

FSSC 22000 Food Packaging Safety Management System Implementation Workbook



This FSSC 22000 Implementation Workbook compliments our comprehensive FSSC 22000 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 Management System. The workbook is divided into 9 steps that are designed to assist you in implementing your Food Packaging Management System effectively:

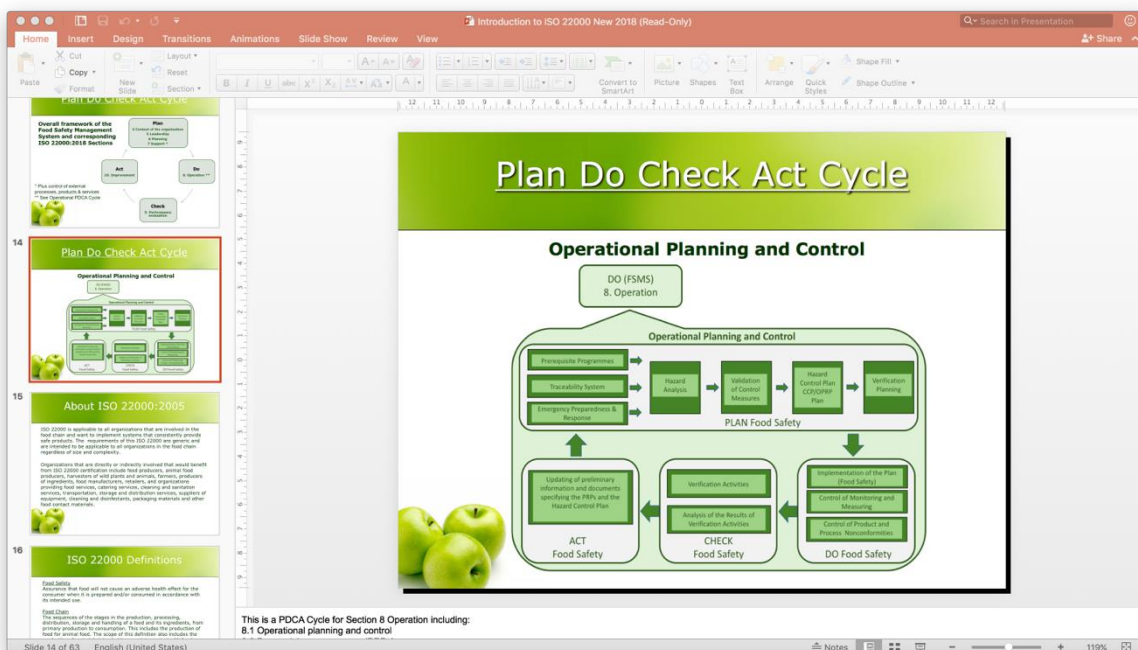
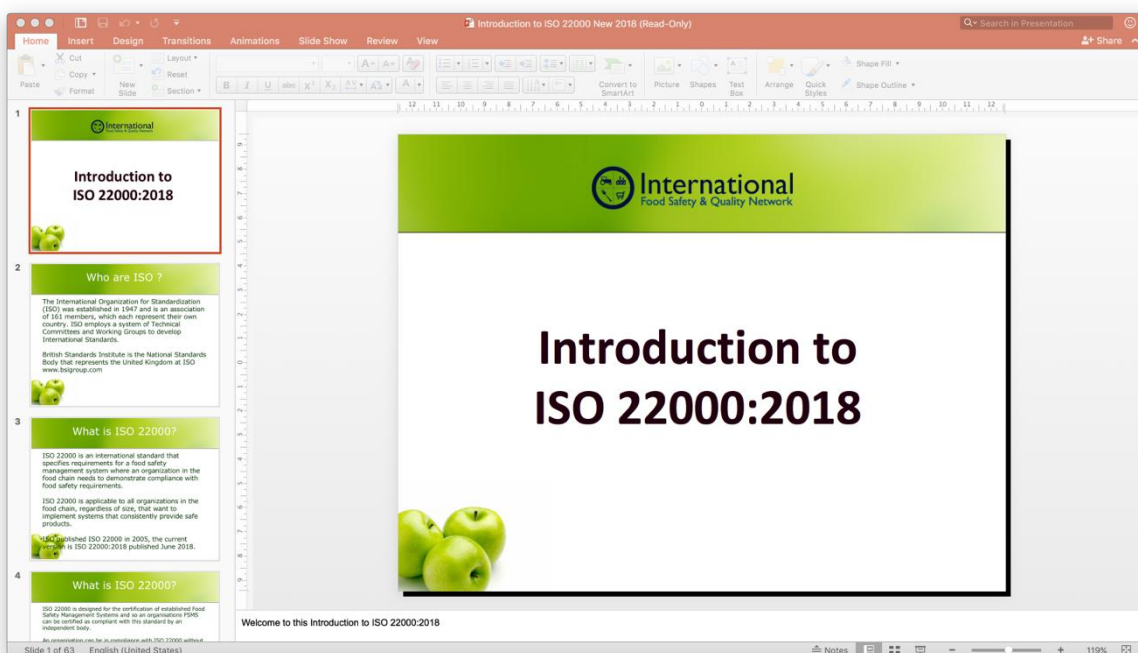
- ✓ Step One: ISO 22000 & ISO 22002-4 Familiarisation
- ✓ Step Two: GAP Analysis
- ✓ Step Three: Top Management Implementation
- ✓ Step Four: Project 22000
- ✓ Step Five: Food Packaging Management System
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step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

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Step One: ISO 22000 & ISO 22002-4 Familiarisation

Training: Introduction to ISO 22000

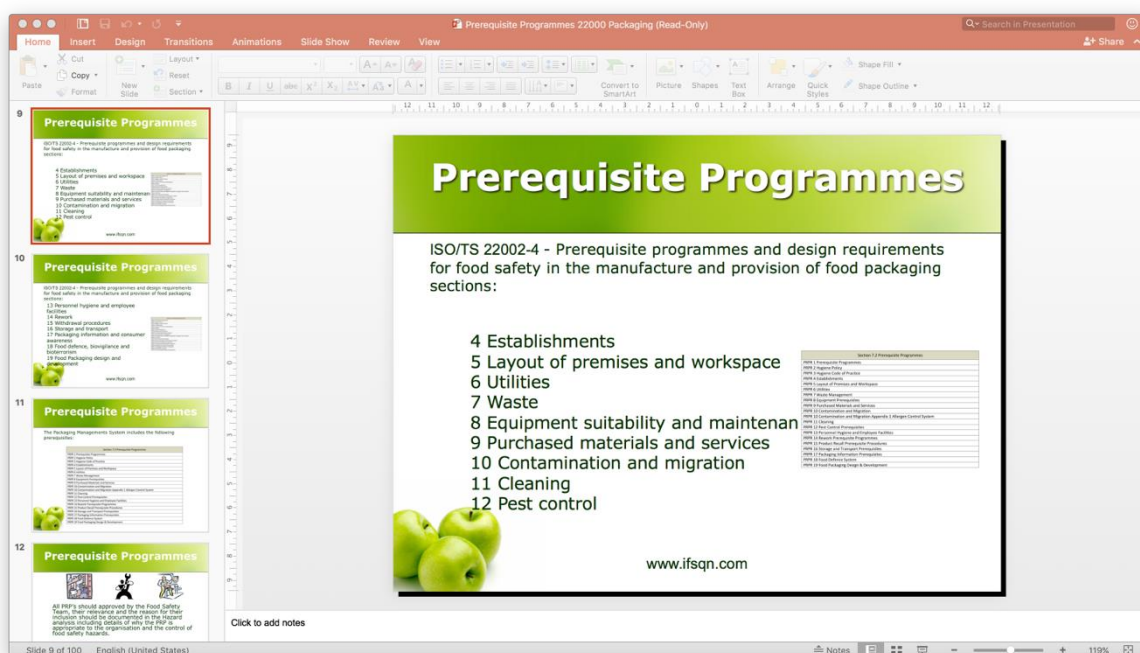
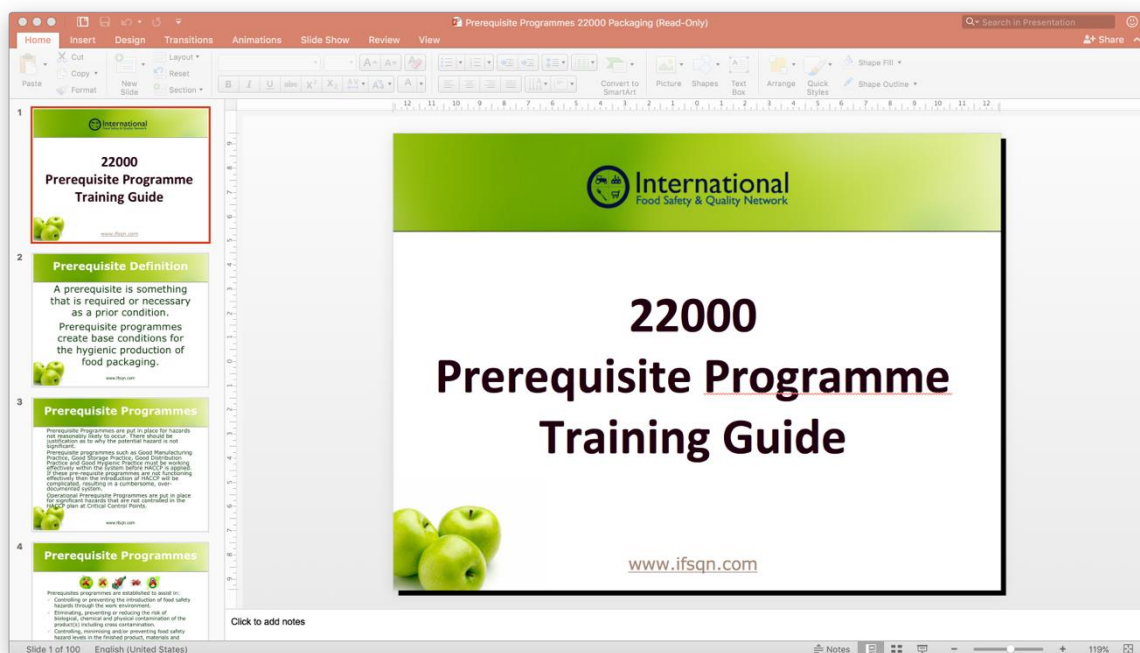
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Packaging Safety Management System.



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Prerequisite Training

The Prerequisite Programme PowerPoint presentation supplied explains the part that prerequisites play in an FSSC 22000 compliant Food Packaging Safety Management System.



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Food Safety Team: ISO 22000 Implementation Guide

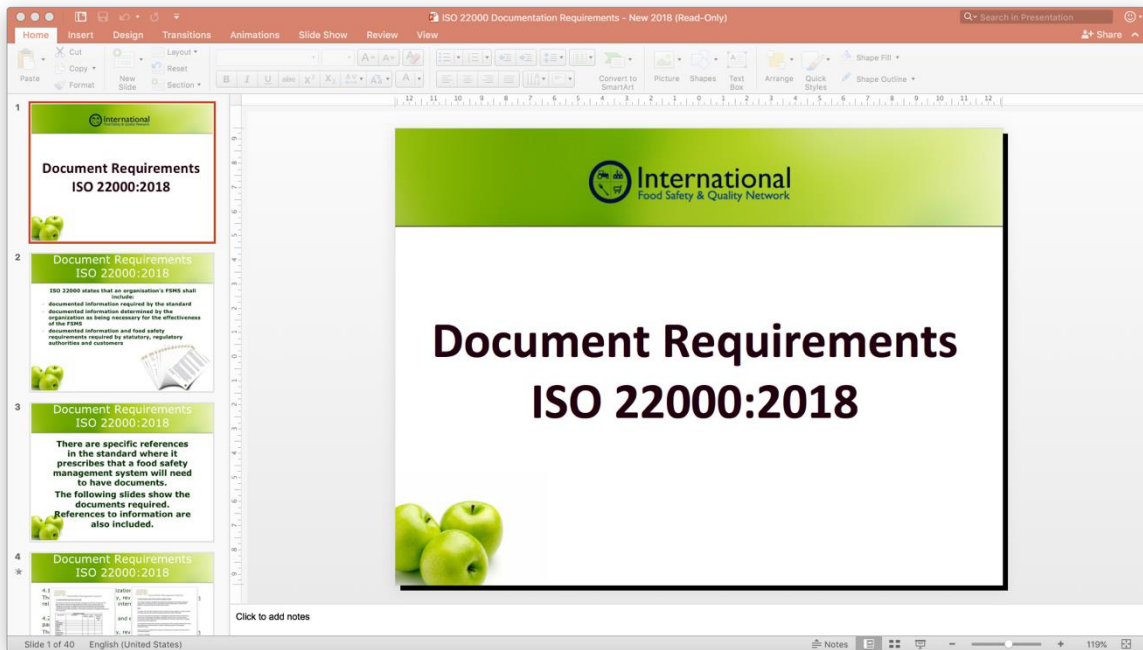
The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000:2018 compliant Food Safety Management System.



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ISO 22000 Document Requirement Guide

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System.



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Step Two: Gap Analysis

At this stage, an assessment should be made by the most senior technical member of the management team to decide what requirements of ISO/TS 22002-4:2013 (Prerequisite programmes on Food Packaging Safety -- Part 4: Food packaging manufacturing) and ISO 22000:2018 (Food Safety Management Systems - Requirements for any organization in the food chain) the facility meets and also identify areas which are not compliant. The nominated manager should read through the requirements in ISO/TS 22002-4:2013 and ISO 22000:2018 and assess for compliance using the checklist to record their findings.

ISO/TS 22002-4:2013 Prerequisite programmes on Food Packaging Safety -- Part 4: Food packaging manufacturing - CONFORMANCE ANALYSIS			
4.1 Establishment			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.1.1 General requirements			
4.1.2 Environment			
4.1.3 Locations of establishment			
4.2 Layout and Workspace			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.2.1 General requirements			
4.2.2 Internal design, layout and traffic patterns			
4.2.3 Internal structures and fittings			
4.2.4 Equipment			
4.2.5 Temporary/mobile structures			
4.2.6 Storage			
4.3 Utilities			
ISO/TS 22002-4 Requirements	Compliant		Comments

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At this stage, an assessment should be made by the most senior technical member of the management team to decide what requirements of ISO 22000:2018 (Food Packaging Safety Management Systems - Requirements for any organization in the food chain) the facility meets and also identify areas which are not compliant.

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

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Ensure any areas requiring action are identified

Areas requiring improvement identified in the assessment of compliance with ISO/TS 22002-4 & ISO 22000 should be logged.

Date	ISO/TS 22002-4 or ISO 22000 Clause	Details of Non-Compliance	Corrective Action Required	Responsibility	Target completion Date	Date Completed

Step Three: Top Management Implementation

Top Management need to start the implementation process.

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

At this stage, Top Management need to:

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

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

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

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

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Top Management FSMS Implementation Meeting

Date/Time/Venue

Agenda

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

Attendees:

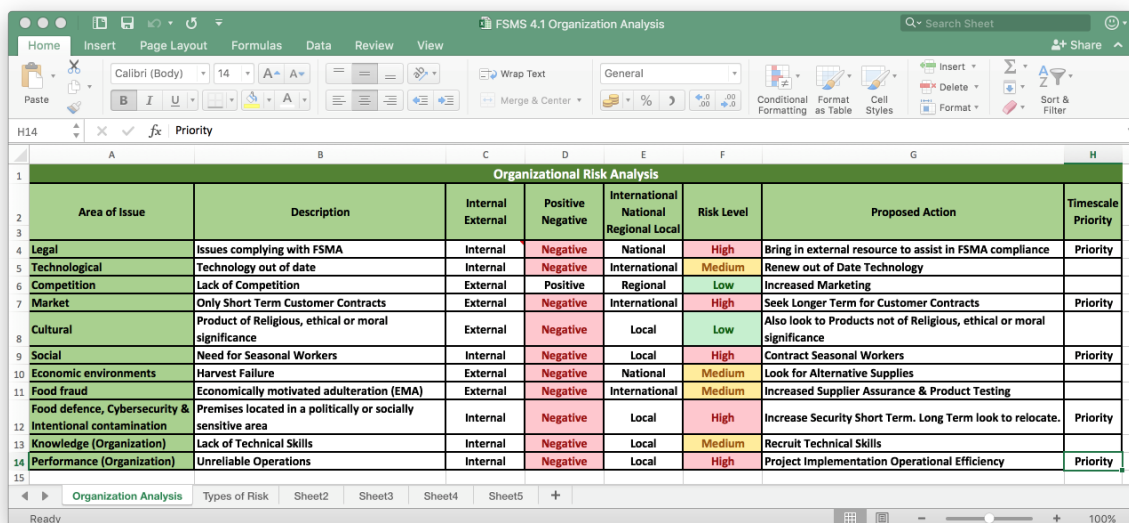
Top Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution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

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

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

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



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

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

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Top Management FSMS Implementation Checklist

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

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

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6	Top management Develop a Food Safety & Quality Policy **	
	Use FSMS 5.2 Food Safety & Quality Policy included in the package as a template	
7	Top management (Based on the Food Safety & Quality Policy) establish Food Safety & Quality Objectives **	
	Objective	Details
8	Top Management Plan the establishment of the FSMS *** including Actions to address risks and opportunities identified in item 1 of the agenda	
	Use ISO 22000 Implementation Plan as a template for project plan	
9	Top Management Plan to Provide adequate support to establish the FSMS (Support, Resources, People, Competence and Control of External Providers)	
	Resources, People, Competence and Control of External Providers	Details

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Top Management Define the Scope of the Food Safety Management System:

The define the scope of the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety or quality.

All applicable customer, statutory and regulatory requirement and documents are identified including:

- Food Legislation
- Food Regulations
- National/International Standards
- Customer Codes of Practice

Top Management should establish a system (possibly through the Industry Federation) to ensure that it is kept informed of all relevant legislation, food safety or quality issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information should be used for reference and Hazard Analysis.



Food Safety Management System

4.3 Determining the scope of the food safety management system

The company has planned, established, documented and implemented a food safety management system, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

Scope

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

The scope has been defined considering the Top Management Organization Analysis of external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.


Top management has determined relevant interested parties and the food safety requirements of those interested parties and these have been considered in defining the scope of the Food Safety Management System.

These requirements are aligned with the policies and objectives of the company and include those of the following standards:

Food Safety - ISO 22000
Food Safety - ISO 22002-1

Product Categories	Processes	Activities	Production Sites	Outsourced Activities

Document Reference FSMS 4.3 Determining the scope of the food safety management system
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



Top Management Establish the Project Plan

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- 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		

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Senior Management Establish Food Packaging Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase materials from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DN or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Materials	QA/QC, Production Manager & Production Executive	Follow safe packaging preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain packaging formulations and characteristics Do not modify formulations prior to approval from top management Follow safe packaging handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures
Coding and packing	Production Supervisor & Operators	Follow safe packing procedures Ensure food packaging is hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products
Store and product release	Store Manager, Store Executives and QA/QC	Ensure Good Storage Practices Follow FIFO stock rotation principles Check correctness of DN prior to stock release Check conditions of stock and packaging before loading

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Top Management Establish Food Safety & Quality Responsibility &
Authority Levels

Process	Responsible Persons	Activity

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Top Management establish Communication Channels

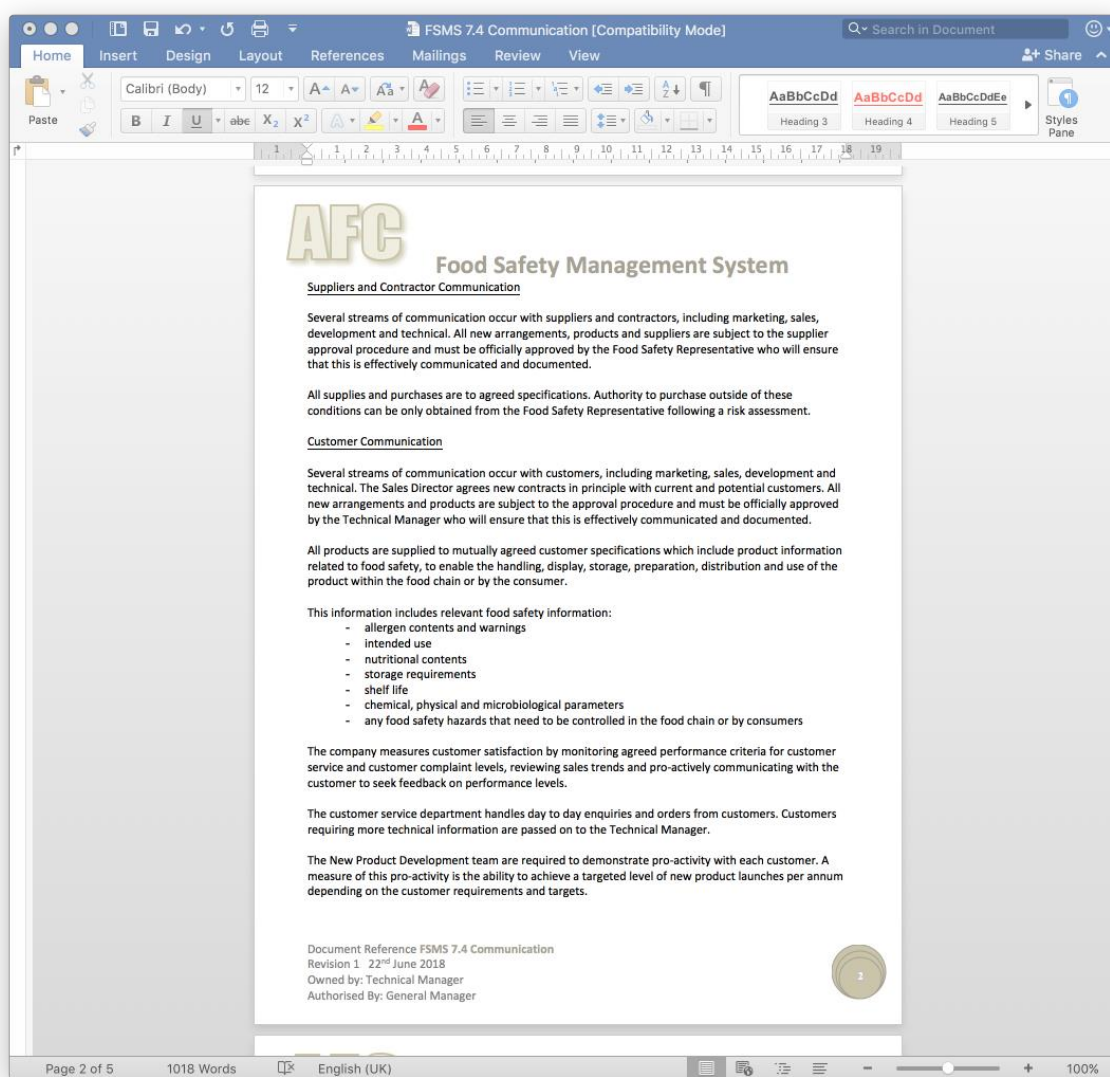
Top Management must establish and document clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management should be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

Procedures should be in place to address communication including:

Suppliers and Contractor Communication

Customer Communication

Food Authority Communication



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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.

Staff Training Matrix

Training required

1/1/20

Training Completed & Date

Training Not Required

Employee Number	Employee Name	Job Title	Training Course																											
			Introduction to ISO 22000	Understanding ISO 22000	Food Safety from Farm to Fork ISO 22000 Implementation Guide	ISO 22000 Document Requirement Guide	Prerequisite Training	Global GMP Training	HACCP Training	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here
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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:

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QMR 002 Training Record

AFC Training Record

Name: _____ Employee Number: _____

Company Start Date: _____ Position: _____

Prior External Qualification(s), Skills & Experience: _____

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
	Operating Procedure			
Weeks 5 - 13	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised by: General Manager

AFC Training Record

Months 3 - 6	Management skills (inc. one to one training, communication skills)			
Months 6 - 12	Management skills (inc. one to one training, communication 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:

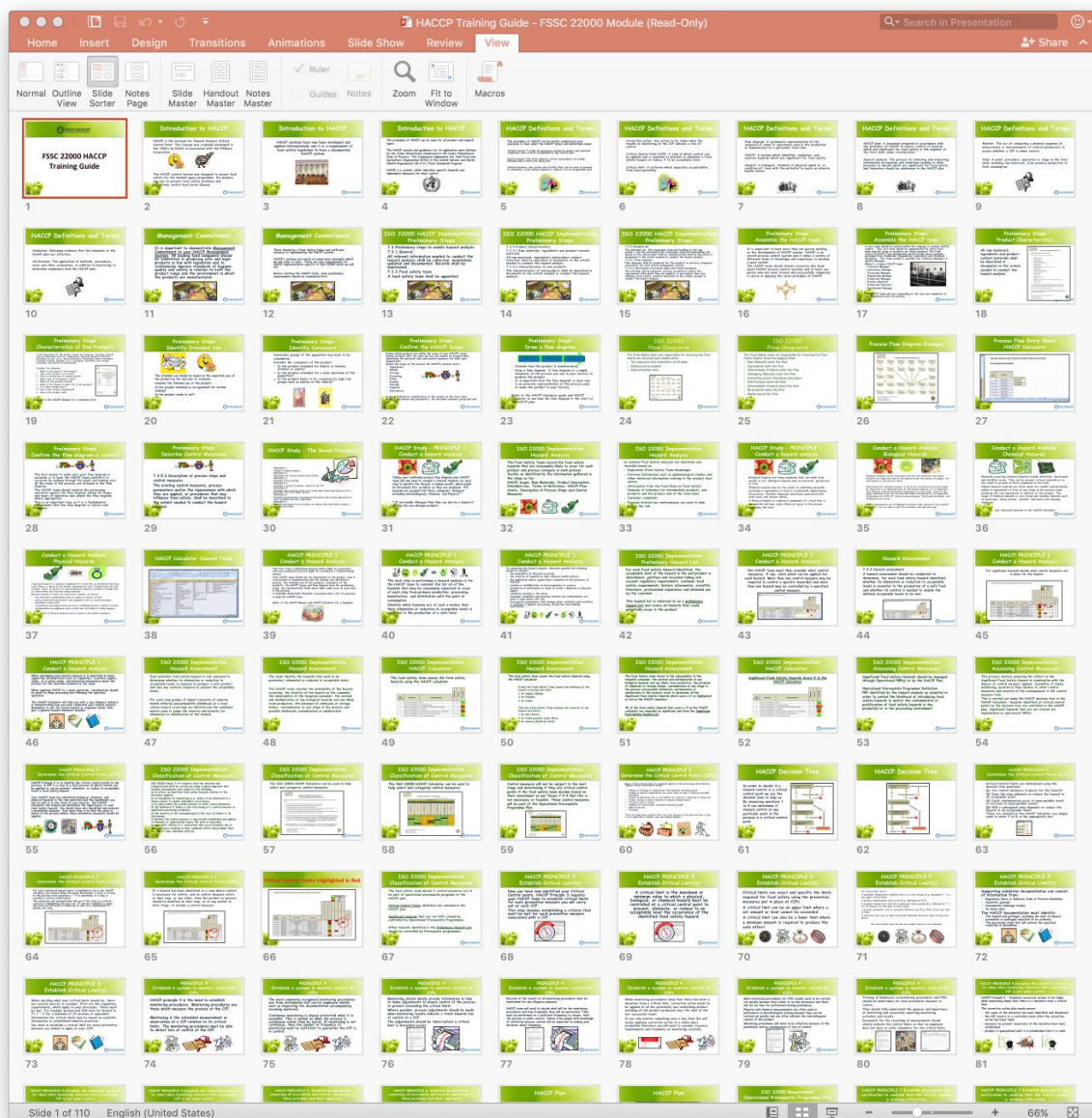
- ✓ Food Packaging Safety Team: ISO 22000 Implementation Guide
- ✓ Prerequisite Training
- ✓ HACCP Training

Remember all food packaging handlers should receive Basic Food Hygiene Training

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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.



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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:

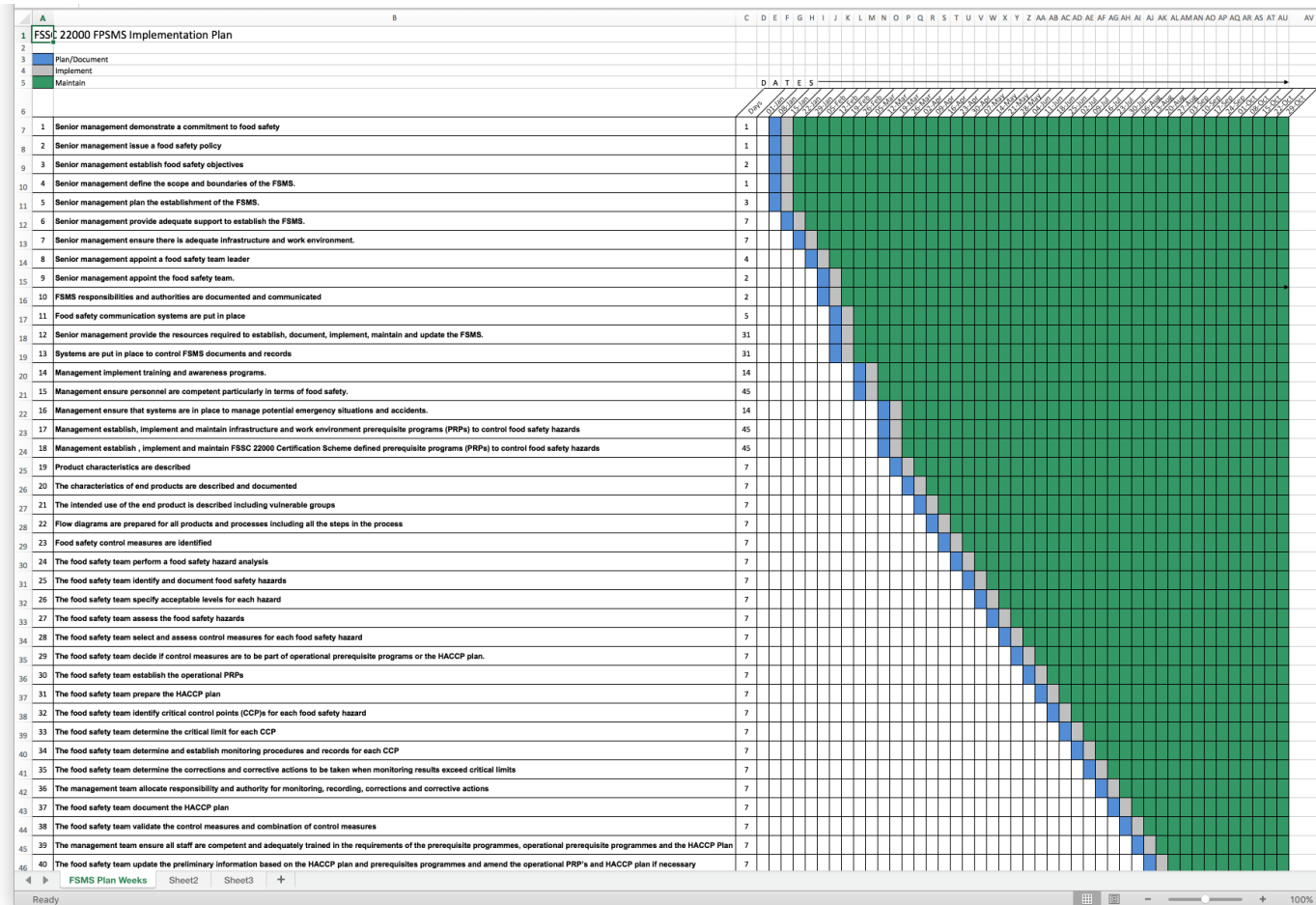
- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

Food Packaging Safety Management System Steering Group			
FPSMS Team Member	Name	Position	Qualification
FPSMS Team Leader			
FPSMS Assistant Leader			
FPSMS Team Members			

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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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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	Top Management			

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Step Five: Food Packaging Safety Quality Management System

The Food Packaging Safety Management System templates provided with the package contain comprehensive FSSC 22000 documentation including:

- ✓ Food Packaging Safety Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing Food Packaging Safety procedures and the ISO HACCP Calculator.
- ✓ Prerequisite Programmes Manual.

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



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Food Packaging Safety & Quality 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

AFC Food Safety Management System

4.1 Understanding the organization and its context

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

Organization Analysis				
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local
Legal				
Technological				
Competition				
Market				
Cultural				
Social				
Economic environments				
Cybersecurity				
Food fraud				
Food defence				
Intentional contamination				
Knowledge (Organization)				
Performance (Organization)				

Top management are responsible for identifying, reviewing and updating information related to these external and internal issues.

Document Reference FSMS 4.1 Understanding the organization and its context
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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FSMS 4.1 Organization Analysis

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Wrap Text

General

Conditional Formatting Format as Table Cell Styles

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Priority

	A	B	C	D	E	F	G	H
	Organizational Risk Analysis							
	Area of Issue	Description	Internal External	Positive Negative	International National Regional Local	Risk Level	Proposed Action	Timescale Priority
1	Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
2	Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
3	Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
4	Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
5	Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
6	Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
7	Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
8	Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
9	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
10	Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
11	Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

Organization Analysis Types of Risk Sheet2 Sheet3 Sheet4 Sheet5 +

AFC

Food Safety Management System


4.2 Understanding the needs and expectations of interested parties

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

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

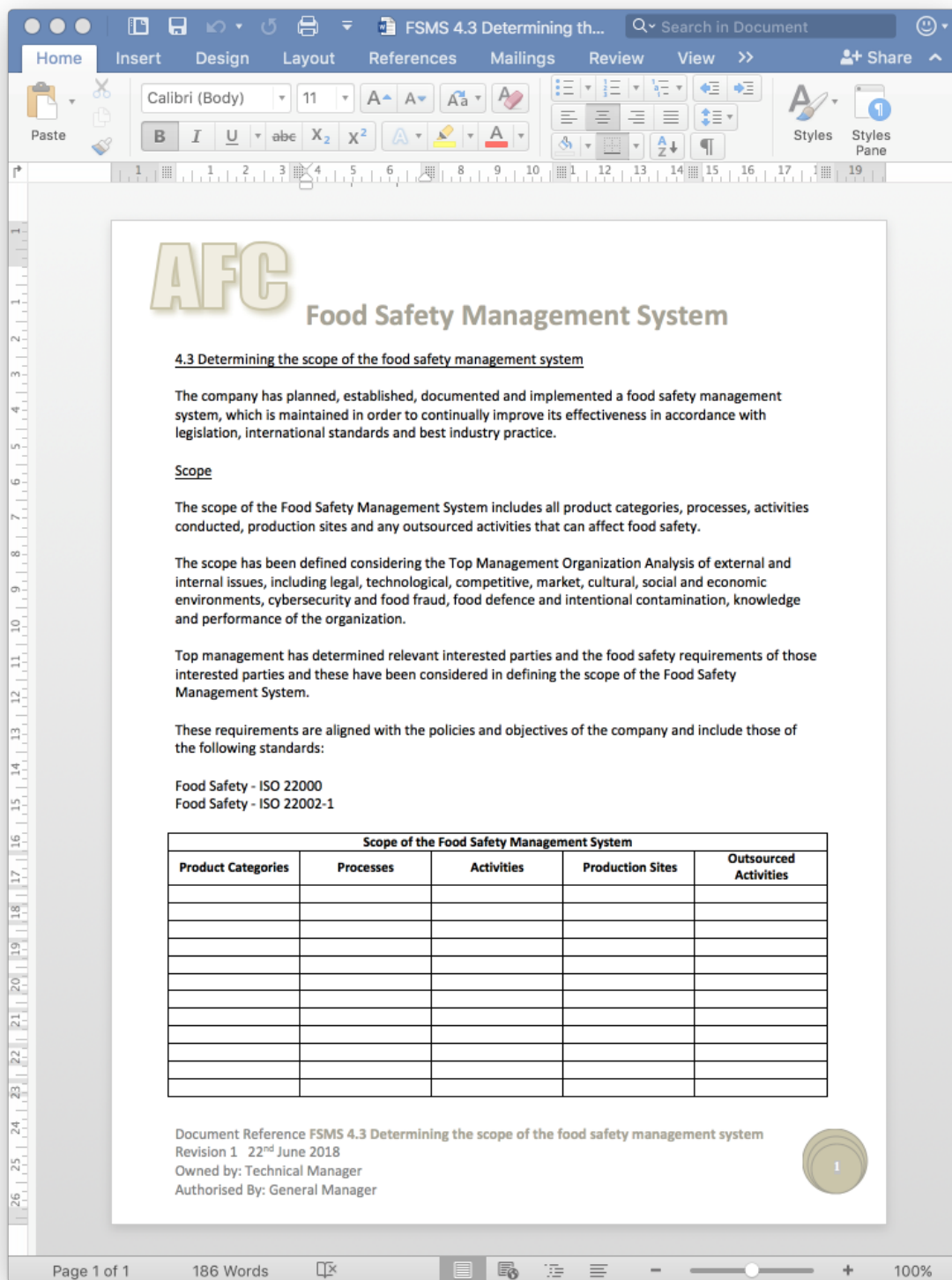
Top management are responsible for identifying, reviewing and updating information related to the interested parties and their requirements.

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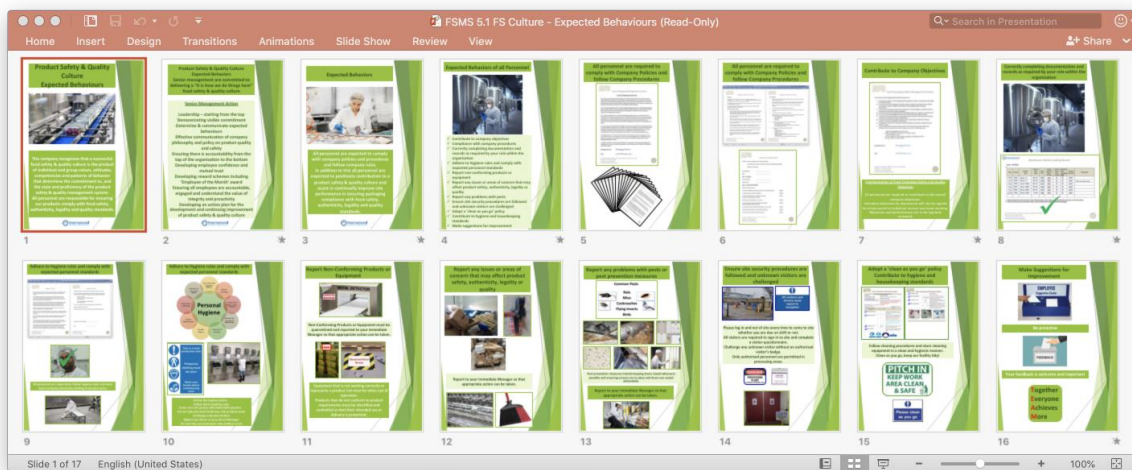


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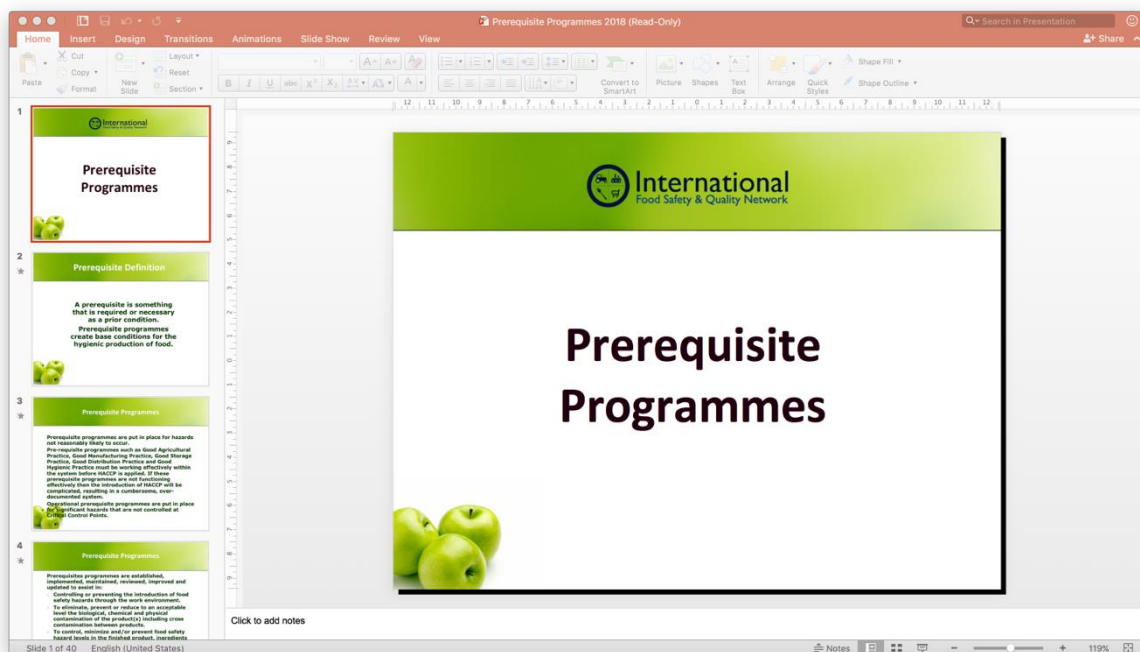
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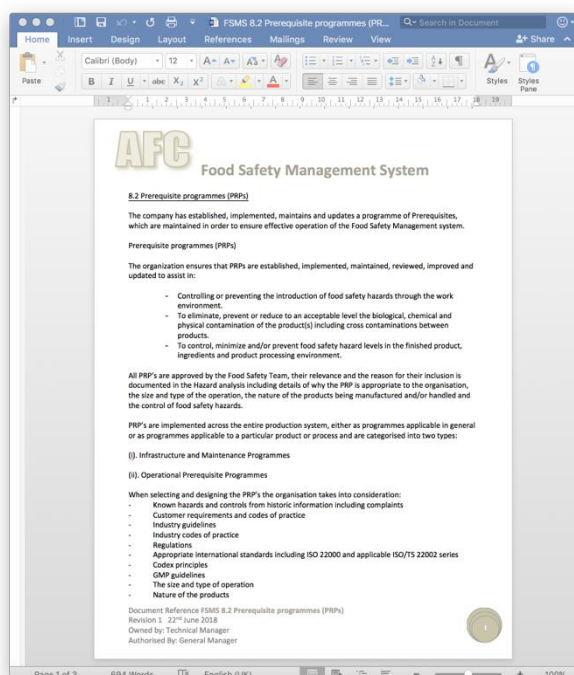
FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Prerequisite Programme Document Implementation

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



FSMS 8.2 Prerequisite programmes (PRPs)



Prerequisite Programmes Manual

A comprehensive set of prerequisite programmes templates that you can use to define your Infrastructure and Maintenance Standards and those prerequisites defined in ISO/TS 22002-4 Prerequisite programmes on food safety – Part 4 Food packaging manufacturing

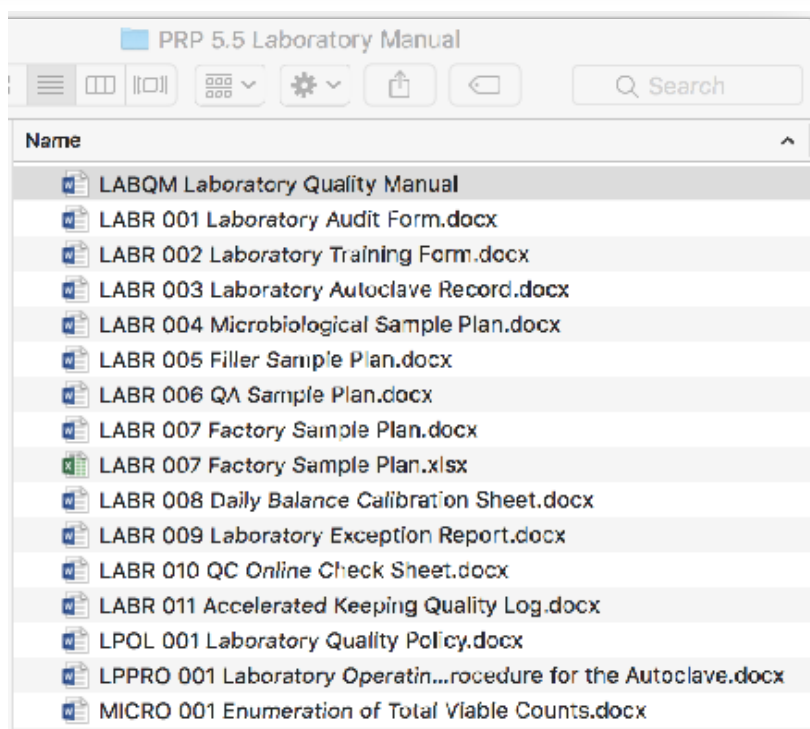
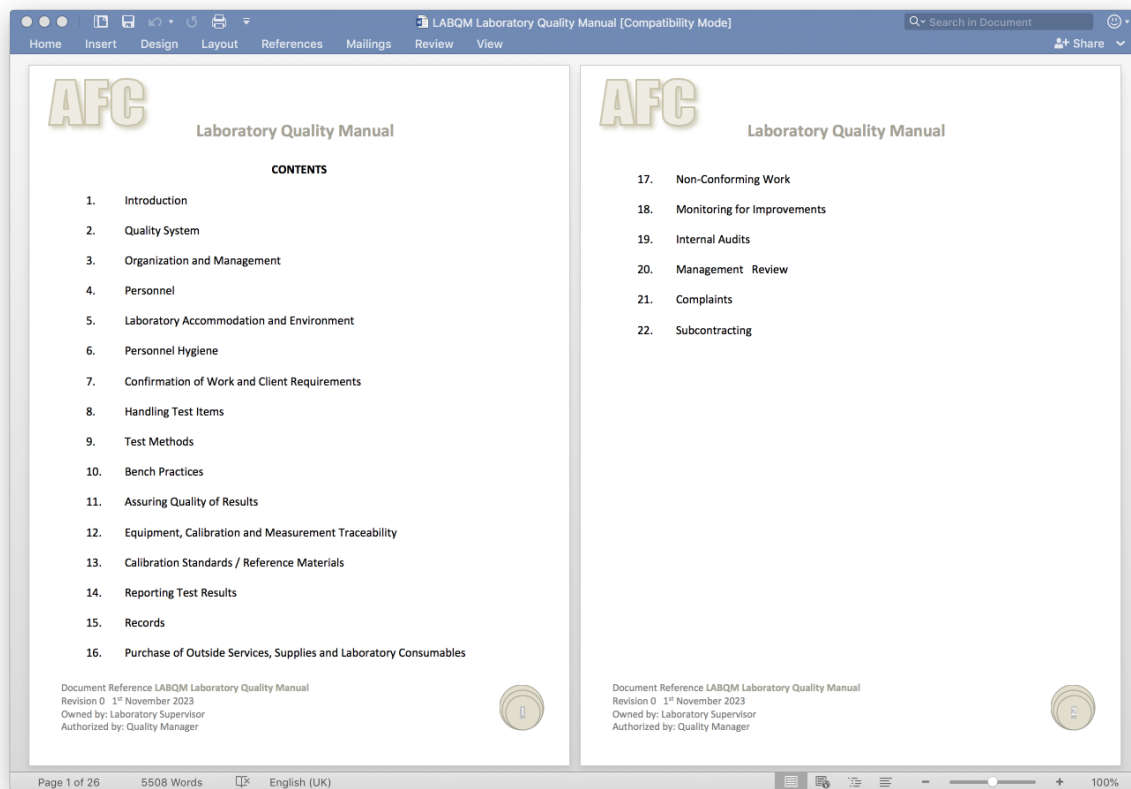
- PRP 1 Prerequisite Programmes
- PRP 2 Hygiene Policy
- PRP 3 Hygiene Code of Practice
- PRP 4 Establishments
- PRP 5 Layout of Premises and Workspace
- PRP 6 Utilities
- PRP 7 Waste Management
- PRP 8 Equipment Prerequisites
- PRP 9 Purchased Materials and Services
- PRP 10 Contamination and Migration
- PRP 10 Appendix 1 Allergen Control System
- PRP 11 Cleaning
- PRP 12 Pest Control Prerequisites
- PRP 13 Personnel Hygiene and Employee Facilities
- PRP 14 Rework Prerequisite Programmes
- PRP 15 Product Recall Prerequisite Procedures
- PRP 16 Storage and Transport Prerequisites
- PRP 17 Packaging Information Prerequisites
- PRP 18 Food Defence System
- PRP 19 Food Packaging Design & Development

FSSC 22000 Food Packaging Safety Management System Implementation

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Laboratory Quality Manual

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



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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

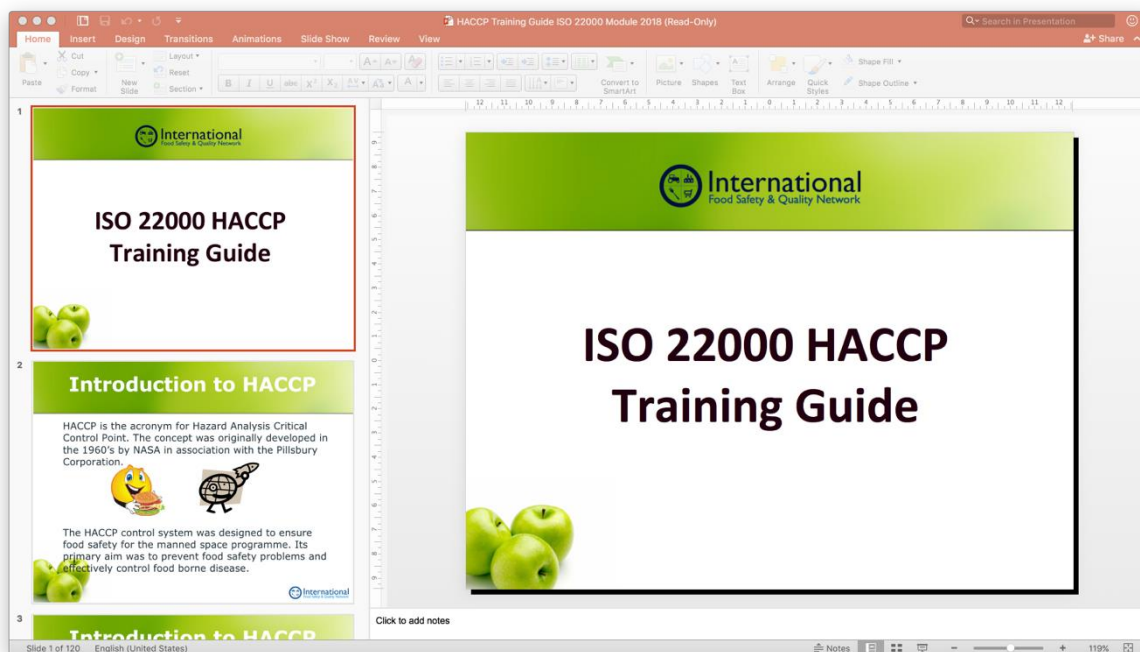


FSSC 22000 Food Packaging Safety Management System Implementation

Workbook

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

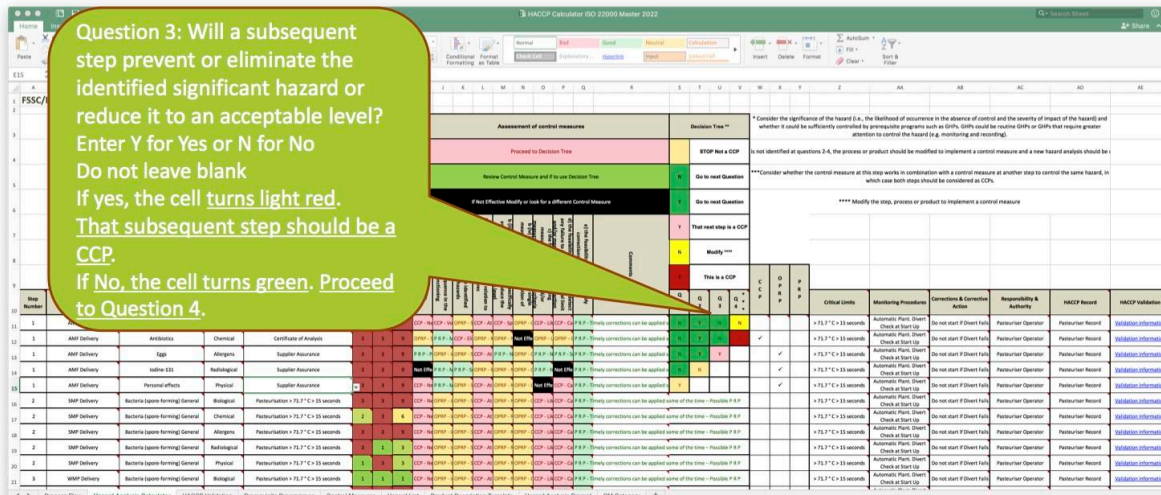
FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

ISO 22000 HACCP Calculator Instruction

Question 3: Will a subsequent step prevent or eliminate the identified significant hazard or reduce it to an acceptable level? Enter Y for Yes or N for No. Do not leave blank. If yes, the cell turns light red. That subsequent step should be a CCP. If No, the cell turns green. Proceed to Question 4.

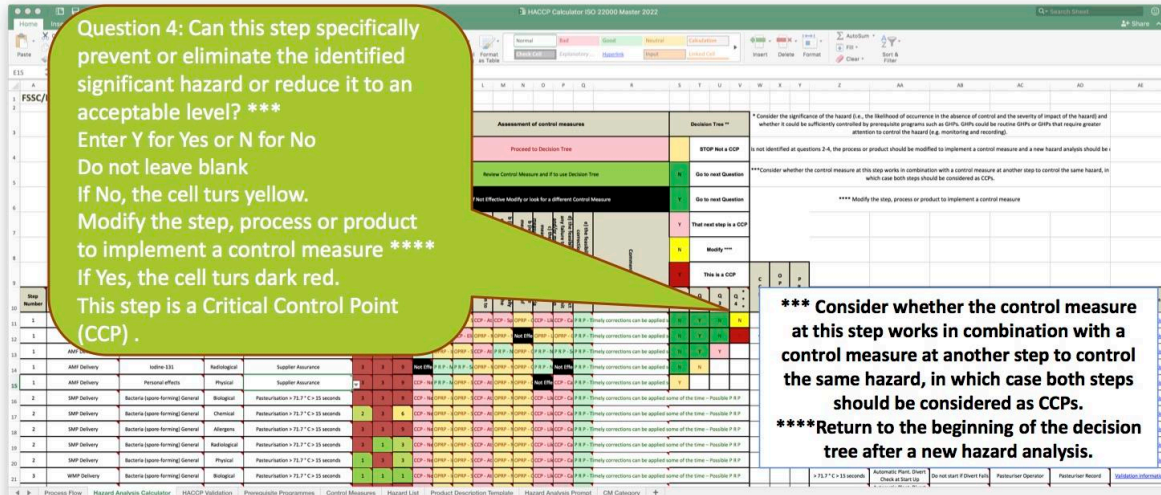


Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C

HACCP Calculator Instruction

Question 4: Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level? *** Enter Y for Yes or N for No. Do not leave blank. If No, the cell turns yellow. Modify the step, process or product to implement a control measure ****. If Yes, the cell turns dark red. This step is a Critical Control Point (CCP).

*** Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs. **** Return to the beginning of the decision tree after a new hazard analysis.



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

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

8 Operation

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

9 Performance evaluation


FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.2 Internal audit

FSMS 9.3 Management review

10 Improvement

FSMS 10 Improvement



Food Safety Management System

9.2 Internal audit

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

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


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

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

Internal Audit List

- 4.1 Understanding the organization and its context
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the food safety management system
- 4.4 Food safety management system
- 5.1 Leadership and commitment
- 5.2 Policy
 - 5.2.1 Establishing the food safety policy
 - 5.2.2 Communicating the food safety policy
- 5.3 Organizational roles, responsibilities and authorities
- 6.1 Actions to address risks and opportunities
- 6.2 Objectives of the food safety management system and planning to achieve them
- 6.3 Planning of changes
- 7.1 Resources
 - 7.1.1 General
 - 7.1.2 People
 - 7.1.3 Infrastructure

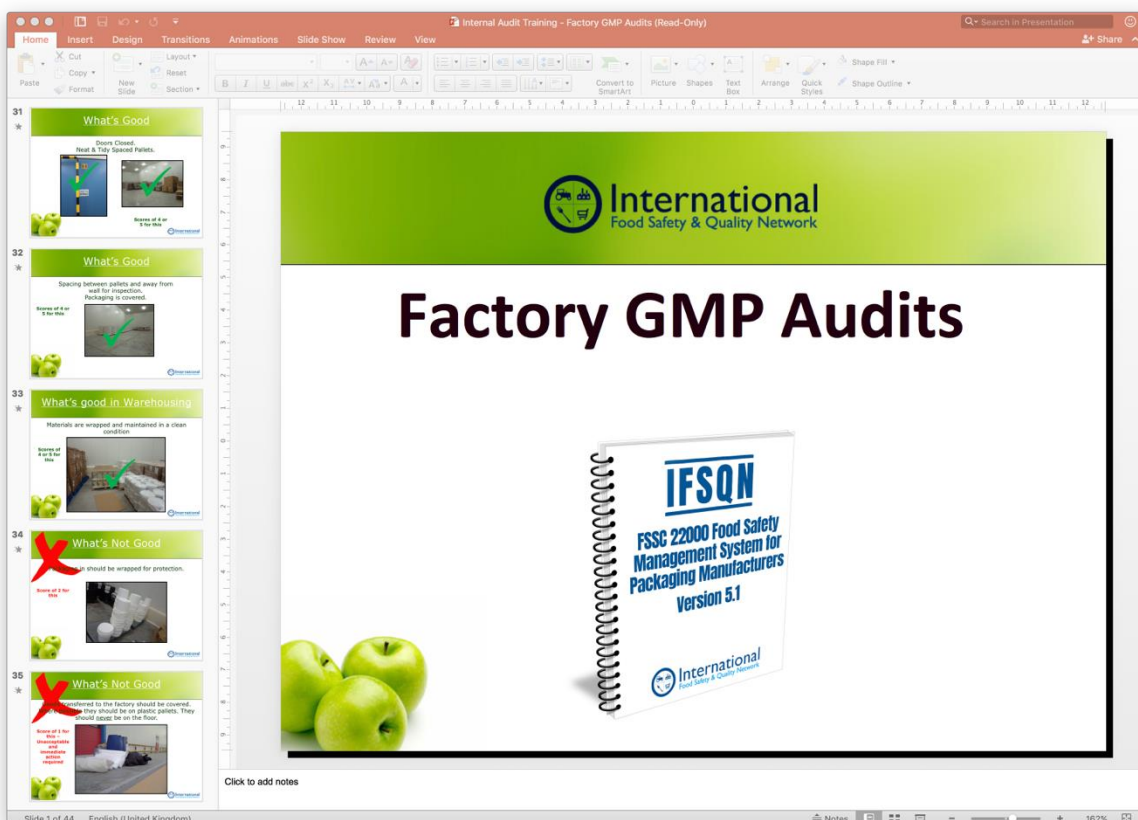
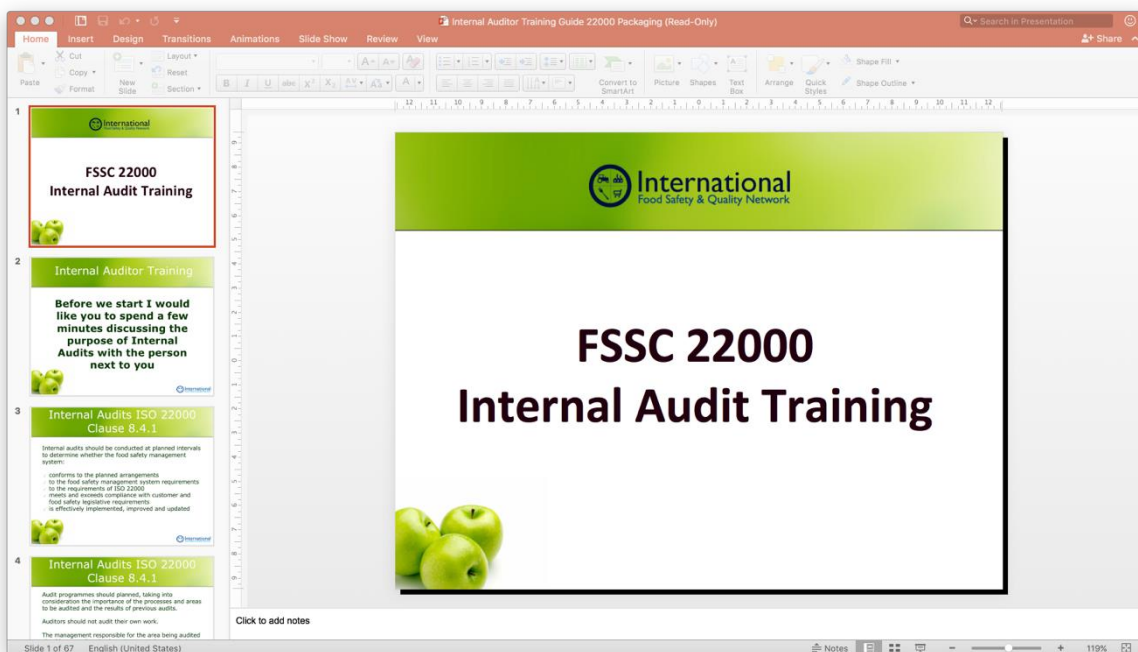
Document Reference FSMS 9.2 Internal audit
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Step Seven: Internal Audits

Included in the package is an ISO 22000 Internal Auditor Training Presentation, GMP Audit Training Presentation and a set of ISO 22000 internal auditing checklists that can be used to train your Internal Auditors.



FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Internal Audit Checklists

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

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ISO 22000:2018 Audit Checklist

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

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

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

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

FSSC 22000 Food Packaging Safety Management System Implementation

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

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

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

Area to be covered by GMP Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
Forming	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/Process 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
Packing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4
Tanker Reception and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2			Auditor 3		
Goods Receipt Area	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Material Storage	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Finished Packaging Storage	Medium	Auditor 3			Auditor 4			Auditor 1					
Transport, Vehicles and Dispatch/Returns	Medium		Auditor 3			Auditor 4			Auditor 1			Auditor 2	
Staff Facilities	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					Auditor 1

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

There are also a sample Audit Report and Corrective Action Request

QMR 010 Food Safety Quality System Audit Form Sample [Compat...]

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AFC Food Safety System Audit Form

Food Safety Quality System Audit Form

Date of Audit: 1st May 2018 Time of Audit: 14:00hrs

Procedure Document or Area Audited: Warehouse (All activities and procedures)

Manual: Food Safety Document Number: PRP 012 Title: Storage and Transport Issue Number: 1

Non-Conformances Found (To Be Completed by Auditor)

Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.

Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.

Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.

Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.

Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.

Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.

Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)

Non-Conformance Notification 0001 - All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th May 2018

Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th May 2018

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1. 1st August 2019
Owned by: Food Service Manager
Authorised by: General Manager

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th May 2018

Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th May 2018

Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th May 2018

Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th May 2018

Log Corrective Action Request Numbers Raised in Box Below:

0001/0002/0003/004/005

Name (Auditor) Signature (Auditor) Date: 1st May 2018
Anne Auditor *Anne Auditor*

Name (Auditee) Signature (Auditee) Date: 1st May 2018
Warehouse Man *Warehouse Manager*

Actions Complete and Corrective Actions Signed Off Audit Form Closed

Name (Auditor) Signature (Auditor) Date: 25th May 2018
Anne Auditor *Anne Auditor*

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1. 1st August 2019
Owned by: Food Service Manager
Authorised by: General Manager

Page 2 of 3 English (UK) 75%

Sample H&H Audit GDP Audit [Compatibility Mode]

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AFC Warehouse GP Audit

Area of Audit: Packing Room

Responsible Manager: Andy Manager

Auditee (If Applicable): Andy Supervisor

Date of Audit: 22/1/21

Auditor Name: Andy Auditor

Auditor Signature: Andy Auditor

Scoring System

1	Major Non-compliance
2	Minor Non-compliance
3	Compliant

Personal Hygiene	Score	Comments
Overalls/coats	3	
Hairnets/beard snoods	3	
Jewellery	3	
Shoes	3	
Handwashing	3	Blue towel would be better

Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor corroded - in poor condition
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

Fabric Hygiene	Score	Comments
Walls	3	
Floor	3	
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

Document Reference Warehouse GP Audit GPR 01
Revision 0. 8th January 2021
Owned by: Quality Manager
Authorised by: General Manager

AFC Warehouse GP Audit

Waste Disposal	Score	Comments
Bins clean	3	
Timely removal of waste	2	Waste accumulation at exit
Waste containers identified	3	

Pest Control	Score	Comments
Curtains	3	
EFK's / insectocutors	3	
Baits/traps	3	

Contamination Risks	Score	Comments
Glass	3	
Brittle Materials	3	
Chemicals	3	
Metal	3	
Wood	3	
Loose parts	1	Loose nuts left on spray coder
Overheads	3	
Leaks	3	

Hygiene & Housekeeping	Score	Comments
Equipment	3	
Pipe work	3	
Hose pipes	1	Hose pipes left on floor
Cleaning equipment	3	
Tanks	3	
Maintenance tools	3	

Equipment Areas Only	Score	Comments
Equipment Name		
Equipment Perspex/metal guards	3	
Equipment hygiene	3	
Conveyor	3	
Packaging	3	

Additional Comments

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

3 Major Non-compliances to be tackled urgently

1 Minor Non-compliance

Document Reference Warehouse GP Audit GPR 01
Revision 0. 8th January 2021
Owned by: Quality Manager
Authorised by: General Manager

Page 1 of 3 351 Words English (UK) 100%

FSSC 22000 Food Packaging Safety Management System Implementation

Workbook

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



Food Safety Management System

9.1 Monitoring, measurement, analysis and evaluation

Measuring and Monitoring

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

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

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

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

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

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

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



FSSC 22000 Food Packaging Safety Management System Implementation

Workbook

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

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Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

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

Attendees
General Manager - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Technical Manager

Review Inputs	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy and Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Relevant changes in external and internal issues	-	-
Review of Resources and effectiveness of Training	-	-
Emergencies and Accidents	-	-
Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues	-	-
Relevant information obtained through external and internal communication, including requests	-	-
Opportunities for improvement	-	-

Document Reference Management Review Record QMR 001
Revision 1 21st June 2018
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 3 459 Words 100%

Stage 9 Final Steps to FSSC 22000 Certification

There are a few final steps to achieving FSSC 22000 Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the ISO 22000 standard using our ISO 22000 Checklists. Using our comprehensive FSSC 22000 Requirements Checklists assess your Food Packaging Safety Management System to ensure that you are satisfied that it meets the requirements of the standard
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Make contact with the Certification Body
- ✓ Pre-assessment
- ✓ Formal assessment
- ✓ Certification
- ✓ Celebrate!
- ✓ Communicate your success!

FSSC 22000 Food Packaging Safety Management System Implementation

Workbook

Assess the Food Safety Management System

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

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

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Carry out an assessment of your system to make sure that it meets the requirements of ISO/TS 22002-4:

ISO/TS 22002-4:2013 Prerequisite programmes on Food Packaging Safety -- Part 4: Food packaging manufacturing			
CONFORMANCE ANALYSIS			
4.1 Establishment			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.1.1 General requirements			
4.1.2 Environment			
4.1.3 Locations of establishment			
4.2 Layout and Workspace			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.2.1 General requirements			
4.2.2 Internal design, layout and traffic patterns			
4.2.3 Internal structures and fittings			
4.2.4 Equipment			
4.2.5 Temporary/mobile structures			
4.2.6 Storage			
4.3 Utilities			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.3.1 General requirements			
4.3.2 Water supply			
4.3.3 Air quality and ventilation			

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

	Yes	No	
4.14 General Requirements			
4.15 Food Defence, Biovigilance And Bioterrorism			
ISO/TS 22002-4 Requirements	Compliant		Comments
	Yes	No	
4.15.1 General requirements			
4.15.2 Access controls			
Food Packaging Design and Development			
From PAS 223 Requirements*	Compliant		Comments
	Yes	No	
19.1 General requirements			
19.2 Communication and change control			
19.3 Design			
19.4 Specifications			
19.5 Process validation			

* These requirements are still included due to the change from ISO 22000 from 2005 to 2018. They should be covered by ISO 22002-4 4.14 Food Packaging Information and Customer Communication plus ISO 22000 clauses:

External Communication

Intended Use

Characteristics of End Products

Raw Materials, Ingredients and Product-contact Materials

Validation of Control Measure Combinations

Control of Measuring and Monitoring

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with ISO 22000 and ISO TS 22002-4 should be logged by the Food Packaging Safety Team Leader and the appropriate corrective action allocated and taken:

Date	ISO 22000/ISO TS 22002-4 Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

FSSC 22000 Food Packaging Safety Management System Implementation Workbook

Review compliance with FSSC 22000 Certification Scheme Additional Requirements

The Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

FSSC 22000 Certification Scheme Additional Requirements Version 6			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
<u>2.5.1 Management of Services and Purchased Materials</u> – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including <u>both internal</u> and external laboratories as applicable) that has the capability to produce precise and repeatable test results using validated test methods and best practices. (e.g. successful participation in proficiency testing programs, regulatory approved programs or accreditation to international standards such as ISO 17025)?			
Is there a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated?			
Is there a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances?			
Is there a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements?			
<u>2.5.2 Product Labelling and Printed Materials</u> – in addition to 8.5.1.3 Characteristics of end products			

Choose your Certification Body

Before you can begin preparing for your application, you'll need to decide which Certification Body to use. Do some research and pick one which has a good reputation, after all you will have their logo on your certificate!

Make contact with the Certification Body

Contact the Certification Body and tell them what you need. They should provide you with a proposal detailing the cost and time involved in a formal assessment.

Pre-assessment

Arrange a pre-assessment of your Food Packaging Safety Management System with the Certification Body.

Formal Assessment

Arrange your formal assessment which will be conducted on site.

Certification

Once the assessment has been successfully completed the Certification Body will issue a certificate of registration for your Food Packaging Safety Management System.

The certificate is normally valid for three years, subject to satisfactory surveillance visits during this period.

[Click here to order the FSSC 22000 Packaging Food Packaging Safety Management System Certification Package](#)