The IFSQN FSSC 22000 Implementation Package

This is our premiere package for Food Manufacturers looking to achieve certification to FSSC 22000 for Food Safety Management Systems. Food Safety System Certification (FSSC) 22000 is a Global Food Safety Initiative (GFSI) approved certification scheme for food manufacturers based on the integration of the ISO 22000 food safety management standard and Technical Specification TS ISO 22002 part 1 Prerequisite Programmes for Food Manufacturers.

This package now also covers the quality management requirements of ISO 9001:2008 so assisting organizations in achieving food safety and quality management certification.

This really is our most complete documentation, project implementation and training support system .... an all in one easy to use package.

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The IFSQN FSSC 22000 Implementation Package includes:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Records
- ✓ Prerequisite Programmes Manual
- ✓ Operational Prerequisite Programmes Manual
- ✓ HACCP Manual including the ISO 22000 HACCP Calculator
- ✓ A set of 15 Training Presentations covering ISO 22000, ISO 9001, TS ISO 22002, Prerequisites, Operational Prerequisites, HACCP and Internal Audits
- ✓ ISO 22000/ISO 9001/TS ISO 22002/CODEX Gap Analysis Checklists
- ✓ Project 22000 Support Package containing all the project tools you will need to achieve ISO 22000 or FSSC 22000 certification and our comprehensive FSSC 22000 Implementation Workbook
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Unannounced Audit Guidance
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Verification Schedule Risk Assessment Tool and Template
- ✓ Free online support via e-mail

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Food Safety Quality Management System

The Food Safety Management System contains a comprehensive ISO 22000 & 9001 documentation package that is 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
- ✓ Prerequisite Programmes Manual
- ✓ Operational Prerequisite Programmes Manual
- ✓ Laboratory manual including sample procedures and records

Food Safety Quality Manual

The Food Safety Quality Manual* contains comprehensive top level procedures templates that match the clauses of the ISO 22000 standard and forms the foundation of your Food Safety Quality 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.

Food Safety Management System	
Section 4.1	Introduction to the Food Safety Management System
	Communication Overview
	The Food Safety Management System
	Senior Management Responsibility
	Document Hierarchy
	Food Safety System Process Diagram
Section 4.2	Documentation Requirements
	Document Control Procedure

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	Record Control Procedure
Management Responsibility	
Section 5.1	Senior Management Commitment
Section 5.2	Food Safety and Quality Policy
	Food Safety and Quality Objectives
Section 5.3	Food Safety Management System Planning
	Customer, Statutory and Regulatory Conformance
	Contract Review
Section 5.4	Responsibility and Authority
Section 5.5	Food Safety Team Leader
Section 5.6	Communication
	Suppliers and Contractor Communication
	Customer Communication
	Food Authority Communication
	Internal Communication
Section 5.7	Emergency Preparedness and Response
Section 5.8	Management Review
Resource Management	
Section 6.1	Provision of Resources
Section 6.2	Human Resources
Section 6.3	Infrastructure
Section 6.4	Work Environment
Planning and Realisation of Safe Products	

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Section 7.1	Planning and Realisation of Safe Products
	New Plant and Equipment
	Purchasing
	Purchasing Documents
	Supplier Assurance and Approval
	Verification of Purchased Materials
Section 7.2	Prerequisite Programmes
	(i) Prerequisite Programmes
	(ii) Operational Prerequisite Programmes
Section 7.3	HACCP & Preliminary Steps - Hazard Analysis
	HACCP principles
	Hazard Analysis – Preliminary Steps
	HACCP Team
	HACCP Scope
	Raw Materials
	Product Description
	Intended Use
	HACCP Terms of Reference
	HACCP Flowcharts
	Description of Process Steps
Section 7.4	Hazard Analysis
	Hazard Identification
	Determination of Acceptable Levels

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	Hazard Assessment
	Selection and Assessment of Control Measures
	The HACCP Calculator
Section 7.5	Establishing Operational Prerequisite Programmes (PRPs)
Section 7.6	Design and Redesign of the HACCP Plan
	Critical Control Points
Section 7.7	Updating of Preliminary Information
Section 7.8	Verification Planning
Section 7.9	Product Identification and Traceability
Section 7.10	Control of Non-Conformity
	Corrections
	Corrective Action
	Preventative Action
	Control of Non-Conforming Product
	Product Recall
Validation, Verification and Improvement of the Food Safety Management System	
Section 8.1	Validation, Verification and Improvement of the Food Safety Management System Introduction
Section 8.2	Validation of Control Measure Combinations
	Validation of Production Processes
Section 8.3	Control of Monitoring and Measurement
	Measuring and Monitoring
	Calibration of Monitoring and Measuring Equipment

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Section 8.4	Food Safety Quality Management System Verification, Validation and Improvement and Updating
	Internal Audits
	Evaluation of Individual Verification Results
	Analysis of Results of Verification Activities
	Continual Improvement
	Customer Satisfaction
	Food Safety Quality Management System Updating

AFC Food Safety Quality Management System

4.1 Introduction to the Food Safety Management System

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

Scope

The scope of the Food Safety Management System includes all product categories, processes and activities conducted on site and any outsourced activities. These requirements are aligned with the policies and objectives of the site and include those of the following standards:

Quality - ISO 9001:2008
Food Safety - ISO 22000:2005

Due diligence

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

Food Safety

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

Document Reference Food Safety Quality Management System
Revision 1 18th May 2014
Owned by: Technical Manager
Authorised By: General Manager

* The documentation also considers the quality management system requirements of ISO 9001:2008

FSQMS Record Templates

The Food Safety Quality Manual includes 60 record templates that support your Food Safety Management System procedures:

QMR 001 Management Review Minutes
QMR 002 Training Record
QMR 003 Product Release Record
QMR 004 Design and Development Records
QMR 005 Supplier Assessment Record
QMR 006 Validation Record
QMR 007 Identification and Traceability Record
QMR 008 Register of Customer Property
QMR 009 Calibration Record
QMR 010 Internal Audit Record
QMR 011 Records of Non-conforming Product
QMR 012 Corrective Action Request Form
QMR 013 Preventative Action Request Form
QMR 014 Supplier Self Assessment and Approval Form
QMR 015 Equipment Commissioning Record
QMR 016 Return to Work Form
QMR 017 Hygiene Policy Staff Training Record
QMR 018 Complaint Investigation Form
QMR 019 Prerequisite Audit Checklist
QMR 020 Knife Control Record
QMR 021 Knife Breakage Report
QMR 022 Goods in Inspection Record
QMR 023 Equipment Cleaning Procedure
QMR 024 Glass and Brittle Plastic Breakage Record
QMR 025 Metal Detection Record
QMR 026 First Aid Dressing Issue Record
QMR 027 Cleaning Schedule
QMR 028 Cleaning Record
QMR 029 Engineering Hygiene Clearance Record
QMR 030 Glass and Brittle Plastic Register
QMR 031 GMP Audit Checklist
QMR 032 Vehicle Hygiene Inspection Record
QMR 033 Outgoing Vehicle Inspection Record
QMR 034 Pre Employment Medical Questionnaire
QMR 035 Visitor Questionnaire
QMR 036 Product Recall Record
QMR 037 Shelf Life Confirmation Record

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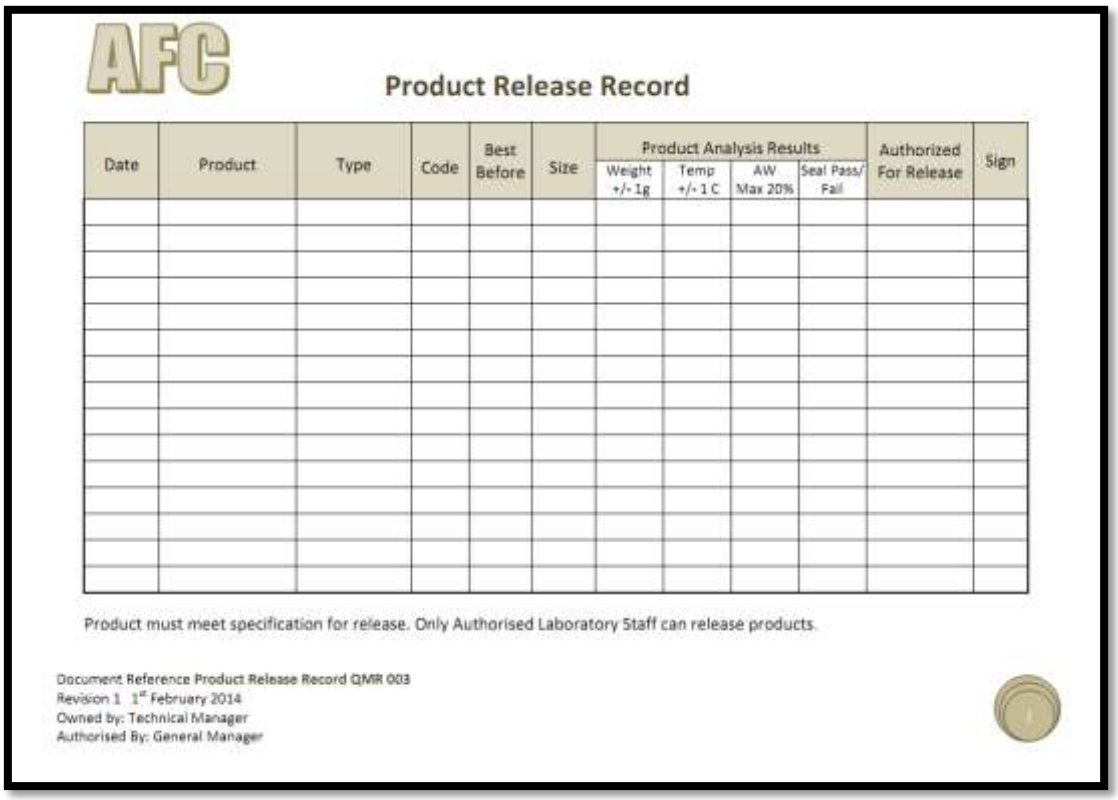
QMR 038 Accelerated Keeping Quality Log
QMR 039 Goods In QA Clearance Label
QMR 040 Maintenance Work Hygiene Clearance Form
QMR 041 Changing Room Cleaning Record
QMR 042 Colour Coding Red Process Areas
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms
QMR 044 Drain Cleaning Procedure Filler Areas
QMR 045 General Cleaning Procedure
QMR 046 Product QA Clearance Label
QMR 047 CIP Programmes Log
QMR 048 Sample Filler Cleaning Record
QMR 049 Pipe Diameter Flow Rate Conversion Table
QMR 050 QC Online Check Sheet
QMR 051 Non Conformance Notification
QMR 052 CIP Chemical Log
QMR 053 Double Hold Label
QMR 054 Supplier Register
QMR 055 Chemical Register
QMR 056 Non Approved Supplier Sample Plan
QMR 057 Warehouse Cleaning Record
QMR 058 Product Recall Trace
QMR 059 Product Recall Test Record
QMR 060 Document Master List



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Product Release Record

Date	Product	Type	Code	Best Before	Size	Product Analysis Results				Authorized For Release	Sign
						Weight +/- 1g	Temp +/- 1 C	AW Max 20%	Seal Pass/ Fail		

Product must meet specification for release. Only Authorised Laboratory Staff can release products.

Document Reference Product Release Record QMR 003
Revision 1 1st February 2014
Owned by: Technical Manager
Authorised By: General Manager

HACCP Manual containing the ISO 22000 HACCP Calculator

The HACCP System is implemented by following the HACCP Manual procedures:

HM 1 HACCP System
HM 2 HACCP Team
HM 3 HACCP Prerequisites
HM 4 HACCP Scope and Product Information
HM 5 HACCP Intended Use
HM 6 HACCP Flowcharts
HM 7 HACCP Flowchart Verification
HM 8 Hazard Identification
HM 9 Hazard Assessment
HM 10 Identification and Assessment of Control Measures
HM 11 Identification of Critical Control Points (CCPs)
HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan
HM 23 HACCP Verification Audit Summary
HM 24 HACCP Instruction 1
HM 25 HACCP Instruction 2
HM 26 Hazard Instruction 3
HM 27 HACCP Definitions
HM 28 HACCP Verification Record
HM 29 HACCP Steering Group Review
HM 30 Raw Material Summary
HM 31 Finished Product Summary
HM 32 Decision Tree
HM 33 HACCP Planner

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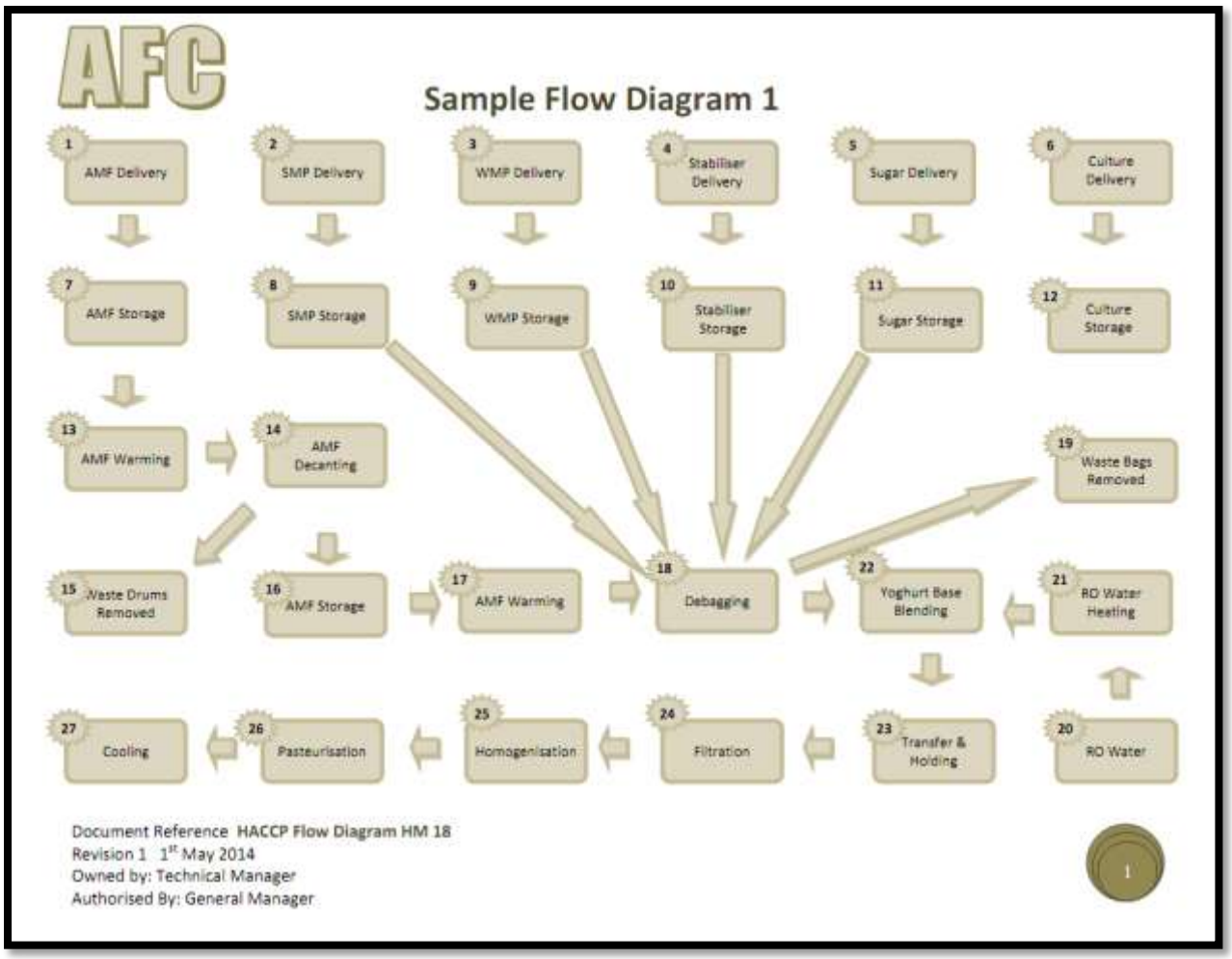
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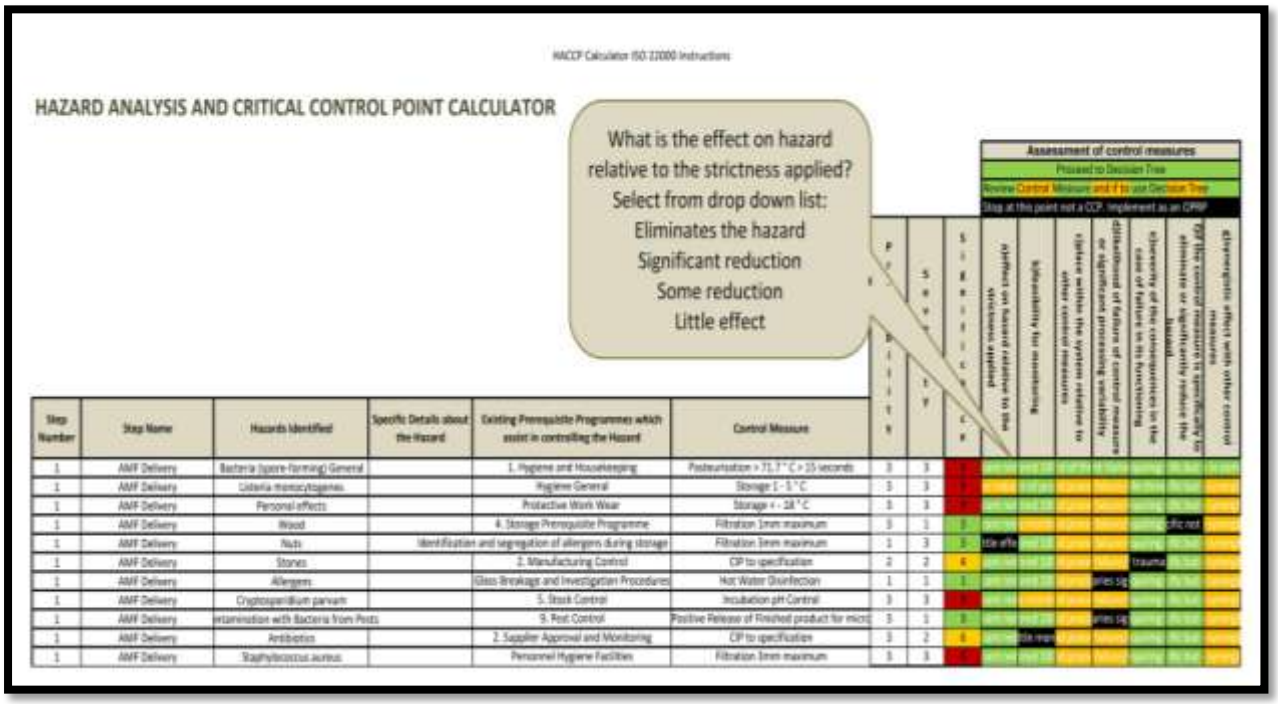
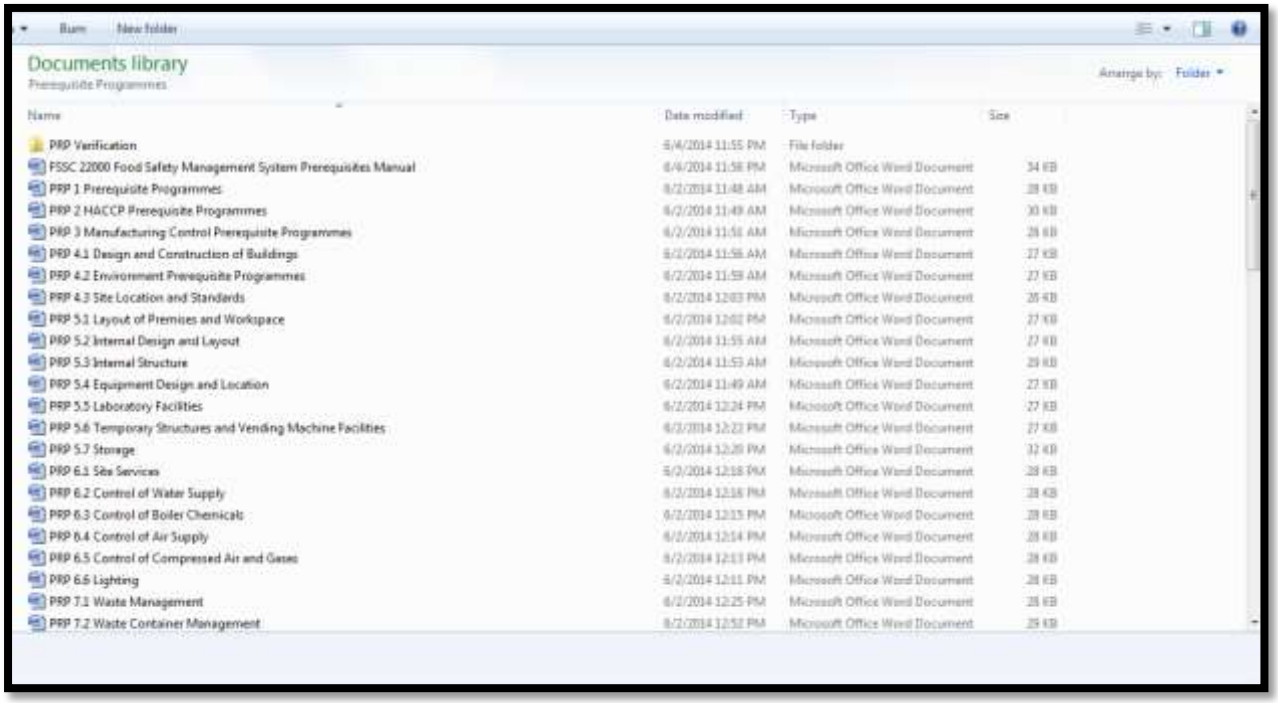
Sample Flow Diagram 1
1 AMF Delivery
2 SMP Delivery
3 WMP Delivery
4 Stabiliser Delivery
5 Sugar Delivery
6 Culture Delivery
7 AMF Storage
8 SMP Storage
9 WMP Storage
10 Stabiliser Storage
11 Sugar Storage
12 Culture Storage
13 AMF Warming
14 AMF Decanting
15 Waste Drums Removed
16 AMF Storage
17 AMF Warming
18 Debagging
19 Waste Bags Removed
20 RO Water
21 RO Water Heating
22 Yoghurt Base Blending
23 Transfer & Holding
24 Filtration
25 Homogenisation
26 Pasteurisation
27 Cooling
Document Reference HACCP Flow Diagram HM 18
Revision 1 1st May 2014
Owned by: Technical Manager
Authorised By: General Manager


HACCP Calculator ISO 22000 Instructions
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR
What is the effect on hazard relative to the strictness applied?
Select from drop down list:
Eliminates the hazard
Significant reduction
Some reduction
Little effect
Assessment of control measures
Proceed to Decision Tree
Review Control Measure and if to use Decision Tree
Stop at this point not a CCP. Implement as an OPRP
Step Number
Step Name
Hazards Identified
Specific Details about the Hazard
Existing Prerequisite Programmes which assist in controlling the Hazard
Control Measure
AMF Delivery
Bacteria (spore-forming) General
Pasteurisation > 71.7 °C > 15 seconds
Listeria monocytogenes
Hygiene General
Storage 1 - 5 °C
Personal effects
Protective Work Wear
Storage + - 18 °C
Wood
4. Storage Prerequisite Programme
Filtration 1mm maximum
Nuts
Identification and segregation of allergens during storage
Filtration 1mm maximum
Stones
2. Manufacturing Control
CIP to specification
Allergens
Glass Breakage and Investigation Procedures
Hot Water Disinfection
Cryptosporidium parvum
5. Stock Control
Incubation pH Control
Contamination with Bacteria from Pests
9. Pest Control
Positive Release of Finished product for micro
Antibiotics
2. Supplier Approval and Monitoring
CIP to specification
Staphylococcus aureus
Personnel Hygiene Facilities
Filtration 1mm maximum

Prerequisite Programmes Manual



A comprehensive set of prerequisite programmes templates that you can use to define your Infrastructure and Maintenance Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing:

PRP 1 Prerequisite Programmes
PRP 2 HACCP Prerequisite Programmes
PRP 3 Manufacturing Control Prerequisite Programmes
PRP 4.1 Design and Construction of Buildings
PRP 4.2 Environment Prerequisite Programmes
PRP 4.3 Site Location and Standards
PRP 5.1 Layout of Premises and Workspace
PRP 5.2 Internal Design and Layout
PRP 5.3 Internal Structure
PRP 5.4 Equipment Design and Location
PRP 5.5 Laboratory Facilities
PRP 5.6 Temporary Structures and Vending Machine Facilities
PRP 5.7 Storage
PRP 6.1 Site Services
PRP 6.2 Control of Water Supply
PRP 6.3 Control of Boiler Chemicals

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PRP 6.4 Control of Air Supply
PRP 6.5 Control of Compressed Air and Gases
PRP 6.6 Lighting
PRP 7.1 Waste Management
PRP 7.2 Waste Container Management
PRP 7.3 Waste Disposal
PRP 7.4 Drainage Systems
PRP 8.1 Equipment Prerequisite Programmes
PRP 8.2 Equipment Hygienic Design
PRP 8.3 Food Contact Surfaces
PRP 8.4 Monitoring Equipment
PRP 8.5 Equipment Cleaning
PRP 8.6 Maintenance Prerequisite Programmes
PRP 8.6 Appendix Maintenance Procedure
PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control System
PRP 10.4 Prevention of Physical Contamination
PRP 11.1 Cleaning Prerequisite Programmes
PRP 11.2 Cleaning Agents and Equipment
PRP 11.3 Cleaning Procedures
PRP 11.4 CIP Systems Prerequisites
PRP 11.5 Monitoring of Cleaning Effectiveness
PRP 12 Management of Pest Control including:
Pest Control Prerequisites
Pest Control Programme
Prevention of Pest Access
Prevention of Pest Harbourage
Pest Monitoring
Pest Eradication
PRP 13 Hygiene Code of Practice
PRP 13.1 Personal Hygiene and Personnel Facilities Prerequisites
PRP 13.2 Personnel Hygiene Facilities
PRP 13.3 Personnel Canteen Facilities
PRP 13.4 Protective Work Wear
PRP 13.5 Medical Screening
PRP 13.6 Illness Reporting Systems
PRP 13.7 Personal Cleanliness
PRP 13.8 Personal Behaviour
PRP 13.9 Control of Visitors and Sub-Contractors

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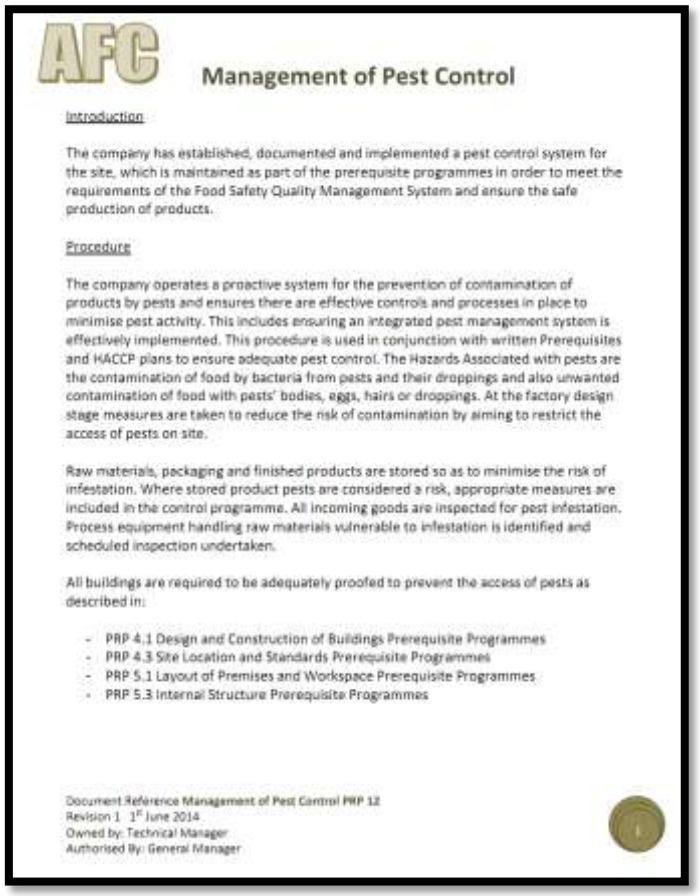
PRP 14.1 Rework Prerequisite Programmes
PRP 14.2 Rework Storage Identification and Traceability
PRP 14.3 Rework Usage Prerequisites
PRP 15.1 Product Recall Prerequisite Programmes
PRP 15.2 Product Recall Procedure Prerequisites
PRP 16.1 Storage Prerequisites
PRP 16.2 Warehousing Prerequisites
PRP 16.3 Despatch and Distribution Prerequisites
PRP 16.3 Appendix - Despatch and Distribution Procedure
PRP 17.1 Product Information Prerequisites
PRP 17.2 Product Labelling Controls
PRP 18.1 Food Defence System
PRP 18.2 Access Controls



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Management of Pest Control

Introduction

The company has established, documented and implemented a pest control system for the site, which is maintained as part of the prerequisite programmes in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Procedure

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest management system is effectively implemented. This procedure is used in conjunction with written Prerequisites and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken.

All buildings are required to be adequately proofed to prevent the access of pests as described in:

- PRP 4.1 Design and Construction of Buildings Prerequisite Programmes
- PRP 4.3 Site Location and Standards Prerequisite Programmes
- PRP 5.1 Layout of Premises and Workspace Prerequisite Programmes
- PRP 5.3 Internal Structure Prerequisite Programmes

Document Reference Management of Pest Control PRP 12
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager

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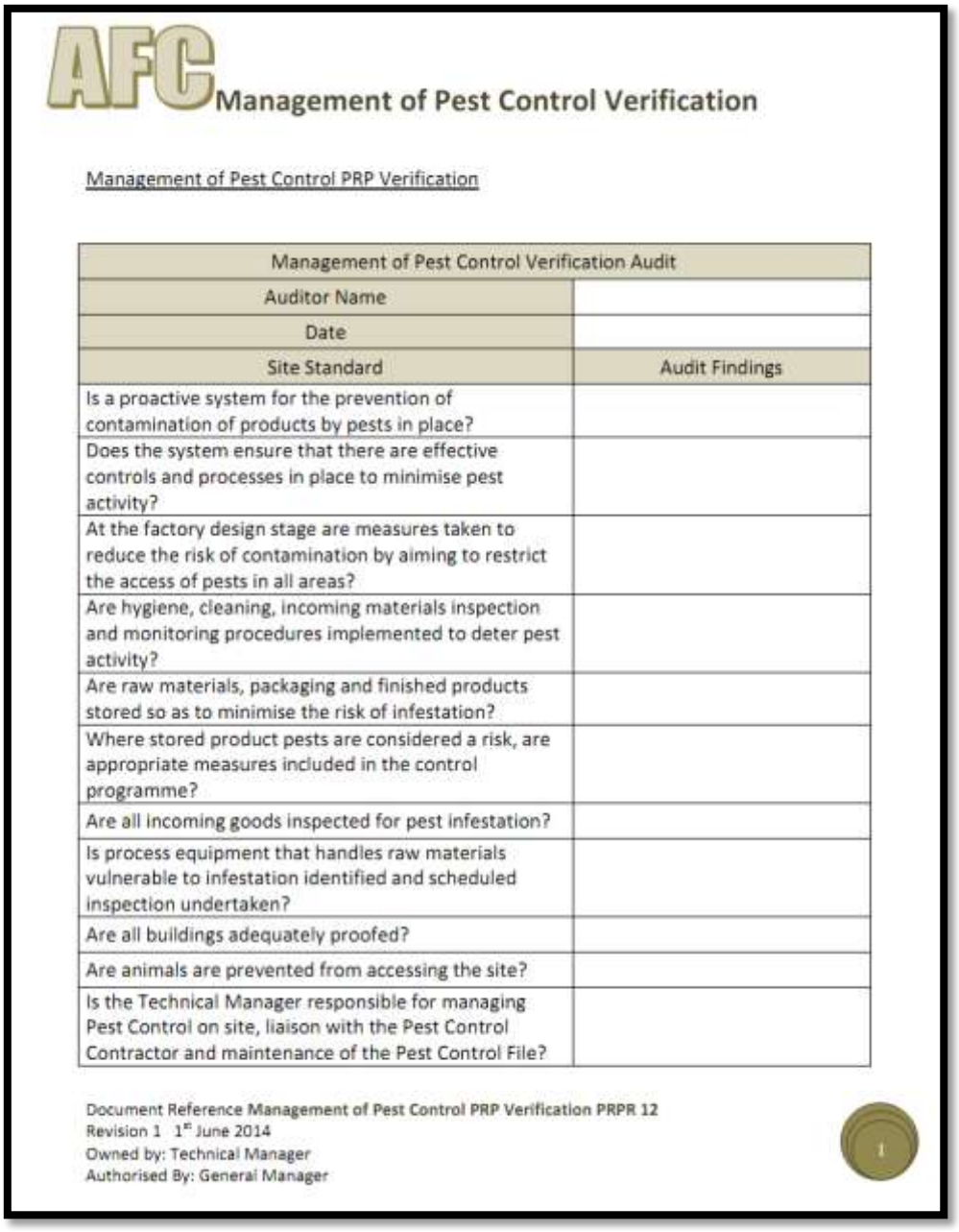
Prerequisite Programmes Verification Records

Corresponding verification record templates are provided:



AFC Management of Pest Control Verification

Management of Pest Control PRP Verification

Management of Pest Control Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
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 aiming to restrict 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 are 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?	

Document Reference Management of Pest Control PRP Verification PRPR 12
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager

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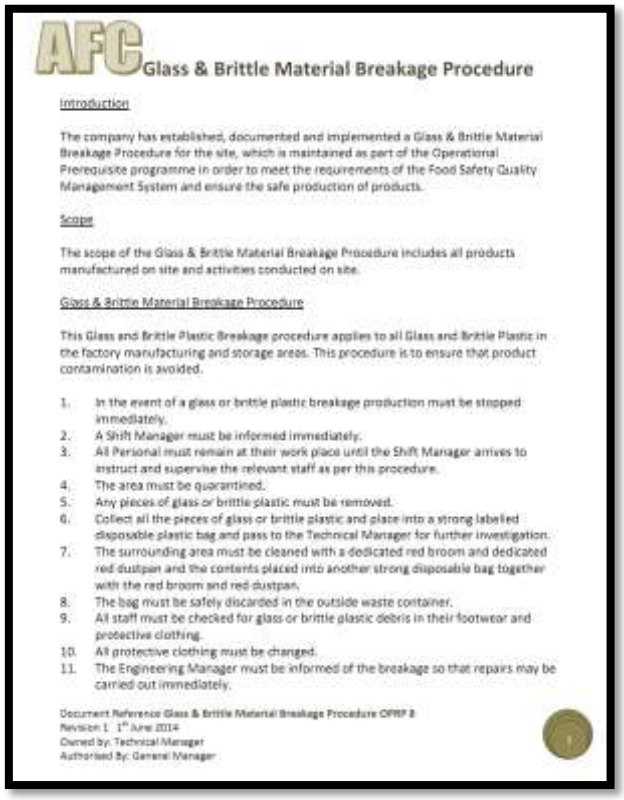
Operational Prerequisite Programmes Manual

A set of operational prerequisite programme samples with corresponding verification and validation records are provided.



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Glass & Brittle Material Breakage Procedure

Introduction

The company has established, documented and implemented a Glass & Brittle Material Breakage Procedure for the site, which is maintained as part of the Operational Prerequisite programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

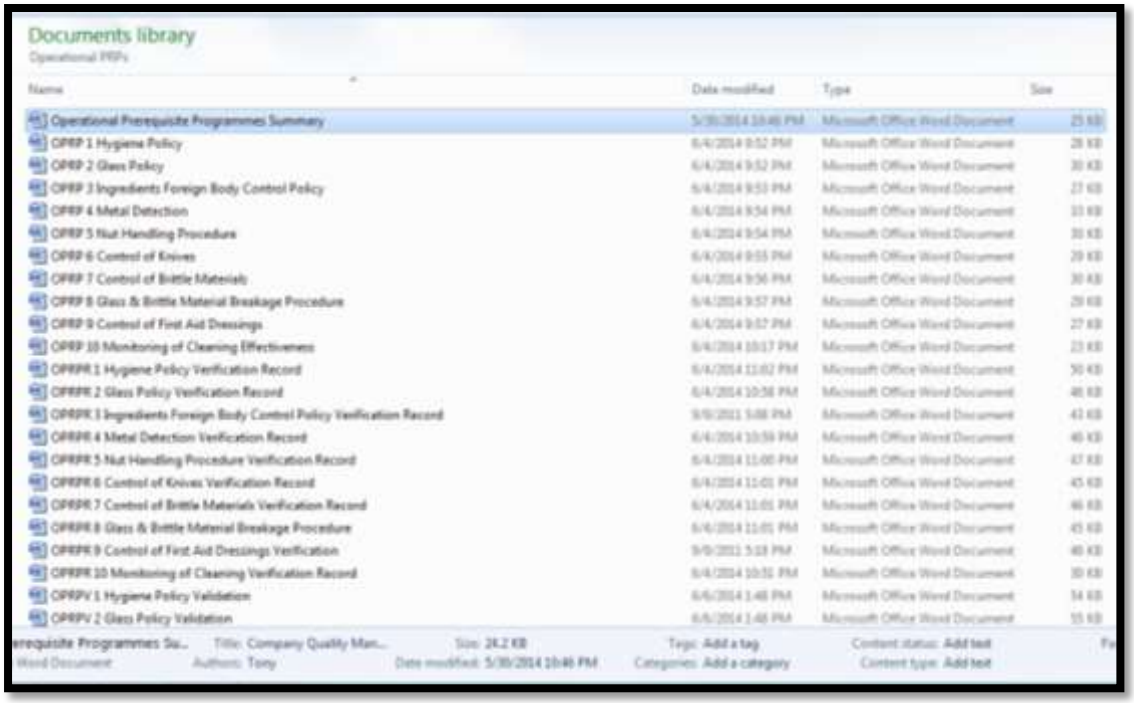
The scope of the Glass & Brittle Material Breakage Procedure includes all products manufactured on site and activities conducted on site.

Glass & Brittle Material Breakage Procedure

This Glass and Brittle Plastic Breakage procedure applies to all Glass and Brittle Plastic in the factory manufacturing and storage areas. This procedure is to ensure that product contamination is avoided.

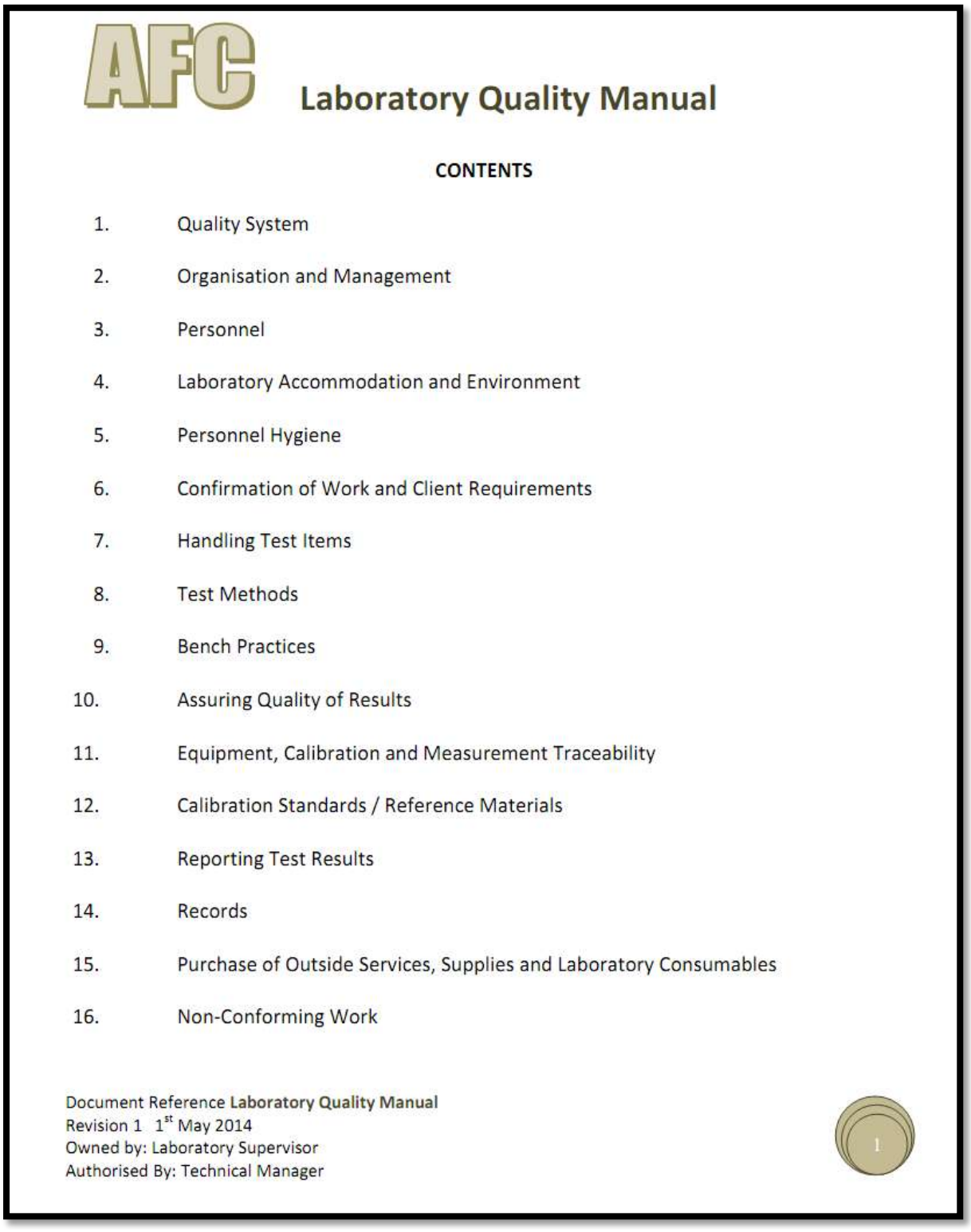
1. In the event of a glass or brittle plastic breakage production must be stopped immediately.
2. A Shift Manager must be informed immediately.
3. All Personal must remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff as per this procedure.
4. The area must be quarantined.
5. Any pieces of glass or brittle plastic must be removed.
6. Collect all the pieces of glass or brittle plastic and place into a strong labelled disposable plastic bag and pass to the Technical Manager for further investigation.
7. The surrounding area must be cleaned with a dedicated red broom and dedicated red dustpan and the contents placed into another strong disposable bag together with the red broom and red dustpan.
8. The bag must be safely discarded in the outside waste container.
9. All staff must be checked for glass or brittle plastic debris in their footwear and protective clothing.
10. All protective clothing must be changed.
11. The Engineering Manager must be informed of the breakage so that repairs may be carried out immediately.

Document Reference Glass & Brittle Material Breakage Procedure OPRP 8
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager



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.



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Laboratory Quality Manual

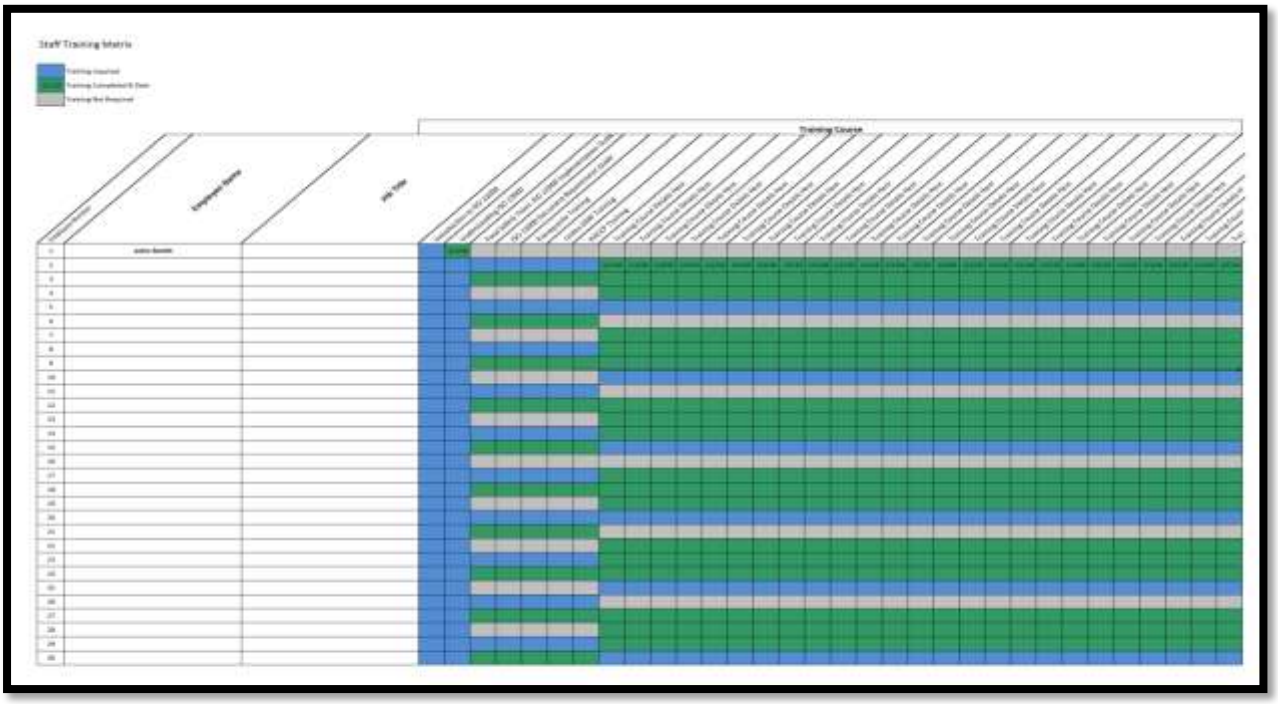
CONTENTS

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work

Document Reference **Laboratory Quality Manual**
Revision 1 1st May 2014
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

Training

A significant part of the implementation process is training. A training matrix and record templates are provided.



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Training Record

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

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

Document Reference Training Record QMR 002
Revision 1 1st June 2014
Owned by: Technical Manager
Authorised By: General Manager

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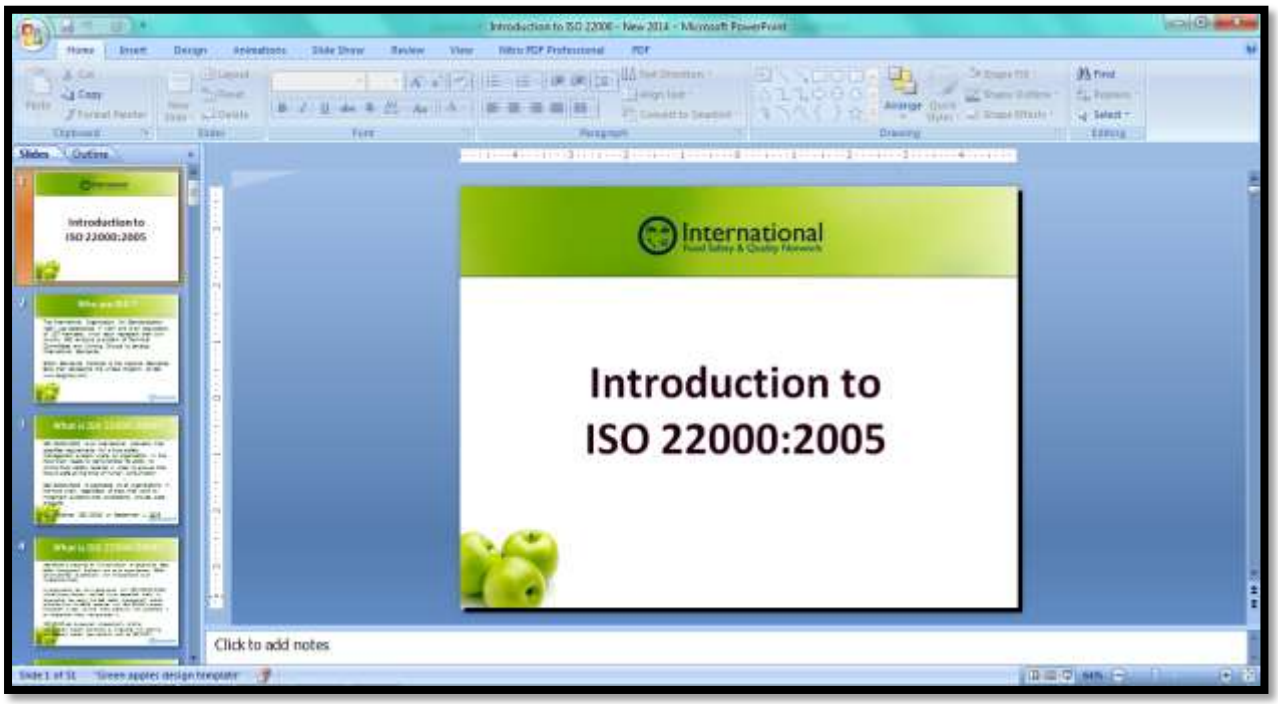
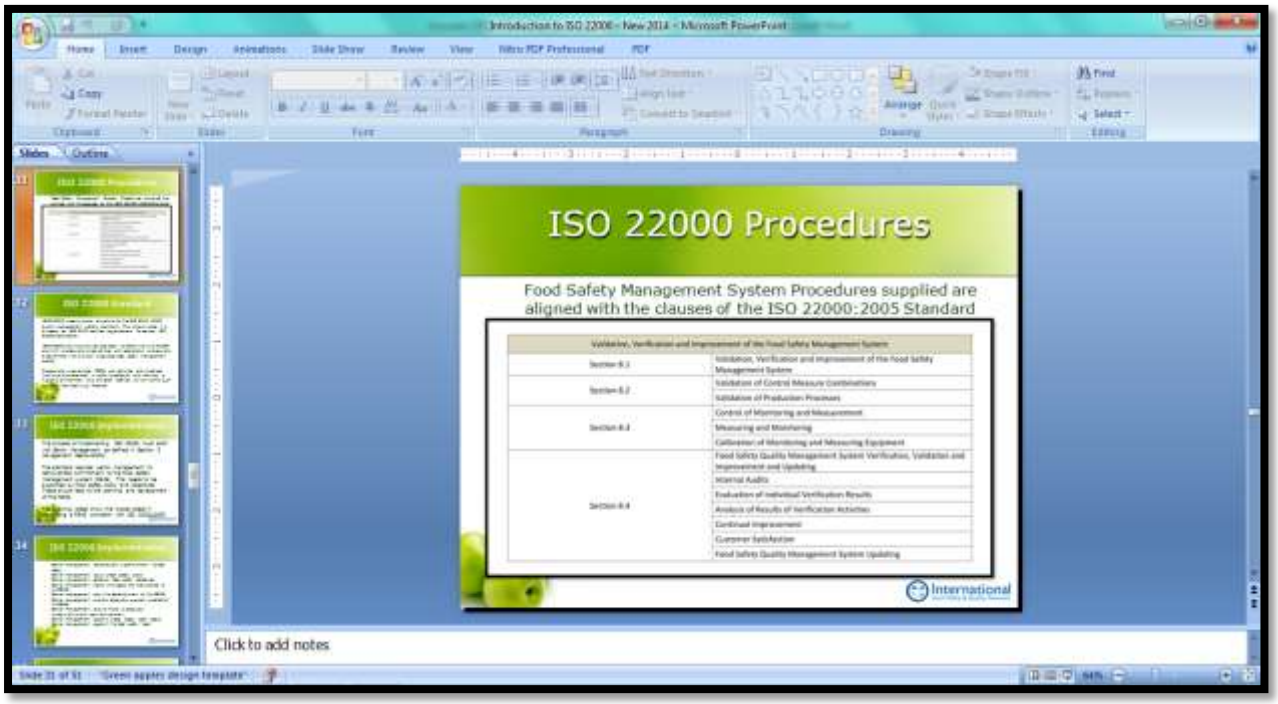
Introduction to ISO 22000

This 45 minute PowerPoint presentation will introduce the ISO 22000 standard to employees and explain exactly how to start the process of implementing an ISO 22000 compliant Food Safety Management System.





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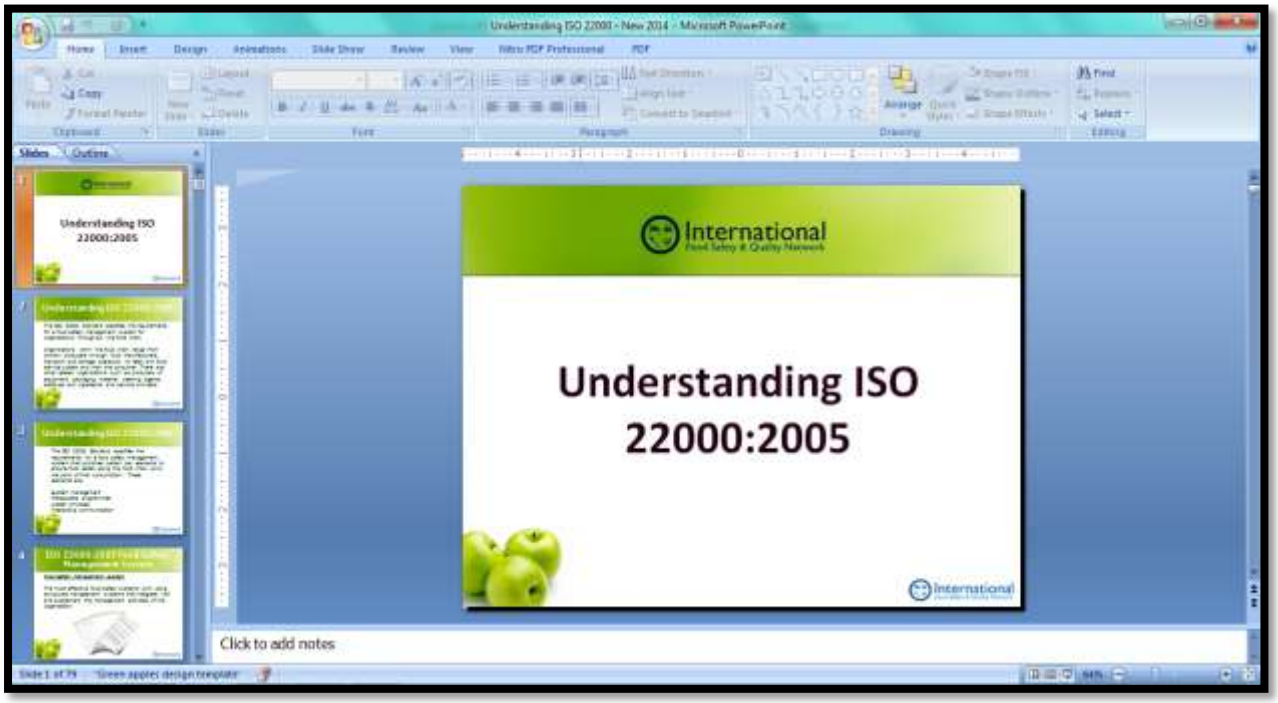
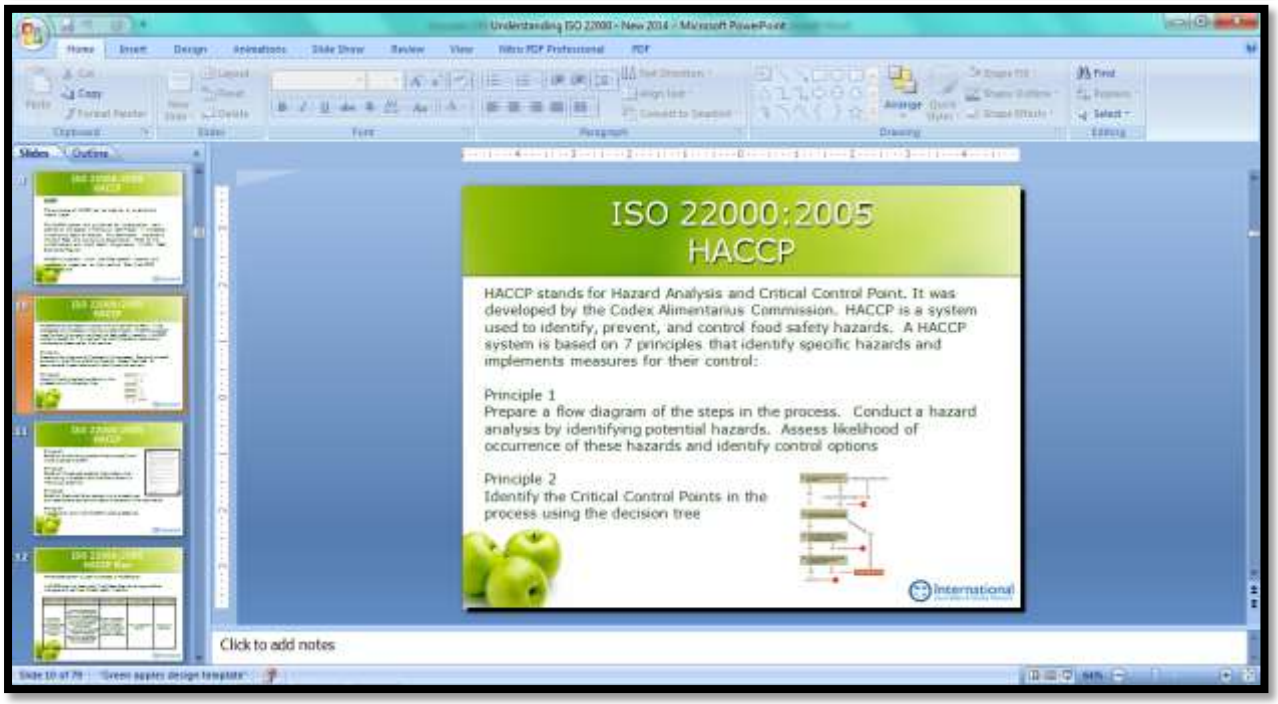
Understanding ISO 22000 - New 2014

An Understanding ISO 22000 interactive PowerPoint training guide supplied can be used to aid your staff in understanding the ISO 22000:2005 standard. It includes:

- ✓ The key elements to ensuring food safety
- ✓ An explanation of prerequisite programmes
- ✓ The principles of HACCP
- ✓ ISO 22000 definitions





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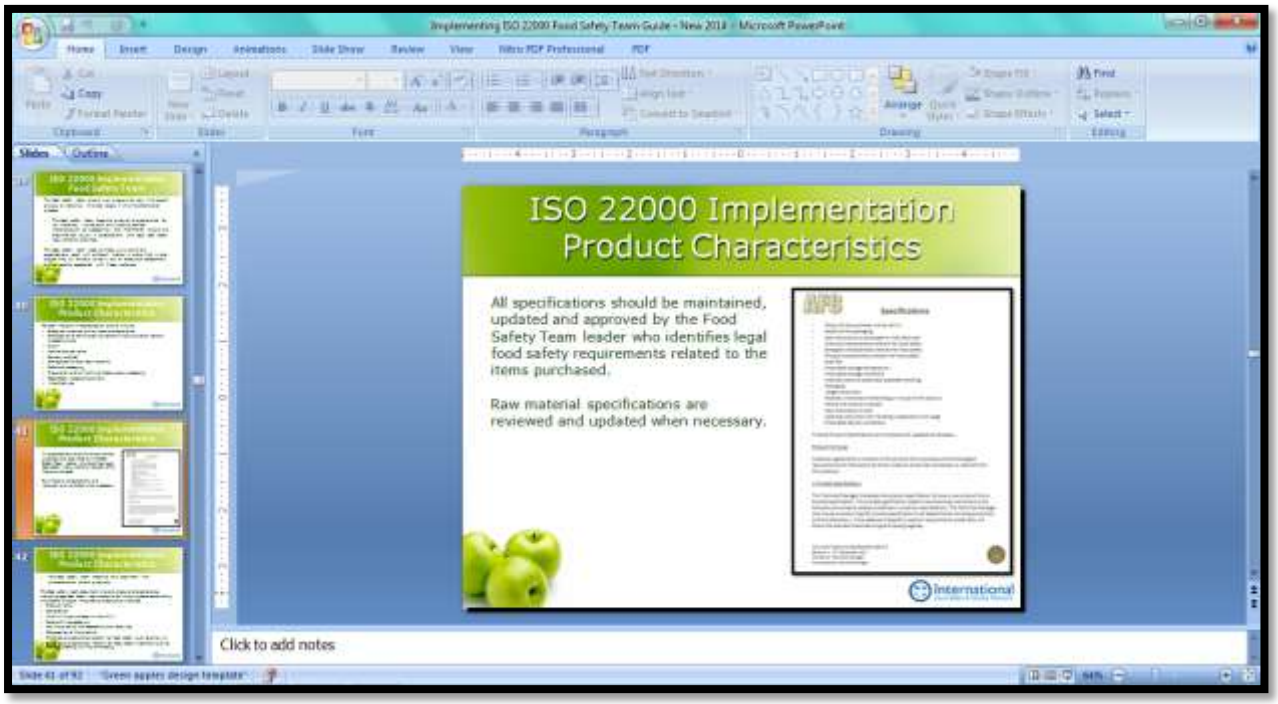
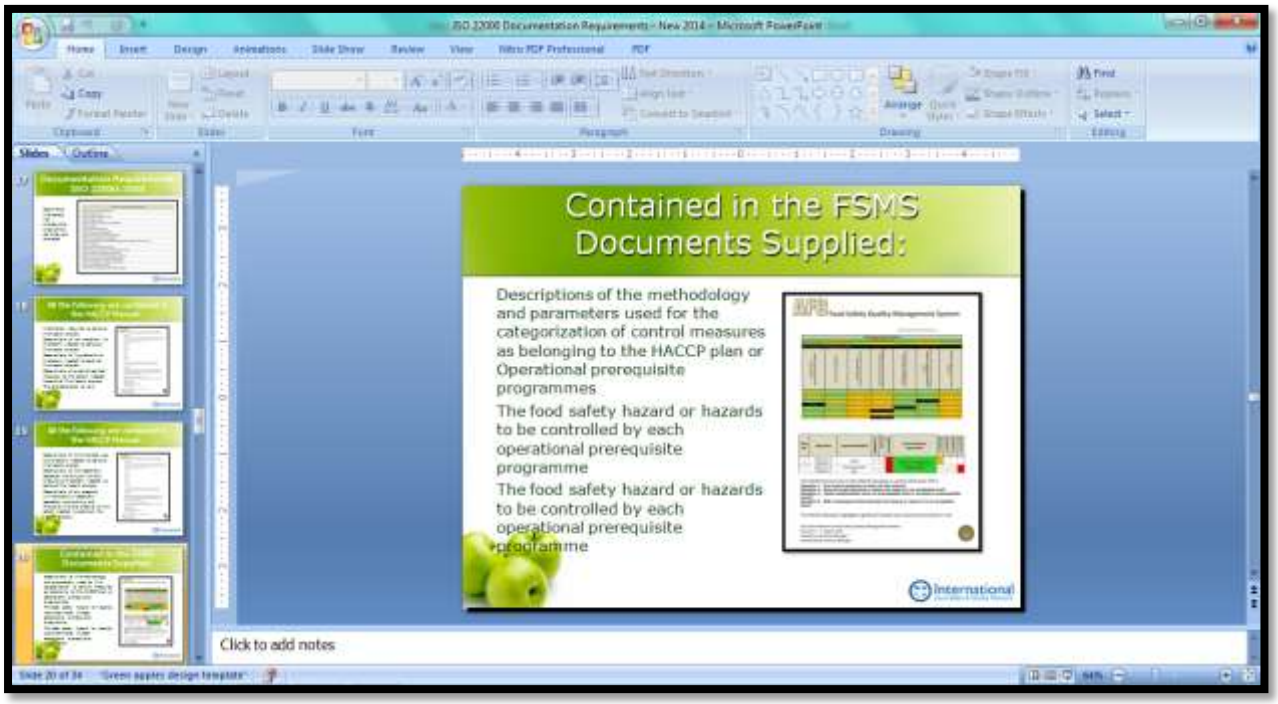
Food Safety Team: ISO 22000 Implementation Guide

The Food Safety Team: ISO 22000 Implementation Guide PowerPoint presentation supplied with the system explains to the Food Safety Team exactly how to implement an ISO 22000 compliant Food Safety Management System.



ISO 22000 Document Requirement Guide

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



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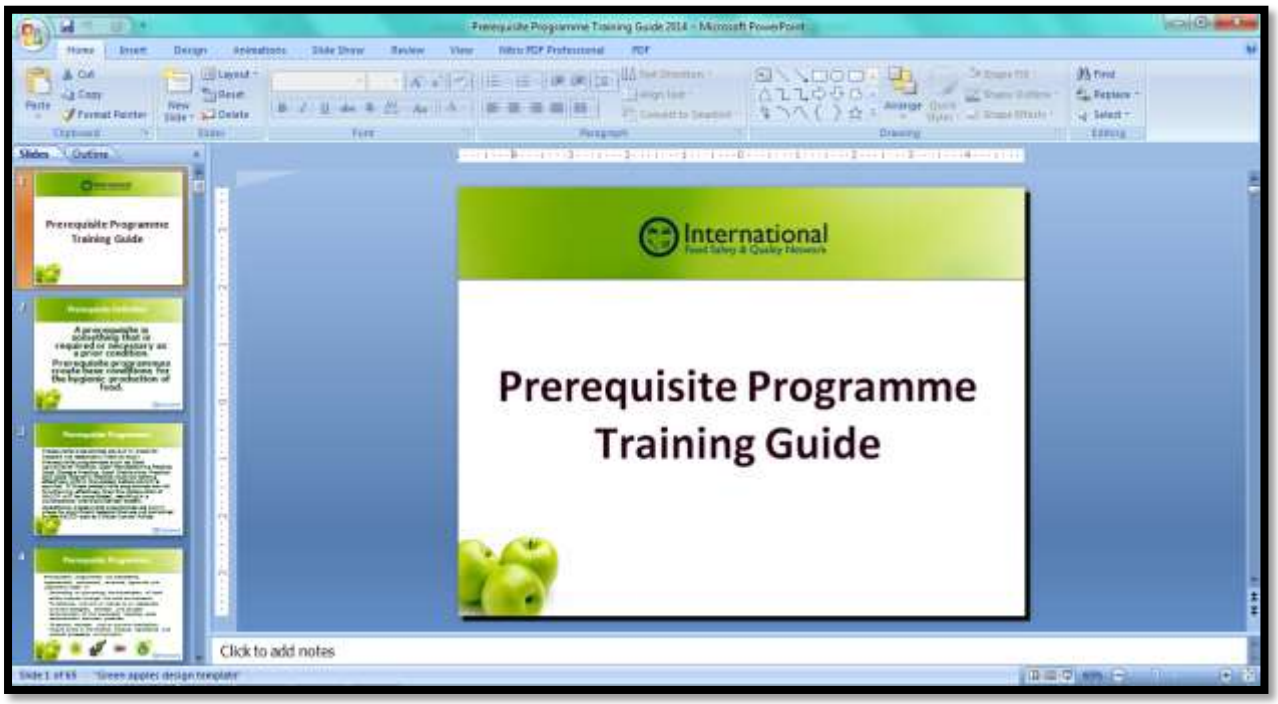
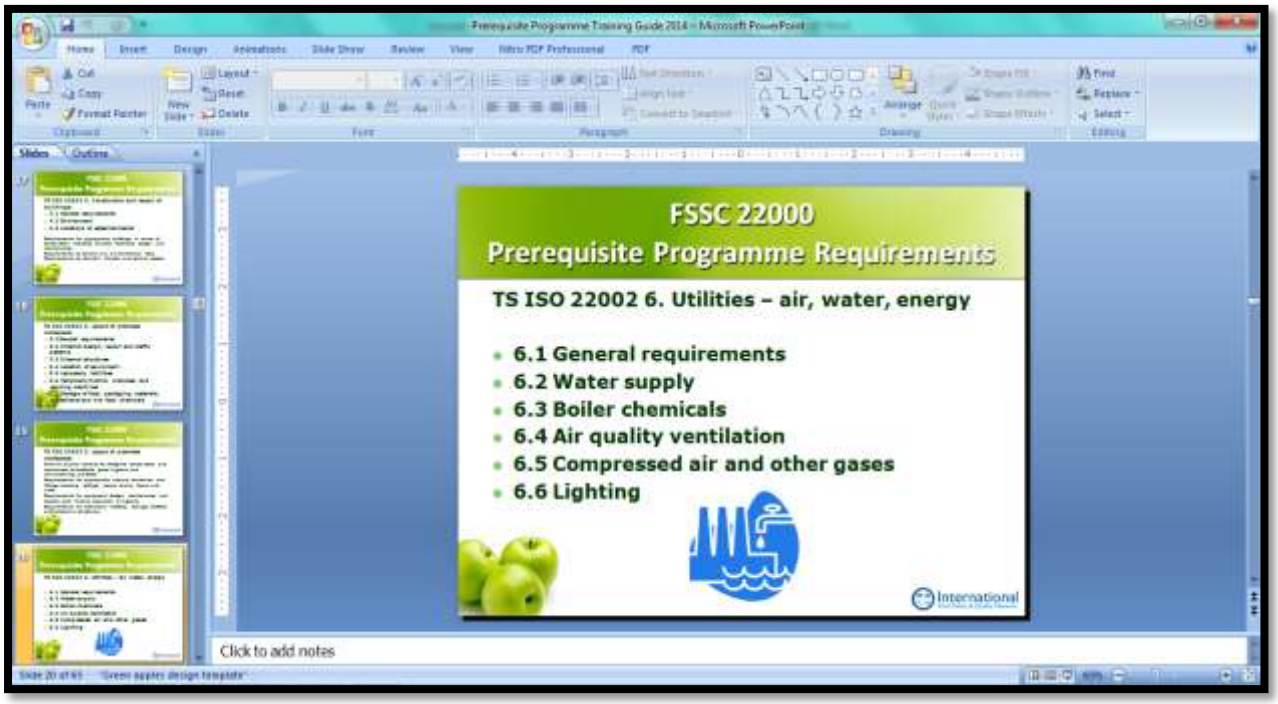
Prerequisite Training

The Prerequisite Programme PowerPoint presentation supplied explains the part that prerequisites play in an ISO 22000 compliant Food Safety Management System.





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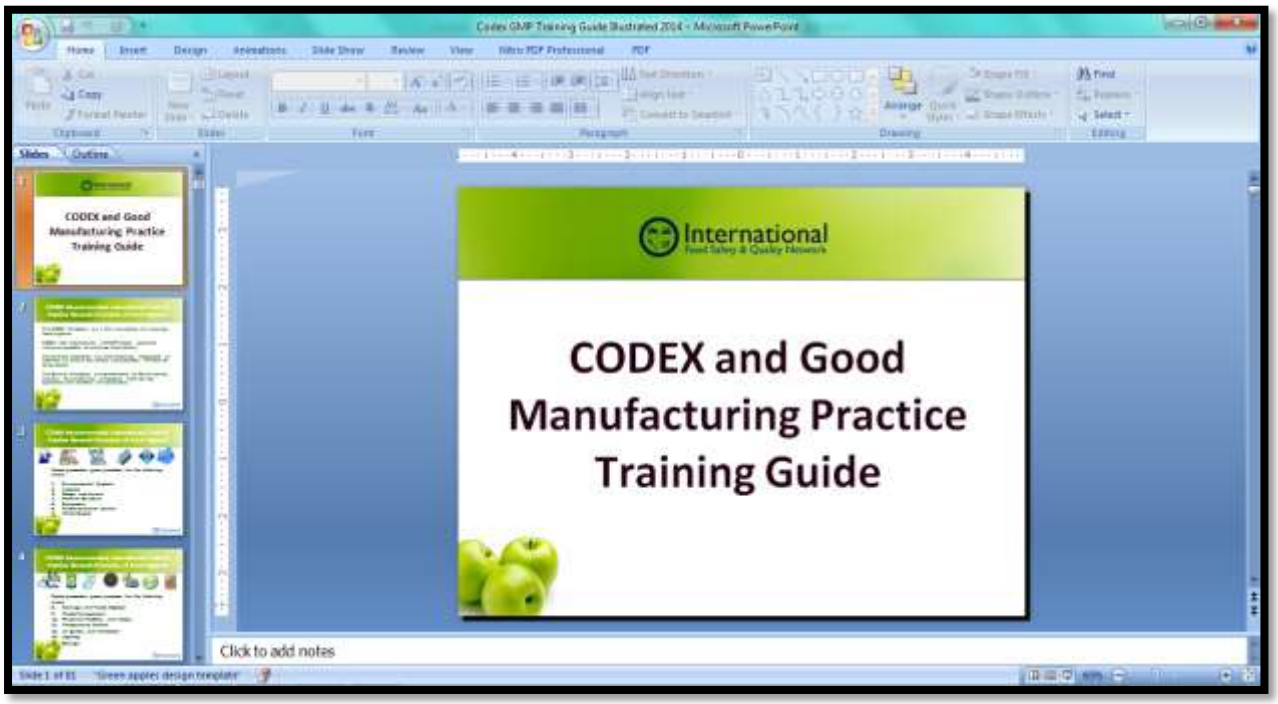
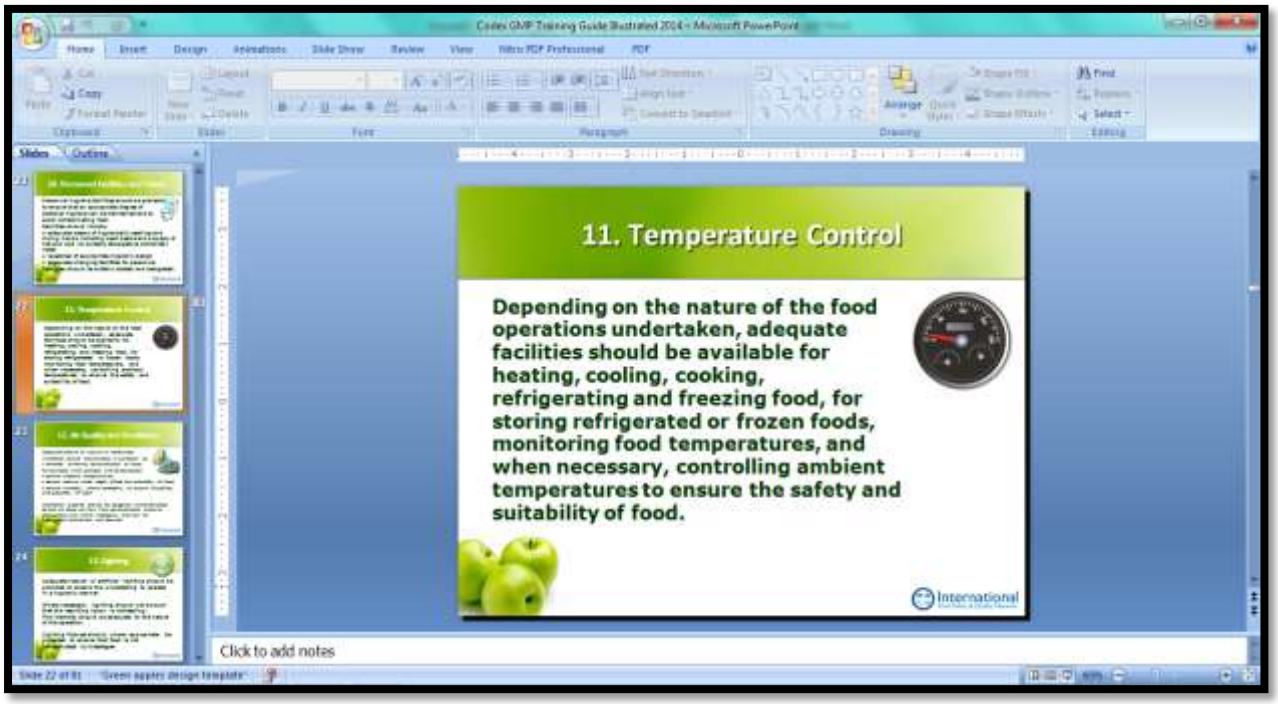
Codex GMP Training

This interactive PowerPoint presentation explains CODEX & Good Manufacturing Practice Guidelines. The CODEX Principles lay a firm foundation for ensuring food hygiene. The controls described are internationally recognized as essential to ensure food safety.





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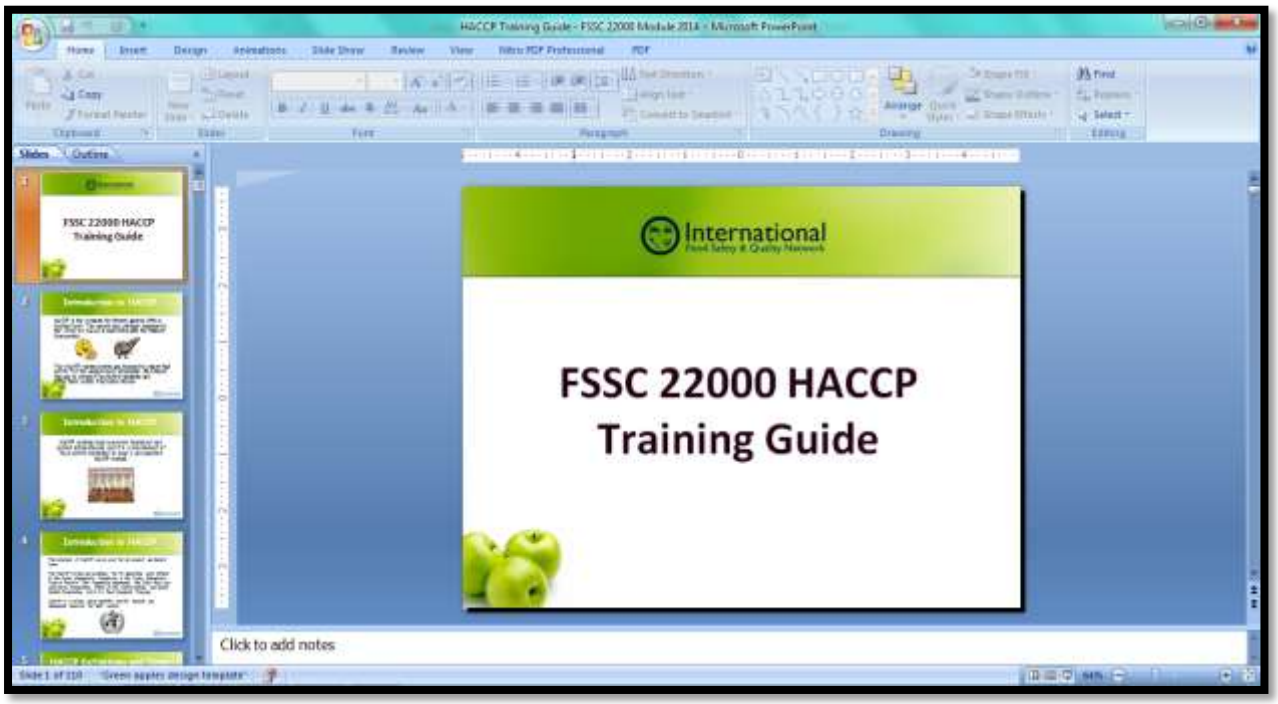
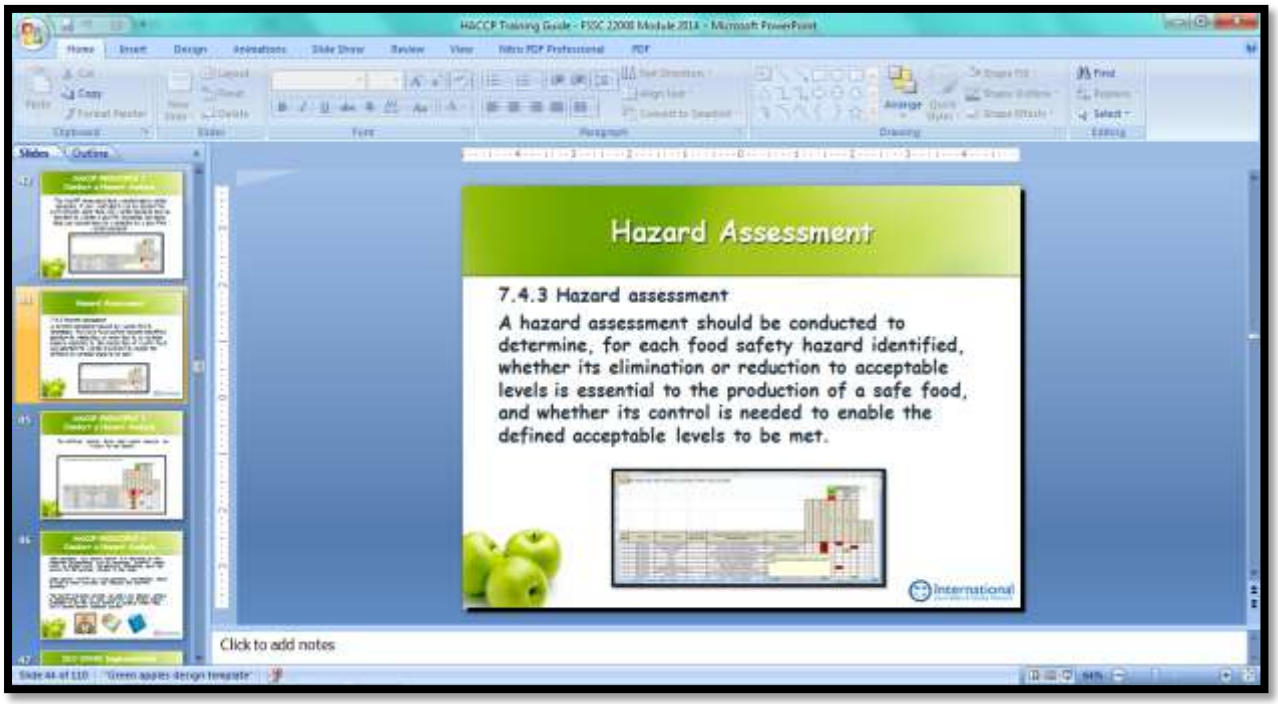
HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.





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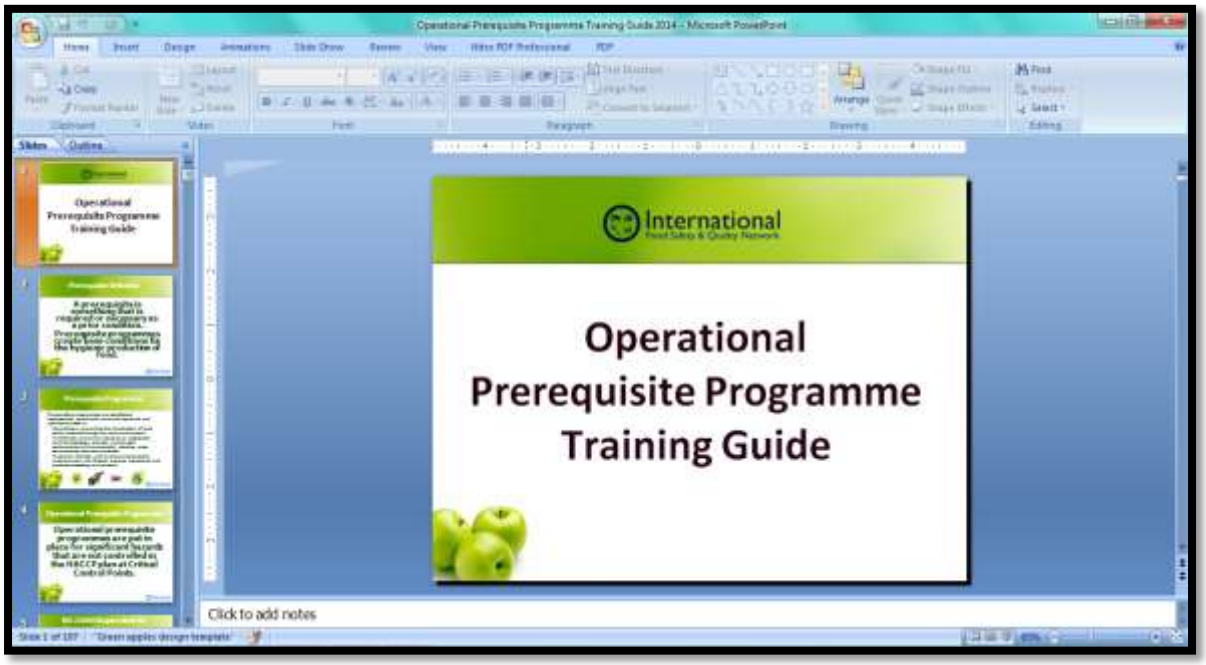
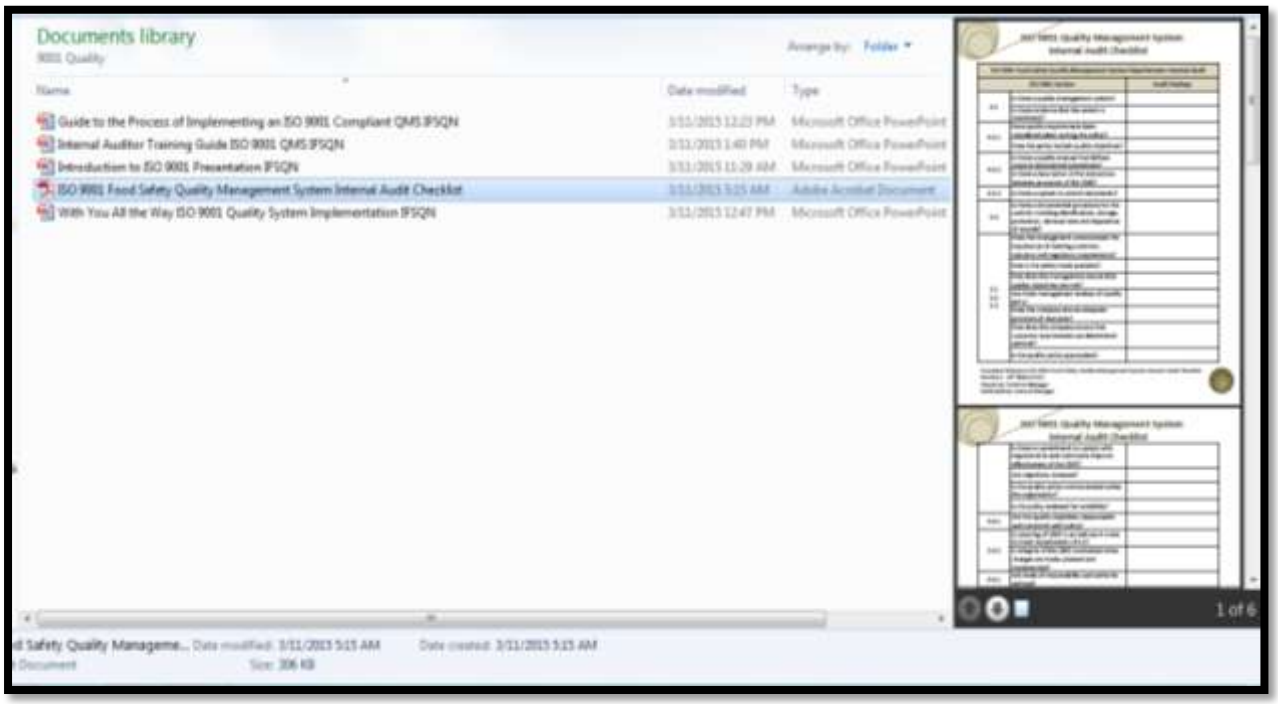
Operational Prerequisite Training

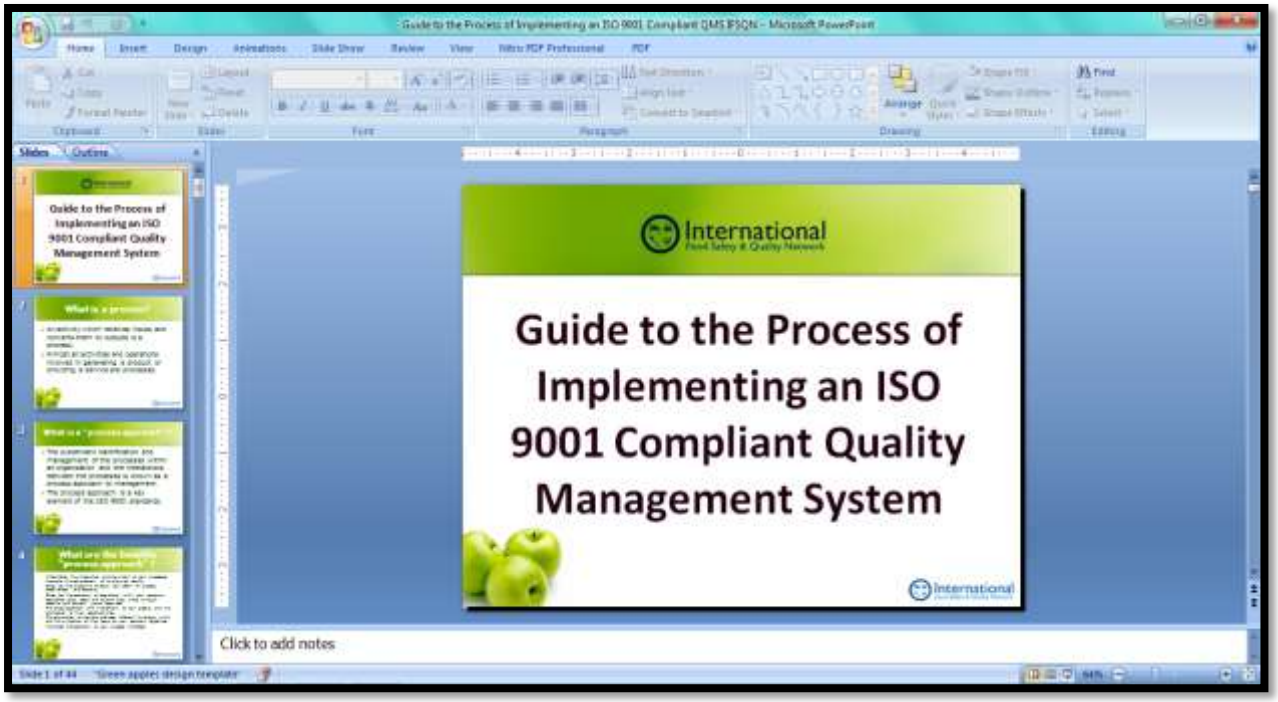
This presentation supplied explains the role of operational prerequisites in an ISO 22000 compliant Food Safety Management System.



ISO 9001 Training Guides

The package includes training presentations to be used should you wish to add the quality element of the FSSC 22000 certification scheme.





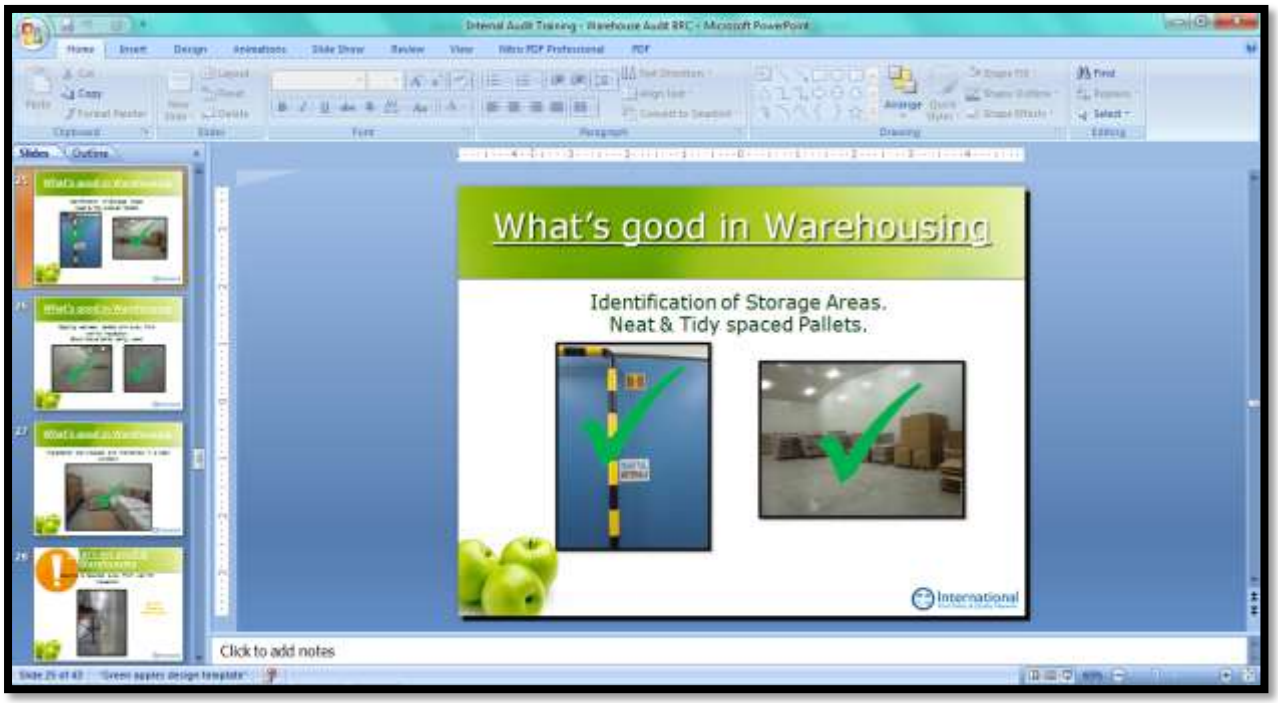
Training Software

The interactive and illustrated PowerPoint HACCP, CODEX GMP, Pre-requisites and Internal Audit training presentations are supplied with training software.

© IFSQN.com

Internal Auditing & Checklists

There are PowerPoint Internal Auditor training presentations and audit checklists which cover the requirements of ISO 22000, ISO 9001 and TS ISO 22002.



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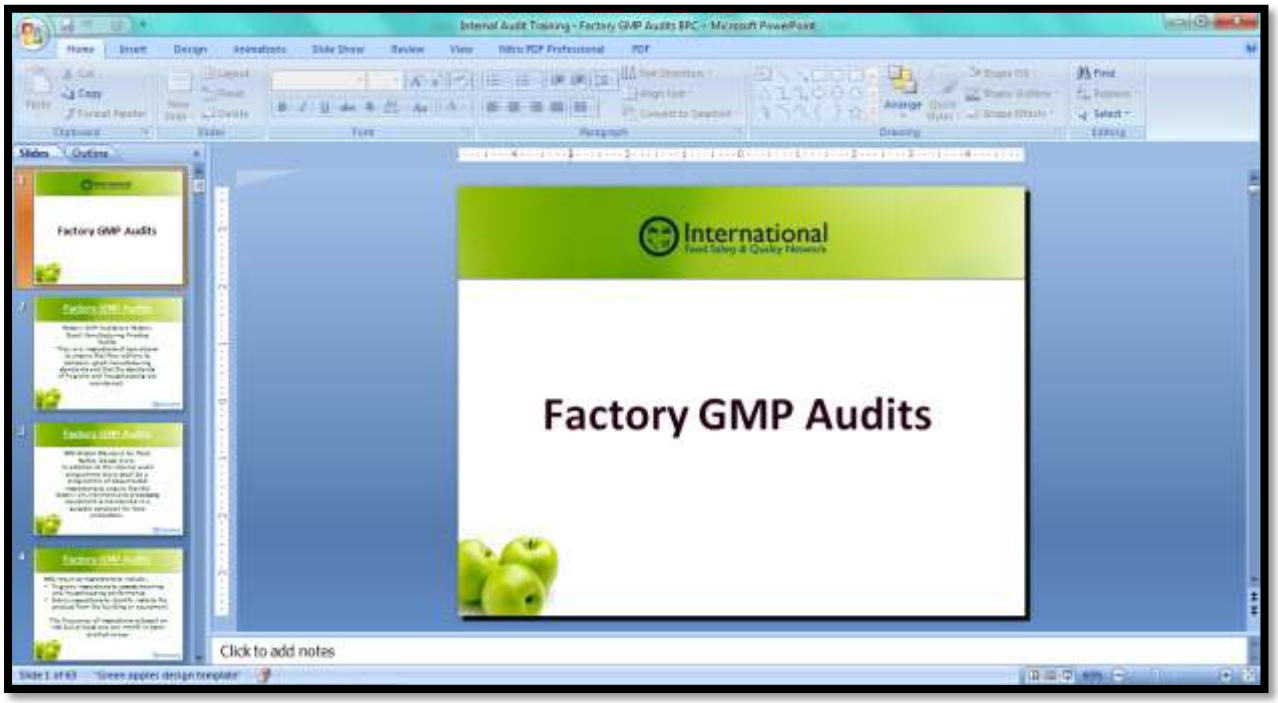
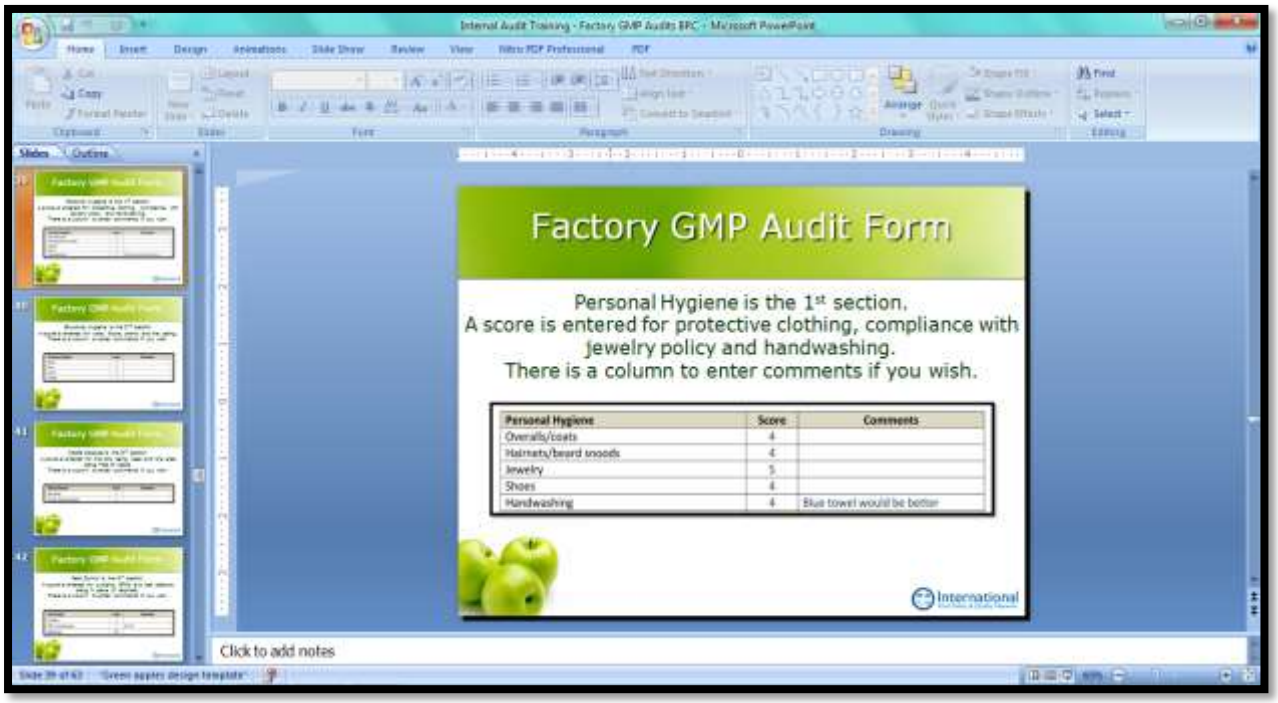
There are PowerPoint Internal Auditor training presentations and audit checklists which cover the requirements of ISO 22000 and TS ISO 22002. There is a sample Warehouse Audit Presentation and a Hygiene Audit Presentation.





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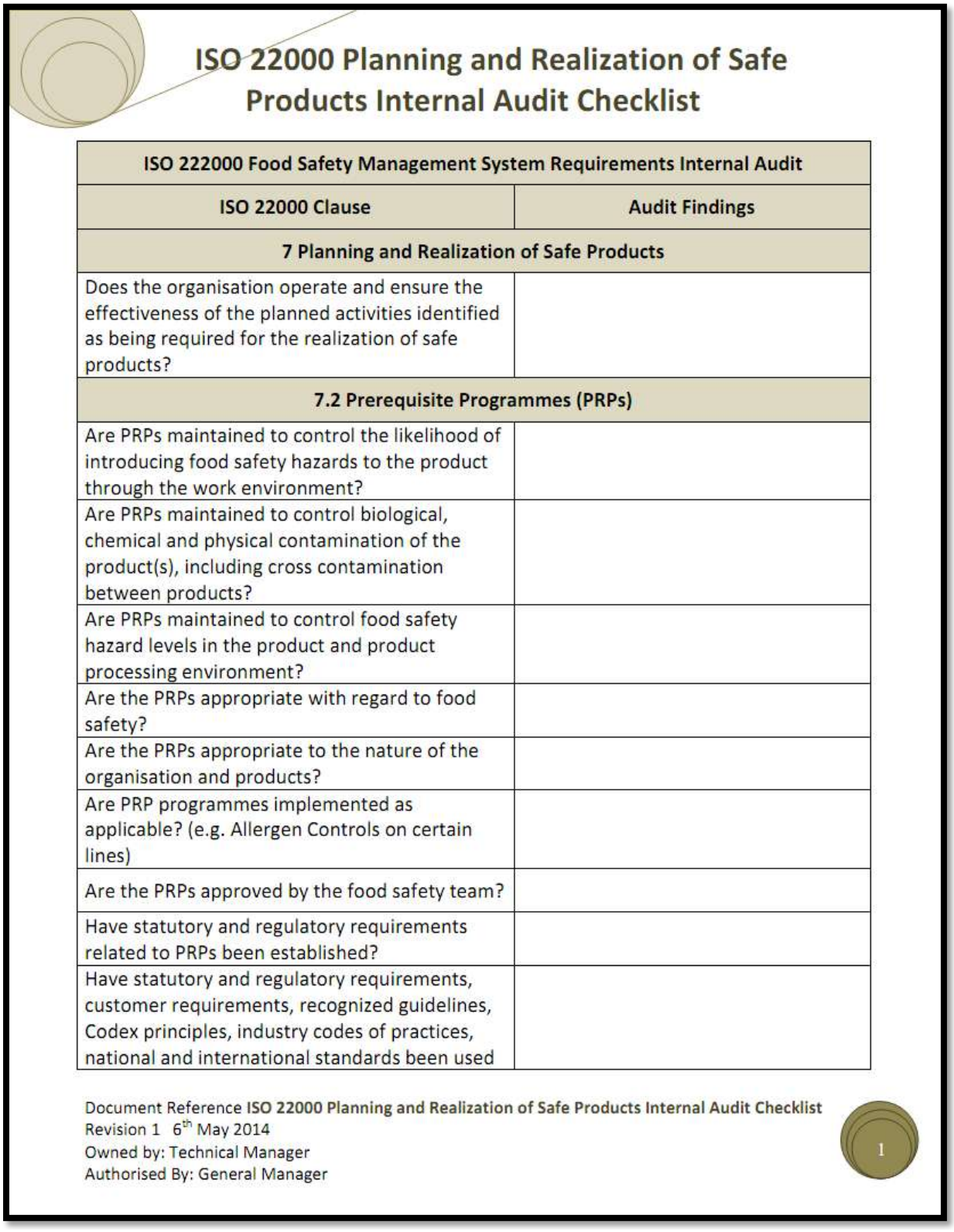
Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus there are verification records for prerequisite programmes that can be used for internal auditing.



ISO 22000 Planning and Realization of Safe Products Internal Audit Checklist

ISO 222000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
7 Planning and Realization of Safe Products	
Does the organisation operate and ensure the effectiveness of the planned activities identified as being required for the realization of safe products?	
7.2 Prerequisite Programmes (PRPs)	
Are PRPs maintained to control the likelihood of introducing food safety hazards to the product through the work environment?	
Are PRPs maintained to control biological, chemical and physical contamination of the product(s), including cross contamination between products?	
Are PRPs maintained to control food safety hazard levels in the product and product processing environment?	
Are the PRPs appropriate with regard to food safety?	
Are the PRPs appropriate to the nature of the organisation and products?	
Are PRP programmes implemented as applicable? (e.g. Allergen Controls on certain lines)	
Are the PRPs approved by the food safety team?	
Have statutory and regulatory requirements related to PRPs been established?	
Have statutory and regulatory requirements, customer requirements, recognized guidelines, Codex principles, industry codes of practices, national and international standards been used	

Document Reference ISO 22000 Planning and Realization of Safe Products Internal Audit Checklist
Revision 1 6th May 2014
Owned by: Technical Manager
Authorised By: General Manager

1

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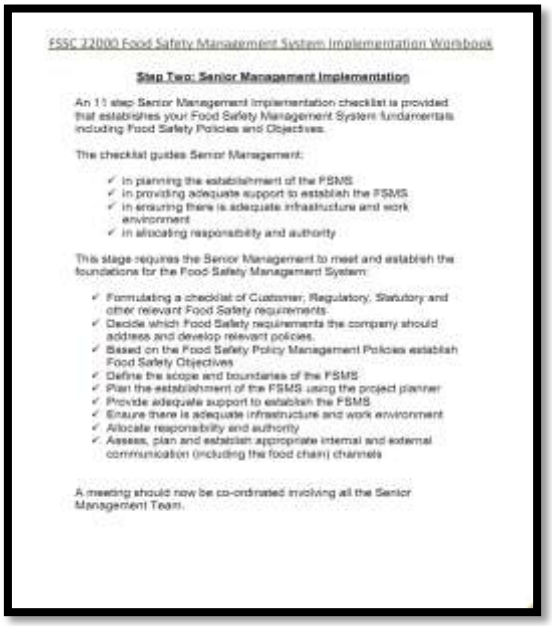
Project 22000

This contains project tools to assist in achieving FSSC 22000 certification.

Senior Management Implementation Guidance & Checklists

An 11 step Senior Management Implementation Checklist and Guidance are provided.



FSSC 22000 Food Safety Management System Implementation Workbook

Step Two: Senior Management Implementation

An 11 step Senior Management implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

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

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ 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 Senior Management Team.

AFC

Senior Management FSMS Implementation Checklist

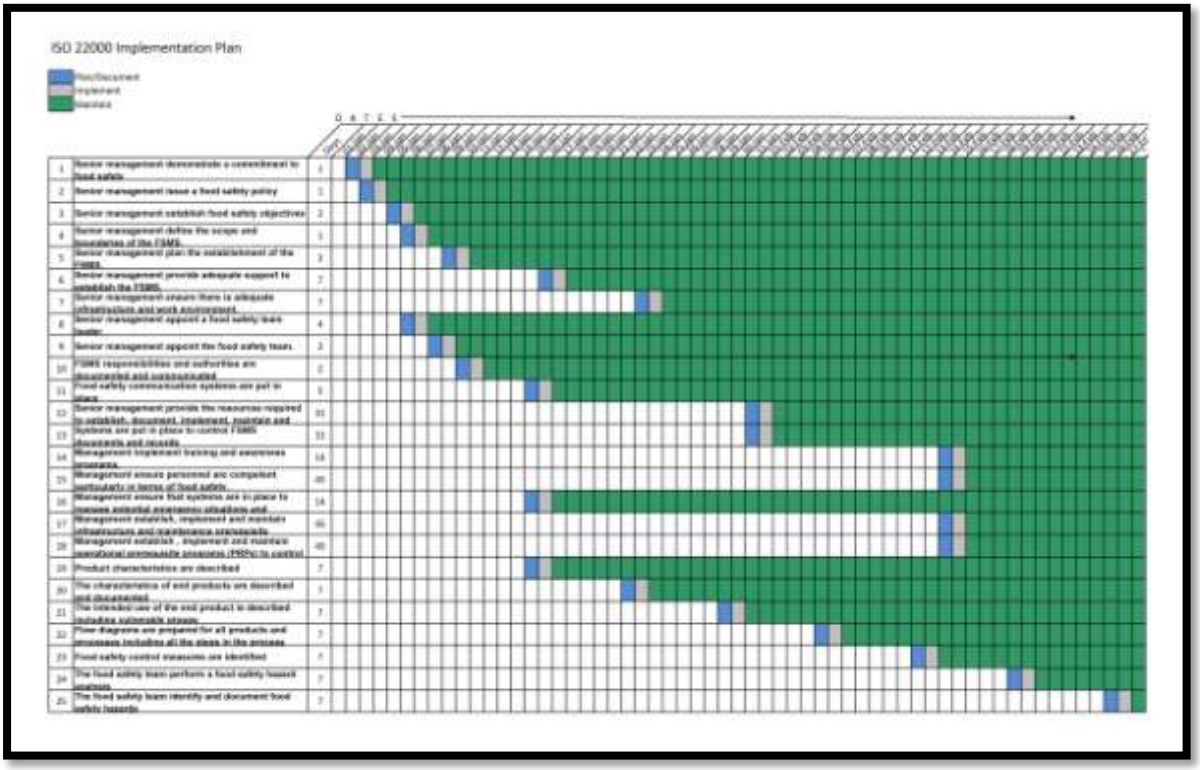
FSSC 22000 Food Safety Management System First Stage of the Implementation Process

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

Document Reference Senior Management FSMS Implementation Checklist
Revision 2: 16th May 2014
Owned by: Technical Manager
Authorised By: General Manager

Project Plan

Excel and Word Project Planner templates are supplied with the system to help establish a Project Plan.



	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
8)	Senior management appoint a food safety team leader	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 2	10/6/14	9/6/14
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use QM Document Control & QM		

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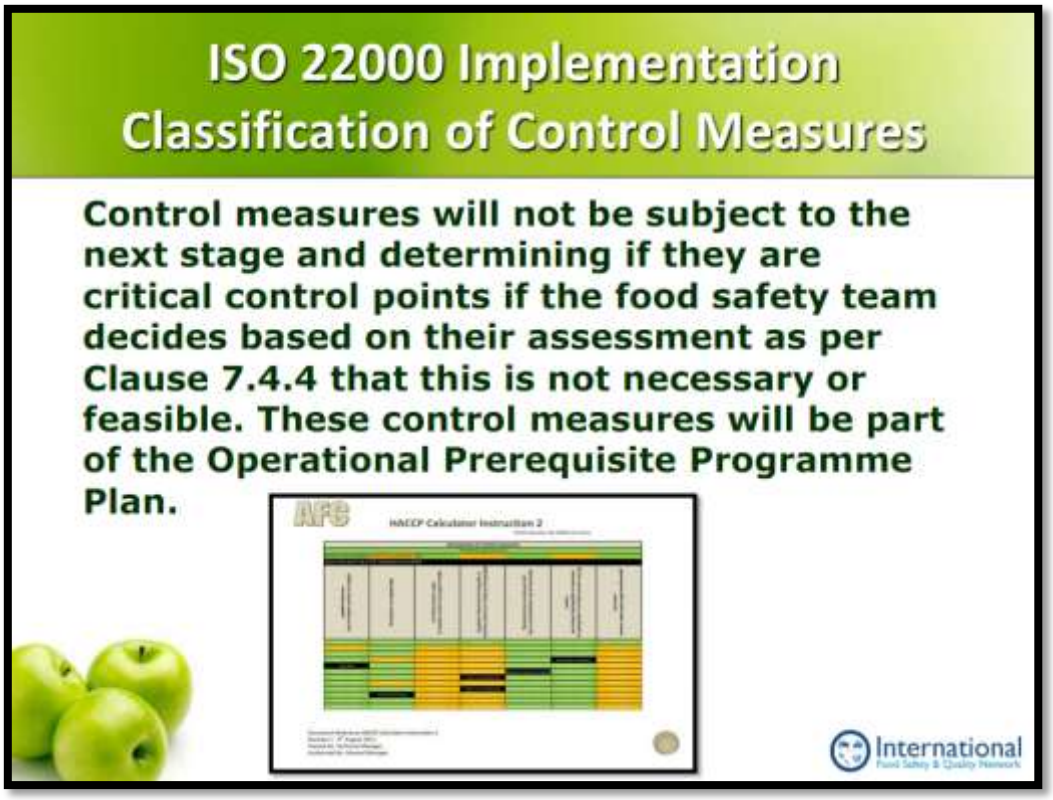
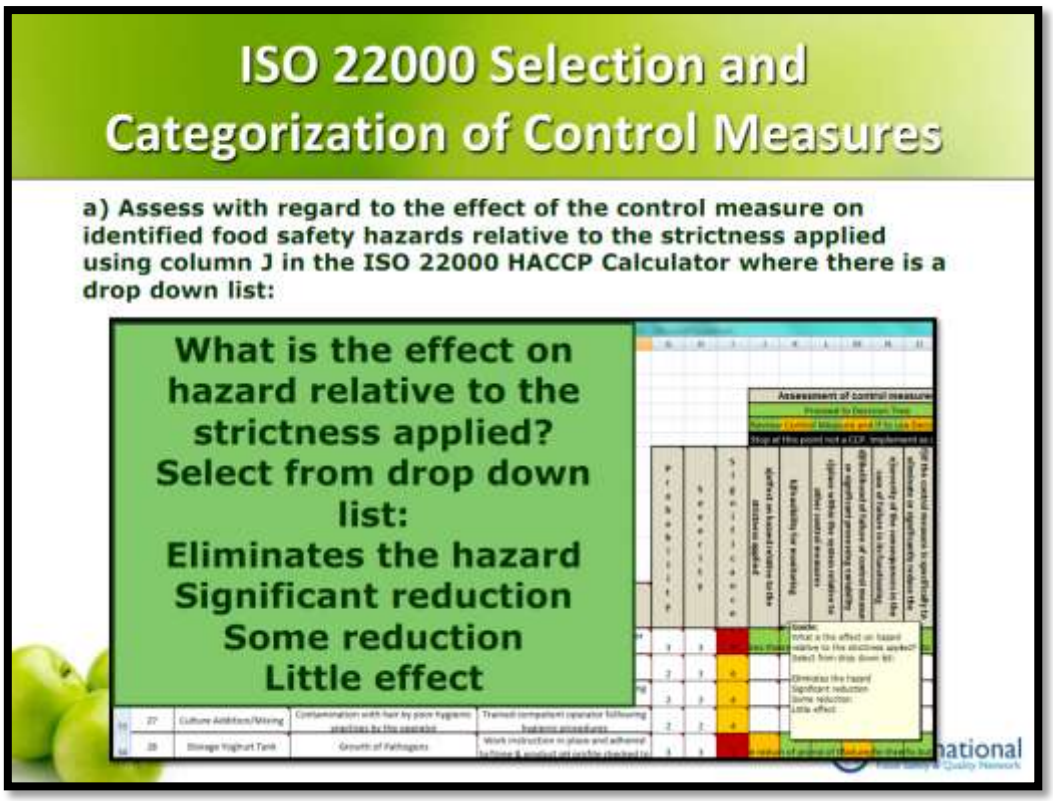
HACCP Implementation Guidance

We provide step by step guidance to implementing your HACCP using the ISO 22000 HACCP Calculator.





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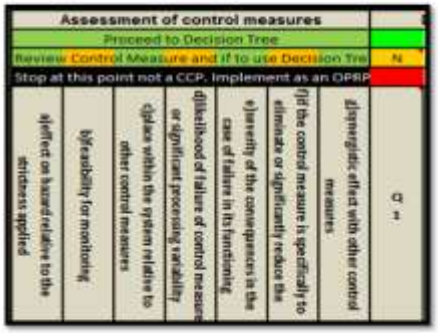
ISO 22000 Selection and Categorization of Control Measures

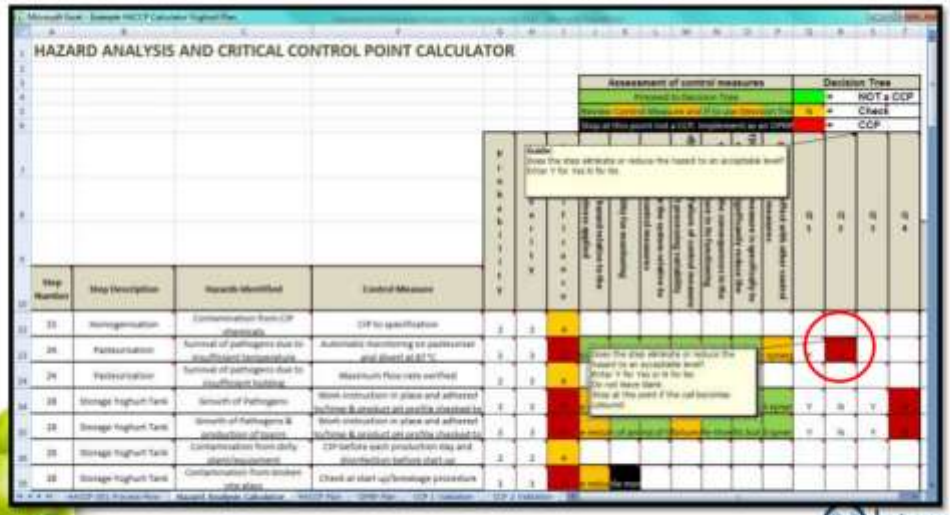
So now you will have assessed the control measures as per ISO 22000 Clause 7.4.4.
Based on this assessment of control measures there are 3 results:

1. **Proceed to Decision Tree**
2. **Review Control Measure and if to use Decision Tree**
3. **Stop at this point not a CCP. Implement as an OPRP or consider alternative control measures.**



Determine the Critical Control Points (CCPs) Decision Tree Stage

A red cell indicates a CCP
A green cell indicates this is not a CCP and should be implemented as an Operational Prerequisite Programme



Comprehensive Implementation Workbook

A 200 page workbook is provided to assist in the implementation of your FSSC 22000 compliant 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: Senior Management Implementation
- ✓ Step Three: Food Safety Quality Management System
- ✓ Step Four: Project 22000 including HACCP Implementation
- ✓ Step Five: Internal Auditing & Checklists
- ✓ Step Six: Review and Updating
- ✓ Step Seven: Final Steps to FSSC 22000 Certification

Free online support via e-mail

We provide online support and expertise to assist you in developing your FSSC 2000 Food Safety Management System. We have customers who list us in their HACCP Team. Support is guaranteed until you achieve certification.

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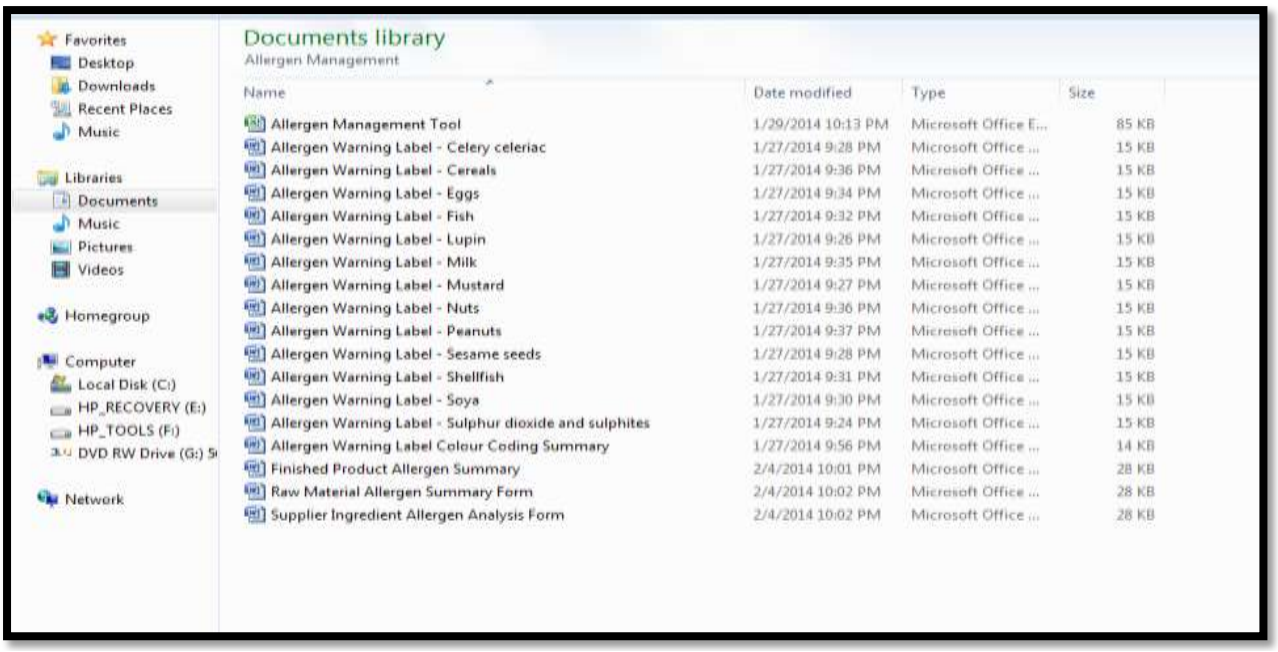
Allergen Management Module & Risk Assessment Tool

The Allergen Module concentrates on five themes:

- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens is a key allergen management control
- ✓ Scheduling - planning activities to reduce the risk of cross contamination
- ✓ Sanitation - cleaning controls to remove or reduce the risks of cross contamination



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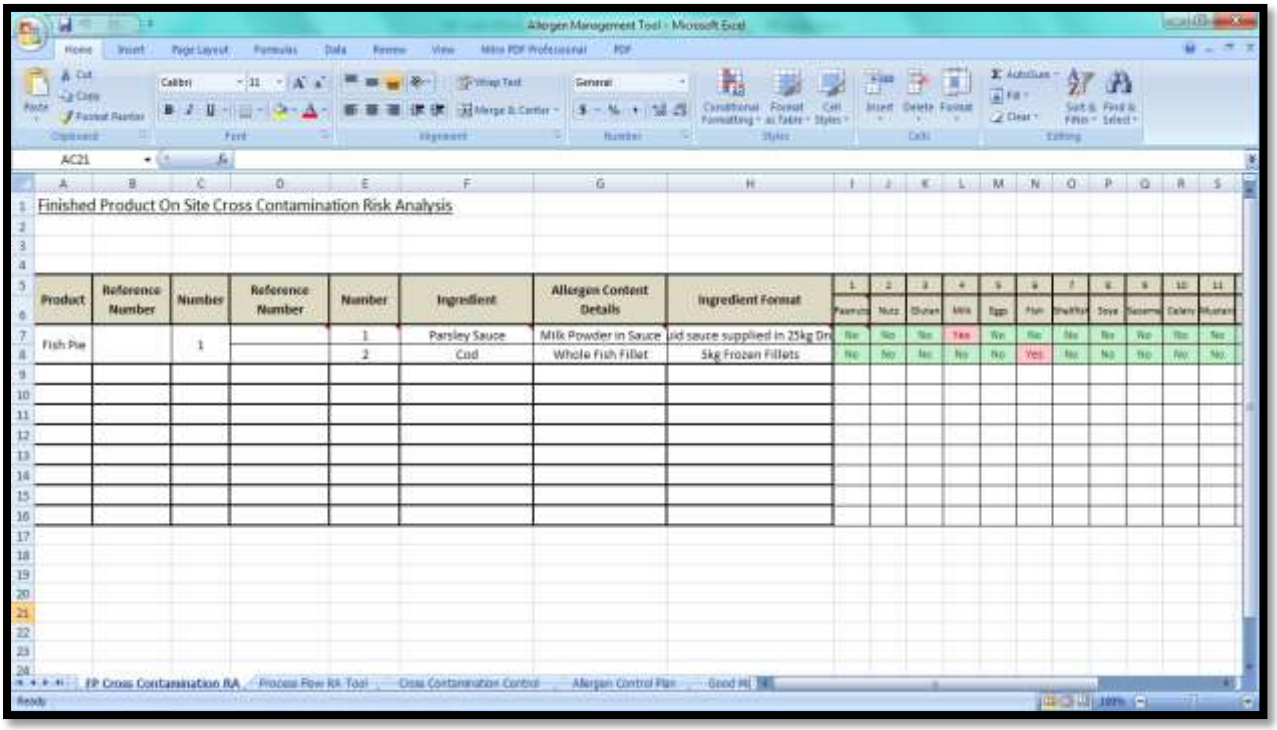
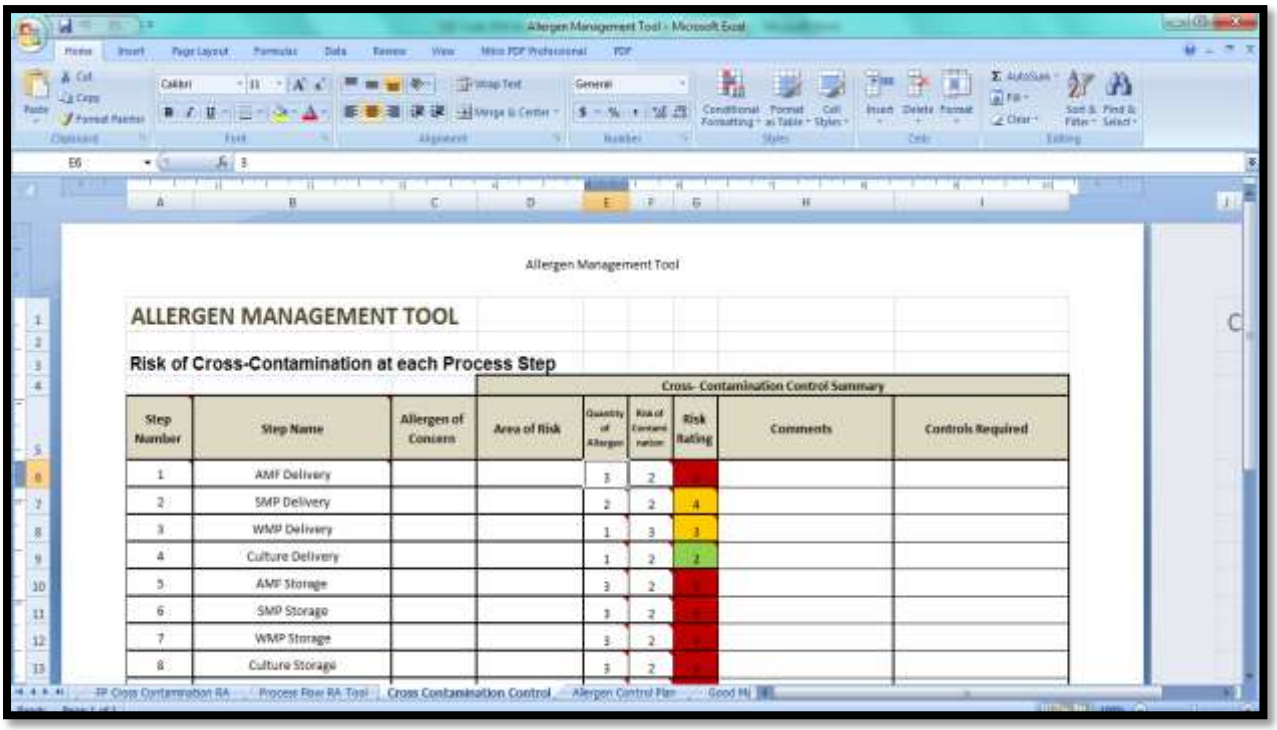
Allergen Management Module & Risk Assessment Tool



Finished Product On Site Cross Contamination Risk Analysis

Product	Reference Number	Number	Reference Number	Number	Ingredient	Allergen Content Details	Ingredient Format
Fish Pie		1		1	Parsley Sauce	Milk Powder in Sauce	id saure supplied in 25kg Dr
				2	Cod	Whole Fish Fillet	5kg Frozen Fillets



Allergen Management Tool

ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

			Cross- Contamination Control Summary					
Step Number	Step Name	Allergen of Concern	Area of Risk	Quantity of Allergen	Risk of Contamination	Risk Rating	Comments	Controls Required
1	AMF Delivery			3	2	6		
2	SMP Delivery			2	2	4		
3	WMP Delivery			1	3	3		
4	Culture Delivery			1	2	2		
5	AMF Storage			3	2	6		
6	SMP Storage			3	2	6		
7	WMP Storage			3	2	6		
8	Culture Storage			3	2	6		

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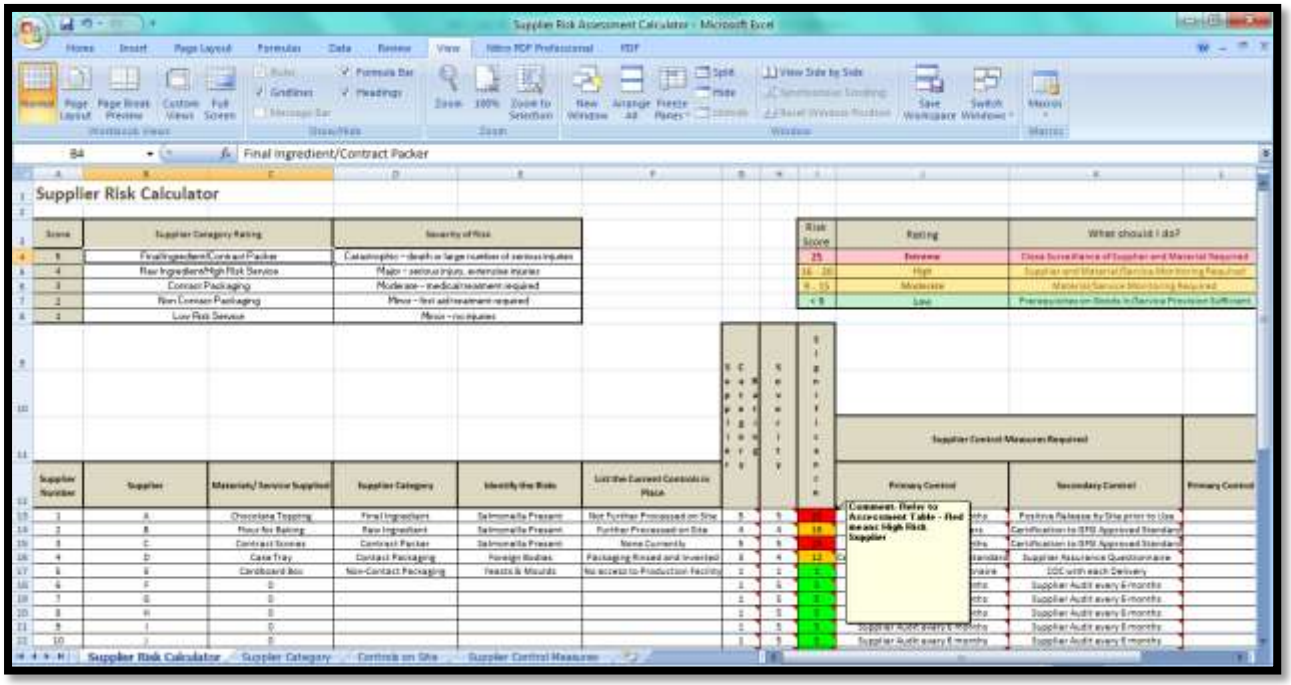
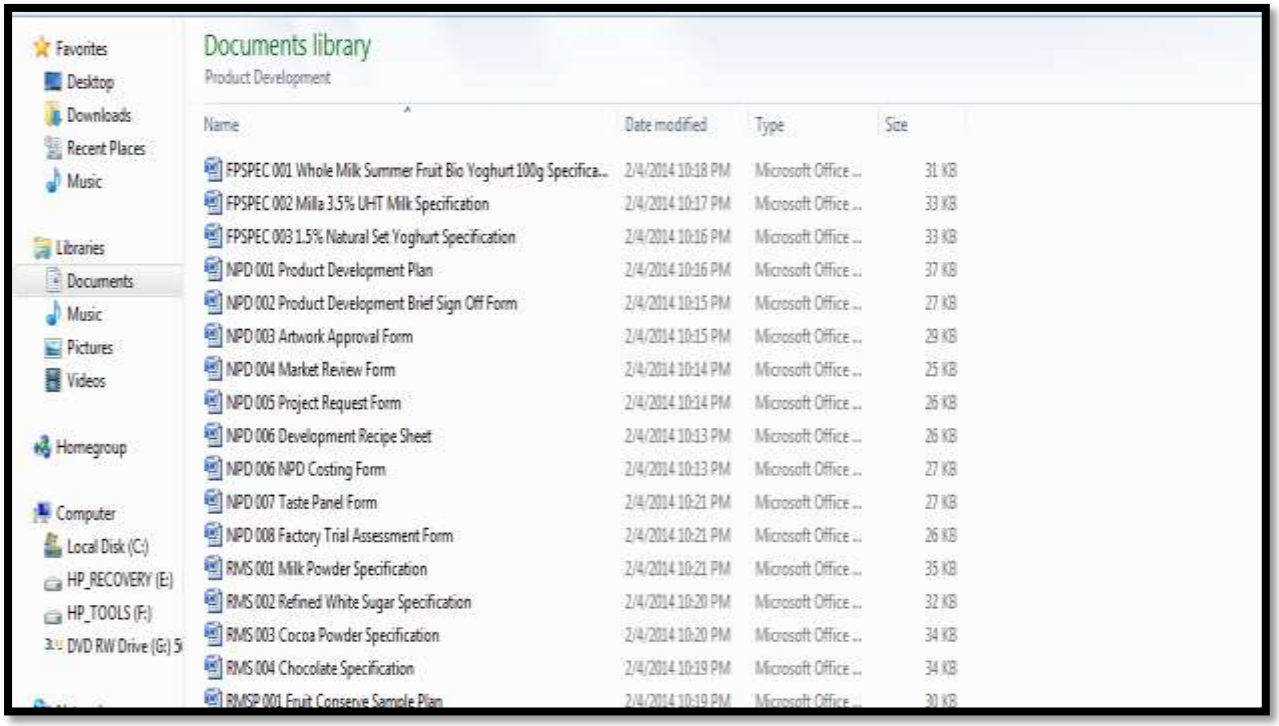
Supplier Risk Assessment Tool



New Product Development Module



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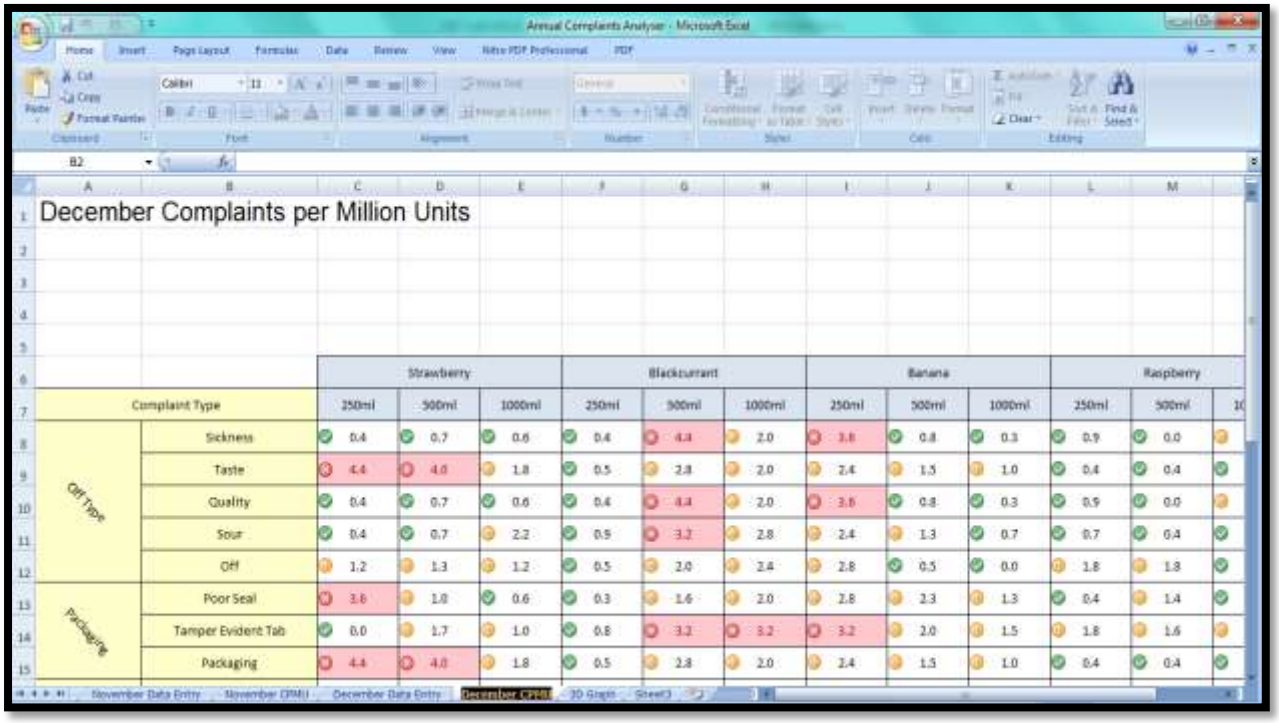
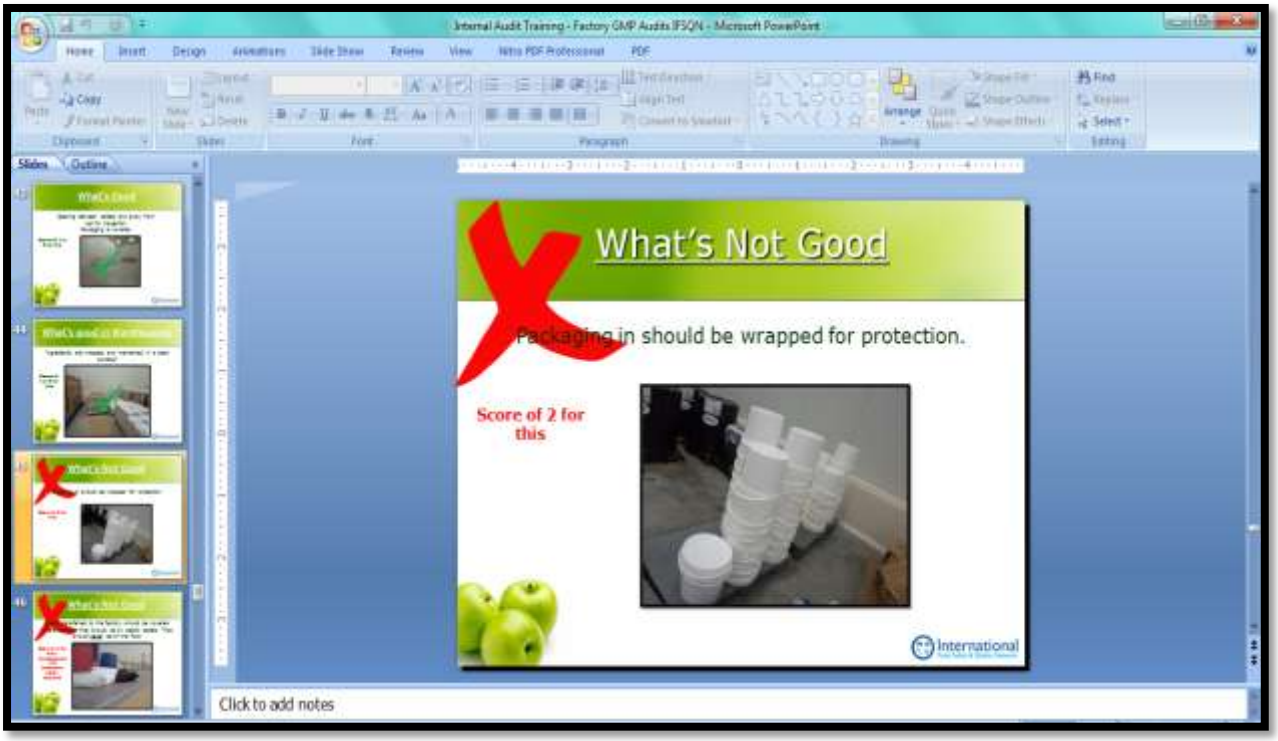
Complaint Management Guidelines & Analyser



Extended Internal Audit Training

Hygiene Inspection Training



Unannounced Audit Guidance

AFC

Unannounced Audit Protocol

Internal Communication

Unannounced audits are conducted within agreed windows. The Technical Manager is responsible for ensuring that appropriate communication of these windows and the impending audit is communicated at least one week prior to the first possible audit date.

Communication processes include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Preparation Prior to Audit

Prior to the unannounced audit it is important that routines are established to ensure all procedures and records are available, kept up to date and completed correctly.

Job Title	Job Holder	Record Responsibility
Emergency Coordinator		Emergency response
Food Safety Team Leader		Recalls
Site Director		Policies and Objectives
Operations Manager		Operations
Production Manager		Production
Warehouse Manager		Warehouse
Maintenance Manager		Maintenance
Factory Safety Manager		Safety
Human Resource Manager		Training
Quality Manager		Pest Control CARs NCNs Audits

Document Reference Unannounced Audit Protocol
Revision 1 11th March 2014
Owned by: Technical Manager
Authorised By: Chief Executive Office

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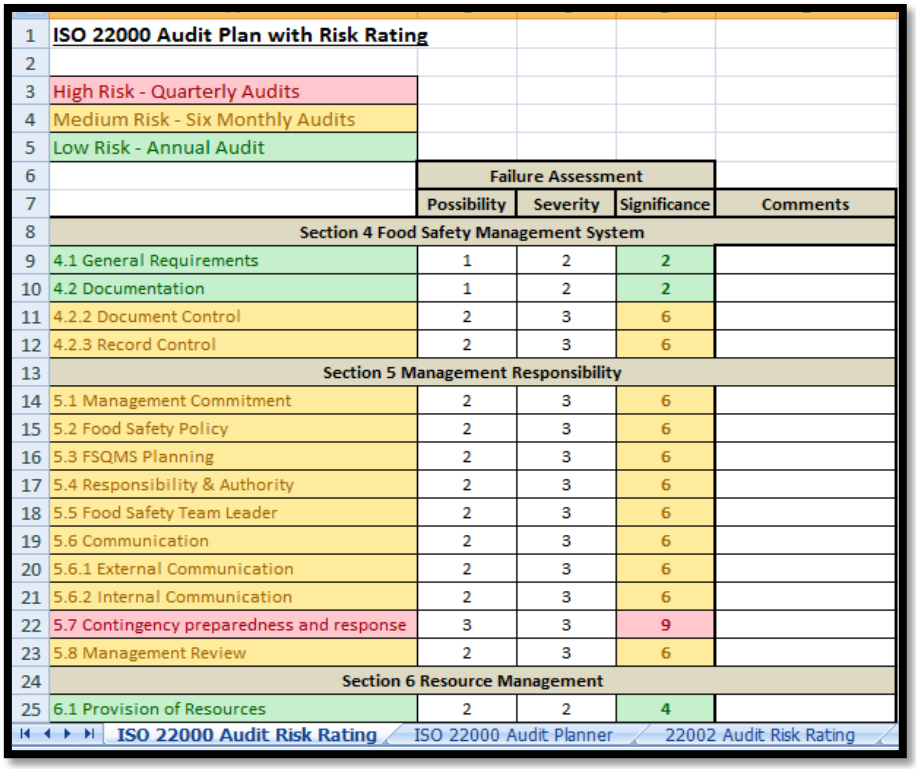
Verification Schedule Risk Assessment Tool and Template



	ISO 22000 Audit Plan with Risk Rating				
2					
3	High Risk - Quarterly Audits				
4	Medium Risk - Six Monthly Audits				
5	Low Risk - Annual Audit				
6		Failure Assessment			
7		Possibility	Severity	Significance	Comments
8	Section 4 Food Safety Management System				
9	4.1 General Requirements	1	2	2	
10	4.2 Documentation	1	2	2	
11	4.2.2 Document Control	2	3	6	
12	4.2.3 Record Control	2	3	6	
13	Section 5 Management Responsibility				
14	5.1 Management Commitment	2	3	6	
15	5.2 Food Safety Policy	2	3	6	
16	5.3 FSQMS Planning	2	3	6	
17	5.4 Responsibility & Authority	2	3	6	
18	5.5 Food Safety Team Leader	2	3	6	
19	5.6 Communication	2	3	6	
20	5.6.1 External Communication	2	3	6	
21	5.6.2 Internal Communication	2	3	6	
22	5.7 Contingency preparedness and response	3	3	9	
23	5.8 Management Review	2	3	6	
24	Section 6 Resource Management				
25	6.1 Provision of Resources	2	2	4	

ISO 22000 Audit Risk Rating | ISO 22000 Audit Planner | 22002 Audit Risk Rating

	TS ISO 22002 Prerequisites Audit Schedule with Risk Rating											
2												
3	High Risk - Quarterly Audits											
4	Medium Risk - Six Monthly Audits											
5	Low Risk - Annual Audit											
6												
7		January	February	March	April	May	June	July	August	September	October	November	December
8	Section 4. Construction and layout of buildings												
9	4.1 General requirements												
10	4.2 Environment												
11	4.3 Locations of establishments												
12	Section 5. Layout of premises workspace												
13	5.1 General requirements												
14	5.2 Internal design, layout and traffic patterns												
15	5.3 Internal structures												
16	5.4 Location of equipment												
17	5.5 Laboratory facilities												
18	5.6 Temporary/mobile premises and vending												
19	5.7 Storage of food, packaging materials,												
20	Section 6. Utilities – air, water, energy												
21	6.1 General requirements												
22	6.2 Water supply												
23	6.3 Boiler chemicals												
24	6.4 Air quality ventilation												
25	6.5 Compressed air and other gases												

ISO 22000 Audit Risk Rating | ISO 22000 Audit Planner | 22002 Audit Risk Rating | 22002 Audit Planner | Sheet2

Click here to order the IFSQN FSSC 22000 Certification Package Now

Benefits of FSSC 22000 Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

- ✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
- ✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food
- ✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- ✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- ✓ Food Safety Management System Records provide evidence of due diligence
- ✓ HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality
- ✓ Certification to the FSSC 22000 Global Standard for Food Safety gives all interested parties a clear message that the organisation is serious about Food Safety

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- ✓ The benefits of a Food Safety Management System
- ✓ How lack of an effective Food Safety Management System can cause food borne illness
- ✓ That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- ✓ That a HACCP based Food Safety Management System enables
- ✓ businesses to optimise the use of resources by control of CCPs in an logical manner

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The FSSC 22000 Food Safety Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

- ✓ Lack of pre-requisite programmes
- ✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- ✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
- ✓ Excessive documentation and lack of focus due to over-complex systems.
- ✓ Poor validation and verification due to lack of expertise.
- ✓ Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The FSSC 22000 Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the FSSC 22000 Food Safety Management System gives organisations a head start in developing their system and preparing for certification:
“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the FSSC 22000 Global Standard for Food Safety. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process.”

“As a bonus our FSSC 22000 Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

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