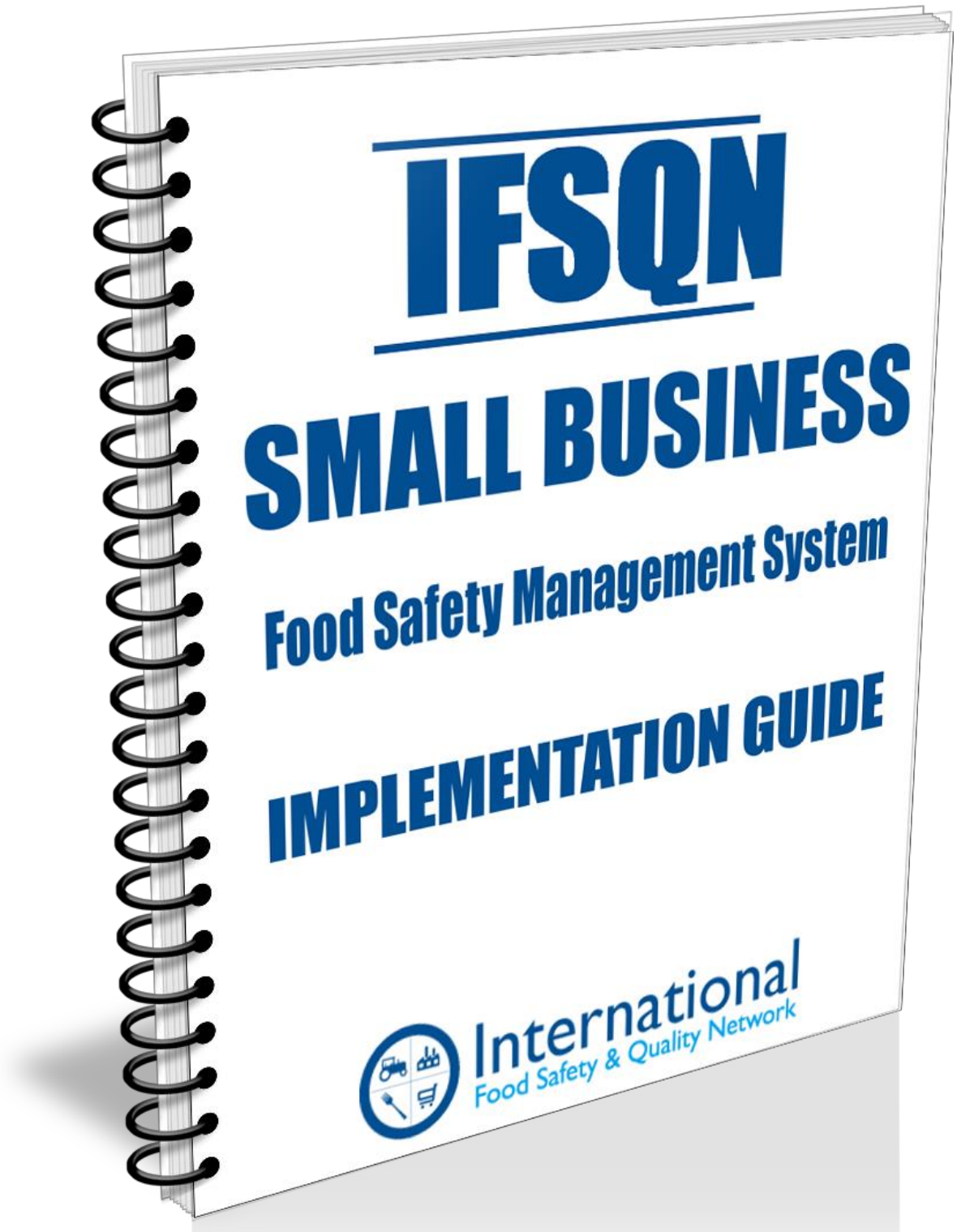

Welcome to the IFSQN Small Business Food Safety Management System Implementation Guide which will guide you through the contents of the package.

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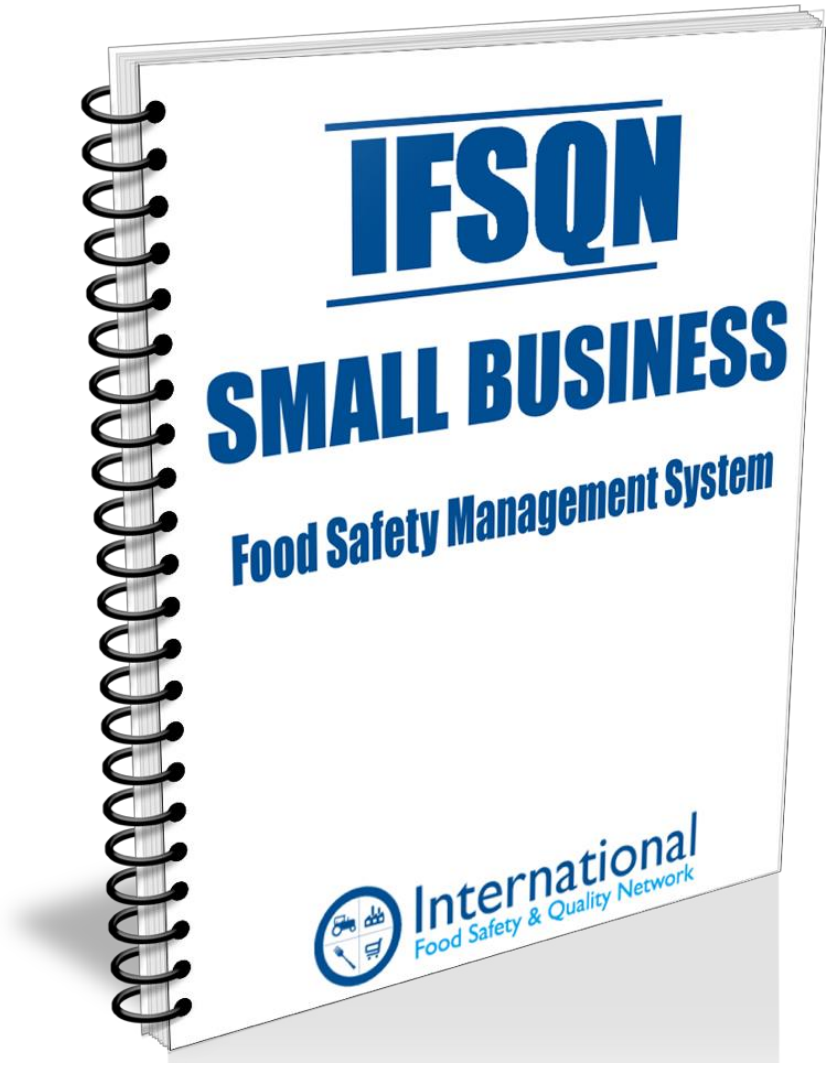
Small Business Food Safety Management System Implementation Guide



The IFSQN Small Business Food Safety Management System includes:

- ✓ Fundamental Food Safety Procedures - A set of top level food safety management system documents are included
- ✓ Good Manufacturing Practices - A set of Fundamental Good Manufacturing Practice Procedures are included
- ✓ A HACCP based System – A HACCP Manual is included.
- ✓ Guidance on how to manage and implement a HACCP system and determine critical control points (CCPs).
- ✓ Internal Audit and GMP Training Presentations
- ✓ IFSQN Small Business Food Safety Management System Implementation Guide
- ✓ Expert support to provide assistance in developing the system

The main Small Business Food Safety Management System documents are in Microsoft Word English (US) format, so easily adapted.

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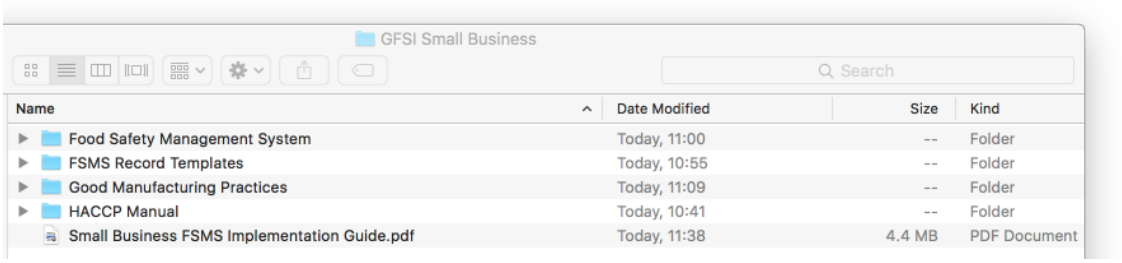
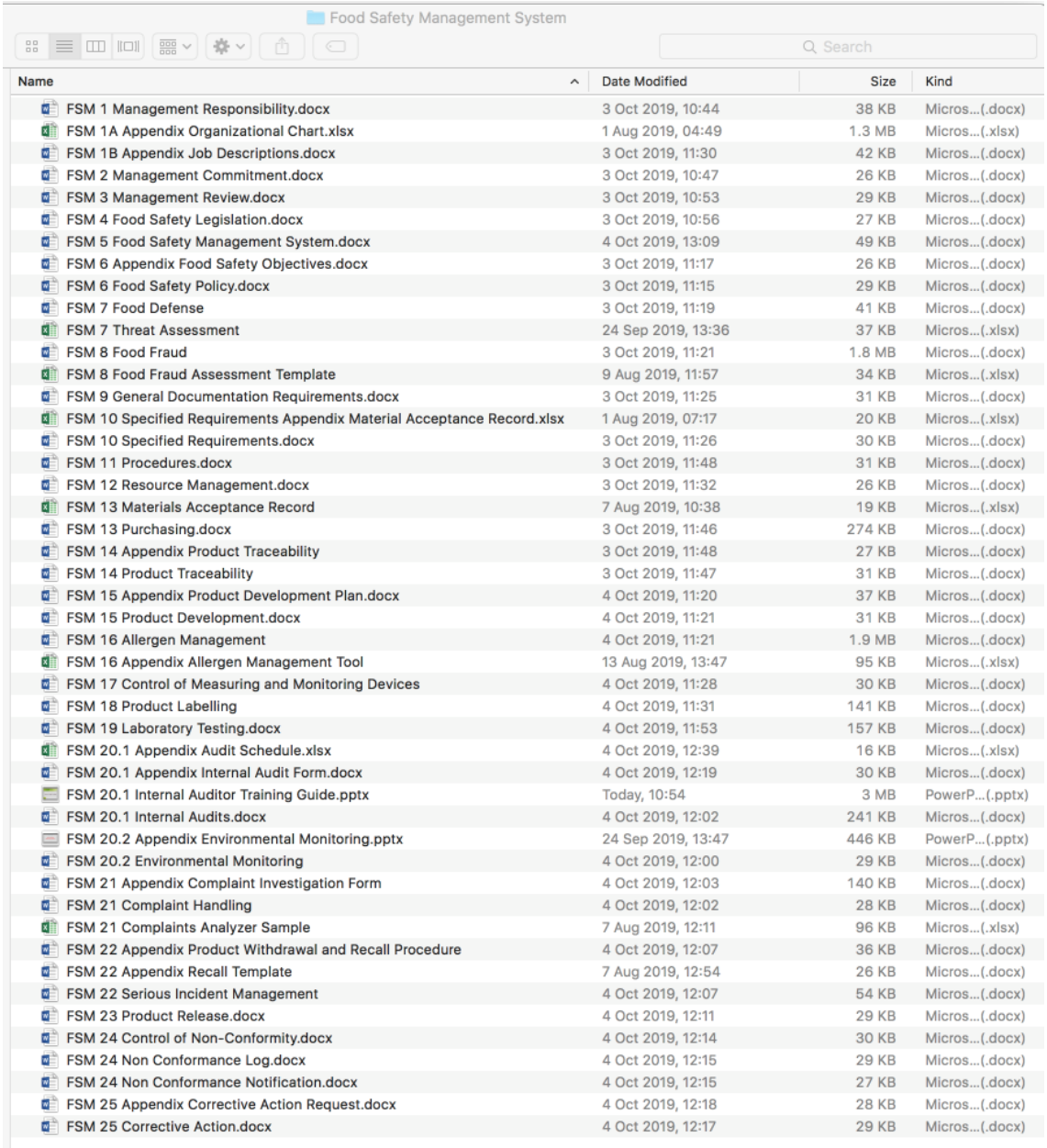
When you download the package, you will find this Implementation Guide and 4 folders containing the package documents:



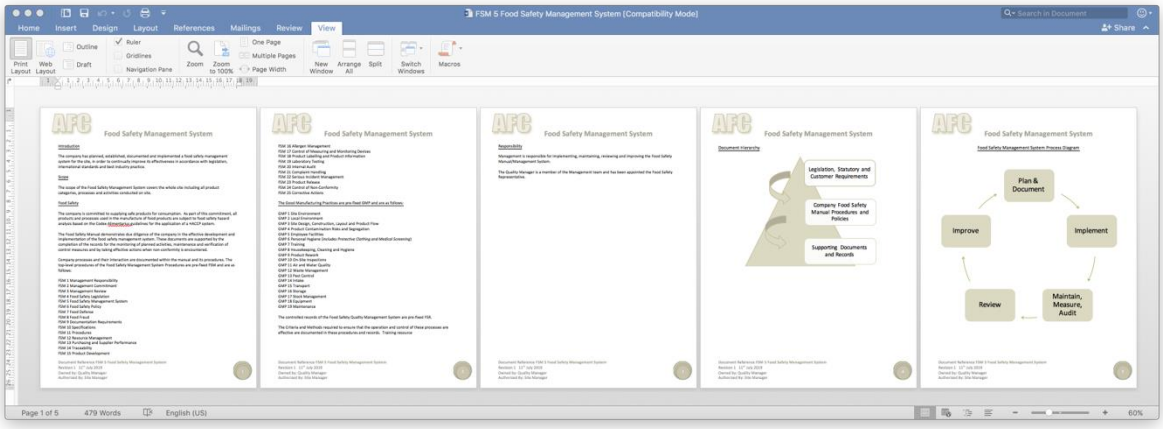
Start by opening the Food Safety Management System Folder



Food Safety Management System Procedures

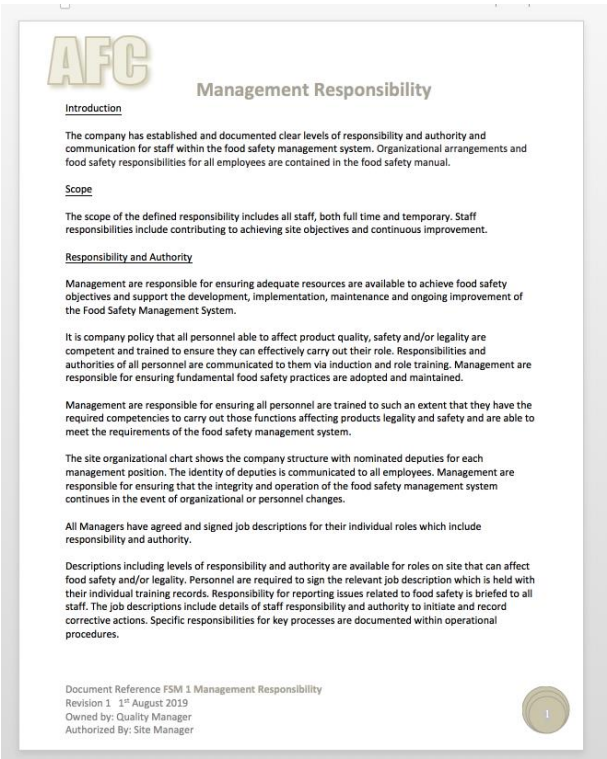
A Comprehensive set of top level documents that form the basis of your food safety management system are included:

FSM 1 Management Responsibility
FSM 2 Management Commitment
FSM 3 Management Review
FSM 4 Food Safety Legislation
FSM 5 Food Safety Management System
FSM 6 Food Safety Policy
FSM 7 Food Defense
FSM 8 Food Fraud
FSM 9 Documentation Requirements
FSM 10 Specifications
FSM 11 Procedures
FSM 12 Resource Management
FSM 13 Purchasing and Supplier Performance
FSM 14 Traceability
FSM 15 Product Development
FSM 16 Allergen Management
FSM 17 Control of Measuring and Monitoring Devices
FSM 18 Product Labelling and Product Information
FSM 19 Laboratory Testing
FSM 20 Internal Audit
FSM 21 Complaint Handling
FSM 22 Serious Incident Management
FSM 23 Product Release
FSM 24 Control of Non-Conformity
FSM 25 Corrective Actions



FSM 1 Management Responsibility Procedure Includes

Main Procedure
Appendix 1 Site Management Teams - Tables
Appendix 2 Sample Food Safety Responsibilities
Appendix 3 Key Personnel and Nominated Deputies Table



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Management Responsibility

Introduction

The company has established and documented clear levels of responsibility and authority and communication for staff within the food safety management system. Organizational arrangements and food safety responsibilities for all employees are contained in the food safety manual.

Scope

The scope of the defined responsibility includes all staff, both full time and temporary. Staff responsibilities include contributing to achieving site objectives and continuous improvement.

Responsibility and Authority

Management are responsible for ensuring adequate resources are available to achieve food safety objectives and support the development, implementation, maintenance and ongoing improvement of the Food Safety Management System.

It is company policy that all personnel able to affect product quality, safety and/or legality are competent and trained to ensure they can effectively carry out their role. Responsibilities and authorities of all personnel are communicated to them via induction and role training. Management are responsible for ensuring fundamental food safety practices are adopted and maintained.

Management are responsible for ensuring all personnel are trained to such an extent that they have the required competencies to carry out those functions affecting products legality and safety and are able to meet the requirements of the food safety management system.

The site organizational chart shows the company structure with nominated deputies for each management position. The identity of deputies is communicated to all employees. Management are responsible for ensuring that the integrity and operation of the food safety management system continues in the event of organizational or personnel changes.

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

Descriptions including levels of responsibility and authority are available for roles on site that can affect food safety and/or legality. Personnel are required to sign the relevant job description which is held with their individual training records. Responsibility for reporting issues related to food safety is briefed to all staff. 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.

Document Reference FSM 1 Management Responsibility
Revision 1 1st August 2019
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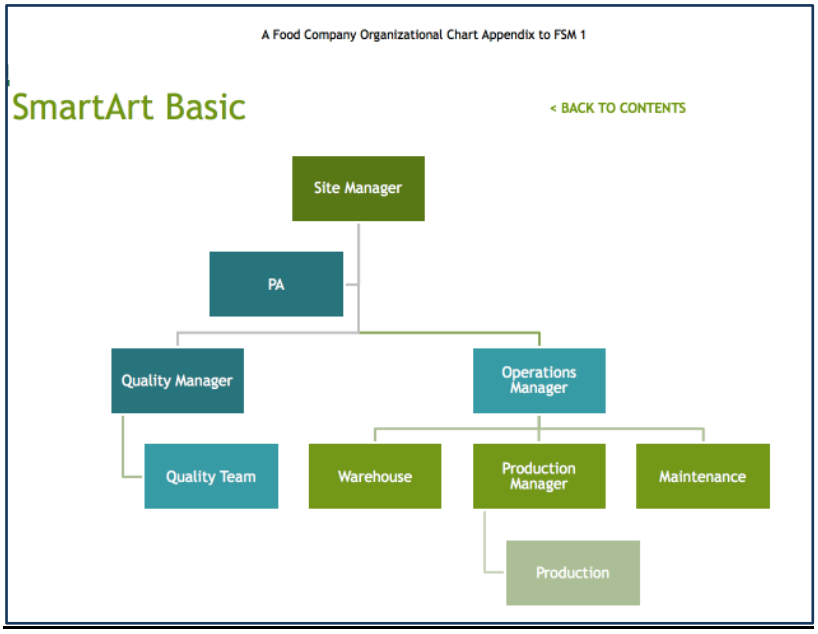
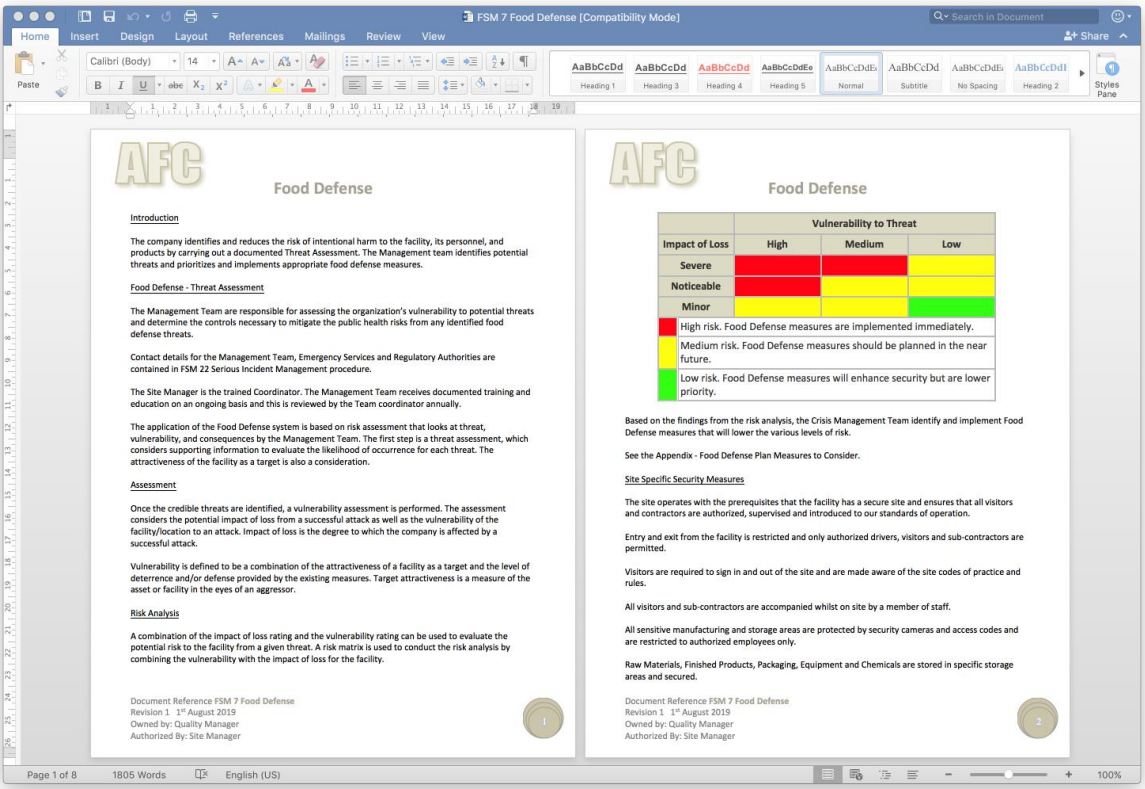
FSM 1A Appendix Organizational Chart



Small Business Food Safety Management System Implementation Guide

FSM 7 Food Defense



Food Defense

Introduction

The company identifies and reduces the risk of intentional harm to the facility, its personnel, and products by carrying out a documented Threat Assessment. The Management team identifies potential threats and prioritizes and implements appropriate food defense measures.

Food Defense - Threat Assessment

The Management Team are responsible for assessing the organization's vulnerability to potential threats and determine the controls necessary to mitigate the public health risks from any identified food defense threats.

Contact details for the Management Team, Emergency Services and Regulatory Authorities are contained in FSM 22 Serious Incident Management procedure.

The Site Manager is the trained Coordinator. The Management Team receives documented training and education on an ongoing basis and this is reviewed by the Team coordinator annually.

The application of the Food Defense system is based on risk assessment that looks at threat, vulnerability, and consequences by the Management Team. The first step is a threat assessment, which considers supporting information to evaluate the likelihood of occurrence for each threat. The attractiveness of the facility as a target is also a consideration.

Assessment

Once the credible threats are identified, a vulnerability assessment is performed. The assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defense provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

A combination of the impact of loss rating and the vulnerability rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability with the impact of loss for the facility.

Document Reference FSM 7 Food Defense
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Food Defense

Impact of Loss	Vulnerability to Threat: High	Medium	Low
Severe			
Noticeable			
Minor			

High risk. Food Defense measures are implemented immediately.

Medium risk. Food Defense measures should be planned in the near future.

Low risk. Food Defense measures will enhance security but are lower priority.

Based on the findings from the risk analysis, the Crisis Management Team identify and implement Food Defense measures that will lower the various levels of risk.

See the Appendix - Food Defense Plan Measures to Consider.

Site Specific Security Measures

The site operates with the prerequisites that the facility has a secure site and ensures that all visitors and contractors are authorized, supervised and introduced to our standards of operation.

Entry and exit from the facility is restricted and only authorized drivers, visitors and sub-contractors are permitted.

Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.

All visitors and sub-contractors are accompanied whilst on site by a member of staff.

All sensitive manufacturing and storage areas are protected by security cameras and access codes and are restricted to authorized employees only.

Raw Materials, Finished Products, Packaging, Equipment and Chemicals are stored in specific storage areas and secured.

Document Reference FSM 7 Food Defense
Revision 1 1st August 2019
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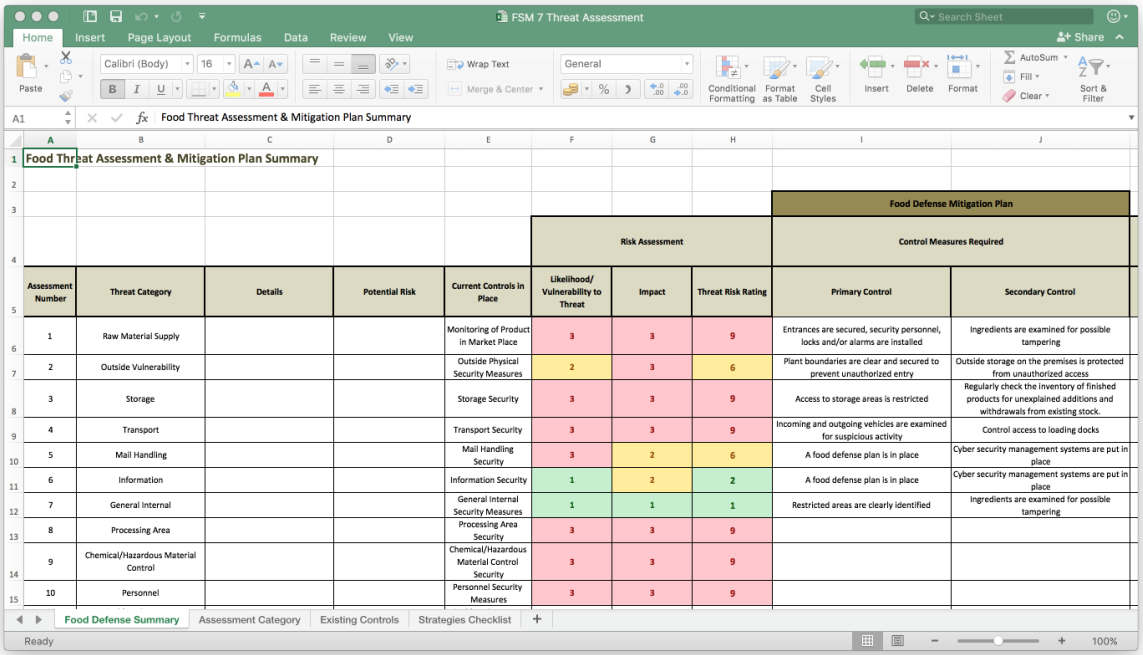
FSM 7 Threat Assessment

Food Threat Assessment & Mitigation Plan Summary



Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defense Mitigation Plan: Control Measures Required	
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/ Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control
1	Raw Material Supply			Monitoring of Product in Market Place	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks
5	Mail Handling			Mail Handling Security	3	2	6	A food defense plan is in place	Cyber security management systems are put in place
6	Information			Information Security	1	2	2	A food defense plan is in place	Cyber security management systems are put in place
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering
8	Processing Area			Processing Area Security	3	3	9		
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9		
10	Personnel			Personnel Security Measures	3	3	9		

Food Defense Summary | Assessment Category | Existing Controls | Strategies Checklist

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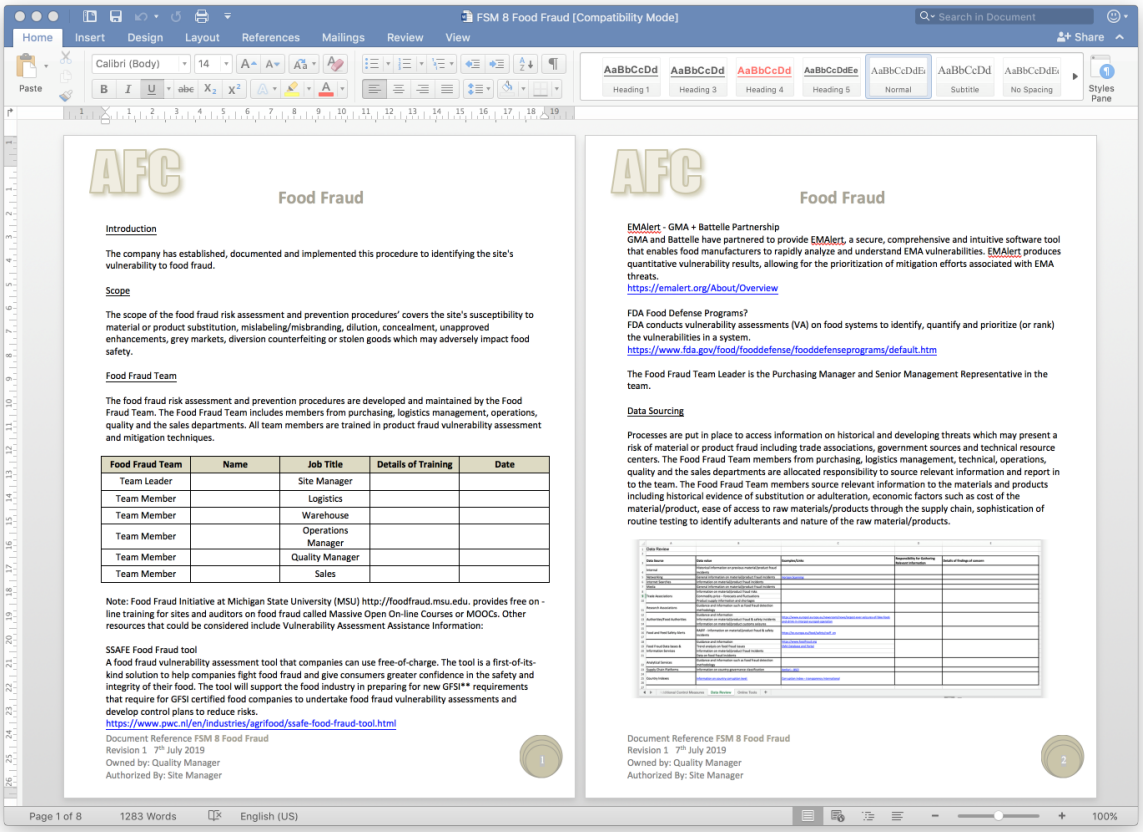
Small Business Food Safety Management System Implementation Guide

FSM 8 Food Fraud



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Food Fraud

Introduction

The company has established, documented and implemented this procedure to identifying the site's vulnerability to food fraud.

Scope

The scope of the food fraud risk assessment and prevention procedures' covers the site's susceptibility to material or product substitution, mislabeling/misbranding, dilution, concealment, unapproved enhancements, grey markets, diversion counterfeiting or stolen goods which may adversely impact food safety.

Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Site Manager		
Team Member		Logistics		
Team Member		Warehouse		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales		

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs. Other resources that could be considered include Vulnerability Assessment Assistance Information:

SSAFE Food Fraud tool
A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food. The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.
https://www.pwc.nl/en/industries/agrifood/ssafe-food-fraud-tool.html

Document Reference FSM 8 Food Fraud
Revision 1 7th July 2019
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Food Fraud

EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyze and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization of mitigation efforts associated with EMA threats.
https://emalert.org/About/Overview

FDA Food Defense Programs?
FDA conducts vulnerability assessments (VA) on food systems to identify, quantify and prioritize (or rank) the vulnerabilities in a system.
https://www.fda.gov/food/fooddefense/fooddefenseprograms/default.htm

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centers. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.

Document Reference FSM 8 Food Fraud
Revision 1 7th July 2019
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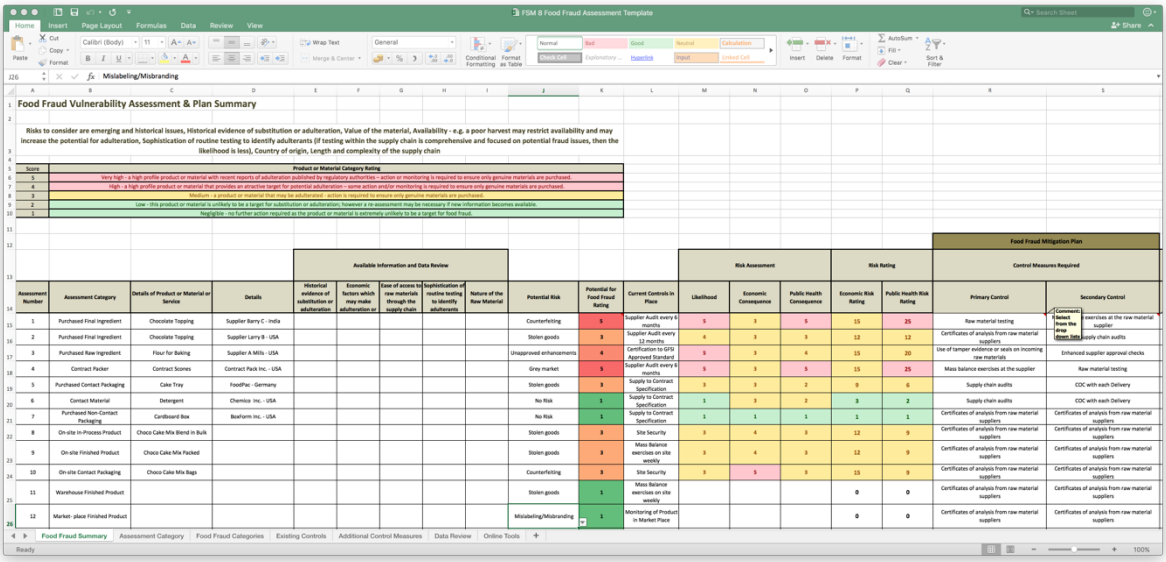
Page 1 of 8 1283 Words English (US) 100%

FSM 8 Food Fraud Assessment Template

Food Fraud Vulnerability Assessment & Plan Summary



Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities – action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an attractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

				Available Information and Data Review							Risk Assessment			Risk Rating		Food Fraud Mitigation Plan	
Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Likelihood	Economic Consequence	Public Health Consequence	Economic Risk Rating	Public Health Risk Rating	Control Measures Required: Primary Control	Control Measures Required: Secondary Control
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing	Mass balance exercises at the raw material supplier
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	Supply chain audits
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard	5	3	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier	Raw material testing
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	2	9	6	Supply chain audits	COC with each Delivery
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification	1	3	2	3	2	Supply chain audits	COC with each Delivery
7	Purchased Non-Contact Packaging	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security	3	5	3	15	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
12	Market - place Finished Product								Mislabeling/Misbranding	1	Monitoring of Product in Market Place				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Data Review | Online Tools

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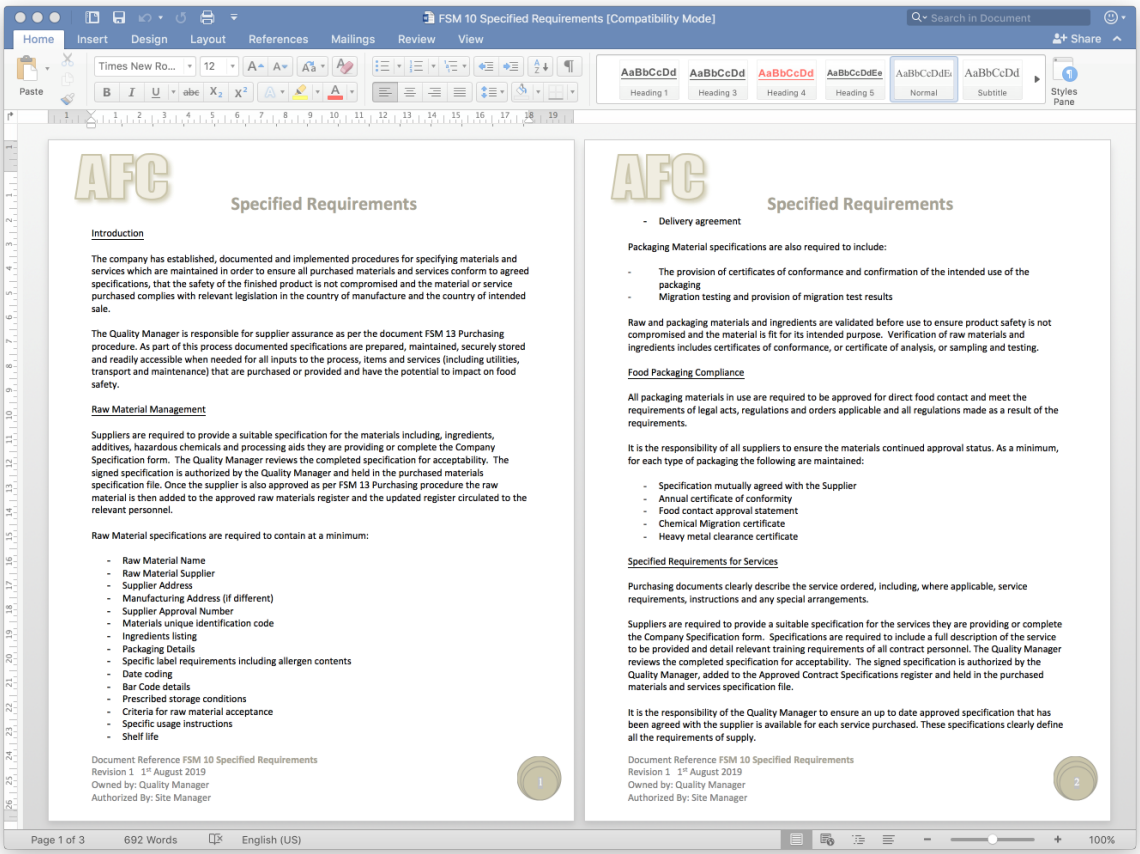
Small Business Food Safety Management System Implementation Guide

FSM 10 Specifications



FSM 10 Specified Requirements [Compatibility Mode]

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Specified Requirements

Introduction

The company has established, documented and implemented procedures for specifying materials and services which are maintained in order to ensure all purchased materials and services conform to agreed specifications, that the safety of the finished product is not compromised and the material or service purchased complies with relevant legislation in the country of manufacture and the country of intended sale.

The Quality Manager is responsible for supplier assurance as per the document FSM 13 Purchasing procedure. As part of this process documented specifications are prepared, maintained, securely stored and readily accessible when needed for all inputs to the process, items and services (including utilities, transport and maintenance) that are purchased or provided and have the potential to impact on food safety.

Raw Material Management

Suppliers are required to provide a suitable specification for the materials including, ingredients, additives, hazardous chemicals and processing aids they are providing or complete the Company Specification form. The Quality Manager reviews the completed specification for acceptability. The signed specification is authorized by the Quality Manager and held in the purchased materials specification file. Once the supplier is also approved as per FSM 13 Purchasing procedure the raw material is then added to the approved raw materials register and the updated register circulated to the relevant personnel.

Raw Material specifications are required to contain at a minimum:

- Raw Material Name
- Raw Material Supplier
- Supplier Address
- Manufacturing Address (if different)
- Supplier Approval Number
- Materials unique identification code
- Ingredients listing
- Packaging Details
- Specific label requirements including allergen contents
- Date coding
- Bar Code details
- Prescribed storage conditions
- Criteria for raw material acceptance
- Specific usage instructions
- Shelf life

Document Reference FSM 10 Specified Requirements
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

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Specified Requirements

- Delivery agreement

Packaging Material specifications are also required to include:

- The provision of certificates of conformance and confirmation of the intended use of the packaging
- Migration testing and provision of migration test results

Raw and packaging materials and ingredients are validated before use to ensure product safety is not compromised and the material is fit for its intended purpose. Verification of raw materials and ingredients includes certificates of conformance, or certificate of analysis, or sampling and testing.

Food Packaging Compliance

All packaging materials in use are required to be approved for direct food contact and meet the requirements of legal acts, regulations and orders applicable and all regulations made as a result of the requirements.

It is the responsibility of all suppliers to ensure the materials continued approval status. As a minimum, for each type of packaging the following are maintained:

- Specification mutually agreed with the Supplier
- Annual certificate of conformity
- Food contact approval statement
- Chemical Migration certificate
- Heavy metal clearance certificate

Specified Requirements for Services

Purchasing documents clearly describe the service ordered, including, where applicable, service requirements, instructions and any special arrangements.

Suppliers are required to provide a suitable specification for the services they are providing or complete the Company Specification form. Specifications are required to include a full description of the service to be provided and detail relevant training requirements of all contract personnel. The Quality Manager reviews the completed specification for acceptability. The signed specification is authorized by the Quality Manager, added to the Approved Contract Specifications register and held in the purchased materials and services specification file.

It is the responsibility of the Quality Manager to ensure an up to date approved specification that has been agreed with the supplier is available for each service purchased. These specifications clearly define all the requirements of supply.

Document Reference FSM 10 Specified Requirements
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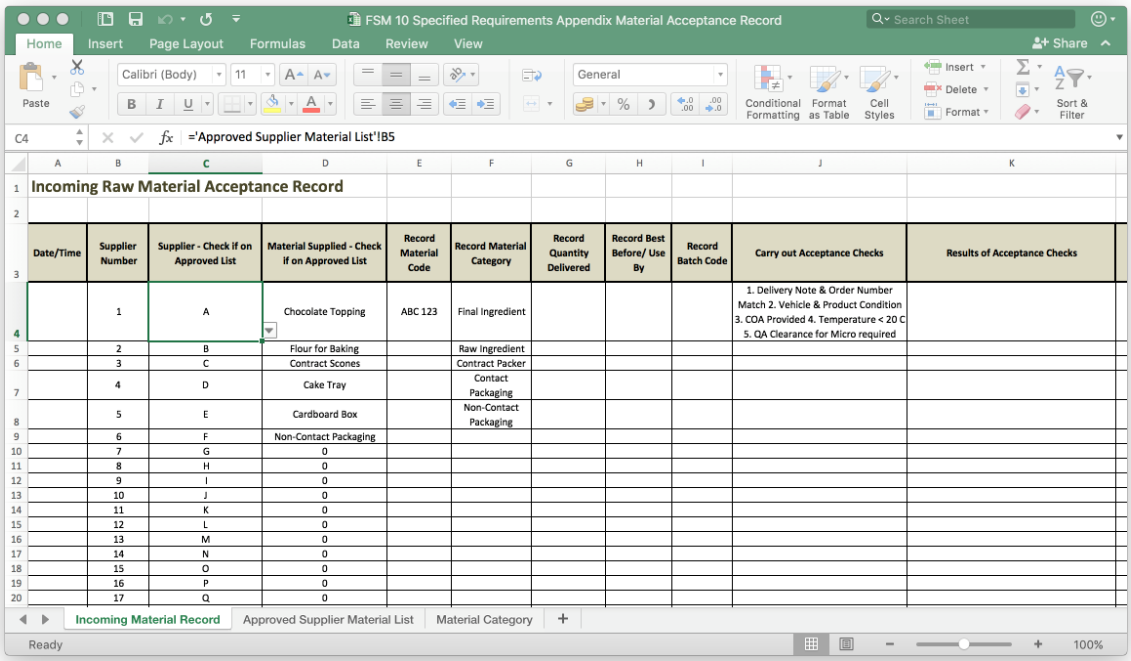
FSM 10 Specified Requirements Appendix Material Acceptance Record



FSM 10 Specified Requirements Appendix Material Acceptance Record

=‘Approved Supplier Material List’!B5

Incoming Raw Material Acceptance Record

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	Results of 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	0							
	8	H	0							
	9	I	0							
	10	J	0							
	11	K	0							
	12	L	0							
	13	M	0							
	14	N	0							
	15	O	0							
	16	P	0							
	17	Q	0							

Incoming Material Record | Approved Supplier Material List | Material Category

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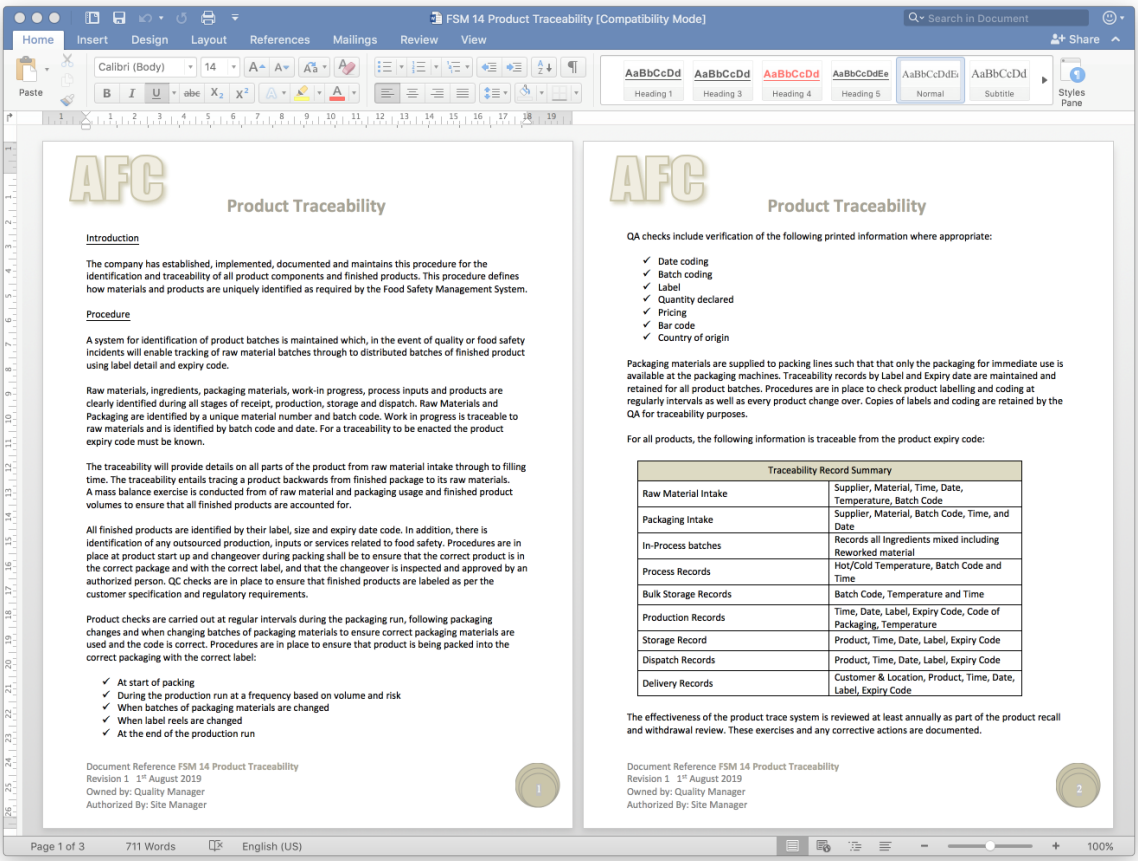
FSM 14 Traceability



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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, 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 of 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 FSM 14 Product Traceability
Revision 1 1st August 2019
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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 are documented.

Document Reference FSM 14 Product Traceability
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

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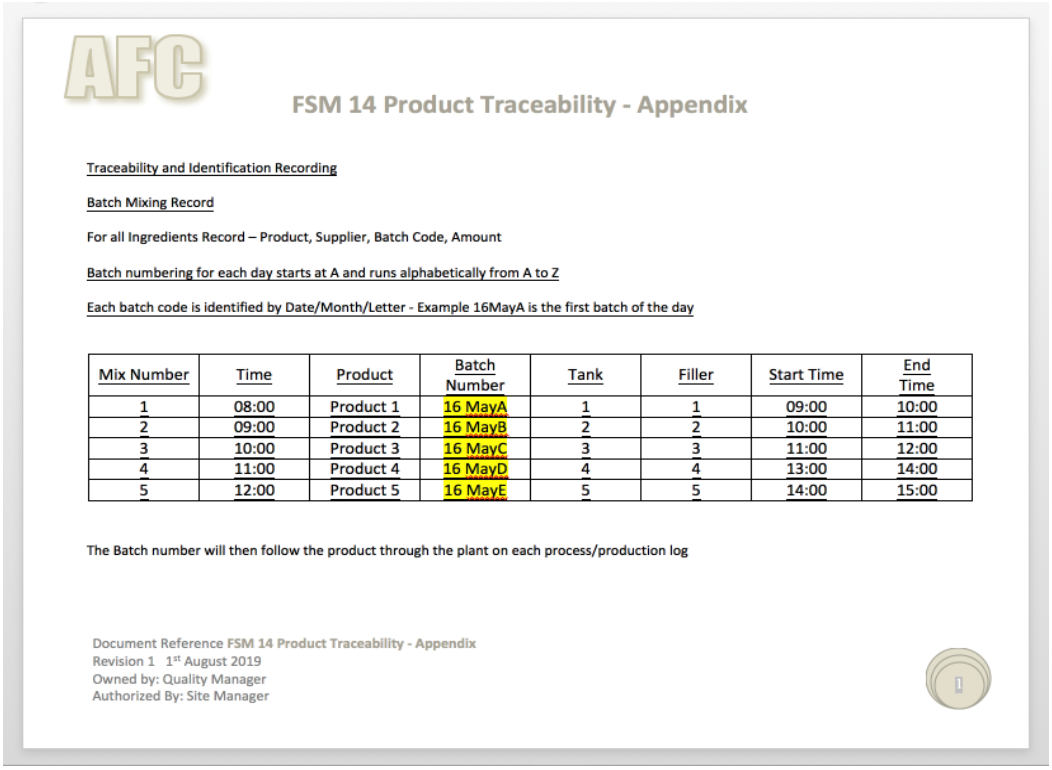
Page 1 of 3 711 Words English (US) 100%

FSM 14 Appendix Product Traceability



AFC

FSM 14 Product Traceability - Appendix

Traceability and Identification Recording

Batch Mixing Record

For all Ingredients Record – Product, Supplier, Batch Code, Amount

Batch numbering for each day starts at A and runs alphabetically from A to Z

Each batch code is identified by Date/Month/Letter - Example 16MayA is the first batch of the day

Mix Number	Time	Product	Batch Number	Tank	Filler	Start Time	End Time
1	08:00	Product 1	16 MayA	1	1	09:00	10:00
2	09:00	Product 2	16 MayB	2	2	10:00	11:00
3	10:00	Product 3	16 MayC	3	3	11:00	12:00
4	11:00	Product 4	16 MayD	4	4	13:00	14:00
5	12:00	Product 5	16 MayE	5	5	14:00	15:00

The Batch number will then follow the product through the plant on each process/production log

Document Reference FSM 14 Product Traceability - Appendix
Revision 1 1st August 2019
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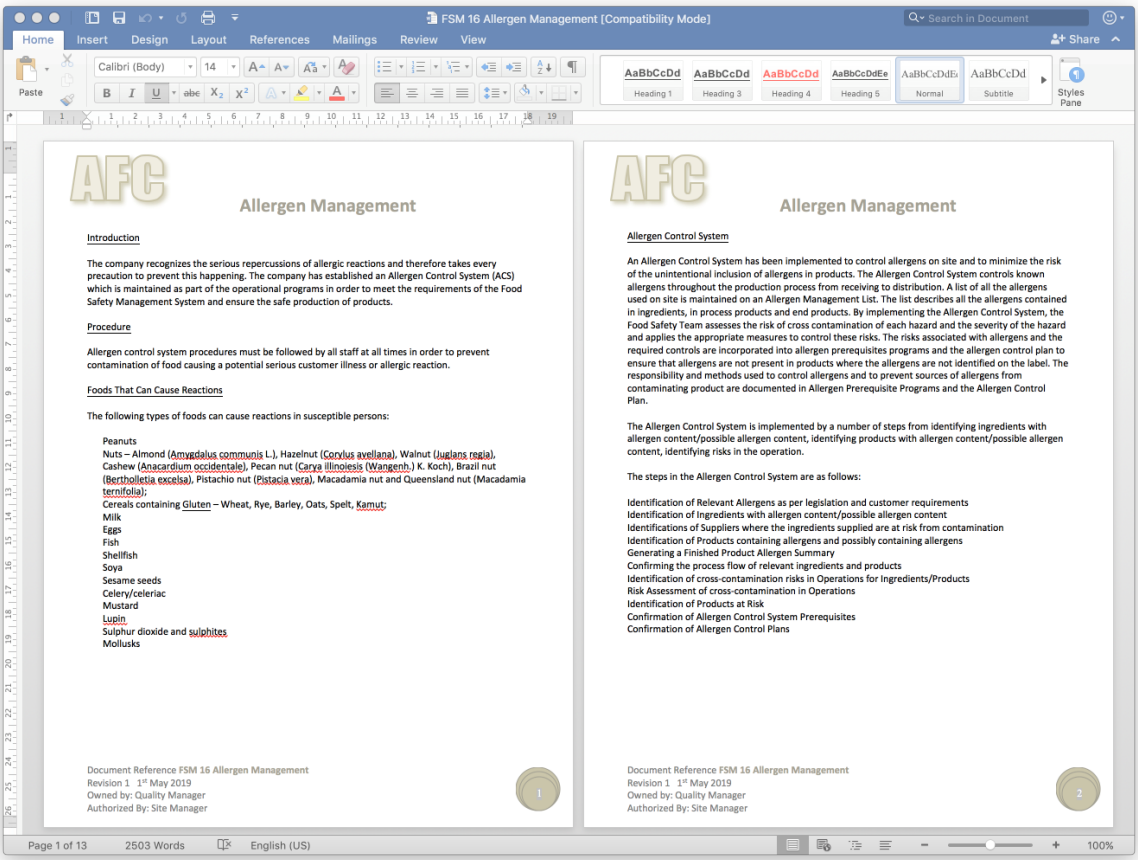
Authorized By: Site Manager

1

Small Business Food Safety Management System Implementation Guide

FSM 16 Allergen Management



Allergen Management

Introduction

The company recognizes the serious repercussions of allergic reactions and therefore takes every precaution to prevent this happening. The company has established an Allergen Control System (ACS) which is maintained as part of the operational programs in order to meet the requirements of the Food Safety Management System and ensure the safe production of products.

Procedure

Allergen control system procedures must be followed by all staff at all times in order to prevent contamination of food causing a potential serious customer illness or allergic reaction.

Foods That Can Cause Reactions

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

Peanuts
Nuts – Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia);
Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/celeriac
Mustard
Lupin
Sulphur dioxide and sulphites
Mollusks

Document Reference FSM 16 Allergen Management
Revision 1 1st May 2019
Owned by: Quality Manager
Authorized By: Site Manager

Allergen Management

Allergen Control System

An Allergen Control System has been implemented to control allergens on site and to minimize the risk of the unintentional inclusion of allergens in products. The Allergen Control System controls known allergens throughout the production process from receiving to distribution. A list of all the allergens used on site is maintained on an Allergen Management List. The list describes all the allergens contained in ingredients, in process products and end products. By implementing the Allergen Control System, the Food Safety Team assesses the risk of cross contamination of each hazard and the severity of the hazard and applies the appropriate measures to control these risks. The risks associated with allergens and the required controls are incorporated into allergen prerequisites programs and the allergen control plan to ensure that allergens are not present in products where the allergens are not identified on the label. The responsibility and methods used to control allergens and to prevent sources of allergens from contaminating product are documented in Allergen Prerequisite Programs and the Allergen Control Plan.

The Allergen Control System is implemented by a number of steps from identifying ingredients with allergen content/possible allergen content, identifying products with allergen content/possible allergen content, identifying risks in the operation.

The steps in the Allergen Control System are as follows:

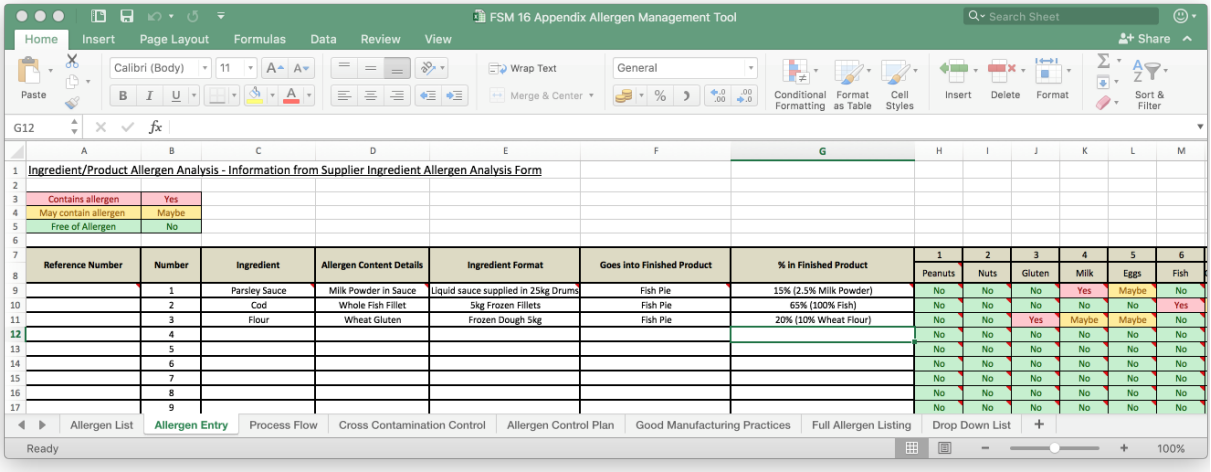
Identification of Relevant Allergens as per legislation and customer requirements
Identification of Ingredients with allergen content/possible allergen content
Identifications of Suppliers where the ingredients supplied are at risk from contamination
Identification of Products containing allergens and possibly containing allergens
Generating a Finished Product Allergen Summary
Confirming the process flow of relevant ingredients and products
Identification of cross-contamination risks in Operations for Ingredients/Products
Risk Assessment of cross-contamination in Operations
Identification of Products at Risk
Confirmation of Allergen Control System Prerequisites
Confirmation of Allergen Control Plans

Document Reference FSM 16 Allergen Management
Revision 1 1st May 2019
Owned by: Quality Manager
Authorized By: Site Manager

Page 1 of 13 2503 Words English (US) 100%

FSM 16 Appendix Allergen Management Tool

There is an allergen management tool that you can use to summarize your allergens on site and assess risks of cross-contamination.



Ingredient/Product Allergen Analysis - Information from Supplier Ingredient Allergen Analysis Form

Contains allergen	Yes
May contain allergen	Maybe
Free of Allergen	No

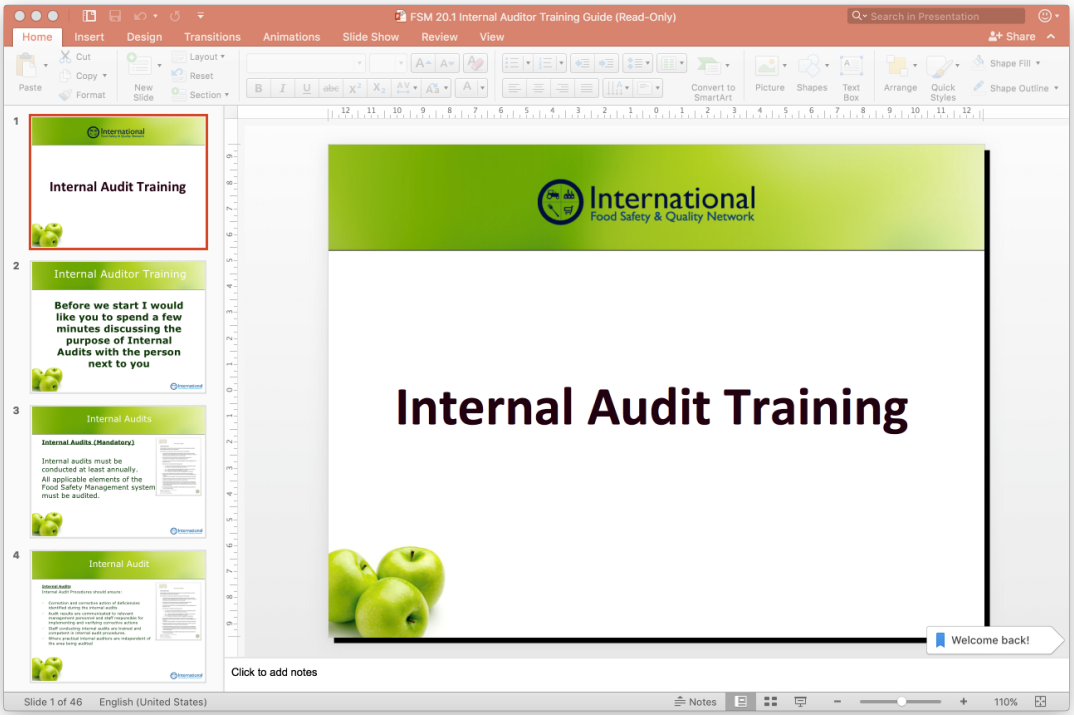
Reference Number	Number	Ingredient	Allergen Content Details	Ingredient Format	Goes into Finished Product	% in Finished Product	1 Peanuts	2 Nuts	3 Gluten	4 Milk	5 Eggs	6 Fish
	1	Parsley Sauce	Milk Powder in Sauce	Liquid sauce supplied in 25kg Drums	Fish Pie	15% (2.5% Milk Powder)	No	No	No	Yes	Maybe	No
	2	Cod	Whole Fish Fillet	5kg Frozen Fillets	Fish Pie	65% (100% Fish)	No	No	No	No	No	Yes
	3	Flour	Wheat Gluten	Frozen Dough 5kg	Fish Pie	20% (10% Wheat Flour)	No	No	Yes	Maybe	Maybe	No
	4						No	No	No	No	No	No
	5						No	No	No	No	No	No
	6						No	No	No	No	No	No
	7						No	No	No	No	No	No
	8						No	No	No	No	No	No
	9						No	No	No	No	No	No

Allergen List | Allergen Entry | Process Flow | Cross Contamination Control | Allergen Control Plan | Good Manufacturing Practices | Full Allergen Listing | Drop Down List

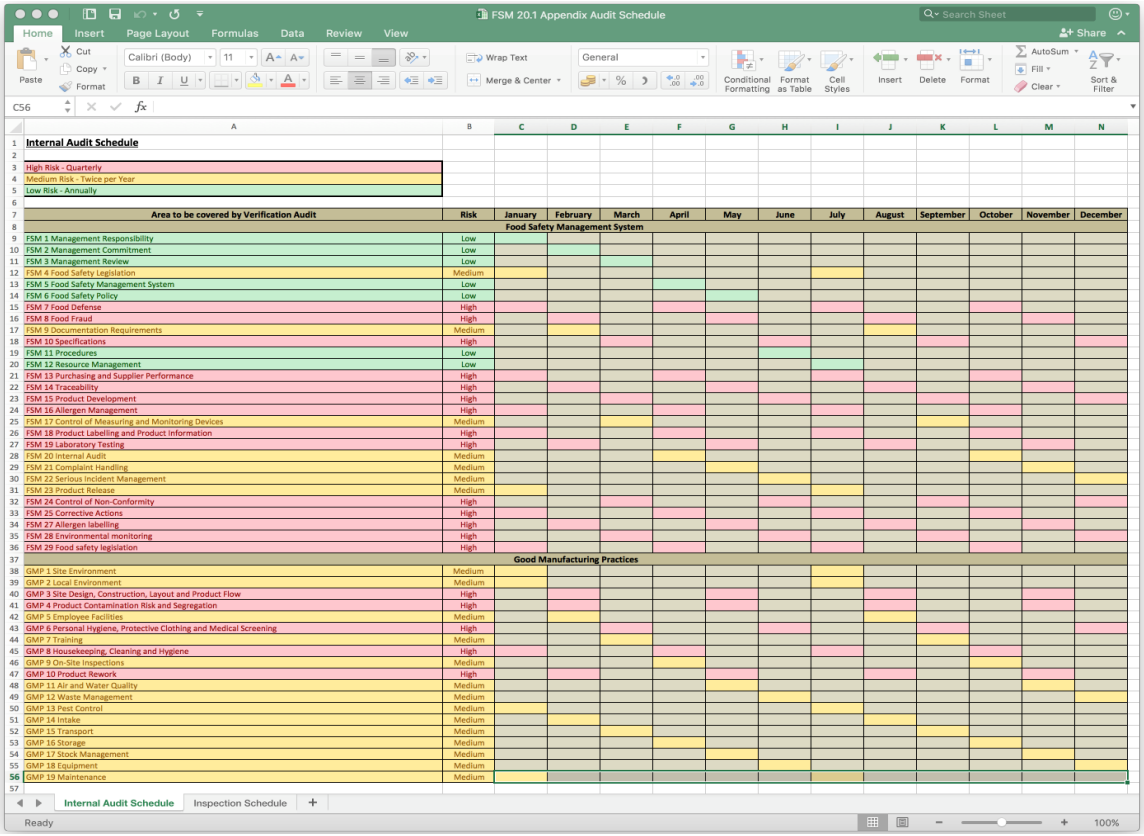
Ready 100%

FSM 20.1 Internal Auditor Training Guide

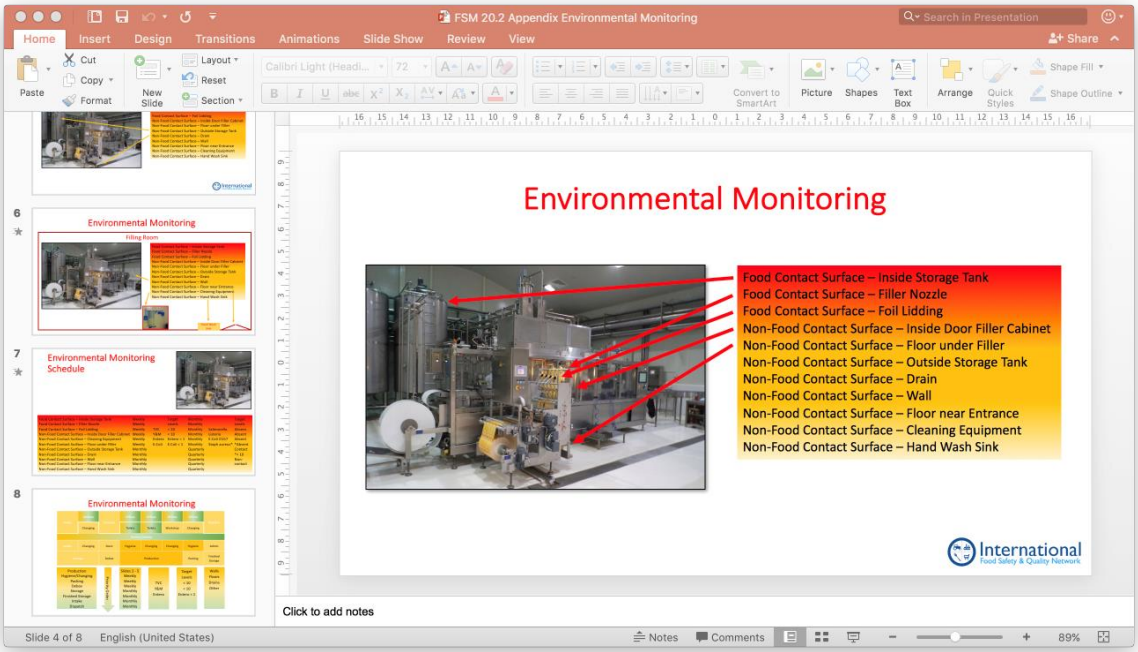
A PowerPoint Internal Auditor Training Guide Presentation is included.



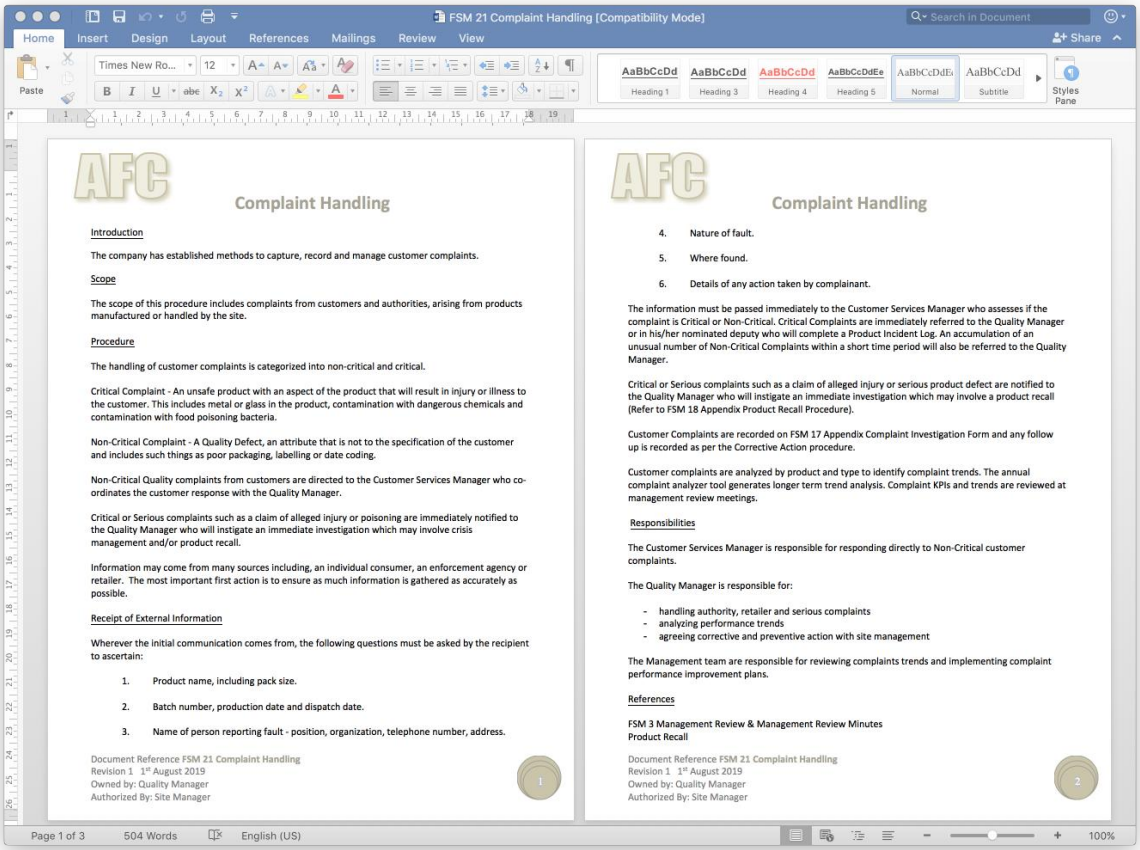
FSM 20.1 Appendix Audit Schedule is included



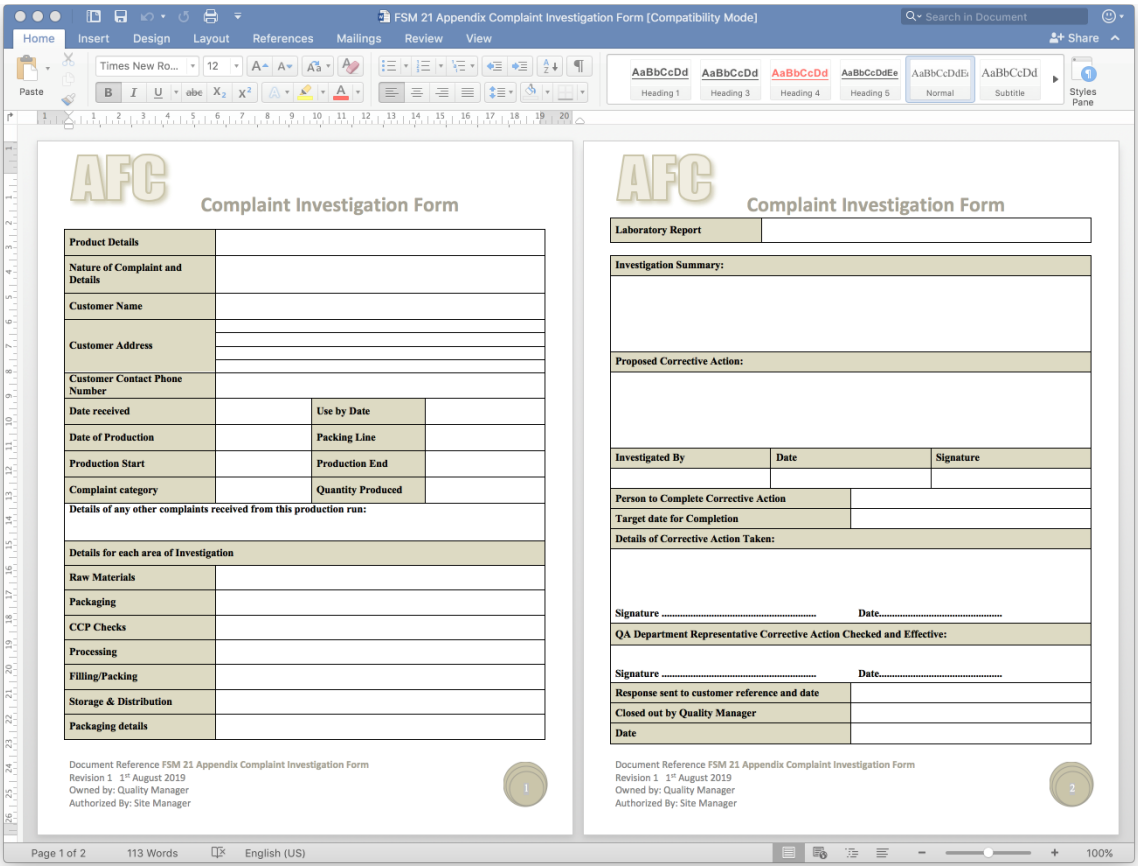
FSM 20.2 Appendix Environmental Monitoring - Environmental Monitoring Guidance



FSM 21 Complaint Handling



FSM 21 Appendix Complaint Investigation Form



FSM 21 Appendix Complaint Investigation Form [Compatibility Mode]

AFC

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	

Document Reference FSM 21 Appendix Complaint Investigation Form
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

1

AFC

Complaint Investigation Form

Laboratory Report		
Investigation Summary:		
Proposed Corrective Action:		
Investigated By	Date	Signature
Person to Complete Corrective Action		
Target date for Completion		
Details of Corrective Action Taken:		
Signature ..... Date.....		
QA Department Representative Corrective Action Checked and Effective:		
Signature ..... Date.....		
Response sent to customer reference and date		
Closed out by Quality Manager		
Date		

Document Reference FSM 21 Appendix Complaint Investigation Form
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

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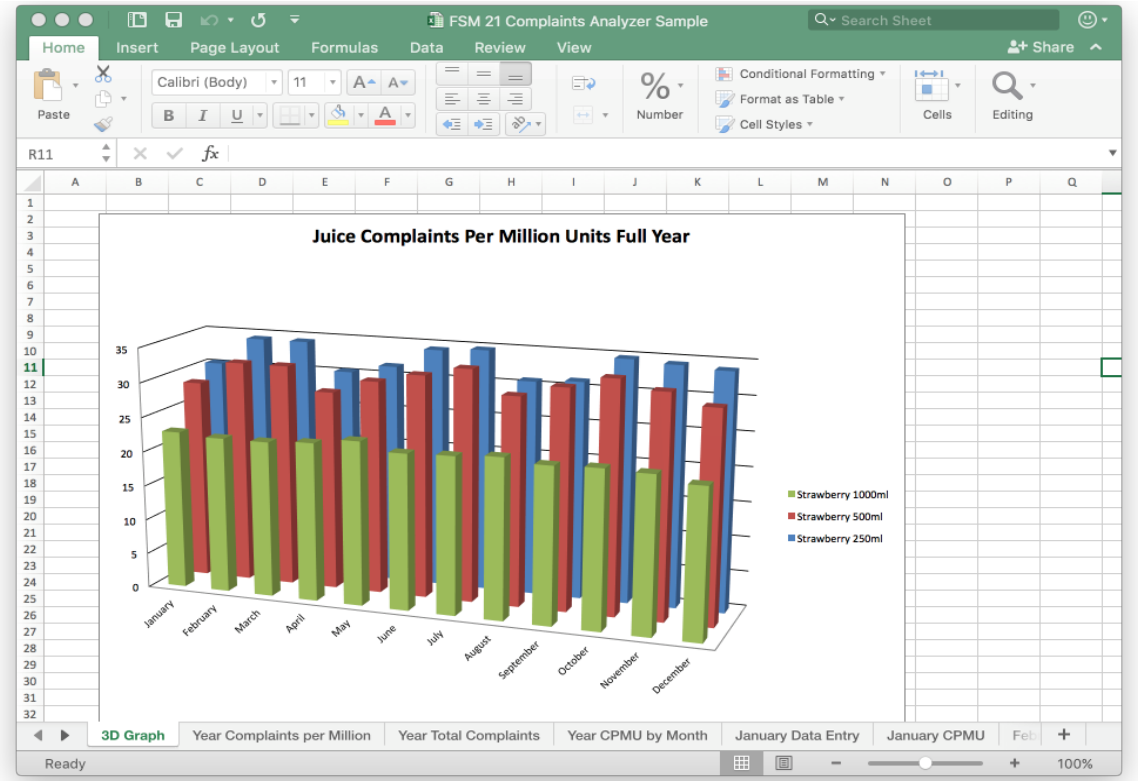
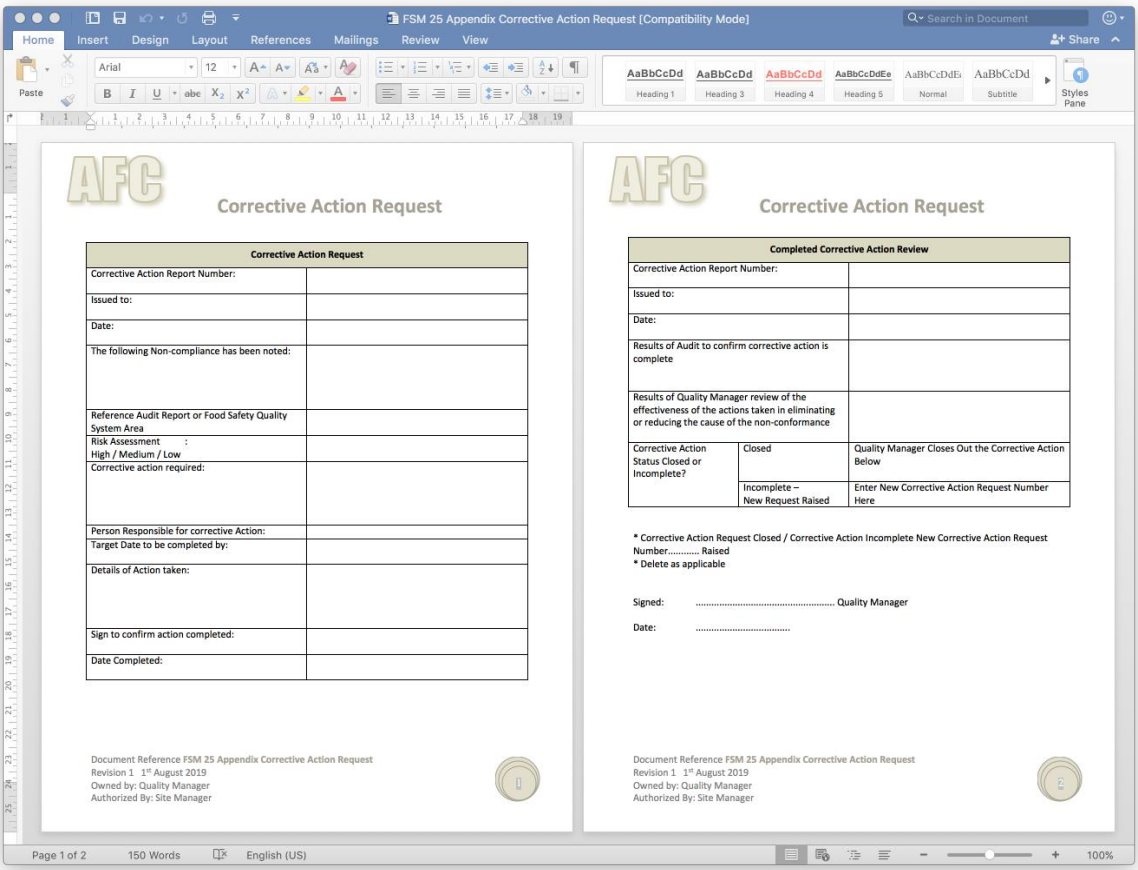
Page 1 of 2 113 Words English (US) 100%

FSM 21 Complaints Analyzer Sample



Small Business Food Safety Management System Implementation Guide

FSM 25 Appendix Corrective Action Request



Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	
Issued to:	
Date:	
The following Non-compliance has been noted:	
Reference Audit Report or Food Safety Quality System Area	
Risk Assessment : High / Medium / Low	
Corrective action required:	
Person Responsible for corrective Action:	
Target Date to be completed by:	
Details of Action taken:	
Sign to confirm action completed:	
Date Completed:	

Document Reference FSM 25 Appendix Corrective Action Request
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

Corrective Action Request

Completed Corrective Action Review		
Corrective Action Report Number:		
Issued to:		
Date:		
Results of Audit to confirm corrective action is complete		
Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance		
Corrective Action Status Closed or Incomplete?	Closed	Quality Manager Closes Out the Corrective Action Below
	Incomplete – New Request Raised	Enter New Corrective Action Request Number Here

* Corrective Action Request Closed / Corrective Action Incomplete New Corrective Action Request Number..... Raised
* Delete as applicable

Signed: ..... Quality Manager

Date: .....

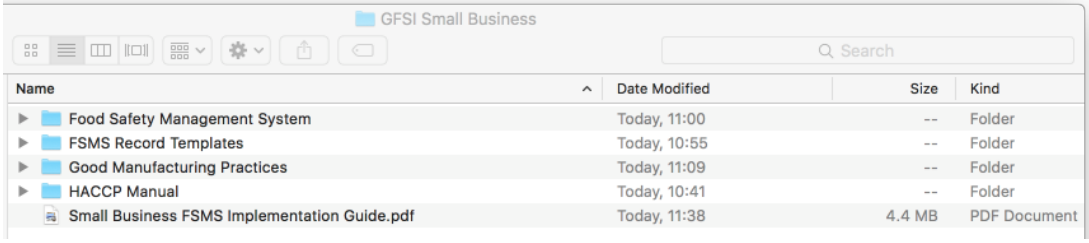
Document Reference FSM 25 Appendix Corrective Action Request
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

Page 1 of 2 150 Words English (US) 100%

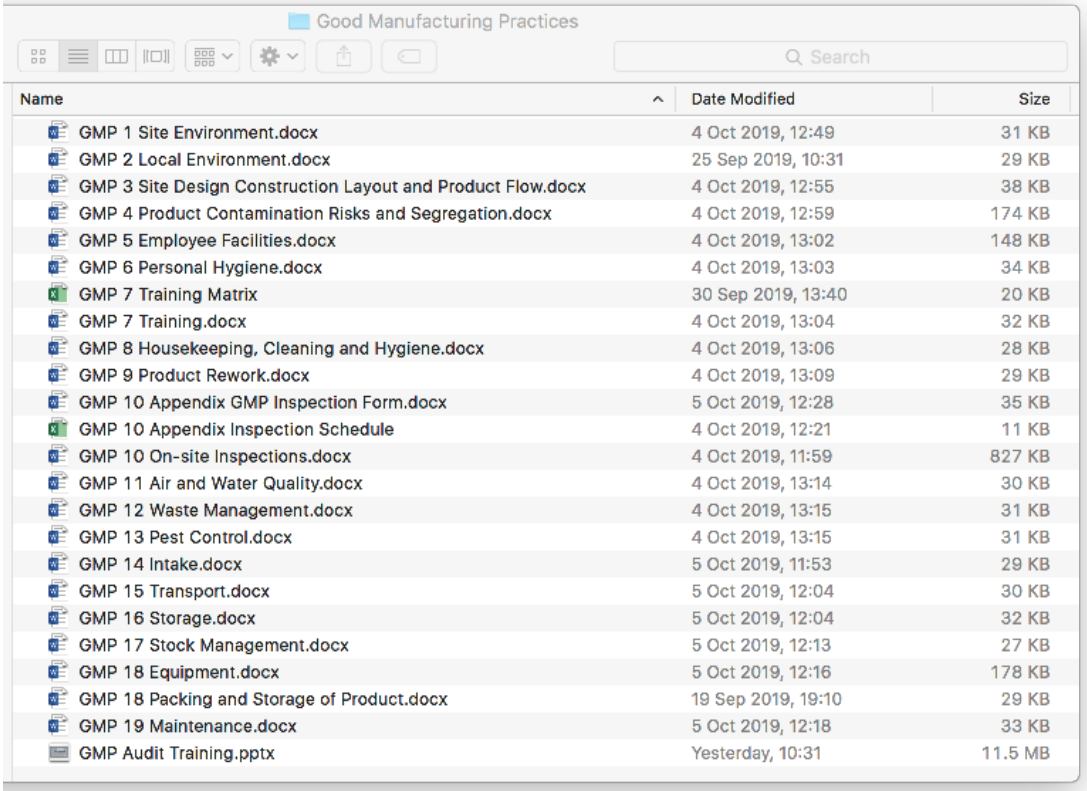
The main Food Safety Management System documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.

If you have any questions email support at ifsqn.com

Back to the 4 folders containing the package documents:



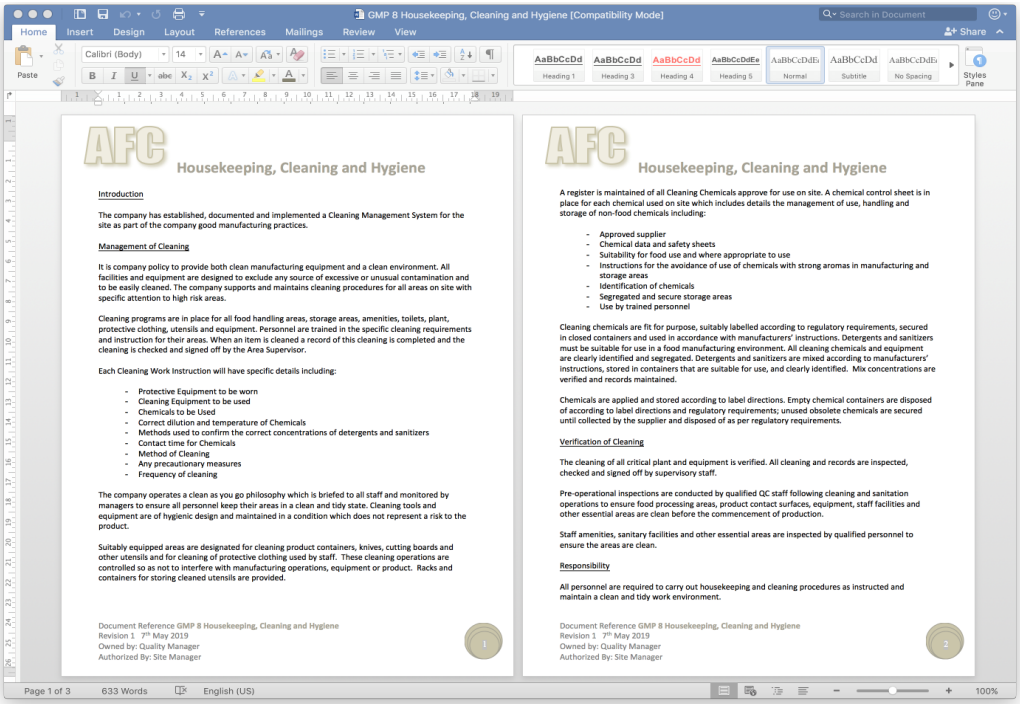
Open the Good Manufacturing Practices Folder



Good Manufacturing Practice Manual

A set of Fundamental Good Manufacturing Practice Procedures are included, the documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.

GMP 1 Site Environment
GMP 2 Local Environment
GMP 3 Site Design, Construction, Layout and Product Flow
GMP 4 Product Contamination Risks and Segregation
GMP 5 Employee Facilities
GMP 6 Personal Hygiene (*includes Protective Clothing and Medical Screening*)
GMP 7 Training
GMP 8 Housekeeping, Cleaning and Hygiene
GMP 9 Product Rework
GMP 10 On-Site Inspections
GMP 11 Air and Water Quality
GMP 12 Waste Management
GMP 13 Pest Control
GMP 14 Intake
GMP 15 Transport
GMP 16 Storage
GMP 17 Stock Management
GMP 18 Equipment
GMP 19 Maintenance


GMP 8 Housekeeping, Cleaning and Hygiene [Compatibility Mode]

AFC Housekeeping, Cleaning and Hygiene

Introduction

The company has established, documented and implemented a Cleaning Management System for the site as part of the company good manufacturing practices.

Management of Cleaning

It is company policy to provide both clean manufacturing equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains cleaning procedures for all areas on site with specific attention to high risk areas.

Cleaning programs are in place for all food handling areas, storage areas, amenities, toilets, plant, protective clothing, utensils and equipment. Personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the Area Supervisor.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Methods used to confirm the correct concentrations of detergents and sanitizers
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

The company operates a clean as you go philosophy which is briefed to all staff and monitored by managers to ensure all personnel keep their areas in a clean and tidy state. Cleaning tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to the product.

Suitably equipped areas are designated for cleaning product containers, knives, cutting boards and other utensils and for cleaning of protective clothing used by staff. These cleaning operations are controlled so as not to interfere with manufacturing operations, equipment or product. Racks and containers for storing cleaned utensils are provided.

Document Reference GMP 8 Housekeeping, Cleaning and Hygiene
Revision 1 7th May 2019
Owned by: Quality Manager
Authorized By: Site Manager

1

AFC Housekeeping, Cleaning and Hygiene

A register is maintained of all Cleaning Chemicals approve for use on site. A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of non-food chemicals including:

- Approved supplier
- Chemical data and safety sheets
- Suitability for food use and where appropriate to use
- Instructions for the avoidance of use of chemicals with strong aromas in manufacturing and storage areas
- Identification of chemicals
- Segregated and secure storage areas
- Use by trained personnel

Cleaning chemicals are fit for purpose, suitably labelled according to regulatory requirements, secured in closed containers and used in accordance with manufacturers' instructions. Detergents and sanitizers must be suitable for use in a food manufacturing environment. All cleaning chemicals and equipment are clearly identified and segregated. Detergents and sanitizers are mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations are verified and records maintained.

Chemicals are applied and stored according to label directions. Empty chemical containers are disposed of according to label directions and regulatory requirements; unused obsolete chemicals are secured until collected by the supplier and disposed of as per regulatory requirements.

Verification of Cleaning

The cleaning of all critical plant and equipment is verified. All cleaning and records are inspected, checked and signed off by supervisory staff.

Pre-operational inspections are conducted by qualified QC staff following cleaning and sanitation operations to ensure food processing areas, product contact surfaces, equipment, staff facilities and other essential areas are clean before the commencement of production.

Staff amenities, sanitary facilities and other essential areas are inspected by qualified personnel to ensure the areas are clean.

Responsibility

All personnel are required to carry out housekeeping and cleaning procedures as instructed and maintain a clean and tidy work environment.

Document Reference GMP 8 Housekeeping, Cleaning and Hygiene
Revision 1 7th May 2019
Owned by: Quality Manager
Authorized By: Site Manager

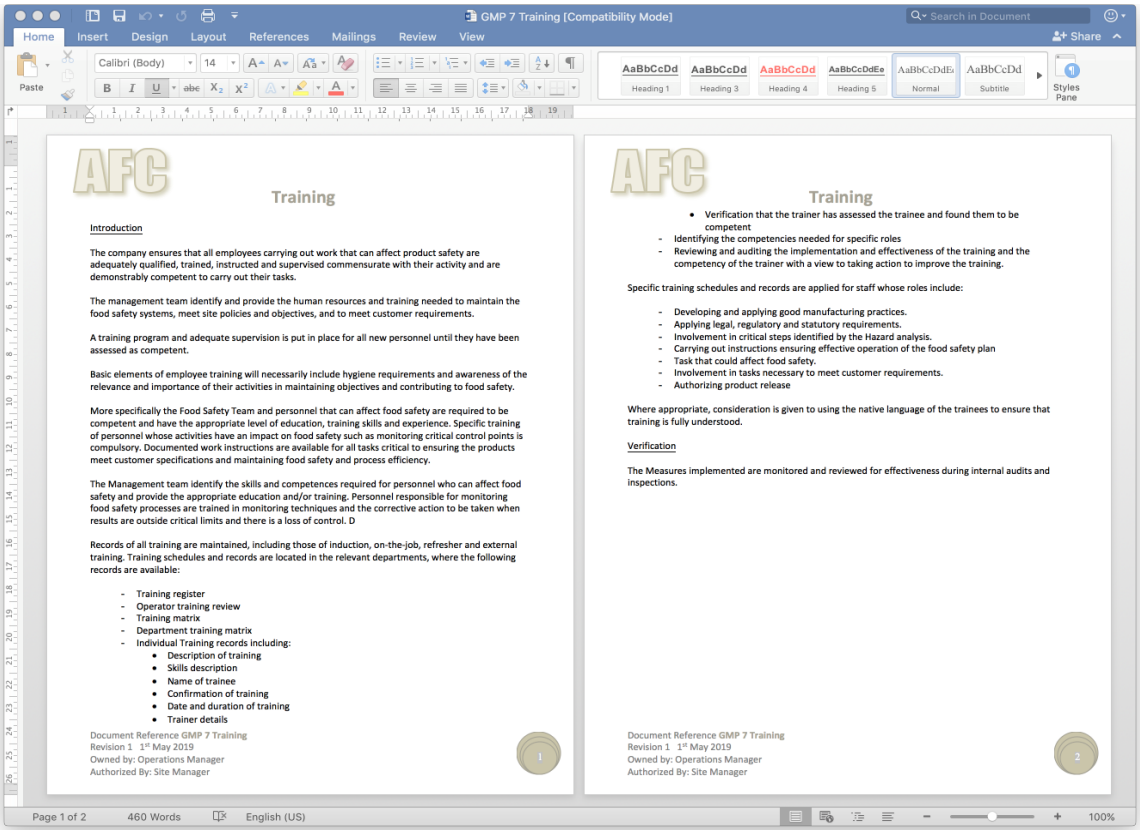
2

Page 1 of 3 633 Words English (US) 100%

International Food Safety & Quality Network

Small Business Food Safety Management System Implementation Guide

GMP 7 Training



AFC

Training

Introduction

The company ensures that all employees carrying out work that can affect product safety are adequately qualified, trained, instructed and supervised commensurate with their activity and are demonstrably competent to carry out their tasks.

The management team identify and provide the human resources and training needed to maintain the food safety systems, meet site policies and objectives, and to meet customer requirements.

A training program and adequate supervision is put in place for all new personnel until they have been assessed as competent.

Basic elements of employee training will necessarily include hygiene requirements and awareness of the relevance and importance of their activities in maintaining objectives and contributing to food safety.

More specifically the Food Safety Team and personnel that can affect food safety are required to be competent and have the appropriate level of education, training skills and experience. Specific training of personnel whose activities have an impact on food safety such as monitoring critical control points is compulsory. Documented work instructions are available for all tasks critical to ensuring the products meet customer specifications and maintaining food safety and process efficiency.

The Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. D

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training records including:
  - Description of training
  - Skills description
  - Name of trainee
  - Confirmation of training
  - Date and duration of training
  - Trainer details

Document Reference GMP 7 Training
Revision 1 1st May 2019
Owned by: Operations Manager
Authorized By: Site Manager

1

AFC

Training

- Verification that the trainer has assessed the trainee and found them to be competent
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

Specific training schedules and records are applied for staff whose roles include:

- Developing and applying good manufacturing practices.
- Applying legal, regulatory and statutory requirements.
- Involvement in critical steps identified by the Hazard analysis.
- Carrying out instructions ensuring effective operation of the food safety plan
- Task that could affect food safety.
- Involvement in tasks necessary to meet customer requirements.
- Authorizing product release

Where appropriate, consideration is given to using the native language of the trainees to ensure that training is fully understood.

Verification

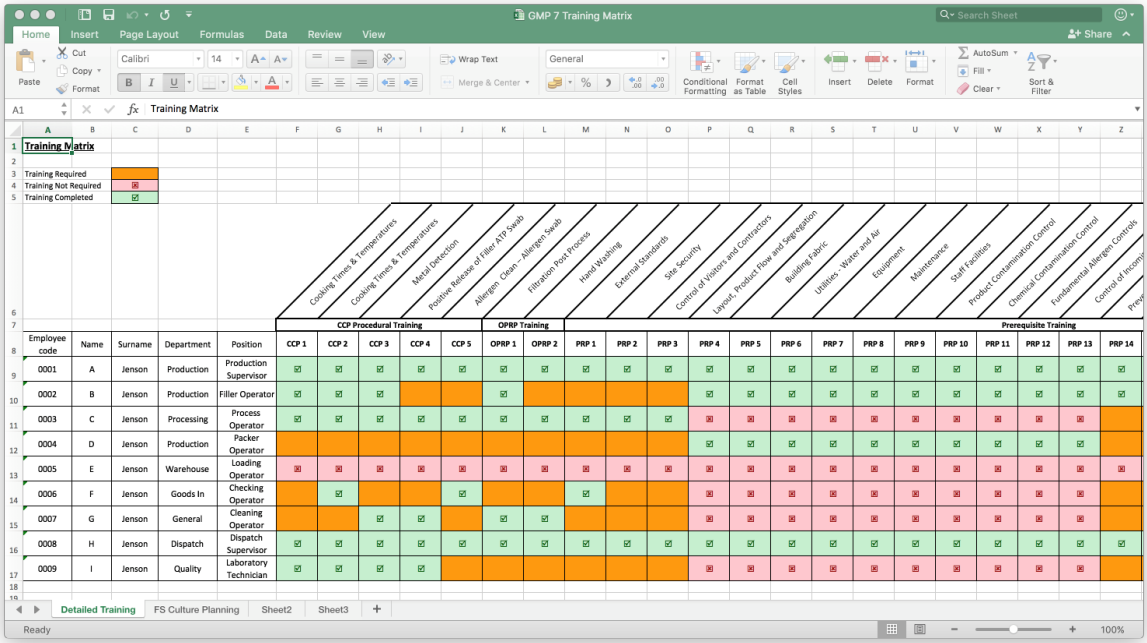
The Measures implemented are monitored and reviewed for effectiveness during internal audits and inspections.

Document Reference GMP 7 Training
Revision 1 1st May 2019
Owned by: Operations Manager
Authorized By: Site Manager

2

GMP 7 Training Matrix

A Training Matrix Template is included



Training Matrix

Training Required
Training Not Required
Training Completed

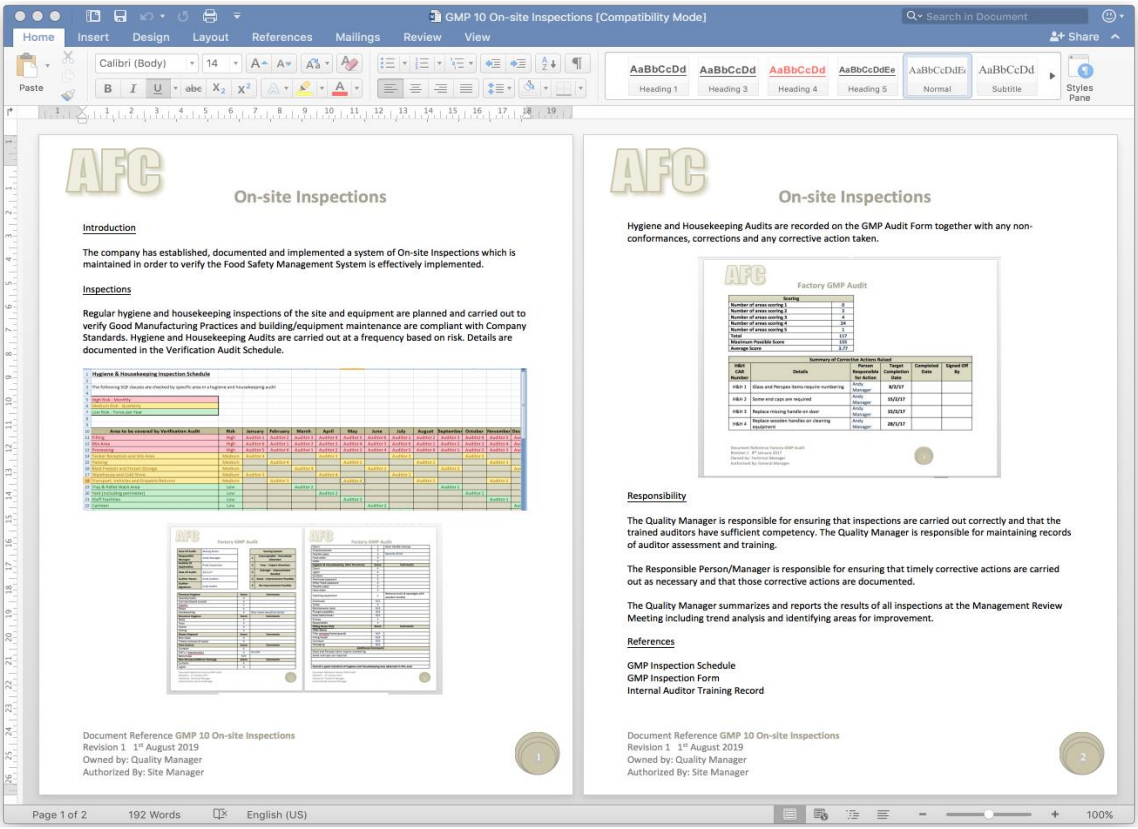
Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7	PRP 8	PRP 9	PRP 10	PRP 11	PRP 12	PRP 13	PRP 14
					CCP Procedural Training					OPRP Training		Prerequisite Training													
					Cooking Times & Temperatures	Cooking Times & Temperatures	Metal Detection	Positive Release of Filler ATP Swab	Allergen Clean – Allergen Swab	Filtration Post Process	Hand Washing	External Standards	Site Security	Control of Visitors and Contractors	Layout, Product Flow and Segregation	Building Fabric	Utilities - Water and Air	Equipment	Maintenance	Staff Facilities	Product Contamination Control	Chemical Contamination Control	Fundamental Allergen Controls	Control of Incomp	
0001	A	Jenson	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Jenson	Production	Filler Operator	☑	☑	☑			☑					☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0003	C	Jenson	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	
0004	D	Jenson	Production	Packer Operator											☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	
0005	E	Jenson	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Jenson	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	
0007	G	Jenson	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	
0008	H	Jenson	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Jenson	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	

Detailed Training | FS Culture Planning | Sheet2 | Sheet3

International Food Safety & Quality Network

Small Business Food Safety Management System Implementation Guide

GMP 10 On-Site Inspections



On-site Inspections

Introduction

The company has established, documented and implemented a system of On-site Inspections which is maintained in order to verify the Food Safety Management System is effectively implemented.

Inspections

Regular hygiene and housekeeping inspections of the site and equipment are planned and carried out to verify Good Manufacturing Practices and building/equipment maintenance are compliant with Company Standards. Hygiene and Housekeeping Audits are carried out at a frequency based on risk. Details are documented in the Verification Audit Schedule.

Document Reference GMP 10 On-site Inspections
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

On-site Inspections

Hygiene and Housekeeping Audits are recorded on the GMP Audit Form together with any non-conformances, corrections and any corrective action taken.

Responsibility

The Quality Manager is responsible for ensuring that inspections are carried out correctly and that the trained auditors have sufficient competency. The Quality Manager is responsible for maintaining records of auditor assessment and training.

The Responsible Person/Manager is responsible for ensuring that timely corrective actions are carried out as necessary and that those corrective actions are documented.

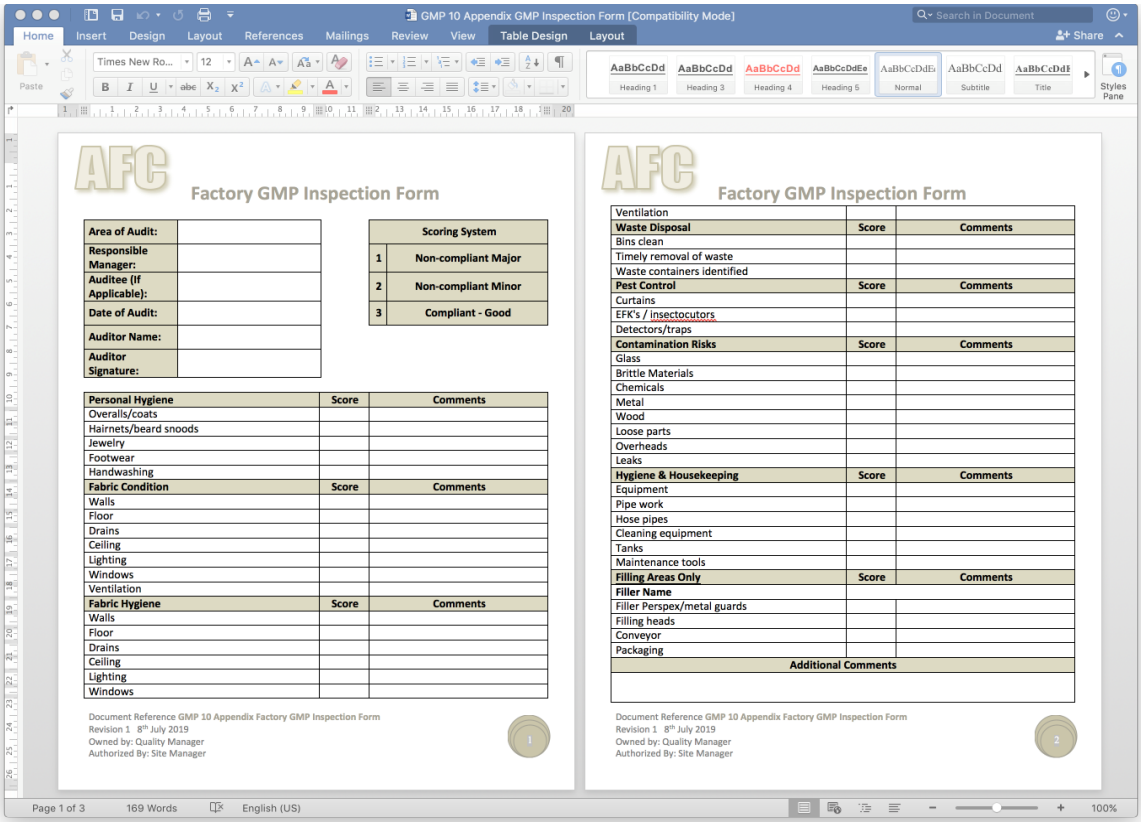
The Quality Manager summarizes and reports the results of all inspections at the Management Review Meeting including trend analysis and identifying areas for improvement.

References

GMP Inspection Schedule
GMP Inspection Form
Internal Auditor Training Record

Document Reference GMP 10 On-site Inspections
Revision 1 1st August 2019
Owned by: Quality Manager
Authorized By: Site Manager

GMP 10 Appendix GMP Inspection Form



Factory GMP Inspection Form

Area of Audit:	
Responsible Manager:	
Auditee (If Applicable):	
Date of Audit:	
Auditor Name:	
Auditor Signature:	

Scoring System	
1	Non-compliant Major
2	Non-compliant Minor
3	Compliant - Good

Personal Hygiene	Score	Comments
Overalls/coats		
Hairnets/beard snoods		
Jewelry		
Footwear		
Handwashing		
Fabric Condition	**Score**	**Comments**
Walls		
Floor		
Drains		
Ceiling		
Lighting		
Windows		
Ventilation		
Fabric Hygiene	**Score**	**Comments**
Walls		
Floor		
Drains		
Ceiling		
Lighting		
Windows		

Document Reference GMP 10 Appendix Factory GMP Inspection Form
Revision 1 8th July 2019
Owned by: Quality Manager
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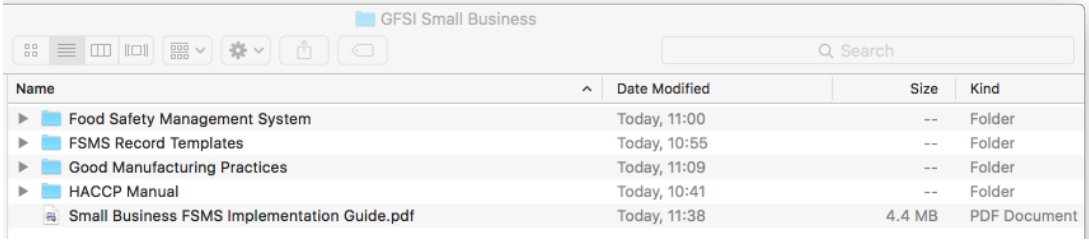
Factory GMP Inspection Form

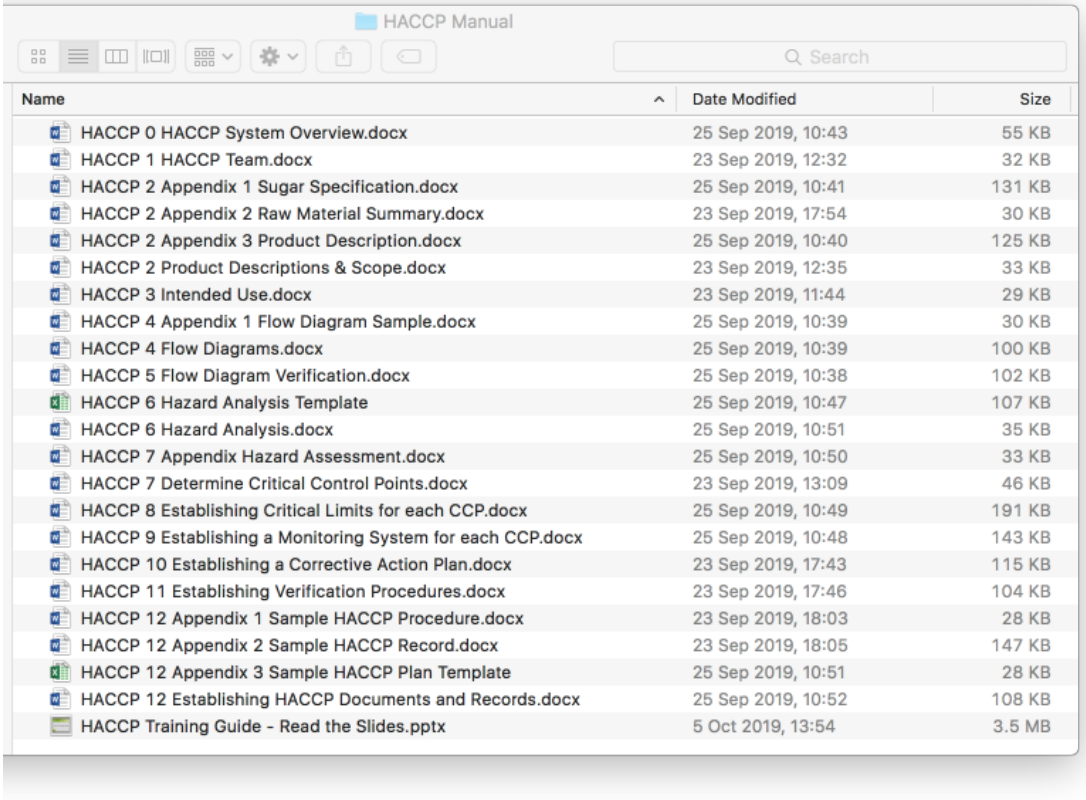
Ventilation		
Waste Disposal	**Score**	**Comments**
Bins clean		
Timely removal of waste		
Waste containers identified		
Pest Control	**Score**	**Comments**
Curtains		
EFK's / insectocutors		
Detectors/traps		
Contamination Risks	**Score**	**Comments**
Glass		
Brittle Materials		
Chemicals		
Metal		
Wood		
Loose parts		
Overheads		
Leaks		
Hygiene & Housekeeping	**Score**	**Comments**
Equipment		
Pipe work		
Hose pipes		
Cleaning equipment		
Tanks		
Maintenance tools		
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards		
Filling heads		
Conveyor		
Packaging		
Additional Comments		

Document Reference GMP 10 Appendix Factory GMP Inspection Form
Revision 1 8th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

Back to the 4 folders containing the package documents:



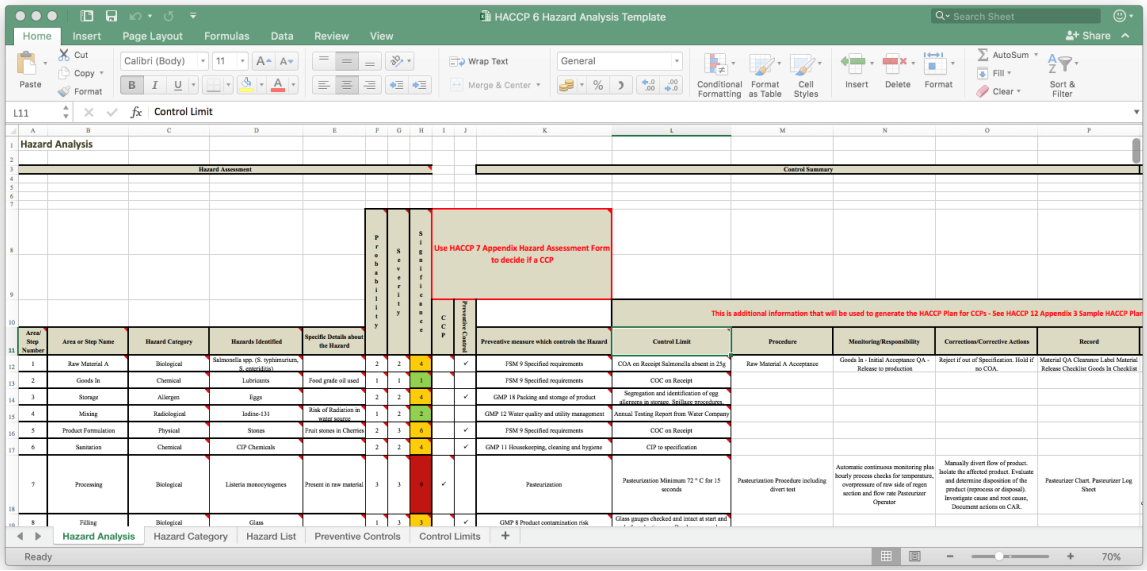
Open the HACCP Manual Folder



HACCP Manual Documents

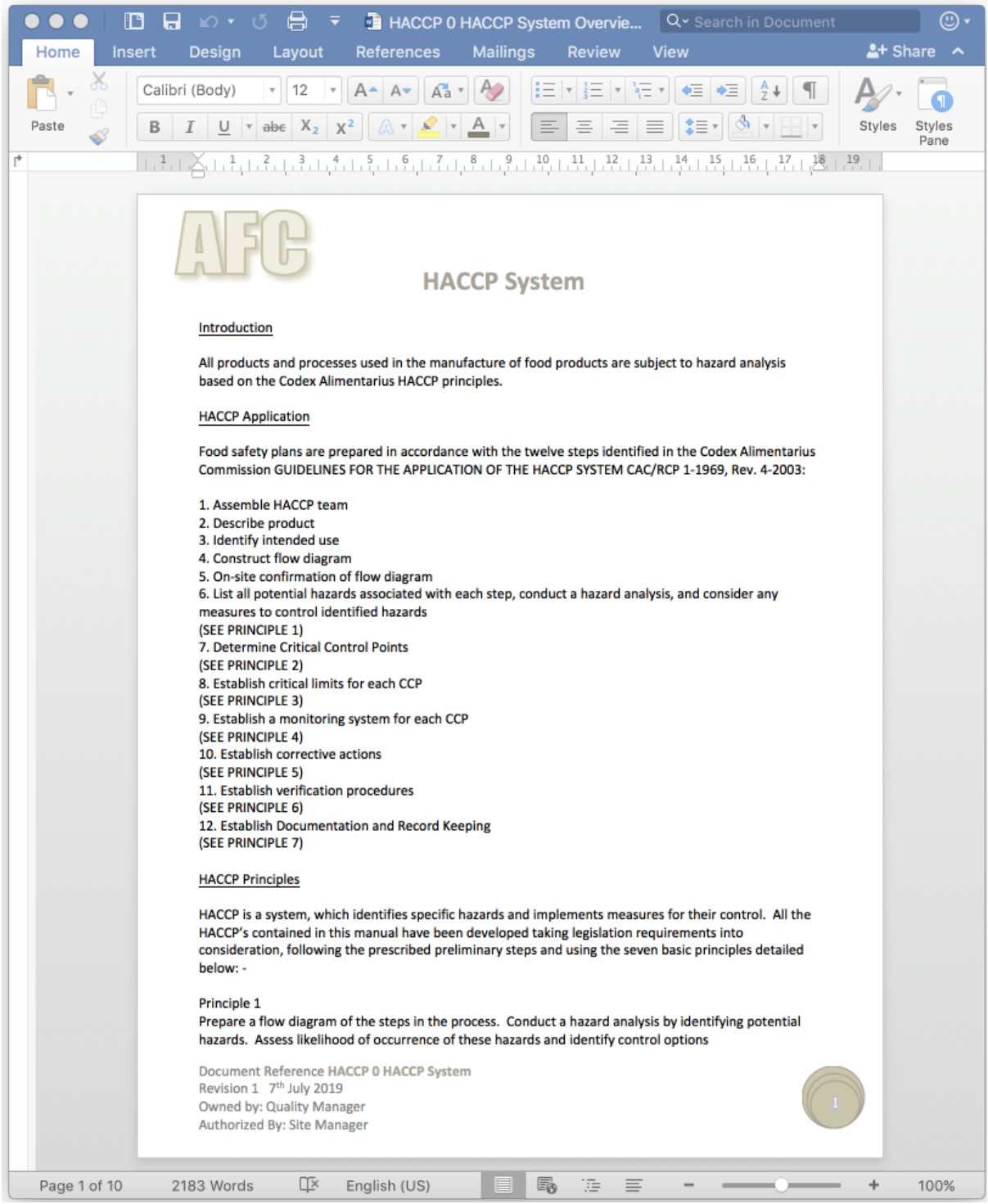
A set of HACCP Documents to enable the development of a HACCP System based on "Hazard Analysis and Critical Control Point (HACCP) system and Guidelines for its Application" (Codex Alimentarius Commission, Geneva).

HACCP 0 HACCP System Overview
HACCP 1 HACCP Team
HACCP 2 Product Descriptions & Scope
HACCP 2 Appendix 1 Sugar Specification
HACCP 2 Appendix 2 Raw Material Summary
HACCP 2 Appendix 3 Product Description
HACCP 3 Intended Use
HACCP 4 Flow Diagrams
HACCP 4 Appendix 1 Flow Diagram Sample
HACCP 5 Flow Diagram Verification
HACCP 6 Hazard Analysis
HACCP 6 Hazard Analysis Template
HACCP 7 Determine Critical Control Points
HACCP 7 Appendix Hazard Assessment
HACCP 8 Establishing Critical Limits for each CCP
HACCP 9 Establishing a Monitoring System for each CCP
HACCP 10 Establishing a Corrective Action Plan
HACCP 11 Establishing Verification Procedures
HACCP 12 Establishing HACCP Documents and Records
HACCP 12 Appendix 1 Sample HACCP Procedure
HACCP 12 Appendix 2 Sample HACCP Record
HACCP 12 Appendix 3 Sample HACCP Plan Template



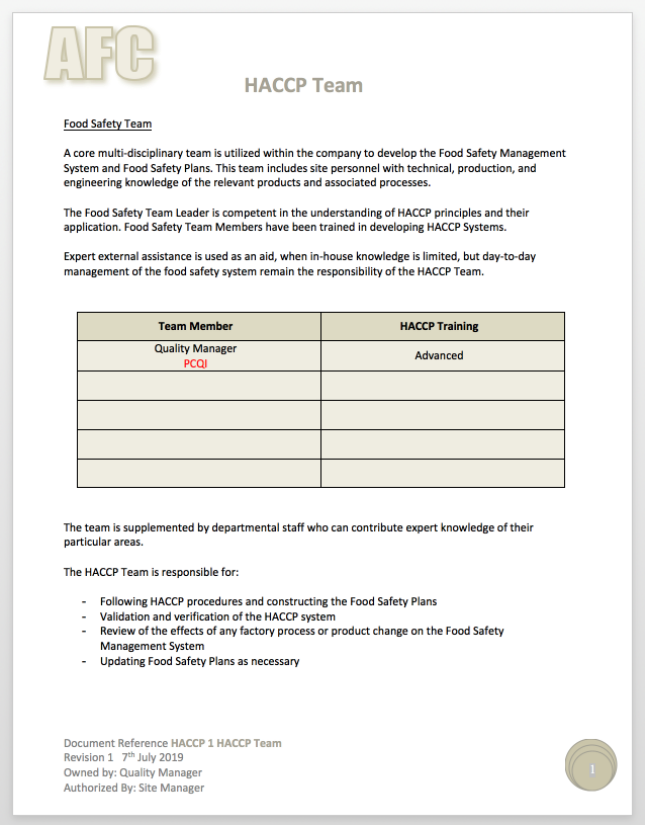
HACCP 0 HACCP System Overview

This document is an overview of the HAACP system, the procedures in the manual should be followed in order to develop the HACCP System, formulate a HACCP plan and establish procedures and records (including those for verification)



Small Business Food Safety Management System Implementation Guide

HACCP 1 HACCP Team



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HACCP Team

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 Food Safety Team Leader is competent in the understanding of HACCP principles and their application. Food Safety Team Members have been trained in developing HACCP Systems.

Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remain the responsibility of the HACCP Team.

Team Member	HACCP Training
Quality Manager PCQI	Advanced

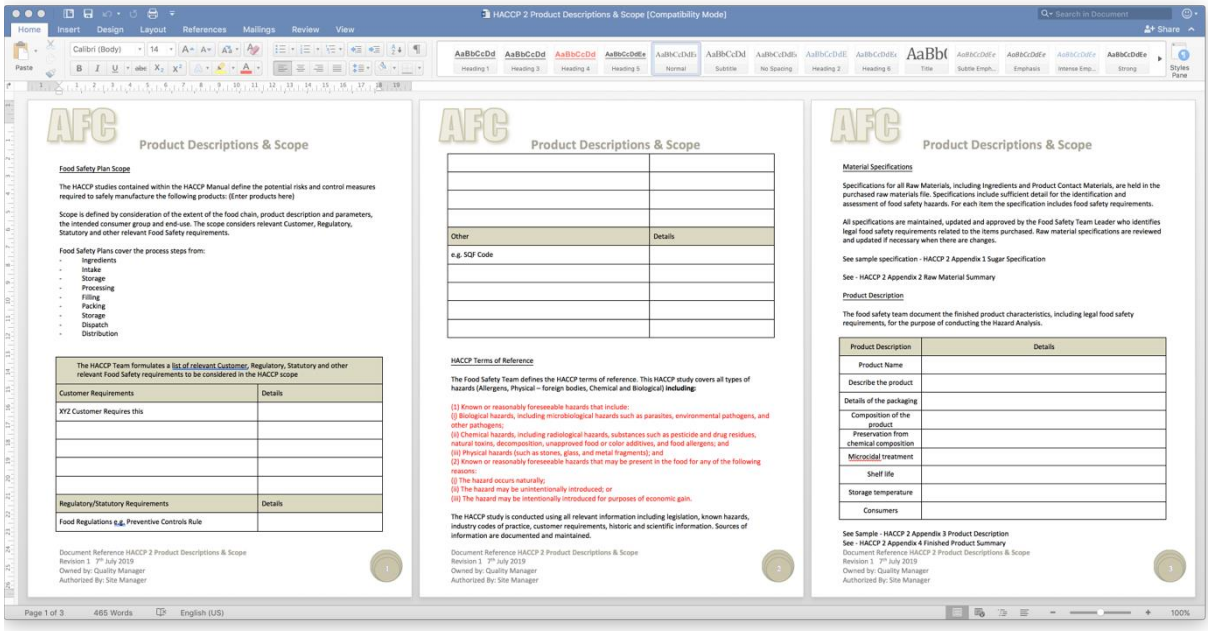
The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP Team is responsible for:

- Following HACCP procedures and constructing the Food Safety Plans
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Updating Food Safety Plans as necessary

Document Reference HACCP 1 HACCP Team
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

HACCP 2 Product Descriptions & Scope



HACCP 2 Product Descriptions & Scope [Compatibility Mode]

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Product Descriptions & Scope

Food Safety Plan Scope

The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to safely manufacture the following products: (Enter products here)

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements.

Food Safety Plans cover the process steps from:
- Ingredients
- Intake
- Storage
- Processing
- Filling
- Packing
- Storage
- Dispatch
- Distribution

The HACCP Team formulates a list of relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements to be considered in the HACCP scope	
Customer Requirements	Details
XYZ Customer Requires this	
Regulatory/Statutory Requirements	Details
Food Regulations e.g. Preventive Controls Rule	

Document Reference HACCP 2 Product Descriptions & Scope
Revision 1 7th July 2019
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Product Descriptions & Scope

Other	Details
e.g. SQF Code	

HACCP Terms of Reference

The Food Safety Team defines the HACCP terms of reference. This HACCP study covers all types of hazards (Allergens, Physical – foreign bodies, Chemical and Biological) including:

(1) Known or reasonably foreseeable hazards that include:
(i) Biological hazards, including microbiological hazards such as parasites, environmental pathogens, and other pathogens;
(ii) Chemical hazards, including radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens; and
(iii) Physical hazards (such as stones, glass, and metal fragments); and
(2) Known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:
(i) The hazard occurs naturally;
(ii) The hazard may be unintentionally introduced; or
(iii) The hazard may be intentionally introduced for purposes of economic gain.

The HACCP study is conducted using all relevant information including legislation, known hazards, industry codes of practice, customer requirements, historic and scientific information. Sources of information are documented and maintained.

Document Reference HACCP 2 Product Descriptions & Scope
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

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Product Descriptions & Scope

Material Specifications

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of food safety hazards. For each item the specification includes food safety requirements.

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 are changes.

See sample specification - HACCP 2 Appendix 1 Sugar Specification

See - HACCP 2 Appendix 2 Raw Material Summary

Product Description

The food safety team document the finished product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis.

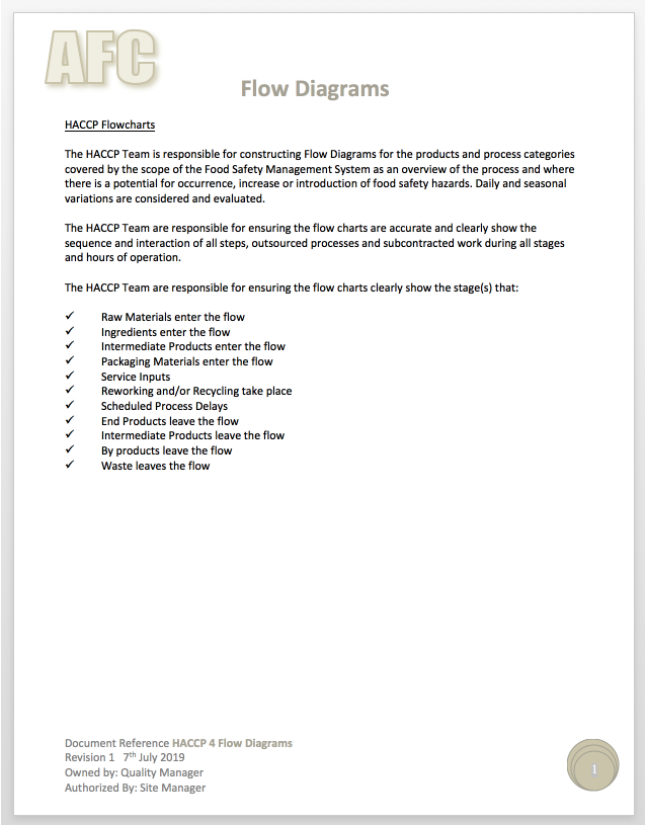
Product Description	Details
Product Name	
Describe the product	
Details of the packaging	
Composition of the product	
Preservation from chemical composition	
Microcidal treatment	
Shelf life	
Storage temperature	
Consumers	

See Sample - HACCP 2 Appendix 3 Product Description
See - HACCP 2 Appendix 4 Finished Product Summary

Document Reference HACCP 2 Product Descriptions & Scope
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

Page 1 of 3 465 Words English (US) 100%

HACCP 4 Flow Diagrams



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Flow Diagrams

HACCP Flowcharts

The HACCP Team is responsible for constructing Flow Diagrams for the products and process categories covered by the scope of the Food Safety Management System as an overview of the process and where there is a potential for occurrence, increase or introduction of food safety hazards. Daily and seasonal variations are considered and evaluated.

The HACCP Team are responsible for ensuring the flow charts are accurate and clearly show the sequence and interaction of all steps, outsourced processes and subcontracted work during all stages and hours of operation.

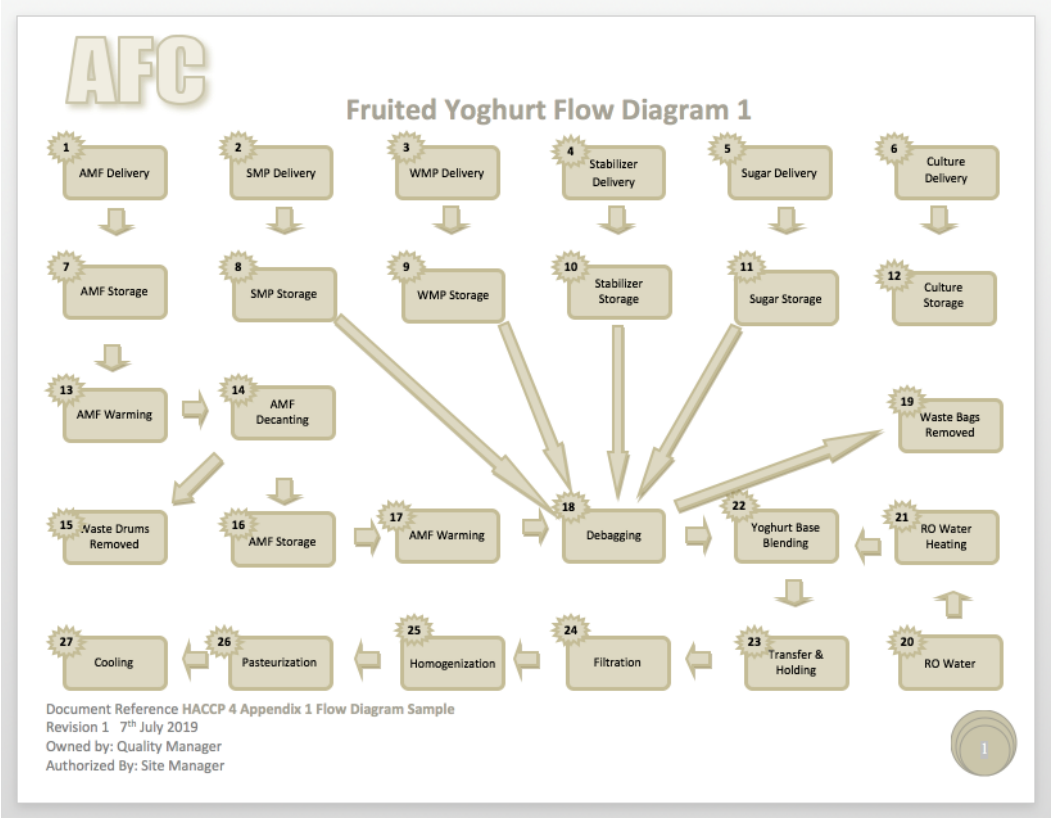
The HACCP Team are responsible for ensuring the flow charts clearly show the stage(s) that:

- ✓ Raw Materials enter the flow
- ✓ Ingredients enter the flow
- ✓ Intermediate Products enter the flow
- ✓ Packaging Materials enter the flow
- ✓ Service Inputs
- ✓ Reworking and/or Recycling take place
- ✓ Scheduled Process Delays
- ✓ End Products leave the flow
- ✓ Intermediate Products leave the flow
- ✓ By products leave the flow
- ✓ Waste leaves the flow

Document Reference HACCP 4 Flow Diagrams
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

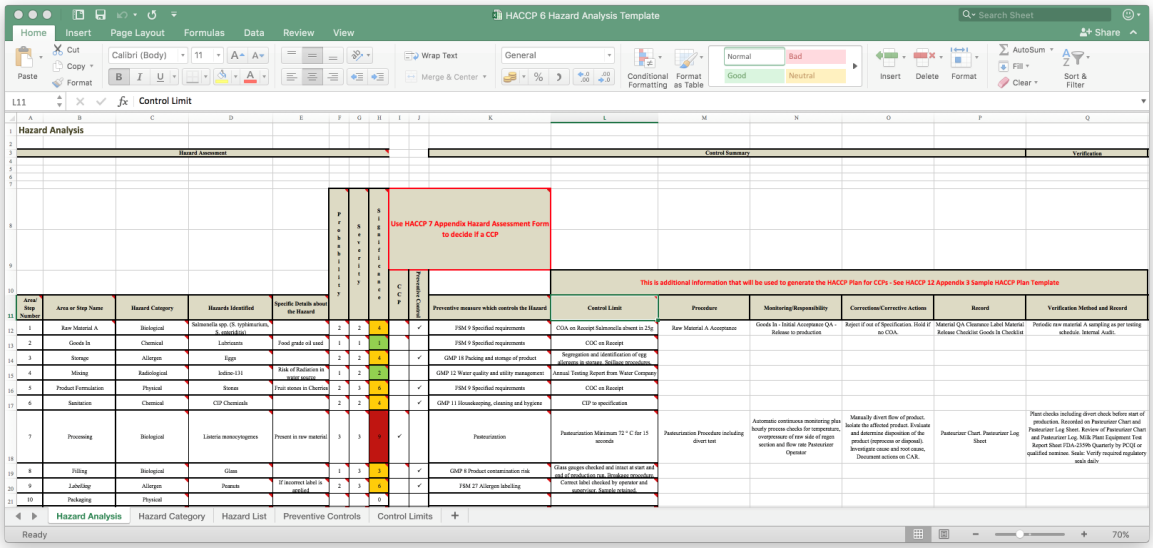
1

HACCP 4 Appendix 1 Flow Diagram Sample

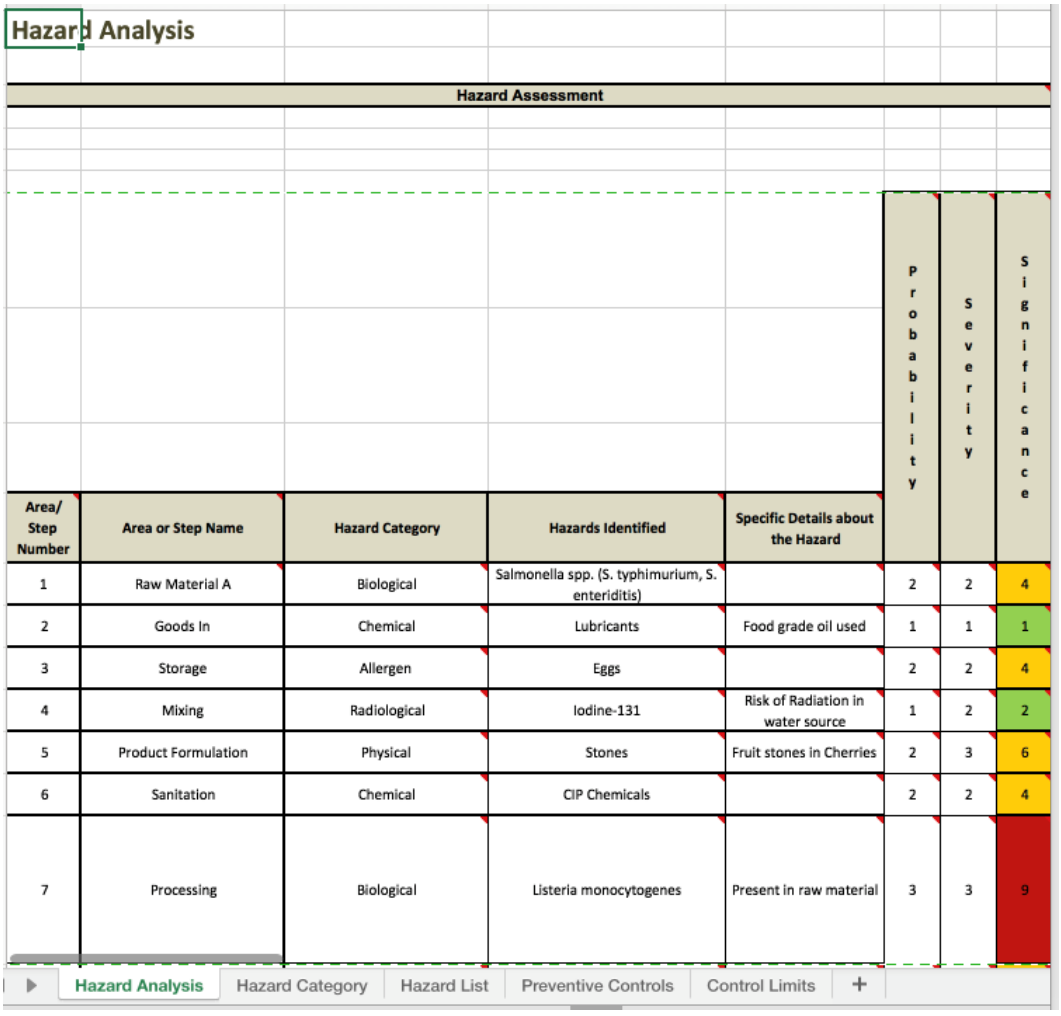


Small Business Food Safety Management System Implementation Guide

HACCP 6 Hazard Analysis Template



The template can be used in conjunction with the procedures to develop your HACCP system/plan:

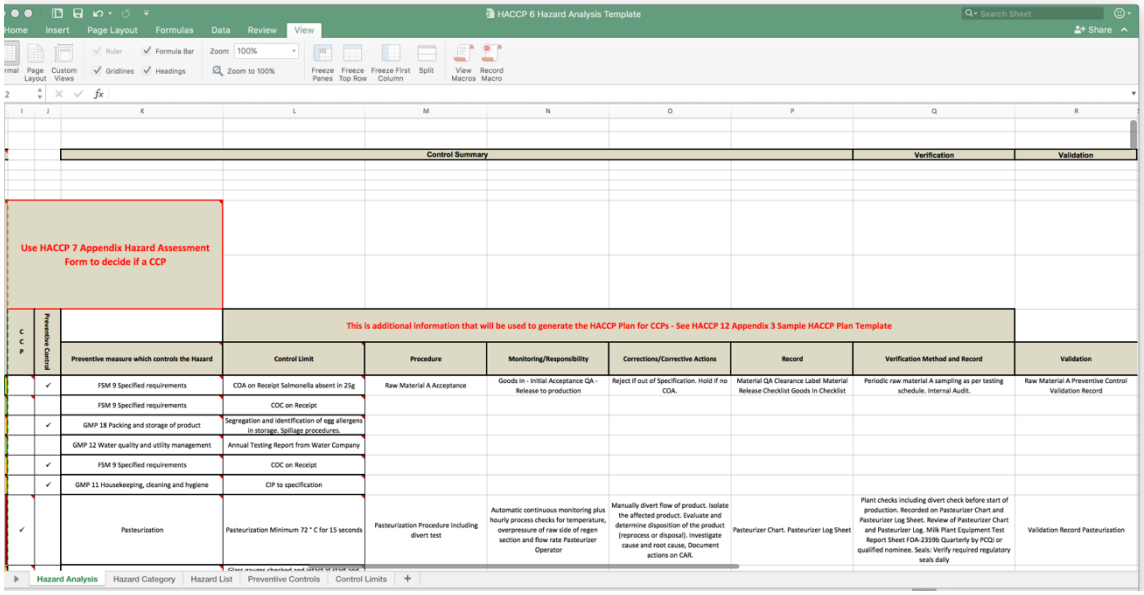


Hazard Analysis

Hazard Assessment								Control Summary						Verification
										This is additional information that will be used to generate the HACCP Plan for CCPs - See HACCP 12 Appendix 3 Sample HACCP Plan Template					
Area/ Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Probability	Severity	Significance	CCP?	Preventive Control	Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrective/Corrective Actions	Record	Verification Method and Record
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteriditis)		2	2	4	✓		FSM 9 Specified requirements	COA on Receipt Salmonella absent in 25g	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Release to production	Reject if out of Specification. Hold if no COA.	Material QA Clearance Label Material Release Checklist Goods In Checklist	Periodic raw material A sampling as per testing schedule. Internal Audit.
2	Goods In	Chemical	Lubricants	Food grade oil used	1	1	1			FSM 9 Specified requirements	COC on Receipt					
3	Storage	Allergen	Eggs		2	2	4	✓		GMP 19 Packing and storage of product	Segregation and identification of egg elements in storage. Hollow procedure					
4	Mixing	Radiological	Iodine-131	Risk of Radiation in water source	1	2	2			GMP 12 Water quality and utility management	Annual Testing Report from Water Company					
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	2	3	6	✓		FSM 9 Specified requirements	COC on Receipt					
6	Sanitation	Chemical	CIP Chemicals		2	2	4	✓		GMP 11 Housekeeping, cleaning and hygiene	CIP to specification					
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	9	✓		Pasteurisation	Pasteurisation Minimum 72 ° C for 15 seconds	Pasteurisation Procedure including divert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen section and flow rate Pasteurizer Operator	Manually divert flow of product, isolate the affected product. Evaluate and determine disposition of the product (reprocess or disposal). Investigate cause and root cause, Document actions on CAR.	Pasteurizer Chart. Pasteurizer Log Sheet	Plant checks including divert check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Plant Equipment Test Report Sheet ITA-2159b Quarterly by PCQI or qualified nominee. Scale: Verify required regulatory seals daily
8	Filling	Biological	Glass		1	3	3	✓		GMP 8 Product contamination risk	Glass gauges checked and intact at start and end of production run. Breakage procedure					
9	Labelling	Allergen	Peanuts	If incorrect label is applied	2	3	6	✓		FSM 27 Allergen labelling	Correct label checked by operator and supervisor. Sample retained.					
10	Packaging	Physical					0									

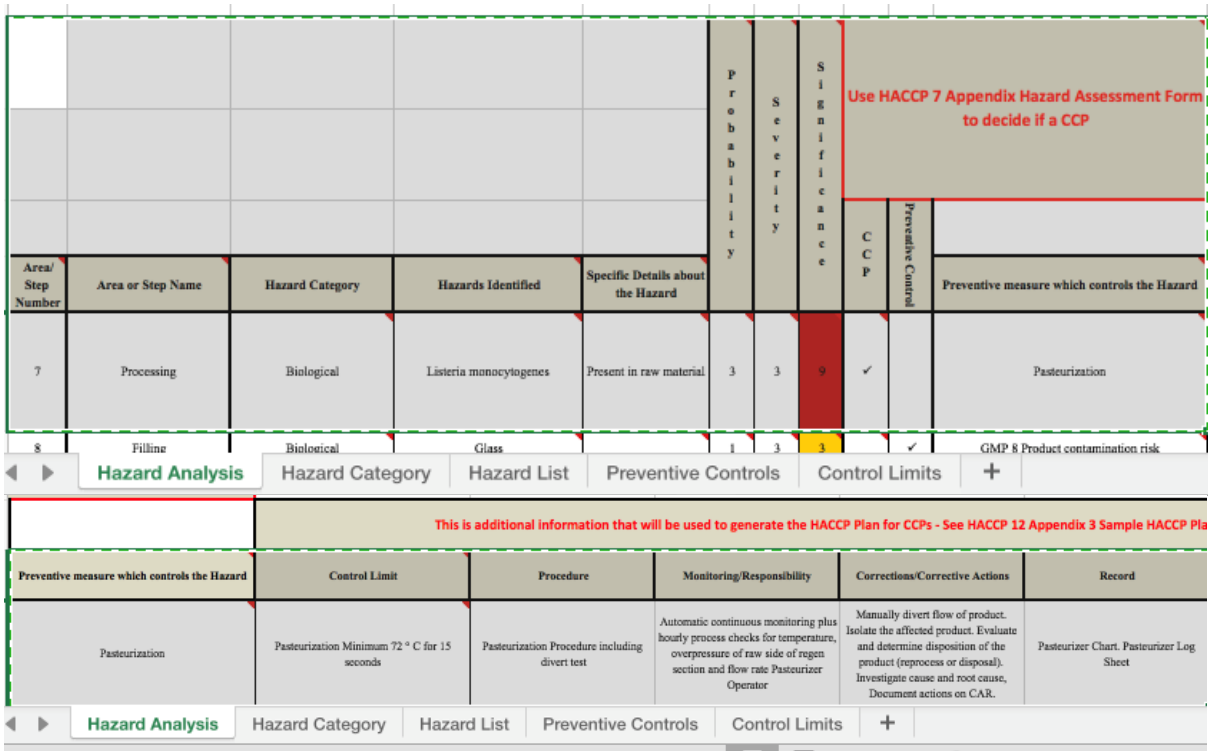
Hazard Analysis | Hazard Category | Hazard List | Preventive Controls | Control Limits

You can enter information including:
Step Number
Step Name
You can select the Hazard Category from a Drop-Down List (that you can edit)
You can select the Hazard Identified from a Drop-Down List (that you can edit)
You can enter the probability score
You can enter the severity score
The significance is then automatically calculated
You can then use this in conjunction with HACCP 7 Appendix Hazard Assessment Form to decide if a CCP



You can select the Control Measure from a Drop-Down List (that you can edit)
You can select the Control Limit from a Drop-Down List (that you can edit)

You can then add text to Procedure, Monitoring/Responsibility, Corrections/Corrective Actions, Record, Verification Method and Record Validation boxes to establish your HACCP plan and identify your validation and verification records.



Area/ Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Probability	Severity	Significance	Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP: CCP	Preventative Control	Preventive measure which controls the Hazard
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	9	✓		Pasteurization
8	Filling	Biological	Glass		1	3	3		✓	GMP 8 Product contamination risk

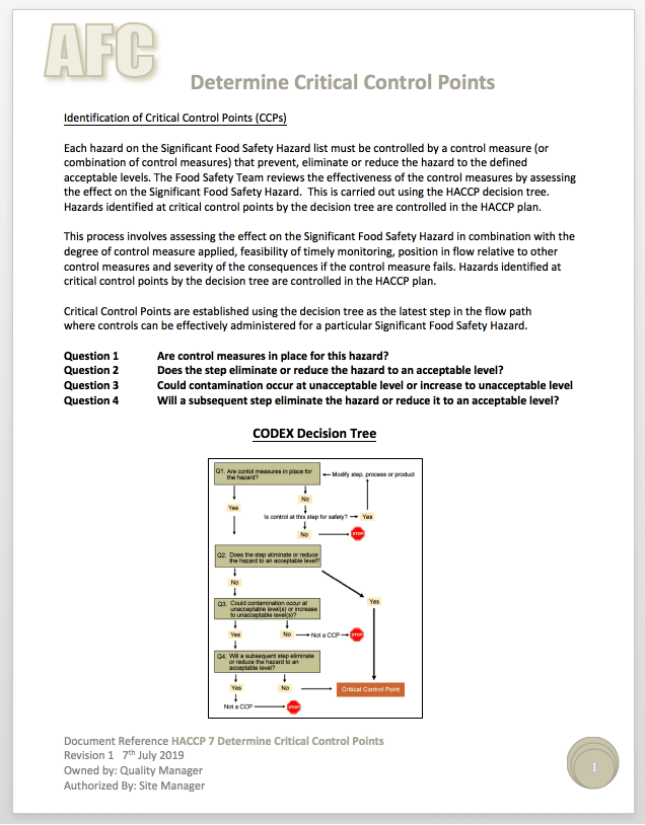
Hazard Analysis | Hazard Category | Hazard List | Preventive Controls | Control Limits | +

This is additional information that will be used to generate the HACCP Plan for CCPs - See HACCP 12 Appendix 3 Sample HACCP Pla

Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrections/Corrective Actions	Record
Pasteurization	Pasteurization Minimum 72 ° C for 15 seconds	Pasteurization Procedure including divert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen section and flow rate Pasteurizer Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (reprocess or disposal). Investigate cause and root cause, Document actions on CAR.	Pasteurizer Chart. Pasteurizer Log Sheet

Hazard Analysis | Hazard Category | Hazard List | Preventive Controls | Control Limits | +

HACCP 7 Determine Critical Control Points



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Determine Critical Control Points

Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team reviews the effectiveness of the control measures by assessing the effect on the Significant Food Safety Hazard. This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazard.

Question 1 **Are control measures in place for this hazard?**
Question 2 **Does the step eliminate or reduce the hazard to an acceptable level?**
Question 3 **Could contamination occur at unacceptable level or increase to unacceptable level**
Question 4 **Will a subsequent step eliminate the hazard or reduce it to an acceptable level?**

CODEX Decision Tree

Document Reference HACCP 7 Determine Critical Control Points
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

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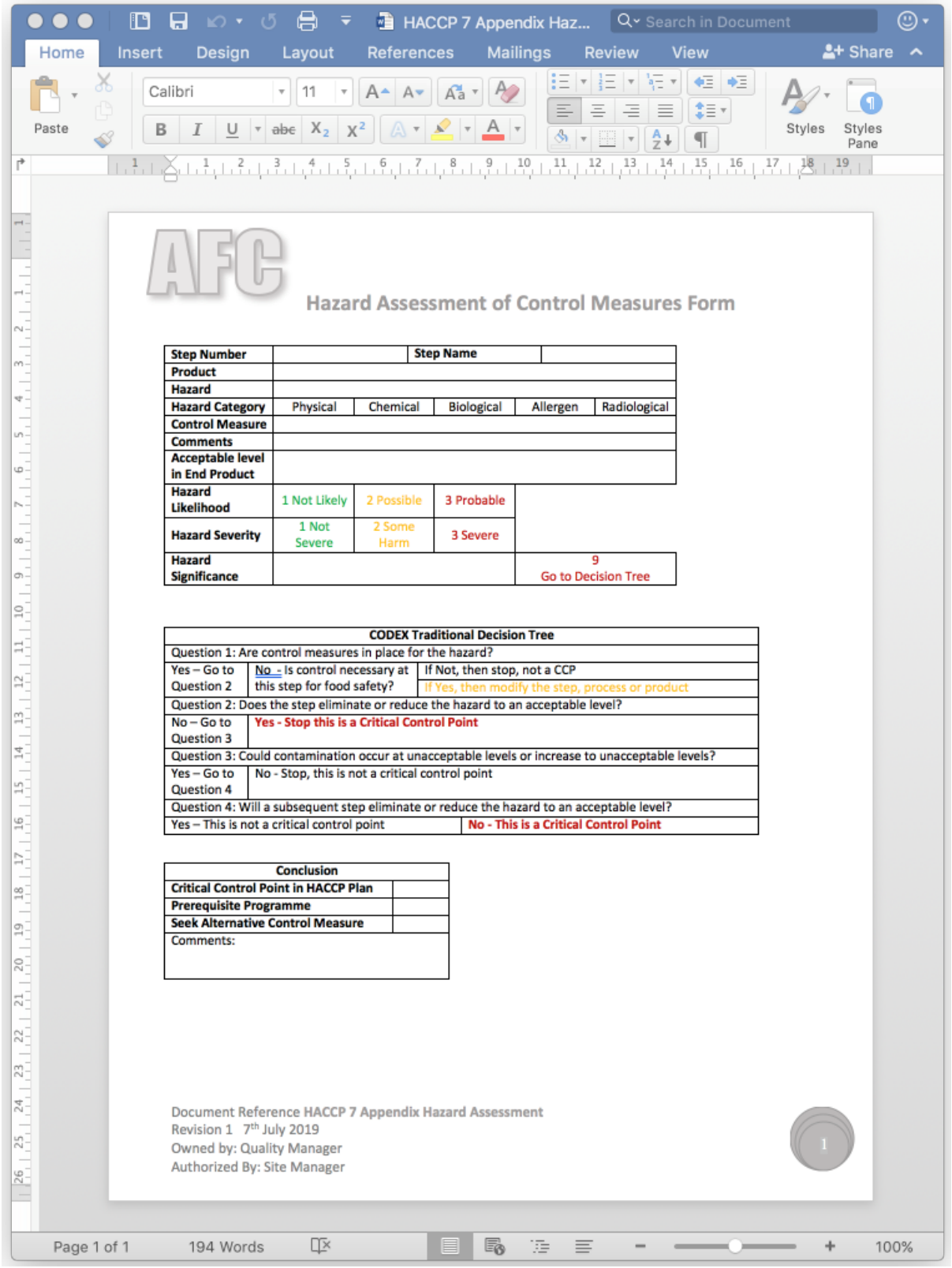
HACCP 7 Appendix Hazard Assessment

You can use this form to help decide if a Significant Hazard is a Critical Control Point



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Hazard Assessment of Control Measures Form

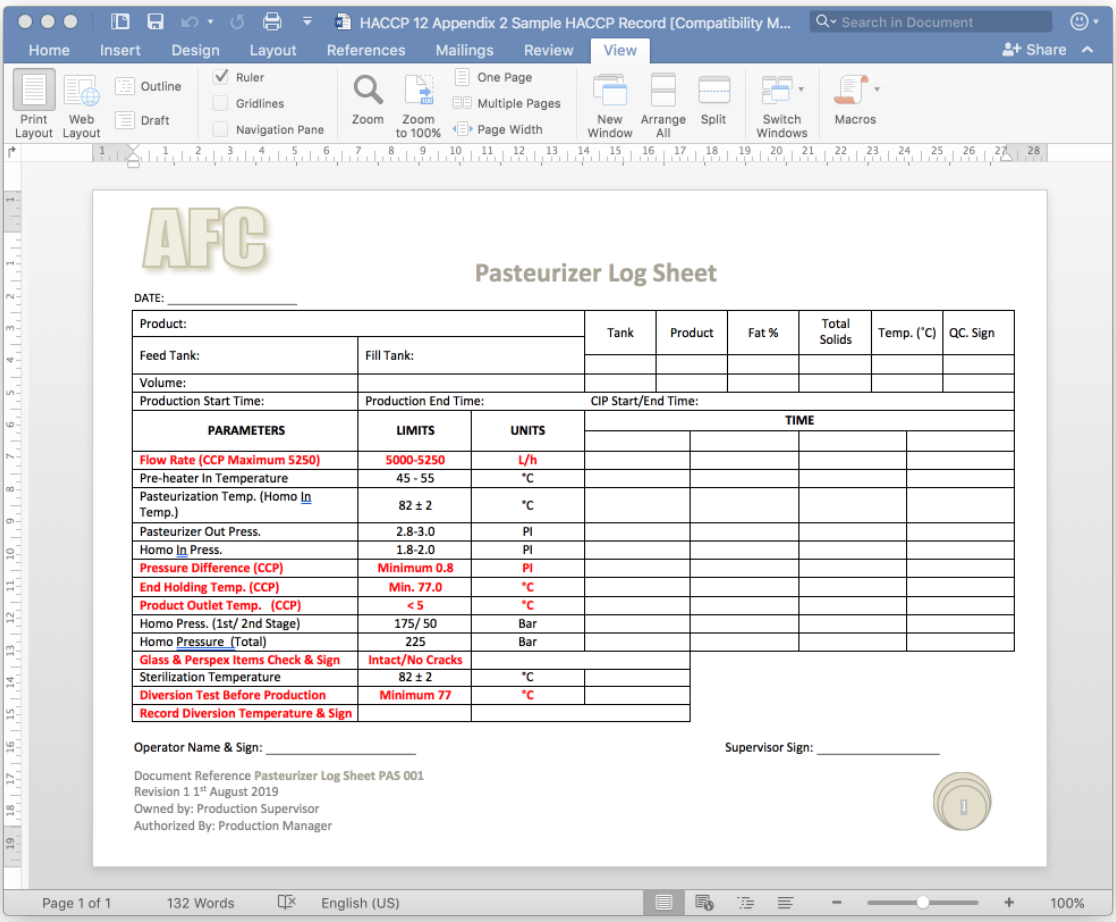
Step Number		**Step Name**			
Product					
Hazard					
Hazard Category	Physical	Chemical	Biological	Allergen	Radiological
Control Measure					
Comments					
Acceptable level in End Product					
Hazard Likelihood	1 Not Likely	2 Possible	3 Probable		
Hazard Severity	1 Not Severe	2 Some Harm	3 Severe		
Hazard Significance				9 Go to Decision Tree	

CODEX Traditional Decision Tree		
Question 1: Are control measures in place for the hazard?		
Yes – Go to Question 2	No - Is control necessary at this step for food safety?	If Not, then stop, not a CCP
		If Yes, then modify the step, process or product
Question 2: Does the step eliminate or reduce the hazard to an acceptable level?		
No – Go to Question 3	**Yes - Stop this is a Critical Control Point**	
Question 3: Could contamination occur at unacceptable levels or increase to unacceptable levels?		
Yes – Go to Question 4	No - Stop, this is not a critical control point	
Question 4: Will a subsequent step eliminate or reduce the hazard to an acceptable level?		
Yes – This is not a critical control point		**No - This is a Critical Control Point**

Conclusion	
Critical Control Point in HACCP Plan	
Prerequisite Programme	
Seek Alternative Control Measure	
Comments:	

Document Reference HACCP 7 Appendix Hazard Assessment
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

HACCP 12 Appendix 2 Sample HACCP Record



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Pasteurizer Log Sheet

DATE: _____

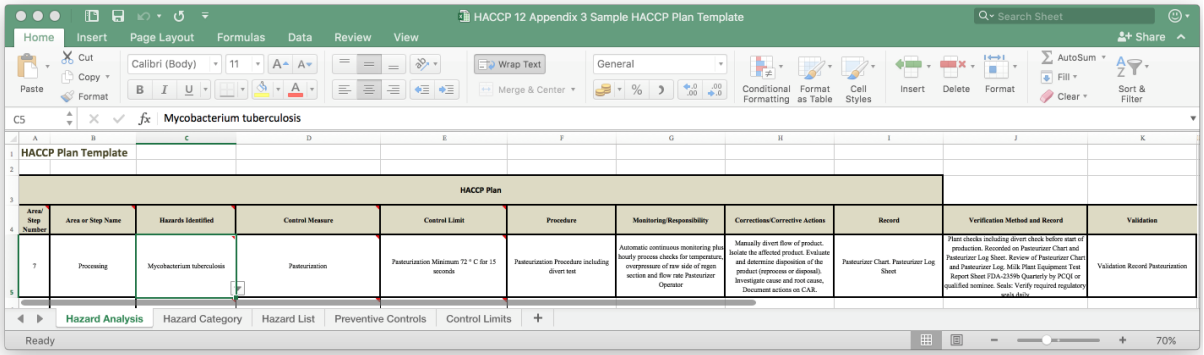
Product:		Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:						
Volume:							
Production Start Time:	Production End Time:	CIP Start/End Time:					

PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45 - 55	°C				
Pasteurization Temp. (Homo In Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo In Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.8	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilization Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 1 1st August 2019
Owned by: Production Supervisor
Authorized By: Production Manager

HACCP 12 Appendix 3 Sample HACCP Plan Template

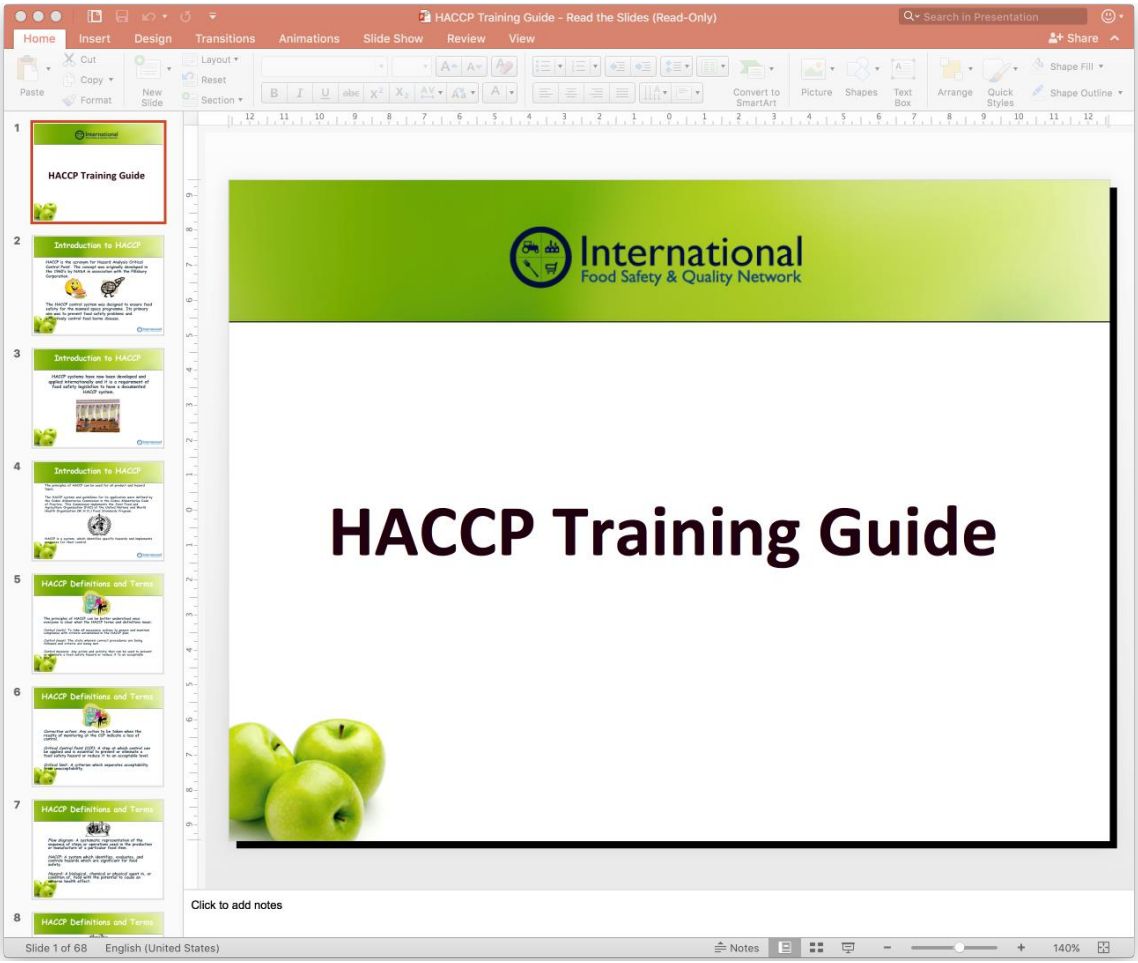


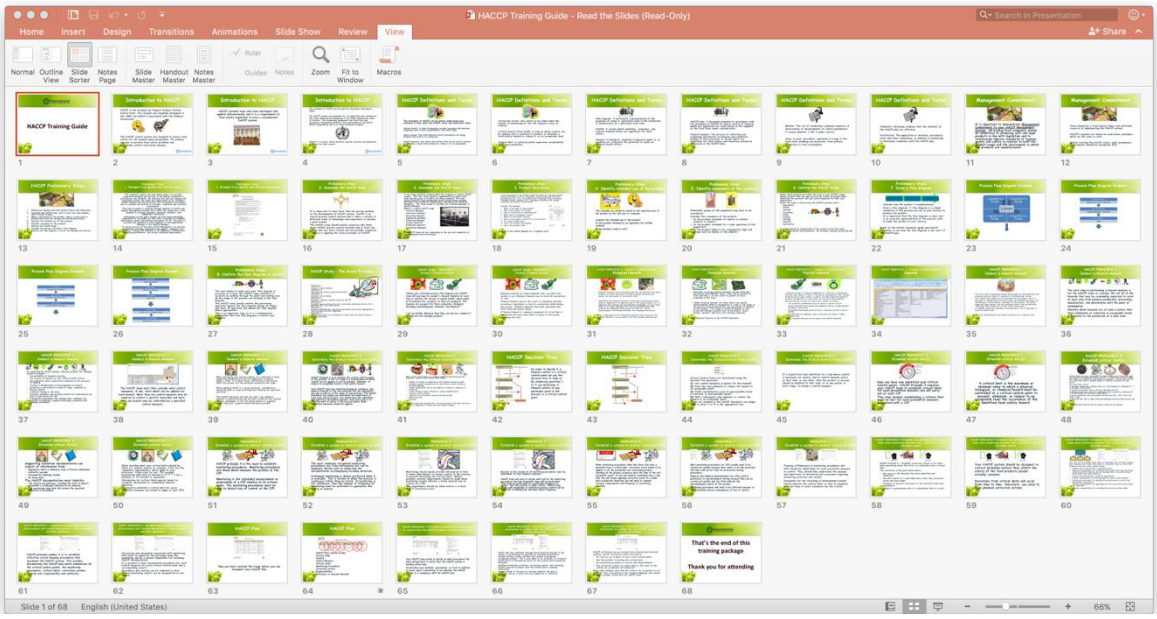
HACCP Plan Template

HACCP Plan										
Area/ Step Number	Area or Step Name	Hazards Identified	Control Measure	Control Limit	Procedure	Monitoring/Responsibility	Corrections/Corrective Actions	Record	Verification Method and Record	Validation
7	Processing	Mycobacterium tuberculosis	Pasteurization	Pasteurization Minimum 72 ° C for 15 seconds	Pasteurization Procedure including divert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen section and flow rate Pasteurizer Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (reprocess or disposal). Investigate cause and root cause, Document actions on CAR.	Pasteurizer Chart. Pasteurizer Log Sheet	Plant checks including divert check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by PCQI or qualified nominee. Seals: Verify required regulatory seals daily.	Validation Record Pasteurization

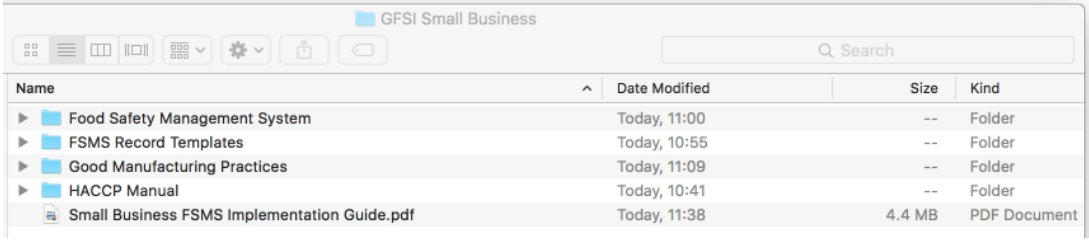
HACCP Training Guide

A PowerPoint HACCP Training Guide Presentation is included with the HACCP Manual.





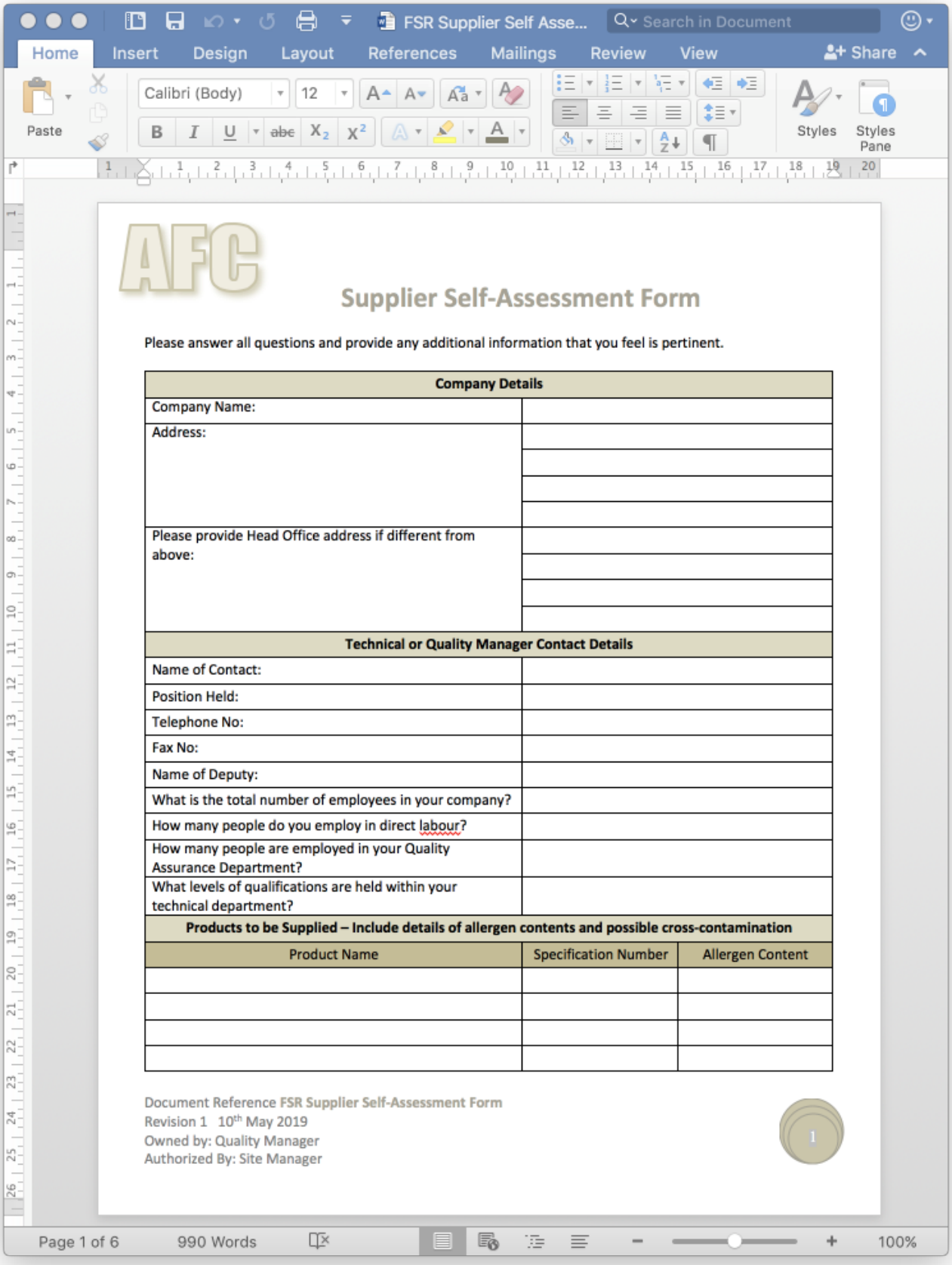
Back to the 4 folders containing the package documents:



Open the FSMS Record Templates Folder

Name	Date Modified
FSR CCP Validation - Metal Detection.docx	26 Sep 2019, 13:49
FSR Chemical Register.docx	26 Sep 2019, 13:36
FSR Cleaning Schedule.docx	25 Sep 2019, 11:32
FSR Complaint Investigation Form.docx	25 Sep 2019, 11:23
FSR Corrective Action Request.docx	25 Sep 2019, 11:15
FSR Document Master List.docx	26 Sep 2019, 13:42
FSR Drain Cleaning Procedure Filler Areas.docx	26 Sep 2019, 13:23
FSR Equipment Cleaning Procedure and Record.docx	25 Sep 2019, 11:27
FSR Food Safety Quality System Audit Form.docx	25 Sep 2019, 11:13
FSR Glass and Brittle Plastic Register.docx	25 Sep 2019, 11:34
FSR Glass Breakage Record.docx	25 Sep 2019, 11:29
FSR Goods In Inspection Record.docx	25 Sep 2019, 11:26
FSR Goods In QA Clearance Label.docx	10 Jul 2019, 09:56
FSR Hygiene Policy Staff Training Record.docx	25 Sep 2019, 11:22
FSR Internal Audit Corrective Action Summary.docx	26 Sep 2019, 13:44
FSR Knife Control Record.docx	25 Sep 2019, 11:25
FSR Management Review Record.docx	25 Sep 2019, 11:03
FSR Metal Detection Record.docx	25 Sep 2019, 11:30
FSR Non Approved Supplier Sample Plan.docx	26 Sep 2019, 13:37
FSR Non Conformance Notification.docx	26 Sep 2019, 13:32
FSR Non-Conformance Record.docx	25 Sep 2019, 11:15
FSR Outgoing Vehicle Inspection Record.docx	25 Sep 2019, 11:36
FSR Packing Traceability Record.docx	25 Sep 2019, 11:12
FSR Process Change Approval Record.docx	26 Sep 2019, 13:46
FSR Product Recall Record.docx	25 Sep 2019, 11:38
FSR Product Recall Test Record.docx	26 Sep 2019, 13:40
FSR Product Recall Trace.docx	26 Sep 2019, 13:38
FSR Product Release Record.docx	25 Sep 2019, 11:07
FSR PRP Cleaning Verification Record.docx	26 Sep 2019, 13:52
FSR QA Online Check Sheet.docx	26 Sep 2019, 13:28
FSR Return to Work Form.docx	25 Sep 2019, 11:21
FSR Sample Cleaning Record.docx	25 Sep 2019, 11:32
FSR Sample Filler Cleaning Record.docx	26 Sep 2019, 13:26
FSR Site Audit Checklist.docx	25 Sep 2019, 11:25
FSR Supplier Evaluation Form.docx	25 Sep 2019, 11:09
FSR Supplier Register.xlsx	10 Jul 2019, 10:26
FSR Supplier Self Assessment Form.docx	25 Sep 2019, 11:20
FSR Training Record.docx	25 Sep 2019, 11:05
FSR Vehicle Hygiene Inspection Record.docx	25 Sep 2019, 11:36
FSR Visitor Questionnaire.docx	25 Sep 2019, 11:37

A range of Food Safety Record Templates are included, the documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.



FSR Supplier Self Asse... — Search in Document

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Paste | Calibri (Body) | 12 | Styles | Styles Pane

AFC

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 labour?	
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

Document Reference FSR Supplier Self-Assessment Form
Revision 1 10th May 2019
Owned by: Quality Manager
Authorized By: Site Manager

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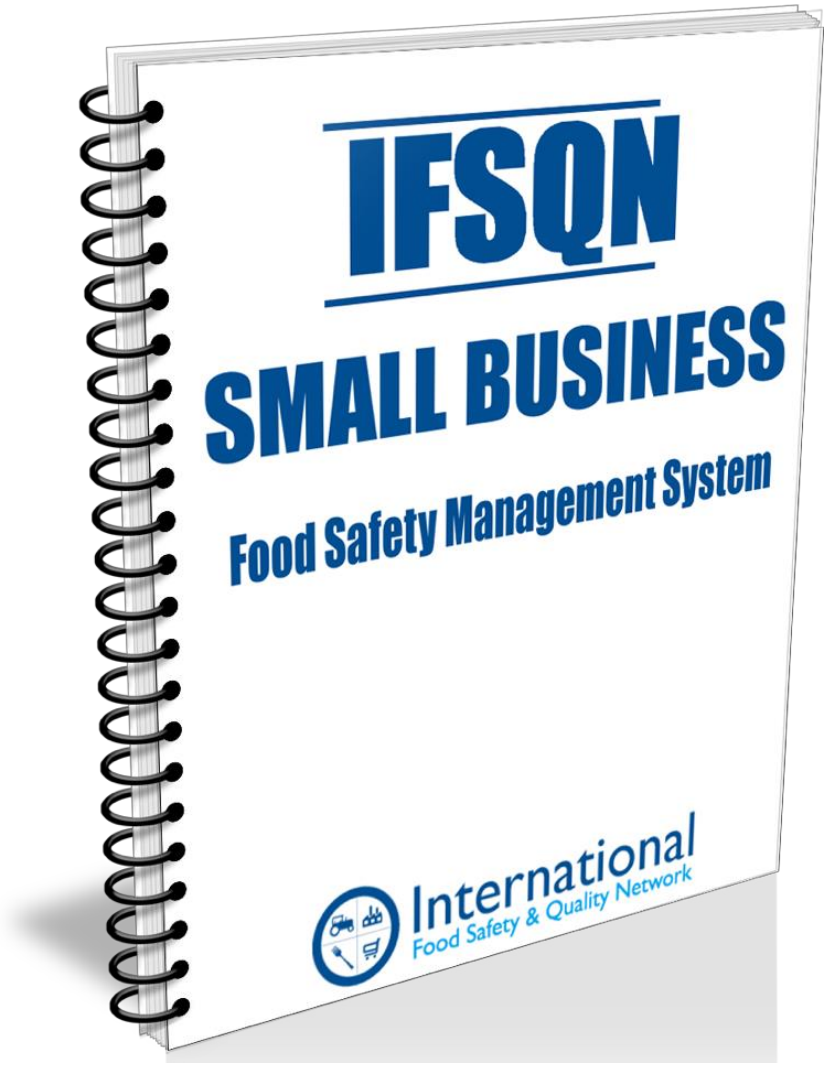

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