This is a tailor made food safety management system package for Catering Outlets, Food Service Operations, Hotels and Restaurants. This system is compliant with International Standard ISO22000:2005 for food safety management systems.

Ensure your food safety systems meet International standards with our comprehensive and easy to use IFSQN Food Service ISO 22000 Food Safety Management System.

Included in the IFSQN Food Service ISO 22000 Food Safety Management System:

✔ Food Safety Manual
✔ Food Service Record Templates
✔ Prerequisite Programme Manual
✔ HACCP Manual containing the Unique Food Service HACCP Calculator
✔ HACCP Implementation Guide
✔ Free online support via e-mail
Food Safety Manual

A Food Safety Manual containing 26 comprehensive documents that form your food safety management system:

Food Safety Management System documents are as follows:

FSM 001 Food Safety Management System
FSM 002 Food Safety Manual Summary
FSM 003 Document Control
FSM 004 Customer, Statutory and Regulatory Conformance
FSM 005 Record Control
FSM 006 Management Commitment
FSM 007 Food Service Quality and Food Safety Policy and Objectives
FSM 008 Responsibility, Authority and Communication
FSM 009 Management Review
FSM 010 Control of Non-Conforming Product
FSM 011 Crisis Management
FSM 012 Product Recall
FSM 013 Human Resources and Training
FSM 014 Infrastructure and Work Environment
FSM 015 Planning Product Realization and Contract Review
FSM 016 Hazard Analysis and Critical Control Point System
FSM 017 Design and Development
FSM 018 Purchasing, Orders and Checking Deliveries
FSM 019 Control of Operations and Validation of Processes
FSM 020 Identification and Traceability
FSM 021 Protection of Customer Property
FSM 022 Validation and Verification
FSM 023 Corrective Action
FSM 024 Customer Satisfaction
FSM 025 Updating and Improvement
Food Service ISO 22000 Food Safety Management System

Food Safety Manual

FSM 001 Food Safety Management System

- the business environment, changes in that environment or risks associated with that environment
- varying needs of this business
- company objectives
- food service activities
- food service size and organizational structure

This process will be discussed during Management review and the outcome documented in the minutes.

Record Control

The company operates a record control procedure. Records are available to demonstrate conformity to specifications and standards.

Management Commitment

Food Service Senior Management has a total commitment to observing all food safety, legal, moral and ethical codes and this is the concern of every employee.

Senior management demonstrates clear and visible commitment by:

- Establishing and communicating goals and measurable objectives for quality, environmental and food safety;
- Coordinating regular pro-active management reviews and communicating outcomes;
- Ensuring review of the process to satisfy all customer requirements including food safety, quality and service;
- Supporting and promoting the development and expansion of the Food Safety systems;
- Providing the resources to manage these objectives effectively;
- Promoting an ethic of continuous improvement;
- Ensuring the strict observation of all applicable legislation and food safety procedures, the use of correct materials and equipment, recording and reporting of both standard and non-standard events and compliance with the company rules.

Responsibility and Authority

Senior Management is responsible for implementing, maintaining, reviewing and improving the Food Safety Management System. The

FSM 014 Infrastructure and Work Environment
FSM 015 Planning Product Recitation and Contract Review
FSM 016 Hazard Analysis and Critical Control Point System
FSM 017 Design and Development
FSM 018 Purchasing, Orders and Checking Deliveries
FSM 019 Control of Operations and Validation of Processes
FSM 020 Identification and Traceability
FSM 021 Protection of Customer’s Property
FSM 022 Validation and Verification
FSM 023 Corrective Action
FSM 024 Customer Satisfaction
FSM 025 Upgrading and Improvement

Food Safety Pre-requisite Programme Manual documents are as follows:

PRP 001 Pre-requisite Programmes
PRP 002 Allergens control
PRP 003 Ambulant Food Storage Shelf Life
PRP 004 Cold Display
PRP 005 Cooking
PRP 006 Coding and Freezing
PRP 007 Demanding
PRP 008 Food Preparation Procedure
PRP 009 Food Service Hygiene theory
PRP 010 Food Service Job Descriptions
PRP 011 Food Service Operations
PRP 012 Food Service Outside Catering Events
PRP 013 Food Service Storage and Handling Conditions
PRP 014 Frozen Food Storage Shelf Life
PRP 015 Glass Beverage Procedure
PRP 016 Hand Washing Procedure
PRP 017 Hot Holding
PRP 018 Hygiene and Housekeeping
PRP 019 Maintenance
PRP 020 Management of Cleaning
PRP 021 Non-refrigerated buffet display
PRP 022 Pest Control
PRP 023 Prevention of Biological, Physical and Chemical Contamination
PRP 024 Refrigerated Food Storage Shelf Life
PRP 025 Refrigeration
PRP 026 Staff Instruction for Customers with Food Allergies
PRP 027 Storage

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Food Service ISO 22000 Food Safety Management System

Food Safety Manual

Introduction
Food Service has established and documented clear levels of responsibility and authority for personnel within the food safety management system. Detailed organizational arrangements and food safety responsibilities for all levels of management are contained in this food safety and quality manual.

Scope
The scope of the defined responsibility and authority communication includes all staff, both full-time and temporary. Staff responsibilities include contributing to achieving site objectives and continuous improvement. The level of responsibility and authority for sub-contractors is defined in the procedures for the control of sub-contractors.

Responsibility and Authority
Responsibilities and authorities of all personnel are communicated to them via induction and role training.

The food service organizational chart shows the company structure with delegates for each management position. The identity of delegates is communicated to all employees.

All Managers have agreed and signed job descriptions for their individual roles which include responsibility and authority.

Several job descriptions including levels of responsibility and authority are available for all roles on site. All personnel are required to sign the relevant general job description which is kept with their individual training records. Responsibility for reporting any problems with the food safety management system is detailed in individual job descriptions. The job descriptions include details of staff responsibility and authority to initiate and record corrective actions.

Specific responsibilities for key processes are documented within operational procedures.

FSM 020 Identification and Traceability
The traceability entails tracing a food backwards from finished food to its raw materials, ensuring that all associated checks, cleaning of equipment and all relevant paperwork has been completed and is satisfactory.

For all foods the following information is traceable from the food expiry date:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Traceability Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Intake</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Temperature</td>
</tr>
<tr>
<td></td>
<td>Batch Code</td>
</tr>
<tr>
<td>In-Process Records</td>
<td>All ingredients mixed</td>
</tr>
<tr>
<td></td>
<td>Recorded individual</td>
</tr>
<tr>
<td>Preparation Records</td>
<td>Main COG/ Temperature</td>
</tr>
<tr>
<td></td>
<td>Time</td>
</tr>
<tr>
<td>Raw Storage Records</td>
<td>Temperature</td>
</tr>
<tr>
<td></td>
<td>Time</td>
</tr>
<tr>
<td>Finished Storage Record</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Food</td>
</tr>
<tr>
<td></td>
<td>Expire Code</td>
</tr>
<tr>
<td>Dispatch Records</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Expire Code</td>
</tr>
<tr>
<td>Critical Control Records</td>
<td>All Control Points</td>
</tr>
<tr>
<td></td>
<td>Core temperatures</td>
</tr>
<tr>
<td></td>
<td>Cad. ambient and hot display</td>
</tr>
<tr>
<td></td>
<td>times and temperatures</td>
</tr>
<tr>
<td>Cleaning Records</td>
<td>For all stages</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery Records</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FSM 023 Corrective Action
Corrective Action is a procedure to identify the cause of the non-conformity in order to prevent a recurrence. The procedure for corrective action is managed by the Food Service Manager. The procedure details how a Non-Conformance is raised such as for unsafe food a corresponding agreed corrective action is raised to eliminate the non-conformance and the cause of the non-conformance and that action is taken to reduce the risk of a recurrence.

When implementing a corrective action, the time and resource required should be considered the time of Non-conformance. Sources of non-conformances requiring corrective action include the following:

- Customer complaints and surveys
- Management Reviews
- Internal and external audits
- Food Quality checks
- Trend analysis
- Non-conformance records

The process of applying corrective action is as follows:

1. An initial review of non-conformance to determine the root cause.

FSM 024 Updating and Improvement

Introduction
The company has planned, documented and implemented applicable methods to verify, validate and update the Food Safety Management System in order to demonstrate compliance with regulatory requirements, industry best practice, company policies, meet company objectives and the requirements of the following standards:

- ISO 9001:2008
- ISO 22000:2005

Continual Improvement
The company has established, documented and implemented methods to the effectiveness of the Food Safety Management System in order to review these measurements and take action to continually improve the FSMS and meet the requirements of the defined international standards, best industry practice and increased customer satisfaction.

The Food Service Manager reviews the following key performance indicators on a regular basis with the Senior Management team:

- Outstanding non-conformances as a result of internal and external audits
- Trends analysis of the results of internal and external audits
- Trends analysis of customer and supplier complaints
- Actions from evaluation of individual verification results
- Actions from analysis of results of verification activities
- Actions from evaluation of control measure combinations
- FSMS updating requirements
- Quality key performance indicators

Analysis of this data allows the Senior Management team to assess the effectiveness of the Food Safety Management System. Achieve trends...
A comprehensive range of 29 easy to use record templates. The Food Safety Management System controlled records are as follows:

FSR 001 All in One Record
FSR 002 Calibration Record
FSR 003 Chilled and Frozen Storage Temperature Record
FSR 004 Complaint Investigation Form
FSR 005 Cook Chill Record
FSR 006 Corrective Action Request
FSR 007 Daily Equipment Inspection Record
FSR 008 Delivery Inspection Record
FSR 009 Design and Development Record
FSR 010 Environment Cleaning Procedure and Record
FSR 011 Equipment Cleaning Procedure and Record
FSR 012 Food Preparation Record
FSR 013 Food Service Audit
FSR 014 Food Service Training Record
FSR 015 Glass Breakage Record
FSR 016 Hot Display Record
FSR 017 Hygiene Audit Checklist
FSR 018 Hygiene Policy Staff Training Record
FSR 019 Identification and Traceability Record
FSR 020 Management Review Record
FSR 021 Non-Conformance Record
FSR 022 Preventative Action Request
FSR 023 Quality System Audit Report
FSR 024 Register of Customer Property
FSR 025 Reheating Record
FSR 026 Return to Work Form
FSR 027 Supplier Evaluation Record
FSR 028 Temperature Probe Calibration Record
FSR 029 Training Record
### Food Service ISO 22000 Food Safety Management System

**Food Safety Management System Records**

#### FSR 001 All in One Daily Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Supplier</th>
<th>Product Code</th>
<th>Market Name</th>
<th>Temp.</th>
<th>Delivery</th>
<th>Receipt</th>
<th>Comments</th>
<th>Delivery Date</th>
<th>Air Conditioning</th>
<th>Storage</th>
<th>Sign</th>
</tr>
</thead>
</table>

- **Temperature of Refrigerator/Chill Display**
  - Freezer
  - Cold Room
  - Chill Display
  - Comments / Action
  - Staff Sign

- **Temperature of chilled food must not exceed 4°C**
- **Temperature of cooled food must not exceed 6°C**

#### FSR 013 Food Service Audit Checklist

<table>
<thead>
<tr>
<th>Delivery, Ingredients and Supplier Records</th>
<th>Satisfactory</th>
<th>Non-conformance Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any raw material suppliers assessed?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Any raw materials and approved list</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Are records of supplier's legal and relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are raw materials specifications maintained?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there risk of cross-contamination carried out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are materials received for each delivery and recorded?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are storage instructions communicated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there facilities to satisfy one or more of the following requirements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there effective packaging removal procedures in place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are labels appropriately stored?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Raw Preparation**
  - Are there ingredient preparation records?
  - Are there storage records for raw ingredients?
  - Are there storage records for raw ingredients?

- **Cooking**
  - Are there procedures in place to reduce the risk of cross-contamination of cooked products with raw products?

#### FSR 014 Food Service Training Record

- **Name:**
- **Employee Number:**
- **Company Start Date:**
- **Position:**
- **Prior External Qualification(s), Skills & Experience:**

#### FSR 018 Hygiene Policy Staff Training Record

**Hygiene Policy**

- Before entering any part of the Food Preparation area all staff, including temporary staff must wear suitable and protective clothing. This will be supplied and laundered by the Company.
- Clean Hairdress to ensure hair (including mustache and beards) and ears must be worn. Permanent staff will be issued with protective shoes.

- Visitors and outside personnel must have permission from Management to enter food areas. Approved visitors will be supplied with protective clothing. Temporary staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn outside of the facility.

- Cigarettes, tobacco, lighter, etc. must be kept in the pockets of clothing when in the food preparation areas.

- No perishable produce must be consumed in the food preparation areas. With the exception of a plain band ring, no jewelry including watches is permitted to be worn in the food preparation areas. Religious artifacts are allowed at Management discretion.

- All cuts wounds and abrasive skin complaints must be covered by a formally issued blue circular medicated waterproof dressing. These must be accounted for at the end of the shift. Any loss of dressing must be reported to the Manager immediately.

- Non-hand operable hand washing facilities are provided at entrances to food preparation areas. Hands must be regularly and thoroughly washed and disinfected peculiarly:
  - Before eating meals
  - After handling food

**Data Sheet Reference:** FSR 014 Food Service Training Record

**Document Reference:** FSR 018 Hygiene Policy Staff Training Record

**Authorised:** Food Service Manager

**Date:** 6th October 2009

**Revised:** 6th October 2009

**Overview: Food Service Manager**

**Authorised By:** Managing Director

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Prerequisite Programme Manual

A comprehensive set of prerequisite procedures and documents to assist in controlling your food safety hazards. Food Safety Prerequisite Programme Manual documents are as follows:

PRP 001 Prerequisite Programmes
PRP 002 Allergen control
PRP 002 Ambient Food Storage Shelf Life
PRP 004 Cold Display
PRP 005 Cooking
PRP 006 Cooling and Freezing
PRP 007 Defrosting
PRP 008 Food Preparation Procedure
PRP 009 Food Service Hygiene Policy
PRP 010 Food Service Job Descriptions
PRP 011 Food Service Operations
PRP 012 Food Service Outside Catering Events
PRP 013 Food Service Storage and Handling Conditions
PRP 014 Frozen Food Storage Shelf Life
PRP 015 Glass Breakage Procedure
PRP 016 Hand Washing Procedure
PRP 017 Hot Holding
PRP 018 Hygiene and Housekeeping
PRP 019 Maintenance
PRP 020 Management of Cleaning
PRP 021 Non-refrigerated buffet display
PRP 022 Pest Control
PRP 023 Prevention of Biological Physical and Chemical Contamination
PRP 024 Refrigerated Food Storage Shelf Life
PRP 025 Reheating
PRP 026 Staff Instruction for Customers with Food Allergies
PRP 027 Storage
PRP 028 Top Ten Rules for Handling Food Safely
PRP 029 Types of Allergen
PRP 030 Use of Cloths
PRP 031 Using a Probe Thermometer
PRP 032 Waste Control
Food Service ISO 22000 Food Safety Management System

Prerequisite Programme Manual

PRP 002 Allergen Control

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

- Peanuts
- Nuts
- Milk
- Eggs
- Fish
- Shellfish
- Soy
- Cereals containing gluten
- Sesame seeds
- Celery/celery leaf
- Mustard
- Lupin
- Sulphur dioxide and sulphites

More details are contained in the Types of Allergens document.

Controlling Allergens

All Food Service personnel receive training on the types of foods that can cause allergies. The Food Service induction package includes a briefing on the quality manual document: Types of Allergens. The Food Service Manager prepares the menu and specifically highlights any potential allergy risks so that customers are able to ask when ordering food from the menu. It is Food Service policy to use unambiguous descriptors of ingredients on the menu. For example, Peanut Safety Sausage or Apple and Walnutt slice. The Food Service Manager takes allergen control into consideration whenever the menu is changed.

For example, foods containing peanuts will have a warning as the product contains peanuts. Some manufacturers use the symbol % for this purpose.

Customers are requested to inform Food Service staff if they have allergies to any foods at the head of the menu. Menu notes are displayed within Food Service areas to encourage customers at risk to ask about foods.

PRP 006 Cooling and Freezing

Introduction

Food Service has established cooling and freezing systems in order to prevent growth of bacteria in food and meet Statutory and Regulatory requirements. Cooling and freezing systems apply to all foods intended for cooling or freezing in the facility.

Procedure

Food Service recognises that bacteria can grow in foods that are cooked too slowly and that the control is critical in reducing the risk. Any food that has not been cooled down safely is thrown away.

Cooling/Chilling Hot Foods

It is Food Service policy that cooked food that is not intended for immediate service is cooled down as quickly as possible and then placed in the refrigerator within 2 hours.

Larger joints and whole foods are normally taken a longer period before cooling and if necessary divided into portions first.

Food service personnel are trained not to put hot foods into the fridge as this may cause the temperature of the fridge and cause contamination.

Food is pretreated from dirt and blemishes at all times before cooling and chilling with special attention given to the prevention of cross-contamination from uncooked foods and staff. Warm cooked food represents a high risk because bacteria can grow rapidly on warm foods.

Cooling Chilling

Food Service uses a meat chiller to cool hot foods rapidly as this is the fastest way of cooling the food. The Blast Chilling Units is capable of securing food from +5°C to +3°C in 90 minutes.

PRP 016 Hand Washing Procedure

Introduction

Food Service recognizes that one of the main vectors for the transmission of food poisoning bacteria are hands and therefore has established hand washing procedures in order to reduce this hazard and prevent contamination of the product and meet Statutory and Regulatory requirements.

Hand Washing procedures apply to all personnel that enter the food handling areas including staff, visitors and contractors.

Procedure

Food Service Hand Washing Procedure:

- Turn on water using knee or foot pedal
- Run water for a few seconds to ensure it is warm (hand hot)
- After hands are washed with warm, running water at least 40 °C and apply hand soap
- Scrub all front hands and forearms, under fingernails (with a clean nail brush), and between fingers for at least 10 seconds
- Rinse thoroughly under warm running water for at least 5 seconds
- Dry hands and forearms thoroughly using disposable paper towels
- Diabetic hands using hand sanitiser

All Food Service staff must be trained in hand washing procedures on induction. Records of this training are maintained.

Hand washing signs are clearly displayed throughout the Food Service facility and in particular at all hand washing sinks. In food preparation, cooking areas, serving areas and restrooms. Desiccated non-hand operated sinks are used for hand washing.

All hand washing sinks are checked regularly during the day to ensure that they provide warm running water. Water is mixed via a mixing valve which is adjusted accordingly, soap, a clean nail brush, disposable towels and a non-hand operated waste bin.

PRP 022 Pest Control

Pest Proofing Measures

The building is maintained in good condition and repair in order to restrict pest access and prevent potential breeding sites by:

- Sealing holes and other places where pests can gain access.
- Keeping the floors, walls, roof, doors and window openings in a good state of repair with no gaps or spaces to prevent the entry of pests.
- Filling drain covers to prevent pests gaining access.

Screening to Prevent Access

The following screening control measures are in place:

- Windows and doors are fitted with a screen capable of restricting normal flying insects.
- Kitchens are fitted with protective covers for foods.
- All vents are proofed with wire mesh screens.

Flying Devices

Flying insects are destroyed using flying devices placed at strategic locations within the facility as advised by the pest control contractor.

Housekeeping

Deli-areas are thoroughly chased daily to make sure that there are no edible signs of damage from pests. Any delivery is rejected if it shows signs of contamination by pests such as gnawing, packaging or insects.

Pesticides and insecticides are managed in such a way as to enable them to be kept clean, and protected against access by pests.

Foods which are awaiting preparation or are being defrosted or are cooking are kept exclusively covered.
The HACCP Manual contains:

- A set of 18 document templates to implement your HACCP system.
- The Unique Food Service HACCP Calculator which completely simplifies the process of developing a HACCP plan.
- Our HACCP Implementation Guide to assist your food safety team in conducting your hazard.

FSMS HACCP Manual documents:

- HACCP 001 Flow Diagram
- HACCP 002 Food Service Food Grouping for HACCP
- HACCP 003 Product Description
- HACCP 004 HACCP Calculator
- HACCP 005 Food Service HACCP
- HACCP 006 Food Service HACCP Common Causes of Food Poisoning
- HACCP 007 Food Service Kitchen Layout
- HACCP 008 Food Service HACCP Pre-requisites
- HACCP 009 Corrective Actions
- HACCP 010 HACCP Definitions
- HACCP 011 Hazard Analysis
- HACCP 012 Hazards
- HACCP 013 Monitoring
- HACCP 014 Preventative Measures
- HACCP 015 Food Service HACCP Calculator Guide
- HACCP 016 HACCP Plan
- HACCP 017 HACCP Verification Audit
- HACCP 018 Decision Tree
## HACCP 017 Verification Audit Form

**FOOD SERVICE HACCP Verification**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Step Name</th>
<th>What can go wrong? - Hazards</th>
<th>What can I do about it? - Preventative Measure</th>
<th>How can I check? - Monitoring Procedures</th>
<th>What if it's not right? - Corrective Action</th>
<th>Record</th>
<th>Procedure</th>
<th>Verification Audit Findings</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delivery of Chilled Raw</td>
<td>Contamination of food with food poisoning bacteria</td>
<td>Buy from a reputable supplier off the list of approved suppliers</td>
<td>Check the delivery has come from an approved supplier</td>
<td>Reject food if it is not from an approved supplier</td>
<td>Food Delivery Records</td>
<td>Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Delivery of Chilled Raw</td>
<td>Growth of food poisoning bacteria in cold ready to eat food</td>
<td>Make sure chilled food is delivered below 8°C and place in cold storage immediately</td>
<td>Check the use by code on the food delivered</td>
<td>If food is above 8°C then cool immediately. If for longer than 4 hours dispose of the food.</td>
<td>Food Delivery Records</td>
<td>Food Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Delivery of Chilled Raw</td>
<td>Growth of bacteria due to poor stock rotation</td>
<td>Make sure that all cold ready to eat food is within its use by date</td>
<td>Check the use by code on the food delivered</td>
<td>Reject food if the use by date has passed</td>
<td>Food Delivery Records</td>
<td>Food Delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Delivery of Chilled Raw</td>
<td>Contamination with Bacteria from Pests</td>
<td>Make sure premises are pest proof</td>
<td>Check the delivery vehicle is clean</td>
<td>Reject food which is not protected or damaged visibly contaminated</td>
<td>Food Delivery Records</td>
<td>Food Delivery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Food Service ISO 22000 Food Safety Management System

**FSMS HACCP Manual Documents**

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Document Reference HACCP 017 Verification Audit Form Revision 2

6 October 2009

Owned By: Food Service Manager
Authorized By: Managing Director

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The Unique Food Service HACCP Calculator

The Food Service HACCP Calculator completely simplifies the process of developing a HACCP Plan by having a comprehensive template for each section of the HACCP Plan:

- What can go wrong? - Hazards
- What can I do about it? - Preventative Measures
- How can I check? - Monitoring
- What if it's not right? Corrective action
- Records
- Procedures

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
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<tbody>
<tr>
<td>1</td>
<td>Delivery of Unfit Food</td>
<td>Contamination of food</td>
<td>Buy from a reputable supplier off the list of approved suppliers</td>
<td>Check the delivery has come from an approved supplier</td>
<td>If food has to be rejected, reject</td>
<td>Food Delivery Records</td>
<td>Rejection</td>
</tr>
<tr>
<td>1</td>
<td>Delivery of Unfit Food</td>
<td>Contamination of food</td>
<td>Buy from a reputable supplier off the list of approved suppliers</td>
<td>Check the delivery has come from an approved supplier</td>
<td>If food has to be rejected, reject</td>
<td>Food Delivery Records</td>
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<td>Contamination of food</td>
<td>Buy from a reputable supplier off the list of approved suppliers</td>
<td>Check the delivery has come from an approved supplier</td>
<td>If food has to be rejected, reject</td>
<td>Food Delivery Records</td>
<td>Rejection</td>
</tr>
</tbody>
</table>

Select from the drop down menus to build your HACCP Plan.
A presentation to train your staff in the principles of HACCP:

**PRINCIPLE 7** - Establish procedures for verification to confirm that the HACCP system is working effectively.

HACCP verification can be carried out by internal and external auditing. HACCP verification audits will confirm:

- the controls are in place at each critical control point
- that the product is meeting the critical limits
- the monitoring procedure is correct and being followed
- that corrective actions are being taken in the event of the criteria for acceptance not being met

When audit findings show that the criteria for acceptance is not being met this is escalated to the Food Service Manager who arranges a prompt review with the HACCP team.
Free online support via e-mail

Our team of experts are here to support your food safety management system implementation and certification.

Simon Timperley team@ifsqn.com

Tony Connor support@ifsqn.com

For more information on this package e-mail us at support@ifsqn.com

www.ifsqn.com
Benefits of ISO 22000 Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food
✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
✓ Food Safety Management System Records provide evidence of due diligence
✓ HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality
✓ Certification to the International Standard ISO 22000 gives all interested parties a clear message that the organisation is serious about Food Safety

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

✓ The benefits of a Food Safety Management System
✓ How lack of an effective Food Safety Management System can cause food borne illness
✓ That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
✓ That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

The IFSQN Food Service ISO 22000 Food Safety Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:
Lack of pre-requisite programmes
- Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- Ineffective monitoring and corrective actions due to poor training and verification procedures.
- Excessive documentation and lack of focus due to over-complex systems.
- Poor validation and verification due to lack of expertise.
- Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The IFSQN Food Service ISO 22000 FSMS is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the IFSQN Food Service ISO 22000 FSMS gives organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the International Standard ISO 22000. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides which completely simplify the implementation process.”

“As a bonus our IFSQN Food Service ISO 22000 FSMS is backed up by expert support which is always available to provide assistance in developing the system.”

To order the Food Service ISO 22000 Food Safety Management System click here