



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](#)

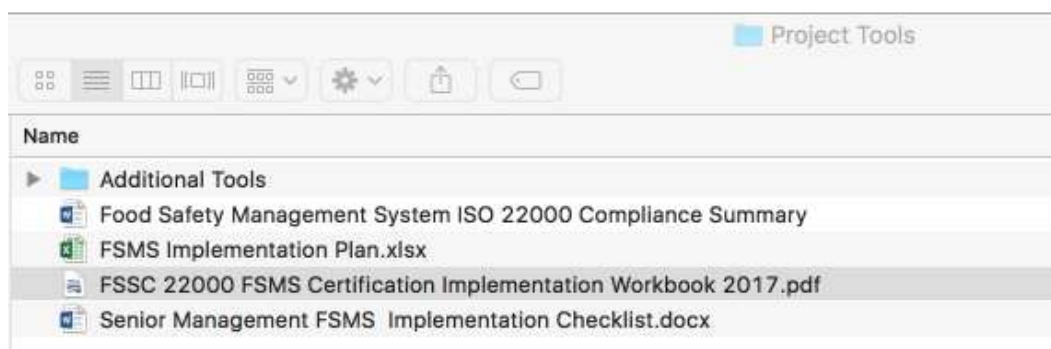
and

[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:



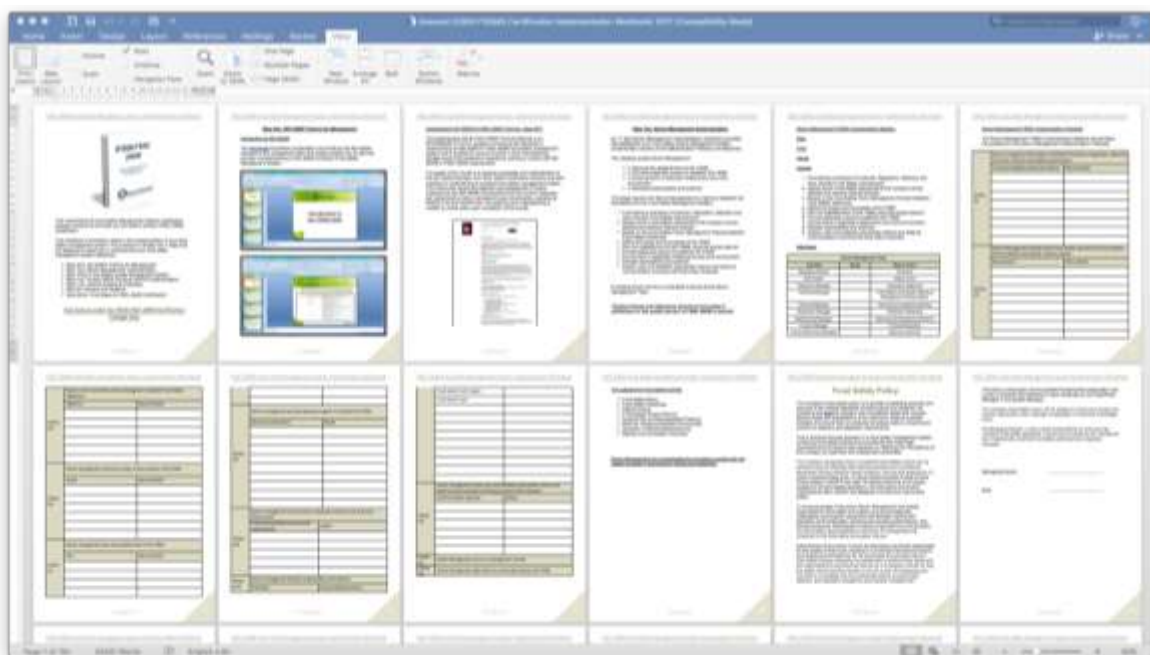
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The main document in the folder is the **FSSC 22000 FSMS Certification Implementation Workbook 2017**

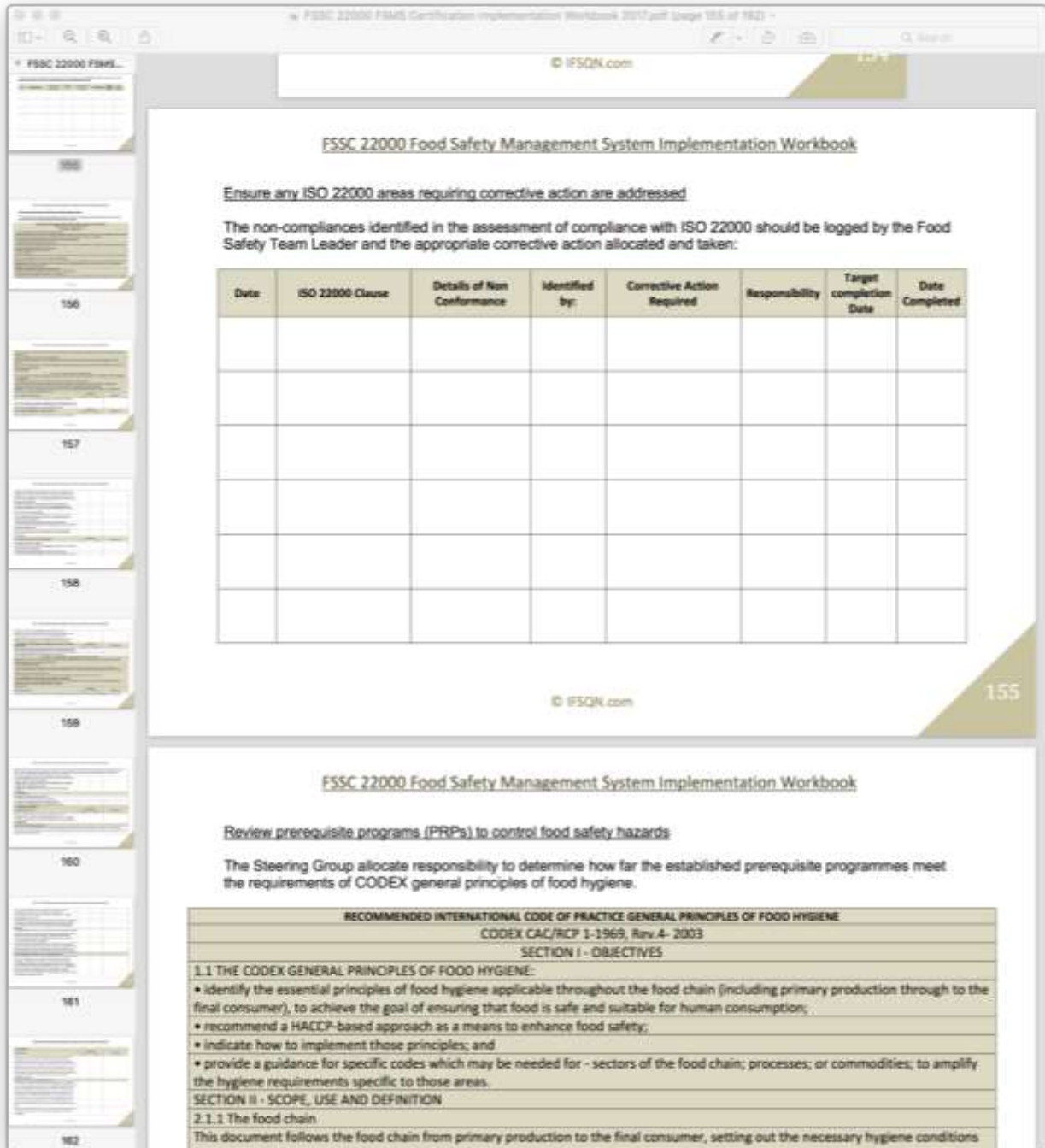


A 200-page workbook is provided to assist in the implementation of your FSSC 22000 compliant food safety management system. The workbook is divided into 7 steps:

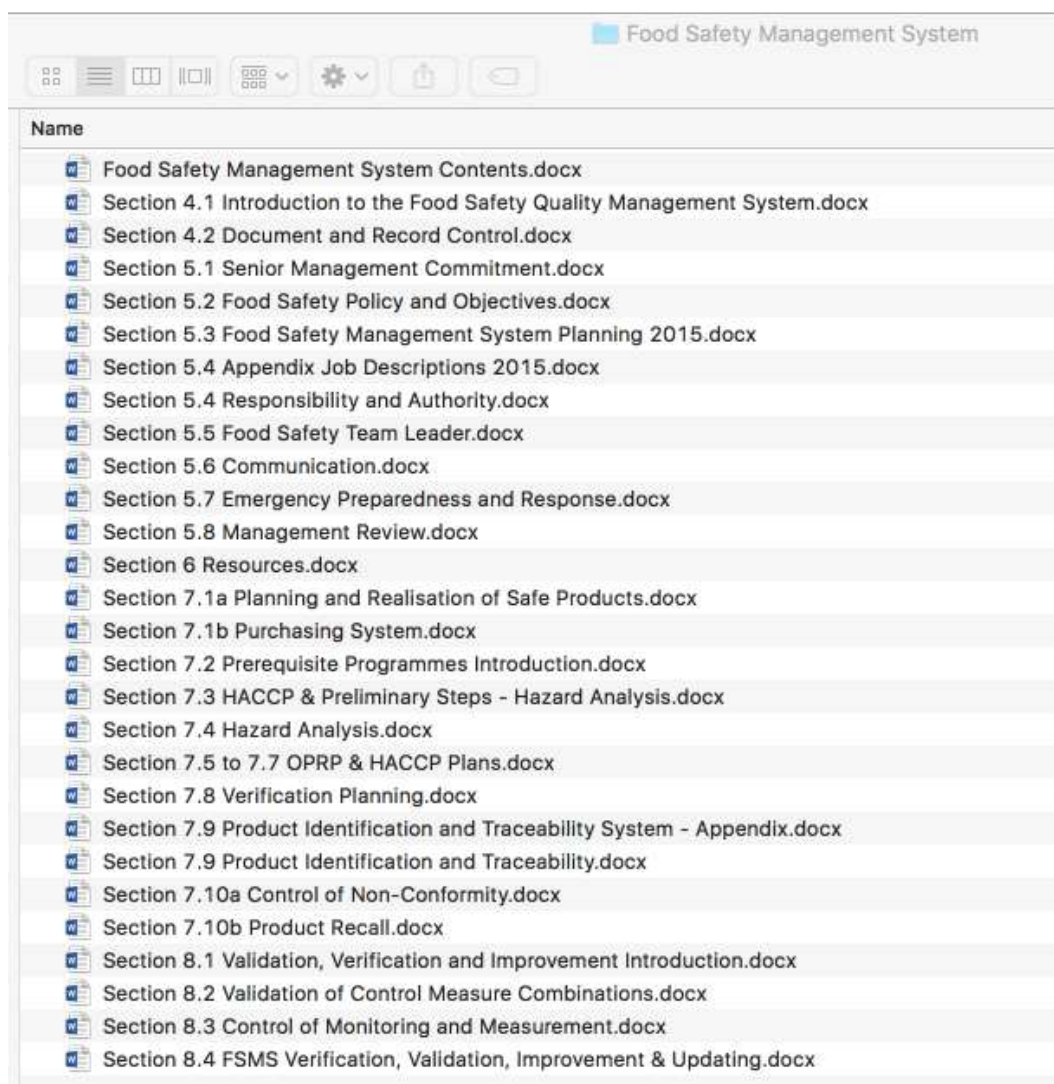
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Quality Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: 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



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

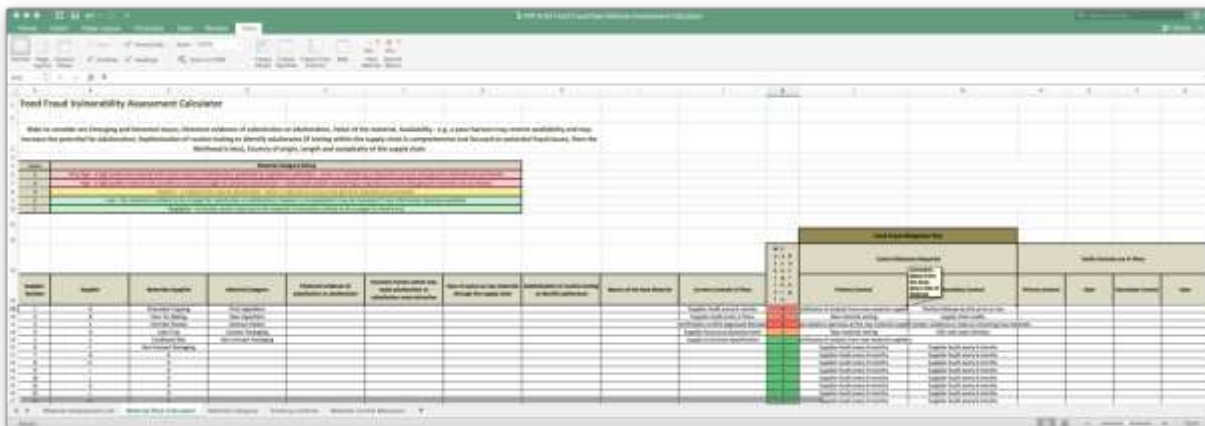
The next folder to open is the Prerequisite Programmes Folder

Name	Date Modified	Size	Kind
PRP 5.4 Equipment Design and Location.docx	29 Aug 2017, 12:55	26 KB	Micros... (docx)
PRP 5.5 Laboratory Facilities.docx	29 Aug 2017, 12:55	26 KB	Micros... (docx)
PRP 5.6 Temporary Structures and Vending Machine Facilities.docx	29 Aug 2017, 12:55	26 KB	Micros... (docx)
PRP 5.7 Storage.docx	29 Aug 2017, 12:54	31 KB	Micros... (docx)
PRP 5.1 Site Services.docx	29 Aug 2017, 13:23	27 KB	Micros... (docx)
PRP 6.2 Control of Water Supply.docx	29 Aug 2017, 13:22	27 KB	Micros... (docx)
PRP 6.3 Control of Boiler Chemicals.docx	29 Aug 2017, 13:22	26 KB	Micros... (docx)
PRP 6.4 Control of Air Supply.docx	29 Aug 2017, 13:24	27 KB	Micros... (docx)
PRP 6.5 Control of Compressed Air and Gases.docx	29 Aug 2017, 13:20	27 KB	Micros... (docx)
PRP 6.6 Lighting.docx	29 Aug 2017, 13:19	26 KB	Micros... (docx)
PRP 7.1 Waste Management.docx	29 Aug 2017, 13:18	27 KB	Micros... (docx)
PRP 7.2 Waste Container Management.docx	29 Aug 2017, 13:18	29 KB	Micros... (docx)
PRP 7.3 Waste Disposal.docx	29 Aug 2017, 13:17	27 KB	Micros... (docx)
PRP 7.4 Drainage Systems.docx	29 Aug 2017, 13:17	29 KB	Micros... (docx)
PRP 8.1 Equipment Prerequisite Programmes.docx	29 Aug 2017, 13:16	27 KB	Micros... (docx)
PRP 8.2 Equipment Hygienic Design.docx	29 Aug 2017, 13:24	27 KB	Micros... (docx)
PRP 8.3 Food Contact Surfaces.docx	29 Aug 2017, 13:16	27 KB	Micros... (docx)
PRP 8.4 Monitoring Equipment.docx	29 Aug 2017, 13:16	27 KB	Micros... (docx)
PRP 8.5 Equipment Cleaning.docx	29 Aug 2017, 13:14	27 KB	Micros... (docx)
PRP 8.6 Appendix Maintenance Procedure.docx	29 Aug 2017, 13:42	28 KB	Micros... (docx)
PRP 8.6 Maintenance Prerequisite Programmes.docx	29 Aug 2017, 13:40	28 KB	Micros... (docx)
PRP 9.1 Purchasing Prerequisite Programmes.docx	29 Aug 2017, 13:33	27 KB	Micros... (docx)
PRP 9.2 Supplier Approval and Monitoring.docx	Today, 13:21	293 KB	Micros... (docx)
PRP 9.3 Control of Incoming Materials.docx	Today, 12:43	31 KB	Micros... (docx)
PRP 9.4 Food Fraud Prevention	Today, 12:19	422 KB	Micros... (docx)
PRP 9.4A Food Fraud Raw Material Assessment Calculator	Today, 12:22	28 KB	Micros... (xlsx)
PRP 10.1 Prevention of Contamination.docx	29 Aug 2017, 13:39	29 KB	Micros... (docx)
PRP 10.2 Prevention of Microbiological Contamination.docx	29 Aug 2017, 13:27	27 KB	Micros... (docx)
PRP 10.3 Allergen Control.docx	Today, 13:46	30 KB	Micros... (docx)
PRP 10.4 Prevention of Physical Contamination.docx	29 Aug 2017, 13:37	28 KB	Micros... (docx)
PRP 11.1 Cleaning Prerequisite Programmes.docx	29 Aug 2017, 13:36	35 KB	Micros... (docx)
PRP 11.2 Cleaning Agents and Equipment.docx	29 Aug 2017, 13:36	25 KB	Micros... (docx)
PRP 11.3 Cleaning Procedures.docx	29 Aug 2017, 13:36	25 KB	Micros... (docx)
PRP 11.4 CIP Systems Prerequisites.docx	29 Aug 2017, 13:34	25 KB	Micros... (docx)
PRP 11.5 Monitoring of Cleaning Effectiveness.docx	Today, 13:06	24 KB	Micros... (docx)
PRP 12 Management of Pest Control.docx	30 Aug 2017, 19:15	36 KB	Micros... (docx)
PRP 12.1 Pest Control Prerequisites.docx	30 Aug 2017, 19:15	27 KB	Micros... (docx)
PRP 12.2 Pest Control Programme.docx	30 Aug 2017, 19:15	26 KB	Micros... (docx)
PRP 12.3 Prevention of Pest Access.docx	30 Aug 2017, 19:19	27 KB	Micros... (docx)
PRP 12.4 Prevention of Pest Harborage.docx	30 Aug 2017, 19:20	24 KB	Micros... (docx)
PRP 12.5 Pest Monitoring.docx	30 Aug 2017, 19:21	28 KB	Micros... (docx)
PRP 12.6 Pest Eradication.docx	30 Aug 2017, 19:22	28 KB	Micros... (docx)
PRP 13 Hygiene Code of Practice.docx	30 Aug 2017, 19:28	37 KB	Micros... (docx)
PRP 13.1 Personal Hygiene and Personnel Facilities Prerequisites.docx	30 Aug 2017, 19:29	26 KB	Micros... (docx)
PRP 13.2 Personnel Hygiene Facilities.docx	30 Aug 2017, 19:29	25 KB	Micros... (docx)
PRP 13.3 Personnel Canteen Facilities.docx	30 Aug 2017, 19:30	25 KB	Micros... (docx)
PRP 13.4 Protective Work Wear.docx	30 Aug 2017, 19:32	26 KB	Micros... (docx)
PRP 13.5 Medical Screening.docx	30 Aug 2017, 19:32	25 KB	Micros... (docx)
PRP 13.6 Illness Reporting Systems.docx	30 Aug 2017, 19:06	27 KB	Micros... (docx)
PRP 13.7 Personal Cleanliness.docx	30 Aug 2017, 19:03	25 KB	Micros... (docx)
PRP 13.8 Personal Behaviour.docx	30 Aug 2017, 19:02	26 KB	Micros... (docx)
PRP 13.9 Control of Visitors and Sub-Contractors.docx	30 Aug 2017, 19:01	32 KB	Micros... (docx)
PRP 14.1 Rework Prerequisite Programmes.docx	30 Aug 2017, 19:38	25 KB	Micros... (docx)
PRP 14.2 Rework Storage Identification and Traceability.docx	30 Aug 2017, 19:38	25 KB	Micros... (docx)
PRP 14.3 Rework Usage Prerequisites.docx	30 Aug 2017, 19:40	25 KB	Micros... (docx)
PRP 15.1 Product Recall Prerequisite Programmes.docx	30 Aug 2017, 19:40	28 KB	Micros... (docx)
PRP 15.2 Product Recall Procedure Prerequisites.docx	30 Aug 2017, 19:41	26 KB	Micros... (docx)
PRP 16.1 Storage Prerequisites.docx	30 Aug 2017, 19:42	26 KB	Micros... (docx)
PRP 16.2 Warehousing Prerequisites.docx	30 Aug 2017, 19:43	31 KB	Micros... (docx)
PRP 16.3 Appendix - Despatch and Distribution Procedure.docx	30 Aug 2017, 19:44	29 KB	Micros... (docx)
PRP 16.3 Despatch and Distribution Prerequisites.docx	30 Aug 2017, 19:45	29 KB	Micros... (docx)
PRP 17.1 Product Information Prerequisites.docx	30 Aug 2017, 19:45	27 KB	Micros... (docx)
PRP 17.2 Product Labelling Controls.docx	Today, 13:28	32 KB	Micros... (docx)
PRP 18.1 Food Defence System.docx	4 Sep 2017, 22:31	39 KB	Micros... (docx)
PRP 18.2 Access Controls.docx	30 Aug 2017, 19:33	27 KB	Micros... (docx)
PRP Verification	4 Sep 2017, 21:25	--	Folder

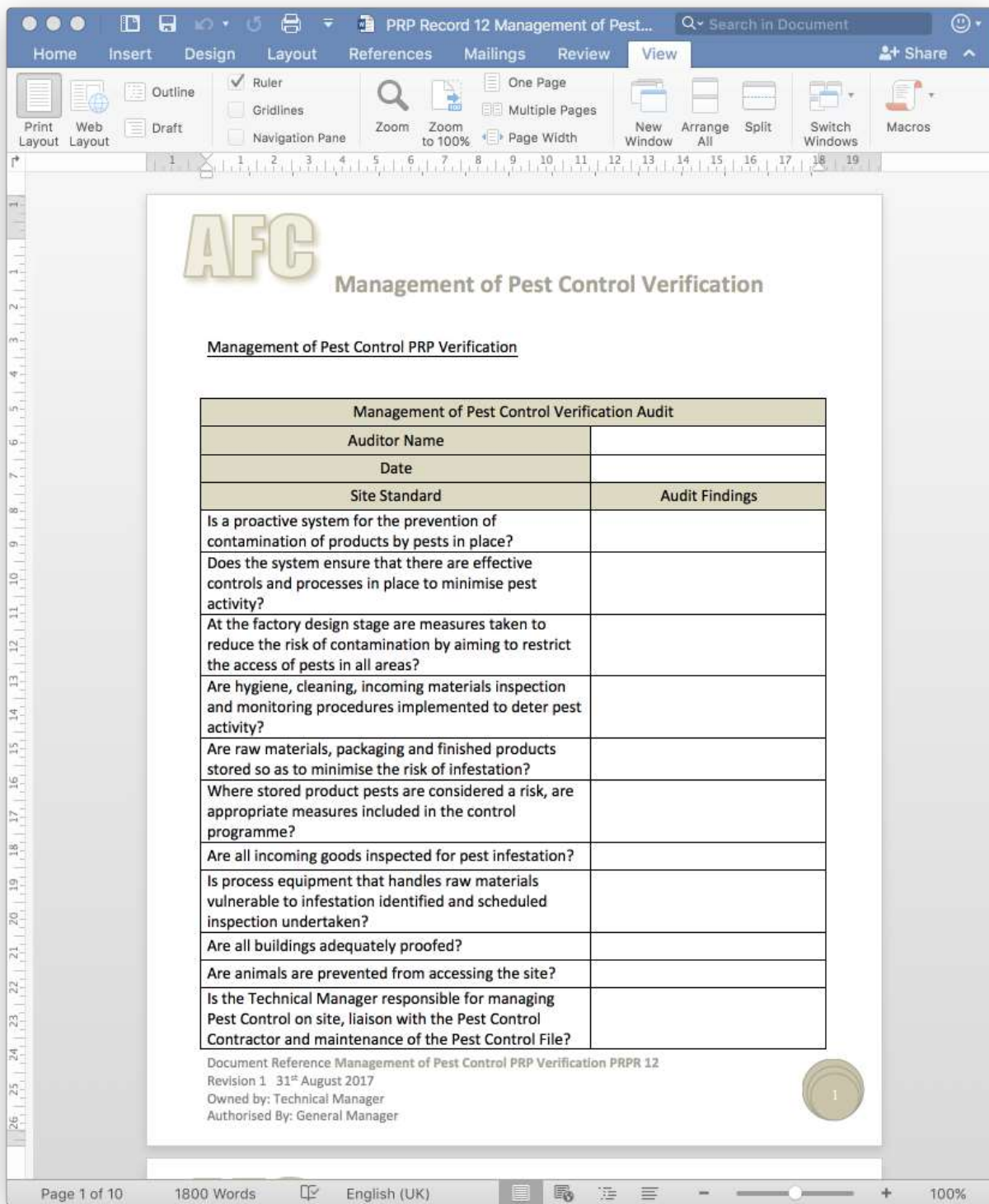
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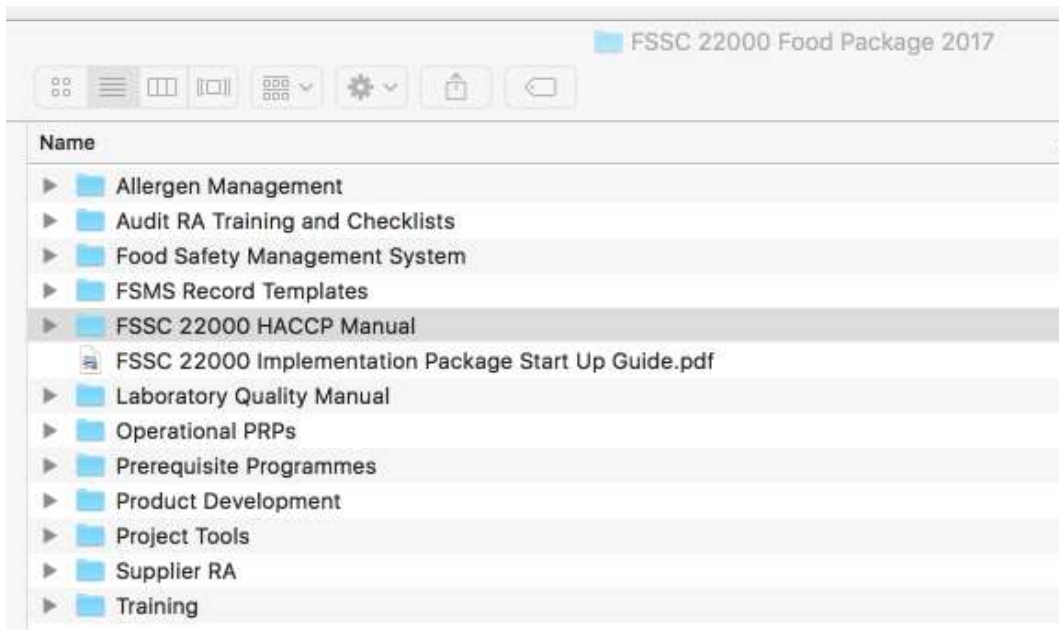
Includes PRP 9.4 Food Fraud Prevention Procedure and PRP 9.4A Raw Material Food Fraud Assessment Tool



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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.

Step Number	Step Name	Hazards identified	Control Measures	Critical Limits	Monitoring Procedures	Corrections & Correction Action	Responsibilities & Authority	HACCP Record
24	Pasteurisation	Survival of pathogens due to insufficient temperature	Automatic monitoring on pasteuriser and divert at 87 °C	Pasteuriser must automatically divert at 87 °C	Start up check to ensure pasteuriser automatically diverts at 87°C	If the divert fails the plant is not to be started. The Production Supervisor must be informed and an engineer notified to investigate.	Night Process Operator Production Supervisor	YQH 003 Page 1 Release/Sign Off Sheet
31	Filling	Contamination from filling plant/equipment	CP before each production day and disinfection before start up	CP to Specification. Filter to pass ATP (max < 30% & Water ATP test < 10% prior to start up.	ATP Swab taken after CP & before starting production	If the filter fails the ATP leads then the filter is to be changed again until it passes.	Production Supervisor Laboratory Supervisor	YQH 001 Production Filter Cleaning Record, Laboratory ATP Swab Record
42	Incubation	Growth of Pathogens & production of toxin	Work instruction in place and adhered to/product pH profile checked to ensure within target	pH < 5.0 hours after sack filling. pH < 4.5 to be achieved within 20 hours.	Yoghurt Tank Filling time, Culture addition time, Filling Time and pH in incubation recorded every hour	Shew charts are placed on "Incubator hold" Laboratory clearance for Assurance (Maximum level 100% in Yoghurt Mix fields) of standard micro analysis is required prior to release.	Production Supervisor Laboratory Supervisor	YQH 003 Page 2 Incubation & Micro Counting Log Sheet

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

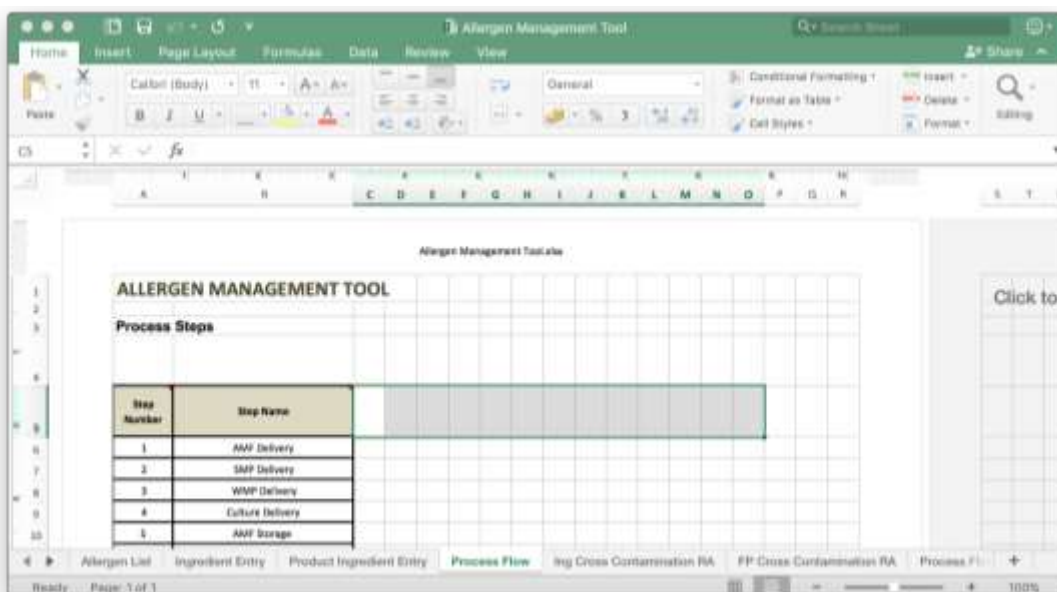
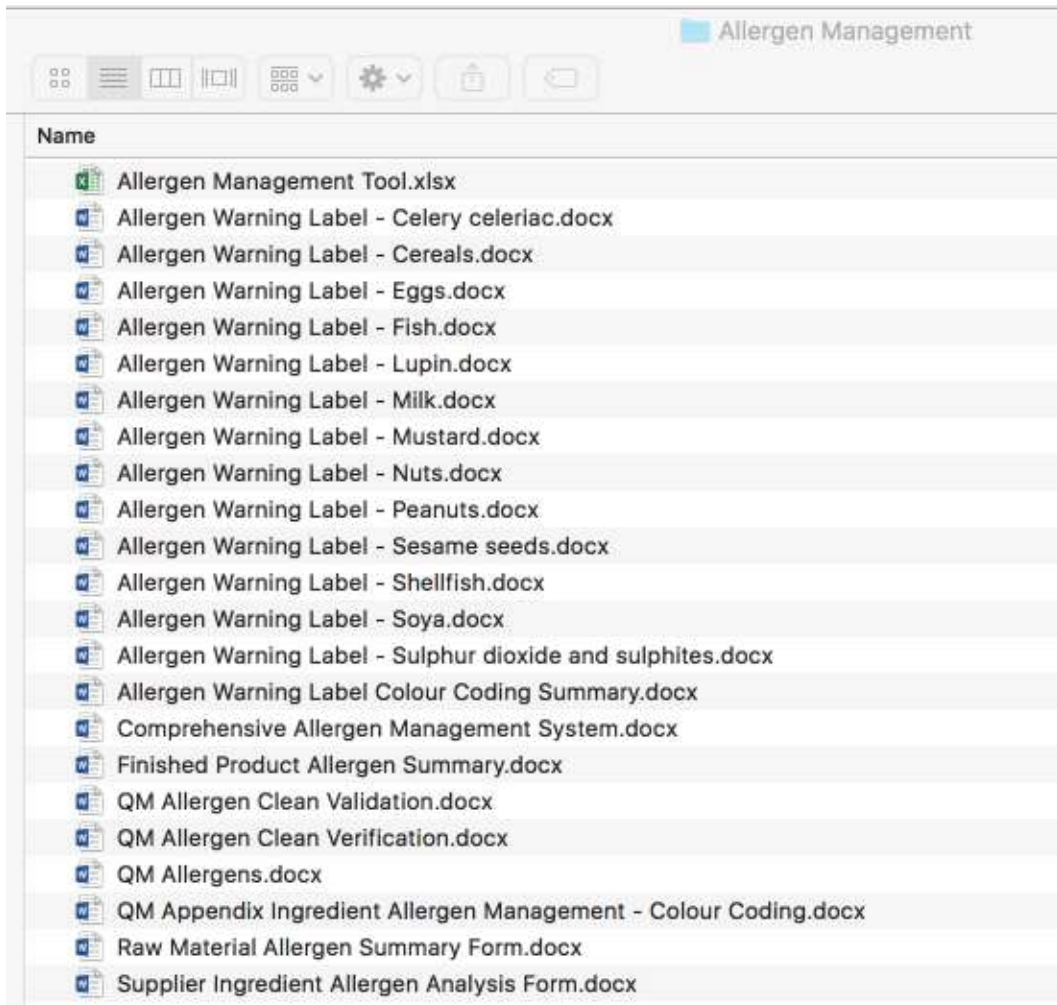
The screenshot shows the HACCP Calculator 2022000 spreadsheet. The main table is titled 'HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR'. It contains a detailed hazard analysis with columns for Step Name, Hazard Identified, Specific Details about the Hazard, Existing Prerequisite Programmes which assist in controlling the Hazard, Control Measure, and Risk Assessment. The Risk Assessment column includes a color-coded grid for Severity (1-3) and Likelihood (1-5) of hazards.

The screenshot shows the HACCP Calculator Instruction 2 document. It includes the title 'ISO 22000 HACCP Calculator Instruction 2' and the subtitle 'HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR'. A callout box explains: 'Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard 1 = Not Severe 3 = Severe'. Below this is a table with the same structure as the spreadsheet shown above, detailing hazard analysis for various steps like 'Search for allergen containing chemicals', 'Allergen manufacturing', 'General office', etc.

Document Reference ISO 22000 HACCP Calculator Instruction 2
 Revision 1 09th August 2017
 Owned by: Technical Manager
 Authorised By: General Manager

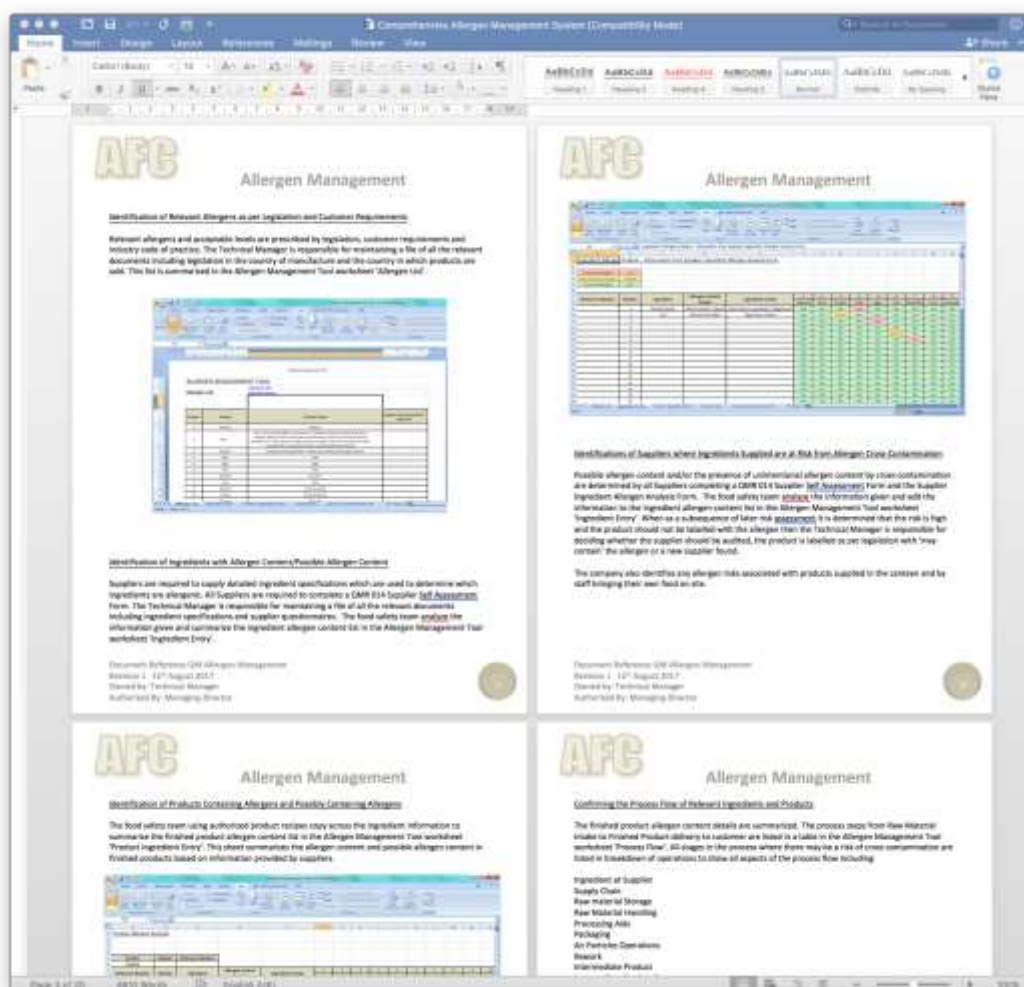
The next folder to open is the Allergen Management Folder

This folder contains a comprehensive Allergen Management System and an Allergen Management Tool:



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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.

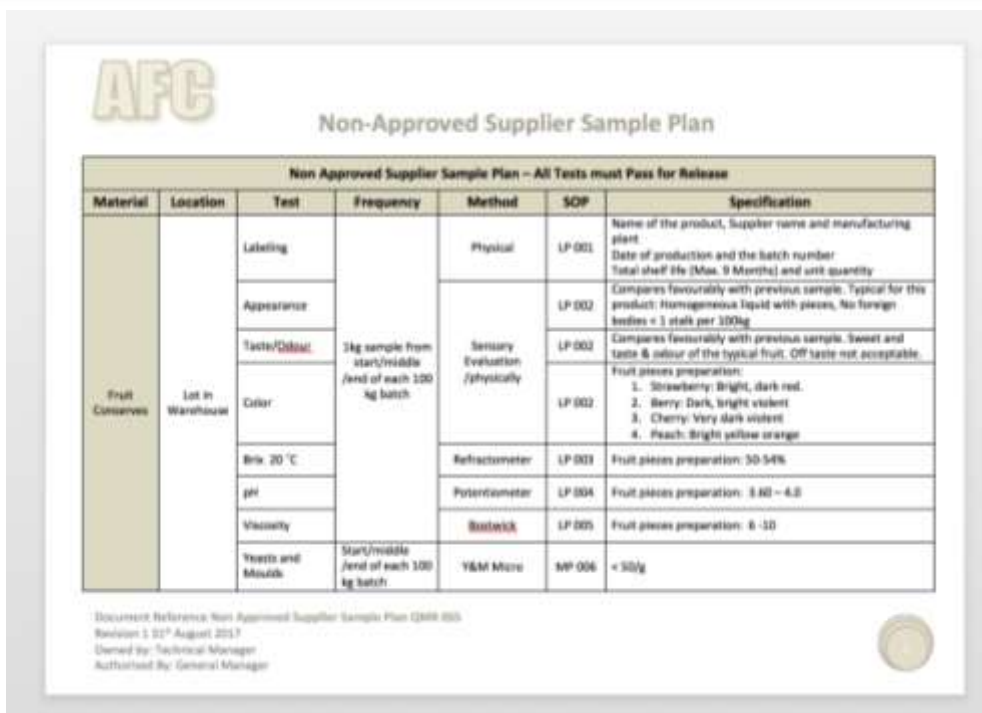
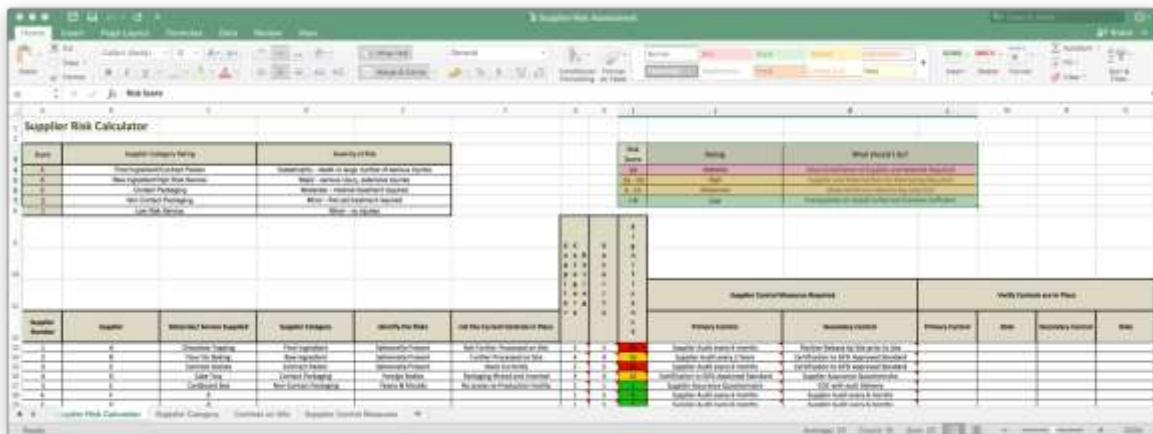
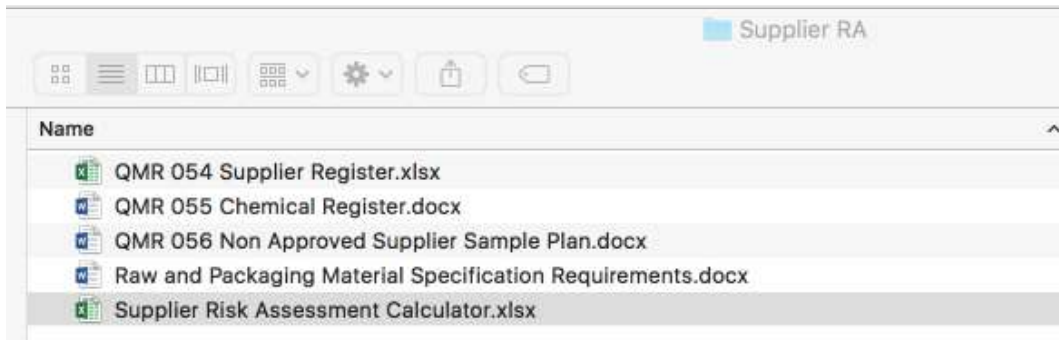
Document Reference QM Allergen Clean Validation
Revision 1 - 15th August 2017
Owned by: Technical Manager
Authorised By: Managing Director



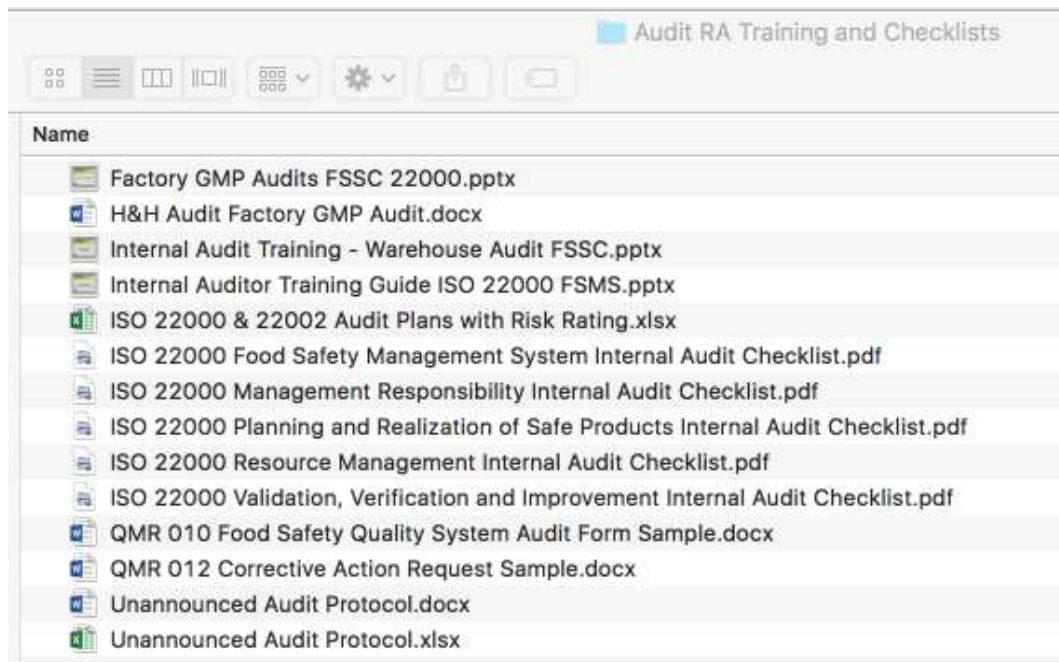


The next folder to open is the Supplier RA Folder

This folder contains documentation and tools that supplement purchasing procedures and the Approved Supplier Program including a Supplier Risk Assessment Tool:

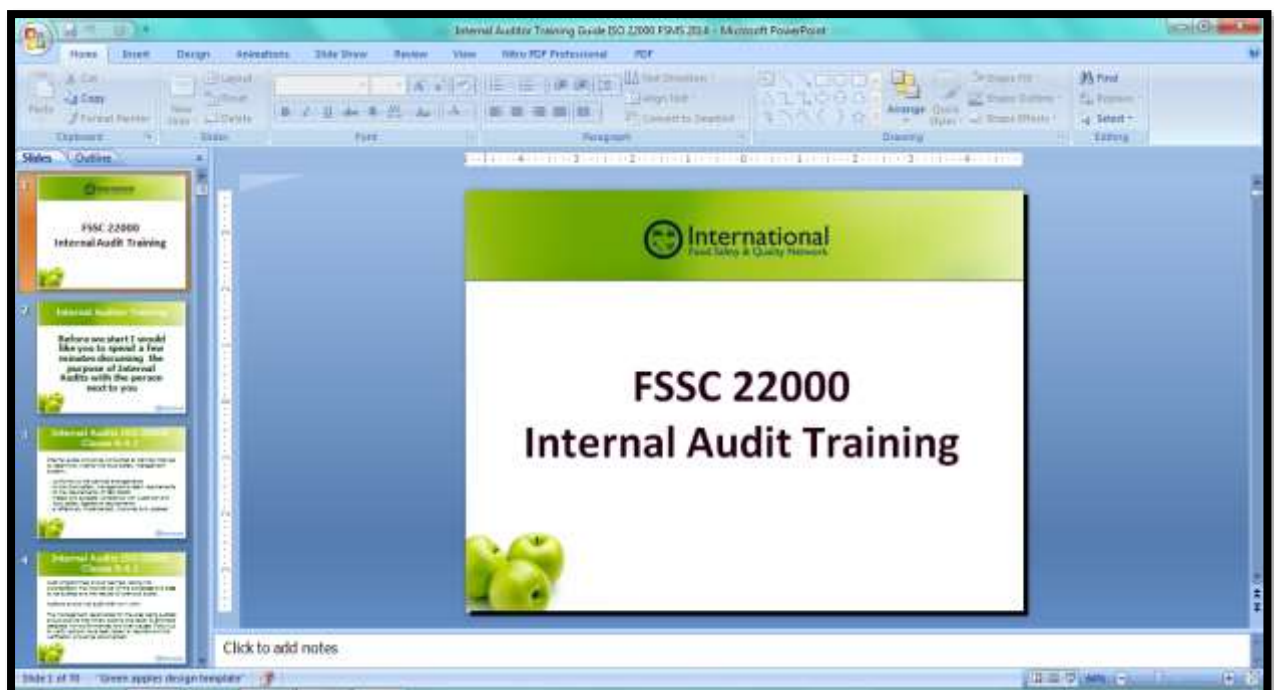


The next folder to open is the Audit RA Training and Checklists Folder



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

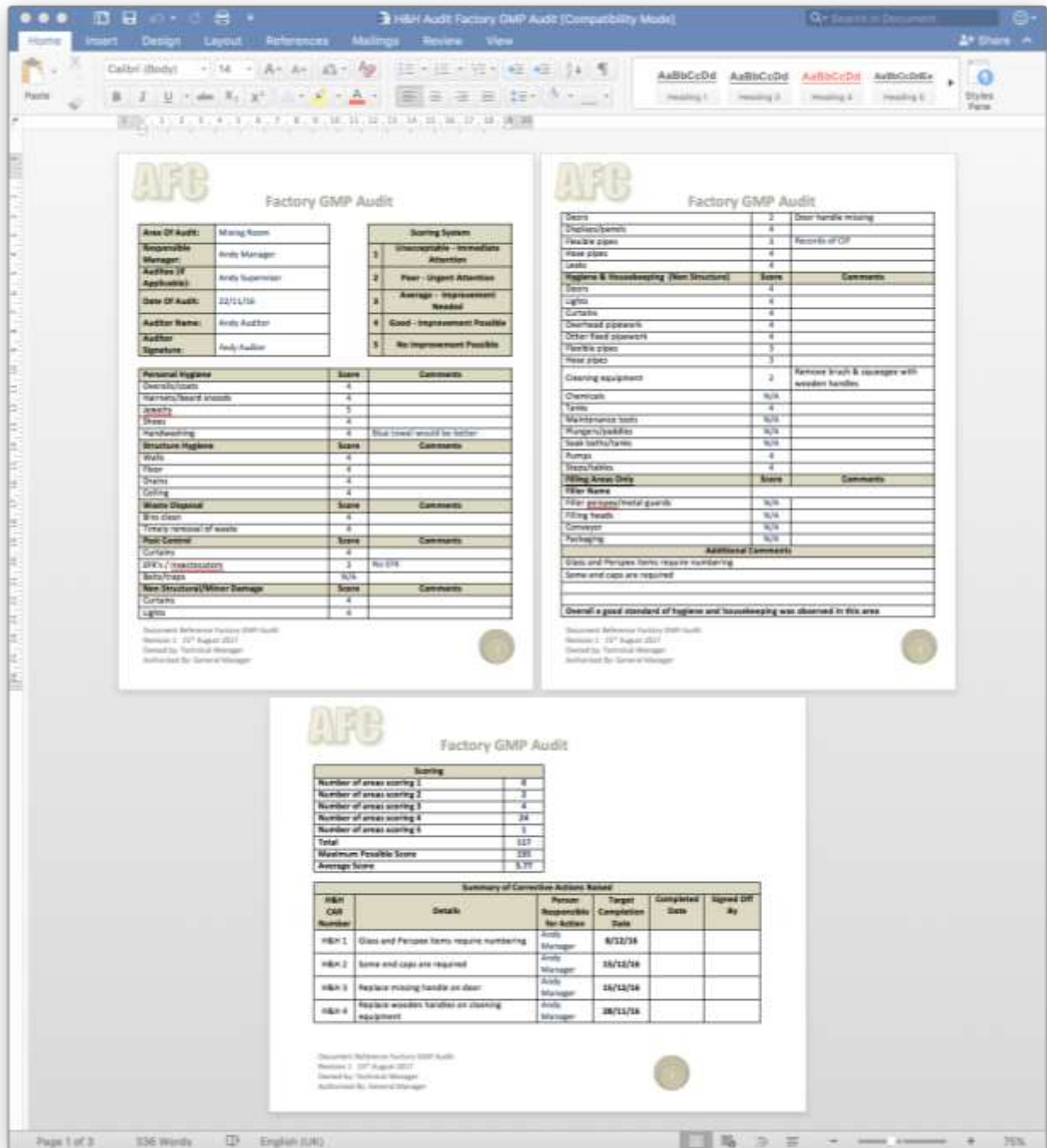
FSSC 22000 Internal Audit Training



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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.

	January	February	March	April	May	June	July	August	September	October	November	December
TS ISO 22002 Prerequisites Audit Schedule with Risk Rating												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
Section 4. Construction and layout of buildings												
4.1 General requirements												
4.2 Environment												
4.3 Location of establishments												
Section 5. Layout of premises workspace												
5.1 General requirements												
5.2 Internal design, layout and staff patterns												
5.3 Internal structures												
5.4 Location of equipment												
5.5 Laboratory facilities												
5.6 Storage of raw materials and packaging												
5.7 Storage of raw packaging materials, ingredients and other raw materials												
Section 6. Utilities - air, water, energy												
6.1 General requirements												
6.2 Water supply												
6.3 Water chemistry												
6.4 Air quality ventilation												
6.5 Compressed air and other gases												
6.6 Lighting												
Section 7. Waste disposal												
7.1 General requirements												
7.2 Containers for waste and residue or reprocessor												
7.3 Waste management and removal												
7.4 Drains and discharge												
Section 8. Equipment suitability, cleaning and maintenance												
8.1 General requirements												
8.2 Hygiene design												
8.3 Product contact surfaces												
8.4 Temperature control and monitoring equipment												
8.5 Cleaning agent, labels and equipment												
8.6 Preventive and corrective maintenance												
Section 9. Management of purchased materials												
9.1 General requirements												
9.2 Selection and management of suppliers												
9.3 Incoming material requirements												
9.4 Supplier performance												
Section 10. Measures for prevention of cross contamination												
10.1 General requirements												
10.2 Microbiological cross contamination												
10.3 Allergen management												
10.4 Physical contamination												
Section 11. Cleaning and sanitizing												
11.1 General requirements												
11.2 Cleaning and sanitizing agents and tools												
11.3 Cleaning and sanitizing programmes												
11.4 Cleaning in place (CIP) systems												
11.5 Monitoring sanitation effectiveness												
Section 12. Pest control												
12.1 General requirements												
12.2 Pest control programmes												
12.3 Preventing access												
12.4 Technology and information												
12.5 Monitoring and detection												
12.6 Evaluation												
Section 13. Personnel hygiene and employee facilities												
13.1 General requirements												
13.2 Personnel hygiene facilities and toilets												
13.3 Staff canteens and designated eating areas												
13.4 Work wear and protective clothing												
13.5 Health status												
13.6 Illness and injuries												
13.7 Personal cleanliness												
13.8 Personal behaviour												
Section 14. Network												
14.1 General requirements												
14.2 Storage, identification and traceability												
14.3 Network design												
Section 15. Product recall procedures												