



ISO 22000 : 2018

What can you expect from the certification process?

Food Safety Management System Checklist

This checklist will provide you with a detailed understanding of what you can expect to have in place, and be doing, by the time you complete the ISO 22000 certification process. If you don't have any of this in place already, don't panic; QMS are happy to provide you with the necessary templates and guidance, during the QMS 3-stage certification process, until you do.

Context of the Organisation

This means: understanding external and internal issues, as well as the needs and expectations of interested parties, and where you sit in all of this.

- ☐ We've determined external and internal issues that are relevant to our purpose and that affect our ability to achieve the intended result(s) of the FSMS.
- ☐ We've identified, reviewed, and updated information related to these external and internal issues.
- ☐ We've determined the interested parties that are relevant to the FSMS and identified their requirements.
- ☐ We've reviewed and updated information related to the interested parties and their requirements.
- ☐ We've determined the boundaries and applicability of the FSMS to establish its scope which specifies the products, services, processes and production site(s) that are included in the FSMS.
- ☐ Our scope includes the activities, processes, products, or services that can have an influence on the food safety of our end products.
- ☐ We have established, implemented, maintained, updated, and will continually improve our FSMS.

Leadership

This means: the role your top management will play in leading, not just managing, your FSMS and actions required during the certification process.

- ☐ Our top management has demonstrated leadership with respect to the FSMS by communicating the importance of effective food safety management, directing and supporting persons to contribute to the effectiveness of the FSMS, promoting continual improvement, and supporting other relevant management roles.

- ☐ Our top management has demonstrated commitment with respect to the FSMS by ensuring that its food safety policy and objectives are compatible with the strategic direction of the organisation, its requirements are integrated into the organization's business processes, and it is evaluated and maintained to achieve its intended results.
- ☐ Our top management have established, implemented and maintained food policy that is appropriate to the purpose and context of the organisation, provides a framework for setting and reviewing the objectives of the FSMS, and addresses external and internal communication.
- ☐ The food policy we have implemented is available and maintained as documented information.
- ☐ Our food policy can be communicated, understood and applied at all levels of our organisation, and is available to interested parties, as appropriate.
- ☐ Our top management assign the responsibility and authority for ensuring that FSMS conforms to the requirement of this document.
- ☐ Our top management appoints the food safety team and their team leader, and designates persons with defined responsibility and authority to initiate document action(s).
- ☐ Our food safety team leader is responsible for a number of roles, including ensuring the FSMS is established, implemented, maintained and updated; managing and organizing the food safety team; ensuring the relevant training and competencies for the food safety team.

Planning

This means: evaluating success, measuring risks and opportunities and planning the steps needed to increase desirable effects, prevent unwanted effects and achieve improvements.

- ☐ We've considered the issues referred to in the previous sections and determined the risks and opportunities that need



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to be addressed.

- We've planned out the actions to address these risks and opportunities, and we know how to integrate and implement the actions into the FSMS processes and can evaluate the effectiveness of these.
- The actions that we take to address risks and opportunities are proportionate to the impact on food safety requirements, the conformity of food products and services to its customers and the requirements of interested parties in the food chain.
- Our organisation has established objectives for the FSMS at relevant functions and levels.
- When planning how to achieve the objectives for the FSMS, the organisation has determined what will be done, what resources will be required, who is responsible, when it will be completed.
- We've carried out and communicated changes to the FSMS, including personnel changes, in a planned manner.

Support

This means: making sure you have the resources and tools you need to run and continually improve your FSMS.

- We've determined the internal and external communications relevant to the FSMS and ensured that the requirement of effective communication is understood by all personnel.
- We ensure that sufficient information is communicated externally and is available for interested parties of the food chain.
- We've established effective communications with external providers, customers and regulatory authorities.
- Our organization has established, implemented, and maintained an effective system for communicating issues having an impact on food safety.
- Our food safety team is informed about changes to products, raw materials, production systems, production premises, sanitation programmes, regulatory requirements and knowledge regarding food safety hazards in a timely manner.
- When creating and updating documented information we ensure the appropriate identification and description, format and media, and review for suitability is assigned.
- Our documented information is controlled and addresses the following activities: distribution, access, retrieval and use; storage and preservation; control of changes; retention and disposition.
- We retain documented information as evidence of conformity and protect it from unintended alterations.

Operation

This means: the steps you need to take to get going on your FSMS.

- We've planned, implemented, controlled, maintained and updated the processes needed to meet requirements for the realization of safe products.

- We've established, implemented, maintained, and updated prerequisite programmes (PRP) to facilitate the prevention and/or reduction of contaminants in the products, product processing and work environment.
- Our PRP(s) are appropriate to the organization and its context with regard to food safety, appropriate to the size and type of the operation, implemented across the entire production system, and approved by the food safety team.
- Our top management have ensured that procedures are in place to respond to potential emergency situations or incidents that can impact on food safety which are relevant to the role of the organisation in the food chain.
- We respond to emergency situations and incidents, act to reduce the consequences of an emergency, periodically test whether procedures are practical, and review documented information.
- Our food safety team has collected, documented and updated preliminary documented information so that we can carry out hazard analyses.
- We've maintained documented information concerning all raw materials, ingredients and product contact material to the extent needed to conduct the hazard analysis.
- We've ensured that all applicable statutory and regulatory food requirements are identified for all the end products intended to be produced.
- We maintained documentation concerning the characteristics of end products to the extent needed to conduct the hazard analysis.
- Our food safety team establish, maintain and update flow diagrams as documented information for the products or product categories and the processes covered by the FSMS
- Our organization has identified and documented all food safety hazards that are reasonably expected to occur in relation to the type of product, type of process, and process environment. These are considered in enough detail to enable hazard assessment and selection of appropriate control measures.
- We've identified step(s) at which each food safety hazard can be present, be introduced, increase or persist.
- Based on the hazard assessment, we've selected an appropriate control measure or combination of control measures that can prevent or reduce the identified food safety hazard to acceptable levels.
- Our food safety team validate the selected control measures that are capable of achieving the intended control of the food safety hazard(s).
- We've specified measurable critical limits at CCPs and action criteria for OPRPs.
- At each CCP, a monitoring system has been established for each control measure to detect any failure to remain within the critical limits.
- For each OPRP, a monitoring system has been established for the control measure to detect failure to meet the action criterion.
- We've specified corrections and corrective actions to be taken when critical limits or action criterion have not been met.

- We've implemented and maintained the hazard control plan (HACCP) and retained evidence of this as documented information and update the plan if necessary.
- Our organisation has provided evidence that the specified monitoring and measuring methods and equipment in use are adequate for the monitoring and measuring of activities related to the PRP(s) and the hazard control plan (HACCP).
- We've established, implemented and maintained verification activities and ensure that the activities are not performed by the person responsible for monitoring the same activities.
- We've ensured that data driven from the monitoring of OPRPs and at CCPs are evaluated by designated persons who are competent and have the authority to initiate corrections and corrective actions.
- Our organisation establishes and maintains documented information that specifies appropriate actions to identify and eliminate the cause of detected nonconformities, to prevent recurrence, and to return the process to control after a nonconformity is identified.
- Our organisation acts to prevent potentially unsafe products from entering the food chain and retains products that have been identified as potentially unsafe.

Improvement

This means: using the results from your evaluation and analysis to identify ways to enhance the FSMS.

- When we identify a nonconformity, we take control of it and deal with the consequences.
- In the case of a nonconformity, we evaluate the need for action to eliminate the cause(s) of the nonconformity, implement action needed and make changes to the FSMS, if necessary.
- We've retained documented information as evidence of the nature of the nonconformities and any subsequent actions taken, and the result.
- Our top management ensure that the organization continually improves the effectiveness of the FSMS using communication, management review, internal audit, analysis of results of verification activities.
- Our top management continually validates control measure(s) and combination(s) of control measures, and corrective actions.
- Our top management ensures the FSMS is continually updated through continually evaluating the FSMS at planned intervals.

Performance Evaluation

This means: using your experience and knowledge to monitor, measure and analyse processes and changes, to consistently seek out ways to improve Food Safety Management.

- We've analysed and evaluated appropriate data and information arising from monitoring and measurement, including the results of verification activities related to PRPSs and the hazard control plan (HACCP), internal audits and external audits.
- We conduct internal audits at planned intervals to provide information on whether the FSMS conforms to our own requirements and those of this document and is effectively implemented and maintained.
- Our top management reviews the FSMS, to ensure its continuing suitability, adequacy and effectiveness.
- Within the management review we consider a number of factors, such as the status of actions from previous reviews, changes in external and internal issues that are relevant to the FSMS, information on performance and effectiveness, the adequacy of resources, and opportunities for continual improvement.
- The outputs of the management review include decisions and actions related to continual improvement opportunities, and any need for updates and changes to the FSMS.

Implementation and Certification in 30 days

Through QMS' award-winning certification process, you could achieve an ISO 22000 certification in as little as 30 days. The process is straight-forward and cost-effective and includes access to LAUNCHPAD, our on-line Management System Portal hosting a library of useful templates and tutorial videos.