

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:

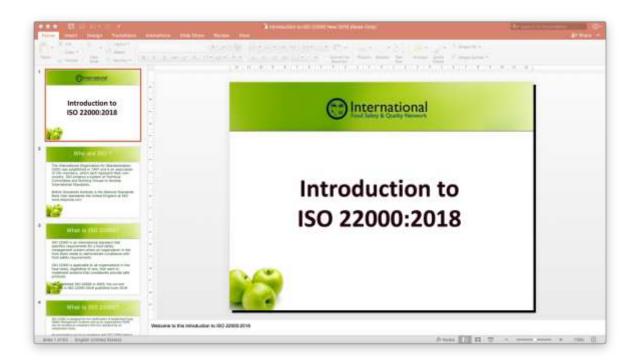
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Documenting the Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step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

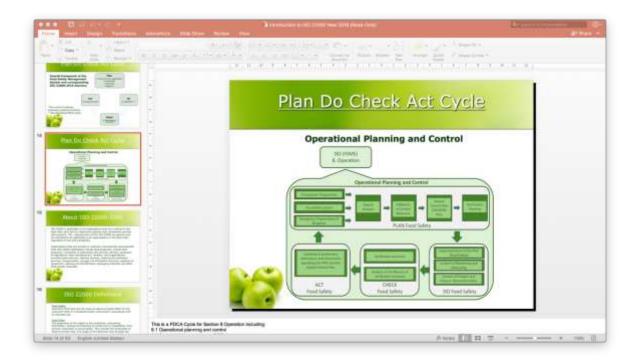
# Click here to order the IFSQN FSSC 22000 Certification Package Now

#### 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:

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Area of laws	Description	Orga Internal External	Pesitive Negative	Retenutional Retenutional Regional Local	Risk Level	Proposed Acilan	Treescal
Legit	tissues 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	Benew out of Date Technology	1.0
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	Garan
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	Regative	Local	Low	Also look to Products not of Heligious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Median	Look for Alternative Sugplies	17
Food traud	Economically motivated adulteration (EMA)	External	Negative	International	Median	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	Negetive	Local	Median	Recruit Technical Skills	0
Performance (Organization)	Unreliable Operations	Internal	Negative	incal	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:

	Top Management determine external an and affect its ability to achieve the intend	
	External & Internal Issues	Actions to address risks and opportunities
1		
	Top Management Determine the interest Statutory and Other) that are relevant to	
	Interested Parties (Customer, Regulatory, Statutory and Other)	Details
2		

#### 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.

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

# Top Management Establish Food Safety Responsibility & Authority Levels

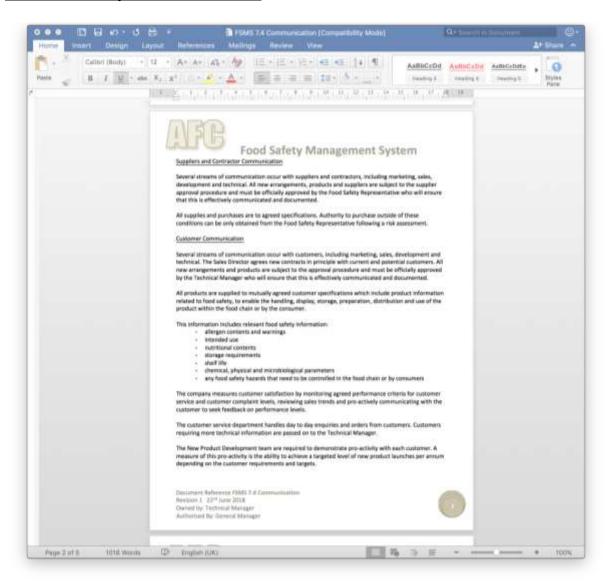
Process	Responsible Persons	Activity

#### 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:

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C PEMS 4	E.2 Understanding the needs and expectations of interested parties	25 Jun 2218, 18:82	28.63	Adventer, 3 direct
B PEMS 4	8.5 Determining the scope of the food safety management system	28 Art 2218, 10:55	29.48	Mirrow, J. doint
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C FEMS 5	5.1 Leadership and commitment docs	28 Jun 2018, 11:52	28.48	Murray, Listenia
B FEMES	5.3 Fund Safety Policy	28 Jun 2018, 12 18	28.48	Marries, Laboration
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C FEMER	E.S.4 Hazard control plan (HACCP)OPIIP Plant dock	28 Jun 2018, 13:01	32.88	Morps. 3 doi:
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E FEMS	8.1 Monitoring, measurement, analysis and evaluation	29 Jun 2016, 1818	20 68	Murray J disk
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#### 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:

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#### Step Four: Project 22000

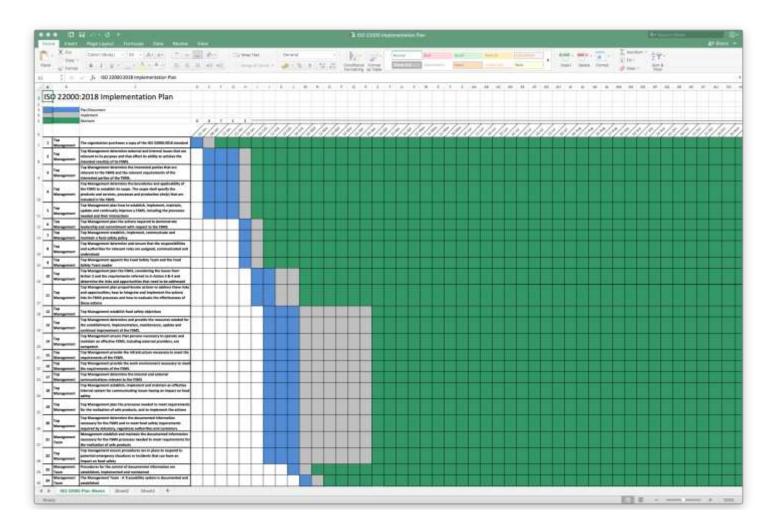
This contains the project tools you will need to achieve FSSC 22000 certification. In this part of the package you will find:

- ✓ 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

y Management Sy	stem Steering Gr	oup
Name	Position	Qualification
		y Management System Steering Gro Name Position

#### 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

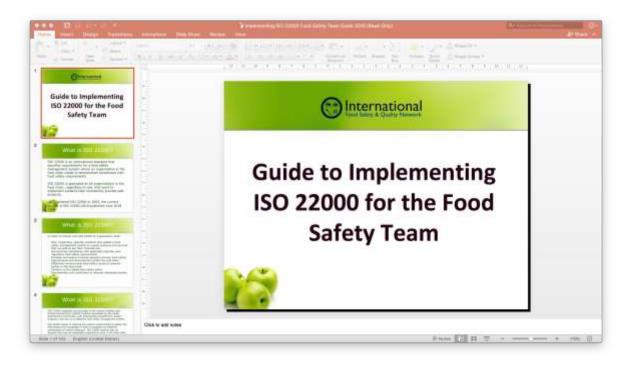
FSMS 4.4 Food safety management system

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#### 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

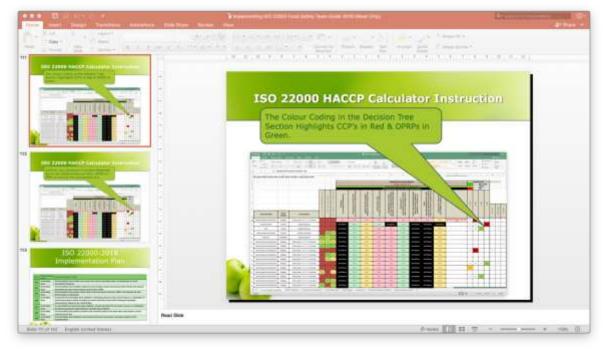
The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.1 Preliminary steps to enable hazard analysis

Chara	cteristics of raw materials, ingredients and product contact materials
purch	ications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the ased raw materials file. Specifications include sufficient detail for the identification and sment of food safety hazards. For each item the specification includes:
	- Biological, chemical and physical characteristics
	<ul> <li>Composition of formulated ingredients including additives and processing aids</li> </ul>
	<ul> <li>Source (e.g. animal, mineral or vegetable)</li> </ul>
	- Origin
	- Method of production - Delivery method
	<ul> <li>Delivery method</li> <li>Storage conditions/requirements and shelf life</li> </ul>
	Details of packaging
	<ul> <li>Preparation and/or handling before use or processing</li> </ul>
	<ul> <li>Food Safety Acceptance criteria</li> </ul>
	- Intended use
and u	ecifications are maintained, updated and approved by the Food Safety Team Leader who identifies food safety requirements related to the items purchased. Raw material specifications are reviewed pdated if necessary when there are changes.
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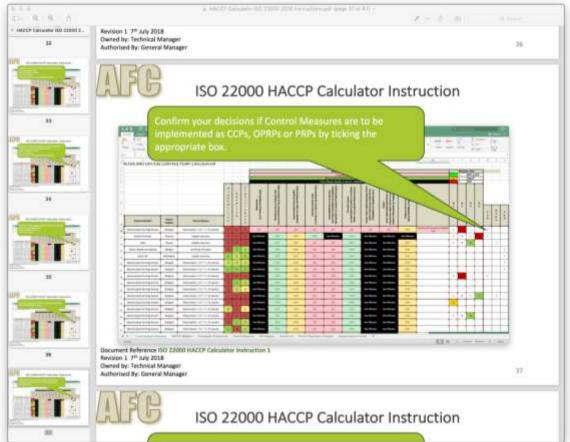
This document covers the following:

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

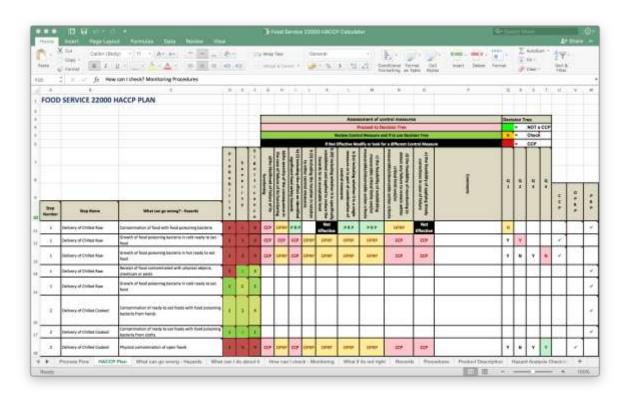


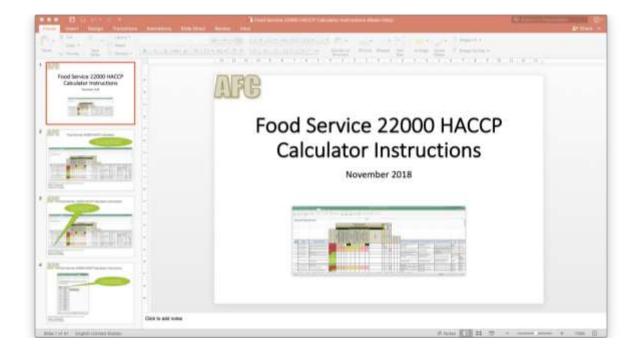
There is also guidance in HACCP Calculator ISO 22000 2018 Instructions



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:



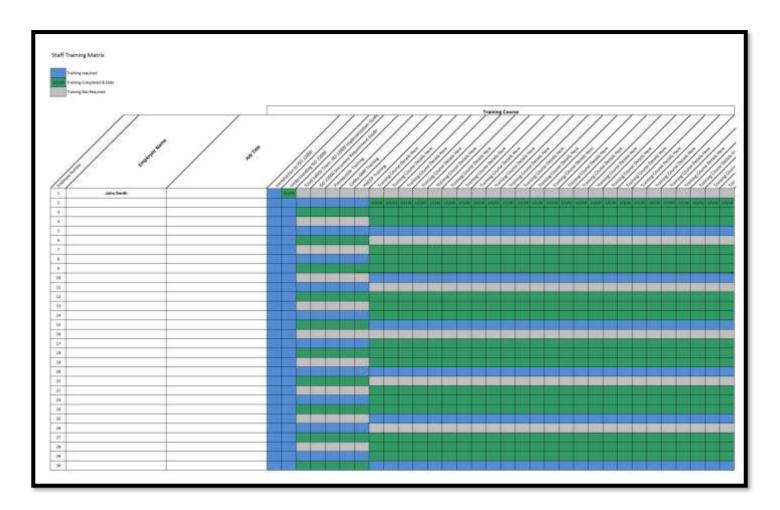


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#### Project 22000 - Staff Training

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

3					
Name:		Employee Number:			
<b>Company Start</b>	ate:	Position:			
Period Training Required	Details of Internal Training or	r External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signe (Trainer)
Training	Induction	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe
Training Required	Induction Food Safety & Quality Policy Briefing	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe
Training Required	Induction Food Safety & Quality Policy Briefing Food Safety & Quality Objectives	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe
Training Required	Induction Food Safety & Quality Policy Briefing Food Safety & Quality Objectives Health and Safety Procedure	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe
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Training Required	Induction Food Safety & Quality Policy Briefing Food Safety & Quality Objectives Health and Safety Procedure Records monitoring and control Environment and Waste Management	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe
Training Required	Induction Food Safety & Quality Policy Briefing Food Safety & Quality Objectives Health and Safety Procedure Records monitoring and control	r External Training Course	100 110 100 100	1000 Million 197	Competent Signe

#### **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

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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:

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#### 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 p	products and services that meet applicable statutory, regulatory and						
customer requirements with regard to food safety, has the organizatio	n 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	Com	pliant	Comments					
F35C 22000 Certification Scheme Additional Requirements	Yes	No	Comments					
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