22000 Food Safety Management Systems (FSMS)

Implementation Action Plan

ISO 22000/FSSC 22000

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Using this Action Plan:

This action plan is designed to use to organize your implementation project

The Action Plan

The action plan also serves as a means to manage the project activities with the application of the P-D-C-A cycle.

- P = Plan - Define the tasks,
- D = Do - Complete the tasks,
- C = Check - Examine the results of the tasks,
- A = Act - Take actions based on results of the completed tasks.

The tasks tabled in the pages that follow provide the framework for the ISO 22000 implementation and FSSC 22000 certification processes and become the **Action Plan** for the registration of the Food safety management system.

The tasks that need to be considered are outlined and detailed in the 22000 Food Safety Implementation Workbook and are summarized and listed on the **Action Plan** in the sequence that they are normally required to be completed.

The action plan becomes a project management tool used by the Food Safety Team Leader, allowing the project activities to be easily be followed up by the project Steering Team or Food Safety Team. Documenting updates and successes keep the implementation project on target, and notes and comments on the discussions serve as a record of decisions made.

While Tasks 1 through 19 in the action plan are preparatory in nature and can be completed in a relatively short period of time, the Tasks 20 through 37 represent the maximum workload for the Food Safety Team because:

- Tasks 22 to 30 deal with the preparation of the HACCP plan,
- Tasks 31 & 32 deal with the Documentation of the FSMS,
- Tasks 33 & 34 cover the Implementation of the FSMS and
- Tasks 35 to 37 cover the registration of the FSMS.

Tools Recommended for the project:

- Implementation Workbook
- Introduction to 22000 Training CD
- 22000 Audit Checklist
- 22000 Documentation Package
- 22000 Auditor Training CD
- All these tools in one Package: All-in-one Documentation, Tools and Training Package

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Action Plan: Identify, Assign and Schedule Implementation Tasks

#	IDENTIFIED TASKS	Assigned To	Promise Date	Actual Date	Actions / Comments
	P = Plan	D = Do	D = Do	Check	A = Act
A	**Preparation phase – Tasks 1-7** **Tools:** **Implementation Workbook** **Introduction to ISO 22000 CD**				
1	Describe your organization				
	Maintain / Update the company brochure and web site information				
2	Decide on Management System to be implemented				
3	Obtain latest standards for – ISO 22000, PAS220, FSSC				
4	Select the Food Safety Team Leader (FSTL) and 22000 Steering Team				
5	Update / Prepare Organization chart				
6	Appoint and Train the Food Safety Team				
7	Convene 1st Steering Team meeting and schedule the next ones				
B	**Development Phase-Tasks 8-18** **Tools:** **Implementation Workbook** **Audit Checklist**				
8	Formulate the Food Safety Policy				
	Approve and publish the Food Safety Policy				
9	Determine the Scope of the FSMS				
10	Identify the regulations that apply to your products				
	For ISO 22000:2005 FSMS				
	For the FSSC 22000 certification				
11	Provide communication tools - (ISO bulletin board)				
12	Conduct the Gap Analysis				
13	Document and assign required actions				

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	identified during Gap Analysis				
14	Manage the implementation of the Food Safety program				
15	Maintain / Update Implementation chart (in support of this action plan)				
16	1. Collect existing Forms and Tags used in your operations.				
	2. Collect existing Procedures & instructions for your operations.				
17	Do financial review to justify costs vs benefits				
18	Re-Confirm your 22000 decision				Refer Task 2
C	**Implementation Phase-Tasks 19-34 Tools: Implementation Workbook 22000 Documentation Package**				
19	Promote and Practice Teamwork and provide FSMS training to teams and employees.				
a	Schedule /provide ISO 22000:2005 requirements training to the implementation teams. (A prepared training is available in the Workbook)				
	Exercise B – clause 4.1 – 4.2				
	Exercise C – clause 5.1 – 5.8				
	Exercise D – clause 6.1 – 6.4				
	Exercise E – clause 7.1 -7.10				
	Exercise F – clause 8.1 – 8.5				
b	Schedule / provide Codex Recommended Code of Practice training to the food safety team and others as needed. (A prepared training is available in the Workbook)				
	Codex exercise CX-3, Primary production				
	Codex exercise CX-4, Design and facilities				
	Codex exercise CX-5, Control of operation				
	Codex exercise CX-6, Sanitation				
	Codex exercise CX-7, Personal hygiene				
	Codex exercise CX-8, Transportation				
	Codex exercise CX-9, Product information				
	Codex exercise CX-10, Training				
20	Describe the product and intended use (All referenced Forms are available in the Workbook or can be created from scratch) Form 1				
21	List product ingredients and incoming materials, Form 2				

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22	Draw process flow diagram(s) Form 3				
23	Show 'R' regulations on flow diagram(s) Form 3				
24	Verify process flow diagrams Form 3				
25	Prepare plant layout / schematic. Form 4				
26	Identify PAS-PRP-GMP action points. Form 5				
27	Identify regulatory action points (RAPs) Form 6				
28	Conduct Hazard Analysis Form 7				
29	Determine Critical Control Points – CCPs Form 7				
	Decision tree option for CCP determination Forms 8 and 9				
30	Prepare HACCP plan Form 10				
31	Obtain, Review and Study FSMS Manual model / template Food Safety Manual Procedures Forms				
32	Customize the FSMS manual and procedures to reflects your Food Program				
33	**Implement the FSMS Procedures for the Food Safety Management System** **22000 Documentation Package** **22000 Internal Auditor Training CD**				
33a	Finalize and Approve Food Safety Manual				
33b	Implement Document control procedure,				
33c	Implement Control of records procedure,				
33d	Implement the Planning procedure,				
33e	Implement the Responsibility and authority procedure,				
33f	Implement External communications procedure,				
33g	Implement Internal communications procedure				
	Continue to implement the procedures				

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	required for your FSMS and included in the FSMS template (Task 32)				
34a	Approve and implement the internal audit procedure				
	Select and train the internal auditors				
	Schedule and conduct the internal audit				
34b	Approve and implement the management review procedure				
	Schedule and conduct the management review				
D	**Registration Phase-Tasks 35-37**				
35a	Select the registrar				
35b	Perform **Initial audit Stage 1** Documentation review, scope, resources, preparedness for Stage 2 – by registrar				
35c	Conduct **Initial audit Stage 2** Evaluation of implementation and effectiveness of the FSMS – by registrar				
36	Receive the Food Safety Management Certificate				
37	**!!! CELEBRATE !!!** Maintain and Improve the FSMS	ALL			

Best Value! All-in-one 22000 Implementation Package

Everything you need for each step of your project

This package will guide you through the certification process from start to finish. The package includes all the tools you need to build your system, tailor it to your company, train your team, train employees and to train your internal auditors. We support you throughout - just email your questions to us anytime.

This package includes:

* ISO 22000 Gap Analysis and Audit Checklist
* ISO 22000 Presentation
* ISO 22000 Implementation Workbook
* ISO 22000 Documentation Package
* Training CD: Introduction to ISO 22000
* Training CD: Internal Auditor Training
* License to use freely within one facility

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