

**IFSQN FSSC Development Program Food Safety  
Management System Implementation Package**



Save 1,000's of hours writing your own documents by purchasing our new FSSC Development Program Food Safety Management System Implementation Package.

The Package provides any small business with key core food safety system documents, prerequisite programs, a HACCP manual and helps them on the way to FSSC 22000 certification.

## **IFSQN FSSC Development Program Food Safety Management System Implementation Package**

The IFSQN FSSC Development Program Food Safety Management System Implementation Package has been designed to cover the elements prescribed in the FSSC Development Program\* which provides an independent Codex-based Program for third party assessment. The Program is aligned with the Codex Recommended International Code of Practice General Principles of Food Hygiene (CAC/RCP 1-1969, Rev. 4-2003) and the Global Food Safety Initiative (GFSI) Global Markets Program; is based on elements of ISO 22000 and the ISO/TS 22002-1 requirements and provides a pathway to achieving full FSSC22000 certification.

\*The FSSC Development Program follows a stepwise approach, however it also allows organizations to remain at Level 1 meeting the food safety requirements aligned with the GFSI Global Markets Program Basic Level supplemented by Codex HACCP. The Level 2 requirements are in accordance with the GFSI Global Markets Program Foundation Level. Source: [www.FSSC22000.com](http://www.FSSC22000.com)

The package gives organizations a head start in developing their system and preparing for certification by enabling them to put in place procedures compliant with the FSSC Development Program:

Fundamental Food Safety Procedures - A set of top level food safety management system documents are included

Prerequisite Programs - A set of Fundamental Prerequisite Program Procedures are included

A HACCP based System – Two tiers of HACCP documents are provided:

- HACCP System Basic for Level 1 compliance
- HACCP System Advanced for Level 2 compliance

There is also guidance on how to manage and implement a HACCP system and determine critical control points (CCPs)

Food Safety Records - A set of sample food safety management system records are included

As a bonus the Package is also backed up by expert support which is available to provide assistance in developing the system.

The Food Safety Management System documents are in Microsoft Word English (US) format, so easily adapted to suit any small business.

# **IFSQN FSSC Development Program Food Safety Management System Implementation Package**

Food Safety Management System Procedures are pre-fixed FSF, aligned with the FSSC Development Program requirements and are as follows:

- FSF 1.1 Management Commitment
- FSF 1.1 Appendix Food Safety Policy
- FSF 1.1 Appendix Food Safety Objectives
- FSF 1.2 Management Responsibility
- FSF 1.2 Appendix Organizational Chart
- FSF 1.2 Appendix Sample Job Descriptions
- FSF 1.3 Management Support
- FSF 1.3 Appendix Training Matrix
- FSF 1.5 Communication
- FSF 1.6A Specified Requirements
- FSF 1.6A Appendix Sample Material Specification
- FSF 1.6A Specified Requirements Appendix Material Acceptance Record
- FSF 1.6B Specifications
- FSF 1.6B Appendix Sample Specification
- FSF 1.6C Product Release
- FSF 1.7 General Documentation Requirements
- FSF 1.7 Document Template Landscape
- FSF 1.7 Document Template Portrait
- FSF 1.8 Procedures
- FSF 1.9 Product Traceability
- FSF 1.9 Appendix Product Traceability – Batch Identification
- FSF 1.10 Emergency Preparedness and Response
- FSF 1.13 Control of Measuring and Monitoring
- FSF 1.14 Handling of Potentially Unsafe Products
- FSF 1.14 Appendix - Non-Conformance Log
- FSF 1.14 Appendix - Non-Conformance Notification
- FSF 1.15 Product Withdrawal and Recall
- FSF 1.15 Appendix – Recall Template
- FSF 1.16 Nonconformity and Corrective Action
- FSF 1.16 Appendix - Corrective Action Request
- FSF 1.17 Complaint Handling
- FSF 1.17 Appendix - Complaint Investigation Form
- FSF 1.17 Annual Complaints Analyzer
- FSF 1.17 Annual Complaints Analyzer Instruction

# IFSQN FSSC Development Program Food Safety Management System Implementation Package

## Food Safety Management System Procedures

FSF 1.10 Emergency Preparedness and Response [Compatibility Mode]

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**Food Safety Foundations** Emergency Preparedness and Response

**Introduction**

The company has established, documented and implemented this Emergency Preparedness and Response Procedure for the site, which is maintained in order to deal with emergencies which do not normally occur and are not covered by other Food Safety Management System procedures.

**Crisis Situations and First Point of Contact**

The following Crisis Team members have been trained in Emergency Preparedness and Response and are the nominated first point of contact for the crisis situations described:

Fire or Site evacuation: XYZ Manager  
Flooding: Operations Manager  
Utility Supply Failure: Operations Manager  
Storm Damage: Operations Manager  
IT Systems Failure: Operations Manager  
Water Supply Contamination: XYZ Manager  
Breach of security: Site Manager  
Extortion or Sabotage: Site Manager  
Hazardous Chemicals: XYZ Manager

In all cases if the first point of contact cannot be contacted another member of the Emergency Response Team must be contacted.

**Emergency Response Plans**

Emergency Response Plans are established based on the understanding of known potential dangers (e.g. flood, drought, fire, incursion, or other severe weather or regional events such as warlike or civil unrest) that can impact the site's ability to deliver safe food, by management outlining the methods the site is to implement to cope with such a business crisis.

In real emergency situations, a member of the Emergency Response Team must be contacted. The person contacted will urgently contact and assemble the other members of the Emergency Response Team. The Crisis Team will be quick to assess the situation and formulate an action plan which is communicated to the site management. All relevant aspects of product safety, health and safety, financial effects and company image must be considered prior to recommending production. All risks and action resulting from crisis situations must be recorded.

If a call alleging or threatening extortion is received the person dealing with it should attempt to transfer the call to a member of the Emergency Response Team if at all possible. See appendix 1 Instructions to Personnel

Document Reference FSF 1.10 Emergency Preparedness and Response  
Revision 0 22<sup>nd</sup> June 2020  
Owned by: Site Manager  
Authorized By: Owner

**Food Safety Foundations** Emergency Preparedness and Response

The Crisis Team member contacted above will urgently contact the other members of the Emergency Response Team and the police through the local police station.

Product Quality and Safety: Issues relating to product quality and safety are covered by FSF 2.2 Appendix Product Recall Procedure.

**Emergency Response Team**

The Emergency Response Team are responsible for managing crisis incidents to ensure the health and safety of staff and public and to limit negative financial effects and negative public image. They are in place to deal with real emergencies and all day to day issues are dealt with by the site management team.

Members of the Emergency Response Team are trained in the use of communication systems including telecommunication, fax and e-mail.

A directory of contact details for key personnel is held in reception and the Emergency Response Team for use in crisis situations. Customers will be contacted if appropriate according to specific customer requirements.

The Emergency Response Team will include the following:

Site Manager  
XYZ Manager  
Operations Manager  
Manager

All members must delegate a deputy to cover sickness, holidays and other absences.

Document Reference FSF 1.10 Emergency Preparedness and Response  
Revision 0 22<sup>nd</sup> June 2020  
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**Food Safety Foundations** Emergency Preparedness and Response

**Emergency Response Team**

Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Manager	
Flooding		Operations Manager	
Utility Supply Failure		Operations Manager	
Storm Damage		Operations Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		XYZ Manager	
Breach of security		Site Manager	
Extortion or Sabotage		Site Manager	
Hazardous Chemicals		XYZ Manager	

**Responsibility for internal communications and communicating with authorities, external organisations and media**

An initial brief on the situation should be prepared which will contain all the relevant information. This should be made available to members of the team.

Any out of hours contact with customers should only be made by authorised personnel.

a. Site Manager and XYZ Manager will contact external organisations by telephone and follow up with confirmation e-mails:

- Customers - Site Manager
- Authority - XYZ Manager
- Media - Site Manager
- Insurance - Safety Manager

b. An Incident Room will be set up and all calls will be routed to it. All calls in and out will be logged. The reception personnel are briefed to transfer all calls to the Incident Room.

Document Reference FSF 1.10 Emergency Preparedness and Response  
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**Food Safety Foundations** Emergency Preparedness and Response

**Communications with the Media**

This will be carried out only by the Site Manager or his deputy.

**Communications to Staff**

A brief bulletin should be issued to key staff to include all the latest information available.

**Communication to Company Insurance**

This will be carried out only by the Safety Manager.

All written communications should be authorised by the Site Manager. It is the responsibility of the team to initiate an action program which must be recorded in the incident log.

The Emergency Response Team have the total authority to delegate actions to anyone within the company throughout the duration of the crisis.

The Emergency Response Team consider prescribed contingency plans available to them to ensure continued supply of safe product to the market place. Where products which have been released from the site may be affected by an incident consideration is given to the need to withdraw or recall products. The Site Manager is responsible for decision making, oversight and initiating actions arising from a crisis management incident. Once a decision is made the Site Manager authorises the plan which is then put into action.

The Emergency Response Plans will include:

- The roles and responsibility of the Emergency Response Team members
- The controls implemented to ensure a response does not compromise product safety
- The measures to isolate and identify product affected
- The measures taken to verify the acceptability of food prior to release
- The responsibility for continued internal communications and communicating with authorities, external organisations and media
- The nomination and training of an Emergency Response Team

A formal review by the Emergency Response Team must take place following the procedure having been implemented to ensure the necessary corrective action has been taken and all written procedures have been updated where necessary. A record of the reviews of the Crisis Management Plan is maintained.

The Emergency Response Team challenge and verify the procedure on a yearly basis.

Document Reference FSF 1.10 Emergency Preparedness and Response  
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**Food Safety Foundations** Emergency Preparedness and Response

**References**

FSF 1.2 Management Responsibility Management Organogram

Appendices

Instructions to Personnel in the event of a Threat coming through the door

Crisis Management of Products

Emergency Situations

Current Crisis Team Contact List, Including Supply Chain Customers

FSF 2.13 Product Withdrawal and Recall Procedure

Document Reference FSF 1.10 Emergency Preparedness and Response  
Revision 0 22<sup>nd</sup> June 2020  
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**Food Safety Foundations** Emergency Preparedness and Response

**Product/Ingredients designated for disposal in secure bins**

Fire damaged  
Flood damaged/contaminated  
Chemical damaged  
Exposed to growth/damage  
Chilled product > 8 °C < 4 hours  
Frozen product < -1 °C to > 12 °C for < 12 hours

Contact	Contact Details	Contact Name	Contact Number	Alternative Number
Disposal Emergency Contact				
Disposal Transport Emergency Contact				

**Product/Ingredients designated for Quarantine and Assessment**

Chilled product > 8 °C < 4 hours  
Chilled product > 5 °C < 24 hours  
Frozen product < -1 °C to > 12 °C for < 12 hours  
Frozen product < -1 °C to > 5 °C for < 12 hours

Manager Responsible for	Manager	Name	Contact Number	Alternative Number
Quarantine Assessment				

**Products to be transferred to Offsite Emergency storage**

Chilled product on reaching 8 °C  
Frozen product on reaching -18 °C

Contact	Contact Details	Contact Name	Contact Number	Alternative Number
Storage Emergency Contact				
Transport Emergency Contact				

**Appendix 1 - Crisis Scenarios**

Document Reference FSF 1.10 Emergency Preparedness and Response  
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FSM 10 Specified Requirements Appendix Material Acceptanc...

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F5 Raw Ingredient

Date/Time	Supplier Number	Supplier - Check if on Approved List	Material Supplied - Check if on Approved List	Record Material Code	Record Material Category	Record Quantity Delivered	Record Best Before/ Use By	Record Batch Code	Carry out Acceptance Checks
	1	A	Chocolate Topping	ABC 123	Final Ingredient				1. Delivery Note & Order Number Match 2. Vehicle & Product Condition 3. COA Provided 4. Temperature < 20 °C 5. QA Clearance for Micro required
	2	B	Flour for Baking		Raw Ingredient				
	3	C	Contract Scones		Contract Packer				
	4	D	Cake Tray		Contact Packaging				
	5	E	Cardboard Box		Non-Contact Packaging				
	6	F	Non-Contact Packaging						
	7	G							
	8	H							
	9	I							

Incoming Material Record Approved Supplier Material List Material Category

Ready 100%

# IFSQN FSSC Development Program Food Safety Management System Implementation Package

Food Safety Foundations Specifications

**Introduction**

The company has established, documented and implemented procedures to ensure all end products conform to agreed specifications in order that the legality, quality and safety of the end product is not compromised.

**Scope**

Specifications for products must adequate and accurate and ensure compliance with relevant safety and legislative requirements. Specifications include defined limits for chemical, microbiological or physical attributes which may affect the legality, quality or safety of end products.

**End Product Specifications**

End product specifications are authorized and agreed for every product manufactured on site or contract manufactured. The specification details manufacturing instructions to be followed and contains details of materials, labelling and recipes as agreed with the customer.

The Specification describes:

- Product Name
- Customer (if applicable)
- Customer Address (if applicable)
- Manufacturing Address
- Site Approval Number
- Product unique identification code
- Applicable legislation requirements
- Quantity
- Ingredients listing
- Nutritional information
- Packaging details
- Specific label requirements including allergen contents
- Explicit date coding
- Bar Code details
- Prescribed storage and handling conditions
- Criteria for product acceptance (Quality attributes, Microbiological criteria, Chemical criteria, Physical criteria and Sensory criteria)
- Specific usage instructions (such as cooking instructions if applicable)
- Shelf life
- Food safety requirements and acceptable criteria
- Delivery arrangements

Document Reference FSF 1.6B Specifications  
Revision 0 22<sup>nd</sup> June 2020  
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Food Safety Foundations Specifications

**Manufacturing Site**

Contact Details	
Telephone	
Fax	

**Product Description**

**A whole milk stirred fruited bio yogurt with a creamy mixed berry flavor**

**Organoleptic**

Appearance	Mauve in color, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavor	Sweet creamy fresh mixed berry flavor with a slight lactic note

**Ingredients**

Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabilizer (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture (Bifidobacterium, Lactobacillus acidophilus)

**Allergens**

Milk

**Processing, Manufacturing + Packing Parameters**

1. Mix and standardize the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenize:	200 Bar
3. Pasteurize at:	90°C - 95°C for 300 Sec
4. Cool to give an incubation temperature of:	Short Set = 42°C ± 2°C
5. Incubate	pH = 4.3 ± 0.1

Document Reference FSF 1.6B Specifications  
Revision 0 22<sup>nd</sup> June 2020  
Owned by: Site Manager  
Authorized By: Owner

Food Safety Foundations Product Traceability

**Introduction**

The company has established, implemented, documented and maintains this procedure for the identification and traceability of all product components and finished products. This procedure defines how materials and products are uniquely identified as required by the Food Safety Management System.

**Procedure**

A system for identification of product batches is maintained which, in the event of quality or food safety incidents will enable tracking of raw material batches through to distributed batches of finished product using label detail and expiry code.

Raw materials, ingredients, packaging materials, work-in progress, rework, process inputs and products are clearly identified during all stages of receipt, production, storage and dispatch. Raw Materials and Packaging are identified by a unique material number and batch code. Work in progress is traceable to raw materials and is identified by batch code and date. For a traceability to be enacted the product expiry code must be known.

The traceability will provide details on all parts of the product from raw material intake through to filling time. The traceability entails tracing a product backwards from finished package to its raw materials. A mass balance exercise is conducted from raw material and packaging usage and finished product volumes to ensure that all finished products are accounted for.

All finished products are identified by their label, size and expiry date code. In addition, there is identification of any outsourced production, inputs or services related to food safety. Procedures are in place at product start up and changeover during packing shall be to ensure that the correct product is in the correct package and with the correct label, and that the changeover is inspected and approved by an authorized person. QC checks are in place to ensure that finished products are labeled as per the customer specification and regulatory requirements.

Product checks are carried out at regular intervals during the packaging run, following packaging changes and when changing batches of packaging materials to ensure correct packaging materials are used and the code is correct. Procedures are in place to ensure that product is being packed into the correct packaging with the correct label:

- ✓ At start of packing
- ✓ During the production run at a frequency based on volume and risk
- ✓ When batches of packaging materials are changed
- ✓ When label reels are changed
- ✓ At the end of the production run

Document Reference FSF 1.9 Product Traceability  
Revision 0 22<sup>nd</sup> June 2020  
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Food Safety Foundations Product Traceability

QA checks include verification of the following printed information where appropriate:

- ✓ Date coding
- ✓ Batch coding
- ✓ Label
- ✓ Quantity declared
- ✓ Pricing
- ✓ Bar code
- ✓ Country of origin

Packaging materials are supplied to packing lines such that that only the packaging for immediate use is available at the packaging machines. Traceability records by Label and Expiry date are maintained and retained for all product batches. Procedures are in place to check product labelling and coding at regularly intervals as well as every product change over. Copies of labels and coding are retained by the QA for traceability purposes.

For all products, the following information is traceable from the product expiry code:

Traceability Record Summary	
Raw Material Intake	Supplier, Material, Time, Date, Temperature, Batch Code
Packaging Intake	Supplier, Material, Batch Code, Time, and Date
In-Process batches	Records all Ingredients mixed including Reworked material
Process Records	Hot/Cold Temperature, Batch Code and Time
Bulk Storage Records	Batch Code, Temperature and Time
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature
Storage Record	Product, Time, Date, Label, Expiry Code
Dispatch Records	Product, Time, Date, Label, Expiry Code
Delivery Records	Customer & Location, Product, Time, Date, Label, Expiry Code

The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions or updates to the system are documented.

Welcome back!

Document Reference FSF 1.9 Product Traceability  
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# IFSQN FSSC Development Program Food Safety Management System Implementation Package

The Prerequisite Programs are pre-fixed PRP, aligned with the FSSC Development Program requirements and are as follows:

- PRP 2.1 Construction and Layout of Buildings
- PRP 2.2 Premises and Workspace
- PRP 2.3 Utilities
- PRP 2.4 Waste Management
- PRP 2.5A Equipment
- PRP 2.5B Maintenance
- PRP 2.6 Purchasing
- PRP 2.6 Appendix Purchasing Assessment Template
- PRP 2.7 Preventing Contamination and Cross-Contamination
- PRP 2.8 Allergen Management
- PRP 2.8 Appendix Allergen Management Tool
- PRP 2.9 Cleaning and Sanitizing
- PRP 2.9 Appendix Cleaning Procedure
- PRP 2.9 Appendix Cleaning Schedule
- PRP 2.10 Pest Control
- PRP 2.11A Personal Hygiene
- PRP 2.11B Personnel Facilities
- PRP 2.12 Product Rework
- PRP 2.14 Warehousing
- PRP 2.15 Product Labelling
- PRP 2.16 Food Defense
- PRP 2.16 Threat Assessment & Plan
- PRP 2.17 Product Analysis

**Food Safety Foundations**  
**Premises and Workspace**

Services	
1	The supply and distribution of services to and around product handling and storage areas are designed, maintained and monitored to prevent the contamination of food, ingredients and food contact surfaces.
2	All ducts, pipes and cables are predominantly located above the ceiling in corridors or voids with access to allow cleaning, maintenance and pest control. Ducting in product areas is designed and constructed so as to allow ease of cleaning.
3	All services pass through walls, floors or ceilings local to their point of use
4	Drains are constructed and located so they can be easily cleaned with removable covers where necessary and not present a hazard.
5	Access points for pests is prevented by traps in drains.
6	Entrance holes to product areas are adequately sealed.
7	Overhead pipes do not pass over open vessels or production lines
8	Non-potable water supplies such as fire sprinkler systems are not routed to production areas and contain non-return valves to prevent backflow.
12	All Boiler chemicals have either been approved as food additives that meet relevant specifications or have been approved by our regulatory authority as safe for use in water intended for human consumption.
13	An adequate supply of potable water is provided for processing operations and for the supply of ice as required.
14	An adequate supply of hot and cold potable water is provided for hand washing and cleaning operations.

**Ventilation**

1	Adequate ventilation is provided in enclosed processing and food handling areas.
2	Air intake ports for ventilation systems are protected with wire mesh and periodically inspected for to ensure they are intact.
3	All ventilation equipment and devices in product storage and handling areas are included in cleaning schedules and maintained in a clean condition to prevent unsanitary conditions.

**Lighting**

1	Adequate lighting is provided to facilitate hygienic operation and enable the staff to carry out their tasks efficiently and effectively.
2	Lights and fittings are manufactured from cleanable materials and included in the cleaning schedules.
3	Lighting levels are a minimum of 200 lux when an area is in use by personnel and 500 lux for inspection activities.
4	Light fittings in processing areas, inspection stations, handling areas, ingredient and packaging storage areas, and all areas where the product is exposed are shatterproof, manufactured with a shatterproof covering or fitted with protective covers and recessed into or fitted flush with the ceiling.
5	Where fittings cannot be recessed, structures are protected from accidental breakage.

Document Reference PRP 2.2 Premises and Workspace  
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**Food Safety Foundations**  
**Premises and Workspace**

**Segregation & Preventing Contamination and Cross-Contamination**

Controls are in place to prevent Contamination and Cross-Contamination:

- The process flow is designed to prevent cross-contamination and organized so there is a continuous flow of product through the process.
- The flow of personnel shall be managed such that the potential for contamination is minimized.

The Management team are responsible for ensuring that the lay out, flow of processes and movement of personnel minimizes the risk of product contamination or deterioration.

The Management team issue a map of the site which designates areas by levels of risk from contamination:

- Low risk areas where products are normally fully contained and in a low risk environmental state in green on the map.
- Medium risk areas where open materials or products are handled or processed and some degree of control is required are marked in orange on the map
- High risk/care areas where a high degree of control is required are marked in red on the map.

The site map also includes Management decisions regarding the routes for:

- access points for personnel
- access points for ingredients and raw materials (including packaging)
- travel routes of movement for personnel between facilities and places of work
- product flow
- removal of waste
- movement of rework

The site map also shows the location of any staff facilities and routes to the facilities from places of work including changing rooms, toilets, canteens and smoking areas.

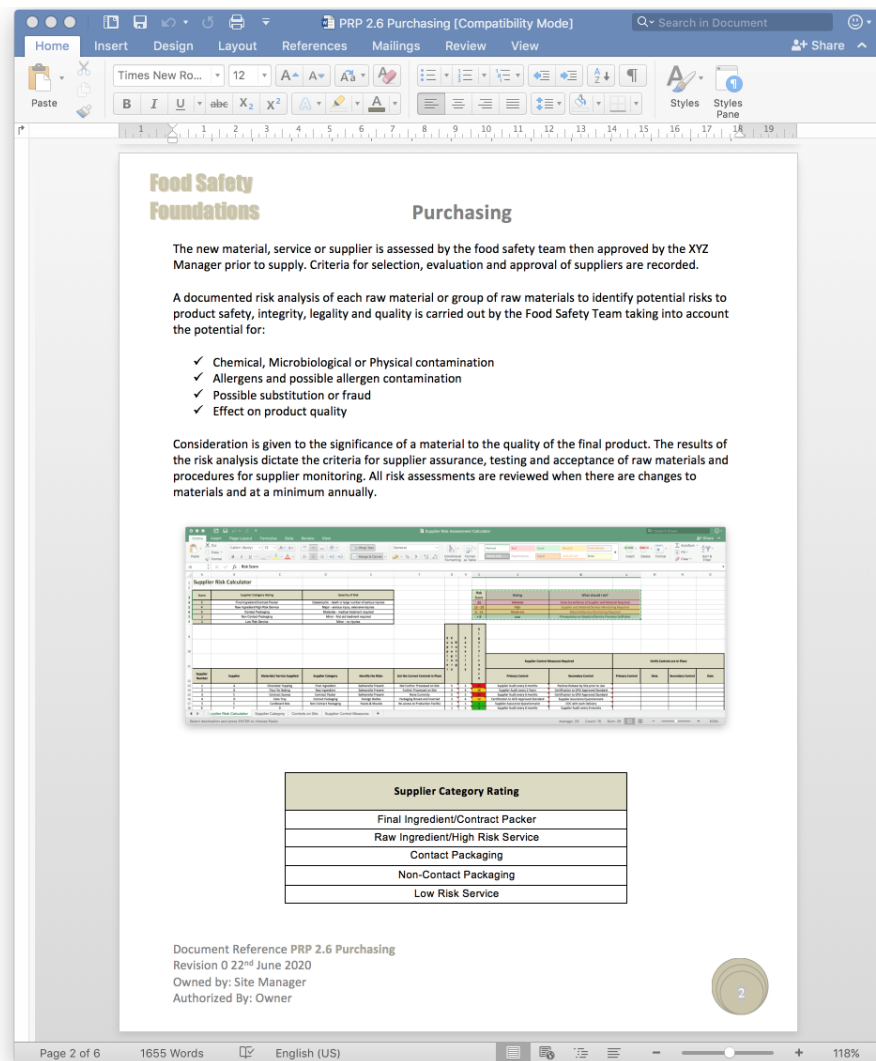
The process flow together with the use of physical barriers/procedures are designed to minimize the risk of the contamination and microbiological and allergen cross contamination of raw materials, intermediate products, packaging and finished products.

Based on risk assessment appropriate controls are in place for each area. The risk assessment considers the potential sources of microbiological contamination including raw materials and products, flow of raw materials, products, equipment, personnel, waste, airflow, air quality and utilities including drains.

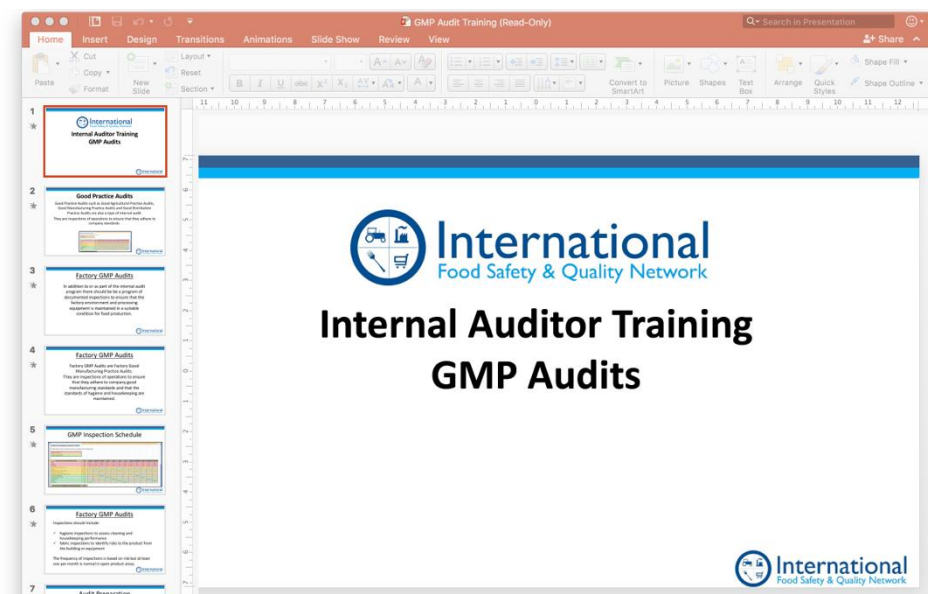
Document Reference PRP 2.2 Premises and Workspace  
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# IFSQN FSSC Development Program Food Safety Management System Implementation Package



A PowerPoint GMP Audit Training Guide Presentation is included.







# IFSQN FSSC Development Program Food Safety Management System Implementation Package

**Food Safety Foundations HACCP**

## HACCP System Overview

### Introduction

All products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

### HACCP Application

Food safety plans are prepared in accordance with the twelve steps identified in the Codex Alimentarius Commission GUIDELINES FOR THE APPLICATION OF THE HACCP SYSTEM CAC/RCP 1-1969, Rev. 4-2003:

1. Assemble HACCP team
2. Describe product
3. Identify intended use
4. Construct flow diagram
5. On-site confirmation of flow diagram
6. List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards  
(SEE PRINCIPLE 1)
7. Determine Critical Control Points  
(SEE PRINCIPLE 2)
8. Establish critical limits for each CCP  
(SEE PRINCIPLE 3)
9. Establish a monitoring system for each CCP  
(SEE PRINCIPLE 4)
10. Establish corrective actions  
(SEE PRINCIPLE 5)
11. Establish verification procedures  
(SEE PRINCIPLE 6)
12. Establish Documentation and Record Keeping  
(SEE PRINCIPLE 7)

This document describes an overview of the HACCP System and references the relevant documents in the HACCP manual which describes the methods and means by which the site controls and assures food safety of the products or product groups.

### Food Safety Team

A core multi-disciplinary team is utilized within the company to develop the Food Safety Management System and Food Safety Plans. This team includes site personnel with technical, production, and engineering knowledge of the relevant products and associated processes. The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

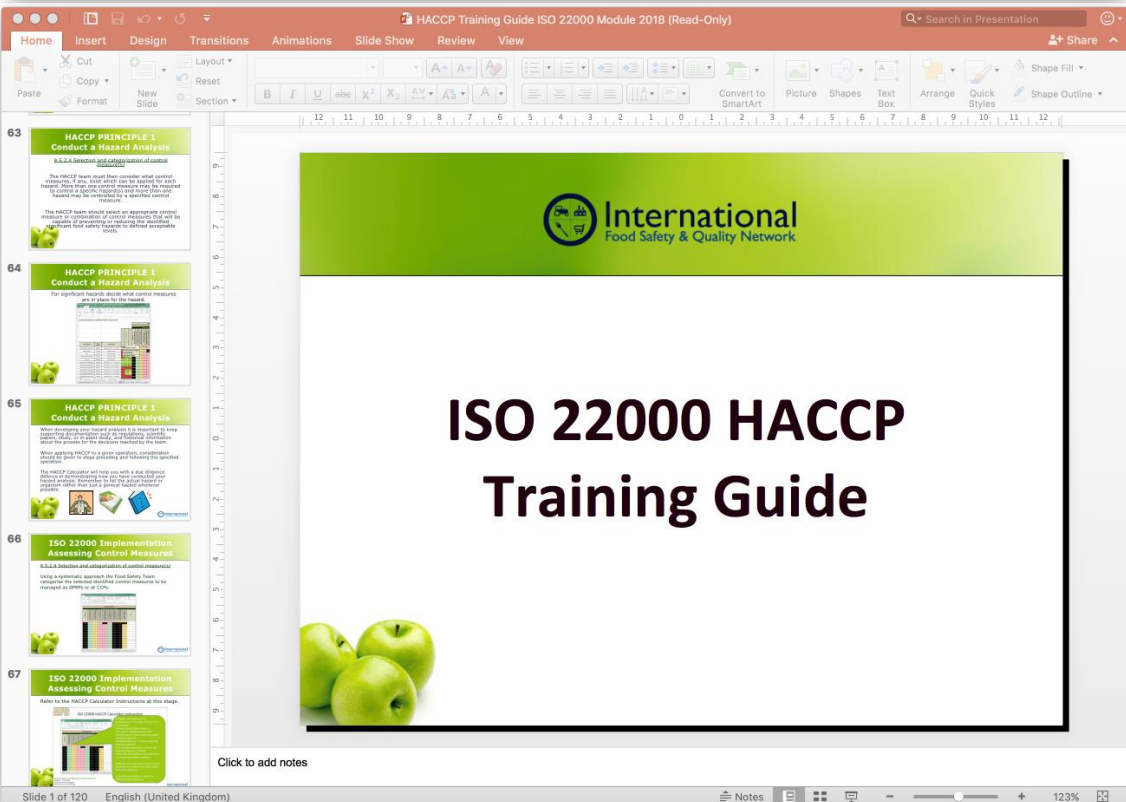
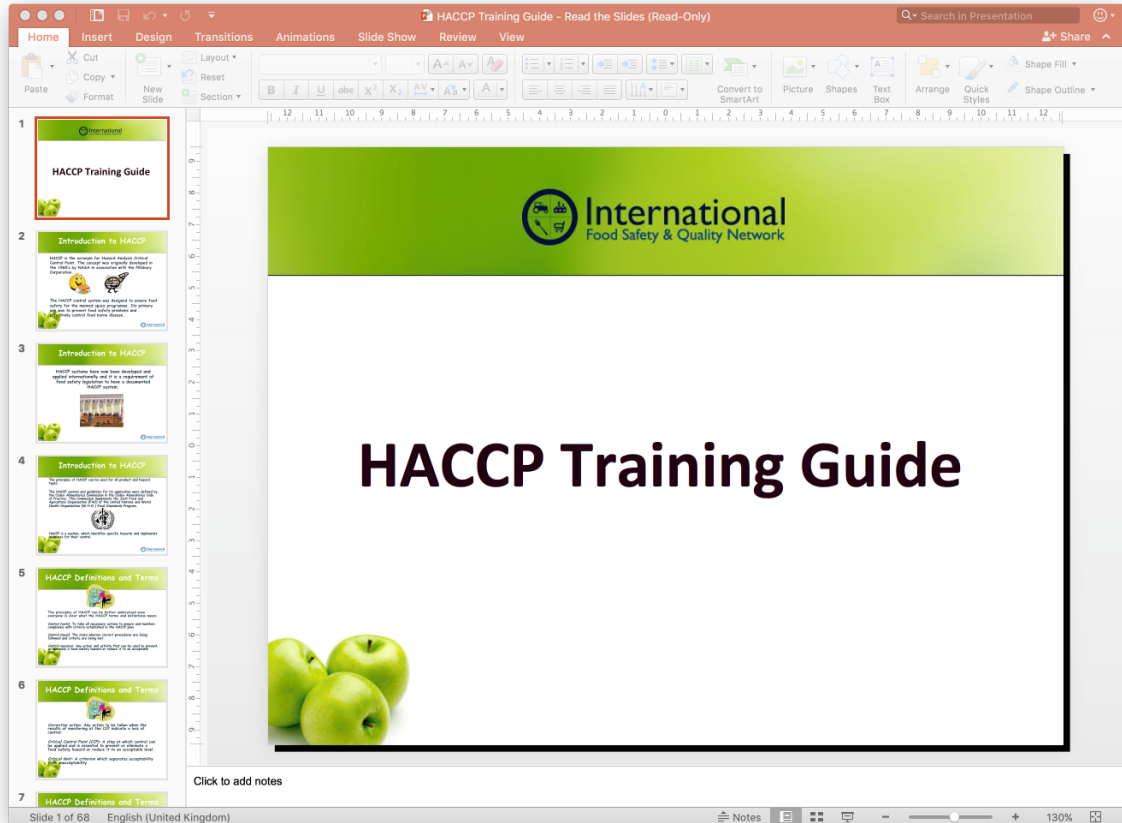
Document Reference HACCP 0 HACCP System Overview  
Revision 0 22<sup>nd</sup> June 2020  
Owned by: Site Manager  
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# IFSQN FSSC Development Program Food Safety Management System Implementation Package

## HACCP Training Guides

A PowerPoint HACCP Training Guide Presentations are included with the HACCP Manual.



# IFSQN FSSC Development Program Food Safety Management System Implementation Package

## Food Safety Management System Records

A set of 40 sample record templates:

FSMS Record Templates				
Search				
Name	Date Modified	Size	Kind	
FSR CCP Validation - Metal Detection.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Chemical Register.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Complaint Investigation Form.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Corrective Action Request.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Document Master List.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Equipment Cleaning Procedure and Record.docx	03/07/2020	31 KB	Microsoft Wor...cument (.docx)	
FSR Food Safety Quality System Audit Form.docx	03/07/2020	30 KB	Microsoft Wor...cument (.docx)	
FSR Glass and Brittle Plastic Register.docx	03/07/2020	32 KB	Microsoft Wor...cument (.docx)	
FSR Glass Breakage Record.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Goods In Inspection Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Goods In QA Clearance Label.docx	03/07/2020	16 KB	Microsoft Wor...cument (.docx)	
FSR Hygiene Policy Staff Training Record.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Internal Audit Corrective Action Summary.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Knife Control Record.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Management Review Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
FSR Metal Detection Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
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FSR Non Conformance Notification.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Non-Conformance Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Outgoing Vehicle Inspection Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Packing Traceability Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
FSR Process Change Approval Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Product Recall Record.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Product Recall Test Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Product Recall Trace.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Product Release Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
FSR PRP Cleaning Verification Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
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FSR Record Template Landscape.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Record Template Portrait.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	
FSR Return to Work Form.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Sample Cleaning Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
FSR Sample Filler Cleaning Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Site Audit Checklist.docx	03/07/2020	41 KB	Microsoft Wor...cument (.docx)	
FSR Supplier Evaluation Form.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Supplier Register.xlsx	03/07/2020	13 KB	Microsoft Exc...orkbook (.xlsx)	
FSR Supplier Self Assessment Form.docx	03/07/2020	34 KB	Microsoft Wor...cument (.docx)	
FSR Training Record.docx	03/07/2020	29 KB	Microsoft Wor...cument (.docx)	
FSR Vehicle Hygiene Inspection Record.docx	03/07/2020	28 KB	Microsoft Wor...cument (.docx)	
FSR Visitor Questionnaire.docx	03/07/2020	27 KB	Microsoft Wor...cument (.docx)	

# IFSQN FSSC Development Program Food Safety Management System Implementation Package

**Food Safety Foundations Supplier Self-Assessment Form**

Please answer all questions and provide any additional information that you feel is pertinent.

**Company Details**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide Head Office address if different from above: \_\_\_\_\_

**Technical or Quality Manager Contact Details**

Name of Contact: \_\_\_\_\_

Position Held: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Name of Deputy: \_\_\_\_\_

What is the total number of employees in your company? \_\_\_\_\_

How many people do you employ in direct labor? \_\_\_\_\_

How many people are employed in your Quality Assurance Department? \_\_\_\_\_

What levels of qualifications are held within your technical department? \_\_\_\_\_

**Products to be Supplied – Include details of allergen contents and possible cross-contamination**

Product Name	Specification Number	Allergen Content

Please provide a full product specification with each product supplied

Document Reference FSR No. Supplier Self-Assessment Form  
Revision 0 22<sup>nd</sup> June 2020  
Owned by: Site Manager  
Authorized By: Owner

**Food Safety Foundations Supplier Self-Assessment Form**

**Certification**

Are your facilities and products certified to any recognized food safety or quality schemes?  
If yes which? \_\_\_\_\_

Please provide a copy of your certificates

Do you have a system in place to ensure compliance with EU & Trading Standards Legislation?  
Does your organization have membership of any professional bodies? \_\_\_\_\_

**Hygiene**

If you are supplying food ingredients or food packaging, then are your Operatives given any formal hygiene training?  
If yes which scheme? And by whom? \_\_\_\_\_

Do you have documented procedures/policies relating to:

Hand Washing? \_\_\_\_\_

Smoking? \_\_\_\_\_

No eating/drinking in production areas? \_\_\_\_\_

Wearing protective clothing (Inc. hats/hairnets)? \_\_\_\_\_

Use of approved sticking plasters? \_\_\_\_\_

Sickness/illness reporting and exclusion? \_\_\_\_\_

Wearing of watches/jewelry? \_\_\_\_\_

Wearing of make-up/nail varnish? \_\_\_\_\_

**Foreign Body Control**

Is there a policy for the control of glass and exclusion of glass from production areas?  
Is there a glass/brittle material breakage procedure?  
Is there a policy for the control of wood and exclusion of wood from production areas?  
Is there a policy for the control of cardboard and exclusion of cardboard from production areas?  
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?  
Is there a policy for the control of knives and exclusion of unauthorized knives from the production area?

Document Reference FSR No. Supplier Self-Assessment Form  
Revision 0 22<sup>nd</sup> June 2020  
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**Food Safety Foundations Complaint Investigation Form**

**Product Details**

Nature of Complaint and Details \_\_\_\_\_

Customer Name \_\_\_\_\_

Customer Address \_\_\_\_\_

Customer Contact Phone Number \_\_\_\_\_

Date received \_\_\_\_\_ Use by Date \_\_\_\_\_

Date of Production \_\_\_\_\_ Packing Line \_\_\_\_\_

Production Start \_\_\_\_\_ Production End \_\_\_\_\_

Complaint category \_\_\_\_\_ Quantity Produced \_\_\_\_\_

Details of any other complaints received from this production run: \_\_\_\_\_

**Details for each area of Investigation**

Raw Materials \_\_\_\_\_

Packaging \_\_\_\_\_

CCP Checks \_\_\_\_\_

Processing \_\_\_\_\_

Filling/Packing \_\_\_\_\_

Storage & Distribution \_\_\_\_\_

Packaging details \_\_\_\_\_

Laboratory Report \_\_\_\_\_

Document Reference FSR No. Complaint Investigation Form  
Revision 0 22<sup>nd</sup> June 2020  
Owned by: Site Manager  
Authorized By: Owner



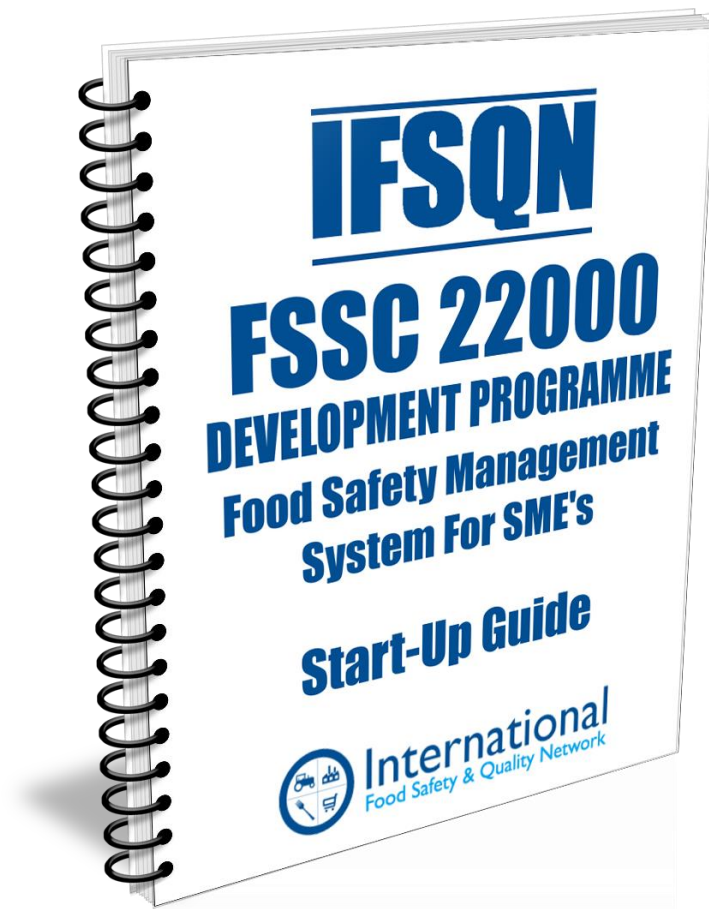
# **IFSQN FSSC Development Program Food Safety Management System Implementation Package**

## **Technical Support**

As a bonus the Package is also backed up by expert support which is available to provide assistance in developing the system.

## **Start-Up Guide**

A Start-Up Guide is also included to help you navigate the contents of the package.



**[Click here to order the IFSQN FSSC Development Program Food Safety Management System Implementation Package](#)**