |
| Does the system ensure that there are effective controls and processes in place to minimise pest activity? | |
| At the factory design stage are measures taken to reduce the risk of contamination by aiming to restrict the access of pests in all areas? | |
| Are hygiene, cleaning, incoming materials inspection and monitoring procedures implemented to deter pest activity? | |
| Are raw materials, packaging and finished products stored so as to minimise the risk of infestation? | |
| Where stored product pests are considered a risk, are appropriate measures included in the control programme? | |
| Are all incoming goods inspected for pest infestation? | |
| Is process equipment that handles raw materials vulnerable to infestation identified and scheduled inspection undertaken? | |
| Are all buildings adequately proofed? | |
| Are animals are prevented from accessing the site? | |
| Is the Technical Manager responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File? | |

Document Reference Management of Pest Control PRP Verification PRPR 12
Revision 1 31st August 2017
Owned by: Technical Manager
Authorised By: General Manager

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Page 1 of 10    1800 Words    English (UK)    100%

**The next folder to open is the FSSC 22000 HACCP Manual Folder**
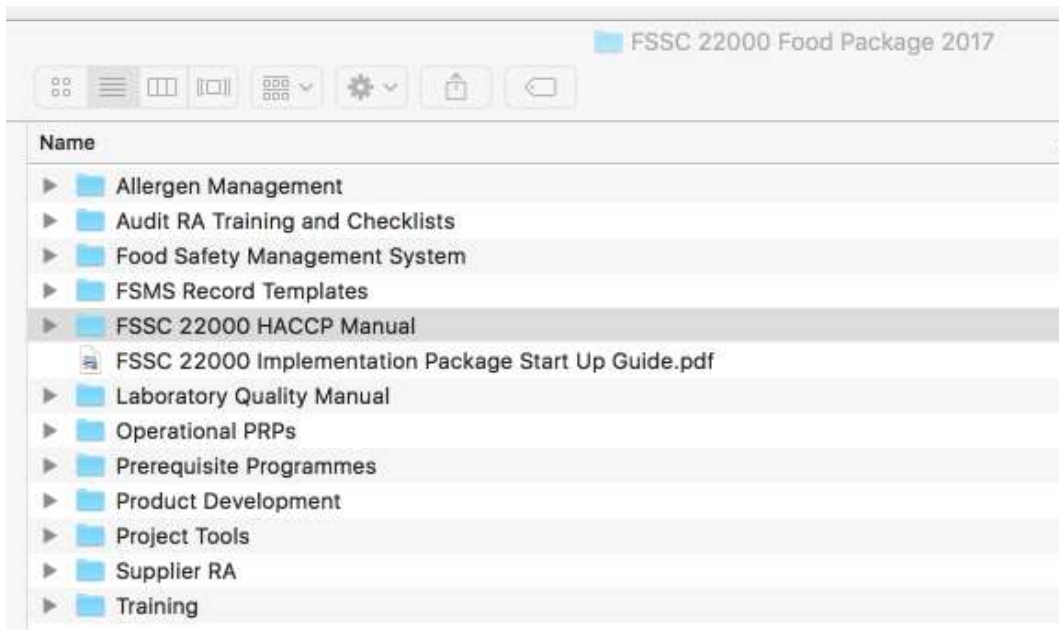


There is a set of comprehensive HACCP documents, instructions and examples that you might find useful when implementing your Food Safety Plans.

You will also find the ISO 22000 HACCP Calculator and instructions:

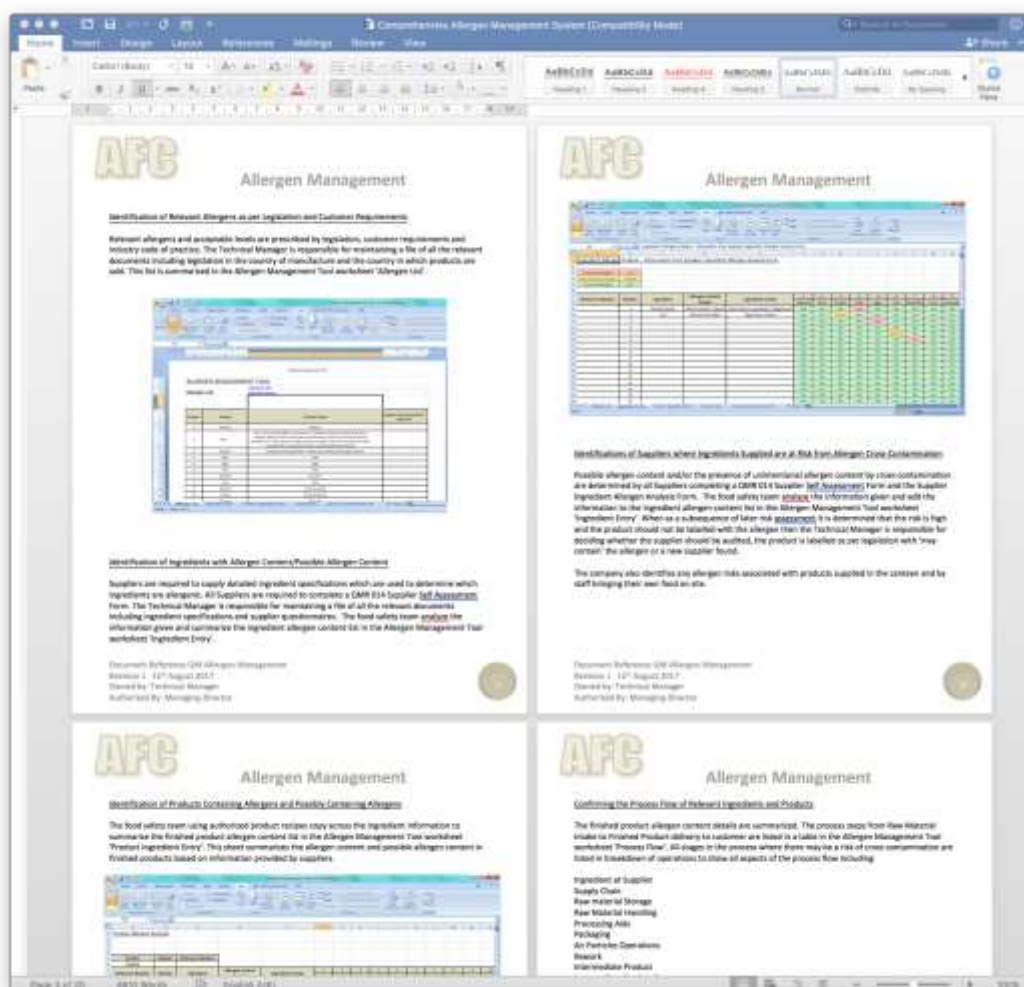**The next folder to open is the Allergen Management Folder**

This folder contains a comprehensive Allergen Management System and an Allergen Management Tool:
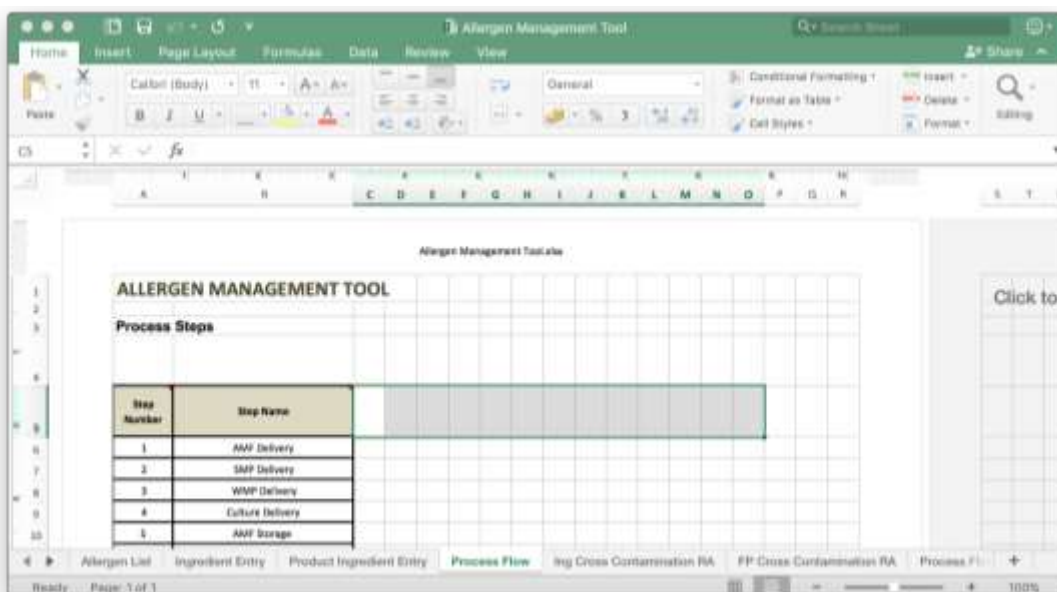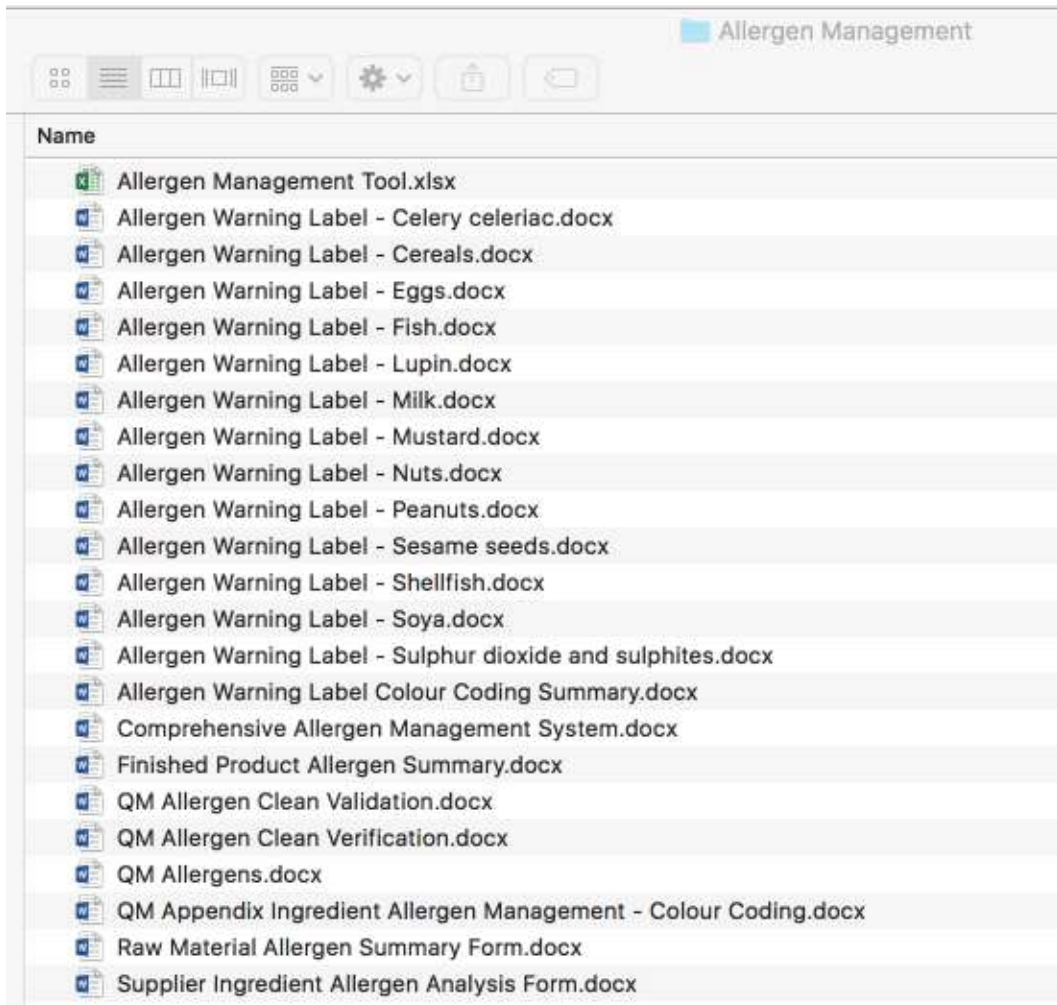
It includes the Allergen Management Tool that is referred to in the Comprehensive Allergen Management System document.



Allergen Management Module & Risk Assessment Tool

The Allergen Module concentrates on five themes:

- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens is a key allergen management control
- ✓ Scheduling - planning activities to reduce the risk of cross contamination
- ✓ Sanitation - cleaning controls to remove or reduce the risks of cross contamination

## Allergen Clean Validation

### Allergen Clean Validation

Company policy requires validation and verification of cleaning and sanitizing procedures for the product contact equipment, and therefore the use of finished product testing for validation of cleaning is not considered adequate. Validation must prove that the cleaning process employed is effective in removing the allergen of concern. This proof requires evidence that the specific allergen was in fact removed, or reduced to an acceptable level by the cleaning procedure.

The purpose of a validated cleaning program is to confirm that the specifics of the cleaning process used are complete, effective, sufficient, and when implemented, will produce that same results every time.

Validation studies need to demonstrate that the cleaning process and testing used are effective to give the desired results consistently. If the cleaning process cannot be validated then separate equipment or an alternative cleaning process must be established and subjected to validation studies again.

Once the cleaning process has been validated as effective, each clean is monitored by verification program established by the food safety team. Procedures for verification of allergen cleaning effectiveness are based on the validation study that identifies the target allergen(s), threshold levels, and the severity of contamination.

Finished product testing is not sufficient by itself to validate cleaning methods since any allergen present is diluted by the product.

Sometimes an inert product flush may be the most effective method to remove allergens. In this case, the food safety team are required to validate the number of product flushes required to assure removal of the material of concern.

Where the allergen risk is high for example with peanut protein which causes serious allergic reactions in trace quantities or the processing equipment design does not permit adequate cleaning, separate and isolated production equipment must be provided to avoid cross-contact.

Acceptable validation testing methods involve the use of a test specific to the allergen being removed. These generally require the use of a test method which uses an antigen (the allergen) and an antibody specific to the antigen. One example of the antigen and antibody test is the enzyme linked immuno-assay or ELISA method. The ELISA method can be either quantitative or qualitative and can be conducted in a laboratory or with test

kits available for in plant use; either is acceptable. ELISA test kits are available from several manufacturers and are commonly used in the food processing industry.
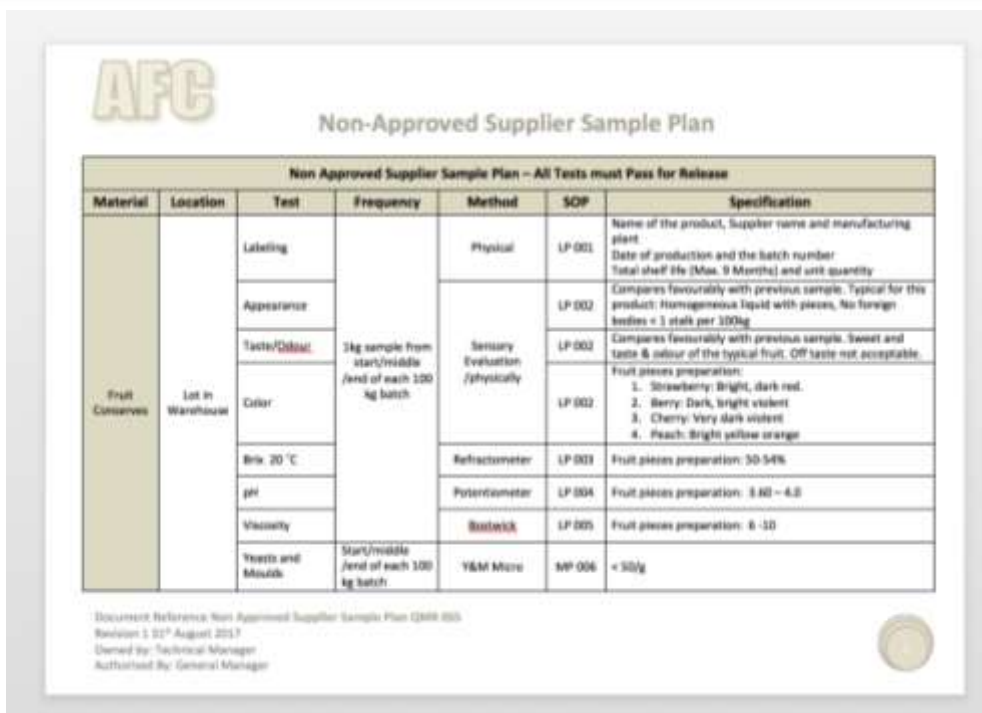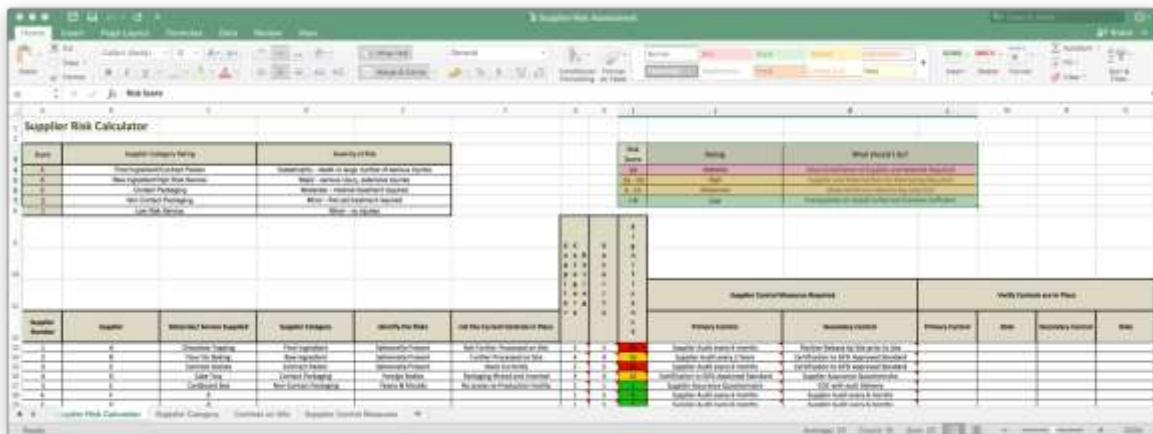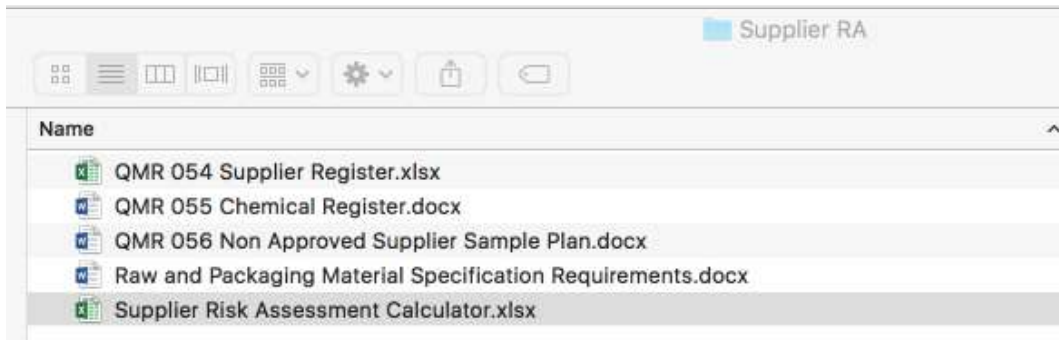
Document Reference QM Allergen Clean Validation
Revision 1   15th August 2017
Owned by: Technical Manager
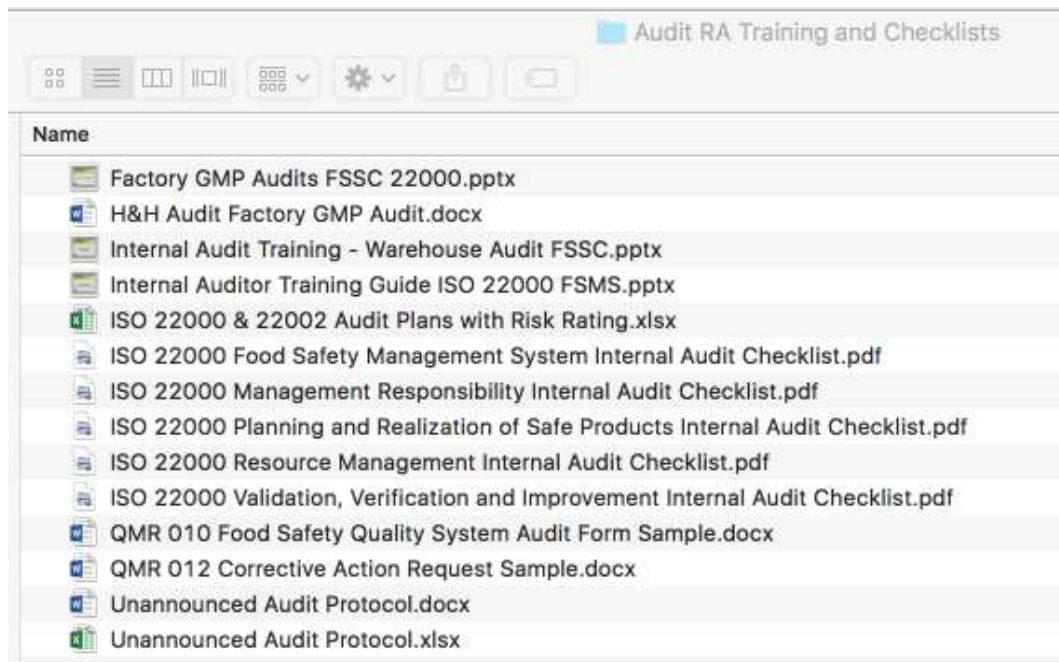Authorised By: Managing Director

## The next folder to open is the Supplier RA Folder

This folder contains documentation and tools that supplement purchasing procedures and the Approved Supplier Program including a Supplier Risk Assessment Tool:
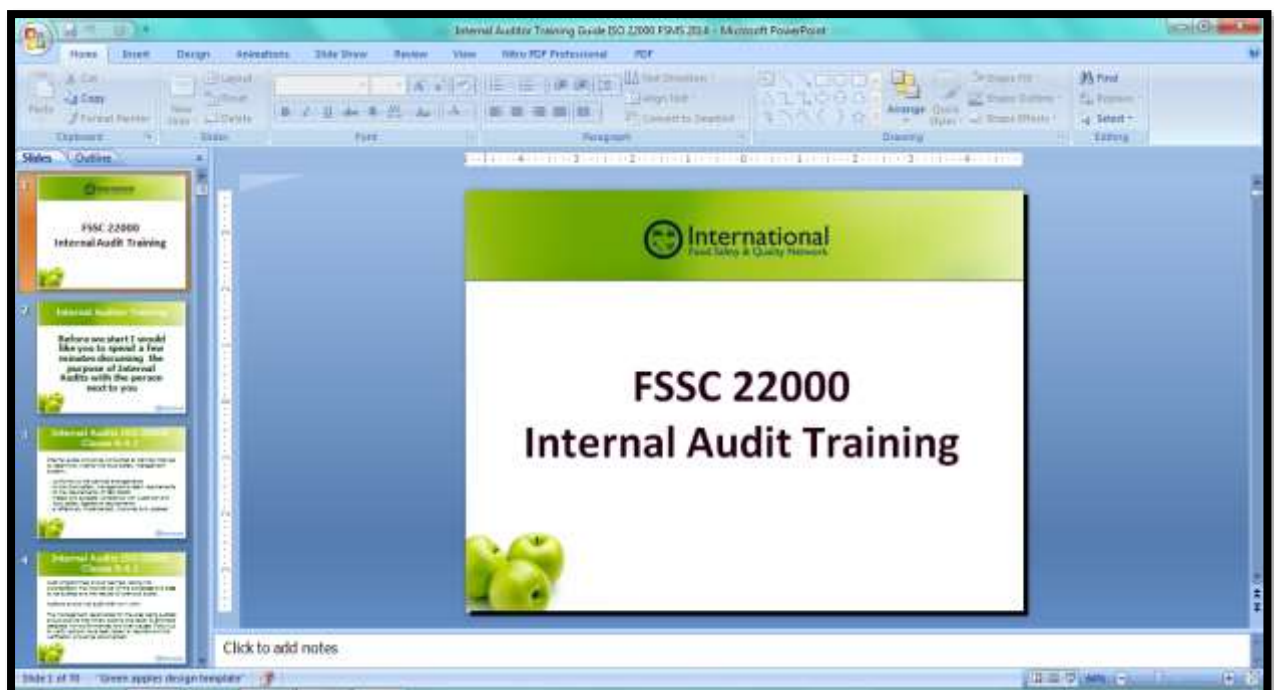
## The next folder to open is the Audit RA Training and Checklists Folder



There are three PowerPoint Internal Audit Training Presentations:
Internal Auditor Training Guide ISO 22000 FSMS
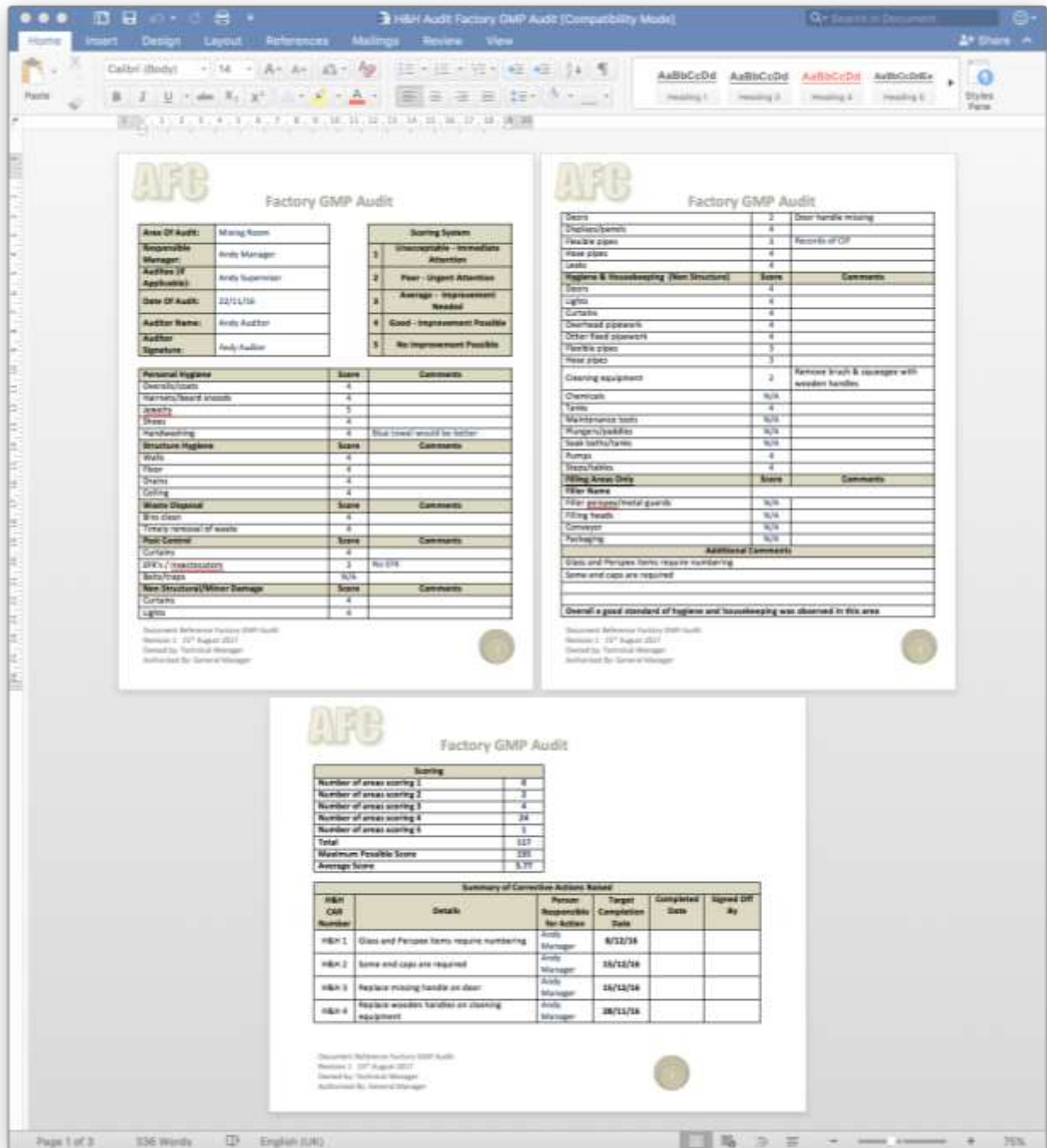Internal Audit Training - Warehouse Audit FSSC
Factory GMP Audits FSSC 22000

### FSSC 22000 Internal Audit Training

## Sample Audit Documents

There are sample audit documents and corrective action forms provided.

## Sample Audit Documents

There are ISO 22000 & 22002 Audit Plans including Risk Rating templates provided.