



Using **22000 Project Manager** to Simplify Food Safety Management System Certification

22000 Certification

What are ISO 22000 and FSSC 22000?

World-wide, there has been a growing demand for the food industry to meet strict, effective, and consistent Food Safety Standards. Current food technologies and the globalization of food production now involve a longer, more complex food chain with increased risks that include the growth of food-related illness and costly recalls.

Having a standardized system for ensuring the integrity and safety of each link in the food chain became critical in order to ensure consumer protection. There are many different sets of standards globally, causing confusion for manufacturers and consumers. Two worldwide organizations have set out to standardize systems, and to achieve global recognition of standardized systems.

The International Organization for Standardization (ISO) developed a Food Safety Management System based on the globally accepted Quality Management System, ISO 9001. The Food Safety Management System standard is **ISO 22000**. The standard is applicable to any company in the food industry, from farmers, manufacturers and transporters to packagers and retailers. ISO 22000 registration is recognized worldwide, and is growing in popularity. The number of registrations has doubled in the last year.

The Global Food Safety Initiative (GFSI) is a division of the Consumer Goods Forum and a collaboration of retailers, manufacturers and food service companies that has been working on harmonization of food safety standards. GFSI benchmarks the various food safety standards against a basic set of criteria. Standards meeting the criteria are recognized. Many large retailers and manufacturers are requesting their suppliers to register to a GFSI recognized scheme. One of the benchmarked standards is **FSSC 22000**.

Food Safety System Certification (FSSC) 22000 is an ISO 22000 and PAS 220 based certification scheme for food manufacturers. It includes both the requirements for a Food Safety Management System found in ISO 22000 and the requirements for Prerequisite Programs found in the Publicly Available Standard (PAS) 220. The PAS 220 requirements have also been published in an ISO Technical Specification ISO/TS 22002-1:2009.

ISO and FSSC have the same food safety management system requirements. They differ in the way they define PRP requirements.

- ISO 22000 requires that PRPs, appropriate to the organization and product, are implemented to control the likelihood of introducing hazards. The standard does not specify required PRPs and details of the PRPs, but asks the organization to consider and use appropriate information (statutory, regulatory and customer requirements and more).
- FSSC 22000 has the above requirements, but includes the PAS 220 which gives specific requirements for PRPs that manufacturers must address.

When choosing a certification scheme keep in mind that FSSC applies only to manufacturers (more detail at www.fssc22000.com), if you are not a manufacturer ISO 22000 will be the standard to use. If you manufacture food products you have a choice of the ISO or FSSC standards. It is important to determine what your customer base is requiring to help determine which standard is right for your organization.

How does a company achieve Certification?

Once you have decided that ISO 22000 or FSSC 22000 is right for your company, you will need to implement food safety management system processes to meet the requirements of the standard. These requirements go beyond PRPs and HACCP and incorporate processes to manage the system throughout the organization. This means planning, designing, documenting and implementing a comprehensive system of food safety management.

It can take organizations 3-9 months or more to complete implementation in their organization. Once the system is in place and being used as part of day to day business you will have a Registrar come and perform a Certification Audit. If the auditor finds that the system is compliant with the standard and is being followed throughout the organization, they will recommend your facility for certification.

So how does a company plan, design, document and implement the system to become ready for certification? If you have not implemented a management system before, it can be hard to know how to plan and manage all the pieces of the implementation project. 22000 Project Manager has been designed to give you all of the information you need to proceed confidently through the implementation.

When you sign up for 22000 Project Manager you have immediate access to the website. The first thing you will see is a menu that will guide you through your project.



22000 Project Manager Main Menu

When you select “Getting Started” **22000 Project Manager** will guide you through an introduction to the program, contents, organization, and steps and help you set up a Project Manager’s notebook.

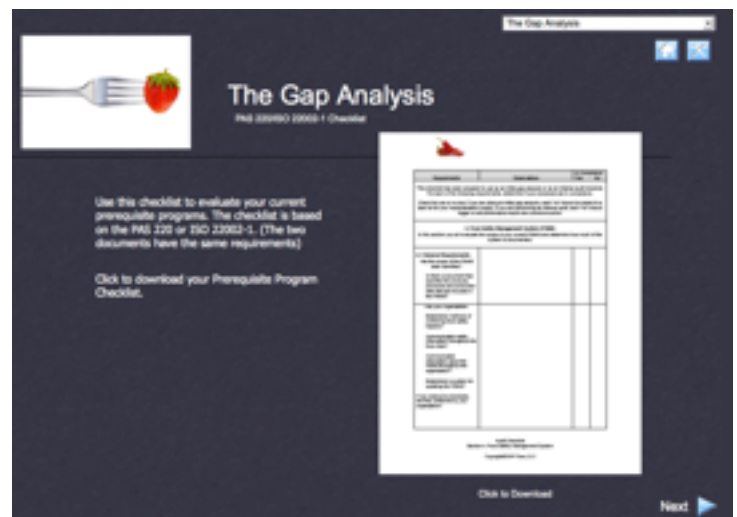
You will then be directed to your “Understanding 22000 Food Safety Management Systems” training session to learn exactly what the standard requires for certification. This is an online training session that will provide you with a training certificate when you pass the final quiz.

The program will give you guidance on setting up your Steering Team to coordinate the project and your Food Safety Team, which is assigned specific tasks by the standard.

The next section will coach you through a Gap Analysis. The Gap Analysis is an audit of your current system to see what requirements you are meeting, and what needs to be added.

The information gained during this step will help you determine how much work there is to do, what requirements need to be addressed and how to assign responsibilities and timelines to the project.

Download the audit plan and checklist to use for planning and conducting your gap analysis. Follow the instructions in this section for an effective analysis. Checklists are provided for both ISO 22000 and the PAS 220.



Once you have your teams in place and the Gap Analysis audit completed, it is time to put together your project plan. The plan will include tasks and timelines for the different steps of the project. Each company will complete steps in the order that suits their organization, there is not a set order that must be followed. **22000 Project Manager** allows flexibility.



You will download a project plan from the Introduction to Procedure Development page.

The project plan form lists the individual tasks that you will address throughout your project, you will use this as you assign a timeline.

Each chapter of the procedure development section addresses the requirements of one of the food safety management system processes that must be developed. This information will help you work with others in the organization as you determine the timeline to assign for development of the process.

22000 Project Manager coaches you through the process of assigning different responsibilities throughout the organization to address the requirements of the standard. For each key process there are instructions and documentation to help you meet the requirements of the standard.

22000 Project Manager includes a completely documented Food Safety Management System, a Food Safety Manual, Procedures and forms that will assist you in developing your own procedures.

The documents are in Microsoft Word and Excel for easy editing to tailor the procedure to your own processes. The processes listed on the Procedure Development Home page work together as an efficient, effective Food Safety Management System to meet the requirements of ISO 22000 or FSSC 22000.

Each process on the Procedure Development menu has its own chapter in **22000 Project Manager** to inform and guide you and provide you with the tools you need to implement the process.



Document Control

Procedures

Document Control

- Introduction
- Requirements
- Task List
- Create Team
- Train Team
- First Team Meeting
- Download Procedure
- Download Forms


Introduction to Document Control

In clause 4.2.2 the standard requires that you control documents required by the food safety management system.

This means that you will need to implement a system to ensure that only documents that are approved and current are in use.

You will also need to make sure that everyone who needs access to the documents is able to easily access them

To learn more about document control requirements click "Next" and watch the presentation "Document Control, Requirements and Implementation". This is an overview to prepare you to guide the implementation team, not a list of the comprehensive requirements. Be sure to refer to the standard for detailed requirements.

Next 

For each Food Safety Management System Process the program provides you with:

- An introduction to the process
- A presentation on the requirements
- A specific task list for the process
- Information on selecting a team to design, document and implement the process
- Documentation Downloads
 - Task List
 - Procedure
 - Forms
 - Food Safety Manual
- Online training for the team

22000 Project Manager Includes Online Training Programs

Throughout your project you will have access to online training sessions for your management team, food safety team, employees and internal audit team. As the project manager, you will be able to assign students to each training program. They will receive a user name and password. Once they complete the training and pass the included quizzes, they will be able to print a training certificate for their training record. The program includes the following Online Training:

Online Training	
22000 Project Manager includes online training programs for you, your steering team, food safety team and employees. You have the following Online Training Programs:	Number of Students Included in the package:
Introduction to 22000	50
<p>Designed for: Employee Training</p> <p>Introduction to 22000 is a training program to introduce the Food Safety Management System and its general requirements to your employees. The training provides an introduction to Certification Programs and an overview of the requirements of 22000 Food Safety Management systems.</p>	
Understanding 22000 Food Safety Management Systems	20
<p>Designed for: Project Manager, Steering Team members and others that will be closely involved in the implementation of your Food Safety Management System.</p> <p>This includes the introductory training listed above, then goes into the requirements in more depth. The program gives a more detailed knowledge of the requirements for those that will be involved in the design and implementation of processes and procedures.</p>	
Food Safety Team Training: Introduction to PRPs and HACCP	5
<p>Designed for: Food Safety Team Members</p> <p>This training prepares your food safety team members their role in designing and implementing PRPs and the HACCP Plan. The training includes the above trainings and covers the basic principles of HACCP along with an introduction to Pre-requisite Programs.</p>	
Internal Auditor Training	5
<p>Designed for: Internal Auditors</p> <p>This training is required for your Internal Auditors. It includes the above trainings and an additional module for Conducting Internal Audits.</p>	

Please contact us with questions on **22000 Project Manager** or visit www.22000-Tools.com for more information and to order access to **22000 Project Manager**.