



This FSSC 22000 Implementation Workbook compliments our comprehensive FSSC 22000 Packaging Food Safety Management System package and guides you on the path to achieving FSSC 22000 Certification.

We have written this workbook to assist in the implementation of your food safety management system. The workbook is divided into 9 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: ISO 22000 & PAS 223 Familiarisation
- ✓ Step Two: GAP Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Project 22000
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Review and Updating
- ✓ Step Nine: Final Steps to FSSC 22000 Certification

## Training: Understanding ISO 22000

The one hour Understanding ISO 22000\_interactive PowerPoint training guide supplied can be used to aid your staff in understanding the ISO 22000:2005 standard. It includes:

- ✓ The key elements to ensuring food safety
- ✓ An explanation of prerequisite programmes
- ✓ The principles of HACCP
- ✓ ISO 22000 definitions
- ✓ The documents required to meet the standard
- ✓ And much more...

**Understanding ISO 22000:2005**

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ISO 22000 states that an organisation requires the documents necessary to ensure the effective development, implementation and updating of the food safety management system.

There are specific references in the standard where it prescribes that the food safety management system will need to have documents. The following is a list of the documents required:

1. Food Safety Policy
2. Food Safety Objectives
3. Identification and Control of Outsourced Processes
4. Document control
5. Record control
6. Documents that specify how prerequisite programme activities are managed

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**Understanding ISO 22000:2005**

ISO 22000 Section 4 Requirements:

**4.1 General Requirements**  
See next 2 slides

**4.2 Documentation requirements**

**4.2.1 General Requirements**  
Food Safety Management System must include a food safety policy, objectives and the documents and records needed to meet the requirements of the standard and for the development, implementation and updating of the food safety management system.

**4.2.2 Control of Documents**  
Food Safety Management System documents must be controlled

**4.2.3 Control of Records**  
Food Safety Management System records must be controlled

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**Understanding ISO 22000:2005**

ISO 22000 requires an organisation provide the resources for the establishment, management and maintenance of the Infrastructure/Work environment. It does not prescribe what these should be but typical examples are as follows:

- Layout, construction and design of buildings including temporary buildings
- Layout, construction and design of workspace
- Layout, construction and design of staff facilities and utilities
- Equipment appropriateness
- Supply services including air, water, energy and other utilities
- Local environment
- Support services for waste management (including sewage)

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# FSSC 22000 Food Safety Management System Implementation Workbook

## Training: Food Safety Team: ISO 22000 Implementation Guide

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



ISO 22000 Standard – Section 7: Planning and Realisation of Safe Products

| ISO 22000 Section                               | ISO 22000 Internal Reference | ISO 22000 Internal Document                 |
|-------------------------------------------------|------------------------------|---------------------------------------------|
| 7.5 Operational Control                         |                              |                                             |
| 7.5 Establishing the Operational PRPs           | SMR00                        | HACCP System                                |
|                                                 | PRP 001                      | Management of Hygiene and Housekeeping      |
|                                                 | PRP 002                      | Management of Pest Control                  |
|                                                 | PRP 003                      | Control of Visitors and Contractors         |
|                                                 | PRP 004                      | Management of Cleaning                      |
|                                                 | PRP 005                      | Wear and Use of Uniforms                    |
|                                                 | PRP 006                      | Hair Management                             |
|                                                 | PRP 007                      | Waste Management                            |
|                                                 | PRP 008                      | Hygiene Policy                              |
|                                                 | PRP 009                      | Glass Policy                                |
| 7.5 Establishing the Operational Pre-requisites | PRP 010                      | Separability Foreign-Body Control Policy    |
|                                                 | PRP 011                      | Water Detection                             |
|                                                 | PRP 012                      | Net Handling Procedures                     |
|                                                 | PRP 013                      | Control of Pallets                          |
|                                                 | PRP 014                      | Control of Brittle Materials                |
|                                                 | PRP 015                      | Glass & Brittle Material Storage Procedures |
|                                                 | PRP 016                      | Types of Alloys                             |
|                                                 | PRP 018                      | Storage                                     |
|                                                 | PRP 019                      | Antigen Control Procedures                  |
|                                                 | PRP 020                      | Food Defense System                         |
|                                                 | PRP 021                      | Control of First Aid Clearance              |
|                                                 |                              | HACCP Internal Audit                        |



## Prerequisite Training

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



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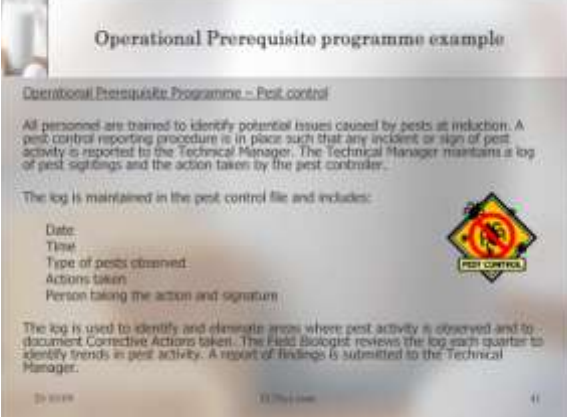
### Prerequisite Programme Training Guide



### Prerequisite programmes

ISO 22000 requires that effective control measures should be in place to reduce the risk of contamination of the food:

- management of purchased materials (e.g. raw materials, ingredients, chemicals and packaging); supplies (e.g. water, air, steam and ice), disposals (e.g. waste and sewage) and handling of products (e.g. storage and transportation);
- measures for the prevention of cross contamination
- cleaning and sanitising
- pest control
- personal hygiene
- other prerequisites as appropriate.



### Operational Prerequisite programme example


**Operational Prerequisite Programme – Pest control**

All personnel are trained to identify potential issues caused by pests at induction. A pest control reporting procedure is in place such that any incidents or sign of pest activity is reported to the Technical Manager. The Technical Manager maintains a log of pest sightings and the action taken by the pest controller.

The log is maintained in the pest control file and includes:

- Date
- Time
- Type of pests observed
- Actions taken
- Person taking the action and signature

The log is used to identify and eliminate areas where pest activity is observed and to document Corrective Actions taken. The Field Biologist reviews the log each quarter to identify trends in pest activity. A report of findings is submitted to the Technical Manager.



### Food Safety HACCP & Prerequisites

**HACCP**

Surrounding HACCP are: Good Manufacturing Practice, Sanitation, Pest Control, Raw Material Control, Production Control, and Personnel.

### AFC FSQMS ISO 22000 Compliance Summary

| ISO 22000 Clause                 | Food Safety Management System Section             |
|----------------------------------|---------------------------------------------------|
| Section 4.1                      | Introduction to the Food Safety Management System |
|                                  | Communication Overview                            |
|                                  | The Food Safety Management System                 |
| Section 4.2                      | Senior Management Responsibility                  |
|                                  | Document Hierarchy                                |
|                                  | Food Safety System Process Diagrams               |
|                                  | Documentation Requirements                        |
| Section 4.3                      | Document Control Procedures                       |
|                                  | Record Control Procedures                         |
| <b>Management Responsibility</b> |                                                   |
| Section 5.1                      | Senior Management Commitment                      |
| Section 5.2                      | Food Safety and Quality Policy                    |
| Section 5.3                      | Food Safety and Quality Objectives                |
|                                  | Food Safety Management System Planning            |
| Section 5.4                      | Customer, Statutory and Regulatory Requirements   |
| Section 5.5                      | Contract Review                                   |
| Section 5.6                      | Responsibility and Authority                      |
| Section 5.7                      | Food Safety Team Leader                           |
| Section 5.8                      | Communication                                     |
|                                  | Supplier and Contractor Communication             |
|                                  | Customer Communication                            |
| Section 5.9                      | Food Authority Communication                      |
| Section 5.10                     | Internal Communication                            |
| Section 5.11                     | Emergency Preparedness and Response               |

Document Reference: FSQMS ISO 22000 Compliance Summary  
 Revision: 1 (1<sup>st</sup> August 2021)  
 Owned by: Technical Manager  
 Authored by: General Manager

### AFC FSQMS PAS 223 Compliance Summary

| PAS 223:2012 Requirement                                   | Prerequisite Programme Mutual Procedure |
|------------------------------------------------------------|-----------------------------------------|
| 1.1 General requirements                                   | PPM 1: Pre-requisite Programme          |
| 1.2 System objectives                                      | PPM 2: Hygiene Policy                   |
| 1.3 Customer requirements                                  | PPM 3: Hygiene Code of Practice         |
| 2.1 Food safety and quality management system requirements | PPM 4: Cash-in-Hand                     |
| 2.2 Hazard analysis and control                            | PPM 5: Layout of Premises and Workarea  |
| 2.3 Control measures                                       | PPM 6: Cleaning                         |
| 2.4 Verification and validation                            | PPM 7: Waste Management                 |
| 2.5 Monitoring and control                                 | PPM 8: Equipment Procedures             |
| 2.6 Control of purchased materials and services            | PPM 9: Purchased Materials and Services |
| 2.7 Control of production and service provision            | PPM 10: Contamination and Migration     |
| 2.8 Control of non-conforming product                      |                                         |
| 2.9 Control of records and data protection                 |                                         |
| 2.10 Control of subcontracted processes                    |                                         |
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| 2.100 Control of subcontracted processes                   |                                         |

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|                                                         | Yes       | No |          |
|---------------------------------------------------------|-----------|----|----------|
| 16.1 General requirements                               |           |    |          |
| 16.2 Warehousing requirements                           |           |    |          |
| 16.3 Vehicles, conveyances and containers               |           |    |          |
| <b>17. Packaging Information and Consumer Awareness</b> |           |    |          |
| PAS 223 Requirements                                    | Compliant |    | Comments |
|                                                         | Yes       | No |          |
| 17.1 General Requirements                               |           |    |          |
| <b>18. Food Defence, Biovigilance And Bioterrorism</b>  |           |    |          |
| PAS 223 Requirements                                    | Compliant |    | Comments |
|                                                         | Yes       | No |          |
| 18.1 General requirements                               |           |    |          |
| 18.2 Access controls                                    |           |    |          |
| <b>19. Food Packaging Design and Development</b>        |           |    |          |
| PAS 223 Requirements                                    | Compliant |    | Comments |
|                                                         | Yes       | No |          |
| 19.1 General requirements                               |           |    |          |
| 19.2 Communication and change control                   |           |    |          |
| 19.3 Design                                             |           |    |          |
| 19.4 Specifications                                     |           |    |          |
| 19.5 Process validation                                 |           |    |          |

|                                                                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| updating?                                                                                                                                                    |  |
| Do senior management ensure that effectiveness of the food safety management system continually improves through validation of control measure combinations? |  |
| <b>8.5.2 Updating the Food Safety Management System</b>                                                                                                      |  |
| Do senior management ensure that the food safety management system is continually updated?                                                                   |  |
| Does the food safety team shall evaluate the food safety management system at planned intervals?                                                             |  |
| During updating do the food safety team consider whether it is necessary to review the hazard analysis?                                                      |  |
| During updating do the food safety team consider whether it is necessary to review the HACCP plan?                                                           |  |
| During updating do the food safety team consider whether it is necessary to review the established operational PRPs?                                         |  |
| The evaluation and updating activities shall be based on                                                                                                     |  |
| Is input from communication used in system updating?                                                                                                         |  |
| Is input from other information concerning the suitability, adequacy and effectiveness of the food safety management system used for system updating?        |  |
| Is the output from the analysis of results of verification activities used for system updating?                                                              |  |
| Is the output from management review used for system updating?                                                                                               |  |
| Are system updates and activities documented and reported as input to the management review?                                                                 |  |

## FSSC 22000 Food Safety Management System Implementation Workbook

### Ensure any areas requiring action are identified

Areas requiring improvement identified in the assessment of compliance with PAS 223 & ISO 22000 should be logged.

| Date | PAS 223 or ISO 22000 Clause | Details of Non Compliance | Corrective Action Required | Responsibility | Target completion Date | Date Completed |
|------|-----------------------------|---------------------------|----------------------------|----------------|------------------------|----------------|
|      |                             |                           |                            |                |                        |                |
|      |                             |                           |                            |                |                        |                |
|      |                             |                           |                            |                |                        |                |
|      |                             |                           |                            |                |                        |                |
|      |                             |                           |                            |                |                        |                |
|      |                             |                           |                            |                |                        |                |

### **Step Three: Senior Management Implementation**

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

The checklist guides Senior Management:

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

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

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

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



Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

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

### Senior Management Define the Scope of the Food Safety Management System:

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

Quality - ISO 9001:2008

Food Safety - PAS 223:2011

Food Packaging Safety - ISO 22000:2005

The scope of the Food Safety Management System includes all customer, statutory and regulatory documents applicable to the business:

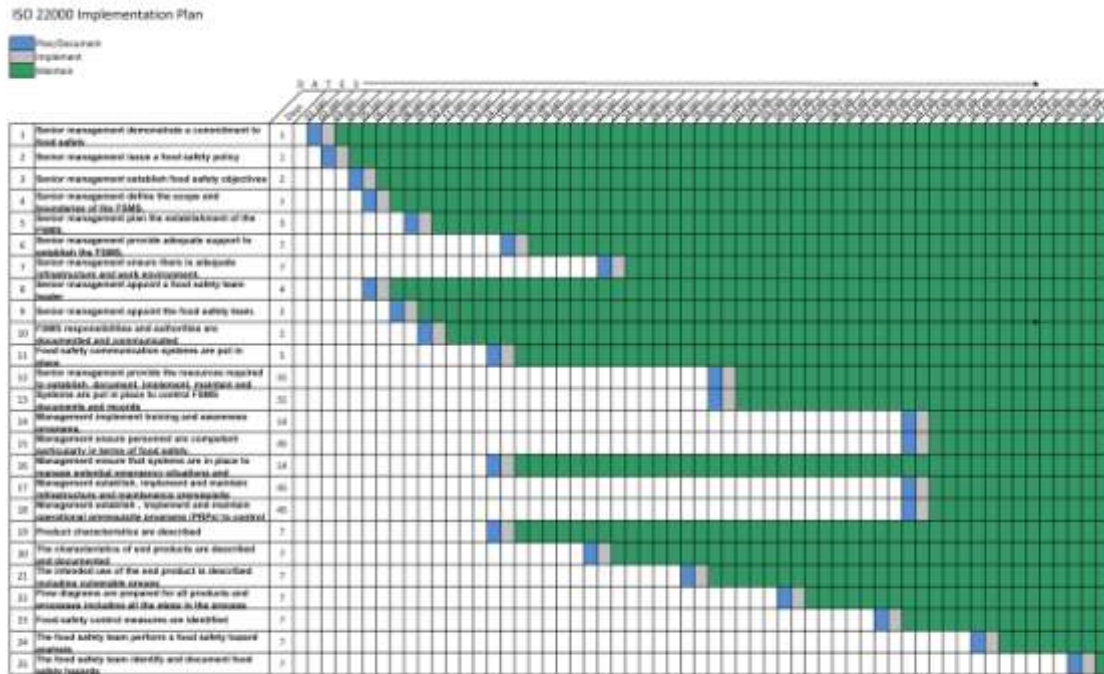
- Food Safety Act
- Food Regulations
- Directives
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and Hazard Analysis.

Where products or services are outsourced the organisation assumes full control of this process.

## Senior Management Establish the Project Plan

Using the Excel Project Planner Senior Management adapt the template supplied with the system to establish a Project Plan.



Senior Management provide adequate support to establish the FSMS

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

|                |                                                                  |         |
|----------------|------------------------------------------------------------------|---------|
| Action<br>(vi) | Senior management provide adequate support to establish the FSMS |         |
|                | Resource requirement                                             | Details |
|                | Food Safety Team Leader                                          |         |
|                | Food Safety Team                                                 |         |
|                | FSMS Steering Group                                              |         |
|                | Trainers                                                         |         |
|                | Internal Auditors                                                |         |
|                |                                                                  |         |
|                |                                                                  |         |
|                |                                                                  |         |

Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide the Infrastructure and Work Environment required to establish the Food Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Safety Management System, these resources should be provided including:

- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

|                 |                                                                                |         |
|-----------------|--------------------------------------------------------------------------------|---------|
| Action<br>(vii) | Senior management ensure there is adequate infrastructure and work environment |         |
|                 | Infrastructure/Work environment requirements                                   | Details |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |
|                 |                                                                                |         |

### Senior Management allocate Responsibility and Authority Requirements

Senior Management establish responsibility and authority levels. The scope of the defined responsibility and authority will include all staff, both full time and temporary. Staff responsibilities will include contributing to achieving site objectives and continuous improvement. The level of responsibility and authority of sub-contractors is defined in the procedure for the control of sub-contractors.

Responsibilities and authorities of all personnel should be communicated to them via induction and role training.

An organisational chart should be drawn to demonstrate the company structure with deputies for each management position. The identity of deputies should be communicated to all employees.

All Managers will need to have agreed and signed job descriptions for their individual roles which include responsibility and authority.

General Job descriptions including levels of responsibility and authority should be made available for all roles on site. All personnel should be required to sign the relevant general job description which is held with their individual training records. Responsibility for reporting any problems with the food safety quality management system should be detailed in individual job descriptions. The job descriptions include details of staff responsibility and authority to initiate and record corrective actions.

Specific responsibilities for key processes are to be documented within operational procedures. Individual objectives are cascaded in staff appraisals.

Senior Management should now appoint a Food Safety Team Leader who retains responsibility and authority for:

- Ensuring that the Food Safety Management systems are established, implemented, maintained and updated.
- Reporting directly to senior management regarding system performance and suitability
- Presenting FSQMS information for senior management review so that actions for improvement can be determined.

QMR 002 Training Record



Training Record

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

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

Document Reference Training Record QMR 002  
 Revision 1: 31<sup>st</sup> July 2011  
 Owned by: Technical Manager  
 Authorised By: General Manager



Basic ISO 22000 Training should be given to all staff:

- ✓ Introduction to ISO 22000
- ✓ Training: Understanding ISO 22000

The Food Safety Team should receive extra training:

- ✓ Food Safety Team: ISO 22000 Implementation Guide
- ✓ ISO 22000 Document Requirement Guide
- ✓ Prerequisite Training
- ✓ Codex GMP Training
- ✓ HACCP Training

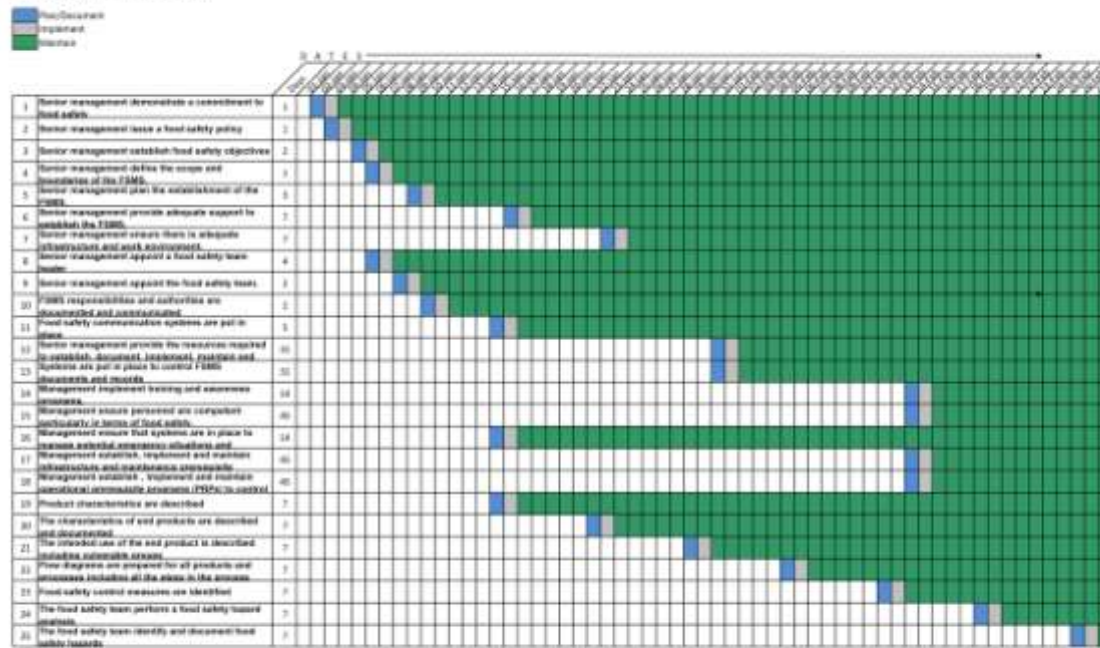
Remember all food handlers should receive Basic Food Hygiene Training

# FSSC 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 Implementation Plan





Project Task 18 Management establish, implement and maintain infrastructure and maintenance prerequisite programs (PRPs) to control food safety hazards

The Steering Group now need to decide whether to implement the Food Safety Management System Template Prerequisite Programmes first or to allocate responsibility to implement corrective action to ensure compliance with ISO 22000 and PAS 223.

Project Task 18 Corrective Actions

The non-compliances identified in the assessment of compliance with the prescribed prerequisite programmes should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

| Date | ISO 22000 or PAS 223 Clause | Details of Non Conformance | Identified by: | Corrective Action Required | Responsibility | Target completion Date | Date Completed |
|------|-----------------------------|----------------------------|----------------|----------------------------|----------------|------------------------|----------------|
|      |                             |                            |                |                            |                |                        |                |
|      |                             |                            |                |                            |                |                        |                |
|      |                             |                            |                |                            |                |                        |                |

### HACCP Manual containing the ISO 22000 HACCP Calculator

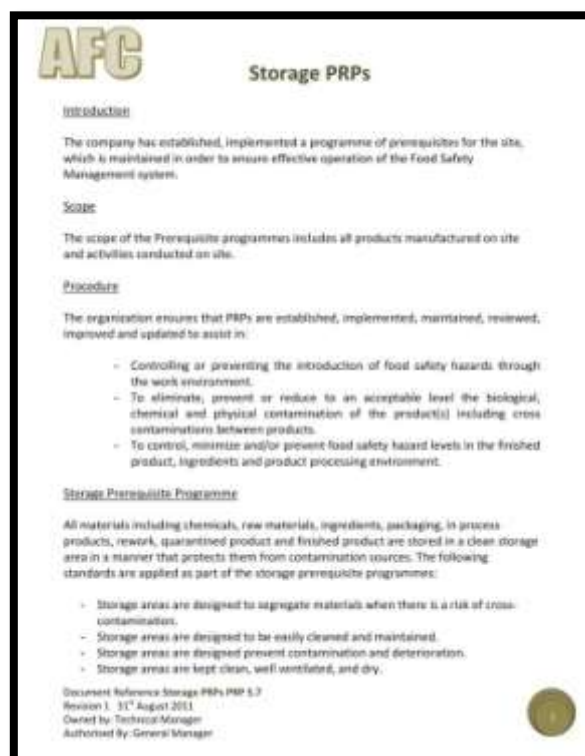
The HACCP System is implemented by following the HACCP Manual procedures:

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

## Prerequisite Programmes Verification Records

Verification audit templates covering all the prerequisite programmes:

- PRPR 1 Prerequisite Programmes
- PRPR 2 Hygiene Policy
- PRPR 3 Hygiene Code of Practice
- PRPR 4 Establishments
- PRPR 5 Layout of Premises and Workspace
- PRPR 6 Utilities
- PRPR 7 Waste Management
- PRPR 8 Equipment Prerequisites
- PRPR 9 Purchased Materials and Services
- PRPR 10 Contamination and Migration
- PRPR 10 Contamination and Migration Appendix 1 Allergen Control
- PRPR 11 Cleaning
- PRPR 12 Pest Control Prerequisites
- PRPR 13 Personnel Hygiene and Employee Facilities
- PRPR 14 Rework Prerequisite Programmes
- PRPR 15 Product Recall Prerequisite Procedures
- PRPR 16 Storage and Transport Prerequisites
- PRPR 17 Packaging Information Prerequisites
- PRPR 18 Food Defence System
- PRPR 19 Food Packaging Design & Development



## HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

You can Select relevant Prerequisite Programmes that assist in Controlling the Hazard from the Drop Down List

| Step Number | Step Name    | Hazards Identified                     | Specific Details about the Hazard                          | Existing Prerequisite Programmes which assist in controlling the Hazard |
|-------------|--------------|----------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|
| 1           | AMF Delivery | Bacteria (spore-forming) General       |                                                            | 3. Hygiene and Housekeeping                                             |
| 1           | AMF Delivery | Listeria monocytogenes                 |                                                            | Hygiene General                                                         |
| 1           | AMF Delivery | Personal effects                       |                                                            | Protective Work Wear                                                    |
| 1           | AMF Delivery | Wood                                   |                                                            | 4. Storage Prerequisite Programme                                       |
| 1           | AMF Delivery | Nuts                                   | Identification and segregation of allergens during storage | 2. Supplier Approval and Monitoring                                     |
| 1           | AMF Delivery | Stones                                 |                                                            | 2. Manufacturing Control                                                |
| 1           | AMF Delivery | Allergens                              |                                                            | Glass Breakage and Investigation Procedures                             |
| 1           | AMF Delivery | Cryptosporidium parvum                 |                                                            | 5. Stock Control                                                        |
| 1           | AMF Delivery | Contamination with Bacteria from Pests |                                                            | 5. Pest Control                                                         |
| 1           | AMF Delivery | Antibiotics                            |                                                            | 2. Supplier Approval and Monitoring                                     |
| 1           | AMF Delivery | Staphylococcus aureus                  |                                                            | Personal Hygiene Facilities                                             |

HACCP Calculator ISO 22000 interface

## HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

You can Select relevant Control Measures for the Hazard from the Drop Down List

| Step Number | Step Name    | Hazards Identified                     | Specific Details about the Hazard                          | Existing Prerequisite Programmes which assist in controlling the Hazard | Control Measure                                 |
|-------------|--------------|----------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------|
| 1           | AMF Delivery | Bacteria (spore-forming) General       |                                                            | 3. Hygiene and Housekeeping                                             | Pasteurisation > 72.1°C x 15 seconds            |
| 1           | AMF Delivery | Listeria monocytogenes                 |                                                            | Hygiene General                                                         | Storage > 5°C                                   |
| 1           | AMF Delivery | Personal effects                       |                                                            | Protective Work Wear                                                    | Storage < 18°C                                  |
| 1           | AMF Delivery | Wood                                   |                                                            | 4. Storage Prerequisite Programme                                       | Filtration 3mic maximum                         |
| 1           | AMF Delivery | Nuts                                   | Identification and segregation of allergens during storage |                                                                         | Filtration 3mic maximum                         |
| 1           | AMF Delivery | Stones                                 |                                                            | 3. Manufacturing Control                                                | CF to specification                             |
| 1           | AMF Delivery | Allergens                              |                                                            | Glass Breakage and Investigation Procedures                             | Hot Water Disinfection                          |
| 1           | AMF Delivery | Cryptosporidium parvum                 |                                                            | 5. Stock Control                                                        | Incubation jar Control                          |
| 1           | AMF Delivery | Contamination with Bacteria from Pests |                                                            | 5. Pest Control                                                         | Positive Release of Finished product for insect |
| 1           | AMF Delivery | Antibiotics                            |                                                            | 2. Supplier Approval and Monitoring                                     | CF to specification                             |
| 1           | AMF Delivery | Staphylococcus aureus                  |                                                            | Personal Hygiene Facilities                                             | Filtration 3mic maximum                         |

Taking these factors into account a rating is given for probability and severity and entered into the HACCP Calculator:

Firstly the Food Safety Team assess the likelihood of the hazard occurring and enter:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely


Task 28 The food safety team select and assess control measures for each food safety hazard

Task 29 The food safety team decide if control measures are to be part of operational prerequisite programs or the HACCP plan.

## Identification and Assessment of Control Measures

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team should review the effectiveness of the control measures on the Significant Food Safety Hazards and determines whether they should be managed through Operational PRP(s) or by the HACCP Plan.

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails.



### HACCP Calculator Instruction 2

Selection and Categorisation of Control Measures


Selection and categorization of control measures includes the following assessments in the HACCP Calculator table:

- a. its effect on identified food safety hazards relative to the strictness applied
- b. its feasibility for monitoring - ability to be monitored in a timely manner
- c. its place within the system relative to other control measures
- d. the likelihood of failure in the functioning of a control measure or significant processing variability
- e. the severity of the consequence(s) in the case of failure in its functioning
- f. if the control measure is specifically established and applied to eliminate or significantly reduce the hazard
- g. synergistic effects - interaction that occurs between two or more measures

The Control Measure Assessment section of the HACCP Calculator is Colour Coded. Control Measures that are to be implemented as Operational PRPs are highlighted by a Black Box. If all Boxes are Green after Assessment the team are to continue and use the Decision Tree Section. If a mixture of Green and Orange Boxes are highlighted then the HACCP team consider if to proceed to the Decision Tree Section or implement as an Operational PRP.

Significant Hazards which proceed to the Decision Tree Section are Categorised as Critical Control Points if they are highlighted in Red by the HACCP Calculator otherwise they are implemented as Operational PRPs.

Document Reference HACCP Calculator Instruction 2  
Revision 1 - 9<sup>th</sup> August 2011  
Owned by: Technical Manager  
Authorised By: General Manager



## FSSC 22000 Food Safety Management System Implementation Workbook

|             |                                                                                             |
|-------------|---------------------------------------------------------------------------------------------|
| Section 8.3 | Control of Monitoring and Measurement                                                       |
|             | Measuring and Monitoring                                                                    |
|             | Calibration of Monitoring and Measuring Equipment                                           |
| Section 8.4 | Food Safety Quality Management System Verification, Validation and Improvement and Updating |
|             | Internal Audits                                                                             |
|             | Evaluation of Individual Verification Results                                               |
|             | Analysis of Results of Verification Activities                                              |
|             | Continual Improvement                                                                       |
|             | Customer Satisfaction                                                                       |
|             | Food Safety Quality Management System Updating                                              |

**Step Seven: Internal Audits**

Included in the package is an ISO 22000 Internal Auditor Training Presentation plus a set of ISO 22000 internal auditing checklists that can be used to train your Internal Auditors.

The audit checklists cover the sections of the ISO 22000 standard including management responsibility, planning and realization of safe products, resources management, validation, verification and improvement.



When these planned verification activities indicate that the food safety quality management system is not operating effectively then a documented action plan should be developed to achieve the required conformity.

The Action plan could include:

- Review and updating of procedures
- Review and updating of communication systems
- Review of Hazard Analysis conclusions
- Review of the design of operational PRP(s)
- Review of the HACCP plan
- Review of HACCP plan and Operational PRP Monitoring procedures
- Review of HACCP plan and Operational PRP Validation records
- Evaluation of PRP(s) – Infrastructure and Maintenance programmes
- Evaluation of the management of Human Resources to assess its effectiveness
- Evaluation of Training

This information should also be used as an input to updating the Food Safety quality Management System.



Attendees:

| <b>Senior Management Team</b> |             |                                                                |
|-------------------------------|-------------|----------------------------------------------------------------|
| <b>Job Title</b>              | <b>Name</b> | <b>Role in Team</b>                                            |
| Managing Director             |             | Chairman                                                       |
| Site Director                 |             | Deputy Chair                                                   |
| Operations Manager            |             | Operations Reporting                                           |
| Technical Manager             |             | Food Safety and Quality Reporting<br>Management Representative |
| Planning Manager              |             | Planning and Capacity Reporting                                |
| Distribution Manager          |             | Distribution Reporting                                         |
| Maintenance Manager           |             | Services and Engineering Provision                             |
| Finance Manager               |             | Financial Reporting                                            |
| Human Resources Manager       |             | Resource reporting                                             |

### Task 49 The food safety team update the FSMS as necessary by reviewing data collected and information

The Food Safety Team should be informed in a timely manner of changes including the following:

- ✓ products or new products
- ✓ raw materials, ingredients and services
- ✓ production systems and equipment
- ✓ production premises, location of equipment, surrounding environment
- ✓ cleaning and sanitation programmes;
- ✓ packaging, storage and distribution systems
- ✓ personnel qualification levels and/or allocation of responsibilities and authorizations
- ✓ statutory and regulatory requirements
- ✓ knowledge regarding food safety hazards and control measures
- ✓ customer, sector and other requirements that the organization observes
- ✓ relevant enquiries from external interested parties
- ✓ complaints indicating food safety hazards associated with the product
- ✓ other conditions that have an impact on food safety.

The Food Safety Team should carry out evaluation and updating of the Food Safety Management System at regular intervals based on:

- ✓ input of changes as above
- ✓ input from other information concerning the suitability, adequacy and effectiveness of the food safety management system
- ✓ output from the analysis of results of verification activities
- ✓ output from management review

The Food Safety Team evaluation and updating of the Food Safety Management System should be documented, reported and used as an input to the Senior Management review.

| 17. Packaging Information and Consumer Awareness |           |    |          |
|--------------------------------------------------|-----------|----|----------|
| PAS 223 Requirements                             | Compliant |    | Comments |
|                                                  | Yes       | No |          |
| 17.1 General Requirements                        |           |    |          |
| 18. Food Defence, Biovigilance And Bioterrorism  |           |    |          |
| PAS 223 Requirements                             | Compliant |    | Comments |
|                                                  | Yes       | No |          |
| 18.1 General requirements                        |           |    |          |
| 18.2 Access controls                             |           |    |          |
| 19. Food Packaging Design and Development        |           |    |          |
| PAS 223 Requirements                             | Compliant |    | Comments |
|                                                  | Yes       | No |          |
| 19.1 General requirements                        |           |    |          |
| 19.2 Communication and change control            |           |    |          |
| 19.3 Design                                      |           |    |          |
| 19.4 Specifications                              |           |    |          |
| 19.5 Process validation                          |           |    |          |

## FSSC 22000 Food Safety Management System Implementation Workbook

### Ensure any areas requiring corrective action are addressed

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

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

### Choose your Certification Body

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

### Make contact with the Certification Body

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

### Pre-assessment

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

### Formal Assessment

Arrange your formal assessment which will be conducted on site.

### Certification

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

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

[Click here to order our FSSC 22000 Packaging Food Safety Management System Certification Package](#)