



This comprehensive Food Safety Management System Certification package contains all the tools you will need to achieve FSSC 22000 Certification.

This workbook is provided to assist in the implementation of your food safety management system. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

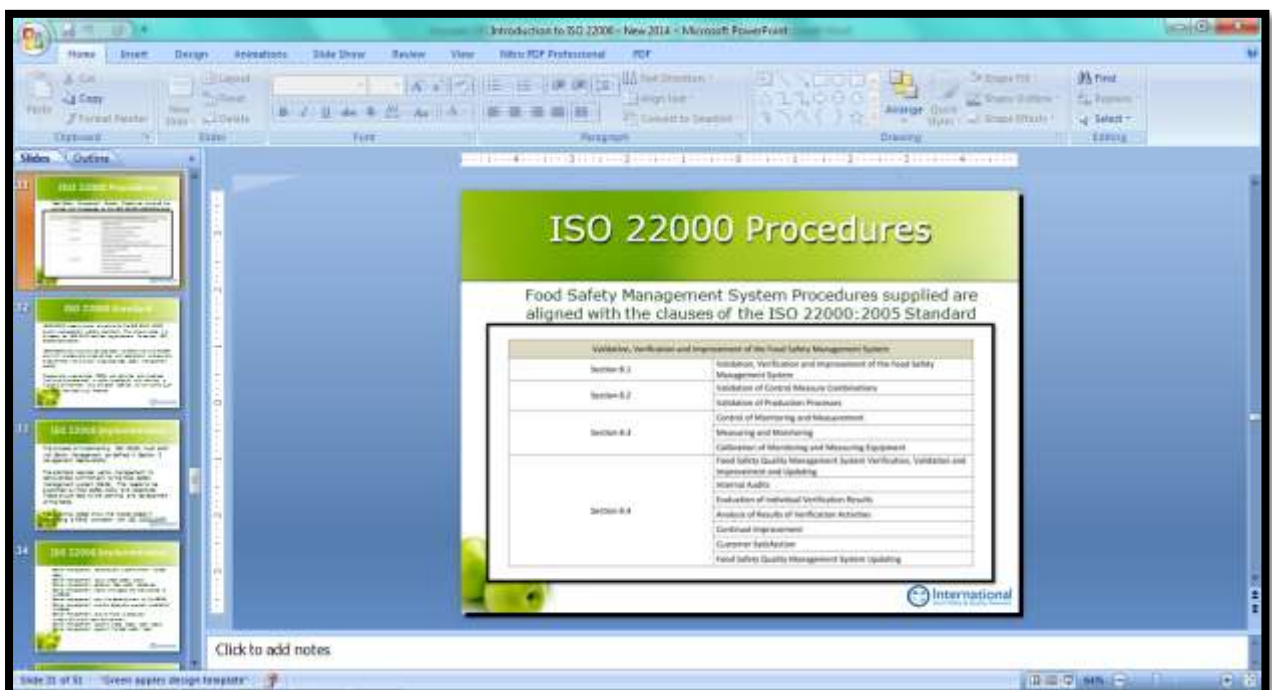
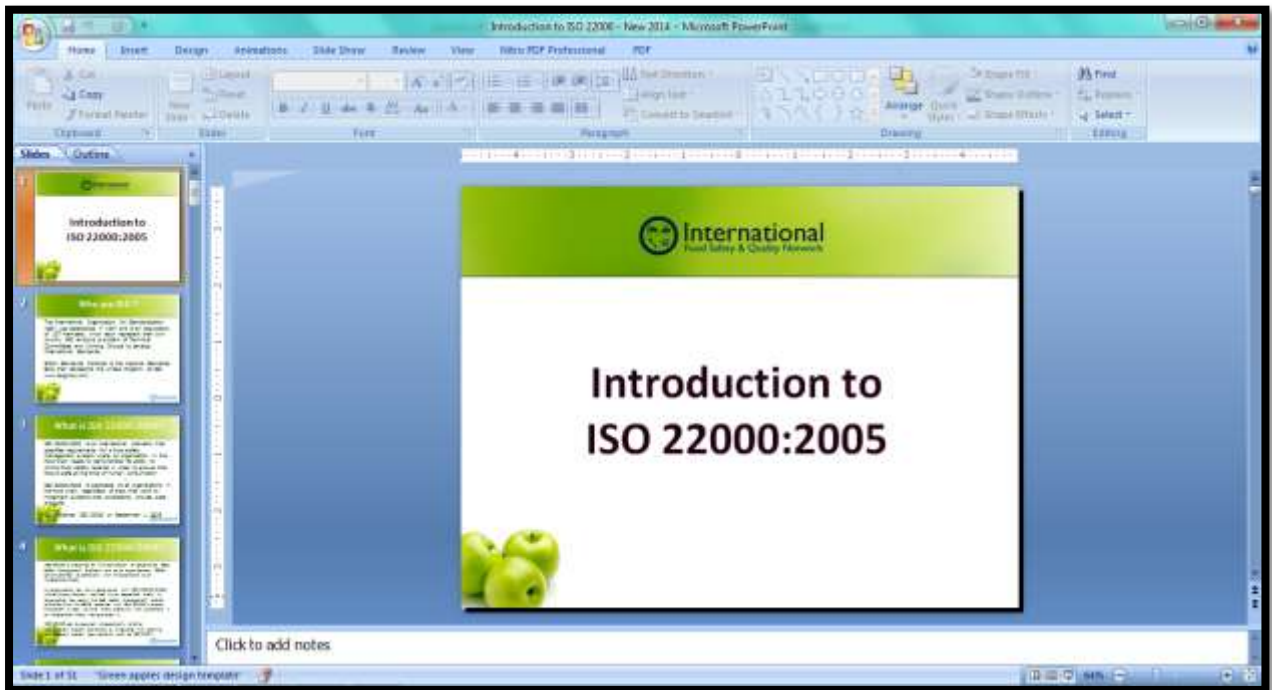
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Quality Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: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

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Step One: ISO 22000 Training for Management

Introduction to ISO 22000

This 45 minute PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.



Step Two: Senior Management Implementation

An 11 step Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Senior Management Team.

Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

is included in updating the food safety quality management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

Step Three: Food Safety Quality Management System

The Food Safety Management System contains comprehensive ISO 22000 documentation package that you are now ready to implement:

- ✓ Food Safety Quality Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing food safety procedures and our unique HACCP Calculator.
- ✓ Laboratory manual including sample procedures and records.
- ✓ Prerequisite Programmes manual.

At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

Food Safety Quality Manual

The Food safety Quality Manual contains comprehensive top level procedures templates that match the clauses of the ISO 22000 standard and form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Section 4.1

Introduction to the Food Safety Management System

Communication Overview

The Food Safety Management System

Senior Management Responsibility

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

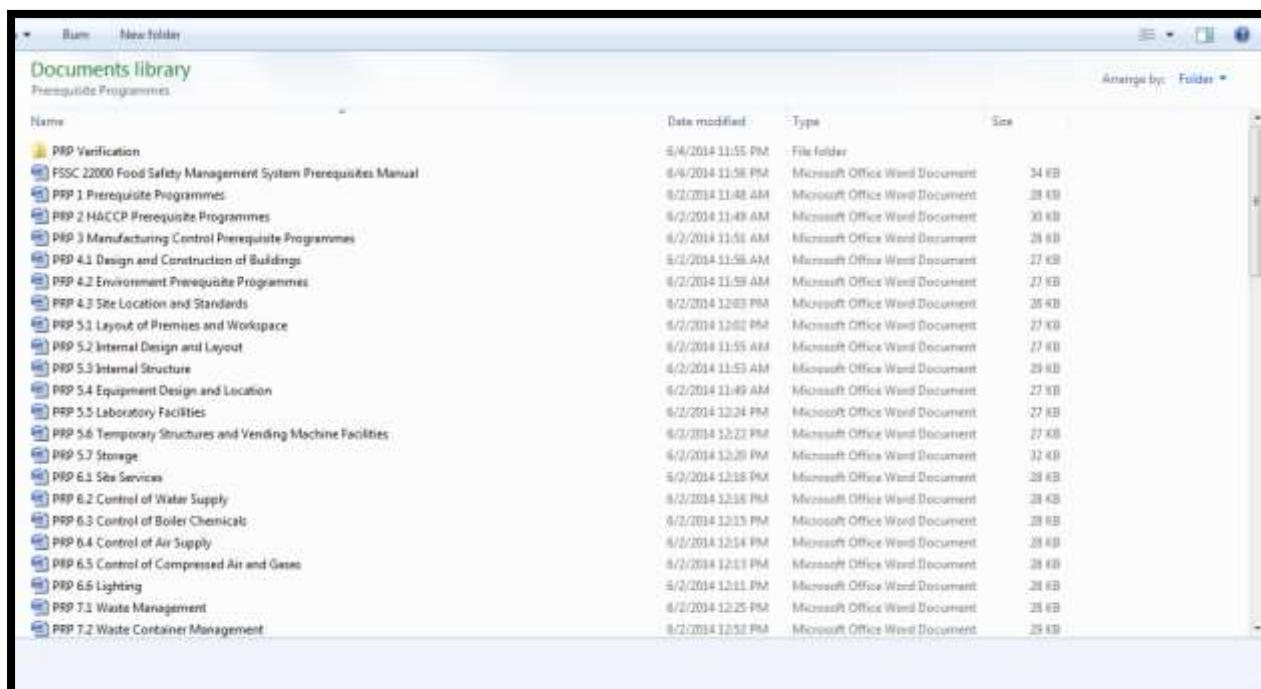
Customer, Statutory and Regulatory Conformance

Contract Review

Section 5.4

Responsibility and Authority

Prerequisite Programmes Manual




A comprehensive set of prerequisite programmes templates that you can use to define your Infrastructure and Maintenance Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing:

- PRP 1 Prerequisite Programmes
- PRP 2 HACCP Prerequisite Programmes
- PRP 3 Manufacturing Control Prerequisite Programmes
- PRP 4.1 Design and Construction of Buildings
- PRP 4.2 Environment Prerequisite Programmes
- PRP 4.3 Site Location and Standards
- PRP 5.1 Layout of Premises and Workspace
- PRP 5.2 Internal Design and Layout
- PRP 5.3 Internal Structure
- PRP 5.4 Equipment Design and Location
- PRP 5.5 Laboratory Facilities
- PRP 5.6 Temporary Structures and Vending Machine Facilities
- PRP 5.7 Storage
- PRP 6.1 Site Services
- PRP 6.2 Control of Water Supply
- PRP 6.3 Control of Boiler Chemicals

Prerequisite Programmes Verification Records


Corresponding verification record templates are provided:



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 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 1st June 2014
 Owned by: Technical Manager
 Authorised By: General Manager



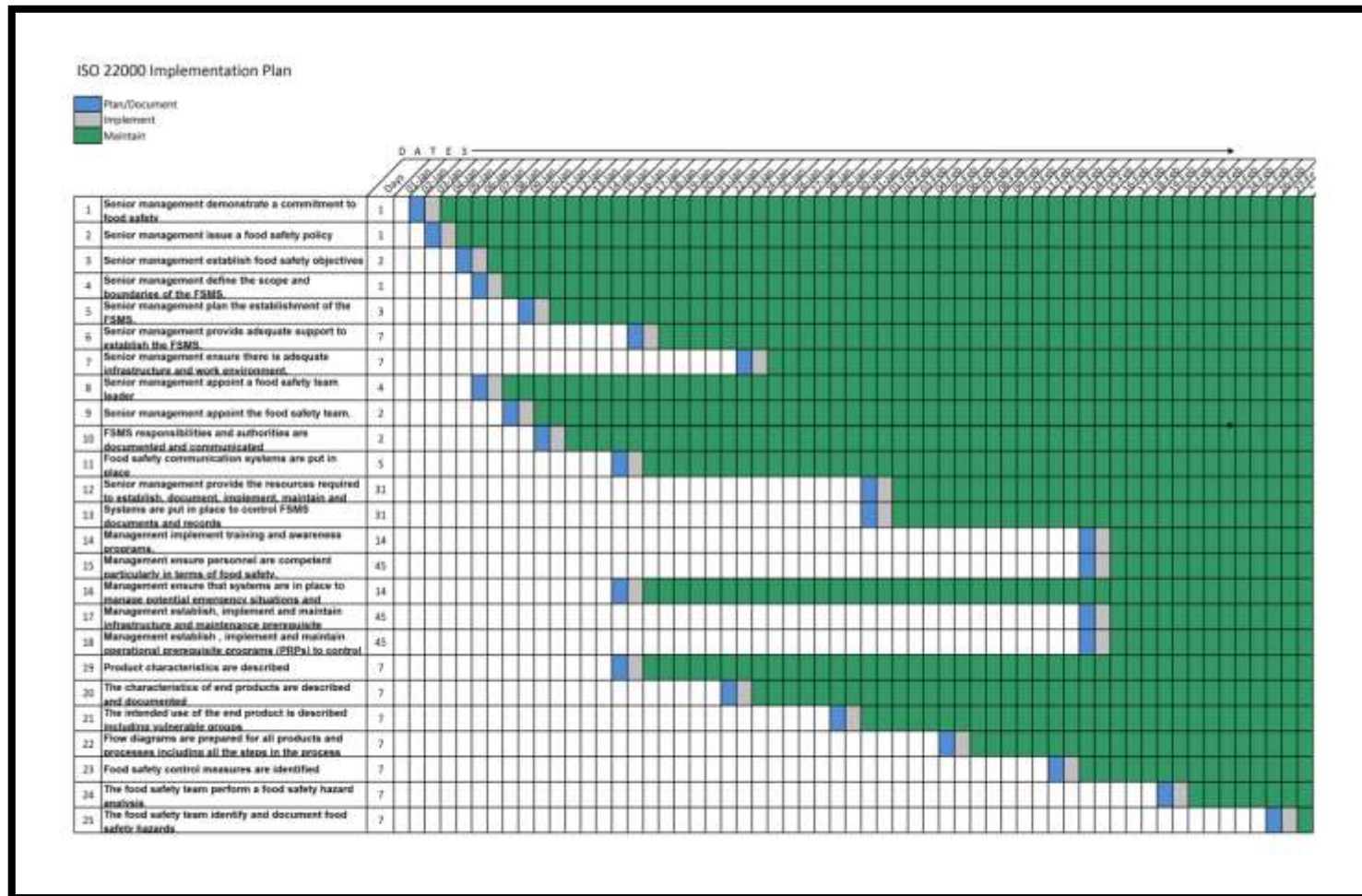
Operational Prerequisite Programmes Manual

A set of operational prerequisite programme samples with corresponding verification and validation records are provided and referred to later in this workbook.

FSSC 22000 Food Safety Management System Implementation Workbook

Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.



FSSC 22000 Food Safety Management System Implementation Workbook

12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use QM Document Control & QM Record Control		
14)	Management implement training and awareness programs.				
15)	Management ensure personnel are competent particularly in terms of food safety.		Use Training Presentations Supplied		
16)	Management ensure that systems are in place to manage potential emergency situations and accidents.	Steering Group	Use QM Crisis Management & QM Product Recall		
17)	Management purchase copies of the relevant standards: ISO 22000:2005 ISO 22002:2009				
18)	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (PRPs) to control food safety hazards		Use Prerequisites Programmes Manual		
19)	Product characteristics are described				
20)	The characteristics of end products				

Step Four: Project 22000 - HACCP Implementation

HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using the HACCP Calculator. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Food Safety Team: ISO 22000 Implementation Guide

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team exactly how to implement an ISO 22000 compliant Food Safety Management System.



Prerequisite Training

The Prerequisite Programme PowerPoint presentation supplied explains the roles of prerequisites in an ISO 22000 compliant Food Safety Management System.

- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product
- Where the product is stored
- How the product is sold
- Labelling Instructions for handling, preparation and usage
- Prescribed delivery conditions

Product Description

Product Description Questions	Details
What is the product name?	
What will the purchaser do with it?	
Details of the packaging?	
How is the product processed or manufactured?	
What is the composition of the product?	
Is there preservation from chemical composition such as pH or Aw?	
Does the product receive microcidal treatment such as heating, freezing, brining or smoking?	
What is the Shelf life?	
What is the prescribed storage temperature?	
What are the prescribed storage conditions?	
Who are the target consumers?	
Where is the product stored?	
How is the product sold?	
Labelling Instructions?	
Prescribed delivery conditions?	

Then the Food Safety Team assesses the severity of the hazard and enters:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team should factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red on the HACCP calculator.

All of the food safety hazards that score a 9 on the HACCP calculator are regarded as significant and form the Significant Food Safety Hazard List.



HACCP Calculator Instruction 2

HACCP Calculator (FSSC 22000) Instructions

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Probability of the Hazard Occurring
 1 = Unlikely
 3 = Likely

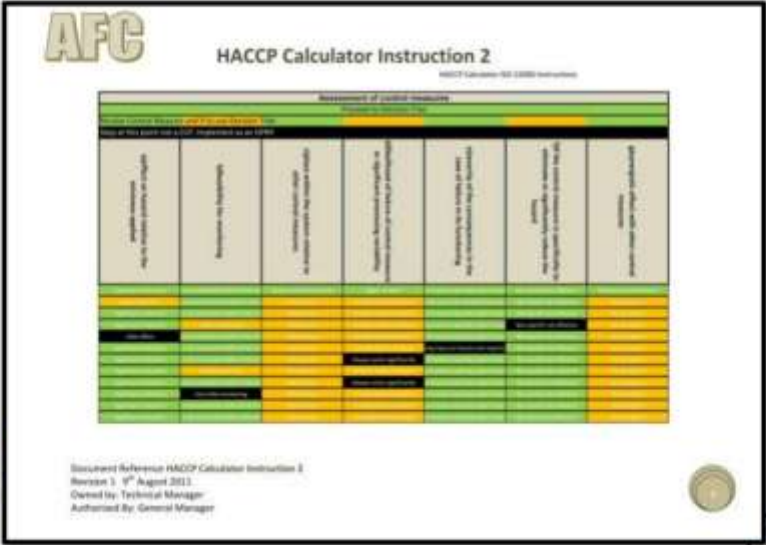
Map Number	Map Name	Hazard Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability
1	AMF Delivery	Bacteria (spore forming) General		1. Hygiene and Housekeeping	Reheating at 71.7° C = 15 seconds	3
2	AMF Delivery	Toxin (staphylococcal)		Hygiene Control	Storage 1 - 5 °C	3
3	AMF Delivery	Residual effects		Protective Work Wear	Storage = 28 °C	3
4	AMF Delivery	Spore		4. Storage Prerequisite Programme	Filtration from maximum	3
5	AMF Delivery	Flora		Identification and segregation of allergens during storage	Filtration from maximum	3
6	AMF Delivery	Moisture		3. Manufacturing Control	CF to specification	3
7	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection	3
8	AMF Delivery	E.coli/klebsiella pneumoniae		5. Stock Control	Insulation pH Control	3
9	AMF Delivery	Contamination with Bacteria from Pests		6. Pest Control	Positive Release of finished product for micro	3
10	AMF Delivery	Antibiotics		3. Supplier Approval and Monitoring	CF to specification	3
11	AMF Delivery	Staphylococcal aureus		Personal Hygiene Facilities	Filtration from maximum	3

Document Reference HACCP Calculator Instruction 2 HM25
 Revision 1 31st August 2011
 Owned by: Technical Manager
 Authorised by: General Manager




ISO 22000 Implementation Classification of Control Measures

The ISO 22000 HACCP Calculator can be used to help select and categorize control measures:



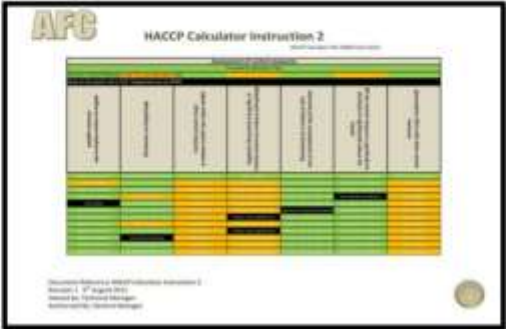
AFC HACCP Calculator Instruction 2
HACCP Calculator-ISO 22000 Instruction 2

Document Reference: HACCP Calculator Instruction 2
Revision: 1, 1st August 2011
Owned by: Technical Manager
Authorized by: General Manager





ISO 22000 Implementation Classification of Control Measures

Control measures will not be subject to the next stage and determining if they are critical control points if the food safety team decides based on their assessment as per Clause 7.4.4 that this is not necessary or feasible. These control measures will be part of the Operational Prerequisite Programme Plan.



AFC HACCP Calculator Instruction 2
HACCP Calculator-ISO 22000 Instruction 2

Document Reference: HACCP Calculator Instruction 2
Revision: 1, 1st August 2011
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FSSC 22000 Food Safety Management System Implementation Workbook

This can be carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan. Significant hazards that are not critical are implemented as operational PRP(s). Should you choose to you can use the new ISO 22000 HACCP Calculator. Guidelines for use are included in the ISO 22000 HACCP Manual.

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance	Specific Details about the Hazard	Control Measure	Decision Tree			
								Question 1	Question 2	Question 3	Question 4
1	Delivery of Ingredient	Bone	3	3	9	Details	Control Details	N			
1	Delivery of Ingredient	Campylobacter spp.	3	3	9	Details	Control Measure	Y	N	Y	N
1	Delivery of Ingredient	Contamination with Bacteria from pests	3	3	9	Details	Control Measure	Y	N	N	
1	Delivery of Ingredient	Pesticides	2	3	6	Details	Control Measure				
1	Delivery of Ingredient	Salmonella spp. (S. Typhimurium)	2	2	4	Details	Control Measure				
1	Delivery of Ingredient	Bacteria (spore-forming) General	1	2	2	Details	Control Measure				
1	Delivery of Ingredient	Pest control chemicals	1	1	1	Details	Control Measure				
N	= If control is required at this step for safety then modify step, process or product										

Question 1 Are control measures in place for this hazard?

Question 2 Does the step eliminate or reduce the hazard to an acceptable level?

Question 3 Could contamination occur at unacceptable level or increase to unacceptable levels?

Question 4 Will a subsequent step eliminate the hazard or reduce it to an acceptable level?

The HACCP Calculator highlights significant hazards and critical control points in red.

Step Four: Project 22000 - Staff Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

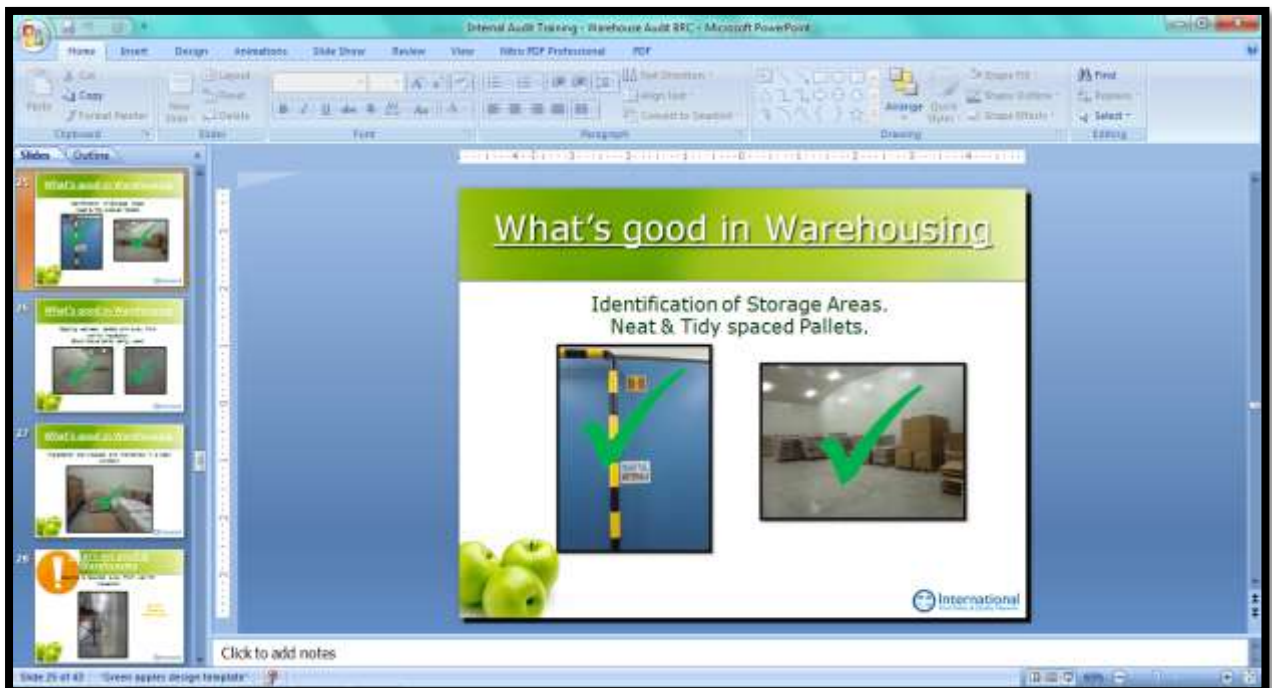
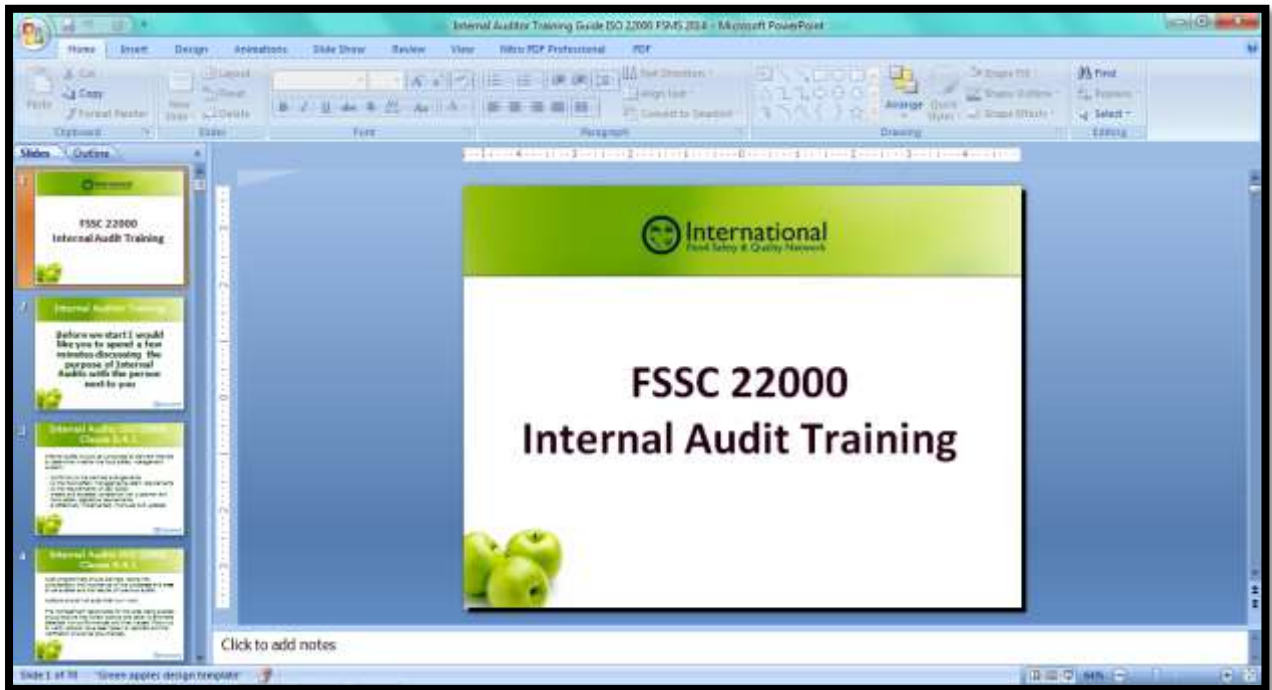
The image shows a Microsoft Excel spreadsheet titled "Staff Training Matrix". It features a legend in the top left corner with three categories: "Training Required" (blue square), "Training Completed & Due" (green square), and "Training Not Required" (grey square). The spreadsheet has columns for "Employee Name", "Job Title", and "Training Course". The "Training Course" column lists various food safety topics such as "Introduction to FSSC 22000", "Food Safety Management System (FSMS)", "HACCP", "Food Safety Culture", "Food Safety Hygiene", "Food Safety Allergens", "Food Safety Chemicals", "Food Safety Microbiology", "Food Safety Pest Control", "Food Safety Cleaning", "Food Safety Maintenance", "Food Safety Calibration", "Food Safety Verification", "Food Safety Validation", "Food Safety Change Control", "Food Safety Complaints", "Food Safety Recall", "Food Safety Incident Investigation", "Food Safety Corrective Action", "Food Safety Preventive Action", "Food Safety Risk Assessment", "Food Safety Management Review", "Food Safety Internal Audit", "Food Safety External Audit", "Food Safety Supplier Management", "Food Safety Customer Management", "Food Safety Communication", "Food Safety Document Control", "Food Safety Record Control", "Food Safety Information Management", "Food Safety Data Management", "Food Safety Information Security", "Food Safety Information Privacy", "Food Safety Information Retention", "Food Safety Information Disposal", "Food Safety Information Archiving", "Food Safety Information Backup", "Food Safety Information Recovery", "Food Safety Information Restoration", "Food Safety Information Migration", "Food Safety Information Transfer", "Food Safety Information Exchange", "Food Safety Information Integration", "Food Safety Information Interoperability", "Food Safety Information Compatibility", "Food Safety Information Portability", "Food Safety Information Accessibility", "Food Safety Information Usability", "Food Safety Information Reliability", "Food Safety Information Availability", "Food Safety Information Confidentiality", "Food Safety Information Integrity", "Food Safety Information Authenticity", "Food Safety Information Non-repudiation", "Food Safety Information Accountability", "Food Safety Information Transparency", "Food Safety Information Openness", "Food Safety Information Inclusiveness", "Food Safety Information Participation", "Food Safety Information Collaboration", "Food Safety Information Cooperation", "Food Safety Information Coordination", "Food Safety Information Synchronization", "Food Safety Information Consistency", "Food Safety Information Uniformity", "Food Safety Information Standardization", "Food Safety Information Harmonization", "Food Safety Information Alignment", "Food Safety Information Integration", "Food Safety Information Interoperability", "Food Safety Information Compatibility", "Food Safety Information Portability", "Food Safety Information Accessibility", "Food Safety Information Usability", "Food Safety Information Reliability", "Food Safety Information Availability", "Food Safety Information Confidentiality", "Food Safety Information Integrity", "Food Safety Information Authenticity", "Food Safety Information Non-repudiation", "Food Safety Information Accountability", "Food Safety Information Transparency", "Food Safety Information Openness", "Food Safety Information Inclusiveness", "Food Safety Information Participation", "Food Safety Information Collaboration", "Food Safety Information Cooperation", "Food Safety Information Coordination", "Food Safety Information Synchronization", "Food Safety Information Consistency", "Food Safety Information Uniformity", "Food Safety Information Standardization", "Food Safety Information Harmonization", "Food Safety Information Alignment", "Food Safety Information Integration". The rows are numbered 1 through 30, and the cells are color-coded according to the legend.

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

Step Five: Internal Auditing & Checklists

There are PowerPoint Internal Auditor training presentations and audit checklists which cover the requirements of ISO 22000 and TS ISO 22002.



Using the ISO 22000 Requirements Checklists assess your food safety management system to ensure that you are satisfied that it meets the requirements of the standard:

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Section	Audit Findings
4.1 General Requirements	
Has an effective food safety management system been documented and implemented?	
Is the FSMS maintained and updated?	
Has the scope of the food safety management system been defined including the products or product categories, processes and production sites?	
Does the FSQMS ensure that food safety hazards are identified, evaluated and controlled?	
Is there communication of appropriate information throughout the food chain regarding safety issues?	
Is there communication of information regarding development, implementation and updating of the food safety management system throughout the organization?	
Does the FSQMS incorporate the most recent information on the food safety hazards subject to control?	
Is control of outsourced processes identified and documented within the food safety management system.	
4.2 Documentation Requirements	
Is there a documented food safety policy and objectives?	
Is there sufficient documentation to ensure the effective development, implementation and updating of the food safety management system.	

Prerequisite Corrective Actions

The non-compliances identified in the assessment of compliance with the prescribed prerequisite programmes should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	Prerequisite Clause	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed