



This comprehensive Food Safety Management System package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme Version 5.1 November 2020.

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:

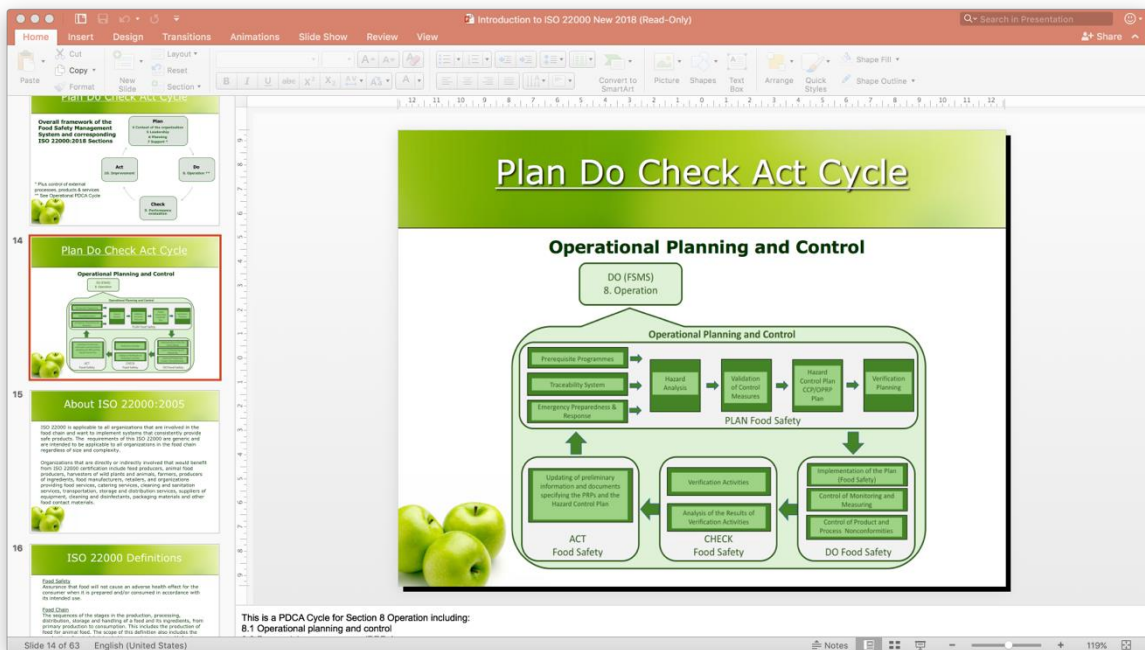
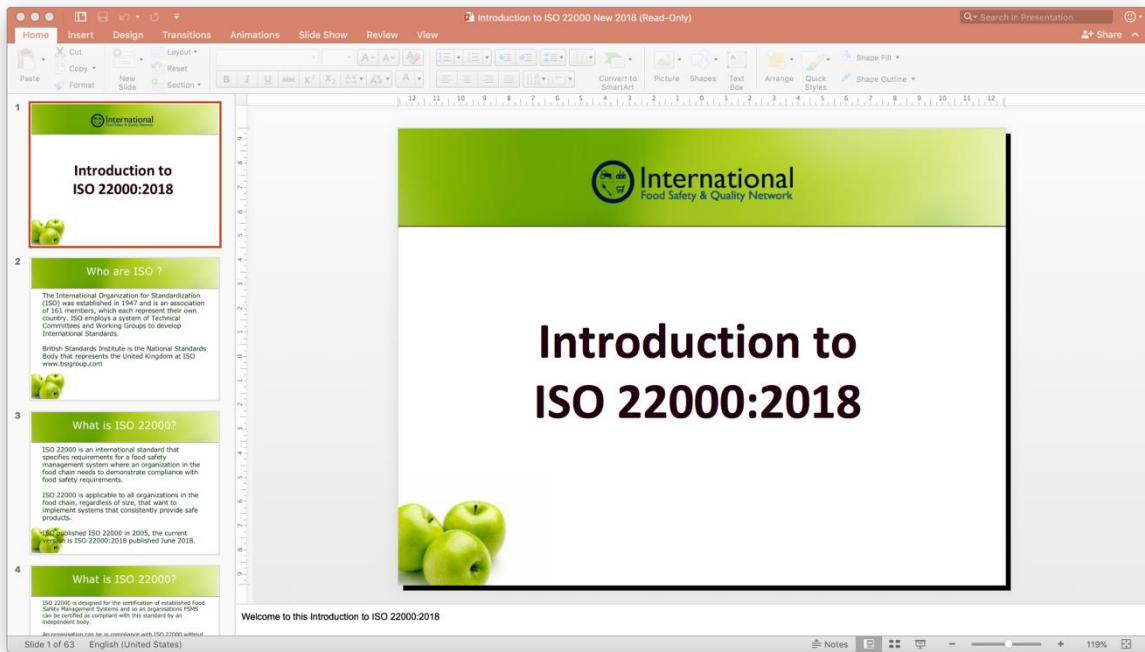
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps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

[Click here to order the IFSQN FSSC 22000 Certification Package Now](#)

Step One: ISO 22000 Training for Management

Introduction to ISO 22000

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



Step Two: Top Management Implementation

Top Management need to start the implementation process.

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

At this stage, Top Management need to:

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

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

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

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

Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

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

Attendees:

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

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

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

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

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

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

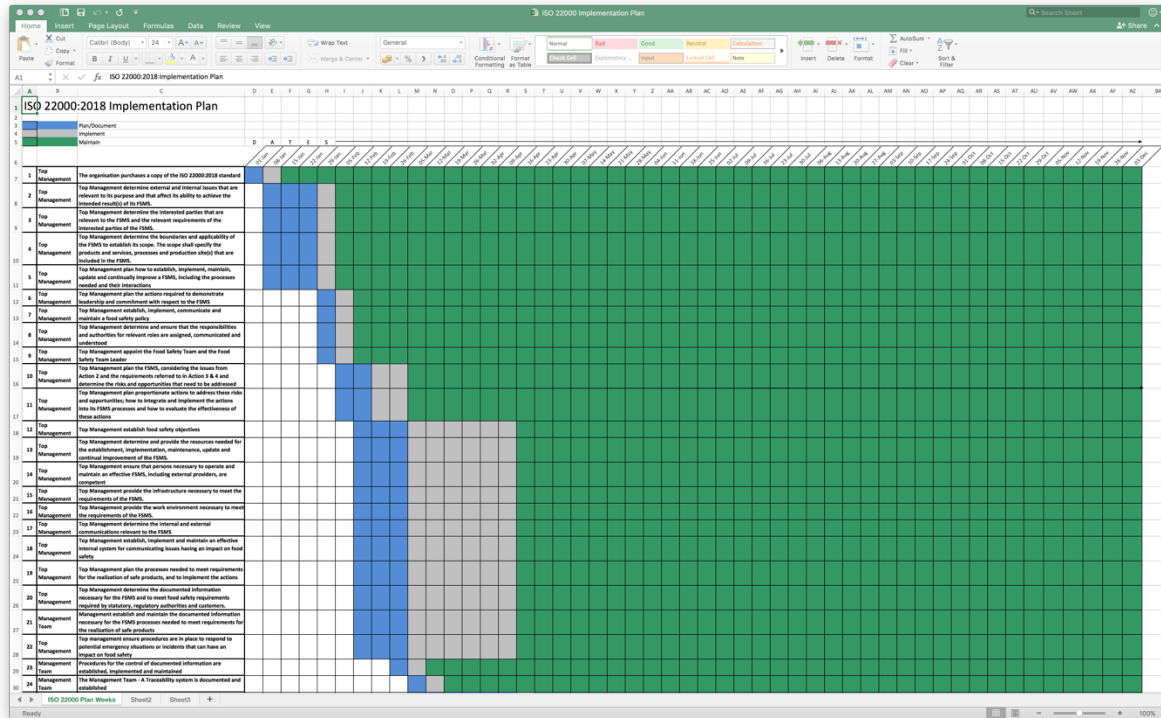
Top Management FSMS Implementation Checklist


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

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

Top Management Establish the Project Plan

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





ISO 22000:2018 Implementation Plan

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

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

Top Management provide adequate support to establish the FSMS

Top management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

8	Top management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	

Top Management establish Communication Channels

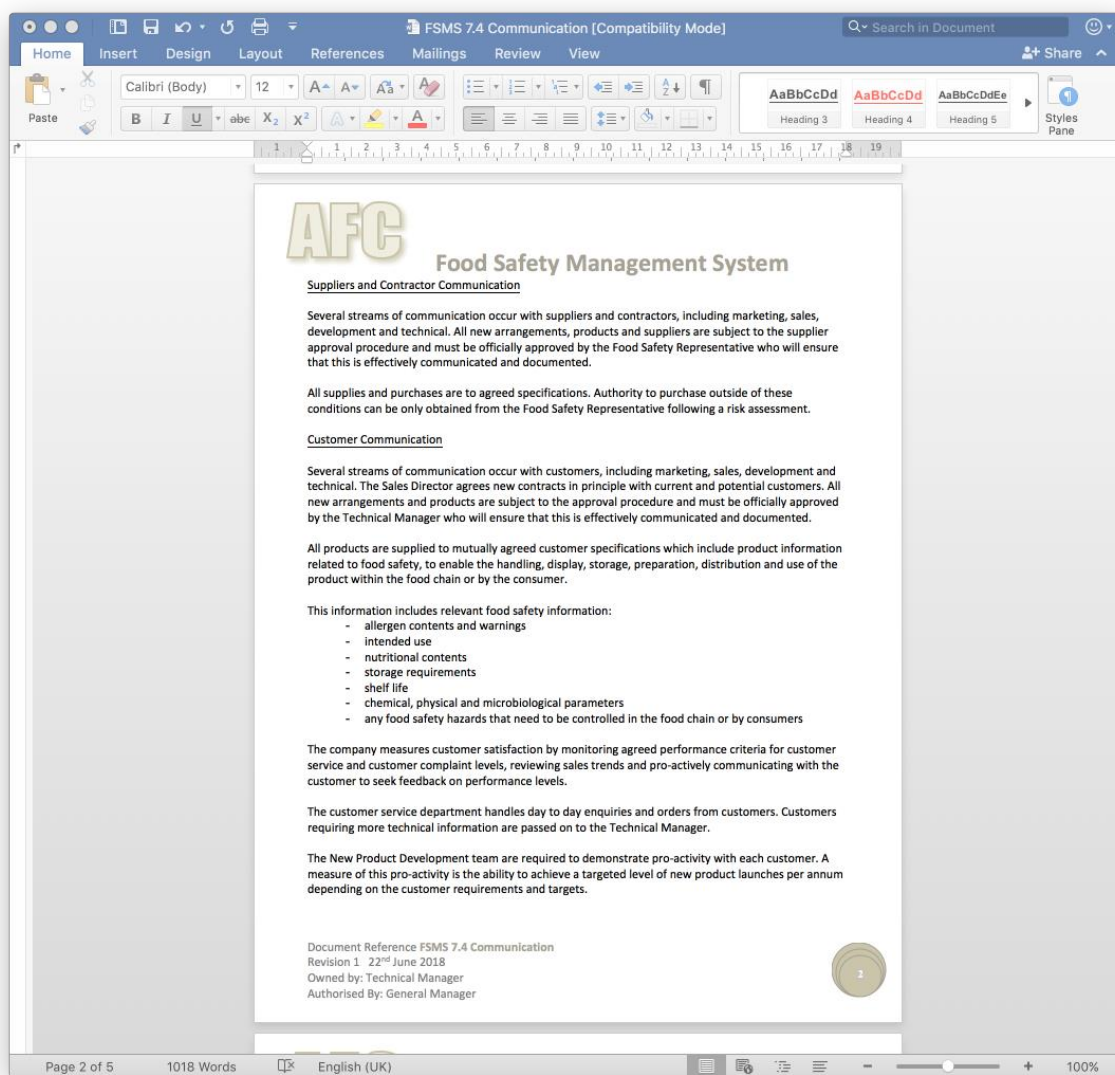
Top Management must establish and document clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management should be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

Procedures should be in place to address communication including:

Suppliers and Contractor Communication

Customer Communication

Food Authority Communication



FSSC 22000 Food Safety Management System Implementation Workbook

Top management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

Step Three: Food Safety Management System

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

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

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

Food Safety Manual

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

Name	Date Modified	Size	Kind
Food Safety Management System Contents.docx	3 Jul 2018, 20:21	34 KB	Micros...(docx)
FSMS 4.1 Organization Analysis	Today, 19:20	46 KB	Micros...(xlsx)
FSMS 4.1 Understanding the organization and its context	25 Jun 2018, 18:37	28 KB	Micros...(docx)
FSMS 4.2 Understanding the needs and expectations of interested parties	25 Jun 2018, 18:52	28 KB	Micros...(docx)
FSMS 4.3 Determining the scope of the food safety management system	26 Jun 2018, 10:55	29 KB	Micros...(docx)
FSMS 4.4 Food Safety Management System - Appendix	2 Jul 2018, 19:27	203 KB	Micros...(docx)
FSMS 4.4 Food Safety Management System.docx	2 Jul 2018, 19:28	55 KB	Micros...(docx)
FSMS 5.1 Leadership and commitment.docx	26 Jun 2018, 11:52	28 KB	Micros...(docx)
FSMS 5.2 Food Safety Policy	26 Jun 2018, 12:16	28 KB	Micros...(docx)
FSMS 5.3 Appendix Job Descriptions.docx	1 Jul 2018, 10:04	43 KB	Micros...(docx)
FSMS 5.3 Organizational roles, responsibilities and authorities.docx	30 Jun 2018, 13:05	38 KB	Micros...(docx)
FSMS 6.1 Actions to address risks and opportunities.docx	26 Jun 2018, 12:59	32 KB	Micros...(docx)
FSMS 6.2 Food Safety Objectives.docx	26 Jun 2018, 19:05	29 KB	Micros...(docx)
FSMS 6.3 Planning of changes	27 Jun 2018, 18:00	40 KB	Micros...(docx)
FSMS 7 Support	27 Jun 2018, 12:05	33 KB	Micros...(docx)
FSMS 7.4 Communication.docx	27 Jun 2018, 12:35	31 KB	Micros...(docx)
FSMS 7.5 Documented Information.docx	27 Jun 2018, 12:53	34 KB	Micros...(docx)
FSMS 8.1 Operational planning and control	2 Jul 2018, 19:35	214 KB	Micros...(docx)
FSMS 8.2 Prerequisite programmes (PRPs)	1 Jul 2018, 10:15	30 KB	Micros...(docx)
FSMS 8.3 Traceability system - Appendix.docx	27 Jun 2018, 18:36	25 KB	Micros...(docx)
FSMS 8.3 Traceability system.docx	27 Jun 2018, 18:28	30 KB	Micros...(docx)
FSMS 8.4 Emergency preparedness and response.docx	27 Jun 2018, 18:40	57 KB	Micros...(docx)
FSMS 8.5.1 Preliminary steps to enable hazard analysis to be completed.docx	28 Jun 2018, 10:20	35 KB	Micros...(docx)
FSMS 8.5.2 Hazard Analysis add HACCP Calculator image.docx	28 Jun 2018, 11:11	37 KB	Micros...(docx)
FSMS 8.5.3 Validation of control measur...combinations of control measures.docx	28 Jun 2018, 11:35	28 KB	Micros...(docx)
FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan).docx	28 Jun 2018, 13:01	32 KB	Micros...(docx)
FSMS 8.6 Updating the information spe...ing the PRPs and the hazard control plan	28 Jun 2018, 13:09	28 KB	Micros...(docx)
FSMS 8.7 Control of monitoring and measuring.docx	29 Jun 2018, 11:17	32 KB	Micros...(docx)
FSMS 8.8 Appendix Verification Plan	29 Jun 2018, 17:39	41 KB	Micros...(docx)
FSMS 8.8 Verification related to PRPs and the hazard control plan.docx	28 Jun 2018, 19:03	30 KB	Micros...(docx)
FSMS 8.9 Control of product and process nonconformities.docx	30 Jun 2018, 12:04	31 KB	Micros...(docx)
FSMS 8.9.5 Withdrawal/recall.docx	29 Jun 2018, 17:52	36 KB	Micros...(docx)
FSMS 9.1 Monitoring, measurement, analysis and evaluation	29 Jun 2018, 18:18	30 KB	Micros...(docx)
FSMS 9.2 Internal audit	29 Jun 2018, 18:39	33 KB	Micros...(docx)
FSMS 9.3 Management review.docx	30 Jun 2018, 11:34	30 KB	Micros...(docx)
FSMS 10 Improvement.docx	30 Jun 2018, 12:33	33 KB	Micros...(docx)

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

AFC
Food Safety Management System

8.9 Control of product and process nonconformities

Corrections

For each CCP and OPRP Corrections and Corrective Actions when Critical Limits and/or Action Criteria are exceeded are defined by the Food Safety Team in the HACCP documentation and Hazard Control Plans. The HACCP team define and document the corrective action when trends indicate a likely loss of control. Corrections are applied to bring the parameters controlled at the CCP or OPRP under control and the correction instruction includes reporting requirements and action to be taken by the authorised nominated person with regards to the products produced while the process was out of control. The products affected are identified and controlled with regard to their use and release. Corrective Actions are defined to ensure the cause of the breach is identified and action is taken to prevent a recurrence. Training in monitoring procedures and records for CCP's/OPRP's and corrections/corrective actions are completed ahead of implementation.

In the case of exceeding CCP/OPRP limits, procedures and records appropriate to the handling of potentially unsafe products are followed until it is confirmed that they are safe and suitable for release. Where product is not suitable for release then this matter is reported as soon as practically possible to the Food Safety Team Leader. The Food Safety Team carry out regular review of the corrections carried out.

Products manufactured under conditions where critical limits have been exceeded are potentially unsafe products and are handled in accordance with the procedure for controlling non-conforming products.

Records for products manufactured under conditions where critical limits or action criteria have been exceeded retained and describe corrections made on nonconforming products and processes, including the nature of the nonconformity, the cause(s) of the failure, and the consequences as a result of the nonconformity.

Handling of potentially unsafe products

The company has established, documented and implemented a procedure for the handling of potentially unsafe products, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

This procedure defines how those products that do not conform to product requirements are identified and controlled so that their intended use or delivery is prevented.

The measuring and monitoring systems consider each stage of the process from ingredient intake to product despatch.

Document Reference FSMS 8.9 Control of product and process nonconformities
 Revision 1 27th November 2020
 Owned by: Technical Manager
 Authorised By: General Manager

Page 1 of 4 1243 Words 100%

FSMS Record Templates

The FSMS Records includes over 60 record templates:

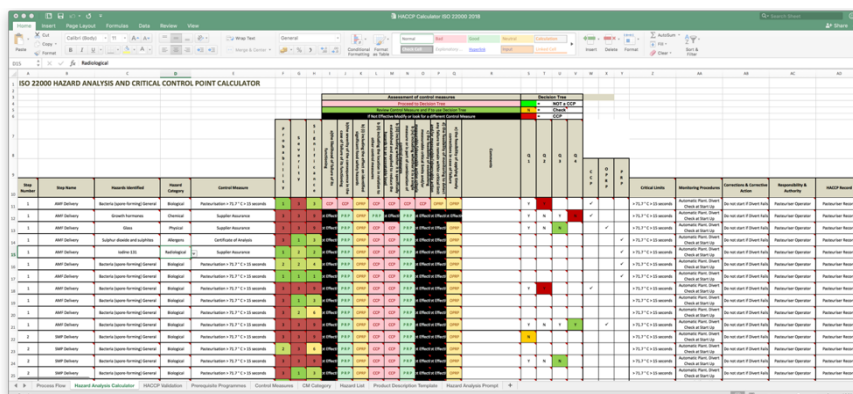
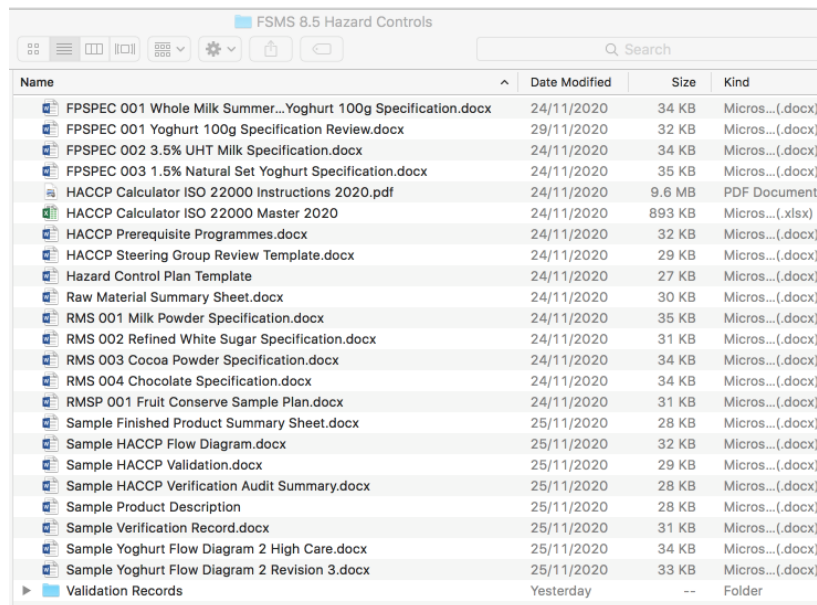
Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	04/11/2020	29 KB	Micros...(docx)
QMR 002 Training Record.docx	04/11/2020	31 KB	Micros...(docx)
QMR 003 Product Realisation Record.docx	04/11/2020	29 KB	Micros...(docx)
QMR 004 Design and Development.docx	04/11/2020	28 KB	Micros...(docx)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

ISO 22000 HACCP Manual containing the HACCP Calculator

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

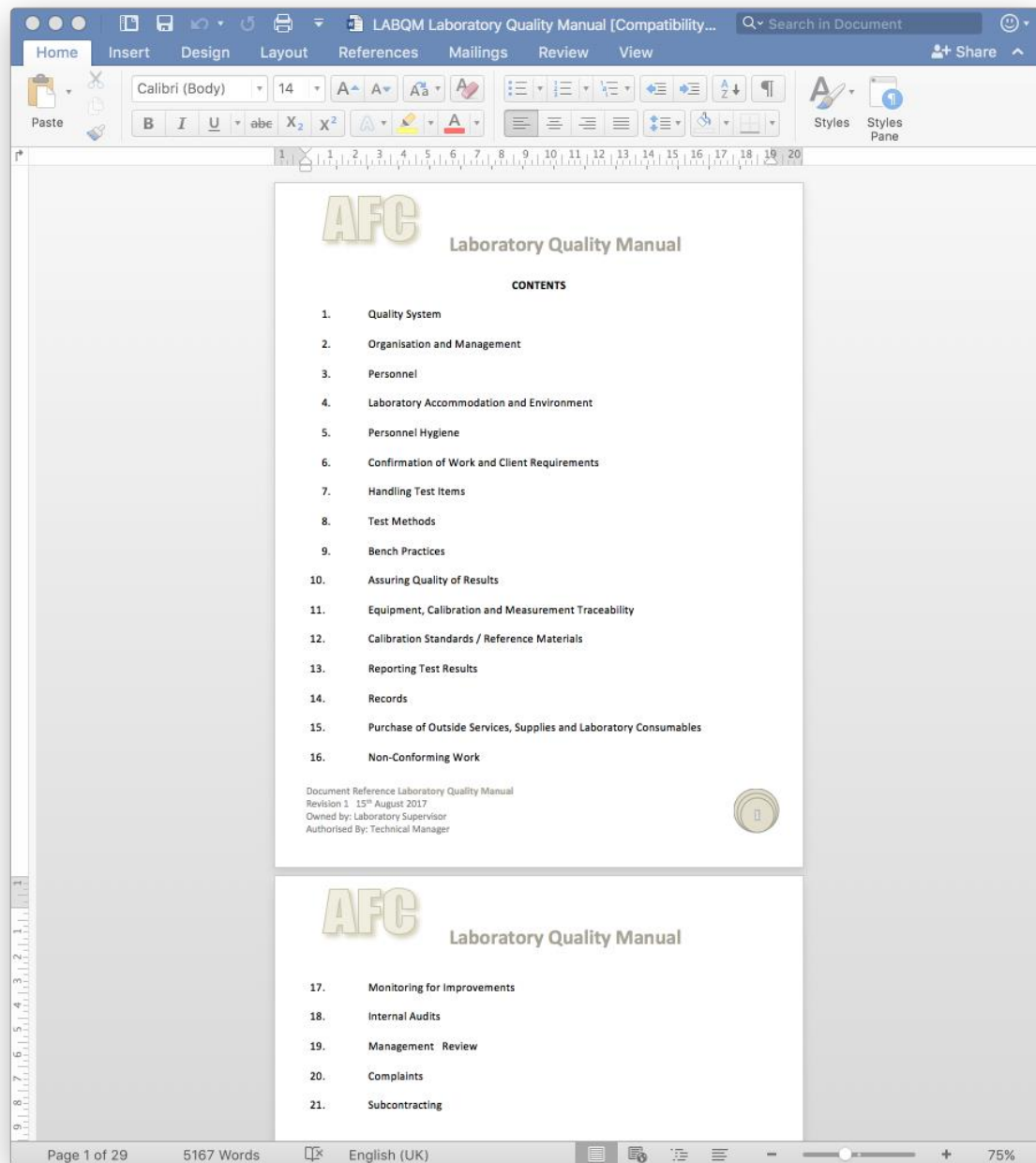
- FSMS 8.5.1 Preliminary steps to enable hazard analysis
- FSMS 8.5.2 Hazard analysis
- FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
- FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
- FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan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

There are also supplementary ISO HACCP Manual documents in the FSMS 8.5 Hazard Controls Folder including the HACCP Calculator ISO 22000 2018 & Instructions:



Laboratory Quality Manual

A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans. See PRP 5.5 Laboratory Manual Folder.



FSSC 22000 Food Safety Management System Implementation Workbook

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

Food Safety Management System Document Implementation

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

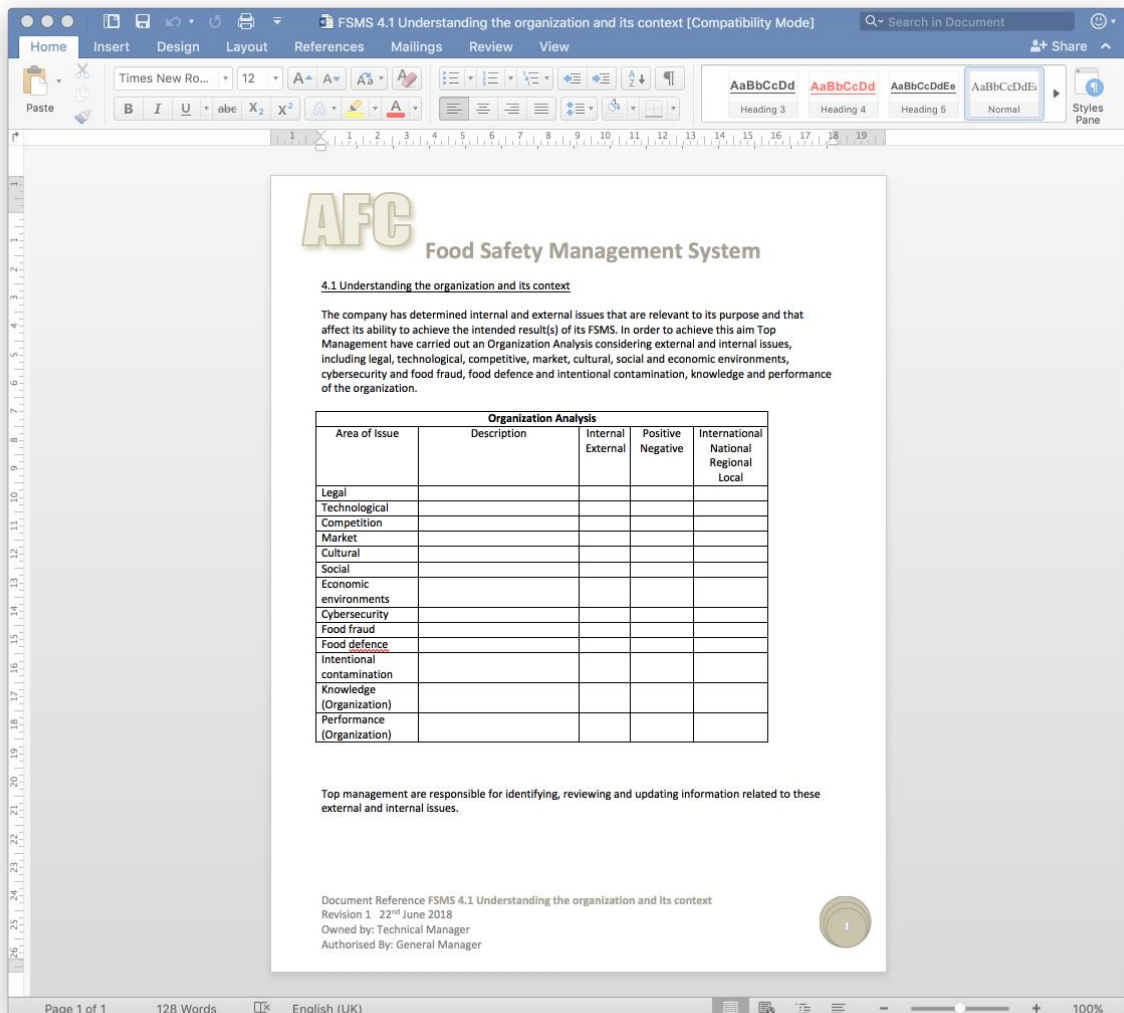
4 Context of the organization

FSMS 4.1 Understanding the organization and its context

FSMS 4.2 Understanding the needs and expectations of interested parties

FSMS 4.3 Determining the scope of the food safety management system

FSMS 4.4 Food safety management system



FSSC 22000 Food Safety Management System Implementation Workbook

FSMS 4.1 Organization Analysis

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

FSMS 4.2 Understanding the needs a...

AFC Food Safety Management System

4.2 Understanding the needs and expectations of interested parties

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

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

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

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

Page 1 of 1 104 Words English (UK) 100%

Select, Edit and Implement Relevant Prerequisite Programmes from the PRPs folder:

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

Step Four: Project 22000 - HACCP Implementation

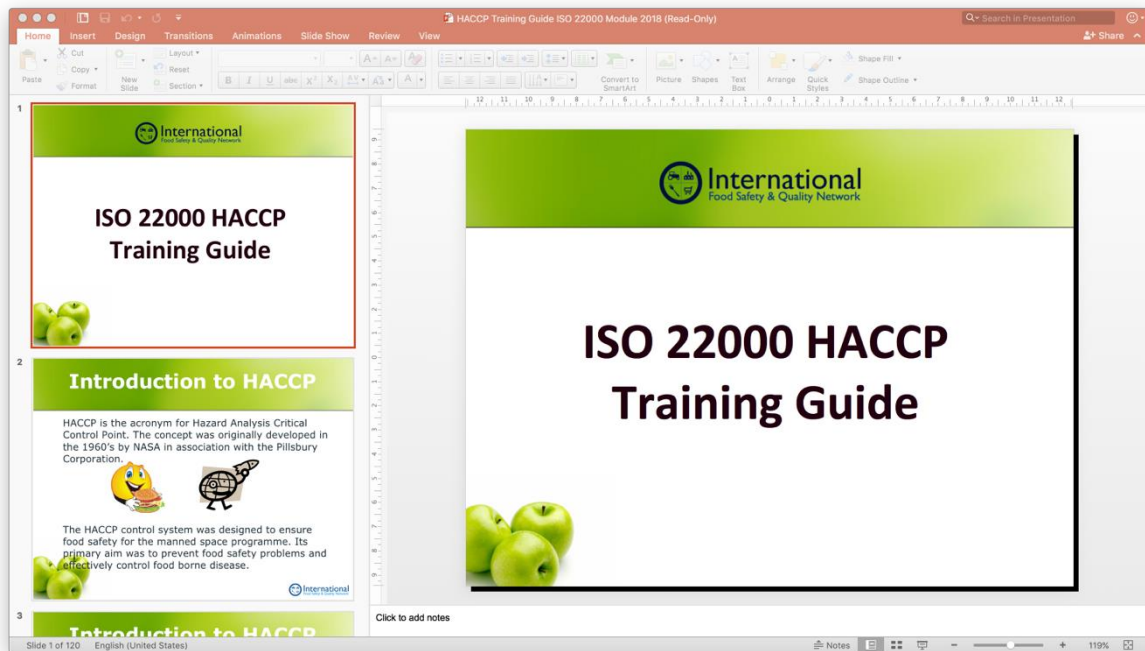
We will now go through a step by step guide to implementing your HACCP using the HACCP Calculator. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Food Safety Team: ISO 22000 Implementation Guide



HACCP Training

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



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

8.5 Hazard control

FSMS 8.5.1 Preliminary steps to enable hazard analysis

FSMS 8.5.2 Hazard analysis

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

FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)

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

FSMS 8.8 Verification related to PRPs and the hazard control plan

The Management Team will also be editing implementing procedures:

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

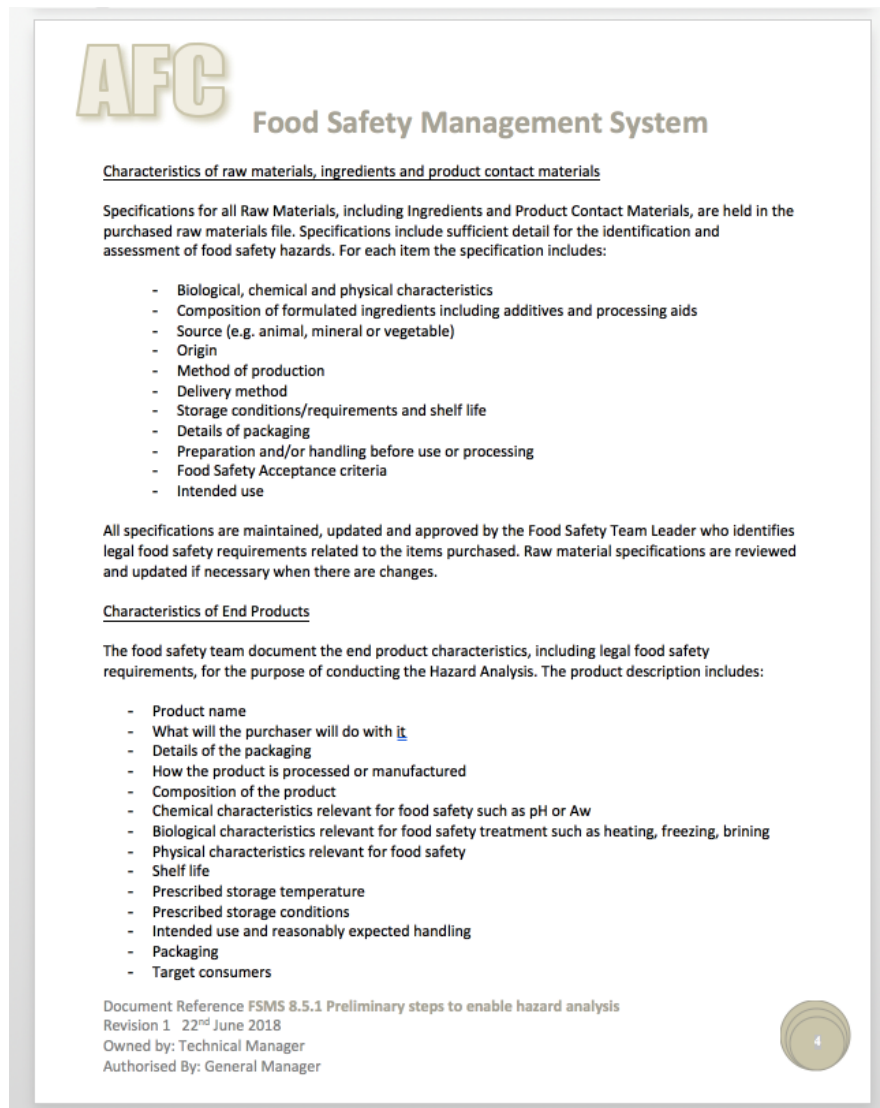
FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

8.5 Hazard control

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



This document covers the following:

HACCP (Food Safety) Team

HACCP Scope

Characteristics of raw materials, ingredients and product contact materials

Characteristics of End Products

Intended Use

Preparation of the flow diagrams

The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart.

Description of processes and process environment

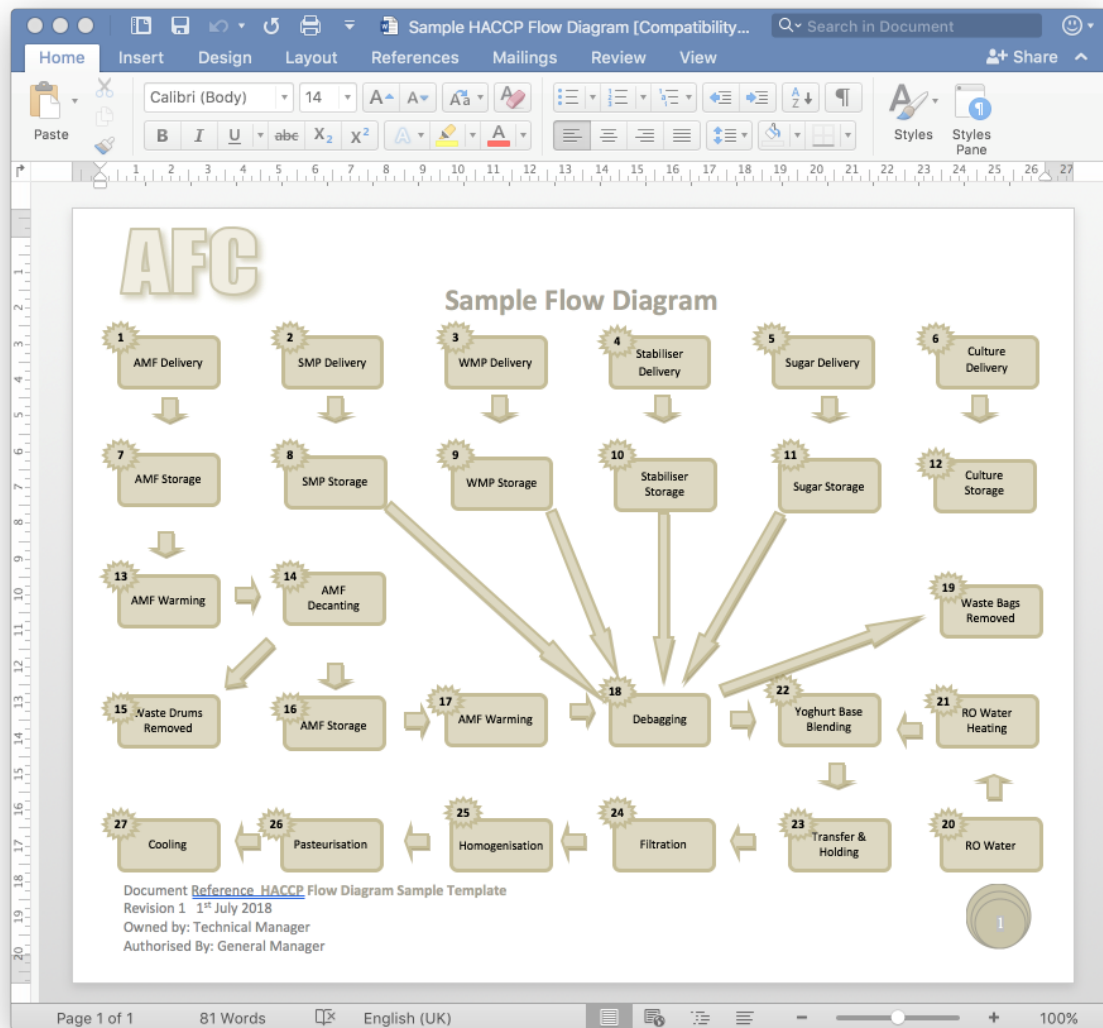
There is a Sample HACCP Flow Diagram in the ISO 22000 HACCP Manual as well as a few other useful documents:

Raw Material Summary Sheet

Sample Finished Product Summary Sheet

Sample Product Description

Excel Sheet Product Description in the HACCP Calculator



At the same time as HACCP Implementation the Management Team will also need to be editing and implementing procedures:

8 Operation

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

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



Food Safety Management System

9.2 Internal audit

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

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

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

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

Internal Audit List


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

- 5.1 Leadership and commitment
- 5.2 Policy
 - 5.2.1 Establishing the food safety policy
 - 5.2.2 Communicating the food safety policy
- 5.3 Organizational roles, responsibilities and authorities

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

- 7.1 Resources
 - 7.1.1 General
 - 7.1.2 People
 - 7.1.3 Infrastructure

Document Reference FSMS 9.2 Internal audit
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



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

The Food Safety Team Leader should draw up the Internal Audit Schedule based on the following criteria:

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

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

FSSC 22000 Food Safety Management System Implementation Workbook

FSMS 9.2 Internal Audits & Inspections [Compatibility Mode]

AFC Food Safety Management System

Site Inspections

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

AFC Factory GMP Audit

Area Of Audit:	Mixing Room	Scoring System	
Responsible Manager:	Andy Manager	1	Unacceptable - Immediate Attention
Audited By:	Andy Supervisor	2	Poor - Urgent Attention
Date Of Audit:	22/11/17	3	Average - Improvement Needed
Auditor Name:	Andy Auditor	4	Good - Improvement Possible
Auditor Signature:	Andy Auditor	5	No Improvement Possible

Personal Hygiene

Item	Score	Comments
Overalls/coats	4	
Hairnets/beard restraints	4	
Gloves	4	
Shoes	4	
Handwashing	4	Blue towel would be better

Structure Hygiene

Item	Score	Comments
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	

Waste Disposal

Item	Score	Comments
Bin clean	4	
Timely removal of waste	4	

Plant Control

Item	Score	Comments
Curtains	4	
EPK's / pestoclosures	4	No EPK
Bath traps	N/A	

Non Structure/Minor Damage

Item	Score	Comments
Curtains	4	
Lights	4	

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

Prerequisite procedures within the scope of the Inspections are as follows:

- PRP 4.1 Design and Construction of Buildings
- PRP 4.2 Environment Prerequisite Programmes
- PRP 4.3 Site Location and Standards
- PRP 5.1 Layout of Premises and Workspace
- PRP 5.2 Internal Design and Layout
- PRP 5.3 Internal Structure
- PRP 5.4 Equipment Design and Location
- PRP 5.5 Laboratory Facilities
- PRP 5.6 Temporary Structures and Vending Machine Facilities
- PRP 5.7 Storage
- PRP 6.1 Site Services
- PRP 6.2 Control of Water Supply
- PRP 6.3 Control of Boiler Chemicals
- PRP 6.4 Control of Air Supply
- PRP 6.5 Control of Compressed Air and Gases
- PRP 6.6 Lighting

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

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H&H Audit Factory...

AFC Factory GMP Audit

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

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

Page 2 of 3 334 Words 100%

Step Six: Review and Updating

Top Management and the Management Team follow procedures:

9 Performance evaluation

FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.3 Management review

10 Improvement

FSMS 10 Improvement

FSMS 9.1 Monitoring, measurement, analysis and evaluation



Food Safety Management System

9.1 Monitoring, measurement, analysis and evaluation

Measuring and Monitoring

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

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

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

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

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

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

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



FSMS 9.3 Management review

Top management should review the Food Safety Management System, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

AFC Food Safety Management System

9.3 Management review

The company has established, documented and implemented a management review system for the site. Regular reviews are conducted in order to assess the suitability, adequacy and effectiveness of the Food Safety Management System with the aim of continually improve site effectiveness at meeting international standards and exceed customer expectations.

The scope of the Management Review includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety as per the requirements of ISO 22000:2018.

Senior management review the company management systems, at planned intervals to ensure their continuing suitability, adequacy and effectiveness.

The review includes assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are documented.

The review meeting is chaired by the General Manager and includes Top Management from Technical, Operations, Engineering, Planning, Distribution and Quality departments.

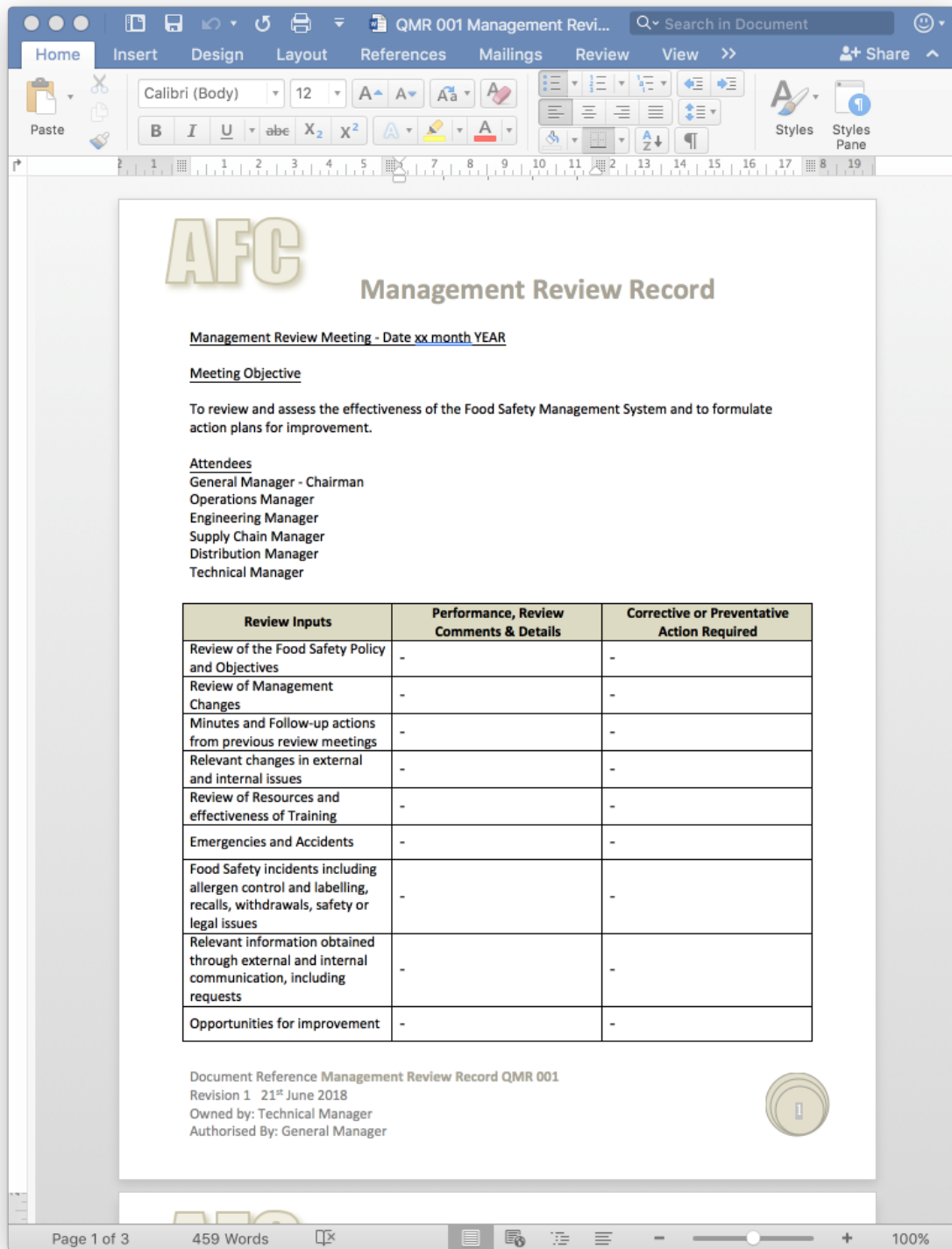
Review inputs include:

- Review of the Food Safety Policy and Objectives
- Review of Management Changes
- Minutes and Follow-up actions from previous review meetings
- Relevant changes in external and internal issues
- Review of Resources and effectiveness of Training
- Emergencies and Accidents
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- Relevant information obtained through external and internal communication, including requests
- Opportunities for improvement
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Key Performance Indicators Review and trend analysis
- Corrective and preventive action status
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the Hazard Control Plans (including legislation changes and scientific information)
- Communication activities and effectiveness of communication

Document Reference FSMS 9.3 Management review
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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



Assess the Food Safety Management System

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

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

FSSC 22000 Food Safety Management System Implementation Workbook

12.5 Monitoring and detection			
12.6 Eradication			
13. Personnel Hygiene And Employee Facilities			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
13.1 General requirements			
13.2 Personnel hygiene facilities and toilets			
13.3 Staff canteens and designated eating areas			
13.4 Work wear and protective clothing			
13.5 Health status			
13.6 Illness and injuries			
13.7 Personal cleanliness			
13.8 Personal behaviour			
13.9 Visitors			
14. Rework			

FSSC 22000 Food Safety Management System Implementation Workbook

human consumption?			
<u>2.5.12 PRP Verification (Food Chain Categories C, D, G, I & K)</u>			
Are there regular site inspections/PRP checks to verify that the site (internal and external), production environment and processing equipment are maintained in a suitable condition to ensure food safety?			
Is the frequency and content of the site inspections/PRP checks based on risk with defined sampling criteria and linked to the relevant technical specification (ISO/TS 22002- 1:2009 for Category C)?			
<u>2.5.13 Product Development (Food Chain Categories C, D, E, F, I & K)</u>			
Is there a product design and development procedure for new products and changes to product or manufacturing processes to ensure safe and legal products are produced?			
Is there an evaluation of the impact of the change on the FSMS taking into account any new food safety hazards (incl. allergens) introduced and updating the hazard analysis accordingly?			
Is there consideration of the impact on the process flow for the new product and existing products and processes?			
Is there consideration of resource and training needs?			
Is there consideration of equipment and maintenance requirements?			
Are there production and shelf-life trials to validate product formulation and that processes are capable of producing a safe product and meet customer requirements?			

FSSC 22000 Food Safety Management System Implementation Workbook

2.5.14 Health Status (Food Chain Category D only)

2.5.15 Requirements for Organizations with Multi-Site Certification (Food Chain Category A, E, FI & G)

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

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

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