Workbook



This FSSC 22000 Implementation Workbook compliments our comprehensive FSSC 22000 Packaging Food Packaging Safety Management System package and guides you on the path to achieving FSSC 22000 Certification.

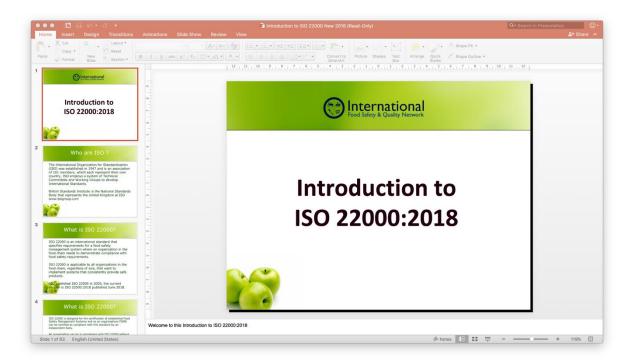
We have written this workbook to assist in the implementation of your Food Packaging Safety Management System. The workbook is divided into 9 steps that are designed to assist you in implementing your Food Packaging Safety Management System effectively:

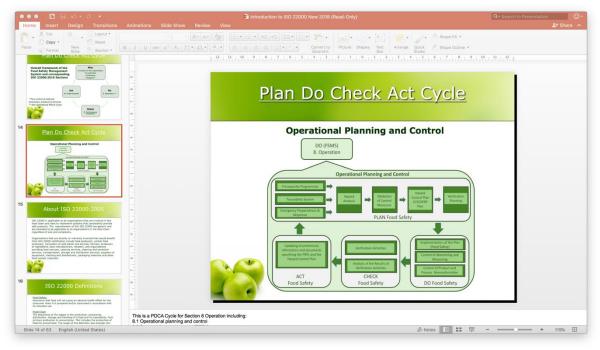
- ✓ Step One: ISO 22000 & ISO 22002-4 Familiarisation
- ✓ Step Two: GAP Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Project 22000
- ✓ Step Five: Food Packaging Safety Management System
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Review and Updating
- ✓ Step Nine: Final Steps to FSSC 22000 Certification

Step One: ISO 22000 & ISO 22002-4 Familiarisation

Training: Introduction to ISO 22000

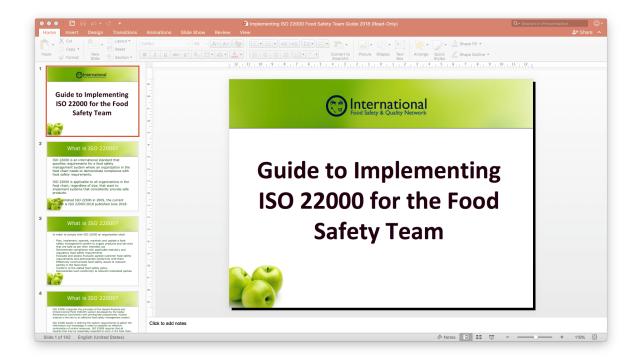
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Packaging Safety Management System.





Food Safety Team: ISO 22000 Implementation 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.





Top Management FSMS Implementation Meeting

Date/Time

Venue

<u>Agenda</u>

- 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

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									

Attendees:

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:

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			Orga	nizational Ris	k 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		
2	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 relocat	e. Priority	
3 Knowledge (Organization) Lack of Technical Skills				nnical Skills Internal Negative Local Medium Recruit Technical Skill					
5	Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority	
•	Organization Analysis	Types of Risk Sheet2 Sheet3 Sheet	et4 Sheet5	+					
	Ready							+ 100%	

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.

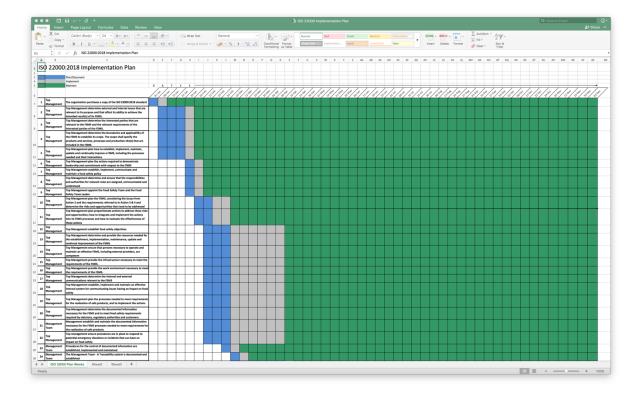
Top Management FSMS Implementation Checklist

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

	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								
1										
	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								
2										
2										

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.

- External communication and liaison regarding the management systems.

Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minutes.

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

For Objectives Top Management need to define:

- what will be done
- what resources will be required
- who will be responsible
- when it will be completed
- how the results will be evaluated.

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Packing Manager		
Technical Manager (Food Safety Team Leader)		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		

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 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

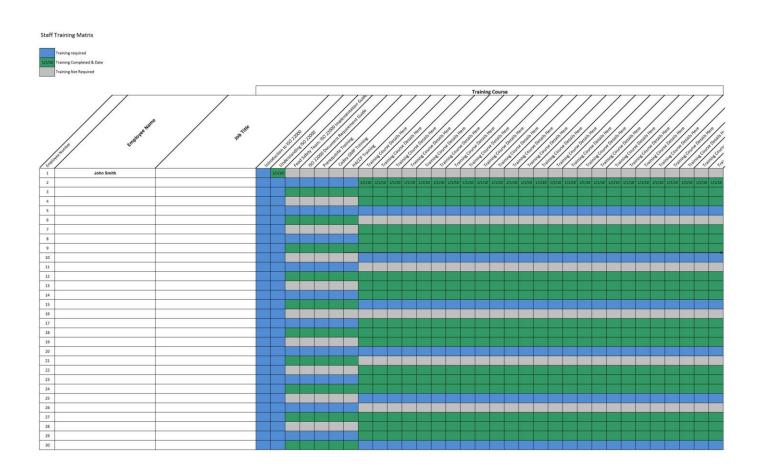
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Suppliers and Contractor Communication Several streams of communication occur with suppliers and contractors, including marketing, sales, development and technical. All new arrangements, products and suppliers are subject to the supplier approval procedure and must be officially approved by the Food Safety Representative who will ensure that this is effectively communicated and documented. All supplies and purchases are to agreed specifications. Authority to purchase outside of these conditions can be only obtained from the Food Safety Representative following a risk assessment. Customer Communication Several streams of communication occur with customers, including marketing, sales, development and technical. The Sales Director agrees new contracts in principle with current and potential customers. All new arrangements and products are subject to the approval procedure and must be officially approved by the Technical Manager who will ensure that this is effectively communicated and documented. All products are supplied to mutually agree customer specifications which include product information related to food safety. Leanels the handling, display, storage, preparation, distribution and use of the product within the food chain or by the consumer. This information includes relevant food safety information: allergen contents and warnings intended use storage requirements. about the fle chemical, physical and microbiological parameters any food safety, hazards that need to be controlled in the food chain or by consumers 		1, 1, 2, 1, 3, 1, 4, 1, 5, 1, 6, 1, 7, 1, 8, 1, 9, 1, 10, 11, 12, 13, 14, 15, 16, 17, 17, 17, 17, 17, 17, 17, 17, 17, 17	18 19	
Service and customer complaint levels, reviewing sales trends and pro-actively communicating with the customer to seek feedback on performance levels. The customer service department handles day to day enquiries and orders from customers. Customers requiring more technical information are passed on to the Technical Manager. The New Product Development team are required to demonstrate pro-activity with each customer. A measure of this pro-activity is the ability to achieve a targeted level of new product launches per annum depending on the customer requirements and targets.		For any constraint of the second state of the second with the second state of the	e d d d on e e	

Top management assess plan a communication (ir	nd establish appropriate in Acluding the food chain) ch	
Communication required	Details	Responsibility

Step Four: Project 22000

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their Food Packaging Safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

QMR 002 Training Record

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				Trair	ning Record						
	Name:				Employee Num	er:					
	Company Start Dat Prior External Qual		s & Experience -		Position:					_	
	Period Training						Dates of	Signed	Assessed a:		
	Required Weeks 1 - 4	Induction	Details of Internal	Training or Ext	ternal Training Cours	<u>e</u>	Training	(Trainee)	Competent Sig (Trainer)	tned	
	Weeks 1 - 4	Food Safety &	Quality Policy Briefi Duality Objectives	ng							
		Health and Safe									
		Environment a	nd Waste Managem	ient							
		Packing Procee Operating Proc	edure								
		Coding Proced Labelling Proc									
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	Months 3 - 6	Management s	kills (inc. one to one	training, comr	munication skills)						
										_	
	Months 6 - 12	Management s	kills (inc. one to one	training, comr	nunication skills)		-			_	
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Basic ISO 22000 Training should be given to all staff:

✓ Part of Introduction to ISO 22000

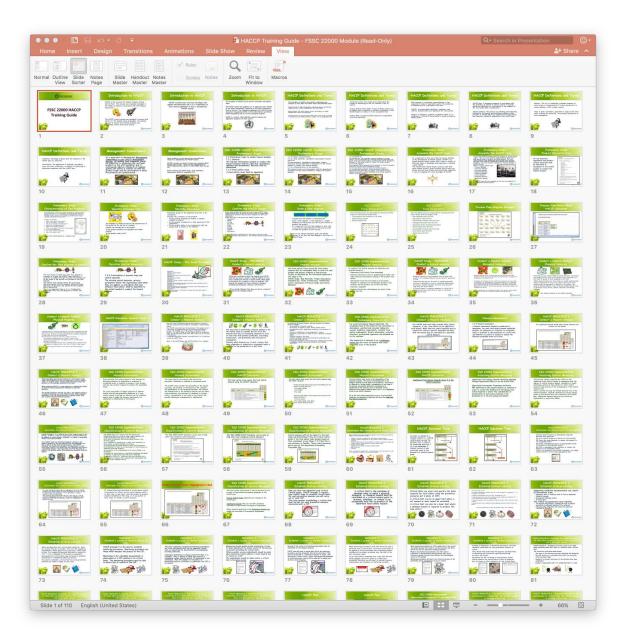
The Food Packaging Safety Team should receive extra training:

- ✓ Food Packaging Safety Team: ISO 22000 Implementation Guide
- ✓ Prerequisite Training
- ✓ HACCP Training

Remember all food packaging handlers should receive Basic Food Hygiene Training

HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your Food Packaging Safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.



Steering Group Take Control of the Project

This contains the project tools you need to implement your FSSC 22000 compliant Food Packaging Safety Management System. At this stage:

- ✓ Steering Group are established and briefed
- The Steering Group take control of the Project Plan established by Senior Management

Food Packaging	Safety Manageme	ent System Steeri	ng Group
FPSMS Team Member	Name	Position	Qualification
FPSMS Team Leader			
FPSMS Assistant Leader			
FPSMS Team Members			

Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Packaging Safety Management System.

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1	Senior management demonstrate a commitment to food safety	1	77	Ŷ	778	77	77	~~~	77	////	~~	~~~		777	77	<i>YY</i> ?	~~~	77	799	779	~~~~	7
2	Senior management issue a food safety policy	1									Ħ											
	Senior management establish food safety objectives	2									++					HT						
_	Senior management define the scope and boundaries of the FSMS.	1																				
5	Senior management plan the establishment of the FSMS.	3																				
6	Senior management provide adequate support to establish the FSMS.	7		H		Ħ	Ħ				Ħ											
7	Senior management ensure there is adequate infrastructure and work environment.	7																				
_	Senior management appoint a food safety team leader	4	++			T																
	Senior management appoint the food safety team.	2					Ħ															
	FSMS responsibilities and authorities are documented and communicated	2		+																	11.	
	Food safety communication systems are put in place	5		+																		
-	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	31					Ħ	Ħ			H				H							
_	Systems are put in place to control FSMS documents and records	31	++	+			Ħ															
_	Management implement training and awareness programs.	14	++																			
_	Management ensure personnel are competent particularly in terms of food safety.	45	++	++																		
-	Management ensure that systems are in place to manage potential emergency situations and accidents.	14	++	++																		
_	Management establish, implement and maintain infrastructure and work environment prerequisite programs (PRPs) to control food safety hazards	45	++								++											
-	Management establish, implement and maintain FSSC 22000 Certification Scheme defined prerequisite programs (PRPs) to control food safety hazards	45	++	++	++																	
-	Product characteristics are described	7	++								++						++					
	The characteristics of end products are described and documented	7	++	++	++	++	++				++		++									
_	The intended use of the end product is described including vulnerable groups	7	++	++		++	++-															
_	Flow diagrams are prepared for all products and processes including all the steps in the process	7	++	++	++	++					++		++									
_	Food safety control measures are identified	7			++																	
_	The food safety team perform a food safety hazard analysis	7	++	++	++	++-							++			+++				+++		-
_		7		++	++	++	++		-		-		++		++	+++	++			+++		1
	The food safety team identify and document food safety hazards The food safety team specify acceptable levels for each hazard	7	++	++	++											+++	++			+++		
_		7		++	++	++	++			++						+++	++			+++		
_	The food safety team assess the food safety hazards The food safety team select and assess control measures for each food safety hazard	7	++	+	++	+	++	++	$\left + \right $	++												
_	The food safety team select and assess control measures for each food safety hazard The food safety team decide if control measures are to be part of operational prerequisite programs or the HACCP plan.	7	++	++	++	++	++	++	\vdash	++	++				H		+					
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-	The food safety team prepare the HACCP plan	7	+	+	+	+	+	+	$\left \right $		+									H		
-	The food safety team identify critical control points (CCP)s for each food safety hazard	7	++	++	++	++	++	++	+	++	\square	$\left \right $										
_	The food safety team determine the critical limit for each CCP	7	+	+	+	++	++	+	\vdash	++	++									H		
34	The food safety team determine and establish monitoring procedures and records for each CCP	7	++	++	++	++	++	++	++	++	++	$\left \right $	+									
-	The food safety team determine and establish monitoring procedules and records for each CCP.	7	+	+		++	++	+	+	++	++									H	H	
-	The root safety team betermine the corrective actoristic to be taken when monitoring results exceed critical limits The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions	7	++	+	++	++	++	++	$\left + \right $	++	\square	$\left \right $	+	+						H		
-	The management earn alocate responsionly and address for monitoring, recording, corrections and corrective actions The food safety team document the HACCP plan	7	++	+	+	+	++	++	++	++	++	$\left \right $	+									
-	The food safety team validate the control measures and combination of control measures	7	++	+	++	+	++	++	\mathbb{H}	++	\square	$\left \right $	+		\square							
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	The management team ensure all staff are competent and adequately trained in the requirements of the prerequisite programmes, operational prerequisite programmes, and the		++	+	++	+	++	++	$\left + \right $	++	\mathbb{H}	$\left \right $	+	++	++					H		
40 }	The food safety team update the preliminary information based on the HACCP plan and prerequisites programmes and amend the operational PRP's and HACCP plan if necessary FSMS Plan Weeks Shoet2 Shoet3 +	iny 7	11		11	11	11	1.1		1.1				1.1								-
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	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 Packaging Safety Manual

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

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

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4	affect its ability to ach	ieve the intended result(s) o	f its FSMS. In	order to ach	lieve this aim Top				
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 		d fraud, food defence and int							
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			External	Negative	National Regional				
σ-					Local				
9	Legal								
-	Technological Competition								
	Market								
12	Cultural Social		-						
19	Economic		-						
	environments								
n. 	Cybersecurity Food fraud								
52	Food defence								
g-	Intentional contamination								
	Knowledge		-						
21.11	(Organization)								
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2	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	
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	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	
2	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
3	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	
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4.2 Understanding	the needs and expectations of interested parties		
Tan management k	has determined relevant interested parties and the food safety re	wirements of these	
	so that the company has confidence in its ability to consistently pr		
services that meet	applicable statutory, regulatory and customer requirements.		
Category	Food Safety Requirement	International	
		National	
		Regional Local	
Statutory		International	
Statutory Statutory		National Regional	
Statutory		Local	
Regulatory Regulatory		International National	
Regulatory		Regional	
Regulatory		Local	
Customer 1 Customer 2		International National	
Customer 3		Regional	
Customer 4 Customer 5		Local	
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Step Six: 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



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Food Safety Team 27

Read Slide

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ards relevant to the FSMS.

luct contact materials - documented info

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aracteristics of raw materials, ingredients and product contact incerning all raw materials, ingredients and product contact mard analysis is obtained and maintained aracteristics of end products - documented informations

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

Food Safety Management System					
Characteristics of raw materials, ingredients and product contact materials					
Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of food safety hazards. For each item the specification includes:					
 Biological, chemical and physical characteristics Composition of formulated ingredients including additives and processing aids Source (e.g. animal, mineral or vegetable) Origin Method of production 					
 Method of production Delivery method Storage conditions/requirements and shelf life 					
Details of packaging Preparation and/or handling before use or processing Food Safety Acceptance criteria Intended use					
legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there are changes. <u>Characteristics of End Products</u>					
The food safety team document the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description includes:					
 Product name What will the purchaser will do with <u>it</u> Details of the packaging How the product is processed or manufactured Composition of the product Chemical characteristics relevant for food safety such as pH or Aw Biological characteristics relevant for food safety treatment such as heating, freezing, brining Physical characteristics relevant for food safety Shelf life Prescribed storage temperature Prescribed storage conditions Intended use and reasonably expected handling 					
 Packaging Target consumers 					
Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis Revision 1 22 nd June 2018 Owned by: Technical Manager Authorised By: General Manager					

This document covers the following:

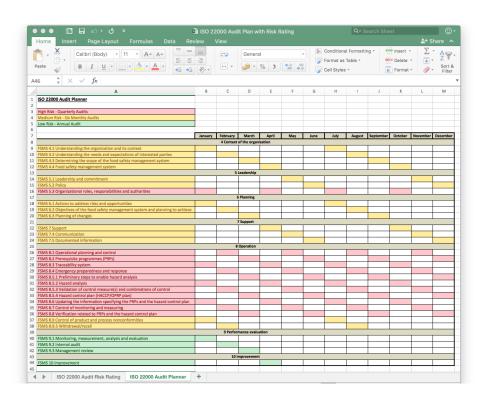
HACCP (Food Safety) Team HACCP Scope Characteristics of raw materials, ingredients and product contact materials Characteristics of End Products Intended Use Preparation of the flow diagrams The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart. Description of processes and process environment

Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus sample verification records for prerequisite programmes.

ISO 22000 Food Safety Management System Requirements Internal Audit				
ISO 22000 Clause Audit Findings				
8 Operation				
8.1 Operational planning and control				
	te 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 crite - keeping documented information to the extent necessary to have 				
 - Reeping documented information to the extent necessary to have confidence to demonstrate that the processes have been carried out 				
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 contro	lled			
(see 7.1.6)?				
	uisite programmes (PRPs)			
8.2.1 Has the organization established, implemented, maintained and	nd			
updated PRP(s) to facilitate the prevention and/or reduction of				
contaminants (including food safety hazards) in the products, produ processing and work environment.?	JCT			
8.2.2 Are the PRP(s):				
 appropriate to the organization and its context with regard to food 	4			
safety?	<u> </u>			
- appropriate to the size and type of the operation and the nature o	f 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	3			

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



Step Eight: 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

	B Food Safety Management System
9.1 Monito	ring, measurement, analysis and evaluation
Measuring	and Monitoring
	ny has identified and implemented the monitoring, measurement, and analytical processes maintain the food safety management system.
	ent and Monitoring Procedures have been established, documented and implemented to d Control Plan and PRP requirements.
procedures control poir	trol Plan and PRP requirements are defined in the HACCP Manual and individual PRP . The establishment of Hazard Control Plan control measures, monitoring procedures, critical nts, control limits, OPRPs, action criteria, corrections and corrective actions are documented ontrol Plans and the HACCP Manual.
hazard anal maintain pr processes r	uirements for measurement and monitoring have been designed using a similar approach to sysis in identifying the monitoring, measurement, and analytical processes required to oduct conformity to requirements. All the monitoring, measurement, and analytical equired have been planned by following the process below which identifies the specific t 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
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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.
	considers each stage of the process from ingredient intake to product despatch. Releases of , in-process and finished product are controlled and documented by authorised personnel.
Revision 1 Owned by:	Reference FSMS 9.1 Monitoring, measurement, analysis and evaluation 22 nd June 2018 Technical Manager By: General Manager

mitigate any adverse effects, as necessary?				
Does the organization ensure that				
outsourced processes are controlled (see				
7.1.6)?				
8.2 Prerequisite programmes (PRPs)				
8.2.1 Has the organization established,				
implemented, maintained and updated				
PRP(s) to facilitate the prevention and/or				
reduction of contaminants (including food				
safety hazards) in the products, product				
processing and work environment.?				
8.2.2 Are the PRP(s):				
- appropriate to the organization and its				
context with regard to food safety?				
- appropriate to the size and type of the				
operation and the nature of the products				
being manufactured and/or handled?				
- implemented across the entire production				
system, either as programmes applicable in				
general or as programmes applicable to a				
particular product or process?				
- approved by the food safety team?				
8.2.3 When selecting and/or establishing				
PRP(s), does the organization ensure that				
applicable statutory, regulatory and				
mutually agreed customer requirements are				
identified?				
Has the organization considered:				
- the applicable part of the ISO/TS 22002				
series?				
- applicable standards, codes of practice and				
guidelines?				
8.2.4 When establishing PRP(s) has the organization considered:				
- construction, lay-out of buildings and				
associated utilities?				
- lay-out of premises, including zoning,				
workspace and employee facilities?				
- supplies of air, water, energy and other				
utilities?				
- pest control, waste and sewage disposal				
and supporting services?				
- the suitability of equipment and its				
accessibility for cleaning and maintenance?				
- supplier approval and assurance processes (e.g. raw materials, ingredients, chemicals				
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Does the plan comply with applicable legislation?						
Is the plan kept up-to-date?						
2.5.5 Logo Use – Relevant to certified organizations						
2.5.6 Management of Allergens (Categories C, E, FI, G, I & K)						
Is there a documented allergen management plan in place that includes:						
A risk assessment addressing potential sources of allergen cross- contamination?						
Control measures to reduce or eliminate the risk of cross contamination?						
2.5.7 Environmental monitoring (for categories C, I and K only)						
Is there a risk-based environmental monitoring program?						
Is there a documented procedure for the evaluation of the effectiveness of all controls on preventing contamination from the manufacturing environment?						
Does the documented procedure include, at a minimum, the evaluation of microbiological and allergen controls present						
Formulation of Products (for category D)						
Transport and Delivery (for category FI only)						