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
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.
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.

<table>
<thead>
<tr>
<th>ISO/TS 22002-5:2019 Prerequisite programmes on Food Safety -- Part 5: Transport and Storage - CONFORMANCE ANALYSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 General requirements</strong></td>
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<tr>
<td>ISO/TS 22002-5 Requirements</td>
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<tr>
<td>Yes</td>
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<tr>
<td>4.1 General requirements</td>
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</table>

**4.2 Facilities**

<table>
<thead>
<tr>
<th>ISO/TS 22002-5 Requirements</th>
<th>Compliant</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>4.2.1 External Layout</td>
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<td>4.2.2 Internal layout and work space</td>
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<tr>
<td>4.2.2.1 Internal design, layout and traffic patterns</td>
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<td>4.2.2.2 Internal structures and fittings</td>
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<td>4.2.2.3 Drains and drainage</td>
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**4.2.3 Utilities**

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<thead>
<tr>
<th>ISO/TS 22002-5 Requirements</th>
<th>Compliant</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>4.2.3.1 General requirements</td>
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<td>4.2.3.2 Water supply</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>ISO/TS 22002-5 or ISO 22000 Clause</th>
<th>Details of Non-Compliance</th>
<th>Corrective Action Required</th>
<th>Responsibility</th>
<th>Target completion Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
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</table>
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.
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:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Name</th>
<th>Role in Team</th>
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</thead>
<tbody>
<tr>
<td>Managing Director</td>
<td>Name</td>
<td>Chairman</td>
</tr>
<tr>
<td>General Manager</td>
<td>Name</td>
<td>Deputy Chair</td>
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<tr>
<td>Operations Manager</td>
<td>Name</td>
<td>Operations Reporting</td>
</tr>
<tr>
<td>Quality Manager</td>
<td>Name</td>
<td>Food Safety Reporting Management Representative</td>
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<tr>
<td>Planning Manager</td>
<td>Name</td>
<td>Planning and Capacity Reporting</td>
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<tr>
<td>Distribution Manager</td>
<td>Name</td>
<td>Distribution Reporting</td>
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<tr>
<td>Maintenance Manager</td>
<td>Name</td>
<td>Services and Engineering Provision</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Name</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>Human Resources Manager</td>
<td>Name</td>
<td>Resource reporting</td>
</tr>
</tbody>
</table>
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:

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

<table>
<thead>
<tr>
<th></th>
<th>Top Management determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>External &amp; Internal Issues</strong></td>
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<table>
<thead>
<tr>
<th></th>
<th>Top Management Determine the interested parties (Customer, Regulatory, Statutory and Other) that are relevant to the FSMS.</th>
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<tbody>
<tr>
<td>2</td>
<td><strong>Interested Parties (Customer, Regulatory, Statutory and Other)</strong></td>
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</tbody>
</table>
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.
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.

<table>
<thead>
<tr>
<th>Resource requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>Food Safety Team Leader</td>
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<tr>
<td>Food Safety Team</td>
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<tr>
<td>FSMS Steering Group</td>
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<tr>
<td>Trainers</td>
<td></td>
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<tr>
<td>Internal Auditors</td>
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</tbody>
</table>
- 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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Holder</th>
<th>Nominated Deputy</th>
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</thead>
<tbody>
<tr>
<td>Emergency Response Coordinator</td>
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<tr>
<td>General Manager</td>
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<td>Operations Manager</td>
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<td>Packing Manager</td>
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<td>Warehouse Manager</td>
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<td>Maintenance Manager</td>
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<td>Factory Safety Manager</td>
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<td>Human Resource Manager</td>
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<td>Packing Manager</td>
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<tr>
<td>Quality Manager (Food Safety Team Leader)</td>
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<td>Goods Receipt Manager</td>
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<td>Design and Development Manager</td>
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<td>Planning Manager</td>
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<tr>
<td>Customer Service Manager</td>
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<tr>
<td>Distribution Manager</td>
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</tbody>
</table>
### Crisis Management/Product Recall Team

<table>
<thead>
<tr>
<th>Crisis</th>
<th>Name</th>
<th>Crisis Coordinator</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire or Site evacuation</td>
<td></td>
<td>Health and Safety Manager</td>
<td></td>
</tr>
<tr>
<td>Utility Supply failure</td>
<td></td>
<td>Maintenance Manager</td>
<td></td>
</tr>
<tr>
<td>IT systems failure</td>
<td></td>
<td>Operations Manager</td>
<td></td>
</tr>
<tr>
<td>Water Supply Contamination</td>
<td></td>
<td>Quality Manager</td>
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</tr>
<tr>
<td>Breaches of security</td>
<td></td>
<td>General Manager</td>
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</tr>
<tr>
<td>Distribution Failure</td>
<td></td>
<td>Distribution Manager</td>
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<tr>
<td>Bomb Threat or similar</td>
<td></td>
<td>General Manager</td>
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<tr>
<td>Bioterrorism</td>
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<td>Managing Director</td>
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<tr>
<td>Extortion or Sabotage</td>
<td></td>
<td>General Manager</td>
<td></td>
</tr>
<tr>
<td>Product quality or safety</td>
<td></td>
<td>Quality Manager</td>
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</tbody>
</table>
### Senior Management Establish Food Safety Responsibility & Authority Levels

<table>
<thead>
<tr>
<th>Process</th>
<th>Responsible Persons</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 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 |
Top Management Establish Food Safety Responsibility & Authority Levels

<table>
<thead>
<tr>
<th>Process</th>
<th>Responsible Persons</th>
<th>Activity</th>
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</table>
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
QMR 002 Training Record

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

<table>
<thead>
<tr>
<th>FPSMS Team Member</th>
<th>Name</th>
<th>Position</th>
<th>Qualification</th>
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<tbody>
<tr>
<td>FPSMS Team Leader</td>
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<tr>
<td>FPSMS Assistant Leader</td>
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<tr>
<td>FPSMS Team Members</td>
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</table>
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.
<table>
<thead>
<tr>
<th>Project Planning Tasks</th>
<th>Responsibility</th>
<th>Comments</th>
<th>Due Date for Completion</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The organisation purchases a copy of the ISO 22000:2018 standard</td>
<td>Top Management</td>
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<td>2. Top Management determine external and internal issues that are relevant to its</td>
<td>Top Management</td>
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<tr>
<td>purpose and that affect its ability to achieve the intended result(s) of its</td>
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<tr>
<td>FSMS.</td>
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<tr>
<td>3. Top Management determine the interested parties that are relevant to the FSMS</td>
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<tr>
<td>and the relevant requirements of the interested parties of the FSMS.</td>
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<td>4. Top Management determine the boundaries and applicability of the FSMS to</td>
<td>Top Management</td>
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<td>establish its scope. The scope shall specify the products and services, processes</td>
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<tr>
<td>and facilities/site(s) that are included in the FSMS.</td>
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<tr>
<td>5. Top Management plan how to establish, implement, maintain, update and</td>
<td>Top Management</td>
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<tr>
<td>continually improve a FSMS, including the processes needed and their interactions</td>
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<td>6. Top Management plan the actions</td>
<td>Top Management</td>
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</table>
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.
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
### Organizational Risk Analysis

<table>
<thead>
<tr>
<th>Area of Issue</th>
<th>Description</th>
<th>Internal</th>
<th>External</th>
<th>Positive</th>
<th>Negative</th>
<th>International</th>
<th>National</th>
<th>Regional</th>
<th>Local</th>
<th>Risk Level</th>
<th>Proposed Action</th>
<th>Manageable Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage</td>
<td>Issues complying with PSMA</td>
<td>Internal</td>
<td>Negative</td>
<td>National</td>
<td>High</td>
<td>Bring in external resource to assist in PSMA compliance</td>
<td>Priority</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Technology</td>
<td>Technology out of date</td>
<td>Internal</td>
<td>Negative</td>
<td>International</td>
<td>Medium</td>
<td>Review out of date technology</td>
<td>Priority</td>
<td></td>
<td></td>
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<tr>
<td>Competition</td>
<td>Lack of Competitiveness</td>
<td>External</td>
<td>Positive</td>
<td>Regional</td>
<td>Low</td>
<td>Increased Marketing</td>
<td>Priority</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Market</td>
<td>Daily Short-Term Customer Contracts</td>
<td>Internal</td>
<td>Negative</td>
<td>International</td>
<td>High</td>
<td>Seek longer term for Customer Contracts</td>
<td>Priority</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural</td>
<td>Product of Religious, Ethical or Moral Significance</td>
<td>General</td>
<td>Negative</td>
<td>Local</td>
<td>Low</td>
<td>Also look to Products not of Religious, Ethical or Moral Significance</td>
<td>Priority</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Social</td>
<td>Need for Seasonal Workers</td>
<td>Internal</td>
<td>Negative</td>
<td>Local</td>
<td>High</td>
<td>Contract Seasonal Workers</td>
<td>Priority</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Economic</td>
<td>Economic environments</td>
<td>External</td>
<td>Negative</td>
<td>National</td>
<td>Medium</td>
<td>Look for Alternative Suppliers</td>
<td>Priority</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Fraud</td>
<td>Irregularly missed withdrawal (ISMA)</td>
<td>External</td>
<td>Negative</td>
<td>International</td>
<td>Medium</td>
<td>Increased Supplier Assurance &amp; Product Testing</td>
<td>Priority</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Food Defence</td>
<td>Premises located in a politically or socially sensitive area</td>
<td>Internal</td>
<td>Negative</td>
<td>Local</td>
<td>High</td>
<td>Increase Security Short Term Long Term task to relocate</td>
<td>Priority</td>
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<td></td>
</tr>
<tr>
<td>Knowledge (Organisation)</td>
<td>Lack of Technical Skills</td>
<td>Internal</td>
<td>Negative</td>
<td>Local</td>
<td>Medium</td>
<td>Recruit Technical Skills</td>
<td>Priority</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Performance (Organisation)</td>
<td>Unreliable Operations</td>
<td>Internal</td>
<td>Negative</td>
<td>Local</td>
<td>High</td>
<td>Project Implementation Operational Efficiency</td>
<td>Priority</td>
<td></td>
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</tr>
</tbody>
</table>

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### 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Food Safety Requirement</th>
<th>International</th>
<th>National</th>
<th>Regional</th>
<th>Local</th>
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</thead>
<tbody>
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<td>Statutory</td>
<td>Internationally</td>
<td>International</td>
<td>National</td>
<td>Regiona</td>
<td>Local</td>
</tr>
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<td>Statutory</td>
<td>Regional</td>
<td>Local</td>
<td>Local</td>
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<td>Regulatory</td>
<td>International</td>
<td>National</td>
<td>Regional</td>
<td>Local</td>
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<tr>
<td>Regulatory</td>
<td>Regulatory</td>
<td>National</td>
<td>Regional</td>
<td>Local</td>
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</tr>
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<td>Consumer 1</td>
<td>Consumer 1</td>
<td>International</td>
<td>National</td>
<td>Regional</td>
<td>Local</td>
</tr>
<tr>
<td>Consumer 3</td>
<td>Consumer 3</td>
<td>National</td>
<td>Regional</td>
<td>Local</td>
<td>Local</td>
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<tr>
<td>Consumer 4</td>
<td>Consumer 4</td>
<td>Local</td>
<td>Local</td>
<td>Local</td>
<td>Local</td>
</tr>
<tr>
<td>Consumer 5</td>
<td>Consumer 5</td>
<td>Local</td>
<td>Local</td>
<td>Local</td>
<td>Local</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Product Categories</th>
<th>Processes</th>
<th>Activities</th>
<th>Production Sites</th>
<th>Outsourced Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

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
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 Incline appropriate actions.

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

---

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

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AFC

Food Safety Management System

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

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Support
FSMS 7 Support
FSMS 7.4 Communication
FSMS 7.5 Documented information

7 Support
FSMS 7 Support
FSMS 7.4 Communication
FSMS 7.5 Documented information

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 competencies required for personnel who can affect food
**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.
Sample Verification and Validation Records are included in the package.
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
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

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

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
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
Good Storage and Distribution
Practice Audits

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.

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Internal Audit Checklists

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

ISO 22000 & ISO 22002-5 Audit Plan with Risk Rating
There are also a sample Audit Report and Corrective Action Request.
Step Eight: Review and Updating

Top Management and the Management Team follow procedures:

9 Performance evaluation
FSMS 9.1 Monitoring, measurement, analysis and evaluation
FSMS 9.3 Management review

10 Improvement
FSMS 10 Improvement

FSMS 9.1 Monitoring, measurement, analysis and evaluation

Food Safety Management System

9.1 Monitoring, measurement, analysis and evaluation

Measuring and Monitoring

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

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

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

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

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

This system considers each stage of the process from ingredient intake to product despatch. Releases of ingredients, in-process and finished product are controlled and documented by authorised personnel.
Top Management Review QMR 001 Management Review Record can be used to record the details of Management Review.

### Management Review Record

**Management Review Meeting - Date and 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

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

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 are a few final steps to achieving FSSC 22000 Certification:

- Carry out an assessment of your system to make sure that it meets the requirements of the ISO 22000 standard using our ISO 22000 Checklists. Using our comprehensive FSSC 22000 Requirements Checklists assess your Food 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!
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]