DEMO OF FSSC 22000 VERSION – 5.1 PACKAGING MATERIALS DOCUMENTATION KIT

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

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Chapter-1.0 Contents of FSSC 22000 Version 5.1 packaging materials documentation kit (more than 170 document files)

A. The totally editable documentation kit has 10 main directories as below:

Sr. No.	List of Directories	Details of Documents
1.	**Product Safety Manual**	**14 files in MS Word**
2.	**Quality and Product Safety Procedures**	**14 procedures in MS Word**
3.	**Exhibits**	**14 exhibits in MS Word**
4.	**Standard Operating Procedures**	**24 Standard Operating Procedures in MS Word**
5.	**Process Approach**	**11 process approach in MS Word**
6.	**Blank Formats /Templates** **Name of departments**	**61 Blank formats in MS Word / Excel**
	Dispatch (DES) and DND	02 Formats in MS Word
	Engineering (ENG)	07 Formats in MS Word
	Housekeeping (HKC)	13 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)	01 Formats in MS Word
	Sales	03 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.	**FSSC 22000 Version 5.1 Audit Checklist**	**More than 800 questions**
9.	**Food Safety Culture**	**05 Files in MS Word/excel**
10.	**FSSC 22000 Version 5.1 Compliance Matrix (Requirement wise reference of documented information) for packaging materials**	**01 File in MS Excel**
	Total 165 files in editable form for Quick Download by e-delivery	

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B. Documented information package:

Our documentation kit comprises sample documents required for FSSC 22000 Version 5.1 packaging materials 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 packaging materials, 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 packaging materials standard does not require manual, procedures, etc. It requires two types of documented information as listed below:

1. Maintain documented information (Scope, Product 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. Product Safety Manual (10 Chapters and 4 Annexure):

This is a sample copy of product safety 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

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

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

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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	==============

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2. Quality and Product Safety 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 (14 exhibits)

The exhibits given in this kit are sample copies of exhibits as per FSSC 22000 version 5.1 for packaging materials. The list of sample exhibits provided 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 Risk analysis
9. Exhibits for Cleaning and sanitization schedule
10. Exhibits for Security assessment
11. Exhibits for Threat assessment
12. Exhibits for Threat assessment plan
13. Exhibits for Vulnerability assessment
14. Exhibits for Vulnerability assessment plan

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4. Standard Operating Procedures (24 SOPs):

The SOPs given in this kit are sample copies of standard operating procedure as per FSSC 22000 version 5.1 for packaging materials. 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 Self care laundering
3. SOP for Hygiene clearance
4. SOP for Incident reporting
5. SOP for Entry / Exit procedure – Personal hygiene
6. SOP for Wooden materials
7. SOP for Material receipt / issue in dispatch
8. SOP for RM / PM / general material receipt / issue / storage
9. SOP for Purchase of packing materials
10. SOP for Construction and layout of the building
11. SOP for confidential reporting Channel
12. SOP for Air, water, energy, gas and boiler chemical
13. SOP for Waste disposal
14. SOP for Cleaning and sanitation of Product contact surface
15. SOP for Purchasing
16. SOP for Metal, wood & glass, brittle plastics management procedure
17. SOP for Pest control
18. SOP for Personnel health and hygiene
19. SOP for Product information, consumer awareness and food defense
20. SOP for Product defense
21. SOP for Building maintenance and general facilities
22. SOP for Material / process / product mix-up
23. SOP for General housekeeping
24. SOP for Product fraud prevention

5. Process approach (11 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 PSTL processes
9. Process flow chart of stores
10. Process flow for training activity

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11. Process flow for design and development

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6. Blank sample formats for all the departments (61 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 61 blank formats are provided as per the list given below.

List of blank formats

1.	Loading vehicle checking report	36.	Validation report
2.	Breakdown history card	37.	Order form confirmation
3.	Preventive maintenance schedule	38.	Feedback for customer
4.	Preventive maintenance checkpoints	39.	Customer complaint report
5.	Daily Preventive Maintenance checkpoints	40.	Design and development records
6.	Preventive Maintenance checkpoints for building and civil work	41.	Daily stock Statement
7.	Incident reporting record	42.	Gate pass
8.	Temporary maintenance work report	43.	Unloading vehicle checking report
9.	Cleaning and sanitation report	44.	Master list cum distribution list of documents
10.	House keeping records–area wise	45.	Change note
11.	Visitor entry report	46.	Corrective action report
12.	Pest control report	47.	Master list of records
13.	Fly-Kill Machine Cleaning Record	48.	Objectives
14.	Daily sanitation audit report	49.	Audit plan/ schedule
15.	Weekly Surveillance Audit for Dress Code	50.	Internal audit non conformity report
16.	Glass inventory records	51.	Clause wise document wise audit review report
17.	Suggestion Box Verification record	52.	Magnet control
18.	Wooden checking	53.	Continual improvement plan
19.	Rodent trapping record	54.	Calibration status of instrument
20.	Operation pre-requisite programs	55.	Communication report
21.	Daily Personnel Hygiene Checklist	56.	List of chemicals on site
22.	Medical checkup report	57.	Food defense check list
23.	Production planning	58.	Monthly product safety inspection report
24.	Disposal of non confirming products	59.	Mock drill report
25.	Purchase order	60.	Training calendar
26.	Indent cum Incoming Inspection	61.	Training report
27.	Approved vendor list cum open purchase order	62.	Induction training Report
28.	Supplier registration form	63.	Job description and specification
29.	Open purchase order	64.	Skill matrix
30.	Supplier audit schedule	65.	Health questionnaire

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31.   Supplier audit checklist

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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. FSSC 22000 Version 5.1 for packaging materials Audit Checklists (More than 800 Questions)

In total three checklists comprising FSSC 22000 version 5.1 packaging materials 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. Itwill bring effectiveness in auditing. The questions are prepared on the basis of FSSC 22000 version 5.1 packaging materials. It can be logically used for auditing during internal audit for FSSC 22000 version 5.1 to establish proper audit trail.

9. FSSC 22000 Version 5.1 packaging materials compliance matrix

This compliance matrix contains FSSC 22000 version 5.1 packaging materials requirement wise list of documented information for easy reference of users and to understand how this system is made.

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, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training and editable documentation kit helps the client 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.

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with the help of P3 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 FSSC 22000 version 5.1 documents.
2. The kit takes care of all the sections and sub-sections of FSSC 22000 version 5.1 and ISO 22000:2018 standard 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 user 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 and 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 our products to the user by sending an e-mail of username and password.

For purchase

Visit our website for more details on the training and documentation kit:

https://www.joinconsultant.com