

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

[Click here to order the IFSQN FSSC 22000 Certification Package Now](#)

## Implementing ISO 22000 & FSSC 22000 Training - New 2017

The Implementing ISO & FSSC 22000 Training Webinar is an INTERMEDIATE LEVEL program covering all the elements of implementing an ISO 22000 or FSSC 22000 food safety management system and is suitable for anyone involved in food manufacturing, storage and/or food distribution operations wishing to comply with ISO 22000 or FSSC 22000 requirements.

The object of the course is to develop knowledge and understanding of the ISO 22000 standard, the FSSC 22000 Certification Scheme and best practices in implementing a compliant food safety management system. The course also covers the selection and assessment of control measures as per ISO 22000 requirements and how control measures are categorized as being managed through prerequisites, operational PRP(s) or by the HACCP plan. Competency and understanding is verified by online exam upon completion of the course.



**Implementing ISO & FSSC 22000**  
★★★★★ (1 customer review)

**\$97.00** (17 Customers Checked 20% Off) [Add to cart](#)

**Webinar Recording**  
This 4-hour webinar training was recorded on August 11, 2017.

The Implementing ISO & FSSC 22000 Live Training Webinar is an INTERMEDIATE LEVEL program covering all the elements of implementing an ISO 22000 or FSSC 22000 food safety management system and is suitable for anyone involved in food manufacturing, storage and/or food distribution operations wishing to comply with ISO 22000 or FSSC 22000 requirements.

**Instructor:**  
Tony Connor, Chief Technical Advisor, IFSQN  
Facilitator: Simon Timpeney, Administrator, IFSQN

**Cost per attendee:** \$97.00 USD

**Training Course Outline**  
The object of the course is to develop knowledge and understanding of the ISO 22000 standard, the FSSC 22000 Certification Scheme and best practices in implementing a compliant food safety management system. The course also covers the selection and assessment of control measures as per ISO 22000 requirements and how control measures are categorized as being managed through prerequisites, operational PRP(s) or by the HACCP plan. Competency and understanding is verified by online exam upon completion of the course.

The live webinar will include question and answer sessions throughout and a video recording will be available to watch for up to 30 days after the webinar.

**All attendees receive:**

- + Copy of the training material (PDF)
- + Personalized IFSQN Training Academy Certificate awarded on successful completion of the course and end test
- + 30 day access to the webinar recording

**How is the course delivered?**  
The course is delivered in 10 parts including 9 presentations

1. Introduction to ISO 22000
2. ISO 22000 Document Requirements
3. Understanding ISO 22000
4. Implementing ISO 22000 Food Safety Team Guide
5. CODEX Code of Practices
6. Prerequisite Programmes
7. Operational Prerequisite Programmes
8. HACCP Implementation
9. Additional Requirements for FSSC 22000 Certification
10. Online Exam

**What is the Assessment Criteria?**  
Each candidate is assessed by a 30 minute online exam. An individual login is provided for each candidate and the questions are vetted and randomized. The exam consists of 30 multiple choice questions covering the topics taught in the course. A mark of 70% or more is required to receive a certificate.

## **Step Two: Senior Management Implementation**

An 11 step Senior Management Implementation checklist is provided that establishes your Food Safety Quality Management System fundamentals including Food Safety/Quality\* 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.

**\*Quality Policies and Objectives should be formulated if certification to the quality element of FSSC 22000 is desired.**

## Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

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

Attendees:

<b>Senior Management Team</b>		
<b>Job Title</b>	<b>Name</b>	<b>Role in Team</b>
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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

Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provides the Infrastructure and Work Environment required to establish the Food Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Safety Management System, these resources should be provided including:

- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

Action (vii)	Senior management ensure there is adequate infrastructure and work environment	
	Infrastructure/Work environment requirements	Details

Senior Management Establish Food Safety Responsibility & Authority Levels

<b>Process</b>	<b>Responsible Persons</b>	<b>Activity</b>
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DO or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity



### **Step Three: Food Safety 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 Manual**

The Food Safety 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

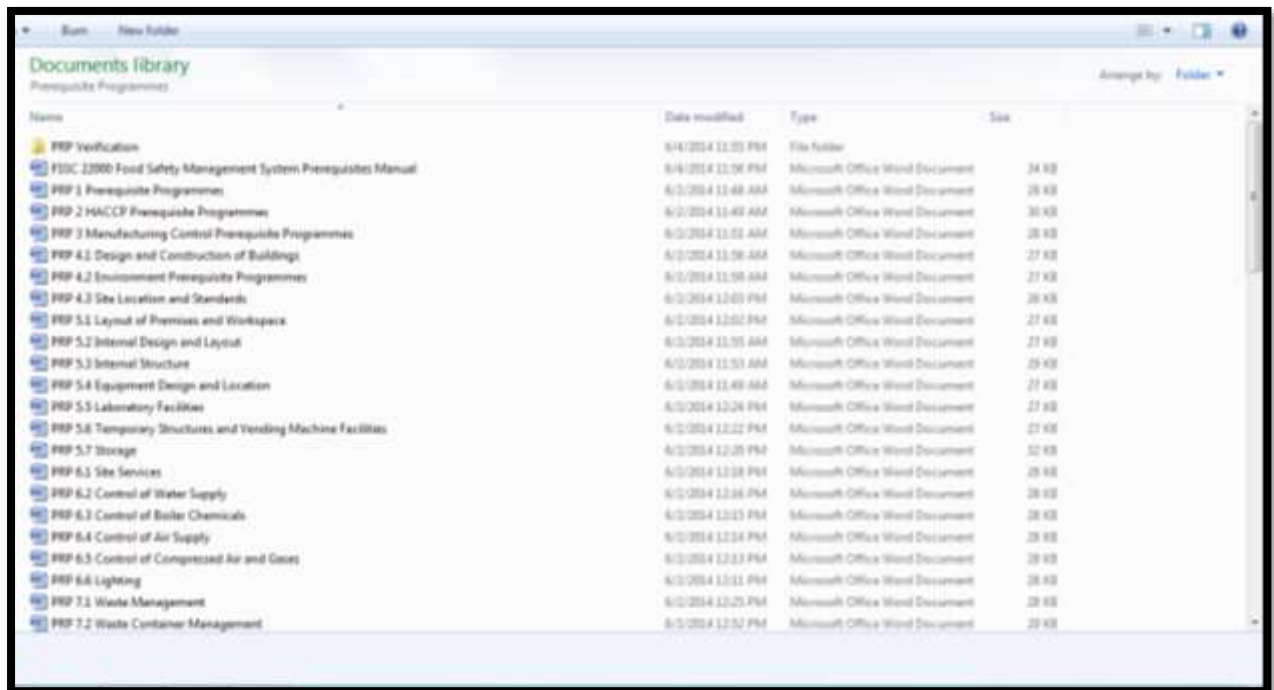
Customer, Statutory and Regulatory Conformance

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 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

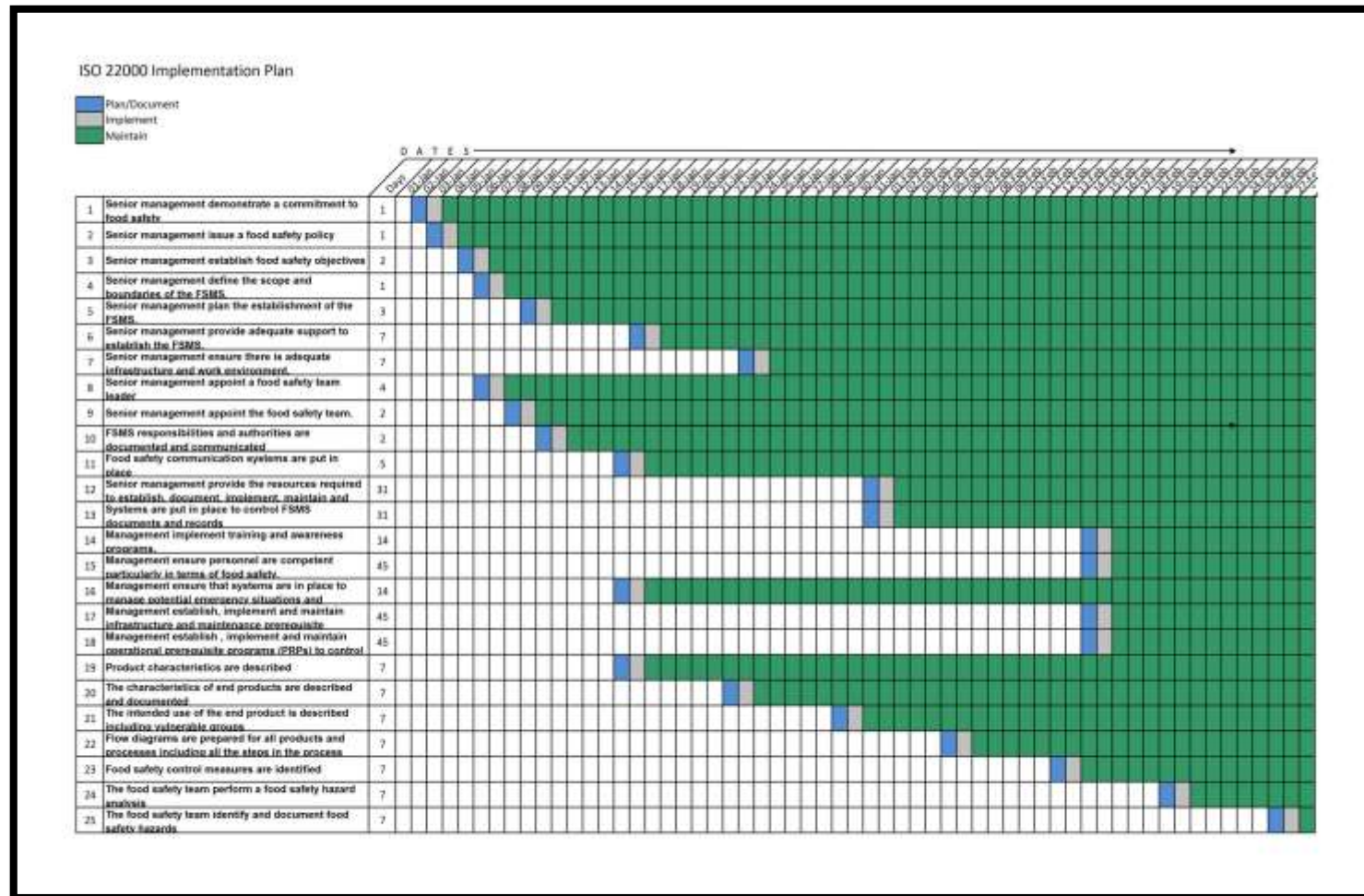
Below is a table that shows how the documents match the requirements of the ISO 22000 standard with the Food Safety Management System provided to assist you in implementing the system and understanding the requirements of the standard.

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
Section 5.6	Communication

# 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

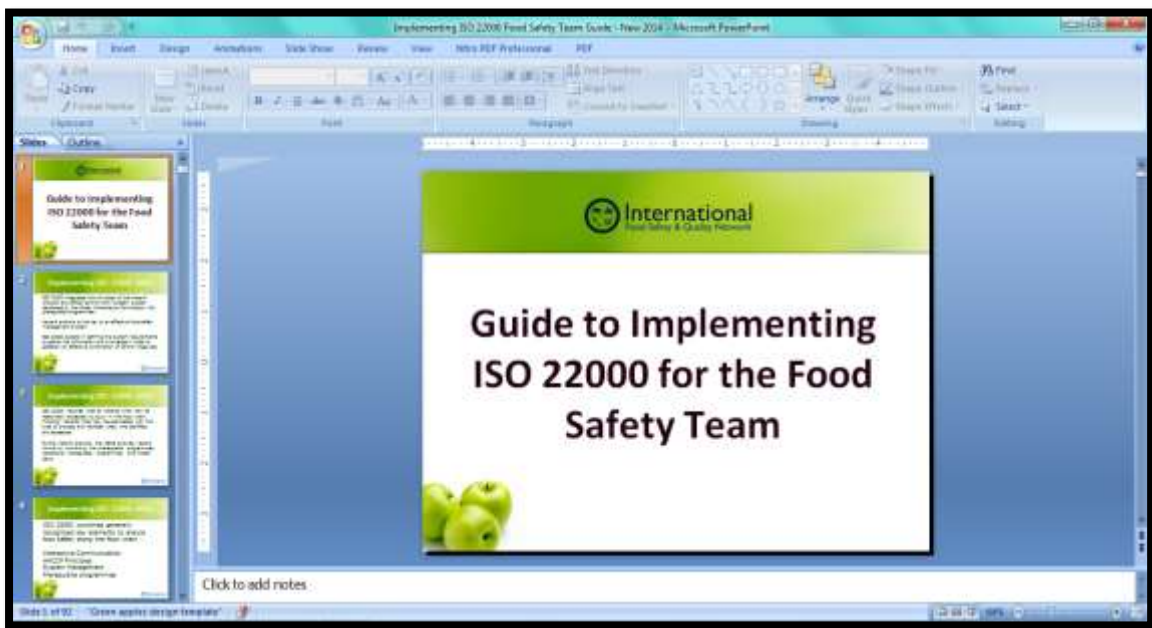
Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
8)	Senior management appoint a food safety team leader	Senior Management Team	Completed in Step 2	10/6/17	9/6/17
9)	Senior management appoint the	Senior	Completed in Step 2	10/6/17	9/6/17

## Step Four: Project 22000 - HACCP Implementation

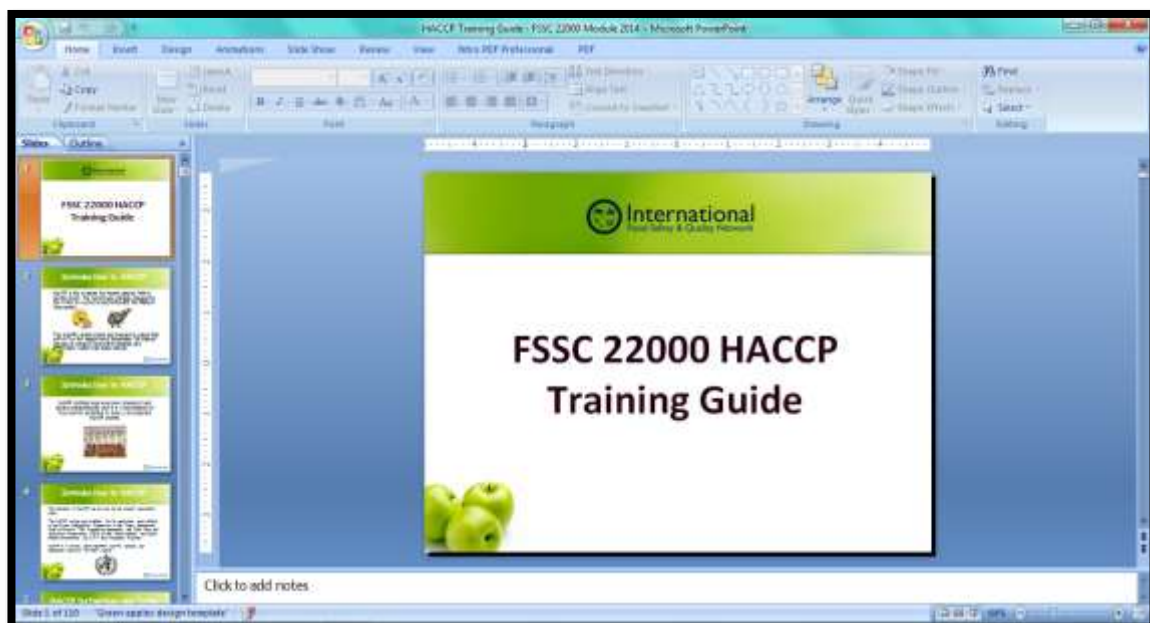
### HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using the HACCP Calculator. The Food Safety/HACCP Team view the following training presentation first:

### Food Safety Team view: ISO 22000 Implementation Guide



### HACCP Training



### Tasks 19 - 21

ISO 22000 requires all raw materials, ingredients, product-contact materials and the characteristics of end products to be described in documents to the extent needed to conduct the hazard analysis.

Specifications for all Raw Materials, including Ingredients and Product Contact Materials should be obtained from all suppliers and held in a purchased raw materials file. Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include includes:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

Use the Excel Sheet Product Description in the HACCP Calculator and/or HM 19 Product Description to assist you in compiling an end product description.

*The food safety team should use the form to assist in documenting the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description may include:*

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product
- Chemical characteristics relevant for food safety such as pH or Aw
- Biological characteristics relevant for food safety treatment such as heating, freezing, brining or smoking
- Physical characteristics relevant for food safety

Task 23 Description of Process Steps

For each step in the flow diagram the Food Safety team should describe the step and the control measures so that at the next stage the team can identify and assess food safety hazards and their control measures.

The control measures to be described include:

- Those applied at each step
- Those intended or included in operational PRP(s)
- Those identified in relevant information as described in HACCP terms of reference
- Those applied at other stages in the food chain
- Those applied to end products
- Those introduced by community schemes

The Food Safety team should describe each control measure in sufficient detail, including process parameter, to enable assessment of their effect on food safety hazards in relation to the degree of application of the control measure.

Enter your control measure into the HACCP Calculator as you prepare for your Hazard Analysis

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure
1	AMF Delivery	Bacteria (spores) General		1. Hygiene and housekeeping	Pasteurization = 71.7 °C x 15 seconds
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 °C
1	AMF Delivery	Personal effects		Protective Work Wear	Storage = 18 °C
1	AMF Delivery	Wool		4. Storage Prerequisite Programme	Filtration from maximum
1	AMF Delivery	Pods	Identification and segregation of allergens during storage		Filtration from maximum
1	AMF Delivery	Stones		2. Manufacturing Control	CF to specification
1	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection
1	AMF Delivery	Cryptosporidium parvum		6. Stock Control	Inoculation pH Control
1	AMF Delivery	Contamination with Bacteria from Peds		8. Pest Control	Positive Release of finished product for use
1	AMF Delivery	Antibiotics		3. Supplier Approval and Monitoring	CF to specification
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration from maximum



# FSSC 22000 Food Safety Management System Implementation Workbook

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails.

ISO 22000 Clause 7.4.4 requires that the selection and categorization shall be carried out using a logical approach that includes assessments with regard to the following:

- its effect on identified food safety hazards relative to the strictness applied;
- its feasibility for monitoring (e.g. ability to be monitored in a timely manner to enable immediate corrections);
- its place within the system relative to other control measures;
- the likelihood of failure in the functioning of a control measure or significant processing variability;
- the severity of the consequence(s) in the case of failure in its functioning;
- whether the control measure is specifically established and applied to eliminate or significantly reduce the level of hazard(s);
- synergistic effects (i.e. interaction that occurs between two or more measures resulting in their combined effect being higher than the sum of their individual effects).

HACCP Calculator ISO 22000 Instructions

**HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR**

What is the effect on hazard relative to the strictness applied?  
 Select from drop down list:  
 Eliminates the hazard  
 Significant reduction  
 Some reduction  
 Little effect

Step Number	Step Name	Hazard Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Assessment of control measures															
						P	S	D	S	I	B	E	I	C	E						
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7° C > 15 seconds	3	3														
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1-5° C	3	3														
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < -20° C	3	3														
1	AMF Delivery	Blood		4. Storage Prerequisite Programme	Filtration 3mm maximum	3	1	3													
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 3mm maximum	1	3	2													
1	AMF Delivery	Stones		2. Manufacturing Control	CP to specification	1	2	4													
1	AMF Delivery	Allergens		Elim Breakage and Investigation Procedures	Hot Water Disinfection	1	1	1													
1	AMF Delivery	Cryptosporidium parvum		3. Stack Control	Incubation pH Control	3	3														
1	AMF Delivery	contamination with Bacteria from Pests		3. Pest Control	Positive Release of finished product for micro	3	1	3													
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CP to specification	3	2	6													
1	AMF Delivery	Staphylococcus aureus		Personal Hygiene Facilities	Filtration 3mm maximum	3	3														

HACCP Calculator Instructions Follow:

# 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						
Assessment of control measures						
Control measure	Prevention by Hygiene	Prevention by design	Prevention by separation	Prevention by exclusion	Prevention by time	Prevention by destruction
Control measure 1						
Control measure 2						
Control measure 3						
Control measure 4						
Control measure 5						
Control measure 6						
Control measure 7						
Control measure 8						
Control measure 9						
Control measure 10						
Control measure 11						
Control measure 12						
Control measure 13						
Control measure 14						
Control measure 15						
Control measure 16						
Control measure 17						
Control measure 18						
Control measure 19						
Control measure 20						
Control measure 21						
Control measure 22						
Control measure 23						
Control measure 24						
Control measure 25						

Document Reference HACCP Calculator Instruction 2  
 Revision 1 - 1<sup>st</sup> 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						
Assessment of control measures						
Control measure	Prevention by Hygiene	Prevention by design	Prevention by separation	Prevention by exclusion	Prevention by time	Prevention by destruction
Control measure 1						
Control measure 2						
Control measure 3						
Control measure 4						
Control measure 5						
Control measure 6						
Control measure 7						
Control measure 8						
Control measure 9						
Control measure 10						
Control measure 11						
Control measure 12						
Control measure 13						
Control measure 14						
Control measure 15						
Control measure 16						
Control measure 17						
Control measure 18						
Control measure 19						
Control measure 20						
Control measure 21						
Control measure 22						
Control measure 23						
Control measure 24						
Control measure 25						

Document Reference HACCP Calculator Instruction 2  
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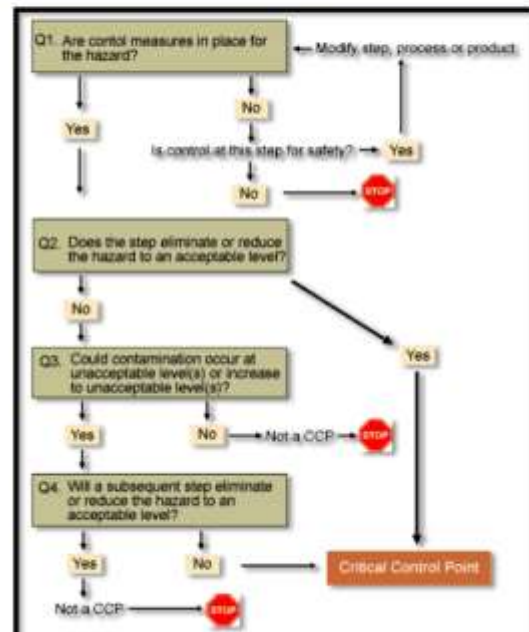
# ISO 22000 Selection and Categorization of Control Measures

You will see that only Significant hazards in Red which have not had a black mark in assessments a) to g) proceed to the Decision Tree section:

Step Description	Hazards identified	Control Measure	a)	b)	c)	d)	e)	f)	g)	Decision Tree
Pasteurization	Survival of pathogens due to insufficient temperature	Automatic monitoring on pasteurizer and alarm at 67°C	2	2	2	2	2	2	2	NOT a CCP
Pasteurization	Survival of pathogens due to insufficient holding time/temperature	Maximum flow rate verified	2	2	2	2	2	2	2	NOT a CCP
Culture Addition/Mixing	Contamination with foreign bodies by poor hygiene practices by the operator	Trained competent operator following hygiene procedures	2	2	2	2	2	2	2	NOT a CCP
Storage Highest Task	Survival of Pathogens	Work instructions in place and adhered to	2	2	2	2	2	2	2	NOT a CCP
Storage Highest Task	Survival of Pathogens & production of toxins	Work instructions in place and adhered to	2	2	2	2	2	2	2	NOT a CCP
Storage Highest Task	Contamination from broken site glass	Check at start up/leakage procedure	2	2	2	2	2	2	2	NOT a CCP

## HACCP Decision Tree

Now in order to decide if a Hazard control is a Critical Control Point and in the HACCP plan we use the decision tree to help us.



## Operational Prerequisite Programmes



A set of sample operational prerequisite programmes including matching validation records and verification records are provided to assist in this process.

Documents library  
Operational PRPs

Name	Date modified	Type	Size
Operational Prerequisite Programmes Summary	5/30/2014 10:46 PM	Microsoft Office Word Document	25 KB
OPRP 1 Hygiene Policy	6/4/2014 9:52 PM	Microsoft Office Word Document	28 KB
OPRP 2 Glass Policy	6/4/2014 9:52 PM	Microsoft Office Word Document	30 KB
OPRP 3 Ingredients Foreign Body Control Policy	6/4/2014 9:53 PM	Microsoft Office Word Document	23 KB
OPRP 4 Metal Detection	6/4/2014 9:54 PM	Microsoft Office Word Document	33 KB
OPRP 5 Nut Handling Procedure	6/4/2014 9:54 PM	Microsoft Office Word Document	30 KB
OPRP 6 Control of Knives	6/4/2014 9:55 PM	Microsoft Office Word Document	29 KB
OPRP 7 Control of Brittle Materials	6/4/2014 9:56 PM	Microsoft Office Word Document	30 KB
OPRP 8 Glass & Brittle Material Breakage Procedure	6/4/2014 9:57 PM	Microsoft Office Word Document	29 KB
OPRP 9 Control of First Aid Dressings	6/4/2014 9:57 PM	Microsoft Office Word Document	27 KB
OPRP 10 Monitoring of Cleaning Effectiveness	6/4/2014 10:17 PM	Microsoft Office Word Document	23 KB
OPRPR 1 Hygiene Policy Verification Record	6/4/2014 11:02 PM	Microsoft Office Word Document	50 KB
OPRPR 2 Glass Policy Verification Record	6/4/2014 10:58 PM	Microsoft Office Word Document	46 KB
OPRPR 3 Ingredients Foreign Body Control Policy Verification Record	9/9/2011 5:08 PM	Microsoft Office Word Document	43 KB
OPRPR 4 Metal Detection Verification Record	6/4/2014 10:29 PM	Microsoft Office Word Document	46 KB
OPRPR 5 Nut Handling Procedure Verification Record	6/4/2014 11:00 PM	Microsoft Office Word Document	47 KB
OPRPR 6 Control of Knives Verification Record	6/4/2014 11:01 PM	Microsoft Office Word Document	45 KB
OPRPR 7 Control of Brittle Materials Verification Record	6/4/2014 11:01 PM	Microsoft Office Word Document	46 KB
OPRPR 8 Glass & Brittle Material Breakage Procedure	6/4/2014 11:01 PM	Microsoft Office Word Document	45 KB
OPRPR 9 Control of First Aid Dressings Verification	9/9/2011 5:18 PM	Microsoft Office Word Document	40 KB
OPRPR 10 Monitoring of Cleaning Verification Record	6/4/2014 10:31 PM	Microsoft Office Word Document	30 KB
OPRPV 1 Hygiene Policy Validation	6/6/2014 1:48 PM	Microsoft Office Word Document	54 KB
OPRPV 2 Glass Policy Validation	6/6/2014 1:48 PM	Microsoft Office Word Document	55 KB

prerequisite Programmes Su... Title: Company Quality Man... Size: 24.2 KB Tags: Add a tag Content status: Add text Pa  
Word Document Authors: Tony Date modified: 5/30/2014 10:46 PM Categories: Add a category Content type: Add text

## 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.

Task 30 The food safety team establish the operational PRPs

Design and Redesign of Operational PRP(s)

Operational PRP(s) should be documented by the Food Safety Team and include details of the Significant Hazards to be controlled, the control measures applied, the monitoring procedures (parameters, frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure and operational PRP(s) responsibility and authority should be defined:

Step Name	Hazards Identified	Specific Details about the Hazard	Preventative Measure	Limits	Monitoring Procedures	Corrective Action	Responsibility	OPRP Record
Delivery of Ingredient A	Campylobacter spp.	Enter details here such as risk from birds	Example covered and screened delivery area	No Contamination Always load under cover	Supervision by Warehouse Manager	Retrain Staff. Inspect delivery for contamination. Reject if contaminated	Goods In Manager	Good Receipt Record

*Our Operational Prerequisite Programmes Manual has template procedures and records that can be used*

## HACCP Plan

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
<p>Minimum / Maximum acceptable levels to ensure condition is in control</p>	<ul style="list-style-type: none"> <li>- measurements to be taken (or observations) method of measurement</li> <li>- devices used (including applicable calibration procedures)</li> <li>- frequency of monitoring</li> <li>- responsibility and authority for monitoring and evaluation of the monitoring results</li> </ul>	<p>Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled</p>	<p>Who is taking the action</p>	<p>Where is it recorded</p>

### Task 38 The food safety team validate the control measures and combination of control measures

Each hazard on the Significant Food Safety Hazard list should be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels.

The Food Safety team now need to confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

The validation should provide documented proof that the established limits at critical control points achieve the intended control for the designated food safety hazards.

End products can be analysed by the Laboratory for the Food Safety and the results are checked by the Food Safety Team ensure that the control measures (or combination of control measures) are effective controlling the food safety hazard to the defined acceptable level.

When validation results fail to confirm the above then the control measures should be re-evaluated and appropriately modified by the Food Safety Team. These modifications could include changes to:

- Control measures
- Raw materials (Food Contact Packaging or Ingredients)
- Processing methods
- Manufacturing methods
- End product
- Distribution methods
- Intended use of the product

The Food Safety Team should use the following Validation record as a template:



**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.

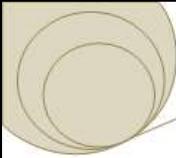
A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

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:

## Internal Audit Checklists


There is a checklist for each section of the ISO 22000 standard plus there are verification records for prerequisite programmes that can be used for internal auditing.



### ISO 22000 Planning and Realization of Safe Products Internal Audit Checklist


ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
<b>7 Planning and Realization of Safe Products</b>	
Does the organisation operate and ensure the effectiveness of the planned activities identified as being required for the realization of safe products?	
<b>7.2 Prerequisite Programmes (PRPs)</b>	
Are PRPs maintained to control the likelihood of introducing food safety hazards to the product through the work environment?	
Are PRPs maintained to control biological, chemical and physical contamination of the product(s), including cross contamination between products?	
Are PRPs maintained to control food safety hazard levels in the product and product processing environment?	
Are the PRPs appropriate with regard to food safety?	
Are the PRPs appropriate to the nature of the organisation and products?	
Are PRP programmes implemented as applicable? (e.g. Allergen Controls on certain lines)	
Are the PRPs approved by the food safety team?	
Have statutory and regulatory requirements related to PRPs been established?	
Have statutory and regulatory requirements, customer requirements, recognized guidelines, Codex principles, industry codes of practices, national and international standards been used	

Document Reference ISO 22000 Planning and Realization of Safe Products Internal Audit Checklist  
Revision 1 6<sup>th</sup> May 2014  
Owned by: Technical Manager  
Authorised By: General Manager



Task 48 The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:




## Management Review Record

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Improvement in management system effectiveness	-	-
Opportunities for improvement	-	-
Product food safety or quality enhancement	-	-
Change or elimination of non-productive elements	-	-
Change or elimination of non-productive systems or procedures	-	-
Supply of resource needed for further improvements.	-	-

Minutes copied to all managers and available to all staff via notice boards.

Document Reference Management Review Record QMR 001  
 Revision 1 1<sup>st</sup> June 2014  
 Owned by: Technical Manager  
 Authorised By: General Manager



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:

<b>ISO 22000 Food Safety Management System Requirements Internal Audit</b>	
<b>ISO 22000 Section</b>	<b>Audit Findings</b>
<b>4.1 General Requirements</b>	
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.	
<b>4.2 Documentation Requirements</b>	
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.	

## FSSC 22000 Food Safety Management System Implementation Workbook

### Ensure any ISO 22000 areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with ISO 22000 should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	ISO 22000 Clause	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

them to protect their food from contamination and growth/survival of food borne pathogens by storing, handling and preparing it correctly; and			
<ul style="list-style-type: none"> <li>• maintain confidence in internationally traded food.</li> </ul>			
Consumers should recognize their role by following relevant instructions and applying appropriate food hygiene measures.			
2.2 USE			
Each section in this document states both the objectives to be achieved and the rationale behind those objectives in terms of the safety and suitability of food.			
2.3 DEFINITIONS			
SECTION III - PRIMARY PRODUCTION OBJECTIVES:			
Primary production should be managed in a way that ensures that food is safe and suitable for its intended use. Where necessary, this will include:			
– avoiding the use of areas where the environment poses a threat to the safety of food			
– controlling contaminants, pests and diseases of animals and plants in such a way as not to pose a threat to food safety			
– adopting practices and measures to ensure food is produced under appropriately hygienic conditions			
Rationale: To reduce the likelihood of introducing a hazard which may adversely affect the safety of food, or its suitability for consumption, at later stages of the food chain			
3.1 ENVIRONMENTAL HYGIENE	Compliant		Comments
	Yes	No	
Potential sources of contamination from the environment should be considered. In particular, primary food production should not be carried on in areas where the presence of potentially harmful substances would lead to an unacceptable level of such substances in food.			
3.2 HYGIENIC PRODUCTION OF FOOD SOURCES	Compliant		Comments
	Yes	No	
The potential effects of primary production activities on the safety and			

## FSSC 22000 Food Safety Management System Implementation Workbook

### Review prerequisite programs (PRPs) to control food safety hazards

For FSSC 22000 Certification then the Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-1. Using the checklist below and a copy of Technical Specification ISO 22002 the delegated person should read the requirements in the relevant section of ISO 22002 and complete the form.

<b>ISO 22002 CONFORMANCE ANALYSIS</b>			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
4.1 General requirements			
4.2 Environment			
4.3 Locations of establishments			
5. Layout of Premises Workspace			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

## FSSC 22000 Food Safety Management System Implementation Workbook

### Review compliance with FSSC 22000 Certification Scheme Additional Requirements

For FSSC 22000 Certification then the Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

<b>FSSC 22000 Certification Scheme Additional Requirements</b>			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
<u>Management of services</u> - Do all services that may have an impact on food safety:			
Have specified requirements which are regularly reviewed?			
Are described in documents to the extent needed to conduct hazard analysis?			
Are managed in conformance with the requirements of technical specification for sector PRPs?			
Are assessed and approved demonstrating compliance with specified requirements?			
Are monitored to assure continued service provider approval status?			
Do the services managed include at least:			



Corrective Actions

The non-compliances identified in the assessments should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

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