Welcome to the IFSQN ISO 22000 Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN ISO 22000 2018 Implementation Package includes:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Records
- ✓ Prerequisite Programmes Manual
- ✓ HACCP Manual including the ISO 22000 HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ A set of PowerPoint Training Presentations covering ISO 22000, GMPs, Prerequisites, HACCP and Internal Audits
- ✓ ISO 22000/22002/CODEX Gap Analysis Checklists
- ✓ New ISO 22000:2018 Implementation Workbook to guide the implementation of your ISO 22000:2018 compliant Food Safety Management System
- ✓ Free online support via e-mail

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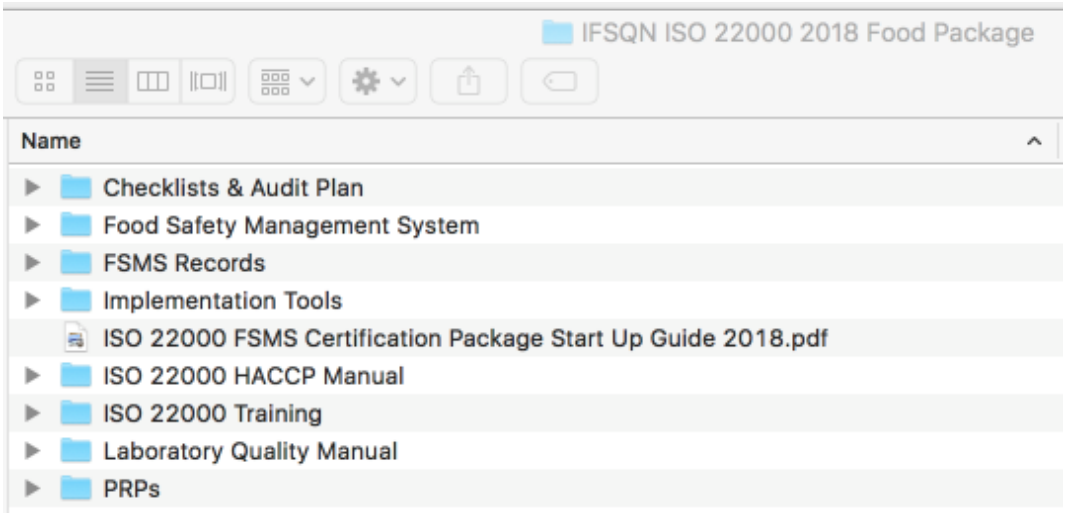
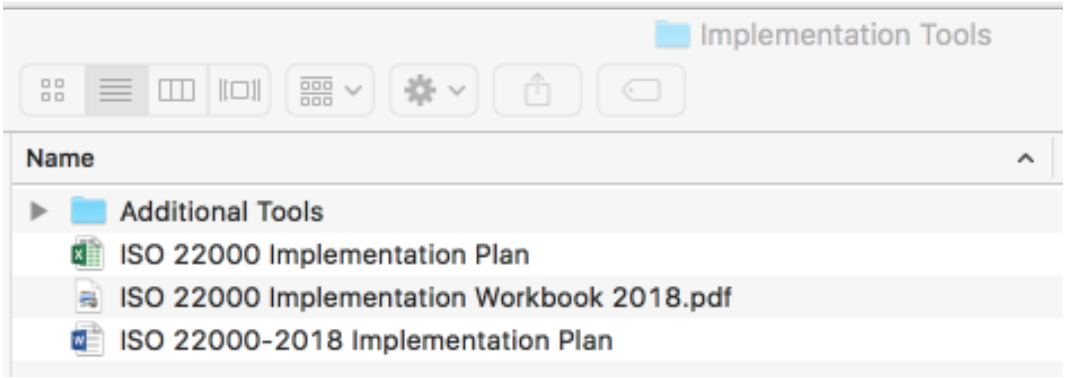
When you download the package, you will find this start up guide and 8 folders containing the package documents:



Your first job is to buy a copy of:
ISO 22000 Food safety management systems -- Requirements for any organization in the food chain
and
ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing
Standards from ISO.

Also download CODEX RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE (free to download)

Start by opening the Implementation Tools folder:



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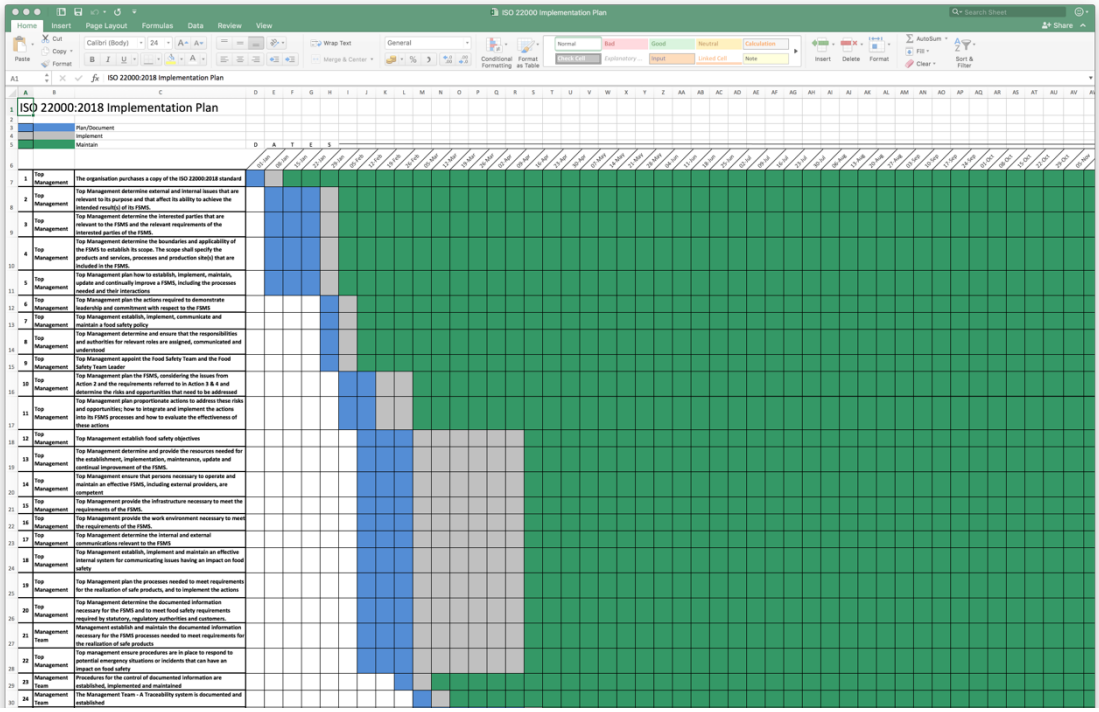
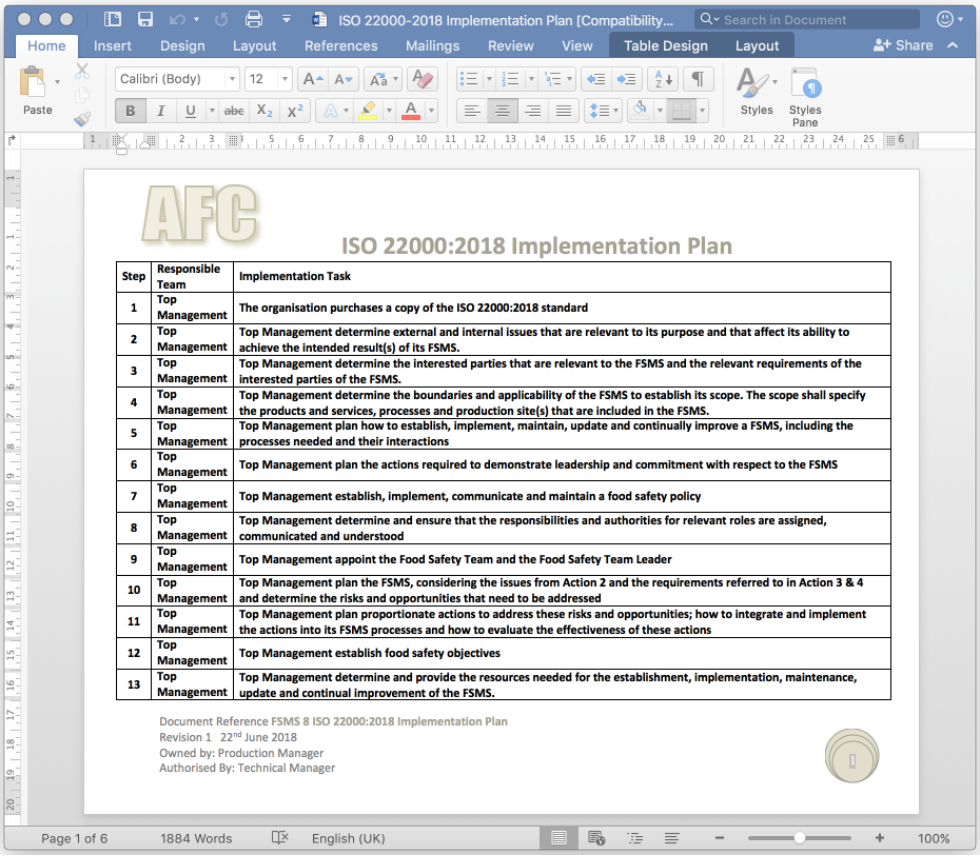
There is the **ISO 22000:2018 FSMS Implementation Plan** which can be used to plan the development of your Food Safety Management System

Excel and Word Project Planner template copies are supplied.





The main document in the folder is the **New Comprehensive ISO 22000:2018 Implementation Workbook**

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

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety 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

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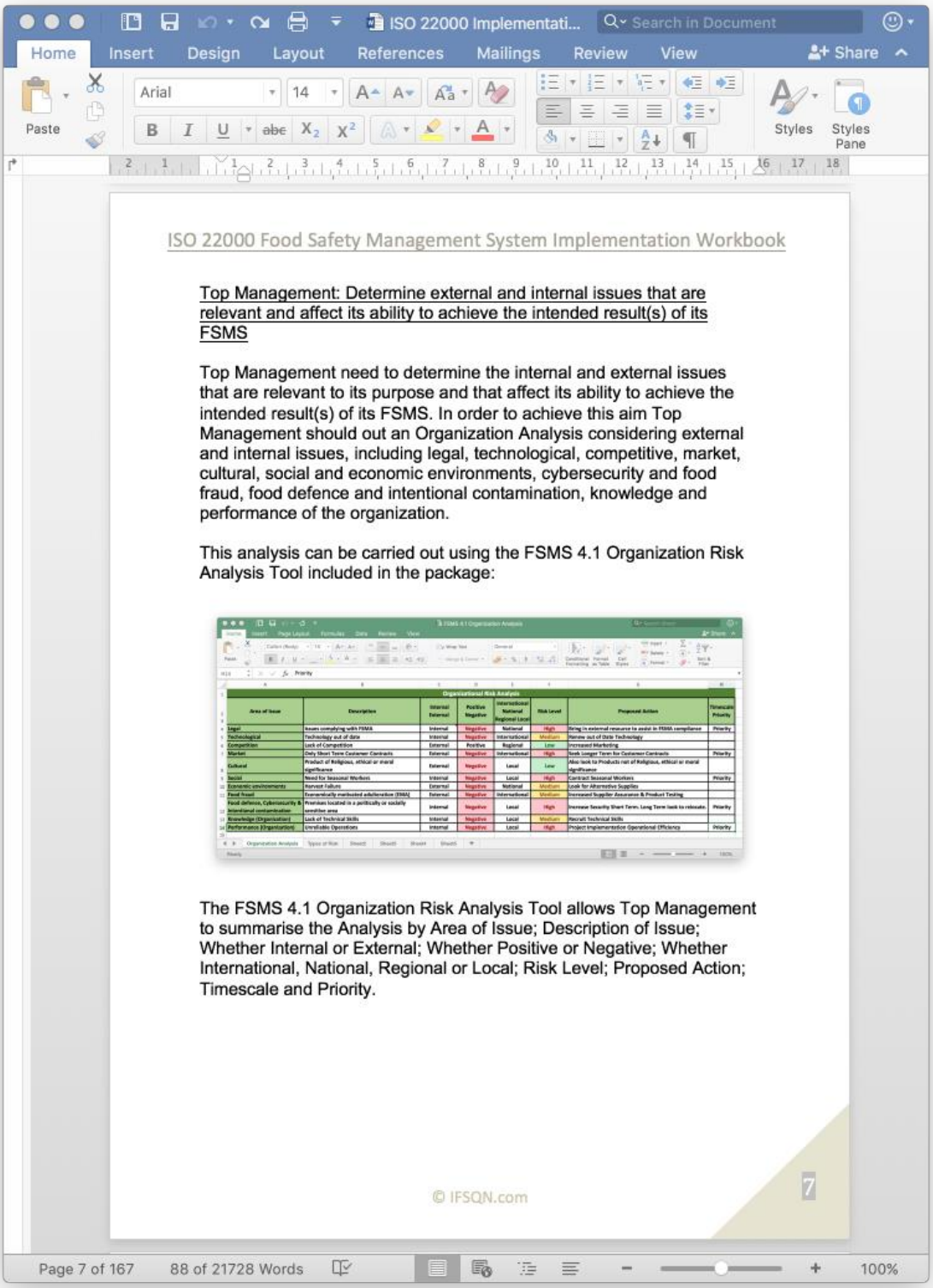
The workbook includes extensive Top Management and Food Safety Team Implementation Guidance



ISO 22000 Food Safety Management System Implementation Workbook

Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:

The FSMS 4.1 Organization Risk Analysis Tool allows Top Management to summarise the Analysis by Area of Issue; Description of Issue; Whether Internal or External; Whether Positive or Negative; Whether International, National, Regional or Local; Risk Level; Proposed Action; Timescale and Priority.

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The next folder to open is the Food Safety Management System folder

The Food Safety Management System Package contains comprehensive top level Food Safety Management procedure 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.

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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.

ISO 22000 Food Safety Management System	
4 Context of the organization	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the food safety management system	
FSMS 4.4 Food safety management system	
5 Leadership	
FSMS 5.1 Leadership and commitment	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
6 Planning	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the food safety management system and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the food safety management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence

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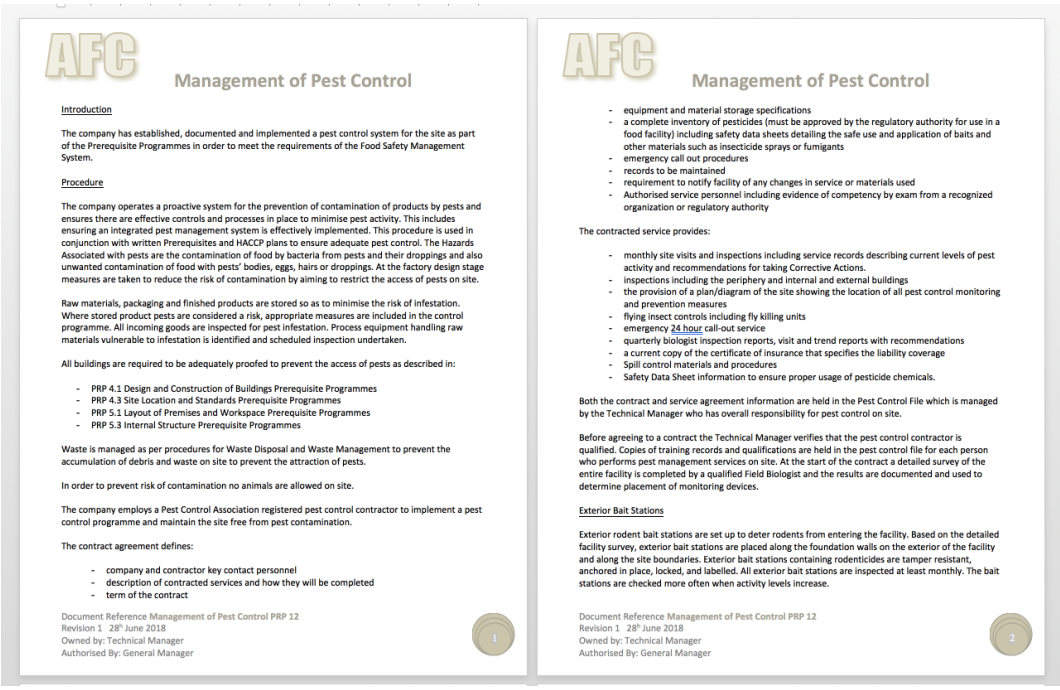
PRP 11.4 CIP Systems Prerequisites
PRP 11.5 Monitoring of Cleaning Effectiveness
PRP 12 Management of Pest Control
PRP 13 Hygiene Code of Practice
PRP 13.1 Personal Hygiene and Personnel Facilities Prerequisites
PRP 13.2 Personnel Hygiene Facilities
PRP 13.3 Personnel Canteen Facilities
PRP 13.4 Protective Work Wear
PRP 13.5 Medical Screening
PRP 13.6 Illness Reporting Systems
PRP 13.7 Personal Cleanliness
PRP 13.8 Personal Behaviour
PRP 13.9 Control of Visitors and Sub-Contractors
PRP 14.1 Rework Prerequisite Programmes
PRP 14.2 Rework Storage Identification and Traceability
PRP 14.3 Rework Usage Prerequisites
PRP 15.1 Product Recall Prerequisite Programmes
PRP 15.2 Product Recall Procedure Prerequisites
PRP 16.1 Storage Prerequisites
PRP 16.2 Warehousing Prerequisites
PRP 16.3 Despatch and Distribution Prerequisites
PRP 16.3 Appendix - Despatch and Distribution Procedure
PRP 17.1 Product Information Prerequisites
PRP 17.2 Product Labelling Controls
PRP 18.1 Food Defence System
PRP 18.2 Access Controls



AFC

Management of Pest Control

Introduction

The company has established, documented and implemented a pest control system for the site as part of the Prerequisite Programmes in order to meet the requirements of the Food Safety Management System.

Procedure

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest management system is effectively implemented. This procedure is used in conjunction with written Prerequisites and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken.

All buildings are required to be adequately proofed to prevent the access of pests as described in:

- PRP 4.1 Design and Construction of Buildings Prerequisite Programmes
- PRP 4.3 Site Location and Standards Prerequisite Programmes
- PRP 5.1 Layout of Premises and Workspace Prerequisite Programmes
- PRP 5.3 Internal Structure Prerequisite Programmes

Waste is managed as per procedures for Waste Disposal and Waste Management to prevent the accumulation of debris and waste on site to prevent the attraction of pests.

In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest control programme and maintain the site free from pest contamination.

The contract agreement defines:

- company and contractor key contact personnel
- description of contracted services and how they will be completed
- term of the contract

Document Reference Management of Pest Control PRP 12
Revision 1 28th June 2018
Owned by: Technical Manager
Authorised By: General Manager

1

AFC

Management of Pest Control

- equipment and material storage specifications
- a complete inventory of pesticides (must be approved by the regulatory authority for use in a food facility) including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
- emergency call out procedures
- records to be maintained
- requirement to notify facility of any changes in service or materials used
- Authorised service personnel including evidence of competency by exam from a recognized organization or regulatory authority

The contracted service provides:

- monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
- inspections including the periphery and internal and external buildings
- the provision of a plan/diagram of the site showing the location of all pest control monitoring and prevention measures
- flying insect controls including fly killing units
- emergency 24 hour call-out service
- quarterly biologist inspection reports, visit and trend reports with recommendations
- a current copy of the certificate of insurance that specifies the liability coverage
- Spill control materials and procedures
- Safety Data Sheet information to ensure proper usage of pesticide chemicals.

Both the contract and service agreement information are held in the Pest Control File which is managed by the Technical Manager who has overall responsibility for pest control on site.

Before agreeing to a contract the Technical Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.

Exterior Bait Stations

Exterior rodent bait stations are set up to deter rodents from entering the facility. Based on the detailed facility survey, exterior bait stations are placed along the foundation walls on the exterior of the facility and along the site boundaries. Exterior bait stations containing rodenticides are tamper resistant, anchored in place, locked, and labelled. All exterior bait stations are inspected at least monthly. The bait stations are checked more often when activity levels increase.

Document Reference Management of Pest Control PRP 12
Revision 1 28th June 2018
Owned by: Technical Manager
Authorised By: General Manager

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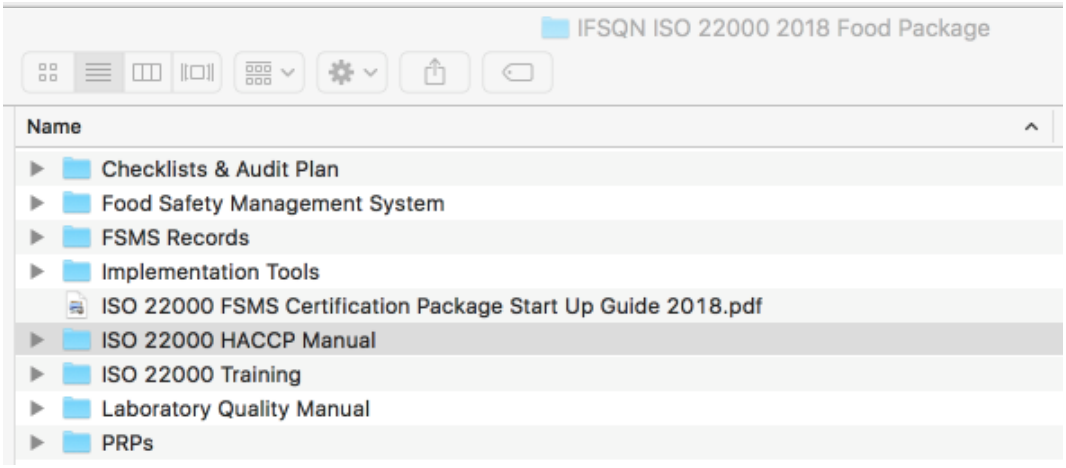
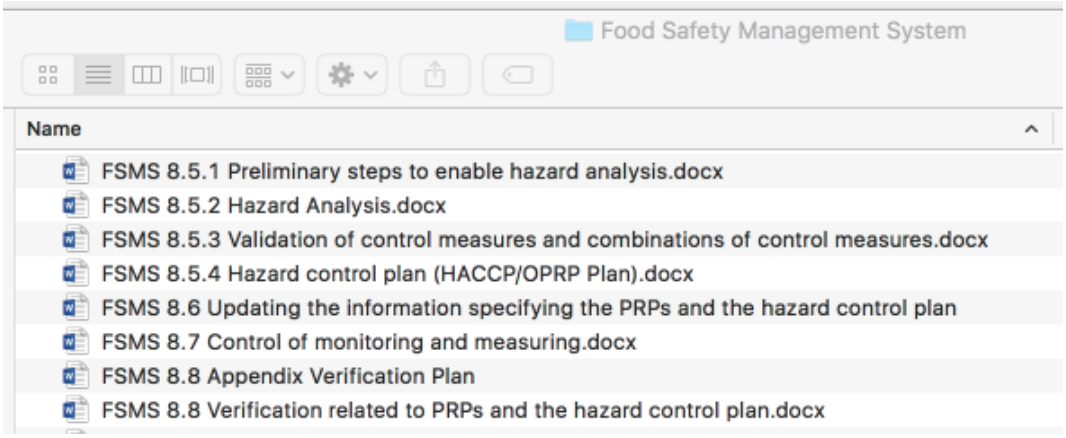
The next folder to open is the ISO 22000 HACCP Manual Folder



The HACCP System is defined in the following Food Safety Management System documents:

FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
FSMS 8.7 Control of monitoring and measuring
FSMS 8.8 Verification related to PRPs and the hazard control plan



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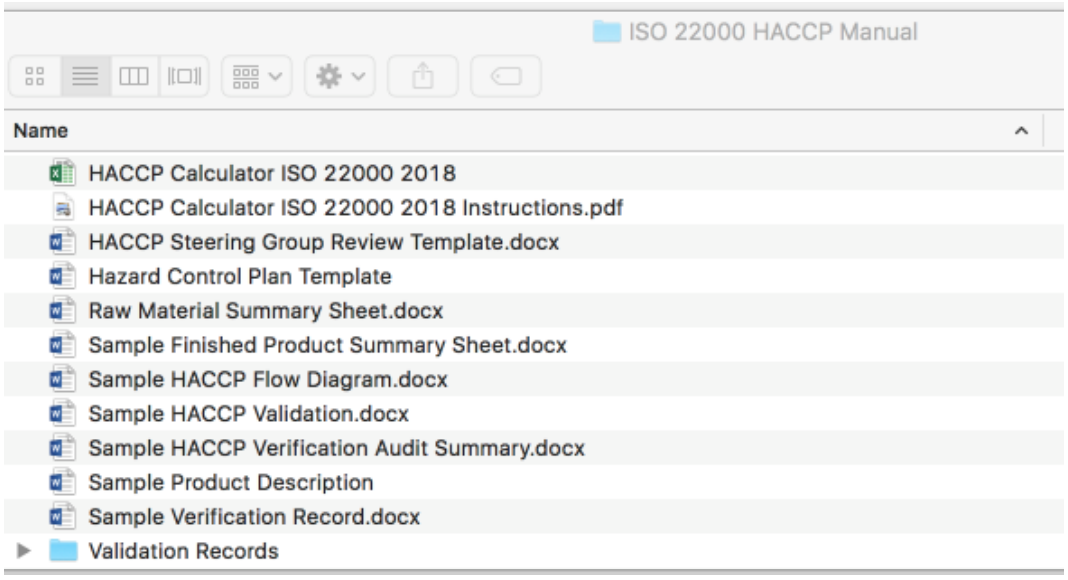
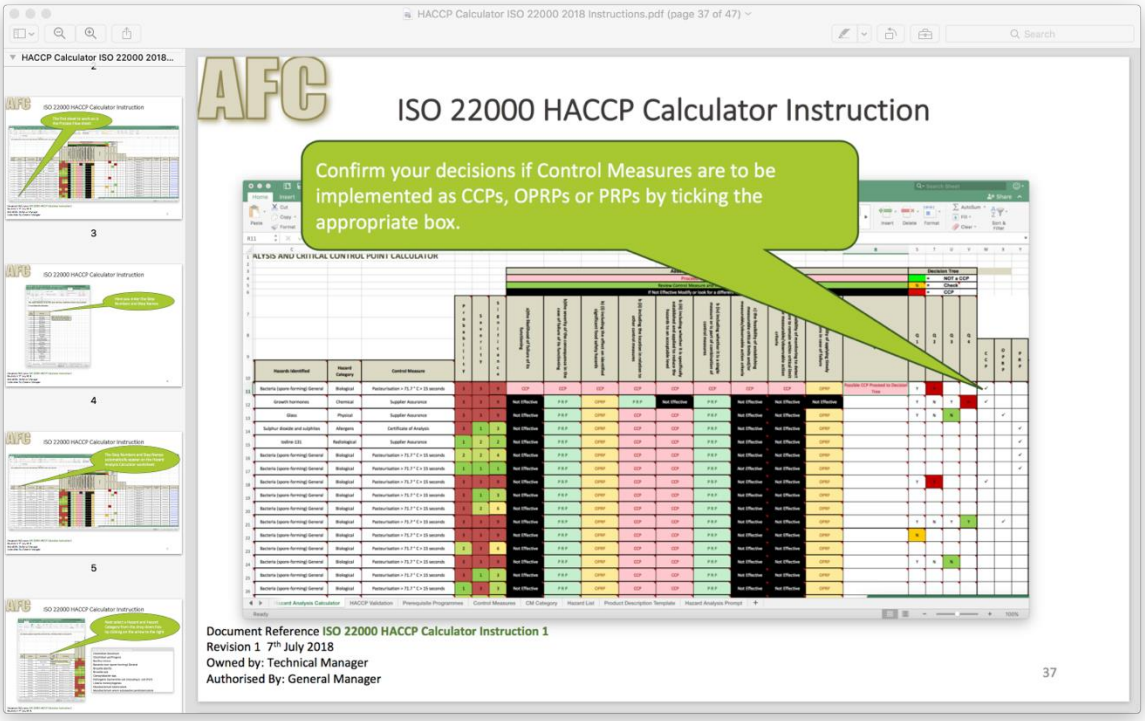
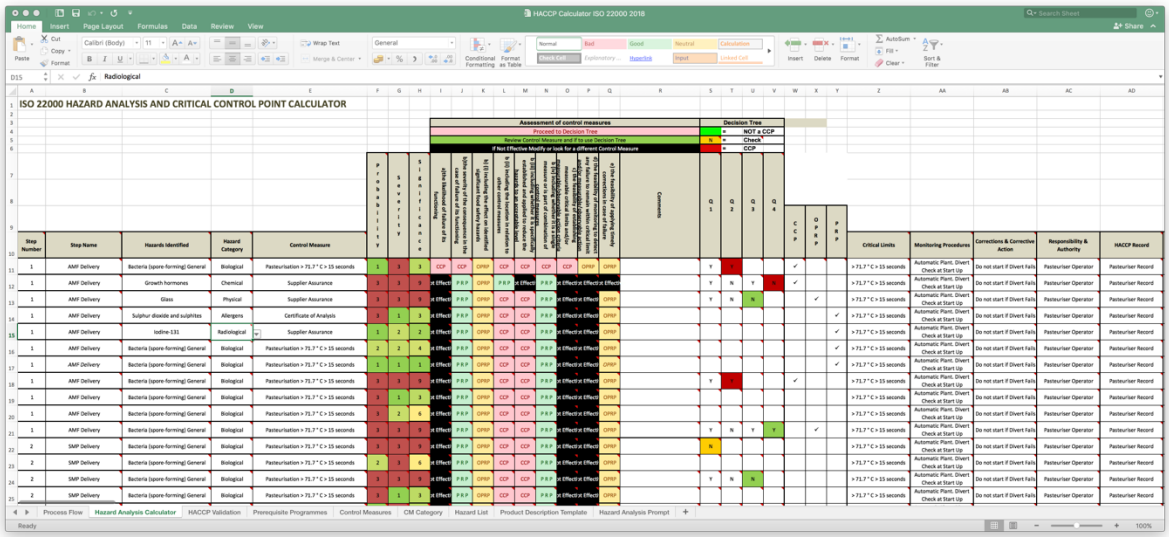
The ISO 22000 HACCP Manual Folder contains supplementary ISO HACCP Manual documents, the **HACCP Calculator ISO 22000 2018** & Instructions:



The Food Safety Team should see the relevant Training presentations and read the HACCP Calculator ISO 22000 2018 Instructions before using the HACCP Calculator ISO 22000 2018.





How does the ISO 22000 HACCP Calculator help?

The ISO 22000 HACCP Calculator assists the Food Safety Team in implementing a Hazard Control System compliant with ISO 22000 Section 8.5 Hazard control from Process Flow Steps to the Hazard Control Plan including:

- ✓ 8.5.2 Hazard analysis
- ✓ 8.5.2.2 Hazard identification and determination of acceptable levels
- ✓ 8.5.2.3 Hazard assessment
- ✓ 8.5.2.4 Selection and categorization of control measure(s)
- ✓ 8.5.4 Hazard control plan (HACCP/OPRP Plan)

The ISO 22000 HACCP Calculator provides the Food Safety Team with a system to assess each of the control measures selected and formulating a Hazard Control Plan of Critical Control Points and Operational Prerequisite Programmes as per the new requirements in ISO 22000:2018

The decision-making process and results of the selection and categorization of the control measures is maintained as documented information by the ISO 22000 HACCP Calculator.

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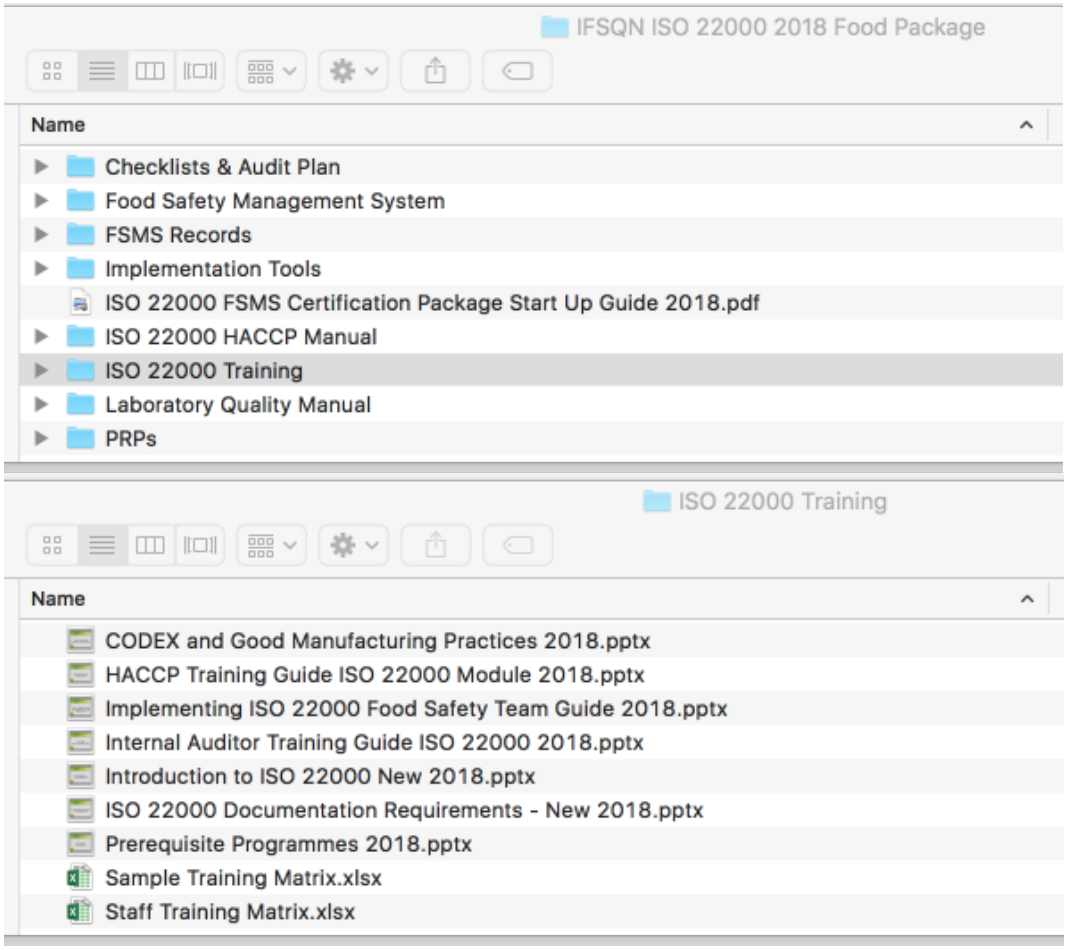
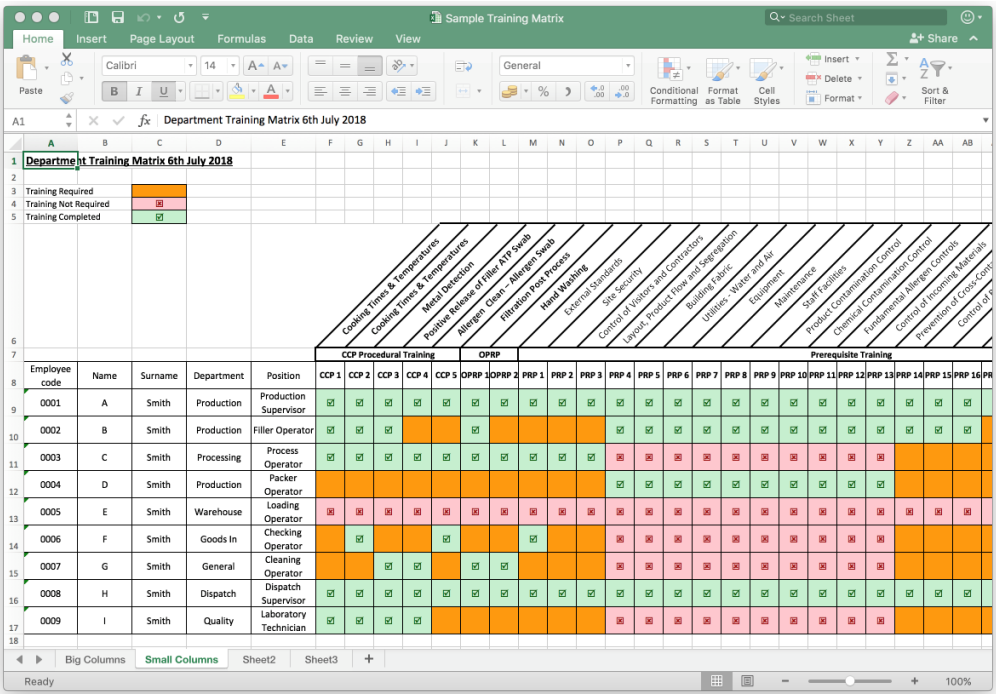
The next folder to open is the ISO 22000 Training Folder



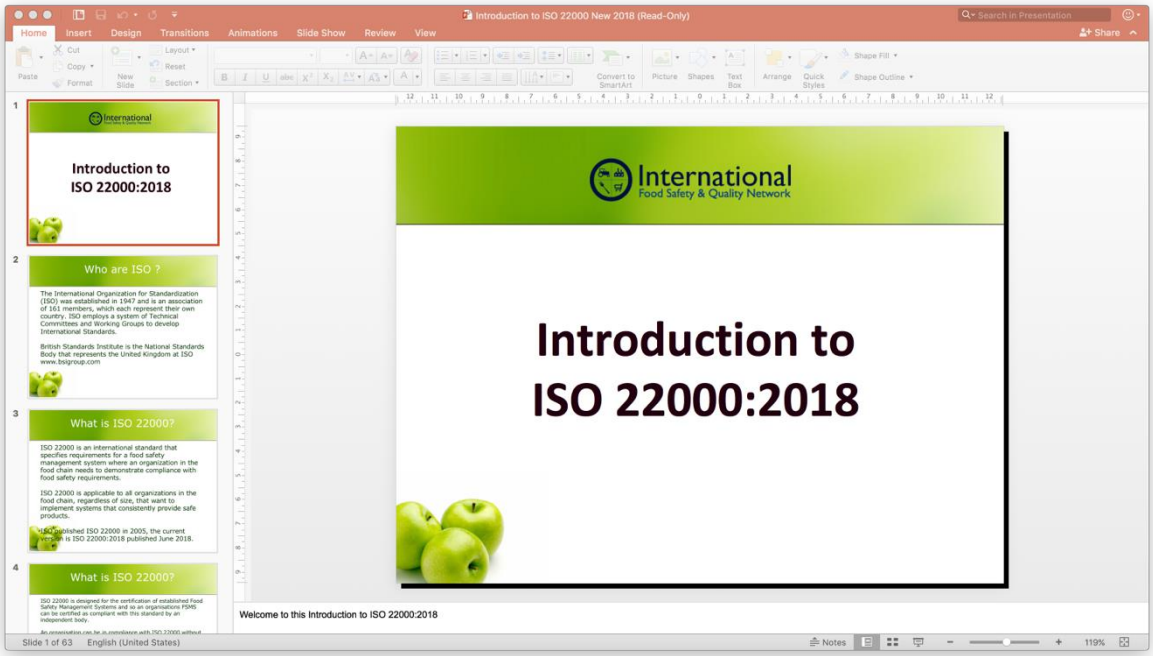
Sample training matrix templates are provided.

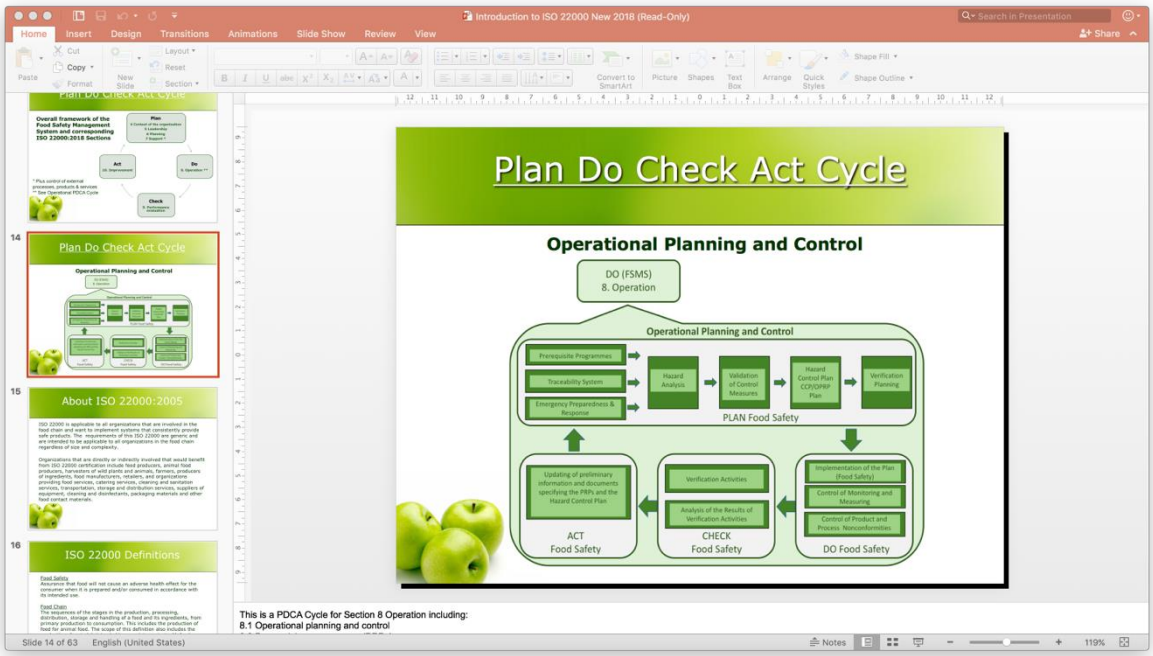


ISO 22000 Training – PowerPoint Presentations

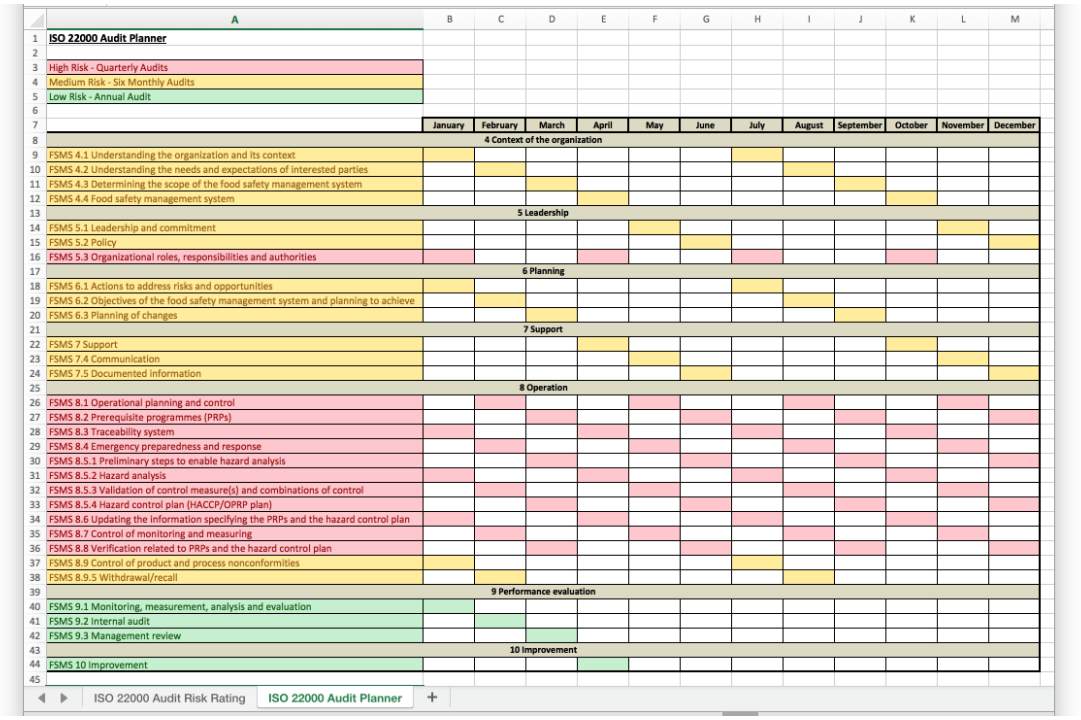
Introduction to ISO 22000

This 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.





There is an Excel File containing ISO 22000 Audit Plan with Risk Rating



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**ISO 22000 Audit Planner**												
2													
3	High Risk - Quarterly Audits												
4	Medium Risk - Six Monthly Audits												
5	Low Risk - Annual Audit												
6													
7		January	February	March	April	May	June	July	August	September	October	November	December
8	**4 Context of the organization**												
9	FSMS 4.1 Understanding the organization and its context												
10	FSMS 4.2 Understanding the needs and expectations of interested parties												
11	FSMS 4.3 Determining the scope of the food safety management system												
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17	**6 Planning**												
18	FSMS 6.1 Actions to address risks and opportunities												
19	FSMS 6.2 Objectives of the food safety management system and planning to achieve												
20	FSMS 6.3 Planning of changes												
21	**7 Support**												
22	FSMS 7 Support												
23	FSMS 7.4 Communication												
24	FSMS 7.5 Documented information												
25	**8 Operation**												
26	FSMS 8.1 Operational planning and control												
27	FSMS 8.2 Prerequisite programmes (PRPs)												
28	FSMS 8.3 Traceability system												
29	FSMS 8.4 Emergency preparedness and response												
30	FSMS 8.5.1 Preliminary steps to enable hazard analysis												
31	FSMS 8.5.2 Hazard analysis												
32	FSMS 8.5.3 Validation of control measure(s) and combinations of control												
33	FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
34	FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
35	FSMS 8.7 Control of monitoring and measuring												
36	FSMS 8.8 Verification related to PRPs and the hazard control plan												
37	FSMS 8.9 Control of product and process nonconformities												
38	FSMS 8.9.5 Withdrawal/recall												
39	**9 Performance evaluation**												
40	FSMS 9.1 Monitoring, measurement, analysis and evaluation												
41	FSMS 9.2 Internal audit												
42	FSMS 9.3 Management review												
43	**10 Improvement**												
44	FSMS 10 Improvement												
45													

ISO 22000 Audit Risk Rating | ISO 22000 Audit Planner | +

Free online support via e-mail

Finally, remember that we provide online support and expertise to guide you in developing your ISO 22000 Food Safety Management System. If you have any questions email support at ifsqn.com Support is guaranteed until you achieve certification.

Click here to order the IFSQN ISO 22000 Certification Package

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