Small Business FSMS Starter Pack from www.ifsqn.com

Save 1,000's of hours writing your own documents and records by purchasing our new Small Business Food Safety Management System Starter Pack. The Small Business Starter Pack is a great value Food Safety Management System package that will provide any small business with key core food safety system procedures and records.

The Small Business FSMS Starter Pack has been designed to also include the key requirements of ISO 9001 for Quality Management Systems and ISO 22000 for Food Safety Management Systems and so is a good starting point for any small business.

Included in the Small Business FSMS Starter Pack:

- ✓ Food Safety Management Procedures - A Comprehensive set of 28 top level documents that form the basis of your food safety quality management system
- ✓ Food Safety Records - A set of 36 easy to use record templates
- ✓ GMP Manual - A set of 10 Fundamental Good Manufacturing Practice Procedures

Food Safety Management System Procedures

A Comprehensive set of 28 top level documents that form the basis of your food safety quality management system:

QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment
QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
QM 009 - Management Review
QM 010 - Resources and Training
QM 011 - Infrastructure and Work Environment
QM 012 - Product Realization and Contract Review
QM 013 - Design and Development
QM 014 - Purchasing, Orders and Verification of Purchased Materials
QM 015 - Prerequisite Programmes
QM 016 - Identification and Traceability
QM 017 - Customer Property
QM 018 - Planning Product Realisation and Contract Review
QM 019 - Calibration
QM 020 - Hazard Analysis and Critical Control Points System
QM 021 - Verification and Improvement
QM 022 - Customer Satisfaction
QM 023 - Internal Audit
QM 024 - Monitoring and Measuring QMS, Analysis of Data
QM 025 - Control of Non-Conforming Product
QM 026 - Corrective Action and Preventive Action
QM 027 - Crisis Management
QM 028 - Product Recall

Food Safety Management System Procedures

QM 001 Food Safety Quality Management System

Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety

Document Reference QM 001 Food Safety Management System
Revision 2   13th July 2010
Owned by: Technical Manager
Authorised By: Managing Director

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QM 001 Food Safety Quality Management System

Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative for Quality and Food Safety is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures.

The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment
QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
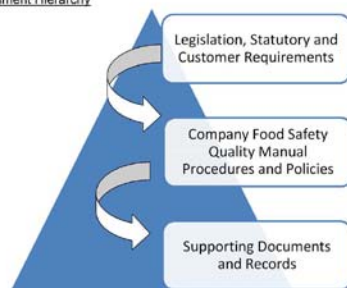QM 009 - Management Review
QM 010 - Resources and Training

Document Reference QM 001 Food Safety Management System
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QM 001 Food Safety Quality Management System

Document Hierarchy

- Legislation, Statutory and Customer Requirements
- Company Food Safety Quality Manual Procedures and Policies
- Supporting Documents and Records

Document Reference QM 001 Food Safety Management System
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Owned by: Technical Manager
Authorised By: Managing Director

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QM 019 Calibration

Introduction

The company has established, documented and implemented a Calibration system for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The processes that contribute to meeting the requirements of these standards have been determined.

Scope

The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.

These requirements are aligned with the policies and objectives of the site and include those of the IS0 9001:2008 standard.

Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Engineering Manager. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

All of the Measuring and monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

All measuring and monitoring equipment on site is used and maintained in accordance with the instructions laid down in the manufacturer's handbooks/manuals. Operating and maintenance instructions are displayed or held next to the equipment. Monitoring and measuring

Document Reference QM 019 Calibration Revision 2
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Authorised By: Managing Director

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Food Safety Management System Procedures

QM 020 Hazard Analysis and Critical Control Points

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

The Food Safety Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a HACCP plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the operational Good Manufacturing Practices or the HACCP plan.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Principle 1
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

Document Reference QM 020 Hazard Analysis and Critical Control Points Revision 2
14th July 2010
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QM 020 Hazard Analysis and Critical Control Points

- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

All specifications are maintained, updated and approved by the Food Safety Team leader who identifies legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there is new design or redesign of the food safety management system.

Product Description

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

- Product name
- Origin of ingredients
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product
- Chemical characteristics relevant for food safety such as pH or Aw
- Biological characteristics relevant for food safety treatment such as heating, freezing, brining or smoking
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product
- Where the product is stored
- How the product is sold
- Labelling including instructions for handling, preparation and usage
- Prescribed delivery conditions

End product descriptions are reviewed and updated if necessary when there is new design or redesign of the food safety management system.

Document Reference QM 020 Hazard Analysis and Critical Control Points Revision 2
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Authorised By: Managing Director

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QM 023 Internal Audits

Introduction

The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety Quality Management System is effectively implemented and updated and complies with planned arrangements legislation, international standards and best industry practice.

Scope

The scope of the Internal Audit System includes all products manufactured on site and activities conducted on site including the food safety quality management system.

These requirements are aligned with the policies and objectives of the site and include those of international standard ISO 9001:2008.

Procedure

The Senior Management has a total commitment to the food safety quality management system and provides adequate resource in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that company management systems are working effectively and to promote continuous improvement. Our philosophy is simply audit, review and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Quality Management system including procedures, policies and activities.

The Technical Manager draws up the Internal Audit Schedule based on the following criteria:

- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective Actions raised or outstanding
- Customer Complaint Analysis
- Number of Preventative Actions raised or outstanding
- Results of the Management Review

Document Reference QM 023 Internal Audits Revision 2
14th July 2010
Owned by: Technical Manager
Authorised By: Managing Director

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QM 028 Product Recall Procedure

Introduction

The company has established, documented and implemented a Product Recall Procedure for the site which is maintained in order to ensure products found to have major defects are withdrawn from the market in an efficient manner to minimise the risk to the consumer.

Scope

The scope of the Product Recall Procedure includes all products manufactured on site and activities conducted on site.

Procedure

This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Technical Manager. The Technical Manager assesses the situation and may chose to contact the customer for a concession or if the non-conformity relates to a food safety hazard outside of acceptable limits instigate the Initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will instigate an immediate investigation which may involve crisis and product recall

Critical complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals, the presence of food poisoning bacteria or their toxins.

Document Reference QM 028 Product Recall Procedure Revision 2
14th July 2010
Owned By: Technical Manager
Authorised By: Managing Director

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Food Safety Management System Records

A comprehensive range of 36 easy to use record templates including:

QMR 001   Management Review Minutes
QMR 002   Training Record
QMR 003   Product Release Record
QMR 004   Design and Development Records
QMR 005   Supplier Assessment Record
QMR 006   Validation Record
QMR 007   Identification and Traceability Record
QMR 008   Register of Customer Property
QMR 009   Calibration Record
QMR 010   Internal Audit Record
QMR 011   Records of Non-conforming Product
QMR 012   Corrective Action Request Form
QMR 013   Preventative Action Request Form
QMR 014   Supplier Self Assessment and Approval Form
QMR 015   Equipment Commissioning Record
QMR 016   Return to Work Form
QMR 017   Hygiene Policy Staff Training Record
QMR 018   Complaint Investigation Form
QMR 019   Prerequisite Audit Checklist
QMR 020   Knife Control Record
QMR 021   Knife Breakage Report
QMR 022   Goods in Inspection Record
QMR 023   Equipment Cleaning Procedure
QMR 024   Glass and Brittle Plastic Breakage Record
QMR 025   Metal Detection Record
QMR 026   First Aid Dressing Issue Record
QMR 027   Cleaning Schedule
QMR 028   Cleaning Record
QMR 029   Engineering Hygiene Clearance Record
QMR 030   Glass and Brittle Plastic Register
QMR 031   GMP Audit Checklist
QMR 032   Vehicle Hygiene Inspection Record
QMR 033   Outgoing Vehicle Inspection Record
QMR 034   Pre Employment Medical Questionnaire
QMR 035   Visitor Questionnaire
QMR 036   Product Recall Record

QMR 002 Training Record

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

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	QMD 002 Quality Policy Briefing			
	QMD 003 Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference QMR 002 Training Record Revision 2
26 February 2010
Owned By: Training Manager
Authorised By: Quality Manager

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QMR 010 Food Safety Management System Audit Form

FOOD SAFETY MANAGEMENT SYSTEM AUDIT FORM			
DATE OF AUDIT		TIME OF AUDIT	

PROCEDURE DOCUMENT OR AREA AUDITED

MANUAL	DOCUMENT NUMBER	TITLE	ISSUE NUMBER

NON-CONFORMANCES FOUND (To be completed by auditor)

ACTION TO BE TAKEN (To be agreed between auditor and auditee with timescales)

LOG CORRECTIVE ACTION REQUEST NUMBERS RAISED IN BOX BELOW:

NAME (Auditor)	SIGNATURE (Auditor)	DATE
NAME (Auditee)	SIGNATURE (Auditee)	DATE

ACTIONS COMPLETE AND CORRECTIVE ACTIONS SIGNED OFF AUDIT FORM CLOSED

NAME	SIGNATURE	DATE

QMR 010 Food Safety Management System Audit Form

AUDITOR SYSTEM AUDIT REPORT	
Area Conformances to requirements	
Opportunities for improvement	
Strengths and weaknesses	
Confirmation if the food safety management system is adequate in the area audited	
Recommendations for future audit planning	
Items to follow up on the next audit	

NAME (Auditor)	SIGNATURE (Auditor)	DATE

| Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of BRC Global Standard for Food Safety Issue 5	Quality Manager	Site Director

Document Reference QMR 010 Food Safety Management System Audit Form Revision 2
26 February 2010
Owned by: Quality Manager
Authorised By: Site Director

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Document Reference QMR 010 Food Safety Management System Audit Form Revision 2
26 February 2010
Owned by: Quality Manager
Authorised By: Site Director

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GMP Manual

A set of 10 Fundamental Good Manufacturing Practice Procedures:

GMP 1 - Hygiene and Housekeeping Management
GMP 2 - Management of Pest Control
GMP 3 - Control of Visitors and Sub-Contractors
GMP 4 - Management of Cleaning
GMP 5 - Despatch and Distribution
GMP 6 - Maintenance
GMP 7 - Hygiene Policy
GMP 8 - Glass Policy
GMP 9 - Raw Material Foreign Body Control Policy
GMP 10 - Nut Handling Procedure
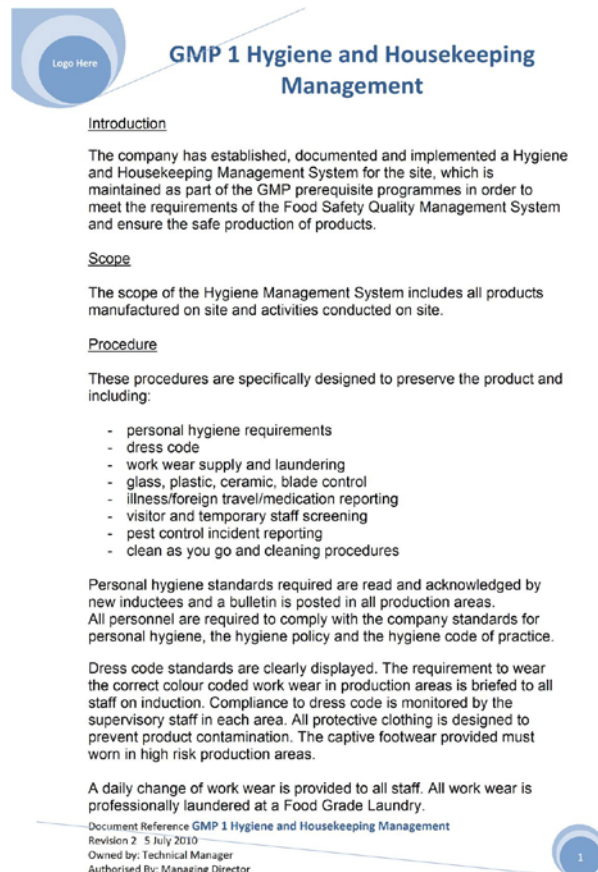
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