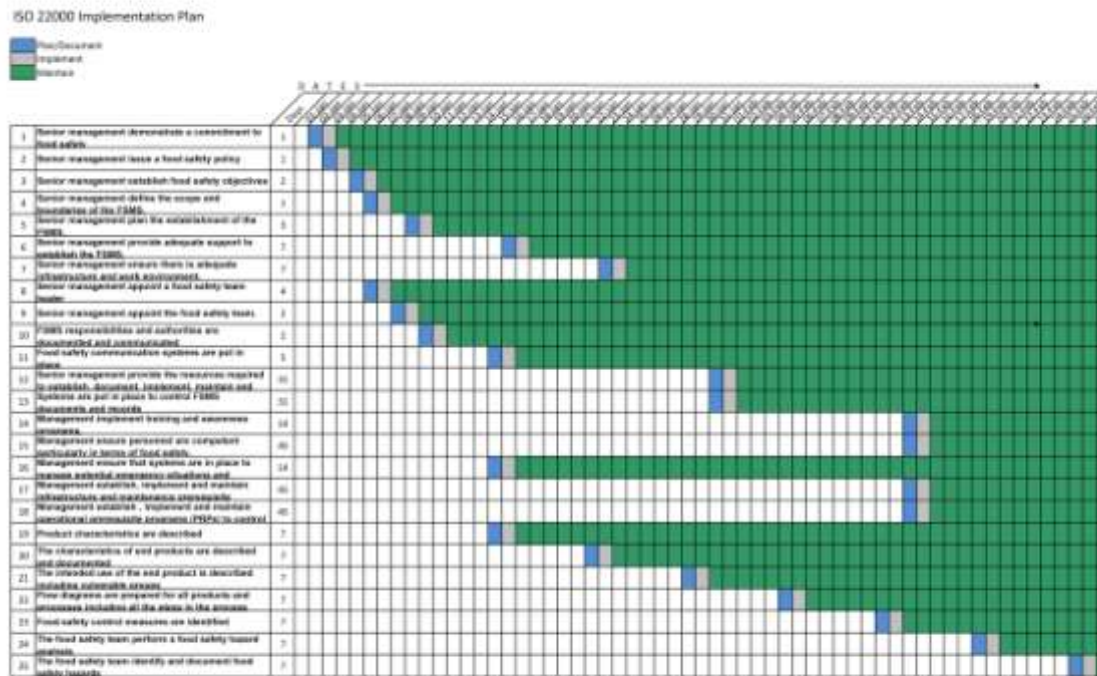


ISO 22000 Food Safety Management System Implementation Workbook

Project Plan

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



ISO 22000 Food Safety Management System Implementation Workbook

Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
8)	Senior management appoint a food safety team leader	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2	10/1/10	9/1/10