FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Implementing an FSSC 22000 Version 6 Compliant Food Safety Management System

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Chief Technical Advisor, IFSQN

FSSC 22000 Certification Scheme

FSSC 22000 was developed to facilitate broader acceptance of ISO 22000 Food safety management systems - Requirements for any organization in the food chain and recognition by the Global Food Safety Initiative (GFSI).

The FSSC 22000 Food Safety System Certification Scheme provides a framework for food safety management based on ISO Standards.

The FSSC 22000 Scheme was first published in 2009 and there are currently over 34,000 FSSC 22000 certified organizations worldwide.

Source: https://www.fssc.com/schemes/fssc-22000/

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FSSC 22000 Certification Scheme

In order to clarify the requirements for PRPs and to allow for recognition by the Global Food Safety Initiative (GFSI) of the Consumer Goods Forum, industry stakeholders have developed detailed technical specifications covering sector pre-requisite programs (PRPs) which are used in addition to ISO 22000.

FSSC 22000 provides a certification scheme for such industry sectors where such a technical specification for sector PRPs has been integrated into the category scope.

FSSC 22000 SCHEME VERSION 6

The audit requirements for FSSC 22000 certification consist of:

1) ISO 22000:2018 food safety management system requirements;

2) sector specific prerequisite program (PRPs) requirements (ISO/TS 22002-x series or other specified PRP standard) and;

3) FSSC 22000 Additional requirements.

FSSC 22000 Additional requirements fill the gaps between the GFSI Benchmark requirements and ISO 22000/ISO/TS 22002-x standards thus enabling the FSSC 22000 Certification Scheme to be recognised by GFSI.

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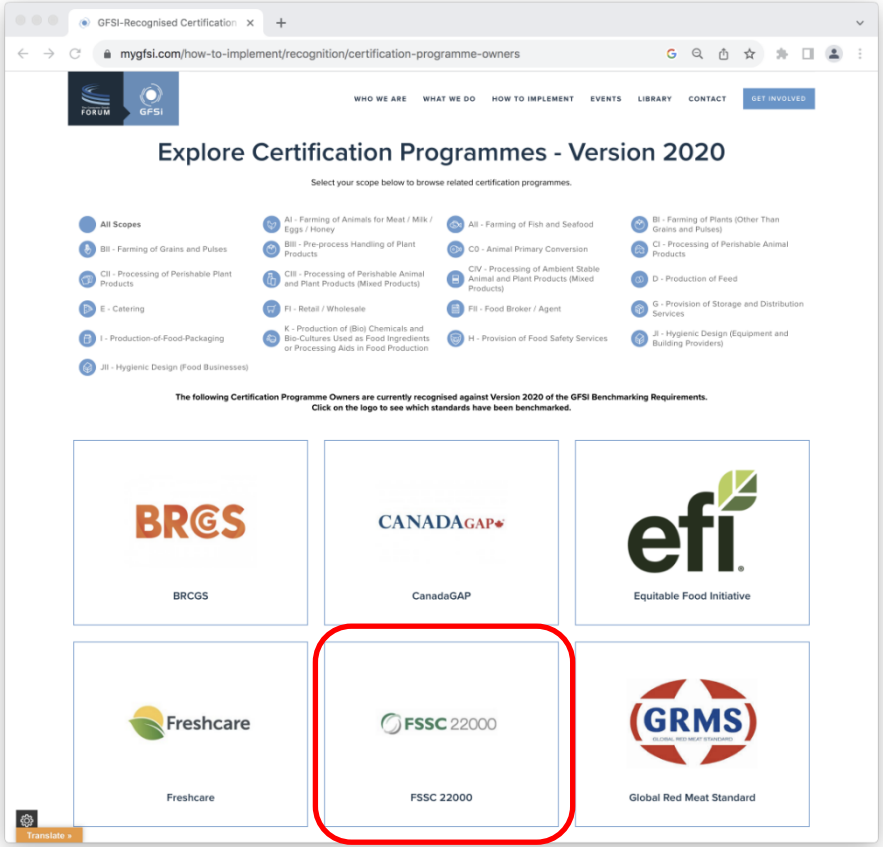
FSSC 22000 SCHEME VERSION 6



The FSSC 22000 Certification Scheme is recognised by GFSI.

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FSSC 22000 Requirements - Prerequisite programmes for Supply Chain Sector

ISO/TS 22002-1:2009 Prerequisite programmes on food safety -- Part 1: Food manufacturing
ISO/TS 22002-2:2013 Prerequisite programmes on food safety -- Part 2: Catering
ISO/TS 22002-3:2011 Prerequisite programmes on food safety -- Part 3: Farming (Note: Category A Farming removed from Scope of FSSC 22000 V6)
ISO/TS 22002-4:2013 Prerequisite programmes on food safety -- Part 4: Food packaging manufacturing
ISO/TS 22002-5:2019 Prerequisite programmes on food safety -- Part 5: Transport and storage
ISO/TS 22002-6:2016 Prerequisite programmes on food safety -- Part 6: Feed and animal food production
BSI/PAS 221:2013 Prerequisite programmes for food safety in food retail

FSSC 22000 Certification Scheme

The FSSC 22000 Scheme Version 6 was published in April 2023.

The FSSC 22000-Quality program is being discontinued.

From 1 April 2024, no further FSSC 22000-Quality audits shall be delivered.

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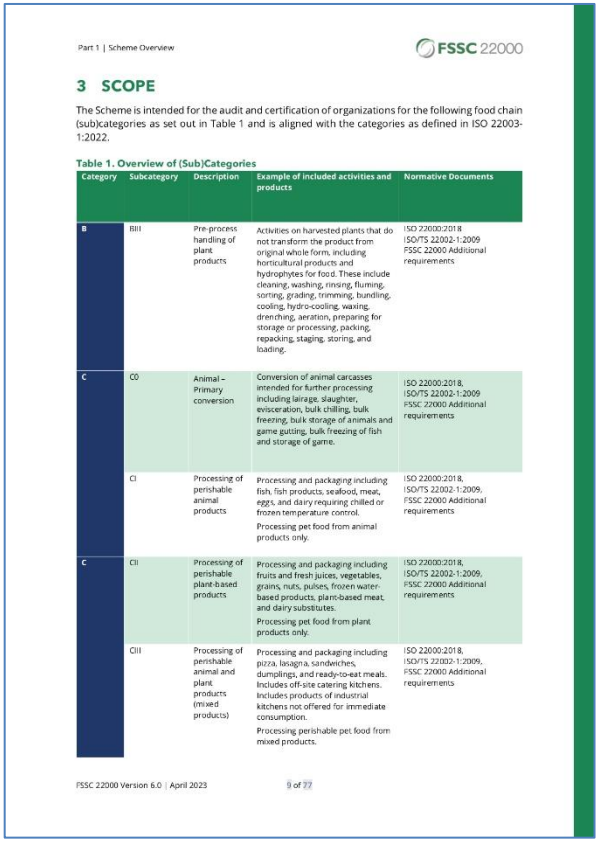
FSSC 22000 Food Categories



Part 1 | Scheme Overview

FSSC 22000

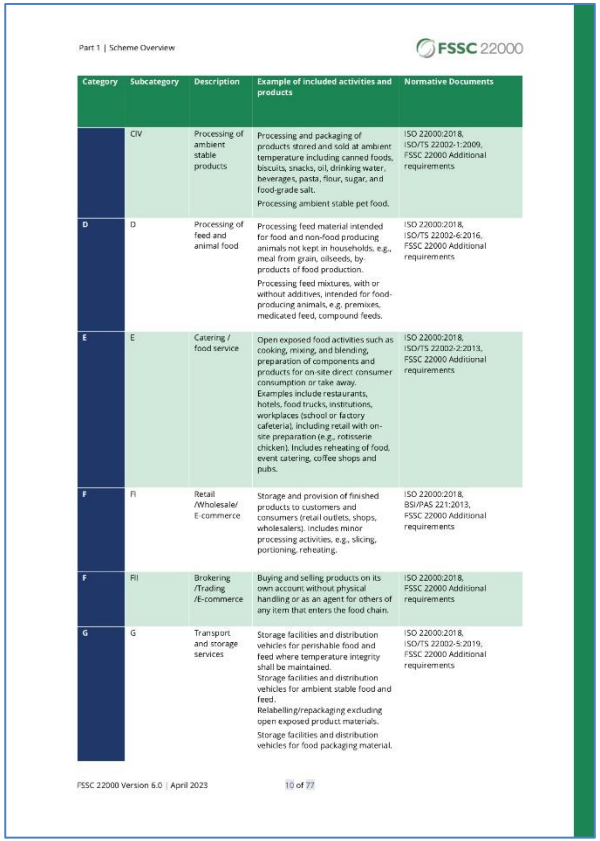
3 SCOPE

The Scheme is intended for the audit and certification of organizations for the following food chain (sub)categories as set out in Table 1 and is aligned with the categories as defined in ISO 22003-1:2022.

Table 1. Overview of (Sub)Categories

Category	Subcategory	Description	Example of included activities and products	Normative Documents
B	BIII	Pre-process handling of plant products	Activities on harvested plants that do not transform the product from original whole form, including horticultural products and hydrophytes for food. These include cleaning, washing, rinsing, fluming, sorting, grading, trimming, bundling, cooling, hydro-cooling, waxing, drenching, aeration, preparing for storage or processing, packing, repacking, staging, storing, and loading.	ISO 22000:2018, ISO/TS 22002-1:2009 FSSC 22000 Additional requirements
C	CO	Animal – Primary conversion	Conversion of animal carcasses intended for further processing including lairage, slaughter, evisceration, bulk chilling, bulk freezing, bulk storage of animals and game gutting, bulk freezing of fish and storage of game.	ISO 22000:2018, ISO/TS 22002-1:2009 FSSC 22000 Additional requirements
	CI	Processing of perishable animal products	Processing and packaging including fish, fish products, seafood, meat, eggs, and dairy requiring chilled or frozen temperature control. Processing pet food from animal products only.	ISO 22000:2018, ISO/TS 22002-1:2009, FSSC 22000 Additional requirements
C	CII	Processing of perishable plant-based products	Processing and packaging including fruits and fresh juices, vegetables, grains, nuts, pulses, frozen water-based products, plant-based meat, and dairy substitutes. Processing pet food from plant products only.	ISO 22000:2018, ISO/TS 22002-1:2009, FSSC 22000 Additional requirements
	CIII	Processing of perishable animal and plant products (mixed products)	Processing and packaging including pizza, lasagna, sandwiches, dumplings, and ready-to-eat meals. Includes off-site catering kitchens. Includes products of industrial kitchens not offered for immediate consumption. Processing perishable pet food from mixed products.	ISO 22000:2018, ISO/TS 22002-1:2009, FSSC 22000 Additional requirements

FSSC 22000 Version 6.0 | April 2023 9 of 77

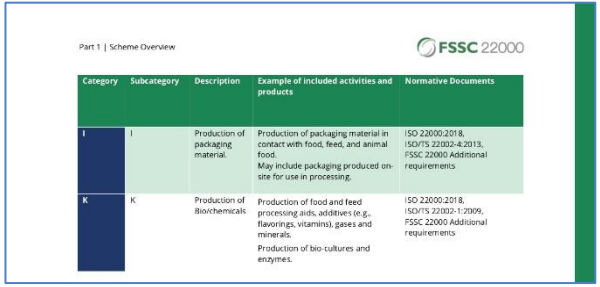


Part 1 | Scheme Overview

FSSC 22000

Category	Subcategory	Description	Example of included activities and products	Normative Documents
	CIV	Processing of ambient stable products	Processing and packaging of products stored and sold at ambient temperature including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, and food-grade salt. Processing ambient stable pet food.	ISO 22000:2018, ISO/TS 22002-1:2009, FSSC 22000 Additional requirements
D	D	Processing of feed and animal food	Processing feed material intended for food and non-food producing animals not kept in households, e.g., meal from grain, oilseeds, by-products of food production. Processing feed mixtures, with or without additives, intended for food-producing animals, e.g. premixes, medicated feed, compound feeds.	ISO 22000:2018, ISO/TS 22002-6:2016, FSSC 22000 Additional requirements
E	E	Catering / food service	Open exposed food activities such as cooking, mixing, and blending, preparation of components and products for on-site direct consumer consumption or take away. Examples include restaurants, hotels, food trucks, institutions, workplaces (school or factory cafeteria), including retail with on-site preparation (e.g., rotisserie chicken). Includes reheating of food, event catering, coffee shops and pubs.	ISO 22000:2018, ISO/TS 22002-2:2013, FSSC 22000 Additional requirements
F	FI	Retail /Wholesale/ E-commerce	Storage and provision of finished products to customers and consumers (retail outlets, shops, wholesalers). Includes minor processing activities, e.g., slicing, portioning, reheating.	ISO 22000:2018, BSI/PAS 221:2013, FSSC 22000 Additional requirements
F	FII	Brokering /Trading /E-commerce	Buying and selling products on its own account without physical handling or as an agent for others of any item that enters the food chain.	ISO 22000:2018, FSSC 22000 Additional requirements
G	G	Transport and storage services	Storage facilities and distribution vehicles for perishable food and feed where temperature integrity shall be maintained. Storage facilities and distribution vehicles for ambient stable food and feed. Relabelling/repackaging excluding open exposed product materials. Storage facilities and distribution vehicles for food packaging material.	ISO 22000:2018, ISO/TS 22002-5:2019, FSSC 22000 Additional requirements

FSSC 22000 Version 6.0 | April 2023 10 of 77



Part 1 | Scheme Overview

FSSC 22000

Category	Subcategory	Description	Example of included activities and products	Normative Documents
I	I	Production of packaging material.	Production of packaging material in contact with food, feed, and animal food. May include packaging produced on-site for use in processing.	ISO 22000:2018, ISO/TS 22002-4:2013, FSSC 22000 Additional requirements
K	K	Production of Bio/chemicals	Production of food and feed processing aids, additives (e.g., flavorings, vitamins), gases and minerals. Production of bio-cultures and enzymes.	ISO 22000:2018, ISO/TS 22002-1:2009, FSSC 22000 Additional requirements

(Note: Category A Farming removed from the Scope of FSSC 22000 V6)

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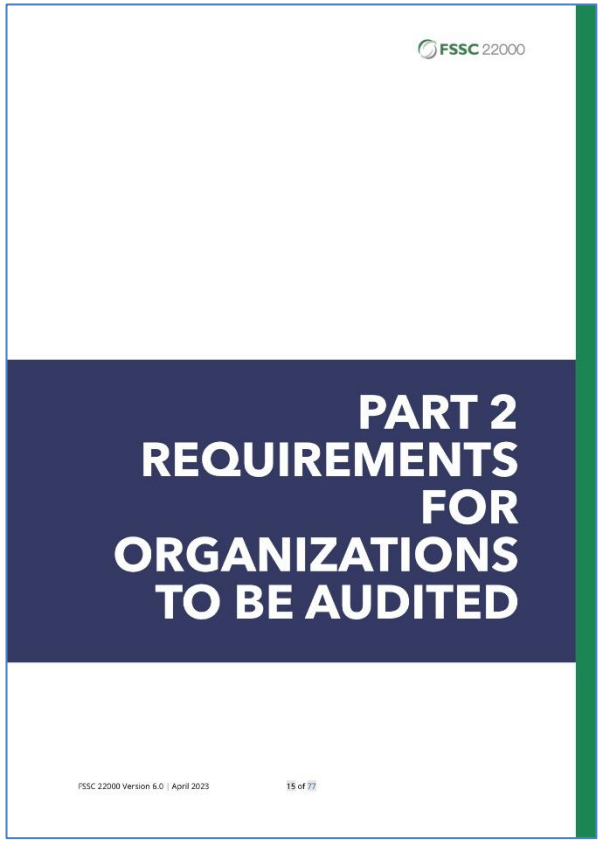
FSSC 22000 SCHEME VERSION 6 | APRIL 2023



Part II: REQUIREMENTS FOR ORGANIZATIONS TO BE AUDITED

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FSSC 22000 SCHEME VERSION 6
Part II: REQUIREMENTS FOR ORGANIZATIONS TO BE AUDITED

2 REQUIREMENTS

2.1 GENERAL

The audit requirements for FSSC 22000 certification consist of:

1) ISO 22000:2018 food safety management system requirements;

2) sector specific prerequisite program (PRPs) requirements (ISO/TS 22002-x series or other specified PRP standard) and;

3) FSSC 22000 Additional requirements.

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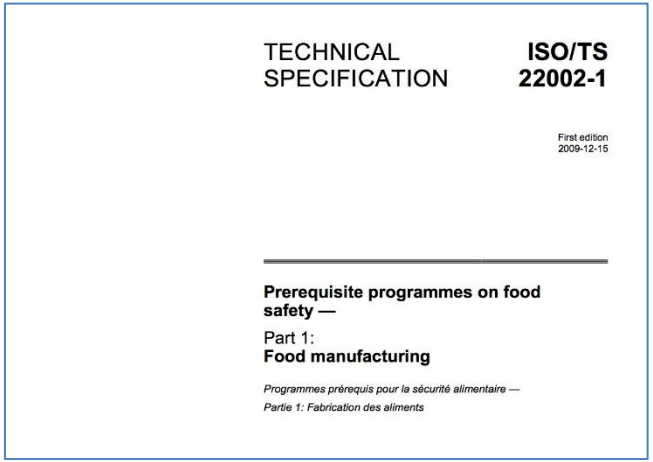
FSSC 22000 Version 6 Requirements

ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing is applicable to Food Sector Categories/Sub-categories:


TECHNICAL SPECIFICATION

ISO/TS 22002-1

First edition
2009-12-15

Prerequisite programmes on food safety —

Part 1:
Food manufacturing

Programmes prérequis pour la sécurité alimentaire —
Partie 1: Fabrication des aliments

BIII Pre-process handling of plant products
C0 Animal – Primary conversion
CI Processing of perishable animal products
CII Processing of perishable plant-based products
CIII Processing of perishable animal and plant products (mixed products)
CIV Processing of ambient stable products
K Production of Bio/chemicals

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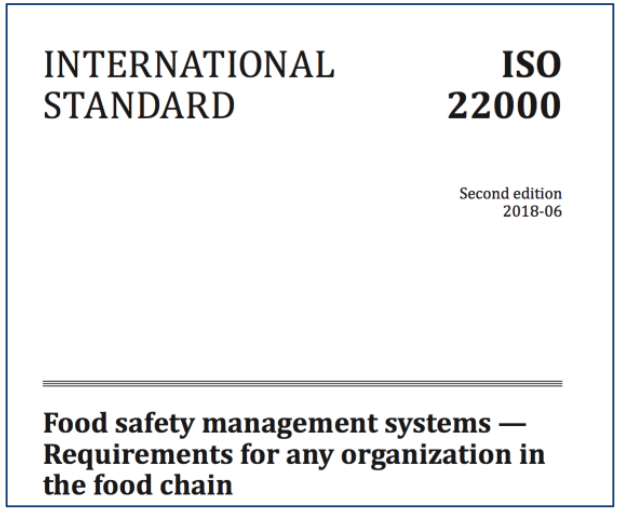
What is ISO 22000?

ISO 22000 is an international standard that specifies requirements for a food safety management system where an organization in the food chain needs to demonstrate compliance with food safety requirements.



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About ISO 22000

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

- ✓ **Interactive Communication**
- ✓ **HACCP Principles**
- ✓ **System Management**
- ✓ **Prerequisite programmes**


INTERNATIONAL STANDARD

ISO 22000

Second edition
2018-06

Food safety management systems — Requirements for any organization in the food chain

FOOD SAFETY FRIDAYS
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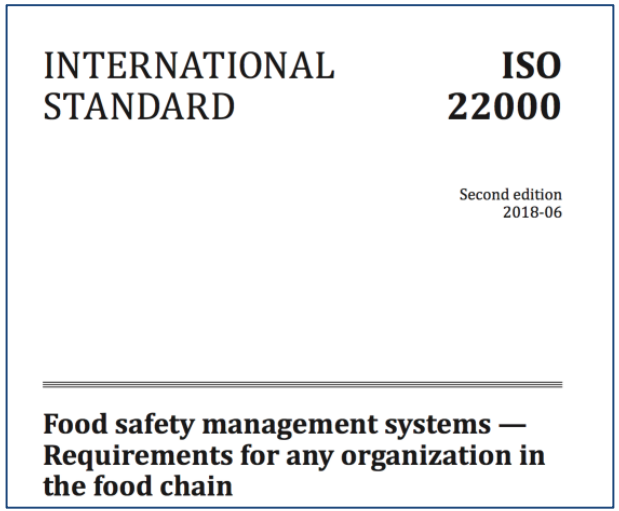
Interactive Communication

Clear communication along the food chain is essential to ensure that all relevant food safety hazards are identified and adequately controlled at each step.



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HACCP Principles

ISO 22000 combines the Codex Alimentarius HACCP (Hazard Analysis and Critical Control Points) principles and application steps, developed by Codex Alimentarius, with prerequisite programmes.

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Prerequisite Programmes

The effective production of safe products requires a detailed Hazard Control Plan and the integration of Prerequisite Programmes.

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Management Principles common to ISO Management System Standards

In addition, ISO 22000 is based on management principles that are common to ISO management system standards:

- ✓ Customer Focus
- ✓ Leadership
- ✓ Engagement of People
- ✓ Process Approach
- ✓ Improvement
- ✓ Evidence-Based Decision Making
- ✓ Relationship Management


INTERNATIONAL STANDARD

ISO 22000

Second edition
2018-06

Food safety management systems — Requirements for any organization in the food chain

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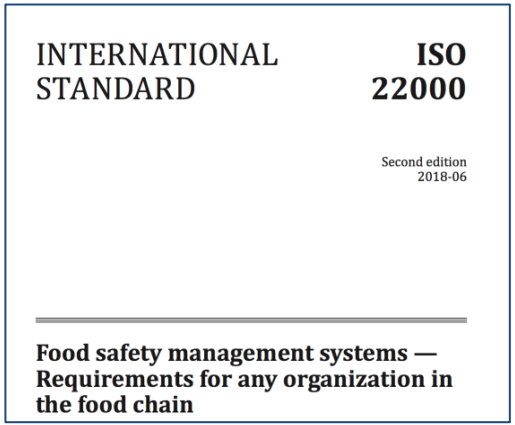
System Management
ISO 22000 aligned with ISO 9001

ISO 22000 is aligned with the requirements of ISO 9001 in order to enhance the compatibility of the two standards and to ease their joint or integrated implementation.



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ISO 9001:2015 Quality management systems — Requirements vs. ISO 22000:2018 Food safety management systems — Requirements for any organization in the food chain

International ISO Standard 9001:2015 Quality management systems — Requirements vs. International ISO Standard 22000: 2018 Food safety management systems — Requirements for any organization in the food chain	
ISO 9001:2015	ISO 22000:2018
4 Context of the organization	4 Context of the organization
4.1 Understanding the organization and its context	4.1 Understanding the organization and its context
4.2 Understanding the needs and expectations of interested parties	4.2 Understanding the needs and expectations of interested parties
4.3 Determining the scope of the quality management	4.3 Determining the scope of the food safety management system
4.4 Quality management system and its processes	4.4 Food safety management system
5 Leadership	5 Leadership
5.1 Leadership and commitment	5.1 Leadership and commitment
5.1.1 General	
5.1.2 Customer focus	
5.2 Policy	5.2 Policy
5.2.1 Establishing the quality policy	5.2.1 Establishing the food safety policy
5.2.2 Communicating the quality policy	5.2.2 Communicating the food safety policy
5.3 Organizational roles, responsibilities and authorities	5.3 Organizational roles, responsibilities and authorities
6 Planning	6 Planning
6.1 Actions to address risks and opportunities	6.1 Actions to address risks and opportunities
6.2 Quality objectives and planning to achieve them	6.2 Objectives of the food safety management system and planning to achieve them
6.3 Planning of changes	6.3 Planning of changes
7 Support	7 Support
7.1 Resources	7.1 Resources
7.1.1 General	7.1.1 General
7.1.2 People	7.1.2 People
7.1.3 Infrastructure	7.1.3 Infrastructure
7.1.4 Environment for the operation of processes	7.1.4 Work environment
7.1.5 Monitoring and measuring resources	7.1.5 Externally developed elements of the food safety management system
7.1.6 Organizational knowledge	7.1.6 Control of externally provided processes, products or services

ISO 9001:2015 Quality management systems — Requirements vs. ISO 22000:2018 Food safety management systems — Requirements for any organization in the food chain

ISO 9001:2015	ISO 22000:2018
7.2 Competence	7.2 Competence
7.3 Awareness	7.3 Awareness
7.4 Communication	7.4 Communication
	7.4.1 General
(8.2.1 Customer communication)	7.4.2 External communication
	7.4.3 Internal communication
7.5 Documented information	7.5 Documented information
7.5.1 General	7.5.1 General
7.5.2 Creating and updating	7.5.2 Creating and updating
7.5.3 Control of documented information	7.5.3 Control of documented information
8 Operation	8 Operation
9 Performance evaluation	9 Performance evaluation
9.1 Monitoring, measurement, analysis and evaluation	9.1 Monitoring, measurement, analysis and evaluation
9.1.1 General	9.1.1 General
9.1.2 Customer satisfaction	
9.1.3 Analysis and evaluation	9.1.2 Analysis and evaluation
9.2 Internal audit	9.2 Internal audit
9.3 Management review	9.3 Management review
9.3.1 General	9.3.1 General
9.3.2 Management review inputs	9.3.2 Management review input
9.3.3 Management review outputs	9.3.3 Management review output
10 Improvement	10 Improvement
10.1 General	
10.2 Nonconformity and corrective action	10.1 Nonconformity and corrective action
10.3 Continual Improvement	10.2 Continual improvement
	10.3 Update of the food safety management system

ISO 9001:2015 Quality management systems — Requirements vs. ISO 22000:2018 Food safety management systems — Requirements for any organization in the food chain

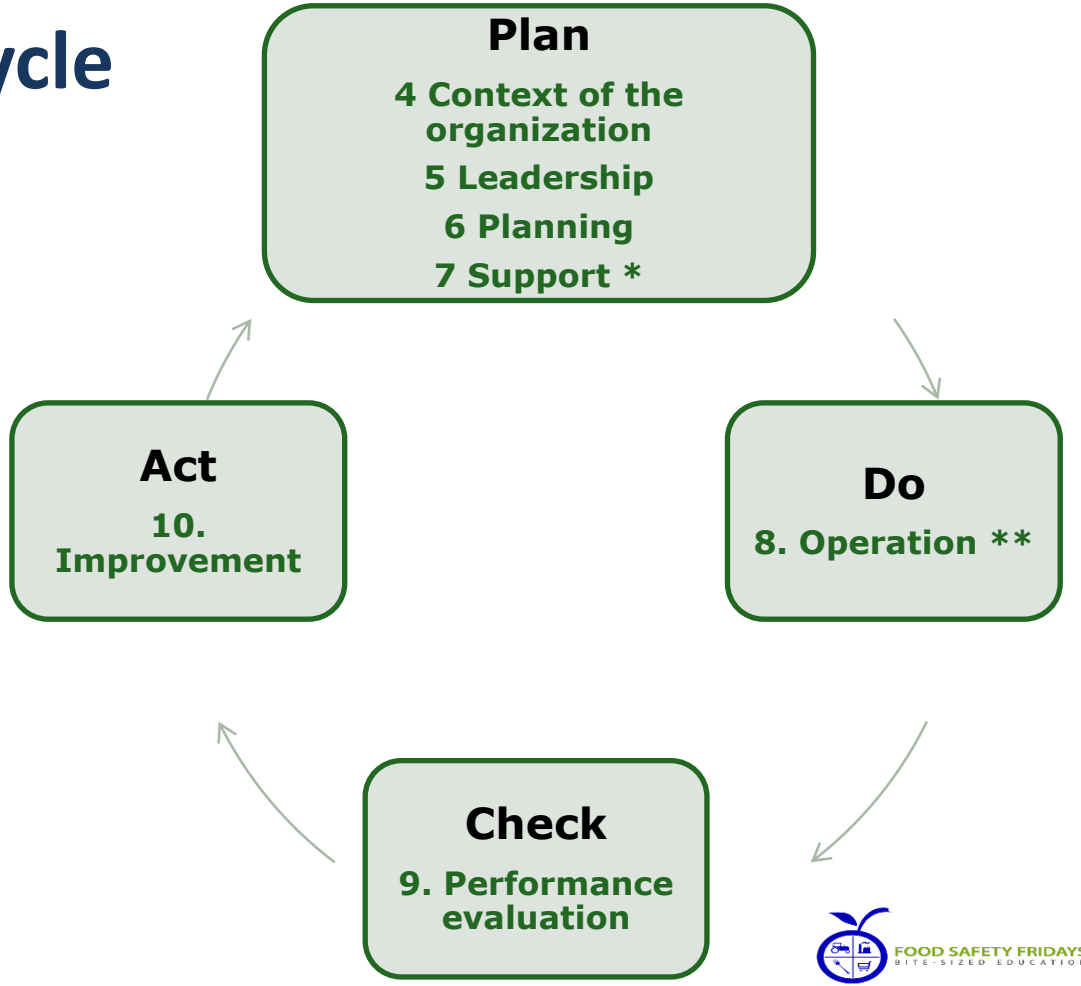
ISO 9001:2015
8 Operation
8.1 Operational planning and control
8.2 Requirements for products and services
8.2.1 Customer communication
8.3 Design and development of products and services
(8.5.2 Identification and traceability)
8.4 Control of externally provided processes, products and services
8.5 Production and service provision
8.5.1 Control of production and service provision
8.5.2 Identification and traceability
8.5.3 Property belonging to customers or external providers
8.5.4 Preservation
8.5.5 Post-delivery activities
8.5.6 Control of changes
8.6 Release of products and services
8.7 Control of nonconforming outputs

ISO 22000:2018 Section 8 Operation

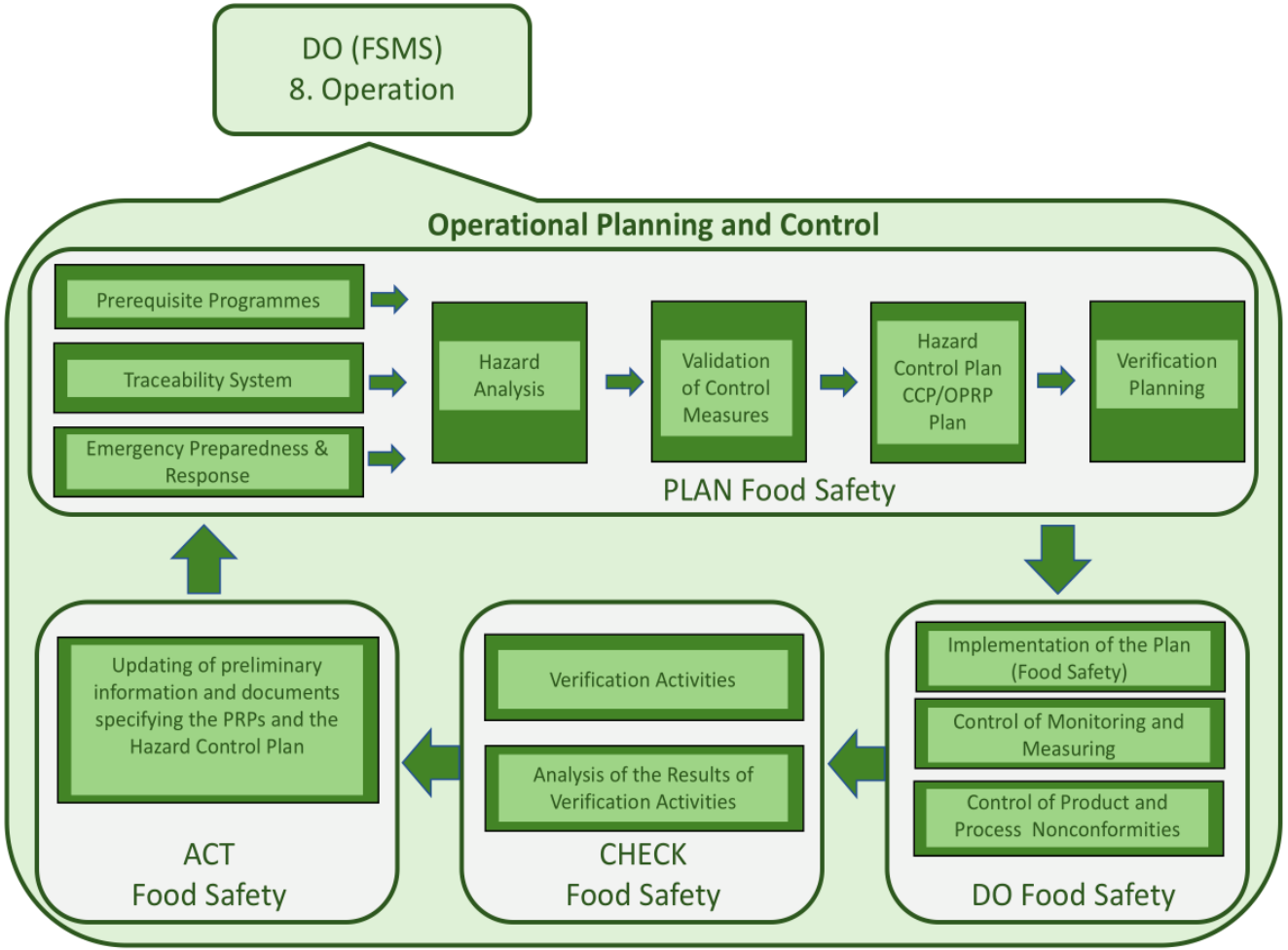
8 Operation
8.1 Operational planning and control
8.2 Prerequisite programmes (PRPs)
8.3 Traceability system
8.4 Emergency preparedness and response
8.4.1 General
8.4.2 Handling of emergencies and incidents
8.5 Hazard control
8.5.1 Preliminary steps to enable hazard analysis
8.5.1.1 General
8.5.1.2 Characteristics 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 diagrams
8.5.1.5.2 On-site confirmation of flow diagrams
8.5.1.5.3 Description of processes and process environment
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)
8.5.3 Validation of control measure(s) and combinations of control measures
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
8.6 Updating the information specifying the PRPs and the hazard control plan
8.7 Control of monitoring and measuring
8.8 Verification related to PRPs and the hazard control plan
8.8.1 Verification
8.8.2 Analysis of results of verification activities
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 products
8.9.5 Withdrawal/recall

Plan Do Check Act Cycle

Overall framework of the Food Safety Management System and corresponding ISO 22000:2018 Sections



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



ISO 22000 Section 4 Context of the organization

4.1 Understanding the organization and its context

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

Organization Analysis | Types of Risk | Sheet2 | Sheet3 | Sheet4 | Sheet5 | +

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ISO 22000 Section 4 Context of the organization

AFC

Food Safety & Quality 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 FSQMS. 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 External	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 0 7th November 2023
Owned by: Technical Manager
Authorised By: General Manager

1

Section 4 Context of the organization

4.1 Understanding the organization and its context

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.

FOOD SAFETY FRIDAYS
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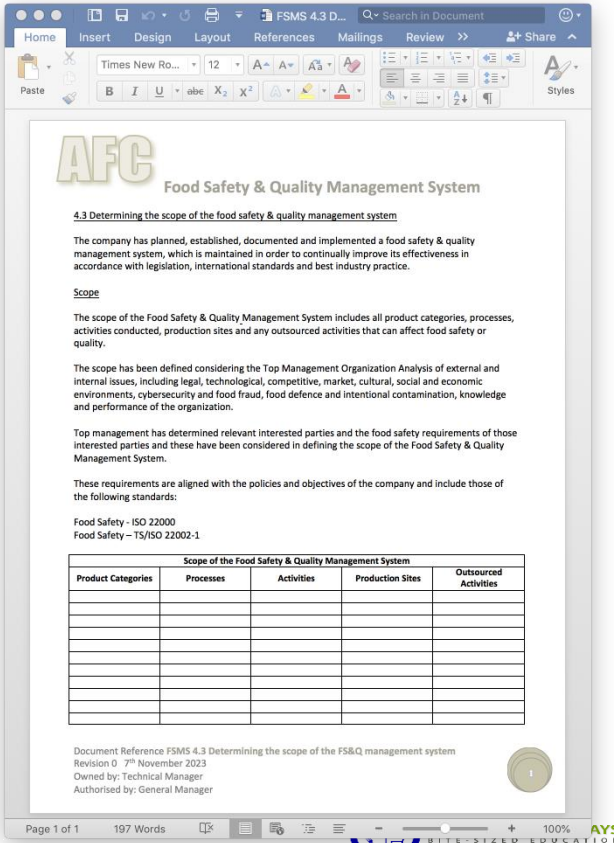
ISO 22000 Section 4 Context of the organization

Section 4 Context of the organization

4.3 Determining the scope of the food safety management system – Also considering 4.1 & 4.2



FSMS 4.3 D...

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AFC

Food Safety & Quality Management System

4.3 Determining the scope of the food safety & quality management system

The company has planned, established, documented and implemented a food safety & quality management system, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

Scope

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

The scope has been defined considering the Top Management Organization Analysis of 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.

Top management has determined relevant interested parties and the food safety requirements of those interested parties and these have been considered in defining the scope of the Food Safety & Quality Management System.

These requirements are aligned with the policies and objectives of the company and include those of the following standards:

Food Safety - ISO 22000
Food Safety – TS/ISO 22002-1

Scope of the Food Safety & Quality Management System				
Product Categories	Processes	Activities	Production Sites	Outsourced Activities

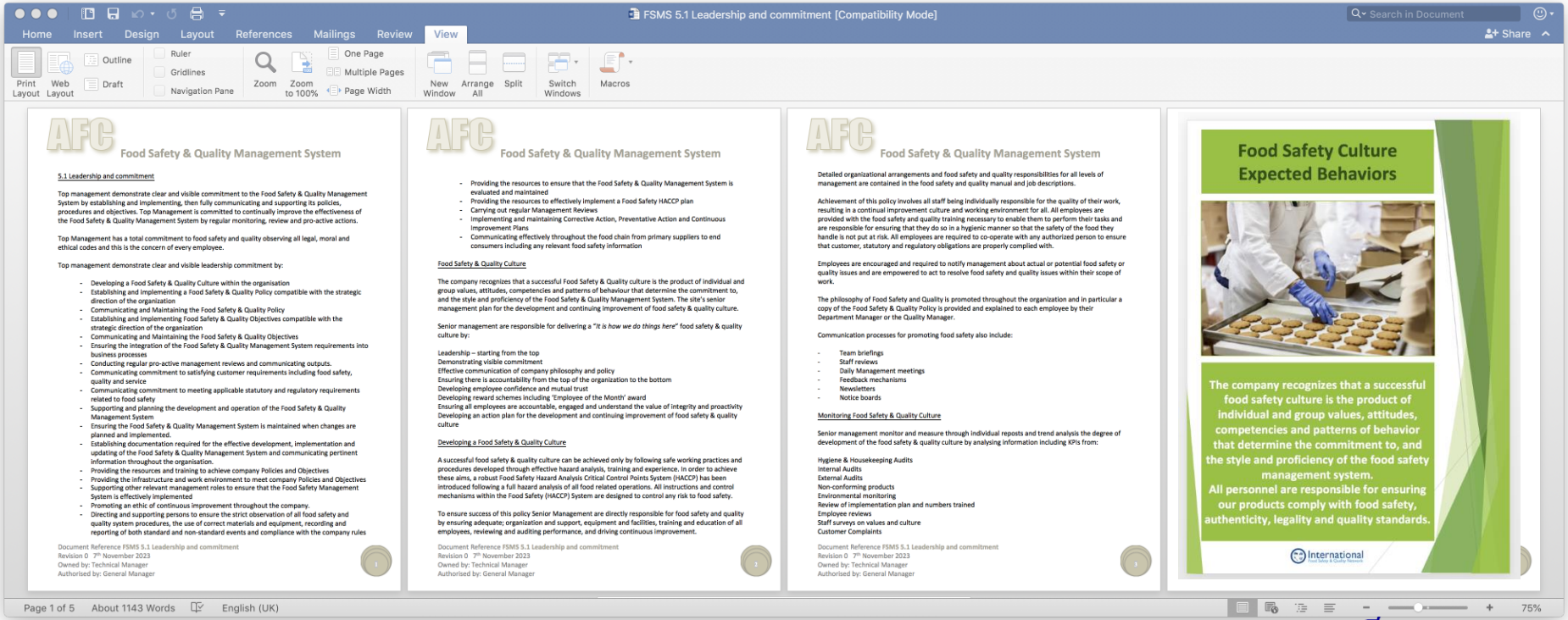
Document Reference FSMS 4.3 Determining the scope of the FS&Q management system
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 197 Words 100%

4.4 Food safety management system

ISO 22000 Section 5 Leadership

5.1 Leadership and commitment



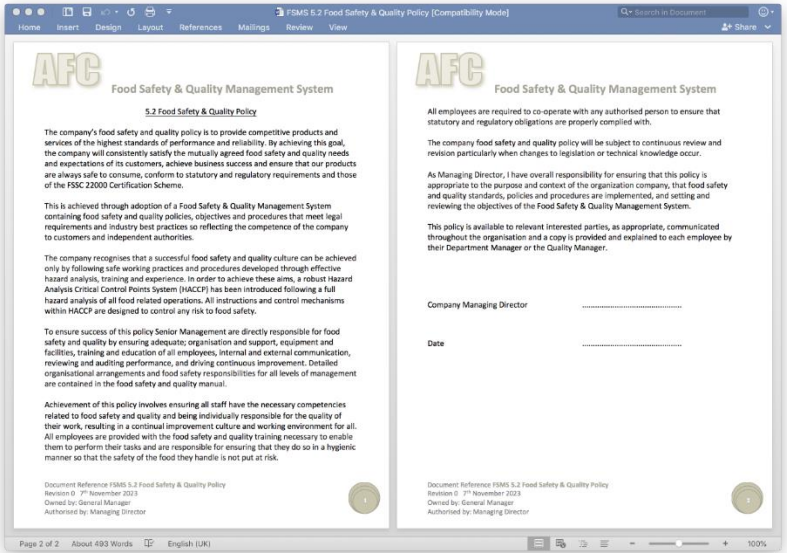
ISO 22000 Section 5 Leadership

Section 5 Leadership includes:

5.2 Policy

5.2.1 Establishing the food safety policy

5.2.2 Communicating the food safety policy



FSMS 5.2 Food Safety & Quality Policy [Compatibility Mode]

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AFC

Food Safety & Quality Management System

5.2 Food Safety & Quality Policy

The company's food safety and quality policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed food safety and quality needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume, conform to statutory and regulatory requirements and those of the FSSC 22000 Certification Scheme.

This is achieved through adoption of a Food Safety & Quality Management System containing food safety and quality policies, objectives and procedures that meet legal requirements and industry best practices so reflecting the competence of the company to customers and independent authorities.

The company recognises that a successful food safety and quality 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, internal and external communication, 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.

Achievement of this policy involves ensuring all staff have the necessary competencies related to food safety and quality and 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 and quality 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.

Document Reference FSMS 5.2 Food Safety & Quality Policy
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

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Food Safety & Quality Management System

All employees are required to co-operate with any authorised person to ensure that statutory and regulatory obligations are properly complied with.

The company food safety and quality policy will be subject to continuous review and revision particularly when changes to legislation or technical knowledge occur.

As Managing Director, I have overall responsibility for ensuring that this policy is appropriate to the purpose and context of the organization company, that food safety and quality standards, policies and procedures are implemented, and setting and reviewing the objectives of the Food Safety & Quality Management System.

This policy is available to relevant interested parties, as appropriate, communicated throughout the organisation and a copy is provided and explained to each employee by their Department Manager or the Quality Manager.

Company Managing Director .....

Date .....

Document Reference FSMS 5.2 Food Safety & Quality Policy
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Authorised by: Managing Director

Page 2 of 2 About 493 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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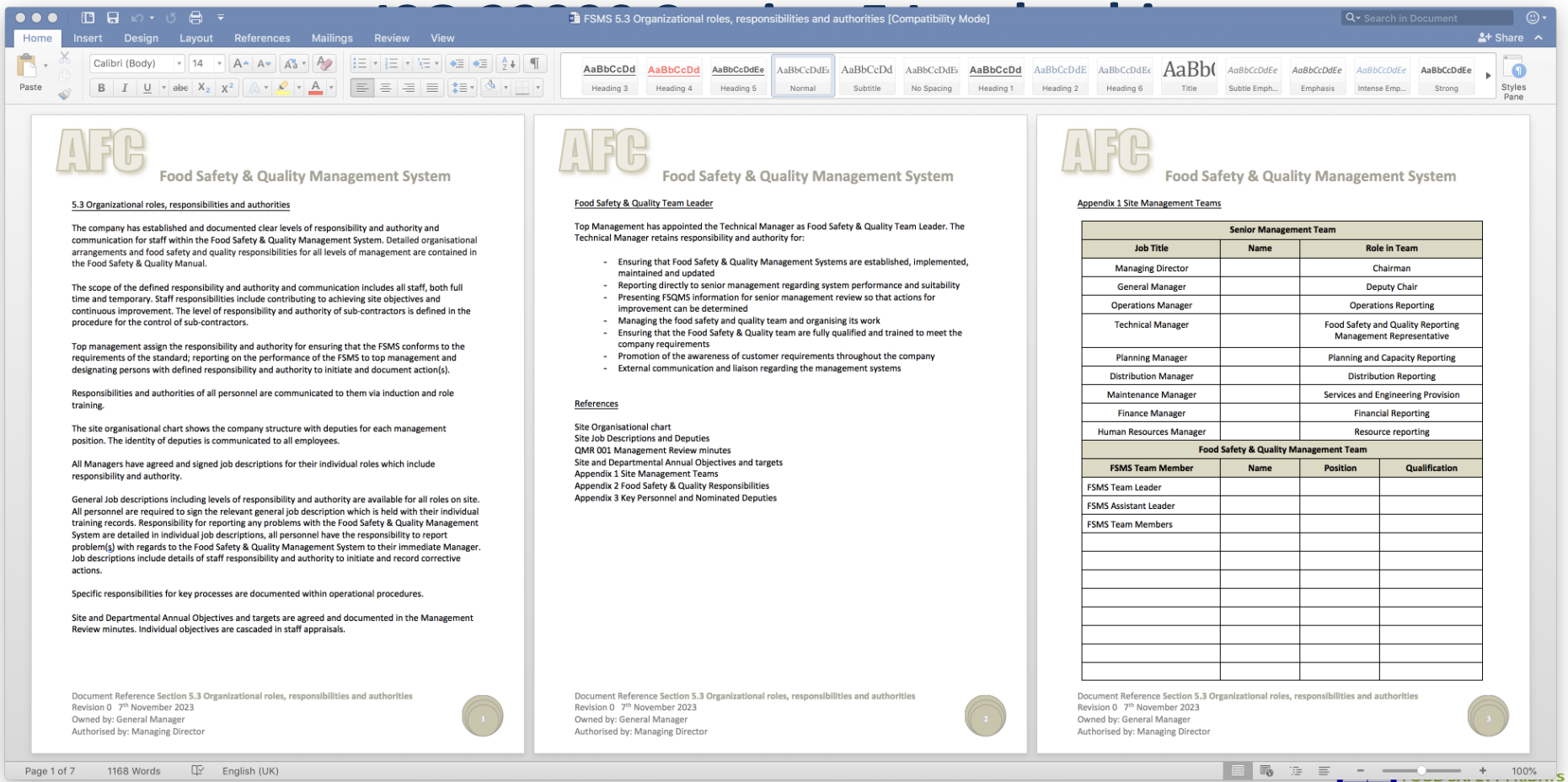

FSMS 5.3 Organizational roles, responsibilities and authorities [Compatibility Mode]

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Food Safety & Quality Management System

5.3 Organizational roles, responsibilities and authorities

The company has established and documented clear levels of responsibility and authority and communication for staff within the Food Safety & Quality Management System. Detailed organisational arrangements and food safety and quality responsibilities for all levels of management are contained in the Food Safety & Quality Manual.

The scope of the defined responsibility and authority and communication includes all staff, both full time and temporary. Staff responsibilities include contributing to achieving site objectives and continuous improvement. The level of responsibility and authority of sub-contractors is defined in the procedure for the control of sub-contractors.

Top management assign the responsibility and authority for ensuring that the FSMS conforms to the requirements of the standard; reporting on the performance of the FSMS to top management and designating persons with defined responsibility and authority to initiate and document action(s).

Responsibilities and authorities of all personnel are communicated to them via induction and role training.

The site organisational chart shows the company structure with deputies for each management position. The identity of deputies is communicated to all employees.

All Managers have agreed and signed job descriptions for their individual roles which include responsibility and authority.

General Job descriptions including levels of responsibility and authority are available for all roles on site. All personnel are required to sign the relevant general job description which is held with their individual training records. Responsibility for reporting any problems with the Food Safety & Quality Management System are detailed in individual job descriptions, all personnel have the responsibility to report problem(s) with regards to the Food Safety & Quality Management System to their immediate Manager. Job descriptions include details of staff responsibility and authority to initiate and record corrective actions.

Specific responsibilities for key processes are documented within operational procedures.

Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minutes. Individual objectives are cascaded in staff appraisals.

AFC

Food Safety & Quality Management System

Food Safety & Quality Team Leader

Top Management has appointed the Technical Manager as Food Safety & Quality Team Leader. The Technical Manager retains responsibility and authority for:

- Ensuring that Food Safety & Quality Management Systems are established, implemented, maintained and updated
- Reporting directly to senior management regarding system performance and suitability
- Presenting FSQMS information for senior management review so that actions for improvement can be determined
- Managing the food safety and quality team and organising its work
- Ensuring that the Food Safety & Quality team are fully qualified and trained to meet the company requirements
- Promotion of the awareness of customer requirements throughout the company
- External communication and liaison regarding the management systems

References

Site Organisational chart
Site Job Descriptions and Deputies
QMR 001 Management Review minutes
Site and Departmental Annual Objectives and targets
Appendix 1 Site Management Teams
Appendix 2 Food Safety & Quality Responsibilities
Appendix 3 Key Personnel and Nominated Deputies

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Food Safety & Quality Management System

Appendix 1 Site Management Teams

Senior 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 Management Representative
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

Food Safety & Quality Management Team			
FSMS Team Member	**Name**	**Position**	**Qualification**
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Page 1 of 7 1168 Words English (UK) 100%

FOOD SAFETY TRAINING BITE-SIZED EDUCATION

ISO 22000 Section 5 Leadership

Section 5 Leadership includes:

5.3 Organizational roles, responsibilities and authorities

FSMS 5.3 Appendix Job Descriptions [Compatibility Mode]

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Job Descriptions

Job Title	Technical Manager
Reports to	General Manager
Reporting Personnel	Quality Assurance Manager Laboratory Manager Product Development Technician
Contacts	Employees Manufacturers/Suppliers Contractors Heads of Departments Customers

Qualifications

Formal qualifications in food technology or science to degree level or equivalent. At least 5 years' senior management experience in a technical position in the food industry.

Objective

The Technical Manager oversees the implementation of food safety & quality management systems to ensure the effective and safe manufacture of the company's products. The Technical Manager develops new products and processes required to increase the range of products manufactured on site.

Responsibilities

Ensuring that Food Safety & Quality Management Systems are established, implemented, maintained and updated so that the organisation's policies and objectives are achieved

Reporting directly to senior management regarding system performance and suitability

Presenting FSQMS information for senior management review so that actions for improvement can be determined

Conduct 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 with Top Management and initiate appropriate actions.

Document Reference FSMS 5.3 Appendix Job Descriptions
Revision 0 7th November 2023
Owned by: General Manager
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5

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Job Descriptions

Managing the food safety & quality team and organising its work

Ensuring that the Food safety & quality team are fully qualified and trained to meet the company requirements

Promotion of the awareness of customer requirements throughout the company

External communication and liaison regarding the management systems.

Overview control of the quality assurance function with responsibility for maintenance of site certification, training and site hygiene.

As Food Safety & Quality Team Leader develops and maintains a HACCP System, including Hazard Control Plans for all products.

Ensures effective implementation of company technical requirements to ensure site compliance with internationally recognized standards for food safety and quality.

Overview of control and response to all customer complaints.

Overview of control of laboratory operation.

Manage investigations into product failures and implement corrective actions.

Analysis of laboratory results and implementing effective corrective and preventative actions procedures to achieve company, legal and customer requirements on all products.

Control of finished product specifications.

General senior management responsibilities on site to assist efficiency and cost control throughout the operation.

Overview of supplier assurance.

Manage the development of new products and processes including process design and recipe formulation.

In the absence on the Technical Manger the Quality Assurance Manager will deputise.

Document Reference FSMS 5.3 Appendix Job Descriptions
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Authorised by: Managing Director

6

Page 5 of 16 About 2759 Words English (UK) 100%

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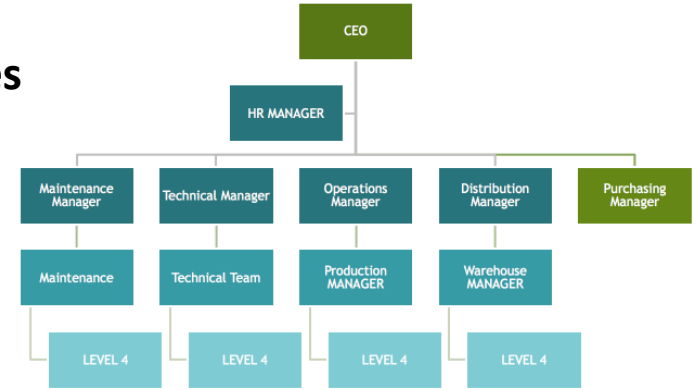

FOOD SAFETY FRIDAYS
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ISO 22000 Section 6 Planning

Section 6 Planning includes:

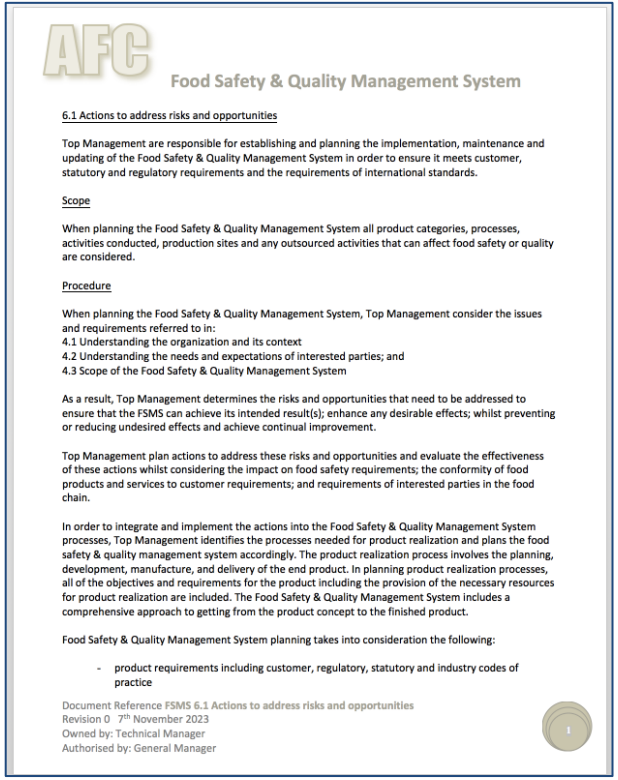
6.1 Actions to address risks and opportunities

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

6.3 Planning of changes

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

Organization Analysis | Types of Risk | Sheet2 | Sheet3 | Sheet4 | Sheet5



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Food Safety & Quality Management System

6.1 Actions to address risks and opportunities

Top Management are responsible for establishing and planning the implementation, maintenance and updating of the Food Safety & Quality Management System in order to ensure it meets customer, statutory and regulatory requirements and the requirements of international standards.

Scope

When planning the Food Safety & Quality Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety or quality are considered.

Procedure

When planning the Food Safety & Quality Management System, Top Management consider the issues and requirements referred to in:
4.1 Understanding the organization and its context
4.2 Understanding the needs and expectations of interested parties; and
4.3 Scope of the Food Safety & Quality Management System

As a result, Top Management determines the risks and opportunities that need to be addressed to ensure that the FSMS can achieve its intended result(s); enhance any desirable effects; whilst preventing or reducing undesired effects and achieve continual improvement.

Top Management plan actions to address these risks and opportunities and evaluate the effectiveness of these actions whilst considering the impact on food safety requirements; the conformity of food products and services to customer requirements; and requirements of interested parties in the food chain.

In order to integrate and implement the actions into the Food Safety & Quality Management System processes, Top Management identifies the processes needed for product realization and plans the food safety & quality management system accordingly. The product realization process involves the planning, development, manufacture, and delivery of the end product. In planning product realization processes, all of the objectives and requirements for the product including the provision of the necessary resources for product realization are included. The Food Safety & Quality Management System includes a comprehensive approach to getting from the product concept to the finished product.

Food Safety & Quality Management System planning takes into consideration the following:

- product requirements including customer, regulatory, statutory and industry codes of practice

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 0 7th November 2023
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FOOD SAFETY FRIDAYS
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ISO 22000 Section 6 Planning

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

The objectives of the FSMS shall:

a) be consistent with the food safety policy;

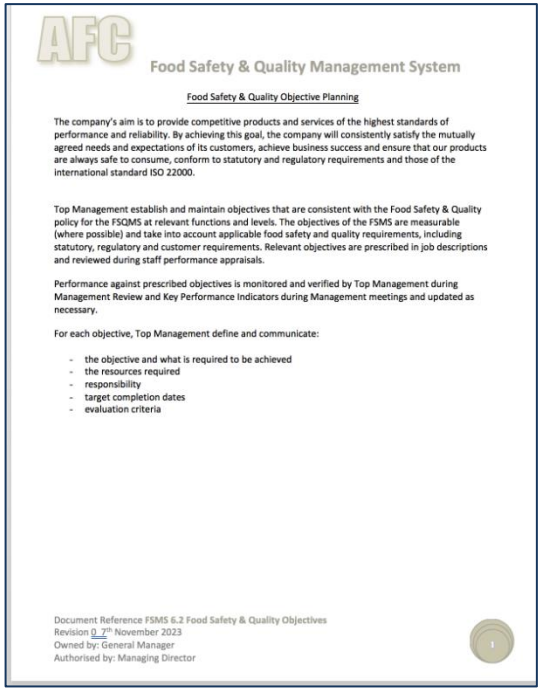
b) measurable

c) take into account applicable food safety requirements, including statutory, regulatory and customer requirements;

d) monitored and verified;

e) communicated;

f) maintained and updated



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Food Safety & Quality Management System

Food Safety & Quality Objective Planning

The company's aim is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume, conform to statutory and regulatory requirements and those of the international standard ISO 22000.

Top Management establish and maintain objectives that are consistent with the Food Safety & Quality policy for the FSQMS at relevant functions and levels. The objectives of the FSMS are measurable (where possible) and take into account applicable food safety and quality requirements, including statutory, regulatory and customer requirements. Relevant objectives are prescribed in job descriptions and reviewed during staff performance appraisals.

Performance against prescribed objectives is monitored and verified by Top Management during Management Review and Key Performance Indicators during Management meetings and updated as necessary.

For each objective, Top Management define and communicate:

- the objective and what is required to be achieved
- the resources required
- responsibility
- target completion dates
- evaluation criteria

Document Reference FSMS 6.2 Food Safety & Quality Objectives
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

ISO 22000 Section 6 Planning

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

When planning how to achieve its objectives for the FSMS, the organization shall determine:

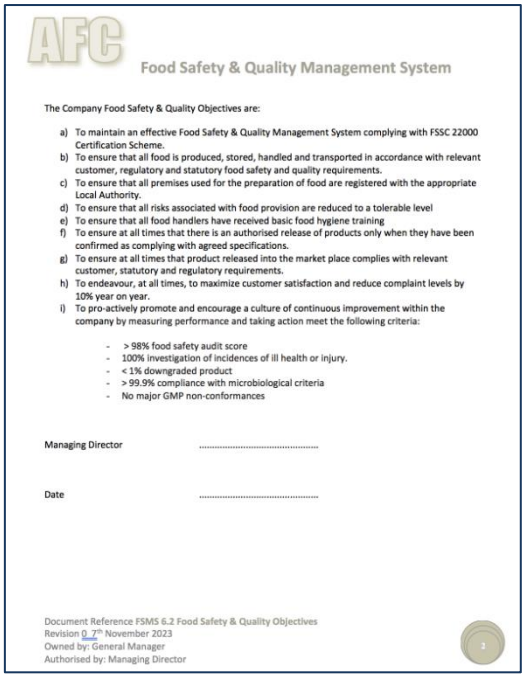
a) what will be done;

b) what resources will be required;

c) who will be responsible;

d) when it will be completed;

e) how the results will be evaluated.



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Food Safety & Quality Management System

The Company Food Safety & Quality Objectives are:

a) To maintain an effective Food Safety & Quality Management System complying with FSSC 22000 Certification Scheme.
b) To ensure that all food is produced, stored, handled and transported in accordance with relevant customer, regulatory and statutory food safety and quality requirements.
c) To ensure that all premises used for the preparation of food are registered with the appropriate Local Authority.
d) To ensure that all risks associated with food provision are reduced to a tolerable level
e) To ensure that all food handlers have received basic food hygiene training
f) To ensure at all times that there is an authorised release of products only when they have been confirmed as complying with agreed specifications.
g) To ensure at all times that product released into the market place complies with relevant customer, statutory and regulatory requirements.
h) To endeavour, at all times, to maximize customer satisfaction and reduce complaint levels by 10% year on year.
i) To pro-actively promote and encourage a culture of continuous improvement within the company by measuring performance and taking action meet the following criteria:

- > 98% food safety audit score
- 100% investigation of incidences of ill health or injury.
- < 1% downgraded product
- > 99.9% compliance with microbiological criteria
- No major GMP non-conformances

Managing Director .....

Date .....

Document Reference FSMS 6.2 Food Safety & Quality Objectives
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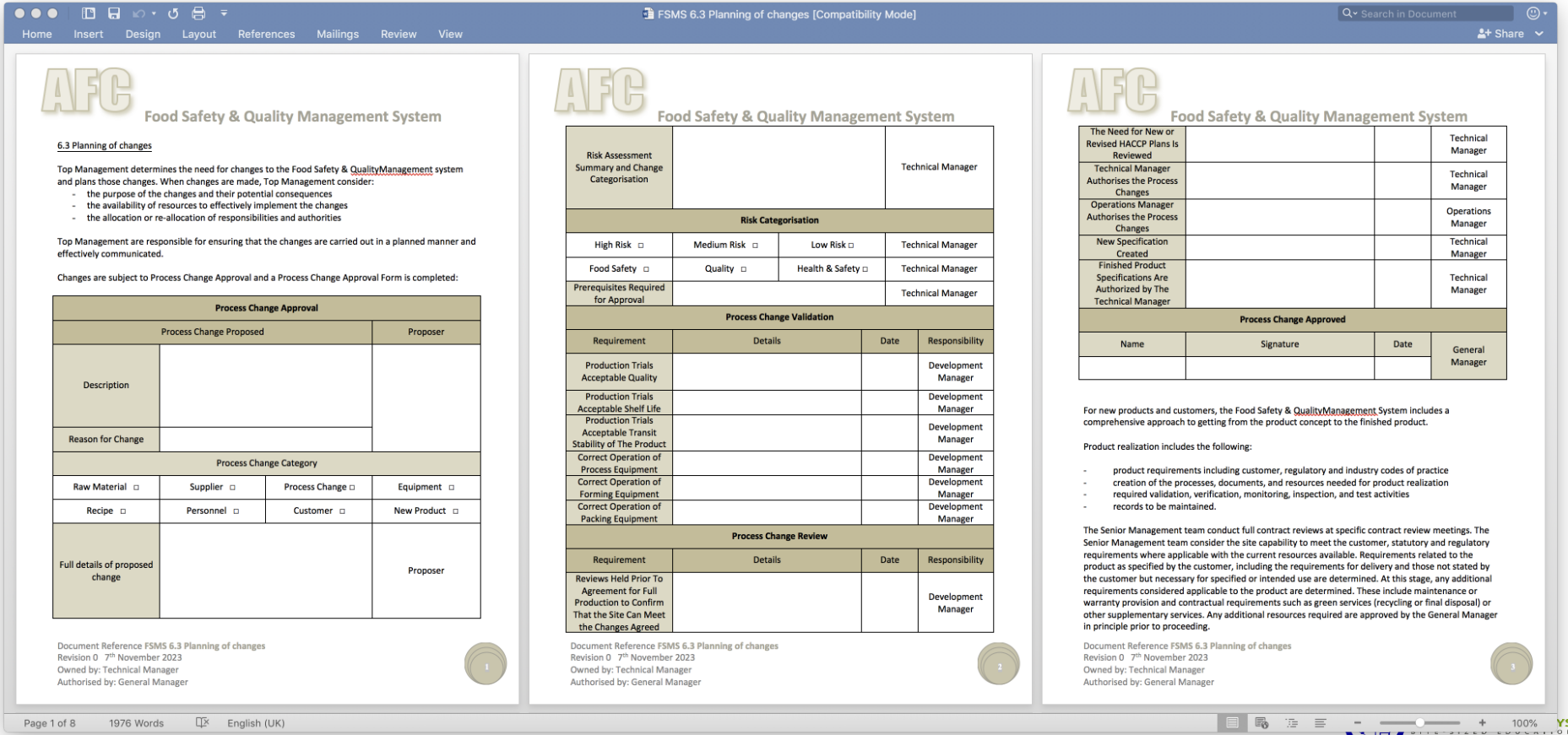
ISO 22000 Section 6 Planning



FSMS 6.3 Planning of changes [Compatibility Mode]

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Food Safety & Quality Management System

6.3 Planning of changes

Top Management determines the need for changes to the Food Safety & QualityManagement system and plans those changes. When changes are made, Top Management consider:

- the purpose of the changes and their potential consequences
- the availability of resources to effectively implement the changes
- the allocation or re-allocation of responsibilities and authorities

Top Management are responsible for ensuring that the changes are carried out in a planned manner and effectively communicated.

Changes are subject to Process Change Approval and a Process Change Approval Form is completed:

Process Change Approval			
Process Change Proposed			Proposer
Description			
Reason for Change			
Process Change Category			
Raw Material □	Supplier □	Process Change □	Equipment □
Recipe □	Personnel □	Customer □	New Product □
Full details of proposed change			Proposer

Document Reference FSMS 6.3 Planning of changes
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Food Safety & Quality Management System

Risk Assessment Summary and Change Categorisation			Technical Manager
Risk Categorisation			
High Risk □	Medium Risk □	Low Risk □	Technical Manager
Food Safety □	Quality □	Health & Safety □	Technical Manager
Prerequisites Required for Approval			Technical Manager

Process Change Validation			
Requirement	Details	Date	Responsibility
Production Trials Acceptable Quality			Development Manager
Production Trials Acceptable Shelf Life			Development Manager
Production Trials Acceptable Transit Stability of The Product			Development Manager
Correct Operation of Process Equipment			Development Manager
Correct Operation of Forming Equipment			Development Manager
Correct Operation of Packing Equipment			Development Manager
Process Change Review			
Requirement	Details	Date	Responsibility
Reviews Held Prior To Agreement for Full Production to Confirm That the Site Can Meet the Changes Agreed			Development Manager

Document Reference FSMS 6.3 Planning of changes
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2

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Food Safety & Quality Management System

The Need for New or Revised HACCP Plans Is Reviewed			Technical Manager
Technical Manager Authorises the Process Changes			Technical Manager
Operations Manager Authorises the Process Changes			Operations Manager
New Specification Created			Technical Manager
Finished Product Specifications Are Authorized by The Technical Manager			Technical Manager

Process Change Approved			
Name	Signature	Date	General Manager

For new products and customers, the Food Safety & QualityManagement System includes a comprehensive approach to getting from the product concept to the finished product.

Product realization includes the following:

- product requirements including customer, regulatory and industry codes of practice
- creation of the processes, documents, and resources needed for product realization
- required validation, verification, monitoring, inspection, and test activities
- records to be maintained.

The Senior Management team conduct full contract reviews at specific contract review meetings. The Senior Management team consider the site capability to meet the customer, statutory and regulatory requirements where applicable with the current resources available. Requirements related to the product as specified by the customer, including the requirements for delivery and those not stated by the customer but necessary for specified or intended use are determined. At this stage, any additional requirements considered applicable to the product are determined. These include maintenance or warranty provision and contractual requirements such as green services (recycling or final disposal) or other supplementary services. Any additional resources required are approved by the General Manager in principle prior to proceeding.

Document Reference FSMS 6.3 Planning of changes
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Authorised by: General Manager

3

Page 1 of 8 1976 Words English (UK) 100%

ISO 22000 Section 7 Support

Section 7 Support includes:

7.1 Resources

7.1.1 General

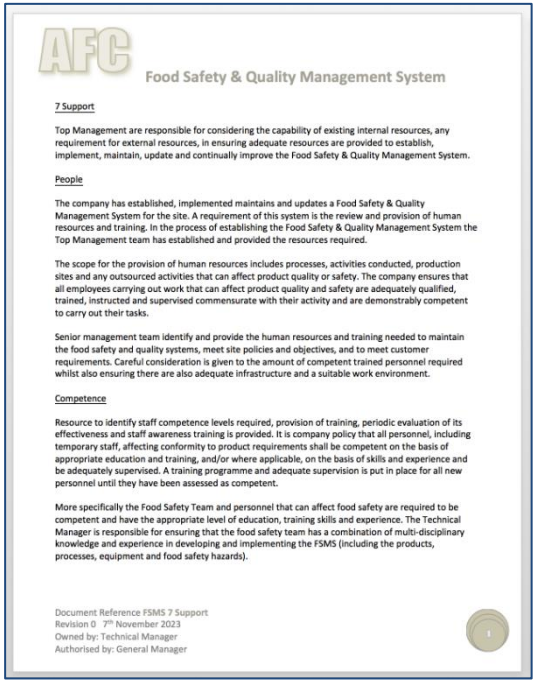
7.1.2 People

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



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Food Safety & Quality Management System

7 Support

Top Management are responsible for considering the capability of existing internal resources, any requirement for external resources, in ensuring adequate resources are provided to establish, implement, maintain, update and continually improve the Food Safety & Quality Management System.

People

The company has established, implemented maintains and updates a Food Safety & Quality Management System for the site. A requirement of this system is the review and provision of human resources and training. In the process of establishing the Food Safety & Quality Management System the Top Management team has established and provided the resources required.

The scope for the provision of human resources includes processes, activities conducted, production sites and any outsourced activities that can affect product quality or safety. The company ensures that all employees carrying out work that can affect product quality and safety are adequately qualified, trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their tasks.

Senior management team identify and provide the human resources and training needed to maintain the food safety and quality systems, meet site policies and objectives, and to meet customer requirements. Careful consideration is given to the amount of competent trained personnel required whilst also ensuring there are also adequate infrastructure and a suitable work environment.

Competence

Resource to identify staff competence levels required, provision of training, periodic evaluation of its effectiveness and staff awareness training is provided. It is company policy that all personnel, including temporary staff, affecting conformity to product requirements shall be competent on the basis of appropriate education and training, and/or where applicable, on the basis of skills and experience and be adequately supervised. A training programme and adequate supervision is put in place for all new personnel until they have been assessed as competent.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. The Technical Manager is responsible for ensuring that the food safety team has a combination of multi-disciplinary knowledge and experience in developing and implementing the FSMS (including the products, processes, equipment and food safety hazards).

Document Reference FSMS 7 Support
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FOOD SAFETY FRIDAYS
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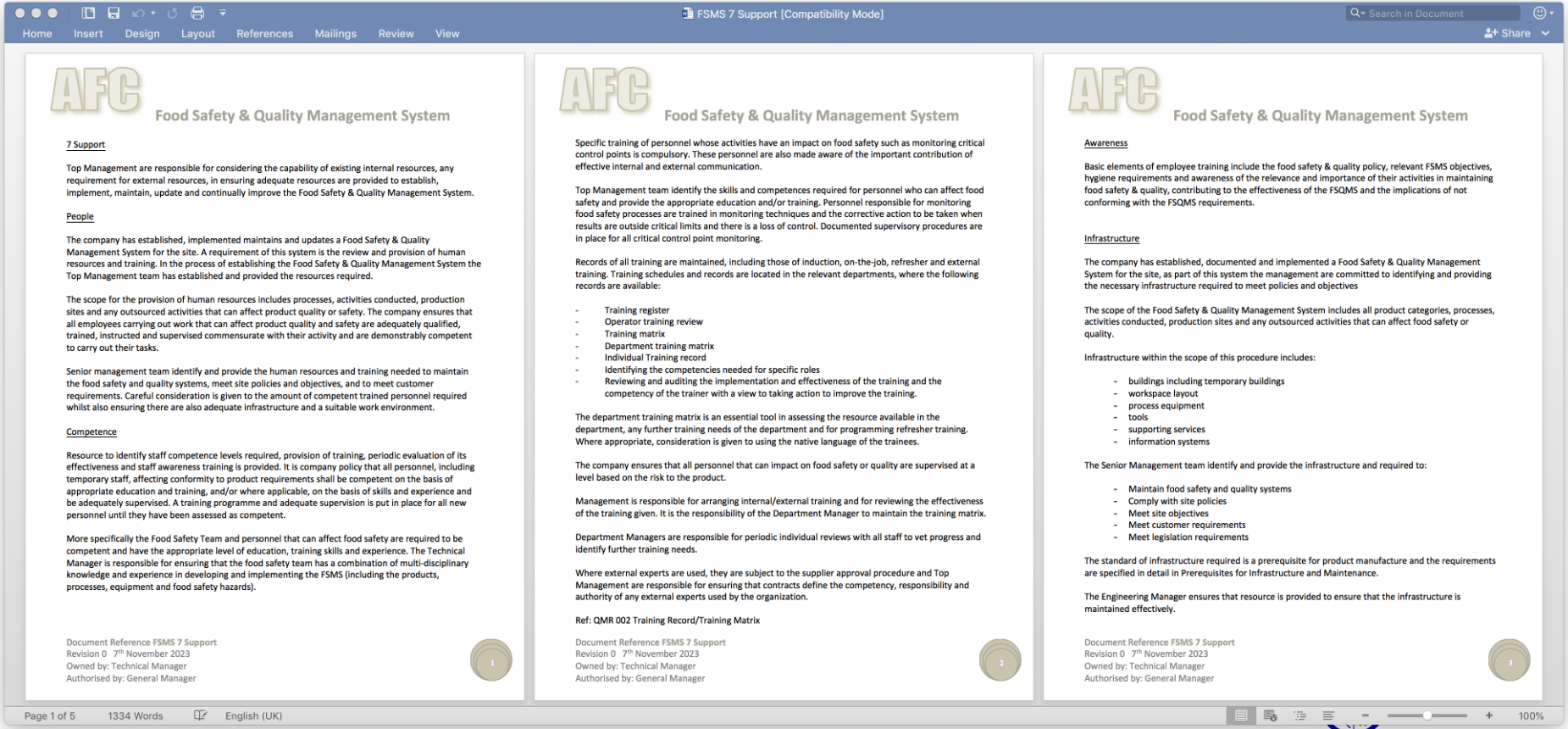
ISO 22000 Section 7 Support



ISO 22000 Section 7 Support

Section 7 Support includes:

7.2 Competence

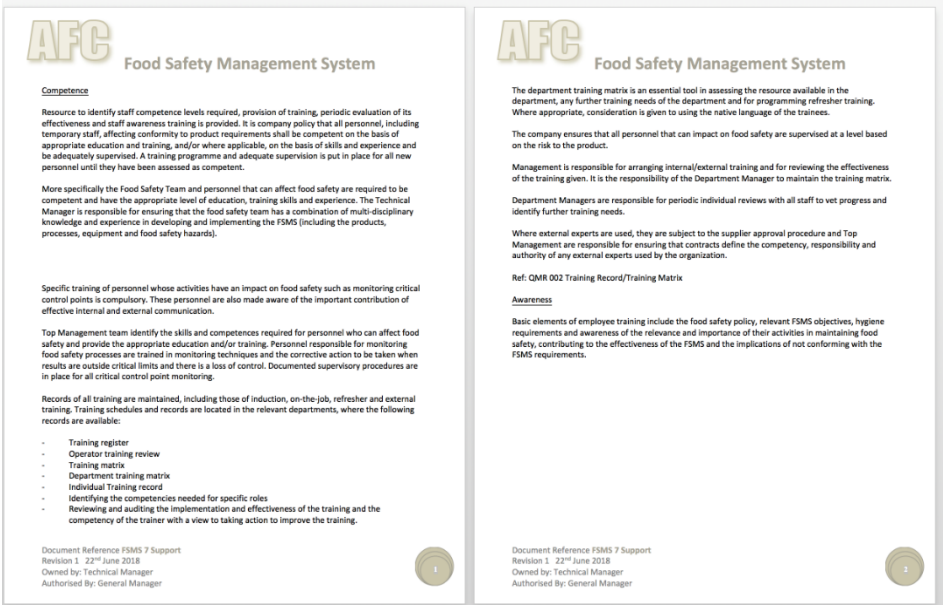
7.3 Awareness

7.4 Communication

7.4.1 General

7.4.2 External communication

7.4.3 Internal communication



AFC Food Safety Management System

Competence

Resource to identify staff competence levels required, provision of training, periodic evaluation of its effectiveness and staff awareness training is provided. It is company policy that all personnel, including temporary staff, affecting conformity to product requirements shall be competent on the basis of appropriate education and training, and/or where applicable, on the basis of skills and experience and be adequately supervised. A training programme and adequate supervision is put in place for all new personnel until they have been assessed as competent.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. The Technical Manager is responsible for ensuring that the food safety team has a combination of multi-disciplinary knowledge and experience in developing and implementing the FSMS (including the products, processes, equipment and food safety hazards).

Specific training of personnel whose activities have an impact on food safety such as monitoring critical control points is compulsory. These personnel are also made aware of the important contribution of effective internal and external communication.

Top Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. Documented supervisory procedures are in place for all critical control point monitoring.

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training record
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

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

1

AFC Food Safety Management System

The department training matrix is an essential tool in assessing the resource available in the department, any further training needs of the department and for programming refresher training. Where appropriate, consideration is given to using the native language of the trainees.

The company ensures that all personnel that can impact on food safety are supervised at a level based on the risk to the product.

Management is responsible for arranging internal/external training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.

Department Managers are responsible for periodic individual reviews with all staff to vet progress and identify further training needs.

Where external experts are used, they are subject to the supplier approval procedure and Top Management are responsible for ensuring that contracts define the competency, responsibility and authority of any external experts used by the organization.

Ref: QMR 002 Training Record/Training Matrix

Awareness

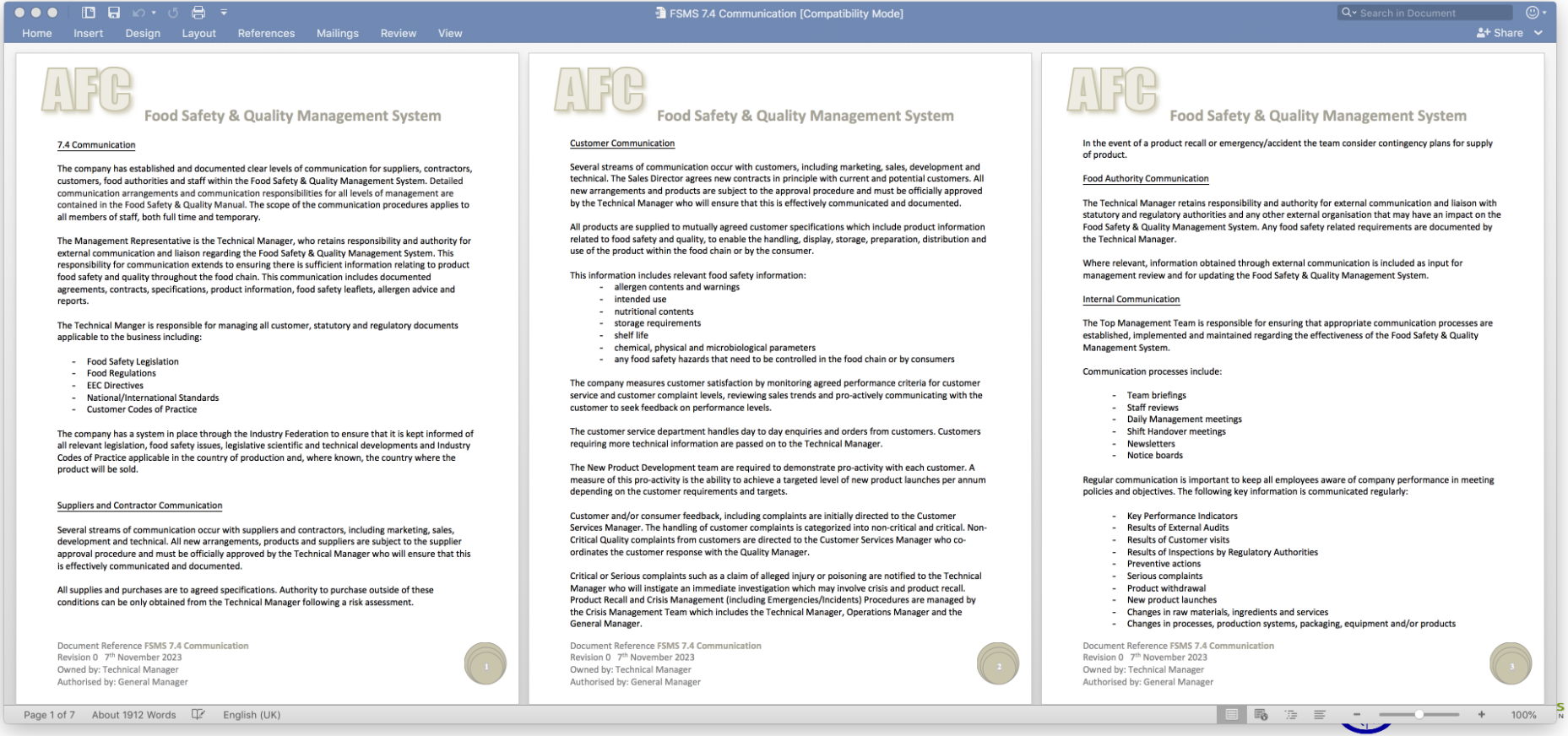
Basic elements of employee training include the food safety policy, relevant FSMS objectives, hygiene requirements and awareness of the relevance and importance of their activities in maintaining food safety, contributing to the effectiveness of the FSMS and the implications of not conforming with the FSMS requirements.

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

2

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Section 7 Support



ISO 22000 Section 7 Support

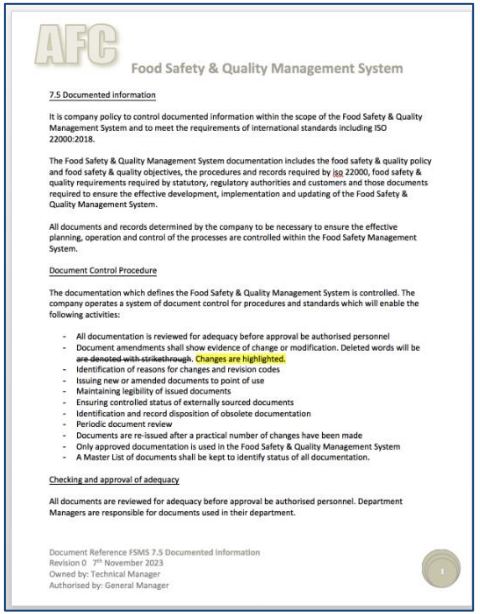
Section 7 Support includes:

7.5 Documented information

7.5.1 General

7.5.2 Creating and updating

7.5.3 Control of documented information



AFC

Food Safety & Quality Management System

7.5 Documented information

It is company policy to control documented information within the scope of the Food Safety & Quality Management System and to meet the requirements of international standards including ISO 22000:2018.

The Food Safety & Quality Management System documentation includes the food safety & quality policy and food safety & quality objectives, the procedures and records required by Iso 22000, food safety & quality requirements required by statutory, regulatory authorities and customers and those documents required to ensure the effective development, implementation and updating of the Food Safety & Quality Management System.

All documents and records determined by the company to be necessary to ensure the effective planning, operation and control of the processes are controlled within the Food Safety Management System.

Document Control Procedure

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

- All documentation is reviewed for adequacy before approval be authorised personnel
- Document amendments shall show evidence of change or modification. Deleted words will be ~~are denoted with strikethrough~~. Changes are highlighted.
- Identification of reasons for changes and revision codes
- Issuing new or amended documents to point of use
- Maintaining legibility of issued documents
- Ensuring controlled status of externally sourced documents
- Identification and record disposition of obsolete documentation
- Periodic document review
- Documents are re-issued after a practical number of changes have been made
- Only approved documentation is used in the Food Safety & Quality Management System
- A Master List of documents shall be kept to identify status of all documentation.

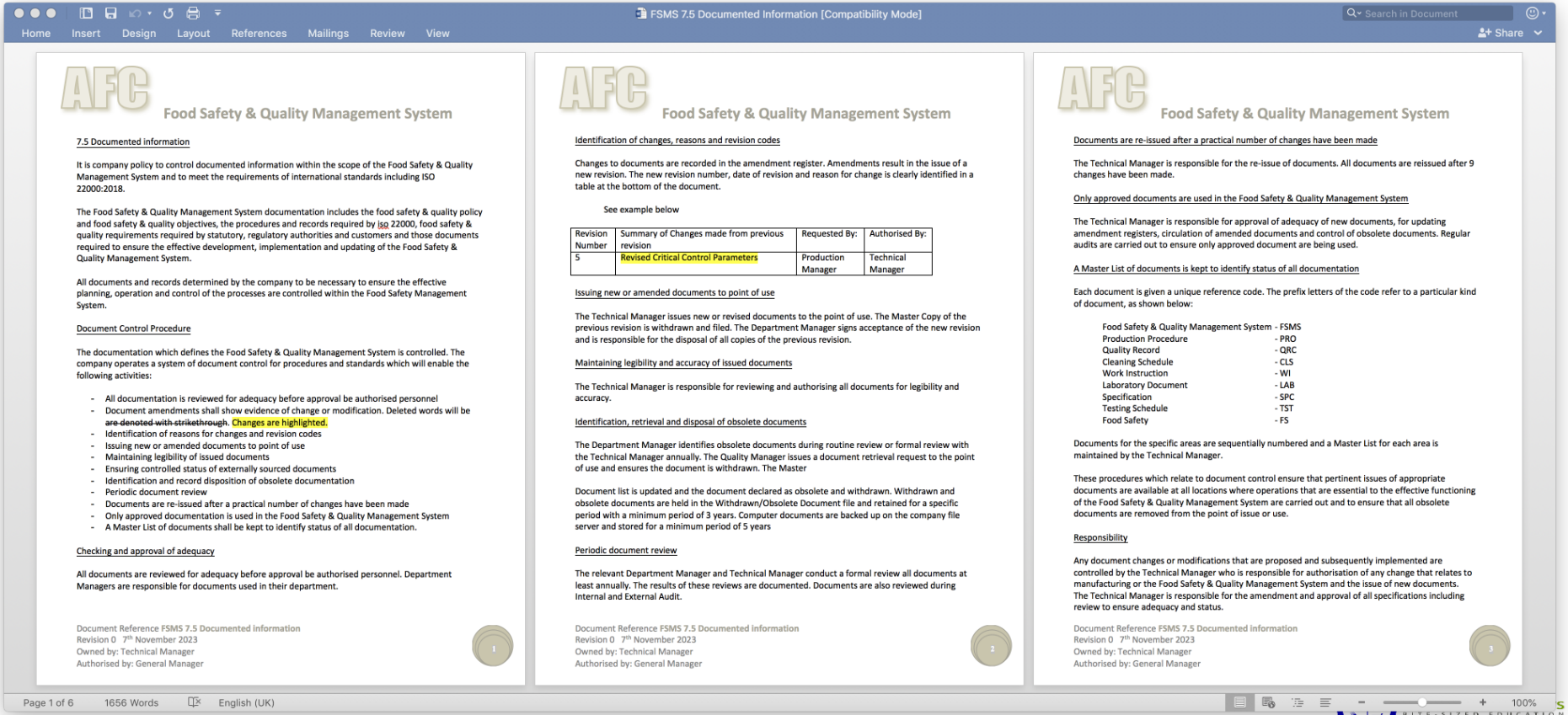
Checking and approval of adequacy

All documents are reviewed for adequacy before approval be authorised personnel. Department Managers are responsible for documents used in their department.

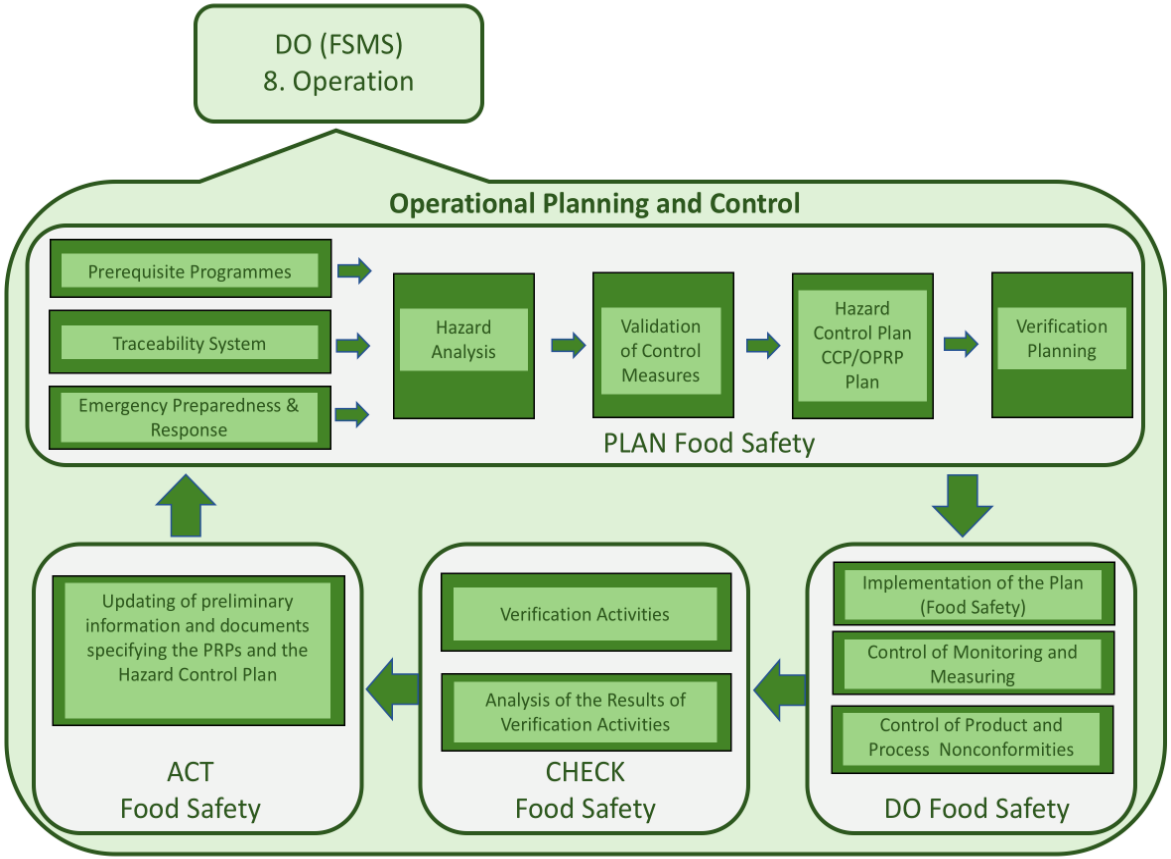
Document Reference FSMS 7.5 Documented information
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Section 7 Support



Operational Planning and Control

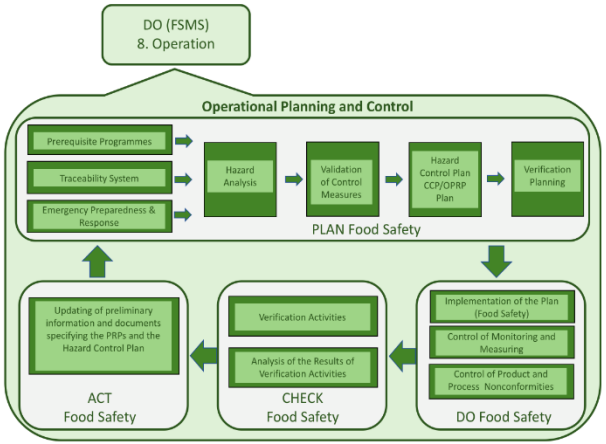


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Planning and Control

This PDCA Cycle for Section 8 Operation includes:

8.1 Operational planning and control
8.2 Prerequisite programmes (PRPs)
8.3 Traceability system
8.4 Emergency preparedness and response
8.4.1 General
8.4.2 Handling of emergencies and incidents
8.5 Hazard control
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 diagrams
8.5.1.5.2 On-site confirmation of flow diagrams
8.5.1.5.3 Description of processes and process environment

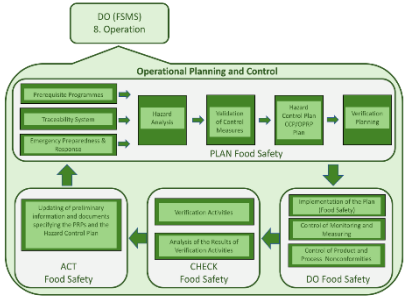


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Planning and Control

This PDCA Cycle for Section 8 Operation includes:

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)
8.5.3 Validation of control measure(s) and combinations of control measures
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
8.6 Updating the information specifying the PRPs and the hazard control plan
8.7 Control of monitoring and measuring

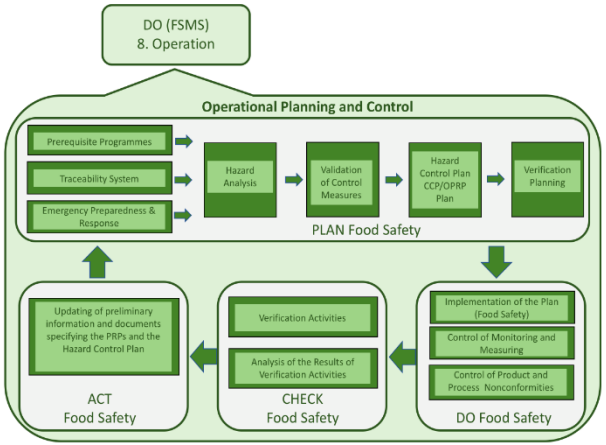


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Operational Planning and Control

This PDCA Cycle for Section 8 Operation includes:

8.8 Verification related to PRPs and the hazard control plan
8.8.1 Verification
8.8.2 Analysis of results of verification activities
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 products
8.9.5 Withdrawal/recall



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Section 8 Operation

Section 8 Operation includes requirements for:

8.1 Operational planning and control

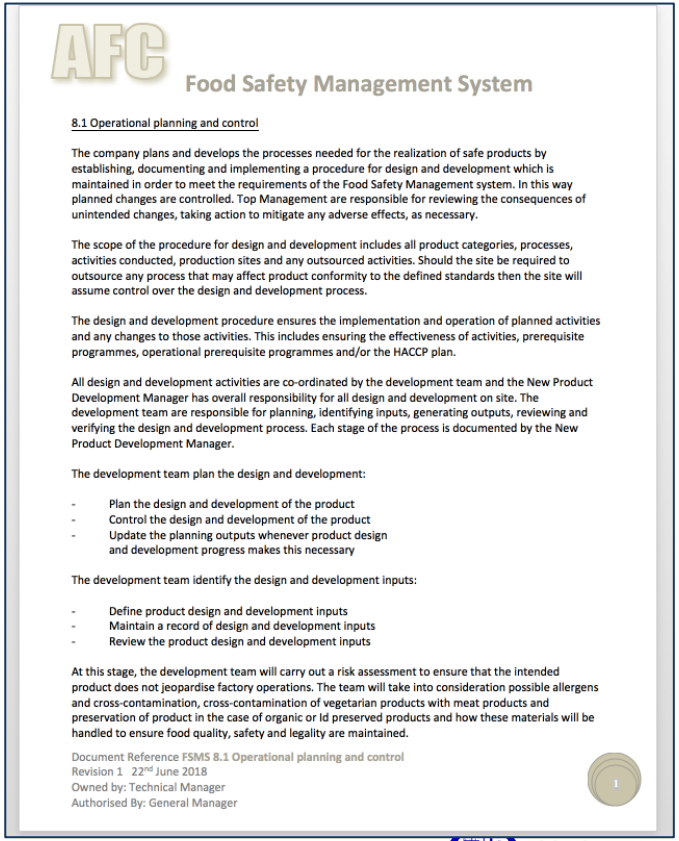
8.2 Prerequisite programmes (PRPs)

8.3 Traceability system

8.4 Emergency preparedness and response

8.4.1 General

8.4.2 Handling of emergencies and incidents



AFC

Food Safety Management System

8.1 Operational planning and control

The company plans and develops the processes needed for the realization of safe products by establishing, documenting and implementing a procedure for design and development which is maintained in order to meet the requirements of the Food Safety Management system. In this way planned changes are controlled. Top Management are responsible for reviewing the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

The scope of the procedure for design and development includes all product categories, processes, activities conducted, production sites and any outsourced activities. Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the design and development process.

The design and development procedure ensures the implementation and operation of planned activities and any changes to those activities. This includes ensuring the effectiveness of activities, prerequisite programmes, operational prerequisite programmes and/or the HACCP plan.

All design and development activities are co-ordinated by the development team and the New Product Development Manager has overall responsibility for all design and development on site. The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process. Each stage of the process is documented by the New Product Development Manager.

The development team plan the design and development:

- Plan the design and development of the product
- Control the design and development of the product
- Update the planning outputs whenever product design and development progress makes this necessary

The development team identify the design and development inputs:

- Define product design and development inputs
- Maintain a record of design and development inputs
- Review the product design and development inputs

At this stage, the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. The team will take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation of product in the case of organic or Id preserved products and how these materials will be handled to ensure food quality, safety and legality are maintained.

Document Reference FSMS 8.1 Operational planning and control
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

1

8.1 Operational planning and control

8.3 Traceability system

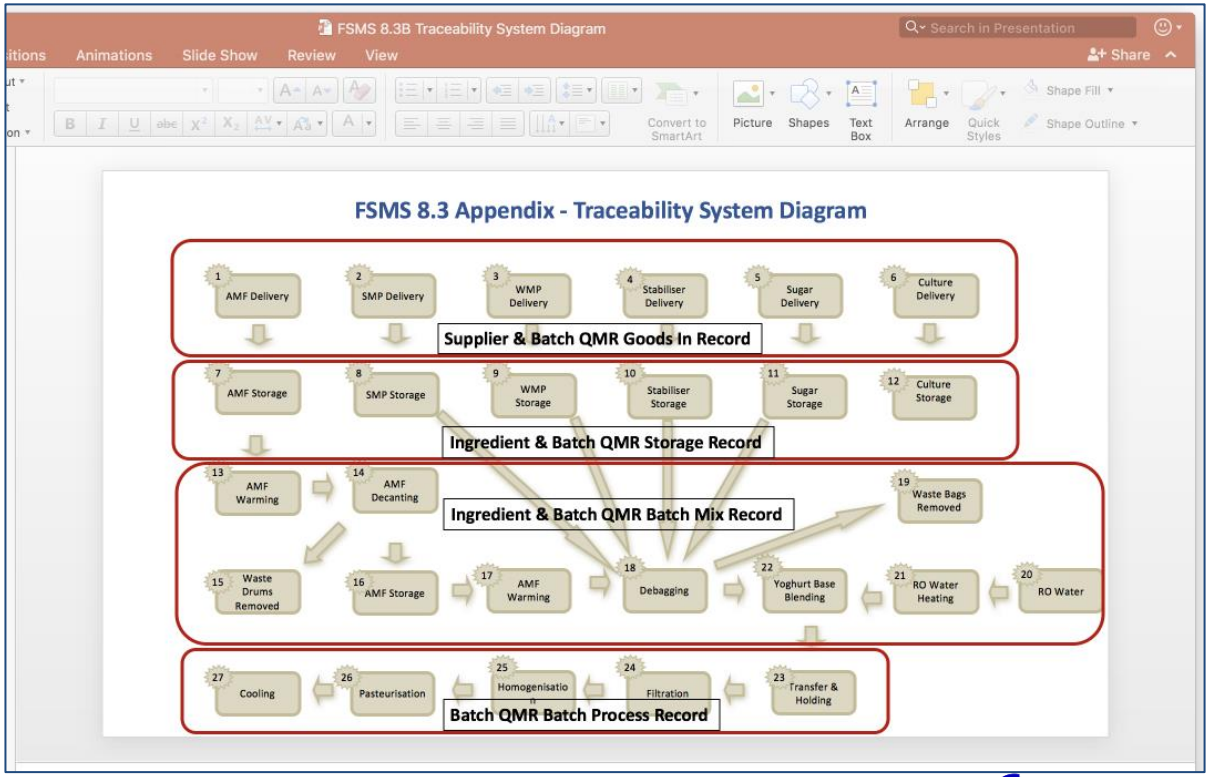
AFC

Food Safety & Quality Management System

For all products, the following information is traceable from the product expiry code:

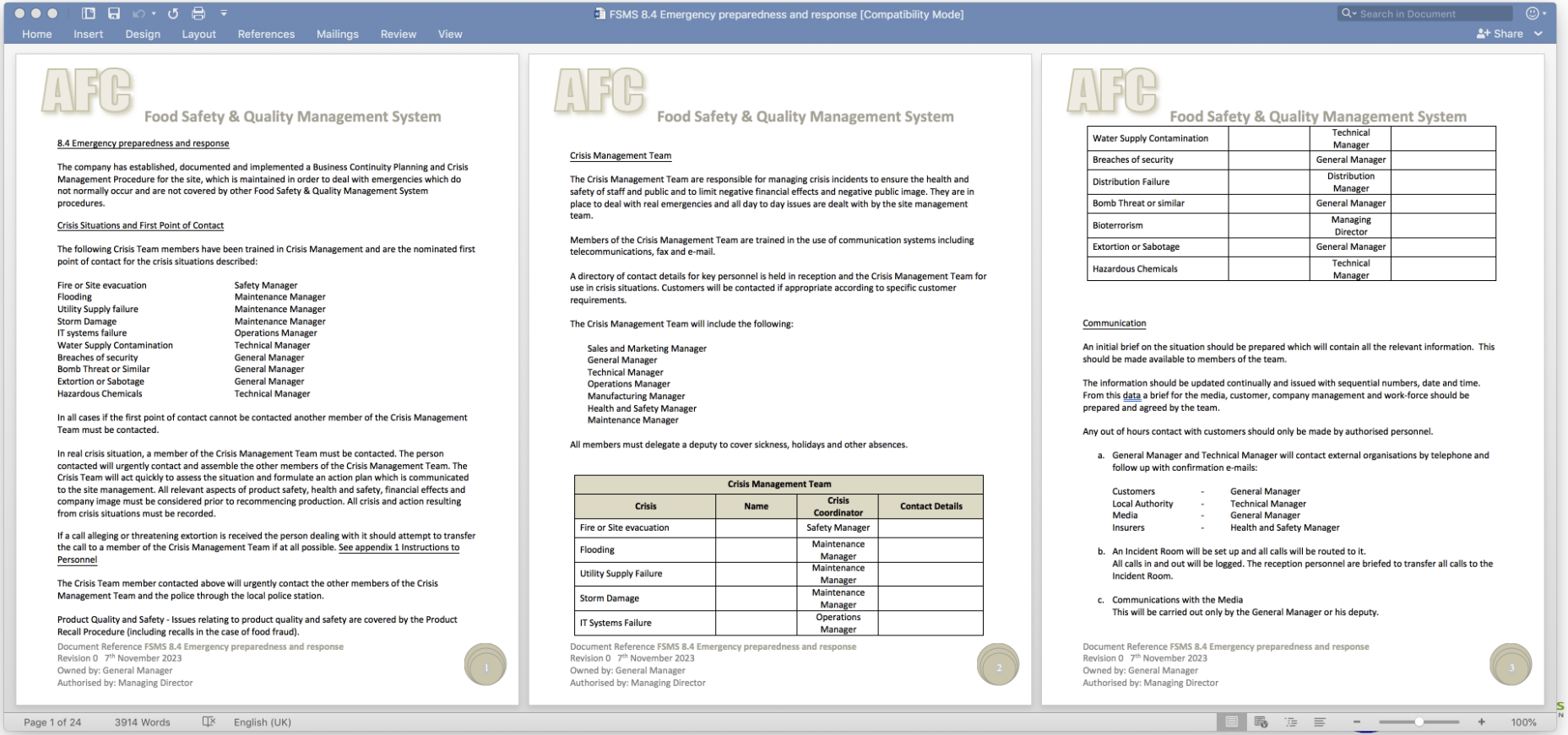
Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material. Batch Code	QMR In-Process Record
Process Records	Hot/Cold Temperature and Time. Batch Code	QMR Process Record
Bulk Storage Records	Temperature and Time. Batch Code	QMR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature, Quantity, Product & Packaging Reconciliation. Batch Code	QMR Production Records
Storage Record	Time, Date, Label, Expiry Code	QMR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	QMR Dispatch Record
Critical Control Records	For all Control Points	QMR Critical Control Records
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	Customer & Location Time, Date, Label, Expiry Code, Amount	QMR Delivery Record

The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions are documented. Where there is a requirement to ensure identity preservation within the supply chain, e.g. to use a logo or make claim to a product characteristic or attribute appropriate control and testing procedures are put in place.



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

8.4 Emergency preparedness and response



FSMS 8.4 Emergency preparedness and response [Compatibility Mode]

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8.4 Emergency preparedness and response

The company has established, documented and implemented a Business Continuity Planning and Crisis Management Procedure for the site, which is maintained in order to deal with emergencies which do not normally occur and are not covered by other Food Safety & Quality Management System procedures.

Crisis Situations and First Point of Contact

The following Crisis Team members have been trained in Crisis Management and are the nominated first point of contact for the crisis situations described:

Fire or Site evacuation	Safety Manager
Flooding	Maintenance Manager
Utility Supply failure	Maintenance Manager
Storm Damage	Maintenance Manager
IT systems failure	Operations Manager
Water Supply Contamination	Technical Manager
Breaches of security	General Manager
Bomb Threat or Similar	General Manager
Extortion or Sabotage	General Manager
Hazardous Chemicals	Technical Manager

In all cases if the first point of contact cannot be contacted another member of the Crisis Management Team must be contacted.

In real crisis situation, a member of the Crisis Management Team must be contacted. The person contacted will urgently contact and assemble the other members of the Crisis Management Team. The Crisis Team will act quickly to assess the situation and formulate an action plan which is communicated to the site management. All relevant aspects of product safety, health and safety, financial effects and company image must be considered prior to recommencing production. All crisis and action resulting from crisis situations must be recorded.

If a call alleging or threatening extortion is received the person dealing with it should attempt to transfer the call to a member of the Crisis Management Team if at all possible. See appendix 1 Instructions to Personnel

The Crisis Team member contacted above will urgently contact the other members of the Crisis Management Team and the police through the local police station.

Product Quality and Safety - Issues relating to product quality and safety are covered by the Product Recall Procedure (including recalls in the case of food fraud).

Crisis Management Team

The Crisis Management Team are responsible for managing crisis incidents to ensure the health and safety of staff and public and to limit negative financial effects and negative public image. They are in place to deal with real emergencies and all day to day issues are dealt with by the site management team.

Members of the Crisis Management Team are trained in the use of communication systems including telecommunications, fax and e-mail.

A directory of contact details for key personnel is held in reception and the Crisis Management Team for use in crisis situations. Customers will be contacted if appropriate according to specific customer requirements.

The Crisis Management Team will include the following:

Sales and Marketing Manager
General Manager
Technical Manager
Operations Manager
Manufacturing Manager
Health and Safety Manager
Maintenance Manager

All members must delegate a deputy to cover sickness, holidays and other absences.

Crisis Management Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Safety Manager	
Flooding		Maintenance Manager	
Utility Supply Failure		Maintenance Manager	
Storm Damage		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	
Hazardous Chemicals		Technical Manager	

Communication

An initial brief on the situation should be prepared which will contain all the relevant information. This should be made available to members of the team.

The information should be updated continually and issued with sequential numbers, date and time. From this data a brief for the media, customer, company management and work-force should be prepared and agreed by the team.

Any out of hours contact with customers should only be made by authorised personnel.

a. General Manager and Technical Manager will contact external organisations by telephone and follow up with confirmation e-mails:

Customers	-	General Manager
Local Authority	-	Technical Manager
Media	-	General Manager
Insurers	-	Health and Safety Manager

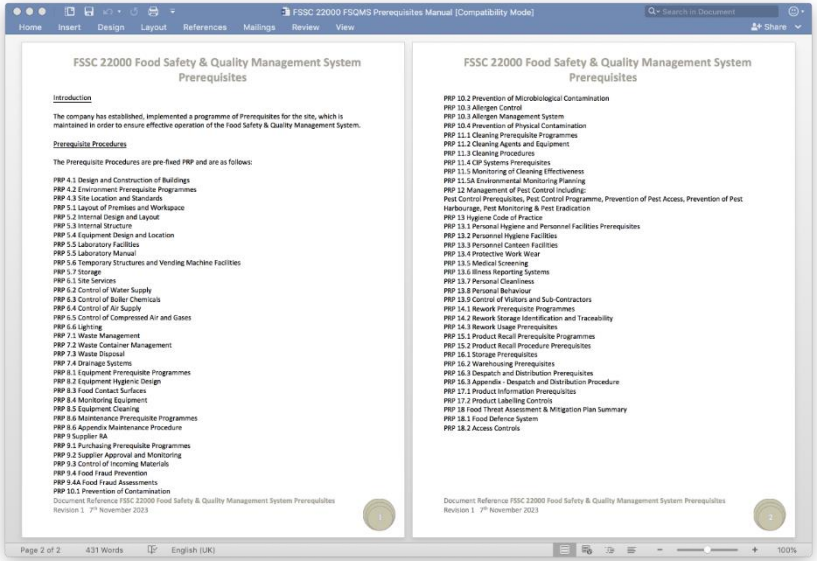
b. An Incident Room will be set up and all calls will be routed to it.
All calls in and out will be logged. The reception personnel are briefed to transfer all calls to the Incident Room.

c. Communications with the Media
This will be carried out only by the General Manager or his deputy.

Page 1 of 24 3914 Words English (UK) 100%

ISO 22000 Section 8 Operation

BACK TO: 8.2 Prerequisite programmes (PRPs)



FSSC 22000 FSQMS Prerequisites Manual [Compatibility Mode]

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FSSC 22000 Food Safety & Quality Management System Prerequisites

Introduction

The company has established, implemented a programme of Prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety & Quality Management System.

Prerequisite Procedures

The Prerequisite 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
PRP 10.1 Prevention of Contamination

Document Reference FSSC 22000 Food Safety & Quality Management System Prerequisites
Revision 1 7th November 2023

1

FSSC 22000 Food Safety & Quality Management System Prerequisites

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 FSSC 22000 Food Safety & Quality Management System Prerequisites
Revision 1 7th November 2023

2

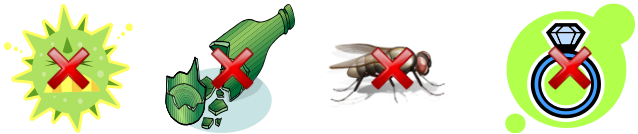
Page 2 of 2 431 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Prerequisite Programmes

Prerequisites programmes 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 contamination between products.**
- ✓ **To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.**



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Requirement for Prerequisite programmes

ISO 22000 requires that effective control measures should be in place to reduce the risk of contamination of the food, when establishing PRP(s) the organization shall consider:

a) **construction, lay-out of buildings and associated utilities;**
b) **lay-out of premises, including zoning, workspace and employee facilities;**
c) **supplies of air, water, energy and other utilities;**
d) **pest control, waste and sewage disposal and supporting services;**
e) **the suitability of equipment and its accessibility for cleaning and maintenance;**

ISO 22000 Requirement for Prerequisite programmes

ISO 22000 requires that effective control measures should be in place to reduce the risk of contamination of the food, when establishing PRP(s) the organization shall consider:

f) supplier approval and assurance processes (e.g. raw materials, ingredients, chemicals and packaging);
g) reception of incoming materials, storage, dispatch, transportation and handling of products;
h) measures for the prevention of cross contamination;
i) cleaning and disinfecting;
j) personal hygiene;
k) product information/consumer awareness;
l) others, as appropriate.

ISO 22000 Requirement for Prerequisite programmes

8.2.1 The organization shall establish, implement, maintain and update 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 The PRP(s) shall be:
a) appropriate to the organization and its context with regard to food safety;
b) appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled;
c) implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process;
d) approved by the food safety team.

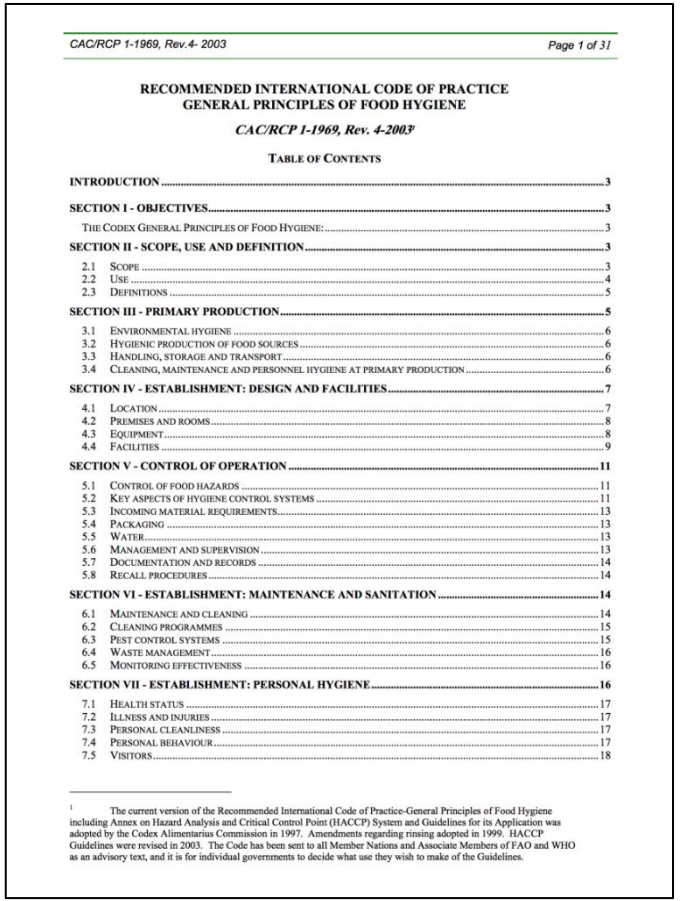
ISO 22000 Requirement for Prerequisite programmes

8.2.3 When selecting and/or establishing PRP(s), the organization shall ensure that applicable statutory, regulatory and mutually agreed customer requirements are identified.

The organization should consider:

a) the applicable part of the ISO/TS 22002 series;

b) applicable standards, codes of practice and guidelines.



RECOMMENDED INTERNATIONAL CODE OF PRACTICE
GENERAL PRINCIPLES OF FOOD HYGIENE

CAC/RCP 1-1969, Rev. 4-2003[1]

TABLE OF CONTENTS

[1] The current version of the Recommended International Code of Practice-General Principles of Food Hygiene including Annex on Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application was adopted by the Codex Alimentarius Commission in 1997. Amendments regarding rinsing adopted in 1999. HACCP Guidelines were revised in 2003. The Code has been sent to all Member Nations and Associate Members of FAO and WHO as an advisory text, and it is for individual governments to decide what use they wish to make of the Guidelines.

Training - Prerequisite programmes

Training

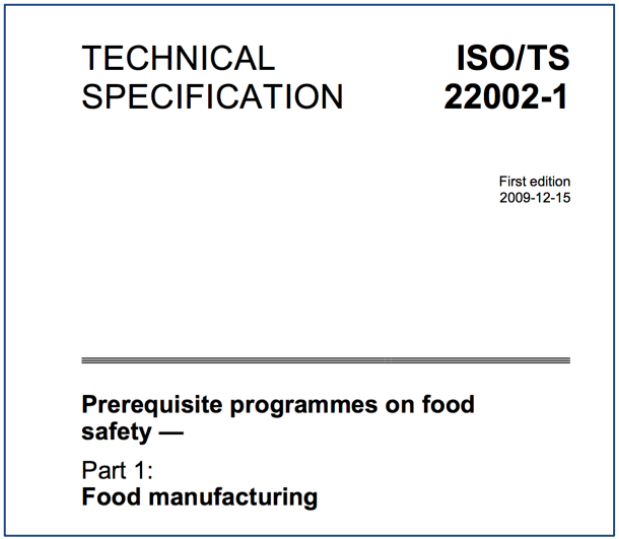
All food handlers should be trained in personal hygiene, as well as in the specific operation with which they are working, to a level commensurate with their duties.

An ongoing training programme for key personnel is paramount to the success of a Food Safety Management System.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Requirement for Prerequisite programmes

8.2.3 a) The organization should consider the applicable part of the ISO/TS 22002 series.



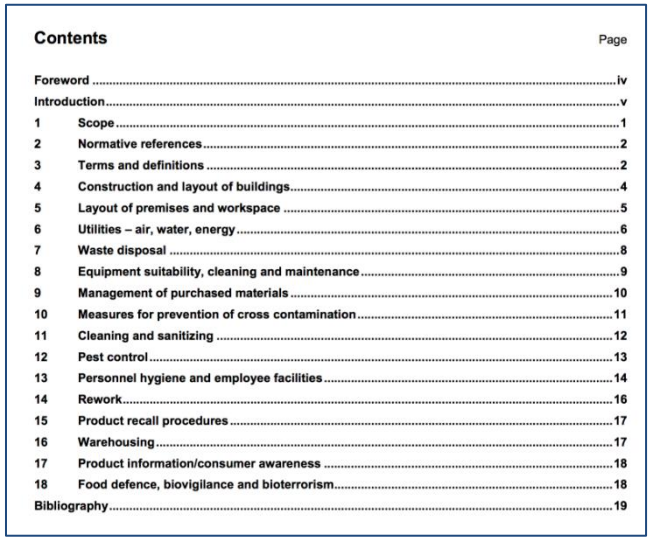
TECHNICAL SPECIFICATION

ISO/TS 22002-1

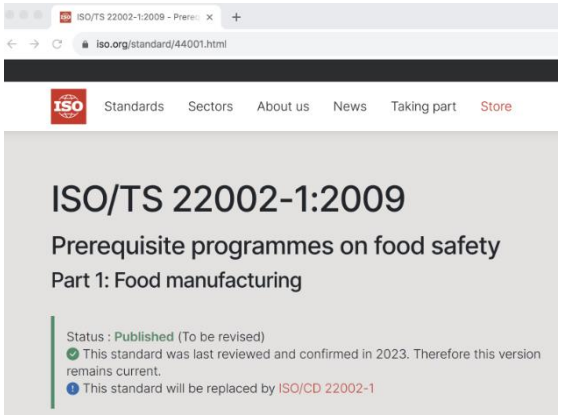
First edition
2009-12-15

Prerequisite programmes on food safety —

Part 1:
Food manufacturing

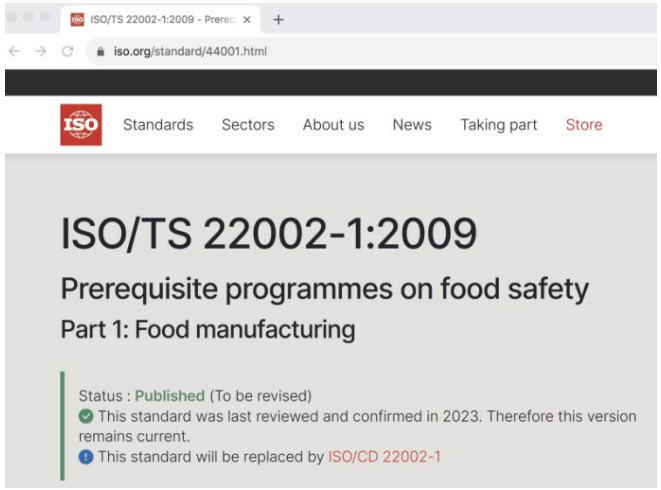


Contents Page

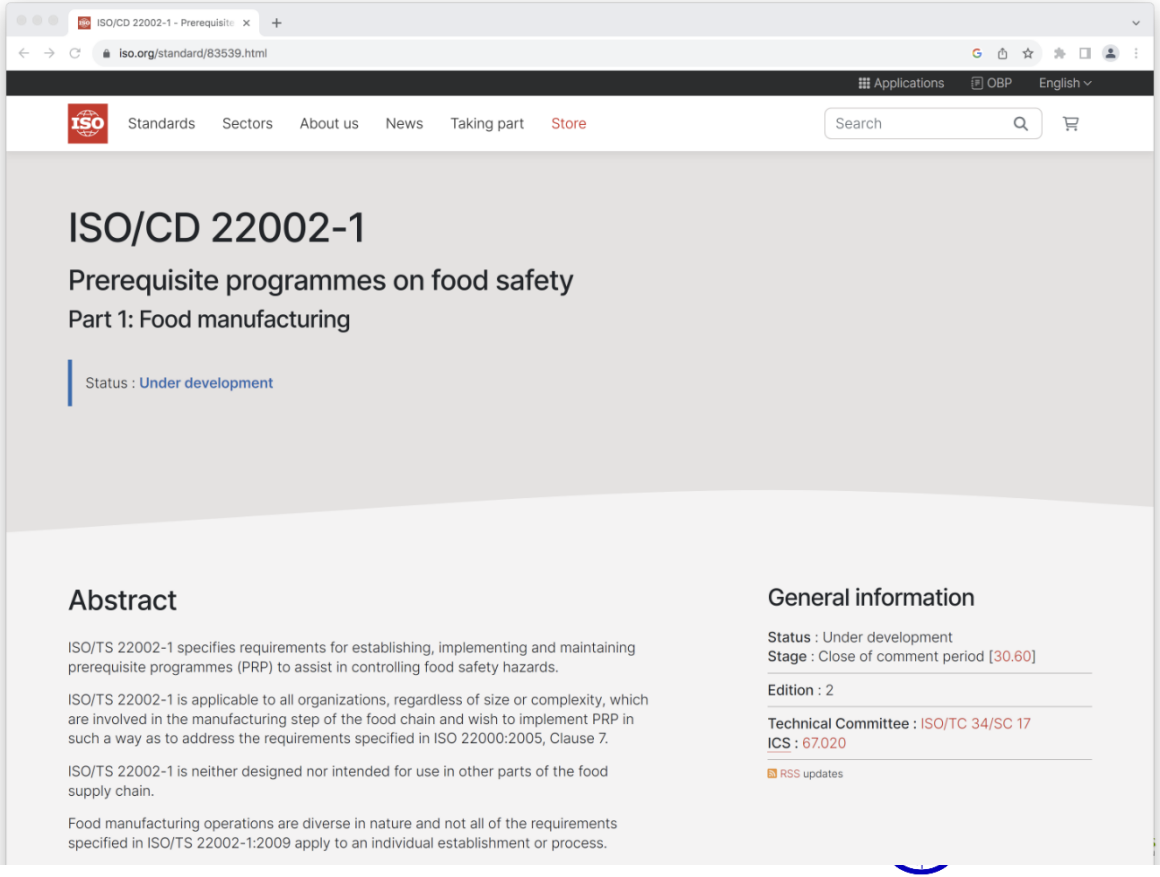


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

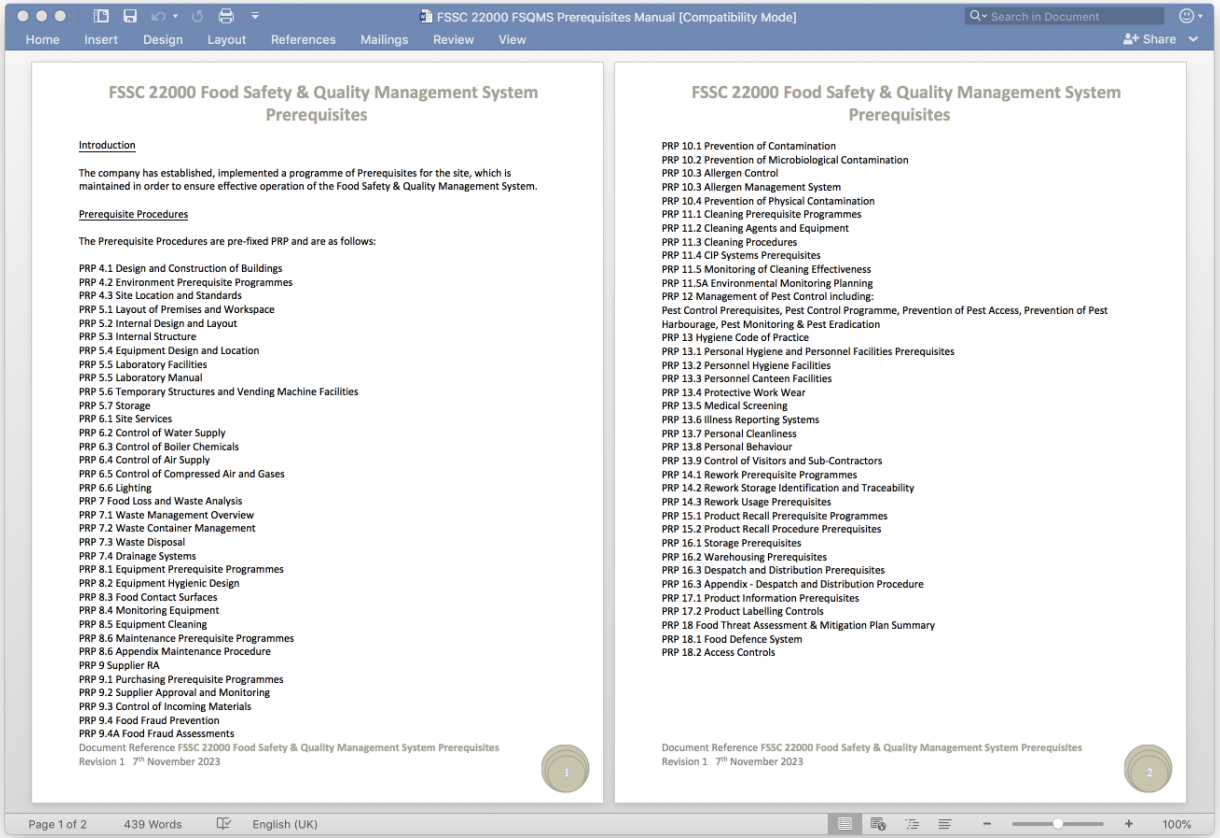
ISO 22000 Requirement for Prerequisite programmes



This standard will be replaced by ISO/CD 22002-1 which is under development



ISO 22000 Requirement for Prerequisite programmes



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO/TS 22002-1 requirements

ISO/TS 22002-1 specifies detailed requirements to be specifically considered in relation to ISO 22000 clause 8.2.4:

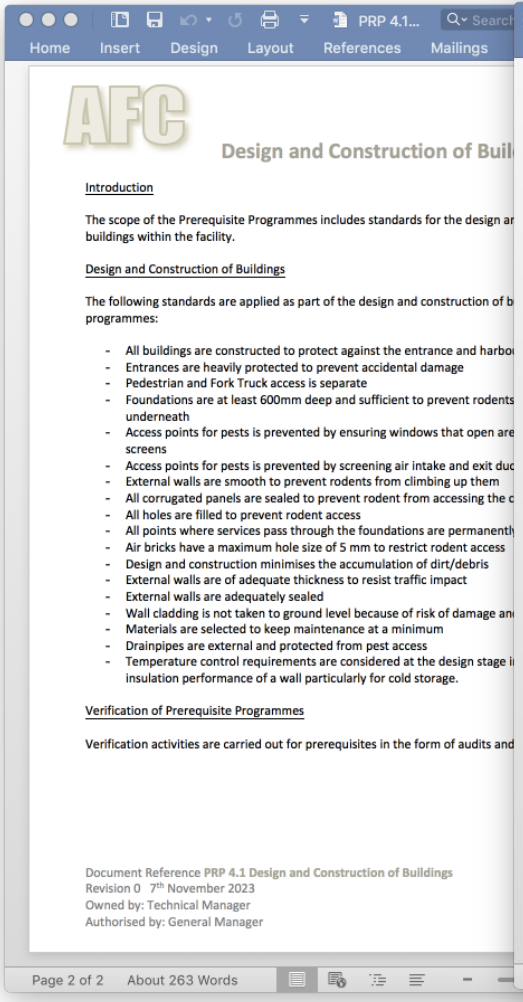
ISO 22000:2018 Clause 8.2.4	ISO/TS 22002-1:2009 Sections
a) construction, lay-out of buildings and associated utilities;	4 Construction and layout of buildings
b) lay-out of premises, including zoning, workspace and employee facilities;	5 Layout of premises and workspace
c) supplies of air, water, energy and other utilities;	6 Utilities – air, water, energy
d) pest control, waste and sewage disposal and supporting services;	7 Waste disposal
	12 Pest control
e) the suitability of equipment and its accessibility for cleaning and maintenance;	8 Equipment suitability, cleaning and maintenance
f) supplier approval and assurance processes (e.g. raw materials, ingredients, chemicals and packaging);	9 Management of purchased materials
g) reception of incoming materials, storage, dispatch, transportation and handling of products;	16 Warehousing
h) measures for the prevention of cross contamination;	10 Measures for prevention of cross contamination
i) cleaning and disinfecting;	11 Cleaning and sanitizing
j) personal hygiene;	13 Personnel hygiene and employee facilities
k) product information/consumer awareness;	17 Product information/consumer awareness
l) others, as appropriate.	14 Rework
	15 Product recall procedures
	18 Food defence, biovigilance and bioterrorism

TS ISO 22002-1 Prerequisite Programme Requirements

4. Construction and layout of buildings:

- ✓ 4.1 General requirements
- ✓ 4.2 Environment
- ✓ 4.3 Locations of establishments

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



AFC

Design and Construction of Buil

Introduction

The scope of the Prerequisite Programmes includes standards for the design ar
buildings within the facility.

Design and Construction of Buildings

The following standards are applied as part of the design and construction of b
programmes:

- All buildings are constructed to protect against the entrance and harbo
- Entrances are heavily protected to prevent accidental damage
- Pedestrian and Fork Truck access is separate
- Foundations are at least 600mm deep and sufficient to prevent rodents
underneath
- Access points for pests is prevented by ensuring windows that open are
screens
- Access points for pests is prevented by screening air intake and exit duc
- External walls are smooth to prevent rodents from climbing up them
- All corrugated panels are sealed to prevent rodent from accessing the c
- All holes are filled to prevent rodent access
- All points where services pass through the foundations are permanentl
- Air bricks have a maximum hole size of 5 mm to restrict rodent access
- Design and construction minimises the accumulation of dirt/debris
- External walls are of adequate thickness to resist traffic impact
- External walls are adequately sealed
- Wall cladding is not taken to ground level because of risk of damage an
- Materials are selected to keep maintenance at a minimum
- Drainpipes are external and protected from pest access
- Temperature control requirements are considered at the design stage i
insulation performance of a wall particularly for cold storage.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and

Document Reference PRP 4.1 Design and Construction of Buildings
Revision 0 7th November 2023
Owned by: Technical Manager
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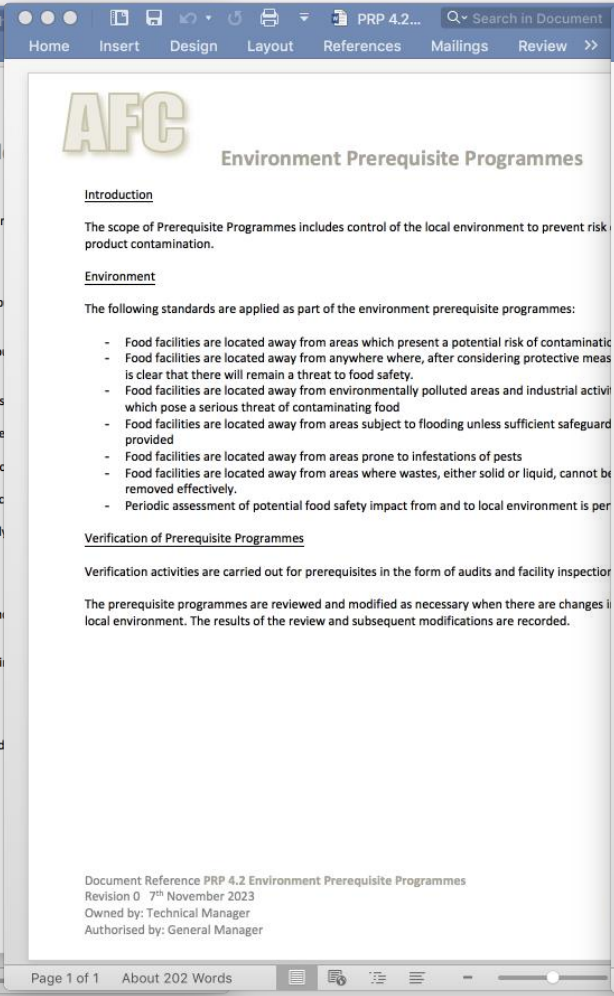


AFC

Environment Prerequisite Programmes

Introduction

The scope of Prerequisite Programmes includes control of the local environment to prevent risk
product contamination.

Environment

The following standards are applied as part of the environment prerequisite programmes:

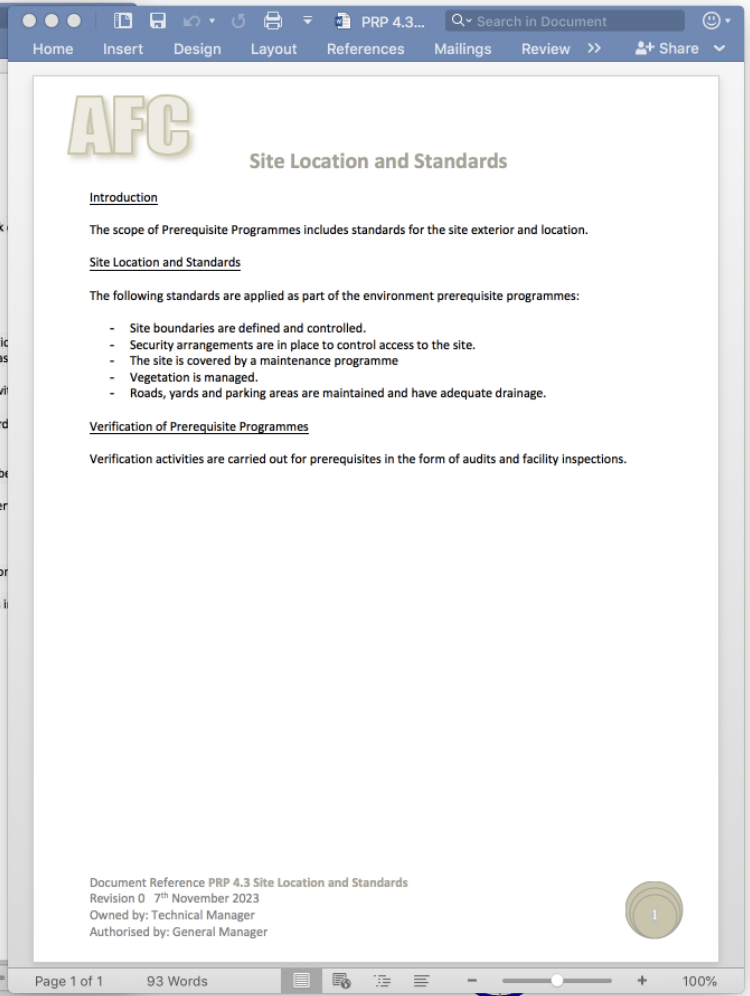
- Food facilities are located away from areas which present a potential risk of contaminatic
- Food facilities are located away from anywhere where, after considering protective meas
is clear that there will remain a threat to food safety.
- Food facilities are located away from environmentally polluted areas and industrial activi
which pose a serious threat of contaminating food
- Food facilities are located away from areas subject to flooding unless sufficient safeguard
provided
- Food facilities are located away from areas prone to infestations of pests
- Food facilities are located away from areas where wastes, either solid or liquid, cannot be
removed effectively.
- Periodic assessment of potential food safety impact from and to local environment is per

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspectior

The prerequisite programmes are reviewed and modified as necessary when there are changes i
local environment. The results of the review and subsequent modifications are recorded.

Document Reference PRP 4.2 Environment Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



AFC

Site Location and Standards

Introduction

The scope of Prerequisite Programmes includes standards for the site exterior and location.

Site Location and Standards

The following standards are applied as part of the environment prerequisite programmes:

- Site boundaries are defined and controlled.
- Security arrangements are in place to control access to the site.
- The site is covered by a maintenance programme
- Vegetation is managed.
- Roads, yards and parking areas are maintained and have adequate drainage.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspections.

Document Reference PRP 4.3 Site Location and Standards
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

TS ISO 22002-1 Prerequisite Programme Requirements

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 machines**
- ✓ **5.7 Storage of food, packaging materials, ingredients and non food chemicals**

TS ISO 22002-1 Prerequisite Programme Requirements

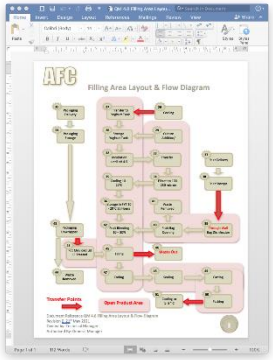
5. Layout of premises workspace

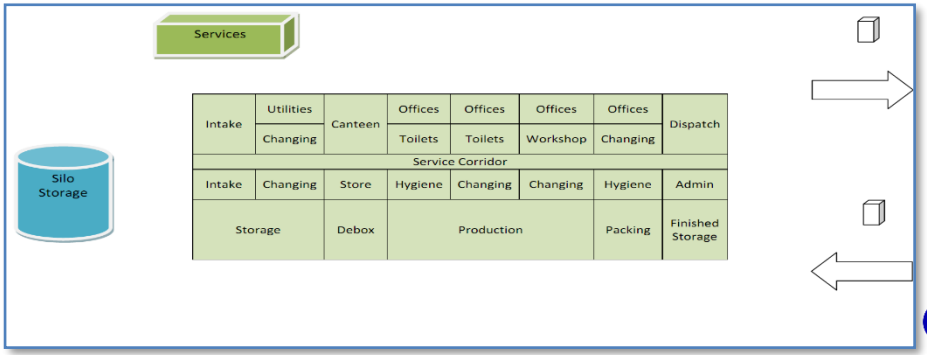
Internal layouts need to be designed, constructed and maintained to facilitate good hygiene and manufacturing practices.

Requirements for appropriate internal structures and fittings including ceilings, doors, drains, floors and walls.

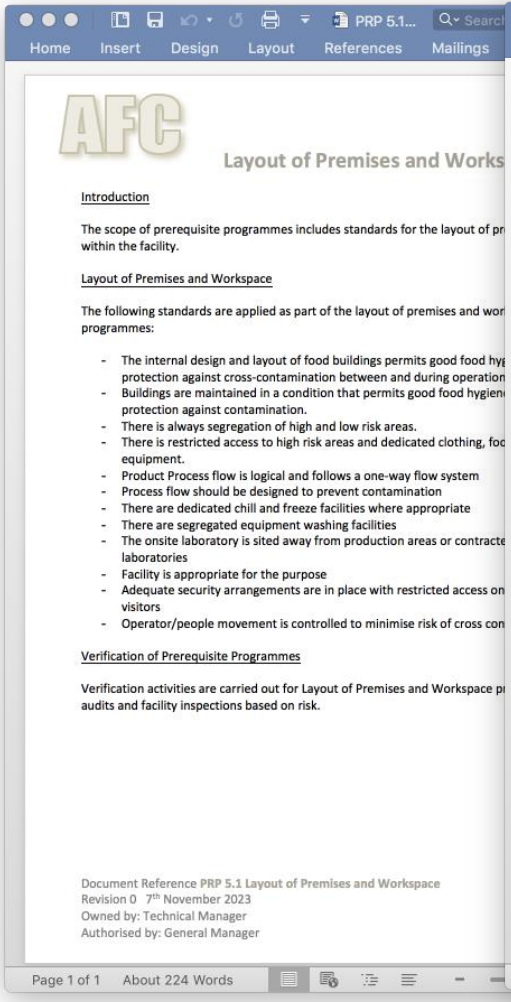
Requirements for equipment design, maintenance and location such that its operation is hygienic.

Requirements for laboratory facilities, storage facilities and temporary structures.





FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



AFC

Layout of Premises and Works

Introduction

The scope of prerequisite programmes includes standards for the layout of pr
within the facility.

Layout of Premises and Workspace

The following standards are applied as part of the layout of premises and wor
programmes:

- The internal design and layout of food buildings permits good food hyg
protection against cross-contamination between and during operation
- Buildings are maintained in a condition that permits good food hygien
protection against contamination.
- There is always segregation of high and low risk areas.
- There is restricted access to high risk areas and dedicated clothing, foc
equipment.
- Product Process flow is logical and follows a one-way flow system
- Process flow should be designed to prevent contamination
- There are dedicated chill and freeze facilities where appropriate
- There are segregated equipment washing facilities
- The onsite laboratory is sited away from production areas or contracte
laboratories
- Facility is appropriate for the purpose
- Adequate security arrangements are in place with restricted access on
visitors
- Operator/people movement is controlled to minimise risk of cross con

Verification of Prerequisite Programmes

Verification activities are carried out for Layout of Premises and Workspace pr
audits and facility inspections based on risk.

Document Reference PRP 5.1 Layout of Premises and Workspace
Revision 0 7th November 2023
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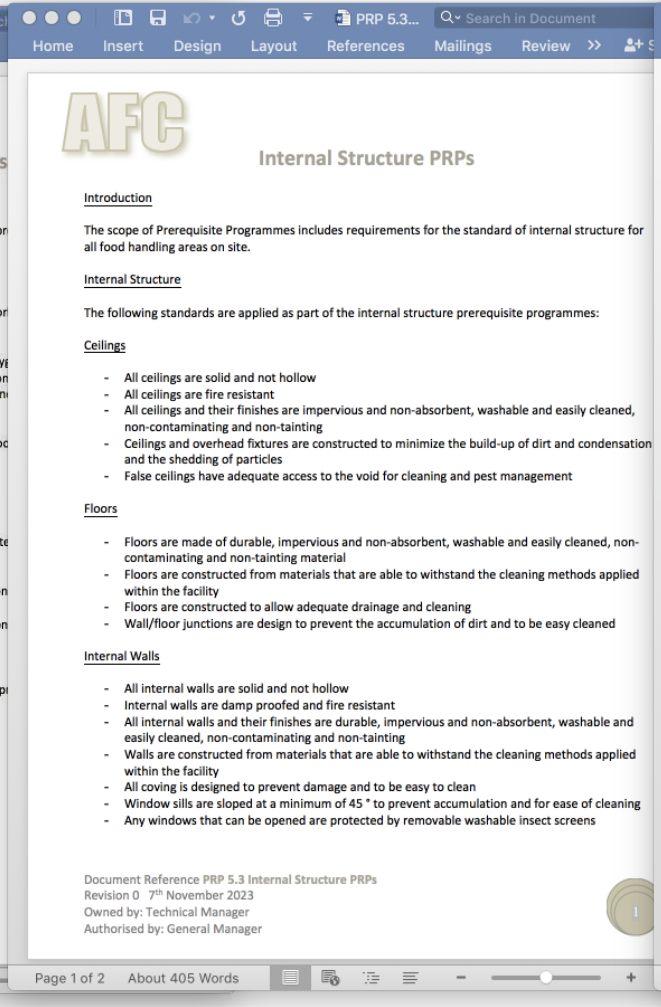

AFC

Internal Structure PRPs

Introduction

The scope of Prerequisite Programmes includes requirements for the standard of internal structure for all food handling areas on site.

Internal Structure

The following standards are applied as part of the internal structure prerequisite programmes:

Ceilings

- All ceilings are solid and not hollow
- All ceilings are fire resistant
- All ceilings and their finishes are impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting
- Ceilings and overhead fixtures are constructed to minimize the build-up of dirt and condensation and the shedding of particles
- False ceilings have adequate access to the void for cleaning and pest management

Floors

- Floors are made of durable, impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting material
- Floors are constructed from materials that are able to withstand the cleaning methods applied within the facility
- Floors are constructed to allow adequate drainage and cleaning
- Wall/floor junctions are design to prevent the accumulation of dirt and to be easy cleaned

Internal Walls

- All internal walls are solid and not hollow
- Internal walls are damp proofed and fire resistant
- All internal walls and their finishes are durable, impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting
- Walls are constructed from materials that are able to withstand the cleaning methods applied within the facility
- All coving is designed to prevent damage and to be easy to clean
- Window sills are sloped at a minimum of 45 ° to prevent accumulation and for ease of cleaning
- Any windows that can be opened are protected by removable washable insect screens

Document Reference PRP 5.3 Internal Structure PRPs
Revision 0 7th November 2023
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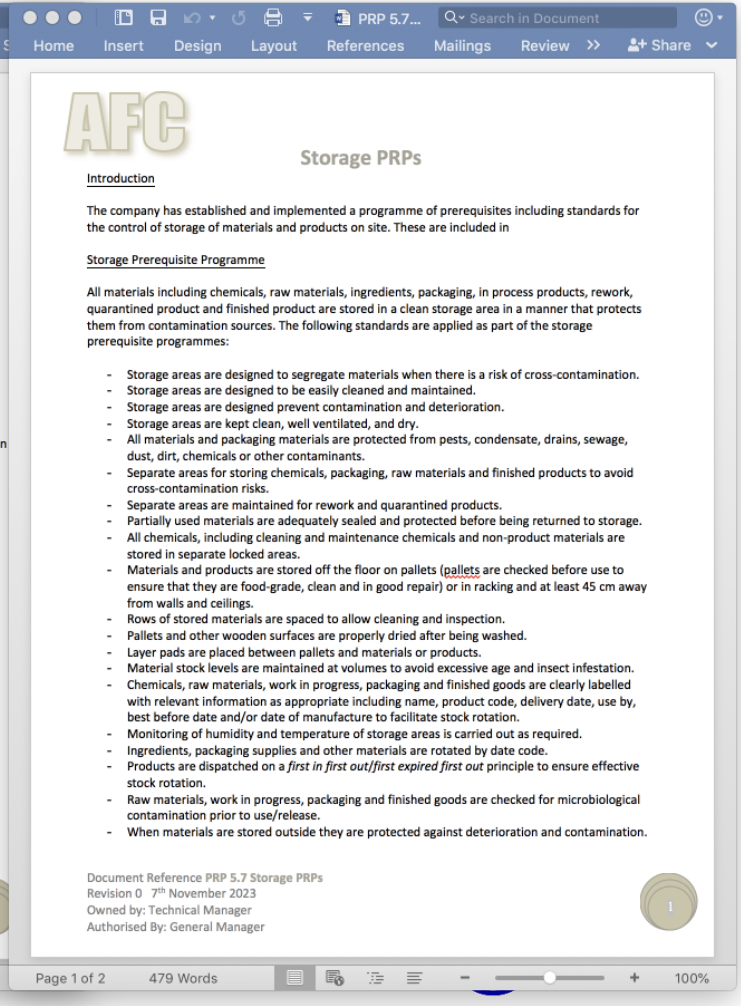


AFC

Storage PRPs

Introduction

The company has established and implemented a programme of prerequisites including standards for the control of storage of materials and products on site. These are included in

Storage Prerequisite Programme

All materials including chemicals, raw materials, ingredients, packaging, in process products, rework, quarantined product and finished product are stored in a clean storage area in a manner that protects them from contamination sources. The following standards are applied as part of the storage prerequisite programmes:

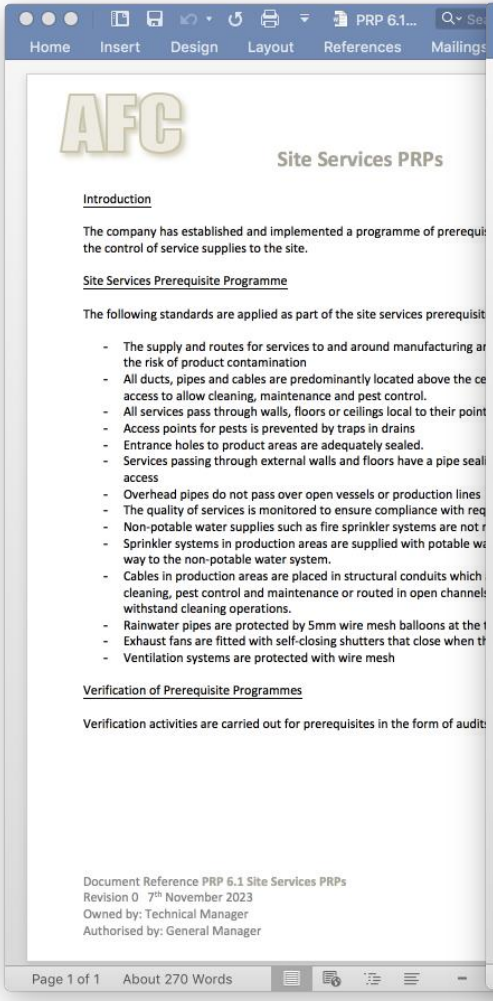
- Storage areas are designed to segregate materials when there is a risk of cross-contamination.
- Storage areas are designed to be easily cleaned and maintained.
- Storage areas are designed prevent contamination and deterioration.
- Storage areas are kept clean, well ventilated, and dry.
- All materials and packaging materials are protected from pests, condensate, drains, sewage, dust, dirt, chemicals or other contaminants.
- Separate areas for storing chemicals, packaging, raw materials and finished products to avoid cross-contamination risks.
- Separate areas are maintained for rework and quarantined products.
- Partially used materials are adequately sealed and protected before being returned to storage.
- All chemicals, including cleaning and maintenance chemicals and non-product materials are stored in separate locked areas.
- Materials and products are stored off the floor on pallets (pallets are checked before use to ensure that they are food-grade, clean and in good repair) or in racking and at least 45 cm away from walls and ceilings.
- Rows of stored materials are spaced to allow cleaning and inspection.
- Pallets and other wooden surfaces are properly dried after being washed.
- Layer pads are placed between pallets and materials or products.
- Material stock levels are maintained at volumes to avoid excessive age and insect infestation.
- Chemicals, raw materials, work in progress, packaging and finished goods are clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation.
- Monitoring of humidity and temperature of storage areas is carried out as required.
- Ingredients, packaging supplies and other materials are rotated by date code.
- Products are dispatched on a *first in first out/first expired first out* principle to ensure effective stock rotation.
- Raw materials, work in progress, packaging and finished goods are checked for microbiological contamination prior to use/release.
- When materials are stored outside they are protected against deterioration and contamination.

Document Reference PRP 5.7 Storage PRPs
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised By: General Manager

TS ISO 22002-1 Prerequisite Programme Requirements

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



AFC

Site Services PRPs

Introduction

The company has established and implemented a programme of prerequi
the control of service supplies to the site.

Site Services Prerequisite Programme

The following standards are applied as part of the site services prerequisit

- The supply and routes for services to and around manufacturing ar
the risk of product contamination
- All ducts, pipes and cables are predominantly located above the ce
access to allow cleaning, maintenance and pest control.
- All services pass through walls, floors or ceilings local to their point
- Access points for pests is prevented by traps in drains
- Entrance holes to product areas are adequately sealed.
- Services passing through external walls and floors have a pipe seal
access
- Overhead pipes do not pass over open vessels or production lines
- The quality of services is monitored to ensure compliance with req
- Non-potable water supplies such as fire sprinkler systems are not r
- Sprinkler systems in production areas are supplied with potable wa
way to the non-potable water system.
- Cables in production areas are placed in structural conduits which
cleaning, pest control and maintenance or routed in open channels
withstand cleaning operations.
- Rainwater pipes are protected by 5mm wire mesh balloons at the t
- Exhaust fans are fitted with self-closing shutters that close when th
- Ventilation systems are protected with wire mesh

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audit

Document Reference PRP 6.1 Site Services PRPs
Revision 0 7th November 2023
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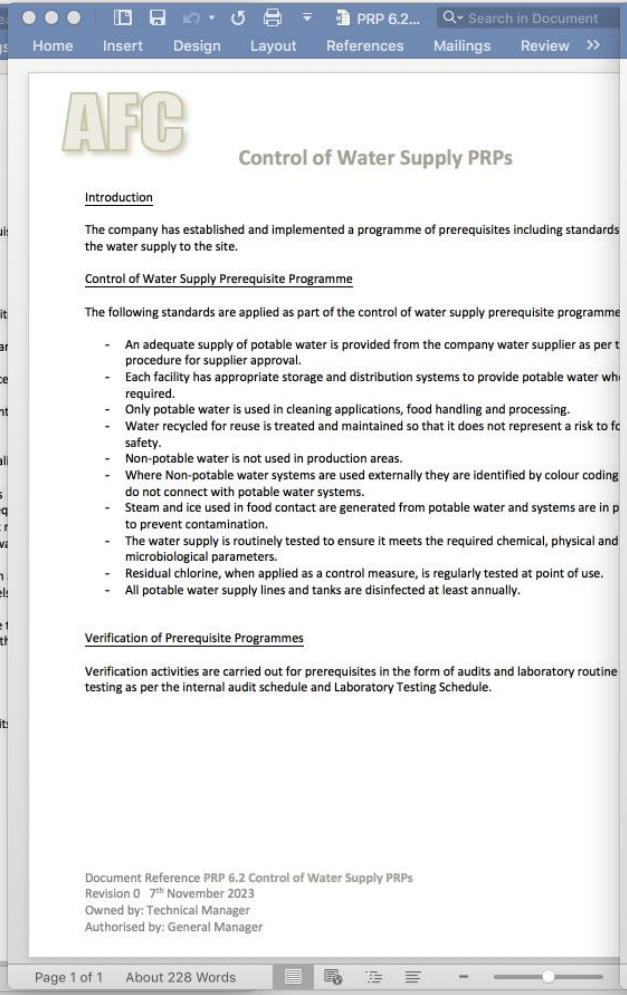

AFC

Control of Water Supply PRPs

Introduction

The company has established and implemented a programme of prerequisites including standards
the water supply to the site.

Control of Water Supply Prerequisite Programme

The following standards are applied as part of the control of water supply prerequisite programme

- An adequate supply of potable water is provided from the company water supplier as per t
procedure for supplier approval.
- Each facility has appropriate storage and distribution systems to provide potable water wh
required.
- Only potable water is used in cleaning applications, food handling and processing.
- Water recycled for reuse is treated and maintained so that it does not represent a risk to fo
safety.
- Non-potable water is not used in production areas.
- Where Non-potable water systems are used externally they are identified by colour coding
do not connect with potable water systems.
- Steam and ice used in food contact are generated from potable water and systems are in p
to prevent contamination.
- The water supply is routinely tested to ensure it meets the required chemical, physical and
microbiological parameters.
- Residual chlorine, when applied as a control measure, is regularly tested at point of use.
- All potable water supply lines and tanks are disinfected at least annually.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and laboratory routine
testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 6.2 Control of Water Supply PRPs
Revision 0 7th November 2023
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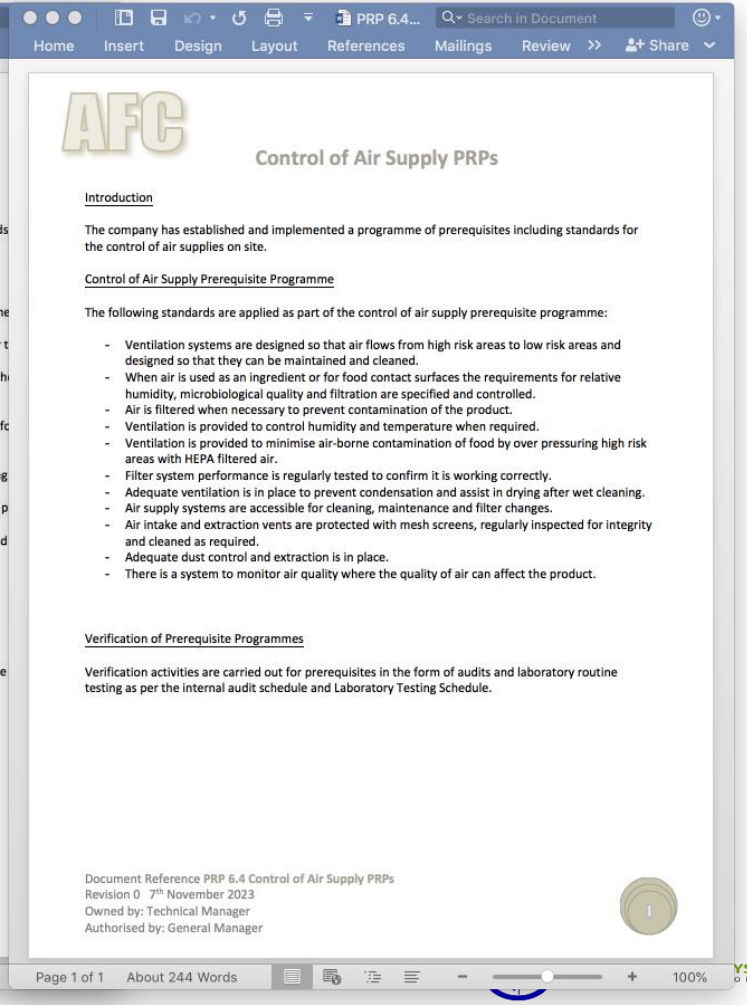


AFC

Control of Air Supply PRPs

Introduction

The company has established and implemented a programme of prerequisites including standards for
the control of air supplies on site.

Control of Air Supply Prerequisite Programme

The following standards are applied as part of the control of air supply prerequisite programme:

- Ventilation systems are designed so that air flows from high risk areas to low risk areas and
designed so that they can be maintained and cleaned.
- When air is used as an ingredient or for food contact surfaces the requirements for relative
humidity, microbiological quality and filtration are specified and controlled.
- Air is filtered when necessary to prevent contamination of the product.
- Ventilation is provided to control humidity and temperature when required.
- Ventilation is provided to minimise air-borne contamination of food by over pressuring high risk
areas with HEPA filtered air.
- Filter system performance is regularly tested to confirm it is working correctly.
- Adequate ventilation is in place to prevent condensation and assist in drying after wet cleaning.
- Air supply systems are accessible for cleaning, maintenance and filter changes.
- Air intake and extraction vents are protected with mesh screens, regularly inspected for integrity
and cleaned as required.
- Adequate dust control and extraction is in place.
- There is a system to monitor air quality where the quality of air can affect the product.

Verification of Prerequisite Programmes

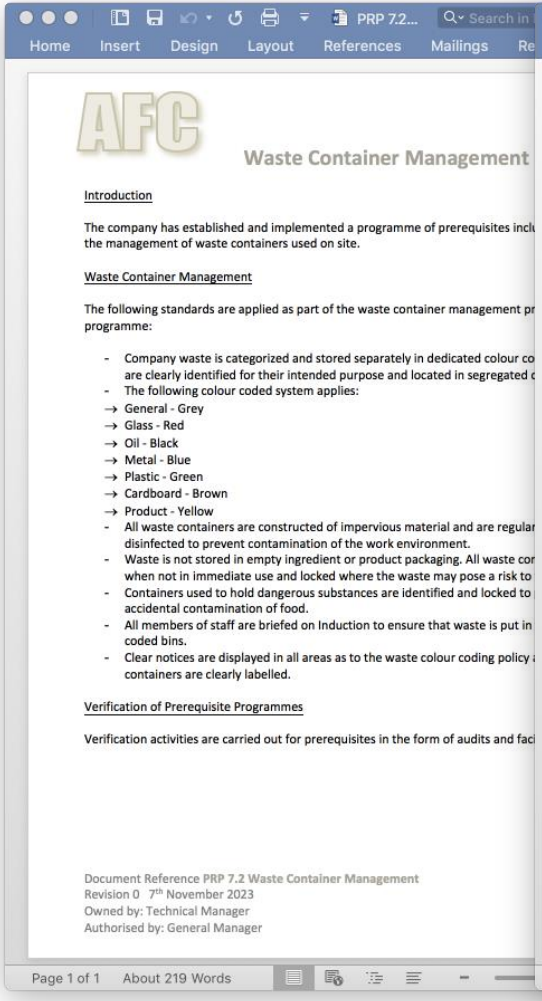
Verification activities are carried out for prerequisites in the form of audits and laboratory routine
testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 6.4 Control of Air Supply PRPs
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

TS ISO 22002-1 Prerequisite Programme Requirements

7. Waste disposal

- ✓ 7.1 General requirements
- ✓ 7.2 Containers for waste and inedible or hazardous substances
- ✓ 7.3 Waste management and removal
- ✓ 7.4 Drains and drainage



AFC

Waste Container Management

Introduction

The company has established and implemented a programme of prerequisites incl
the management of waste containers used on site.

Waste Container Management

The following standards are applied as part of the waste container management pr
programme:

- Company waste is categorized and stored separately in dedicated colour co
  are clearly identified for their intended purpose and located in segregated
- The following colour coded system applies:
  → General - Grey
  → Glass - Red
  → Oil - Black
  → Metal - Blue
  → Plastic - Green
  → Cardboard - Brown
  → Product - Yellow
- All waste containers are constructed of impervious material and are regular
  disinfected to prevent contamination of the work environment.
- Waste is not stored in empty ingredient or product packaging. All waste cor
  when not in immediate use and locked where the waste may pose a risk to
- Containers used to hold dangerous substances are identified and locked to
  accidental contamination of food.
- All members of staff are briefed on Induction to ensure that waste is put in
  coded bins.
- Clear notices are displayed in all areas as to the waste colour coding policy
  containers are clearly labelled.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and faci

Document Reference PRP 7.2 Waste Container Management
Revision 0 7th November 2023
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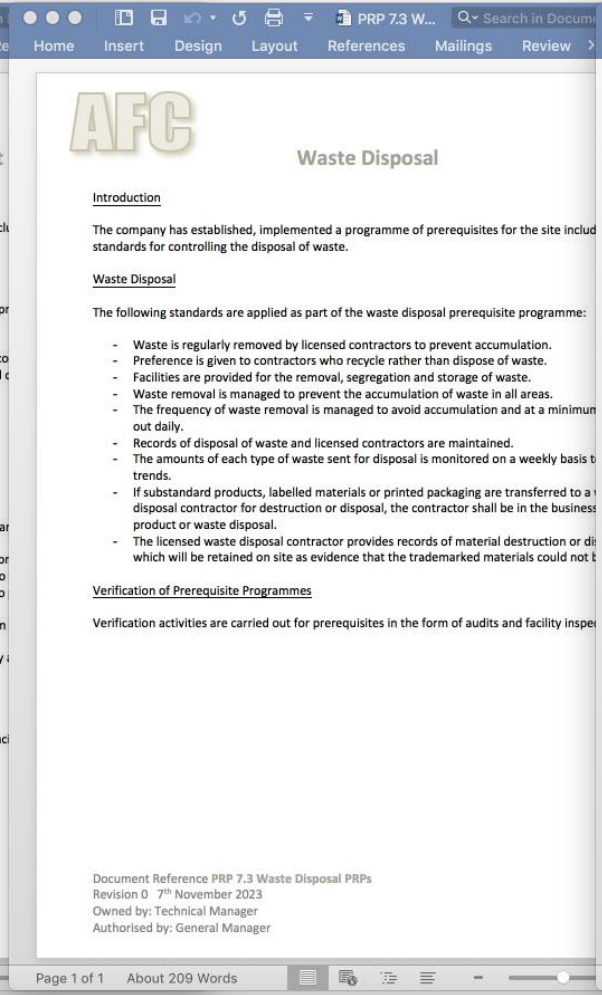
Page 1 of 1 About 219 Words



AFC

Waste Disposal

Introduction

The company has established, implemented a programme of prerequisites for the site includ
standards for controlling the disposal of waste.

Waste Disposal

The following standards are applied as part of the waste disposal prerequisite programme:

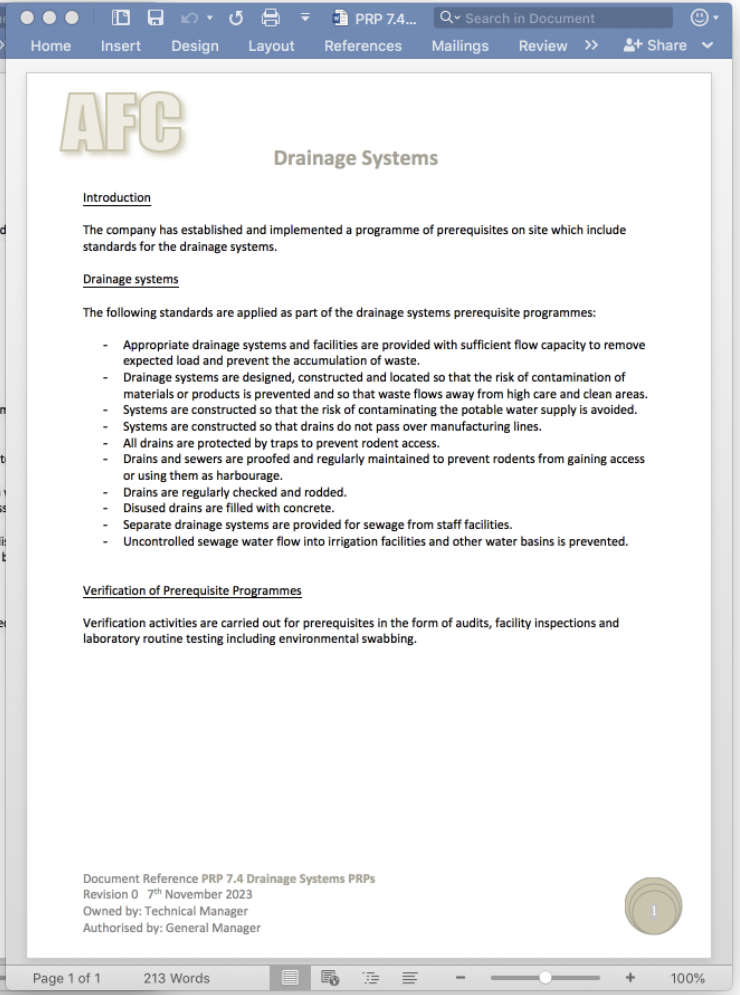
- Waste is regularly removed by licensed contractors to prevent accumulation.
- Preference is given to contractors who recycle rather than dispose of waste.
- Facilities are provided for the removal, segregation and storage of waste.
- Waste removal is managed to prevent the accumulation of waste in all areas.
- The frequency of waste removal is managed to avoid accumulation and at a minimun
  out daily.
- Records of disposal of waste and licensed contractors are maintained.
- The amounts of each type of waste sent for disposal is monitored on a weekly basis t
  trends.
- If substandard products, labelled materials or printed packaging are transferred to a
  disposal contractor for destruction or disposal, the contractor shall be in the business
  product or waste disposal.
- The licensed waste disposal contractor provides records of material destruction or di
  which will be retained on site as evidence that the trademarked materials could not b

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspe

Document Reference PRP 7.3 Waste Disposal PRPs
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 About 209 Words



AFC

Drainage Systems

Introduction

The company has established and implemented a programme of prerequisites on site which include
standards for the drainage systems.

Drainage systems

The following standards are applied as part of the drainage systems prerequisite programmes:

- Appropriate drainage systems and facilities are provided with sufficient flow capacity to remove
  expected load and prevent the accumulation of waste.
- Drainage systems are designed, constructed and located so that the risk of contamination of
  materials or products is prevented and so that waste flows away from high care and clean areas.
- Systems are constructed so that the risk of contaminating the potable water supply is avoided.
- Systems are constructed so that drains do not pass over manufacturing lines.
- All drains are protected by traps to prevent rodent access.
- Drains and sewers are proofed and regularly maintained to prevent rodents from gaining access
  or using them as harbourage.
- Drains are regularly checked and rodded.
- Disused drains are filled with concrete.
- Separate drainage systems are provided for sewage from staff facilities.
- Uncontrolled sewage water flow into irrigation facilities and other water basins is prevented.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits, facility inspections and
laboratory routine testing including environmental swabbing.

Document Reference PRP 7.4 Drainage Systems PRPs
Revision 0 7th November 2023
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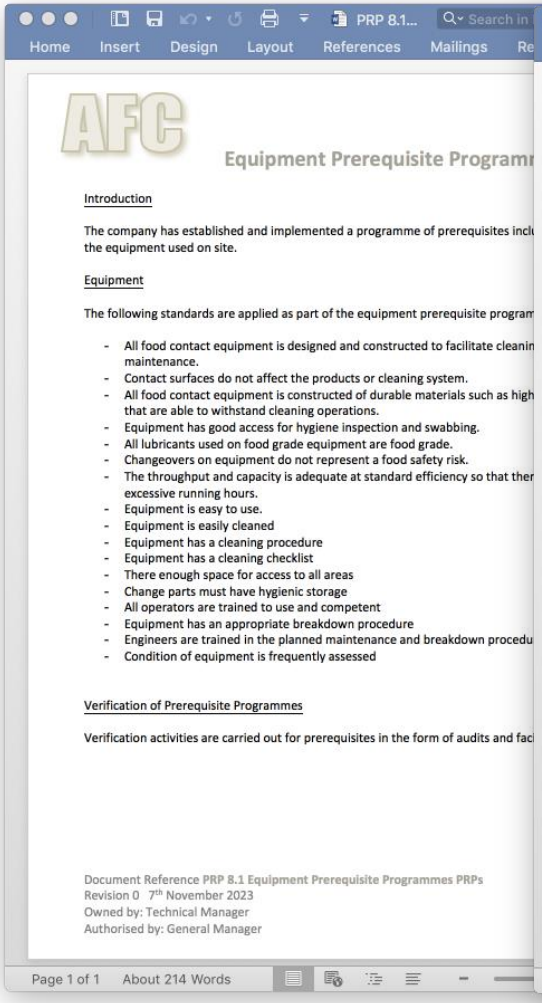
Page 1 of 1 213 Words 100%

TS ISO 22002-1 Prerequisite Programme Requirements

8. Equipment suitability, cleaning and maintenance

- ✓ 8.1 General requirements
- ✓ 8.2 Hygienic design
- ✓ 8.3 Product contact surfaces
- ✓ 8.4 Temperature control and monitoring equipment
- ✓ 8.5 Cleaning plant, utensils and equipment
- ✓ 8.6 Preventive and corrective maintenance



AFC

Equipment Prerequisite Programm

Introduction

The company has established and implemented a programme of prerequisites incl
the equipment used on site.

Equipment

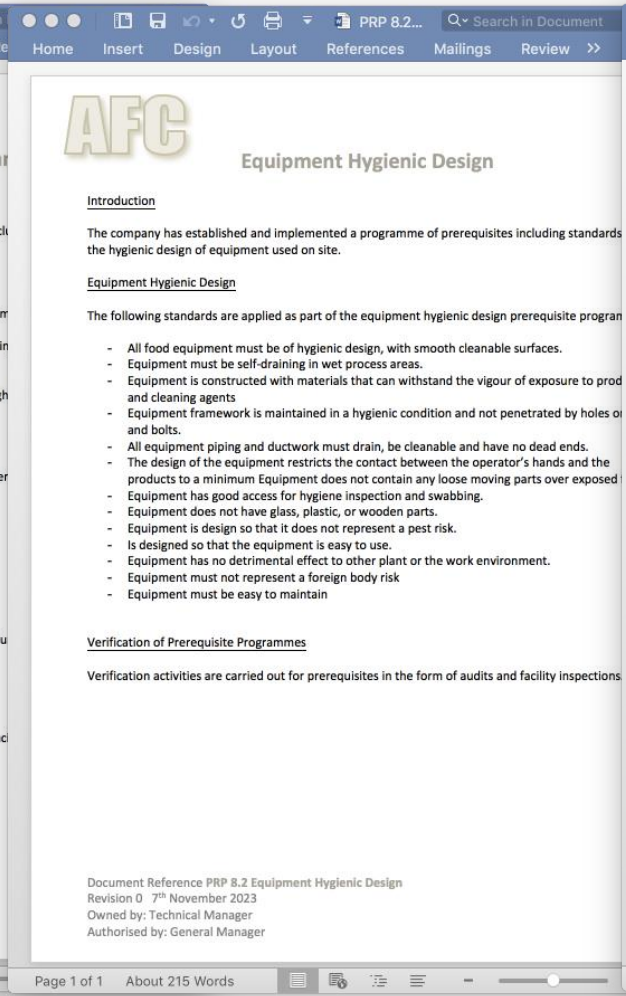
The following standards are applied as part of the equipment prerequisite progra

- All food contact equipment is designed and constructed to facilitate cleanin
  maintenance.
- Contact surfaces do not affect the products or cleaning system.
- All food contact equipment is constructed of durable materials such as high
  that are able to withstand cleaning operations.
- Equipment has good access for hygiene inspection and swabbing.
- All lubricants used on food grade equipment are food grade.
- Changeovers on equipment do not represent a food safety risk.
- The throughput and capacity is adequate at standard efficiency so that ther
  excessive running hours.
- Equipment is easy to use.
- Equipment is easily cleaned
- Equipment has a cleaning procedure
- Equipment has a cleaning checklist
- There enough space for access to all areas
- Change parts must have hygienic storage
- All operators are trained to use and competent
- Equipment has an appropriate breakdown procedure
- Engineers are trained in the planned maintenance and breakdown procedu
- Condition of equipment is frequently assessed

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and fac

Document Reference PRP 8.1 Equipment Prerequisite Programmes PRPs
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



AFC

Equipment Hygienic Design

Introduction

The company has established and implemented a programme of prerequisites including standards
the hygienic design of equipment used on site.

Equipment Hygienic Design

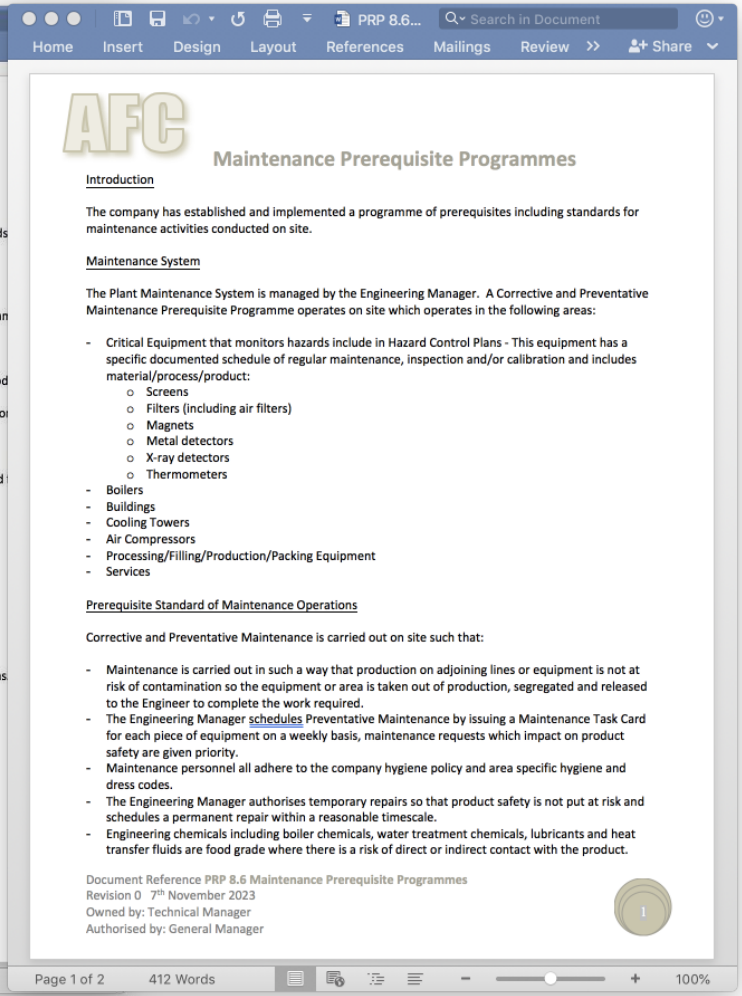
The following standards are applied as part of the equipment hygienic design prerequisite progran

- All food equipment must be of hygienic design, with smooth cleanable surfaces.
- Equipment must be self-draining in wet process areas.
- Equipment is constructed with materials that can withstand the vigour of exposure to prod
  and cleaning agents
- Equipment framework is maintained in a hygienic condition and not penetrated by holes o
  and bolts.
- All equipment piping and ductwork must drain, be cleanable and have no dead ends.
- The design of the equipment restricts the contact between the operator's hands and the
  products to a minimum Equipment does not contain any loose moving parts over exposed
- Equipment has good access for hygiene inspection and swabbing.
- Equipment does not have glass, plastic, or wooden parts.
- Equipment is design so that it does not represent a pest risk.
- Is designed so that the equipment is easy to use.
- Equipment has no detrimental effect to other plant or the work environment.
- Equipment must not represent a foreign body risk
- Equipment must be easy to maintain

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspections

Document Reference PRP 8.2 Equipment Hygienic Design
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



AFC

Maintenance Prerequisite Programmes

Introduction

The company has established and implemented a programme of prerequisites including standards for maintenance activities conducted on site.

Maintenance System

The Plant Maintenance System is managed by the Engineering Manager. A Corrective and Preventative Maintenance Prerequisite Programme operates on site which operates in the following areas:

- Critical Equipment that monitors hazards include in Hazard Control Plans - This equipment has a specific documented schedule of regular maintenance, inspection and/or calibration and includes material/process/product:
  - Screens
  - Filters (including air filters)
  - Magnets
  - Metal detectors
  - X-ray detectors
  - Thermometers
- Boilers
- Buildings
- Cooling Towers
- Air Compressors
- Processing/Filling/Production/Packing Equipment
- Services

Prerequisite Standard of Maintenance Operations

Corrective and Preventative Maintenance is carried out on site such that:

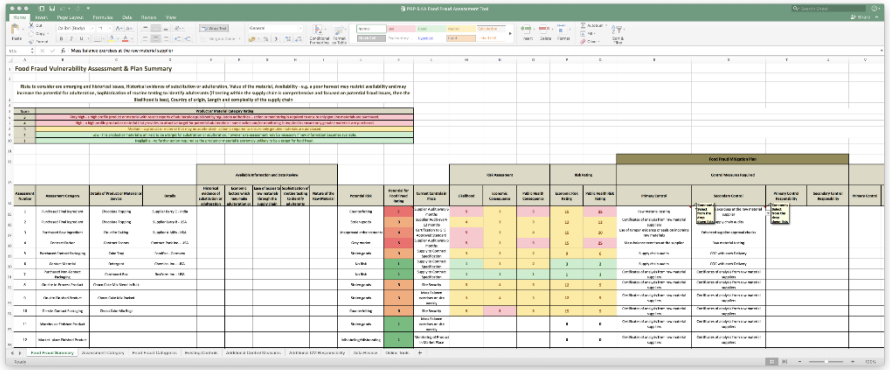
- Maintenance is carried out in such a way that production on adjoining lines or equipment is not at risk of contamination so the equipment or area is taken out of production, segregated and released to the Engineer to complete the work required.
- The Engineering Manager schedules Preventative Maintenance by issuing a Maintenance Task Card for each piece of equipment on a weekly basis, maintenance requests which impact on product safety are given priority.
- Maintenance personnel all adhere to the company hygiene policy and area specific hygiene and dress codes.
- The Engineering Manager authorises temporary repairs so that product safety is not put at risk and schedules a permanent repair within a reasonable timescale.
- Engineering chemicals including boiler chemicals, water treatment chemicals, lubricants and heat transfer fluids are food grade where there is a risk of direct or indirect contact with the product.

Document Reference PRP 8.6 Maintenance Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

TS ISO 22002-1 Prerequisite Programme Requirements

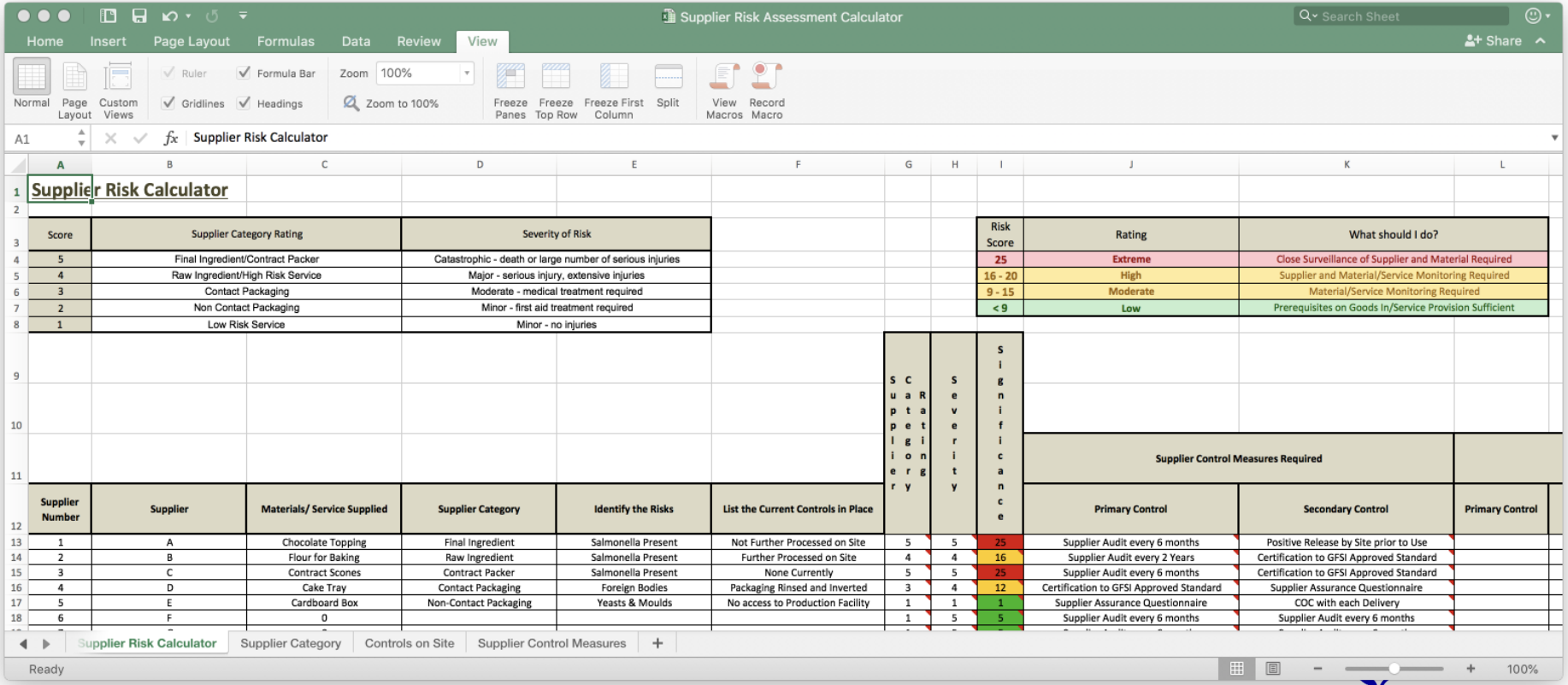
9. Management of purchased materials

- ✓ 9.1 General requirements
- ✓ 9.2 Selection and management of suppliers
- ✓ 9.3 Incoming material requirements (raw/ingredients/packaging)



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements



Supplier Risk Assessment Calculator

Home | Insert | Page Layout | Formulas | Data | Review | View

A1: Supplier Risk 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

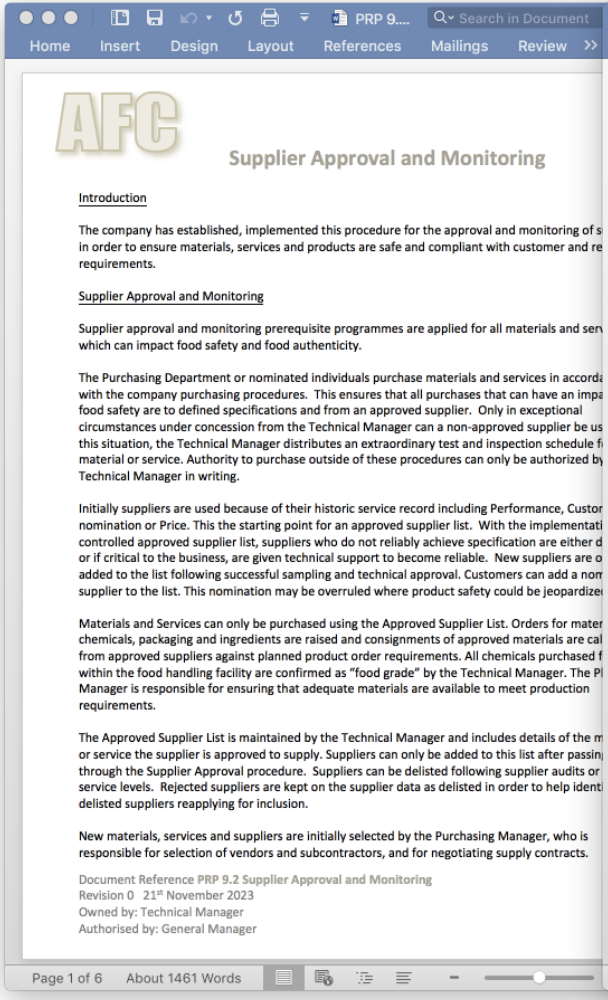
Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category Rating	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	

Sheets: Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

Ready

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



AFC

Supplier Approval and Monitoring

Introduction

The company has established, implemented this procedure for the approval and monitoring of s
in order to ensure materials, services and products are safe and compliant with customer and re
requirements.

Supplier Approval and Monitoring

Supplier approval and monitoring prerequisite programmes are applied for all materials and serv
which can impact food safety and food authenticity.

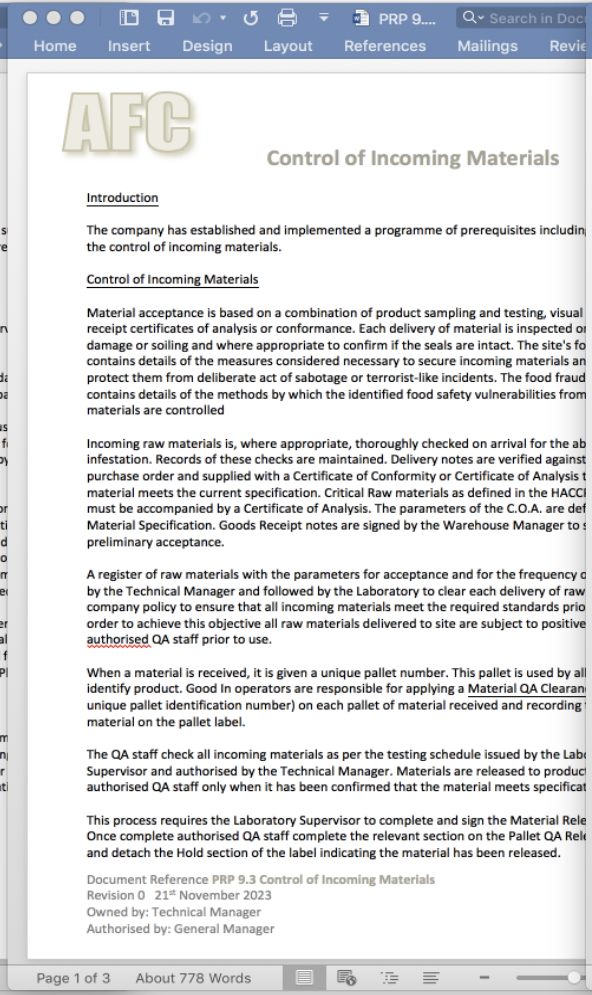
The Purchasing Department or nominated individuals purchase materials and services in accorda
with the company purchasing procedures. This ensures that all purchases that can have an impa
food safety are to defined specifications and from an approved supplier. Only in exceptional
circumstances under concession from the Technical Manager can a non-approved supplier be us
this situation, the Technical Manager distributes an extraordinary test and inspection schedule f
material or service. Authority to purchase outside of these procedures can only be authorized by
Technical Manager in writing.

Initially suppliers are used because of their historic service record including Performance, Custor
nomination or Price. This the starting point for an approved supplier list. With the implementati
controlled approved supplier list, suppliers who do not reliably achieve specification are either d
or if critical to the business, are given technical support to become reliable. New suppliers are o
added to the list following successful sampling and technical approval. Customers can add a nom
supplier to the list. This nomination may be overruled where product safety could be jeopardize

Materials and Services can only be purchased using the Approved Supplier List. Orders for mater
chemicals, packaging and ingredients are raised and consignments of approved materials are cal
from approved suppliers against planned product order requirements. All chemicals purchased f
within the food handling facility are confirmed as "food grade" by the Technical Manager. The Pl
Manager is responsible for ensuring that adequate materials are available to meet production
requirements.

The Approved Supplier List is maintained by the Technical Manager and includes details of the m
or service the supplier is approved to supply. Suppliers can only be added to this list after passin
through the Supplier Approval procedure. Suppliers can be delisted following supplier audits or
service levels. Rejected suppliers are kept on the supplier data as delisted in order to help identi
delisted suppliers reapplying for inclusion.

New materials, services and suppliers are initially selected by the Purchasing Manager, who is
responsible for selection of vendors and subcontractors, and for negotiating supply contracts.



AFC

Control of Incoming Materials

Introduction

The company has established and implemented a programme of prerequisites includin
the control of incoming materials.

Control of Incoming Materials

Material acceptance is based on a combination of product sampling and testing, visual
receipt certificates of analysis or conformance. Each delivery of material is inspected o
damage or soiling and where appropriate to confirm if the seals are intact. The site's fo
contains details of the measures considered necessary to secure incoming materials an
protect them from deliberate act of sabotage or terrorist-like incidents. The food fraud
contains details of the methods by which the identified food safety vulnerabilities from
materials are controlled

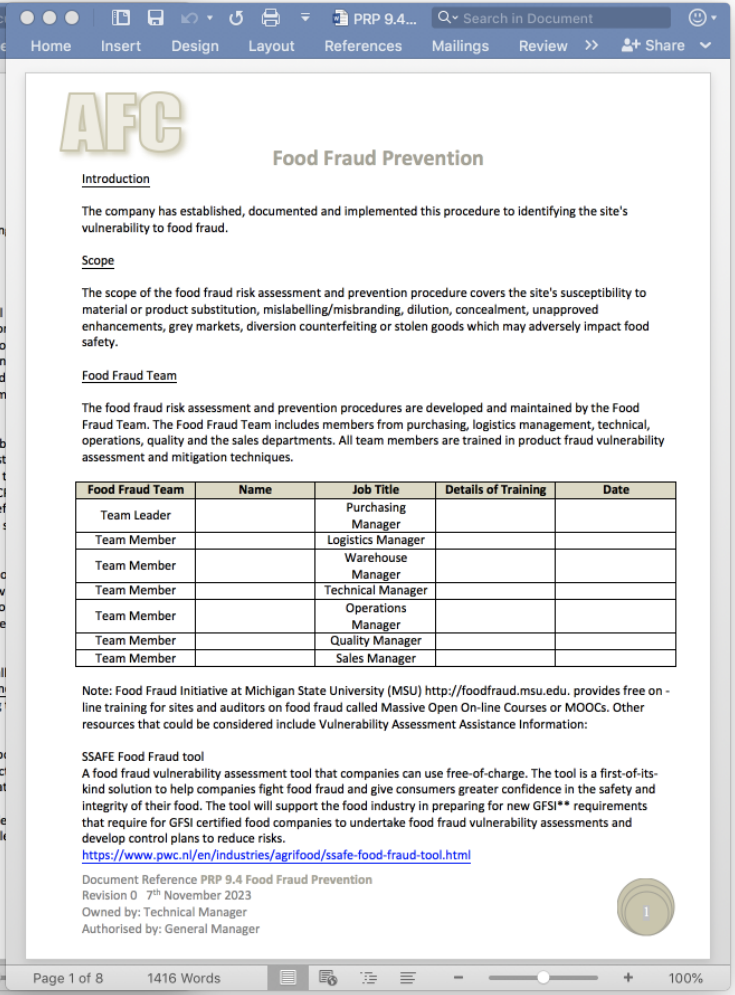
Incoming raw materials is, where appropriate, thoroughly checked on arrival for the ab
infestation. Records of these checks are maintained. Delivery notes are verified against
purchase order and supplied with a Certificate of Conformity or Certificate of Analysis t
material meets the current specification. Critical Raw materials as defined in the HACCI
must be accompanied by a Certificate of Analysis. The parameters of the C.O.A. are def
Material Specification. Goods Receipt notes are signed by the Warehouse Manager to s
preliminary acceptance.

A register of raw materials with the parameters for acceptance and for the frequency o
by the Technical Manager and followed by the Laboratory to clear each delivery of raw
company policy to ensure that all incoming materials meet the required standards prio
order to achieve this objective all raw materials delivered to site are subject to positive
authorised QA staff prior to use.

When a material is received, it is given a unique pallet number. This pallet is used by all
identify product. Good In operators are responsible for applying a Material QA Clearan
unique pallet identification number) on each pallet of material received and recording
material on the pallet label.

The QA staff check all incoming materials as per the testing schedule issued by the Labo
Supervisor and authorised by the Technical Manager. Materials are released to product
authorised QA staff only when it has been confirmed that the material meets specificat

This process requires the Laboratory Supervisor to complete and sign the Material Rele
Once complete authorised QA staff complete the relevant section on the Pallet QA Rele
and detach the Hold section of the label indicating the material has been released.



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

PRP 9.4A Food Fraud Assessment & Mitigation Plan Summary Instructions

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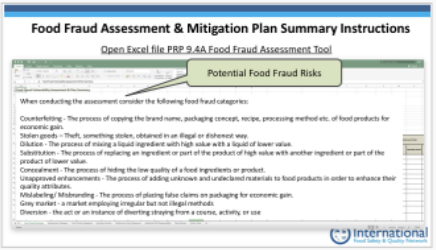
13



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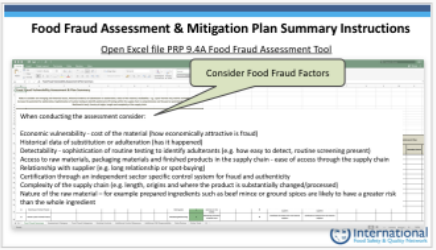

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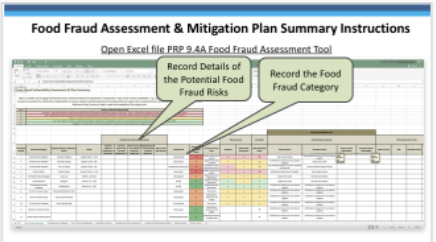

Food Fraud Assessment & Mitigation Plan Summary Instructions

Slide 1 of 34 English (United States) Notes Comments 121%

TS ISO 22002-1 Prerequisite Programme Requirements

9. Management of purchased materials

Systems should be in place for the purchase and verification of ma

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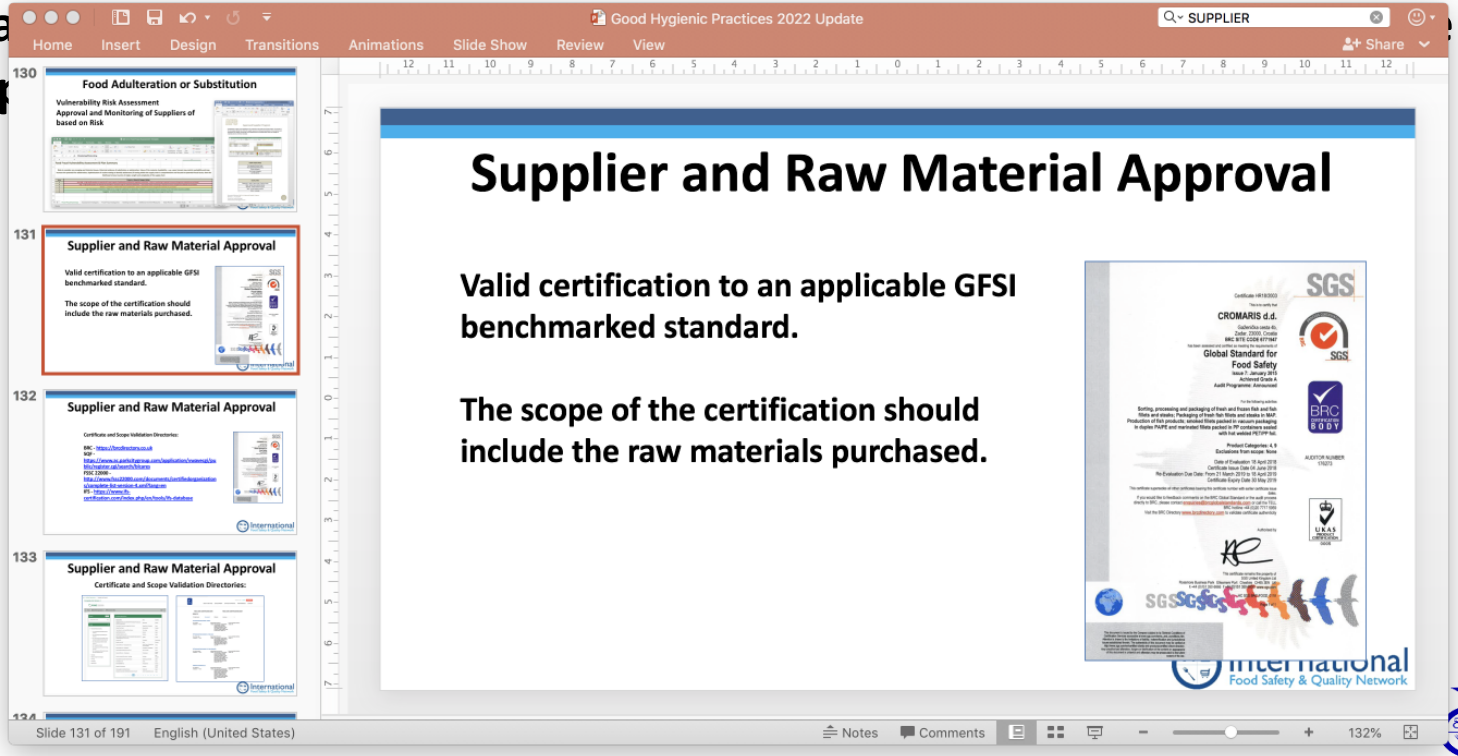
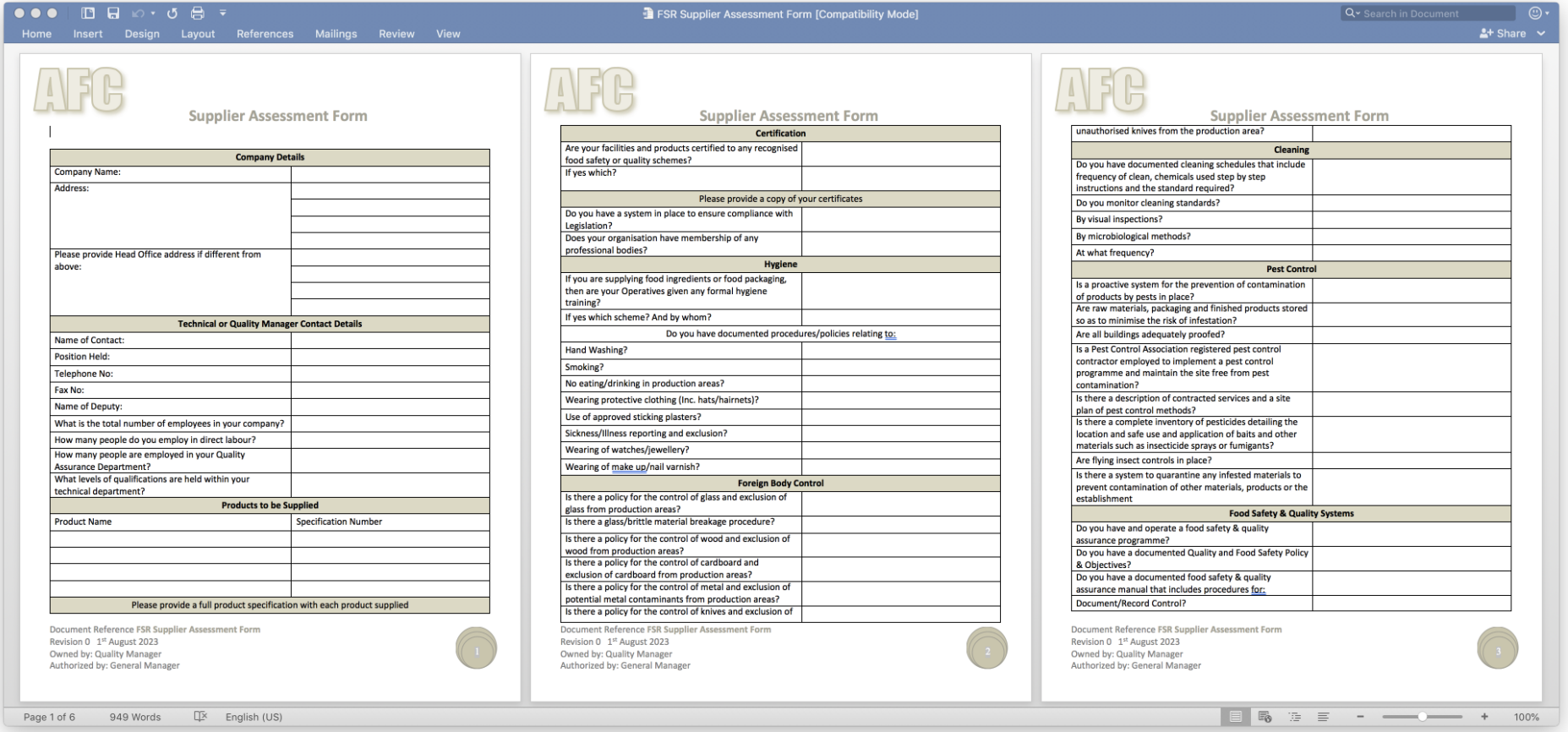
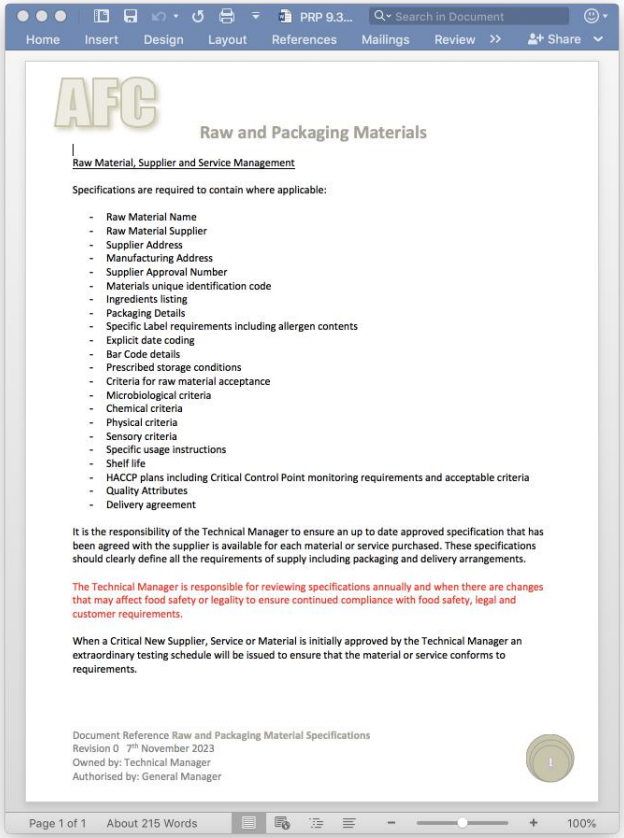


FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements



TS ISO 22002-1 Prerequisite Programme Requirements



AFC

Raw and Packaging Materials

Raw Material, Supplier and Service Management

Specifications are required to contain where applicable:

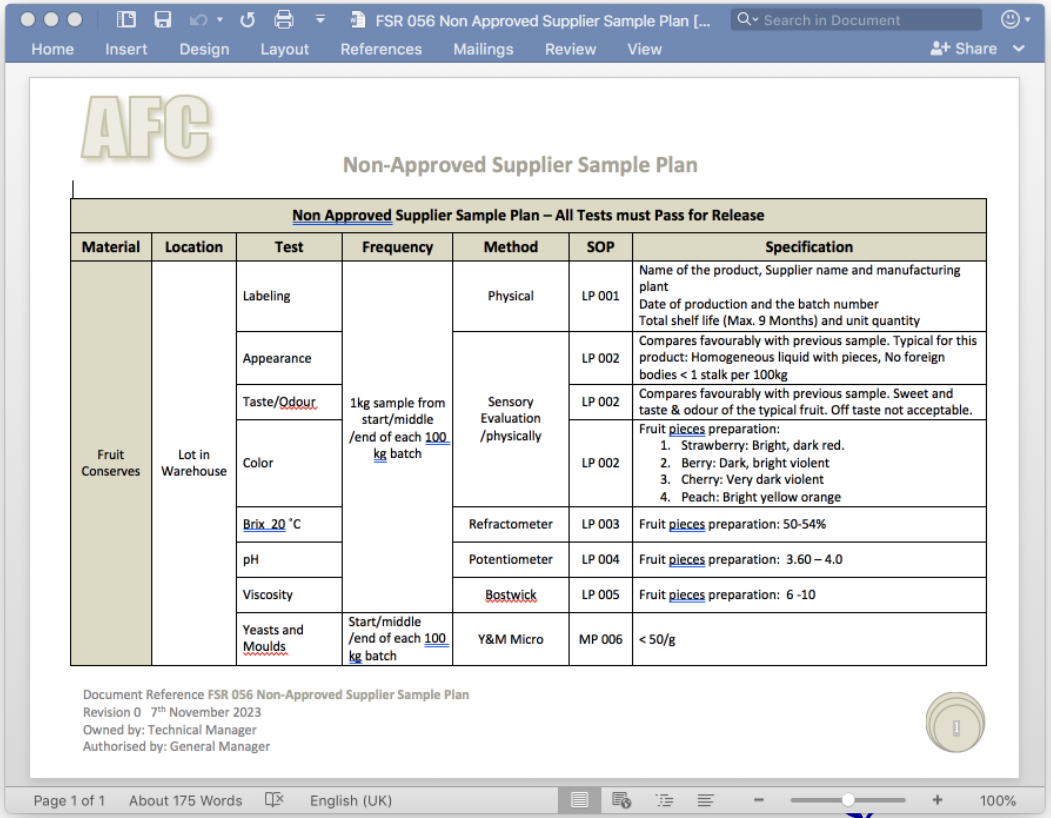
- Raw Material Name
- Raw Material Supplier
- Supplier Address
- Manufacturing Address
- Supplier Approval Number
- Materials unique identification code
- Ingredients listing
- Packaging Details
- Specific Label requirements including allergen contents
- Explicit date coding
- Bar Code details
- Prescribed storage conditions
- Criteria for raw material acceptance
- Microbiological criteria
- Chemical criteria
- Physical criteria
- Sensory criteria
- Specific usage instructions
- Shelf life
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria
- Quality Attributes
- Delivery agreement

It is the responsibility of the Technical Manager to ensure an up to date approved specification that has been agreed with the supplier is available for each material or service purchased. These specifications should clearly define all the requirements of supply including packaging and delivery arrangements.

The Technical Manager is responsible for reviewing specifications annually and when there are changes that may affect food safety or legality to ensure continued compliance with food safety, legal and customer requirements.

When a Critical New Supplier, Service or Material is initially approved by the Technical Manager an extraordinary testing schedule will be issued to ensure that the material or service conforms to requirements.

Document Reference Raw and Packaging Material Specifications
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



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 FSR 056 Non-Approved Supplier Sample Plan
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements
Incoming Materials

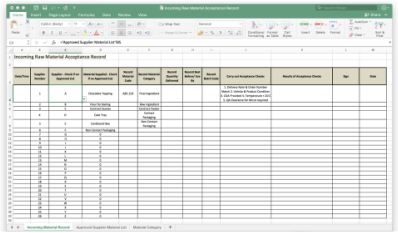
Supplier and Raw Material Approval

All specifications and certificates are reviewed and validated annually.

Verification of Purchased Materials

The Approved Supplier List details the suppliers and specific raw materials that are approved for purchase and is available to all relevant staff including Goods In personnel. Material acceptance is based on a combination of checking the delivered material is approved, product sampling and testing, visual inspection and receipt certificates of analysis or conformance. Each delivery of material is inspected on arrival for damage or soiling and where appropriate to confirm if the seals are intact. Incoming raw materials is, where appropriate, thoroughly checked on arrival for the absence of pest infestation. Records of these checks should be maintained. Delivery notes are verified against the original purchase order and supplied with a Certificate of Conformity or Certificate of Analysis to confirm the material meets the current specification. Critical Raw materials as defined in the HACCP Documentation must be accompanied by a Certificate of Analysis. The parameters of the C.O.A. are defined in the Raw Material Specification. Goods Receipt notes are signed by the Warehouse Manager to signify preliminary acceptance.

A register of approved raw materials with the parameters for acceptance and for the frequency of testing is issued by the Technical Manager and followed by the Laboratory to clear each delivery of raw material. It is company policy to ensure that all incoming materials meet the required standards prior to release. In order to achieve this objective all raw materials delivered to site are subject to positive release by authorised QA staff prior to use.



Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

7

Supplier and Raw Material Approval

When a material is received, it is given a unique pallet number. This pallet is used by all personnel to identify product. Good in operators are responsible for applying a Material QA Clearance Label (with the unique pallet identification number) on each pallet of material received and recording the details of the material on the pallet label.

Goods In QA Clearance Label	
Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
QA PASS	
Released By	
Date	

Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
Release/Hold	
QA HOLD	
Reason For Holding	
Signature	
Date	

The QA staff check all incoming materials as per the testing schedule issued by the Laboratory Supervisor and authorised by the Technical Manager. Materials are released to production by authorised QA staff only when it has been confirmed that the material meets specification. This process requires the Laboratory Supervisor to complete and sign the Material Release Checklist.

Document Reference Supplier and Raw Material Approval QM 3.5
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

8

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements

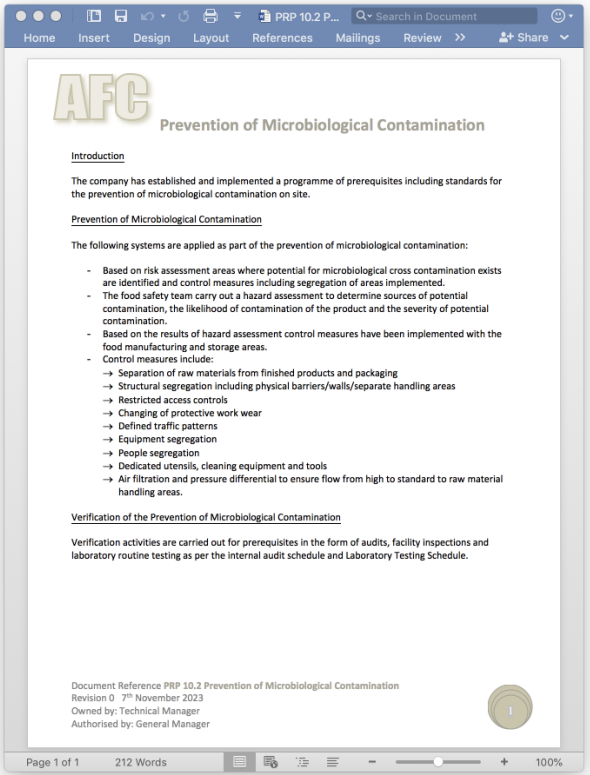
10. Measures for prevention of cross contamination

- ✓ 10.1 General requirements
- ✓ 10.2 Microbiological cross contamination
- ✓ 10.3 Allergen management
- ✓ 10.4 Physical contamination

TS ISO 22002-1 Prerequisite Programme Requirements

10. Measures for prevention of cross contamination

Systems should be in place to prevent, control and detect product contamination including allergen, microbiological and physical contamination.



PRP 10.2 P... Search in Document

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AFC

Prevention of Microbiological Contamination

Introduction

The company has established and implemented a programme of prerequisites including standards for the prevention of microbiological contamination on site.

Prevention of Microbiological Contamination

The following systems are applied as part of the prevention of microbiological contamination:

- Based on risk assessment areas where potential for microbiological cross contamination exists are identified and control measures including segregation of areas implemented.
- The food safety team carry out a hazard assessment to determine sources of potential contamination, the likelihood of contamination of the product and the severity of potential contamination.
- Based on the results of hazard assessment control measures have been implemented with the food manufacturing and storage areas.
- Control measures include:
  - → Separation of raw materials from finished products and packaging
  - → Structural segregation including physical barriers/walls/separate handling areas
  - → Restricted access controls
  - → Changing of protective work wear
  - → Defined traffic patterns
  - → Equipment segregation
  - → People segregation
  - → Dedicated utensils, cleaning equipment and tools
  - → Air filtration and pressure differential to ensure flow from high to standard to raw material handling areas.

Verification of the Prevention of Microbiological Contamination

Verification activities are carried out for prerequisites in the form of audits, facility inspections and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 10.2 Prevention of Microbiological Contamination
Revision 0 7th November 2023
Owned by: Technical Manager
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Page 1 of 1 212 Words 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

PRP 10.1 Prevention of Contamination [Compatibility Mode]

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Prevention of Contamination

Introduction

The scope of the Prerequisite programmes includes measures to prevent contamination of materials and products on site.

Prevention of contamination

Good manufacturing practices described in the FSSC 22000 FSQMS Prerequisites Manual assist in preventing material/product contamination:

FSSC 22000 Food Safety & Quality Management System Prerequisites

Introduction

The company has established, implemented a programme of Prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety & Quality Management System.

Prerequisite Procedures

The Prerequisite 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
PRP 10.1 Prevention of Contamination

Document Reference FSSC 22000 Food Safety & Quality Management System Prerequisites
Revision 1 7th November 2023

Page 1 of 2 421 Words 100%

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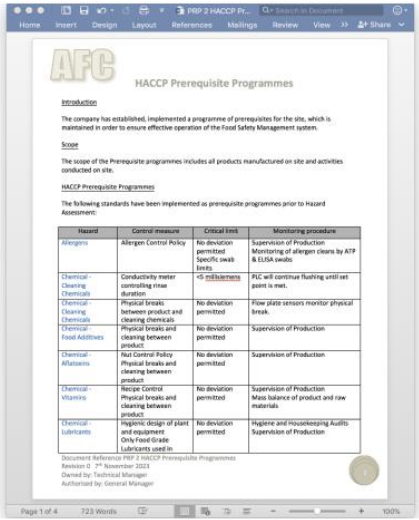
Prevention of Contamination

Additional systems are applied as prerequisites as part of HACCP Application, these are documented in PRP 2 HACCP Prerequisite Programmes (located in the FSMS 8.5 Hazard Controls folder):



HACCP Prerequisite Programmes

Introduction

The company has established, implemented a programme of prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

Scope

The scope of the Prerequisite programmes includes all products manufactured on site and activities conducted on site.

HACCP Prerequisite Programmes

The following standards have been implemented as prerequisite programmes prior to Hazard Assessment:

Hazard	Control measure	Critical limit	Monitoring procedure
Allergens	Allergen Control Policy	No deviation permitted Specific swab limits	Supervision of Production Monitoring of allergen cleans by ATP & ELISA swabs
Chemical - Cleaning Chemicals	Conductivity meter controlling rinse duration	<5 millisiemens	PLC will continue flushing until set point is met.
Chemical - Cleaning Chemicals	Physical breaks between product and cleaning chemicals	No deviation permitted	Flow plate sensors monitor physical break.
Chemical - Food Additives	Physical breaks and cleaning between product	No deviation permitted	Supervision of Production
Chemical - Aflatoxins	Nut Control Policy Physical breaks and cleaning between product	No deviation permitted	Supervision of Production
Chemical - Vitamins	Recipe Control Physical breaks and cleaning between product	No deviation permitted	Supervision of Production Mass balance of product and raw materials
Chemical - Lubricants	Hygienic design of plant and equipment Only Food Grade Lubricants used in	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production

Document Reference PRP 2 HACCP Prerequisite Programmes
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Page 1 of 4 723 Words 100%

Page 1 of 2 About 74 Words English (UK)

TS ISO 22002-1 Prerequisite Programme Requirements

PRP 10.3 Allergen Control [Compatibility Mode]

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Allergen Control

Introduction

The company recognises the serious repercussions of allergic reactions and therefore takes every precaution to prevent this happening. The company has established an Allergen Control System (ACS) which is maintained as part of the operational programmes in order to meet the requirements of the Food Safety Management System and ensure only safe products are manufactured/handled on site.

Prerequisite Procedures

Allergen control system procedures must be followed by all staff at all times in order to prevent contamination of food causing a potential serious customer illness or allergic reaction.

Food Allergy

A food allergy is an immune system response to a food substance that the body mistakenly believes is harmful. The immune system creates antibodies to fight the food substance that it considers harmful and the person becomes hypersensitive to that food.

When the food is eaten again the immune system recognises the food substance and initiates a defence mechanism involving the release of chemicals, particularly histamine. These chemicals trigger the allergic symptoms that can affect the respiratory system, gastrointestinal tract, skin, and/or cardiovascular system. Allergic Reactions can be extremely serious, the most common being peanut allergy, and result in anaphylaxis (A severe allergic reaction that is rapid in onset and causes a severe drop of blood pressure and restriction of breathing that may result in death if not treated).

Symptoms of Food Allergies include:

- flushing of the skin.
- swelling of the throat and mouth.
- difficulty breathing.
- sudden feeling of weakness (fall in blood pressure).
- difficulty in swallowing or speaking.
- abdominal pain
- nausea and /or vomiting.
- collapse and unconsciousness.

Document Reference PRP 10.3 Allergen Control
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1

Allergen Control

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

Peanuts
Nuts – Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia);
Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/celeriac
Mustard
Lupin
Sulphur dioxide and sulphites

Legislation USA

Legislation Europe ANNEX II
Substances or Products Causing Allergies or Intolerances

More details are contained in the Comprehensive Allergen Management System

Controlling Allergens

All staff receives training on the types of foods that can cause allergies. The induction package includes a briefing on the types of allergens and specifically those handled on site. When allergen control is considered a significant hazard, the specific training is given to every member of staff who can affect the handling of that allergen risk.

Allergen Control System

The company recognises the serious repercussions of allergic reactions and therefore takes every precaution to prevent this happening. The company has established a Comprehensive Allergen Management System in order to meet the requirements of the Food Safety Management System and ensure the safe production of products. Refer to PRP 10.3 Allergen Management System Folder

Document Reference PRP 10.3 Allergen Control
Revision 0 7th November 2023
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2

Allergen Control

References

PRP 10.3 Allergen Management System Folder
PRP 10.3 Allergen Control System (ACS)
OPRP 5 Nut Handling Procedure

Document Reference PRP 10.3 Allergen Control
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Page 3 of 3 500 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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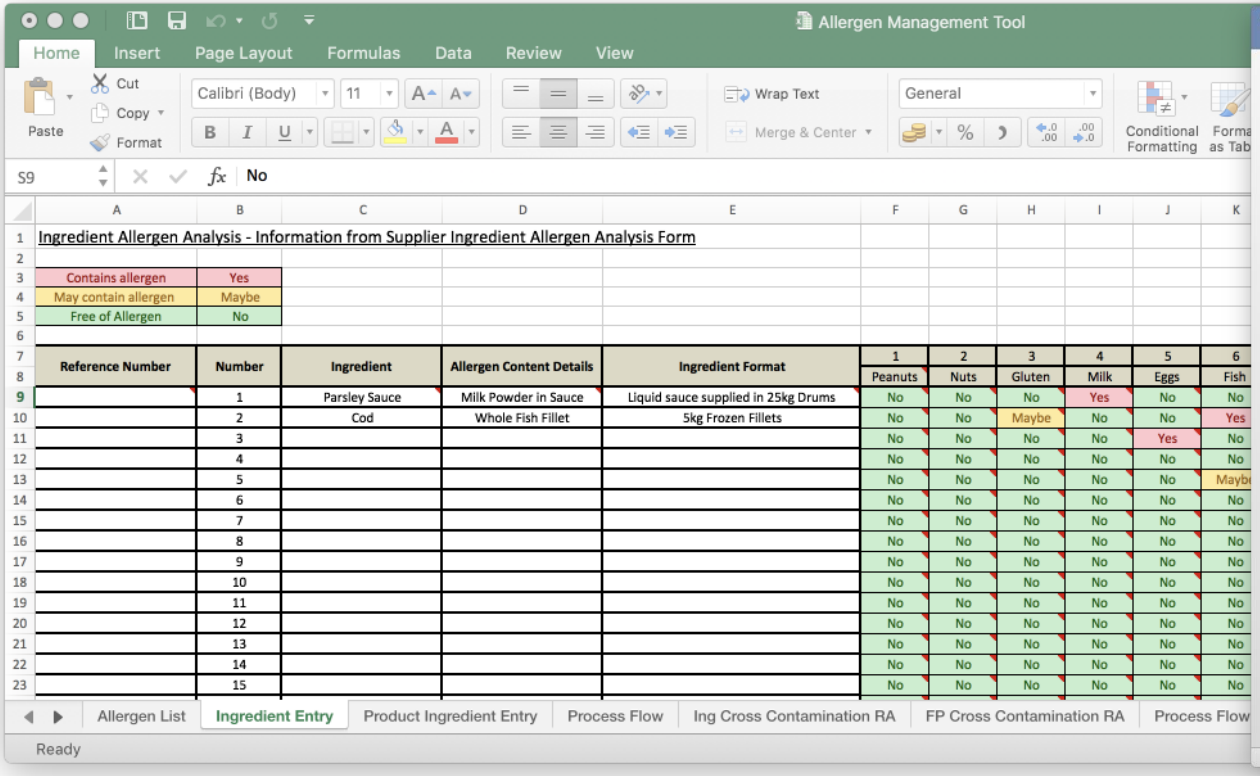
TS ISO 22002-1 Prerequisite Programme Requirements



Allergen Management Tool

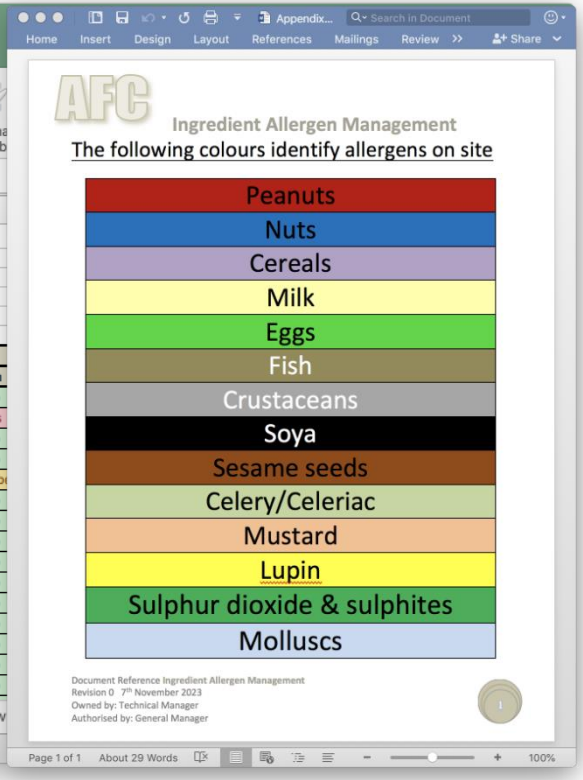
Ingredient Allergen Analysis - Information from Supplier Ingredient Allergen Analysis Form

Contains allergen	Yes
May contain allergen	Maybe
Free of Allergen	No

Reference Number	Number	Ingredient	Allergen Content Details	Ingredient Format	1 Peanuts	2 Nuts	3 Gluten	4 Milk	5 Eggs	6 Fish
	1	Parsley Sauce	Milk Powder in Sauce	Liquid sauce supplied in 25kg Drums	No	No	No	Yes	No	No
	2	Cod	Whole Fish Fillet	5kg Frozen Fillets	No	No	Maybe	No	No	Yes
	3				No	No	No	No	Yes	No
	4				No	No	No	No	No	No
	5				No	No	No	No	No	Maybe
	6				No	No	No	No	No	No
	7				No	No	No	No	No	No
	8				No	No	No	No	No	No
	9				No	No	No	No	No	No
	10				No	No	No	No	No	No
	11				No	No	No	No	No	No
	12				No	No	No	No	No	No
	13				No	No	No	No	No	No
	14				No	No	No	No	No	No
	15				No	No	No	No	No	No

Allergen List | Ingredient Entry | Product Ingredient Entry | Process Flow | Ing Cross Contamination RA | FP Cross Contamination RA | Process Flow

Ready



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Ingredient Allergen Management

The following colours identify allergens on site

- Peanuts
- Nuts
- Cereals
- Milk
- Eggs
- Fish
- Crustaceans
- Soya
- Sesame seeds
- Celery/Celeriac
- Mustard
- Lupin
- Sulphur dioxide & sulphites
- Molluscs

Document Reference Ingredient Allergen Management
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Page 1 of 1 About 29 Words 100%

FOOD SAFETY FRIDAYS
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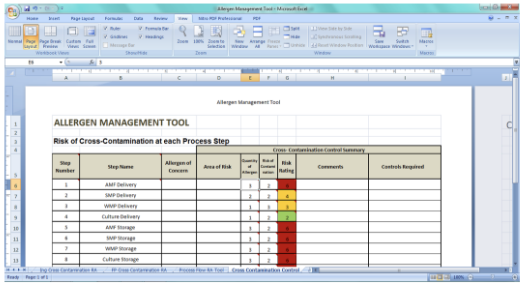


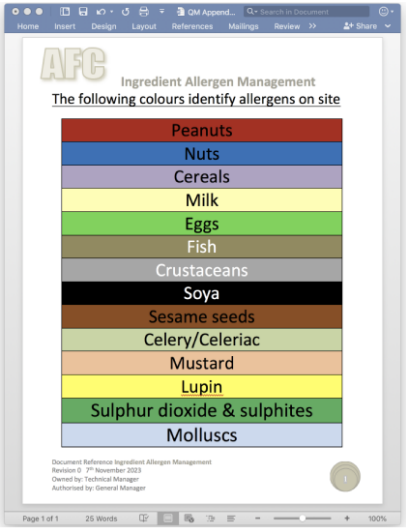
Allergen Prerequisite Programmes - Checking and Managing Ingredients

The Technical Manager maintains an information/specification folder containing all the ingredient information for every item purchased. Purchases are only made as per the purchasing procedure from approved suppliers to approved documented specifications. The Technical Manager checks all new ingredients and ingredients periodically to ensure the label and specification match and that all the allergens present in the ingredient have been identified and documented. This information is transferred via the recipe to in-process and end product specifications, descriptions and for product labelling purposes. The Technical Manager is responsible for approving all new product labels prior to product launch. Product and Ingredient labels are reviewed periodically by the Food Safety Team.

Allergen cross-contamination risks from suppliers and specific controls are described in the Allergen Control System. Allergen cross-contamination risks from suppliers are reviewed annually provided no changes occur. In addition, suppliers are required to formally agree in writing to notify site if they make any changes to their factory, processes or raw materials.

The Technical Manager provides an approved supplier and material list for the purchasing and goods in departments which includes a 'Register of Allergens' which describes any allergens present in the material. This information is used by the goods in department to identify the materials on acceptance. Identification of allergenic products is managed by applying an 'Allergen Identification Label' at this stage.

Checks are put in place to ensure that all packaging is intact and there is no evidence of any spillage and to verify that all ingredients are fully labelled.



Allergen Prerequisite Programmes - Identification and Segregation of Allergens During Storage and Handling

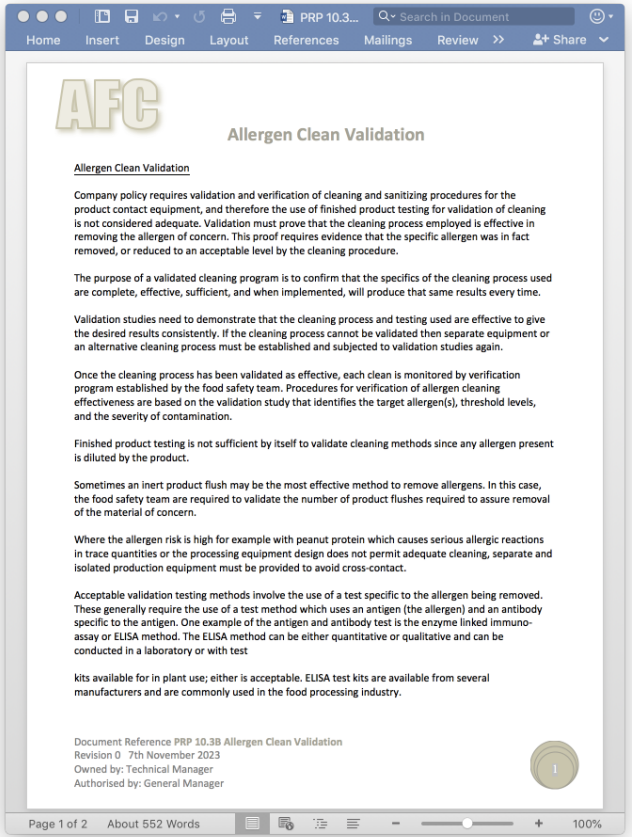
Specific allergen storage areas are allocated to each type of allergen material identified. It is a company requirement that all such ingredients are clearly labelled with the allergen that they contain using an 'Allergen Identification Label'. The Technical Manager produces a 'Register of Allergens' which is applicable in the country of manufacture and the country where products are sold and circulates the register to all relevant staff on site.

Clear identification and segregation of foods and materials on the 'Register of Allergens' is implemented. Allergens are kept separate from each other as well as from non-allergenic ingredients in storage. If an ingredient contains more than one allergen, it has its own segregated storage location. Raw materials containing allergens and designated storage areas for allergens must be clearly identified at all times. Procedures are in place to ensure that materials are supplied to the preparation and production areas in well-sealed, undamaged packaging. Allergenic material containers must be kept covered or adequately sealed to prevent spillage. QA sampling of allergenic ingredients should follow the sampling procedures to ensure that there is no risk of cross contamination risks using disposable sample pots which are clearly labelled. Any spillages must be reported and cleaned up immediately.

Facilities for decanting, sieving or sorting allergenic ingredients must provide good segregation between different allergens and non-allergen products. All other ingredients are removed before the sorting and inspection of allergens starts. Separate sieves are provided for different allergens and non-allergen use. Care is taken to ensure waste such as packaging does not spread allergen debris or dust. Where there is a risk of air borne contamination from dust then a separate area is provided with its own local exhaust ventilation.

Containers used to store or handle allergenic ingredients are designated to the allergenic ingredient. Part used bags are resealed and returned to their designated storage area immediately after use. All equipment used in contact with allergens must be washed as per instructions prior to reuse.

Allergen Management Tools



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Allergen Clean Validation

Allergen Clean Validation

Company policy requires validation and verification of cleaning and sanitizing procedures for the product contact equipment, and therefore the use of finished product testing for validation of cleaning is not considered adequate. Validation must prove that the cleaning process employed is effective in removing the allergen of concern. This proof requires evidence that the specific allergen was in fact removed, or reduced to an acceptable level by the cleaning procedure.

The purpose of a validated cleaning program is to confirm that the specifics of the cleaning process used are complete, effective, sufficient, and when implemented, will produce that same results every time.

Validation studies need to demonstrate that the cleaning process and testing used are effective to give the desired results consistently. If the cleaning process cannot be validated then separate equipment or an alternative cleaning process must be established and subjected to validation studies again.

Once the cleaning process has been validated as effective, each clean is monitored by verification program established by the food safety team. Procedures for verification of allergen cleaning effectiveness are based on the validation study that identifies the target allergen(s), threshold levels, and the severity of contamination.

Finished product testing is not sufficient by itself to validate cleaning methods since any allergen present is diluted by the product.

Sometimes an inert product flush may be the most effective method to remove allergens. In this case, the food safety team are required to validate the number of product flushes required to assure removal of the material of concern.

Where the allergen risk is high for example with peanut protein which causes serious allergic reactions in trace quantities or the processing equipment design does not permit adequate cleaning, separate and isolated production equipment must be provided to avoid cross-contact.

Acceptable validation testing methods involve the use of a test specific to the allergen being removed. These generally require the use of a test method which uses an antigen (the allergen) and an antibody specific to the antigen. One example of the antigen and antibody test is the enzyme linked immuno-assay or ELISA method. The ELISA method can be either quantitative or qualitative and can be conducted in a laboratory or with test

kits available for in plant use; either is acceptable. ELISA test kits are available from several manufacturers and are commonly used in the food processing industry.

Document Reference PRP 10.3B Allergen Clean Validation
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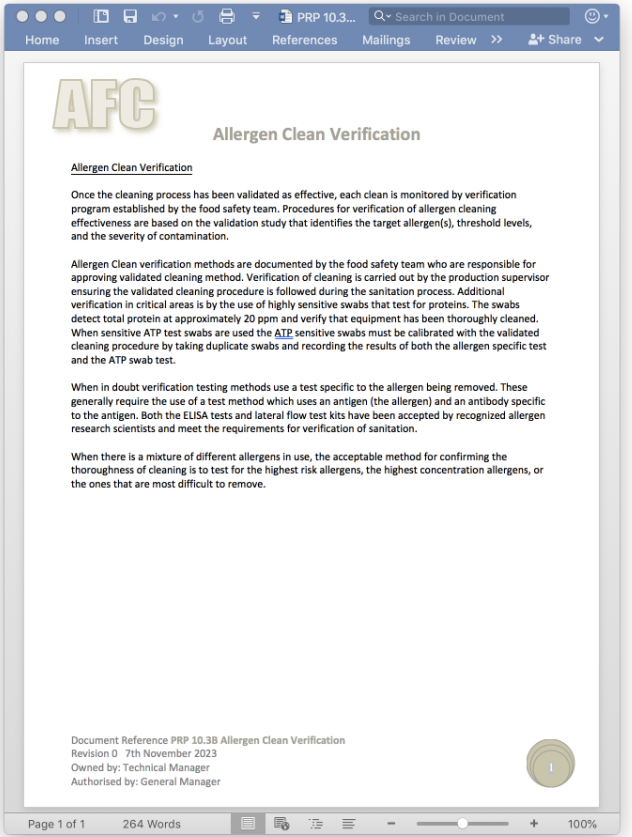

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Allergen Clean Verification

Allergen Clean Verification

Once the cleaning process has been validated as effective, each clean is monitored by verification program established by the food safety team. Procedures for verification of allergen cleaning effectiveness are based on the validation study that identifies the target allergen(s), threshold levels, and the severity of contamination.

Allergen Clean verification methods are documented by the food safety team who are responsible for approving validated cleaning method. Verification of cleaning is carried out by the production supervisor ensuring the validated cleaning procedure is followed during the sanitation process. Additional verification in critical areas is by the use of highly sensitive swabs that test for proteins. The swabs detect total protein at approximately 20 ppm and verify that equipment has been thoroughly cleaned. When sensitive ATP test swabs are used the ATP sensitive swabs must be calibrated with the validated cleaning procedure by taking duplicate swabs and recording the results of both the allergen specific test and the ATP swab test.

When in doubt verification testing methods use a test specific to the allergen being removed. These generally require the use of a test method which uses an antigen (the allergen) and an antibody specific to the antigen. Both the ELISA tests and lateral flow test kits have been accepted by recognized allergen research scientists and meet the requirements for verification of sanitation.

When there is a mixture of different allergens in use, the acceptable method for confirming the thoroughness of cleaning is to test for the highest risk allergens, the highest concentration allergens, or the ones that are most difficult to remove.

Document Reference PRP 10.3B Allergen Clean Verification
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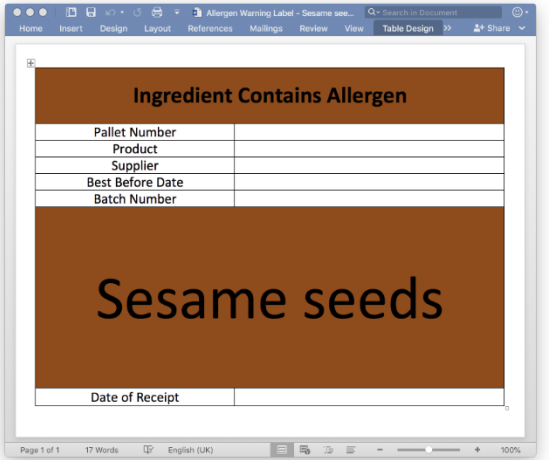

Ingredient Contains Allergen	
Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
Sesame seeds	
Date of Receipt	

FOOD SAFETY FRIDAYS
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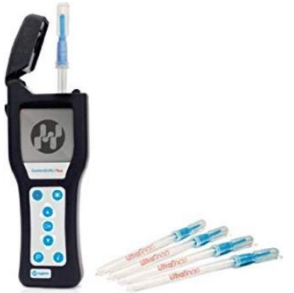
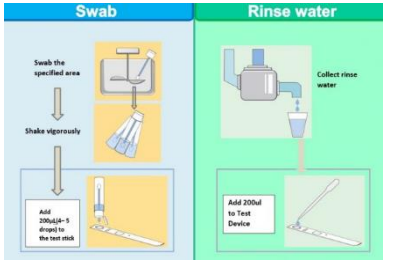
Allergen Management – Validation & Verification of Cleaning Performance

Food Contact Surface – Filler Nozzle

Verification Monitoring method:
ATP Swab after cleaning before Start Up



Validation/Verification Monitoring method



Action Limits:
< 10 rlu – Okay to Start Up
10 – 20 rlu – Sanitise and Re-Swab
> 20 rlu – Full Clean and Re-Swab

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements

11. Cleaning and sanitizing

- ✓ 11.1 General requirements
- ✓ 11.2 Cleaning and sanitizing agents and tools
- ✓ 11.3 Cleaning and sanitizing programmes
- ✓ 11.4 Cleaning in place (CIP) systems
- ✓ 11.5 Monitoring sanitation effectiveness

FOOD SAFETY FRIDAYS
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Cleaning Procedures

Introduction

The company has established and implemented a programme of prerequisites including standards for cleaning procedures operated on site.

Cleaning Procedures

The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to high risk areas.

Cleaning programmes are established and validated by the Food Safety Team to ensure that all parts of the facility, equipment and cleaning equipment are cleaned.

For all areas, detailed cleaning instructions are available and cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Responsibility for cleaning
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning
- Responsibility for monitoring of cleaning
- Responsibility for post cleaning inspection
- Start-up checks after cleaning

Verification of Cleaning Procedures

Verification activities are carried out for prerequisites in the form of audits, inspections and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

AFC

Cleaning Procedures

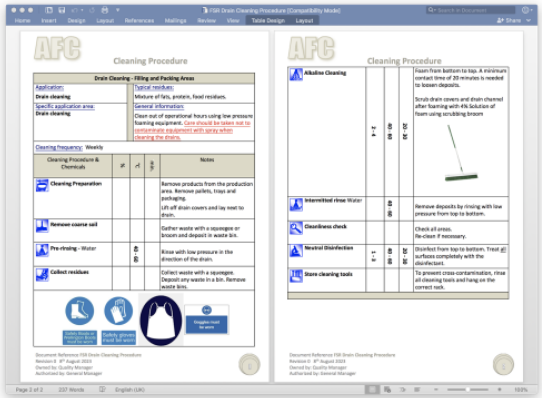
Responsibility

All personnel are required to carry out cleaning procedures as instructed and maintain a clean and tidy work environment.

Department Managers are responsible for supervising cleaning procedures across the site and ensuring that cleaning records are completed and signed off.

The Technical department is responsible for monitoring the effectiveness of cleaning and specifying the use of cleaning chemicals.

The Technical Manager is responsible for approving all cleaning procedures, work instruction and records.



AFC Floor and Drains Cleaning Procedure

Processing, Filling, Packing & Storage Areas	
Application: **Floor and Drains cleaning**	Typical residues: Mixture of fats, protein, food residues.
Specific application area: **Floor and Drains cleaning** in Filling, Processing, Packing & Storage Areas.	General information: Clean out of production hours using low pressure foaming equipment. Care should be taken not to contaminate equipment with spray when cleaning the drains.

Cleaning frequency: Hose Daily and Foam Weekly.

Cleaner: Area Operator — Responsible: Supervisor

Cleaning Procedure & Chemicals	%	°C	min.	Notes
Cleaning Preparation				Remove products, pallets, trays and packaging. Lift off drain covers and lay next to drain.
Remove coarse soil				Gather waste with a squeegee, Broom (Angle cut) & Shovel and deposit in a waste bin. Use red Squeegee, Broom (Angle cut) & Shovel for Process rooms, green squeegee, Broom (Angle cut) & Shovel for Filling rooms and blue squeegee, Broom (Angle cut) & Shovel for Packaging and Storage rooms.
Pre-rinsing - Water		25 - 40		Rinse with low pressure water in the direction of the floor/ drain.
Collect residues				Collect waste with a squeegee, Broom (Angle cut) & Shovel. Remove waste bins.

AFC Floor and Drains Cleaning Procedure

Alkaline Cleaning FoamGel	2 - 4	25-40	20 - 30	(Use **FoamGel** to remove Food Residues) Foam in the direction of floor/ drain. A minimum contact time of 20 minutes is needed to loosen deposits. Scrub drain covers and drain channels after foaming with 2-4% Solution of FoamGel using scrubbing brush of **correct colour code**. Use white top Red Broom for Process rooms, white top Green Broom for Filling rooms and white top Blue Broom for Packaging and Storage rooms to scrub floor or drains when deposits are loosened. Use round long handle broom of **correct colour code** to clean drain holes.
Acidic Cleaning Acid FoamGel	2 - 4	25-40	20 - 30	(Use **Acid FoamGel** to remove mineral stains If necessary.) Foam in the direction of drains/ floor. A minimum contact time of 20 minutes is needed to loosen deposits.
Intermediate Rinse - Water		25-40		Remove deposits by rinsing with low pressure water in the direction of drain/ floor.

AFC Floor and Drains Cleaning Procedure

Cleanliness check				Check all areas. Re-clean if necessary.
Neutral Disinfection	1 - 3	25 - 40	30 - 20	(Use **XYZ** to disinfect floor/ drain) Disinfect all areas of the floor/drain using low pressure spray.
Final rinse - Water		25 - 40		Remove disinfectant residues by rinsing with low pressure water. Rinse with potable water.
Store cleaning tools	1		10	To prevent cross-contamination, rinse all cleaning tools and soak into a 1% **Sanitiser** solution for 10 min and hang on correct rack. Ensure fresh solution is used for soaking every day.


Processing Area Colour

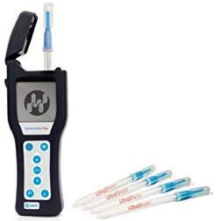

Filling Area Colour


Packaging & Storage Area Colour

11.5 Monitoring sanitation effectiveness
Acceptable and Unacceptable Cleaning Performance

Food Contact Surface – Filler Nozzle

Monitoring method:
ATP Swab after cleaning before Start Up



Action Limits:
< 10 rlu – Okay to Start Up
10 – 30 rlu – Sanitise and Reswab
> 30 rlu – Full Clean and Reswab

FOOD SAFETY FRIDAYS
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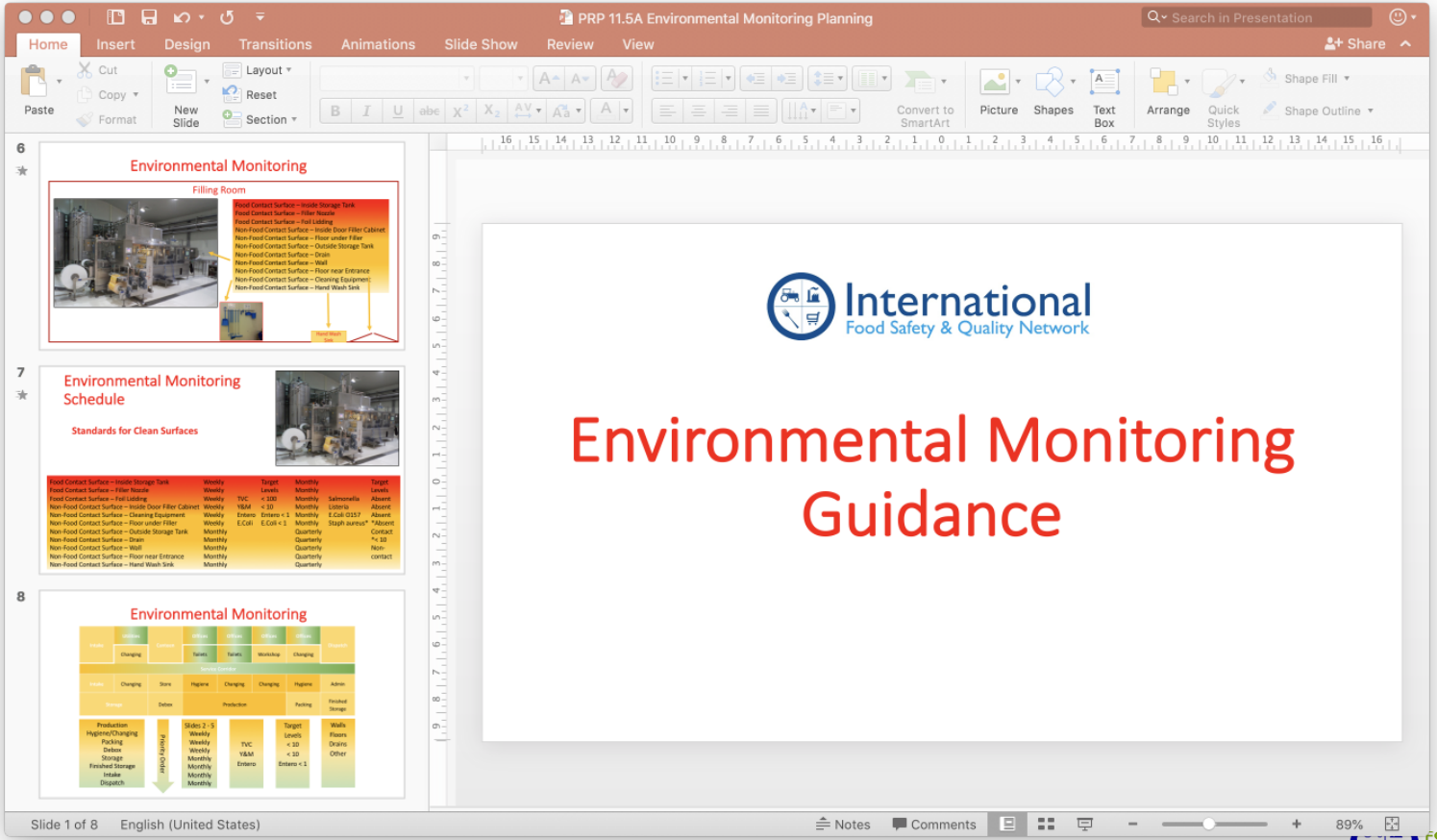
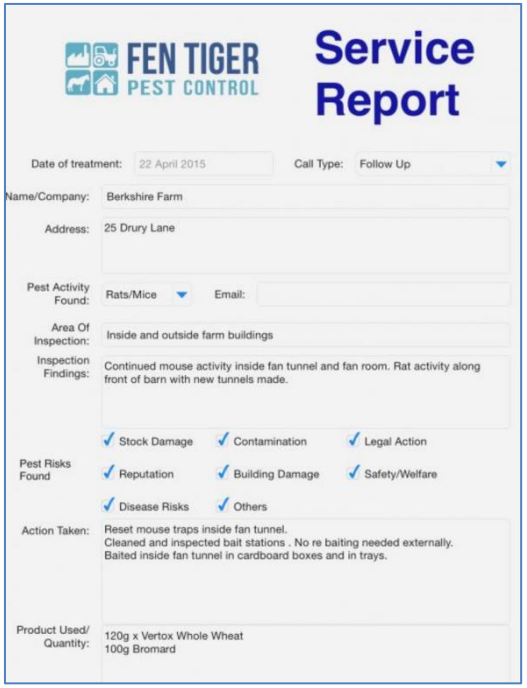
11.5 Monitoring sanitation effectiveness



TS ISO 22002-1 Prerequisite Programme Requirements

12. Pest control

- ✓ 12.1 General requirements
- ✓ 12.2 Pest control programmes
- ✓ 12.3 Preventing access
- ✓ 12.4 Harbourage and infestations
- ✓ 12.5 Monitoring and detection
- ✓ 12.6 Eradication



FEN TIGER PEST CONTROL

Service Report

Date of treatment:	22 April 2015
Call Type:	Follow Up
Name/Company:	Berkshire Farm
Address:	25 Drury Lane
Pest Activity Found:	Rats/Mice
Email:	
Area Of Inspection:	Inside and outside farm buildings
Inspection Findings:	Continued mouse activity inside fan tunnel and fan room. Rat activity along front of barn with new tunnels made.
Pest Risks Found	✓ Stock Damage ✓ Contamination ✓ Legal Action ✓ Reputation ✓ Building Damage ✓ Safety/Welfare ✓ Disease Risks ✓ Others
Action Taken:	Reset mouse traps inside fan tunnel. Cleaned and inspected bait stations . No re baiting needed externally. Baited inside fan tunnel in cardboard boxes and in trays.
Product Used/ Quantity:	120g x Vertox Whole Wheat 100g Bromard

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements

PRP 12 Management of Pest Control [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Interior monitoring devices include:

- Mechanical traps
- Glue boards
- Gassing traps
- Live cage traps
- See-saw tubes
- Electrocution traps
- Extended trigger traps that send alert e-mails or text messages

Electronic Flying Insect Killing Units (EFKs)

EFKs assist in the identification and monitoring of flying insects. For food safety reasons, all EFKs have shatter-resistant tubes and are positioned at least 3 m from food contact surfaces, exposed products, packaging, and raw materials in food handling areas. EFKs are installed away from entrance areas in a way that does not attract insects to the facility. EFKs are used to monitor flying insect activity at locations that are likely to allow access to the facility. All units are checked weekly to ensure they are working. Each unit is serviced quarterly by the pest control contractor, the service includes:

- Emptying collection trays and analysis of contents
- Cleaning the units
- Repairs
- Reporting volume and type of insects caught including trends
- Annually tube change at the beginning of the active season.

All EFK services records are kept in the pest control file, the Technical Manager uses the EFK service information to identify and eliminate the source of insect activity.

Pheromone Traps

Pheromone traps are used to assist in the identification of stored product insect pests in areas prone to this type of infestation. Pheromone traps are inspected quarterly by the pest controller who reports the types and quantities of insects found. The Technical Manager uses the information to identify and eliminate the source of activity.

Bird Control

Bird control is applied as part of the pest control measures to prevent contamination of food products. Buildings are design so as not to offer attractive roosting areas and bird deterrent measures including spiking and nets are used where appropriate.

Elimination of Pest Habitat

The Field Biologist identifies any possible pest habitat around the site in the quarterly inspections. The Technical Manager takes actions to remove or eliminate favourable conditions for pests including eliminating any rodent burrows, rodent runs and areas that provide harbourage or may attract rodents or other pests to the site or outside grounds.

Pesticide Management

Pesticides are controlled as described in Storage procedures and Chemical Contamination Controls. Pesticides are stored in a locked storage area and are properly ventilated. Pesticide containers and application equipment are labelled and only used for each specific pesticide as per the label. Pesticides are applied and stored according to label directions. Empty pesticide containers are disposed of according to label directions and regulatory requirements, unused obsolete pesticides are secured until collected by the pest control contractor and disposed of as per regulatory requirements.

Pesticides are approved by the Technical Manager before use. Pesticides are only handled and used by authorised personnel as defined in the pest control contract and service agreement.

Pest Control Reporting

Records of all Monitoring devices are maintained, including services performed, to ensure that devices are properly placed and inspected to allow trend analysis of activity.

Pest Control Contractor reports include:

- Signs of pest activity
- Proofing requirements
- Actions required by site
- Type of Pest
- Pesticide or material applied
- Pesticide registration number
- Rate of application or percent of concentration
- Specific location of application
- Method of application
- Amount of pesticide used at the application site
- Next action/follow up date
- Date and time
- Signature of pest controller

Temporary placement of any pest monitoring devices for short-term monitoring is documented in pest control action reports.

The Field Biologist conducts a quarterly assessment of the facility including catch trap analysis. The assessment evaluates all areas inside and outside the facility. Assessment results and recommendations are documented and reviewed with the Technical Manger with a view to improving and updating the pest control procedures. During the assessment, the Field Biologist measures the effectiveness of the program to verify the elimination of applicable pests.

All personnel are trained to avoid contact with pest control devices and materials and that only authorised personnel are permitted to handle pesticides at induction. Personnel are required to inform management immediately if such contact is made and then take the appropriate hand washing and change of protective work wear measures. All personnel are trained to identify potential issues caused by pests at induction. A pest control reporting procedure is in place such that any incident or sign of pest activity is immediately reported to the Technical Manager and any potential product affected is quarantined. The Technical Manager maintains a log of pest sightings and the action taken by the pest controller.

The log is maintained in the pest control file and includes:

- Date
- Time
- Type of pests observed
- Actions taken
- Person taking the action and signature

The log is used to identify and eliminate areas where pest activity is observed and to document corrective Actions taken. In the event of an infestation the Technical Manager identifies, evaluates and authorises the release of any potential product affected by the pests. The Field Biologist reviews the log each quarter to identify trends in pest activity. A report of findings is submitted to the Technical Manager for review.

The pest control contractor provides reports for all visits and advises on any trends and corrective actions. Department Managers are allocated corrective or preventative actions which must be completed within the agreed timescale.

Verification of Pest Control Activities

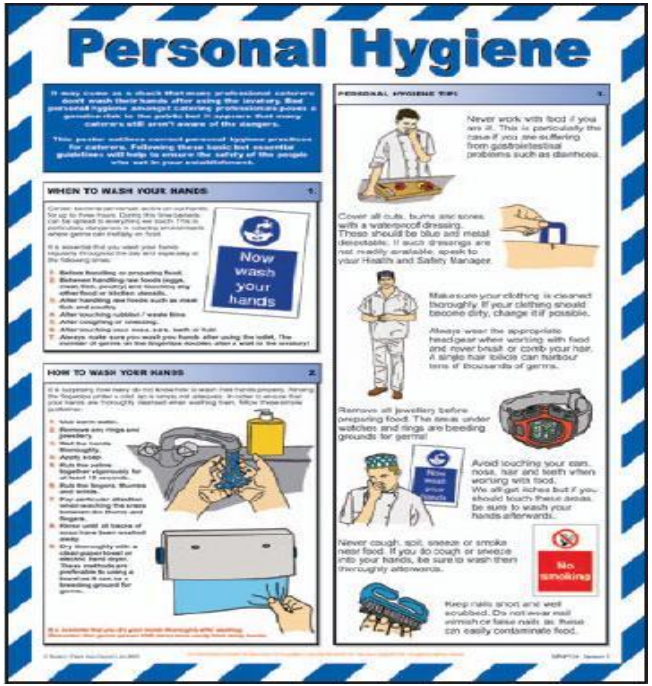
The Technical department and line management are required to conduct documented audits including pest control throughout the site at monthly intervals.

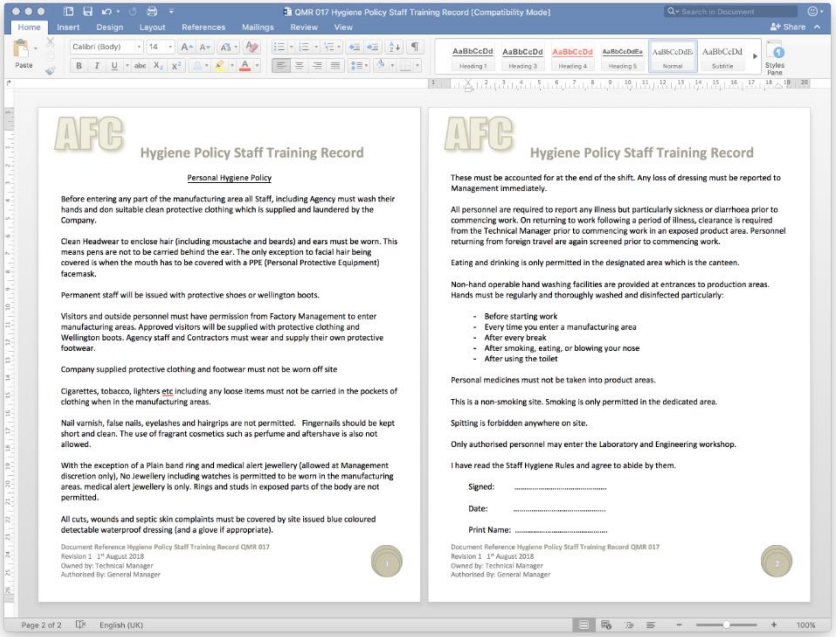
TS ISO 22002-1 Prerequisite Programme Requirements

13 Personnel hygiene and employee facilities

- ✓ **13.1 General requirements**
- ✓ **13.2 Personnel hygiene facilities and toilets**
- ✓ **13.3 Staff canteens and designated eating areas**
- ✓ **13.4 Work wear and protective clothing**
- ✓ **13.5 Health status**
- ✓ **13.6 Illness and injuries**
- ✓ **13.7 Personal cleanliness**
- ✓ **13.8 Personal behaviour**

TS ISO 22002-1 Prerequisite Programme Requirements
Personal Hygiene





FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements
Personal Hygiene

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements
Personal Hygiene

AFC

Personal Hygiene

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wash their hands and don suitable clean protective clothing which is supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask.

Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear.

Company supplied protective clothing and footwear must not be worn off site

Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of fragrant cosmetics such as perfume and aftershave is also not allowed.

With the exception of a Plain band ring and medical alert jewellery (allowed at Management discretion only), No Jewellery including watches is permitted to be worn in the manufacturing areas. medical alert jewellery is only. Rings and studs in exposed parts of the body are not permitted.

All cuts, wounds and septic skin complaints must be covered by site issued blue coloured detectable waterproof dressing (and a glove if appropriate). These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

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Personal Hygiene

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in an exposed product area. Personnel returning from foreign travel are again screened prior to commencing work.

Eating and drinking is only permitted in the designated area which is the canteen.

Non-hand operable hand washing facilities are provided at entrances to production areas. Hands must be regularly and thoroughly washed and disinfected particularly:

- Before starting work
- Every time you enter a manufacturing area
- After every break
- After smoking, eating, or blowing your nose
- After using the toilet

Personal medicines must not be taken into product areas.

This is a non-smoking site. Smoking is only permitted in the dedicated area.

Spitting is forbidden anywhere on site.

Only authorised personnel may enter the Laboratory and Engineering workshop.

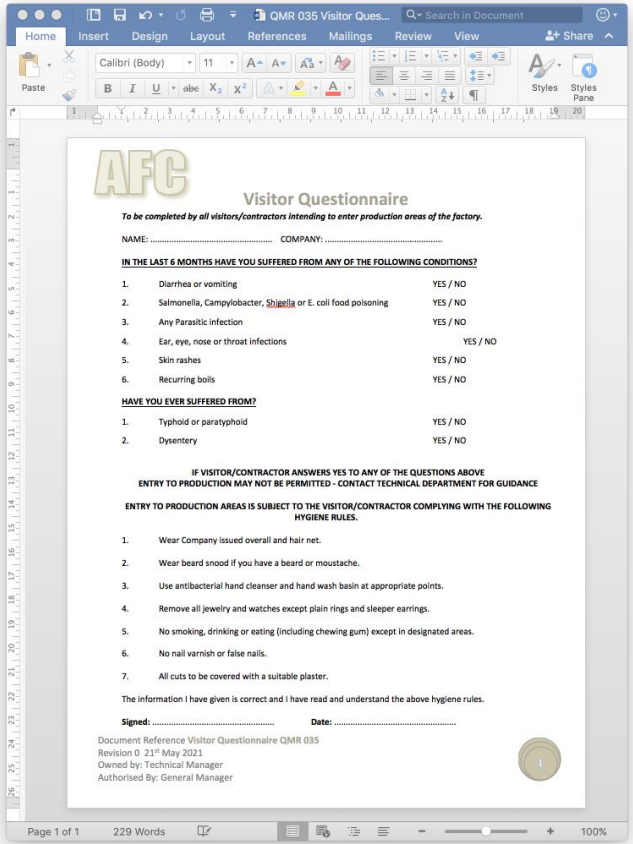
Authorised by Technical Manager .....

Date .....

ENTRY TO PRODUCTION AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING HYGIENE RULES.

1. Wear Company issued overall and hair net.
2. Wear beard snood if you have a beard or moustache.
3. Use antibacterial hand cleanser and hand wash basin at appropriate points.
4. Remove all jewelry and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All cuts to be covered with a suitable plaster.

TS ISO 22002-1 Prerequisite Programme Requirements Medical Screening



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Visitor Questionnaire

To be completed by all visitors/contractors intending to enter production areas of the factory.

NAME: ..... COMPANY: .....

IN THE LAST 6 MONTHS HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING CONDITIONS?

1. Diarrhea or vomiting — YES / NO
2. Salmonella, Campylobacter, Shigella or E. coli food poisoning — YES / NO
3. Any Parasitic infection — YES / NO
4. Ear, eye, nose or throat infections — YES / NO
5. Skin rashes — YES / NO
6. Recurring boils — YES / NO

HAVE YOU EVER SUFFERED FROM?

1. Typhoid or paratyphoid — YES / NO
2. Dysentery — YES / NO

IF VISITOR/CONTRACTOR ANSWERS YES TO ANY OF THE QUESTIONS ABOVE ENTRY TO PRODUCTION MAY NOT BE PERMITTED - CONTACT TECHNICAL DEPARTMENT FOR GUIDANCE

ENTRY TO PRODUCTION AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING HYGIENE RULES.

1. Wear Company issued overall and hair net.
2. Wear beard snood if you have a beard or moustache.
3. Use antibacterial hand cleanser and hand wash basin at appropriate points.
4. Remove all jewelry and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All cuts to be covered with a suitable plaster.

The information I have given is correct and I have read and understand the above hygiene rules.

Signed: ..... **Date:** .....

Document Reference Visitor Questionnaire QMR 035
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

There should be:

- ✓ **Illness notification procedures for employees**
- ✓ **Illness notification procedures for visitors**
- ✓ **Documented infectious disease procedure**

FOOD SAFETY FRIDAYS
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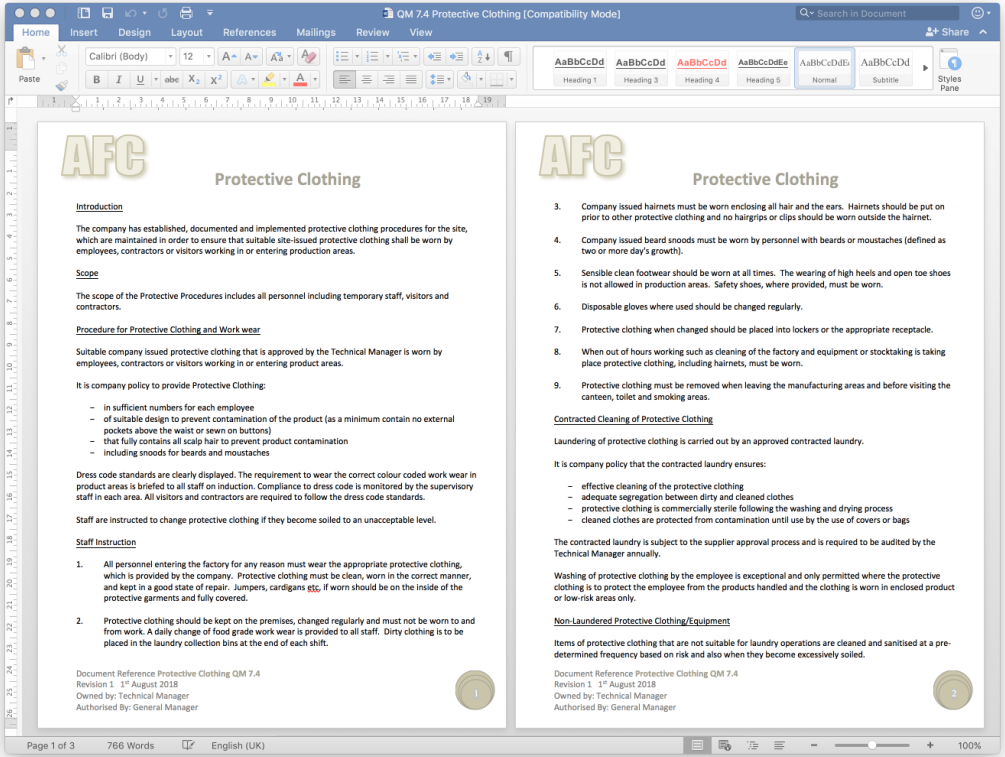
TS ISO 22002-1 Prerequisite Programme Requirements Medical Screening

Conditions which should be reported to management so that any need for medical examination and/or possible exclusion from food handling can be considered, include:

- **jaundice**
- **diarrhoea**
- **vomiting**
- **fever**
- **sore throat with fever**
- **visibly infected skin lesions (boils, cuts, etc.)**
- **discharges from the ear, eye or nose**

Protective Clothing:
Employees and Visitors to Production Areas



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Protective Clothing

Introduction

The company has established, documented and implemented protective clothing procedures for the site, which are maintained in order to ensure that suitable site-issued protective clothing shall be worn by employees, contractors or visitors working in or entering production areas.

Scope

The scope of the Protective Procedures includes all personnel including temporary staff, visitors and contractors.

Procedure for Protective Clothing and Work wear

Suitable company issued protective clothing that is approved by the Technical Manager is worn by employees, contractors or visitors working in or entering product areas.

It is company policy to provide Protective Clothing:

- in sufficient numbers for each employee
- of suitable design to prevent contamination of the product (as a minimum contain no external pockets above the waist or sewn on buttons)
- that fully contains all scalp hair to prevent product contamination
- including snoods for beards and moustaches

Dress code standards are clearly displayed. The requirement to wear the correct colour coded work wear in product areas is briefed to all staff on induction. Compliance to dress code is monitored by the supervisory staff in each area. All visitors and contractors are required to follow the dress code standards.

Staff are instructed to change protective clothing if they become soiled to an unacceptable level.

Staff Instruction

1. All personnel entering the factory for any reason must wear the appropriate protective clothing, which is provided by the company. Protective clothing must be clean, worn in the correct manner, and kept in a good state of repair. Jumpers, cardigans etc, if worn should be on the inside of the protective garments and fully covered.

2. Protective clothing should be kept on the premises, changed regularly and must not be worn to and from work. A daily change of food grade work wear is provided to all staff. Dirty clothing is to be placed in the laundry collection bins at the end of each shift.

Document Reference Protective Clothing QM 7.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

1

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Protective Clothing

3. Company issued hairnets must be worn enclosing all hair and the ears. Hairnets should be put on prior to other protective clothing and no hairgrips or clips should be worn outside the hairnet.

4. Company issued beard snoods must be worn by personnel with beards or moustaches (defined as two or more day's growth).

5. Sensible clean footwear should be worn at all times. The wearing of high heels and open toe shoes is not allowed in production areas. Safety shoes, where provided, must be worn.

6. Disposable gloves where used should be changed regularly.

7. Protective clothing when changed should be placed into lockers or the appropriate receptacle.

8. When out of hours working such as cleaning of the factory and equipment or stocktaking is taking place protective clothing, including hairnets, must be worn.

9. Protective clothing must be removed when leaving the manufacturing areas and before visiting the canteen, toilet and smoking areas.

Contracted Cleaning of Protective Clothing

Laundering of protective clothing is carried out by an approved contracted laundry.

It is company policy that the contracted laundry ensures:

- effective cleaning of the protective clothing
- adequate segregation between dirty and cleaned clothes
- protective clothing is commercially sterile following the washing and drying process
- cleaned clothes are protected from contamination until use by the use of covers or bags

The contracted laundry is subject to the supplier approval process and is required to be audited by the Technical Manager annually.

Washing of protective clothing by the employee is exceptional and only permitted where the protective clothing is to protect the employee from the products handled and the clothing is worn in enclosed product or low-risk areas only.

Non-Laundered Protective Clothing/Equipment

Items of protective clothing that are not suitable for laundry operations are cleaned and sanitised at a pre-determined frequency based on risk and also when they become excessively soiled.

Document Reference Protective Clothing QM 7.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

2

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Protective Clothing:
Employees and Visitors to Production Areas

GMP 11.3A Protective Clothing Risk Assessment

Search in Document

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Protective Clothing Risk Assessment

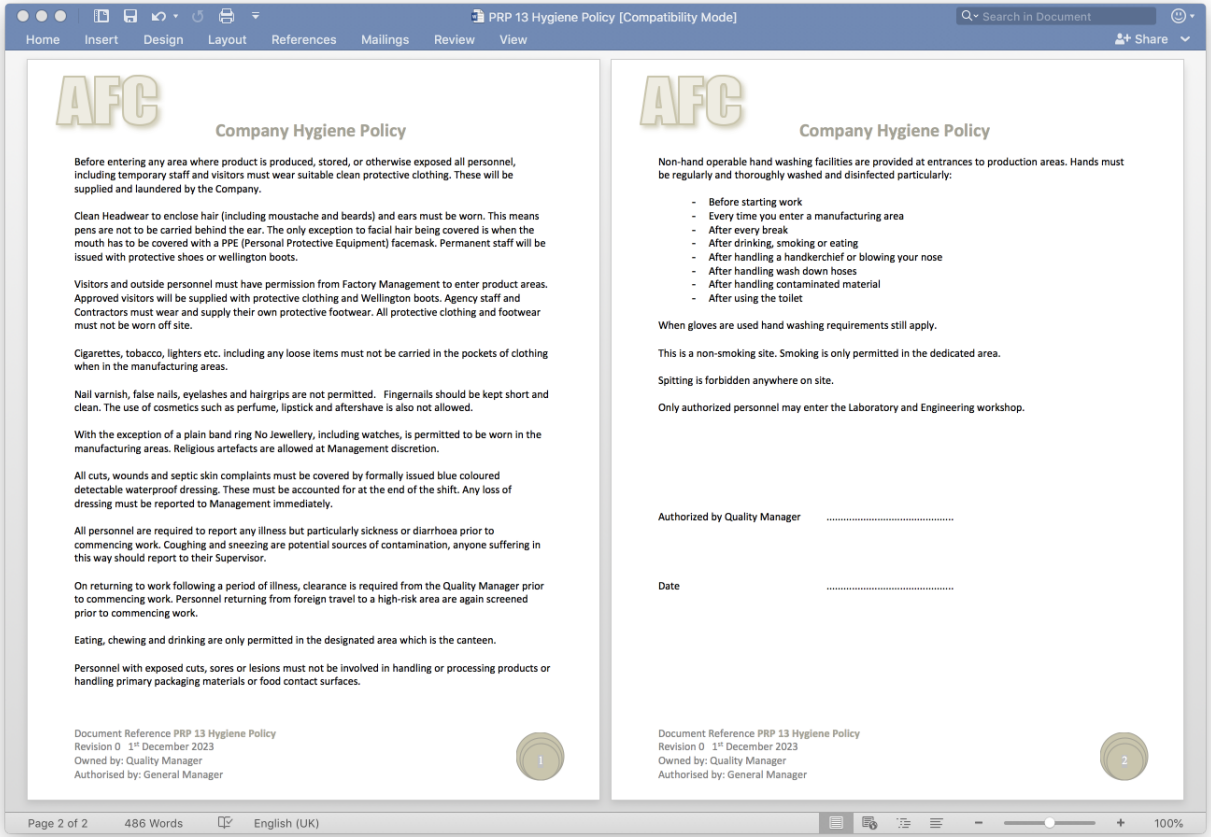
Red Area Foreign Body Risks

Description of Hazard	Likelihood	Severity	Significance	Policy
Hair	3	3	9	Hairnets and beard snoods are to be worn by employees working on the packing or processing line or who work around exposed product
Debris from personal clothing	3	3	9	Company protective clothing is to be worn over personal clothing in open product areas
Buttons on protective clothing	3	3	9	No buttons allowed. Company protective clothing is approved by the Technical Manager to ensure no risk
Buttons on personal clothing	3	3	9	Company protective clothing is to be worn over personal clothing in open product areas
Snaps on protective clothing	3	3	9	Company protective clothing is approved and regularly checked by the Technical Manager to ensure no risk
Debris from damaged protective clothing	2	2	4	Company protective clothing is regularly inspected by Technicians to ensure no risk
Debris from outer pockets on protective clothing	3	3	9	No outer pockets on protective clothing designated for high risk area
Control of Visitors	3	3	9	Hairnets and beard snoods are to be worn by visitors to the packing or processing line areas

Page 1 of 5 1061 Words English (US) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Hygiene Policy



FOOD SAFETY FRIDAYS
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First Aid

1. Any employees who cuts or injures themselves at work must report to a first aider immediately.
2. Clean wounds should be covered with a 'blue metal detectable plaster' by a first aider. If necessary a fingerstall or glove should cover any dressing.
3. Personnel arriving at work with an unprescribed wound dressing shall have it checked and, if necessary, replaced by a first aider.
4. Any loss of plaster dressing must be reported to Management immediately.
5. All accidents must be recorded in the accident book as soon as possible.

Foodstuffs and Drinks

1. The consuming of sweets (including medicinal lozenges), foodstuffs, or chewing gum in product areas is not allowed.
2. Food and drinks are only to be consumed in the canteen.
3. Drinks are not allowed to be taken into the product areas, water may only be taken at the designated water dispensers in product areas.

Sensory Testing of Products

1. Eating or tasting of products in food handling areas is not permitted.
2. Sensory testing is only permitted to be carried out by authorized personnel in QC/Inspection areas which are equipped for the purpose.
3. Personnel conducting sensory tests must be trained and operate a high standard of personal hygiene.
4. Equipment used for sensory testing is sanitized, maintained and stored separate from processing equipment.

Smoking

1. Smoking, chewing tobacco and the taking of snuff is strictly forbidden in the interests of hygiene and safety. Smoking is confined to the 'designated smoking area' which is outside the building.

2. Cigarette ends must always be placed in the receptacles provided and not stubbed onto the floor where they can be taken into the factory on the soles of shoes, etc.
3. The area must be kept clean and tidy

Brittle Materials

1. Glass, china, bottles, ceramics or brittle plastic of any description must not be taken into product areas due to the seriousness of product contamination if a breakage should occur.
2. If for any reason there is a breakage the matter must be immediately reported to Management.

Knives

1. Personnel must take care of any knife issued to them. Knives must never be lent to other personnel.
2. Personnel must not take their knife off the premises, under any circumstances
3. Any loss or damage to the knife or knife blade must be reported immediately to Management.

Animals and Birds

1. The bringing of animals or birds onto the factory premises or the encouragement of birds or animals by putting out of food is forbidden.
2. Any spillages of foodstuffs or waste should be cleaned up as soon as possible to prevent attraction of animals and birds.
4. All waste food material should be suitably wrapped and placed into a waste bin as soon as possible.

Stationery

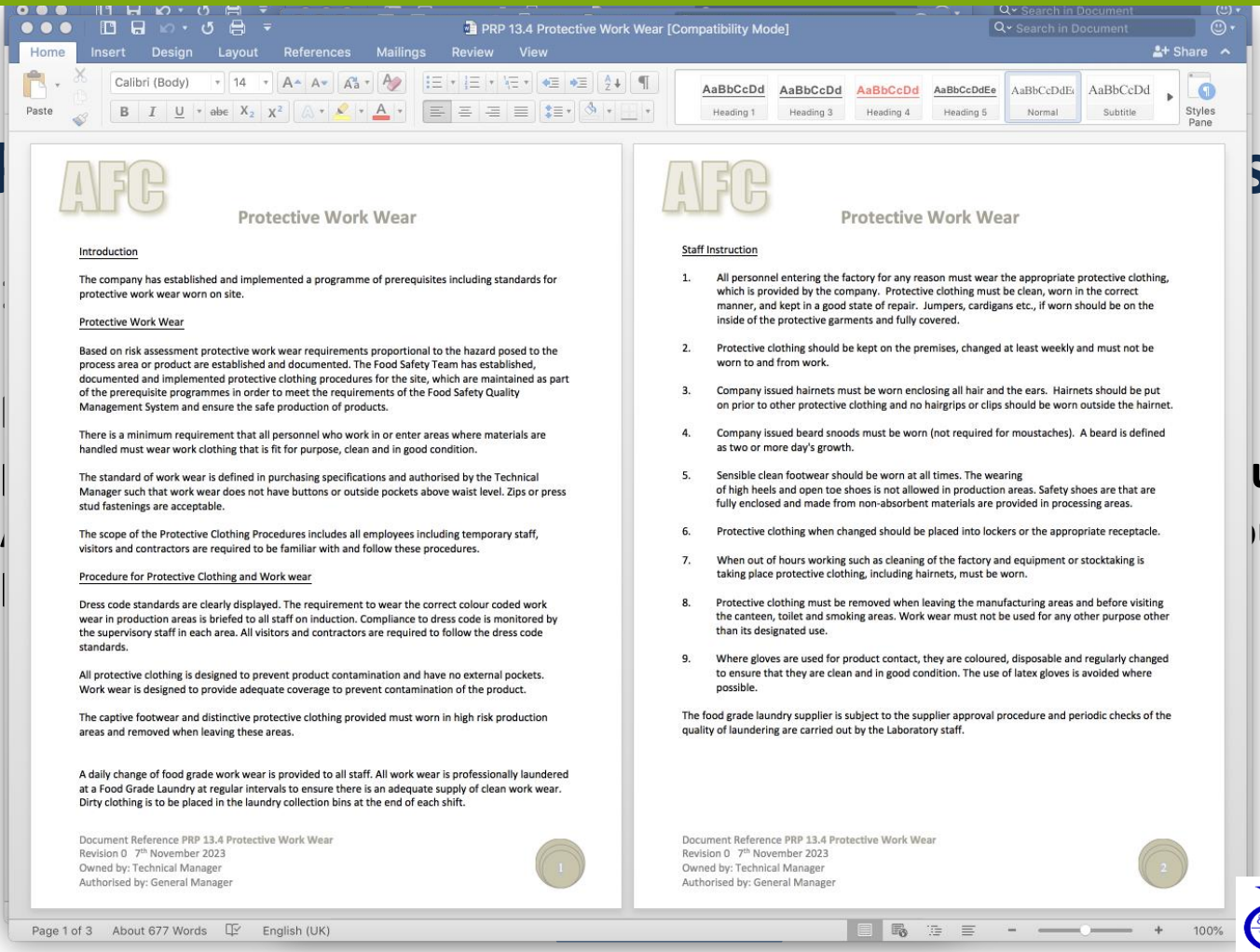
1. Drawing pins, staples, rubber bands, paper clips, pins, etc., are not allowed in product area.
2. Cello tape or red tape must not be used on machines or to attach notices. Any notices should be laminated and attached with double-sided sticky tape or a bulldog clip.

Preventing Contamination

1. Waste materials should be placed in the proper waste receptacles provided and not left lying around the factory. A 'clean as you go' policy should be adopted.
2. The use of any materials likely to cause product contamination in the product areas of the factory, e.g. staples in boxes, should be brought to the attention of the Management.
3. Packaging, Products and Ingredients should be kept in the appropriate containers and off the floor.
5. Wash down hoses must be stored in the racks provided and not on the floor when not in use.
6. It is the responsibility of every employee to immediately report to Management the discovery of contamination in any area of the manufacturing facility that constitutes a risk to product and / or personnel.
7. If for any reason an employee feels that contaminated product may have been dispatched to customer(s) they must report the incident to a member of Management immediately.
8. All personnel engaged in any food handling, preparation or processing operations shall ensure that products and materials are handled and stored in such a way as to prevent damage or product contamination.
9. Personnel entry to processing areas shall be through the personnel access doors only.
10. All doors are to be kept closed. Doors shall not be left open for extended periods when access for waste removal or receiving of product/ingredient/packaging is required.
11. Waste shall be contained in the bins identified for this purpose and removed from the processing area on a regular basis and not left to accumulate.

Plant Maintenance

1. No welding, riveting, drilling or soldering is to be carried out on plant, which is being used for production.
2. Any part of the factory where construction work is being carried out should be screened off to prevent risk of product contamination.



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FOOD SAFETY FRIDAYS
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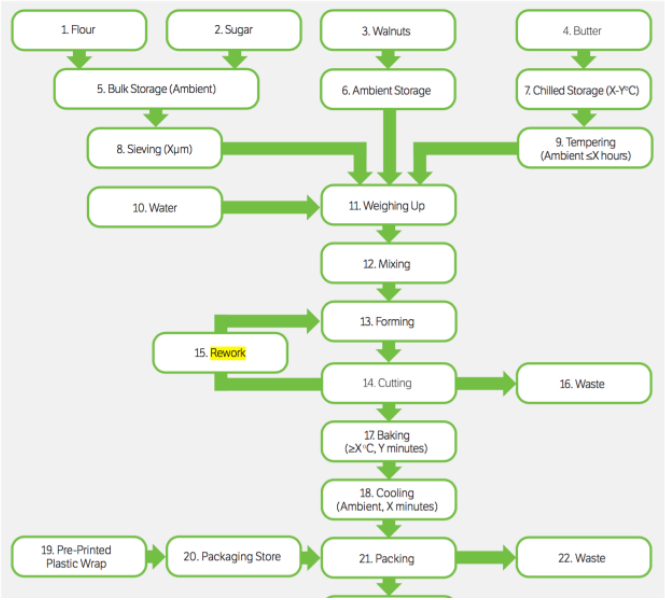
TS ISO 22002-1 Prerequisite Programme Requirements

14. Rework

- ✓ 14.1 General requirements
- ✓ 14.2 Storage, Identification and traceability
- ✓ 14.3 Rework usage



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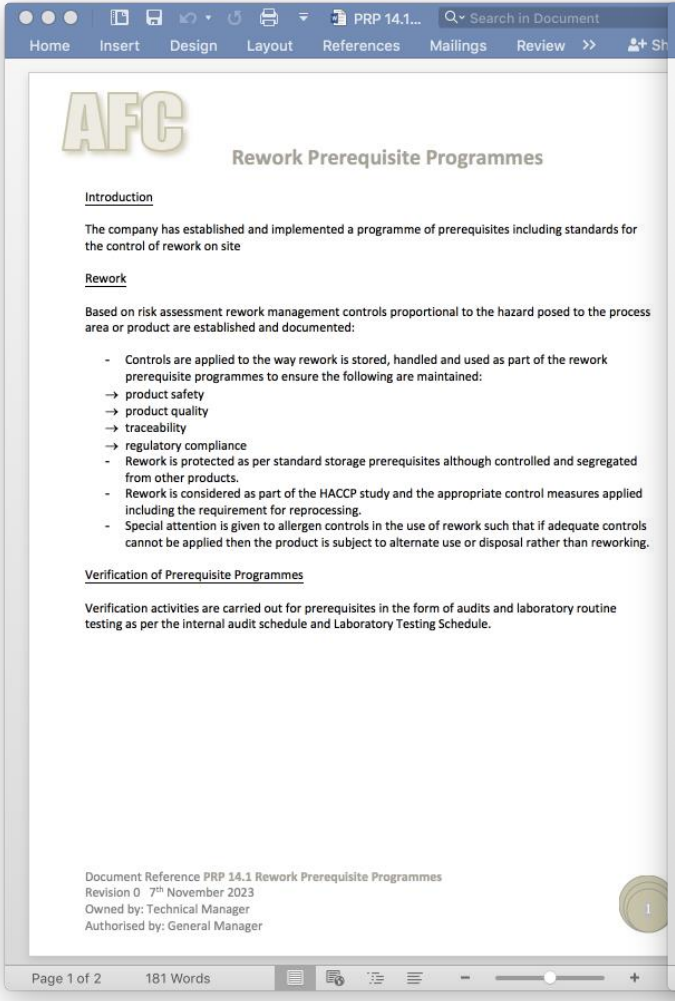

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Rework Prerequisite Programmes

Introduction

The company has established and implemented a programme of prerequisites including standards for the control of rework on site

Rework

Based on risk assessment rework management controls proportional to the hazard posed to the process area or product are established and documented:

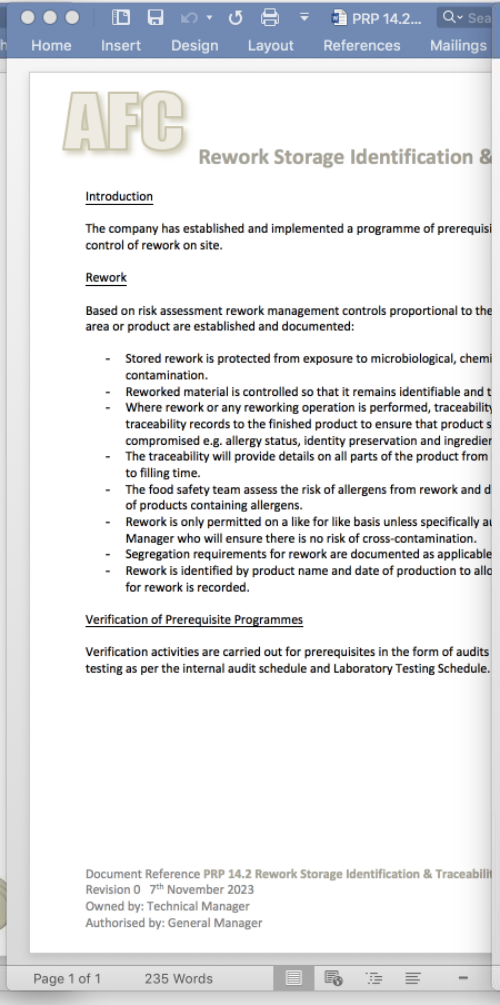
- Controls are applied to the way rework is stored, handled and used as part of the rework prerequisite programmes to ensure the following are maintained:
  - → product safety
  - → product quality
  - → traceability
  - → regulatory compliance
- Rework is protected as per standard storage prerequisites although controlled and segregated from other products.
- Rework is considered as part of the HACCP study and the appropriate control measures applied including the requirement for reprocessing.
- Special attention is given to allergen controls in the use of rework such that if adequate controls cannot be applied then the product is subject to alternate use or disposal rather than reworking.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 14.1 Rework Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 2 181 Words



AFC

Rework Storage Identification &

Introduction

The company has established and implemented a programme of prerequisi
control of rework on site.

Rework

Based on risk assessment rework management controls proportional to the
area or product are established and documented:

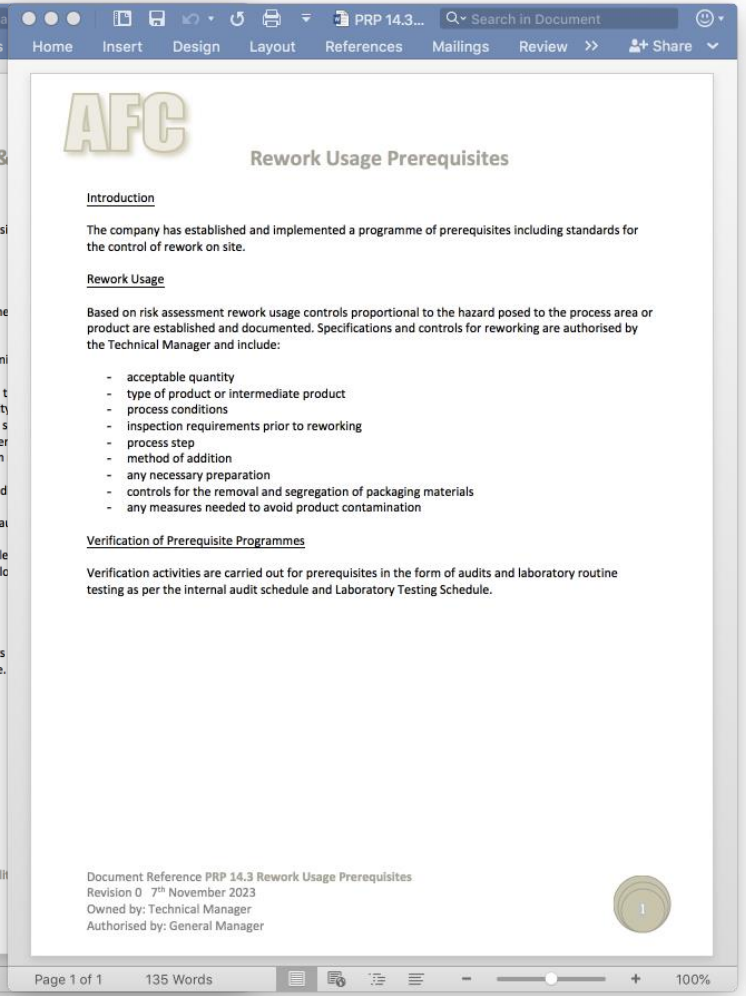
- Stored rework is protected from exposure to microbiological, chemi
  contamination.
- Reworked material is controlled so that it remains identifiable and t
- Where rework or any reworking operation is performed, traceability
  traceability records to the finished product to ensure that product s
  compromised e.g. allergy status, identity preservation and ingredier
- The traceability will provide details on all parts of the product from
  to filling time.
- The food safety team assess the risk of allergens from rework and d
  of products containing allergens.
- Rework is only permitted on a like for like basis unless specifically au
  Manager who will ensure there is no risk of cross-contamination.
- Segregation requirements for rework are documented as applicable
- Rework is identified by product name and date of production to allo
  for rework is recorded.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits
testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 14.2 Rework Storage Identification & Traceabili
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 235 Words



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Rework Usage Prerequisites

Introduction

The company has established and implemented a programme of prerequisites including standards for the control of rework on site.

Rework Usage

Based on risk assessment rework usage controls proportional to the hazard posed to the process area or product are established and documented. Specifications and controls for reworking are authorised by the Technical Manager and include:

- acceptable quantity
- type of product or intermediate product
- process conditions
- inspection requirements prior to reworking
- process step
- method of addition
- any necessary preparation
- controls for the removal and segregation of packaging materials
- any measures needed to avoid product contamination

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 14.3 Rework Usage Prerequisites
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 135 Words 100%

TS ISO 22002-1 Prerequisite Programme Requirements

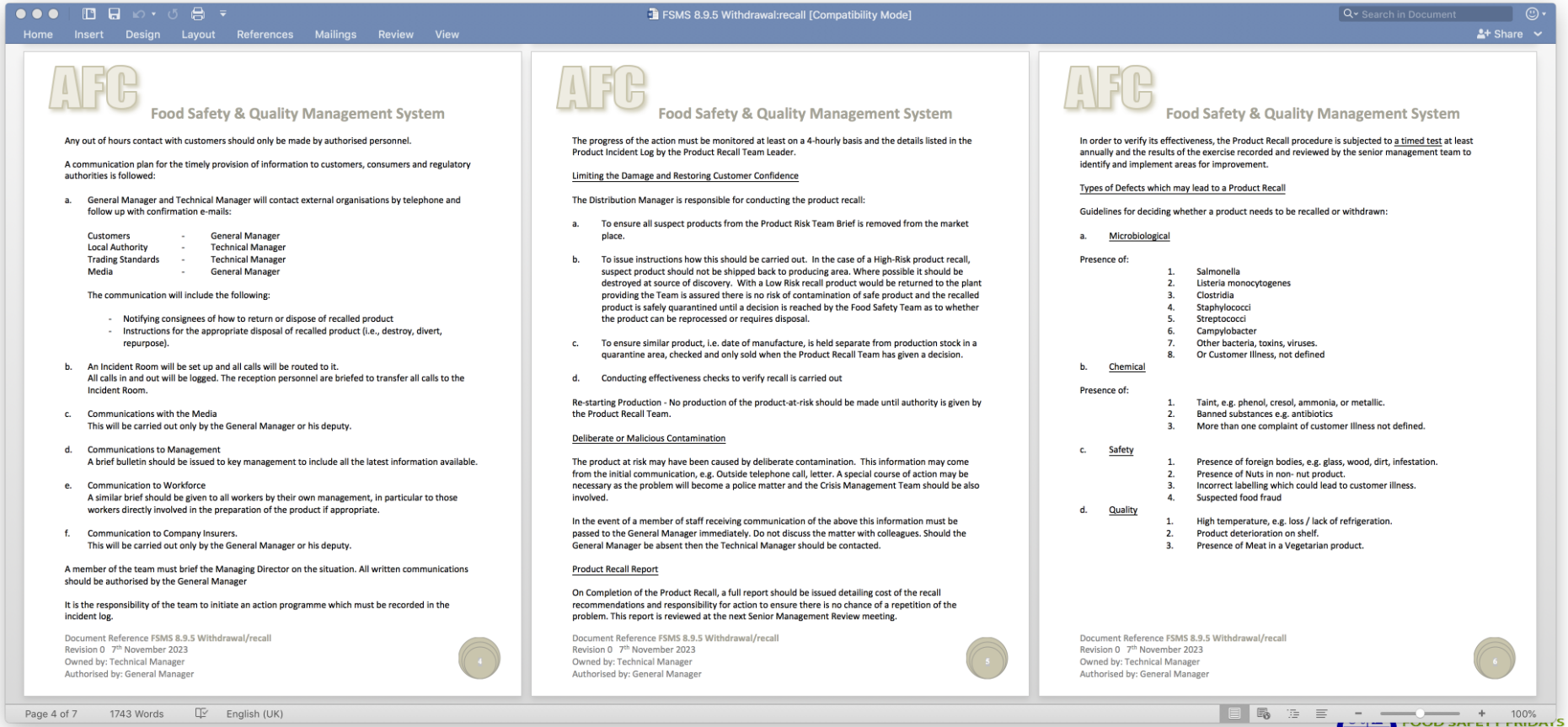
15. Product recall procedures

- ✓ 15.1 General requirements
- ✓ 15.2 Product recall requirements

Product recall procedures should ensure that products can be identified, located and removed from all necessary points of the supply chain.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements



FSMS 8.9.5 Withdrawal:recall [Compatibility Mode]

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Food Safety & Quality Management System

Any out of hours contact with customers should only be made by authorised personnel.

A communication plan for the timely provision of information to customers, consumers and regulatory authorities is followed:

a. General Manager and Technical Manager will contact external organisations by telephone and follow up with confirmation e-mails:

Customers	-	General Manager
Local Authority	-	Technical Manager
Trading Standards	-	Technical Manager
Media	-	General Manager

The communication will include the following:

- Notifying consignees of how to return or dispose of recalled product
- Instructions for the appropriate disposal of recalled product (i.e., destroy, divert, repurpose).

b. An Incident Room will be set up and all calls will be routed to it.
All calls in and out will be logged. The reception personnel are briefed to transfer all calls to the Incident Room.

c. Communications with the Media
This will be carried out only by the General Manager or his deputy.

d. Communications to Management
A brief bulletin should be issued to key management to include all the latest information available.

e. Communication to Workforce
A similar brief should be given to all workers by their own management, in particular to those workers directly involved in the preparation of the product if appropriate.

f. Communication to Company Insurers.
This will be carried out only by the General Manager or his deputy.

A member of the team must brief the Managing Director on the situation. All written communications should be authorised by the General Manager

It is the responsibility of the team to initiate an action programme which must be recorded in the incident log.

Document Reference FSMS 8.9.5 Withdrawal/recall
Revision 0 7th November 2023
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4

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Food Safety & Quality Management System

The progress of the action must be monitored at least on a 4-hourly basis and the details listed in the Product Incident Log by the Product Recall Team Leader.

Limiting the Damage and Restoring Customer Confidence

The Distribution Manager is responsible for conducting the product recall:

a. To ensure all suspect products from the Product Risk Team Brief is removed from the market place.

b. To issue instructions how this should be carried out. In the case of a High-Risk product recall, suspect product should not be shipped back to producing area. Where possible it should be destroyed at source of discovery. With a Low Risk recall product would be returned to the plant providing the Team is assured there is no risk of contamination of safe product and the recalled product is safely quarantined until a decision is reached by the Food Safety Team as to whether the product can be reprocessed or requires disposal.

c. To ensure similar product, i.e. date of manufacture, is held separate from production stock in a quarantine area, checked and only sold when the Product Recall Team has given a decision.

d. Conducting effectiveness checks to verify recall is carried out

Re-starting Production - No production of the product-at-risk should be made until authority is given by the Product Recall Team.

Deliberate or Malicious Contamination

The product at risk may have been caused by deliberate contamination. This information may come from the initial communication, e.g. Outside telephone call, letter. A special course of action may be necessary as the problem will become a police matter and the Crisis Management Team should be also involved.

In the event of a member of staff receiving communication of the above this information must be passed to the General Manager immediately. Do not discuss the matter with colleagues. Should the General Manager be absent then the Technical Manager should be contacted.

Product Recall Report

On Completion of the Product Recall, a full report should be issued detailing cost of the recall recommendations and responsibility for action to ensure there is no chance of a repetition of the problem. This report is reviewed at the next Senior Management Review meeting.

Document Reference FSMS 8.9.5 Withdrawal/recall
Revision 0 7th November 2023
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5

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Food Safety & Quality Management System

In order to verify its effectiveness, the Product Recall procedure is subjected to a timed test at least annually and the results of the exercise recorded and reviewed by the senior management team to identify and implement areas for improvement.

Types of Defects which may lead to a Product Recall

Guidelines for deciding whether a product needs to be recalled or withdrawn:

a. Microbiological

Presence of:

1. Salmonella
2. Listeria monocytogenes
3. Clostridia
4. Staphylococci
5. Streptococci
6. Campylobacter
7. Other bacteria, toxins, viruses.
8. Or Customer Illness, not defined

b. Chemical

Presence of:

1. Taint, e.g. phenol, cresol, ammonia, or metallic.
2. Banned substances e.g. antibiotics
3. More than one complaint of customer Illness not defined.

c. Safety

1. Presence of foreign bodies, e.g. glass, wood, dirt, infestation.
2. Presence of Nuts in non- nut product.
3. Incorrect labelling which could lead to customer illness.
4. Suspected food fraud

d. Quality

1. High temperature, e.g. loss / lack of refrigeration.
2. Product deterioration on shelf.
3. Presence of Meat in a Vegetarian product.

Document Reference FSMS 8.9.5 Withdrawal/recall
Revision 0 7th November 2023
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6

Page 4 of 7 1743 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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TS ISO 22002-1 Prerequisite Programme Requirements

16. Warehousing

- ✓ 16.1 General requirements
- ✓ 16.2 Warehousing requirements
- ✓ 16.3 Vehicles, conveyances and containers

Materials and products need to be stored in clean, dry, ventilated spaces and protected from dust, condensation, fumes, odors or other sources of contamination.

TS ISO 22002-1 Prerequisite Programme Requirements

PRP 16.2 Warehousing Procedures [Compatibility Mode]

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Warehousing Procedures

Introduction

The company has established and implemented a programme of prerequisites including standards for the standard of warehousing on site.

Warehousing

Based on risk assessment warehousing controls proportional to the hazard posed to the process area or product are established and documented. The company stores materials in an appropriate manner to ensure that storage does not represent a risk of contamination or an opportunity for bacteria to grow. All warehouses are controlled such that temperature, humidity and other environmental conditions are provided as required by product or storage specifications.

All materials including raw materials, ingredients, packaging, in process products, rework, quarantined product and finished product are stored in as per PRP 5.7 Storage Prerequisites and PRP 16.1 Warehousing Prerequisites. Waste materials, chemicals, lubricants and pesticides are stored separately.

Materials are stored off the floor on pallets or in racking and at least 45 cm away from walls and ceilings. Rows of stored materials are spaced to allow cleaning and inspection.

Pallets are clean and in good repair. Pallets and other wooden surfaces are properly dried after being washed. Layer pads are placed between pallets and bags of ingredients. When pallets are stacked pallet boards are used and stacking is controlled to prevent damage to lower layers.

Material stock levels are maintained at volumes to avoid excessive age and insect infestation. Chemicals, Raw materials, work in progress, packaging and finished goods are clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation. Ingredients, packaging supplies and other materials are rotated by date code.

Products are dispatched on a first in first out principle to ensure effective stock rotation. Raw materials, work in progress, packaging and finished goods should be checked for microbiological contamination to be within agreed levels.

Gasoline or diesel powered fork lift trucks are not used in food ingredient or product storage areas.

When materials are stored outside they are adequately protected against deterioration and contamination.

Warehousing Procedures

Chilled Warehousing

The company recognises that by law chilled food must be kept at 8°C or below and as a policy for increased food safety cold storage areas and chilled equipment are set to run at 5°C or below.

Perishable foods are kept chilled between 1 and 5 ° C to prevent food poisoning bacteria from growing.

Quality Control staff make daily checks are made of refrigerated products to ensure the product and air temperatures are between 1 and 5 ° C and that cold storage areas are not over stocked as this will restrict the flow of cold air and make cold storage less effective.

The digital display temperature of each cold storage area is checked 3 times a day to ensure each cold storage area is working correctly. Any temperatures outside of these parameters or problems identified with cold storage areas are reported to the Technical Manager.

Materials whenever possible are stored in clean enclosed containers to reduce the risk of cross-contamination and/or contamination from foreign objects.

Cold Storage Area Equipment Breakdown

If a cold storage area refrigeration or chilling equipment breaks down, the Technical Manager must be informed immediately. The Technical Manager will arrange to check the temperature of the products and assess if it safe to use or should be thrown out. Depending on the temperature of the food material and the length of time it has been at that temperature the Technical Manager may choose to dispatch the product immediately or transfer it to another cold storage area whilst arranging for the cold storage area or chill display equipment to be repaired.

All cold storage areas are cleaned and defrosted on a regular basis according to the Cold Storage Area cleaning schedule.

Equipment that is unreliable and breaks down on a regular basis represents a risk to the business and will be replaced. It is company policy to use appropriate commercial chilling units of adequate capacity in the facility.

Frozen Warehousing

The company uses frozen storage for a variety of foods including raw and end products. Therefore, care is taken to segregate these products by separate storage and where possible separate freezers. Frozen food will keep for longer periods as bacteria and/or yeasts will not grow at very cold temperatures. All Freezers are set to operate at a temperature between -18°C and – 21 °C.

Warehousing Procedures

Frozen material deliveries are always arranged during working hours and frozen food is placed in the freezer as soon as it is delivered.

All personnel are trained to always check the date codes on deliveries
and monitor the date codes on frozen stock to ensure that it is rotated correctly. Any problems or short coded frozen materials are reported to the Technical Manager.

It is not normally practise to freeze fresh food, however if fresh food is frozen the food is labelled so that it can be identified and the date of freezing and initial preparation recorded.

The Warehouse Manager conducts a stock check of frozen food every week to monitor stock levels and storage times.

All Freezers are cleaned and defrosted on a regular basis according to the Frozen Storage Area cleaning schedule.

Freezer Breakdown

If a freezer breaks down, the Technical Manager must be informed immediately (If frozen food materials start to defrost, food poisoning bacteria could grow). The Technical Manager will arrange check to see if the food material is still frozen by checking the temperature.

Depending on the temperature of the food material, whether it has defrosted and the length of time it has been at that temperature the Technical Manager may:

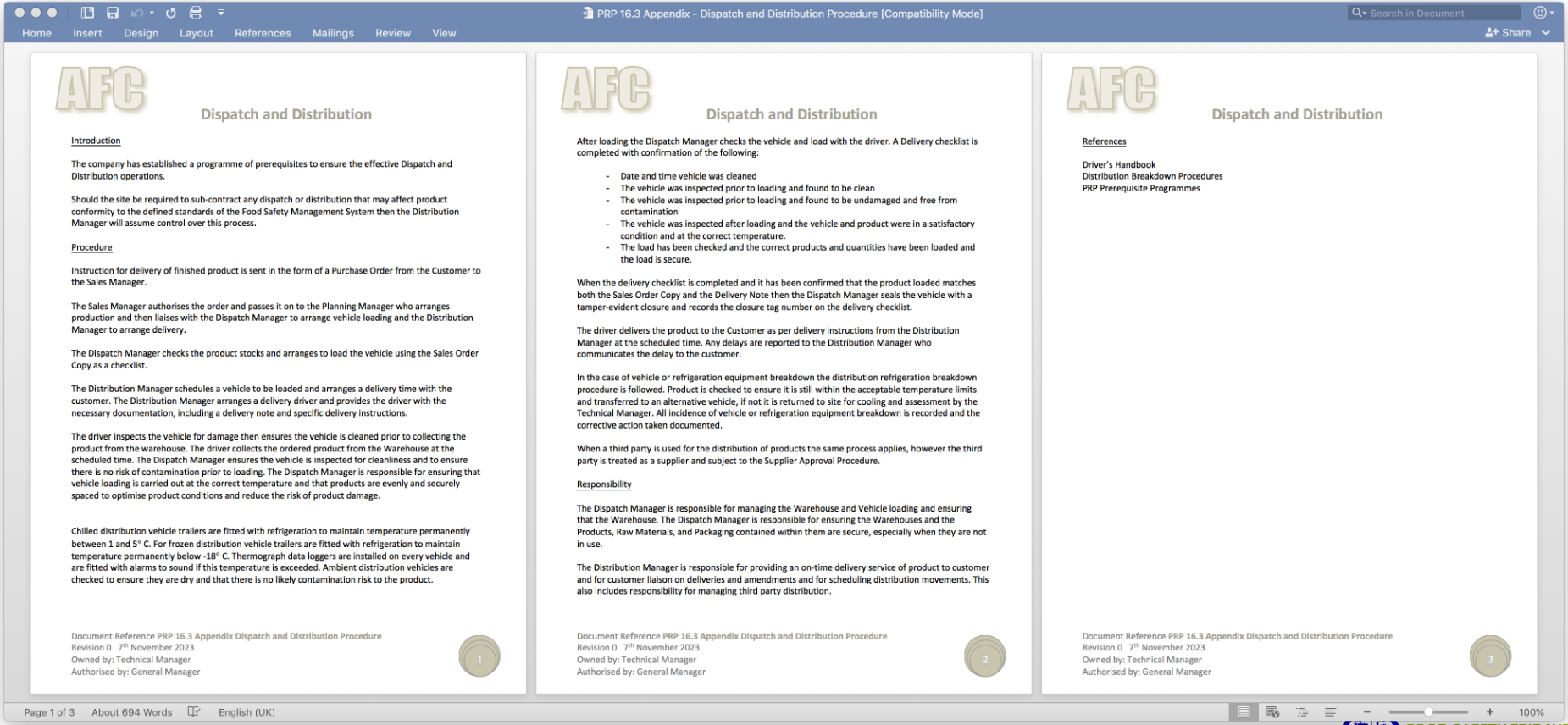
- For food materials that are still frozen - arrange to move them to another freezer
- For food materials that have begun to defrost - arrange to continue defrosting then use immediately
- For fully defrosted food materials - arrange for it to be used immediately
- For food materials where there is any suspected risk whatsoever - arrange for it to be thrown away.

It is policy that frozen food materials cannot be re-frozen once it has started to defrost. It must be used immediately or thrown away.

Equipment that is unreliable and breaks down on a regular basis represents a risk to the business and will be replaced. It is company policy to use appropriate commercial freezer units of adequate capacity in the facility.

Page 1 of 5 About 1371 Words English (UK) 100%

TS ISO 22002-1 Prerequisite Programme Requirements



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

TS ISO 22002-1 Prerequisite Programme Requirements

17. Product information /consumer awareness

- ✓ **17.1 Product information**
- ✓ **17.2 Labelling of pre-packaged foods**

Product information should be presented to consumers in such a way as to enable them to understand its importance and make informed choices.

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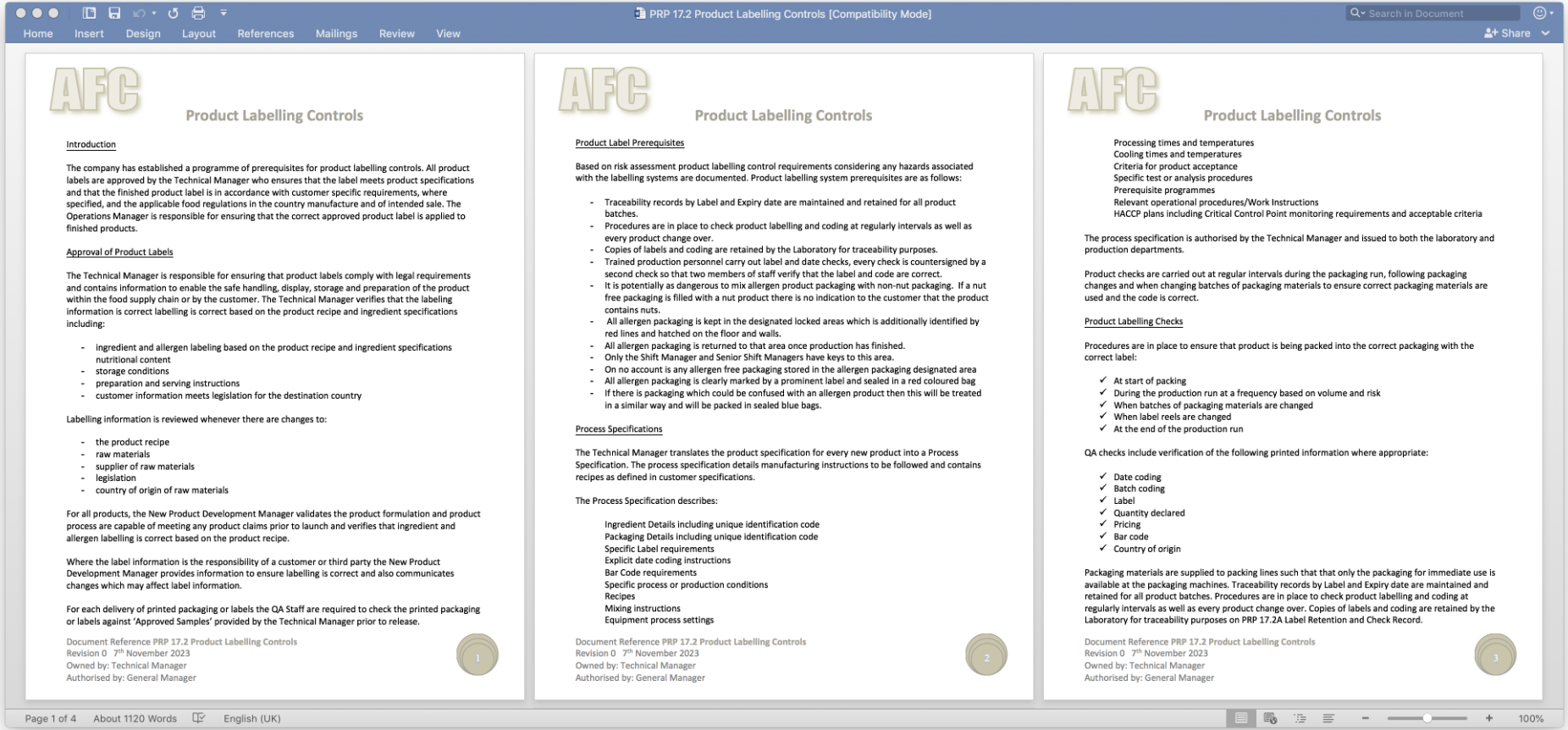
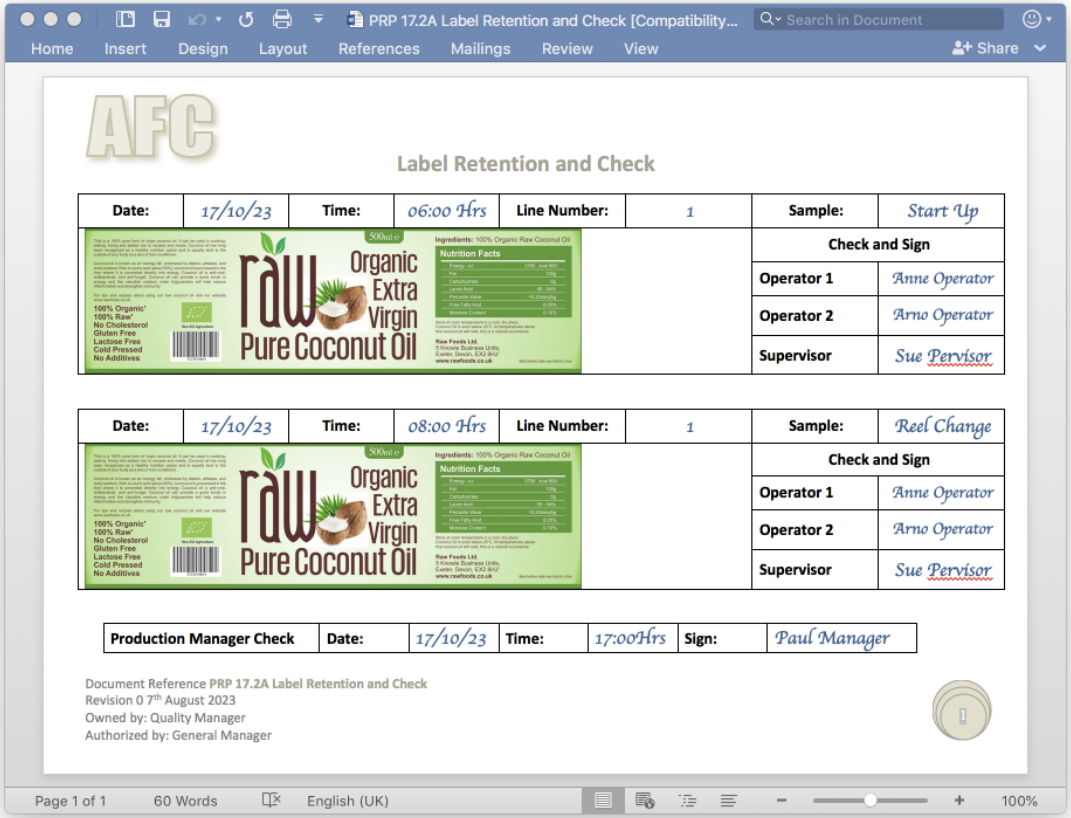
TS ISO 22002-1 Prerequisite Programme Requirements



TS ISO 22002-1 Prerequisite Programme Requirements



FOOD SAFETY FRIDAYS
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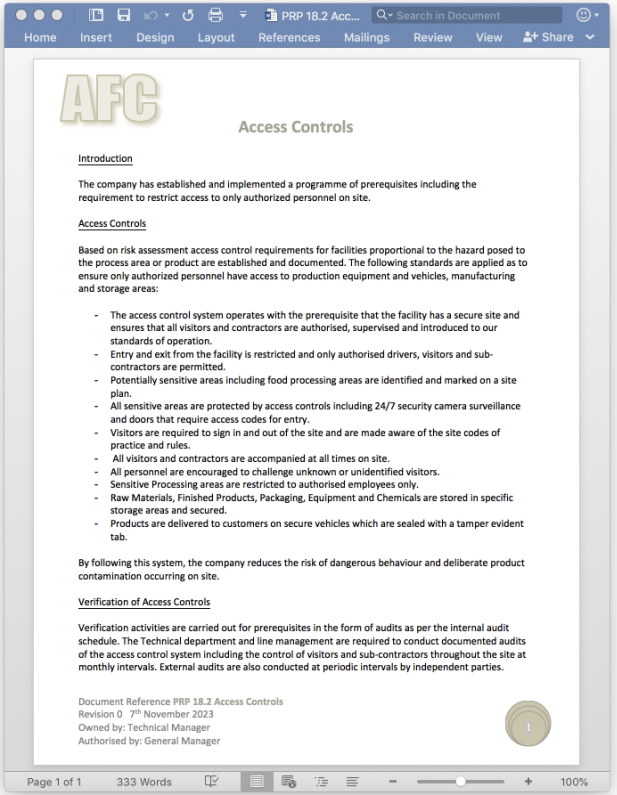
TS ISO 22002-1 Prerequisite Programme Requirements

18. Food defence, biovigilance and bioterrorism

- ✓ 18.1 General requirements
- ✓ 18.2 Access controls

Management should assess the hazard to products posed by potential acts of sabotage, vandalism or terrorism and put in place proportional protective measures including access controls.



PRP 18.2 Acc... Search in Document

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Access Controls

Introduction

The company has established and implemented a programme of prerequisites including the requirement to restrict access to only authorized personnel on site.

Access Controls

Based on risk assessment access control requirements for facilities proportional to the hazard posed to the process area or product are established and documented. The following standards are applied as to ensure only authorized personnel have access to production equipment and vehicles, manufacturing and storage areas:

- The access control system operates with the prerequisite that the facility has a secure site and ensures that all visitors and contractors are authorised, supervised and introduced to our standards of operation.
- Entry and exit from the facility is restricted and only authorised drivers, visitors and sub-contractors are permitted.
- Potentially sensitive areas including food processing areas are identified and marked on a site plan.
- All sensitive areas are protected by access controls including 24/7 security camera surveillance and doors that require access codes for entry.
- Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.
- All visitors and contractors are accompanied at all times on site.
- All personnel are encouraged to challenge unknown or unidentified visitors.
- Sensitive Processing areas are restricted to authorised employees only.
- Raw Materials, Finished Products, Packaging, Equipment and Chemicals are stored in specific storage areas and secured.
- Products are delivered to customers on secure vehicles which are sealed with a tamper evident tab.

By following this system, the company reduces the risk of dangerous behaviour and deliberate product contamination occurring on site.

Verification of Access Controls

Verification activities are carried out for prerequisites in the form of audits as per the internal audit schedule. The Technical department and line management are required to conduct documented audits of the access control system including the control of visitors and sub-contractors throughout the site at monthly intervals. External audits are also conducted at periodic intervals by independent parties.

Document Reference PRP 18.2 Access Controls
Revision 0 7th November 2023
Owned by: Technical Manager
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Page 1 of 1 333 Words 100%

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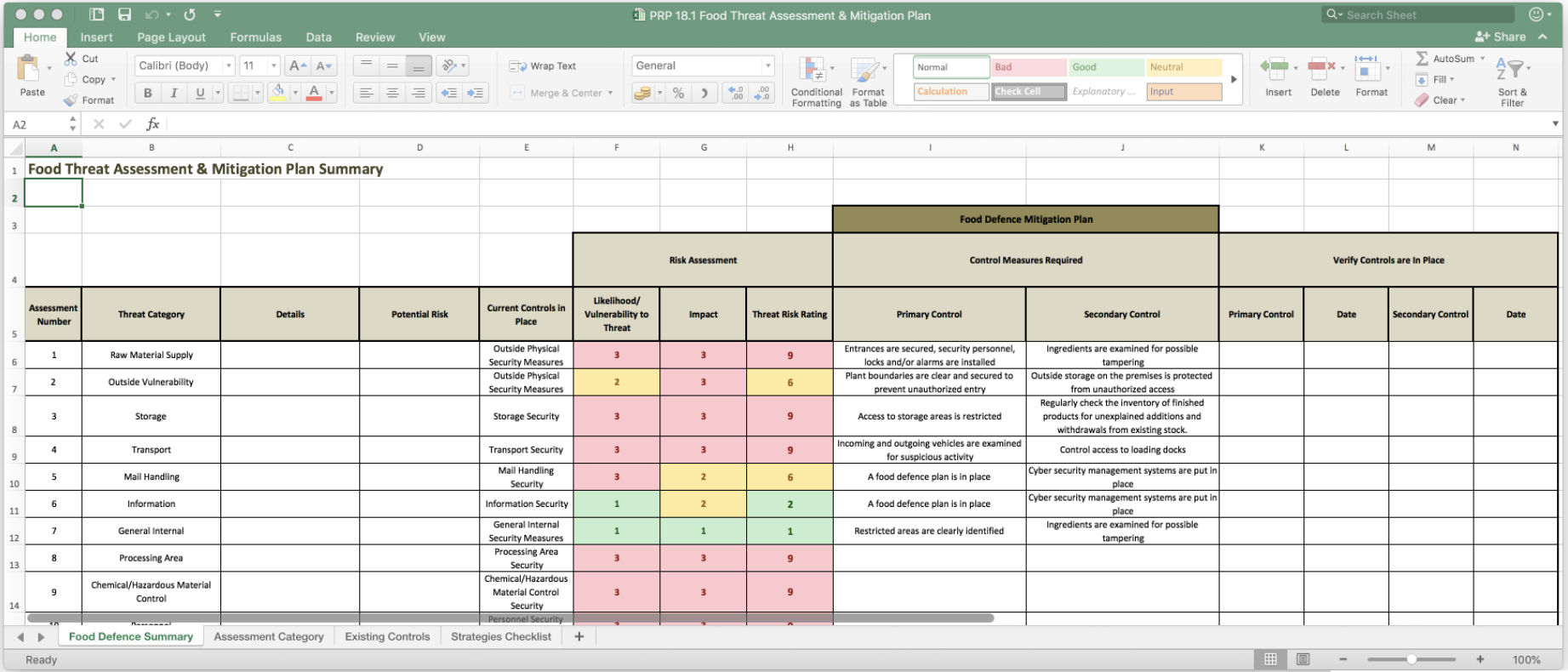

PRP 18.1 Food Threat Assessment & Mitigation Plan

Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defence Mitigation Plan: Control Measures Required		Verify Controls are in Place			
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/ Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control	Date	Secondary Control	Date
1	Raw Material Supply			Outside Physical Security Measures	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering				
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access				
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.				
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks				
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place				
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place				
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering				
8	Processing Area			Processing Area Security	3	3	9						
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9						

Food Defence Summary | Assessment Category | Existing Controls | Strategies Checklist

Ready

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TS ISO 22002-1 Prerequisite Programme Requirements

PRP 18.1 Food Defence System [Compatibility Mode]

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Food Defence System

Introduction

The company has established and implemented a programme of prerequisites including food defence measures.

Food Defence

The company has established, documented and implemented a Food Defence Plan which is maintained to minimise the risk of a full spectrum of threats including natural, criminal, terrorist, and accidental.

Food Defence Threat Assessment

The company identifies and reduces the risk of any deliberate attempt to inflict contamination or damage to its products by carrying out a documented Threat Assessment and implementing control measures proportional to the level of threat and vulnerability. The Crisis Management Team are responsible for assessing the level of threat and vulnerability of the facility and determine the controls necessary to mitigate the risks.

The Crisis Management Team complete a risk assessment form for each area and product group. Extra security measures required are identified for areas where products are vulnerable. The application of the system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team. The application of the food defence system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team.

The first step is a threat assessment, which considers the full spectrum of threats including natural, criminal, terrorist, and accidental. Natural and accidental threats are considered in the Crisis Management procedure. Types of Threat include: Sabotage, Fraud, Extortion, Counterfeiting, Malicious contamination, Deliberate infestation of premises, Strike on IT Systems & Espionage

For each of the threats the team log and describe the threat and the step where the product is vulnerable. For each of the threats identified, an assessment of vulnerability to the threat is performed.

The assessment examines supporting information to evaluate the potential risks to products from any deliberate attempt to inflict contamination or damage. The attractiveness of the facility as a target is considered as well as vulnerability of IT systems and data protection.

The assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

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Food Defence System

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

Once the credible threats are identified, a vulnerability to threat assessment is performed. The vulnerability assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

A combination of the impact of loss rating and the vulnerability rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability to threat with the impact of loss for the facility.

	Vulnerability to Threat		
Impact of Loss	High	Medium	Low
Severe			
Noticeable			
Minor			

	High risk - actions are implemented immediately.
	Medium risk - actions should be planned in the near future.
	Low risk - actions will enhance security but are lower priority.

Based on the findings from the risk analysis, the Crisis Management Team identify and implement actions in a documented Food Defence Plan that will lower the various levels of risk.

See PRP 18 Food Defence Mitigation Strategies Checklists for options on strategies:

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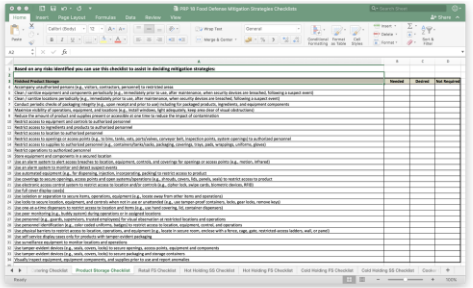
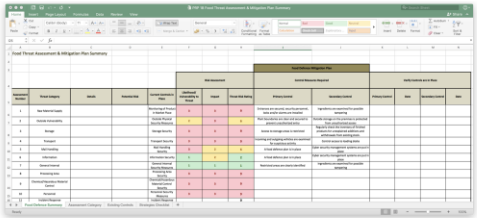
Food Defence System



The assessments and control measures are summarised in PRP 18 Food Threat Assessment & Mitigation Plan Summary:



Page 1 of 10 About 2242 Words English (UK)

FOOD SAFETY FRIDAYS
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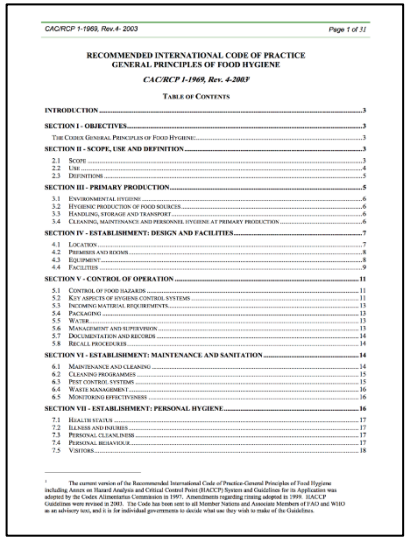
ISO 22000 Requirement for Prerequisite programmes

When selecting and/or establishing PRP(s), the food safety team will need to consider and utilize appropriate information such as statutory and regulatory requirements, customer requirements, recognized guidelines, Codex Alimentarius Commission (Codex) principles and codes of practices, national, international or sector standards.



CAC/RCP 1-1969, Rev.4- 2003 Page 1 of 31

RECOMMENDED INTERNATIONAL CODE OF PRACTICE
GENERAL PRINCIPLES OF FOOD HYGIENE

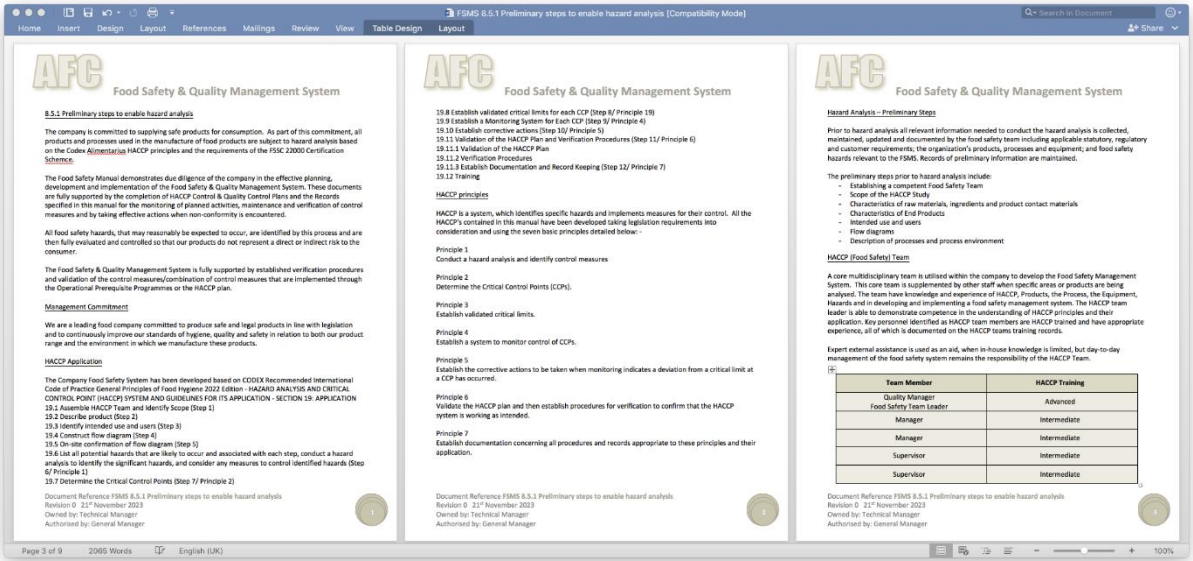
CAC/RCP 1-1969, Rev. 4-2003

TABLE OF CONTENTS

[1] The current version of the Recommended International Code of Practice-General Principles of Food Hygiene including Annex on Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application was adopted by the Codex Alimentarius Commission in 1997. Amendments regarding timing adopted in 1999. (GACCP Guidelines were revised in 2003. The Code has been sent to all Member Nations and Associate Members of FAO and WHO as an advisory text, and it is for individual governments to decide what use they wish to make of the Guidelines.

Section 8 Operation 8.5 Hazard control

8.5.1 Preliminary steps to enable hazard analysis



FSMS 8.5.1 Preliminary steps to enable hazard analysis [Compatibility Mode]

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AFC Food Safety & Quality Management System

8.5.1 Preliminary steps to enable hazard analysis

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 hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of the FSSC 22000 Certification Schemce.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the Food Safety & Quality Management System. These documents are fully supported by the completion of HACCP Control & Quality Control Plans and 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.

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.

The Food Safety & Quality Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the Operational Prerequisite Programmes or the HACCP plan.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP Application

The Company Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 19: APPLICATION

19.1 Assemble HACCP Team and Identify Scope (Step 1)
19.2 Describe product (Step 2)
19.3 Identify intended use and users (Step 3)
19.4 Construct flow diagram (Step 4)
19.5 On-site confirmation of flow diagram (Step 5)
19.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
19.7 Determine the Critical Control Points (Step 7/ Principle 2)

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 0 21st November 2023
Owned by: Technical Manager
Authorised by: General Manager

AFC Food Safety & Quality Management System

19.8 Establish validated critical limits for each CCP (Step 8/ Principle 19)
19.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
19.10 Establish corrective actions (Step 10/ Principle 5)
19.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
19.11.1 Validation of the HACCP Plan
19.11.2 Verification Procedures
19.11.3 Establish Documentation and Record Keeping (Step 12/ Principle 7)
19.12 Training

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Principle 1
Conduct a hazard analysis and identify control measures

Principle 2
Determine the Critical Control Points (CCPs).

Principle 3
Establish validated critical limits.

Principle 4
Establish a system to monitor control of CCPs.

Principle 5
Establish the corrective actions to be taken when monitoring indicates a deviation from a critical limit at a CCP has occurred.

Principle 6
Validate the HACCP plan and then establish procedures for verification to confirm that the HACCP system is working as intended.

Principle 7
Establish documentation concerning all procedures and records appropriate to these principles and their application.

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 0 21st November 2023
Owned by: Technical Manager
Authorised by: General Manager

AFC Food Safety & Quality Management System

Hazard Analysis – Preliminary Steps

Prior to hazard analysis all relevant information needed to conduct the hazard analysis is collected, maintained, updated and documented by the food safety team including applicable statutory, regulatory and customer requirements; the organization's products, processes and equipment; and food safety hazards relevant to the FSMS. Records of preliminary information are maintained.

The preliminary steps prior to hazard analysis include:

- Establishing a competent Food Safety Team
- Scope of the HACCP Study
- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use and users
- Flow diagrams
- Description of processes and process environment

HACCP (Food Safety) Team

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System. This core team is supplemented by other staff when specific areas or products are being analysed. The team have knowledge and experience of HACCP, Products, the Process, the Equipment, Hazards and in developing and implementing a food safety management system. The HACCP team leader is able to demonstrate competence in the understanding of HACCP principles and their application. Key personnel identified as HACCP team members are HACCP trained and have appropriate experience, all of which is documented on the HACCP teams training records.

Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

Team Member	HACCP Training
Quality Manager Food Safety Team Leader	Advanced
Manager	Intermediate
Manager	Intermediate
Supervisor	Intermediate
Supervisor	Intermediate

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 0 21st November 2023
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Page 3 of 9 2065 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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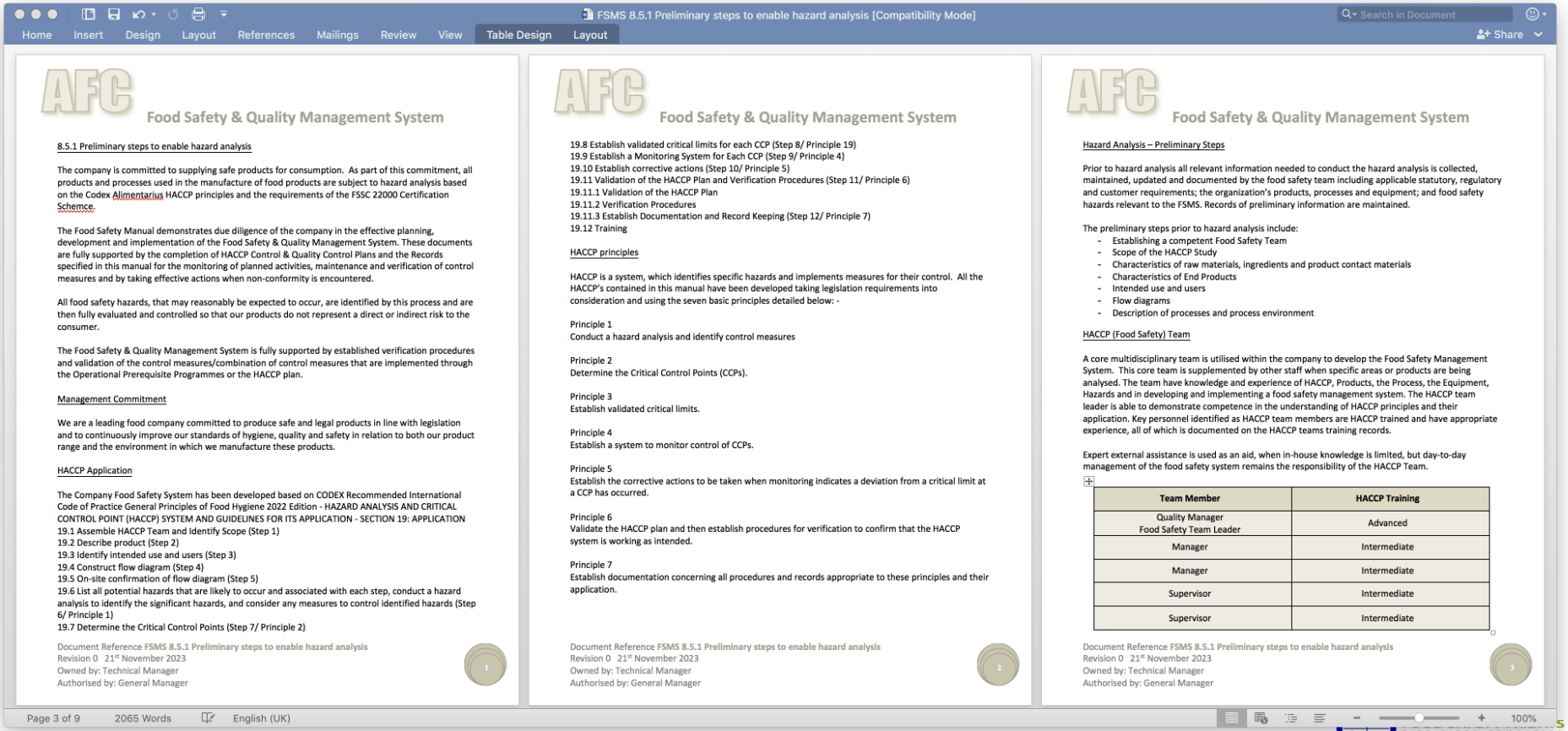
Section 8 Operation 8.5 Hazard control

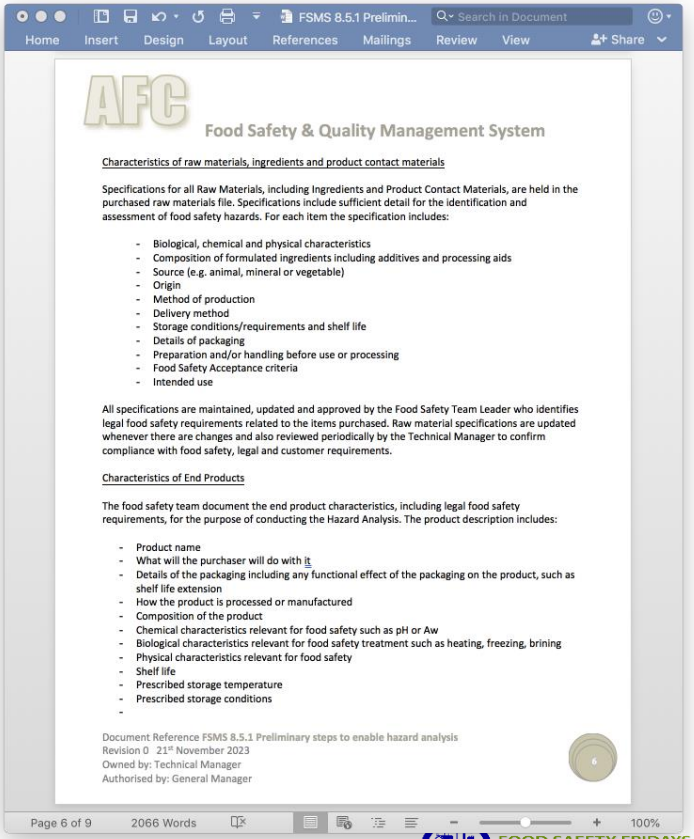


Section 8 Operation 8.5 Hazard control

8.5.1.2 Characteristics of raw materials, ingredients and product contact materials

The organization shall ensure that all applicable statutory and regulatory food safety requirements are identified for all raw materials, ingredients and product contact materials.

The organization shall maintain documented information concerning all raw materials, ingredients and product contact materials …



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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 updated whenever there are changes and also reviewed periodically by the Technical Manager to confirm compliance with food safety, legal and customer requirements.

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 including any functional effect of the packaging on the product, such as shelf life extension
- 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
-

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 0 21st November 2023
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6

Page 6 of 9 2066 Words 100%

FOOD SAFETY FRIDAYS
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Section 8 Operation 8.5.1.2

The organization shall maintain documented information concerning all raw materials, ingredients and product contact materials to the extent needed to conduct the hazard analysis (see 8.5.2), including the following, as appropriate:

a) biological, chemical and physical characteristics;

b) composition of formulated ingredients, including additives and processing aids;

c) source (e.g. animal, mineral or vegetable);

d) place of origin (provenance);

e) method of production;

f) method of packaging and delivery;

g) storage conditions and shelf life;

h) preparation and/or handling before use or processing;

i) acceptance criteria related to food safety or specifications of purchased materials and ingredients appropriate to their intended use.

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Food Safety & Quality 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:

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- Delivery method
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- Preparation and/or handling before use or processing
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- 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
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- Prescribed storage conditions

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Revision 0 21st November 2023
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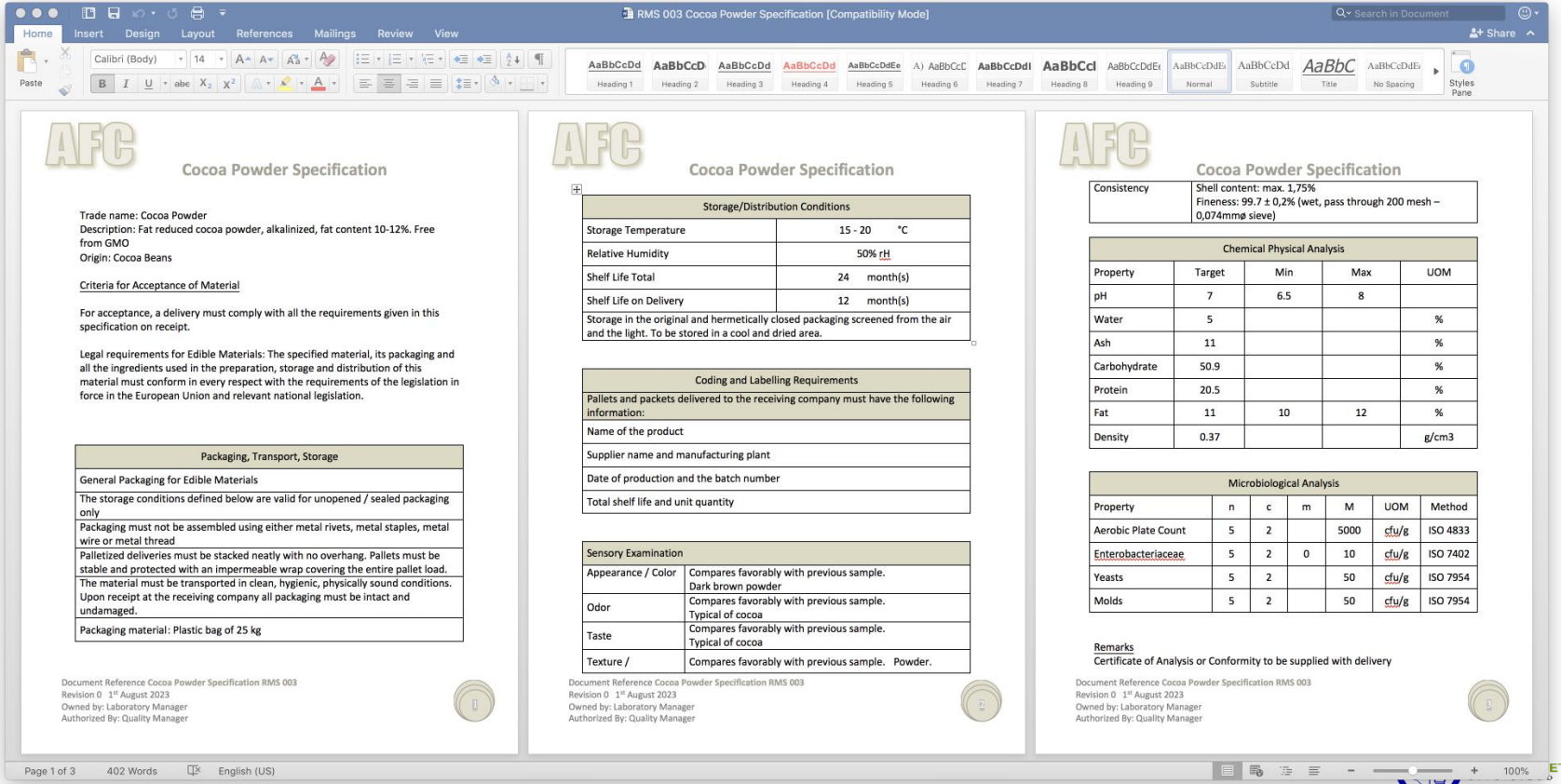
8.5.1.2 Characteristics of raw materials, ingredients and product contact materials



RMS 003 Cocoa Powder Specification [Compatibility Mode]

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Cocoa Powder Specification

Trade name: Cocoa Powder
Description: Fat reduced cocoa powder, alkalinized, fat content 10-12%. Free from GMO
Origin: Cocoa Beans

Criteria for Acceptance of Material

For acceptance, a delivery must comply with all the requirements given in this specification on receipt.

Legal requirements for Edible Materials: The specified material, its packaging and all the ingredients used in the preparation, storage and distribution of this material must conform in every respect with the requirements of the legislation in force in the European Union and relevant national legislation.

Packaging, Transport, Storage
General Packaging for Edible Materials
The storage conditions defined below are valid for unopened / sealed packaging only
Packaging must not be assembled using either metal rivets, metal staples, metal wire or metal thread
Palletized deliveries must be stacked neatly with no overhang. Pallets must be stable and protected with an impermeable wrap covering the entire pallet load.
The material must be transported in clean, hygienic, physically sound conditions. Upon receipt at the receiving company all packaging must be intact and undamaged.
Packaging material: Plastic bag of 25 kg

Document Reference Cocoa Powder Specification RMS 003
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Cocoa Powder Specification

Storage/Distribution Conditions	
Storage Temperature	15 - 20 °C
Relative Humidity	50% rH
Shelf Life Total	24 month(s)
Shelf Life on Delivery	12 month(s)
Storage in the original and hermetically closed packaging screened from the air and the light. To be stored in a cool and dried area.	

Coding and Labelling Requirements
Pallets and packets delivered to the receiving company must have the following information:
Name of the product
Supplier name and manufacturing plant
Date of production and the batch number
Total shelf life and unit quantity

Sensory Examination	
Appearance / Color	Compares favorably with previous sample. Dark brown powder
Odor	Compares favorably with previous sample. Typical of cocoa
Taste	Compares favorably with previous sample. Typical of cocoa
Texture /	Compares favorably with previous sample. Powder.

Document Reference Cocoa Powder Specification RMS 003
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Cocoa Powder Specification

Consistency	Shell content: max. 1,75% Fineness: 99.7 ± 0,2% (wet, pass through 200 mesh – 0,074mmø sieve)

Chemical Physical Analysis				
Property	Target	Min	Max	UOM
pH	7	6.5	8	
Water	5			%
Ash	11			%
Carbohydrate	50.9			%
Protein	20.5			%
Fat	11	10	12	%
Density	0.37			g/cm3

Microbiological Analysis						
Property	n	c	m	M	UOM	Method
Aerobic Plate Count	5	2		5000	cfu/g	ISO 4833
Enterobacteriaceae	5	2	0	10	cfu/g	ISO 7402
Yeasts	5	2		50	cfu/g	ISO 7954
Molds	5	2		50	cfu/g	ISO 7954

Remarks
Certificate of Analysis or Conformity to be supplied with delivery

Document Reference Cocoa Powder Specification RMS 003
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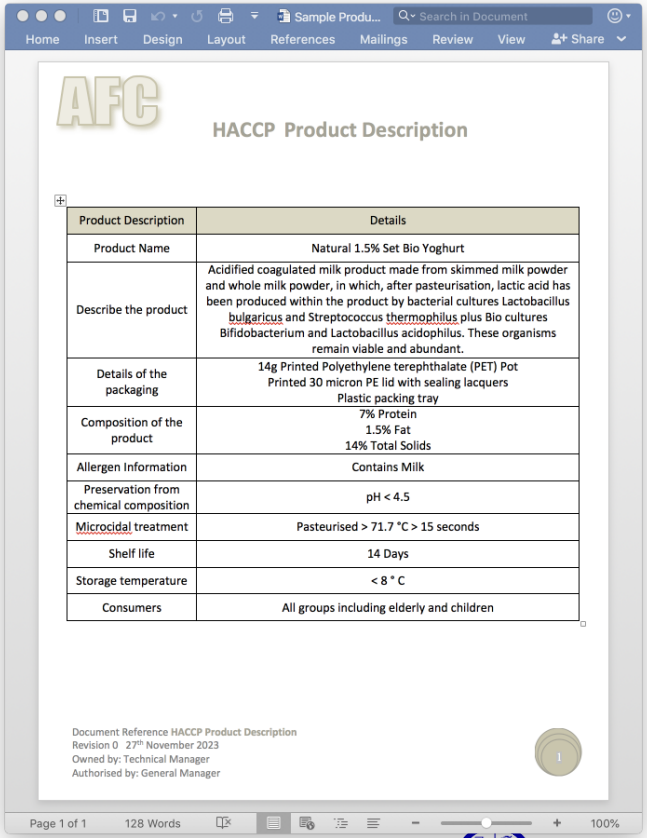
Page 1 of 3 402 Words English (US) 100%

Section 8 Operation 8.5 Hazard control

8.5.1.3 Characteristics of end products

The organization shall ensure that all applicable statutory and regulatory food safety requirements are identified for all the end products intended to be produced.

The organization shall maintain documented information concerning the characteristics of end products to the extent needed to conduct the hazard analysis (see 8.5.2)



Sample Produ... Search in Document

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HACCP Product Description

Product Description	Details
Product Name	Natural 1.5% Set Bio Yoghurt
Describe the product	Acidified coagulated milk product made from skimmed milk powder and whole milk powder, in which, after pasteurisation, lactic acid has been produced within the product by bacterial cultures Lactobacillus bulgaricus and Streptococcus thermophilus plus Bio cultures Bifidobacterium and Lactobacillus acidophilus. These organisms remain viable and abundant.
Details of the packaging	14g Printed Polyethylene terephthalate (PET) Pot Printed 30 micron PE lid with sealing lacquers Plastic packing tray
Composition of the product	7% Protein 1.5% Fat 14% Total Solids
Allergen Information	Contains Milk
Preservation from chemical composition	pH < 4.5
Microcidal treatment	Pasteurised > 71.7 °C > 15 seconds
Shelf life	14 Days
Storage temperature	< 8 ° C
Consumers	All groups including elderly and children

Document Reference HACCP Product Description
Revision 0 27th November 2023
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Page 1 of 1 128 Words 100%

FOOD SAFETY FRIDAYS
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8.5.1.3 Characteristics of end products

The organization shall maintain documented information concerning the characteristics of end products to the extent needed to conduct the hazard analysis (see 8.5.2), including information on the following, as appropriate:

a) product name or similar identification;

b) composition;

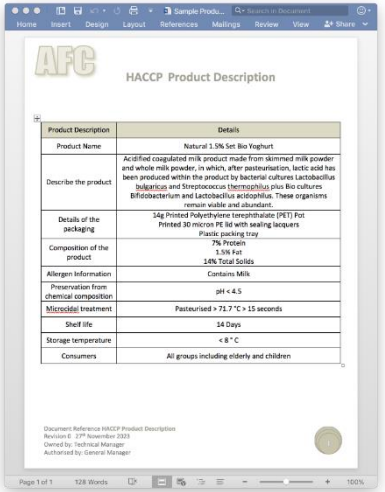
c) biological, chemical and physical characteristics relevant for food safety;

d) intended shelf life and storage conditions;

e) packaging;

f) labelling relating to food safety and/or instructions for handling, preparation and intended use;

g) method(s) of distribution and delivery.



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HACCP Product Description

Product Description	Details
Product Name	Natural 1.5% Set Bio Yoghurt
Describe the product	Acidified coagulated milk product made from skimmed milk powder and whole milk powder, in which, after pasteurisation, lactic acid has been produced within the product by bacterial cultures Lactobacillus bulgaricus and Streptococcus thermophilus plus Bio cultures Bifidobacterium and Lactobacillus acidophilus. These organisms remain viable and abundant.
Details of the packaging	140g Printed Polyethylene terephthalate (PET) Pot Printed 30 micron PE lid with sealing lacquers Plastic packing tray
Composition of the product	7% Protein 1.5% Fat 14% Total Solids
Allergen Information	Contains Milk
Preservation from chemical composition	pH < 4.5
Microcidal treatment	Pasteurised > 71.7 °C > 15 seconds
Shelf life	14 Days
Storage temperature	< 8 ° C
Consumers	All groups including elderly and children

Document Reference HACCP Product Description
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Section 8 Operation 8.5 Hazard control

FPSPEC 002 3.5% UHT Milk Specification [Compatibility Mode]

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3.5% UHT Milk Specification

Product Description
3.5% UHT Whole Milk Homogenised and Ultra Heat Treated and Aseptically packed
Organoleptic

Appearance	Homogenous white creamy colour, smooth no separation
Aroma	Milk/cream no cooked or off aromas
Flavour	Whole milk with a smooth creamy taste

Ingredients
Water, Full Cream Milk Powder, Skimmed Milk Powder, Anhydrous Milk Fat
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Homogenise:	200 Bar
2. UHT Tetra Flex	135 °C for 4 seconds
3. Storage in Aseptic Tank (Maximum Storage 48 hours)	15 - 30 ° C
4. Filling TBA (Maximum 24 Hours Intermediate clean every 12 hours)	Butterfat = 3.5 – 3.7% Total Solids = Minimum 12%
5. Packing/Storage	Ambient

Content Control					
Declared Volume (ml)	Target Average Volume (ml)	Lower volume limit (ml)	Upper volume limit (ml)	Weight of Packaging (g)	Frequency
200	200	198	202	8	Start and end of run plus half hourly
1000	1000	990	1010	29	

Document Reference UHT 3.5% Milk Specification FPSPEC 002
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1

3.5% UHT Milk Specification

Coding			
Date of Production	DOP	**Date of Expiry**	DOP + 12 Months
200ml Barcode			
1L Barcode			

Item	Supplier
Tetra Paper 3.5% 1000ml	Tetra Pak
Carton Trays 3.5% 1000ml	
Long Inside Strip LS	Tetra Pak
Caps Slim 1Ltr - White	Tetra Pak
Cap Glue	
Pull Tab IS Strip	Tetra Pak
Patch A-Tab-strip Alu	Tetra Pak
Pallet Label	Printed on Site

Item	Supplier
Tetra Paper 3.5% 200mL	Tetra Pak
Carton Trays 3.5% 200mL	
STRAW RED A877514504	Tetra Pak
Long Inside Strip LS A-8856-951-01 - MPM Jumbo	Tetra Pak
Straw Glue 250.3	
Pallet Label	Printed on Site

Document Reference UHT 3.5% Milk Specification FPSPEC 002
Revision 0 1st August 2023
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2

3.5% UHT Milk Specification

Pallet Configuration	
200ml	Packed 27 Per Case
1L	Packed 12 Per Case
200ml Case packing format	5265 Packages/ pallet 195 Units / pallet 13 Layers / pallet 15 Units / layer
1L Case packing format	720 Packages/ pallet 60 Units / pallet 5 Layers / pallet 12 Units / layer
Finished pallet height (metres): (MAX)	1.4

Product	pH	BF	TS	Frequency
Finished Product for Release	6.6 – 6.8	3.5 – 3.7%	Minimum 12%	S/E Every 30 minutes

QA Positive Release Parameters DOP + 10				
Product	**pH**	**TPC**	**Spores**	**Frequency**
Finished Product for Release to Market	6.5 – 6.8	< 10/g	< 10/g	As per Testing Schedule

Finished Product Microbiological Standards					
	pH	**TPC**	**Spores**	**Salmonella**	***Listeria***
Target	6.5 – 6.8	< 10/g	< 10/g	Absent in 25g	Absent in 25g
Frequency	Each batch as per testing schedule			Product tested monthly on a rotating schedule	

Document Reference UHT 3.5% Milk Specification FPSPEC 002
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3

Page 1 of 3 380 Words English (US) 100%

Section 8 Operation 8.5 Hazard control

8.5.1.4 Intended use

The intended use, including reasonably expected handling of the end product and any unintended use but reasonably expected mishandling and misuse of the end product, shall be considered and shall be maintained as documented information to the extent needed to conduct the hazard analysis (see 8.5.2).

Where appropriate, groups of consumers/users shall be identified for each product.

Groups of consumers/users known to be especially vulnerable to specific food safety hazards shall be identified.

FOOD SAFETY FRIDAYS
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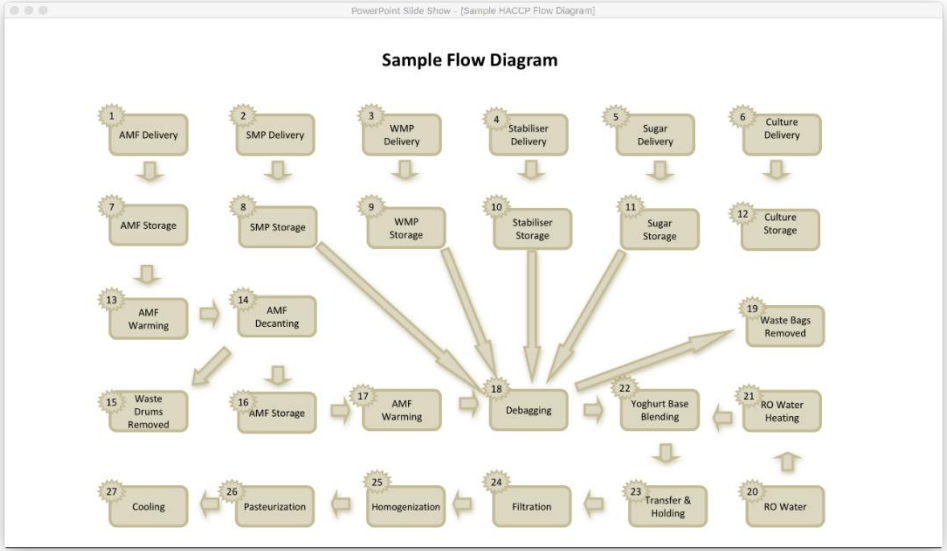
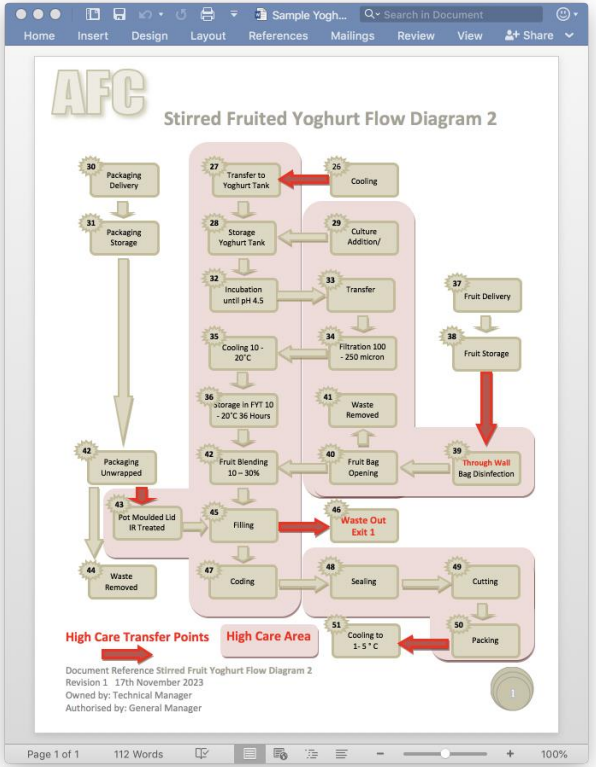
Section 8 Operation 8.5 Hazard control

8.5.1.5 Flow diagrams and description of processes

8.5.1.5.1 Preparation of the flow diagrams

8.5.1.5.2 On-site confirmation of flow diagrams





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Section 8 Operation 8.5 Hazard control

8.5.1.5.3 Description of processes and process environment

The food safety team shall describe, to the extent needed to conduct the hazard analysis:

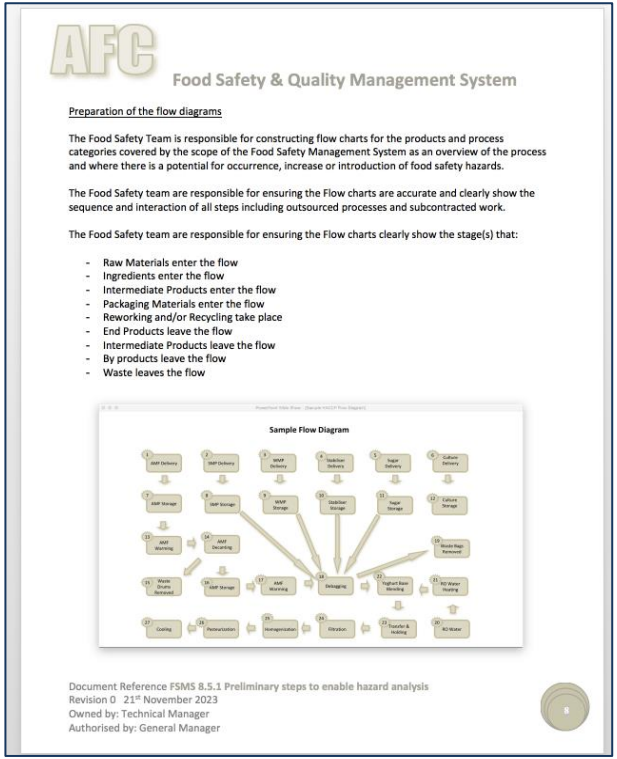
a) the layout of premises, including food and non-food handling areas;

b) processing equipment and contact materials, processing aids and flow of materials;

c) existing PRPs, process parameters, control measures (if any)

d) external requirements

The variations resulting from expected seasonal changes or shift patterns shall be included as appropriate.



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Food Safety & Quality Management System

Preparation of the flow diagrams

The Food Safety Team is responsible for constructing flow charts for the products and process categories covered by the scope of the Food Safety Management System as an overview of the process and where there is a potential for occurrence, increase or introduction of food safety hazards.

The Food Safety team are responsible for ensuring the Flow charts are accurate and clearly show the sequence and interaction of all steps including outsourced processes and subcontracted work.

The Food Safety team are responsible for ensuring the Flow charts clearly show the stage(s) that:

- Raw Materials enter the flow
- Ingredients enter the flow
- Intermediate Products enter the flow
- Packaging Materials enter the flow
- Reworking and/or Recycling take place
- End Products leave the flow
- Intermediate Products leave the flow
- By products leave the flow
- Waste leaves the flow

Sample Flow Diagram

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 0 21st November 2023
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Section 8 Operation 8.5 Hazard control

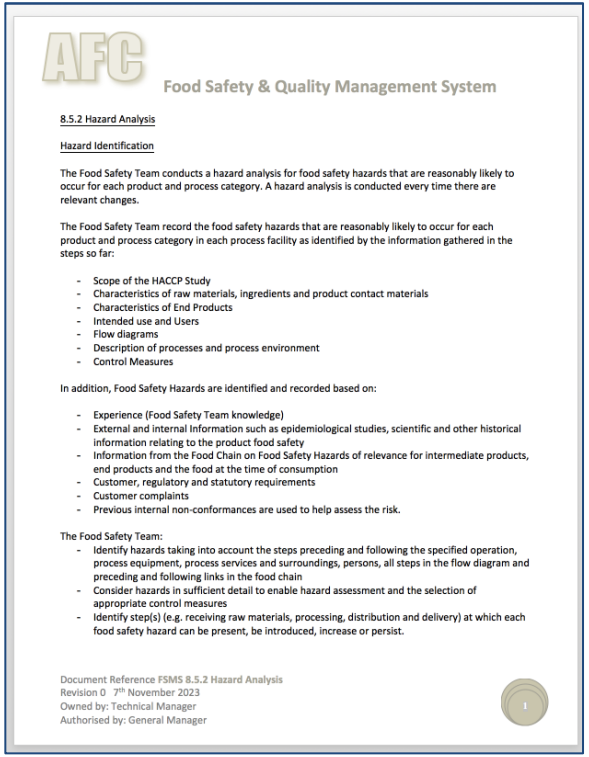
Section 8 Operation includes requirements for:

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



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Food Safety & Quality Management System

8.5.2 Hazard Analysis

Hazard Identification

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category. A hazard analysis is conducted every time there are relevant changes.

The Food Safety Team record the food safety hazards that are reasonably likely to occur for each product and process category in each process facility as identified by the information gathered in the steps so far:

- Scope of the HACCP Study
- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use and Users
- Flow diagrams
- Description of processes and process environment
- Control Measures

In addition, Food Safety Hazards are identified and recorded based on:

- Experience (Food Safety Team knowledge)
- External and internal Information such as epidemiological studies, scientific and other historical information relating to the product food safety
- Information from the Food Chain on Food Safety Hazards of relevance for intermediate products, end products and the food at the time of consumption
- Customer, regulatory and statutory requirements
- Customer complaints
- Previous internal non-conformances are used to help assess the risk.

The Food Safety Team:

- Identify hazards taking into account the steps preceding and following the specified operation, process equipment, process services and surroundings, persons, all steps in the flow diagram and preceding and following links in the food chain
- Consider hazards in sufficient detail to enable hazard assessment and the selection of appropriate control measures
- Identify step(s) (e.g. receiving raw materials, processing, distribution and delivery) at which each food safety hazard can be present, be introduced, increase or persist.

Document Reference FSMS 8.5.2 Hazard Analysis
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1

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Section 8 Operation 8.5 Hazard control

FSMS 8.5.2 Hazard Analysis [Compatibility Mode]

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8.5.2 Hazard Analysis

Hazard Identification

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category. A hazard analysis is conducted every time there are relevant changes.

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- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use and Users
- Flow diagrams
- Description of processes and process environment
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- Identify step(s) (e.g. receiving raw materials, processing, distribution and delivery) at which each food safety hazard can be present, be introduced, increase or persist.

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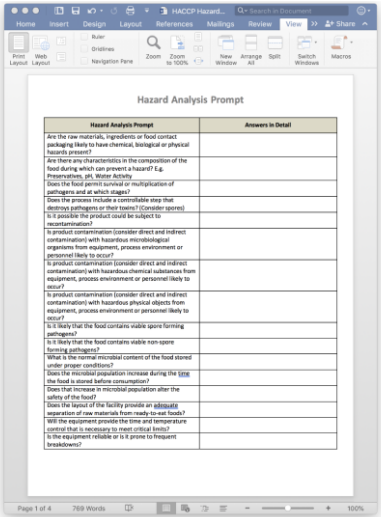
The food safety team can use the HACCP Hazard Analysis Prompt (In FSMS 8.5 Hazard Controls folder) to identify potential food safety hazards:



Hazard Analysis Prompt

Hazard Analysis Prompt	Answers in Detail
Are the raw materials, ingredients or food contact packaging likely to have chemical, biological or physical hazards present?	
Are there any characteristics in the composition of the food during which can prevent a hazard? E.g. Preservatives, pH, Water Activity	
Does the food permit survival or multiplication of pathogens and at which stages?	
Does the process include a controllable step that destroys pathogens or their toxins? (Consider spores)	
Is it possible the product could be subject to recontamination?	
Is product contamination (consider direct and indirect contamination) with hazardous microbiological organisms from equipment, process environment or personnel likely to occur?	
Is product contamination (consider direct and indirect contamination) with hazardous chemical substances from equipment, process environment or personnel likely to occur?	
Is product contamination (consider direct and indirect contamination) with hazardous physical objects from equipment, process environment or personnel likely to occur?	
Is it likely that the food contains viable spore forming pathogens?	
Is it likely that the food contains viable non-spore forming pathogens?	
What is the normal microbial content of the food stored under proper conditions?	
Does the microbial population increase during the time the food is stored before consumption?	
Does that increase in microbial population alter the safety of the food?	
Does the layout of the facility provide an adequate separation of raw materials from ready-to-eat foods?	
Will the equipment provide the time and temperature control that is necessary to meet critical limits?	
Is the equipment reliable or is it prone to frequent breakdowns?	

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Determination of Acceptable Levels

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory & statutory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer. This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

Hazard Assessment

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels. For each step grades of impact (severity of adverse health effects in relation to the intended use) and probability (likelihood of a food safety hazard occurring in the end product prior to application of control measures) are allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels. The HACCP team consider the probability of the hazard occurring, the severity of the hazard on the consumer, 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.

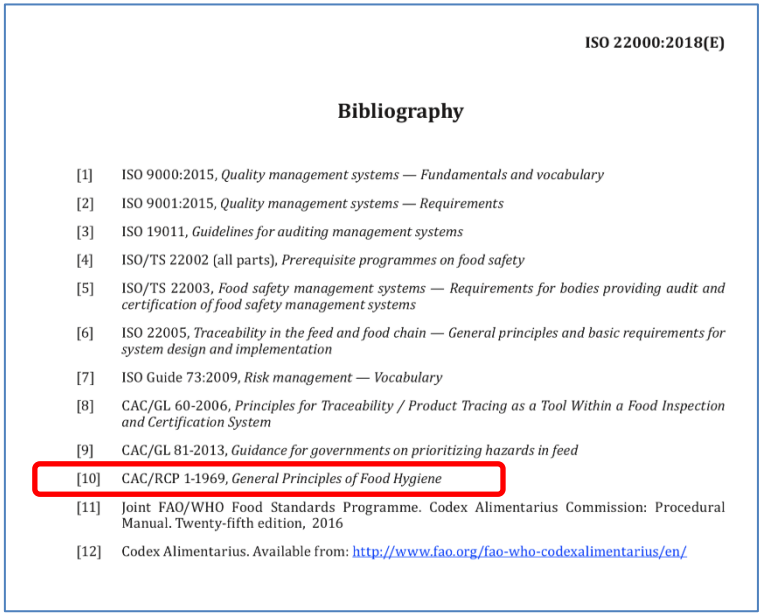
Taking this into account a rating is given for probability and severity and entered into the HACCP Calculator:

Step Number	Step Name	Hazards Identified			
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

Page 1 of 6 About 1333 Words English (UK) 100%

ISO 22000 HACCP Application – CODEX Reference

CODEX General Principles of Food Hygiene are listed in ISO 22000 Bibliography



ISO 22000:2018(E)

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[1] ISO 9000:2015, *Quality management systems — Fundamentals and vocabulary*

[2] ISO 9001:2015, *Quality management systems — Requirements*

[3] ISO 19011, *Guidelines for auditing management systems*

[4] ISO/TS 22002 (all parts), *Prerequisite programmes on food safety*

[5] ISO/TS 22003, *Food safety management systems — Requirements for bodies providing audit and certification of food safety management systems*

[6] ISO 22005, *Traceability in the feed and food chain — General principles and basic requirements for system design and implementation*

[7] ISO Guide 73:2009, *Risk management — Vocabulary*

[8] CAC/GL 60-2006, *Principles for Traceability / Product Tracing as a Tool Within a Food Inspection and Certification System*

[9] CAC/GL 81-2013, *Guidance for governments on prioritizing hazards in feed*

[10] CAC/RCP 1-1969, *General Principles of Food Hygiene*

[11] Joint FAO/WHO Food Standards Programme. Codex Alimentarius Commission: Procedural Manual. Twenty-fifth edition, 2016

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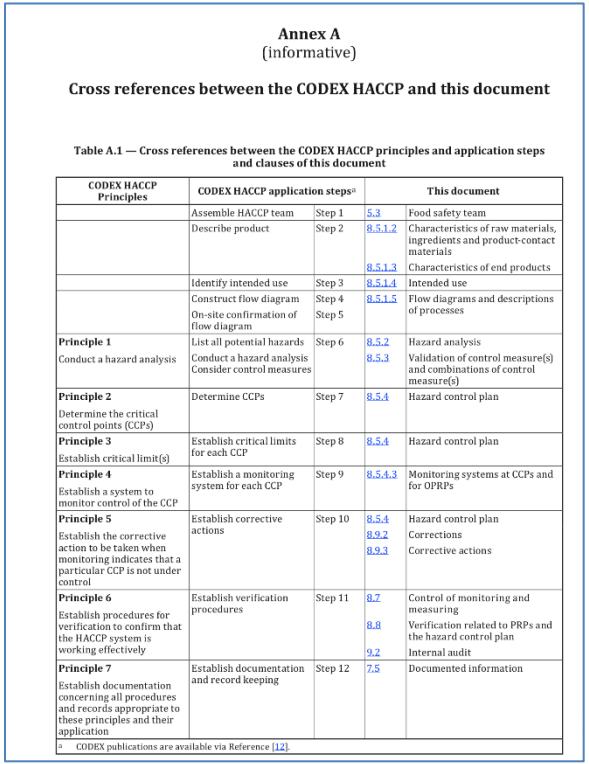


Annex A
(informative)

Cross references between the CODEX HACCP and this document

Table A.1 — Cross references between the CODEX HACCP principles and application steps and clauses of this document

CODEX HACCP Principles	CODEX HACCP application steps[a]		This document	
	Assemble HACCP team	Step 1	5.3	Food safety team
	Describe product	Step 2	8.5.1.2	Characteristics of raw materials, ingredients and product-contact materials
			8.5.1.3	Characteristics of end products
	Identify intended use	Step 3	8.5.1.4	Intended use
	Construct flow diagram	Step 4	8.5.1.5	Flow diagrams and descriptions of processes
	On-site confirmation of flow diagram	Step 5		
Principle 1 Conduct a hazard analysis	List all potential hazards	Step 6	8.5.2	Hazard analysis
	Conduct a hazard analysis Consider control measures		8.5.3	Validation of control measure(s) and combinations of control measure(s)
Principle 2 Determine the critical control points (CCPs)	Determine CCPs	Step 7	8.5.4	Hazard control plan
Principle 3 Establish critical limit(s)	Establish critical limits for each CCP	Step 8	8.5.4	Hazard control plan
Principle 4 Establish a system to monitor control of the CCP	Establish a monitoring system for each CCP	Step 9	8.5.4.3	Monitoring systems at CCPs and for OPRPs
Principle 5 Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control	Establish corrective actions	Step 10	8.5.4	Hazard control plan
			8.9.2	Corrections
			8.9.3	Corrective actions
Principle 6 Establish procedures for verification to confirm that the HACCP system is working effectively	Establish verification procedures	Step 11	8.7	Control of monitoring and measuring
			8.8	Verification related to PRPs and the hazard control plan
			9.2	Internal audit
Principle 7 Establish documentation concerning all procedures and records appropriate to these principles and their application	Establish documentation and record keeping	Step 12	7.5	Documented information

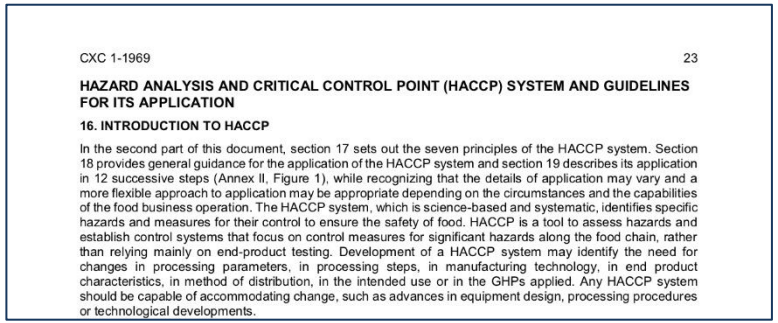
[a] CODEX publications are available via Reference [12].

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

HACCP Principles

HACCP stands for Hazard Analysis and Critical Control Point. It was developed by the Codex Alimentarius Commission. HACCP is a system used to identify, prevent, and control food safety hazards.

The HACCP system and guidelines for its application are defined by the Codex Alimentarius Commission in the CODEX Recommended International Code of Practice General Principles of Food Hygiene CXC 1-1969 last amended in 2022.

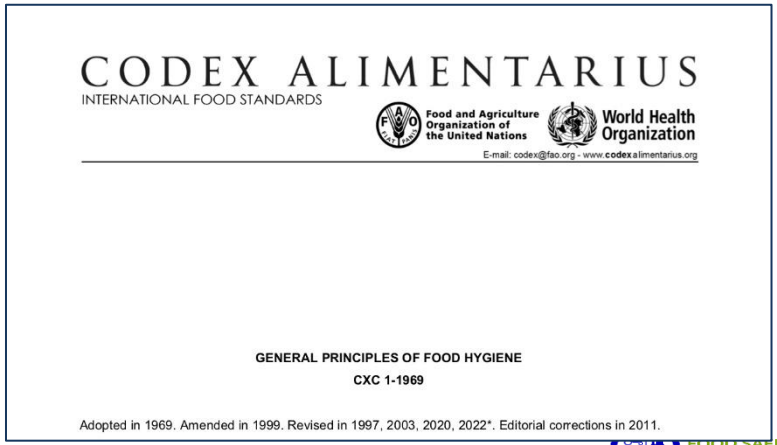


CXC 1-1969 23

HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION

16. INTRODUCTION TO HACCP

In the second part of this document, section 17 sets out the seven principles of the HACCP system. Section 18 provides general guidance for the application of the HACCP system and section 19 describes its application in 12 successive steps (Annex II, Figure 1), while recognizing that the details of application may vary and a more flexible approach to application may be appropriate depending on the circumstances and the capabilities of the food business operation. The HACCP system, which is science-based and systematic, identifies specific hazards and measures for their control to ensure the safety of food. HACCP is a tool to assess hazards and establish control systems that focus on control measures for significant hazards along the food chain, rather than relying mainly on end-product testing. Development of a HACCP system may identify the need for changes in processing parameters, in processing steps, in manufacturing technology, in end product characteristics, in method of distribution, in the intended use or in the GHPs applied. Any HACCP system should be capable of accommodating change, such as advances in equipment design, processing procedures or technological developments.



CODEX ALIMENTARIUS

INTERNATIONAL FOOD STANDARDS

Food and Agriculture Organization of the United Nations

World Health Organization

E-mail: codex@fao.org - www.codexalimentarius.org

GENERAL PRINCIPLES OF FOOD HYGIENE

CXC 1-1969

Adopted in 1969. Amended in 1999. Revised in 1997, 2003, 2020, 2022*. Editorial corrections in 2011.

HACCP Application – CODEX Section 19

Refer to CODEX Recommended International Code of Practice General Principles of Food Hygiene Section 19 for more information

* FBOs may take advantage of risk assessments and risk management matrices established by a competent authority or by international expert groups such as JEMRA.

19. APPLICATION

19.1 Assemble HACCP team and identify scope (Step 1)

The FBO should ensure that the appropriate knowledge and expertise are available for the development of an effective HACCP system. This may be achieved by assembling a multidisciplinary team responsible for different activities within the operation, e.g. production, maintenance, quality control, cleaning, and disinfection. The HACCP team is responsible for developing the HACCP plan.

Where relevant expertise is not available in house, expert advice should be obtained from other sources, such as trade and industry associations, independent experts, competent authorities, HACCP literature and HACCP guides (including sector-specific HACCP guides). It may be possible that a well-trained individual with access to such guidance is able to implement a HACCP system in house. A generic HACCP plan developed externally may be used by FBOs where appropriate but should be tailored to the food operation.

The HACCP team should identify the scope of the HACCP system and applicable prerequisite programmes. The scope should describe which food products and processes are covered.

19.2 Describe product (Step 2)

A full description of the product should be developed, including relevant safety information such as composition (i.e. ingredients), physical/chemical characteristics (i.e. a_w, pH, preservatives, allergens), processing methods/technologies (i.e. heat-treatment, freezing, drying, brining, smoking, etc.), packaging, durability/shelf life, storage conditions and method of distribution. Within businesses with multiple products, it may be effective to group products with similar characteristics and processing steps for the purpose of development of the HACCP plan. Any limits relevant to the food product already established for hazards should be considered and accounted for in the HACCP plan, e.g. limits for food additives, regulatory microbiological criteria, maximum allowed veterinary medicines residues, and times and temperatures for heat treatments prescribed by competent authorities.

19.3 Identify intended use and users (Step 3)

Describe the use intended by the FBO and the expected uses of the product by the next FBO in the food chain or the consumer. The description may be influenced by external information, e.g. from the competent authority or other sources on ways in which consumers are known to use the product other than those intended by the FBO. In specific cases (e.g. hospitals), vulnerable groups of the population may have to be considered. Where foods are being produced specifically for a vulnerable population, it may be necessary to enhance process controls, monitor control measures more frequently, verify controls are effective by testing products, or conduct other activities to provide a high level of assurance that the food is safe for the vulnerable population.

19.4 Construct flow diagram (Step 4)

A flow diagram that covers all steps in the production of a specific product, including any applicable rework, should be constructed. The same flow diagram may be used for a number of products that are manufactured using similar processing steps. The flow diagram should indicate all inputs, including those of ingredients and food contact materials, water, and air, if relevant. Complex manufacturing operations can be broken down into smaller, more manageable modules and multiple flow diagrams that link together can be developed. The flow diagrams should be used when conducting the hazard analysis as a basis for evaluating the possible occurrence, increase, decrease or introduction of hazards. Flow diagrams should be clear, accurate and sufficiently detailed to the extent needed to conduct the hazard analysis. Flow diagrams should, as appropriate, include but not be limited to the following:

- the sequence and interaction of the steps in the operation;
- where raw materials, ingredients, processing aids, packaging materials, utilities and intermediate products enter the flow;
- any outsourced processes;
- where applicable reworking and recycling take place;
- where end products, intermediate products, waste, and by-products are released or removed.

19.5 On-site confirmation of flow diagram (Step 5)

Steps should be taken to confirm the processing activities against the flow diagram during all stages and hours of operation and amend the flow diagram, where appropriate. The confirmation of the flow diagram should be performed by a person or persons with sufficient knowledge of the processing operation.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

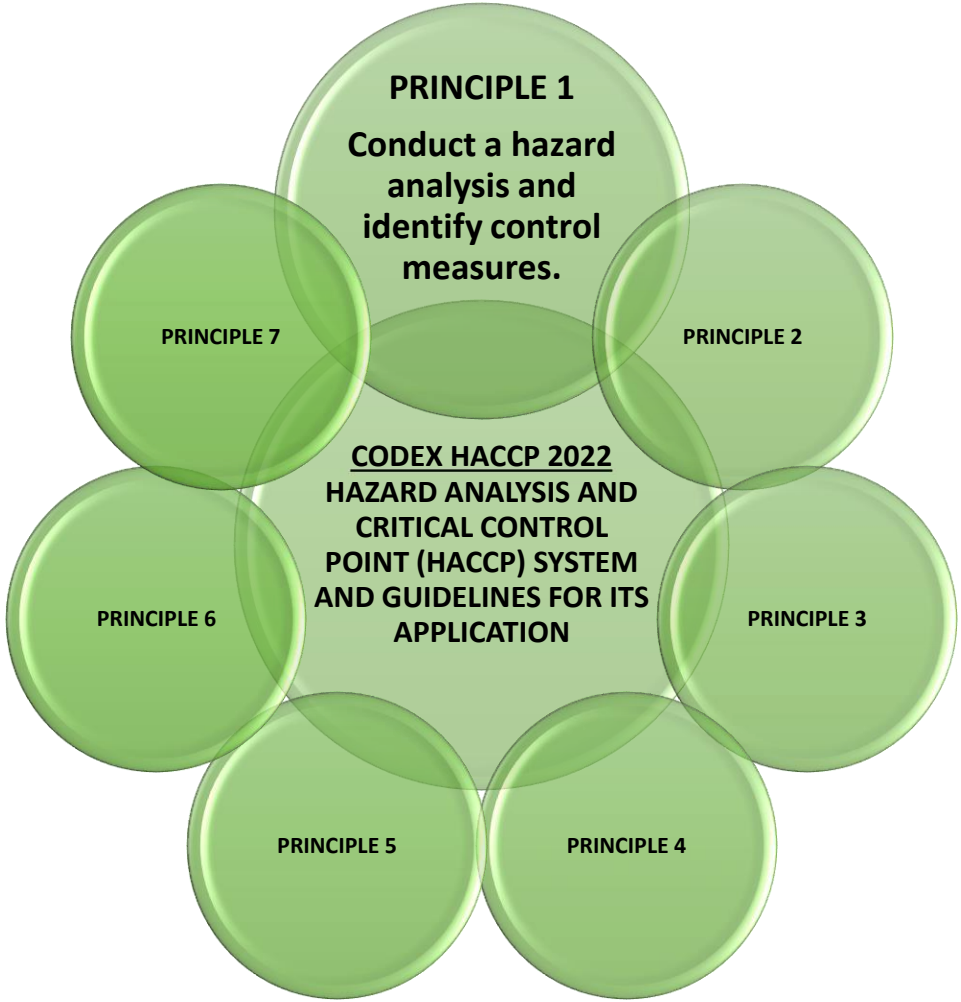
HACCP Application vs. ISO 22000:2018 Relevant Clauses

Step	CODEX HACCP Application 2022	CODEX Principles 2022	ISO 22000:2018 Relevant Clauses
Step 1	19.1 Assemble HACCP Team and Identify Scope (Step 1)		5.3 Food safety team
Step 2	19.2 Describe product (Step 2)		8.5.1.2 Characteristics of raw materials, ingredients and product-contact materials 8.5.1.3 Characteristics of end products
Step 3	19.3 Identify intended use and users (Step 3)		8.5.1.4 Intended use
Step 4	19.4 Construct flow diagram (Step 4)		8.5.1.5 Flow diagrams and descriptions of processes
Step 5	19.5 On-site confirmation of flow diagram (Step 5)		
Step 6	19.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)	Principle 1 Conduct a hazard analysis and identify control measures	8.5.2 Hazard analysis 8.5.3 Validation of control measure(s) and combinations of control measure(s)
Step 7	19.7 Determine the Critical Control Points (Step 7/ Principle 2)	Principle 2 Determine the Critical Control Points (CCPs).	8.5.4 Hazard control plan
Step 8	19.8 Establish validated critical limits for each CCP (Step 8/ Principle 3)	Principle 3 Establish validated critical limits.	8.5.4 Hazard control plan 8.5.3 Validation of control measure(s) and combinations of control measure(s)
Step 9	19.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)	Principle 4 Establish a system to monitor control of CCPs.	8.5.4.3 Monitoring systems at CCPs and for OPRPs
Step 10	19.10 Establish corrective actions (Step 10/ Principle 5)	Principle 5 Establish the corrective actions to be taken when monitoring indicates a deviation from a critical limit at a CCP has occurred.	8.5.4 Hazard control plan 8.9.2 Corrections 8.9.3 Corrective actions
Step 11	19.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6) 19.11.1 Validation of the HACCP Plan 19.11.2 Verification Procedures	Principle 6 Validate the HACCP plan and then establish procedures for verification to confirm that the HACCP system is working as intended.	8.5.3 Validation of control measure(s) and combinations of control measure(s) 8.7 Control of monitoring and measuring 8.8 Verification related to PRPs and the hazard control plan 9.2 Internal Audit
Step 12	19.12 Establish Documentation and Record Keeping (Step 12/ Principle 7)	Principle 7 Establish documentation concerning all procedures and records appropriate to these principles and their application.	7.5 Documented information

7 Principles of a HACCP System

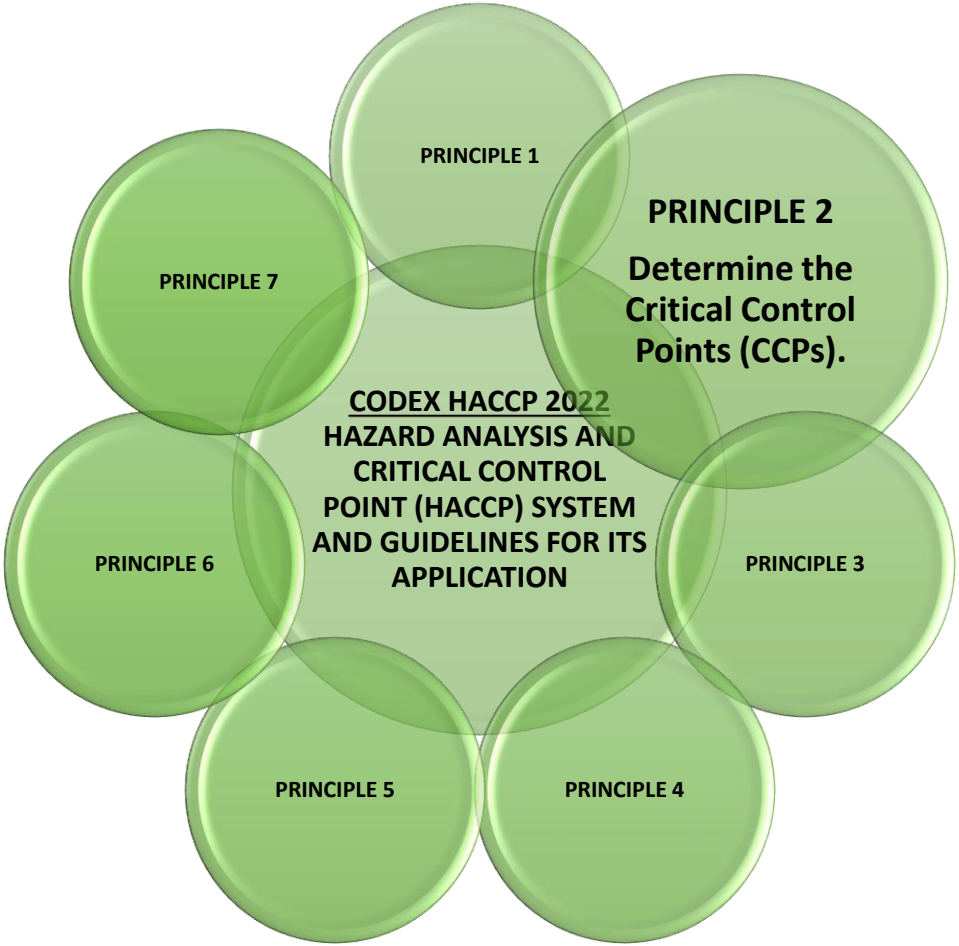
The HACCP system, which is science-based and systematic, identifies specific hazards and measures for their control to ensure the safety of food. HACCP is a tool to assess hazards and establish control systems that focus on control measures for significant hazards along the food chain, rather than relying mainly on end-product testing.

The HACCP system is designed, validated and implemented in accordance with the following seven principles which are shown in the next 7 slides.



PRINCIPLE 1
Conduct a hazard analysis and identify control measures.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



PRINCIPLE 2 Determine the Critical Control Points (CCPs).

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

PRINCIPLE 3
Establish validated critical limits.

FOOD SAFETY FRIDAYS
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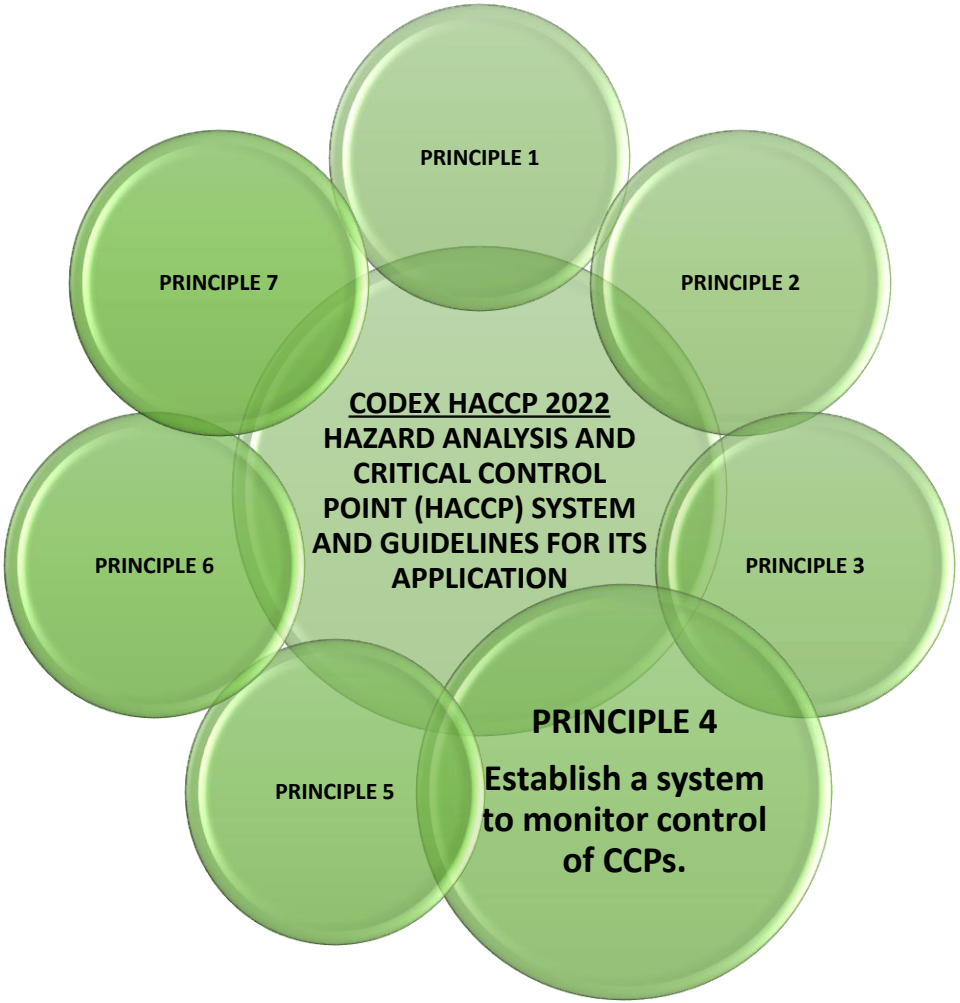

PRINCIPLE 4
Establish a system to monitor control of CCPs.

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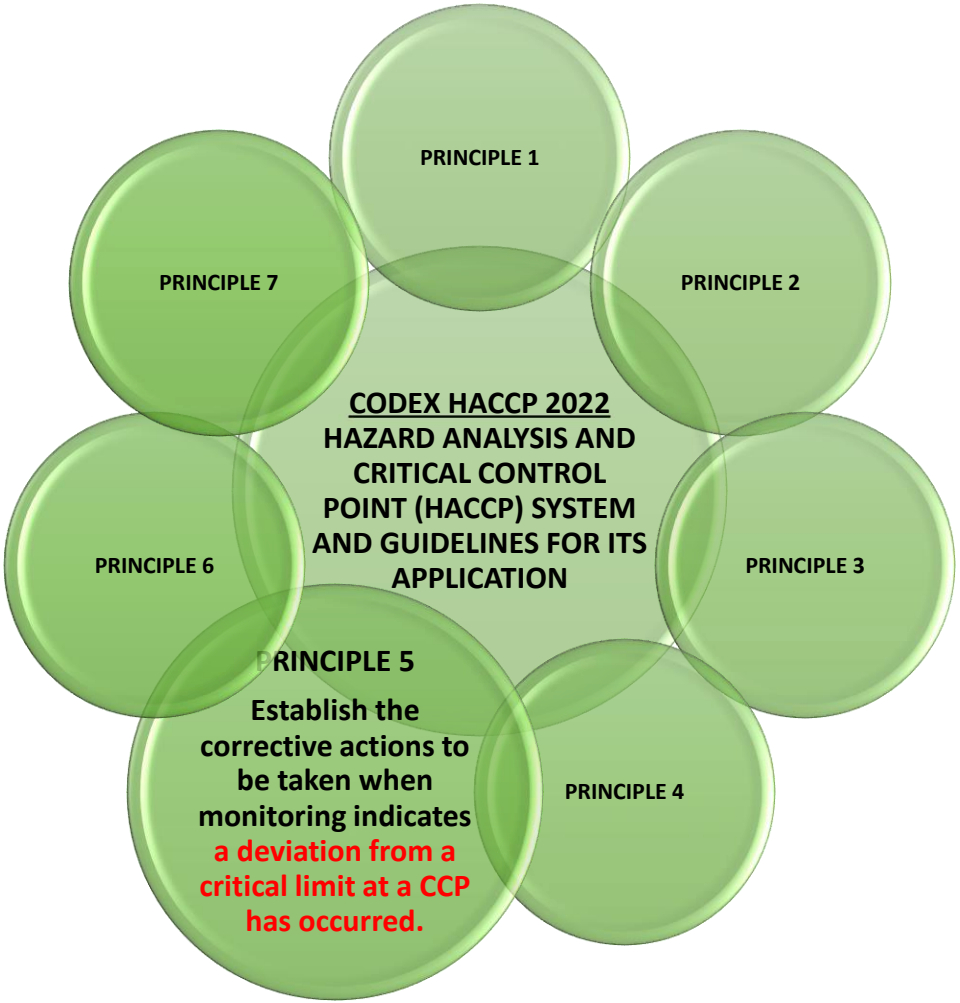
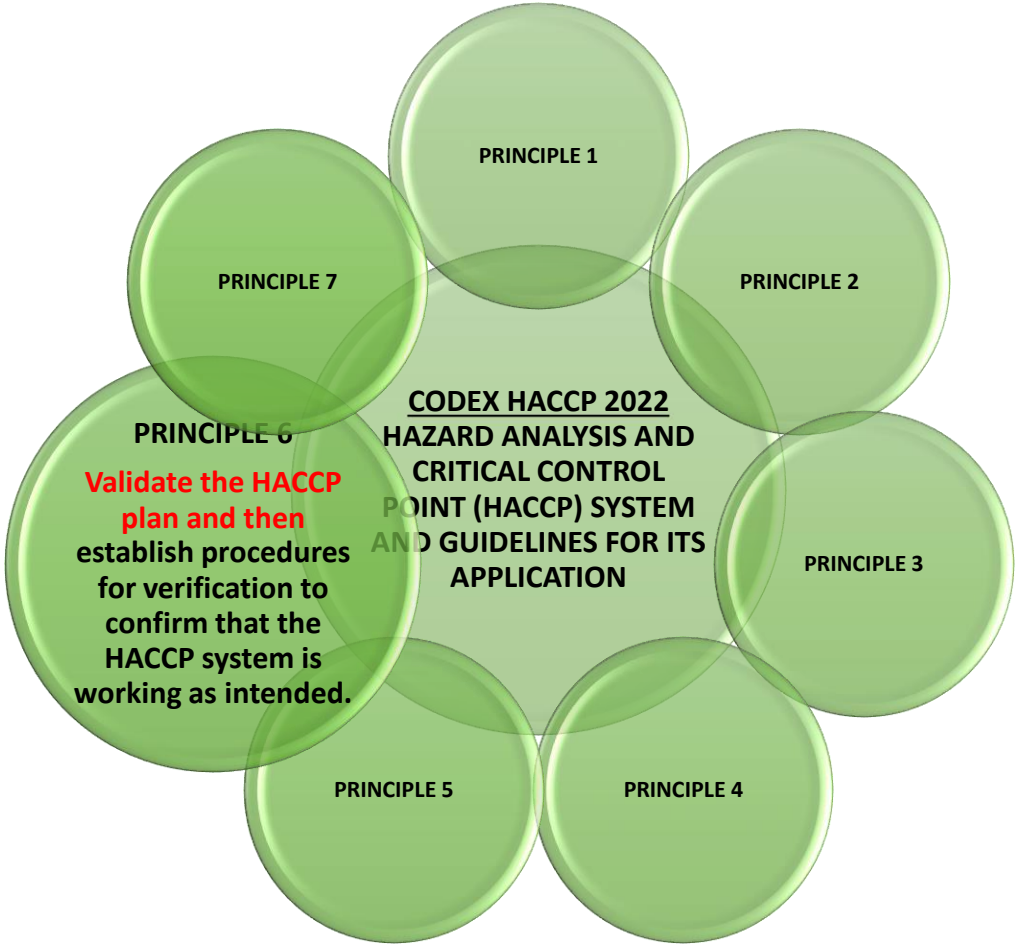
BITE-SIZED EDUCATION



PRINCIPLE 5

Establish the corrective actions to be taken when monitoring indicates a deviation from a critical limit at a CCP has occurred.

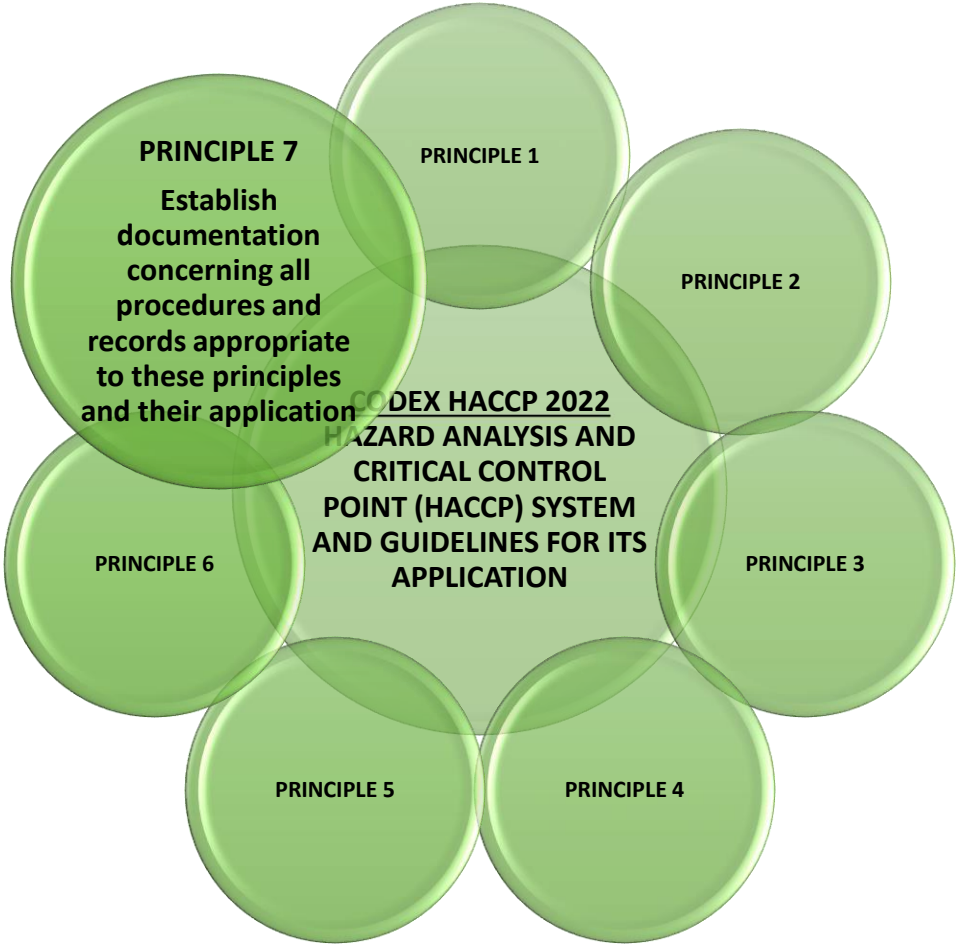
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION



PRINCIPLE 6

Validate the HACCP plan and then establish procedures for verification to confirm that the HACCP system is working as intended.

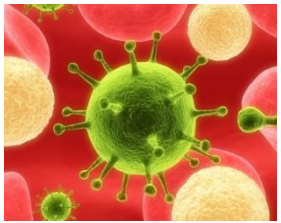
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

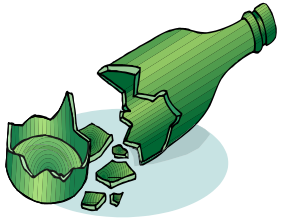


PRINCIPLE 7
Establish documentation concerning all procedures and records appropriate to these principles and their application

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Implementation
Hazard Analysis





Food Safety Hazards can be identified and recorded based on:

- ✓ **Experience (Food Safety Team knowledge)**
- ✓ **External and Internal Information such as scientific information epidemiological studies and other historical information relating to the product food safety**
- ✓ **Information from the food chain on food safety hazards related to the safety of the end products, intermediate products and the food at the time of consumption**
- ✓ **Statutory, regulatory and customer requirements.**
- ✓ **Customer complaints**
- ✓ **Previous internal non conformances**

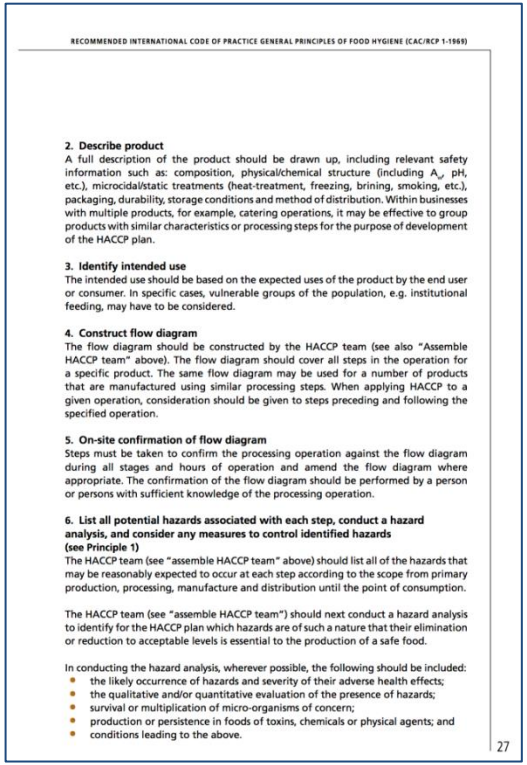
HACCP – CODEX PRINCIPLE 1
Conduct a hazard analysis

Biological hazards are living organisms that can make food unsafe to eat. Biological hazards may be bacterial, parasitical, or viral.

Chemical hazards may be the result of something naturally occurring in ingredients or food or accidentally added during the process. Harmful chemicals have been associated with both acute and chronic illness.

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.

Food safety hazards also include Allergens and Radiological substances



RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE (CAC/RCP 1-1969)

2. Describe product
A full description of the product should be drawn up, including relevant safety information such as: composition, physical/chemical structure (including A_w, pH, etc.), microcidal/static treatments (heat-treatment, freezing, brining, smoking, etc.), packaging, durability, storage conditions and method of distribution. Within businesses with multiple products, for example, catering operations, it may be effective to group products with similar characteristics or processing steps for the purpose of development of the HACCP plan.

3. Identify intended use
The intended use should be based on the expected uses of the product by the end user or consumer. In specific cases, vulnerable groups of the population, e.g. institutional feeding, may have to be considered.

4. Construct flow diagram
The flow diagram should be constructed by the HACCP team (see also "Assemble HACCP team" above). The flow diagram should cover all steps in the operation for a specific product. The same flow diagram may be used for a number of products that are manufactured using similar processing steps. When applying HACCP to a given operation, consideration should be given to steps preceding and following the specified operation.

5. On-site confirmation of flow diagram
Steps must be taken to confirm the processing operation against the flow diagram during all stages and hours of operation and amend the flow diagram where appropriate. The confirmation of the flow diagram should be performed by a person or persons with sufficient knowledge of the processing operation.

6. List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards (see Principle 1)
The HACCP team (see "assemble HACCP team" above) should list all of the hazards that may be reasonably expected to occur at each step according to the scope from primary production, processing, manufacture and distribution until the point of consumption.

The HACCP team (see "assemble HACCP team") should next conduct a hazard analysis to identify for the HACCP plan which hazards are of such a nature that their elimination or reduction to acceptable levels is essential to the production of a safe food.

In conducting the hazard analysis, wherever possible, the following should be included:
- the likely occurrence of hazards and severity of their adverse health effects;
- the qualitative and/or quantitative evaluation of the presence of hazards;
- survival or multiplication of micro-organisms of concern;
- production or persistence in foods of toxins, chemicals or physical agents; and
- conditions leading to the above.

27

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

HACCP PRINCIPLE 1
Conduct a Hazard Analysis

ISO 22000 Clause 8.5.2.2.2

The organization shall identify step(s) (e.g. receiving raw materials, processing, distribution and delivery) at which each food safety hazard can be present, be introduced, increase or persist.

When identifying hazards, the organization shall consider:

a) the stages preceding and following in the food chain;

b) all steps in the flow diagram;

c) the process equipment, utilities/services, process environment and persons.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Implementation
Preliminary Hazard List

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory and statutory requirements, customer food safety requirements, historic information, scientific literature, professional experience, intended use of end products and other relevant information.

This hazard list is referred to as a Preliminary Hazard List and covers all hazards that could potentially occur in the product.

ISO 22000 Implementation
8.5.2.3 Hazard assessment

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (the severity of its adverse health effects in relation to the intended use) and probability (the likelihood of its occurrence in the end product prior to application of control measures) are allotted and the combined matrix used to judge the significance and priority for elimination or minimisation of the hazard.

		Likelihood		
		Not Likely	Possible	Highly Likely
Severity	Not Severe	1	2	3
	Possible Illness	2	4	6
	Severe Illness	3	6	9

FOOD SAFETY FRIDAYS
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ISO 22000 Implementation 8.5.2.3 Hazard assessment

3 x 3 Hazard Risk Assessment
Severity of adverse health effects x Likelihood of a food safety hazard occurring

		Likelihood		
		Not Likely	Possible	Highly Likely
Severity	Not Severe	1	2	3
	Possible Illness	2	4	6
	Severe Illness	3	6	9

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Implementation Hazard Assessment

The food safety team assess the food safety hazards

First, the Food Safety Team assess the likelihood of the hazard occurring:

1 for Highly Unlikely

2 for Possible

3 for Likely

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

Then, the Food Safety Team assesses the severity of the hazard:

1 for Not Severe

2 for Could possibly cause illness

3 for Severe (Could be fatal)

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.

In this example the food safety hazards that score a 9 are regarded as significant and form the Significant Food Safety Hazard List.

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

8.5.2.4 Selection and categorization of control measure(s)

The HACCP team must then consider what control measures, if any, exist which can be applied for each hazard. More than one control measure may be required to control a specific hazard(s) and more than one hazard may be controlled by a specified control measure.

FOOD SAFETY FRIDAYS
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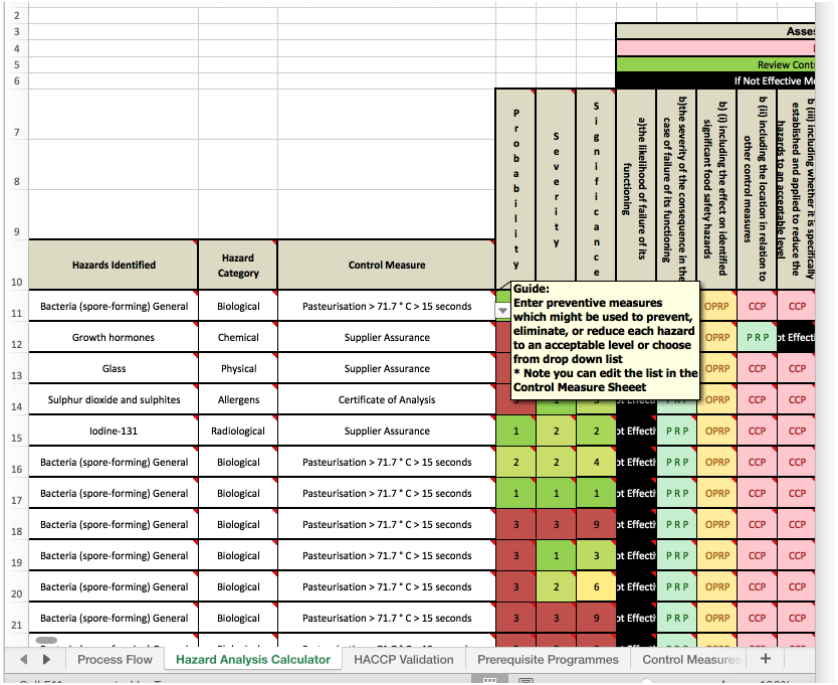
Selection and categorization of control measure(s)

For significant hazards decide what control measures are in place for the hazard.



Hazards Identified	Hazard Category	Control Measure	Probability	Severity	Significance	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
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds						OPRP	CCP	CCP
Growth hormones	Chemical	Supplier Assurance						OPRP	PRP	ot Effecti
Glass	Physical	Supplier Assurance						OPRP	CCP	CCP
Sulphur dioxide and sulphites	Allergens	Certificate of Analysis						OPRP	CCP	CCP
Iodine-131	Radiological	Supplier Assurance	1	2	2	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	2	2	4	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	1	1	1	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	3	1	3	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	3	2	6	ot Effecti	PRP	OPRP	CCP	CCP
Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	ot Effecti	PRP	OPRP	CCP	CCP

Guide:
Enter preventive measures which might be used to prevent, eliminate, or reduce each hazard to an acceptable level or choose from drop down list
* Note you can edit the list in the Control Measure Sheeet

Process Flow | Hazard Analysis Calculator | HACCP Validation | Prerequisite Programmes | Control Measures

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8.5.2 Hazard Analysis

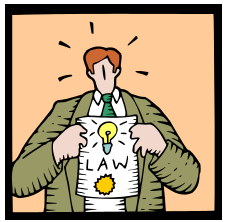
When developing your hazard analysis it is important to keep supporting documentation such as regulations, scientific papers, study, or in-plant study, and historical information about the process for the decisions reached by the team.

When applying HACCP to a given operation, consideration should be given to steps preceding and following the specified operation.

When applying HACCP to a given operation, consideration should be given to steps preceding and following the specified operation.

This will help you with a due diligence defence in demonstrating how you have conducted your hazard analysis.

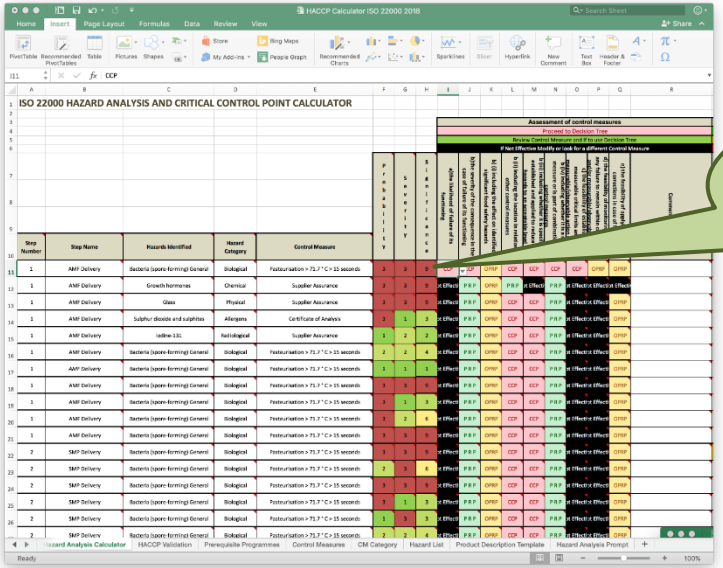
Remember to list the actual hazard or organism rather than just a general hazard whenever possible.



ISO 22000 Implementation Assessing Control Measures

8.5.2.4 Selection and categorization of control measure(s)

Using a systematic approach the Food Safety Team categorise the selected identified control measures to be managed as OPRPs or at CCPs.



For Significant Hazards scoring 9 proceed to Assessment of Control Measures

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Selection and Categorisation of Control Measures

8.5.2.4.1 For each of the control measures selected, there needs to be 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) (1) including the effect on identified significant food safety hazards
b) (2) including the location in relation to other control measures
b) (3) including whether it is specifically established and applied to reduce the hazards to an acceptable level
b) (4) including whether it is a single measure or is part of combination of control measures
8.5.2.4.2 For each of the control measures selected, there needs to be an assessment of:
a) the feasibility of establishing measurable critical limits and/or measurable/observable action criteria
b) the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria
c) the feasibility of applying timely corrections in case of failure

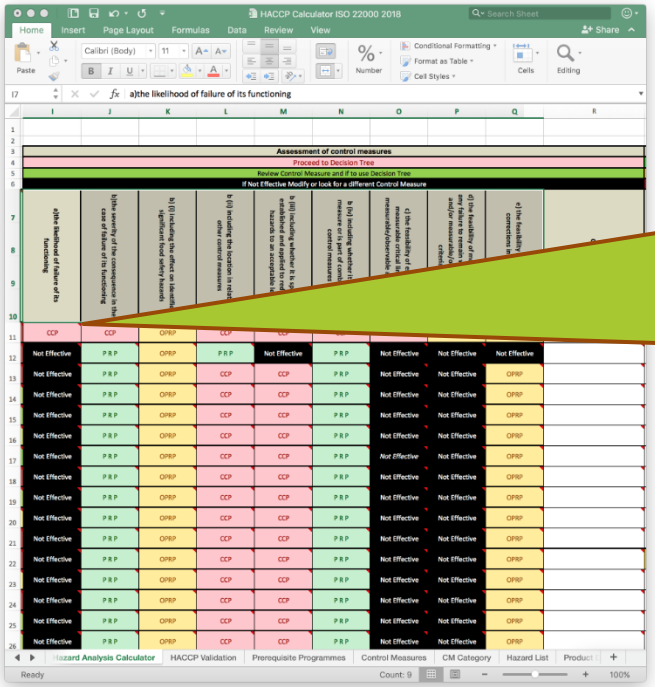
Selection and Categorisation of Control Measures

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.

Selection and Categorization of Control Measures



a) What is the likelihood of failure of its functioning?

Consider if:

Never fails

Slight risk of failure

Possible failure

Likely failure

Guaranteed failure

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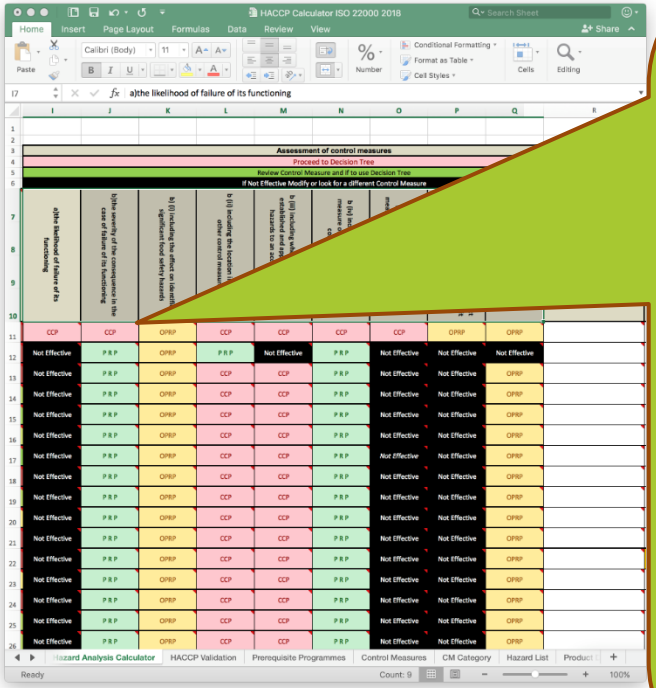
Selection and Categorization of Control Measures



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

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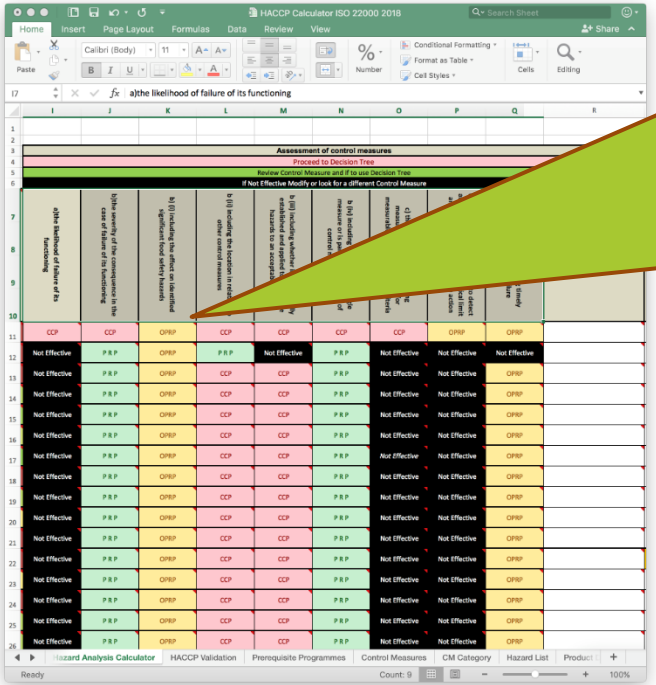
Selection and Categorization of Control Measures



b) (1) What is the effect on identified significant food safety hazards?

Eliminates the hazard
Significant reduction
Some reduction
Little effect

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

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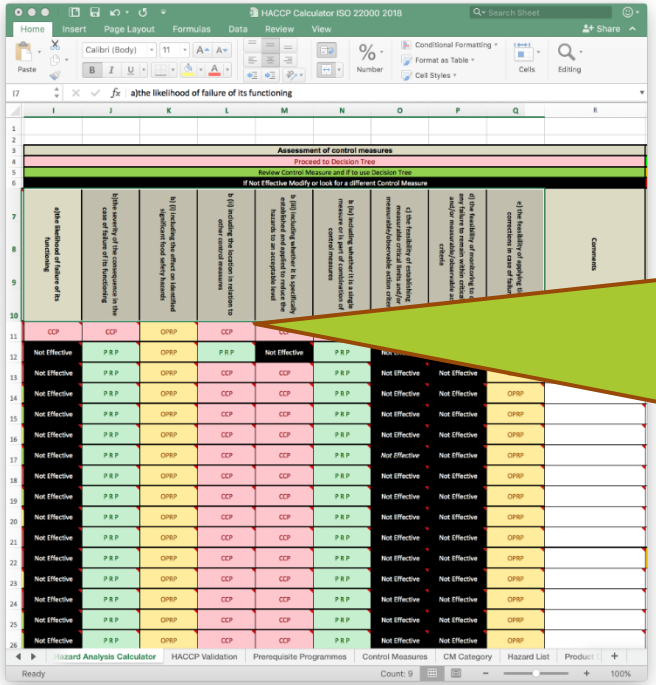
Selection and Categorization of Control Measures



b) (2) What is the location in relation to other control measures?

At the end of the process
Near the end of the process
Mid process
Start of process

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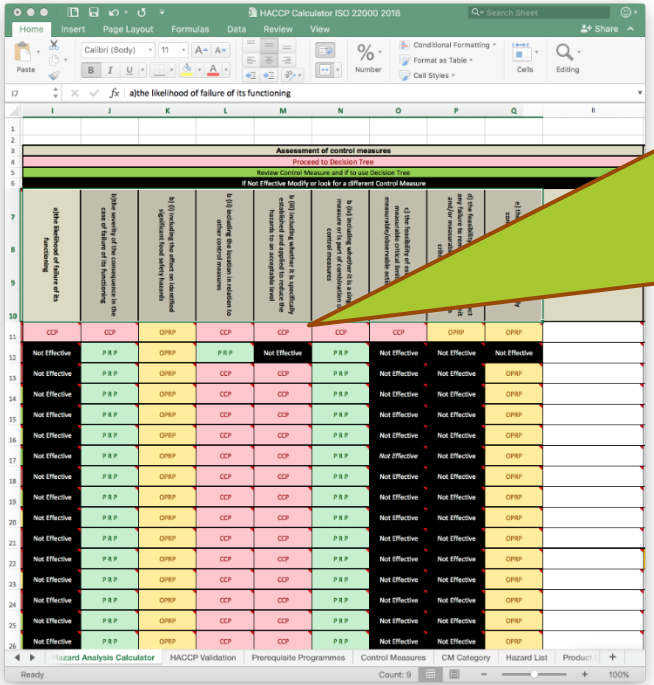
Selection and Categorization of Control Measures



b) (3) Is the Control Measure specifically established to reduce the hazards to an acceptable level?

Specifically designed to Control the Hazard
Not specific but Effective
Not specific partly effective
Not specific not effective

FOOD SAFETY FRIDAYS
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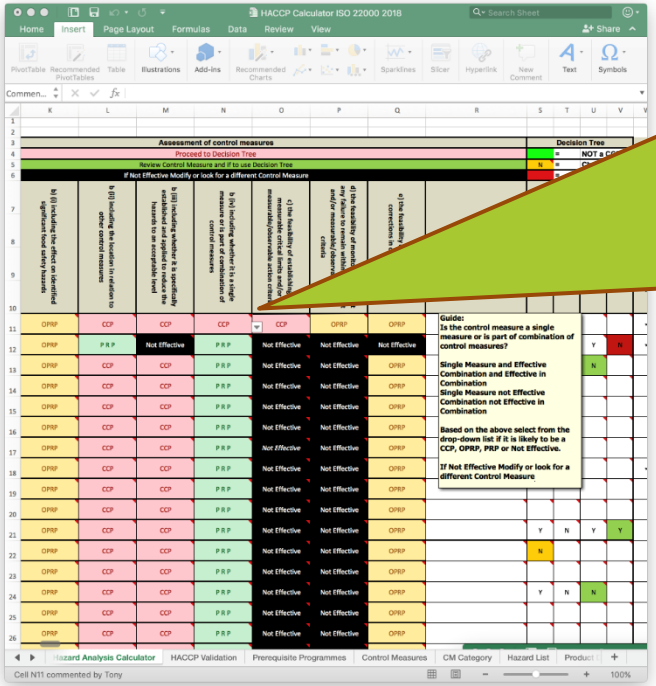
Selection and Categorization of Control Measures



b) (4) Is the control measure a single measure or is part of combination of control measures?

Single Measure and Effective
Combination and Effective in Combination
Single Measure not Effective
Combination not Effective in Combination

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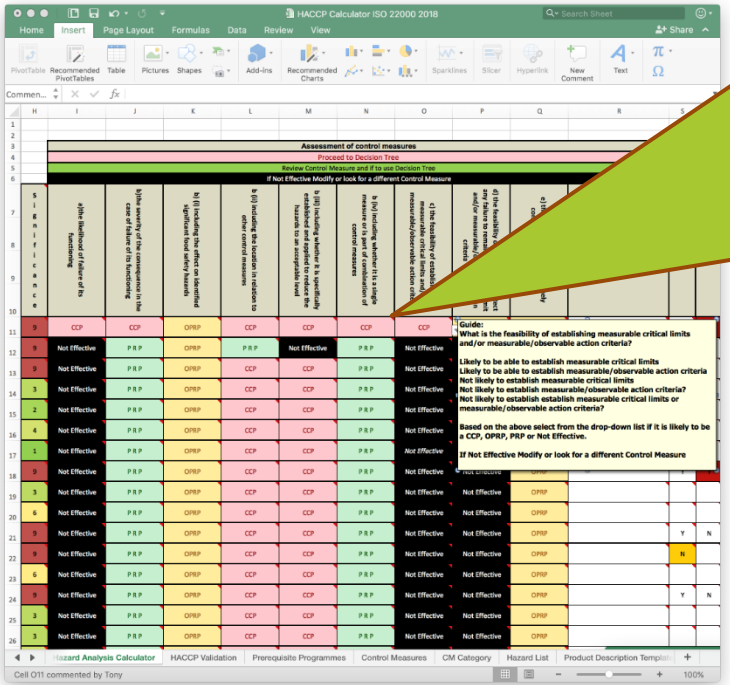
Selection and Categorization of Control Measures



Feasibility a) What is the feasibility of establishing measurable critical limits and/or measurable/observable action criteria?

Likely to be able to establish measurable critical limits

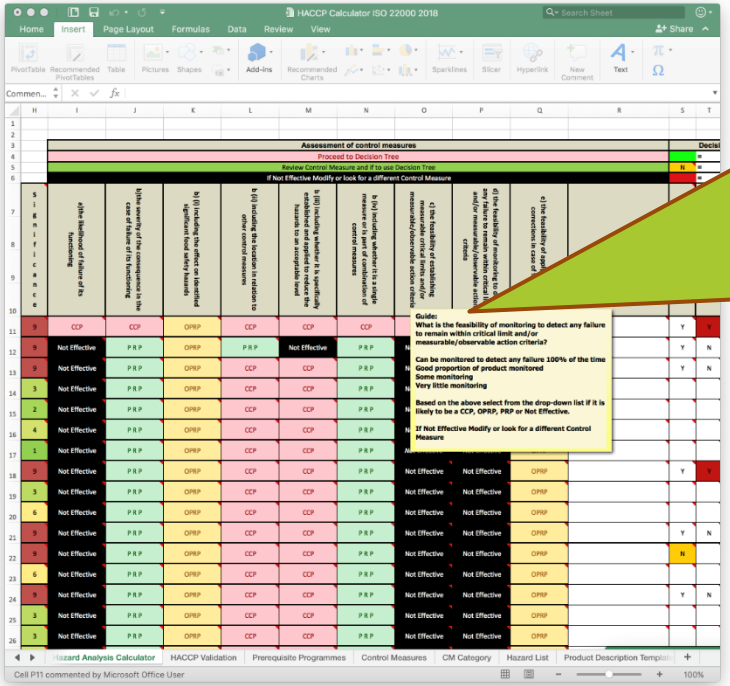
Likely to be able to establish measurable/observable action criteria

Not likely to establish measurable critical limits

Not likely to establish measurable/observable action criteria

Not likely to establish establish measurable critical limits or measurable/observable action criteria

Selection and Categorization of Control Measures



Feasibility b) What is the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria?

Can be monitored to detect any failure 100% of the time
Good proportion of product monitored
Some monitoring
Very little monitoring

FOOD SAFETY FRIDAYS
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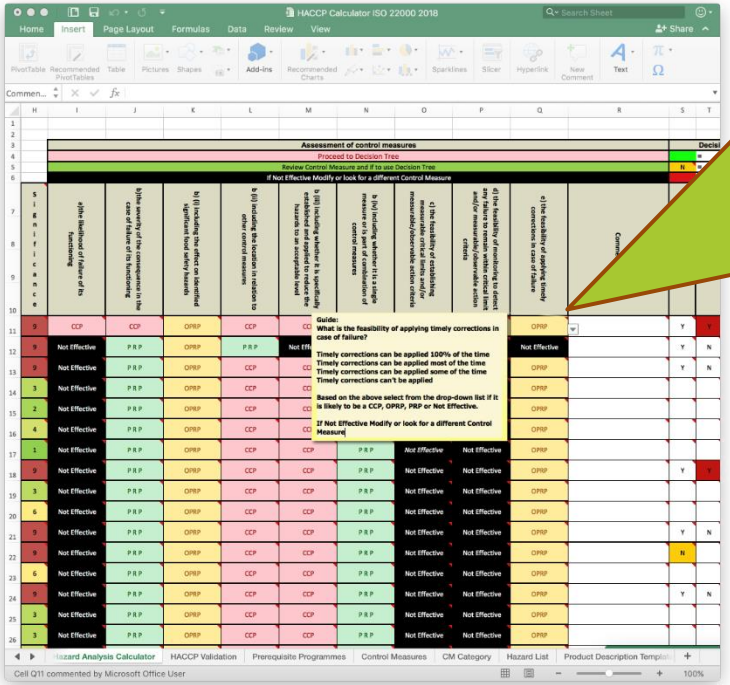
Selection and Categorization of Control Measures



Feasibility c) What is the feasibility of applying timely corrections in case of failure?

Timely corrections can be applied 100% of the time
Timely corrections can be applied most of the time
Timely corrections can be applied some of the time
Timely corrections can't be applied

FOOD SAFETY FRIDAYS
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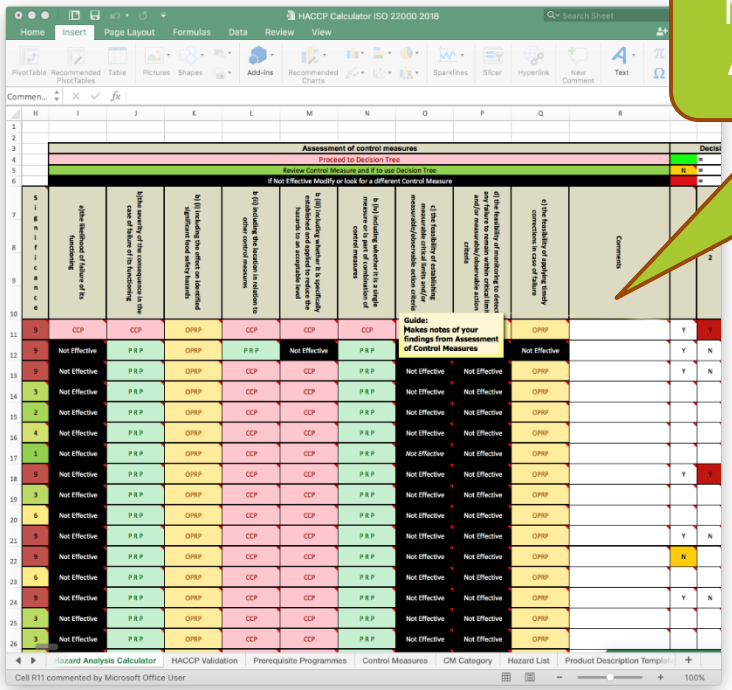
Selection and Categorization of Control Measures



Make notes of your findings from Assessment of Control Measures

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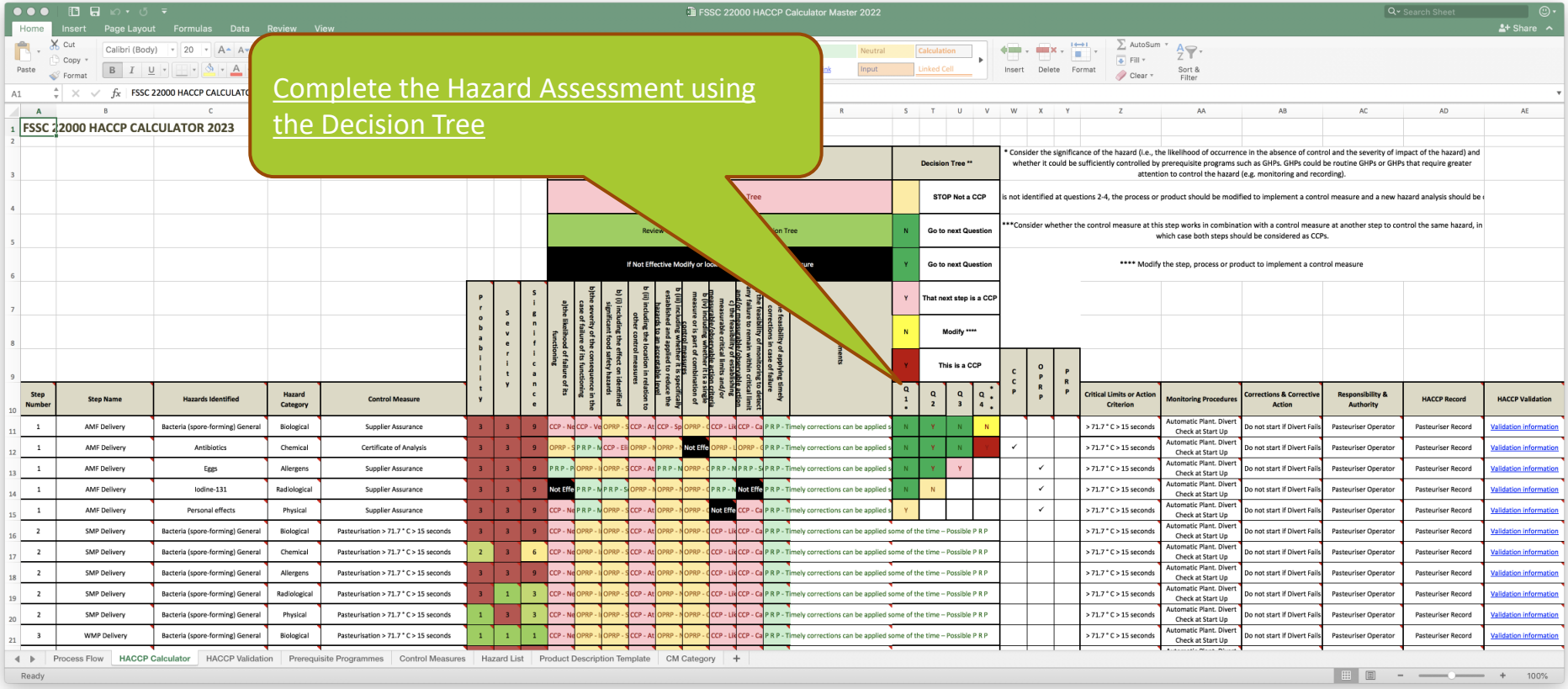
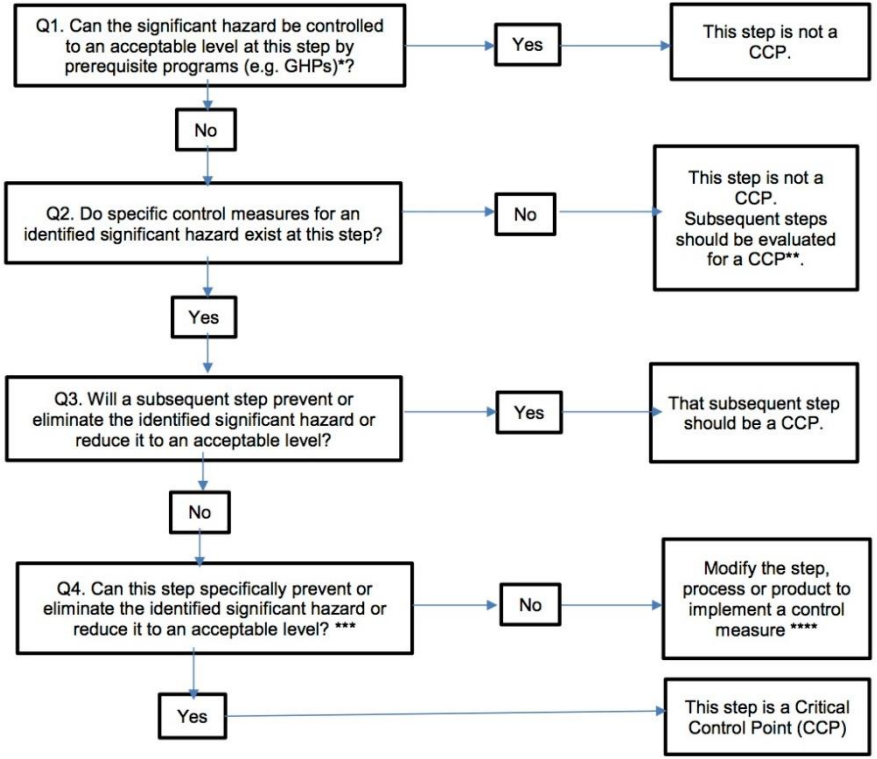
Selection and Categorization of Control Measures



FSSC 22000 HACCP Calculator Instructions

You are now ready to complete the Hazard Analysis 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 **FSSC 22000 HACCP Calculator Instructions**
Revision 2 2023
Written by: Tony-C

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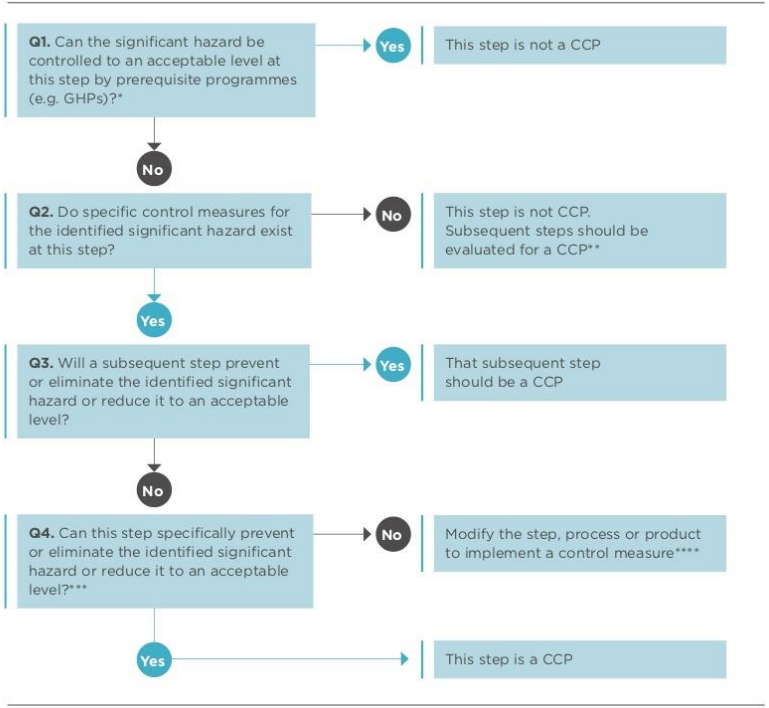
FSSC 22000 HACCP Calculator Instructions

You are now ready to complete the Hazard Analysis Calculator Decision Tree Section

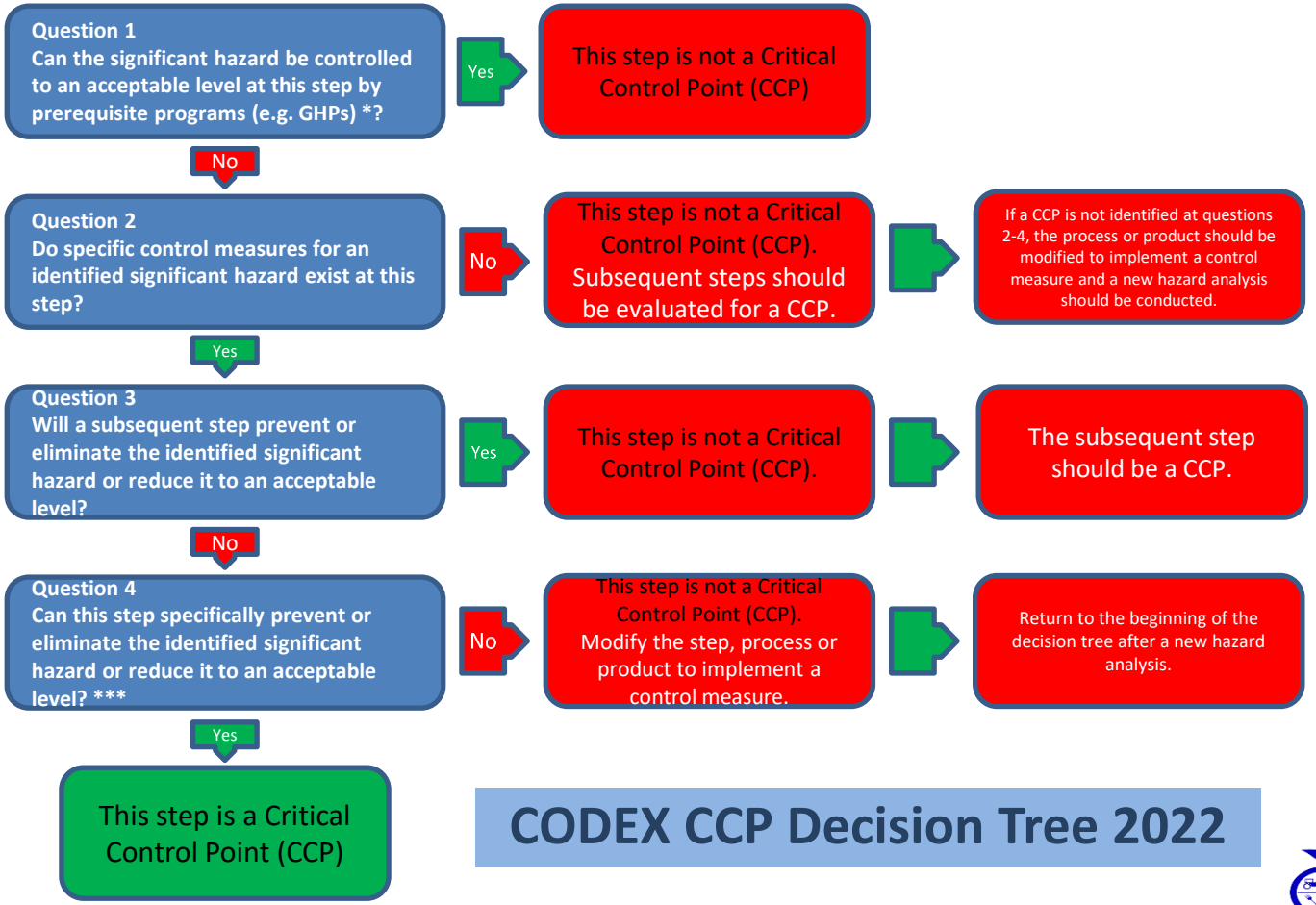


* Consider the significance of the hazard (i.e., the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GHPs. GHPs could be routine GHPs or GHPs that require greater attention to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



CODEX CCP Decision Tree 2022

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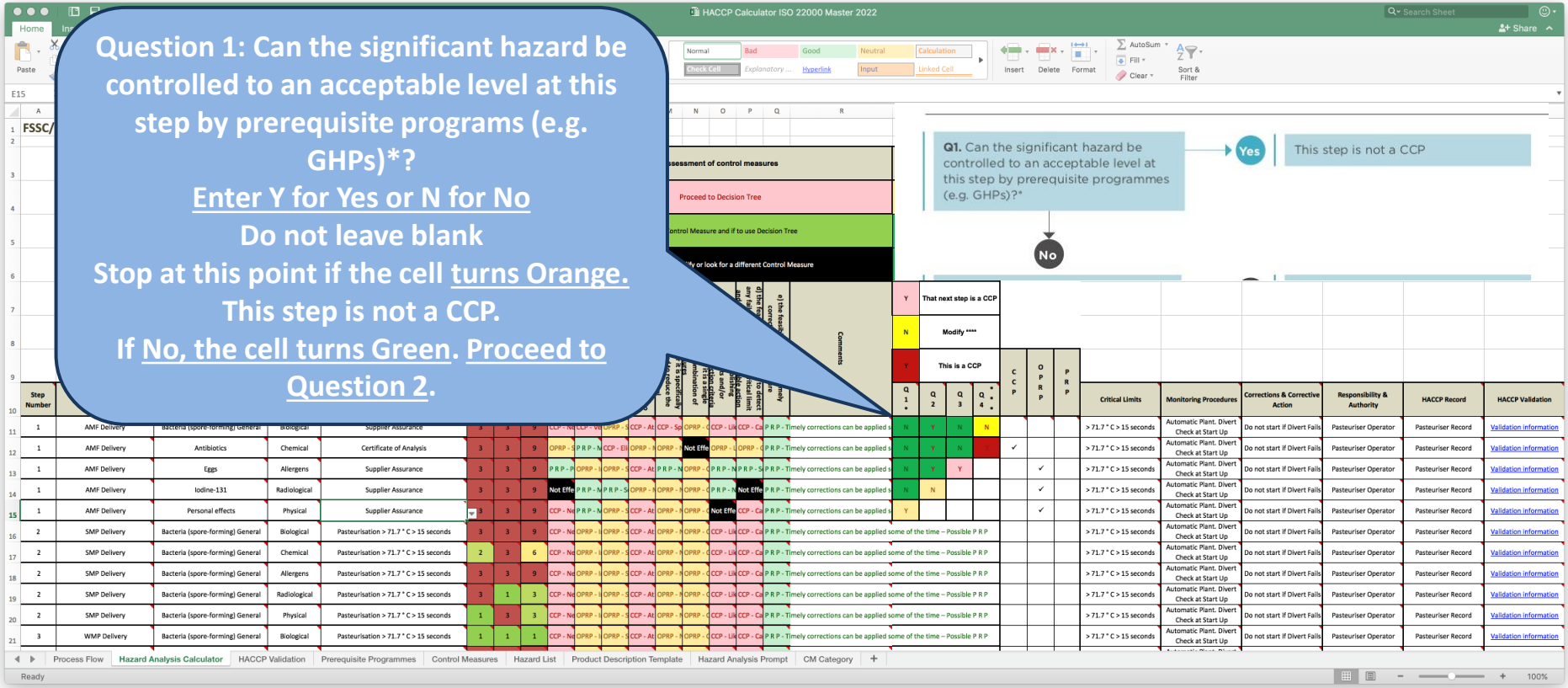
FSSC 22000 HACCP Calculator Instructions



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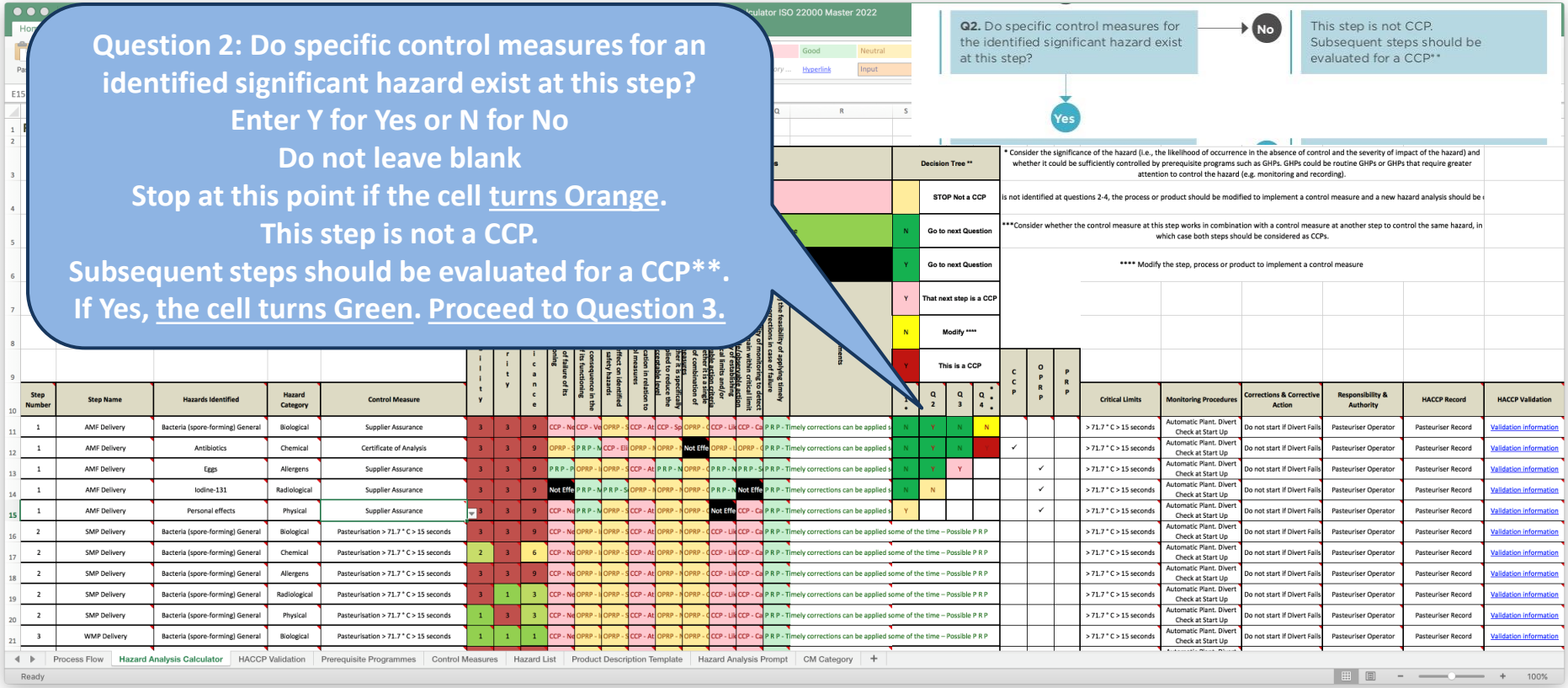
FSSC 22000 HACCP Calculator Instructions



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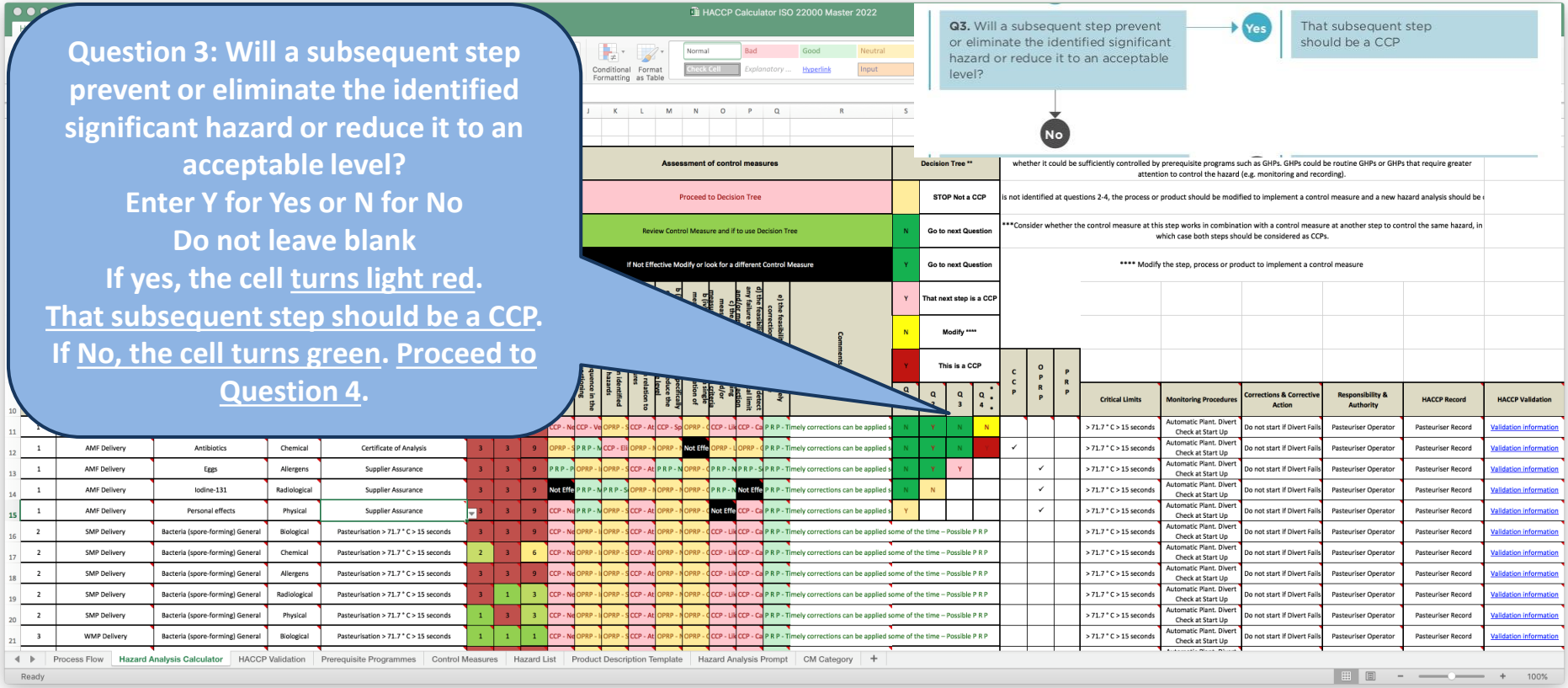
FSSC 22000 HACCP Calculator Instructions



Document Reference **FSSC 22000 HACCP Calculator Instructions**
Revision 2 2023
Written by: Tony-C

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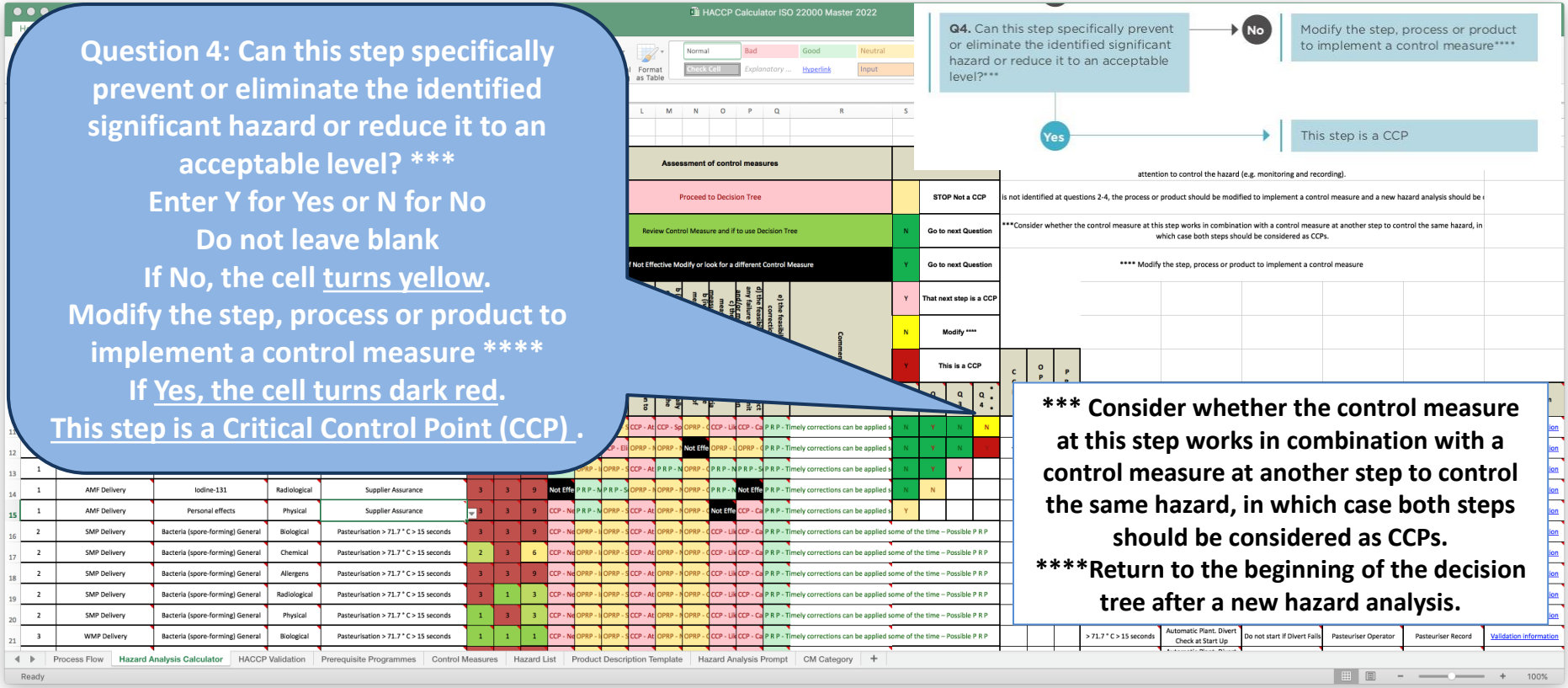
FSSC 22000 HACCP Calculator Instructions



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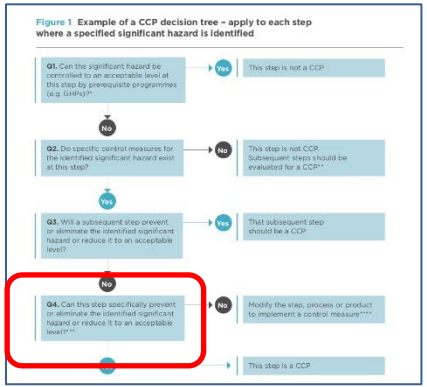
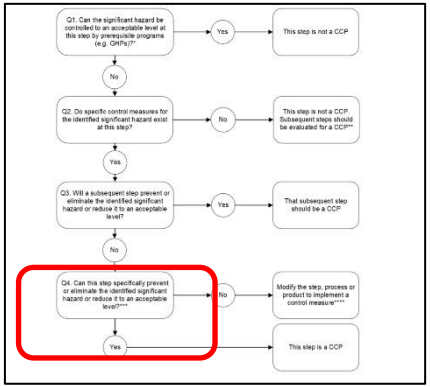
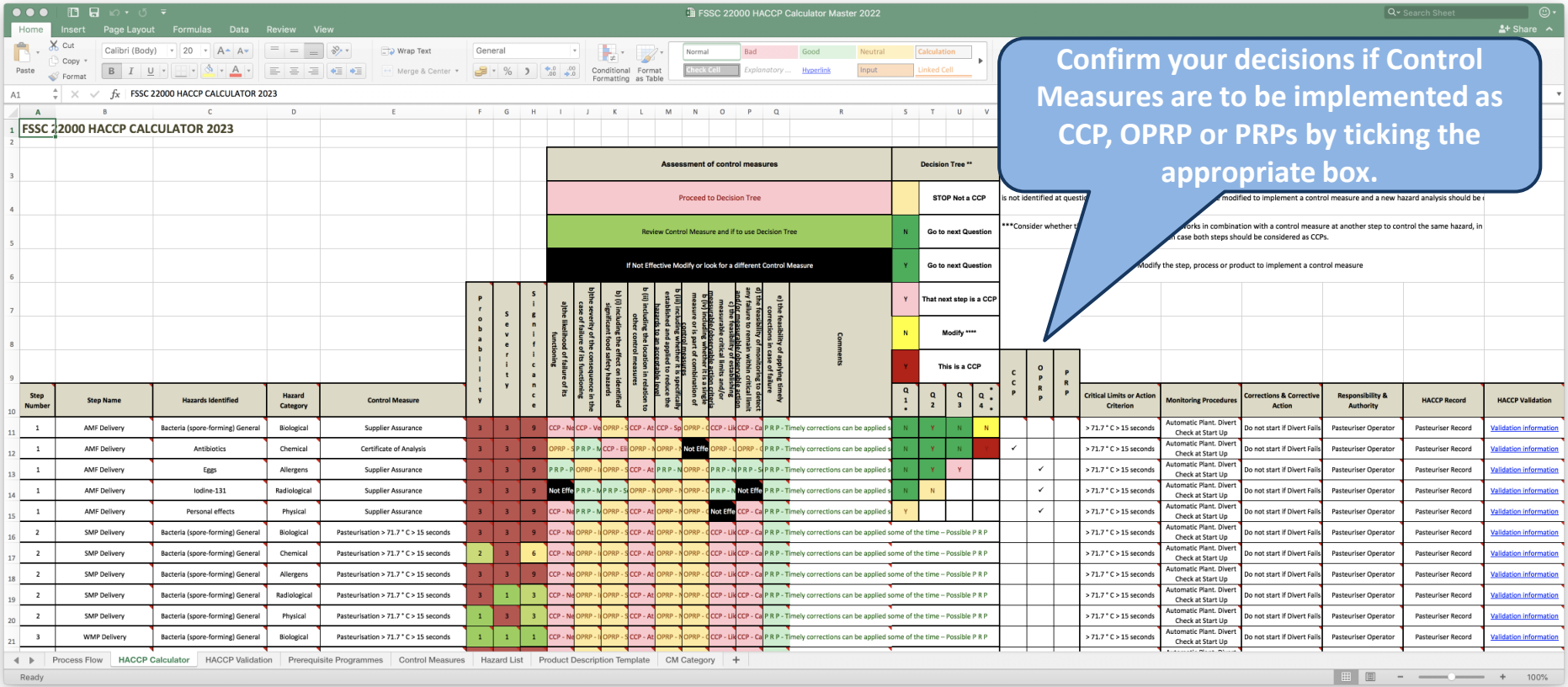
FSSC 22000 HACCP Calculator - HACCP Decision Tree

***** 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.**





FSSC 22000 HACCP Calculator Instructions



Document Reference **FSSC 22000 HACCP Calculator Instructions**
Revision 2 2023
Written by: Tony-C

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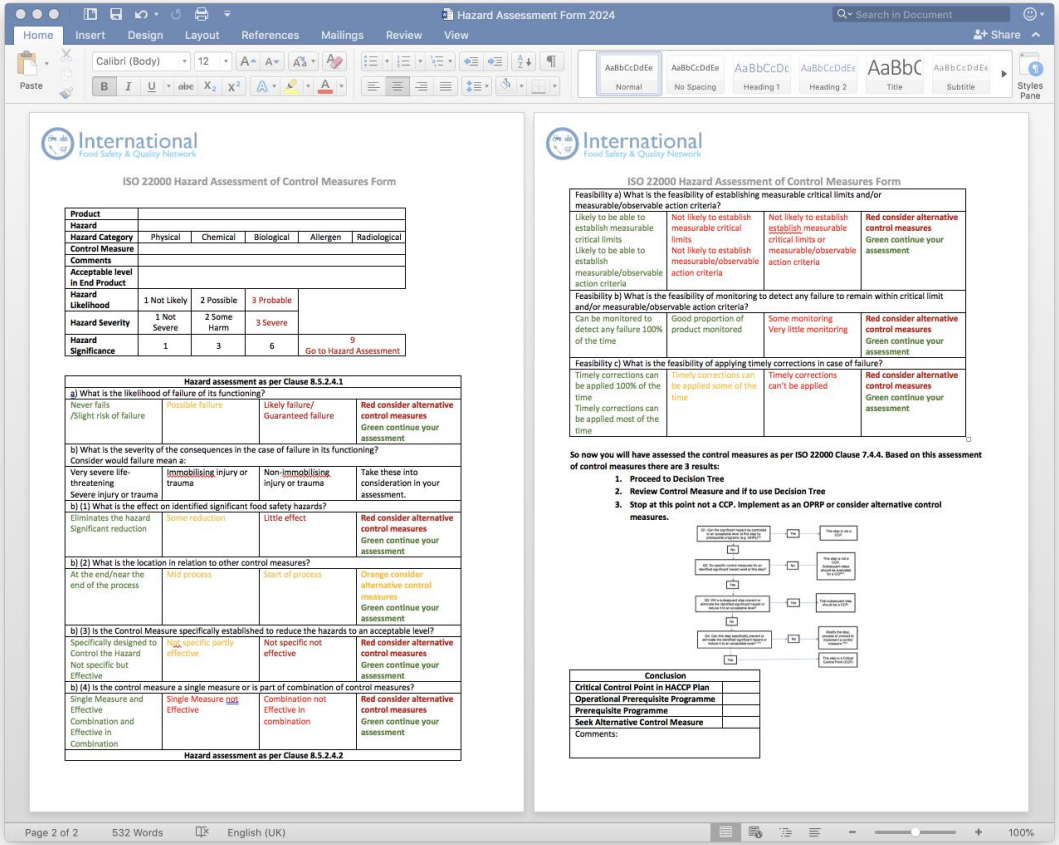
Selection and Categorization of Control Measures



Hazard Assessment Form 2024

International Food Safety & Quality Network

ISO 22000 Hazard Assessment of Control Measures Form

Product					
Hazard					
Hazard Category	Physical	Chemical	Biological	Allergen	Radiological
Control Measure					
Comments					
Acceptable level in End Product					
Hazard Likelihood	1 Not Likely	2 Possible	3 Probable		
Hazard Severity	1 Not Severe	2 Some Harm	3 Severe		
Hazard Significance	1	3	6	9 Go to Hazard Assessment	

Hazard assessment as per Clause 8.5.2.4.1			
a) What is the likelihood of failure of its functioning?			
Never fails /Slight risk of failure	Possible failure	Likely failure/ Guaranteed failure	**Red consider alternative control measures** Green continue your assessment
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 Severe injury or trauma	Immobilising injury or trauma	Non-immobilising injury or trauma	Take these into consideration in your assessment.
b) (1) What is the effect on identified significant food safety hazards?			
Eliminates the hazard Significant reduction	Some reduction	Little effect	**Red consider alternative control measures** Green continue your assessment
b) (2) What is the location in relation to other control measures?			
At the end/near the end of the process	Mid process	Start of process	Orange consider alternative control measures Green continue your assessment
b) (3) Is the Control Measure specifically established to reduce the hazards to an acceptable level?			
Specifically designed to Control the Hazard Not specific but Effective	Not specific partly effective	Not specific not effective	**Red consider alternative control measures** Green continue your assessment
b) (4) Is the control measure a single measure or is part of combination of control measures?			
Single Measure and Effective Combination and Effective in Combination	Single Measure not Effective	Combination not Effective in combination	**Red consider alternative control measures** Green continue your assessment
Hazard assessment as per Clause 8.5.2.4.2			

ISO 22000 Hazard Assessment of Control Measures Form

Feasibility a) What is the feasibility of establishing measurable critical limits and/or measurable/observable action criteria?			
Likely to be able to establish measurable critical limits Likely to be able to establish measurable/observable action criteria	Not likely to establish measurable critical limits Not likely to establish measurable/observable action criteria	Not likely to establish measurable critical limits or measurable/observable action criteria	**Red consider alternative control measures** Green continue your assessment
Feasibility b) What is the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria?			
Can be monitored to detect any failure 100% of the time	Good proportion of product monitored	Some monitoring Very little monitoring	**Red consider alternative control measures** Green continue your assessment
Feasibility c) What is the feasibility of applying timely corrections in case of failure?			
Timely corrections can be applied 100% of the time Timely corrections can be applied most of the time	Timely corrections can be applied some of the time	Timely corrections can't be applied	**Red consider alternative control measures** Green continue your assessment

So now you will have assessed the control measures as per ISO 22000 Clause 7.4.4. Based on this assessment of control measures there are 3 results:

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

Conclusion	
Critical Control Point in HACCP Plan	
Operational Prerequisite Programme	
Prerequisite Programme	
Seek Alternative Control Measure	
Comments:	

Page 2 of 2 532 Words English (UK) 100%

Confirm your decisions if Control Measures are to be implemented as CCP, OPRP or PRPs by ticking the appropriate box.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

CODEX Table 1: Example of a CCP determination worksheet

Table 1: Example of a CCP determination worksheet (apply to each step where a specified significant hazard is identified)

Process step	Significant hazards	Q1. Can the significant hazard be controlled to an acceptable level at this step by prerequisite programs (e.g. GHPs)?[a]	Q2. Do specific control measures for the identified significant hazard exist at this step?	Q3. Will a subsequent step prevent or eliminate the identified significant hazard or reduce it to an acceptable level?	Q4. Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level?[c]	CCP number
Identify process step	Describe hazard and cause	If yes, this step is not a CCP. If no, proceed to Q2.	If yes, proceed to Q3. If no, this step is not a CCP. Subsequent steps should be evaluated for a CCP.[b]	If yes, that subsequent step should be a CCP. If no, proceed to Q4.	If yes, this step is a CCP. If no, modify the step, process or product to implement a control measure.[d]	Number the CCP and include in HACCP worksheet.

[a] 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).

[b] 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.

[c] 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.

[d] Return to the beginning of the decision tree after a new hazard analysis.

Confirm your decisions if Control Measures are to be implemented as CCP, OPRP or PRPs by ticking the appropriate box.

FOOD SAFETY FRIDAYS
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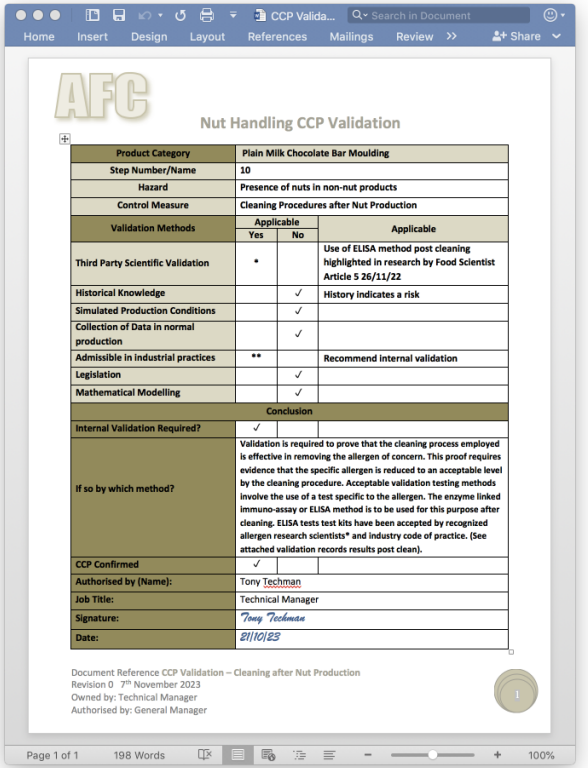
ISO 22000: 8.5.3 Validation of control measure(s) and combinations of control measures

The food safety team need to validate that the selected control measures are capable of achieving the intended control of the significant food safety hazards.

Validation must be completed prior to implementation of control measures and combinations of control measures to be included in the hazard control plan.

When the result of validation shows that a control measures is not capable of achieving the intended control, the food safety team need to modify and re-assess the control measures and/or combination of control measures.

The food safety team should document the validation methodology and evidence of capability of the control measures to achieve the intended control.



AFC

Nut Handling CCP Validation

Product Category	Plain Milk Chocolate Bar Moulding		
Step Number/Name	10		
Hazard	Presence of nuts in non-nut products		
Control Measure	Cleaning Procedures after Nut Production		
Validation Methods	Applicable Yes	Applicable No	Applicable
Third Party Scientific Validation	*		Use of ELISA method post cleaning highlighted in research by Food Scientist Article 5 26/11/22
Historical Knowledge		✓	History indicates a risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	**		Recommend internal validation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	Validation is required to prove that the cleaning process employed is effective in removing the allergen of concern. This proof requires evidence that the specific allergen is reduced to an acceptable level by the cleaning procedure. Acceptable validation testing methods involve the use of a test specific to the allergen. The enzyme linked immuno-assay or ELISA method is to be used for this purpose after cleaning. ELISA tests test kits have been accepted by recognized allergen research scientists* and industry code of practice. (See attached validation records results post clean).		
CCP Confirmed	✓		
Authorised by (Name):	Tony Techman		
Job Title:	Technical Manager		
Signature:	Tony Techman		
Date:	21/10/23		

Document Reference CCP Validation – Cleaning after Nut Production
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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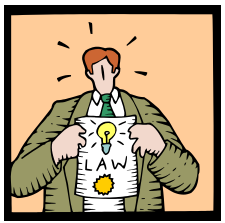
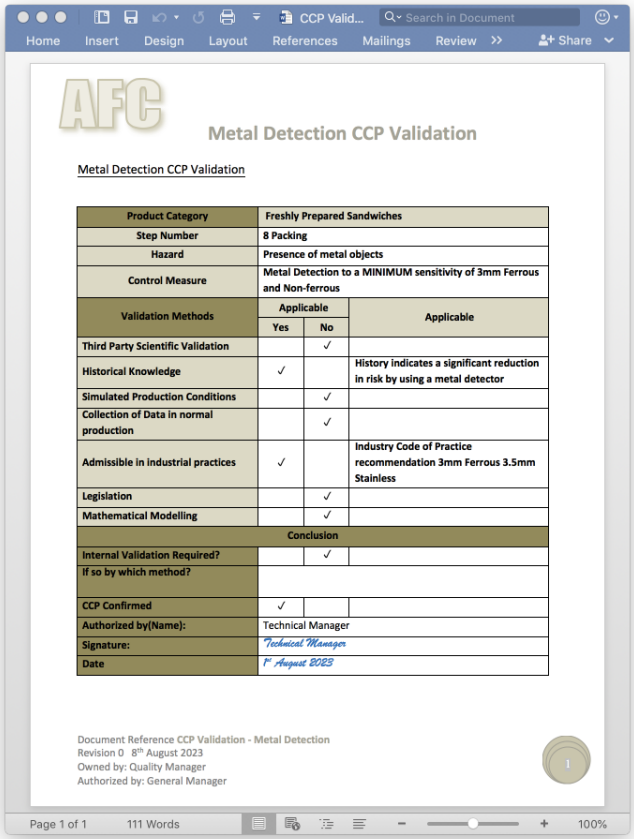
Validation

Supporting validation documentation can consist of information from:

- ✓ **Regulatory limits or Industry Code of Practice Guidelines**
- ✓ **Scientific journals**
- ✓ **Documented challenge studies**
- ✓ **In-house data**



8.5.3 Validation of control measure(s)



AFC

Metal Detection CCP Validation

Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a MINIMUM sensitivity of 3mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorized by(Name):	Technical Manager		
Signature:	*Technical Manager*		
Date	*1st August 2023*		

Document Reference CCP Validation - Metal Detection
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

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Food Safety & Quality Management System

8.5.3 Validation of control measures and combinations of control measures

Each hazard on the Significant Food Safety Hazard list is controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels.

The Food Safety team confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

The validation provides documented proof that the established limits at critical control points achieve the intended control for the designated food safety hazards. End products are analysed by the Laboratory for the Food Safety and the results are checked by the Food Safety Team ensure that the control measures (or combination of control measures) are effective controlling the food safety hazard to the defined acceptable level.

When validation results fail to confirm the above then the control measures are re-evaluated and appropriately modified by the Food Safety Team. These modifications may include changes to:

- Control measures (and/or combination(s) of control measures)
- Raw materials (such as food contact packaging or ingredients)
- Processing methods
- Manufacturing methods
- End product
- Distribution methods
- Intended use or Users of the product

Modification to control measures can include process parameters, rigour and/or their combination.

Validation methodology and evidence of capability of the control measures to achieve the intended control are documented and maintained by the Food Safety Team.

Responsibilities

The Technical Manager has overall responsibility for monitoring, measurement and analysis and ensuring that all analyses which are critical to confirm product safety, legality and quality, are carried out using appropriate procedures, facilities and standards without presenting risk to food safety.

The Laboratory Manager is responsible for maintaining internal testing and external analysis schedules.

The Technical Manager is responsible for establishing a team and developing the HACCP Plan, Operational PRP(s) and Product Control plans.

Document Reference FSMS 8.5.3 Validation of control measures and combinations of control measures
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
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ISO 22000 Section 8 Operation

Section 8 Operation includes requirements for:

8.5.4 Hazard control plan (HACCP/OPRP plan)

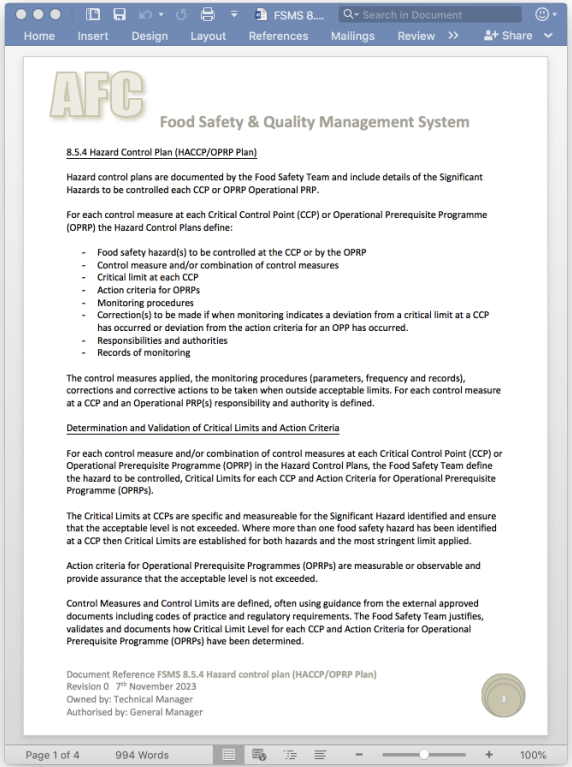
8.5.4.1 General

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.... Search in Document

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Food Safety & Quality Management System

8.5.4 Hazard Control Plan (HACCP/OPRP Plan)

Hazard control plans are documented by the Food Safety Team and include details of the Significant Hazards to be controlled each CCP or OPRP Operational PRP.

For each control measure at each Critical Control Point (CCP) or Operational Prerequisite Programme (OPRP) the Hazard Control Plans define:

- Food safety hazard(s) to be controlled at the CCP or by the OPRP
- Control measure and/or combination of control measures
- Critical limit at each CCP
- Action criteria for OPRPs
- Monitoring procedures
- Correction(s) to be made if when monitoring indicates a deviation from a critical limit at a CCP has occurred or deviation from the action criteria for an OPP has occurred.
- Responsibilities and authorities
- Records of monitoring

The control measures applied, the monitoring procedures (parameters, frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure at a CCP and an Operational PRP(s) responsibility and authority is defined.

Determination and Validation of Critical Limits and Action Criteria

For each control measure and/or combination of control measures at each Critical Control Point (CCP) or Operational Prerequisite Programme (OPRP) in the Hazard Control Plans, the Food Safety Team define the hazard to be controlled, Critical Limits for each CCP and Action Criteria for Operational Prerequisite Programme (OPRPs).

The Critical Limits at CCPs are specific and measureable for the Significant Hazard identified and ensure that the acceptable level is not exceeded. Where more than one food safety hazard has been identified at a CCP then Critical Limits are established for both hazards and the most stringent limit applied.

Action criteria for Operational Prerequisite Programmes (OPRPs) are measurable or observable and provide assurance that the acceptable level is not exceeded.

Control Measures and Control Limits are defined, often using guidance from the external approved documents including codes of practice and regulatory requirements. The Food Safety Team justifies, validates and documents how Critical Limit Level for each CCP and Action Criteria for Operational Prerequisite Programme (OPRPs) have been determined.

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 4 994 Words 100%

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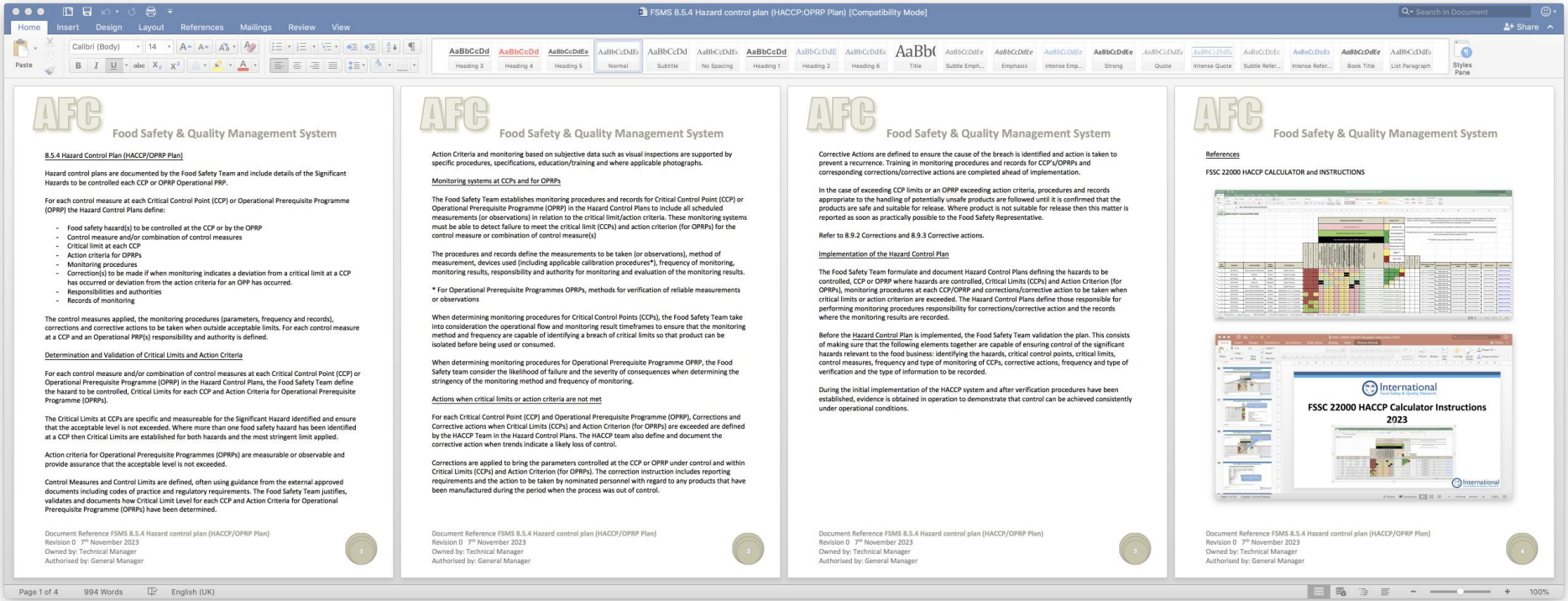
ISO 22000 8.5.4 Hazard control plan (HACCP/OPRP plan)



FSMS 8.5.4 Hazard control plan (HACCP:OPRP Plan) [Compatibility Mode]

Food Safety & Quality Management System

8.5.4 Hazard Control Plan (HACCP/OPRP Plan)

Hazard control plans are documented by the Food Safety Team and include details of the Significant Hazards to be controlled each CCP or OPRP Operational PRP.

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- Food safety hazard(s) to be controlled at the CCP or by the OPRP
- Control measure and/or combination of control measures
- Critical limit at each CCP
- Action criteria for OPRPs
- Monitoring procedures
- Correction(s) to be made if when monitoring indicates a deviation from a critical limit at a CCP has occurred or deviation from the action criteria for an OPP has occurred.
- Responsibilities and authorities
- Records of monitoring

The control measures applied, the monitoring procedures (parameters, frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure at a CCP and an Operational PRP(s) responsibility and authority is defined.

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Control Measures and Control Limits are defined, often using guidance from the external approved documents including codes of practice and regulatory requirements. The Food Safety Team justifies, validates and documents how Critical Limit Level for each CCP and Action Criteria for Operational Prerequisite Programme (OPRPs) have been determined.

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 0 7th November 2023
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Food Safety & Quality Management System

Action Criteria and monitoring based on subjective data such as visual inspections are supported by specific procedures, specifications, education/training and where applicable photographs.

Monitoring systems at CCPs and for OPRPs

The Food Safety Team establishes monitoring procedures and records for Critical Control Point (CCP) or Operational Prerequisite Programme (OPRP) in the Hazard Control Plans to include all scheduled measurements (or observations) in relation to the critical limit/action criteria. These monitoring systems must be able to detect failure to meet the critical limit (CCPs) and action criterion (for OPRPs) for the control measure or combination of control measure(s)

The procedures and records define the measurements to be taken (or observations), method of measurement, devices used (including applicable calibration procedures*), frequency of monitoring, monitoring results, responsibility and authority for monitoring and evaluation of the monitoring results.

* For Operational Prerequisite Programmes OPRPs, methods for verification of reliable measurements or observations

When determining monitoring procedures for Critical Control Points (CCPs), the Food Safety Team take into consideration the operational flow and monitoring result timeframes to ensure that the monitoring method and frequency are capable of identifying a breach of critical limits so that product can be isolated before being used or consumed.

When determining monitoring procedures for Operational Prerequisite Programme OPRP, the Food Safety team consider the likelihood of failure and the severity of consequences when determining the stringency of the monitoring method and frequency of monitoring.

Actions when critical limits or action criteria are not met

For each Critical Control Point (CCP) and Operational Prerequisite Programme (OPRP), Corrections and Corrective actions when Critical Limits (CCPs) and Action Criterion (for OPRPs) are exceeded are defined by the HACCP Team in the Hazard Control Plans. The HACCP team also define and document the corrective action when trends indicate a likely loss of control.

Corrections are applied to bring the parameters controlled at the CCP or OPRP under control and within Critical Limits (CCPs) and Action Criterion (for OPRPs). The correction instruction includes reporting requirements and the action to be taken by nominated personnel with regard to any products that have been manufactured during the period when the process was out of control.

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 0 7th November 2023
Owned by: Technical Manager
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Food Safety & Quality Management System

Corrective Actions are defined to ensure the cause of the breach is identified and action is taken to prevent a recurrence. Training in monitoring procedures and records for CCP's/OPRPs and corresponding corrections/corrective actions are completed ahead of implementation.

In the case of exceeding CCP limits or an OPRP exceeding action criteria, procedures and records appropriate to the handling of potentially unsafe products are followed until it is confirmed that the products are safe and suitable for release. Where product is not suitable for release then this matter is reported as soon as practically possible to the Food Safety Representative.

Refer to 8.9.2 Corrections and 8.9.3 Corrective actions.

Implementation of the Hazard Control Plan

The Food Safety Team formulate and document Hazard Control Plans defining the hazards to be controlled, CCP or OPRP where hazards are controlled, Critical Limits (CCPs) and Action Criterion (for OPRPs), monitoring procedures at each CCP/OPRP and corrections/corrective action to be taken when critical limits or action criterion are exceeded. The Hazard Control Plans define those responsible for performing monitoring procedures responsibility for corrections/corrective action and the records where the monitoring results are recorded.

Before the Hazard Control Plan is implemented, the Food Safety Team validation the plan. This consists of making sure that the following elements together are capable of ensuring control of the significant hazards relevant to the food business: identifying the hazards, critical control points, critical limits, control measures, frequency and type of monitoring of CCPs, corrective actions, frequency and type of verification and the type of information to be recorded.

During the initial implementation of the HACCP system and after verification procedures have been established, evidence is obtained in operation to demonstrate that control can be achieved consistently under operational conditions.

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 0 7th November 2023
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References

FSSC 22000 HACCP CALCULATOR and INSTRUCTIONS

Document Reference FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 4 994 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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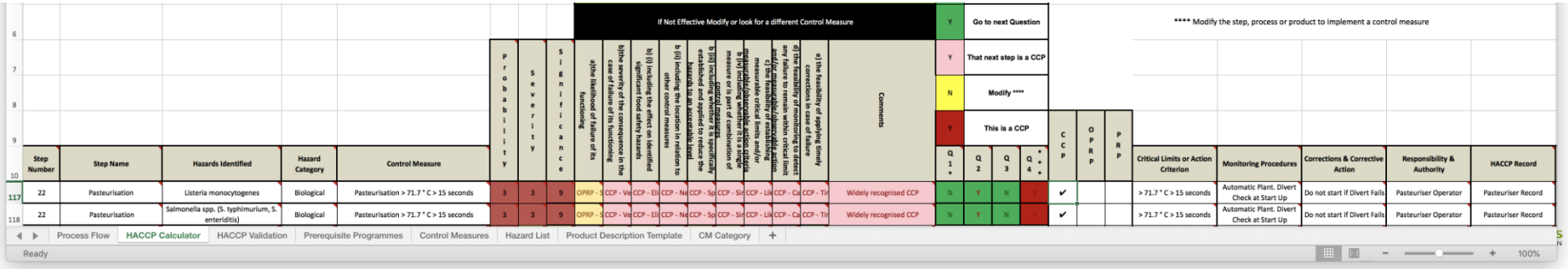
ISO 22000 8.5.4 Hazard control plan (HACCP/OPRP plan)

The hazard control plan needs to include for each control measure at each CCP or OPRP:

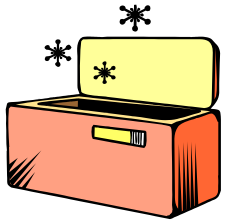
- ✓ **Food safety hazard(s) to be controlled at the CCP or by the OPRP**
- ✓ **Critical limit(s) at CCP or action criteria for OPRP**
- ✓ **Monitoring procedure(s)**
- ✓ **Correction(s) to be made if critical limits or action criteria are not met;**
- ✓ **Responsibilities and authorities**
- ✓ **Records of monitoring**



Critical Control Points (CCPs)/OPRPs

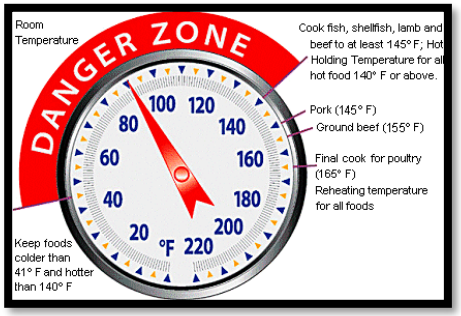
Many control measures are commonly applied in food processing and production to control significant hazards including:

- ✓ **Chilling or Freezing to temperatures that minimize microbial growth**
- ✓ **Cooking to specific temperatures for exact times in order to destroy microbial pathogens**
- ✓ **Product Acidification such as the addition of cultures or chemicals to reduce pH**
- ✓ **Product Drying or water reduction to remove available water**
- ✓ **Processes such as sealing**
- ✓ **Addition of Preservatives to prevent microbial growth**
- ✓ **Metal Detection**
- ✓ **Filtration**

HACCP PRINCIPLE 3 Establish Critical Limit(s)

A critical limit is the maximum or minimum value to which a physical, biological, or chemical hazard must be controlled at a critical control point to prevent, eliminate, or reduce to an acceptable level the occurrence of the identified food safety hazard.



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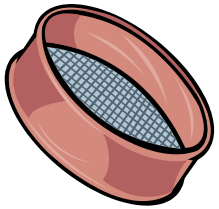
ISO 22000 Clause 8.5.4.2 Determination of critical limits and action criteria

ISO 22000 requires that as well as Critical Limits at CCPs that Action criteria for Operational Prerequisite Programmes need to be specified. The rationale for their determination shall be maintained as documented information.

Action criteria for OPRPs shall be measurable or observable. Conformance with action criteria shall contribute to the assurance that the acceptable level is not exceeded.

When monitoring an OPRP is based on subjective data from observations (e.g. visual inspection), the method shall be supported by instructions or specifications.



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ISO 22000 8.5.4 Hazard control plan (HACCP/OPRP plan)

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

FOOD SAFETY FRIDAYS
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ISO 22000 Clause 8.5.4.3 Monitoring systems at CCPs and for OPRPs

Monitoring should ideally provide information in time to make adjustments to ensure control of the process.

Where possible, process adjustments should be made when monitoring results indicate a trend towards loss of control at a CCP or OPRP.


AFC

PRP 011 Metal Detection

Introduction

The company has established, documented and implemented a metal control policy for the site, which is maintained as part of the Operational Prerequisite programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

The scope of the Metal Control Policy includes all products manufactured on site.

Procedure

Metal detection is crucial to prevent any metal which may come in contact with the product (loose nuts and bolts etc) from being sent out to the customer. Metal in product will affect the company's reputation and may seriously injure the consumer if swallowed. A sensitivity and timing check must be carried out before starting production and every hour throughout production to ensure the metal detector continues to work effectively. This procedure describes the testing procedure of metal detectors.

The test pieces used is dependent on the machine and product being tested. Standard sizes, unless specified to the contrary are:

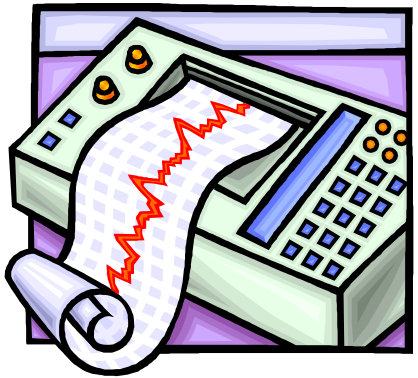
3.0mm ferrous test piece
3.5mm non-ferrous test piece

The operator is responsible for carrying out metal detection checks. The metal detection checks are audited each shift by the Quality Control Analyst.

Preparation of test samples

Take products which have passed through the metal detector without rejection Place test piece in centre of each product. Seal the pots with red QC REJECT tape and mark with the date. Two pots of product per run (new size, product etc) must be prepared for each test piece at the start of each run.

Document Reference PRP 011 Metal Detection
Revision 1 30th November 2011
Owned by: Technical Manager
Authorised By: General Manager



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ISO 22000 Clause 8.5.4.4

Actions when critical limits or action criteria are not met

PRINCIPLE 5 Establish the corrective actions to be taken when monitoring indicates a deviation from a critical limit at a CCP has occurred.

The corrective action planned needs ensure:

- ✓ **the cause of the deviation has been identified and eliminated**
- ✓ **the CCP reverts to a controlled state after the corrective action has been taken**
- ✓ **measures to prevent recurrence of the deviation have been established**
- ✓ **product is quarantined until it is established that it is safe.**

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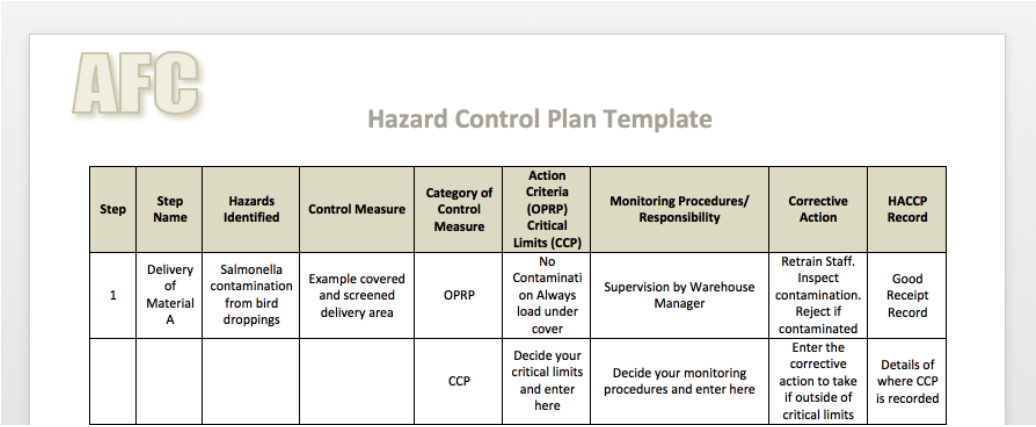
8.5.4.5 Implementation of the hazard control plan

The organization shall implement and maintain the hazard control plan, and retain evidence of the implementation as documented information.



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Hazard Control Plan Template

Step	Step Name	Hazards Identified	Control Measure	Category of Control Measure	Action Criteria (OPRP) Critical Limits (CCP)	Monitoring Procedures/ Responsibility	Corrective Action	HACCP Record
1	Delivery of Material A	Salmonella contamination from bird droppings	Example covered and screened delivery area	OPRP	No Contaminati on Always load under cover	Supervision by Warehouse Manager	Retrain Staff. Inspect contamination. Reject if contaminated	Good Receipt Record
				CCP	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	Enter the corrective action to take if outside of critical limits	Details of where CCP is recorded

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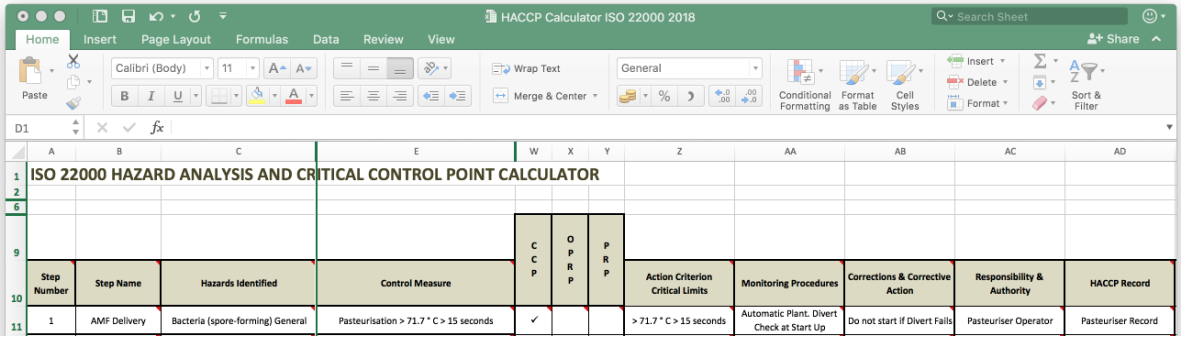
8.5.4.5 Implementation of the hazard control plan
Hazard Control Plan (CCP/OPRP Plan)



Hazard Control Plans should include:

Process Step
Hazard
Control Measure
Action Criteria/Critical Limits
Monitoring Procedures
Corrections/Corrective Action
Responsibilities
Reference to relevant Records

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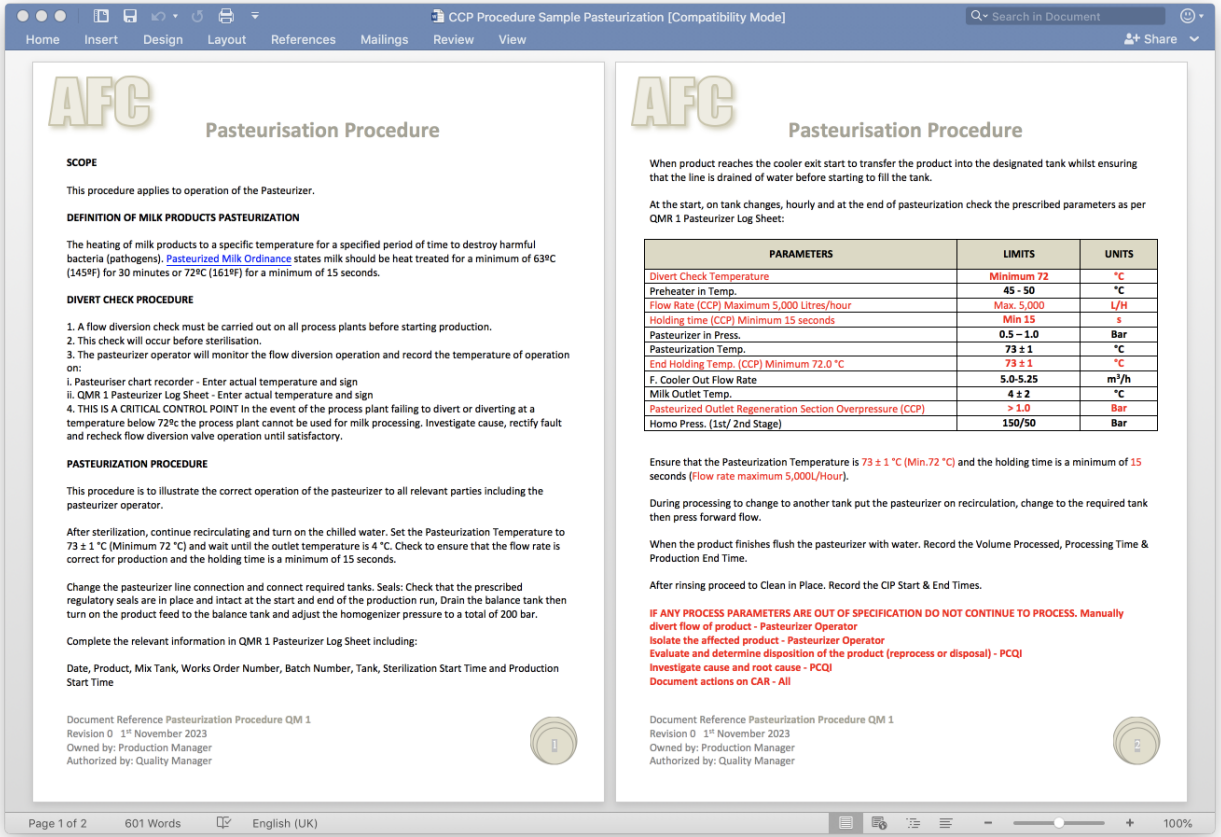
Hazard Control Procedure



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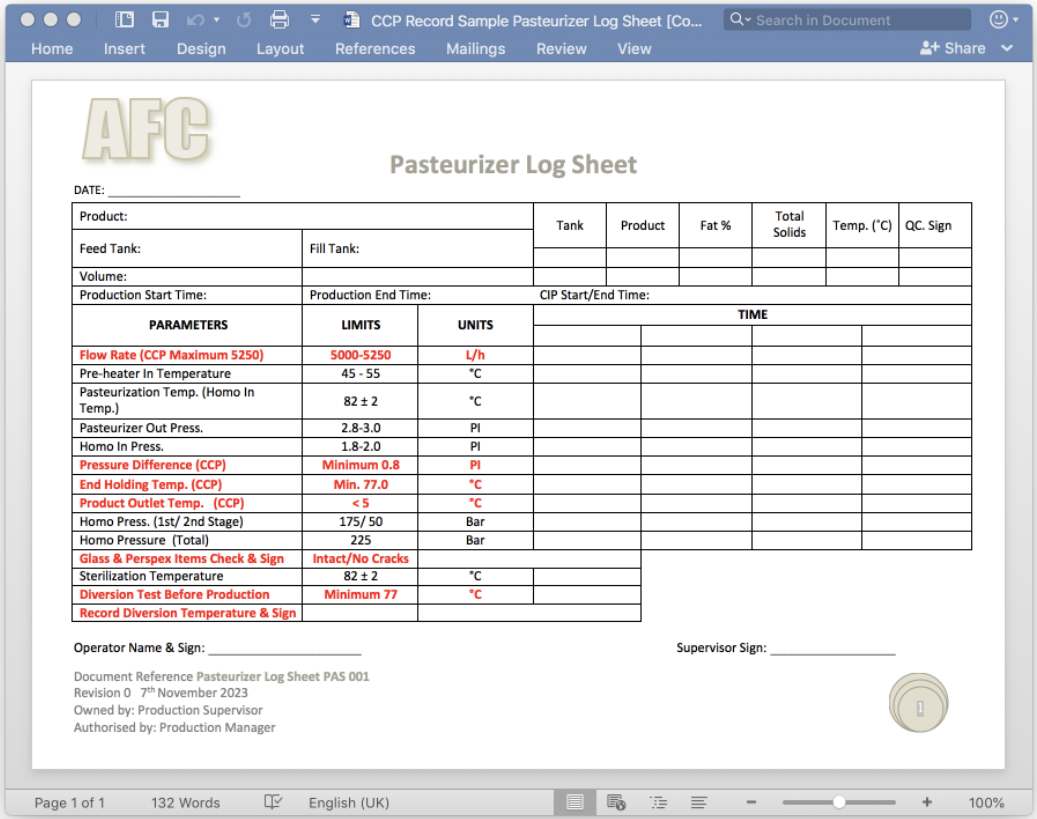
Hazard Control Record



CCP Record Sample Pasteurizer Log Sheet [Co...

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Pasteurizer Log Sheet

DATE: _____

Product:		Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:						
Volume:							
Production Start Time:	Production End Time:	CIP Start/End Time:					

PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45 - 55	°C				
Pasteurization Temp. (Homo In Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo In Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.8	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilization Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 0 7th November 2023
Owned by: Production Supervisor
Authorised by: Production Manager

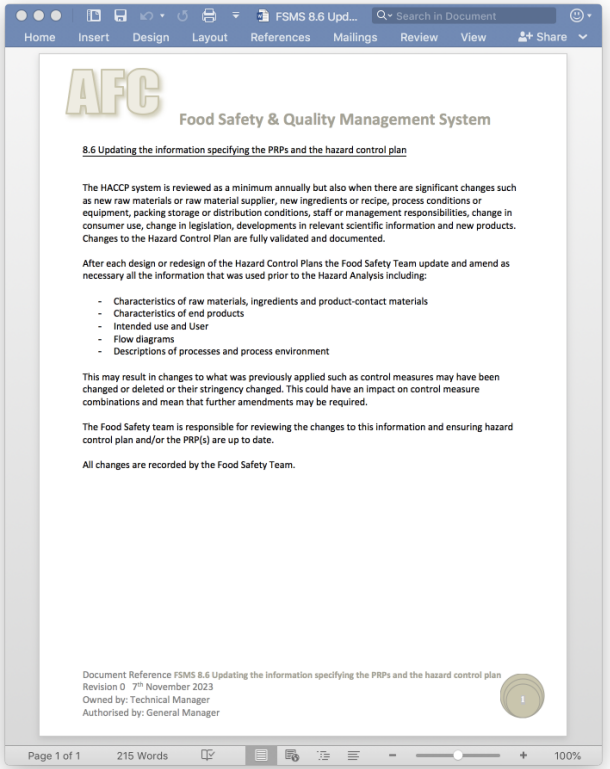
Page 1 of 1 132 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

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

Following the establishment of the hazard control plan, the Food Safety Team update the following, if necessary:

- ✓ **Characteristics of raw materials, ingredients, product-contact materials and end products**
- ✓ **Intended use**
- ✓ **Flow diagrams**
- ✓ **Descriptions of processes and process environment**



FSMS 8.6 Upd... Search in Document

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Food Safety & Quality Management System

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

The HACCP system is reviewed as a minimum annually but also when there are significant changes such as new raw materials or raw material supplier, new ingredients or recipe, process conditions or equipment, packing storage or distribution conditions, staff or management responsibilities, change in consumer use, change in legislation, developments in relevant scientific information and new products. Changes to the Hazard Control Plan are fully validated and documented.

After each design or redesign of the Hazard Control Plans the Food Safety Team update and amend as necessary all the information that was used prior to the Hazard Analysis including:

- Characteristics of raw materials, ingredients and product-contact materials
- Characteristics of end products
- Intended use and User
- Flow diagrams
- Descriptions of processes and process environment

This may result in changes to what was previously applied such as control measures may have been changed or deleted or their stringency changed. This could have an impact on control measure combinations and mean that further amendments may be required.

The Food Safety team is responsible for reviewing the changes to this information and ensuring hazard control plan and/or the PRP(s) are up to date.

All changes are recorded by the Food Safety Team.

Document Reference FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 215 Words 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Section 8 Operation

Section 8 Operation includes requirements for:

8.7 Control of monitoring and measuring

8.8 Verification related to PRPs and the hazard control plan

8.8.1 Verification

8.8.2 Analysis of results of verification activities

8.9 Control of product and process nonconformities

8.9.1 General

8.7 Control of monitoring and measuring

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

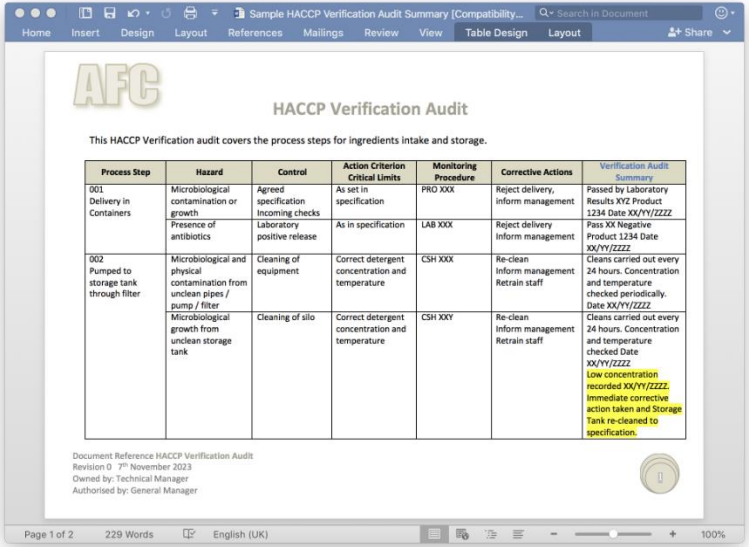
8.8 Verification related to PRPs and the hazard control plan

Section 8 Operation includes requirements for:

8.8 Verification related to PRPs and the hazard control plan

8.8.1 Verification

8.8.2 Analysis of results of verification activities



Sample HACCP Verification Audit Summary [Compatibility...

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HACCP Verification Audit

This HACCP Verification audit covers the process steps for ingredients intake and storage.

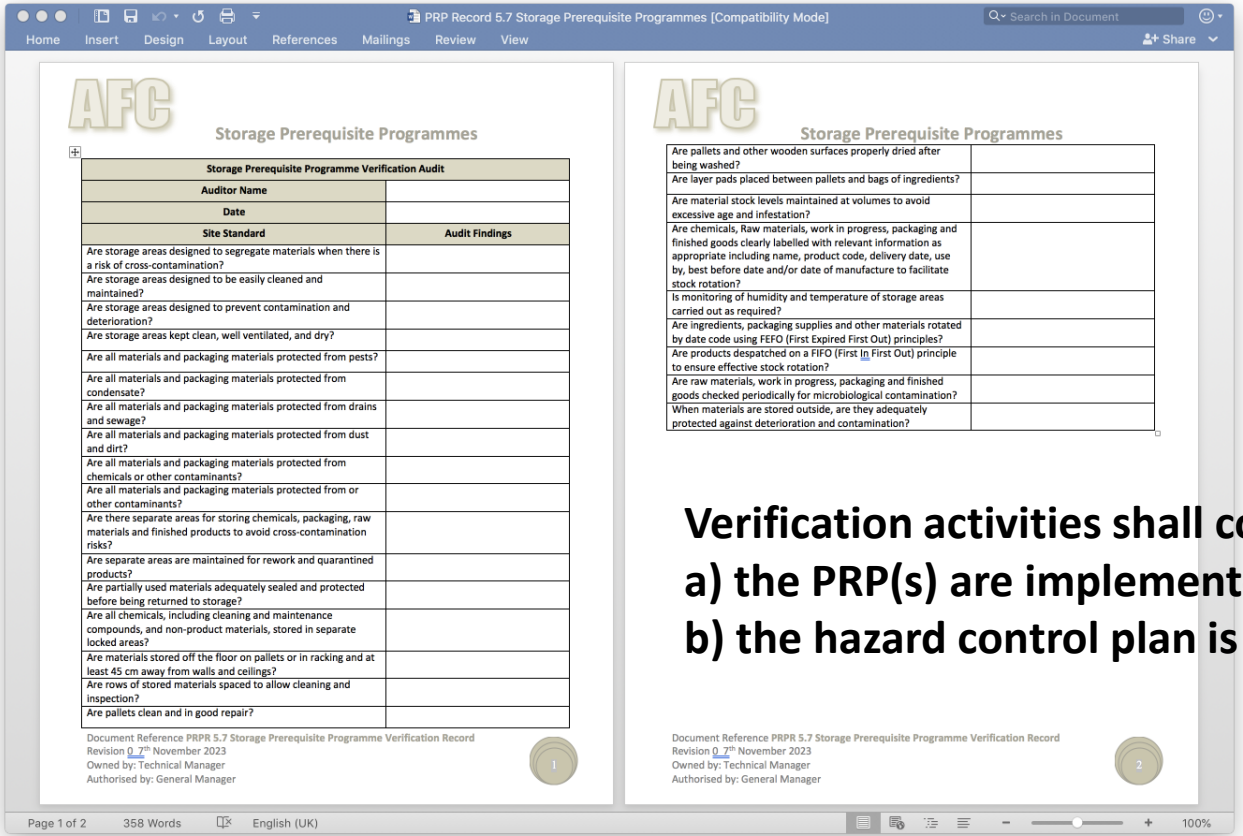
Process Step	Hazard	Control	Action Criterion Critical Limits	Monitoring Procedure	Corrective Actions	Verification Audit Summary
001 Delivery in Containers	Microbiological contamination or growth	Agreed specification Incoming checks	As set in specification	PRO XXX	Reject delivery, inform management	Passed by Laboratory Results XYZ Product 1234 Date XX/YY/ZZZZ
	Presence of antibiotics	Laboratory positive release	As in specification	LAB XXX	Reject delivery Inform management	Pass XX Negative Product 1234 Date XX/YY/ZZZZ
002 Pumped to storage tank through filter	Microbiological and physical contamination from unclean pipes / pump / filter	Cleaning of equipment	Correct detergent concentration and temperature	CSH XXX	Re-clean Inform management Retrain staff	Cleans carried out every 24 hours. Concentration and temperature checked periodically. Date XX/YY/ZZZZ
	Microbiological growth from unclean storage tank	Cleaning of silo	Correct detergent concentration and temperature	CSH XXY	Re-clean Inform management Retrain staff	Cleans carried out every 24 hours. Concentration and temperature checked Date XX/YY/ZZZZ Low concentration recorded XX/YY/ZZZZ. Immediate corrective action taken and Storage Tank re-cleaned to specification.

Document Reference HACCP Verification Audit
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 2 229 Words English (UK) 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

8.8 Verification related to PRPs and the hazard control plan



PRP Record 5.7 Storage Prerequisite Programmes [Compatibility Mode]

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Storage Prerequisite Programmes

Storage Prerequisite Programme Verification Audit	
Auditor Name	
Date	
Site Standard	**Audit Findings**
Are storage areas designed to segregate materials when there is a risk of cross-contamination?	
Are storage areas designed to be easily cleaned and maintained?	
Are storage areas designed to prevent contamination and deterioration?	
Are storage areas kept clean, well ventilated, and dry?	
Are all materials and packaging materials protected from pests?	
Are all materials and packaging materials protected from condensate?	
Are all materials and packaging materials protected from drains and sewage?	
Are all materials and packaging materials protected from dust and dirt?	
Are all materials and packaging materials protected from chemicals or other contaminants?	
Are all materials and packaging materials protected from or other contaminants?	
Are there separate areas for storing chemicals, packaging, raw materials and finished products to avoid cross-contamination risks?	
Are separate areas are maintained for rework and quarantined products?	
Are partially used materials adequately sealed and protected before being returned to storage?	
Are all chemicals, including cleaning and maintenance compounds, and non-product materials, stored in separate locked areas?	
Are materials stored off the floor on pallets or in racking and at least 45 cm away from walls and ceilings?	
Are rows of stored materials spaced to allow cleaning and inspection?	
Are pallets clean and in good repair?	

Document Reference PRPR 5.7 Storage Prerequisite Programme Verification Record
Revision 0_7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

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Storage Prerequisite Programmes

Are pallets and other wooden surfaces properly dried after being washed?	
Are layer pads placed between pallets and bags of ingredients?	
Are material stock levels maintained at volumes to avoid excessive age and infestation?	
Are chemicals, Raw materials, work in progress, packaging and finished goods clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation?	
Is monitoring of humidity and temperature of storage areas carried out as required?	
Are ingredients, packaging supplies and other materials rotated by date code using FEFO (First Expired First Out) principles?	
Are products despatched on a FIFO (First In First Out) principle to ensure effective stock rotation?	
Are raw materials, work in progress, packaging and finished goods checked periodically for microbiological contamination?	
When materials are stored outside, are they adequately protected against deterioration and contamination?	

Document Reference PRPR 5.7 Storage Prerequisite Programme Verification Record
Revision 0_7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

2

Page 1 of 2 358 Words English (UK) 100%

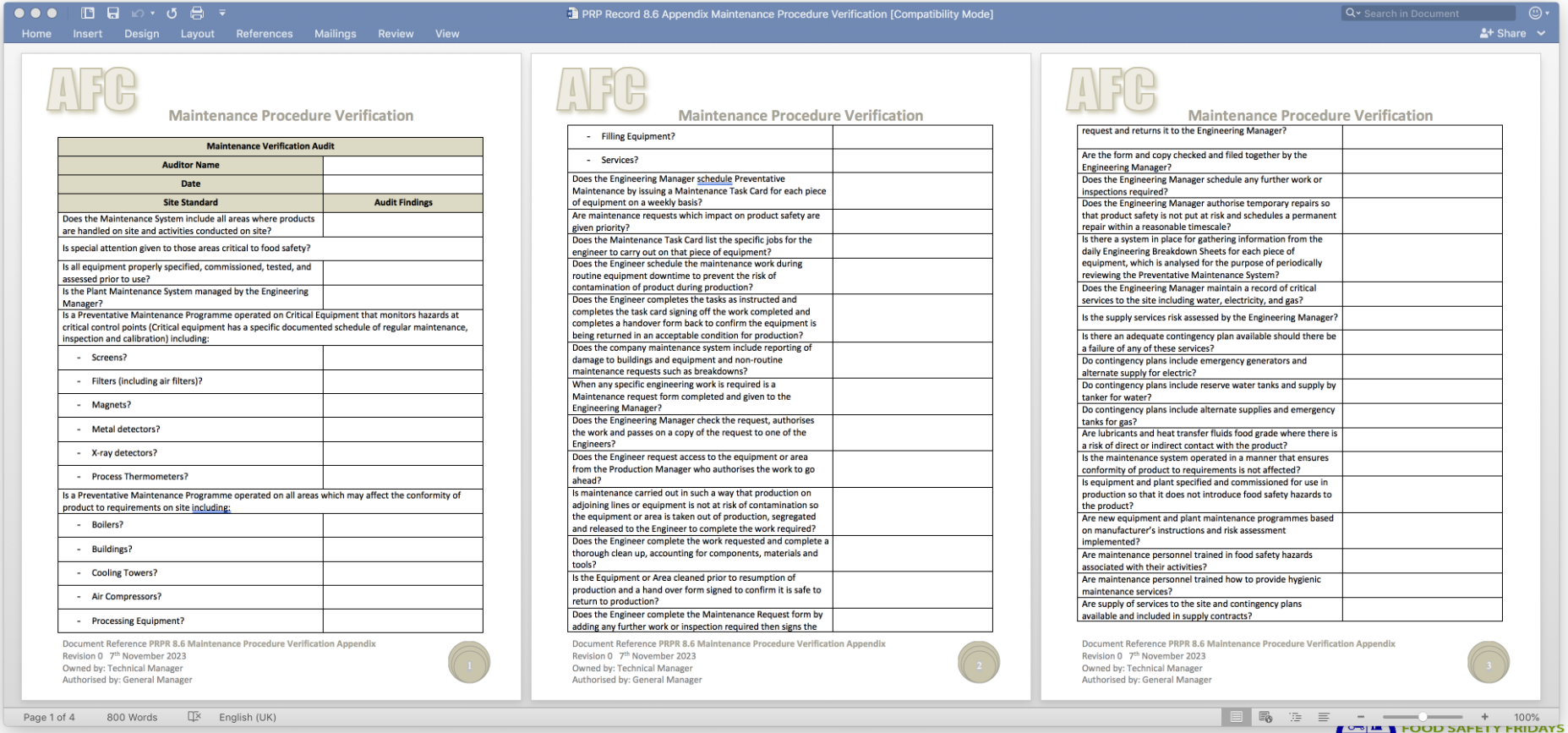
Verification activities shall confirm that

a) the PRP(s) are implemented and effective;

b) the hazard control plan is implemented and effective

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Prerequisite Programme Verification



PRP Record 8.6 Appendix Maintenance Procedure Verification [Compatibility Mode]

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Maintenance Procedure Verification

Maintenance Verification Audit	
Auditor Name	
Date	
Site Standard	**Audit Findings**
Does the Maintenance System include all areas where products are handled on site and activities conducted on site?	
Is special attention given to those areas critical to food safety?	
Is all equipment properly specified, commissioned, tested, and assessed prior to use?	
Is the Plant Maintenance System managed by the Engineering Manager?	
Is a Preventative Maintenance Programme operated on Critical Equipment that monitors hazards at critical control points (Critical equipment has a specific documented schedule of regular maintenance, inspection and calibration) including:	
- Screens?	
- Filters (including air filters)?	
- Magnets?	
- Metal detectors?	
- X-ray detectors?	
- Process Thermometers?	
Is a Preventative Maintenance Programme operated on all areas which may affect the conformity of product to requirements on site including:	
- Boilers?	
- Buildings?	
- Cooling Towers?	
- Air Compressors?	
- Processing Equipment?	

Document Reference PRPR 8.6 Maintenance Procedure Verification Appendix
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

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Maintenance Procedure Verification

- Filling Equipment?	
- Services?	
Does the Engineering Manager schedule Preventative Maintenance by issuing a Maintenance Task Card for each piece of equipment on a weekly basis?	
Are maintenance requests which impact on product safety are given priority?	
Does the Maintenance Task Card list the specific jobs for the engineer to carry out on that piece of equipment?	
Does the Engineer schedule the maintenance work during routine equipment downtime to prevent the risk of contamination of product during production?	
Does the Engineer completes the tasks as instructed and completes the task card signing off the work completed and completes a handover form back to confirm the equipment is being returned in an acceptable condition for production?	
Does the company maintenance system include reporting of damage to buildings and equipment and non-routine maintenance requests such as breakdowns?	
When any specific engineering work is required is a Maintenance request form completed and given to the Engineering Manager?	
Does the Engineering Manager check the request, authorises the work and passes on a copy of the request to one of the Engineers?	
Does the Engineer request access to the equipment or area from the Production Manager who authorises the work to go ahead?	
Is maintenance carried out in such a way that production on adjoining lines or equipment is not at risk of contamination so the equipment or area is taken out of production, segregated and released to the Engineer to complete the work required?	
Does the Engineer complete the work requested and complete a thorough clean up, accounting for components, materials and tools?	
Is the Equipment or Area cleaned prior to resumption of production and a hand over form signed to confirm it is safe to return to production?	
Does the Engineer complete the Maintenance Request form by adding any further work or inspection required then signs the	

Document Reference PRPR 8.6 Maintenance Procedure Verification Appendix
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

2

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Maintenance Procedure Verification

request and returns it to the Engineering Manager?	
Are the form and copy checked and filed together by the Engineering Manager?	
Does the Engineering Manager schedule any further work or inspections required?	
Does the Engineering Manager authorise temporary repairs so that product safety is not put at risk and schedules a permanent repair within a reasonable timescale?	
Is there a system in place for gathering information from the daily Engineering Breakdown Sheets for each piece of equipment, which is analysed for the purpose of periodically reviewing the Preventative Maintenance System?	
Does the Engineering Manager maintain a record of critical services to the site including water, electricity, and gas?	
Is the supply services risk assessed by the Engineering Manager?	
Is there an adequate contingency plan available should there be a failure of any of these services?	
Do contingency plans include emergency generators and alternate supply for electric?	
Do contingency plans include reserve water tanks and supply by tanker for water?	
Do contingency plans include alternate supplies and emergency tanks for gas?	
Are lubricants and heat transfer fluids food grade where there is a risk of direct or indirect contact with the product?	
Is the maintenance system operated in a manner that ensures conformity of product to requirements is not affected?	
Is equipment and plant specified and commissioned for use in production so that it does not introduce food safety hazards to the product?	
Are new equipment and plant maintenance programmes based on manufacturer's instructions and risk assessment implemented?	
Are maintenance personnel trained in food safety hazards associated with their activities?	
Are maintenance personnel trained how to provide hygienic maintenance services?	
Are supply of services to the site and contingency plans available and included in supply contracts?	

Document Reference PRPR 8.6 Maintenance Procedure Verification Appendix
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

3

Page 1 of 4 800 Words English (UK) 100%

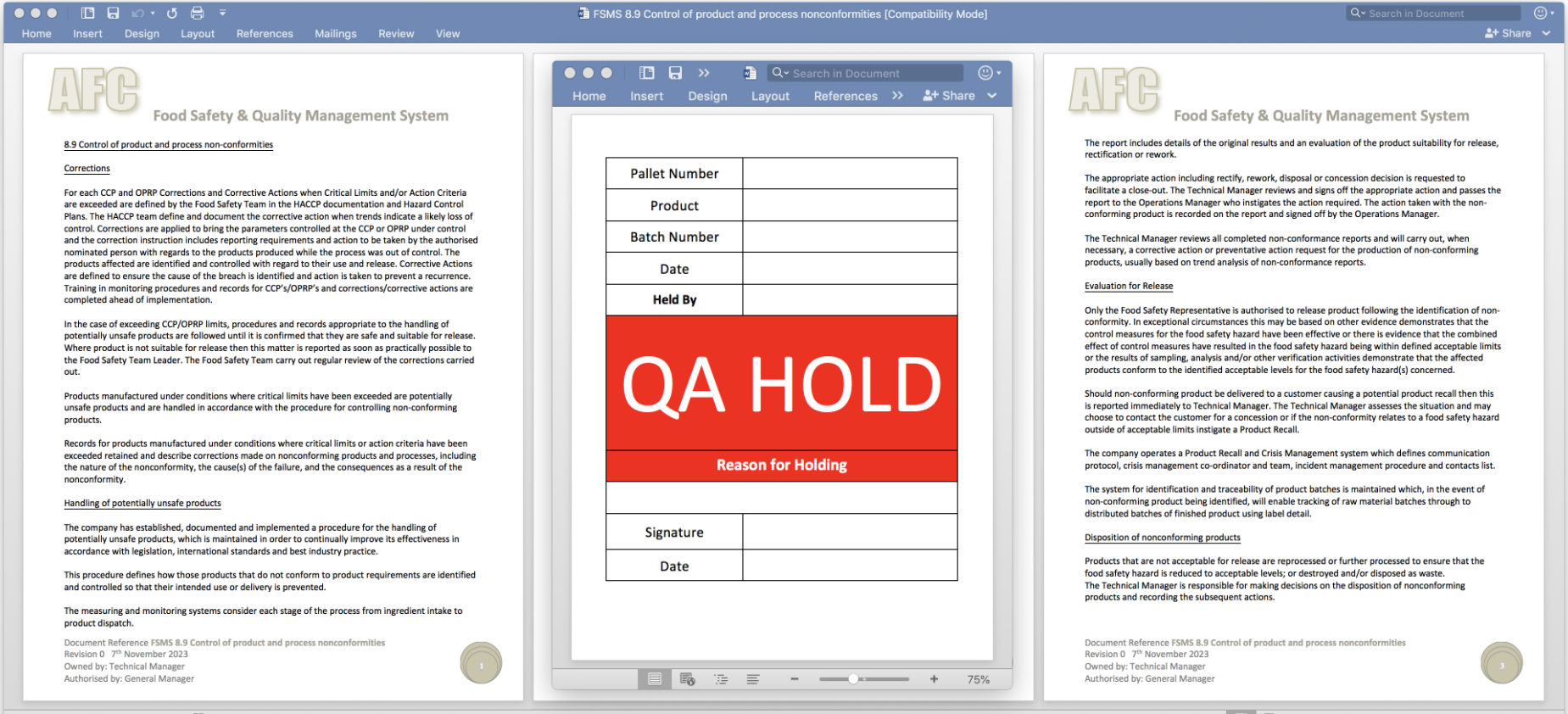
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

8.8.2 Analysis of results of verification activities

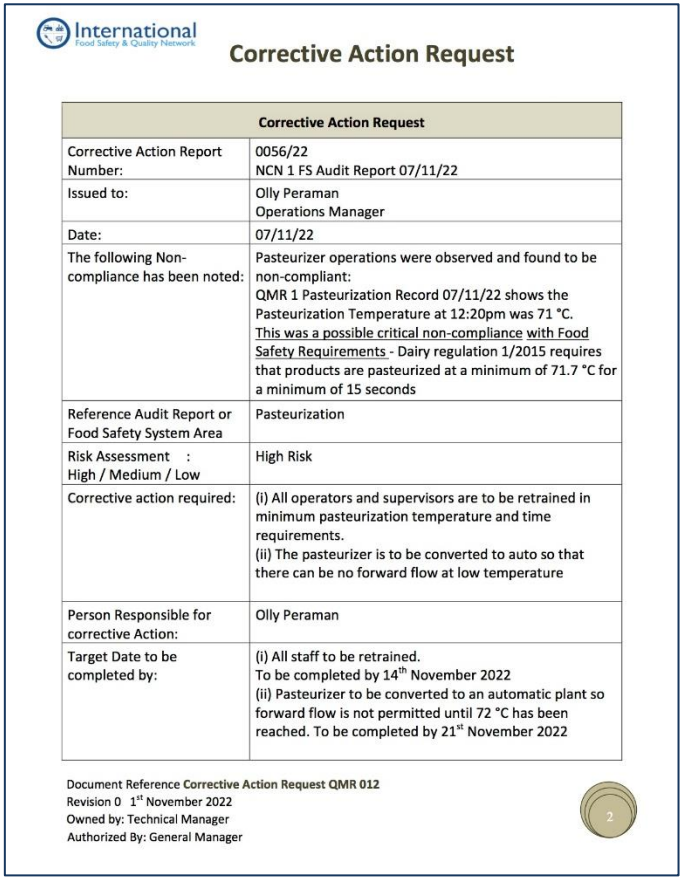
Verification records PRPs and the hazard control plan need to be reviewed.

The food safety team shall conduct an analysis of the results of verification that shall be used as an input to the performance evaluation of the FSMS (see 9.1.2).

8.9 Control of product and process nonconformities



Corrective Action Form



International Food Safety & Quality Network

Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	0056/22 NCN 1 FS Audit Report 07/11/22
Issued to:	Olly Peraman Operations Manager
Date:	07/11/22
The following Non-compliance has been noted:	Pasteurizer operations were observed and found to be non-compliant: QMR 1 Pasteurization Record 07/11/22 shows the Pasteurization Temperature at 12:20pm was 71 °C. This was a possible critical non-compliance with Food Safety Requirements - Dairy regulation 1/2015 requires that products are pasteurized at a minimum of 71.7 °C for a minimum of 15 seconds
Reference Audit Report or Food Safety System Area	Pasteurization
Risk Assessment : High / Medium / Low	High Risk
Corrective action required:	(i) All operators and supervisors are to be retrained in minimum pasteurization temperature and time requirements. (ii) The pasteurizer is to be converted to auto so that there can be no forward flow at low temperature
Person Responsible for corrective Action:	Olly Peraman
Target Date to be completed by:	(i) All staff to be retrained. To be completed by 14th November 2022 (ii) Pasteurizer to be converted to an automatic plant so forward flow is not permitted until 72 °C has been reached. To be completed by 21st November 2022

Document Reference Corrective Action Request QMR 012
Revision 0 1st November 2022
Owned by: Technical Manager
Authorized By: General Manager

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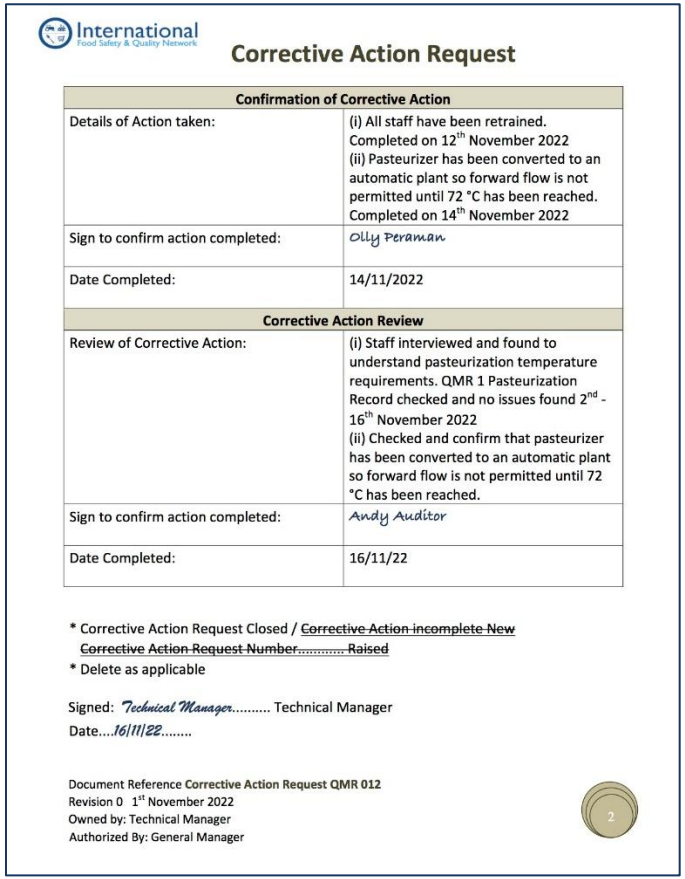

International Food Safety & Quality Network

Corrective Action Request

Confirmation of Corrective Action	
Details of Action taken:	(i) All staff have been retrained. Completed on 12th November 2022 (ii) Pasteurizer has been converted to an automatic plant so forward flow is not permitted until 72 °C has been reached. Completed on 14th November 2022
Sign to confirm action completed:	Olly Peraman
Date Completed:	14/11/2022
Corrective Action Review	
Review of Corrective Action:	(i) Staff interviewed and found to understand pasteurization temperature requirements. QMR 1 Pasteurization Record checked and no issues found 2nd - 16th November 2022 (ii) Checked and confirm that pasteurizer has been converted to an automatic plant so forward flow is not permitted until 72 °C has been reached.
Sign to confirm action completed:	Andy Auditor
Date Completed:	16/11/22

* Corrective Action Request Closed / ~~Corrective Action incomplete New Corrective Action Request Number..... Raised~~
* Delete as applicable

Signed: *Technical Manager*..... Technical Manager
Date....*16/11/22*.....

Document Reference Corrective Action Request QMR 012
Revision 0 1st November 2022
Owned by: Technical Manager
Authorized By: General Manager

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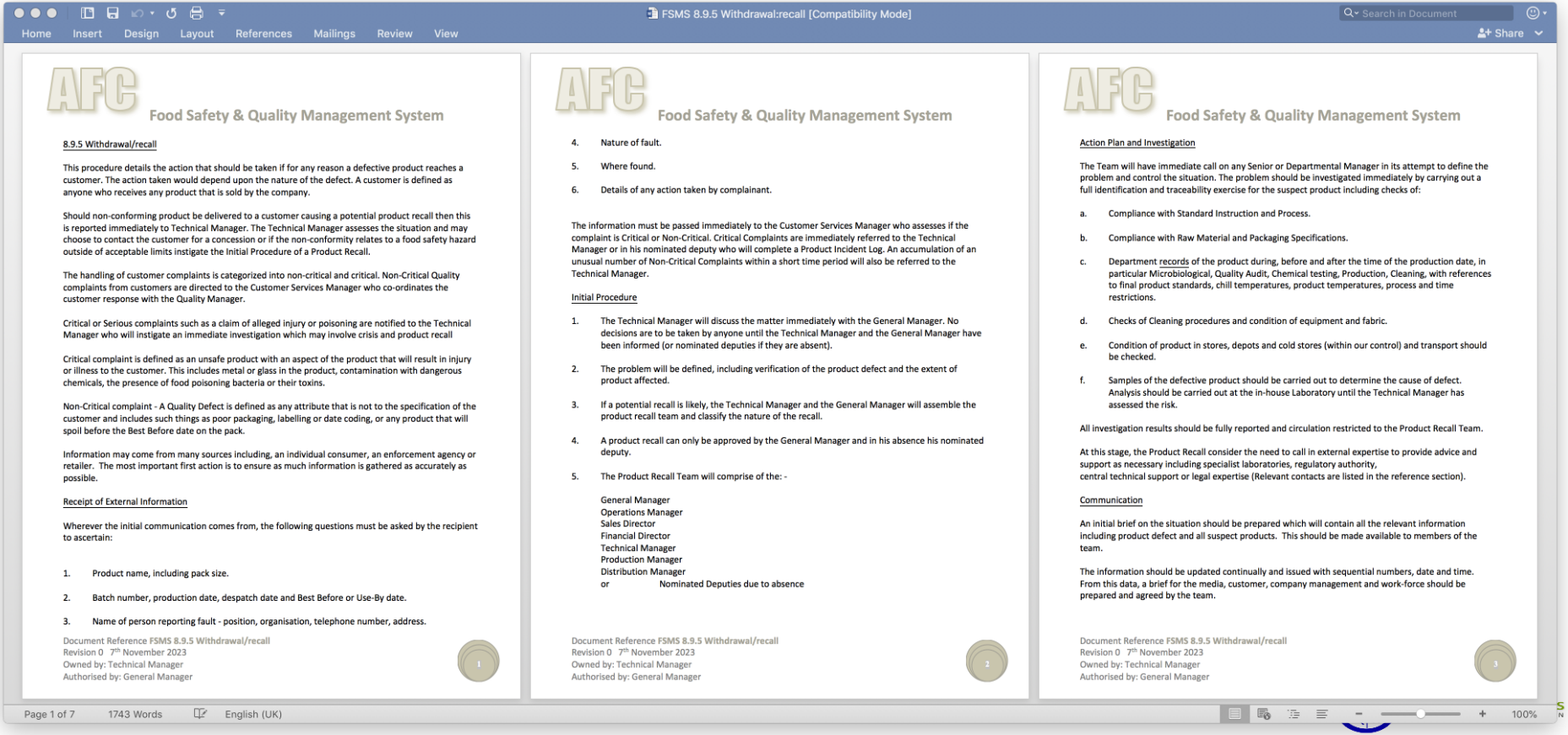
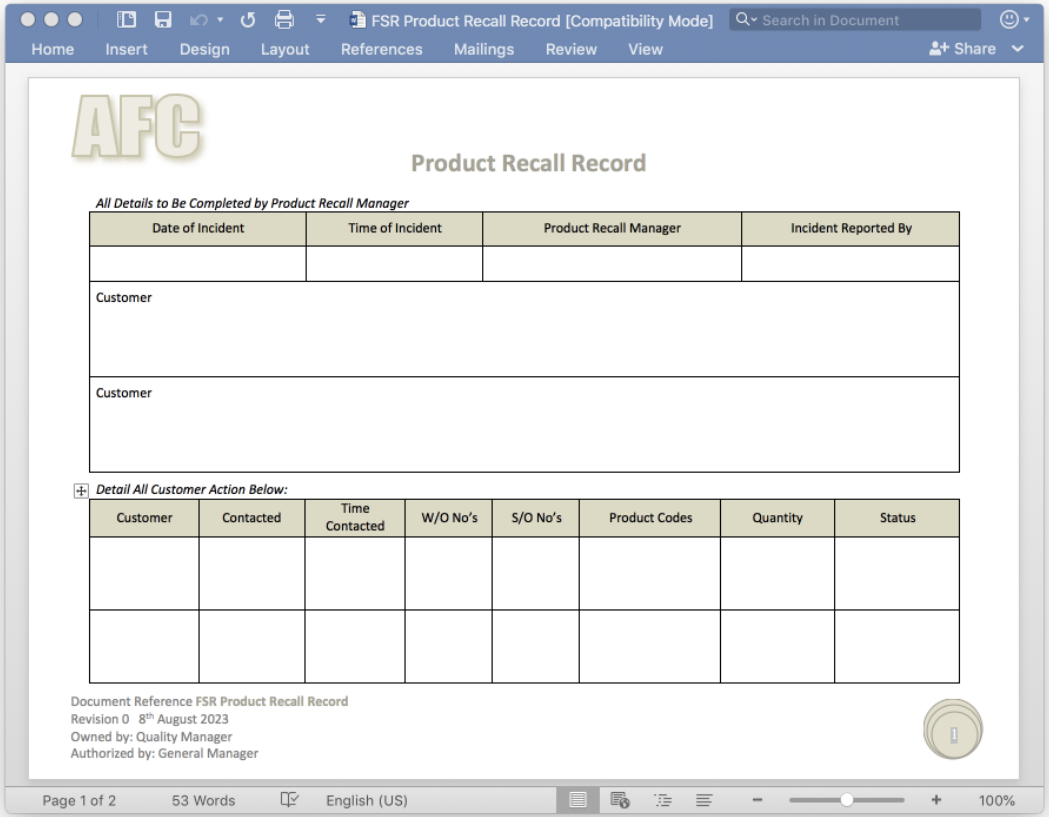
Corrective Action Request Completed Example

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

8.9.5 Withdrawal/recall



8.9.5 Withdrawal/recall



FSR Product Recall Record [Compatibility Mode]

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Product Recall Record

All Details to Be Completed by Product Recall Manager

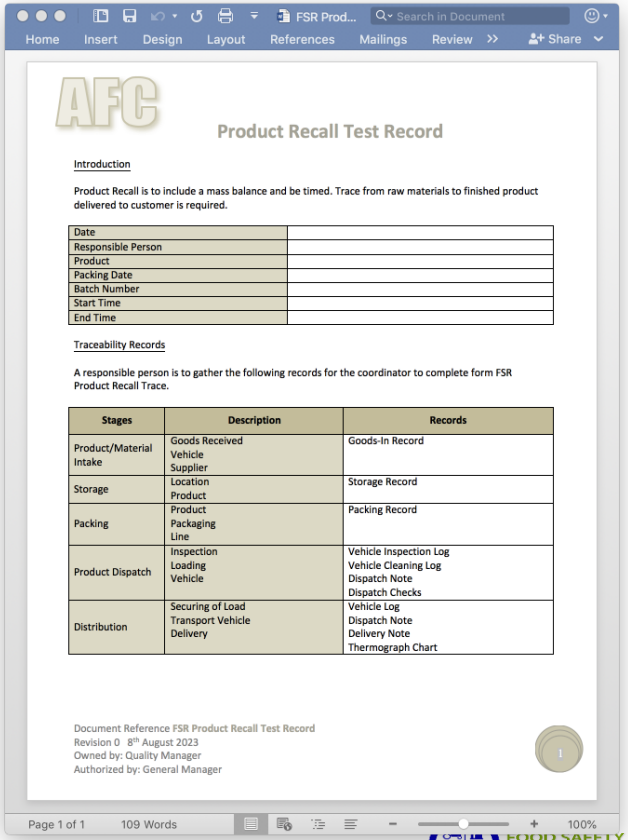
Date of Incident	Time of Incident	Product Recall Manager	Incident Reported By
Customer			
Customer			

Detail All Customer Action Below:

Customer	Contacted	Time Contacted	W/O No's	S/O No's	Product Codes	Quantity	Status

Document Reference FSR Product Recall Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 2 53 Words English (US) 100%



FSR Prod... Search in Document

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Product Recall Test Record

Introduction

Product Recall is to include a mass balance and be timed. Trace from raw materials to finished product delivered to customer is required.

Date	
Responsible Person	
Product	
Packing Date	
Batch Number	
Start Time	
End Time	

Traceability Records

A responsible person is to gather the following records for the coordinator to complete form FSR Product Recall Trace.

Stages	Description	Records
Product/Material Intake	Goods Received Vehicle Supplier	Goods-In Record
Storage	Location Product	Storage Record
Packing	Product Packaging Line	Packing Record
Product Dispatch	Inspection Loading Vehicle	Vehicle Inspection Log Vehicle Cleaning Log Dispatch Note Dispatch Checks
Distribution	Securing of Load Transport Vehicle Delivery	Vehicle Log Dispatch Note Delivery Note Thermograph Chart

Document Reference FSR Product Recall Test Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 1 109 Words 100%

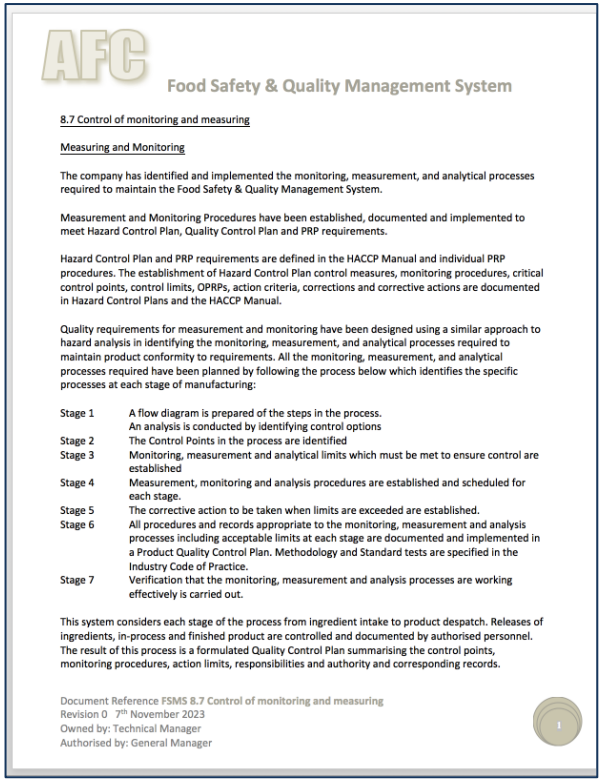
ISO 22000 Section 9 Performance evaluation

Section 9 includes requirements for:

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

9.1.2 Analysis and evaluation



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Food Safety & Quality Management System

8.7 Control of monitoring and measuring

Measuring and Monitoring

The company has identified and implemented the monitoring, measurement, and analytical processes required to maintain the Food Safety & Quality Management System.

Measurement and Monitoring Procedures have been established, documented and implemented to meet Hazard Control Plan, Quality 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 Quality 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. The result of this process is a formulated Quality Control Plan summarising the control points, monitoring procedures, action limits, responsibilities and authority and corresponding records.

Document Reference FSMS 8.7 Control of monitoring and measuring
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

9.2 Internal audit

9.2.1 The organization shall conduct internal audits at planned intervals to provide information on whether the FSMS:
a) conforms to:
1) the organization's own requirements for its FSMS;
2) the requirements of the standard;
b) is effectively implemented and maintained.

9.2.2 The organization shall:
e) retain documented information as evidence of the implementation of the audit programme and the audit results;

9.2 Internal audit

9.2 Internal audit

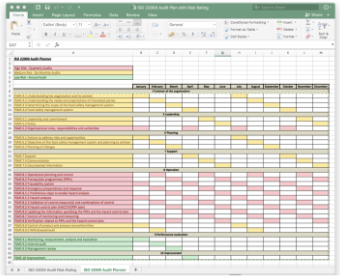
The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety & Quality Management System is effectively implemented and maintained and complies with planned arrangements, legislation and the FSSC 22000 Certification Scheme.

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 & Quality Management System.

Top Management has a total commitment to the Food Safety & Quality 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.



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:

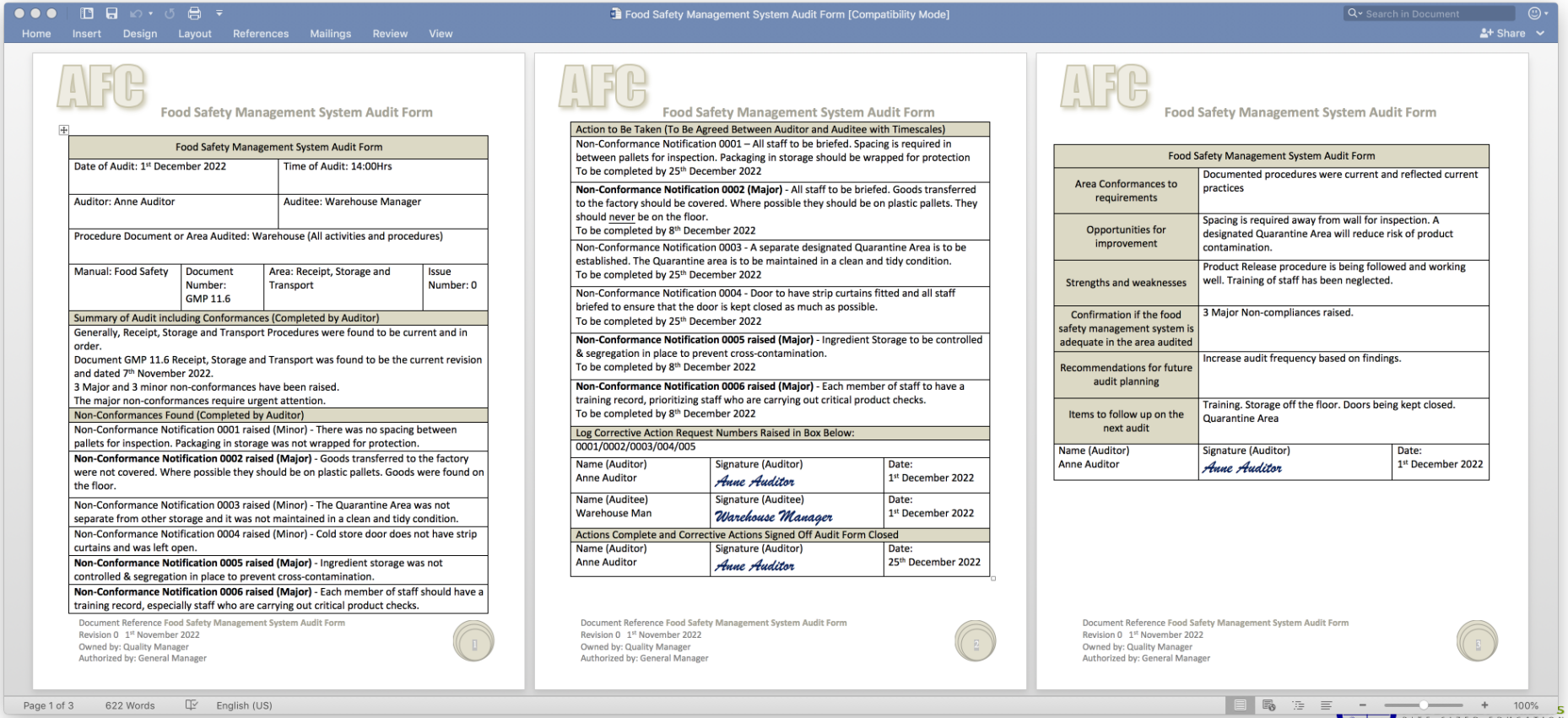
General Procedure detailing the correct method for completing internal department audits

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.

6. The Department Manager reviews the audit findings with the auditor and agrees timescales to complete corrective action for the major and minor non-conformances.
7. The Department Manager then signs and retains a copy of the report which includes details of the non-conformances, proposed corrective actions and the agreed time scale to complete the corrective actions. If the audit rating is red then an immediate corrective action plan is reported to the Technical Manager.
8. The Departmental Manager is responsible for documenting the corrective actions taken for all the non-conformances raised.
9. Completion of the corrective and/or preventive actions is checked on the next audit. Outstanding corrective actions completed are signed off whilst any uncompleted actions are escalated to the Technical Manager.

The Technical Manager reviews all audit reports, the non-conformances raised and the proposed corrective actions. Should it be deemed necessary, usually when a major non-conformance has been found, the Technical Manager will schedule another audit to ensure timely corrective action has been completed. In this case, the Internal Audit Schedule will be revised and reissued.

9.2 Internal audit



Food Safety Management System Audit Form [Compatibility Mode]

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Food Safety Management System Audit Form

Food Safety Management System Audit Form			
Date of Audit: 1st December 2022		Time of Audit: 14:00Hrs	
Auditor: Anne Auditor		Auditee: Warehouse Manager	
Procedure Document or Area Audited: Warehouse (All activities and procedures)			
Manual: Food Safety	Document Number: GMP 11.6	Area: Receipt, Storage and Transport	Issue Number: 0
Summary of Audit including Conformances (Completed by Auditor)			
Generally, Receipt, Storage and Transport Procedures were found to be current and in order. Document GMP 11.6 Receipt, Storage and Transport was found to be the current revision and dated 7th November 2022. 3 Major and 3 minor non-conformances have been raised. The major non-conformances require urgent attention.			
Non-Conformances Found (Completed by Auditor)			
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.			
Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.			
Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.			
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.			
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.			
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.			

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

1

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Food Safety Management System Audit Form

Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)		
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2022		
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2022		
Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2022		
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2022		
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2022		
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2022		
Log Corrective Action Request Numbers Raised in Box Below:		
0001/0002/0003/004/005		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2022
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

2

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Food Safety Management System Audit Form

Food Safety Management System Audit Form		
Area Conformances to requirements	Documented procedures were current and reflected current practices	
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.	
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.	
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.	
Recommendations for future audit planning	Increase audit frequency based on findings.	
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area	
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

3

Page 1 of 3 622 Words English (US) 100%

ISO 22000 Section 9 9.3 Management review

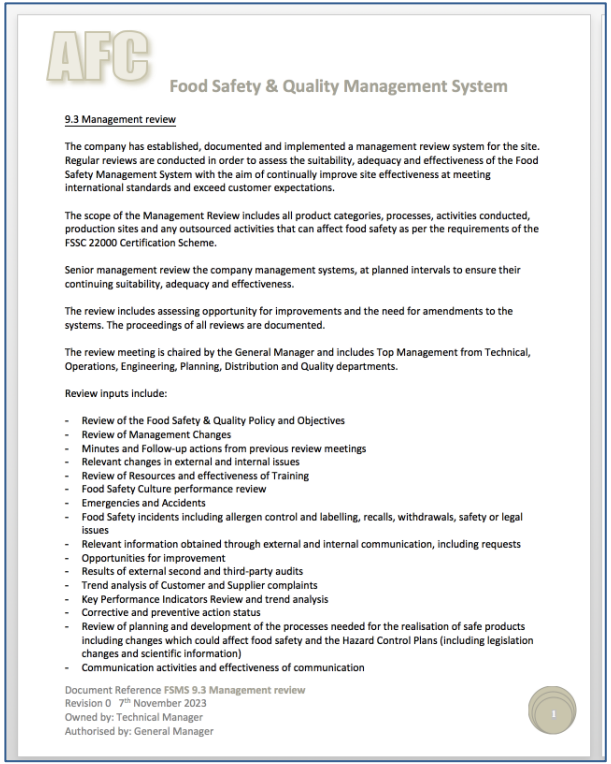
Section 9 Performance evaluation:

9.3 Management review

9.3.1 General

9.3.2 Management review input

9.3.3 Management review output



AFC

Food Safety & Quality Management System

9.3 Management review

The company has established, documented and implemented a management review system for the site. Regular reviews are conducted in order to assess the suitability, adequacy and effectiveness of the Food Safety Management System with the aim of continually improve site effectiveness at meeting international standards and exceed customer expectations.

The scope of the Management Review includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety as per the requirements of the FSSC 22000 Certification Scheme.

Senior management review the company management systems, at planned intervals to ensure their continuing suitability, adequacy and effectiveness.

The review includes assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are documented.

The review meeting is chaired by the General Manager and includes Top Management from Technical, Operations, Engineering, Planning, Distribution and Quality departments.

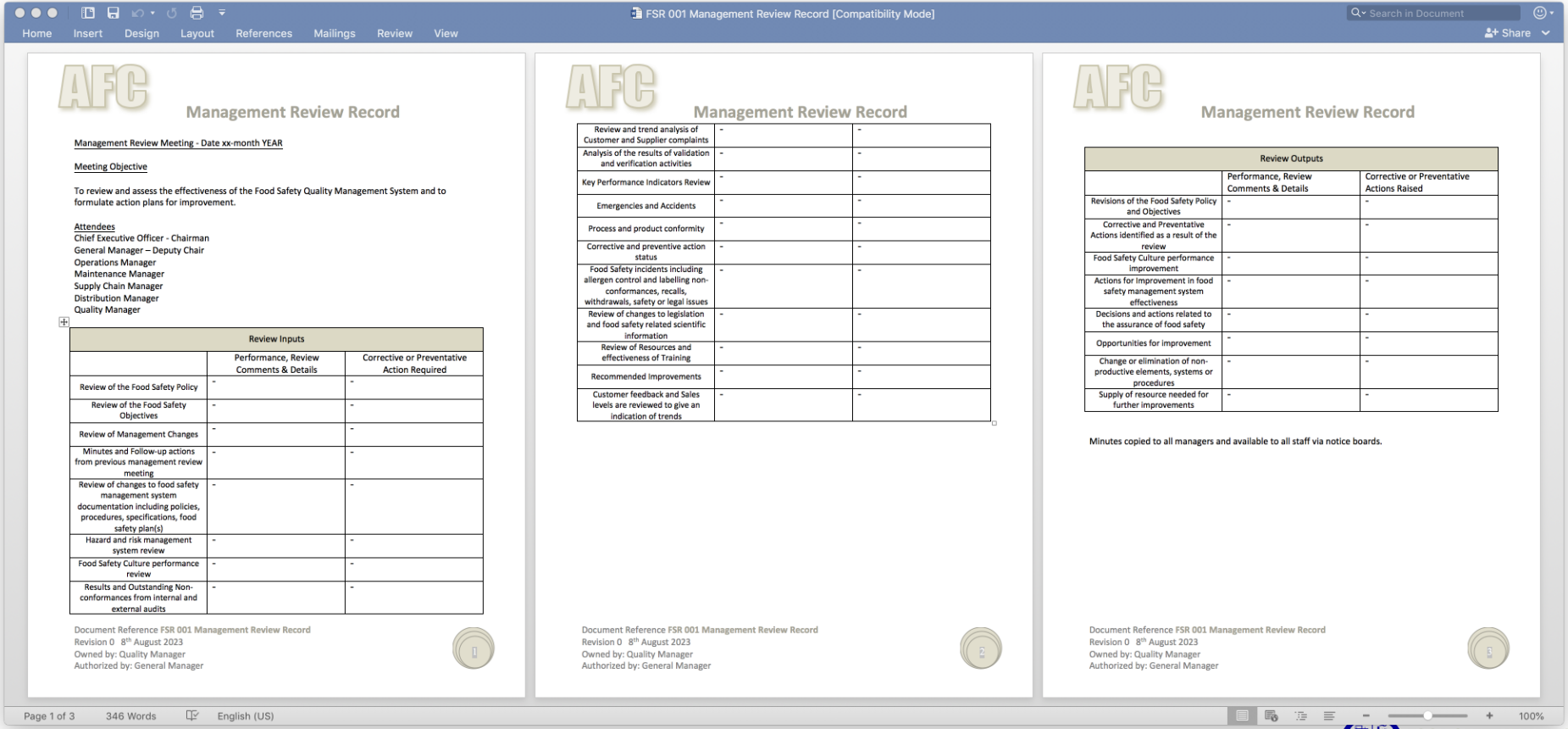
Review inputs include:

- Review of the Food Safety & Quality 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
- Food Safety Culture performance review
- 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
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Key Performance Indicators Review and trend analysis
- Corrective and preventive action status
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the Hazard Control Plans (including legislation changes and scientific information)
- Communication activities and effectiveness of communication

Document Reference FSMS 9.3 Management review
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

ISO 22000 Section 9 9.3 Management review



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

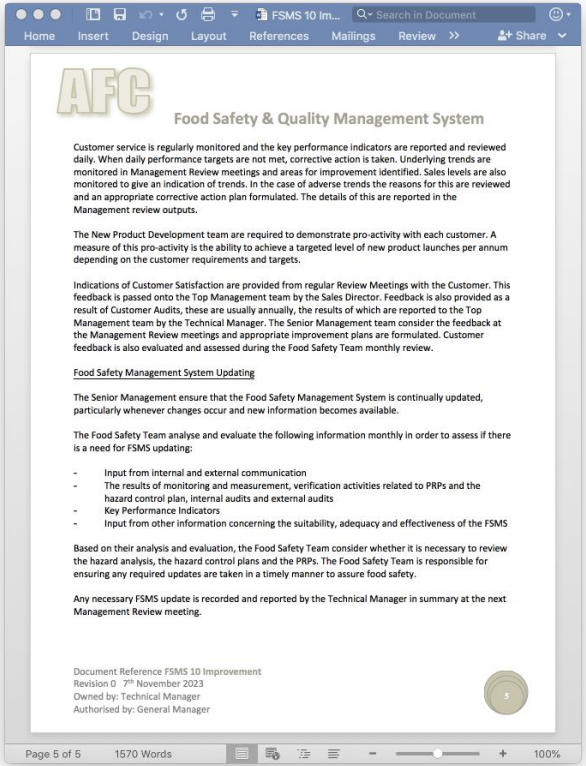
ISO 22000 Section 10 Improvement

Section 10 Improvement includes requirements for:

10.1 Nonconformity and corrective action

10.2 Continual improvement

10.3 Update of the food safety management system



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Food Safety & Quality Management System

Customer service is regularly monitored and the key performance indicators are reported and reviewed daily. When daily performance targets are not met, corrective action is taken. Underlying trends are monitored in Management Review meetings and areas for improvement identified. Sales levels are also monitored to give an indication of trends. In the case of adverse trends the reasons for this are reviewed and an appropriate corrective action plan formulated. The details of this are reported in the Management review outputs.

The New Product Development team are required to demonstrate pro-activity with each customer. A measure of this pro-activity is the ability to achieve a targeted level of new product launches per annum depending on the customer requirements and targets.

Indications of Customer Satisfaction are provided from regular Review Meetings with the Customer. This feedback is passed onto the Top Management team by the Sales Director. Feedback is also provided as a result of Customer Audits, these are usually annually, the results of which are reported to the Top Management team by the Technical Manager. The Senior Management team consider the feedback at the Management Review meetings and appropriate improvement plans are formulated. Customer feedback is also evaluated and assessed during the Food Safety Team monthly review.

Food Safety Management System Updating

The Senior Management ensure that the Food Safety Management System is continually updated, particularly whenever changes occur and new information becomes available.

The Food Safety Team analyse and evaluate the following information monthly in order to assess if there is a need for FSMS updating:

- Input from internal and external communication
- The results of monitoring and measurement, verification activities related to PRPs and the hazard control plan, internal audits and external audits
- Key Performance Indicators
- Input from other information concerning the suitability, adequacy and effectiveness of the FSMS

Based on their analysis and evaluation, the Food Safety Team consider whether it is necessary to review the hazard analysis, the hazard control plans and the PRPs. The Food Safety Team is responsible for ensuring any required updates are taken in a timely manner to assure food safety.

Any necessary FSMS update is recorded and reported by the Technical Manager in summary at the next Management Review meeting.

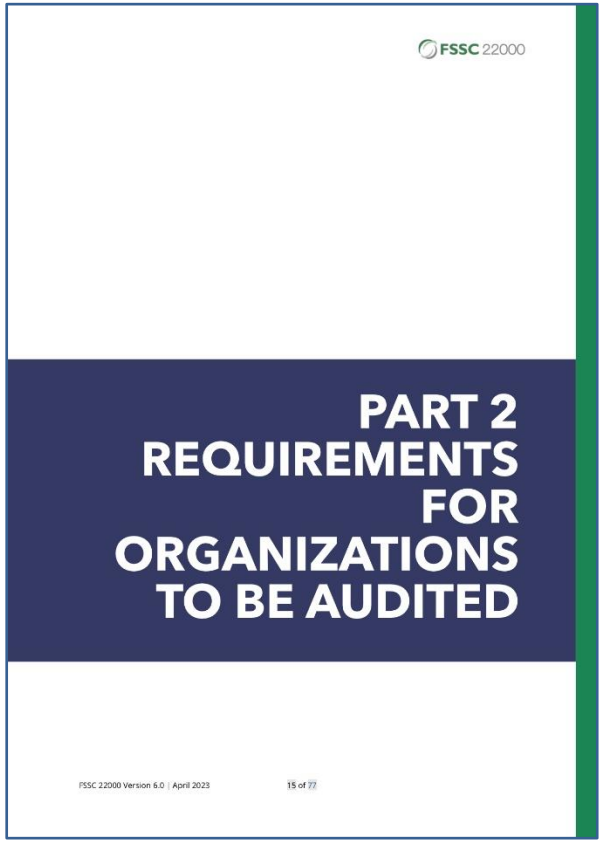
Document Reference FSMS 10 Improvement
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

5

Page 5 of 5 1570 Words 100%

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

FSSC 22000 Version 6 Additional Requirements



FOOD SAFETY FRIDAYS
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FSSC 22000 SCHEME VERSION 6

The audit requirements for FSSC 22000 certification consist of:

1) ISO 22000:2018 food safety management system requirements;

2) sector specific prerequisite program (PRPs) requirements* (ISO/TS 22002-x series or other specified PRP standard) and;

3) FSSC 22000 Additional requirements.

*** The Scheme specifies mandatory application of technical specifications detailing the pre-requisite programs (PRPs) as referenced in clause 8.2 of ISO 22000:2018, with the exception of sub-category FII. Food chain category FII applies to Food brokering, trading, and E-commerce activities.**

2.5 FSSC 22000 Additional Requirements

The following specific additional FSSC requirements for the food safety management system are included in the Scheme (All Food Chain Categories) unless stated:

2.5.1 Management of Services and Purchased Materials

2.5.2 Product Labelling and Printed Materials

2.5.3 Food Defense

2.5.4 Food Fraud Mitigation

2.5.5 Logo Use

2.5.6 Management of Allergens

2.5.7 Environmental Monitoring (Food Chain Categories BIII, C, I & K)

2.5.8 Food Safety and Quality Culture

2.5.9 Quality Control

2.5.10 Transport, Storage and Warehousing

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5 FSSC 22000 Additional Requirements

The following additional FSSC requirements for the food safety management system are included in the Scheme (all Food Chain Categories) unless stated:

2.5.11 Hazard Control and Measures for Preventing Cross-contamination (All excluding FII)

2.5.12 PRP Verification (Food Chain Categories BIII, C, D, G, I & K)

2.5.13 Product Design and Development (Food Chain Categories BIII, C, D, E, F, I & K)

2.5.14 Health Status (Food Chain Category D)

2.5.15 Equipment Management (All excluding FII)

2.5.16 Food Loss and Waste (All excluding I)

2.5.17 Communication Requirements

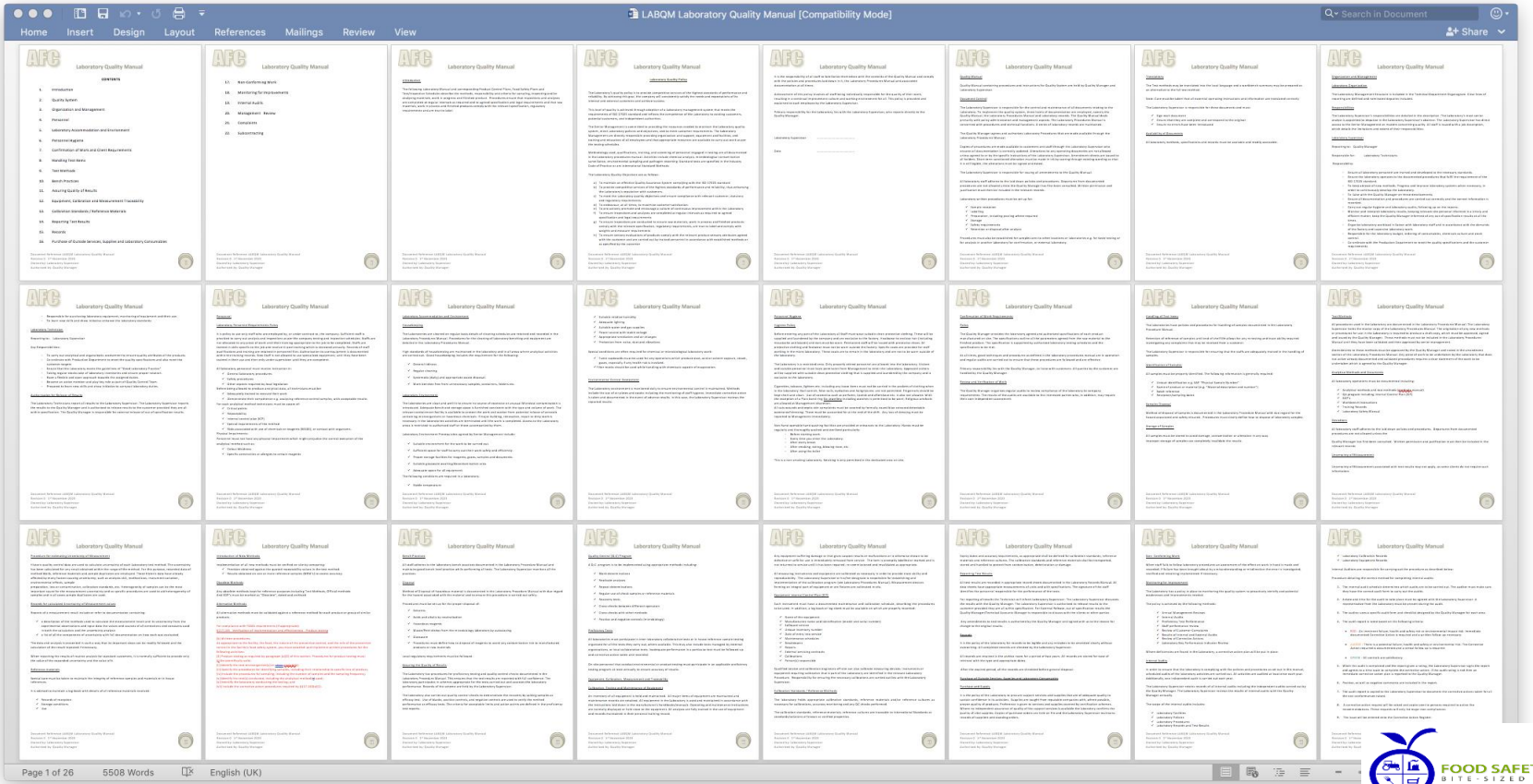
2.5.18 Requirements for Organization with Multi-Site Certification (Food Chain Categories A, E, F & G)

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.1 Management of Services and Purchased Materials

In addition to clause 7.1.6 of ISO 22000:2018, the organization shall ensure that where laboratory analysis services are used for the verification and/or validation of food safety, these shall be conducted by a competent laboratory (including both internal and external laboratories as applicable) … 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)

Laboratory Manual compliant with ISO/IEC 17025

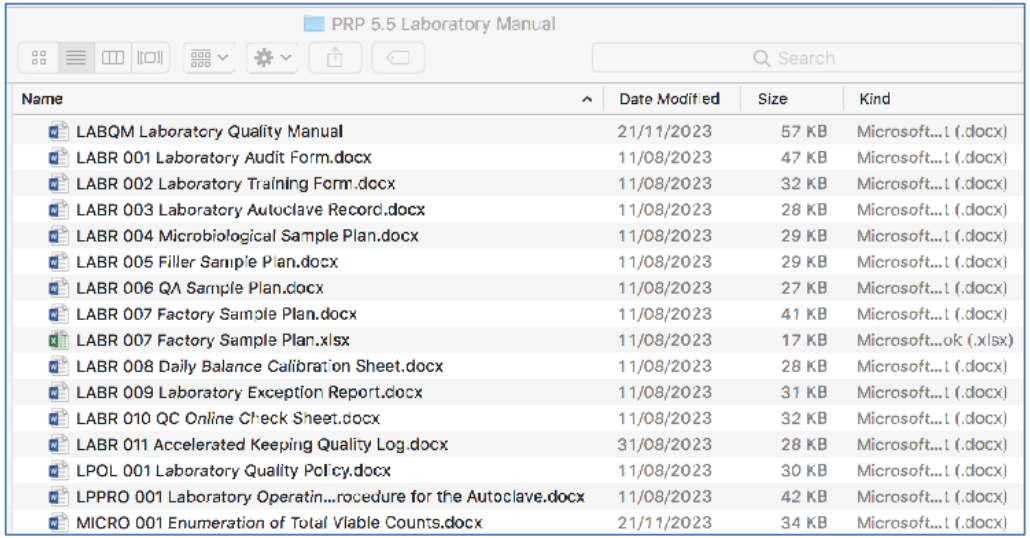


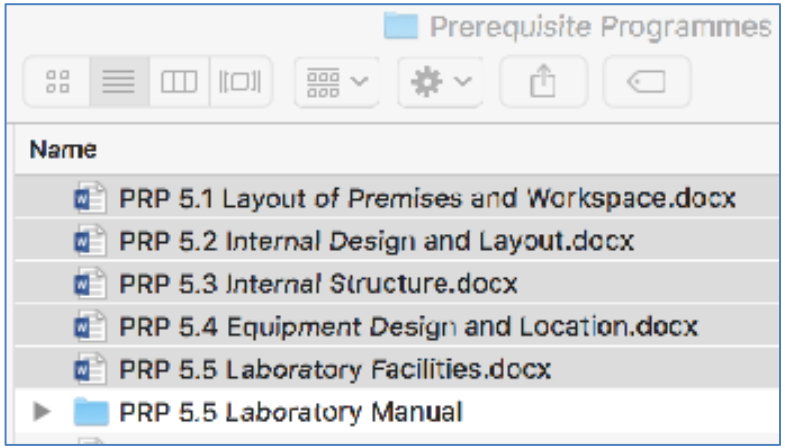
FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.1 Management of Services and Purchased Materials

ISO/IEC 17025 is an ISO standard for General Requirements for the Competence of Testing and Calibration Laboratories. ISO/IEC 17025 enables laboratories to demonstrate that they operate competently and generate valid results.

QUALITY MANAGEMENT SYSTEM
ISO 17025
ACCREDITED
LABORATORY





FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.1 Management of Services and Purchased Materials

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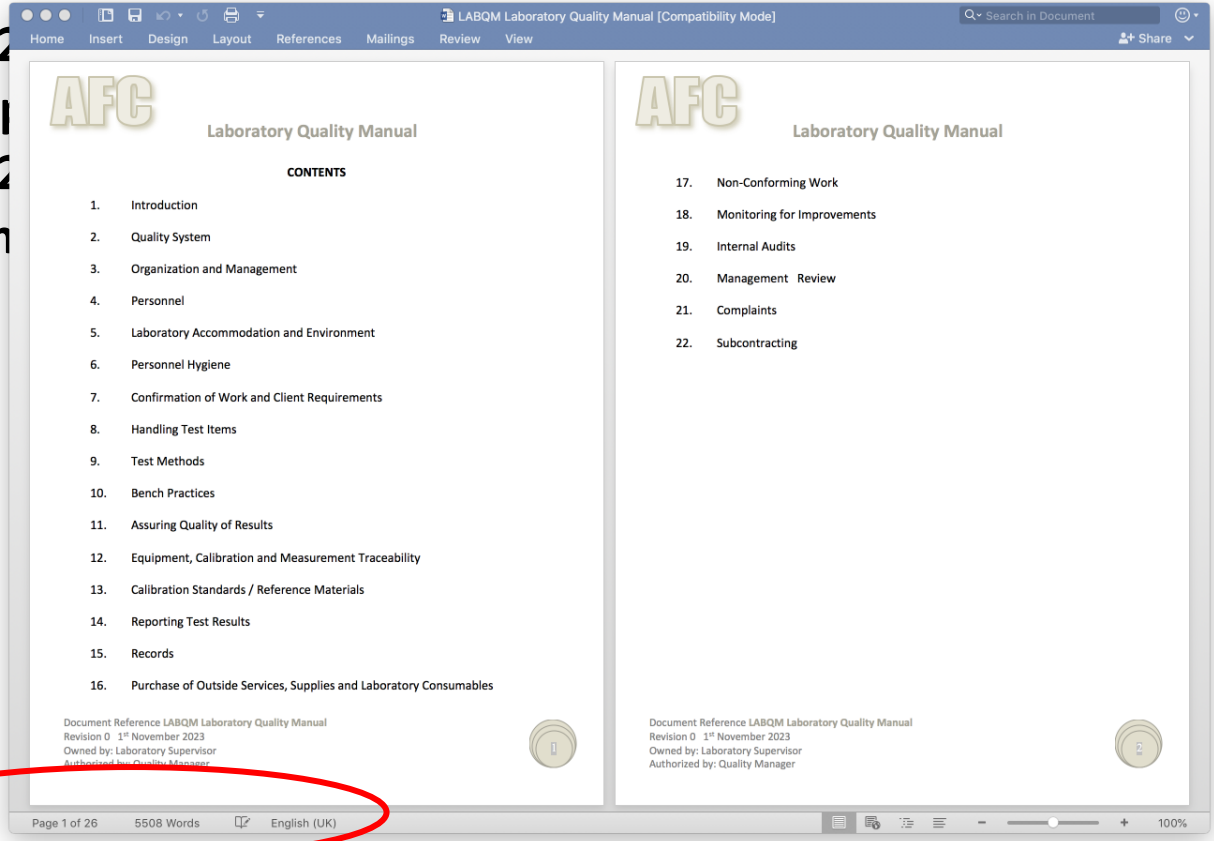


QUALITY MANAGEMENT SYSTEM
ISO 17025
ACCREDITED
LABORATORY

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Management of Services and Purchased Materials

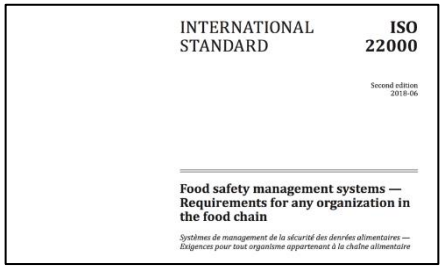
ISO 22000:2018 7.1.6 Control of externally provided processes, products or services requires organisations to:

a) establish and apply criteria for the evaluation, selection, monitoring of performance and re- evaluation of external providers of processes, products and/or services;

b) ensure adequate communication of requirements to the external provider(s);

c) ensure that externally provided processes, products or services do not adversely affect the organization's ability to consistently meet the requirements of the FSMS;

d) retain documented information of these activities and any necessary actions as a result of the evaluations and re-evaluations.


INTERNATIONAL STANDARD

ISO 22000

Second edition
2018-06

Food safety management systems — Requirements for any organization in the food chain

Systèmes de management de la sécurité des denrées alimentaires — Exigences pour tout organisme appartenant à la chaîne alimentaire

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

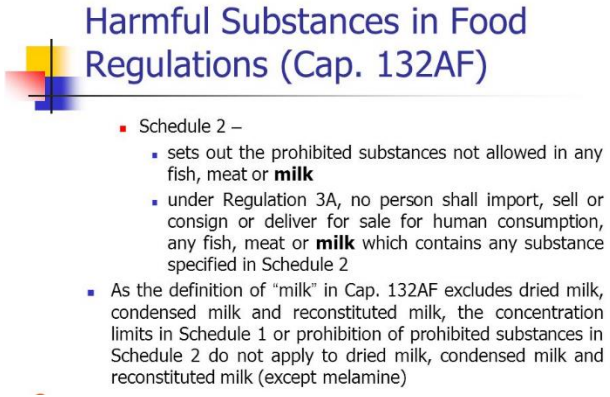
2.5.1 Management of Services and Purchased Materials

In addition to clause 7.1.6 of ISO 22000:2018, the organization needs to have a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

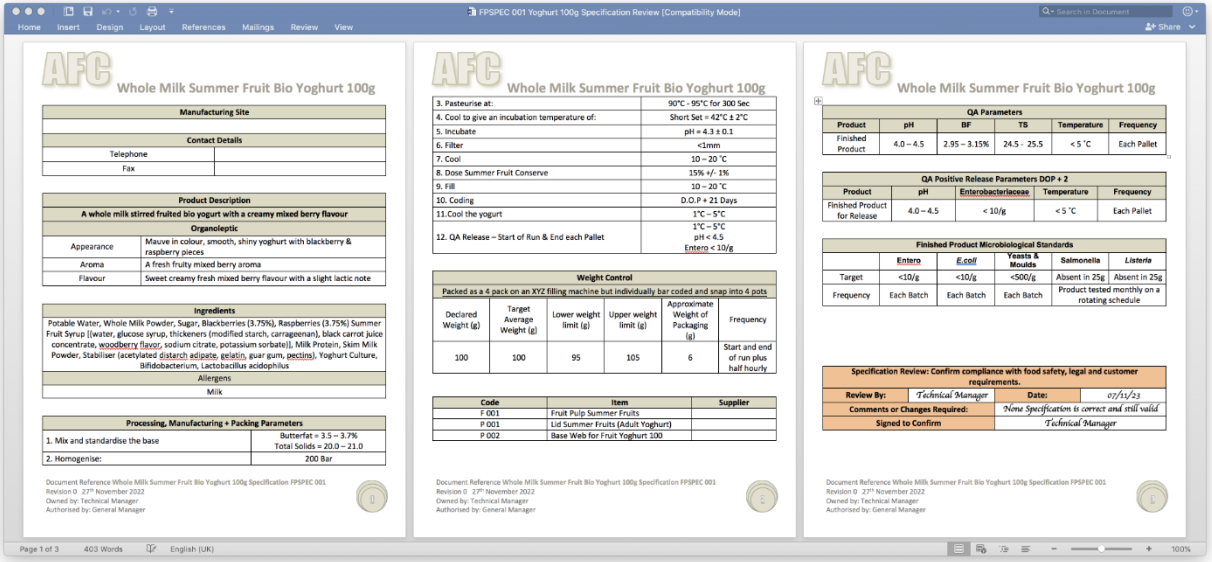
2.5.1 Management of Services and Purchased Materials

In addition to ISO/TS 22002-1:2009 clause 9.2, Selection and management of suppliers, where applicable the organization shall have a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances such as veterinary medicines and pesticides.



2.5.1 Management of Services and Purchased Materials

For food chain categories C, D, I, G and K, the following additional requirement applies: The organization shall establish, implement, and maintain a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements.



AFC Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site

Contact Details	
Telephone	
Fax	

Product Description	
A whole milk stirred fruited bio yogurt with a creamy mixed berry flavour	
Organoleptic	
Appearance	Mauve in colour, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavour	Sweet creamy fresh mixed berry flavour with a slight lactic note

Ingredients
Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabiliser (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture, Bifidobacterium, Lactobacillus acidophilus
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Mix and standardise the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenise:	200 Bar

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 27th November 2022
Owned by: Technical Manager
Authorised by: General Manager

AFC Whole Milk Summer Fruit Bio Yoghurt 100g

3. Pasteurise at:	90°C - 95°C for 300 Sec
4. Cool to give an incubation temperature of:	Short Set = 42°C ± 2°C
5. Incubate	pH = 4.3 ± 0.1
6. Filter	<1mm
7. Cool	10 – 20 °C
8. Dose Summer Fruit Conserve	15% +/- 1%
9. Fill	10 – 20 °C
10. Coding	D.O.P + 21 Days
11.Cool the yogurt	1°C – 5°C
12. QA Release – Start of Run & End each Pallet	1°C – 5°C pH < 4.5 Entero < 10/g

Weight Control					
Packed as a 4 pack on an XYZ filling machine but individually bar coded and snap into 4 pots					
Declared Weight (g)	Target Average Weight (g)	Lower weight limit (g)	Upper weight limit (g)	Approximate Weight of Packaging (g)	Frequency
100	100	95	105	6	Start and end of run plus half hourly

Code	Item	Supplier
F 001	Fruit Pulp Summer Fruits	
P 001	Lid Summer Fruits (Adult Yoghurt)	
P 002	Base Web for Fruit Yoghurt 100	

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 27th November 2022
Owned by: Technical Manager
Authorised by: General Manager

AFC Whole Milk Summer Fruit Bio Yoghurt 100g

QA Parameters					
Product	pH	BF	TS	Temperature	Frequency
Finished Product	4.0 – 4.5	2.95 – 3.15%	24.5 - 25.5	< 5 °C	Each Pallet

QA Positive Release Parameters DOP + 2				
Product	pH	Enterobacteriaceae	Temperature	Frequency
Finished Product for Release	4.0 – 4.5	< 10/g	< 5 °C	Each Pallet

Finished Product Microbiological Standards					
	Entero	E.coli	Yeasts & Moulds	Salmonella	Listeria
Target	<10/g	<10/g	<500/g	Absent in 25g	Absent in 25g
Frequency	Each Batch	Each Batch	Each Batch	Product tested monthly on a rotating schedule	

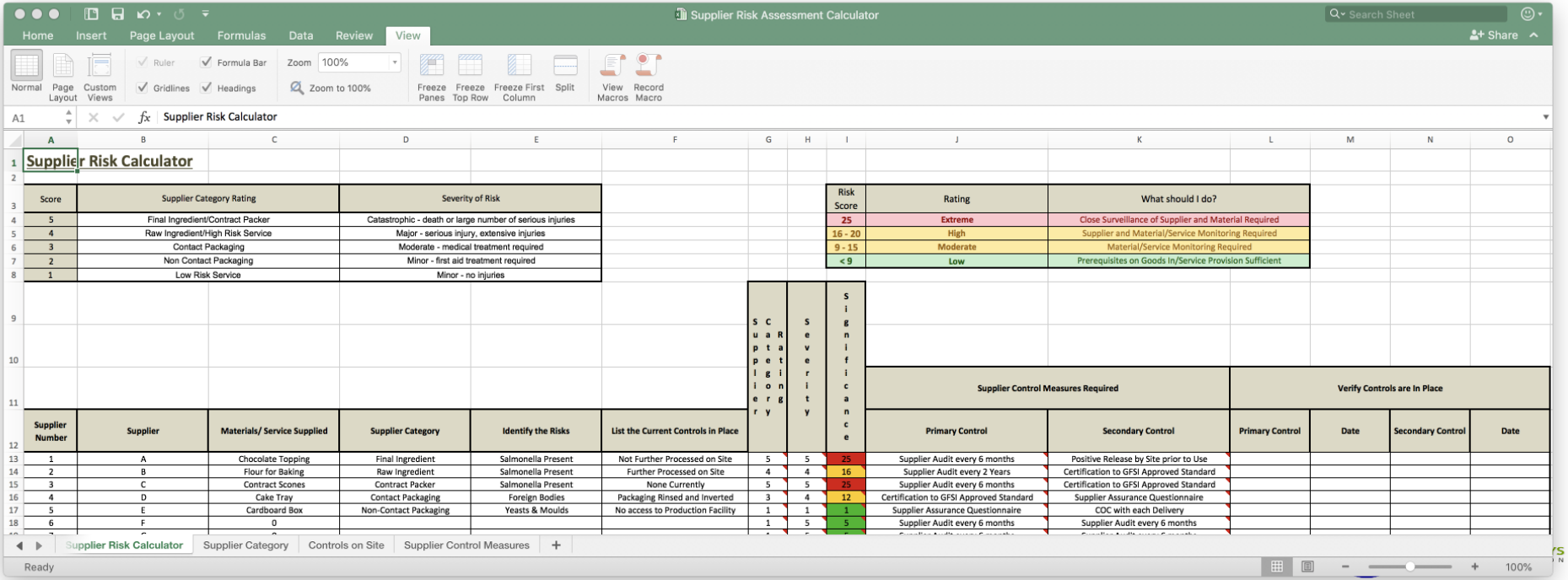
Specification Review: Confirm compliance with food safety, legal and customer requirements.			
Review By:	Technical Manager	Date:	07/11/23
Comments or Changes Required:	None Specification is correct and still valid		
Signed to Confirm	Technical Manager		

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 27th November 2022
Owned by: Technical Manager
Authorised by: General Manager

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.1 Management of Services and Purchased Materials

A compliant FSSC 22000 Food Safety Management System needs to include documentation for managing the process of purchasing materials and services including supplier assessment, approval and monitoring.



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

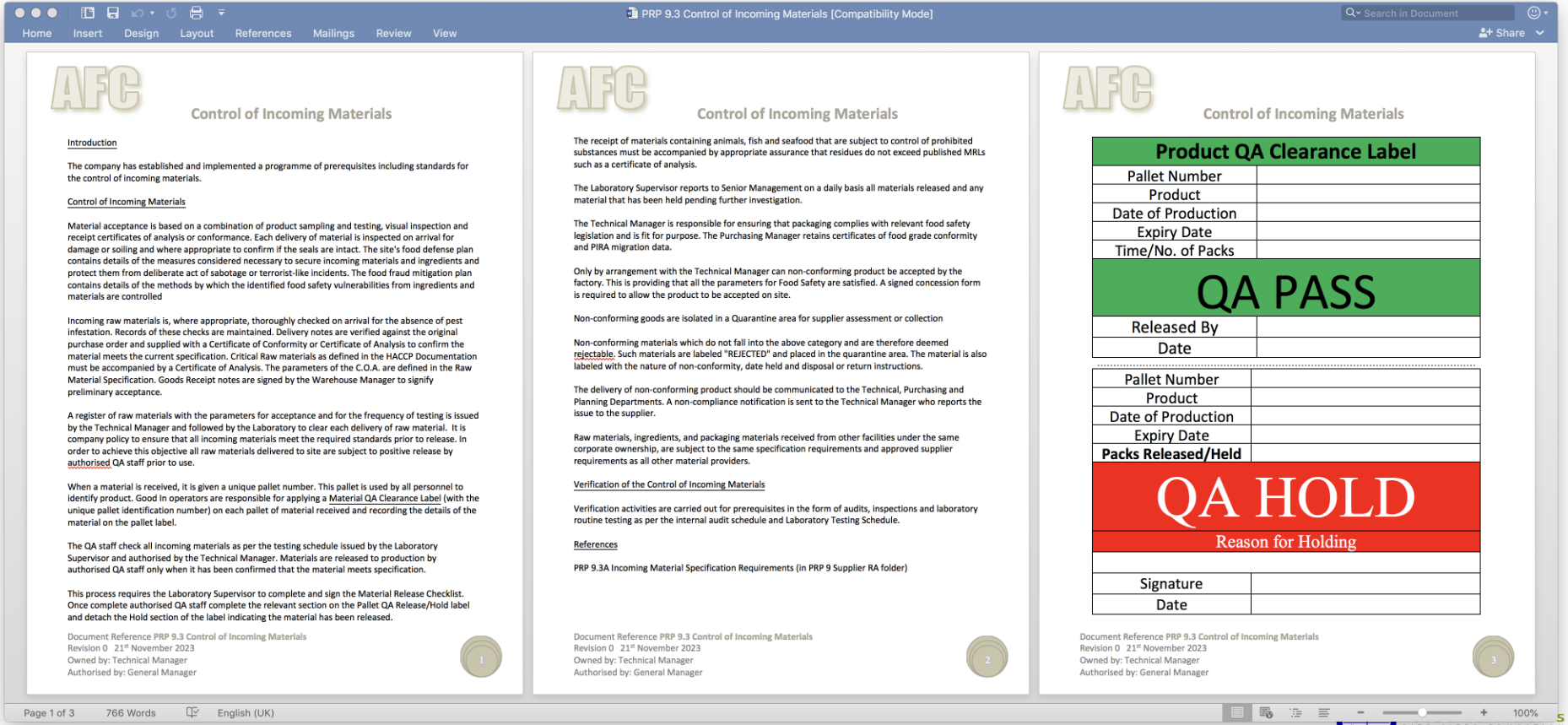
Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Risk Category	Severity	Significance	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control	Verify Controls are In Place: Primary Control	Verify Controls are In Place: Date	Verify Controls are In Place: Secondary Control	Verify Controls are In Place: Date
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	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	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard				
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	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	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	1	Supplier Assurance Questionnaire	COC with each Delivery				
6	F	0				1	5	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months				

Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

Ready

2.5.1 Management of Services and Purchased Materials



2.5.1 Management of Services and Purchased Materials

PRP 9.2 Supplier Approval and Monitoring [Compatibility Mode]

Supplier Approval and Monitoring

Introduction

The company has established, implemented this procedure for the approval and monitoring of suppliers in order to ensure materials, services and products are safe and compliant with customer and regulatory requirements.

Supplier Approval and Monitoring

Supplier approval and monitoring prerequisite programmes are applied for all materials and services which can impact food safety and food authenticity.

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on food safety are to defined specifications and from an approved supplier. Only in exceptional circumstances under concession from the Technical Manager can a non-approved supplier be used. In this situation, the Technical Manager distributes an extraordinary test and inspection schedule for the material or service. Authority to purchase outside of these procedures can only be authorized by the Technical Manager in writing.

Initially suppliers are used because of their historic service record including Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardized.

Materials and Services can only be purchased using the Approved Supplier List. Orders for materials, chemicals, packaging and ingredients are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements. All chemicals purchased for use within the food handling facility are confirmed as "food grade" by the Technical Manager. The Planning Manager is responsible for ensuring that adequate materials are available to meet production requirements.

The Approved Supplier List is maintained by the Technical Manager and includes details of the material or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure. Suppliers can be delisted following supplier audits or poor service levels. Rejected suppliers are kept on the supplier data as delisted in order to help identify delisted suppliers reapplying for inclusion.

New materials, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts.

Supplier Approval and Monitoring

On selecting a new material, service or supplier the Planning Manager requests approval from the Technical Manager. All new materials are subject to the Design and Development Procedure.

The new material, service or supplier is assessed by the food safety team then approved by the Technical Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

A documented risk analysis of each raw material or group of raw materials to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

- ✓ Microbiological contamination
- ✓ Chemical contamination
- ✓ Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material to the quality of the final product. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Supplier Approval and Monitoring

Supplier Category Rating
Final Ingredient/Contract Packer
Raw Ingredient/High Risk Service
Contact Packaging
Non-Contact Packaging
Low Risk Service

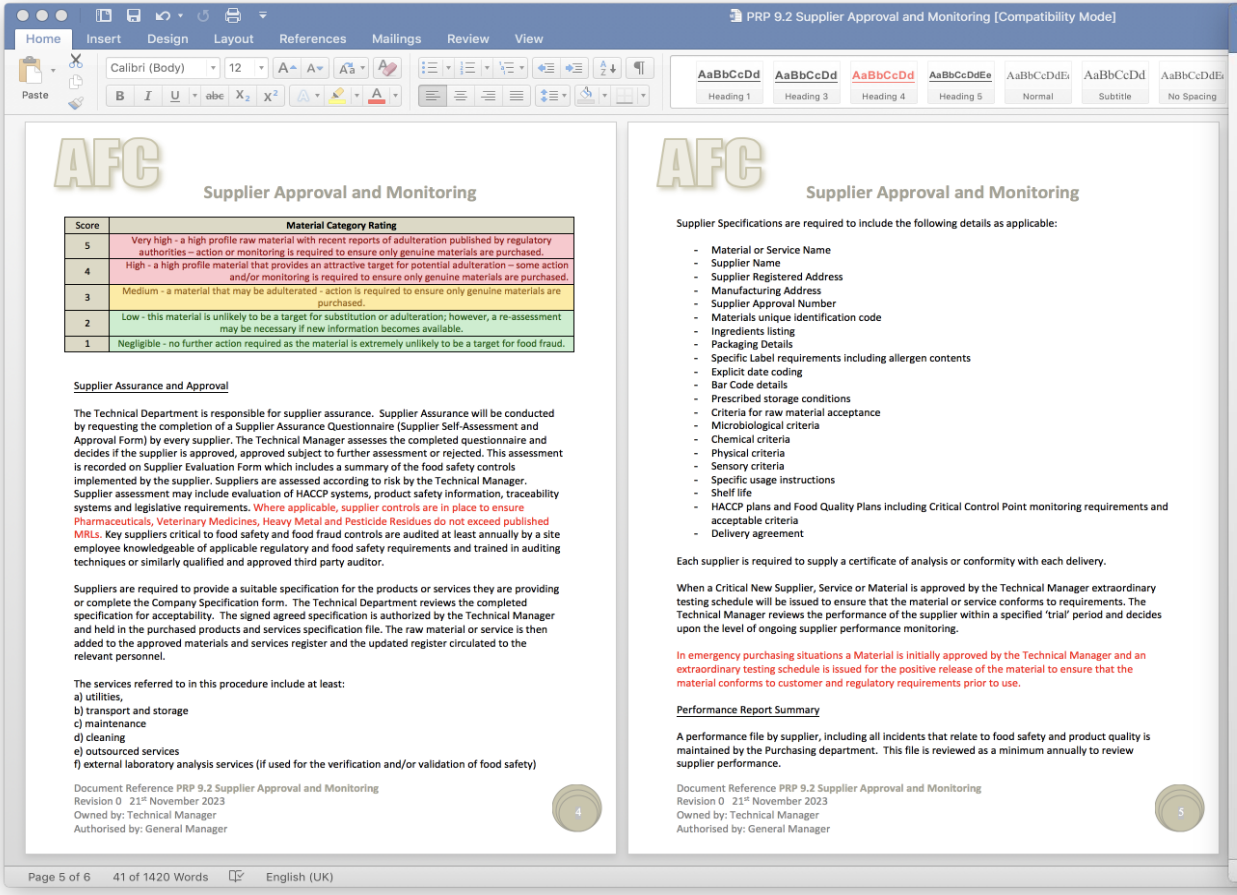
Severity of Risk
Catastrophic - death or large number of serious injuries
Major - serious injury, extensive injuries
Moderate - medical treatment required
Minor - first aid treatment required
Minor - no injuries

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

The site's food fraud vulnerability assessment considers the site's susceptibility to raw material or ingredient substitution, mislabeling, dilution and counterfeiting which may adversely impact food safety. This assessment is considered in the material/supplier risk assessment.

Refer to PRP 9.4 Food Fraud Prevention, PRP 9.4A Food Fraud Assessment Tool and PRP 9.4A Food Fraud Raw Material Assessment Calculator

2.5.1 Management of Services and Purchased Materials



PRP 9.2 Supplier Approval and Monitoring [Compatibility Mode]

Supplier Approval and Monitoring

Score	Material Category Rating
5	Very high - a high profile raw 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 material that provides an attractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this 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 material is extremely unlikely to be a target for food fraud.

Supplier Assurance and Approval

The Technical Department is responsible for supplier assurance. Supplier Assurance will be conducted by requesting the completion of a Supplier Assurance Questionnaire (Supplier Self-Assessment and Approval Form) by every supplier. The Technical Manager assesses the completed questionnaire and decides if the supplier is approved, approved subject to further assessment or rejected. This assessment is recorded on Supplier Evaluation Form which includes a summary of the food safety controls implemented by the supplier. Suppliers are assessed according to risk by the Technical Manager. Supplier assessment may include evaluation of HACCP systems, product safety information, traceability systems and legislative requirements. Where applicable, supplier controls are in place to ensure Pharmaceuticals, Veterinary Medicines, Heavy Metal and Pesticide Residues do not exceed published MRLs. Key suppliers critical to food safety and food fraud controls are audited at least annually by a site employee knowledgeable of applicable regulatory and food safety requirements and trained in auditing techniques or similarly qualified and approved third party auditor.

Suppliers are required to provide a suitable specification for the products or services they are providing or complete the Company Specification form. The Technical Department reviews the completed specification for acceptability. The signed agreed specification is authorized by the Technical Manager and held in the purchased products and services specification file. The raw material or service is then added to the approved materials and services register and the updated register circulated to the relevant personnel.

The services referred to in this procedure include at least:
a) utilities,
b) transport and storage
c) maintenance
d) cleaning
e) outsourced services
f) external laboratory analysis services (if used for the verification and/or validation of food safety)

Supplier Approval and Monitoring

Supplier Specifications are required to include the following details as applicable:

- Material or Service Name
- Supplier Name
- Supplier Registered Address
- Manufacturing Address
- Supplier Approval Number
- Materials unique identification code
- Ingredients listing
- Packaging Details
- Specific Label requirements including allergen contents
- Explicit date coding
- Bar Code details
- Prescribed storage conditions
- Criteria for raw material acceptance
- Microbiological criteria
- Chemical criteria
- Physical criteria
- Sensory criteria
- Specific usage instructions
- Shelf life
- HACCP plans and Food Quality Plans including Critical Control Point monitoring requirements and acceptable criteria
- Delivery agreement

Each supplier is required to supply a certificate of analysis or conformity with each delivery.

When a Critical New Supplier, Service or Material is approved by the Technical Manager extraordinary testing schedule will be issued to ensure that the material or service conforms to requirements. The Technical Manager reviews the performance of the supplier within a specified 'trial' period and decides upon the level of ongoing supplier performance monitoring.

In emergency purchasing situations a Material is initially approved by the Technical Manager and an extraordinary testing schedule is issued for the positive release of the material to ensure that the material conforms to customer and regulatory requirements prior to use.

Performance Report Summary

A performance file by supplier, including all incidents that relate to food safety and product quality is maintained by the Purchasing department. This file is reviewed as a minimum annually to review supplier performance.

Page 5 of 6 41 of 1420 Words English (UK)

PRP 9.3...

Raw and Packaging Materials

Raw Material, Supplier and Service Management

Specifications are required to contain where applicable:

- Raw Material Name
- Raw Material Supplier
- Supplier Address
- Manufacturing Address
- Supplier Approval Number
- Materials unique identification code
- Ingredients listing
- Packaging Details
- Specific Label requirements including allergen contents
- Explicit date coding
- Bar Code details
- Prescribed storage conditions
- Criteria for raw material acceptance
- Microbiological criteria
- Chemical criteria
- Physical criteria
- Sensory criteria
- Specific usage instructions
- Shelf life
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria
- Quality Attributes
- Delivery agreement

It is the responsibility of the Technical Manager to ensure an up to date approved specification that has been agreed with the supplier is available for each material or service purchased. These specifications should clearly define all the requirements of supply including packaging and delivery arrangements.

The Technical Manager is responsible for reviewing specifications annually and when there are changes that may affect food safety or legality to ensure continued compliance with food safety, legal and customer requirements.

When a Critical New Supplier, Service or Material is initially approved by the Technical Manager an extraordinary testing schedule will be issued to ensure that the material or service conforms to requirements.

Page 1 of 1 English (US) 100%

2.5.2 Product Labelling and Printed Materials

In addition to clause 8.5.1.3* of ISO 22000:2018, the organization shall ensure that finished products are labelled according to all applicable food safety (including allergens and customer specific requirements) statutory and regulatory requirements in the country of intended sale.

ISO 22000:2018 8.5.1.3 * Characteristics of end products

Where product is unlabelled, all relevant product information shall be made available to ensure the safe use of the food by the customer or consumer.

FOOD SAFETY FRIDAYS
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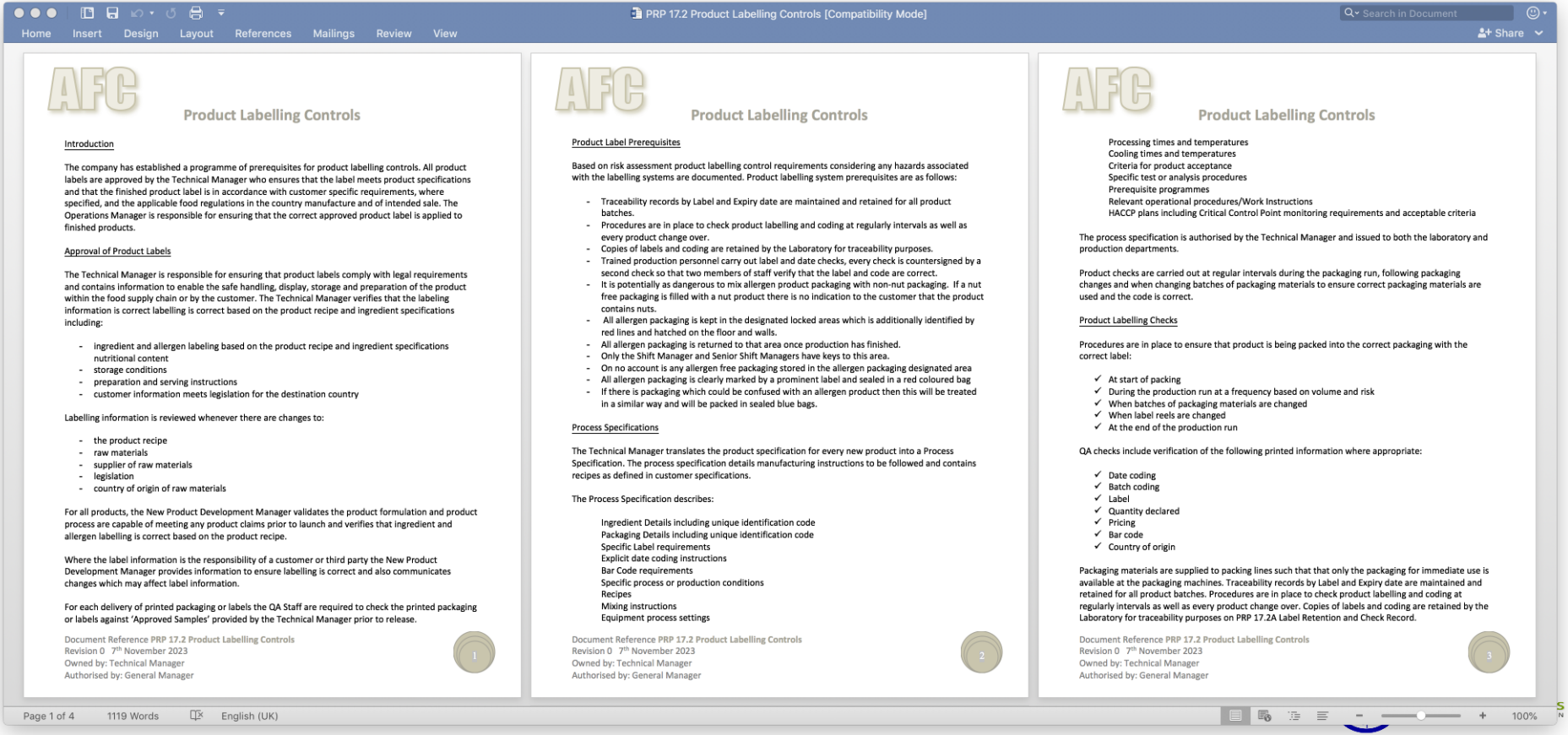
2.5.2 Product Labelling and Printed Materials



PRP 17.2 Product Labelling Controls [Compatibility Mode]

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Product Labelling Controls

Introduction

The company has established a programme of prerequisites for product labelling controls. All product labels are approved by the Technical Manager who ensures that the label meets product specifications and that the finished product label is in accordance with customer specific requirements, where specified, and the applicable food regulations in the country manufacture and of intended sale. The Operations Manager is responsible for ensuring that the correct approved product label is applied to finished products.

Approval of Product Labels

The Technical Manager is responsible for ensuring that product labels comply with legal requirements and contains information to enable the safe handling, display, storage and preparation of the product within the food supply chain or by the customer. The Technical Manager verifies that the labeling information is correct labelling is correct based on the product recipe and ingredient specifications including:

- ingredient and allergen labeling based on the product recipe and ingredient specifications nutritional content
- storage conditions
- preparation and serving instructions
- customer information meets legislation for the destination country

Labelling information is reviewed whenever there are changes to:

- the product recipe
- raw materials
- supplier of raw materials
- legislation
- country of origin of raw materials

For all products, the New Product Development Manager validates the product formulation and product process are capable of meeting any product claims prior to launch and verifies that ingredient and allergen labelling is correct based on the product recipe.

Where the label information is the responsibility of a customer or third party the New Product Development Manager provides information to ensure labelling is correct and also communicates changes which may affect label information.

For each delivery of printed packaging or labels the QA Staff are required to check the printed packaging or labels against 'Approved Samples' provided by the Technical Manager prior to release.

Document Reference PRP 17.2 Product Labelling Controls
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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Product Labelling Controls

Product Label Prerequisites

Based on risk assessment product labelling control requirements considering any hazards associated with the labelling systems are documented. Product labelling system prerequisites are as follows:

- Traceability records by Label and Expiry date are maintained and retained for all product batches.
- Procedures are in place to check product labelling and coding at regularly intervals as well as every product change over.
- Copies of labels and coding are retained by the Laboratory for traceability purposes.
- Trained production personnel carry out label and date checks, every check is countersigned by a second check so that two members of staff verify that the label and code are correct.
- It is potentially as dangerous to mix allergen product packaging with non-nut packaging. If a nut free packaging is filled with a nut product there is no indication to the customer that the product contains nuts.
- All allergen packaging is kept in the designated locked areas which is additionally identified by red lines and hatched on the floor and walls.
- All allergen packaging is returned to that area once production has finished.
- Only the Shift Manager and Senior Shift Managers have keys to this area.
- On no account is any allergen free packaging stored in the allergen packaging designated area
- All allergen packaging is clearly marked by a prominent label and sealed in a red coloured bag
- If there is packaging which could be confused with an allergen product then this will be treated in a similar way and will be packed in sealed blue bags.

Process Specifications

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

The Process Specification describes:

Ingredient Details including unique identification code
Packaging Details including unique identification code
Specific Label requirements
Explicit date coding instructions
Bar Code requirements
Specific process or production conditions
Recipes
Mixing instructions
Equipment process settings

Document Reference PRP 17.2 Product Labelling Controls
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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Product Labelling Controls

Processing times and temperatures
Cooling times and temperatures
Criteria for product acceptance
Specific test or analysis procedures
Prerequisite programmes
Relevant operational procedures/Work Instructions
HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

The process specification is authorised by the Technical Manager and issued to both the laboratory and production departments.

Product checks are carried out at regular intervals during the packaging run, following packaging changes and when changing batches of packaging materials to ensure correct packaging materials are used and the code is correct.

Product Labelling Checks

Procedures are in place to ensure that product is being packed into the correct packaging with the correct label:

- ✓ At start of packing
- ✓ During the production run at a frequency based on volume and risk
- ✓ When batches of packaging materials are changed
- ✓ When label reels are changed
- ✓ At the end of the production run

QA checks include verification of the following printed information where appropriate:

- ✓ Date coding
- ✓ Batch coding
- ✓ Label
- ✓ Quantity declared
- ✓ Pricing
- ✓ Bar code
- ✓ Country of origin

Packaging materials are supplied to packing lines such that that only the packaging for immediate use is available at the packaging machines. Traceability records by Label and Expiry date are maintained and retained for all product batches. Procedures are in place to check product labelling and coding at regularly intervals as well as every product change over. Copies of labels and coding are retained by the Laboratory for traceability purposes on PRP 17.2A Label Retention and Check Record.

Document Reference PRP 17.2 Product Labelling Controls
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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Page 1 of 4 1119 Words English (UK) 100%

2.5.2 Product Labelling and Printed Materials

PRP 17.2A Label Retention and Check [Compatibility...

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Label Retention and Check

Date:	17/10/23	Time:	06:00 Hrs	Line Number:	1	Sample:	Start Up

Check and Sign	
Operator 1	Anne Operator
Operator 2	Arno Operator
Supervisor	Sue Pervisor

Date:	17/10/23	Time:	08:00 Hrs	Line Number:	1	Sample:	Reel Change

Check and Sign	
Operator 1	Anne Operator
Operator 2	Arno Operator
Supervisor	Sue Pervisor

Production Manager Check	Date:	17/10/23	Time:	17:00Hrs	Sign:	Paul Manager

Document Reference PRP 17.2A Label Retention and Check
Revision 0 7th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 1 60 Words English (UK) 100%

PRP 17.1 Pr... Search in Document

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Product Information Prerequisites

Introduction

The company has established and implemented a programme of prerequisites including standards for the requirement to supply accurate useful product information to relevant interested parties.

Product Information

Based on risk assessment product information requirements considering any hazards associated with the intended use of the product are documented. Product information system prerequisites are as follows:

- For any new product, a new specification will be created, defining raw materials, packaging and suppliers, Hazard Control Plan, in-process and finished product specifications and artwork, labelling and coding details.
- The New Product Development Manager confirms that the packaging complies with specifications, relevant food safety legislation and is fit for purpose.
- Where a claim (e.g. allergen, nutritional, method of production, chain of custody, raw material status, etc.) is made regarding a product the New Product Development Manager is responsible for ensuring all claims are justified.
- For all product claims the New Product Development Manager validates the product formulation and product process are capable of meeting the product claim prior to launch.
- Finished product specifications are agreed and authorized by the Development Manager and Technical Manager.
- The Technical Manager verifies that the labelling is adequate in informing customers of any claims, critical allergen ingredients, relevant nutritional contents, storage, preparation and serving instructions and that the customer information meets legislation for the destination country.
- Where a product is unlabelled, the Technical Manager ensures that all relevant product information is passed to the customer or consumer to ensure the safe use of the food.
- The Technical Manager verifies that all product information distributed to consumers facilitates their understanding of; the handling requirements of the products, the importance of any information an enabling them to make informed choices.
- Information provided by labelling includes allergen warning, ingredient contents, prescribed storage conditions, preparation guides and serving instructions applicable to the product.

Verification of Prerequisite Programmes

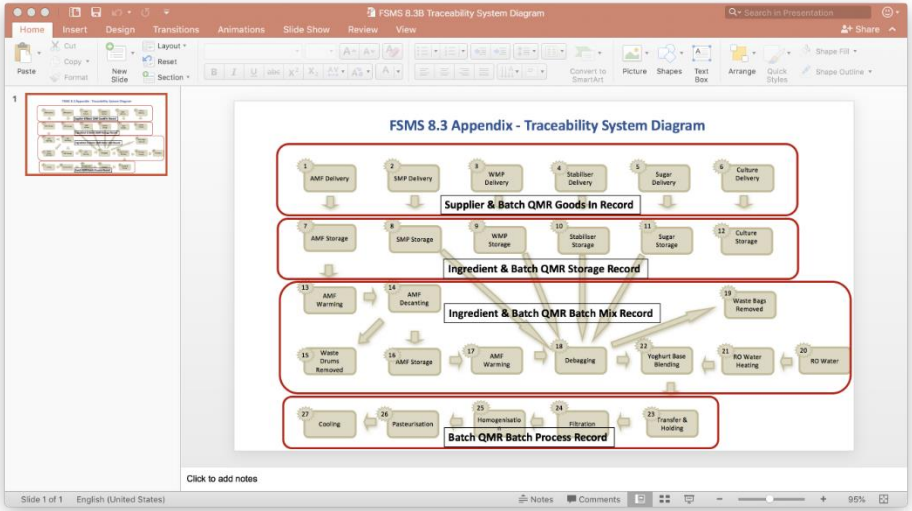
Verification activities are carried out for prerequisites in the form of audits, inspections and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

Document Reference PRP 17.1 Product Information Prerequisites
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 2 373 Words 100%

2.5.2 Product Labelling and Printed Materials

Where a claim (e.g. allergen, nutritional, method of production, chain of custody, raw material status, etc.) is made on the product label or packaging, the organization shall maintain evidence of validation to support the claim and shall have verification systems in place, including traceability and mass balance, to ensure product integrity is maintained.



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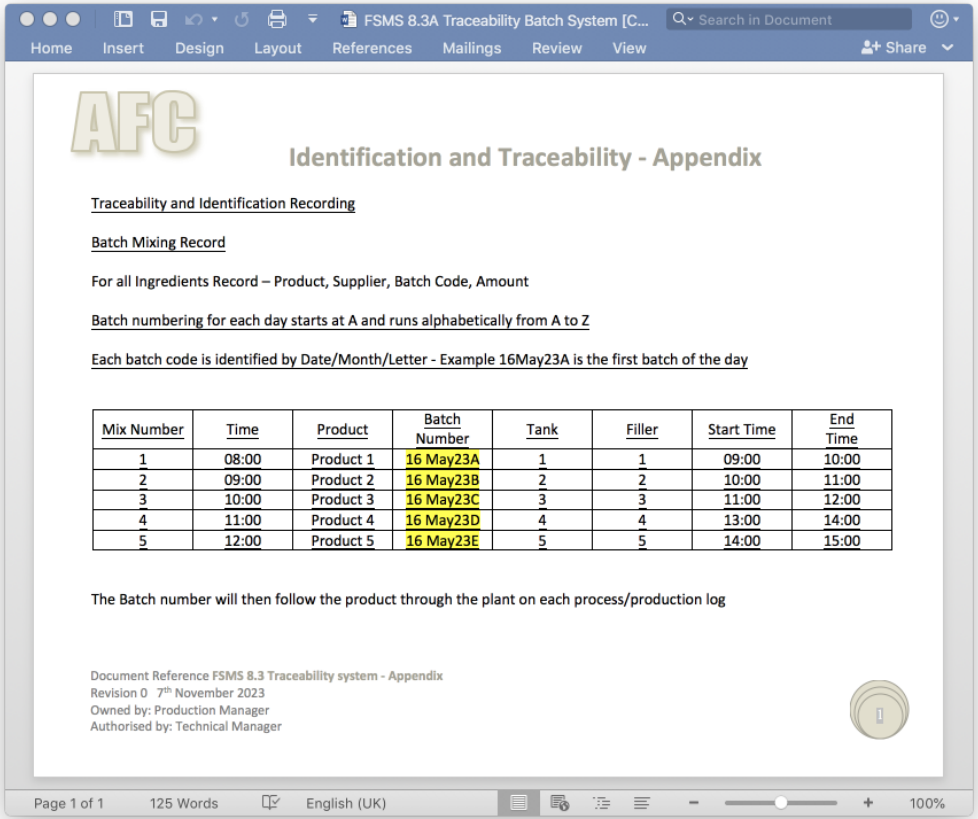
Verification Systems including Traceability and Mass Balance



FSMS 8.3A Traceability Batch System [C...

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Identification and Traceability - Appendix

Traceability and Identification Recording

Batch Mixing Record

For all Ingredients Record – Product, Supplier, Batch Code, Amount

Batch numbering for each day starts at A and runs alphabetically from A to Z

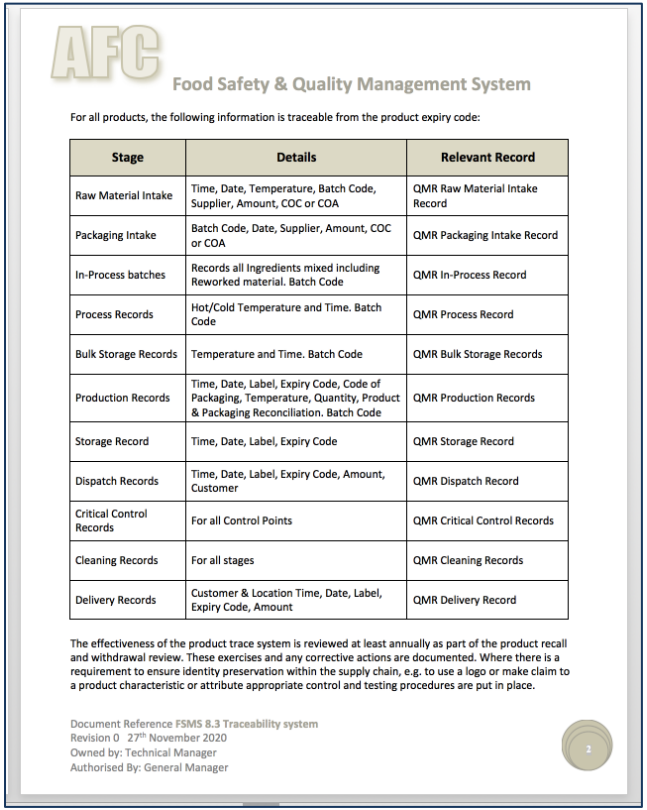
Each batch code is identified by Date/Month/Letter - Example 16May23A is the first batch of the day

Mix Number	Time	Product	Batch Number	Tank	Filler	Start Time	End Time
1	08:00	Product 1	16 May23A	1	1	09:00	10:00
2	09:00	Product 2	16 May23B	2	2	10:00	11:00
3	10:00	Product 3	16 May23C	3	3	11:00	12:00
4	11:00	Product 4	16 May23D	4	4	13:00	14:00
5	12:00	Product 5	16 May23E	5	5	14:00	15:00

The Batch number will then follow the product through the plant on each process/production log

Document Reference FSMS 8.3 Traceability system - Appendix
Revision 0 7th November 2023
Owned by: Production Manager
Authorised by: Technical Manager

Page 1 of 1 125 Words English (UK) 100%



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Food Safety & Quality Management System

For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material. Batch Code	QMR In-Process Record
Process Records	Hot/Cold Temperature and Time. Batch Code	QMR Process Record
Bulk Storage Records	Temperature and Time. Batch Code	QMR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature, Quantity, Product & Packaging Reconciliation. Batch Code	QMR Production Records
Storage Record	Time, Date, Label, Expiry Code	QMR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	QMR Dispatch Record
Critical Control Records	For all Control Points	QMR Critical Control Records
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	Customer & Location Time, Date, Label, Expiry Code, Amount	QMR Delivery Record

The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions are documented. Where there is a requirement to ensure identity preservation within the supply chain, e.g. to use a logo or make claim to a product characteristic or attribute appropriate control and testing procedures are put in place.

Document Reference FSMS 8.3 Traceability system
Revision 0 27th November 2020
Owned by: Technical Manager
Authorised By: General Manager

FOOD SAFETY FRIDAYS
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2.5.3 Food Defense

Threat Assessment

a) Conduct and document a food defense threat assessment, based on a defined methodology, to identify and evaluate potential threats linked to the processes and products within the scope of the organization; and

b) Develop and implement appropriate mitigation measures for significant threats.

Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defence Mitigation Plan: Control Measures Required	
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control
1	Raw Material Supply			Monitoring of Product in Market Place	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering

FOOD SAFETY FRIDAYS
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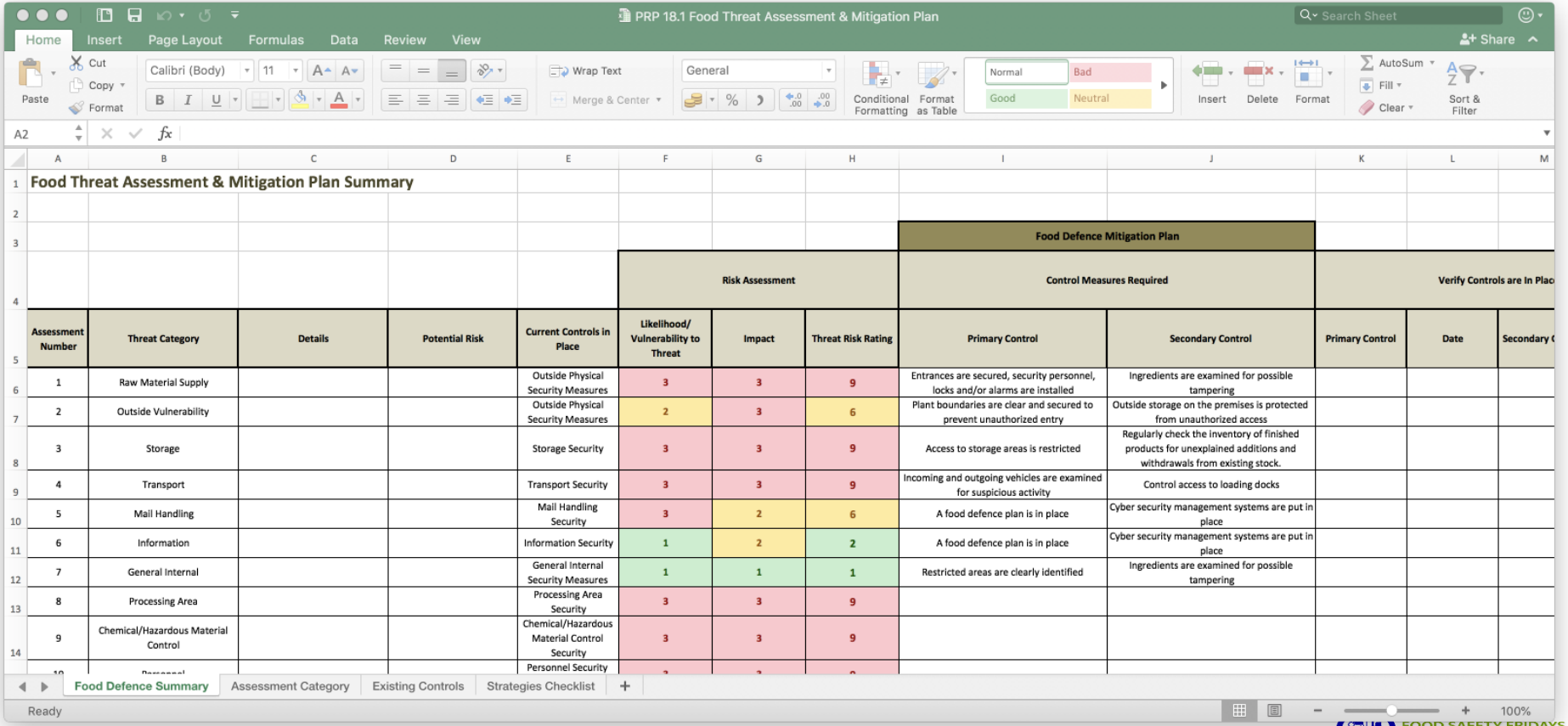
2.5.3 Food Defense



PRP 18 Food Defence Mitigation Strategies Checklists

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1	**See Food Defense Mitigation Strategies Database for more information and specifics to your operation:**
2	https://www.accessdata.fda.gov/scripts/fooddefensemitigationstrategies/
3	
4	**Based on any risks identified you can use this checklist to assist in deciding mitigation strategies:**
5	
6	
7	
8	**Finished Product Storage**
9	Accompany unauthorized persons (e.g., visitors, contractors, personnel) to restricted areas
10	Clean / sanitize equipment and components periodically (e.g., immediately prior to use, after maintenance, when security devices are breached, following a suspect event)
11	Clean / sanitize locations periodically (e.g., immediately prior to use, after maintenance, when security devices are breached, following a suspect event)
12	Conduct periodic checks of packaging integrity (e.g., upon receipt and prior to use) including for packaged products, ingredients, and equipment components
13	Maximize visibility of operations, equipment, and locations (e.g., install windows, light adequately, keep area clear of visual obstructions)
14	Reduce the amount of product and supplies present or accessible at one time to reduce the impact of contamination
15	Restrict access to equipment and controls to authorized personnel
16	Restrict access to ingredients and products to authorized personnel
17	Restrict access to location to authorized personnel
18	Restrict access to openings or access points (e.g., to bins, tanks, vats, ports/valves, conveyor belt, inspection points, system openings) to authorized personnel
19	Restrict access to supplies to authorized personnel (e.g., containers/tanks/sacks, packaging, coverings, trays, pads, wrappings, uniforms, gloves)
20	Restrict operations to authorized personnel
21	Store equipment and components in a secured location
22	Use an alarm system to alert access breaches to location, equipment, controls, and coverings for openings or access points (e.g., motion, infrared)
23	Use an alarm system to monitor and detect suspect events
24	Use automated equipment (e.g., for dispensing, injection, incorporating, packing) to restrict access to product
25	Use coverings to secure openings, access points and open systems/operations (e.g., shrouds, covers, lids, panels, seals) to restrict access to product
26	Use electronic access control system to restrict access to location and/or controls (e.g., cipher lock, swipe cards, biometric devices, RFID)
27	Use full cover display case(s)
28	Use isolation or separation to secure items, operations, equipment (e.g., locate away from other items and operations)
29	Use locks to secure location, equipment, and controls when not in use or unattended (e.g., use tamper-proof containers, locks, gear locks, remove keys)
30	Use one-at-a-time dispensers to restrict access to location and items (e.g., use hand covering, lid, container dispensers)
31	Use peer monitoring (e.g., buddy system) during operations or in assigned locations
32	Use personnel (e.g., guards, supervisors, trusted employees) for visual observation at restricted locations and operations
33	Use personnel identification (e.g., color coded uniforms, badges) to restrict access to location, equipment, control, and operations
34	Use physical barriers to restrict access to location, operations, and equipment (e.g., locate in secure room, enclose with a fence, cage, gate, restricted-access ladders, wall, or panel)
35	Use self-service display cases only for products with tamper-evident packaging
36	Use surveillance equipment to monitor locations and operations
37	Use tamper-evident devices (e.g., seals, covers, locks) to secure openings, access points, equipment and components
38	Use tamper-evident devices (e.g., seals, covers, locks) to secure packaging and storage containers
39	Visually inspect equipment, equipment components, and supplies prior to use and report anomalies
40	

Catering Checklist | Product Storage Checklist | Retail FS Checklist | Hot Holding SS Checklist | Hot Holding FS Checklist | Cold Holding FS Checklist

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Access Controls

Introduction

The company has established and implemented a programme of prerequisites including the requirement to restrict access to only authorized personnel on site.

Access Controls

Based on risk assessment access control requirements for facilities proportional to the hazard posed to the process area or product are established and documented. The following standards are applied as to ensure only authorized personnel have access to production equipment and vehicles, manufacturing and storage areas:

- The access control system operates with the prerequisite that the facility has a secure site and ensures that all visitors and contractors are authorised, supervised and introduced to our standards of operation.
- Entry and exit from the facility is restricted and only authorised drivers, visitors and sub-contractors are permitted.
- Potentially sensitive areas including food processing areas are identified and marked on a site plan.
- All sensitive areas are protected by access controls including 24/7 security camera surveillance and doors that require access codes for entry.
- Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.
- All visitors and contractors are accompanied at all times on site.
- All personnel are encouraged to challenge unknown or unidentified visitors.
- Sensitive Processing areas are restricted to authorised employees only.
- Raw Materials, Finished Products, Packaging, Equipment and Chemicals are stored in specific storage areas and secured.
- Products are delivered to customers on secure vehicles which are sealed with a tamper evident tab.

By following this system, the company reduces the risk of dangerous behaviour and deliberate product contamination occurring on site.

Verification of Access Controls

Verification activities are carried out for prerequisites in the form of audits as per the internal audit schedule. The Technical department and line management are required to conduct documented audits of the access control system including the control of visitors and sub-contractors throughout the site at monthly intervals. External audits are also conducted at periodic intervals by independent parties.

Document Reference PRP 18.2 Access Controls
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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Page 1 of 1 | 333 Words | 100%

FOOD SAFETY TRIBALS BITE-SIZED EDUCATION

2.5.3 Food Defense

Plan

a) The organization shall have a documented food defense plan, based on the threat assessment, specifying the mitigation measures and verification procedures.

b) The food defense plan shall be implemented and supported by the organization's FSMS.

c) The plan shall comply with applicable legislation, cover the processes and products within the scope of the organization and be kept up to date.

2.5.3 Food Defense

PRP 18.1 Food Defence System [Compatibility Mode]

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Food Defence System

Introduction

The company has established and implemented a programme of prerequisites including food defence measures.

Food Defence

The company has established, documented and implemented a Food Defence Plan which is maintained to minimise the risk of a full spectrum of threats including natural, criminal, terrorist, and accidental.

Food Defence Threat Assessment

The company identifies and reduces the risk of any deliberate attempt to inflict contamination or damage to its products by carrying out a documented Threat Assessment and implementing control measures proportional to the level of threat and vulnerability. The Crisis Management Team are responsible for assessing the level of threat and vulnerability of the facility and determine the controls necessary to mitigate the risks.

The Crisis Management Team complete a risk assessment form for each area and product group. Extra security measures required are identified for areas where products are vulnerable. The application of the system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team. The application of the food defence system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team.

The first step is a threat assessment, which considers the full spectrum of threats including natural, criminal, terrorist, and accidental. Natural and accidental threats are considered in the Crisis Management procedure. Types of Threat include: Sabotage, Fraud, Extortion, Counterfeiting, Malicious contamination, Deliberate infestation of premises, Strike on IT Systems & Espionage

For each of the threats the team log and describe the threat and the step where the product is vulnerable. For each of the threats identified, an assessment of vulnerability to the threat is performed.

The assessment examines supporting information to evaluate the potential risks to products from any deliberate attempt to inflict contamination or damage. The attractiveness of the facility as a target is considered as well as vulnerability of IT systems and data protection.

The assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Food Defence System

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

Once the credible threats are identified, a vulnerability to threat assessment is performed. The vulnerability assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

A combination of the impact of loss rating and the vulnerability rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability to threat with the impact of loss for the facility.

	Vulnerability to Threat		
Impact of Loss	High	Medium	Low
Severe			
Noticeable			
Minor			

High risk - actions are implemented immediately.

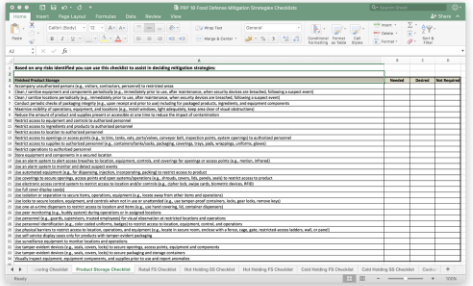
Medium risk - actions should be planned in the near future.

Low risk - actions will enhance security but are lower priority.

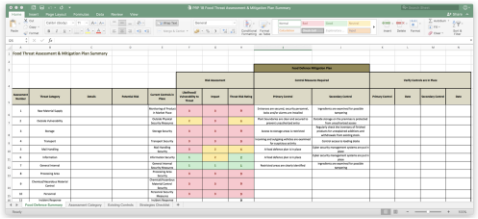
Based on the findings from the risk analysis, the Crisis Management Team identify and implement actions in a documented Food Defence Plan that will lower the various levels of risk.

See PRP 18 Food Defence Mitigation Strategies Checklists for options on strategies:

Food Defence System



The assessments and control measures are summarised in PRP 18 Food Threat Assessment & Mitigation Plan Summary:



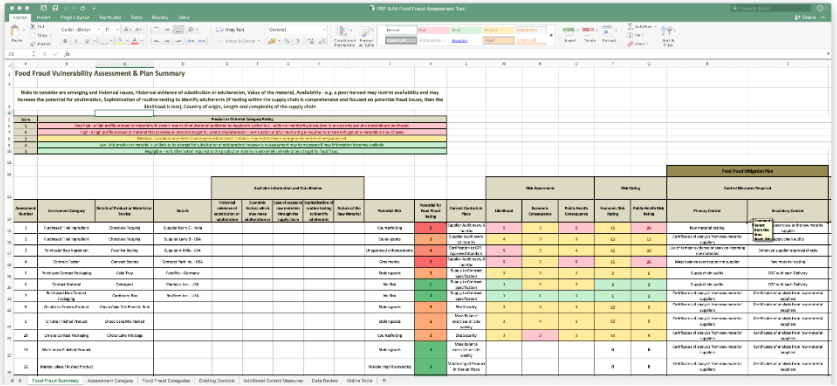
Page 2 of 4 About 2242 Words English (UK) 100%

2.5.4 Food Fraud Mitigation

Vulnerability assessment

a) Conduct and document the food fraud vulnerability assessment, based on a defined methodology

b) Develop and implement appropriate mitigation measures for significant vulnerabilities.



FOOD SAFETY FRIDAYS
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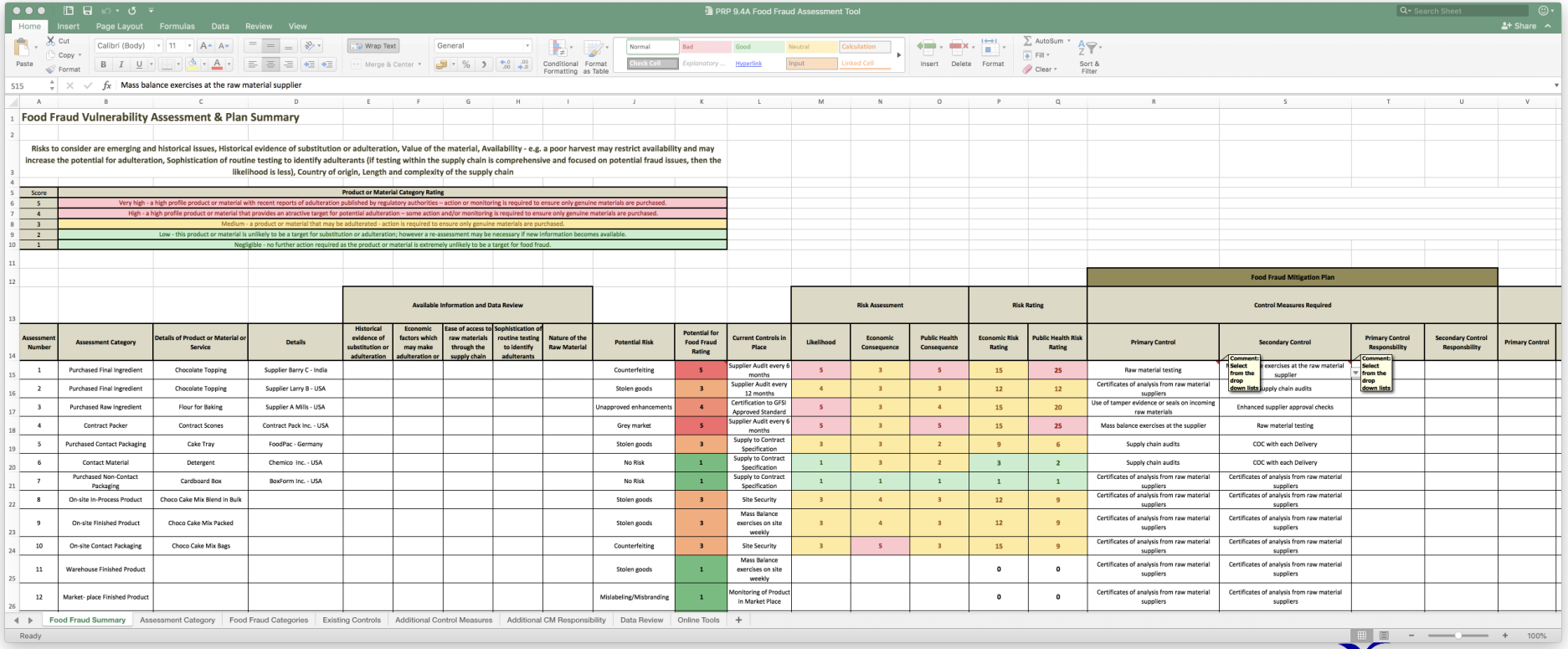
Food Fraud Mitigation



PRP 9.4A Food Fraud Assessment Tool

Mass balance exercises at the raw material supplier

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.

				Available Information and Data Review						Risk Assessment			Risk Rating		Food Fraud Mitigation Plan: Control Measures Required				
Assessment Number	Assessment Category	Details of Product or Material or Service	Details	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	Likelihood	Economic Consequence	Public Health Consequence	Economic Risk Rating	Public Health Risk Rating	Primary Control	Secondary Control	Primary Control Responsbility	Secondary Control Responsbility	Primary Control
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing	exercises at the raw material supplier			
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	supply chain audits			
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard	5	3	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks			
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier	Raw material testing			
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	2	9	6	Supply chain audits	COC with each Delivery			
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification	1	3	2	3	2	Supply chain audits	COC with each Delivery			
7	Purchased Non-Contact Packaging	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			
8	On-site In-Process Product	Choco Cake Mix Blend In Bulk							Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security	3	5	3	15	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			
12	Market- place Finished Product								Mislabeling/Misbranding	1	Monitoring of Product in Market Place				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers			

Comment: Select from the drop down lists

Comment: Select from the drop down lists

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

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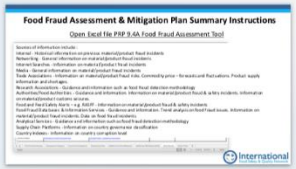
Food Fraud Mitigation

PRP 9.4A Food Fraud Assessment Tool Instr...



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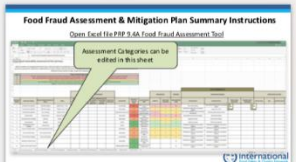

International Food Safety & Quality Network

Food Fraud Assessment & Mitigation Plan Summary Instructions

FOOD SAFETY FRIDAYS
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Food Fraud Mitigation

Plan

a) The organization shall have a documented food fraud mitigation plan, based on the output of the vulnerability assessment,
b) The food fraud mitigation plan shall be implemented and supported
c) The plan shall comply with the applicable legislation, cover the processes and products within the scope of the organization and be kept up to date.

Food Fraud Mitigation

PRP 9.4 Food Fraud Prevention [Compatibility Mode]

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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

Food Fraud Prevention

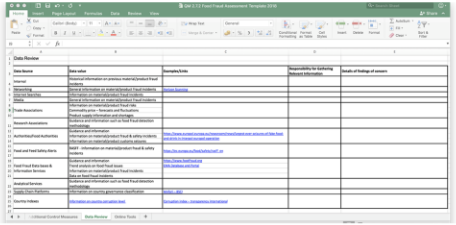
EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyse and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization 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.



Food Fraud Prevention

Sources of information include Data Source/Data value:

Internal - Historical information on previous material/product fraud incidents
Networking - General information on material/product fraud incidents
Internet Searches - Information on material/product fraud incidents
Media - General information on material/product fraud incidents
Trade Associations - Information on material/product fraud risks. Commodity price – forecasts and fluctuations. Product supply information and shortages.
Research Associations - Guidance and information such as food fraud detection methodology
Authorities/Food Authorities - Guidance and information. Information on material/product fraud & safety incidents. Information on material/product customs seizures.
Food and Feed Safety Alerts – e.g. RASFF - Information on material/product fraud & safety incidents
Food Fraud Data bases & Information Services - Guidance and information. Trend analysis on food fraud issues. Information on material/product fraud incidents. Data on food fraud incidents.
Analytical Services - Guidance and information such as food fraud detection methodology
Supply Chain Platforms - Information on country governance classification
Country Indexes - Information on country corruption level

Documented Vulnerability Assessment

A documented vulnerability assessment is carried out by the Food Fraud Team to assess the potential risk of food fraud for the following material/service/product categories:

Raw materials
Ingredients
Packaging
Outsourced processing
In-process materials and products
Finished products on site
Finished products in warehouse
Finished products in the market place

The scope of the assessment includes the following food fraud categories:

Counterfeiting - The process of copying the brand name, packaging concept, recipe, processing method etc. of food products for economic gain.
Stolen goods – Theft, something stolen, obtained in an illegal or dishonest way.
Dilution - The process of mixing a liquid ingredient with high value with a liquid of lower value.
Substitution - The process of replacing an ingredient or part of the product of high value with another ingredient or part of the product of lower value.
Concealment - The process of hiding the low quality of a food ingredients or product.

Page 1 of 8 1416 Words English (UK) 100%

2.5.5 Logo Use

Certified organizations are entitled to use the FSSC 22000 logo for marketing activities.

The FSSC 22000 logo may be used on the organization's printed matter, website and other promotional material but is subject to prescribed design specifications.

There are specified restrictions where the logo cannot be used such as on product, labels, packaging, COAs & COCs.

2.5.6 Management of Allergens

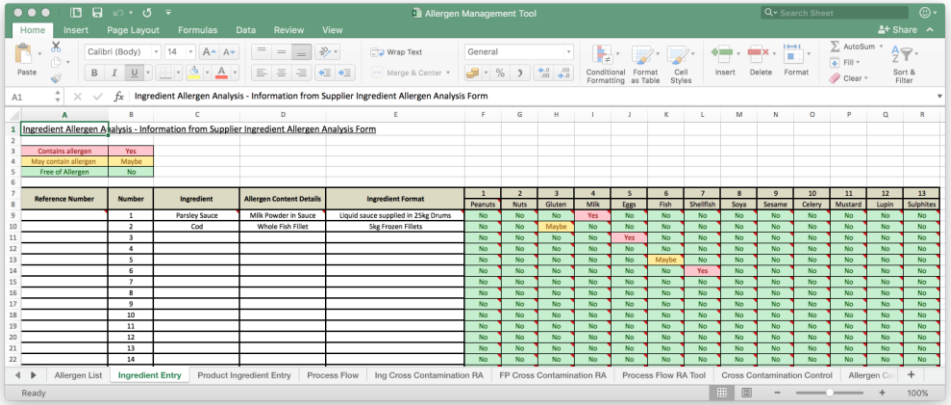
The organization shall have a documented allergen management plan that includes:

a) A list of all the allergens handled on site, including in raw materials and finished products

b) Risk assessment covering all potential sources of allergen cross-contamination

c) Identification and implementation of control measures to reduce or eliminate the risk of cross-contamination …

d) Validation and verification of these control measures



FOOD SAFETY FRIDAYS
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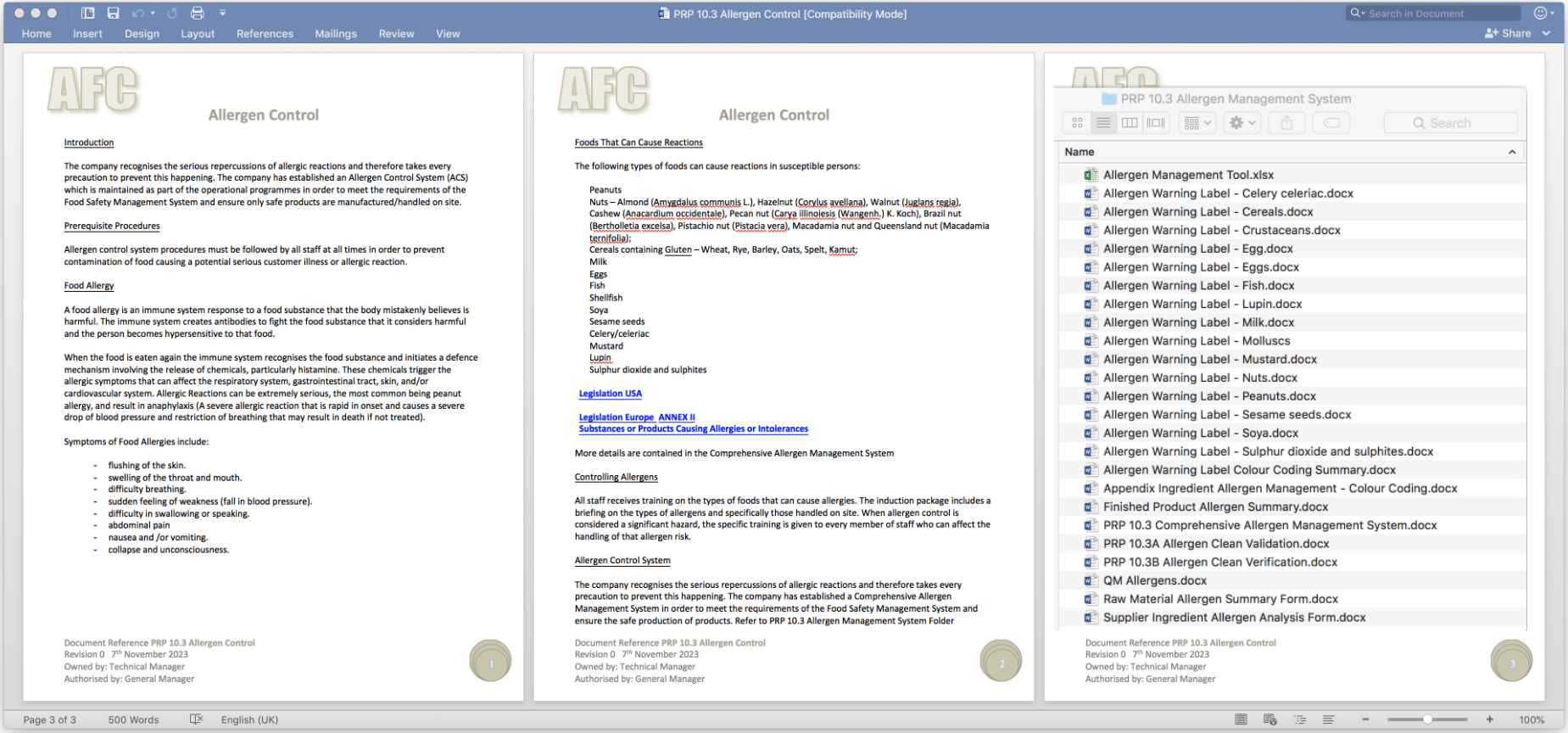
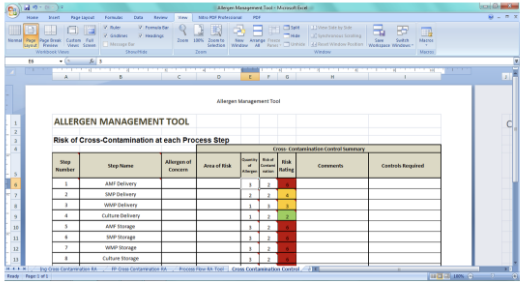
2.5.6 Management of Allergens



2.5.6 Management of Allergens



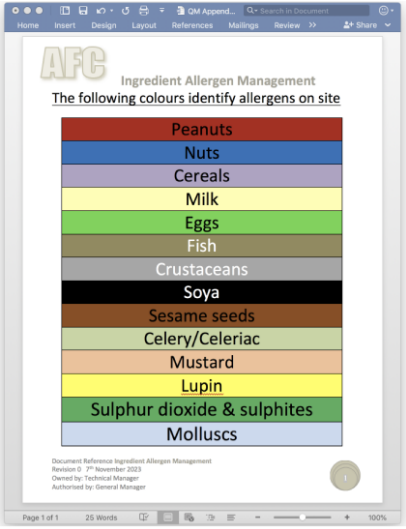
Allergen Prerequisite Programmes - Checking and Managing Ingredients

The Technical Manager maintains an information/specification folder containing all the ingredient information for every item purchased. Purchases are only made as per the purchasing procedure from approved suppliers to approved documented specifications. The Technical Manager checks all new ingredients and ingredients periodically to ensure the label and specification match and that all the allergens present in the ingredient have been identified and documented. This information is transferred via the recipe to in-process and end product specifications, descriptions and for product labelling purposes. The Technical Manager is responsible for approving all new product labels prior to product launch. Product and Ingredient labels are reviewed periodically by the Food Safety Team.

Allergen cross-contamination risks from suppliers and specific controls are described in the Allergen Control System. Allergen cross-contamination risks from suppliers are reviewed annually provided no changes occur. In addition, suppliers are required to formally agree in writing to notify site if they make any changes to their factory, processes or raw materials.

The Technical Manager provides an approved supplier and material list for the purchasing and goods in departments which includes a 'Register of Allergens' which describes any allergens present in the material. This information is used by the goods in department to identify the materials on acceptance. Identification of allergenic products is managed by applying an 'Allergen Identification Label' at this stage.

Checks are put in place to ensure that all packaging is intact and there is no evidence of any spillage and to verify that all ingredients are fully labelled.



Allergen Prerequisite Programmes - Identification and Segregation of Allergens During Storage and Handling

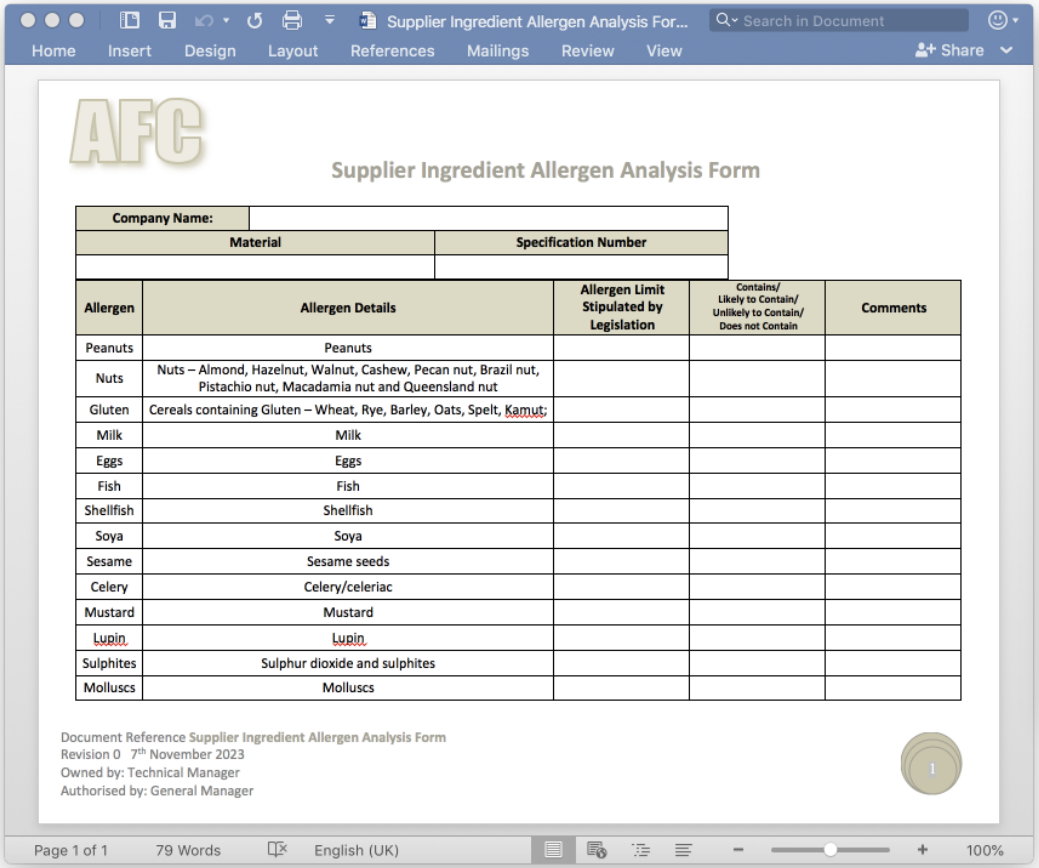
Specific allergen storage areas are allocated to each type of allergen material identified. It is a company requirement that all such ingredients are clearly labelled with the allergen that they contain using an 'Allergen Identification Label'. The Technical Manager produces a 'Register of Allergens' which is applicable in the country of manufacture and the country where products are sold and circulates the register to all relevant staff on site.

Clear identification and segregation of foods and materials on the 'Register of Allergens' is implemented. Allergens are kept separate from each other as well as from non-allergenic ingredients in storage. If an ingredient contains more than one allergen, it has its own segregated storage location. Raw materials containing allergens and designated storage areas for allergens must be clearly identified at all times. Procedures are in place to ensure that materials are supplied to the preparation and production areas in well-sealed, undamaged packaging. Allergenic material containers must be kept covered or adequately sealed to prevent spillage. QA sampling of allergenic ingredients should follow the sampling procedures to ensure that there is no risk of cross contamination risks using disposable sample pots which are clearly labelled. Any spillages must be reported and cleaned up immediately.

Facilities for decanting, sieving or sorting allergenic ingredients must provide good segregation between different allergens and non-allergen products. All other ingredients are removed before the sorting and inspection of allergens starts. Separate sieves are provided for different allergens and non-allergen use. Care is taken to ensure waste such as packaging does not spread allergen debris or dust. Where there is a risk of air borne contamination from dust then a separate area is provided with its own local exhaust ventilation.

Containers used to store or handle allergenic ingredients are designated to the allergenic ingredient. Part used bags are resealed and returned to their designated storage area immediately after use. All equipment used in contact with allergens must be washed as per instructions prior to reuse.

2.5.6 Management of Allergens



Supplier Ingredient Allergen Analysis For...

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Supplier Ingredient Allergen Analysis Form

Company Name:	
Material	Specification Number

Allergen	Allergen Details	Allergen Limit Stipulated by Legislation	Contains/ Likely to Contain/ Unlikely to Contain/ Does not Contain	Comments
Peanuts	Peanuts			
Nuts	Nuts – Almond, Hazelnut, Walnut, Cashew, Pecan nut, Brazil nut, Pistachio nut, Macadamia nut and Queensland nut			
Gluten	Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;			
Milk	Milk			
Eggs	Eggs			
Fish	Fish			
Shellfish	Shellfish			
Soya	Soya			
Sesame	Sesame seeds			
Celery	Celery/celeriac			
Mustard	Mustard			
Lupin	Lupin			
Sulphites	Sulphur dioxide and sulphites			
Molluscs	Molluscs			

Document Reference Supplier Ingredient Allergen Analysis Form
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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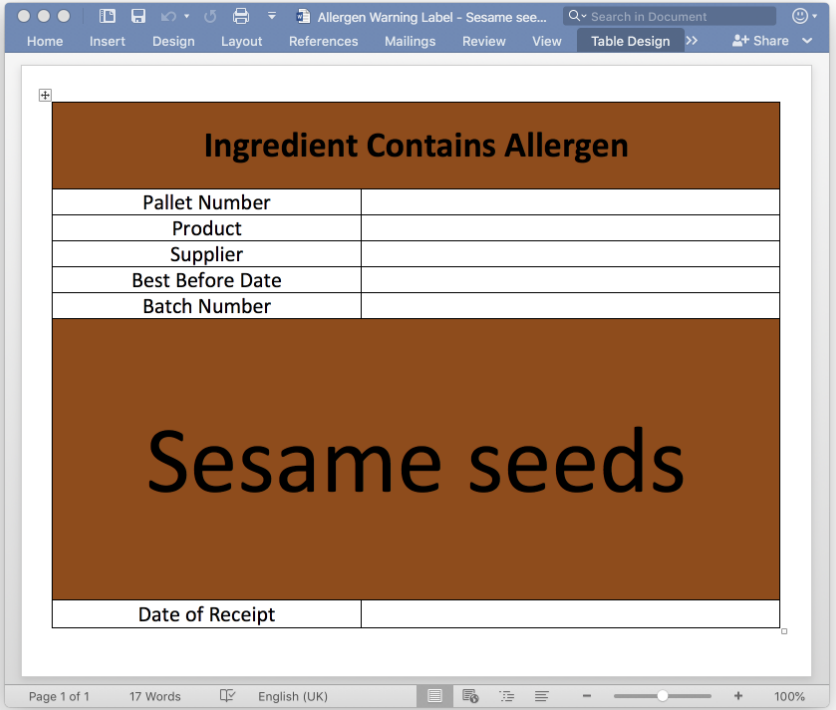
Page 1 of 1 79 Words English (UK) 100%



Allergen Warning Label - Sesame see...

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Ingredient Contains Allergen	
Pallet Number	
Product	
Supplier	
Best Before Date	
Batch Number	
Sesame seeds	
Date of Receipt	

Page 1 of 1 17 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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2.5.6 Management of Allergens

PRP 10.3 Comprehensive Allergen Management System [Compatibility Mode]

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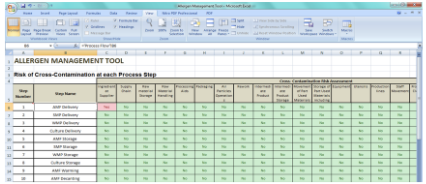
Summarizing Cross-Contamination Risks in Operations

The food safety team summarize the risk identified in the process flow steps worksheets 'Ing Cross Contamination RA' and 'FP Cross Contamination RA' in the Allergen Management Tool worksheet 'Process Flow RA Tool'.



Risk Assessment of Cross-contamination in Operations

From the information summarized in the Allergen Management Tool worksheet 'Process Flow RA Tool', the risks at each step of the process are identified and summarized in Allergen Management Tool worksheet 'Cross Contamination Control'. A risk assessment to quantify the risk accurately is carried out using the Allergen Management Tool worksheet 'Cross Contamination Control'.

The food safety team carry out the risk assessment taking into consideration (unless otherwise directed by the Technical Manager as per Legislation) that there are no established safe levels for any allergen and that consumers can vary in their reaction to allergens from an extreme response such as anaphylactic shock in one consumer but merely a mild intolerance in another.

The risk assessment criteria are based on the likelihood of cross-contamination occurring and the quantity of the allergen present.

Risk Assessment Scoring - Likelihood

Score

1	Low Risk	Unlikely to Occur
2	Medium Risk	Possible
3	High Risk	Likely to Occur

Risk Assessment Scoring - Quantity

1	Minute	Allergen is present in small quantities
2	Moderate	Allergen is present but not in substantial quantity
3	Significant	Allergen is present at levels where if contamination occurred there would be significant levels in the final product

When considering the likelihood of contamination occurring, the food safety team consider the physical form of the allergen such as liquid or powder. Powders have more potential for cross-contamination in the air, so this is considered as well as the ability to remove the allergen during cleaning.

In reaching a judgment on the risks involved with a particular allergen the food safety team considers a number of factors including the following:

- the amount of the allergenic food generally needed to provoke a reaction in a sensitive individual
- how common adverse reactions are to that particular food in the population to which it will be marketed
- whether there are particular subgroups of the population likely to be at particular risk, such as babies and young children
- the relative allergenicity of the particular ingredient being used. For example, possible cross-contamination with refined nut oils which are highly processed ingredients, is likely to pose a lower risk than cross-contamination with either whole, or pieces of, nut.
- the physical nature of the particular ingredients being used and the geography of the manufacturing environment. The physical form of the allergen is important, for example a liquid and a powder represent different types of risk. Milk powder may represent a greater risk in situations where air-borne contamination of products is possible, but liquid milk may be of less concern if there was sufficient separation.

By using the Allergen Management Tool worksheet 'Cross Contamination Control' the food safety team rate the risk Cross-contamination in each step of the operation. The risk assessment multiplies the likelihood factor by the quantity factor to produce a risk rating score for each area where cross-contamination could occur. The lowest risk scores 1 up to high risks which score 9.

The risk of trace amounts of allergenic materials being transferred to products from clothes, incorrect ingredient selection, spillages, and inadequate cleaning is assessed during this process.

The worksheet 'Cross Contamination Control' highlights lower risks in green (cross-contamination risk rating of 1 or 2); these risks are to be managed by prerequisite controls. Medium risks are highlighted in orange (cross-contamination risk rating of 3 or 4); these risks are to be managed by allergen prerequisite controls.

High risks are highlighted in red (cross-contamination risk rating of 6 or 9); these risks are to be managed by an Allergen Control Plan.

Cross- Contamination Control Summary			
Quantity of Allergen	Risk of Contamination	Risk Rating	Comments
1	1	1	
1	2	2	
1	3	3	
2	2	4	
3	2	6	
3	3	9	

Based on the risk rating the food safety team should implement appropriate controls, based on prerequisite programmes, specific allergen prerequisite programmes and in particular with high risks being managed in an Allergen Control Plan.

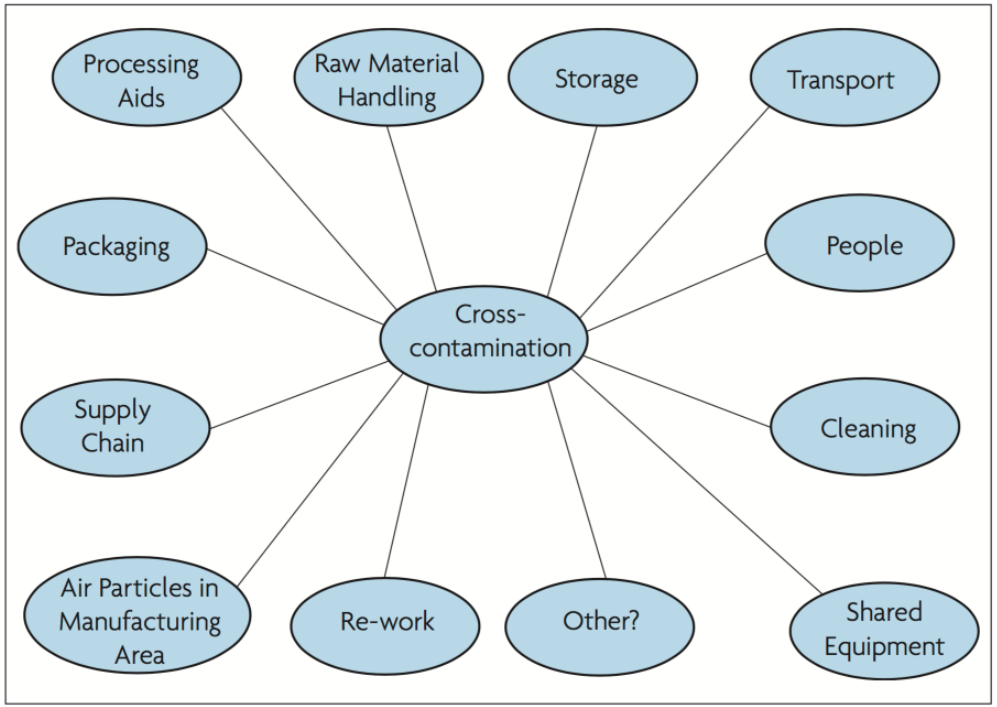
The Allergen Control Plan reflects controls required at a specific risk point and is summarized in Allergen Management Tool worksheet 'Allergen Control Plan'. Lower risks are managed by HACCP and Allergen pre-requisite procedures.

Based on the risk assessment findings relevant procedures, training and controls are implemented. Production scheduling is revised to reflect risk of cross-contamination with production starting with allergen free products to products containing allergens with any peanut product being the least to run on a production line before a full clean and clean validation. Whenever possible high risks are managed by complete segregation and separate production lines for non-allergenic and allergenic products.

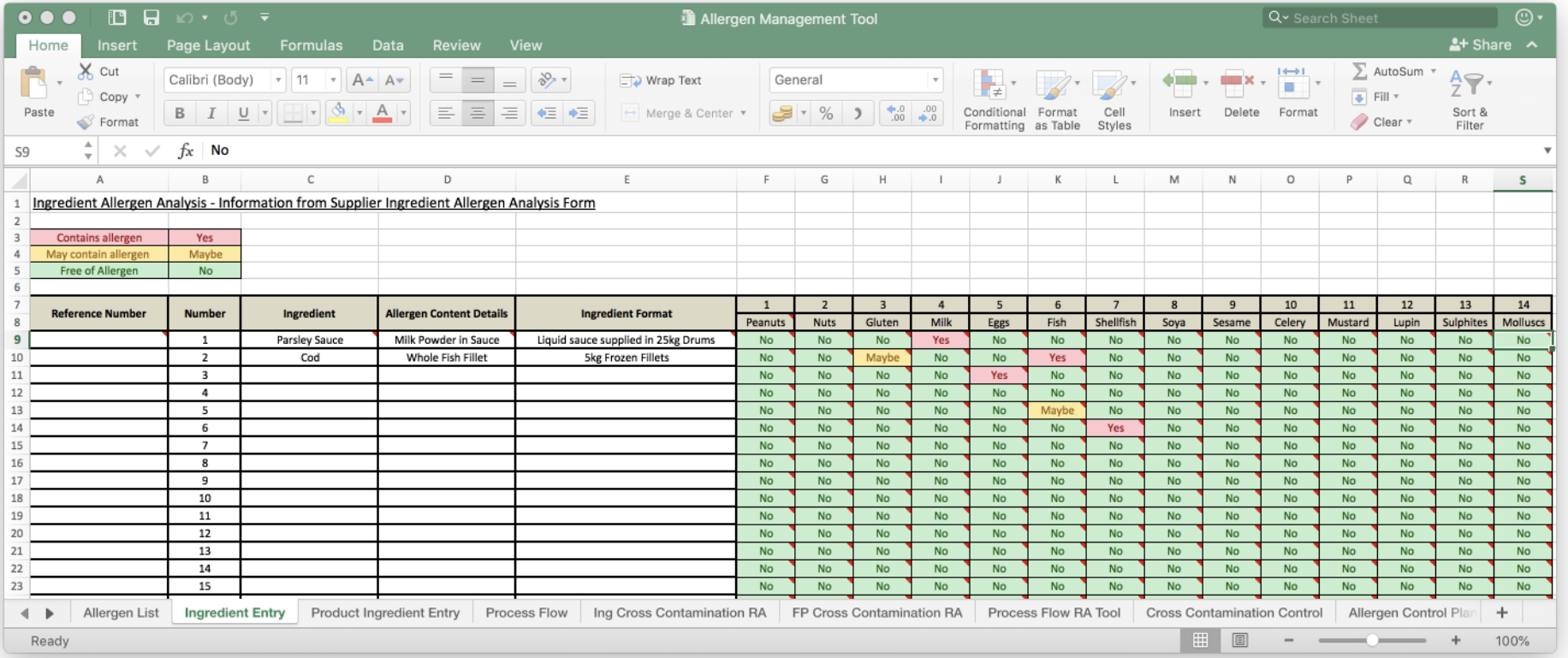
The risk assessment is reviewed and updated if there are any changes to:
Materials
Supplier
Manufacturing process
Equipment
Product
Site design
Site layout

Page 7 of 18 About 4609 Words English (UK) 100%

2.5.6 Management of Allergens



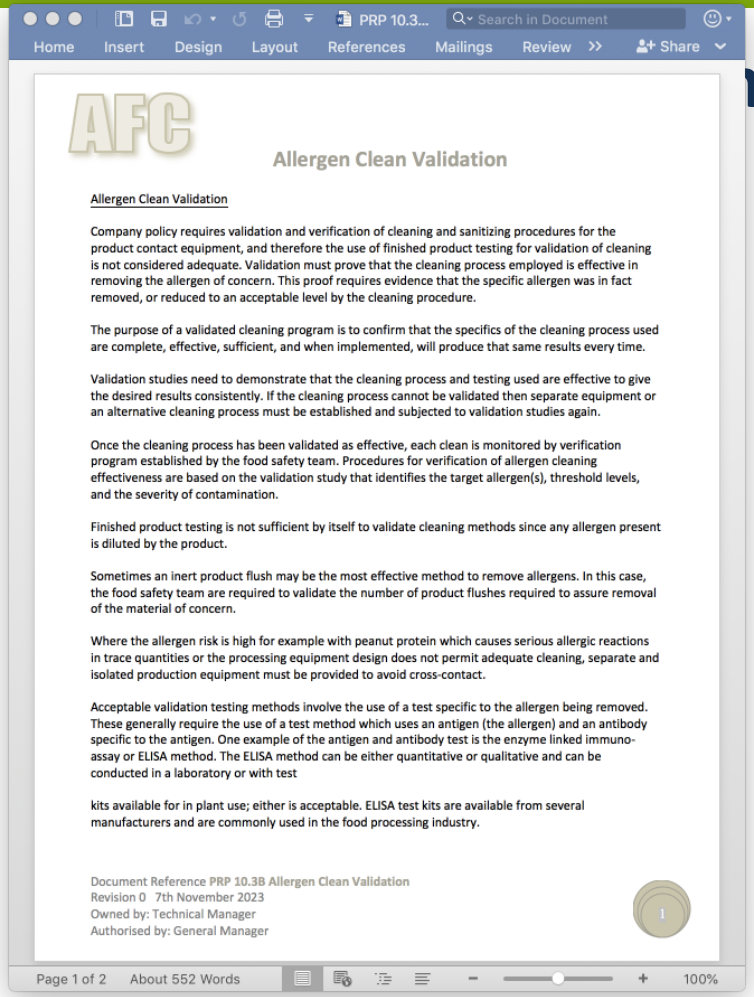
2.5.6 Management of Allergens



Ingredient Allergen Analysis - Information from Supplier Ingredient Allergen Analysis Form

Contains allergen	Yes
May contain allergen	Maybe
Free of Allergen	No

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	12 Lupin	13 Sulphites	14 Molluscs
	1	Parsley Sauce	Milk Powder in Sauce	Liquid sauce supplied in 25kg Drums	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
	2	Cod	Whole Fish Fillet	5kg Frozen Fillets	No	No	Maybe	No	No	Yes	No	No	No	No	No	No	No	No
	3				No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
	4				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	5				No	No	No	No	No	Maybe	No	No	No	No	No	No	No	No
	6				No	No	No	No	No	No	Yes	No	No	No	No	No	No	No
	7				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	8				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	9				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	10				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	11				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	12				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	13				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	14				No	No	No	No	No	No	No	No	No	No	No	No	No	No
	15				No	No	No	No	No	No	No	No	No	No	No	No	No	No



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Allergen Clean Validation

Allergen Clean Validation

Company policy requires validation and verification of cleaning and sanitizing procedures for the product contact equipment, and therefore the use of finished product testing for validation of cleaning is not considered adequate. Validation must prove that the cleaning process employed is effective in removing the allergen of concern. This proof requires evidence that the specific allergen was in fact removed, or reduced to an acceptable level by the cleaning procedure.

The purpose of a validated cleaning program is to confirm that the specifics of the cleaning process used are complete, effective, sufficient, and when implemented, will produce that same results every time.

Validation studies need to demonstrate that the cleaning process and testing used are effective to give the desired results consistently. If the cleaning process cannot be validated then separate equipment or an alternative cleaning process must be established and subjected to validation studies again.

Once the cleaning process has been validated as effective, each clean is monitored by verification program established by the food safety team. Procedures for verification of allergen cleaning effectiveness are based on the validation study that identifies the target allergen(s), threshold levels, and the severity of contamination.

Finished product testing is not sufficient by itself to validate cleaning methods since any allergen present is diluted by the product.

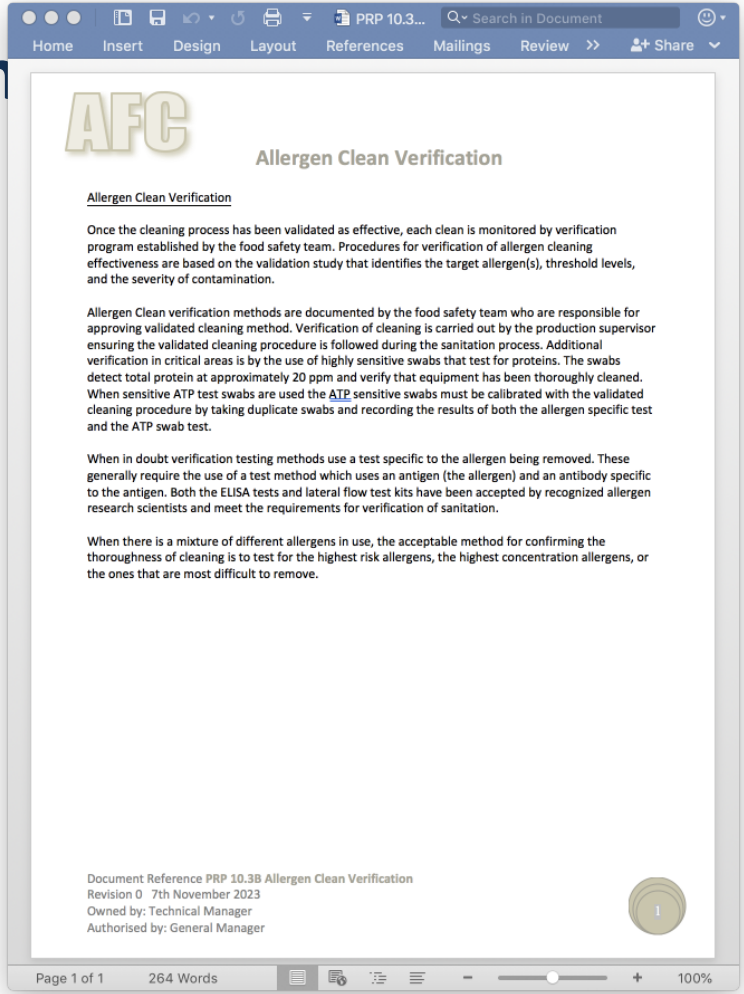
Sometimes an inert product flush may be the most effective method to remove allergens. In this case, the food safety team are required to validate the number of product flushes required to assure removal of the material of concern.

Where the allergen risk is high for example with peanut protein which causes serious allergic reactions in trace quantities or the processing equipment design does not permit adequate cleaning, separate and isolated production equipment must be provided to avoid cross-contact.

Acceptable validation testing methods involve the use of a test specific to the allergen being removed. These generally require the use of a test method which uses an antigen (the allergen) and an antibody specific to the antigen. One example of the antigen and antibody test is the enzyme linked immuno-assay or ELISA method. The ELISA method can be either quantitative or qualitative and can be conducted in a laboratory or with test

kits available for in plant use; either is acceptable. ELISA test kits are available from several manufacturers and are commonly used in the food processing industry.

Document Reference PRP 10.3B Allergen Clean Validation
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



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Allergen Clean Verification

Allergen Clean Verification

Once the cleaning process has been validated as effective, each clean is monitored by verification program established by the food safety team. Procedures for verification of allergen cleaning effectiveness are based on the validation study that identifies the target allergen(s), threshold levels, and the severity of contamination.

Allergen Clean verification methods are documented by the food safety team who are responsible for approving validated cleaning method. Verification of cleaning is carried out by the production supervisor ensuring the validated cleaning procedure is followed during the sanitation process. Additional verification in critical areas is by the use of highly sensitive swabs that test for proteins. The swabs detect total protein at approximately 20 ppm and verify that equipment has been thoroughly cleaned. When sensitive ATP test swabs are used the ATP sensitive swabs must be calibrated with the validated cleaning procedure by taking duplicate swabs and recording the results of both the allergen specific test and the ATP swab test.

When in doubt verification testing methods use a test specific to the allergen being removed. These generally require the use of a test method which uses an antigen (the allergen) and an antibody specific to the antigen. Both the ELISA tests and lateral flow test kits have been accepted by recognized allergen research scientists and meet the requirements for verification of sanitation.

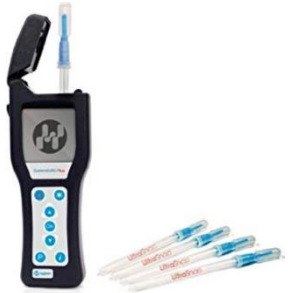
When there is a mixture of different allergens in use, the acceptable method for confirming the thoroughness of cleaning is to test for the highest risk allergens, the highest concentration allergens, or the ones that are most difficult to remove.

Document Reference PRP 10.3B Allergen Clean Verification
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

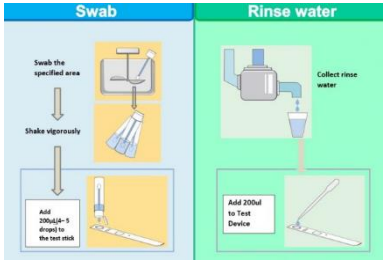
Allergen Management – Validation & Verification of Cleaning Performance

Food Contact Surface – Filler Nozzle

Verification Monitoring method:
ATP Swab after cleaning before Start Up



Validation/Verification Monitoring method



Action Limits:
< 10 rlu – Okay to Start Up
10 – 20 rlu – Sanitise and Re-Swab
> 20 rlu – Full Clean and Re-Swab

2.5.6 Management of Allergens

The organization shall have a documented allergen management plan that includes:

e) Precautionary or warning labels shall only be used where the outcome of the risk assessment identifies allergen cross-contamination as a risk to the consumer, even though all the necessary control measures have been effectively implemented.

f) All personnel shall receive training in allergen awareness and specific training on allergen control measures associated with their area of work

g) The allergen management plan shall be reviewed at least annually, and following any significant change that impacts food safety, a public recall or a product withdrawal by the organization as a result of an allergen/s, or when trends in industry show contamination of similar products relating to allergens.

2.5.7 Environmental Monitoring (Categories BIII, C, I & K)

The organization shall have in place:

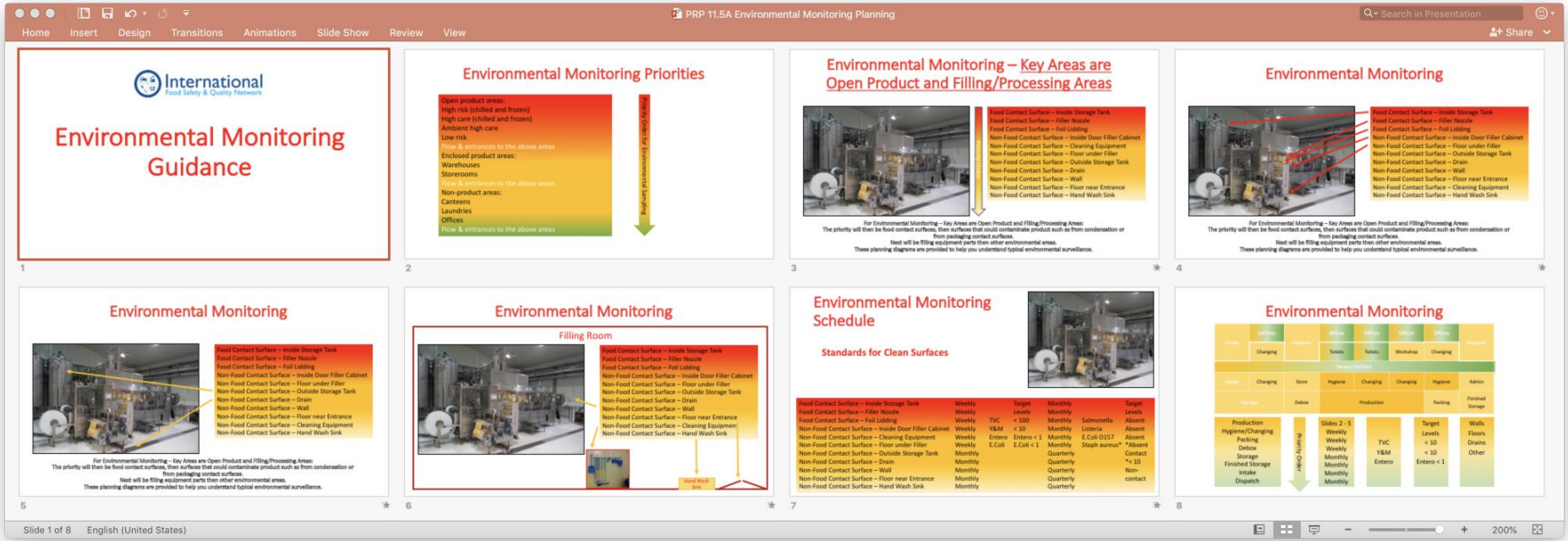
a) Risk-based environmental monitoring program for the relevant pathogens, spoilage, and indicator organisms;

b) Documented procedure for the evaluation of the effectiveness of all controls on preventing contamination from the manufacturing environment and this shall include, at a minimum, the evaluation of microbiological controls present and comply with legal and customer requirements.

c) Data of the environmental monitoring activities including regular trend analysis.

Environmental Monitoring

2.5.7 Environmental Monitoring (Categories BIII, C, I & K)



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Environmental Monitoring

- 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 – 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 – Cleaning Equipment
- Non-Food Contact Surface – Hand Wash Sink

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.

2.5.7 Environmental Monitoring

d) The environmental monitoring program shall be reviewed for continued effectiveness and suitability, at least annually, and more often if required, including when the following triggers occur:

i. **Significant changes related to products, processes, or legislation;**
ii. **When no positive testing results have been obtained over an extended period of time;**
iii. **Trend in out of specification microbiological results, related to both intermediate and finished products, linked to environmental monitoring;**
iv. **A repeat detection of pathogens during routine environmental monitoring; and**
v. **When there are alerts, recalls or withdrawals relating to product/s produced by the organization.**

Environmental Monitoring Schedule

Standards for Clean Surfaces

Food Contact Surface – Inside Storage Tank	Weekly		Target	Monthly		Target
Food Contact Surface – Filler Nozzle	Weekly		Levels	Monthly		Levels
Food Contact Surface – Foil Lidding	Weekly	TVC	< 100	Monthly	Salmonella	Absent
Non-Food Contact Surface – Inside Door Filler Cabinet	Weekly	Y&M	< 10	Monthly	Listeria	Absent
Non-Food Contact Surface – Cleaning Equipment	Weekly	Entero	Entero < 1	Monthly	E.Coli O157	Absent
Non-Food Contact Surface – Floor under Filler	Weekly	E.Coli	E.Coli < 1	Monthly	Staph aureus*	*Absent
Non-Food Contact Surface – Outside Storage Tank	Monthly			Quarterly		Contact
Non-Food Contact Surface – Drain	Monthly			Quarterly		*< 10
Non-Food Contact Surface – Wall	Monthly			Quarterly		Non-
Non-Food Contact Surface – Floor near Entrance	Monthly			Quarterly		contact
Non-Food Contact Surface – Hand Wash Sink	Monthly			Quarterly		

2.5.8 Food Safety and Quality Culture

a) In accordance with and in addition to clause 5.1 of ISO 22000:2018, as part of the organizations' commitment to cultivating a positive food safety and quality culture, senior management shall establish, implement and maintain a food safety and quality culture objective(s) as part of the management system.
The following elements shall be addressed as a minimum:
Communication, Training, Employee feedback and engagement, and Performance measurement of defined activities covering all sections of the organization impacting on food safety and quality.

ISO 22000:2018 clause 5.1 Leadership and Commitment
Top management shall demonstrate leadership and commitment with respect to the FSMS by:
a) ensuring that the food safety policy and the objectives of the FSMS are established and etc.
b) – h) …..

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

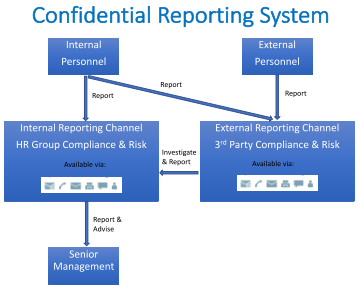
Expected Behaviours of all Personnel

- ✓ Contribute to company objectives
- ✓ Compliance with company procedures
- ✓ Correctly completing documentation and records as required by your role within the organisation
- ✓ Adhere to Hygiene rules and comply with expected personnel standards
- ✓ Report non-conforming products or equipment
- ✓ Report any issues or areas of concern that may affect product safety, authenticity, legality or quality
- ✓ Report any problems with pests
- ✓ Ensure site security procedures are followed and unknown visitors are challenged
- ✓ Adopt a 'clean as you go' policy
- ✓ Contribute to hygiene and housekeeping standards
- ✓ Make suggestions for improvement

International Food Safety & Quality Network

2.5.8 Food Safety and Quality Culture

2.5.8 Food Safety and Quality Culture



2.5.8 Food Safety and Quality Culture

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The following elements shall be addressed as a minimum:

Communication, Training, Employee feedback and engagement, and Performance measurement of defined activities covering all sections of the organization impacting on food safety and quality.

2.5.8 Food Safety and Quality Culture

FSMS 5.1 Leadership and commitment [Compatibility Mode]

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5.1 Leadership and commitment

Top management demonstrate clear and visible commitment to the Food Safety & Quality 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 & Quality Management System by regular monitoring, review and pro-active actions.

Top Management has a total commitment to food safety and quality 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 & Quality Culture within the organisation
- Establishing and implementing a Food Safety & Quality Policy compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety & Quality Policy
- Establishing and implementing Food Safety & Quality Objectives compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety & Quality Objectives
- Ensuring the integration of the Food Safety & Quality 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 & Quality Management System
- Ensuring the Food Safety & Quality Management System is maintained when changes are planned and implemented.
- Establishing documentation required for the effective development, implementation and updating of the Food Safety & Quality 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 and quality 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

- Providing the resources to ensure that the Food Safety & Quality 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 & Quality Culture

The company recognizes that a successful Food Safety & Quality 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 & Quality Management System. The site's senior management plan for the development and continuing improvement of food safety & quality culture.

Senior management are responsible for delivering a "*It is how we do things here*" food safety & quality 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 organization 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 & quality culture

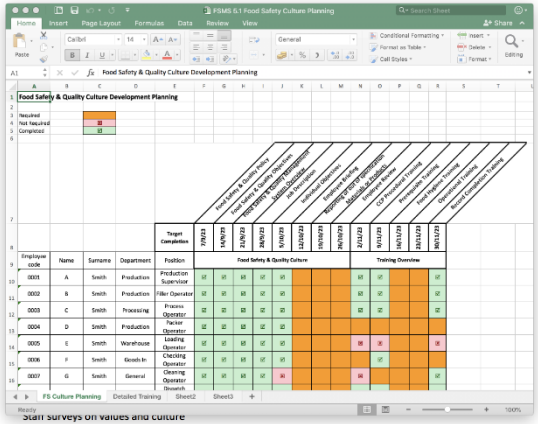
Developing a Food Safety & Quality Culture

A successful food safety & quality 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 Food Safety 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 the Food Safety (HACCP) System 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; organization and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement.

Detailed organizational arrangements and food safety and quality responsibilities for all levels of management are contained in the food safety and quality manual and job descriptions.

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 and quality 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 authorized person to ensure that customer, statutory and regulatory obligations are properly complied with.



Staff surveys on values and culture
Customer Complaints

Page 1 of 5 1104 Words English (UK) 100%

FSMS 5.1 FS Culture - Expected Behaviours (Read-Only)

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Food Safety & Quality Culture Expected Behaviours

The company recognizes that a successful food safety & quality culture is the product of individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of the food safety & quality management system.
All personnel are responsible for ensuring our products comply with food safety, authenticity, legality and quality standards.

International Food Safety & Quality Network

Slide 1 of 18 English (United States)

FSMS 5.1 FS Culture - Expected Behaviours (Read-Only)

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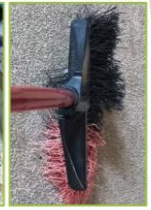
Report any issues or areas of concern that may affect product safety, authenticity, legality or quality

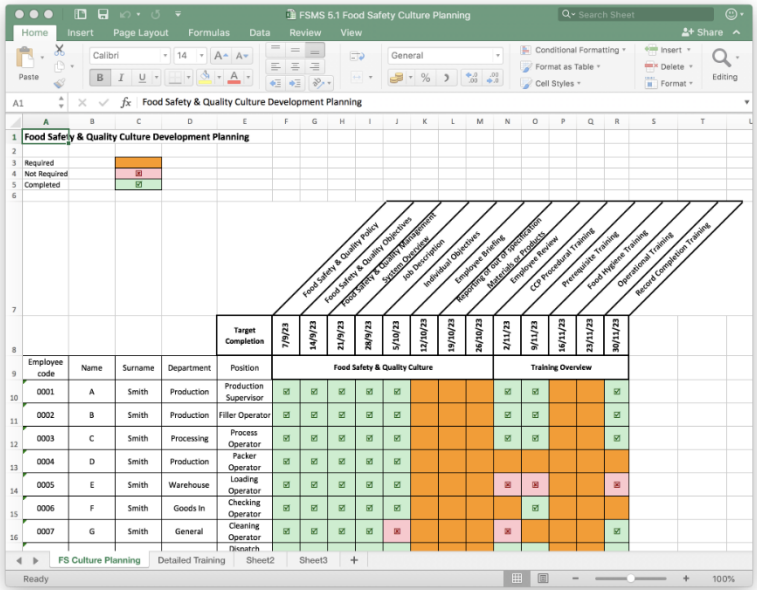


Report to your immediate Manager so that appropriate action can be taken.

Slide 12 of 18 English (United States)

2.5.8 Food Safety and Quality Culture

b) The objective(s) shall be supported by a documented food safety and quality culture plan, with targets and timelines and included in the management review and continuous improvement processes of the management system.



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.9 Quality Control (All Food Chain Categories)

a) The organization shall:

i. **In addition to, and aligned with, clauses 5.2 and 6.2 of ISO 22000:2018, establish, implement and maintain a quality policy and quality objectives.**
ii. **Establish, implement and maintain quality parameters in line with finished product specifications, for all products and/or product groups within the scope of certification, including product release that addresses quality control and testing.**
iii. **In addition to, and aligned with, clauses 9.1 and 9.3 of ISO 22000:2018, undertake analysis and evaluation of the results of the quality control parameters, as defined above, and include it as an input for the management review; and**
iv. **In addition to, and aligned with, clause 9.2 of ISO 22000:2018, include quality elements as defined in this clause, within the scope of the internal audit.**

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Food Safety & Quality Manag

5.2 Food Safety & Quality Policy

The company's food safety and quality policy is to provide con
services of the highest standards of performance and reliabilit
the company will consistently satisfy the mutually agreed fooc
and expectations of its customers, achieve business success ar
are always safe to consume, conform to statutory and regulat
of the FSSC 22000 Certification Scheme.

This is achieved through adoption of a Food Safety & Quality M
containing food safety and quality policies, objectives and pro
requirements and industry best practices so reflecting the con
to customers and independent authorities.

The company recognises that a successful food safety and qua
only by following safe working practices and procedures devel
hazard analysis, training and experience. In order to achieve th
Analysis Critical Control Points System (HACCP) has been intro
hazard analysis of all food related operations. All instructions a
within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are direct
safety and quality by ensuring adequate; organisation and sup
facilities, training and education of all employees, internal and
reviewing and auditing performance, and driving continuous i
organisational arrangements and food safety responsibilities f
are contained in the food safety and quality manual.

Achievement of this policy involves ensuring all staff have the
related to food safety and quality and being individually respo
their work, resulting in a continual improvement culture and v
All employees are provided with the food safety and quality tr
them to perform their tasks and are responsible for ensuring t
manner so that the safety of the food they handle is not put at

Document Reference FSMS 5.2 Food Safety & Quality Policy
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

Page 1 of 2 473 Words English (UK)

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FSMS 6.2 Food Safety & Quality Objectives [Compatibility Mode]

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Food Safety & Quality Management System

Food Safety & Quality Objective Planning

The company's aim is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume, conform to statutory and regulatory requirements and those of the international standard ISO 22000.

Top Management establish and maintain objectives that are consistent with the Food Safety & Quality policy for the FSQMS at relevant functions and levels. The objectives of the FSMS are measurable (where possible) and take into account applicable food safety and quality requirements, including statutory, regulatory and customer requirements. Relevant objectives are prescribed in job descriptions and reviewed during staff performance appraisals.

Performance against prescribed objectives is monitored and verified by Top Management during Management Review and Key Performance Indicators during Management meetings and updated as necessary.

For each objective, Top Management define and communicate:

- the objective and what is required to be achieved
- the resources required
- responsibility
- target completion dates
- evaluation criteria

Document Reference FSMS 6.2 Food Safety & Quality Objectives
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

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Food Safety & Quality Management System

The Company Food Safety & Quality Objectives are:

a) To maintain an effective Food Safety & Quality Management System complying with FSSC 22000 Certification Scheme.
b) To ensure that all food is produced, stored, handled and transported in accordance with relevant customer, regulatory and statutory food safety and quality requirements.
c) To ensure that all premises used for the preparation of food are registered with the appropriate Local Authority.
d) To ensure that all risks associated with food provision are reduced to a tolerable level
e) To ensure that all food handlers have received basic food hygiene training
f) To ensure at all times that there is an authorised release of products only when they have been confirmed as complying with agreed specifications.
g) To ensure at all times that product released into the market place complies with relevant customer, statutory and regulatory requirements.
h) To endeavour, at all times, to maximize customer satisfaction and reduce complaint levels by 10% year on year.
i) To pro-actively promote and encourage a culture of continuous improvement within the company by measuring performance and taking action meet the following criteria:

- > 98% food safety audit score
- 100% investigation of incidences of ill health or injury.
- < 1% downgraded product
- > 99.9% compliance with microbiological criteria
- No major GMP non-conformances

Managing Director *Managing Director*

Date *7th November 2023*

Document Reference FSMS 6.2 Food Safety & Quality Objectives
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

2

Page 1 of 2 416 Words English (UK)

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9.2 Internal audit

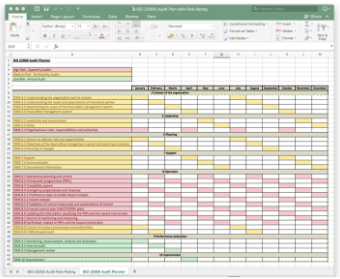
The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety & Quality Management System is effectively implemented and maintained and complies with planned arrangements, legislation and the FSSC 22000 Certification Scheme.

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 & Quality Management System.

Top Management has a total commitment to the Food Safety & Quality 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.



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.

6. The Department Manager reviews the audit findings with the auditor and agrees timescales to complete corrective action for the major and minor non-conformances.
7. The Department Manager then signs and retains a copy of the report which includes details of the non-conformances, proposed corrective actions and the agreed time scale to complete the corrective actions. If the audit rating is red then an immediate corrective action plan is reported to the Technical Manager.
8. The Departmental Manager is responsible for documenting the corrective actions taken for all the non-conformances raised.
9. Completion of the corrective and/or preventive actions is checked on the next audit. Outstanding corrective actions completed are signed off whilst any uncompleted actions are escalated to the Technical Manager.

The Technical Manager reviews all audit reports, the non-conformances raised and the proposed corrective actions. Should it be deemed necessary, usually when a major non-conformance has been found, the Technical Manager will schedule another audit to ensure timely corrective action has been completed. In this case, the Internal Audit Schedule will be revised and reissued.

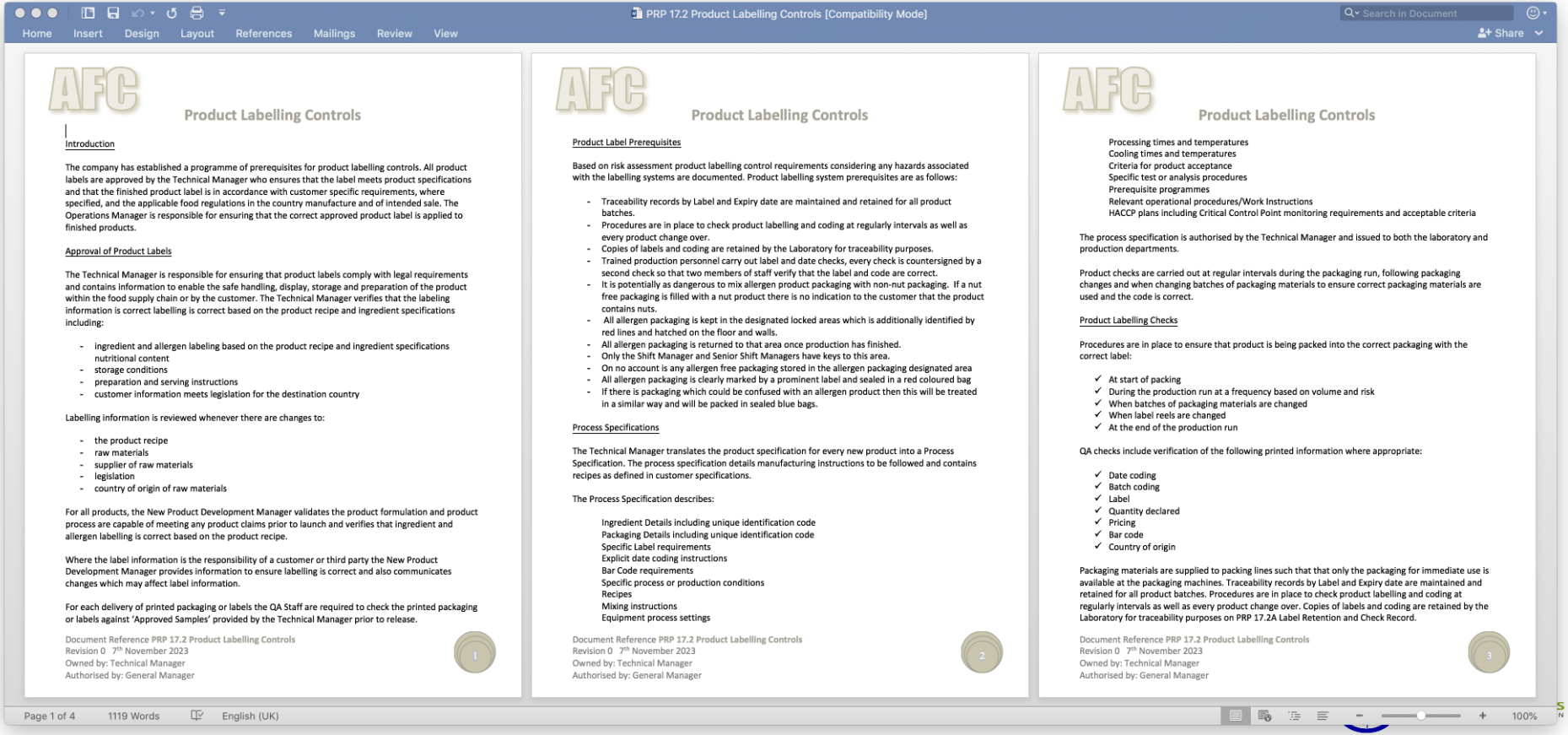
2.5.9 Quality Control (All Food Chain Categories)

b) Quantity control procedures, including for unit, weight, and volume, shall be established, and implemented, to ensure products meet the applicable customer and legal requirements. This shall include a program for calibration and verification of equipment used for quality and quantity control.

c) Line start-up and change-over procedures shall be established and implemented to ensure products, including packaging and labelling, meet applicable customer and legal requirements. This shall include having controls in place to ensure labelling and packaging from the previous run have been removed from the line.

2.5.9 Quality Control (All Food Chain Categories)

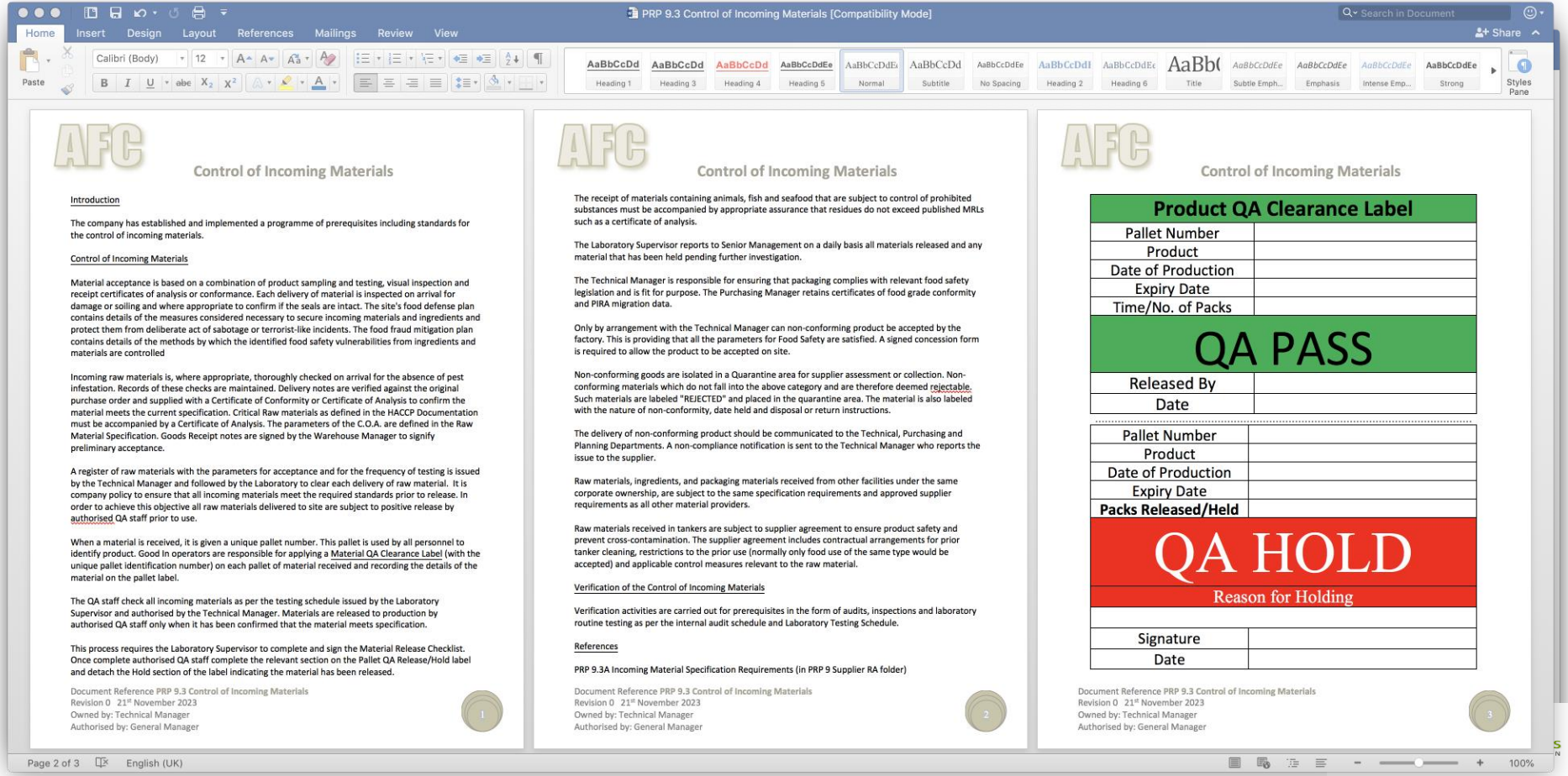
2.5.9 Quality Control (All Food Chain Categories)



2.5.10 Transport, Storage and Warehousing (All Food Chain Categories)

A requirement to establish, implement, and maintain a procedure and specified stock rotation system that includes FEFO (First Expired, First Out) principles in conjunction with the FIFO (First In, First Out) requirements.
For food chain category C0, in addition to ISO/TS 22002-1:2009 clause 16.2 Warehousing requirements, where applicable, there needs to specified requirements in place that define post-slaughter time and temperature for chilling or freezing of the products.
For food chain category FI Retail /Wholesale/ E-commerce, in addition to BSI/PAS 221:2013 clause 9.3, the organization shall ensure that product is transported and delivered under conditions which minimize the potential for contamination.

2.5.10 Transport, Storage and Warehousing



PRP 9.3 Control of Incoming Materials [Compatibility Mode]

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Control of Incoming Materials

Introduction

The company has established and implemented a programme of prerequisites including standards for the control of incoming materials.

Control of Incoming Materials

Material acceptance is based on a combination of product sampling and testing, visual inspection and receipt certificates of analysis or conformance. Each delivery of material is inspected on arrival for damage or soiling and where appropriate to confirm if the seals are intact. The site's food defense plan contains details of the measures considered necessary to secure incoming materials and ingredients and protect them from deliberate act of sabotage or terrorist-like incidents. The food fraud mitigation plan contains details of the methods by which the identified food safety vulnerabilities from ingredients and materials are controlled

Incoming raw materials is, where appropriate, thoroughly checked on arrival for the absence of pest infestation. Records of these checks are maintained. Delivery notes are verified against the original purchase order and supplied with a Certificate of Conformity or Certificate of Analysis to confirm the material meets the current specification. Critical Raw materials as defined in the HACCP Documentation must be accompanied by a Certificate of Analysis. The parameters of the C.O.A. are defined in the Raw Material Specification. Goods Receipt notes are signed by the Warehouse Manager to signify preliminary acceptance.

A register of raw materials with the parameters for acceptance and for the frequency of testing is issued by the Technical Manager and followed by the Laboratory to clear each delivery of raw material. It is company policy to ensure that all incoming materials meet the required standards prior to release. In order to achieve this objective all raw materials delivered to site are subject to positive release by authorised QA staff prior to use.

When a material is received, it is given a unique pallet number. This pallet is used by all personnel to identify product. Good In operators are responsible for applying a Material QA Clearance Label (with the unique pallet identification number) on each pallet of material received and recording the details of the material on the pallet label.

The QA staff check all incoming materials as per the testing schedule issued by the Laboratory Supervisor and authorised by the Technical Manager. Materials are released to production by authorised QA staff only when it has been confirmed that the material meets specification.

This process requires the Laboratory Supervisor to complete and sign the Material Release Checklist. Once complete authorised QA staff complete the relevant section on the Pallet QA Release/Hold label and detach the Hold section of the label indicating the material has been released.

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Control of Incoming Materials

The receipt of materials containing animals, fish and seafood that are subject to control of prohibited substances must be accompanied by appropriate assurance that residues do not exceed published MRLs such as a certificate of analysis.

The Laboratory Supervisor reports to Senior Management on a daily basis all materials released and any material that has been held pending further investigation.

The Technical Manager is responsible for ensuring that packaging complies with relevant food safety legislation and is fit for purpose. The Purchasing Manager retains certificates of food grade conformity and PIRA migration data.

Only by arrangement with the Technical Manager can non-conforming product be accepted by the factory. This is providing that all the parameters for Food Safety are satisfied. A signed concession form is required to allow the product to be accepted on site.

Non-conforming goods are isolated in a Quarantine area for supplier assessment or collection. Non-conforming materials which do not fall into the above category and are therefore deemed rejectable. Such materials are labeled "REJECTED" and placed in the quarantine area. The material is also labeled with the nature of non-conformity, date held and disposal or return instructions.

The delivery of non-conforming product should be communicated to the Technical, Purchasing and Planning Departments. A non-compliance notification is sent to the Technical Manager who reports the issue to the supplier.

Raw materials, ingredients, and packaging materials received from other facilities under the same corporate ownership, are subject to the same specification requirements and approved supplier requirements as all other material providers.

Raw materials received in tankers are subject to supplier agreement to ensure product safety and prevent cross-contamination. The supplier agreement includes contractual arrangements for prior tanker cleaning, restrictions to the prior use (normally only food use of the same type would be accepted) and applicable control measures relevant to the raw material.

Verification of the Control of Incoming Materials

Verification activities are carried out for prerequisites in the form of audits, inspections and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

References

PRP 9.3A Incoming Material Specification Requirements (in PRP 9 Supplier RA folder)

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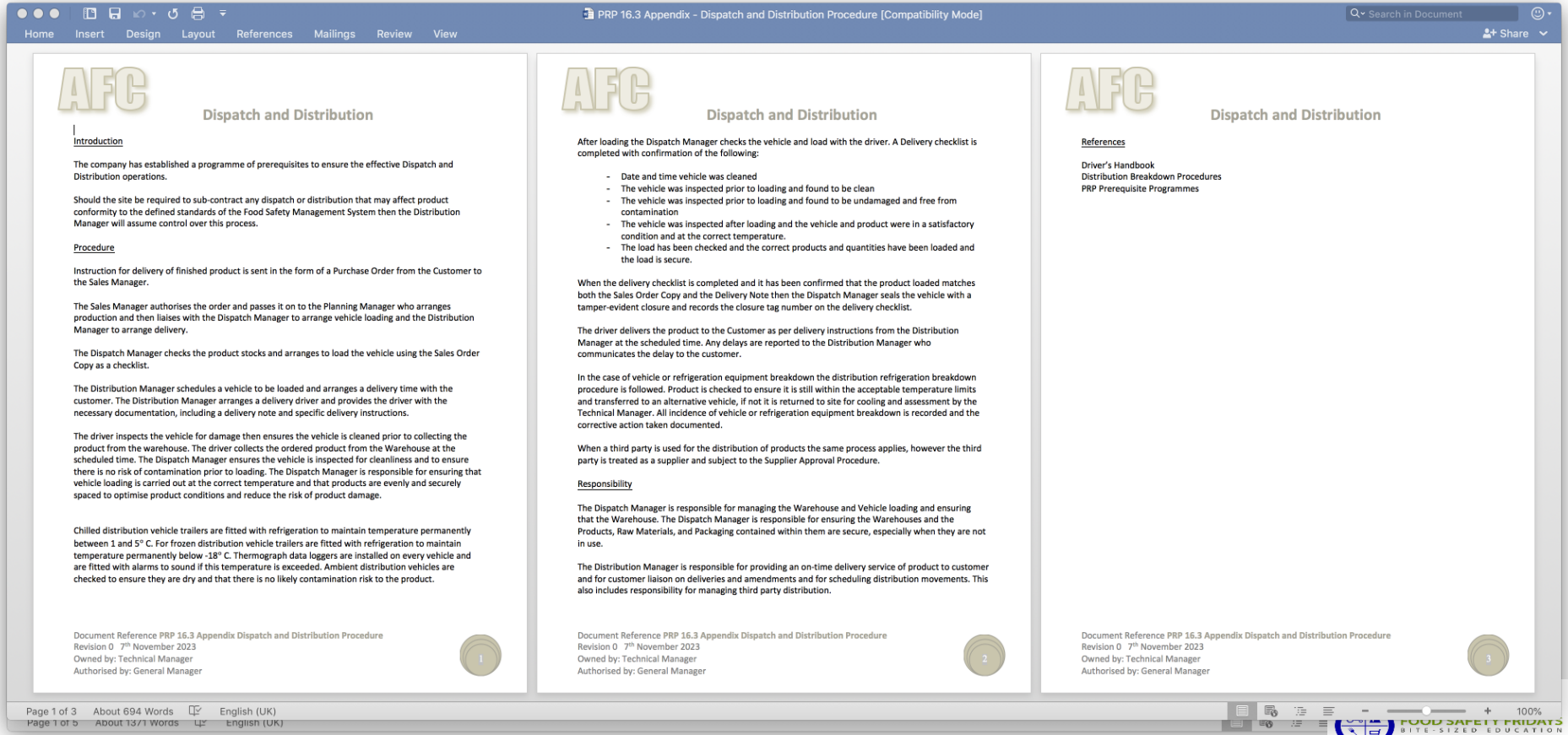
Control of Incoming Materials

Product QA Clearance Label	
Pallet Number	
Product	
Date of Production	
Expiry Date	
Time/No. of Packs	
QA PASS	
Released By	
Date	

Pallet Number	
Product	
Date of Production	
Expiry Date	
Packs Released/Held	
QA HOLD	
Reason for Holding	
Signature	
Date	

Page 2 of 3 English (UK) 100%

2.5.10 Transport, Storage and Warehousing



2.5.10 Transport, Storage and Warehousing

d) Where transport tankers are used, the following shall apply in addition to clause 8.2.4 of ISO 22000:2018:

i) Organizations that use tankers for transportation of their final product shall have a documented risk-based plan to address transport tank cleaning.

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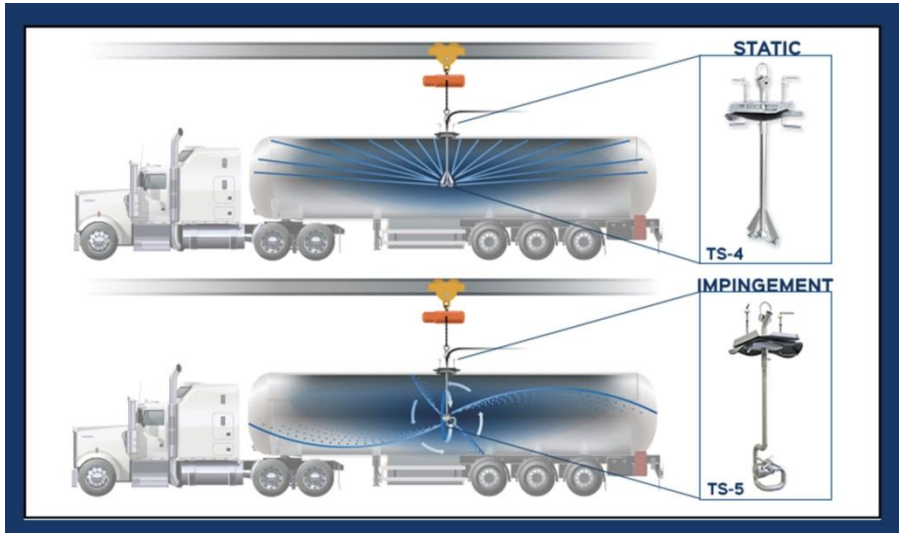
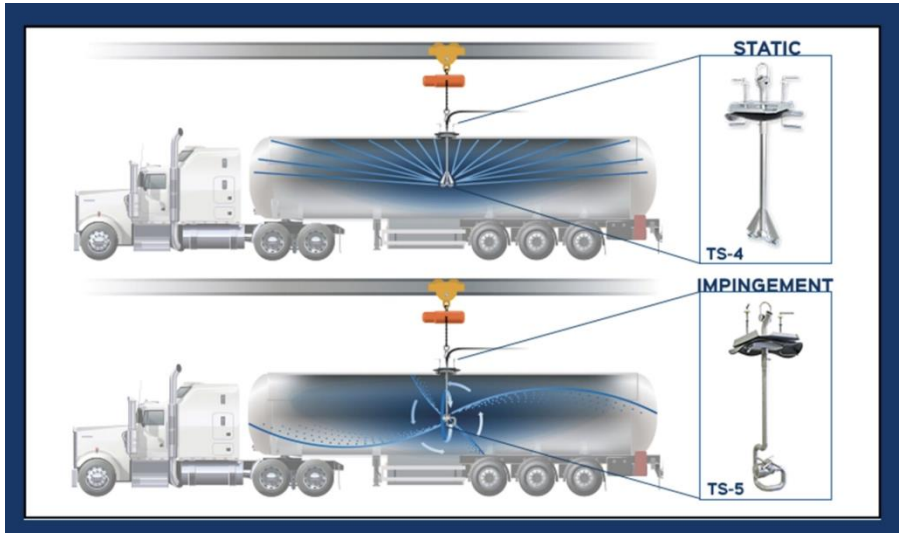


2.5.10 Transport, Storage and Warehousing

ii) For organizations receiving raw material in tankers, the following shall be included in the supplier agreement as a minimum to ensure product safety and prevent cross-contamination: tanker cleaning validation, restrictions linked to prior use and applicable control measures relevant to the product being transported.



2.5.11 Hazard Control and Measures for Preventing Cross-contamination (ALL FOOD CHAIN CATEGORIES, EXCLUDING FII)

For food chain categories BIII, C and I, Production of food packaging and packaging materials, there are SPECIFIC requirements for packaging used to impart or provide a functional effect on food such as shelf life extension.

For food chain category C0, Processing of perishable animal products, in addition to ISO/TS 22002- 1:2009 10 Measures for prevention of cross-contamination clause 10.1 General requirements there needs to be specified requirements for an inspection process at lairage and/or at evisceration to ensure animals are fit for human consumption.

For food chain category D Animal Feed Production, the following requirement applies in addition to ISO/TS 22002- 6:2016 clause 4.7: The organization shall have in place procedures to manage the use of ingredients/additives that contain nutrients components that can have an adverse animal health impact.

2.5.11 Hazard Control and Measures for Preventing Cross-contamination

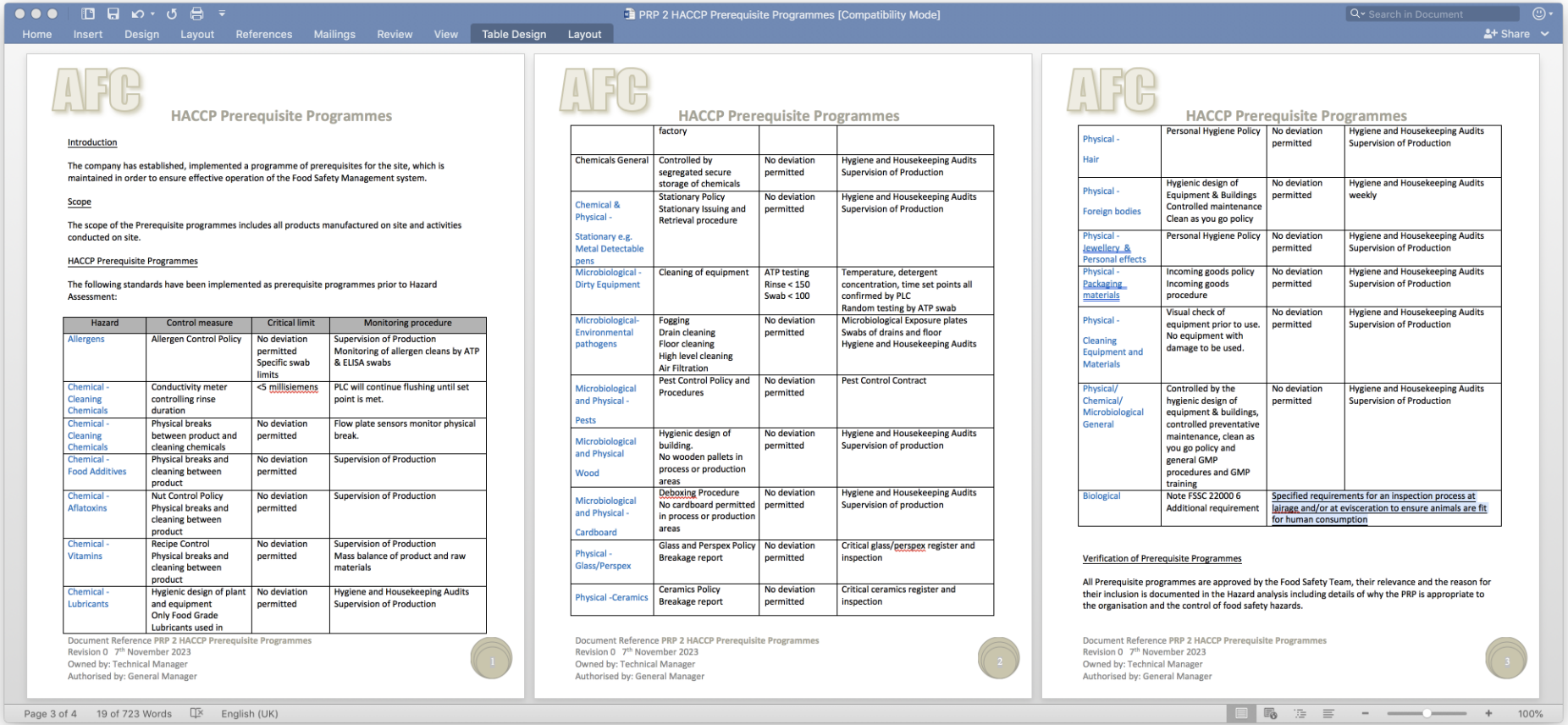
d) For all food chain categories, excluding FII, the following requirements relating to foreign matter management apply, in addition to clause 8.2.4 (h) of ISO 22000:2018:

i. **The organization shall have a risk assessment in place to determine the need and type of foreign body detection equipment required. Where the organization deems no foreign body detection equipment is necessary, justification shall be maintained as documented information. Foreign body detection equipment includes equipment such as magnets, metal detectors, X-ray equipment, filters, and sieves.**

ii. **A documented procedure shall be in place for the management and use of the equipment selected.**

iii. **The organization shall have controls in place for foreign matter management including procedures for the management of all breakages linked to potential physical contamination (e.g., metal, ceramic, hard plastic).**

2.5.11 Hazard Control and Measures for Preventing



PRP 2 HACCP Prerequisite Programmes [Compatibility Mode]

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HACCP Prerequisite Programmes

Introduction

The company has established, implemented a programme of prerequisites for the site, which is maintained in order to ensure effective operation of the Food Safety Management system.

Scope

The scope of the Prerequisite programmes includes all products manufactured on site and activities conducted on site.

HACCP Prerequisite Programmes

The following standards have been implemented as prerequisite programmes prior to Hazard Assessment:

Hazard	Control measure	Critical limit	Monitoring procedure
Allergens	Allergen Control Policy	No deviation permitted Specific swab limits	Supervision of Production Monitoring of allergen cleans by ATP & ELISA swabs
Chemical - Cleaning Chemicals	Conductivity meter controlling rinse duration	<5 millisiemens	PLC will continue flushing until set point is met.
Chemical - Cleaning Chemicals	Physical breaks between product and cleaning chemicals	No deviation permitted	Flow plate sensors monitor physical break.
Chemical - Food Additives	Physical breaks and cleaning between product	No deviation permitted	Supervision of Production
Chemical - Aflatoxins	Nut Control Policy Physical breaks and cleaning between product	No deviation permitted	Supervision of Production
Chemical - Vitamins	Recipe Control Physical breaks and cleaning between product	No deviation permitted	Supervision of Production Mass balance of product and raw materials
Chemical - Lubricants	Hygienic design of plant and equipment Only Food Grade Lubricants used in	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production

Document Reference PRP 2 HACCP Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

HACCP Prerequisite Programmes

	factory		
Chemicals General	Controlled by segregated secure storage of chemicals	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Chemical & Physical - Stationary e.g. Metal Detectable pens	Stationary Policy Stationary Issuing and Retrieval procedure	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Microbiological - Dirty Equipment	Cleaning of equipment	ATP testing Rinse < 150 Swab < 100	Temperature, detergent concentration, time set points all confirmed by PLC Random testing by ATP swab
Microbiological- Environmental pathogens	Fogging Drain cleaning Floor cleaning High level cleaning Air Filtration	No deviation permitted	Microbiological Exposure plates Swabs of drains and floor Hygiene and Housekeeping Audits
Microbiological and Physical - Pests	Pest Control Policy and Procedures	No deviation permitted	Pest Control Contract
Microbiological and Physical Wood	Hygienic design of building. No wooden pallets in process or production areas	No deviation permitted	Hygiene and Housekeeping Audits Supervision of production
Microbiological and Physical - Cardboard	Deboxing Procedure No cardboard permitted in process or production areas	No deviation permitted	Hygiene and Housekeeping Audits Supervision of production
Physical - Glass/Perspex	Glass and Perspex Policy Breakage report	No deviation permitted	Critical glass/perspex register and inspection
Physical -Ceramics	Ceramics Policy Breakage report	No deviation permitted	Critical ceramics register and inspection

Document Reference PRP 2 HACCP Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

2

HACCP Prerequisite Programmes

Physical - Hair	Personal Hygiene Policy	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Physical - Foreign bodies	Hygienic design of Equipment & Buildings Controlled maintenance Clean as you go policy	No deviation permitted	Hygiene and Housekeeping Audits weekly
Physical - Jewellery & Personal effects	Personal Hygiene Policy	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Physical - Packaging materials	Incoming goods policy Incoming goods procedure	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Physical - Cleaning Equipment and Materials	Visual check of equipment prior to use. No equipment with damage to be used.	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Physical/ Chemical/ Microbiological General	Controlled by the hygienic design of equipment & buildings, controlled preventative maintenance, clean as you go policy and general GMP procedures and GMP training	No deviation permitted	Hygiene and Housekeeping Audits Supervision of Production
Biological	Note FSSC 22000 6 Additional requirement	Specified requirements for an inspection process at lairage and/or at evisceration to ensure animals are fit for human consumption	

Verification of Prerequisite Programmes

All Prerequisite programmes 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 and the control of food safety hazards.

Document Reference PRP 2 HACCP Prerequisite Programmes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

3

Page 3 of 4 19 of 723 Words English (UK) 100%

2.5.11 Hazard Control and Measures for Preventing

OPRP 4 Metal Detection [Compatibility Mode]

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Metal Detection

Introduction

The company has established, documented and implemented a metal control policy for the site, which is maintained as an Operational Prerequisite Programme.

Scope

The scope of the Metal Control Policy includes all products manufactured on site.

Procedure

Metal detection is crucial to prevent any metal which may come in contact with the product (loose nuts and bolts etc.) from being sent out to the customer. Metal in product will affect the company's reputation and may seriously injure the consumer if swallowed. A sensitivity and timing check must be carried out before starting production and every hour throughout production to ensure the metal detector continues to work effectively. This procedure describes the testing procedure of metal detectors.

The test pieces used is dependent on the machine and product being tested. Standard sizes, unless specified to the contrary are:

3.0mm ferrous test piece
3.5mm non-ferrous test piece

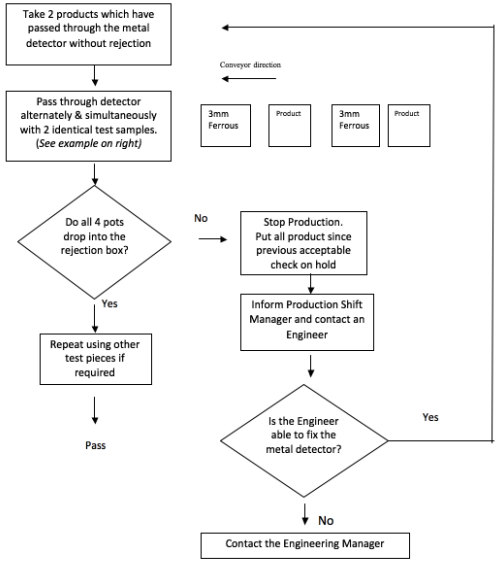
The operator is responsible for carrying out metal detection checks. The metal detection checks are audited each shift by the Quality Control Analyst.

Preparation of test samples

Take products which have passed through the metal detector without rejection Place test piece in centre of each product. Seal the pots with red QC REJECT tape and mark with the date. Two pots of product per run (new size, product etc.) must be prepared for each test piece at the start of each run.

Metal Detection

Testing of the Metal Detector



Metal Detection

Operating Procedure

This procedure outlines the controls required to ensure that all product is subjected to metal detection prior to being released for sale.

All products must be passed through either the in-line metal detector prior to packing into outer cases, or through the case metal detector.

Start Up Procedure:

1. At the start of each shift the Operator will check the Metal Detector
2. Using the sealed product containing the metal detector test strip, the product is passed through the in-line metal detector prior to packing into outer cases.
3. The metal detector must be seen to reject the product accompanied by the bell ringing.
4. Should the metal detector fail to reject the pack, then the line must be stopped and an engineer called.
5. If the line cannot be stopped the products will be put on hold to be metal detected at a later date
6. Additionally, all products produced since the last clear metal detection check must be placed on hold and re checked.
7. The details must be recorded on to the Metal Detection Record and the process repeated every 20 min during the run.
8. As each pallet is completed the pallet stacker will complete and sign a red/green Q.A. label will be applied to the outside of a wrapped complete pallet.
9. In the event of a metal detector failure then stock may be transferred to the warehouse if there are storage but must be retained in a segregated area.
10. The pallets must be clearly labelled with "do not use" tape and the notation NOT METAL DETECTED written on the Pallet Label.

Page 3 of 5 999 Words English (UK) 100%

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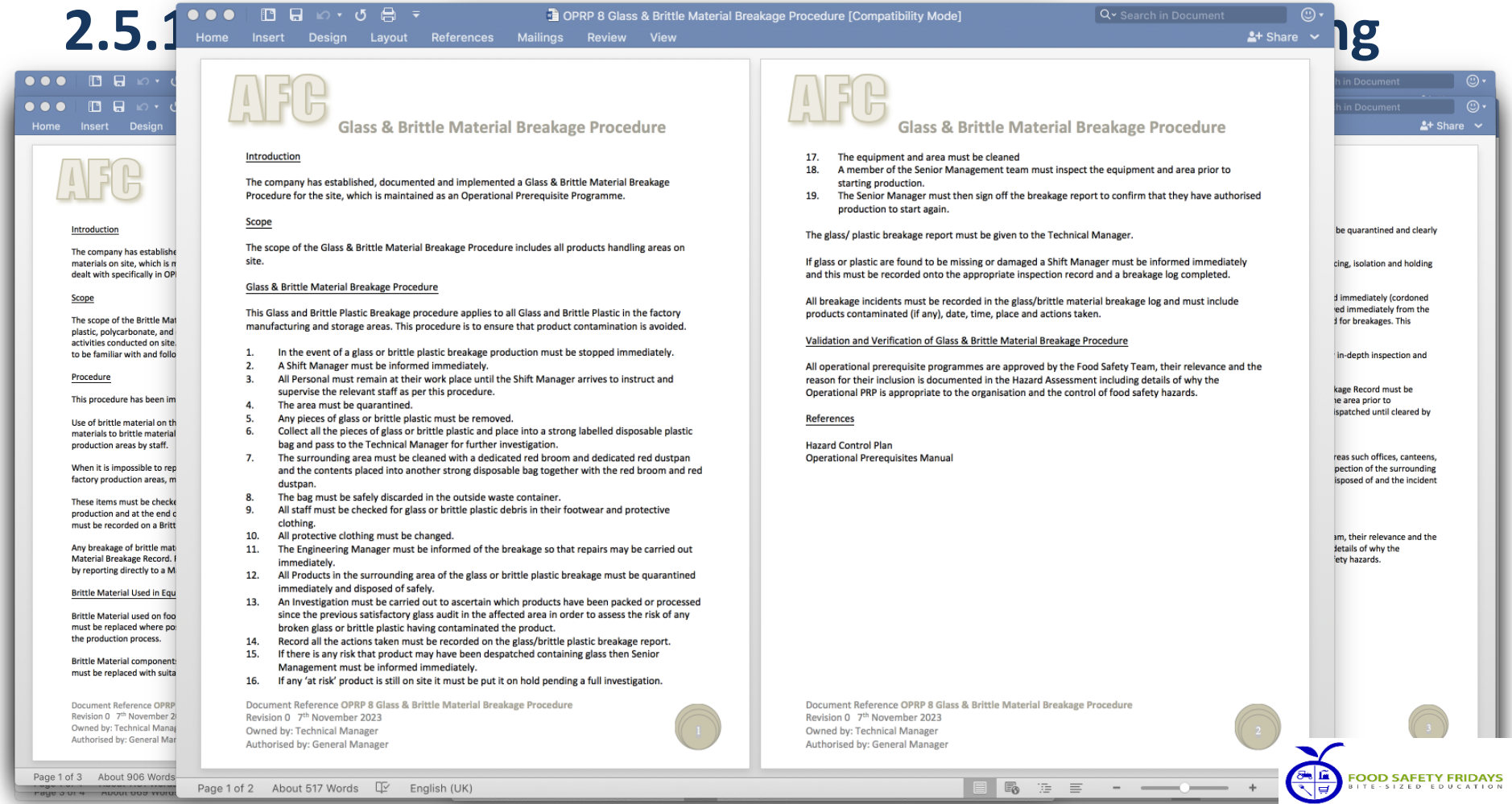

OPRP 8 Glass & Brittle Material Breakage Procedure [Compatibility Mode]

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Glass & Brittle Material Breakage Procedure

Introduction

The company has established, documented and implemented a Glass & Brittle Material Breakage Procedure for the site, which is maintained as an Operational Prerequisite Programme.

Scope

The scope of the Glass & Brittle Material Breakage Procedure includes all products handling areas on site.

Glass & Brittle Material Breakage Procedure

This Glass and Brittle Plastic Breakage procedure applies to all Glass and Brittle Plastic in the factory manufacturing and storage areas. This procedure is to ensure that product contamination is avoided.

1. In the event of a glass or brittle plastic breakage production must be stopped immediately.
2. A Shift Manager must be informed immediately.
3. All Personal must remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff as per this procedure.
4. The area must be quarantined.
5. Any pieces of glass or brittle plastic must be removed.
6. Collect all the pieces of glass or brittle plastic and place into a strong labelled disposable plastic bag and pass to the Technical Manager for further investigation.
7. The surrounding area must be cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan.
8. The bag must be safely discarded in the outside waste container.
9. All staff must be checked for glass or brittle plastic debris in their footwear and protective clothing.
10. All protective clothing must be changed.
11. The Engineering Manager must be informed of the breakage so that repairs may be carried out immediately.
12. All Products in the surrounding area of the glass or brittle plastic breakage must be quarantined immediately and disposed of safely.
13. An Investigation must be carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product.
14. Record all the actions taken must be recorded on the glass/brittle plastic breakage report.
15. If there is any risk that product may have been despatched containing glass then Senior Management must be informed immediately.
16. If any 'at risk' product is still on site it must be put it on hold pending a full investigation.

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Glass & Brittle Material Breakage Procedure

17. The equipment and area must be cleaned
18. A member of the Senior Management team must inspect the equipment and area prior to starting production.
19. The Senior Manager must then sign off the breakage report to confirm that they have authorised production to start again.

The glass/ plastic breakage report must be given to the Technical Manager.

If glass or plastic are found to be missing or damaged a Shift Manager must be informed immediately and this must be recorded onto the appropriate inspection record and a breakage log completed.

All breakage incidents must be recorded in the glass/brittle material breakage log and must include products contaminated (if any), date, time, place and actions taken.

Validation and Verification of Glass & Brittle Material Breakage Procedure

All operational prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard Assessment including details of why the Operational PRP is appropriate to the organisation and the control of food safety hazards.

References

Hazard Control Plan
Operational Prerequisites Manual

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

AFC

Control of Knives

Introduction

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Control of Knives

a) The register will form a checklist - each must be inspected daily for damage and any issues reported. Each item must be checked weekly by a Shift Manager and this check recorded on the knife register.

AFC

Control of Knives

Before Restarting Production:

AFC

Control of Brittle Materials

Introduction

The company has established, documented and implemented a procedure for the control of brittle materials on site, which is maintained as an operational prerequisite programme. The control of glass is dealt with specifically in OPRP 2 Glass Policy.

Scope

The scope of the Brittle Materials procedure includes the control of 'glass-like materials' (applies to hard plastic, polycarbonate, and other similar materials) and ceramics in all food handling on site and activities conducted on site. All employees including agency staff, visitors and contractors are required to be familiar with and follow the Brittle Material procedure.

Procedure

This procedure has been implemented to ensure that products are free from contamination.

Use of brittle material on the manufacturing site must be minimised. Wherever possible, alternative materials to brittle material must be used. No brittle material must be allowed to be taken into production areas by staff.

When it is impossible to replace a brittle material, a comprehensive list of all brittle materials in the factory production areas, must be compiled on a departmental basis.

These items must be checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged. The results of the inspection must be recorded on a Brittle Material Register which must be signed off.

Any breakage of brittle material occurring must be reported and dealt with immediately using the Brittle Material Breakage Record. Responsibility for action is carried out by the person who finds any breakage by reporting directly to a Manager.

Brittle Material Used in Equipment

Brittle Material used on food vessels such as 'sight glass' in viewing ports and vessel level indicators must be replaced where possible with suitable alternative materials which are capable of withstanding the production process.

Brittle Material components which are present in equipment such as temperature recorders and clocks must be replaced with suitable non-brittle alternatives.

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Control of Brittle Materials

Mirrors where permitted outside of production areas should be made of non-glass material or covered in a security film.

Ingredient Containers

Brittle material bottles or containers should not be used for delivery of food ingredients.

Where the use of brittle material containers is unavoidable, each container must be carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary.

Any contents of brittle material containers destined for use in production areas must be either sieved or filtered in a separated area prior to transfer for production. This process must be recorded together with appropriate action taken where brittle material contamination is evident.

Brittle Material Auditing and Recording Procedures

The location of all brittle material within all production areas must be identified and recorded on a Brittle Material Register.

These must be inspected daily, in the case of production areas, at the beginning and end of production. The time and date of the check is also recorded.

The auditing of light fittings must include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes.

In the event of any incident of brittle material breakage or damage a Brittle Material Record must be completed

All records must be signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department.

Brittle Material Breakage and Investigation Procedures

All employees must be required to report immediately to management any broken or damaged brittle material, resulting in a Brittle Material Breakage Record being completed. This applies to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces.

Any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another breakage incident which could in any way have affected any products must result in production

AFC

Control of Brittle Materials

being stopped immediately. All products which may have been affected must be quarantined and clearly labelled.

Where the exact timing of the breakage is not known, this will require the tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded.

The area and all equipment involved in the breakage incident must be isolated immediately (cordoned off) and thoroughly searched for any fragments. All fragments must be removed immediately from the area for safe disposal. Dedicated colour coded cleaning equipment is provided for breakages. This equipment is used on a once only basis and must be disposed of after use.

Production equipment which may have been affected must be dismantled for in-depth inspection and cleaning.

When the area has been declared free of fragments, the Brittle Material Breakage Record must be completed and signed-off by relevant Senior Management to formally clear the area prior to recommencement of production. No product from the incident area can be dispatched until cleared by Senior Management.

For brittle material breakages in areas remote from storage and production areas such offices, canteens, where it is not possible that products could have been affected, a detailed inspection of the surrounding area must still take place immediately. All glass fragments must be carefully disposed of and the incident recorded.

Validation and Verification of Control of Brittle Materials

All operational prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard Assessment including details of why the Operational PRP is appropriate to the organisation and the control of food safety hazards.

References

Brittle Material Register
Brittle Material Breakage Log
PRP 1 Prerequisite Programmes
Operational Prerequisites Manual

2.5.12 PRP Verification
(Food Chain Categories BIII, C, D, G, I & K)

The following additional requirement applies to ISO 22000: 2018 clause 8.8.1*:
There needs to be 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 based on risk (high risk and open product areas are normally the priority) with defined sampling criteria and linked to the relevant technical specification.

ISO 22000 8.8 Verification related to PRPs and the hazard control plan
Clause 8.8.1 Verification:

2.5.12 PRP Verification

FSMS 9.2 Internal Audits & Inspections [Compatibility Mode]

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AFC Food Safety & Quality Management System

9.2 Internal audit

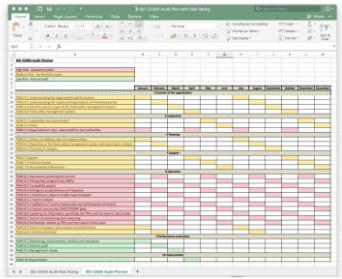
The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety & Quality Management System is effectively implemented and maintained and complies with planned arrangements, legislation and the FSSC 22000 Certification Scheme.

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 & Quality Management System.

Top Management has a total commitment to the Food Safety & Quality 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.



AFC Food Safety & Quality 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.

AFC Food Safety & Quality Management System

6. The Department Manager reviews the audit findings with the auditor and agrees timescales to complete corrective action for the major and minor non-conformances.
7. The Department Manager then signs and retains a copy of the report which includes details of the non-conformances, proposed corrective actions and the agreed time scale to complete the corrective actions. If the audit rating is red then an immediate corrective action plan is reported to the Technical Manager.
8. The Departmental Manager is responsible for documenting the corrective actions taken for all the non-conformances raised.
9. Completion of the corrective and/or preventive actions is checked on the next audit. Outstanding corrective actions completed are signed off whilst any uncompleted actions are escalated to the Technical Manager.

The Technical Manager reviews all audit reports, the non-conformances raised and the proposed corrective actions. Should it be deemed necessary, usually when a major non-conformance has been found, the Technical Manager will schedule another audit to ensure timely corrective action has been completed. In this case, the Internal Audit Schedule will be revised and reissued.

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.12 PRP Verification

FSMS 9.2 Internal Audits & Inspections [Compatibility Mode]

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Site Inspections

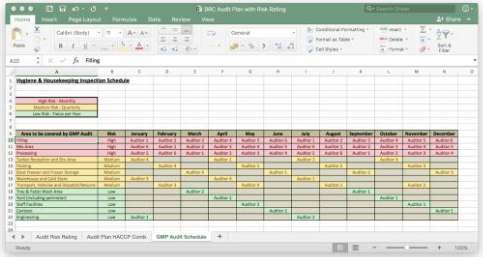
A separate program of documented PRP checks including hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these Inspections is determined 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:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/2023
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	
Jewelry	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
Rats/mice	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	



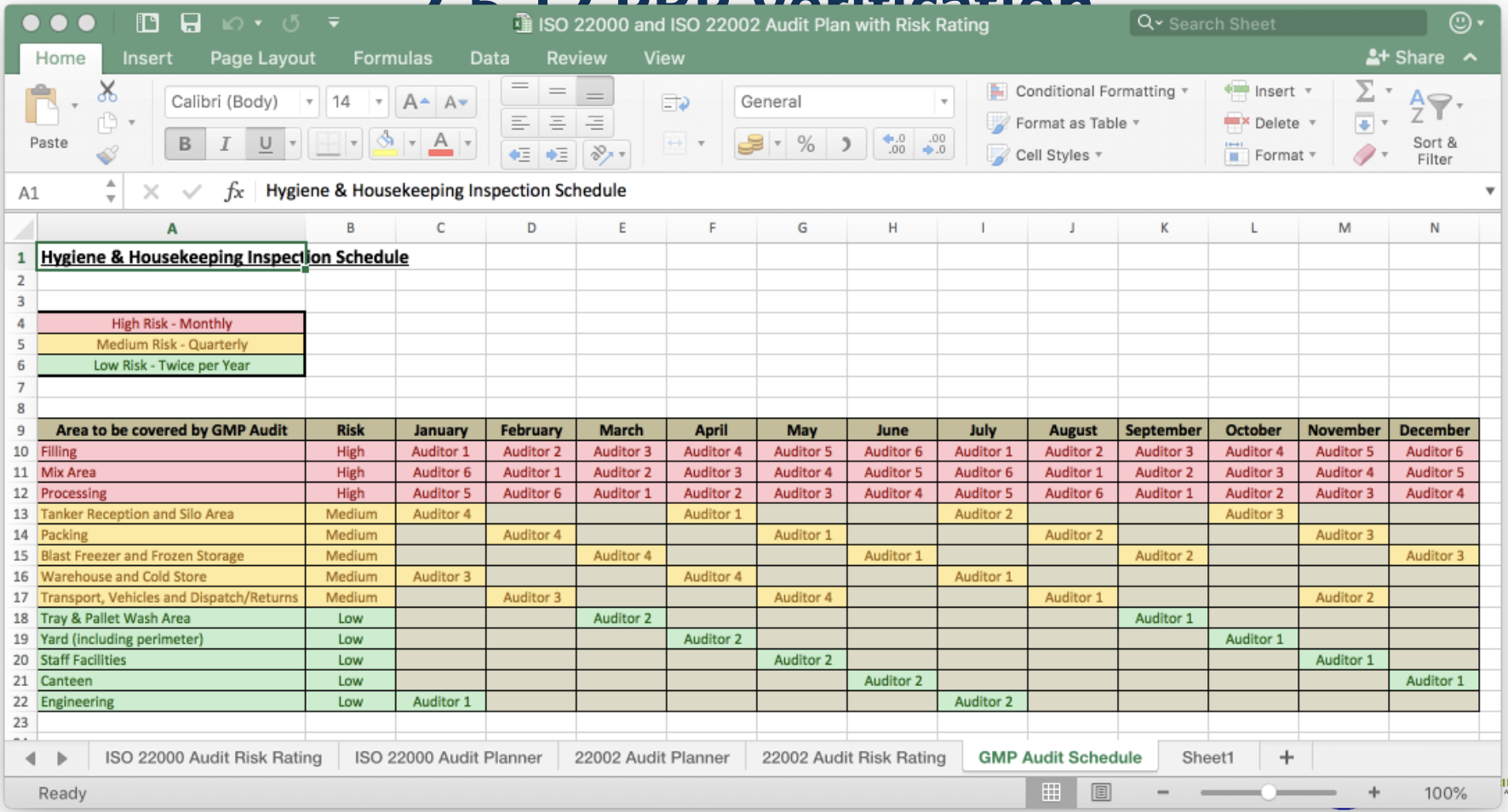
Hygiene & Housekeeping Inspection Schedule

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
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 9.1 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
PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control
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 11.5 Appendix Environmental Monitoring
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

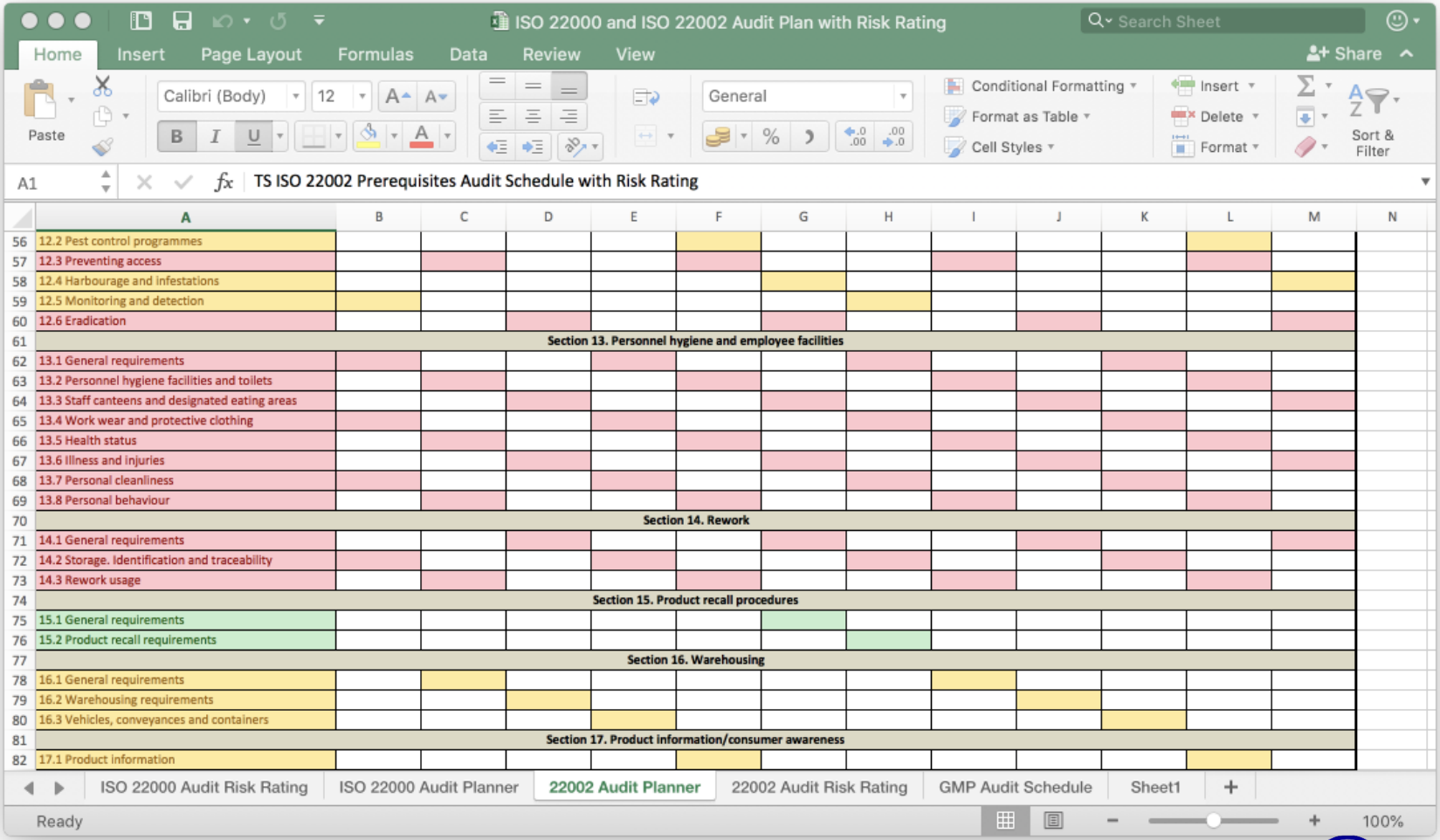
2.5.12 PRP Verification



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					



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
56	12.2 Pest control programmes													
57	12.3 Preventing access													
58	12.4 Harbourage and infestations													
59	12.5 Monitoring and detection													
60	12.6 Eradication													
61	**Section 13. Personnel hygiene and employee facilities**													
62	13.1 General requirements													
63	13.2 Personnel hygiene facilities and toilets													
64	13.3 Staff canteens and designated eating areas													
65	13.4 Work wear and protective clothing													
66	13.5 Health status													
67	13.6 Illness and injuries													
68	13.7 Personal cleanliness													
69	13.8 Personal behaviour													
70	**Section 14. Rework**													
71	14.1 General requirements													
72	14.2 Storage. Identification and traceability													
73	14.3 Rework usage													
74	**Section 15. Product recall procedures**													
75	15.1 General requirements													
76	15.2 Product recall requirements													
77	**Section 16. Warehousing**													
78	16.1 General requirements													
79	16.2 Warehousing requirements													
80	16.3 Vehicles, conveyances and containers													
81	**Section 17. Product information/consumer awareness**													
82	17.1 Product information													

Internal Auditor Training - GMP Audits (Read-Only)

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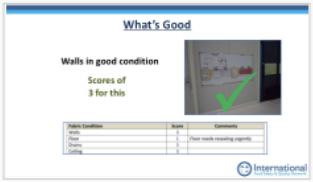

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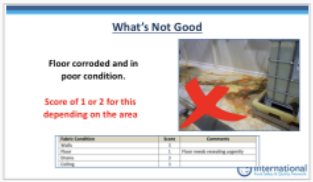

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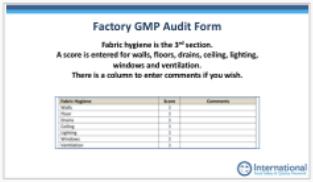

International Food Safety & Quality Network

Internal Auditor Training
GMP Audits & Inspections

International Food Safety & Quality Network

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GMP Audit Form Completed Advanced [Compatibility Mode]

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Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/2023
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	
Jewelry	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 8th January 2023
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Authorized By: General Manager

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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		

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BITE-SIZED EDUCATION

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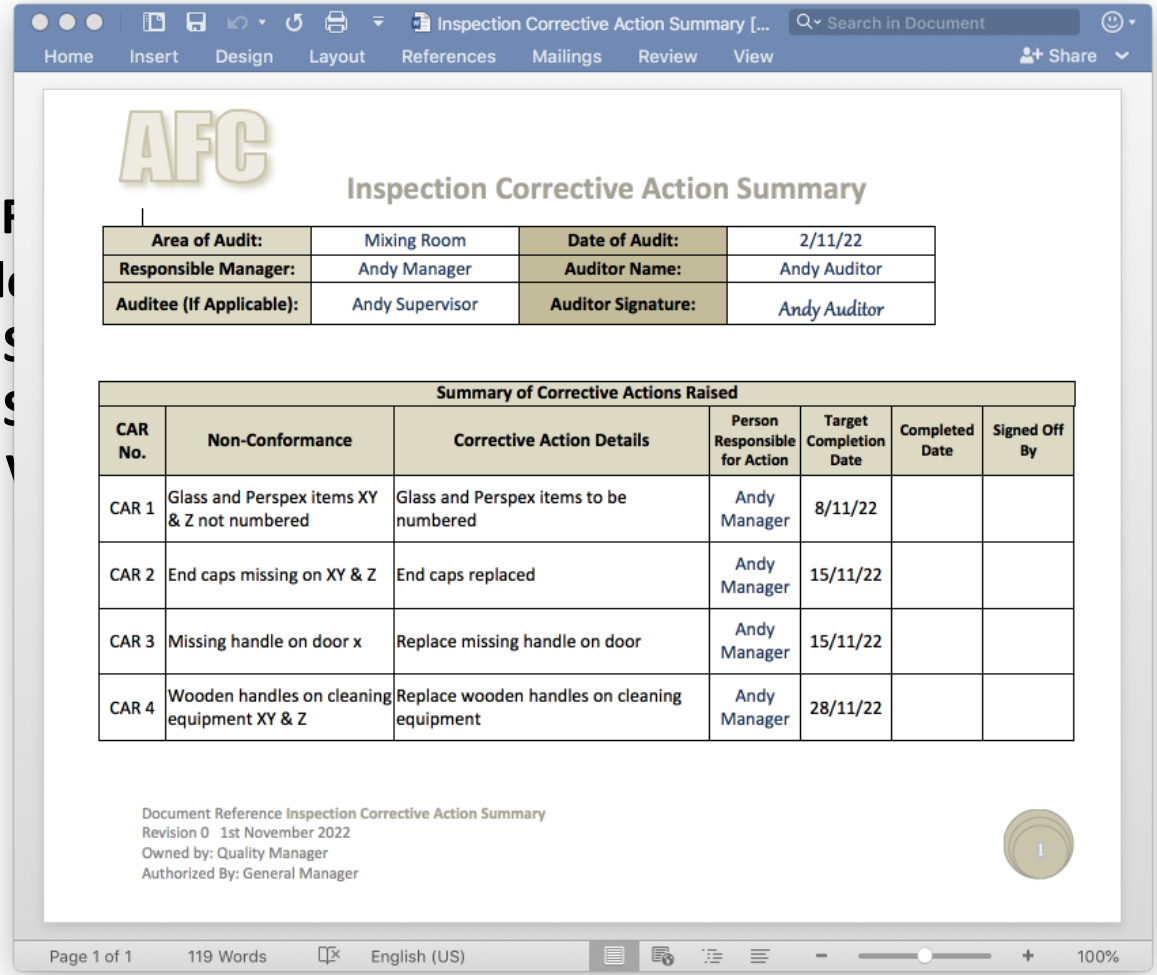

FOOD SAFETY FRIDAYS
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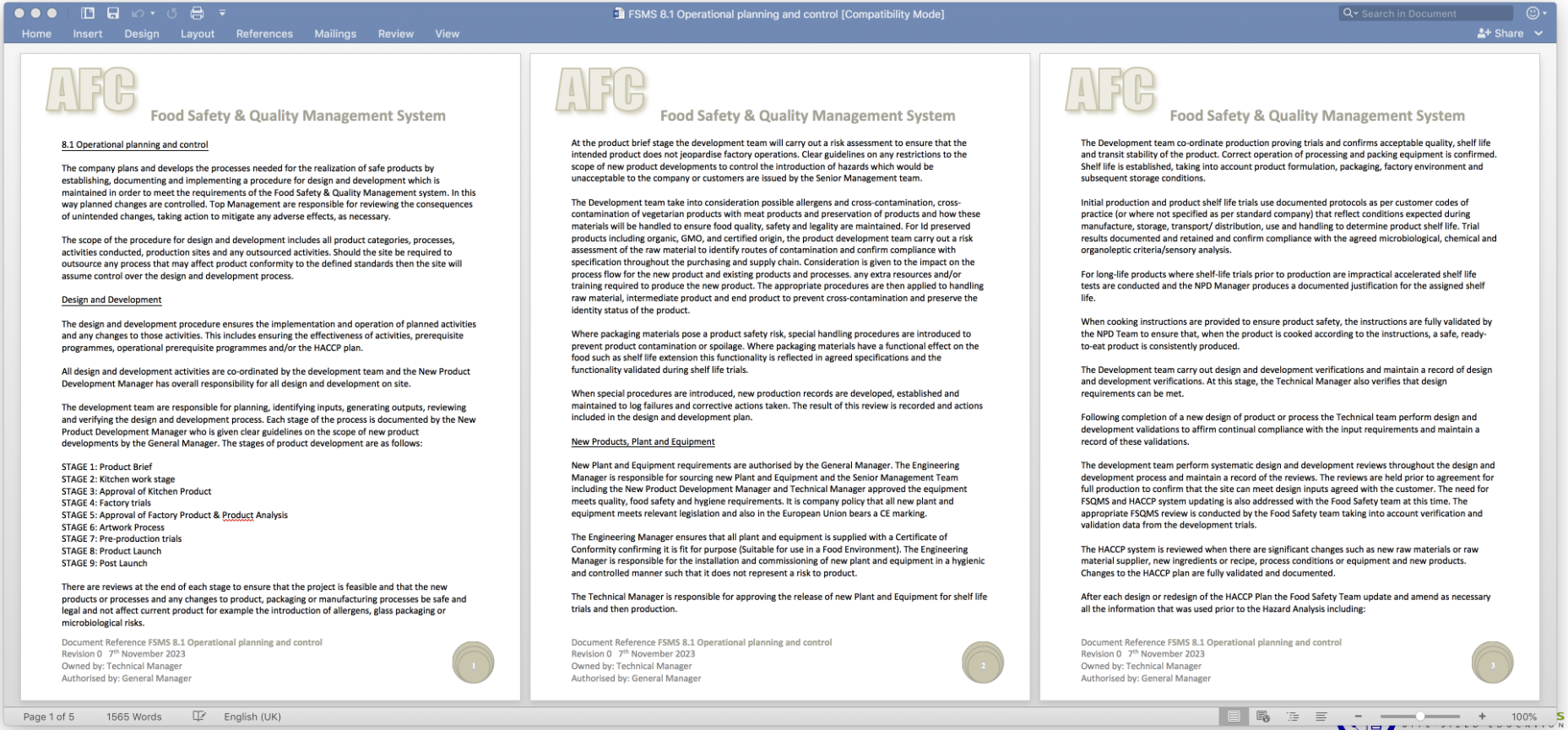
2.5.13 Product Design and Development (Food Chain Categories BIII, C, D, E, F, I & K)

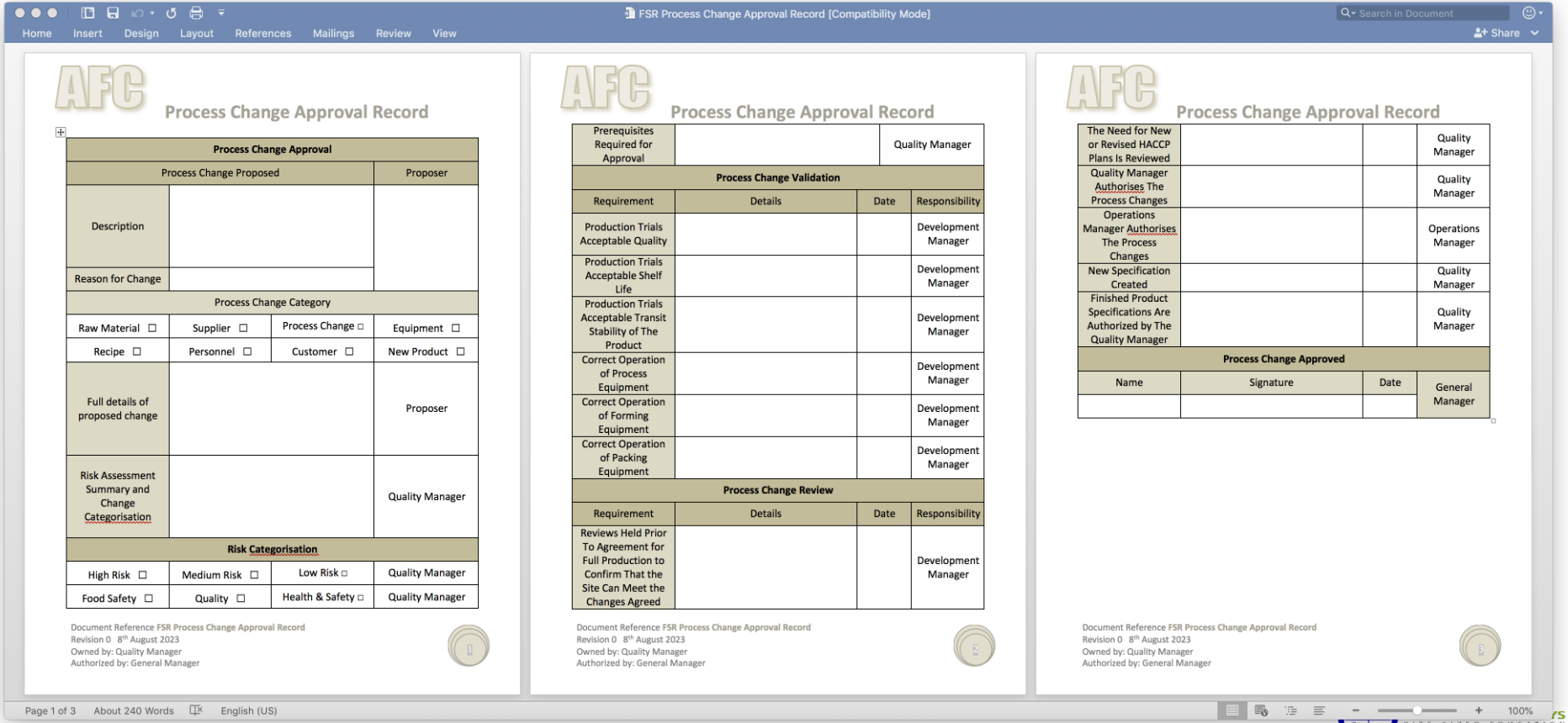
Requirements for a product design and development procedure for new products and changes to product or manufacturing processes to ensure safe and legal products are produced including:

- ✓ **Evaluation of the impact of the change taking into account any new food safety hazards (including allergens)**
- ✓ **Resource and training needs**
- ✓ **Equipment and maintenance requirements**
- ✓ **The need to conduct production and shelf-life trials**
- ✓ **On-going shelf-life verification must be in place, at a frequency based on risk.**
- ✓ **Where a ready-to-cook product is produced, the cooking instructions provided on the product label or packaging must be validated to ensure food safety is maintained.**

2.5.13 Product Design and Development



2.5.13 Product Design and Development



FSR Process Change Approval Record [Compatibility Mode]

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Process Change Approval Record

Process Change Approval			
Process Change Proposed			Proposer
Description			
Reason for Change			
Process Change Category			
Raw Material ☐	Supplier ☐	Process Change ☐	Equipment ☐
Recipe ☐	Personnel ☐	Customer ☐	New Product ☐
Full details of proposed change			Proposer
Risk Assessment Summary and Change Categorisation			Quality Manager
Risk Categorisation			
High Risk ☐	Medium Risk ☐	Low Risk ☐	Quality Manager
Food Safety ☐	Quality ☐	Health & Safety ☐	Quality Manager

Document Reference FSR Process Change Approval Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

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Process Change Approval Record

Prerequisites Required for Approval			Quality Manager
Process Change Validation			
Requirement	Details	Date	Responsibility
Production Trials Acceptable Quality			Development Manager
Production Trials Acceptable Shelf Life			Development Manager
Production Trials Acceptable Transit Stability of The Product			Development Manager
Correct Operation of Process Equipment			Development Manager
Correct Operation of Forming Equipment			Development Manager
Correct Operation of Packing Equipment			Development Manager
Process Change Review			
Requirement	Details	Date	Responsibility
Reviews Held Prior To Agreement for Full Production to Confirm That the Site Can Meet the Changes Agreed			Development Manager

Document Reference FSR Process Change Approval Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

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Process Change Approval Record

The Need for New or Revised HACCP Plans Is Reviewed			Quality Manager
Quality Manager Authorises The Process Changes			Quality Manager
Operations Manager Authorises The Process Changes			Operations Manager
New Specification Created			Quality Manager
Finished Product Specifications Are Authorized by The Quality Manager			Quality Manager
Process Change Approved			
Name	Signature	Date	General Manager

Document Reference FSR Process Change Approval Record
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Authorized by: General Manager

3

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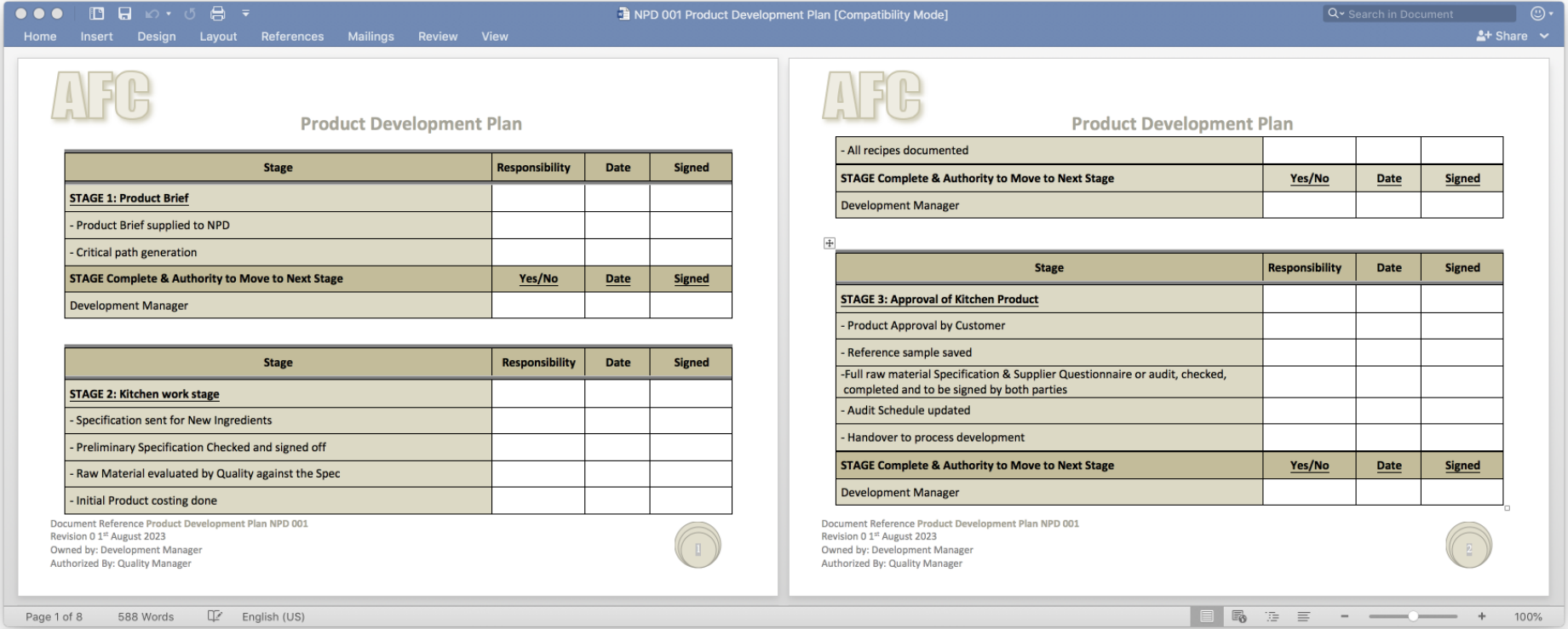
2.5.13 Product Design and Development



FOOD SAFETY FRIDAYS
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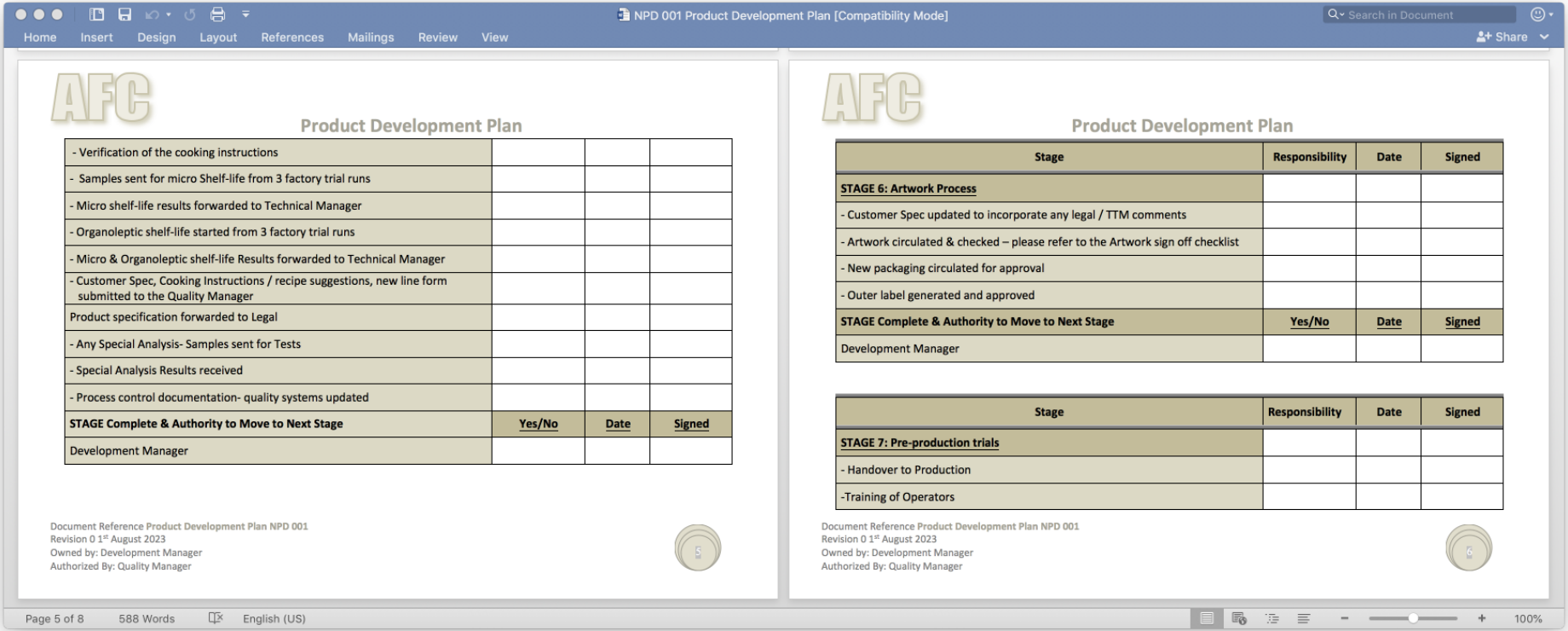
2.5.13 Product Design and Development



NPD 001 Product Development Plan [Compatibility Mode]

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Product Development Plan

- Verification of the cooking instructions			
- Samples sent for micro Shelf-life from 3 factory trial runs			
- Micro shelf-life results forwarded to Technical Manager			
- Organoleptic shelf-life started from 3 factory trial runs			
- Micro & Organoleptic shelf-life Results forwarded to Technical Manager			
- Customer Spec, Cooking Instructions / recipe suggestions, new line form submitted to the Quality Manager			
Product specification forwarded to Legal			
- Any Special Analysis- Samples sent for Tests			
- Special Analysis Results received			
- Process control documentation- quality systems updated			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
Development Manager			

Document Reference Product Development Plan NPD 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

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Product Development Plan

Stage	Responsibility	Date	Signed
STAGE 6: Artwork Process			
- Customer Spec updated to incorporate any legal / TTM comments			
- Artwork circulated & checked – please refer to the Artwork sign off checklist			
- New packaging circulated for approval			
- Outer label generated and approved			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
Development Manager			

Stage	Responsibility	Date	Signed
STAGE 7: Pre-production trials			
- Handover to Production			
-Training of Operators			

Document Reference Product Development Plan NPD 001
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Page 5 of 8 588 Words English (US) 100%

FOOD SAFETY FRIDAYS
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2.5.14 Health Status
(Food Chain Category D Production of Animal Feed)

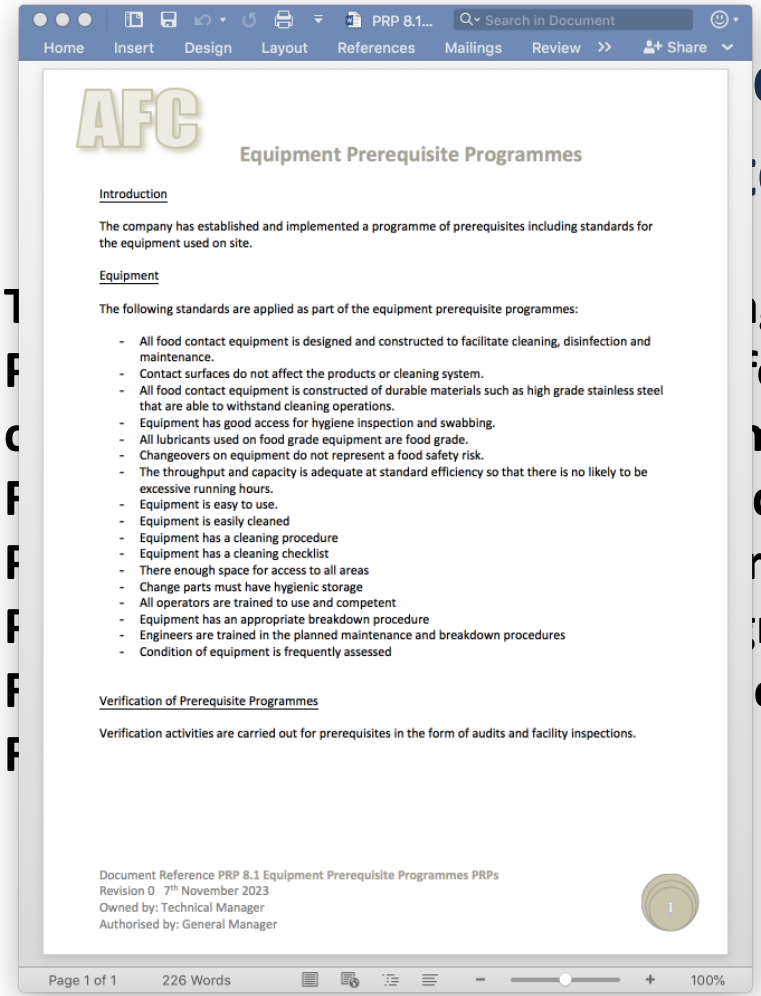
2.5.14 Health Status (Food Chain Category D)
In addition to ISO/TS 22002-6 clause 4.10.1, the organization shall have a procedure to ensure that the health of personnel does not have an adverse effect on the feed production operations.

2.5.15 Equipment Management
(All Food Chain Categories, Excluding FII)

In addition to clause 8.2.4 of ISO 22000:2018, the organization shall:

a) Have a documented purchase specification in place, which addresses hygienic design, applicable legal and customer requirements, and the intended use of the equipment, including product handled. The supplier shall provide evidence of meeting the purchase specification prior to installation.

b) Establish and implement a risk-based change management process for new equipment and/or any changes to existing equipment, which shall be adequately documented including evidence of successful commissioning. Possible effects on existing systems shall be assessed and adequate control measures determined and implemented.



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Equipment Prerequisite Programmes

Introduction

The company has established and implemented a programme of prerequisites including standards for the equipment used on site.

Equipment

The following standards are applied as part of the equipment prerequisite programmes:

- All food contact equipment is designed and constructed to facilitate cleaning, disinfection and maintenance.
- Contact surfaces do not affect the products or cleaning system.
- All food contact equipment is constructed of durable materials such as high grade stainless steel that are able to withstand cleaning operations.
- Equipment has good access for hygiene inspection and swabbing.
- All lubricants used on food grade equipment are food grade.
- Changeovers on equipment do not represent a food safety risk.
- The throughput and capacity is adequate at standard efficiency so that there is no likely to be excessive running hours.
- Equipment is easy to use.
- Equipment is easily cleaned
- Equipment has a cleaning procedure
- Equipment has a cleaning checklist
- There enough space for access to all areas
- Change parts must have hygienic storage
- All operators are trained to use and competent
- Equipment has an appropriate breakdown procedure
- Engineers are trained in the planned maintenance and breakdown procedures
- Condition of equipment is frequently assessed

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspections.

Document Reference PRP 8.1 Equipment Prerequisite Programmes PRPs
Revision 0 7th November 2023
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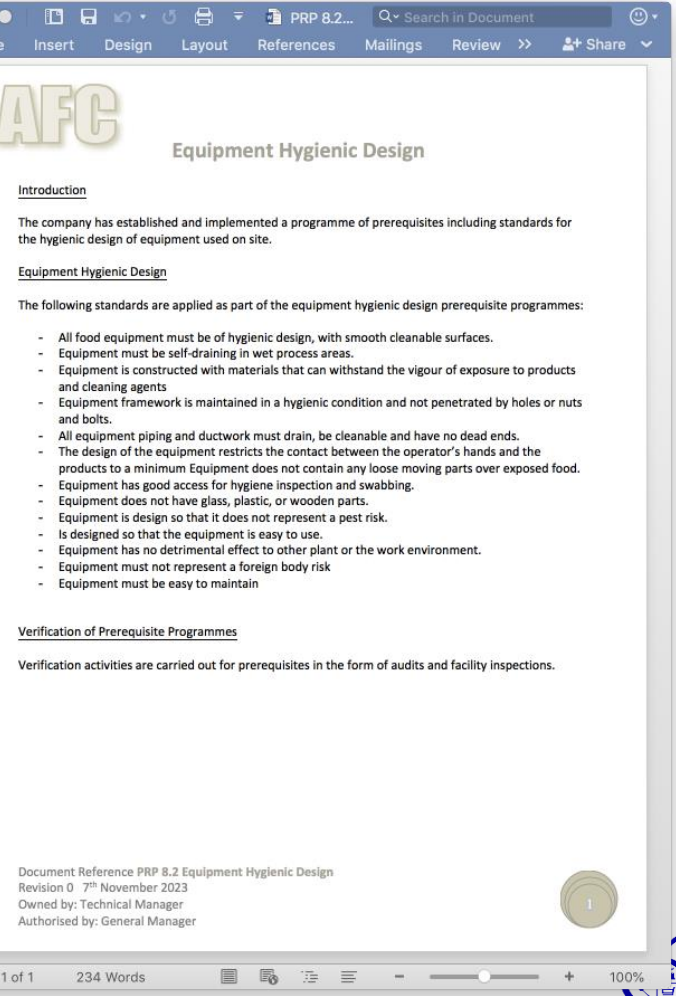

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Equipment Hygienic Design

Introduction

The company has established and implemented a programme of prerequisites including standards for the hygienic design of equipment used on site.

Equipment Hygienic Design

The following standards are applied as part of the equipment hygienic design prerequisite programmes:

- All food equipment must be of hygienic design, with smooth cleanable surfaces.
- Equipment must be self-draining in wet process areas.
- Equipment is constructed with materials that can withstand the vigour of exposure to products and cleaning agents
- Equipment framework is maintained in a hygienic condition and not penetrated by holes or nuts and bolts.
- All equipment piping and ductwork must drain, be cleanable and have no dead ends.
- The design of the equipment restricts the contact between the operator's hands and the products to a minimum Equipment does not contain any loose moving parts over exposed food.
- Equipment has good access for hygiene inspection and swabbing.
- Equipment does not have glass, plastic, or wooden parts.
- Equipment is design so that it does not represent a pest risk.
- Is designed so that the equipment is easy to use.
- Equipment has no detrimental effect to other plant or the work environment.
- Equipment must not represent a foreign body risk
- Equipment must be easy to maintain

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspections.

Document Reference PRP 8.2 Equipment Hygienic Design
Revision 0 7th November 2023
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FOOD SAFETY FRIDAYS
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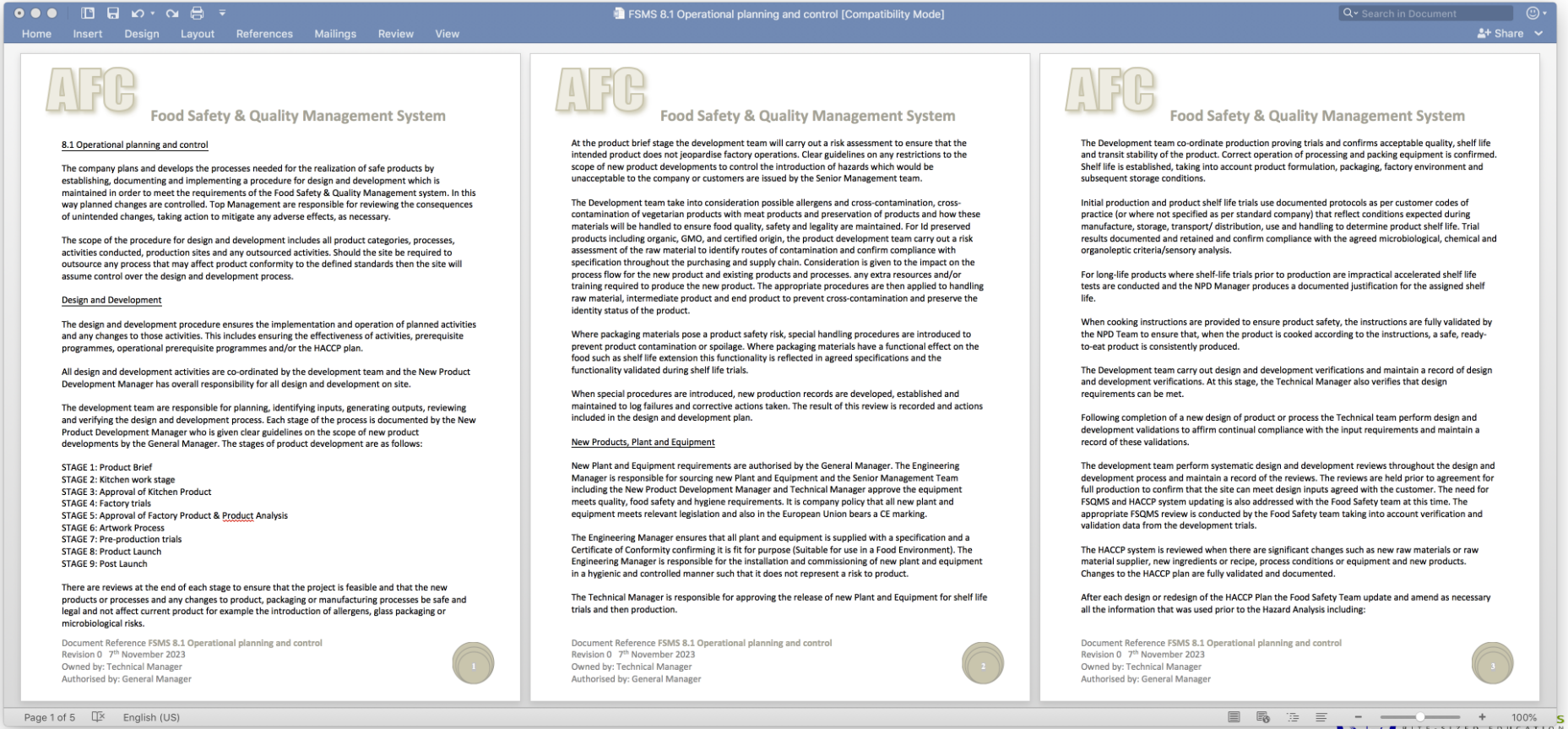
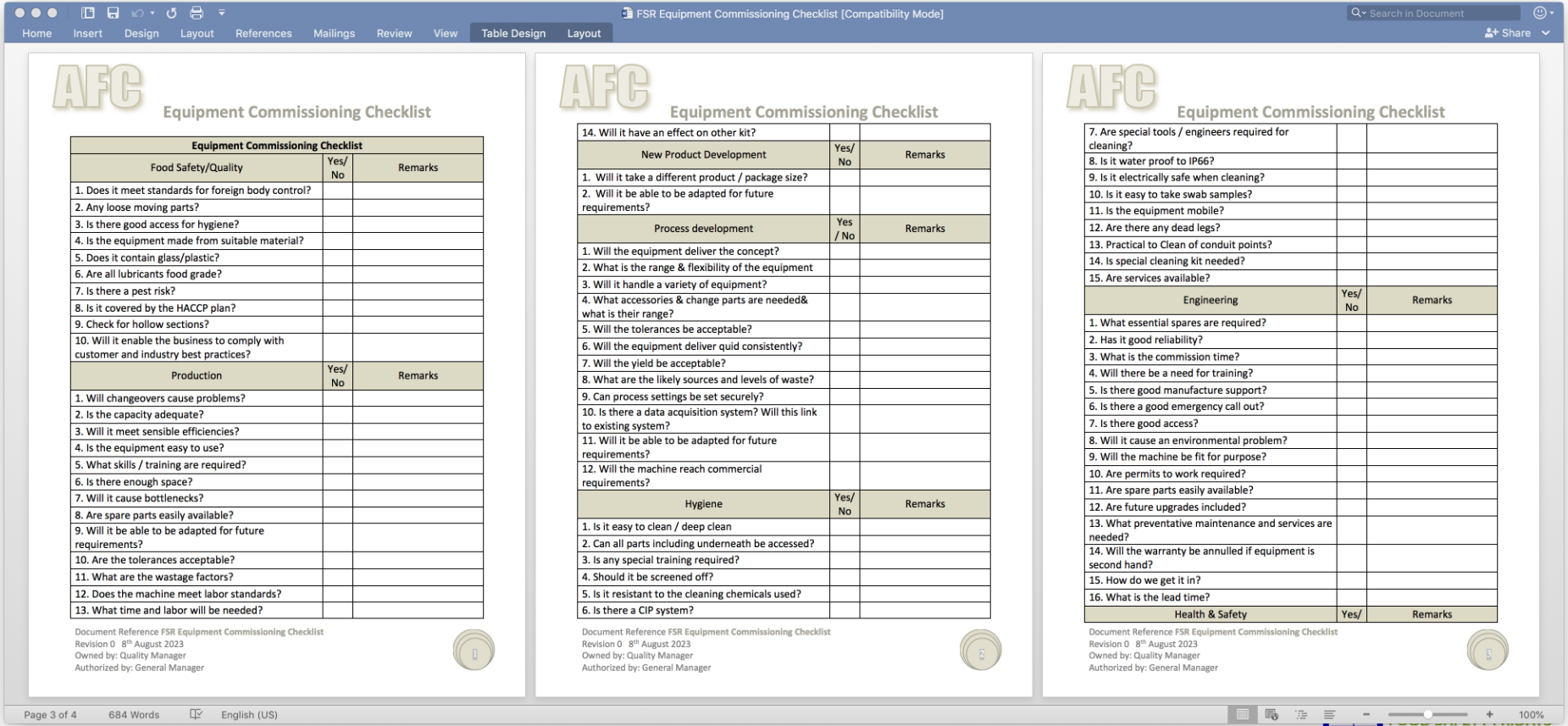
2.5.15 Equipment Management



2.5.15 Equipment Management



2.5.16 Food Loss and Waste (All Food Chain Categories, Excluding I)

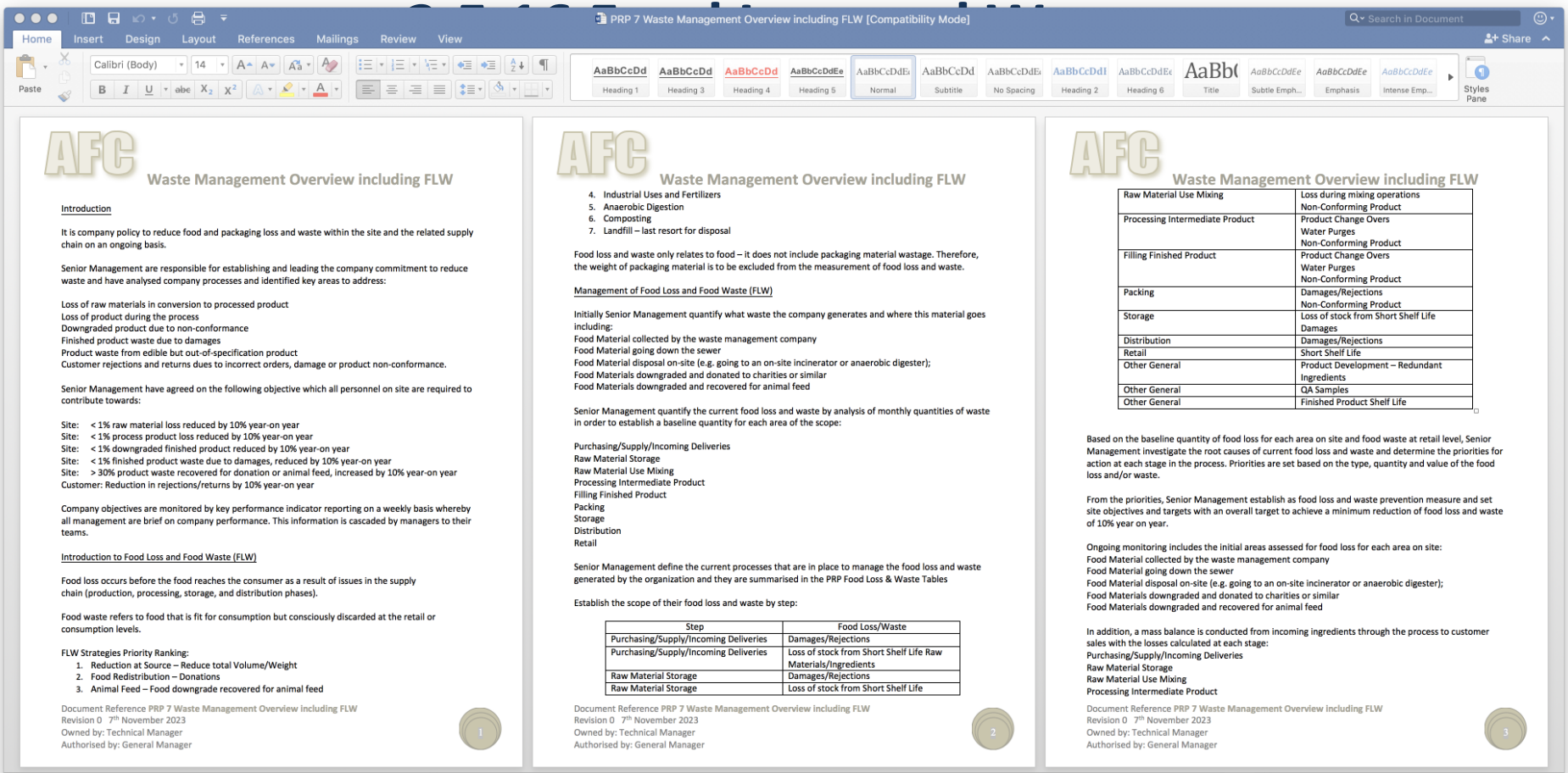
In addition to clause 8 of ISO 22000:2018, the organization shall:

a) Have a documented policy and objectives detailing the organization's strategy to reduce food loss and waste within their organization and the related supply chain.

b) Have controls in place to manage products donated to not-for-profit organizations, employees, and other organizations; and ensure that these products are safe to consume.

c) Manage surplus products or by-products intended as animal feed/food to prevent contamination of these products.

d) These processes shall comply with the applicable legislation, be kept up to date, and not have a negative impact on food safety.


PRP 7 Waste Management Overview including FLW [Compatibility Mode]
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Waste Management Overview including FLW
Introduction
It is company policy to reduce food and packaging loss and waste within the site and the related supply chain on an ongoing basis.
Senior Management are responsible for establishing and leading the company commitment to reduce waste and have analysed company processes and identified key areas to address:
Loss of raw materials in conversion to processed product
Loss of product during the process
Downgraded product due to non-conformance
Finished product waste due to damages
Product waste from edible but out-of-specification product
Customer rejections and returns dues to incorrect orders, damage or product non-conformance.
Senior Management have agreed on the following objective which all personnel on site are required to contribute towards:
Site: < 1% raw material loss reduced by 10% year-on year
Site: < 1% process product loss reduced by 10% year-on year
Site: < 1% downgraded finished product reduced by 10% year-on year
Site: < 1% finished product waste due to damages, reduced by 10% year-on year
Site: > 30% product waste recovered for donation or animal feed, increased by 10% year-on year
Customer: Reduction in rejections/returns by 10% year-on year
Company objectives are monitored by key performance indicator reporting on a weekly basis whereby all management are brief on company performance. This information is cascaded by managers to their teams.
Introduction to Food Loss and Food Waste (FLW)
Food loss occurs before the food reaches the consumer as a result of issues in the supply chain (production, processing, storage, and distribution phases).
Food waste refers to food that is fit for consumption but consciously discarded at the retail or consumption levels.
FLW Strategies Priority Ranking:
1. Reduction at Source – Reduce total Volume/Weight
2. Food Redistribution – Donations
3. Animal Feed – Food downgrade recovered for animal feed
Document Reference PRP 7 Waste Management Overview including FLW
Revision 0 7th November 2023
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1
AFC
Waste Management Overview including FLW
4. Industrial Uses and Fertilizers
5. Anaerobic Digestion
6. Composting
7. Landfill – last resort for disposal
Food loss and waste only relates to food – it does not include packaging material wastage. Therefore, the weight of packaging material is to be excluded from the measurement of food loss and waste.
Management of Food Loss and Food Waste (FLW)
Initially Senior Management quantify what waste the company generates and where this material goes including:
Food Material collected by the waste management company
Food Material going down the sewer
Food Material disposal on-site (e.g. going to an on-site incinerator or anaerobic digester);
Food Materials downgraded and donated to charities or similar
Food Materials downgraded and recovered for animal feed
Senior Management quantify the current food loss and waste by analysis of monthly quantities of waste in order to establish a baseline quantity for each area of the scope:
Purchasing/Supply/Incoming Deliveries
Raw Material Storage
Raw Material Use Mixing
Processing Intermediate Product
Filling Finished Product
Packing
Storage
Distribution
Retail
Senior Management define the current processes that are in place to manage the food loss and waste generated by the organization and they are summarised in the PRP Food Loss & Waste Tables
Establish the scope of their food loss and waste by step:
Step | Food Loss/Waste
Purchasing/Supply/Incoming Deliveries | Damages/Rejections
Purchasing/Supply/Incoming Deliveries | Loss of stock from Short Shelf Life Raw Materials/Ingredients
Raw Material Storage | Damages/Rejections
Raw Material Storage | Loss of stock from Short Shelf Life
Document Reference PRP 7 Waste Management Overview including FLW
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager
2
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Waste Management Overview including FLW
Raw Material Use Mixing | Loss during mixing operations; Non-Conforming Product
Processing Intermediate Product | Product Change Overs; Water Purges; Non-Conforming Product
Filling Finished Product | Product Change Overs; Water Purges; Non-Conforming Product
Packing | Damages/Rejections; Non-Conforming Product
Storage | Loss of stock from Short Shelf Life; Damages
Distribution | Damages/Rejections
Retail | Short Shelf Life
Other General | Product Development – Redundant Ingredients
Other General | QA Samples
Other General | Finished Product Shelf Life
Based on the baseline quantity of food loss for each area on site and food waste at retail level, Senior Management investigate the root causes of current food loss and waste and determine the priorities for action at each stage in the process. Priorities are set based on the type, quantity and value of the food loss and/or waste.
From the priorities, Senior Management establish as food loss and waste prevention measure and set site objectives and targets with an overall target to achieve a minimum reduction of food loss and waste of 10% year on year.
Ongoing monitoring includes the initial areas assessed for food loss for each area on site:
Food Material collected by the waste management company
Food Material going down the sewer
Food Material disposal on-site (e.g. going to an on-site incinerator or anaerobic digester);
Food Materials downgraded and donated to charities or similar
Food Materials downgraded and recovered for animal feed
In addition, a mass balance is conducted from incoming ingredients through the process to customer sales with the losses calculated at each stage:
Purchasing/Supply/Incoming Deliveries
Raw Material Storage
Raw Material Use Mixing
Processing Intermediate Product
Document Reference PRP 7 Waste Management Overview including FLW
Revision 0 7th November 2023
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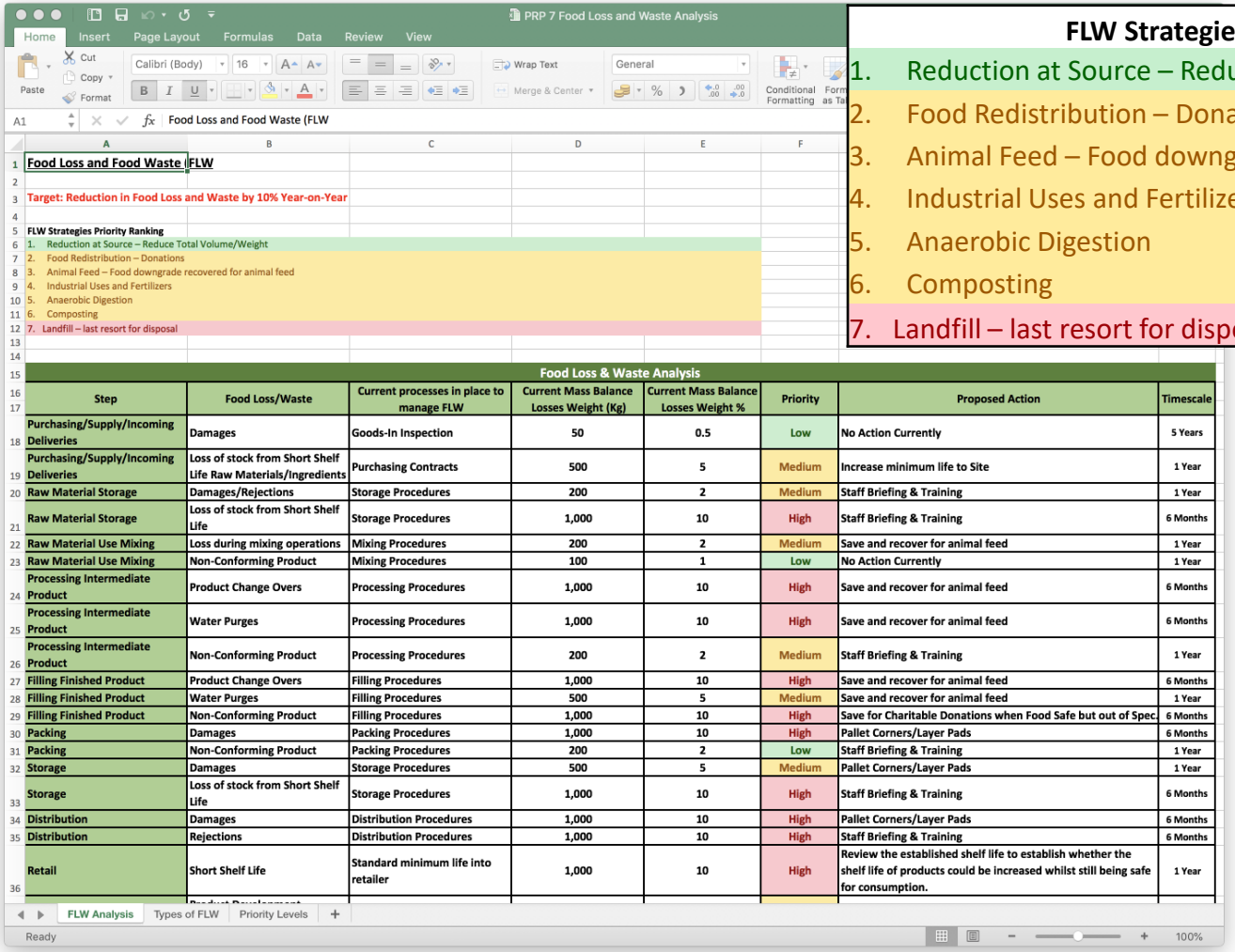

FLW Strategies Priority Ranking

1. Reduction at Source – Reduce Total Volume/Weight
2. Food Redistribution – Donations
3. Animal Feed – Food downgrade recovered for animal feed
4. Industrial Uses and Fertilizers
5. Anaerobic Digestion
6. Composting
7. Landfill – last resort for disposal

Food Loss & Waste Analysis

Step	Food Loss/Waste	Current processes in place to manage FLW	Current Mass Balance Losses Weight (Kg)	Current Mass Balance Losses Weight %	Priority	Proposed Action	Timescale
Purchasing/Supply/Incoming Deliveries	Damages	Goods-In Inspection	50	0.5	Low	No Action Currently	5 Years
Purchasing/Supply/Incoming Deliveries	Loss of stock from Short Shelf Life Raw Materials/Ingredients	Purchasing Contracts	500	5	Medium	Increase minimum life to Site	1 Year
Raw Material Storage	Damages/Rejections	Storage Procedures	200	2	Medium	Staff Briefing & Training	1 Year
Raw Material Storage	Loss of stock from Short Shelf Life	Storage Procedures	1,000	10	High	Staff Briefing & Training	6 Months
Raw Material Use Mixing	Loss during mixing operations	Mixing Procedures	200	2	Medium	Save and recover for animal feed	1 Year
Raw Material Use Mixing	Non-Conforming Product	Mixing Procedures	100	1	Low	No Action Currently	1 Year
Processing Intermediate Product	Product Change Overs	Processing Procedures	1,000	10	High	Save and recover for animal feed	6 Months
Processing Intermediate Product	Water Purges	Processing Procedures	1,000	10	High	Save and recover for animal feed	6 Months
Processing Intermediate Product	Non-Conforming Product	Processing Procedures	200	2	Medium	Staff Briefing & Training	1 Year
Filling Finished Product	Product Change Overs	Filling Procedures	1,000	10	High	Save and recover for animal feed	6 Months
Filling Finished Product	Water Purges	Filling Procedures	500	5	Medium	Save and recover for animal feed	1 Year
Filling Finished Product	Non-Conforming Product	Filling Procedures	1,000	10	High	Save for Charitable Donations when Food Safe but out of Spec.	6 Months
Packing	Damages	Packing Procedures	1,000	10	High	Pallet Corners/Layer Pads	6 Months
Packing	Non-Conforming Product	Packing Procedures	200	2	Low	Staff Briefing & Training	1 Year
Storage	Damages	Storage Procedures	500	5	Medium	Pallet Corners/Layer Pads	1 Year
Storage	Loss of stock from Short Shelf Life	Storage Procedures	1,000	10	High	Staff Briefing & Training	6 Months
Distribution	Damages	Distribution Procedures	1,000	10	High	Pallet Corners/Layer Pads	6 Months
Distribution	Rejections	Distribution Procedures	1,000	10	High	Staff Briefing & Training	6 Months
Retail	Short Shelf Life	Standard minimum life into retailer	1,000	10	High	Review the established shelf life to establish whether the shelf life of products could be increased whilst still being safe for consumption.	1 Year

FOOD SAFETY FRIDAYS
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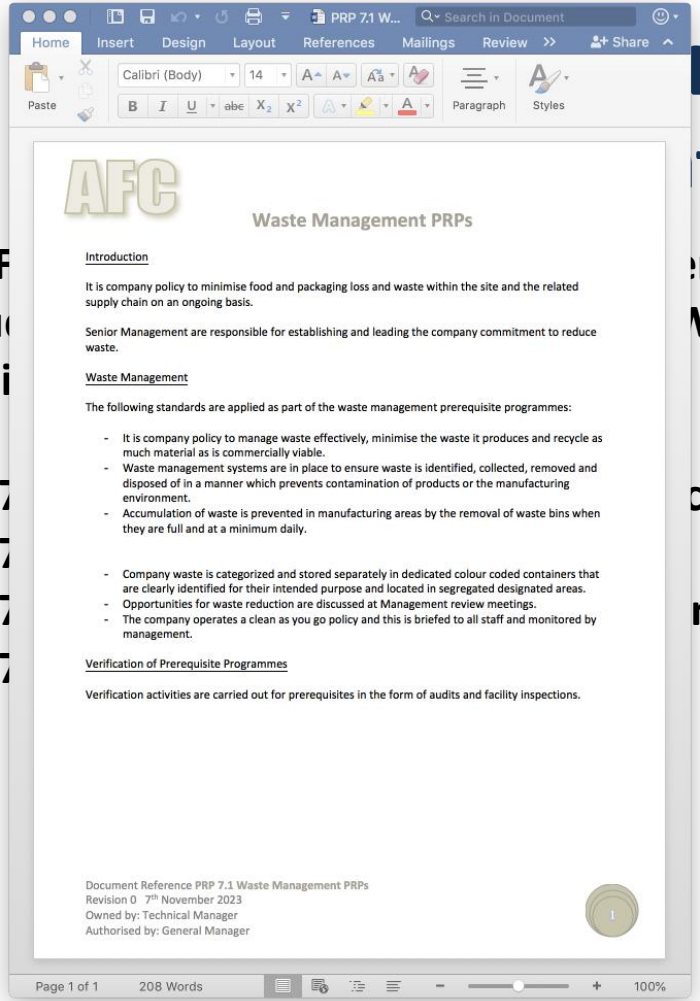

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Waste Management PRPs

Introduction

It is company policy to minimise food and packaging loss and waste within the site and the related supply chain on an ongoing basis.

Senior Management are responsible for establishing and leading the company commitment to reduce waste.

Waste Management

The following standards are applied as part of the waste management prerequisite programmes:

- It is company policy to manage waste effectively, minimise the waste it produces and recycle as much material as is commercially viable.
- Waste management systems are in place to ensure waste is identified, collected, removed and disposed of in a manner which prevents contamination of products or the manufacturing environment.
- Accumulation of waste is prevented in manufacturing areas by the removal of waste bins when they are full and at a minimum daily.

- Company waste is categorized and stored separately in dedicated colour coded containers that are clearly identified for their intended purpose and located in segregated designated areas.
- Opportunities for waste reduction are discussed at Management review meetings.
- The company operates a clean as you go policy and this is briefed to all staff and monitored by management.

Verification of Prerequisite Programmes

Verification activities are carried out for prerequisites in the form of audits and facility inspections.

Document Reference PRP 7.1 Waste Management PRPs
Revision 0 7th November 2023
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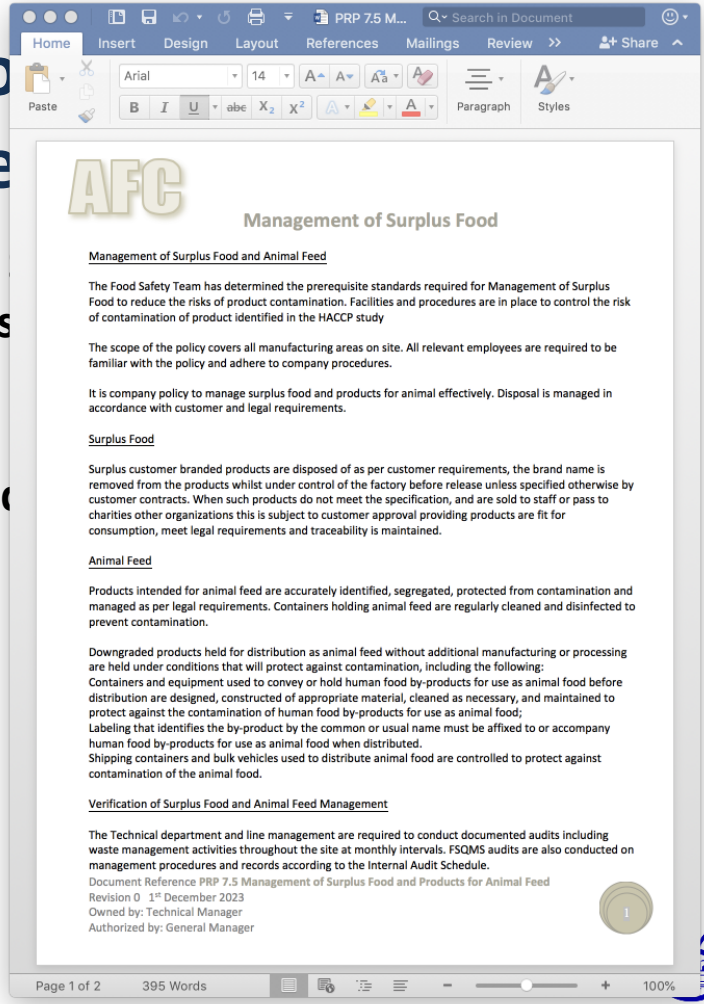
Page 1 of 1 208 Words 100%



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Management of Surplus Food

Management of Surplus Food and Animal Feed

The Food Safety Team has determined the prerequisite standards required for Management of Surplus Food to reduce the risks of product contamination. Facilities and procedures are in place to control the risk of contamination of product identified in the HACCP study

The scope of the policy covers all manufacturing areas on site. All relevant employees are required to be familiar with the policy and adhere to company procedures.

It is company policy to manage surplus food and products for animal effectively. Disposal is managed in accordance with customer and legal requirements.

Surplus Food

Surplus customer branded products are disposed of as per customer requirements, the brand name is removed from the products whilst under control of the factory before release unless specified otherwise by customer contracts. When such products do not meet the specification, and are sold to staff or pass to charities other organizations this is subject to customer approval providing products are fit for consumption, meet legal requirements and traceability is maintained.

Animal Feed

Products intended for animal feed are accurately identified, segregated, protected from contamination and managed as per legal requirements. Containers holding animal feed are regularly cleaned and disinfected to prevent contamination.

Downgraded products held for distribution as animal feed without additional manufacturing or processing are held under conditions that will protect against contamination, including the following:
Containers and equipment used to convey or hold human food by-products for use as animal food before distribution are designed, constructed of appropriate material, cleaned as necessary, and maintained to protect against the contamination of human food by-products for use as animal food;
Labeling that identifies the by-product by the common or usual name must be affixed to or accompany human food by-products for use as animal food when distributed.
Shipping containers and bulk vehicles used to distribute animal food are controlled to protect against contamination of the animal food.

Verification of Surplus Food and Animal Feed Management

The Technical department and line management are required to conduct documented audits including waste management activities throughout the site at monthly intervals. FSQMS audits are also conducted on management procedures and records according to the Internal Audit Schedule.

Document Reference PRP 7.5 Management of Surplus Food and Products for Animal Feed
Revision 0 1st December 2023
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Page 1 of 2 395 Words 100%

FOOD SAFETY FRIDAYS
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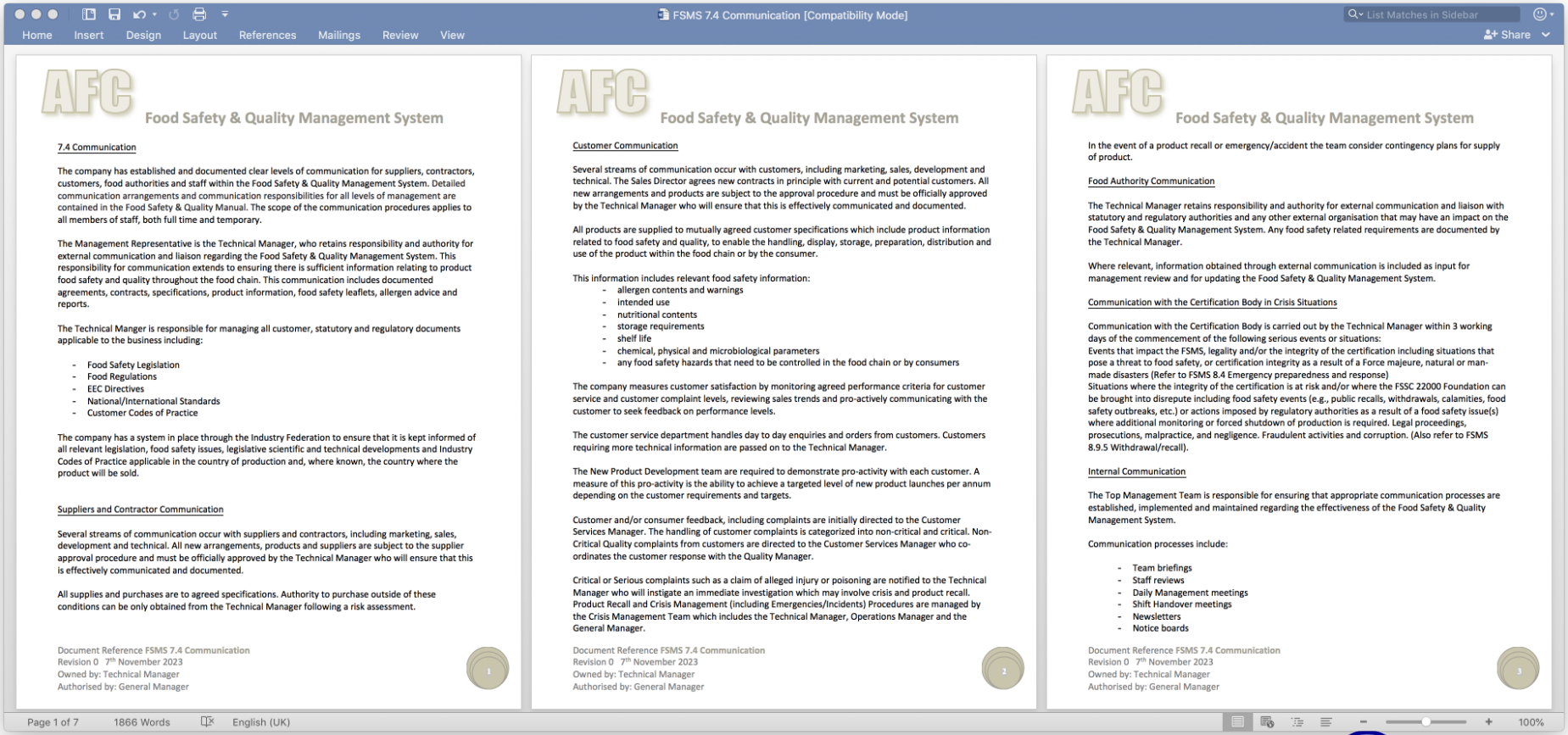
2.5.17 Communication Requirements (All Food Chain Categories)

In addition to clause 8.4.2 of ISO 22000:2018, the organization shall inform the certification body within 3 working days of the commencement of the events or situations below and implement suitable measures as part of their emergency preparedness and response process:

a) Serious events that impact the FSMS, legality and/or the integrity of the certification including situations that pose a threat to food safety, or certification integrity as a result of a Force majeure, natural or man-made disasters (e.g., war, strike, terrorism, crime, flood, earthquake, malicious computer hacking, etc.);

2.5.17 Communication Requirements



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Food Safety & Quality Management System

7.4 Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the Food Safety & Quality Management System. Detailed communication arrangements and communication responsibilities for all levels of management are contained in the Food Safety & Quality Manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the Food Safety & Quality Management System. This responsibility for communication extends to ensuring there is sufficient information relating to product food safety and quality throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

The Technical Manger is responsible for managing all customer, statutory and regulatory documents applicable to the business including:

- Food Safety Legislation
- Food Regulations
- EEC Directives
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold.

Suppliers and Contractor Communication

Several streams of communication occur with suppliers and contractors, including marketing, sales, development and technical. All new arrangements, products and suppliers are subject to the supplier approval procedure and must be officially approved by the Technical Manager who will ensure that this is effectively communicated and documented.

All supplies and purchases are to agreed specifications. Authority to purchase outside of these conditions can be only obtained from the Technical Manager following a risk assessment.

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Revision 0 7th November 2023
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Food Safety & Quality Management System

Customer Communication

Several streams of communication occur with customers, including marketing, sales, development and technical. The Sales Director agrees new contracts in principle with current and potential customers. All new arrangements and products are subject to the approval procedure and must be officially approved by the Technical Manager who will ensure that this is effectively communicated and documented.

All products are supplied to mutually agreed customer specifications which include product information related to food safety and quality, to enable the handling, display, storage, preparation, distribution and use of the product within the food chain or by the consumer.

This information includes relevant food safety information:

- allergen contents and warnings
- intended use
- nutritional contents
- storage requirements
- shelf life
- chemical, physical and microbiological parameters
- any food safety hazards that need to be controlled in the food chain or by consumers

The company measures customer satisfaction by monitoring agreed performance criteria for customer service and customer complaint levels, reviewing sales trends and pro-actively communicating with the customer to seek feedback on performance levels.

The customer service department handles day to day enquiries and orders from customers. Customers requiring more technical information are passed on to the Technical Manager.

The New Product Development team are required to demonstrate pro-activity with each customer. A measure of this pro-activity is the ability to achieve a targeted level of new product launches per annum depending on the customer requirements and targets.

Customer and/or consumer feedback, including complaints are initially directed to the Customer Services Manager. The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will instigate an immediate investigation which may involve crisis and product recall. Product Recall and Crisis Management (including Emergencies/Incidents) Procedures are managed by the Crisis Management Team which includes the Technical Manager, Operations Manager and the General Manager.

Document Reference FSMS 7.4 Communication
Revision 0 7th November 2023
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2

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Food Safety & Quality Management System

In the event of a product recall or emergency/accident the team consider contingency plans for supply of product.

Food Authority Communication

The Technical Manager retains responsibility and authority for external communication and liaison with statutory and regulatory authorities and any other external organisation that may have an impact on the Food Safety & Quality Management System. Any food safety related requirements are documented by the Technical Manager.

Where relevant, information obtained through external communication is included as input for management review and for updating the Food Safety & Quality Management System.

Communication with the Certification Body in Crisis Situations

Communication with the Certification Body is carried out by the Technical Manager within 3 working days of the commencement of the following serious events or situations:
Events that impact the FSMS, legality and/or the integrity of the certification including situations that pose a threat to food safety, or certification integrity as a result of a Force majeure, natural or man-made disasters (Refer to FSMS 8.4 Emergency preparedness and response)
Situations where the integrity of the certification is at risk and/or where the FSSC 22000 Foundation can be brought into disrepute including food safety events (e.g., public recalls, withdrawals, calamities, food safety outbreaks, etc.) or actions imposed by regulatory authorities as a result of a food safety issue(s) where additional monitoring or forced shutdown of production is required. Legal proceedings, prosecutions, malpractice, and negligence. Fraudulent activities and corruption. (Also refer to FSMS 8.9.5 Withdrawal/recall).

Internal Communication

The Top Management Team is responsible for ensuring that appropriate communication processes are established, implemented and maintained regarding the effectiveness of the Food Safety & Quality Management System.

Communication processes include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Document Reference FSMS 7.4 Communication
Revision 0 7th November 2023
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Page 1 of 7 1866 Words English (UK) 100%

FOOD SAFETY FRIDAYS
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2.5.17 Communication Requirements (All Food Chain Categories)

In addition to clause 8.4.2 of ISO 22000:2018, the organization shall inform the certification body within 3 working days of the commencement of the events or situations below and implement suitable measures as part of their emergency preparedness and response process:

b) Serious situations where the integrity of the certification is at risk and/or where the Foundation can be brought into disrepute. These include, but are not limited to:

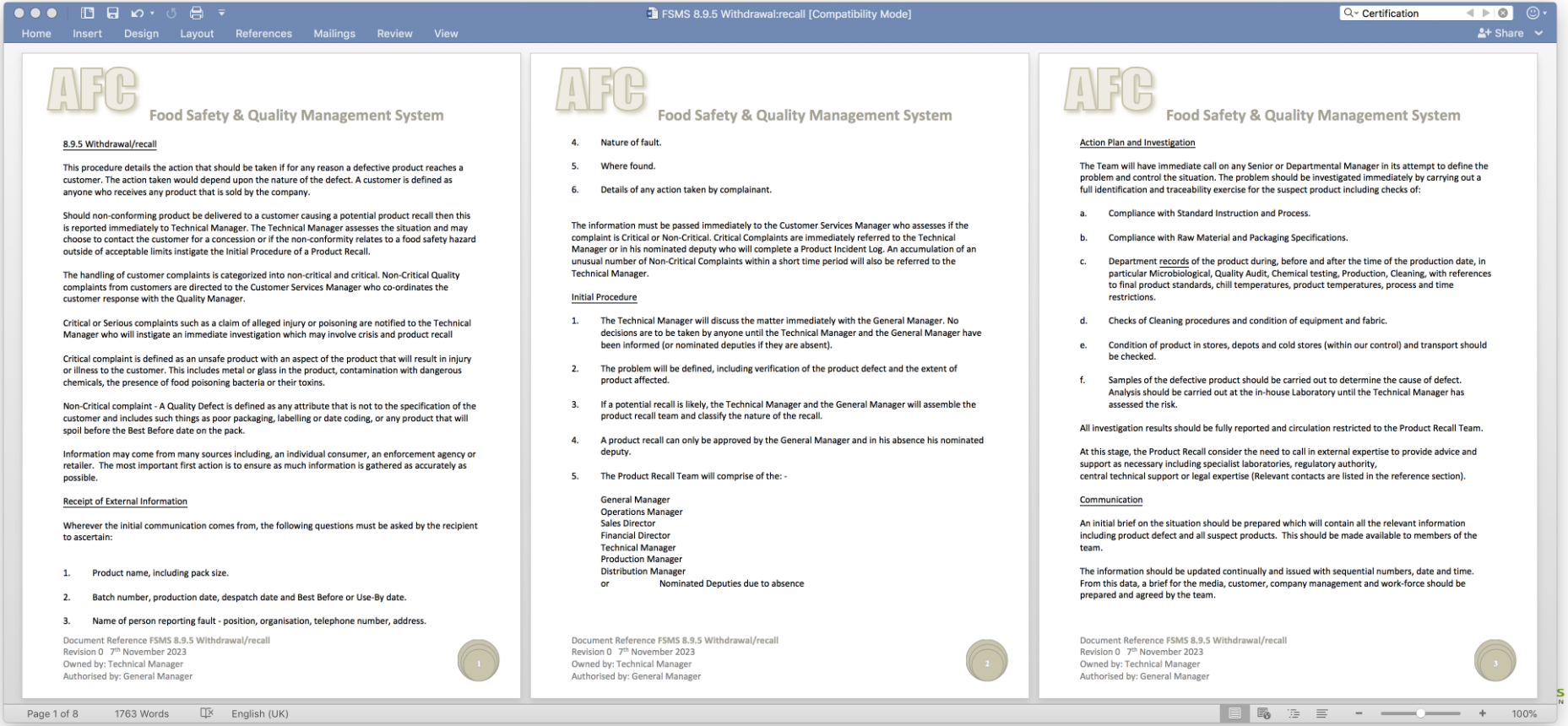
Public food safety events (e.g., public recalls, withdrawals, calamities, food safety outbreaks, etc.)

Actions imposed by regulatory authorities as a result of a food safety issue(s) where additional monitoring or forced shutdown of production is required

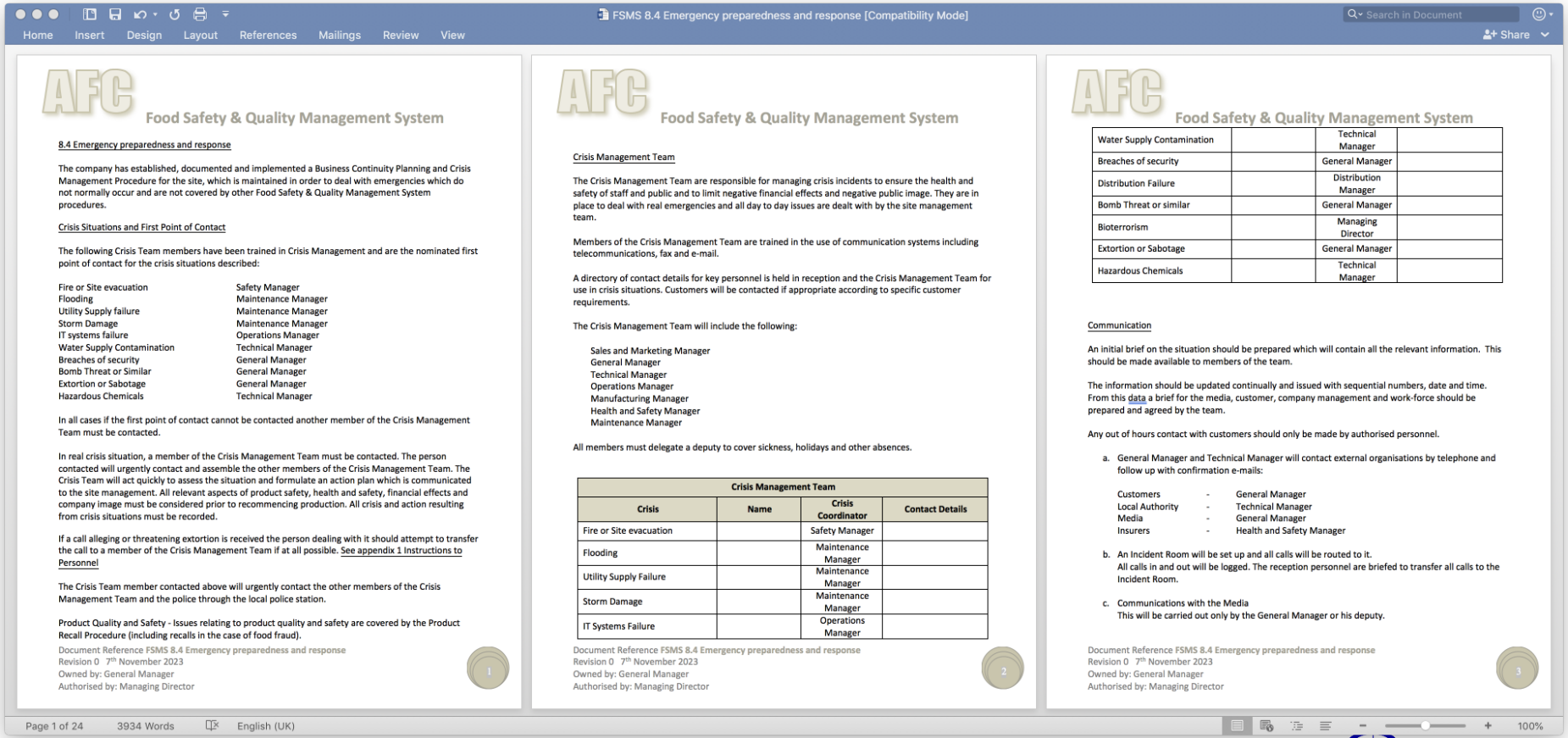
Legal proceedings, prosecutions, malpractice, and negligence

Fraudulent activities and corruption.

2.5.17 Communication Requirements (All Food Chain Categories)



2.5.17 Communication Requirements



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

2.5.15 Requirements for Organizations with Multi-Site Certification (Food Chain Categories E, F & G)

2.5.15.1 – Central function
Requirements for the management of the central function to ensure that sufficient resources are available, and that roles, responsibilities and requirements are clearly defined
2.5.15.2 - Internal Audit Requirements
An internal audit procedure and program shall be established by the central function covering the management system, central function, and all sites.

FOOD SAFETY FRIDAYS
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Implementing an FSSC 22000 Version 6 Food Safety Management System

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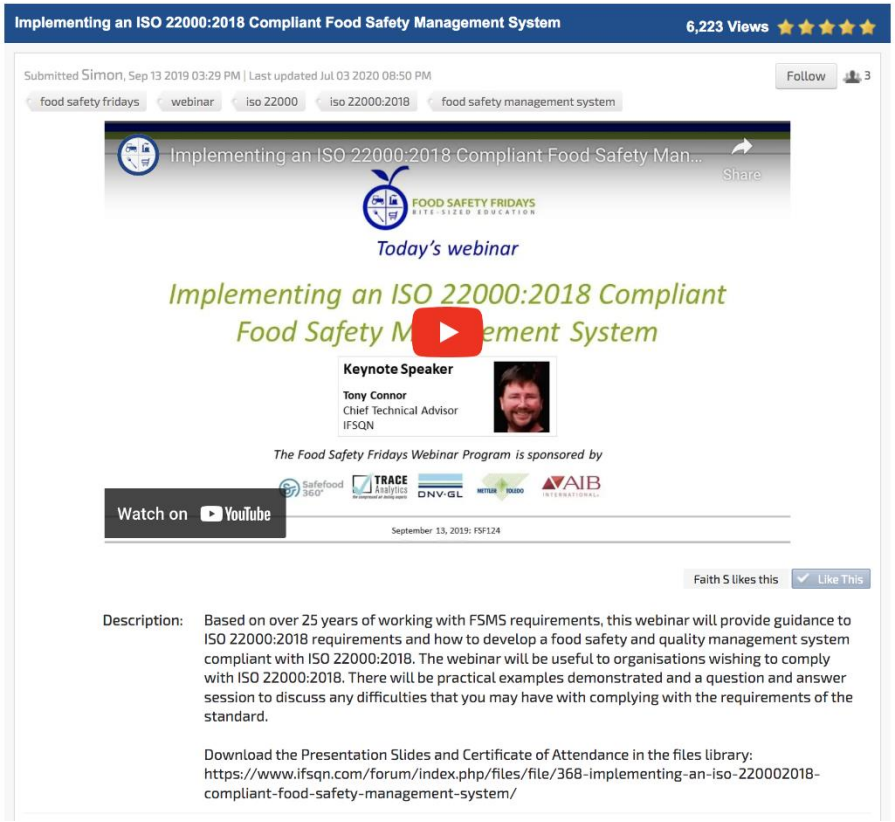
Tony Connor
Chief Technical Advisor, IFSQN



FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Food Safety Friday
September 2019

https://www.ifsqn.com/food_safety_videos.html/_/ifsqn-videos/food-safety-fridays/implementing-an-iso-220002018-compliant-food-safety-management-system

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

FSSC 22000 Food Safety Management System for Food Manufacturers - Version 6

Implementation Package

Website link www.ifsqn.com

FOOD SAFETY FRIDAYS

BITE-SIZED EDUCATION

- ✓ Food Safety Management System Procedures & Records
- ✓ Prerequisite Programmes Manual
- ✓ HACCP Documentation & Tools including the FSSC 22000 HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ A set of PowerPoint Training Presentations covering ISO 22000, GMPs, Prerequisites, HACCP and Internal Audits

FOOD SAFETY FRIDAYS

BITE-SIZED EDUCATION

- ✓ ISO 22000/22002-1/FSSC 22000 Additional Requirements Gap Analysis Checklists
- ✓ New FSSC 22000 Implementation Workbook to guide you through the implementation of your FSSC 22000 compliant Food Safety Management System
- ✓ Start Up Guide
- ✓ Free online support via e-mail

FOOD SAFETY FRIDAYS
BITE-SIZED EDUCATION

Implementing an FSSC 22000 Version 6 Food Safety Management System

Any Questions

Tony Connor
Chief Technical Advisor, IFSQN