



This comprehensive Food Safety Management System Implementation Package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme Version 6. In addition, this 2023 version has been updated in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2023 Edition HACCP System and Guidelines for its Application.

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: 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 ISO 22000 Certification

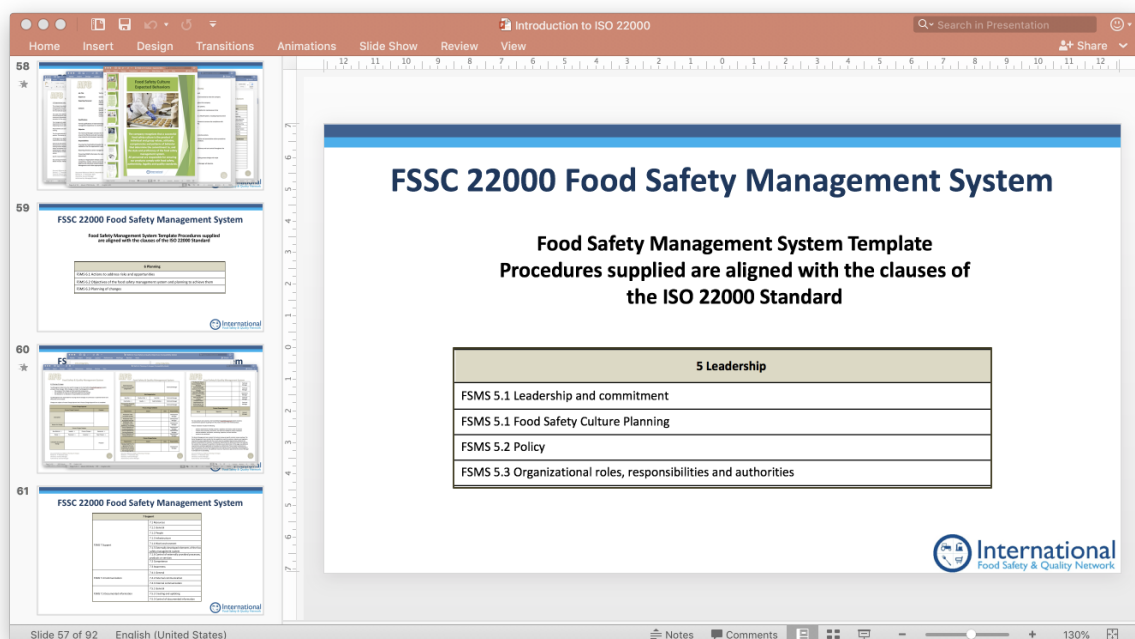
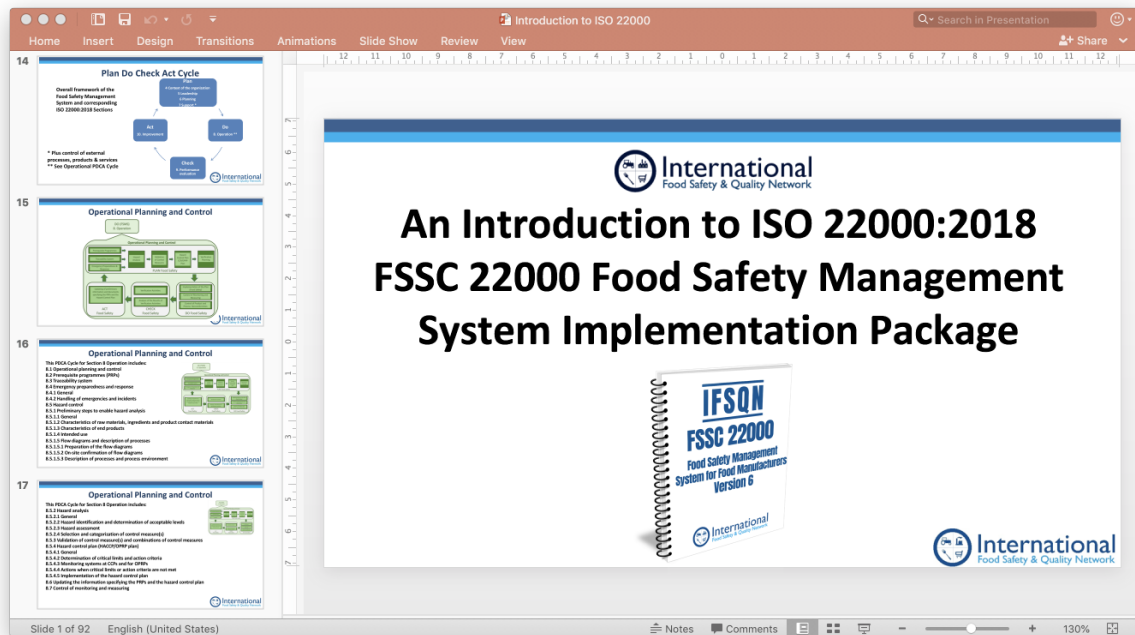
# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

### 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.

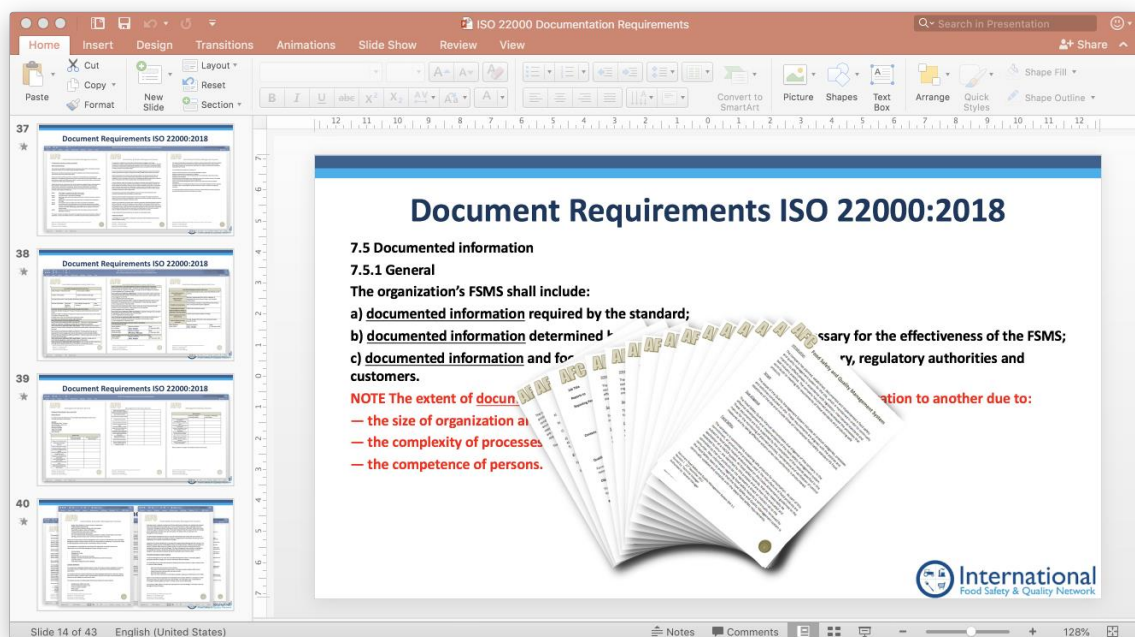
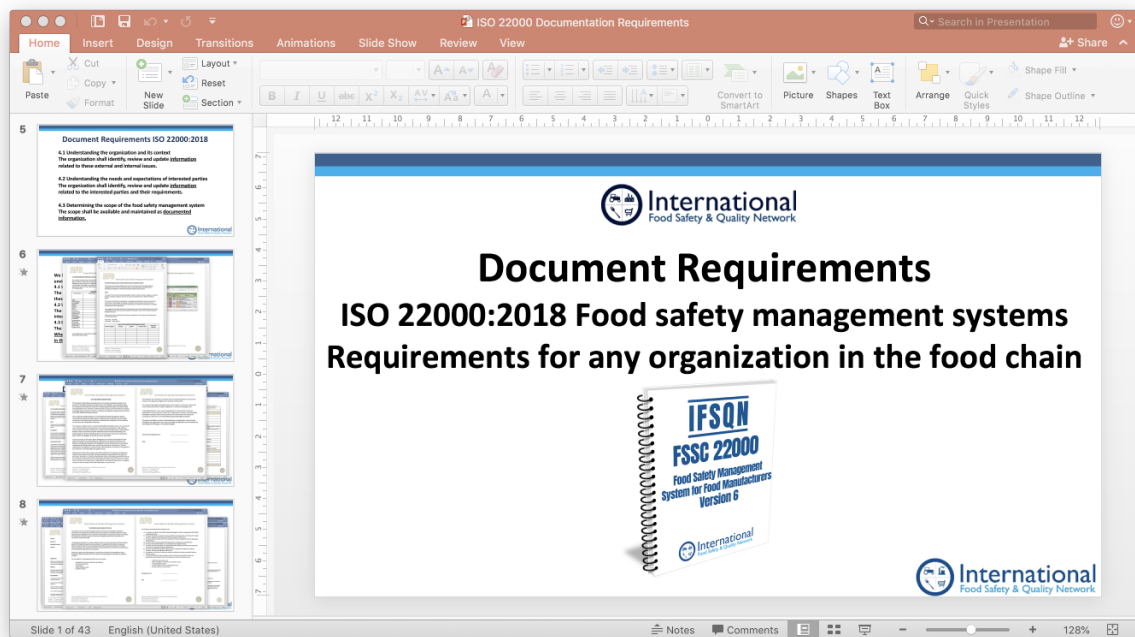


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### ISO 22000 Document Requirement Guide

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in 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 & Quality 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 & Quality requirements
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the development of a Food Safety & Quality Culture
- ✓ Develop a Food Safety & Quality Policy
- ✓ Based on the Food Safety & Quality Policy establish Food Safety & Quality Objectives
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Top Management Team.

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### Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
2. Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
3. Determine Customer, Regulatory, Statutory and other relevant Food Safety & Quality requirements
4. Define the scope and boundaries of the FSMS
5. Develop a Food Safety & Quality Policy
6. Based on the Food Safety & Quality Policy establish Food Safety & Quality Objectives
7. Plan the establishment of the FSMS using the project planner
8. Provide adequate support to establish the FSMS
9. Ensure there is adequate infrastructure and work environment
10. Allocate responsibility and authority
11. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Top Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

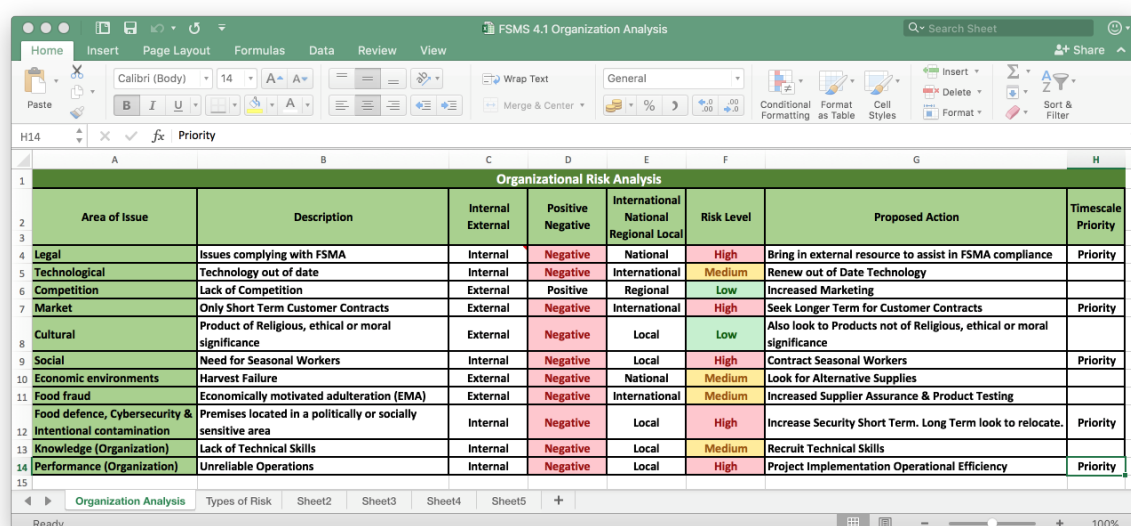
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### Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:



Area of Issue	Description	Internal/External	Positive/Negative	International/National/Regional/Local	Risk Level	Proposed Action	Timescale Priority
Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & Intentional contamination	Premises located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term. Long Term look to relocate.	Priority
Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

The FSMS 4.1 Organization Risk Analysis Tool allows Top Management to summarise the Analysis by Area of Issue; Description of Issue; Whether Internal or External; Whether Positive or Negative; Whether International, National, Regional or Local; Risk Level; Proposed Action; Timescale and Priority.



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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

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6	Top management Develop a Food Safety & Quality Policy **	
	Use FSMS 5.2 Food Safety & Quality Policy included in the package as a template	
7	Top management (Based on the Food Safety & Quality Policy) establish Food Safety & Quality Objectives **	
	Objective	Details
8	Top Management Plan the establishment of the FSMS *** including Actions to address risks and opportunities identified in item 1 of the agenda	
	Use ISO 22000 Implementation Plan as a template for project plan	
9	Top Management Plan to Provide adequate support to establish the FSMS (Support, Resources, People, Competence and Control of External Providers)	
	Resources, People, Competence and Control of External Providers	Details



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10	Top management plan to ensure there is adequate Infrastructure and Work Environment	
	Infrastructure and Work Environment required	Details
11	Top management allocate Responsibility and Authority	
	Responsibility and Authority	Details
	Food Safety Team Leader	
	Food Safety Team	
	Project Steering Group	
	Process - Purchasing	
	Process - Operations	
	etc.	
12	Top management Assess, plan and establish appropriate internal and	

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	external communication (including the food chain) channels *****	
	Communication required	Details

\* When determining this scope, Top Management consider the external and internal issues, the interested parties and applicable statutory, regulatory and customer requirements.

\*\* Top Management ensure that the food safety & quality policy and the objectives of the FSMS are established and are compatible with the strategic direction of the organization

\*\*\* Top Management ensure the integration of the FSMS requirements into the organization's business processes

\*\*\*\* Top Management also need to ensure the importance of effective food safety management and conforming to the FSMS requirements, applicable statutory and regulatory requirements, and mutually agreed customer requirements related to food safety is communicated effectively.

The outputs from this meeting will be:

- ✓ Food Safety & Quality Policy
- ✓ Food Safety & Quality Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Plan for the development of a Food Safety & Quality Culture
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority
- ✓ Defined Communication Channels

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### Top Management Define the Scope of the Food Safety Management System:

The define the scope of the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety and quality.

All applicable customer, statutory and regulatory requirement and documents are identified including:

- Food Legislation
- Food Regulations
- National/International Standards
- Customer Codes of Practice

Top Management should establish a system (possibly through the Industry Federation) to ensure that it is kept informed of all relevant legislation, food safety or quality issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information should be used for reference and Hazard Analysis.

**AFC** Food Safety & Quality Management System

**4.3 Determining the scope of the food safety & quality management system**

The company has planned, established, documented and implemented a food safety & quality 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 & Quality Management System includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety or quality.

The scope has been defined considering the Top Management Organization Analysis of external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

Top management has determined relevant interested parties and the food safety requirements of those interested parties and these have been considered in defining the scope of the Food Safety & Quality 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 - TS/ISO 22002-1

Product Categories	Processes	Activities	Production Sites	Outsourced Activities

Document Reference FSMS 4.3 Determining the scope of the FS&Q management system  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

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# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

### Top Management Establish the Project Plan

Using the FSSC 22000 Version 6 FSMS Implementation Plan which is in Microsoft Excel and Word format, Top Management can adapt the template supplied to establish a site-specific Project Plan.

FSSC 22000 Implementation Plan 2023

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. The organisation purchases a copy of the ISO 22000:2018 and TS/ISO 22002-1 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.												
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.												
3. Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.												
4. Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.												
5. Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions.												
6. Top Management plan the development of a food safety culture and the actions required to demonstrate leadership and commitment with respect to the FSMS.												
7. Top Management establish, implement, communicate and maintain a food safety policy.												
8. Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood.												
9. Top Management appoint the Food Safety Team and the Food Safety Team Leader.												
10. Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed.												
11. Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions.												
12. Top Management establish food safety objectives.												
13. Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.												

FSSC 22000 Implementation Plan 2023

Step	Responsible Team	Implementation Task
1	Top Management	The organisation purchases a copy of the ISO 22000:2018 and TS/ISO 22002-1 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.
2	Top Management	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.
3	Top Management	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.
4	Top Management	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.
5	Top Management	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions.
6	Top Management	Top Management plan the development of a food safety culture and the actions required to demonstrate leadership and commitment with respect to the FSMS.
7	Top Management	Top Management establish, implement, communicate and maintain a food safety policy.
8	Top Management	Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood.
9	Top Management	Top Management appoint the Food Safety Team and the Food Safety Team Leader.
10	Top Management	Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed.
11	Top Management	Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions.
12	Top Management	Top Management establish food safety objectives.
13	Top Management	Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.

Document Reference FSSC 22000 FSMS Implementation Plan Version 6  
Revision 0 2<sup>nd</sup> November 2023  
Owned by: Project Manager  
Authorised By: General Manager

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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	

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### **Step Three: Food Safety Management System**

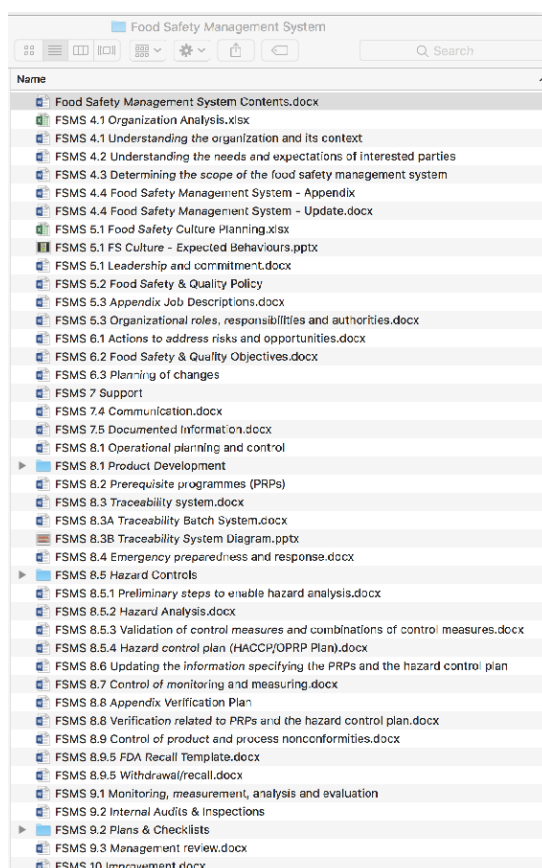
The Food Safety Management System contains a comprehensive ISO 22000 documentation package that you are now ready to implement:

- ✓ Food Safety & Quality 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 & Quality 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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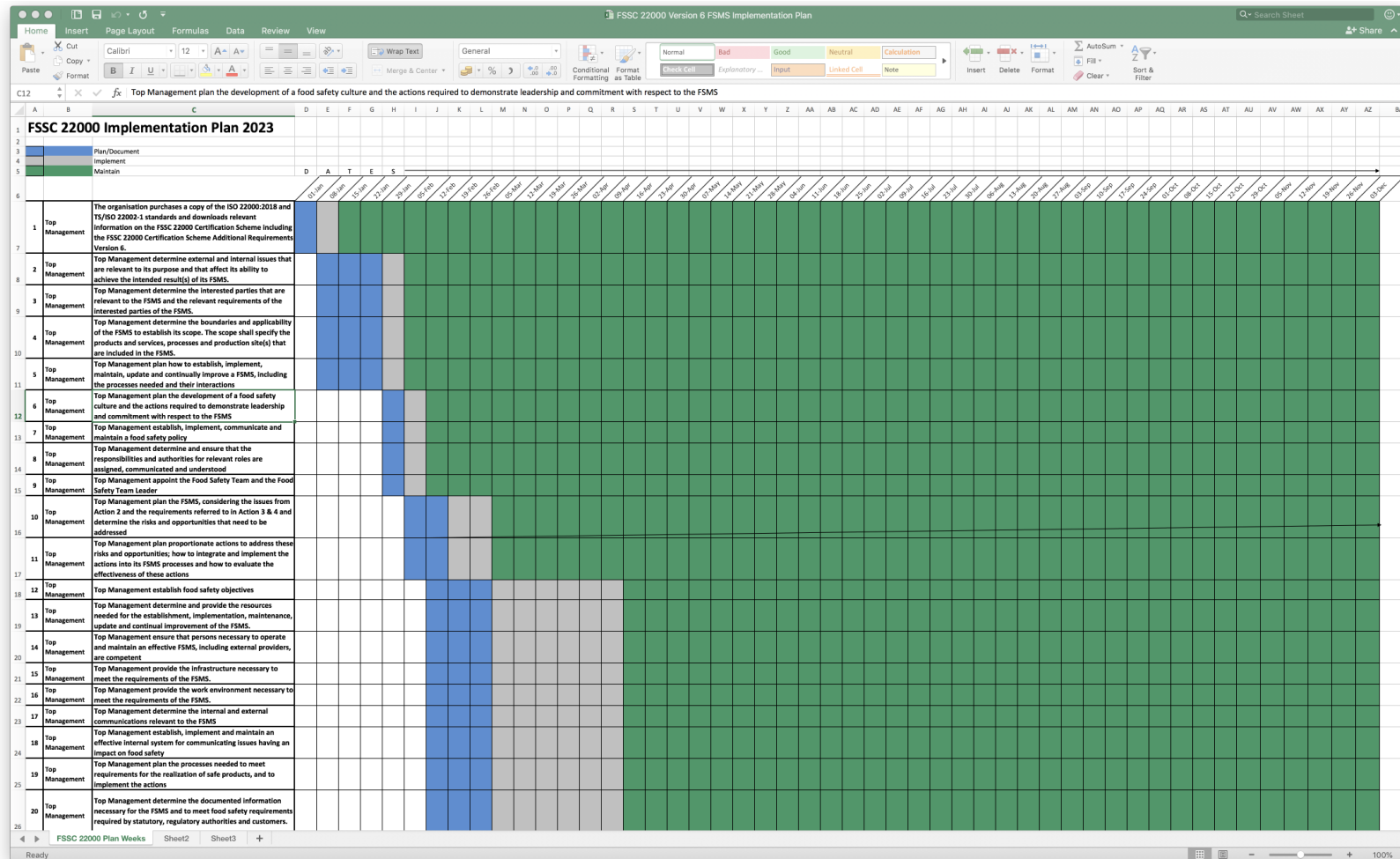
<b>FSSC 22000 Food Safety &amp; Quality &amp; Management System</b>	
<b>4 Context of the organization</b>	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the Food Safety & Quality management system	
FSMS 4.4 Food Safety & Quality Management System	
<b>5 Leadership</b>	
FSMS 5.1 Leadership and commitment	
FSMS 5.1 Food Safety & Quality Culture Planning	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
<b>6 Planning</b>	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the Food Safety & Quality Management System and planning to achieve them	
FSMS 6.3 Planning of changes	
<b>7 Support</b>	
FSMS 7 Support	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the Food Safety & Quality management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication	7.4.1 General



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## 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 and TS/ISO 22002-1 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.	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	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 and quality management system

**AFC** Food Safety & Quality Management System

**4.1 Understanding the organization and its context**

The company has determined internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSQMS. In order to achieve this aim Top Management have carried out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

Organization Analysis				
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local
Legal				
Technological				
Competition				
Market				
Cultural				
Social				
Economic environments				
Cybersecurity				
Food fraud				
Food defence				
Intentional contamination				
Knowledge (Organization)				
Performance (Organization)				

Top management are responsible for identifying, reviewing and updating information related to these external and internal issues.

Document Reference FSMS 4.1 Understanding the organization and its context  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised By: General Manager

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# IFSQN FSSC 22000 Food Safety Management System Implementation

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There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023

### ISO 22000 HACCP Calculator Instruction

#### Selection and Categorisation of Control Measures

Selection and categorization of control measures includes the following assessments in the Hazard Analysis Calculator worksheet:

For each of the control measures selected, there is an assessment of:

- a) the likelihood of failure of its functioning
- b) the severity of the consequence in the case of failure of its functioning
- b) (i) including the effect on identified significant food safety hazards
- b) (ii) including the location in relation to other control measures
- b) (iii) including whether it is specifically established and applied to reduce the hazards to an acceptable level
- b) (iv) including whether it is a single measure or is part of combination of control measures
- c) the feasibility of establishing measurable critical limits and/or measurable/observable action criteria
- d) the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria
- e) the feasibility of applying timely corrections in case of failure

Document Reference ISO 22000 HACCP Calculator Instructions  
Revision 2 2022  
Written by: Tony-C



### ISO 22000 HACCP Calculator Instruction

#### Selection and Categorisation of Control Measures

Selection and categorization of control measures includes the following assessments in the Hazard Analysis Calculator worksheet:

The Control Measure Assessment section of the Hazard Analysis Calculator is Colour Coded.

Control Measures that are Not likely to be Effective are highlighted by a Black Box.

Control Measures that are likely to be PRPs are highlighted by a Green Box.

Control Measures that are likely to be Operational PRPs are highlighted by a Orange Box.

If all Boxes are Red after Assessment the team are to continue and use the Decision Tree Section.

If a mixture of Red and Orange Boxes are highlighted then the HACCP team consider if to proceed to the Decision Tree Section or implement as an Operational PRP.

Significant Hazards which proceed to the Decision Tree Section are Categorised as Critical Control Points if they are highlighted in Red by the Hazard Analysis Calculator otherwise they are implemented as Operational PRPs.

Document Reference ISO 22000 HACCP Calculator Instructions  
Revision 2 2022  
Written by: Tony-C

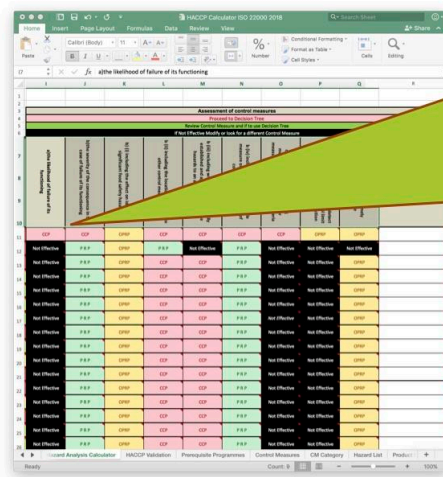


# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023

### ISO 22000 HACCP Calculator Instruction



The screenshot shows the 'Assessment of control measures' table in the HACCP Calculator. The table has columns for Control Measure (CM), Hazard, and various risk levels (e.g., High, Medium, Low). The rows are color-coded: green for 'Not Effective', yellow for 'Slight risk of failure', orange for 'Possible failure', and red for 'Likely failure' or 'Guaranteed failure'. The table is used to assess the effectiveness of control measures for different hazards.

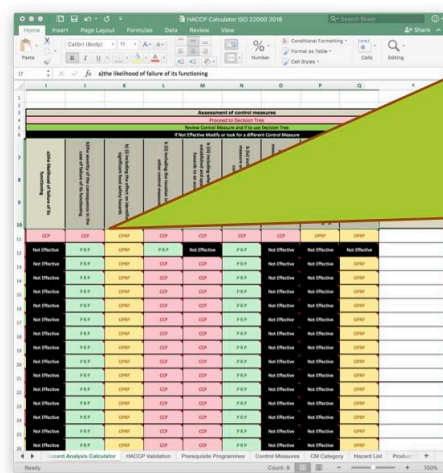
a) What is the likelihood of failure of its functioning?  
Consider if:  
Never fails  
Slight risk of failure  
Possible failure  
Likely failure  
Guaranteed failure

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.  
If Not Effective Modify or look for a different Control Measure

Document Reference [ISO 22000 HACCP Calculator Instructions](#)  
Revision 2 2022  
Written by: Tony-C



### ISO 22000 HACCP Calculator Instruction



The screenshot shows the 'Assessment of control measures' table in the HACCP Calculator. The table has columns for Control Measure (CM), Hazard, and various risk levels (e.g., High, Medium, Low). The rows are color-coded: green for 'Not Effective', yellow for 'Slight risk of failure', orange for 'Possible failure', and red for 'Likely failure' or 'Guaranteed failure'. The table is used to assess the effectiveness of control measures for different hazards.

b) What is the severity of the consequences in the case of failure in its functioning?  
Consider would failure mean a:  
Very severe life-threatening event  
Severe injury or trauma requiring urgent hospital treatment  
Immobilising injury or trauma requiring hospital treatment  
Non-immobilising injury or trauma but requiring hospital treatment  
Minor non-immobilising injury or trauma not requiring hospital treatment

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.

If Not Effective Modify or look for a different Control Measure

Document Reference [ISO 22000 HACCP Calculator Instructions](#)  
Revision 2 2022  
Written by: Tony-C







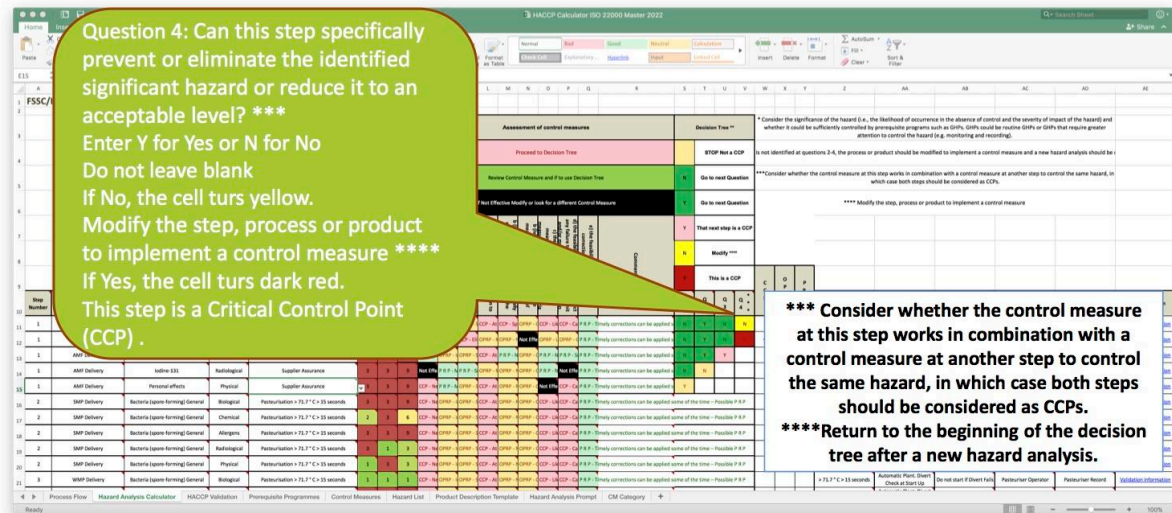
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There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023

## HACCP Calculator Instruction

**Question 4: Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level? \*\*\***  
Enter Y for Yes or N for No  
Do not leave blank  
If No, the cell turns yellow.  
Modify the step, process or product to implement a control measure \*\*\*\*  
If Yes, the cell turns dark red.  
This step is a Critical Control Point (CCP).

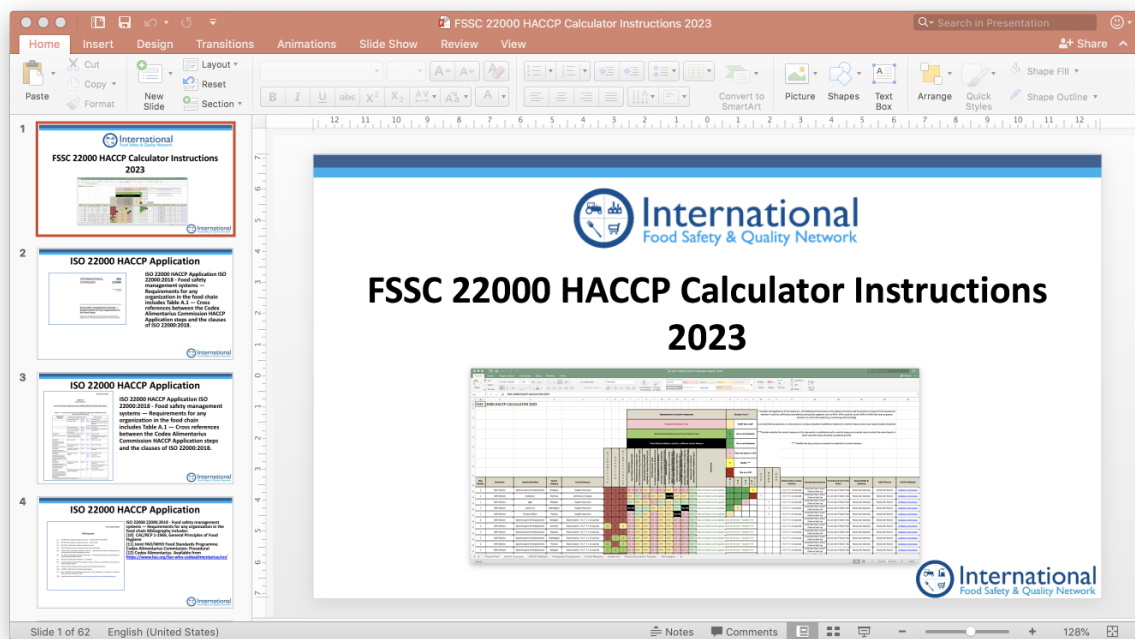
**\*\*\* Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.**  
**\*\*\*\* Return to the beginning of the decision tree after a new hazard analysis.**



Document Reference **ISO 22000 HACCP Calculator Instructions**  
Revision 2 2022  
Written by: Tony-C



FSSC 22000 HACCP Calculator Instructions 2023 pdf for more details.

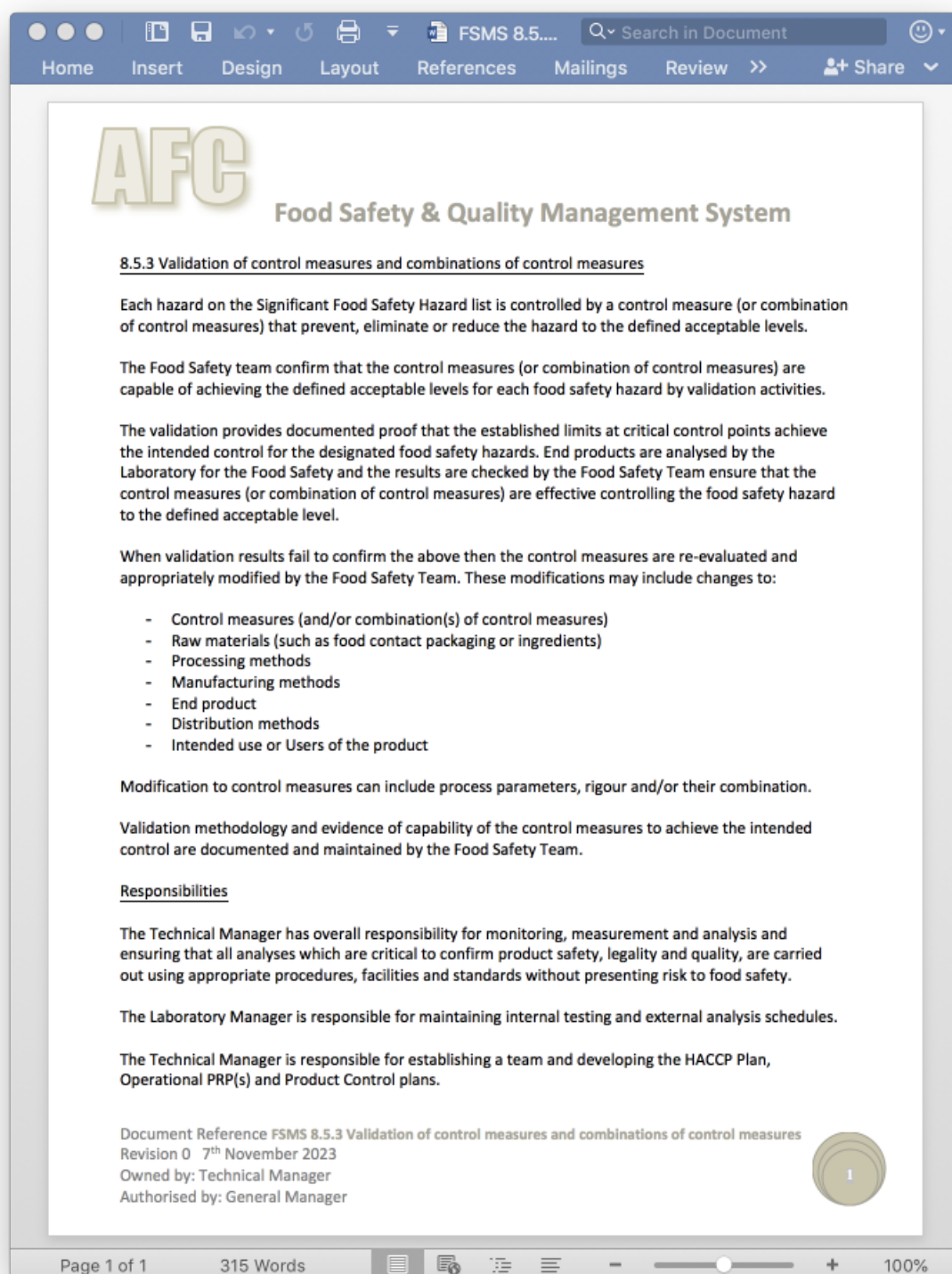




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The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.3 Validation of control measures and combinations of control measures

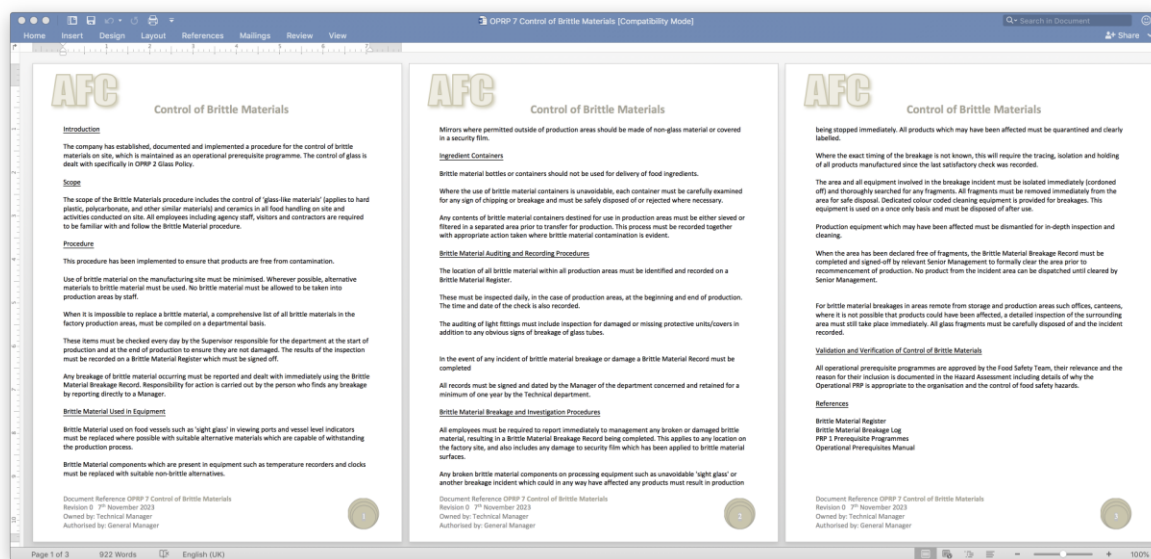


There is guidance in Implementing ISO 22000 Food Safety Team Guide, FSSC 22000 HACCP Calculator Instructions 2023 and HACCP Training Guide ISO 22000 Module.

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Note the Operational PRPs Folder Contains Operational PRP and corresponding Validation & Verification Records



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OPRPV 10 M... Search in Document

Home Insert Design Layout References Mailings Review View Share

**AFC**

### Monitoring of Cleaning Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure	Positive release of food contact equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in Industrial practices	✓		
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release of clean equipment. Ref. HACCP Project 1 ATP Swabbing 21/12/22.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference OPRPV 10 Monitoring of Cleaning Validation  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 1 125 Words 100%

OPRPV 7 Control of Brittle Materials Verification Record (Compatibility Mode) Search in Document

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### Control of Brittle Materials OPRP Verification

Control of Brittle Materials Verification Audit	
Auditor Name	
Date	
Audit Findings	
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedures?	
Is the use of brittle material on the manufacturing site minimised? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas by staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food vessels such as 'light glass' in viewing ports and visual level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Are brittle material components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass/brittle material or covered in a security film?	
Are brittle material bottles or containers prevented from used for delivery of food ingredients?	
Where the use of brittle material containers is unavoidable, is each container carefully examined for any signs of chipping or breakage and disposed of or rejected where necessary?	
Are any contents of brittle material containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where brittle material contamination is detected?	
Is the location of all brittle material within all production areas identified and recorded on a brittle material register?	
Are they inspected daily and in the case of production areas, at the beginning and end of production?	
Is the time and date of the check also recorded?	
Does the auditing of tight fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of leakage of glass tubes?	
In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department?	
Do all employees report immediately to management any broken or damaged brittle material, resulting in a brittle material breakage record being completed?	
Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?	
Do any broken brittle material components on processing equipment such as unavoidable 'light glass' or another breakage incident which could in any way have affected any products result in production being stopped immediately?	
Are all products which may have been affected quarantined and clearly labelled?	
Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?	
Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated colour coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?	
Is production equipment which may have been affected dismantled for in-depth inspection and cleaning?	
When the area has been declared free of fragments, is the brittle material breakage record completed and signed off by relevant Senior Management to formally clear the area prior to recommencement of production?	
Is all product from the incident area only dispatched when cleared by Senior Management?	
Are all brittle material breakages in areas remote from storage and production areas such as offices, canteens, where it is not possible that products could have been affected, cleared and a detailed inspection of the surrounding area conducted immediately?	
Are all fragments carefully disposed of and the incident recorded?	

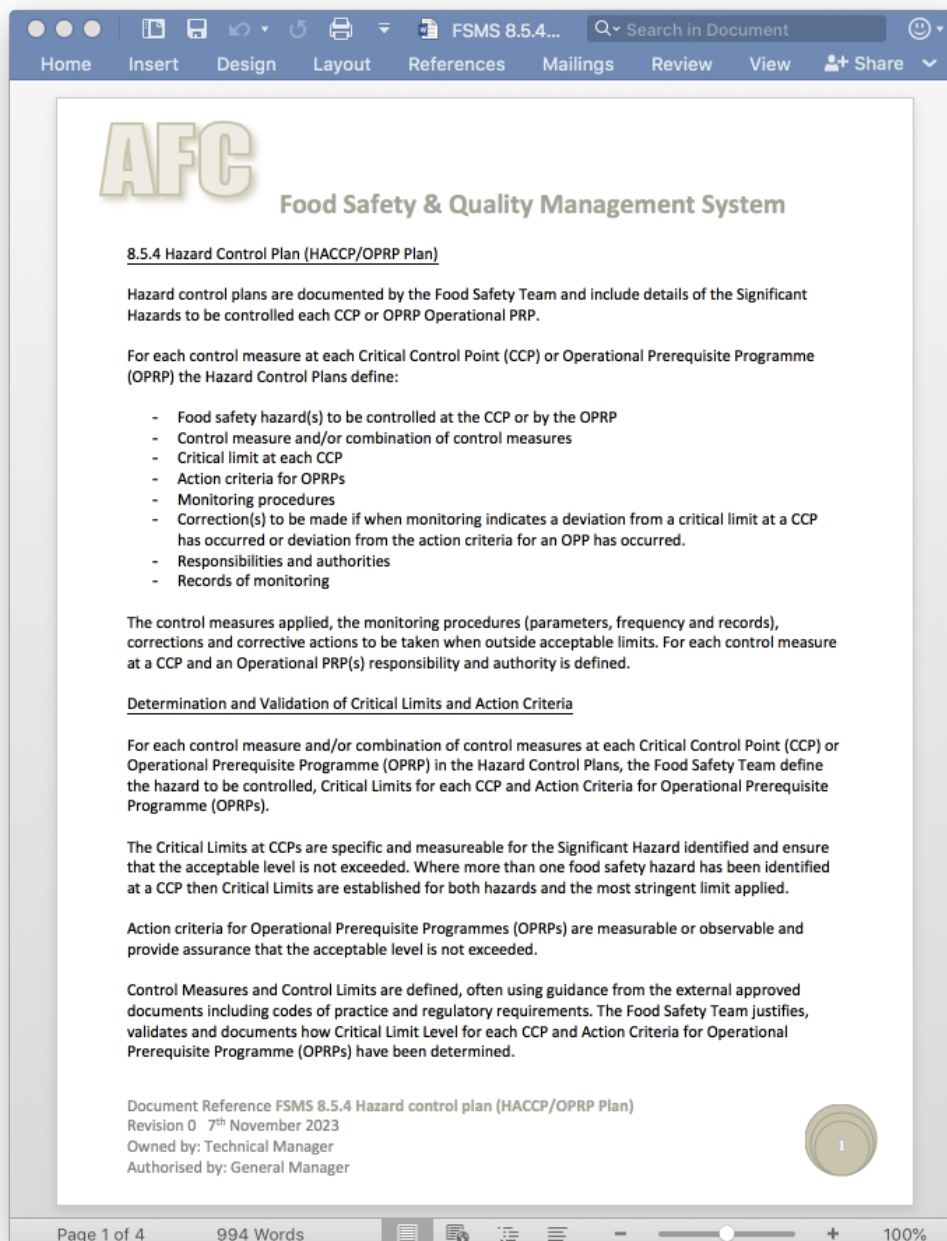
Document Reference OPRPV 7 Control of Brittle Materials OPRP Verification  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 3 720 Words English (UK) 100%

# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)



This document covers the following:

- Determination of critical limits and action criteria
- Monitoring systems at CCPs and for OPRPs
- Actions when critical limits or action criteria are not met
- Implementation of the hazard control plan

There is guidance in Implementing ISO 22000 Food Safety Team Guide, the FSSC 22000 HACCP Calculator Instructions 2023 and HACCP Training Guide ISO 22000 Module.



# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

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

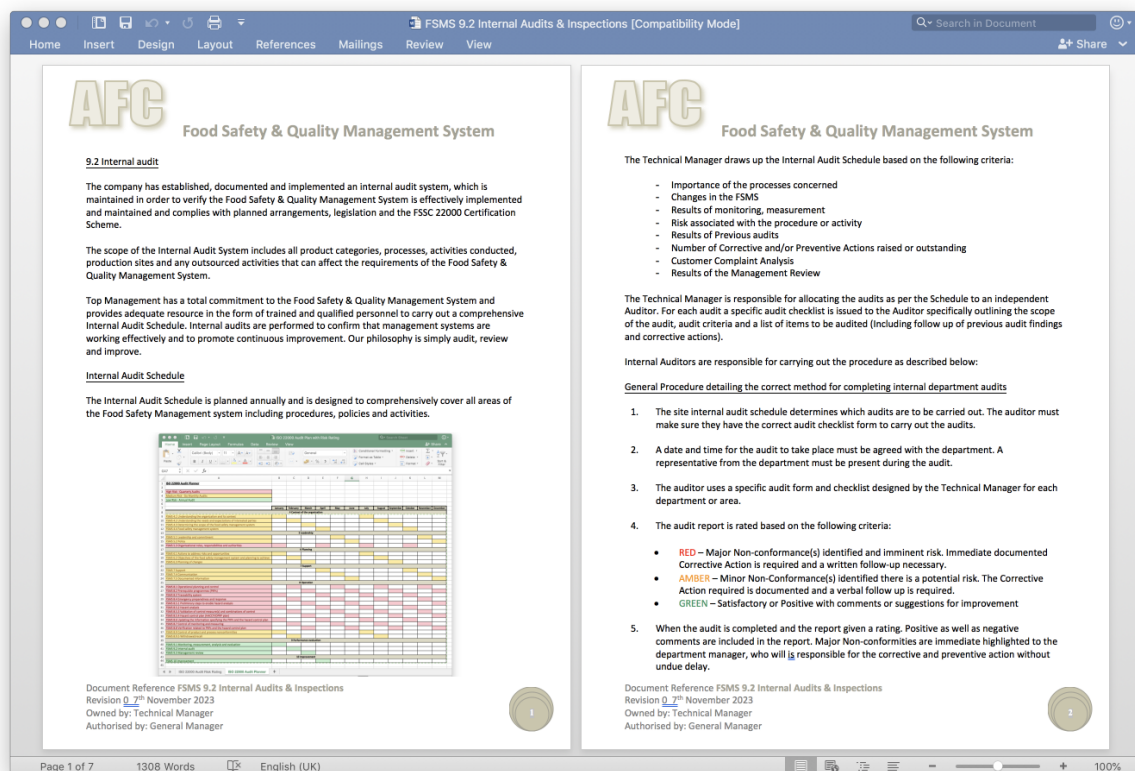
FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.2 Internal audit

FSMS 9.3 Management review

### 10 Improvement

FSMS 10 Improvement

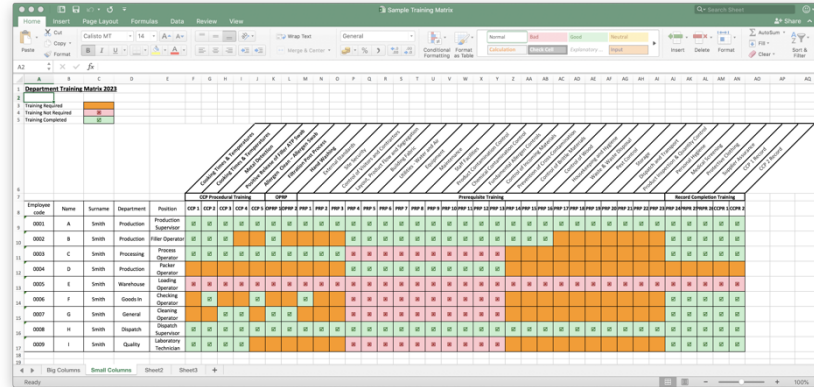


# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

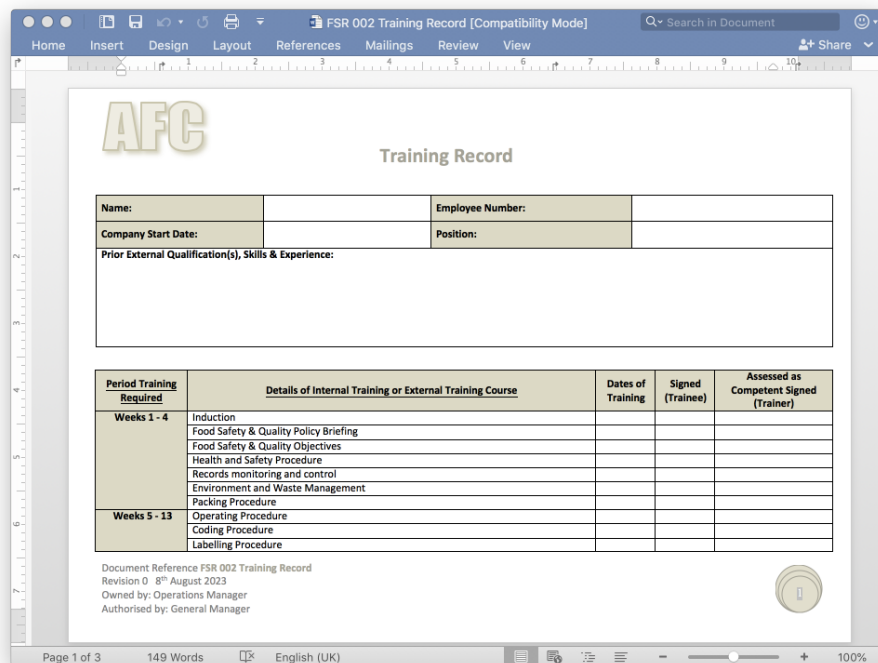
### Project 22000 - Staff Training

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.

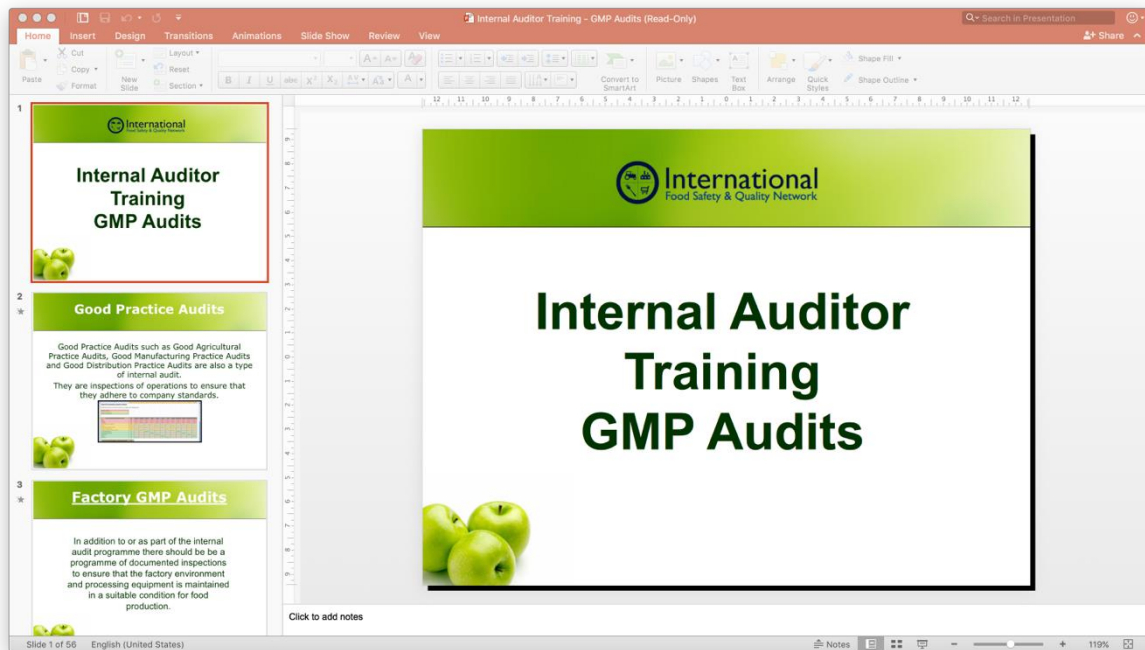
For each employee and individual training record should be completed. FSR Training Record is provided in the documentation pack as a template:



**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.

# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6



## Internal Audit Checklists


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

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### ISO 22000:2018 Audit Checklist

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
<b>8 Operation</b>	
<b>8.1 Operational planning and control</b>	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, and to implement the actions determined in 6.1, by:	
- establishing criteria for the processes?	
- implementing control of the processes in accordance with the criteria?	
- keeping documented information to the extent necessary to have the confidence to demonstrate that the processes have been carried out as planned?	
Does the organization control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?	
Does the organization ensure that outsourced processes are controlled (see 7.1.6)?	
<b>8.2 Prerequisite programmes (PRPs)</b>	
8.2.1 Has the organization established, implemented, maintained and updated PRP(s) to facilitate the prevention and/or reduction of contaminants (including food safety hazards) in the products, product processing and work environment.?	
8.2.2 Are the PRP(s):	
- appropriate to the organization and its context with regard to food safety?	
- appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled?	
- implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a	

Document Reference ISO 22000:2018 Audit Checklist 8 Operation  
Revision 1 21<sup>st</sup> June 2018  
Owned by: Technical Manager  
Authorised By: General Manager





# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

### ISO 22000 & ISO 22002-1 Audit Plan with Risk Rating

	January	February	March	April	May	June	July	August	September	October	November	December
4 Context of the organization												
FSMS 4.1 Understanding the organization and its context												
FSMS 4.2 Understanding the needs and expectations of interested parties												
FSMS 4.3 Determining the scope of the food safety management system												
FSMS 4.4 Food safety management system												
5 Leadership												
FSMS 5.1 Leadership and commitment												
FSMS 5.2 Policy												
FSMS 5.3 Organizational roles, responsibilities and authorities												
6 Planning												
FSMS 6.1 Actions to address risks and opportunities												
FSMS 6.2 Objectives of the food safety management system and planning to achieve												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7.1 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
FSMS 8.5.1 Preliminary steps to enable hazard analysis												
FSMS 8.5.2 Hazard analysis												
FSMS 8.5.3 Validation of control measure(s) and combinations of control												
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
FSMS 8.7 Control of monitoring and measuring												
FSMS 8.8 Verification related to PRPs and the hazard control plan												
FSMS 8.9 Control of product and process nonconformities												
FSMS 8.9.5 Withdrawal/recall												
9 Performance evaluation												
FSMS 9.1 Monitoring, measurement, analysis and evaluation												
FSMS 9.2 Internal audit												
FSMS 9.3 Management review												
10 Improvement												
FSMS 10 Improvement												

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

The Food Safety Team Leader should also draw up a Facility Inspection Schedule and maintain routine (e.g. monthly) site inspections/PRP checks to verify that the site (internal and external), production environment and processing equipment are maintained in a suitable condition to ensure food safety and quality. The frequency and content of the site inspections/PRP checks should be based on risk with defined sampling criteria and linked to the relevant technical specification.

# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

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

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### Management Review Record

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Revisions of the Food Safety Policy and Objectives	-	-
Corrective and Preventative Actions identified as a result of the review	-	-
Food Safety Culture performance improvement	-	-
Actions for Improvement in food safety management system effectiveness	-	-
Decisions and actions related to the assurance of food safety	-	-
Opportunities for improvement	-	-
Change or elimination of non-productive elements, systems or procedures	-	-
Supply of resource needed for further improvements	-	-

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

Document Reference FSR 001 Management Review Record  
Revision 0 8<sup>th</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

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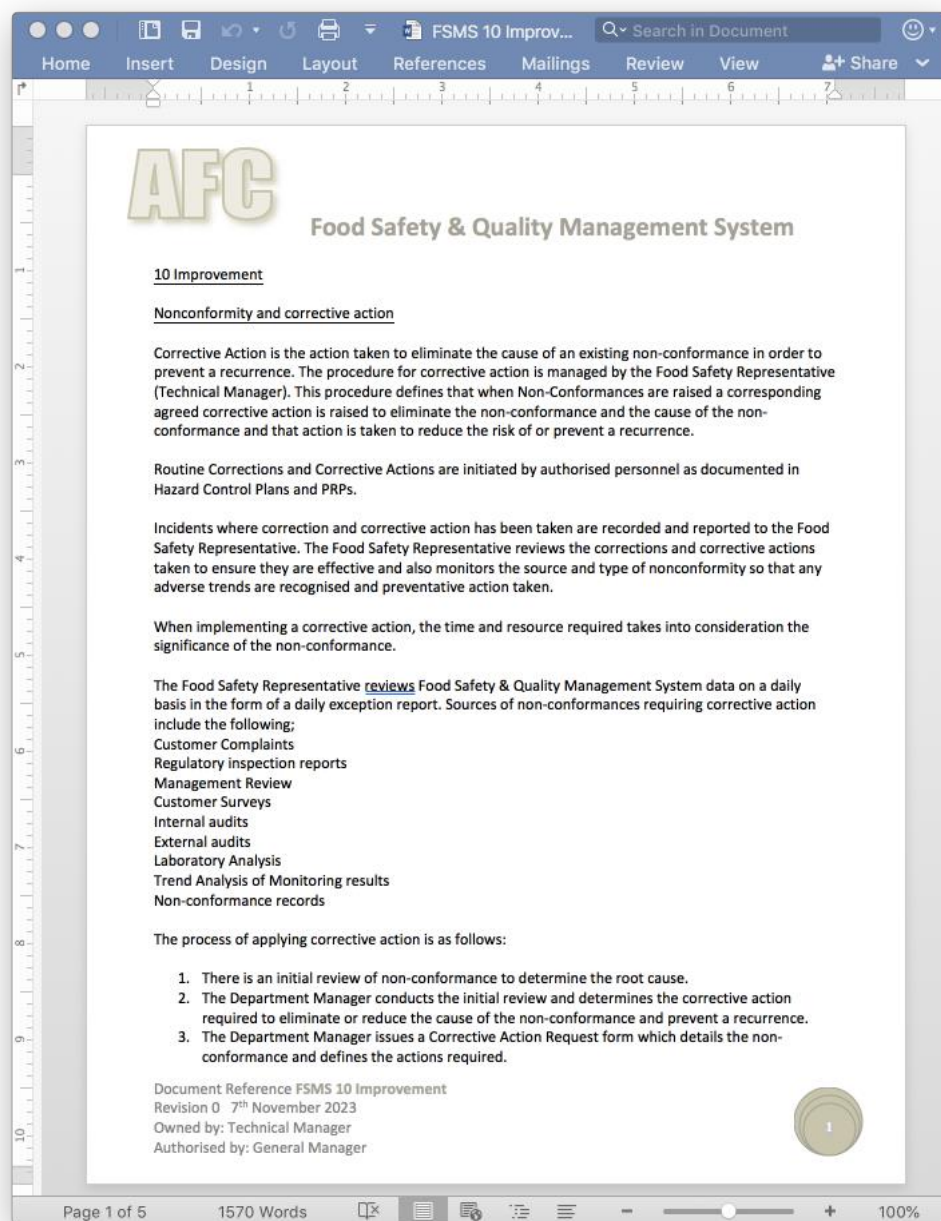
# IFSQN FSSC 22000 Food Safety Management System Implementation

## Workbook Version 6

The Top management team implement actions continually improve the suitability, adequacy and effectiveness of the FSMS

### Implement document FSMS 10 Improvement

Nonconformity and corrective action  
Preventative Action  
Continual Improvement  
Customer Satisfaction  
Food Safety Management System Updating



**Stage 8 Final Steps to ISO 22000 Certification**

There are 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 22002-1 and FSSC 22000 Certification Scheme Additional Requirements Version 6 using the checklists provided.

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
<b>4 Context of the organization</b>	
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)? <i>See notes from the standard.</i>	
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 ISO 22002 prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-1. Using the checklist below and a copy of Technical Specification ISO 22002-1 the delegated person should read the requirements in the relevant section of ISO 22002 and complete the form.

ISO 22002 CONFORMANCE ANALYSIS			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
4.1 General requirements			
4.2 Environment			
4.3 Locations of establishments			
5. Layout of Premises Workspace			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

## Review compliance with FSSC 22000 Certification Scheme Additional Requirements

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 Version 6			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
<u>2.5.1 Management of Services and Purchased Materials</u> – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including <u>both internal</u> and external laboratories as applicable) that has the capability to produce precise and repeatable test results using validated test methods and best practices. (e.g. successful participation in proficiency testing programs, regulatory approved programs or accreditation to international standards such as ISO 17025)?			
Is there a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated?			
Is there a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances?			
Is there a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements?			
<u>2.5.2 Product Labelling and Printed Materials</u> – in addition to 8.5.1.3 Characteristics of end products			



## IFSQN FSSC 22000 Food Safety Management System Implementation Workbook Version 6

Is there an evaluation of the impact of the change on the FSMS taking into account any new food safety hazards (incl. allergens) introduced and updating the hazard analysis accordingly?			
Is there consideration of the impact on the process flow for the new product and existing products and processes?			
Is there consideration of resource and training needs?			
Is there consideration of equipment and maintenance requirements?			
Are there production and shelf-life trials to validate product formulation and that processes are capable of producing a safe product and meet customer requirements?			
Is there a process for on-going shelf-life verification in place, at a frequency based on risk?			
<u>2.5.14 Health Status (Food Chain Category D) – Not Applicable</u>			
<u>2.5.15 Equipment Management</u>			
In addition to clause 8.2.4 of ISO 22000:2018:			
Is there a documented purchase specification in place, which addresses hygienic design, applicable legal and customer requirements, and the intended use of the equipment, including product handled?			
Does the supplier provide evidence of meeting the purchase specification prior to installation?			
Has a risk-based change management process been implemented for new equipment and/or any changes to existing equipment, which includes documented evidence of successful commissioning?			

## IFSQN FSSC 22000 Food Safety Management System Implementation Workbook Version 6

Are possible effects on existing systems assessed and adequate control measures determined and implemented?			
<u>2.5.16 Food Loss and Waste</u>			
In addition to clause 8 of ISO 22000:2018:			
It there a documented policy and objectives detailing the organization's strategy to reduce food loss and waste within their organization and the related supply chain?			
Are controls in place to manage products donated to not-for-profit organizations, employees, and other organizations; and ensure that these products are safe to consume?			
Are surplus products or by-products intended as animal feed/food managed to prevent contamination of these products?			
Do these processes comply with the applicable legislation? Are they kept up to date? and managed so not have a negative impact on food safety?			
<u>2.5.17 Communication Requirements</u>			
Are procedures in place to inform the certification body within 3 working days of the commencement of the events or situations below and implement suitable measures as part of the emergency preparedness and response process:			
Serious events that impact the FSMS, legality and/or the integrity of the certification including situations that pose a threat to food safety, or certification integrity as a result of a Force majeure, natural or man-made disasters (e.g., war, strike, terrorism, crime, flood, earthquake, malicious computer hacking, etc.)?			
Serious situations where the integrity of the certification is at risk and/or where the Foundation can be brought into disrepute? These include, but are not limited to: Public food safety events (e.g., public recalls, withdrawals,			

Ensure any FSSC/ISO 22000 areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with FSSC/ISO 22000 should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	ISO/FSSC 22000 Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

### 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.

Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages