FSSC 22000 Food Safety Management System Implementation Workbook

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

We have written this workbook to assist in the implementation of your food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

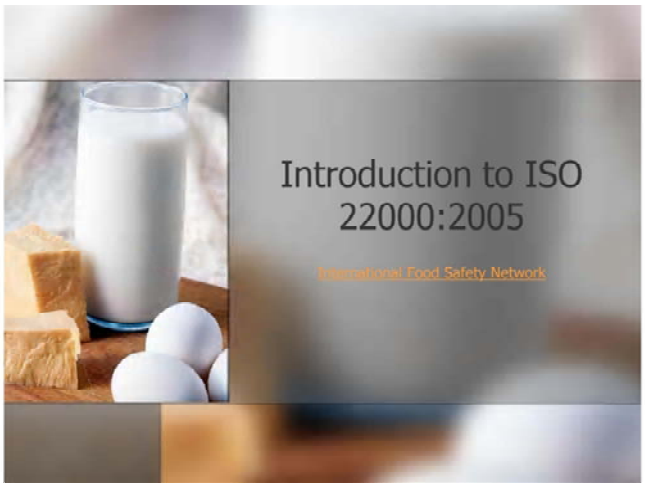
- ✓ Step One: Introduction to ISO 22000
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Training
- ✓ Step Four: Project 22000
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: Internal Auditing Training & Checklists
- ✓ Step Seven: Review and Updating
- ✓ Step Eight: Final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

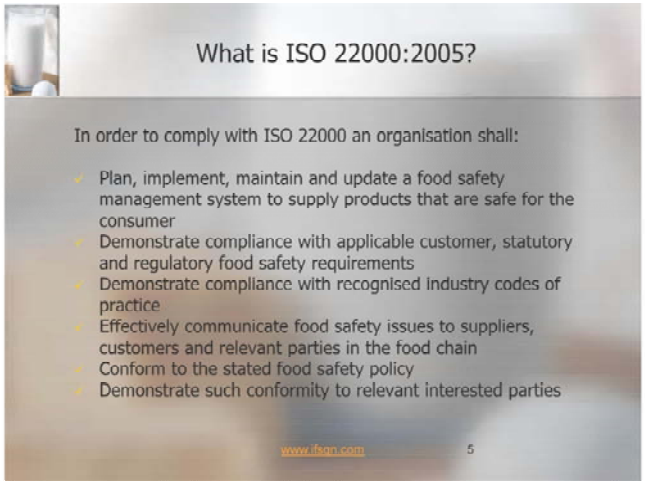
For more information e-mail support@ifsqn.com

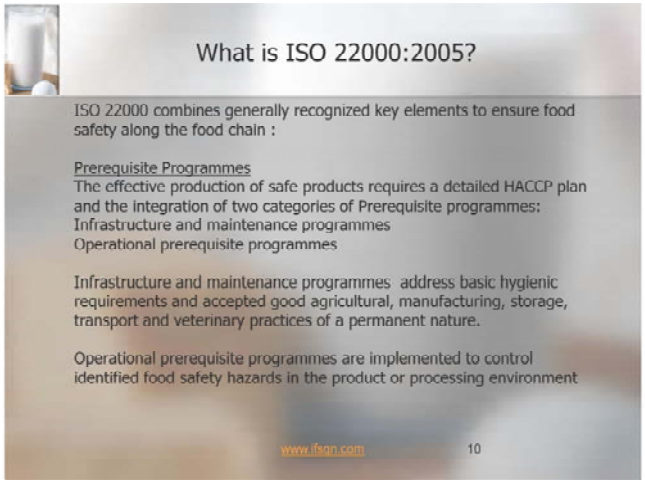
Click here to order the IFSQN FSSC 22000 Certification Package Now

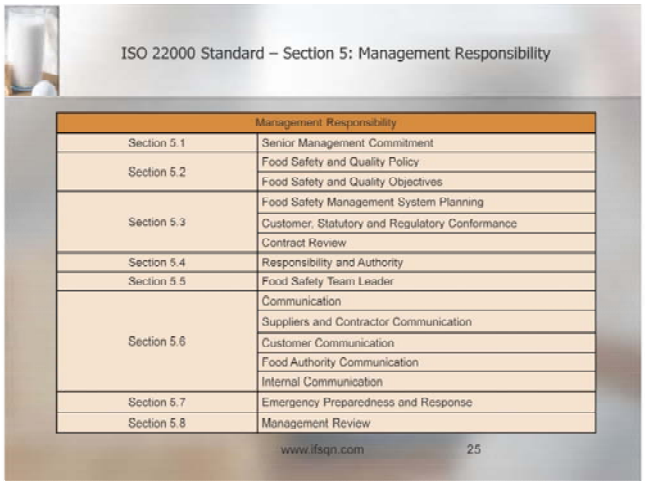
Step One: Introduction to ISO 22000

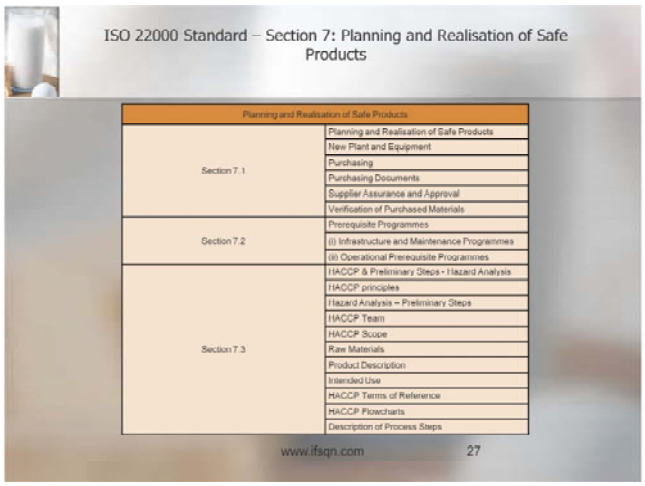
This 45 minute PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.

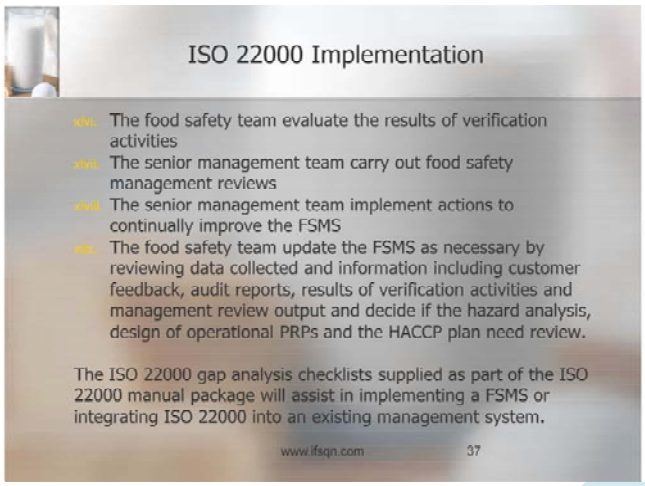












Step Two: Senior Management Implementation

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 Meeting

Date

Time

Venue

Agenda

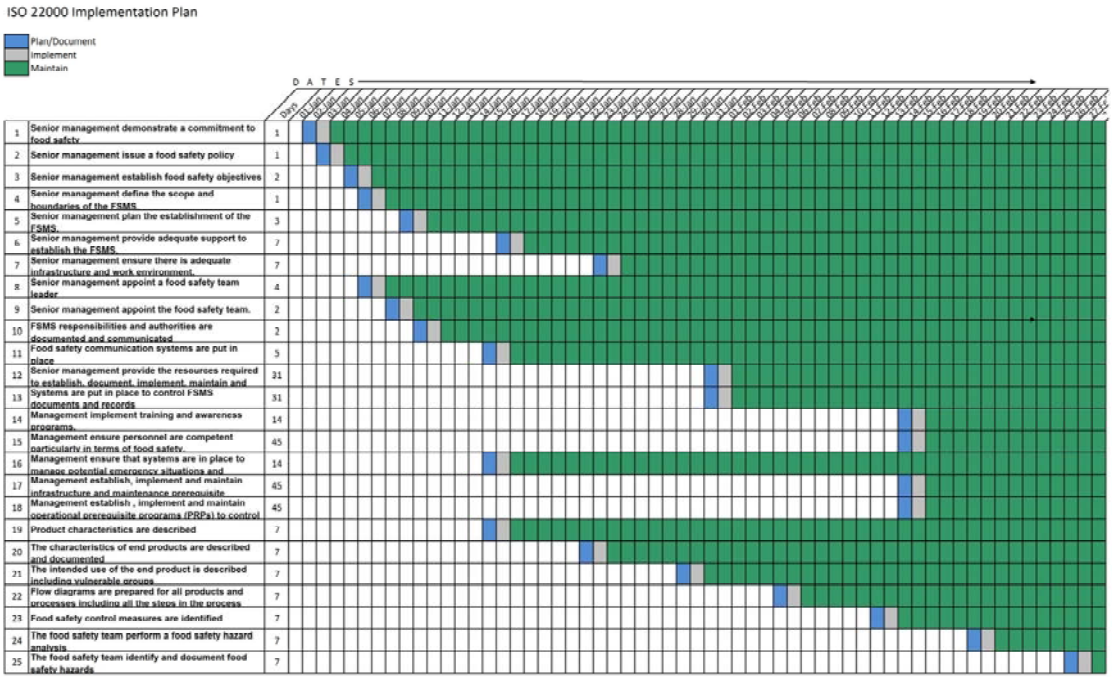
1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define 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:

Senior Management Team		
Job Title	**Name**	**Role in Team**
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 Establish the Project Plan

Using the Excel Project Planner Senior Management adapt the template supplied with the system to establish a Project Plan.



Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide 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

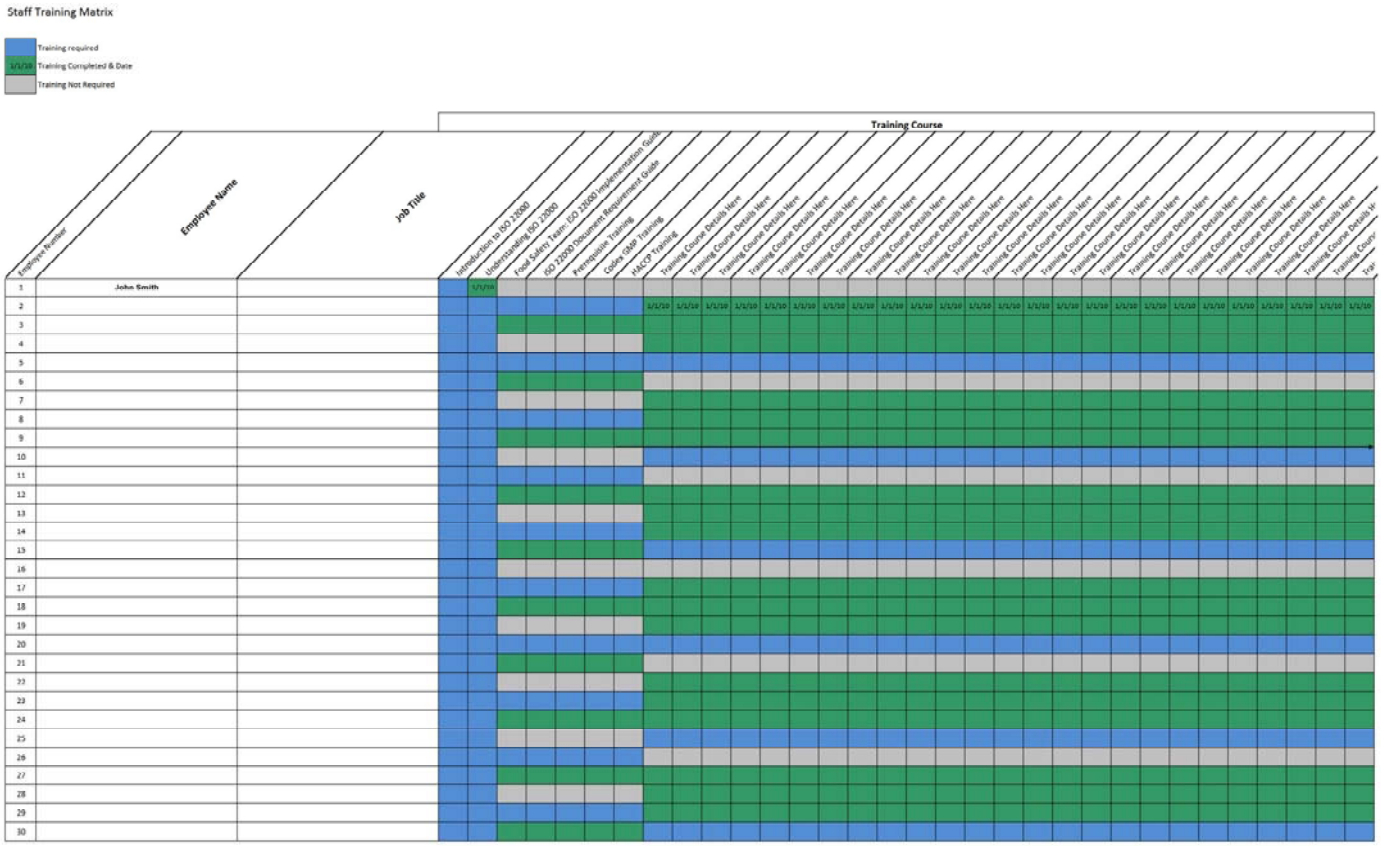
Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
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

Step Three: ISO 22000 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.

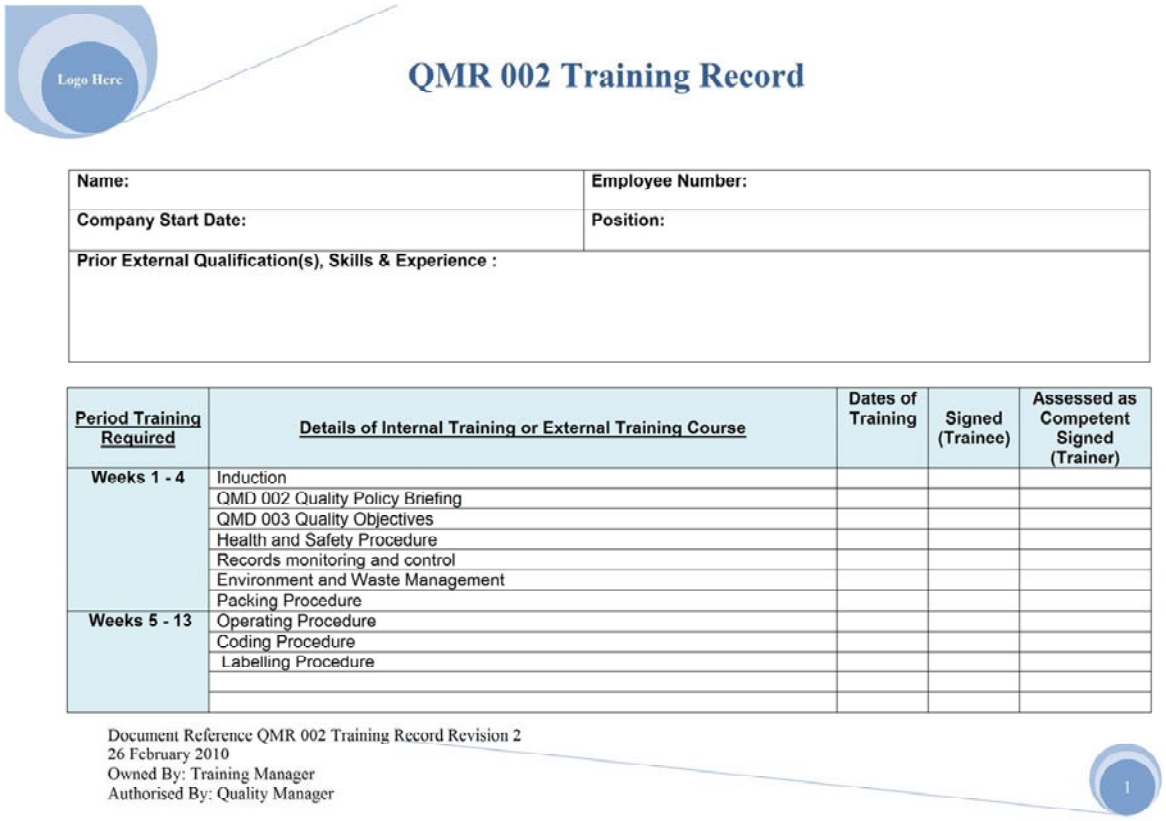
A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



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:

QMR 002 Training Record



Logo Here

QMR 002 Training Record

Name:	Employee Number:
Company Start Date:	Position:
Prior External Qualification(s), Skills & Experience :	

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	QMD 002 Quality Policy Briefing			
	QMD 003 Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference QMR 002 Training Record Revision 2
26 February 2010
Owned By: Training Manager
Authorised By: Quality Manager

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Basic ISO 22000 Training should be given to all staff:

- ✓ Introduction to ISO 22000
- ✓ Training: Understanding ISO 22000

The Food Safety Team should receive extra training:

- ✓ Food Safety Team: ISO 22000 Implementation Guide
- ✓ ISO 22000 Document Requirement Guide
- ✓ Prerequisite Training
- ✓ Codex GMP Training
- ✓ HACCP Training

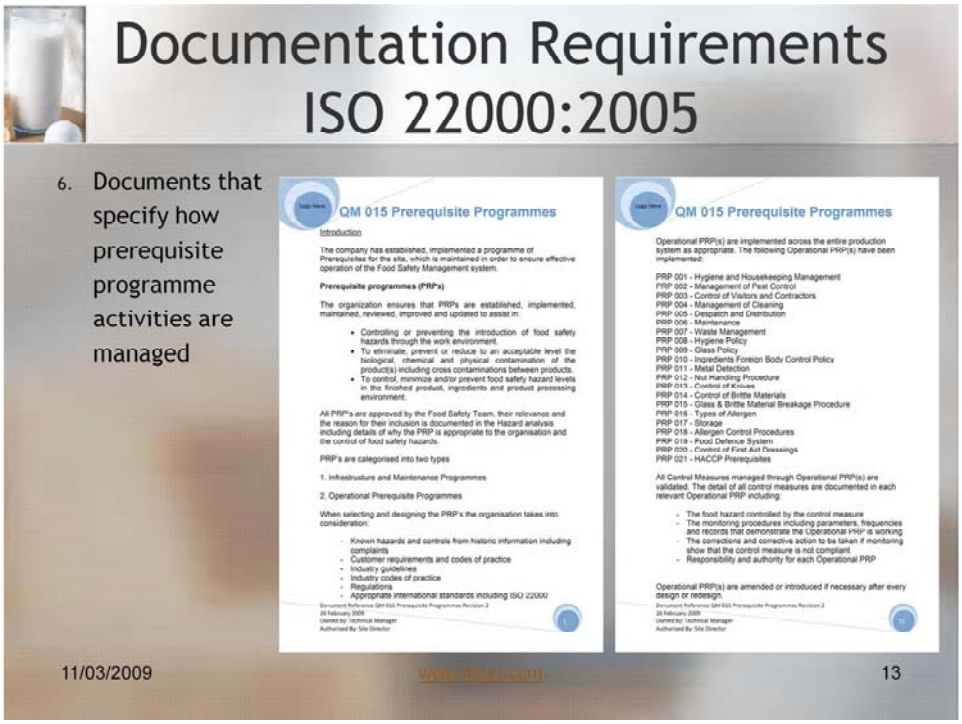
Remember all food handlers should receive Basic Food Hygiene Training

Training: 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.

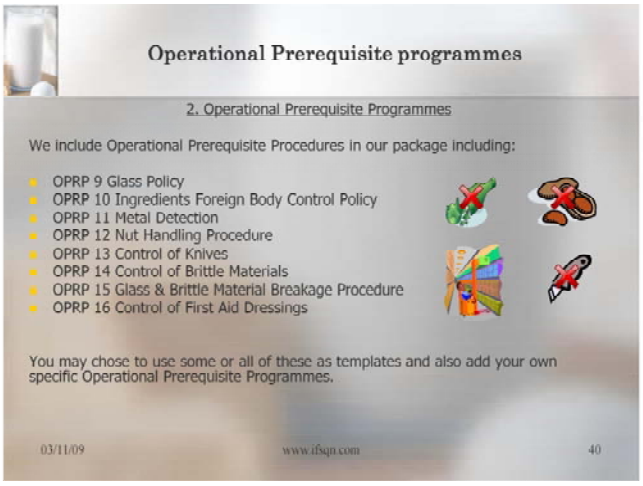
Training: ISO 22000 Document Requirement Guide

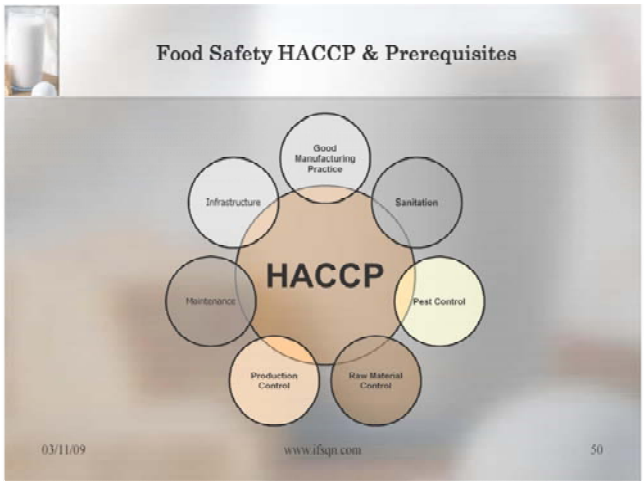
The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Food Safety Team the documentation required in an ISO 22000 compliant Food Safety Management System.



Prerequisite Training

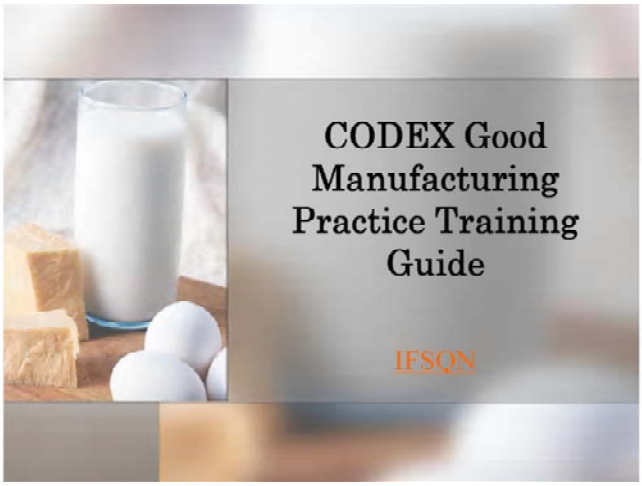
The Prerequisite Programme PowerPoint presentation supplied explains the part that prerequisites play in an ISO 22000 compliant Food Safety Management System.

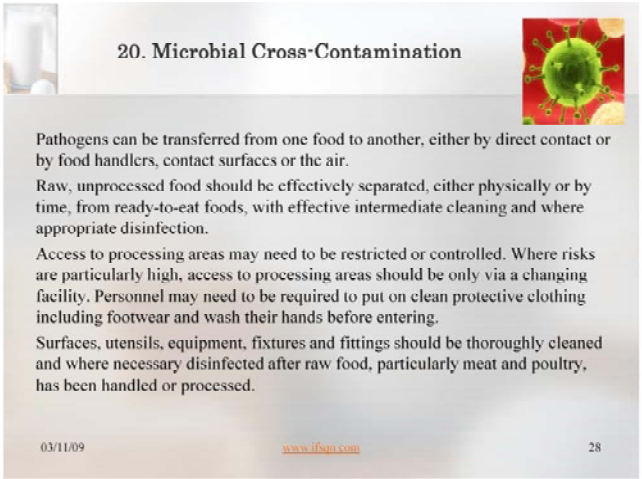


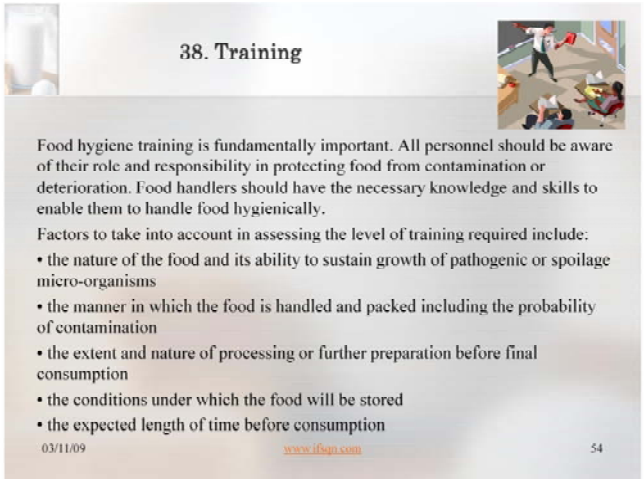


Codex GMP Training

This interactive PowerPoint presentation explains CODEX & Good Manufacturing Practice Guidelines. The CODEX Principles lay a firm foundation for ensuring food hygiene. The controls described are internationally recognized as essential to ensure the safety and suitability of food for consumption.

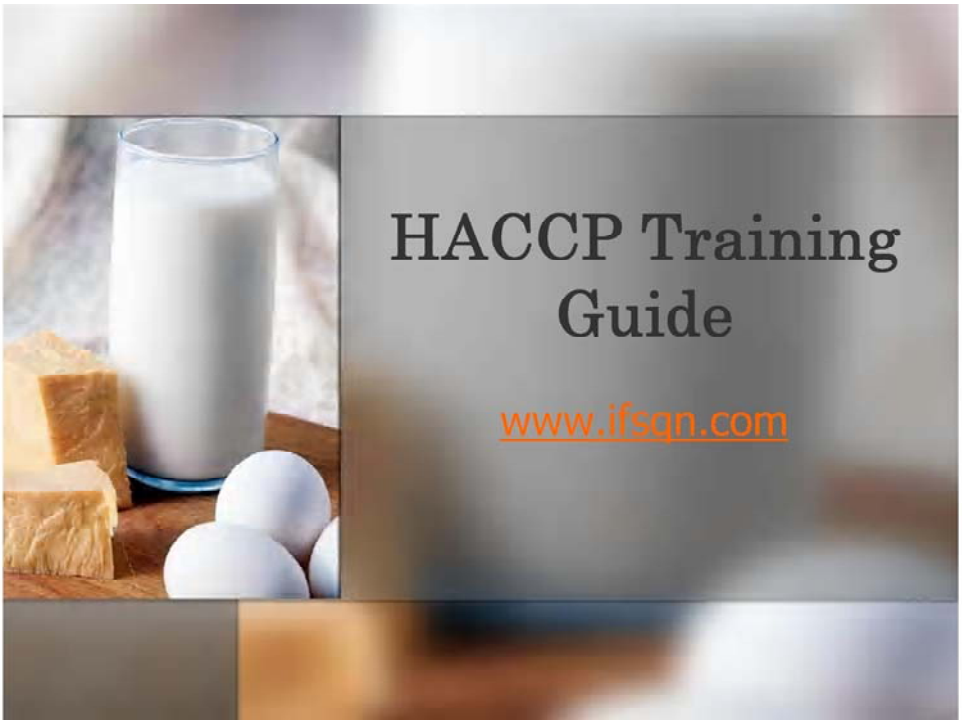


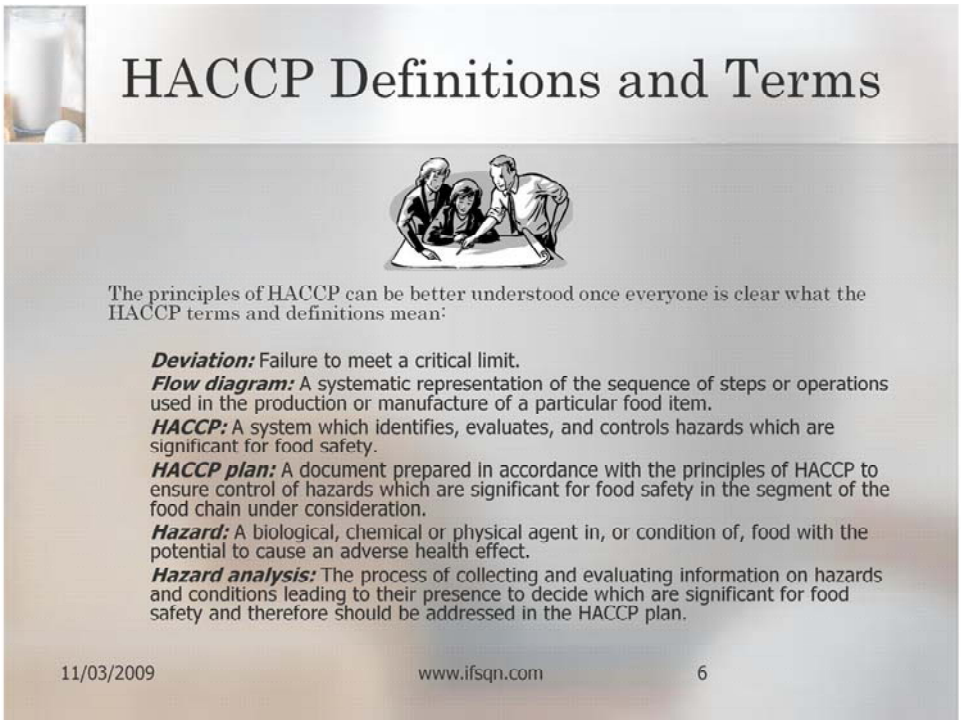




HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.





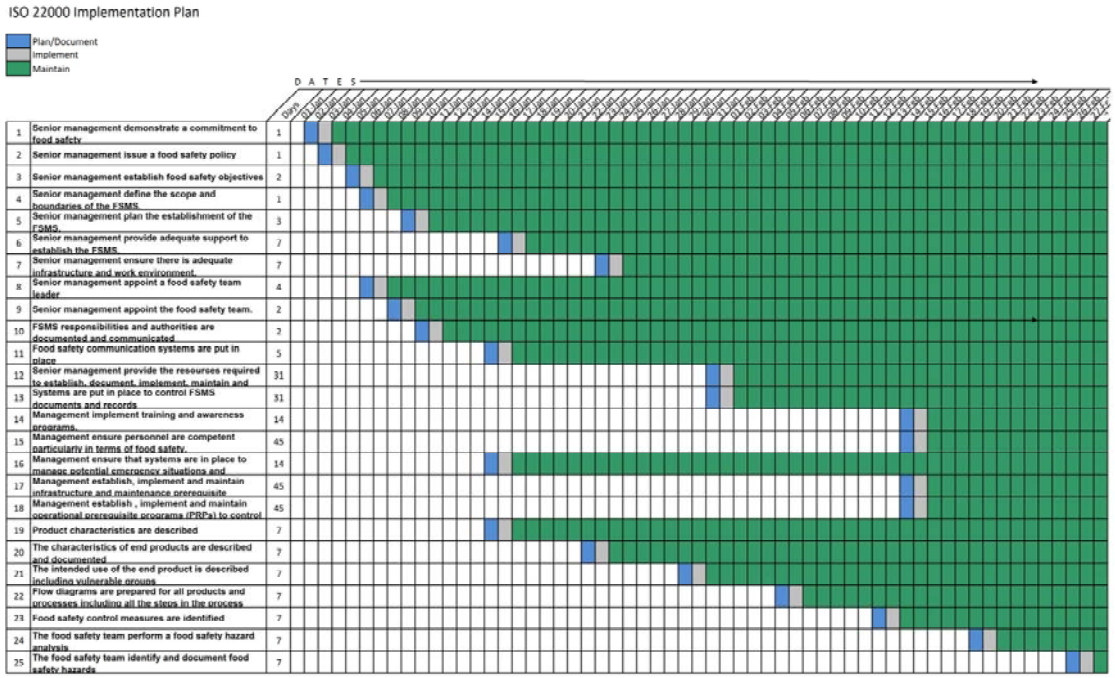
Training Software

The interactive and illustrated PowerPoint HACCP, CODEX GMP and Pre-requisites training presentations are supplied with training software.

We have provided HACCP, CODEX GMP and Pre-requisites Multiple choice exams evaluate your staff's progress with graphic certificates to print out.

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.



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	10/1/10	9/1/10
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
8)	Senior management appoint a food safety team leader	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2	10/1/10	9/1/10

Project Task 18 Management establish, implement and maintain infrastructure and maintenance prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to allocate responsibility to determine how far existing prerequisite programmes meet the requirements of CODEX and ISO 22002:2009.

RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE
CODEX CAC/RCP 1-1969, Rev.4- 2003
SECTION I - OBJECTIVES
1.1 THE CODEX GENERAL PRINCIPLES OF FOOD HYGIENE:
• identify the essential principles of food hygiene applicable throughout the food chain (including primary production through to the final consumer), to achieve the goal of ensuring that food is safe and suitable for human consumption;
• recommend a HACCP-based approach as a means to enhance food safety;
• indicate how to implement those principles; and
• provide a guidance for specific codes which may be needed for - sectors of the food chain; processes; or commodities; to amplify the hygiene requirements specific to those areas.
SECTION II - SCOPE, USE AND DEFINITION
2.1.1 The food chain
This document follows the food chain from primary production to the final consumer, setting out the necessary hygiene conditions for producing food which is safe and suitable for consumption.
The document provides a base-line structure for other, more specific, codes applicable to particular sectors. Such specific codes and guidelines should be read in conjunction with this document and Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application (Annex).
2.1.2 Roles of Governments, industry, and consumers
Industry should apply the hygienic practices set out in this document to:
• provide food which is safe and suitable for consumption;

the safety and suitability of food.			
4.3 EQUIPMENT			
4.3.1 General	Compliant		Comments
	Yes	No	
Equipment and containers (other than once-only use containers and packaging) coming into contact with food, should be designed and constructed to ensure that, where necessary, they can be adequately cleaned, disinfected and maintained to avoid the contamination of food. Equipment and containers should be made of materials with no toxic effect in intended use. Where necessary, equipment should be durable and movable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring and, for example, to facilitate inspection for pests.			
4.3.2 Food control and monitoring equipment			
In addition to the general requirements in paragraph 4.3.1, equipment used to cook, heat treat, cool, store or freeze food should be designed to achieve the required food temperatures as rapidly as necessary in the interests of food safety and suitability, and maintain them effectively. Such equipment should also be designed to allow temperatures to be monitored and controlled. Where necessary, such equipment should have effective means of controlling and monitoring humidity, air-flow and any other characteristic likely to have a detrimental effect on the safety or suitability of food. These requirements are intended to ensure that:			
• harmful or undesirable micro-organisms or their toxins are eliminated or reduced to safe levels or their survival and growth are effectively			

Project Task 18 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

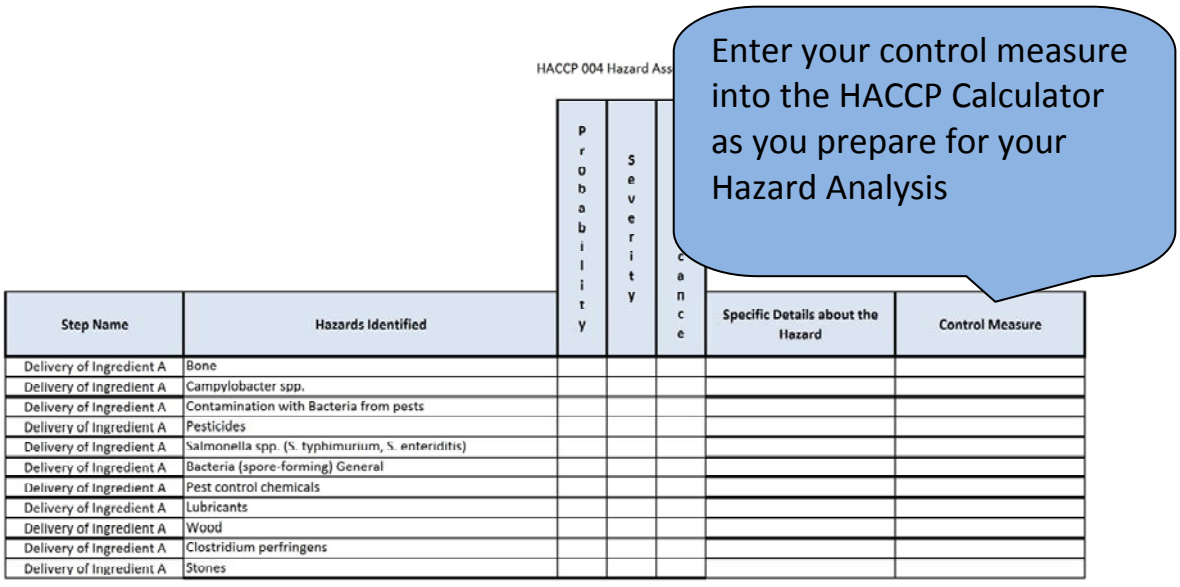
Task 23 Description of Process Steps

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.



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

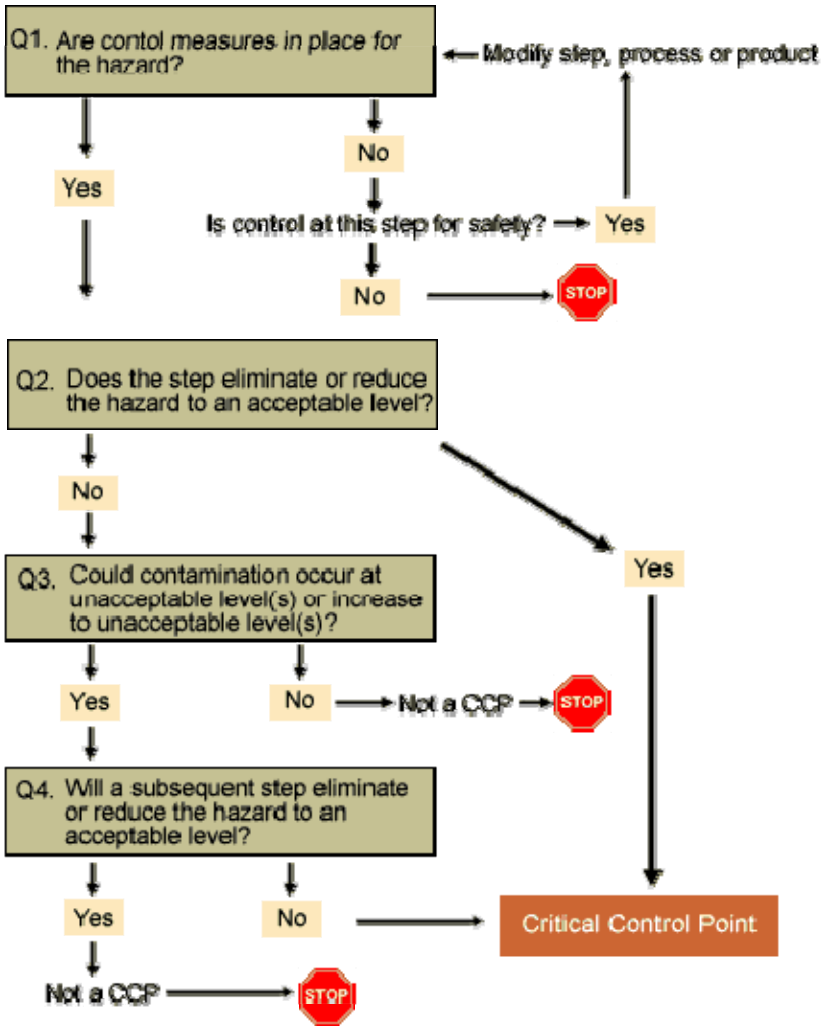
Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	- measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring - responsibility and authority for monitoring and evaluation of the monitoring results	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

Design of the HACCP Plan

The Food Safety Team need to formulate and document a HACCP plan defining the hazards to be controlled, CCPs where hazards are controlled, critical limits and monitoring procedures at each CCP and action to be taken when critical limits are exceeded. The HACCP plan needs to define those responsible for performing monitoring procedures and the records where the monitoring results are recorded.

Task 32 The food safety team identify critical control points (CCP)s for each food safety hazard

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazards.



Step Five: Food Safety Quality Management System

Our Food Safety Management System contains the most comprehensive ISO 22000 documentation package that you will find anywhere on the web. In this bundle of certification tools you will find:

- ✓ 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.
- ✓ Operational 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 28 comprehensive top level procedures 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:

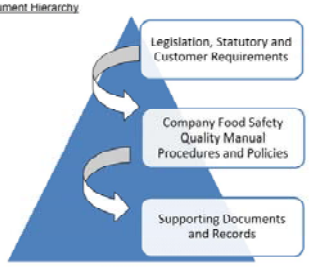
QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment
QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
QM 009 - Management Review
QM 010 - Resources and Training
QM 011 - Infrastructure and Work Environment
QM 012 - Product Realization and Contract Review
QM 013 - Design and Development
QM 014 - Purchasing, Orders and Verification of Purchased Materials
QM 015 - Prerequisite Programmes
QM 016 - Identification and Traceability
QM 017 - Customer Property
QM 018 - Planning Product Realisation and Contract Review

QM 001 Food Safety Quality Management System

Responsibility

Senior Management is responsible for implementing, maintaining, reviewing and improving the Food Safety Quality Management System. The Technical Manager is a member of the Senior Management team and has been appointed the Management and Food Safety Representative.

Document Hierarchy



QM 019 Calibration

Introduction

The company has established, documented and implemented a Calibration system for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The processes that contribute to meeting the requirements of these standards have been determined.

Scope

The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.

These requirements are aligned with the policies and objectives of the site and include those of the following standards:

Quality - ISO 9001:2008
FSSC 22000 including PAS 220 and ISO 22000:2005

Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Engineering Manager. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

All of the Measuring and monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

QM 020 Hazard Analysis and Critical Control Points

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of ISO 22000:2005.

The Food Safety Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a HACCP plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the operational pre-requisite programmes or the HACCP plan.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Principle 1
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options
Principle 2

QM 020 Hazard Analysis and Critical Control Points

- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

All specifications are maintained, updated and approved by the Food Safety Team leader who identifies legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there is new design or redesign of the food safety management system.

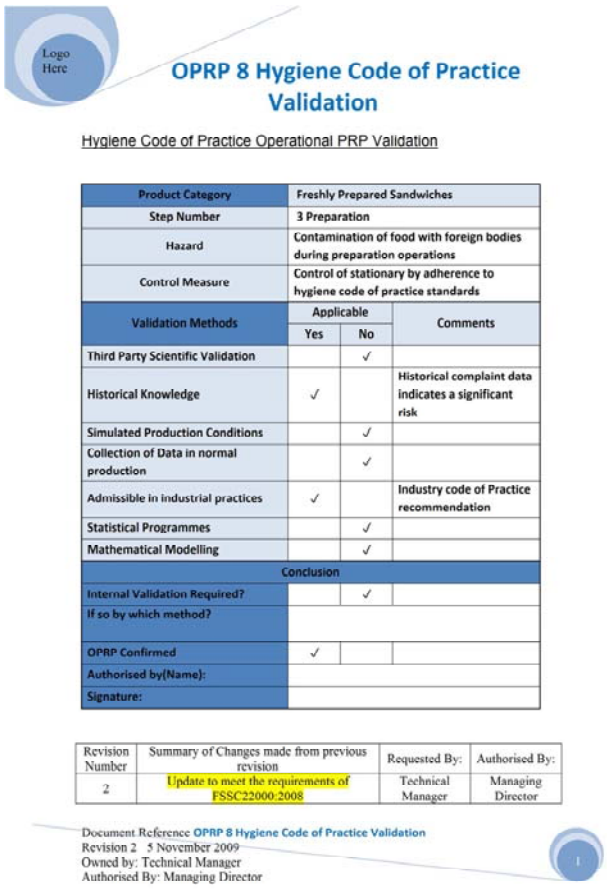
Product Description

The food safety team document the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description includes:

- 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
- 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

Operational Prerequisite Programme Validation Records

OPRP 1 Hygiene and Housekeeping Management Validation
OPRP 2 Management of Pest Control Validation
OPRP 3 Control of Visitors and Sub-Contractors Validation
OPRP 4 Management of Cleaning Validation
OPRP 5 Despatch and Distribution Validation
OPRP 6 Maintenance Validation
OPRP 7 Hygiene Policy Validation
OPRP 8 Hygiene Code of Practice Validation
OPRP 9 Glass Policy Validation
OPRP 10 Ingredients Foreign Body Control Policy Validation
OPRP 11 Metal Detection Validation
OPRP 12 Nut Handling Procedure Validation
OPRP 13 Control of Knives Validation
OPRP 14 Control of Brittle Materials Validation
OPRP 15 Glass & Brittle Material Breakage Procedure Validation
OPRP 16 Control of First Aid Dressings Validation



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OPRP 8 Hygiene Code of Practice Validation

Hygiene Code of Practice Operational PRP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	3 Preparation		
Hazard	Contamination of food with foreign bodies during preparation operations		
Control Measure	Control of stationary by adherence to hygiene code of practice standards		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		Historical complaint data indicates a significant risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of FSSC22000:2008	Technical Manager	Managing Director

Document Reference OPRP 8 Hygiene Code of Practice Validation
Revision 2 5 November 2009
Owned by: Technical Manager
Authorised By: Managing Director

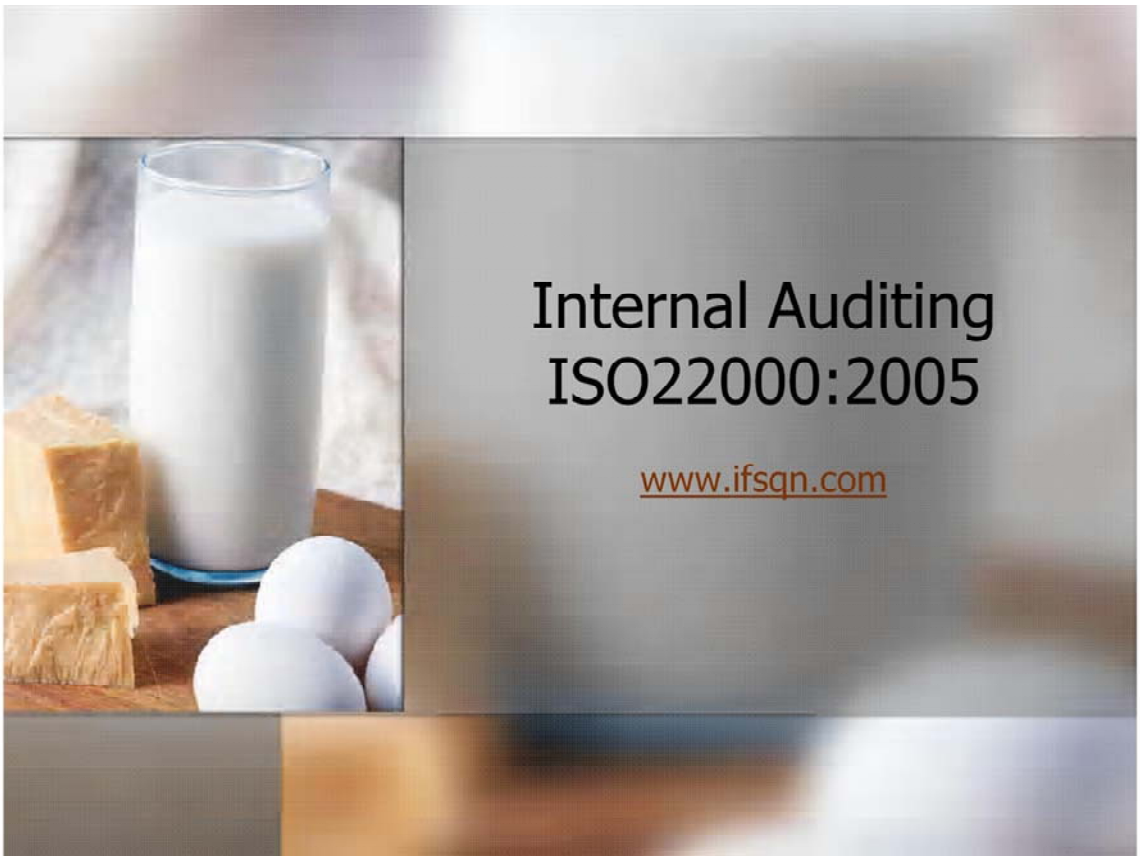
Below is a table that matches the requirements of the ISO 22000 standard with the Food Safety Management System provided to assist you in implementing the system and understanding the requirements of the standard.

ISO 22000 Clause	ISO 9001 Clause	FSMS Manual Reference	Policy / Procedure Title
4. Quality Management System (ISO 9001) 4. Food Safety Quality Management System (ISO 22000)			
4.1 General Requirements	4.1 General Requirements	QM001	Quality and Food Safety Management System
4.2 Documentation	4.2 Documentation	QM002	QMS Manual Summary
4.2.2 Document Control	4.2.3 Internal Document Control	QM003	Document Control
4.2.2 Document Control	4.2.4 External Document Control	QM004	Customer, Statutory and Regulatory Conformance
4.2.3 Record Control	4.5 Quality System Records	QM005	Record Control
5. Management Responsibility			
5.1 Management Commitment	5.1 Management Commitment	QM006	Management Commitment

Step Five: Internal Auditing Training & Checklists

This is a package of an ISO 22000 PowerPoint internal auditor training guide plus internal auditing checklists that can also be used as gap analysis checklists.

There is a PowerPoint training presentation and audit checklists which cover the complete auditing process will cover management responsibility, planning and realization of safe products, resources management, validation, verification and improvement, and much more...



Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the Quality and Food Safety Policy
2. Review of Management Changes
3. Minutes and Follow-up actions from previous review meetings
4. Outstanding Non-conformances as a result of internal and external audits
5. Results of external second and third-party audits
6. Trend analysis of Customer and Supplier complaints
7. Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
8. Quality Key Performance Indicators Review and trend analysis
9. Emergencies and Accidents
10. Process performance and product conformity
11. Corrective and preventive action status
12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
13. Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)
14. Changes to policies and objectives
15. Communication activities and effectiveness of communication
16. Results of review and system updating
17. Review of Resources and effectiveness of Training
18. Recommended improvements
19. Customer Feedback and Sales levels are reviewed to give an indication of trends
20. A.O.B

Using our comprehensive 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 222000 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.	

Are the operational PRPs documented and describe the hazard(s) to be controlled by the programme?	
Do the operational PRPs describe the control measure(s)?	
Do the operational PRPs describe the monitoring procedures that demonstrate that the operational PRPs are implemented?	
Do the operational PRPs describe the corrections and corrective actions to be taken if monitoring shows that the operational PRPs are not in control?	
Do the operational PRPs describe responsibilities and authorities?	
Do the operational PRPs describe the record(s) for monitoring?	
7.6 Establishing the HACCP plan	
7.6.1 HACCP plan	
Is the HACCP plan shall be documented?	
Does the HACCP plan identify the food safety hazard(s) to be controlled at the CCP?	
Does the HACCP plan identify the control measure(s)?	
Does the HACCP plan identify the critical limit(s)?	
Does the HACCP plan identify the monitoring procedure(s)?	
Does the HACCP plan identify the corrections and corrective action(s) to be taken if critical limits are exceeded?	
Does the HACCP plan identify the responsibilities and authorities?	
Does the HACCP plan identify the record(s) for monitoring?	
7.6.2 Identification of Critical Control Points (CCPs)	
Have CCP(s) been identified for the control measures identified for each hazard in the	