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Chapter-1.0 Contents of FSSC 22000 Scheme Version 6 food safety management system documentation kit (more than 180 document files)

#### A. The totally editable documentation kit has 10 main directories as below:

Sr. No.	List of Directories	Details of Documents
1.	Food Safety Manual	15 files in MS Word
2.	Food Safety Procedures	14 procedures in MS Word
3.	Exhibits	17 exhibits in MS Word
4.	Standard Operating Procedures	30 Standard Operating Procedures in MS Word
5.	Process Approach	10 process approach in MS Word
	Blank Formats / Templates Name of departments	70 Blank formats in MS Word / Excel
	Dispatch (DES)	04 Formats in MS Word
	Engineering (ENG)	07 Formats in MS Word
	HACCP	01 Formats in MS Word
	Housekeeping (HKC)	14 Formats in MS Word / Excel
6.	HRD	01 Formats in MS Word
0.	Production (PRD)	02 Formats in MS Word
	Purchase (PUR)	07 Formats in MS Word
	Quality Control (QCD)	05 Formats in MS Word
	Sales	04 Formats in MS Word
	Stores (ST)	03 Formats in MS Word
	System (SYS)	16 Formats in MS Word
	Training (TRG)	06 Formats in MS Word
7.	HACCP Documents	18 Files in MS Word
8.	Sample MRM	02 files in MS word
9.	FSSC 22000 Version 6 Audit Checklist	More than 900 questions
10.	FSSC 22000 Version 6 Compliance Matrix (Requirement wise reference of documented information)	01 File in MS Excel

Total 180 files in editable form for Quick Download by e-delivery

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#### B. Documented information package:

Our documentation kit comprises sample documents required for FSSC 22000 (Version 6) certification as listed below. All documents are in MS Word / Excel format and you can edit them. You can make changes as per your company's needs and within few days your entire documents with all necessary system requirements can become ready. In the FSSC 22000 (Version 6), at few places, documented information are required. But for making the system better, we have provided many editable templates from which a user can select and make some minor changes to make own system. Now, FSSC 22000 (Version 6) standard does not require manual, procedures, etc. It requires two types of documented information as listed below:

- 1. Maintain documented information (Scope, Food Safety Manual, etc.)
- 2. Retain documented information (Forms / Templates)

Under the given directories, further files are provided in MS word/excel document as per the details given below. All the documents are related to food manufacturing / process industry.

#### 1. Food Safety Manual (11 Chapters and 4 Annexure):

This is a sample copy of system manual which gives clause-wise details of how FSSC 22000 (Version 6) system is implemented. It covers the food safety management system, sample food safety policy, objectives, scope, organization structure as well as how each requirement from clause no. 4 to 11 of FSSC 22000 (Version 6) is implemented at macro level in the organization. The manual covers FSSC 22000 (Version 6) documents for tier-1 of documented information. It has total 11 chapters covering company profile, amendment sheet, index, and clause-wise details on how FSSC 22000 (Version 6) system is implemented in an organization.

#### (A) Table of Contents

Chapter No.	Subject	Page No.	FSSC 22000 Clause Reference		
	Section – 1				
1.	Company profile	1 – 3			
2.	Table of contents	1 – 2			
3.	Control and distribution	1 – 3			
	Section – 2				
	Context of the Organization		4.0		
	Understanding the organization and its context		4.1		
4.	Understanding the needs and expectations of interested parties	1 – 7	4.2		
	Determining the scope of the quality management system		4.3		
	Food safety management system		4.4		

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			r
	Leadership		5.0
	Leadership & Commitment		5.1
5.	Policy	1 – 4	5.2
	Organizational roles, responsibilities and authorities		5.3
	Planning		0.0
	Action to address risks and opportunities		6.0 6.1
6.	Objectives of the food safety management system and	1 – 2	6.1 6.2
	planning to achieve them		6.3
	Planning of changes		0.0
	Support		7.0
	Resources		7.1
_	Competence	4 0	7.2
7.	Awareness	1 – 9	7.3
	Communication		7.4
	Documented information		7.5
	Operation		
	Operational planning and control		8.0
	Pre-requisite programs (PRPs)		8.1
	Traceability system		8.2
	Emergency preparedness and response		8.3
8.	Hazard control	1 – 11	8.4
	Updating the information specifying the PRPs and the hazard control plan		8.5 8.6
	Control of monitoring and measuring		8.7
	Verification related to PRPs and the hazard control plan		
	Control of product and process nonconformities		8.8
	Control of product and process honouriennates		8.9
	Performance evaluation		9.0
9.	Monitoring, measurement, analysis and evaluation	1 – 4	9.1
9.	Internal audit	1 – 4	9.2
	Management review		9.3
	Improvement		10.0
	Nonconformity and corrective action		10.1
10.	Continual improvement	1 – 3	10.2
	Update of the food safety management system		10.3

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completely editable food safety management system documentation package (food safety manual, procedures, SOPs, process approach, forms, HACCP documents, exhibits, audit checklist, etc.)

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11.	FSSC 22000 Additional Requirements		FSSC 22000, V-6 Clause Reference
	Management of services and purchased materials		2.5.1
	Product labeling and printed materials		2.5.2
	Food defense		2.5.3
	Food fraud mitigation		2.5.4
	Logo use		2.5.5
	Management of allergens		2.5.6
	Environmental monitoring (food chain categories BIII, C, I & K)		2.5.7
	Food safety and quality culture		2.5.8
	Quality control		2.5.9
	Transport, storage and warehousing		2.5.10
	Hazard control and measures for preventing cross- contamination (all food chain categories, excluding FII)	1 – <mark>XX</mark>	2.5.11
	PRP verification (food chain categories BIII, C, D, G, I & K)		2.5.12
	Product design and development (food chain categories BIII, C, D, E, F, I & K)		2.5.13
	Health status (food chain category D)		2.5.14
	Equipment management (all food chain categories, excluding FII)		2.5.15
	Food loss and waste (all food chain categories, excluding I)		2.5.16
	Communication requirements		2.5.17
	Requirements for organization with multi-site certification (food chain categories E, F & G)		2.5.18
	Annexures		
ANX–I	NX-I List of documented information		=======================================
ANX-II	Glossary of terms	1 – 1	=======================================
ANX–III	Company activity process flow chart	1 – 2	==========
ANX-IV	Organization structure	1 – 1	========

#### 2. Procedures (14 procedures):

Sample copies of mandatory procedures as per FSSC 22000 (Version 6) are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is as below.

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### documents-manual-procedures.htm <u>List of Procedures</u>

- 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 & recall
- 7. Procedure for management review
- Procedure for document and data control
- 9. Procedure for correction, corrective and preventive action
- 10. Procedure for control of records
- Procedure for internal audit
- 12. Procedure for control of monitoring and measuring equipments
- 13. Procedure for communication
- 14. Procedure for control of non-conforming products

#### 3. Exhibits (17 exhibits)

Sample copies of exhibits as per FSSC 22000 (Version 6) are provided. The list of sample exhibits provided in the kit is as below.

#### **List of Exhibits**

- 1. Exhibits for Skill Requirements
- 2. Exhibits for Disposal of Non-Conforming Products
- 3. Exhibits for Quality Plan Incoming Inspection and Testing
- 4. Exhibits for Raw Material Specifications
- 5. Exhibits for Codification System
- 6. Exhibits for Needs and Expectation of the interested parties
- 7. Exhibits for Communication Matrix
- 8. Exhibits for Cleaning and sanitization schedule
- 9. Exhibits for Environment Monitoring Program
- 10. Exhibits for Allergen control
- 11. Exhibits for Allergen assessment
- 12. Exhibits for Security assessment
- 13. Exhibits for Threat assessment
- 14. Exhibits for Threat assessment plan
- 15. Exhibits for Vulnerability assessment
- 16. Exhibits for Vulnerability assessment plan
- 17. Exhibits for Food Fraud Defense plan

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### documents-manual-procedures.htm 4. Standard Operating Procedures (30 SOPs):

The SOPs given in this kit are sample copies of standard operating procedure as per FSSC 22000 (Version-5.1). The list of sample standard operating procedures provided is as below.

#### List of Standard Operating Procedures

	List of Standard Operating 1 rocedures				
1.	SOP for Glass breakage management	16.	SOP for Purchasing		
2.	SOP for Installation of new glass	17.	SOP for Metal, wood & glass, brittle plastics management procedure		
3.	SOP for Self care laundering	18.	SOP for Pest control		
4.	SOP for Hygiene clearance	19.	SOP for Personnel health and hygiene		
5.	SOP for Incident reporting	20.	SOP for Product information, consumer awareness and food defense		
6.	SOP for Entry / exit procedure – Personal hygiene	21.	SOP for Prevention of cross contamination		
7.	SOP for Wooden materials	22.	SOP for Product recall		
8.	SOP for Material receipt / issue in dispatch	23.	SOP for Safety		
9.	SOP for RM / PM / General material receipt / issue / storage	24.	SOP for Building maintenance and general facilities		
10.	SOP for Purchase of packing materials	25.	SOP for Material / process / product mix up		
11.	SOP for Contraction and layout of the building	26.	SOP for Protection of food adulteration		
12.	SOP for Layout of premises and work space	27.	SOP for General housekeeping		
13.	SOP for Air, water, energy, gas and boiler chemical	28.	SOP for Equipment layout		
14.	SOP for Waste disposal	29.	SOP for Food defense		
15.	SOP for Cleaning and sanitation of food contact surface	30.	SOP for Food fraud prevention		

#### 5. Process approach (10 process templates)

The templates given under this directory cover guidelines for processes, process flow charts and process models useful for process mapping. They cover activities of all the main and critical processes as listed below with input-output matrix for organization. The process templates help any organization in process mapping as well as preparing process documents. In Input-output matrix input and output documents as well as their interlinkage with other departments are given.

#### **List of Process Flow Chart**

- 1. Process Flow Chart of Customer Service
- 2. Process Flow Chart of Dispatch
- 3. Process Flow Chart of Engineering
- 4. Process Flow Chart of Marketing
- 5. Process Flow Chart of Production
- 6. Process Flow Chart of Purchase
- 7. Process Flow Chart of Quality Control
- 8. Process Flow Chart of Stores
- 9. Process Flow for Food Safety Team Leader processes
- 10. Process Flow for Training Activity

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#### 6. Blank sample formats for all the departments (70 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 70 blank formats are provided as per the list given below.

#### **List of blank formats**

	<u>List of blank formats</u>				
1.	Packing report / slip	36.	Visual inspection report – monthly		
2.	Bag / other packing material inspection report	37.	Wooden checking		
3.	Screen checking report	38.	Rodent trapping record		
4.	Loading vehicle checking report	39.	Operation pre-requisite programs		
5.	Preventive maintenance schedule	40.	Water tank cleaning report		
6.	Breakdown history card	41.	Water line cleaning report		
7.	Preventive maintenance check points	42.	Medical checkup report		
8.	Daily preventive maintenance check points	43.	Production planning		
	•		, ,		
9.	Preventive maintenance check points for building&	4.4	Discussion and and an extension and the termination and the termin		
9.	civil work	44.	Disposal of non-conforming products		
10.	Incident reporting record	45.	Purchase order		
11.	Temporary maintenance work report	46.	Indent cum incoming inspection record		
12.	Master list cum distribution list of documents	47.	Approved vendor list cum open purchase order		
13.	Change note	48.	Supplier registration form		
14.	Corrective action report	49.	Open purchase order		
15.	Master list of records	50.	Supplier audit schedule		
16.	Objectives	51.	Supplier audit checklist		
17.	Audit plan / schedule	52.	Sample test request		
18.	Internal quality audit non-conformity report	53.	Positive recall report		
19.	Clause wise document wise audit review report	54.	Ph meter calibration report		
20.	Magnet control	55.	Normality record sheet		
21.	Continual improvement plan	56.	Validation report		
22.	Calibration status of instrument /equipment	57.	Order form / order confirmation		
23.	Communication report	58.	Feedback form for customers		
24.	List of chemicals on site	59.	Customer complaint report		
25.	Food defense check list	60.	Design and development records		
26.	Monthly food safety inspection report	61.	Daily stock statement		
27.	Mock drill report	62.	Gate pass		
28.	Cleaning and sanitation report	63.	Unloading vehicle checking report		
29.	House keeping records – area wise	64.	Training calendar		
30.	Visitor's entry report	65.	Training report		
31.	Pest control report	66.	Induction training report		
32.	Fumigation report	67.	Job description and specification		
33.	Daily sanitation audit report	68.	Skill matrix		
34.	Pest control logbook – daily sheet	69.	Health questionnaire		
35.	Glass inventory records	70.	Pre-requisite program (PRP)		
	•		,		

#### 7. HACCP Documents

This directory of the kit includes blank and filled HACCP documents on Product Description, Process flow chart, Hazard Analysis Report, HACCP Plan, Corrective Action Plan, Environment Monitoring Plan, Operation Pre-requisite Programs, Pre-requisite Programs, etc.

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#### 8. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and objective review.

#### 9. FSSC 22000 (Version 6) Audit Checklists (More than 900 Questions)

In total three checklists comprising FSSC 22000 (Version 6) requirements wise as well as department wise audit questions as well as self audit questions are provided. These checklists will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. The questions are prepared on the basis of FSSC 22000 (Version 6). It can be logically used for auditing during internal audit for FSSC 22000 (Version 6) to establish proper audit trail.

#### 10. FSSC 22000 Version 6 compliance matrix

This compliance matrix contains FSSC 22000 Version 6 requirement wise list of documented information for easy reference of users and to understand how this system is made.

#### **Chapter-2.0 ABOUT COMPANY**

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 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, certification and compliance to international standards and regulations. So far, we have more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.

- Our promoters and engineers have rich experience of providing management training and ISO series consultancy for more than 2700 companies globally. We have clients in more than 36 countries.
- 2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
- **3.** We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
- **4.** We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
- 5. So far, we have trained more than 50000 employees in ISO series certification.
- **6.** We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

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- 5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
- 6. Establishing 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 documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

#### **B. Software**

 Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

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- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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- 2. The kit takes care of all the sections and sub-sections of FSSC 22000 (version 6) standards and helps you to establish better system.
- 3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own FSSC 22000 (version 6) documents for their organization.
- 4. It will save much cost in document preparation.
- 5. You will get a better control in your system due to our proven formats.
- 6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO/FSSC consultancy.
- 7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
- 8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
- 9. The entire kit is prepared by a globally proven team of leading ISO/FSSC consultants.

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