This is an ideal package for Food Manufacturers looking to meet International Food Safety Standards. This system meets the requirements of International Standard ISO 22000:2005 for Food Safety Management Systems.

The easy to use IFSQN ISO 22000 Food Safety Management System contains:

- Our New ISO 22000 Implementation Workbook
- A Comprehensive New Food Safety Management System
- FSMS Record Templates
- Prerequisite Procedural Templates
- Prerequisite Record Templates
- Our Unique HACCP System
- ISO 22000 Training Module
- A set of ISO 22000 Gap Analysis Checklists
- Codex GMP Training
- HACCP Training
- Examination Software
This comprehensive Food Safety Management System Certification workbook contains a complete guide to achieving ISO 22000 Certification.

We have written this workbook to assist in the implementation of your IFSQN ISO 22000 Food Safety Management System. The workbook is divided into 8 steps that guide you through the process of implementing your food safety management system:

- 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 ISO 22000 Certification
Comprehensive New Food Safety Management System

A Comprehensive ISO 22000 compliant procedural manual that forms the basis of your food safety management system. The system has been designed to match the standard for ease of use and includes the following sections:

4.1 Food safety management system
4.2 Documentation System
5.1 Management commitment & responsibility
5.2 Food safety policy
5.3 Food safety management system planning
5.4 Responsibility and authority
5.5 Food safety team leader
5.6 Communication
5.7 Emergency preparedness and response
5.8 Management review
6.1 Provision of resources
6.2 Human resources
6.3 Infrastructure
6.4 Work environment
7.1 Planning and realization of safe products
7.2 Prerequisite programmes (PRPs)
7.3 Preliminary steps to enable hazard analysis
7.4 Hazard analysis
7.5 Establishing the operational prerequisite programmes (PRPs)
7.6 Establishing the HACCP plan
7.7 Updating of preliminary information and documents
7.8 Verification planning
7.9 Traceability system
7.10 Control of non-conformity
8.1 Validation, verification and improvement of the fsms
8.2 Validation of control measure combinations
8.3 Control of monitoring and measuring
8.4 Food safety management system verification
8.5 Improvement
ISO 22000 Food Safety Management System

Comprehensive New Food Safety Management System
ISO 22000 Food Safety Management System

Comprehensive New Food Safety Management System

AFC Food Safety Quality Management System

A.2 Documentation Requirements

It is company policy to operate a document and record control system within the scope of the Food Safety Quality Management System and to meet the requirements of international standards ISO 9001:2008 and ISO 22000:2005.

The food safety management system documentation includes the food safety policy and food safety objectives, the procedures and records required by ISO 22000 and those documents required to ensure the effective development, implementation and updating of the food safety management system.

All documents and records determined by the company to be necessary to ensure the effective planning, operation and control of the processes are controlled within the food safety management system.

Documentation Control Procedure

The documentation which defines the Food Safety Quality Management System is controlled. The company operates a system of document control for procedures and standards which will involve the following activities:

- All documentation is reviewed for adequacy before approval by authorized personnel.
- Document amendments shall show evidence of change or modification. Deleted words will beondeemlinedwithdoublestrokes.Changesarehighlighted.
- Identification of reasons for changes and reasons for retention.
- Identification and record of disposition of obsolete documentation.
- Periodic document review.
- Document control system ensures a practical number of changes have been made.
- Only approved documentation is used in the Food Safety Management System.
- A Master List of documents shall be kept to identify status of all documentation.

Document Reference: Food Safety Quality Management System

Version V.1.0

Owner: Technical Manager

Reviewed By: General Manager

www.ifsnq.com

AFC Food Safety Quality Management System

Purchasing

The company has established, documented and implemented procedures for purchasing and verification of purchased materials, which are maintained in order to ensure all purchased materials conform to agreed specifications in order that the quality and safety of the end product is not compromised.

This is achieved by:

- A defined Purchasing Procedure
- Supplier Assessment and Approval
- Verification of Raw Materials and Purchased products
- Material and Service specifications

The scope of the procedures for purchasing and verification of purchased materials includes all purchasing activities that have an impact on the Food Safety Quality Management System.

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases are against agreed specifications and from approved suppliers. Authority to purchase outside of these procedures can only be authorized by the Technical Manager in writing.

Initially suppliers are assessed based on their historic service record including Quality Performance, Customer expectation or First. The starting point for an approved supplier list is with the implementation of a controlled approved supplier list. Suppliers" who do not reliably achieve specification are either deleted or, if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following a successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overridden where customer demand is significant.

Materials and services can only be purchased using the approved Supplier List. Orders for materials, chemicals, packaging and ingredients are placed and amendments of approved materials are called-off from approved supplier order requirements. All chemicals purchased for use within the food handling facility are confirmed as "food grade" by the Technical Manager. The Purchasing Manager is

Document Reference: Food Safety Quality Management System

Version V.1.0

Owner: Technical Manager

Reviewed By: General Manager

AFC Food Safety Quality Management System

5. Senior Management Commitment

Senior management demonstrate clear and visible commitment to the food safety management system by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Senior Management is committed to continually improve the effectiveness of the quality management system by regular audit, review and pre-active actions.

The Food Safety Management System includes all products manufactured on site and activities conducted on site. The scope is aligned with the policies and objectives of the site and includes the commitment to fully meet the requirements of the following standards:

- Food Safety - ISO 22000:2005

The Senior Management has a total commitment to quality observing all legal, moral and ethical codes and this is the concern of every employee.

Senior management demonstrate clear and visible commitment by:

- Establishing and implementing a Quality and Food Safety Policy;
- Establishing and implementing Quality Objectives;
- Establishing and implementing the Food Safety Policy;
- Establishing and implementing Food Safety Objectives;
- Communicating and maintaining the Quality Objectives;
- Communicating and Maintaining the Food Safety Objectives;
- Conducting regular pre-active management reviews and communicating outputs;
- Communicating commitment to satisfying customer requirements including food safety, quality and service;
- Supporting and planning the development and operation of the Food Safety Management System;
- Ensuring the food safety management system is maintained when changes are planned and implemented.

Document Reference: Food Safety Quality Management System

Version V.1.0

Owner: Technical Manager

Reviewed By: General Manager

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Food Safety Management System Records

A comprehensive range of 50 easy to use record templates including:

- QMR 001 Management Review Minutes
- QMR 002 Training Record
- QMR 003 Product Release Record
- QMR 004 Design and Development Records
- QMR 005 Supplier Assessment Record
- QMR 006 Validation Record
- QMR 007 Identification and Traceability Record
- QMR 008 Register of Customer Property
- QMR 009 Calibration Record
- QMR 010 Internal Audit Record
- QMR 011 Records of Non-conforming Product
- QMR 012 Corrective Action Request Form
- QMR 013 Preventative Action Request Form
- QMR 014 Supplier Self Assessment and Approval Form
- QMR 015 Equipment Commissioning Record
- QMR 016 Return to Work Form
- QMR 017 Hygiene Policy Staff Training Record
- QMR 018 Complaint Investigation Form
- QMR 019 Prerequisite Audit Checklist
- QMR 020 Knife Control Record
- QMR 021 Knife Breakage Report
- QMR 022 Goods in Inspection Record
- QMR 023 Equipment Cleaning Procedure
- QMR 024 Glass and Brittle Plastic Breakage Record
- QMR 025 Metal Detection Record
- QMR 026 First Aid Dressing Issue Record
- QMR 027 Cleaning Schedule
- QMR 028 Cleaning Record
- QMR 029 Engineering Hygiene Clearance Record
- QMR 030 Glass and Brittle Plastic Register
- QMR 031 GMP Audit Checklist
- QMR 032 Vehicle Hygiene Inspection Record
- QMR 033 Outgoing Vehicle Inspection Record
- QMR 034 Pre Employment Medical Questionnaire
- QMR 035 Visitor Questionnaire
- QMR 036 Product Recall Record
- QMR 037 Shelf Life Confirmation Record
- QMR 038 Accelerated Keeping Quality Log
- QMR 039 Goods In QA Clearance Label

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ISO 22000 Food Safety Management System

QMR 040  Maintenance Work Hygiene Clearance Form
QMR 041  Changing Room Cleaning Record
QMR 042  Colour Coding Red Process Areas
QMR 043  Daily Cleaning Record for Toilets and Changing Rooms
QMR 044  Drain Cleaning Procedure Filler Areas
QMR 045  General Cleaning Procedure
QMR 046  Product QA Clearance Label
QMR 047  CIP Programmes Log
QMR 048  Sample Filler Cleaning Record
QMR 049  Pipe Diameter Flow Rate Conversion Table
QMR 050  QC Online Check Sheet

Food Safety System Audit Form

Corrective Action Request

Corrective Action Request Number: 012
Issuing Department: Department Manager
Date: 17th October 2011
The following non-compliance has been noted:
The Food Safety Manager carried out a Food Safety Audit and identified the following non-compliance:

Preventive Maintenance

Operational Area: Production Line

Non-compliance:
The documentation for preventive maintenance is not up to date.

Corrective Action Required:

Please ensure that the preventive maintenance schedule is updated.

Person Responsible for Corrective Action:
Department Manager

Date Updated: 17th October 2011
Prerequisite Procedural Templates

A comprehensive set of prerequisite/operational prerequisite programmes including those defined in PAS 220:

PRP 1 - Hygiene and Housekeeping Management
PRP 2 - Management of Pest Control
PRP 3 - Control of Visitors and Contractors
PRP 4 - Management of Cleaning
PRP 5 - Despatch and Distribution
PRP 6 - Maintenance
PRP 7 - Waste Management
PRP 8 - Hygiene Policy
PRP 9 - Glass Policy
PRP 10 - Ingredients Foreign Body Control Policy
PRP 11 - Metal Detection
PRP 12 - Nut Handling Procedure
PRP 13 - Control of Knives
PRP 14 - Control of Brittle Materials
PRP 15 - Glass & Brittle Material Breakage Procedure
PRP 16 - Types of Allergen
PRP 17 - Storage
PRP 18 - Allergen Control Procedures
PRP 19 - Food Defence System
PRP 20 - Control of First Aid Dressings
PRP 21 - HACCP Prerequisites
A matching comprehensive set of prerequisite records:

PRPR 1 - Hygiene and Housekeeping Management
PRPR 2 - Management of Pest Control
PRPR 3 - Control of Visitors and Contractors
PRPR 4 - Management of Cleaning
PRPR 5 - Despatch and Distribution
PRPR 6 - Maintenance
PRPR 7 - Waste Management
PRPR 8 - Hygiene Policy
PRPR 9 - Glass Policy
PRPR 10 - Ingredients Foreign Body Control Policy
PRPR 11 - Metal Detection
PRPR 12 - Nut Handling Procedure
PRPR 13 - Control of Knives
PRPR 14 - Control of Brittle Materials
PRPR 15 - Glass & Brittle Material Breakage Procedure
PRPR 16 - Types of Allergen
PRPR 17 - Storage
PRPR 18 - Allergen Control Procedures
PRPR 19 - Food Defence System
PRPR 20 - Control of First Aid Dressings
PRPR 21 - HACCP Prerequisites
Our Unique New ISO 22000 HACCP System

Completely simplifies the task of hazard analysis. This logical system helps you take a structured approach to determining Prerequisites, Operational Prerequisites and Critical Control Points.

Within the food safety management system there are the following sections:

HACCP
Management Commitment
HACCP principles
Hazard Analysis – Preliminary Steps
HACCP Team
HACCP Scope
Raw Materials
Product Description
Intended Use
HACCP Terms of Reference
HACCP Flowcharts
Description of Process Steps
Hazard Analysis
Hazard Identification
Food Safety Hazard Analysis Prompt
Determination of Acceptable Levels
Hazard Assessment
Selection and Assessment of Control Measures
The HACCP Calculator (See calculator guide for full details)
Establishing Operational Prerequisite Programmes (PRPs)
Design and Redesign of the HACCP Plan
Critical Control Points
Updating of Preliminary Information
Verification Planning
Responsibility
References

In addition to this the HACCP system is supported by the following documents:

Decision tree
Establishing Verification Procedures
Finished Product Summary
HACCP Calculator ISO 22000 Instruction 1

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HACCP Calculator ISO 22000 Instruction 2
HACCP Calculator ISO 22000 Instruction 3
HACCP Calculator ISO 22000
HACCP Definitions
HACCP Flow Diagram
HACCP Flowchart Verification
HACCP Flowcharts
HACCP Glass Control Verification Record
HACCP Hazards
HACCP Intended Use
HACCP Plan Sample
HACCP Prerequisites
HACCP Scope and Product Information
HACCP Steering Group Review
HACCP Team

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How the HACCP Calculator helps:

- A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.
- You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.
- It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.
- Saves time and hence money.
- It enables you to present your HACCP assessment in a clear and professional manner.
- It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.
- All your HACCP information can be held in a single document.

The HACCP Manual includes a comprehensive list of potential chemical, biological and physical hazards which you can use as a checklist when carrying out your hazard analysis.
Introduction to ISO 22000 Training Module

A comprehensive training module including all the key elements of ISO 22000 in plain English:

ISO 22000 combines generally recognized key elements to ensure food safety along the food chain:

**Prerequisite Programmes**
- The effective production of safe products requires a detailed HACCP plan and the integration of two categories of Prerequisite programmes:
  - Infrastructure and maintenance programmes
  - Operational prerequisite programmes
- Infrastructure and maintenance programmes address basic hygienic requirements and accepted good agricultural, manufacturing, storage, transport and veterinary practices of a permanent nature.
- Operational prerequisite programmes are implemented to control identified food safety hazards in the product or processing environment.
## ISO 22000 Standard – Section 7: Planning and Realisation of Safe Products

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## ISO 22000 Implementation

xlvii. The food safety team evaluate the results of verification activities

xlvii. The senior management team carry out food safety management reviews

xlviii. The senior management team implement actions to continually improve the FSMS

xlix. The food safety team update the FSMS as necessary by reviewing data collected and information including customer feedback, audit reports, results of verification activities and management review output and decide if the hazard analysis, design of operational PRPs and the HACCP plan need review.

The ISO 22000 gap analysis checklists supplied as part of the ISO 22000 manual package will assist in implementing a FSMS or integrating ISO 22000 into an existing management system.
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...
ISO 22000 Gap Analysis Checklists

A set of ISO 22000 Gap Analysis Checklists which are invaluable if you are looking to achieve FSSC 22000 certification:

- ISO 22000 Food Safety Management System Gap Analysis Section 4
- ISO 22000 Management Responsibility Gap Analysis Section 5
- ISO 22000 Resource Management Gap Analysis Section 6
- ISO 22000 Planning and Realization of Safe Products Gap Analysis Section 7
- ISO 22000 Validation, Verification and Improvement Gap Analysis Section 8

### ISO 22000 Food Safety Management System Internal Audit

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- Do the food safety team plan and implement the processes needed to validate control measures and to verify and improve the food safety management system?

### 8.2 Validation of Control Measure Combinations

- Are control measures to be included in operational PRP(s) and the HACCP plan validated?
- Are control measures are capable of achieving the intended control of the food safety hazard(s) for which they are intended?
- Does the Food Safety Team validate the control measures are effective and capable of, in combination, ensuring control of the identified food safety hazard(s) to obtain end products that meet the defined acceptable levels?
- When the result of the validation shows that one or both of the above elements cannot be confirmed, are the control measure and/or combinations modified and re-assessed?

### 8.3 Control of Monitoring and Measuring

- Is there evidence that the specified monitoring and measuring methods and equipment are adequate to ensure the performance of the monitoring and measuring procedures?
- Is there a calibration procedure in place?
- Is monitoring and measuring equipment calibrated or verified at specified intervals?
Codex GMP Training

An interactive and illustrated codex good manufacturing programme training guide.

38. Training

Food hygiene training is fundamentally important. All personnel should be aware of their role and responsibility in protecting food from contamination or deterioration. Food handlers should have the necessary knowledge and skills to enable them to handle food hygienically.

Factors to take into account in assessing the level of training required include:

- the nature of the food and its ability to sustain growth of pathogenic or spoilage micro-organisms
- the manner in which the food is handled and packed including the probability of contamination
- the extent and nature of processing or further preparation before final consumption
- the conditions under which the food will be stored
- the expected length of time before consumption
ISO 22000 Food Safety Management System

HACCP Training

An interactive and illustrated HACCP training presentation 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.

HACCP Implementation Guide - Step by step guides to implementing your HACCP using our HACCP Calculator.

HACCP Calculator Instruction 3

You can link Validation to HACCP Validation Sheets in the Workbook

You now complete your HACCP Plan on the HACCP Plan Sheet. Rows of Non-CCPs can be deleted

Document Reference HACCP Calculator Instruction 3
Revision 1 30th November 2011
Owned by: Technical Manager
Authorised By: General Manager

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Examination Software

Two computerised 1 hour multiple choice exams in HACCP and CODEX GMP to evaluate the effectiveness of your training. The exams include an automatic scoring system and the generation of graphic certificates to print out.

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Free online support via e-mail

Our team of experts are here to support your food safety management system implementation and certification.

Simon Timperley team@ifsqn.com

Tony Connor support@ifsqn.com

For more information on this package e-mail us at support@ifsqn.com

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ISO 22000 Food Safety Management System

Benefits of ISO 22000 Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

- A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business.
- An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food.
- A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- Food Safety Management System Records provide evidence of due diligence.
- HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality.
- Certification to the International Standard ISO 22000 gives all interested parties a clear message that the organisation is serious about Food Safety.

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- The benefits of a Food Safety Management System
- How lack of an effective Food Safety Management System can cause food borne illness
- That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

The IFSQN ISO 22000 Food Safety Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

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✓ Lack of pre-requisite programmes
✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
✓ Excessive documentation and lack of focus due to over-complex systems.
✓ Poor validation and verification due to lack of expertise.
✓ Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The IFSQN ISO 22000 Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the ISO 22000 Food Safety Management System gives organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the International Standard ISO 22000. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process.”

“As a bonus our ISO 22000 Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

To order our New ISO 22000 Food Safety Management System click here

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