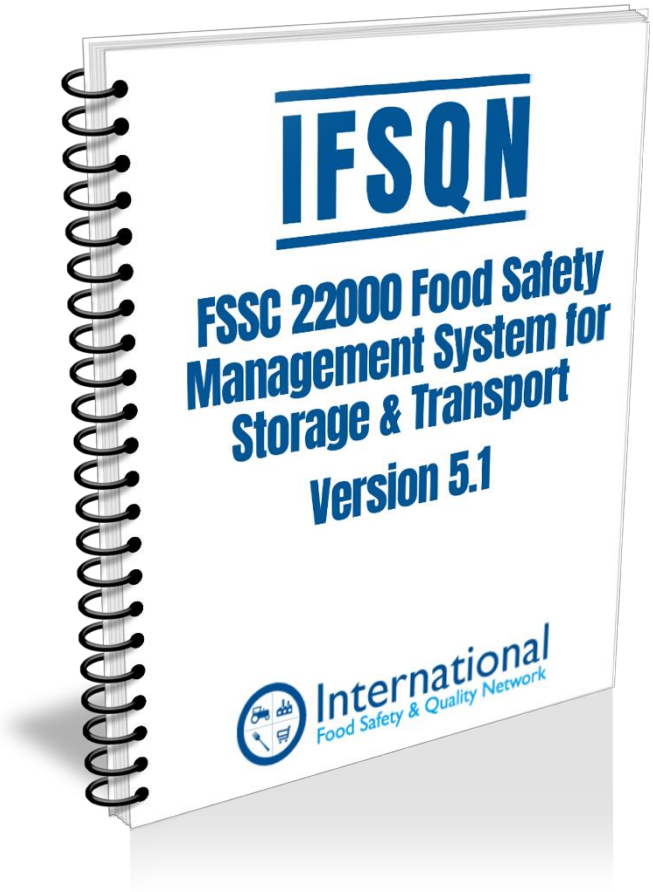
FSSC 22000 S&D Food Safety Management System Implementation Workbook



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

- ✓ Step One: ISO 22000 & ISO 22002-5 Familiarisation
- ✓ Step Two: GAP Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Project 22000
- ✓ Step Five: Food Safety Management System
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Review and Updating
- ✓ Step Nine: Final Steps to FSSC 22000 Certification

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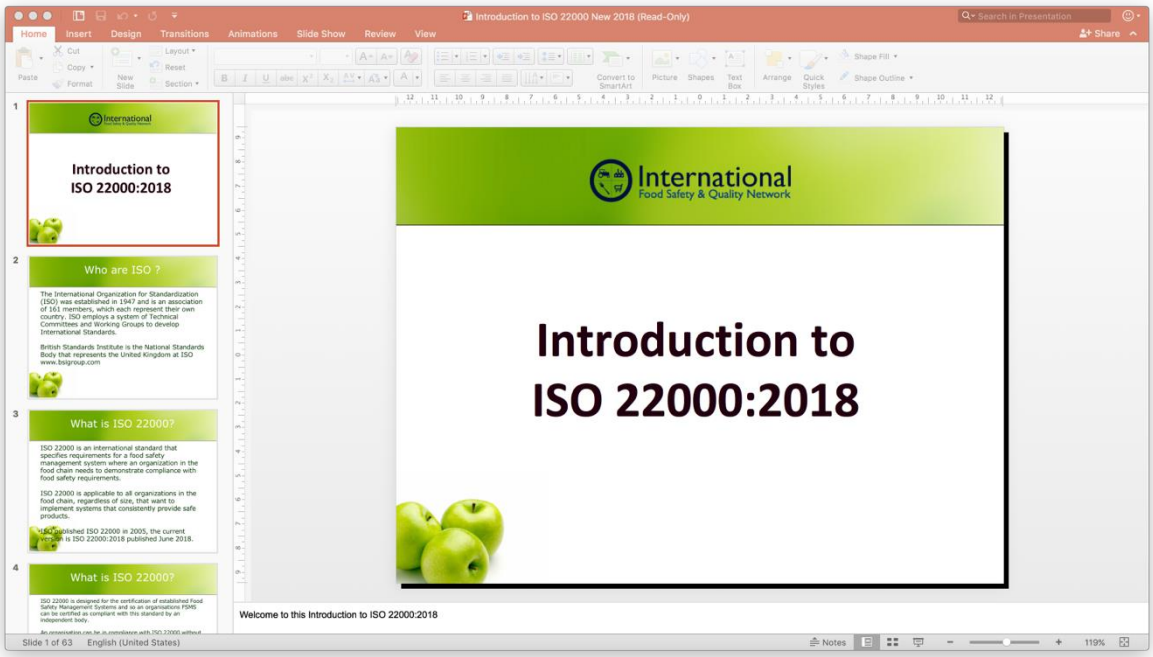
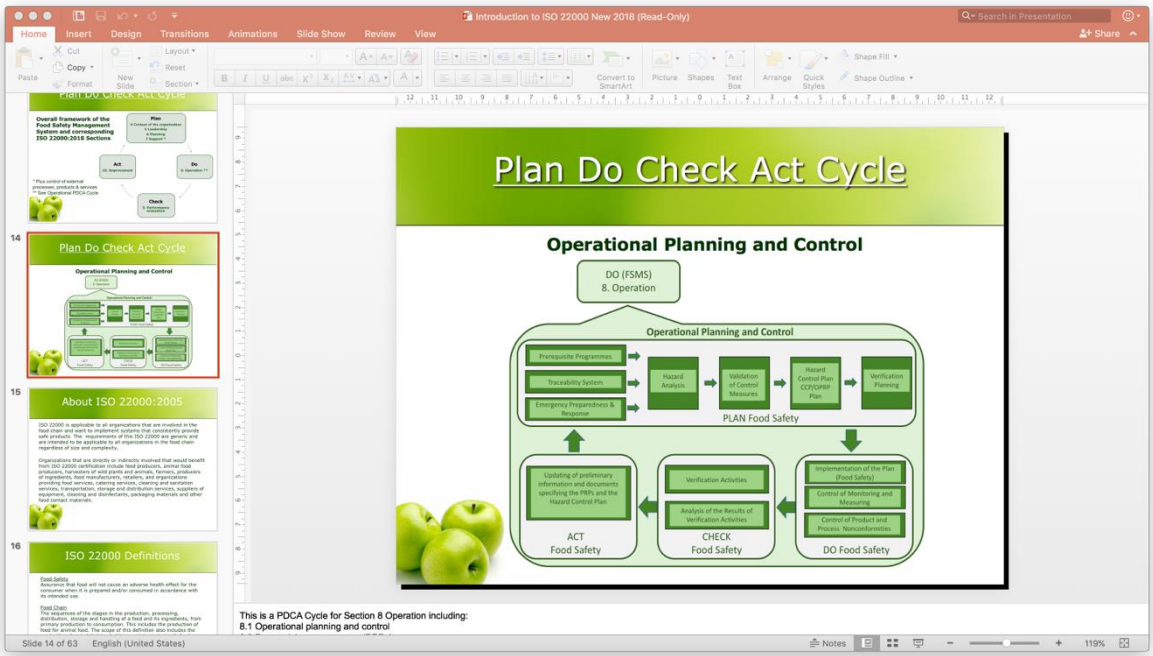
Step One: ISO 22000 & ISO 22002-5 Familiarisation

Training: Introduction to ISO 22000

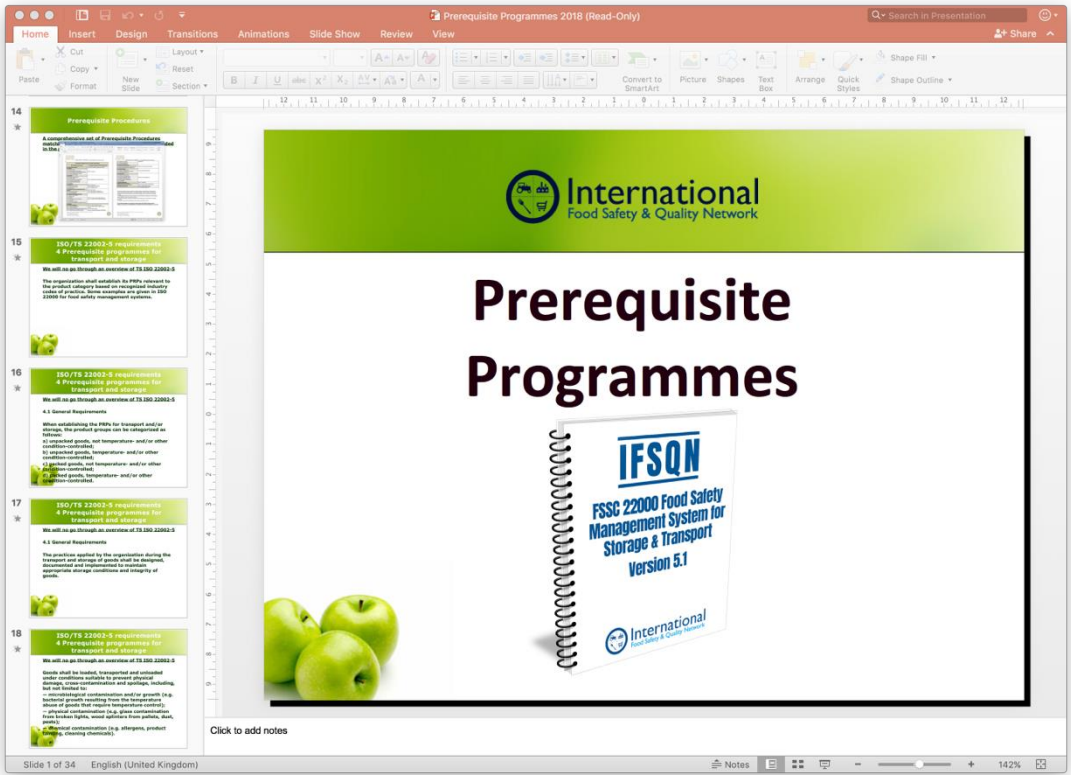
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.

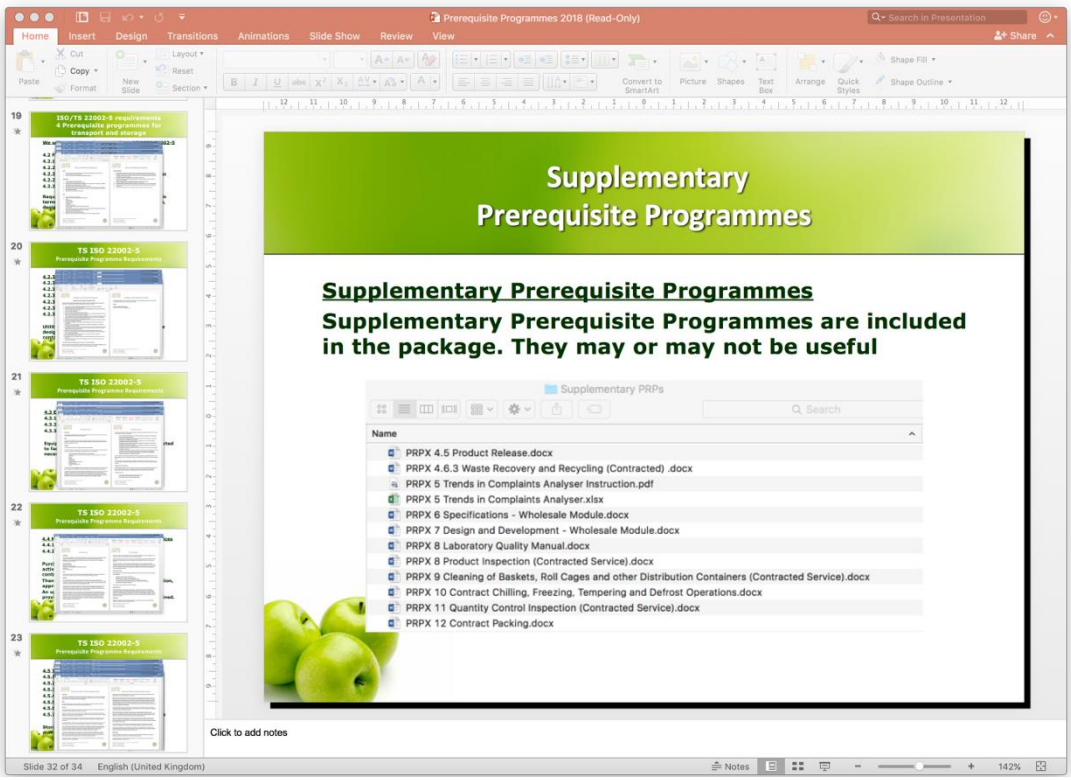




Prerequisite Training

The Prerequisite Programme PowerPoint presentation supplied explains the part that prerequisites play in an FSSC 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 22002-5:2019 (Prerequisite programmes on Food Safety -- Part 5: Transport and storage) 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 22002-5:2019 and ISO 22000:2018 and assess for compliance using the checklist to record their findings.

ISO/TS 22002-5:2019 Prerequisite programmes on Food Safety -- Part 5: Transport and Storage - CONFORMANCE ANALYSIS			
4.1 General requirements			
ISO/TS 22002-5 Requirements	Compliant		Comments
	Yes	No	
4.1 General requirements			
4.2 Facilities			
ISO/TS 22002-5 Requirements	Compliant		Comments
	Yes	No	
4.2.1 External Layout			
4.2.2 Internal layout and work space			
4.2.2.1 Internal design, layout and traffic patterns			
4.2.2.2 Internal structures and fittings			
4.2.2.3 Drains and drainage			
4.2.3 Utilities			
ISO/TS 22002-5 Requirements	Compliant		Comments
	Yes	No	
4.2.3.1 General requirements			
4.2.3.2 Water supply			

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Does the scope include the activities, processes, products or services that can have an influence on the food safety of its end products?	
When determining this scope, has the organization considered:	
- the external and internal issues referred to in 4.1?	
- the requirements referred to in 4.2?	
Is the scope available and maintained as documented information?	
4.4 Food safety management system	
Has the organization established, implemented, maintained, updated and continually improved the Food Safety Management System, including the processes needed and their interactions, in accordance with the requirements of ISO 22000?	
ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
5 Leadership	
5.1 Leadership and commitment	
Has Top Management demonstrated leadership and commitment with respect to the Food Safety Management System by:	
- ensuring that the food safety policy and the objectives of the Food Safety Management System are established and are compatible with the strategic direction of the organization?	
- ensuring the integration of the Food Safety Management System requirements into the organization's business processes?	
- ensuring that the resources needed for the Food Safety Management System are available?	
- communicating the importance of effective food safety management and conforming to the Food Safety Management System requirements, applicable statutory and regulatory requirements, and mutually agreed customer requirements related to food safety?	
- ensuring that the Food Safety Management System is evaluated and	

Ensure any areas requiring action are identified

Areas requiring improvement identified in the assessment of compliance with ISO/TS 22002-5 & ISO 22000 should be logged.

Date	ISO/TS 22002-5 or ISO 22000 Clause	Details of Non-Compliance	Corrective Action Required	Responsibility	Target completion Date	Date Completed

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Step Three: Senior 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 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 adequate 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 requirements
- ✓ Define the scope and boundaries of the FSMS
- ✓ Develop a Food Safety Policy
- ✓ Based on the Food Safety Policy establish Food Safety 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 requirements
4. Define the scope and boundaries of the FSMS
5. Develop a Food Safety Policy
6. Based on the Food Safety Policy establish Food Safety Objectives
7. Plan the establishment of the FSMS using the project planner
8. Provide adequate support to establish the FSMS
9. Ensure there is adequate infrastructure and work environment
10. Allocate responsibility and authority
11. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Top Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Quality Manager		Food Safety 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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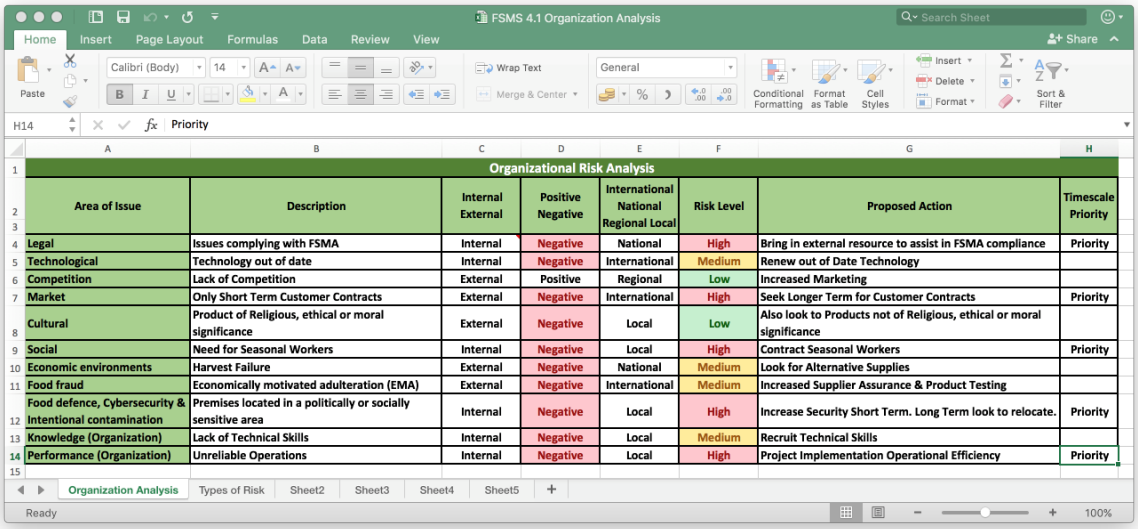
Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

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:



FSMS 4.1 Organization Analysis

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.

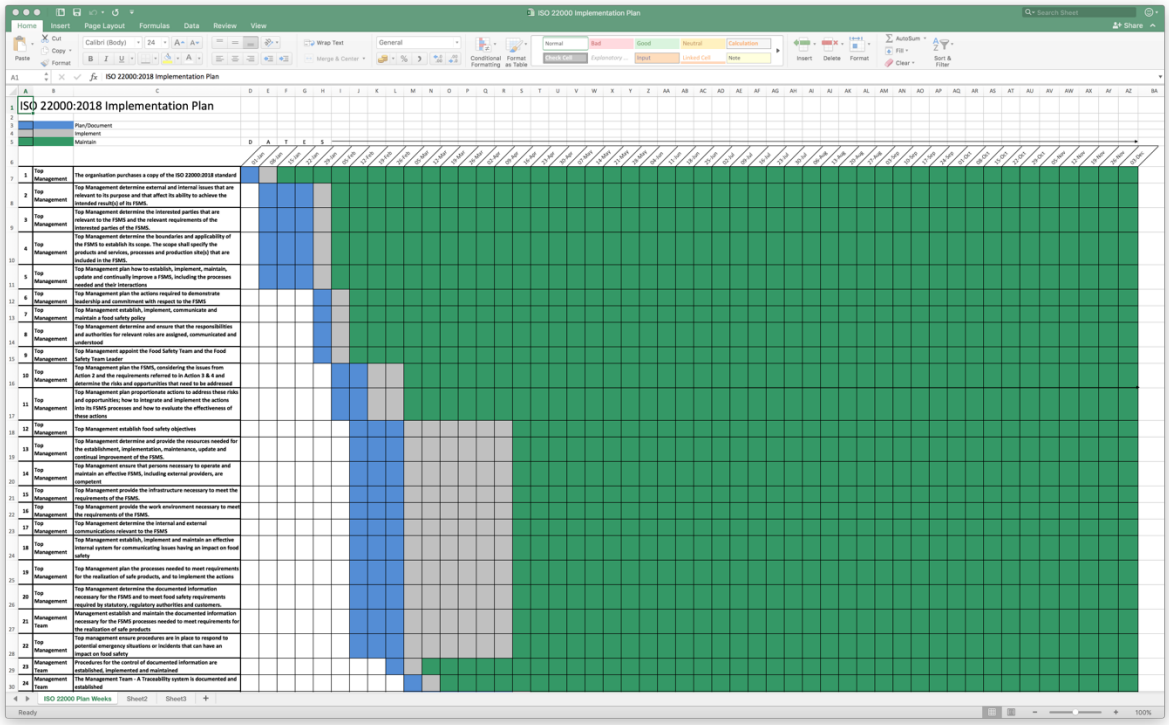
Top Management FSMS Implementation Checklist

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

Top Management Establish the Project Plan

Using the Excel Project Planner Top Management adapt the template supplied with the system to establish a Project Plan.



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ISO 22000:2018 Implementation Plan

Step	Responsible Team	Implementation Task
1	Top Management	The organisation purchases a copy of the ISO 22000:2018 standard
2	Top Management	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.
3	Top Management	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.
4	Top Management	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.
5	Top Management	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions
6	Top Management	Top Management plan the actions required to demonstrate leadership and commitment with respect to the FSMS
7	Top Management	Top Management establish, implement, communicate and maintain a food safety policy
8	Top Management	Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood
9	Top Management	Top Management appoint the Food Safety Team and the Food Safety Team Leader
10	Top Management	Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed
11	Top Management	Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions
12	Top Management	Top Management establish food safety objectives
13	Top Management	Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.

Document Reference FSMS 8 ISO 22000:2018 Implementation Plan
Revision 1 22nd June 2018
Owned by: Production Manager
Authorised By: Technical Manager

Top Management provide adequate support to establish the FSMS

Top management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

8	Top management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	

- Promotion of the awareness of customer requirements throughout the company.
- 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		
Packing Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Packing Manager		
Quality Manager (Food Safety Team Leader)		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Distribution Manager		

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Top Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Quality Manager	

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Senior Management Establish Food 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
	Quality 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 Purchase Order (PO) and Delivery Note (DN) or check contracts Check 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?FEFO rotation principles
Preparation of Materials	QA/QC, Warehouse Manager & Supervisor	Follow safe preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check materials/products identification and traceability
Packing	QC/QC, Packing Manager, Supervisor & Operators	Follow safe packing handling practices Ensure Good Practices are adhered to Follow cleaning and sanitation standards and procedures
Coding and secondary packing	Packing Supervisor & Operators	Follow coding & packing procedures Ensure Food is hygienically handled 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/FEF) stock rotation principles Check correctness of DN prior to stock release Check conditions of stock and packaging before loading Check vehicle for hygiene/pest infestations

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Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

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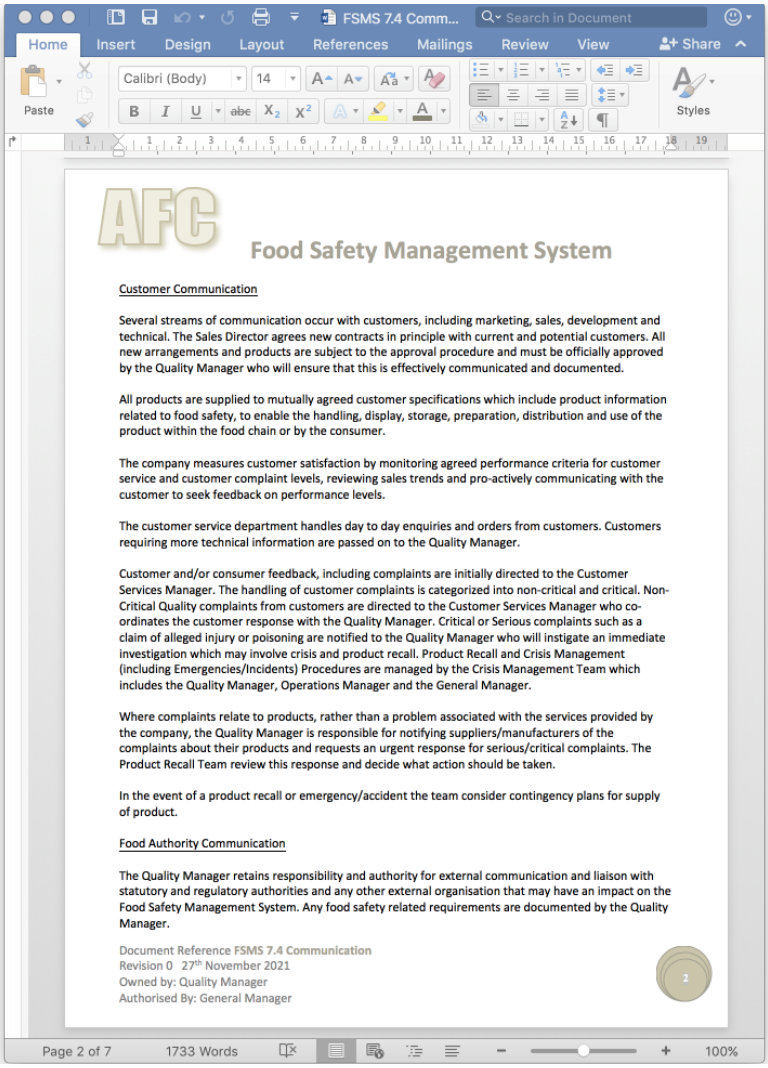
Top Management establish Communication Channels

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 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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Food Safety Management System

Customer Communication

Several streams of communication occur with customers, including marketing, sales, development and technical. The Sales Director agrees new contracts in principle with current and potential customers. All new arrangements and products are subject to the approval procedure and must be officially approved by the Quality Manager who will ensure that this is effectively communicated and documented.

All products are supplied to mutually agreed customer specifications which include product information related to food safety, to enable the handling, display, storage, preparation, distribution and use of the product within the food chain or by the consumer.

The company measures customer satisfaction by monitoring agreed performance criteria for customer service and customer complaint levels, reviewing sales trends and pro-actively communicating with the customer to seek feedback on performance levels.

The customer service department handles day to day enquiries and orders from customers. Customers requiring more technical information are passed on to the Quality Manager.

Customer and/or consumer feedback, including complaints are initially directed to the Customer Services Manager. The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager. Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Quality Manager who will instigate an immediate investigation which may involve crisis and product recall. Product Recall and Crisis Management (including Emergencies/Incidents) Procedures are managed by the Crisis Management Team which includes the Quality Manager, Operations Manager and the General Manager.

Where complaints relate to products, rather than a problem associated with the services provided by the company, the Quality Manager is responsible for notifying suppliers/manufacturers of the complaints about their products and requests an urgent response for serious/critical complaints. The Product Recall Team review this response and decide what action should be taken.

In the event of a product recall or emergency/accident the team consider contingency plans for supply of product.

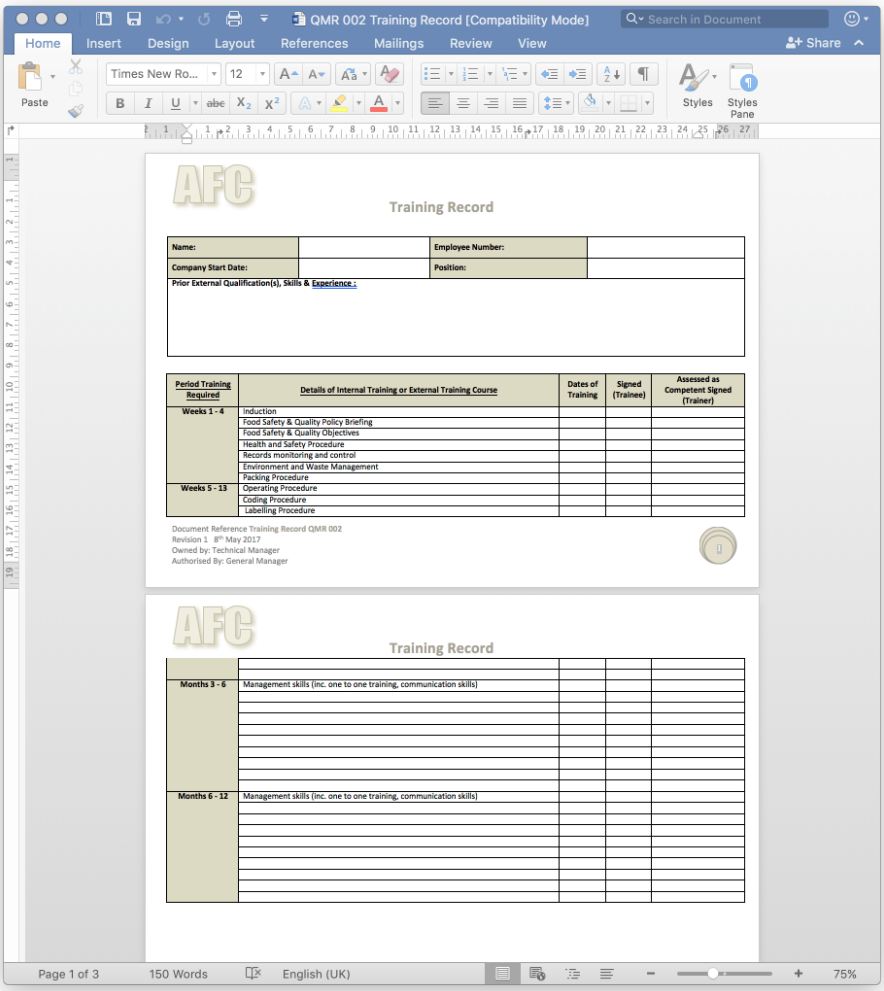
Food Authority Communication

The Quality Manager retains responsibility and authority for external communication and liaison with statutory and regulatory authorities and any other external organisation that may have an impact on the Food Safety Management System. Any food safety related requirements are documented by the Quality Manager.

Document Reference FSMS 7.4 Communication
Revision 0 27th November 2021
Owned by: Quality Manager
Authorised By: General Manager

Page 2 of 7 1733 Words 100%

QMR 002 Training Record



QMR 002 Training Record [Compatibility Mode]

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			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

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

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)			

Page 1 of 3 150 Words English (UK) 75%

Basic ISO 22000 Training should be given to all staff:

- ✓ Part of Introduction to ISO 22000

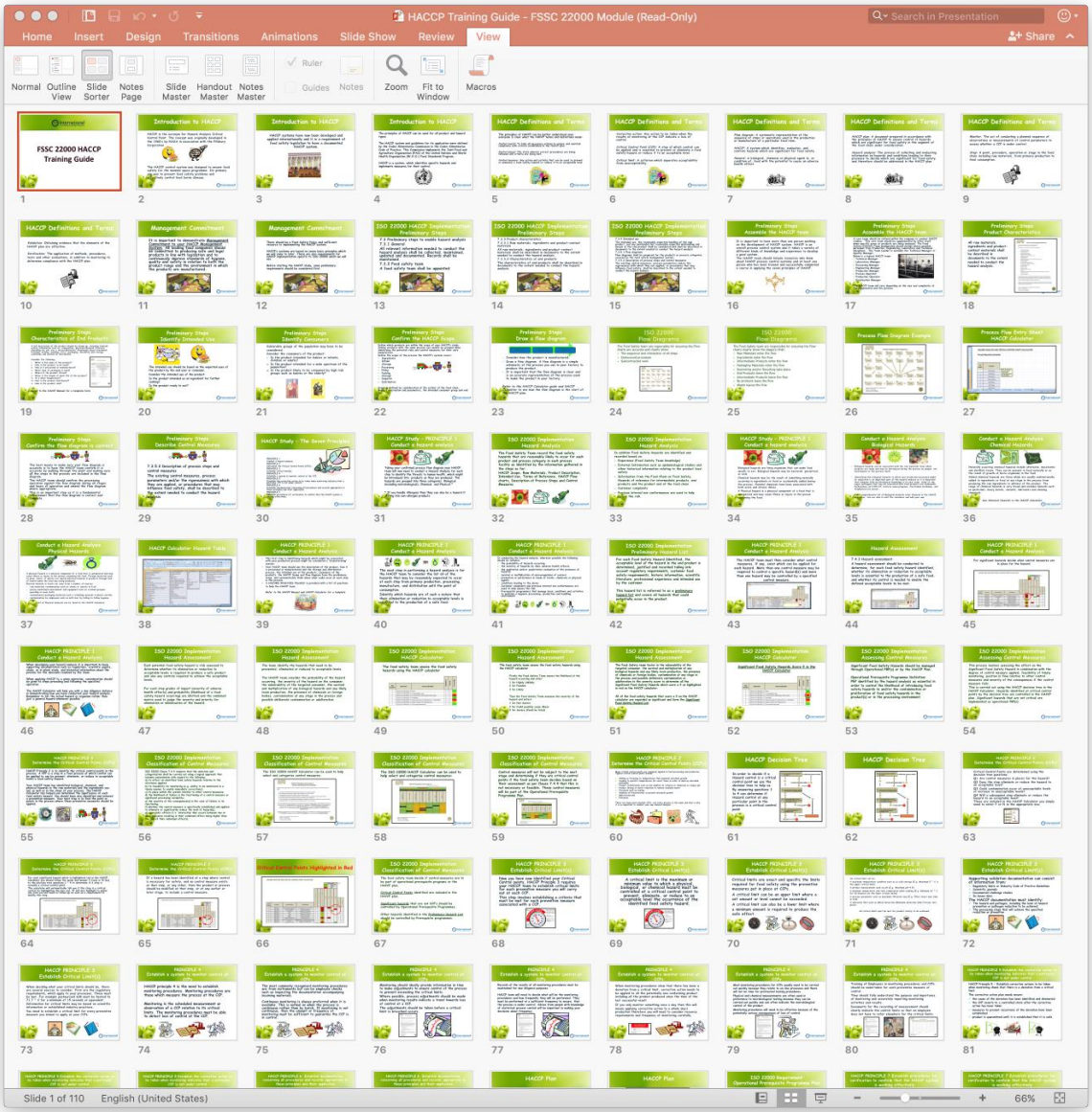
The Food Safety Team should receive extra training:

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

Remember all Food handlers should receive Basic Food Hygiene Training

HACCP Training

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



Steering Group Take Control of the Project

This contains the project tools you need to implement your FSSC 22000 compliant Food 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 Safety Management System Steering Group			
FPSMS Team Member	**Name**	**Position**	**Qualification**
FPSMS Team Leader			
FPSMS Assistant Leader			
FPSMS Team Members			

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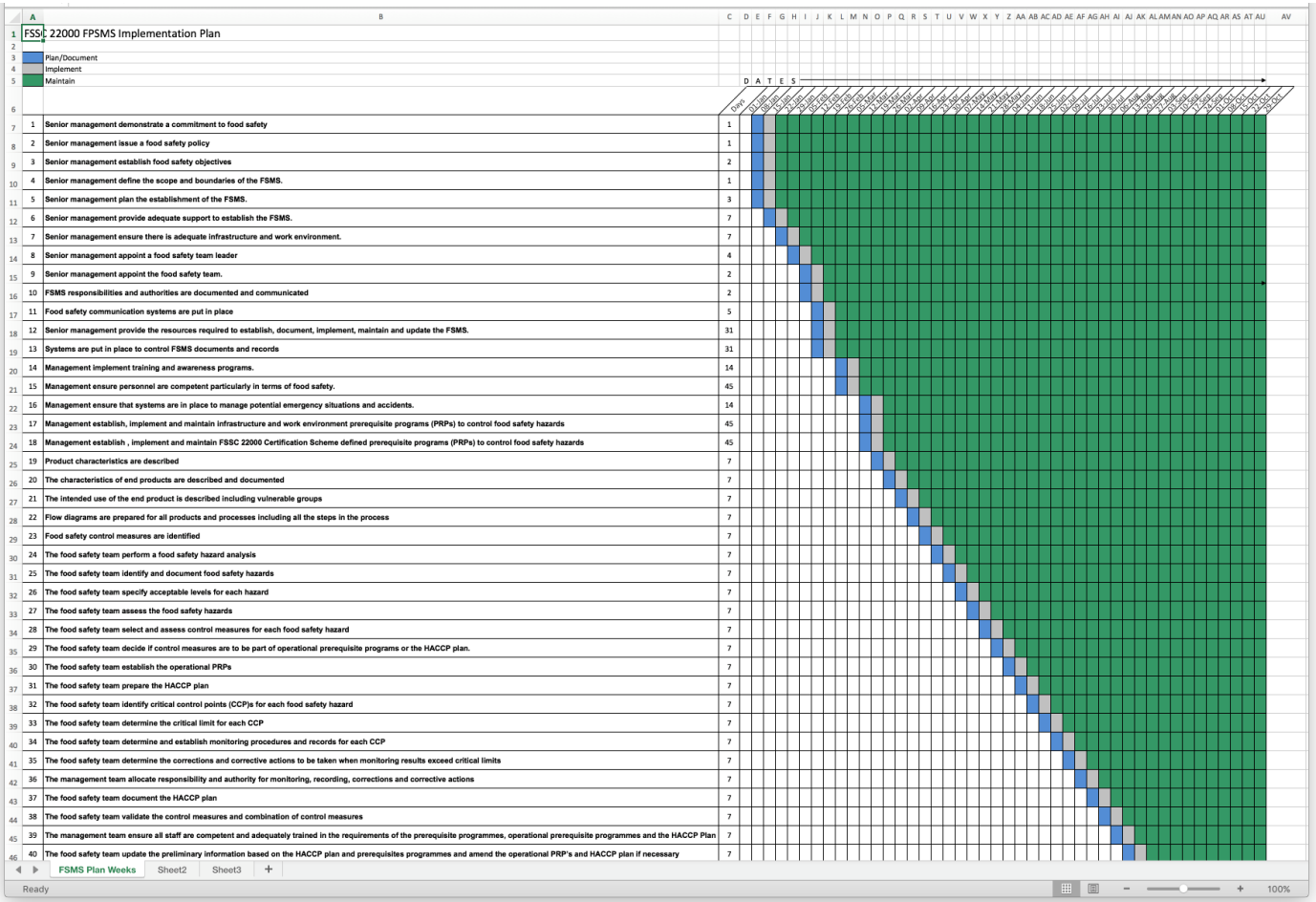
Project Plan

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



FSSC 22000 FPSMS Implementation Plan

Plan/Document
Implement
Maintain

DATES

		Days
1	Senior management demonstrate a commitment to food safety	1
2	Senior management issue a food safety policy	1
3	Senior management establish food safety objectives	2
4	Senior management define the scope and boundaries of the FSMS.	1
5	Senior management plan the establishment of the FSMS.	3
6	Senior management provide adequate support to establish the FSMS.	7
7	Senior management ensure there is adequate infrastructure and work environment.	7
8	Senior management appoint a food safety team leader	4
9	Senior management appoint the food safety team.	2
10	FSMS responsibilities and authorities are documented and communicated	2
11	Food safety communication systems are put in place	5
12	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	31
13	Systems are put in place to control FSMS documents and records	31
14	Management implement training and awareness programs.	14
15	Management ensure personnel are competent particularly in terms of food safety.	45
16	Management ensure that systems are in place to manage potential emergency situations and accidents.	14
17	Management establish, implement and maintain infrastructure and work environment prerequisite programs (PRPs) to control food safety hazards	45
18	Management establish , implement and maintain FSSC 22000 Certification Scheme defined prerequisite programs (PRPs) to control food safety hazards	45
19	Product characteristics are described	7
20	The characteristics of end products are described and documented	7
21	The intended use of the end product is described including vulnerable groups	7
22	Flow diagrams are prepared for all products and processes including all the steps in the process	7
23	Food safety control measures are identified	7
24	The food safety team perform a food safety hazard analysis	7
25	The food safety team identify and document food safety hazards	7
26	The food safety team specify acceptable levels for each hazard	7
27	The food safety team assess the food safety hazards	7
28	The food safety team select and assess control measures for each food safety hazard	7
29	The food safety team decide if control measures are to be part of operational prerequisite programs or the HACCP plan.	7
30	The food safety team establish the operational PRPs	7
31	The food safety team prepare the HACCP plan	7
32	The food safety team identify critical control points (CCP)s for each food safety hazard	7
33	The food safety team determine the critical limit for each CCP	7
34	The food safety team determine and establish monitoring procedures and records for each CCP	7
35	The food safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits	7
36	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions	7
37	The food safety team document the HACCP plan	7
38	The food safety team validate the control measures and combination of control measures	7
39	The management team ensure all staff are competent and adequately trained in the requirements of the prerequisite programmes, operational prerequisite programmes and the HACCP Plan	7
40	The food safety team update the preliminary information based on the HACCP plan and prerequisites programmes and amend the operational PRP's and HACCP plan if necessary	7

FSMS Plan Weeks | Sheet2 | Sheet3

Ready 100%

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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 facilities/site(s) that are included in the FSMS.**	**Top Management**			
5	**Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions**	**Top Management**			
6	**Top Management plan the actions**	**Top Management**			

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Step Five: Food Safety Quality Management System

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

- ✓ Food Safety Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing Food 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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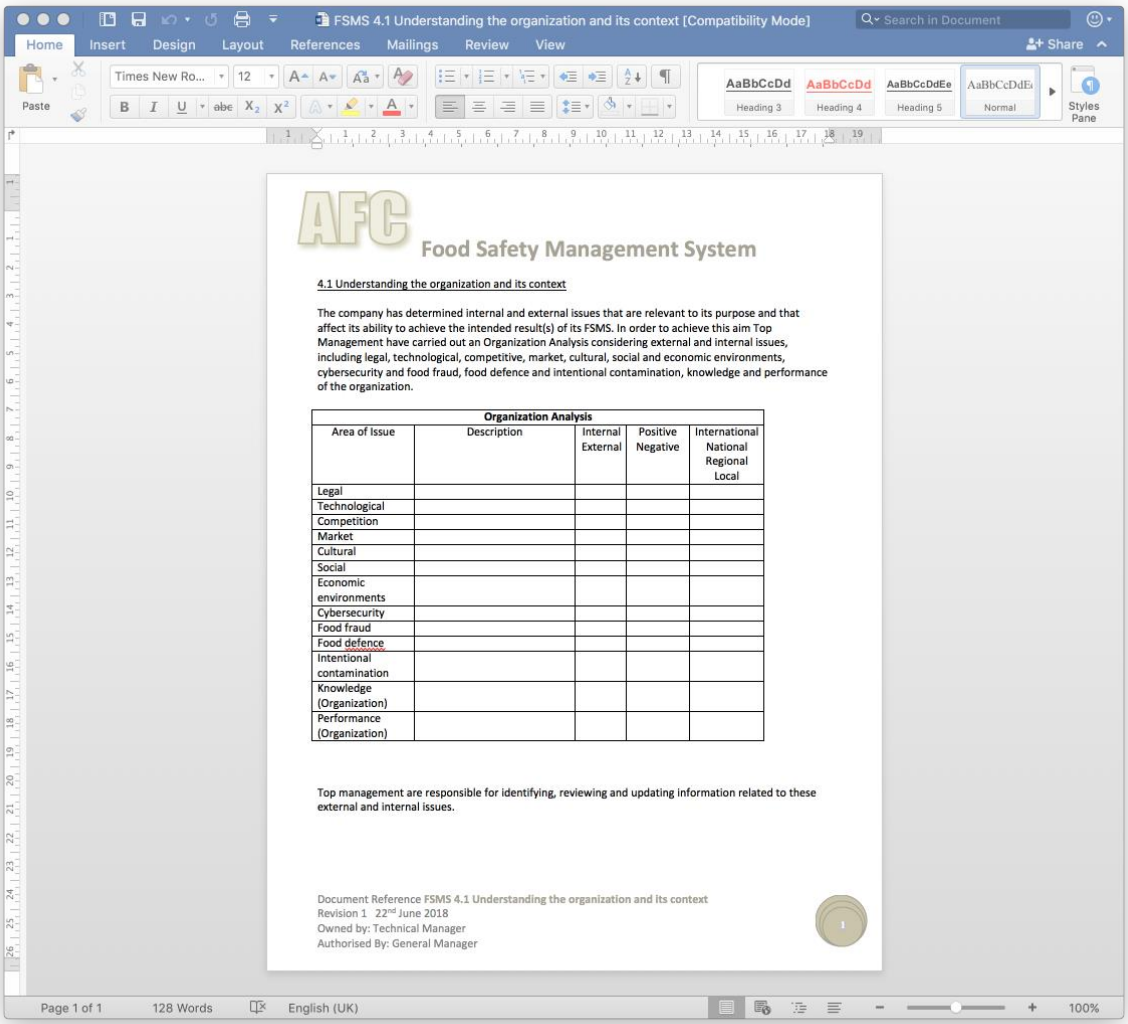
Food Safety Manual

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

4 Context of the organization

FSMS 4.1 Understanding the organization and its context
FSMS 4.2 Understanding the needs and expectations of interested parties
FSMS 4.3 Determining the scope of the food safety management system
FSMS 4.4 Food safety management system



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Food Safety Management System

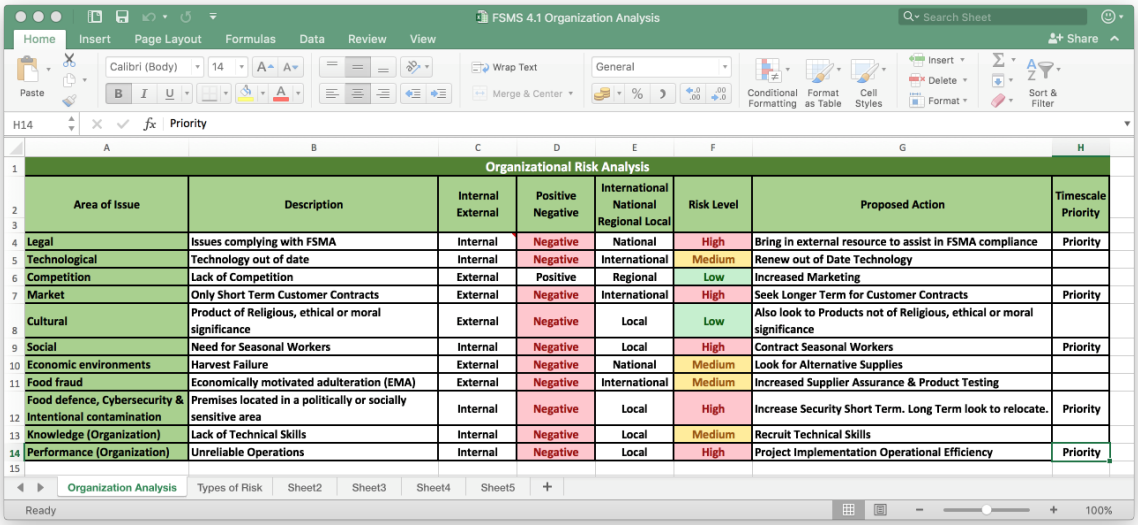
4.1 Understanding the organization and its context

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.

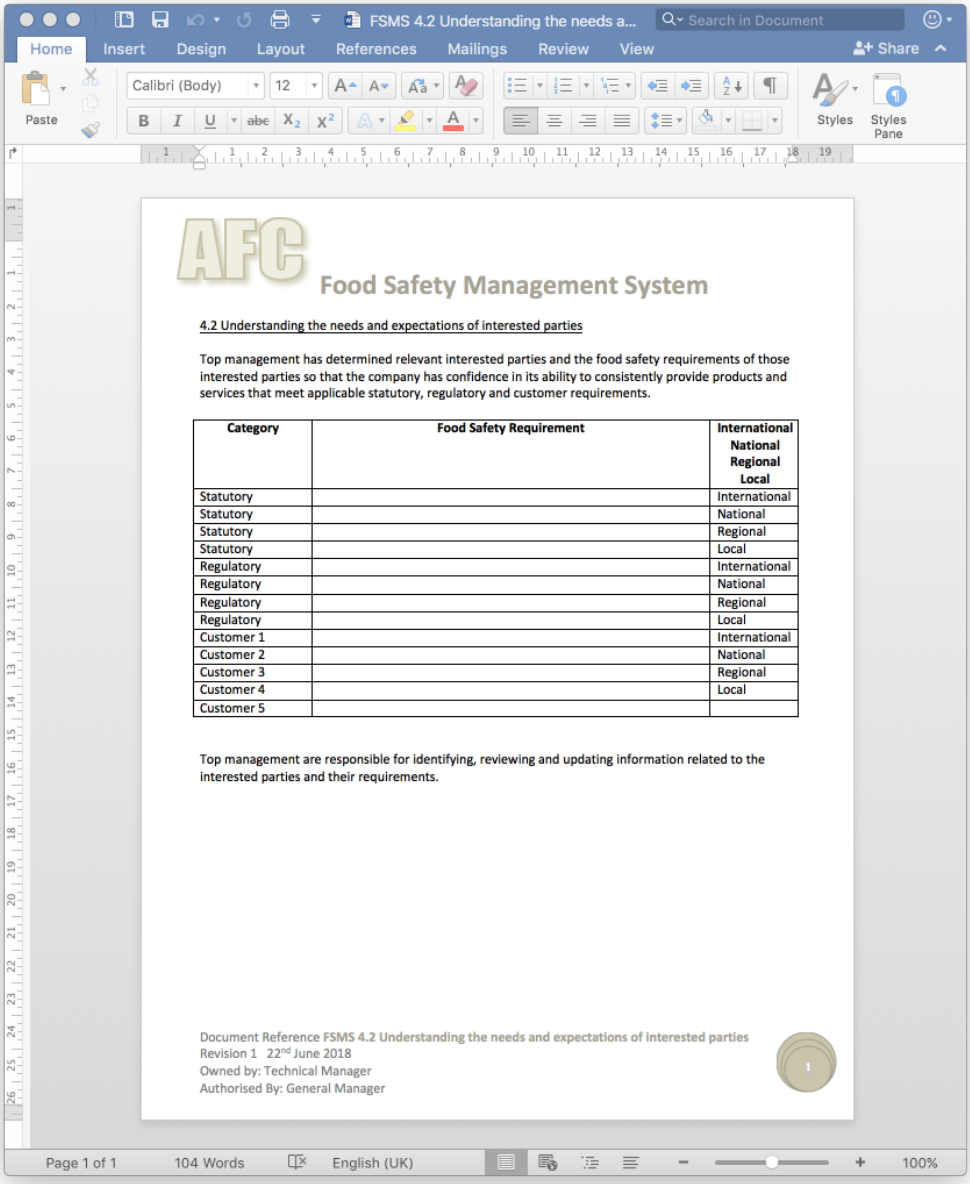
Document Reference FSMS 4.1 Understanding the organization and its context
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager



FSMS 4.1 Organization Analysis

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



FSMS 4.2 Understanding the needs a...

AFC Food Safety Management System

4.2 Understanding the needs and expectations of interested parties

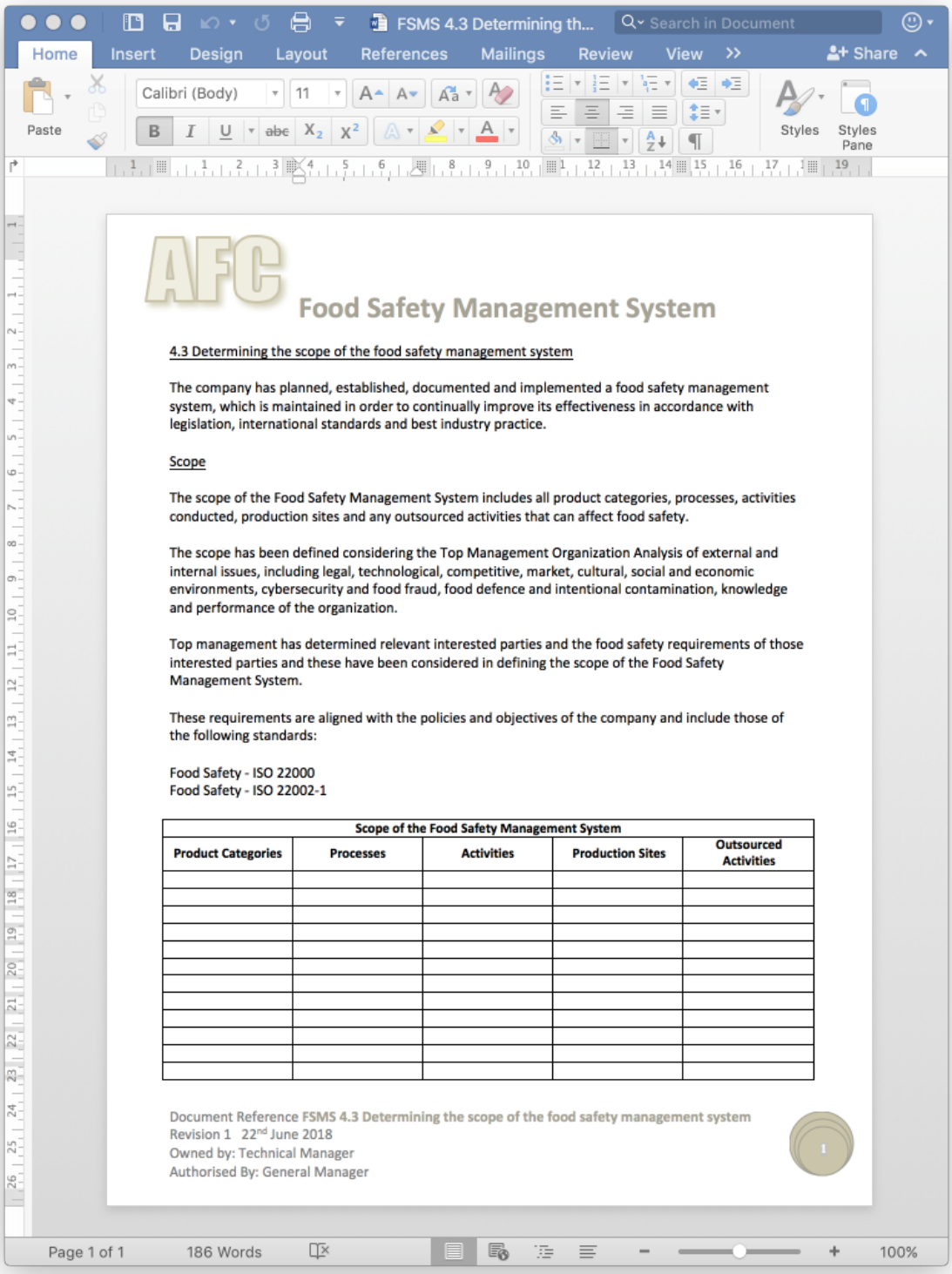
Top management has determined relevant interested parties and the food safety requirements of those interested parties so that the company has confidence in its ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements.

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
Authorised By: General Manager

Page 1 of 1 104 Words English (UK) 100%



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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

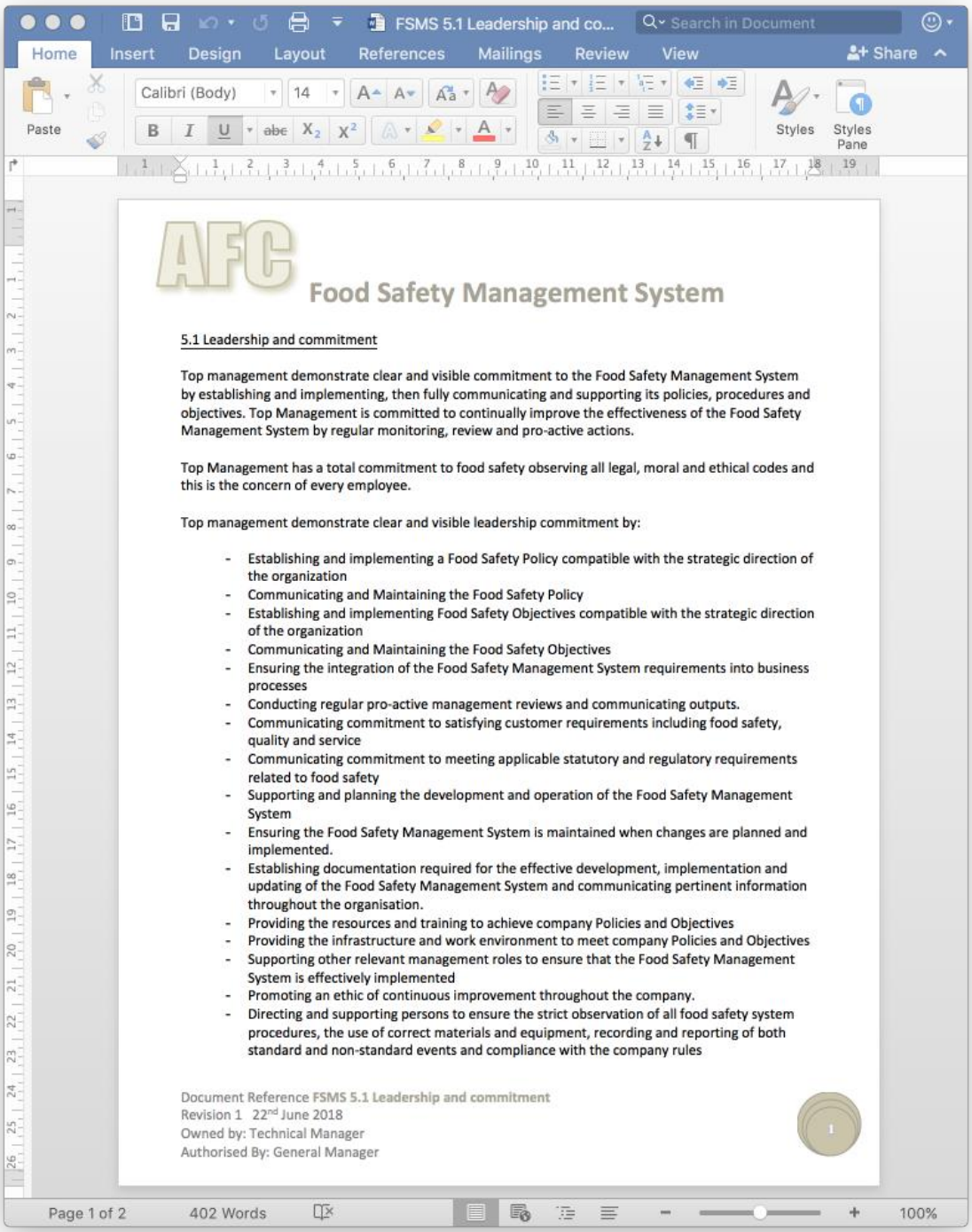
Scope of the Food Safety Management System				
Product Categories	**Processes**	**Activities**	**Production Sites**	**Outsourced Activities**

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

Page 1 of 1 186 Words 100%

5 Leadership

FSMS 5.1 Leadership and commitment
FSMS 5.2 Policy
FSMS 5.3 Organizational roles, responsibilities and authorities



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Food Safety Management System

5.1 Leadership and commitment

Top management demonstrate clear and visible commitment to the Food Safety Management System by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Top Management is committed to continually improve the effectiveness of the Food Safety Management System by regular monitoring, review and pro-active actions.

Top Management has a total commitment to food safety observing all legal, moral and ethical codes and this is the concern of every employee.

Top management demonstrate clear and visible leadership commitment by:

- Establishing and implementing a Food Safety Policy compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety Policy
- Establishing and implementing Food Safety Objectives compatible with the strategic direction of the organization
- Communicating and Maintaining the Food Safety Objectives
- Ensuring the integration of the Food Safety Management System requirements into business processes
- Conducting regular pro-active management reviews and communicating outputs.
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Communicating commitment to meeting applicable statutory and regulatory requirements related to food safety
- Supporting and planning the development and operation of the Food Safety Management System
- Ensuring the Food Safety Management System is maintained when changes are planned and implemented.
- Establishing documentation required for the effective development, implementation and updating of the Food Safety Management System and communicating pertinent information throughout the organisation.
- Providing the resources and training to achieve company Policies and Objectives
- Providing the infrastructure and work environment to meet company Policies and Objectives
- Supporting other relevant management roles to ensure that the Food Safety Management System is effectively implemented
- Promoting an ethic of continuous improvement throughout the company.
- Directing and supporting persons to ensure the strict observation of all food safety system procedures, the use of correct materials and equipment, recording and reporting of both standard and non-standard events and compliance with the company rules

Document Reference FSMS 5.1 Leadership and commitment
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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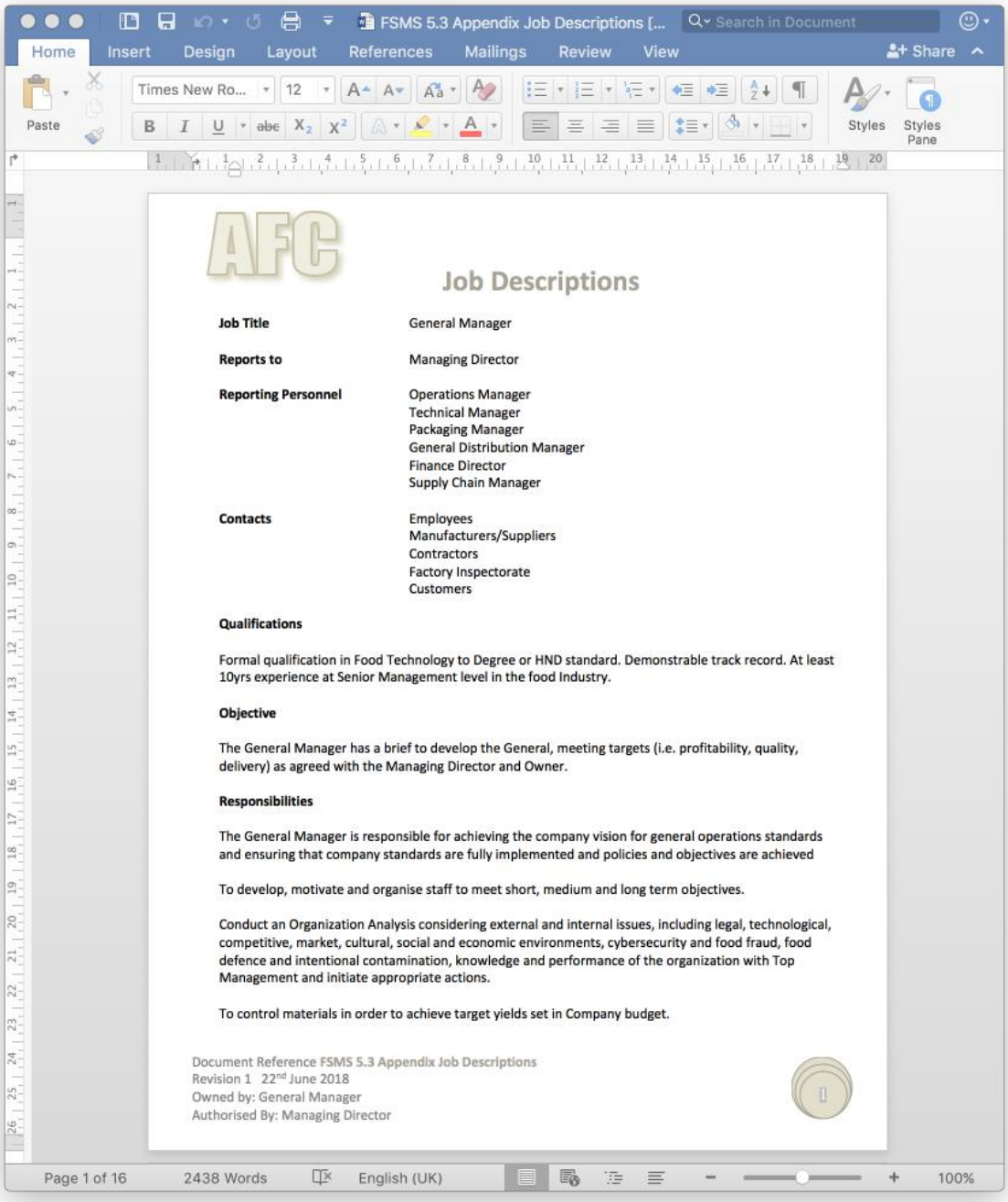

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Job Descriptions

Job Title	General Manager
Reports to	Managing Director
Reporting Personnel	Operations Manager Technical Manager Packaging Manager General Distribution Manager Finance Director Supply Chain Manager
Contacts	Employees Manufacturers/Suppliers Contractors Factory Inspectorate Customers

Qualifications

Formal qualification in Food Technology to Degree or HND standard. Demonstrable track record. At least 10yrs experience at Senior Management level in the food Industry.

Objective

The General Manager has a brief to develop the General, meeting targets (i.e. profitability, quality, delivery) as agreed with the Managing Director and Owner.

Responsibilities

The General Manager is responsible for achieving the company vision for general operations standards and ensuring that company standards are fully implemented and policies and objectives are achieved

To develop, motivate and organise staff to meet short, medium and long term objectives.

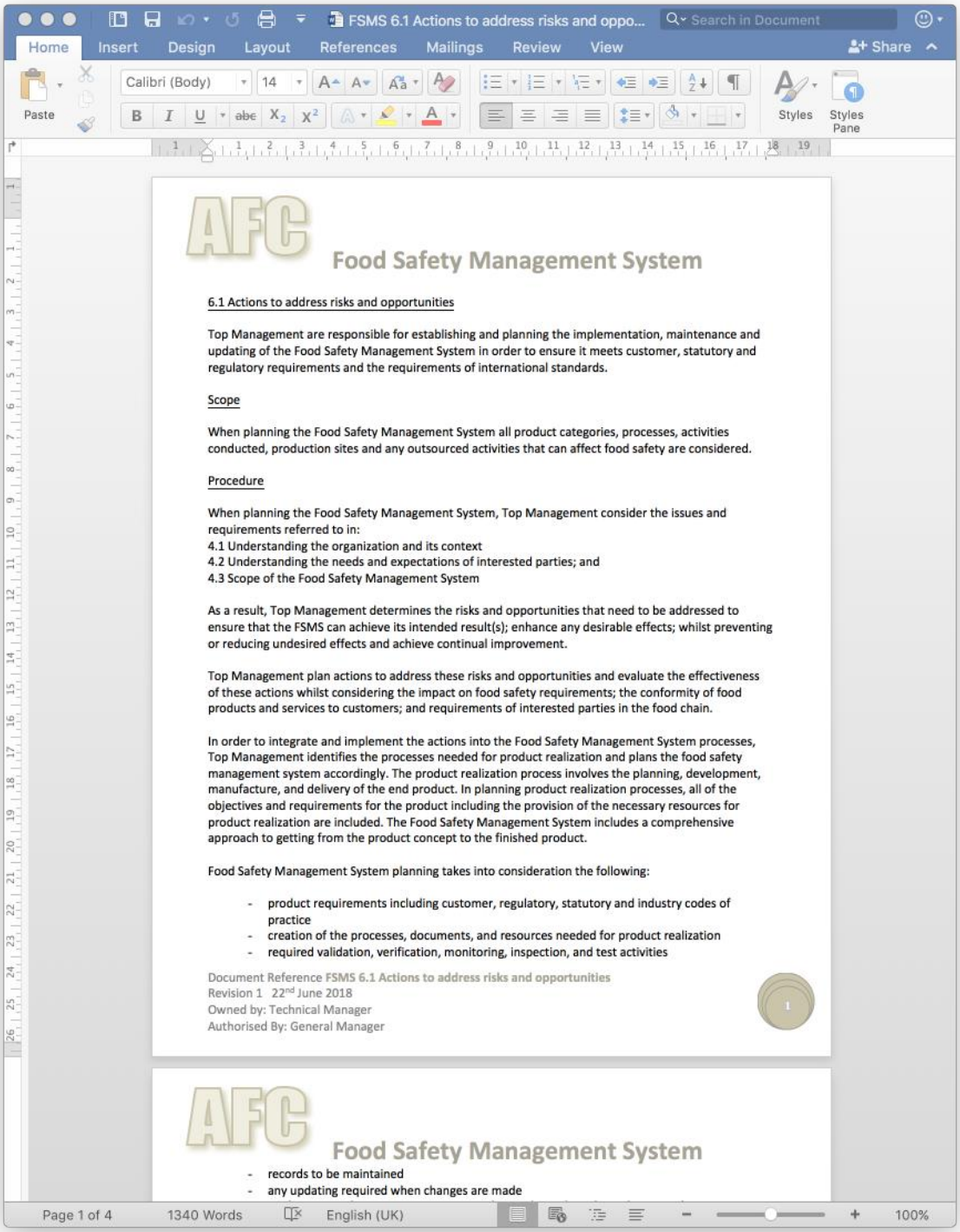
Conduct an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization with Top Management and initiate appropriate actions.

To control materials in order to achieve target yields set in Company budget.

Document Reference FSMS 5.3 Appendix Job Descriptions
Revision 1 22nd June 2018
Owned by: General Manager
Authorised By: Managing Director

6 Planning

FSMS 6.1 Actions to address risks and opportunities
FSMS 6.2 Objectives of the food safety management system and planning to achieve them
FSMS 6.3 Planning of changes



FSMS 6.1 Actions to address risks and oppo...

Search in Document

Home Insert Design Layout References Mailings Review View Share

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Food Safety Management System

6.1 Actions to address risks and opportunities

Top Management are responsible for establishing and planning the implementation, maintenance and updating of the Food Safety Management System in order to ensure it meets customer, statutory and regulatory requirements and the requirements of international standards.

Scope

When planning the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety are considered.

Procedure

When planning the Food Safety Management System, Top Management consider the issues and requirements referred to in:
4.1 Understanding the organization and its context
4.2 Understanding the needs and expectations of interested parties; and
4.3 Scope of the Food Safety Management System

As a result, Top Management determines the risks and opportunities that need to be addressed to ensure that the FSMS can achieve its intended result(s); enhance any desirable effects; whilst preventing or reducing undesired effects and achieve continual improvement.

Top Management plan actions to address these risks and opportunities and evaluate the effectiveness of these actions whilst considering the impact on food safety requirements; the conformity of food products and services to customers; and requirements of interested parties in the food chain.

In order to integrate and implement the actions into the Food Safety Management System processes, Top Management identifies the processes needed for product realization and plans the food safety management system accordingly. The product realization process involves the planning, development, manufacture, and delivery of the end product. In planning product realization processes, all of the objectives and requirements for the product including the provision of the necessary resources for product realization are included. The Food Safety Management System includes a comprehensive approach to getting from the product concept to the finished product.

Food Safety Management System planning takes into consideration the following:

- product requirements including customer, regulatory, statutory and industry codes of practice
- creation of the processes, documents, and resources needed for product realization
- required validation, verification, monitoring, inspection, and test activities

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

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Food Safety Management System

- records to be maintained
- any updating required when changes are made

Page 1 of 4 1340 Words English (UK) 100%

7 Support

FSMS 7 Support

FSMS 7.4 Communication

FSMS 7.5 Documented information

FSMS 7 Support [Compatibility Mode]

Food Safety Management System

7 Support

Top Management are responsible for considering the capability of existing internal resources, any requirement for external resources, in ensuring adequate resources are provided to establish, implement, maintain, update and continually improve the Food Safety Management System.

People

The company has established, implemented maintains and updates a Food Safety Management System for the site. A requirement of this system is the review and provision of human resources and training. In the process of establishing the Food Safety Management System the Top Management team has established and provided the resources required.

The scope for the provision of human resources includes processes, activities conducted, production sites and any outsourced activities that can affect food safety. The company ensures that all employees carrying out work that can affect product quality and safety are adequately qualified, trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their tasks.

Senior management team identify and provide the human resources and training needed to maintain the food safety systems, meet site policies and objectives, and to meet customer requirements. Careful consideration is given to the amount of competent trained personnel required whilst also ensuring there are also adequate infrastructure and a suitable work environment.

Competence

Resource to identify staff competence levels required, provision of training, periodic evaluation of its effectiveness and staff awareness training is provided. It is company policy that all personnel, including temporary staff, affecting conformity to product requirements shall be competent on the basis of appropriate education and training, and/or where applicable, on the basis of skills and experience and be adequately supervised. A training programme and adequate supervision is put in place for all new personnel until they have been assessed as competent.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. The Technical Manager is responsible for ensuring that the food safety team has a combination of multi-disciplinary knowledge and experience in developing and implementing the FSMS (including the products, processes, equipment and food safety hazards).

Document Reference FSMS 7 Support
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

Food Safety Management System

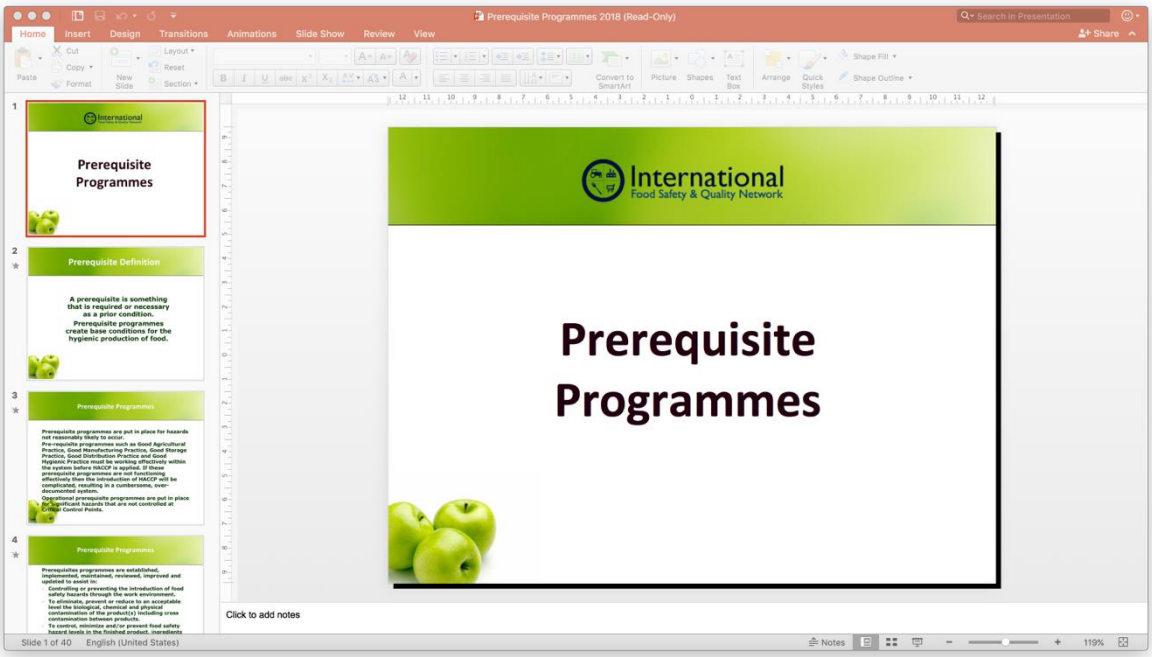
Specific training of personnel whose activities have an impact on food safety such as monitoring critical control points is compulsory. These personnel are also made aware of the important contribution of effective internal and external communication.

Top Management team identify the skills and competences required for personnel who can affect food

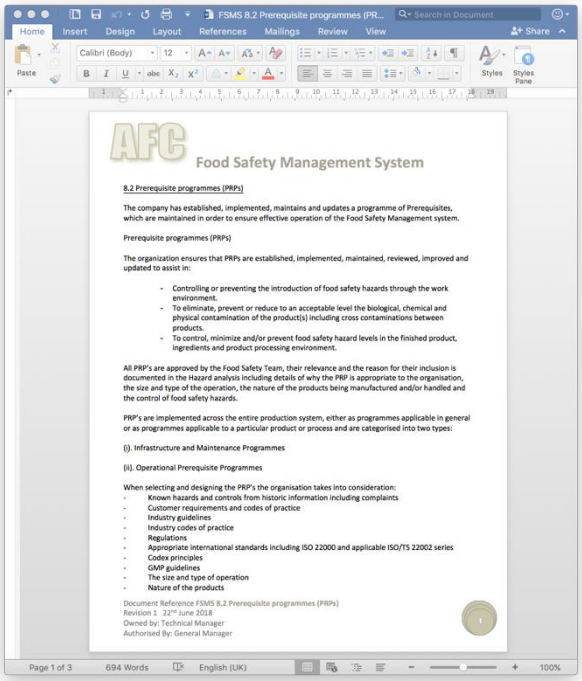
Page 1 of 5 1294 Words English (UK) 100%

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 22002-5 Prerequisite programmes on food safety – Part 5 Transport and storage

PRPR 4.2 Facilities
PRP 4.2.3 Utilities and Chemical Control
PRPR 4.3 Equipment
PRP 4.3 Equipment Calibration
PRP 4.3.3 Maintenance
PRP 4.4 Purchasing
PRP 4.4 Contractual Arrangements
PRP 4.4 Management of Subcontractors
PRPR 4.5 Transport and Storage Operations
PRP 4.5.7 Control of Non-Conforming Product
PRP 4.6.1 Personnel Hygiene Policy
PRP 4.6.1 Open Products - Hygiene Code of Practice
PRP 4.6.1 Staff Facilities
PRP 4.6.1.4 Layout & Protective Clothing Risk Assessment
PRPR 4.6.2 Cleaning and disinfection
PRP 4.6.3 Waste Management
PRPR 4.6.4 Pest Management
PRP 4.7 Traceability
PRP 4.8 Product Recall and Withdrawal
PRPR 4.9 Safeguarding of goods
PRP 5 Allergen Management*

* Required as part of FSSC 22000 Certification Scheme Additional Requirements:
2.5.6 MANAGEMENT OF ALLERGENS (FOOD CHAIN CATEGORIES C, E, FI, G, I & K)
The organization shall have a documented allergen management plan that includes:
a) Risk assessment covering all potential sources of allergen cross-contamination and;
b) Control measures to reduce or eliminate the risk of cross-contamination.

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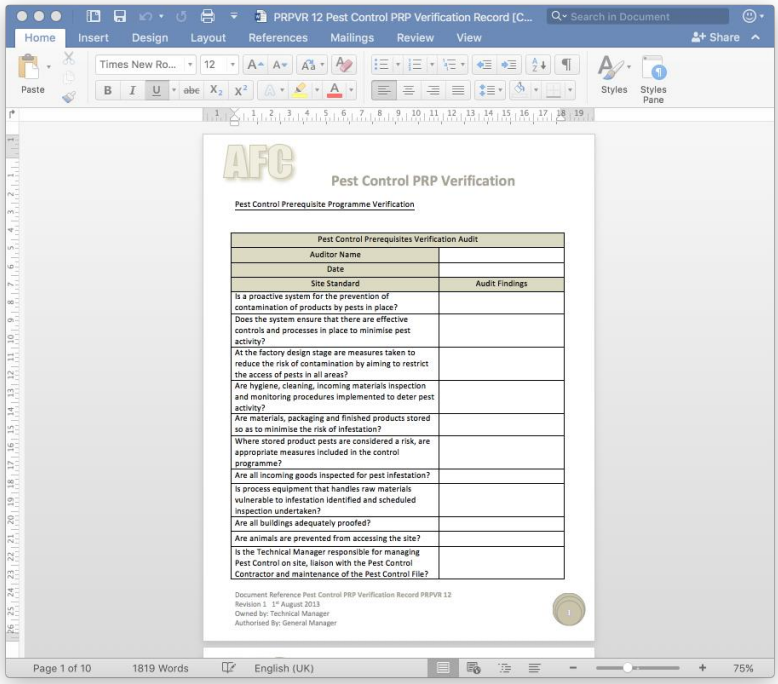
Sample Verification and Validation Records are included in the package



PRPVR 12 Pest Control PRP Verification Record [C...

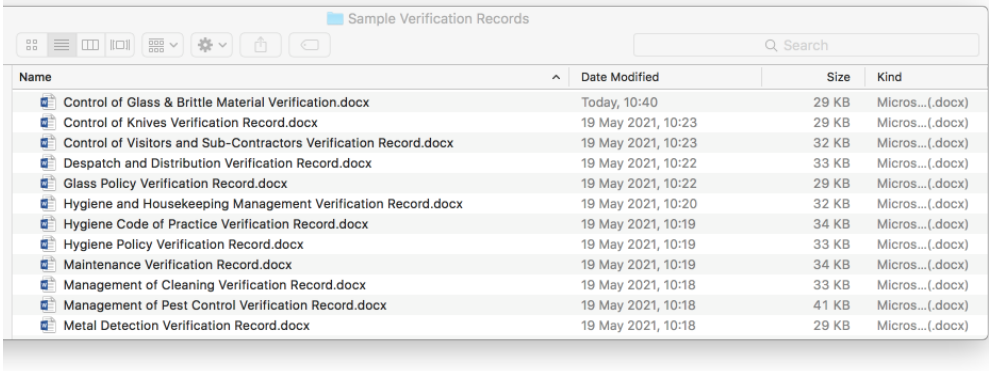
Pest Control PRP Verification

Pest Control Prerequisite Programme Verification

Pest Control Prerequisites Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Is a proactive system for the prevention of contamination of products by pests in place?	
Does the system ensure that there are effective controls and processes in place to minimise pest activity?	
At the factory design stage are measures taken to reduce the risk of contamination by aiming to restrict the access of pests in all areas?	
Are hygiene, cleaning, incoming materials inspection and monitoring procedures implemented to deter pest activity?	
Are materials, packaging and finished products stored so as to minimise the risk of infestation?	
Where stored product pests are considered a risk, are appropriate measures included in the control programme?	
Are all incoming goods inspected for pest infestation?	
Is process equipment that handles raw materials vulnerable to infestation identified and scheduled inspection undertaken?	
Are all buildings adequately proofed?	
Are animals are prevented from accessing the site?	
Is the Technical Manager responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File?	

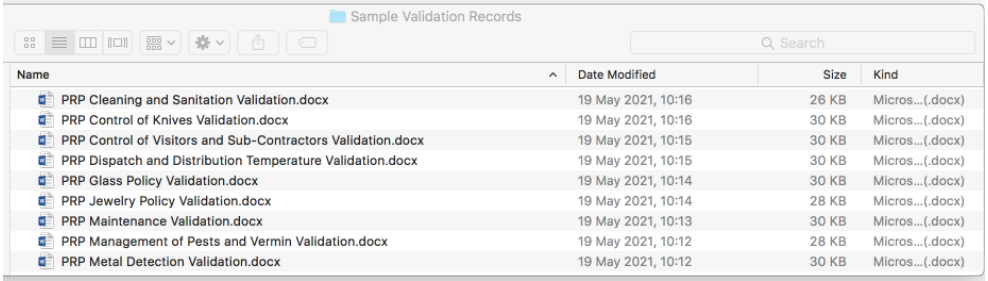
Document Reference Pest Control PRP Verification Record PRPVR 12
Revision 1 1st August 2013
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 10 1819 Words English (UK) 75%



Sample Verification Records

Name	Date Modified	Size	Kind
Control of Glass & Brittle Material Verification.docx	Today, 10:40	29 KB	Micros...(.docx)
Control of Knives Verification Record.docx	19 May 2021, 10:23	29 KB	Micros...(.docx)
Control of Visitors and Sub-Contractors Verification Record.docx	19 May 2021, 10:23	32 KB	Micros...(.docx)
Despatch and Distribution Verification Record.docx	19 May 2021, 10:22	33 KB	Micros...(.docx)
Glass Policy Verification Record.docx	19 May 2021, 10:22	29 KB	Micros...(.docx)
Hygiene and Housekeeping Management Verification Record.docx	19 May 2021, 10:20	32 KB	Micros...(.docx)
Hygiene Code of Practice Verification Record.docx	19 May 2021, 10:19	34 KB	Micros...(.docx)
Hygiene Policy Verification Record.docx	19 May 2021, 10:19	33 KB	Micros...(.docx)
Maintenance Verification Record.docx	19 May 2021, 10:19	34 KB	Micros...(.docx)
Management of Cleaning Verification Record.docx	19 May 2021, 10:18	33 KB	Micros...(.docx)
Management of Pest Control Verification Record.docx	19 May 2021, 10:18	41 KB	Micros...(.docx)
Metal Detection Verification Record.docx	19 May 2021, 10:18	29 KB	Micros...(.docx)



Sample Validation Records

Name	Date Modified	Size	Kind
PRP Cleaning and Sanitation Validation.docx	19 May 2021, 10:16	26 KB	Micros...(.docx)
PRP Control of Knives Validation.docx	19 May 2021, 10:16	30 KB	Micros...(.docx)
PRP Control of Visitors and Sub-Contractors Validation.docx	19 May 2021, 10:15	30 KB	Micros...(.docx)
PRP Dispatch and Distribution Temperature Validation.docx	19 May 2021, 10:15	30 KB	Micros...(.docx)
PRP Glass Policy Validation.docx	19 May 2021, 10:14	30 KB	Micros...(.docx)
PRP Jewelry Policy Validation.docx	19 May 2021, 10:14	28 KB	Micros...(.docx)
PRP Maintenance Validation.docx	19 May 2021, 10:13	30 KB	Micros...(.docx)
PRP Management of Pests and Vermin Validation.docx	19 May 2021, 10:12	28 KB	Micros...(.docx)
PRP Metal Detection Validation.docx	19 May 2021, 10:12	30 KB	Micros...(.docx)

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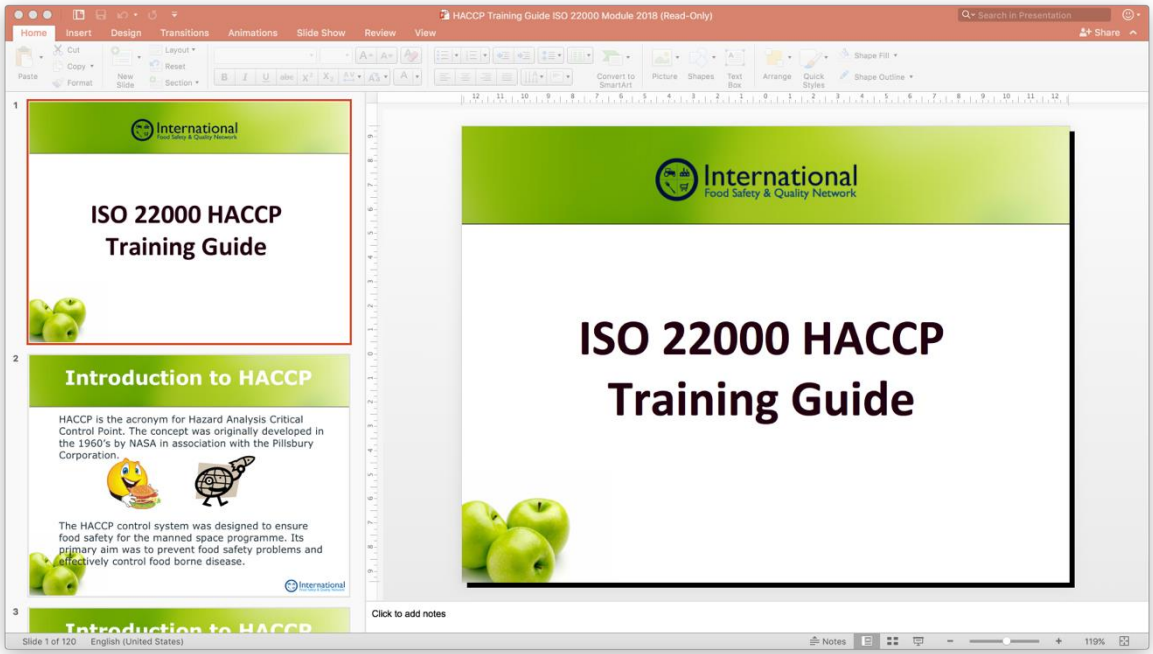
Step Six: HACCP Implementation

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

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

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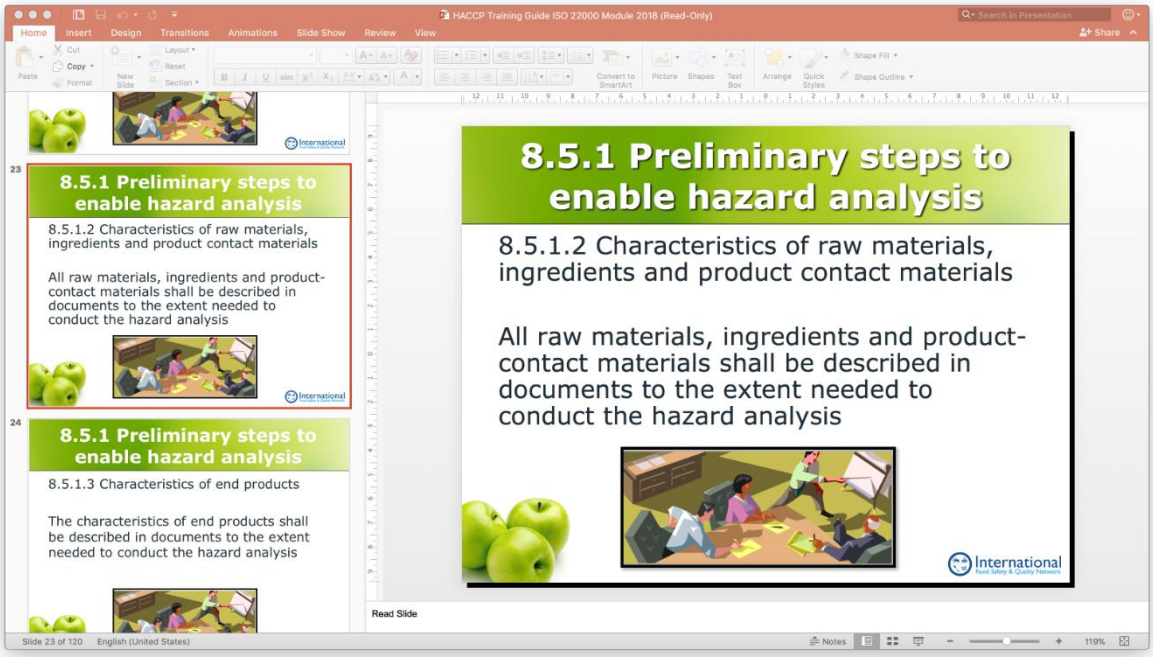
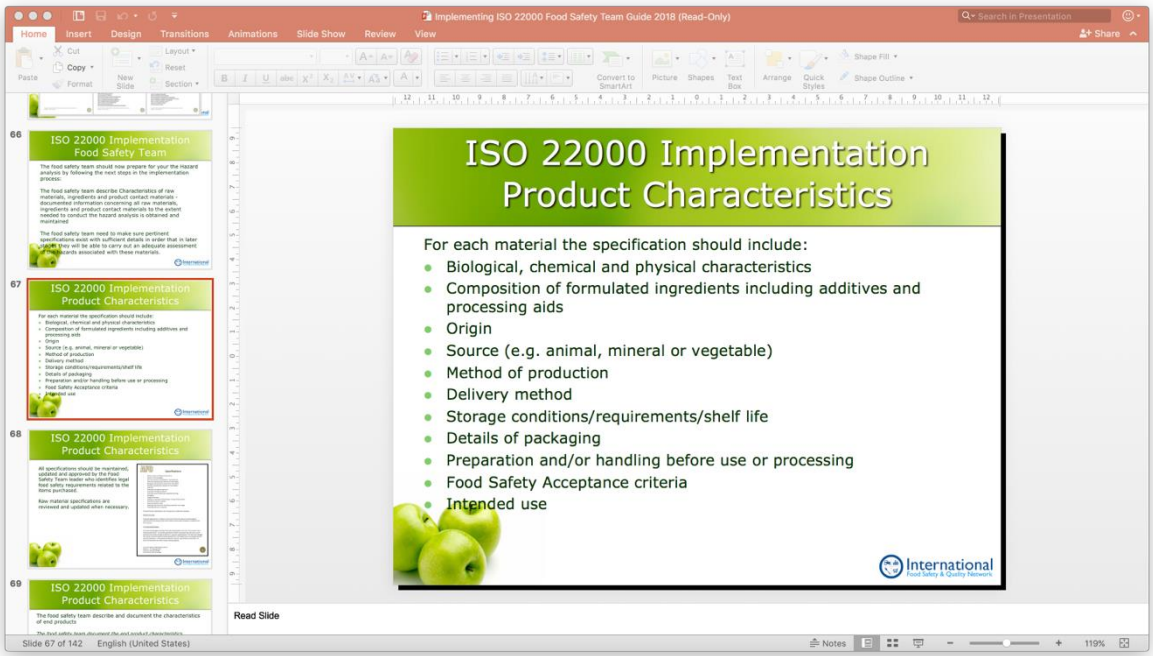
Description of processes and process environment

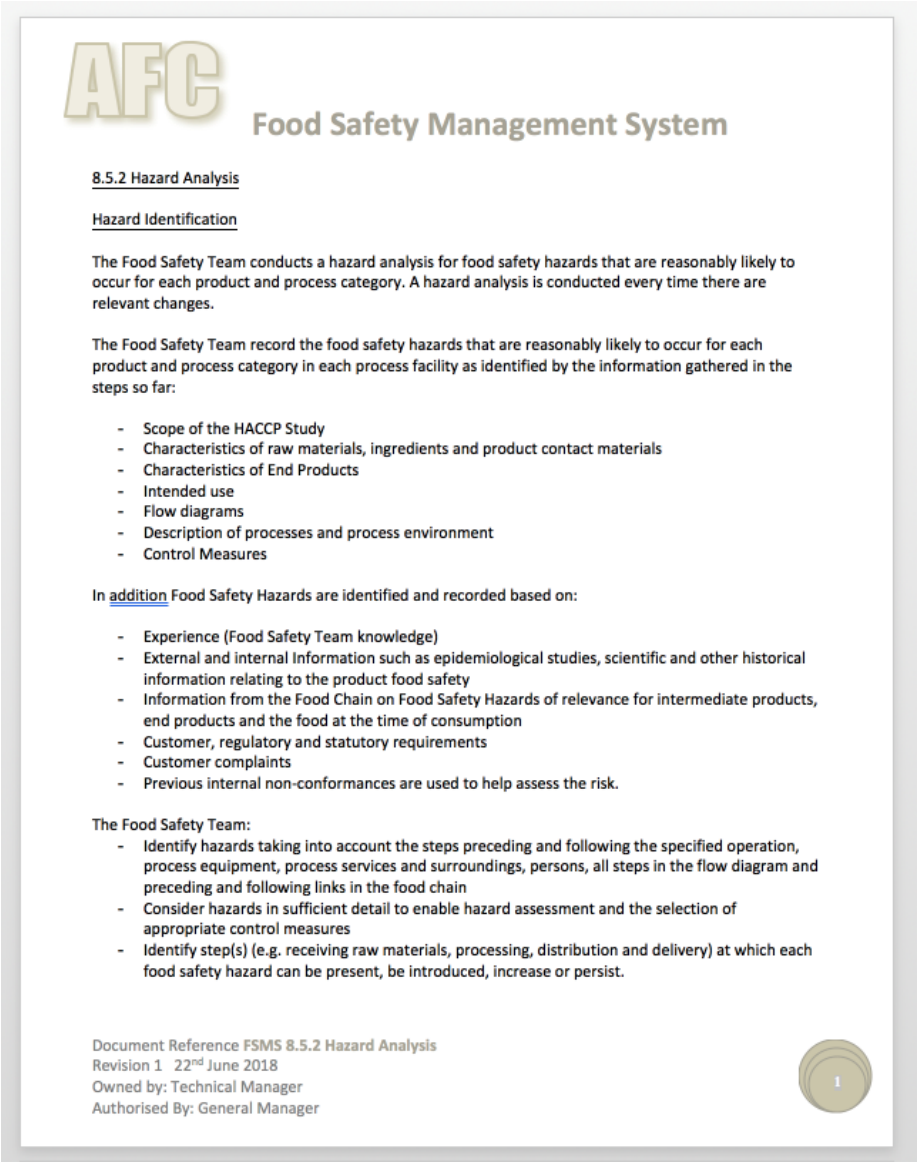
There is guidance in HACCP Training Guide ISO 22000 Module 2018



There is also guidance in Implementing ISO 22000 Food Safety Team Guide 2018



The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.2 Hazard Analysis



AFC

Food Safety Management System

8.5.2 Hazard Analysis

Hazard Identification

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur for each product and process category. A hazard analysis is conducted every time there are relevant changes.

The Food Safety Team record the food safety hazards that are reasonably likely to occur for each product and process category in each process facility as identified by the information gathered in the steps so far:

- Scope of the HACCP Study
- Characteristics of raw materials, ingredients and product contact materials
- Characteristics of End Products
- Intended use
- Flow diagrams
- Description of processes and process environment
- Control Measures

In addition Food Safety Hazards are identified and recorded based on:

- Experience (Food Safety Team knowledge)
- External and internal Information such as epidemiological studies, scientific and other historical information relating to the product food safety
- Information from the Food Chain on Food Safety Hazards of relevance for intermediate products, end products and the food at the time of consumption
- Customer, regulatory and statutory requirements
- Customer complaints
- Previous internal non-conformances are used to help assess the risk.

The Food Safety Team:

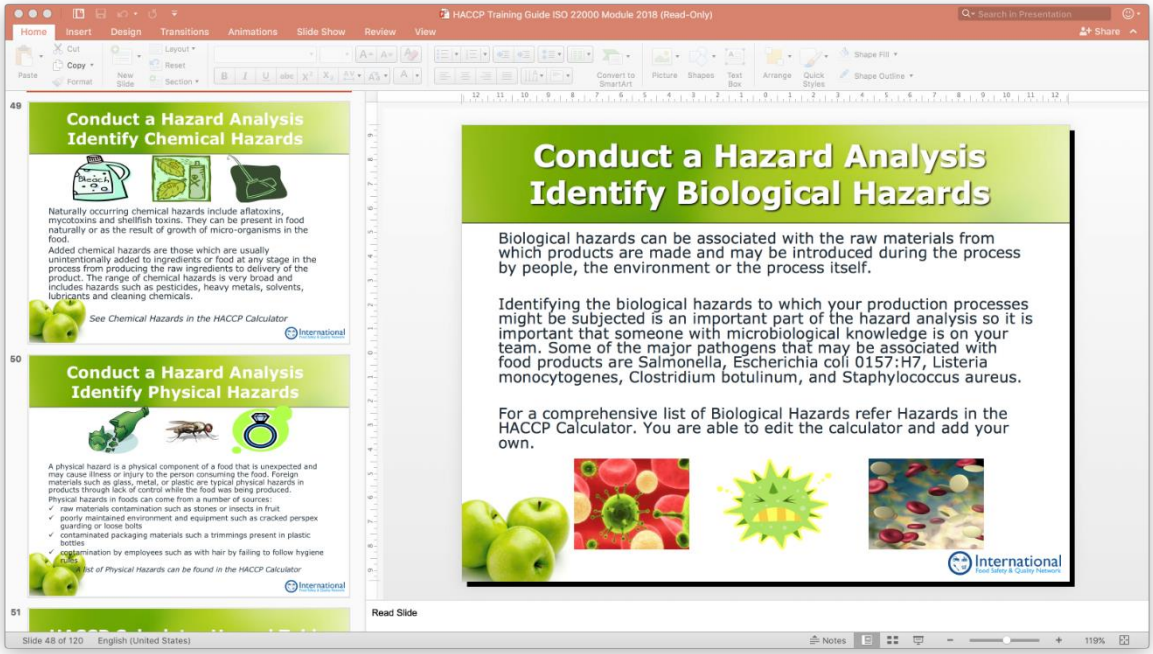
- Identify hazards taking into account the steps preceding and following the specified operation, process equipment, process services and surroundings, persons, all steps in the flow diagram and preceding and following links in the food chain
- Consider hazards in sufficient detail to enable hazard assessment and the selection of appropriate control measures
- Identify step(s) (e.g. receiving raw materials, processing, distribution and delivery) at which each food safety hazard can be present, be introduced, increase or persist.

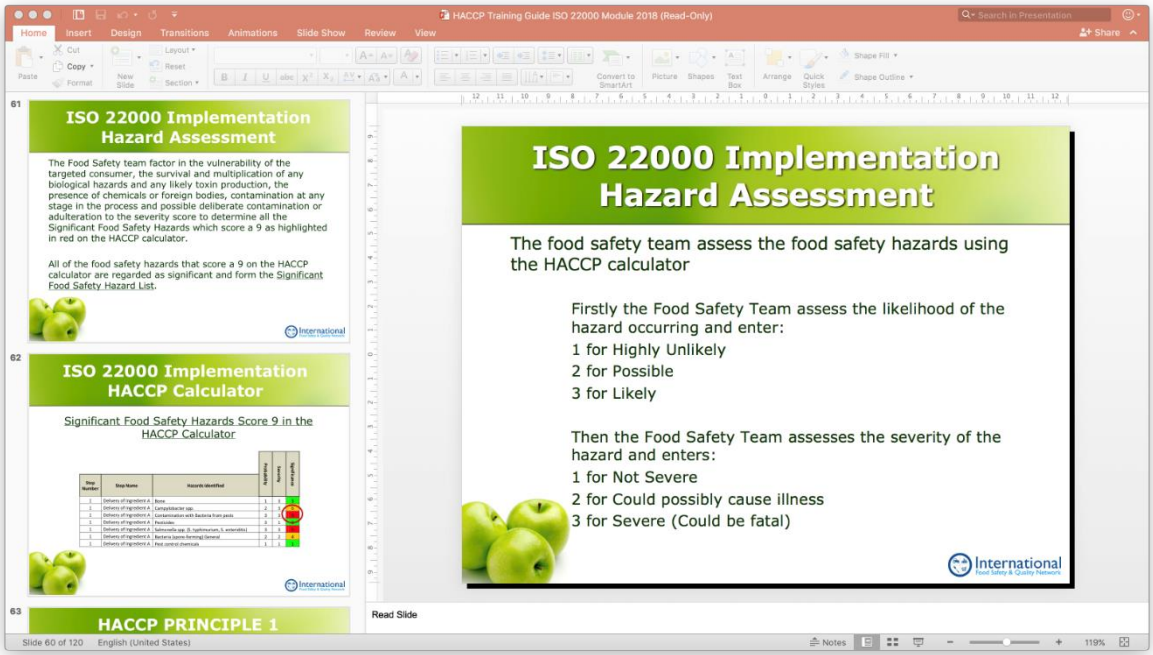
Document Reference FSMS 8.5.2 Hazard Analysis
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

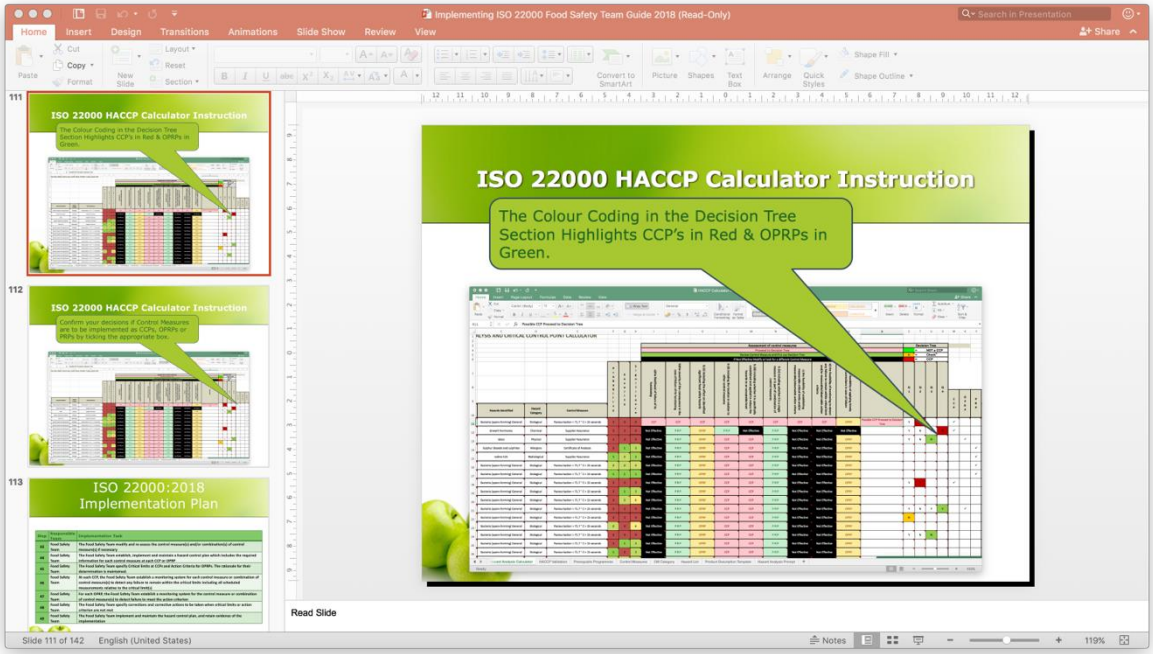
Hazard Identification
Food Safety Hazard Analysis Prompt
Determination of Acceptable Levels
Hazard Assessment
Selection and Assessment of Control Measures

There is guidance in HACCP Training Guide ISO 22000 Module 2018

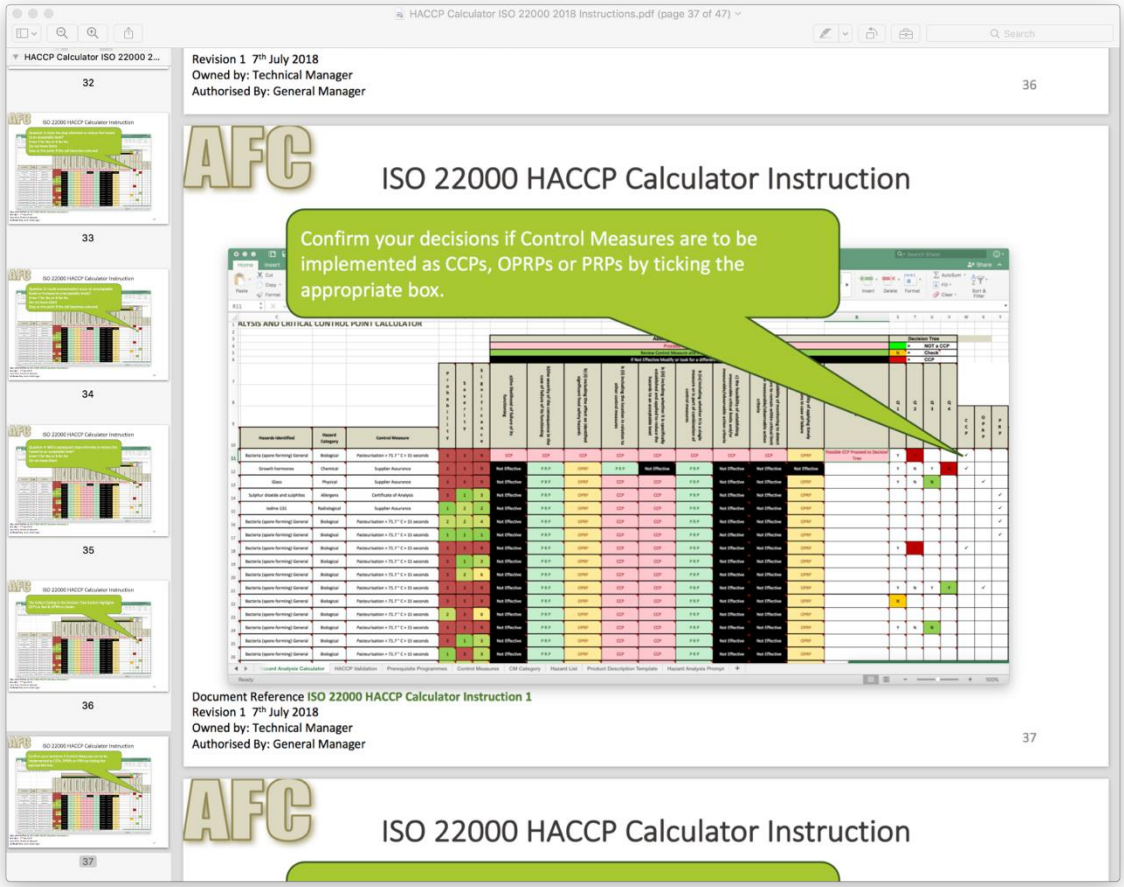




There is also guidance in Implementing ISO 22000 Food Safety Team Guide 2018



There is also guidance in HACCP Calculator ISO 22000 2018 Instructions



There is guidance in Implementing ISO 22000 Food Safety Team Guide 2018, HACCP Calculator ISO 22000 2018 Instructions and HACCP Training Guide ISO 22000 Module 2018.

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

8 Operation

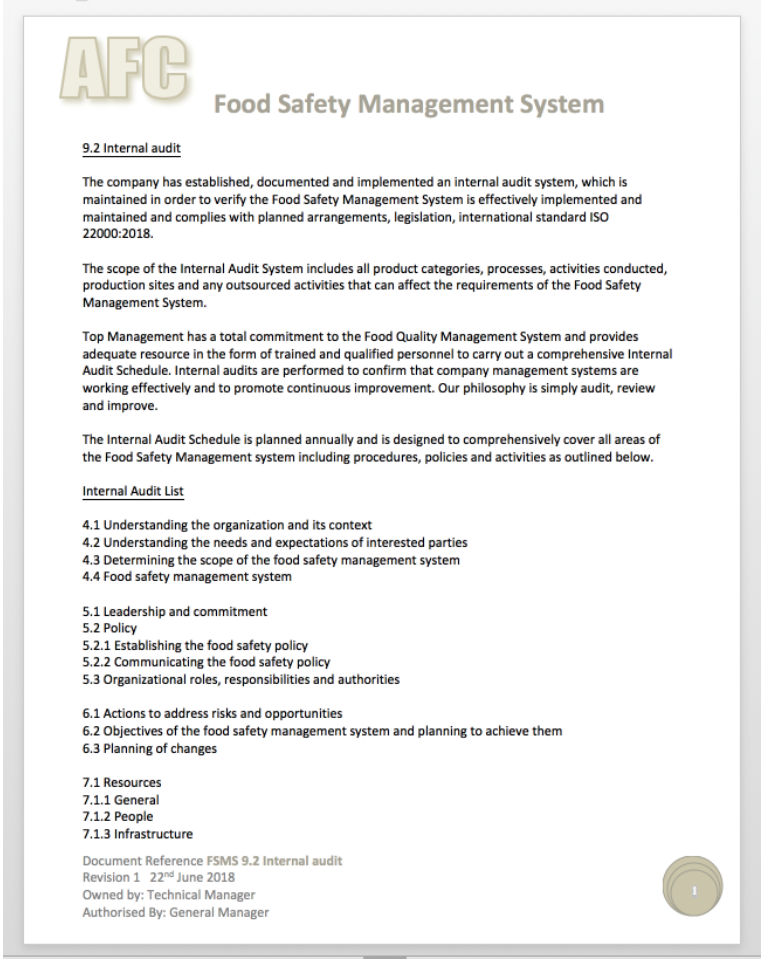
FSMS 8.1 Operational planning and control
FSMS 8.3 Traceability system
FSMS 8.4 Emergency preparedness and response
FSMS 8.7 Control of monitoring and measuring
FSMS 8.9 Control of product and process nonconformities
FSMS 8.9.5 Withdrawal/recall

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



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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

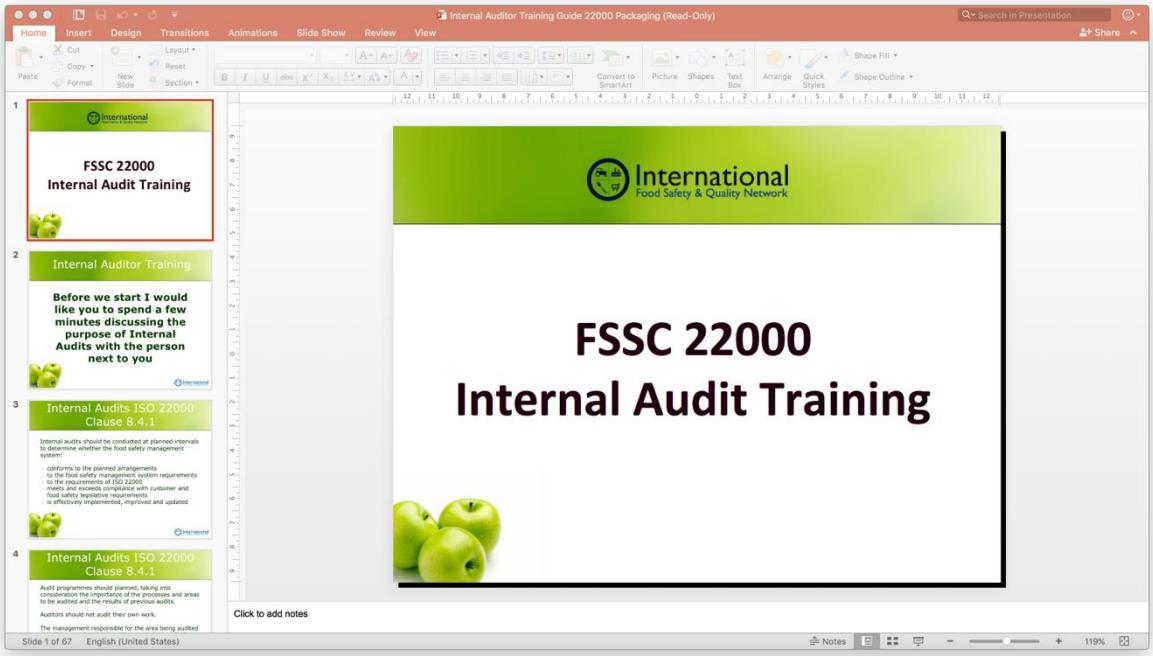
6.1 Actions to address risks and opportunities
6.2 Objectives of the food safety management system and planning to achieve them
6.3 Planning of changes

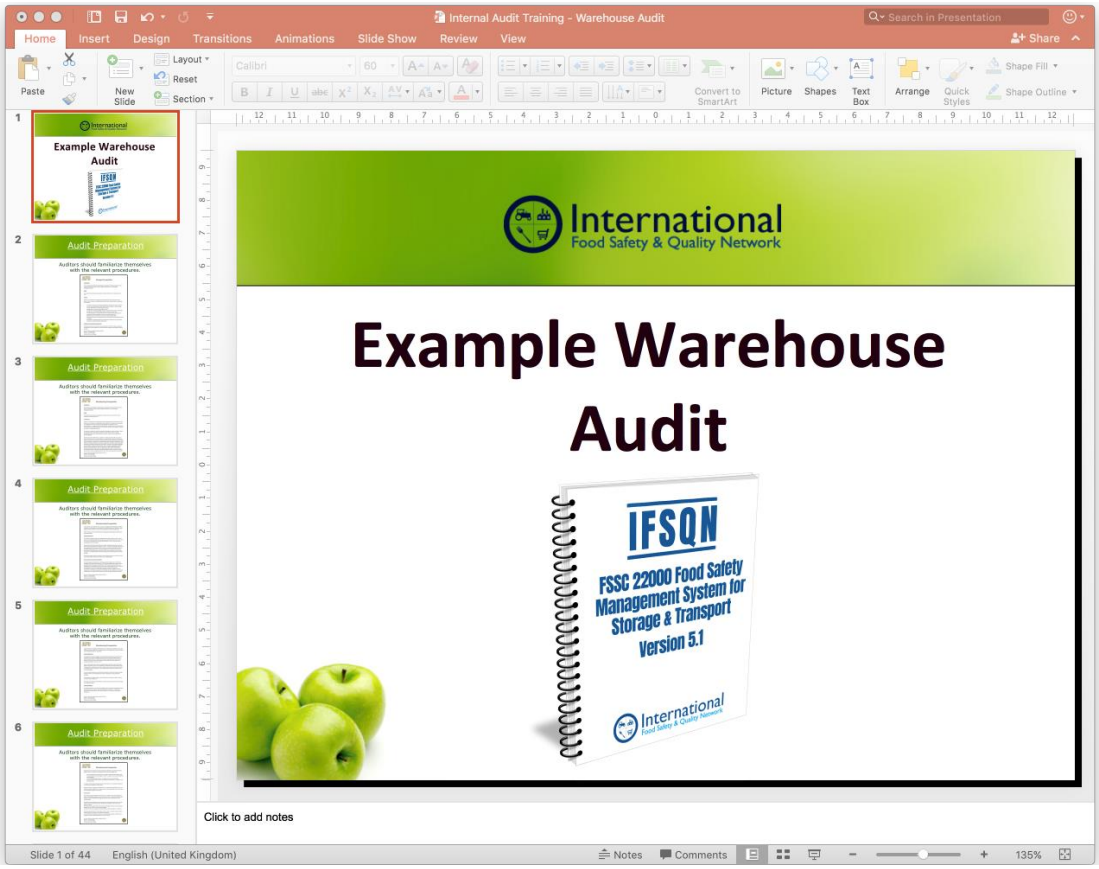
7.1 Resources
7.1.1 General
7.1.2 People
7.1.3 Infrastructure

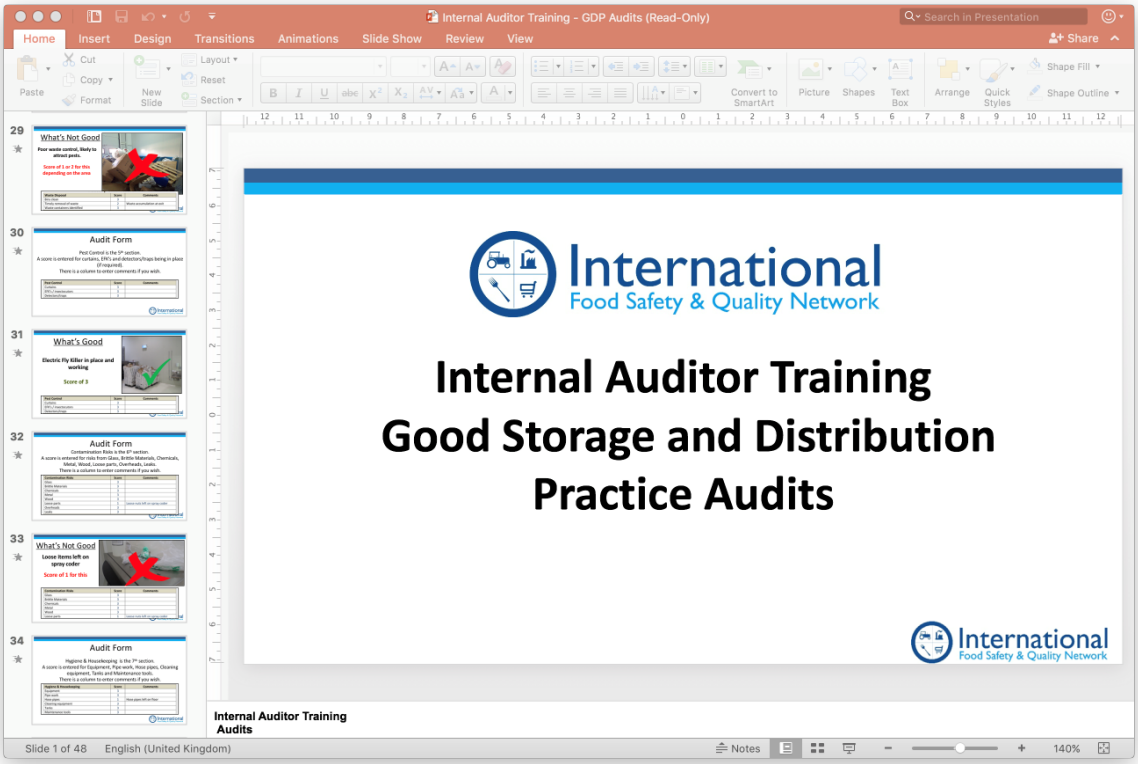
Document Reference FSMS 9.2 Internal audit
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

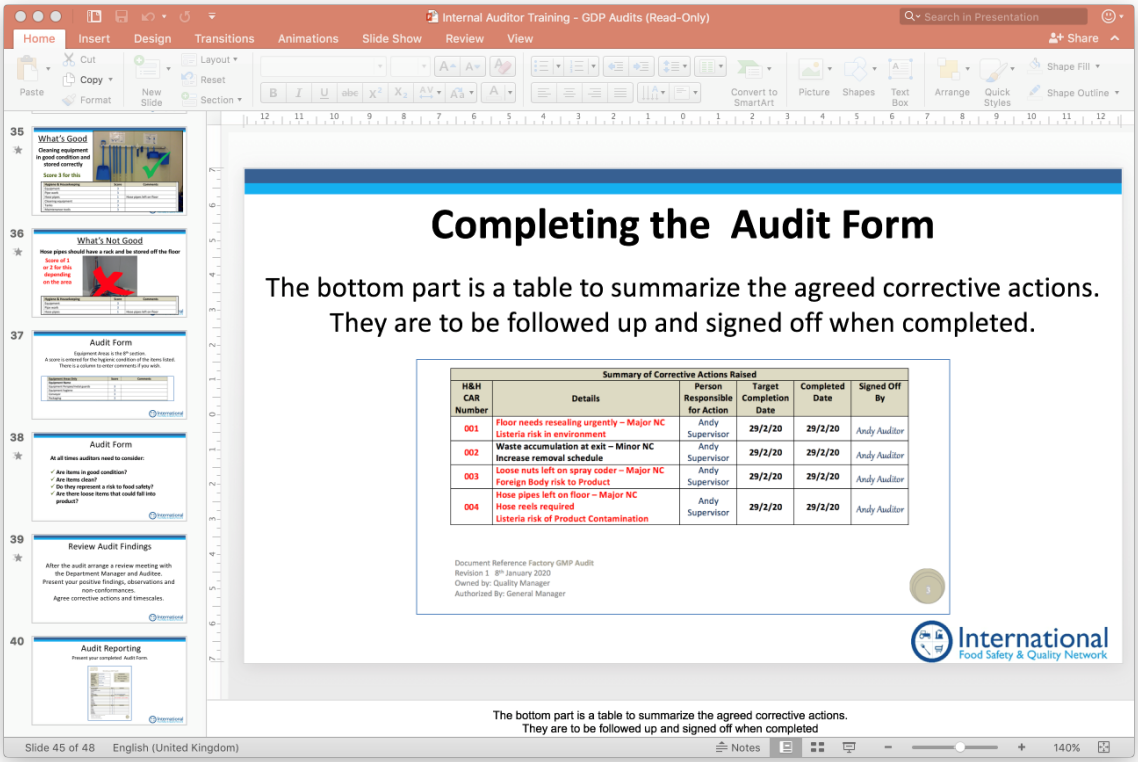
Step Seven: Internal Audits

Included in the package is an ISO 22000 Internal Auditor Training Presentation, Warehouse Audit Example Training Presentation and GP Inspection Training Presentation that can be used to train your Internal Auditors.



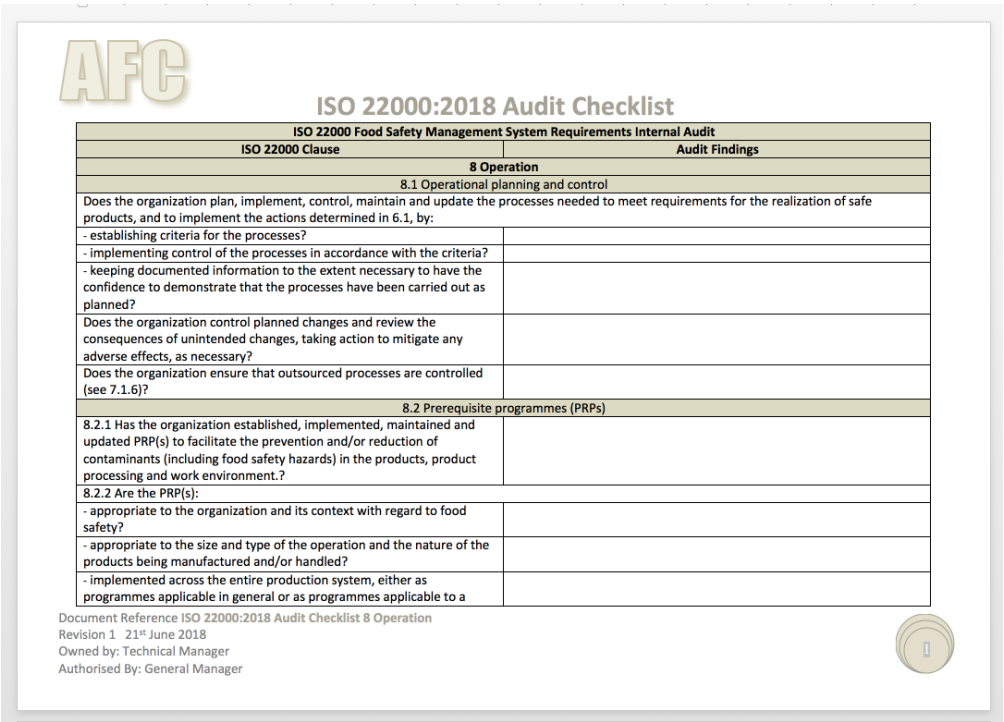



Internal Auditor Training - GDP Audits (Read-Only)
International
Food Safety & Quality Network
Internal Auditor Training
Good Storage and Distribution
Practice Audits
Internal Auditor Training
Audits
Slide 1 of 48
English (United Kingdom)


Internal Auditor Training - GDP Audits (Read-Only)
Completing the Audit Form
The bottom part is a table to summarize the agreed corrective actions.
They are to be followed up and signed off when completed.
Summary of Corrective Actions Raised
H&H CAR Number
Details
Person Responsible for Action
Target Completion Date
Completed Date
Signed Off By
001
Floor needs resealing urgently – Major NC
Listeria risk in environment
Andy Supervisor
29/2/20
29/2/20
Andy Auditor
002
Waste accumulation at exit – Minor NC
Increase removal schedule
Andy Supervisor
29/2/20
29/2/20
Andy Auditor
003
Loose nuts left on spray coder – Major NC
Foreign Body risk to Product
Andy Supervisor
29/2/20
29/2/20
Andy Auditor
004
Hose pipes left on floor – Major NC
Hose reels required
Listeria risk of Product Contamination
Andy Supervisor
29/2/20
29/2/20
Andy Auditor
Document Reference Factory GMP Audit
Revision 1 8th January 2020
Owned by: Quality Manager
Authorized By: General Manager
The bottom part is a table to summarize the agreed corrective actions.
They are to be followed up and signed off when completed
Slide 45 of 48
English (United Kingdom)

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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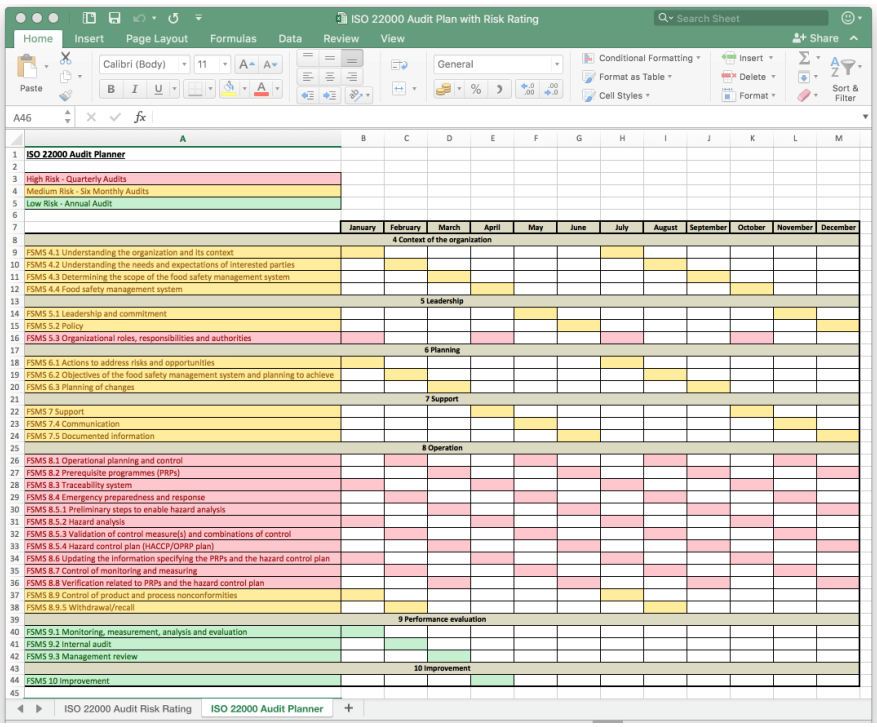
ISO 22000:2018 Audit Checklist

ISO 22000 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	

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 22002-5 Audit Plan with Risk Rating

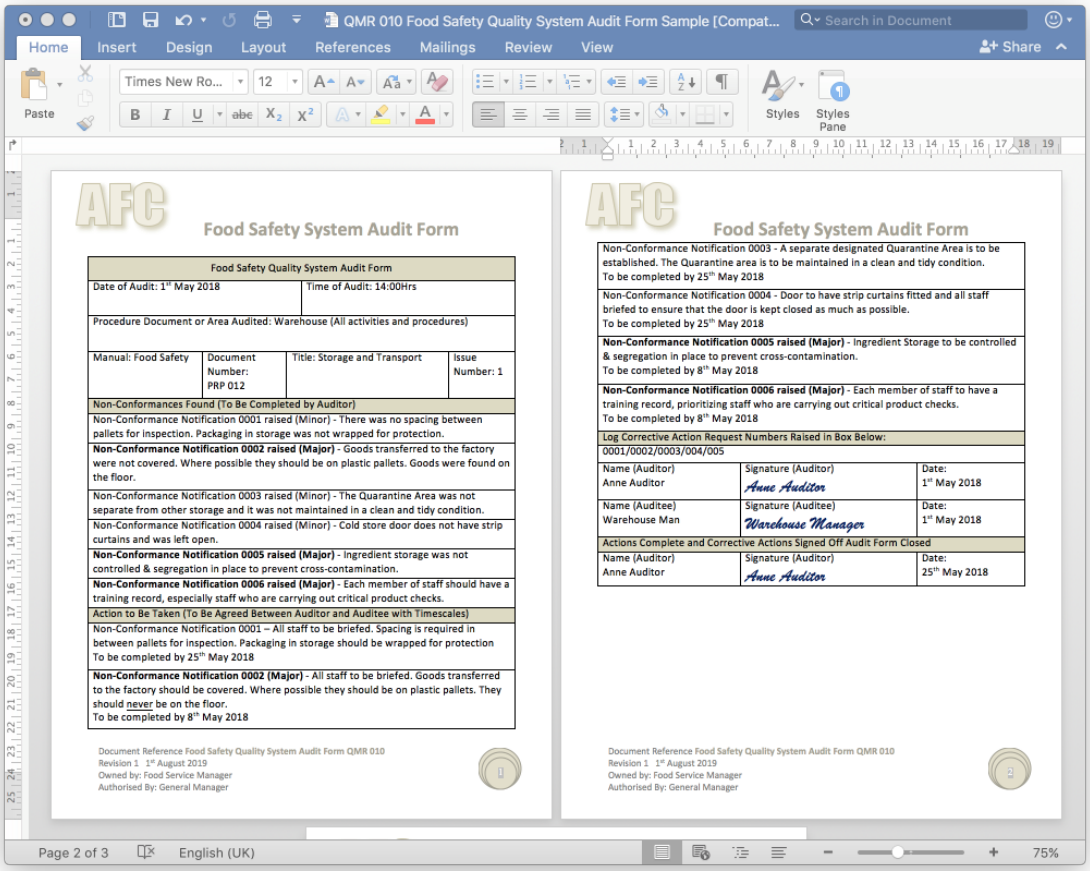


ISO 22000 Audit Plan with Risk Rating

ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
	January	February	March	April	May	June	July	August	September	October	November	December
4 Context of the organization												
FSMS 4.1 Understanding the organization and its context												
FSMS 4.2 Understanding the needs and expectations of interested parties												
FSMS 4.3 Determining the scope of the food safety management system												
FSMS 4.4 Food safety management system												
5 Leadership												
FSMS 5.1 Leadership and commitment												
FSMS 5.2 Policy												
FSMS 5.3 Organizational roles, responsibilities and authorities												
6 Planning												
FSMS 6.1 Actions to address risks and opportunities												
FSMS 6.2 Objectives of the food safety management system and planning to achieve												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
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												
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 8.7 Control of monitoring and measuring												
FSMS 8.8 Verification related to PRPs and the hazard control plan												
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												

ISO 22000 Audit Risk Rating | ISO 22000 Audit Planner

There are also a sample Audit Report and Corrective Action Request



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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

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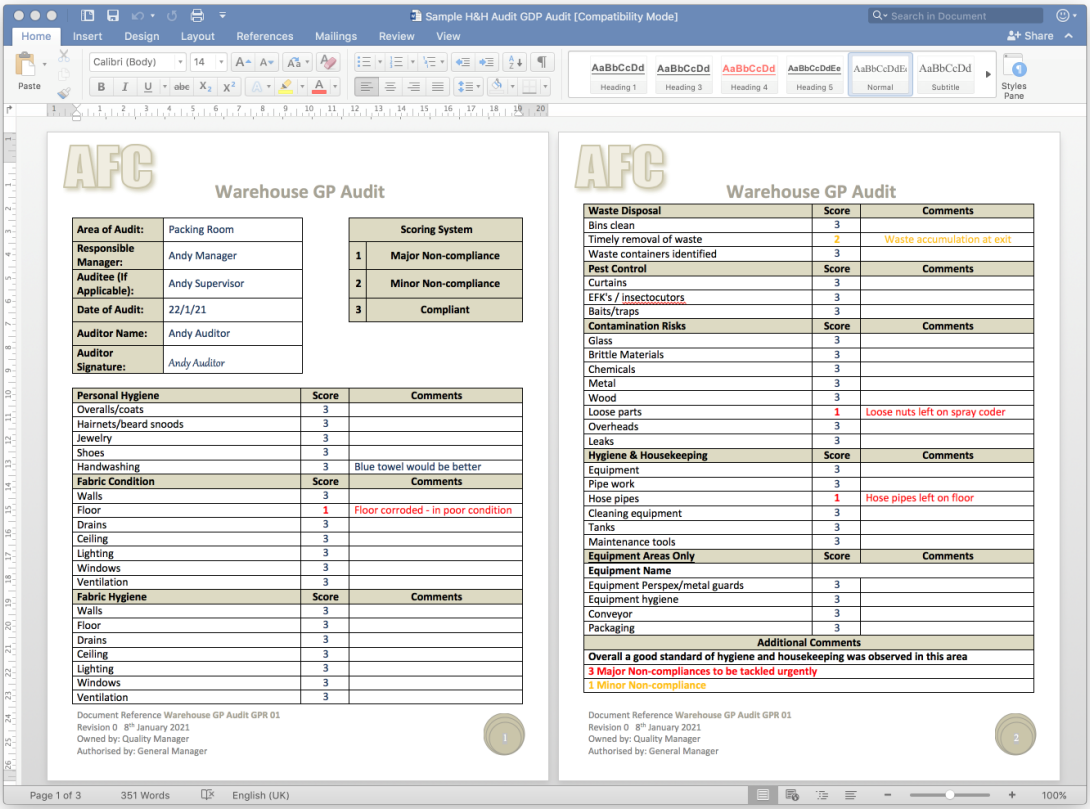
Food Safety System Audit Form

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 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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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

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Warehouse GP Audit

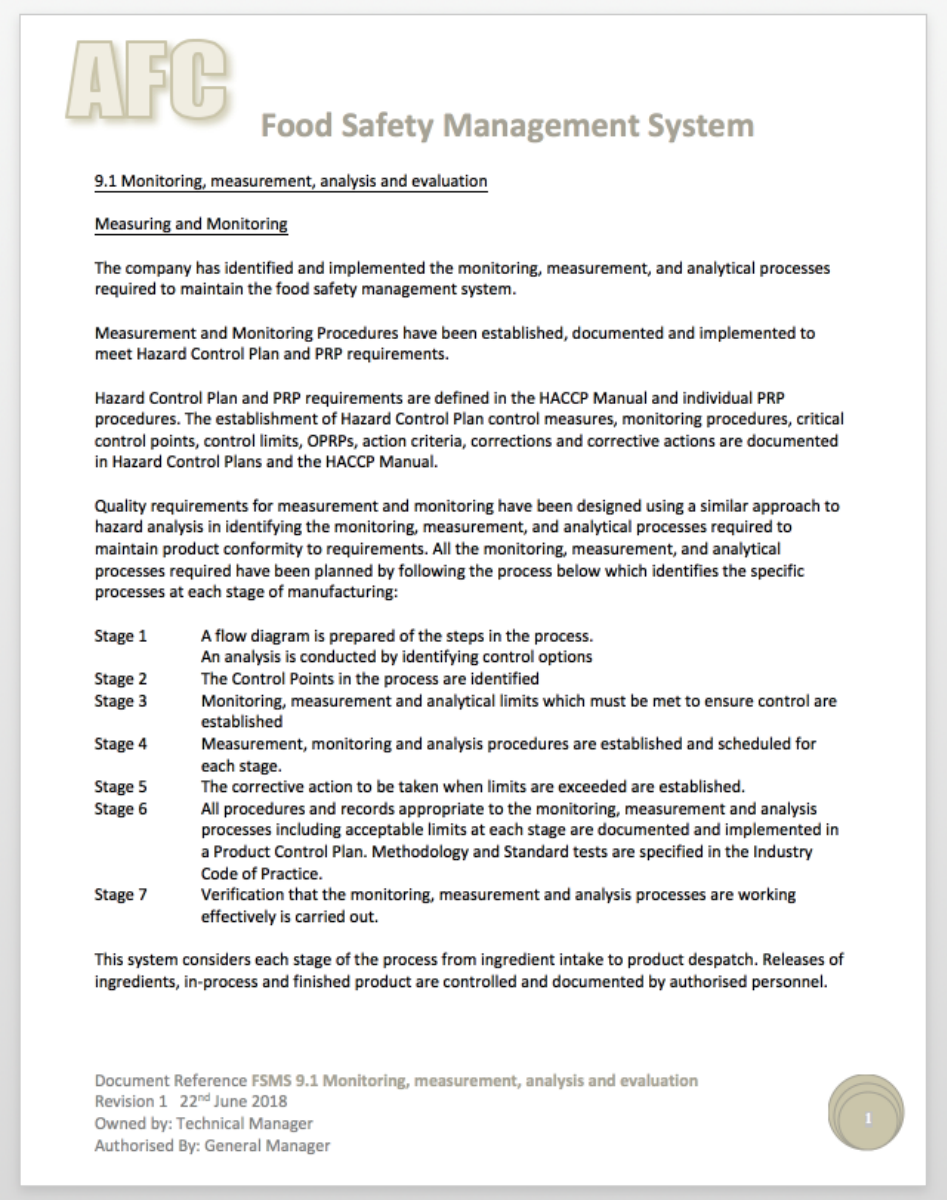
Waste Disposal	Score	Comments
Bins clean	3	
Timely removal of waste	2	Waste accumulation at exit
Waste containers identified	3	
Pest Control	**Score**	**Comments**
Curtains	3	
EFK's / insectocutors	3	
Baits/traps	3	
Contamination Risks	**Score**	**Comments**
Glass	3	
Brittle Materials	3	
Chemicals	3	
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

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



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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.

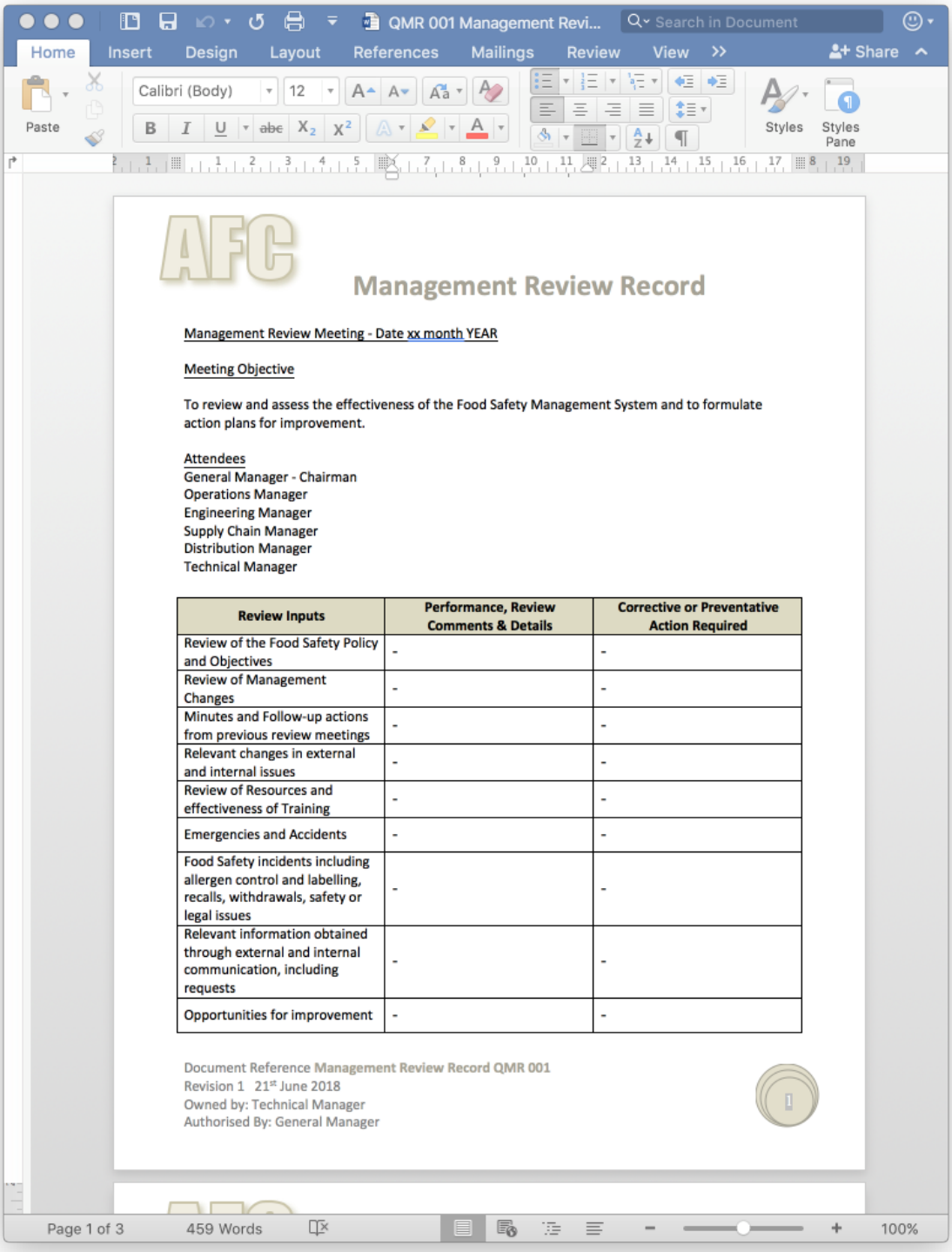
Quality requirements for measurement and monitoring have been designed using a similar approach to hazard analysis in identifying the monitoring, measurement, and analytical processes required to maintain product conformity to requirements. All the monitoring, measurement, and analytical processes required 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

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

Stage 9 Final Steps to FSSC 22000 Certification

There 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 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!

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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 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 Safety Management System.

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

Click here to order our FSSC 22000 Packaging Food Safety Management System Certification Package