

D122: DEMO OF FSSC 22000 DOCUMENT KIT **Price 499 USD**

Complete editable FSSC 22000 document tool kit (Food safety manual, procedures, formats, audit checklist, HACCP Docs, SOPs etc.)

Buy: <http://www.certificationconsultancy.com/fssc-22000-documents-manual-procedures.htm>

Chapter-1.0 CONTENTS OF FSSC 22000 DOCUMENT KIT (More than 130 document files)

A. The entire Editable Document kit has 7 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Food Safety Manual	13 files – 33 pages in Ms. word
2.	Procedures	14 procedures – 44 pages in Ms. word
3.	Formats / Templates Name of departments	62 formats – approx. 75 pages in Ms. Word / excel
	DES (Despatch)	03 formats in Ms. Word
	ENG (Engineering)	07 formats in Ms. Word
	HACCP	19 formats in Ms. Word
	Housekeeping and hygiene control	09 formats in Ms. Word / excel
	HRD (Human Resources Development)	01 formats in Ms. Word
	PRD (Production)	02 formats in Ms. Word
	PUR (Purchase)	05 formats in Ms. Word
	QCD (Quality Control)	05 formats in Ms. Word
	Sales	04 formats in Ms. Word
	ST (Store)	02 formats in Ms. Word
	TRG (Training)	05 formats in Ms. Word
4.	Standard Operating Procedures (SOPs)	25 SOPs – 38 pages in Ms. word
	FSSC SOPs	18 procedures – 31 pages in Ms. word
	General SOPs	07 procedures – 07 pages in Ms. word
5.	Exhibits	06 Exhibits – 06 pages in Ms. word
6.	HACCP Documents	08 files – 19 pages in Ms. word
7.	Audit Checklist	03 files of more than 900 questions

Total 131 files quick download in editable form by e delivery

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B. FSSC 22000 requirementwise documents list:

FSSC 22000 requirements Document Matrix	
Document No.	Clause
4.0 Construction And Layout Of Building	
W/SOP/02	SOP for Construction And Layout Of Building
W/SOP/01	Plant Layout
F/HKC/05	Daily sanitation audit report
F/HKC/02	Visitor entry records
F/ENG/05	Monthly Civil Checking records
F/HKC/06	Grass tendering records
5.0 Layout of premises and work place	
W/SOP/03	SOP for layout of premises and work place
W/SOP/05	SOP for Storage of food, packaging material, ingredients and non food chemicals
F/HKC/01/XX	Daily Housekeeping records
6.0 Utilities–Air, water and energy	
W/SOP/06	SOP for Air, Water, Energy, Gases and Boiler Chemical
7.0 Waste disposal	
W/SOP/07	SOP for Waste disposal
8.0 Equipment suitability, cleaning and maintenance	
W/SOP/08	SOP for Cleaning Of Sanitation Of Food Contact Surface
F/ENG/04	Daily Cleaning records for the Equipments
F/ENG/02	Preventive maintenance records
F/ENG/01	Breakdown maintenance records
9.0 Management of purchased materials	
W/SOP/09	SOP for Purchasing Product
E/SYS/02/PUR	Purchase specifications for Packing materials
E/QCD/01	Quality Plan
F/PUR/01	Purchase Order
F/PUR/02	Indent And Incoming Inspection Report
F/PUR/03	Approved Vendor List
F/PUR/04	Supplier Registration Form
F/PUR/05	Open Purchase Order
F/RRD/02	Disposal of Non confirming products

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10.0 Measures for prevention of cross-contamination	
W/SOP/10	SOP for Preventive Cross Contamination
W/SOP/11	SOP for Metal, Wood, Glass, Brittle Plastics Management Procedure
F/HKC/07	Glass breakage records
11.0 Cleaning and sanitizing	
W/SOP/12	SOP for General Housekeeping
W/SOP/13	Cleaning Of Doors, Window, Walls ,Tube Light And Fan
W/SOP/14	Floor Cleaning
F/HKC/01/XX	Daily Housekeeping records
F/HKC/05	Daily sanitation audit report
12.0 Pest control	
W/SOP/13	SOP for Pest control
13.0 Personnel hygiene and employee facilities	
W/SOP/14	SOP for Personal Health and Hygiene
W/SOP/15	SOP for Entry and Exit Personal Hygiene
F/HKC/02	Visitor entry records
F/HRD/01	Medical Check up report
14.0 Rework	
15.0 Product recall procedures	
W/SOP/17	SOP for product Recall
===	Mock Drill record
16.0 Warehousing	
W/SOP/16	SOP RM/PM/General Material Receipt/Issue/ Storage
17.0 Product information and consumer awareness	
W/SOP/18	Product information, Consumer awareness and food defense
18.0 Food Defence, Biovigilance, and bioterrorism	
W/SOP/18	Product information, Consumer awareness and food defense
F/HKC/02	Visitor entry records

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C. Documentation:-

Our document kit is having sample documents required for FSSC 22000 certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire documents with all necessary details are ready and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to any kind of manufacturing/process industry.

1. Food Safety Manual (8 Chapters and 5 Annexure):

It covers sample copy of Food Safety manual and clause wise details for how FSSC 22000 system is implemented. It is having 8 chapters covering policy for FSSC 22000 compliance and 5 annexure. It covers list of procedures as well as overview of organization and covers 1st tier of FSSC 22000 documents. Also organization chart and food safety policy is given.

Table of Contents

Chapter No.	Subject	Page No.	FSSC 22000 : 2005 Clause Reference
Section – 1			
1.	Company Profile	1 – 2	---
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3.	Control And Distribution	1 – 3	---
Section – 2			
4.	Quality Management System	1 – 2	4.0
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	Documentation Requirements		4.2
5.	Management Responsibility	1 – 4	5.0
	Management Commitment		5.1
	Customer Focus		5.7
	Quality Policy		5.2
	Planning		5.3, 8.5.2
	Responsibility, Authority And Communication		5.6
	Management Review		5.8
6.	Resource Management	1 – 2	6.0
	Provision Of Resources		6.1
	Human Resources		6.2

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	Infrastructure		6.3, 7.2
	Work Environment		6.4, 7.2
7.	Product Realization	1 – 9	7.0
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	Design And Development		7.3
	Purchasing		7.3.3
	Production And Service Provision		7.2,7.6.1,8.2,7.9,7.2
	Control Of Monitoring And Measuring Devices		8.3
8.	Measurement, Analysis And Improvement	1 – 4	8.0
	General		8.1
	Monitoring And Measurement		8.4
	Control Of Nonconforming Product		7.6.5,7.10
	Analysis Of Data		8.2
	Improvement		8.5
Annexure			
ANX-I	List Of Quality and HACCP Procedures	1 – 1	===
ANX-II	Glossary Of Terms	1 – 1	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	Quality and Food safety Policy	1 – 1	===
ANX-V	Organization structure	1 – 1	===

2. Procedures (14 Procedures):

It covers sample copy of mandatory procedures covering all the details of FSSC 22000 standard.

List of Procedures (14 procedures)

- 1 Procedure For Preliminary Analysis of Production Process.
- 2 Procedure For Pre-requisite Program
- 3 Procedure For Hazard Identification
- 4 Procedure For HACCP Plan
- 5 Procedure For Emergency preparedness and response
- 6 Procedure For Product Withdrawal

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- 7 Procedure For Management Review
- 8 Procedure For Document And Data Control
- 9 Procedure For Correction, Corrective And Preventive Action
- 10 Procedure For Control Of Quality Records
- 11 Procedure For Internal Audit
- 12 Procedure For Control of Monitoring and Measuring Equipments
- 13 Procedure For Training
- 14 Procedure For Control of Non-Conforming Products

3. Blank Formats (62 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Formats (62 formats)

- | | |
|---|---|
| 1. Packing Report / Slip | 2. Visitor's Entry Report |
| 3. Bag / Other Packing Material Inspection Report | 4. Pest Control Report |
| 5. Screen Checking Report | 6. Fumigation Report |
| 7. Preventive Maintenance Schedule | 8. Daily Sanitation Audit Report |
| 9. Breakdown History Card | 10. Pest control logbook |
| 11. Preventive Maintenance Check Points | 12. List of Glass Items-Inventory at various locations. |
| 13. Daily Preventive Maintenance Check Points | 14. Visual Inspection Report (Daily) – Month |
| 15. Preventive Maintenance Check Points For Building & Civil Work | 16. Medical checkup report |
| 17. Incident reporting record | 18. Production Plan |
| 19. Temporary Maintenance Work Report | 20. Disposal of Non-Conforming Products |
| 21. Food Safety Team | 22. Purchase Order |
| 23. Product Description | 24. Indent And Incoming Inspection Record |
| 25. Process Flow chart | 26. Approved Vendor List Cum Open Purchase Order |
| 27. Hazard Analysis Rep[ort | 28. Supplier Registration Form |
| 29. HACCP Plan | 30. Open Purchase Order |
| 31. Corrective Action report with target value | 32. Sample Test Request Slip |
| 33. Verification Validation Plan | 34. Positive Re-Call Report |

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- | | |
|--|---------------------------------------|
| 35. Master List Cum Distribution List Of Documents | 36. pH Meter Calibration Report |
| 37. Change Note | 38. Normality Record Sheet |
| 39. Corrective Action Report | 40. Validation Report |
| 41. Master List Of Records | 42. Order Form / Order Confirmation |
| 43. Quality Objectives | 44. Feed Back Form for Customers |
| 45. Audit Plan / Schedule | 46. Customer Complaint Report |
| 47. Internal Quality Audit – NCR Report | 48. Design and Development Records |
| 49. Clause Wise Documentwise Audit Review Report | 50. Daily Stock Statement |
| 51. Preventive Action Report | 52. Gate Pass |
| 53. Continual Improvement Plan | 54. Training Calendar |
| 55. Calibration Status of Instrument /Equipment | 56. Training Need Cum Records Sheet |
| 57. List of Chemicals on site | 58. Induction Training Report |
| 59. Cleaning And Sanitation Report | 60. Job Description and Specification |
| 61. House keeping records | 62. Health Questionnaire |

4. Standard Operating Procedures (25 SOPs)

It covers sample copy of mandatory standard operating procedures covering all the details for FSSC 22000 (Issue the lists of standard operating procedures are listed below.)

List of SOPs

FSSC SOPs

- 1 SOP For Construction And Layout Of Building
- 2 SOP For Building Maintenance and General Facilities
- 3 SOP For Cleaning Of Doors, Window, Walls ,Tube Light And Fan
- 4 SOP For Floor Cleaning
- 5 SOP For Storage pf food, packaging material, ingredients and non food chemicals
- 6 SOP For Air, Water, Energy, Gases and Boiler Chemical
- 7 SOP For Waste Disposal
- 8 SOP For Cleaning Of Sanitation Of Food Contact Surface
- 9 SOP For Purchasing Product
- 10 SOP For Preventive Cross Contamination

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- 11 SOP For Metal, Wood, Glass, Brittle Plastics Management Procedure
- 12 SOP For General Housekeeping
- 13 SOP For Pest Control
- 14 SOP For Personal Health and Hygiene
- 15 SOP For Entry and Exit Personal Hygiene
- 16 SOP For RM/PM/General Material Receipt/Issue/Storage
- 17 SOP For Product Re-Call
- 18 SOP For Food Defense

General SOPs

- 1 SOP For Glass Breakage Management
- 2 SOP For Installation of New Glass
- 3 SOP For Self Care Laundering
- 4 SOP For Hygiene And Clearance
- 5 SOP For Incident Reporting
- 6 SOP For Blade Management
- 7 SOP For Material Issue and Dispatch

5. Exhibits (06 Exhibits)

It covers sample copy of mandatory Exhibits covering of FSSC 22000 standards. The list of exhibits given below;

List of Exhibits

Sr. No.	Exhibits No.	Title of Exhibits
1	E HRD 01	Skill Requirements
2	E PRD 01	Disposal Of Non-Conforming Products
3	E QCD 01	Quality Plan – Incoming Inspection and Testing
4	E QCD 02	Raw Material Specifications
5	E SYS 01	Codification System
6	E HKC 01	Cleaning and sanitization schedule

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6. HACCP Docs (08 HACCP Docs)

It covers sample copy of mandatory HACCP Documents list given below;

- 1 Pre-Requisite Program
- 2 Food Safety Team
- 3 Product Description
- 4 Process Flow chart
- 5 Hazard analysis report
- 6 HACCP Plan
- 7 Corrective Action Plan
- 8 Verification Validation Plan

7. FSSC 22000 Audit Questionnaire / clause Wise audit Questionnaire. (900 Questions)

There covers audit questions based on FSSC 22000 requirements as well as for each departments. It will be very good tool for the auditors to make audit Questionnaire while auditing and make effectiveness in auditing.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in FSSC consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1200 clients in more than 45 countries. Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, FSSC series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for FSSC series certification of our clients from reputed certifying body and branded image and leading name in the market.

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4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in FSSC series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing FSSC documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware:-

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 and power point

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of FSSC Standards.

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- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- Provides model of a Management system that is simple and free from excessive paperwork.

Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the FSSC 22000 documents.
2. Take care for all the section and sub sections of FSSC 22000 standard and helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own FSSC 22000 documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats and templates

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