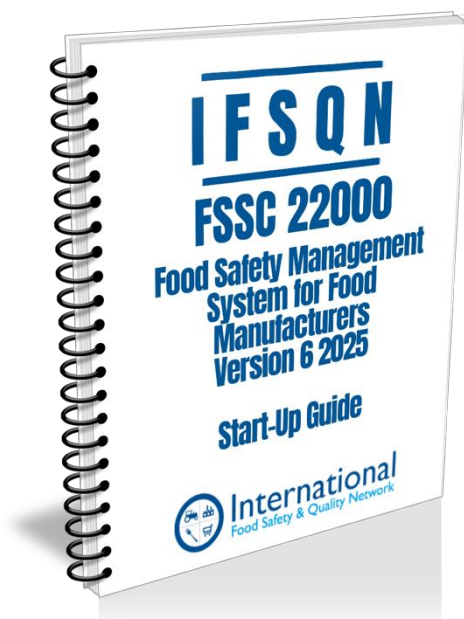




Welcome to the IFSQN FSSC 22000 Food Safety Management System Implementation Package Start-Up Guide which will guide you through the contents of the package. This updated Version 6 Package includes:

Food Safety Management System Procedures

A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word format

NEW 2025 Prerequisite Programme Template Procedures

A comprehensive set of editable Prerequisite Programme Template Procedures in compliance 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 in Microsoft Word format

Food Safety Record Templates

Training

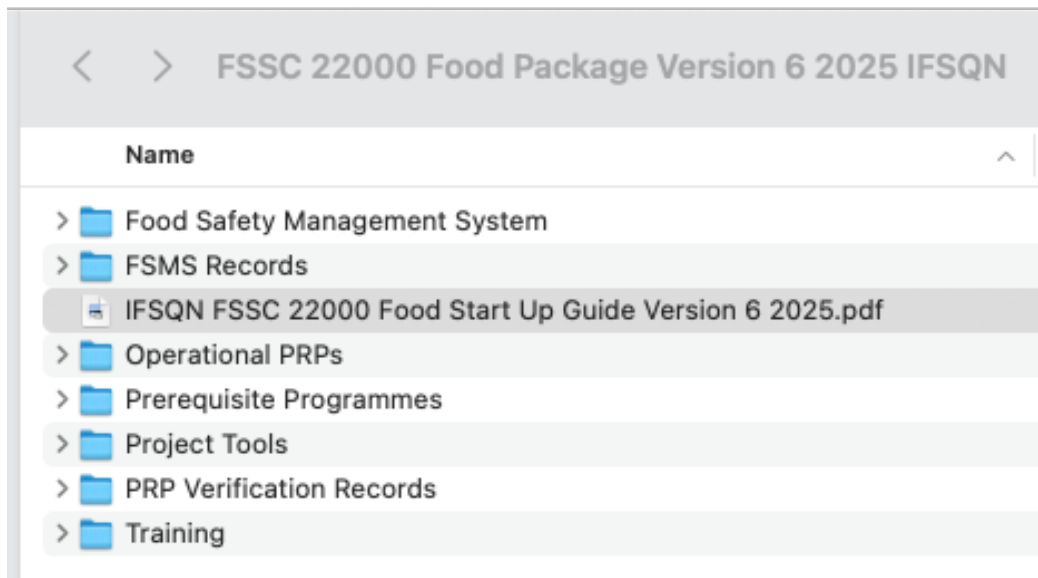
An extensive set of IFSQN PowerPoint Training Presentations

Implementation Assistance

A range of tools that assist in developing your Food Safety Management System including instructions, guidance and Free technical support

[Click here to order the IFSQN FSSC 22000 Version 6 2025 Implementation Package Now](#)

When you download the package, you will find this start up guide and 7 folders containing the package documents:



Your first job is to buy a copy of the ISO Standards required:

[ISO 22000 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 on Food Safety Part 1: Food Manufacturing](#)

Also download CODEX [RECOMMENDED INTERNATIONAL CODE OF PRACTICE GENERAL PRINCIPLES OF FOOD HYGIENE](#) (free to download)

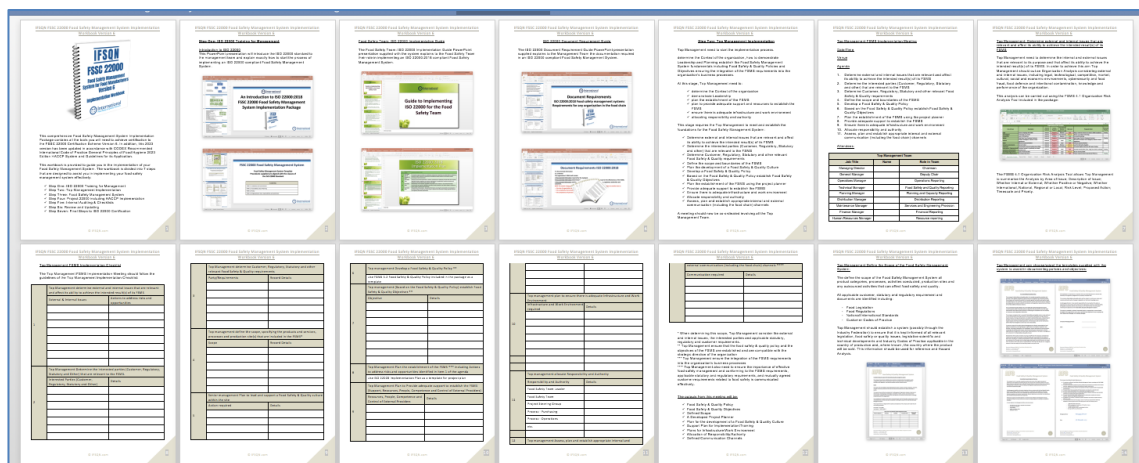
Also download the [FSSC 22000 Certification Scheme](#) Version 6 documents (free to download)

The main document in the folder is the **FSSC 22000 Food Implementation Workbook Version 6 2025**

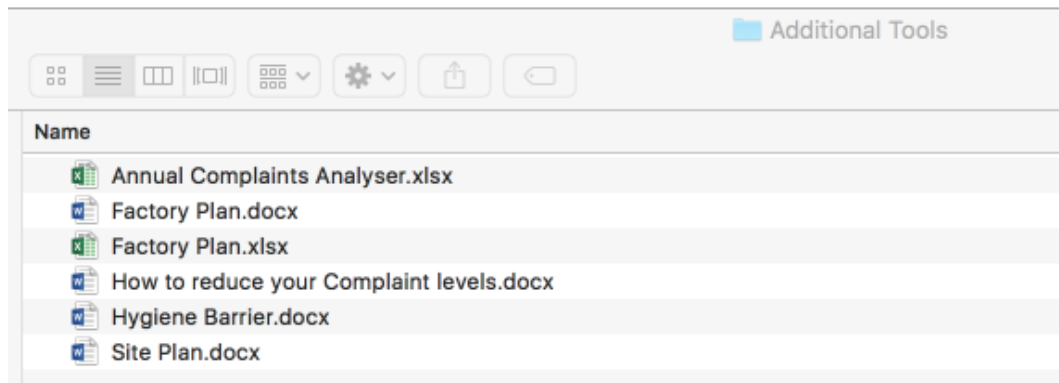


This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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



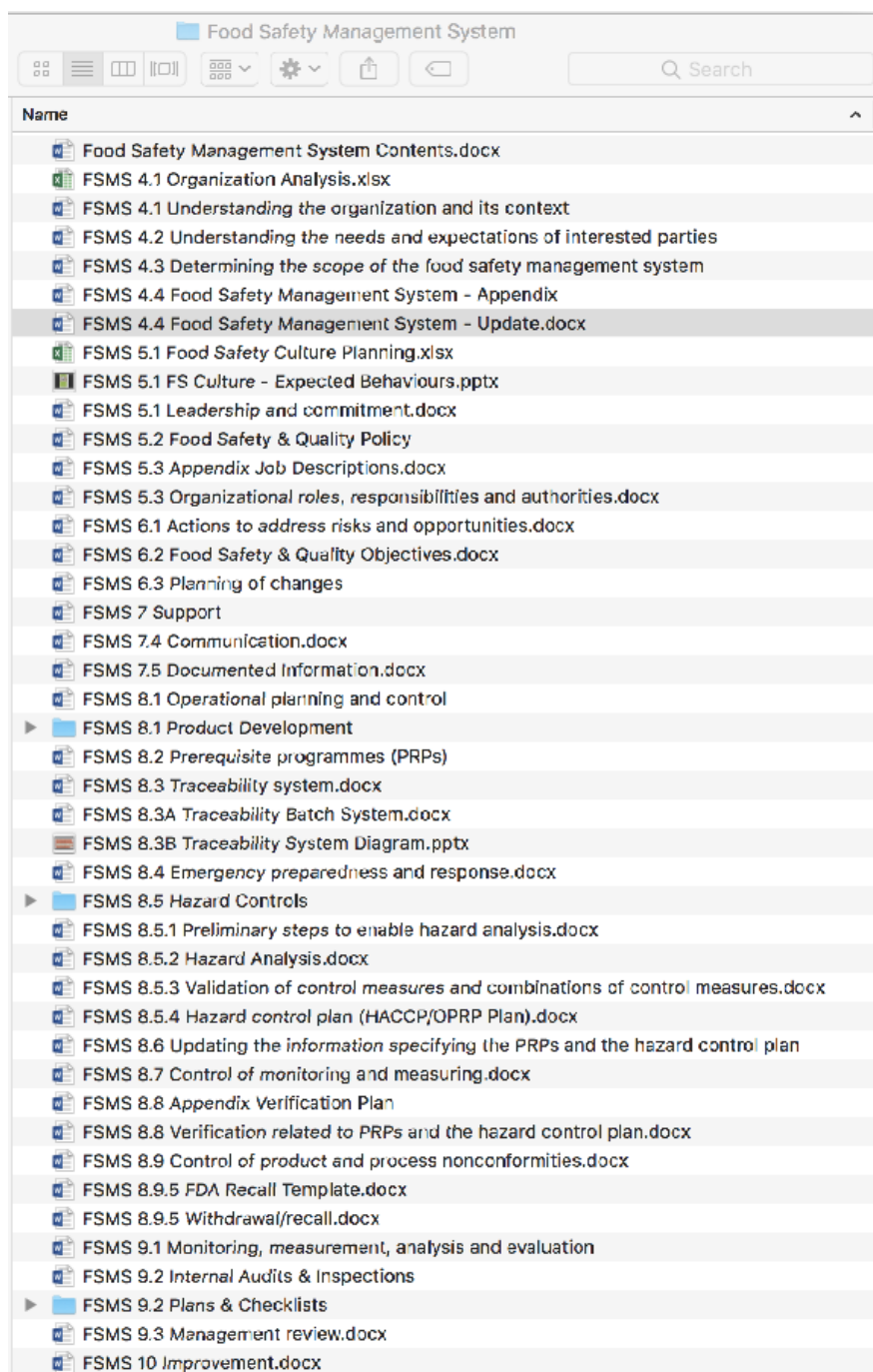
There is also the Additional Tools folder to open:



The tools are self-explanatory and include an Annual Complaints Analyser

		Strawberry			Blackcurrant			Banana			Raspberry		
		250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml	250ml	500ml	1000ml
Off Type	Sickness	1.73	1.78	1.00	0.43	4.03	2.00	3.20	1.00	0.56	0.74	0.13	1.20
	Taste	1.40	1.50	1.57	0.63	3.50	2.33	2.53	1.15	0.64	0.69	0.27	0.72
	Quality	1.00	1.17	1.43	0.61	3.23	2.40	2.83	0.90	0.39	1.07	0.77	0.63
	Sour	1.80	1.25	1.30	0.54	2.80	2.33	2.73	1.23	0.61	0.98	1.08	0.35
Packaging	Off	1.57	1.19	0.98	0.53	2.80	2.47	2.93	1.54	0.90	1.17	1.35	0.65
	Poor Seal	2.13	1.97	1.22	0.58	2.60	2.50	2.80	1.92	1.14	1.02	1.17	0.68
	Tamper Evident Tab	1.97	2.11	1.15	0.53	3.13	2.33	2.97	1.75	0.90	1.00	0.80	0.97
Foreign Body	Packaging	1.63	1.61	1.33	0.58	2.30	1.90	2.37	1.83	1.10	1.13	0.52	0.42
	Hair	1.17	1.42	1.08	0.50	1.97	2.03	2.50	1.02	0.54	1.72	1.27	0.50
	Metal	3.60	1.97	1.00	0.38	1.97	1.90	2.47	1.96	1.22	0.57	0.97	0.17
	Glass	0.53	1.44	0.90	0.61	3.40	2.50	2.80	1.52	1.06	1.39	0.85	1.40
	Paper	2.80	2.67	1.75	0.68	3.30	2.57	2.17	1.50	0.86	0.91	0.65	0.62
	Plastic	0.87	0.86	0.88	0.46	2.93	1.97	2.80	1.02	0.53	1.24	0.63	0.85
	Stone	1.23	0.89	1.62	0.71	2.70	2.60	2.43	1.50	0.85	0.80	0.87	0.28
	Cardboard	1.37	1.61	1.15	0.56	3.00	2.53	2.67	1.10	0.57	1.56	1.60	0.67
	Bone	3.23	1.78	0.93	0.40	1.77	2.00	2.47	2.00	1.26	0.69	1.07	0.27
	Insect	0.47	1.61	0.97	0.68	3.33	2.50	2.83	1.90	1.42	1.72	1.15	1.20
Other	Wood	4.07	3.72	1.70	0.49	3.50	1.90	2.37	1.52	1.03	0.57	0.38	0.40
	Other	0.40	0.67	0.60	0.40	2.17	0.80	2.00	1.75	1.33	2.00	0.20	0.40
Units Sold		30000000	36000000	60000000	120000000	30000000	30000000	30000000	48000000	72000000	54000000	60000000	60000000
Complaints Per Million Units		30	29	23	11	53	44	54	27	16	20	17	13

The next folder to open is the Food Safety Management System folder



The Food Safety Management System Package contains comprehensive top level Food Safety Management procedure templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

Below is a table that shows how the documents match the requirements of the ISO 22000 standard with the Food Safety Management System provided to assist you in implementing the system and understanding the requirements of the standard.

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

IFSQN FSSC 22000 Food Safety Management System Start Up Guide

FSMS 9.2 Internal audit & Inspections	
FSMS 9.2 Plans & Checklists <u>Module/Folder</u>	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the Food Safety & Quality Management System



The records are provided in Microsoft Word format so are easily edited.

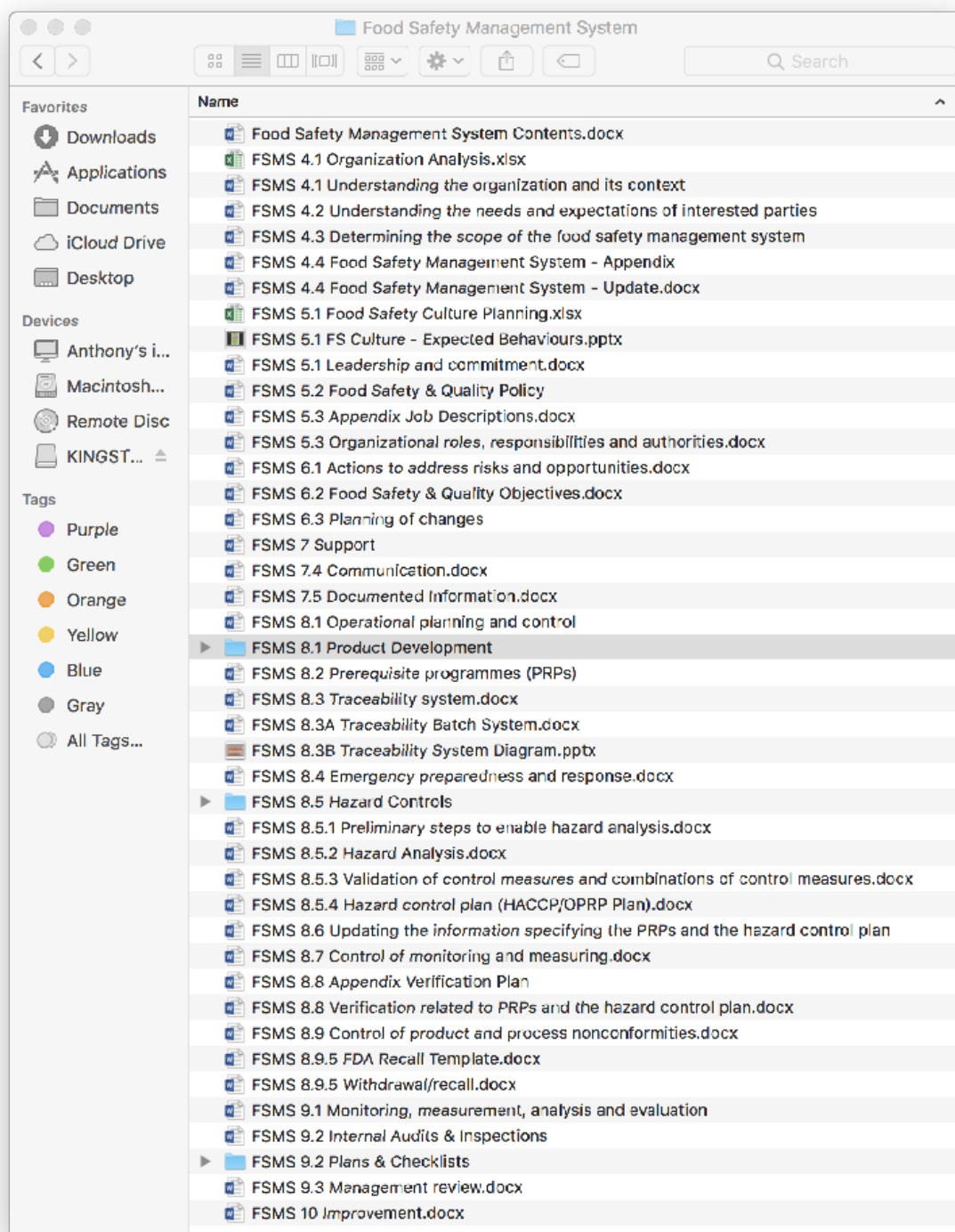
You can put your company logo or name and address in the header

You can edit the header

You can edit the footer

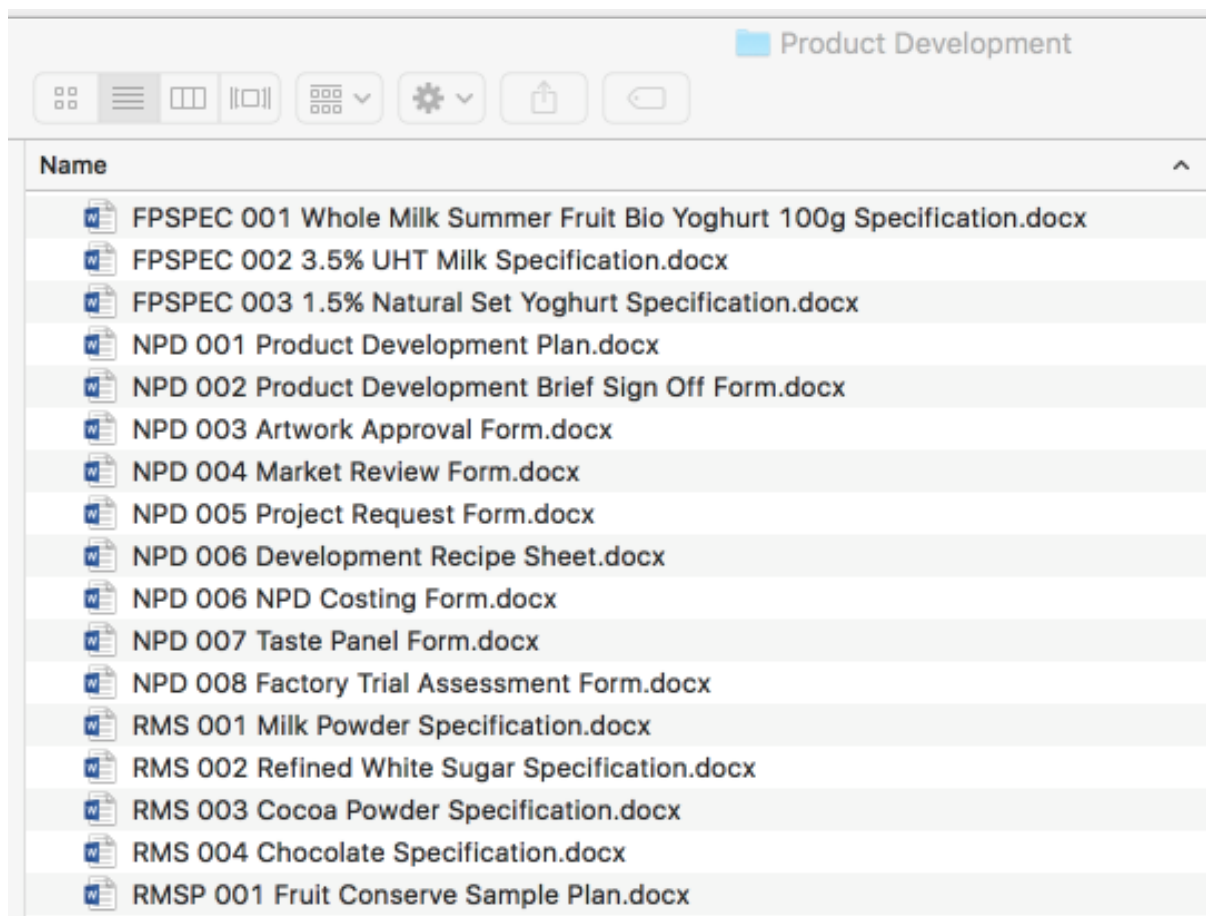
Open the FSMS 8.1 Product Development Folder

(It is in the Food Safety Management System Folder with the FSMS Documents)



IFSQN FSSC 22000 Food Safety Management System Start Up Guide

There is comprehensive product development documentation:



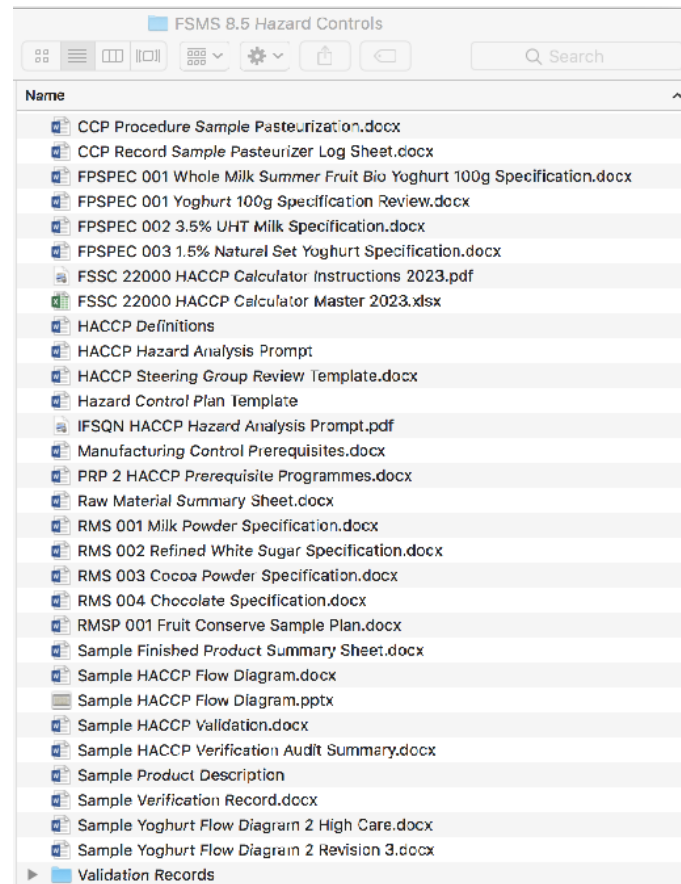
The screenshot shows the 'NPD 001 Product Development Plan' document in Microsoft Word. The document is titled 'Product Development Plan' and features the AFC logo. It contains two tables for tracking the development process.

Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage		Yes/No	Date
Development Manager			

Stage	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Quality against the Spec			
- Initial Product costing done			

Document Reference Product Development Plan NPD 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

The next folder to open is the FSMS 8.5 Hazard Controls Folder



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

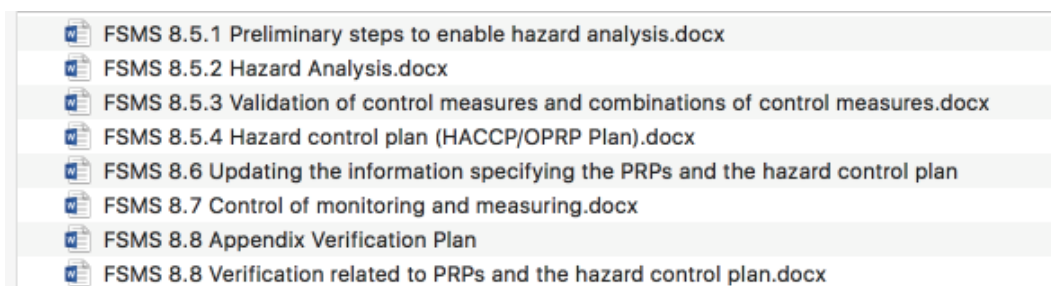
FSMS 8.5.3 Validation of control measure(s) and combinations of control measures

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



How does the FSSC 22000 HACCP Calculator help?

The FSSC 22000 HACCP Calculator assists the Food Safety Team in implementing a Hazard Control System compliant with ISO 22000 Section 8.5 Hazard control from Process Flow Steps to the Hazard Control Plan including:

- ✓ 8.5.2 Hazard analysis
- ✓ 8.5.2.2 Hazard identification and determination of acceptable levels
- ✓ 8.5.2.3 Hazard assessment
- ✓ 8.5.2.4 Selection and categorization of control measure(s)
- ✓ 8.5.4 Hazard control plan (HACCP/OPRP Plan)

The FSSC 22000 HACCP Calculator provides the Food Safety Team with a system to assess each of the control measures selected and formulating a Hazard Control Plan of Critical Control Points and Operational Prerequisite Programmes as per the new requirements in ISO 22000:2018 and in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition HACCP System and Guidelines for its Application.

The decision-making process and results of the selection and categorization of the control measures is maintained as documented information by the FSSC 22000 HACCP Calculator.

ISO 22000 HACCP Calculator Instruction

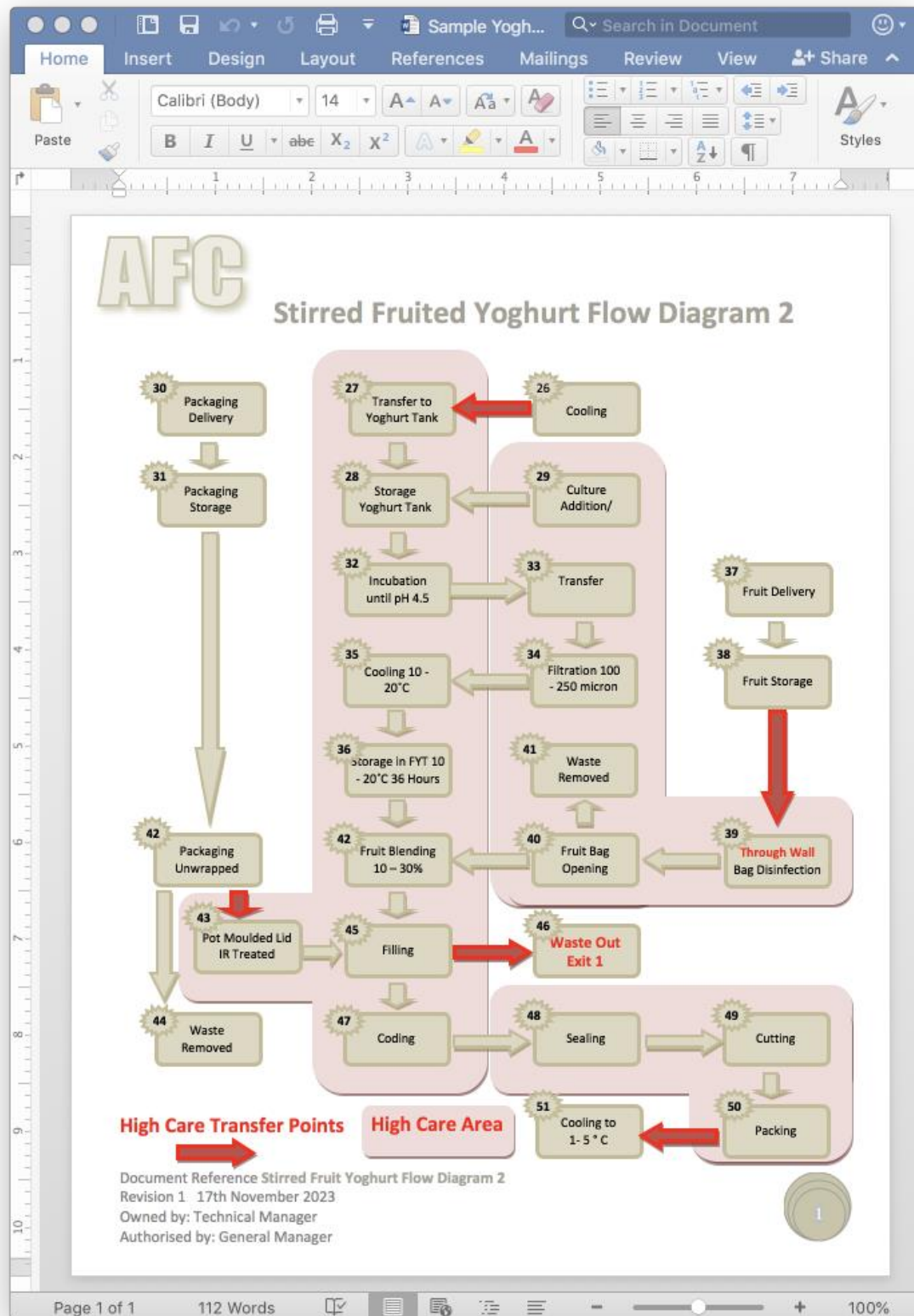
The screenshot displays the 'HCCP Calculator ISO 2008 27000' spreadsheet. The interface includes a menu bar at the top with options like 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The main workspace contains a complex table with multiple columns and rows. The table is organized into sections, with the top section titled 'Assessment of capital resources'. The rows are categorized by 'Assessment of capital resources' and 'Assessment of capital resources'. The spreadsheet includes various formulas and data points, such as 'Assessment of capital resources' and 'Assessment of capital resources'. The bottom of the spreadsheet shows a summary of the assessment, including 'Assessment of capital resources' and 'Assessment of capital resources'.

d) What is the feasibility of monitoring to detect any failure to remain within critical limit and/or measurable/observable action criteria?

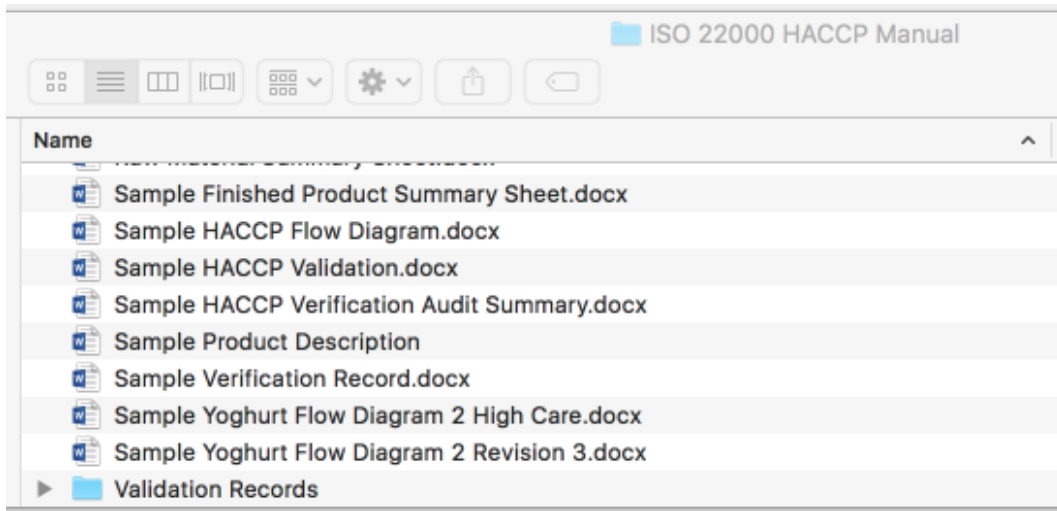
Based on the above select from the drop-down list if it is likely to be a CCP, OPRP, PRP or Not Effective.

If Not Effective Modify or look for a different Control Measure

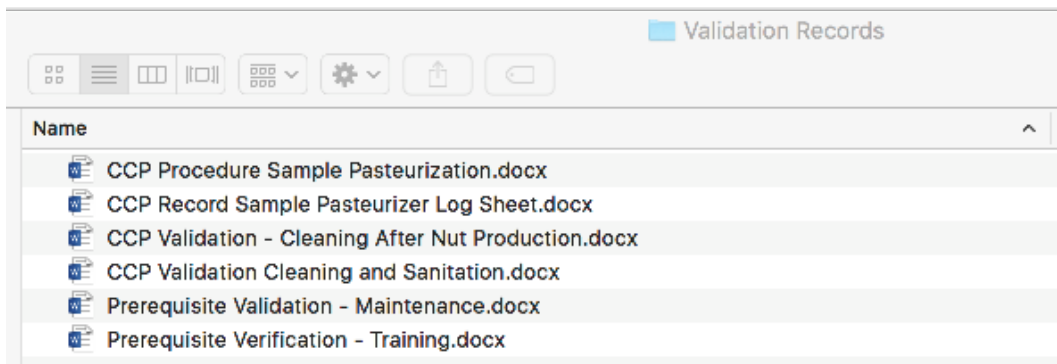
There are also supplementary HACCP documents that might be useful



There is also a Validation Records Folder



The folder contains examples of Validation Records plus a sample Operational Procedure and corresponding Record



AFC Metal Detection CCP Validation

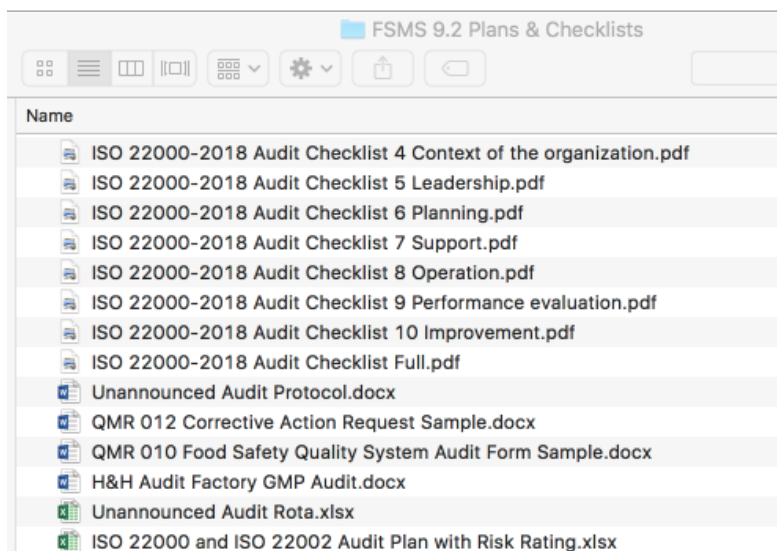
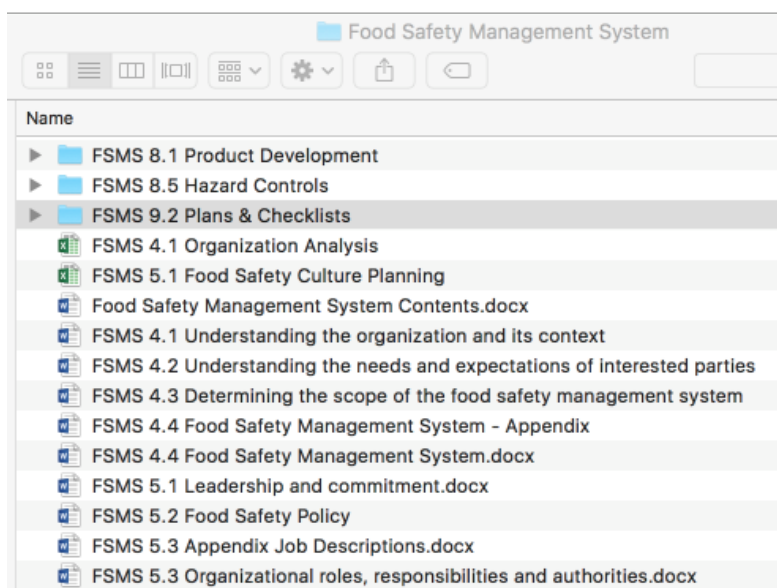
Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches	
Step Number	8 Packing	
Hazard	Presence of metal objects	
Control Measure	Metal Detection to a MINIMUM sensitivity of 3mm Ferrous and Non-ferrous	
Validation Methods	Applicable	Applicable
	Yes	No
Third Party Scientific Validation		✓
Historical Knowledge	✓	
Simulated Production Conditions		✓
Collection of Data in normal production		✓
Admissible in industrial practices	✓	
Legislation		✓
Mathematical Modelling		✓
Conclusion		
Internal Validation Required?		✓
If so by which method?		
CCP Confirmed	✓	
Authorized by(Name):	Technical Manager	
Signature:	Technical Manager	
Date	17 August 2023	

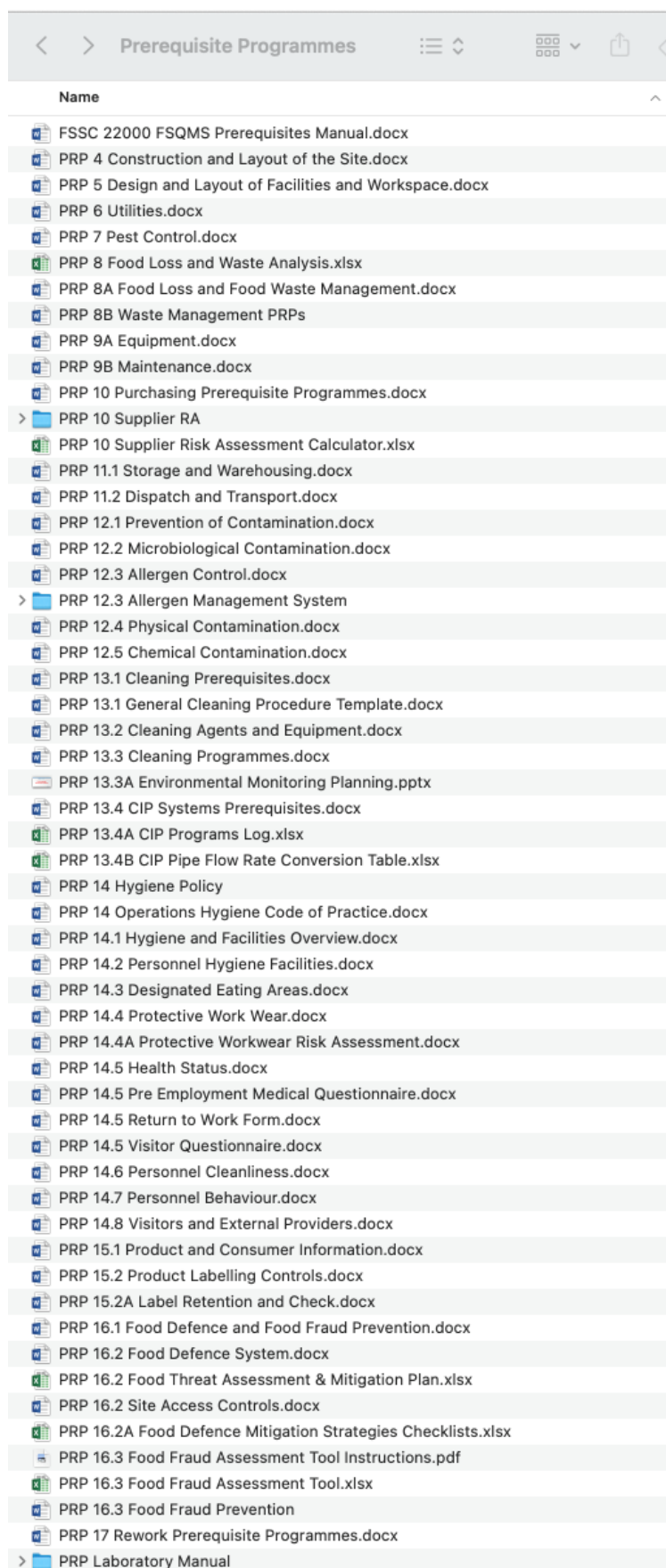
Document Reference CCP Validation - Metal Detection
Revision 0 17 August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 1 111 Words 100%

The next folder to open is the FSMS 9.2 Plans & Checklists Folder



The next folder to open is the Prerequisite Programmes Folder



IFSQN FSSC 22000 Food Safety Management System Start Up Guide

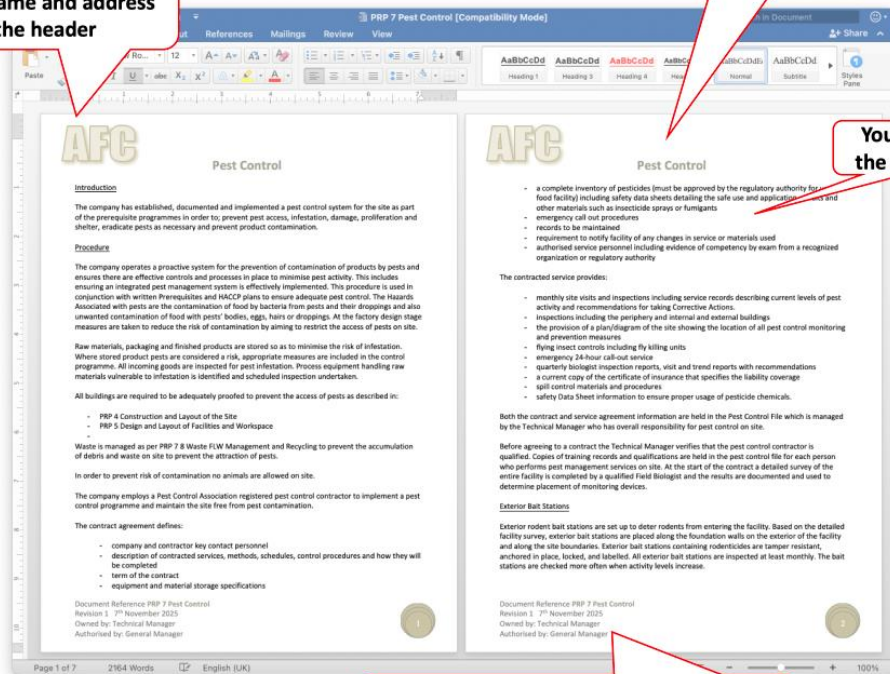


The documents and records are provided in Microsoft Word format so are easily edited in the future.

You can put your company logo or name and address in the header

You can edit the header

You can edit the main text



You can edit the footer

There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards and including those defined in 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 on Food Safety Part 1: Food Manufacturing and the FSSC 22000 Certification Scheme Additional Requirements Version 6.

PRP 4. Construction and Layout of the Site including:

4.1 Boundaries of the Site & Facilities

4.2 Environment

4.3 Construction and Layout

PRP 5 Design and Layout of Facilities and Workspace including:

5.1 General Design and Layout of Facilities and Workspace

5.2 Internal Structures and Fittings

5.3 Location of Equipment

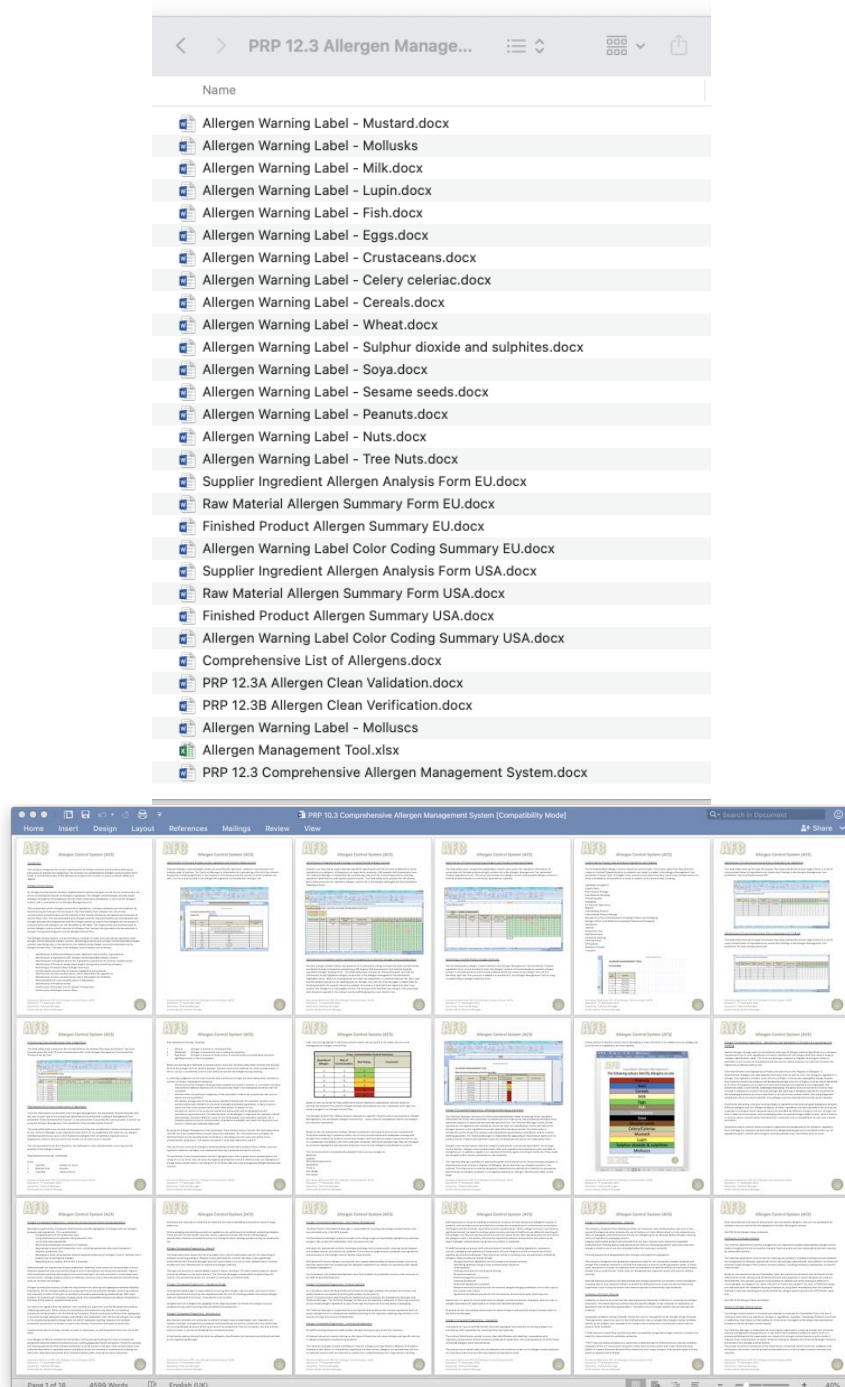
5.4 Storage of Food, Packaging Materials, Ingredients and Chemicals

5.5 Laboratory Facilities

The next three folders contain supplementary documentation and tools to assist with specific Prerequisite Programmes
(They are all in the Prerequisite Programmes Folder with the PRP Documents)

Open PRP 12.3 Allergen Management System Folder

There is comprehensive allergen management documentation and the Allergen Management Tool which assist in implementing PRP 12.3 Allergen Management System:

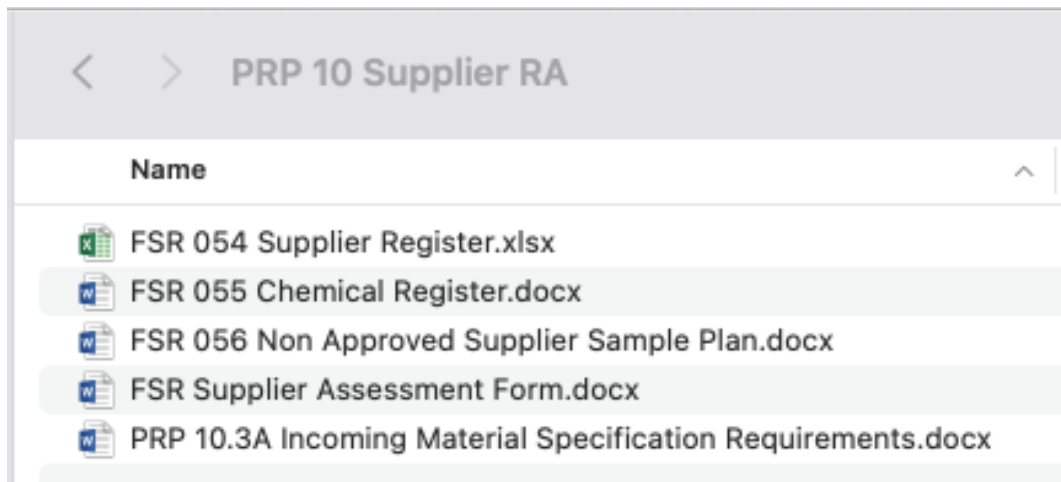


The next folder to open is the PRP 10 Supplier RA Folder

There are Supplier Assurance Documents and Supplier Risk Assessment Calculator to supplement:

PRP 10 Purchasing Prerequisite Programmes

PRP 10 Supplier Risk Assessment Calculator

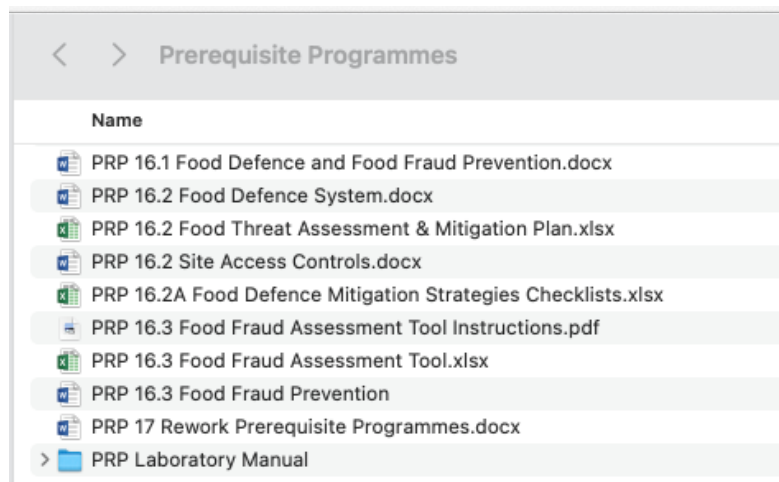


The screenshot shows the "Supplier Risk Assessment Calculator" spreadsheet. It includes a header section with a risk matrix and a main data table for supplier assessment.

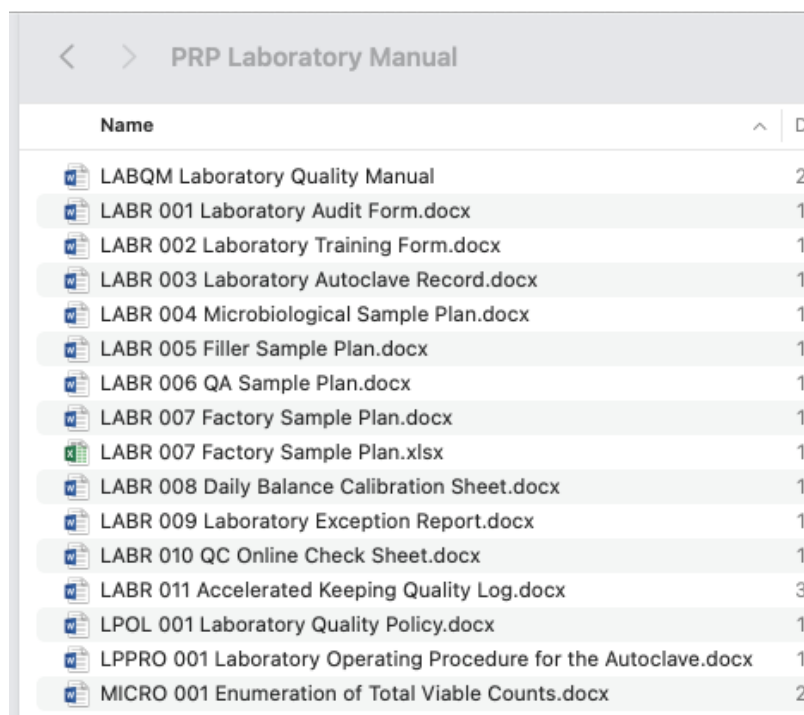
Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries	18 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Primary Control	Secondary Control	Primary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not further Processed on Site	S	S	Supplier Audit every 6 months
2	B	Flour for baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	Supplier Audit every 2 Years
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	Certification to GPS Approved Standard
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	Certification to GPS Approved Standard
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production facility	1	1	Supplier Assurance Questionnaire
6	F					1	5	Supplier Audit every 6 months
7	G					1	5	Supplier Audit every 6 months
8	H					1	5	Supplier Audit every 6 months
9	I					1	5	Supplier Audit every 6 months
10	J					1	5	Supplier Audit every 6 months
11	K					1	5	Supplier Audit every 6 months
12	L					1	5	Supplier Audit every 6 months
13	M					1	5	Supplier Audit every 6 months
14	N					1	5	Supplier Audit every 6 months
15	O					1	5	Supplier Audit every 6 months
16	P					1	5	Supplier Audit every 6 months
17	Q					1	5	Supplier Audit every 6 months
18	R					1	5	Supplier Audit every 6 months
19	S					1	5	Supplier Audit every 6 months
20	T					1	5	Supplier Audit every 6 months
21	U					1	5	Supplier Audit every 6 months
22	V					1	5	Supplier Audit every 6 months
23	W					1	5	Supplier Audit every 6 months
24	X					1	5	Supplier Audit every 6 months
25	Y					1	5	Supplier Audit every 6 months
26	Z					1	5	Supplier Audit every 6 months

The next folder to open is PRP Laboratory Manual Folder



This folder contains the Laboratory Quality Manual plus other documentation pertinent to Product Sampling, Inspection and Analysis.



FSSC 22000 Certification Scheme Additional Requirements Version 6
 2.5.1 Management of Services and Purchased Materials include the requirement ensure that where laboratory analysis services are used for the verification and/or validation of food safety are conducted by a competent laboratory (including **both internal** and external laboratories as applicable) using validated test methods and best practices. An example given is certification to international standard ISO 17025.

The next folder to open is the PRP Verification Records Folder

There are Updated 2025 ISO 22002-1 and ISO 22002-100 based Prerequisite Programme Verification Record Templates for all PRPs:

Name	Date Modified
PRP Record 4 Construction and Layout of the Site.docx	11 Nov 2025 at 12:42
PRP Record 5 Design and Layout of Facilities and Workspace.docx	21 Nov 2025 at 11:06
PRP Record 6 Utilities.docx	12 Nov 2025 at 11:56
PRP Record 7 Pest Control.docx	13 Nov 2025 at 13:21
PRP Record 8A Food Loss and Food Waste Management.docx	14 Nov 2025 at 11:30
PRP Record 8B Waste Management.docx	14 Nov 2025 at 11:18
PRP Record 9A Equipment.docx	15 Nov 2025 at 12:26
PRP Record 9B Maintenance.docx	15 Nov 2025 at 12:25
PRP Record 10 Purchasing.docx	15 Nov 2025 at 13:59
PRP Record 11.1 Storage and Warehousing.docx	17 Nov 2025 at 11:11
PRP Record 11.2 Dispatch and Transport.docx	17 Nov 2025 at 11:36
PRP Record 12 Prevention of Contamination.docx	20 Nov 2025 at 09:29
PRP Record 13 Cleaning Prerequisite Programmes.docx	20 Nov 2025 at 10:28
PRP Record 14 Hygiene Code of Practice Verification Record.docx	24 Nov 2023 at 11:09
PRP Record 14.1 Hygiene and Facilities Overview.docx	20 Nov 2025 at 10:59
PRP Record 14.2 Hygiene Facilities.docx	20 Nov 2025 at 11:01
PRP Record 14.3 Designated Eating Areas.docx	20 Nov 2025 at 11:07
PRP Record 14.4 Protective Workwear.docx	20 Nov 2025 at 11:34
PRP Record 14.5 Health Status.docx	20 Nov 2025 at 11:50
PRP Record 14.6 Personnel Cleanliness.docx	20 Nov 2025 at 11:59
PRP Record 14.7 Personnel Behaviour.docx	20 Nov 2025 at 12:12
PRP Record 14.8 Visitors and External Providers.docx	20 Nov 2025 at 12:21
PRP Record 15.1 Product and Consumer Information.docx	20 Nov 2025 at 12:54
PRP Record 15.2 Product Labelling Controls.docx	20 Nov 2025 at 12:54
PRP Record 16.2 Access Controls Prerequisite Programmes.docx	20 Nov 2025 at 13:33
PRP Record 16.2 Food Defence Prerequisite Programmes.docx	20 Nov 2025 at 13:32
PRP Record 16.3 Food Fraud Prevention.docx	20 Nov 2025 at 13:32
PRP Record 17 Rework Prerequisite Programmes.docx	21 Nov 2025 at 10:57

The image displays three screenshots of the 'PRP Record 7 Pest Control [Compatibility Mode]' form, which is titled 'Pest Control Verification' and includes the AFC logo.

Screen 1 (Left): Management of Pest Control Verification Audit

Management of Pest Control Verification Audit	Audit Findings
Auditor Name	
Date	
Site Standard	
Is a proactive system for the prevention of contamination of products by pests in place?	
Does the system ensure that there are effective controls and processes in place to minimise pest activity?	
At the factory design stage are measures taken to reduce the risk of contamination by ensuring the access of pests in all areas?	
Are hygiene, cleaning, incoming materials inspection and monitoring procedures implemented to deter pest activity?	
Are raw materials, packaging and finished products stored so as to minimise the risk of infestation?	
Where stored product pests are considered a risk, are appropriate measures included in the control programme?	
Are all incoming goods inspected for pest infestation?	
Is process equipment that handles raw materials vulnerable to infestation identified and scheduled inspection undertaken?	
Are all buildings adequately proofed?	
Are animals prevented from accessing the site?	
Is the Technical Manager responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File?	
Is a Pest Control Association registered pest control contractor employed to implement a pest control programme and maintain the site free from pest contamination?	
Does the contract agreement define:	
- company and contractor key contact personnel?	
- description of contracted services and how they will be completed?	
- target pests?	

Document Reference: PRP 7 Pest Control PRP Verification
Revision 1: 17 November 2025
Owned by: Technical Manager
Authorised by: General Manager

Page 1 of 9 | 1064 Words | English (UK)

Screen 2 (Middle): Main Verification Table

Verification	Findings
site plans pest control methods?	
schedules?	
control procedures?	
training requirements?	
term of the contract?	
equipment and material storage specifications?	
a complete inventory of pesticides (must be approved by the regulatory authority for use in a food facility detailing the location and safe use and application of both and other materials such as insecticide sprays or fumigants)?	
emergency call out procedures?	
records to be maintained?	
requirement to notify facility of any changes in service or materials used?	
Service personnel including evidence of competency by exam from a recognised organization?	
Does the contracted service provide:	
- monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking corrective actions?	
- inspections including the periphery and internal and external buildings?	
- the provision of a plan/diagram of the site showing the location of all pest control monitoring and prevention measures?	
- flying insect controls including fly killing units?	
- emergency 24-hour call-out service?	
quarterly biologist inspection reports, visit and trend reports with recommendations?	

Document Reference: PRP 7 Pest Control PRP Verification
Revision 1: 17 November 2025
Owned by: Technical Manager
Authorised by: General Manager

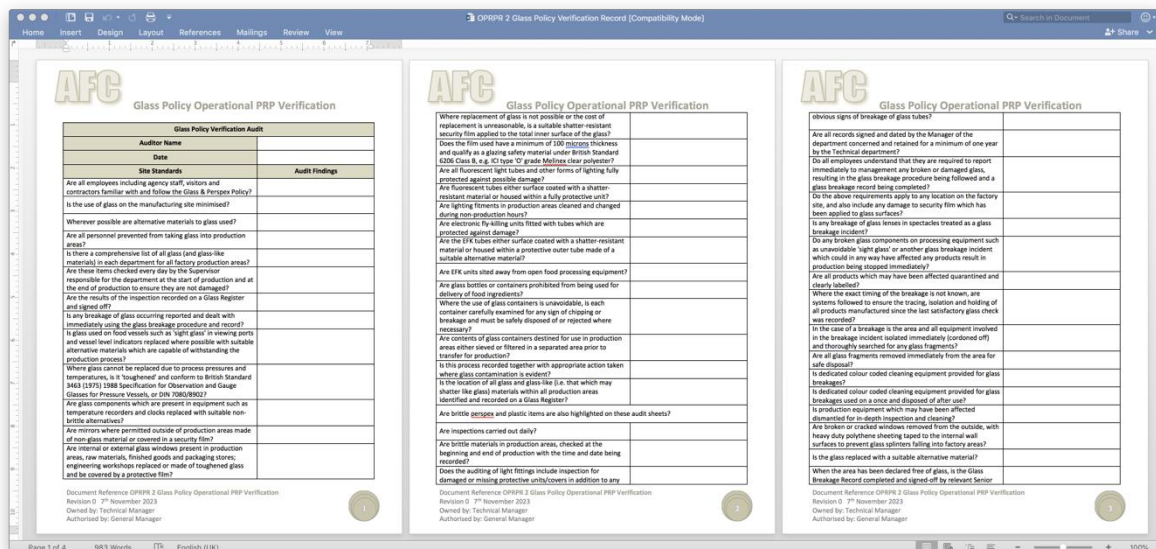
Screen 3 (Right): Conclusion Section

Conclusion	Findings
a current copy of the certificate of insurance that specifies the liability coverage?	
spill control materials and procedures?	
material safety data sheet information to ensure proper usage of pesticide chemicals?	
Are the contract and service agreement information held in the Pest Control File?	
Does the Technical Manager have overall responsibility for pest control on site?	
Has the Technical Manager verified that the pest control contractor is qualified before agreeing to a contract?	
Are copies of training records and qualifications held in the pest control file for each person who performs pest management services on site?	
Has a detailed survey of the entire facility been completed by a qualified Field Biologist at the start of the contract and the results documented and used to determine placement of monitoring devices?	
Are all buildings adequately proofed to prevent the access of pests as described in:	
- PRP 4 Construction and Layout of the Site Prerequisite Programmes	
- PRP 5 Design and Layout of Facilities and Workspace Prerequisite Programmes	
Is waste managed as per PRP 8 Waste (FW) Management and Recycling to prevent the accumulation of debris and waste on site to prevent the attraction of pests?	
Are storage facilities and practices designed to minimise the availability of food and water to pests?	
Are all raw materials inspected on delivery for signs of pest activity or contamination?	
Are any materials found to be infested immediately quarantined to prevent contamination of other materials, products or the establishment and the Technical Manager informed?	
Are grounds maintained and vegetation tended?	
Are areas for potential pest harborage removed including the management and removal of waste?	
Are all materials that are stored outside protected from weather, pest contamination and damage?	

Document Reference: PRP 7 Pest Control PRP Verification
Revision 1: 17 November 2025
Owned by: Technical Manager
Authorised by: General Manager

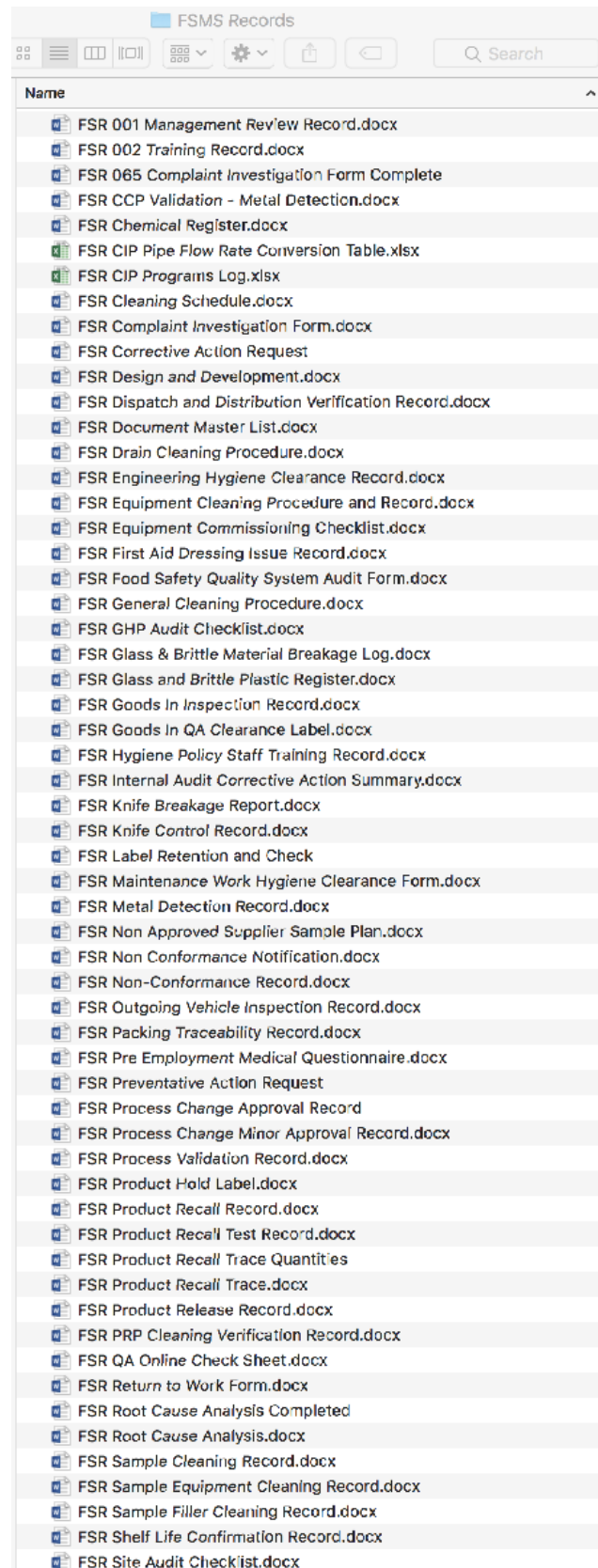
The next folder to open is the Operational PRPs Folder

There are example Operational Prerequisite Programmes and corresponding Validation & Verification Records.



The next folder to open is the FSMS Records Folder

There is a comprehensive range of easy to use food safety record templates:



IFSQN FSSC 22000 Food Safety Management System Start Up Guide

FSR 065 Complaint Investigation Form Complete [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

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AFC Complaint Investigation Form

To be Completing by the Person Receiving the Complaint and passed to the Complaint Investigation Officer

Product Details	UHT Orange Juice 1L Tetra Top Carton		
Nature of Complaint and Details	Yeast type taste and smell after opening. Best Before date 14th July 2023. Time 07:57hrs.		
Customer Name	Anne Customer		
Customer Address	The Old Cottage Windy Lane Countryside Somewhere		
Customer Phone Number	0123 456789		
Date received	12 th January 2023	Use By/Best Before Date	14th July 2023
Completed by	Carol Service	Ext. Number	101

To be completed by the Complaint Investigation Officer

Date of Production	14 th July 2022	Packing Line	Line 1
Production Start	07:56hrs	Production End	10:31hrs
Complaint category	Off	Quantity Produced	12,320

Details of any other complaints received from this production run:
Two other complaints received. Times 07:56 and 07:57

Details for each area of Investigation

Raw Materials	Orange Concentrate Batch 12345 Use By 31/12/22
Packaging	Tetra Top Carton Batch 54321
CCP Checks	All checks passed.
Processing	UHT Temp 140 °C.

Document Reference FSR 065 Complaint Investigation Form
Revision 0 25th December 2022
Owned by: Quality Manager
Authorised by: General Manager

Page 1 of 2 350 Words English (UK)

AFC Complaint Investigation Form

Filling/Packing	Issues with seal at start up. 50 Packs rejected.	
Engineering (if applicable)	Heat seal temperature increased to 220 °C	
Storage & Distribution	No issues of note	
Laboratory Report	All product passed from production run. 30 Samples in total	

Investigation Summary:
The returned carton was inspected and found to have a weak seal. This is likely related to a problem with sealing at start-up of the production run.

Corrective Action:
Revised procedures at start up to ensure product with weak seals is rejected.

Investigated By	Date	Signature
Complaints Investigator	15 th January 2023	Complaints Investigator

Person to Complete Corrective Action Complaints Investigator

Target date for Completion 24th January 2023

Details of Corrective Action Taken:
Revised procedures have been implemented at start up. 10 extra cartons now checked prior to first saleable product.

Signature: Production Supervisor Date: 19th January 2023

Technical Department Representative Corrective Action Checked and Effective:
Revised procedure is in place and 20 cartons are checked before first saleable product produced.

Signature Quality Auditor Date: 21st January 2023

Response sent to customer reference and date	21/1/23 Ref. AnneCustomer210123
Closed out by Technical Manager	Technical Manager
Date	21 st January 2023

Document Reference FSR 065 Complaint Investigation Form
Revision 0 25th December 2022
Owned by: Quality Manager
Authorised by: General Manager

Page 2 of 2 350 Words English (UK)

FSR 001 Management Review Record [Compatibility Mode]

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AFC Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees

Chief Executive Officer - Chairman
General Manager - Deputy Chair
Operations Manager
Maintenance Manager
Supply Chain Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy	-	-
Review of the Food Safety Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous management review meeting	-	-
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)	-	-
Hazard and risk management system review	-	-
Food Safety Culture performance review	-	-
Results and Outstanding Non-conformances from internal and external audits	-	-

Document Reference FSR 001 Management Review Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorised by: General Manager

Page 1 of 3 346 Words English (US)

AFC Management Review Record

Review and trend analysis of Customer and Supplier complaints	-	-
Analysis of the results of validation and verification activities	-	-
Key Performance Indicators Review	-	-
Emergencies and Accidents	-	-
Process and product conformity	-	-
Corrective and preventive action status	-	-
Food Safety Incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues	-	-
Review of changes to legislation and food safety related scientific information	-	-
Review of Resources and effectiveness of Training	-	-
Recommended Improvements	-	-
Customer feedback and Sales levels are reviewed to give an indication of trends	-	-

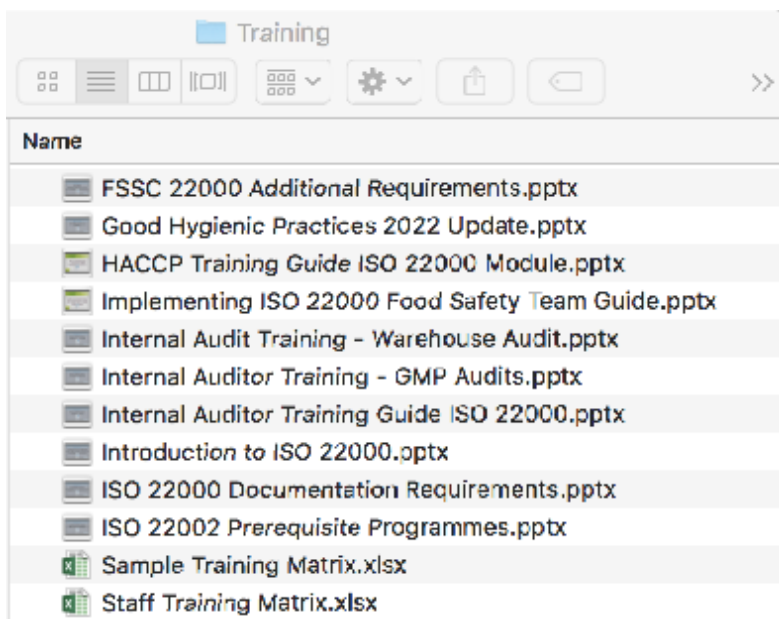
Welcome back!

Document Reference FSR 001 Management Review Record
Revision 0 8th August 2023
Owned by: Quality Manager
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Page 2 of 3 346 Words English (US)

IFSQN FSSC 22000 Food Safety Management System Start Up Guide

The next folder to open is the Training Folder



Sample training matrix templates are provided.

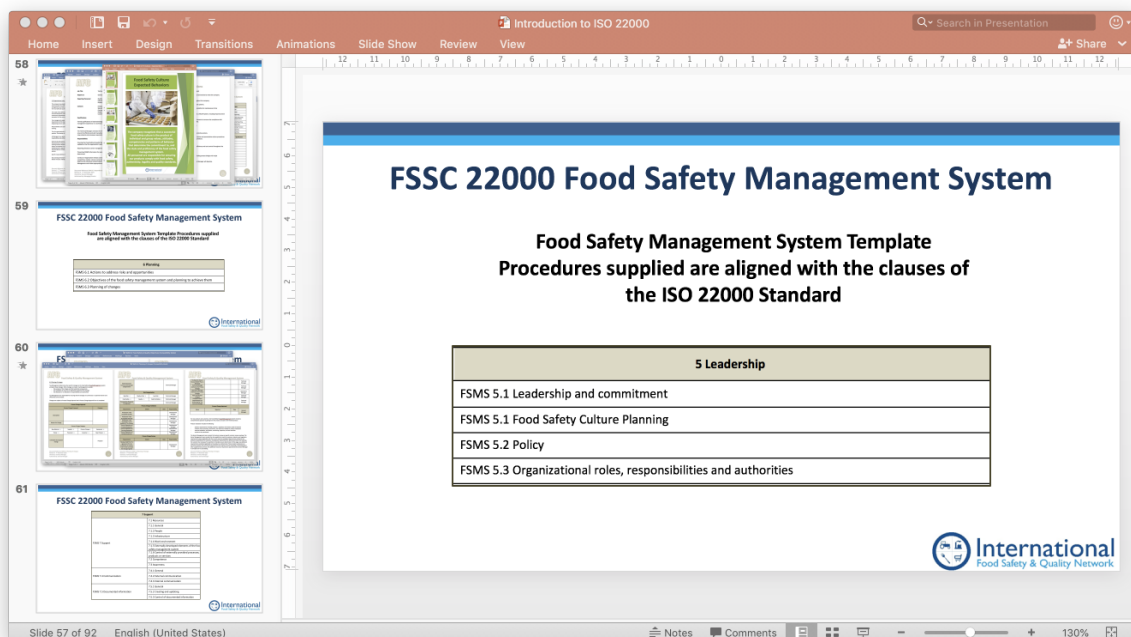
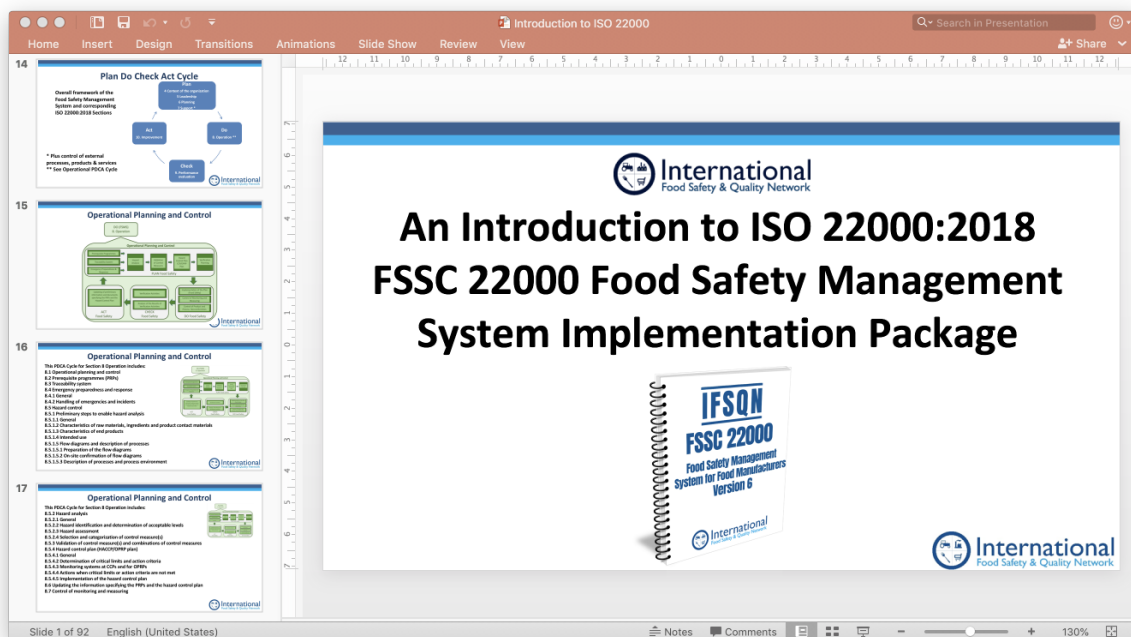
[illegible]

IFSQN FSSC 22000 Food Safety Management System Start Up Guide

An extensive set of IFSQN PowerPoint Training Presentations are here:

Introduction to ISO 22000:2018

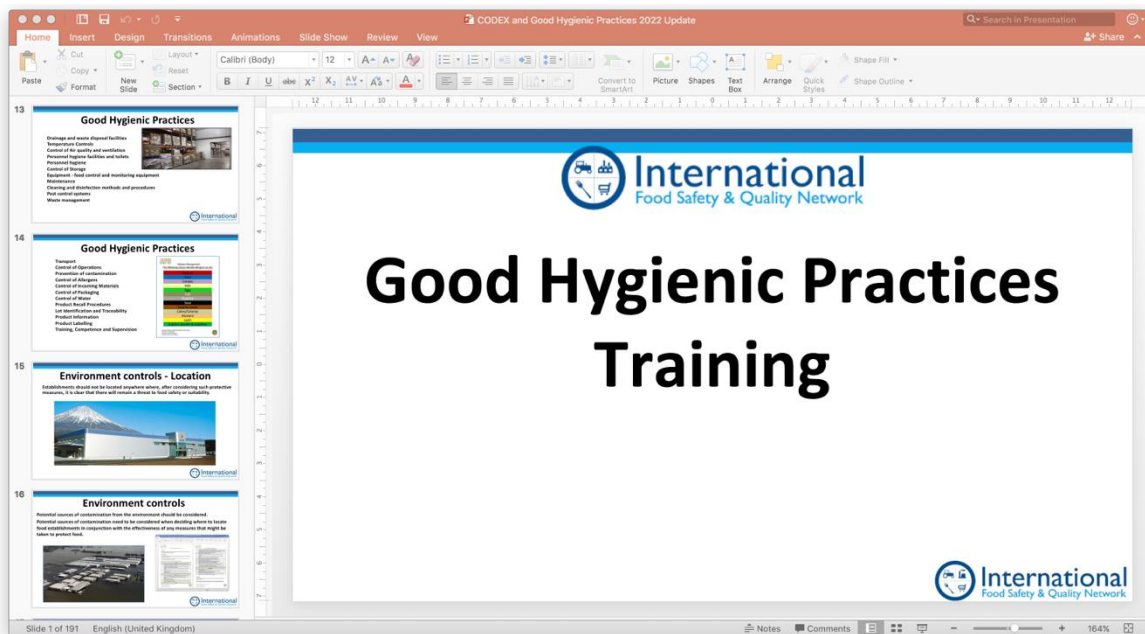
This PowerPoint presentation will introduce the ISO 22000 standard to the management team and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.



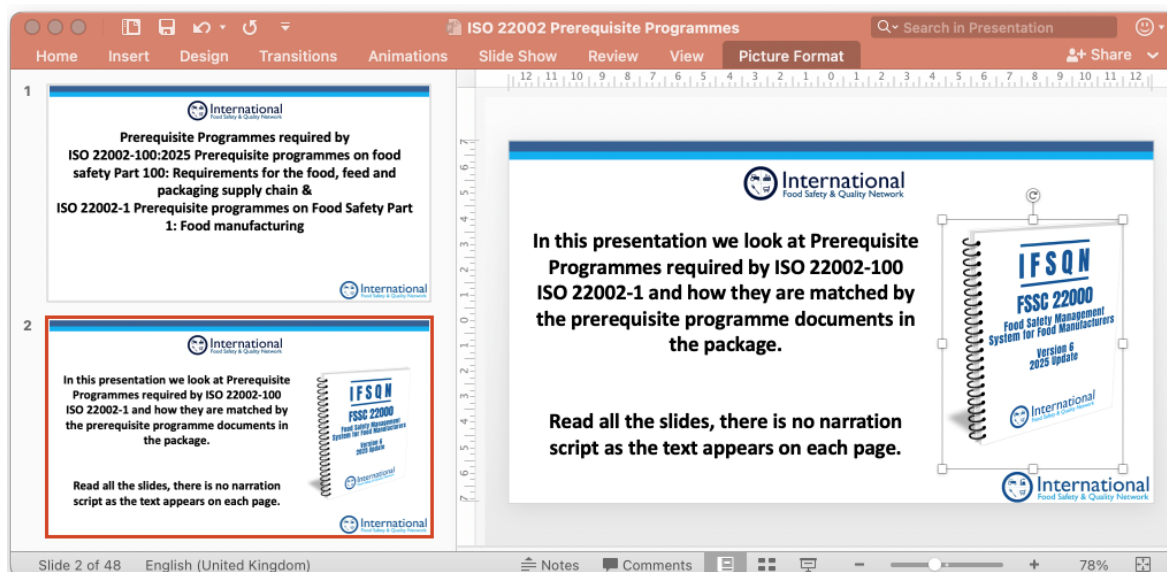
Good Hygienic Practices/Prerequisite Programmes Training

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:

Updated in consideration of CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition



Prerequisite Programmes (as per ISO 22002-1:2025 & ISO 22002-100:2025) Training



Implementing ISO 22000:2018 Food Safety Team Guide

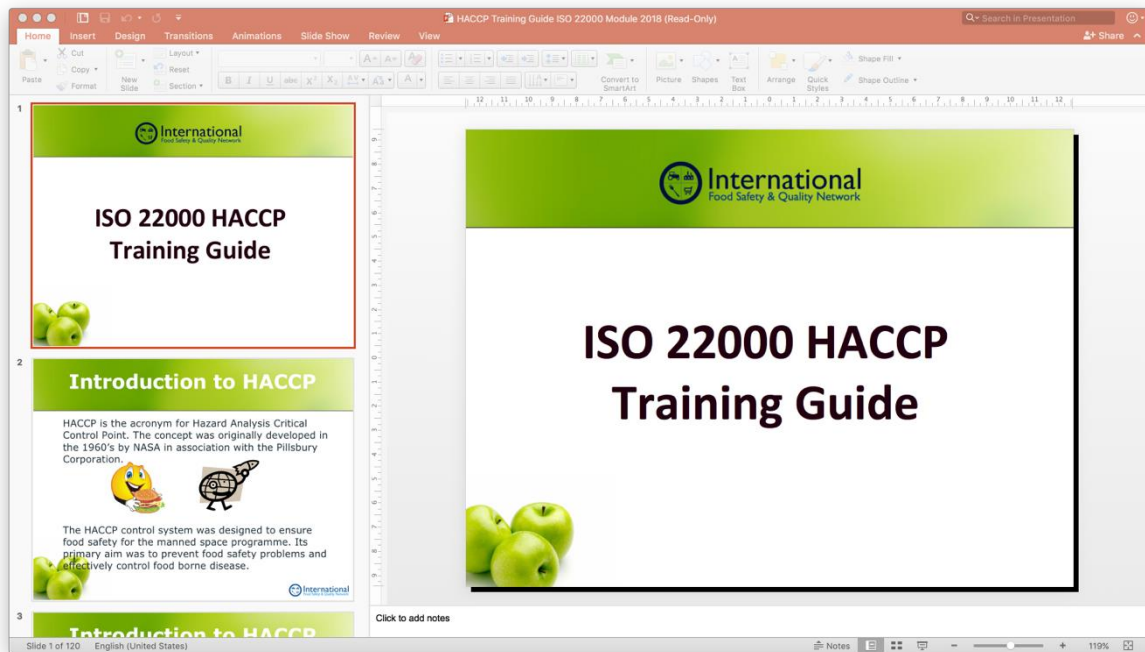
The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team their role in implementing an ISO 22000:2018 compliant Food Safety Management System.



IFSQN FSSC 22000 Food Safety Management System Start Up Guide

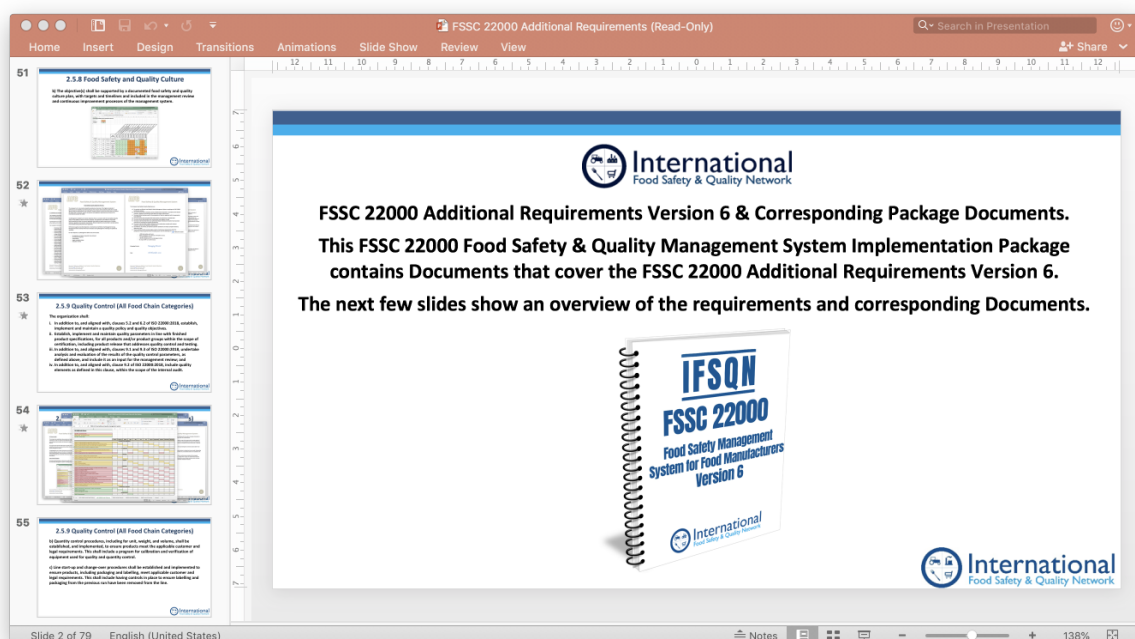
HACCP Training Guide ISO 22000:2018 Version

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



FSSC 22000 Additional Requirements Version 6

A PowerPoint explanation of the FSSC 22000 Additional Requirements Version 6 requirements for certification and how the documents supplied comply with these additional requirements.

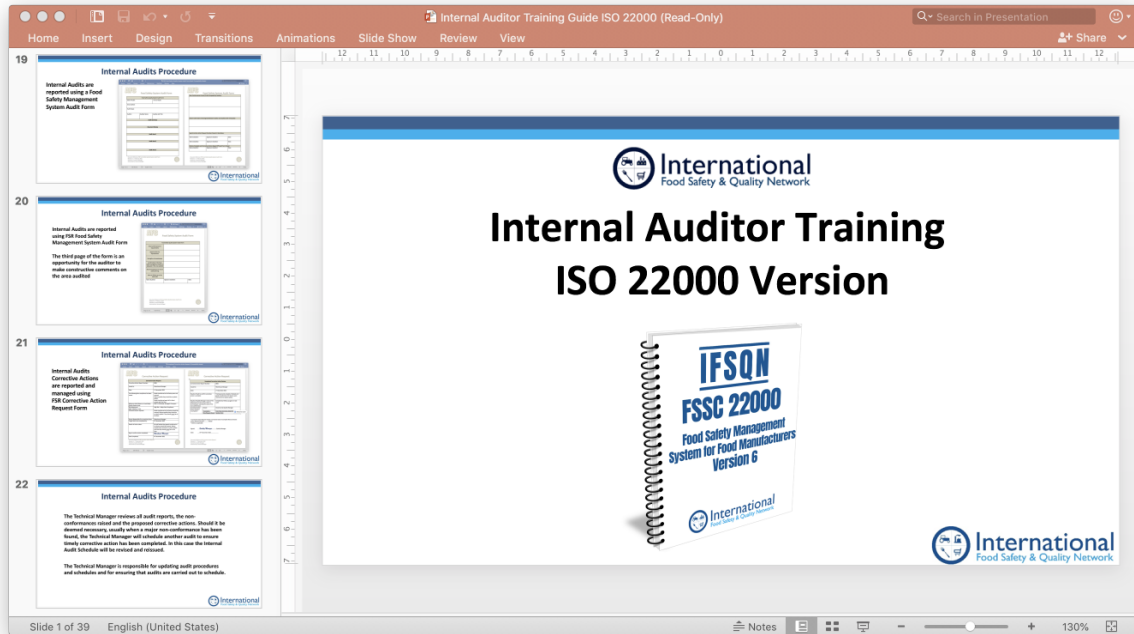


IFSQN FSSC 22000 Food Safety Management System Start Up Guide

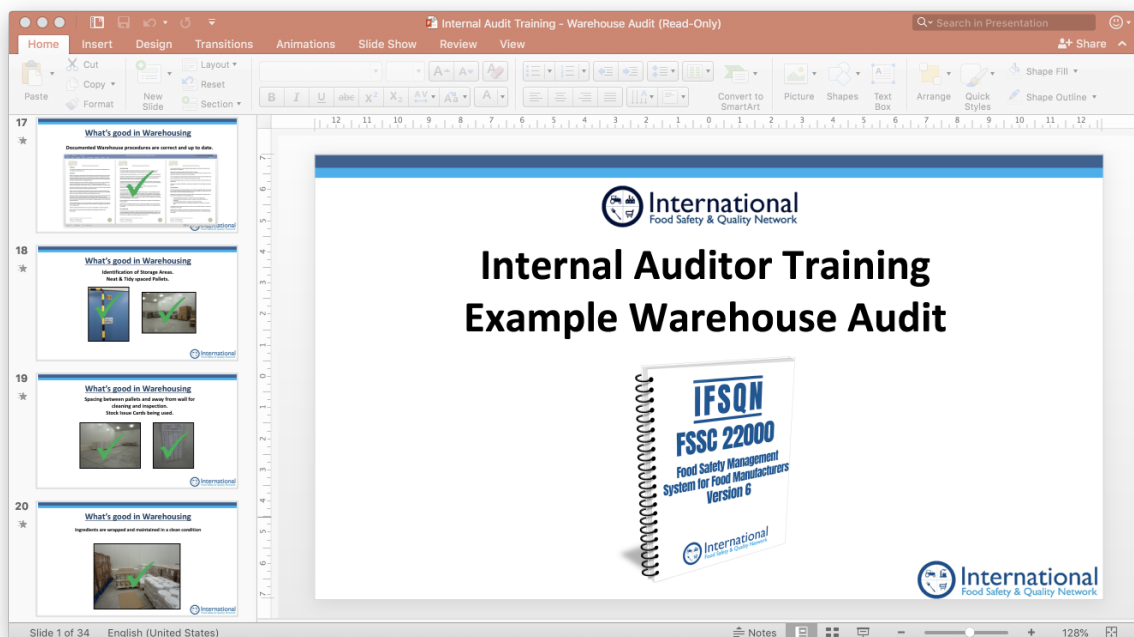
There are three PowerPoint Internal Auditor training presentations

Internal Auditor Training Guide

A PowerPoint Internal Auditor training presentation is included and can be used to train your Internal Auditors



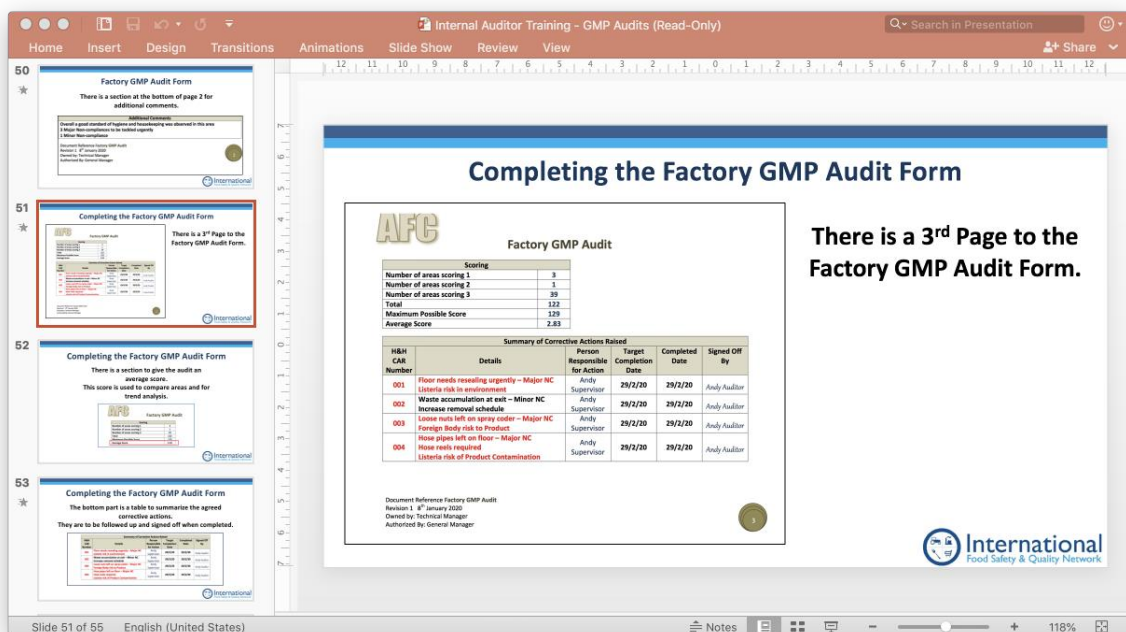
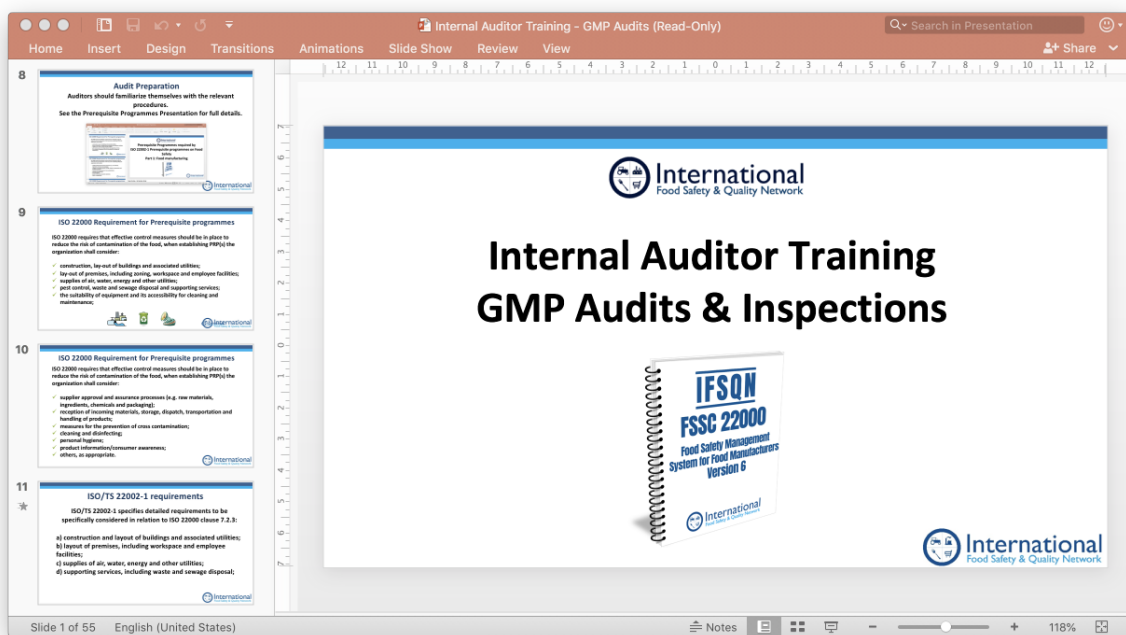
Example Internal Audit Training Guide



IFSQN FSSC 22000 Food Safety Management System Start Up Guide

GMP Auditor Training Guide

FSSC 22000 Certification Scheme Additional Requirements Version 6 include 2.5.12 PRP Verification and the requirement to establish, implement, and maintain routine site inspections/PRP checks. This PowerPoint training presentation of a GMP Audit/Facility Inspection System is included.



Free online support via e-mail

Finally, remember that we provide online support and expertise to guide you in developing your FSSC 22000 Food Safety Management System.

[Contact us if you require assistance in any of these stages, support is included free of charge with our implementation packages](#)



[Click here to order the IFSQN FSSC 22000 Version 6 2025 Certification Package Now](#)