



This is an ideal package for Food Manufacturers looking to achieve certification to the internationally recognized standard ISO 22000 for Food Safety Management Systems.

The IFSQN ISO 22000 Implementation Package includes:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Records
- ✓ Prerequisite Programmes Manual
- ✓ HACCP Manual including the ISO 22000 HACCP Calculator
- ✓ A set of 8 Training Presentations covering ISO 22000, GMPs, Operational Prerequisites, HACCP and Internal Audits
- ✓ ISO 22000/CODEX Gap Analysis Checklists
- ✓ Project 22000 Support Package containing all the project tools you will need to achieve ISO 22000 certification and our New ISO 22000 Implementation Workbook
- ✓ Free online support via e-mail

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

The IFSQN ISO 22000 Implementation Package

Food Safety Quality Management System

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

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

Food Safety Quality Manual

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

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

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Management Responsibility	
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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
	Suppliers and Contractor Communication
	Customer Communication
	Food Authority Communication
	Internal Communication
Section 5.7	Emergency Preparedness and Response
Section 5.8	Management Review
Resource Management	
Section 6.1	Provision of Resources
Section 6.2	Human Resources
Section 6.3	Infrastructure
Section 6.4	Work Environment
Planning and Realisation of Safe Products	
Section 7.1	Planning and Realisation of Safe Products

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	New Plant and Equipment
	Purchasing
	Purchasing Documents
	Supplier Assurance and Approval
	Verification of Purchased Materials
Section 7.2	Prerequisite Programmes
	(i) Prerequisite Programmes
	(ii) Operational Prerequisite Programmes
Section 7.3	HACCP & Preliminary Steps - Hazard Analysis
	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
Section 7.4	Hazard Analysis
	Hazard Identification
	Determination of Acceptable Levels
	Hazard Assessment

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	Selection and Assessment of Control Measures
	The HACCP Calculator
Section 7.5	Establishing Operational Prerequisite Programmes (PRPs)
Section 7.6	Design and Redesign of the HACCP Plan
	Critical Control Points
Section 7.7	Updating of Preliminary Information
Section 7.8	Verification Planning
Section 7.9	Product Identification and Traceability
Section 7.10	Control of Non-Conformity
	Corrections
	Corrective Action
	Preventative Action
	Control of Non-Conforming Product
	Product Recall
Validation, Verification and Improvement of the Food Safety Management System	
Section 8.1	Validation, Verification and Improvement of the Food Safety Management System Introduction
Section 8.2	Validation of Control Measure Combinations
	Validation of Production Processes
Section 8.3	Control of Monitoring and Measurement
	Measuring and Monitoring
	Calibration of Monitoring and Measuring Equipment
Section 8.4	Food Safety Quality Management System Verification, Validation and Improvement and Updating

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	Internal Audits
	Evaluation of Individual Verification Results
	Analysis of Results of Verification Activities
	Continual Improvement
	Customer Satisfaction
	Food Safety Quality Management System Updating



Food Safety Quality Management System

4.1 Introduction to the Food Safety Management System

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Food Safety Management System includes all product categories, processes and activities conducted on site and any outsourced activities. These requirements are aligned with the policies and objectives of the site and include those of the following standards:

Quality - ISO 9001:2008
Food Safety - ISO 22000:2005

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of 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.

Food Safety

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 food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. 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. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and

Document Reference Food Safety Quality Management System
Revision 1 18th May 2014
Owned by: Technical Manager
Authorised By: General Manager



FSQMS Record Templates

The Food Safety Quality Manual includes 60 record templates that support your Food Safety Management System procedures:

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

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QMR 038	Accelerated Keeping Quality Log
QMR 039	Goods In QA Clearance Label
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
QMR 051	Non Conformance Notification
QMR 052	CIP Chemical Log
QMR 053	Double Hold Label
QMR 054	Supplier Register
QMR 055	Chemical Register
QMR 056	Non Approved Supplier Sample Plan
QMR 057	Warehouse Cleaning Record
QMR 058	Product Recall Trace
QMR 059	Product Recall Test Record
QMR 060	Document Master List

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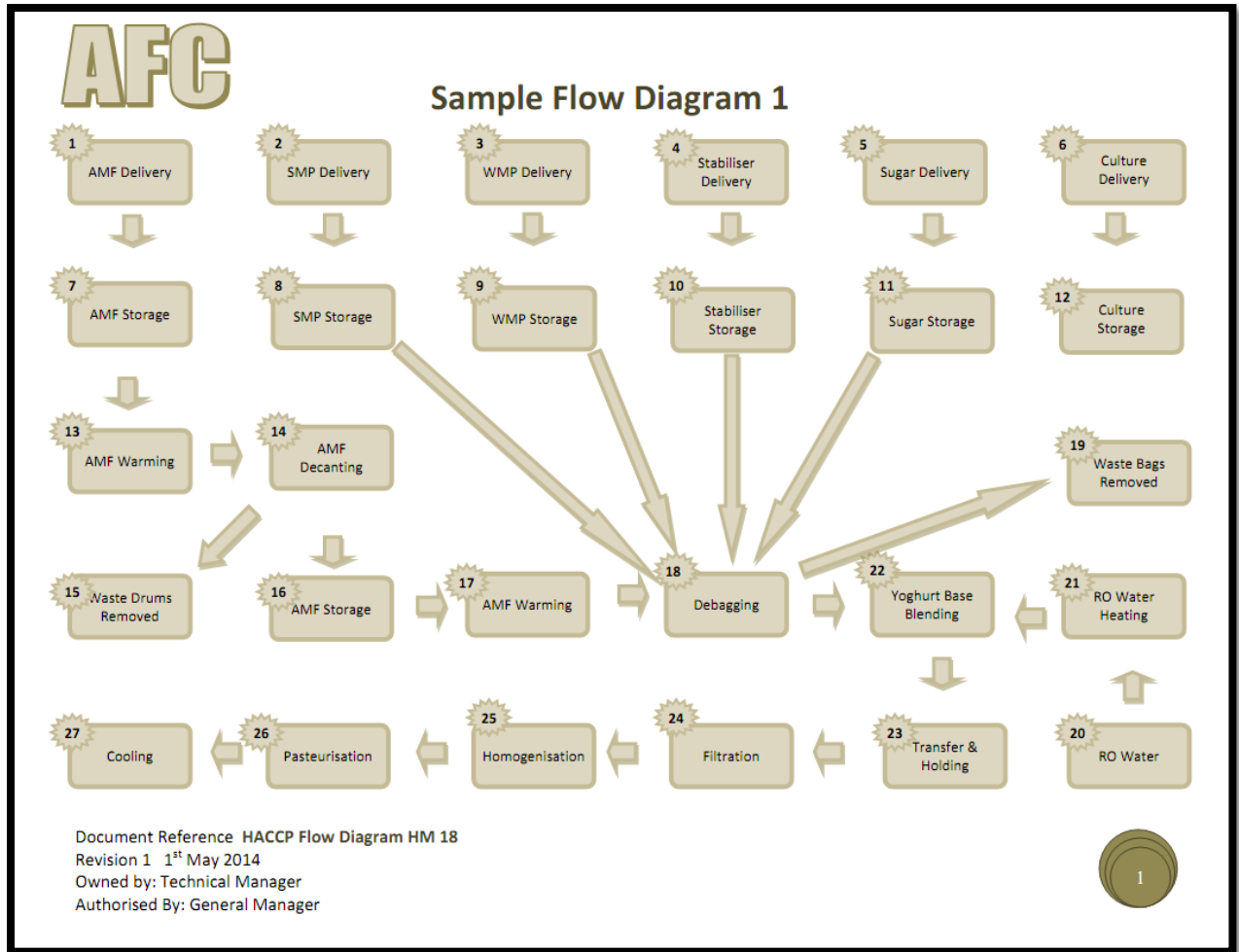
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HACCP Manual containing the ISO 22000 HACCP Calculator

The HACCP System is implemented by following the HACCP Manual procedures:

- HM 1 HACCP System
- HM 2 HACCP Team
- HM 3 HACCP Prerequisites
- HM 4 HACCP Scope and Product Information
- HM 5 HACCP Intended Use
- HM 6 HACCP Flowcharts
- HM 7 HACCP Flowchart Verification
- HM 8 Hazard Identification
- HM 9 Hazard Assessment
- HM 10 Identification and Assessment of Control Measures
- HM 11 Identification of Critical Control Points (CCPs)
- HM 12 Establishing Critical Limits for each CCP
- HM 13 Establishing a Monitoring System for each CCP
- HM 14 Establishing a Corrective Action Plan
- HM 15 Establishing Verification Procedures
- HM 16 Establishing HACCP Documents and Records
- HM 17 Review of the HACCP Plan
- HM 18 Flow Diagram
- HM 19 Product Description
- HM 20 Hazards
- HM 21 HACCP Validation
- HM 22 HACCP Plan
- HM 23 HACCP Verification Audit Summary
- HM 24 HACCP Instruction 1
- HM 25 HACCP Instruction 2
- HM 26 Hazard Instruction 3
- HM 27 HACCP Definitions
- HM 28 HACCP Verification Record
- HM 29 HACCP Steering Group Review
- HM 30 Raw Material Summary
- HM 31 Finished Product Summary
- HM 32 Decision Tree
- HM 33 HACCP Planner

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HACCP Calculator ISO 22000 Instructions

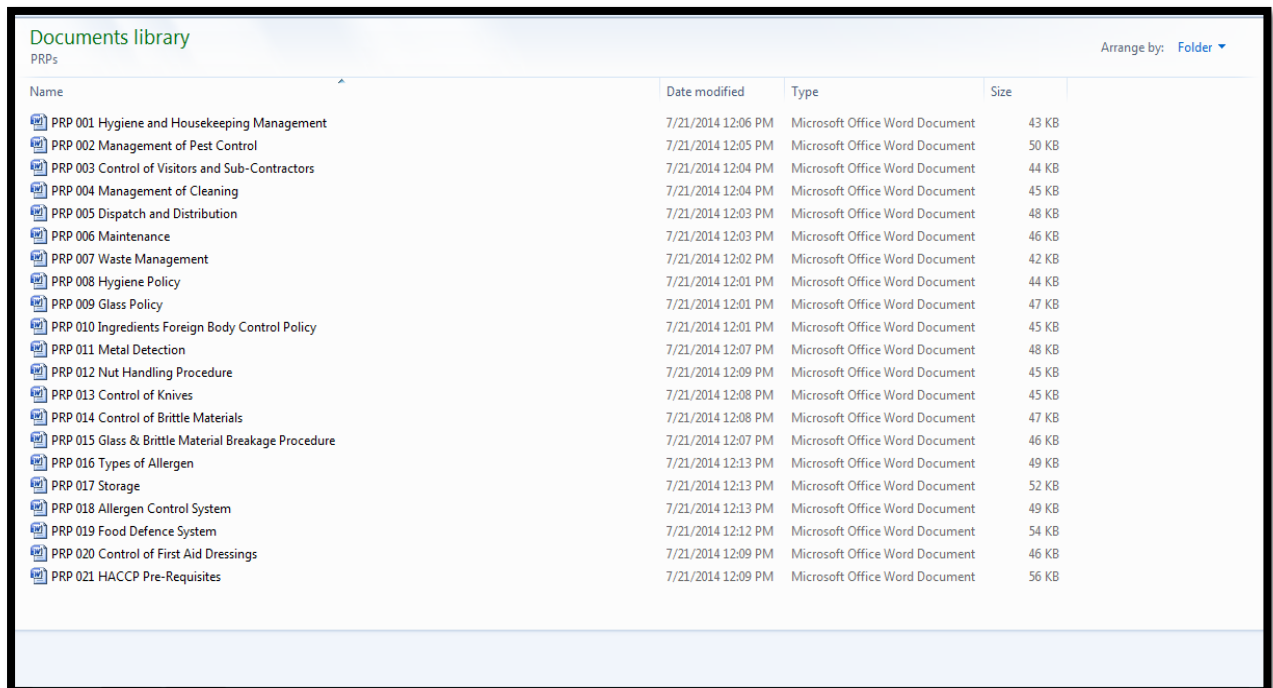
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

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	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	P	C	S	E	I	A	Assessment of control measures
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7 °C > 15 seconds	3	3	3	3	3	3	Proceed to Decision Tree
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 °C	3	3	3	3	3	3	Review Control Measure and if to use Decision Tree
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < - 18 °C	3	3	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 1mm maximum	3	1	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Nuts	Identification and segregation of allergens during storage		Filtration 3mm maximum	1	3	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Stones		2. Manufacturing Control	CIP to specification	2	2	4	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Allergens	Glass Breakage and Investigation Procedures		Hot Water Disinfection	1	1	1	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Incubation pH Control	3	3	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Contamination with Bacteria from Pests		9. Pest Control	Positive Release of Finished product for micro	3	1	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2	6	3	3	3	Stop at this point not a CCP. Implement as an OPRP
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration 3mm maximum	3	3	3	3	3	3	Stop at this point not a CCP. Implement as an OPRP

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Prerequisite Programmes Manual



Name	Date modified	Type	Size
PRP 001 Hygiene and Housekeeping Management	7/21/2014 12:06 PM	Microsoft Office Word Document	43 KB
PRP 002 Management of Pest Control	7/21/2014 12:05 PM	Microsoft Office Word Document	50 KB
PRP 003 Control of Visitors and Sub-Contractors	7/21/2014 12:04 PM	Microsoft Office Word Document	44 KB
PRP 004 Management of Cleaning	7/21/2014 12:04 PM	Microsoft Office Word Document	45 KB
PRP 005 Dispatch and Distribution	7/21/2014 12:03 PM	Microsoft Office Word Document	48 KB
PRP 006 Maintenance	7/21/2014 12:03 PM	Microsoft Office Word Document	46 KB
PRP 007 Waste Management	7/21/2014 12:02 PM	Microsoft Office Word Document	42 KB
PRP 008 Hygiene Policy	7/21/2014 12:01 PM	Microsoft Office Word Document	44 KB
PRP 009 Glass Policy	7/21/2014 12:01 PM	Microsoft Office Word Document	47 KB
PRP 010 Ingredients Foreign Body Control Policy	7/21/2014 12:01 PM	Microsoft Office Word Document	45 KB
PRP 011 Metal Detection	7/21/2014 12:07 PM	Microsoft Office Word Document	48 KB
PRP 012 Nut Handling Procedure	7/21/2014 12:09 PM	Microsoft Office Word Document	45 KB
PRP 013 Control of Knives	7/21/2014 12:08 PM	Microsoft Office Word Document	45 KB
PRP 014 Control of Brittle Materials	7/21/2014 12:08 PM	Microsoft Office Word Document	47 KB
PRP 015 Glass & Brittle Material Breakage Procedure	7/21/2014 12:07 PM	Microsoft Office Word Document	46 KB
PRP 016 Types of Allergen	7/21/2014 12:13 PM	Microsoft Office Word Document	49 KB
PRP 017 Storage	7/21/2014 12:13 PM	Microsoft Office Word Document	52 KB
PRP 018 Allergen Control System	7/21/2014 12:13 PM	Microsoft Office Word Document	49 KB
PRP 019 Food Defence System	7/21/2014 12:12 PM	Microsoft Office Word Document	54 KB
PRP 020 Control of First Aid Dressings	7/21/2014 12:09 PM	Microsoft Office Word Document	46 KB
PRP 021 HACCP Pre-Requisites	7/21/2014 12:09 PM	Microsoft Office Word Document	56 KB

A set of prerequisite programmes templates that you can use to define your prerequisite programmes:

- 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

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PRP 19 - Food Defence System
PRP 20 - Control of First Aid Dressings
PRP 21 - HACCP Prerequisites

Prerequisite Programmes Verification Records

Corresponding verification record templates are provided:

AFC **Management of Pest Control Verification**

Management of Pest Control PRP Verification

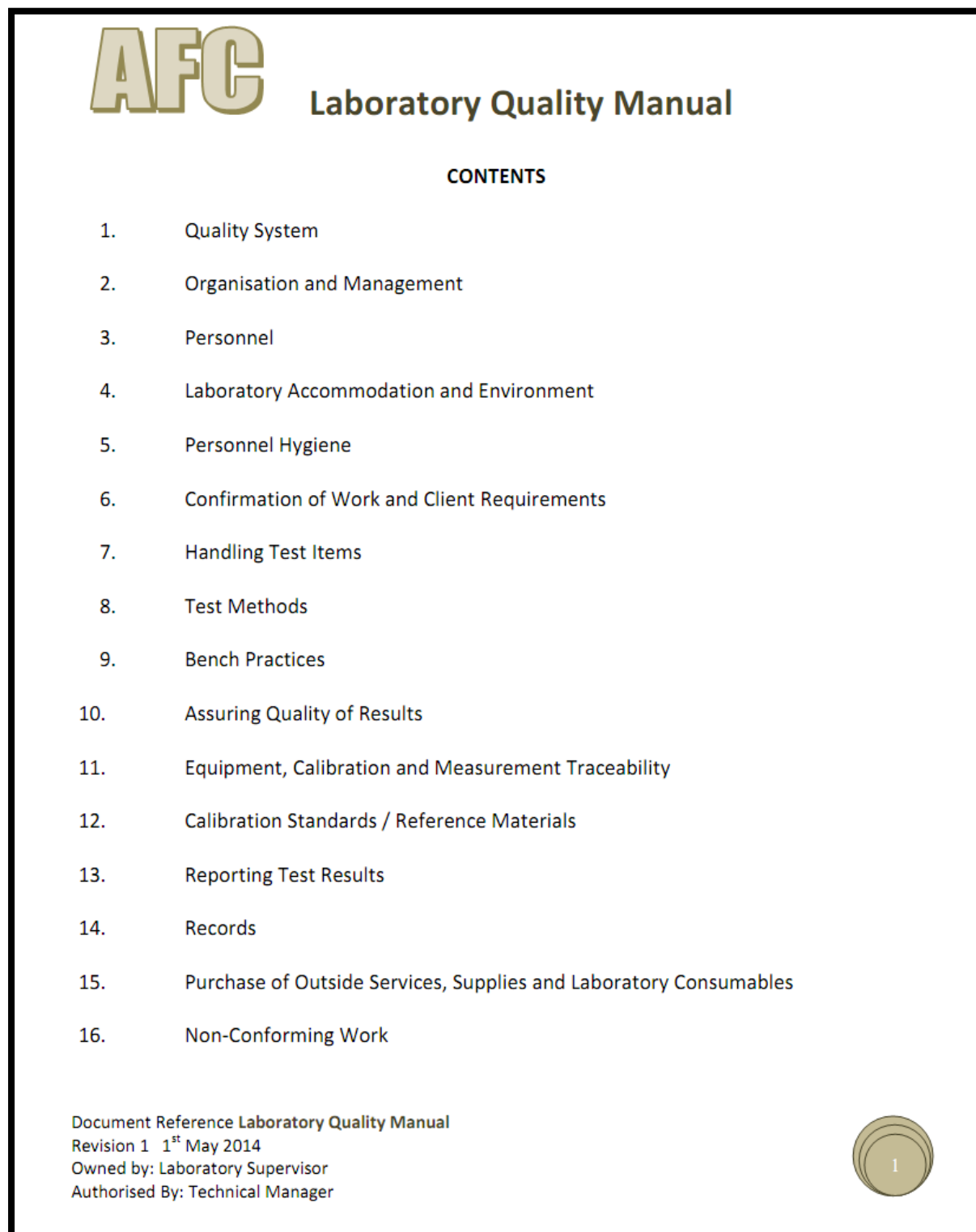
Management of Pest Control Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Is a proactive system for the prevention of contamination of products by pests in place?	
Does the system ensure that there are effective controls and processes in place to minimise pest activity?	
At the factory design stage are measures taken to reduce the risk of contamination by aiming to restrict the access of pests in all areas?	
Are hygiene, cleaning, incoming materials inspection and monitoring procedures implemented to deter pest activity?	
Are raw materials, packaging and finished products stored so as to minimise the risk of infestation?	
Where stored product pests are considered a risk, are appropriate measures included in the control programme?	
Are all incoming goods inspected for pest infestation?	
Is process equipment that handles raw materials vulnerable to infestation identified and scheduled inspection undertaken?	
Are all buildings adequately proofed?	
Are animals prevented from accessing the site?	
Is the Technical Manager responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File?	

Document Reference Management of Pest Control PRP Verification PRPR 12
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager

1

Laboratory Quality Manual

A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



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Training

A significant part of the implementation process is training. A training matrix and record templates are provided.

Staff Training Matrix

Training required
Training Completed & Date
Training Not Required

Employee Number	Employee Name	Job Title	Induction to ISO 22000	Introduction to ISO 22000	Food Safety & Quality Policy Briefing	Food Safety & Quality Objectives	Health and Safety Procedure	Records monitoring and control	Environment and Waste Management	Packing Procedure	Operating Procedure	Coding Procedure	Training Course
1	John Smith
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
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20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													



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			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			
	Coding Procedure			

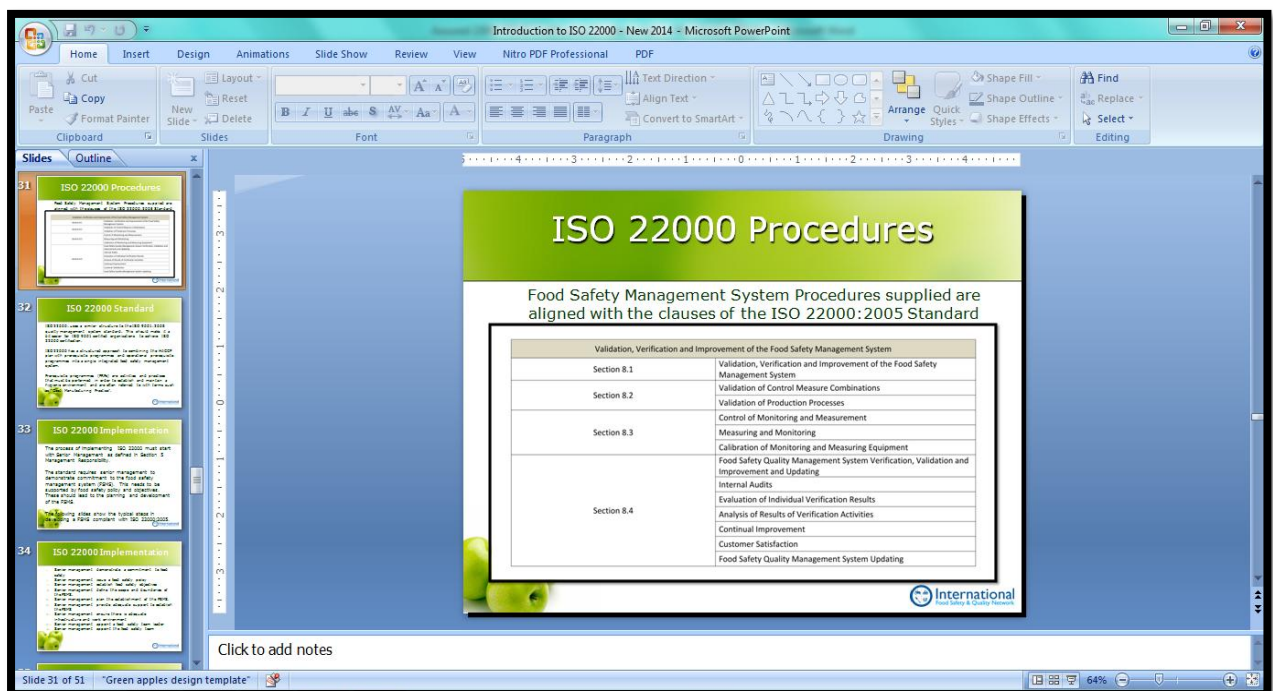
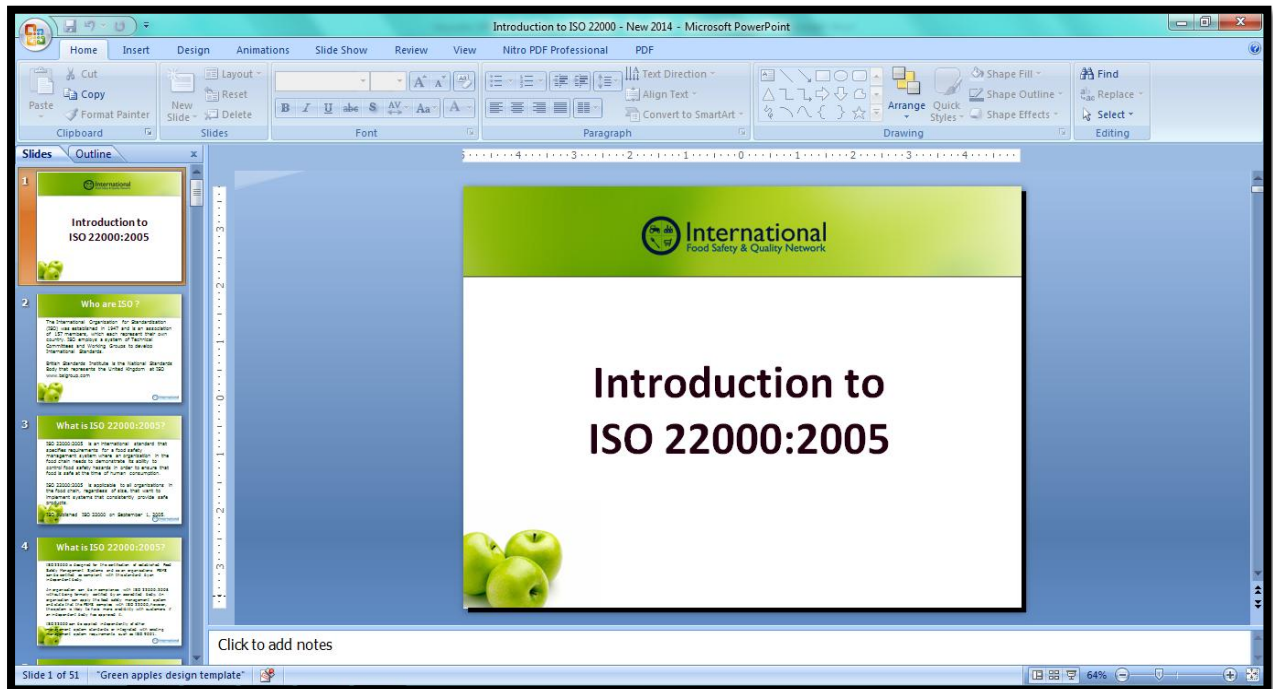
Document Reference Training Record QMR 002
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager



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Introduction to ISO 22000

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

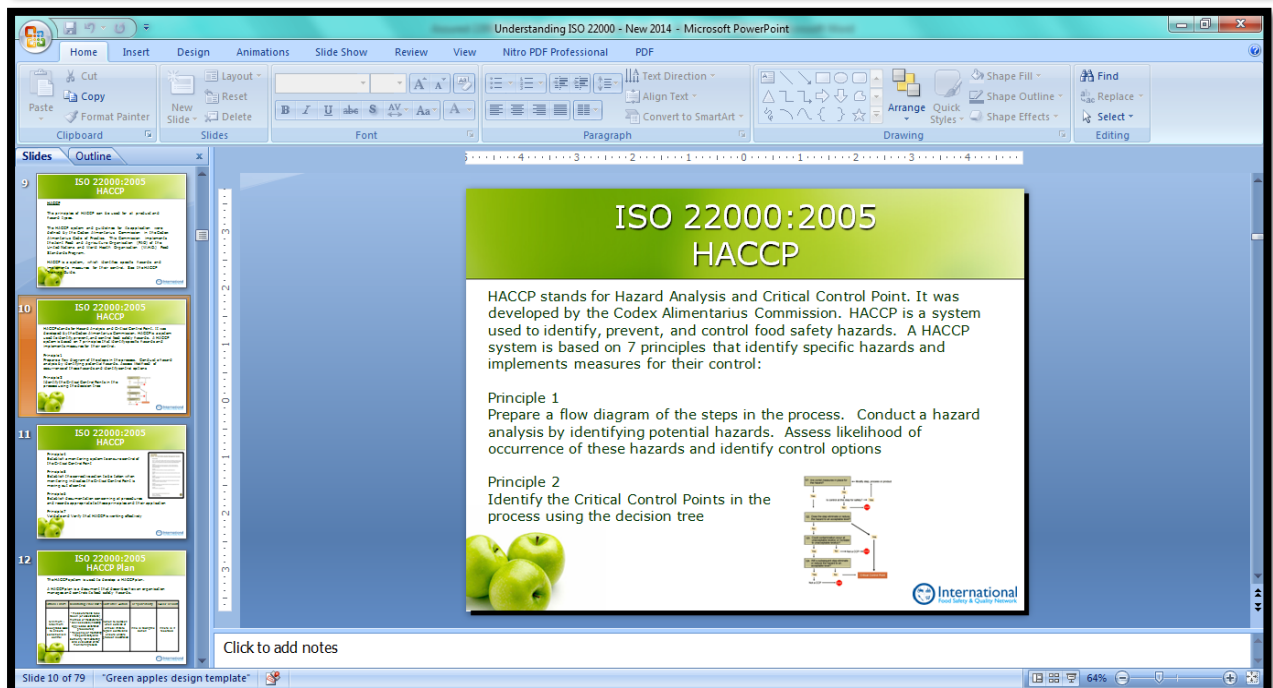
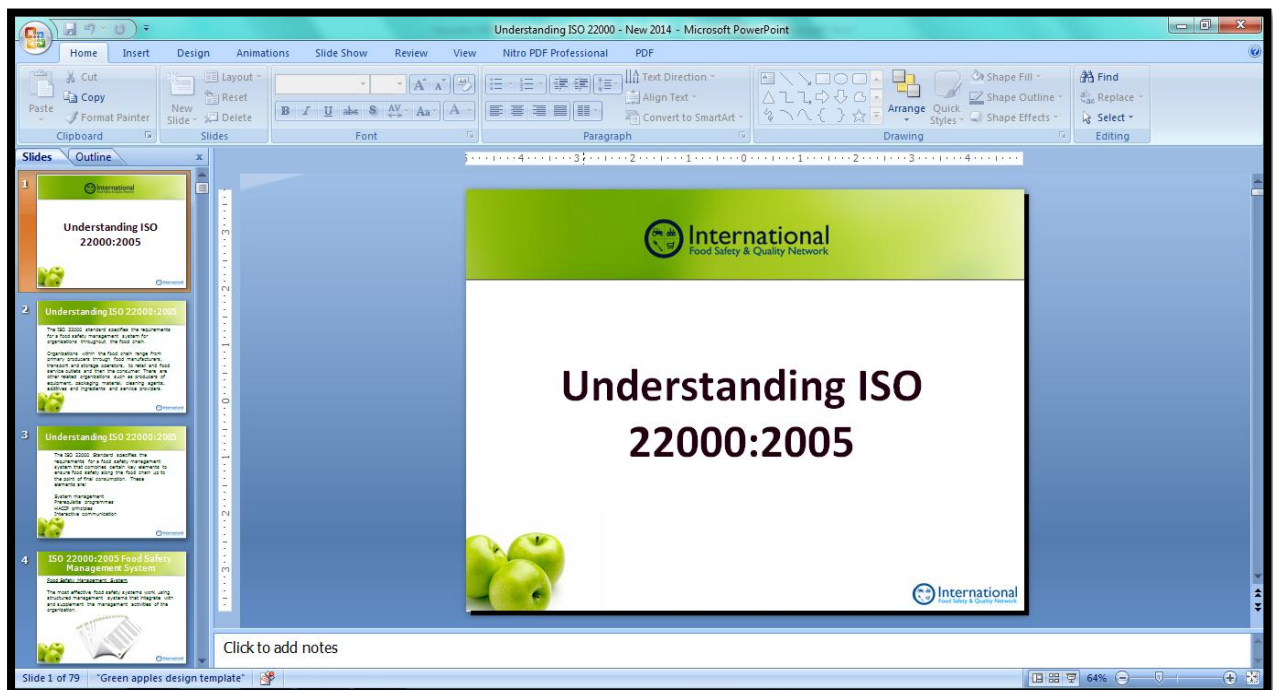


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Understanding ISO 22000 - New 2014

An Understanding ISO 22000_interactive PowerPoint training guide supplied can be used to aid your staff in understanding the ISO 22000:2005 standard. It includes:

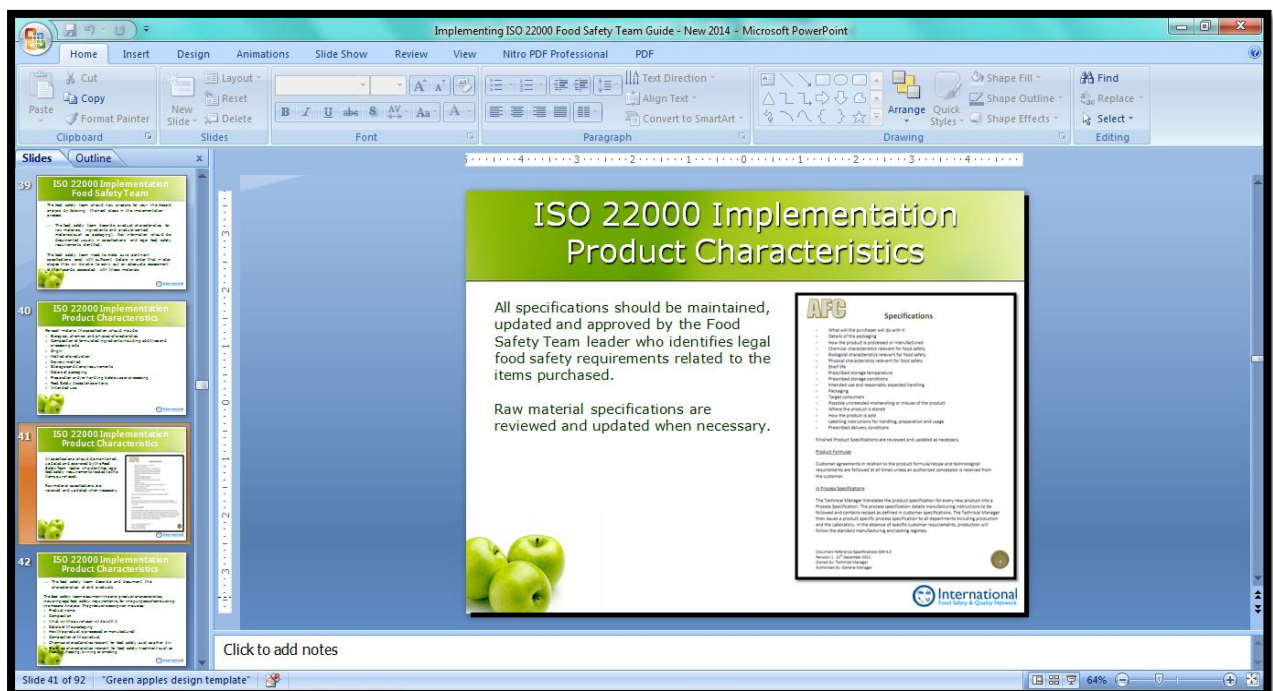
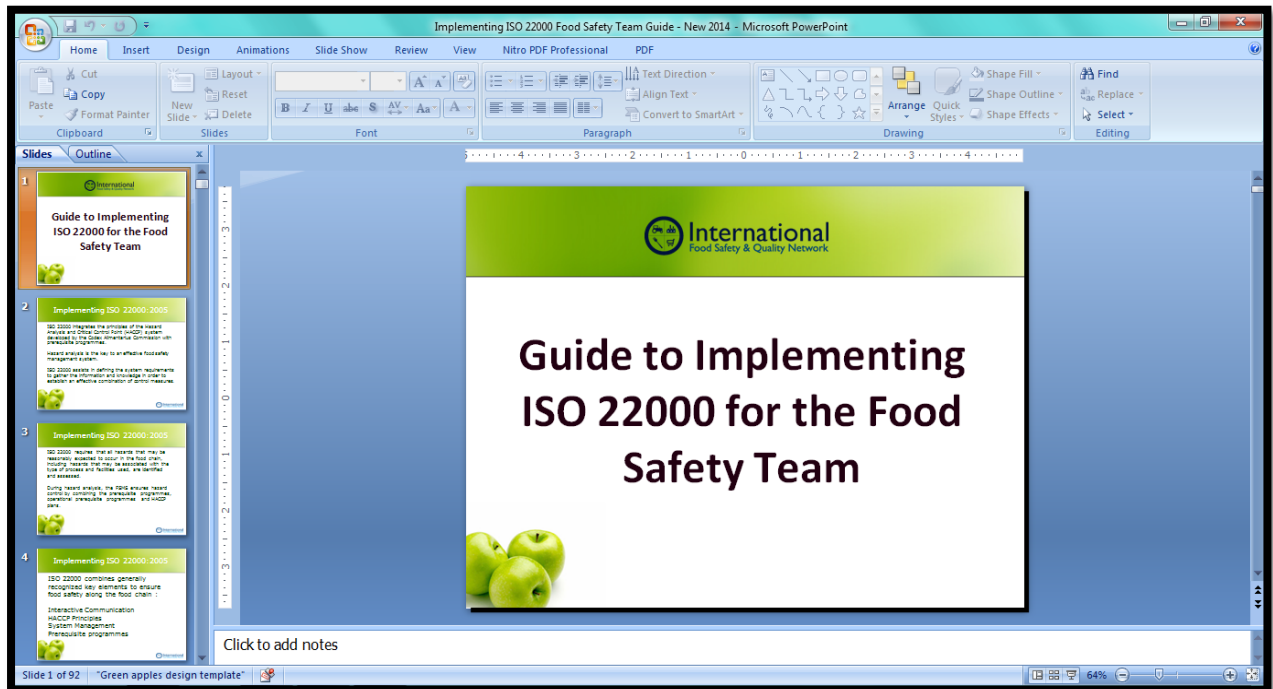
- ✓ The key elements to ensuring food safety
- ✓ An explanation of prerequisite programmes
- ✓ The principles of HACCP
- ✓ ISO 22000 definitions



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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.



ISO 22000 Document Requirement Guide

ISO 22000 Document Requirements - New 2014 - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Nitro PDF Professional PDF

Cut Copy Paste Format Painter Clipboard

New Slide Delete Slides

Font

Paragraph

Text Direction Align Text Convert to SmartArt

Drawing

Shape Fill Shape Outline Shape Effects

Find Replace Select Editing

Slides Outline

1 Document Requirements ISO 22000:2005

2 Document Requirements ISO 22000:2005

3 Document Requirements ISO 22000:2005

4 Document Requirements ISO 22000:2005

International Food Safety & Quality Network

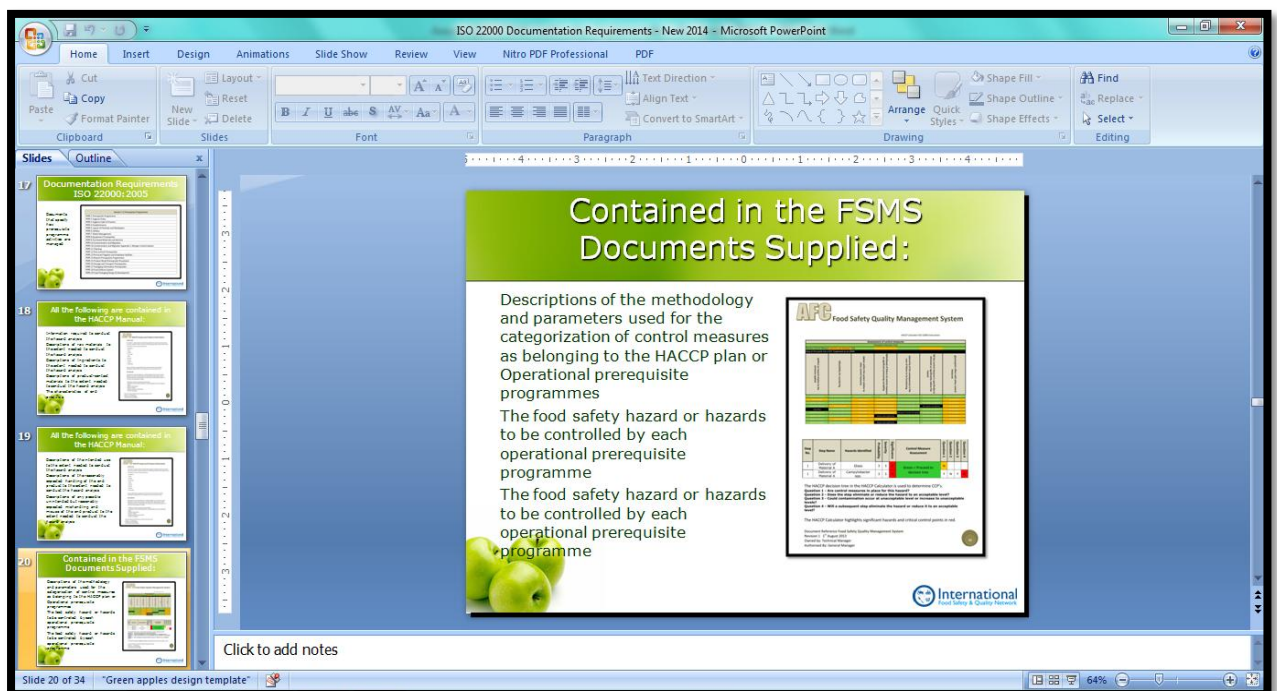
Document Requirements ISO 22000:2005

ISO 22000 define that an organization requires the documents necessary to ensure the effective development, implementation and updating of the food safety management system.

There are specific references in the standard where it prescribes that a food safety management system will need to have documents. The following slides show the documents required.

Click to add notes

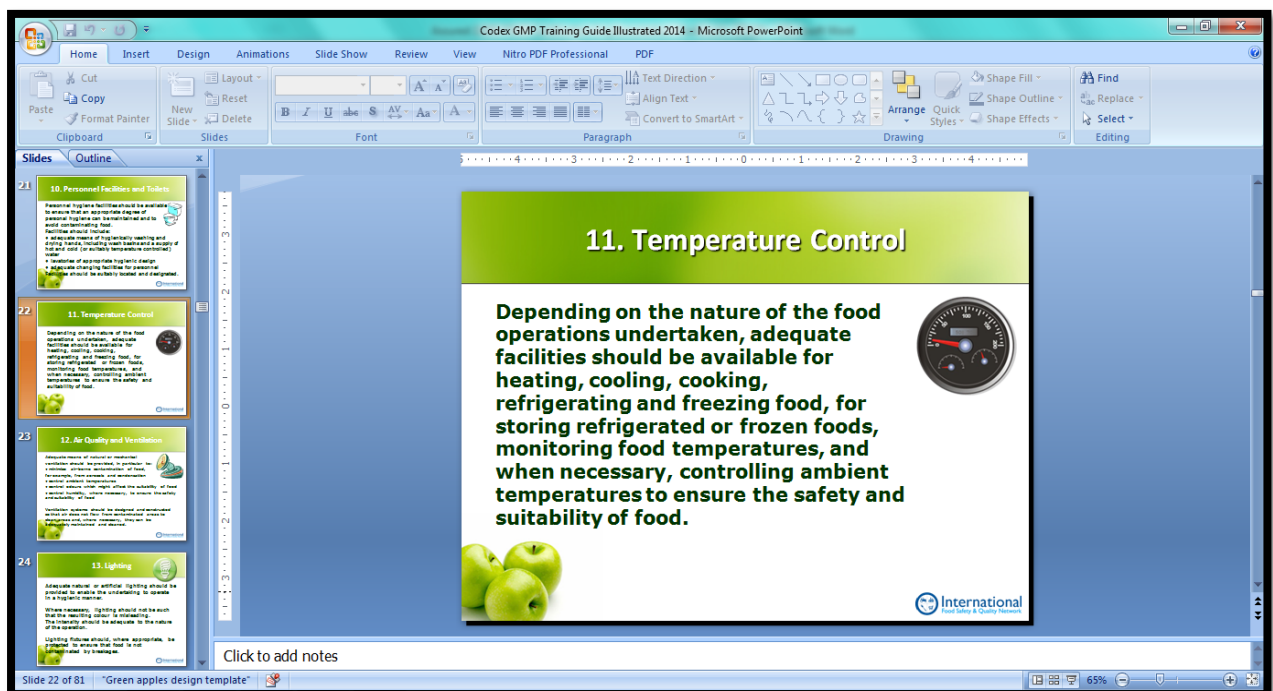
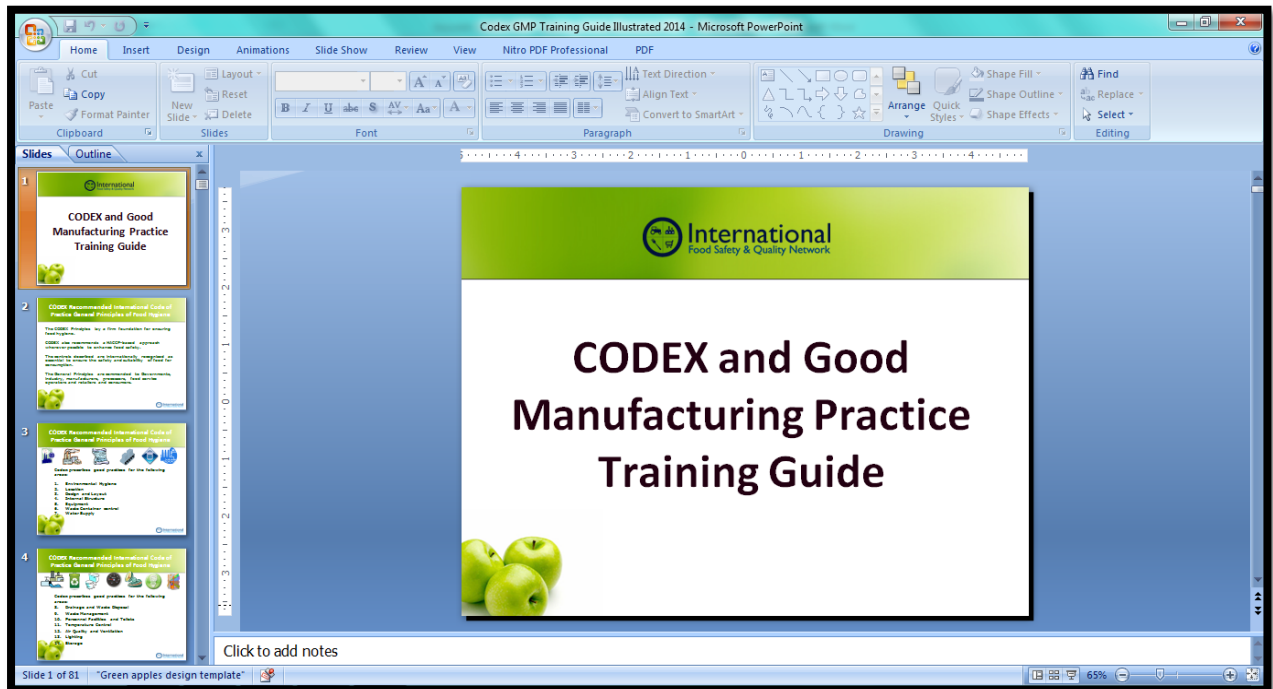
Slide 1 of 34 "Green apples design template" 64%



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Codex GMP Training

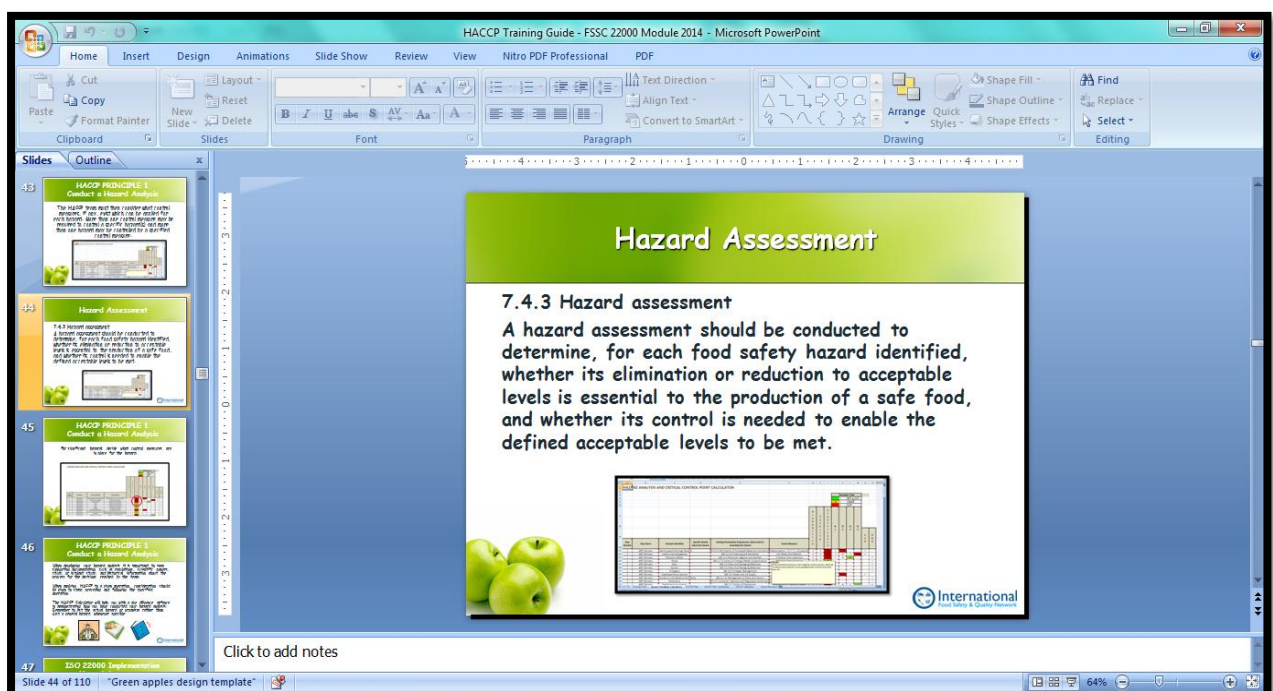
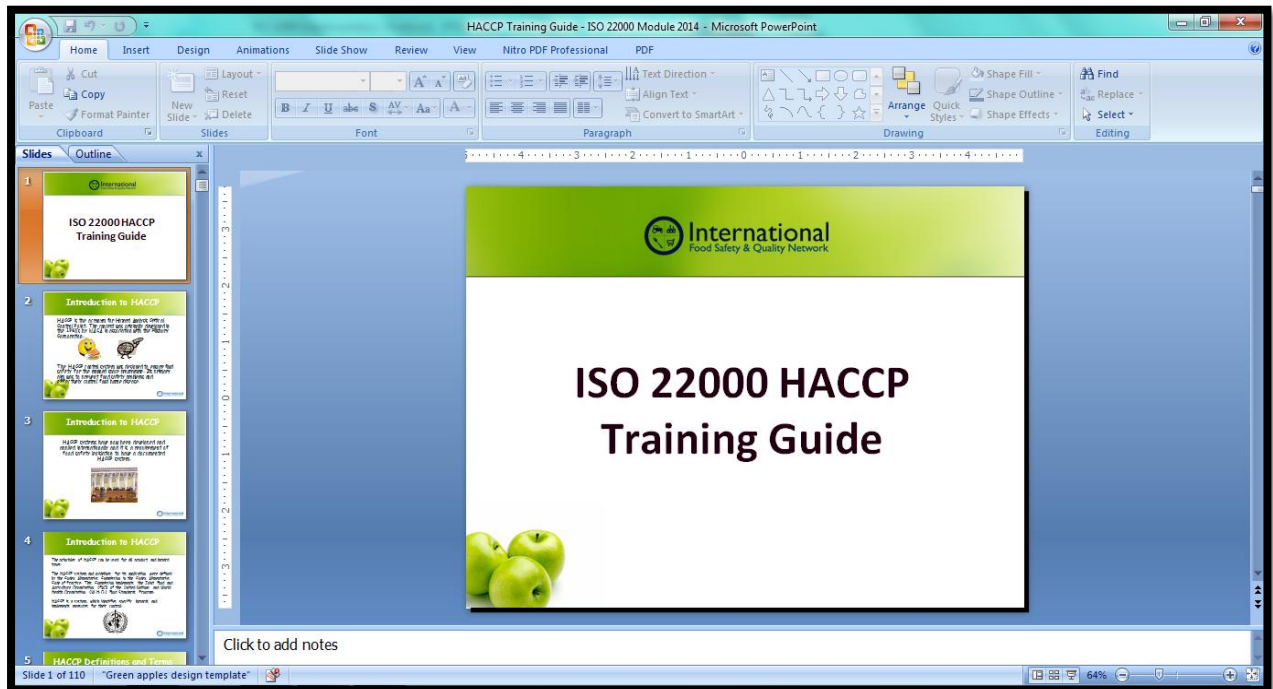
This interactive PowerPoint presentation explains CODEX & Good Manufacturing Practice Guidelines. The CODEX Principles lay a firm foundation for ensuring food hygiene. The controls described are internationally recognized as essential to ensure food safety.



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HACCP Training

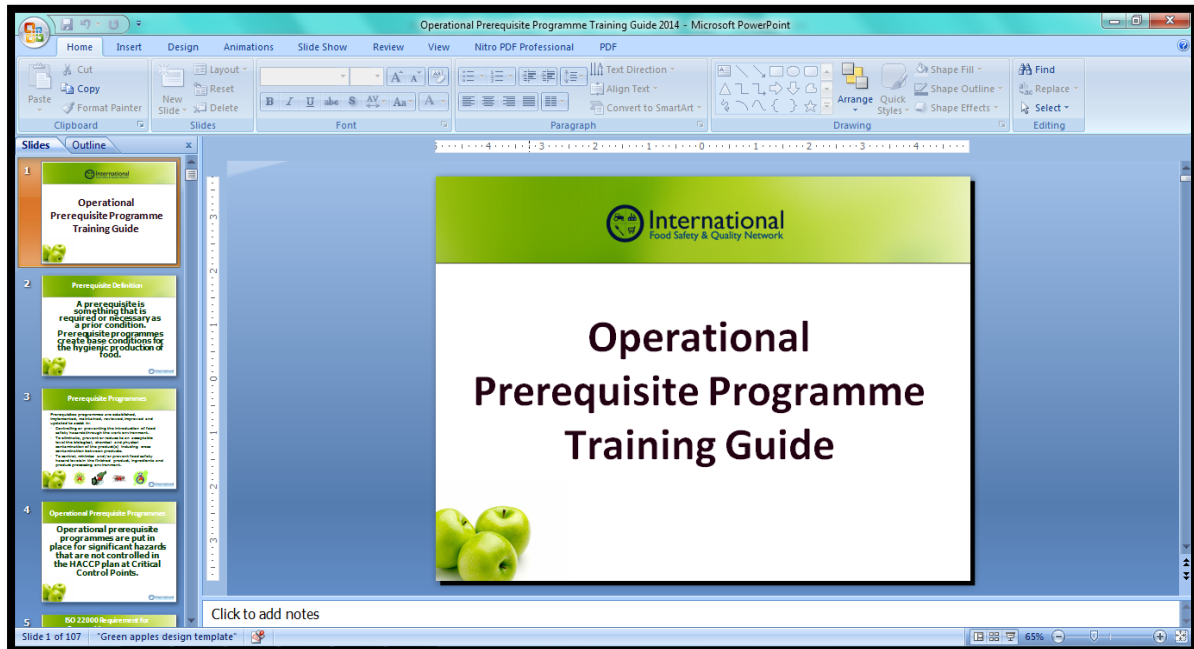
An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.



The IFSQN ISO 22000 Implementation Package

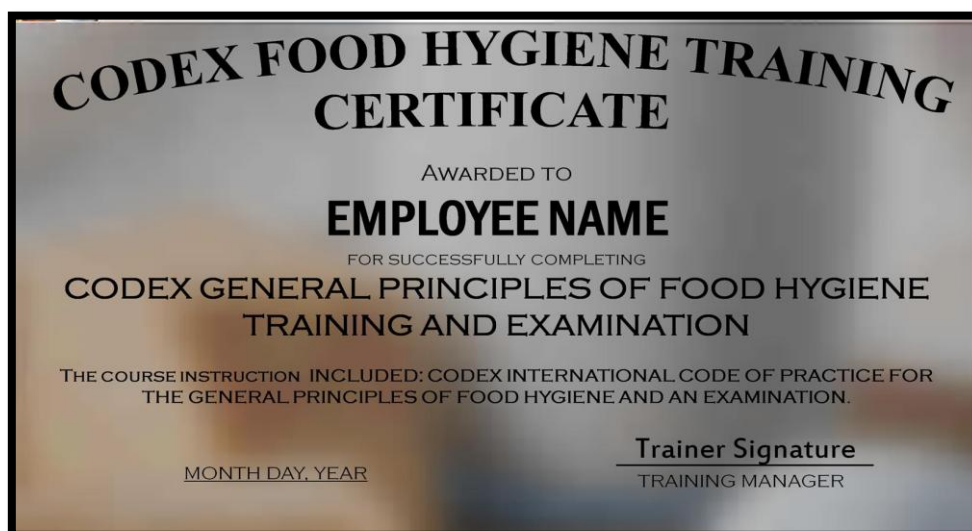
Operational Prerequisite Training

This presentation supplied explains the role of operational prerequisites in an ISO 22000 compliant Food Safety Management System.



Training Software

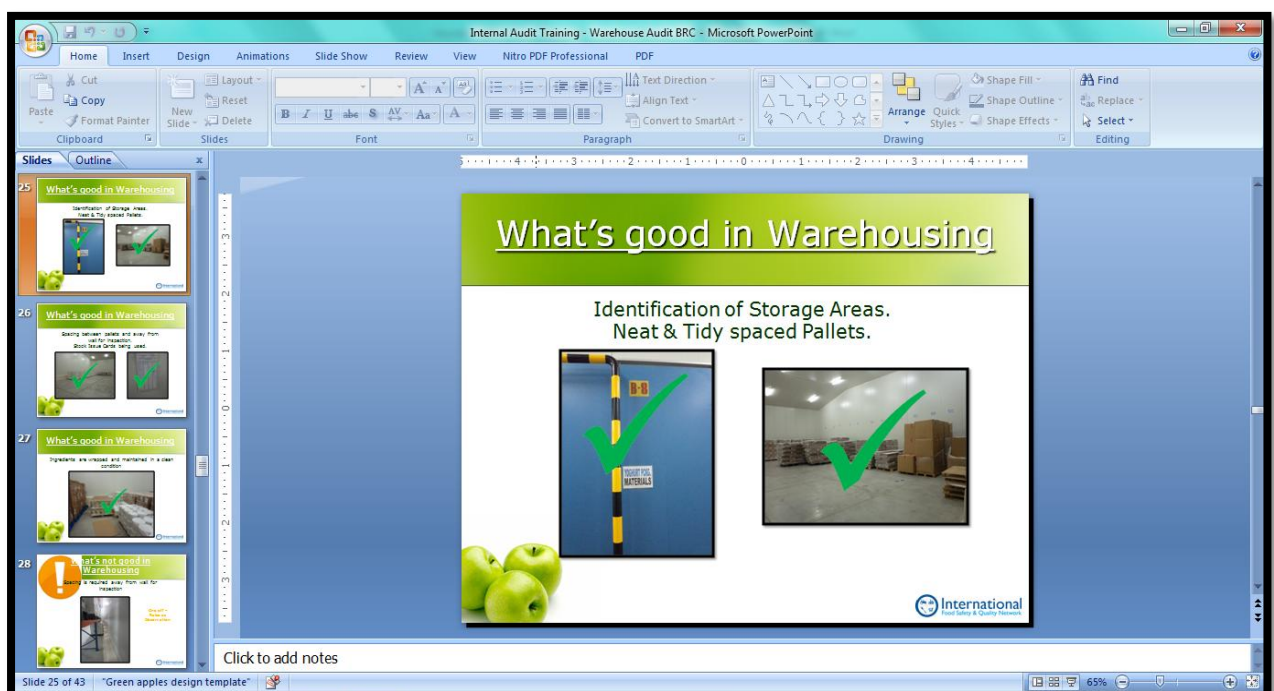
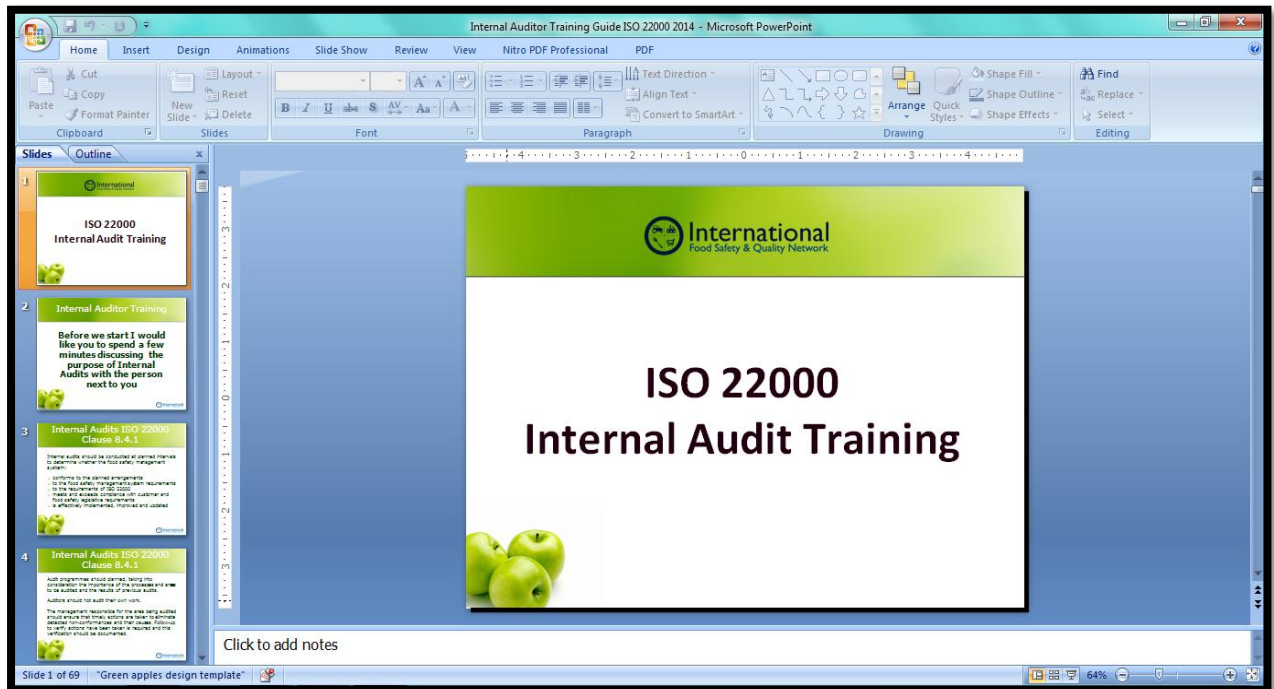
The interactive and illustrated PowerPoint HACCP and CODEX GMP, training presentations are supplied with training software.



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Internal Auditing & Checklists

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




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
7 Planning and Realization of Safe Products	
Does the organisation operate and ensure the effectiveness of the planned activities identified as being required for the realization of safe products?	
7.2 Prerequisite Programmes (PRPs)	
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 6th May 2014
Owned by: Technical Manager
Authorised By: General Manager



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Project 22000

This contains project tools to assist in achieving ISO 22000 Certification.

Senior Management Implementation Guidance & Checklists

An 11 step Senior Management Implementation Checklist and Guidance are provided.

FSSC 22000 Food Safety Management System Implementation Workbook

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.

AFC Senior Management FSMS Implementation Checklist

FSSC 22000 Food Safety Management System First Stage of the Implementation Process

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

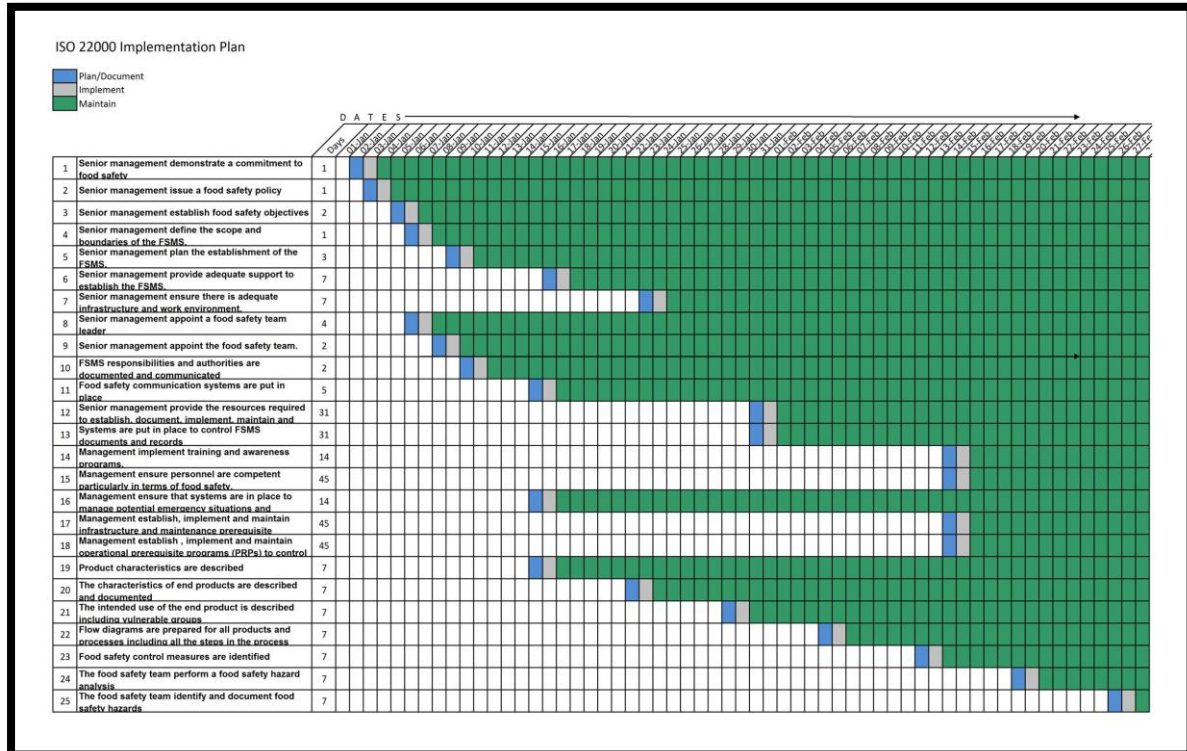
Document Reference Senior Management FSMS Implementation Checklist
Revision 2 16th May 2014
Owned by: Technical Manager
Authorised By: General Manager

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The IFSQN ISO 22000 Implementation Package

Project Plan

Excel and Word Project Planner templates are supplied with the system to help establish a Project Plan.



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	10/6/14	9/6/14
2) Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
3) Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
4) Senior management define the scope and boundaries of the FSMS	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
5) Senior management plan the establishment of the FSMS	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
6) Senior management provide adequate support to establish the FSMS	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
7) Senior management ensure there is adequate infrastructure and work environment	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
8) Senior management appoint a food safety team leader	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
9) Senior management appoint the food safety team	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
10) FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
11) Food safety communication systems are put in place	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
12) Senior management provide the resources required to establish, document, implement, maintain and update the FSMS	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
13) Systems are put in place to control FSMS documents and records	Steering Group	Use QM Document Control & QM		

1. Proceed to Decision Tree
2. Review Control Measure and if to use Decision Tree
3. Stop at this point not a CCP. Implement as an OPRP or consider alternative control measures.



A green cell indicates this is not a CCP and should be implemented as an Operational Prerequisite Programme

The screenshot displays a Microsoft Excel spreadsheet titled "HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR". The spreadsheet is organized into several sections:

- Header Section:** Contains the title "HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR" in a large, bold font.
- Assessment of control measures:** A section with a table for "Assessment of control measures" and a "Decision Tree". The Decision Tree asks "Proceed to Decision Tree" (Yes/No) and "Review Control Measure and if so use Decision Tree" (Yes/No). The outcomes are "NOT a CCP" (Yes) and "Check" (No).
- Hazard Analysis Table:** A large table with columns for "Step Number", "Step Description", "Hazards Identified", "Control Measure", and a grid for hazard analysis. The grid columns are labeled "Probability", "Severity", "Detectability", "Significance", "Control Measure", "Residual Hazard", "Residual Significance", "Control Measure", "Residual Hazard", "Residual Significance". The grid rows are labeled "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "11", "12", "13", "14", "15", "16", "17", "18", "19", "20", "21", "22", "23", "24", "25", "26", "27", "28", "29", "30", "31", "32", "33", "34", "35", "36", "37", "38", "39", "40", "41", "42", "43", "44", "45", "46", "47", "48", "49", "50", "51", "52", "53", "54", "55", "56", "57", "58", "59", "60", "61", "62", "63", "64", "65", "66", "67", "68", "69", "70", "71", "72", "73", "74", "75", "76", "77", "78", "79", "80", "81", "82", "83", "84", "85", "86", "87", "88", "89", "90", "91", "92", "93", "94", "95", "96", "97", "98", "99", "100".
- Decision Tree:** A section with a table for "Decision Tree" and a "Decision Tree" diagram. The Decision Tree asks "Proceed to Decision Tree" (Yes/No) and "Review Control Measure and if so use Decision Tree" (Yes/No). The outcomes are "NOT a CCP" (Yes) and "Check" (No).

A red circle highlights a cell in the grid, and a red square highlights a cell in the grid.



The IFSQN ISO 22000 Implementation Package

Comprehensive Implementation Workbook



A 190 page workbook is provided to assist in the implementation of your ISO 22000 compliant 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 ISO 22000 Certification

Free online support via e-mail

We provide online support and expertise to assist you in developing your ISO 22000 Food Safety Management System. We have customers who list us in their HACCP Team. Support is guaranteed until you achieve certification.

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 ISO 22000 Standard for Food Safety Management Systems 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 Implementation Package

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

- ✓ 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 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 ISO 22000 Standard for Food Safety Management Systems. 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.”

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