The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

Welcome to the IFSQN FSSC 22000 Food Packaging Safety Management System Start-Up Guide which will guide you through the contents of the package.

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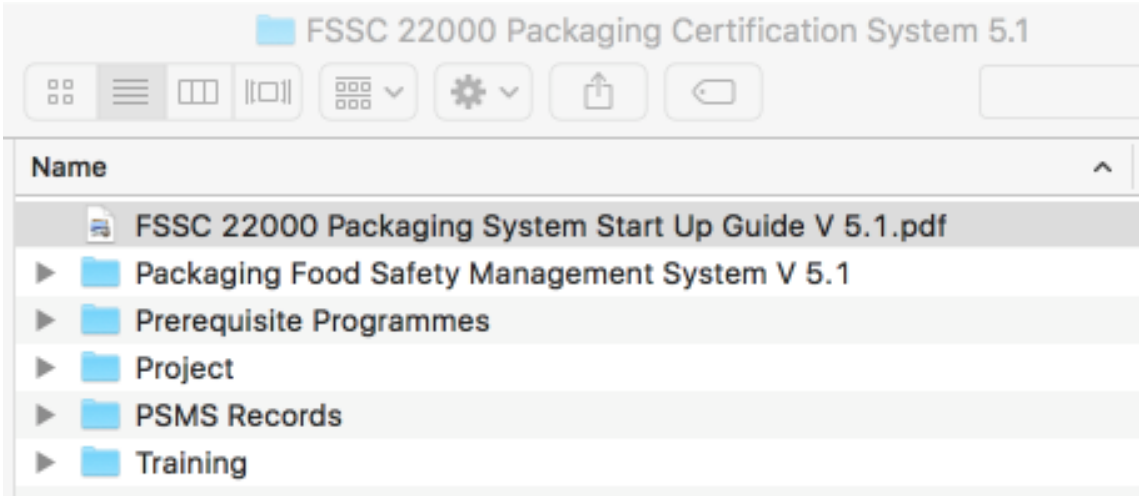
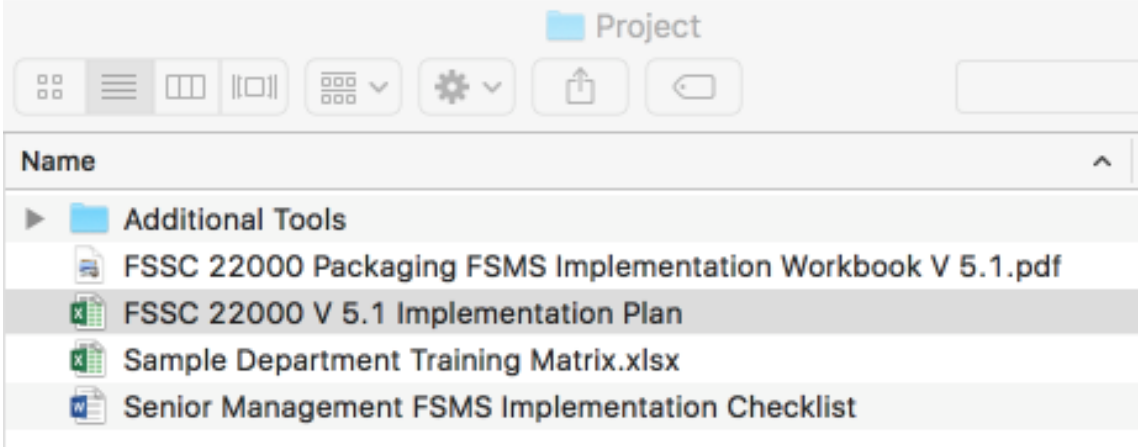
When you download the package, you will find this Start Up Guide and 5 folders containing the package documents:



Your first job is to buy a copy of:
ISO 22000 Food safety management systems -- Requirements for any organization in the food chain
and
ISO/TS 22002-4:2013 Prerequisite programmes on food safety -- Part 4: Food packaging manufacturing
Standards from ISO.

Also download the FSSC 22000 Certification Scheme documents (free to download)

Start by opening the Project folder



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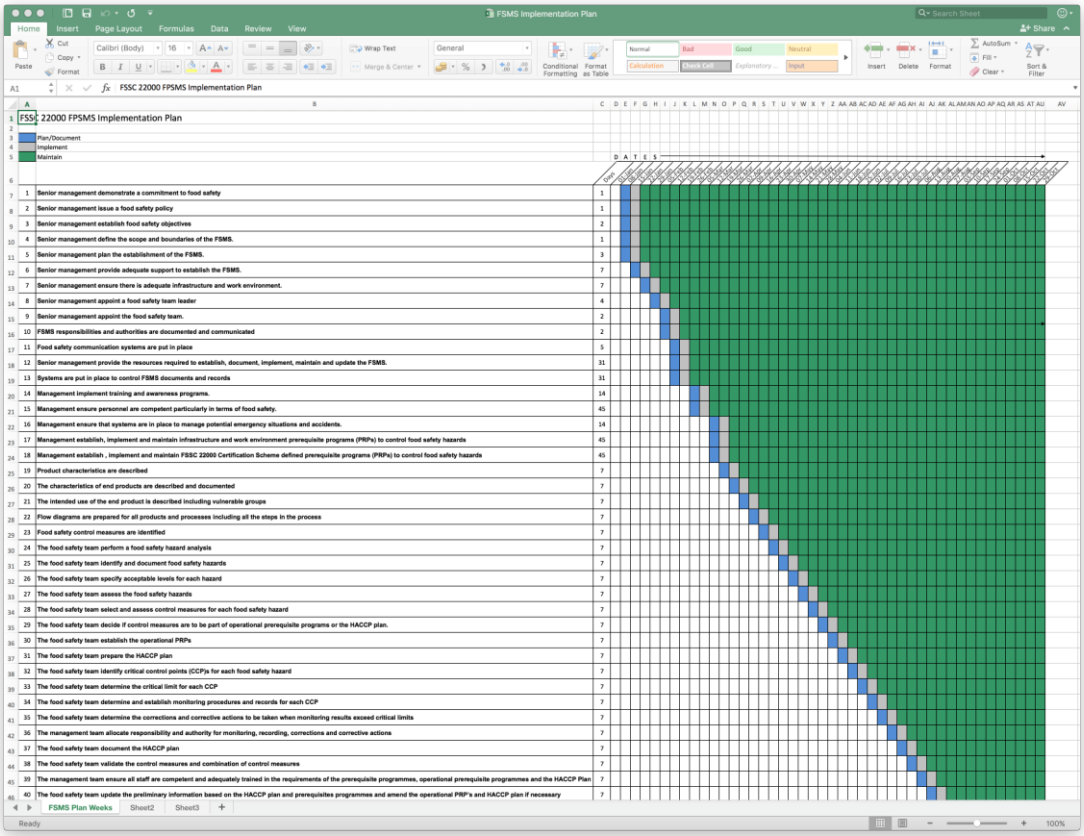
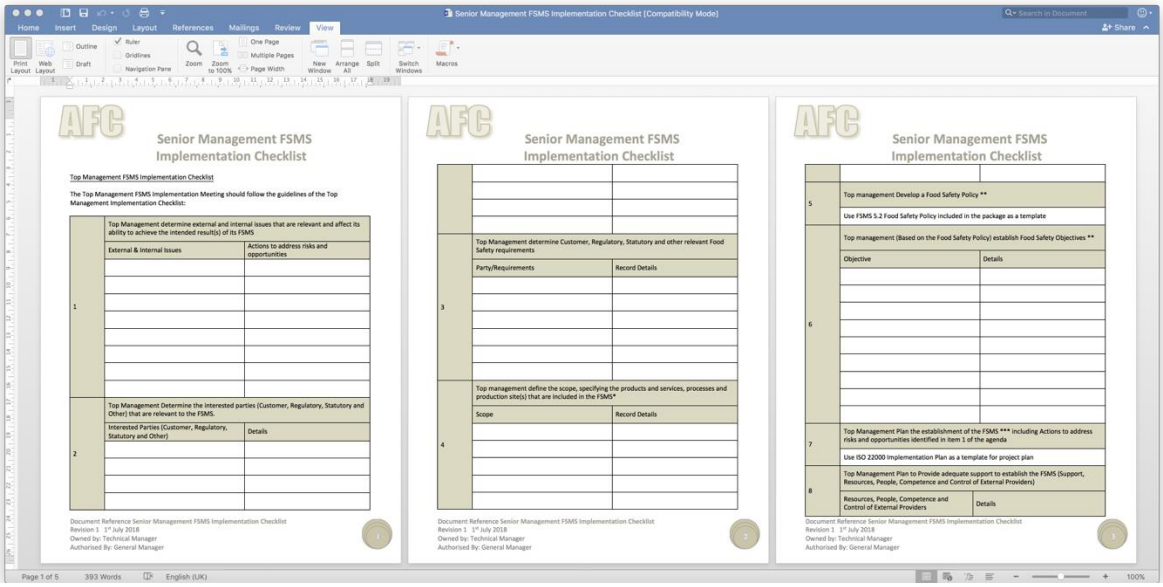
The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

In this folder you will find an **FSSC 22000 FSMS Implementation Plan** which can be used to plan the development of your Food Packaging Safety Management System



Senior Management Implementation Guidance & Checklists

An 11 step Senior Management Implementation Checklist is provided.



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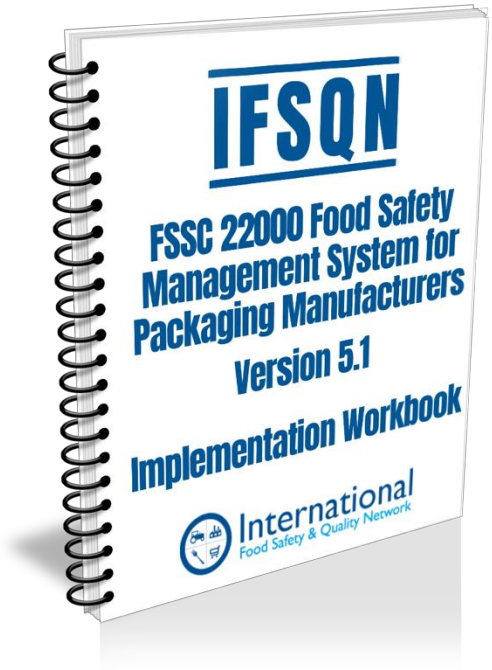
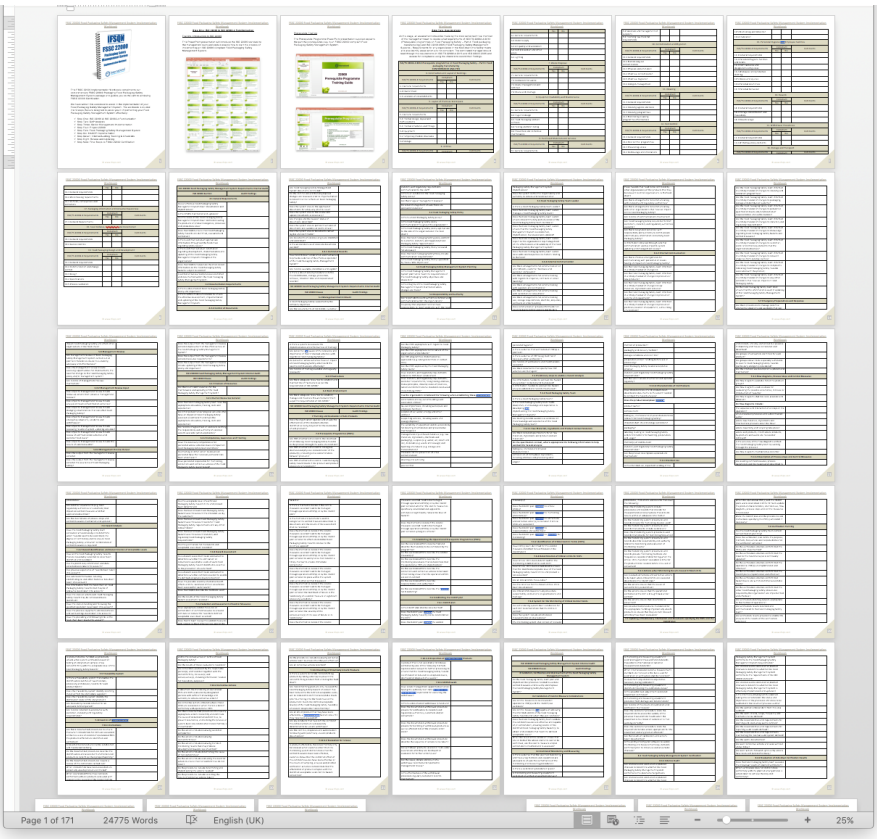
The main document in the folder is the **FSSC 22000 Packaging FSMS Implementation Workbook Version 5.1**



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



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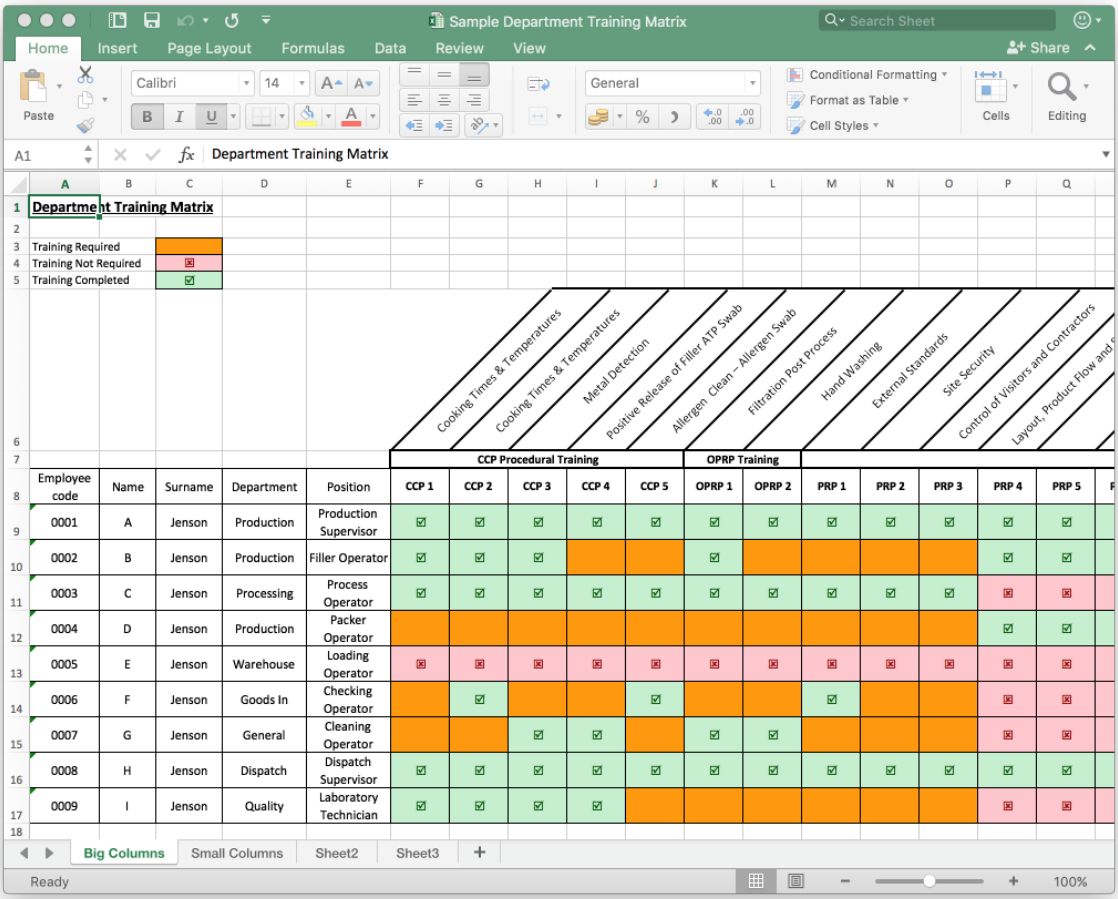
In this folder, you will also find a Sample Training Matrix



Sample Department Training Matrix

Department Training Matrix

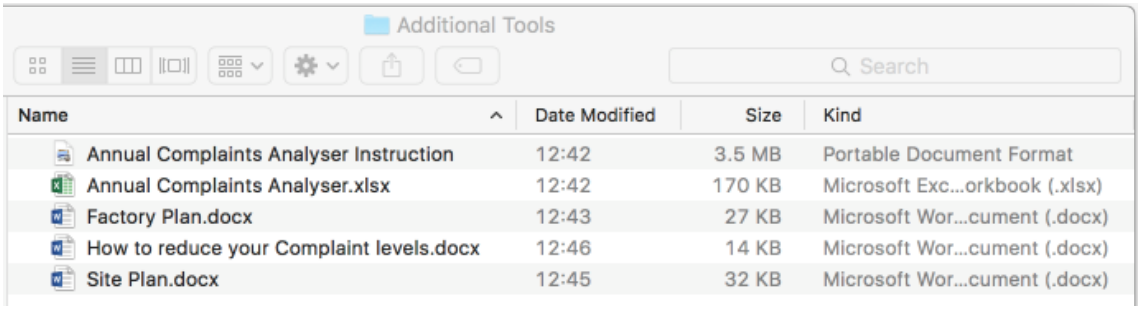
Training Required	
Training Not Required	☒
Training Completed	☑

						CCP Procedural Training					OPRP Training							
						Cooking Times & Temperatures	Cooking Times & Temperatures	Metal Detection	Positive Release of Filler ATP Swab	Allergen Clean – Allergen Swab	Filtration Post Process	Hand Washing	External Standards	Site Security	Control of Visitors and Contractors	Layout, Product Flow and		
	Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	
9	0001	A	Jenson	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	
10	0002	B	Jenson	Production	Filler Operator	☑	☑	☑			☑					☑	☑	
11	0003	C	Jenson	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	
12	0004	D	Jenson	Production	Packer Operator											☑	☑	
13	0005	E	Jenson	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	
14	0006	F	Jenson	Goods In	Checking Operator		☑			☑			☑			☒	☒	
15	0007	G	Jenson	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	
16	0008	H	Jenson	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	
17	0009	I	Jenson	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	

Big Columns | Small Columns | Sheet2 | Sheet3

Ready 100%

There is also find an Additional Tools Sub-Folder



Additional Tools

Name	Date Modified	Size	Kind
Annual Complaints Analyser Instruction	12:42	3.5 MB	Portable Document Format
Annual Complaints Analyser.xlsx	12:42	170 KB	Microsoft Exc...orkbook (.xlsx)
Factory Plan.docx	12:43	27 KB	Microsoft Wor...cument (.docx)
How to reduce your Complaint levels.docx	12:46	14 KB	Microsoft Wor...cument (.docx)
Site Plan.docx	12:45	32 KB	Microsoft Wor...cument (.docx)

There is an Annual Complaints Analyser, Annual Complaints Analyser Instruction and advise on How to reduce your Complaint levels. There are also templates of a factory and site plan.

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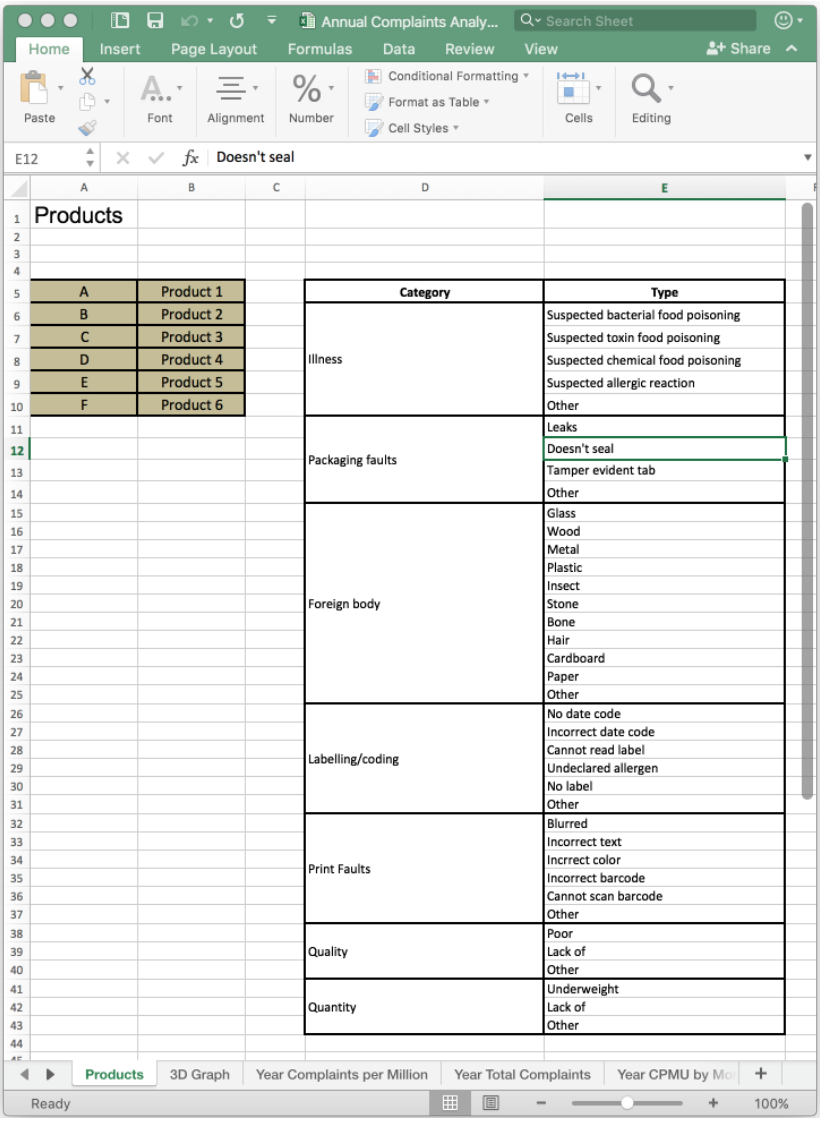
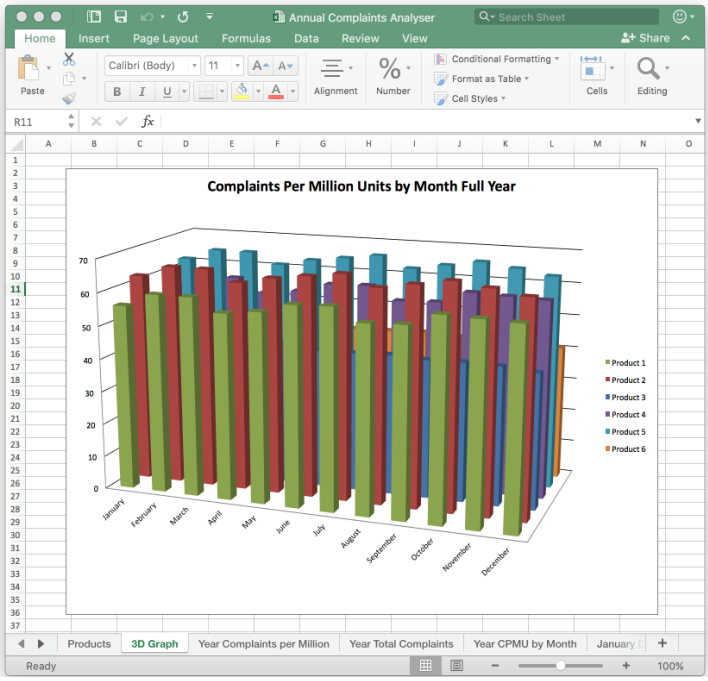


Products

A	Product 1
B	Product 2
C	Product 3
D	Product 4
E	Product 5
F	Product 6

Category	Type
Illness	Suspected bacterial food poisoning
	Suspected toxin food poisoning
	Suspected chemical food poisoning
	Suspected allergic reaction
	Other
Packaging faults	Leaks
	Doesn't seal
	Tamper evident tab
	Other
Foreign body	Glass
	Wood
	Metal
	Plastic
	Insect
	Stone
	Bone
	Hair
	Cardboard
	Paper
	Other
Labelling/coding	No date code
	Incorrect date code
	Cannot read label
	Undeclared allergen
	No label
	Other
Print Faults	Blurred
	Incorrect text
	Incrrect color
	Incorrect barcode
	Cannot scan barcode
	Other
Quality	Poor
	Lack of
	Other
Quantity	Underweight
	Lack of
	Other



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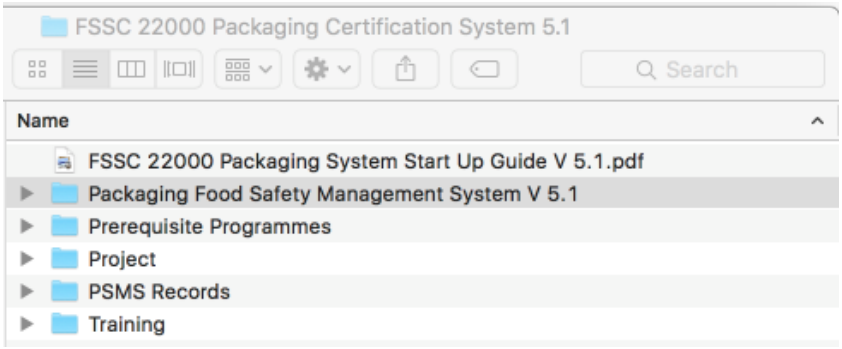
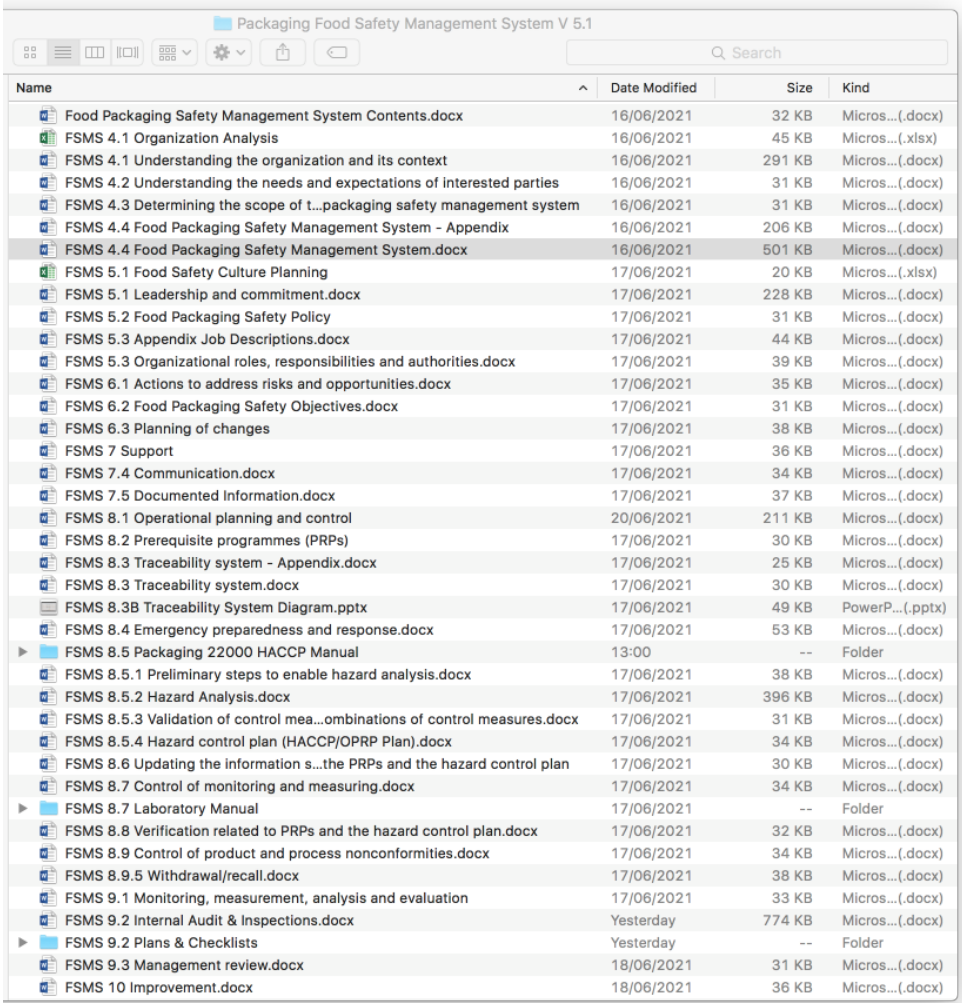
The next folder to open is the Food Packaging Safety Management System V 5.1 folder



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



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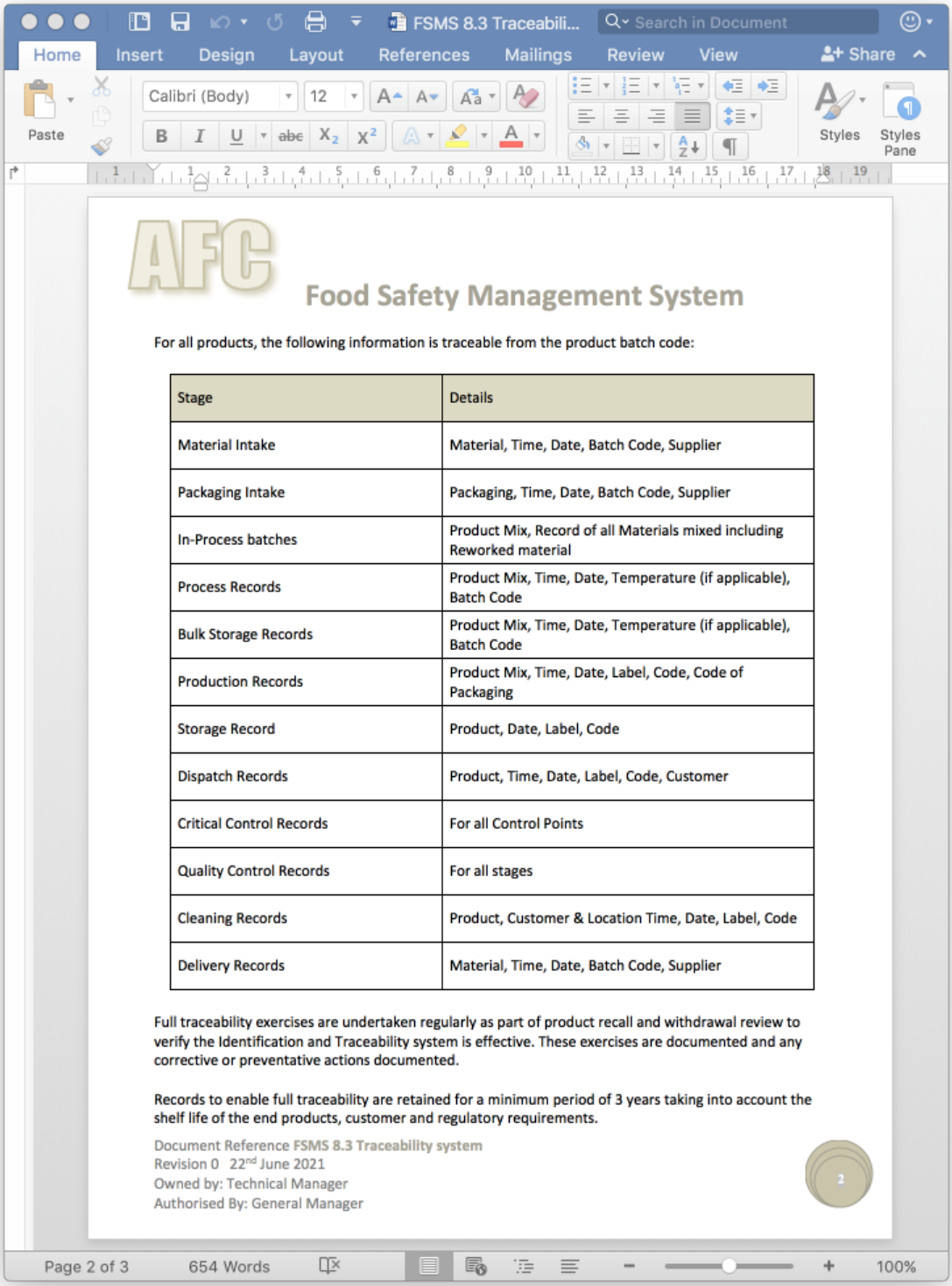

AFC

Food Safety Management System

For all products, the following information is traceable from the product batch code:

Stage	Details
Material Intake	Material, Time, Date, Batch Code, Supplier
Packaging Intake	Packaging, Time, Date, Batch Code, Supplier
In-Process batches	Product Mix, Record of all Materials mixed including Reworked material
Process Records	Product Mix, Time, Date, Temperature (if applicable), Batch Code
Bulk Storage Records	Product Mix, Time, Date, Temperature (if applicable), Batch Code
Production Records	Product Mix, Time, Date, Label, Code, Code of Packaging
Storage Record	Product, Date, Label, Code
Dispatch Records	Product, Time, Date, Label, Code, Customer
Critical Control Records	For all Control Points
Quality Control Records	For all stages
Cleaning Records	Product, Customer & Location Time, Date, Label, Code
Delivery Records	Material, Time, Date, Batch Code, Supplier

Full traceability exercises are undertaken regularly as part of product recall and withdrawal review to verify the Identification and Traceability system is effective. These exercises are documented and any corrective or preventative actions documented.

Records to enable full traceability are retained for a minimum period of 3 years taking into account the shelf life of the end products, customer and regulatory requirements.

Document Reference FSMS 8.3 Traceability system
Revision 0 22nd June 2021
Owned by: Technical Manager
Authorised By: General Manager

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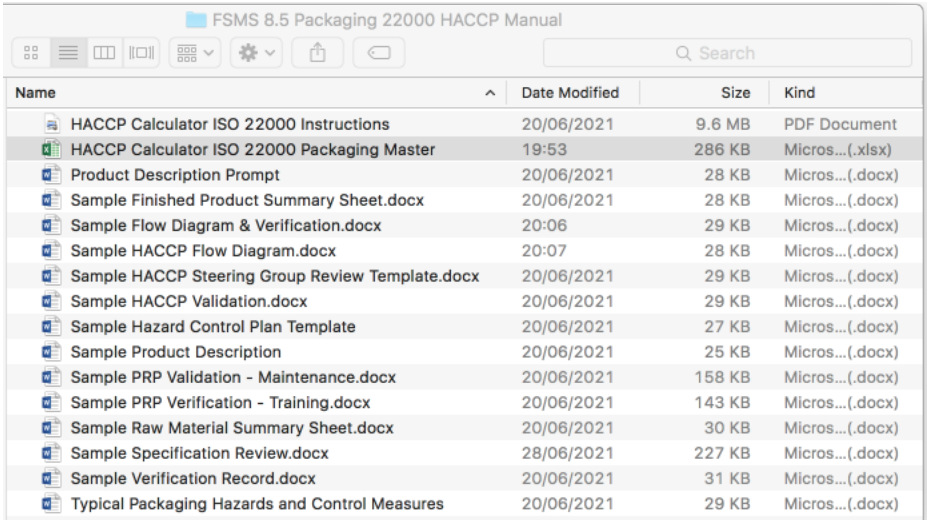
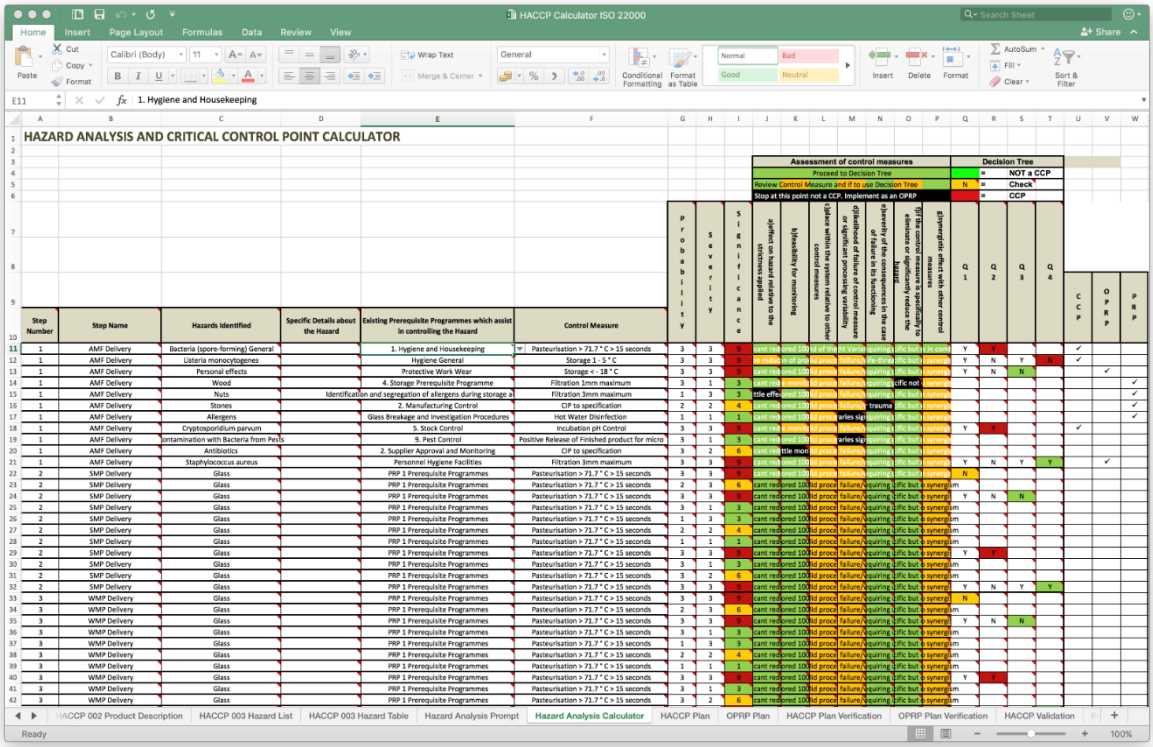
The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

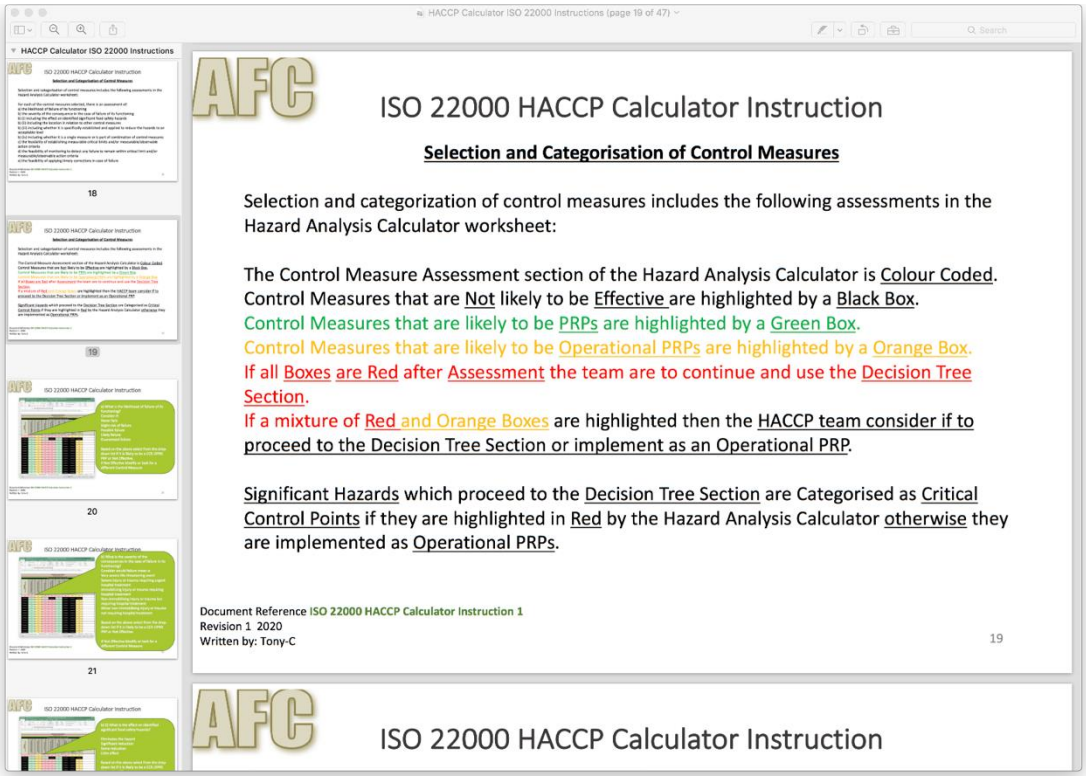
There is also an FSMS 8.5 Packaging 22000 HACCP Manual Sub-Folder



You will also find the HACCP Calculator 22000 Packaging and Instructions:



The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide



ISO 22000 HACCP Calculator Instruction

Selection and Categorisation of Control Measures

Selection and categorization of control measures includes the following assessments in the Hazard Analysis Calculator worksheet:

The Control Measure Assessment section of the Hazard Analysis Calculator is Colour Coded.
Control Measures that are Not likely to be Effective are highlighted by a Black Box.
Control Measures that are likely to be PRPs are highlighted by a Green Box.
Control Measures that are likely to be Operational PRPs are highlighted by a Orange Box.
If all Boxes are Red after Assessment the team are to continue and use the Decision Tree Section.
If a mixture of Red and Orange Boxes are highlighted then the HACCP team consider if to proceed to the Decision Tree Section or implement as an Operational PRP.

Significant Hazards which proceed to the Decision Tree Section are Categorised as Critical Control Points if they are highlighted in Red by the Hazard Analysis Calculator otherwise they are implemented as Operational PRPs.

Document Reference ISO 22000 HACCP Calculator Instruction 1
Revision 1 2020
Written by: Tony-C

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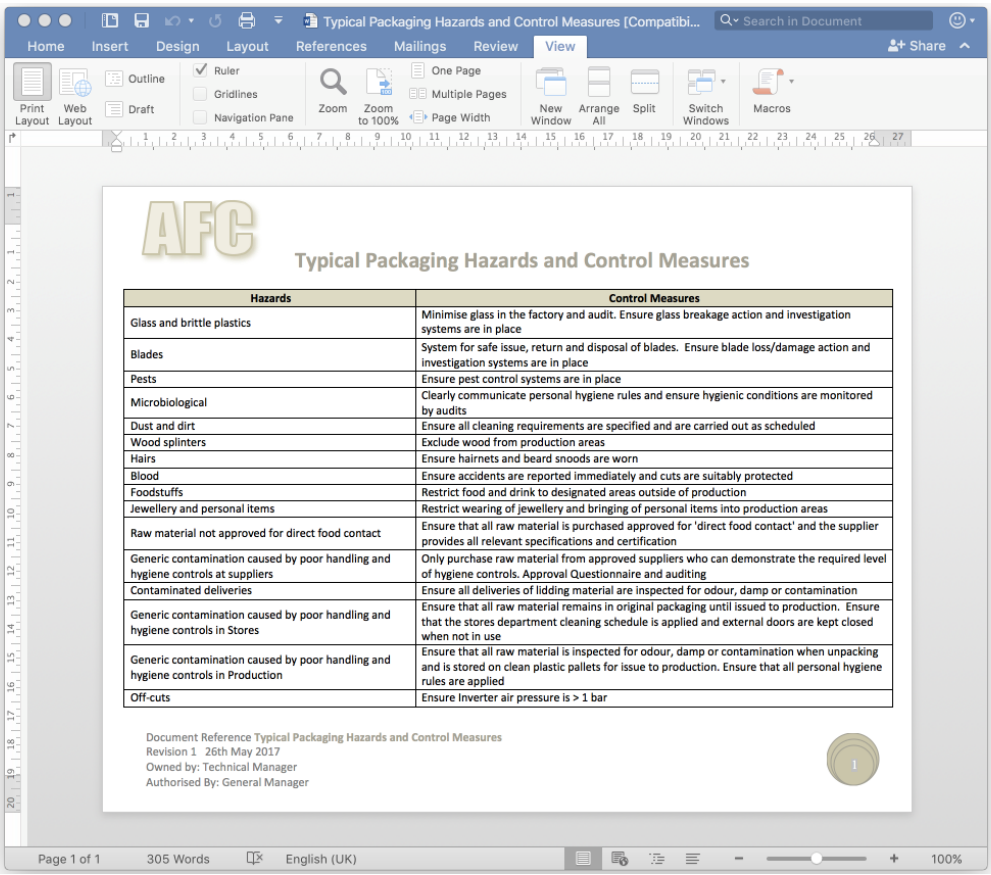
There are also HACCP document examples that you might find useful when implementing your Food Safety Plans.



Typical Packaging Hazards and Control Measures

Hazards	Control Measures
Glass and brittle plastics	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place
Blades	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place
Pests	Ensure pest control systems are in place
Microbiological	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits
Dust and dirt	Ensure all cleaning requirements are specified and are carried out as scheduled
Wood splinters	Exclude wood from production areas
Hairs	Ensure hairnets and beard snoods are worn
Blood	Ensure accidents are reported immediately and cuts are suitably protected
Foodstuffs	Restrict food and drink to designated areas outside of production
Jewellery and personal items	Restrict wearing of jewellery and bringing of personal items into production areas
Raw material not approved for direct food contact	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification
Generic contamination caused by poor handling and hygiene controls at suppliers	Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approval Questionnaire and auditing
Contaminated deliveries	Ensure all deliveries of lidding material are inspected for odour, damp or contamination
Generic contamination caused by poor handling and hygiene controls in Stores	Ensure that all raw material remains in original packaging until issued to production. Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use
Generic contamination caused by poor handling and hygiene controls in Production	Ensure that all raw material is inspected for odour, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied
Off-cuts	Ensure Inverter air pressure is > 1 bar

Document Reference Typical Packaging Hazards and Control Measures
Revision 1 26th May 2017
Owned by: Technical Manager
Authorised By: General Manager

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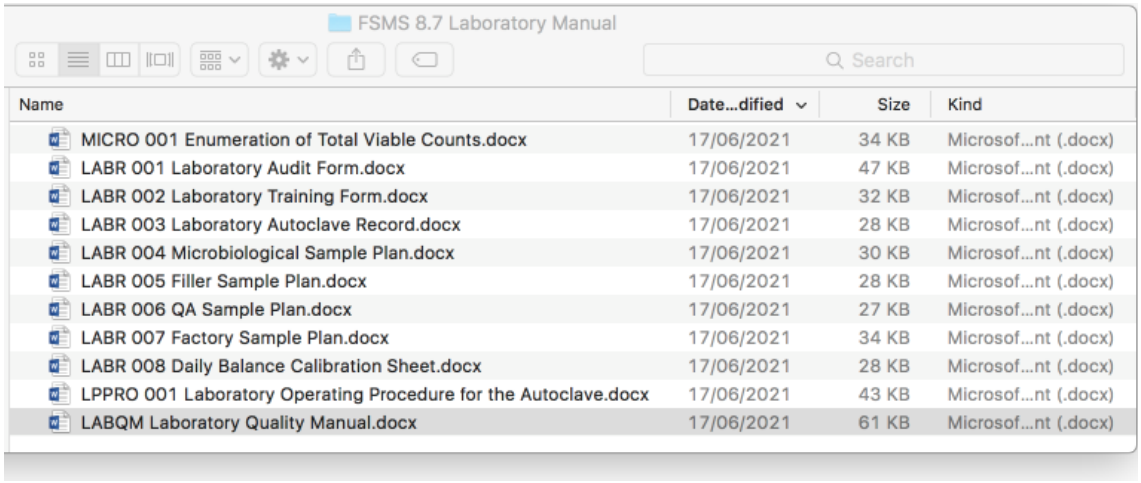
There is also an FSMS 8.7 Laboratory Manual Sub-Folder

2.5 FSSC 22000 Additional Requirements 2.5.1 Management of Services and Purchased Materials now requires:
a) In addition to clause 7.1.6 of ISO 22000:2018, the organization shall ensure that where laboratory analysis services are used for the verification and/or validation of food safety, these shall be conducted by a competent laboratory (including both internal 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).

There are Laboratory document examples that you might find useful.



There is also a Comprehensive Laboratory Quality Manual based on the requirements of ISO/IEC 17025 TESTING AND CALIBRATION LABORATORIES:
ISO/IEC 17025 enables laboratories to demonstrate that they operate competently and generate valid results, thereby promoting confidence in their work both nationally and around the world.

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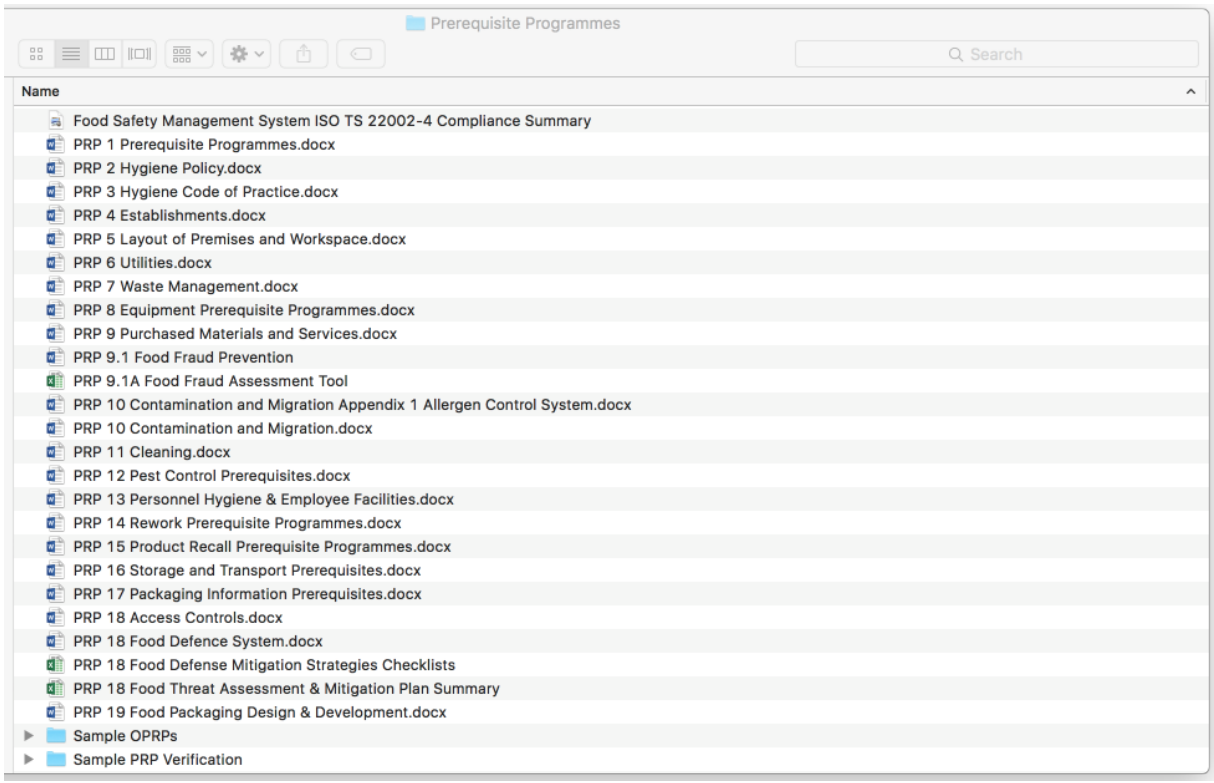
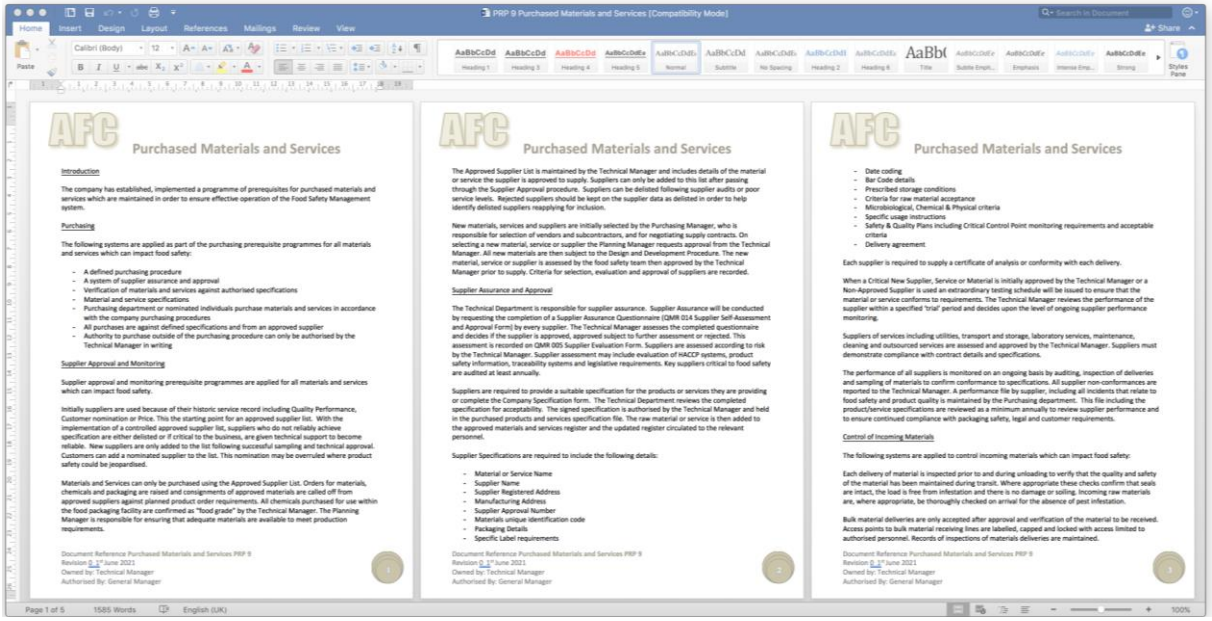
The next folder to open is the Prerequisite Programmes Folder



There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards including those defined in ISO/TS 22002-4:2013 Prerequisite programmes on food safety -- Part 4: Food packaging manufacturing.



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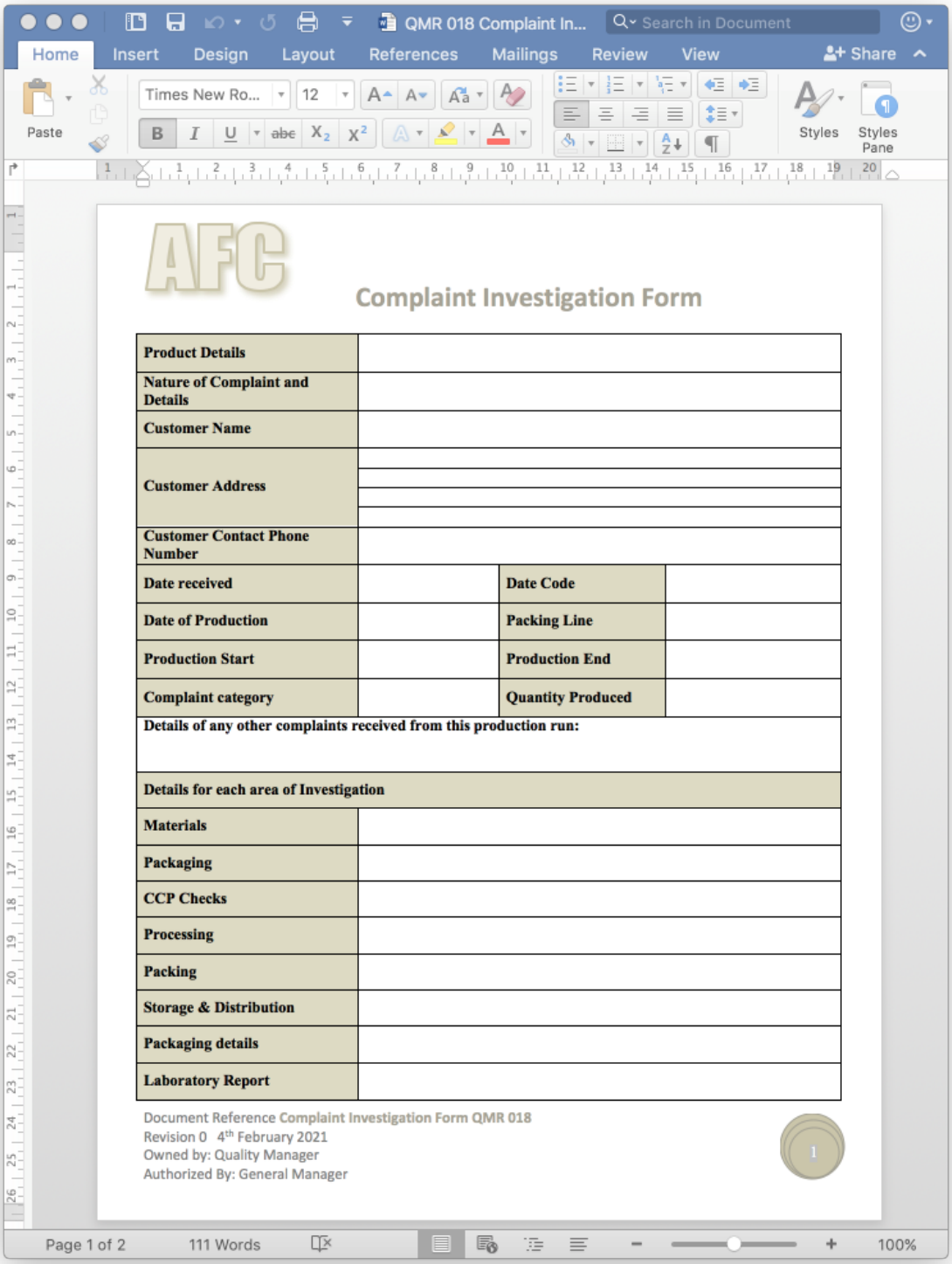

AFC

Complaint Investigation Form

Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		**Date Code**	
Date of Production		**Packing Line**	
Production Start		**Production End**	
Complaint category		**Quantity Produced**	
Details of any other complaints received from this production run:			
Details for each area of Investigation			
Materials			
Packaging			
CCP Checks			
Processing			
Packing			
Storage & Distribution			
Packaging details			
Laboratory Report			

Document Reference Complaint Investigation Form QMR 018
Revision 0 4th February 2021
Owned by: Quality Manager
Authorized By: General Manager

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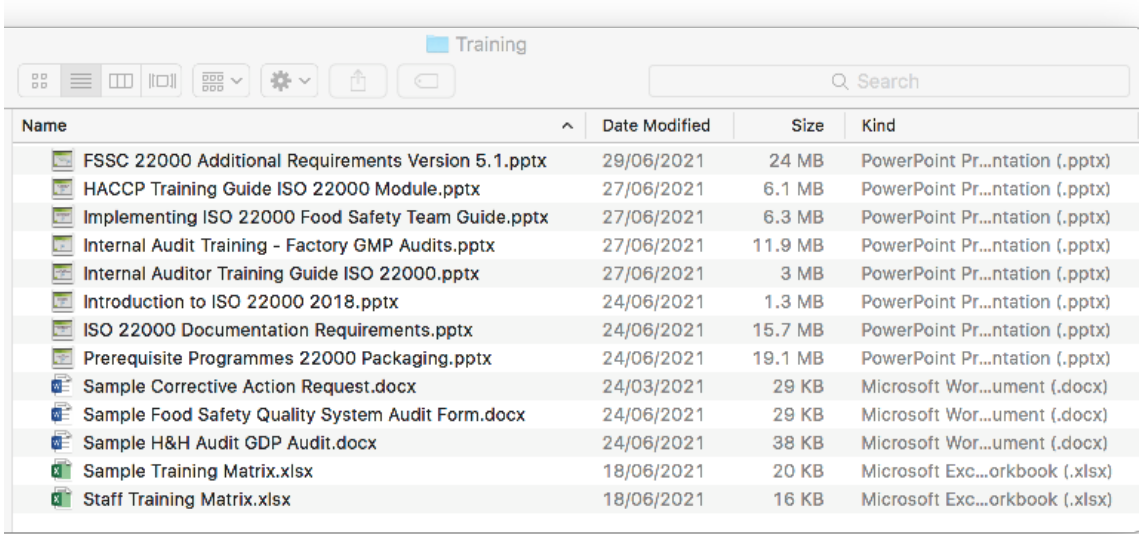
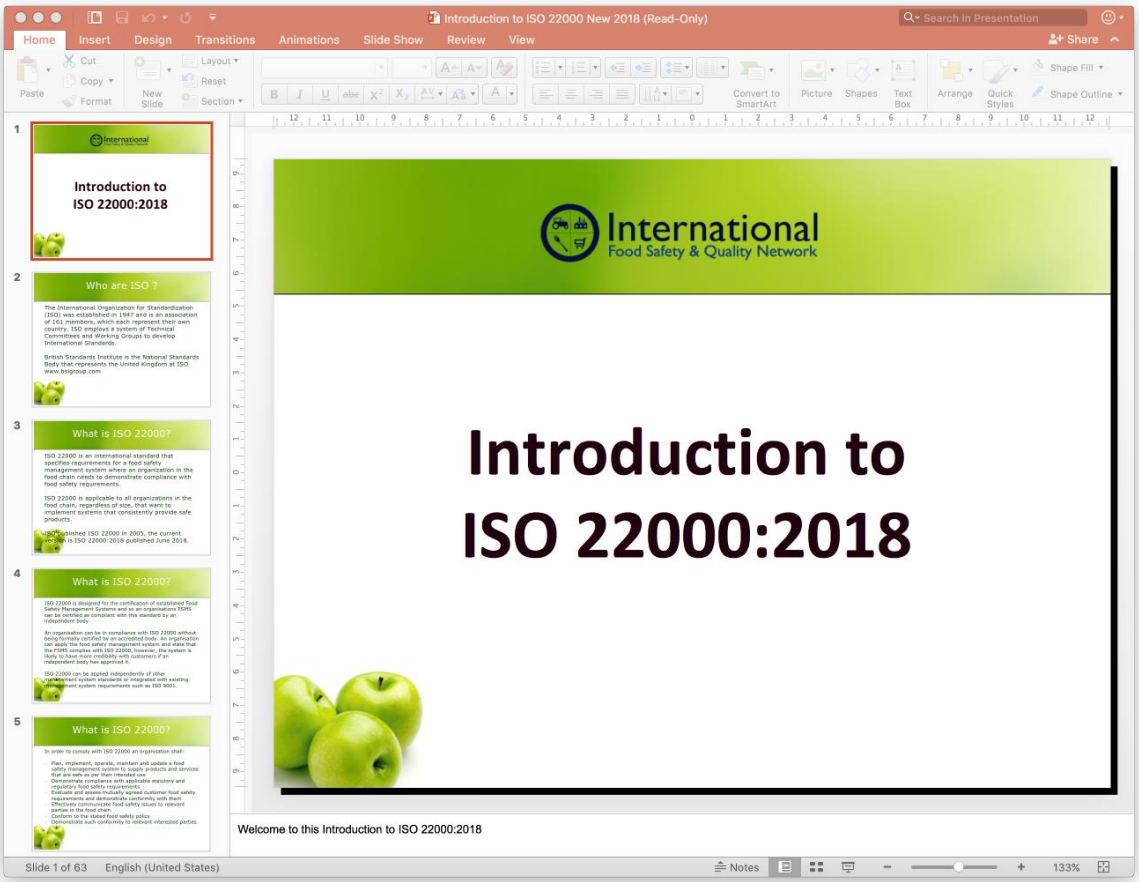
The next folder to open is the Training Folder



This folder contains Training Presentations:



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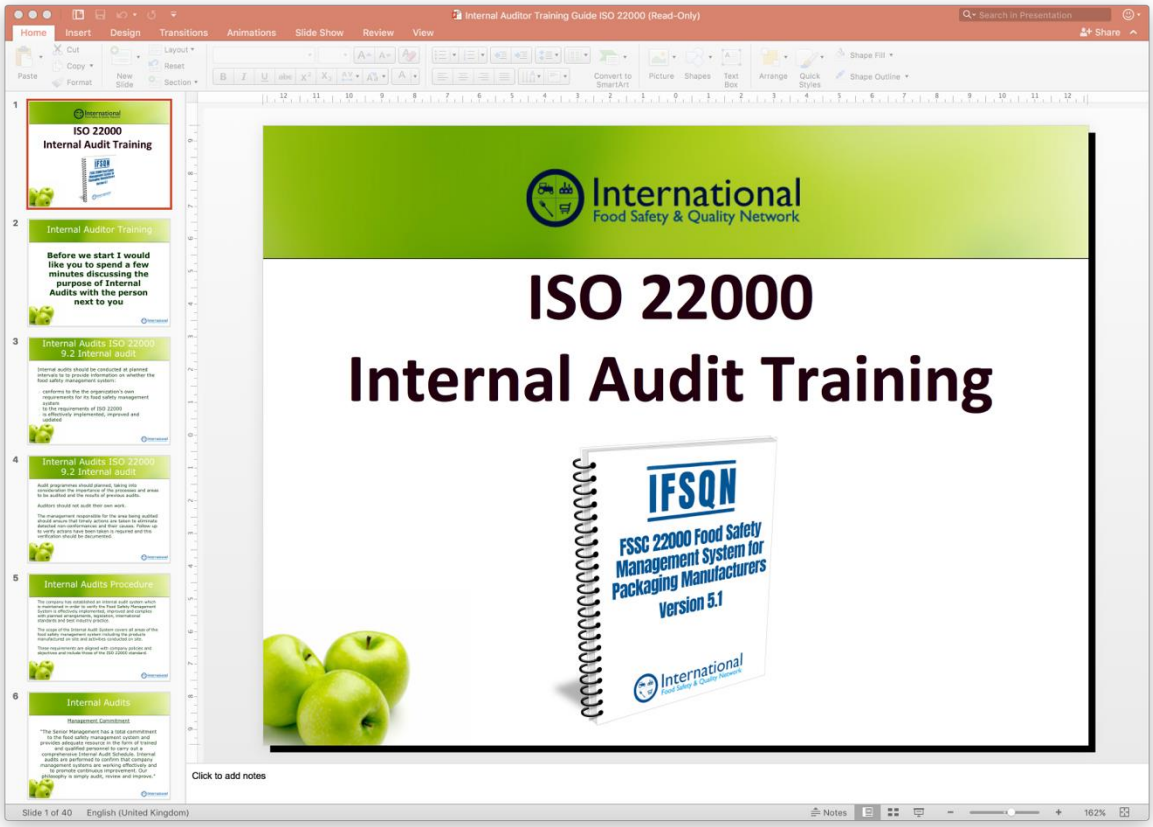
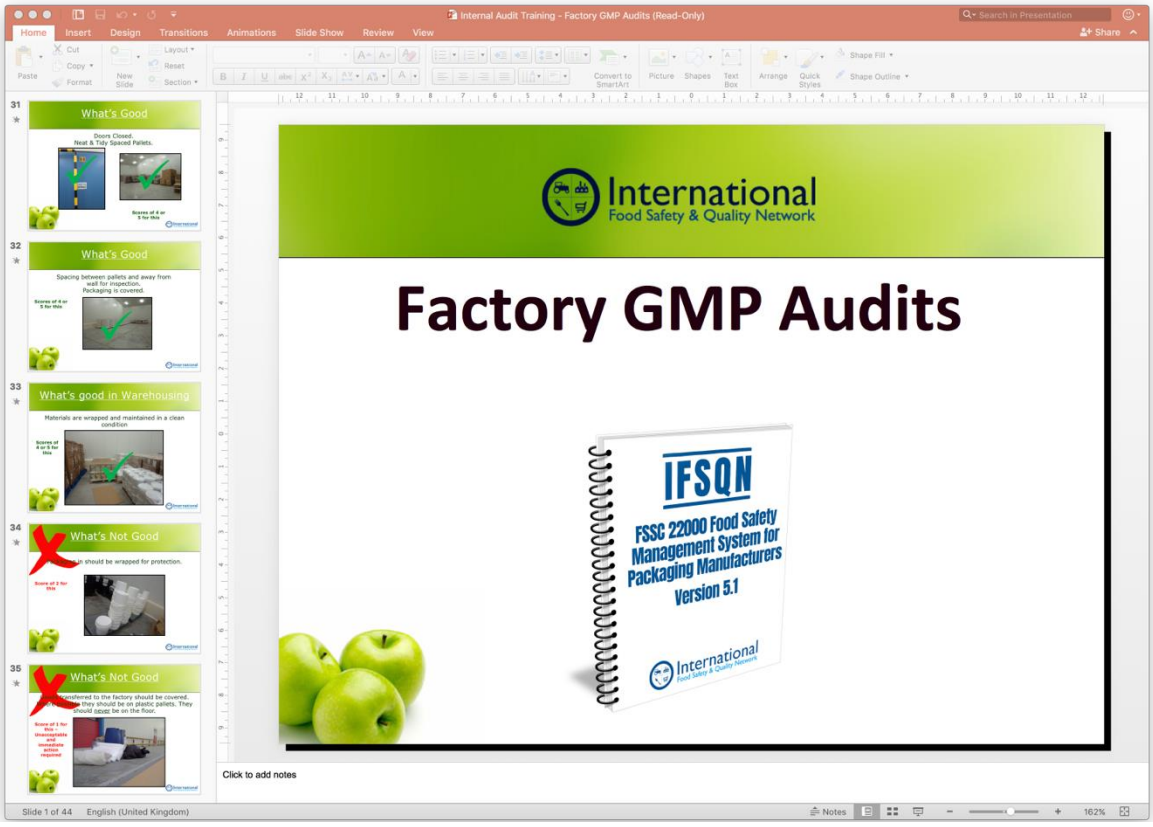
There is an Internal Auditor Training Presentations





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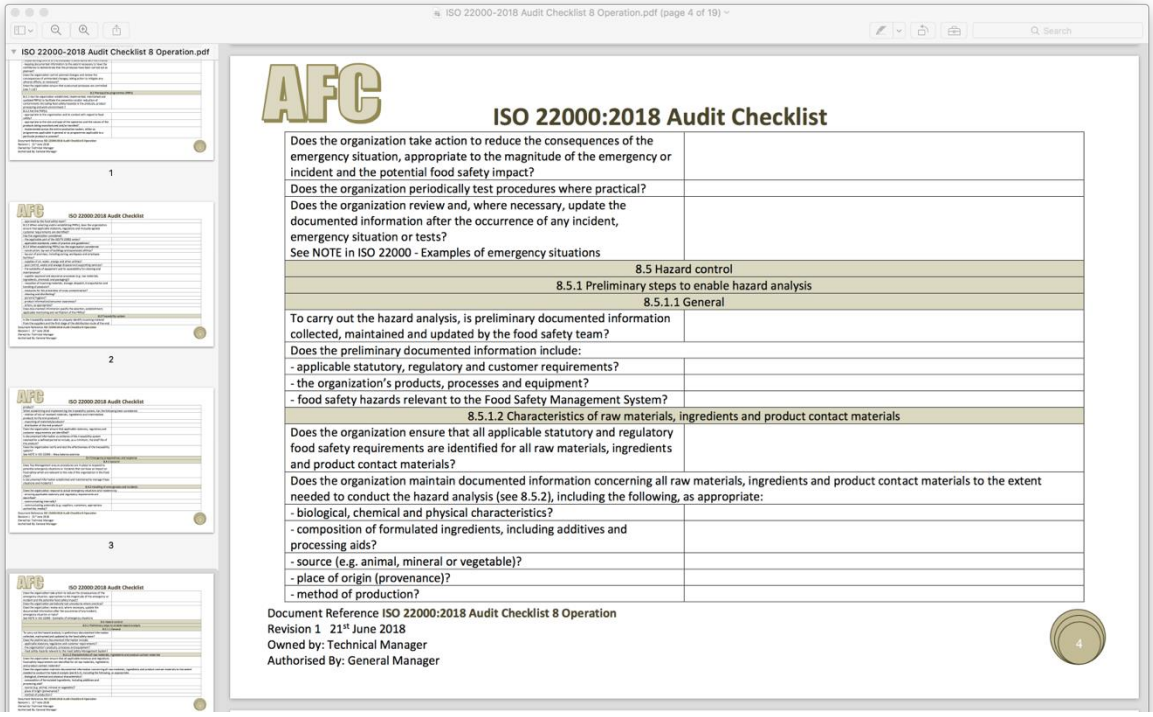
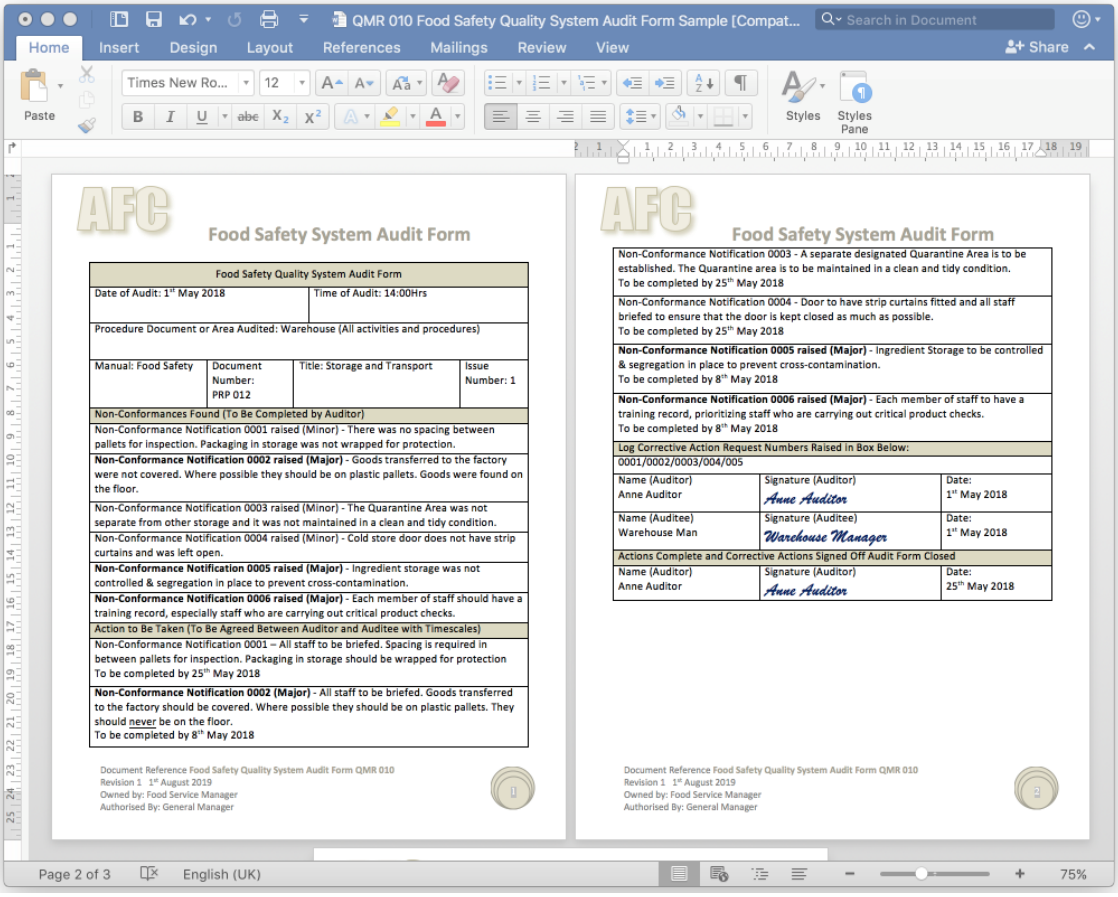


ISO 22000:2018 Audit Checklist

Does the organization take action to reduce the consequences of the emergency situation, appropriate to the magnitude of the emergency or incident and the potential food safety impact?	
Does the organization periodically test procedures where practical?	
Does the organization review and, where necessary, update the documented information after the occurrence of any incident, emergency situation or tests? See NOTE in ISO 22000 - Examples of emergency situations	
8.5 Hazard control	
8.5.1 Preliminary steps to enable hazard analysis	
8.5.1.1 General	
To carry out the hazard analysis, is preliminary documented information collected, maintained and updated by the food safety team?	
Does the preliminary documented information include:	
- applicable statutory, regulatory and customer requirements?	
- the organization's products, processes and equipment?	
- food safety hazards relevant to the Food Safety Management System?	
8.5.1.2 Characteristics of raw materials, ingredients and product contact materials	
Does the organization ensure that all applicable statutory and regulatory food safety requirements are identified for all raw materials, ingredients and product contact materials?	
Does the organization maintain documented information concerning all raw materials, ingredients and product contact materials to the extent needed to conduct the hazard analysis (see 8.5.2), including the following, as appropriate:	
- biological, chemical and physical characteristics?	
- composition of formulated ingredients, including additives and processing aids?	
- source (e.g. animal, mineral or vegetable)?	
- place of origin (provenance)?	
- method of production?	

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

There are also sample Audit Report and Corrective Action Request documents:



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

Food Safety System Audit Form

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) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st May 2018
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st May 2018
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th 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

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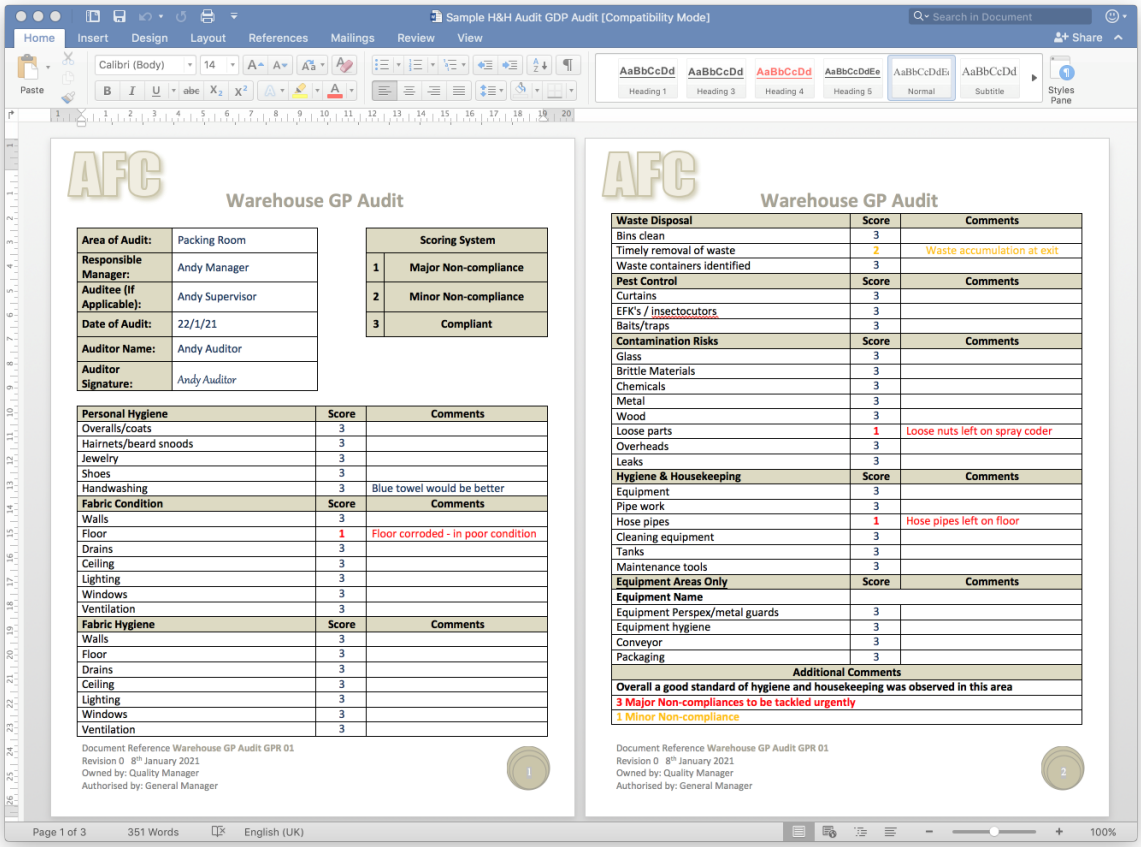

Sample H&H Audit GDP Audit [Compatibility Mode]

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	
Jewelry	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

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
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Free online support via e-mail

Finally, don't forget we provide online support and expertise to assist you in developing your FSSC 22000 Food Packaging Safety Management System until you achieve certification.

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