

DEMO OF ISO 22000:2018 DOCUMENT KIT

A complete editable Food safety management system package on ISO 22000:2018 (Food safety manual, Procedures, SOPs, forms, HACCP documents, exhibits, audit checklist, etc.)

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Chapter-1.0 CONTENTS OF ISO 22000:2018 DOCUMENT KIT (More than 135 document files)

A. The Total Editable Document kit has 10 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	Food Safety Manual	14 Files in MS Word
2.	Food Safety Procedures	14 Procedures in MS Word
	Food safety procedures	06 Procedures in MS Word
	System procedures	08 Procedures in MS Word
3.	Exhibits	06 exhibits in MS Word
4.	Standard Operating Procedures	25 Standard Operating Procedures in MS Word
5.	Process Approach	10 Process approach in MS Word
6.	Blank Formats /Templates to retain documented information	61 Blank formats in MS Word / Excel
	Name of departments	
	Dispatch (DES)	
	Engineering (ENG)	
	HACCP	
	Housekeeping (HKC)	
	HRD	
	Production (PRD)	
	Purchase (PUR)	
	Quality Control (QCD)	
	Sales	
	Store (ST)	
	System (SYS)	
Training (TRG)		
7.	HACCP documents	16 Files in MS Word
8.	Sample Management review records	02 files in MS word
9.	ISO 22000:2018 Audit Checklist	More than 800 questions
10.	FSMS 22000:2018 compliance matrix (Requirements wise reference documented information)	01 file in MS excel

Total 135 files in editable form for Quick Download by e-delivery

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B. Documented information package: -

Our document kit comprises sample documents required for ISO 22000:2018 certification as listed below. **All documents are in MS Word / excel format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirements can be made ready. In the ISO 22000:2018, at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own system with minor changes. Now, ISO 22000:2018 standards are not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information Scope, food safety manual, etc.)**
2. **Retain documented information (Forms - templates)**

Under this directory, further files are made in the word document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

1. Food Safety Manual (10 Chapters and 4 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 22000:2018 systems are implemented. It covers the quality management system, sample policy, objectives, scope, organizations structure as well as macro level each requirement from 4 to 10 of ISO 22000:2018 on how it is implemented in the organization. It covers ISO 22000:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 22000:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 22000:2018 systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	ISO 22000 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 – 3	4.0
5.	Leadership	1 – 3	5.0
6.	Planning	1 – 2	6.0
7.	Support	1 – 7	7.0
8.	Operation	1 – 4	8.0

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9.	Performance evaluation	1 – 4	9.0
10.	Improvement	1 – 4	10.0
Annexures			
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):

It covers a sample copy of mandatory procedures as per ISO 22000:2018 covering 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 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 (06 exhibits)

It covers Skill Requirements, Disposal Of Non-Conforming Products, Quality Plan – Incoming Inspection and Testing, Raw Material Specifications, Codification System, Cleaning and sanitization schedule etc.

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 Cleaning and sanitization schedule

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4. Standard Operating Procedure (25 SOPs):

It covers a sample copy of standard operating procedure as per ISO 22000:2018. The list of sample standard operating procedures provided is as below.

List of Standard Operating Procedures

- | | |
|---|--|
| 1. SOP for material receipt / issue in despatch | 13. SOP for protection of food adulteration |
| 2. SOP for glass breakage management | 14. SOP for pest control |
| 3. SOP for installation of new glass | 15. SOP for general housekeeping |
| 4. SOP for traceability | 16. SOP for entry / exit procedure – personal hygiene |
| 5. SOP for waste disposal | 17. SOP for floor cleaning |
| 6. SOP for wooden materials | 18. SOP for cleaning of doors, windows, walls and tube light and fan |
| 7. SOP for metal, wood & glass procedure | 19. SOP for equipment lay-out |
| 8. SOP for blade management | 20. SOP for material / process / product mix up |
| 9. SOP for product re – call | 21. SOP for building maintenance and general facilities |
| 10. SOP for condition / cleanliness of food contact surface | 22. SOP for safety |
| 11. SOP for prevention of cross contamination | 23. SOP for food defense |
| 12. SOP for personnel health and hygiene | 24. SOP for food fraud prevention |
| | 25. SOP for RM / PM / general material receipt / issue / storage |

5. Process Approach (10 process approach):

It covers guideline for processes, flow chart and process model useful for process mapping. It covers process flow chart and activities of all the main and critical processes as listed below with input-output matrix and reference of documented information generated by process for manufacturing organization. It helps any organization in process mapping as well as preparing process documents for own organization. In Input and output matrix process wise risk and opportunity as well as mitigation plan for risk is given.

List of Process approach

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 FSTL Processes
9. Process Flow Chart of Stores
10. Process Flow for Training Activity

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6. Blank sample formats for all the departments (61 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 61 blank formats are provided as per the list given below.

List of blank formats

- | | |
|---|--|
| 1. Packing report / Slip | 32. Sample test request |
| 2. Bag/other packing material inspection report | 33. Positive recall report |
| 3. Screen checking report | 34. Ph meter calibration report |
| 4. Loading vehicle checking report | 35. Normality record sheet |
| 5. Breakdown history card | 36. Validation report |
| 6. Preventive maintenance schedule | 37. Order form confirmation |
| 7. Preventive maintenance checkpoints | 38. Feedback for customer |
| 8. Daily preventive maintenance checkpoints | 39. Customer complaint report |
| 9. Preventive maintenance checkpoints for building and civil work | 40. Daily stock Statement |
| 10. Cleaning and sanitation report | 41. Gate pass |
| 11. House keeping records–area wise | 42. Unloading vehicle checking report |
| 12. Visitor entry report | 43. Master list cum distribution list of documents |
| 13. Pest control report | 44. Change note |
| 14. Fumigation report | 45. Corrective action report |
| 15. Daily sanitation audit report | 46. Master list of records |
| 16. Pest Control log book–Daily Sheet | 47. Objectives |
| 17. Glass inventory records | 48. Audit plan/ schedule |
| 18. Visual inspection report–monthly | 49. Internal audit non conformity report |
| 19. Wooden checking | 50. Clause wise document wise audit review report |
| 20. Rodent trapping record | 51. Magnet control |
| 21. Operation pre-requisite programs | 52. Continual improvement plan |
| 22. Medical checkup report | 53. Calibration status of instrument |
| 23. Production planning | 54. Communication report |
| 24. Disposal of non confirming products | 55. Training calendar |
| 25. Purchase order | 56. Training report |
| 26. Indent cum Incoming Inspection | 57. Induction training Report |
| 27. Approved vendor list cum open purchase order | 58. Job description and specification |
| 28. Supplier registration form | 59. Skill matrix |
| 29. Open purchase order | 60. Health questionnaire |
| 30. Supplier audit schedule | 61. Pre-requisite program (PRP) |

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31. Supplier audit checklist

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7. HACCP Docs

There covers pre-requisite program, product description, food safety and validation team, process flow diagram, hazard work report, HACCP plan, corrective action plan for critical control points, verification and validation plan etc.

8. Sample Management review records

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

9. ISO 22000:2018 Audit Questionnaires (More than 800 Questions)

This covers audit questions based on the ISO 22000:2018 requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 800 questions are prepared on the basis of ISO 22000:2018. It can be logically used for auditing during internal audit for ISO 22000:2018 to establish proper audit trail.

10. FSMS 22000:2018 compliance matrix

The FSMS ISO 22000:2018 requirement wise list of documented information reference of this kit is given in compliance matrix for ready reference to user to understand how this system is made.

Chapter-2.0 ABOUT COMPANY

Bm Tech Digital 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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Bm Tech Digital is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
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.

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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 documents.
2. The kit takes care of all the sections and sub-sections of ISO 22000:2018 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 ISO 22000:2018 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 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 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.

For purchase,

Visit our website for more details on the documentation kit:

<https://www.joinconsultant.com>