ISO 22000: Principles of a Food Safety Management System

(5 Phases, 8-10 Participants)

ISO 22000 Phase 1: Principles of A Food Safety Management System
(2 Days, 16 Hours)

Training Description:

In this training, process owners will learn the key requirements of the ISO 22000: Food Safety Management System (FSMS). Each clause of the standard will be reviewed in detail to ensure proper understanding of the requirements, which will facilitate implementation and ultimately achieve registration. This training will cover the following components of a Food Safety Management System: scope, normative references, terms and definitions, context of the organization, leadership, support, operation, performance evaluation, and improvement. Participants will learn the proper Food Safety Management System planning, implementation, monitoring, and improvement activities necessary to meet food safety requirements. This training is delivered in person or virtually and is intended for all levels of the company.

Learning Objective:

Process owners will learn the key requirements of the ISO 22000: Food Safety Management System (FSMS). Each clause of the standard will be reviewed in detail, to ensure proper understanding of the requirements, which will facilitate implementation and ultimately achieve registration)

- Scope
- Normative references
- Terms & Definitions
- Context of the Organization
- Leadership
- Planning
- Support
- Operation
- Performance Evaluation
- Improvement

PDCA (Plan-Do-Check-Act) Cycle.

Learning Objective:

Attendees will learn to utilize the Process Approach:

- What it means to implement ISO as a process.
- How to successfully implement multiple processes as a system

Attendees will learn the proper Food Safety Management System planning, implementation, monitoring, and improvement activities necessary to meet food safety requirements.

- **Plan:** Establish the objectives of the system and its processes, provide the resources needed to deliver the results, and identify and address risks and opportunities.
- **Do:** Implement what was planned.
- **Check:** Monitor and (where relevant) measure processes and the resulting products and services, analyze and evaluate information and data from monitoring, measuring, and verification activities, and report the results.
- **Act:** Take actions to improve performance, as necessary

ISO 22000 Phase 2: Food Safety Management System Development
(6 Days, 48 hours)

Training Description:

In this Phase 2 training, attendees will learn how to develop and document a Food Safety Management System based on a specified scope established by management. Participants will be tasked with creating processes and procedures that meet established standards and align with the company's objectives. This activity is paced over time. Participants will learn to establish the required documentation including the Food Safety Policy and the associated goals and objectives. These will lead to establishing the Prerequisite Programs (PRPs) and the HACCP System. These Prerequisite Programs include facilities (design and maintenance), supplier control, and product specifications. This training is delivered in person or virtually. ISO 22000 Phase 2 will benefit all levels of the company.

Learning Objectives

Attendees will learn to develop and document an FSMS based on the scope established by management. This activity will include creating processes and procedures (documented information) as required by the standard, while meeting the company's business objectives. This activity is paced over time.

Attendees will learn to establish the required documentation including the Food Safety Policy and the associated Goals and Objectives. These will lead to establishing the prerequisite programs (PRPs) and the HACCP System.

Prerequisite Programs: (for maintaining sanitary environment & food safety hazard risk reduction)

- Facilities – (Design and Maintenance)
- Supplier Control
- Product Specifications
- Production Equipment Installation & Maintenance
- Cleaning and Sanitation
- Personal Hygiene
- Training
- Chemical Control
- Receiving and Storage
- Traceability and recall

- Pest Control
- Others as necessary

HACCP System:

- Assemble the HACCP Team
- Describe the Product
- Identify Intended Use
- Construct Flow Diagram
- List All Potential Hazards\ Conduct a Hazard Analysis\ Determine Control Measures
- Determine CCPs
- Establish Critical Limit for Each CCP
- Establish a Monitoring System for Each CCP
- Establish Corrective Action for Deviations that May Occur
- Establish Verification Procedures
- Establish Documentation and Record-Keeping

Documentation pertaining to other necessary procedures, work instructions and forms will be created to ensure compliance with the standard.

Key processes owners from Purchasing, Receiving, Manufacturing, Facilities, Shipping, and others will be trained on how to document their processes as required by the standard.

Homework assignments

Homework between sessions will be assigned. The homework will be reviewed at the following session

prior to starting a new session.

ISO 22000 Phase 3: Implementation of FSMS Requirements
(4 Days, 32 hours)

Training Description:

In this Phase 3 training, attendees will learn how to effectively operate the Food Safety Management System, as documented in Phase 2, including how to utilize other management system processes like (Documented Control, Records Control, Training, Internal Audits, Corrective Actions, and Management Review). The participants will learn how to develop an agenda template and discuss who should participate. This training is ideal for all levels of the company but primarily management. ISO 22000 Phase 3 is delivered in person or virtually.

Learning Objectives:

Attendees will learn how to:

- Conduct and document a Hazard Analysis of the company's process (based on the flow diagram)
- Identify and document Critical Control Points (including Critical Limits), based on identified hazards.

- Monitor FSMS for Each CCP
- Document Corrective Action in the event Deviations occur
- Perform Verification Procedures
- Prepare / Conduct a management review using the established procedure(s)
    - Develop an agenda template and discuss who should participate.
    - Use the performance metrics to determine effectiveness of the FSMS.
    - Use Review Action Items to identify:
    - Opportunities for improvement
    - Any need for changes to the management system
    - Resource needs
- Identify opportunities for improvement, in order to increase effectiveness of the FSMS through the use of:
    - Actions based on Food Safety Goals and Objectives,
    - Analysis of FSMS Performance Metrics,
    - Corrective and preventive actions
    - Actions to address perceived risk within the FSMS processes
    - Action Items from Management Review, and other information available to the organization
- Document and retain records for all pertinent activities for use as objective evidence of compliance.

ISO 22000 Phase 4: Internal Audit Requirements
(3 Days, 24 hours)

Training Description:

The basis for this training is to perform ISO 19011 auditor training to help trainees develop their own internal capability to perform Internal Food Safety Audits as required per ISO 22000. This training involves a review of the key ISO 22000 requirements that need to be audited. In addition, participants will review the ISO 19011: 2018 auditing guidelines for Food Safety Management Systems. Participants will learn the Process Approach to auditing and identifying the requirements of an auditor. ISO 22000 Phase 4 covers how to prepare and run an audit program. This includes identifying an audit team, developing internal food safety audit schedules, developing audit plans with guidelines to address non-conformities, and audit execution. This training is delivered in person or virtually for all levels.

Learning Objectives

- Review a summary of the key ISO 22000 requirements that need to be audited
- Review the ISO19011:2018 auditing guidelines for Food Safety Management Systems.
- Understanding of the Process Approach to auditing.
- Identify the requirements of an auditor
- Attendees will learn:
    - The skills necessary to prepare and run an audit program:
        - Identify Audit Team
        - Develop Internal Food Safety audit schedules,

- Develop audit plans with guidelines to address non-conformities,
- Audit execution (checklists or other audit techniques (audit trail, etc.)
- Proper classification and documentation of Non-conformances and Opportunities for Improvement.
- Attendees will learn to use the Food Safety audit results to:
  - Generate Audit Reports for management
  - Follow-up and drive corrective actions for identified Non-conformances

Additional learning will be:

- How to implement preventative measures to avoid future nonconformities
- Discussion on what you should expect at registration.
- Discussion on the various outcomes of an audit.
- Review existence of minimum requirements for audit readiness by registrar.

ISO 22000 Phase 5: All Employee Awareness Training
(3 Days, 24 hours)

Training Description:

Participants will learn about the Food Safety Management System and related processes and procedures. ISO 22000 Phase 5 covers how to locate and access the system documentation, which was created in Phase 2 and implemented in Phase 3. Furthermore, participants will learn how to use the system documentation to maximize the benefit to the organization. Attendees will also learn about: The Food Safety Policy, associated goals and objectives, and how to relate these components to their job functions. ISO 22000 Phase 5 also teaches participants how to conduct themselves while being audited by internal auditors, customers, and registration bodies. This training is delivered virtually or in person. All levels of the company, including management, will benefit from this Phase 5 training.

Learning Objectives:

Attendees will learn about:

- The Food Safety Policy and associated Goals and Objectives, and how to relate them to their job functions.
- How to conduct themselves while being audited by internal auditors, customers, and registration bodies.
- How to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the FSMS and to evaluate where continual improvement of the effectiveness of the FSMS can be made.
- Analyzing data / information generated from monitoring and measurement activities, and from
- other relevant sources