Save 1,000's of hours writing your own documents by purchasing our new Small Business Food Safety Management System.

The Small Business Food Safety Management System Package provides any small business with key core food safety management system documents, good manufacturing practices, a HACCP manual and record templates.

Small Business Food Safety Management System

The Small Business Food Safety Management System has been designed cover the elements prescribed in Part III of the GFSI Benchmarking Requirements which gives guidance and specifies the requirements for a food safety certification program owners. This means the package is suitable for smaller food manufacturing organizations looking to gain certification to a GFSI benchmarked standard for food manufacturers.

GFSI Benchmarking Requirements prescribe the principle elements required of a food safety management system including those required for the production of safe food and defines the key elements required in a Certification Program in relation to:
Hazard Analysis and Critical Control Points (HACCP) or HACCP based systems
Food Safety Management Systems
Good Manufacturing Practices

Small to medium organizations in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system. The Small Business Food Safety Management System Package is designed to help organizations tackle the task of implementing an effective system and progress towards certification.

The package gives organizations a head start in developing their system and preparing for certification by enabling them to put in place:

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

As a bonus the Package is backed up by expert support which is available 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 to suit any small business.

See more details of the contents on the following pages.

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Small Business Food Safety Management System

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

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Small Business Food Safety Management System

Food Safety Management System Procedures
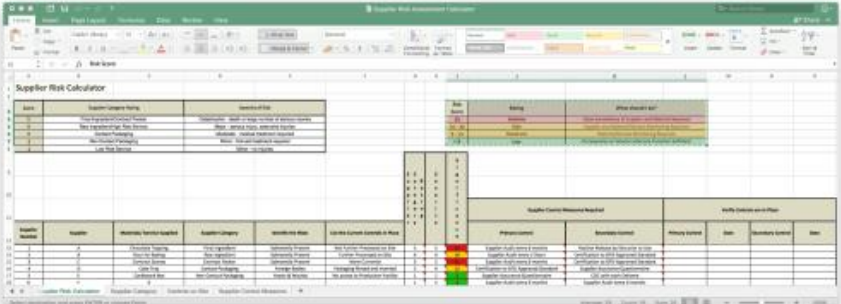

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AFC

Purchasing

The new material, service or supplier is assessed by the food safety team then approved by the Quality Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

A documented risk analysis of each raw material or group of raw materials to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

- ✓ Chemical, Microbiological or Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material to the quality of the final product. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Supplier Category Rating
Final Ingredient/Contract Packer
Raw Ingredient/High Risk Service
Contact Packaging
Non-Contact Packaging
Low Risk Service

Document Reference **FSM 13 Purchasing**
Revision 1 7th July 2019
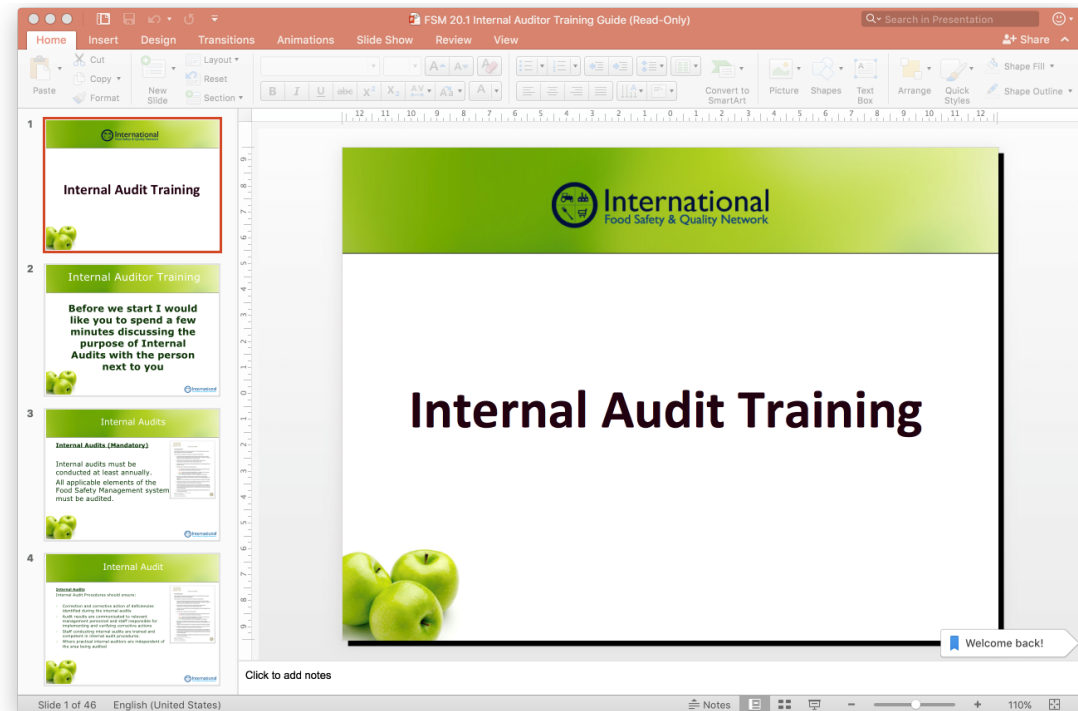Owned by: Quality Manager
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International
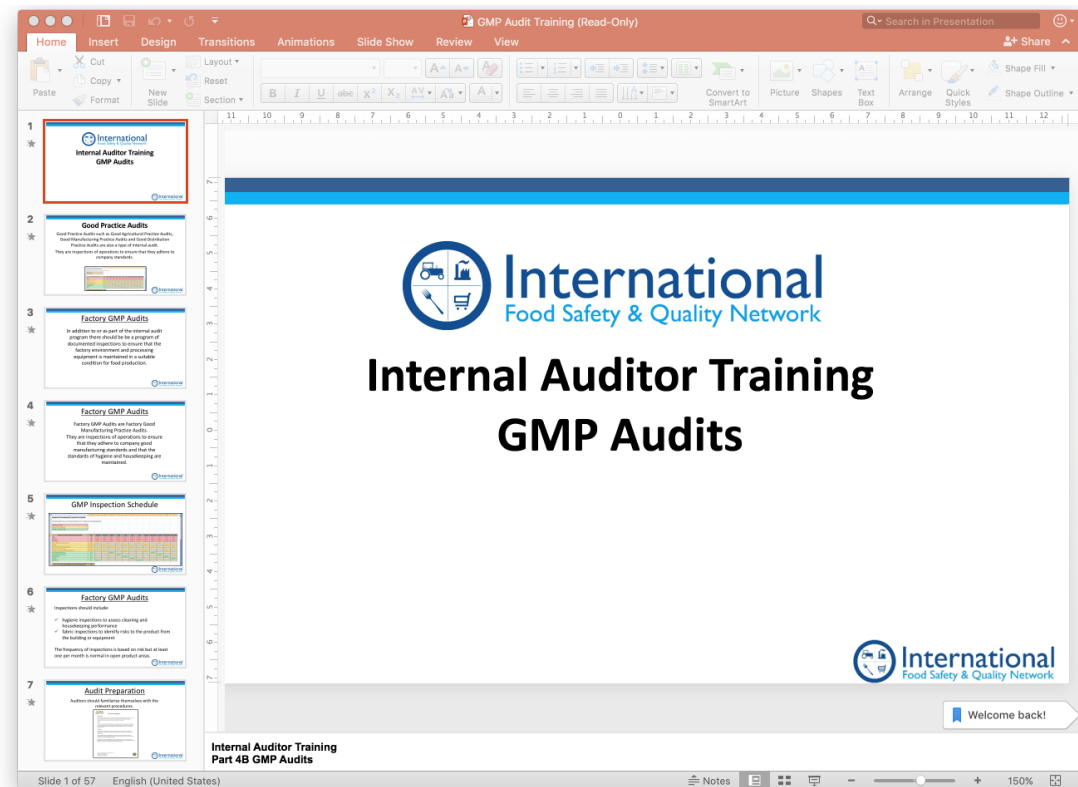Food Safety & Quality Network

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Auditor Training Guides

A PowerPoint Internal Auditor Training Guide Presentation is included.

A PowerPoint GMP Audit Training Guide Presentation is included.

Small Business Food Safety Management System

Food Safety Management System Records

A range of sample record templates:

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

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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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Small Business Food Safety Management System

Good Manufacturing Practice Manual

A set of Fundamental Good Manufacturing Practice Procedures:

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

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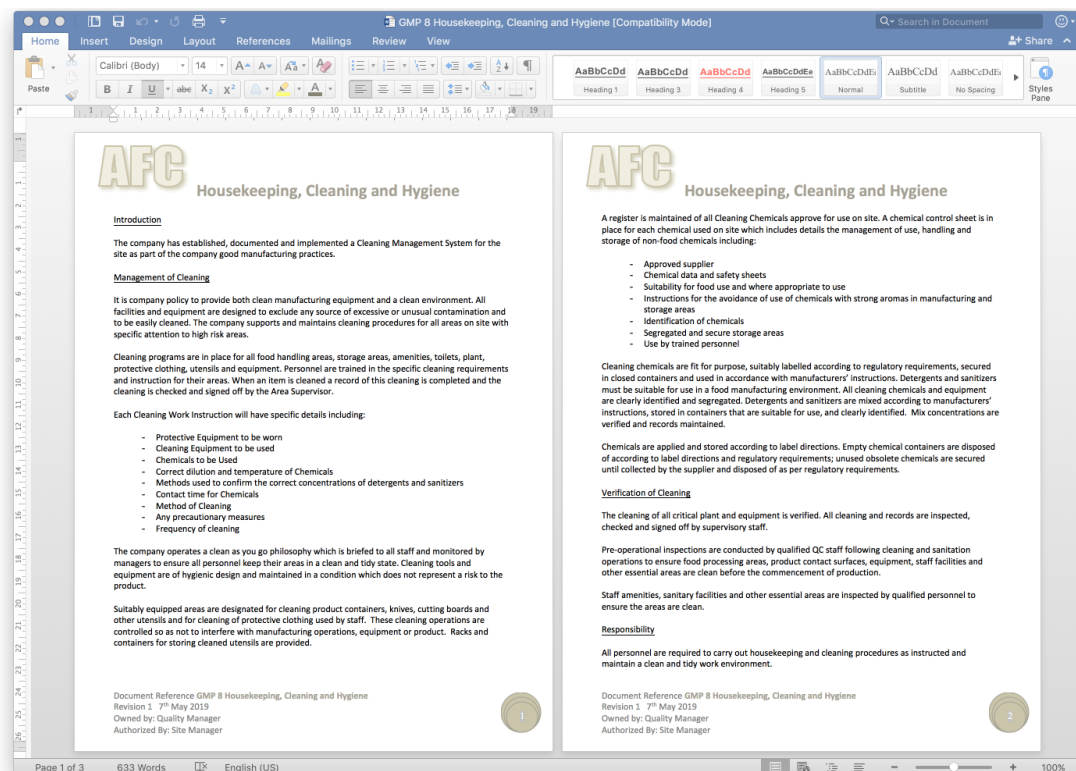
Small Business Food Safety Management System

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 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

Small Business Food Safety Management System

HACCP System

Introduction

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

HACCP Application

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

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

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, following the prescribed preliminary steps 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
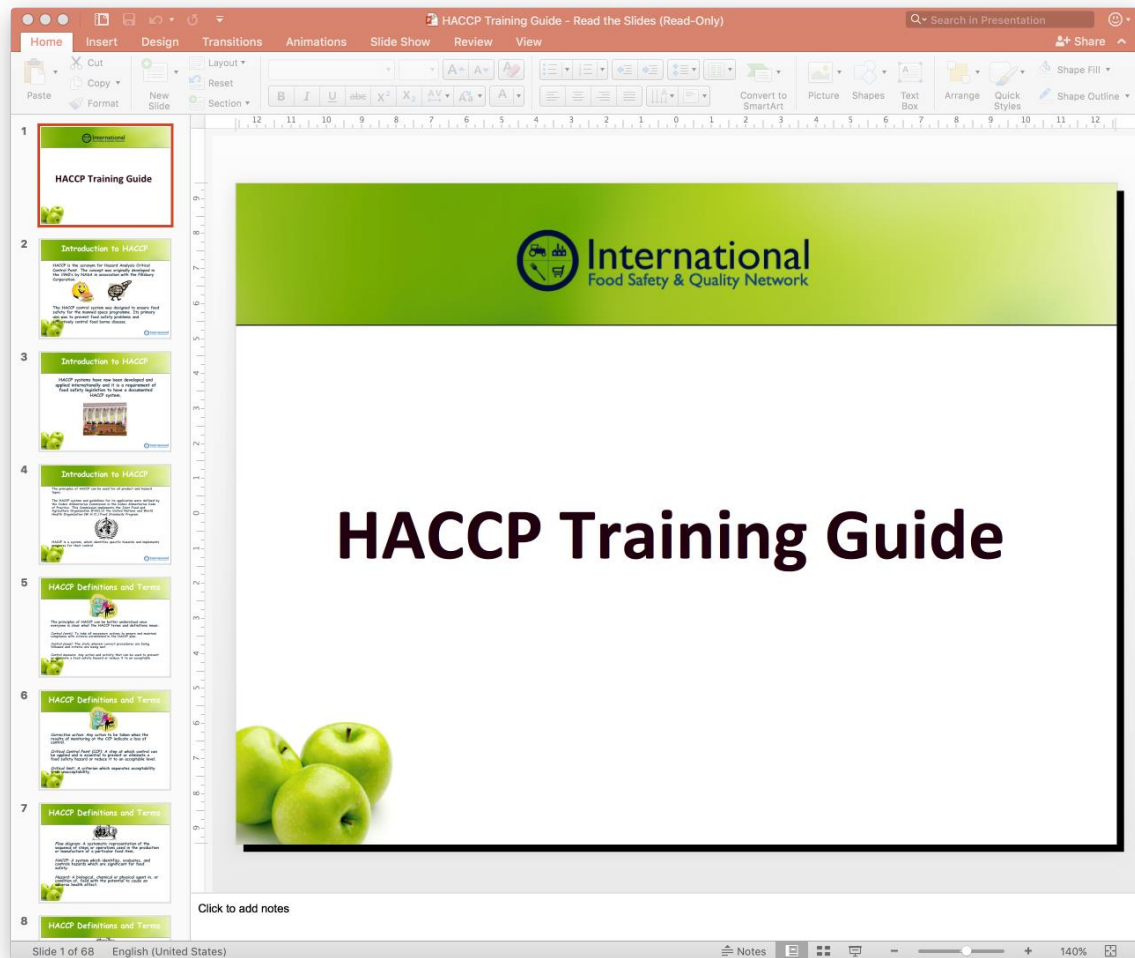
Document Reference HACCP 0 HACCP System
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized By: Site Manager

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HACCP Training Guide

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

Click here to order our Small Business Food Safety Management System Package