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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The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

This IFSQN FSSC 22000 Implementation Package includes:

- ✓ ISO 22000:2018 Food Packaging Safety Management System Procedures
- ✓ Food Packaging Safety Management System Records
- ✓ TS/ISO 22002-4 Compliant Prerequisite Programmes Manual
- ✓ HACCP Manual including the FSSC 22000 HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Generic Training Presentations covering ISO 22000, HACCP, Internal Audits and Inspections
- ✓ ISO 22000/ISO TS 22002 Gap Analysis Checklists
- ✓ Project 22000 Support Package
- ✓ Sample OPRPs and corresponding Validation and Verification Records
- ✓ Sample PRP Verification Records
- ✓ Free online support via e-mail

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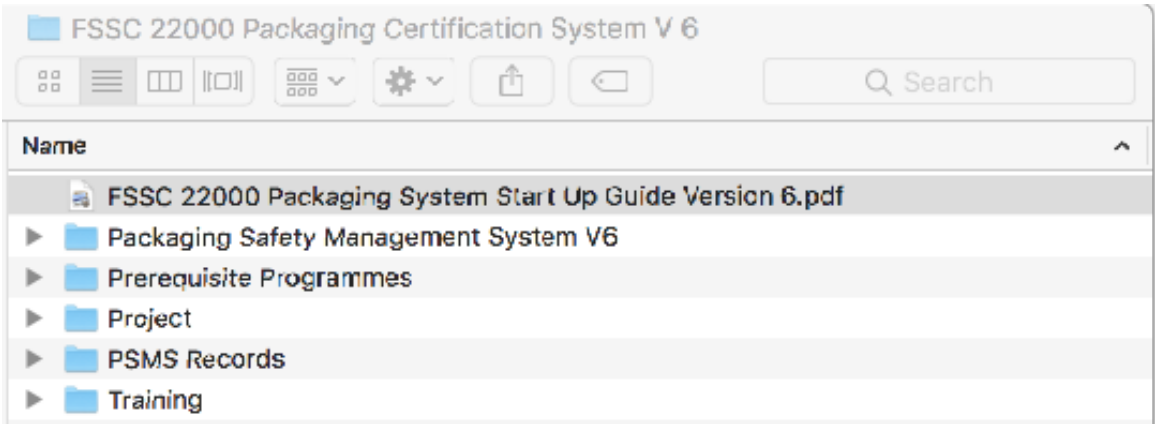
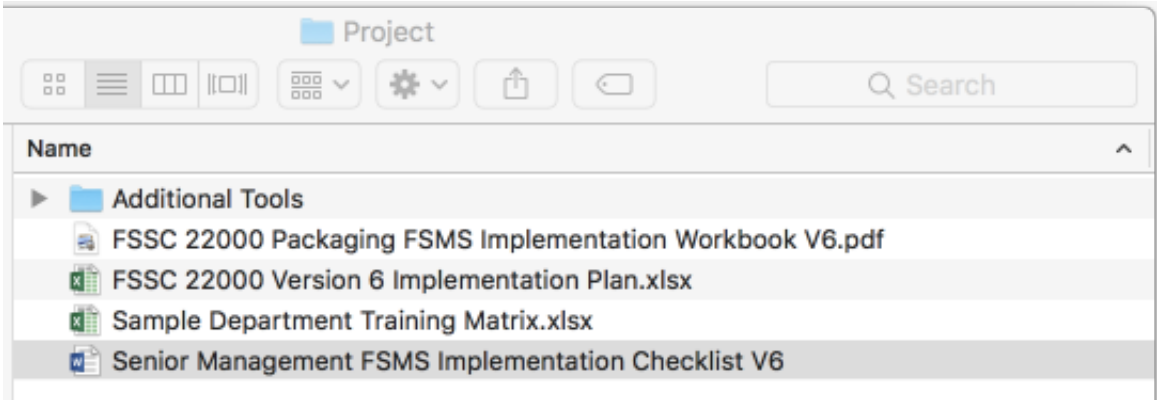
When you download the package, you will find this Start Up Guide and 5 folders containing the package documents:



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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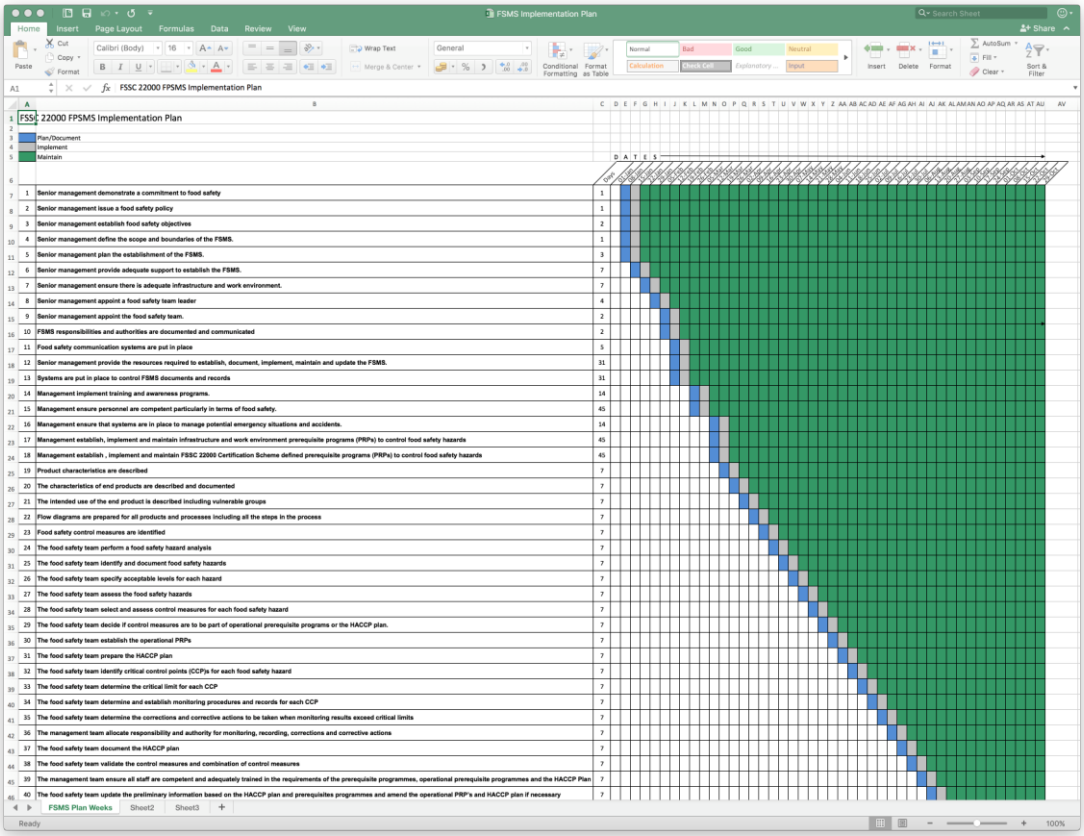
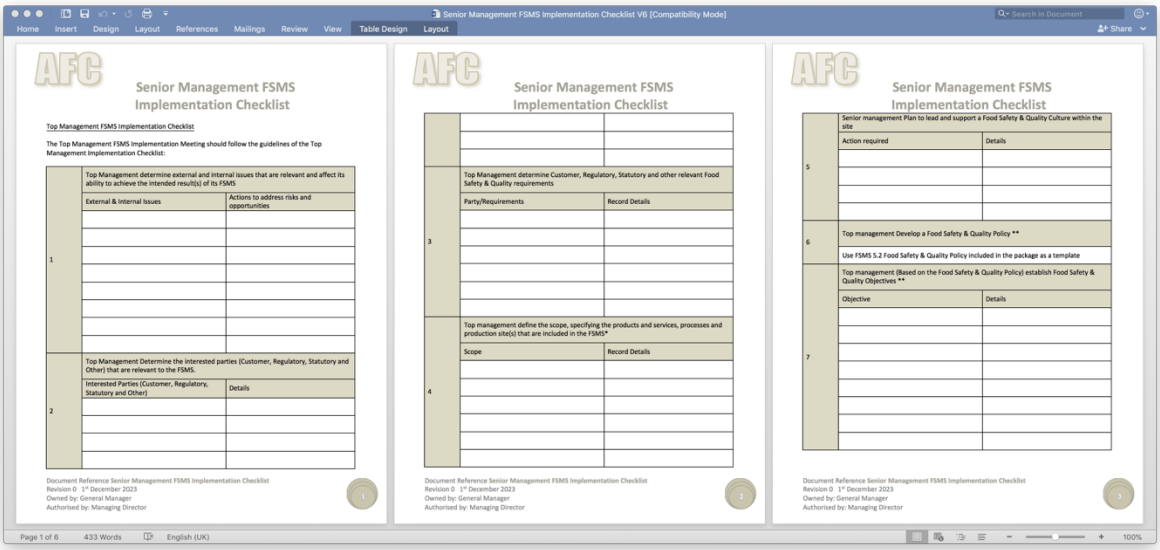
The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

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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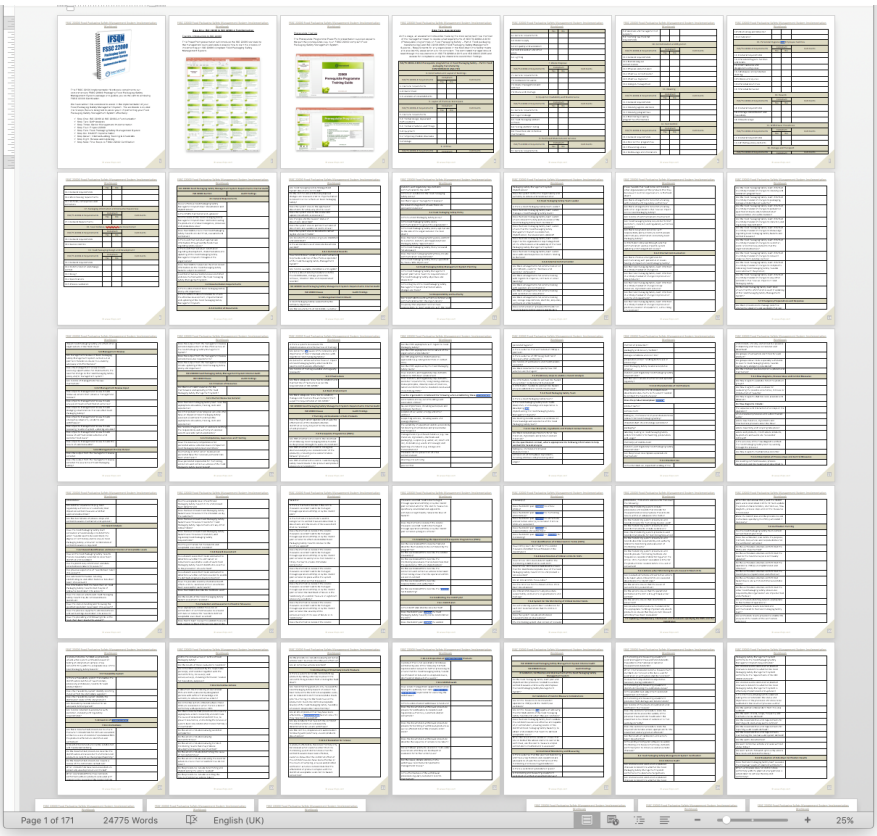
The main document in the folder is the **FSSC 22000 Packaging FSMS Implementation Workbook Version 6**

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



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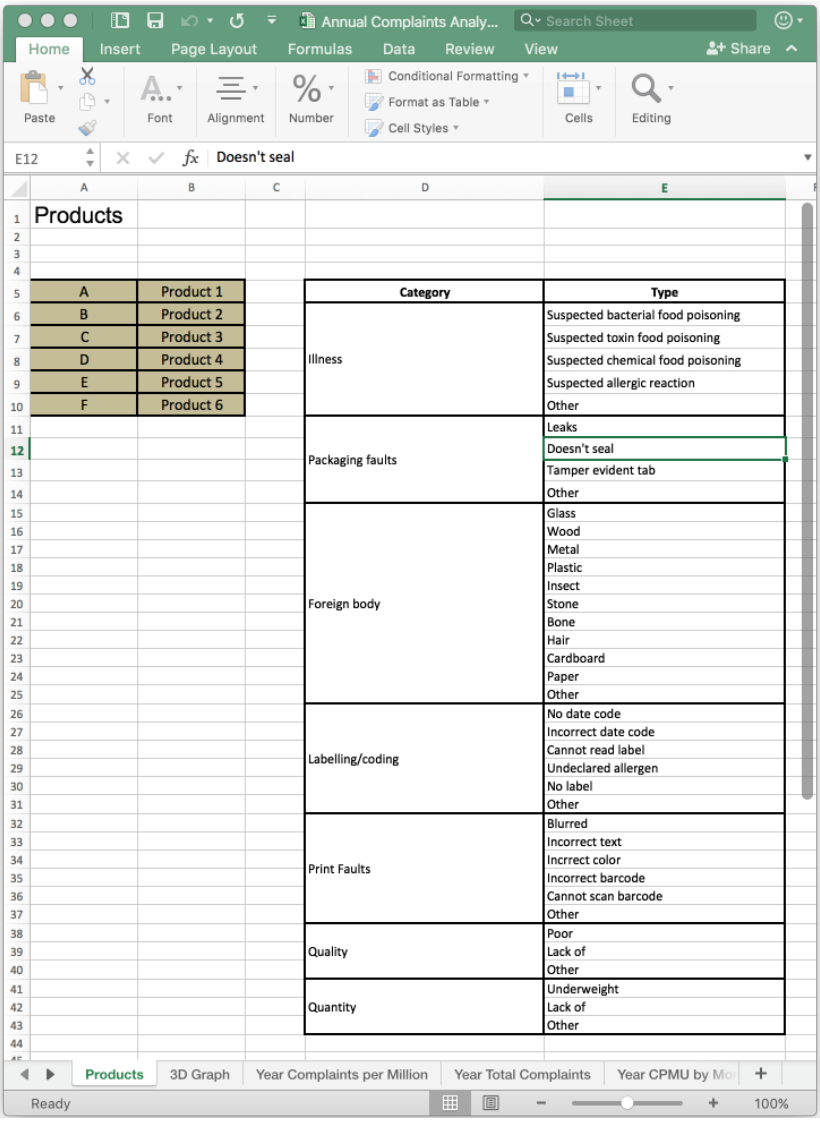
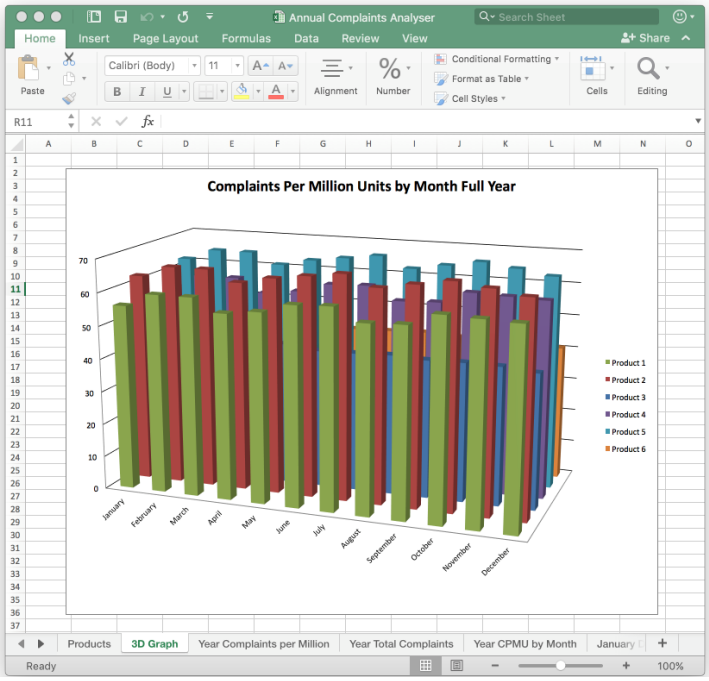


Products

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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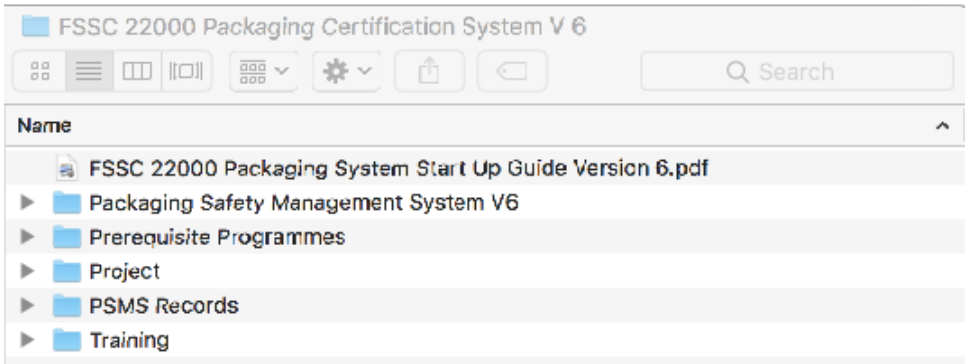
The next folder to open is the Food Packaging Safety Management System V6 folder



The Package contains a set of comprehensive top level Food Packaging Safety Management System 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.

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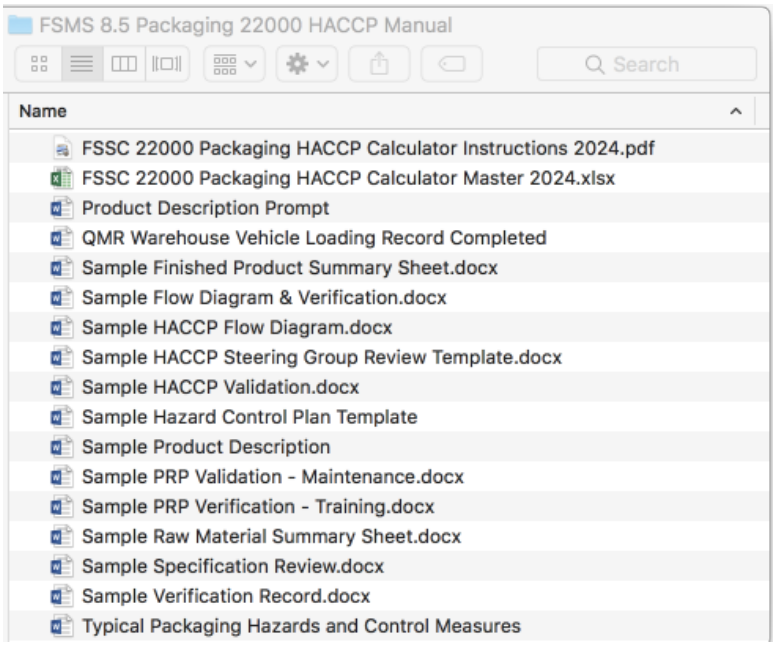
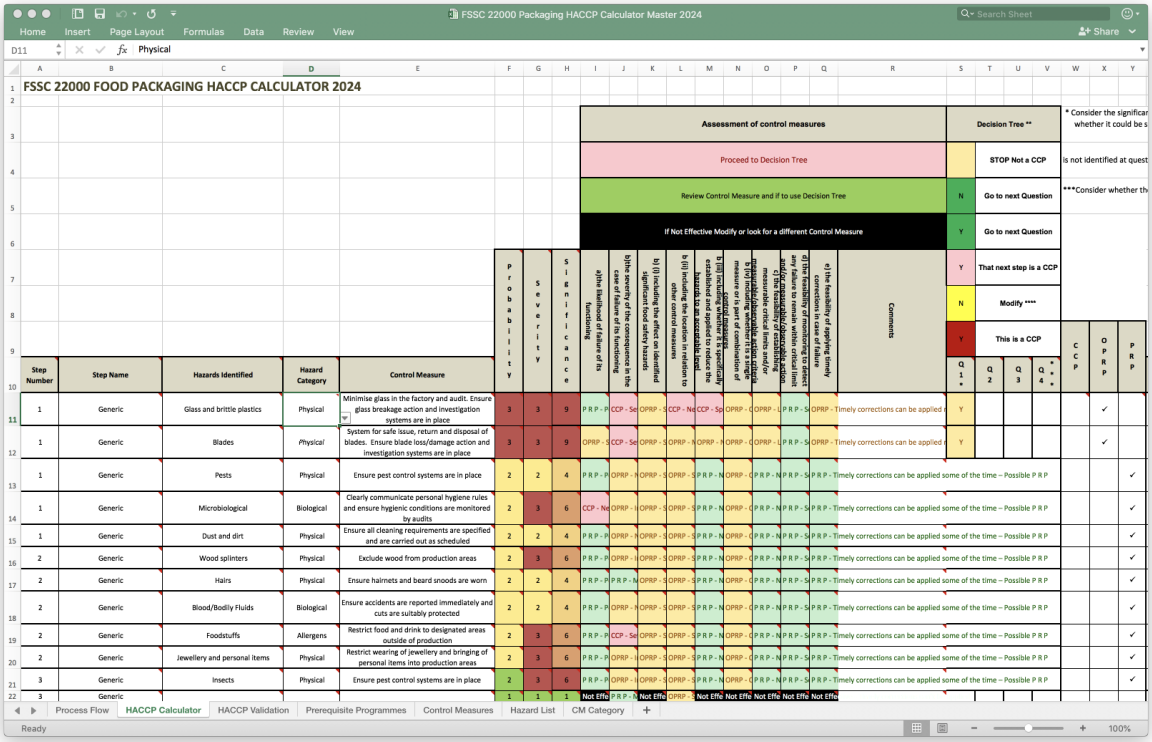
There is also an FSMS 8.5 Packaging 22000 HACCP Manual Sub-Folder



You will also find the FSSC 22000 Packaging HACCP Calculator 2024 and Instructions:



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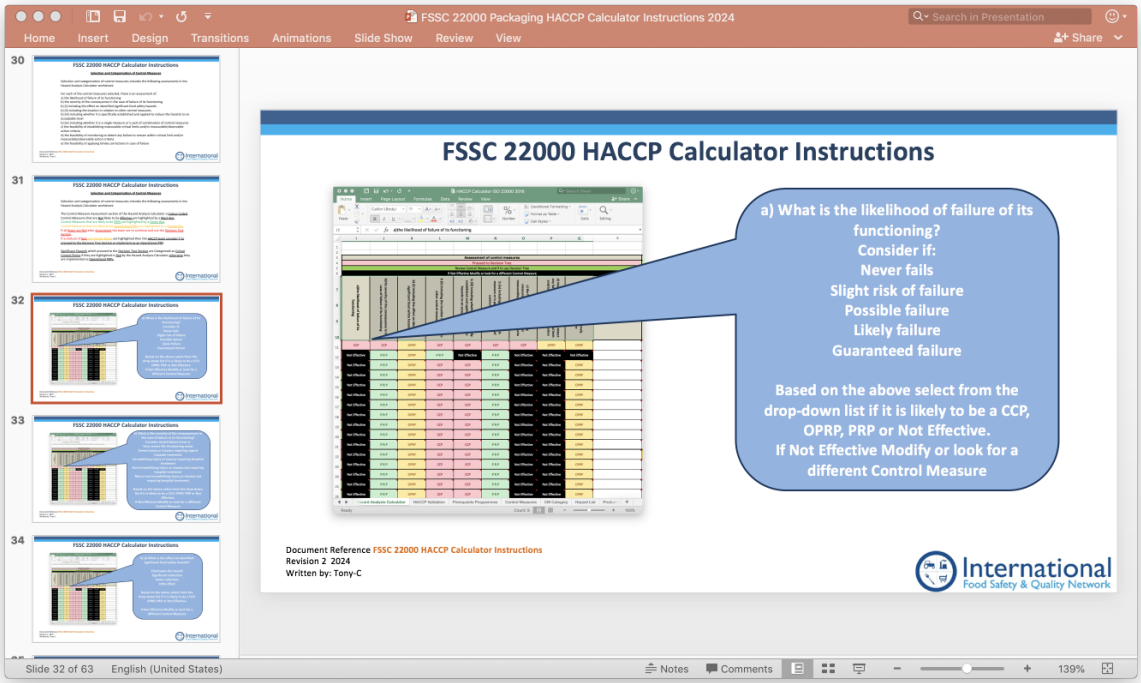
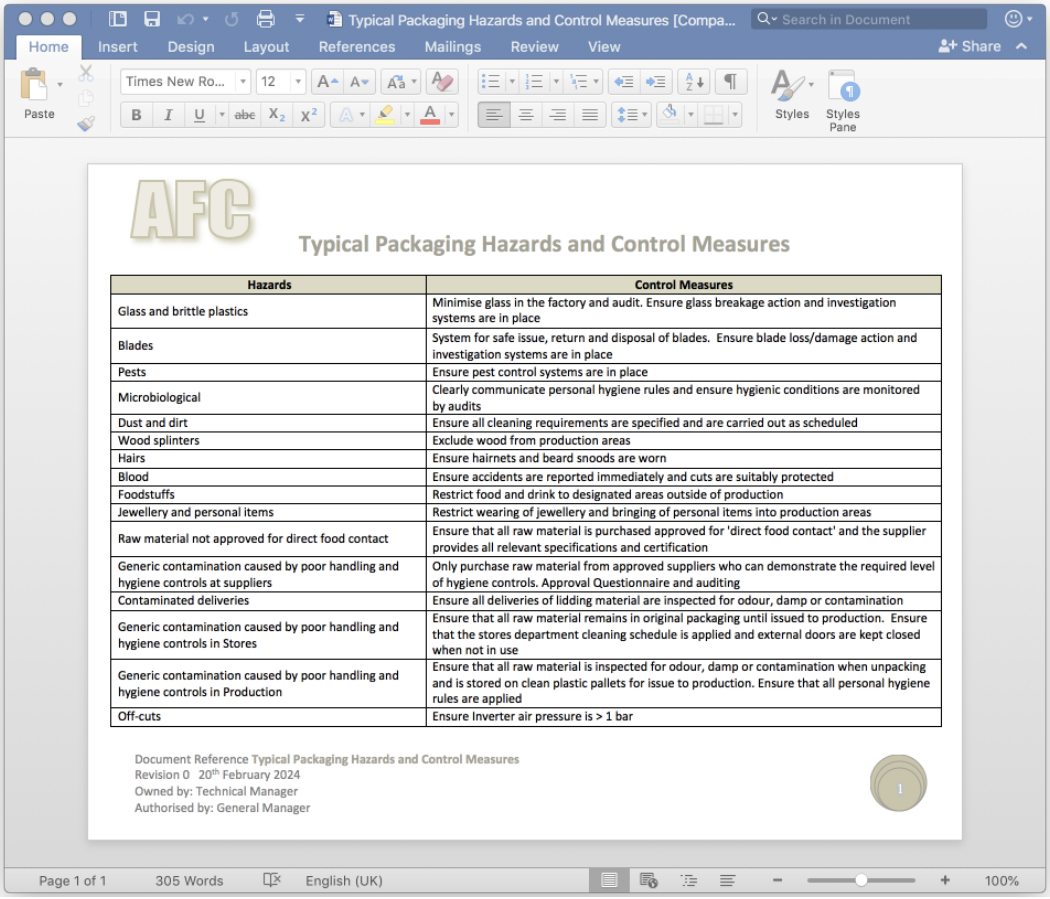


There are also HACCP document examples that you might find useful when implementing your Food Safety Plans.



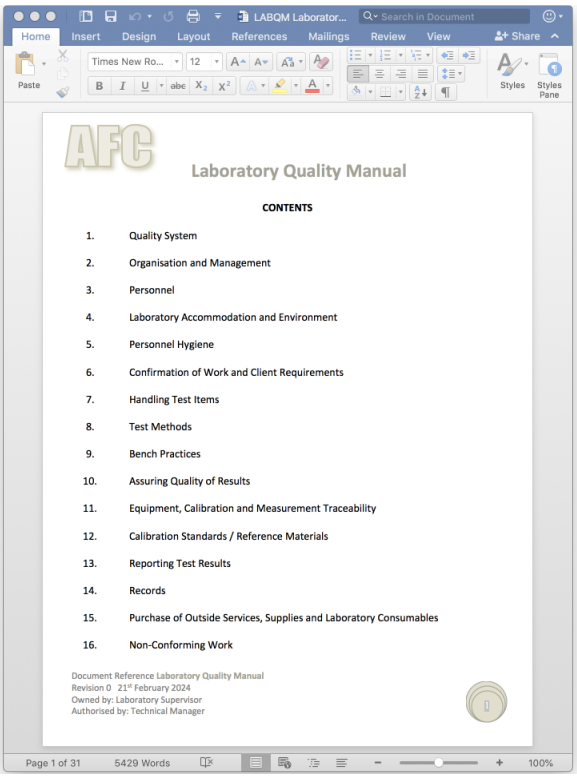
AFC

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 0 20th February 2024
Owned by: Technical Manager
Authorised by: General Manager

The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide



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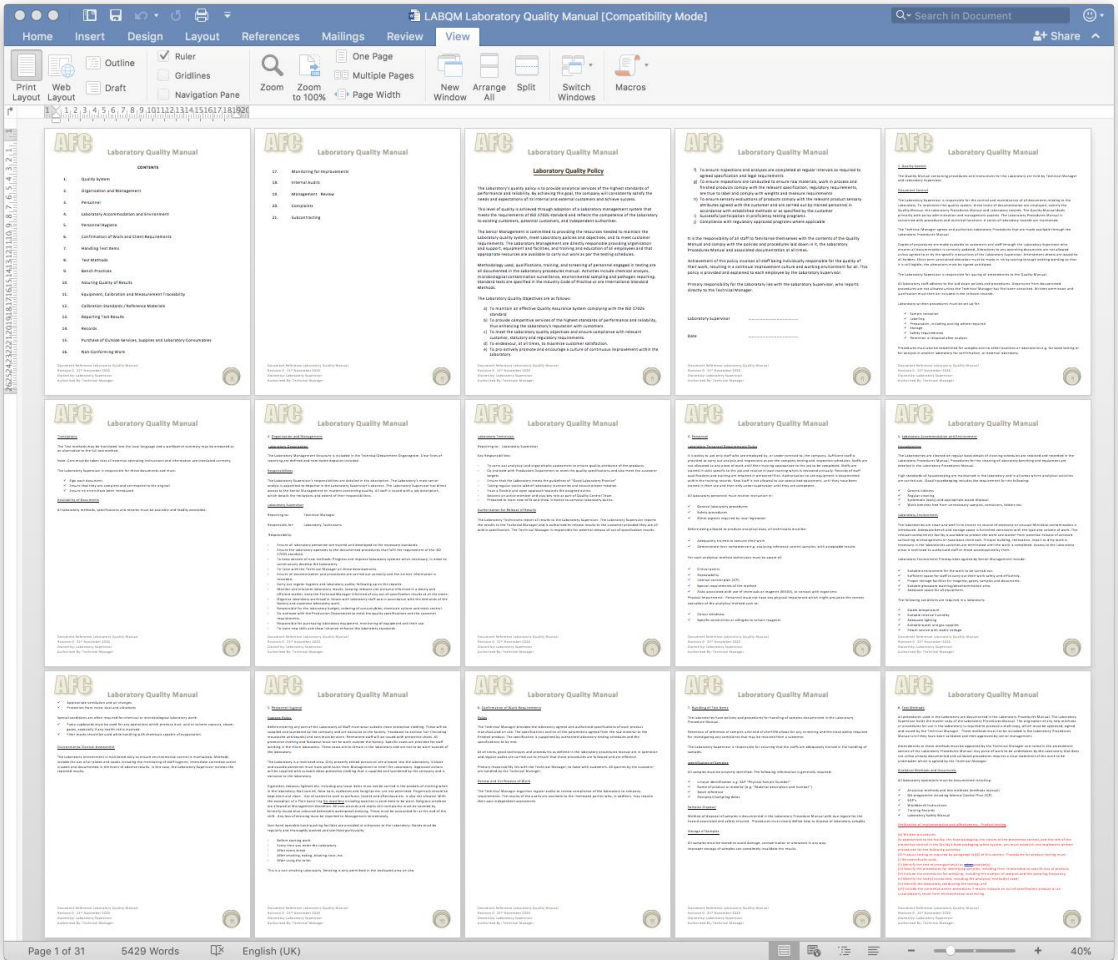
Laboratory Quality Manual

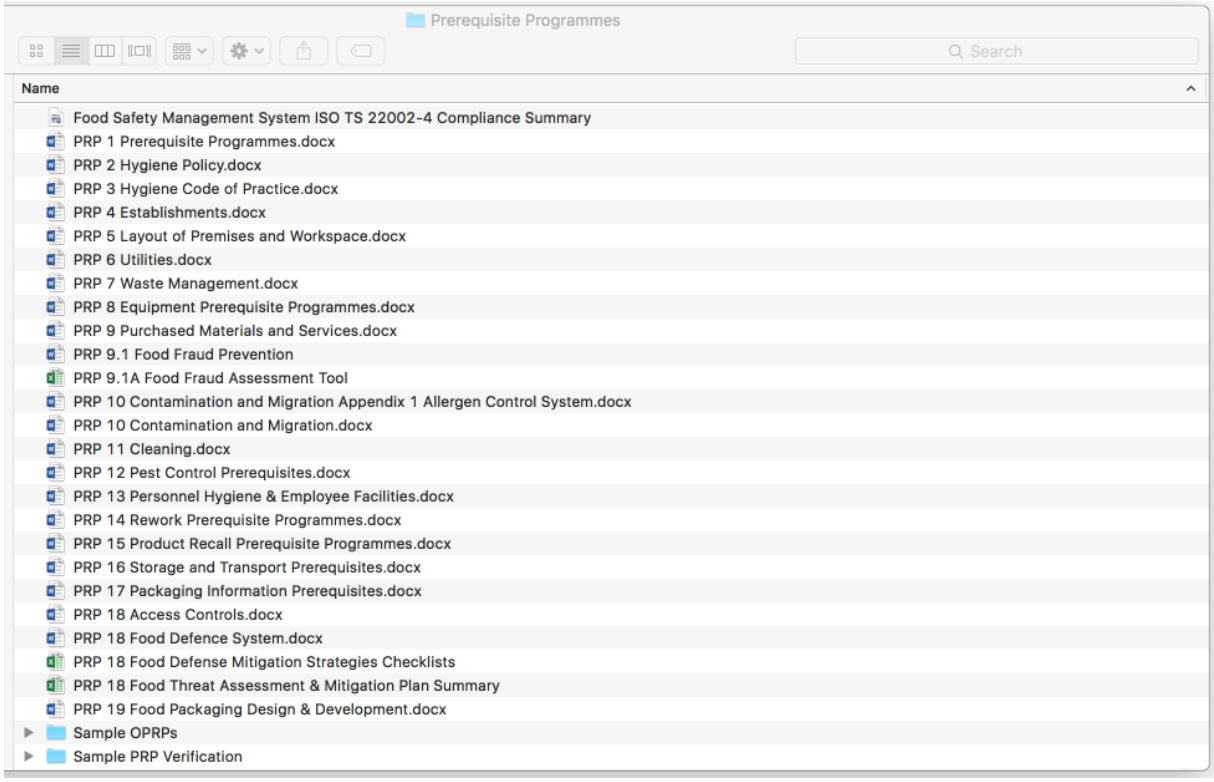
CONTENTS

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work

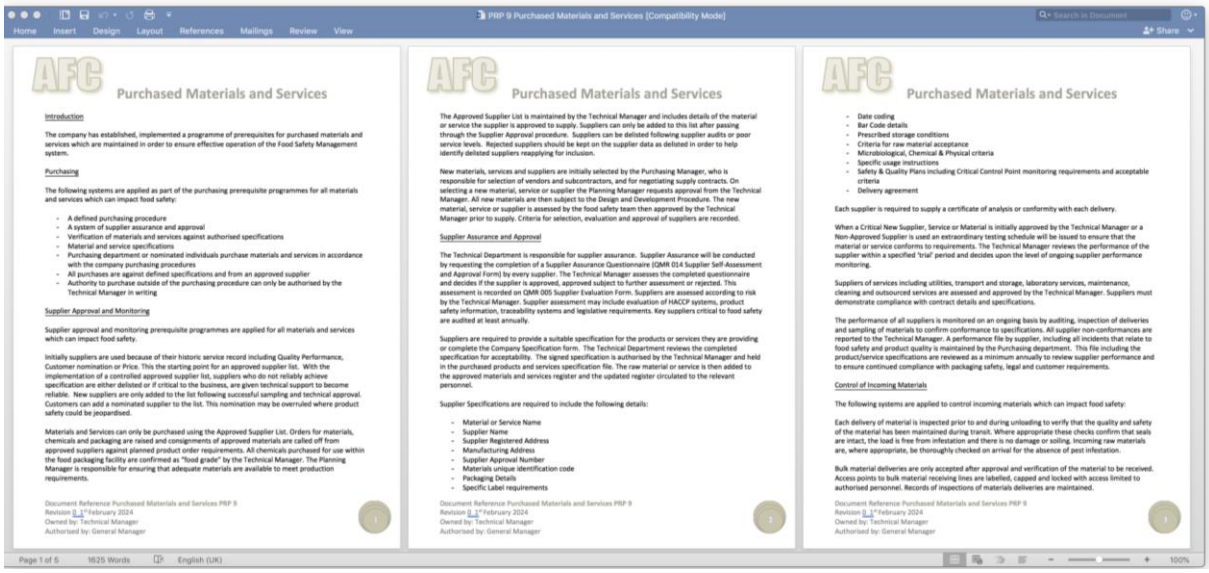
Document Reference Laboratory Quality Manual
Revision 0 21st February 2024
Owned by: Laboratory Supervisor
Authorised by: Technical Manager



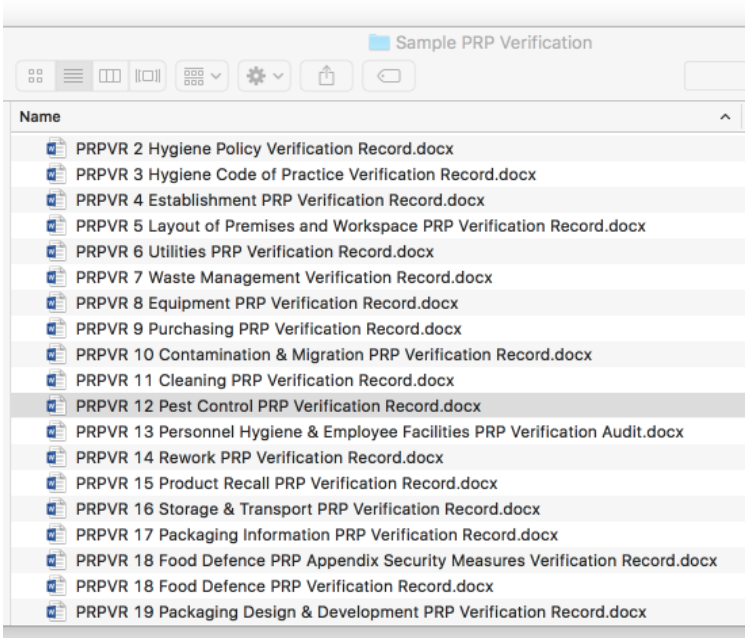
The next folder to open is the Prerequisite Programmes Folder

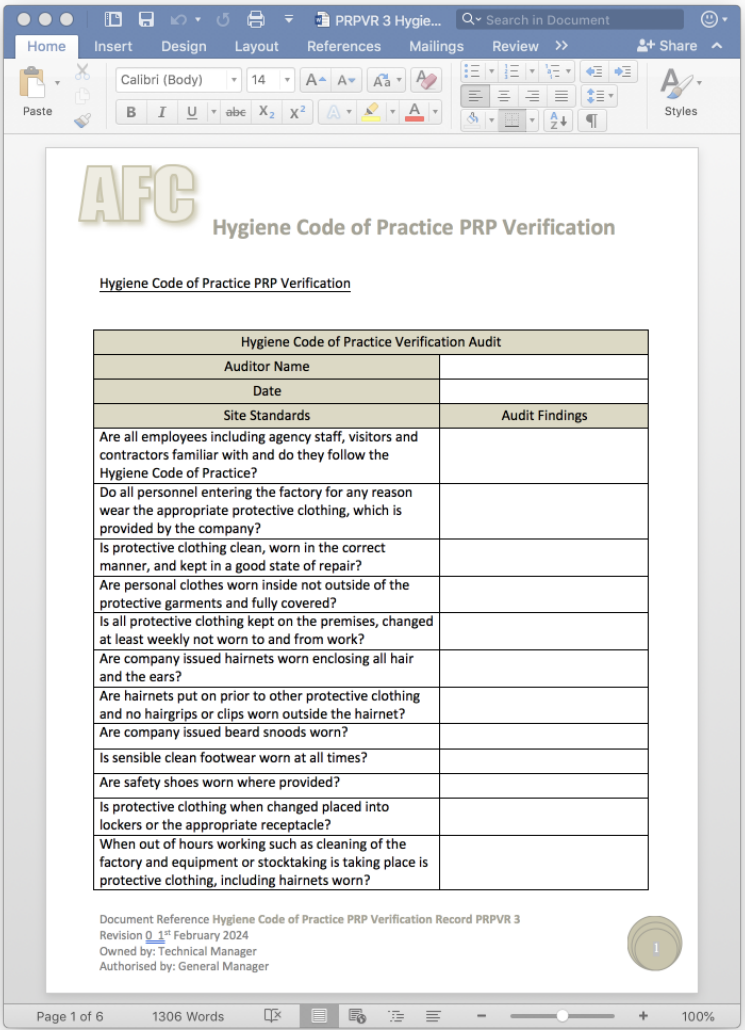


There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards including those defined in ISO/TS 22002-4:2013 Prerequisite programmes on food safety -- Part 4: Food packaging manufacturing.



In the Sample PRP Verification Sub-Folder there are corresponding Sample Verification Record Examples:





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Hygiene Code of Practice PRP Verification

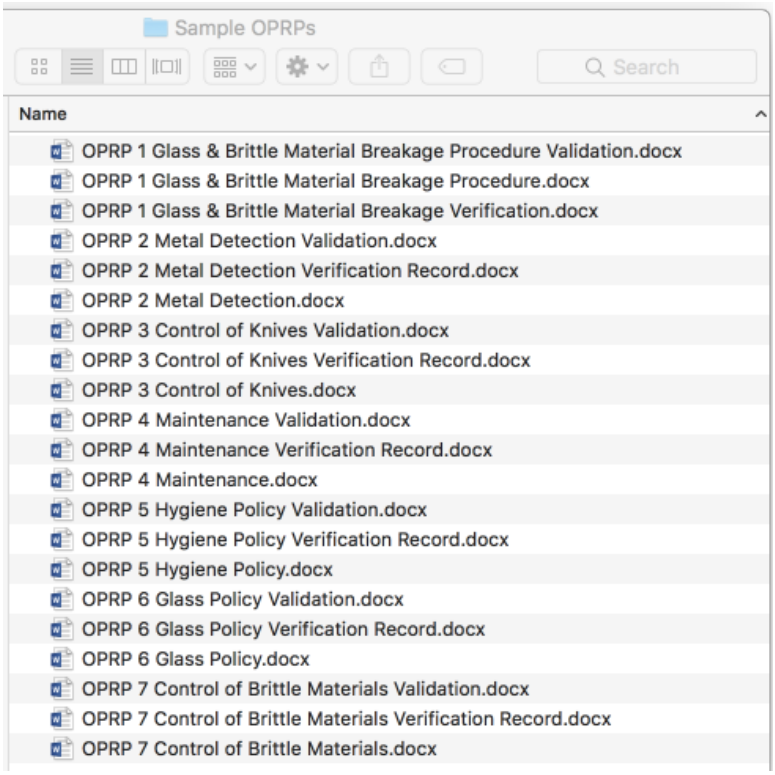
Hygiene Code of Practice PRP Verification

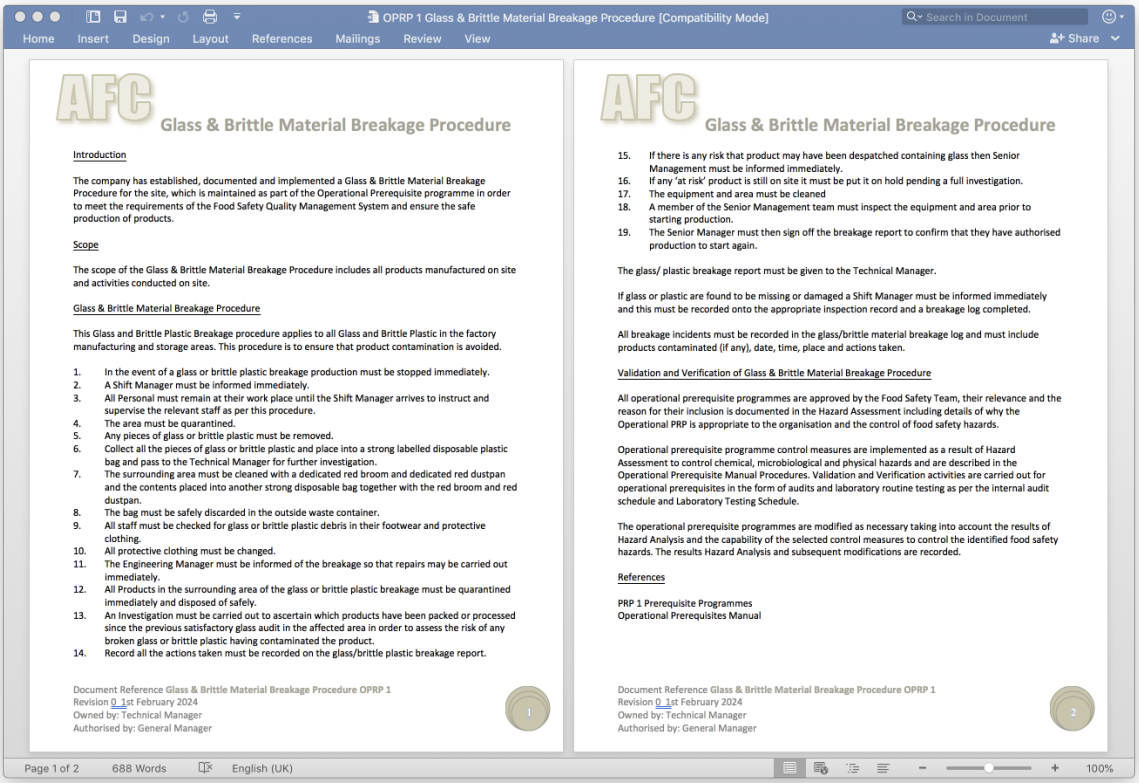
Hygiene Code of Practice Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and do they follow the Hygiene Code of Practice?	
Do all personnel entering the factory for any reason wear the appropriate protective clothing, which is provided by the company?	
Is protective clothing clean, worn in the correct manner, and kept in a good state of repair?	
Are personal clothes worn inside not outside of the protective garments and fully covered?	
Is all protective clothing kept on the premises, changed at least weekly not worn to and from work?	
Are company issued hairnets worn enclosing all hair and the ears?	
Are hairnets put on prior to other protective clothing and no hairgrips or clips worn outside the hairnet?	
Are company issued beard snoods worn?	
Is sensible clean footwear worn at all times?	
Are safety shoes worn where provided?	
Is protective clothing when changed placed into lockers or the appropriate receptacle?	
When out of hours working such as cleaning of the factory and equipment or stocktaking is taking place is protective clothing, including hairnets worn?	

Document Reference Hygiene Code of Practice PRP Verification Record PRPVR 3
Revision 0 1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

Sample OPRPs Sub-Folder

There is also a range of Operational Prerequisite Programme examples with corresponding Verification and Validation Records:





AFC Glass & Brittle Material Breakage Procedure

Introduction

The company has established, documented and implemented a Glass & Brittle Material Breakage Procedure for the site, which is maintained as part of the Operational Prerequisite programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

The scope of the Glass & Brittle Material Breakage Procedure includes all products manufactured on site and activities conducted on site.

Glass & Brittle Material Breakage Procedure

This Glass and Brittle Plastic Breakage procedure applies to all Glass and Brittle Plastic in the factory manufacturing and storage areas. This procedure is to ensure that product contamination is avoided.

1. In the event of a glass or brittle plastic breakage production must be stopped immediately.
2. A Shift Manager must be informed immediately.
3. All Personal must remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff as per this procedure.
4. The area must be quarantined.
5. Any pieces of glass or brittle plastic must be removed.
6. Collect all the pieces of glass or brittle plastic and place into a strong labelled disposable plastic bag and pass to the Technical Manager for further investigation.
7. The surrounding area must be cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan.
8. The bag must be safely discarded in the outside waste container.
9. All staff must be checked for glass or brittle plastic debris in their footwear and protective clothing.
10. All protective clothing must be changed.
11. The Engineering Manager must be informed of the breakage so that repairs may be carried out immediately.
12. All Products in the surrounding area of the glass or brittle plastic breakage must be quarantined immediately and disposed of safely.
13. An Investigation must be carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product.
14. Record all the actions taken must be recorded on the glass/brittle plastic breakage report.

Document Reference Glass & Brittle Material Breakage Procedure OPRP 1
Revision 0_1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

AFC Glass & Brittle Material Breakage Procedure

15. If there is any risk that product may have been despatched containing glass then Senior Management must be informed immediately.
16. If any 'at risk' product is still on site it must be put it on hold pending a full investigation.
17. The equipment and area must be cleaned
18. A member of the Senior Management team must inspect the equipment and area prior to starting production.
19. The Senior Manager must then sign off the breakage report to confirm that they have authorised production to start again.

The glass/ plastic breakage report must be given to the Technical Manager.

If glass or plastic are found to be missing or damaged a Shift Manager must be informed immediately and this must be recorded onto the appropriate inspection record and a breakage log completed.

All breakage incidents must be recorded in the glass/brittle material breakage log and must include products contaminated (if any), date, time, place and actions taken.

Validation and Verification of Glass & Brittle Material Breakage Procedure

All operational prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard Assessment including details of why the Operational PRP is appropriate to the organisation and the control of food safety hazards.

Operational prerequisite programme control measures are implemented as a result of Hazard Assessment to control chemical, microbiological and physical hazards and are described in the Operational Prerequisite Manual Procedures. Validation and Verification activities are carried out for operational prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

The operational prerequisite programmes are modified as necessary taking into account the results of Hazard Analysis and the capability of the selected control measures to control the identified food safety hazards. The results Hazard Analysis and subsequent modifications are recorded.

References

PRP 1 Prerequisite Programmes
Operational Prerequisites Manual

Document Reference Glass & Brittle Material Breakage Procedure OPRP 1
Revision 0_1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

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OPRP 1 Glass & Brittle Material Breakage Verification [Compatibility Mode]

Glass & Brittle Material Breakage OPRP Verification

Glass & Brittle Material Breakage Operational PRP Verification

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

Document Reference Glass & Brittle Material Breakage OPRP Verification OPRPR 1
Revision 0_1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 2 401 Words English (UK)

Glass & Brittle Material Breakage OPRP Verification

brittle plastic breakage quarantined immediately and disposed off safely?	
Is an Investigation carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product?	
Are the details of all the actions taken recorded on the glass/brittle plastic breakage report?	
If there is any risk that product may have been despatched containing glass then are Senior Management informed immediately?	
If any 'at risk' product is still on site, is it must put it on hold pending a full investigation?	
Is the equipment and area cleaned?	
Does a member of the Senior Management team inspect the equipment and area prior to starting production?	
Does the Senior Manager sign off the breakage report to confirm that they have authorised production to start again?	
Is the glass/ plastic breakage report given to the Technical Manager?	
If glass or plastic are found to be missing or damaged, is a Shift Manager informed immediately and the incident recorded onto the appropriate inspection record and a breakage log completed?	
Are all breakage incidents recorded in the glass/brittle material breakage log and include products contaminated (if any), date, time, place and actions taken?	

Document Reference Glass & Brittle Material Breakage OPRP Verification OPRPR 1
Revision 0_1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

OPRP 1 Gla...

Glass & Brittle Material Breakage OPRP Validation

Glass & Brittle Material Breakage Operational PRP Validation

Product Category	Sandwiches Packaging		
Step Number	1 - 10		
Hazard	Contamination of food packaging with broken glass and brittle plastic during operations		
Control Measure	Minimisation of Glass and Brittle Materials/Glass & Brittle Material Breakage Procedure/Protection/Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass/brittle materials poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference OPRP 1 Glass & Brittle Material Breakage OPRP Validation
Revision 0_1st February 2024
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 About 129 Words

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The next folder to open is the PFSMS Record Templates Folder

There are a comprehensive range of easy to use food safety record templates:

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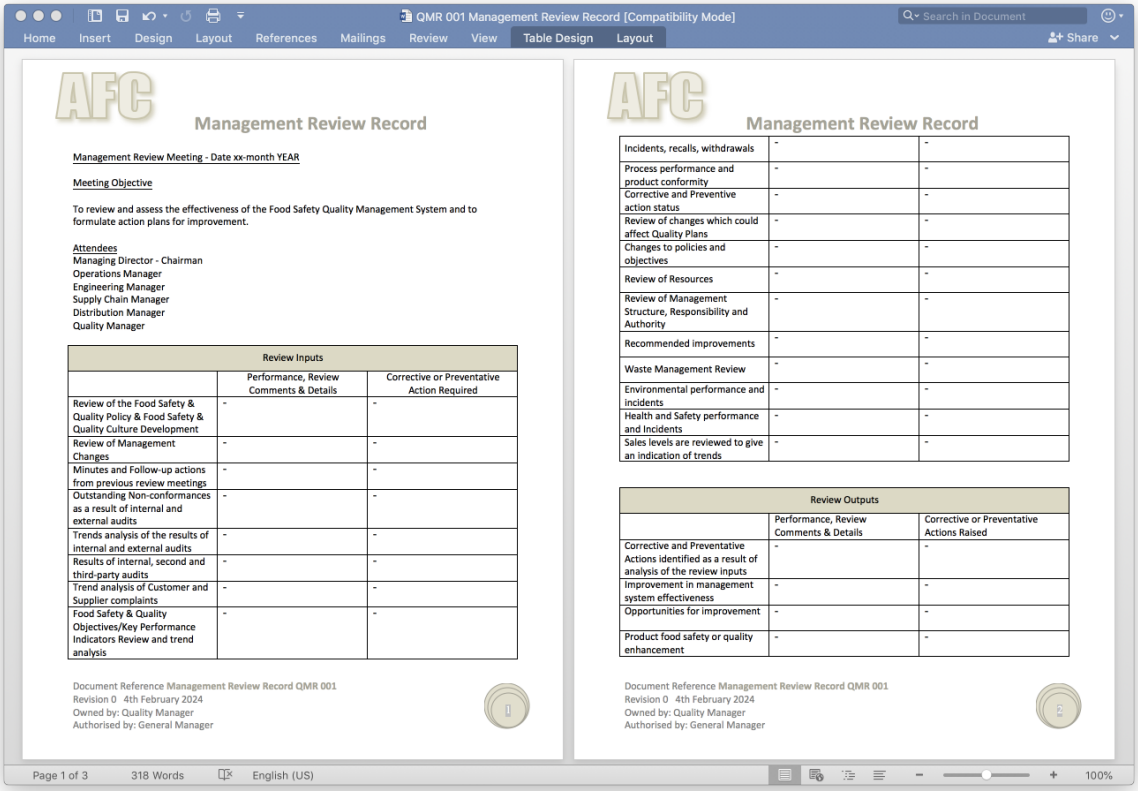

QMR 001 Management Review Record [Compatibility Mode]

Home Insert Design Layout References Mailings Review View Table Design Layout

AFC

Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

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

Attendees
Managing Director - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy & Food Safety & Quality Culture Development	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Food Safety & Quality Objectives/Key Performance Indicators Review and trend analysis	-	-

Document Reference Management Review Record QMR 001
Revision 0 4th February 2024
Owned by: Quality Manager
Authorised by: General Manager

1

AFC

Management Review Record

Incidents, recalls, withdrawals	-	-
Process performance and product conformity	-	-
Corrective and Preventive action status	-	-
Review of changes which could affect Quality Plans	-	-
Changes to policies and objectives	-	-
Review of Resources	-	-
Review of Management Structure, Responsibility and Authority	-	-
Recommended improvements	-	-
Waste Management Review	-	-
Environmental performance and incidents	-	-
Health and Safety performance and Incidents	-	-
Sales levels are reviewed to give an indication of trends	-	-

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Improvement in management system effectiveness	-	-
Opportunities for improvement	-	-
Product food safety or quality enhancement	-	-

Document Reference Management Review Record QMR 001
Revision 0 4th February 2024
Owned by: Quality Manager
Authorised by: General Manager

2

Page 1 of 3 318 Words English (US) 100%

QMR 018 Complaint Investigation Form [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

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 2024
Owned by: Quality Manager
Authorised by: General Manager

1

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Complaint Investigation Form

Investigation Summary:		
Proposed Corrective Action:		
Investigated By	**Date**	**Signature**
Person to Complete Corrective Action		
Target date for Completion		
Details of Corrective Action Taken:		
Signature	**Date**.....	
Quality Department Representative Corrective Action Checked and Effective:		
Signature	**Date**.....	
Response sent to customer reference and date		
Closed out by Quality Manager		
Date		

Document Reference Complaint Investigation Form QMR 018
Revision 0 4th February 2024
Owned by: Quality Manager
Authorised by: General Manager

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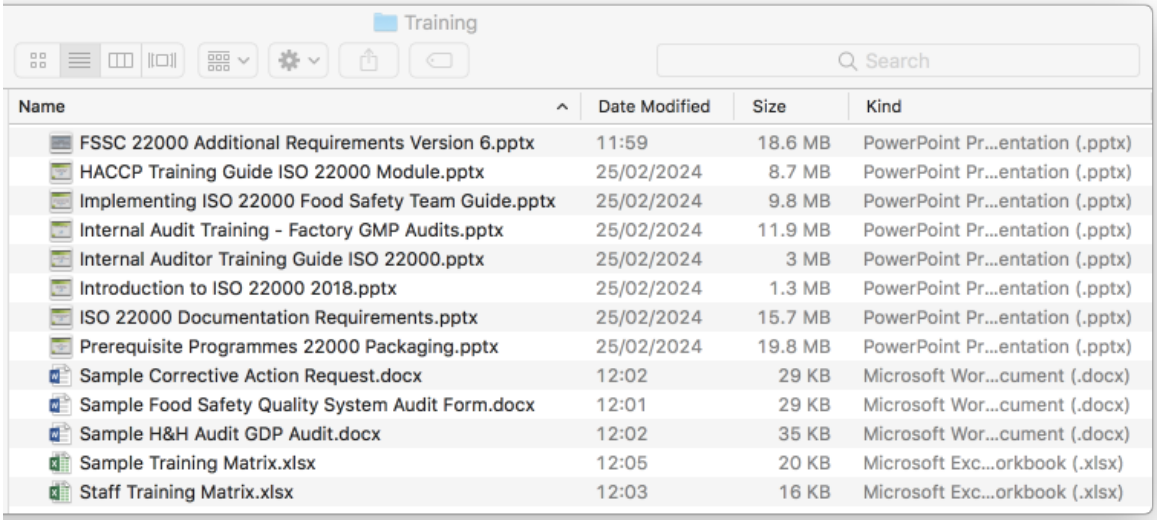
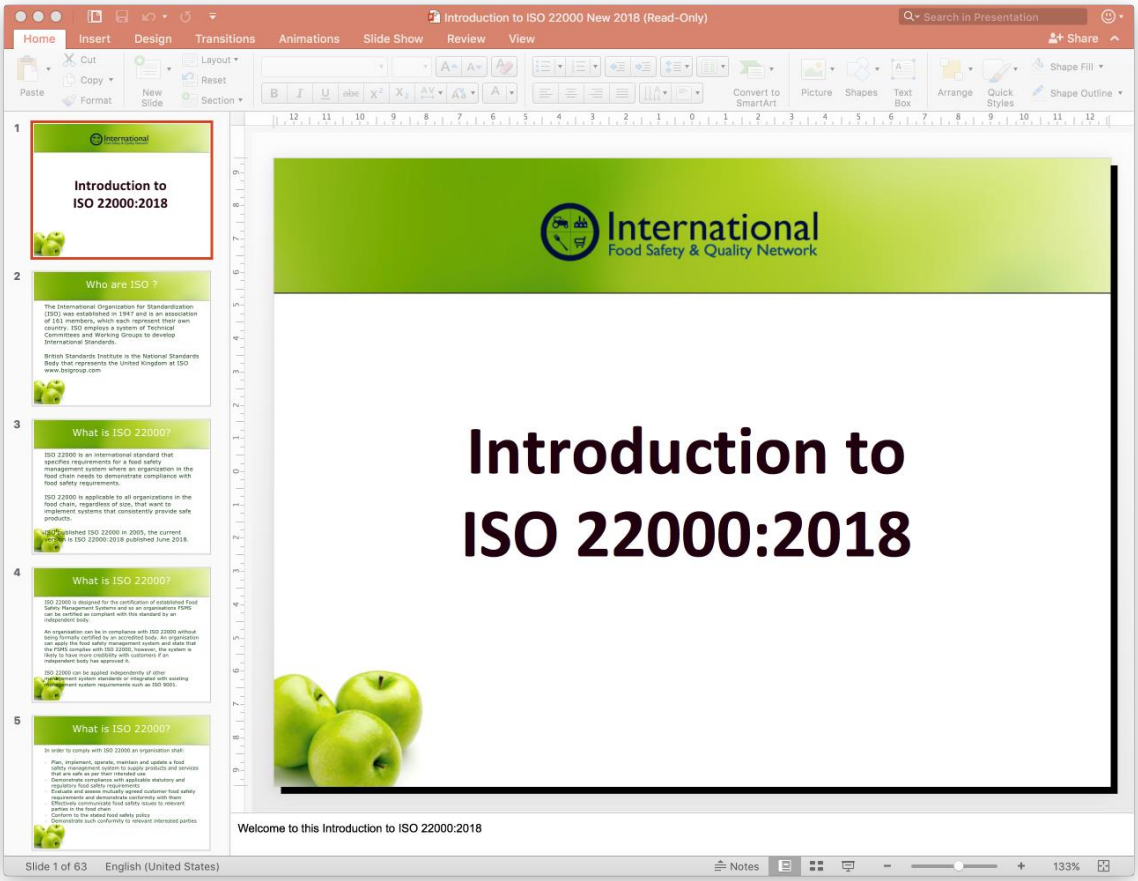
The next folder to open is the Training Folder



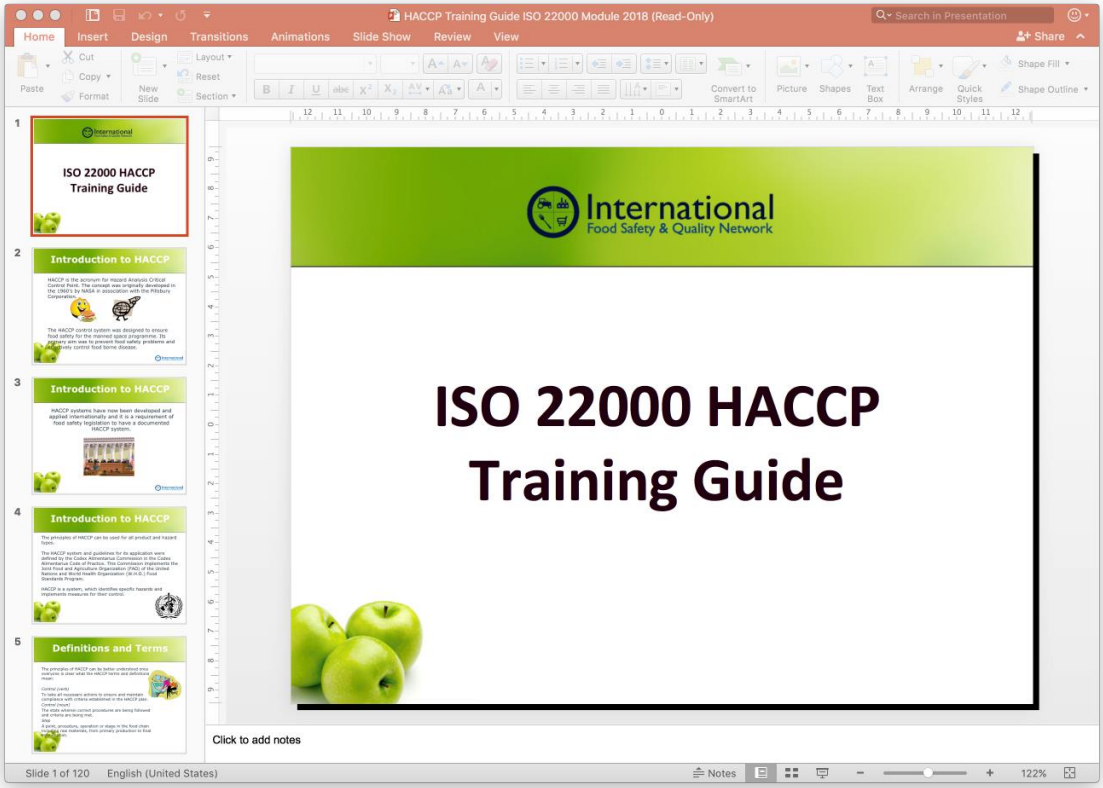
Name	Date Modified	Size	Kind
FSSC 22000 Additional Requirements Version 6.pptx	11:59	18.6 MB	PowerPoint Pr...entation (.pptx)
HACCP Training Guide ISO 22000 Module.pptx	25/02/2024	8.7 MB	PowerPoint Pr...entation (.pptx)
Implementing ISO 22000 Food Safety Team Guide.pptx	25/02/2024	9.8 MB	PowerPoint Pr...entation (.pptx)
Internal Audit Training - Factory GMP Audits.pptx	25/02/2024	11.9 MB	PowerPoint Pr...entation (.pptx)
Internal Auditor Training Guide ISO 22000.pptx	25/02/2024	3 MB	PowerPoint Pr...entation (.pptx)
Introduction to ISO 22000 2018.pptx	25/02/2024	1.3 MB	PowerPoint Pr...entation (.pptx)
ISO 22000 Documentation Requirements.pptx	25/02/2024	15.7 MB	PowerPoint Pr...entation (.pptx)
Prerequisite Programmes 22000 Packaging.pptx	25/02/2024	19.8 MB	PowerPoint Pr...entation (.pptx)
Sample Corrective Action Request.docx	12:02	29 KB	Microsoft Wor...cument (.docx)
Sample Food Safety Quality System Audit Form.docx	12:01	29 KB	Microsoft Wor...cument (.docx)
Sample H&H Audit GDP Audit.docx	12:02	35 KB	Microsoft Wor...cument (.docx)
Sample Training Matrix.xlsx	12:05	20 KB	Microsoft Exc...orkbook (.xlsx)
Staff Training Matrix.xlsx	12:03	16 KB	Microsoft Exc...orkbook (.xlsx)

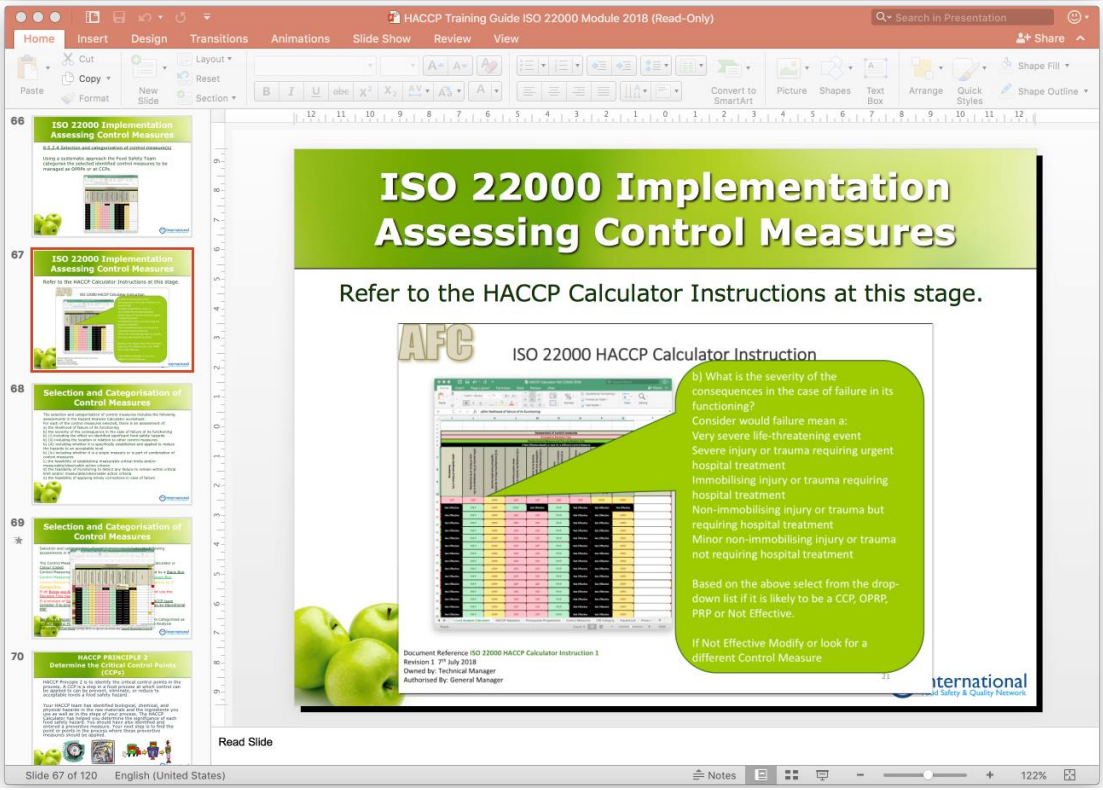
This folder contains Training Presentations:



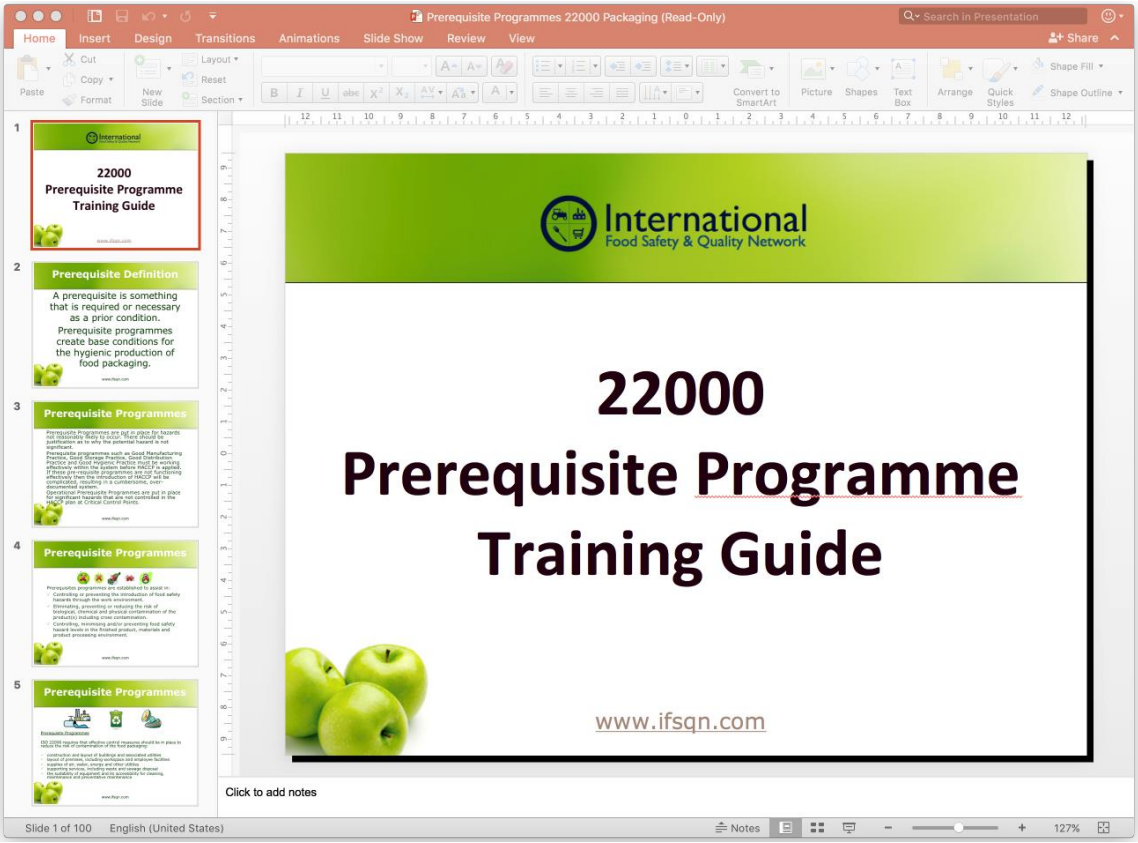
HACCP Training

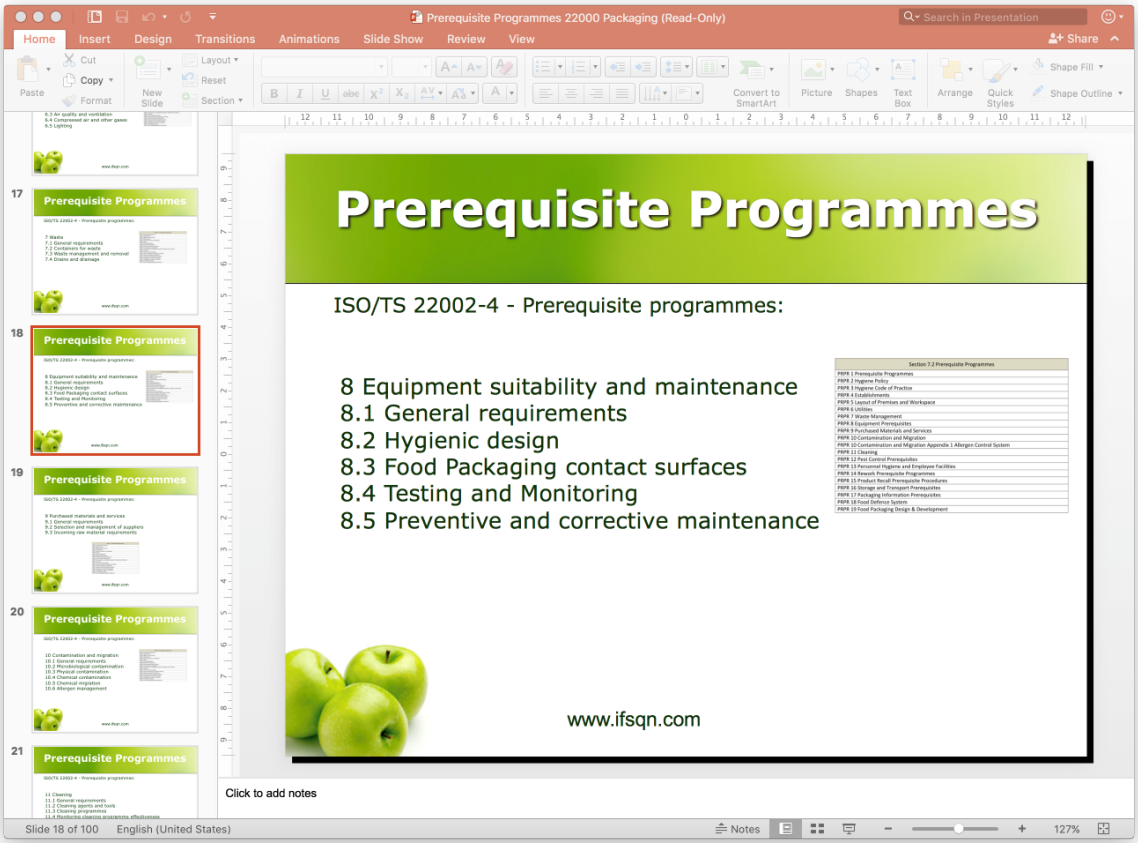
A HACCP training presentation is supplied to train your food safety team in the preliminary steps to Hazard Analysis, the principles of HACCP and how to use the HACCP calculator in implementing your HACCP system.





Prerequisite Programmes Training





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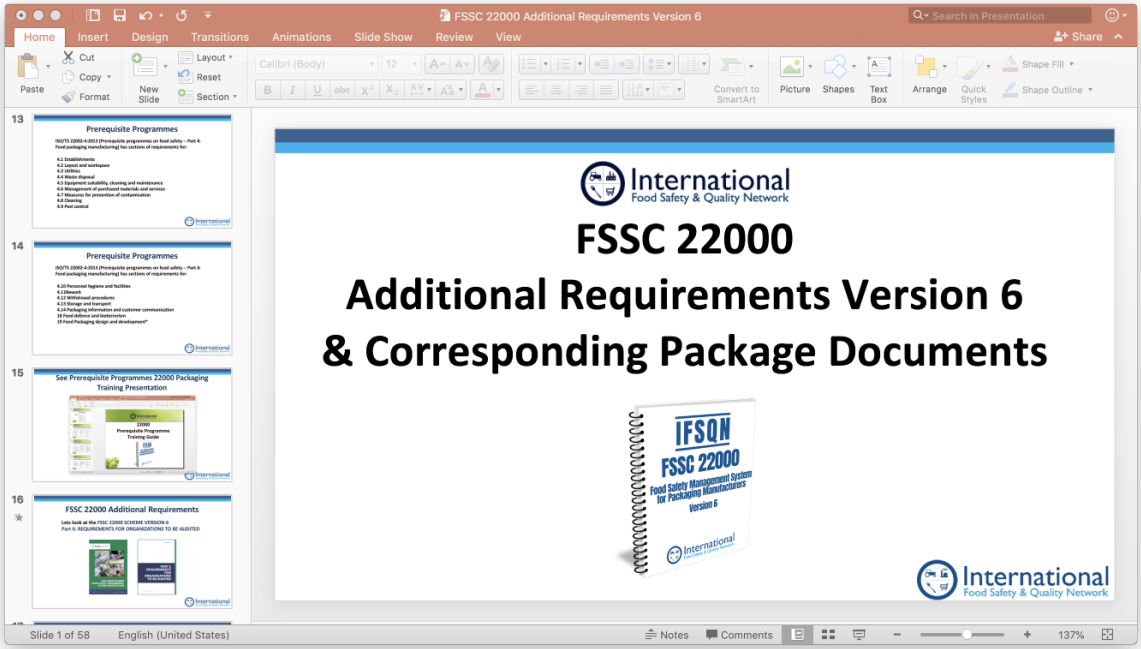
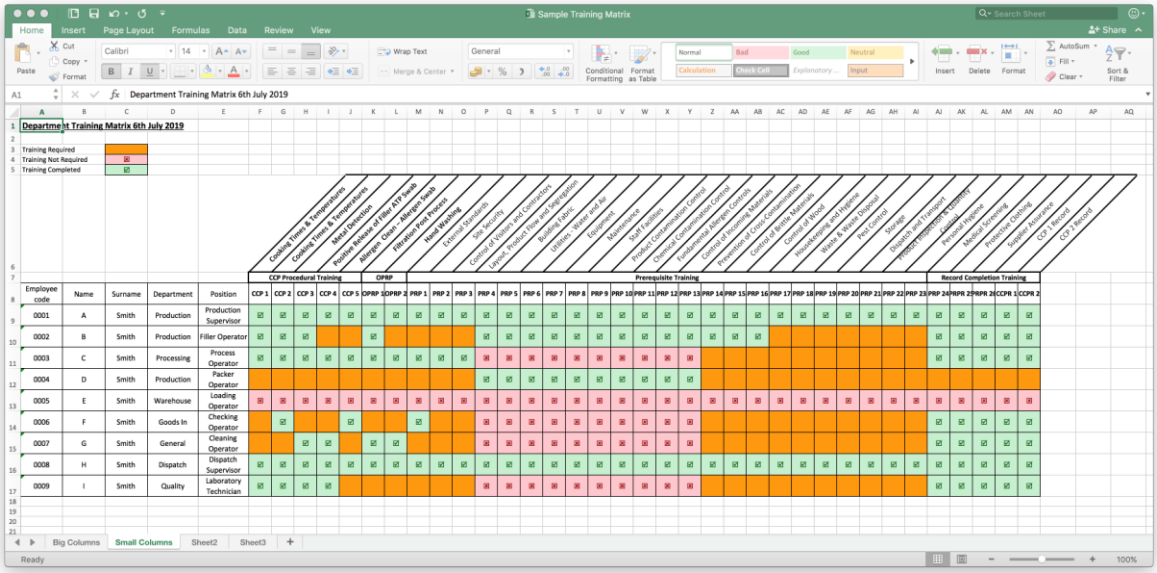
FSSC 22000 Additional Requirements Training Presentation

A presentation on the additional requirements of the FSSC 22000 Scheme is also provided.



There are also sample Training Matrices



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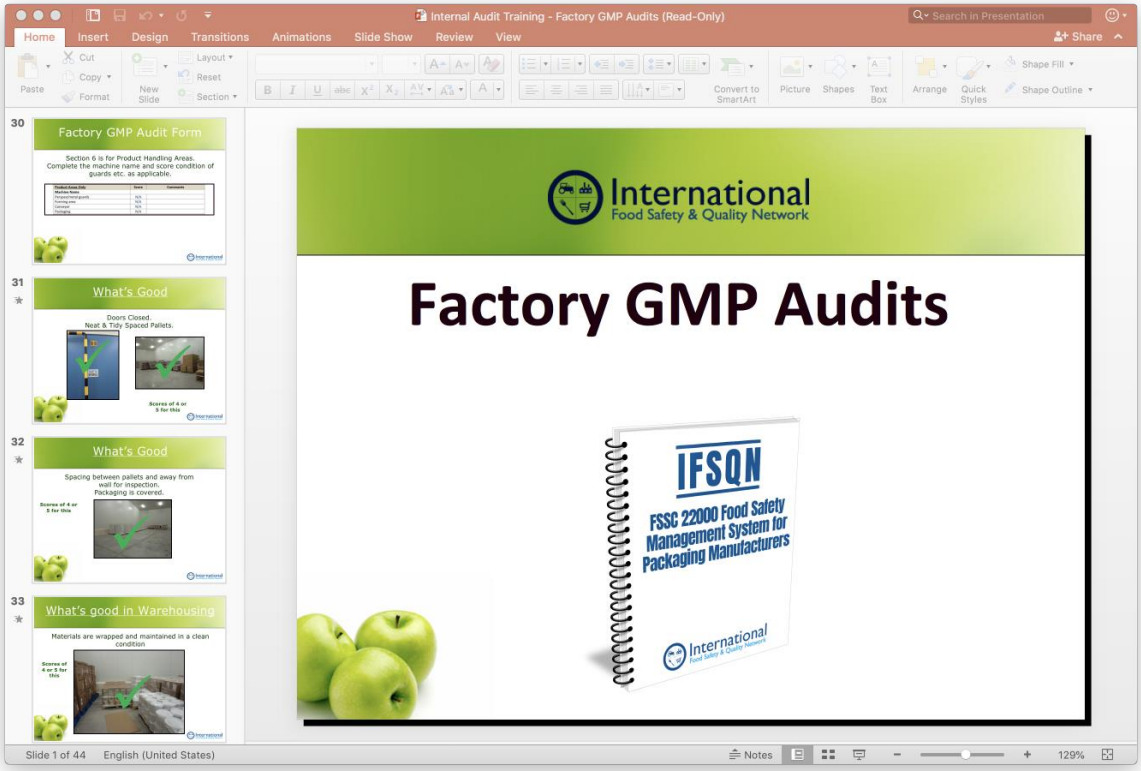
The IFSQN FSSC 22000 Food Packaging Implementation Package Start Up Guide

There is an Internal Auditor Training Presentations



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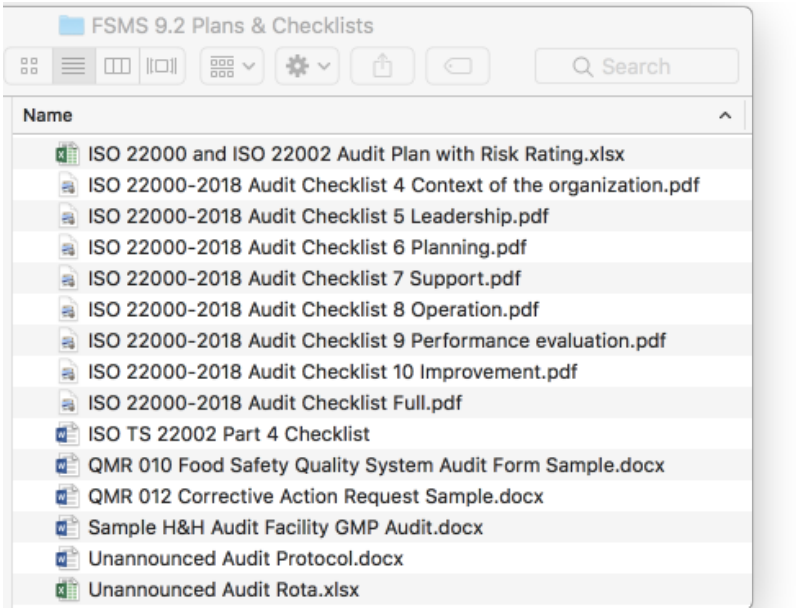
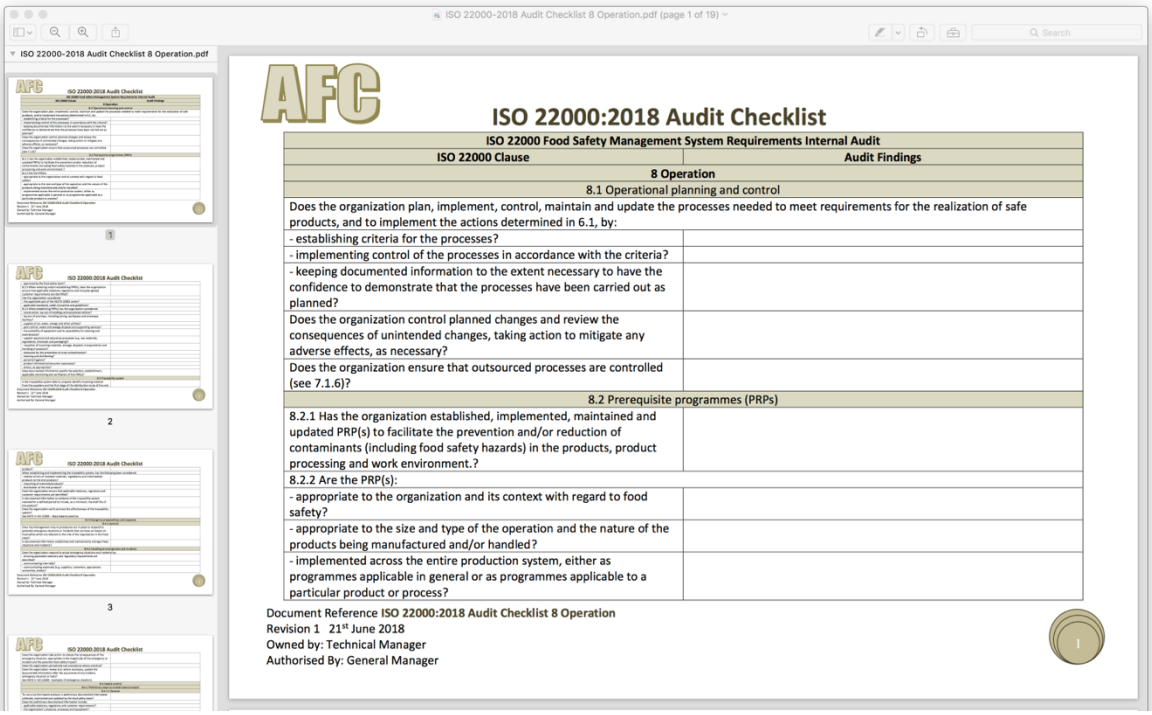
In the Packaging Safety Management System V6 Folder there is a FSMS 9.2 Plans & Checklists Sub-Folder



Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard and also the ISO TS 22002-4 standard.



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ISO 22000:2018 Audit Checklist

ISO 22000 Food Safety Management System Requirements Internal Audit	
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 particular product or process?	

Document Reference ISO 22000:2018 Audit Checklist 8 Operation
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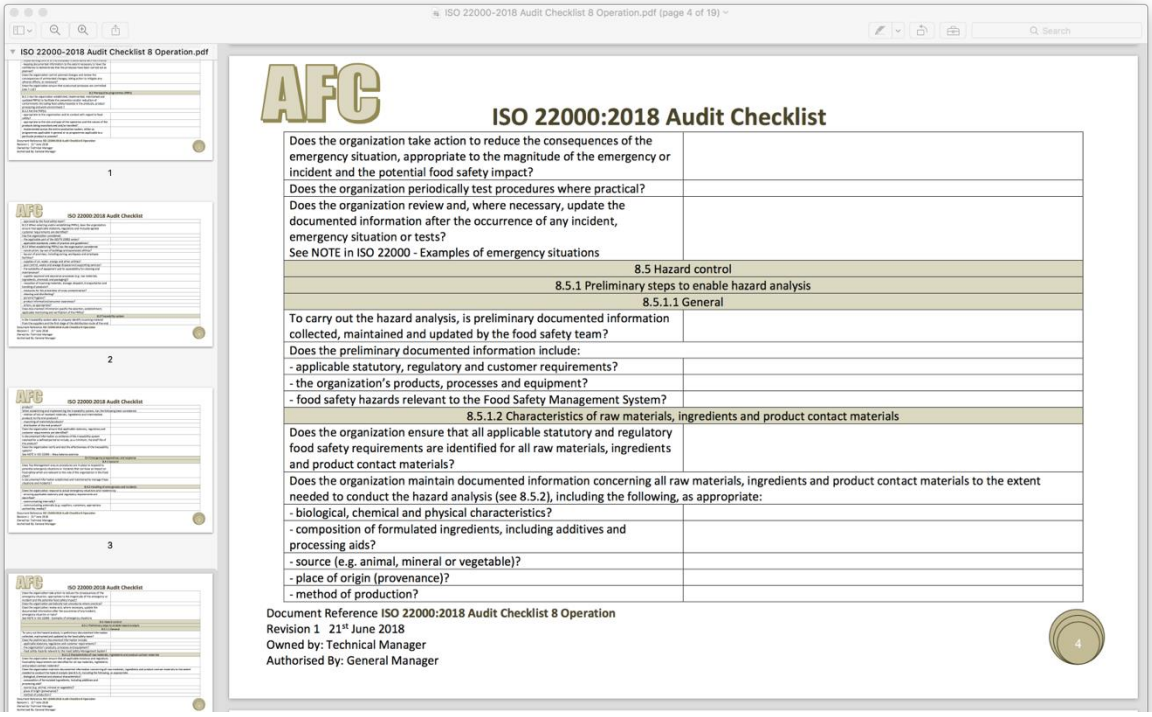

ISO 22000:2018 Audit Checklist

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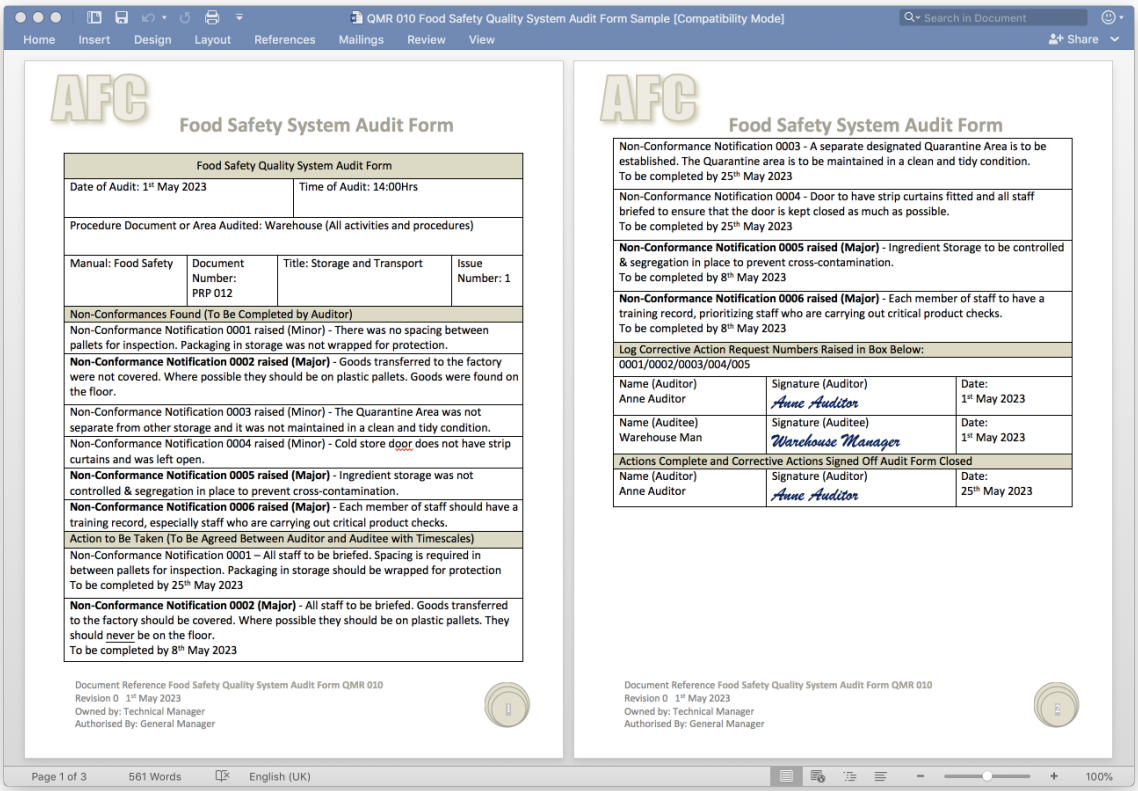
There are also sample Audit Report and Corrective Action Request documents:



Food Safety System Audit Form

Food Safety Quality System Audit Form			
Date of Audit: 1st May 2023		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 2023			
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 2023			

Document Reference Food Safety Quality System Audit Form QMR 010
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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 2023		
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 2023		
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th May 2023		
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 2023		
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 2023
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st May 2023
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th May 2023

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 0 1st May 2023
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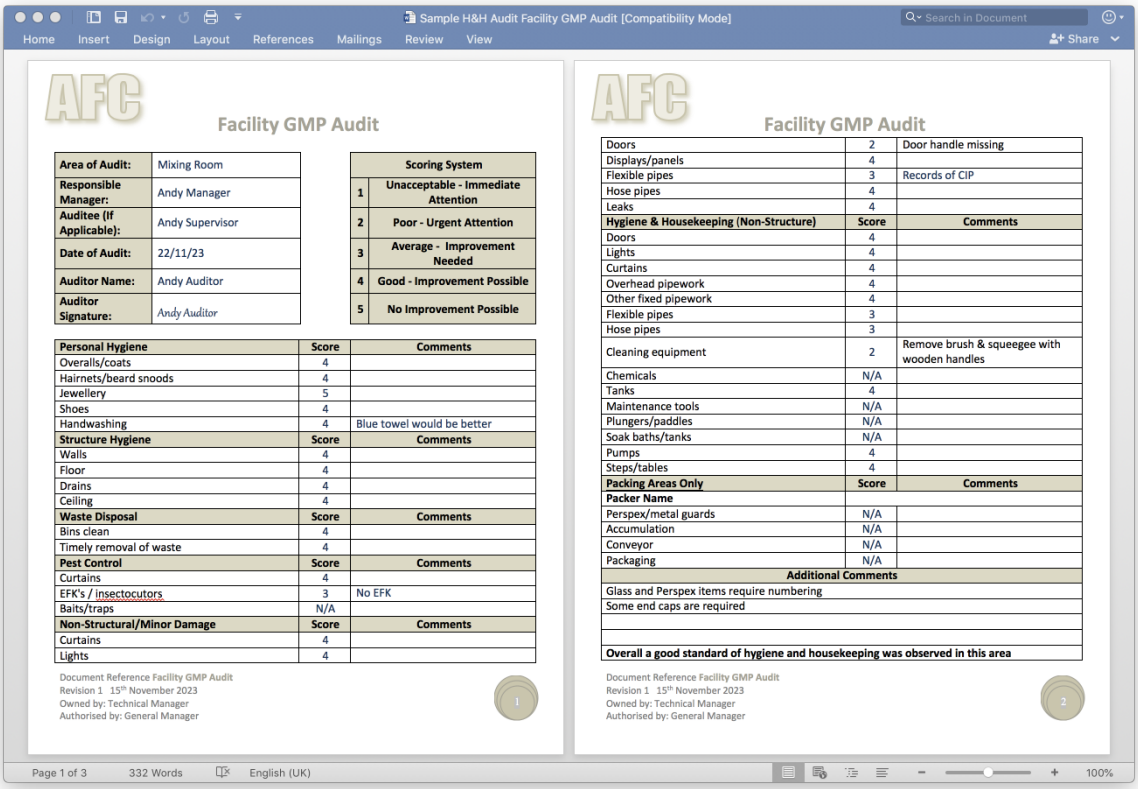

Sample H&H Audit Facility GMP Audit [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

AFC

Facility GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/11/23
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

Document Reference Facility GMP Audit
Revision 1 15th November 2023
Owned by: Technical Manager
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Facility GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Packing Areas Only	**Score**	**Comments**
Packer Name		
Perspex/metal guards	N/A	
Accumulation	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Facility GMP Audit
Revision 1 15th November 2023
Owned by: Technical Manager
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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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