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[Company]

[Company Address]

ISO 22000:2018

FOOD SAFETY MANAGEMENT SYSTEM

(MANUAL)

Prepared By (Name & Sign)	Approved By (Name & Sign)	Date
	[Manager]	
Document No.: M/01	Revision No. 00	Update Date: 01/01/2020

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1. [Company] INTRODUCTION

Here you need to put details of your company in brief.

1.1 AUTHORIZATION STATEMENT

[Company] is fully committed to the establishment and maintenance of Food Safety Management System given in this manual and implemented by the company to meet the requirements of ISO 22000:2018.

The personnel of the [Company] shall strictly adhere to the food safety policies and procedures as addressed or referred in this manual.

Mr. _____ has been appointed as FSMS Team Leader of [Company]. The FSMS Team Leader is responsible for ensuring compliance with the food safety requirements stipulated in this manual. He is authorized to ensure that the food safety system is established, implemented and maintained by the [Company]. Top Management gives full support and co-operation to FSMS Team Leader and ensure that all HOD must implement the system.

Name

[Manager]

1.2 FSMS TEAM

Top management of [Company] has assigned the responsibilities to multidisciplinary team to fulfill requirements of FSMS. Following members have been assigned with responsibilities as given below

Role in Team	Name	Department	Responsibilities
Team Leader			✓ Ensuring that the FSMS conforms to the requirements of ISO 22000 2018. ✓ Ensuring the FSMS is established, implemented, maintained and updated. ✓ Managing and organizing the work of the food safety team. ✓ Ensuring relevant training and competencies for the food safety team. ✓ Develop policies and procedures and implement those for addressing FSMS requirements ✓ Take Actions to address non-

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HACCP PLAN

(PROCEDURE)

Prepared By	Approved By	Date
Document No.: P/12	Revision No. 00	Update Date: 01/01/2020

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1. PURPOSE

The purpose of this procedure is to establish, implement and maintain a system to perform HACCP studies and make HACCP plans.

2. SCOPE

This procedure is applicable to all activities and products of [Company].

3. TERMS AND DEFINITIONS

HAZARD ANALYSIS

Hazard identification and Analysis of its effect

CCP

Critical Control Point - step in the process at which control measure(s) is (are) applied to prevent or reduce a significant food safety hazard to an acceptable level, and defined critical limit(s) and measurement enable the application of corrections.

HACCP

Hazard Analysis and critical control point

All applicable as defined in clause 3 of manual.

4. PROCEDURE

4.1 GENERAL

Each step identified in the Process Flow Charts shall be transferred to the Hazard Identification and control assessment and listed into HACCP sheet. For each step the following shall be identified:

- Significant Hazards
- Control Measures
- OPRPs (if any)
- CCPs (if any)
- Critical Limits (in case of CCP)
- Monitoring methods / procedures (in case of CCP)
- Corrective Actions (in case of CCP)
- Records (in case of CCP)
- Verifications (in case of CCP)
- Point of attention or pre requisite programme (POA / PRP)

4.2 SIGNIFICANT HAZARD (PRINCIPLE 1)

Hazard identified in the hazard identification process shall analyzed for its severity and occurrence to determine its impact on food safety. To identify the significant Food Safety Hazards, Risk analysis shall be conducted. The risk factor is find by following formula

Occurrence x Severity=Risk

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FSMS PROCEDURE – HACCP PLAN

Every Hazard identified in the process shall be evaluated for the probability of its occurrence. Occurrence shall be given a value from 1 to 5 depending on the probability of occurrence.

Each identified hazard shall also be evaluated for its potential to cause food safety problems and its impact on the human health. Each Hazard shall be given a Severity Factor from 1 to 5 depending on the severity it can cause to the health of a person consuming the product in prescribed manner.

The Occurrence and Severity factor is determined in the following table:

PROBABILITY OF OCCURRENCE	OCCURRENCE FACTOR	IMPACT ON HEALTH	SEVERITY FACTOR
Very High	5	Very Severe (Causing death)	5
High	4	Severe (Long Term Illness)	4
Moderate	3	Moderate (Short term Illness)	3
Low	2	Low impact (momentary sickness feeling)	2
Negligible	1	Negligible	1

All the hazards having Risk Factor Equal to or greater than 10 shall be considered as significant hazards which shall then be put to the decision tree to determine CCPs.

4.2.1 CONTROL MEASURES

For each identified hazard at least one control measure shall be identified.

The determination of critical control points (CCPs) shall be based on the assessment of severity and likely occurrence of hazards and upon what can be done to eliminate, prevent or reduce the hazards at a process step. The selection of CCPs shall be made on the basis of:

- Identified hazards and likely occurrence in relation to what constitutes unacceptable contamination;
- Operations to which the product is subjected to during processing and preparation, and;
- Intended use of the product.

Control measures for significant hazards shall be identified on the HACCP Plan as a CCP/CP.

The CCP Decision Tree as given below shall be used for CCP determination.

HAZARD ANALYSES SHEET										F/20 Rev No.01 Page 1 of 1		
PRODUCT DESCRIPTION:					DATE: -		AUTHORIZATION:					
Step / Input (1)	Hazard (2)	Cause/Hazard Justification (3)	(4) Probab ility of occurrence (H, M,L)	(5) Severit y (Critica l, Serious, Major, Minor)	Control/Preventative Measures (6)	Q1	Q2	Q3	Q4	CCP/ CP/ OPR P	Reason for Decision	

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Sr. No.	Step/ Control point	Principle -1		Principle -2	Principle -3	Principle -4					Principle -5	Principle -6	Principle -7
		Hazard	Control Measure	CCP	Critical Limits	Monitoring					Corrective Action (What & Who)	Verification (What & Who)	Records
						What	Where	How	When	Who			

PRODUCT DESCRIPTION FORM	F/19 Rev No.01
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Sr. No.	Parameters	Description
1.	Product Name	
2.	Process name	
3.	Composition	
4.	End Product Characteristics	
5.	Method of Prevention	
6.	Packaging - Primary (Inner Packaging)	
7.	Packaging- Shipping (Outer Packing)	
8.	Storage Condition	
9.	Distribution Method	
10.	Shelf Life / Use-by	
11.	Specific Labeling Requirements	
12.	Customer Use and Preparation	
13.	Where it is to be sold	
14.	Sensitive Consumer	
15.	Intended Use	
16.	Regulatory Requirements	

Approved By →	Issue date →
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[Company]

PRE-REQUISITE PROGRAM (PRP) MONITORING

F/28
Rev No.00

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