

D122: DEMO OF FSSC 22000 Version 4.1 DOCUMENT KIT

Price 499 USD

A complete editable food safety management system package (Food safety manual, Procedures, SOPs, forms, HACCP documents, exhibits, audit checklist, etc.)

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Chapter-1.0 Contents of FSSC 22000 (version 4.1) food safety management system document kit

A. The Total Editable Document kit has 7 main directories as below:

Sr. No.	List of Directory	Details of Documents
1.	Food Safety Manual	13 Files in MS-Word
2.	Food Safety Procedures	14 Procedures in MS-Word
3.	Exhibits	11 exhibits in MS-Word
4.	Standard Operating Procedures	30 Standard Operating Procedures in MS-Word
5.	Blank Formats /Templates to retain documented information Name of departments	60 Blank formats in MS-Word / Excel
	Dispatch (DES)	03 Formats in MS-Word
	Engineering (ENG)	07 Formats in MS-Word
	HACCP	15 Formats in MS-Word
	Housekeeping (HKC)	11 Formats in MS-Word / Excel
	HRD	01 Formats in MS-Word
	Production (PRD)	02 Formats in MS-Word
	Purchase (PUR)	05 Formats in MS-Word
	Quality Control (QCD)	05 Formats in MS-Word
	Sales	04 Formats in MS-Word
	Store (ST)	02 Formats in MS-Word
	Training (TRG)	05 Formats in MS-Word
6.	HACCP documents	18 Files in MS-Word
7.	FSSC 22000 (version 4.1) Audit Checklist	More than 800 questions

Total 145 files in editable form for Quick Download by e-delivery

B. Documented information package: -

Our document kit comprises sample documents required for FSSC 22000 (version 4.1) certification as listed below. **All documents are in MS-Word / excel format and you can edit it.** You can do changes as per your company needs and **within few days your entire documents** with all necessary system requirement scan be made ready. In the FSSC 22000 (version 4.1), at few places, documented information are required. But for making better system, we have provided many templates from which a user can select to make own

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system with minor changes. Now, FSSC 22000 (version 4.1) standards is not requiring manual, procedures, etc. It requires 2 type of documented information as listed below.

1. **Maintain documented information Scope, food safety manual, etc.)**
2. **Retain documented information (Forms - templates)**

Under this directory, further files are made in the word document as per the details listed below which you can edit it. All the documents are related to manufacturing / process industry.

1. Food Safety Manual (8 Chapters and 5 Annexure):

It covers sample copy of system manual and clause-wise details on how FSSC 22000 (version 4.1) systems are implemented. It covers the quality management system, sample policy, objectives, scope, organizations structure as well as macro level each requirement from 4 to 8 of FSSC 22000 (version 4.1) on how it is implemented in the organization. It covers FSSC 22000 (version 4.1) documents for tier-1. It has total 8 chapters that cover company profile, amendment sheet, index, clause wise details as per FSSC 22000 (version 4.1) for implementation. It covers sample copy of system manual and clause-wise details on how FSSC 22000 (version 4.1) systems are implemented.

(A) Table of Contents

Chapter No.	Subject	Page No.	FSSC 22000 Version 4.1 Clause Reference
Section – 1			
1.	Company Profile	1 – 2	---
2.	Table Of Contents	1 – 1	---
3.	Control And Distribution	1 – 3	---
Section – 2			
4.	Quality Management System	1 – 5	4.0
	General Requirements		4.1
	Documentation Requirements		4.2
	Additional Requirements		4.3
5.	Management Responsibility	1 – 4	5.0
	Management Commitment		5.1
	Customer Focus		5.7
	Quality Policy		5.2
	Planning		5.3, 8.5.2
	Responsibility, Authority And Communication		5.6
6.	Resource Management	1 – 2	6.0

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	Provision Of Resources		6.1
	Human Resources		6.2
	Infrastructure		6.3, 7.2
	Work Environment		6.4, 7.2
Chapter No.	Subject	Page No.	FSSC 22000 Version 4.1 Clause Reference
7.	Product Realization	1 – 9	7.0
	Planning Of Product Realization		7.1
	Customer Related Processes		7.3.4,7.3.5,5.6.1, 5.6.1
	Design And Development		7.3
	Purchasing		7.3.3
	Production And Service Provision		7.2,7.6.1,8.2,7.9, 7.2
	Control Of Monitoring And Measuring Devices		8.3
8.	Measurement, Analysis And Improvement	1 – 4	8.0
	General		8.1
	Monitoring And Measurement		8.4
	Control Of Nonconforming Product		7.6.5,7.10
	Analysis Of Data		8.2
	Improvement		8.5
Annexures			
ANX-I	List of Quality and HACCP Procedures	1 – 1	===
ANX-II	Glossary Of Terms	1 – 1	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	All Policy	1 – 4	===
ANX-V	Organization structure	1 – 1	===

2. Procedures (14 procedures):

It covers a sample copy of mandatory procedures as per FSSC 22000 (version 4.1) covering 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 is as below.

List of Procedures

1. Procedure for preliminary analysis of production process
2. Procedure for pre-requisite program
3. Hazard identification procedure
4. Procedure for HACCP plan
5. Procedure for emergency preparedness and response

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6. 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 audit
12. Procedure for control of monitoring and measuring devices
13. Procedure for training
14. Procedure for control of non-conforming products

3. Exhibits (11 exhibits)

It covers Skill Requirements, Disposal Of Non-Conforming Products, Quality Plan – Incoming Inspection and Testing, Raw Material Specifications, Codification System, Cleaning and sanitization schedule, Allergen control, Allergen assessment, Security assessment, Threat assessment, Vulnerability assessment and Need and Expectations of stake holders etc.

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 Cleaning and sanitization schedule
7. Exhibits for Allergen control
8. Exhibits for Allergen assessment
9. Exhibits for Security assessment
10. Exhibits for Threat assessment
11. Exhibits for Vulnerability assessment

4. Standard Operating Procedure (30 SOPs):

It covers a sample copy of standard operating procedure as per FSSC 22000 (version 4.1). The list of sample standard operating procedures provided is as below.

List of Standard Operating Procedures

- | | |
|--------------------------------------|--|
| 1. SOP for Glass breakage management | 16. SOP for Purchasing |
| 2. SOP for Installation of new glass | 17. SOP for Metal, wood & glass, brittle plastics management procedure |
| 3. SOP for Self care laundering | 18. SOP for Pest control |
| 4. SOP for Hygiene clearance | 19. SOP for Personnel health and hygiene |
| 5. SOP for Incident reporting | 20. SOP for Product information, consumer |

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- | | |
|---|---|
| | awareness and food defense |
| 6. SOP for Entry / exit procedure – personal hygiene | 21. SOP for Prevention of cross contamination |
| 7. SOP for Wooden materials | 22. SOP for Product re – call |
| 8. SOP for Material receipt / issue in despatch | 23. SOP for Safety |
| 9. SOP for RM / PM / general material receipt / issue / storage | 24. SOP for Building maintenance and general facilities |
| 10. SOP for Purchase of packing materials | 25. SOP for Material / process / product mix up |
| 11. SOP for Contraction and layout of the building | 26. SOP for Protection of food adulteration |
| 12. SOP for Layout of premises and work space | 27. SOP for General housekeeping |
| 13. SOP for Air, water, energy, gas and boiler chemical | 28. SOP for Equipment lay–out |
| 14. SOP for Waste disposal | 29. SOP for Food defense |
| 15. SOP for Cleaning and sanitation of food contact surface | 30. SOP for Food fraud prevention |

5. Blank sample formats for all the departments (60 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 60 blank formats are provided as per the list given below.

List of blank formats

- | | |
|--|--|
| 1. Packing report / slip | 31. Daily sanitation audit report |
| 2. Bag / other packing material inspection report | 32. Pest control logbook |
| 3. Screen checking report | 33. List of glass items-inventory at various locations |
| 4. Preventive maintenance schedule | 34. Visual inspection report (daily) –month |
| 5. Breakdown history card | 35. Water tank cleaning report |
| 6. Preventive maintenance check points | 36. Water line cleaning report |
| 7. Daily preventive maintenance check points | 37. Medical checkup report |
| 8. Preventive maintenance check points for building & civil work | 38. Production plan |
| 9. Incident reporting record | 39. Disposal of non-conforming products |
| 10. Temporary maintenance work report | 40. Purchase order |
| 11. Master list cum distribution list of documents | 41. Indent and incoming inspection record |
| 12. Change note | 42. Approved vendor list cum open purchase order |

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- | | |
|--|---------------------------------------|
| 13. Corrective action report | 43. Supplier registration form |
| 14. Master list of records | 44. Open purchase order |
| 15. Quality objectives | 45. Sample test request slip |
| 16. Audit plan / schedule | 46. Positive re-call report |
| 17. Internal quality audit non-conformity report | 47. Ph meter calibration Report |
| 18. Clausewise documentwise audit review report | 48. Normality record sheet |
| 19. Preventive action report | 49. Validation report |
| 20. Continual improvement plan | 50. Order form / order confirmation |
| 21. Calibration status of instrument /equipment | 51. Feedback form for customers |
| 22. List of chemicals on site | 52. Customer complaint report |
| 23. Food defense check list | 53. Design and development records |
| 24. Monthly food safety inspection report | 54. Daily stock statement |
| 25. Mock drill report | 55. Gate pass |
| 26. Cleaning and sanitation report | 56. Training calendar |
| 27. House keeping records | 57. Training need cum records sheet |
| 28. Visitor's entry report | 58. Induction training report |
| 29. Pest control report | 59. Job description and specification |
| 30. Fumigation report | Health questionnaire |

6. HACCP Docs

There covers Product Description, Process flow chart, Hazard Analysis Report, HACCP Plan, Corrective Action Plan, Corrective action plan, Verification Plan, Blank HACCP documents, Filled HACCP documents, Operation Pre-requisite Programs, Pre-requisite Programs etc.

7. FSSC 22000 (version 4.1) Audit Questionnaires (More than 800 Questions)

This covers audit questions based on the FSSC 22000 (version 4.1) requirements for each department as per the list of departments given below. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 800 questions are prepared on the basis of FSSC 22000 (version 4.1). It can be logically used for auditing during internal audit for FSSC 22000 (version 4.1) to establish proper audit trail.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 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 ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, 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 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as 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.

Global Manager Group is committed for:

1. Personal involvement & commitment from the day one
2. Optimum charges
3. Professional approach
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 document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.
- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software: -

- Documents are written in MS-Office 2003 and Windows XP programs. You are, therefore, required to have MS-Office 2003 or above versions with Windows XP

3.2 Features of Documentation kit: -

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- It 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 kit content is 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 DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO standard and helps you to establish better system.
3. The document 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 ISO documents for their organization.
4. It will save much of the time and 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 due to our proven documents and templates 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 provided a total customer satisfaction as well as experienced value for money.
8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of the purchase, we provide a user name and password to download the product from our FTP server. Hence, we provide an instant online delivery of our products to the user by sending an email of user name and password.

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