IFSQN FSSC 22000 Food Safety Management System Implementation Package - New 2022 Version

This is an ideal package for Food Manufacturers looking to achieve certification to Version 5.1 of the FSSC 22000 Certification Scheme.

The package is based on the requirements of the ISO 22000:2018 Food safety management systems - Requirements for any organization in the food chain, Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Certification Scheme Additional Requirements Version 5.1. In addition, this 2022 version has been updated in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition HACCP System and Guidelines for its Application plus a New Decision Tree.

This really is our most complete documentation, project implementation and training support system .... an all in one easy to use package.

Click here to order the IFSQN FSSC 22000 Certification Package Now

© IFSQN.com

The IFSQN FSSC 22000 Food Safety Management System Implementation Package - New 2022 Version includes:

Food Safety Management System Procedures
A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format that are compliant with International Standard ISO 22000:2018 Food safety management systems - Requirements for any organization in the food chain and FSSC 22000 Certification Scheme Additional Requirements Version 5.1

Prerequisite Programme Template Procedures
A comprehensive set of editable Prerequisite Programme Template Procedures written in Microsoft Word format that are compliant with Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Certification Scheme Additional Requirements Version 5.1

Food Safety Record Templates
A wide range of editable FSMS, Validation and Verification Record Templates written in Microsoft Word format

Training
An extensive set of IFSQN PowerPoint Training Presentations including:

- ✓ Introduction to ISO 22000:2018
- ✓ ISO 22000 Documentation Requirements
- ✓ Good Hygienic Practices – New extensive 2022 update
- ✓ Prerequisite Programmes
- ✓ Implementing ISO 22000 Food Safety Team Guide 2022 Update
- ✓ HACCP Training Guide ISO 22000 Version 2022 Update
- ✓ FSSC 22000 Additional Requirements Version 5.1
- ✓ Internal Auditor Training Guide
- ✓ Example Internal Audit Training Guide
- ✓ GMP Auditor Training Guide

Implementation Assistance
A range of tools that assist in developing your Food Safety Management System including instructions, guidance and technical support

© IFSQN.com

Food Safety Management System

The Food Safety Management System contains a comprehensive ISO 22000 & 22002-1 documentation package that is ready to implement.

The package contains comprehensive top level procedure templates that match the clauses of the ISO 22000:2018 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.

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

© IFSQN.com

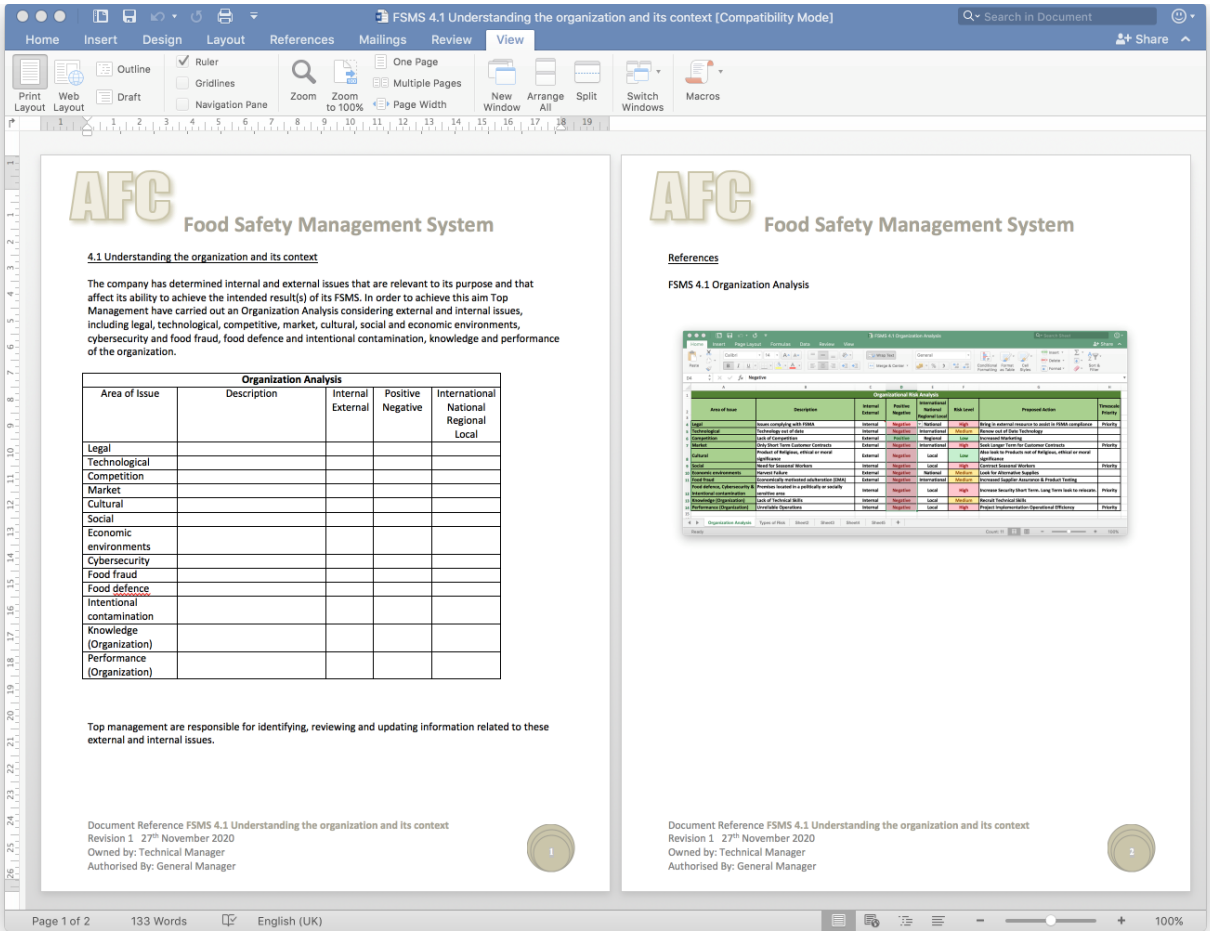
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the food safety management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication	7.4.1 General
	7.4.2 External communication
	7.4.3 Internal communication
FSMS 7.5 Documented information	7.5.1 General
	7.5.2 Creating and updating
	7.5.3 Control of documented information
8 Operation	
FSMS 8.1 Operational planning and control	
FSMS 8.2 Prerequisite programmes (PRPs)	
FSMS 8.3 Traceability system	
FSMS 8.4 Emergency preparedness and response	
8.5 Hazard control	
FSMS 8.5.1 Preliminary steps to enable hazard analysis	8.5.1.1 General
	8.5.1.2 Characteristics of raw materials, ingredients and product contact materials
	8.5.1.3 Characteristics of end products
	8.5.1.4 Intended use
	8.5.1.5 Flow diagrams and description of processes
	8.5.1.5.1 Preparation of the flow

© IFSQN.com

	diagrams
	8.5.1.5.2 On-site confirmation of flow diagrams
	8.5.1.5.3 Description of processes and process environment
FSMS 8.5.2 Hazard analysis	8.5.2.1 General
	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)
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures	
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)	8.5.4.1 General
	8.5.4.2 Determination of critical limits and action criteria
	8.5.4.3 Monitoring systems at CCPs and for OPRPs
	8.5.4.4 Actions when critical limits or action criteria are not met
	8.5.4.5 Implementation of the hazard control 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	8.8.1 Verification
	8.8.2 Analysis of results of verification activities
FSMS 8.9 Control of product and process nonconformities	8.9.1 General
	8.9.2 Corrections
	8.9.3 Corrective actions
	8.9.4 Handling of potentially unsafe products
	8.9.4.1 General
	8.9.4.2 Evaluation for release
	8.9.4.3 Disposition of nonconforming

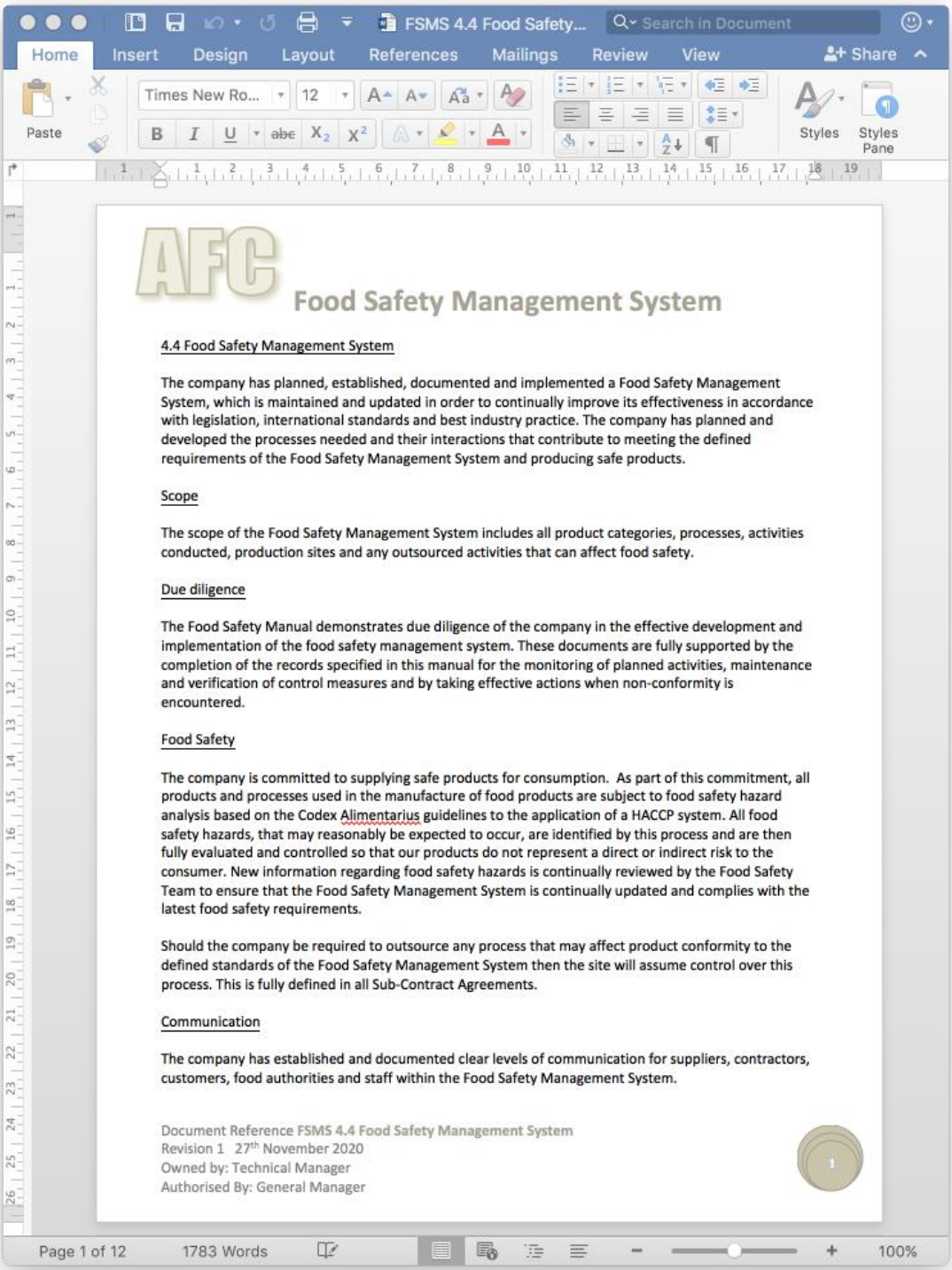
© IFSQN.com

	products
FSMS 8.9.5 Withdrawal/recall	
9 Performance evaluation	
FSMS 9.1 Monitoring, measurement, analysis and evaluation	9.1.1 General
	9.1.2 Analysis and evaluation
FSMS 9.2 Internal audit	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the FSMS



ISO 22000 Food Safety Management System Templates

These Food Safety Management System Templates match the match the clauses of the ISO 22000:2018 standard saving you 1,000's of hours writing compliant Food Safety Management System procedures.



AFC

Food Safety Management System

4.4 Food Safety Management System

The company has planned, established, documented and implemented a Food Safety Management System, which is maintained and updated 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 needed and their interactions that contribute to meeting the defined requirements of the Food Safety Management System and producing safe products.

Scope

The scope of the Food Safety Management System includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety.

Due diligence

The Food Safety 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 Management System is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the Food Safety Management System.

Document Reference FSMS 4.4 Food Safety Management System
Revision 1 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

The documents are provided in Microsoft Word English format and are easily edited to suit your organisation

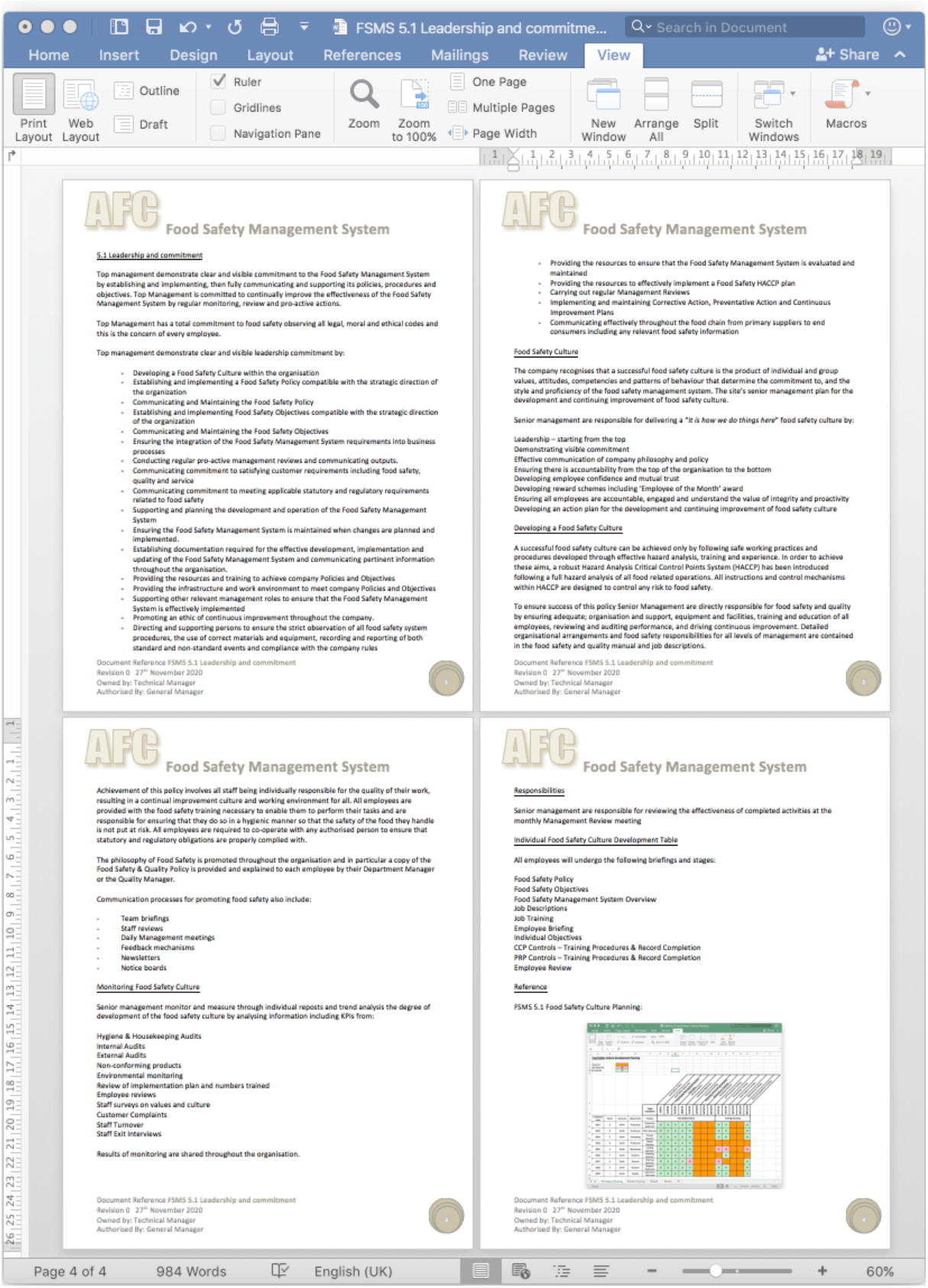
ISO 22000 Food Safety Management System Templates Folder

Food Safety Management System

Search

Name	Date Modified	Size	Kind
Food Safety Management System Contents.docx	24/11/2020	33 KB	Micros...(.docx)
FSMS 4.1 Organization Analysis	24/11/2020	39 KB	Micros...(.xlsx)
FSMS 4.1 Understandin...nization and its context	24/11/2020	291 KB	Micros...(.docx)
FSMS 4.2 Understandin...ons of interested parties	24/11/2020	31 KB	Micros...(.docx)
FSMS 4.3 Determining t...ty management system	24/11/2020	31 KB	Micros...(.docx)
FSMS 4.4 Food Safety...ment System - Appendix	24/11/2020	206 KB	Micros...(.docx)
FSMS 4.4 Food Safety Management System.docx	24/11/2020	381 KB	Micros...(.docx)
FSMS 5.1 Food Safety Culture Planning	24/11/2020	20 KB	Micros...(.xlsx)
FSMS 5.1 Leadership and commitment.docx	24/11/2020	230 KB	Micros...(.docx)
FSMS 5.2 Food Safety Policy	24/11/2020	30 KB	Micros...(.docx)
FSMS 5.3 Appendix Job Descriptions.docx	24/11/2020	43 KB	Micros...(.docx)
FSMS 5.3 Organization...ties and authorities.docx	24/11/2020	41 KB	Micros...(.docx)
FSMS 6.1 Actions to ad...and opportunities.docx	24/11/2020	34 KB	Micros...(.docx)
FSMS 6.2 Food Safety Objectives.docx	24/11/2020	31 KB	Micros...(.docx)
FSMS 6.3 Planning of changes	24/11/2020	40 KB	Micros...(.docx)
FSMS 7 Support	24/11/2020	35 KB	Micros...(.docx)
FSMS 7.4 Communication.docx	24/11/2020	34 KB	Micros...(.docx)
FSMS 7.5 Documented Information.docx	24/11/2020	37 KB	Micros...(.docx)
FSMS 8.1 Operational planning and control	24/11/2020	216 KB	Micros...(.docx)
FSMS 8.1 Product Development	30/11/2020	--	Folder
FSMS 8.2 Prerequisite programmes (PRPs)	24/11/2020	30 KB	Micros...(.docx)
FSMS 8.3 Traceability system.docx	24/11/2020	33 KB	Micros...(.docx)
FSMS 8.3A Traceability Batch System.docx	24/11/2020	27 KB	Micros...(.docx)
FSMS 8.3B Traceability System Diagram.pptx	24/11/2020	49 KB	PowerP...(.pptx)
FSMS 8.4 Emergency pr...ess and response.docx	24/11/2020	61 KB	Micros...(.docx)
FSMS 8.5 Hazard Controls	30/11/2020	--	Folder
FSMS 8.5.1 Preliminary...ble hazard analysis.docx	23/11/2020	36 KB	Micros...(.docx)
FSMS 8.5.2 Hazard Analysis.docx	25/11/2020	399 KB	Micros...(.docx)
FSMS 8.5.3 Validation o...f control measures.docx	25/11/2020	30 KB	Micros...(.docx)
FSMS 8.5.4 Hazard con...ACCP/OPRP Plan).docx	25/11/2020	33 KB	Micros...(.docx)
FSMS 8.6 Updating the...the hazard control plan	25/11/2020	30 KB	Micros...(.docx)
FSMS 8.7 Control of mo...ing and measuring.docx	25/11/2020	35 KB	Micros...(.docx)
FSMS 8.8 Appendix Verification Plan	25/11/2020	41 KB	Micros...(.docx)
FSMS 8.8 Verification r...hazard control plan.docx	25/11/2020	30 KB	Micros...(.docx)
FSMS 8.9 Control of pro...s nonconformities.docx	25/11/2020	34 KB	Micros...(.docx)
FSMS 8.9.5 Withdrawal/recall.docx	25/11/2020	39 KB	Micros...(.docx)
FSMS 9.1 Monitoring,...t, analysis and evaluation	25/11/2020	33 KB	Micros...(.docx)
FSMS 9.2 Internal Audits & Inspections	25/11/2020	778 KB	Micros...(.docx)
FSMS 9.2 Plans & Checklists	Yesterday	--	Folder
FSMS 9.3 Management review.docx	25/11/2020	30 KB	Micros...(.docx)
FSMS 10 Improvement.docx	25/11/2020	33 KB	Micros...(.docx)

© IFSQN.com



Food Safety Management System

5.1 Leadership and commitment

Top 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. Top Management is committed to continually improve the effectiveness of the Food Safety Management System by regular monitoring, review and pro-active actions.

Top Management has a total commitment to food safety observing all legal, moral and ethical codes and this is the concern of every employee.

Top management demonstrate clear and visible leadership commitment by:

- Developing a Food Safety Culture within the organisation
- Establishing and implementing a Food Safety Policy compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety Policy
- Establishing and implementing Food Safety Objectives compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety Objectives
- Ensuring the integration of the Food Safety Management System requirements into business processes
- Conducting regular pro-active management reviews and communicating outputs.
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Communicating commitment to meeting applicable statutory and regulatory requirements related to food safety
- 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.
- Establishing documentation required for the effective development, implementation and updating of the Food Safety Management System and communicating pertinent information throughout the organisation.
- Providing the resources and training to achieve company Policies and Objectives
- Providing the infrastructure and work environment to meet company Policies and Objectives
- Supporting other relevant management roles to ensure that the Food Safety Management System is effectively implemented
- Promoting an ethic of continuous improvement throughout the company.
- Directing and supporting persons to ensure the strict observation of all food safety system procedures, the use of correct materials and equipment, recording and reporting of both standard and non-standard events and compliance with the company rules

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

Food Safety Management System

- Providing the resources to ensure that the Food Safety Management System is evaluated and maintained
- Providing the resources to effectively implement a Food Safety HACCP plan
- Carrying out regular Management Reviews
- Implementing and maintaining Corrective Action, Preventative Action and Continuous Improvement Plans
- Communicating effectively throughout the food chain from primary suppliers to end consumers including any relevant food safety information

Food Safety Culture

The company recognises that a successful food safety culture is the product of individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of the food safety management system. The site's senior management plan for the development and continuing improvement of food safety culture.

Senior management are responsible for delivering a "*It is how we do things here*" food safety culture by:

Leadership – starting from the top
Demonstrating visible commitment
Effective communication of company philosophy and policy
Ensuring there is accountability from the top of the organisation to the bottom
Developing employee confidence and mutual trust
Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
Developing an action plan for the development and continuing improvement of food safety culture

Developing a Food Safety Culture

A successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate; organisation and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual and job descriptions.

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

Food Safety Management System

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to co-operate with any authorised person to ensure that statutory and regulatory obligations are properly complied with.

The philosophy of Food Safety is promoted throughout the organisation and in particular a copy of the Food Safety & Quality Policy is provided and explained to each employee by their Department Manager or the Quality Manager.

Communication processes for promoting food safety also include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Feedback mechanisms
- Newsletters
- Notice boards

Monitoring Food Safety Culture

Senior management monitor and measure through individual reposts and trend analysis the degree of development of the food safety culture by analysing information including KPIs from:

Hygiene & Housekeeping Audits
Internal Audits
External Audits
Non-conforming products
Environmental monitoring
Review of implementation plan and numbers trained
Employee reviews
Staff surveys on values and culture
Customer Complaints
Staff Turnover
Staff Exit Interviews

Results of monitoring are shared throughout the organisation.

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

Food Safety Management System

Responsibilities

Senior management are responsible for reviewing the effectiveness of completed activities at the monthly Management Review meeting

Individual Food Safety Culture Development Table

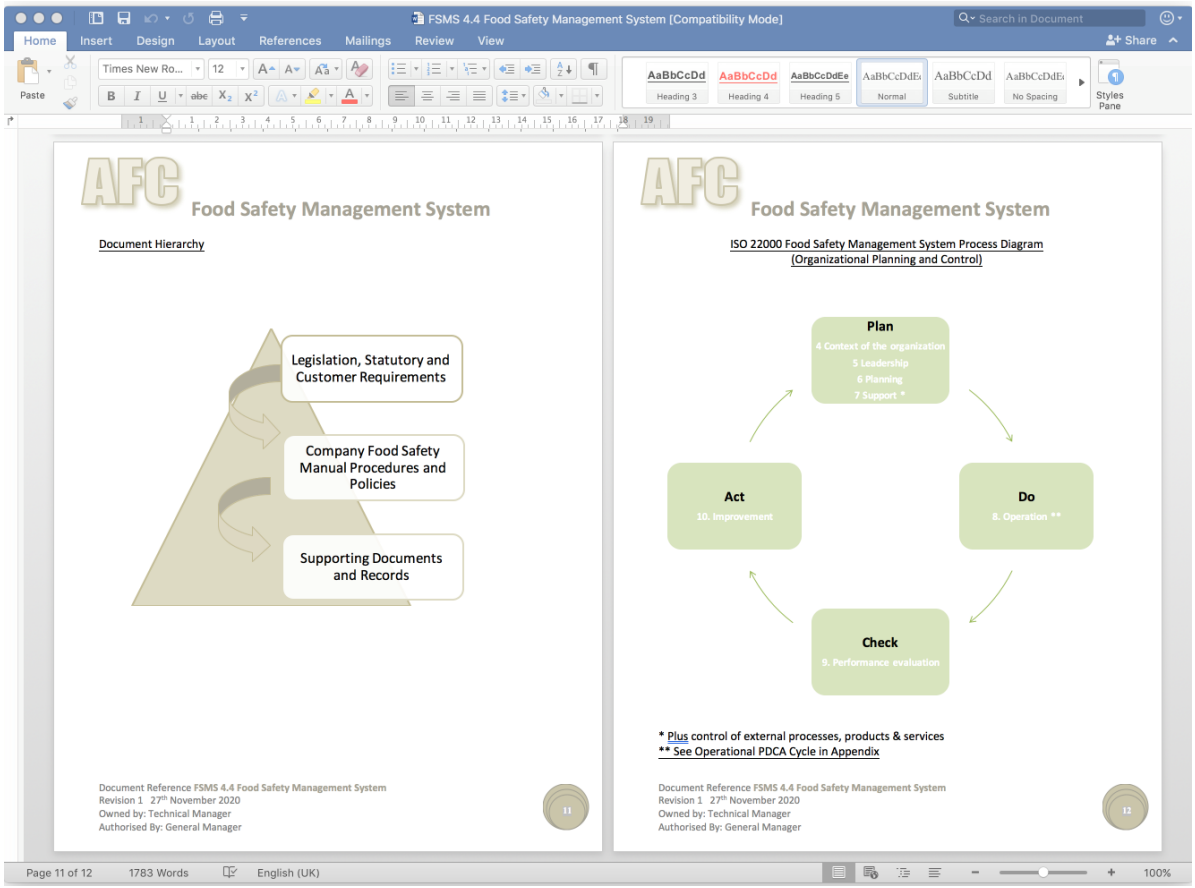
All employees will undergo the following briefings and stages:

Food Safety Policy
Food Safety Objectives
Food Safety Management System Overview
Job Descriptions
Job Training
Employee Briefing
Individual Objectives
CCP Controls – Training Procedures & Record Completion
PRP Controls – Training Procedures & Record Completion
Employee Review

Reference

FSMS 5.1 Food Safety Culture Planning:

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager



AFC Food Safety Management System

Document Hierarchy

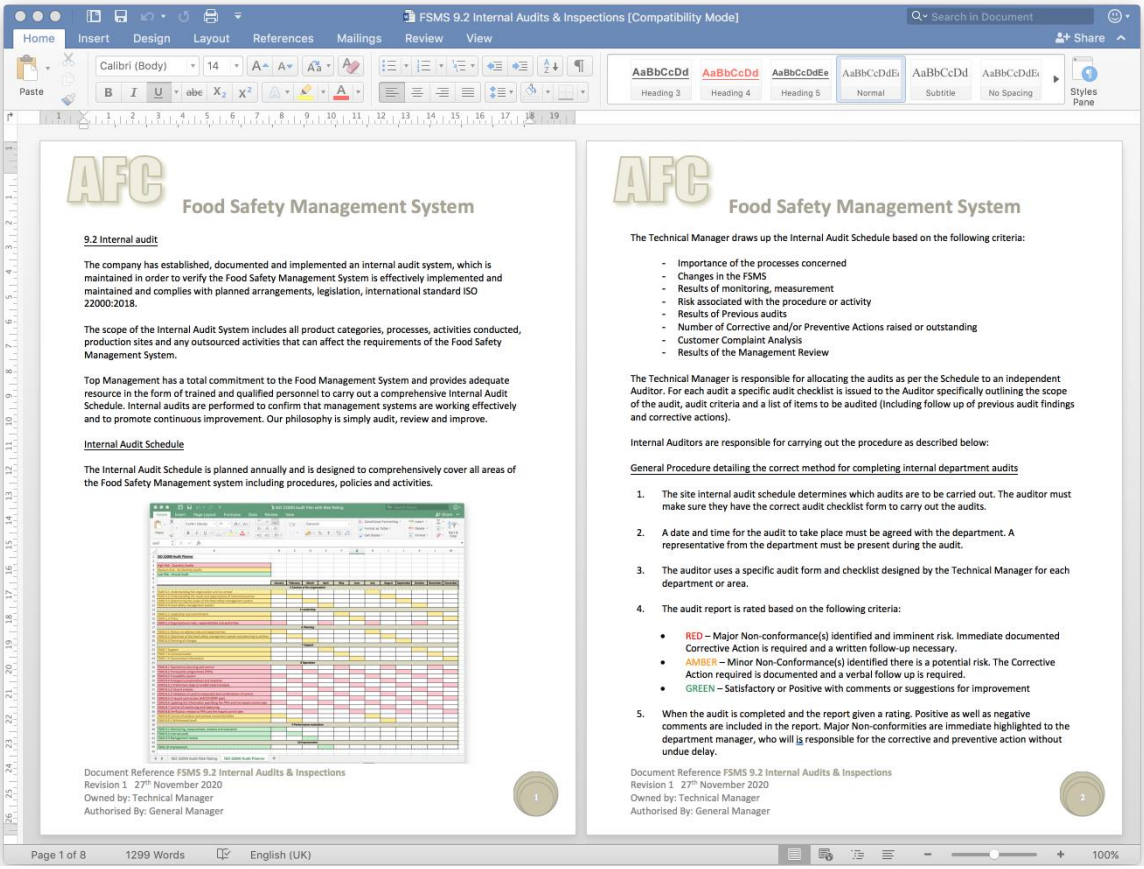
Document Reference FSMS 4.4 Food Safety Management System
Revision 1 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

AFC Food Safety Management System

ISO 22000 Food Safety Management System Process Diagram
(Organizational Planning and Control)

* Plus control of external processes, products & services
** See Operational PDCA Cycle in Appendix

Document Reference FSMS 4.4 Food Safety Management System
Revision 1 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager



AFC Food Safety Management System

9.2 Internal audit

The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety Management System is effectively implemented and maintained and complies with planned arrangements, legislation, international standard ISO 22000:2018.

The scope of the Internal Audit System includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect the requirements of the Food Safety Management System.

Top Management has a total commitment to the Food Management System and provides adequate resource in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that management systems are working effectively and to promote continuous improvement. Our philosophy is simply audit, review and improve.

Internal Audit Schedule

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Management system including procedures, policies and activities.

Document Reference FSMS 9.2 Internal Audits & Inspections
Revision 1 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

AFC Food Safety Management System

The Technical Manager draws up the Internal Audit Schedule based on the following criteria:

- Importance of the processes concerned
- Changes in the FSMS
- Results of monitoring, measurement
- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective and/or Preventive Actions raised or outstanding
- Customer Complaint Analysis
- Results of the Management Review

The Technical Manager is responsible for allocating the audits as per the Schedule to an independent Auditor. For each audit a specific audit checklist is issued to the Auditor specifically outlining the scope of the audit, audit criteria and a list of items to be audited (Including follow up of previous audit findings and corrective actions).

Internal Auditors are responsible for carrying out the procedure as described below:

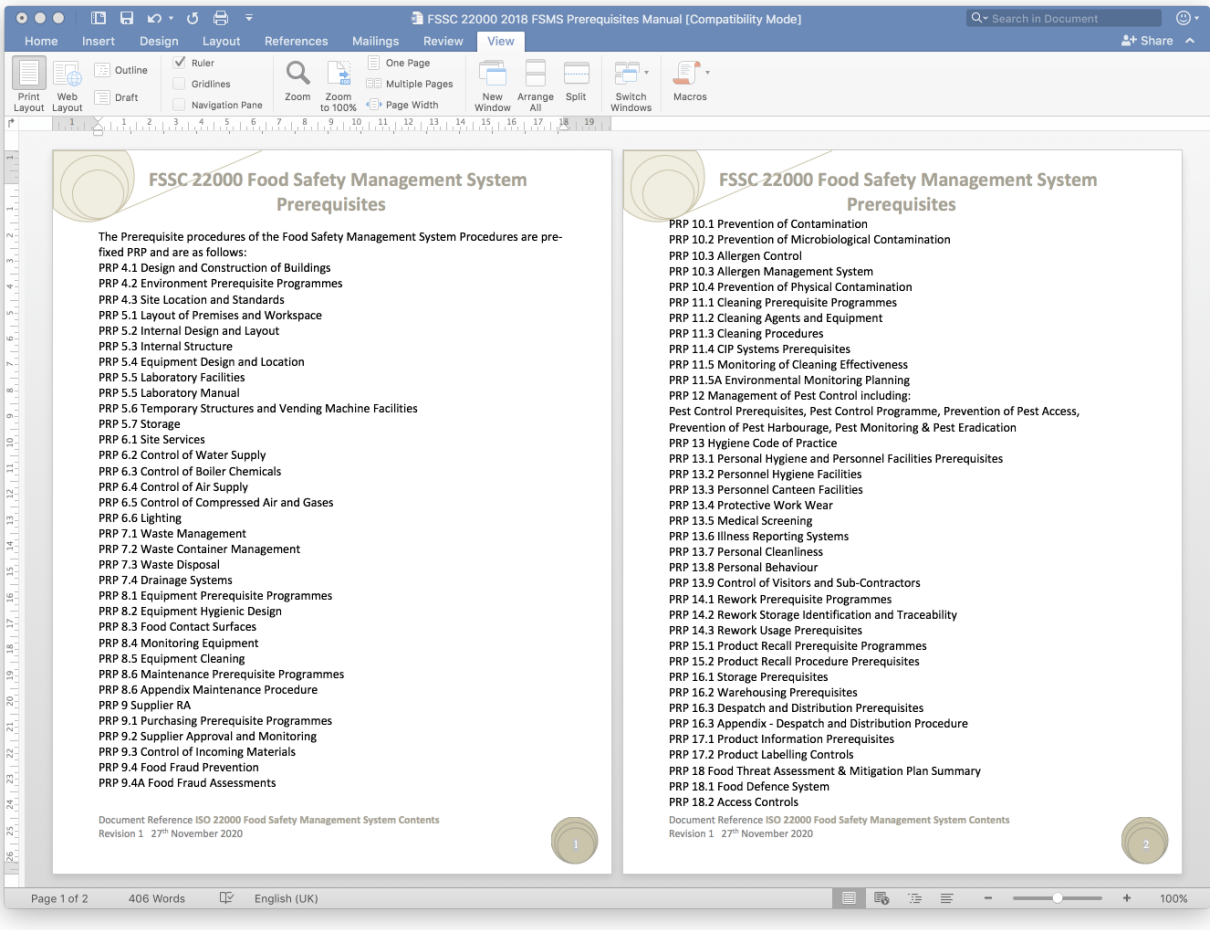
General Procedure detailing the correct method for completing internal department audits

1. The site internal audit schedule determines which audits are to be carried out. The auditor must make sure they have the correct audit checklist form to carry out the audits.
2. A date and time for the audit to take place must be agreed with the department. A representative from the department must be present during the audit.
3. The auditor uses a specific audit form and checklist designed by the Technical Manager for each department or area.
4. The audit report is rated based on the following criteria:
   - RED – Major Non-conformance(s) identified and imminent risk. Immediate documented Corrective Action is required and a written follow-up necessary.
   - AMBER – Minor Non-Conformance(s) identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
   - GREEN – Satisfactory or Positive with comments or suggestions for improvement
5. When the audit is completed and the report given a rating. Positive as well as negative comments are included in the report. Major Non-conformities are immediate highlighted to the department manager, who will is responsible for the corrective and preventive action without undue delay.

Document Reference FSMS 9.2 Internal Audits & Inspections
Revision 1 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

ISO 22002-1 Prerequisite Programme Template Procedures

The package contains editable Prerequisite Programme Template Procedures in Microsoft Word format that match the requirements of the Technical Specification TS ISO 22002 part 1 - Prerequisite Programmes for Food Manufacturers and FSSC 22000 Certification Scheme Additional Requirements Version 5.1 saving you 1,000's of hours writing your own compliant procedures.



FSSC 22000 Food Safety Management System Prerequisites

The Prerequisite procedures of the Food Safety Management System Procedures are pre-fixed PRP and are as follows:
PRP 4.1 Design and Construction of Buildings
PRP 4.2 Environment Prerequisite Programmes
PRP 4.3 Site Location and Standards
PRP 5.1 Layout of Premises and Workspace
PRP 5.2 Internal Design and Layout
PRP 5.3 Internal Structure
PRP 5.4 Equipment Design and Location
PRP 5.5 Laboratory Facilities
PRP 5.5 Laboratory Manual
PRP 5.6 Temporary Structures and Vending Machine Facilities
PRP 5.7 Storage
PRP 6.1 Site Services
PRP 6.2 Control of Water Supply
PRP 6.3 Control of Boiler Chemicals
PRP 6.4 Control of Air Supply
PRP 6.5 Control of Compressed Air and Gases
PRP 6.6 Lighting
PRP 7.1 Waste Management
PRP 7.2 Waste Container Management
PRP 7.3 Waste Disposal
PRP 7.4 Drainage Systems
PRP 8.1 Equipment Prerequisite Programmes
PRP 8.2 Equipment Hygienic Design
PRP 8.3 Food Contact Surfaces
PRP 8.4 Monitoring Equipment
PRP 8.5 Equipment Cleaning
PRP 8.6 Maintenance Prerequisite Programmes
PRP 8.6 Appendix Maintenance Procedure
PRP 9 Supplier RA
PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 9.4 Food Fraud Prevention
PRP 9.4A Food Fraud Assessments

Document Reference ISO 22000 Food Safety Management System Contents
Revision 1 27th November 2020

FSSC 22000 Food Safety Management System Prerequisites

PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control
PRP 10.3 Allergen Management System
PRP 10.4 Prevention of Physical Contamination
PRP 11.1 Cleaning Prerequisite Programmes
PRP 11.2 Cleaning Agents and Equipment
PRP 11.3 Cleaning Procedures
PRP 11.4 CIP Systems Prerequisites
PRP 11.5 Monitoring of Cleaning Effectiveness
PRP 11.5A Environmental Monitoring Planning
PRP 12 Management of Pest Control including:
Pest Control Prerequisites, Pest Control Programme, Prevention of Pest Access, Prevention of Pest Harbourage, Pest Monitoring & Pest Eradication
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 Food Threat Assessment & Mitigation Plan Summary
PRP 18.1 Food Defence System
PRP 18.2 Access Controls

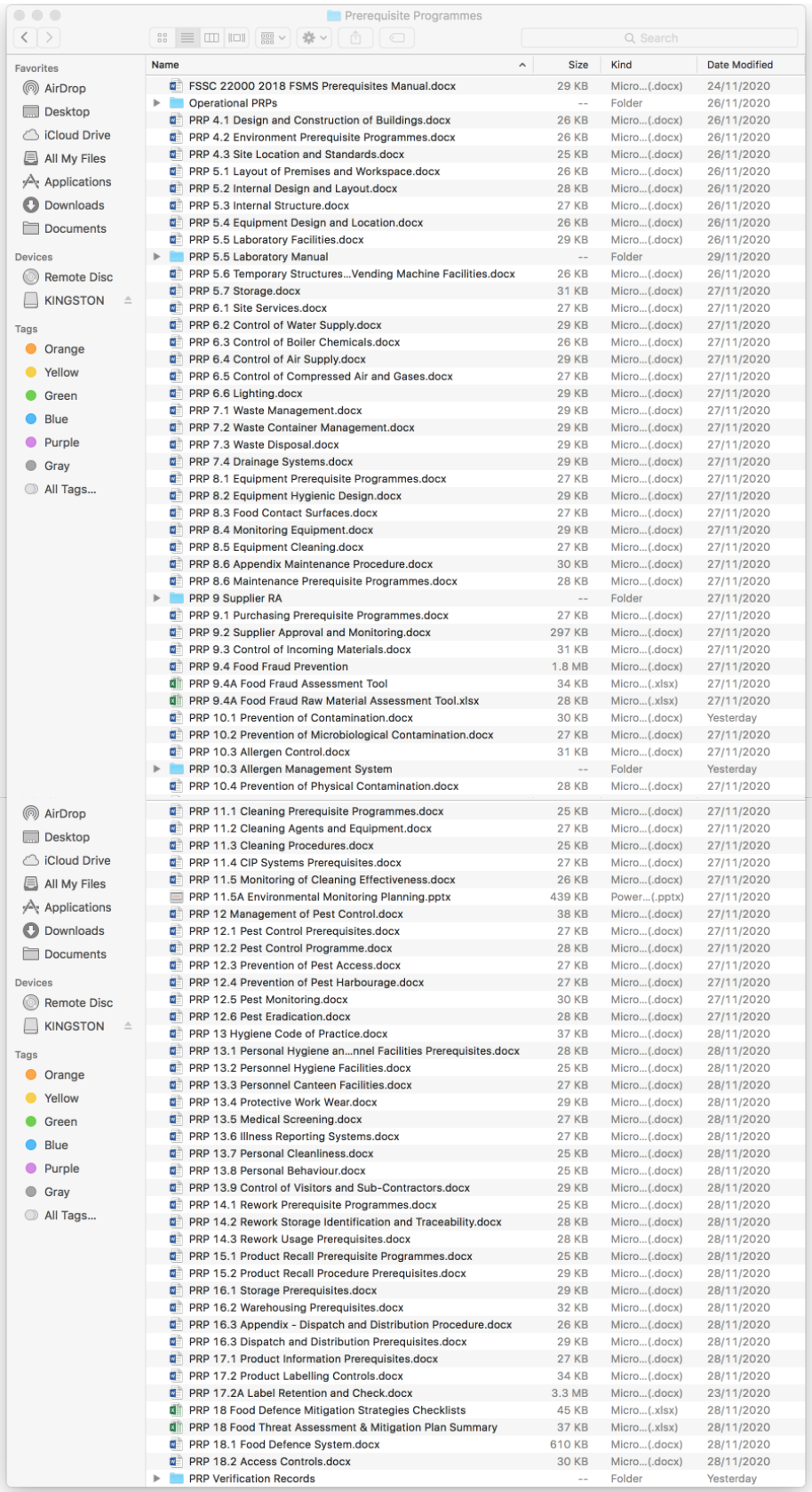
Document Reference ISO 22000 Food Safety Management System Contents
Revision 1 27th November 2020

The documents are provided in Microsoft Word English format and are easily edited to suit your organisation

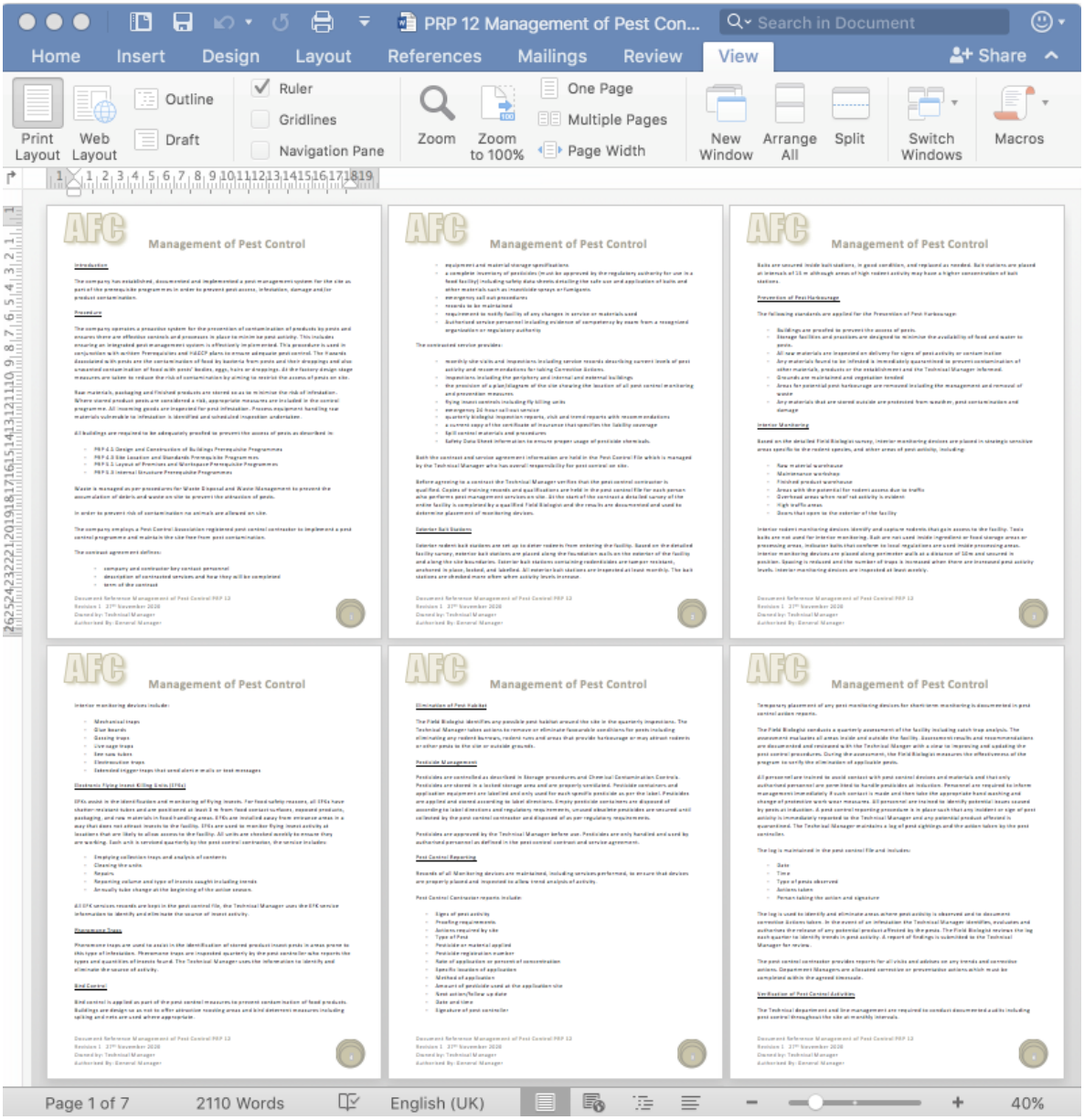
There are also supporting supplementary modules for the prerequisite programmes:

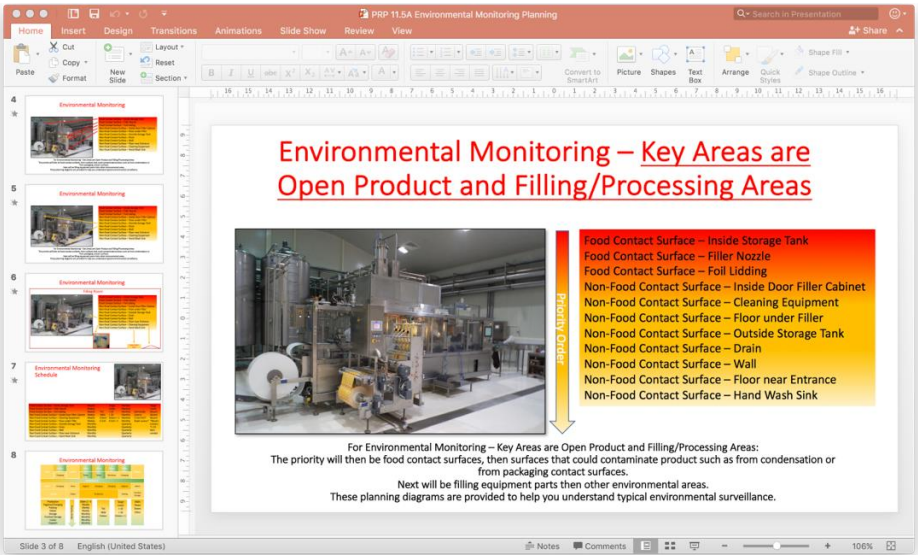
Sample Operational PRPs
Allergen Management
Product Development
Supplier Risk Assessment

Prerequisite Programmes Folder



Name	Size	Kind	Date Modified
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	Micro...(.docx)	24/11/2020
Operational PRPs	--	Folder	26/11/2020
PRP 4.1 Design and Construction of Buildings.docx	26 KB	Micro...(.docx)	26/11/2020
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	Micro...(.docx)	26/11/2020
PRP 4.3 Site Location and Standards.docx	25 KB	Micro...(.docx)	26/11/2020
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	Micro...(.docx)	26/11/2020
PRP 5.2 Internal Design and Layout.docx	28 KB	Micro...(.docx)	26/11/2020
PRP 5.3 Internal Structure.docx	27 KB	Micro...(.docx)	26/11/2020
PRP 5.4 Equipment Design and Location.docx	26 KB	Micro...(.docx)	26/11/2020
PRP 5.5 Laboratory Facilities.docx	29 KB	Micro...(.docx)	26/11/2020
PRP 5.5 Laboratory Manual	--	Folder	29/11/2020
PRP 5.6 Temporary Structures...Vending Machine Facilities.docx	26 KB	Micro...(.docx)	26/11/2020
PRP 5.7 Storage.docx	31 KB	Micro...(.docx)	27/11/2020
PRP 6.1 Site Services.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 6.2 Control of Water Supply.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 6.3 Control of Boiler Chemicals.docx	26 KB	Micro...(.docx)	27/11/2020
PRP 6.4 Control of Air Supply.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 6.5 Control of Compressed Air and Gases.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 6.6 Lighting.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 7.1 Waste Management.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 7.2 Waste Container Management.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 7.3 Waste Disposal.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 7.4 Drainage Systems.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 8.1 Equipment Prerequisite Programmes.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 8.2 Equipment Hygienic Design.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 8.3 Food Contact Surfaces.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 8.4 Monitoring Equipment.docx	29 KB	Micro...(.docx)	27/11/2020
PRP 8.5 Equipment Cleaning.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 8.6 Appendix Maintenance Procedure.docx	30 KB	Micro...(.docx)	27/11/2020
PRP 8.6 Maintenance Prerequisite Programmes.docx	28 KB	Micro...(.docx)	27/11/2020
PRP 9 Supplier RA	--	Folder	27/11/2020
PRP 9.1 Purchasing Prerequisite Programmes.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 9.2 Supplier Approval and Monitoring.docx	297 KB	Micro...(.docx)	27/11/2020
PRP 9.3 Control of Incoming Materials.docx	31 KB	Micro...(.docx)	27/11/2020
PRP 9.4 Food Fraud Prevention	1.8 MB	Micro...(.docx)	27/11/2020
PRP 9.4A Food Fraud Assessment Tool	34 KB	Micro...(.xlsx)	27/11/2020
PRP 9.4A Food Fraud Raw Material Assessment Tool.xlsx	28 KB	Micro...(.xlsx)	27/11/2020
PRP 10.1 Prevention of Contamination.docx	30 KB	Micro...(.docx)	Yesterday
PRP 10.2 Prevention of Microbiological Contamination.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 10.3 Allergen Control.docx	31 KB	Micro...(.docx)	27/11/2020
PRP 10.3 Allergen Management System	--	Folder	Yesterday
PRP 10.4 Prevention of Physical Contamination.docx	28 KB	Micro...(.docx)	27/11/2020
PRP 11.1 Cleaning Prerequisite Programmes.docx	25 KB	Micro...(.docx)	27/11/2020
PRP 11.2 Cleaning Agents and Equipment.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 11.3 Cleaning Procedures.docx	25 KB	Micro...(.docx)	27/11/2020
PRP 11.4 CIP Systems Prerequisites.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 11.5 Monitoring of Cleaning Effectiveness.docx	26 KB	Micro...(.docx)	27/11/2020
PRP 11.5A Environmental Monitoring Planning.pptx	439 KB	Power...(.pptx)	27/11/2020
PRP 12 Management of Pest Control.docx	38 KB	Micro...(.docx)	27/11/2020
PRP 12.1 Pest Control Prerequisites.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 12.2 Pest Control Programme.docx	28 KB	Micro...(.docx)	27/11/2020
PRP 12.3 Prevention of Pest Access.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 12.4 Prevention of Pest Harbourage.docx	27 KB	Micro...(.docx)	27/11/2020
PRP 12.5 Pest Monitoring.docx	30 KB	Micro...(.docx)	27/11/2020
PRP 12.6 Pest Eradication.docx	28 KB	Micro...(.docx)	27/11/2020
PRP 13 Hygiene Code of Practice.docx	37 KB	Micro...(.docx)	28/11/2020
PRP 13.1 Personal Hygiene an...nnel Facilities Prerequisites.docx	28 KB	Micro...(.docx)	28/11/2020
PRP 13.2 Personnel Hygiene Facilities.docx	25 KB	Micro...(.docx)	28/11/2020
PRP 13.3 Personnel Canteen Facilities.docx	27 KB	Micro...(.docx)	28/11/2020
PRP 13.4 Protective Work Wear.docx	29 KB	Micro...(.docx)	28/11/2020
PRP 13.5 Medical Screening.docx	27 KB	Micro...(.docx)	28/11/2020
PRP 13.6 Illness Reporting Systems.docx	27 KB	Micro...(.docx)	28/11/2020
PRP 13.7 Personal Cleanliness.docx	25 KB	Micro...(.docx)	28/11/2020
PRP 13.8 Personal Behaviour.docx	25 KB	Micro...(.docx)	28/11/2020
PRP 13.9 Control of Visitors and Sub-Contractors.docx	29 KB	Micro...(.docx)	28/11/2020
PRP 14.1 Rework Prerequisite Programmes.docx	25 KB	Micro...(.docx)	28/11/2020
PRP 14.2 Rework Storage Identification and Traceability.docx	28 KB	Micro...(.docx)	28/11/2020
PRP 14.3 Rework Usage Prerequisites.docx	28 KB	Micro...(.docx)	28/11/2020
PRP 15.1 Product Recall Prerequisite Programmes.docx	25 KB	Micro...(.docx)	28/11/2020
PRP 15.2 Product Recall Procedure Prerequisites.docx	29 KB	Micro...(.docx)	28/11/2020
PRP 16.1 Storage Prerequisites.docx	29 KB	Micro...(.docx)	28/11/2020
PRP 16.2 Warehousing Prerequisites.docx	32 KB	Micro...(.docx)	28/11/2020
PRP 16.3 Appendix - Dispatch and Distribution Procedure.docx	26 KB	Micro...(.docx)	28/11/2020
PRP 16.3 Dispatch and Distribution Prerequisites.docx	29 KB	Micro...(.docx)	28/11/2020
PRP 17.1 Product Information Prerequisites.docx	27 KB	Micro...(.docx)	28/11/2020
PRP 17.2 Product Labelling Controls.docx	34 KB	Micro...(.docx)	28/11/2020
PRP 17.2A Label Retention and Check.docx	3.3 MB	Micro...(.docx)	23/11/2020
PRP 18 Food Defence Mitigation Strategies Checklists	45 KB	Micro...(.xlsx)	28/11/2020
PRP 18 Food Threat Assessment & Mitigation Plan Summary	37 KB	Micro...(.xlsx)	28/11/2020
PRP 18.1 Food Defence System.docx	610 KB	Micro...(.docx)	28/11/2020
PRP 18.2 Access Controls.docx	30 KB	Micro...(.docx)	28/11/2020
PRP Verification Records	--	Folder	Yesterday


PRP 12 Management of Pest Con...
Search in Document
Home
Insert
Design
Layout
References
Mailings
Review
View
Share
Print Layout
Web Layout
Outline
Draft
Ruler
Gridlines
Navigation Pane
Zoom
Zoom to 100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
AFC
Management of Pest Control
Page 1 of 7
2110 Words
English (UK)
40%


PRP 11.5A Environmental Monitoring Planning
Environmental Monitoring – Key Areas are Open Product and Filling/Processing Areas
Food Contact Surface – Inside Storage Tank
Food Contact Surface – Filler Nozzle
Food Contact Surface – Foil Lidding
Non-Food Contact Surface – Inside Door Filler Cabinet
Non-Food Contact Surface – Cleaning Equipment
Non-Food Contact Surface – Floor under Filler
Non-Food Contact Surface – Outside Storage Tank
Non-Food Contact Surface – Drain
Non-Food Contact Surface – Wall
Non-Food Contact Surface – Floor near Entrance
Non-Food Contact Surface – Hand Wash Sink
Priority Order
For Environmental Monitoring – Key Areas are Open Product and Filling/Processing Areas:
The priority will then be food contact surfaces, then surfaces that could contaminate product such as from condensation or from packaging contact surfaces.
Next will be filling equipment parts then other environmental areas.
These planning diagrams are provided to help you understand typical environmental surveillance.
Slide 3 of 8
English (United States)

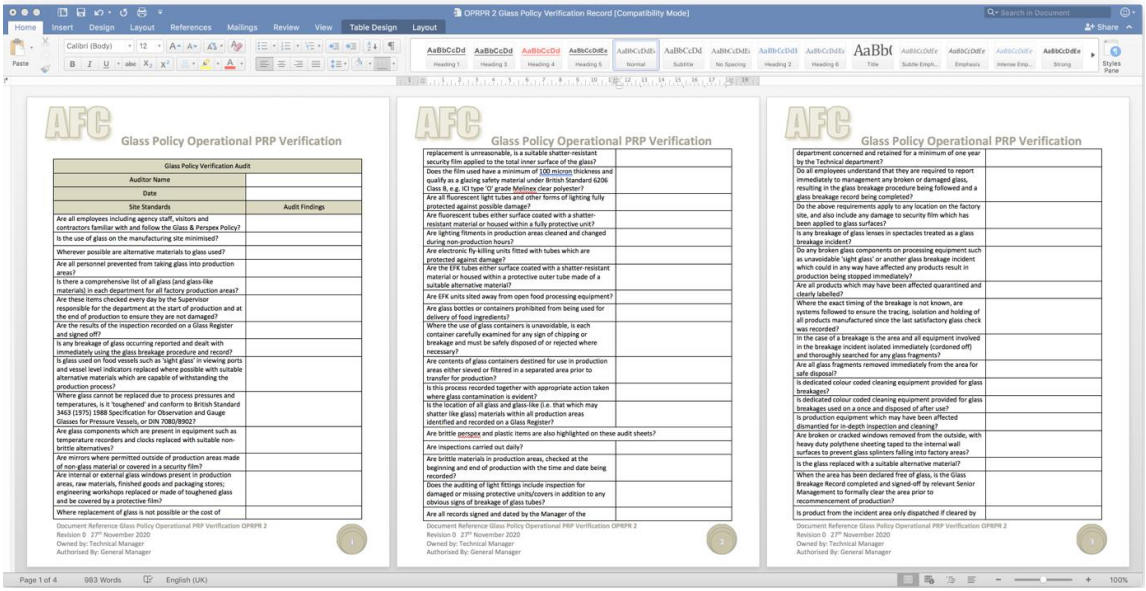
© IFSQN.com

Supplementary Modules

Sample Operational PRPs, Validation & Verification Records

Operational PRPs

Name	Date Modified	Size	Kind
OPRP 1 Hygiene Policy.docx	26/11/2020	30 KB	Micros...(.docx)
OPRP 2 Glass Policy.docx	26/11/2020	32 KB	Micros...(.docx)
OPRP 3 Ingredients Foreign Body Control Policy.docx	26/11/2020	28 KB	Micros...(.docx)
OPRP 4 Metal Detection.docx	26/11/2020	35 KB	Micros...(.docx)
OPRP 5 Nut Handling Procedure.docx	26/11/2020	29 KB	Micros...(.docx)
OPRP 6 Control of Knives.docx	26/11/2020	30 KB	Micros...(.docx)
OPRP 7 Control of Brittle Materials.docx	26/11/2020	31 KB	Micros...(.docx)
OPRP 8 Glass & Brittle Material Breakage Procedure.docx	26/11/2020	27 KB	Micros...(.docx)
OPRP 9 Control of First Aid Dressings.docx	26/11/2020	30 KB	Micros...(.docx)
OPRP 10 Monitoring of Cleaning Effectiveness.docx	26/11/2020	27 KB	Micros...(.docx)
OPRPR 1 Hygiene Policy Verification Record.docx	26/11/2020	30 KB	Micros...(.docx)
OPRPR 2 Glass Policy Verification Record.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPR 3 Ingredients Foreign Body Control Policy Verification Record.docx	26/11/2020	25 KB	Micros...(.docx)
OPRPR 4 Metal Detection Verification Record.docx	26/11/2020	27 KB	Micros...(.docx)
OPRPR 5 Nut Handling Procedure Verification Record.docx	26/11/2020	27 KB	Micros...(.docx)
OPRPR 6 Control of Knives Verification Record.docx	26/11/2020	27 KB	Micros...(.docx)
OPRPR 7 Control of Brittle Materials Verification Record.docx	26/11/2020	27 KB	Micros...(.docx)
OPRPR 8 Glass & Brittle Material Breakage Procedure.docx	26/11/2020	26 KB	Micros...(.docx)
OPRPR 9 Control of First Aid Dressings Verification.docx	26/11/2020	29 KB	Micros...(.docx)
OPRPR 10 Monitoring of Cleaning Verification Record.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 1 Hygiene Policy Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 2 Glass Policy Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 3 Ingredients Foreign Body Control Policy Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 4 Metal Detection Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 5 Nut Handling Procedure Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 6 Control of Knives Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 7 Control of Brittle Materials Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 8 Glass & Brittle Material Breakage Procedure Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 9 Control of First Aid Dressings Validation.docx	26/11/2020	28 KB	Micros...(.docx)
OPRPV 10 Monitoring of Cleaning Validation.docx	26/11/2020	28 KB	Micros...(.docx)



Product Development Module

FSMS 8.1 Product Development

Name	Date Modified	Size	Kind
NPD 001 Product Development Plan.docx	24/11/2020	38 KB	Micros...(.docx)
NPD 002 Product Development Brief Sign Off Form.docx	24/11/2020	28 KB	Micros...(.docx)
NPD 003 Artwork Approval Form.docx	24/11/2020	31 KB	Micros...(.docx)
NPD 004 Market Review Form.docx	24/11/2020	29 KB	Micros...(.docx)
NPD 005 Project Request Form.docx	24/11/2020	26 KB	Micros...(.docx)
NPD 006 Development Recipe Sheet.docx	24/11/2020	28 KB	Micros...(.docx)
NPD 006 NPD Costing Form.docx	24/11/2020	29 KB	Micros...(.docx)
NPD 007 Taste Panel Form.docx	24/11/2020	29 KB	Micros...(.docx)
NPD 008 Factory Trial Assessment Form.docx	24/11/2020	28 KB	Micros...(.docx)

NPD 001 Product Development Plan [Compatibility...

AFC

Product Development Plan

Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage	Yes/No	Date	Signed
New Product Development Manager			

Stage	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Technical against the Spec			
- Initial Product costing done			

Document Reference Product Development Plan NPD 001
Revision 0 27th November 2020
Owned by: Product Development Manager
Authorised By: General Manager

AFC

Product Development Plan

- All recipes documented			
STAGE Complete & Authority to Move to Next Stage	Yes/No	Date	Signed
New Product Development Manager			

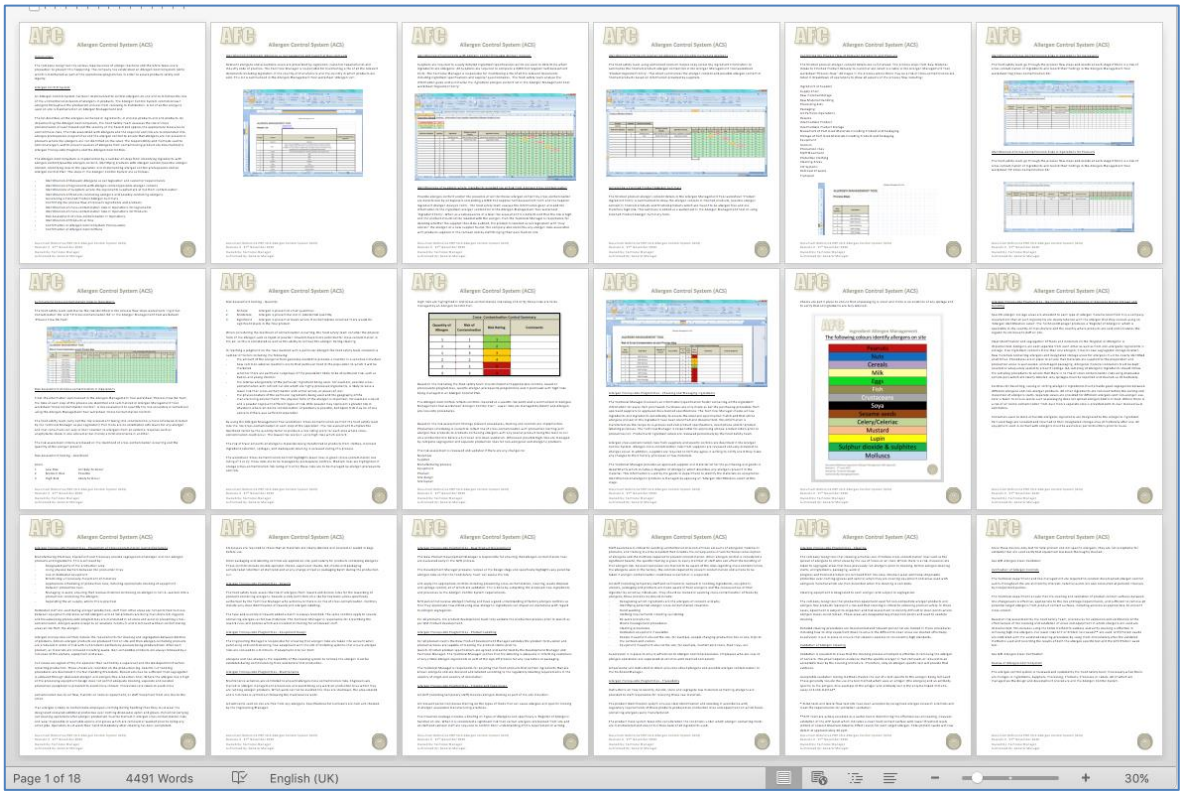
Stage	Responsibility	Date	Signed
STAGE 3: Approval of Kitchen Product			

Page 1 of 8 606 Words English (UK) 100%

Allergen Management Module

PRP 10.3 Allergen Management System

Name	Date Modified	Size	Kind
Allergen Management Tool.xlsx	27/11/2020	92 KB	Micros...(.xlsx)
Allergen Warning Label - Celery celeriac.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Cereals.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Crustaceans.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Eggs.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Fish.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Lupin.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Milk.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Molluscs	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Mustard.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Nuts.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Peanuts.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Sesame seeds.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Soya.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label - Sulphur dioxide and sulphites.docx	27/11/2020	16 KB	Micros...(.docx)
Allergen Warning Label Colour Coding Summary.docx	27/11/2020	16 KB	Micros...(.docx)
Finished Product Allergen Summary.docx	27/11/2020	30 KB	Micros...(.docx)
PRP 10.3 Comprehensive Allergen Management System.docx	27/11/2020	2 MB	Micros...(.docx)
QM Allergen Clean Validation.docx	27/11/2020	32 KB	Micros...(.docx)
QM Allergen Clean Verification.docx	27/11/2020	31 KB	Micros...(.docx)
QM Allergens.docx	27/11/2020	37 KB	Micros...(.docx)
QM Appendix Ingredient Allergen Management - Colour Coding.docx	27/11/2020	28 KB	Micros...(.docx)
Raw Material Allergen Summary Form.docx	27/11/2020	27 KB	Micros...(.docx)
Supplier Ingredient Allergen Analysis Form.docx	27/11/2020	28 KB	Micros...(.docx)

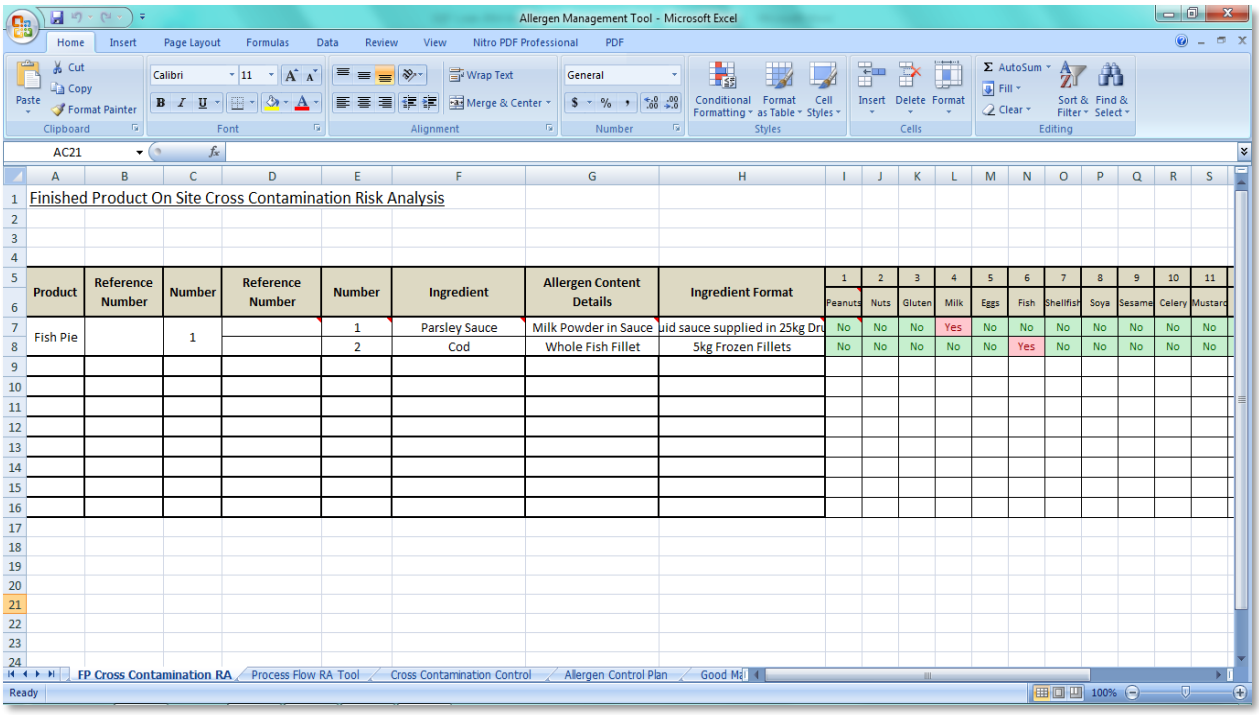


Allergen Management Module & Risk Assessment Tool

The Allergen Module concentrates on five themes:

- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens is a key allergen management control
- ✓ Scheduling - planning activities to reduce the risk of cross contamination
- ✓ Sanitation - cleaning controls to remove or reduce the risks of cross contamination

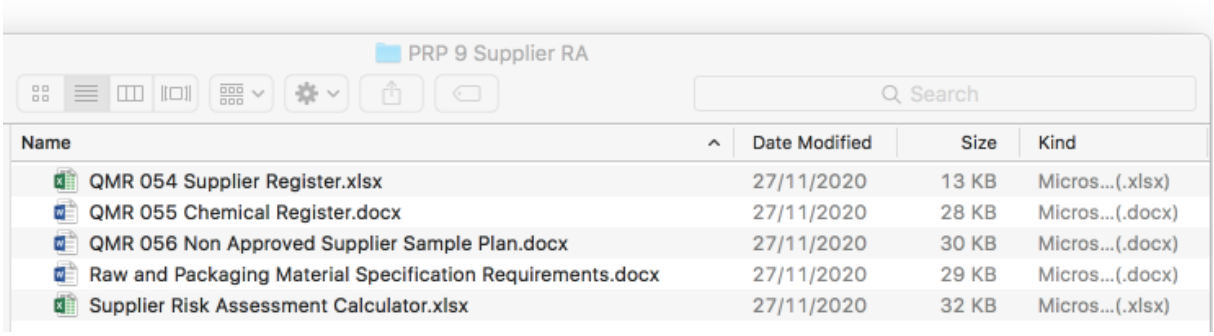
There is comprehensive allergen management documentation and the Allergen Management Tool which assist PRP 10.3 Allergen Control:



Finished Product On Site Cross Contamination Risk Analysis

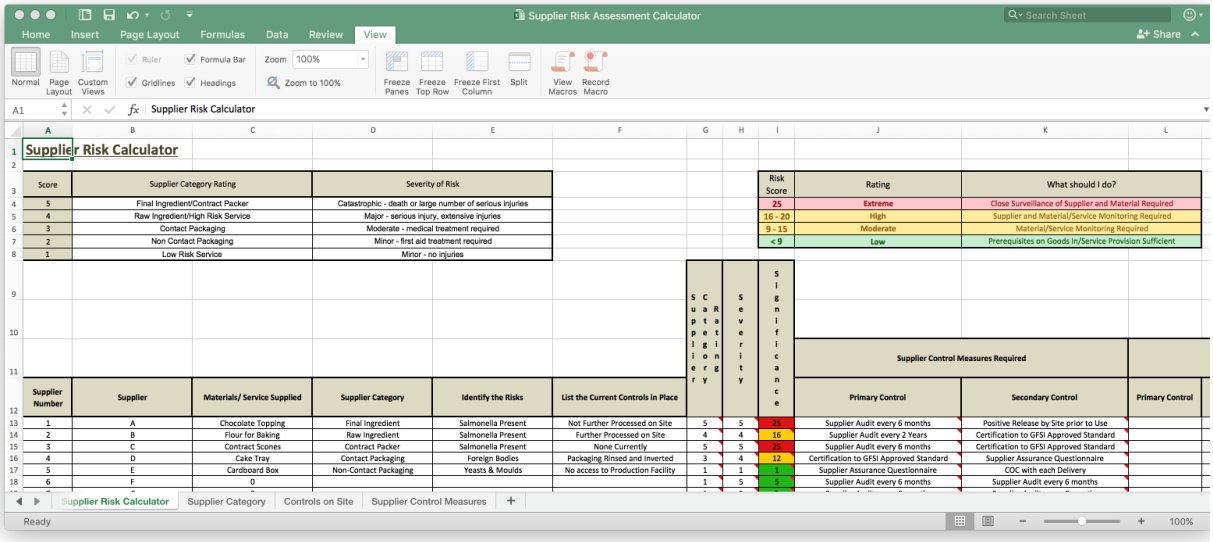
Product	Reference Number	Number	Reference Number	Number	Ingredient	Allergen Content Details	Ingredient Format	1 Peanuts	2 Nuts	3 Gluten	4 Milk	5 Eggs	6 Fish	7 Shellfish	8 Soya	9 Sesame	10 Celery	11 Mustard
Fish Pie		1		1	Parsley Sauce	Milk Powder in Sauce	uid sauce supplied in 25kg Dru	No	No	No	Yes	No	No	No	No	No	No	No
				2	Cod	Whole Fish Fillet	5kg Frozen Fillets	No	No	No	No	No	Yes	No	No	No	No	No

Supplier Risk Assessment Module



PRP 9 Supplier RA

Name	Date Modified	Size	Kind
QMR 054 Supplier Register.xlsx	27/11/2020	13 KB	Micros...(.xlsx)
QMR 055 Chemical Register.docx	27/11/2020	28 KB	Micros...(.docx)
QMR 056 Non Approved Supplier Sample Plan.docx	27/11/2020	30 KB	Micros...(.docx)
Raw and Packaging Material Specification Requirements.docx	27/11/2020	29 KB	Micros...(.docx)
Supplier Risk Assessment Calculator.xlsx	27/11/2020	32 KB	Micros...(.xlsx)



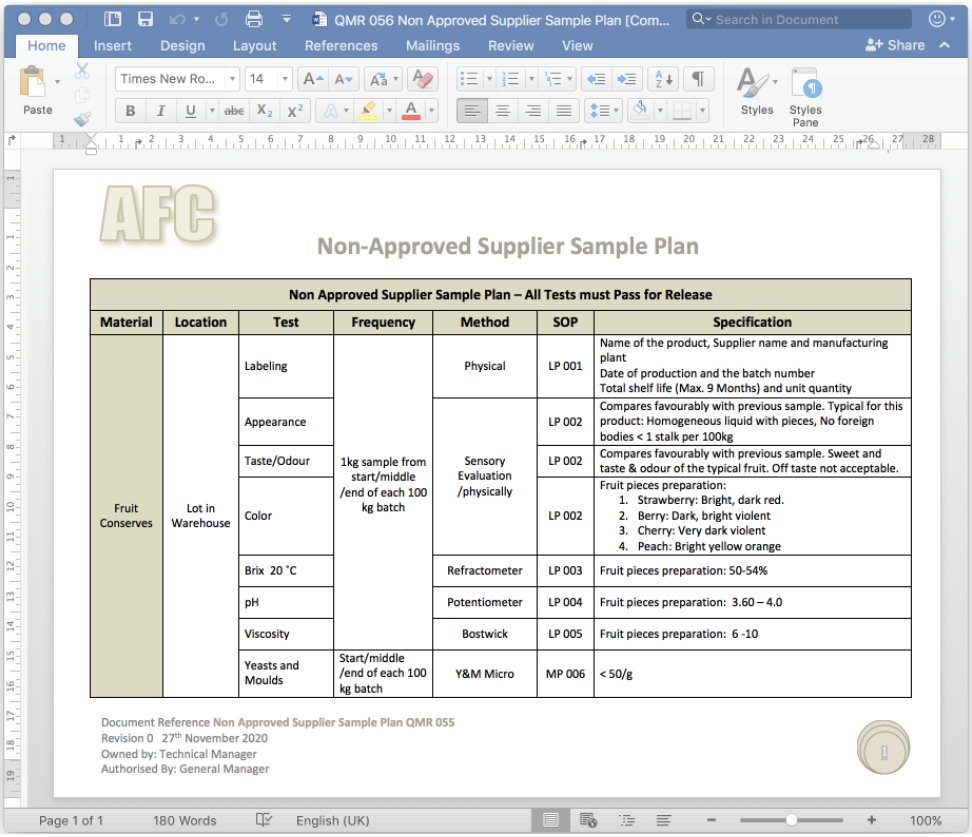
Supplier Risk Assessment Calculator

Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Severity	Significance	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control	Supplier Control Measures Required: Primary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Supplier Audit every 6 months	Positive Release by Site prior to Use	
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard	
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard	
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire	
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery	
6	F	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months	



QMR 056 Non Approved Supplier Sample Plan [Com...

AFC

Non-Approved Supplier Sample Plan

Non Approved Supplier Sample Plan – All Tests must Pass for Release						
Material	**Location**	**Test**	**Frequency**	**Method**	**SOP**	**Specification**
Fruit Conserves	Lot in Warehouse	Labeling	1kg sample from start/middle /end of each 100 kg batch	Physical	LP 001	Name of the product, Supplier name and manufacturing plant Date of production and the batch number Total shelf life (Max. 9 Months) and unit quantity
		Appearance		Sensory Evaluation /physically	LP 002	Compares favourably with previous sample. Typical for this product: Homogeneous liquid with pieces, No foreign bodies < 1 stalk per 100kg
		Taste/Odour			LP 002	Compares favourably with previous sample. Sweet and taste & odour of the typical fruit. Off taste not acceptable.
		Color			LP 002	Fruit pieces preparation: 1. Strawberry: Bright, dark red. 2. Berry: Dark, bright violent 3. Cherry: Very dark violent 4. Peach: Bright yellow orange
		Brix 20 °C		Refractometer	LP 003	Fruit pieces preparation: 50-54%
		pH		Potentiometer	LP 004	Fruit pieces preparation: 3.60 – 4.0
		Viscosity		Bostwick	LP 005	Fruit pieces preparation: 6 -10
		Yeasts and Moulds	Start/middle /end of each 100 kg batch	Y&M Micro	MP 006	< 50/g

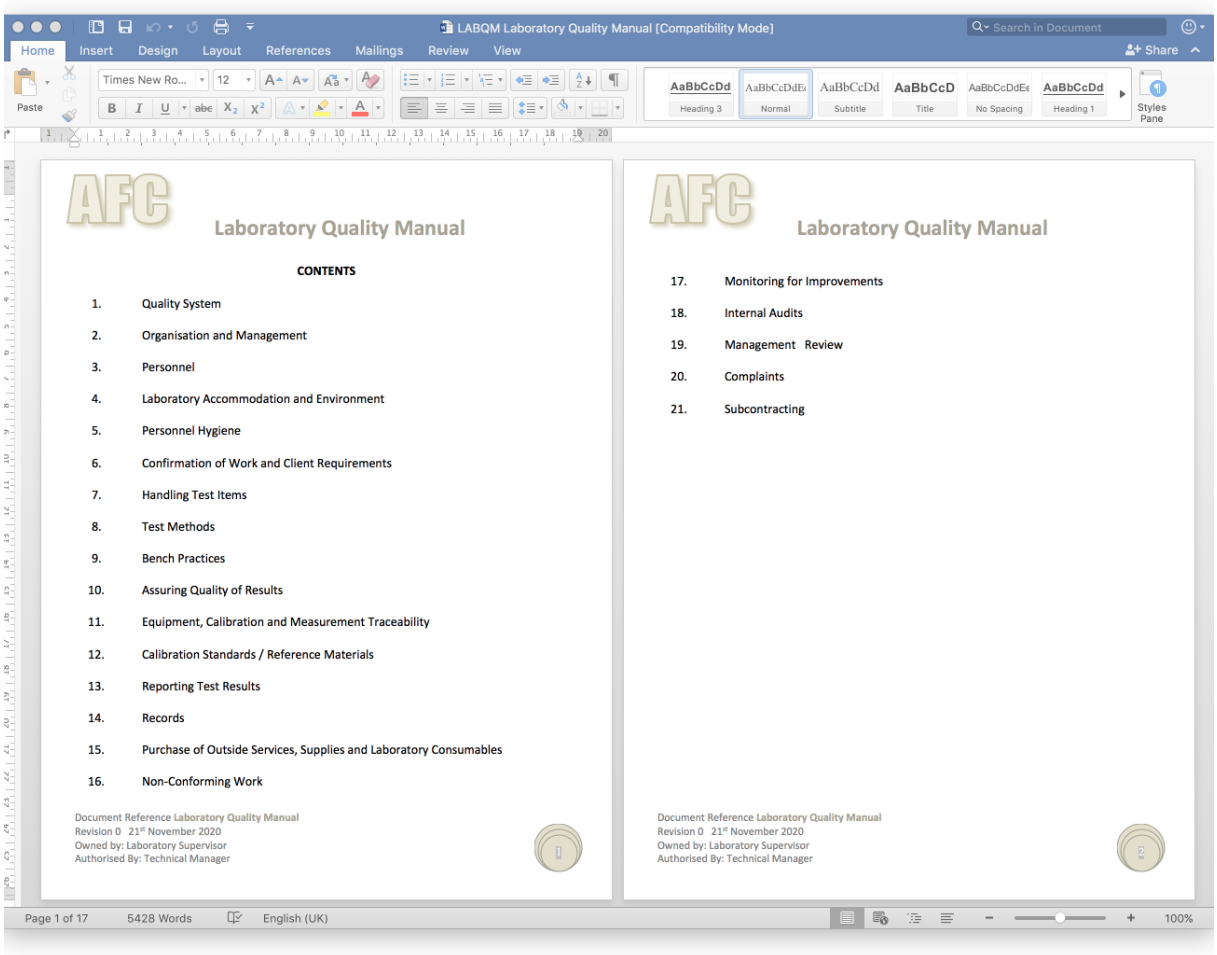
Document Reference Non Approved Supplier Sample Plan QMR 055
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

Laboratory Quality Manual

FSSC 22000 Certification Scheme Additional Requirements Version 5.1 2.5.1 Management of Services and Purchased Materials include the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including both internal and external laboratories as applicable) using validated test methods and best practices.

An example given is certification to international standard ISO 17025 General Requirements for the Competence of Testing and Calibration Laboratories.

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.



FSMS Record Templates

A wide range of editable FSMS, Validation and Verification Record Templates written in Microsoft Word format:

FSMS Records

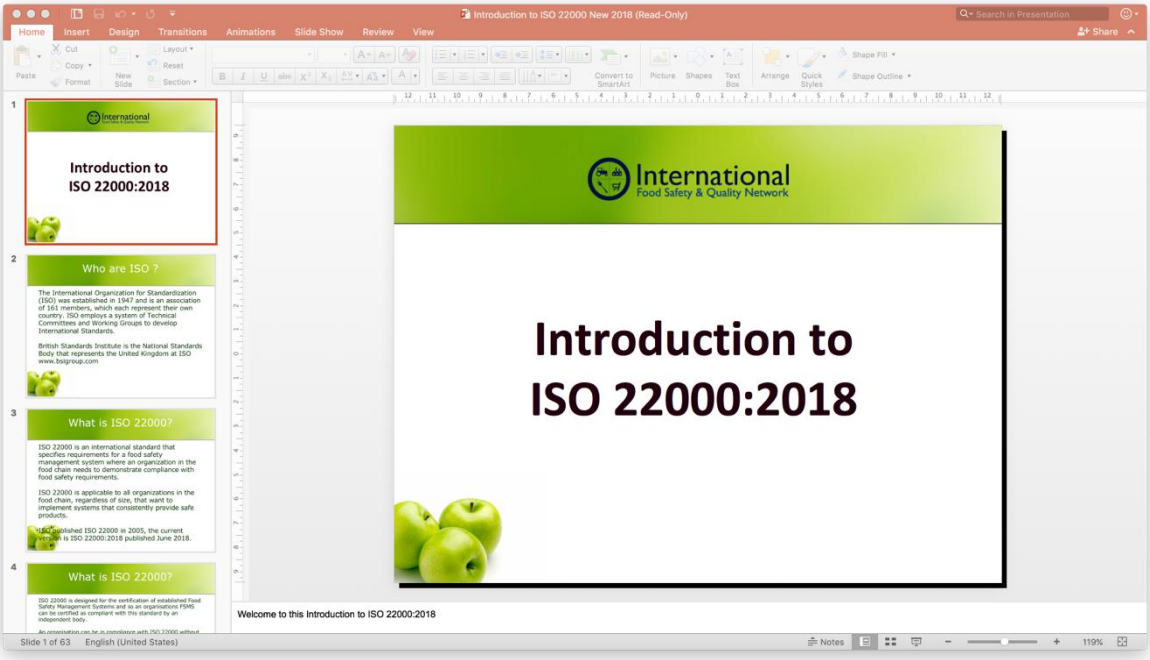
Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 002 Training Record.docx	04/11/2020	31 KB	Micros...(.docx)
QMR 003 Product Realisation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 004 Design and Development.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 005 Supplier Evaluation Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 006 Process Validation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 007 Identification and Traceability Form.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 008 Register of Customer Property.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 009 Calibration Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 010 Food Safety Quality System Audit Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 011 Non-Conformance Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 012 Corrective Action Request.docx	Yesterday	25 KB	Micros...(.docx)
QMR 013 Preventative Action Request.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 014 Supplier Self Assessment Form.docx	04/11/2020	37 KB	Micros...(.docx)
QMR 015 Equipment Commissioning Checklist.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 016 Return to Work Form.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 017 Hygiene Policy Staff Training Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 018 Complaint Investigation Form.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 019 Audit Checklist.docx	04/11/2020	42 KB	Micros...(.docx)
QMR 020 Knife Control Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 021 Knife Breakage Report.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 022 Goods In Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 024 Glass Breakage Record.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 025 Metal Detection Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 026 First Aid Dressing Issue Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 027 Cleaning Schedule.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 028 Cleaning Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 029 Engineering Hygiene Clearance Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 030 Glass and Brittle Plastic Register.docx	04/11/2020	33 KB	Micros...(.docx)
QMR 031 GMP Audit Checklist.docx	04/11/2020	41 KB	Micros...(.docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 034 Pre Employment Medical Questionnaire.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 035 Visitor Questionnaire.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 036 Product Recall Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 037 Shelf Life Confirmation Record.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 038 Accelerated Keeping Quality Log.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 039 Goods In QA Clearance Label.docx	04/11/2020	16 KB	Micros...(.docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 041 Changing Room Cleaning Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 042 Cleaning Equipment Colour Coding Sample	10/07/2019	223 KB	PDF Document
QMR 043 Daily Cleaning Recor...ilets and Changing Rooms.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	04/11/2020	196 KB	Micros...(.docx)
QMR 045 General Cleaning Procedure.docx	04/11/2020	142 KB	Micros...(.docx)
QMR 046 Product QA Clearance Label.docx	04/11/2020	16 KB	Micros...(.docx)
QMR 047 CIP Programmes Log.xlsx	04/11/2020	14 KB	Micros...(.xlsx)
QMR 048 Sample Filler Cleaning Record.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	04/11/2020	19 KB	Micros...(.xlsx)
QMR 050 QC Online Check Sheet.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 051 Non Conformance Notification.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 052 CIP Chemical Log.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 053 Double Hold Label.docx	04/11/2020	12 KB	Micros...(.docx)
QMR 054 Supplier Register.xlsx	04/11/2020	13 KB	Micros...(.xlsx)
QMR 055 Chemical Register.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 056 Non Approved Supplier Sample Plan.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 057 Warehouse Cleaning Record.docx	04/11/2020	28 KB	Micros...(.docx)
QMR 058 Product Recall Trace.docx	04/11/2020	29 KB	Micros...(.docx)
QMR 059 Product Recall Test Record.docx	04/11/2020	32 KB	Micros...(.docx)
QMR 060 Document Master List.docx	04/11/2020	27 KB	Micros...(.docx)
QMR 061 Process Change Approval Record.docx	04/11/2020	30 KB	Micros...(.docx)
QMR 062 Minor Process Change Approval Record.docx	04/11/2020	29 KB	Micros...(.docx)

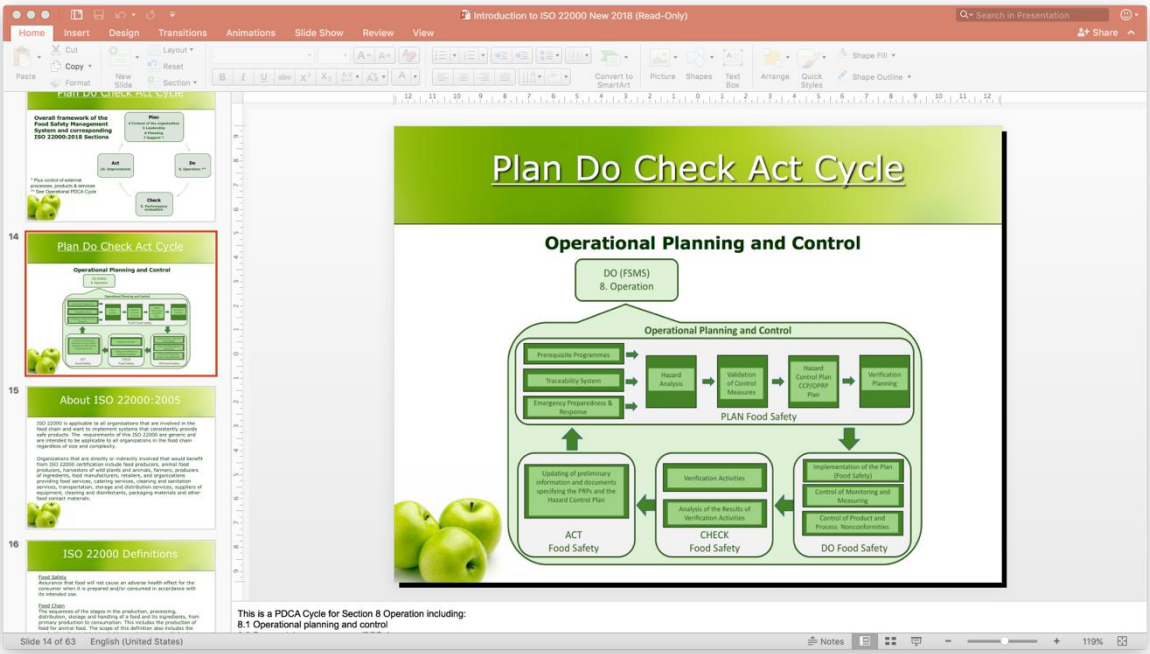
Training

An extensive set of IFSQN PowerPoint Training Presentations:

Introduction to ISO 22000:2018

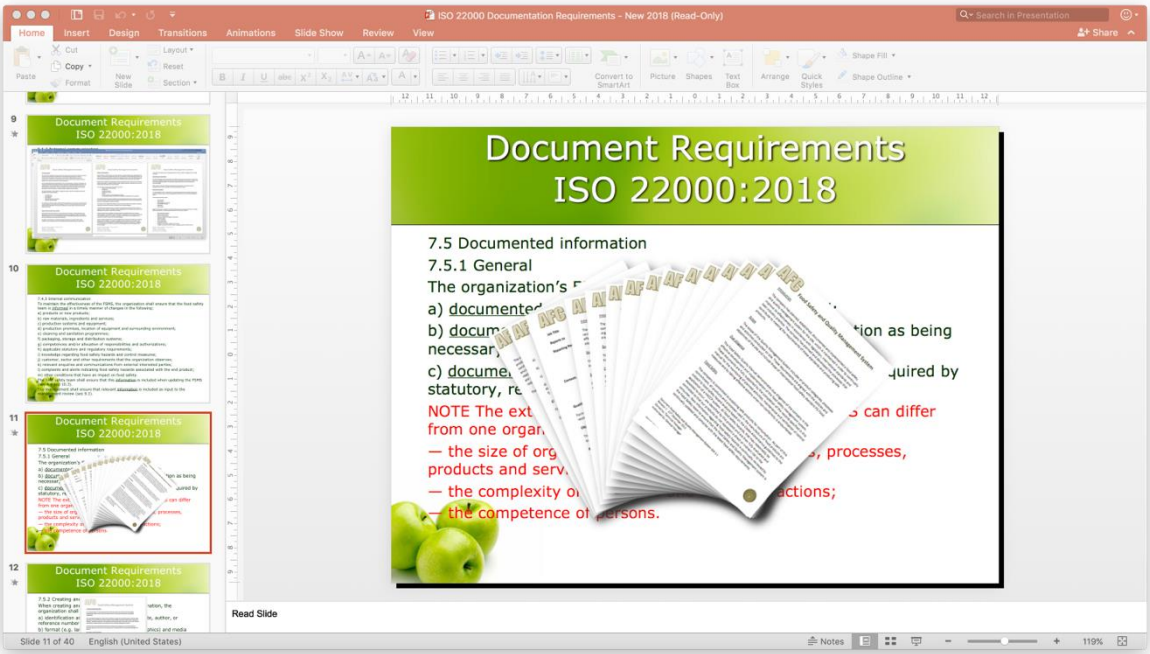
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.





ISO 22000:2018 Documentation Requirements

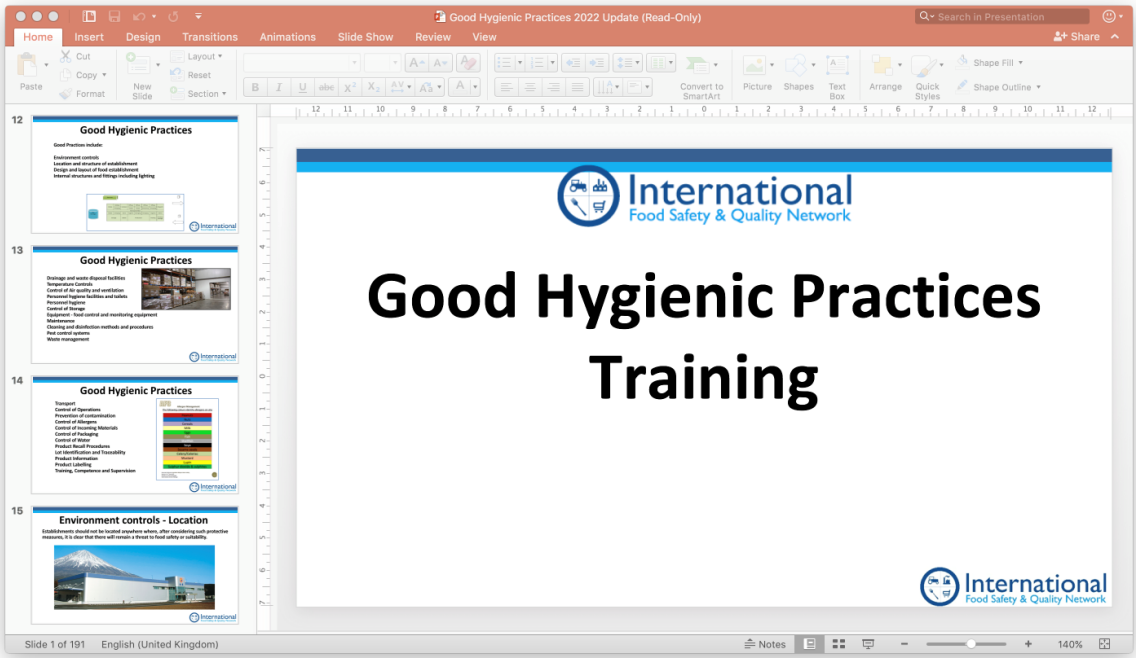
The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System.



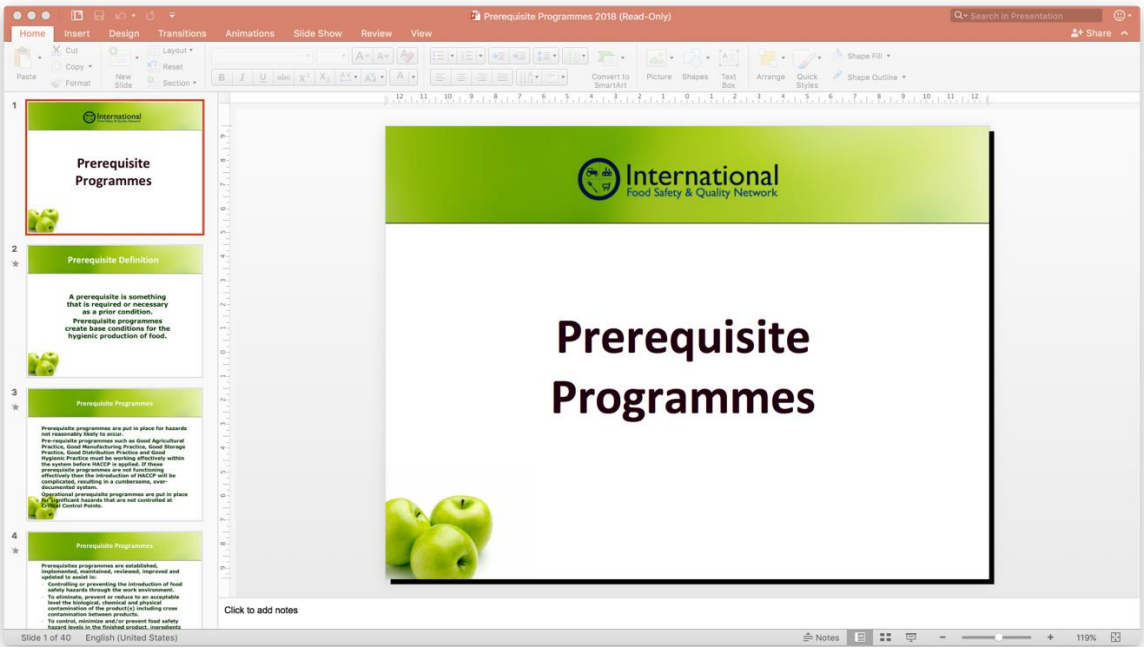
Good Hygienic Practices/Prerequisite Programmes Training

Good Hygienic Practices/Prerequisite Programmes Training for the Management and Food Safety/HACCP Team.:

Updated in consideration of CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition



Prerequisite Programmes as per the requirements of ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing



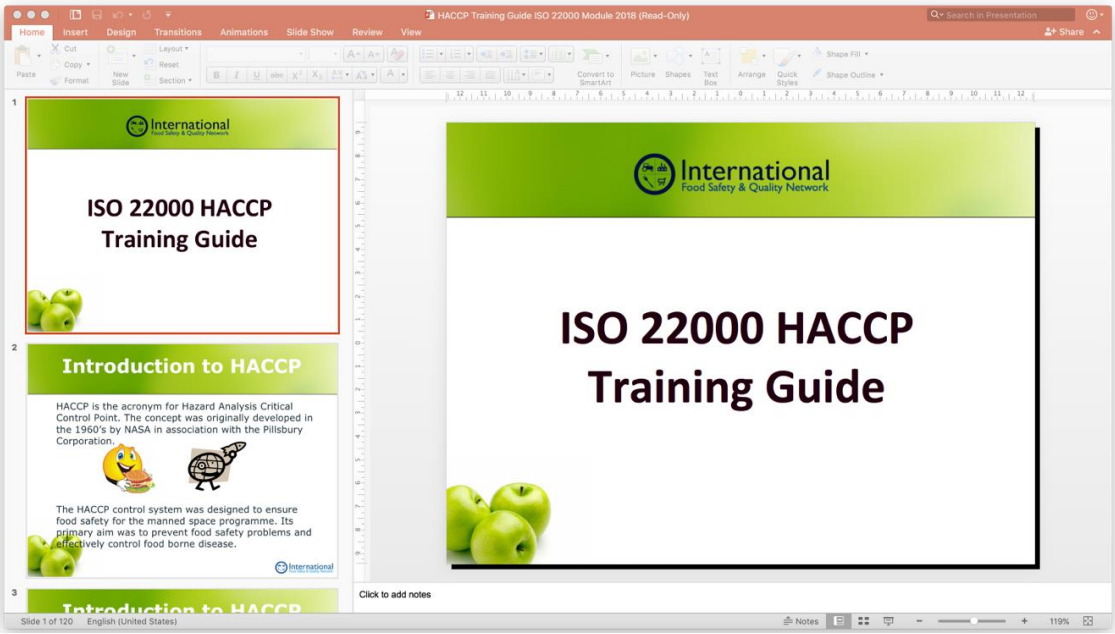
Implementing ISO 22000 Food Safety Team Guide (2022 Update)

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000 compliant Food Safety Management System.

© IFSQN.com

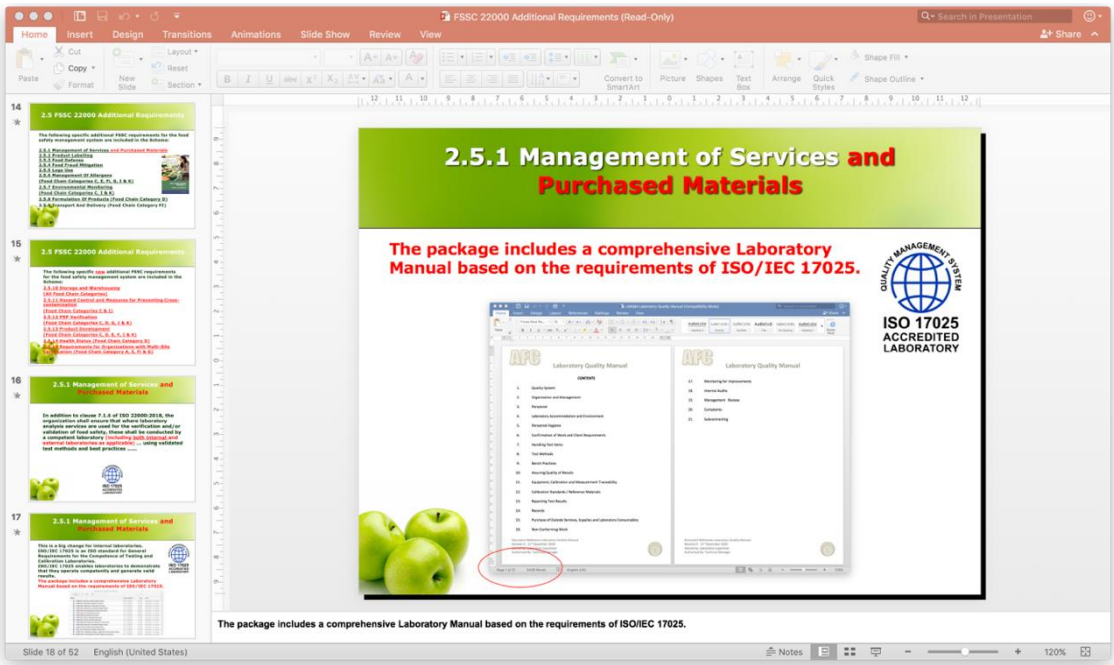
HACCP Training Guide ISO 22000 Version (2022 Update)

An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team.



FSSC 22000 Additional Requirements Version 5.1

A PowerPoint explanation of the FSSC 22000 Additional Requirements Version 5.1 requirements for certification and hoe the documents supplied comply with these additional requirements.

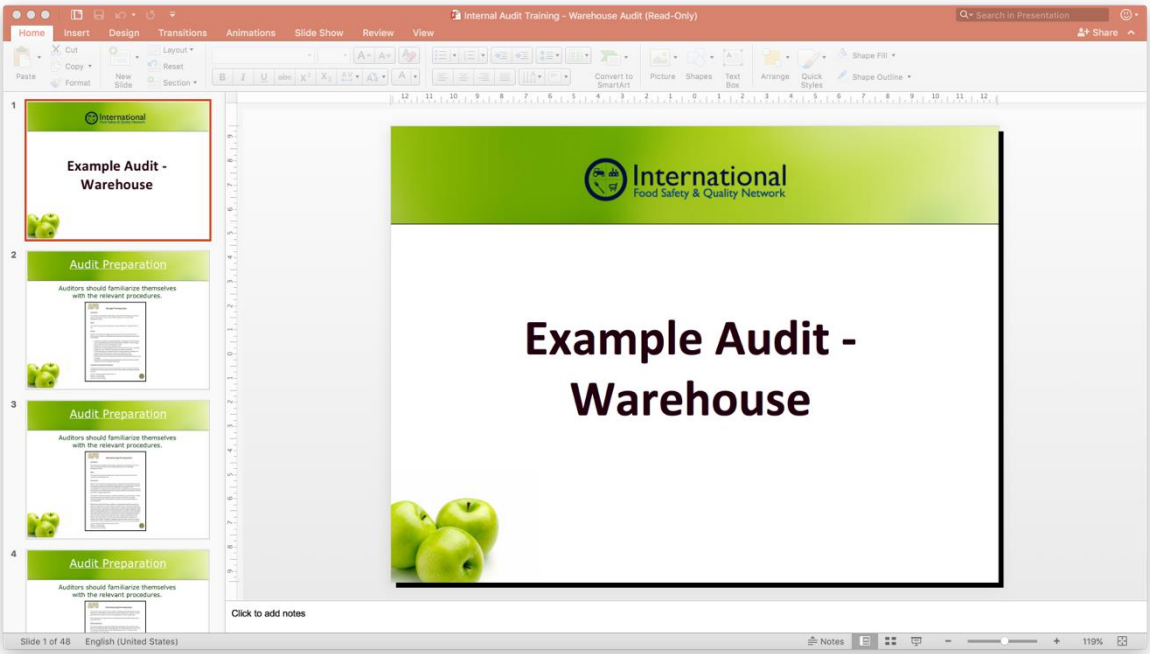


There are three PowerPoint Internal Auditor training presentations

Internal Auditor Training Guide

A PowerPoint Internal Auditor training presentation is included and can be used to train your Internal Auditors

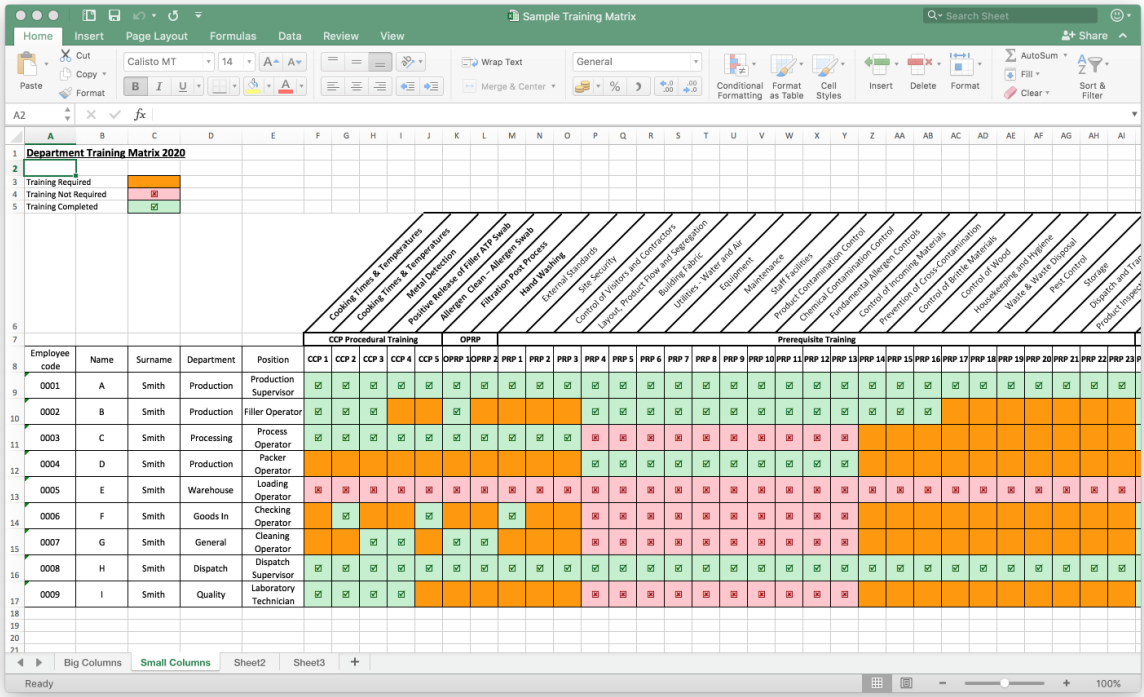
Example Internal Audit Training Guide



GMP Auditor Training Guide

FSSC 22000 Certification Scheme Additional Requirements Version 5.1 include 2.5.12 PRP Verification and the requirement to establish, implement, and maintain routine site inspections/PRP checks.
This PowerPoint training presentation of a GMP Audit/Facility Inspection System is included.

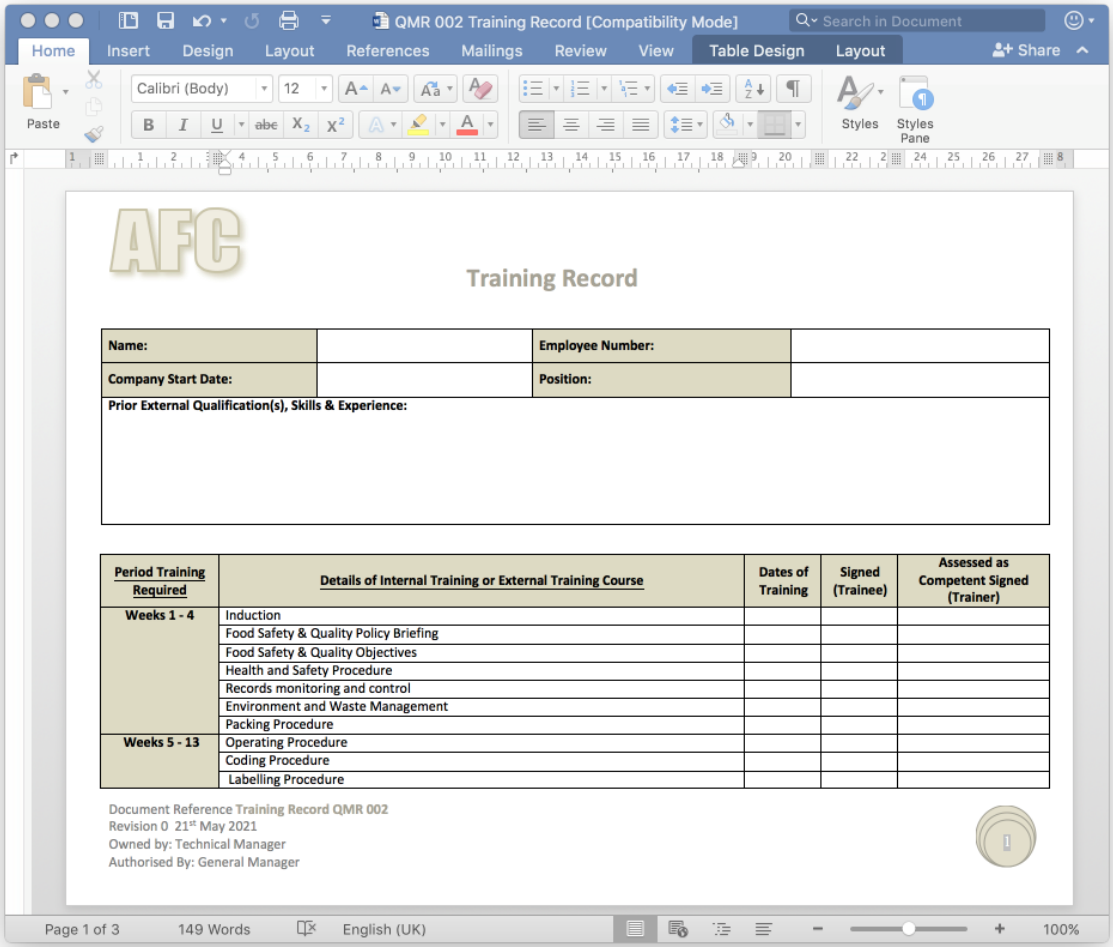
A significant part of the implementation process is training. A training matrix and record templates are provided.



Department Training Matrix 2020

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	CCP 1 Cooking Times & Temperatures	CCP 2 Cooking Times & Temperatures	CCP 3 Cooking Times & Temperatures	CCP 4 Metal Detection	CCP 5 Positive Release of Filler ATP Swab	OPRP 1 Allergen Clean - Allergen Swab	OPRP 2 Filtration Post Process	PRP 1 Hand Washing	PRP 2 External Standards	PRP 3 Site Security	PRP 4 Control of Visitors and Contractors	PRP 5 Layout, Product Flow and Segregation	PRP 6 Building Fabric	PRP 7 Utilities - Water and Air	PRP 8 Equipment	PRP 9 Maintenance	PRP 10 Staff Facilities	PRP 11 Product Contamination Control	PRP 12 Chemical Contamination Control	PRP 13 Fundamental Allergen Controls	PRP 14 Control of Incoming Materials	PRP 15 Prevention of Cross-Contamination	PRP 16 Control of Brittle Materials	PRP 17 Control of Wood	PRP 18 Housekeeping and Hygiene	PRP 19 Waste & Waste Disposal	PRP 20 Pest Control	PRP 21 Storage	PRP 22 Dispatch and Tra	PRP 23 Product Inspec
					CCP Procedural Training					OPRP		Prerequisite Training																							
0001	A	Smith	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Smith	Production	Filler Operator	☑	☑	☑		☑	☑					☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑								
0003	C	Smith	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											
0004	D	Smith	Production	Packer Operator											☑	☑	☑	☑	☑	☑	☑	☑	☑	☑											
0005	E	Smith	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Smith	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											
0007	G	Smith	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											
0008	H	Smith	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Smith	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒	☒	☒	☒	☒	☒	☒											



AFC

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			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

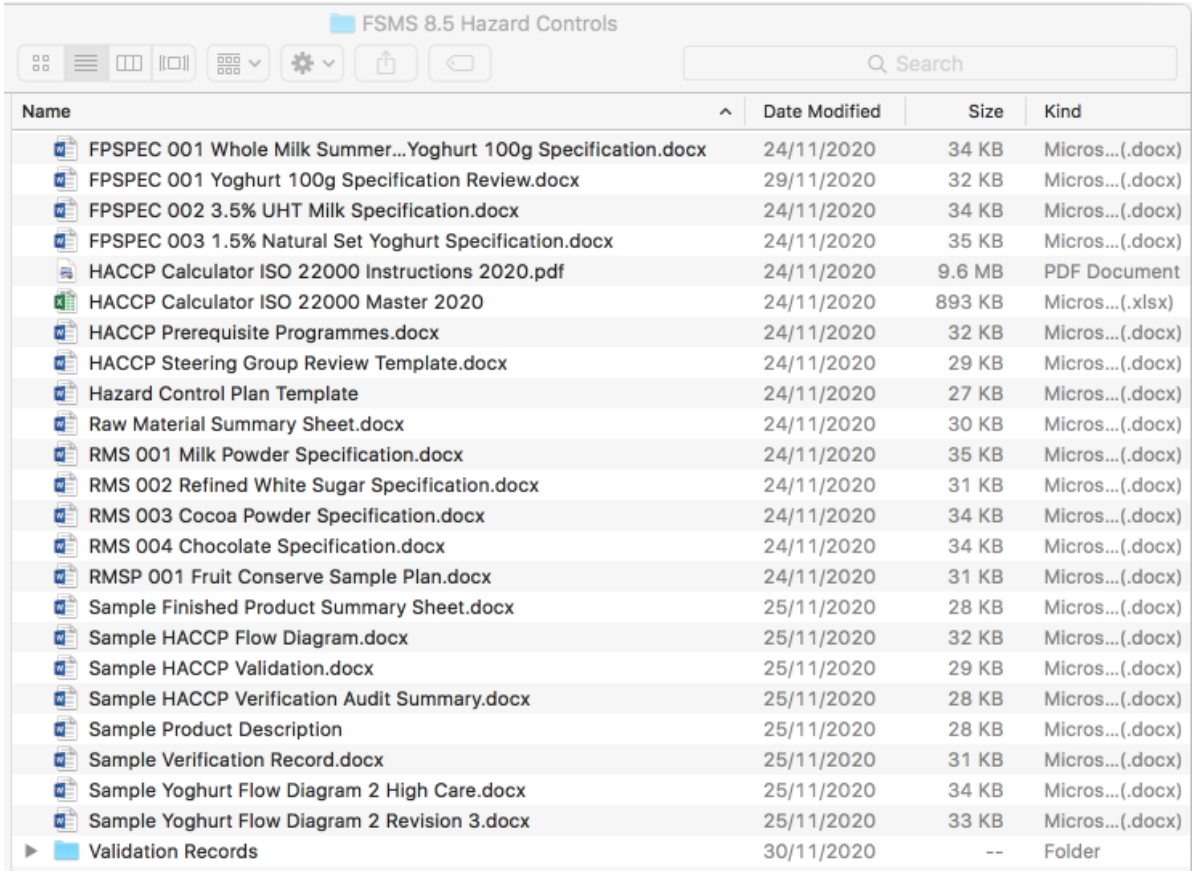
Implementation Assistance

A range of tools including supplementary documentation, instructions, guidance and technical support.

Additional ISO 22000 HACCP Documentation including the HACCP Calculator

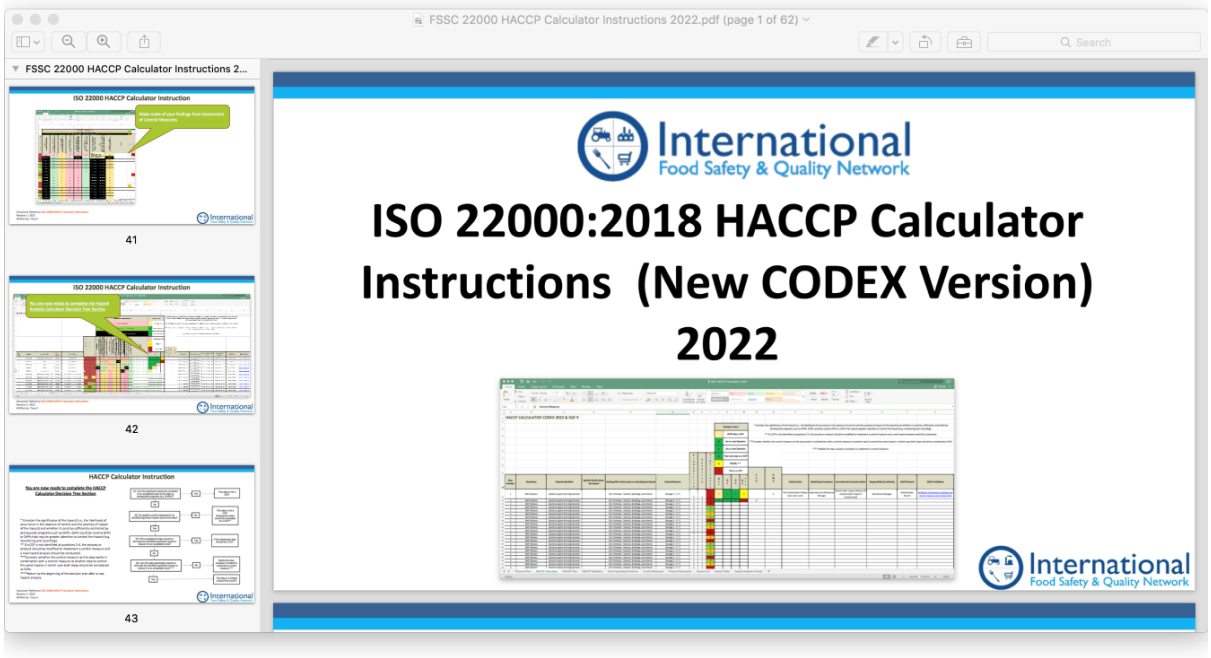
The HACCP System is defined in the following FSMS documents:
FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information 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

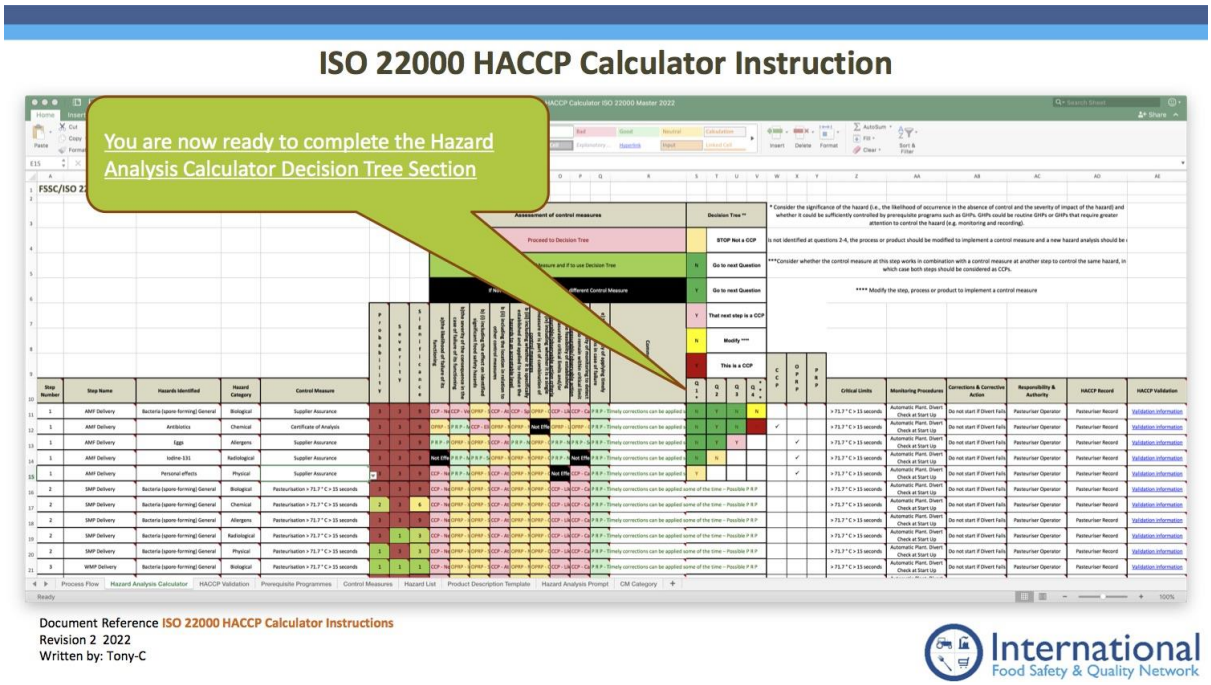
There are also supplementary ISO HACCP documents including the ISO 22000 HACCP Calculator 2022 & Instructions.


FSMS 8.5 Hazard Controls

Name	Date Modified	Size	Kind
FPSPEC 001 Whole Milk Summer...Yoghurt 100g Specification.docx	24/11/2020	34 KB	Micros...(.docx)
FPSPEC 001 Yoghurt 100g Specification Review.docx	29/11/2020	32 KB	Micros...(.docx)
FPSPEC 002 3.5% UHT Milk Specification.docx	24/11/2020	34 KB	Micros...(.docx)
FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx	24/11/2020	35 KB	Micros...(.docx)
HACCP Calculator ISO 22000 Instructions 2020.pdf	24/11/2020	9.6 MB	PDF Document
HACCP Calculator ISO 22000 Master 2020	24/11/2020	893 KB	Micros...(.xlsx)
HACCP Prerequisite Programmes.docx	24/11/2020	32 KB	Micros...(.docx)
HACCP Steering Group Review Template.docx	24/11/2020	29 KB	Micros...(.docx)
Hazard Control Plan Template	24/11/2020	27 KB	Micros...(.docx)
Raw Material Summary Sheet.docx	24/11/2020	30 KB	Micros...(.docx)
RMS 001 Milk Powder Specification.docx	24/11/2020	35 KB	Micros...(.docx)
RMS 002 Refined White Sugar Specification.docx	24/11/2020	31 KB	Micros...(.docx)
RMS 003 Cocoa Powder Specification.docx	24/11/2020	34 KB	Micros...(.docx)
RMS 004 Chocolate Specification.docx	24/11/2020	34 KB	Micros...(.docx)
RMSP 001 Fruit Conserve Sample Plan.docx	24/11/2020	31 KB	Micros...(.docx)
Sample Finished Product Summary Sheet.docx	25/11/2020	28 KB	Micros...(.docx)
Sample HACCP Flow Diagram.docx	25/11/2020	32 KB	Micros...(.docx)
Sample HACCP Validation.docx	25/11/2020	29 KB	Micros...(.docx)
Sample HACCP Verification Audit Summary.docx	25/11/2020	28 KB	Micros...(.docx)
Sample Product Description	25/11/2020	28 KB	Micros...(.docx)
Sample Verification Record.docx	25/11/2020	31 KB	Micros...(.docx)
Sample Yoghurt Flow Diagram 2 High Care.docx	25/11/2020	34 KB	Micros...(.docx)
Sample Yoghurt Flow Diagram 2 Revision 3.docx	25/11/2020	33 KB	Micros...(.docx)
Validation Records	30/11/2020	--	Folder

ISO 22000 HACCP Calculator 2022 & Instructions





How does the ISO 22000 HACCP Calculator 2022 help?

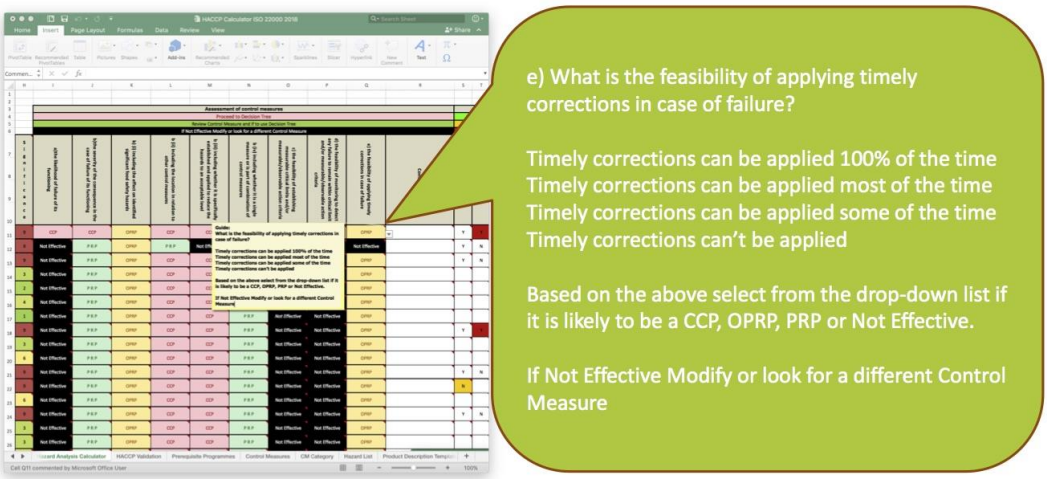
The ISO 22000 HACCP Calculator 2022 assists the Food Safety Team in implementing a Hazard Control System compliant with ISO 22000 Section 8.5 Hazard control from Process Flow Steps to the Hazard Control Plan including:

- ✓ 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 2022 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 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.

The ISO 22000 HACCP Calculator 2022 considers ISO 22000 requirements in clause 8.5.2.4 Selection and categorization of control measure(s)

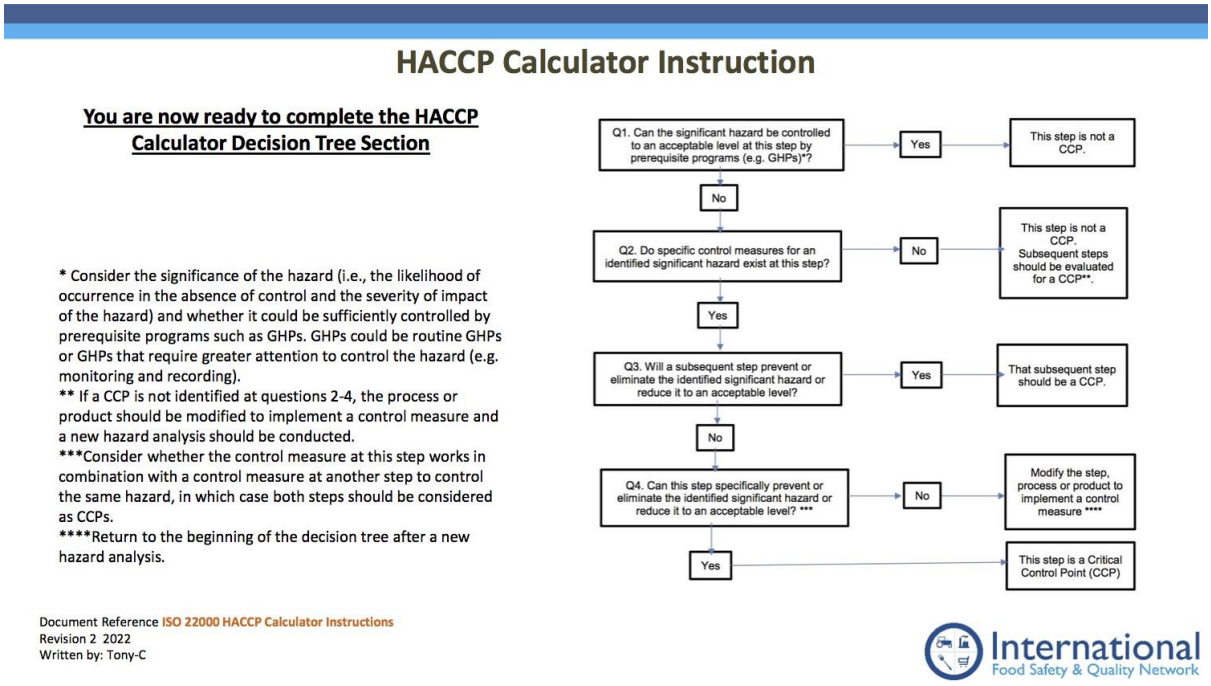
ISO 22000 HACCP Calculator Instruction

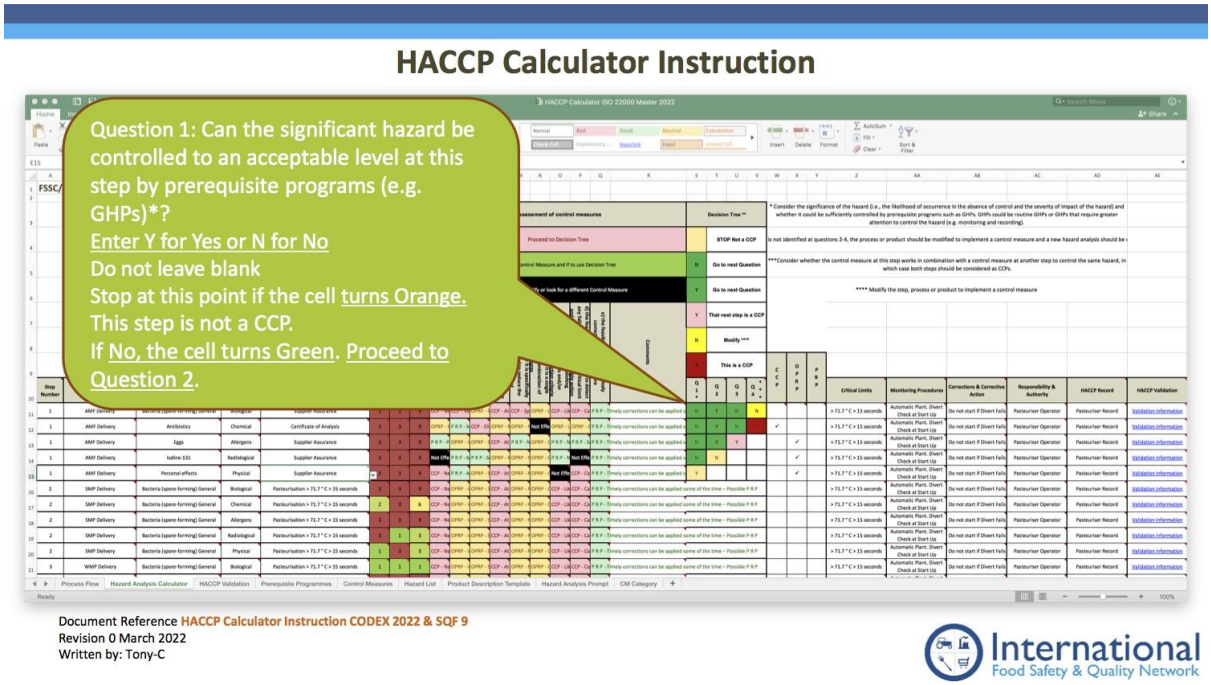


Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C

International Food Safety & Quality Network

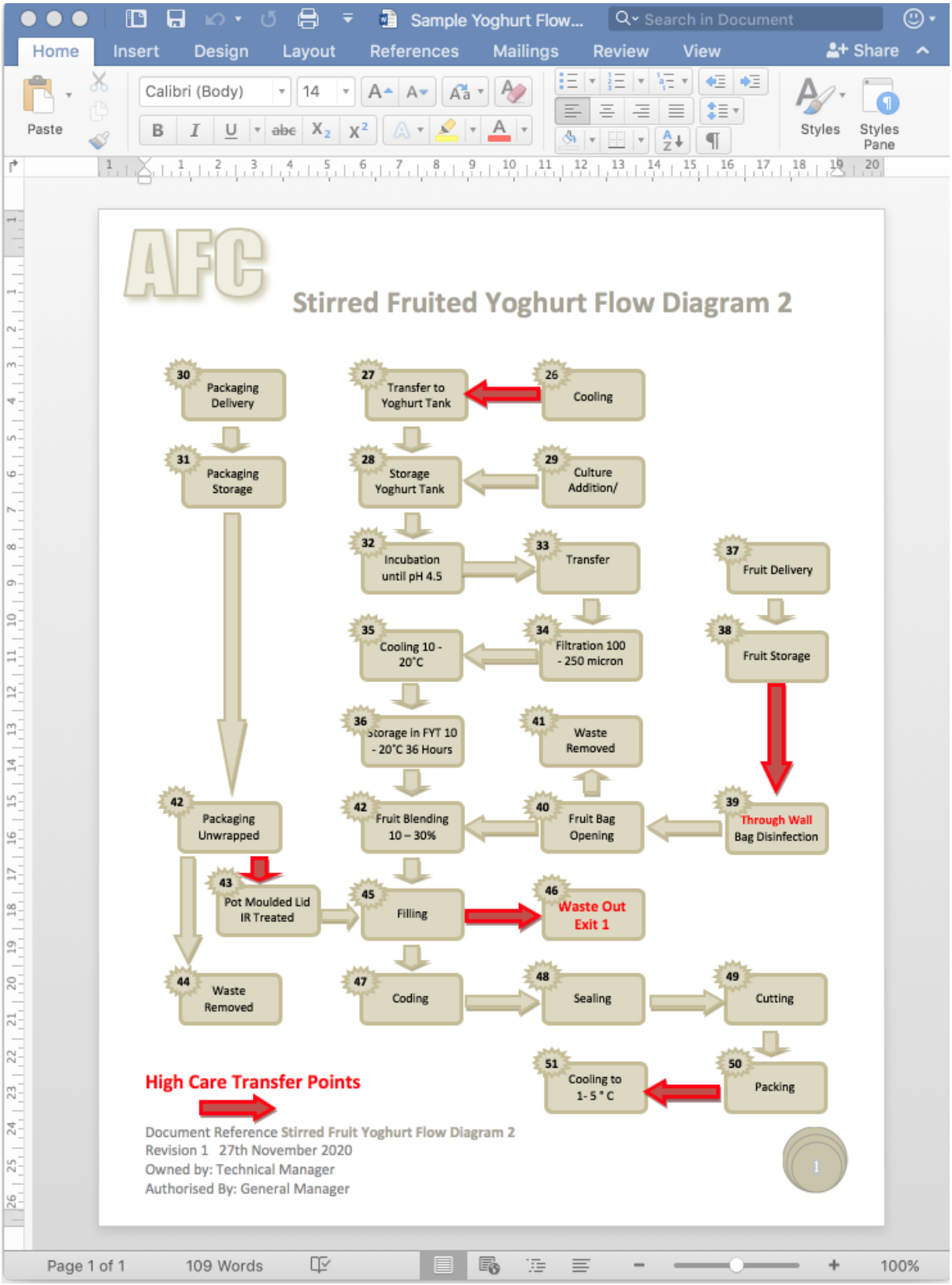
The ISO 22000 HACCP Calculator 2022 also includes a new CODEX 2022 Decision Tree





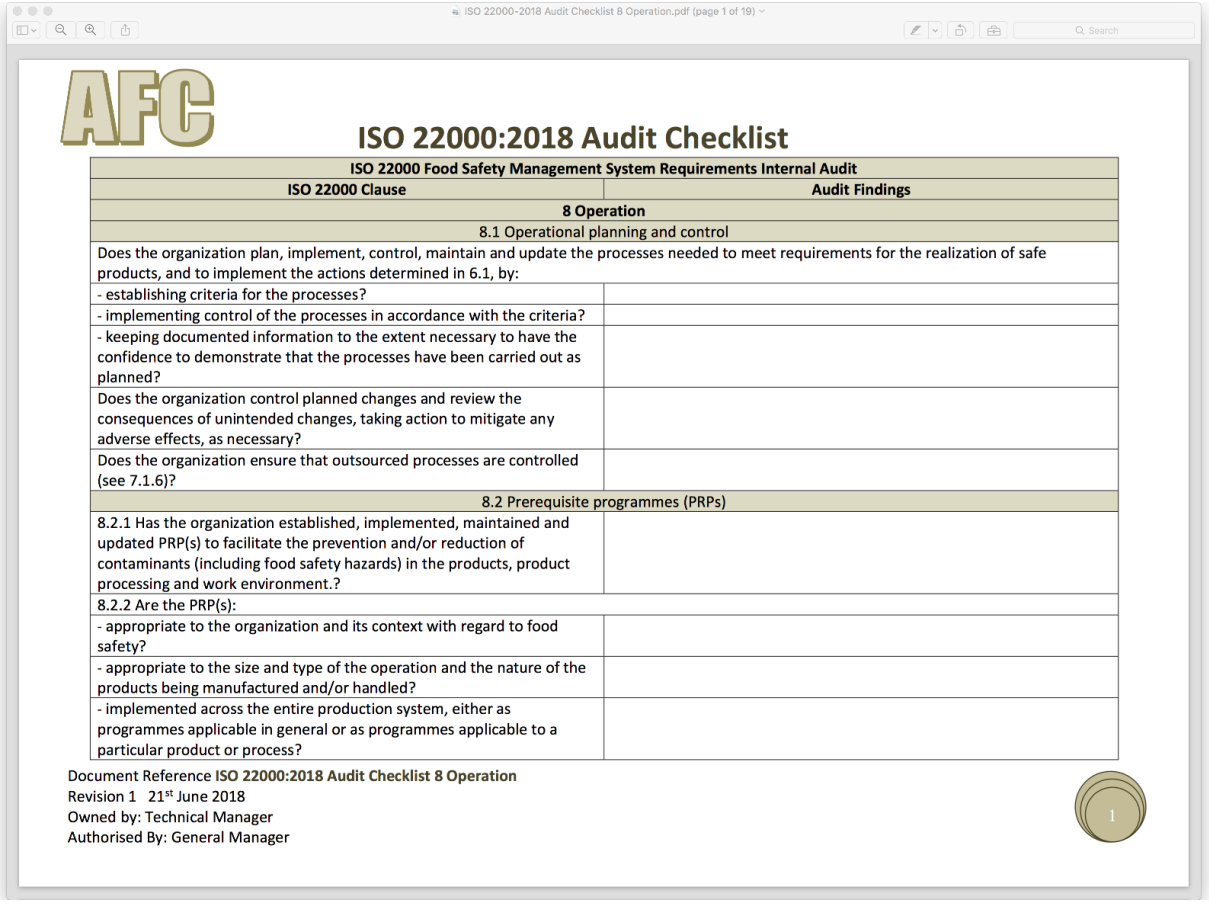
There are clear instructions on how to use the ISO 22000 HACCP Calculator 2022

Additional Samples of HACCP Documentation are also included.



Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus there are verification records.

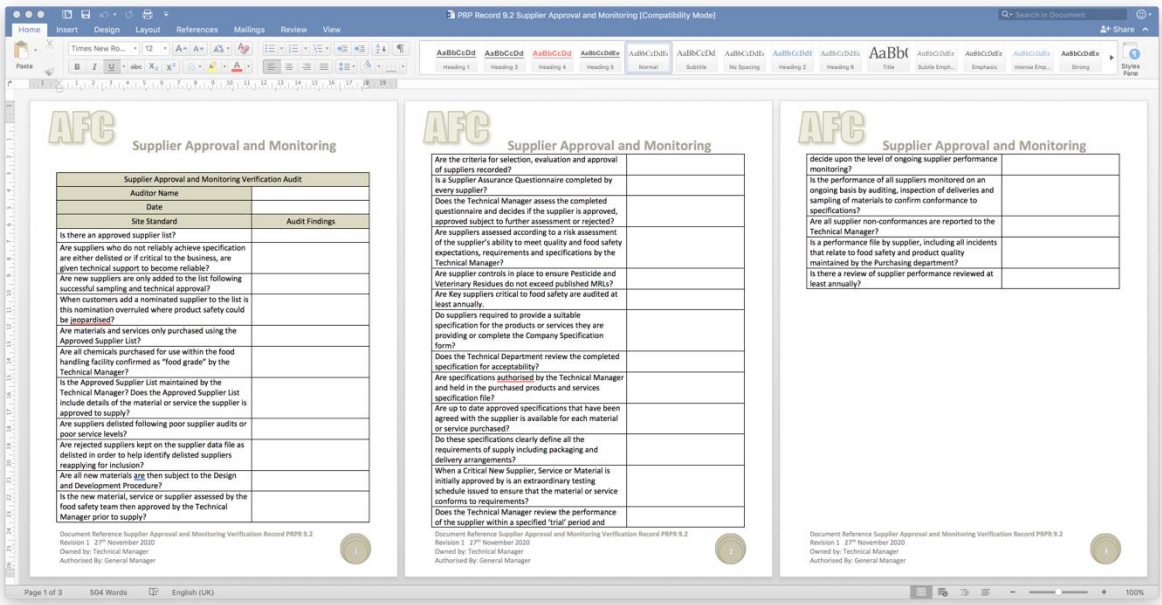


AFC

ISO 22000:2018 Audit Checklist

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
8 Operation	
8.1 Operational planning and control	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, and to implement the actions determined in 6.1, by:	
- establishing criteria for the processes?	
- implementing control of the processes in accordance with the criteria?	
- keeping documented information to the extent necessary to have the confidence to demonstrate that the processes have been carried out as planned?	
Does the organization control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?	
Does the organization ensure that outsourced processes are controlled (see 7.1.6)?	
8.2 Prerequisite programmes (PRPs)	
8.2.1 Has the organization established, implemented, maintained and updated PRP(s) to facilitate the prevention and/or reduction of contaminants (including food safety hazards) in the products, product processing and work environment.?	
8.2.2 Are the PRP(s):	
- appropriate to the organization and its context with regard to food safety?	
- appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled?	
- implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process?	

Document Reference **ISO 22000:2018 Audit Checklist 8 Operation**
Revision 1 21st June 2018
Owned by: Technical Manager
Authorised By: General Manager



AFC

Supplier Approval and Monitoring

Supplier Approval and Monitoring Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Is there an approved supplier list?	
Are suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable?	
Are new suppliers are only added to the list following successful sampling and technical approval?	
When customers add a nominated supplier to the list is this nomination overruled where product safety could be jeopardised?	
Are materials and services only purchased using the Approved Supplier List?	
Are all chemicals purchased for use within the food handling facility confirmed as "food grade" by the Technical Manager?	
Is the Approved Supplier List maintained by the Technical Manager? Does the Approved Supplier List include details of the material or service the supplier is approved to supply?	
Are suppliers delisted following poor supplier audits or poor service levels?	
Are rejected suppliers kept on the supplier data file as delisted in order to help identify delisted suppliers reapplying for inclusion?	
Are all new materials are then subject to the Design and Development Procedure?	
Is the new material, service or supplier assessed by the food safety team then approved by the Technical Manager prior to supply?	

AFC

Supplier Approval and Monitoring

Are the criteria for selection, evaluation and approval of suppliers recorded?	
Is a Supplier Assurance Questionnaire completed by every supplier?	
Does the Technical Manager assess the completed questionnaire and decides if the supplier is approved, approved subject to further assessment or rejected?	
Are suppliers assessed according to a risk assessment of the supplier's ability to meet quality and food safety expectations, requirements and specifications by the Technical Manager?	
Are supplier controls in place to ensure Pesticide and Veterinary Residues do not exceed published MRLs?	
Are Key suppliers critical to food safety are audited at least annually.	
Do suppliers required to provide a suitable specification for the products or services they are providing or complete the Company Specification form?	
Does the Technical Department review the completed specification for acceptability?	
Are specifications authorised by the Technical Manager and held in the purchased products and services specification file?	
Are up to date approved specifications that have been agreed with the supplier is available for each material or service purchased?	
Do these specifications clearly define all the requirements of supply including packaging and delivery arrangements?	
When a Critical New Supplier, Service or Material is initially approved by is an extraordinary testing schedule issued to ensure that the material or service conforms to requirements?	
Does the Technical Manager review the performance of the supplier within a specified 'trial' period and	

AFC

Supplier Approval and Monitoring

decide upon the level of ongoing supplier performance monitoring?	
Is the performance of all suppliers monitored on an ongoing basis by auditing, inspection of deliveries and sampling of materials to confirm conformance to specifications?	
Are all supplier non-conformances are reported to the Technical Manager?	
Is a performance file by supplier, including all incidents that relate to food safety and product quality maintained by the Purchasing department?	
Is there a review of supplier performance reviewed at least annually?	

ISO 22000 Audit Plan with Risk Rating

ISO 22000 Audit Planner

High Risk - Quarterly Audits
Medium Risk - Six Monthly Audits
Low Risk - Annual Audit

	January	February	March	April	May	June	July	August	September	October	November	December
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												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
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												
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												
FSMS 8.9 Control of product and process nonconformities												
FSMS 8.9.5 Withdrawal/recall												
9 Performance evaluation												
FSMS 9.1 Monitoring, measurement, analysis and evaluation												
FSMS 9.2 Internal audit												
FSMS 9.3 Management review												
10 Improvement												
FSMS 10 Improvement												

ISO 22002 Audit Plan with Risk Rating

ISO 22000 Audit Plan with Risk Rating

A1 | TS ISO 22002 Prerequisites Audit Schedule with Risk Rating

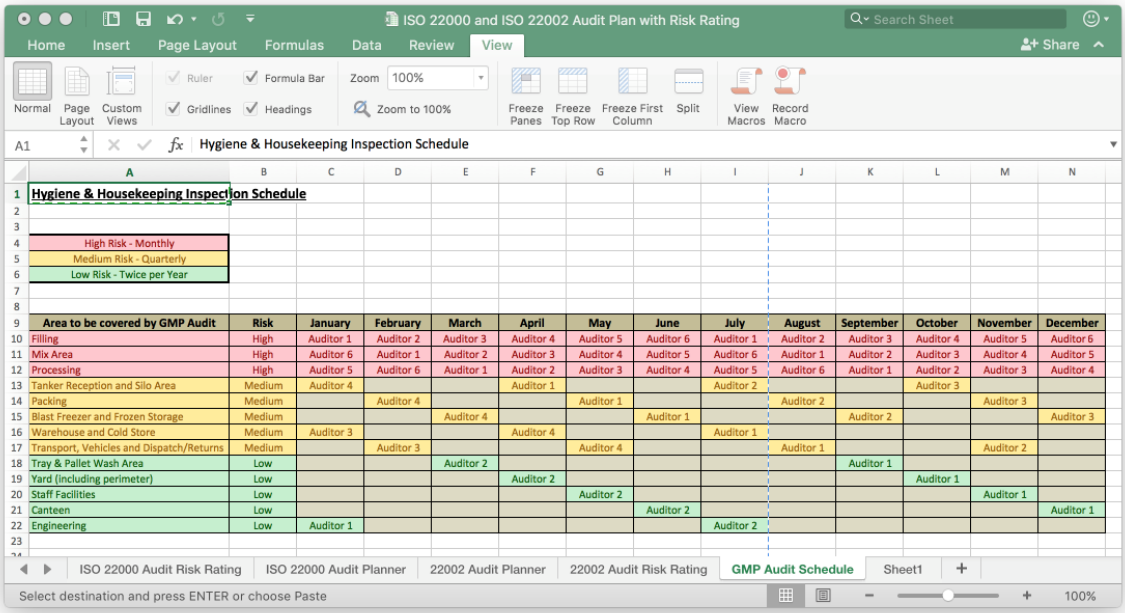
TS ISO 22002 Prerequisites Audit Schedule with Risk Rating

High Risk - Quarterly Audits
Medium Risk - Six Monthly Audits
Low Risk - Annual Audit

	January	February	March	April	May	June	July	August	September	October	November	December
Section 4. Construction and layout of buildings												
4.1 General requirements												
4.2 Environment												
4.3 Locations of establishments												
Section 5. Layout of premises workspace												
5.1 General requirements												
5.2 Internal design, layout and traffic patterns												
5.3 Internal structures												
5.4 Location of equipment												
5.5 Laboratory facilities												
5.6 Temporary/mobile premises and vending												
5.7 Storage of food, packaging materials, ingredients and non-food chemicals												
Section 6. Utilities – air, water, energy												
6.1 General requirements												
6.2 Water supply												
6.3 Boiler chemicals												
6.4 Air quality ventilation												
6.5 Compressed air and other gases												
6.6 Lighting												
Section 7. Waste disposal												
7.1 General requirements												

ISO 22000 Audit Risk Rating | ISO 22000 Audit Planner | 22002 Audit Planner | 22002 Audit Risk Rating | Sheet1

Facility Inspection Schedule

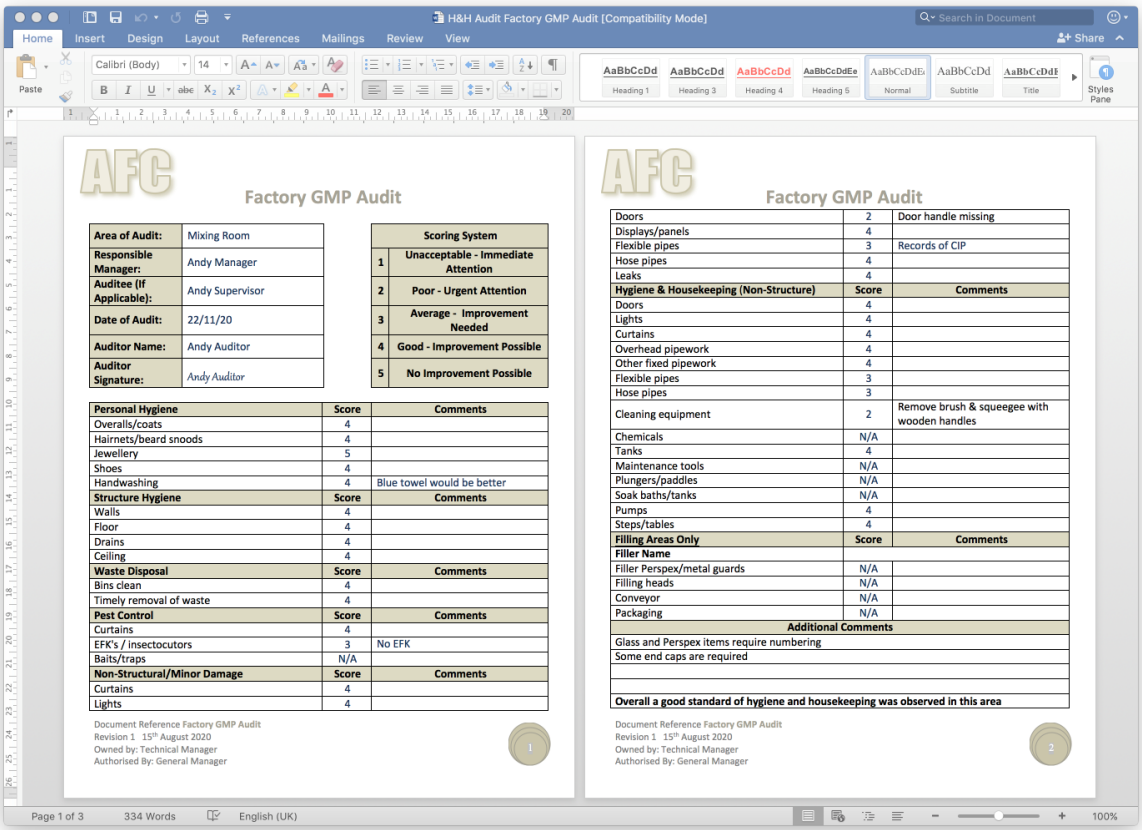


Hygiene & Housekeeping Inspection Schedule

High Risk - Monthly	
Medium Risk - Quarterly	
Low Risk - Twice per Year	

Area to be covered by GMP Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
Filling	High	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6
Mix Area	High	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5
Processing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4
Tanker Reception and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2			Auditor 3		
Packing	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Blast Freezer and Frozen Storage	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Warehouse and Cold Store	Medium	Auditor 3			Auditor 4			Auditor 1					
Transport, Vehicles and Dispatch/Returns	Medium		Auditor 3			Auditor 4			Auditor 1			Auditor 2	
Tray & Pallet Wash Area	Low			Auditor 2						Auditor 1			
Yard (including perimeter)	Low				Auditor 2						Auditor 1		
Staff Facilities	Low					Auditor 2						Auditor 1	
Canteen	Low						Auditor 2						Auditor 1
Engineering	Low	Auditor 1						Auditor 2					

Facility Inspection/GMP Audit Form



Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/11/20
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

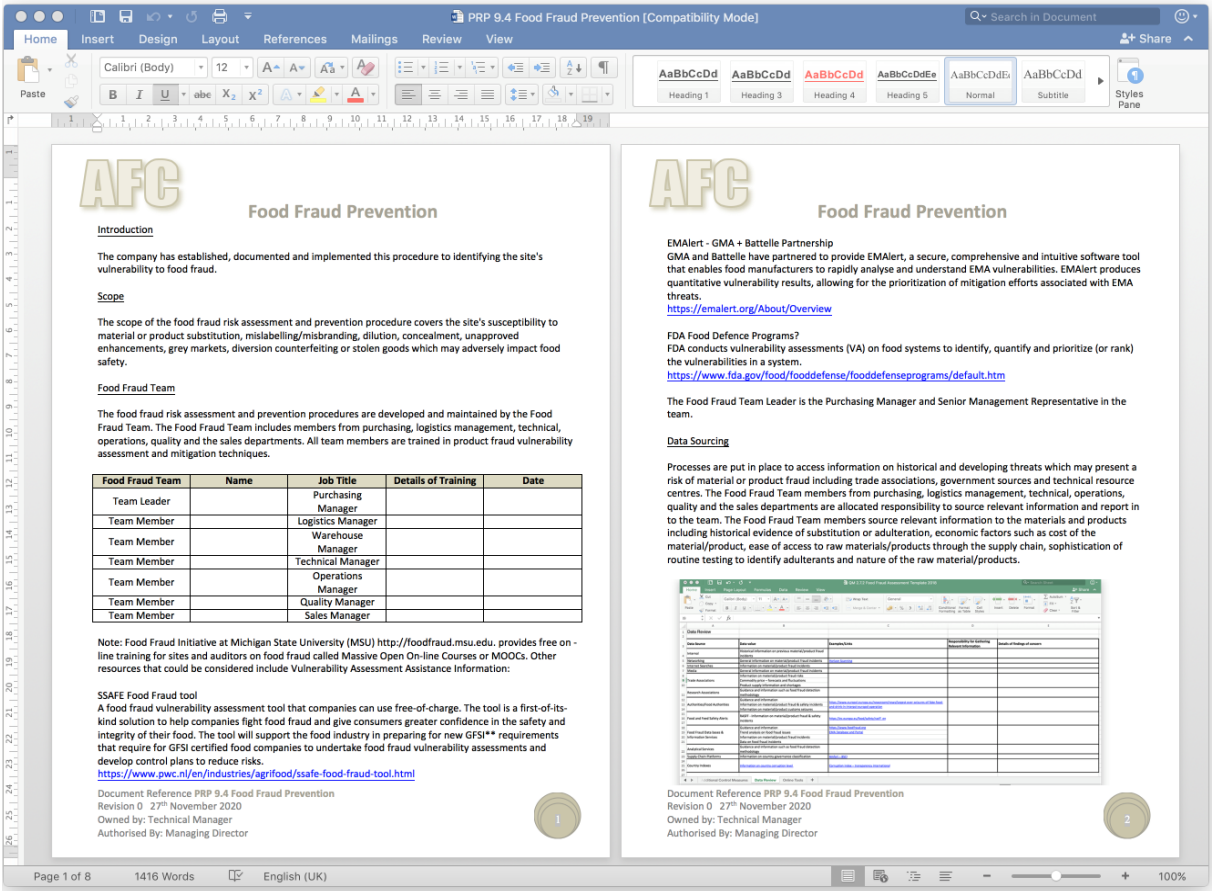
Document Reference Factory GMP Audit
Revision 1 15th August 2020
Owned by: Technical Manager
Authorised By: General Manager

Factory GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Factory GMP Audit
Revision 1 15th August 2020
Owned by: Technical Manager
Authorised By: General Manager

Food Fraud Prevention Procedures Fraud Assessment Tools



AFC

Food Fraud Prevention

Introduction

The company has established, documented and implemented this procedure to identifying the site's vulnerability to food fraud.

Scope

The scope of the food fraud risk assessment and prevention procedure covers the site's susceptibility to material or product substitution, mislabelling/misbranding, dilution, concealment, unapproved enhancements, grey markets, diversion counterfeiting or stolen goods which may adversely impact food safety.

Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, technical, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Purchasing Manager		
Team Member		Logistics Manager		
Team Member		Warehouse Manager		
Team Member		Technical Manager		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales Manager		

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs. Other resources that could be considered include Vulnerability Assessment Assistance Information:

SSAFE Food Fraud tool
A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food. The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.
https://www.pwc.nl/en/industries/agrifood/ssafe-food-fraud-tool.html

Document Reference PRP 9.4 Food Fraud Prevention
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: Managing Director

AFC

Food Fraud Prevention

EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyse and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization of mitigation efforts associated with EMA threats.
https://emalert.org/About/Overview

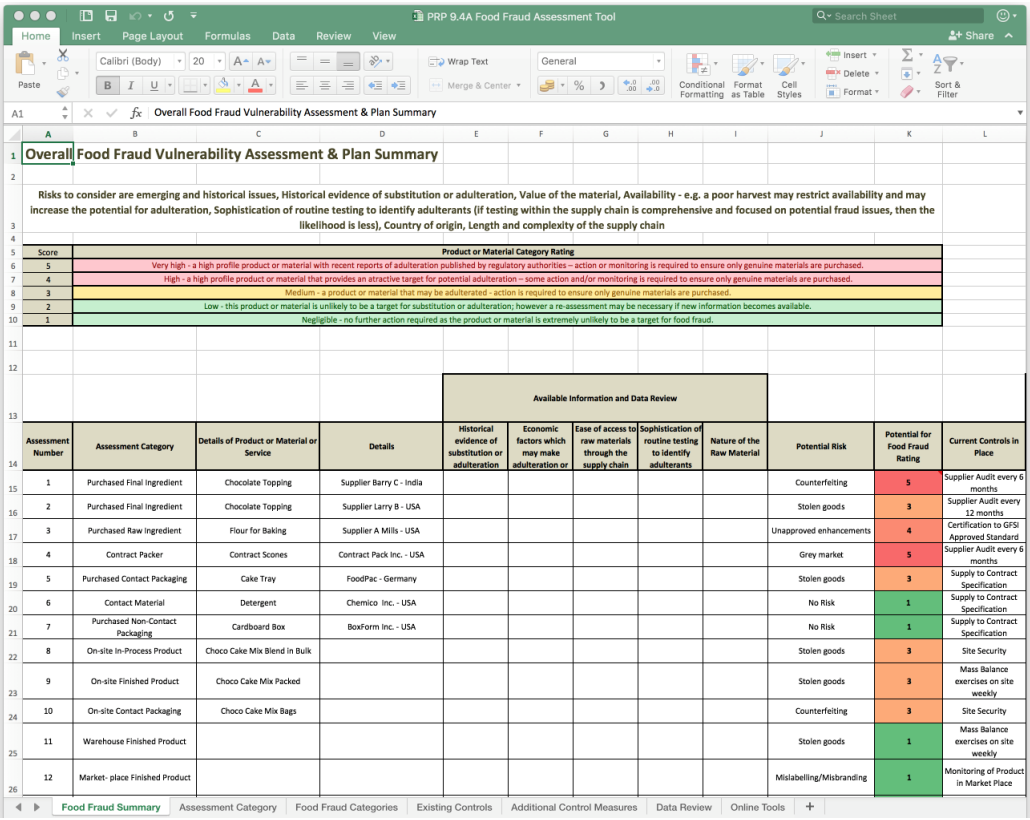
FDA Food Defence Programs?
FDA conducts vulnerability assessments (VA) on food systems to identify, quantify and prioritize (or rank) the vulnerabilities in a system.
https://www.fda.gov/food/fooddefense/fooddefenseprograms/default.htm

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centres. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.

Document Reference PRP 9.4 Food Fraud Prevention
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: Managing Director



PRP 9.4A Food Fraud Assessment Tool

Overall Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities – action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an atractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Available Information and Data Review: Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification
7	Purchased Non-Contact Packaging	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly
12	Market- place Finished Product								Mislabelling/Misbranding	1	Monitoring of Product in Market Place

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Data Review | Online Tools

FSSC 22000 Implementation Package Start Up Guide

We provide a Start Up Guide to help you navigate around the package and get to understand the contents.

Project Tools Folder

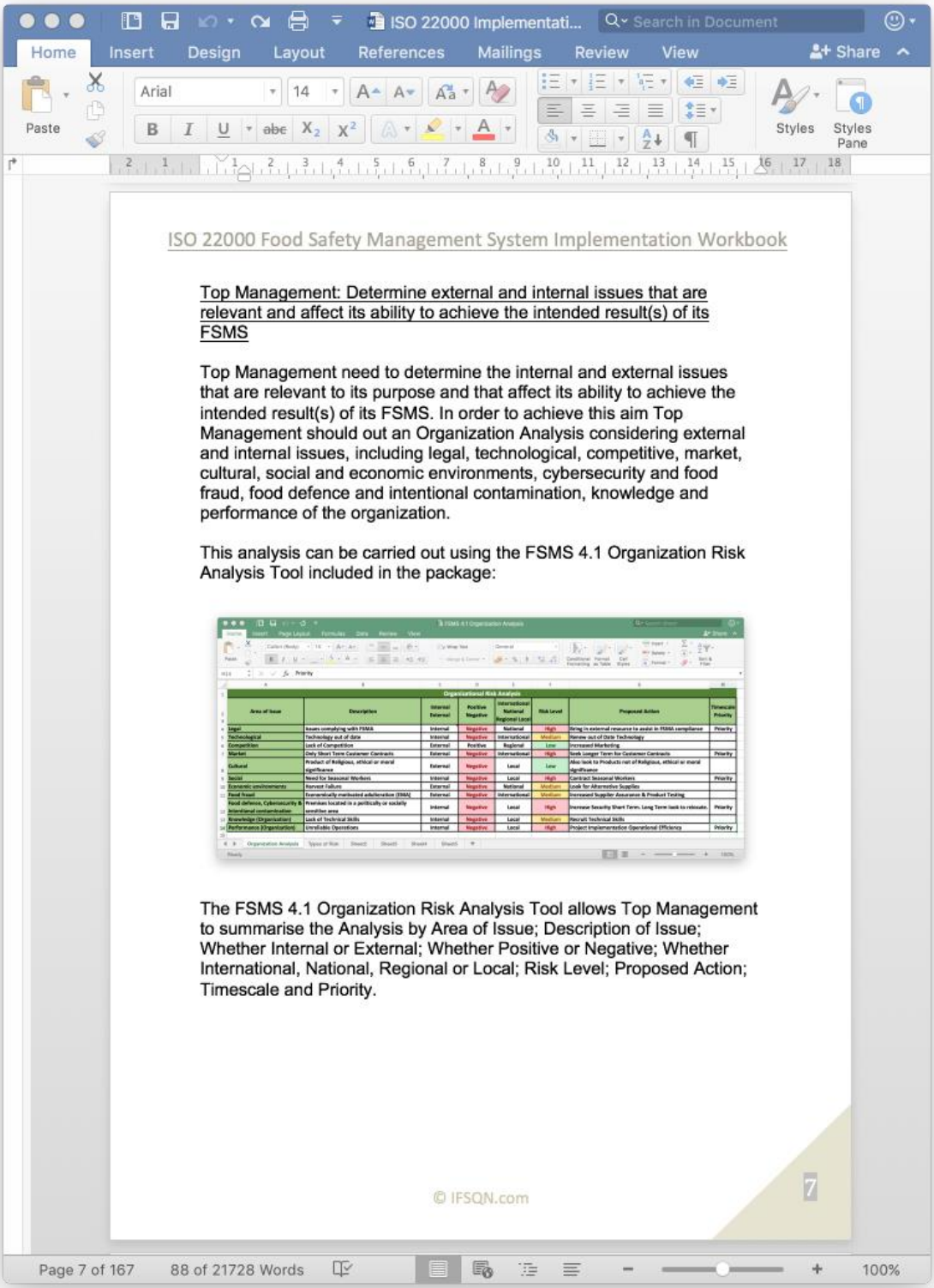
This contains project tools to assist in achieving ISO or FSSC 22000 certification.

New Comprehensive Version 5.1 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

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



ISO 22000 Food Safety Management System Implementation Workbook

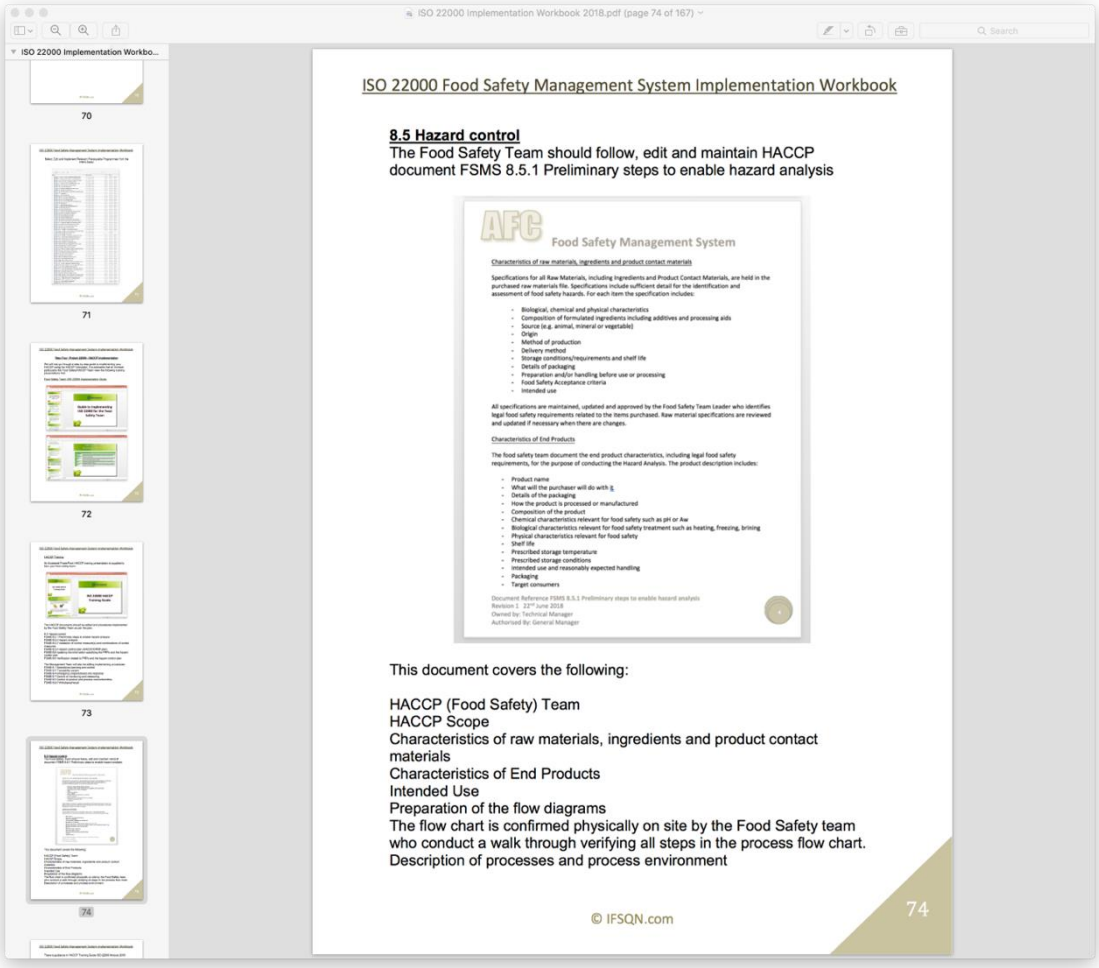
Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

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.

© IFSQN.com



ISO 22000 Food Safety Management System Implementation Workbook

8.5 Hazard control
The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.1 Preliminary steps to enable hazard analysis

AFC Food Safety Management System

Characteristics of raw materials, ingredients and product contact materials

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

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Source (e.g. animal, mineral or vegetable)
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements and shelf life
- 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 are changes.

Characteristics of End Products

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
- 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
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

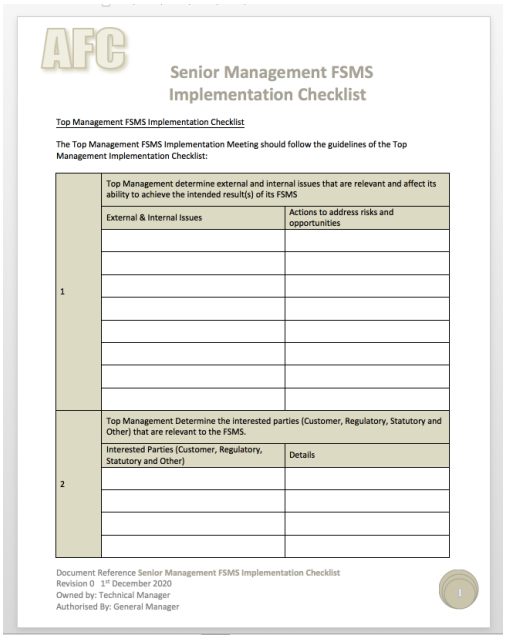
HACCP (Food Safety) Team
HACCP Scope
Characteristics of raw materials, ingredients and product contact materials
Characteristics of End Products
Intended Use
Preparation of the flow diagrams
The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart.
Description of processes and process environment

© IFSQN.com

74

Senior Management Implementation Guidance & Checklists

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



AFC Senior Management FSMS Implementation Checklist

Top Management FSMS Implementation Checklist

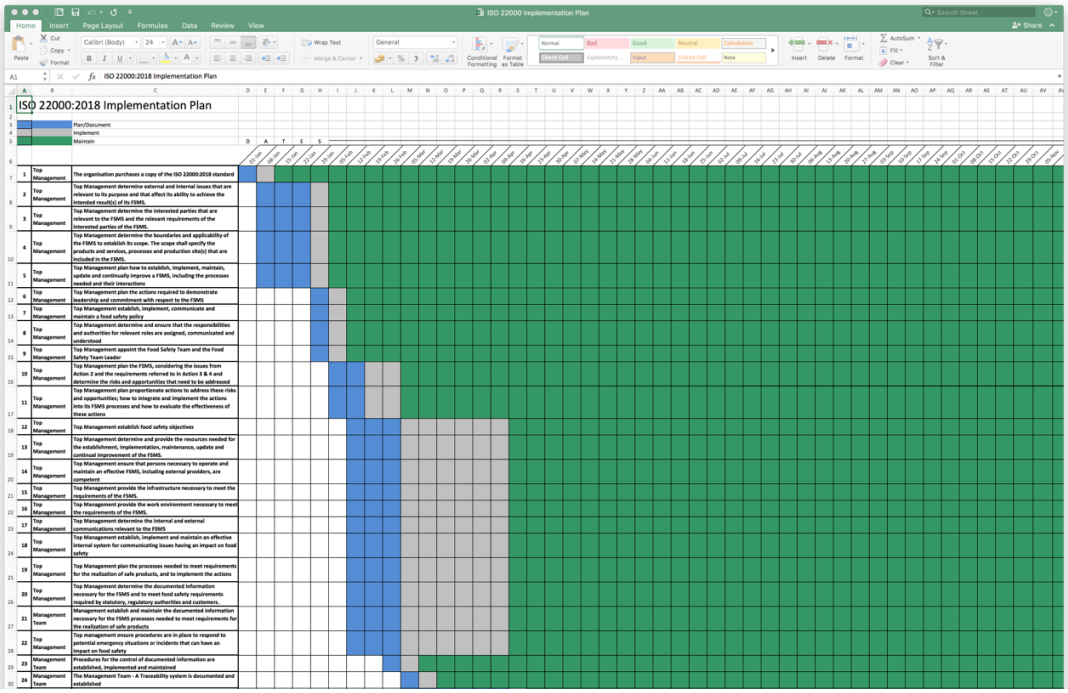
The Top Management FSMS Implementation Meeting should follow the guidelines of the Top Management Implementation Checklist:

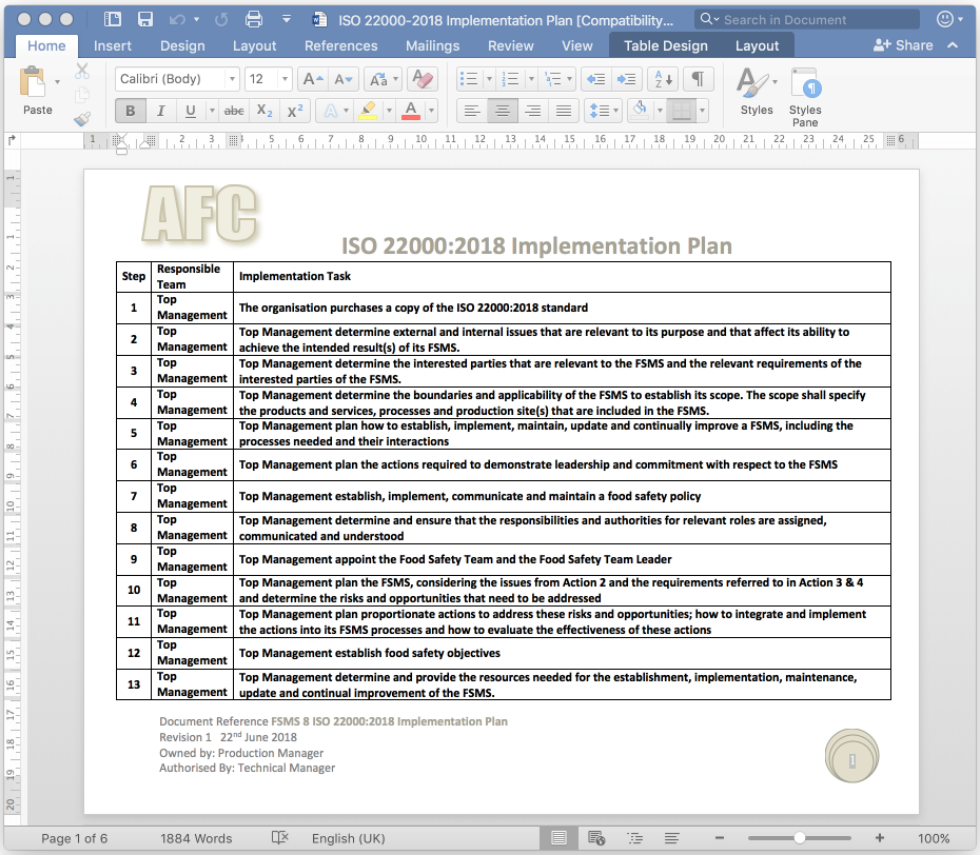
1	Top Management determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS	
	External & Internal Issues	Actions to address risks and opportunities
2	Top Management Determine the interested parties (Customer, Regulatory, Statutory and Other) that are relevant to the FSMS.	
	Interested Parties (Customer, Regulatory, Statutory and Other)	Details

Document Reference Senior Management FSMS Implementation Checklist
Revision 0 1st December 2020
Owned by: Technical Manager
Authorised By: General Manager

Project Plan

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

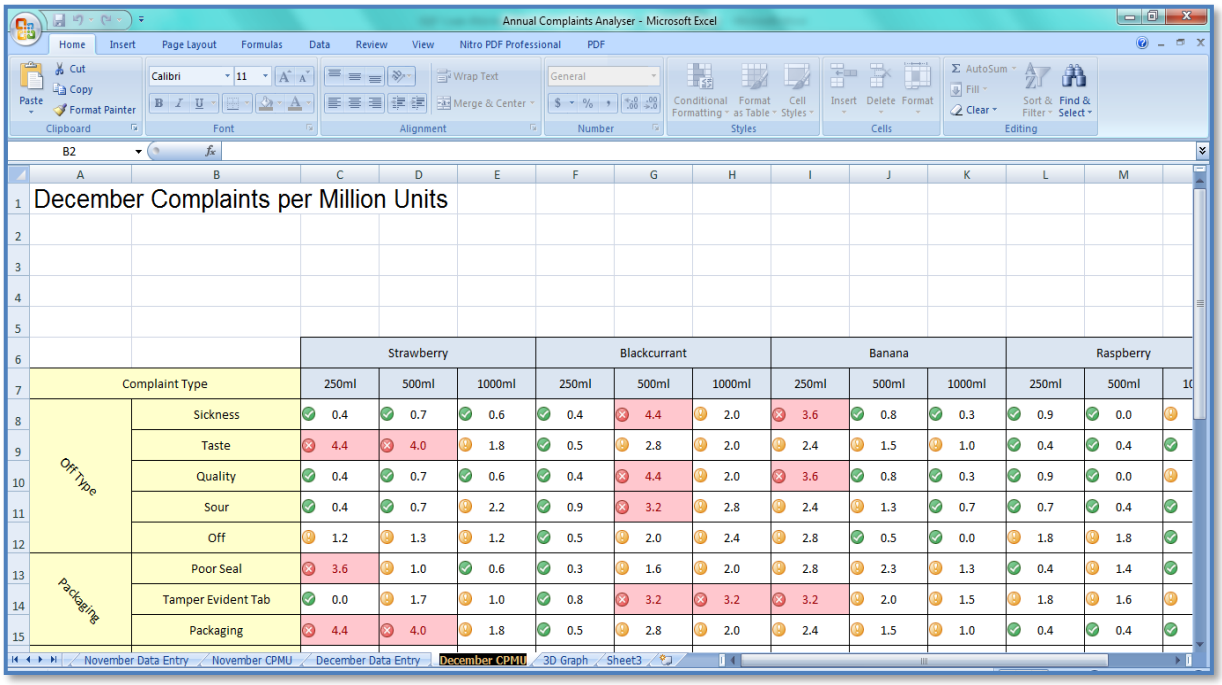




Complaint Management Tools

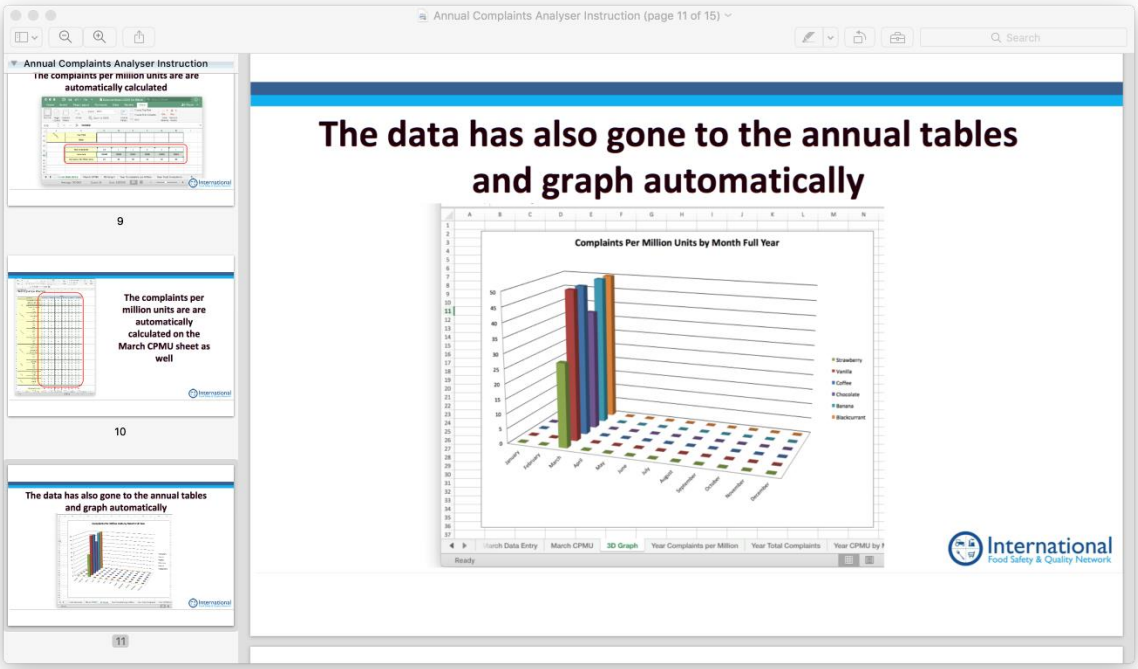
The package also includes additional tools to supplement FSMS 7.4 Communication Appendix 1 Complaint Handling Procedure.

Annual Complaint Analyser & Instructions



December Complaints per Million Units

		Strawberry			Blackcurrant			Banana			Raspberry		
Complaint Type		250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	10
Off Type	Sickness	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Taste	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	
	Quality	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Sour	0.4	0.7	2.2	0.9	3.2	2.8	2.4	1.3	0.7	0.7	0.4	
	Off	1.2	1.3	1.2	0.5	2.0	2.4	2.8	0.5	0.0	1.8	1.8	
Packaging	Poor Seal	3.6	1.0	0.6	0.3	1.6	2.0	2.8	2.3	1.3	0.4	1.4	
	Tamper Evident Tab	0.0	1.7	1.0	0.8	3.2	3.2	3.2	2.0	1.5	1.8	1.6	
	Packaging	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	



Free online support via e-mail

We provide online support and expertise to assist you in developing your 22000 Food Safety Management System.
Support is guaranteed until you achieve certification.

Click here to order the IFSQN FSSC 22000 Certification Package

Benefits of FSSC 22000 Certification

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 FSSC 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 FSSC 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 22000:2018 Standard for Food Safety Management Systems, Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Additional Requirements Version 5.1. The system also provides guidance on how to manage and implement a HACCP system and develop sound Hazard Control Plans. This process is aided by our implementation tools, training guides, instructions and checklists which completely simplify the implementation process."

"As a bonus our FSSC 22000 Food Safety Management System is backed up by expert support which is always available to provide guidance in developing the system."

© IFSQN.com