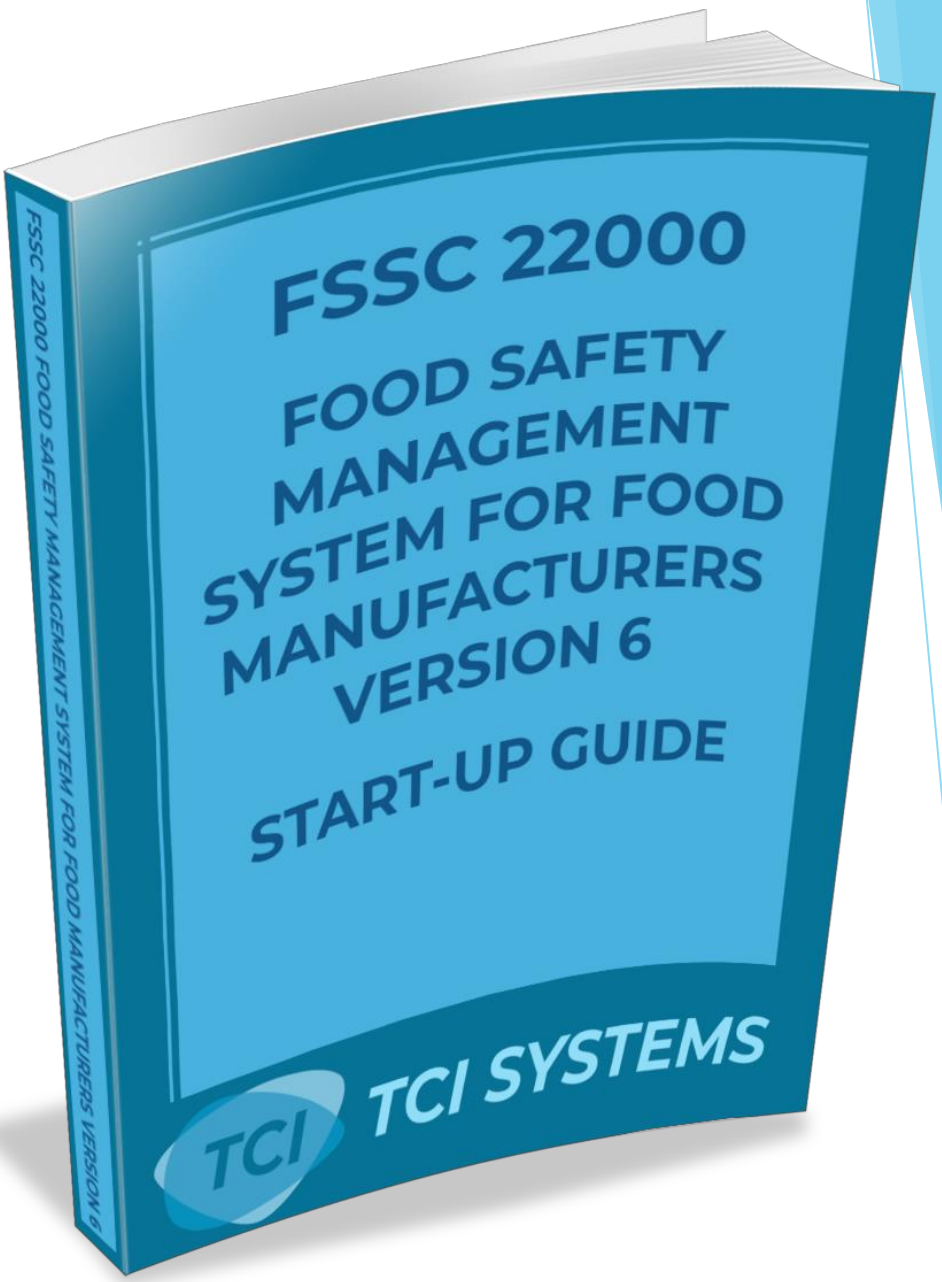
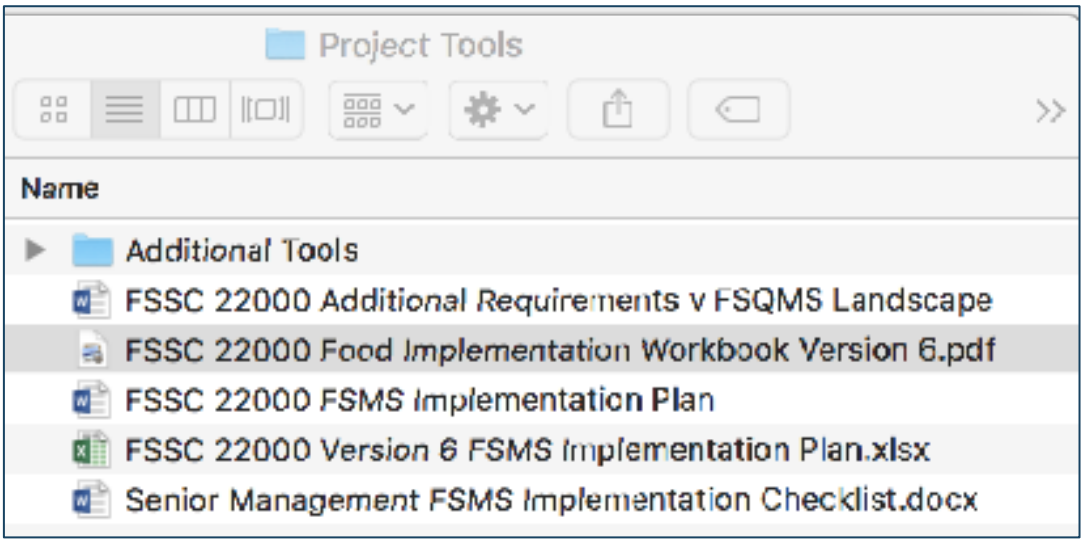

FSSC 22000
FOOD SAFETY MANAGEMENT SYSTEM FOR FOOD MANUFACTURERS VERSION 6
START-UP GUIDE
TCI SYSTEMS
TCI
FSSC 22000 FOOD SAFETY MANAGEMENT SYSTEM FOR FOOD MANUFACTURERS VERSION 6


AFC
Food Safety Management System
Introduction
Scope
Due diligence
Food safety
Communication

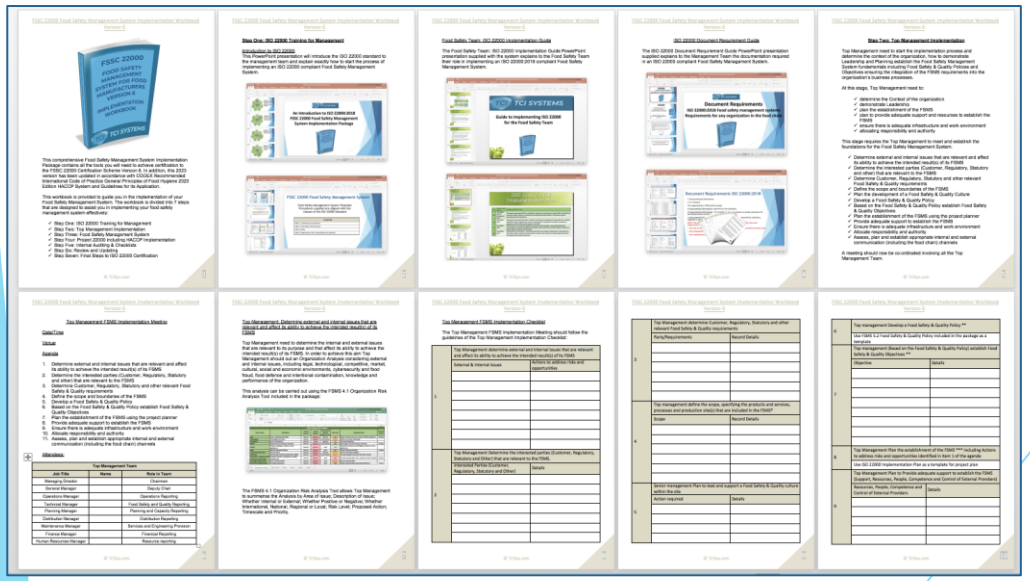
Start by opening the Project Tools folder:

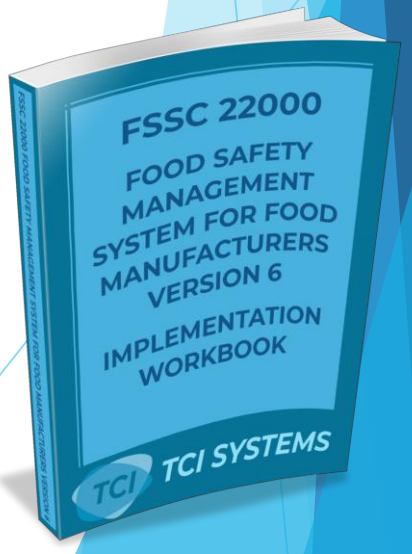


<u>The main document in the folder is the Implementation Workbook</u>

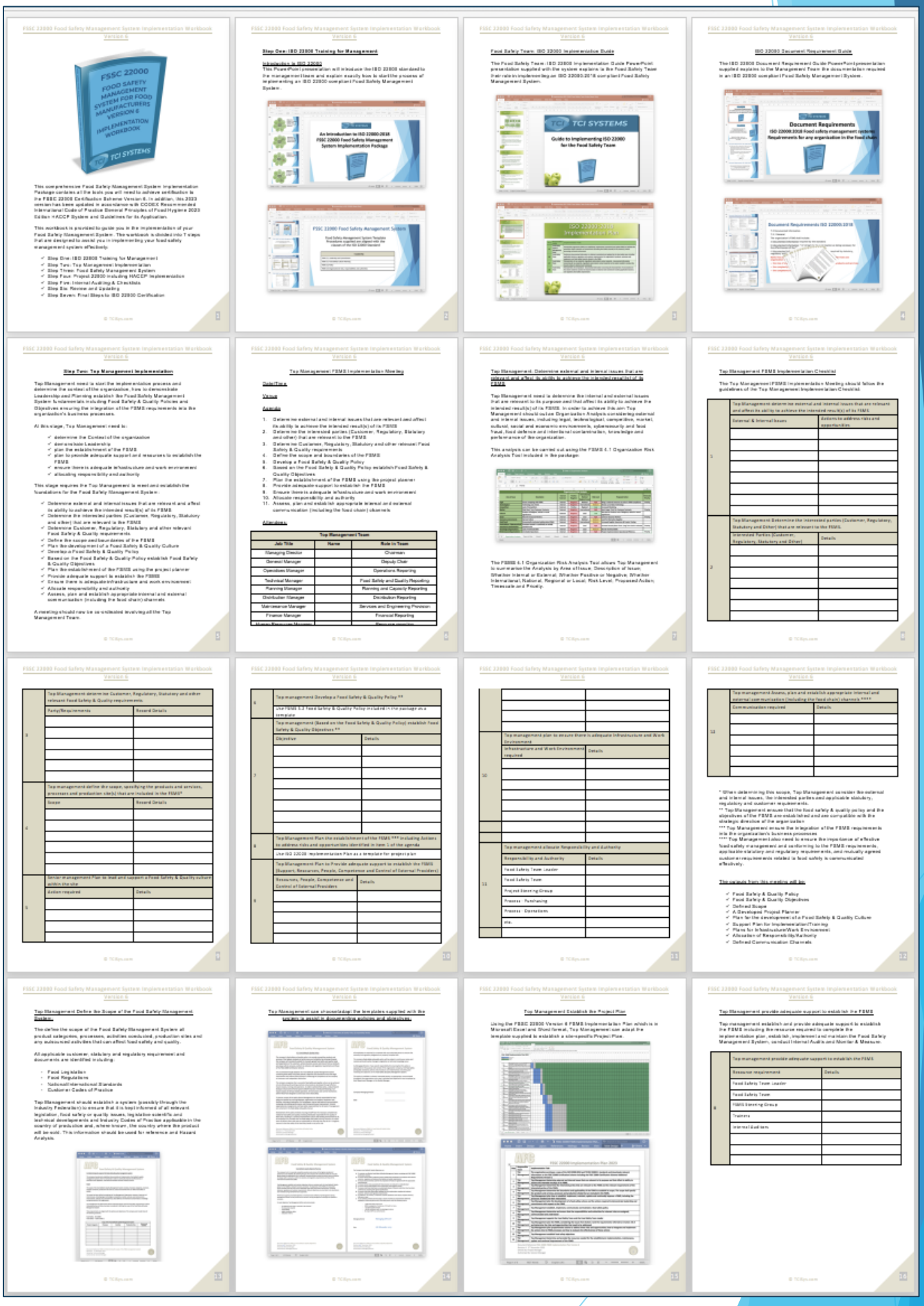
The workbook is divided into 7 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ **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**





Comprehensive 173 Page Implementation Workbook



The Workbook includes a Final Gap Analysis Checklist for checking your final Food Safety Management System against the requirements of ISO 22000, ISO 22002-1 and FSSC 22000 Additional Requirements

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**
4 Context of the organization	
4.1 Understanding the organization and its context	
Has the organization determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its Food Safety Management System?	
Has the organization identified, reviewed and updated information related to these external and internal issues (legal, technological, competitive, market, cultural, social and economic environments, cybersecurity and food fraud, food defence and intentional contamination, knowledge and performance of the organization)? *See notes from the standard.*	
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.

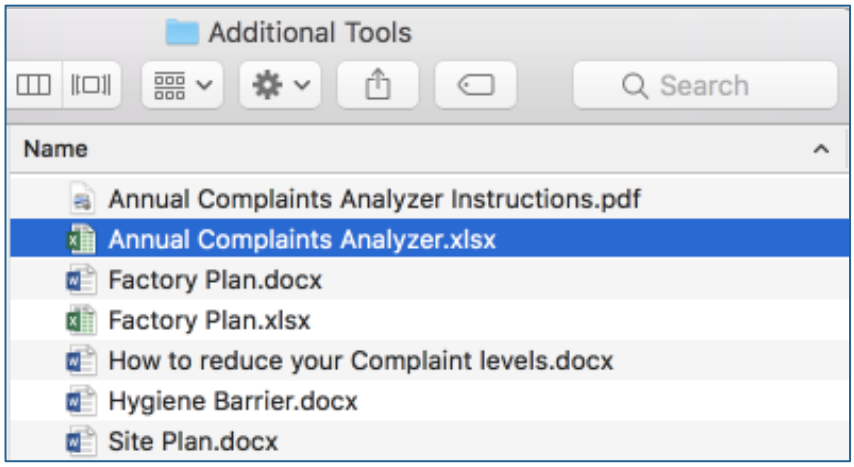
ISO 22002 CONFORMANCE ANALYSIS			
4. Construction and Layout of Buildings			
ISO 22002 Requirements	Compliant		Comments
	Yes	No	

Review compliance with FSSC 22000 Certification Scheme Additional Requirements

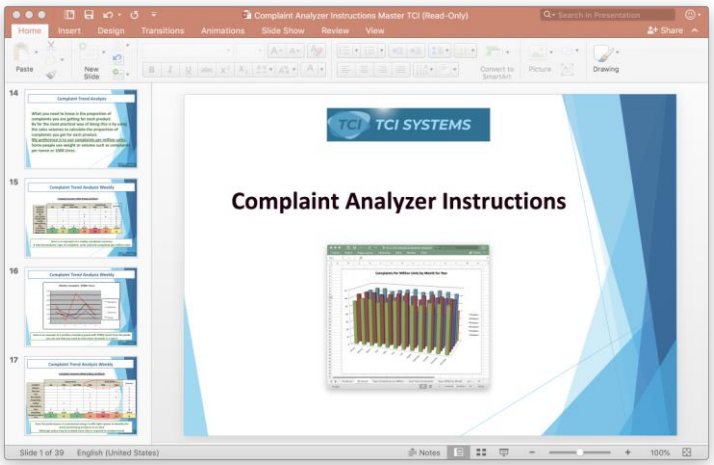
The Steering Group now need to allocate responsibility to determine how far established procedures meet the Additional Requirements of the FSSC 22000 Certification Scheme and complete the form.

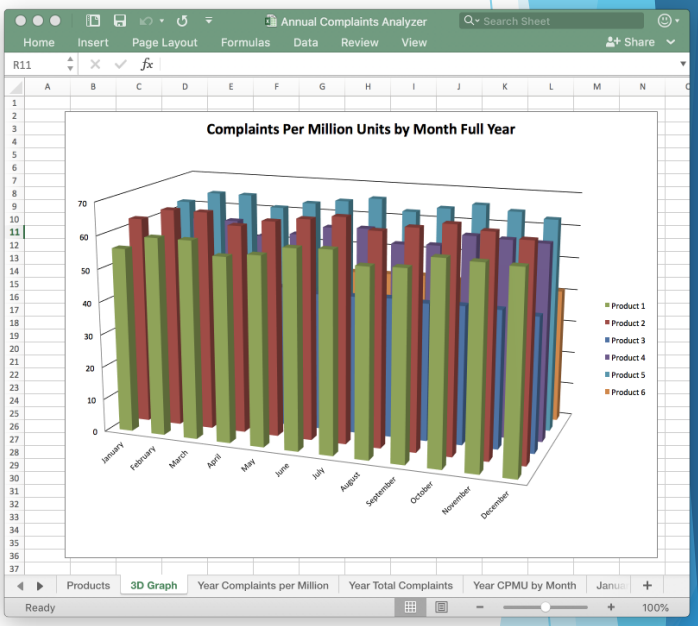
FSSC 22000 Certification Scheme Additional Requirements Version 6			
FSSC 22000 Certification Scheme Additional Requirements	**Compliant**		**Comments**
	Yes	**No**	
2.5.1 Management of Services and Purchased Materials – in addition to 7.1.6 Control of externally provided processes, products or services			
Is any analysis critical to the verification and/or validation of food safety conducted by a competent laboratory (including both internal 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?			
2.5.2 Product Labelling and Printed Materials – in addition to 8.5.1.3 Characteristics of end products			

Open the Additional Tools folder

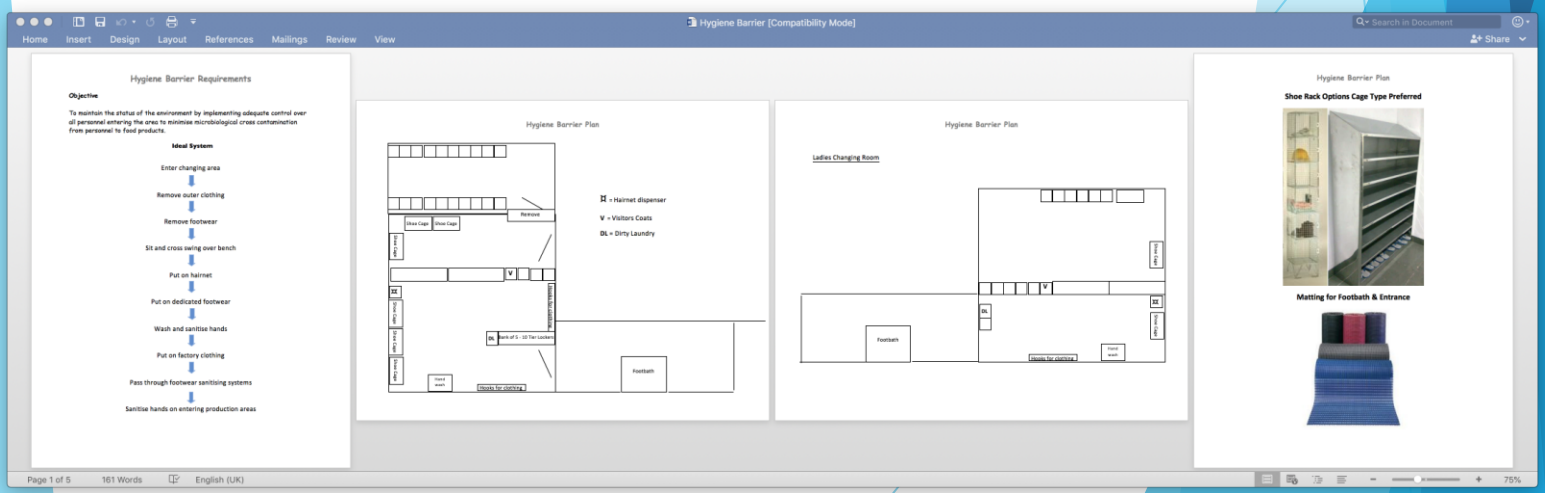


Annual Complaints Analyzer, Guidance & Instructions

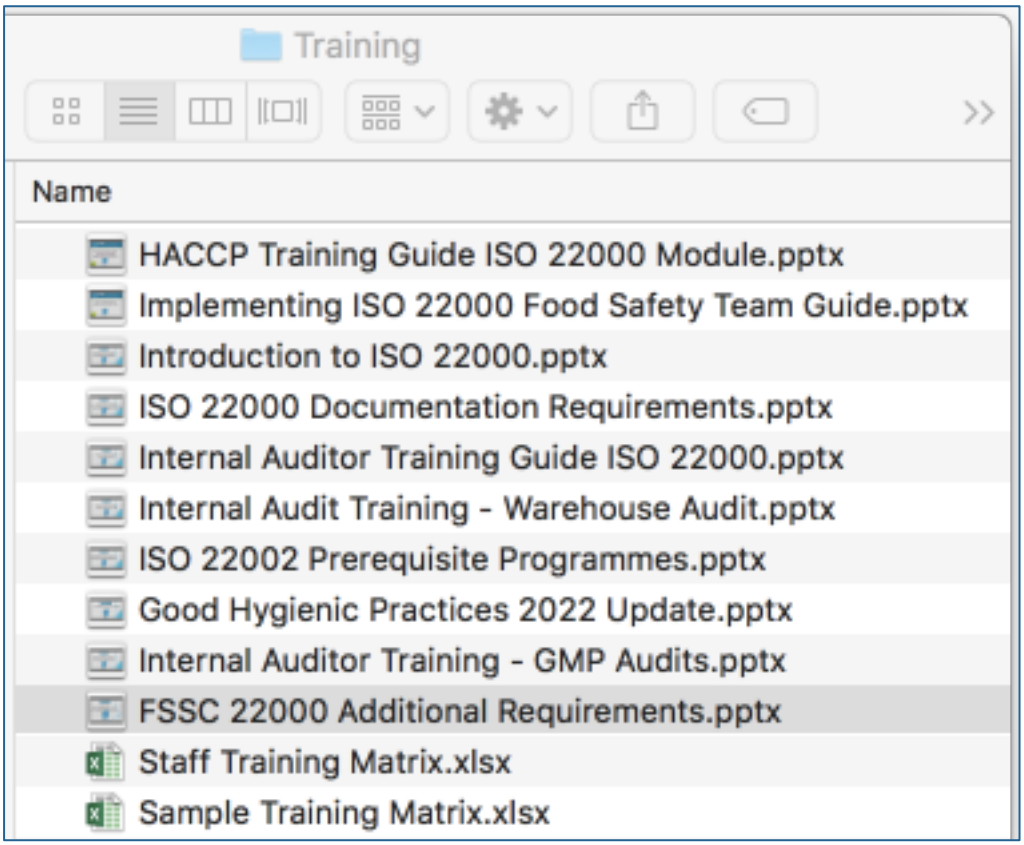




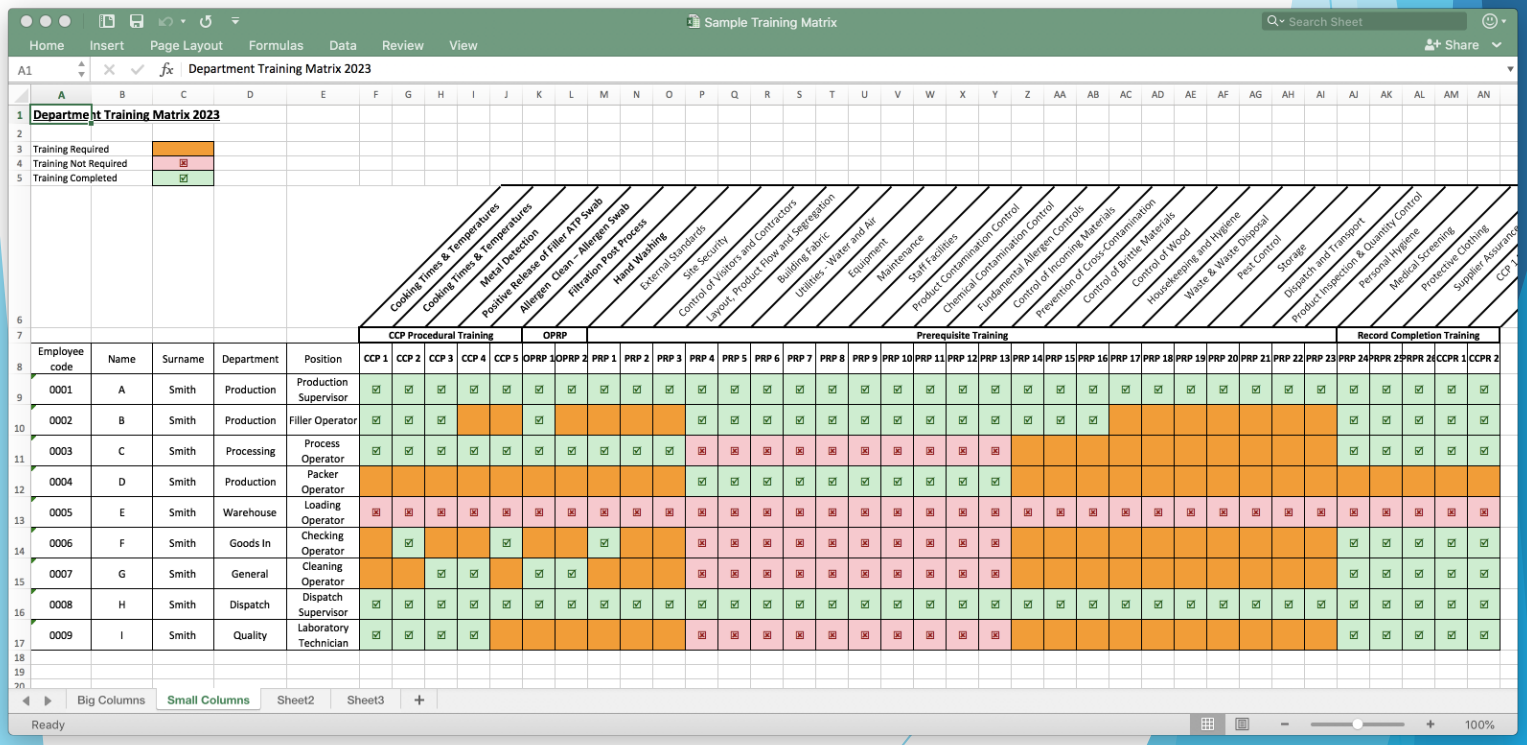
Factory Layout Plans and Hygiene Barrier Templates are also included



Next open the Training folder

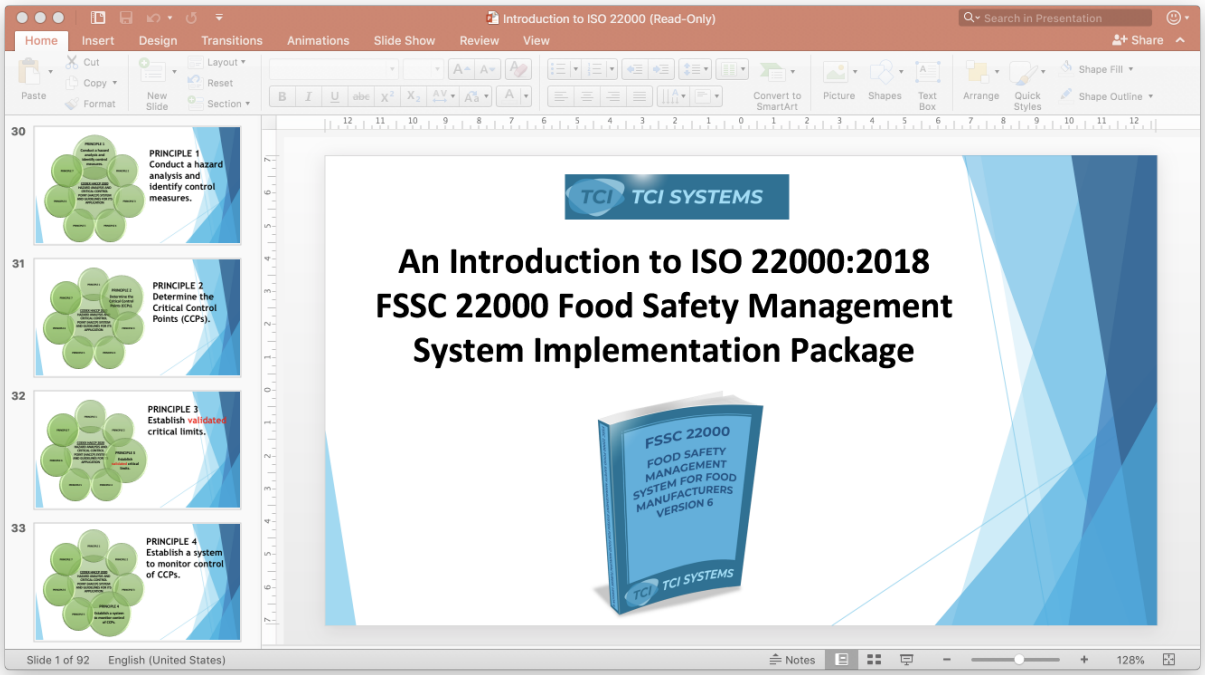


Ten Food Safety Management System Training Modules are included in this package plus a Training Matrix Template

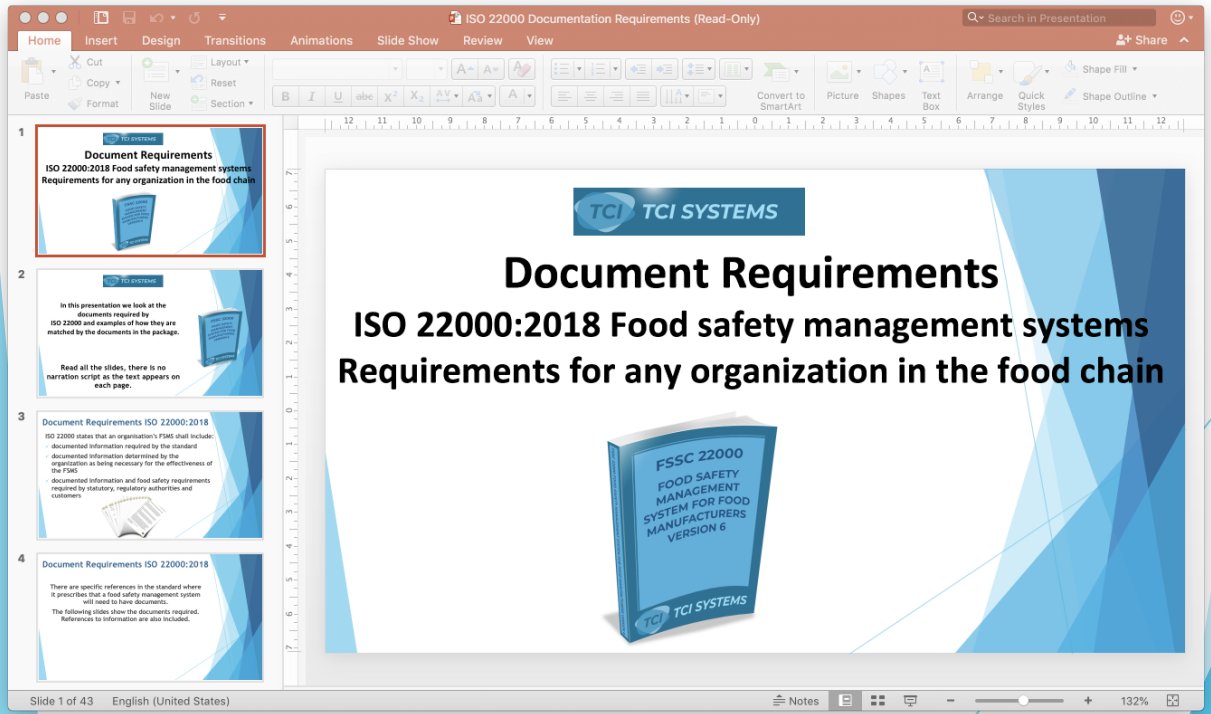


PowerPoint Training Presentations

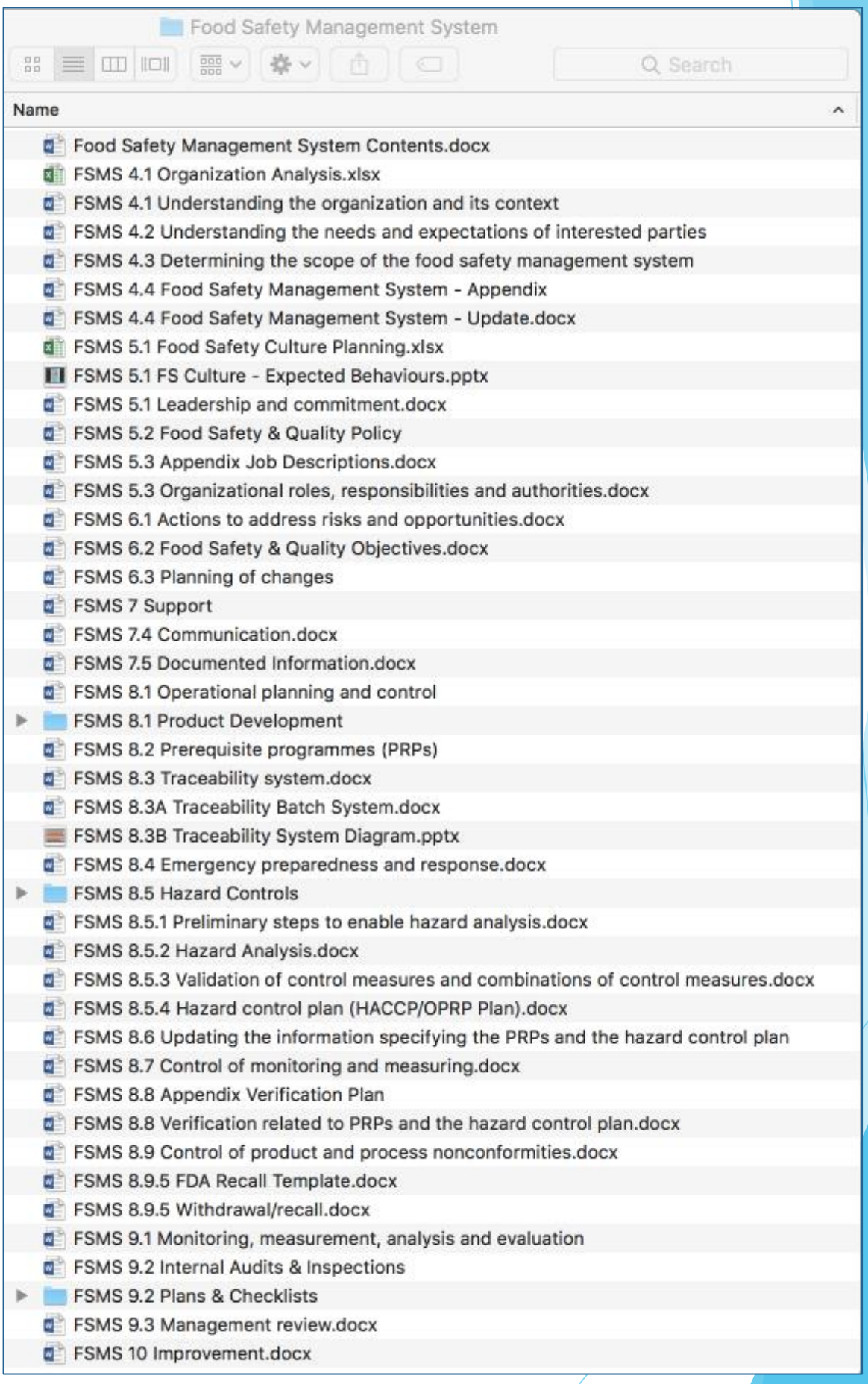
Introduction to ISO 22000 Training Presentation



ISO 22000 Documentation Requirements Training Presentation



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

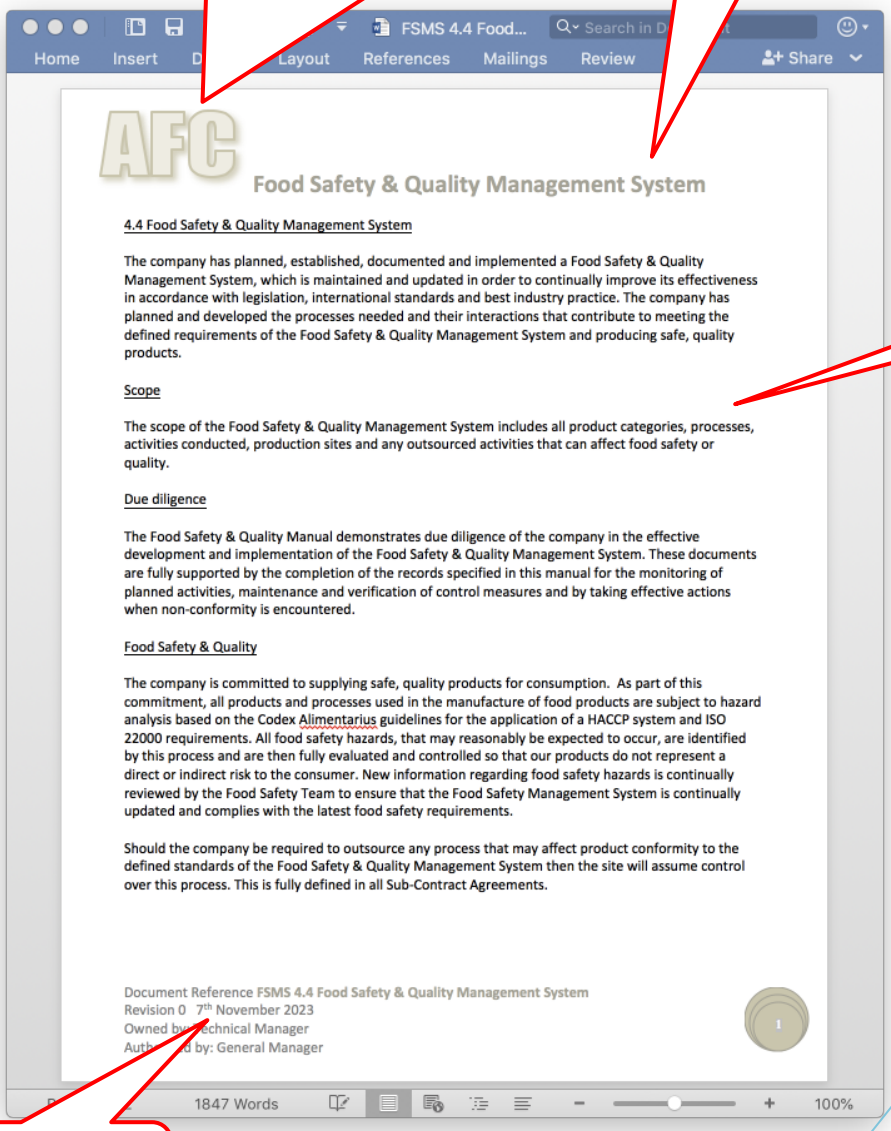


These Food Safety Management System Templates match the clauses of ISO 22000 and include FSSC 22000 Additional Requirements where appropriate.

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

For example put your company logo or name and address in the header

You can edit the header



You can edit the main text

You can edit the footer

Procedures are written in Microsoft Word format

These Food Safety Management System Templates match the clauses of ISO 22000.

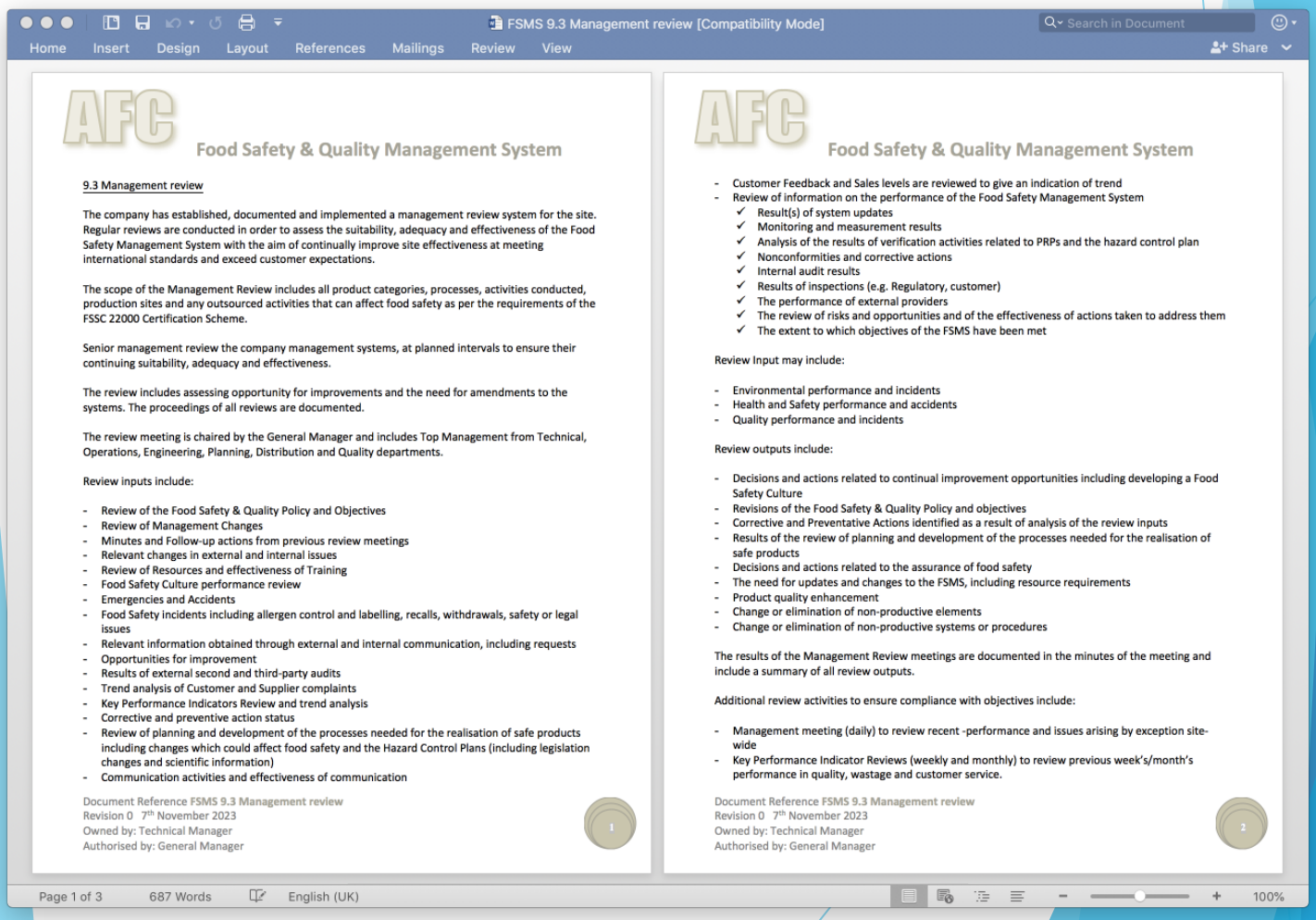
FSSC 22000 Food Safety & Quality & Management System	
4 Context of the organization	
FSMS 4.1 Understanding the organization and its context	
FSMS 4.2 Understanding the needs and expectations of interested parties	
FSMS 4.3 Determining the scope of the Food Safety & Quality management system	
FSMS 4.4 Food Safety & Quality Management System	
5 Leadership	
FSMS 5.1 Leadership and commitment	
FSMS 5.1 Food Safety & Quality Culture Planning	
FSMS 5.2 Policy	
FSMS 5.3 Organizational roles, responsibilities and authorities	
6 Planning	
FSMS 6.1 Actions to address risks and opportunities	
FSMS 6.2 Objectives of the Food Safety & Quality Management System and planning to achieve them	
FSMS 6.3 Planning of changes	
7 Support	
FSMS 7 Support includes:	7.1 Resources
	7.1.1 General
	7.1.2 People
	7.1.3 Infrastructure
	7.1.4 Work environment
	7.1.5 Externally developed elements of the Food Safety & Quality management system
	7.1.6 Control of externally provided processes, products or services
	7.2 Competence
	7.3 Awareness
FSMS 7.4 Communication includes:	7.4.1 General
	7.4.2 External communication
	7.4.3 Internal communication
FSMS 7.5 Documented information includes:	7.5.1 General
	7.5.2 Creating and updating
	7.5.3 Control of documented information

Procedures are written in Microsoft Word format

These Food Safety Management System Templates match the clauses of ISO 22000.

9 Performance evaluation	
FSMS 9.1 Monitoring, measurement, analysis and evaluation	9.1.1 General
	9.1.2 Analysis and evaluation
FSMS 9.2 Internal audit & Inspections	
FSMS 9.2 Plans & Checklists Module/Folder	
FSMS 9.3 Management review	9.3.1 General
	9.3.2 Management review input
	9.3.3 Management review output
10 Improvement	
FSMS 10 Improvement includes:	10.1 Nonconformity and corrective action
	10.2 Continual improvement
	10.3 Update of the Food Safety & Quality Management System

Procedures are written in Microsoft Word format and match the clauses and requirements of the ISO 22000 Standard



FSMS 9.3 Management review [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

AFC Food Safety & Quality Management System

9.3 Management review

The company has established, documented and implemented a management review system for the site. Regular reviews are conducted in order to assess the suitability, adequacy and effectiveness of the Food Safety Management System with the aim of continually improve site effectiveness at meeting international standards and exceed customer expectations.

The scope of the Management Review includes all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety as per the requirements of the FSSC 22000 Certification Scheme.

Senior management review the company management systems, at planned intervals to ensure their continuing suitability, adequacy and effectiveness.

The review includes assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are documented.

The review meeting is chaired by the General Manager and includes Top Management from Technical, Operations, Engineering, Planning, Distribution and Quality departments.

Review inputs include:

- Review of the Food Safety & Quality Policy and Objectives
- Review of Management Changes
- Minutes and Follow-up actions from previous review meetings
- Relevant changes in external and internal issues
- Review of Resources and effectiveness of Training
- Food Safety Culture performance review
- Emergencies and Accidents
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- Relevant information obtained through external and internal communication, including requests
- Opportunities for improvement
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Key Performance Indicators Review and trend analysis
- Corrective and preventive action status
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the Hazard Control Plans (including legislation changes and scientific information)
- Communication activities and effectiveness of communication

Document Reference FSMS 9.3 Management review
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

AFC Food Safety & Quality Management System

- Customer Feedback and Sales levels are reviewed to give an indication of trend
- Review of information on the performance of the Food Safety Management System
  - ✓ Result(s) of system updates
  - ✓ Monitoring and measurement results
  - ✓ Analysis of the results of verification activities related to PRPs and the hazard control plan
  - ✓ Nonconformities and corrective actions
  - ✓ Internal audit results
  - ✓ Results of inspections (e.g. Regulatory, customer)
  - ✓ The performance of external providers
  - ✓ The review of risks and opportunities and of the effectiveness of actions taken to address them
  - ✓ The extent to which objectives of the FSMS have been met

Review Input may include:

- Environmental performance and incidents
- Health and Safety performance and accidents
- Quality performance and incidents

Review outputs include:

- Decisions and actions related to continual improvement opportunities including developing a Food Safety Culture
- Revisions of the Food Safety & Quality Policy and objectives
- Corrective and Preventative Actions identified as a result of analysis of the review inputs
- Results of the review of planning and development of the processes needed for the realisation of safe products
- Decisions and actions related to the assurance of food safety
- The need for updates and changes to the FSMS, including resource requirements
- Product quality enhancement
- Change or elimination of non-productive elements
- Change or elimination of non-productive systems or procedures

The results of the Management Review meetings are documented in the minutes of the meeting and include a summary of all review outputs.

Additional review activities to ensure compliance with objectives include:

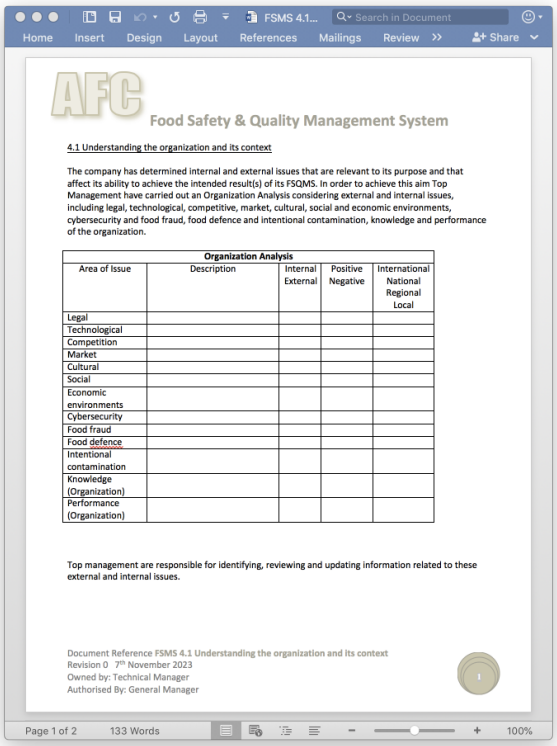
- Management meeting (daily) to review recent -performance and issues arising by exception site-wide
- Key Performance Indicator Reviews (weekly and monthly) to review previous week's/month's performance in quality, wastage and customer service.

Document Reference FSMS 9.3 Management review
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager

2

Page 1 of 3 687 Words English (UK) 100%

Package Document Examples



AFC

Food Safety & Quality Management System

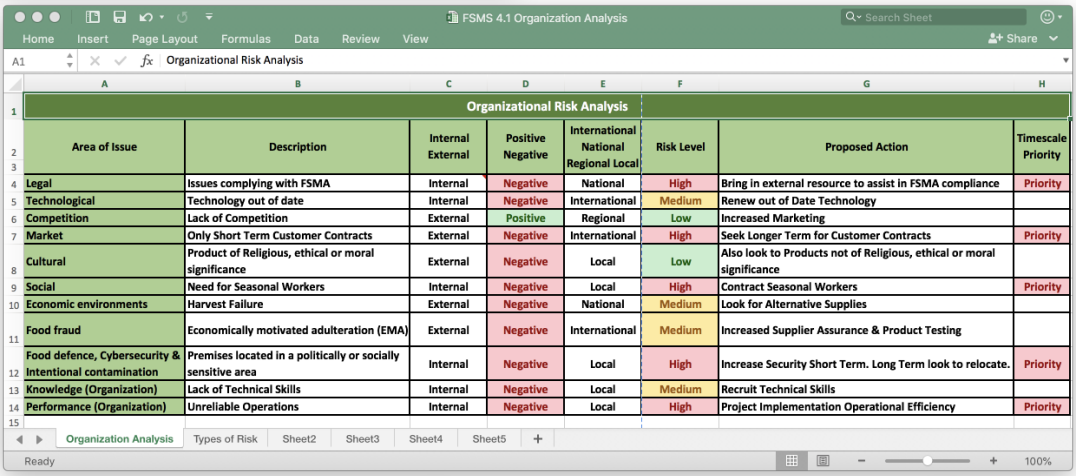
4.1 Understanding the organization and its context

The company has determined internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended result(s) of its FSQMS. In order to achieve this aim Top Management have carried 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.

Organization Analysis				
Area of Issue	Description	Internal External	Positive Negative	International National Regional Local
Legal				
Technological				
Competition				
Market				
Cultural				
Social				
Economic environments				
Cybersecurity				
Food fraud				
Food defence				
Intentional contamination				
Knowledge (Organization)				
Performance (Organization)				

Top management are responsible for identifying, reviewing and updating information related to these external and internal issues.

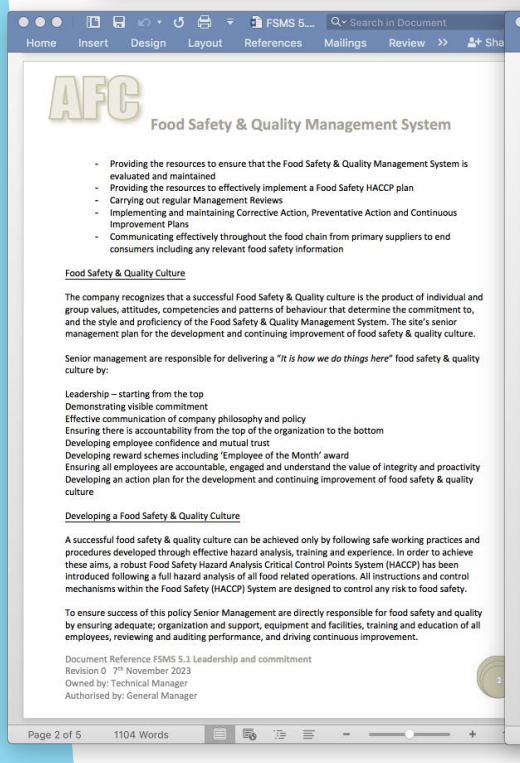
Document Reference FSMS 4.1 Understanding the organization and its context
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised By: General Manager



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

- Providing the resources to ensure that the Food Safety & Quality Management System is evaluated and maintained
- Providing the resources to effectively implement a Food Safety HACCP plan
- Carrying out regular Management Reviews
- Implementing and maintaining Corrective Action, Preventative Action and Continuous Improvement Plans
- Communicating effectively throughout the food chain from primary suppliers to end consumers including any relevant food safety information

Food Safety & Quality Culture

The company recognizes that a successful Food Safety & Quality culture is the product of individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of the Food Safety & Quality Management System. The site's senior management plan for the development and continuing improvement of food safety & quality culture.

Senior management are responsible for delivering a "*It is how we do things here*" food safety & quality culture by:

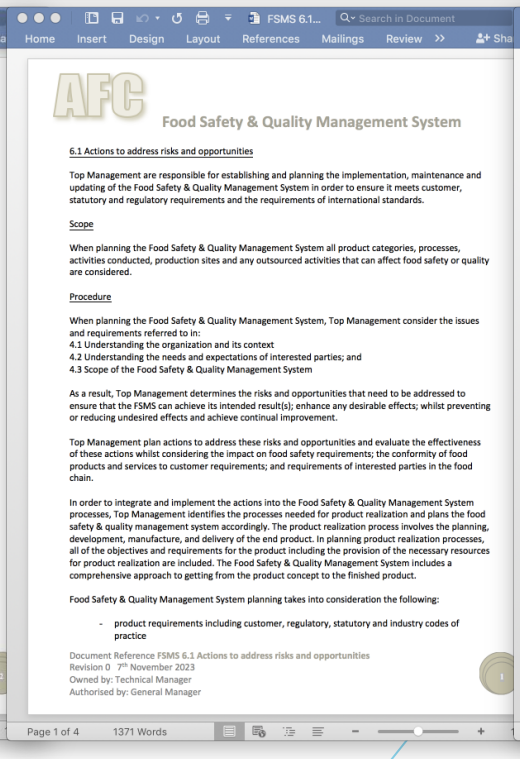
Leadership – starting from the top
Demonstrating visible commitment
Effective communication of company philosophy and policy
Ensuring there is accountability from the top of the organization to the bottom
Developing employee confidence and mutual trust
Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
Developing an action plan for the development and continuing improvement of food safety & quality culture

Developing a Food Safety & Quality Culture

A successful food safety & quality culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Food Safety Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within the Food Safety (HACCP) System are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate; organization and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement.

Document Reference FSMS 5.1 Leadership and commitment
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



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Food Safety & Quality Management System

6.1 Actions to address risks and opportunities

Top Management are responsible for establishing and planning the implementation, maintenance and updating of the Food Safety & Quality Management System in order to ensure it meets customer, statutory and regulatory requirements and the requirements of international standards.

Scope

When planning the Food Safety & Quality Management System all product categories, processes, activities conducted, production sites and any outsourced activities that can affect food safety or quality are considered.

Procedure

When planning the Food Safety & Quality Management System, Top Management consider the issues and requirements referred to in:
4.1 Understanding the organization and its context
4.2 Understanding the needs and expectations of interested parties; and
4.3 Scope of the Food Safety & Quality Management System

As a result, Top Management determines the risks and opportunities that need to be addressed to ensure that the FSMS can achieve its intended result(s); enhance any desirable effects; whilst preventing or reducing undesired effects and achieve continual improvement.

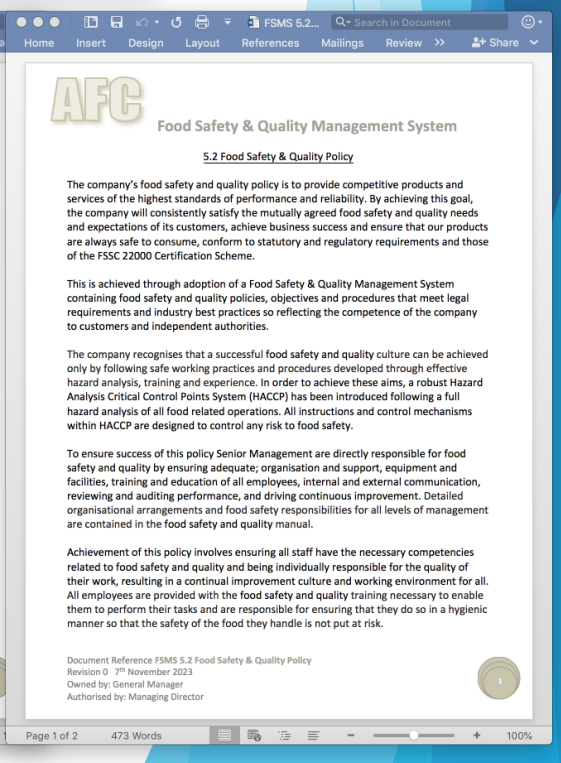
Top Management plan actions to address these risks and opportunities and evaluate the effectiveness of these actions whilst considering the impact on food safety requirements; the conformity of food products and services to customer requirements; and requirements of interested parties in the food chain.

In order to integrate and implement the actions into the Food Safety & Quality Management System processes, Top Management identifies the processes needed for product realization and plans the food safety & quality management system accordingly. The product realization process involves the planning, development, manufacture, and delivery of the end product. In planning product realization processes, all of the objectives and requirements for the product including the provision of the necessary resources for product realization are included. The Food Safety & Quality Management System includes a comprehensive approach to getting from the product concept to the finished product.

Food Safety & Quality Management System planning takes into consideration the following:

- product requirements including customer, regulatory, statutory and industry codes of practice

Document Reference FSMS 6.1 Actions to address risks and opportunities
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager



AFC

Food Safety & Quality Management System

5.2 Food Safety & Quality Policy

The company's food safety and quality policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed food safety and quality needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume, conform to statutory and regulatory requirements and those of the FSSC 22000 Certification Scheme.

This is achieved through adoption of a Food Safety & Quality Management System containing food safety and quality policies, objectives and procedures that meet legal requirements and industry best practices so reflecting the competence of the company to customers and independent authorities.

The company recognises that a successful food safety and quality culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate; organisation and support, equipment and facilities, training and education of all employees, internal and external communication, reviewing and auditing performance, and driving continuous improvement. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Achievement of this policy involves ensuring all staff have the necessary competencies related to food safety and quality and being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety and quality training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk.

Document Reference FSMS 5.2 Food Safety & Quality Policy
Revision 0 7th November 2023
Owned by: General Manager
Authorised by: Managing Director

Package Document Examples

FSMS 8.3 Traceability system [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

AFC Food Safety & Quality Management System

8.3 Traceability system

The company has established, implemented, documented and maintains this procedure for the identification and traceability of all product components. This procedure defines how those products are uniquely identified and traceable from incoming material from the suppliers to the first stage of the distribution route of the end product as per applicable statutory, regulatory and customer requirements.

This procedure applies to all process steps where controls are exerted include raw material intake, ingredients and packaging, work-in-progress, final product and dispatched shipment to customer.

A system for identification and traceability of product batches is maintained which, in the event of quality or food safety incidents will enable tracking of raw material batches through to distributed batches of finished product using label detail and expiry code.

All finished products are identified by their label, size and expiry date code. In addition, the production time to the nearest second is automatically coded on the label. For a traceability to be enacted the product expiry code must be known.

The company traceability system takes both the form of documented records and plc programme, which enables a full product history to be produced in a timely manner.

Traceability records by Label and Expiry date are maintained and retained for all product batches. This allows the site to trace materials from goods receipt to customer for every delivery. Records are maintained of raw material and packaging usage and finished product volumes. Reworked material will also remain identifiable and traceable. Where rework or any reworking operation is performed, traceability shall be maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations. Procedures ensure that label use is reconciled, and any inconsistencies investigated and resolved. Finished product labels are retained – see Label Retention and Check.

The traceability will provide details on all parts of the product from raw material intake through to filling time.

The traceability entails tracing a product backwards from finished package to its raw materials, ensuring that all associated chemical, physical and microbiological tests, cleaning of equipment and all relevant paperwork has been completed and is within specification. A mass balance exercise is conducted from of raw material and packaging usage and finished product volumes to ensure that all finished products are accounted for (a reconciliation of quantities of end products with the quantity of ingredients as evidence of effectiveness).

Document Reference FSMS 8.3 Traceability system
Revision 0 27th November 2023
Owned by: Technical Manager
Authorised by: General Manager

1

AFC Food Safety & Quality Management System

For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
In-Process batches	Records all Ingredients mixed including Reworked material. Batch Code	QMR In-Process Record
Process Records	Hot/Cold Temperature and Time. Batch Code	QMR Process Record
Bulk Storage Records	Temperature and Time. Batch Code	QMR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature, Quantity, Product & Packaging Reconciliation. Batch Code	QMR Production Records
Storage Record	Time, Date, Label, Expiry Code	QMR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	QMR Dispatch Record
Critical Control Records	For all Control Points	QMR Critical Control Records
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	Customer & Location Time, Date, Label, Expiry Code, Amount	QMR Delivery Record

The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions are documented. Where there is a requirement to ensure identity preservation within the supply chain, e.g. to use a logo or make claim to a product characteristic or attribute appropriate control and testing procedures are put in place.

Document Reference FSMS 8.3 Traceability system
Revision 0 27th November 2023
Owned by: Technical Manager
Authorised by: General Manager

2

Page 1 of 3 English (UK) 100%

FSMS 8.3B Traceability System Diagram

Home Insert Design Transitions Animations Slide Show Review View

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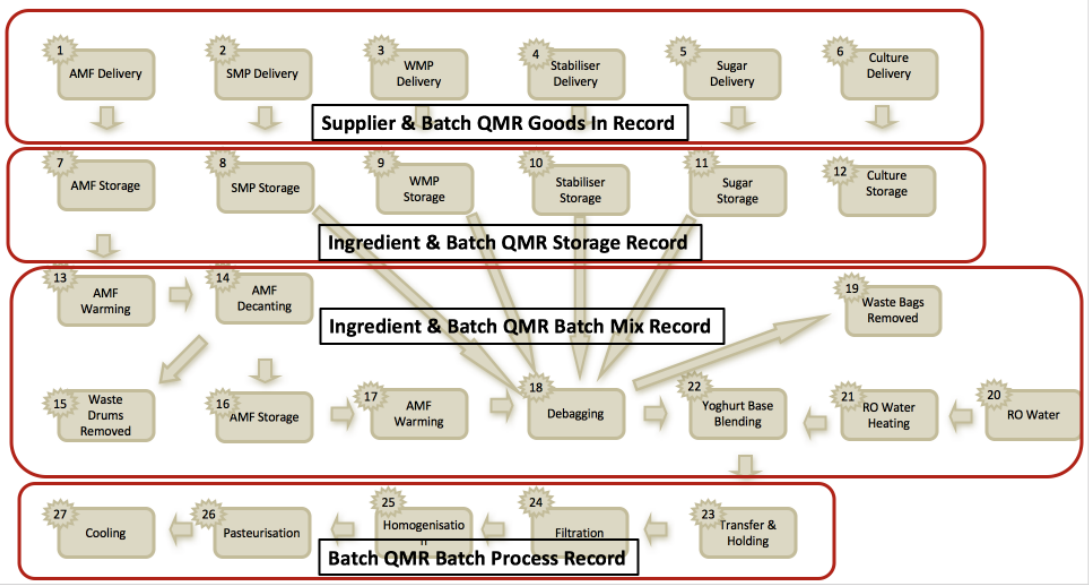
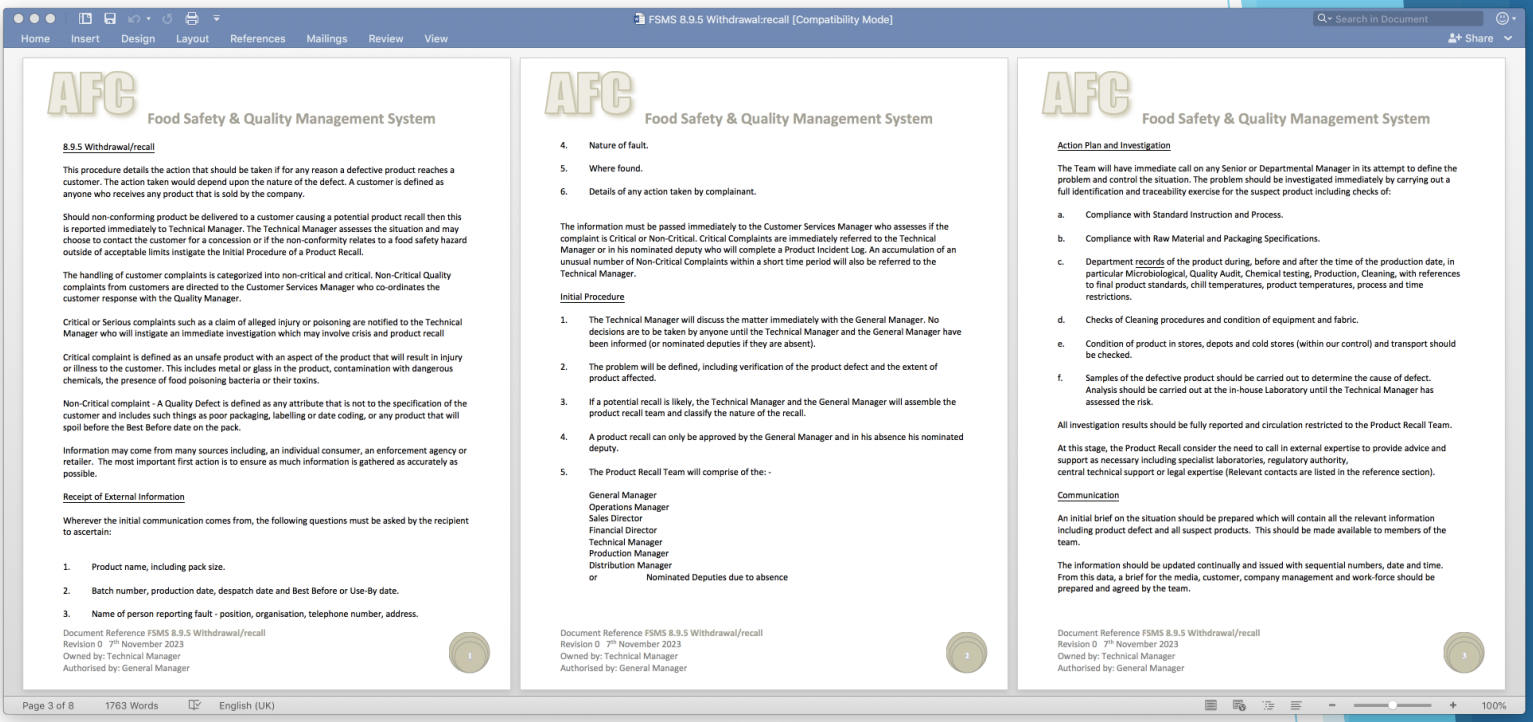
FSMS 8.3 Appendix - Traceability System Diagram



Slide 1 of 1 English (United States) Notes Comments 108%

Document FSMS 8.9.5 Withdrawal/recall includes a Complaint Management Procedure and is supported by a Complaint Analyzer with Instructions and Guidance on Reducing Complaint levels



AFC Food Safety & Quality Management System

8.9.5 Withdrawal/recall

This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Technical Manager. The Technical Manager assesses the situation and may choose to contact the customer for a concession or if the non-conformity relates to a food safety hazard outside of acceptable limits instigate the Initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will instigate an immediate investigation which may involve crisis and product recall

Critical complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals, the presence of food poisoning bacteria or their toxins.

Non-Critical complaint - A Quality Defect is defined as any attribute that is not to the specification of the customer and includes such things as poor packaging, labelling or date coding, or any product that will spoil before the Best Before date on the pack.

Information may come from many sources including, an individual consumer, an enforcement agency or retailer. The most important first action is to ensure as much information is gathered as accurately as possible.

Receipt of External Information

Wherever the initial communication comes from, the following questions must be asked by the recipient to ascertain:

1. Product name, including pack size.
2. Batch number, production date, despatch date and Best Before or Use-By date.
3. Name of person reporting fault - position, organisation, telephone number, address.
4. Nature of fault.
5. Where found.
6. Details of any action taken by complainant.

The information must be passed immediately to the Customer Services Manager who assesses if the complaint is Critical or Non-Critical. Critical Complaints are immediately referred to the Technical Manager or in his nominated deputy who will complete a Product Incident Log. An accumulation of an unusual number of Non-Critical Complaints within a short time period will also be referred to the Technical Manager.

Initial Procedure

1. The Technical Manager will discuss the matter immediately with the General Manager. No decisions are to be taken by anyone until the Technical Manager and the General Manager have been informed (or nominated deputies if they are absent).
2. The problem will be defined, including verification of the product defect and the extent of product affected.
3. If a potential recall is likely, the Technical Manager and the General Manager will assemble the product recall team and classify the nature of the recall.
4. A product recall can only be approved by the General Manager and in his absence his nominated deputy.
5. The Product Recall Team will comprise of the: -

General Manager
Operations Manager
Sales Director
Financial Director
Technical Manager
Production Manager
Distribution Manager
or Nominated Deputies due to absence

Action Plan and Investigation

The Team will have immediate call on any Senior or Departmental Manager in its attempt to define the problem and control the situation. The problem should be investigated immediately by carrying out a full identification and traceability exercise for the suspect product including checks of:

a. Compliance with Standard Instruction and Process.
b. Compliance with Raw Material and Packaging Specifications.
c. Department records of the product during, before and after the time of the production date, in particular Microbiological, Quality Audit, Chemical testing, Production, Cleaning, with references to final product standards, chill temperatures, product temperatures, process and time restrictions.
d. Checks of Cleaning procedures and condition of equipment and fabric.
e. Condition of product in stores, depots and cold stores (within our control) and transport should be checked.
f. Samples of the defective product should be carried out to determine the cause of defect. Analysis should be carried out at the in-house Laboratory until the Technical Manager has assessed the risk.

All investigation results should be fully reported and circulation restricted to the Product Recall Team.

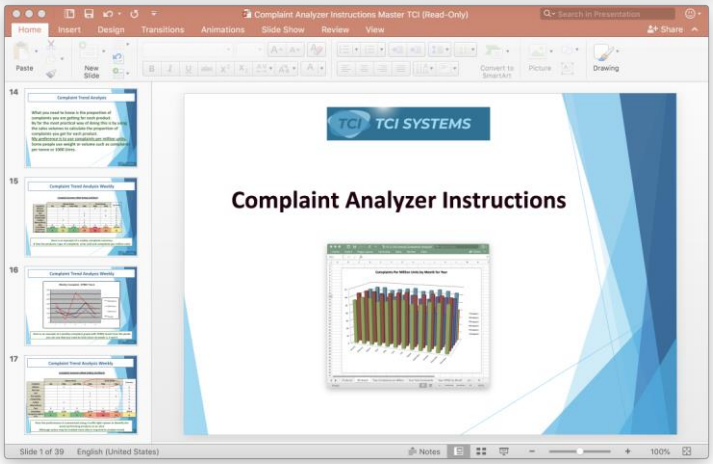
At this stage, the Product Recall consider the need to call in external expertise to provide advice and support as necessary including specialist laboratories, regulatory authority, central technical support or legal expertise (Relevant contacts are listed in the reference section).

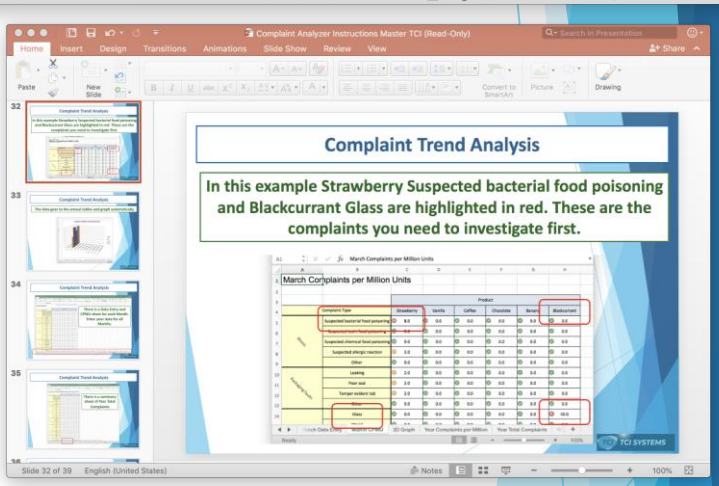
Communication

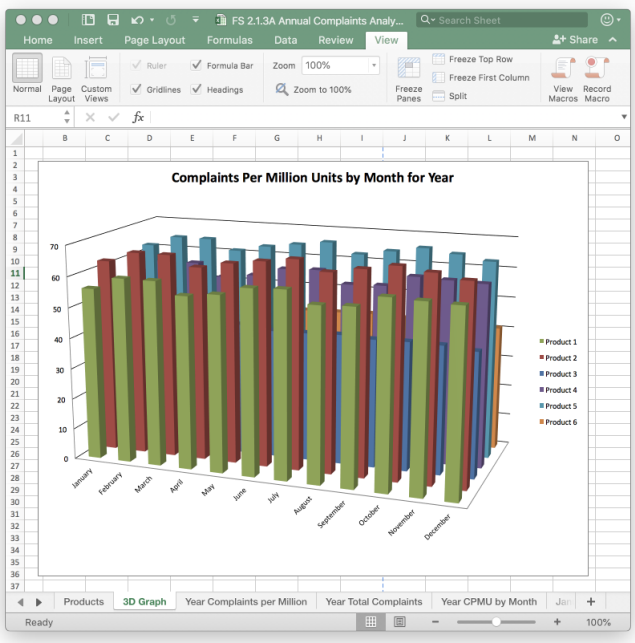
An initial brief on the situation should be prepared which will contain all the relevant information including product defect and all suspect products. This should be made available to members of the team.

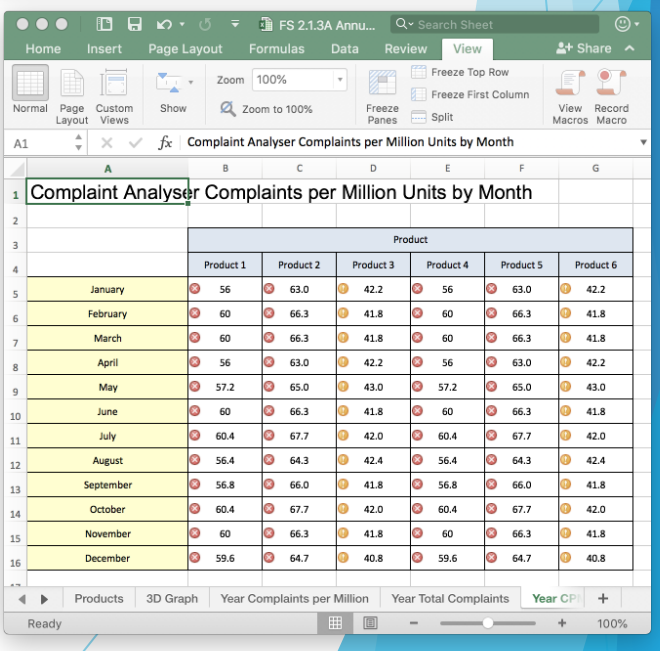
The information should be updated continually and issued with sequential numbers, date and time. From this data, a brief for the media, customer, company management and work-force should be prepared and agreed by the team.

Document Reference FSMS 8.9.5 Withdrawal/recall
Revision 0 7th November 2023
Owned by: Technical Manager
Authorised by: General Manager







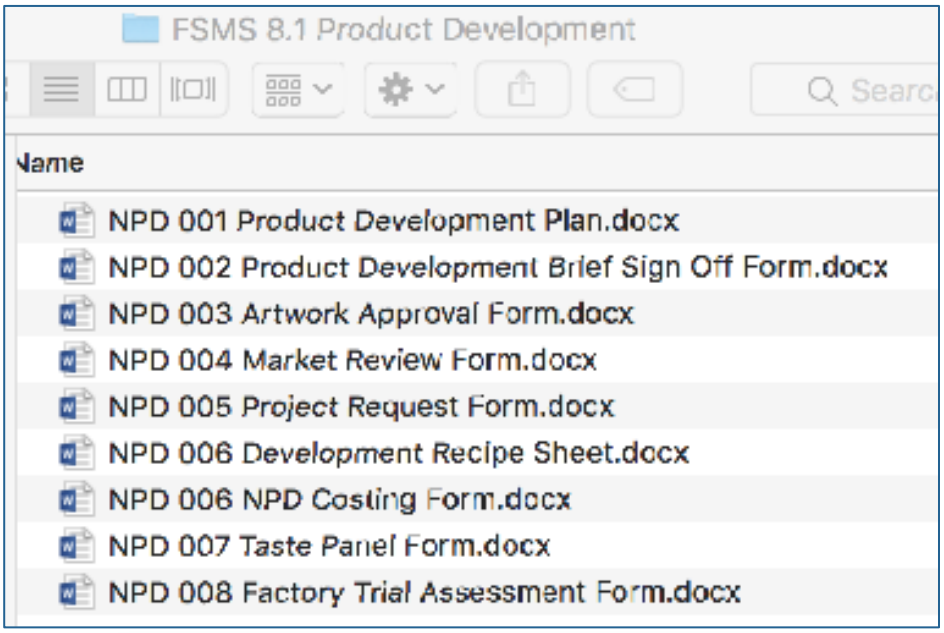


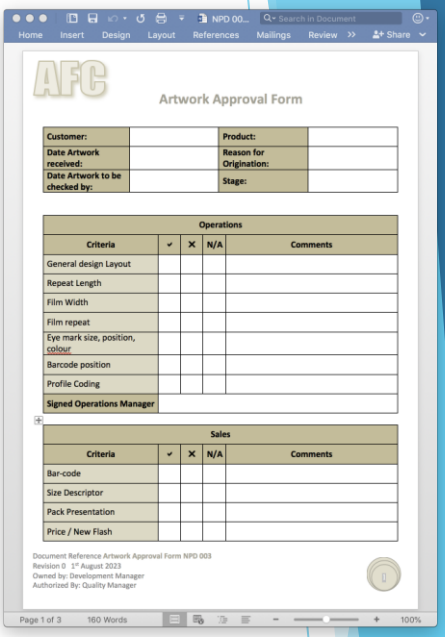
Complaint Analyser Complaints per Million Units by Month

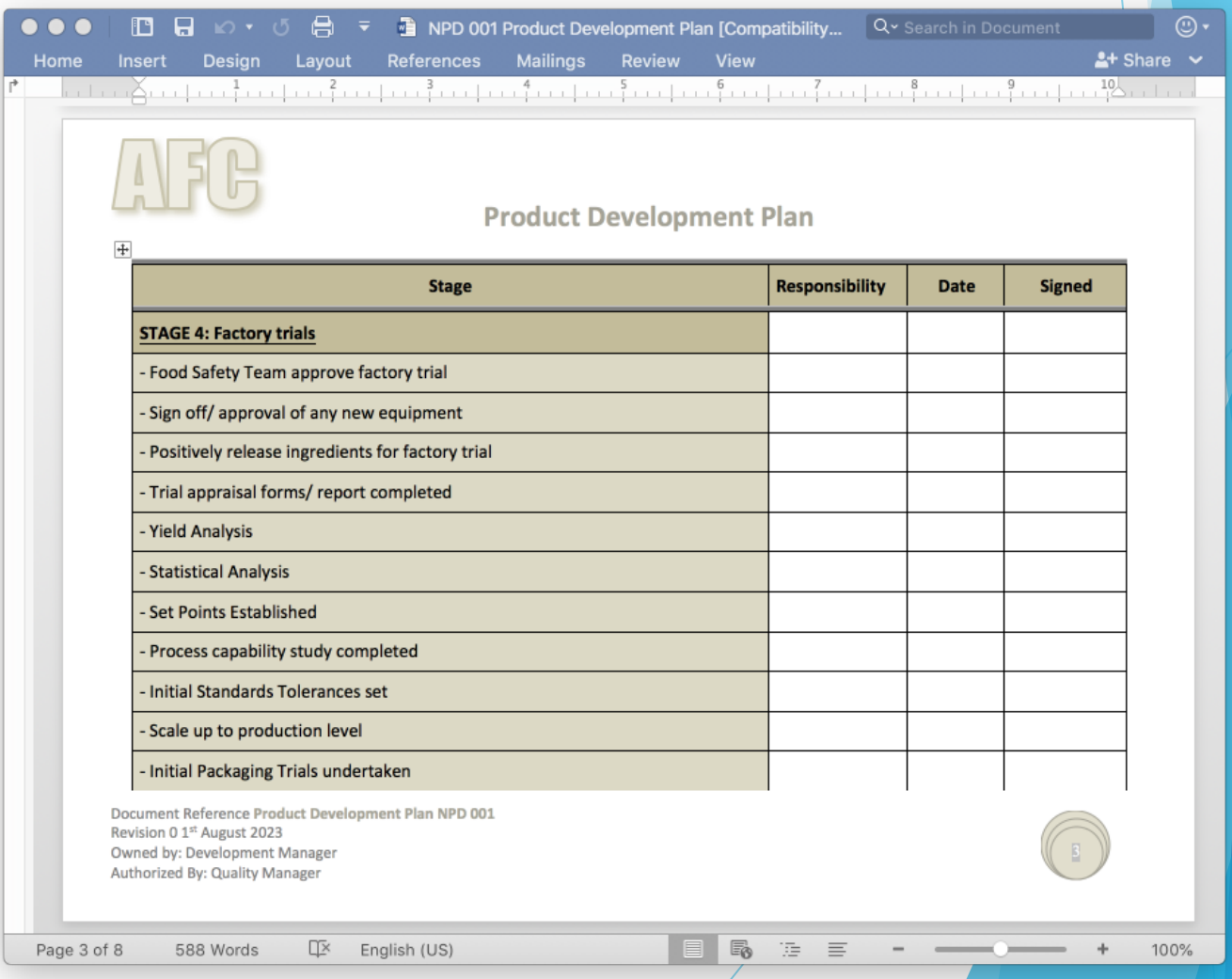
	Product					
	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6
January	56	63.0	42.2	56	63.0	42.2
February	60	66.3	41.8	60	66.3	41.8
March	60	66.3	41.8	60	66.3	41.8
April	56	63.0	42.2	56	63.0	42.2
May	57.2	65.0	43.0	57.2	65.0	43.0
June	60	66.3	41.8	60	66.3	41.8
July	60.4	67.7	42.0	60.4	67.7	42.0
August	56.4	64.3	42.4	56.4	64.3	42.4
September	56.8	66.0	41.8	56.8	66.0	41.8
October	60.4	67.7	42.0	60.4	67.7	42.0
November	60	66.3	41.8	60	66.3	41.8
December	59.6	64.7	40.8	59.6	64.7	40.8

Open the FSMS 8.1 Product Development Folder This contains Supplementary Product Development Documents

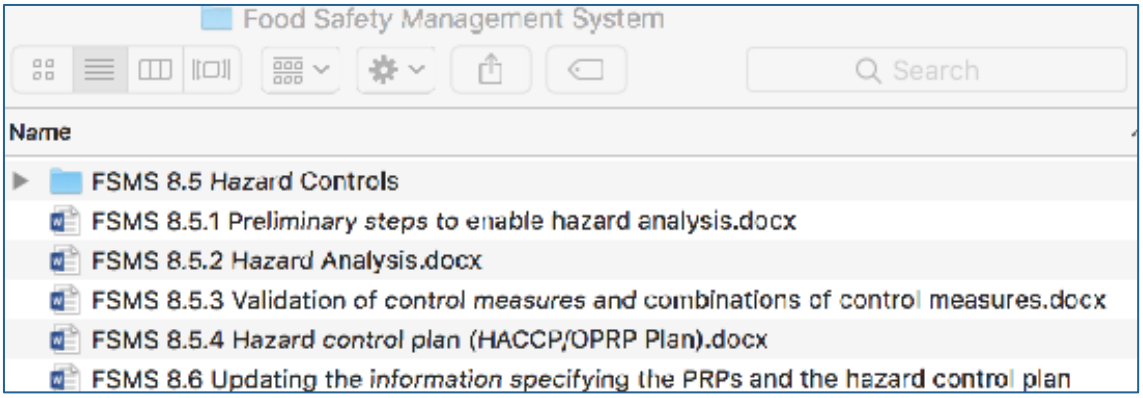
FSMS 8.1 Operational Planning and Control Procedure is supported by supplementary Product Design & Development documents and forms and a Product Development Plan

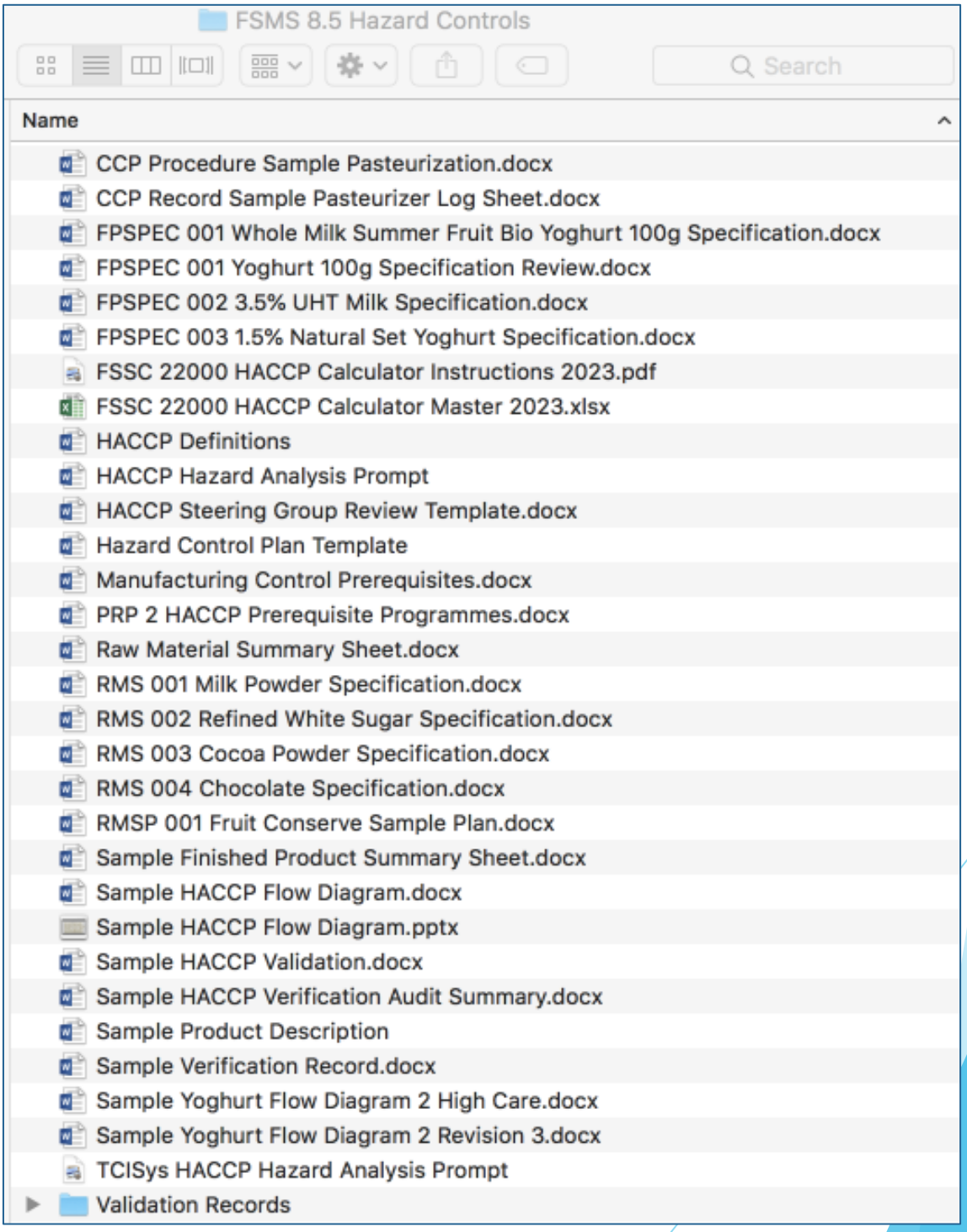






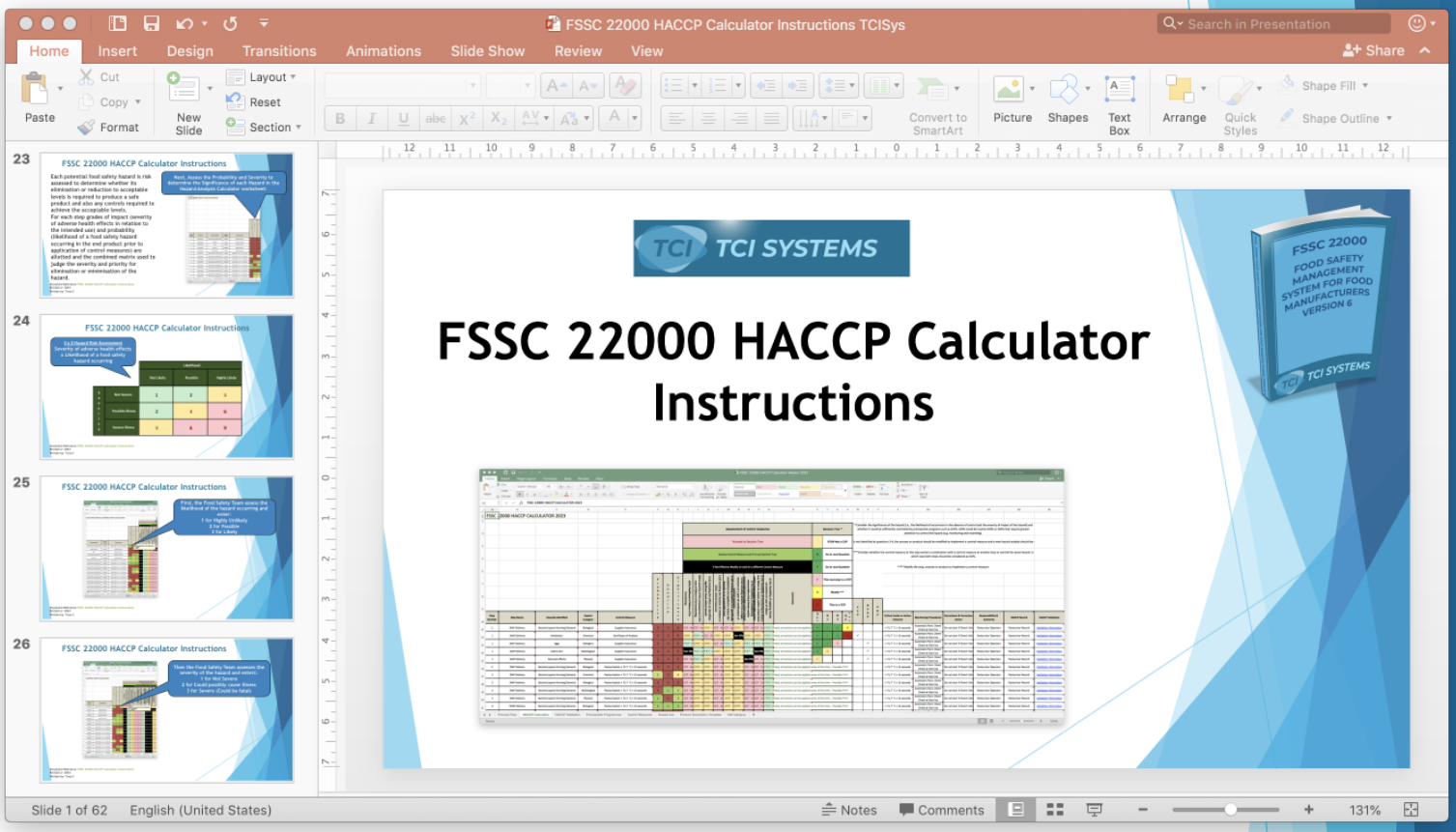
Open the FSMS 8.5 Hazard Controls Folder
FSMS Procedures are supplemented by various HACCP Tools, Training and Documents

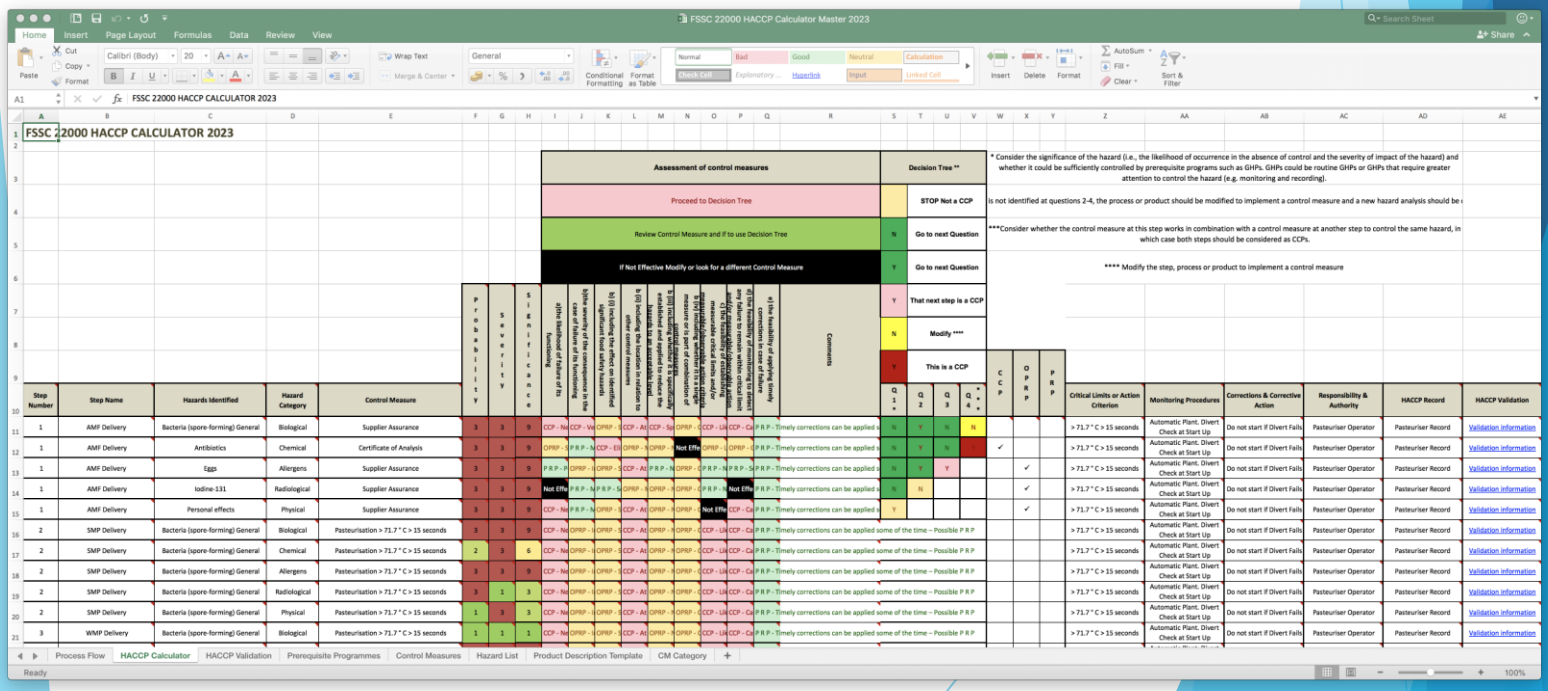




Start with the HACCP Calculator and Instructions

This HACCP Calculator is based on the requirements of ISO 22000 and CODEX General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application including a new 2022 Decision Tree.



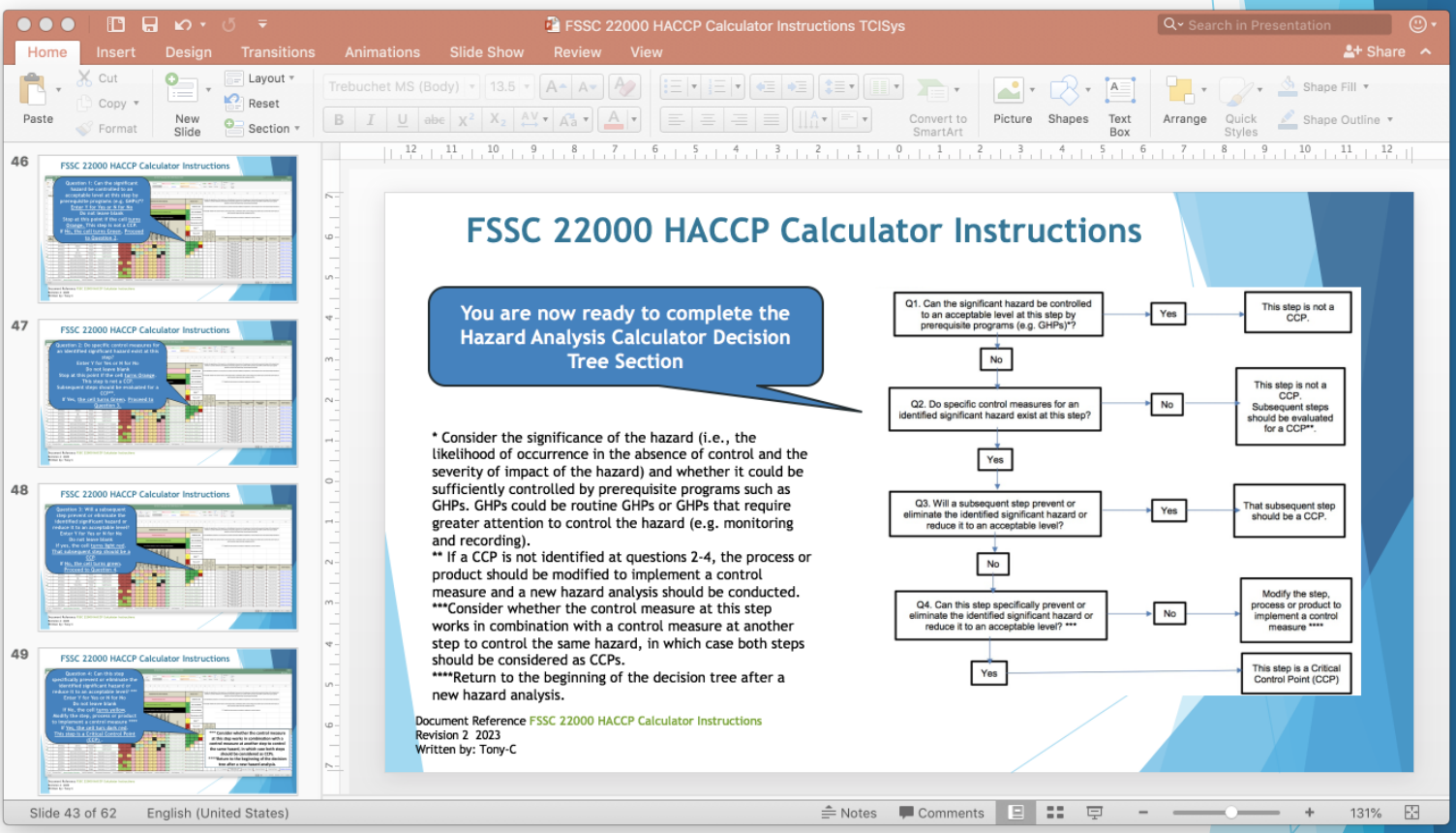


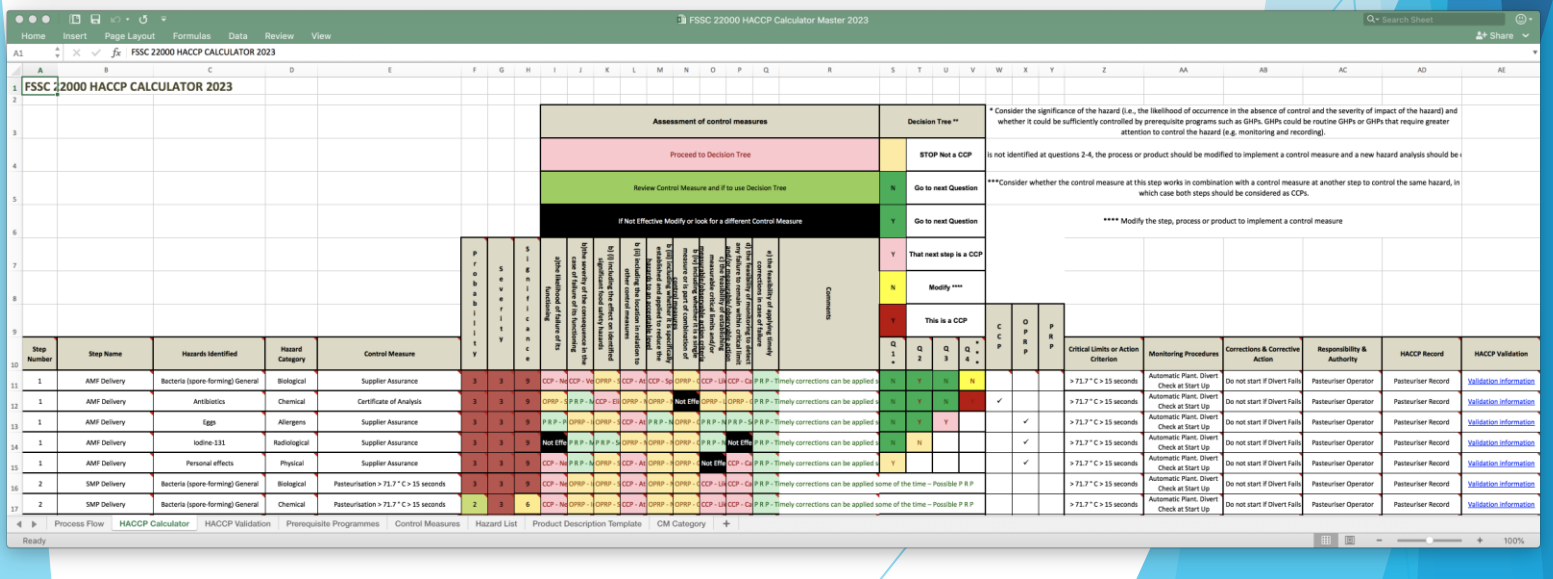
The HACCP Calculator is a tool that allows you to present your Hazard Analysis in a clear and logical manner.

From the process flow you select hazards and assess them to identify significant hazards.

You then use the in-built ISO 22000 Section 8.5.2.4 Selection and Categorisation of Control Measures and CODEX 2022 Decision Tree questions to determine your Critical Control Points.

Following that the HACCP Calculator assists in developing Hazard Control Plans.





Supplementary HACCP Documents, Guidance and Tools

Useful additional HACCP Documents are included

FPSPEC 001 Whole Milk Summer Fruit Bio Yoghurt 100g Specification [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

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Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site

Contact Details	
Telephone	
Fax	

Product Description
A whole milk stirred fruited bio yogurt with a creamy mixed berry flavour

Organoleptic	
Appearance	Mauve in colour, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavour	Sweet creamy fresh mixed berry flavour with a slight lactic note

Ingredients
Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabiliser (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture, Bifidobacterium, Lactobacillus acidophilus
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Mix and standardise the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenise:	200 Bar

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

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Whole Milk Summer Fruit Bio Yoghurt 100g

3. Pasteurise at:	90°C - 95°C for 300 Sec
4. Cool to give an incubation temperature of:	Short Set = 42°C ± 2°C
5. Incubate	pH = 4.3 ± 0.1
6. Filter	<1mm
7. Cool	10 – 20 °C
8. Dose Summer Fruit Conserve	15% +/- 1%
9. Fill	10 – 20 °C
10. Coding	D.O.P + 21 Days
11.Cool the yogurt	1°C – 5°C
12. QA Release – Start of Run & End each Pallet	1°C – 5°C pH < 4.5 Entero < 10/g

Weight Control					
Packed as a 4 pack on an XYZ filling machine but individually bar coded and snap into 4 pots					
Declared Weight (g)	Target Average Weight (g)	Lower weight limit (g)	Upper weight limit (g)	Approximate Weight of Packaging (g)	Frequency
100	100	95	105	6	Start and end of run plus half hourly

Coding			
Use By	DOP + 21	Minimum Life for dispatch	DOP + 7

Code	Item	Supplier
F 001	Fruit Pulp Summer Fruits	

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

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Whole Milk Summer Fruit Bio Yoghurt 100g

P 001	Lid Summer Fruits (Adult Yoghurt)
P 002	Base Web for Fruit Yoghurt 100

QA Parameters					
Product	pH	BF	TS	Temperature	Frequency
Finished Product	4.0 – 4.5	2.95 – 3.15%	24.5 - 25.5	< 5 °C	Each Pallet

QA Positive Release Parameters DOP + 2				
Product	pH	Enterobacteriaceae	Temperature	Frequency
Finished Product for Release	4.0 – 4.5	< 10/g	< 5 °C	Each Pallet

Finished Product Microbiological Standards					
	Entero	*E.coli*	Yeasts & Moulds	Salmonella	*Listeria*
Target	<10/g	<10/g	<500/g	Absent in 25g	Absent in 25g
Frequency	Each Batch	Each Batch	Each Batch	Product tested monthly on a rotating schedule	

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

Page 1 of 3 383 Words English (US) 100%

Sample HACCP Flow Diagram

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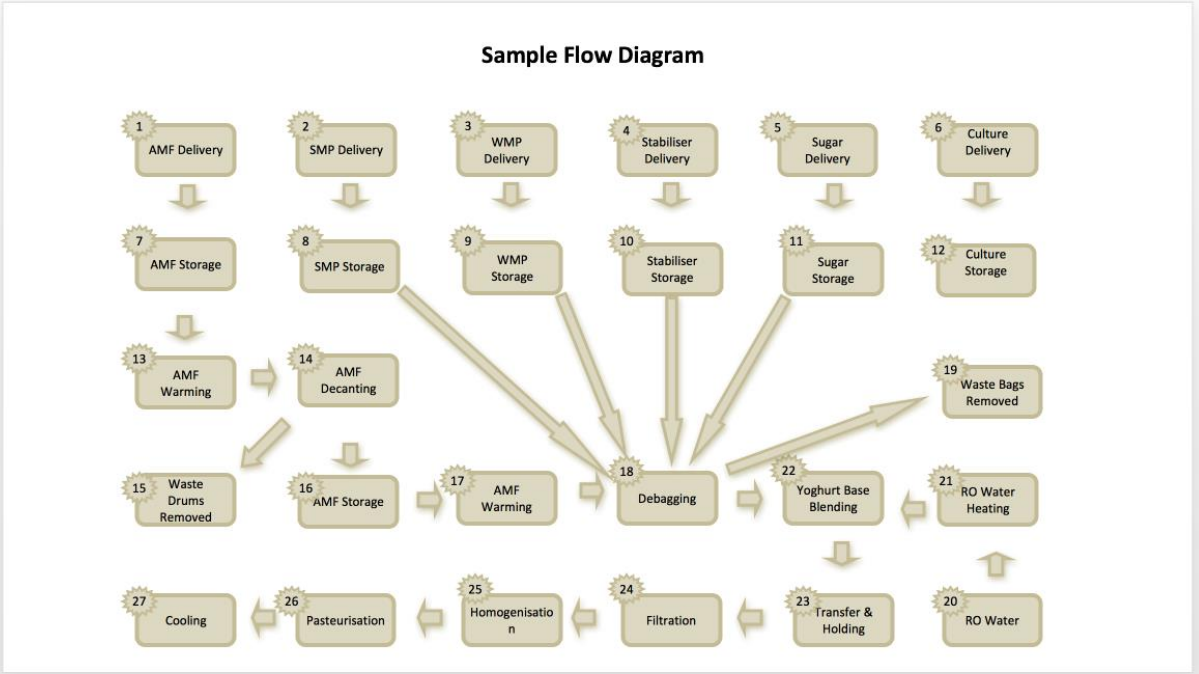

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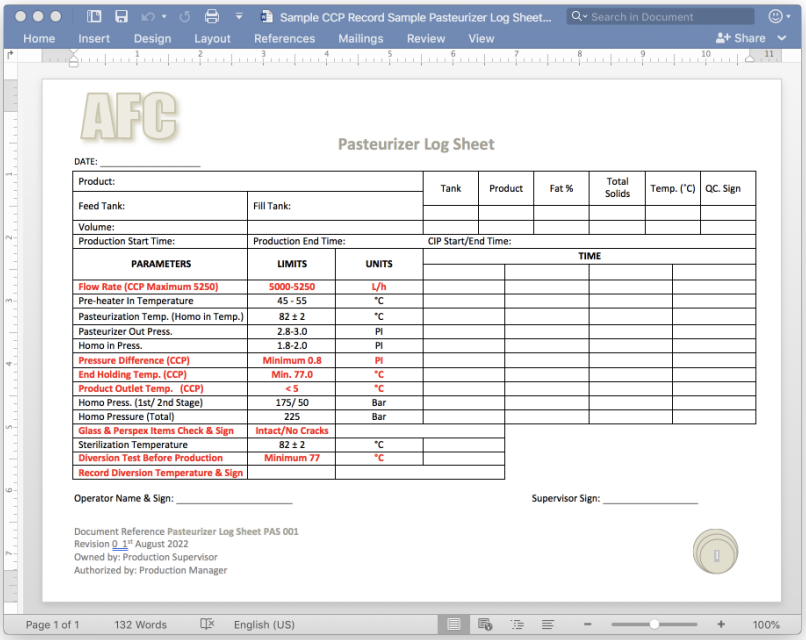
The supplementary HACCP document templates include Flow Diagrams, Product Description, a Hazard Analysis Prompt, an example Critical Control Procedure and various HACCP Records.



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Pasteurizer Log Sheet

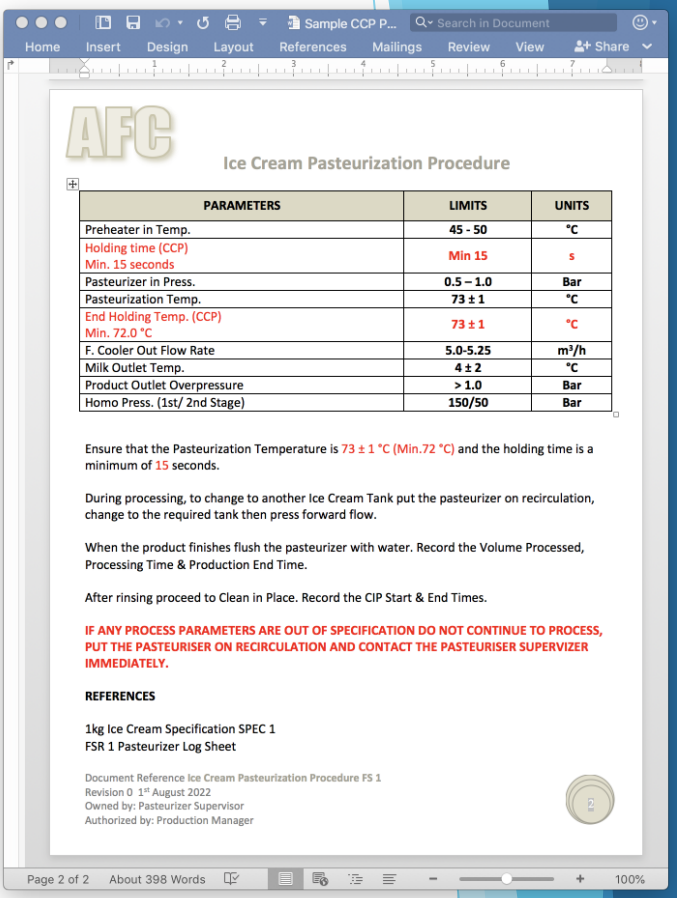
DATE: _____

Product:		Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:						
Volume:							
Production Start Time:	Production End Time:	CIP Start/End Time:					

PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45 - 55	°C				
Pasteurization Temp. (Homo in Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo in Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.8	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilization Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 0 1st August 2022
Owned by: Production Supervisor
Authorized by: Production Manager



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Ice Cream Pasteurization Procedure

PARAMETERS	LIMITS	UNITS
Preheater in Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteurizer in Press.	0.5 – 1.0	Bar
Pasteurization Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m³/h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

Ensure that the Pasteurization Temperature is 73 ± 1 °C (Min.72 °C) and the holding time is a minimum of 15 seconds.

During processing, to change to another Ice Cream Tank put the pasteurizer on recirculation, change to the required tank then press forward flow.

When the product finishes flush the pasteurizer with water. Record the Volume Processed, Processing Time & Production End Time.

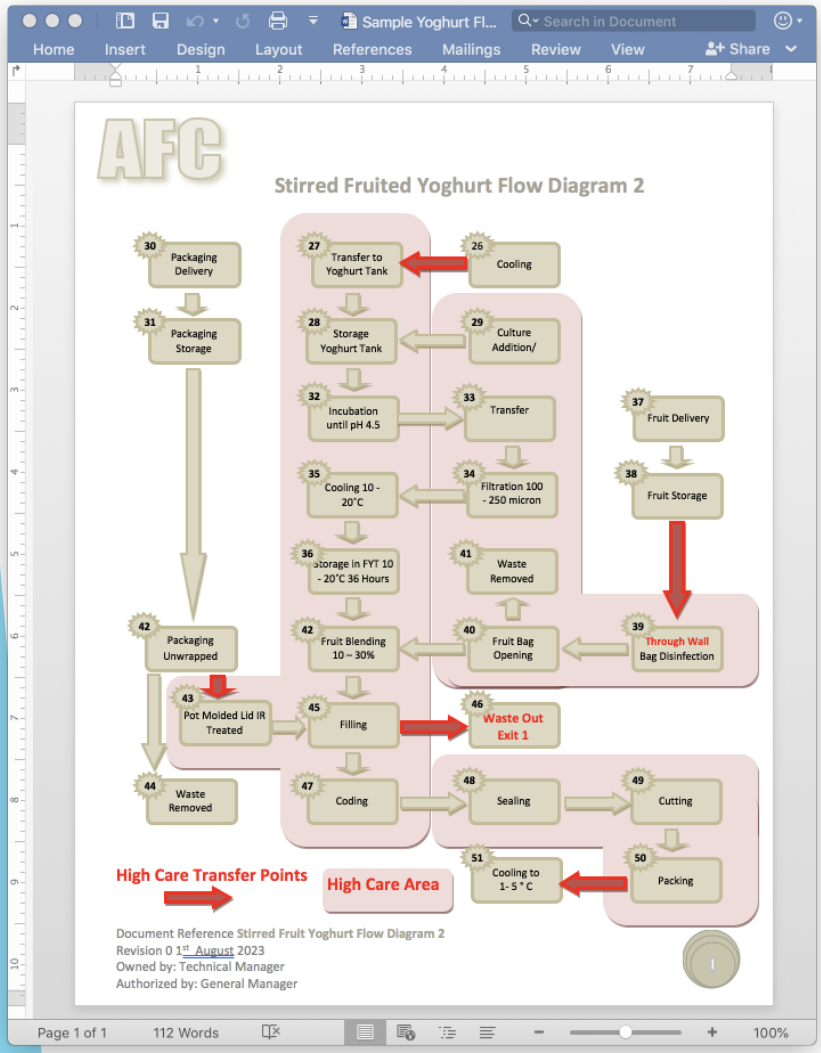
After rinsing proceed to Clean in Place. Record the CIP Start & End Times.

IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURISER ON RECIRCULATION AND CONTACT THE PASTEURISER SUPERVIZER IMMEDIATELY.

REFERENCES

1kg Ice Cream Specification SPEC 1
FSR 1 Pasteurizer Log Sheet

Document Reference Ice Cream Pasteurization Procedure FS 1
Revision 0 1st August 2022
Owned by: Pasteurizer Supervisor
Authorized by: Production Manager



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Stirred Fruited Yoghurt Flow Diagram 2

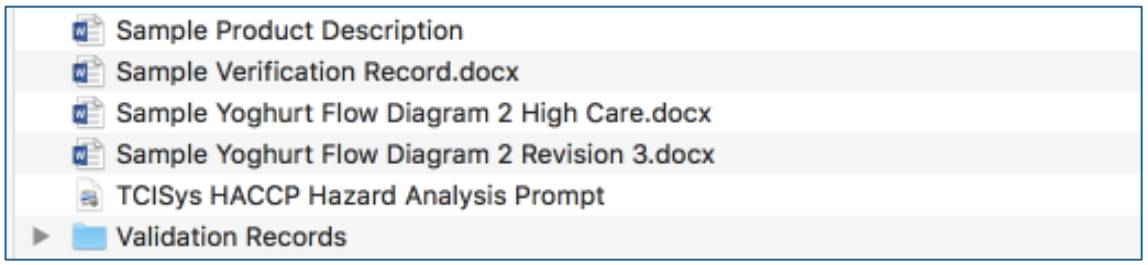
Document Reference Stirred Fruit Yoghurt Flow Diagram 2
Revision 0 1st August 2023
Owned by: Technical Manager
Authorized by: General Manager

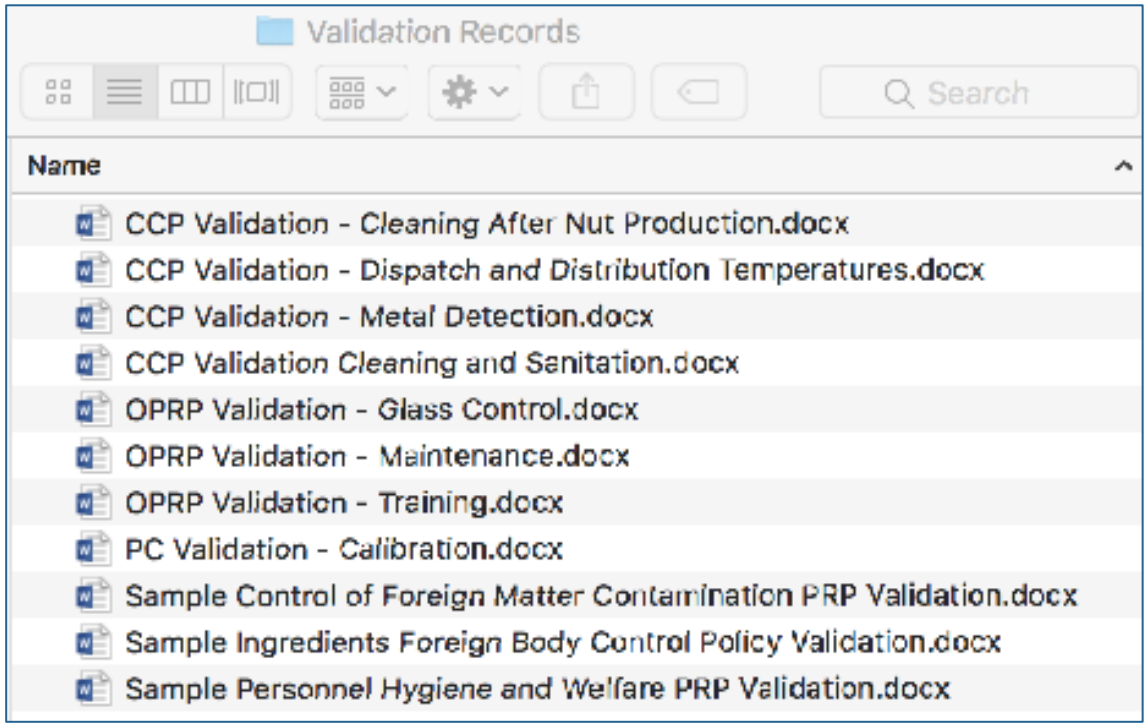
Hazard Analysis Prompt

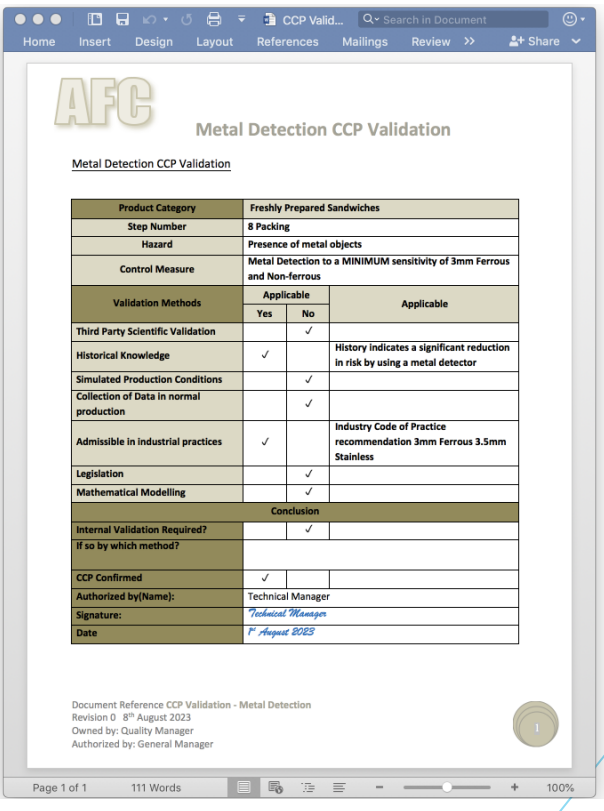
(iv) Transportation practices;	
(v) Manufacturing/processing procedures;	
(vi) Packaging activities and labelling activities;	
(vii) Storage and distribution;	
(viii) Intended or reasonably foreseeable use;	
(ix) Sanitation, including employee hygiene; and	
(x) Any other relevant factors, such as the temporal (e.g., weather-related) nature of some hazards (e.g., levels of some natural toxins).	
The hazard identification process should consider known or reasonably foreseeable hazards including:	
(i) Biological hazards, including microbiological hazards such as **parasites, environmental pathogens, and other pathogens**	
(ii) Chemical hazards, including **radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens**	
(iii) Physical hazards (such as stones, glass, and metal fragments)	
The hazard evaluation must include an evaluation of **environmental pathogens whenever a ready-to- eat food is exposed** to the environment prior to packaging and the packaged food does not receive a treatment or otherwise include a control measure (such as a formulation lethal to the pathogen) that would significantly minimize the pathogen.	
The hazard identification process should consider known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:	
(i) The hazard **occurs naturally; such as toxin** production (such as aflatoxins or mycotoxins)	
(ii) The hazard may be **unintentionally introduced**; or (such as chemical contamination)	
(iii) The hazard may be **intentionally introduced for purposes of economic gain**. (such as melamine)	

TCI SYSTEMS

Open the Validation Records Folder
Sample HACCP Validation Records are included.







Home Insert Design Layout References Mailings Review Share

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Metal Detection CCP Validation

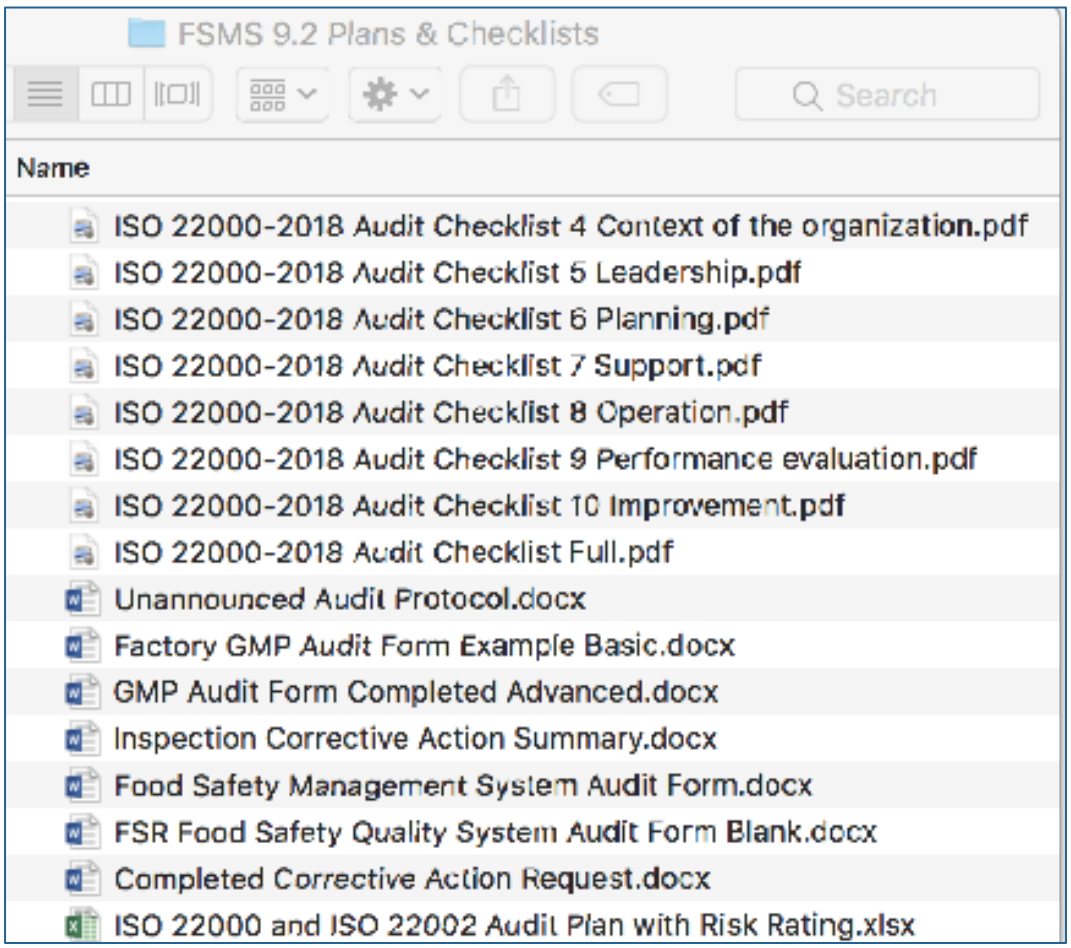
Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a MINIMUM sensitivity of 3mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorized by(Name):	Technical Manager		
Signature:	*Technical Manager*		
Date	*1st August 2023*		

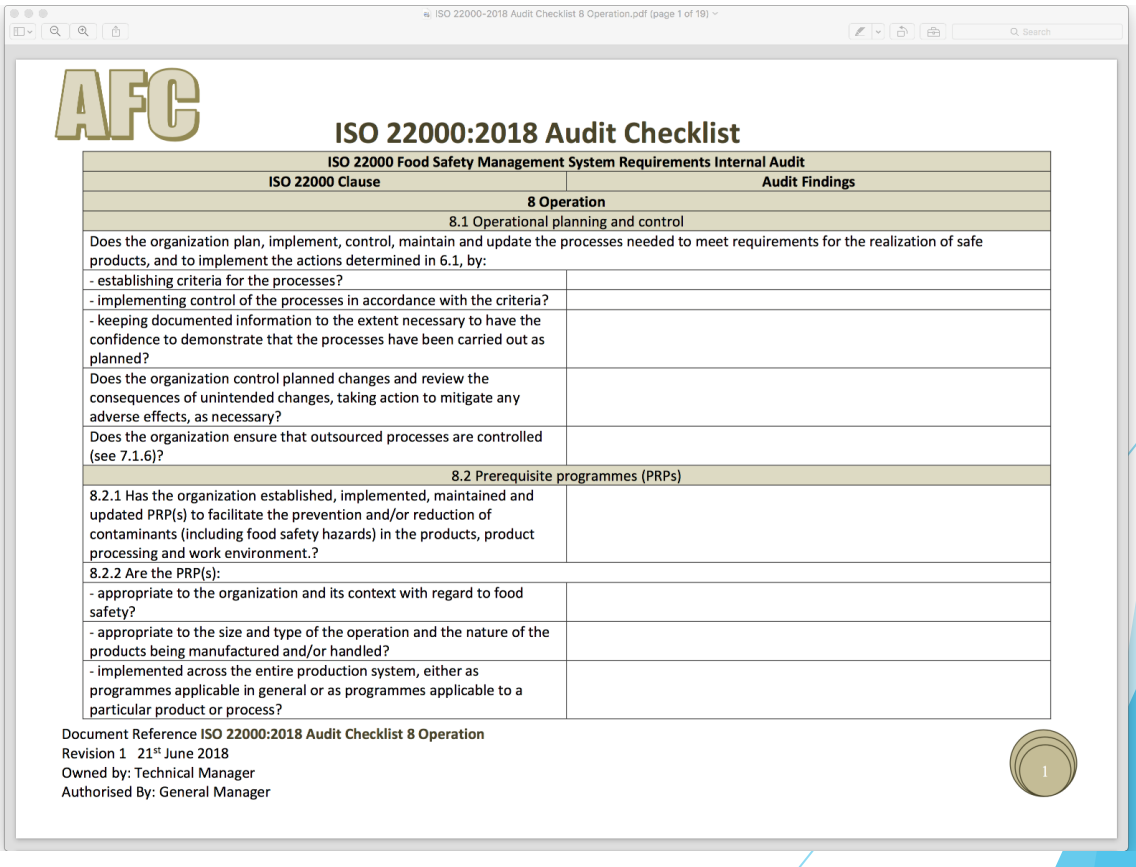
Document Reference CCP Validation - Metal Detection
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 1 111 Words 100%

Open the FSMS 9.2 Plans & Checklists Folder
It contains Internal Audit Checklists & Templates



There is a Checklist for each Section of the ISO 22000 Standard



AFC

ISO 22000:2018 Audit Checklist

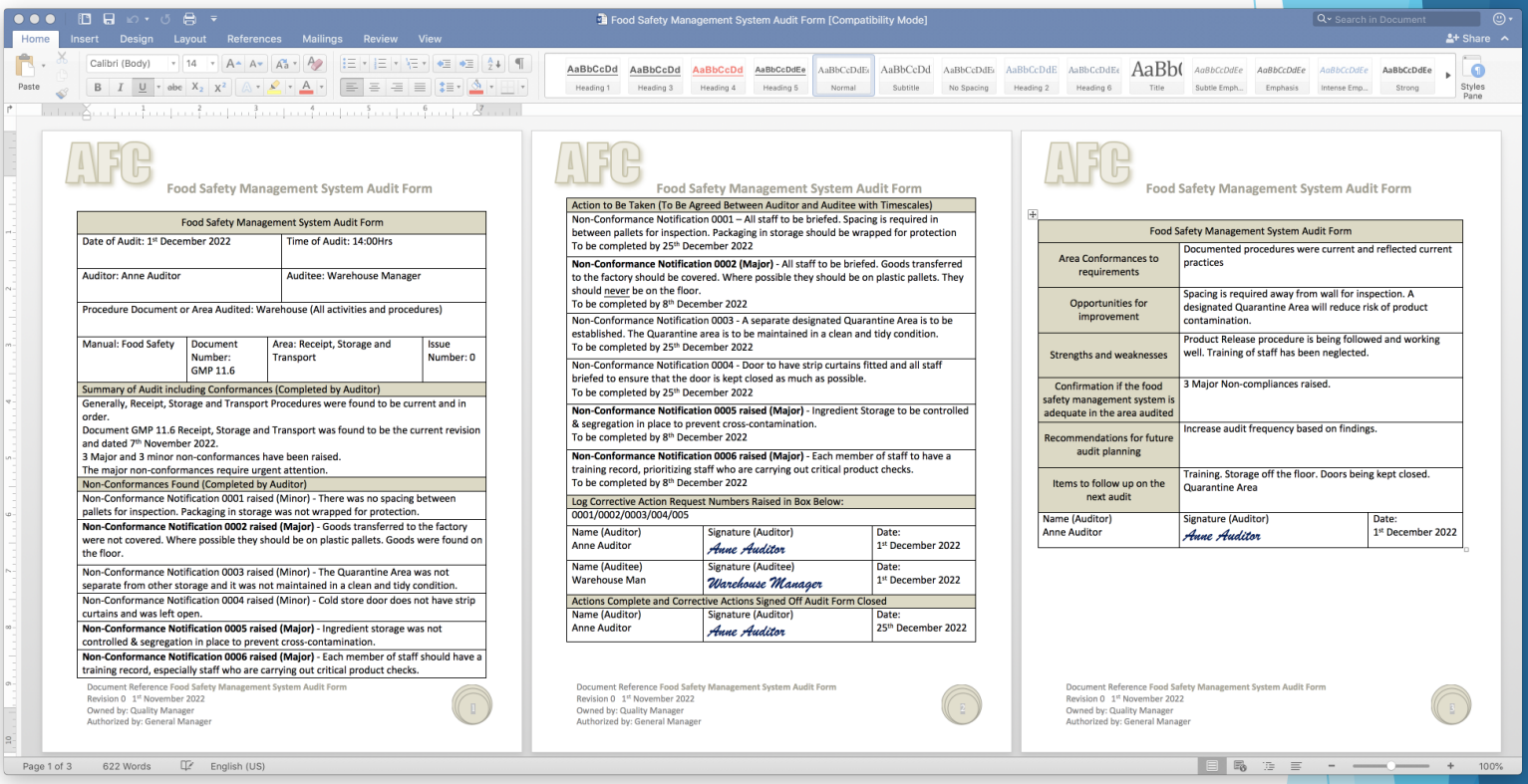
ISO 22000 Food Safety Management System Requirements Internal Audit	
ISO 22000 Clause	**Audit Findings**
8 Operation	
8.1 Operational planning and control	
Does the organization plan, implement, control, maintain and update the processes needed to meet requirements for the realization of safe products, 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)?	
8.2 Prerequisite programmes (PRPs)	
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 particular product or process?	

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

1

FSMS 9.2 Plans & Checklists Folder
Supplementary Internal Audit Templates

There are blank and completed example Food Safety Audit and Good Manufacturing Practice (GMP) Inspection Forms. There is also an ISO 22000 and ISO 22002 Audit Plan with Risk Rating which was shown previously in the Package Document Examples



Food Safety Management System Audit Form

Food Safety Management System Audit Form	
Date of Audit: 1st December 2022	Time of Audit: 14:00Hrs
Auditor: Anne Auditor	Auditee: Warehouse Manager
Procedure Document or Area Audited: Warehouse (All activities and procedures)	
Manual: Food Safety / Document Number: GMP 11.6 / Area: Receipt, Storage and Transport / Issue Number: 0	
Summary of Audit including Conformances (Completed by Auditor)	
Generally, Receipt, Storage and Transport Procedures were found to be current and in order. Document GMP 11.6 Receipt, Storage and Transport was found to be the current revision and dated 7th November 2022. 3 Major and 3 minor non-conformances have been raised. The major non-conformances require urgent attention.	
Non-Conformances Found (Completed by Auditor)	
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.	
Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.	
Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.	
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.	
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.	
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.	

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Food Safety Management System Audit Form

Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2022
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2022
Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2022
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2022
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2022
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2022
Log Corrective Action Request Numbers Raised in Box Below:
0001/0002/0003/004/005

Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2022
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2022

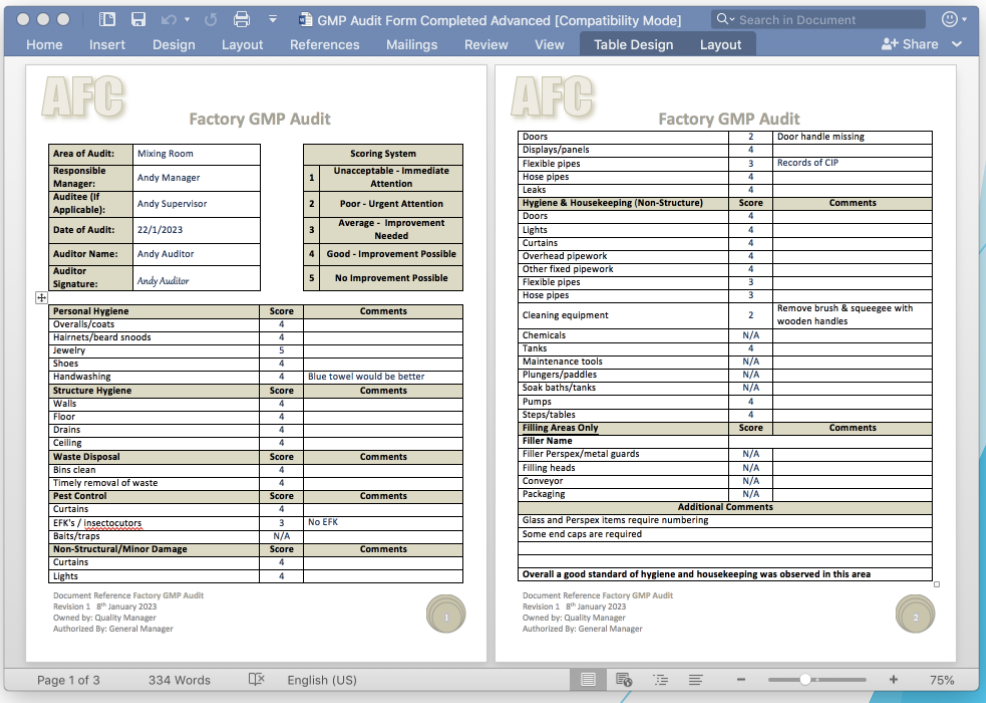
Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Food Safety Management System Audit Form

Food Safety Management System Audit Form	
Area Conformances to requirements	Documented procedures were current and reflected current practices
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.
Recommendations for future audit planning	Increase audit frequency based on findings.
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor* / Date: 1st December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 3 622 Words English (US) 100%



Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/2023
Auditor Name:	Andy Auditor
Auditor Signature:	*Andy Auditor*

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

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Factory GMP Audit

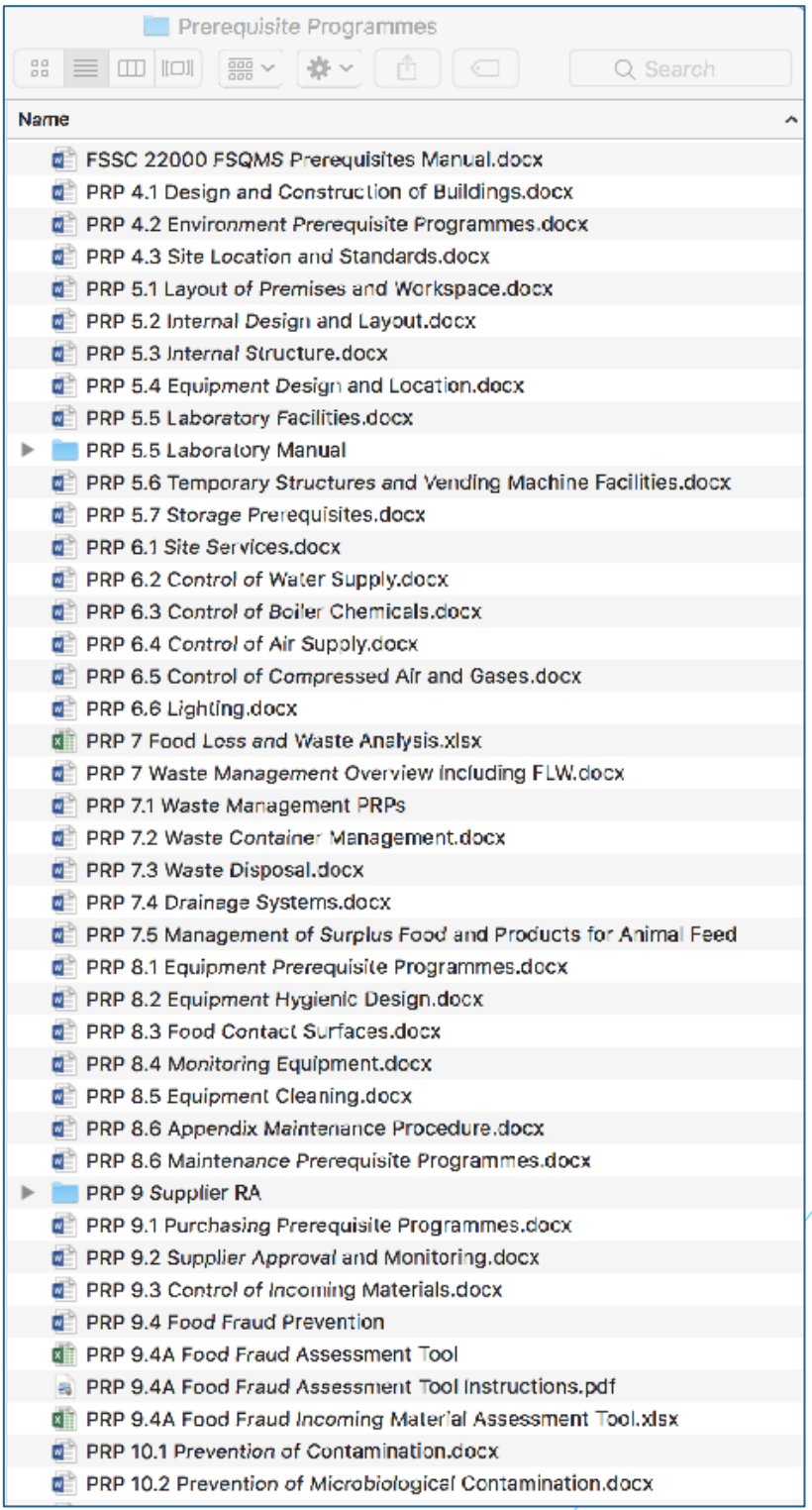
Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 334 Words English (US) 75%

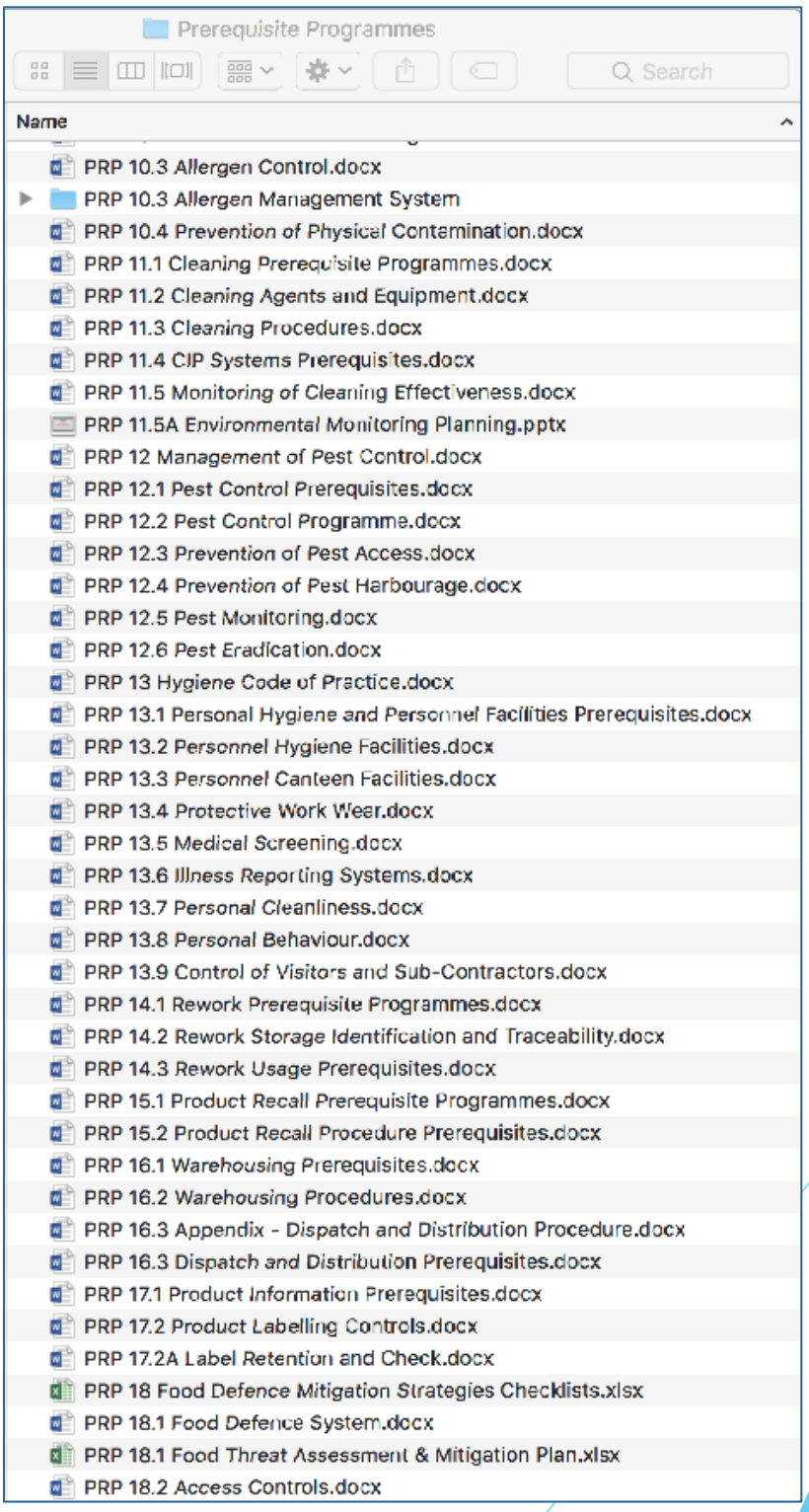
Back to the start and open the Prerequisite Programmes folder

There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing and where appropriate FSSC 22000 Additional Requirements Version 6



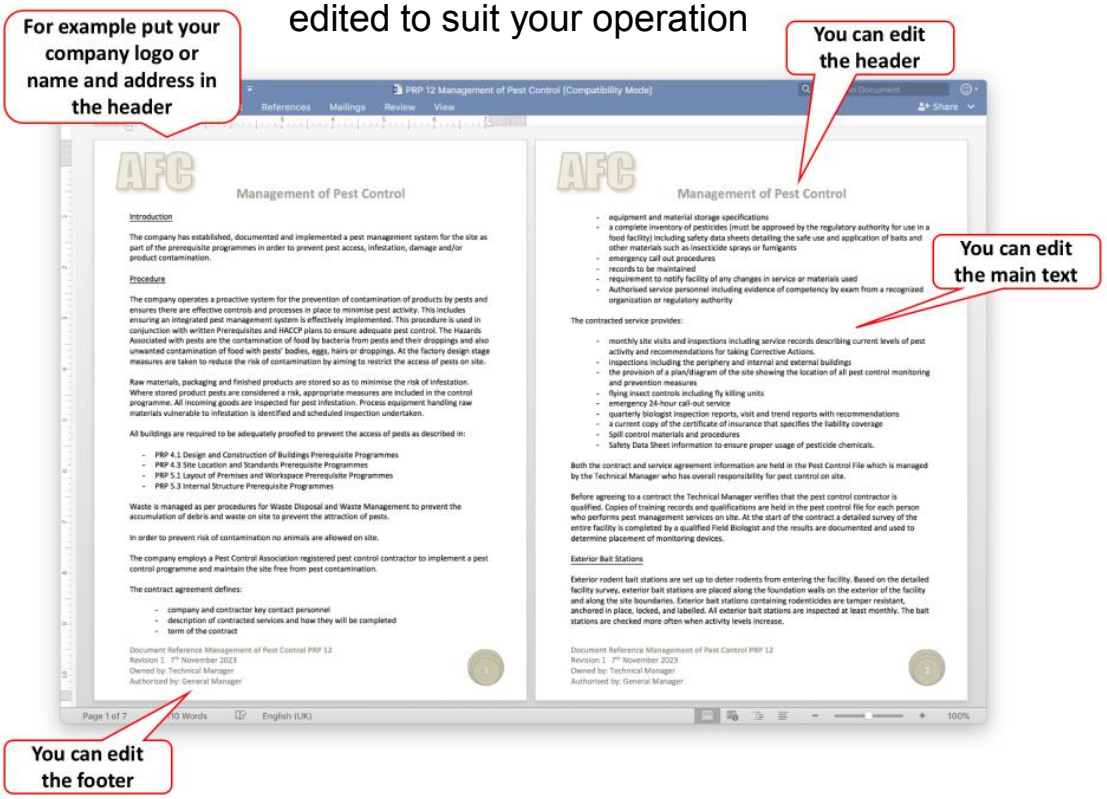
The next folder to open is the Prerequisite Programmes folder

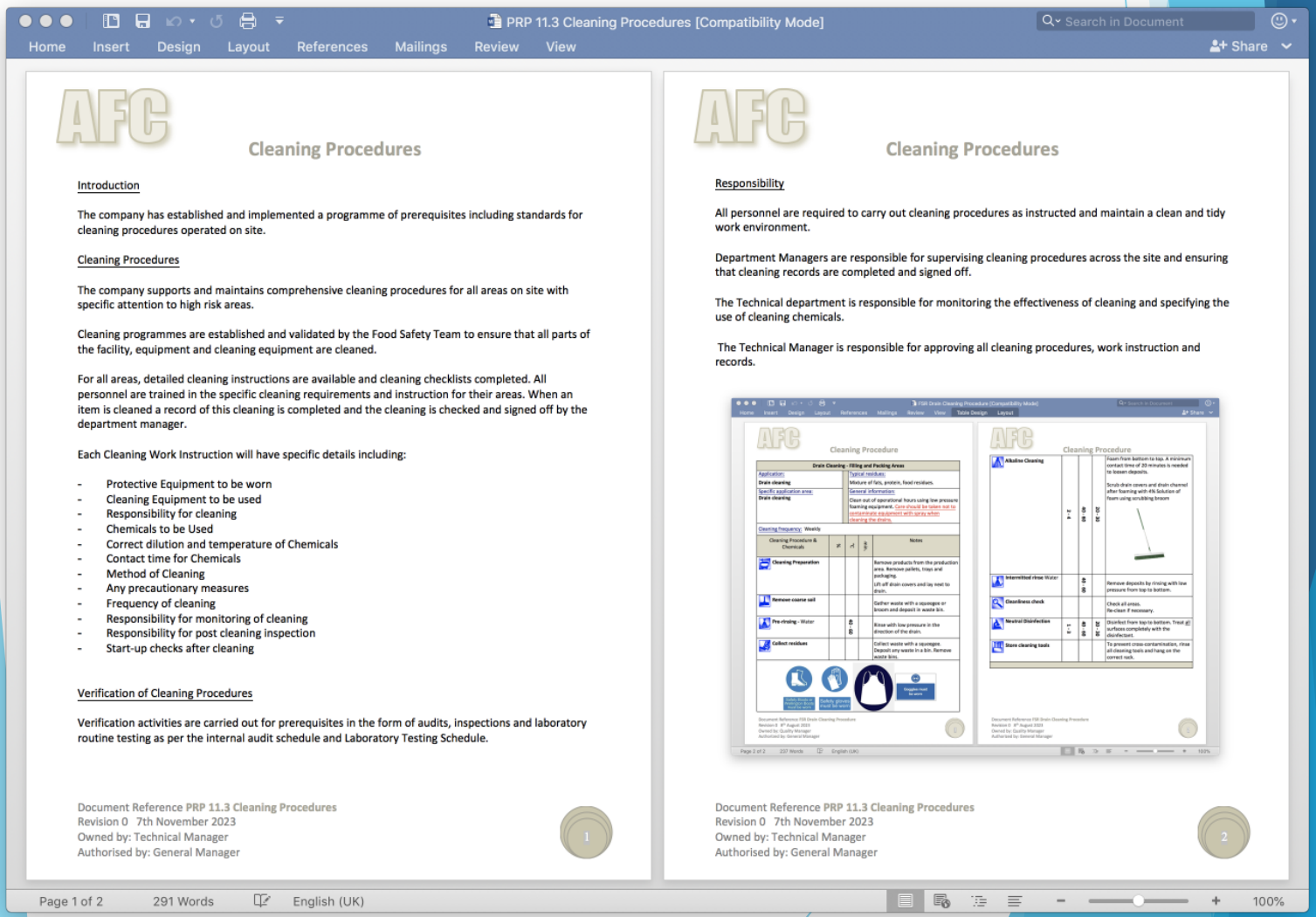
There is a comprehensive set of prerequisite programme templates that you can use to define your GMP Standards and including those defined in Technical Specification ISO 22002:2009 Part 1 Prerequisite programmes on food safety for food manufacturing and where appropriate FSSC 22000 Additional Requirements Version 6



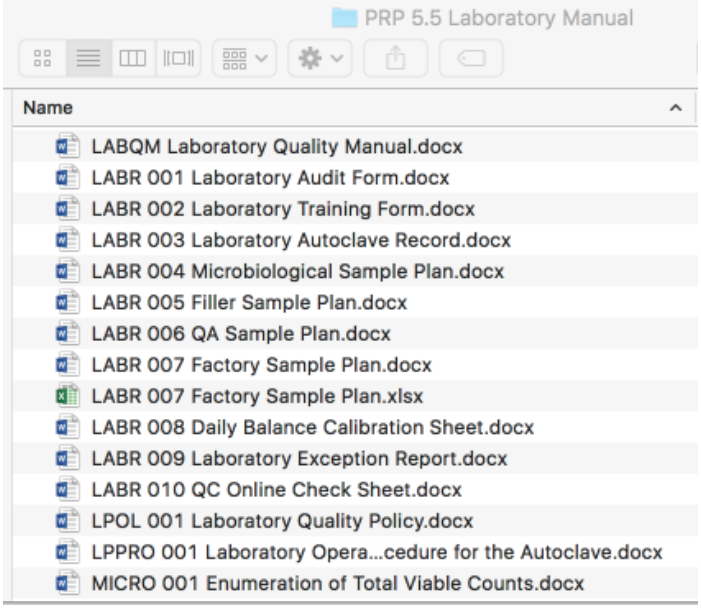
Prerequisite Programme Documents

PRP Documents can also be edited to suit your operation





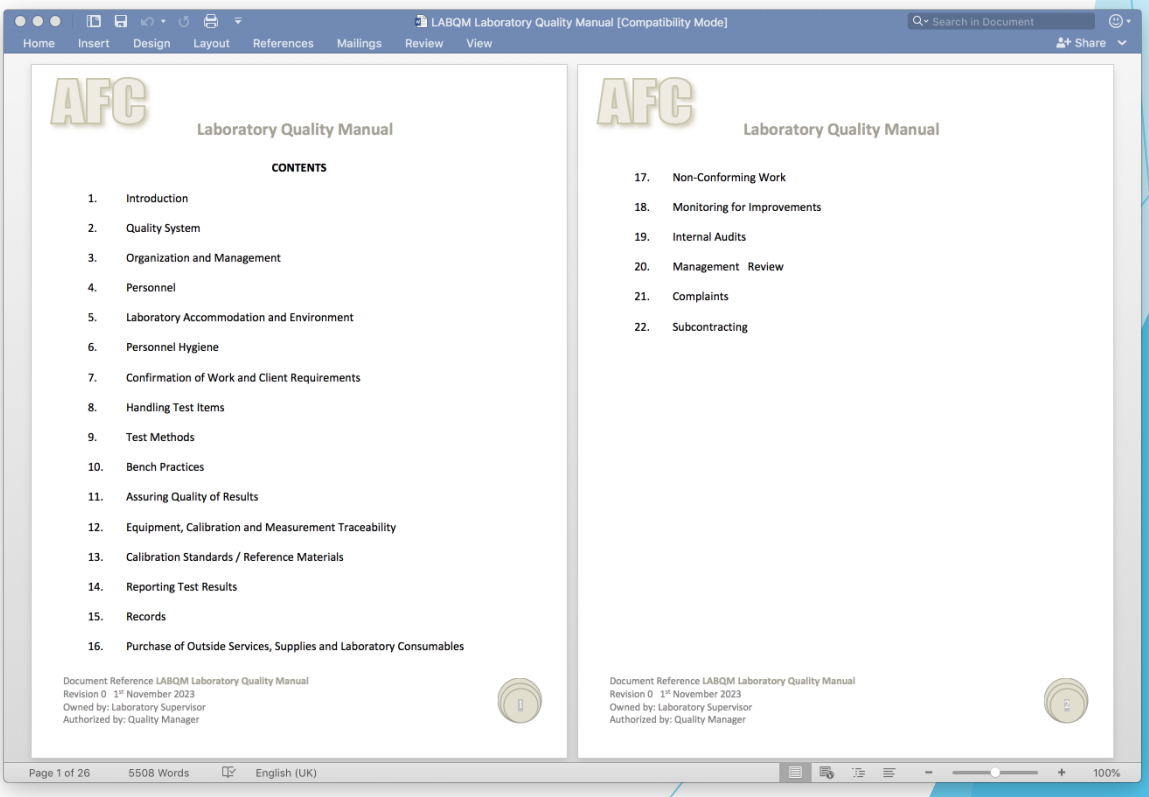
Open the PRP 5.5 Laboratory Manual folder
This folder contains the Laboratory Quality Manual plus other supplementary laboratory documentation



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

An example given is certification to international standard ISO 17025.

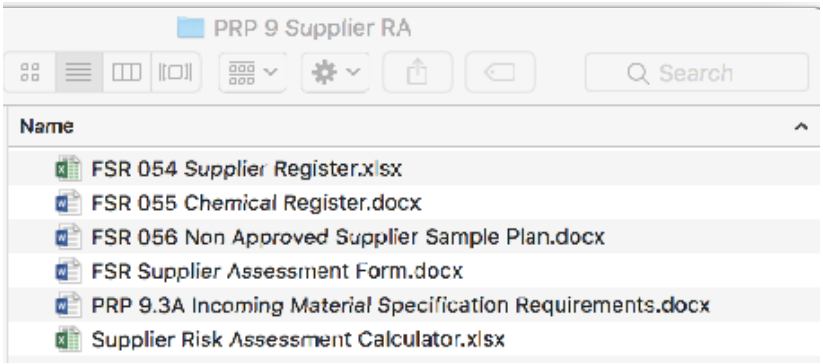
A comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format.

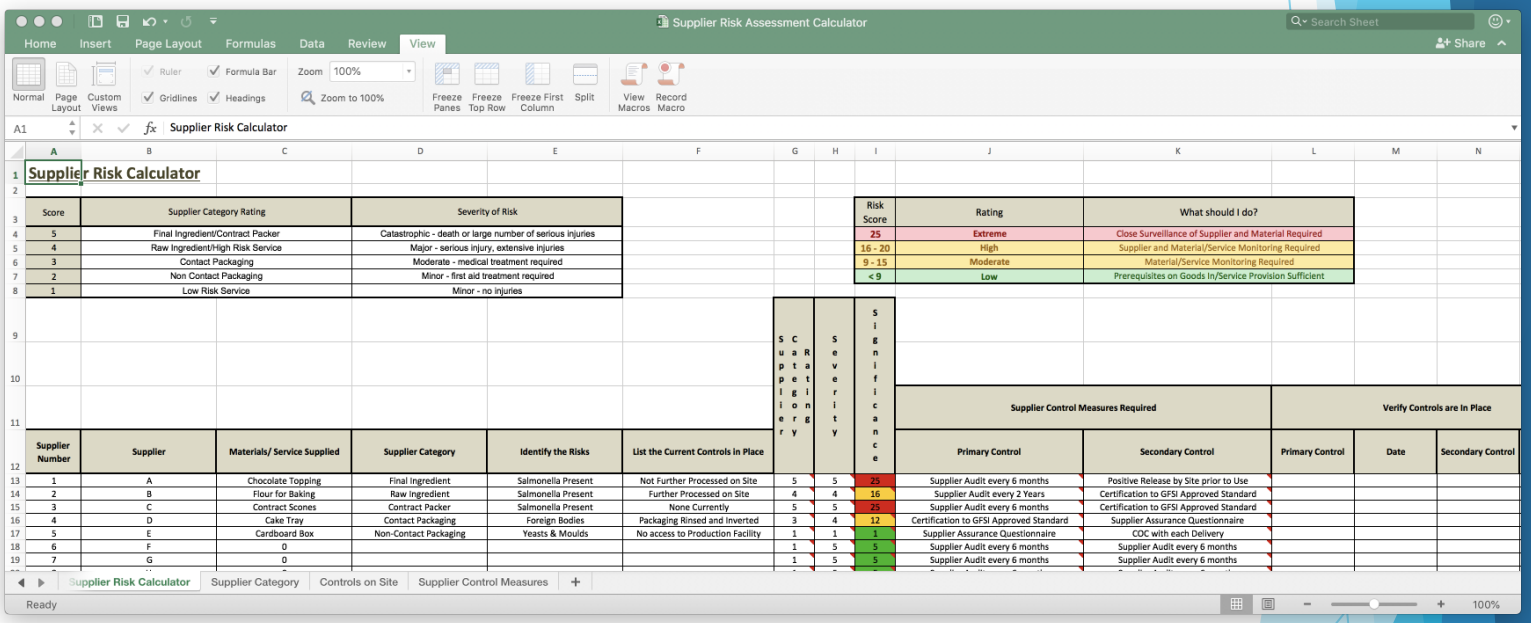


Open the PRP 9 Supplier RA Folder Supplementary Supplier Assessment Documents and Tools

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

PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 9.4 Food Fraud Prevention
PRP 9.4A Food Fraud Raw Material Assessment Calculator



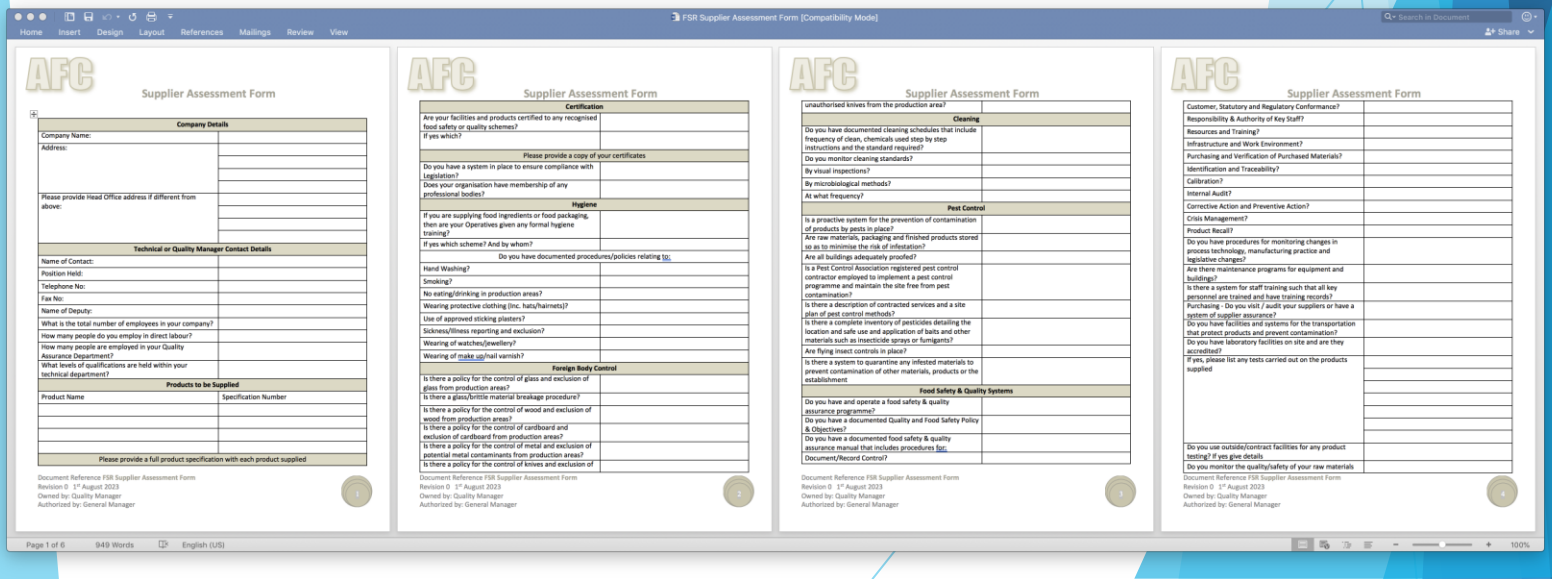


Supplier Risk Assessment Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Severity	Significance	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control	Verify Controls are In Place: Primary Control	Verify Controls are In Place: Date	Verify Controls are In Place: Secondary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Supplier Audit every 6 months	Positive Release by Site prior to Use			
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard			
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard			
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire			
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery			
6	F	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months			
7	G	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months			

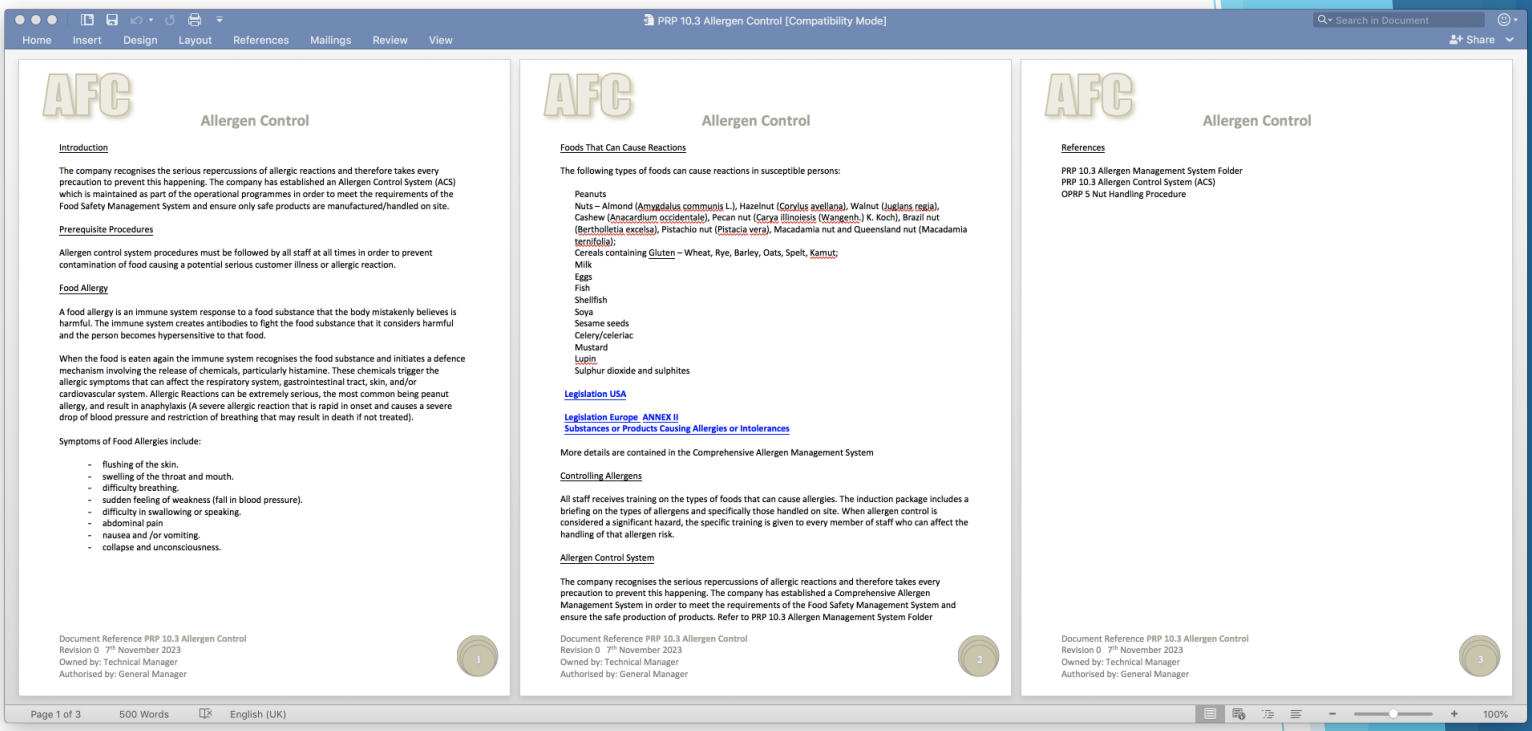


Supplier Assessment Form

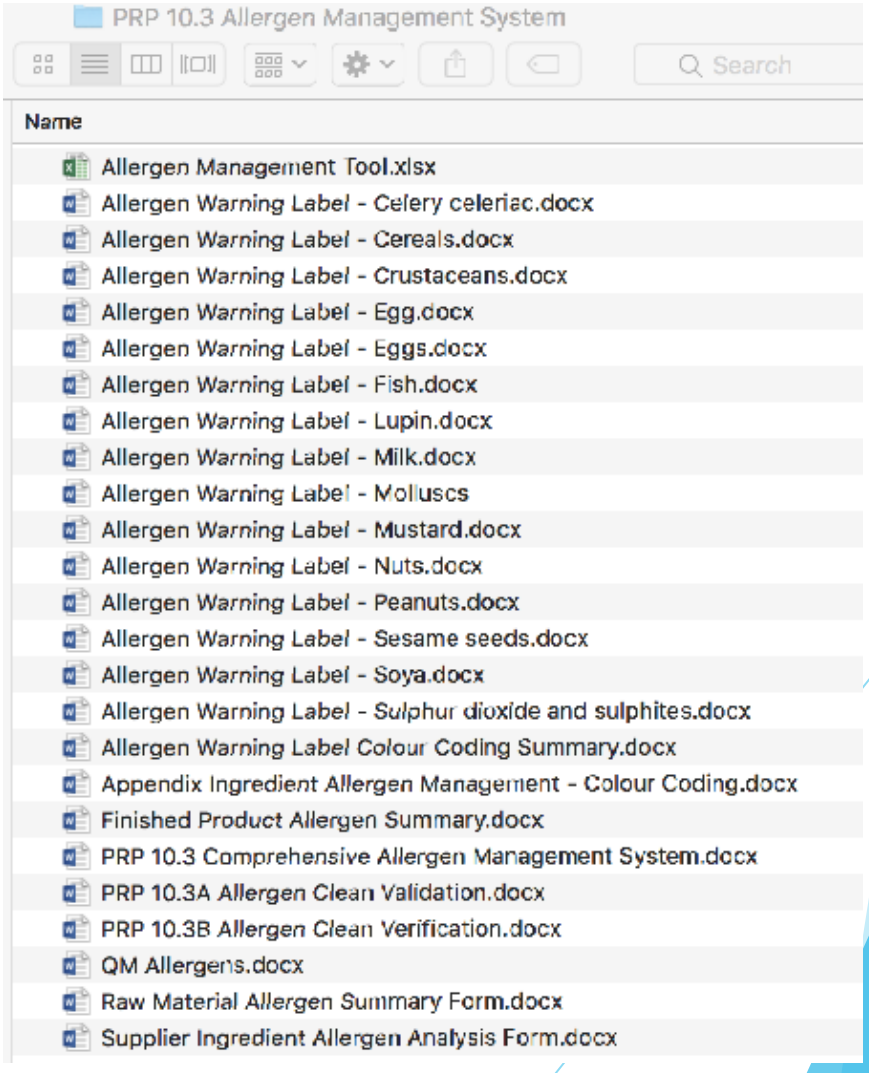
Company Details
Company Name:
Address:
Please provide Head Office address if different from above:
Technical or Quality Manager Contact Details
Name of Contact:
Position Held:
Telephone No:
Fax No:
Name of Deputy:
What is the total number of employees in your company?
How many people do you employ in direct labour?
How many people are employed in your Quality Assurance Department?
What levels of qualifications are held within your technical department?
Products to be Supplied
Product Name | Specification Number
Please provide a full product specification with each product supplied

Certification
Are your facilities and products certified to any recognised food safety or quality schemes?
If yes which?
Please provide a copy of your certificates
Do you have a system in place to ensure compliance with Legislation?
Does your organisation have membership of any professional bodies?
Hygiene
If you are supplying food ingredients or food packaging, then are your Operatives given any formal hygiene training?
If yes which scheme? And by whom?
Do you have documented procedures/policies relating to:
Hand Washing?
Smoking?
No eating/drinking in production areas?
Wearing protective clothing (inc. hats/hairnets)?
Use of approved sticking plasters?
Sickness/Illness reporting and exclusion?
Wearing of watches/jewellery?
Wearing of make up/nail varnish?
Foreign Body Control
Is there a policy for the control of glass and exclusion of glass from production areas?
Is there a glass/brittle material breakage procedure?
Is there a policy for the control of wood and exclusion of wood from production areas?
Is there a policy for the control of cardboard and exclusion of cardboard from production areas?
Is there a policy for the control of metal and exclusion of potential metal contaminants from production areas?
Is there a policy for the control of knives and exclusion of unauthorised knives from the production area?
Cleaning
Do you have documented cleaning schedules that include frequency of clean, chemicals used step by step instructions and the standard required?
Do you monitor cleaning standards?
By visual inspections?
By microbiological methods?
At what frequency?
Pest Control
Is a proactive system for the prevention of contamination of products by pests in place?
Are raw materials, packaging and finished products stored so as to minimise the risk of infestation?
Are all buildings adequately proofed?
Is a Pest Control Association registered pest control contractor employed to implement a pest control programme and maintain the site free from pest contamination?
Is there a description of contracted services and a site plan of pest control methods?
Is there a complete inventory of pesticides detailing the location and safe use and application of baits and other materials such as insecticide sprays or fumigants?
Are flying insect controls in place?
Is there a system to quarantine any infested materials to prevent contamination of other materials, products or the establishment
Food Safety & Quality Systems
Do you have and operate a food safety & quality assurance programme?
Do you have a documented Quality and Food Safety Policy & Objectives?
Do you have a documented food safety & quality assurance manual that includes procedures for:
Document/Record Control?
Customer, Statutory and Regulatory Conformance?
Responsibility & Authority of Key Staff?
Resources and Training?
Infrastructure and Work Environment?
Purchasing and Verification of Purchased Materials?
Identification and Traceability?
Calibration?
Internal Audit?
Corrective Action and Preventive Action?
Crisis Management?
Product Recall?
Do you have procedures for monitoring changes in process technology, manufacturing practice and legislative changes?
Are there maintenance programs for equipment and buildings?
Is there a system for staff training such that all key personnel are trained and have training records?
Purchasing - Do you visit / audit your suppliers or have a system of supplier assurance?
Do you have facilities and systems for the transportation that protect products and prevent contamination?
Do you have laboratory facilities on site and are they accredited?
If yes, please list any tests carried out on the products supplied
Do you use outside/contract facilities for any product testing? If yes give details
Do you monitor the quality/safety of your raw materials

PRP 10.3 Allergen Control introduces Allergen Management basics



Open PRP 10.3 Allergen Management System folder



Open the PRP Verification Records folder

There are corresponding Verification Records for the PRPs

PRP Verification Records

Search

Name

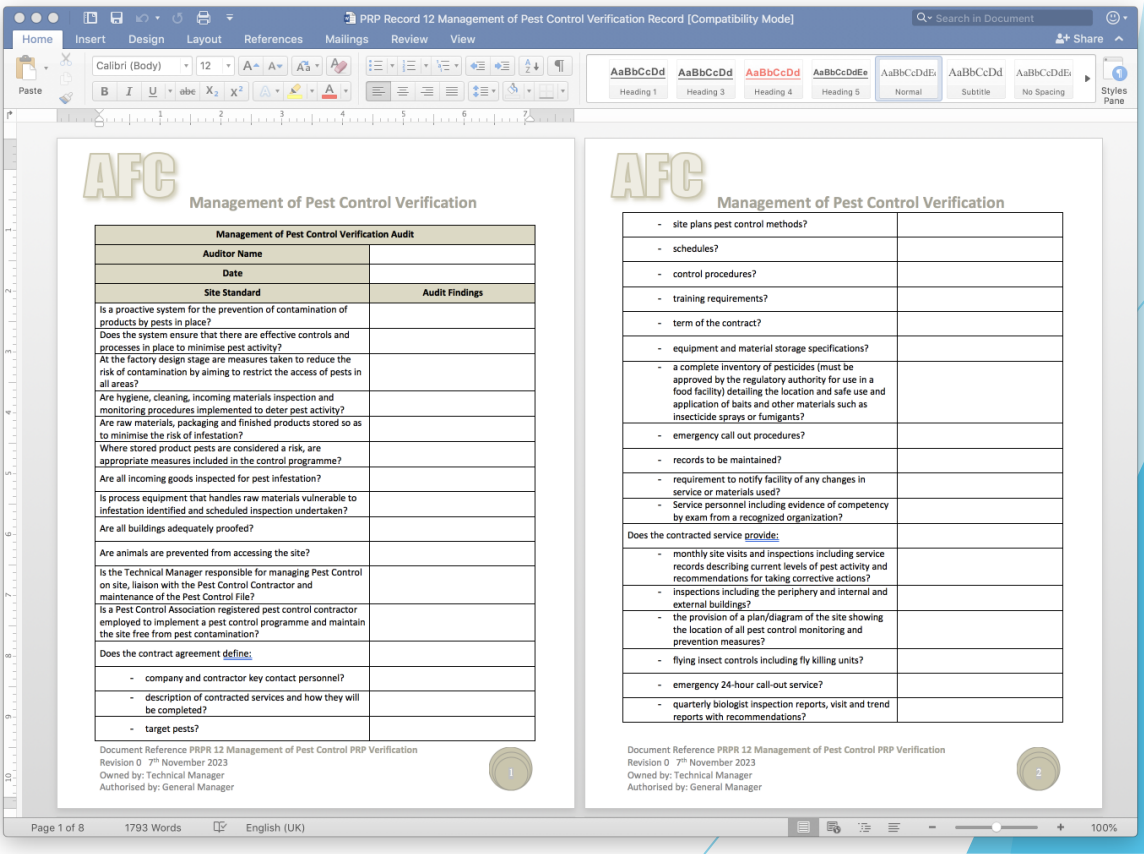
- PRP Record 4.1 Design and Construction of Buildings.docx
- PRP Record 4.2 Environmental Control.docx
- PRP Record 4.3 Site Location and Standards.docx
- PRP Record 5.1 Layout of Premises and Workspace.docx
- PRP Record 5.2 Internal Design and Layout.docx
- PRP Record 5.3 Internal Structure.docx
- PRP Record 5.4 Equipment Design and Location.docx
- PRP Record 5.5 Laboratory Facilities.docx
- PRP Record 5.6 Temporary Structures and Vending Machine Facilities.docx
- PRP Record 5.7 Storage Prerequisite Programmes.docx
- PRP Record 6.1 Site Services Prerequisite Programmes.docx
- PRP Record 6.2 Control of Water Supply.docx
- PRP Record 6.3 Control of Boiler Chemicals.docx
- PRP Record 6.4 Control of Air Supply.docx
- PRP Record 6.5 Control of Compressed Air and Gases.docx
- PRP Record 6.6 Lighting Prerequisite Programmes.docx
- PRP Record 7.1 Waste Management.docx
- PRP Record 7.2 Waste Container Management.docx
- PRP Record 7.3 Waste Disposal Prerequisite Programmes.docx
- PRP Record 7.4 Drainage System Prerequisite Programmes.docx
- PRP Record 8.1 Equipment Prerequisite Programmes.docx
- PRP Record 8.2 Equipment Hygienic Design.docx
- PRP Record 8.3 Food Contact Surfaces.docx
- PRP Record 8.4 Monitoring Equipment Prerequisite Programmes.docx
- PRP Record 8.5 Equipment Cleaning Prerequisite Programmes.docx
- PRP Record 8.6 Appendix Maintenance Procedure Verification.docx
- PRP Record 8.6 Maintenance System Prerequisite Programmes.docx
- PRP Record 9.1 Purchasing Prerequisite Programmes.docx
- PRP Record 9.2 Supplier Approval and Monitoring.docx
- PRP Record 9.3 Control of Incoming Materials.docx
- PRP Record 9.4 Food Fraud Prevention.docx
- PRP Record 10.1 Prevention of Contamination.docx
- PRP Record 10.2 Prevention of Microbiological Contamination.docx

PRP Verification Records

Search

Name

- PRP Record 10.3 Allergen Control System.docx
- PRP Record 10.4 Prevention of Physical Contamination.docx
- PRP Record 11.1 Cleaning Prerequisite Programmes.docx
- PRP Record 11.2 Cleaning Agent and Equipment.docx
- PRP Record 11.3 Cleaning Procedures Prerequisite Programmes.docx
- PRP Record 11.4 CIP System Prerequisite Programmes.docx
- PRP Record 11.5 Monitoring Cleaning Effectiveness.docx
- PRP Record 12 Management of Pest Control Verification Record.docx
- PRP Record 13 Hygiene Code of Practice Verification Record.docx
- PRP Record 13.1 Personal Hygiene and Personnel Facilities.docx
- PRP Record 13.2 Personnel Hygiene Facilities.docx
- PRP Record 13.3 Personnel Canteen Facilities.docx
- PRP Record 13.4 Protective Work Wear.docx
- PRP Record 13.5 Medical Screeing.docx
- PRP Record 13.6 Illness Reporting.docx
- PRP Record 13.7 Personal Cleanliness.docx
- PRP Record 13.8 Personal Behaviour.docx
- PRP Record 13.9 Control of Visitors and Sub-Contractors.docx
- PRP Record 14.1 Rework Prerequisite Programmes.docx
- PRP Record 14.2 Rework Storage Identification and Traceability.docx
- PRP Record 14.3 Rework Usage Prerequisite Programmes.docx
- PRP Record 15.1 Product Recall Prerequisite Programmes.docx
- PRP Record 15.2 Product Recall Procedure.docx
- PRP Record 16.1 Storage Prerequisite Programmes.docx
- PRP Record 16.2 Warehousing Prerequisite Programmes.docx
- PRP Record 16.3 Despatch and Distribution Verification Record.docx
- PRP Record 17.1 Product Information Prerequisite Programmes.docx
- PRP Record 17.2 Product Labelling Controls.docx
- PRP Record 18.1 Food Defence Prerequisite Programmes.docx
- PRP Record 18.2 Access Controls Prerequisite Programmes.docx



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

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 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?	
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
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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?	

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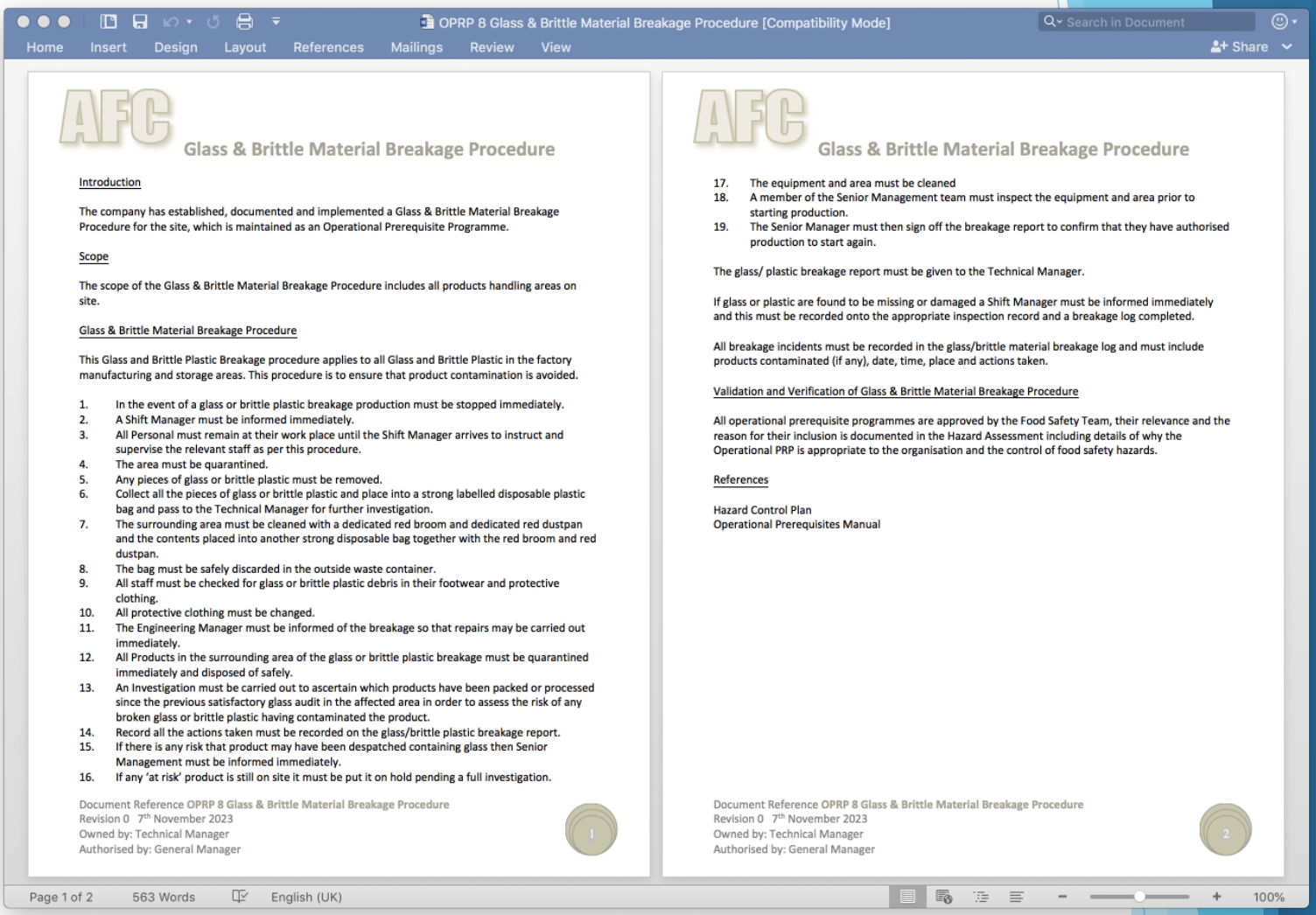
Open the Operational PRPs Folder

Example Operational PRP Templates with corresponding Validation and Verification Records are provided

Operational PRPs Folder

Example Operational PRP Templates with corresponding Validation and Verification 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 an Operational Prerequisite Programme.

Scope

The scope of the Glass & Brittle Material Breakage Procedure includes all products handling areas 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.
12. All Products in the surrounding area of the glass or brittle plastic breakage must be quarantined immediately and disposed of safely.
13. An Investigation must be carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product.
14. Record all the actions taken must be recorded on the glass/brittle plastic breakage report.
15. If there is any risk that product may have been despatched containing glass then Senior Management must be informed immediately.
16. If any 'at risk' product is still on site it must be put it on hold pending a full investigation.

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Glass & Brittle Material Breakage Procedure

17. The equipment and area must be cleaned
18. A member of the Senior Management team must inspect the equipment and area prior to starting production.
19. The Senior Manager must then sign off the breakage report to confirm that they have authorised production to start again.

The glass/ plastic breakage report must be given to the Technical Manager.

If glass or plastic are found to be missing or damaged a Shift Manager must be informed immediately and this must be recorded onto the appropriate inspection record and a breakage log completed.

All breakage incidents must be recorded in the glass/brittle material breakage log and must include products contaminated (if any), date, time, place and actions taken.

Validation and Verification of Glass & Brittle Material Breakage Procedure

All operational prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard Assessment including details of why the Operational PRP is appropriate to the organisation and the control of food safety hazards.

References

Hazard Control Plan
Operational Prerequisites Manual

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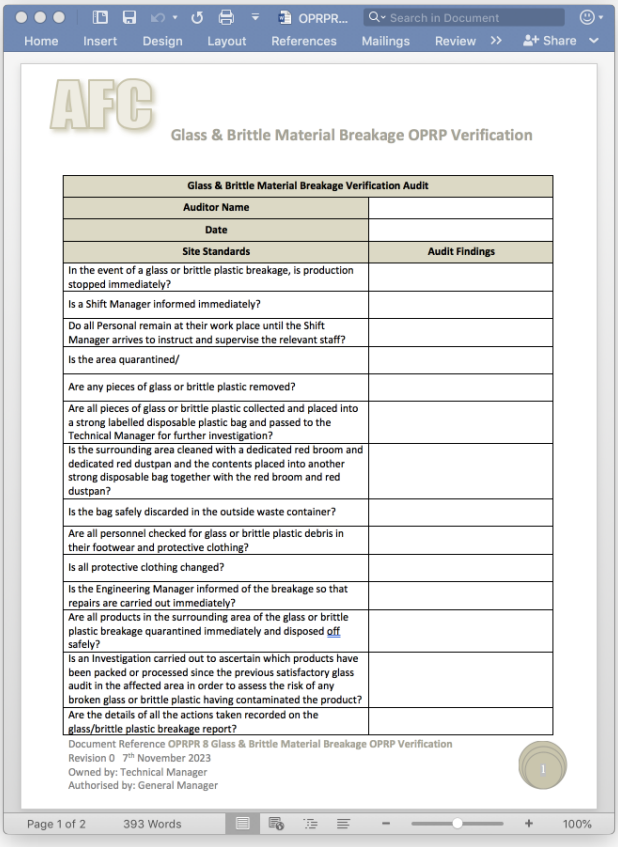

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Glass & Brittle Material Breakage OPRP Verification

Glass & Brittle Material Breakage Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
In the event of a glass or brittle plastic breakage, is production stopped immediately?	
Is a Shift Manager informed immediately?	
Do all Personal remain at their work place until the Shift Manager arrives to instruct and supervise the relevant staff?	
Is the area quarantined/	
Are any pieces of glass or brittle plastic removed?	
Are all pieces of glass or brittle plastic collected and placed into a strong labelled disposable plastic bag and passed to the Technical Manager for further investigation?	
Is the surrounding area 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?	
Is the bag safely discarded in the outside waste container?	
Are all personnel checked for glass or brittle plastic debris in their footwear and protective clothing?	
Is all protective clothing changed?	
Is the Engineering Manager informed of the breakage so that repairs are carried out immediately?	
Are all products in the surrounding area of the glass or brittle plastic breakage quarantined immediately and disposed off safely?	
Is an Investigation carried out to ascertain which products have been packed or processed since the previous satisfactory glass audit in the affected area in order to assess the risk of any broken glass or brittle plastic having contaminated the product?	
Are the details of all the actions taken recorded on the glass/brittle plastic breakage report?	

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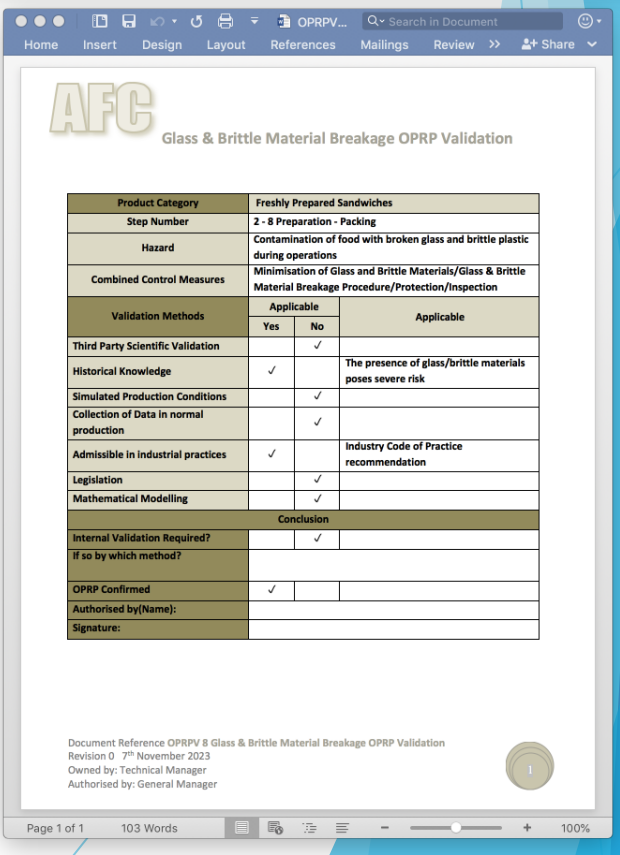

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Glass & Brittle Material Breakage OPRP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	2 - 8 Preparation - Packing		
Hazard	Contamination of food with broken glass and brittle plastic during operations		
Combined Control Measures	Minimisation of Glass and Brittle Materials/Glass & Brittle Material Breakage Procedure/Protection/Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass/brittle materials poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

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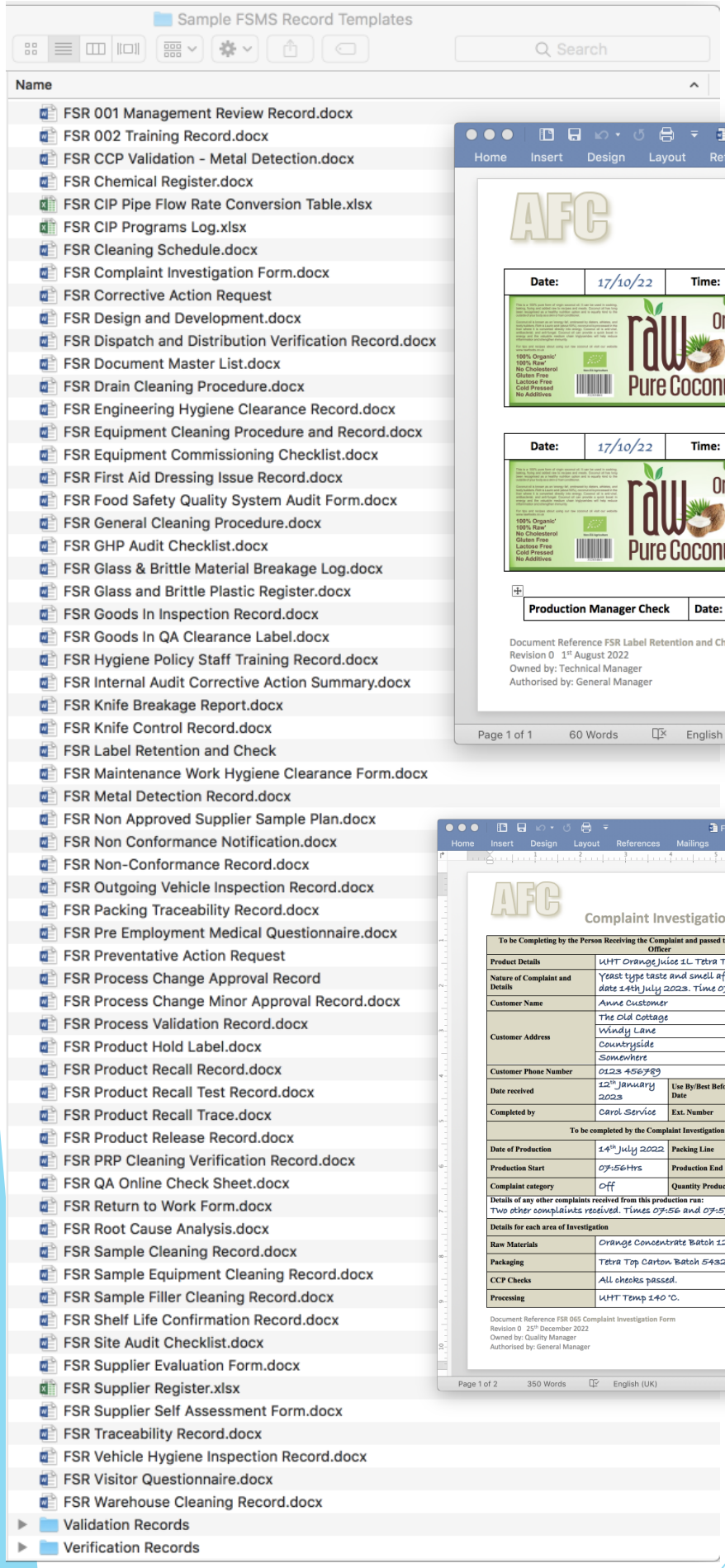
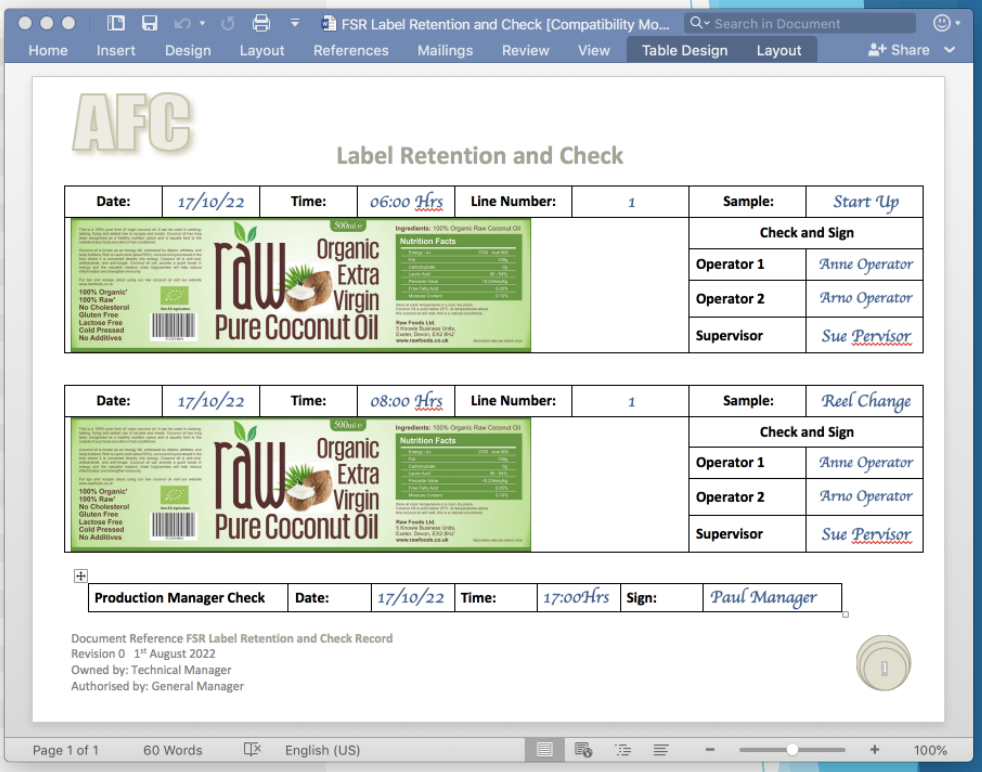
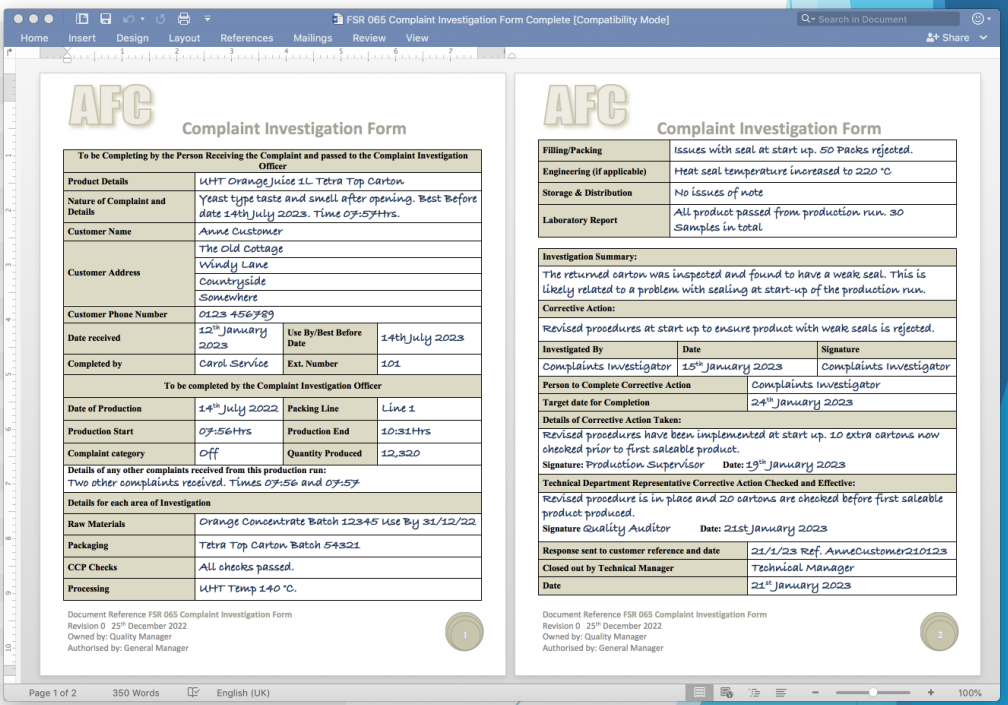
A range of Food Safety Management System Record Templates are provided







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