ISO 22000 Documentation Kit – Food Safety Management System

Level 1 - Manual	
1.	ISO 22000:2018 Manual
Level 2 - Procedures	
1.	Preliminary Analysis of Production Process Procedure
2.	Pre-Requisite Program Procedure
3.	Hazard Identification Procedure
4.	HACCP Plan Procedure
5.	Emergency Preparedness and Response Procedure
6.	Product Withdrawal and Recall Procedure
7.	Management Review Procedure
8.	Document and Data Control Procedure
9.	Corrective and Preventive Action Procedure
10.	Control of Quality Records Procedure
11.	Internal Audit Procedure
12.	Control of Monitoring and Measuring Equipment Procedure
13.	Communication Procedure
14.	Control of Non–Conforming Products Procedure
15.	Purchasing Procedure
16.	Trading Procedure
Level 3 – SOPs	
1.	Material Receipt / Issue in Dispatch
2.	Glass Breakage Management
3.	Installation of New Glass
4.	Traceability
5.	Waste Disposal
6.	Wooden Materials
7.	Metal, Wood & Glass Procedure
8.	Blade Management
9.	Product Recall
10.	Condition and Cleanliness of Food Contact Surface
11.	Prevention of Cross-Contamination
12.	Personnel Health and Hygiene
13.	Protection From Food Adulteration

14.	Pest Control
15.	General Housekeeping
16.	Entry / Exit Procedure – Personal Hygiene
17.	Floor Cleaning
18.	Cleaning of Doors, Windows, Walls, Tube Lights and Fans
19.	Equipment Layout
20.	Material / Process / Product Mix-Up
21.	Building Maintenance and General Facilities
22.	Safety
23.	Food Defense
24.	Food Fraud Prevention
25.	IT
26.	Warehouse Operations
27.	RM / PM / General Material Receipt / Issue / Storage
Level 4 – Formats & Templates	
Formats	
1.	Packing Report / Slip
2.	Bag / Other Packing Material Inspection Report
3.	Screen Checking Report
4.	Loading Vehicle Checking Report
5.	Breakdown History Card
6.	Preventive Maintenance Schedule
7.	Preventive Maintenance Check Points
8.	Daily Preventive Maintenance Check Points
9.	Preventive Maintenance Check Points for Building and Civil Work
10.	Cleaning and Sanitation Record
11.	House Keeping Record
12.	Visitor Entry Report
13.	Pest Control Report
14.	Fumigation Report
15.	Daily Sanitation Audit Report
16.	Pest Control Log Book (Daily Log Sheet)
17.	Glass Inventory Records
18.	Visual Inspection Report (Monthly)

19.	Wooden Checking
20.	Rodent Trapping Record
21.	Operation Pre-Requisite Programs
22.	Medical Check-Up Report
23.	Performance Appraisal Records - Functional Heads
24.	Performance Appraisal Records – Staff
25.	Manpower Requirement Form
26.	Production Plan
27.	Disposal of Non-Conforming Products
28.	Purchase Order
29.	Indent and Incoming Inspection Record
30.	Approved Vendor List Cum Open Purchase Order
31.	Supplier Registration Form
32.	Open Purchase Order
33.	Supplier Audit Schedule
34.	Supplier Audit Checklist
35.	Sample Test Request Slip
36.	Positive Recall Report
37.	pH Meter Calibration Report
38.	Normality Record Sheet
39.	Validation Report
40.	Order Form / Order Confirmation
41.	Customer Feedback Form
42.	Customer Complaint Report
43.	Daily Stock Statement
44.	Gate Pass
45.	Unloading Vehicle Checking Report
46.	Master List and Distribution List of Documents
47.	Change Note
48.	Corrective Action Report
49.	Master List of Records
50.	Objectives Monitoring Sheet
51.	Audit Plan / Schedule
52.	Internal Audit Non-Conformity Report

53.	Clause Wise Audit Review Report
54.	Magnet Control
55.	Continual Improvement Plan
56.	Calibration Status of Instrument / Equipment
57.	Communication Report
58.	Monthly Food Safety Inspection Report
59.	Training Calendar
60.	Training Report
61.	Induction Training Report
62.	Job Description and Specification
63.	Skill Matrix
64.	Health Questionnaire
65.	Pre-Requisite Program (PRP)
Process Approach	
1.	Customer Service
2.	Dispatch
3.	Engineering
4.	Marketing
5.	Management Representative's Area
6.	Production
7.	Purchase
8.	Quality Control
9.	Stores
10.	Subcontractor's Activity
11.	FSTL Processes
12.	Training