

Demo of HACCP as per Codex guideline Food safety Sample Document Kit

Complete editable HACCP as per Codex guideline sample document kit (Manual, procedures, process approach, HACCP docs, SOPs, formats, audit checklist etc.)

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Chapter-1.0 Content of HACCP (Hazard Analysis and critical control point) sample document kit as per codex guideline (More than 125 document files)

The Total editable document kit has 7 main directories as below.

HACCP editable document kit

| Sr. No. | List of Directory | Document of Details |
|---------|---|---|
| 1. | HACCP Manual | 05 chapter and 04 annexure in MS Word |
| 2. | Procedures | 14 procedures in MS Word |
| 3. | HACCP docs. | 16 files in MS Word |
| 4. | Formats | 52 formats in MS Word |
| | Engineering (ENG) | 06 formats in MS Word |
| | Purchase (PUR) | 05 formats in MS Word |
| | Despatch (DES) | 03 formats in MS Word |
| | Housekeeping (HKC) | 09 formats in MS Word |
| | HRD | 01 formats in MS Word |
| | Production (PRD) | 02 formats in MS Word |
| | Quality control (QCD) | 05 formats in MS Word |
| | Sales (SALES) | 03 formats in MS Word |
| | Stores (STR) | 02 formats in MS Word |
| | System (SYS) | 11 formats in MS Word |
| | Training (TRG) | 05 formats in MS Word |
| 5. | Standard operating procedures | 19 standard operating procedure in MS Word |
| 6. | Process approach | 10 process approach in MS Word |
| 7. | Audit checklist | More than 500 questions |
| 8. | HACCP compliance matrix (Requirements wise reference documented information) | 01 file in MS excel |

Total 125 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for HACCP certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for food safety system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization use it as per their need and many organization are certified globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to HACCP for and user can edit it in line with their own processes.

1. HACCP Manual:

It covers sample copy of HACCP manual for food safety management system. It covers 05 chapter and 04 annexure as well as list of procedures as well as overview of covers tier1 of HACCP documents.

HACCP Manual Index

| Chapter No. | Subject | Page No. | HACCP clause |
|--------------------|---|----------|--------------|
| Section – 1 | | | |
| 1. | Company Profile | 1 – 2 | |
| 2. | Table Of Contents | 1 – 1 | |
| 3. | Control And Distribution | 1 – 2 | |
| 4. | Food safety Policy | | |
| Section – 2 | | | |
| 5. | HACCP System Requirements | | |
| 5.1 | Management Responsibility | | 5.1 |
| | Policy | | 5.1.1 |
| | Scope of the HACCP System | | 5.1.2 |
| | Task, responsibilities, Authorities | | 5.1.3 |
| | HACCP team(s) | | 5.1.4 |
| | Resources | | 5.1.5 |
| | Management Review | | 5.1.6 |
| 5.2 | Product Information | 1-11 | 5.2 |
| | Product characteristics | | 5.2.1 |
| | Intended Use | | 5.2.2 |
| 5.3 | Process information | | 5.3 |
| | Flow diagram | | 5.3.1 |
| | Layout | | 5.3.2 |
| | Control and verification of process information | | 5.3.3 |

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| | | | |
|-----------------|--|-------|--------|
| 5.4 | Pre-requisite program | | 5.4 |
| 5.5 | Hazard Analysis | | 5.5 |
| | Hazard identification | | 5.5.1 |
| | HACCP analysis (risk) | | 5.5.2 |
| 5.6 | Control Measures | | 5.6 |
| | Specific Control measures | | 5.6.1 |
| | General Control measures | | 5.6.2 |
| 5.7 | Parameters and critical Limits | | 5.7 |
| | Critical process and product parameters | | 5.7.1 |
| | Target Values, action-limit values and critical limits | | 5.7.2 |
| 5.8 | Monitoring and measuring | | 5.8 |
| 5.9 | Corrective actions | | 5.9 |
| 5.10 | Validation | | 5.10 |
| 5.11 | Verification | | 5.11 |
| 5.12 | Documentation and records | | 5.12 |
| | Documents and document control | | 5.12.1 |
| | Records | | 5.12.2 |
| Annexure | | | |
| ANX-I | List of HACCP Procedures | 1 – 1 | |
| ANX-II | Glossary of Terms | 1 – 1 | |
| ANX-III | Process Flow Chart | 1 – 2 | |
| ANX-IV | Organization structure | 1 – 1 | |

2. Procedures (14 Procedures):

It covers sample copy of mandatory procedures covering all the details of HACCP.

List of procedure

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 Re – call / Withdrawal
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 Quality Records
11. Procedure for Internal Quality and Food Safety Audit
12. Procedure for Control of Monitoring and Measuring Equipments
13. Procedure for Training
14. Procedure for Control of Non–Conforming Products

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3. HACCP Docs.

It covers sample copy of HACCP documents covering blank and filled document all the details of HACCP as per HACCP 07 principles of food safety.

4. Blank Formats (52 Formats):

It covers sample copy of blank forms required to maintain records as well as establish control and make system. The samples given are as a guide and not compulsory to follow to change the same to suit own requirements.

List of Formats

- | | |
|---|---|
| 1. Packing report / Slip | 2. Bag/other packing material inspection report |
| 3. Screen Checking report | 4. Breakdown History Card |
| 5. Preventive Maintenance Schedule | 6. Preventive Maintenance Checkpoints |
| 7. Daily Preventive maintenance checkpoints | 8. Preventive Maintenance checkpoints for Building and civil work |
| 9. Incident Reporting Record | 10. Master list cum distribution list of documents |
| 11. Change Note | 12. Corrective Action Report |
| 13. Master List of Records | 14. Objectives |
| 15. Audit Plan/ Schedule | 16. Internal Audit Non conformity report |
| 17. Clause Wise Document wise audit review report | 18. Preventive Action Report |
| 19. Continual Improvement Plan | 20. Calibration Status of Instrument |
| 21. Cleaning and Sanitation Report | 22. House Keeping Records–Area Wise |
| 23. Visitor Entry Report | 24. Pest Control Report |
| 25. Fumigation Report | 26. Daily Sanitation Audit Report |
| 27. Pest Control log book–Daily Sheet | 28. Operational pre-requisite programs |
| 29. Rodent trapping record | 30. Medical Checkup report |
| 31. Production Planning | 32. Disposal of Non confirming Products |
| 33. Purchase Order | 34. Indent cum Incoming Inspection |
| 35. Approved Vendor List cum Open Purchase order | 36. Supplier Registration form |
| 37. Open Purchase Order | 38. Sample Test Request |
| 39. Positive Recall Report | 40. pH Meter Calibration Report |
| 41. Normality record sheet | 42. Validation Report |
| 43. Order form confirmation | 44. Feedback for customer |
| 45. Customer Complaint Report | 46. Daily stock Statement |
| 47. Gate Pass | 48. Training Calendar |
| 49. Training Report | 50. Induction training Report |
| 51. Job Description and Specification | 52. Skill Matrix |

5. Standard operating procedures (19 SOPs):

It covers sample copy of standard operating procedures covering all the details of HACCP.

List of standard operating procedures (SOPs)

1. SOP for Material Receipt / Issue in Dispatch
2. SOP for Product Re – call
3. SOP for Condition / Cleanliness Of Food Contact Surface
4. SOP for Prevention OF Cross Contamination
5. SOP for Personnel Health And Hygiene
6. SOP for Protection Of Food Adulteration
7. SOP for Pest Control

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8. SOP for General Housekeeping
9. SOP for Entry / Exit Procedure – Personal Hygiene
10. SOP for Floor Cleaning
11. SOP for Cleaning of Doors, Windows, Walls And Tube light and Fan
12. SOP for Equipment Lay-out
13. SOP for Material / Process / Product Mix Up
14. SOP for Building Maintenance And General Facilities
15. SOP for Safety
16. SOP for Metal, Wood & Glass Procedure
17. SOP for Wooden Materials
18. SOP for Traceability
19. SOP for RM / PM / General Material Receipt / Issue / Storage

6. Process approach (10 process approach):

It covers sample copy of process approach covering all the details of HACCP.

List of process approach

1. Process Flow Chart of Customer Service
2. Process Flow Chart of Despatch
3. Process Flow Chart of Engineering
4. Process Flow Chart of Training
5. Process Flow Chart of Marketing
6. Process Flow Chart of Production
7. Process Flow Chart of Purchase
8. Process Flow Chart of Quality Control
9. Process Flow Chart of Stores
10. Process Flow Chart of Management Representative's Area

7. Audit Checklist (more than 500 questions)

It covers sample audit questions based on all the HACCP requirements. It helps the auditor to make own audit checklist for quick and perfect auditing to ensure all the HACCP requirements are fulfilled.

8. HACCP compliance matrix

The HACCP 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.

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Chapter-2.0 ABOUT COMPANY

Joinconsultant 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.

Joinconsultant 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.

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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 HACCP documents.
2. The kit takes care of all the sections and sub-sections of HACCP 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 HACCP 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>