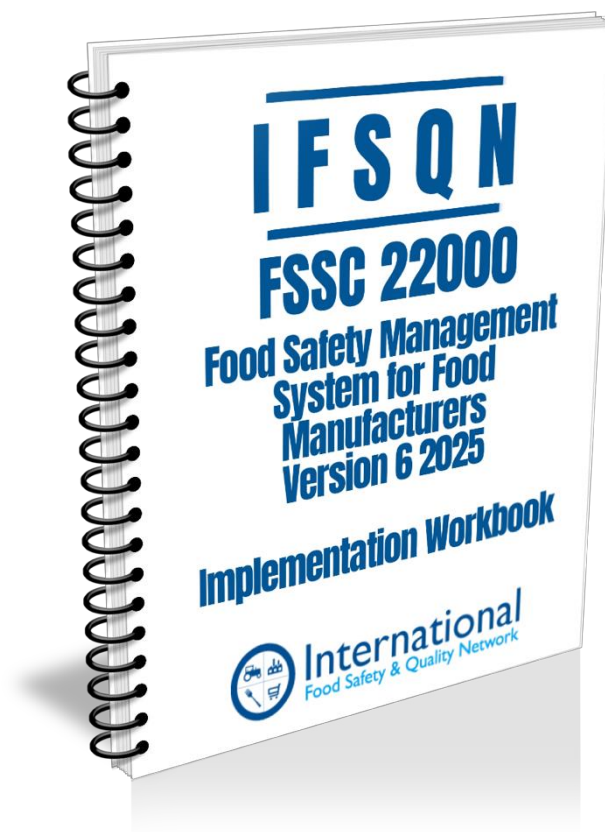




This comprehensive Food Safety Management System Implementation Package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme Version 6. This 2025 update is compliant with the requirements of the ISO 22000:2018 Food safety management systems - Requirements for any organization in the food chain, ISO 22002-100:2025 Prerequisite programmes on food safety Part 100: Requirements for the food, feed and packaging supply chain, ISO 22002-1:2025 Prerequisite Programmes for Food Manufacturers.

This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

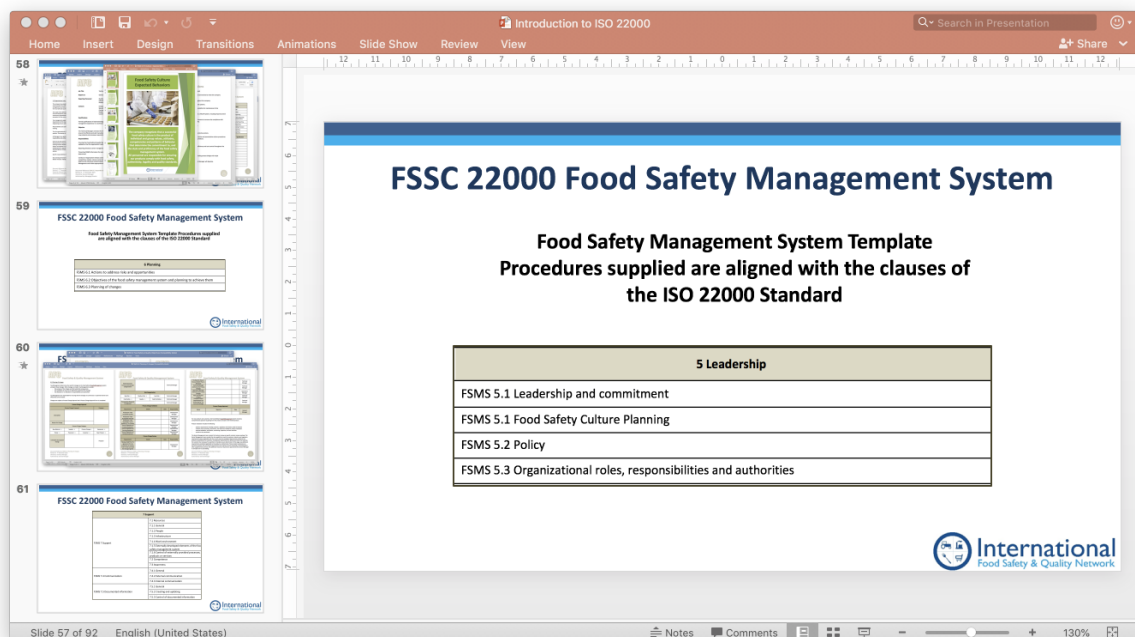
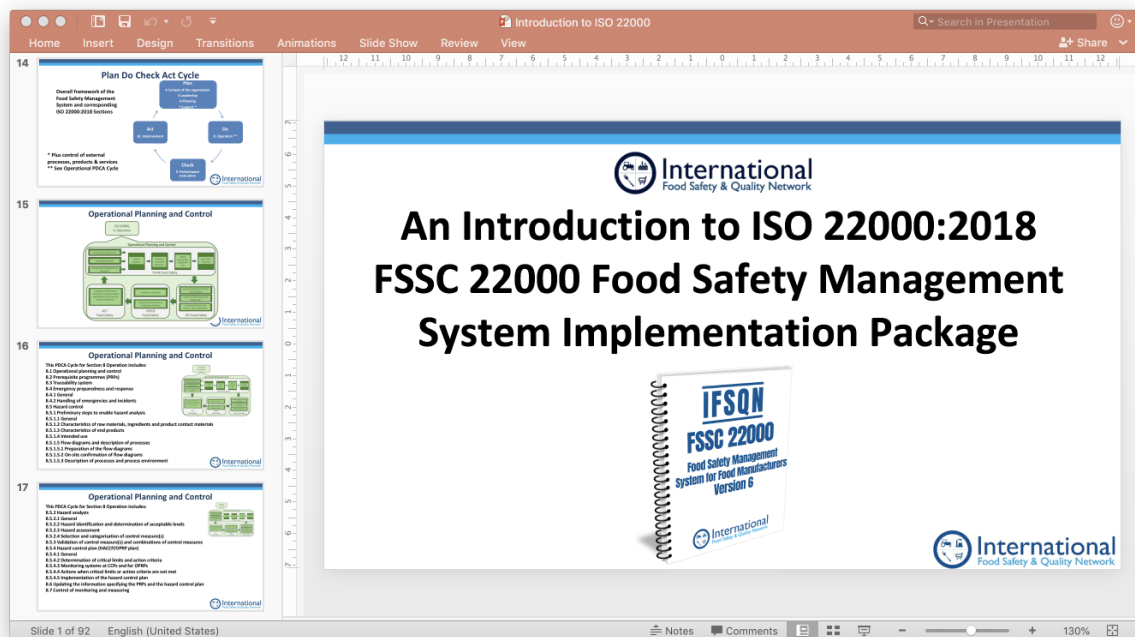
- ✓ Step One: ISO 22000 Training for Management
- ✓ Step Two: Top Management Implementation
- ✓ Step Three: Food Safety Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to ISO 22000 Certification

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook Version 6 2025

Step One: ISO 22000 Training for Management

Introduction to ISO 22000

This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.

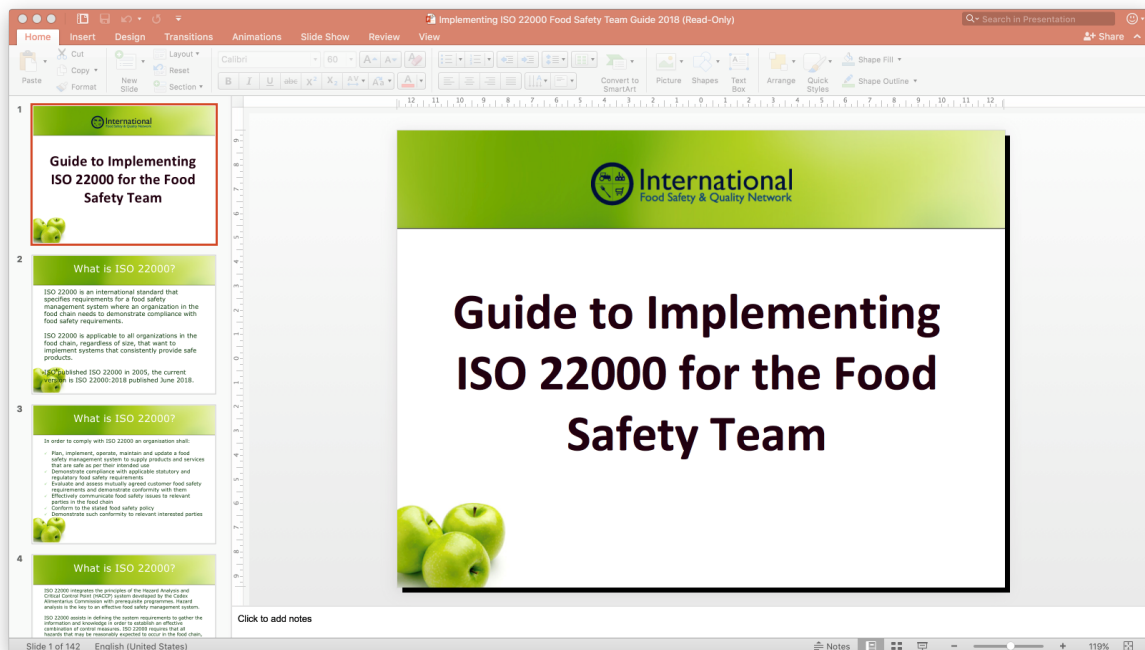


IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook Version 6 2025

Food Safety Team: ISO 22000 Implementation Guide

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000:2018 compliant Food Safety Management System.

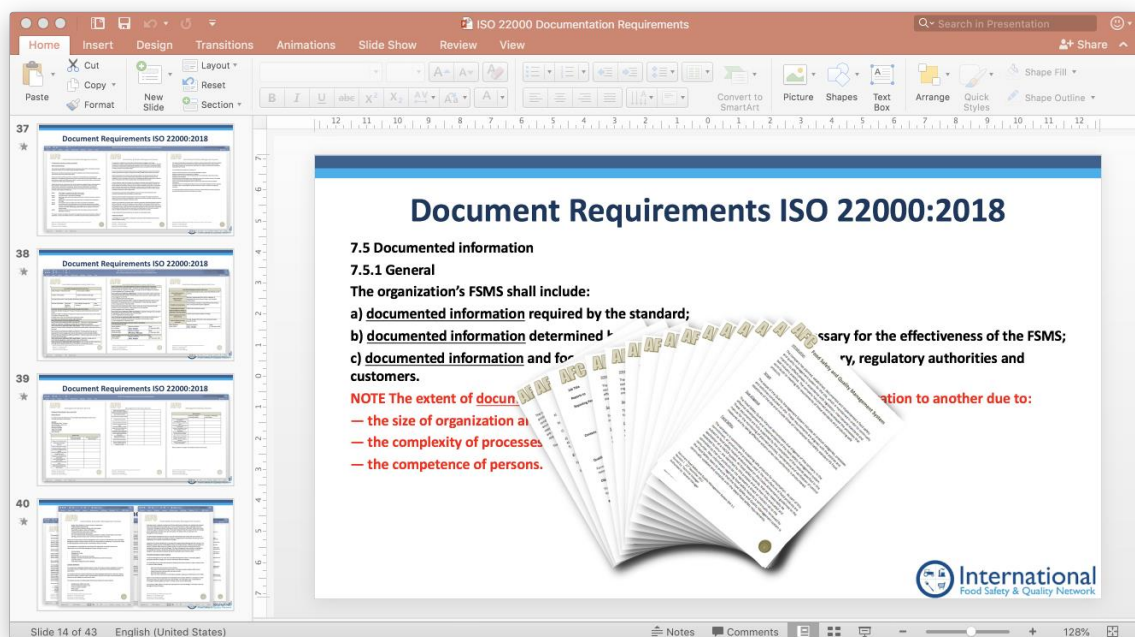
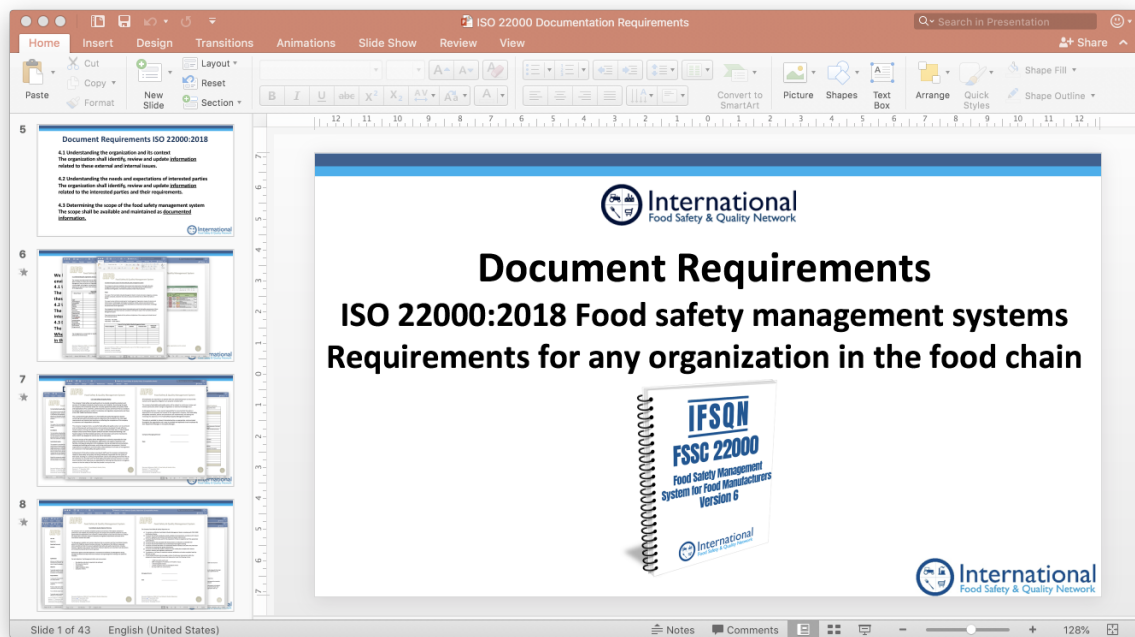


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ISO 22000 Document Requirement Guide

The ISO 22000 Document Requirement Guide PowerPoint presentation supplied explains to the Management Team the documentation required in an ISO 22000 compliant Food Safety Management System.



Step Two: Top Management Implementation

Top Management need to start the implementation process, determine the Context of the organization, how to demonstrate Leadership and Planning establish the Food Safety Management System fundamentals including Food Safety & Quality Policies and Objectives ensuring the integration of the FSMS requirements into the organization's business processes.

At this stage, Top Management need to:

- ✓ determine the Context of the organization
- ✓ demonstrate Leadership
- ✓ plan the establishment of the FSMS
- ✓ plan to provide adequate support and resources to establish the FSMS
- ✓ ensure there is adequate infrastructure and work environment
- ✓ allocating responsibility and authority

This stage requires the Top Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
- ✓ Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
- ✓ Determine Customer, Regulatory, Statutory and other relevant Food Safety & Quality requirements
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the development of a Food Safety & Quality Culture
- ✓ Develop a Food Safety & Quality Policy
- ✓ Based on the Food Safety & Quality Policy establish Food Safety & Quality Objectives
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Top Management Team.

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Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS
2. Determine the interested parties (Customer, Regulatory, Statutory and other) that are relevant to the FSMS
3. Determine Customer, Regulatory, Statutory and other relevant Food Safety & Quality requirements
4. Define the scope and boundaries of the FSMS
5. Develop a Food Safety & Quality Policy
6. Based on the Food Safety & Quality Policy establish Food Safety & Quality Objectives
7. Plan the establishment of the FSMS using the project planner
8. Provide adequate support to establish the FSMS
9. Ensure there is adequate infrastructure and work environment
10. Allocate responsibility and authority
11. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Top Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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Top Management: Determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS

Top Management need to determine the internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS. In order to achieve this aim Top Management should out an Organization Analysis considering external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

This analysis can be carried out using the FSMS 4.1 Organization Risk Analysis Tool included in the package:

Organizational Risk Analysis							
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local	Risk Level	Proposed Action	Timescale Priority
Legal	Issues complying with FSMA	Internal	Negative	National	High	Bring in external resource to assist in FSMA compliance	Priority
Technological	Technology out of date	Internal	Negative	International	Medium	Renew out of Date Technology	
Competition	Lack of Competition	External	Positive	Regional	Low	Increased Marketing	
Market	Only Short Term Customer Contracts	External	Negative	International	High	Seek Longer Term for Customer Contracts	Priority
Cultural	Product of Religious, ethical or moral significance	External	Negative	Local	Low	Also look to Products not of Religious, ethical or moral significance	
Social	Need for Seasonal Workers	Internal	Negative	Local	High	Contract Seasonal Workers	Priority
Economic environments	Harvest Failure	External	Negative	National	Medium	Look for Alternative Supplies	
Food fraud	Economically motivated adulteration (EMA)	External	Negative	International	Medium	Increased Supplier Assurance & Product Testing	
Food defence, Cybersecurity & Intentional contamination	Premises located in a politically or socially sensitive area	Internal	Negative	Local	High	Increase Security Short Term. Long Term look to relocate.	Priority
Knowledge (Organization)	Lack of Technical Skills	Internal	Negative	Local	Medium	Recruit Technical Skills	
Performance (Organization)	Unreliable Operations	Internal	Negative	Local	High	Project Implementation Operational Efficiency	Priority

The FSMS 4.1 Organization Risk Analysis Tool allows Top Management to summarise the Analysis by Area of Issue; Description of Issue; Whether Internal or External; Whether Positive or Negative; Whether International, National, Regional or Local; Risk Level; Proposed Action; Timescale and Priority.

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Workbook Version 6 2025

10	Top management plan to ensure there is adequate Infrastructure and Work Environment	
	Infrastructure and Work Environment required	Details
11	Top management allocate Responsibility and Authority	
	Responsibility and Authority	Details
	Food Safety Team Leader	
	Food Safety Team	
	Project Steering Group	
	Process - Purchasing	
	Process - Operations	
	etc.	

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12	Top management Assess, plan and establish appropriate internal and external communication (including the food chain) channels ****	
	Communication required	Details

* When determining this scope, Top Management consider the external and internal issues, the interested parties and applicable statutory, regulatory and customer requirements.

** Top Management ensure that the food safety & quality policy and the objectives of the FSMS are established and are compatible with the strategic direction of the organization

*** Top Management ensure the integration of the FSMS requirements into the organization's business processes

**** Top Management also need to ensure the importance of effective food safety management and conforming to the FSMS requirements, applicable statutory and regulatory requirements, and mutually agreed customer requirements related to food safety is communicated effectively.

The outputs from this meeting will be:

- ✓ Food Safety & Quality Policy
- ✓ Food Safety & Quality Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Plan for the development of a Food Safety & Quality Culture
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority
- ✓ Defined Communication Channels

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Top Management Define the Scope of the Food Safety Management System:

The define the scope of the Food Safety Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety and quality.

All applicable customer, statutory and regulatory requirement and documents are identified including:

- Food Legislation
- Food Regulations
- National/International Standards
- Customer Codes of Practice

Top Management should establish a system (possibly through the Industry Federation) to ensure that it is kept informed of all relevant legislation, food safety or quality issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information should be used for reference and Hazard Analysis.

AFC Food Safety & Quality Management System

4.3 Determining the scope of the food safety & quality management system

The company has planned, established, documented and implemented a food safety & quality management system, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

Scope

The scope of the Food Safety & Quality Management System includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety or quality.

The scope has been defined considering the Top Management Organization Analysis of external and internal issues, including legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization.

Top management has determined relevant interested parties and the food safety requirements of those interested parties and these have been considered in defining the scope of the Food Safety & Quality Management System.

These requirements are aligned with the policies and objectives of the company and include those of the following standards:

Food Safety - ISO 22000
Food Safety - TS/ISO 22002-1

Scope of the Food Safety & Quality Management System				
Product Categories	Processes	Activities	Production Sites	Outsourced Activities

Document Reference FSMS 4.3 Determining the scope of the FS&Q management system
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 1 197 Words 100%

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Top Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery Note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO/FEFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located

Step Three: Food Safety Management System

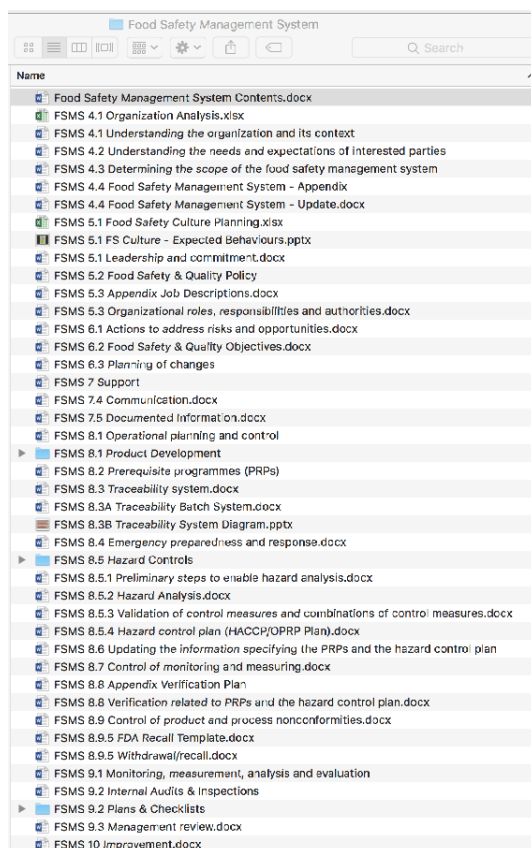
The Food Safety Management System contains a comprehensive ISO 22000 documentation package that you are now ready to implement:

- ✓ Food Safety & Quality Manual containing a set comprehensive procedures and record templates.
- ✓ HACCP manual containing food safety procedures and our unique HACCP Calculator.
- ✓ Laboratory manual including sample procedures and records.
- ✓ Prerequisite Programmes manual.

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

Food Safety & Quality Manual

The Food Safety Management System folder contains comprehensive top level procedures templates that match the clauses of the ISO 22000:2018 standard and form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:



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Workbook Version 6 2025

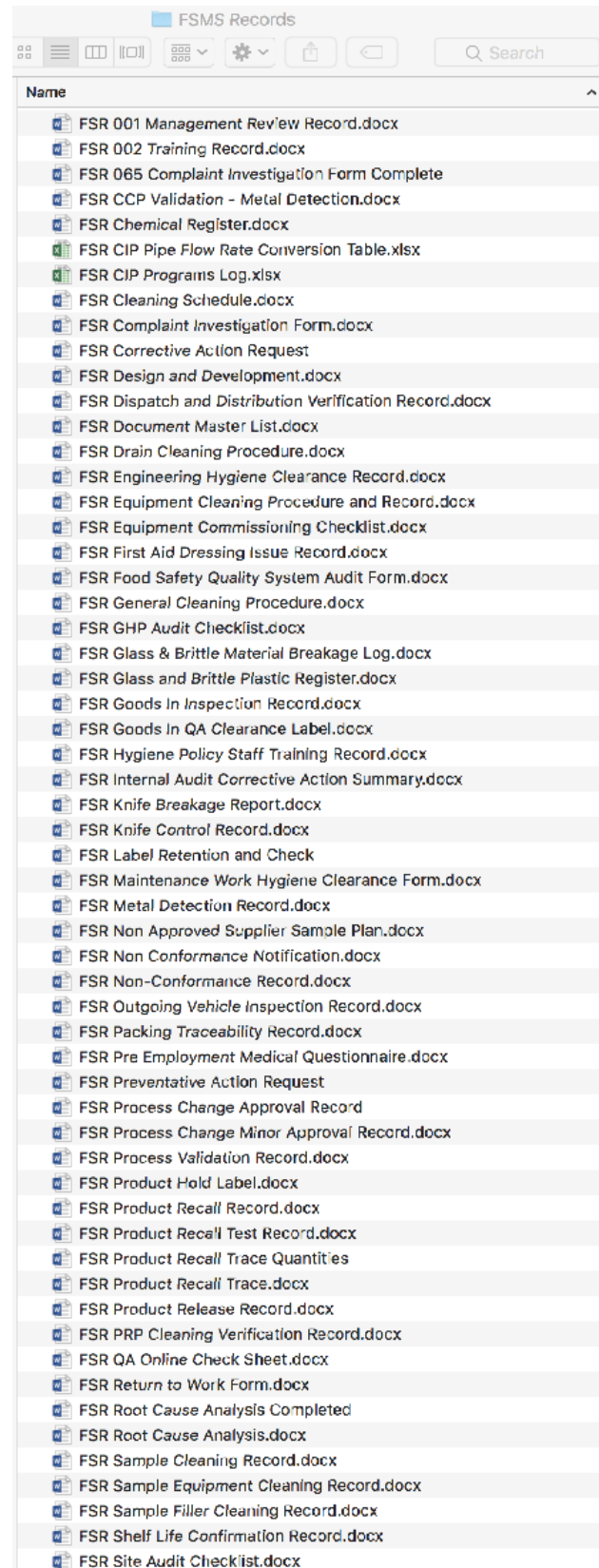
FSSC 22000 Food Safety & Quality & Management System	
4 Context of the organization	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the Food Safety & Quality management system	
FSMS 4.4 Food Safety & Quality Management System	
5 Leadership	
FSMS 5.1 Leadership and commitment	
FSMS 5.1 Food Safety & Quality Culture Planning	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
6 Planning	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the Food Safety & Quality Management System and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the Food Safety & Quality management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness

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FSMS Record Templates

The FSMS Records includes over 60 record templates:

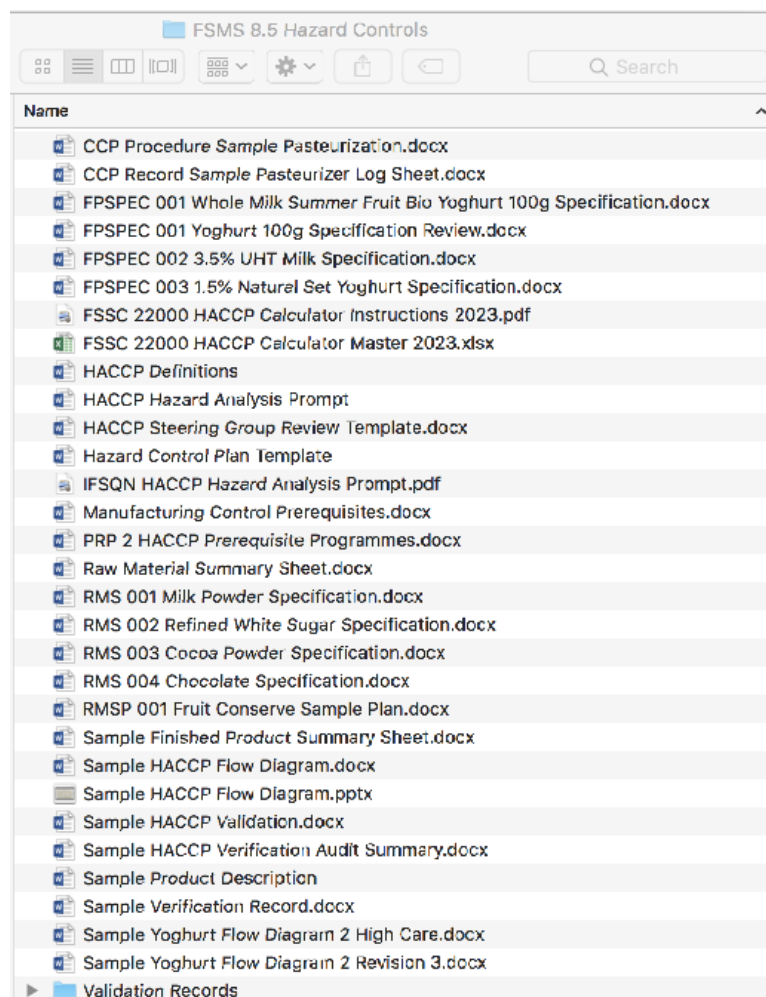


ISO 22000 HACCP Manual containing the HACCP Calculator

The HACCP System is defined in the following Food Safety Management System documents:

- FSMS 8.5.1 Preliminary steps to enable hazard analysis
- FSMS 8.5.2 Hazard analysis
- FSMS 8.5.3 Validation of control measure(s) and combinations of control measures
- FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)
- FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan
- FSMS 8.7 Control of monitoring and measuring
- FSMS 8.8 Verification related to PRPs and the hazard control plan

There are also supplementary HACCP Manual documents in the FSMS 8.5 Hazard Controls Folder including the FSSC 22000 HACCP Calculator 2023 & Instructions:



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This package has been updated in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application and a New 2022 Decision Tree.

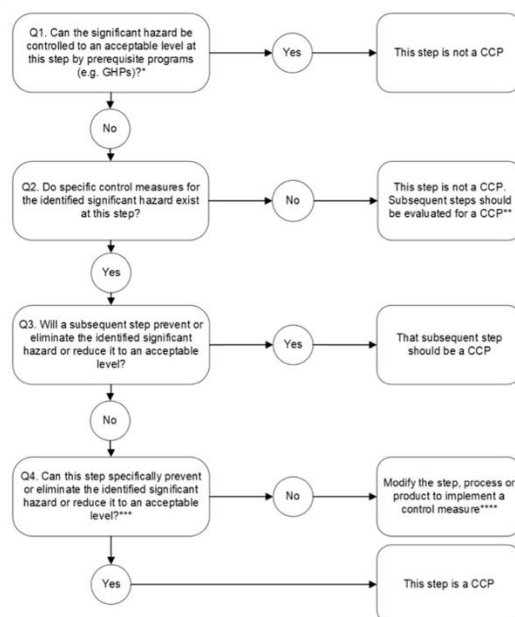
CXC 1-1969

35

Annex IV – Tools to determine the critical control points (CCPs)

The following are examples of a decision tree and CCP worksheet tools that can be used in the determination of a CCP. Such examples are not unique and other tools can be used as long as the general requirements as elaborated in CXC 1-1969 (i.e. Step 7 – Principle 2 - Determine the critical control points (CCPs)) have been met.

Figure 1: Example of a CCP decision tree – apply to each step where a specified significant hazard is identified



* Consider the significance of the hazard (i.e. the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GHPs. GHPs could be routine GHPs or GHPs that require greater attention to control the hazard (e.g. monitoring and recording).

** If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.

*** Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.

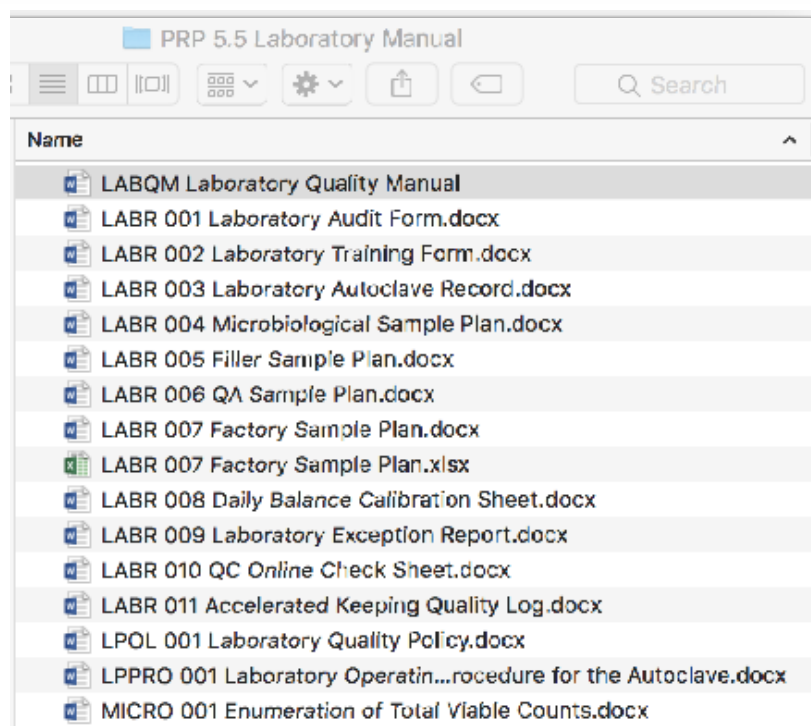
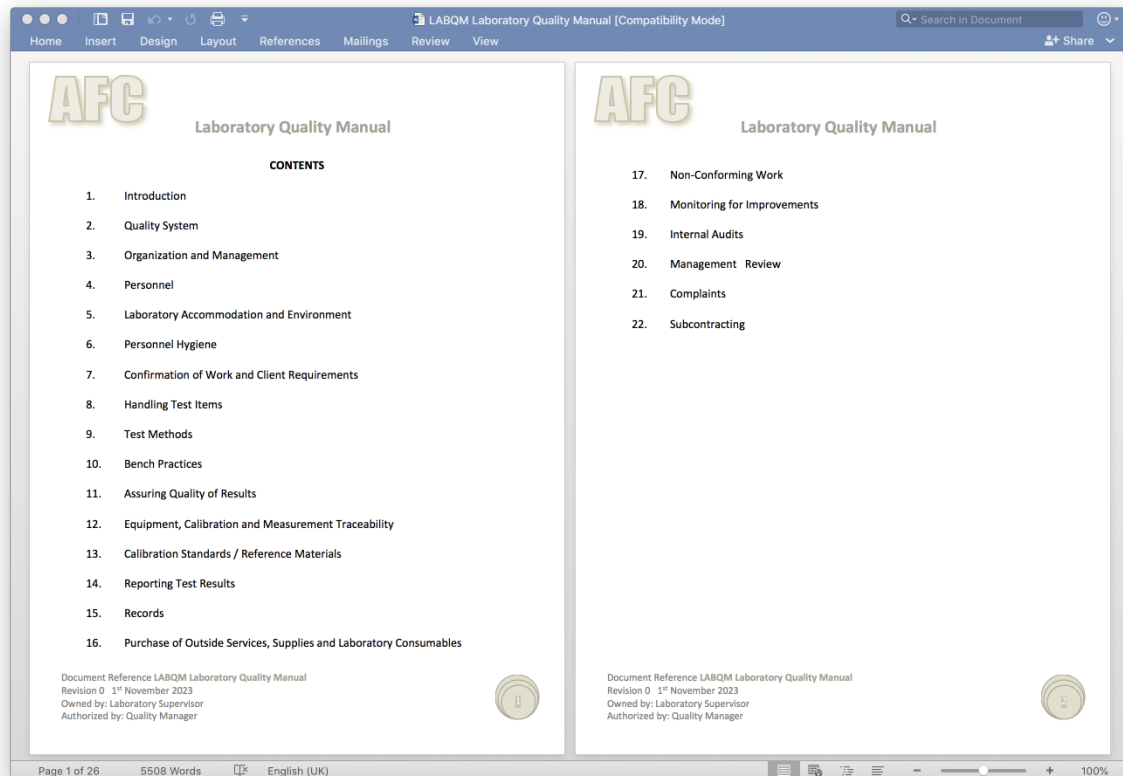
**** Return to the beginning of the decision tree after a new hazard analysis.

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Laboratory Quality Manual

A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans. See PRP 5.5 Laboratory Manual Folder.



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Workbook Version 6 2025

NEW 2025 Prerequisite Programmes Manual

A comprehensive set of prerequisite programme templates compliant with ISO 22002-100:2025 Prerequisite programmes on food safety Part 100: Requirements for the food, feed and packaging supply chain, ISO 22002-1:2025 Prerequisite Programmes for Food Manufacturers and the FSSC 22000 Certification Scheme Additional Requirements Version 6:

Prerequisite Programmes			
Name	Size	Date Modified	Kind
FSSC 22000 FSQMS Prerequisites Manual.docx	28 KB	Yesterday	Micros... (.docx)
PRP 4 Construction and Layout of the Site.docx	28 KB	11/11/2025	Micros... (.docx)
PRP 5 Design and Layout of Facilities and Workspace.docx	33 KB	21/11/2025	Micros... (.docx)
PRP 6 Utilities.docx	32 KB	12/11/2025	Micros... (.docx)
PRP 7 Pest Control.docx	39 KB	13/11/2025	Micros... (.docx)
PRP 8 Food Loss and Waste Analysis.xlsx	59 KB	14/11/2025	Micros...k (.xlsx)
PRP 8A Food Loss and Food Waste Management.docx	34 KB	14/11/2025	Micros... (.docx)
PRP 8B Waste Management PRPs	35 KB	14/11/2025	Micros... (.docx)
PRP 9A Equipment.docx	35 KB	15/11/2025	Micros... (.docx)
PRP 9B Maintenance.docx	33 KB	15/11/2025	Micros... (.docx)
PRP 10 Purchasing Prerequisite Programmes.docx	748 KB	15/11/2025	Micros... (.docx)
PRP 10 Supplier RA	--	Yesterday	Folder
PRP 10 Supplier Risk Assessment Calculator.xlsx	32 KB	15/11/2025	Micros...k (.xlsx)
PRP 11.1 Storage and Warehousing.docx	33 KB	17/11/2025	Micros... (.docx)
PRP 11.2 Dispatch and Transport.docx	31 KB	17/11/2025	Micros... (.docx)
PRP 12.1 Prevention of Contamination.docx	715 KB	Yesterday	Micros... (.docx)
PRP 12.2 Microbiological Contamination.docx	35 KB	19/11/2025	Micros... (.docx)
PRP 12.3 Allergen Control.docx	31 KB	19/11/2025	Micros... (.docx)
PRP 12.3 Allergen Management System	--	Yesterday	Folder
PRP 12.4 Physical Contamination.docx	32 KB	19/11/2025	Micros... (.docx)
PRP 12.5 Chemical Contamination.docx	25 KB	20/11/2025	Micros... (.docx)
PRP 13.1 Cleaning Prerequisites.docx	25 KB	20/11/2025	Micros... (.docx)
PRP 13.1 General Cleaning Procedure Template.docx	1.1 MB	20/11/2025	Micros... (.docx)
PRP 13.2 Cleaning Agents and Equipment.docx	372 KB	20/11/2025	Micros... (.docx)
PRP 13.3 Cleaning Programmes.docx	462 KB	20/11/2025	Micros... (.docx)
PRP 13.3A Environmental Monitoring Planning.pptx	551 KB	20/11/2025	Power...n (.pptx)
PRP 13.4 CIP Systems Prerequisites.docx	27 KB	20/11/2025	Micros... (.docx)
PRP 13.4A CIP Programs Log.xlsx	14 KB	04/11/2020	Micros...k (.xlsx)
PRP 13.4B CIP Pipe Flow Rate Conversion Table.xlsx	19 KB	04/11/2020	Micros...k (.xlsx)
PRP 14 Hygiene Policy	28 KB	20/11/2025	Micros... (.docx)
PRP 14 Operations Hygiene Code of Practice.docx	37 KB	20/11/2025	Micros... (.docx)
PRP 14.1 Hygiene and Facilities Overview.docx	28 KB	20/11/2025	Micros... (.docx)
PRP 14.2 Personnel Hygiene Facilities.docx	25 KB	20/11/2025	Micros... (.docx)
PRP 14.3 Designated Eating Areas.docx	27 KB	20/11/2025	Micros... (.docx)
PRP 14.4 Protective Work Wear.docx	27 KB	20/11/2025	Micros... (.docx)
PRP 14.4A Protective Workwear Risk Assessment.docx	175 KB	20/11/2025	Micros... (.docx)
PRP 14.5 Health Status.docx	31 KB	20/11/2025	Micros... (.docx)
PRP 14.5 Pre Employment Medical Questionnaire.docx	30 KB	20/11/2025	Micros... (.docx)
PRP 14.5 Return to Work Form.docx	26 KB	20/11/2025	Micros... (.docx)
PRP 14.5 Visitor Questionnaire.docx	26 KB	20/11/2025	Micros... (.docx)
PRP 14.6 Personnel Cleanliness.docx	26 KB	20/11/2025	Micros... (.docx)
PRP 14.7 Personnel Behaviour.docx	25 KB	20/11/2025	Micros... (.docx)
PRP 14.8 Visitors and External Providers.docx	29 KB	20/11/2025	Micros... (.docx)
PRP 15.1 Product and Consumer Information.docx	30 KB	20/11/2025	Micros... (.docx)
PRP 15.2 Product Labelling Controls.docx	34 KB	20/11/2025	Micros... (.docx)
PRP 15.2A Label Retention and Check.docx	3.3 MB	20/11/2025	Micros... (.docx)
PRP 16.1 Food Defence and Food Fraud Prevention.docx	34 KB	20/11/2025	Micros... (.docx)
PRP 16.2 Food Defence System.docx	608 KB	20/11/2025	Micros... (.docx)
PRP 16.2 Food Threat Assessment & Mitigation Plan.xlsx	37 KB	20/11/2025	Micros...k (.xlsx)
PRP 16.2 Site Access Controls.docx	30 KB	20/11/2025	Micros... (.docx)
PRP 16.2A Food Defence Mitigation Strategies Checklists.xlsx	44 KB	20/11/2025	Micros...k (.xlsx)
PRP 16.3 Food Fraud Assessment Tool Instructions.pdf	2.9 MB	15/11/2025	PDF Document
PRP 16.3 Food Fraud Assessment Tool.xlsx	37 KB	15/11/2025	Micros...k (.xlsx)
PRP 16.3 Food Fraud Prevention	1.8 MB	20/11/2025	Micros... (.docx)
PRP 17 Rework Prerequisite Programmes.docx	29 KB	21/11/2025	Micros... (.docx)
PRP Laboratory Manual	--	Yesterday	Folder

IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook Version 6 2025

Prerequisite Programmes Manual

Remember there are also supporting supplementary modules:

Allergen Management

Name
Allergen Management Tool.xlsx
Allergen Warning Label - Celery celeriac.docx
Allergen Warning Label - Cereals.docx
Allergen Warning Label - Eggs.docx
Allergen Warning Label - Fish.docx
Allergen Warning Label - Lupin.docx
Allergen Warning Label - Milk.docx
Allergen Warning Label - Mustard.docx
Allergen Warning Label - Nuts.docx
Allergen Warning Label - Peanuts.docx
Allergen Warning Label - Sesame seeds.docx
Allergen Warning Label - Shellfish.docx
Allergen Warning Label - Soya.docx
Allergen Warning Label - Sulphur dioxide and sulphites.docx
Allergen Warning Label Colour Coding Summary.docx
Comprehensive Allergen Management System.docx
Finished Product Allergen Summary.docx
QM Allergen Clean Validation.docx
QM Allergen Clean Verification.docx
QM Allergens.docx
QM Appendix Ingredient Allergen Management - Colour Coding.docx
Raw Material Allergen Summary Form.docx
Supplier Ingredient Allergen Analysis Form.docx

Product Development

NPD 001 Product Development Plan.docx
NPD 002 Product Development Brief Sign Off Form.docx
NPD 003 Artwork Approval Form.docx
NPD 004 Market Review Form.docx
NPD 005 Project Request Form.docx
NPD 006 Development Recipe Sheet.docx
NPD 006 NPD Costing Form.docx
NPD 007 Taste Panel Form.docx
NPD 008 Factory Trial Assessment Form.docx

Supplier Risk Assessment

Name
QMR 054 Supplier Register.xlsx
QMR 055 Chemical Register.docx
QMR 056 Non Approved Supplier Sample Plan.docx
Raw and Packaging Material Specification Requirements.docx
Supplier Risk Assessment Calculator.xlsx

Step Four: Project 22000

This contains the project tools you will need to achieve FSSC 22000 certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Top Management
- ✓ The documents described previously are implemented as part of the Project Plan

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

IFSQN FSSC 22000 Food Safety Management System Implementation Workbook Version 6 2025

Project Plan

The Steering Group use the Excel Project Plan developed by Top Management as a step by step guide to implementing the Food Safety Management System.

FileHomeInsertPage LayoutFormulasReviewView

Calibri (Body)11A+Wrap TextGeneralConditional FormattingFormat as TableCheck CellExplanatoryInputLinked CellNoteInsertDeleteFormatAutoSumFillSort & Filter

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FSCC 22000 Implementation Plan 2025

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8-Feb

15-Feb

22-Feb

1-Mar

8-Mar

15-Mar

22-Mar

29-Mar

5-Apr

12-Apr

19-Apr

26-Apr

3-May

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Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1	The organisation purchases a copy of the ISO 22000:2018, ISO 22002-100:2025 and ISO 22002-1:2025 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.	Top Management			
2	Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.	Top Management			
3	Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.	Top Management			
4	Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.	Top Management			
5	Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions	Top Management			
6	Top Management plan the development of a food safety and quality culture and the actions required to demonstrate leadership and commitment with respect to the FSMS	Top Management			

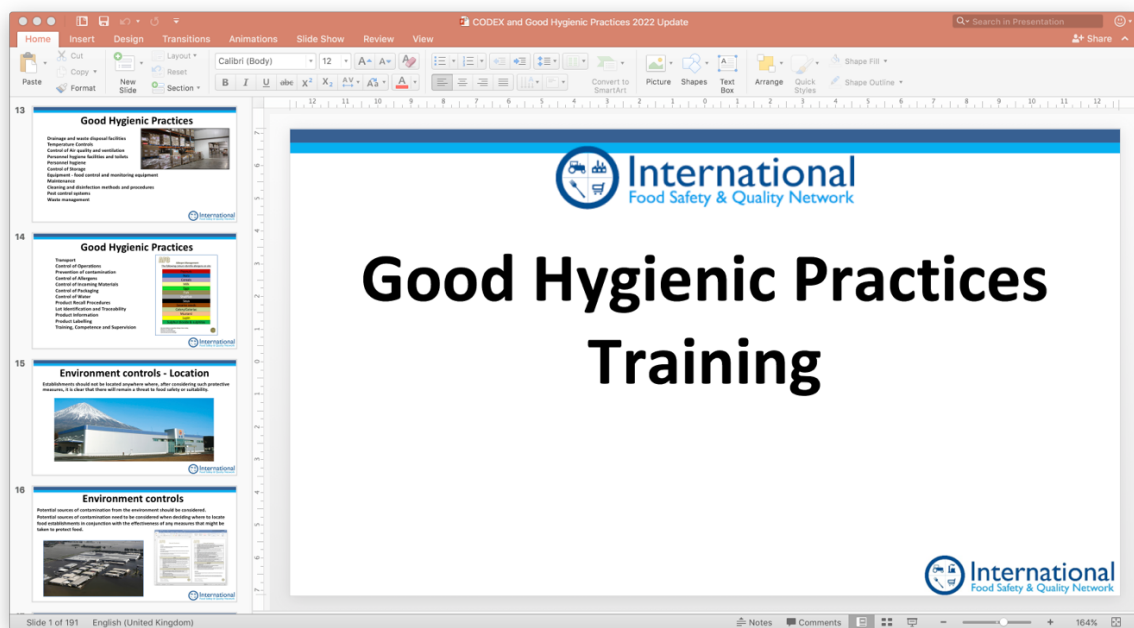
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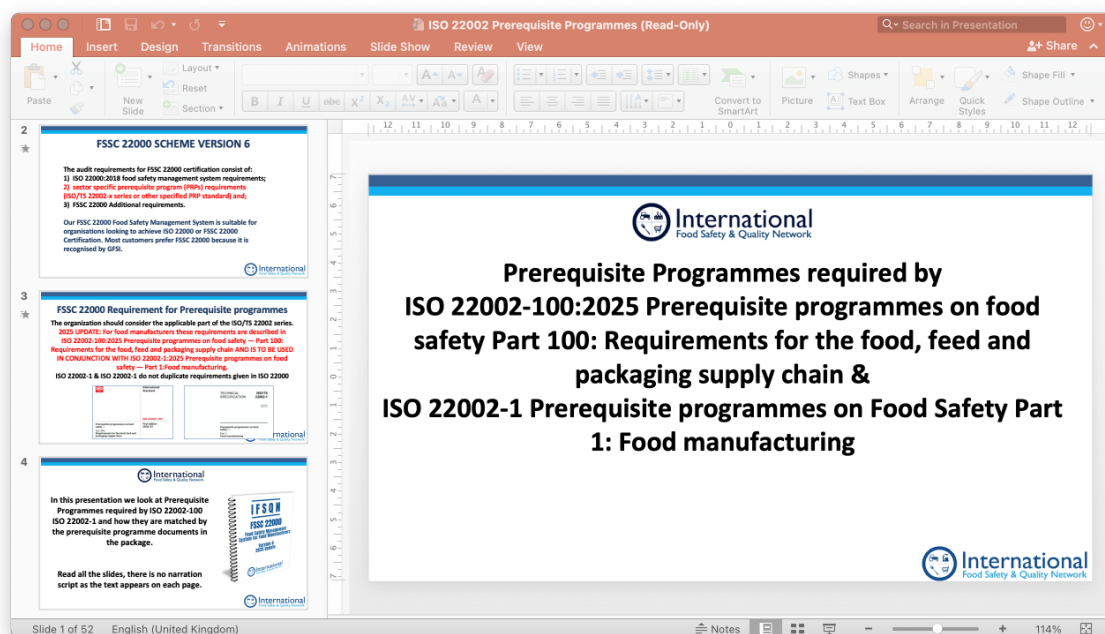
Prerequisite Programme Document Implementation

The Prerequisite Programme documents should be edited and procedures implemented as per the plan and relevant training given. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

New Good Hygienic Practice Training



Prerequisite Programme Training



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FSMS 8.2 Prerequisite programmes (PRPs)

AFC Food Safety & Quality Management System

8.2 Prerequisite programmes (PRPs)

The company has established, implemented, maintains and updates a programme of Prerequisites, which are maintained in order to ensure effective operation of the Food Safety & Quality Management System.

Prerequisite programmes (PRPs)

The organization ensures that PRPs are established, implemented, maintained, reviewed, improved and updated to assist in:

- Controlling or preventing the introduction of food safety hazards through the work environment.
- To eliminate, prevent or reduce to an acceptable level the biological, chemical and physical contamination of the product(s) including cross contaminations between products.
- To control, minimize and/or prevent food safety hazard levels in the finished product, ingredients and product processing environment.

All PRP's are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard analysis including details of why the PRP is appropriate to the organisation, the size and type of the operation, the nature of the products being manufactured and/or handled and the control of food safety hazards.

PRP's are implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a particular product or process and are categorised into two types:

(i). Infrastructure and Maintenance Programmes

(ii). Operational Prerequisite Programmes

When selecting and designing the PRP's the organisation takes into consideration:

- Known hazards and controls from historic information including complaints
- Customer requirements and codes of practice
- Industry guidelines
- Industry codes of practice
- Regulations
- Appropriate international standards including ISO 22000 and applicable ISO/TS 22002 series
- Codex principles
- GMP guidelines
- The size and type of operation

Document Reference FSMS 8.2 Prerequisite programmes (PRPs)
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 3 709 Words 100%

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Select, Edit and Implement Relevant Prerequisite Programmes

Name	Date Modified	Size	Kind
PRP Record 4 Construction and Layout of the Site.docx	11/11/2025	29 KB	Microso...(docx)
PRP Record 5 Design and Layout of Facilities and Workspace.docx	21/11/2025	37 KB	Microso...(docx)
PRP Record 6 Utilities.docx	12/11/2025	33 KB	Microso...(docx)
PRP Record 7 Pest Control.docx	13/11/2025	42 KB	Microso...(docx)
PRP Record 8A Food Loss and Food Waste Management.docx	14/11/2025	34 KB	Microso...(docx)
PRP Record 8B Waste Management.docx	14/11/2025	34 KB	Microso...(docx)
PRP Record 9A Equipment.docx	15/11/2025	35 KB	Microso...(docx)
PRP Record 9B Maintenance.docx	15/11/2025	34 KB	Microso...(docx)
PRP Record 10 Purchasing.docx	15/11/2025	32 KB	Microso...(docx)
PRP Record 11.1 Storage and Warehousing.docx	17/11/2025	33 KB	Microso...(docx)
PRP Record 11.2 Dispatch and Transport.docx	17/11/2025	31 KB	Microso...(docx)
PRP Record 12 Prevention of Contamination.docx	20/11/2025	38 KB	Microso...(docx)
PRP Record 13 Cleaning Prerequisite Programmes.docx	20/11/2025	32 KB	Microso...(docx)
PRP Record 14 Hygiene Code of Practice Verification Record.docx	24/11/2023	33 KB	Microso...(docx)
PRP Record 14.1 Hygiene and Facilities Overview.docx	20/11/2025	27 KB	Microso...(docx)
PRP Record 14.2 Hygiene Facilities.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 14.3 Designated Eating Areas.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 14.4 Protective Workwear.docx	20/11/2025	31 KB	Microso...(docx)
PRP Record 14.5 Health Status.docx	20/11/2025	33 KB	Microso...(docx)
PRP Record 14.6 Personnel Cleanliness.docx	20/11/2025	27 KB	Microso...(docx)
PRP Record 14.7 Personnel Behaviour.docx	20/11/2025	28 KB	Microso...(docx)
PRP Record 14.8 Visitors and External Providers.docx	20/11/2025	32 KB	Microso...(docx)
PRP Record 15.1 Product and Consumer Information.docx	20/11/2025	28 KB	Microso...(docx)
PRP Record 15.2 Product Labelling Controls.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 16.2 Access Controls Prerequisite Programmes.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 16.2 Food Defence Prerequisite Programmes.docx	20/11/2025	31 KB	Microso...(docx)
PRP Record 16.3 Food Fraud Prevention.docx	20/11/2025	29 KB	Microso...(docx)
PRP Record 17 Rework Prerequisite Programmes.docx	21/11/2025	32 KB	Microso...(docx)

PRP 12.3 Comprehensive Allergen Management System

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AFC Allergen Management System

Introduction

The company recognises 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 programmes 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
- Tree Nuts – Almond (*Amygdalus communis* L.), Hazelnut (*Corylus avellana*), Walnut (*Juglans regia*), Cashew (*Anacardium occidentale*), Pecan nut (*Carya illinoensis* (Wangenh.) K. Koch), Brazil nut (*Bertholletia excelsa*), Pistachio nut (*Pistacia vera*), Macadamia nut and Queensland nut (Macadamia ternstroemia).
- Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, Kamut;
- Milk
- Eggs
- Fish
- Crustacean Shellfish
- Soya
- Sesame seeds
- Celery/celeryiac
- Mustard
- Lupin
- Sulphur dioxide and sulphites

Legislation Europe

Legislation USA

Guidance Questions and Answers Regarding Food Allergens - USA

Allergen Food Groups USA - Fish (such as bass, flounder, cod), Crustacean shellfish (such as crab, lobster, shrimp), Tree nuts (such as almonds, walnuts, pecans)

Allergen Foods USA - Milk, Eggs, Peanuts, Wheat, Soybeans & Sesame

Document Reference PRP 12.3 Comprehensive Allergen Management System
Revision 0 1st August 2025
Owned by: Technical Manager
Authorized by: General Manager

AFC Allergen Management System

Allergen Control System

An Allergen Control System has been implemented to control allergens on site and to minimise 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 prerequisite programmes and the allergen control 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 and implementing allergen control prerequisites and an Allergen Control Plan.

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
- Identification of cross-contamination risks in Operations for 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 PRP 12.3 Comprehensive Allergen Management System
Revision 0 1st August 2025
Owned by: Technical Manager
Authorized by: General Manager

Page 1 of 19 4892 Words English (US) 100%

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Step Four: Project 22000 - HACCP Implementation

We will now go through a step by step guide to implementing your HACCP using the HACCP Calculator. It is advisable that all involved particularly the Food Safety/HACCP Team view the following training presentations first:

Food Safety Team: ISO 22000 Implementation Guide

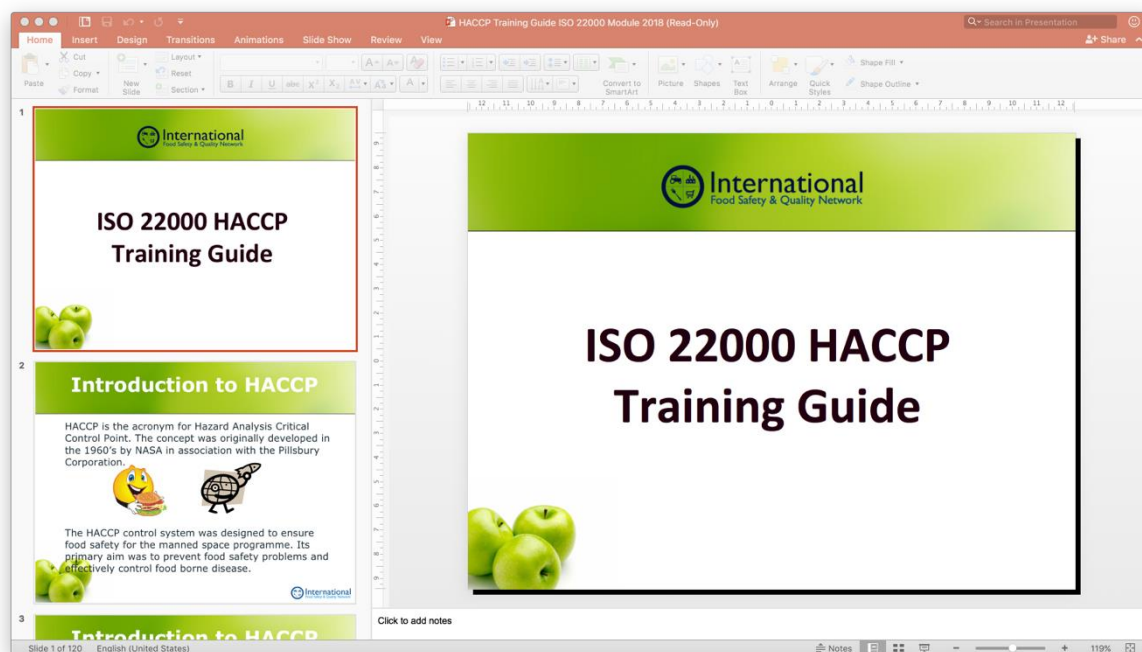


IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook Version 6 2025

HACCP Training

An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team.



The HACCP documents should be edited and procedures implemented by the Food Safety Team as per the plan.

8.5 Hazard control

FSMS 8.5.1 Preliminary steps to enable hazard analysis

FSMS 8.5.2 Hazard analysis

FSMS 8.5.3 Validation of control measure(s) and combinations of control measures

FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)

FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan

FSMS 8.8 Verification related to PRPs and the hazard control plan

The Management Team will also be editing implementing procedures:

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

FSMS 8.7 Control of monitoring and measuring

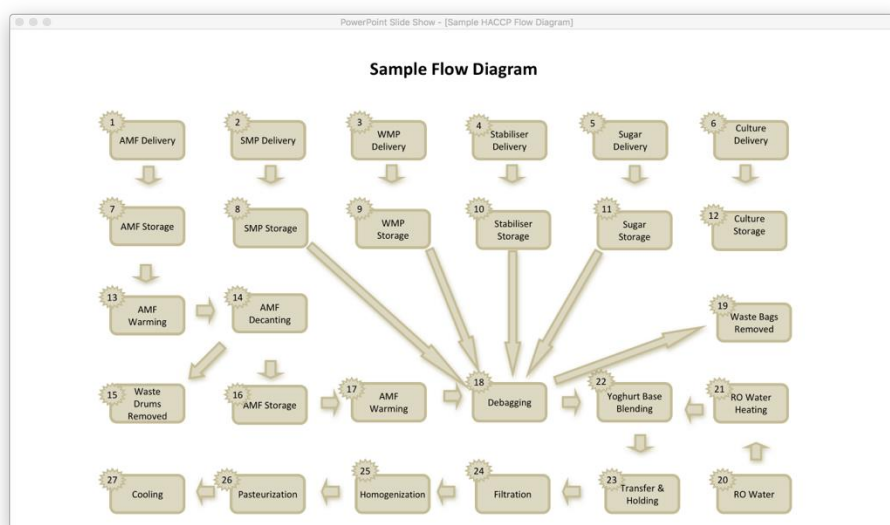
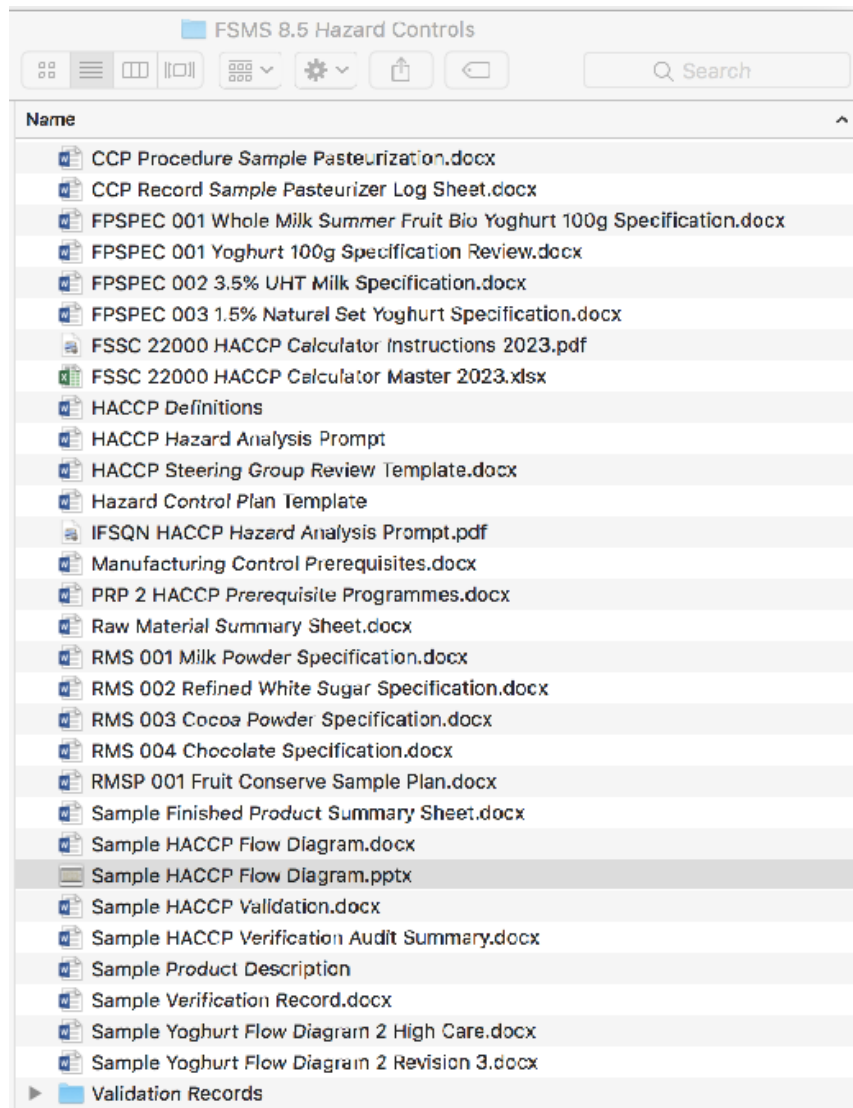
FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

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There is a Sample HACCP Flow Diagram in the FSMS 8.5 Hazard Controls Folder as well as a few other useful documents:



IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook Version 6 2025

There is also guidance in FSSC 22000 HACCP Calculator Instructions

ISO 22000 HACCP Calculator Instruction

Hazard	Control Measure	Effectiveness	Feasibility
1	1.1	1.1.1	1.1.1.1
2	2.1	2.1.1	2.1.1.1
3	3.1	3.1.1	3.1.1.1
4	4.1	4.1.1	4.1.1.1
5	5.1	5.1.1	5.1.1.1
6	6.1	6.1.1	6.1.1.1
7	7.1	7.1.1	7.1.1.1
8	8.1	8.1.1	8.1.1.1
9	9.1	9.1.1	9.1.1.1
10	10.1	10.1.1	10.1.1.1
11	11.1	11.1.1	11.1.1.1
12	12.1	12.1.1	12.1.1.1
13	13.1	13.1.1	13.1.1.1
14	14.1	14.1.1	14.1.1.1
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18	18.1	18.1.1	18.1.1.1
19	19.1	19.1.1	19.1.1.1
20	20.1	20.1.1	20.1.1.1
21	21.1	21.1.1	21.1.1.1
22	22.1	22.1.1	22.1.1.1
23	23.1	23.1.1	23.1.1.1
24	24.1	24.1.1	24.1.1.1
25	25.1	25.1.1	25.1.1.1
26	26.1	26.1.1	26.1.1.1
27	27.1	27.1.1	27.1.1.1
28	28.1	28.1.1	28.1.1.1
29	29.1	29.1.1	29.1.1.1
30	30.1	30.1.1	30.1.1.1

e) What is the feasibility of applying timely corrections in case of failure?

Timely corrections can be applied 100% of the time
Timely corrections can be applied most of the time
Timely corrections can be applied some of the time
Timely corrections can't be applied

Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.

If Not Effective Modify or look for a different Control Measure

Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C



ISO 22000 HACCP Calculator Instruction

Hazard	Control Measure	Effectiveness	Feasibility
1	1.1	1.1.1	1.1.1.1
2	2.1	2.1.1	2.1.1.1
3	3.1	3.1.1	3.1.1.1
4	4.1	4.1.1	4.1.1.1
5	5.1	5.1.1	5.1.1.1
6	6.1	6.1.1	6.1.1.1
7	7.1	7.1.1	7.1.1.1
8	8.1	8.1.1	8.1.1.1
9	9.1	9.1.1	9.1.1.1
10	10.1	10.1.1	10.1.1.1
11	11.1	11.1.1	11.1.1.1
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23	23.1	23.1.1	23.1.1.1
24	24.1	24.1.1	24.1.1.1
25	25.1	25.1.1	25.1.1.1
26	26.1	26.1.1	26.1.1.1
27	27.1	27.1.1	27.1.1.1
28	28.1	28.1.1	28.1.1.1
29	29.1	29.1.1	29.1.1.1
30	30.1	30.1.1	30.1.1.1

Make notes of your findings from Assessment of Control Measures

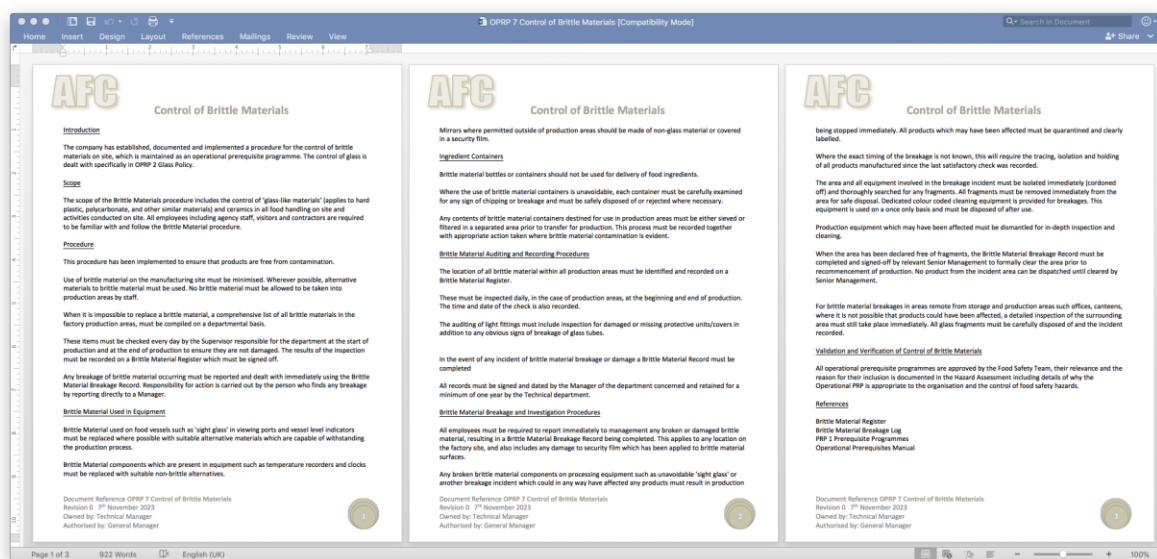
Document Reference ISO 22000 HACCP Calculator Instructions
Revision 2 2022
Written by: Tony-C



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Note the Operational PRPs Folder Contains Operational PRP and corresponding Validation & Verification Records



IFSQN FSSC 22000 Food Safety Management System Implementation

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At the same time as HACCP Implementation the Management Team will also need to be editing and implementing procedures:

8 Operation

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

9 Performance evaluation

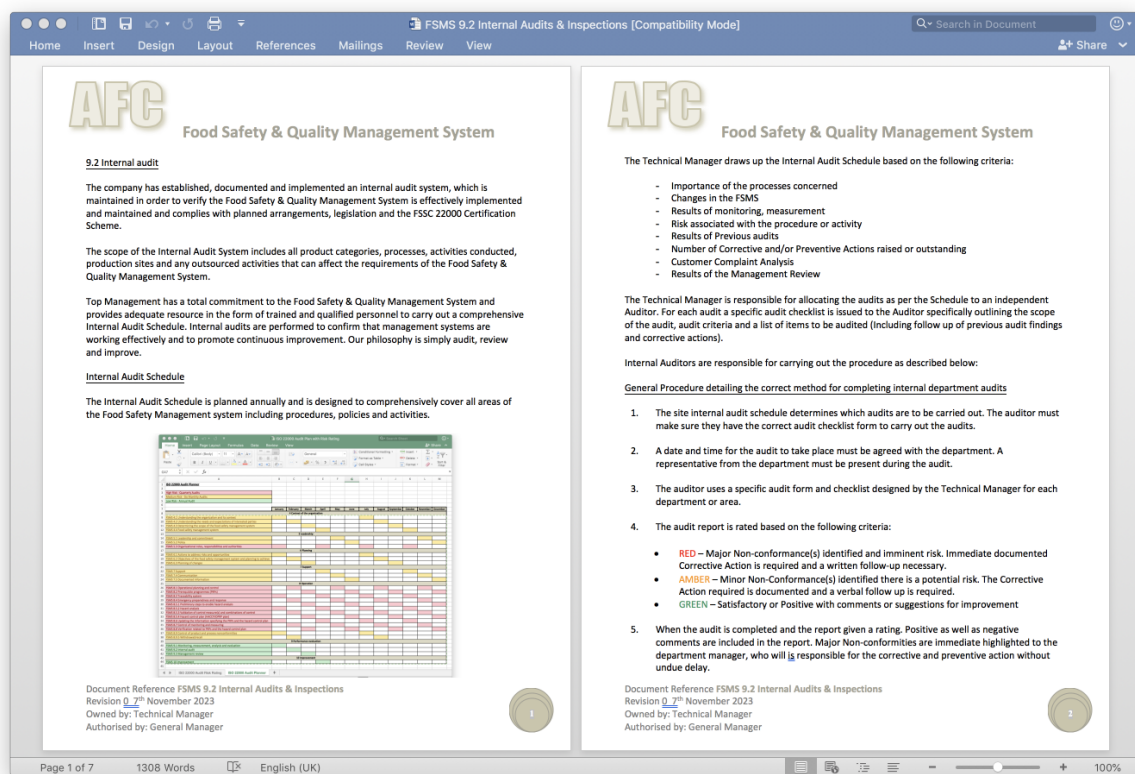
FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.2 Internal audit

FSMS 9.3 Management review

10 Improvement

FSMS 10 Improvement

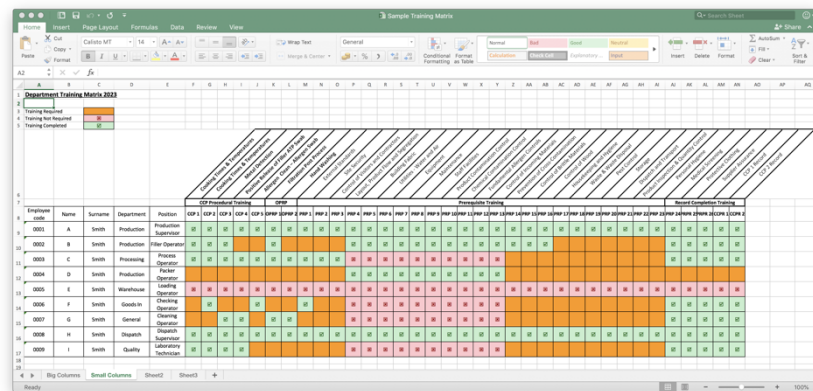


IFSQN FSSC 22000 Food Safety Management System Implementation

Workbook Version 6 2025

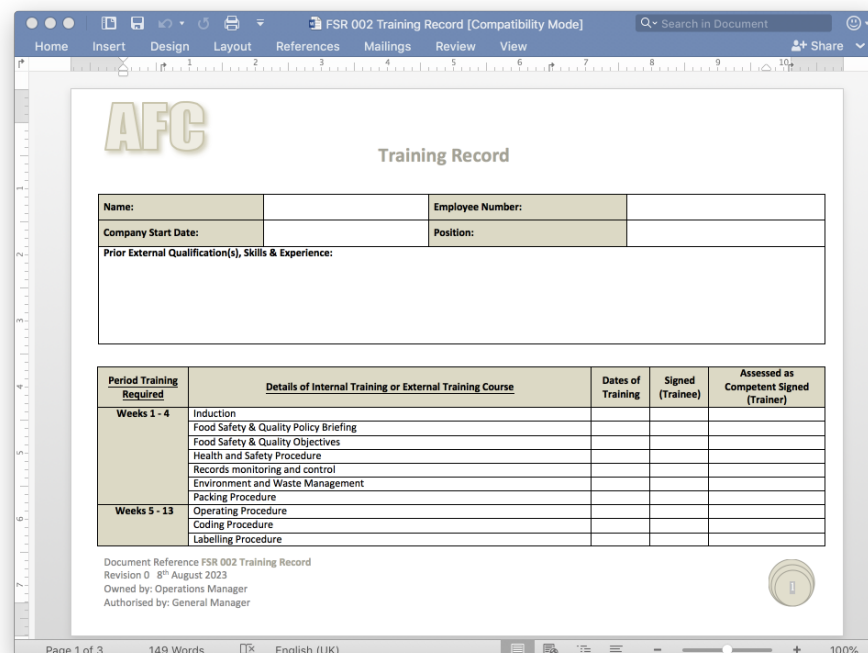
Project 22000 - Staff Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities. A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. FSR Training Record is provided in the documentation pack as a template:



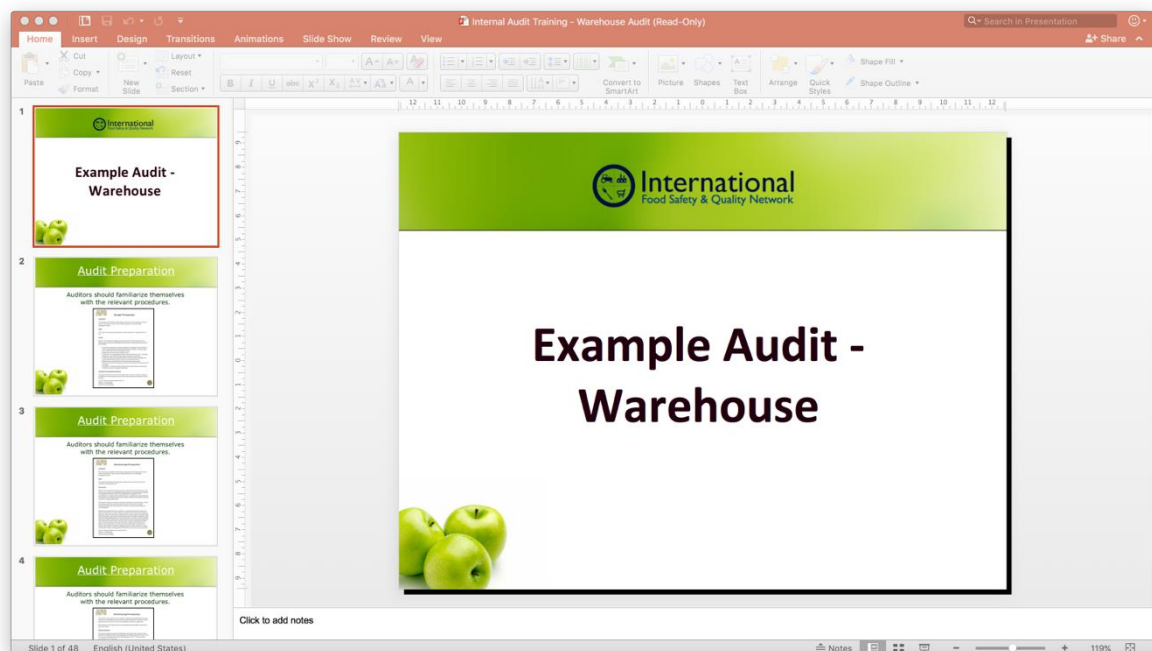
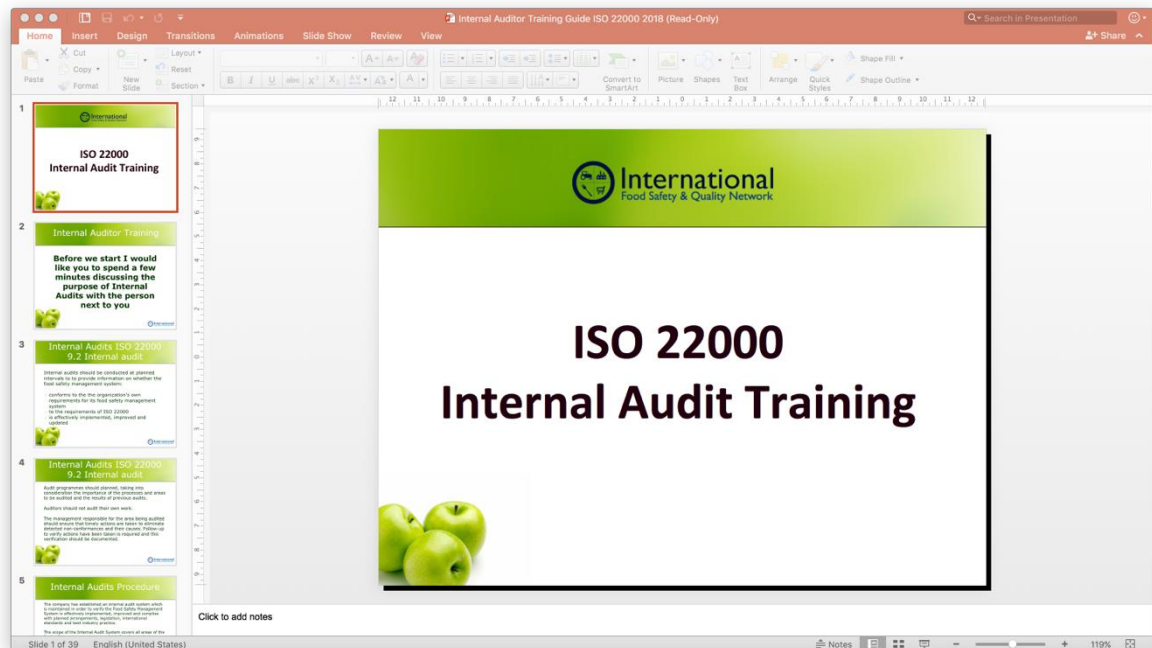
Remember: Now that the Prerequisite Programmes, and Hazard Control Plans all staff should be trained in the appropriate procedures, limits, corrective actions, and record completion.

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Step Five: Internal Auditing & Checklists

There are three PowerPoint Internal Auditor training presentations



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ISO 22000 & ISO 22002-1 Audit Plan with Risk Rating

	January	February	March	April	May	June	July	August	September	October	November	December
ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
4 Context of the organization												
FSMS 4.1 Understanding the organization and its context												
FSMS 4.2 Understanding the needs and expectations of interested parties												
FSMS 4.3 Determining the scope of the food safety management system												
FSMS 4.4 Food safety management system												
5 Leadership												
FSMS 5.1 Leadership and commitment												
FSMS 5.2 Policy												
FSMS 5.3 Organizational roles, responsibilities and authorities												
6 Planning												
FSMS 6.1 Actions to address risks and opportunities												
FSMS 6.2 Objectives of the food safety management system and planning to achieve												
FSMS 6.3 Planning of changes												
7 Support												
FSMS 7.1 Support												
FSMS 7.4 Communication												
FSMS 7.5 Documented information												
8 Operation												
FSMS 8.1 Operational planning and control												
FSMS 8.2 Prerequisite programmes (PRPs)												
FSMS 8.3 Traceability system												
FSMS 8.4 Emergency preparedness and response												
FSMS 8.5.1 Preliminary steps to enable hazard analysis												
FSMS 8.5.2 Hazard analysis												
FSMS 8.5.3 Validation of control measure(s) and combinations of control												
FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)												
FSMS 8.6 Updating the information specifying the PRPs and the hazard control plan												
FSMS 8.7 Control of monitoring and measuring												
FSMS 8.8 Verification related to PRPs and the hazard control plan												
FSMS 8.9 Control of product and process nonconformities												
FSMS 8.9.5 Withdrawal/recall												
9 Performance evaluation												
FSMS 9.1 Monitoring, measurement, analysis and evaluation												
FSMS 9.2 Internal audit												
FSMS 9.3 Management review												
10 Improvement												
FSMS 10 Improvement												

The Food Safety Team Leader should draw up the Internal Audit Schedule based on the following criteria:

- Importance of the processes concerned
- Changes in the FSMS
- Results of monitoring, measurement
- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective and/or Preventive Actions raised or outstanding
- Customer Complaint Analysis
- Results of the Management Review

The Food Safety Team Leader should also draw up a Facility Inspection Schedule and maintain routine (e.g. monthly) site inspections/PRP checks to verify that the site (internal and external), production environment and processing equipment are maintained in a suitable condition to ensure food safety and quality. The frequency and content of the site inspections/PRP checks should be based on risk with defined sampling criteria and linked to the relevant technical specification.

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See Procedure FSMS 9.2 Internal Audits & Inspections and H&H Audit Factory GMP Audit Form.

The screenshot displays the 'FSMS 9.2 Internal Audits & Inspections' workbook in Microsoft Word. The left page, titled 'Site Inspections', includes a section for 'Factory GMP Audit' with a table for 'Area Of Audit' and 'Scoring System'. The right page, titled 'Food Safety Management System', includes a section for 'Prerequisite procedures within the scope of the Inspections are as follows:' and a list of PRP procedures (PRP 4.1 to PRP 6.6). Both pages include a 'Document Reference' and 'Revision' section at the bottom.

Area Of Audit	Scoring System
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Document Reference FSMS 9.2 Internal Audits & Inspections
Revision 1: 27th November 2020
Owned by: Technical Manager
Authorised by: General Manager

Prerequisite Programme Checklists

Extensive Prerequisite Programme Verification Checklists are provided in the PRP Verification Records Folder:

PRP Verification Records			
Name	Date Modified	Size	Kind
PRP Record 4 Construction and Layout of the Site.docx	11/11/2025	29 KB	Microso...(docx)
PRP Record 5 Design and Layout of Facilities and Workspace.docx	21/11/2025	37 KB	Microso...(docx)
PRP Record 6 Utilities.docx	12/11/2025	33 KB	Microso...(docx)
PRP Record 7 Pest Control.docx	13/11/2025	42 KB	Microso...(docx)
PRP Record 8A Food Loss and Food Waste Management.docx	14/11/2025	34 KB	Microso...(docx)
PRP Record 8B Waste Management.docx	14/11/2025	34 KB	Microso...(docx)
PRP Record 9A Equipment.docx	15/11/2025	35 KB	Microso...(docx)
PRP Record 9B Maintenance.docx	15/11/2025	34 KB	Microso...(docx)
PRP Record 10 Purchasing.docx	15/11/2025	32 KB	Microso...(docx)
PRP Record 11.1 Storage and Warehousing.docx	17/11/2025	33 KB	Microso...(docx)
PRP Record 11.2 Dispatch and Transport.docx	17/11/2025	31 KB	Microso...(docx)
PRP Record 12 Prevention of Contamination.docx	20/11/2025	38 KB	Microso...(docx)
PRP Record 13 Cleaning Prerequisite Programmes.docx	20/11/2025	32 KB	Microso...(docx)
PRP Record 14 Hygiene Code of Practice Verification Record.docx	24/11/2023	33 KB	Microso...(docx)
PRP Record 14.1 Hygiene and Facilities Overview.docx	20/11/2025	27 KB	Microso...(docx)
PRP Record 14.2 Hygiene Facilities.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 14.3 Designated Eating Areas.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 14.4 Protective Workwear.docx	20/11/2025	31 KB	Microso...(docx)
PRP Record 14.5 Health Status.docx	20/11/2025	33 KB	Microso...(docx)
PRP Record 14.6 Personnel Cleanliness.docx	20/11/2025	27 KB	Microso...(docx)
PRP Record 14.7 Personnel Behaviour.docx	20/11/2025	28 KB	Microso...(docx)
PRP Record 14.8 Visitors and External Providers.docx	20/11/2025	32 KB	Microso...(docx)
PRP Record 15.1 Product and Consumer Information.docx	20/11/2025	28 KB	Microso...(docx)
PRP Record 15.2 Product Labelling Controls.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 16.2 Access Controls Prerequisite Programmes.docx	20/11/2025	30 KB	Microso...(docx)
PRP Record 16.2 Food Defence Prerequisite Programmes.docx	20/11/2025	31 KB	Microso...(docx)
PRP Record 16.3 Food Fraud Prevention.docx	20/11/2025	29 KB	Microso...(docx)
PRP Record 17 Rework Prerequisite Programmes.docx	21/11/2025	32 KB	Microso...(docx)

Stage 8 Final Steps to ISO 22000 Certification

There are a few final steps to achieving ISO 22000 Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the certification scheme using the checklists provided
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Make contact with the Certification Body
- ✓ Pre-assessment
- ✓ Formal assessment
- ✓ Certification
- ✓ Celebrate!
- ✓ Communicate your success!

Assess the Food Safety Management System

The Steering Group need to allocate responsibility to assess if the established Food Safety Management System meets the requirements of the ISO 22000 standard, ISO 22002-100, ISO 22002-1 and FSSC 22000 Certification Scheme Additional Requirements Version 6 using the checklists provided.

ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
4 Context of the organization	
4.1 Understanding the organization and its context	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? <i>See notes from the standard.</i>	
4.2 Understanding the needs and expectations of interested parties	
To ensure that the organization has the ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements with regard to food safety, has the organization determined:	
- the interested parties that are relevant to the Food Safety Management System?	
- the relevant requirements of the interested parties of the Food Safety Management System?	
Does the organization identify, review and update information related to the interested parties and their requirements?	
4.3 Determining the scope of the food safety management system	

Review ISO 22002 prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-100:2025 Prerequisite programmes on food safety Part 100: Requirements for the food, feed and packaging supply chain, ISO 22002-1:2025 Prerequisite Programmes for Food Manufacturers. Using the checklist below and a copy of ISO 22002 standards the delegated person should read the requirements in the relevant sections and complete the form.

ISO 22002 CONFORMANCE ANALYSIS			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
4.1 Boundaries of the site/facilities			
4.2 Environment			
4.3 Construction and layout			
5. Design and layout of facilities and workspaces			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

Review compliance with FSSC 22000 Certification Scheme Additional Requirements

The Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

FSSC 22000 Certification Scheme Additional Requirements Version 6			
FSSC 22000 Certification Scheme Additional Requirements	Compliant		Comments
	Yes	No	
<u>2.5.1 Management of Services and Purchased Materials</u> – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including <u>both internal</u> and external laboratories as applicable) that has the capability to produce precise and repeatable test results using validated test methods and best practices. (e.g. successful participation in proficiency testing programs, regulatory approved programs or accreditation to international standards such as ISO 17025)?			
Is there a documented procedure for procurement in emergency situations to ensure that products still conform to specified requirements and the supplier has been evaluated?			
Is there a policy for the procurement of animals, fish and seafood that are subject to control of prohibited substances?			
Is there a review process for product specifications to ensure continued compliance with food safety, legal and customer requirements?			
<u>2.5.2 Product Labelling and Printed Materials</u> – in addition to 8.5.1.3 Characteristics of end products			

Ensure any FSSC/ISO 22000 areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with FSSC/ISO 22000 should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	ISO/FSSC 22000 Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed