

This comprehensive Food Safety Management System Implementation Package contains all the tools you will need to achieve certification to the FSSC 22000 Certification Scheme Version 6. In addition, this 2023 version has been updated in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2023 Edition HACCP System and Guidelines for its Application.

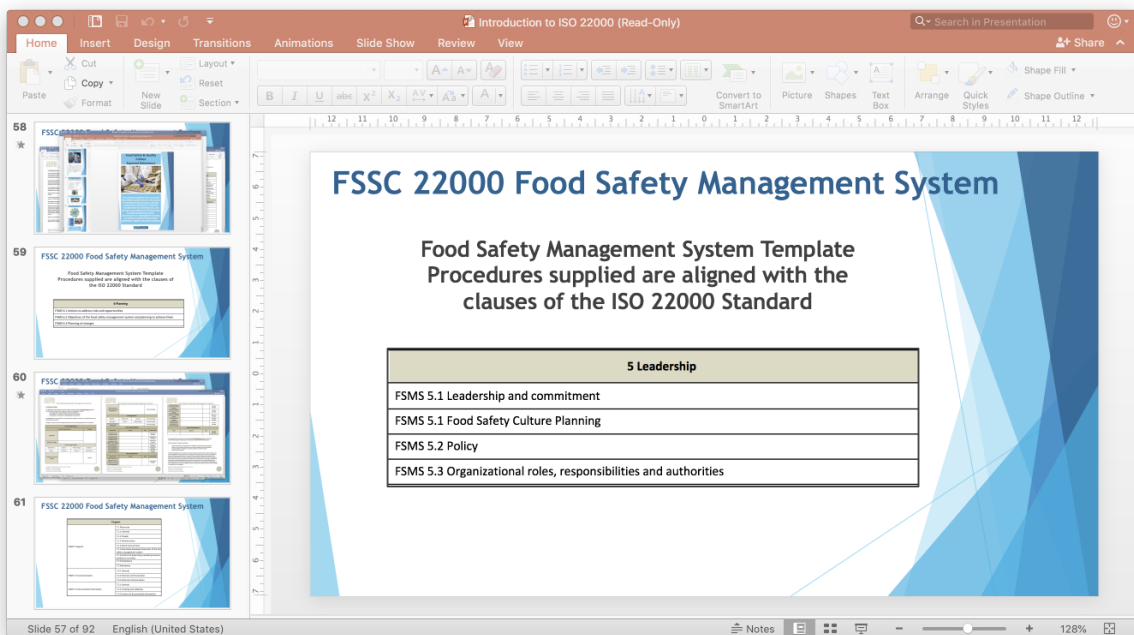
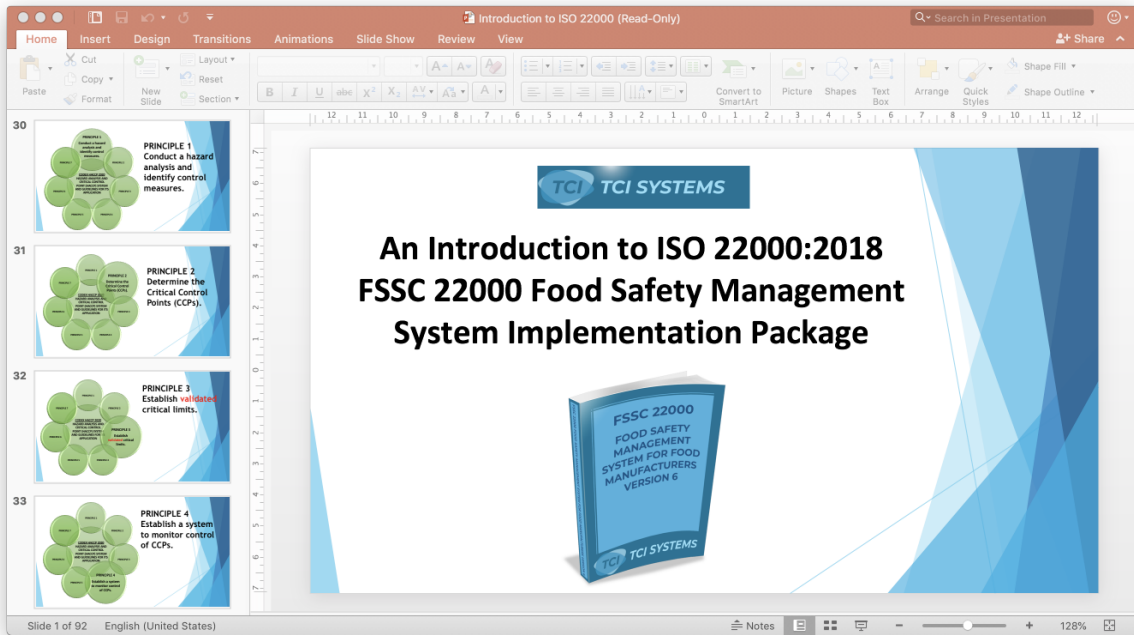
This workbook is provided to guide you in the implementation of your Food Safety Management System. The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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

**Step One: ISO 22000 Training for Management**

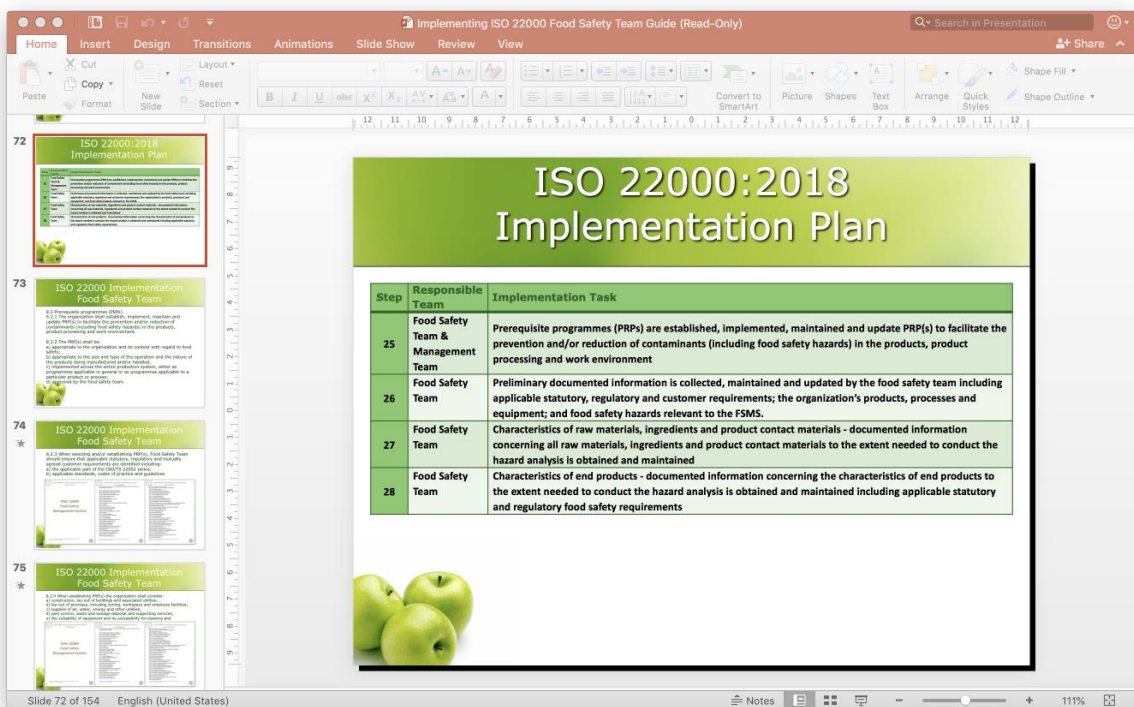
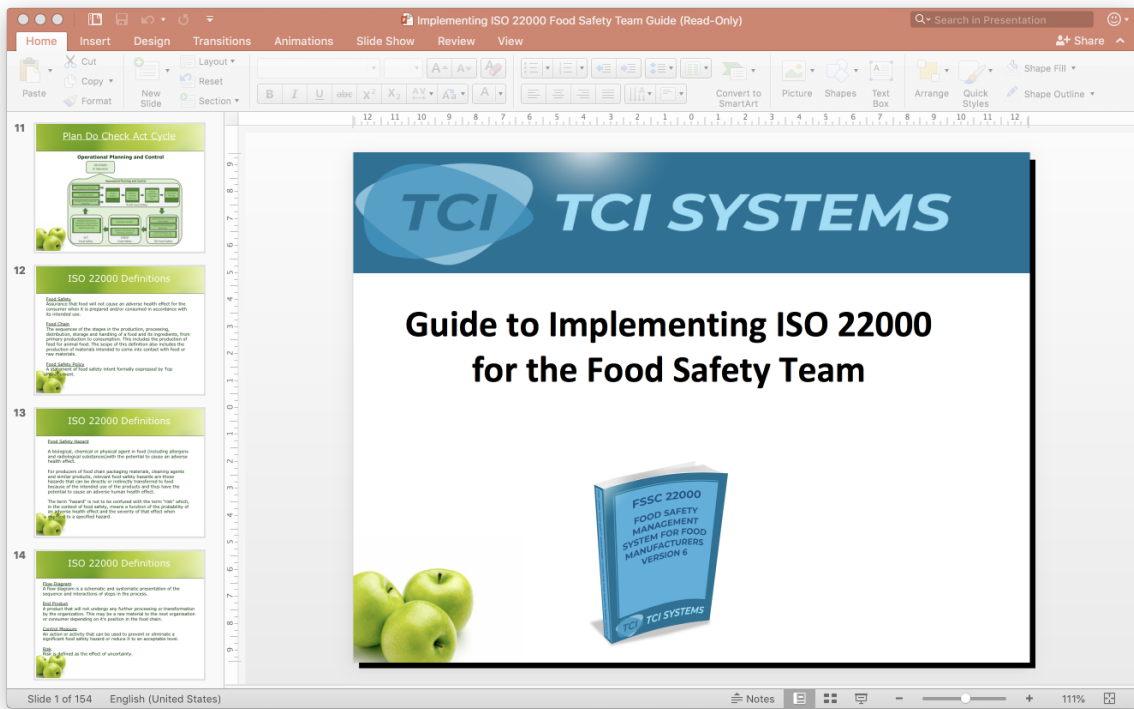
Introduction to ISO 22000

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



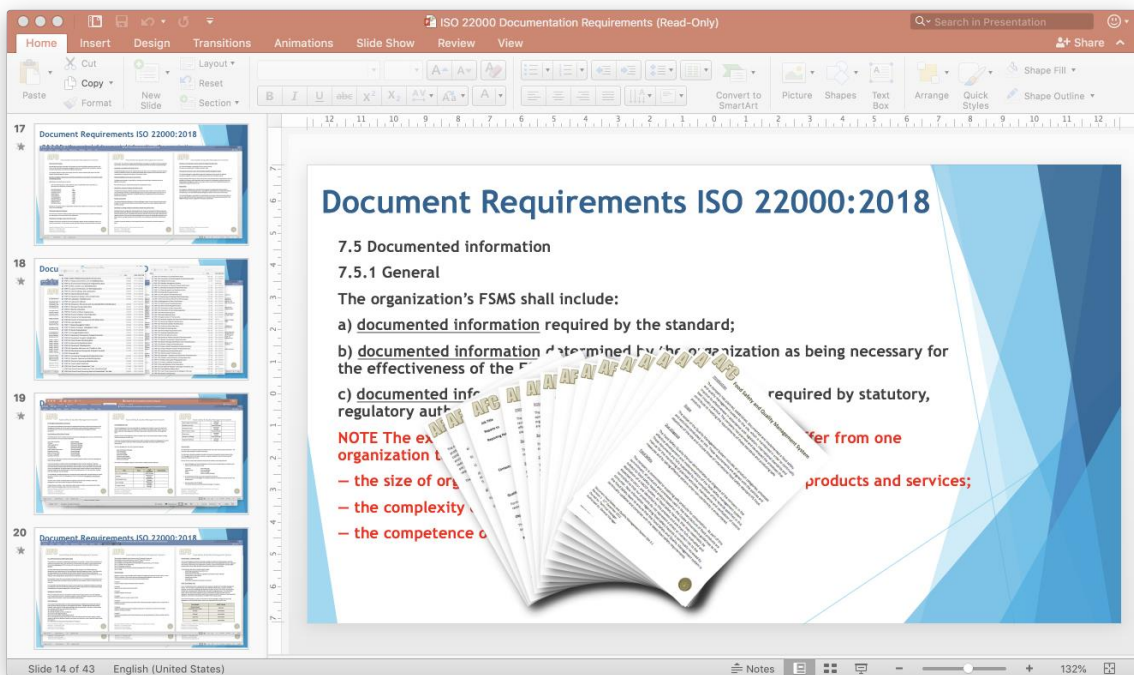
### Food Safety Team: ISO 22000 Implementation Guide

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



ISO 22000 Document Requirement Guide

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





## **Step Two: Top Management Implementation**

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

At this stage, Top Management need to:

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

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

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

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

Top Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

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

Attendees:

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

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

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

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

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

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

Top Management FSMS Implementation Checklist

The Top Management FSMS Implementation Meeting should follow the guidelines of the Top Management Implementation Checklist:

1	Top Management determine external and internal issues that are relevant and affect its ability to achieve the intended result(s) of its FSMS	
	External & Internal Issues	Actions to address risks and opportunities
2	Top Management Determine the interested parties (Customer, Regulatory, Statutory and Other) that are relevant to the FSMS.	
	Interested Parties (Customer, Regulatory, Statutory and Other)	Details



FSSC 22000 Food Safety Management System Implementation Workbook  
Version 6

3	Top Management determine Customer, Regulatory, Statutory and other relevant Food Safety & Quality requirements	
	Party/Requirements	Record Details
4	Top management define the scope, specifying the products and services, processes and production site(s) that are included in the FSMS*	
	Scope	Record Details
5	Senior management Plan to lead and support a Food Safety & Quality culture within the site	
	Action required	Details

FSSC 22000 Food Safety Management System Implementation Workbook  
Version 6

6	Top management Develop a Food Safety & Quality Policy **	
	Use FSMS 5.2 Food Safety & Quality Policy included in the package as a template	
7	Top management (Based on the Food Safety & Quality Policy) establish Food Safety & Quality Objectives **	
	Objective	Details
8	Top Management Plan the establishment of the FSMS *** including Actions to address risks and opportunities identified in item 1 of the agenda	
	Use ISO 22000 Implementation Plan as a template for project plan	
9	Top Management Plan to Provide adequate support to establish the FSMS (Support, Resources, People, Competence and Control of External Providers)	
	Resources, People, Competence and Control of External Providers	Details

FSSC 22000 Food Safety Management System Implementation Workbook  
Version 6

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

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

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

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

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

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

The outputs from this meeting will be:

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



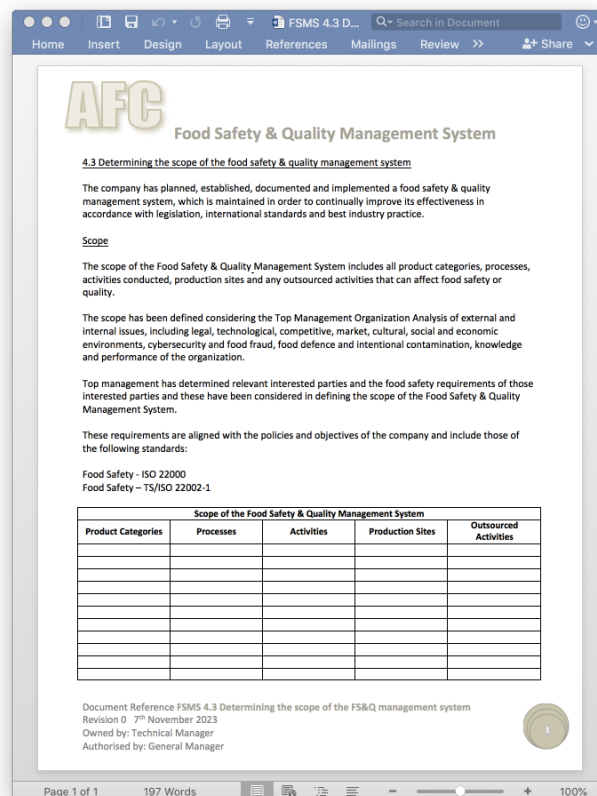
Top Management Define the Scope of the Food Safety Management System:

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

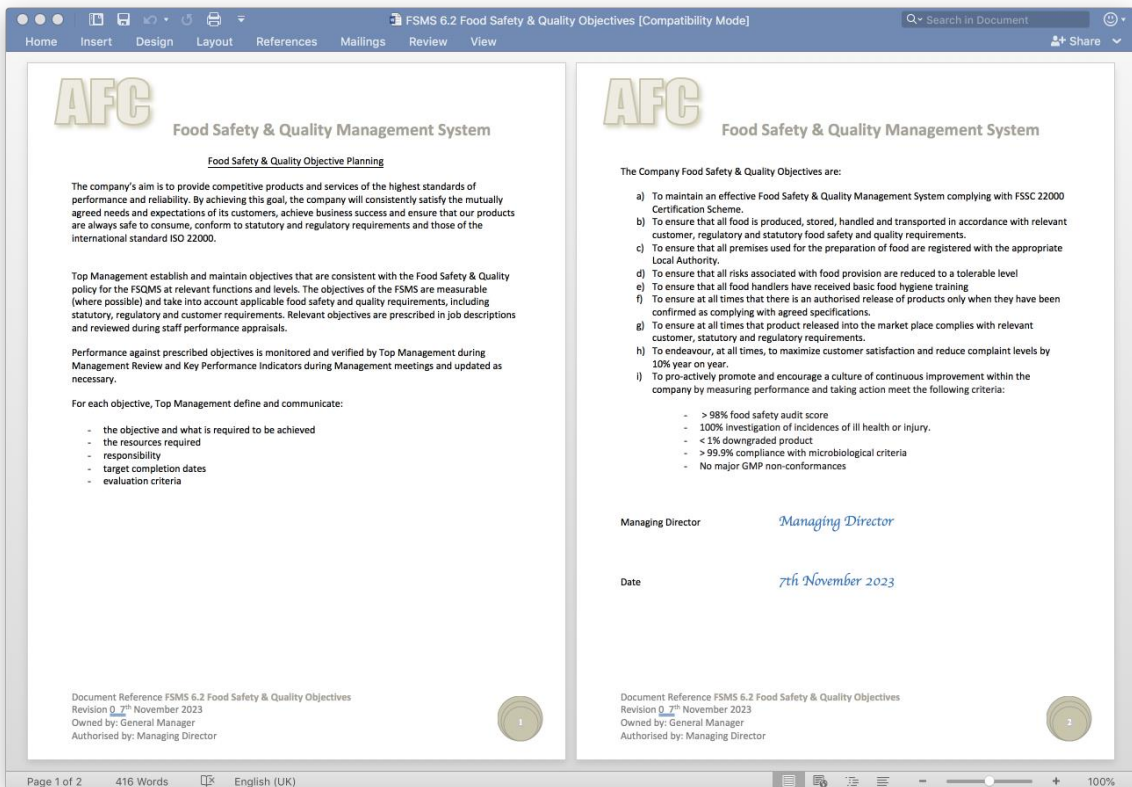
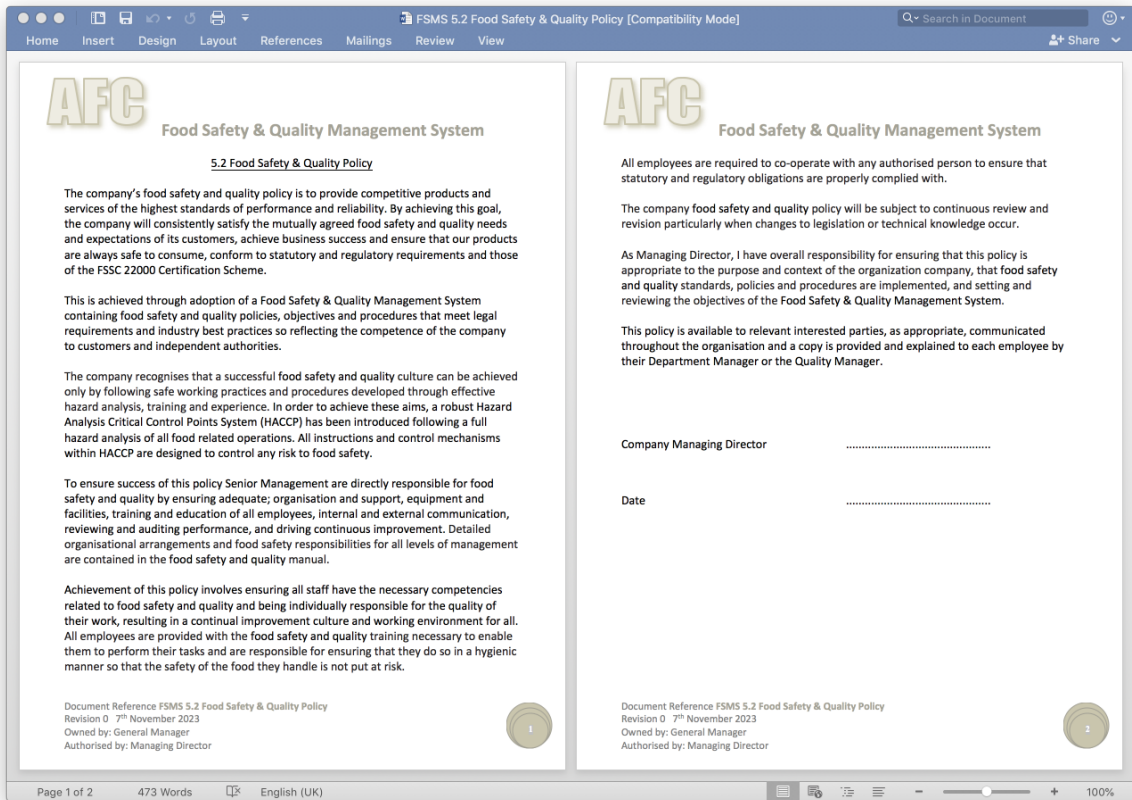
All applicable customer, statutory and regulatory requirement and documents are identified including:

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

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



### Top Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:

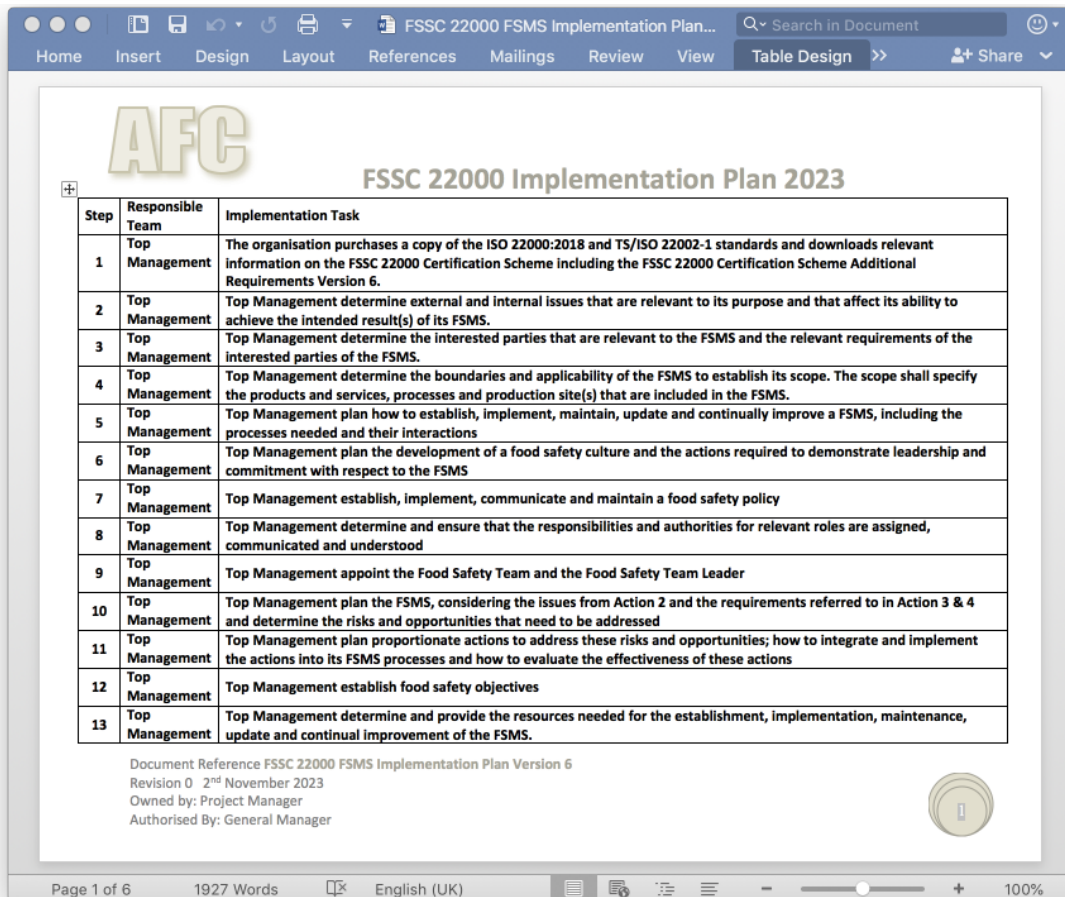
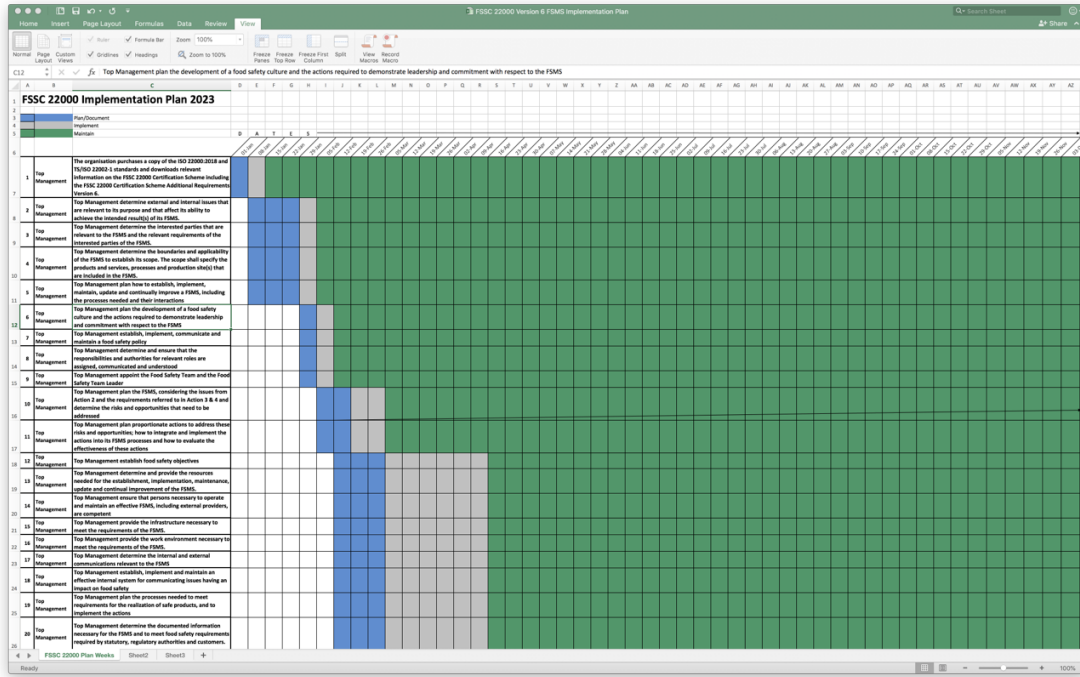


# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

### Top Management Establish the Project Plan

Using the FSSC 22000 Version 6 FSMS Implementation Plan which is in Microsoft Excel and Word format, Top Management can adapt the template supplied to establish a site-specific Project Plan.



Top Management provide adequate support to establish the FSMS

Top management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

8	Top management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	



**Step Four: Project 22000**

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

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

<b>Food Safety Management System Steering Group</b>			
<b>FSMS Team Member</b>	<b>Name</b>	<b>Position</b>	<b>Qualification</b>
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

# FSSC 22000 Food Safety Management System Implementation Workbook Version 6

## Project Plan

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

The screenshot displays an Excel spreadsheet titled "FSSC 22000 Version 6 FSMS Implementation Plan". The spreadsheet is organized into columns for months (D, A, T, E, S) and rows for tasks. The tasks are listed in column C, and the status of each task is indicated by colored cells in columns D through S. The status colors are: Blue (Plan/Document), Green (Implement), and Grey (Maintain).

Task	D	A	T	E	S
1 Top Management: The organisation purchases a copy of the ISO 22000:2018 and TS/ISO 22002-1 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.	Blue	Green	Green	Green	Green
2 Top Management: Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.	Blue	Green	Green	Green	Green
3 Top Management: Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.	Blue	Green	Green	Green	Green
4 Top Management: Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.	Blue	Green	Green	Green	Green
5 Top Management: Top Management plan how to establish, implement, maintain, update and continually improve a FSMS, including the processes needed and their interactions.	Blue	Green	Green	Green	Green
6 Top Management: Top Management plan the development of a food safety culture and the actions required to demonstrate leadership and commitment with respect to the FSMS	Blue	Green	Green	Green	Green
7 Top Management: Top Management establish, implement, communicate and maintain a food safety policy	Blue	Green	Green	Green	Green
8 Top Management: Top Management determine and ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood	Blue	Green	Green	Green	Green
9 Top Management: Top Management appoint the Food Safety Team and the Food Safety Team Leader	Blue	Green	Green	Green	Green
10 Top Management: Top Management plan the FSMS, considering the issues from Action 2 and the requirements referred to in Action 3 & 4 and determine the risks and opportunities that need to be addressed	Blue	Green	Green	Green	Green
11 Top Management: Top Management plan proportionate actions to address these risks and opportunities; how to integrate and implement the actions into its FSMS processes and how to evaluate the effectiveness of these actions	Blue	Green	Green	Green	Green
12 Top Management: Top Management establish food safety objectives	Blue	Green	Green	Green	Green
13 Top Management: Top Management determine and provide the resources needed for the establishment, implementation, maintenance, update and continual improvement of the FSMS.	Blue	Green	Green	Green	Green
14 Top Management: Top Management ensure that persons necessary to operate and maintain an effective FSMS, including external providers, are competent	Blue	Green	Green	Green	Green
15 Top Management: Top Management provide the infrastructure necessary to meet the requirements of the FSMS.	Blue	Green	Green	Green	Green
16 Top Management: Top Management provide the work environment necessary to meet the requirements of the FSMS.	Blue	Green	Green	Green	Green
17 Top Management: Top Management determine the internal and external communications relevant to the FSMS	Blue	Green	Green	Green	Green
18 Top Management: Top Management establish, implement and maintain an effective internal system for communicating issues having an impact on food safety	Blue	Green	Green	Green	Green
19 Top Management: Top Management plan the processes needed to meet requirements for the realization of safe products, and to implement the actions	Blue	Green	Green	Green	Green
20 Top Management: Top Management determine the documented information necessary for the FSMS and to meet food safety requirements required by statutory, regulatory authorities and customers.	Blue	Green	Green	Green	Green

## FSSC 22000 Food Safety Management System Implementation Workbook Version 6

Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1	<b>The organisation purchases a copy of the ISO 22000:2018 and TS/ISO 22002-1 standards and downloads relevant information on the FSSC 22000 Certification Scheme including the FSSC 22000 Certification Scheme Additional Requirements Version 6.</b>	<b>Top Management</b>			
2	<b>Top Management determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSMS.</b>	<b>Top Management</b>			
3	<b>Top Management determine the interested parties that are relevant to the FSMS and the relevant requirements of the interested parties of the FSMS.</b>	<b>Top Management</b>			
4	<b>Top Management determine the boundaries and applicability of the FSMS to establish its scope. The scope shall specify the products and services, processes and production site(s) that are included in the FSMS.</b>	<b>Top Management</b>			
5	<b>Top Management plan how to</b>	<b>Top Management</b>			

## **Food Safety Management System Document Implementation**

The Food Safety Management System (FSMS) documents should be edited and procedures implemented as per the plan and relevant training given.

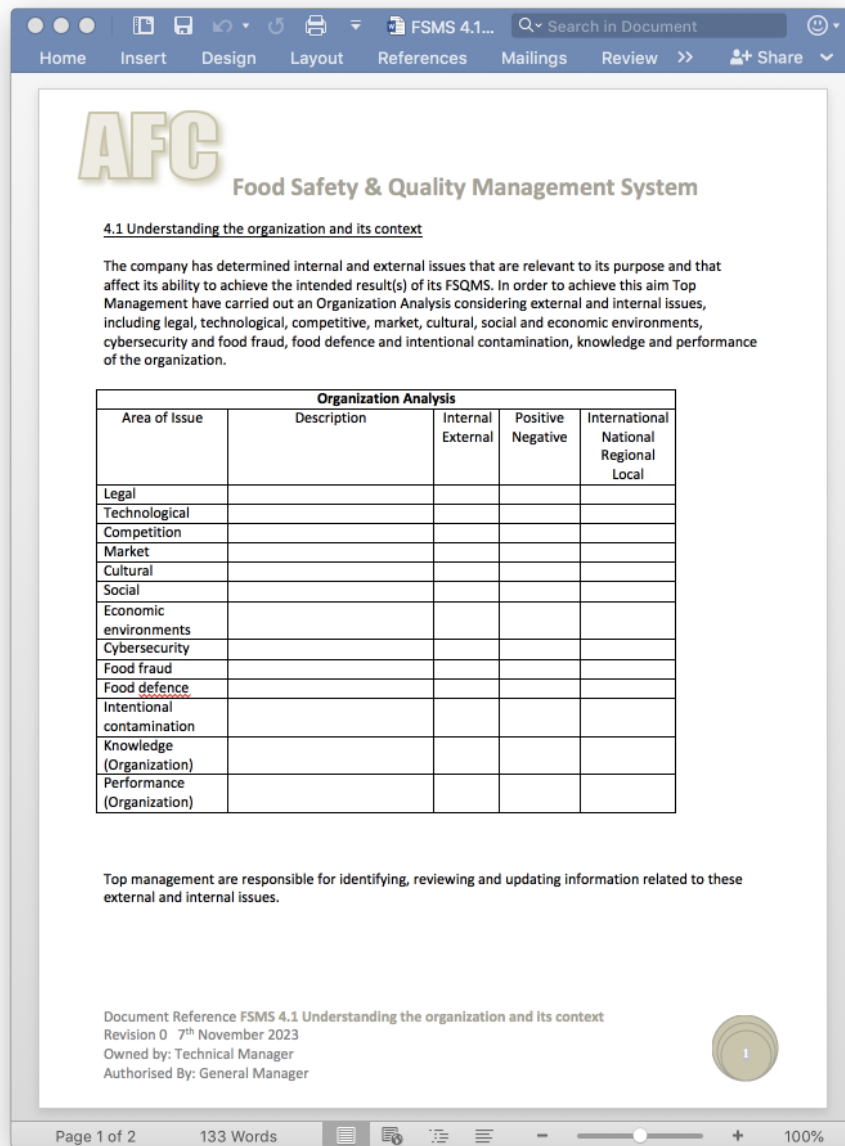
### 4 Context of the organization

FSMS 4.1 Understanding the organization and its context

FSMS 4.2 Understanding the needs and expectations of interested parties

FSMS 4.3 Determining the scope of the food safety management system

FSMS 4.4 Food safety and quality management system





# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

FSMS 4.1 Organization Analysis

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

**AFC**  
Food Safety & Quality Management System

### 4.2 Understanding the needs and expectations of interested parties

Top management has determined relevant interested parties and the food safety requirements of those interested parties so that the company has confidence in its ability to consistently provide products and services that meet applicable statutory, regulatory and customer requirements.

Category	Food Safety Requirement	International National Regional Local
Statutory		International
Statutory		National
Statutory		Regional
Statutory		Local
Regulatory		International
Regulatory		National
Regulatory		Regional
Regulatory		Local
Customer 1		International
Customer 2		National
Customer 3		Regional
Customer 4		Local
Customer 5		

Top management are responsible for identifying, reviewing and updating information related to the interested parties and their requirements.

Document Reference FSMS 4.2 Understanding the needs and expectations of interested parties  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 1 104 Words 100%

# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

The screenshot shows a PowerPoint slide titled "Food Safety & Quality Culture Expected Behaviours". The slide features a central image of a person in a white lab coat and blue gloves working with a tray of cookies. Below the image, the text reads: "The company recognizes that a successful food safety & quality culture is the product of individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of the food safety & quality management system. All personnel are responsible for ensuring our products comply with food safety, authenticity, legality and quality standards." The TCI SYSTEMS logo is visible at the bottom of the slide. The slide is part of a presentation titled "FSMS 5.1 FS Culture - Expected Behaviours (Read-Only)". The slide number is 4, and the language is English (United States). The zoom level is 89%.

The screenshot shows a PowerPoint slide show with 18 slides. The slides are arranged in two rows of nine. The first row shows slides 1 through 9, and the second row shows slides 10 through 18. The slides contain various content related to food safety and quality management, including text, images, and diagrams. The slide number is 10, and the language is English (United States). The zoom level is 100%.

# FSSC 22000 Food Safety Management System Implementation Workbook

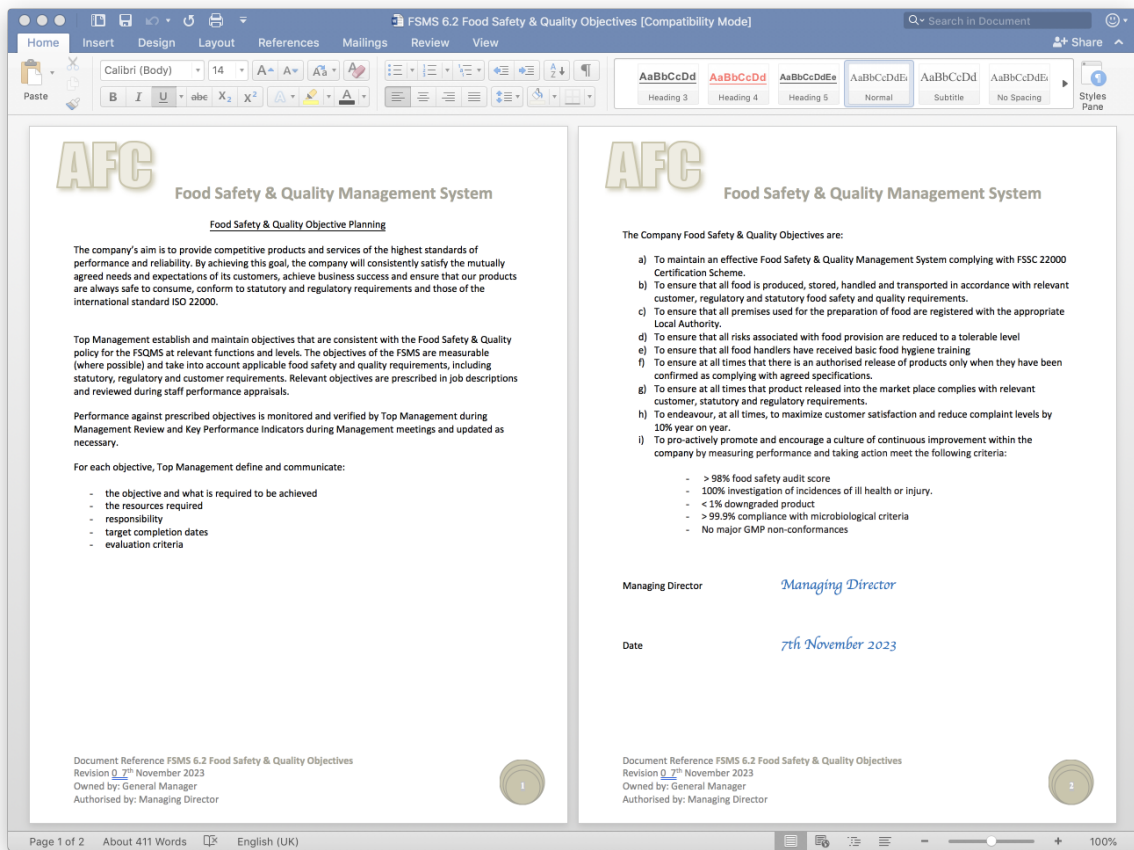
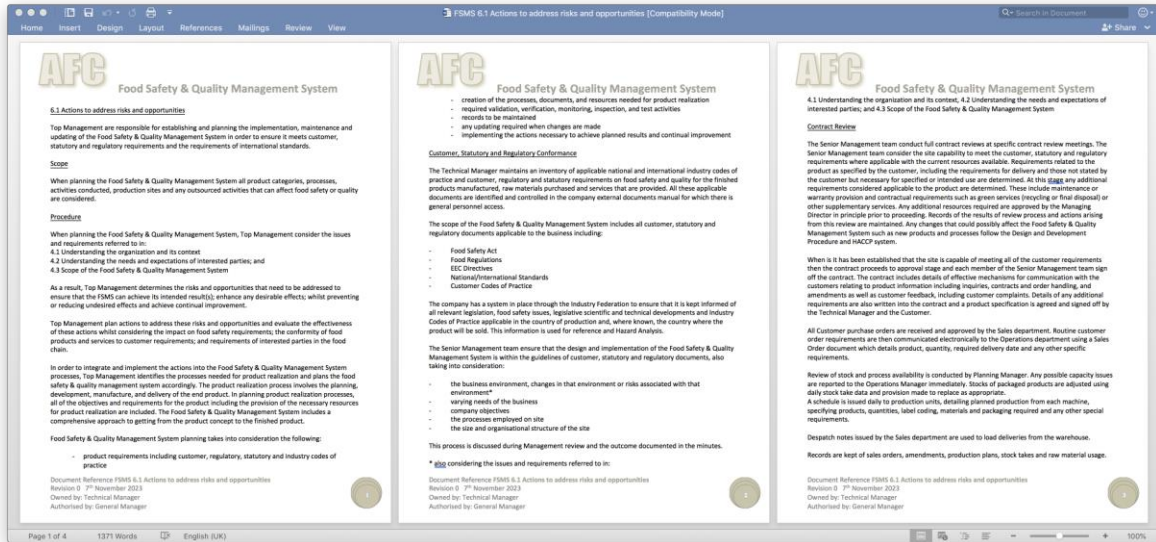
## Version 6

### 6 Planning

#### FSMS 6.1 Actions to address risks and opportunities

#### FSMS 6.2 Objectives of the food safety and quality management system and planning to achieve them

#### FSMS 6.3 Planning of changes





# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

FSMS 6.3 Planning of changes [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

Share

**AFC** Food Safety & Quality Management System

**6.3 Planning of changes**

Top Management determines the need for changes to the Food Safety & Quality Management system and plans those changes. When changes are made, Top Management consider:

- the purpose of the changes and their potential consequences
- the availability of resources to effectively implement the changes
- the allocation or re-allocation of responsibilities and authorities

Top Management are responsible for ensuring that the changes are carried out in a planned manner and effectively communicated.

Changes are subject to Process Change Approval and a Process Change Approval Form is completed:

Process Change Approval			
Process Change Proposed		Proposer	
Description			
Reason for Change			
Process Change Category			
Raw Material <input type="checkbox"/>	Supplier <input type="checkbox"/>	Process Change <input type="checkbox"/>	Equipment <input type="checkbox"/>
Recipe <input type="checkbox"/>	Personnel <input type="checkbox"/>	Customer <input type="checkbox"/>	New Product <input type="checkbox"/>
Full details of proposed change			Proposer

Document Reference FSMS 6.3 Planning of changes  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

1

**AFC** Food Safety & Quality Management System

Risk Assessment Summary and Change Categorisation			
Risk Categorisation			Technical Manager
High Risk <input type="checkbox"/>	Medium Risk <input type="checkbox"/>	Low Risk <input type="checkbox"/>	Technical Manager
Food Safety <input type="checkbox"/>	Quality <input type="checkbox"/>	Health & Safety <input type="checkbox"/>	Technical Manager
Prerequisites Required for Approval			Technical Manager
Process Change Validation			
Requirement	Details	Date	Responsibility
Production Trials Acceptable Quality			Development Manager
Production Trials Acceptable Shelf Life			Development Manager
Production Trials Acceptable Transit Stability of the Product			Development Manager
Correct Operation of Process Equipment			Development Manager
Correct Operation of Forming Equipment			Development Manager
Correct Operation of Packing Equipment			Development Manager
Process Change Review			
Requirement	Details	Date	Responsibility
Reviews Held Prior To Agreement for Full Production to Confirm That the Site Can Meet the Changes Agreed			Development Manager

Document Reference FSMS 6.3 Planning of changes  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

2

Page 1 of 8 1977 Words English (UK) 100%

FSMS 6.3 Planning of changes [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

Share

**AFC** Food Safety & Quality Management System

All design and development activities are co-ordinated by the development team and the New Product Development Manager has overall responsibility for all design and development on site.

The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process. Each stage of the process is documented by the New Product Development Manager.

The development team plan the design and development:

- Plan the design and development of the product
- Control the design and development of the product
- Update the planning outputs whenever product design and development progress makes this necessary

The development team identify the design and development inputs:

- Define product design and development inputs
- Maintain a record of design and development inputs
- Review the product design and development inputs

At this stage, the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. The team will take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation of product in the case of organic or lid preserved products and how these materials will be handled to ensure food quality, safety and legality are maintained. Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage.

When special procedures are introduced, new production records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

The development team generate the design and development outputs:

- Produce product design and development outputs
- Approve product design and development outputs before they are formally released.
- Verify in a suitable form that product design and development outputs meet design and development input requirements.

Document Reference FSMS 6.3 Planning of changes  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

5

**AFC** Food Safety & Quality Management System

**New Plant and Equipment**

New Plant and Equipment requirements are authorised by the General Manager. The Engineering Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the New Product Development Manager and Technical Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipment meets relevant legislation and also in the European Union bears a CE marking. The Engineering Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose. (E.g. suitable for use in a Food Environment). The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Technical Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

The Development team co-ordinate production proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account product formulation, packaging, factory environment and subsequent storage conditions.

Shelf life trials use documented protocols as per customer codes of practice or where not specified as per standard company criteria. Trial results documented and retained and confirm compliance with the agreed microbiological, chemical and organoleptic criteria.

The Development team carry out design and development verifications and maintain a record of design and development verifications. At this stage, the Technical Manager also verifies that design requirements can be met.

Following completion of a new design of product or process the Technical team perform design and development validations to affirm continual compliance with the input requirements and maintain a record of these validations.

The development team perform systematic design and development reviews throughout the design and development process and maintain a record of the reviews. The reviews are held prior to agreement for full production to confirm that the site can meet design inputs agreed with the customer. The need for FSMS and HACCP system updating is also addressed with the Food Safety team at this time. The appropriate FSQMS review is conducted by the Food Safety team taking into account verification and validation data from the development trials.

The HACCP system is reviewed when there are significant changes such as new raw materials or raw material supplier, new ingredients or recipe, process conditions or equipment and new products. Changes to the HACCP plan are fully validated and documented.

Document Reference FSMS 6.3 Planning of changes  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

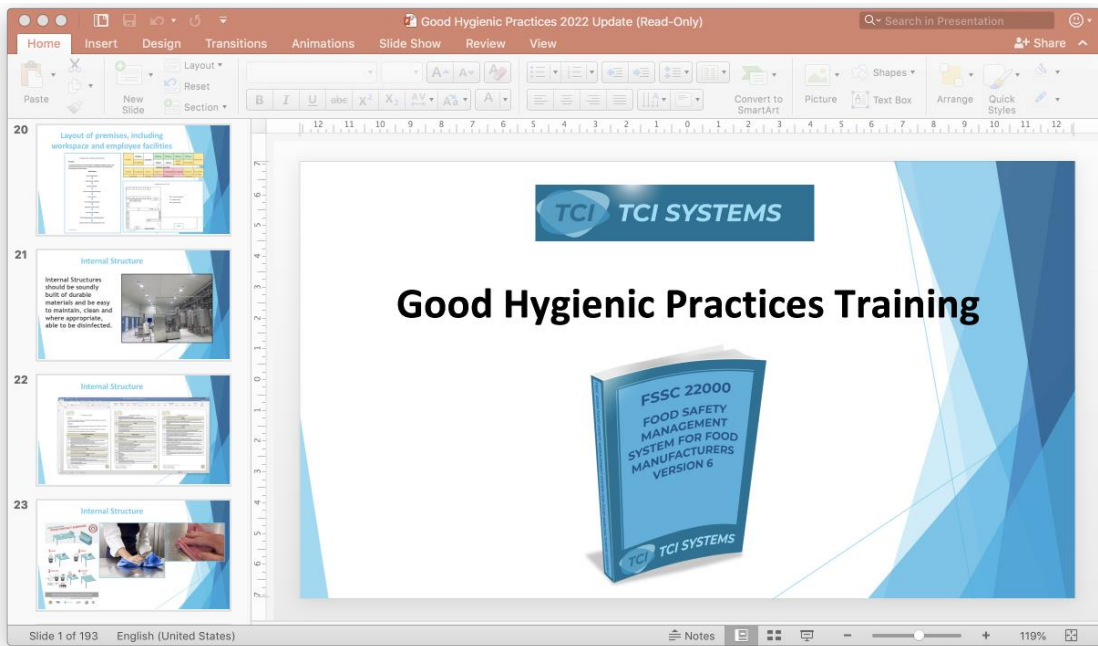
6

Page 1 of 8 1977 Words English (UK) 100%

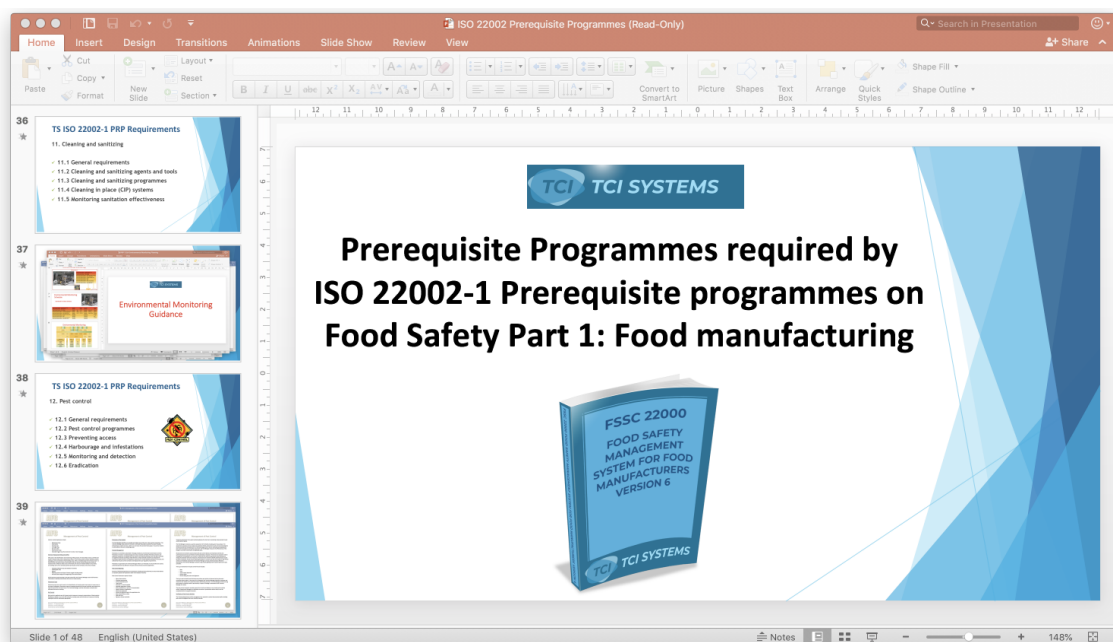
## Prerequisite Programme Document Implementation

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

### New Good Hygienic Practice Training



### Prerequisite Programme Training



# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

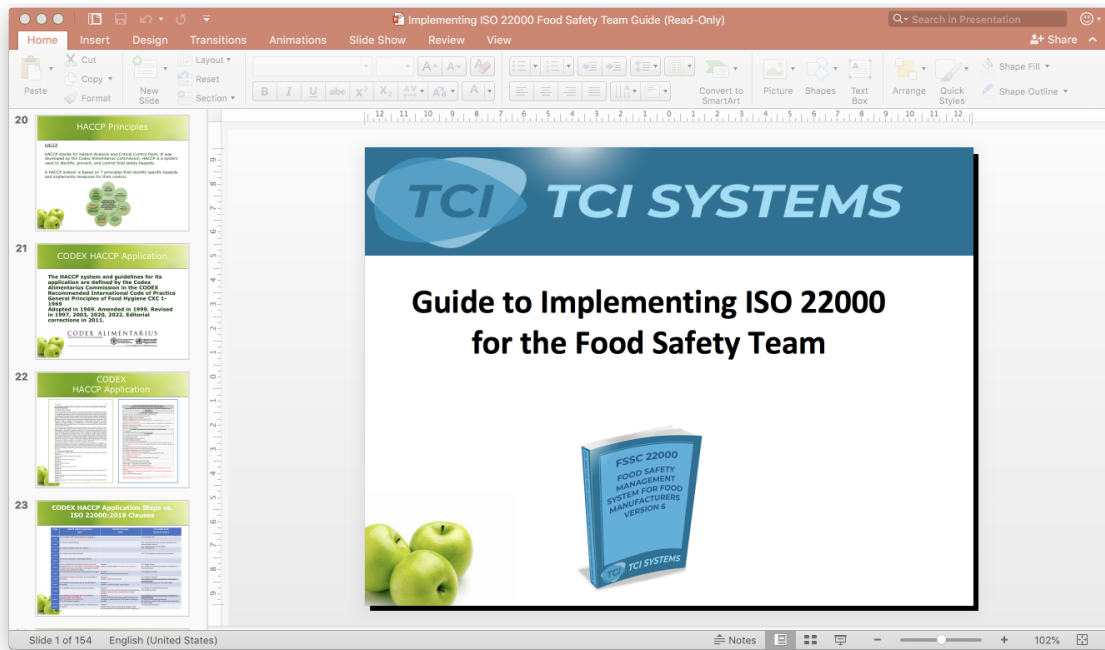
### Select, Edit and Implement Relevant Prerequisite Programmes

Name	Size	Kind
FSSC 22000 2018 FSMS Prerequisites Manual.docx	29 KB	Micro...(docx)
Operational PRPs	--	Folder
PRP 4.1 Design and Construction of Buildings.docx	26 KB	Micro...(docx)
PRP 4.2 Environment Prerequisite Programmes.docx	26 KB	Micro...(docx)
PRP 4.3 Site Location and Standards.docx	25 KB	Micro...(docx)
PRP 5.1 Layout of Premises and Workspace.docx	26 KB	Micro...(docx)
PRP 5.2 Internal Design and Layout.docx	28 KB	Micro...(docx)
PRP 5.3 Internal Structure.docx	27 KB	Micro...(docx)
PRP 5.4 Equipment Design and Location.docx	26 KB	Micro...(docx)
PRP 5.5 Laboratory Facilities.docx	29 KB	Micro...(docx)
PRP 5.5 Laboratory Manual	--	Folder
PRP 5.6 Temporary Structures...Vending Machine Facilities.docx	26 KB	Micro...(docx)
PRP 5.7 Storage.docx	31 KB	Micro...(docx)
PRP 6.1 Site Services.docx	27 KB	Micro...(docx)
PRP 6.2 Control of Water Supply.docx	29 KB	Micro...(docx)
PRP 6.3 Control of Boiler Chemicals.docx	26 KB	Micro...(docx)
PRP 6.4 Control of Air Supply.docx	29 KB	Micro...(docx)
PRP 6.5 Control of Compressed Air and Gases.docx	27 KB	Micro...(docx)
PRP 6.6 Lighting.docx	29 KB	Micro...(docx)
PRP 7.1 Waste Management.docx	29 KB	Micro...(docx)
PRP 7.2 Waste Container Management.docx	29 KB	Micro...(docx)
PRP 7.3 Waste Disposal.docx	29 KB	Micro...(docx)
PRP 7.4 Drainage Systems.docx	29 KB	Micro...(docx)
PRP 8.1 Equipment Prerequisite Programmes.docx	27 KB	Micro...(docx)
PRP 8.2 Equipment Hygienic Design.docx	29 KB	Micro...(docx)
PRP 8.3 Food Contact Surfaces.docx	27 KB	Micro...(docx)
PRP 8.4 Monitoring Equipment.docx	29 KB	Micro...(docx)
PRP 8.5 Equipment Cleaning.docx	27 KB	Micro...(docx)
PRP 8.6 Appendix Maintenance Procedure.docx	30 KB	Micro...(docx)
PRP 8.6 Maintenance Prerequisite Programmes.docx	28 KB	Micro...(docx)
PRP 9 Supplier RA	--	Folder
PRP 9.1 Purchasing Prerequisite Programmes.docx	27 KB	Micro...(docx)
PRP 9.2 Supplier Approval and Monitoring.docx	297 KB	Micro...(docx)
PRP 9.3 Control of Incoming Materials.docx	31 KB	Micro...(docx)
PRP 9.4 Food Fraud Prevention	1.8 MB	Micro...(docx)
PRP 9.4A Food Fraud Assessment Tool	34 KB	Micro...(xlsx)
PRP 9.4A Food Fraud Raw Material Assessment Tool.xlsx	28 KB	Micro...(xlsx)
PRP 10.1 Prevention of Contamination.docx	30 KB	Micro...(docx)
PRP 10.2 Prevention of Microbiological Contamination.docx	27 KB	Micro...(docx)
PRP 10.3 Allergen Control.docx	31 KB	Micro...(docx)
PRP 10.3 Allergen Management System	--	Folder
PRP 10.4 Prevention of Physical Contamination.docx	28 KB	Micro...(docx)
PRP 11.1 Cleaning Prerequisite Programmes.docx	25 KB	Micro...(docx)
PRP 11.2 Cleaning Agents and Equipment.docx	27 KB	Micro...(docx)
PRP 11.3 Cleaning Procedures.docx	25 KB	Micro...(docx)
PRP 11.4 CIP Systems Prerequisites.docx	27 KB	Micro...(docx)
PRP 11.5 Monitoring of Cleaning Effectiveness.docx	26 KB	Micro...(docx)
PRP 11.5A Environmental Monitoring Planning.pptx	439 KB	Power...(pptx)
PRP 12 Management of Pest Control.docx	38 KB	Micro...(docx)
PRP 12.1 Pest Control Prerequisites.docx	27 KB	Micro...(docx)
PRP 12.2 Pest Control Programme.docx	28 KB	Micro...(docx)
PRP 12.3 Prevention of Pest Access.docx	27 KB	Micro...(docx)
PRP 12.4 Prevention of Pest Harbourage.docx	27 KB	Micro...(docx)
PRP 12.5 Pest Monitoring.docx	30 KB	Micro...(docx)
PRP 12.6 Pest Eradication.docx	28 KB	Micro...(docx)
PRP 13 Hygiene Code of Practice.docx	37 KB	Micro...(docx)
PRP 13.1 Personal Hygiene an...nnel Facilities Prerequisites.docx	28 KB	Micro...(docx)
PRP 13.2 Personnel Hygiene Facilities.docx	25 KB	Micro...(docx)
PRP 13.3 Personnel Canteen Facilities.docx	27 KB	Micro...(docx)
PRP 13.4 Protective Work Wear.docx	29 KB	Micro...(docx)
PRP 13.5 Medical Screening.docx	27 KB	Micro...(docx)
PRP 13.6 Illness Reporting Systems.docx	27 KB	Micro...(docx)
PRP 13.7 Personal Cleanliness.docx	25 KB	Micro...(docx)
PRP 13.8 Personal Behaviour.docx	25 KB	Micro...(docx)
PRP 13.9 Control of Visitors and Sub-Contractors.docx	29 KB	Micro...(docx)
PRP 14.1 Rework Prerequisite Programmes.docx	25 KB	Micro...(docx)
PRP 14.2 Rework Storage Identification and Traceability.docx	28 KB	Micro...(docx)
PRP 14.3 Rework Usage Prerequisites.docx	28 KB	Micro...(docx)
PRP 15.1 Product Recall Prerequisite Programmes.docx	25 KB	Micro...(docx)
PRP 15.2 Product Recall Procedure Prerequisites.docx	29 KB	Micro...(docx)
PRP 16.1 Storage Prerequisites.docx	29 KB	Micro...(docx)
PRP 16.2 Warehousing Prerequisites.docx	32 KB	Micro...(docx)
PRP 16.3 Appendix - Dispatch and Distribution Procedure.docx	26 KB	Micro...(docx)
PRP 16.3 Dispatch and Distribution Prerequisites.docx	29 KB	Micro...(docx)
PRP 17.1 Product Information Prerequisites.docx	27 KB	Micro...(docx)
PRP 17.2 Product Labelling Controls.docx	34 KB	Micro...(docx)
PRP 17.2A Label Retention and Check.docx	3.3 MB	Micro...(docx)
PRP 18 Food Defence Mitigation Strategies Checklists	45 KB	Micro...(xlsx)
PRP 18 Food Threat Assessment & Mitigation Plan Summary	37 KB	Micro...(xlsx)
PRP 18.1 Food Defence System.docx	610 KB	Micro...(docx)
PRP 18.2 Access Controls.docx	30 KB	Micro...(docx)
PRP Verification Records	--	Folder

**Step Four: Project 22000 - HACCP Implementation**

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

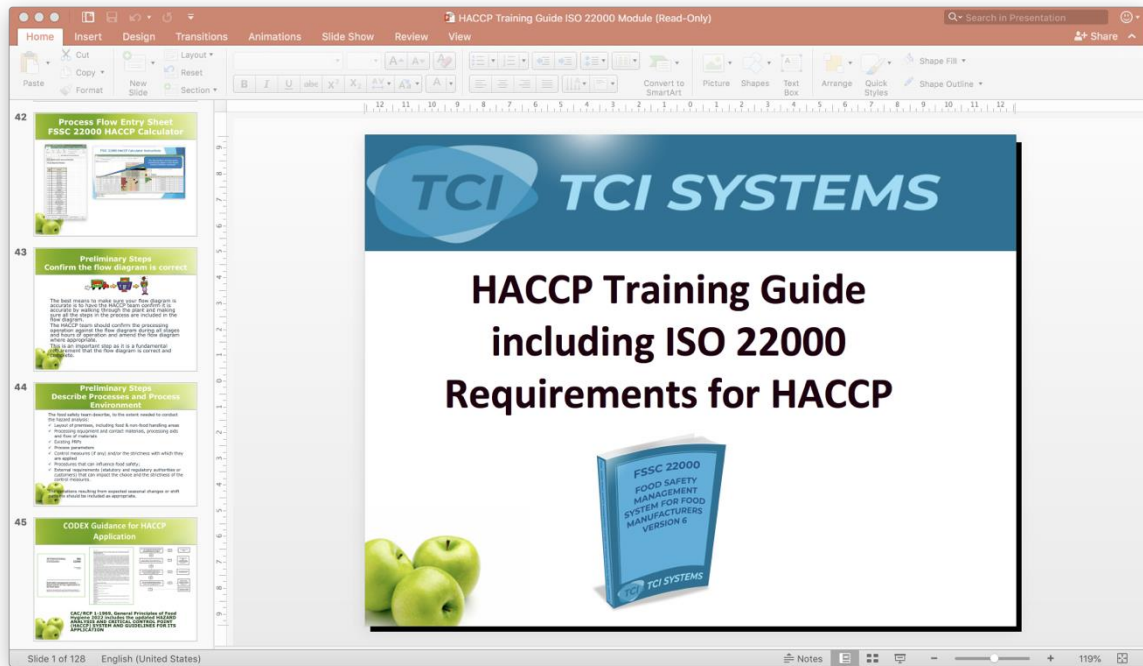
**Food Safety Team: ISO 22000 Implementation Guide**





## HACCP Training

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



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

### 8.5 Hazard control

FSMS 8.5.1 Preliminary steps to enable hazard analysis

FSMS 8.5.2 Hazard analysis

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

FSMS 8.5.4 Hazard control plan (HACCP/OPRP plan)

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

FSMS 8.8 Verification related to PRPs and the hazard control plan

The Management Team will also be editing implementing procedures:

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

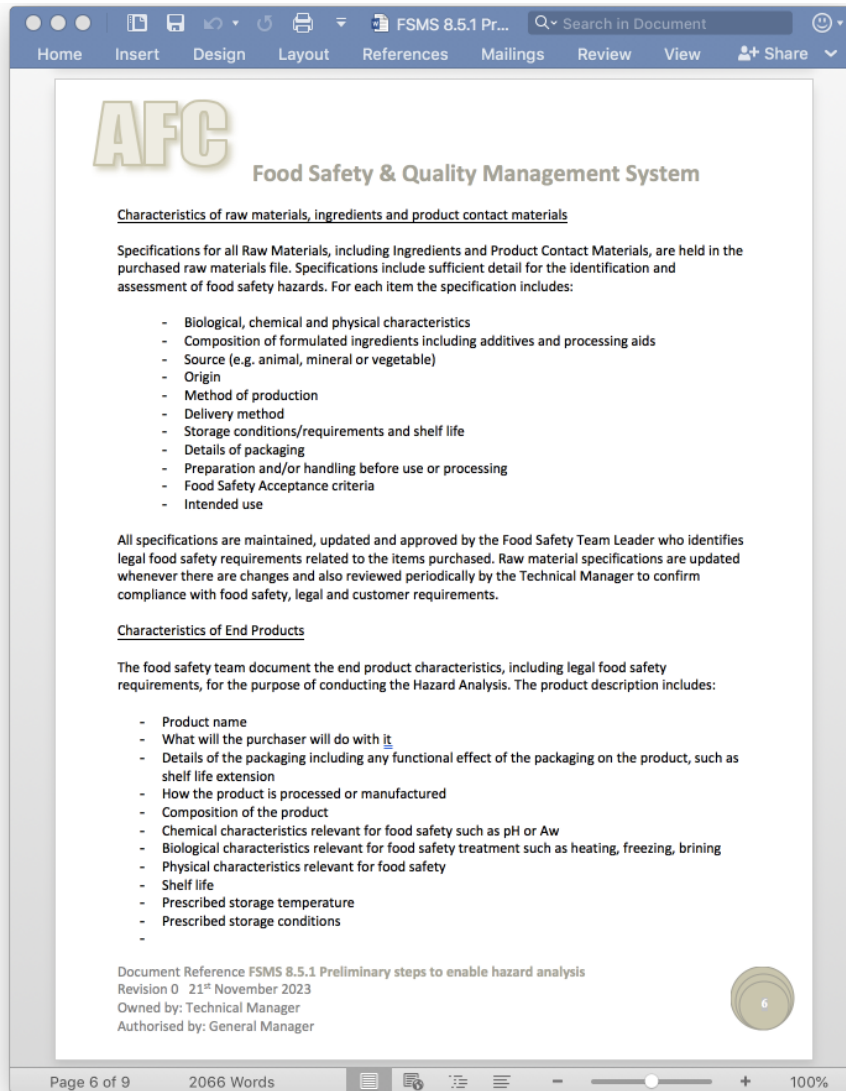
FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

## 8.5 Hazard control

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.1 Preliminary steps to enable hazard analysis



This document covers the following:

HACCP (Food Safety) Team

HACCP Scope

Characteristics of raw materials, ingredients and product contact materials

Characteristics of End Products

Intended Use

Preparation of the flow diagrams

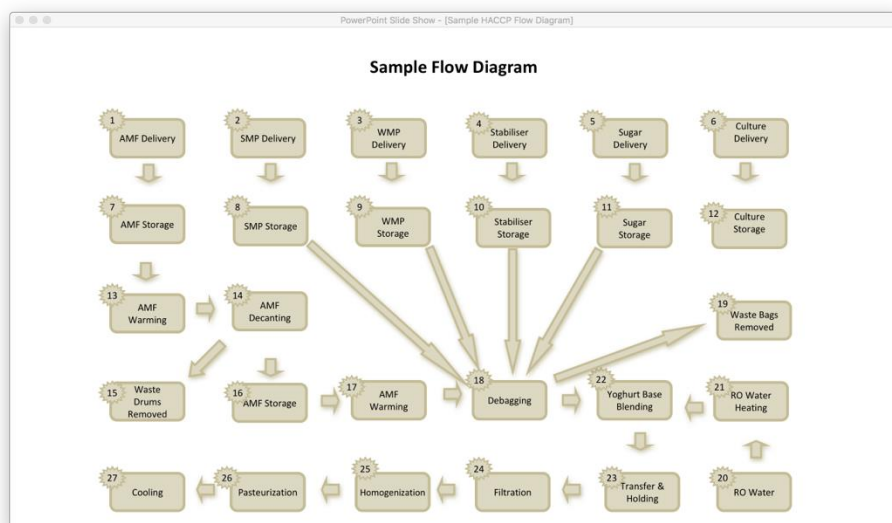
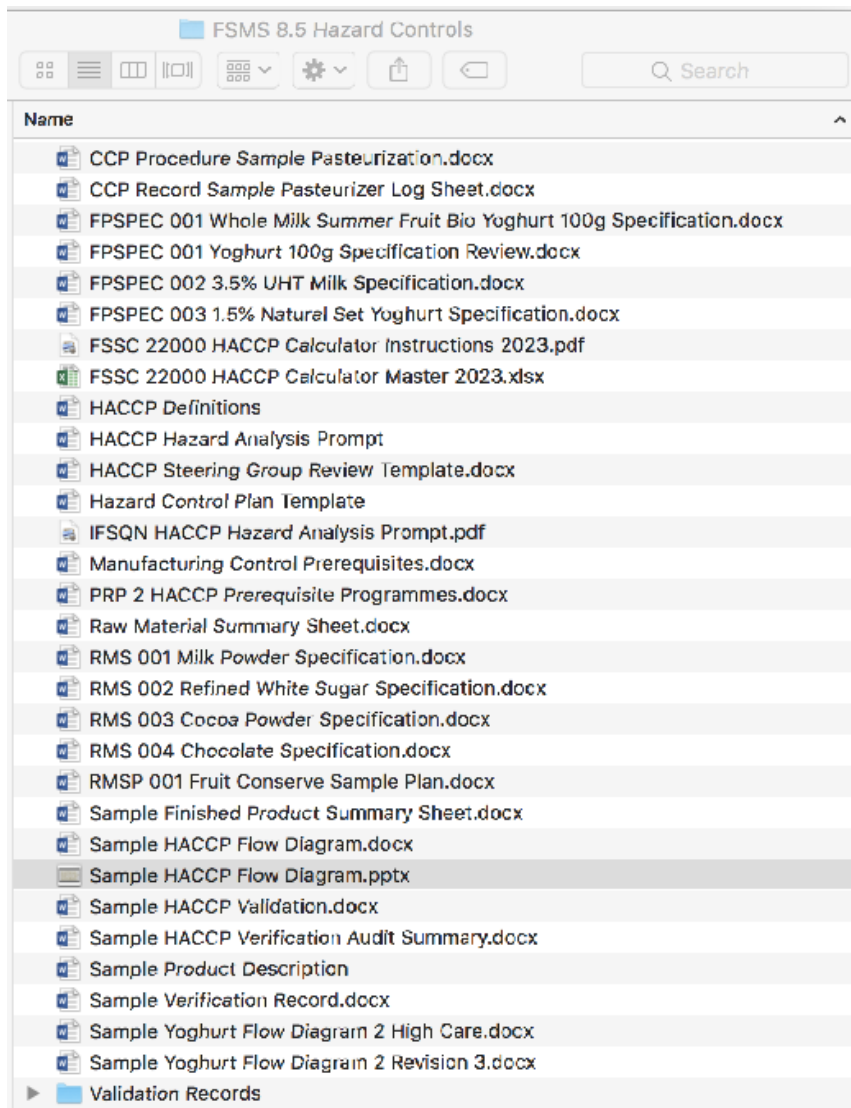
The flow chart is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart.

Description of processes and process environment

# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

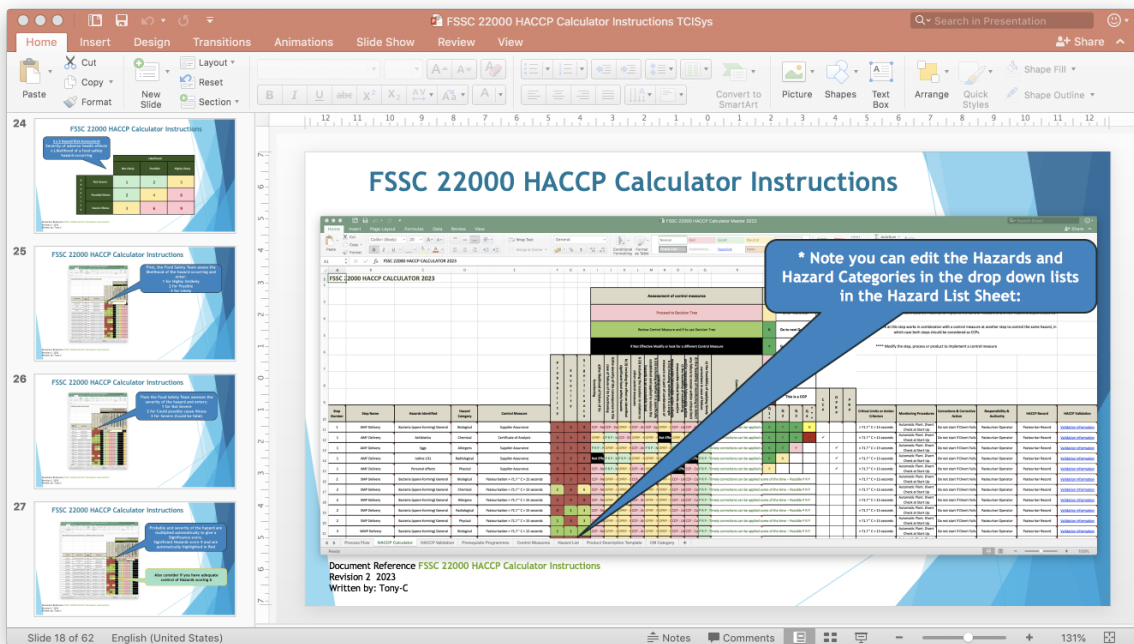
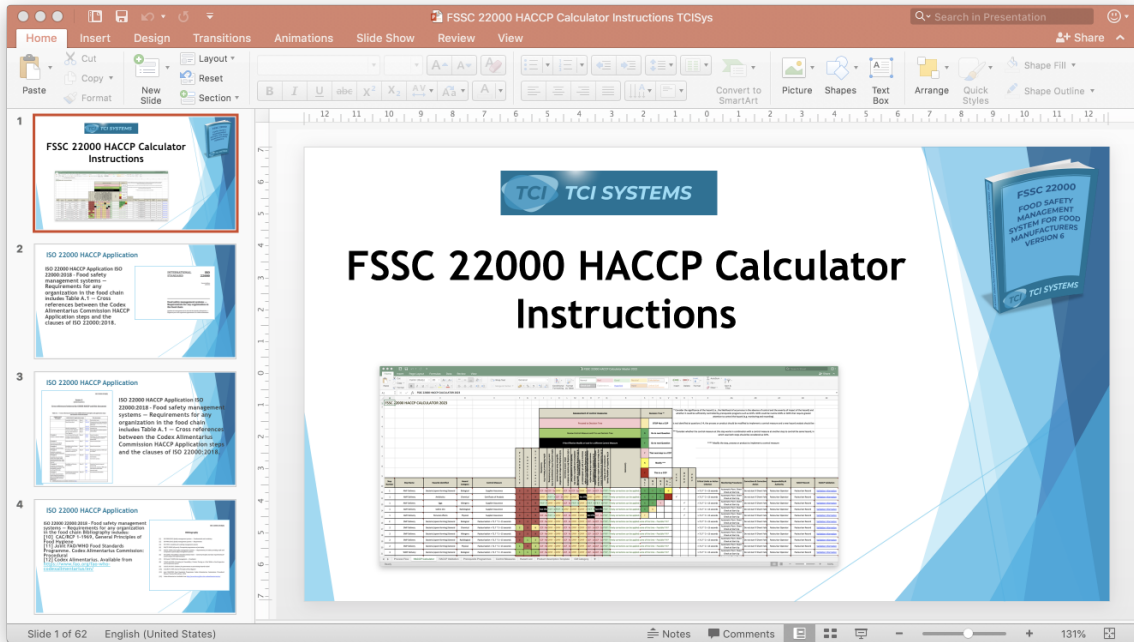
There is a Sample HACCP Flow Diagram in the FSMS 8.5 Hazard Controls Folder as well as a few other useful documents:



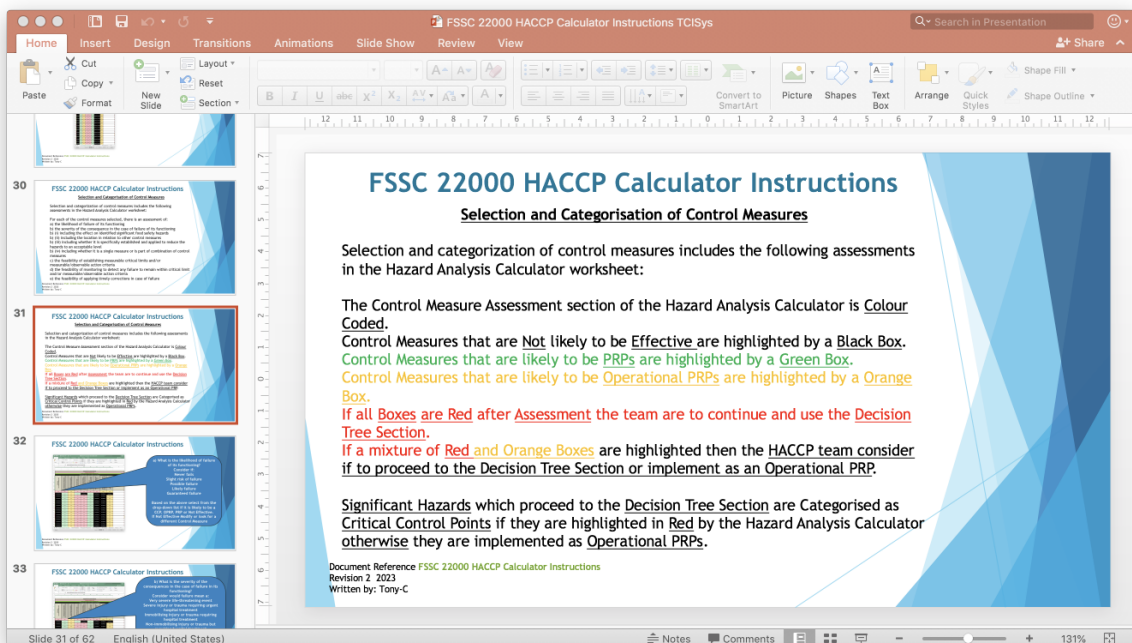
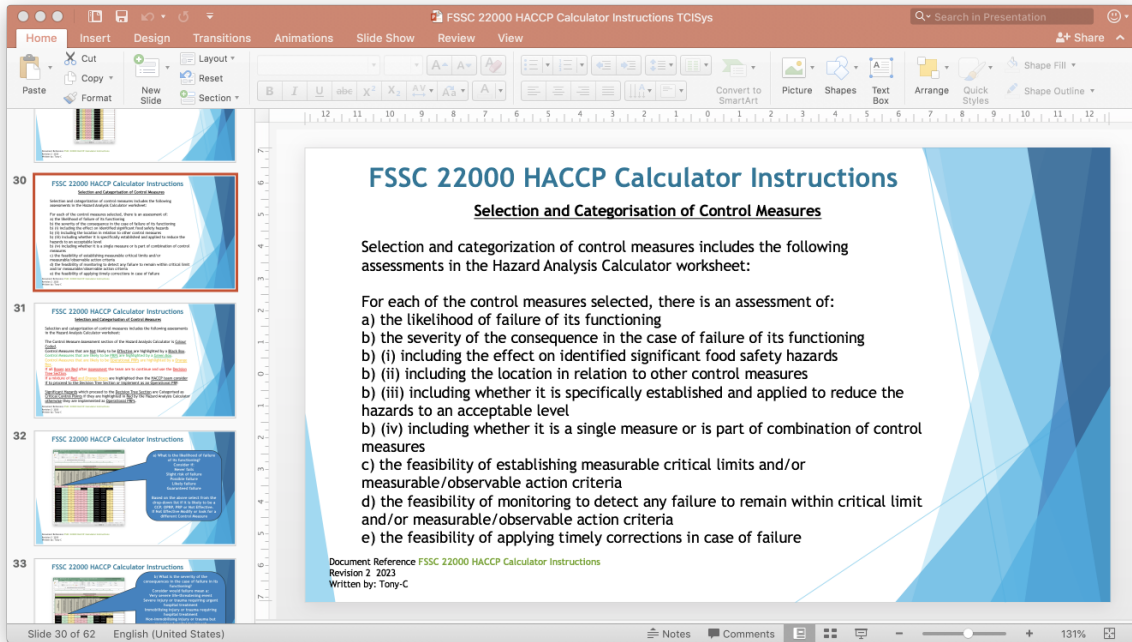
# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023



There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023

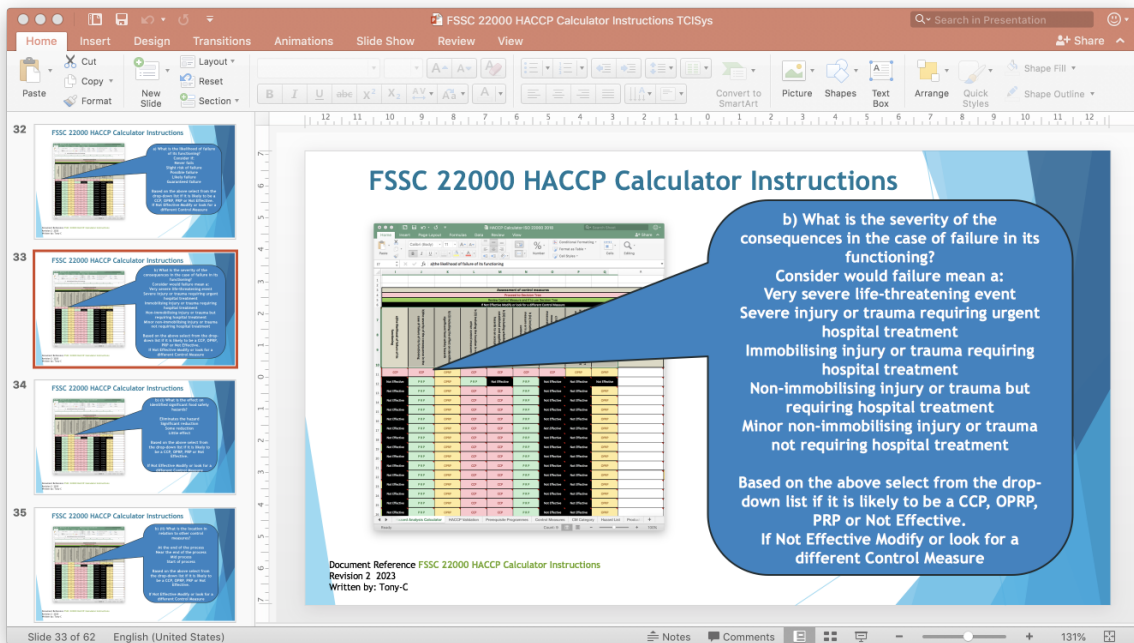
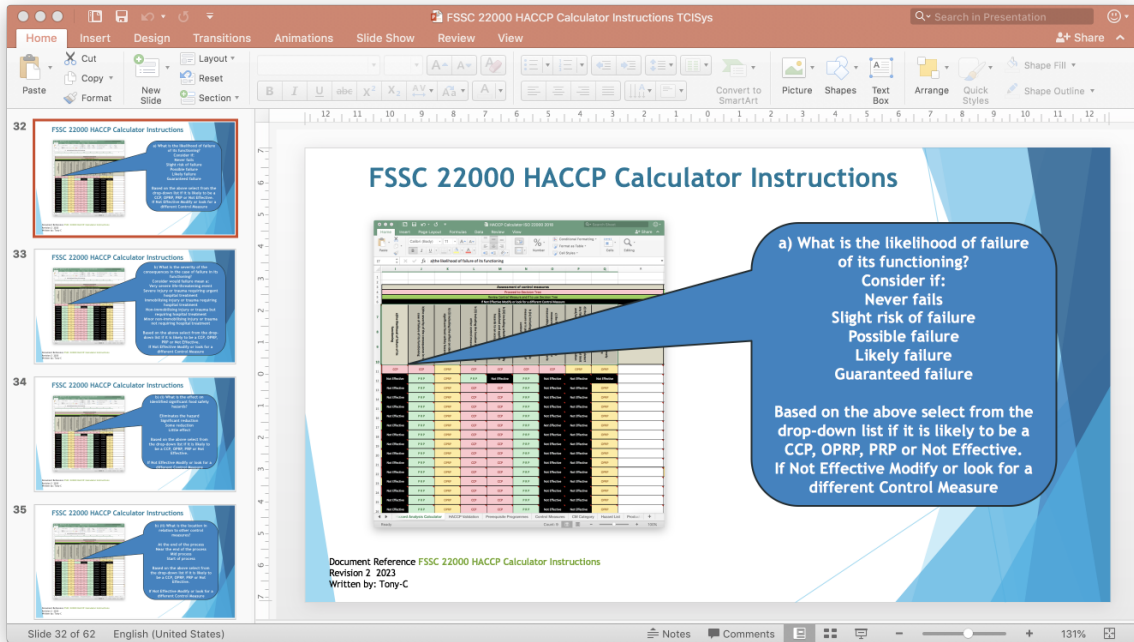




# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

There is also guidance in FSSC 22000 HACCP Calculator Instructions 2023



# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.3 Validation of control measures and combinations of control measures



There is guidance in Implementing ISO 22000 Food Safety Team Guide, FSSC 22000 HACCP Calculator Instructions 2023 and HACCP Training Guide ISO 22000 Module.



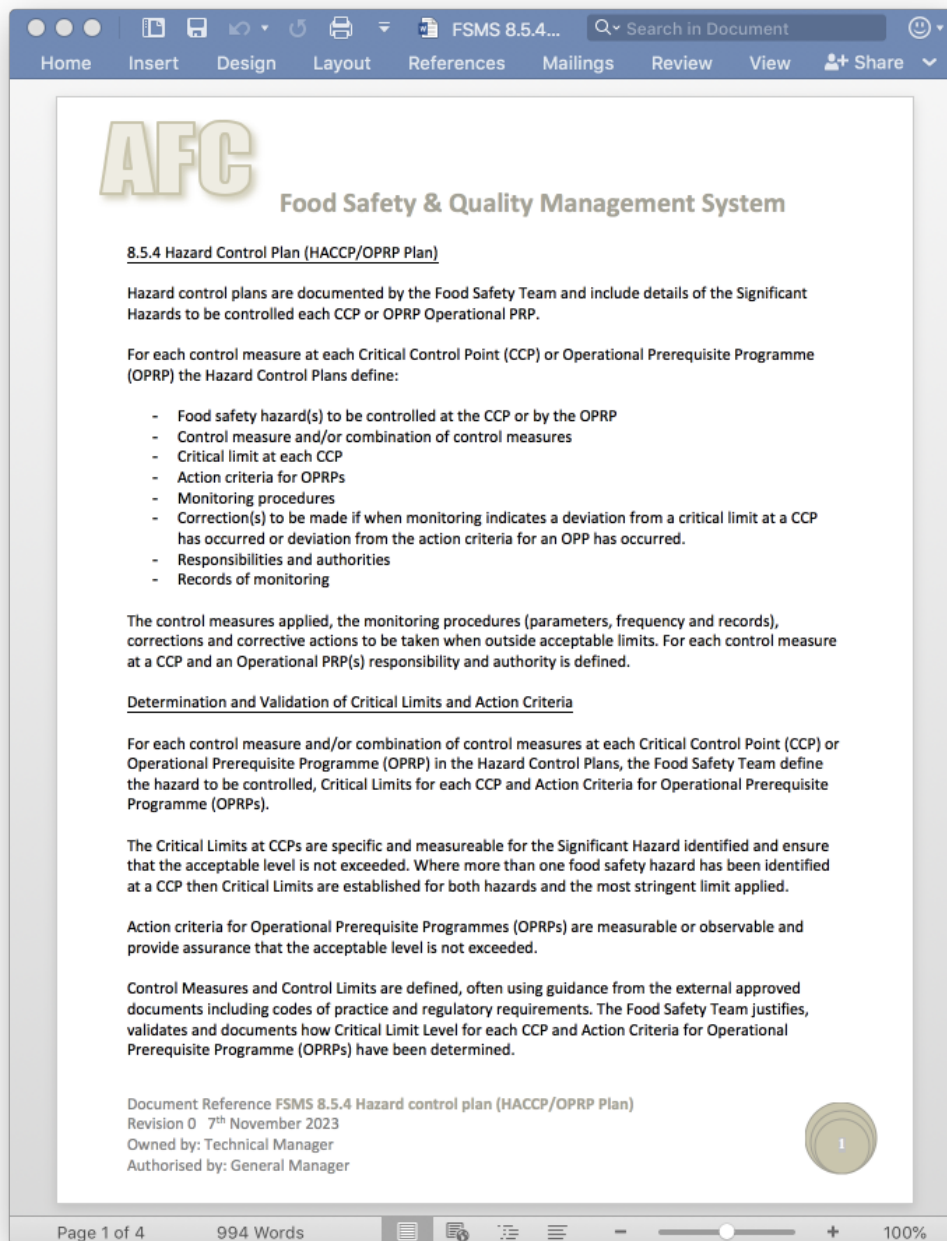
### Note the Operational PRPs Folder Contains Operational PRP and corresponding Validation & Verification Records



# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

The Food Safety Team should follow, edit and maintain HACCP document FSMS 8.5.4 Hazard control plan (HACCP/OPRP Plan)



This document covers the following:  
Determination of critical limits and action criteria  
Monitoring systems at CCPs and for OPRPs  
Actions when critical limits or action criteria are not met  
Implementation of the hazard control plan

There is guidance in Implementing ISO 22000 Food Safety Team Guide, the FSSC 22000 HACCP Calculator Instructions 2023 and HACCP Training Guide ISO 22000 Module.

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

### 8 Operation

FSMS 8.1 Operational planning and control

FSMS 8.3 Traceability system

FSMS 8.4 Emergency preparedness and response

FSMS 8.7 Control of monitoring and measuring

FSMS 8.9 Control of product and process nonconformities

FSMS 8.9.5 Withdrawal/recall

### 9 Performance evaluation

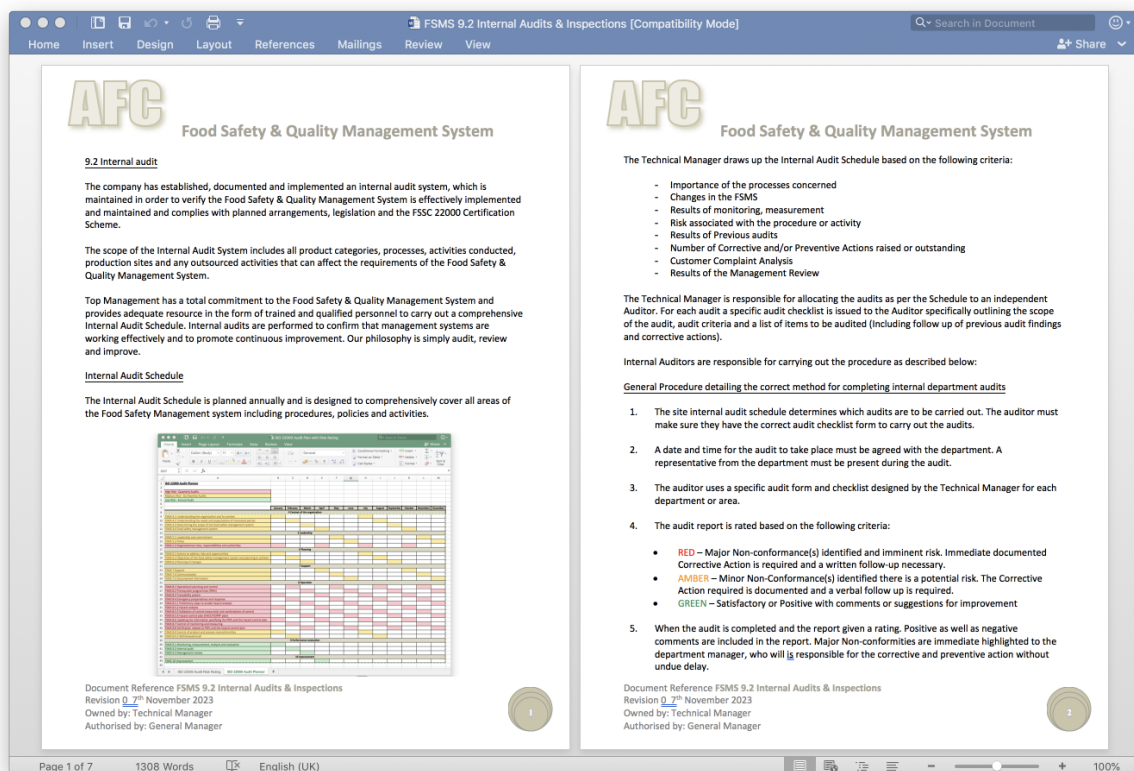
FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.2 Internal audit

FSMS 9.3 Management review

### 10 Improvement

FSMS 10 Improvement



**Project 22000 - Staff Training**

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

We have provided a Staff Training Matrix Template.

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

**AFC Training Record**

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

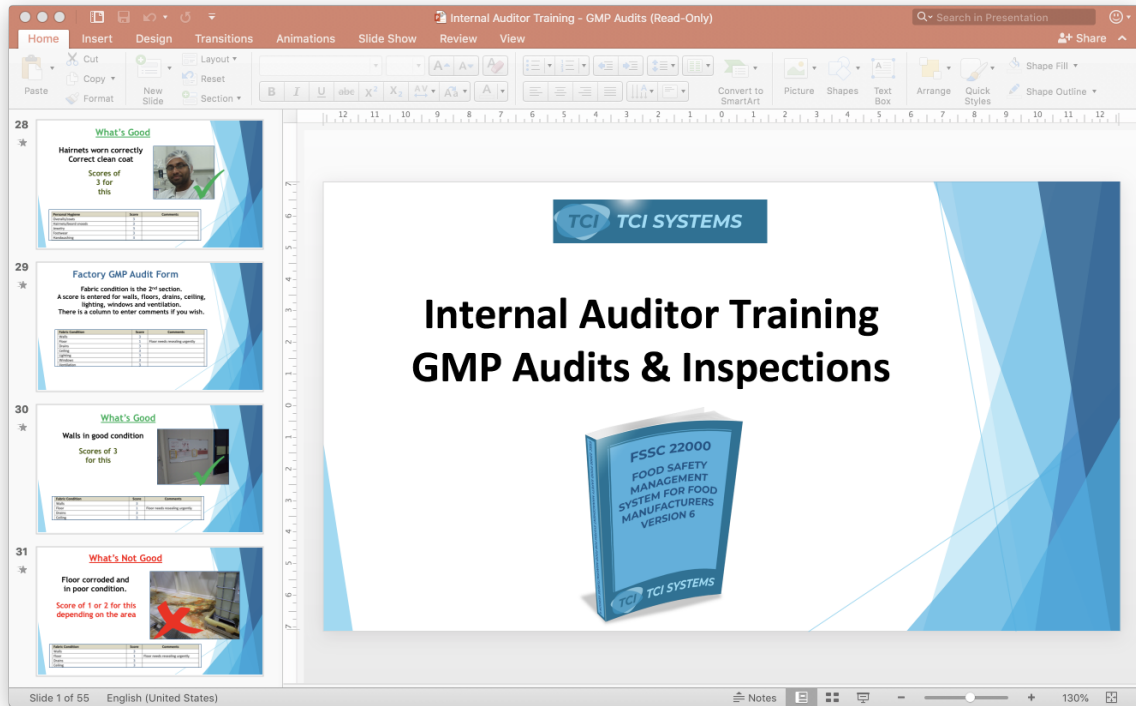
Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records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

Document Reference FSR 002 Training Record  
Revision 0 8<sup>th</sup> August 2023  
Owned by: Operations Manager  
Authorised by: General Manager

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

# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6



### Internal Audit Checklists

There is a checklist for each section of the ISO 22000 standard plus sample verification records for prerequisite programmes.

ISO 22000:2018 Audit Checklist	
ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	Audit Findings
<b>8 Operation</b>	
<b>8.1 Operational planning and control</b>	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, and to implement the actions determined in 6.1, by:	
- establishing criteria for the processes?	
- implementing control of the processes in accordance with the criteria?	
- keeping documented information to the extent necessary to have the confidence to demonstrate that the processes have been carried out as planned?	
Does the organization control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary?	
Does the organization ensure that outsourced processes are controlled (see 7.1.6)?	
<b>8.2 Prerequisite programmes (PRPs)</b>	
8.2.1 Has the organization established, implemented, maintained and updated PRP(s) to facilitate the prevention and/or reduction of contaminants (including food safety hazards) in the products, product processing and work environment.?	
8.2.2 Are the PRP(s):	
- appropriate to the organization and its context with regard to food safety?	
- appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled?	
- implemented across the entire production system, either as programmes applicable in general or as programmes applicable to a	

Document Reference ISO 22000:2018 Audit Checklist 8 Operation  
 Revision 1 21<sup>st</sup> June 2018  
 Owned by: Technical Manager  
 Authorised By: General Manager



# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

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

	January	February	March	April	May	June	July	August	September	October	November	December
ISO 22000 Audit Planner												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
4 Context of the organization												
5 Leadership												
6 Planning												
7 Support												
8 Operation												
9 Performance evaluation												
10 Improvement												

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

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

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

# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

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

**AFC Food Safety Management System**

**Site Inspections**

A separate program of documented PRP checks including hygiene and fabric audits of the factory environment and processing equipment are conducted to assess cleaning and housekeeping performance and identify risks to the product from the building or equipment. The frequency of these inspections is determined by the Technical Manager based on risk but at a minimum monthly in open product or high risk areas.

**Factory GMP Audit**

Area Of Audit:	Mixing Room	Scoring System
Responsible Manager:	Andy Manager	1 Unacceptable - Immediate Attention
Auditee (If Applicable):	Andy Supervisor	2 Poor - Urgent Attention
Date of Audit:	22/1/23	3 Average - Improvement Needed
Auditor Name:	Andy Auditor	4 Good - Improvement Possible
Auditor Signature:	Andy Auditor	5 No Improvement Possible

**Personal Hygiene**

Item	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better

**Structure Hygiene**

Item	Score	Comments
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	

**Waste Disposal**

Item	Score	Comments
Bins clean	4	
Timely removal of waste	4	

**Pest Control**

Item	Score	Comments
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	

**Non-Structural/Minor Damage**

Item	Score	Comments
Curtains	4	
Lights	4	

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

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

**AFC Factory GMP Audit**

Area of Audit:	Mixing Room	Scoring System
Responsible Manager:	Andy Manager	1 Unacceptable - Immediate Attention
Auditee (If Applicable):	Andy Supervisor	2 Poor - Urgent Attention
Date of Audit:	22/1/2023	3 Average - Improvement Needed
Auditor Name:	Andy Auditor	4 Good - Improvement Possible
Auditor Signature:	Andy Auditor	5 No Improvement Possible

**Personal Hygiene**

Item	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better

**Structure Hygiene**

Item	Score	Comments
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	

**Waste Disposal**

Item	Score	Comments
Bins clean	4	
Timely removal of waste	4	

**Pest Control**

Item	Score	Comments
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	

**Non-Structural/Minor Damage**

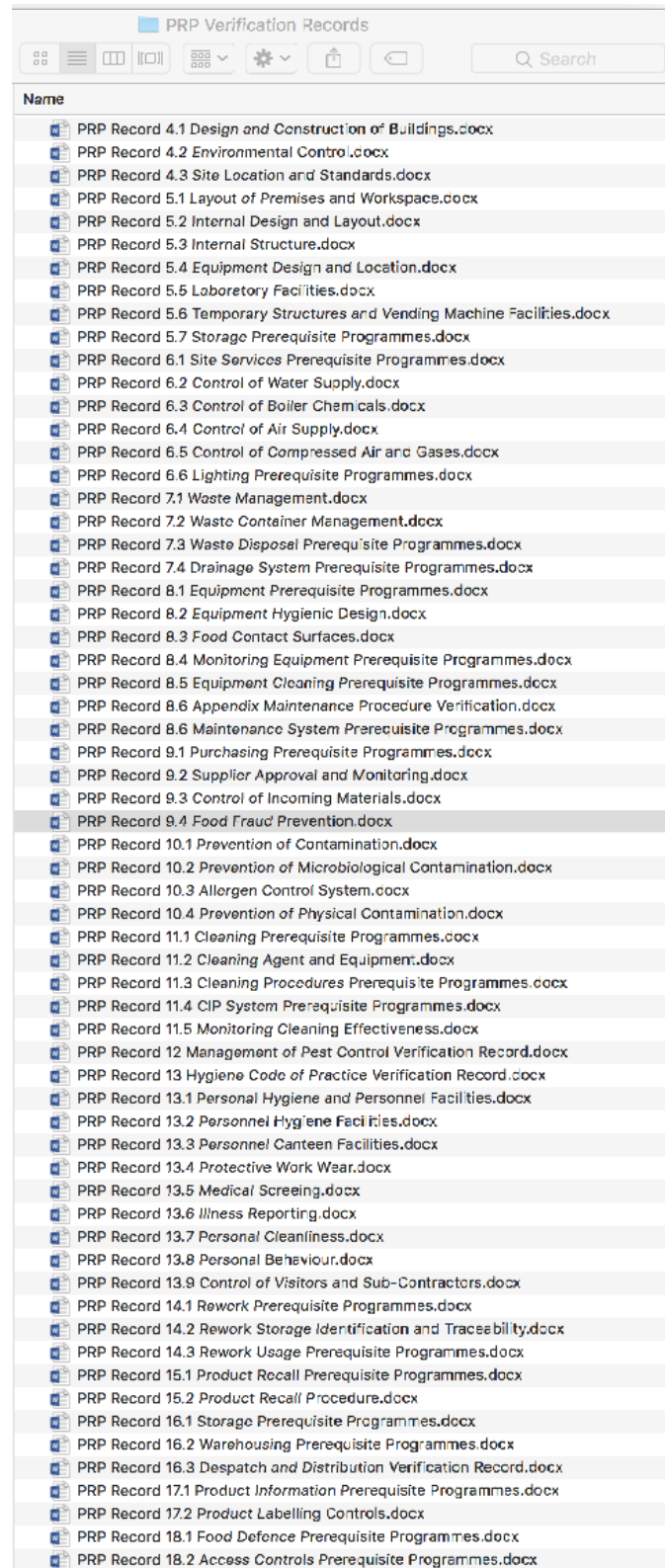
Item	Score	Comments
Curtains	4	
Lights	4	

Document Reference Factory GMP Audit  
Revision 1 8<sup>th</sup> January 2023  
Owned by: Quality Manager  
Authorized by: General Manager



Prerequisite Programme Checklists

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



# FSSC 22000 Food Safety Management System Implementation Workbook

## Version 6

PRP Record 12 Management of Pest Control Verification Record [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

Share

### AFC Management of Pest Control 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 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 PRPR 12 Management of Pest Control PRP Verification  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

1

### AFC Management of Pest Control Verification

- 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 baits 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 recognized 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 PRPR 12 Management of Pest Control PRP Verification  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

2

Page 1 of 8 1793 Words English (UK) 100%

PRP Record 12 Management of Pest Control Verification Record [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

Share

### AFC Management of Pest Control Verification

contractor and held in the pest control file?	
Are records of all pest eradication and monitoring activities maintained, including services performed, to ensure that devices are properly placed and inspected to allow trend analysis of activity?	
Do pest Control Contractor reports include:	
- Signs of pest activity?	
- Proofing requirements?	
- Actions required by site?	
- Type of Pest?	
- Pesticide or material applied?	
- Pesticide registration number?	
- Rate of application or percent of concentration?	
- Specific location of application?	
- Method of application?	
- Amount of pesticide used at the application site?	
- Next action/follow up date?	
- Date and time?	
- Signature of pest controller?	
Is the temporary placement of any pest monitoring devices for short-term monitoring documented in pest control action reports?	
Does the Field Biologist conduct a quarterly assessment of the facility?	
Does the Field Biologist assessment evaluate all areas inside and outside the facility?	

Document Reference PRPR 12 Management of Pest Control PRP Verification  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

7

### AFC Management of Pest Control Verification

Are assessment results and recommendations documented and used to improve and update the pest control procedures?	
Are all personnel trained to identify potential issues caused by pests at induction?	
Is a pest control reporting procedure in place such that any incident or sign of pest activity is reported to the Technical Manager?	
Are eradication activities implemented immediately after evidence of infestation is reported?	
Does the Technical Manager maintain a log of pest sightings and the action taken to eradicate pest activity?	
Is the log maintained in the pest control file and does it include:	
- Date?	
- Time?	
- Type of pests observed?	
- Actions taken?	
- Person taking the action and signature?	
Is the log used to identify and eliminate areas where pest activity is observed and to document corrective actions taken?	
Does the Field Biologist review the log each quarter to identify trends in pest activity?	
Is a report of findings submitted to the Technical Manager?	
Does the pest control contractor provide reports for all visits and advises on any trends and corrective actions?	
Are Department Managers allocated corrective or preventative actions which are completed within the agreed timescale?	
Do the Technical department and line management conduct documented audits including pest control throughout the site at monthly intervals?	
Do monthly hygiene and housekeeping audits include inspection for signs of pest activity and also any pest proofing issues requiring attention?	

Document Reference PRPR 12 Management of Pest Control PRP Verification  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

8

Page 7 of 8 1793 Words English (UK) 100%

## **Step Six: Review and Updating**

Top Management and the Management Team follow procedures:

### **9 Performance evaluation**

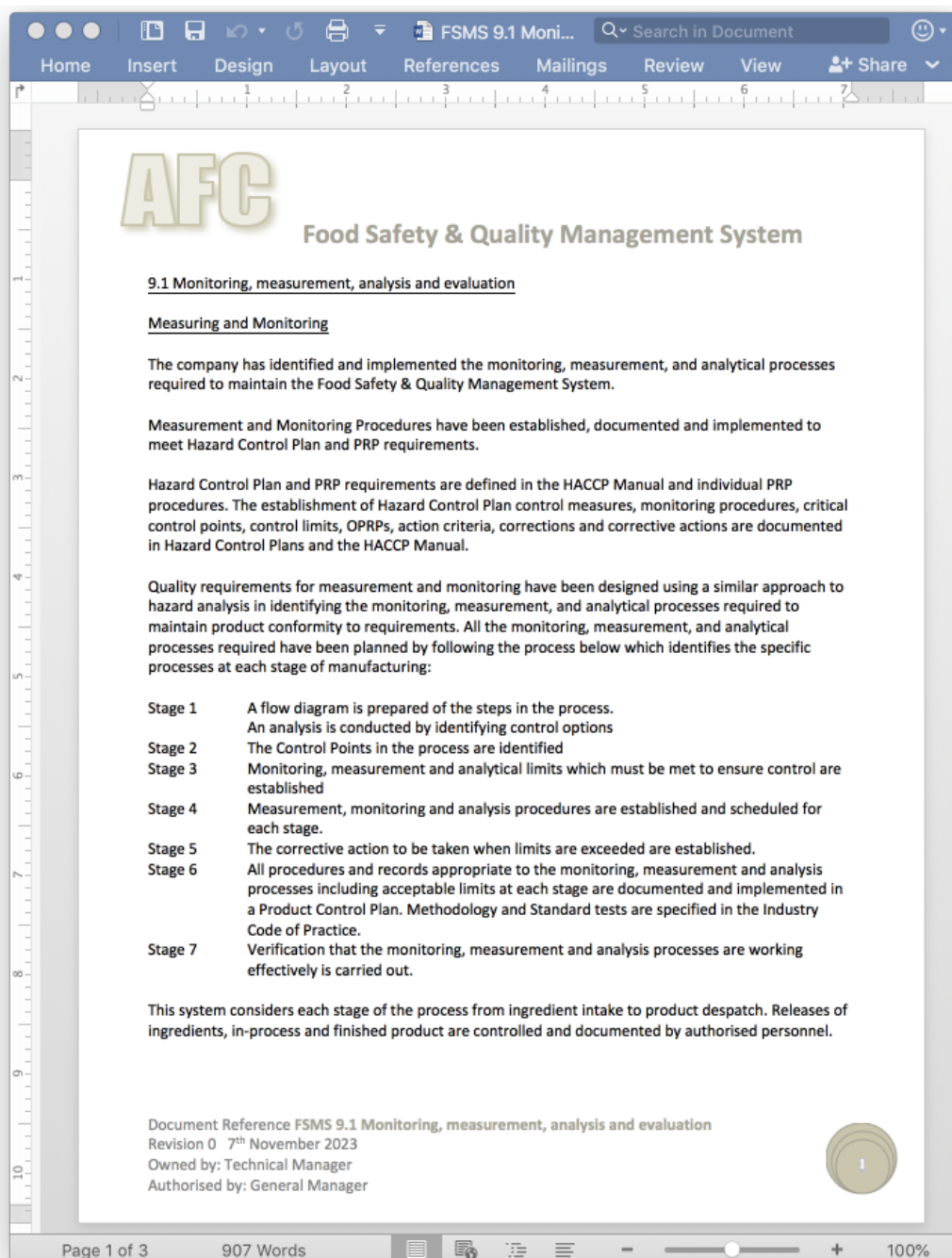
FSMS 9.1 Monitoring, measurement, analysis and evaluation

FSMS 9.3 Management review

### **10 Improvement**

FSMS 10 Improvement

## **FSMS 9.1 Monitoring, measurement, analysis and evaluation**



The screenshot shows a Microsoft Word document with the following content:

**AFC**  
**Food Safety & Quality Management System**

9.1 Monitoring, measurement, analysis and evaluation

Measuring and Monitoring

The company has identified and implemented the monitoring, measurement, and analytical processes required to maintain the Food Safety & Quality Management System.

Measurement and Monitoring Procedures have been established, documented and implemented to meet Hazard Control Plan and PRP requirements.

Hazard Control Plan and PRP requirements are defined in the HACCP Manual and individual PRP procedures. The establishment of Hazard Control Plan control measures, monitoring procedures, critical control points, control limits, OPRPs, action criteria, corrections and corrective actions are documented in Hazard Control Plans and the HACCP Manual.

Quality requirements for measurement and monitoring have been designed using a similar approach to hazard analysis in identifying the monitoring, measurement, and analytical processes required to maintain product conformity to requirements. All the monitoring, measurement, and analytical processes required have been planned by following the process below which identifies the specific processes at each stage of manufacturing:

Stage 1	A flow diagram is prepared of the steps in the process. An analysis is conducted by identifying control options
Stage 2	The Control Points in the process are identified
Stage 3	Monitoring, measurement and analytical limits which must be met to ensure control are established
Stage 4	Measurement, monitoring and analysis procedures are established and scheduled for each stage.
Stage 5	The corrective action to be taken when limits are exceeded are established.
Stage 6	All procedures and records appropriate to the monitoring, measurement and analysis processes including acceptable limits at each stage are documented and implemented in a Product Control Plan. Methodology and Standard tests are specified in the Industry Code of Practice.
Stage 7	Verification that the monitoring, measurement and analysis processes are working effectively is carried out.

This system considers each stage of the process from ingredient intake to product despatch. Releases of ingredients, in-process and finished product are controlled and documented by authorised personnel.

Document Reference FSMS 9.1 Monitoring, measurement, analysis and evaluation  
Revision 0 7<sup>th</sup> November 2023  
Owned by: Technical Manager  
Authorised by: General Manager

Page 1 of 3      907 Words      100%

Top Management Review

FSR 001 Management Review Record can be used to record the details of Management Review

**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 8<sup>th</sup> August 2023  
Owned by: Quality Manager  
Authorized by: General Manager

Page 1 of 3      346 Words      100%

Assess the Food Safety Management System

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

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

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

The Steering Group now need to allocate responsibility to determine how far established prerequisite programmes meet the requirements of ISO 22002-1. Using the checklist below and a copy of Technical Specification ISO 22002-1 the delegated person should read the requirements in the relevant section of ISO 22002 and complete the form.

ISO 22002 CONFORMANCE ANALYSIS			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	
4.1 General requirements			
4.2 Environment			
4.3 Locations of establishments			
5. Layout of Premises Workspace			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

### Review compliance with FSSC 22000 Certification Scheme Additional Requirements

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

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



## FSSC 22000 Food Safety Management System Implementation Workbook Version 6

Are possible effects on existing systems assessed and adequate control measures determined and implemented?			
<u>2.5.16 Food Loss and Waste</u>			
In addition to clause 8 of ISO 22000:2018:			
Is there a documented policy and objectives detailing the organization's strategy to reduce food loss and waste within their organization and the related supply chain?			
Are controls in place to manage products donated to not-for-profit organizations, employees, and other organizations; and ensure that these products are safe to consume?			
Are surplus products or by-products intended as animal feed/food managed to prevent contamination of these products?			
Do these processes comply with the applicable legislation? Are they kept up to date? and managed so not have a negative impact on food safety?			
<u>2.5.17 Communication Requirements</u>			
Are procedures in place to inform the certification body within 3 working days of the commencement of the events or situations below and implement suitable measures as part of the emergency preparedness and response process:			
Serious events that impact the FSMS, legality and/or the integrity of the certification including situations that pose a threat to food safety, or certification integrity as a result of a Force majeure, natural or man-made disasters (e.g., war, strike, terrorism, crime, flood, earthquake, malicious computer hacking, etc.)?			
Serious situations where the integrity of the certification is at risk and/or where the Foundation can be brought into disrepute? These include, but are not limited to: Public food safety events (e.g., public recalls, withdrawals,			

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

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

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

### Choose your Certification Body

Before you can begin preparing for your application, you'll need to decide which Certification Body to use. Do some research and pick one which has a good reputation, after all you will have their logo on your certificate!

### Make contact with the Certification Body

Contact the Certification Body and tell them what you need. They should provide you with a proposal detailing the cost and time involved in a formal assessment.

### Pre-assessment

Arrange a pre-assessment of your food safety management system with the Certification Body.

### Formal Assessment

Arrange your formal assessment which will be conducted on site.

### Certification

Once the assessment has been successfully completed the Certification Body will issue a certificate of registration for your food safety management system.

The certificate is normally valid for three years' subject to satisfactory surveillance visits during this period.

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