This is an ideal package for Food Manufacturers looking to achieve certification to Version 6 of the FSSC 22000 Certification Scheme.

The package is based on the requirements of the ISO 22000:2018 Food safety management systems - Requirements for any organization in the food chain, Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Certification Scheme Additional Requirements Version 6.

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

Click here to order the IFSQN FSSC 22000 Version 6 Implementation Package Now

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The IFSQN FSSC 22000 Version 6 Implementation Package includes:

Food Safety Management System Procedures
A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format that are compliant with International Standard ISO 22000:2018 Food safety management systems - Requirements for any organization in the food chain and FSSC 22000 Certification Scheme Additional Requirements Version 6

Prerequisite Programme Template Procedures
A comprehensive set of editable Prerequisite Programme Template Procedures written in Microsoft Word format that are compliant with Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Certification Scheme Additional Requirements Version 6

Operational Prerequisite Programmes Manual
A set of editable Operational Prerequisite Programme Procedures and corresponding Validation & Verification Records

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

Training
An extensive set of IFSQN PowerPoint Training Presentations including:

- ✓ Introduction to ISO 22000:2018
- ✓ ISO 22000:2018 Documentation Requirements
- ✓ CODEX and Good Manufacturing Practices
- ✓ Prerequisite Programmes
- ✓ Implementing ISO 22000:2018 Food Safety Team Guide
- ✓ HACCP Training Guide ISO 22000:2018 Version
- ✓ FSSC 22000 Additional Requirements Version 6
- ✓ Internal Auditor Training Guide
- ✓ Example Internal Audit Training Guide
- ✓ GMP Auditor Training Guide

Implementation Assistance
A range of tools that assist in developing your Food Safety Management System including a Start-Up Guide, Implementation Workbook, Instructions, Guidance and Technical Support

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Food Safety Management System

The Food Safety Management System contains a comprehensive ISO 22000, 22002-1 and FSSC 22000 Additional Requirements Version 6 documentation package that is ready to implement.

The package contains comprehensive top level procedure templates that match the clauses of the ISO 22000:2018 standard and form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

Below is a table that shows how the documents match the requirements of the ISO 22000 standard with the Food Safety Management System provided to assist you in implementing the system and understanding the requirements of the standard.

FSSC 22000 Food Safety & Quality & Management System	
4 Context of the organization	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the Food Safety & Quality management system	
FSMS 4.4 Food Safety & Quality Management System	
5 Leadership	
FSMS 5.1 Leadership and commitment	
FSMS 5.1 Food Safety & Quality Culture Planning	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
6 Planning	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the Food Safety & Quality Management System and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support	7.1 Resources

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	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 & Quality management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication	7.4.1 General
	7.4.2 External communication
	7.4.3 Internal communication
FSMS 7.5 Documented information	7.5.1 General
	7.5.2 Creating and updating
	7.5.3 Control of documented information
8 Operation	
FSMS 8.1 Operational planning and control	
FSMS 8.1 Product Development Module/Folder	
FSMS 8.2 Prerequisite programmes (PRPs)	
FSMS 8.3 Traceability system	
FSMS 8.4 Emergency preparedness and response	
8.5 Hazard control	
FSMS 8.5 Hazard Controls Module/Folder	
FSMS 8.5.1 Preliminary steps to enable hazard analysis	8.5.1.1 General
	8.5.1.2 Characteristics of raw materials, ingredients and product contact materials
	8.5.1.3 Characteristics of end products
	8.5.1.4 Intended use

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	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
FSMS 8.5.2 Hazard analysis	8.5.2.1 General
	8.5.2.2 Hazard identification and determination of acceptable levels
	8.5.2.3 Hazard assessment
	8.5.2.4 Selection and categorization of control measure(s)
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures	
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)	8.5.4.1 General
	8.5.4.2 Determination of critical limits and action criteria
	8.5.4.3 Monitoring systems at CCPs and for OPRPs
	8.5.4.4 Actions when critical limits or action criteria are not met
	8.5.4.5 Implementation of the hazard control plan
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan	
FSMS 8.7 Control of monitoring and measuring	
FSMS 8.8 Verification related to PRPs and the hazard control plan	8.8.1 Verification
	8.8.2 Analysis of results of verification activities
FSMS 8.9 Control of product and process nonconformities	8.9.1 General
	8.9.2 Corrections
	8.9.3 Corrective actions
	8.9.4 Handling of potentially unsafe products
	8.9.4.1 General

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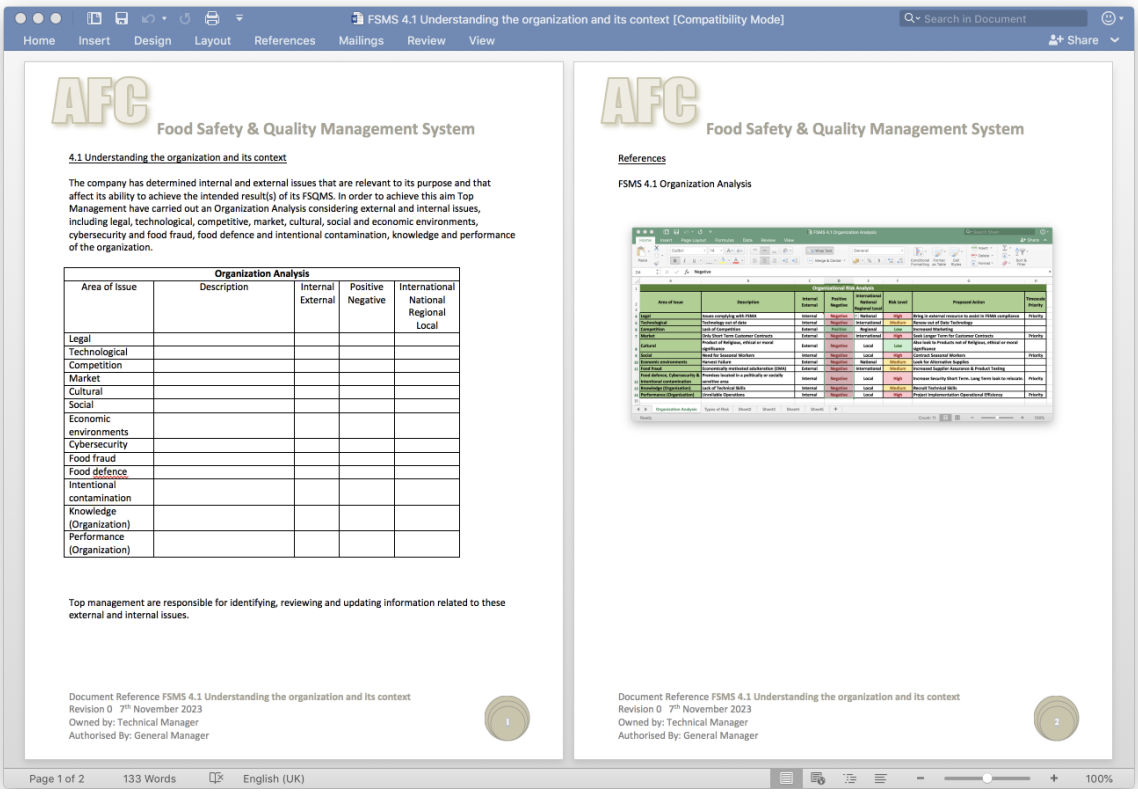
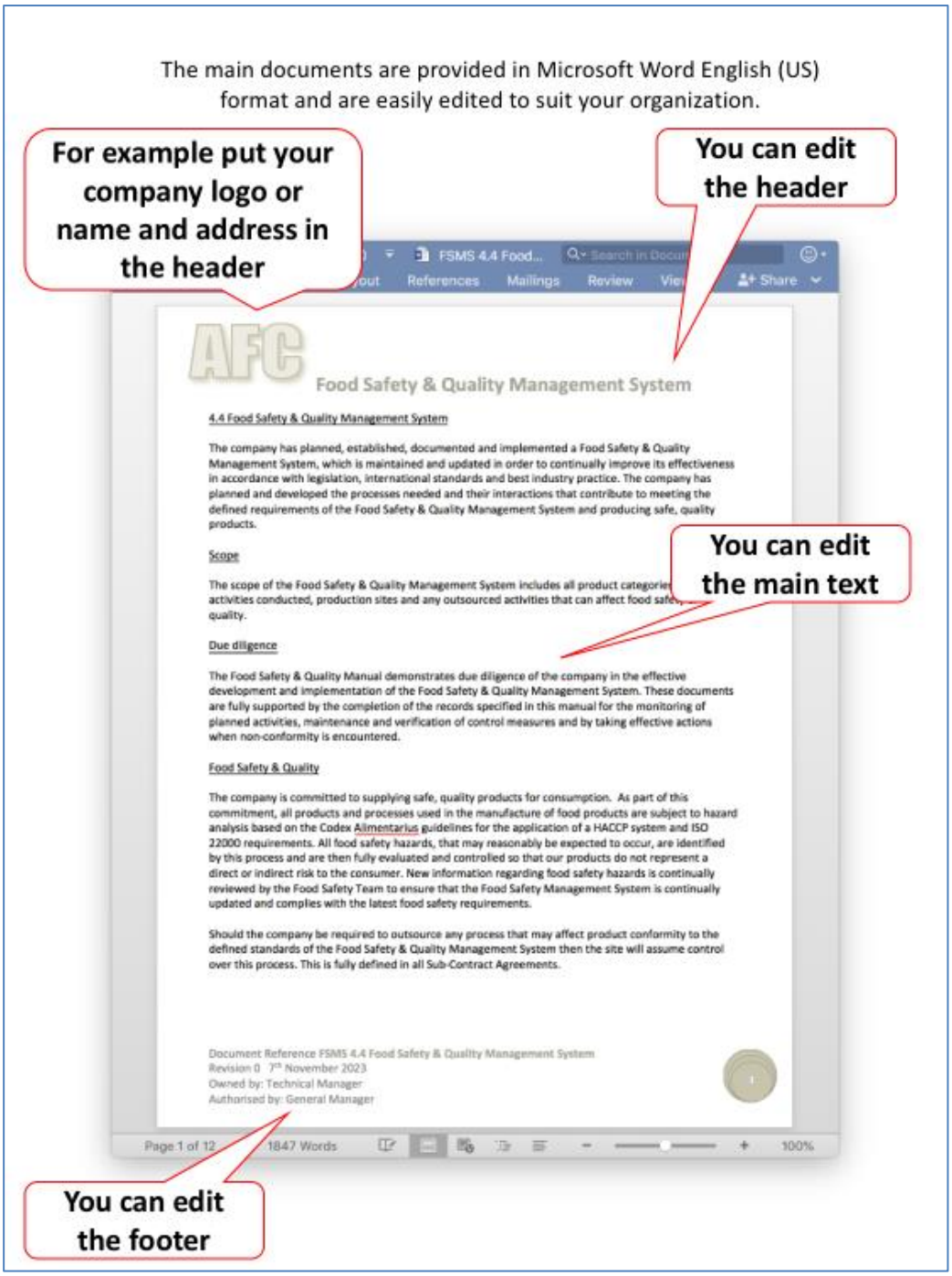
	8.9.4.2 Evaluation for release
	8.9.4.3 Disposition of nonconforming products
FSMS 8.9.5 Withdrawal/recall	
9 Performance evaluation	
FSMS 9.1 Monitoring, measurement, analysis and evaluation	9.1.1 General
	9.1.2 Analysis and evaluation
FSMS 9.2 Internal audit & Inspections	
FSMS 9.2 Plans & Checklists Module/Folder	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the Food Safety & Quality Management System



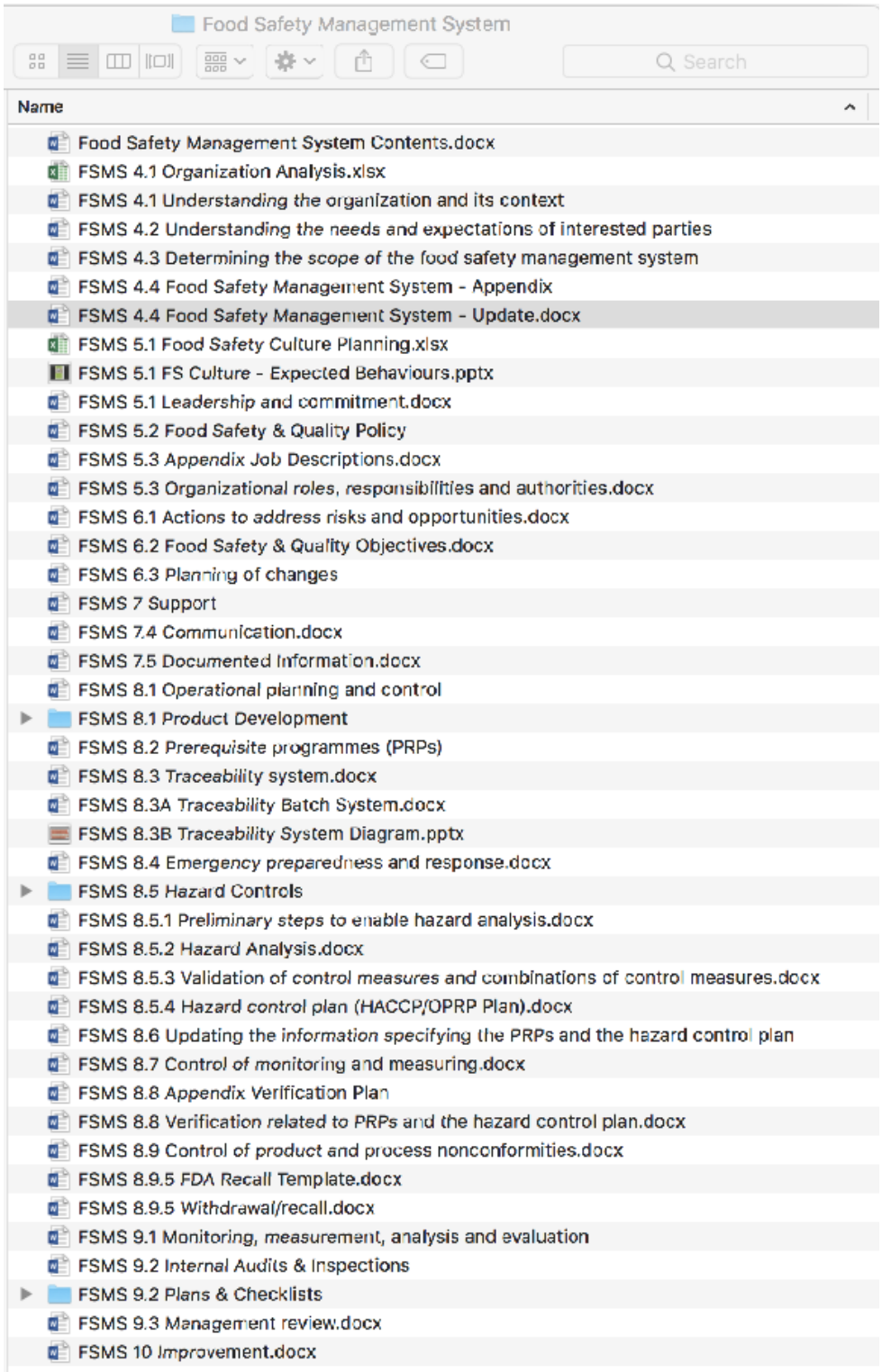
ISO 22000 Food Safety Management System Templates

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



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

FSSC 22000 Food Safety Management System Templates Folder



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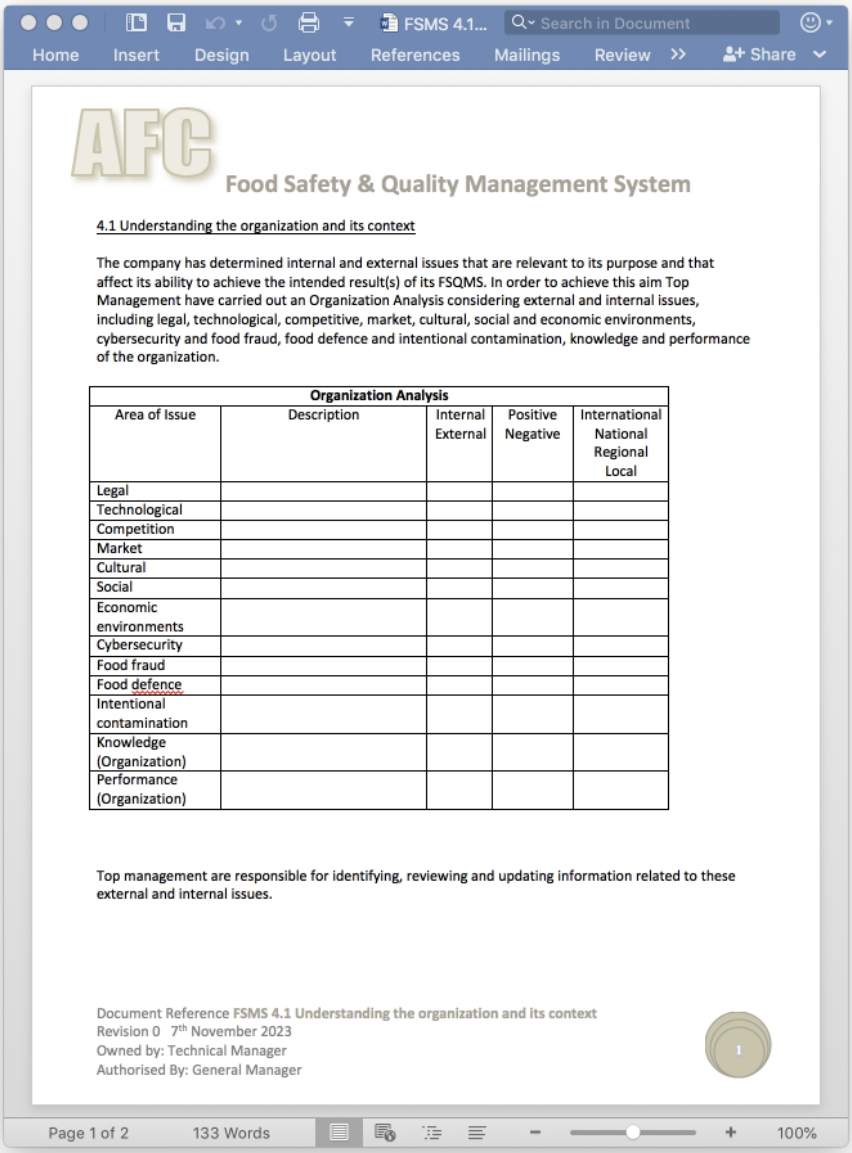
Food Safety Management System Documents

The Food Safety Management System (FSMS) documents match the clauses of the ISO 22000:2018 standard for ease of implementation.

4 Context of the organization
FSMS 4.1 Understanding the organization and its context
FSMS 4.2 Understanding the needs and expectations of interested parties
FSMS 4.3 Determining the scope of the food safety management system
FSMS 4.4 Food safety and quality management system



FSMS 4.1... Search in Document

Home Insert Design Layout References Mailings Review Share

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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

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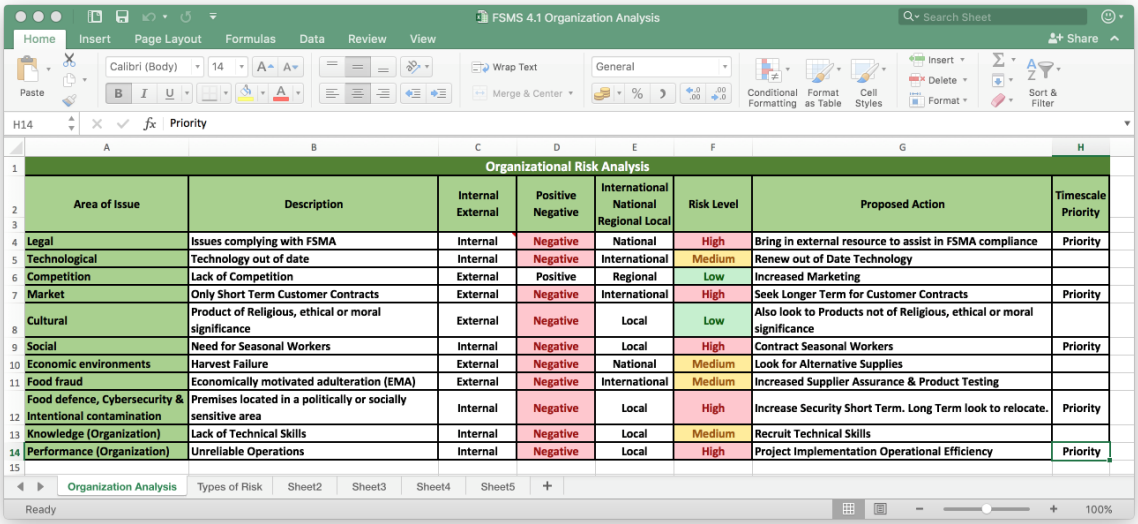
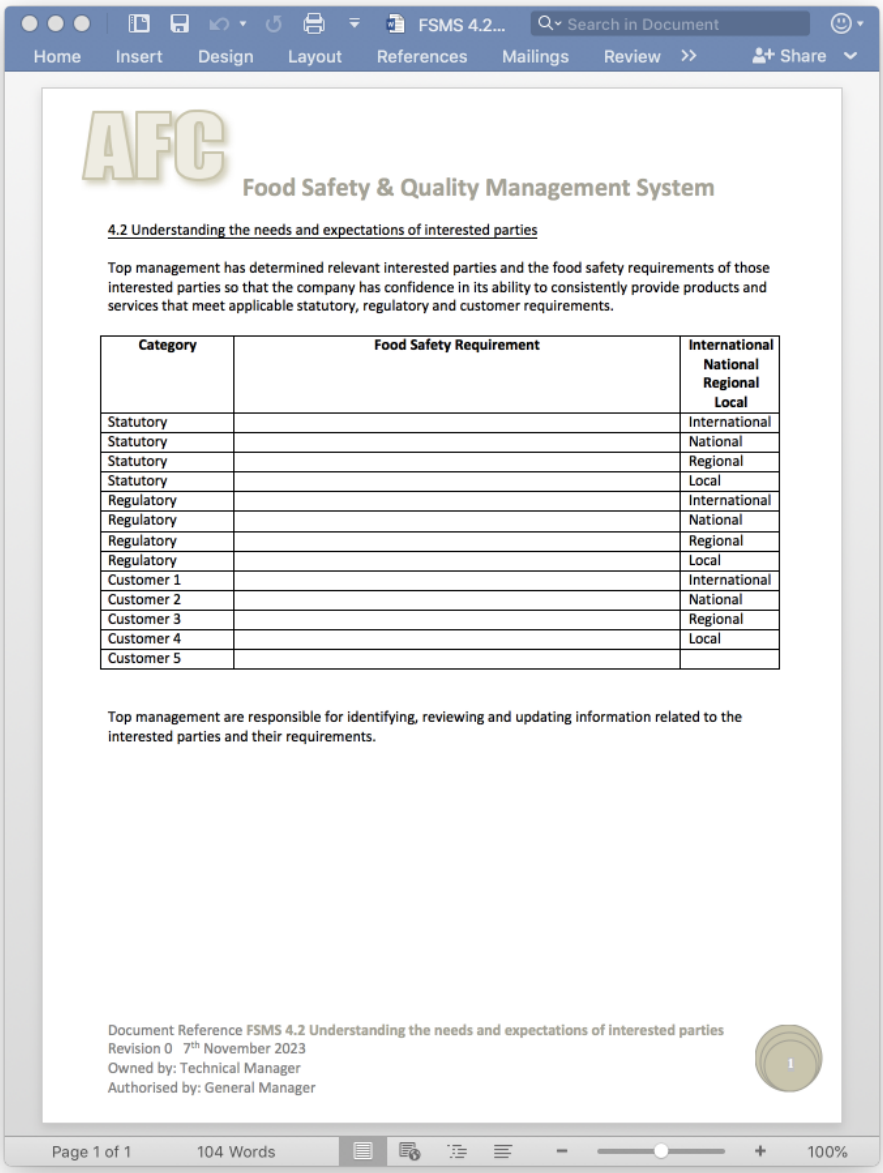


FSMS 4.1 Organization Analysis

Organizational Risk Analysis

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



FSMS 4.2...

Food Safety & Quality Management System

4.2 Understanding the needs and expectations of interested parties

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

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

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

Document Reference FSMS 4.2 Understanding the needs and expectations of interested parties
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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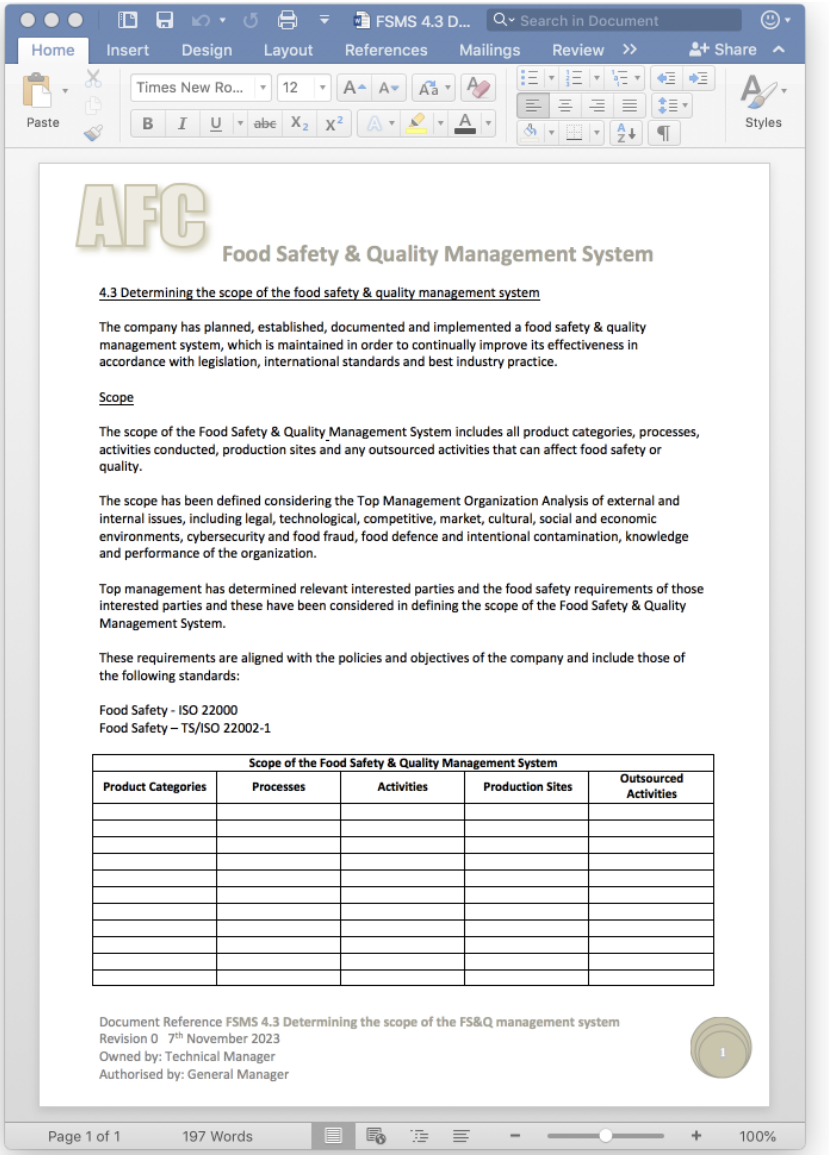

Food Safety & Quality Management System

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

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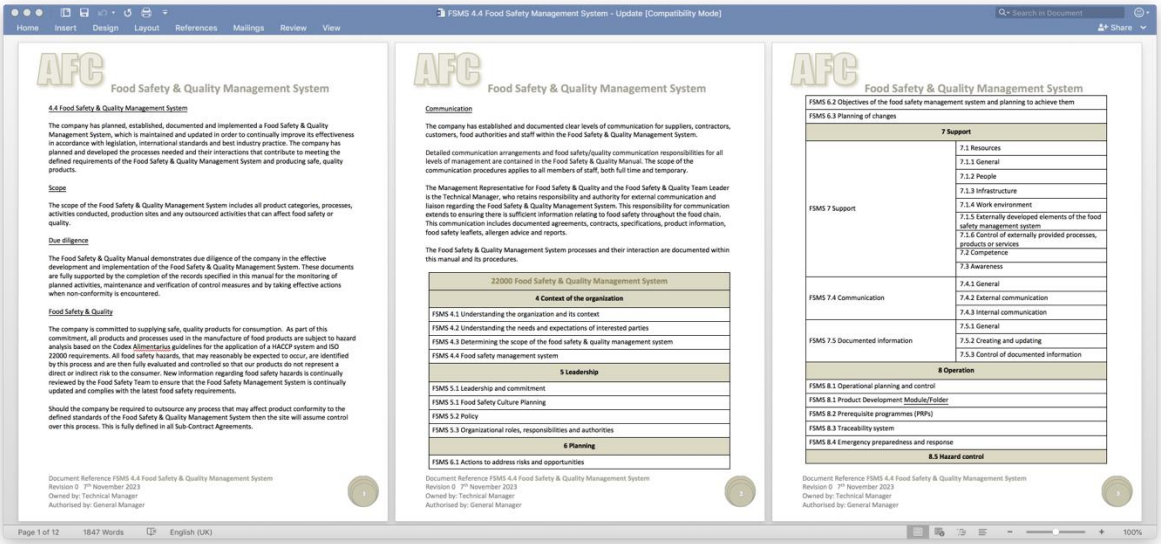

Food Safety & Quality Management System

4.4 Food Safety & Quality Management System

The company has planned, established, documented and implemented a Food Safety & Quality Management System, which is maintained and updated in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes needed and their interactions that contribute to meeting the defined requirements of the Food Safety & Quality Management System and producing safe, quality products.

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.

Due diligence

The Food Safety & Quality Manual demonstrates due diligence of the company in the effective development and implementation of the Food Safety & Quality Management System. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Safety & Quality

The company is committed to supplying safe, quality 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 guidelines for the application of a HACCP system and ISO 22000 requirements. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety Team to ensure that the Food Safety Management System is continually updated and complies with the latest food safety requirements.

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

Food Safety & Quality Management System

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 food safety/quality 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 for Food Safety & Quality and the Food Safety & Quality Team Leader 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 food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

The Food Safety & Quality Management System processes and their interaction are documented within this manual and its procedures.

22000 Food Safety & Quality Management System
4 Context of the organization
FSMS 4.1 Understanding the organization and its context
FSMS 4.2 Understanding the needs and expectations of interested parties
FSMS 4.3 Determining the scope of the food safety & quality management system
FSMS 4.4 Food safety management system
5 Leadership
FSMS 5.1 Leadership and commitment
FSMS 5.1 Food Safety Culture Planning
FSMS 5.2 Policy
FSMS 5.3 Organizational roles, responsibilities and authorities
6 Planning
FSMS 6.1 Actions to address risks and opportunities

Food Safety & Quality Management System

FSMS 6.2 Objectives of the food safety management system and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the food safety management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication	7.4.1 General
	7.4.2 External communication
	7.4.3 Internal communication
FSMS 7.5 Documented information	7.5.1 General
	7.5.2 Creating and updating
	7.5.3 Control of documented information
8 Operation	
FSMS 8.1 Operational planning and control	
FSMS 8.1 Product Development Module/Folder	
FSMS 8.2 Prerequisite programmes (PRPs)	
FSMS 8.3 Traceability system	
FSMS 8.4 Emergency preparedness and response	
8.5 Hazard control	

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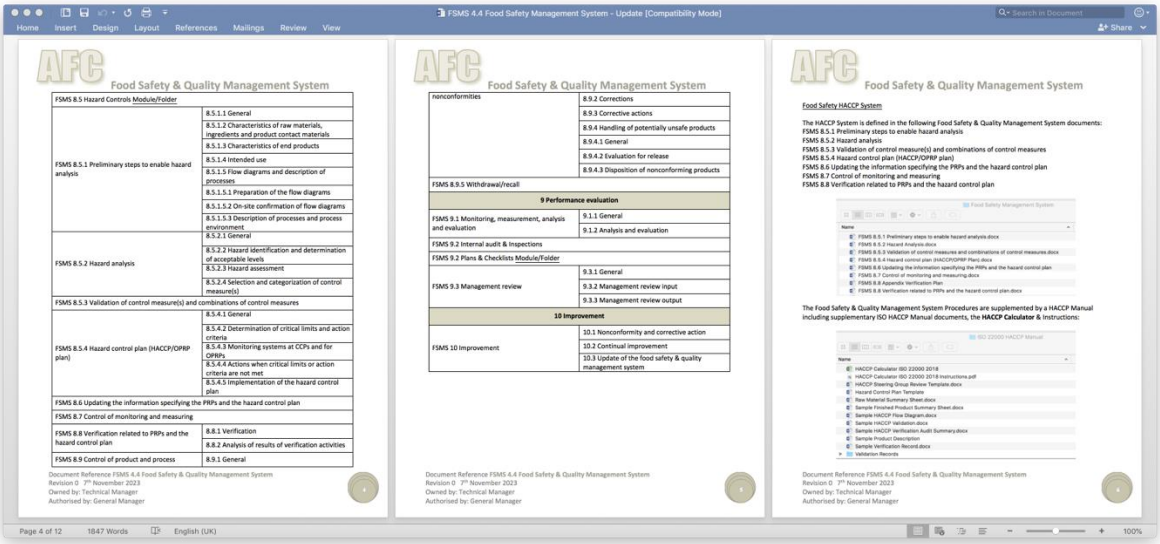


Food Safety & Quality Management System

FSMS 8.5 Hazard Controls Module/Folder	
FSMS 8.5.1 Preliminary steps to enable hazard analysis	8.5.1.1 General
	8.5.1.2 Characteristics of raw materials, ingredients and product contact materials
	8.5.1.3 Characteristics of end products
	8.5.1.4 Intended use
	8.5.1.5 Flow diagrams and description of processes
	8.5.1.5.1 Preparation of the flow diagrams
	8.5.1.5.2 On-site confirmation of flow diagrams
	8.5.1.5.3 Description of processes and process environment
FSMS 8.5.2 Hazard analysis	8.5.2.1 General
	8.5.2.2 Hazard identification and determination of acceptable levels
	8.5.2.3 Hazard assessment
	8.5.2.4 Selection and categorization of control measure(s)
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures	
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)	8.5.4.1 General
	8.5.4.2 Determination of critical limits and action criteria
	8.5.4.3 Monitoring systems at CCPs and for OPRPs
	8.5.4.4 Actions when critical limits or action criteria are not met
	8.5.4.5 Implementation of the hazard control plan
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan	
FSMS 8.7 Control of monitoring and measuring	
FSMS 8.8 Verification related to PRPs and the hazard control plan	8.8.1 Verification
	8.8.2 Analysis of results of verification activities
FSMS 8.9 Control of product and process	8.9.1 General

Food Safety & Quality Management System

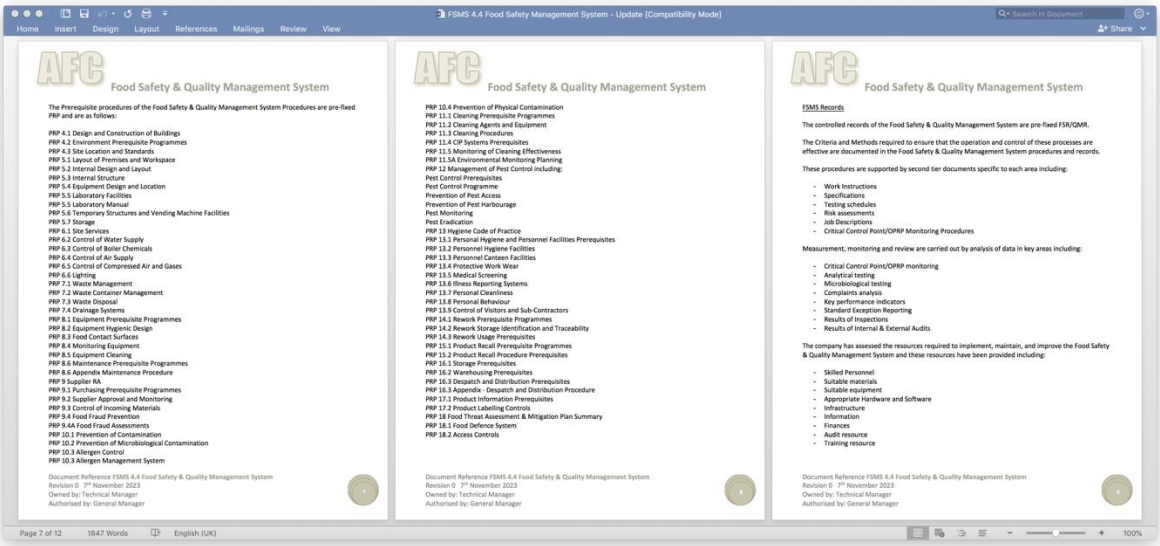
nonconformities	8.9.2 Corrections
	8.9.3 Corrective actions
	8.9.4 Handling of potentially unsafe products
	8.9.4.1 General
	8.9.4.2 Evaluation for release
	8.9.4.3 Disposition of nonconforming products
FSMS 8.9.5 Withdrawal/recall	
9 Performance evaluation	
FSMS 9.1 Monitoring, measurement, analysis and evaluation	9.1.1 General
	9.1.2 Analysis and evaluation
FSMS 9.2 Internal audit & Inspections	
FSMS 9.2 Plans & Checklists Module/Folder	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the food safety & quality management system

Food Safety & Quality Management System

Food Safety HACCP System

The HACCP System is defined in the following Food Safety & Quality Management System documents:
FSMS 8.5.1 Preliminary steps to enable hazard analysis
FSMS 8.5.2 Hazard analysis
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
FSMS 8.7 Control of monitoring and measuring
FSMS 8.8 Verification related to PRPs and the hazard control plan

The Food Safety & Quality Management System Procedures are supplemented by a HACCP Manual including supplementary ISO HACCP Manual documents, the **HACCP Calculator** & Instructions:



Food Safety & Quality Management System

The Prerequisite procedures of the Food Safety & Quality Management System Procedures are pre-fixed PRP and are as follows:

PRP 4.1 Design and Construction of Buildings
PRP 4.2 Environment Prerequisite Programmes
PRP 4.3 Site Location and Standards
PRP 5.1 Layout of Premises and Workspace
PRP 5.2 Internal Design and Layout
PRP 5.3 Internal Structure
PRP 5.4 Equipment Design and Location
PRP 5.5 Laboratory Facilities
PRP 5.5 Laboratory Manual
PRP 5.6 Temporary Structures and Vending Machine Facilities
PRP 5.7 Storage
PRP 6.1 Site Services
PRP 6.2 Control of Water Supply
PRP 6.3 Control of Boiler Chemicals
PRP 6.4 Control of Air Supply
PRP 6.5 Control of Compressed Air and Gases
PRP 6.6 Lighting
PRP 7.1 Waste Management
PRP 7.2 Waste Container Management
PRP 7.3 Waste Disposal
PRP 7.4 Drainage Systems
PRP 8.1 Equipment Prerequisite Programmes
PRP 8.2 Equipment Hygienic Design
PRP 8.3 Food Contact Surfaces
PRP 8.4 Monitoring Equipment
PRP 8.5 Equipment Cleaning
PRP 8.6 Maintenance Prerequisite Programmes
PRP 8.6 Appendix Maintenance Procedure
PRP 9 Supplier RA
PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 9.4 Food Fraud Prevention
PRP 9.4A Food Fraud Assessments
PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control
PRP 10.3 Allergen Management System

Food Safety & Quality 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

Food Safety & Quality Management System

FSMS Records

The controlled records of the Food Safety & Quality Management System are pre-fixed FSR/QMR.

The Criteria and Methods required to ensure that the operation and control of these processes are effective are documented in the Food Safety & Quality Management System procedures and records.

These procedures are supported by second tier documents specific to each area including:

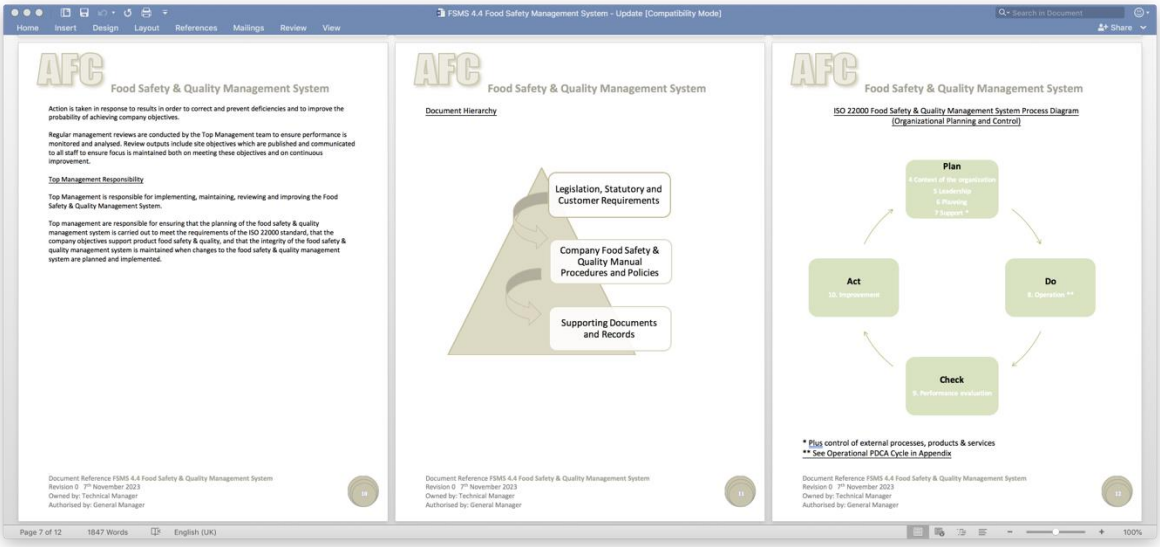
- Work Instructions
- Specifications
- Testing schedules
- Risk assessments
- Job Descriptions
- Critical Control Point/OPRP Monitoring Procedures

Measurement, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point/OPRP monitoring
- Analytical testing
- Microbiological testing
- Complaints analysis
- Key performance indicators
- Standard Exception Reporting
- Results of Inspections
- Results of Internal & External Audits

The company has assessed the resources required to implement, maintain, and improve the Food Safety & Quality Management System and these resources have been provided including:

- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource



Food Safety & Quality Management System

Action is taken in response to results in order to correct and prevent deficiencies and to improve the probability of achieving company objectives.

Regular management reviews are conducted by the Top Management team to ensure performance is monitored and analysed. Review outputs include site objectives which are published and communicated to all staff to ensure focus is maintained both on meeting these objectives and on continuous improvement.

Top Management Responsibility

Top Management is responsible for implementing, maintaining, reviewing and improving the Food Safety & Quality Management System.

Top management are responsible for ensuring that the planning of the food safety & quality management system is carried out to meet the requirements of the ISO 22000 standard, that the company objectives support product food safety & quality, and that the integrity of the food safety & quality management system is maintained when changes to the food safety & quality management system are planned and implemented.

Food Safety & Quality Management System

Document Hierarchy

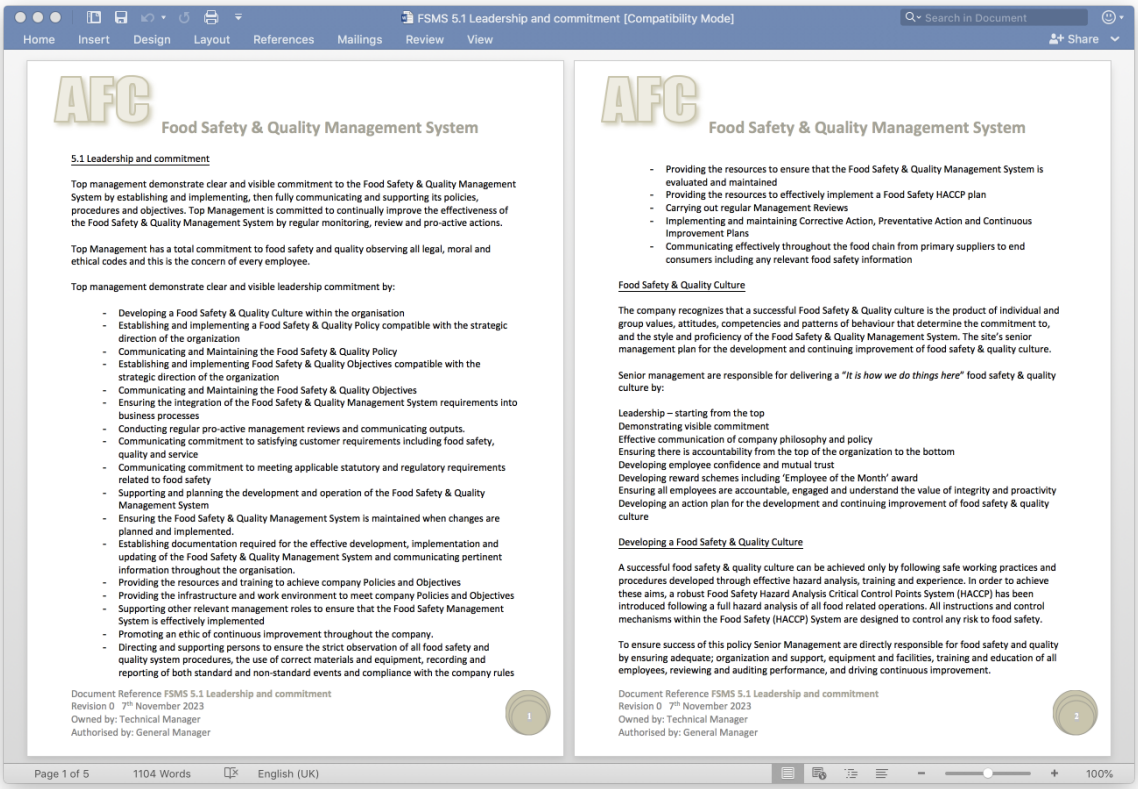
Food Safety & Quality Management System

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

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

5 Leadership

FSMS 5.1 Leadership and commitment
FSMS 5.1 Food Safety Culture Planning
FSMS 5.1 FS Culture - Expected Behaviours
FSMS 5.2 Policy
FSMS 5.3 Organizational roles, responsibilities and authorities



FSMS 5.1 Leadership and commitment [Compatibility Mode]

Food Safety & Quality Management System

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

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Food Safety & Quality Management System

- 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

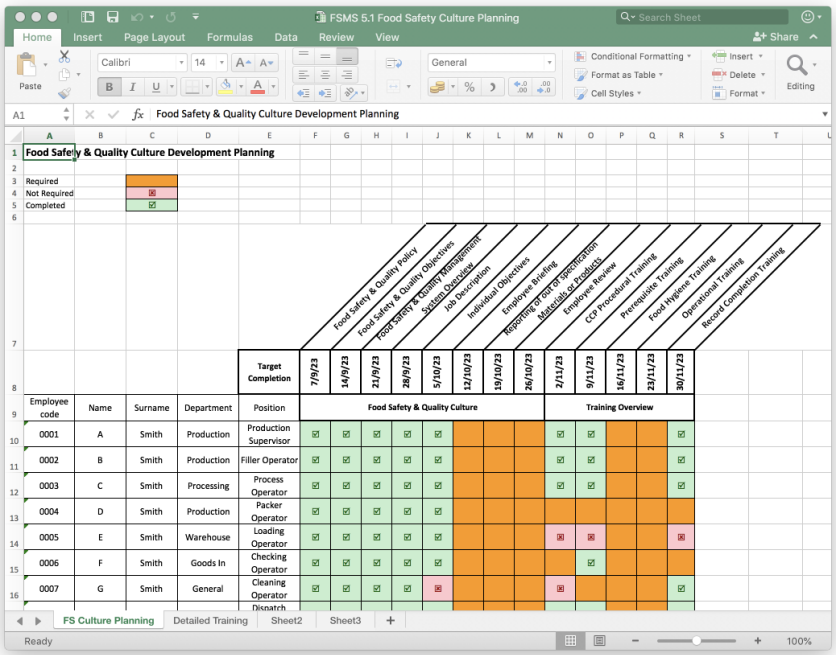
Developing a Food Safety & Quality Culture

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.

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 5 1104 Words English (UK) 100%



FSMS 5.1 Food Safety Culture Planning

Food Safety & Quality Culture Development Planning

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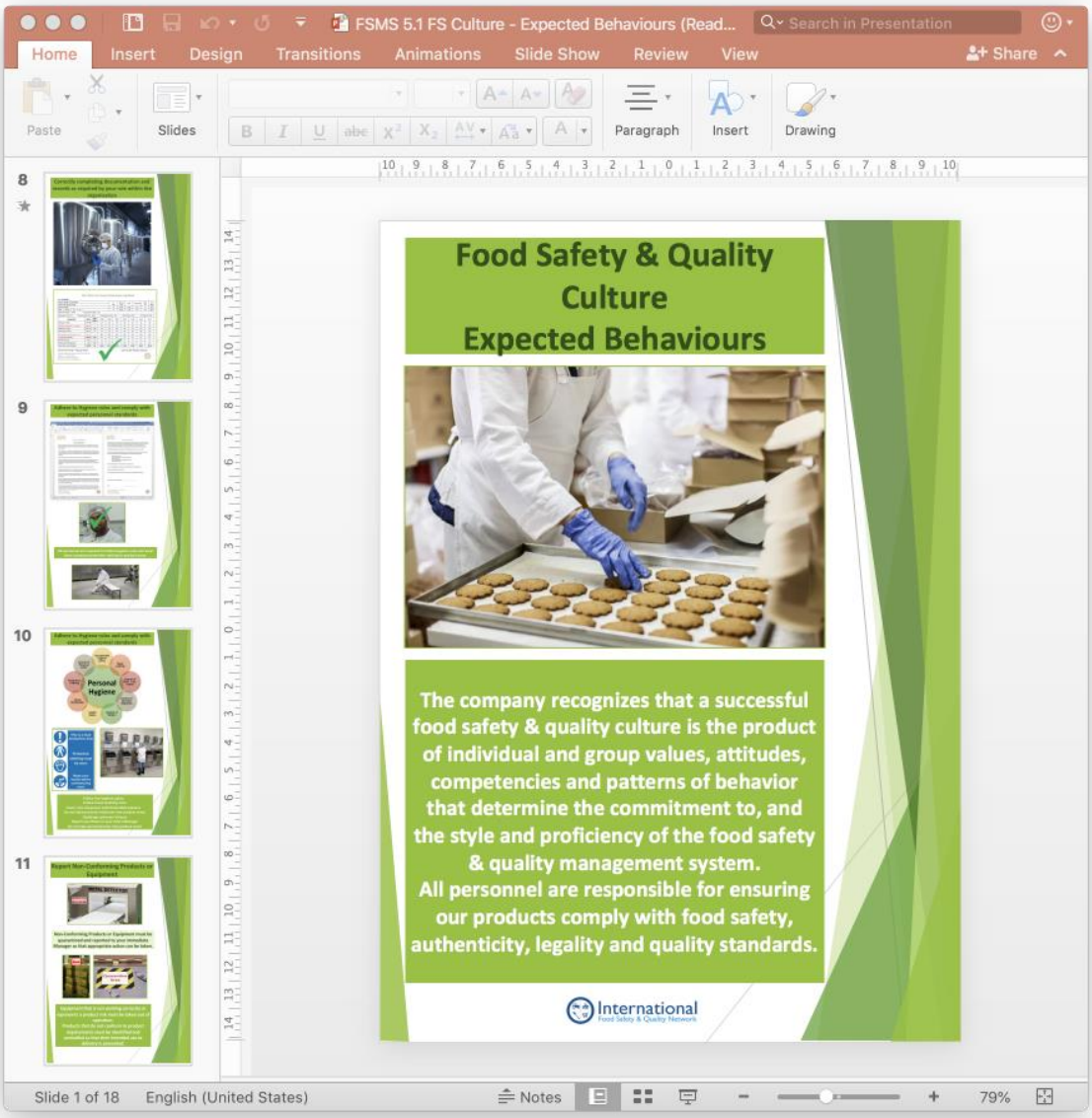
FSMS 5.1 FS Culture - Expected Behaviours (Read...
Search in Presentation
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Share
Paste
Slides
Paragraph
Insert
Drawing
Food Safety & Quality Culture
Expected Behaviours
The company recognizes that a successful food safety & quality culture 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
Slide 1 of 18
English (United States)
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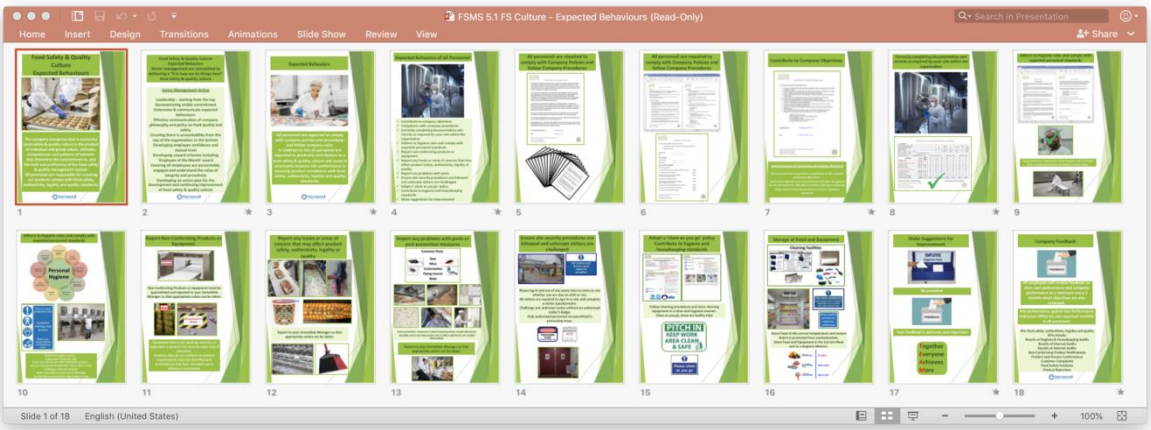
FSMS 5.1 FS Culture - Expected Behaviours (Read-Only)
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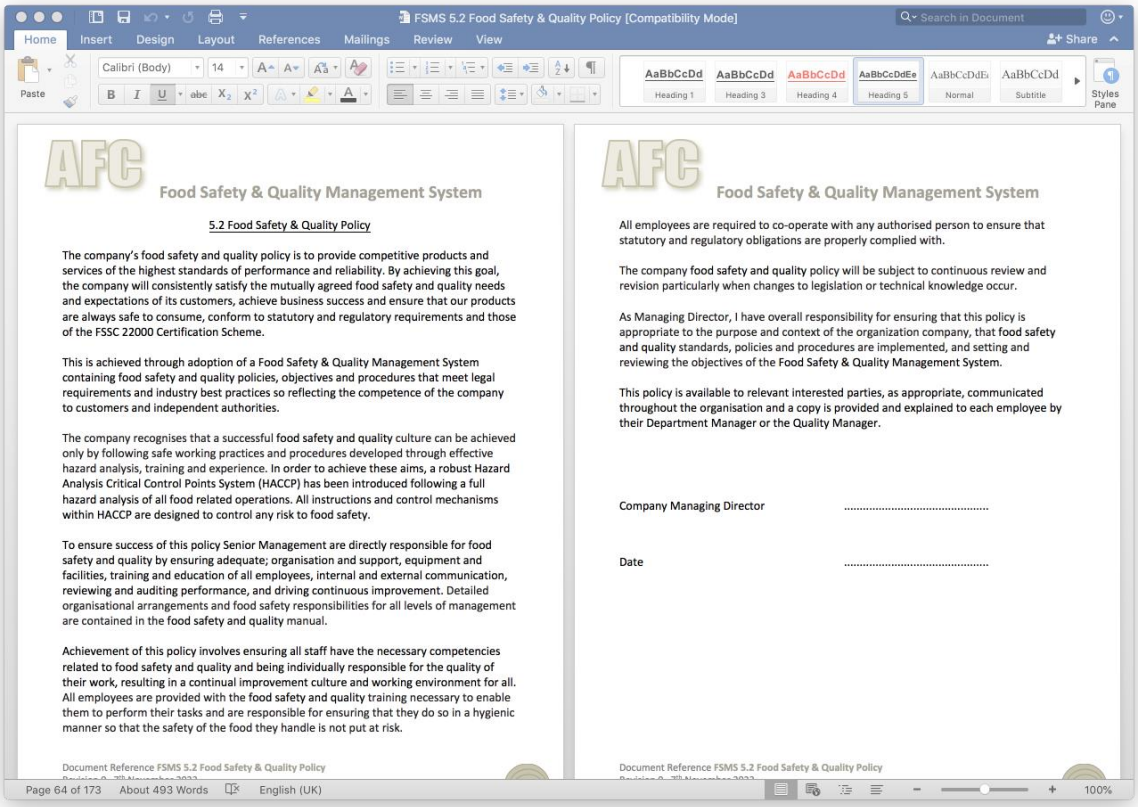


AFC

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

AFC

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.

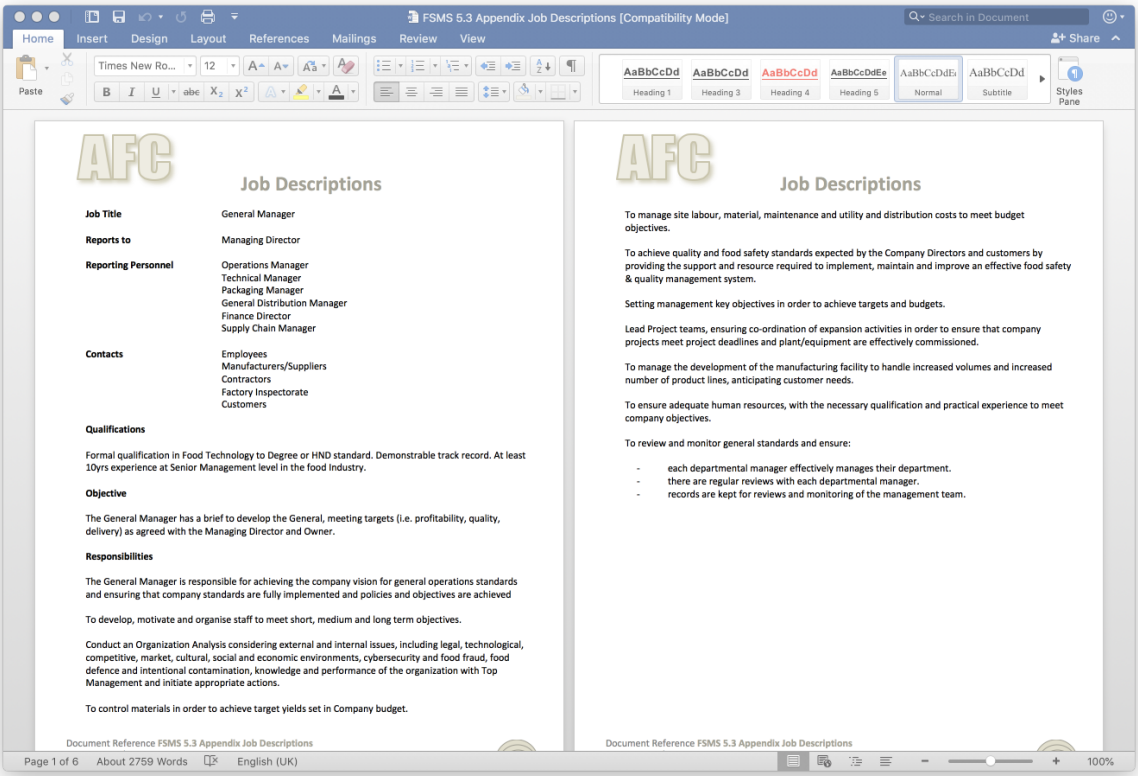
As Managing Director, I have overall responsibility for ensuring that this policy is appropriate to the purpose and context of the organization company, that food safety and quality standards, policies and procedures are implemented, and setting and reviewing the objectives of the Food Safety & Quality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



AFC

Job Descriptions

Job Title General Manager

Reports to Managing Director

Reporting Personnel Operations Manager
Technical Manager
Packaging Manager
General Distribution Manager
Finance Director
Supply Chain Manager

Contacts Employees
Manufacturers/Suppliers
Contractors
Factory Inspectorate
Customers

Qualifications

Formal qualification in Food Technology to Degree or HND standard. Demonstrable track record. At least 10yrs experience at Senior Management level in the food Industry.

Objective

The General Manager has a brief to develop the General, meeting targets (i.e. profitability, quality, delivery) as agreed with the Managing Director and Owner.

Responsibilities

The General Manager is responsible for achieving the company vision for general operations standards and ensuring that company standards are fully implemented and policies and objectives are achieved

To develop, motivate and organise staff to meet short, medium and long term objectives.

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.

To control materials in order to achieve target yields set in Company budget.

Document Reference FSMS 5.3 Appendix Job Descriptions

AFC

Job Descriptions

To manage site labour, material, maintenance and utility and distribution costs to meet budget objectives.

To achieve quality and food safety standards expected by the Company Directors and customers by providing the support and resource required to implement, maintain and improve an effective food safety & quality management system.

Setting management key objectives in order to achieve targets and budgets.

Lead Project teams, ensuring co-ordination of expansion activities in order to ensure that company projects meet project deadlines and plant/equipment are effectively commissioned.

To manage the development of the manufacturing facility to handle increased volumes and increased number of product lines, anticipating customer needs.

To ensure adequate human resources, with the necessary qualification and practical experience to meet company objectives.

To review and monitor general standards and ensure:

- each departmental manager effectively manages their department.
- there are regular reviews with each departmental manager.
- records are kept for reviews and monitoring of the management team.

Document Reference FSMS 5.3 Appendix Job Descriptions

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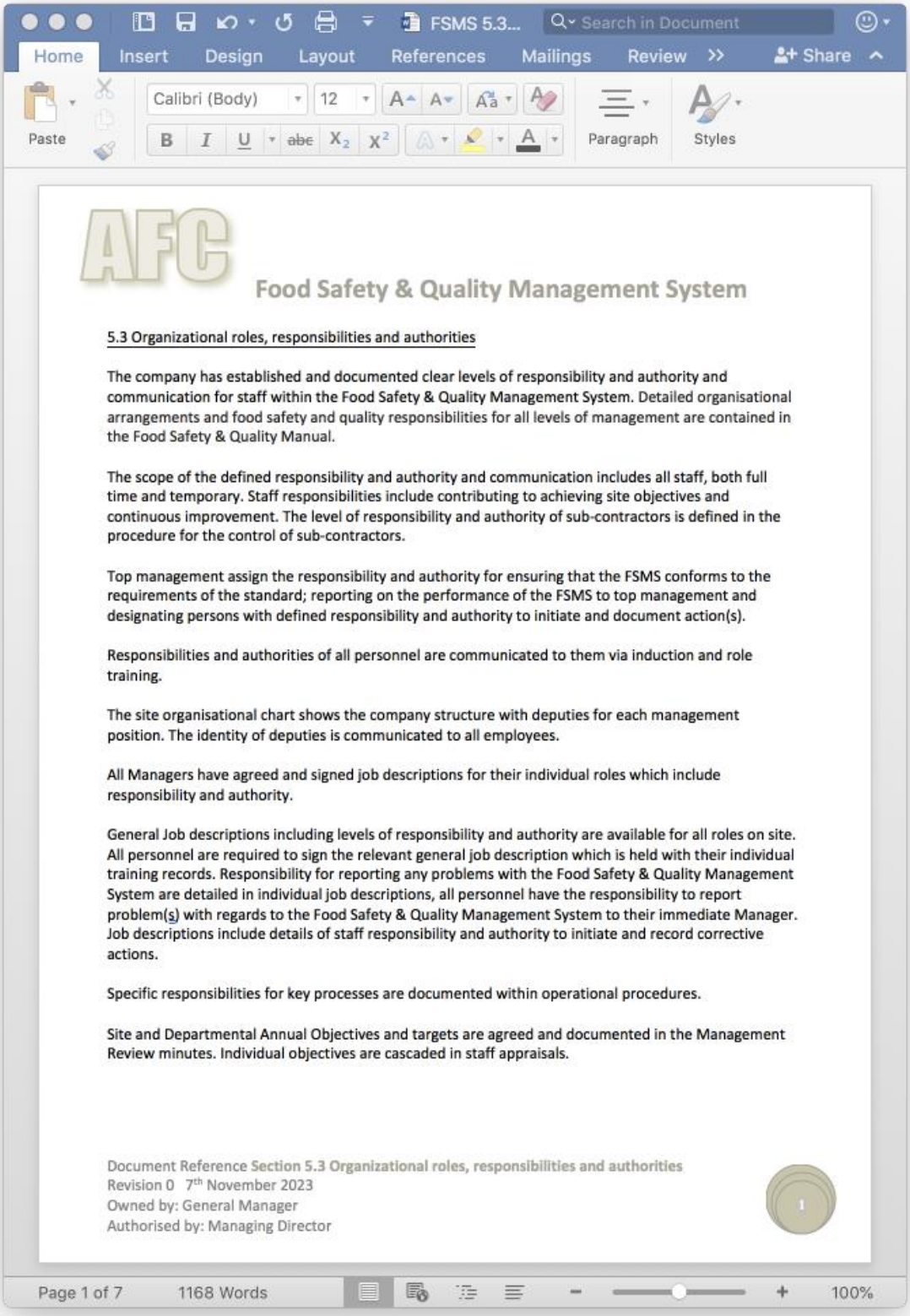

AFC

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.

Document Reference Section 5.3 Organizational roles, responsibilities and authorities
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

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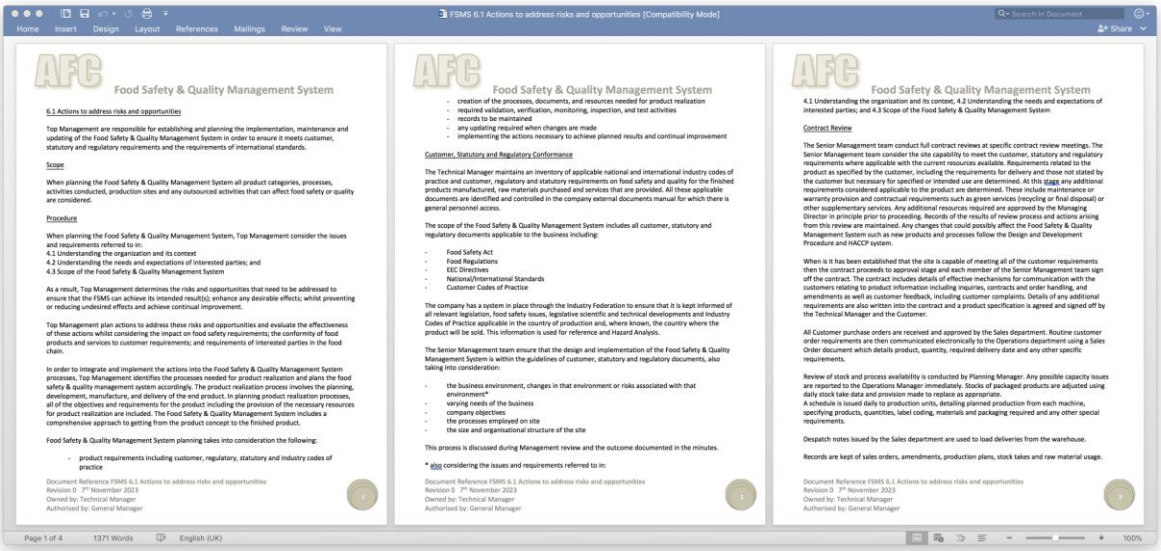
6 Planning

FSMS 6.1 Actions to address risks and opportunities
FSMS 6.2 Objectives of the food safety and quality management system and planning to achieve them
FSMS 6.3 Planning of changes



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
Owned by: Technical Manager
Authorised by: General Manager

Food Safety & Quality Management System

- creation of the processes, documents, and resources needed for product realization
- required validation, verification, monitoring, inspection, and test activities
- records to be maintained
- any updating required when changes are made
- implementing the actions necessary to achieve planned results and continual improvement

Customer, Statutory and Regulatory Conformance

The Technical Manager maintains an inventory of applicable national and international industry codes of practice and customer, regulatory and statutory requirements on food safety and quality for the finished products manufactured, raw materials purchased and services that are provided. All these applicable documents are identified and controlled in the company external documents manual for which there is general personnel access.

The scope of the Food Safety & Quality Management System includes all customer, statutory and regulatory documents applicable to the business including:

- Food Safety Act
- 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. This information is used for reference and Hazard Analysis.

The Senior Management team ensure that the design and implementation of the Food Safety & Quality Management System is within the guidelines of customer, statutory and regulatory documents, also taking into consideration:

- the business environment, changes in that environment or risks associated with that environment*
- varying needs of the business
- company objectives
- the processes employed on site
- the size and organisational structure of the site

This process is discussed during Management review and the outcome documented in the minutes.

* also considering the issues and requirements referred to in:

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Food Safety & Quality Management System

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

Contract Review

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 Managing Director in principle prior to proceeding. Records of the results of review process and actions arising from this review are maintained. Any changes that could possibly affect the Food Safety & Quality Management System such as new products and processes follow the Design and Development Procedure and HACCP system.

When is it has been established that the site is capable of meeting all of the customer requirements then the contract proceeds to approval stage and each member of the Senior Management team sign off the contract. The contract includes details of effective mechanisms for communication with the customers relating to product information including inquiries, contracts and order handling, and amendments as well as customer feedback, including customer complaints. Details of any additional requirements are also written into the contract and a product specification is agreed and signed off by the Technical Manager and the Customer.

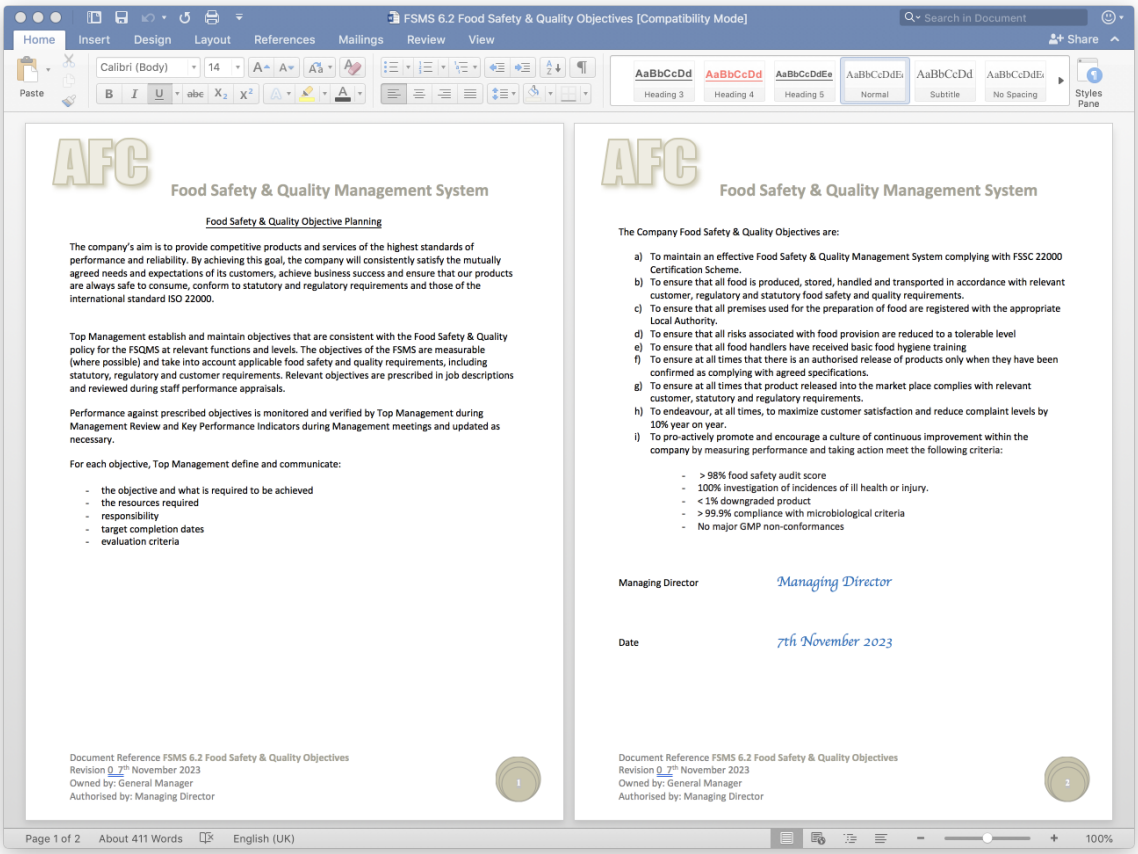
All Customer purchase orders are received and approved by the Sales department. Routine customer order requirements are then communicated electronically to the Operations department using a Sales Order document which details product, quantity, required delivery date and any other specific requirements.

Review of stock and process availability is conducted by Planning Manager. Any possible capacity issues are reported to the Operations Manager immediately. Stocks of packaged products are adjusted using daily stock take data and provision made to replace as appropriate.
A schedule is issued daily to production units, detailing planned production from each machine, specifying products, quantities, label coding, materials and packaging required and any other special requirements.

Despatch notes issued by the Sales department are used to load deliveries from the warehouse.

Records are kept of sales orders, amendments, production plans, stock takes and raw material usage.

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



FSMS 6.2 Food Safety & Quality Objectives [Compatibility Mode]

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

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

Page 1 of 2 About 411 Words English (UK) 100%

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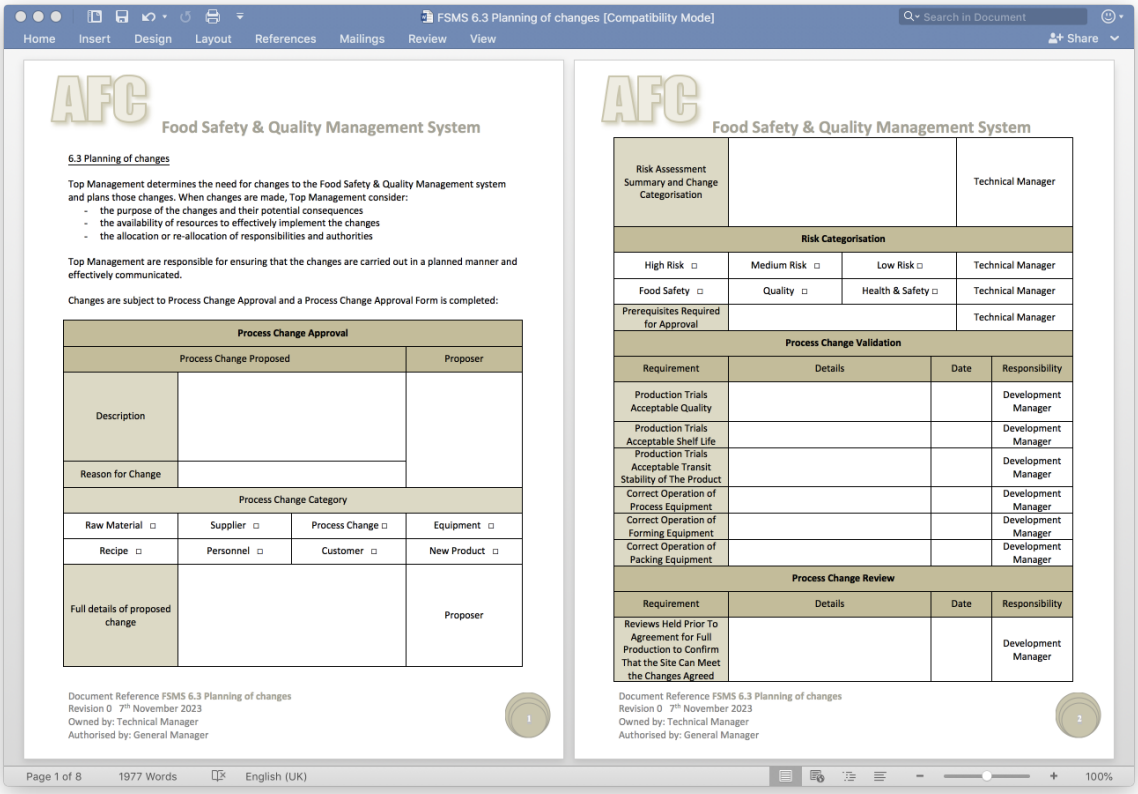

FSMS 6.3 Planning of changes [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Food Safety & Quality Management System

6.3 Planning of changes

Top Management determines the need for changes to the Food Safety & Quality Management 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
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

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
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

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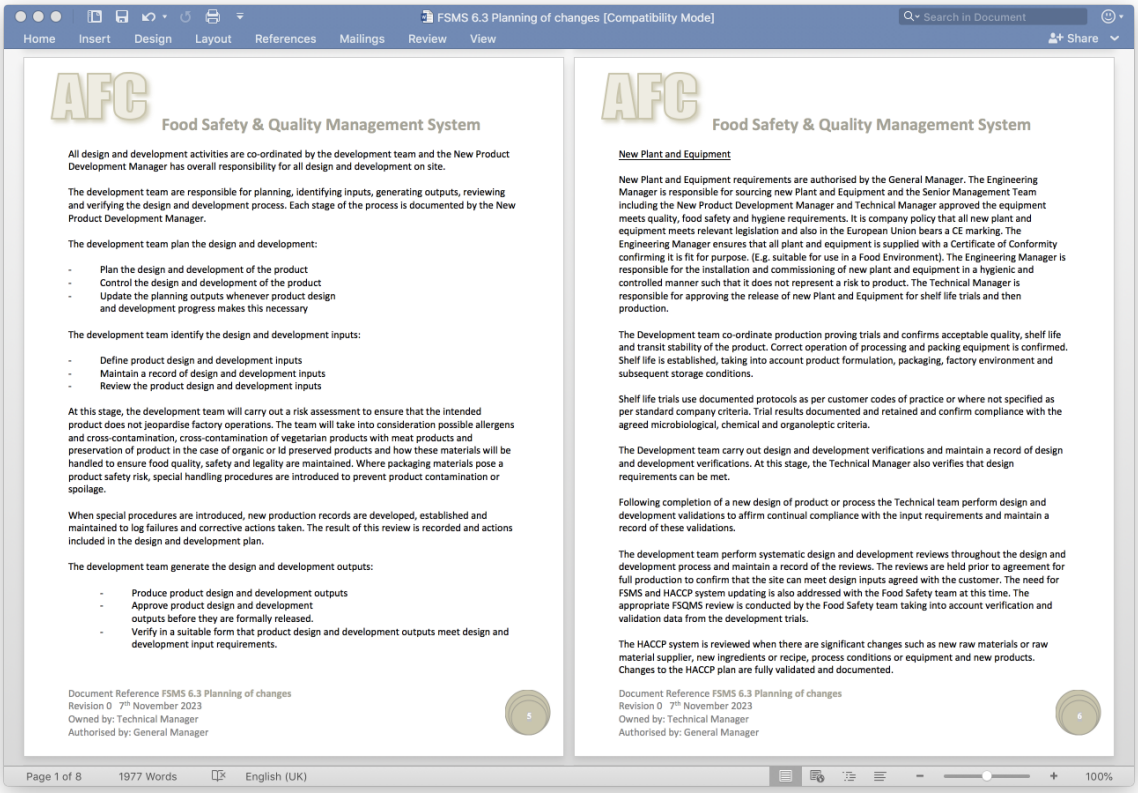
Page 1 of 8 1977 Words English (UK) 100%



FSMS 6.3 Planning of changes [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Food Safety & Quality Management System

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. Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage.

When special procedures are introduced, new production records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

The development team generate the design and development outputs:

- Produce product design and development outputs
- Approve product design and development outputs before they are formally released.
- Verify in a suitable form that product design and development outputs meet design and development input requirements.

Document Reference FSMS 6.3 Planning of changes
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

5

Food Safety & Quality Management System

New Plant and Equipment

New Plant and Equipment requirements are authorised by the General Manager. The Engineering Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the New Product Development Manager and Technical Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipment meets relevant legislation and also in the European Union bears a CE marking. The Engineering Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose. (E.g. suitable for use in a Food Environment). The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Technical Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

The Development team co-ordinate production proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account product formulation, packaging, factory environment and subsequent storage conditions.

Shelf life trials use documented protocols as per customer codes of practice or where not specified as per standard company criteria. Trial results documented and retained and confirm compliance with the agreed microbiological, chemical and organoleptic criteria.

The Development team carry out design and development verifications and maintain a record of design and development verifications. At this stage, the Technical Manager also verifies that design requirements can be met.

Following completion of a new design of product or process the Technical team perform design and development validations to affirm continual compliance with the input requirements and maintain a record of these validations.

The development team perform systematic design and development reviews throughout the design and development process and maintain a record of the reviews. The reviews are held prior to agreement for full production to confirm that the site can meet design inputs agreed with the customer. The need for FSMS and HACCP system updating is also addressed with the Food Safety team at this time. The appropriate FSQMS review is conducted by the Food Safety team taking into account verification and validation data from the development trials.

The HACCP system is reviewed when there are significant changes such as new raw materials or raw material supplier, new ingredients or recipe, process conditions or equipment and new products. Changes to the HACCP plan are fully validated and documented.

Document Reference FSMS 6.3 Planning of changes
Revision 0 7th November 2023
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Page 1 of 8 1977 Words English (UK) 100%

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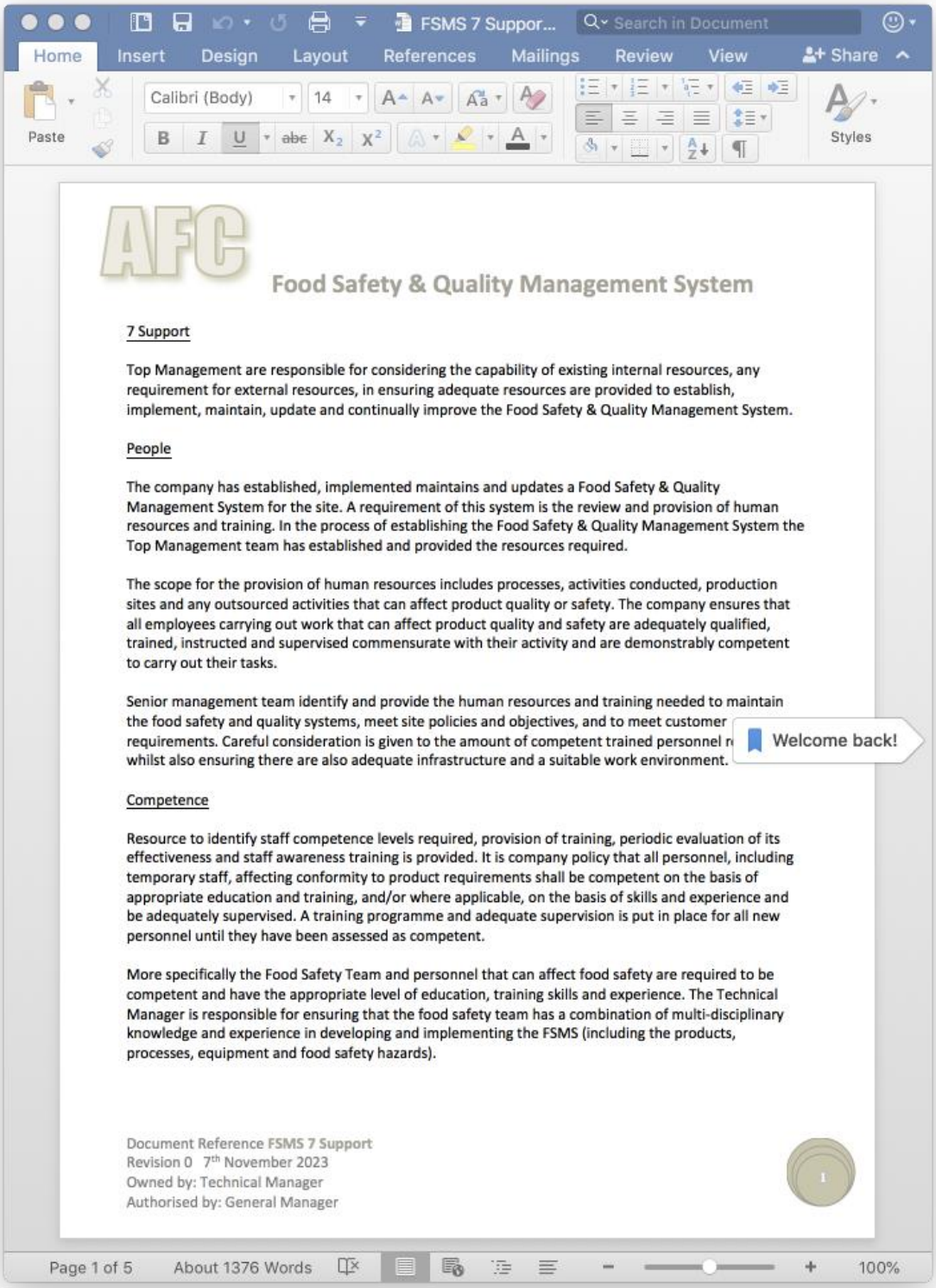
7 Support

FSMS 7 Support
FSMS 7.4 Communication
FSMS 7.5 Documented information



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AFC

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 r whilst also ensuring there are also adequate infrastructure and a suitable work environment.

Welcome back!

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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Page 1 of 5 About 1376 Words 100%

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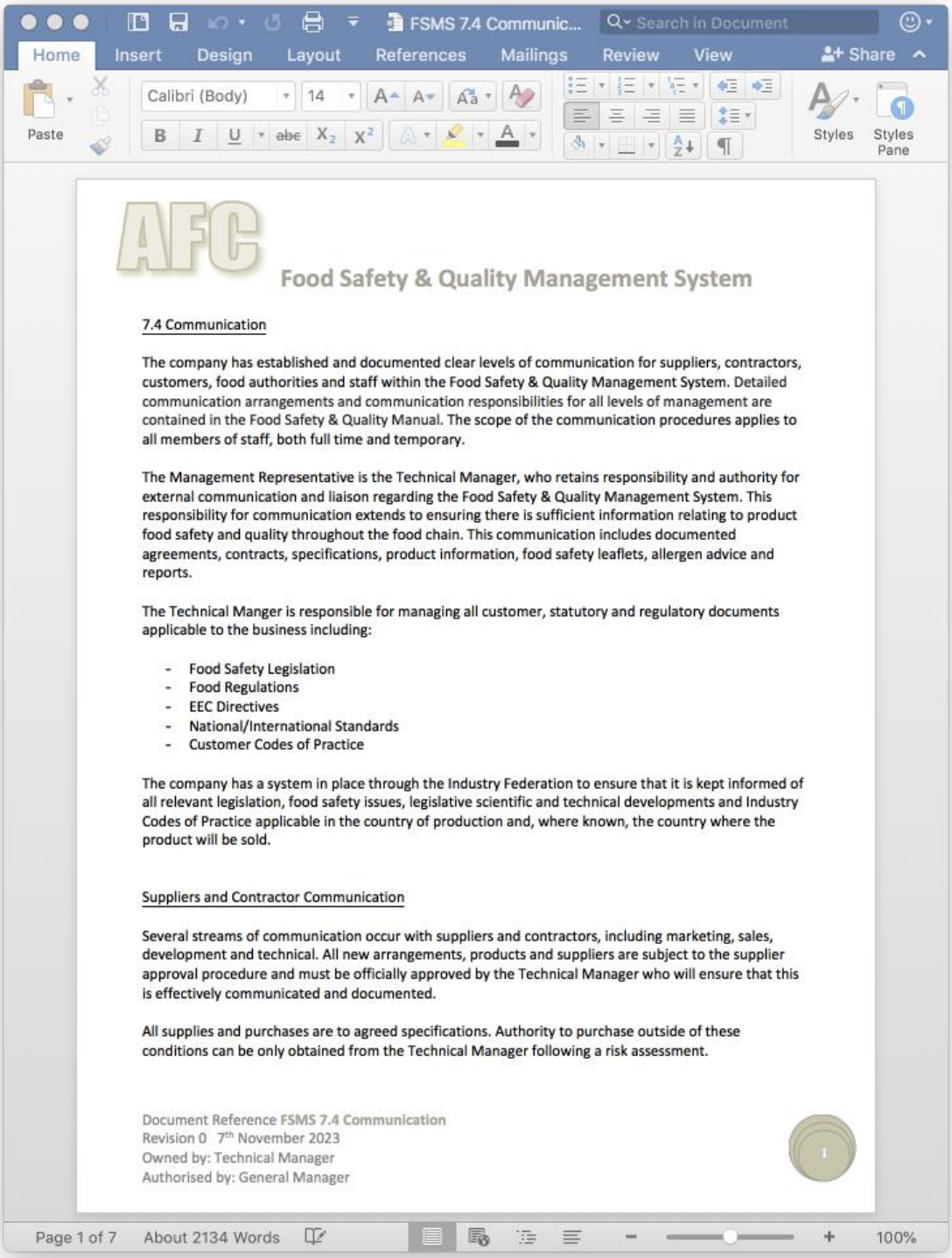

AFC

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.

Document Reference FSMS 7.4 Communication
Revision 0 7th November 2023
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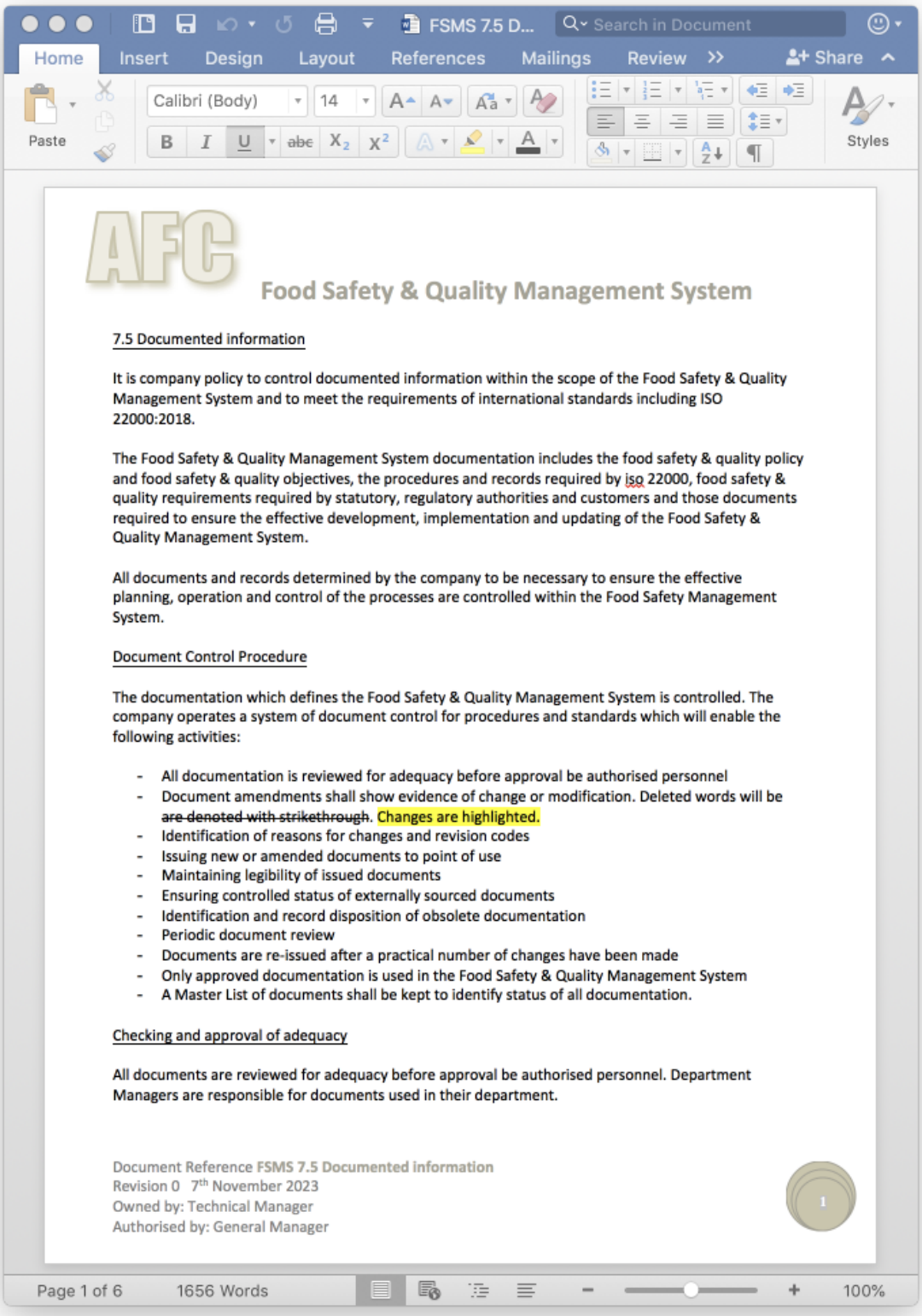

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Food Safety & Quality Management System

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

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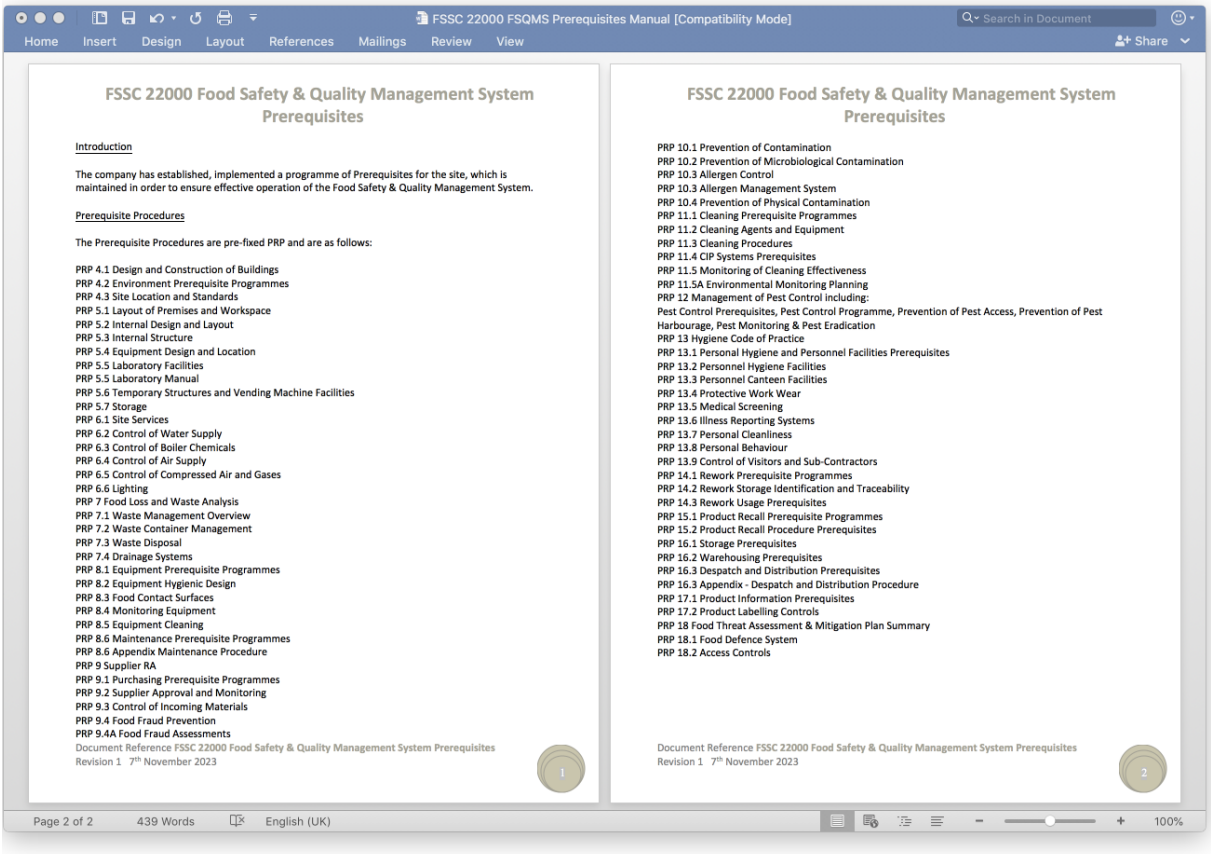
Page 1 of 6 1656 Words 100%

ISO 22002-1 Prerequisite Programme Template Procedures

The package contains editable Prerequisite Programme Template Procedures in Microsoft Word format that match the requirements of the Technical Specification TS ISO 22002 part 1 - Prerequisite Programmes for Food Manufacturers and applicable FSSC 22000 Certification Scheme Additional Requirements Version 6 saving you 1,000's of hours writing your own compliant procedures.

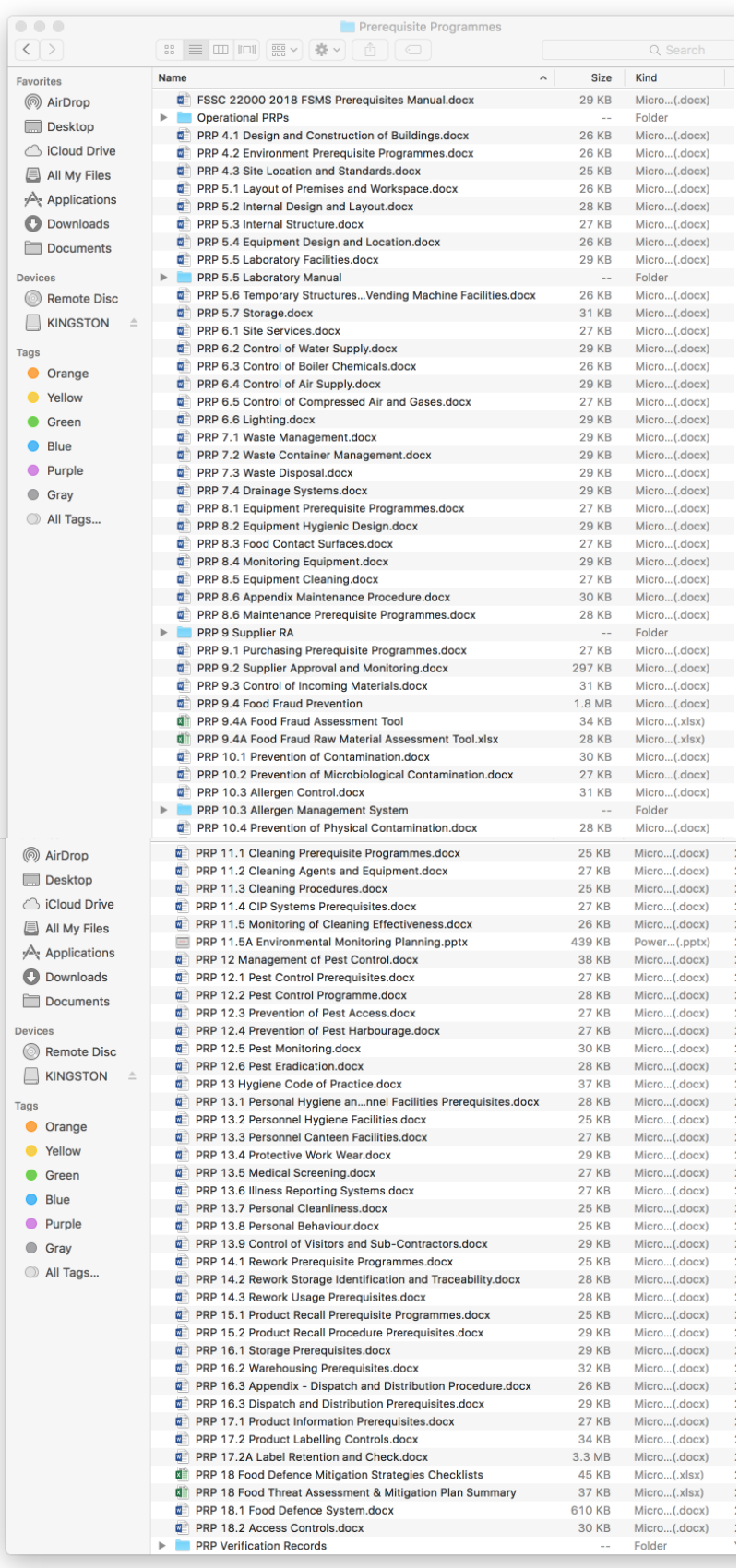


The documents are provided in Microsoft Word English format and are easily edited to suit your organisation

There are also supporting supplementary modules for the prerequisite programmes:

Allergen Management
Product Development
Supplier Risk Assessment

Prerequisite Programmes Folder



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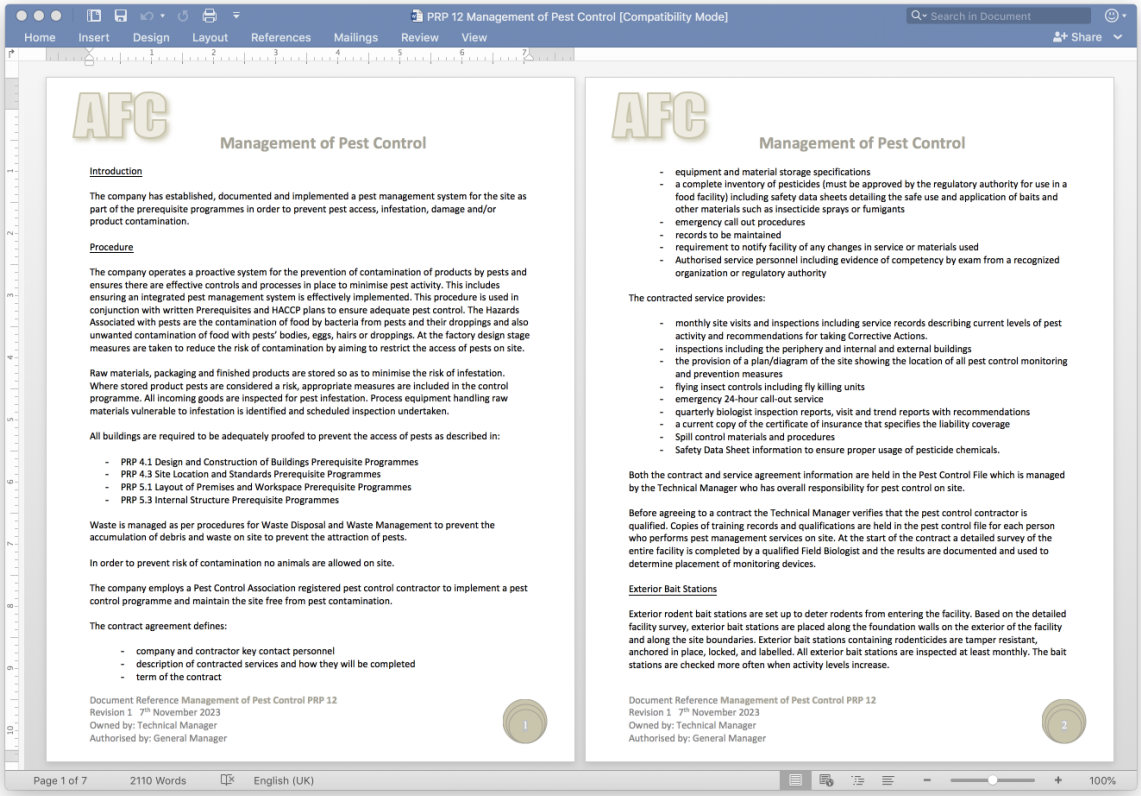
PRP 12 Management of Pest Control [Compatibility Mode]
Management of Pest Control
Introduction
The company has established, documented and implemented a pest management system for the site as part of the prerequisite programmes in order to prevent pest access, infestation, damage and/or product contamination.
Procedure
The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest management system is effectively implemented. This procedure is used in conjunction with written Prerequisites and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.
Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken.
All buildings are required to be adequately proofed to prevent the access of pests as described in:
PRP 4.1 Design and Construction of Buildings Prerequisite Programmes
PRP 4.3 Site Location and Standards Prerequisite Programmes
PRP 5.1 Layout of Premises and Workspace Prerequisite Programmes
PRP 5.3 Internal Structure Prerequisite Programmes
Waste is managed as per procedures for Waste Disposal and Waste Management to prevent the accumulation of debris and waste on site to prevent the attraction of pests.
In order to prevent risk of contamination no animals are allowed on site.
The company employs a Pest Control Association registered pest control contractor to implement a pest control programme and maintain the site free from pest contamination.
The contract agreement defines:
company and contractor key contact personnel
description of contracted services and how they will be completed
term of the contract
Document Reference Management of Pest Control PRP 12
Revision 1 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager
equipment and material storage specifications
a complete inventory of pesticides (must be approved by the regulatory authority for use in a food facility) including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
emergency call out procedures
records to be maintained
requirement to notify facility of any changes in service or materials used
Authorised service personnel including evidence of competency by exam from a recognized organization or regulatory authority
The contracted service provides:
monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
inspections including the periphery and internal and external buildings
the provision of a plan/diagram of the site showing the location of all pest control monitoring and prevention measures
flying insect controls including fly killing units
emergency 24-hour call-out service
quarterly biologist inspection reports, visit and trend reports with recommendations
a current copy of the certificate of insurance that specifies the liability coverage
Spill control materials and procedures
Safety Data Sheet information to ensure proper usage of pesticide chemicals.
Both the contract and service agreement information are held in the Pest Control File which is managed by the Technical Manager who has overall responsibility for pest control on site.
Before agreeing to a contract the Technical Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.
Exterior Bait Stations
Exterior rodent bait stations are set up to deter rodents from entering the facility. Based on the detailed facility survey, exterior bait stations are placed along the foundation walls on the exterior of the facility and along the site boundaries. Exterior bait stations containing rodenticides are tamper resistant, anchored in place, locked, and labelled. All exterior bait stations are inspected at least monthly. The bait stations are checked more often when activity levels increase.
Page 1 of 7
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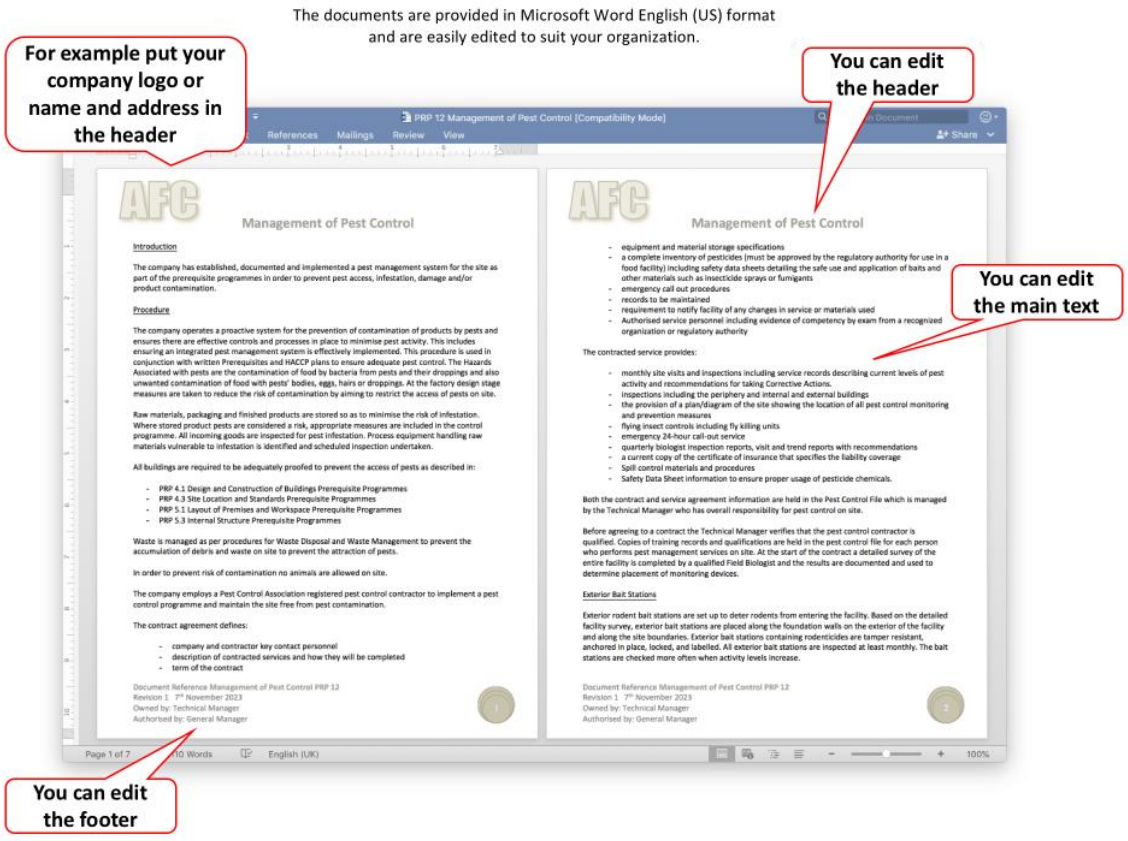
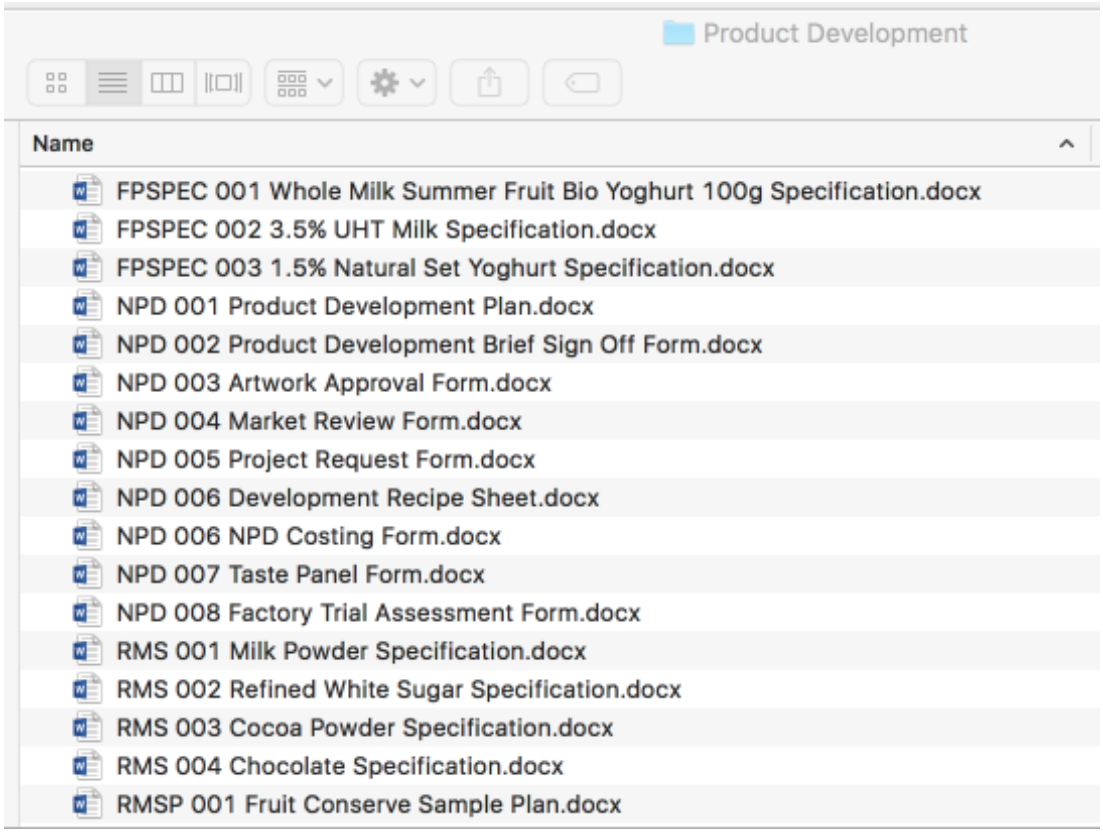
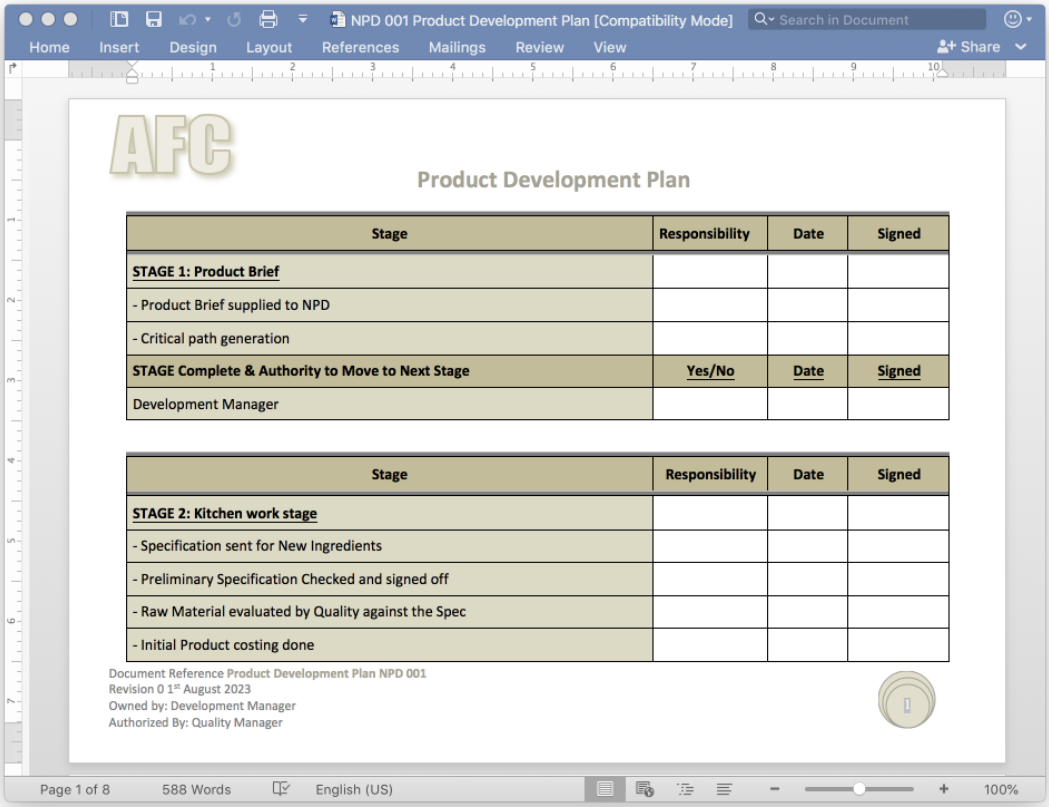

The documents are provided in Microsoft Word English (US) format
and are easily edited to suit your organization.
For example put your company logo or name and address in the header
You can edit the header
You can edit the main text
You can edit the footer

Supplementary Modules - Additional Tools & Documentation

Product Development Module containing additional NPD Documents





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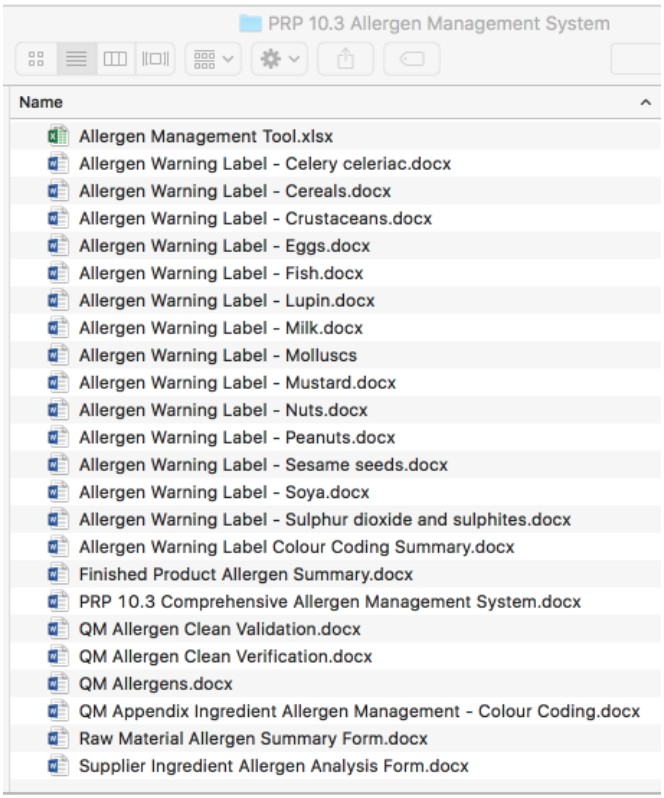
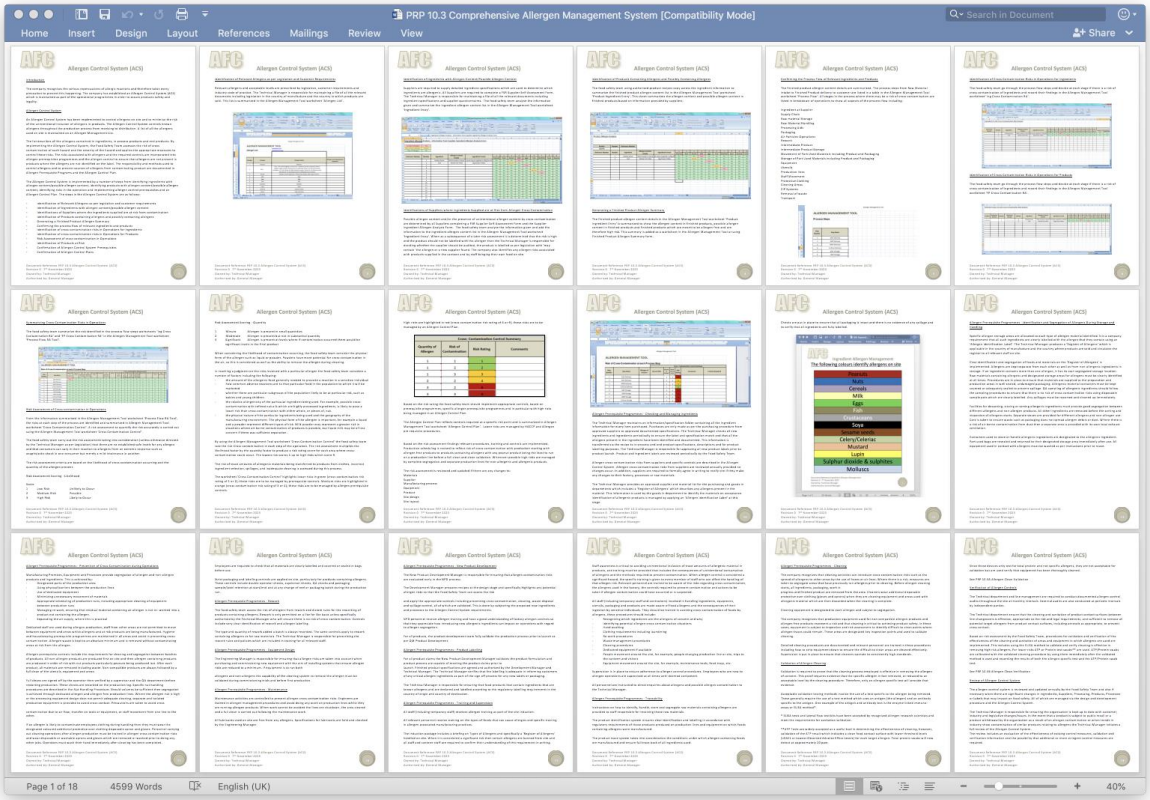
Allergen Management Module containing additional Documents/Tools



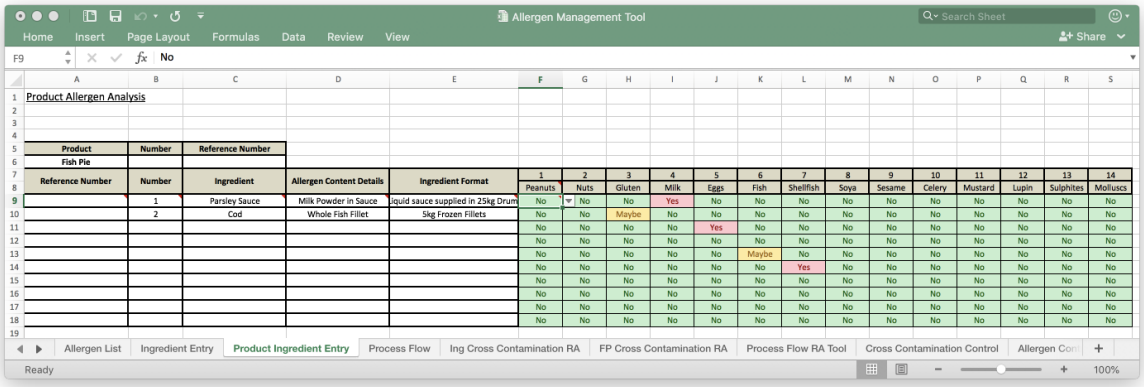


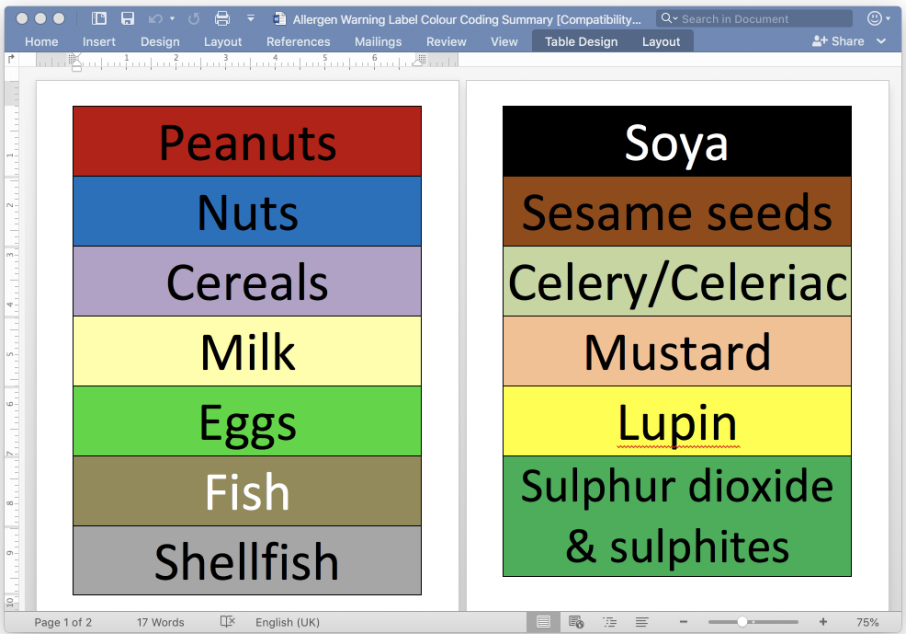
Allergen Management Module & Risk Assessment Tool

The Allergen Module concentrates on five themes:

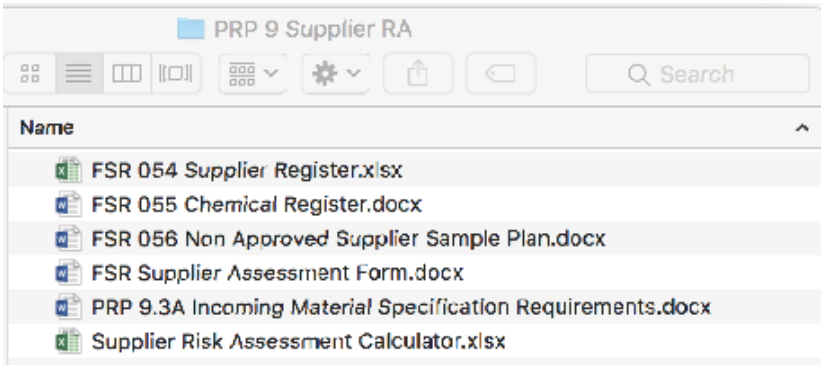
- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens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

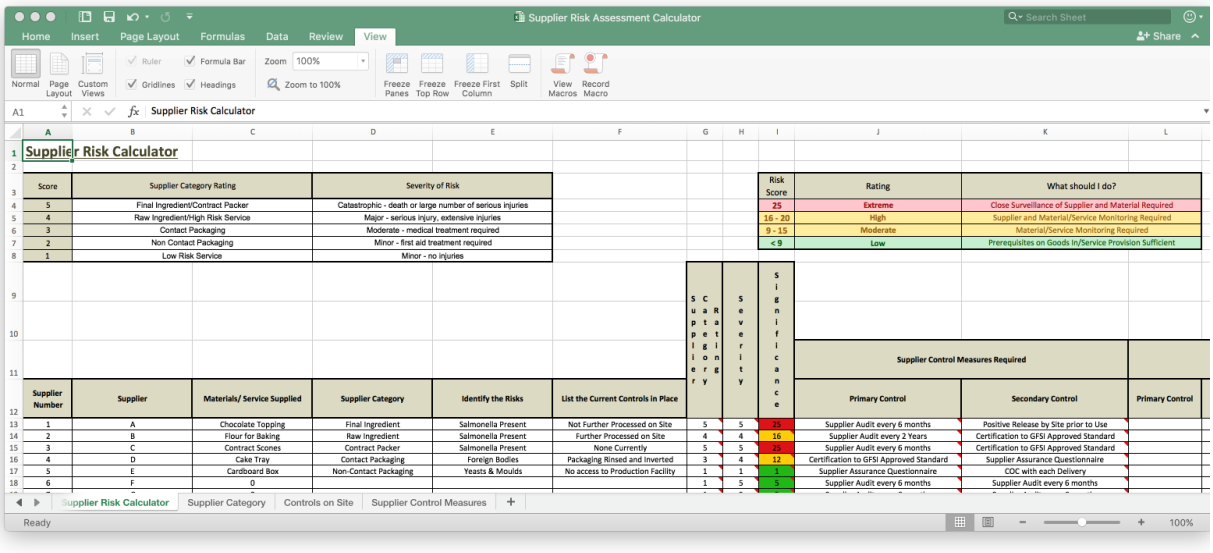
There is comprehensive allergen management documentation and the Allergen Management Tool which assists PRP 10.3 Allergen Control:

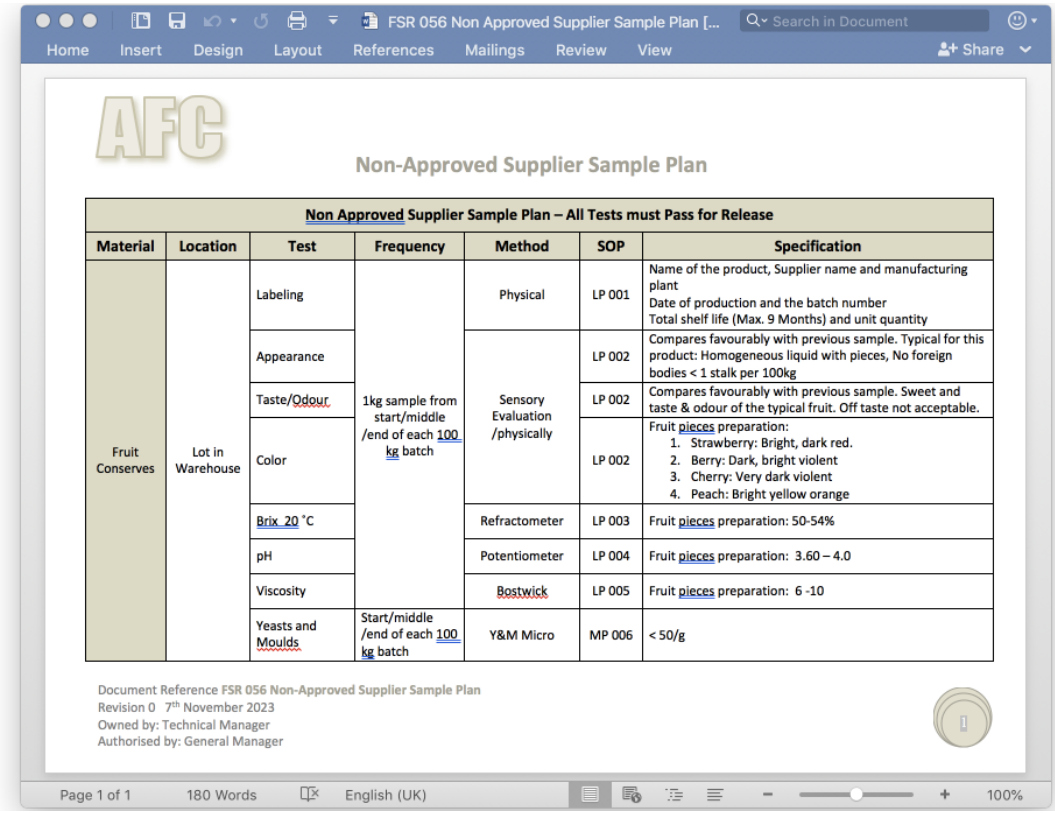




Supplier Risk Assessment Module



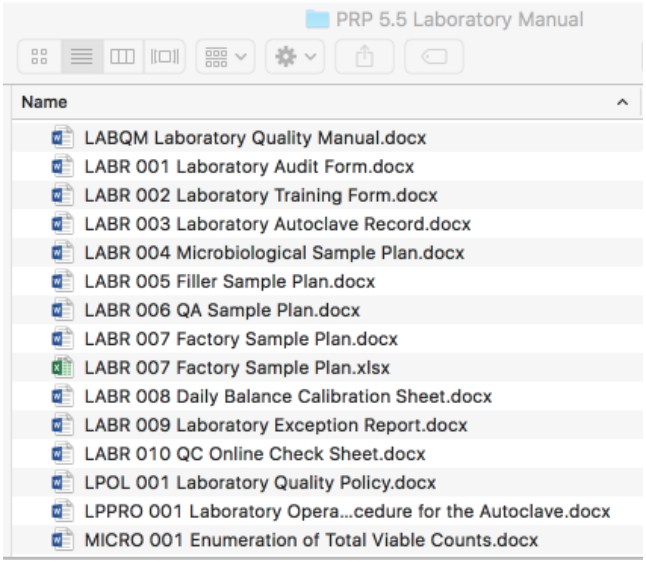


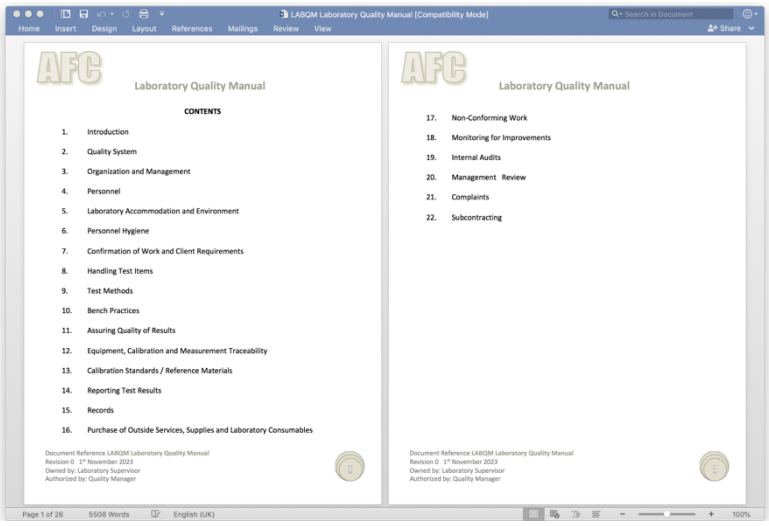


Laboratory Quality Manual

FSSC 22000 Certification Scheme Additional Requirements Version 6 2.5.1 Management of Services and Purchased Materials includes the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including both internal and external laboratories as applicable) using validated test methods and best practices. An example given is certification to international standard ISO 17025 General Requirements for the Competence of Testing and Calibration Laboratories.

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





Compliance with FSSC 22000 Additional Requirements Version 6

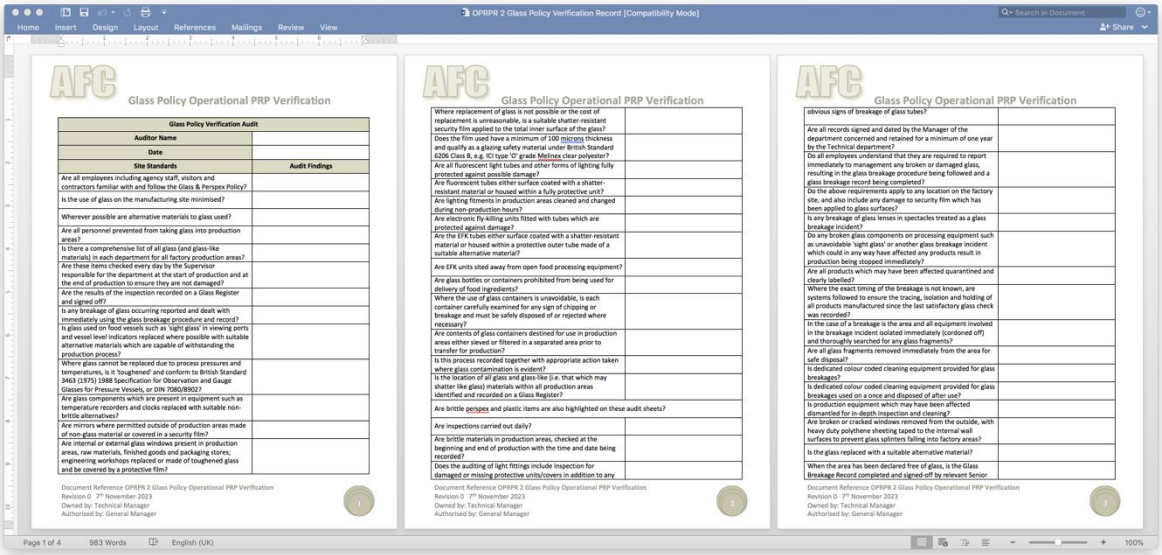
Summary tables are provided to show how the documents provided cover the FSSC 22000 Additional Requirements Version 6.

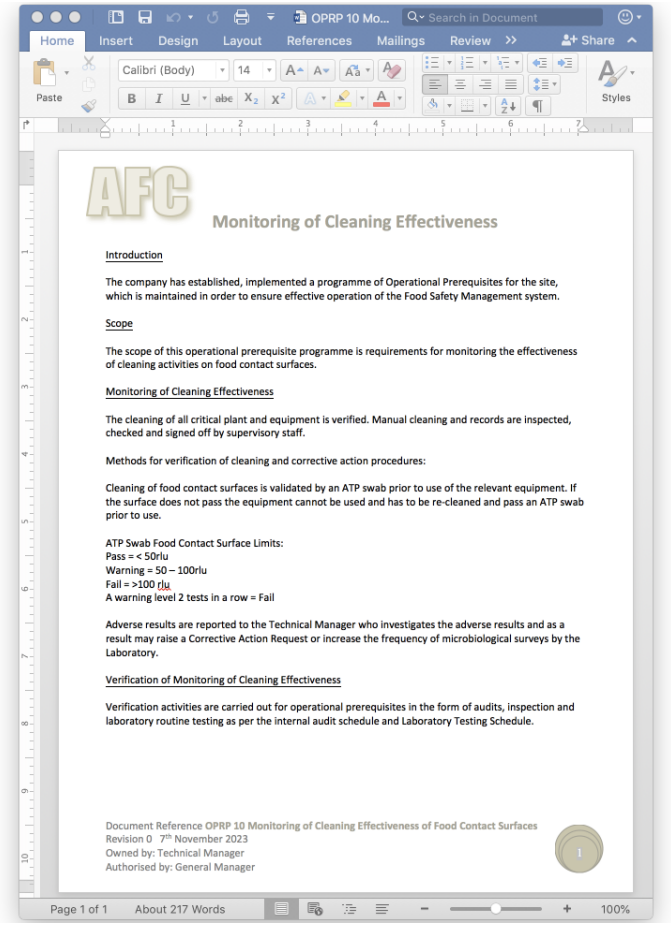
FSSC 22000 Additional Requirements	IFSQN FSSC 22000 FSQMS Documents
2 5.1 MANAGEMENT OF SERVICES AND PURCHASED MATERIALS (ALL FOOD CHAIN CATEGORIES)	
a) Laboratory Analysis Services - using validated test methods and best practices	LABQM Laboratory Quality Manual PRP 5.5 Laboratory Manual
b) Documented procedure for procurement in emergency situations	PRP 9.1 Purchasing Prerequisite Programmes PRP 9.2 Supplier Approval and Monitoring PRP 9.3 Control of Incoming Materials FSMS 7 Support
c) Policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances (e.g., pharmaceuticals, veterinary medicines, heavy metals, and pesticides)	PRP 9.1 Purchasing Prerequisite Programmes PRP 9.2 Supplier Approval and Monitoring PRP 9.3 Control of Incoming Materials
d) Review process for raw material and finished product specifications to ensure continued compliance with food safety, quality, legal and customer requirements.	PRP 9.1 Purchasing Prerequisite Programmes PRP 9.2 Supplier Approval and Monitoring PRP 9.3 Control of Incoming Materials PRP 9.3A Incoming Material Specification Requirements FSMS 8.1 Operational planning and control
e) Packaging manufacturers need to establish criteria related to the use of recycled packaging as a raw material and ensure that relevant legal and customer requirements are being met.	
2.5.2 PRODUCT LABELING AND PRINTED MATERIALS (ALL FOOD CHAIN CATEGORIES	
a) Finished products are labelled according to all applicable statutory and regulatory requirements in the country of intended sale, including allergen and customer specific requirements.	
b) Where a product is unlabelled, all relevant product information shall be made available to ensure the safe use of the food by the customer or consumer.	FSMS 8.5.1 Preliminary steps to enable hazard analysis PRP 17.1 Product Information Prerequisites PRP 17.2 Product Labelling Controls
c) 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	FSMS 8.3 Traceability system
d) For food chain category I, Packaging Materials artwork management and print control procedures shall be established and implemented	

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.	FSR Equipment Commissioning Checklist FSR Process Change Approval PRP 5.4 Equipment Design and Location
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.	PRP 7 Waste Management Overview including FLW PRP 7.1 Waste Management PRPs PRP 7.5 Management of Surplus Food and Products for Animal Feed
c) Manage surplus products or by-products intended as animal feed/food to prevent contamination of these products.	PRP 7 Food Loss and Waste Analysis
d) These processes shall comply with the applicable legislation, be kept up to date, and not have a negative impact on food safety.	
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.);	
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.	FSMS 7.4 Communication FSMS 8.4 Emergency preparedness and response FSMS 8.9.5 Withdrawal/recall
2.5.18 REQUIREMENTS FOR ORGANIZATION WITH MULTI-SITE CERTIFICATION (FOOD CHAIN CATEGORIES E, F & G)	

Operational Prerequisite Programmes Manual

Sample Operational Prerequisite Programmes and corresponding Validation & Verification Records.





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Monitoring of Cleaning Effectiveness

Introduction

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

Scope

The scope of this operational prerequisite programme is requirements for monitoring the effectiveness of cleaning activities on food contact surfaces.

Monitoring of Cleaning Effectiveness

The cleaning of all critical plant and equipment is verified. Manual cleaning and records are inspected, checked and signed off by supervisory staff.

Methods for verification of cleaning and corrective action procedures:

Cleaning of food contact surfaces is validated by an ATP swab prior to use of the relevant equipment. If the surface does not pass the equipment cannot be used and has to be re-cleaned and pass an ATP swab prior to use.

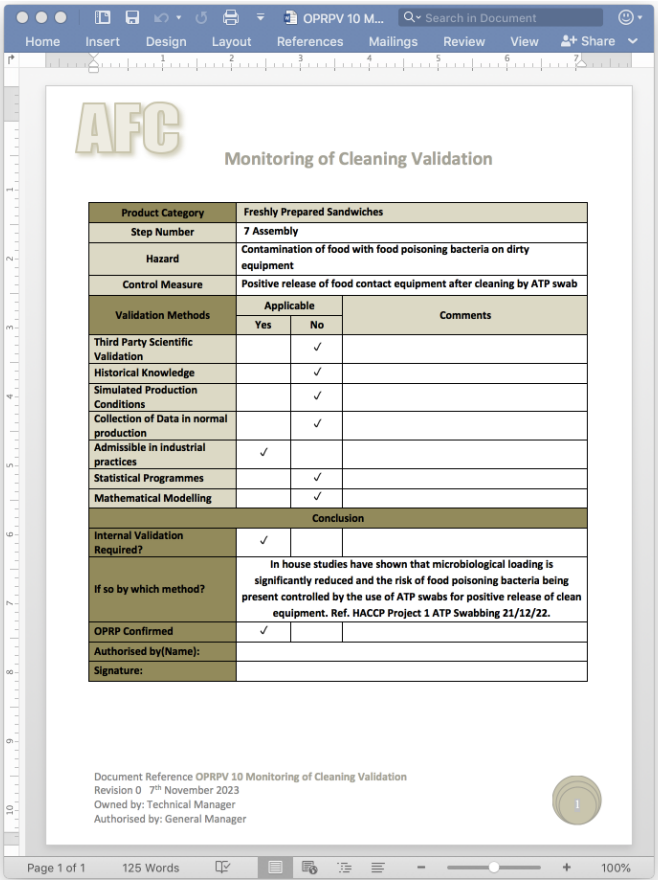
ATP Swab Food Contact Surface Limits:
Pass = < 50rlu
Warning = 50 – 100rlu
Fail = >100 rlu
A warning level 2 tests in a row = Fail

Adverse results are reported to the Technical Manager who investigates the adverse results and as a result may raise a Corrective Action Request or increase the frequency of microbiological surveys by the Laboratory.

Verification of Monitoring of Cleaning Effectiveness

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

Document Reference OPRP 10 Monitoring of Cleaning Effectiveness of Food Contact Surfaces
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



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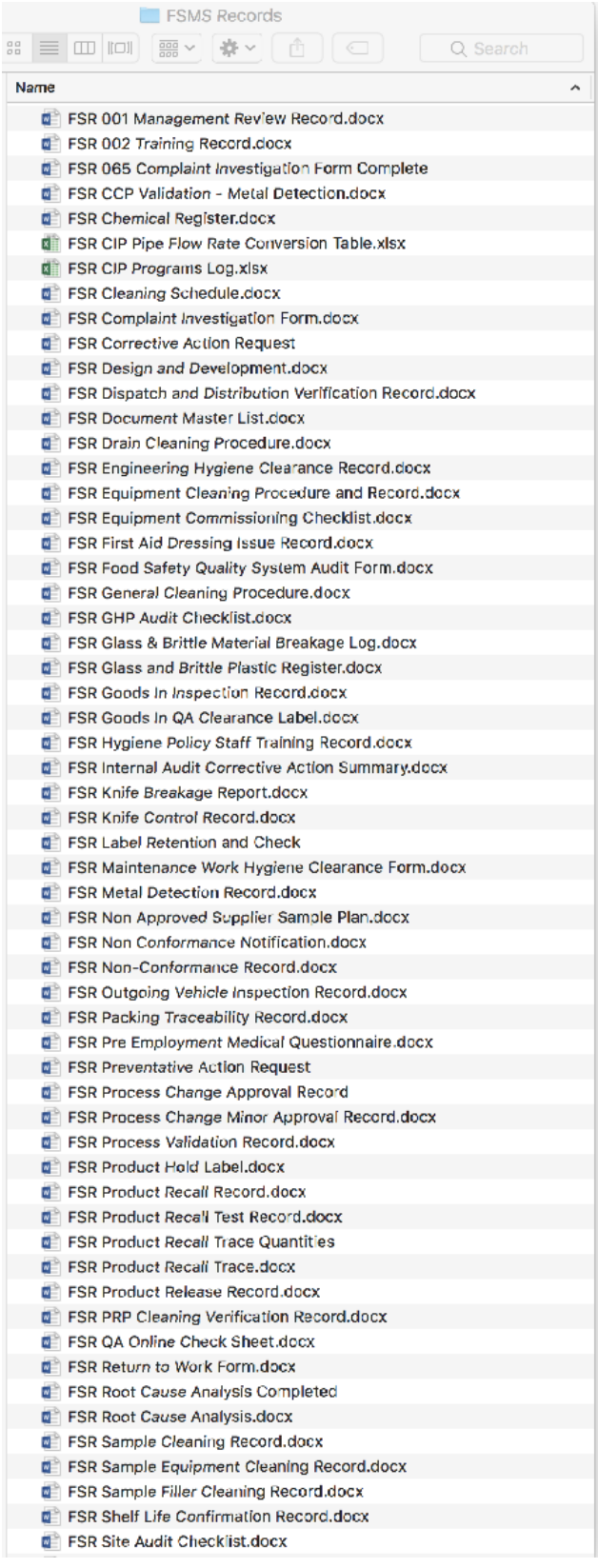
Monitoring of Cleaning Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure	Positive release of food contact equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release of clean equipment. Ref. HACCP Project 1 ATP Swabbing 21/12/22.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference OPRPV 10 Monitoring of Cleaning Validation
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

FSMS Record Templates

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



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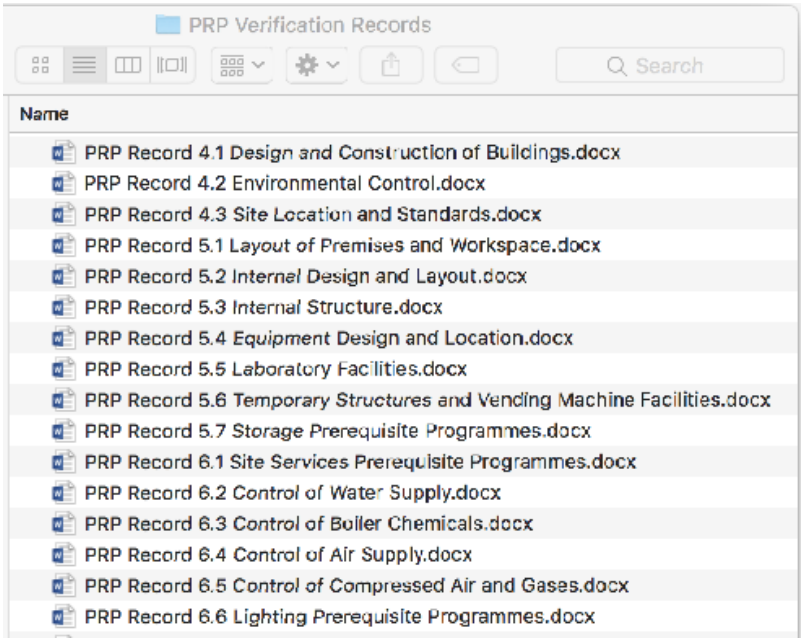
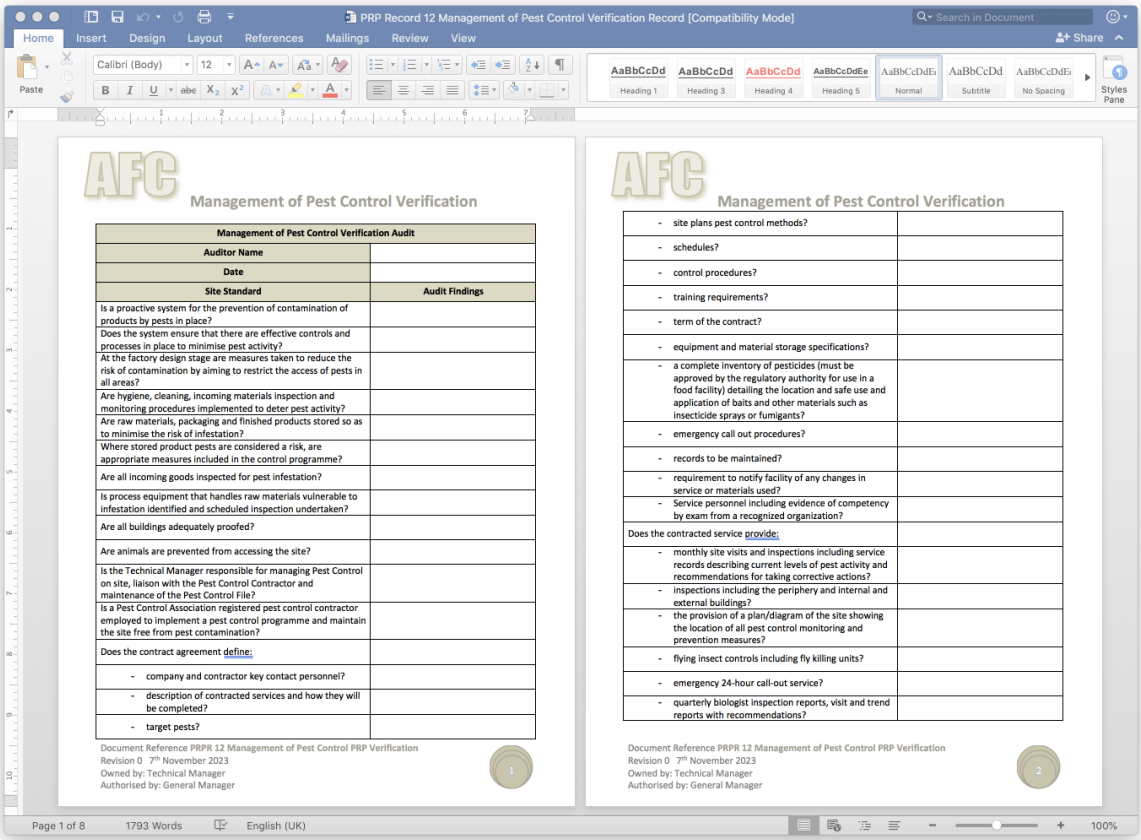
Prerequisite Programme Verification Record Templates

Corresponding Prerequisite Programme Verification Record Templates are included for all PRPs:





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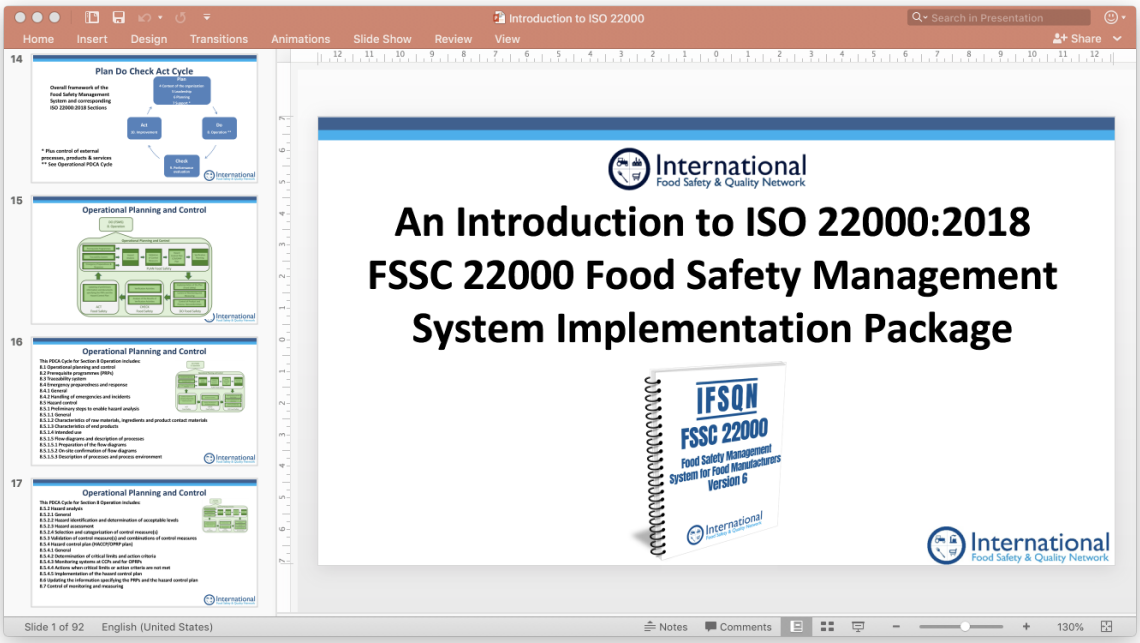
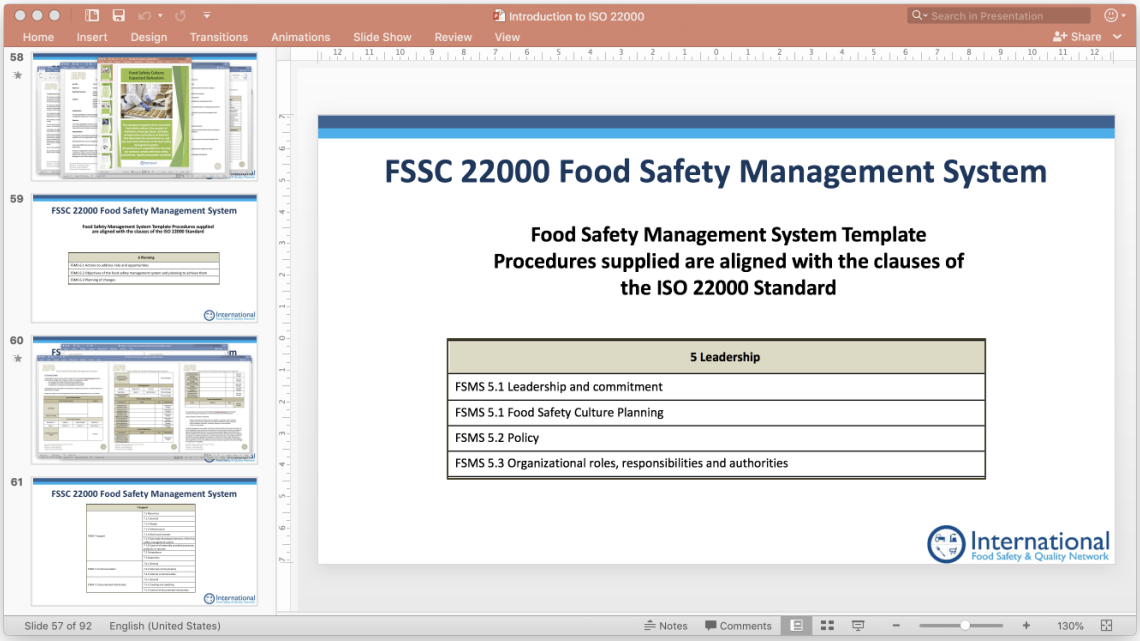
Training

An extensive set of PowerPoint Training Presentations are provided:

Introduction to ISO 22000:2018

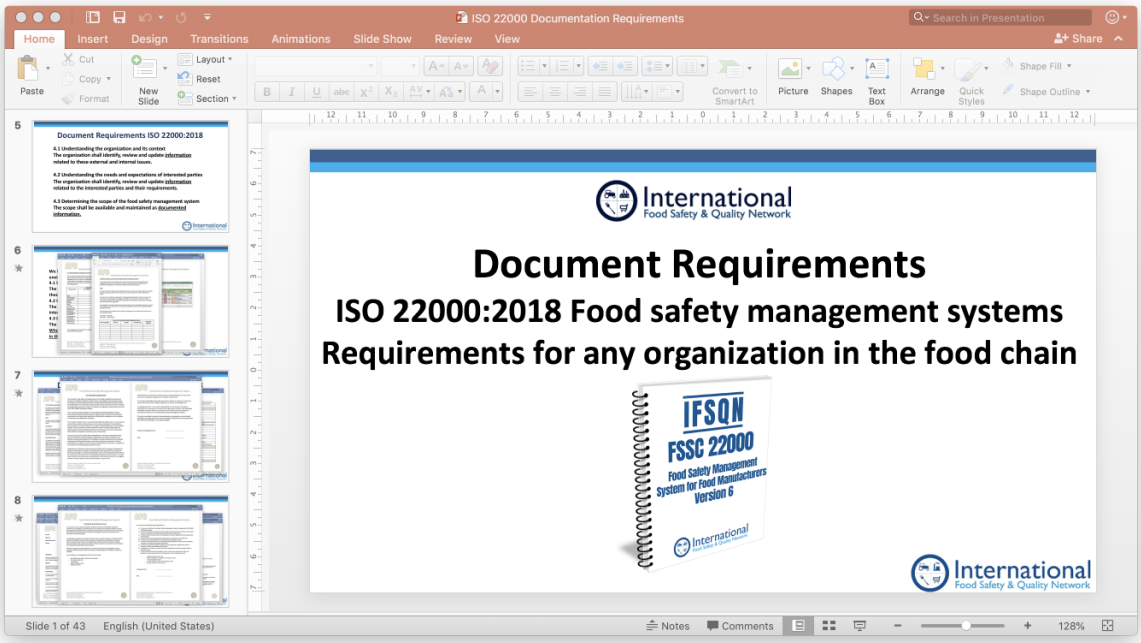
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.

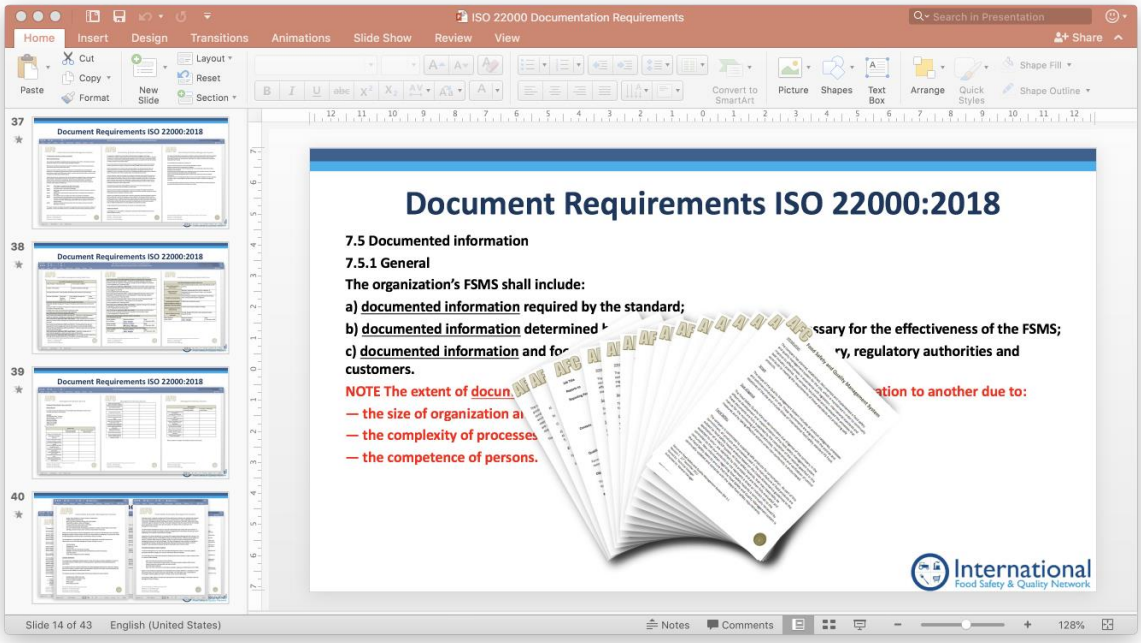




ISO 22000:2018 Documentation Requirements

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System and how matching Food Safety Management System documents i are provided in the package.

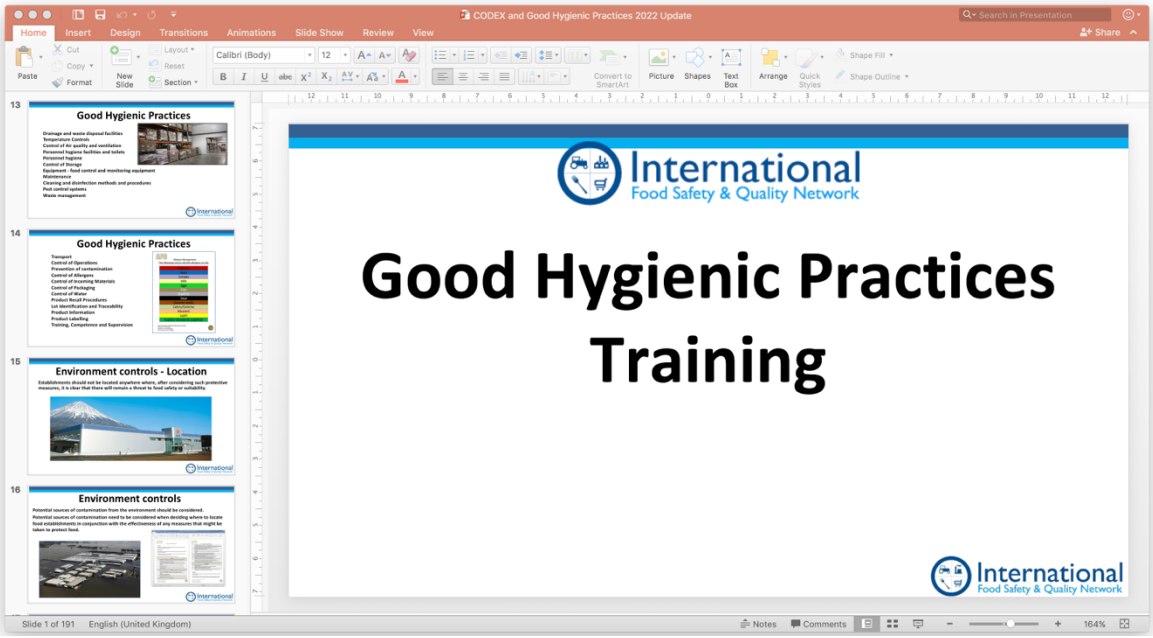




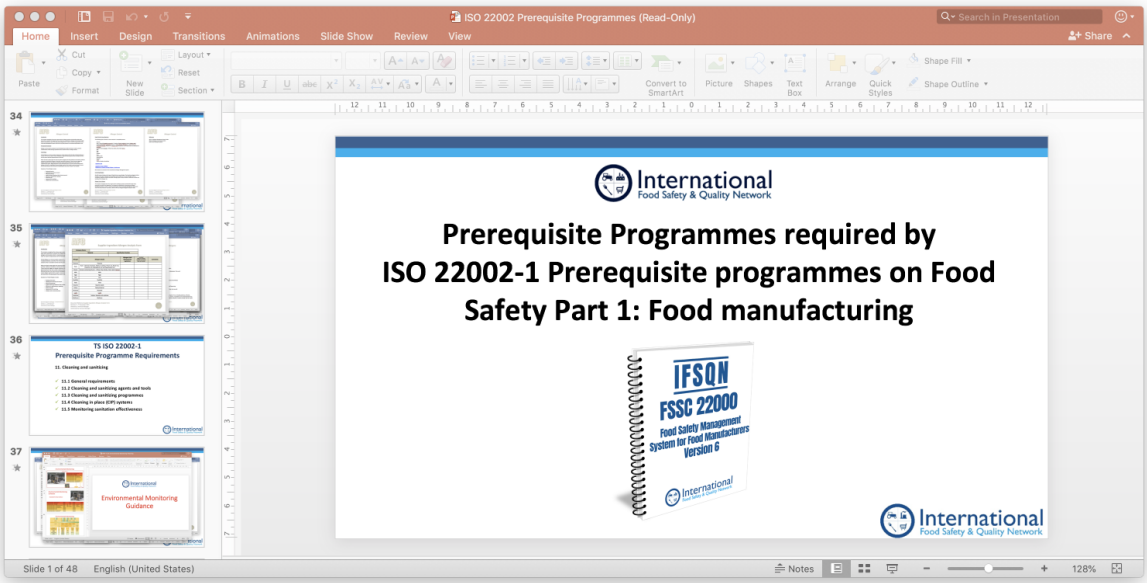
Good Hygienic Practices/Prerequisite Programmes Training

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

Updated in consideration of CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition



Prerequisite Programmes (As per ISO 22002-1) Training

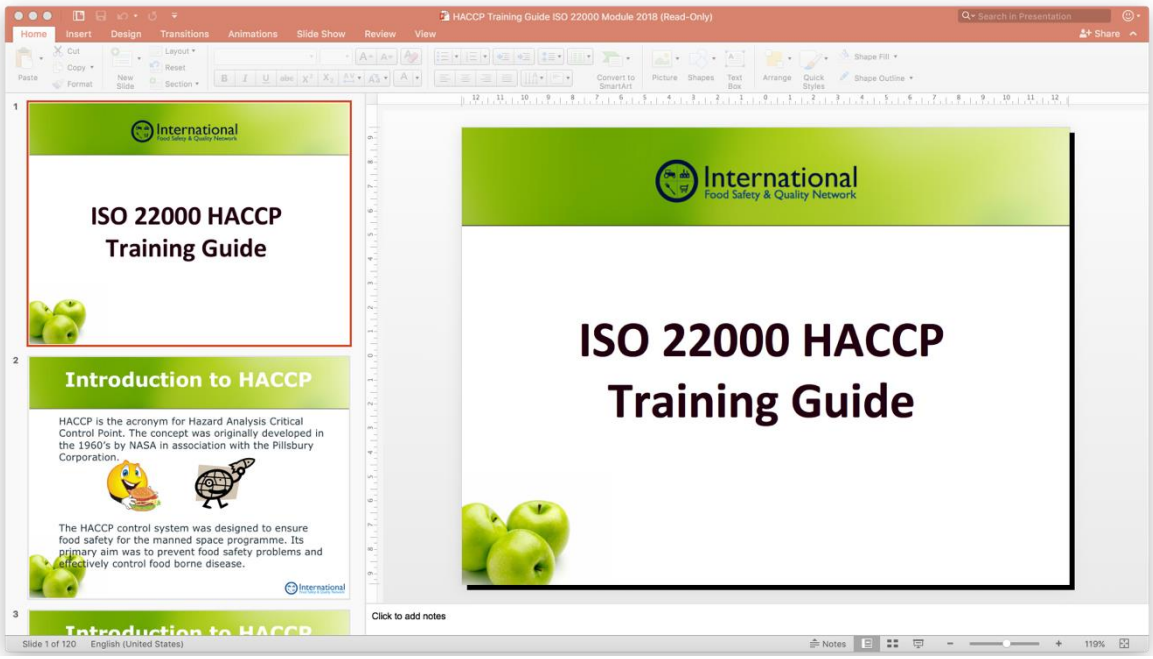


Implementing ISO 22000:2018 Food Safety Team Guide

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000:2018 compliant Food Safety Management System.

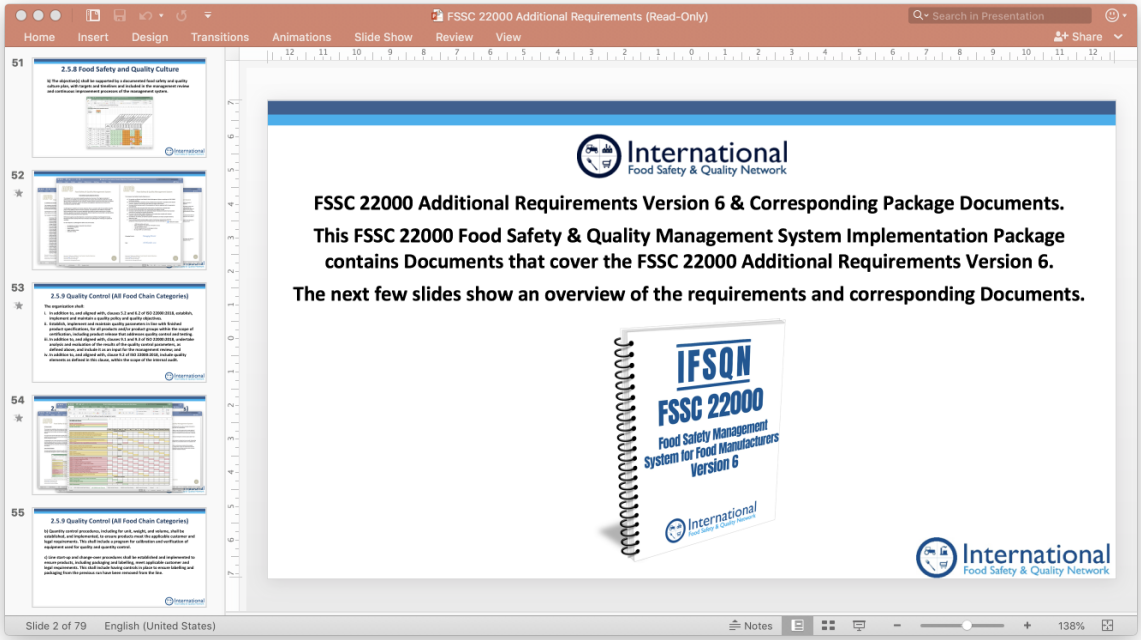
HACCP Training Guide ISO 22000:2018 Version

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



FSSC 22000 Additional Requirements Version 6

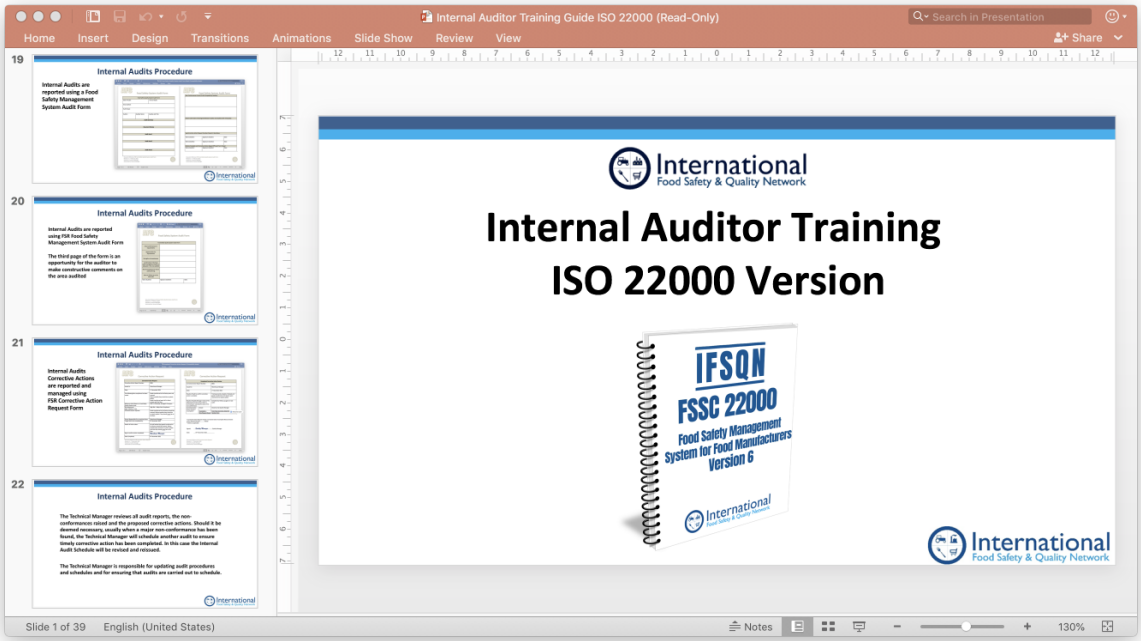
A PowerPoint explanation of the FSSC 22000 Additional Requirements Version 6 requirements for certification and how the documents supplied comply with these additional requirements.



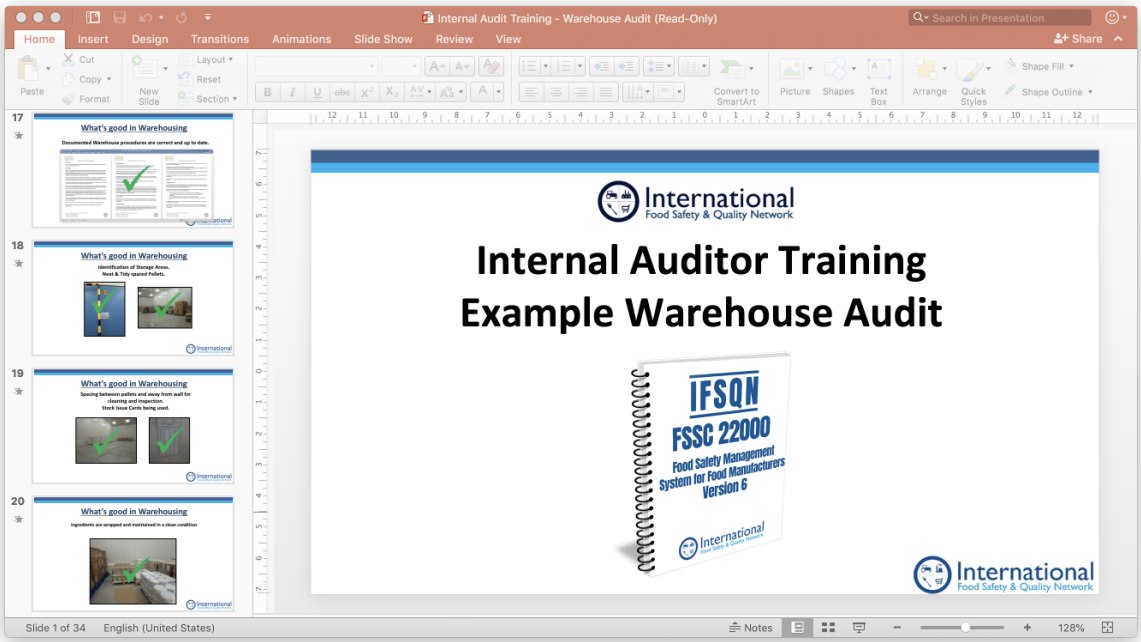
There are three PowerPoint Internal Auditor training presentations

Internal Auditor Training Guide

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

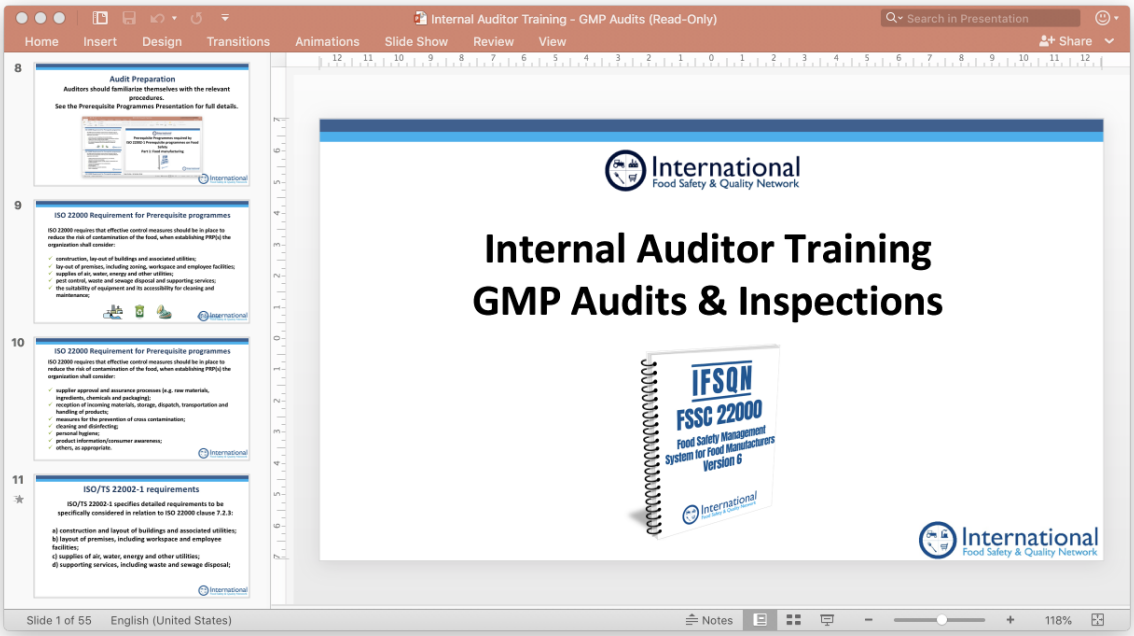


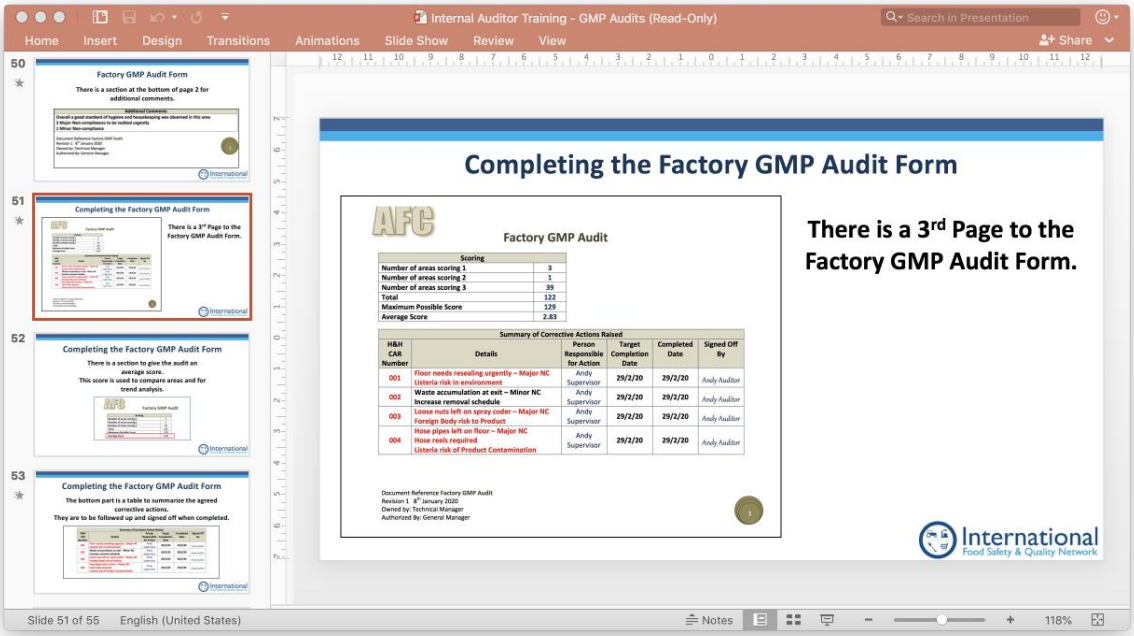
Example Internal Audit Training Guide



GMP Auditor Training Guide

FSSC 22000 Certification Scheme Additional Requirements Version 6 include 2.5.12 PRP Verification and the requirement to establish, implement, and maintain routine site inspections/PRP checks.
This PowerPoint training presentation of a GMP Audit/Facility Inspection System is included.



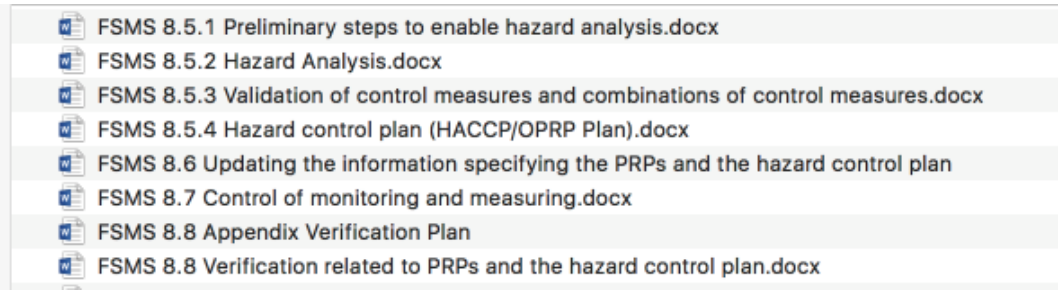


Implementation Assistance

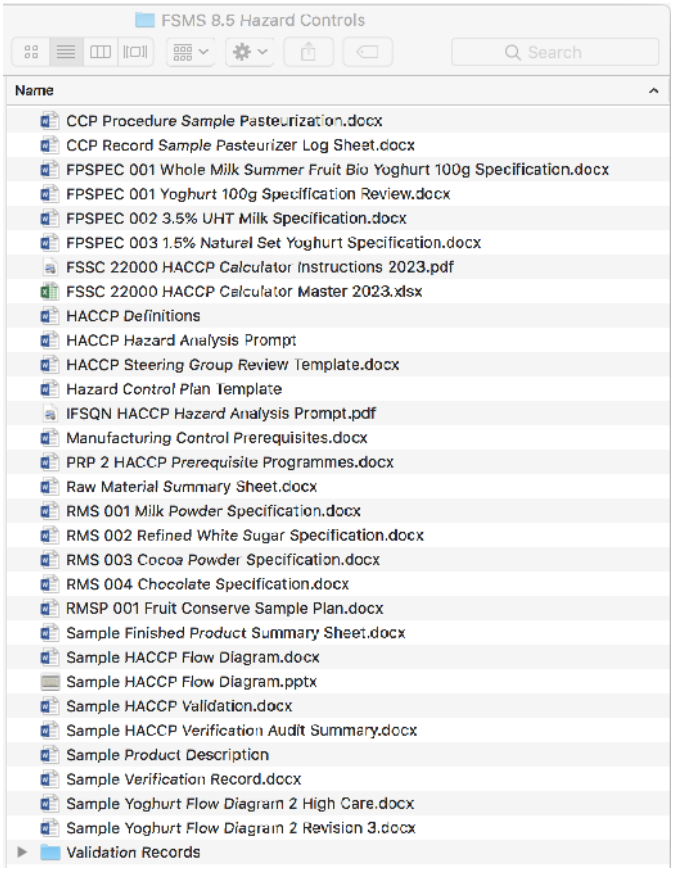
A range of tools that assist in developing your Food Safety Management System including a Start-Up Guide, Implementation Workbook, Instructions, Guidance and Technical Support

Additional FSSC 22000 22000 HACCP Documentation including the HACCP Calculator

The HACCP System is defined in the following FSMS documents:



There are also supplementary HACCP documents including the FSSC 22000 HACCP Calculator & Instructions:



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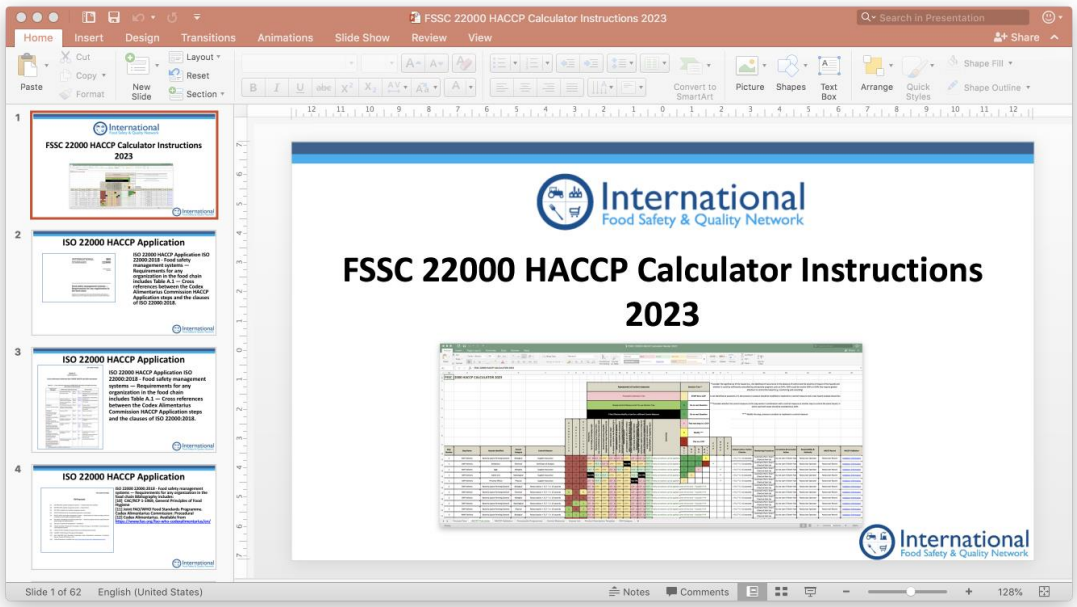
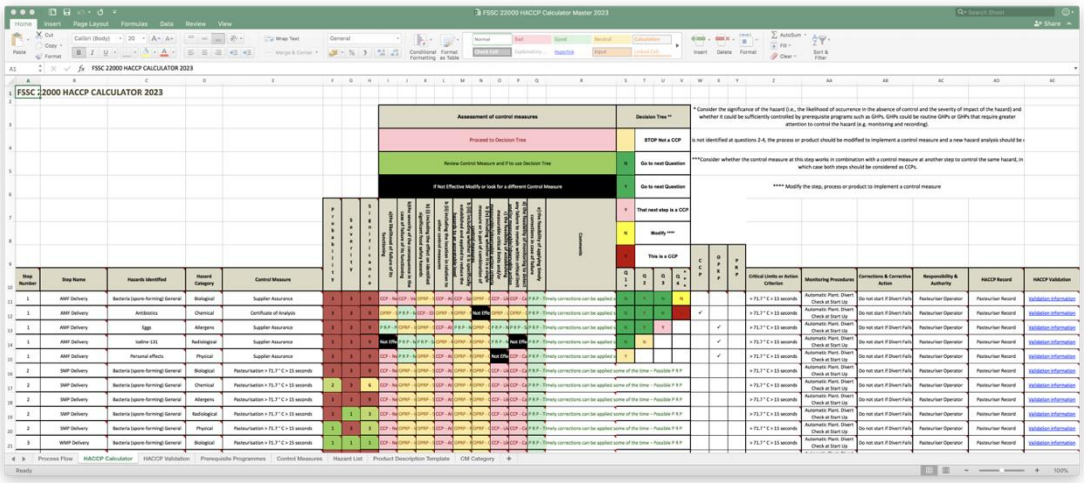
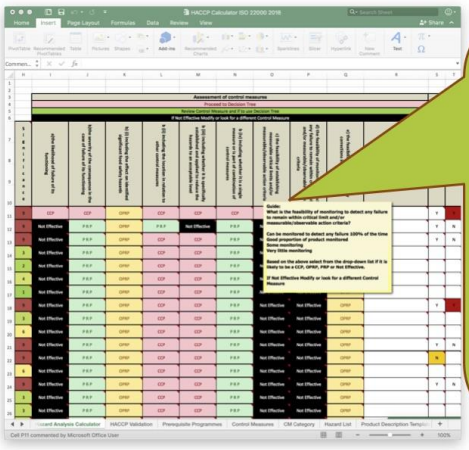
FSSC 22000 HACCP Calculator & Instructions 2023





ISO 22000 HACCP Calculator Instruction



d) 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

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

If Not Effective Modify or look for a different Control Measure

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

International Food Safety & Quality Network

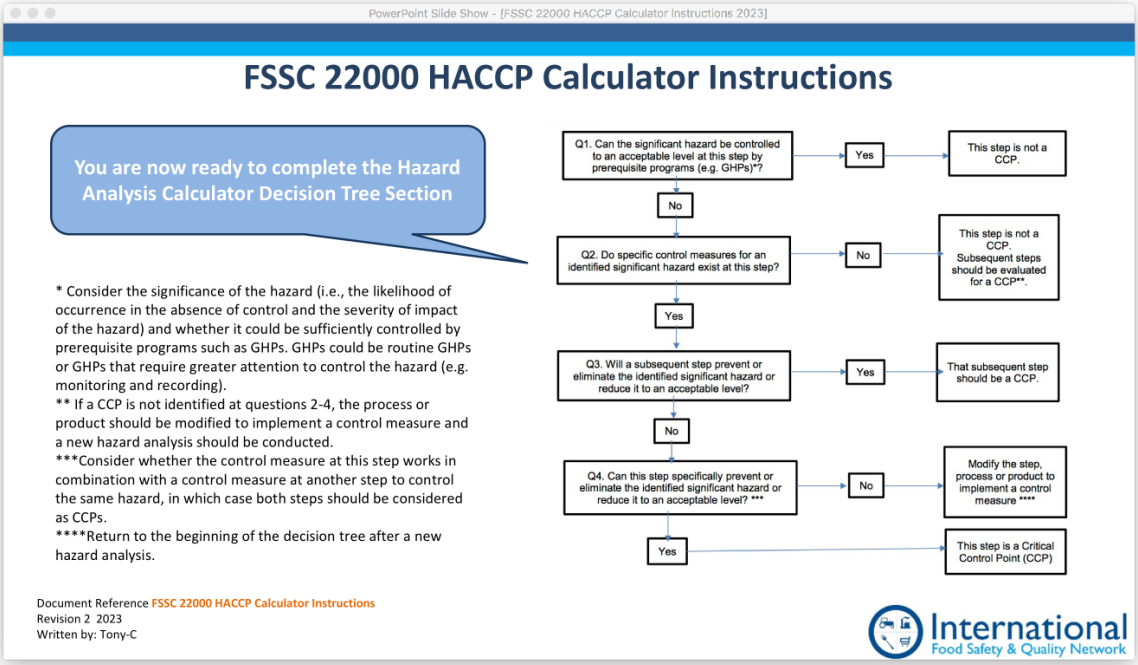
How does the FSSC 22000 HACCP Calculator help?

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

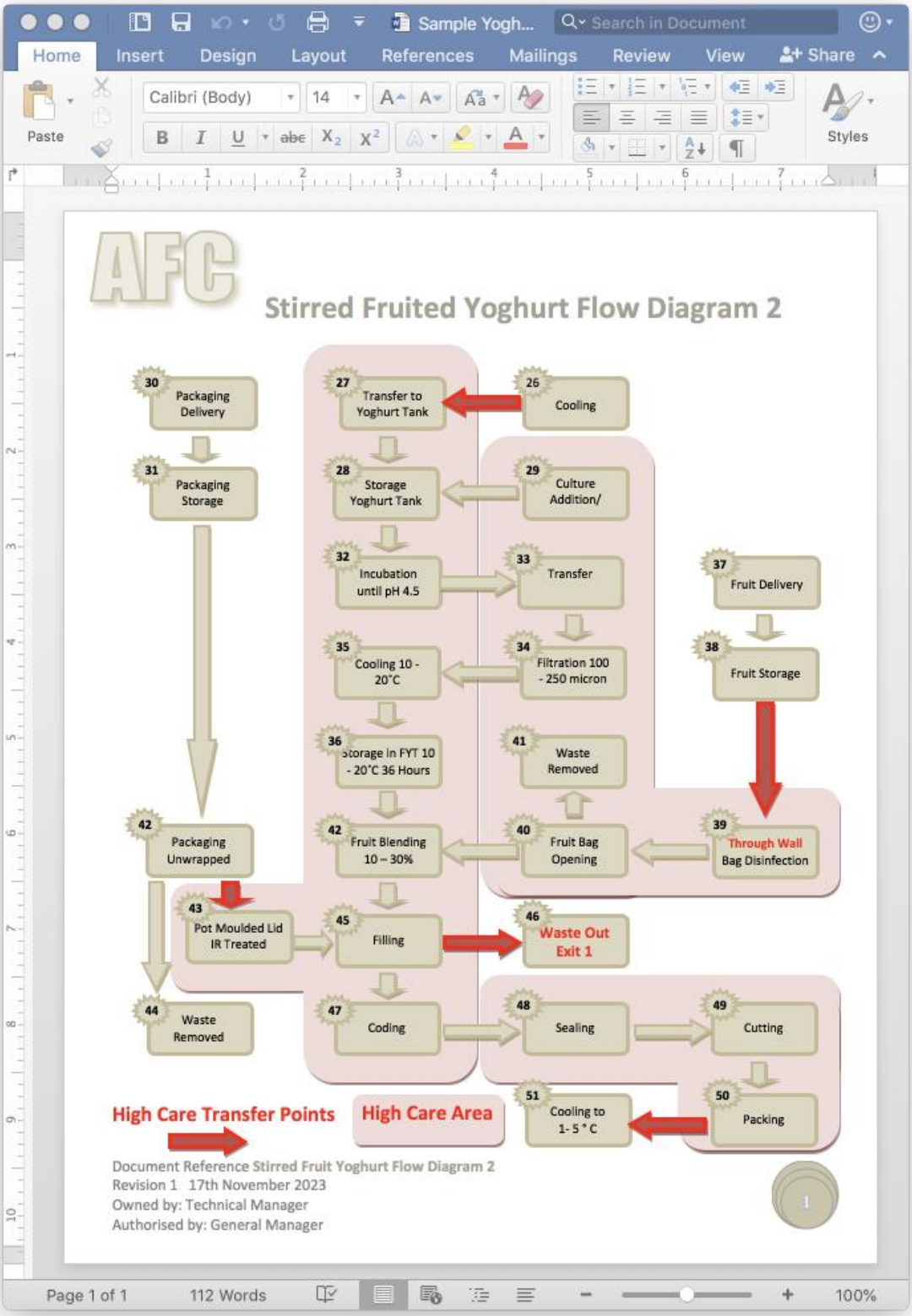
- ✓ 8.5.2 Hazard analysis
- ✓ 8.5.2.2 Hazard identification and determination of acceptable levels
- ✓ 8.5.2.3 Hazard assessment
- ✓ 8.5.2.4 Selection and categorization of control measure(s)
- ✓ 8.5.4 Hazard control plan (HACCP/OPRP Plan)

The FSSC 22000 HACCP Calculator provides the Food Safety Team with a system to assess each of the control measures selected and formulating a Hazard Control Plan of Critical Control Points and Operational Prerequisite Programmes as per the new requirements in ISO 22000:2018 and in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application.

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



There are also supplementary HACCP documents that might be useful



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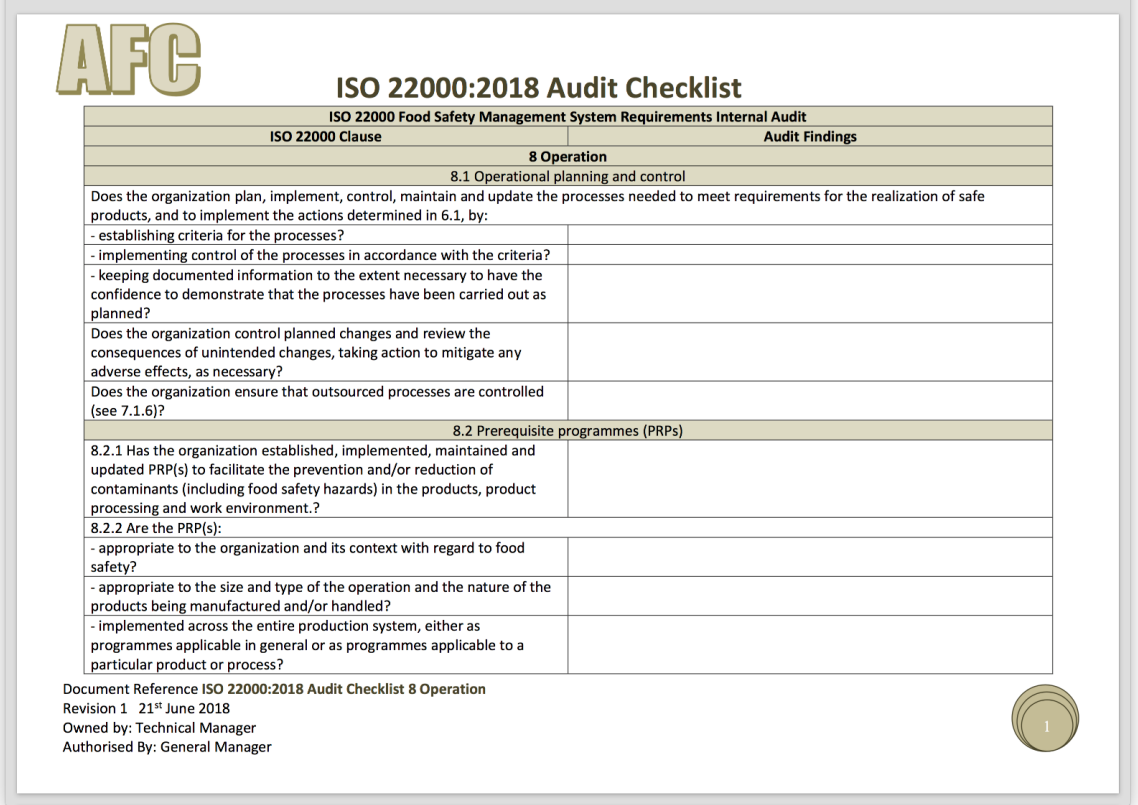
Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus there are sample audit/inspection records.



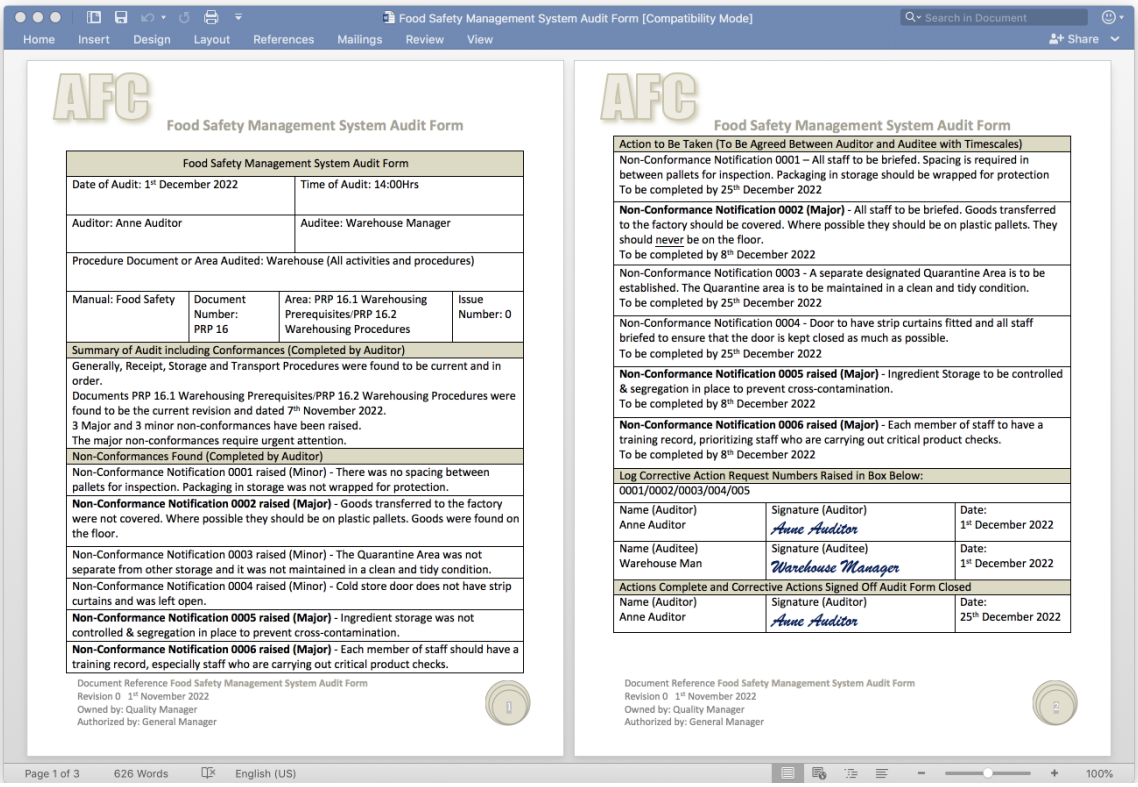
AFC

ISO 22000:2018 Audit Checklist

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

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

1



Food Safety Management System Audit Form [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

AFC

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: PRP 16	Area: PRP 16.1 Warehousing Prerequisites/PRP 16.2 Warehousing Procedures	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. Documents PRP 16.1 Warehousing Prerequisites/PRP 16.2 Warehousing Procedures were 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

AFC

Food Safety Management System Audit Form

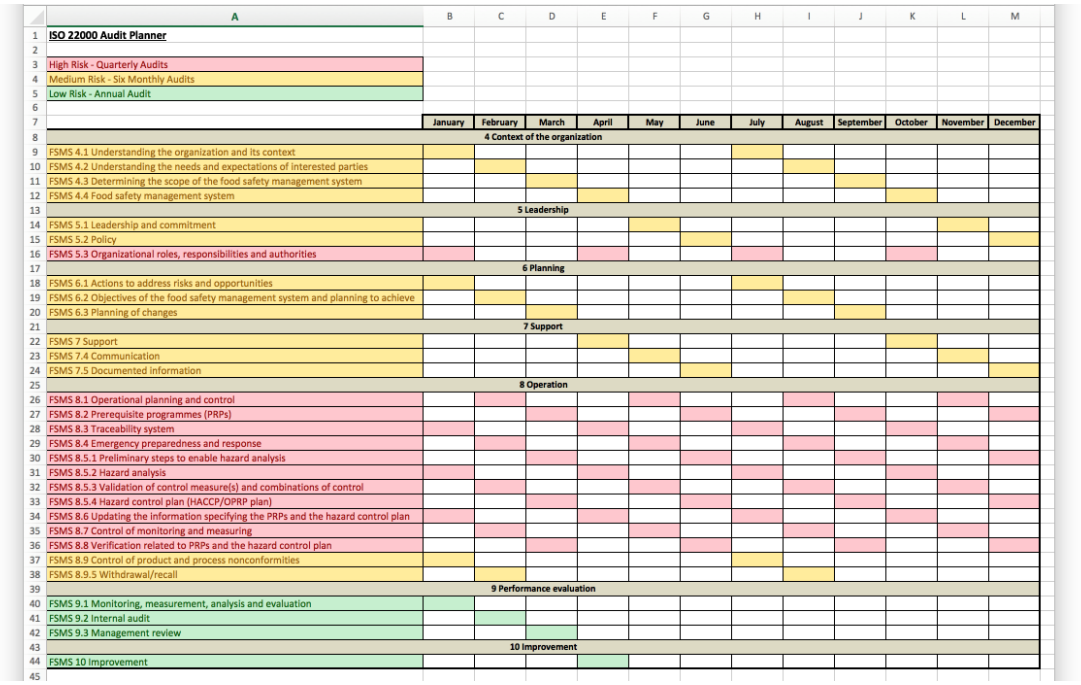
Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)		
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2022		
Non-Conformance 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

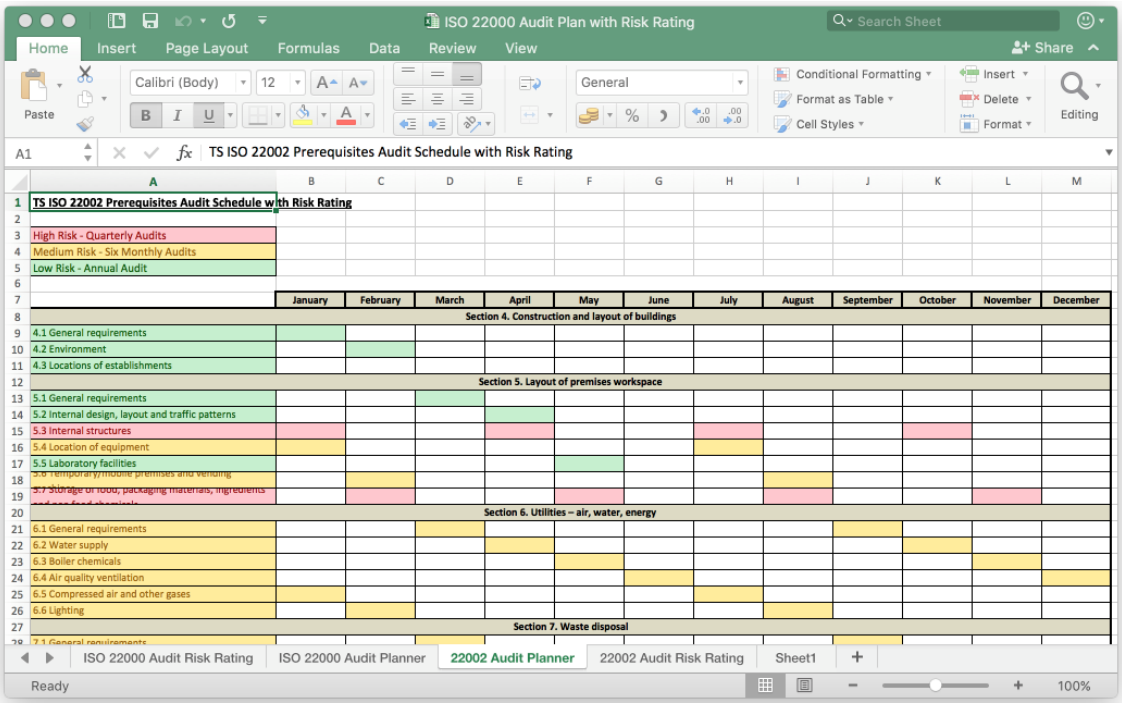
Page 1 of 3 626 Words English (US) 100%

ISO 22000 Audit Plan with Risk Rating



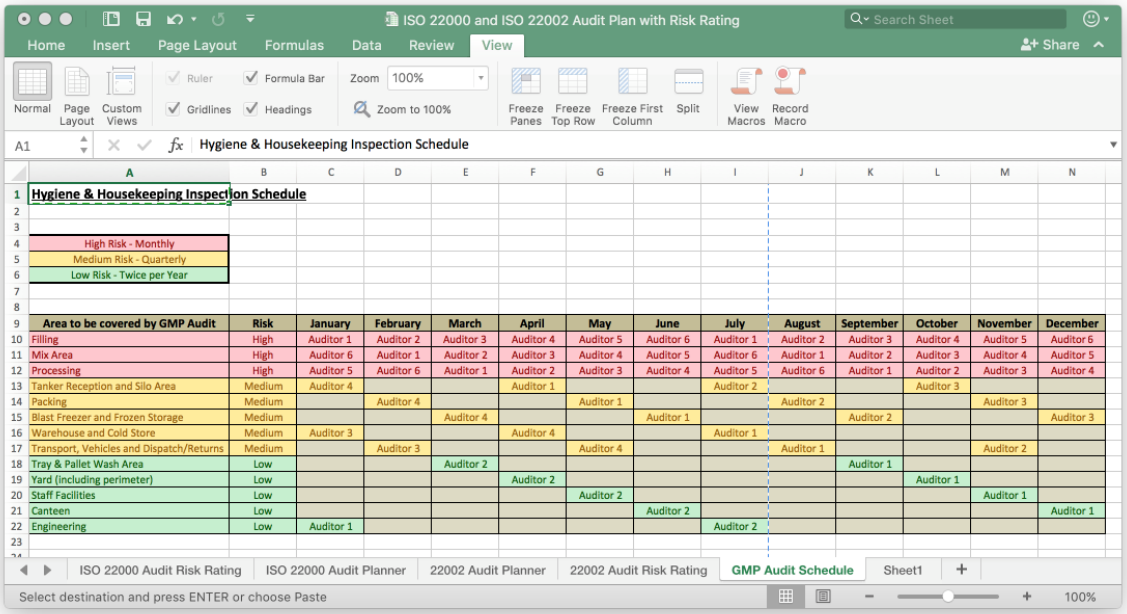
ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
	January	February	March	April	May	June	July	August	September	October	November	December
4 Context of the organization												
FSMS 4.1 Understanding the organization and its context												
FSMS 4.2 Understanding the needs and expectations of interested parties												
FSMS 4.3 Determining the scope of the food safety management system												
FSMS 4.4 Food safety management system												
5 Leadership												
FSMS 5.1 Leadership and commitment												
FSMS 5.2 Policy												
FSMS 5.3 Organizational roles, responsibilities and authorities												
6 Planning												
FSMS 6.1 Actions to address risks and opportunities												
FSMS 6.2 Objectives of the food safety management system and planning to achieve												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
FSMS 8.5.1 Preliminary steps to enable hazard analysis												
FSMS 8.5.2 Hazard analysis												
FSMS 8.5.3 Validation of control measure(s) and combinations of control												
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
FSMS 8.7 Control of monitoring and measuring												
FSMS 8.8 Verification related to PRPs and the hazard control plan												
FSMS 8.9 Control of product and process nonconformities												
FSMS 8.9.5 Withdrawal/recall												
9 Performance evaluation												
FSMS 9.1 Monitoring, measurement, analysis and evaluation												
FSMS 9.2 Internal audit												
FSMS 9.3 Management review												
10 Improvement												
FSMS 10 Improvement												

ISO 22002 Audit Plan with Risk Rating



TS ISO 22002 Prerequisites Audit Schedule with Risk Rating												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
	January	February	March	April	May	June	July	August	September	October	November	December
Section 4. Construction and layout of buildings												
4.1 General requirements												
4.2 Environment												
4.3 Locations of establishments												
Section 5. Layout of premises workspace												
5.1 General requirements												
5.2 Internal design, layout and traffic patterns												
5.3 Internal structures												
5.4 Location of equipment												
5.5 Laboratory facilities												
5.6 Temporary/mobile premises and vending												
5.7 Storage of food, packaging materials, ingredients and non-food chemicals												
Section 6. Utilities – air, water, energy												
6.1 General requirements												
6.2 Water supply												
6.3 Boiler chemicals												
6.4 Air quality ventilation												
6.5 Compressed air and other gases												
6.6 Lighting												
Section 7. Waste disposal												
7.1 General requirements												

Facility Inspection Schedule

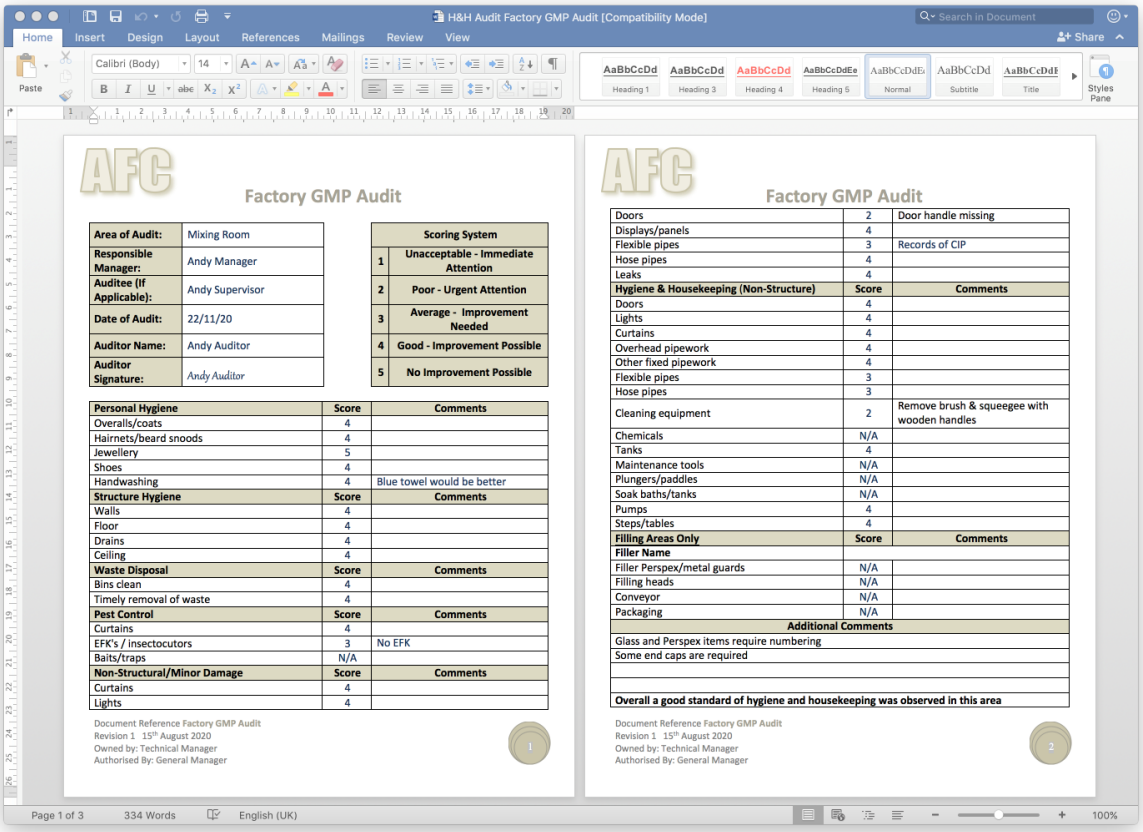


ISO 22000 and ISO 22002 Audit Plan with Risk Rating

Hygiene & Housekeeping Inspection Schedule

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

Facility Inspection/GMP Audit Form



H&H Audit Factory GMP Audit [Compatibility Mode]

Factory GMP Audit

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

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

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

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

Factory GMP Audit

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

Document Reference Factory GMP Audit
Revision 1 15th August 2020
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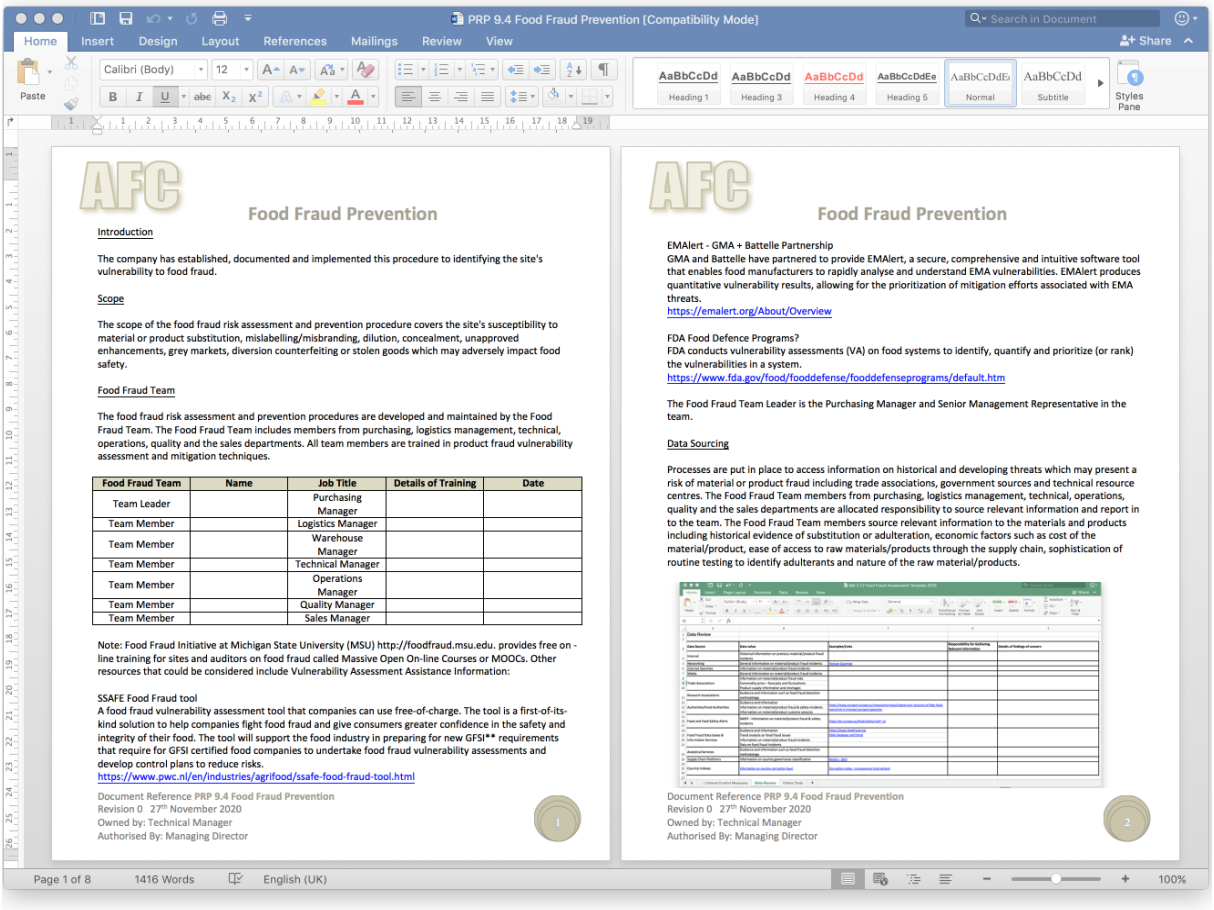
Food Fraud Prevention Procedures Fraud Assessment Tools



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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

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

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Food Fraud Prevention

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

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

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

Data Sourcing

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

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

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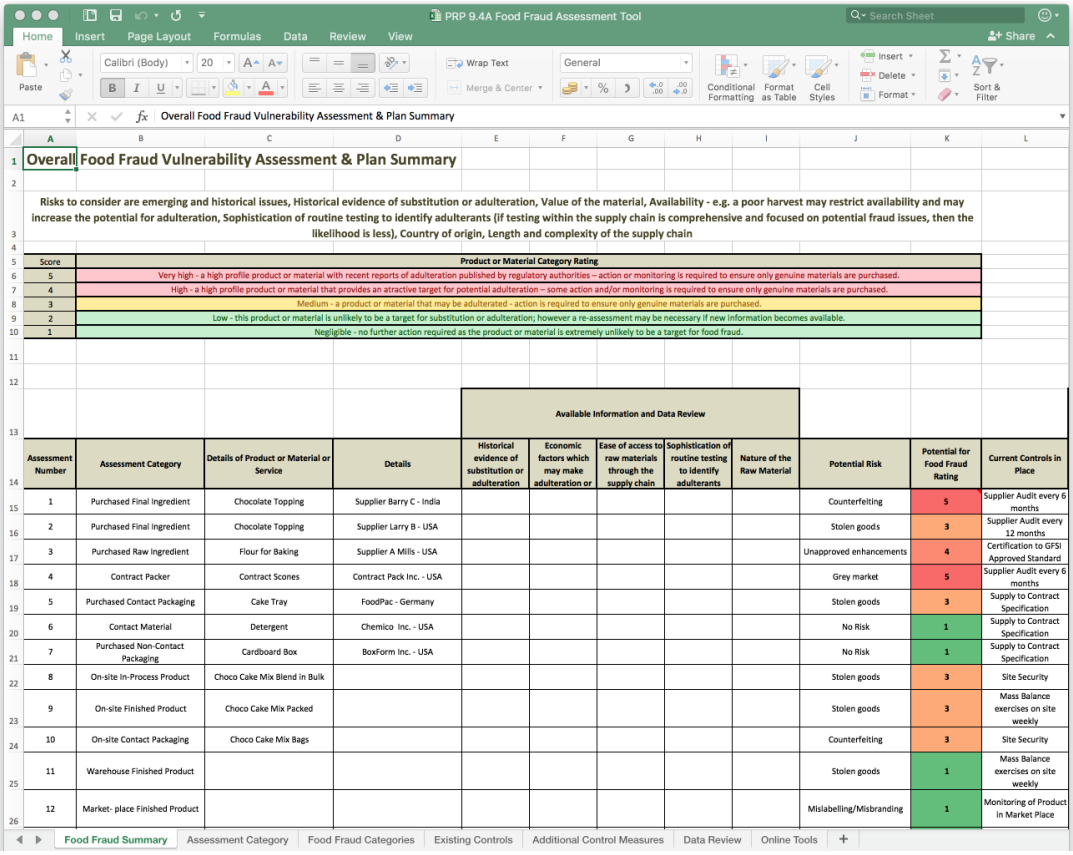

PRP 9.4A Food Fraud Assessment Tool

Overall Food Fraud Vulnerability Assessment & Plan Summary

Overall Food Fraud Vulnerability Assessment & Plan Summary

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

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

					Available Information and Data Review							
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
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification
7	Purchased Non-Contact Packaging	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly
12	Market- place Finished Product								Mislabelling/Misbranding	1	Monitoring of Product in Market Place

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

FSSC 22000 Implementation Package Start Up Guide

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

New Comprehensive Version 6 Implementation Workbook

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

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to ISO 22000 Certification

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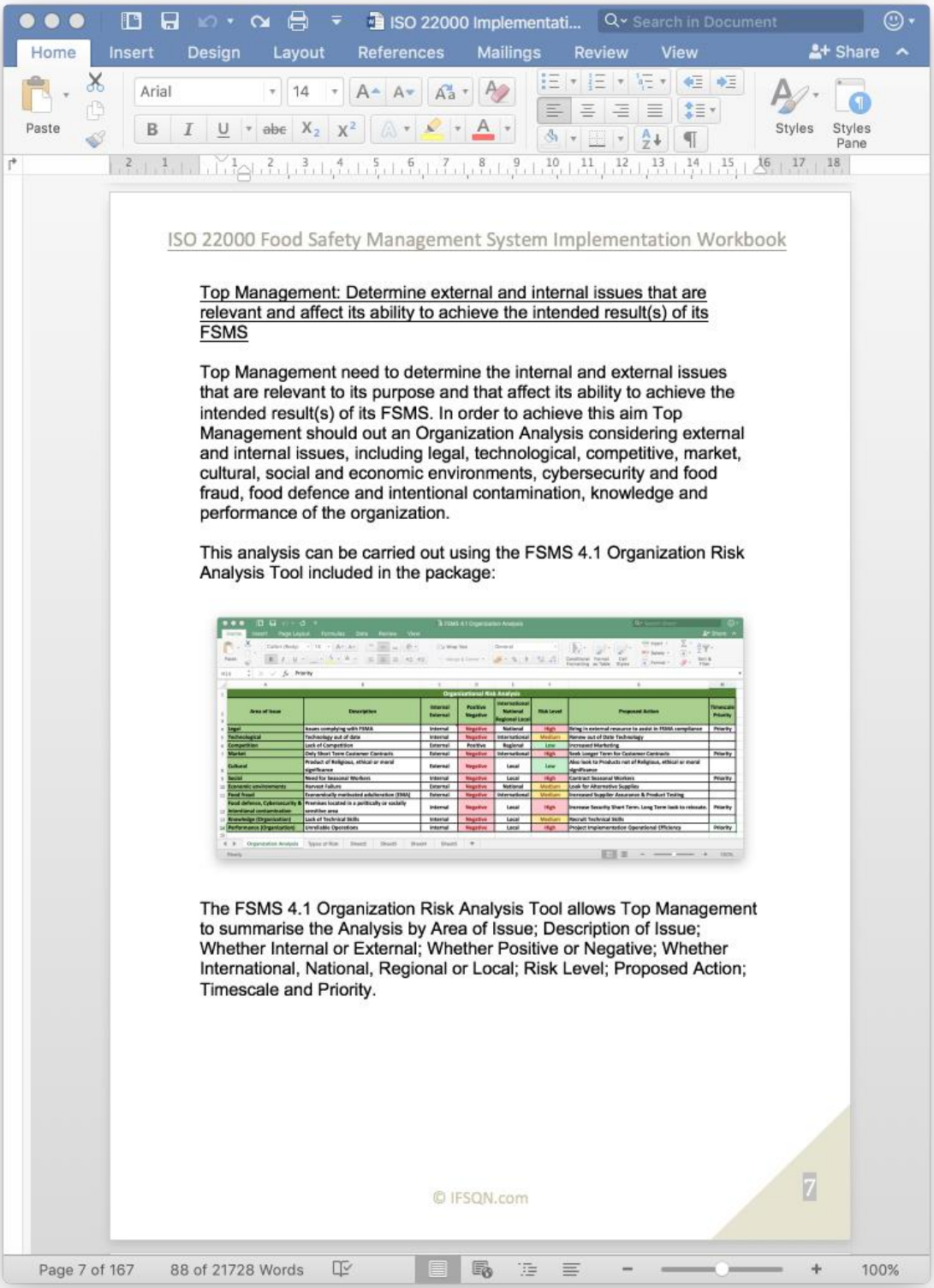
The workbook includes extensive Top Management and Food Safety Team Implementation Guidance



ISO 22000 Food Safety Management System Implementation Workbook

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

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

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

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

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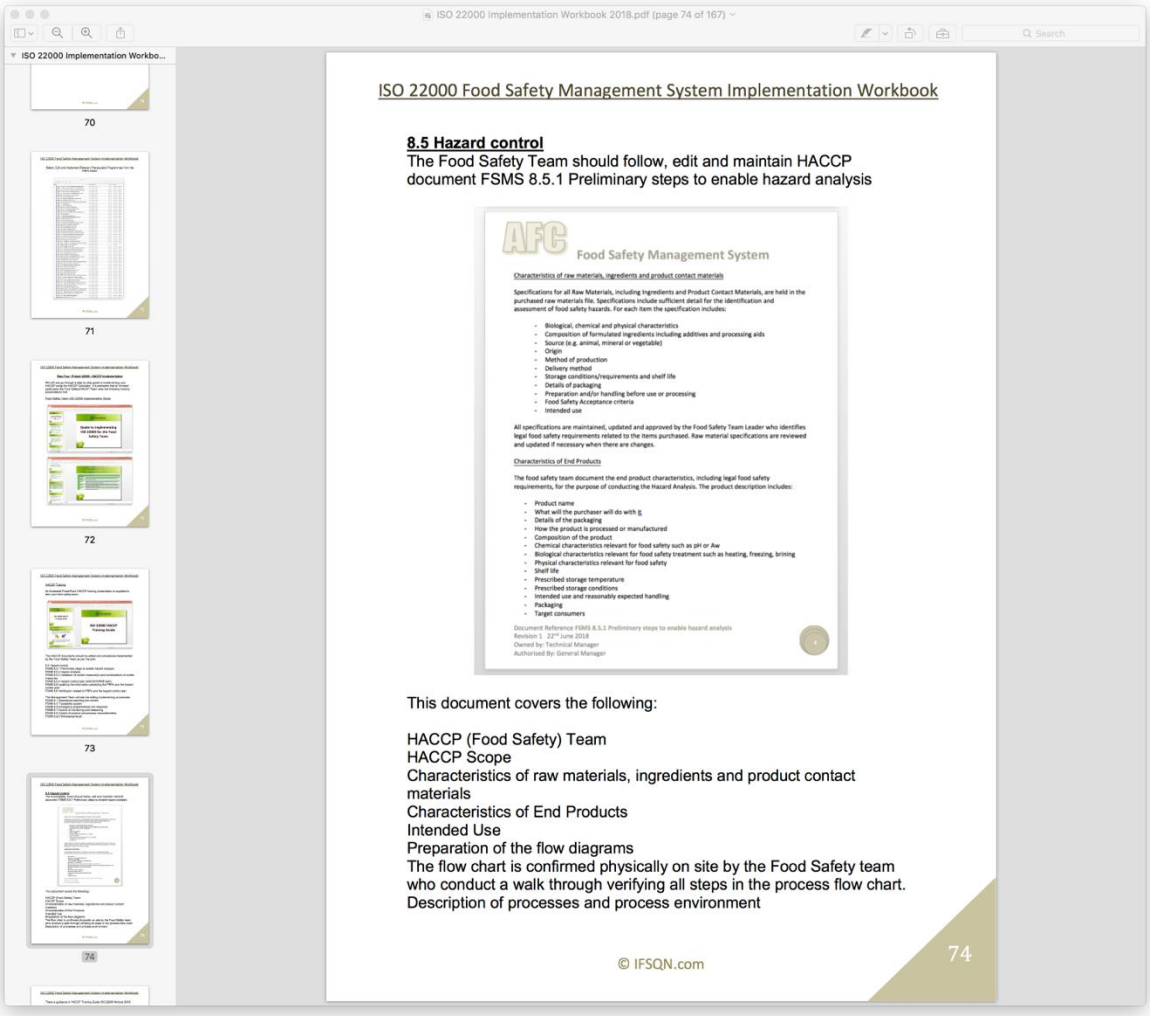
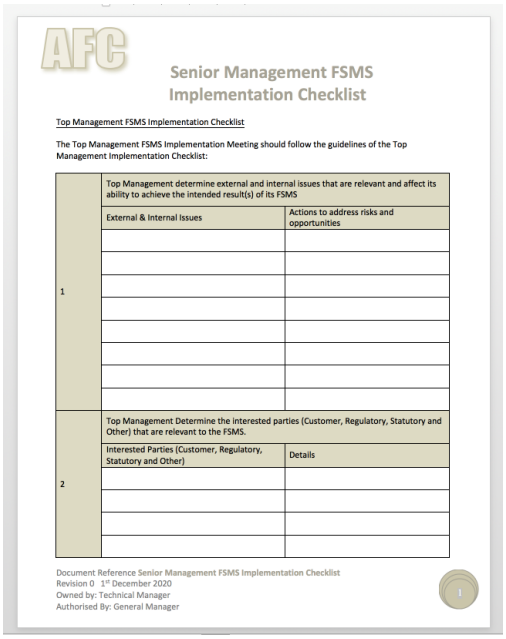


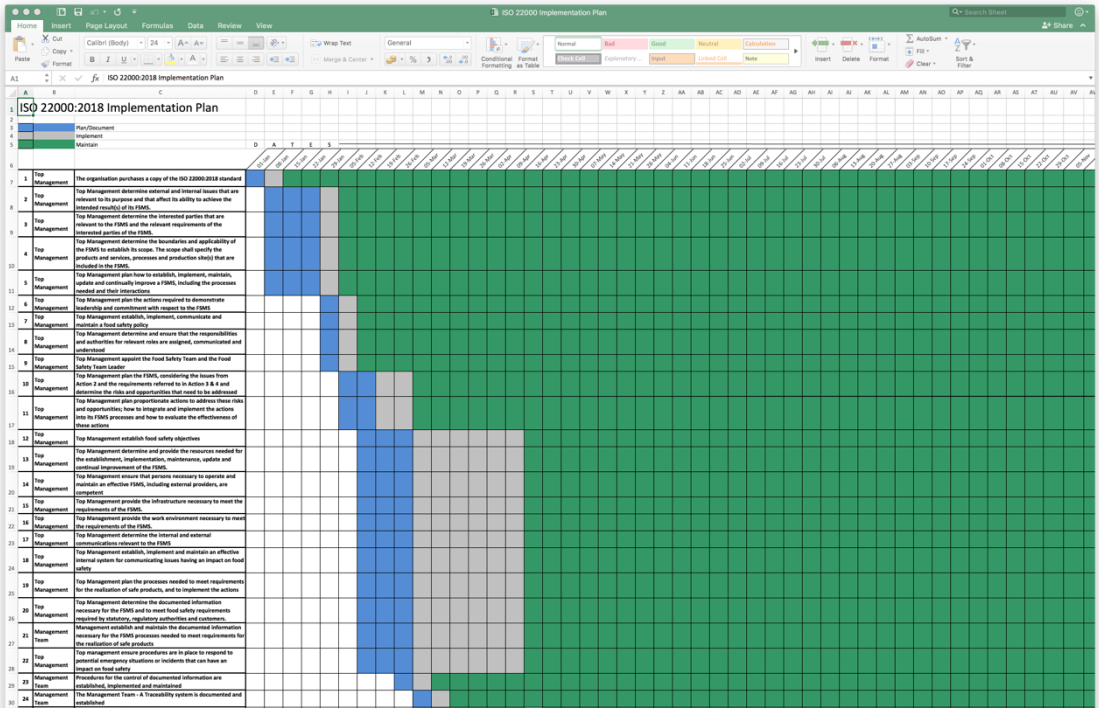
Senior Management Implementation Guidance & Checklists

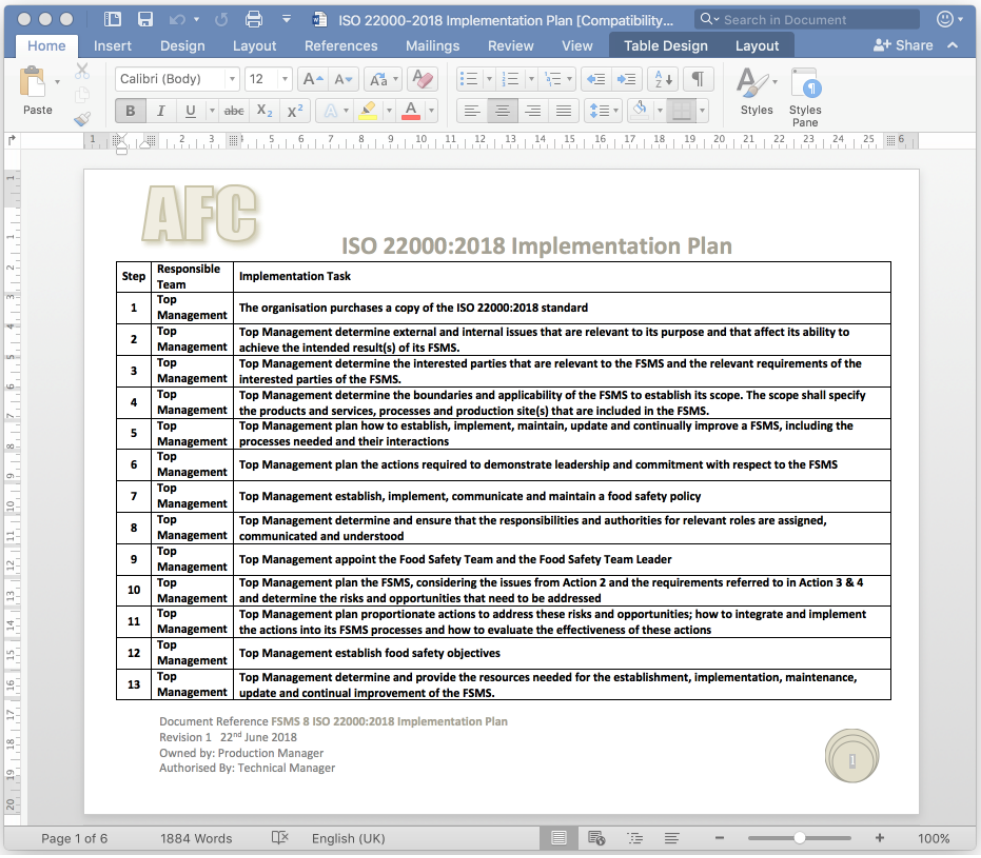
An 11 step Senior Management Implementation Checklist and Guidance are provided.



Project Plan

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

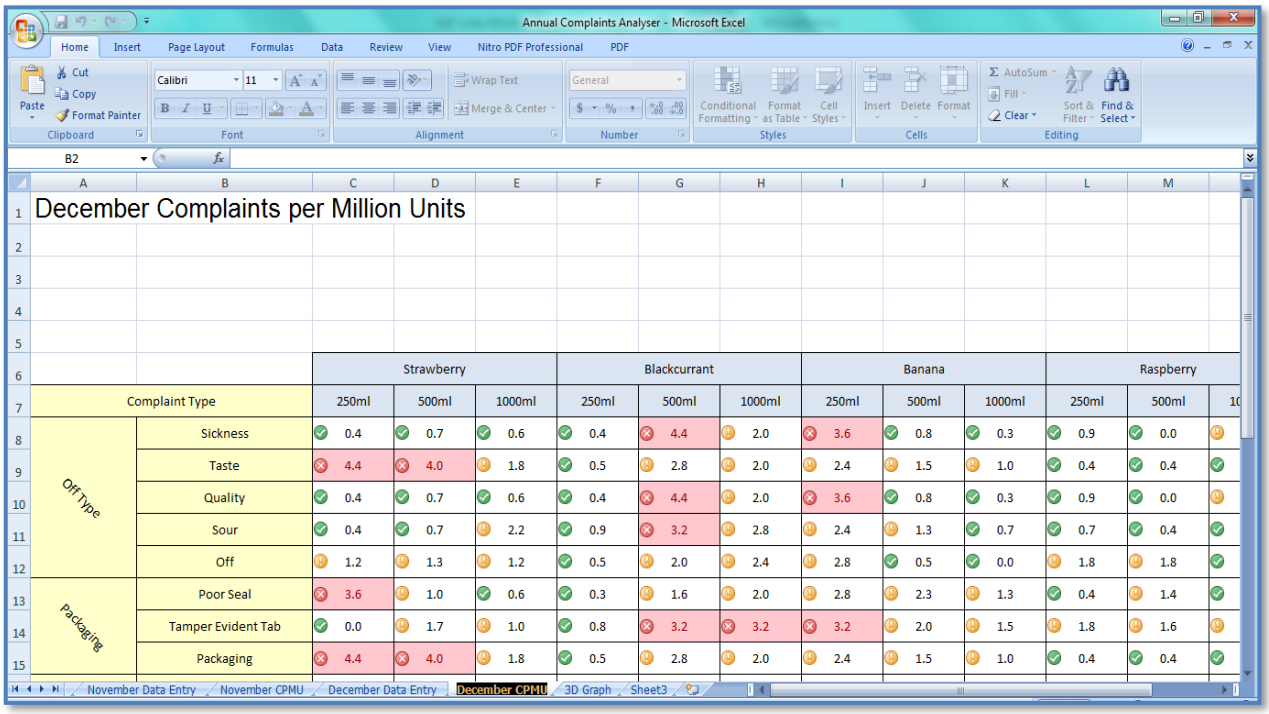


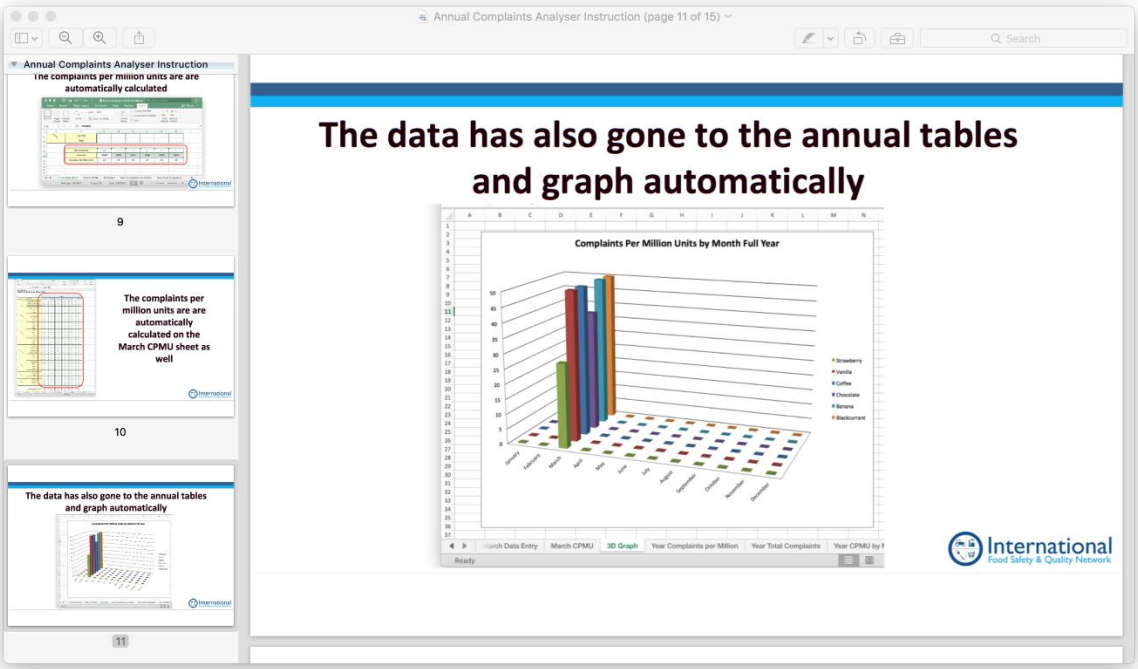


Complaint Management Tools

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

Annual Complaint Analyser & Instructions





Free online support via e-mail

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

Click here to order the IFSQN FSSC 22000 Certification Package

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Benefits of FSSC 22000 Certification

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The FSSC 22000 Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the FSSC 22000 Food Safety Management System gives organisations a head start in developing their system and preparing for certification:
“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the ISO 22000:2018 Standard for Food Safety Management Systems, Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers and FSSC 22000 Additional Requirements Version 6. The system also provides guidance on how to manage and implement a HACCP system and develop sound Hazard Control Plans. This process is aided by our implementation tools, training guides, instructions and checklists which completely simplify the implementation process.”

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

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