



Welcome to the IFSQN FSSC 22000 Food Safety Management System Implementation Package Start Up Guide which will guide you through the contents of the package. The Package includes:

Food Safety Management System Procedures

A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format

Prerequisite Programme Template Procedures

A comprehensive set of editable Prerequisite Programme Template Procedures written in Microsoft Word format

Food Safety Record Templates

Training

An extensive set of IFSQN PowerPoint Training Presentations

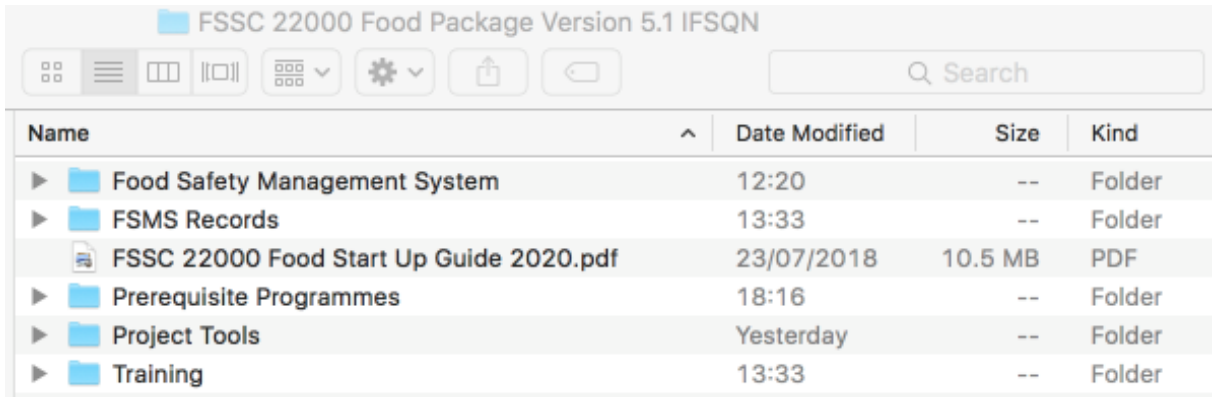
Implementation Assistance

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

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

# FSSC 22000 Food Safety Management System Start Up Guide

**When you download the package, you will find this start up guide and 5 folders containing the package documents:**



**Your first job is to buy a copy of:**

**[ISO 22000 Food safety management systems -- Requirements for any organization in the food chain](#)**

**and**

**[ISO/TS 22002-1 Prerequisite programmes on food safety -- Part 1: Food manufacturing](#)**

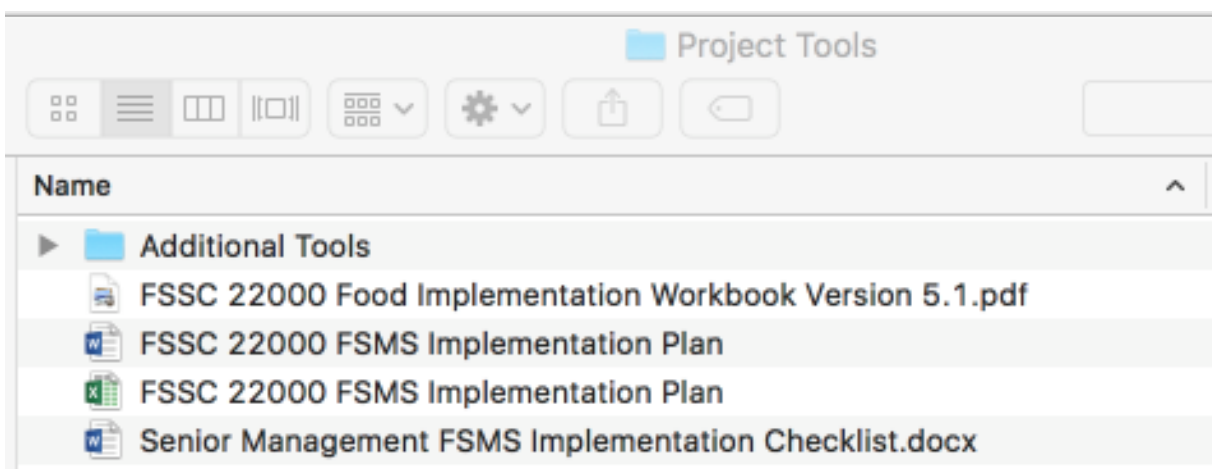
**Standards from ISO.**

**Also download CODEX [RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE](#)**

**(free to download)**

**Also download the [FSSC 22000 Certification Scheme Version 5.1](#) documents (free to download)**

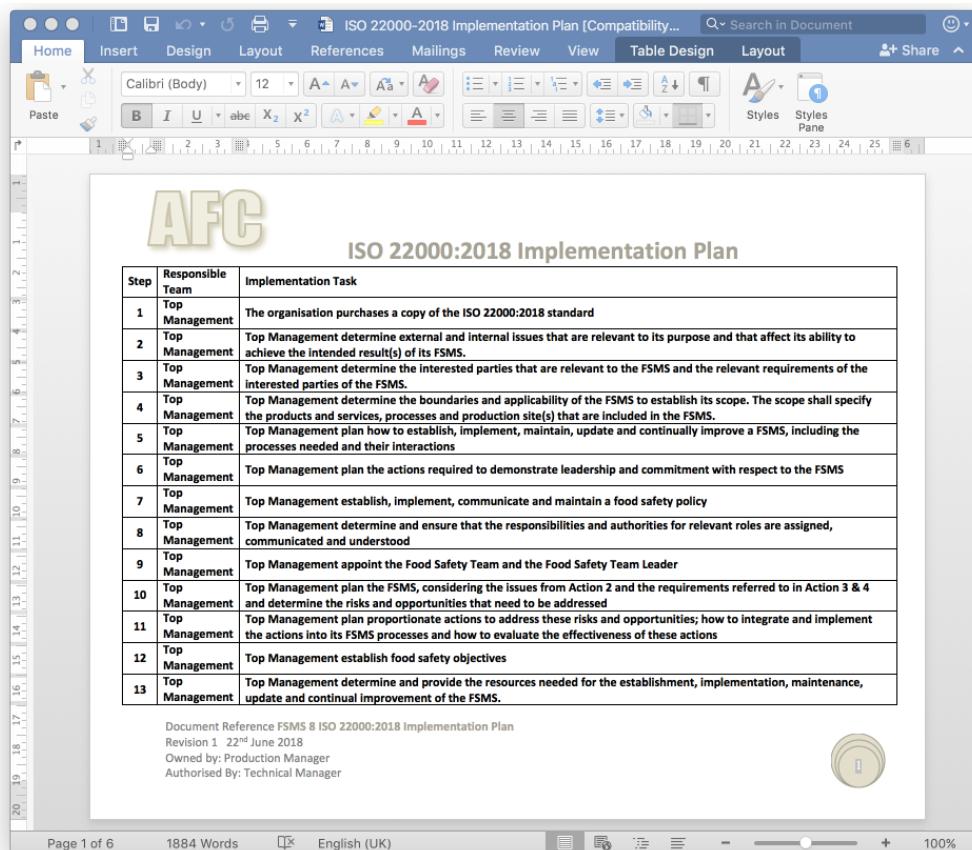
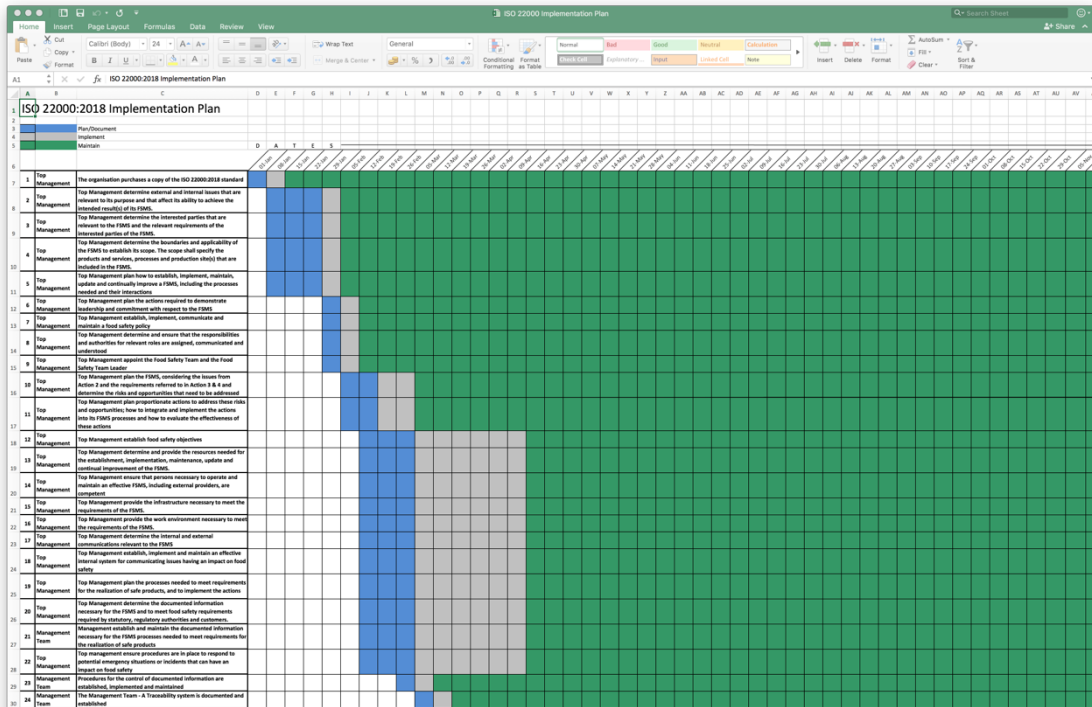
**Start by opening the Project Tools folder:**



# FSSC 22000 Food Safety Management System Start Up Guide

There is the **FSSC 22000 FSMS Implementation Plan** which can be used to plan the development of your Food Safety Management System

Excel and Word Project Planner template copies are supplied.



The main document in the folder is the **New FSSC 22000 Food Implementation Workbook Version 5.1**



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

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

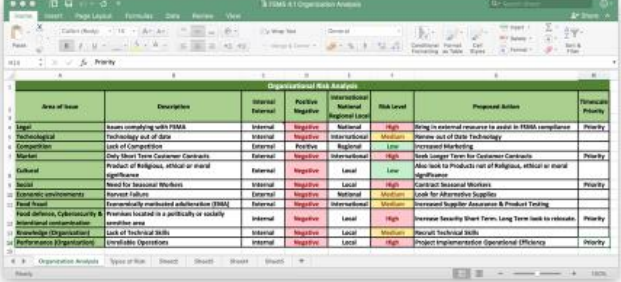
## The workbook includes extensive Top Management and Food Safety Team Implementation Guidance

**ISO 22000 Food Safety Management System Implementation Workbook**

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

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

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



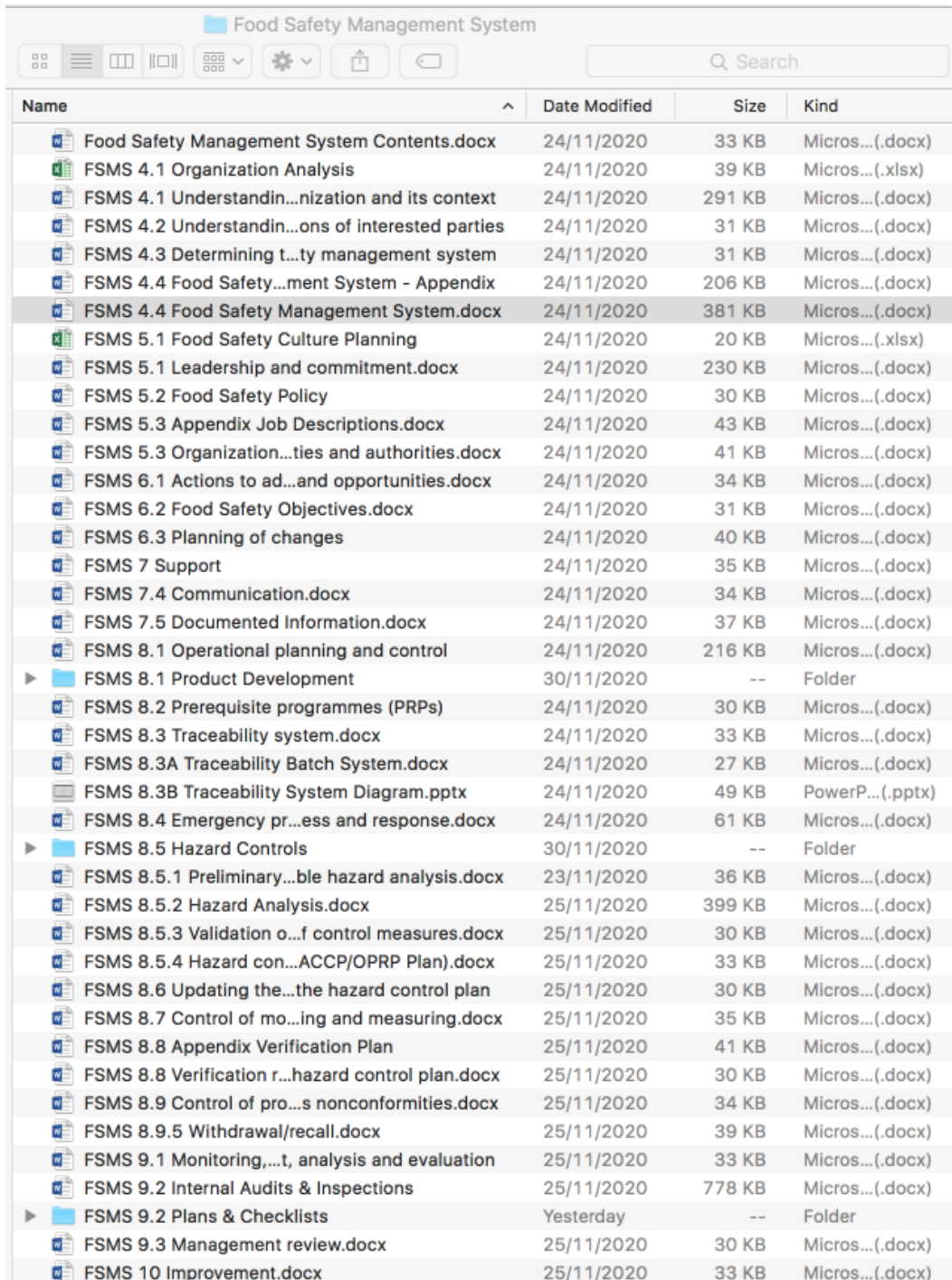
Area of Issue	Description	Organizational Risk Analysis				Proposed Action	Timescale/Priority
		Internal/External	Positive/Negative	International/National/Regional/Local	Risk Level		
Legal	Issues complying with FSMS	Internal	Negative	National	High	Bring in external resources to assist in FSMS compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Review out of Date Technology	
Economic	Lack of Competence	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Look Longer Term for Customer Contracts	Priority
Cultural	Product of Religion, ethnic or moral significance	External	Negative	Local	Low	Also look to Products not of Religion, ethnic 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 Suppliers	
Food Fraud	Externally enabled adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & intentional contamination	Provision located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term, Long Term look to relocate	Priority
Knowledge/Organizational	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Operational/Performance	Inefficient Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

© IFSQN.com

Page 7 of 167    88 of 21728 Words    100%



## The next folder to open is the Food Safety Management System folder



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

The Food Safety Management System Package contains comprehensive top level Food Safety Management procedure templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

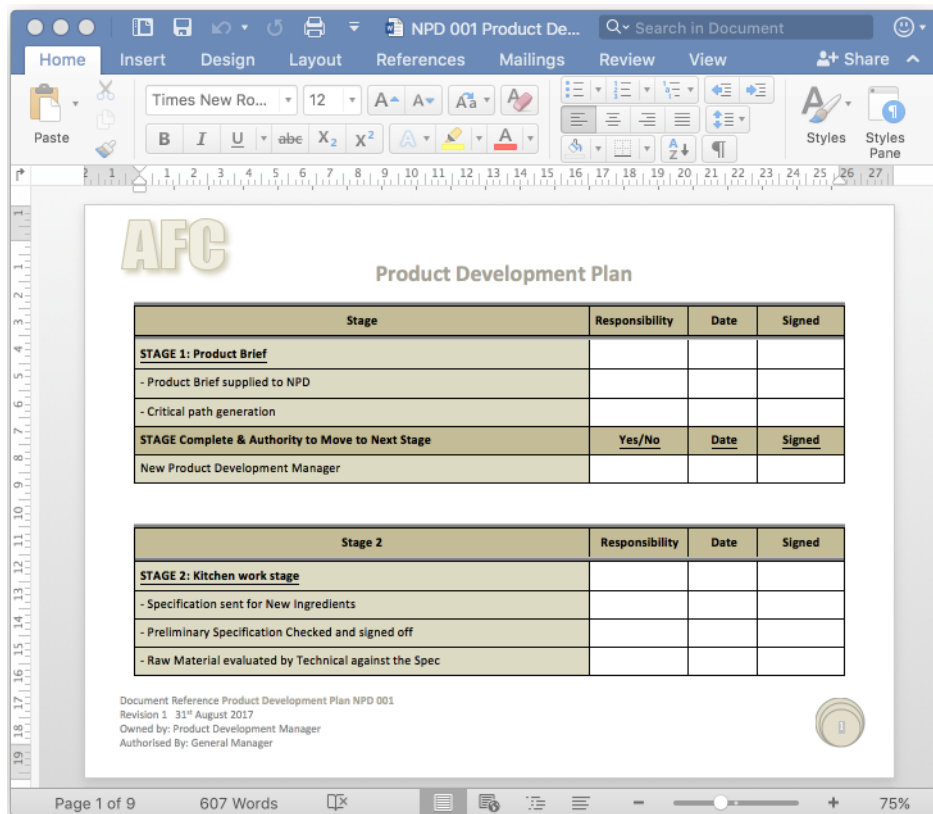
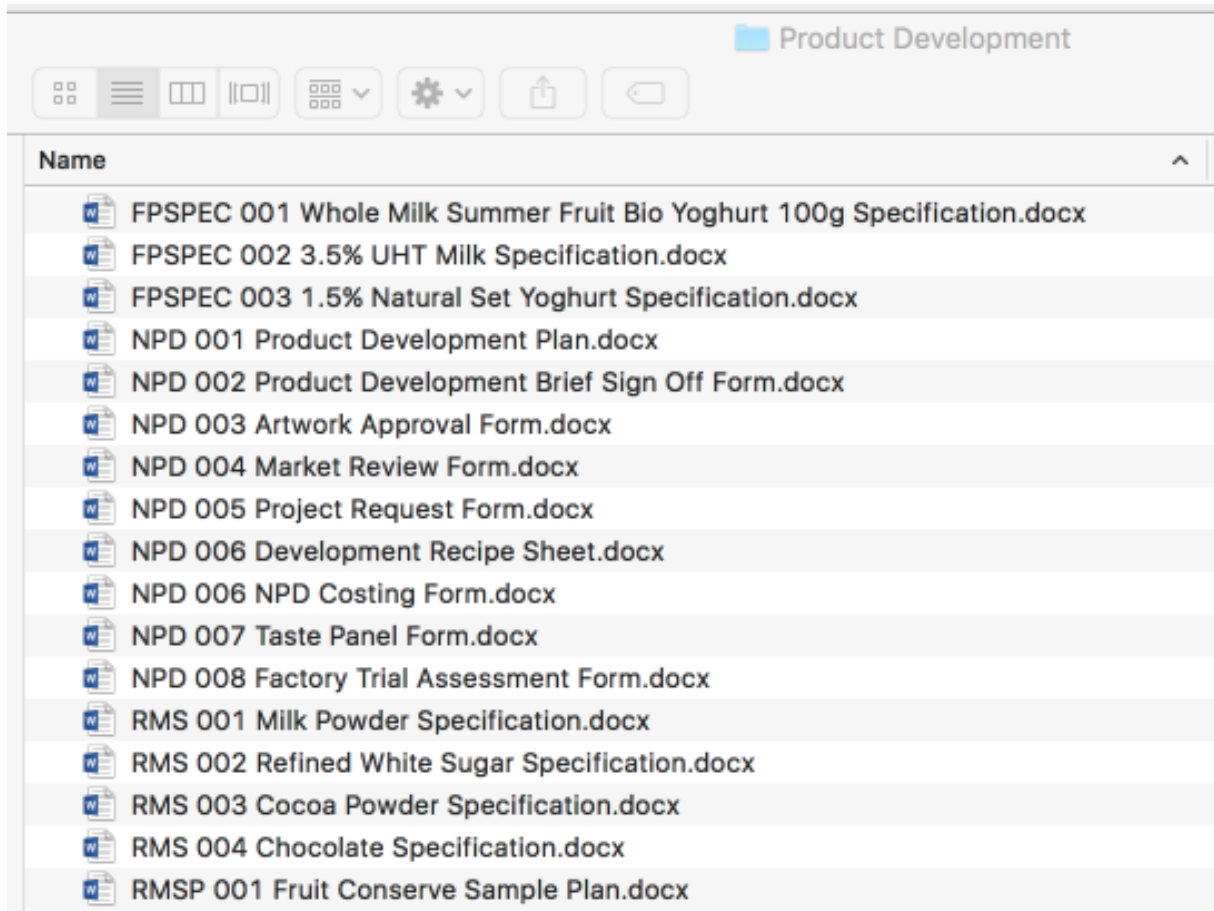
# FSSC 22000 Food Safety Management System Start Up Guide

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.

<b>ISO 22000 Food Safety Management System</b>	
<b>4 Context of the organization</b>	
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	
<b>5 Leadership</b>	
FSMS 5.1 Leadership and commitment	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
<b>6 Planning</b>	
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	
<b>7 Support</b>	
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

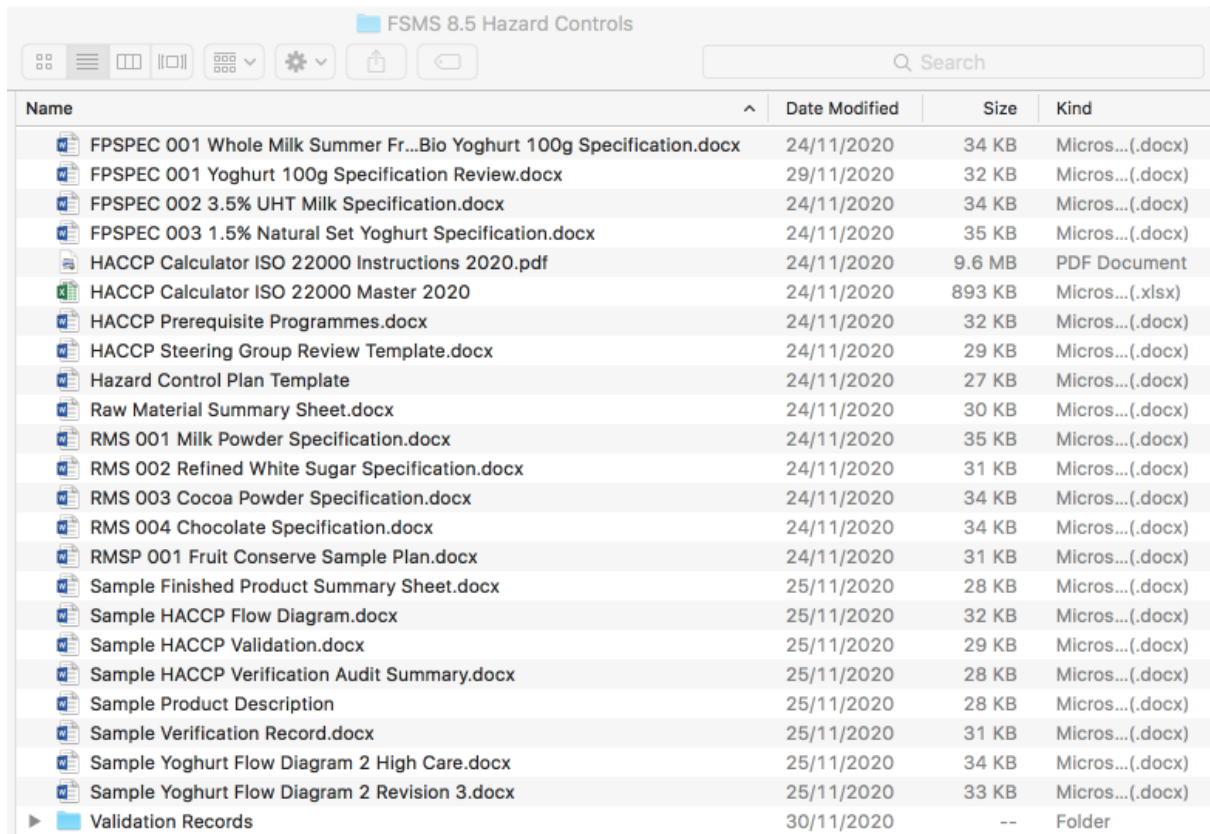
# FSSC 22000 Food Safety Management System Start Up Guide

There is comprehensive product development documentation:





## **The next folder to open is the FSMS 8.5 Hazard Controls Folder**



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

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

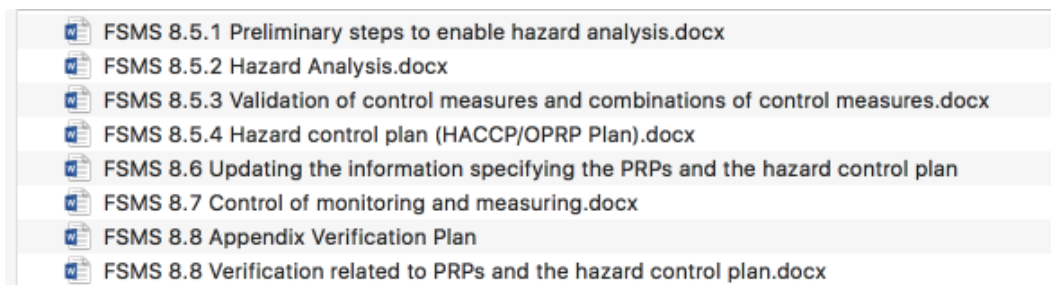
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures

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

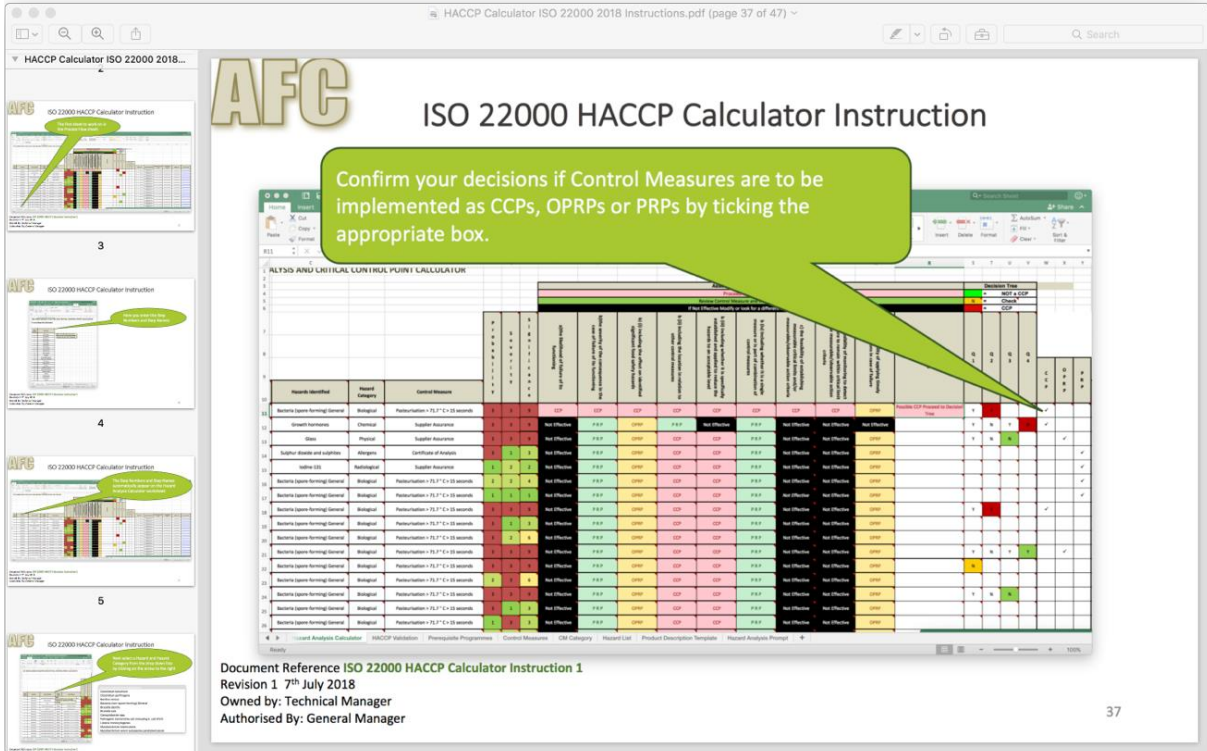
FSMS 8.8 Verification related to PRPs and the hazard control plan



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

**The FSMS 8.5 Hazard Controls** contains supplementary ISO HACCP Manual documents, the **HACCP Calculator ISO 22000 2020 & Instructions**.

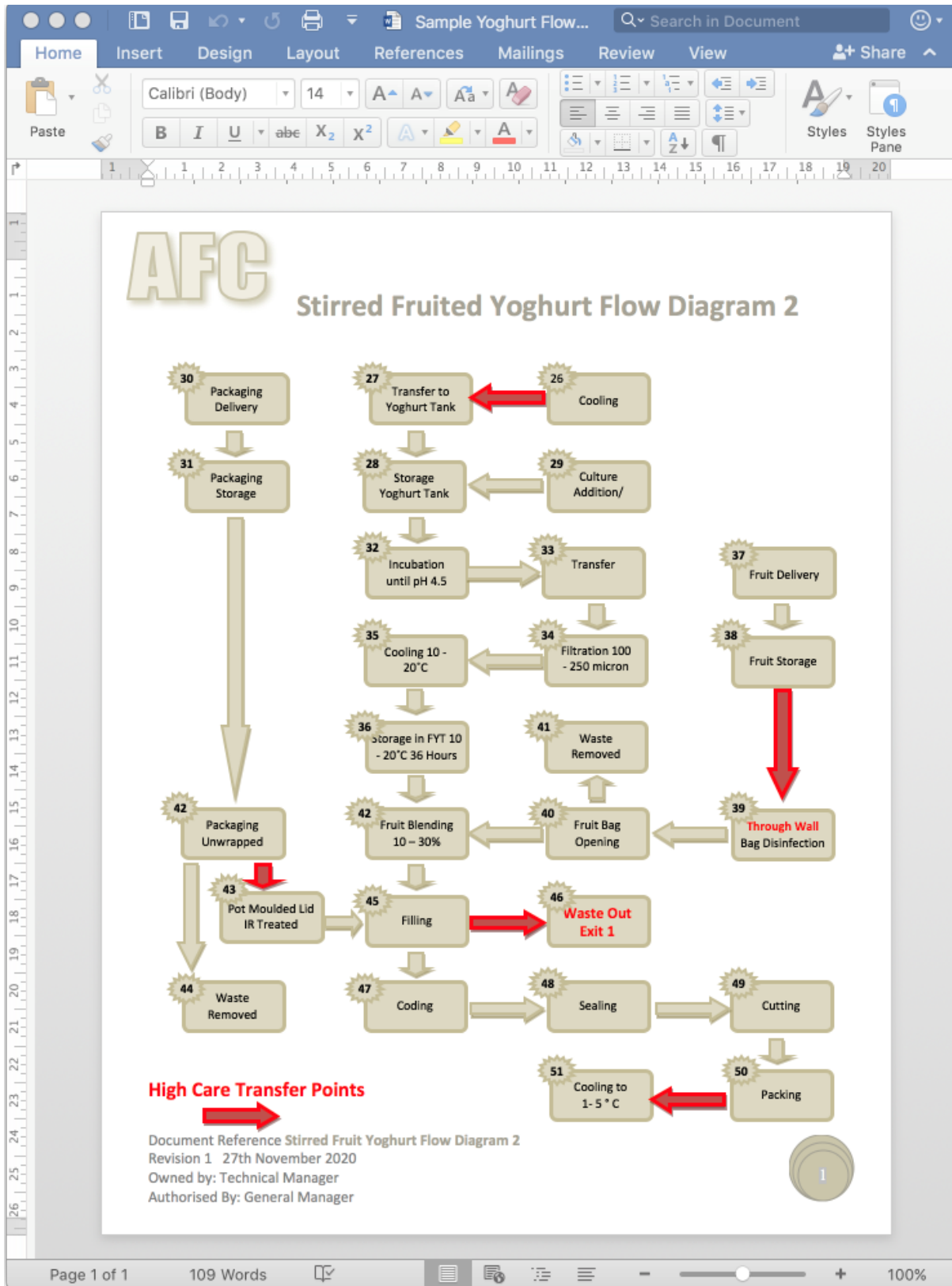
The Food Safety Team should see the relevant Training presentations and read the HACCP Calculator ISO 22000 2020 Instructions before using the HACCP Calculator ISO 22000 2020.



The screenshot shows the spreadsheet interface for the HACCP Calculator. The main table is titled "ISO 22000 HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR". It includes an "Assessment of control measures" section with a "Decision Tree" and a "Hazard Analysis Prompt". The table below contains columns for "Step Number", "Step Name", "Hazard Identified", "Hazard Category", "Control Measure", and various assessment criteria (e.g., "HACCP Validation", "Prerequisite Programmes", "Control Measures", "CM Category", "Hazard List", "Product Description Template", "Hazard Analysis Prompt"). The table is populated with data for various steps and hazards, including "Bacteria (spore-forming) General", "Chemical", "Physical", and "Radiological".

Step Number	Step Name	Hazard Identified	Hazard Category	Control Measure	HACCP Validation	Prerequisite Programmes	Control Measures	CM Category	Hazard List	Product Description Template	Hazard Analysis Prompt
11	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
12	AMF Delivery	Growth hormones	Chemical	Supplier Assurance	1	1	1	1	1	1	1
13	AMF Delivery	Glass	Physical	Supplier Assurance	1	1	1	1	1	1	1
14	AMF Delivery	Sulphur dioxide and sulphites	Allergens	Certificate of Analysis	1	1	1	1	1	1	1
15	AMF Delivery	iodine 131	Radiological	Supplier Assurance	1	1	1	1	1	1	1
16	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	2	2	2	2	2	2	2
17	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
18	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
19	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
20	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
21	AMF Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	2	2	2	2	2	2	2
22	SMP Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
23	SMP Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
24	SMP Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1
25	SMP Delivery	Bacteria (spore-forming) General	Biological	Pasteurisation > 71.7°C x 15 seconds	1	1	1	1	1	1	1

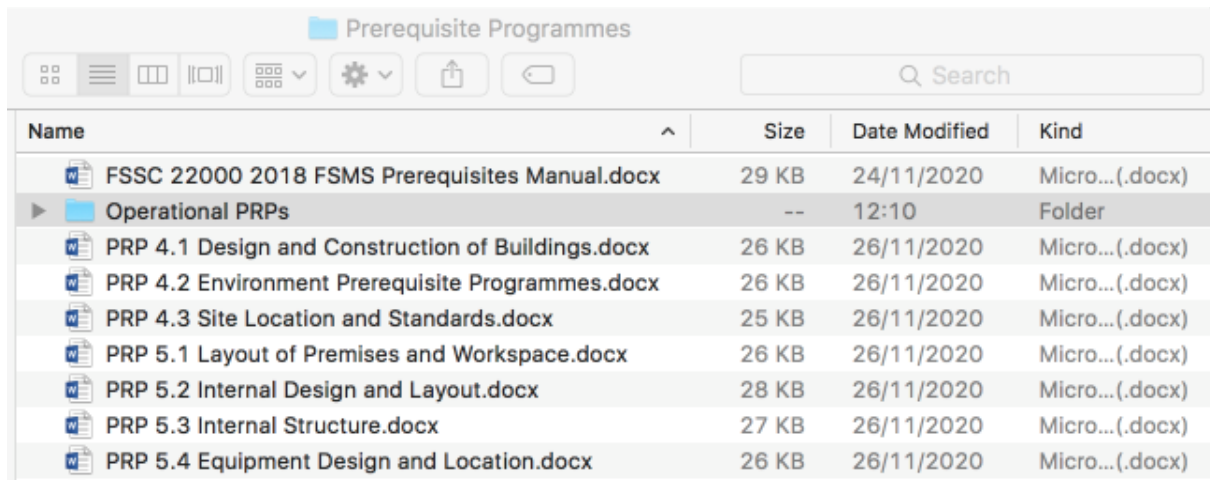
There are also supplementary HACCP documents that might be useful



# FSSC 22000 Food Safety Management System Start Up Guide

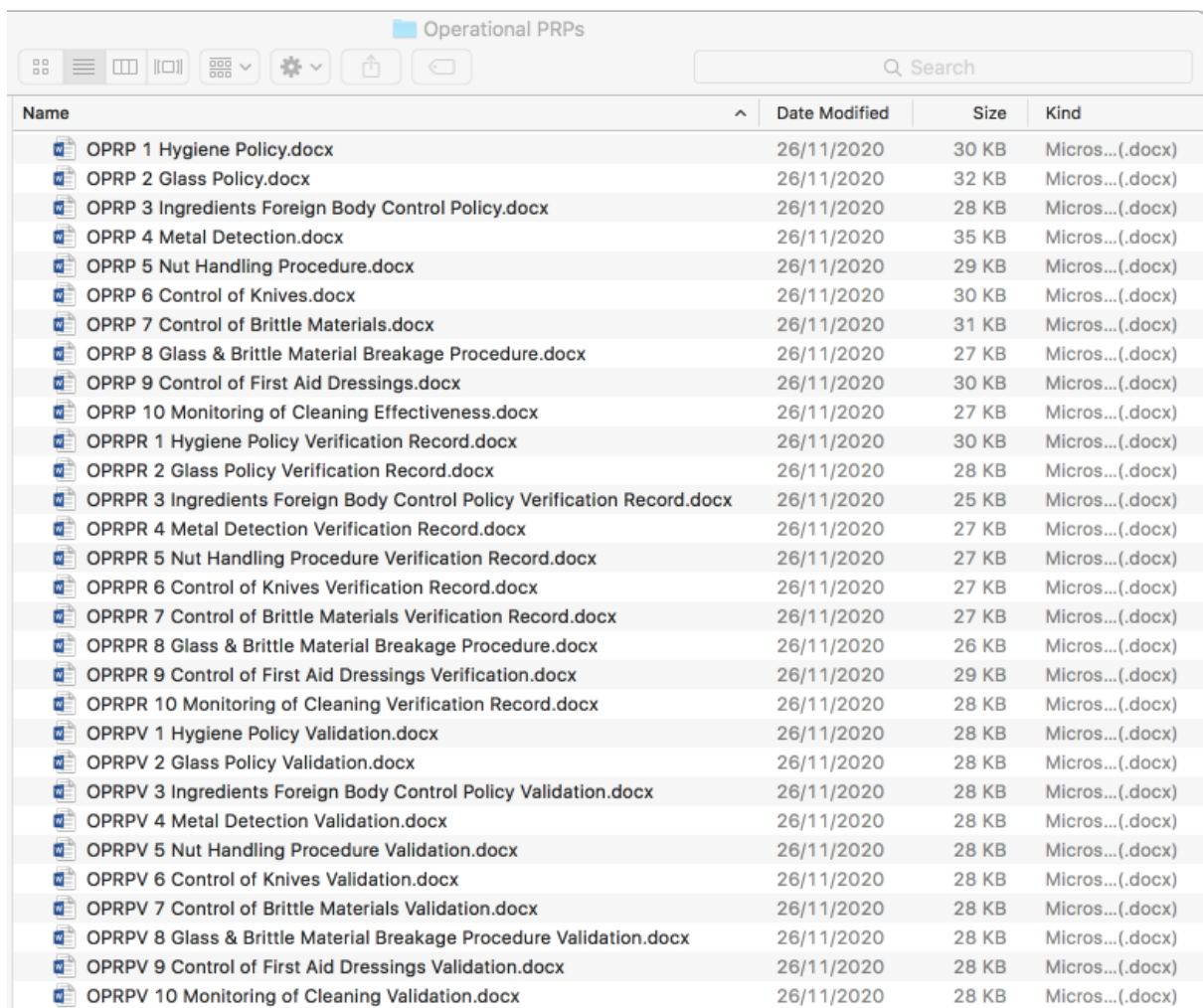
## Open the Operational PRPs Folder

(It is in the Prerequisite Programmes Folder with the PRP Documents)



Name	Size	Date Modified	Kind
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	24/11/2020	Micro...(docx)
<b>Operational PRPs</b>	--	12:10	Folder
PRP 4.1 Design and Construction of Buildings.docx	26 KB	26/11/2020	Micro...(docx)
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	26/11/2020	Micro...(docx)
PRP 4.3 Site Location and Standards.docx	25 KB	26/11/2020	Micro...(docx)
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	26/11/2020	Micro...(docx)
PRP 5.2 Internal Design and Layout.docx	28 KB	26/11/2020	Micro...(docx)
PRP 5.3 Internal Structure.docx	27 KB	26/11/2020	Micro...(docx)
PRP 5.4 Equipment Design and Location.docx	26 KB	26/11/2020	Micro...(docx)

Here you will find Sample Operational PRPs, Validation & Verification Records



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



# FSSC 22000 Food Safety Management System Start Up Guide

**AFC**

## Monitoring of Cleaning Validation

<b>Product Category</b>	Freshly Prepared Sandwiches		
<b>Step Number</b>	7 Assembly		
<b>Hazard</b>	Contamination of food with food poisoning bacteria on dirty equipment		
<b>Control Measure</b>	Positive release of food contact equipment after cleaning by ATP swab		
<b>Validation Methods</b>	<b>Applicable</b>		<b>Comments</b>
	<b>Yes</b>	<b>No</b>	
<b>Third Party Scientific Validation</b>		✓	
<b>Historical Knowledge</b>		✓	
<b>Simulated Production Conditions</b>		✓	
<b>Collection of Data in normal production</b>		✓	
<b>Admissible in industrial practices</b>	✓		
<b>Statistical Programmes</b>		✓	
<b>Mathematical Modelling</b>		✓	
<b>Conclusion</b>			
<b>Internal Validation Required?</b>	✓		
<b>If so by which method?</b>	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. Ref. HACCP Project 1 ATP Swabbing 21/12/19.		
<b>OPRP Confirmed</b>	✓		
<b>Authorised by(Name):</b>			
<b>Signature:</b>			

Document Reference OPRPV 10 Monitoring of Cleaning Validation  
 Revision 0 27<sup>th</sup> November 2020  
 Owned by: Technical Manager  
 Authorised By: General Manager

1

Page 1 of 1      122 Words      100%



# FSSC 22000 Food Safety Management System Start Up Guide

The next three folders contain supplementary documentation and tools to assist with specific Prerequisite Programmes (They are all in the Prerequisite Programmes Folder with the PRP Documents)

## Open PRP 10.3 Allergen Management System Folder

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

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

Step Number	Step Name	Ingredient at Supplier	Supply Chain	New Material Storage	Raw Material Handling	Processing Aids	Packaging	Air Particles Operations	Raw Material	Intermediate Product	Finished Product Storage	Storage of Part Used Materials including	Equipment	Utensils	Production Area	Staff Movement	Protective Clothing	Cleaning Area	CP Systems	Removal of waste	Transport	Comments	
1	AMF Delivery	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
2	SMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
3	WMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
4	Culture Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
5	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
6	SMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
7	WMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
8	Culture Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
9	AMF Warning	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
10	AMF Decanting	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
11	Debagging	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
12	Waste Bags Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
13	Waste Drums Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
14	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
15	AMF Warning	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
16	RO Water	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
17	RO Water Heating	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
18	Yoghurt Base Blending	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
19	Transfer & Holding	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
20	Filtration	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
21	Homogenisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
22	Pasteurisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	

# FSSC 22000 Food Safety Management System Start Up Guide

## The next folder to open is the PRP 9 Supplier RA Folder

There are Supplier Assurance Documents and Supplier Risk Assessment Calculator to supplement:

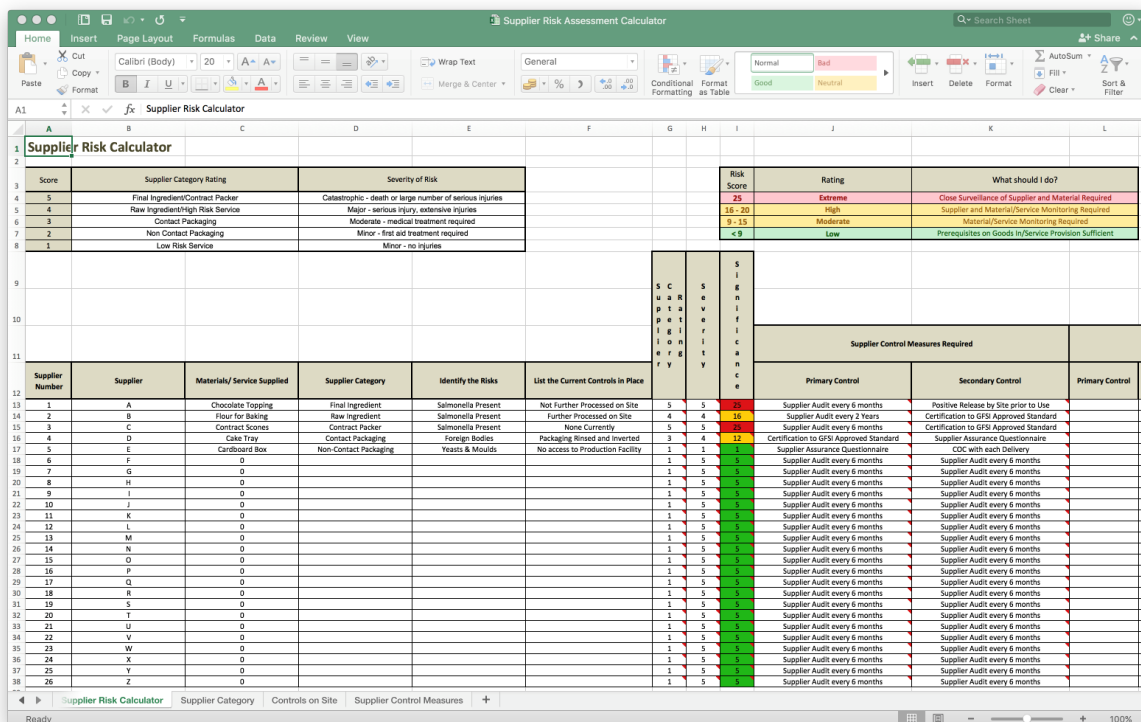
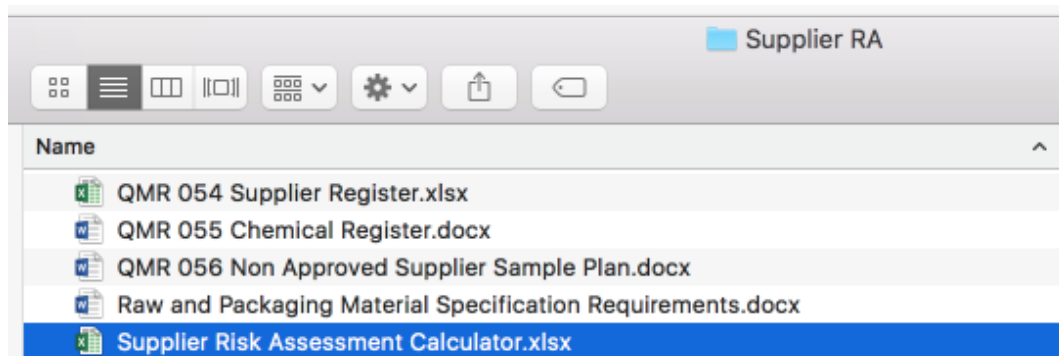
PRP 9.1 Purchasing Prerequisite Programmes

PRP 9.2 Supplier Approval and Monitoring

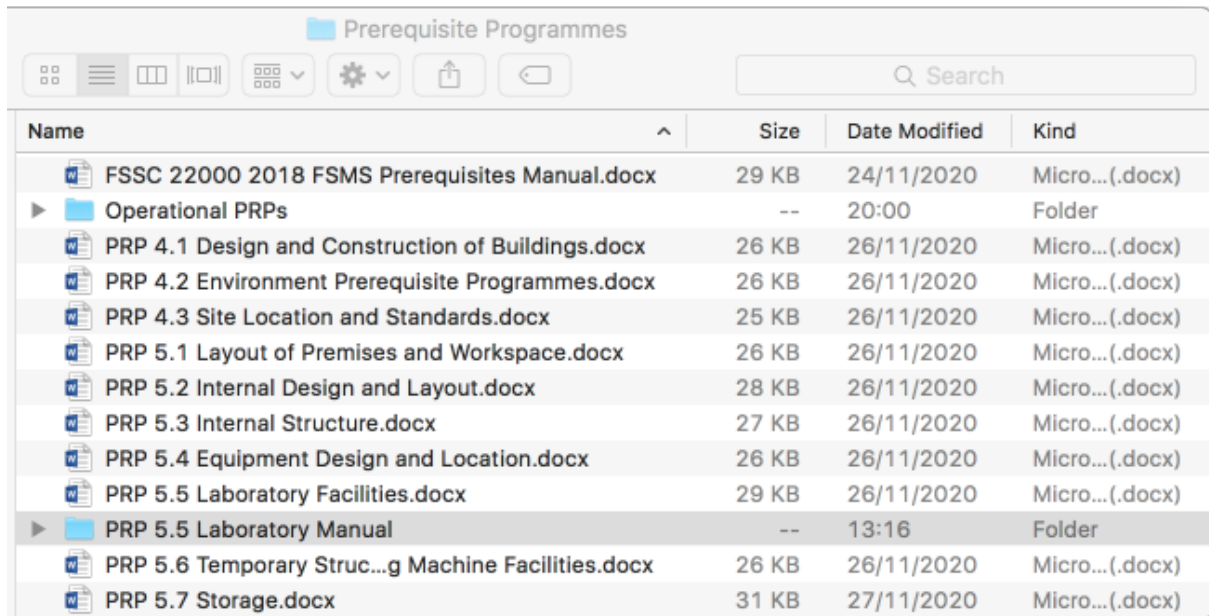
PRP 9.3 Control of Incoming Materials

PRP 9.4 Food Fraud Prevention

PRP 9.4A Food Packaging Fraud Raw Material Assessment Calculator

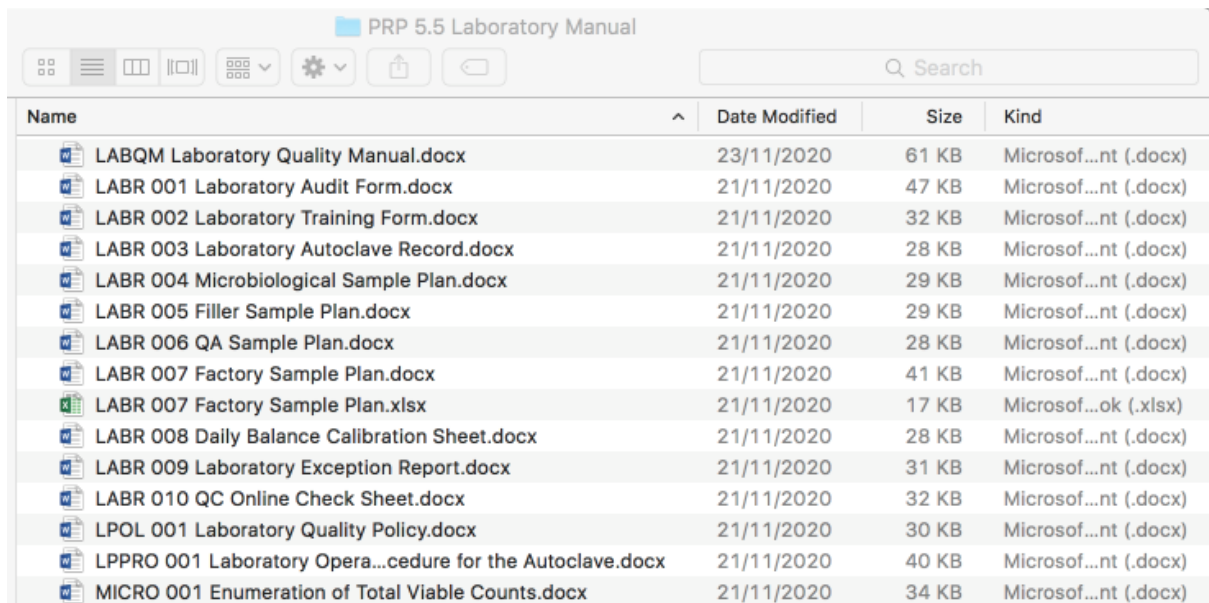


## The next folder to open is PRP 5.5 Laboratory Manual Folder



Name	Size	Date Modified	Kind
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	24/11/2020	Micro... (.docx)
Operational PRPs	--	20:00	Folder
PRP 4.1 Design and Construction of Buildings.docx	26 KB	26/11/2020	Micro... (.docx)
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	26/11/2020	Micro... (.docx)
PRP 4.3 Site Location and Standards.docx	25 KB	26/11/2020	Micro... (.docx)
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	26/11/2020	Micro... (.docx)
PRP 5.2 Internal Design and Layout.docx	28 KB	26/11/2020	Micro... (.docx)
PRP 5.3 Internal Structure.docx	27 KB	26/11/2020	Micro... (.docx)
PRP 5.4 Equipment Design and Location.docx	26 KB	26/11/2020	Micro... (.docx)
PRP 5.5 Laboratory Facilities.docx	29 KB	26/11/2020	Micro... (.docx)
PRP 5.5 Laboratory Manual	--	13:16	Folder
PRP 5.6 Temporary Struc...g Machine Facilities.docx	26 KB	26/11/2020	Micro... (.docx)
PRP 5.7 Storage.docx	31 KB	27/11/2020	Micro... (.docx)

This folder contains the Laboratory Quality Manual plus other documentation pertinent to Product Sampling, Inspection and Analysis.

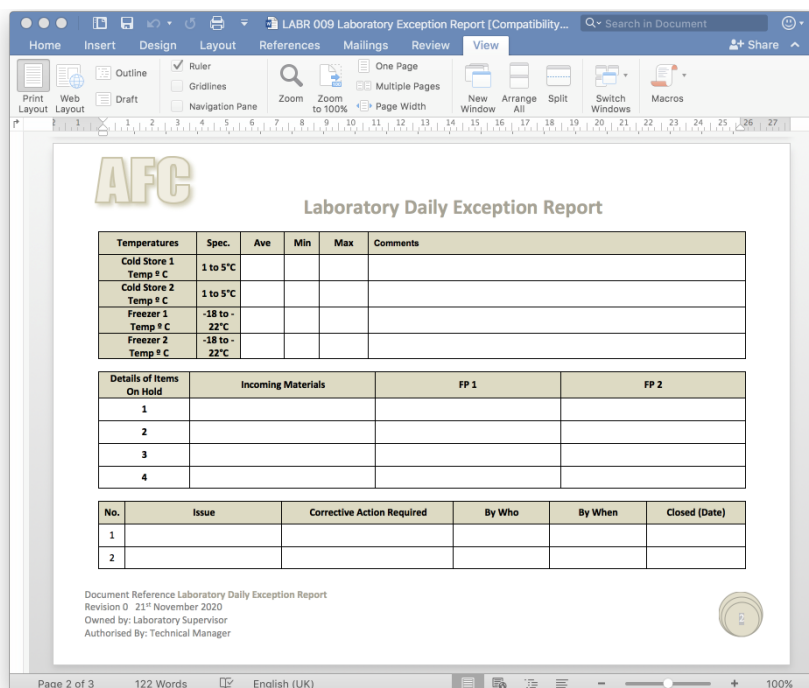
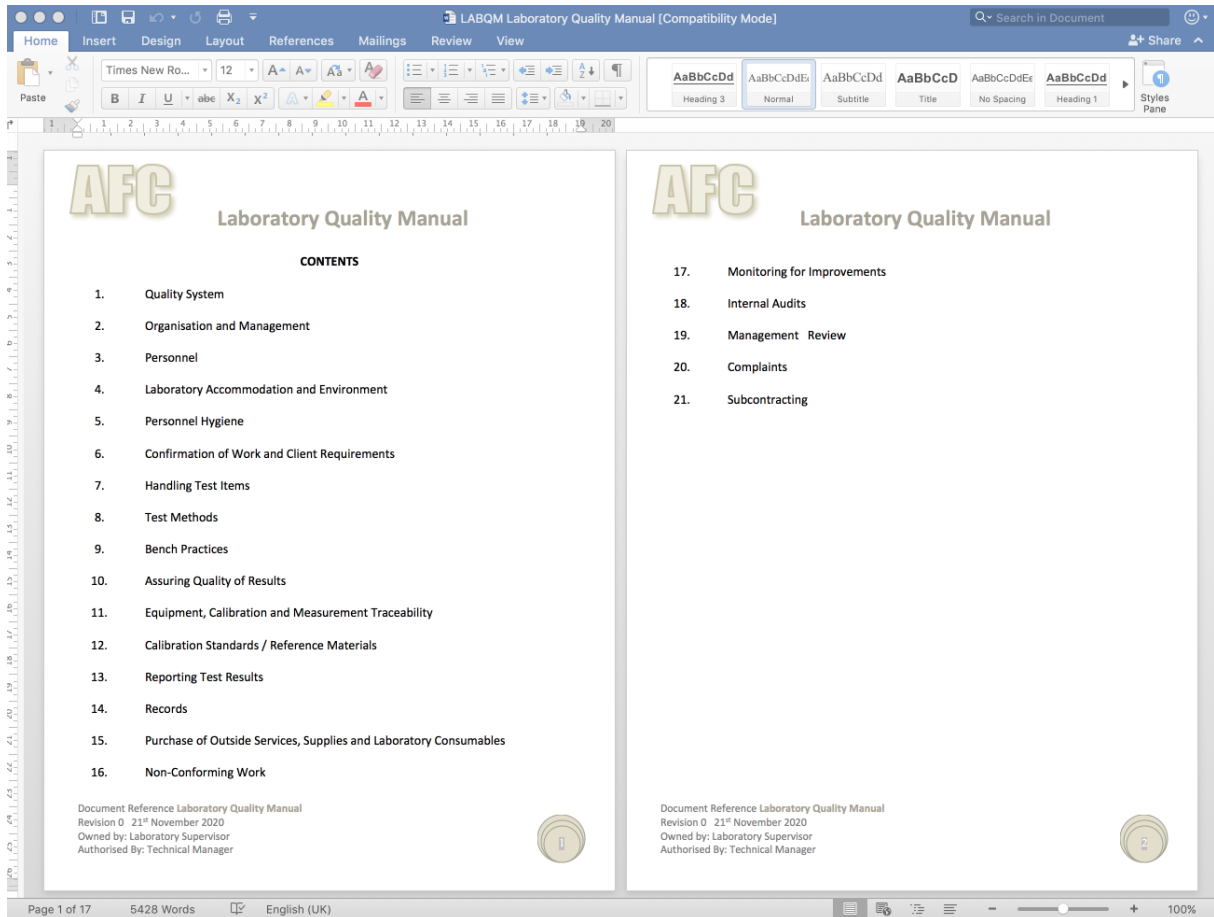


Name	Date Modified	Size	Kind
LABQM Laboratory Quality Manual.docx	23/11/2020	61 KB	Microsof...nt (.docx)
LABR 001 Laboratory Audit Form.docx	21/11/2020	47 KB	Microsof...nt (.docx)
LABR 002 Laboratory Training Form.docx	21/11/2020	32 KB	Microsof...nt (.docx)
LABR 003 Laboratory Autoclave Record.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 004 Microbiological Sample Plan.docx	21/11/2020	29 KB	Microsof...nt (.docx)
LABR 005 Filler Sample Plan.docx	21/11/2020	29 KB	Microsof...nt (.docx)
LABR 006 QA Sample Plan.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 007 Factory Sample Plan.docx	21/11/2020	41 KB	Microsof...nt (.docx)
LABR 007 Factory Sample Plan.xlsx	21/11/2020	17 KB	Microsof...ok (.xlsx)
LABR 008 Daily Balance Calibration Sheet.docx	21/11/2020	28 KB	Microsof...nt (.docx)
LABR 009 Laboratory Exception Report.docx	21/11/2020	31 KB	Microsof...nt (.docx)
LABR 010 QC Online Check Sheet.docx	21/11/2020	32 KB	Microsof...nt (.docx)
LPOL 001 Laboratory Quality Policy.docx	21/11/2020	30 KB	Microsof...nt (.docx)
LPPRO 001 Laboratory Opera...cedure for the Autoclave.docx	21/11/2020	40 KB	Microsof...nt (.docx)
MICRO 001 Enumeration of Total Viable Counts.docx	21/11/2020	34 KB	Microsof...nt (.docx)

FSSC 22000 Certification Scheme Additional Requirements Version 5.1  
2.5.1 Management of Services and Purchased Materials include the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including **both internal** and external laboratories as applicable) using validated test methods and best practices. An example given is certification to international standard ISO 17025.

# FSSC 22000 Food Safety Management System Start Up Guide

This Standard prescribes 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 next folder to open is the FSMS Records Folder

There is a comprehensive range of easy to use food safety 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)



# FSSC 22000 Food Safety Management System Start Up Guide

## The next folder to open is the Training Folder

Name	Date Modified	Size	Kind
CODEX and Good Manufacturing Practices 2018.pptx	30/11/2020	14 MB	PowerP...(pptx)
FSSC 22000 Additional Requirements.pptx	30/11/2020	24 MB	PowerP...(pptx)
HACCP Training Guide ISO 22000 Module 2018.pptx	30/11/2020	6.1 MB	PowerP...(pptx)
Implementing ISO 22000 Food Safety Team Guide 2018.pptx	30/11/2020	6.1 MB	PowerP...(pptx)
Internal Audit Training - Warehouse Audit.pptx	30/11/2020	9.5 MB	PowerP...(pptx)
Internal Auditor Training - GMP Audits.pptx	30/11/2020	11.7 MB	PowerP...(pptx)
Internal Auditor Training Guide ISO 22000 2018.pptx	30/11/2020	2.2 MB	PowerP...(pptx)
Introduction to ISO 22000 New 2018.pptx	30/11/2020	945 KB	PowerP...(pptx)
ISO 22000 Documentation Requirements - New 2018.pptx	30/11/2020	15.3 MB	PowerP...(pptx)
Prerequisite Programmes 2018.pptx	30/11/2020	1.8 MB	PowerP...(pptx)
Sample Training Matrix.xlsx	30/11/2020	20 KB	Micros...(xlsx)
Staff Training Matrix.xlsx	30/11/2020	16 KB	Micros...(xlsx)

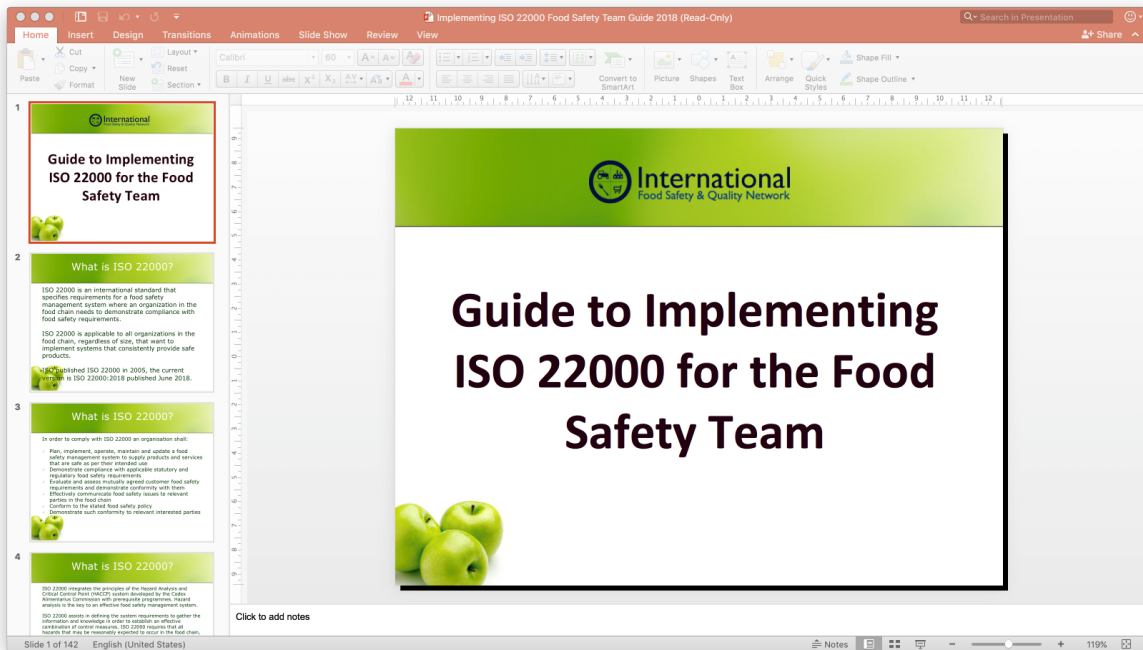
Sample training matrix templates are provided.

Department Training Matrix 6th July 2018																											
					Cooking Times & Temperatures Cooking Times & Temperatures Metal Detection Positive Release of Filler ATP Swab Allergen Clean - Allergen Swab Filtration Post Process Hand Washing External Standards Site Security Control of Visitors and Contractors Layout, Product Flow and Segregation Utilities, Water and Air Equipment Maintenance Staff Facilities Product Contamination Control Chemical Contamination Control Fundamental Allergen Control Control of Incoming Materials Prevention of Cross-Contamination Control of...																						
					CCP Procedural Training					OPRP			Prerequisite Training														
Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7	PRP 8	PRP 9	PRP 10	PRP 11	PRP 12	PRP 13	PRP 14	PRP 15	PRP 16
0001	A	Smith	Production	Production Supervisor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
0002	B	Smith	Production	Filler Operator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
0003	C	Smith	Processing	Process Operator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
0004	D	Smith	Production	Packer Operator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
0005	E	Smith	Warehouse	Loading Operator	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

# FSSC 22000 Food Safety Management System Start Up Guide

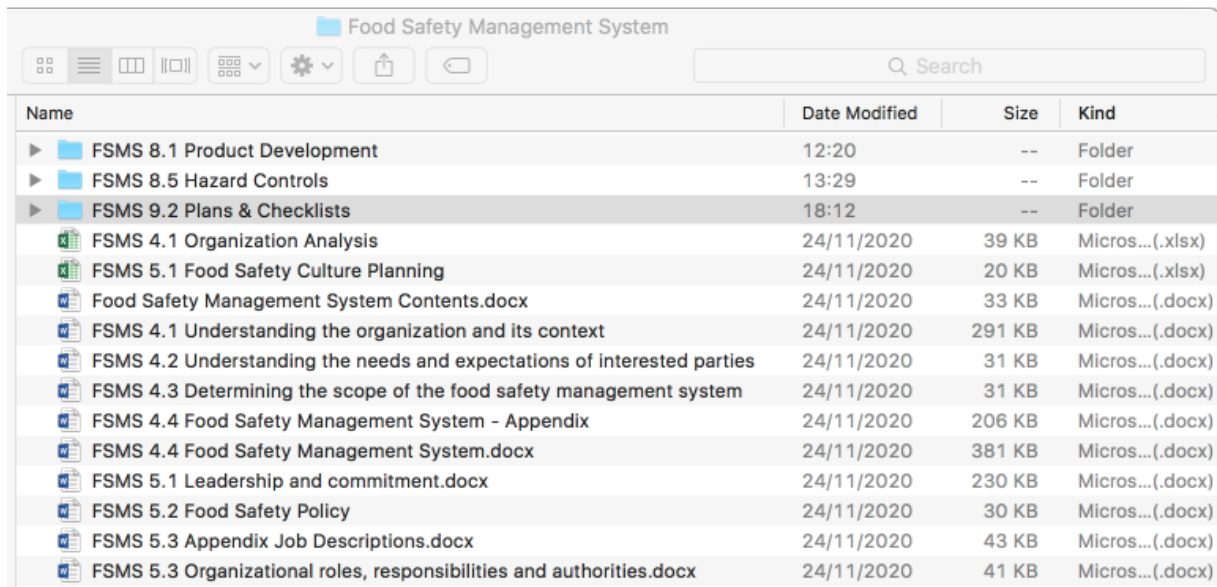
## Implementing ISO 22000:2018 Food Safety Team Guide

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.

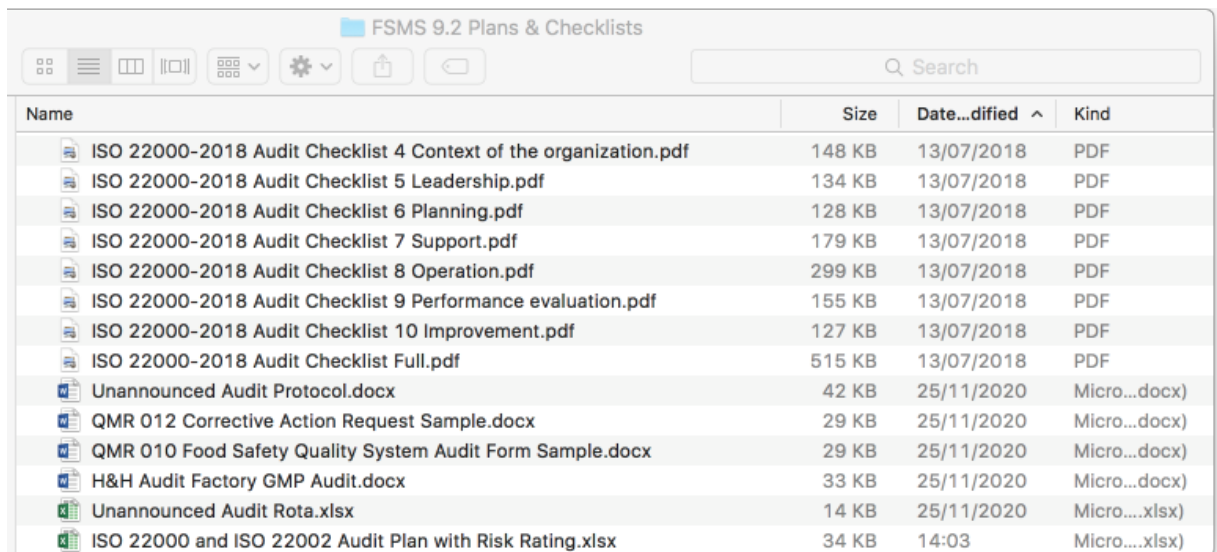


# FSSC 22000 Food Safety Management System Start Up Guide

## The next folder to open is the FSMS 9.2 Plans & Checklists Folder



Name	Date Modified	Size	Kind
▶ FSMS 8.1 Product Development	12:20	--	Folder
▶ FSMS 8.5 Hazard Controls	13:29	--	Folder
▶ <b>FSMS 9.2 Plans &amp; Checklists</b>	18:12	--	Folder
FSMS 4.1 Organization Analysis	24/11/2020	39 KB	Micros...(.xlsx)
FSMS 5.1 Food Safety Culture Planning	24/11/2020	20 KB	Micros...(.xlsx)
Food Safety Management System Contents.docx	24/11/2020	33 KB	Micros...(.docx)
FSMS 4.1 Understanding the organization and its context	24/11/2020	291 KB	Micros...(.docx)
FSMS 4.2 Understanding the needs and expectations of interested parties	24/11/2020	31 KB	Micros...(.docx)
FSMS 4.3 Determining the scope of the food safety management system	24/11/2020	31 KB	Micros...(.docx)
FSMS 4.4 Food Safety Management System - Appendix	24/11/2020	206 KB	Micros...(.docx)
FSMS 4.4 Food Safety Management System.docx	24/11/2020	381 KB	Micros...(.docx)
FSMS 5.1 Leadership and commitment.docx	24/11/2020	230 KB	Micros...(.docx)
FSMS 5.2 Food Safety Policy	24/11/2020	30 KB	Micros...(.docx)
FSMS 5.3 Appendix Job Descriptions.docx	24/11/2020	43 KB	Micros...(.docx)
FSMS 5.3 Organizational roles, responsibilities and authorities.docx	24/11/2020	41 KB	Micros...(.docx)



Name	Size	Date...dified ^	Kind
ISO 22000-2018 Audit Checklist 4 Context of the organization.pdf	148 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 5 Leadership.pdf	134 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 6 Planning.pdf	128 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 7 Support.pdf	179 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 8 Operation.pdf	299 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 9 Performance evaluation.pdf	155 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist 10 Improvement.pdf	127 KB	13/07/2018	PDF
ISO 22000-2018 Audit Checklist Full.pdf	515 KB	13/07/2018	PDF
Unannounced Audit Protocol.docx	42 KB	25/11/2020	Micro...docx)
QMR 012 Corrective Action Request Sample.docx	29 KB	25/11/2020	Micro...docx)
QMR 010 Food Safety Quality System Audit Form Sample.docx	29 KB	25/11/2020	Micro...docx)
H&H Audit Factory GMP Audit.docx	33 KB	25/11/2020	Micro...docx)
Unannounced Audit Rota.xlsx	14 KB	25/11/2020	Micro...xlsx)
ISO 22000 and ISO 22002 Audit Plan with Risk Rating.xlsx	34 KB	14:03	Micro...xlsx)

# FSSC 22000 Food Safety Management System Start Up Guide

## Internal Audit Checklists

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

ISO 22000-2018 Audit Checklist 8 Operation.pdf (page 1 of 19)

**AFC**

### ISO 22000:2018 Audit Checklist

**ISO 22000 Food Safety Management System Requirements Internal Audit**

ISO 22000 Clause	Audit Findings
<b>8 Operation</b>	
<b>8.1 Operational planning and control</b>	
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)?	
<b>8.2 Prerequisite programmes (PRPs)</b>	
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 21<sup>st</sup> June 2018  
Owned by: Technical Manager  
Authorised By: General Manager

PRP Record 9.2 Supplier Approval and Monitoring [Compatibility Mode]

**AFC** Supplier Approval and Monitoring

**AFC** Supplier Approval and Monitoring

**AFC** Supplier Approval and Monitoring

Supplier Approval and Monitoring Verification Audit

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

Document Reference Supplier Approval and Monitoring Verification Record PRP 9.2  
Revision 1 27<sup>th</sup> November 2020  
Owned by: Technical Manager  
Authorised By: General Manager

Document Reference Supplier Approval and Monitoring Verification Record PRP 9.2  
Revision 1 27<sup>th</sup> November 2020  
Owned by: Technical Manager  
Authorised By: General Manager

Document Reference Supplier Approval and Monitoring Verification Record PRP 9.2  
Revision 1 27<sup>th</sup> November 2020  
Owned by: Technical Manager  
Authorised By: General Manager

# FSSC 22000 Food Safety Management System Start Up Guide

## Facility Inspection Schedule

ISO 22000 and ISO 22002 Audit Plan with Risk Rating

Home Insert Page Layout Formulas Data Review View

Normal Page Layout Custom Views Gridlines Headings Zoom 100%

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								
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					

ISO 22000 Audit Risk Rating ISO 22000 Audit Planner 22002 Audit Planner 22002 Audit Risk Rating GMP Audit Schedule Sheet1

## Facility Inspection/GMP Audit Form

H&H Audit Factory GMP Audit [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Calibri (Body) 14 A A X X

AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDd

### AFC Factory GMP Audit

<b>Area of Audit:</b>	Mixing Room	<b>Scoring System</b>	
<b>Responsible Manager:</b>	Andy Manager	<b>1</b>	Unacceptable - Immediate Attention
<b>Auditee (If Applicable):</b>	Andy Supervisor	<b>2</b>	Poor - Urgent Attention
<b>Date of Audit:</b>	22/11/20	<b>3</b>	Average - Improvement Needed
<b>Auditor Name:</b>	Andy Auditor	<b>4</b>	Good - Improvement Possible
<b>Auditor Signature:</b>	Andy Auditor	<b>5</b>	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 15<sup>th</sup> August 2020  
Owned by: Technical Manager  
Authorised by: General Manager

### AFC Factory GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	

Hygiene & Housekeeping (Non-Structure)	Score	Comments
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	

Filling Areas Only	Score	Comments
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	

**Additional Comments**

Glass and Perspex items require numbering  
Some end caps are required

**Overall a good standard of hygiene and housekeeping was observed in this area**

Document Reference Factory GMP Audit  
Revision 1 15<sup>th</sup> August 2020  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 3 334 Words English (UK)



**Free online support via e-mail**

Finally, remember that we provide online support and expertise to guide you in developing your FSSC 22000 Food Safety Management System.

[Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages](#)