

# D107: DEMO OF ISO: 22000 FOOD SAFETY DOCUMENT KIT **Price 360 USD**

Complete editable food safety document tool kit (Food Safety Policy, manual, procedures, forms, SOPs, audit checklist, work instruction etc.)

Buy: <http://www.certificationconsultancy.com/food-safety-documents-manual-procedures.htm>

## Chapter-1.0 CONTENTS OF ISO 22000 DOCUMENT KIT (More than 100 document files)

A. The entire Document kit has 5 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Food Safety Manual	13 files in Ms. word
2.	Procedures	13 procedures in Ms. word
3.	Standard Operating Procedures	27 SOPs in Ms. word
4.	<b>Formats / Templates</b> Name of departments	<b>50 formats in Ms. Word</b>
	Dispatch	03 formats in Ms. Word
	Engineering	05 formats in Ms. Word
	Hazard Analysis Critical Control Points	15 formats in Ms. Word
	House Keeping and Hygiene control	05 formats in Ms. Word
	Human Resource Development	01 formats in Ms. Word
	Production	02 formats in Ms. Word
	Purchase	05 formats in Ms. Word
	Quality Control	05 formats in Ms. Word
	Sales	03 formats in Ms. Word
	Store	02 formats in Ms. Word
	Training	04 formats in Ms. Word
5.	HACCP / ISO 22000 Audit Checklist	More than 600 questions

**Total 103 files quick download in editable form by e delivery**

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## B. Documentation: -

Our document kit is having sample documents required for ISO certification as listed below. **All documents are in word and you can edit it.** You can do changes as per your company need and **within 4 days your entire documents** covering all necessary system requirements are ready and many organization are certified globally in 1<sup>st</sup> trial with the help of our documents from any 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:

It covers sample copy of Food Safety Quality manual and clause wise details for how HACCP / ISO: 22000 systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of HACCP / ISO: 22000 documents.

## Table of Contents

Chapter No.	Subject	Page No.	(ISO / 22000: 2005) Clause Reference
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2.	Table Of Contents	1 – 1	---
3.	Control And Distribution	1 – 2	---
<b>Section – 2</b>			
4.	<b>Quality Management System</b>	1 – 2	4.0
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	Documentation Requirements		4.2
5.	<b>Management Responsibility</b>	1 – 4	5.0
	Management Commitment		5.1
	Food Safety Policy		5.2
	Food safety management system planning		5.3
	Responsibility and authority		5.4
	Food safety team leader		5.5
	Communication		5.6
	Emergency Preparedness and response		5.7
	Management review		5.8
6.	<b>Resource Management</b>	1 – 1	6.0
	Provision Of Resources		6.1
	Human Resources		6.2

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	Infrastructure		6.3
	Work Environment		6.4
<b>7.</b>	<b>Planning and realization of safe products</b>	1 – 4	7.0
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	Prerequisite programmer (PRPs)		7.2
	Preliminary steps to enable hazards analysis		7.3
	Hazards analysis		7.4
	Establishing the operational prerequisite programmer (PRPs)		7.5
	Establishing HACCP Plan		7.6
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	Verification planning		7.8
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<b>8.</b>	<b>Validation, verification and improvement of the food safety management system</b>	1 – 3	8.0
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<b>Annexure</b>			
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ANX-II	Glossary Of Terms	1 – 1	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	Food safety Policy	1 – 1	===
ANX-V	Organization structure	1 – 1	===

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## 2. Procedures: (Procedures 13)

It covers sample copy of mandatory all the procedures covering all the details as per HACCP / ISO: 22000 requirements.

### **List of Procedures**

<b>Sr. No.</b>	<b>List of Procedures</b>
1.	Procedure For emergency preparedness and response
2.	Procedure for Preliminary Analysis of Production Process.
3.	Procedure for Product Withdrawal
4.	Procedure For Pre-requisite Program
5.	Procedure For HACCP Plan
6.	Procedure For Hazard Identification Procedure
7.	Procedure For Control Of Non-Conforming Products
8.	Procedure For Internal Quality And Food Safety Audit
9.	Procedure For Control Of Monitoring And Measuring Devices
10.	Procedure For Management Review
11.	Procedure For Document And Data Control
12.	Procedure For Control Of Quality Records
13.	Procedure For Correction, Corrective And Preventive Action

## 3. SOPs: (27 SOPs)

**The standard operating procedures are documented to establish guideline for follow up by operators and establish food safety controls.**

### **List of SOPs**

<b>Sr. No.</b>	<b>List of SOPs and Sanitation SOPs</b>
1.	Work instruction for the Handling of Glass breakage
2.	Work instruction for Hygiene clearance
3.	Work instruction for laundering
4.	SOP For Material Receipt / Issue in Dispatch
5.	SOP For Protection Of Food Adulteration
6.	Work instruction for Incident Reporting
7.	Work instruction for Blade Management
8.	Work instruction for Waste Disposal
9.	SOP For Purchase of Packing Materials
10.	Product Re – call
11.	SOP For Personnel Health And Hygiene

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12. Sanitation Standard Operating Procedure For Condition / Cleanliness Of Food Contact Surface
13. SOP For Prevention OF Cross Contamination
14. Sop For RM / PM / General Material Receipt / Issue / Storage
15. Sop For Material Receipt / Issue In Dispatch
16. Sop For Pest Control
17. General Housekeeping
18. Sop For Entry / Exit Procedure – Personal Hygiene
19. Sop For Floor Cleaning
20. Sop For Cleaning Of Doors, Windows, Walls And Tube Light And Fan
21. Sop For Equipment Lay–Out
22. Sop For Material / Process / Product Mix Up
23. Sop For Building Maintenance And General Facilities
24. Wood & Glass Policy
25. Glass Prevention Actions
26. Wood Prevention Steps
27. Sop For Safety

#### **4. Blank 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**

- |   |  |
|---|--|
| 1. Packing Report / Slip  | 2. Fumigation Report                             |
| 3. Bag / Other Packing Material Inspection Report                 | 4. Daily Sanitation Audit Report                 |
| 5. Screen Checking Report   | 6. Medical Check-Up Report                       |
| 7. Breakdown History Card   | 8. Production Plan                               |
| 9. Preventive Maintenance Check Points                            | 10. Disposal Of Non-Conforming Products          |
| 11. Daily Preventive Maintenance Check Points                     | 12. Purchase Order                               |
| 13. Preventive Maintenance Check Points For Building & Civil Work | 14. Indent And Incoming Inspection Record        |
| 15. Product Description   | 16. Approved Vendor List Cum Open Purchase Order |
| 17. Master List Cum Distribution List Of Documents                | 18. Supplier Registration Form                   |
| 19. Hazard Analysis Check Sheet                                   | 20. Open Purchase Order                          |
| 21. HACCP Plan  | 22. Sample Test Request Slip                     |
| 23. Change Note   | 24. Positive Re-Call Report                      |
| 25. Corrective Action Report                                      | 26. Ph Meter Calibration Report                  |
| 27. Master List Of Records  | 28. Normality Record Sheet                       |
| 29. Objectives  | 30. Validation Report                            |
| 31. Audit Plan / Schedule   | 32. Order Form / Order Confirmation              |
| 33. Internal Quality Audit Non–Conformity Report                  | 34. Feed Back Form For Customers                 |
| 35. Clausewise Documentwise Audit Review Report                   | 36. Customer Complaint Report                    |
| 37. Preventive Action Report                                      | 38. Daily Stock Statement                        |

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- |  |                                       |
|--|---------------------------------------|
| 39. Continual Improvement Plan                   | 40. Gate Pass                         |
| 41. Calibration Status Of Instrument / Equipment | 42. Training Calendar                 |
| 43. Pre-Requisite Program (PRP)                  | 44. Training Need Cum Records Sheet   |
| 45. Cleaning And Sanitation Report               | 46. Induction Training Report         |
| 47. Visitor's Entry Report                       | 48. Job Description and Specification |
| 49. Pest Control Report                          | 50. Hazard Analysis Worksheet         |

## **5. HACCP / ISO: 22000 Audit Questionnaire / clause wise audit Questionnaire.**

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

### **List of Audit Questioners**

#### **ISO:22000 clause wise questionnaire**

#### **Department wise audit Questionnaire**

- a. Top Management
- b. Food Safety Team Leader
- c. Training
- d. Quality Control
- e. Marketing
- f. Production Areas
- g. Engineering (Utility and Maintenance)
- h. Purchase
- i. Stores (Raw Material and spares)
- j. Packing and Dispatch
- k. Housekeeping and Sanitation personal Hygiene
- l. General

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## 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 ISO 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 ready made training and editable document kit helps the client in making their documents easy and make them complying to related ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO 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 ISO series certification of our clients from reputed certifying body and branded image and leading name in the market.
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 ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO 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
- 7.

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## 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 documentation you may keep the setting of colour image at high colour.

#### B. Software used in Documentation kit

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

### 3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of ISO Standards and more than 1000 man days (9000 hours)
- 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 having experience of more than 200 companies ISO implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork

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### 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 ISO documents.
2. Take care for all the section and sub sections of ISO 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 ISO documents for their organization.
4. Ready made 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.

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