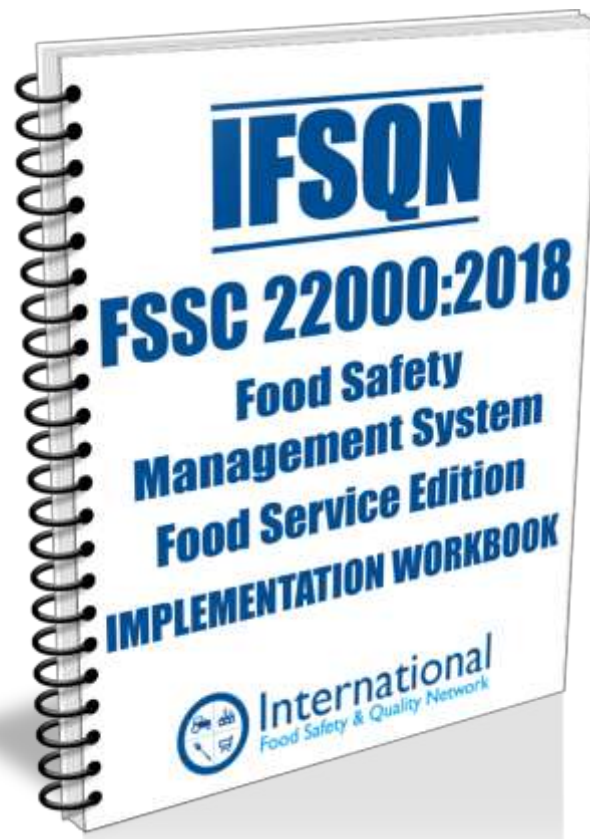# Food Service FSSC 22000 Food Safety Management System Implementation Workbook

This comprehensive Food Safety Management System package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme.

This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Documenting the Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to FSSC/ISO 22000 Certification

Click here to order the IFSQN FSSC 22000 Certification Package Now

Step One: ISO 22000 Training for Management

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.
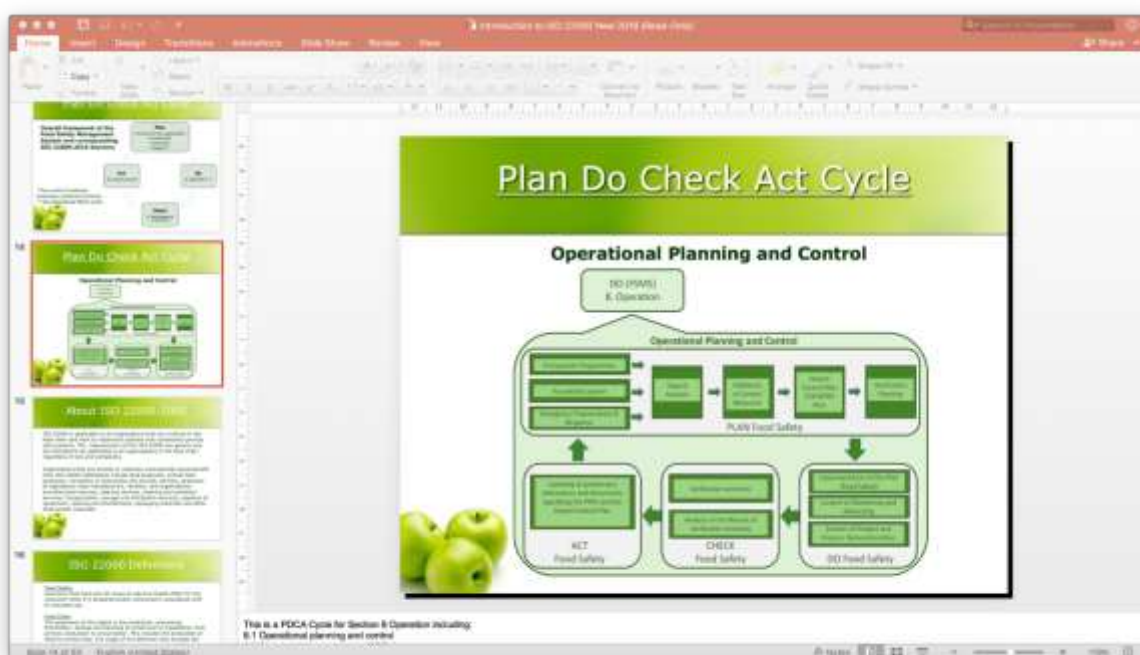
Step Two: Top Management Implementation

Top Management need to start the implementation process.

determine the Context of the organization, how to demonstrate Leadership and Planning establish the Food Safety Management System fundamentals including Food Safety 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: 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.

Food Service FSSC 22000 Food Safety Management System Implementation Workbook

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 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	

Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

Food Service FSSC 22000 Food Safety Management System Implementation Workbook

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
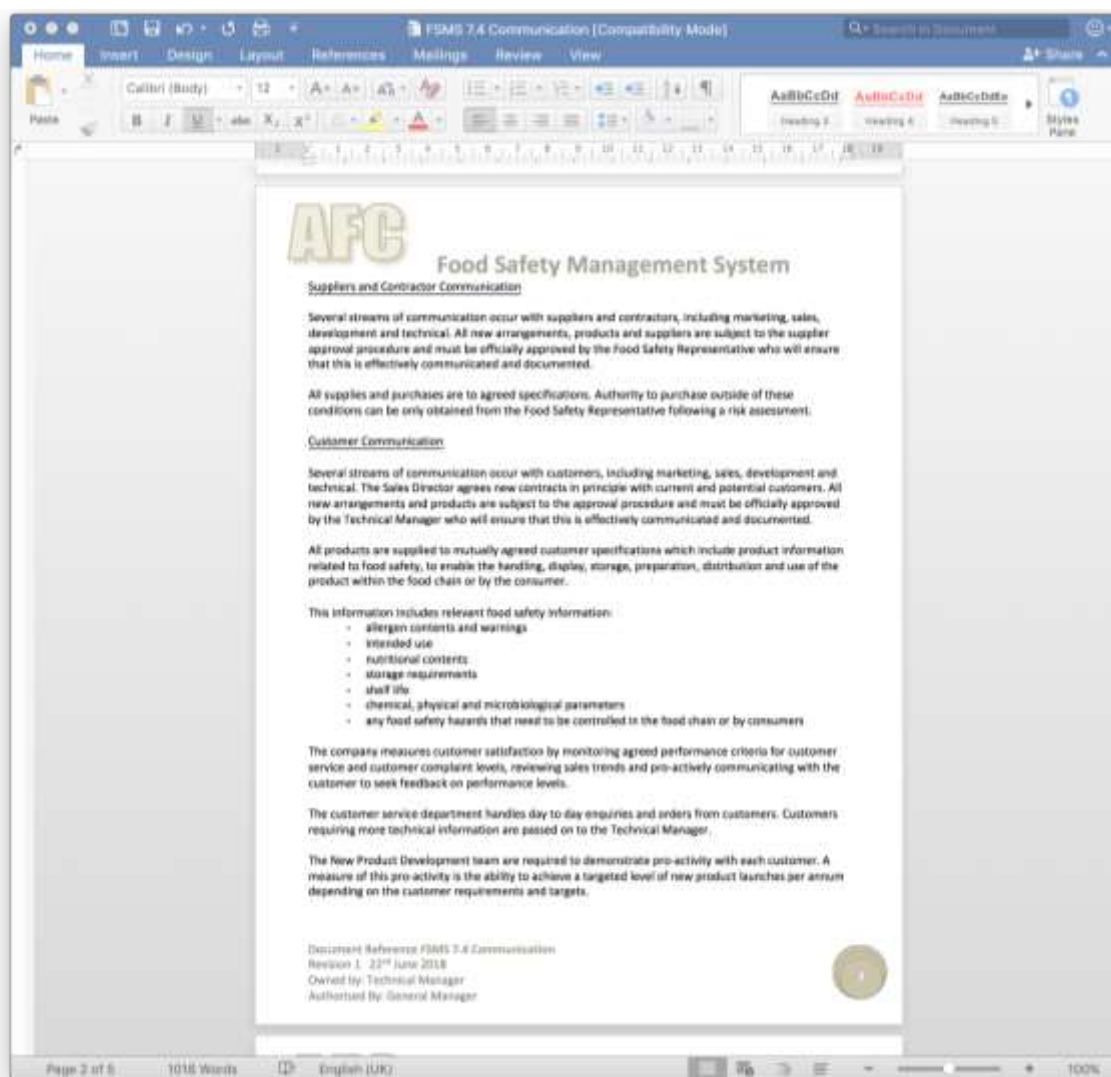
Step Three: Food Safety Management System
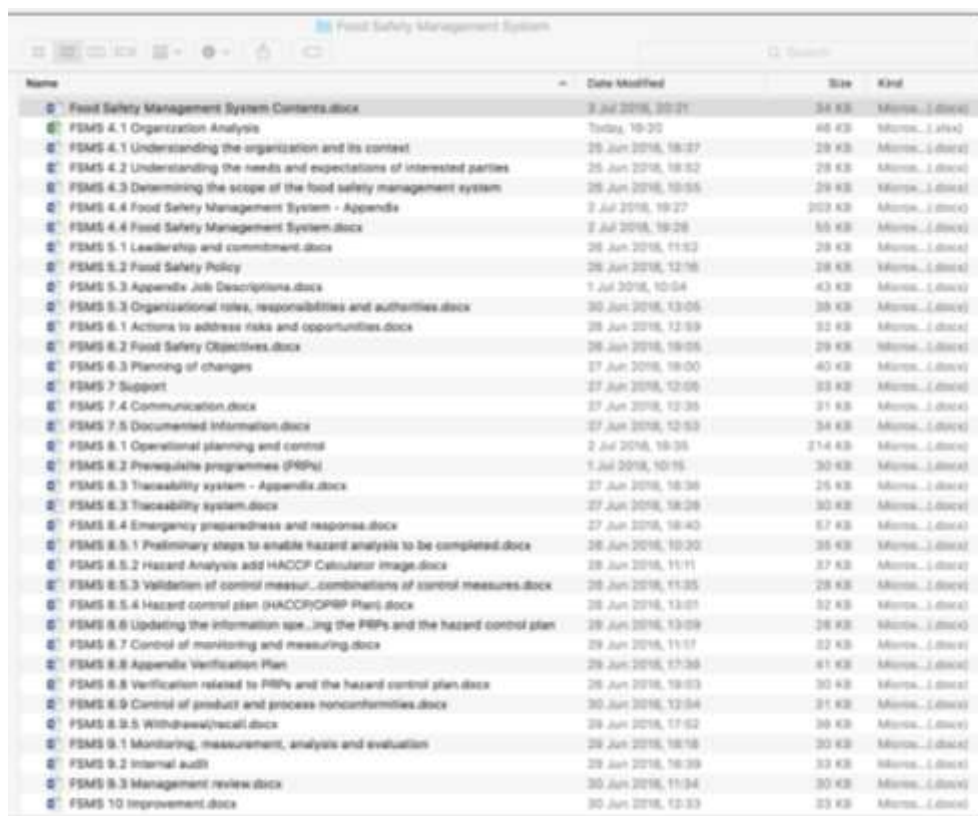
The Food Safety Management System contains a comprehensive ISO 22000 documentation package that you are now ready to implement:

- ✓ Food Safety Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing food safety procedures and our unique HACCP Calculator.
- ✓ Laboratory manual including sample procedures and records.
- ✓ Prerequisite Programmes manual.

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

Food Safety Manual

The Food Safety Management System folder contains comprehensive top level procedures templates that match the clauses of the ISO 22000:2018 standard and form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Food Service FSSC 22000 Food Safety Management System Implementation Workbook

ISO 22000 HACCP Manual containing the HACCP Calculator

The HACCP System is defined in the following Food Safety Management System documents:

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 8.7 Control of monitoring and measuring
FSMS 8.8 Verification related to PRPs and the hazard control plan

There are also supplementary ISO HACCP Manual documents including the HACCP Calculator ISO 22000 2018 & Instructions:
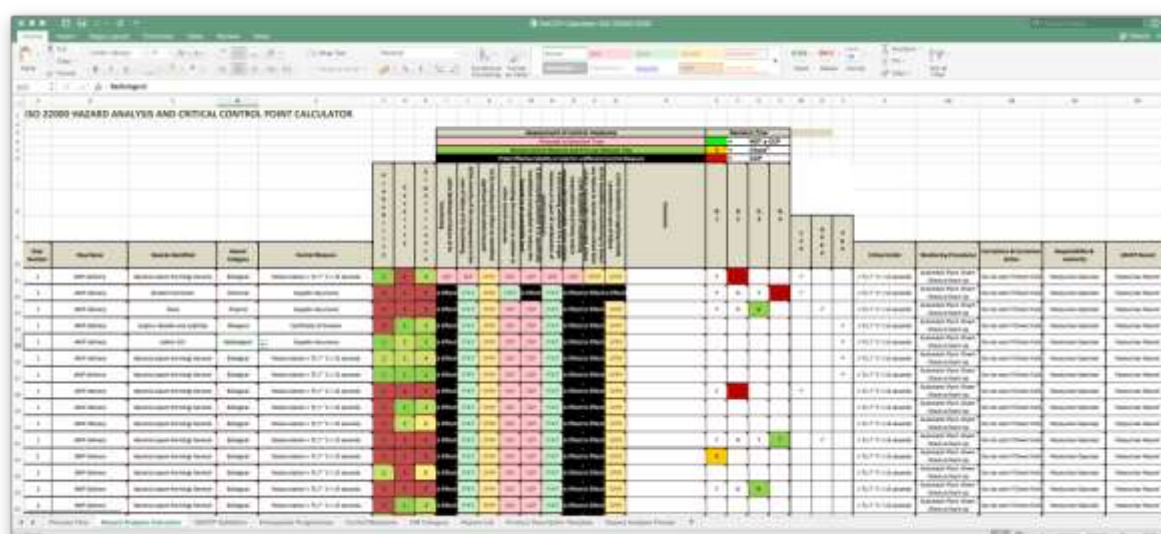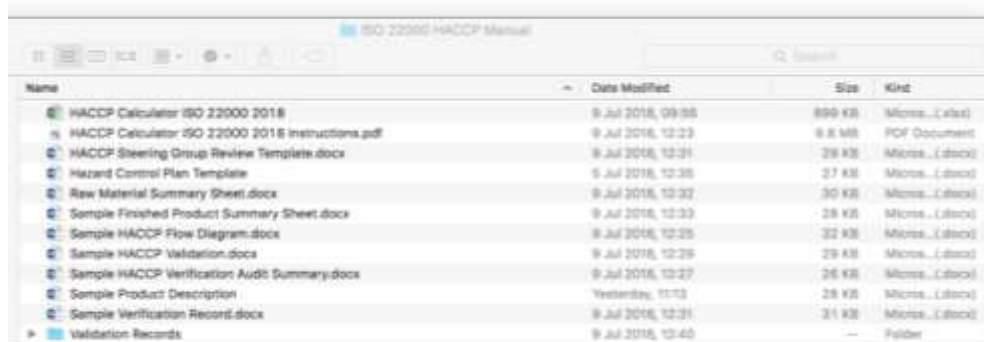
Step Four: Project 22000

This contains the project tools you will need to achieve FSSC 22000 certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Top Management
- ✓ The documents described previously are implemented as part of the Project Plan

Food Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Project Plan

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

	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1	The organisation purchases a copy of the ISO 22000:2018 standard	**Top Management**			
2	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.	**Top Management**			
3	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.	**Top Management**			
4	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.	**Top Management**			
5	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions	**Top Management**			
6	Top Management plan the actions	**Top Management**			

Food Safety Management System Document Implementation

The Food Safety Management System (FSMS) documents should be edited and procedures implemented as per the plan and relevant training given.

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

Step Four: Project 22000 - 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.
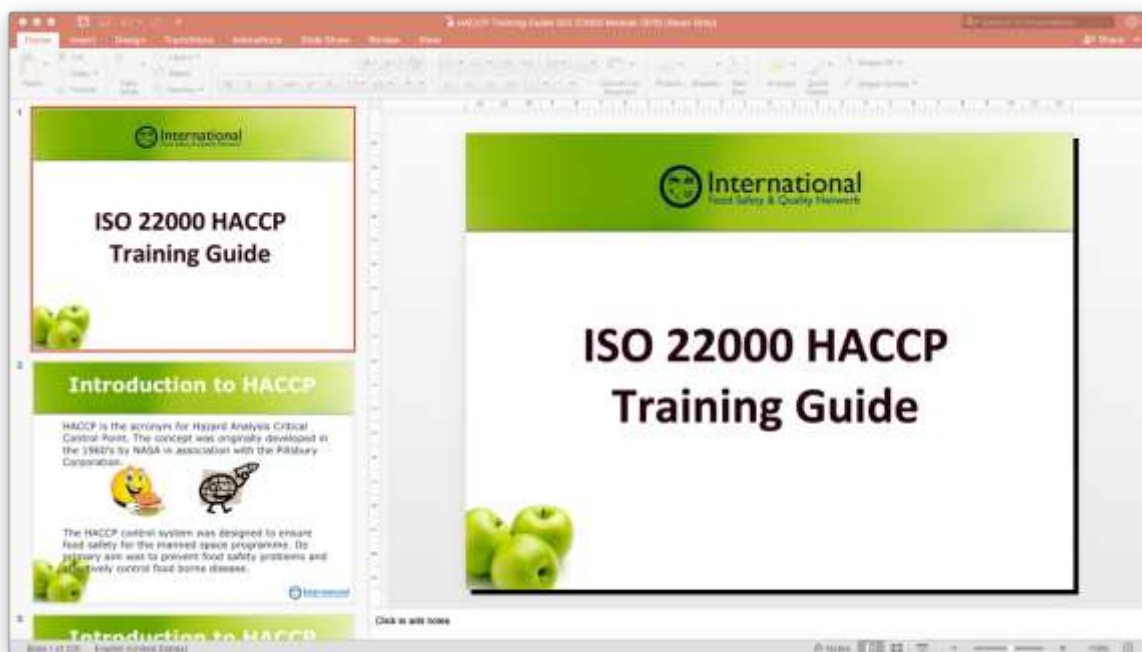
The HACCP documents should be edited and procedures implemented by the Food Safety Team as per the plan.

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

8.5 Hazard control

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.1 Preliminary steps to enable hazard analysis

AFC Food Safety Management System

Characteristics of raw materials, ingredients and product contact materials

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of food safety hazards. For each item the specification includes:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Source (e.g. animal, mineral or vegetable)
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements and shelf life
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

All specifications are maintained, updated and approved by the Food Safety Team Leader who identifies legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there are changes.

Characteristics of End Products

The food safety team document the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description includes:

- Product name
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product
- Chemical characteristics relevant for food safety such as pH or Aw
- Biological characteristics relevant for food safety treatment such as heating, freezing, brining
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers

Document Reference FSMS 8.5.1 Preliminary steps to enable hazard analysis
Revision 1 22nd June 2018
Owned by: Technical Manager
Authorised By: General Manager

This document covers the following:

HACCP (Food Safety) Team
HACCP Scope
Characteristics of raw materials, ingredients and product contact materials
Characteristics of End Products
Intended Use
Preparation of the flow diagrams
The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart.

There is also guidance in Implementing ISO 22000 Food Safety Team Guide 2018
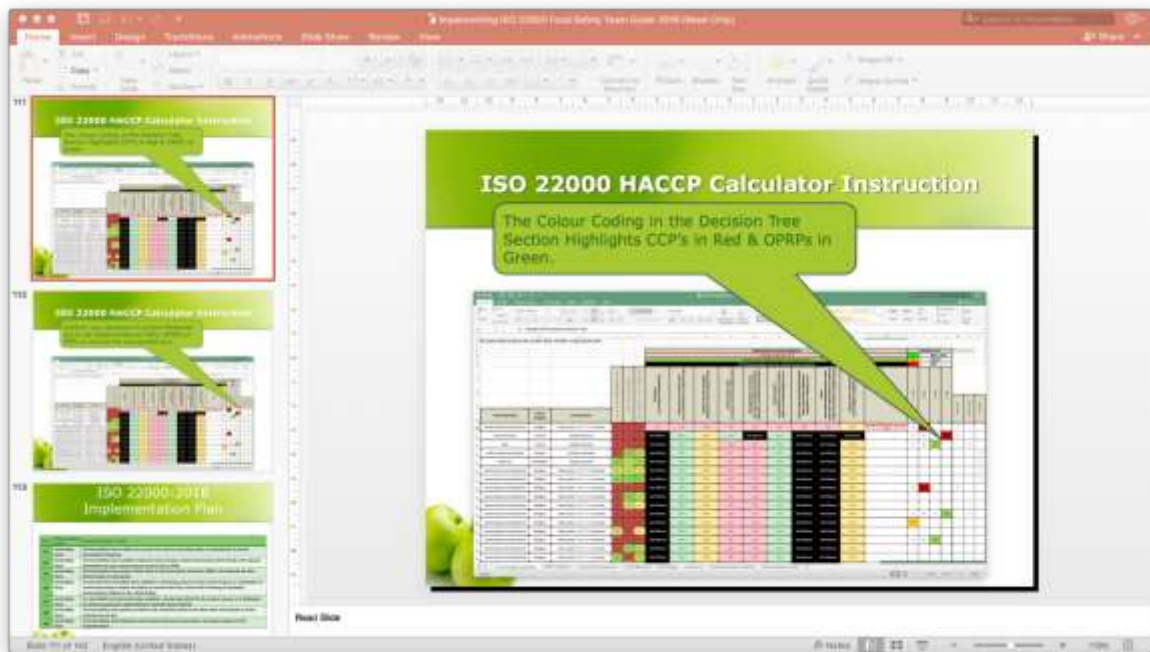
There is also guidance in HACCP Calculator ISO 22000 2018 Instructions
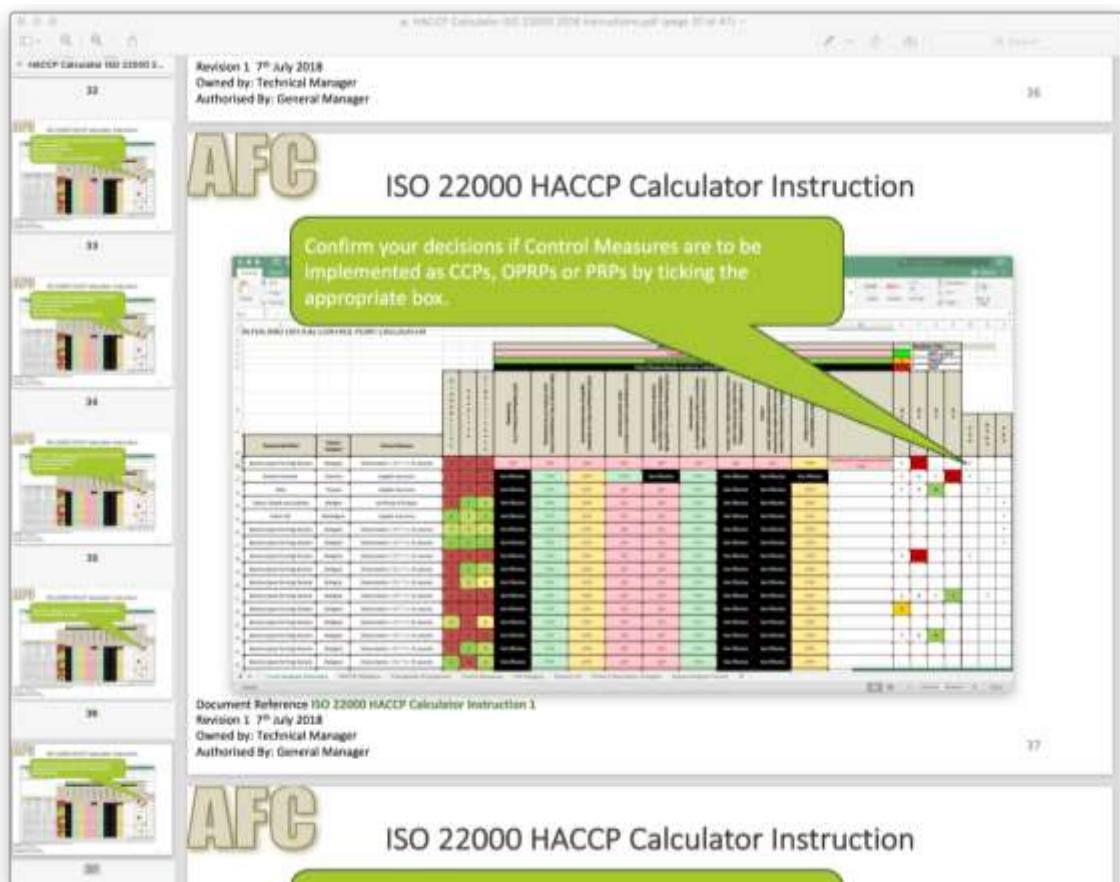
Food Service FSSC 22000 Food Safety Management System Implementation Workbook

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.

For those that prefer there is a Food Service 22000 HACCP Calculator 2018 and Instructions:
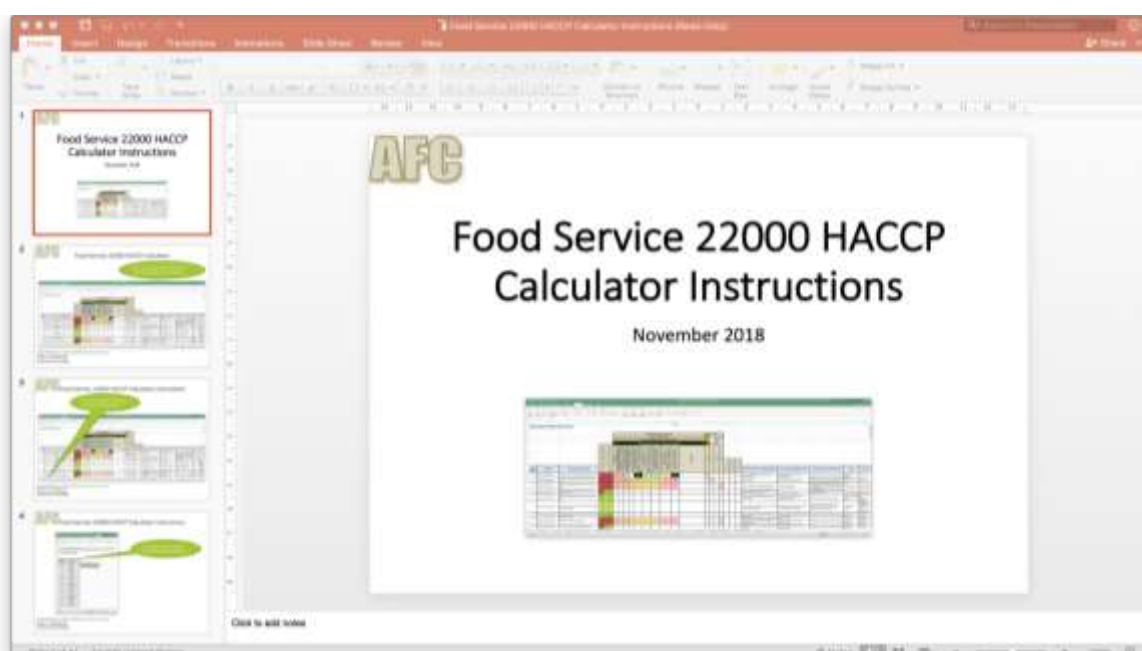
Project 22000 - Staff Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

QMR 002 Training Record

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			

Document Reference Training Record QMR 002
Revision 1 1ª June 2014
Owned by: Technical Manager
Authorised By: General Manager

Remember

Now that the Prerequisite Programmes, and Hazard Control Plans all staff should be trained in the appropriate procedures, limits, corrective actions, and record completion.

ISO 22000 Audit Plan with Risk Rating

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

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

Top Management should implement actions to improve the Food Safety
Management System - outputs from the Management Review:

Management Review Record

effectiveness of actions taken to address them		
the extent to which objectives of the FSMS have been met	-	-

Review Outputs	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Decisions and actions related to continual improvement opportunities	-	-
Revisions of the Food Safety Policy and objectives	-	-
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Results of the review of planning and development of the processes needed for the realisation of safe products	-	-
Decisions and actions related to the assurance of food safety	-	-
The need for updates and changes to the FSMS, including resource requirements	-	-
Product quality enhancement	-	-
Change or elimination of non-productive elements	-	-
Change or elimination of non-productive systems or procedures	-	-

Minutes copied to all managers and available to all staff via notice boards.

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

Stage 8 Final Steps to ISO 22000 Certification

There a few final steps to achieving ISO 22000 Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the certification scheme using the checklists provided
- ✓ 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!

Assess the Food Safety Management System

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

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

Review compliance with FSSC 22000 Certification Scheme Additional Requirements

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

FSSC 22000 Certification Scheme Additional Requirements			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
Management of services - Do all services that may have an impact on food safety:			
Have specified requirements which are regularly reviewed?			
Are described in documents to the extent needed to conduct hazard analysis?			
Are managed in conformance with the requirements of technical specification for sector PRPs?			
Are assessed and approved demonstrating compliance with specified requirements?			
Are monitored to assure continued service provider approval status?			
Do the services managed include at least:			
Utilities?			

Prerequisite Corrective Actions

The non-compliances identified in the assessment of compliance with the prescribed prerequisite programmes should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	Prerequisite Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed