D122: DEMO OF FSSC 22000 SCHEME VERSION – 5.1 FOOD SAFETY MANAGEMENT SYSTEM DOCUMENTATION KIT Price 550 USD

Totally editable documentation package for quick process improvement to implement the system

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

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Chapter-1.0 Contents of FSSC 22000 Scheme Version 5.1 food safety management system documentation kit (more than 175 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	14 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
6.	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
	HRD	01 Formats in MS Word
	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 Management Review Meeting	02 files in MS word
9.	FSSC 22000 Version 5.1 Audit Checklist	More than 800 questions
10.	FSSC 22000 Version 5.1 Compliance Matrix (Requirement wise reference of documented information)	01 File in MS-Excel

Total 175 files in editable form for Quick Download by e-delivery

For more information about FSSC 22000 (version 5.1) Documentation kit Click Here

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B. Documented information package:

Our documentation kit comprises sample documents required for FSSC 22000 (Version 5.1) 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 5.1), 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 5.1) 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 (10 Chapters and 4 Annexure):

This is a sample copy of system manual which gives clause-wise details of how FSSC 22000 (Version 5.1) 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 10 of FSSC 22000 (Version 5.1) is implemented at macro level in the organization. The manual covers FSSC 22000 (Version 5.1) documents for tier-1 of documented information. It has total 10 chapters covering company profile, amendment sheet, index, and clause-wise details on how FSSC 22000 (Version 5.1) system is implemented in an organization.

(A) Table of Contents

Chapter No.	Subject	Page No.	FSSC 22000 Version 5.1 Clause Reference
Section – 1			
1.	Company profile	1 – 3	-----
2.	Table of contents	1 – 2	------
3.	Control and distribution	1 – 3	------
Section – 2			
4.	**Context of the Organization**	1 – 7	4.0
	Understanding the organization and its context		4.1
	Understanding the needs and expectations of interested parties		4.2
	Determining the scope of the quality management system		4.3
	Food Safety management system		4.4

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

List of 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 & recall
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 records
11. 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 5.1) 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

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

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

For more information about FSSC 22000 (version 5.1) Documentation kit Click Here

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

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

8. Sample Management review meeting

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

9. FSSC 22000 (Version 5.1) Audit Checklists (More than 800 Questions)

In total three checklists comprising FSSC 22000 (Version 5.1) 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 5.1). It can be logically used for auditing during internal audit for FSSC 22000 (Version 5.1) to establish proper audit trail.

10. FSSC 22000 Version 5 compliance matrix

This compliance matrix contains FSSC 22000 Version 5.1 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.**

1. 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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Global Manager Group is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating 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. 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.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed and complies with the requirements of system standards.
- 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.

For more information about FSSC 22000 (version 5.1) Documentation kit Click Here

Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/FSSC documents.
2. The kit takes care of all the sections and sub-sections of FSSC 22000 (version 5.1) 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 5.1) 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.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of the kit to the users by sending an e-mail of username and password.

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