This is a premiere package for Food Storage & Distribution Operations looking to achieve certification to FSSC 22000 Certification Scheme Version 5.1.

This IFSQN FSSC 22000 S&T Food Safety Management System Implementation Package V5.1 includes:

- ✓ ISO 22000:2018 Compliant Food Safety Management System Procedures
- ✓ Food Safety Management System Records
- ✓ TS/ISO 22002-5 Compliant Prerequisite Programmes Manual
- ✓ Additional HACCP documentation including our unique ISO 22000 HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Generic Training Presentations covering ISO 22000, HACCP, Internal Audits and Inspections
- ✓ ISO 22000/ISO TS 22002 Gap Analysis Checklists
- ✓ Project 22000 Support Package including an Implementation Workbook
- ✓ Sample Validation and Verification Records
- ✓ Start-Up Guide
- ✓ Free online support via e-mail

ISO 22000 Food Safety Management System Procedures & Records

A comprehensive set of food safety management system documents plus a set of record templates:

Food Safety Manual

The Food Safety Manual contains comprehensive top level procedure templates that form the foundations of your FSSC 22000 Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Food Safety Management System Contents

FSSC 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
FSMS 7.5 Documented information	7.5.1 General
	7.5.2 Creating and updating
	7.5.3 Control of documented information

8 Operation
FSMS 8.1 Operational planning and control
FSMS 8.2 Prerequisite programmes (PRPs)
FSMS 8.3 Traceability system
FSMS 8.4 Emergency preparedness and response

8.5 Hazard control	
FSMS 8.5.1 Preliminary steps to enable hazard analysis	8.5.1.1 General
	8.5.1.2 Characteristics of raw materials, ingredients and product contact materials
	8.5.1.3 Characteristics of end products
	8.5.1.4 Intended use
	8.5.1.5 Flow diagrams and description of processes
	8.5.1.5.1 Preparation of the flow diagrams
	8.5.1.5.2 On-site confirmation of flow

	diagrams
	8.5.1.5.3 Description of processes and process environment
FSMS 8.5.2 Hazard analysis	8.5.2.1 General
	8.5.2.2 Hazard identification and determination of acceptable levels
	8.5.2.3 Hazard assessment
	8.5.2.4 Selection and categorization of control measure(s)
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures	
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)	8.5.4.1 General
	8.5.4.2 Determination of critical limits and action criteria
	8.5.4.3 Monitoring systems at CCPs and for OPRPs
	8.5.4.4 Actions when critical limits or action criteria are not met
	8.5.4.5 Implementation of the hazard control plan
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan	
FSMS 8.7 Control of monitoring and measuring	
FSMS 8.8 Verification related to PRPs and the hazard control plan	8.8.1 Verification
	8.8.2 Analysis of results of verification activities
FSMS 8.9 Control of product and process nonconformities	8.9.1 General
	8.9.2 Corrections
	8.9.3 Corrective actions
	8.9.4 Handling of potentially unsafe products
	8.9.4.1 General
	8.9.4.2 Evaluation for release
	8.9.4.3 Disposition of nonconforming products
FSMS 8.9.5 Withdrawal/recall	

9 Performance evaluation	
FSMS 9.1 Monitoring, measurement, analysis and evaluation	9.1.1 General
	9.1.2 Analysis and evaluation
FSMS 9.2 Internal audit	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the food safety management system

Name	Date Modified	Size	Kind
Food Safety Management System Contents.docx	24/11/2021	35 KB	Micros...(.docx)
FSMS 4.1 Organization Analysis	24/11/2021	44 KB	Micros...(.xlsx)
FSMS 4.1 Understanding the organization and its context	24/11/2021	289 KB	Micros...(.docx)
FSMS 4.2 Understanding the needs and expectations of interested parties	24/11/2021	30 KB	Micros...(.docx)
FSMS 4.3 Determining the scope of the food safety management system	24/11/2021	29 KB	Micros...(.docx)
FSMS 4.4 Food Safety Management System - Appendix	24/11/2021	203 KB	Micros...(.docx)
FSMS 4.4 Food Safety Management System.docx	24/11/2021	379 KB	Micros...(.docx)
FSMS 5.1 Food Safety Culture Planning.xlsx	24/11/2021	20 KB	Micros...(.xlsx)
FSMS 5.1 Leadership and commitment.docx	25/11/2021	228 KB	Micros...(.docx)
FSMS 5.2 Food Safety Policy	25/11/2021	30 KB	Micros...(.docx)
FSMS 5.3 Appendix Job Descriptions.docx	25/11/2021	44 KB	Micros...(.docx)
FSMS 5.3 Job Description Template.docx	25/11/2021	25 KB	Micros...(.docx)
FSMS 5.3 Organizational roles, responsibilities and authorities.docx	25/11/2021	41 KB	Micros...(.docx)
FSMS 6.1 Actions to address risks and opportunities.docx	25/11/2021	35 KB	Micros...(.docx)
FSMS 6.2 Food Safety Objectives.docx	25/11/2021	31 KB	Micros...(.docx)
FSMS 6.3 Planning of changes	25/11/2021	38 KB	Micros...(.docx)
FSMS 7 Support	16/12/2021	35 KB	Micros...(.docx)
FSMS 7.4 Communication.docx	16/12/2021	38 KB	Micros...(.docx)
FSMS 7.5 Documented Information.docx	26/11/2021	35 KB	Micros...(.docx)
FSMS 8.1 Operational planning and control	07/12/2021	213 KB	Micros...(.docx)
FSMS 8.2 Prerequisite programmes (PRPs)	11/12/2021	33 KB	Micros...(.docx)
FSMS 8.3 Traceability system.docx	30/11/2021	30 KB	Micros...(.docx)
FSMS 8.4 Emergency preparedness and response.docx	30/11/2021	40 KB	Micros...(.docx)
FSMS 8.5 Hazard Controls	Yesterday	--	Folder
FSMS 8.5.1 Preliminary steps to enable hazard analysis.docx	16/12/2021	40 KB	Micros...(.docx)
FSMS 8.5.2 Hazard Analysis.docx	03/12/2021	399 KB	Micros...(.docx)
FSMS 8.5.3 Validation of control measures and combinations of control measures.docx	03/12/2021	28 KB	Micros...(.docx)
FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan).docx	03/12/2021	31 KB	Micros...(.docx)
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan	03/12/2021	28 KB	Micros...(.docx)
FSMS 8.7 Control of monitoring and measuring.docx	16/12/2021	35 KB	Micros...(.docx)
FSMS 8.8 Verification related to PRPs and the hazard control plan.docx	04/12/2021	30 KB	Micros...(.docx)
FSMS 8.9 Control of product and process nonconformities.docx	07/12/2021	32 KB	Micros...(.docx)
FSMS 8.9.5 Withdrawal recall.docx	07/12/2021	36 KB	Micros...(.docx)
FSMS 9.1 Monitoring, measurement, analysis and evaluation	07/12/2021	35 KB	Micros...(.docx)
FSMS 9.2 Internal Audits & Inspections	16/12/2021	1.2 MB	Micros...(.docx)
FSMS 9.2 Plans & Checklists	17/12/2021	--	Folder
FSMS 9.3 Management review.docx	07/12/2021	30 KB	Micros...(.docx)
FSMS 10 Improvement.docx	07/12/2021	33 KB	Micros...(.docx)

Procedures included in the Food Safety Management System match the clauses of ISO 22000

Food Safety Management System

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

Traceability Record Summary	
Product Intake Record	Product, Quantity, Time, Date, Supplier, Batch Code, Expiry Code, Pallet ID, Vehicle Temperature (if applicable)
Packaging Intake Record	Packaging, Quantity, Time, Date, Supplier, Batch Code, Expiry Code, Pallet ID
Packing Batch Record	Time, Date, Supplier, Batch Code, Expiry Code, Pallet ID Products & Time, Date, Supplier, Batch Code, Expiry Code, Pallet ID Packaging Used including Time, Date, Supplier, Batch Code, Pallet ID for any Reworked Product, Temperature (if applicable) and Quantities
Storage Record	Product, Quantity, Time, Date, Supplier, Batch Code, Expiry Code, Pallet ID, Pallet Location, Temperature (if applicable)
Dispatch Record	Product, Quantity, Time, Date, Batch Code, Expiry Code, Pallet ID, Temperature (if applicable), Amount, Vehicle, Customer, Destination(s), Security Tag Number
Delivery Record	Customer, Vehicle & Location. Product, Quantity, Time, Date, Batch Code, Expiry Code, Pallet ID, Temperature (if applicable), Security Tag Number
Returns from Delivery - Record	Customer, Vehicle & Product, Time, Date, Batch Code, Expiry Code, Pallet ID, Temperature (if applicable). Reason for Return, Quantity, Details of Disposal or Return to Stock

In addition to the above, at each stage in the process there is stock reconciliation whereby any damages or losses are recorded. Stock levels are regularly monitored to ensure that all products are accounted for including damages, short coded products and rejections.

Records to enable full traceability are retained for a minimum period of 3 years taking into account the shelf life of the end products, customer and regulatory requirements.
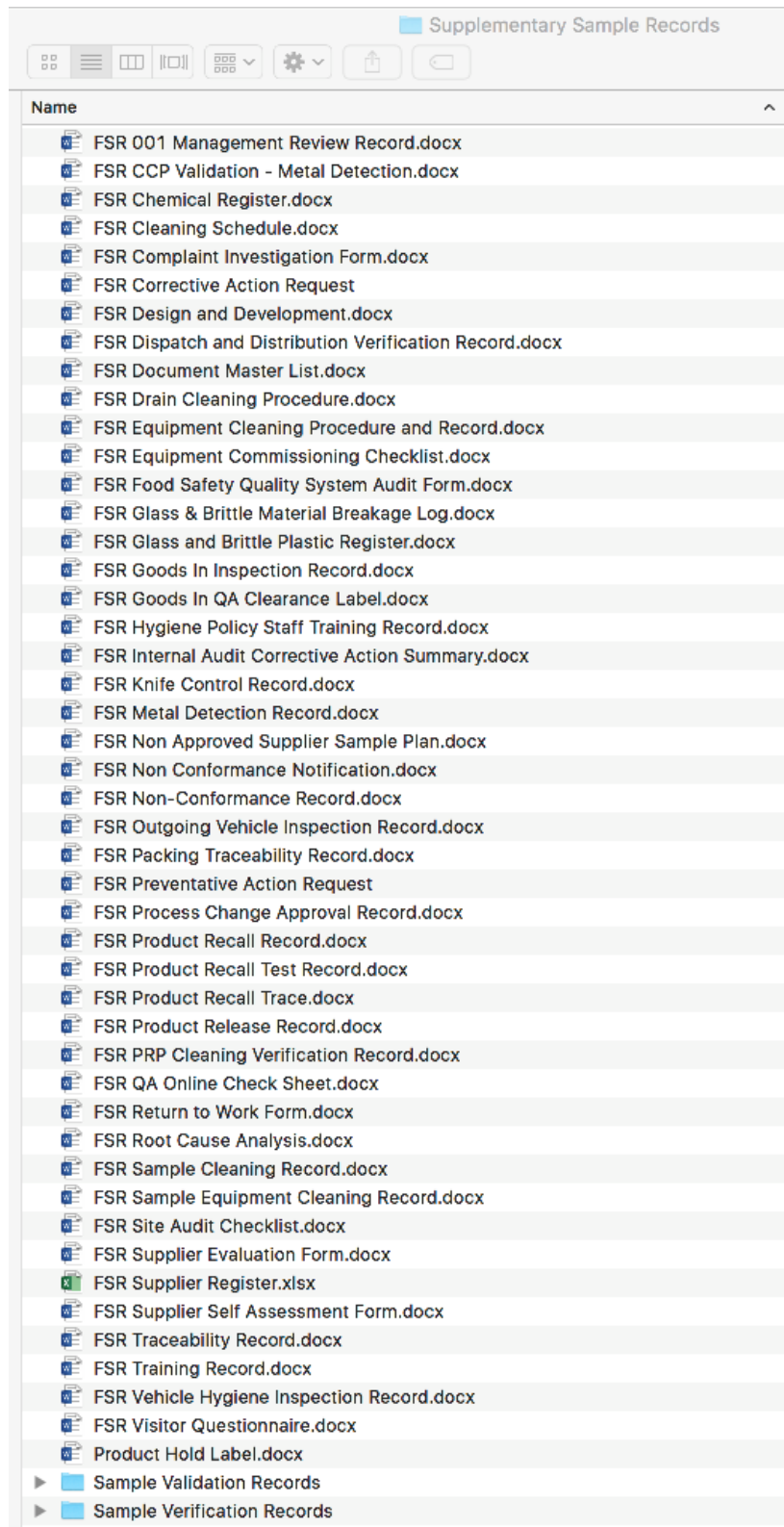
Document Reference FSMS 8.3 Traceability system
Revision 0   27th November 2021
Owned by: Quality Manager
Authorised By: General Manager

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Sample Food Safety Record Templates

There are a range of sample record templates:

Supplementary Sample Records

Name

- FSR 001 Management Review Record.docx
- FSR CCP Validation - Metal Detection.docx
- FSR Chemical Register.docx
- FSR Cleaning Schedule.docx
- FSR Complaint Investigation Form.docx
- FSR Corrective Action Request
- FSR Design and Development.docx
- FSR Dispatch and Distribution Verification Record.docx
- FSR Document Master List.docx
- FSR Drain Cleaning Procedure.docx
- FSR Equipment Cleaning Procedure and Record.docx
- FSR Equipment Commissioning Checklist.docx
- FSR Food Safety Quality System Audit Form.docx
- FSR Glass & Brittle Material Breakage Log.docx
- FSR Glass and Brittle Plastic Register.docx
- FSR Goods In Inspection Record.docx
- FSR Goods In QA Clearance Label.docx
- FSR Hygiene Policy Staff Training Record.docx
- FSR Internal Audit Corrective Action Summary.docx
- FSR Knife Control Record.docx
- FSR Metal Detection Record.docx
- FSR Non Approved Supplier Sample Plan.docx
- FSR Non Conformance Notification.docx
- FSR Non-Conformance Record.docx
- FSR Outgoing Vehicle Inspection Record.docx
- FSR Packing Traceability Record.docx
- FSR Preventative Action Request
- FSR Process Change Approval Record.docx
- FSR Product Recall Record.docx
- FSR Product Recall Test Record.docx
- FSR Product Recall Trace.docx
- FSR Product Release Record.docx
- FSR PRP Cleaning Verification Record.docx
- FSR QA Online Check Sheet.docx
- FSR Return to Work Form.docx
- FSR Root Cause Analysis.docx
- FSR Sample Cleaning Record.docx
- FSR Sample Equipment Cleaning Record.docx
- FSR Site Audit Checklist.docx
- FSR Supplier Evaluation Form.docx
- FSR Supplier Register.xlsx
- FSR Supplier Self Assessment Form.docx
- FSR Traceability Record.docx
- FSR Training Record.docx
- FSR Vehicle Hygiene Inspection Record.docx
- FSR Visitor Questionnaire.docx
- Product Hold Label.docx
- ▶ Sample Validation Records
- ▶ Sample Verification Records

Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

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

Attendees
Chief Executive Officer - Chairman
General Manager – Deputy Chair
Operations Manager
Maintenance Manager
Supply Chain Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy	-	-
Review of the Food Safety Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous management review meeting	-	-
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)	-	-
Hazard and risk management system review	-	-
Food Safety Culture performance review	-	-
Results and Outstanding Non-conformances from internal and external audits	-	-

Document Reference **FSR 001 Management Review Record**
Revision 0   27th November 2021
Owned by: Quality Manager
Authorised By: General Manager

Prerequisite Programmes Manual

There is a comprehensive set of prerequisite programme templates that you can use to define your GP Standards including those defined in ISO/TS 22002-5:2019 Prerequisite programmes on food safety -- Part 5: Transport and storage.
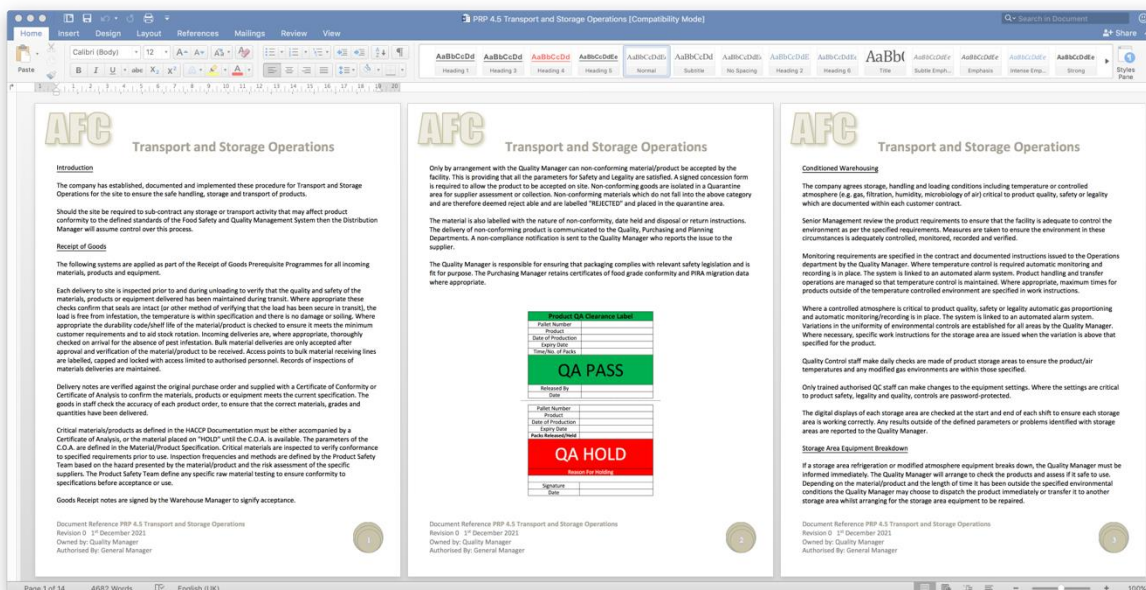
There are also additional supplementary prerequisite programme templates that you may be useful

Name	Date Modified	Size	Kind
PRPX 4.5 Product Release.docx	16/12/2021	28 KB	Micro....docx)
PRPX 4.6.3 Waste Recovery and Recycling (Contracted) .docx	16/12/2021	29 KB	Micro....docx)
PRPX 5 Trends in Complaints Analyser Instruction.pdf	13/05/2021	3.5 MB	PDF
PRPX 5 Trends in Complaints Analyser.xlsx	14/01/2021	170 KB	Micro...(.xlsx)
PRPX 6 Specifications - Wholesale Module.docx	16/12/2021	29 KB	Micro....docx)
PRPX 7 Design and Development - Wholesale Module.docx	16/12/2021	31 KB	Micro....docx)
PRPX 8 Laboratory Quality Manual.docx	16/12/2021	59 KB	Micro....docx)
PRPX 8 Product Inspection (Contracted Service).docx	16/12/2021	30 KB	Micro....docx)
PRPX 9 Cleaning of Baskets, Roll Cage...Containers (Contracted Service).docx	16/12/2021	29 KB	Micro....docx)
PRPX 10 Contract Chilling, Freezing, Tempering and Defrost Operations.docx	16/12/2021	30 KB	Micro....docx)
PRPX 11 Quantity Control Inspection (Contracted Service).docx	16/12/2021	29 KB	Micro....docx)
PRPX 12 Contract Packing.docx	16/12/2021	32 KB	Micro....docx)

Prerequisite Programmes Verification Records

There are Sample Verification Records:

Name
Control of Glass & Brittle Material Verification.docx
Control of Knives Verification Record.docx
Control of Visitors and Sub-Contractors Verification Record.docx
Despatch and Distribution Verification Record.docx
Glass Policy Verification Record.docx
Hygiene and Housekeeping Management Verification Record.docx
Hygiene Code of Practice Verification Record.docx
Hygiene Policy Verification Record.docx
Maintenance Verification Record.docx
Management of Cleaning Verification Record.docx
Management of Pest Control Verification Record.docx
Metal Detection Verification Record.docx

Glass & Brittle Material Breakage Verification

Glass & Brittle Material Breakage Verification Audit	
Auditor Name	
Date	
Site Standards	**Audit Findings**
In the event of a glass or brittle plastic breakage, are operations stopped immediately?	
Is a Shift Manager informed immediately?	
Do all Personal remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff?	
Is the area quarantined/	
Are any pieces of glass or brittle plastic removed?	
Are all pieces of glass or brittle plastic collected and placed into a strong labelled disposable plastic bag and passed to the Quality Assurance Manager for further investigation?	
Is the surrounding area cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan?	
Is the bag safely discarded in the outside waste container?	
Are all personnel checked for glass or brittle plastic debris in their footwear and protective clothing?	
Is all protective clothing changed?	
Is the Maintenance Manager informed of the breakage so that repairs are carried out immediately?	
Are all products in the surrounding area of the glass or brittle plastic breakage quarantined immediately and disposed of safely?	
Is an Investigation carried out to ascertain which	

Document Reference Glass & Brittle Material Breakage Verification
Revision 0   21st January 2021
Owned by: Quality Manager
Authorised by: General Manager

Validation Records

There is a range of Sample Validation Records:

Dispatch and Distribution Validation

Product Category	Freshly Prepared Vegetables		
Step Number	10 Distribution		
Hazard	Growth of food poisoning bacteria due to inadequate temperature control		
Control Measure	Maintain vehicle temperature at less than 8 ° C at all times		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		
Legislation	✓		Food Safety Temp. Control Regulations require perishable food to be stored below 8 ° C at all times.
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
PRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference PRP Dispatch and Distribution Validation
Revision 1 21st January 2021
Owned by: Quality Manager
Authorised by: General Manager

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ISO 22000 HACCP Documentation including Implementation Guidance

HACCP Calculator 22000 and Instructions

We provide step by step guidance to implementing your HACCP using the HACCP Calculator.

There are also HACCP document examples that you might find useful when implementing your Food Safety Plans.
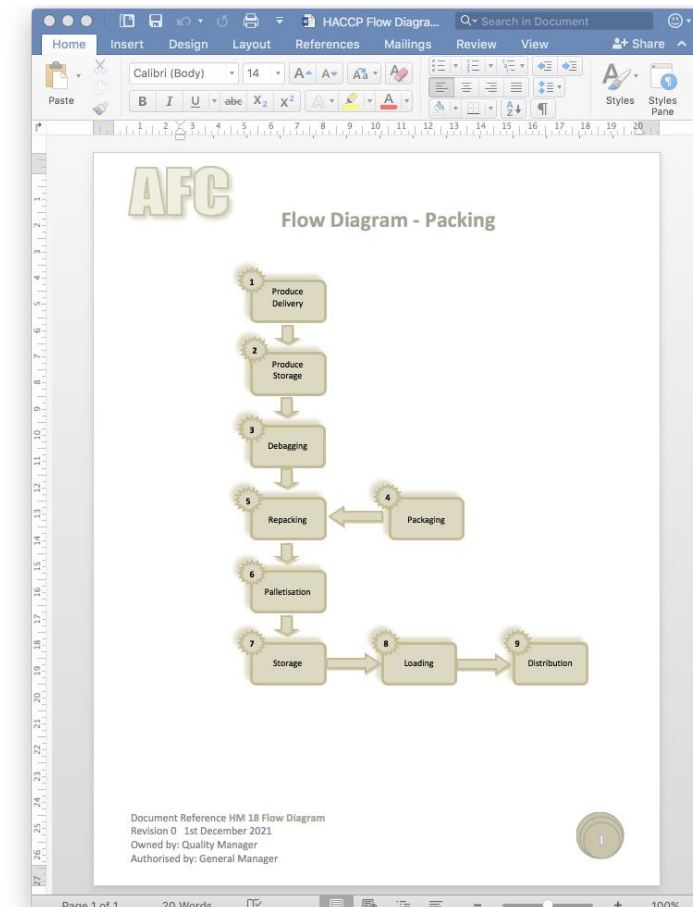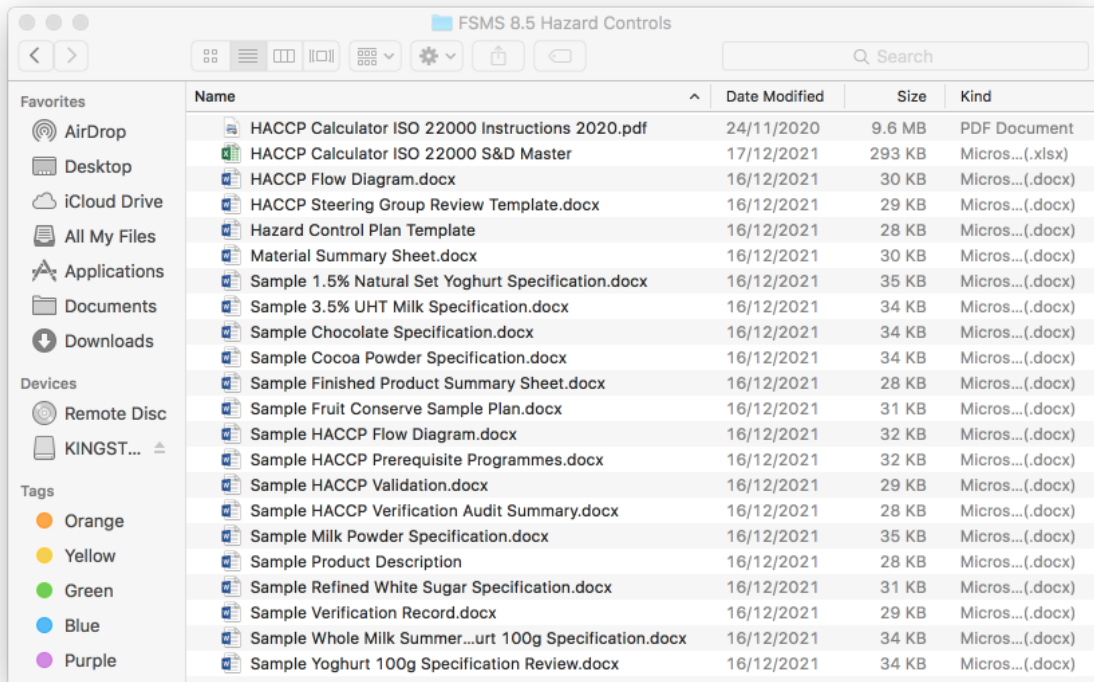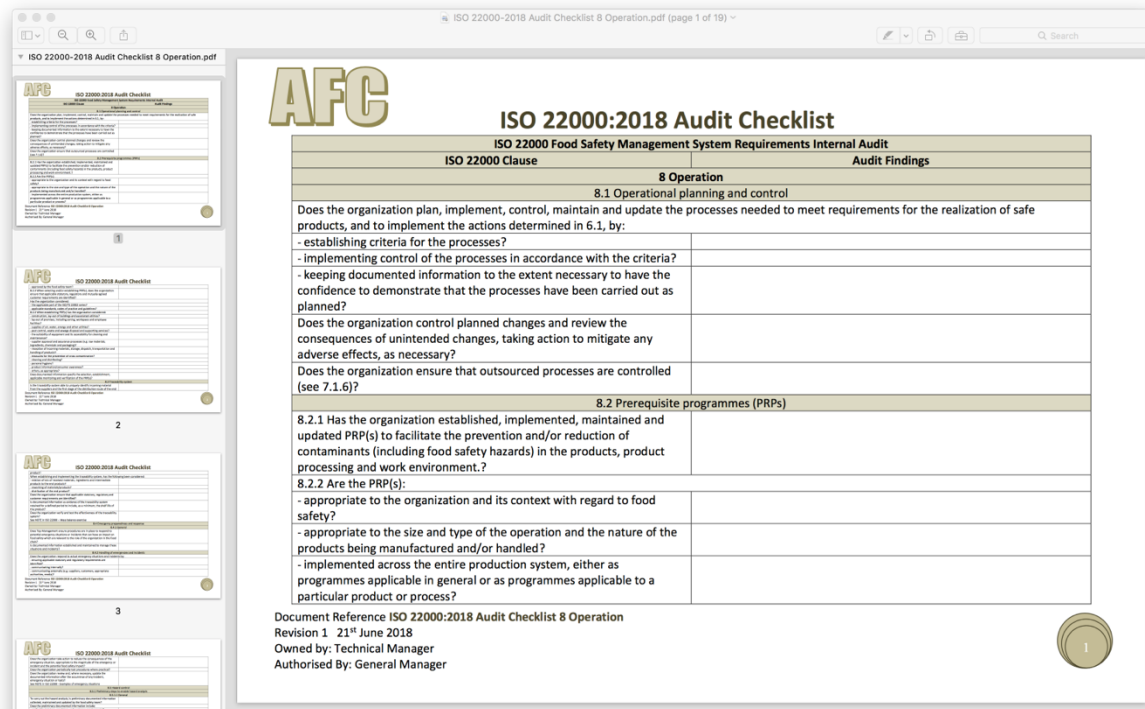
Training Presentations
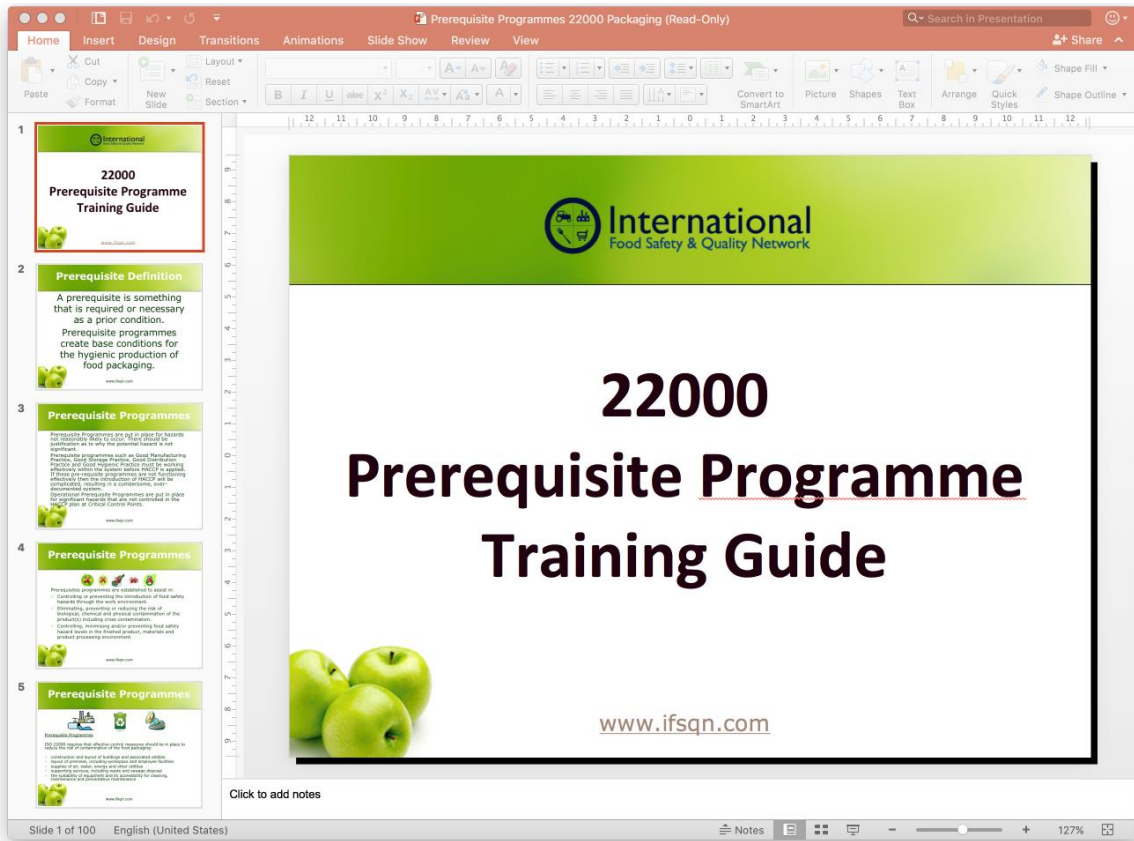
ISO 22000 Auditor Training and Checklists

There is a PowerPoint Internal Audit Training Presentation.
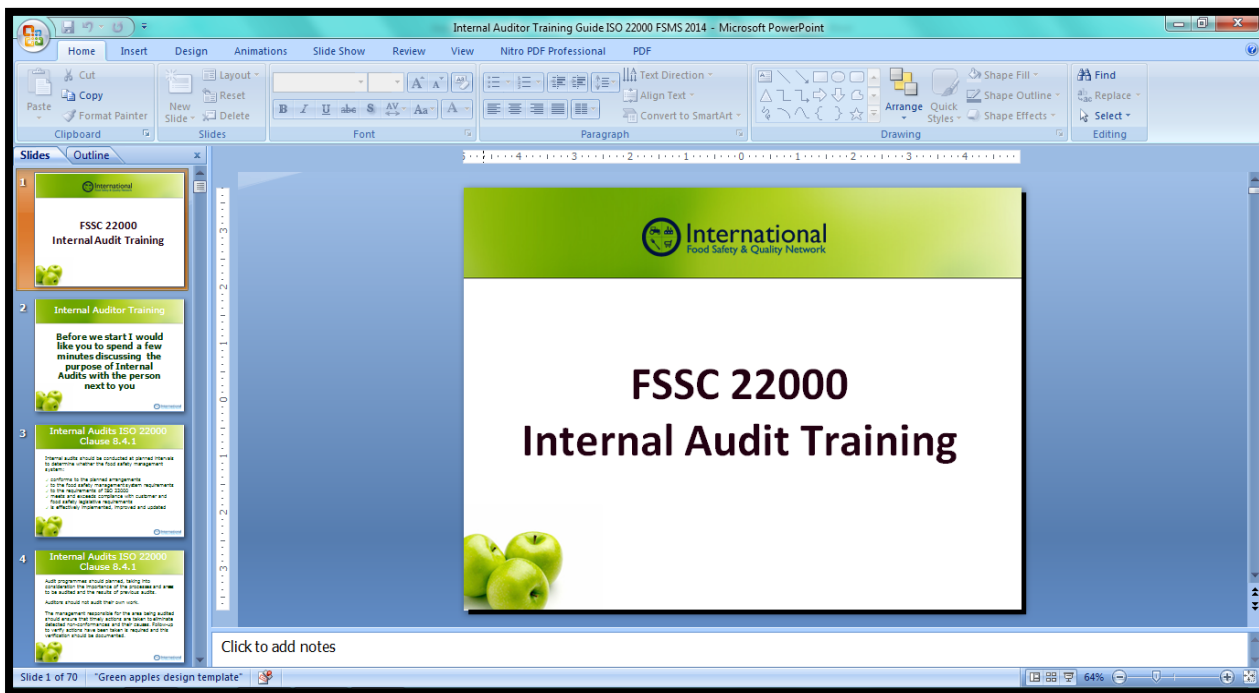
Internal Audit Checklists

There is a checklist for each section of the ISO 22000 and ISO TS 22002-4 standards.
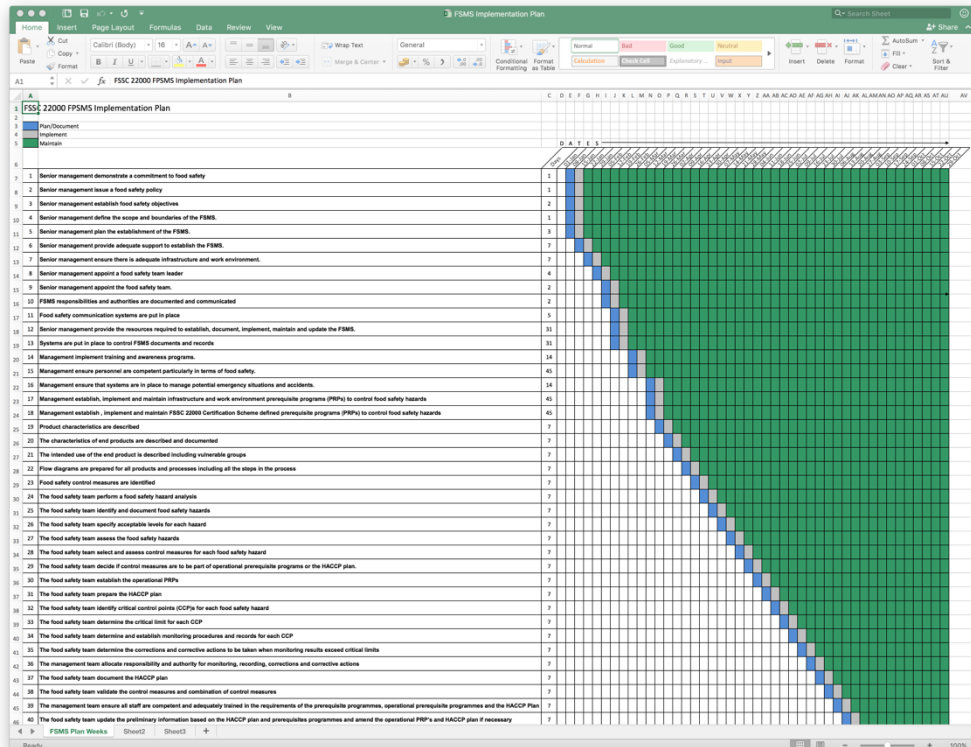
GMP Audit Training and Audit forms

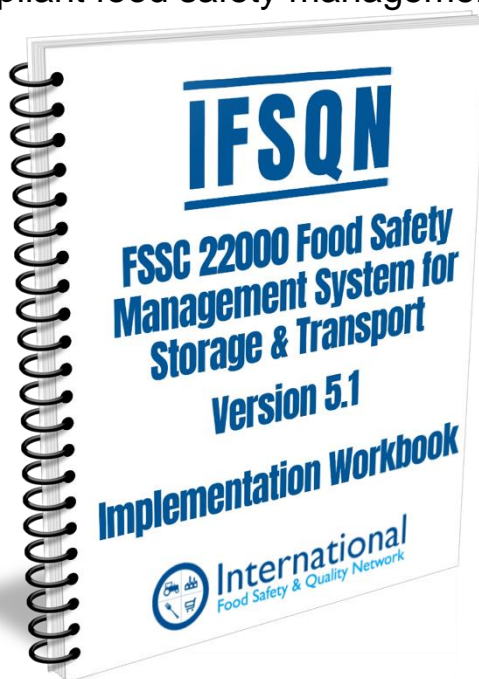There is a GMP Audit Training Presentation & Audit Report documents
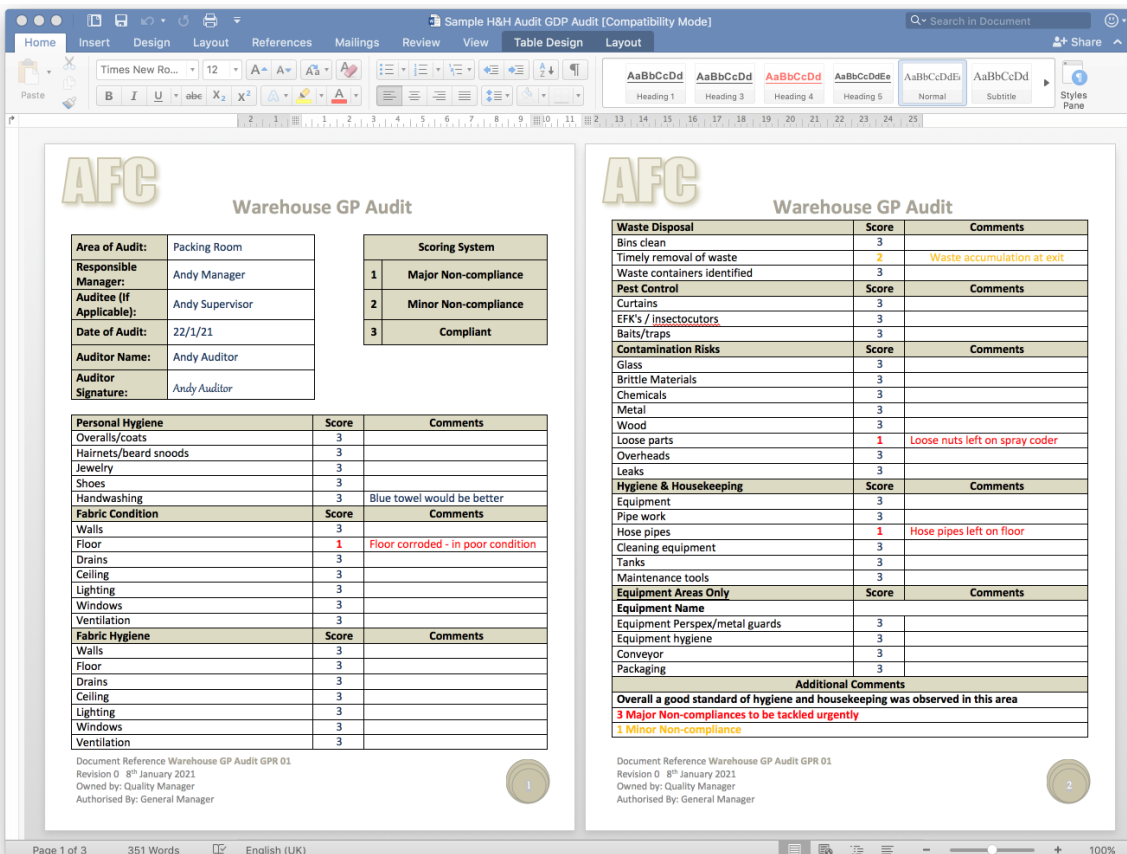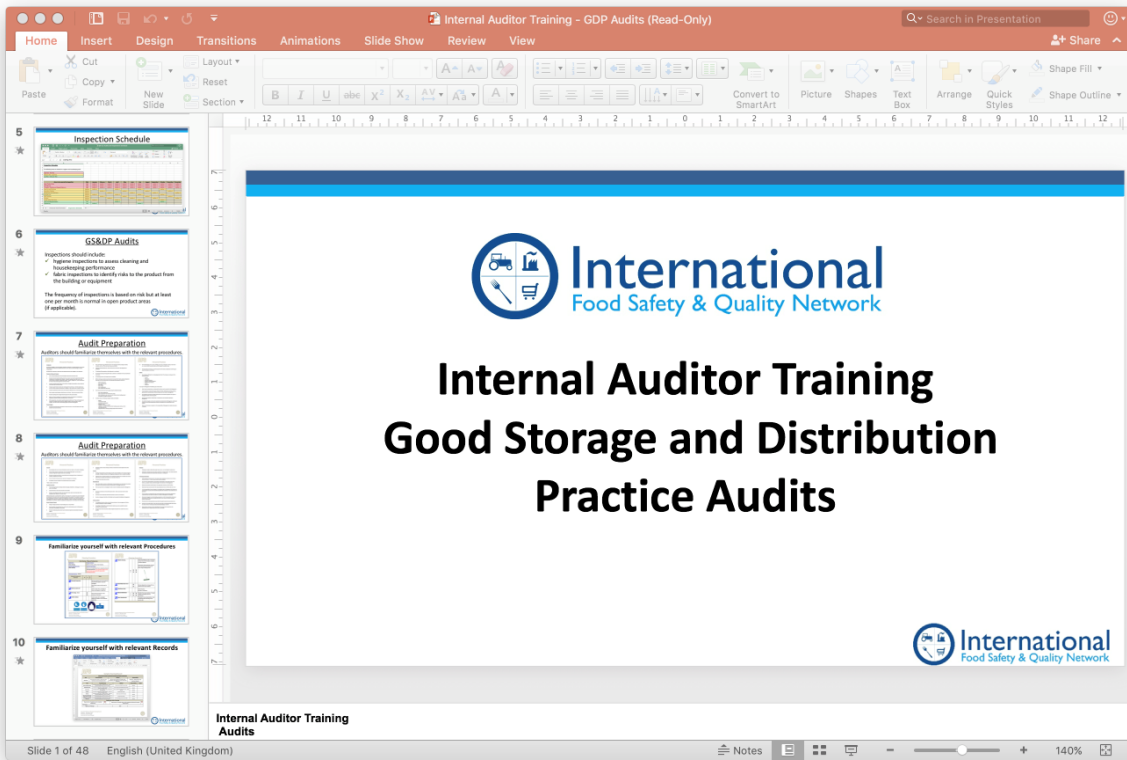
Project Tools

We provide an **FSSC 22000 FSMS Implementation Plan** which can be used to plan the development of your Safety Management System.
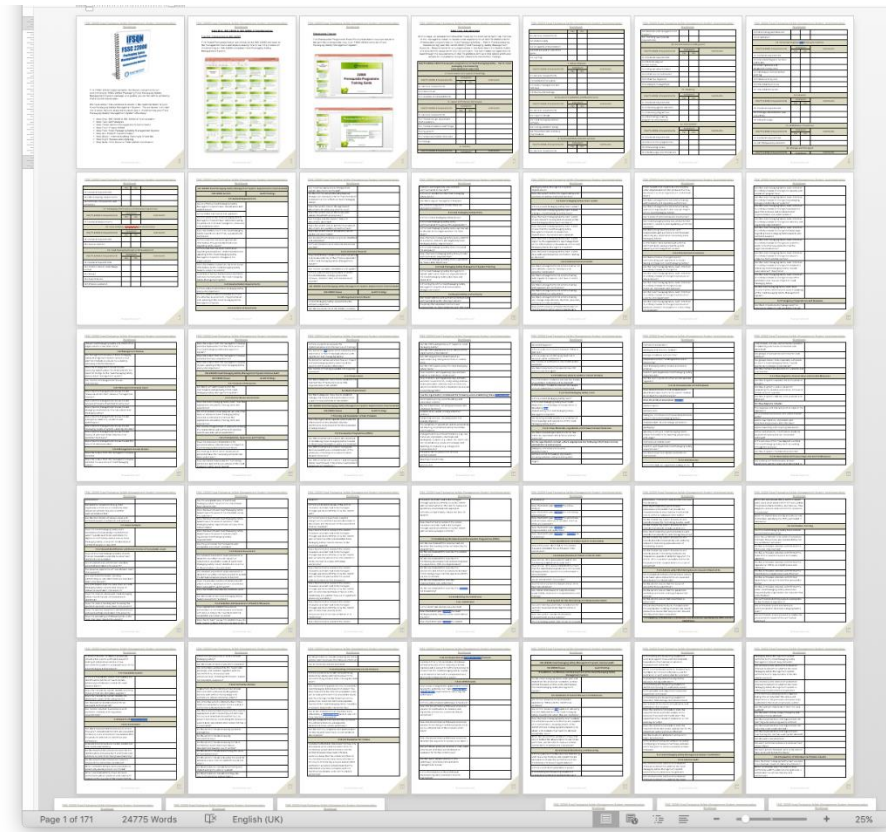

FSSC 22000 S&D FSMS Implementation Workbook

An extensive workbook is provided to assist in the implementation of your FSSC 22000 compliant food safety management system.

The Implementation Workbook includes a final Self-Assessment Checklist to ensure that you meet the requirements of ISO 22000, ISO 22002-5 and FSSC 22000 Certification Scheme Additional Requirements.
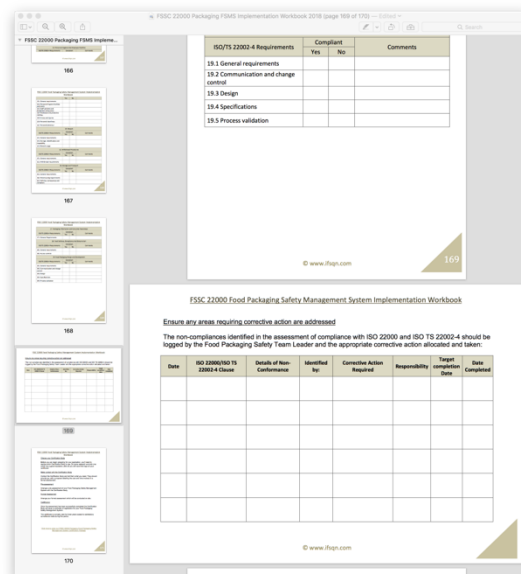
Start-Up Guide

We include an IFSQN FSSC 22000 S&D Food Safety Management System Start-Up Guide which will guide you through the contents of the package.

Free online support via e-mail

We provide online technical support and expertise to assist you in developing your FSSC 22000 Food Safety Management System.

Support is provided until you achieve certification.

Click here to order the IFSQN FSSC 22000 Version 5.1 Storage & Transport Food Safety Management System Implementation Package