



This comprehensive Food Safety Management System package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme 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.

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

Step Two: Top Management Implementation

Top Management need to start the implementation process.

determine the Context of the organization, how to demonstrate Leadership and Planning establish the Food Safety Management System fundamentals including Food Safety Policies and Objectives ensuring the integration of the FSMS requirements into the organization's business processes.

At this stage, Top Management need to:

- ✓ determine the Context of the organization
- ✓ demonstrate Leadership
- ✓ plan the establishment of the FSMS
- ✓ plan to provide adequate support and resources to establish the FSMS
- ✓ ensure there is adequate infrastructure and work environment
- ✓ allocating responsibility and authority

This stage requires the Top Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
- ✓ Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
- ✓ Determine Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Define the scope and boundaries of the FSMS
- ✓ Develop a Food Safety Policy
- ✓ Based on the Food Safety Policy establish Food Safety Objectives
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Top Management Team.

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Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
2. Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
3. Determine Customer, Regulatory, Statutory and other relevant Food Safety requirements
4. Define the scope and boundaries of the FSMS
5. Develop a Food Safety Policy
6. Based on the Food Safety Policy establish Food Safety Objectives
7. Plan the establishment of the FSMS using the project planner
8. Provide adequate support to establish the FSMS
9. Ensure there is adequate infrastructure and work environment
10. Allocate responsibility and authority
11. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Top Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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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:

Organizational Risk Analysis							
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local	Risk Level	Proposed Action	Timescale Priority
Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & Intentional contamination	Premises located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term. Long Term look to relocate.	Priority
Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

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

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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

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Top Management Establish the Project Plan


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

AFC ISO 22000:2018 Implementation Plan		
Step	Responsible Team	Implementation Task
1	Top Management	The organisation purchases a copy of the ISO 22000:2018 standard
2	Top Management	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.
3	Top Management	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.
4	Top Management	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.
5	Top Management	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions
6	Top Management	Top Management plan the actions required to demonstrate leadership and commitment with respect to the FSMS
7	Top Management	Top Management establish, implement, communicate and maintain a food safety policy
8	Top Management	Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood
9	Top Management	Top Management appoint the Food Safety Team and the Food Safety Team Leader
10	Top Management	Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed
11	Top Management	Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions
12	Top Management	Top Management establish food safety objectives
13	Top Management	Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.

Document Reference FSSMS 8 ISO 22000:2018 Implementation Plan
Revision 1 22nd June 2018
Owned by: Production Manager
Authorised By: Technical Manager

Top Management establish and provide Infrastructure and Work Environment Requirements

Top Management provides the Infrastructure and Work Environment required to establish the Food Safety Management System.



Food Safety Management System

Infrastructure

Infrastructure within the scope of this procedure includes:

- buildings including temporary buildings
- workspace layout
- process equipment
- tools
- supporting services
- information systems

Work Environment


Work environment areas, including conditions under which work is performed, within the scope of this procedure include:

- legislation
- external environment
- buildings including temporary buildings
- layout of facilities
- plant equipment
- pest control
- waste control
- health screening
- laundry and work wear
- cleaning processes
- noise
- temperature
- humidity
- lighting
- weather

The Senior Management team identify and provide the work environment required to:

- Maintain quality systems and food safety systems
- Comply with site policies
- Meet site objectives
- Meet customer requirements

Document Reference FSMS 7 Support
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



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- Promotion of the awareness of customer requirements throughout the company.
- External communication and liaison regarding the management systems.

Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minutes.

Objectives of the food safety management system and planning to achieve them

For Objectives Top Management need to define:

- what will be done
- what resources will be required
- who will be responsible
- when it will be completed
- how the results will be evaluated.

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Packing Manager		
Technical Manager (Food Safety Team Leader)		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		

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Top Management Establish Food Safety Management System Steering Group

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Top Management Establish a Food Safety Team

Food Safety Team			
Food Safety Team	Name	Position	Qualification

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Top Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Technical Manager	

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Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery Note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO/FEFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect

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Top Management establish Communication Channels

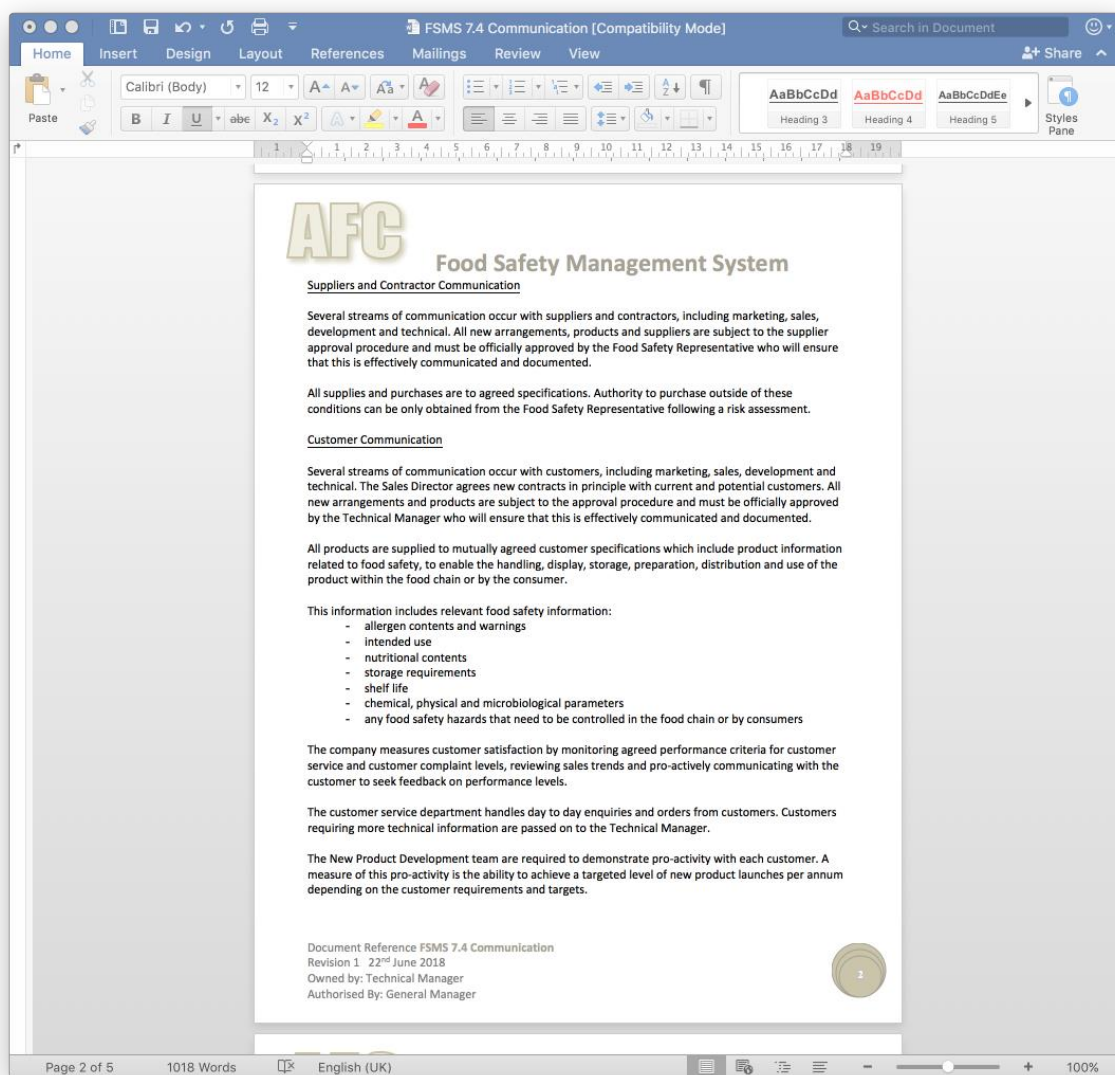
Top Management must establish and document clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management should be contained in the food safety and quality manual. The communication procedures should apply to all members of staff, both full time and temporary.

Procedures should be in place to address communication including:

Suppliers and Contractor Communication

Customer Communication

Food Authority Communication



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Step Three: Food Safety Management System

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

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

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

Food Safety Manual

The Food Safety Management System folder contains comprehensive top level procedures 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:

Name	Date Modified	Size	Kind
Food Safety Management System Contents.docx	3 Jul 2018, 20:21	34 KB	Micros... (.docx)
FSMS 4.1 Organization Analysis	Today, 19:20	46 KB	Micros... (.xlsx)
FSMS 4.1 Understanding the organization and its context	25 Jun 2018, 18:37	28 KB	Micros... (.docx)
FSMS 4.2 Understanding the needs and expectations of interested parties	25 Jun 2018, 18:52	28 KB	Micros... (.docx)
FSMS 4.3 Determining the scope of the food safety management system	26 Jun 2018, 10:55	29 KB	Micros... (.docx)
FSMS 4.4 Food Safety Management System - Appendix	2 Jul 2018, 19:27	203 KB	Micros... (.docx)
FSMS 4.4 Food Safety Management System.docx	2 Jul 2018, 19:28	55 KB	Micros... (.docx)
FSMS 5.1 Leadership and commitment.docx	26 Jun 2018, 11:52	28 KB	Micros... (.docx)
FSMS 5.2 Food Safety Policy	26 Jun 2018, 12:16	28 KB	Micros... (.docx)
FSMS 5.3 Appendix Job Descriptions.docx	1 Jul 2018, 10:04	43 KB	Micros... (.docx)
FSMS 5.3 Organizational roles, responsibilities and authorities.docx	30 Jun 2018, 13:05	38 KB	Micros... (.docx)
FSMS 6.1 Actions to address risks and opportunities.docx	26 Jun 2018, 12:59	32 KB	Micros... (.docx)
FSMS 6.2 Food Safety Objectives.docx	26 Jun 2018, 19:05	29 KB	Micros... (.docx)
FSMS 6.3 Planning of changes	27 Jun 2018, 18:00	40 KB	Micros... (.docx)
FSMS 7 Support	27 Jun 2018, 12:05	33 KB	Micros... (.docx)
FSMS 7.4 Communication.docx	27 Jun 2018, 12:35	31 KB	Micros... (.docx)
FSMS 7.5 Documented Information.docx	27 Jun 2018, 12:53	34 KB	Micros... (.docx)
FSMS 8.1 Operational planning and control	2 Jul 2018, 19:35	214 KB	Micros... (.docx)
FSMS 8.2 Prerequisite programmes (PRPs)	1 Jul 2018, 10:15	30 KB	Micros... (.docx)
FSMS 8.3 Traceability system - Appendix.docx	27 Jun 2018, 18:36	25 KB	Micros... (.docx)
FSMS 8.3 Traceability system.docx	27 Jun 2018, 18:28	30 KB	Micros... (.docx)
FSMS 8.4 Emergency preparedness and response.docx	27 Jun 2018, 18:40	57 KB	Micros... (.docx)
FSMS 8.5.1 Preliminary steps to enable hazard analysis to be completed.docx	28 Jun 2018, 10:20	35 KB	Micros... (.docx)
FSMS 8.5.2 Hazard Analysis add HACCP Calculator image.docx	28 Jun 2018, 11:11	37 KB	Micros... (.docx)
FSMS 8.5.3 Validation of control measures...combinations of control measures.docx	28 Jun 2018, 11:35	28 KB	Micros... (.docx)
FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan).docx	28 Jun 2018, 13:01	32 KB	Micros... (.docx)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan	28 Jun 2018, 13:09	28 KB	Micros... (.docx)
FSMS 8.6 Verification related to PRPs and the hazard control plan.docx	29 Jun 2018, 11:17	32 KB	Micros... (.docx)
FSMS 8.8 Appendix Verification Plan	29 Jun 2018, 17:39	41 KB	Micros... (.docx)
FSMS 8.9 Control of product and process nonconformities.docx	28 Jun 2018, 19:03	30 KB	Micros... (.docx)
FSMS 8.9.5 Withdrawal/recall.docx	30 Jun 2018, 12:04	31 KB	Micros... (.docx)
FSMS 9.1 Monitoring, measurement, analysis and evaluation	29 Jun 2018, 17:52	36 KB	Micros... (.docx)
FSMS 9.2 Internal audit	29 Jun 2018, 18:18	30 KB	Micros... (.docx)
FSMS 9.3 Management review.docx	29 Jun 2018, 18:39	33 KB	Micros... (.docx)
FSMS 10 Improvement.docx	30 Jun 2018, 11:34	30 KB	Micros... (.docx)
	30 Jun 2018, 12:33	33 KB	Micros... (.docx)

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ISO 22000 Food Safety Management System	
4 Context of the organization	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the food safety management system	
FSMS 4.4 Food safety management system	
5 Leadership	
FSMS 5.1 Leadership and commitment	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
6 Planning	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the food safety management system and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the food safety management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication	7.4.1 General
	7.4.2 External communication

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ISO 22000 HACCP Manual containing the HACCP Calculator

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

FSMS 8.5.1 Preliminary steps to enable hazard analysis

FSMS 8.5.2 Hazard analysis

FSMS 8.5.3 Validation of control measure(s) and combinations of control measures

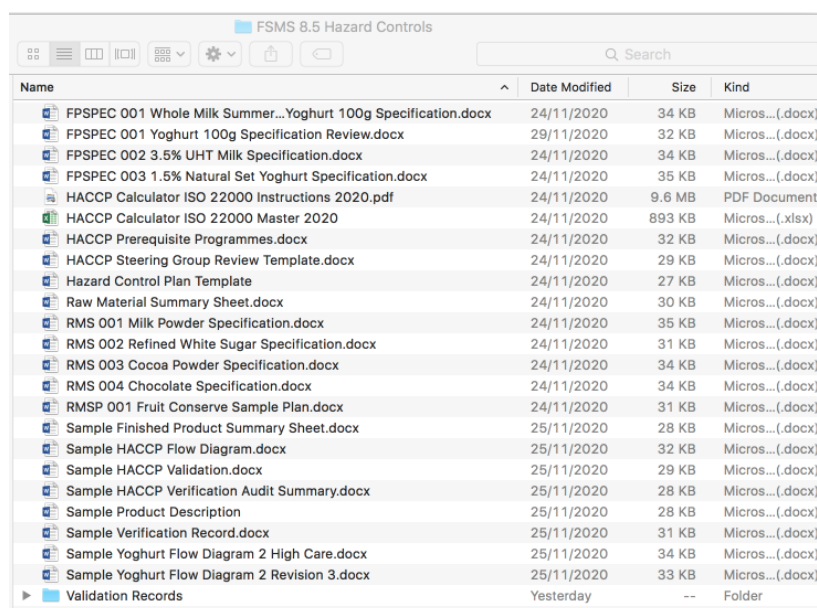
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)

FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan

FSMS 8.7 Control of monitoring and measuring

FSMS 8.8 Verification related to PRPs and the hazard control plan

There are also supplementary ISO HACCP Manual documents in the FSMS 8.5 Hazard Controls Folder including the HACCP Calculator ISO 22000 & Instructions:



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	Yesterday	--	Folder

This package 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 and a New 2022 Decision Tree.

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Draft REP22/FH-Appendix III

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Appendix III

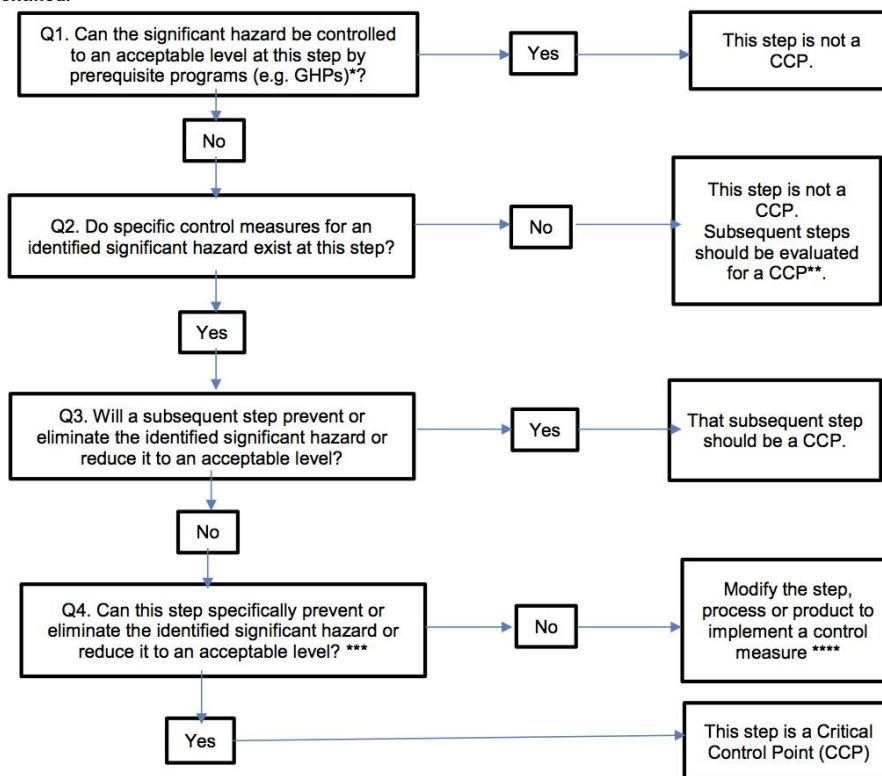
PROPOSED REVISION TO THE GENERAL PRINCIPLES OF FOOD HYGIENE (CXC1- 1969)

Part A: Tools to Determine the Critical Control Points CCPs

(For adoption at Step 5/8)

The following are examples of a decision tree and CCP worksheet tools that can be used in the determination of a CCP. Such examples are not unique and other tools can be used as long as the general requirements as elaborated in CXC 1-1969 (i.e., step 7 - Principle 2 - Determine the Critical Control Points (CCPs)) have been met).

A.1. "Example of a CCP Decision Tree - Apply to each step where a specified significant hazard is identified."



* Consider the significance of the hazard (i.e., the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GHPs. GHPs could be routine GHPs or GHPs that require greater attention to control the hazard (e.g. monitoring and recording).

** If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.

***Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.

****Return to the beginning of the decision tree after a new hazard analysis.

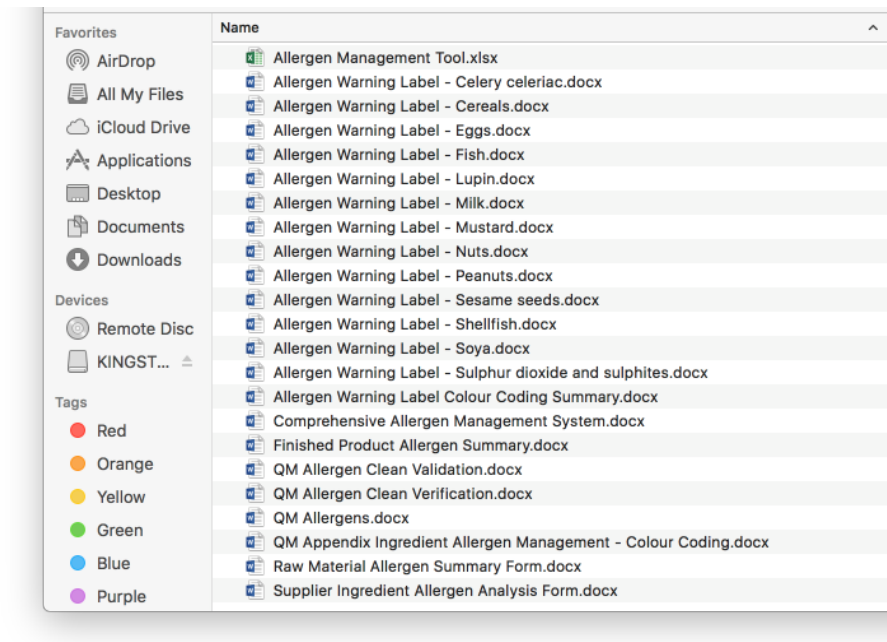
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Prerequisite Programmes Manual

Remember there are also supporting supplementary modules:

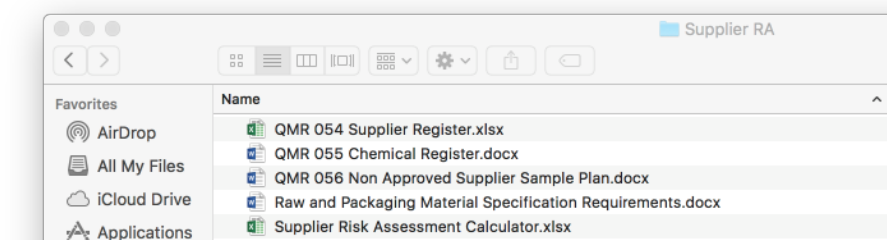
Allergen Management



Product Development



Supplier Risk Assessment



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Project Plan

The Steering Group use the Excel Project Plan developed by Top Management as a step by step guide to implementing the Food Safety Management System.

Home

Insert

Page Layout

Formulas

Data

Review

View

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24

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Wrap Text

General

Normal

Red

Good

Neutral

Calculation

Check Cell

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ISO 22000:2018 Implementation Plan

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Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1	The organisation purchases a copy of the ISO 22000:2018 standard	Top Management			
2	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.	Top Management			
3	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.	Top Management			
4	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.	Top Management			
5	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions	Top Management			
6	Top Management plan the actions	Top Management			

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Food Safety Management System Document Implementation

The Food Safety Management System (FSMS) documents should be edited and procedures implemented as per the plan and relevant training given.

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

AFC Food Safety Management System

4.1 Understanding the organization and its context

The company has determined 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 have carried 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.

Organization Analysis				
Area of Issue	Description	Internal	Positive Negative	International National Regional Local
Legal				
Technological				
Competition				
Market				
Cultural				
Social				
Economic environments				
Cybersecurity				
Food fraud				
Food defence				
Intentional contamination				
Knowledge (Organization)				
Performance (Organization)				

Top management are responsible for identifying, reviewing and updating information related to these external and internal issues.

Document Reference FSMS 4.1 Understanding the organization and its context
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

FSMS 4.1 Organization Analysis

Organizational Risk Analysis							
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local	Risk Level	Proposed Action	Timescale Priority
Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & intentional contamination	Premises located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term. Long Term look to relocate.	Priority
Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

FSMS 4.2 Understanding the needs and expectations of interested parties

AFC Food Safety Management System

4.2 Understanding the needs and expectations of interested parties

Top management has determined relevant interested parties and the food safety requirements of those interested parties so that the company has confidence in its ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements.

Category	Food Safety Requirement	International National Regional Local
Statutory		International
Statutory		National
Statutory		Regional
Statutory		Local
Regulatory		International
Regulatory		National
Regulatory		Regional
Regulatory		Local
Customer 1		International
Customer 2		National
Customer 3		Regional
Customer 4		Local
Customer 5		

Top management are responsible for identifying, reviewing and updating information related to the interested parties and their requirements.

Document Reference FSMS 4.2 Understanding the needs and expectations of interested parties
 Revision 1 22nd June 2018
 Owned by: Technical Manager
 Authorised By: General Manager

IFSQN FSSC 22000 Food Safety Management System Implementation

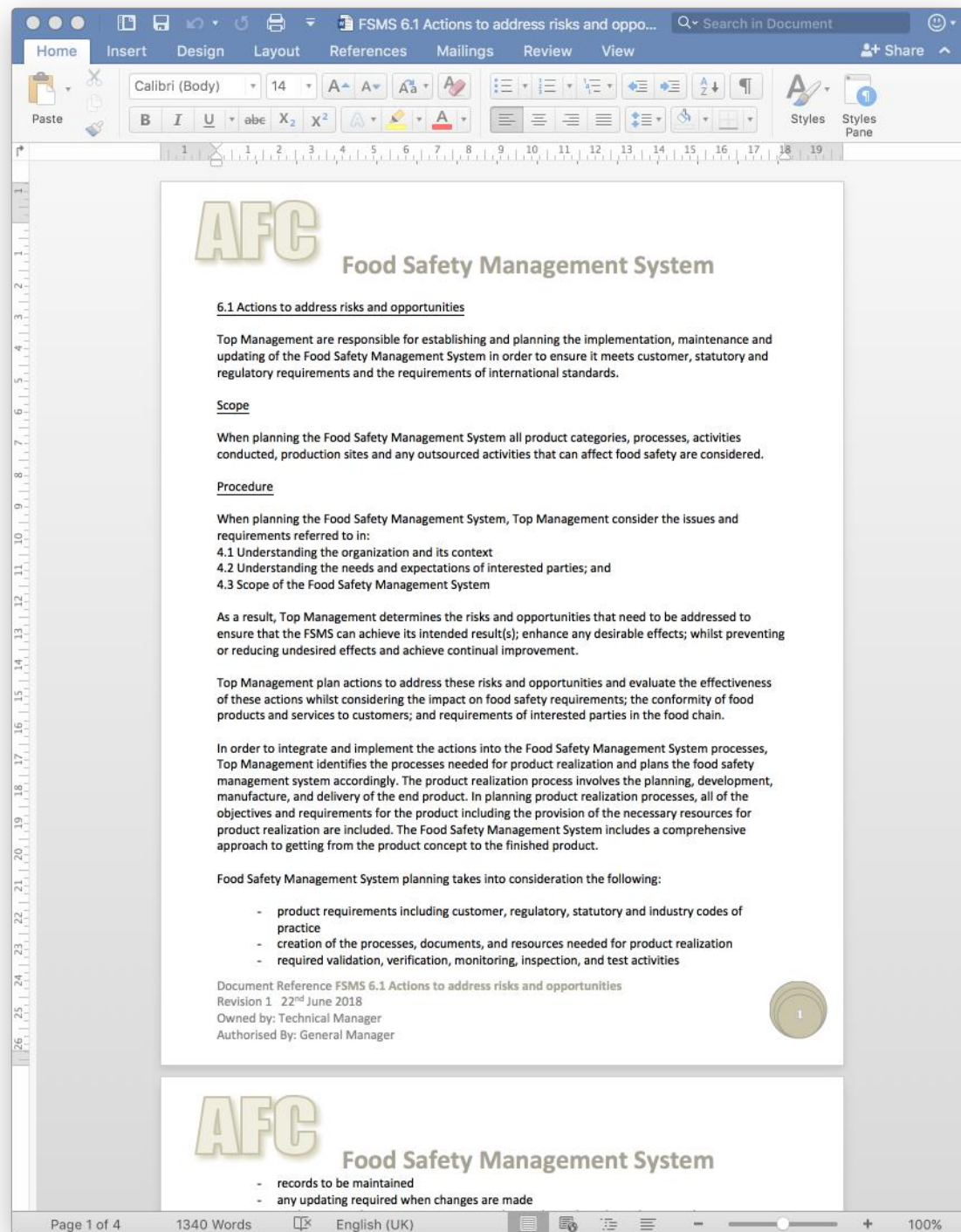
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6 Planning

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



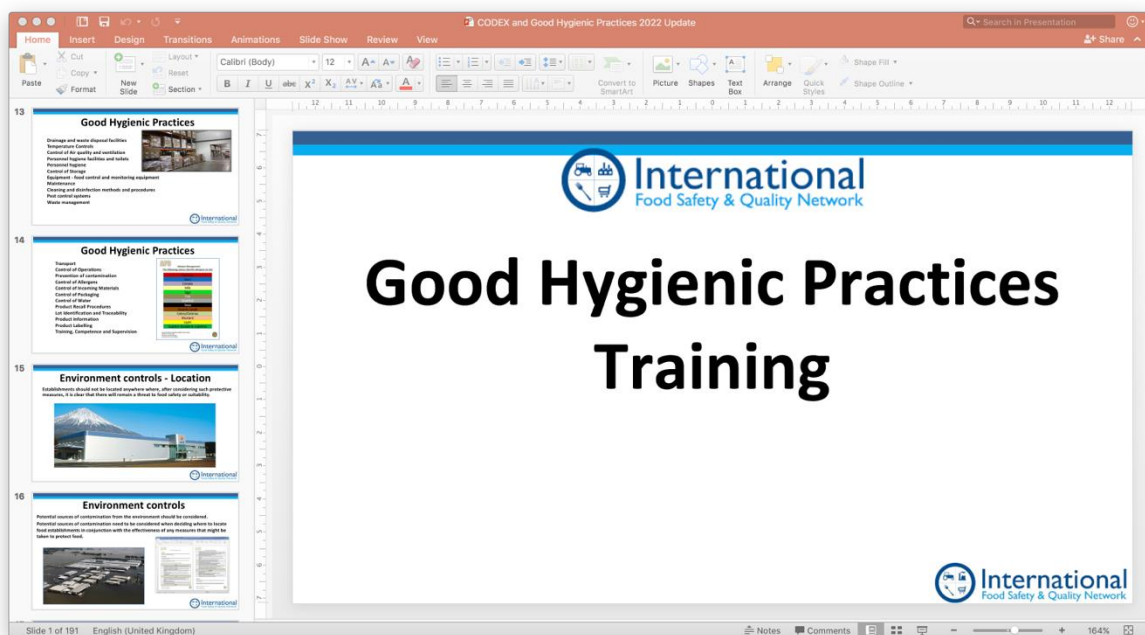
IFSQN FSSC 22000 Food Safety Management System Implementation

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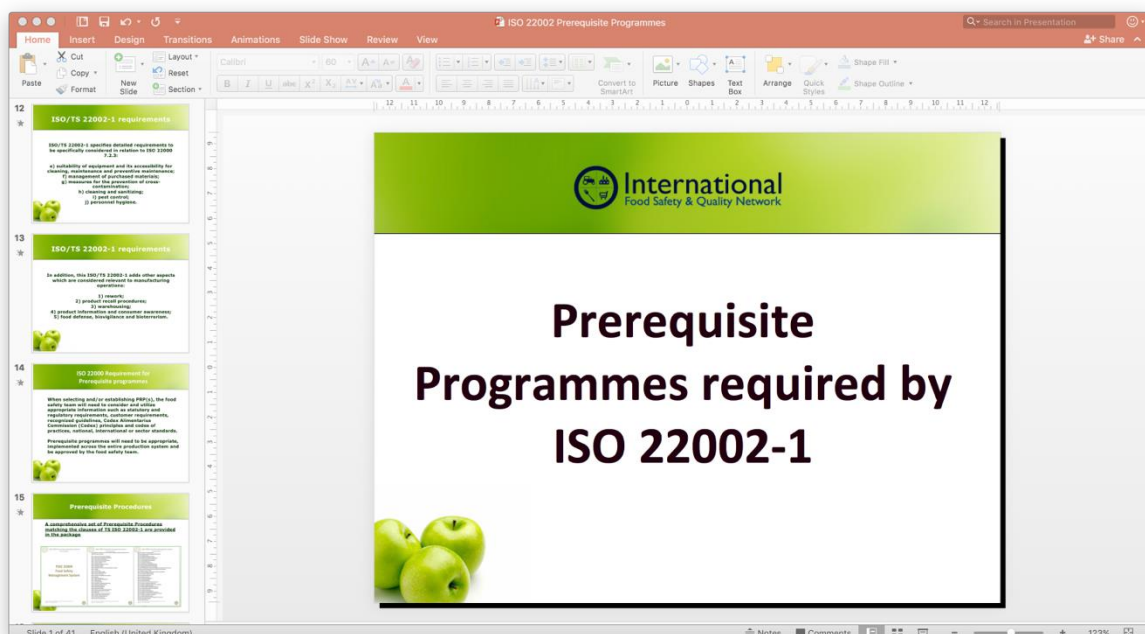
Prerequisite Programme Document Implementation

The Prerequisite Programme documents should be edited and procedures implemented as per the plan and relevant training given. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

New Good Hygienic Practice Training

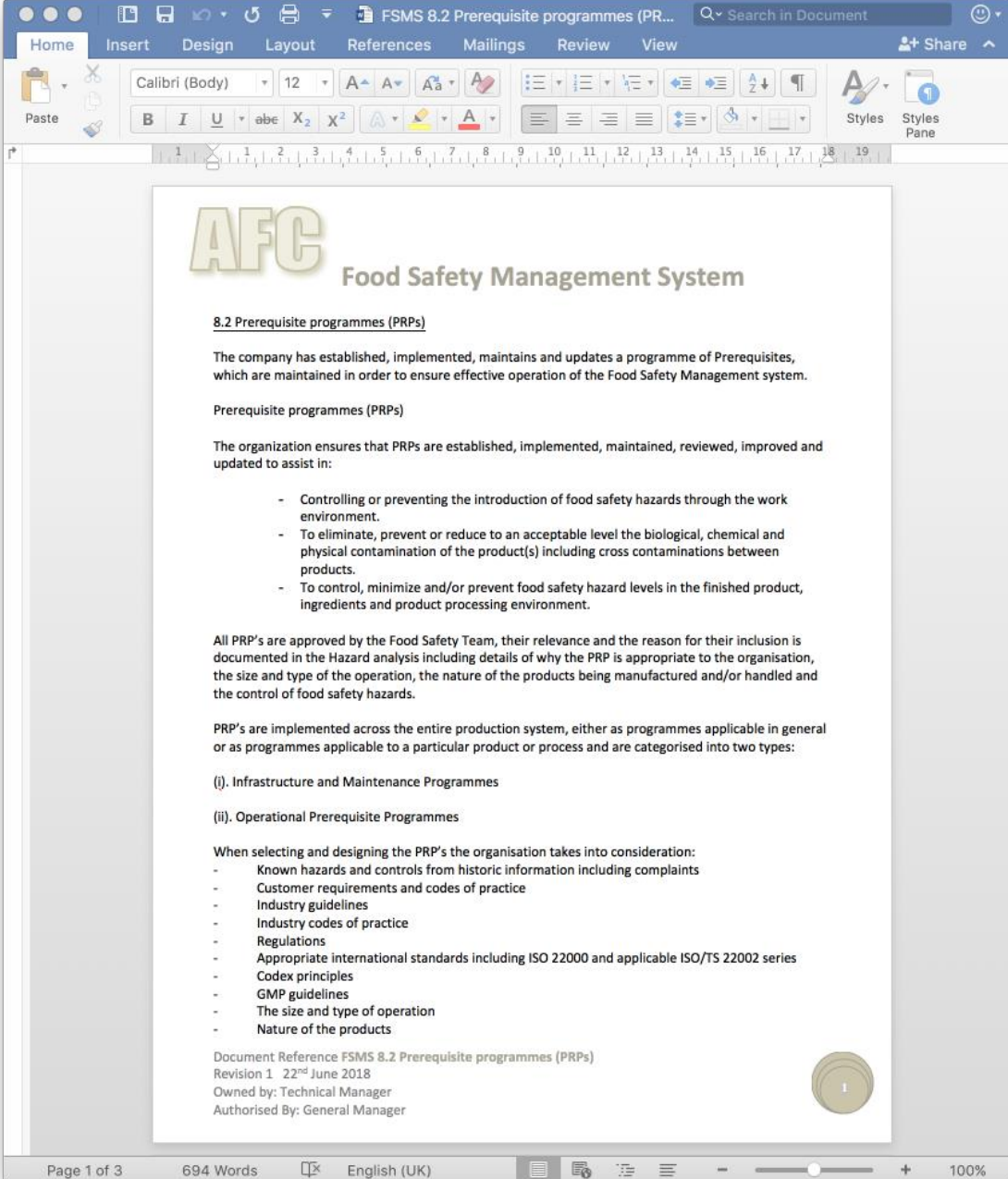


Prerequisite Programme Training



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FSMS 8.2 Prerequisite programmes (PRPs)



The screenshot shows a Microsoft Word document titled "FSMS 8.2 Prerequisite programmes (PRPs)". The document is in the "Home" tab of the ribbon, with the font set to Calibri (Body) size 12. The document content is as follows:

AFC
Food Safety Management System

8.2 Prerequisite programmes (PRPs)

The company has established, implemented, maintains and updates a programme of Prerequisites, which are maintained in order to ensure effective operation of the Food Safety Management system.

Prerequisite programmes (PRPs)

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

All PRP's are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation, the size and type of the operation, the nature of the products being manufactured and/or handled and the control of food safety hazards.

PRP's are implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process and are categorised into two types:

(i). Infrastructure and Maintenance Programmes

(ii). Operational Prerequisite Programmes

When selecting and designing the PRP's the organisation takes into consideration:

- Known hazards and controls from historic information including complaints
- Customer requirements and codes of practice
- Industry guidelines
- Industry codes of practice
- Regulations
- Appropriate international standards including ISO 22000 and applicable ISO/TS 22002 series
- Codex principles
- GMP guidelines
- The size and type of operation
- Nature of the products

Document Reference FSMS 8.2 Prerequisite programmes (PRPs)
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 3 694 Words English (UK) 100%

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Select, Edit and Implement Relevant Prerequisite Programmes

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 and 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

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Step Four: Project 22000 - HACCP Implementation

We will now go through a step by step guide to implementing your HACCP using the HACCP Calculator. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Food Safety Team: ISO 22000 Implementation Guide

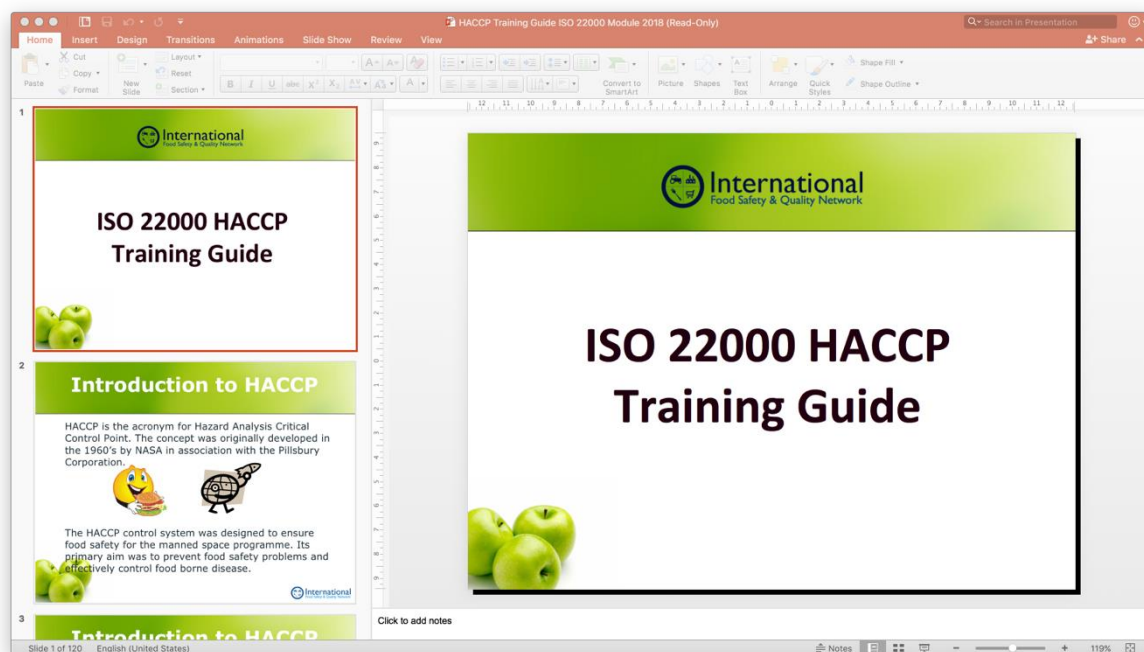


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HACCP Training

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



The HACCP documents should be edited and procedures implemented by the Food Safety Team as per the plan.

8.5 Hazard control

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 8.8 Verification related to PRPs and the hazard control plan

The Management Team will also be editing implementing procedures:

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

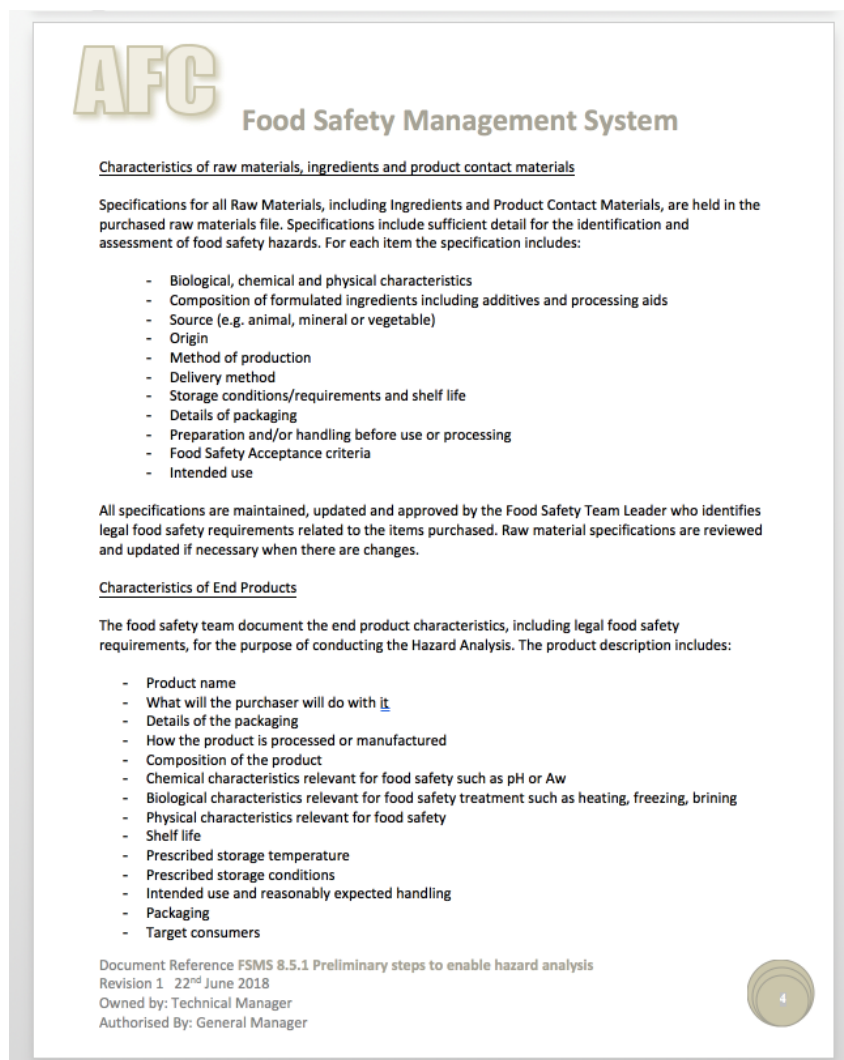
FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

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



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

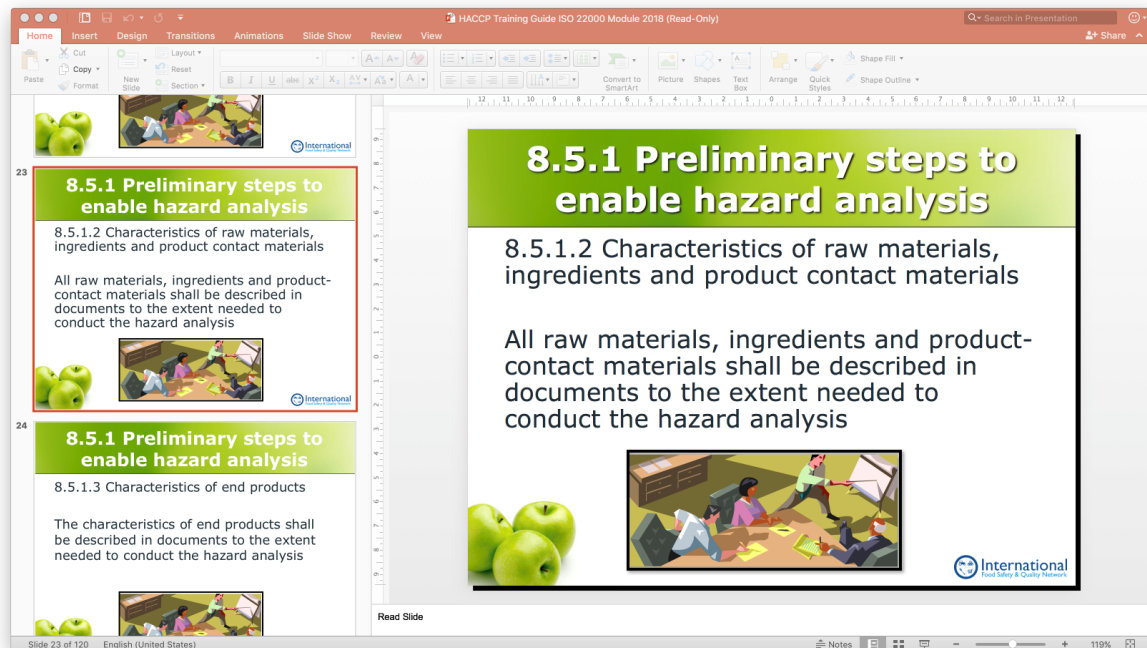
Preparation of the flow diagrams

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

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There is guidance in HACCP Training Guide ISO 22000 Module



There is also guidance in Implementing ISO 22000 Food Safety Team Guide



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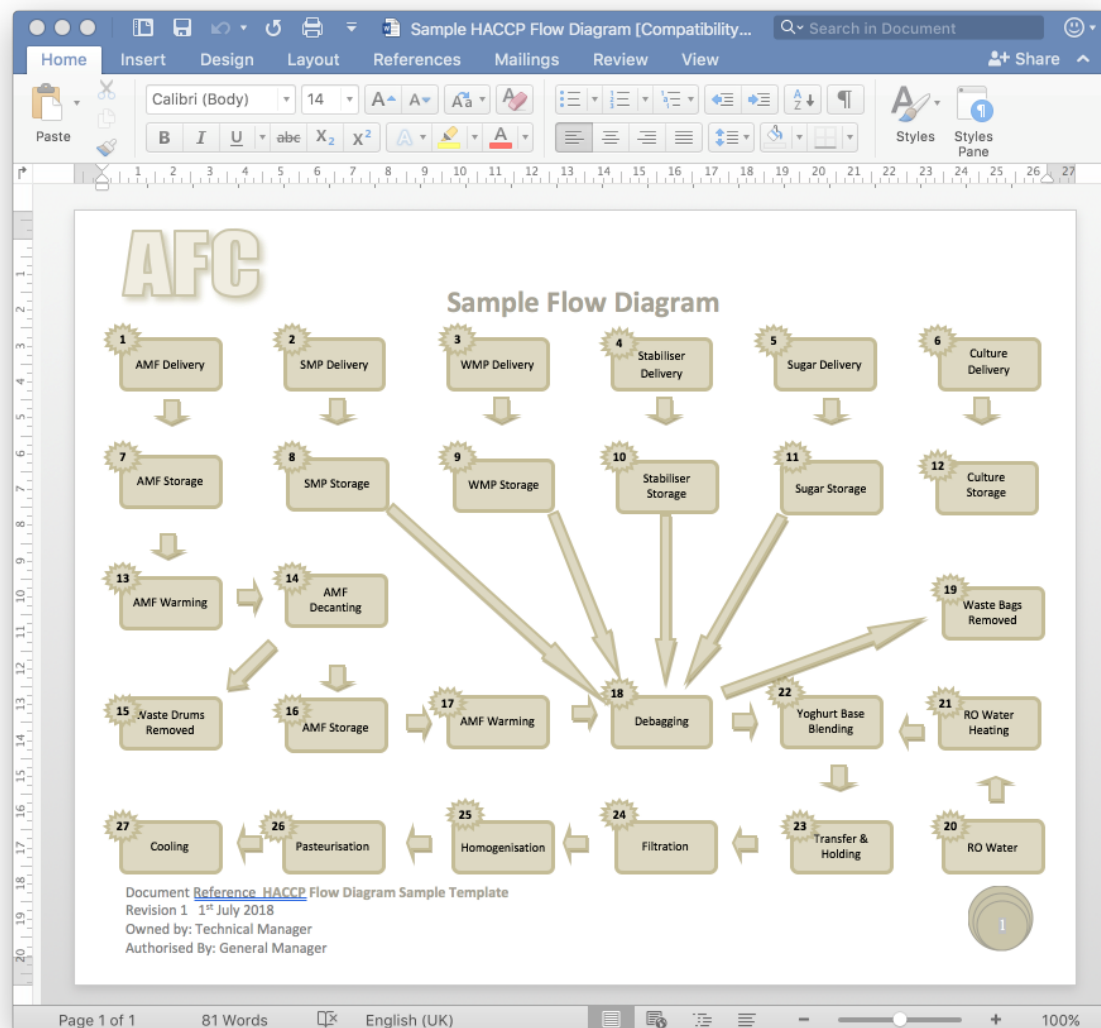
There is a Sample HACCP Flow Diagram in the ISO 22000 HACCP Manual as well as a few other useful documents:

Raw Material Summary Sheet

Sample Finished Product Summary Sheet

Sample Product Description

Excel Sheet Product Description in the HACCP Calculator



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There is guidance in HACCP Training Guide ISO 22000 Module

HACCP Training Guide ISO 22000 Module 2018 (Read-Only)

Slide 49: Conduct a Hazard Analysis Identify Chemical Hazards

Naturally occurring chemical hazards include aflatoxins, mycotoxins and shellfish toxins. They can be present in food naturally or as the result of growth of micro-organisms in the food.

Added chemical hazards are those which are usually unintentionally added to ingredients or food at any stage in the process from producing the raw ingredients to delivery of the product. The range of chemical hazards is very broad and includes hazards such as pesticides, heavy metals, solvents, lubricants and cleaning chemicals.

See Chemical Hazards in the HACCP Calculator

Slide 50: Conduct a Hazard Analysis Identify Physical Hazards

A physical hazard is a physical component of a food that is unexpected and may cause illness or injury to the person consuming the food. Foreign materials such as glass, metal, or plastic are typical physical hazards in products through lack of control while the food was being produced.

Physical hazards in foods can come from a number of sources:

- ✓ raw materials contamination such as stones or insects in fruit
- ✓ poorly maintained environment and equipment such as cracked perex guarding or loose bolts
- ✓ contaminated packaging materials such as trimmings present in plastic bottles
- ✓ contamination by employees such as with hair by failing to follow hygiene

List of Physical Hazards can be found in the HACCP Calculator

Slide 51: Conduct a Hazard Analysis Identify Biological Hazards

Biological hazards can be associated with the raw materials from which products are made and may be introduced during the process by people, the environment or the process itself.

Identifying the biological hazards to which your production processes might be subjected is an important part of the hazard analysis so it is important that someone with microbiological knowledge is on your team. Some of the major pathogens that may be associated with food products are Salmonella, Escherichia coli 0157:H7, Listeria monocytogenes, Clostridium botulinum, and Staphylococcus aureus.

For a comprehensive list of Biological Hazards refer Hazards in the HACCP Calculator. You are able to edit the calculator and add your own.

Read Slide

HACCP Training Guide ISO 22000 Module 2018 (Read-Only)

Slide 61: ISO 22000 Implementation Hazard Assessment

The Food Safety team factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red on the HACCP calculator.

All of the food safety hazards that score a 9 on the HACCP calculator are regarded as significant and form the Significant Food Safety Hazard List.

Slide 62: ISO 22000 Implementation HACCP Calculator

Significant Food Safety Hazards Score 9 in the HACCP Calculator

Step Number	Step Name	Hazard described	Severity	Occurrence	Control
1	Delivery of ingredients A	Contaminated water	9	2	1
2	Delivery of ingredients B	Contaminated water	9	2	1
3	Delivery of ingredients C	Contaminated water	9	2	1
4	Delivery of ingredients D	Contaminated water	9	2	1
5	Delivery of ingredients E	Contaminated water	9	2	1
6	Delivery of ingredients F	Contaminated water	9	2	1
7	Delivery of ingredients G	Contaminated water	9	2	1
8	Delivery of ingredients H	Contaminated water	9	2	1
9	Delivery of ingredients I	Contaminated water	9	2	1
10	Delivery of ingredients J	Contaminated water	9	2	1

Slide 63: HACCP PRINCIPLE 1

ISO 22000 Implementation Hazard Assessment

The food safety team assess the food safety hazards using the HACCP calculator

Firstly the Food Safety Team assess the likelihood of the hazard occurring and enter:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

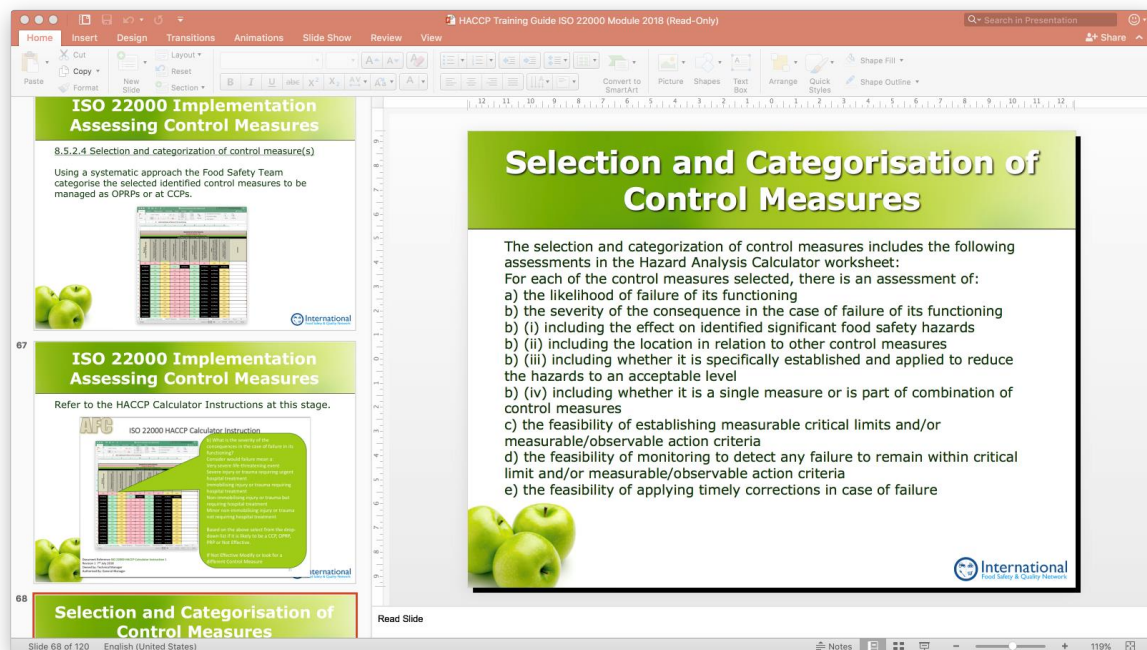
Then the Food Safety Team assesses the severity of the hazard and enters:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

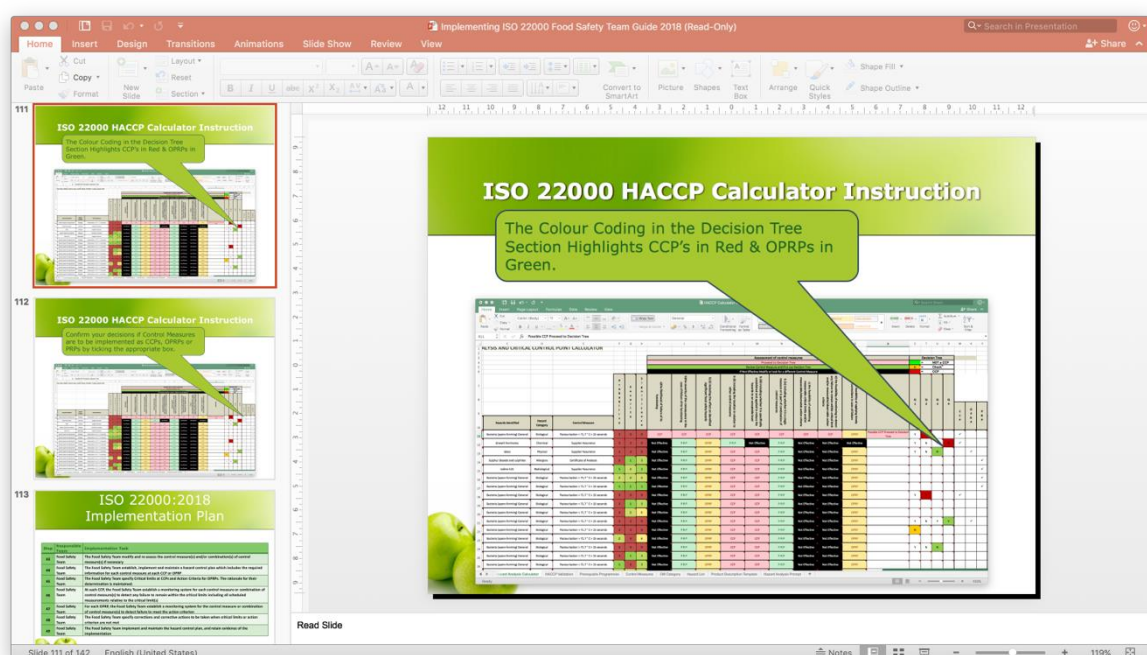
Read Slide

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is guidance in HACCP Training Guide ISO 22000 Module



There is also guidance in Implementing ISO 22000 Food Safety Team Guide



IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions



ISO 22000:2018 HACCP Calculator Instructions (New CODEX Version) 2022



ISO 22000 HACCP Calculator Instruction

For Significant Hazards scoring 9
proceed to Assessment of Control
Measures

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



IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

ISO 22000 HACCP Calculator Instruction

Selection and Categorisation of Control Measures

Selection and categorization of control measures includes the following assessments in the Hazard Analysis Calculator worksheet:

For each of the control measures selected, there is an assessment of:

- a) the likelihood of failure of its functioning
- b) the severity of the consequence in the case of failure of its functioning
- b) (i) including the effect on identified significant food safety hazards
- b) (ii) including the location in relation to other control measures
- b) (iii) including whether it is specifically established and applied to reduce the hazards to an acceptable level
- b) (iv) including whether it is a single measure or is part of combination of control measures
- c) the feasibility of establishing measurable critical limits and/or measurable/observable action criteria
- d) the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria
- e) the feasibility of applying timely corrections in case of failure

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



ISO 22000 HACCP Calculator Instruction

Selection and Categorisation of Control Measures

Selection and categorization of control measures includes the following assessments in the Hazard Analysis Calculator worksheet:

The Control Measure Assessment section of the Hazard Analysis Calculator is Colour Coded. Control Measures that are Not likely to be Effective are highlighted by a Black Box.

Control Measures that are likely to be PRPs are highlighted by a Green Box.

Control Measures that are likely to be Operational PRPs are highlighted by a Orange Box.

If all Boxes are Red after Assessment the team are to continue and use the Decision Tree Section.

If a mixture of Red and Orange Boxes are highlighted then the HACCP team consider if to proceed to the Decision Tree Section or implement as an Operational PRP.

Significant Hazards which proceed to the Decision Tree Section are Categorised as Critical Control Points if they are highlighted in Red by the Hazard Analysis Calculator otherwise they are implemented as Operational PRPs.

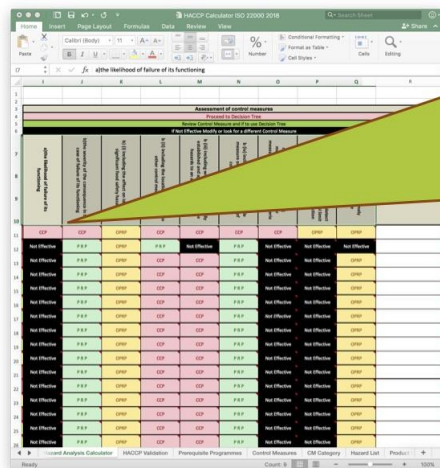
Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C



IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

ISO 22000 HACCP Calculator Instruction



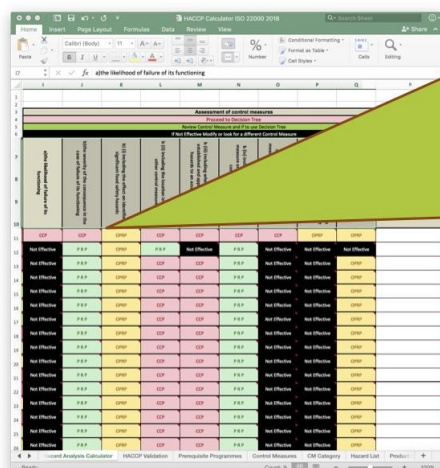
a) What is the likelihood of failure of its functioning?
Consider if:
Never fails
Slight risk of failure
Possible failure
Likely failure
Guaranteed failure

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.
If Not Effective Modify or look for a different Control Measure

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



ISO 22000 HACCP Calculator Instruction



b) What is the severity of the consequences in the case of failure in its functioning?
Consider would failure mean a:
Very severe life-threatening event
Severe injury or trauma requiring urgent hospital treatment
Immobilising injury or trauma requiring hospital treatment
Non-immobilising injury or trauma but requiring hospital treatment
Minor non-immobilising injury or trauma not requiring hospital treatment

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.

If Not Effective Modify or look for a different Control Measure

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



IFSQN FSSC 22000 Food Safety Management System Implementation
Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

ISO 22000 HACCP Calculator Instruction

[illegible]

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.

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



ISO 22000 HACCP Calculator Instruction

The screenshot shows the HACEP Calculator tool interface. At the top, there is a navigation bar with tabs: Home, Page Layout, Formulae, Data, Review, View, and Status. Below the navigation bar, there is a toolbar with icons for various functions like Home, Insert, Layout, and Review. The main area displays a table with columns for Hazard, Control Measure, Risk Rating, and Assessment. The table is color-coded by risk level: Green (Low), Yellow (Medium), Orange (High), and Red (Very High). The assessment results show that the control measures are effective, resulting in a 'Not Effective' rating for the hazard.

Hazard	Control Measure	Risk Rating	Assessment
1. Hazard	Control Measure	Low	Not Effective
2. Hazard	Control Measure	Low	Not Effective
3. Hazard	Control Measure	Low	Not Effective
4. Hazard	Control Measure	Low	Not Effective
5. Hazard	Control Measure	Low	Not Effective
6. Hazard	Control Measure	Low	Not Effective
7. Hazard	Control Measure	Low	Not Effective
8. Hazard	Control Measure	Low	Not Effective
9. Hazard	Control Measure	Low	Not Effective
10. Hazard	Control Measure	Low	Not Effective
11. Hazard	Control Measure	Low	Not Effective
12. Hazard	Control Measure	Low	Not Effective
13. Hazard	Control Measure	Low	Not Effective
14. Hazard	Control Measure	Low	Not Effective
15. Hazard	Control Measure	Low	Not Effective
16. Hazard	Control Measure	Low	Not Effective
17. Hazard	Control Measure	Low	Not Effective
18. Hazard	Control Measure	Low	Not Effective
19. Hazard	Control Measure	Low	Not Effective
20. Hazard	Control Measure	Low	Not Effective

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



IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

ISO 22000 HACCP Calculator Instruction

[illegible]

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



HACCP Calculator Instruction

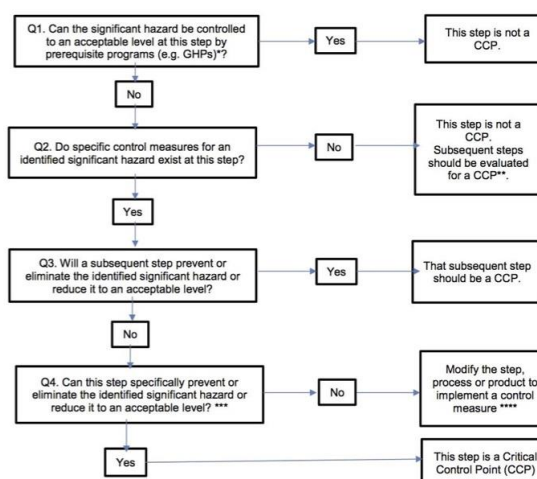
You are now ready to complete the HACCP Calculator Decision Tree Section

* Consider the significance of the hazard (i.e., the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GHPs. GHPs could be routine GHPs or GHPs that require greater attention to control the hazard (e.g. monitoring and recording).

**** If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.**

***Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.

****Return to the beginning of the decision tree after a new hazard analysis.



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



IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

HACCP Calculator Instruction

Question 1: Can the significant hazard be controlled to an acceptable level at this step by prerequisite programs (e.g. GHPs)*?
Enter Y for Yes or N for No
Do not leave blank
Stop at this point if the cell turns Orange.
This step is not a CCP.
If No, the cell turns Green. Proceed to Question 2.

Document Reference HACCP Calculator Instruction CODEX 2022 & SQF 9
Revision 0 March 2022
Written by: Tony-C



HACCP Calculator Instruction

Question 2: Do specific control measures for an identified significant hazard exist at this step?
Enter Y for Yes or N for No
Do not leave blank
Stop at this point if the cell turns Orange.
This step is not a CCP.
Subsequent steps should be evaluated for a CCP**.
If Yes, the cell turns Green. Proceed to Question 3.

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



IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

There is also guidance in HACCP Calculator ISO 22000 Instructions

HACCP Calculator Instruction

Question 4: Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level? ***
Enter Y for Yes or N for No
Do not leave blank
If No, the cell turns yellow.
Modify the step, process or product to implement a control measure ***
If Yes, the cell turns dark red.
This step is a Critical Control Point (CCP).

***** Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.**
****** Return to the beginning of the decision tree after a new hazard analysis.**

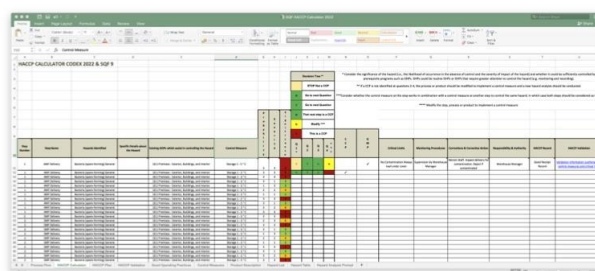
Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C



Refer to the FSSC 22000 HACCP Calculator Instructions 2022 pdf for more details.



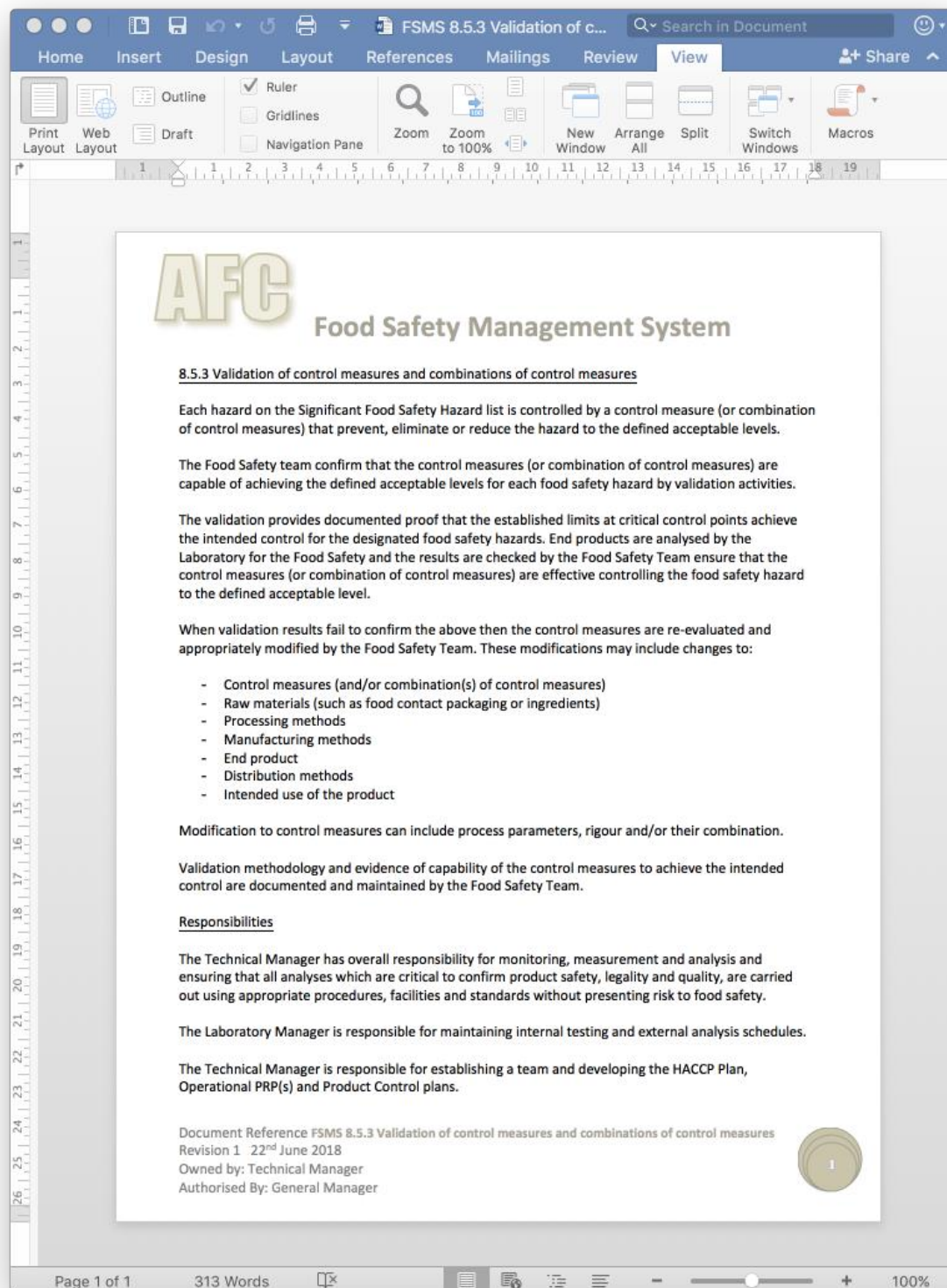
ISO 22000:2018 HACCP Calculator Instructions (New CODEX Version) 2022



IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.3 Validation of control measures and combinations of control measures



There is guidance in Implementing ISO 22000 Food Safety Team Guide, HACCP Calculator ISO 22000 Instructions and HACCP Training Guide ISO 22000 Module.

IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

ISO 22000 & ISO 22002-1 Audit Plan with Risk Rating

	January	February	March	April	May	June	July	August	September	October	November	December
ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
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 7.1 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												

The Food Safety Team Leader should draw 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 Food Safety Team Leader should also draw up a Facility Inspection Schedule and maintain routine (e.g. monthly) site inspections/PRP checks to verify that the site (internal and external), production environment and processing equipment are maintained in a suitable condition to ensure food safety. The frequency and content of the site inspections/PRP checks should be based on risk with defined sampling criteria and linked to the relevant technical specification. See Procedure FSMS 9.2 Internal Audits & Inspections and H&H Audit Factory GMP Audit Form.

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

AFC Food Safety Management System

Site Inspections

A separate program of documented PRP checks including hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these inspections is determined by the Technical Manager based on risk but at a minimum monthly in open product or high risk areas.

Factory GMP Audit

Area Of Audit	Score	Comments
Overall Hygiene	4	
Overalls/coats	4	
Handwashes	4	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	4	
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	4	
Bins	4	
Timely removal of waste	4	
Pest Control	4	
EFSA / pest/rodents	4	No EFX
Bath/traps	N/A	
Non Structural/Minor Damage	4	
Curtains	4	
Lights	4	

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

Prerequisite procedures within the scope of the Inspections 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 5.6 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

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

AFC 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

Step Six: Review and Updating

Top Management and the Management Team follow procedures:

9 Performance evaluation

FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.3 Management review

10 Improvement

FSMS 10 Improvement

FSMS 9.1 Monitoring, measurement, analysis and evaluation



Food Safety Management System

9.1 Monitoring, measurement, analysis and evaluation

Measuring and Monitoring

The company has identified and implemented the monitoring, measurement, and analytical processes required to maintain the food safety management system.

Measurement and Monitoring Procedures have been established, documented and implemented to meet Hazard Control Plan and PRP requirements.

Hazard Control Plan and PRP requirements are defined in the HACCP Manual and individual PRP procedures. The establishment of Hazard Control Plan control measures, monitoring procedures, critical control points, control limits, OPRPs, action criteria, corrections and corrective actions are documented in Hazard Control Plans and the HACCP Manual.

Quality requirements for measurement and monitoring have been designed using a similar approach to hazard analysis in identifying the monitoring, measurement, and analytical processes required to maintain product conformity to requirements. All the monitoring, measurement, and analytical processes required have been planned by following the process below which identifies the specific processes at each stage of manufacturing:

- | | |
|---------|---|
| Stage 1 | A flow diagram is prepared of the steps in the process. |
| | An analysis is conducted by identifying control options |
| Stage 2 | The Control Points in the process are identified |
| Stage 3 | Monitoring, measurement and analytical limits which must be met to ensure control are established |
| Stage 4 | Measurement, monitoring and analysis procedures are established and scheduled for each stage. |
| Stage 5 | The corrective action to be taken when limits are exceeded are established. |
| Stage 6 | All procedures and records appropriate to the monitoring, measurement and analysis processes including acceptable limits at each stage are documented and implemented in a Product Control Plan. Methodology and Standard tests are specified in the Industry Code of Practice. |
| Stage 7 | Verification that the monitoring, measurement and analysis processes are working effectively is carried out. |

This system considers each stage of the process from ingredient intake to product despatch. Releases of ingredients, in-process and finished product are controlled and documented by authorised personnel.

Document Reference FSMS 9.1 Monitoring, measurement, analysis and evaluation
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

Top Management Review QMR 001 Management Review Record can be used to record the details of Management Review

AFC

Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Management System and to formulate action plans for improvement.

Attendees
General Manager - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Technical Manager

Review Inputs	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy and Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Relevant changes in external and internal issues	-	-
Review of Resources and effectiveness of Training	-	-
Emergencies and Accidents	-	-
Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues	-	-
Relevant information obtained through external and internal communication, including requests	-	-
Opportunities for improvement	-	-

Document Reference Management Review Record QMR 001
Revision 1 21st June 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 3 459 Words 100%

IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

The Top management team implement actions continually improve the suitability, adequacy and effectiveness of the FSMS

Implement document FSMS 10 Improvement

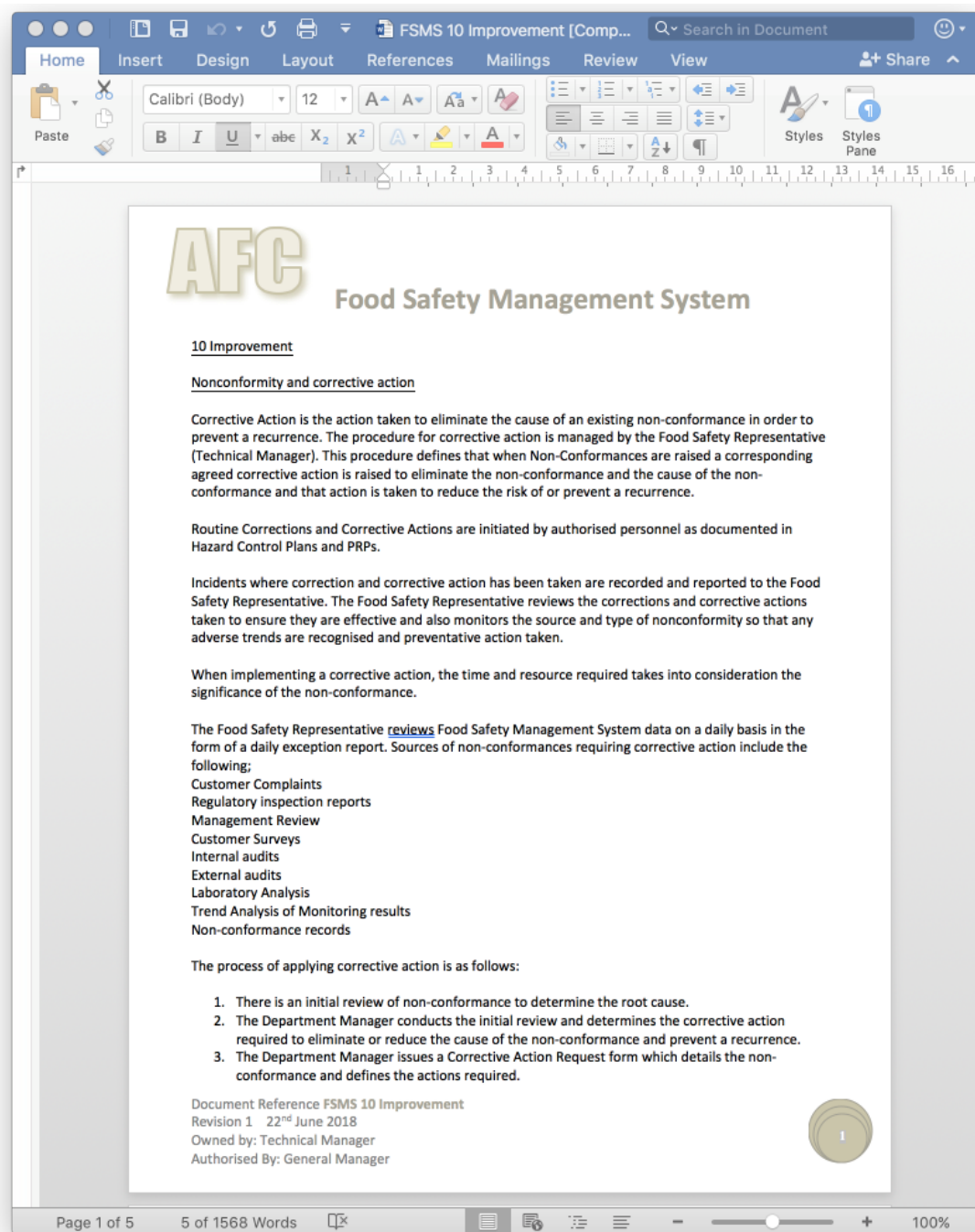
Nonconformity and corrective action

Preventative Action

Continual Improvement

Customer Satisfaction

Food Safety Management System Updating

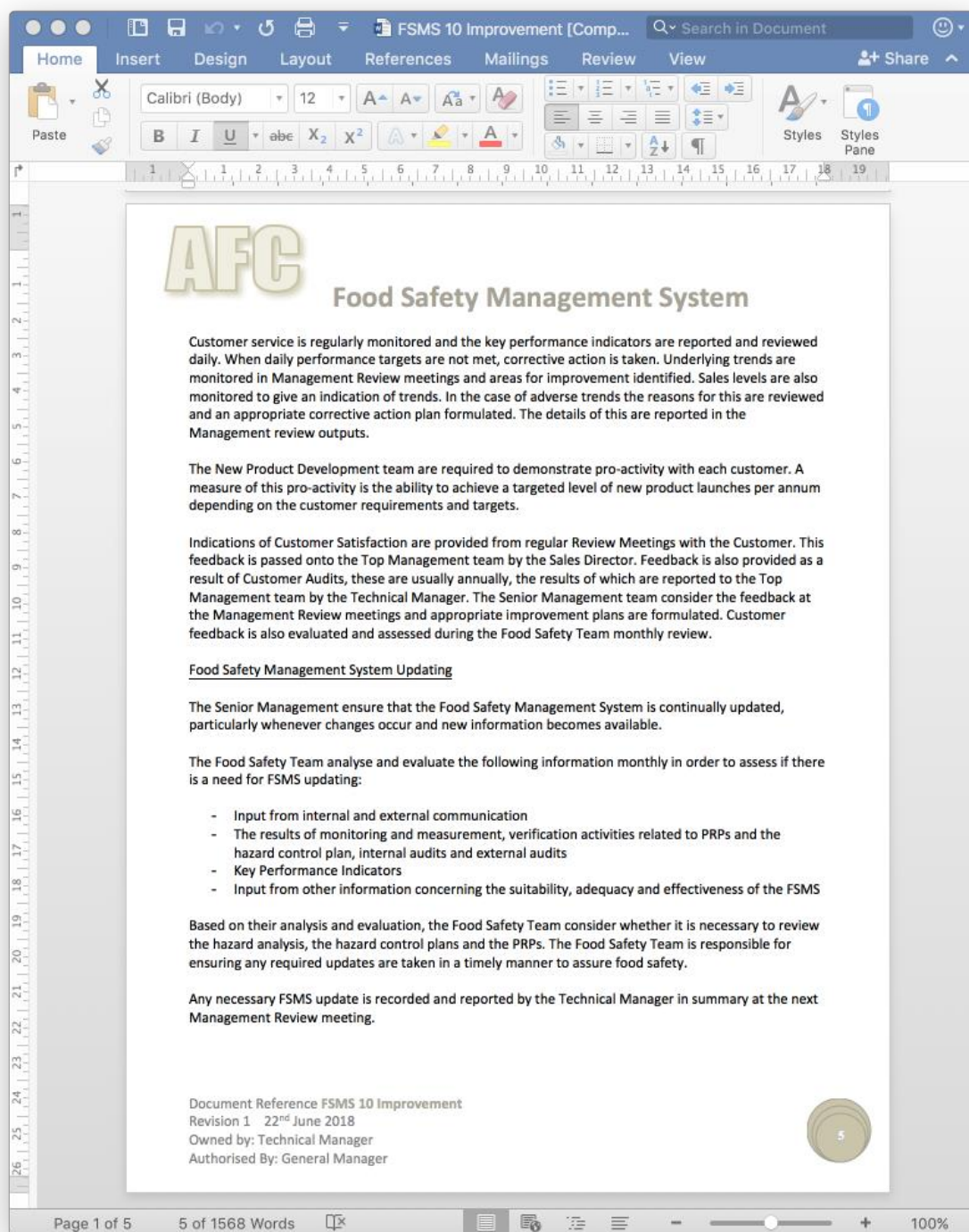


IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook 2022

The food safety team update the FSMS as necessary by reviewing data collected and information

The food safety team evaluate the Food Safety Management System at planned intervals and consider whether it is necessary to review the hazard analysis, the established hazard control plan and the established PRPs.



Stage 8 Final Steps to ISO 22000 Certification

There are a few final steps to achieving ISO 22000 Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the certification scheme using the checklists provided
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Make contact with the Certification Body
- ✓ Pre-assessment
- ✓ Formal assessment
- ✓ Certification
- ✓ Celebrate!
- ✓ Communicate your success!

Assess the Food Safety Management System

The Steering Group need to allocate responsibility to assess if the established Food Safety Management System meets the requirements of the ISO 22000 standard, TS ISO 22002 and FSSC 22000 Certification Scheme Additional Requirements using the checklists provided.

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
4 Context of the organization	
4.1 Understanding the organization and its context	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? <i>See notes from the standard.</i>	
4.2 Understanding the needs and expectations of interested parties	
To ensure that the organization has the ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements with regard to food safety, has the organization determined:	
- the interested parties that are relevant to the Food Safety Management System?	
- the relevant requirements of the interested parties of the Food Safety Management System?	
Does the organization identify, review and update information related to the interested parties and their requirements?	
4.3 Determining the scope of the food safety management system	

Review ISO 22002 prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-1. Using the checklist below and a copy of Technical Specification ISO 22002-1 the delegated person should read the requirements in the relevant section of ISO 22002 and complete the form.

ISO 22002 CONFORMANCE ANALYSIS			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
4.1 General requirements			
4.2 Environment			
4.3 Locations of establishments			
5. Layout of Premises Workspace			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook 2022

16.3 Vehicles, conveyances and containers			
17. Product Information/Consumer Awareness			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
17.1 Product information			
17.2 Labelling of pre-packaged foods			
18. Food Defence, Biovigilance And Bioterrorism			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
18.1 General requirements			
18.2 Access controls			

Review compliance with FSSC 22000 Certification Scheme Additional Requirements

The Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

FSSC 22000 Certification Scheme Additional Requirements Version 5.1			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
<u>2.5.1 Management of Services and Purchased Materials</u> – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including <u>both internal</u> and external laboratories as applicable) that has the capability to produce precise and repeatable test results using validated test methods and best practices. (e.g. successful participation in proficiency testing programs, regulatory approved programs or accreditation to international standards such as ISO 17025)?			
Is there a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated?			
Is there a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances?			
Is there a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements?			
<u>2.5.2 Product Labelling</u> – in addition to 8.5.1.3 Characteristics of end products			

Ensure any FSSC/ISO 22000 areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with FSSC/ISO 22000 should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	ISO/FSSC 22000 Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed