

Food Safety Management

Application and Management of Food Safety Concepts

Development

To define detail, scope and purpose.

Development

This information can be used to develop food safety and quality programs that meet the requirements of modern Regulatory, Customer and Industry Standards:

- We take the time to explain the expectations and requirements of food safety and quality compliance as these relate to your food safety and quality programs.
- You may choose to use our Premium Resources to build, enhance or upgrade your food safety and quality program.
- We encourage you to share this webpage with any food compliance associates and peers you believe may benefit from our commitment to providing our users with user friendly information and resources to achieve superior Food Compliance Culture.
- We welcome your suggestions for additions of general or specific content through the haccp.com Contact Page.

Key Definitions for Food Safety Management

- Critical Control Point or CCP: A step in a process at which control can be applied and is essential to prevent or eliminate a food safety hazard, or reduce it to an acceptable level.
- Due Diligence: A process through which a food business shows that it has taken all reasonable precautions to meet regulatory, customer and industry standards and requirements. Due diligence is often used as a term to describe whether a food business is committed to the application of its food safety and quality programs. Food businesses that do not provide the human and financial resources required to meet regulatory, customer and industry standards and requirements are not displaying due diligence.
- Food Safety: Food safety is a scientific discipline describing the handling, preparation and storage of food in ways that prevent foodborne illness. This includes a number of systemic elements that should be developed, documented and implemented to control risks to consumers.
- Food Safety Management System or FSMS: A set of developed, documented, implemented, monitored, verified and validated procedures used to control food safety hazards and produce safe food.
- Good Manufacturing Practices or GMP: Good manufacturing practices are the structured food safety and quality system elements through which “best practice” can be achieved in the production of safe quality foods.
- Hazard Analysis Critical Control Point or HACCP: HACCP is a food safety methodology that relies on the identification of Critical Control Points in all stages of food business processes.
- Prerequisite Program: A prerequisite program is an element of the food safety and quality program that must be effectively developed, documented and implemented to ensure the production of safe quality foods.
- Quality Control Point or QCP: A step in a process at which control is applied to maintain a nominated food quality requirement, acting as the quality equivalent of a Critical Control Point.
- Safety Data Sheet or SDS: Safety Data Sheets are the internationally standardised way to document the hazardous properties of chemicals and other hazardous agents, including information on toxicity, first aid, personal protection controls, storage and handling precautions, spill and leak clean-up, disposal practices, transportation, physical data and reactivity data.

Food Safety Management Development

When considering the development, documentation and implementation of Food Safety Management within food safety and quality management systems, the following information should be considered to ensure effective outcomes:

About Food Safety Management

Every time a consumer eats, they are reliant on many stages of the food supply chain to ensure that their food is safe and of substantial quality. The food supply chain commonly begins in the paddock and progresses through various stages including preparation, packing, warehousing, distribution, processing, presentation and service. Every part of the supply chain must be responsible for their role in controlling potential hazards that may render foods unsafe or unsuitable for consumers. Most foodborne illness incidents are the result of a lack of control of hazards during one or multiple stages of the paddock to plate food chain.

Legal requirements continue to change, and food safety management is an essential component of every food business and its suppliers, with many jurisdictions prescribing a documented system or program. Having a well-managed and maintained Food Safety Management System operating within your business need not be an overly complex, expensive or time-consuming task. The prerequisite for any Food Safety Management System is a commitment to science-based food hazard analysis, identification and control, and elements that are part of any quality management system: Policy, Structure, Training, Awareness, Responsibility, Communication, Documentation, Monitoring, Verification, Validation, and Corrective and Preventative Actions. The fundamental scope and purpose of any Food Safety Management System rely on science-based knowledge, a comprehensive management system and a willingness to meet the requirements for the production of safe and quality foods for your customers.

It is a common misconception, when a food safety incident occurs, that the blame lies with a previous step in the supply chain. As food production and service have become more complex, the onus for food safety and quality accountability is relevant to everyone who is involved in the “paddock to plate” food chain. It is not just those who are in direct contact with the food that need to be aware of food safety and quality requirements. It is also the housekeeper who returns from the restroom and folds your napkin with unwashed hands; the kitchen worker who wipes a soiled workbench with the same cloth used to polish your plate; the production worker with an unreported communicable illness; the warehouse supervisor who ignores temperature fluctuations in a storage chiller; or the wait staff member who blows dust out of a butter pot that is about to be filled. The application of Food Safety Management is far-reaching, and everyone involved is accountable for food safety within the business.

Due Diligence

The proprietors and management of every food business are expected to display a due diligence approach to ensuring the moral and legal responsibilities of providing safe and quality foods for consumers. Individuals or food businesses prosecuted under the requirements of food safety laws can commonly offer a defence based on proof that they have taken all reasonable precautions to avoid the offence, and have shown due diligence in the implementation of related precautions.

When you have appropriately identified the hazards and risks associated with your food business and introduced measures to control them, you have taken considerable steps towards demonstrating due diligence. You must also be able to show that you have facilitated this process by having well developed, documented, implemented, monitored, verified and validated Food Safety Management elements.

What is a Food Safety Management System?

A Food Safety Management System is a detailed plan of action which, if applied correctly, will result in the production of safe foods. There is no precise template for any given food industry sector as each food business is different. A science-based approach such as HACCP will produce appropriate outcomes, as all potential hazards will be identified and controlled. Food Safety Management Systems need to be specifically tailored to each food business operation to ensure potential hazards are identified and controlled. It is important that everyone involved with food businesses from paddock to plate is aware of their individual roles, responsibilities and accountabilities within the Food Safety Management System, and that their participation in such is proactive.

haccp.com has been designed to provide users with food safety knowledge, as well as giving defined direction for the development of new and existing Food Safety Management Systems.

A Food Safety Management System is a set of developed, documented, implemented, monitored, verified and validated procedures related to the production of safe food, often accompanied by structured prerequisite programs. A successful Food Safety Management System has many elements, all of which are necessary to produce safe

food, and to prove due diligence in doing so. Food Safety Management Systems are very much specific to each individual food operation, but they all rely on the same founding principles.

The following elements are nominated as being essential to any Food Safety Management System:

- Consideration of Food Law, Regulatory and Legislative Requirements;
- Consideration of Industry Guidelines;
- Consideration of Customer requirements;
- Consideration of Food Quality requirements;
- Good Manufacturing Practices;
- Prerequisite Programs; and
- HACCP-Based Food Safety.

As components of the scope and purpose of your Food Safety Management System, it should generally be stated that the primary objective of the Food Safety Management System is to maintain status as a producer of safe foodstuffs and to exceed consumer expectations regarding food safety.

Food Safety Management System Benefits

The implementation and management of a Food Safety Management System within any food business can assist with the following:

International and National Acceptance

Internationally, a HACCP-based Food Safety Management System relies on principles that are consistent with the HACCP system set out in the Codex General Principles of Food Hygiene (CXC 1-1969), developed and maintained by the Codex Alimentarius Commission. With the adoption and maintenance of HACCP within your food business, international markets may be maintained or expanded, as HACCP-based Food Safety Management Systems are internationally recognised.

Defined Responsibilities

An objective Food Safety Management System enhances the principles of shared responsibility for safe food production. By clarifying the respective roles, responsibilities and accountabilities of both government and industry regarding food safety activities, the sharing of responsibility can occur without loss of assurance of food safety.

Improved Marketability

The use of trademarked logos or symbols that are recognised regionally, nationally and internationally may have a significant impact on the marketability of product produced under an objective Food Safety Management System.

Positive Communications

Closer communication will result between regulatory and industry members and associates. This communication will facilitate the informal and formal exchange of information related to the safe handling and production of food products.

Reduced Food Recalls and Product Destruction

Increased food business awareness and responsibility will result in rapid and efficient response to deviations at critical control points within any food-related process. Not only will minor problems be corrected in an efficient manner, but the enhanced in-line monitoring of product will result in reduced food recalls or product destruction due to compliance deviations. This will have a direct positive impact on the food business applying the Food Safety Management System while having an indirect positive impact on the food business' customers.

Food Safety Program Requirements

The requirements of any science-based Food Safety Management System include, but are not limited to, the following systemic examples to ensure adherence to relevant legislative requirements and food industry sector guidelines:

Elements that are common to any quality management system, including:

- Policy;
- Structure;
- Training;
- Awareness;
- Responsibility;
- Communication;
- Documentation;
- Monitoring;
- Verification;
- Validation; and
- Corrective and Preventative Action.

A documented Good Manufacturing Practices policy covers the requirement areas set out in the following sections.

Personnel Practices



Personal hygiene and training are central to personnel practices.

Training programs, including:

- Induction, including hygiene and behavioural expectations;
- Workplace hygiene;
- Continued training;
- Specified training for specified personnel levels;
- Training content;
- Approach to non-conformance of personnel after training;
- When and with what resources training will occur;
- Refresher courses, including requirements for content and frequency;
- Basic training requirements, including content for:
 - Basic food hygiene;
 - Cross contamination prevention;
 - Cleaning and sanitising procedures, including chemical handling and usage;
 - Personnel expectations in specified areas;
 - Staff training records;
 - Standard procedures for purchasing and approved suppliers, receipt of goods, storage, transportation,

personal hygiene and personal behaviour;

- Relevant HACCP-based production control points;
- Staff with a compromising illness or injury.

Written job descriptions or duty statements for key food safety personnel including:

- Training requirements;
- Accountabilities as part of the Food Safety system;
- Designated personnel responsible for all relevant training.

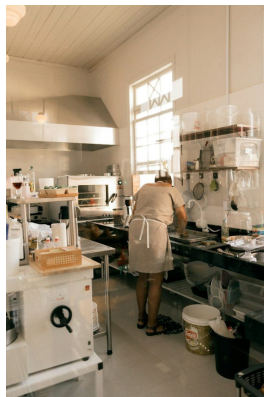
As components of the scope and purpose of your food safety program, it should generally be stated that all relevant food handling employees undertake training as specified in relevant legislation.

Plant and Equipment Design and Maintenance

A written maintenance schedule including requirements for:

- Equipment identification;
- Preventative maintenance schedule and method;
- Person responsible for maintenance and calibration;
- Calibration frequency;
- Design, fitting and operational criteria for equipment intrinsic to food safety;
- Confirmation that maintenance schedules are effective;
- Calibration records verifying that maintenance schedules are effective;
- An inventory of all pieces of equipment that may have an adverse effect on food safety;
- Listed items that are restricted from specified areas of production and processing.

Production Process Procedures



Food preparation steps need documented procedures and records.

Standard procedures for all stages of the process, including:

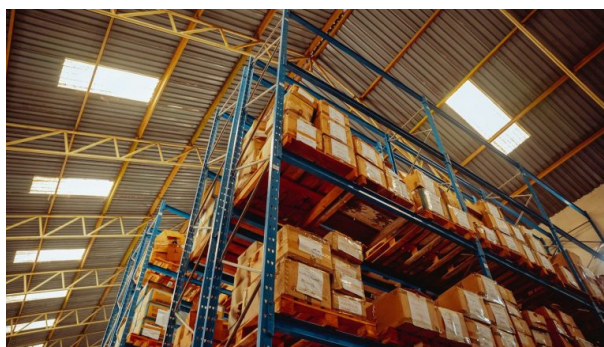
- Primary production;
- Purchasing and approved suppliers;
- Storage;
- Preparation;
- Cooking;
- Cooling;
- Cold and hot holding;
- Reheating;
- Packaging;
- Labelling;
- Serving;

- Transportation.

Documentation and record keeping requirements for:

- Packaging and labelling procedures that meet current and relevant legislation (food standards legislation within the country in which the product is intended to be sold must also be considered);
- Written requirements for potentially hazardous food items;
- Preparation or plating time and temperature records;
- Cook chill time and temperature records;
- Holding or display time and temperature records;
- Documented production process training for specified personnel;
- A nominated position responsible for monitoring production process procedures, including preparation or plating times and temperatures, cook chill times and temperatures, and holding or display times and temperatures.

Transportation, Receiving and Storage Procedures



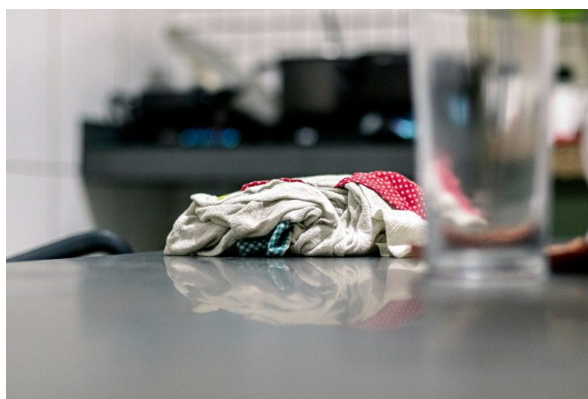
Organised storage supports stock rotation and clear identification.

Procedures for the transportation, receiving and storage of food should include:

- Nominated supplier listings with accompanying accreditations or certifications;
- Standard purchasing procedures, including nominated personnel for assessing nominated suppliers;
- Supplier specifications, including:
 - Delivery acceptance temperature;
 - Delivery acceptance times;
 - Item quantities;
 - Packaging specifications;
 - Chemical specifications;
 - Production specifications;
- Standard receiving procedures, including:
 - Training of personnel involved in receiving goods;
 - Checking all incoming goods;
 - Checking the suitability of transport for incoming goods;
 - Checking delivery temperature;
 - Checking item specifications;
 - Checking Best Before or Use By dates;
 - Checking packaging conditions;
 - Rejected items;
 - Cleaning and sanitation of vehicles and receptacles used for delivery;
 - Correct handling of incoming goods;
- Standard storage and handling procedures, including:
 - Storage of chemicals in clearly marked containers away from foods;

- Training of personnel involved in storage and delivery;
- Stock rotation;
- Date recording;
- Regular inspection for pests, damage, dates, cleanliness and compliance with specifications;
- Removal and correct disposal of damaged or out-of-date goods;
- Daily refrigeration checks, including:
 - Nominated personnel for temperature checks;
 - Nominated frequency and specifications;
 - Temperature recording and associated corrective actions;
 - Nominated personnel for ensuring the accuracy of temperature measuring devices;
- Training for purchasing, receiving, storage and delivery, including:
 - Assessing incoming or outgoing goods against product specifications;
 - Correct use of temperature monitoring equipment;
 - Correct food safety related loading, unloading and storage procedures.

Cleaning and Sanitation Procedures



Cleaning and sanitation schedules keep food contact surfaces hygienic.

A documented cleaning and sanitation schedule including:

- Areas and equipment to be cleaned;
- Frequency of cleaning and sanitation;
- Chemicals and cleaning methods to be used;
- Specific instructions for cleaning;
- A cleaning and sanitation checklist outlining standards and corrective actions when cleaning and sanitation are not completed to the prescribed standard;
- Verification of cleaning and sanitation schedules through microbiological testing;
- A current inventory of all chemicals being used, along with their SDS;
- Training requirements and records for all personnel involved in cleaning and sanitation;
- Competency of personnel involved in cleaning and sanitation regarding:
 - Cleaning and sanitation methods;
 - Cleaning and sanitation equipment;
 - Chemical application;
 - Chemical storage;
 - Dismantling and reassembling equipment.

Pest Control

A pest control program that specifies:

- Name of the person and company responsible;
- Nominated areas;
- Frequency of visits;
- Pesticides and/or rodenticides to be used and in what capacities;
- Inspection and monitoring procedures;
- An easily obtainable list of the pesticides and rodenticides along with their SDS;
- Copies of reports and corrective actions;
- A pest sighting logbook in which all sightings are recorded;
- An up-to-date map of pest bait stations;
- Appropriately trained personnel, including contractors, involved in pest control.

Food Premises Condition

The condition of food premises should be controlled through the following, in line with Premises Design and Construction Standards:

- A property and equipment maintenance schedule that covers all relevant aspects of the physical premises;
- Archived property maintenance records for all repairs and audits of the internal and external property;
- A copy of the site plan in relation to the premises;
- Effluent and waste disposal plans and records;
- Nominated personnel, including employees and contractors, responsible for food premises maintenance.

Merging Food Quality and Food Safety Systems

Food safety is a fundamental customer requirement, and therefore, is directly related to quality management. It is expected that all foods produced and supplied to customers are safe, and of substantial quality, in relation to the customer's requirements and expectations.

Originally, food safety and food quality standards were maintained as separate components, both in application, and regarding certification activities. Food industry certification standards have been extremely successful in merging safety and quality system components to produce formidable auditable standards, which are now considered and applied by thousands of food businesses globally.

With increasing food safety and food quality requirements imposed upon food businesses, it is important to recognise the role that safety and quality have come to play in the operational scope of many food industry sectors. The integration of quality aspects into food industry certification standards has dramatically increased the operational capabilities of food businesses in line with other industry sectors. This has had obvious effects, especially evident for larger multinational companies, many of which are recognised as best practice business management experts, not only within food industries but within any global industry sector.

The outcomes of merged food safety and food quality systems continue to produce positive outcomes within every food industry sector.

When applied successfully, merged safety and quality management systems offer:

- Increased value for the food business through increased and maintained market share;
- Assistance in the identification of food safety and quality hazards;
- Enhanced ability to produce safe foods;
- Improved product and service quality;
- Positive impacts upon food business employees;
- Mechanisms through which system requirements can be tailored to the food business' requirements.

Most merged certification standards employ the nomination and management of Quality Points and Quality Control Points, which are intended as the quality equivalents of Control Points and Critical Control Points within HACCP.

These can be designated and implemented by using a process similar to that used within the HACCP process.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Development requirements in relation to their items.

Regulatory and Industry References

The following references provide further information on food safety management. Always check that you are working to the current edition and to the requirements that apply in your jurisdiction and to your customers:

- Codex Alimentarius, General Principles of Food Hygiene (CXC 1-1969), which sets out the HACCP system, available through the Codex Codes of Practice listing;
- ISO 22000:2018, Food safety management systems: Requirements for any organization in the food chain (International Organization for Standardization);
- World Health Organization, Food safety fact sheet; and
- Global Food Safety Initiative, Benchmarking Requirements version 2024, which describe how certification programs are recognised.

Food Safety Management Development Key Points

- Food Safety Management programs must be developed to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The Senior Management of your business facilitates a commitment to ensuring adequate resources for the development of your Food Safety Management program;
- Should you require additional resources for the development of Food Safety Management program elements, please discuss this with the relevant Senior Management representative;
- A properly developed Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly developed Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Documentation

To establish the developed detail in a viewable format to facilitate information.

Documentation

Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments which affect the safety or quality of the products or services that customers receive.

Documented policies, procedures, work instructions and schedules form the basis of any food safety and quality management system. The following documentation formats may be considered to ensure ongoing compliance with specified requirements for Food Safety Management:

- Food Safety Management policy;
- Food Safety Management development procedures;
- Food Safety Management implementation procedures and work instructions;
- Food Safety Management monitoring procedures;
- Food Safety Management corrective and preventative action procedures;
- Food Safety Management verification schedule;
- Food Safety Management verification procedures;
- Food Safety Management validation schedule;
- Food Safety Management validation procedures;
- Food Safety Management training procedures.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any

specific Food Safety Management Documentation requirements in relation to their items.

You may wish to visit the Food Safety Management Templates section of haccp.com for examples of Food Safety Management documentation, record and resource formats commonly applied within food safety and quality systems.

Food Safety Management Documentation Key Points

- Food Safety Management programs must be documented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- All documented Food Safety Management program elements must be controlled to ensure compliance;
- Key documented Food Safety Management program elements should be available to your business team at all times to ensure they can facilitate required tasks;
- A properly documented Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly documented Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Implementation

To facilitate the application of the documentation.

Implementation

Implementation: Implementation is the application of documented food safety and quality system elements into the actual business operation.

The implementation of Food Safety Management within any food business requires genuine commitment from senior management, staff and visitors to ensure the nominated goals of implementation are achievable on an ongoing basis. It is a step which requires significant planning and consideration of general and specific food business circumstances to ensure the outcomes of Food Safety Management do not negatively impact upon the safety and quality of the food items dispatched from the business.

Implementation of Food Safety Management must include the clear definition of responsibilities and authorities for all levels of participation by senior management, staff and visitors to the site.

When implementing Food Safety Management within a food safety and quality system, you may wish to consider the following requirements prior to completion:

- Communication and display of the Food Safety Management policy;
- Completion of Verification and Validation of Food Safety Management development procedures;
- Availability of Food Safety Management implementation procedures and work instructions;
- Availability of Food Safety Management monitoring procedures and record templates where applicable;
- Availability of Food Safety Management corrective and preventative action procedures and record templates where applicable;
- Availability of the Food Safety Management verification schedule;
- Availability of Food Safety Management verification procedures;
- Availability of the Food Safety Management validation schedule;
- Availability of Food Safety Management validation procedures;
- Completion of Food Safety Management training procedures;
- Completion of product design and development requirements related to Food Safety Management;
- Completion of process design and development requirements related to Food Safety Management;
- Completion of training for team members who have responsibilities and involvement within Food Safety Management;
- Completion of competency approval for team members who have responsibilities and involvement within Food Safety Management.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Implementation requirements in relation to their items.

Food Safety Management Implementation Key Points

- Food Safety Management programs must be implemented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Your Food Safety Management program must be fully implemented as per relevant documented Policies, Procedures, and Work Instructions;
- The implementation of Food Safety Management requires a commitment to the provision of resources by the Senior Management of your business;
- A properly implemented Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly implemented Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Monitoring

To review, confirm and document evidence of the implementation against documented limits.

Monitoring

Monitoring: Monitoring is the act of reviewing and confirming measurable parameters of a defined process or product status.

Monitoring requirements within food industry sectors are generally identified against limits of acceptability defined within HACCP plans, implementation procedures and work instructions. Monitoring usually includes some element of record-keeping, which may be maintained manually or through digital systems. It is important to consider that advances in technology have spawned many systems and processes which are self-monitored and/or self-adjusted when variances are identified. Regardless of the system used, the goal of any monitoring activity is to provide sufficient evidence that any limit of acceptability has been met.

Traditional Food Safety Management monitoring requirements include manual recording and the application of corrective actions when the results of monitoring are found to be outside acceptable limits. Corrective actions should also generally be strongly linked to the monitoring process where applied to ensure full traceability of the applied actions.

Common monitoring activities and record formats may be applicable to Food Safety Management:

Monitoring records for HACCP and prerequisite programs, including Personnel Practices, Plant and Equipment Design and Maintenance, Production Process Procedures, Transportation, Receiving and Storage Procedures, Cleaning and Sanitising Procedures, Pest Control and Food Premises Condition, are integral elements of maintaining control of Food Safety and Quality Systems.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Monitoring requirements in relation to their items.

You may wish to visit the Food Safety Management Templates section of haccp.com for examples of Food Safety Management documentation, record and resource formats commonly applied within food safety and quality systems.

Food Safety Management Monitoring Key Points

- Monitoring provides real-time confirmation and evidence that your risk-based FS&Q Controls are effectively implemented;
- Food Safety Management programs must be monitored to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Monitoring of Food Safety Management must be facilitated as per relevant documented Policies, Procedures,

and Work Instructions;

- Nominated monitoring records for Food Safety Management must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly monitored Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly monitored Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Corrective Action and Preventative Action

To apply “real time” interventions to documented monitoring limits.

Corrective Action and Preventative Action

Corrective Action: Corrective action is mandatory action to be taken when a deviation to the Quality System occurs, particularly in relation to a Critical Control Point.

Preventative Action: At any step in the process where a hazard has been identified, preventative action must be put into place to prevent recurrence.

Corrective Action and Preventative Action is implemented to ensure that any identified non-conformance issues are documented, investigated and rectified within appropriate timeframes. Corrective action is any action applied to regain control over a product, process, policy or procedure that has been identified as being non-conforming or outside nominated limits of acceptability. Preventative action is any action applied to prevent any identified non-conformance from reoccurring.

The outcomes of corrective and preventative actions should result in regained process control after effective application. Specified corrective actions are commonly linked to the HACCP Plans and to the food business certification process.

Below are Corrective Action and Preventative Action examples which may be associated with Food Safety Management related non-conformance:

- Review of the Food Safety Management policy;
- Review of Food Safety Management development procedures;
- Review of Food Safety Management implementation procedures and work instructions;
- Review of Food Safety Management monitoring procedures;
- Review of Food Safety Management corrective and preventative action procedures;
- Review of the Food Safety Management verification schedule;
- Review of Food Safety Management verification procedures;
- Review of the Food Safety Management validation schedule;
- Review of Food Safety Management validation procedures;
- Review of Food Safety Management training procedures;
- Re-training in Food Safety Management;
- Review of management review activities to include Food Safety Management as an agenda item;
- Initiation of “product hold” procedures where safety or quality may be compromised;
- Initiation of product recall or product withdrawal procedures where investigations show that there is a substantial safety and/or quality risk to released product;
- Contacting stakeholders including customers regarding any confirmed or potential Food Safety Management concerns involving their product.

Deviations and critical observations must be recorded in a timely and appropriate manner to identify potential non-conformance with the scope and purpose of the Food Safety Management System. Such incidents should be discussed and investigated in detail at food safety meetings and management review activities. As a result of the investigation, corrective actions or procedures may be initiated to prevent recurrence of any problems.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Corrective Action requirements in relation to their items.

You may wish to visit the Corrective Action and Preventative Action section of haccp.com for examples of best practice applications for this food safety and quality system element.

Food Safety Management Corrective Action and Preventative Action Key Points

- The implementation of Corrective Action and Preventative Action provides confidence that your FS&Q Program is effectively implemented and that FS&Q criteria are being met;
- Where deviations or variations are observed, Corrective Action and Preventative Actions must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Corrective Action and Preventative Action of Food Safety Management must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Records of Corrective Action and Preventative Action for Food Safety Management must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- Proper application of Corrective Action and Preventative Action for your Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poor application of Corrective Action and Preventative Action for your Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Verification

To review and confirm documented monitoring and corrective actions against documented parameters.

Verification

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Verification is the detailed review of all food safety and quality system elements to confirm that they are effectively developed, documented, implemented, monitored and reviewed. It is important that all food safety and quality system elements, including documented policies, procedures, training, HACCP plans and their operational applications are verified on an ongoing scheduled basis. The verification process commonly includes a defined schedule for which verification activities are required, how often they are conducted, who is responsible and detailed documented procedures for each nominated verification activity.

The general goal of an established verification process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate timeframe. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

The following examples of verification activities may be applicable to Food Safety Management:

- Review of the Food Safety Management policy;
- Review of Food Safety Management development procedures;
- Review of Food Safety Management implementation procedures and work instructions;
- Review of Food Safety Management monitoring procedures;
- Review of Food Safety Management monitoring records;
- Review of Food Safety Management corrective and preventative action procedures;
- Review of the Food Safety Management verification schedule;
- Review of Food Safety Management verification procedures;
- Review of the Food Safety Management validation schedule;
- Review of Food Safety Management validation procedures;

- Review of Food Safety Management training procedures;
- Review of Food Safety Management performance since the last review and historically;
- Analytical testing of product or process to ensure the effectiveness of Food Safety Management;
- Inclusion of Food Safety Management as an agenda item within the Management Review Process.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Verification requirements in relation to their items.

You may wish to visit the Verification Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Food Safety Management Verification Key Points

- Your verification program provides evidence that your FS&Q Controls have worked;
- Food Safety Management programs must be verified to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The verification of Food Safety Management must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated verification records for Food Safety Management must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly verified Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly verified Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Validation

To confirm the documented monitoring or procedural limits.

Validation

Validation: The process of gathering evidence to provide a scientific basis for the documented act of demonstrating that a procedure, process and activity will consistently lead to the expected results. It often includes the qualification of systems and equipment.

Validation is the provision of evidence to support the limits of control or acceptability for food safety or quality parameters nominated within systemic elements. Limits of control or acceptability are commonly included within documented food safety and quality system elements such as procedures, HACCP plans and specifications.

Common sources of validation include regulatory and legislative standards, finished product specifications and customer requirements, industry codes of practice and guidelines, verified and validated research, historical product and process control outcomes and analytical testing.

The general goal of an established validation process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate timeframe. When non-conformance issues are identified through the validation process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

Validation activities are commonly defined within the verification schedules and procedures of established food safety and quality management systems.

The following examples may be applicable to validation of the limits of control or acceptability for Food Safety Management:

- Confirmation of nominated food safety and food quality control limits for Food Safety Management. These limits may be applicable to regulatory, industry, customer or finished product specifications;
- Confirmation of analytical testing methods being used to confirm the effectiveness of Food Safety Management and ensure the accuracy of outcomes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any

specific Food Safety Management Validation requirements in relation to their items.

You may wish to visit the Validation Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Food Safety Management Validation Key Points

- Your validation program provides evidence that your FS&Q Controls will work;
- Food Safety Management programs must be validated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The validation of Food Safety Management must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated validation records and supporting documentation for Food Safety Management must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly validated Food Safety Management program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly validated Food Safety Management program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Training, Competency and Resources

Skills, knowledge and competency requirements to facilitate development, documentation, implementation, monitoring, corrective action, verification and validation of every Food Safety and Quality System Element.

Skills and Knowledge

Skills and Knowledge: Skills and knowledge are attributes of human interactions commonly linked to competency within any specified job-related task.

Training and competency requirements for Food Safety Management must be ongoing, including regular scheduled reviews to ensure the effectiveness of training and competency outcomes.

Team members who have defined responsibilities regarding Food Safety Management should have knowledge including:

- Basic Food Safety Management requirements;
- Positive outcomes of Food Safety Management;
- Negative outcomes of a lack of Food Safety Management;
- Current Food Safety Management procedures, methods and techniques;
- General operational, corporate and social awareness regarding Food Safety Management;
- Regulatory, industry and customer requirements regarding Food Safety Management.

Team members who have defined responsibilities regarding Food Safety Management should have skills including:

- Competency regarding basic Food Safety Management;
- Effective application of current Food Safety Management procedures, methods and techniques;
- The basic development, documentation and implementation of HACCP and Prerequisite Programs within the food industry sector.

Team members who have defined responsibilities regarding Food Safety Management should have access to resources including:

- Food Safety Management training;
- Food Safety Management associations and events;
- Regulatory standards, industry and customer information and updates regarding Food Safety Management;
- Incidents within the food industry sector regarding Food Safety Management;
- Commitment to Food Safety Management by senior management;
- Suitably qualified food industry professionals with verified experience in Food Safety Management;

- Effective communication systems including email, internet and phone through which Food Safety Management information can be sent and received within suitable timeframes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Food Safety Management Training, Competency and Resources requirements in relation to their items.

You may wish to visit the Training, Competency and Resources section of haccp.com for examples of best practice applications for this food safety and quality system element.

Food Safety Management Training, Skills and Knowledge Key Points

- Your Training, Skills, and Knowledge program ensures all participating personnel, visitors, and contractors have the required skills and knowledge to effectively facilitate the requirements of your FS&Q Program;
- Training, Skills, and Knowledge programs for Food Safety Management must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Training, Skills, and Knowledge programs for Food Safety Management must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Training, Skills, and Knowledge records for Food Safety Management must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- Properly applied Training, Skills, and Knowledge programs for Food Safety Management will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poorly applied Training, Skills, and Knowledge programs for Food Safety Management will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.



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