

## D107: DEMO OF ISO 22000:2018 DOCUMENT KIT **Price 450 USD**

A complete editable Food safety management system package on ISO 22000:2018 (Food safety manual, Procedures, SOPs, forms, HACCP documents, exhibits, audit checklist, etc.)

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### Chapter-1.0 CONTENTS OF ISO 22000:2018 DOCUMENT KIT (More than 135 document files)

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

Sr. No.	List of Directory	Details of Documents
1.	<b>Food Safety Manual</b>	<b>14 Files in MS-Word</b>
2.	<b>Food Safety Procedures</b>	<b>14 Procedures in MS-Word</b>
	Food safety procedures	06 Procedures in MS-Word
	System procedures	08 Procedures in MS-Word
3.	<b>Exhibits</b>	<b>06 exhibits in MS-Word</b>
4.	<b>Standard Operating Procedures</b>	<b>25 Standard Operating Procedures in MS-Word</b>
5.	<b>Blank Formats /Templates to retain documented information</b> <b>Name of departments</b>	<b>61 Blank formats in MS-Word / Excel</b>
	Dispatch (DES)	04 Formats in MS-Word
	Engineering (ENG)	05 Formats in MS-Word
	HACCP	01 Formats in MS-Word
	Housekeeping (HKC)	12 Formats in MS-Word / Excel
	HRD	01 Formats in MS-Word
	Production (PRD)	02 Formats in MS-Word
	Purchase (PUR)	07 Formats in MS-Word
	Quality Control (QCD)	05 Formats in MS-Word
	Sales	03 Formats in MS-Word
	Store (ST)	03 Formats in MS-Word
	System (SYS)	12 Formats in MS-Word
	Training (TRG)	06 Formats in MS-Word
6.	<b>HACCP documents</b>	<b>16 Files in MS-Word</b>
7.	<b>ISO 22000:2018 Audit Checklist</b>	<b>More than 800 questions</b>

**Total 135 files in editable form for Quick Download by e-delivery**

### B. Documented information package: -

Our document kit comprises sample documents required for ISO 22000:2018 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 ISO 22000:2018, at few places, documented information are required. But for making better system, we have

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provided many templates from which a user can select to make own system with minor changes. Now, ISO 22000:2018 standards are 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 (10 Chapters and 4 Annexure):

It covers sample copy of system manual and clause-wise details on how ISO 22000:2018 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 10 of ISO 22000:2018 on how it is implemented in the organization. It covers ISO 22000:2018 documents for tier-1. It has total 10 chapters that cover company profile, amendment sheet, index, clause wise details as per ISO 22000:2018 for implementation. It covers sample copy of system manual and clause-wise details on how ISO 22000:2018 systems are implemented.

#### **(A) Table of Contents**

Chapter No.	Subject	Page No.	ISO 22000 Clause Reference
<b>Section – 1</b>			
1.	Company profile	1 – 3	-----
2.	Table of contents	1 – 2	-----
3.	Control and distribution	1 – 3	-----
<b>Section – 2</b>			
4.	<b>Context of the Organization</b>	1 – 3	4.0
5.	<b>Leadership</b>	1 – 3	5.0
6.	<b>Planning</b>	1 – 2	6.0
7.	<b>Support</b>	1 – 7	7.0

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8.	Operation	1 – 4	8.0
9.	Performance evaluation	1 – 4	9.0
10.	Improvement	1 – 4	10.0
<b>Annexures</b>			
ANX-I	List of Documented information	1 – 1	=====
ANX-II	Glossary of terms	1 – 1	=====
ANX-III	Company activity process flow chart	1 – 2	=====
ANX-IV	Organization structure	1 – 1	=====

### 2. Procedures (14 procedures):

It covers a sample copy of mandatory procedures as per ISO 22000:2018 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. Procedure for hazard identification
4. Procedure for HACCP plan
5. Procedure for emergency preparedness and response
6. Procedure for product withdrawal & recall
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 records
11. Procedure for internal audit
12. Procedure for control of monitoring and measuring equipments
13. Procedure for communication
14. Procedure for control of non-conforming products

### 3. Exhibits (06 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 etc.

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### 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

### 4. Standard Operating Procedure (30 SOPs):

It covers a sample copy of standard operating procedure as per ISO 22000:2018. The list of sample standard operating procedures provided is as below.

#### List of Standard Operating Procedures

- |   |  |
|---|--|
| 1. SOP for material receipt / issue in despatch             | 13. SOP for protection of food adulteration                          |
| 2. SOP for glass breakage management                        | 14. SOP for pest control   |
| 3. SOP for installation of new glass                        | 15. SOP for general housekeeping                                     |
| 4. SOP for traceability                                     | 16. SOP for entry / exit procedure – personal hygiene                |
| 5. SOP for waste disposal                                   | 17. SOP for floor cleaning   |
| 6. SOP for wooden materials                                 | 18. SOP for cleaning of doors, windows, walls and tube light and fan |
| 7. SOP for metal, wood & glass procedure                    | 19. SOP for equipment lay-out  |
| 8. SOP for blade management                                 | 20. SOP for material / process / product mix up                      |
| 9. SOP for product re – call                                | 21. SOP for building maintenance and general facilities              |
| 10. SOP for condition / cleanliness of food contact surface | 22. SOP for safety   |
| 11. SOP for prevention of cross contamination               | 23. SOP for food defense   |
| 12. SOP for personnel health and hygiene                    | 24. SOP for food fraud prevention                                    |
|   | 25. SOP for RM / PM / general material receipt / issue / storage     |

### 5. Blank sample formats for all the departments (61 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 61 blank formats are provided as per the list given below.

#### List of blank formats

- |   |                                 |
|---|---------------------------------|
| 1. Packing report / Slip                        | 32. Sample test request         |
| 2. Bag/other packing material inspection report | 33. Positive recall report      |
| 3. Screen checking report                       | 34. Ph meter calibration report |
| 4. Loading vehicle checking report              | 35. Normality record sheet      |
| 5. Breakdown history card                       | 36. Validation report           |

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6. Preventive maintenance schedule
7. Preventive maintenance checkpoints
8. Daily preventive maintenance checkpoints
9. Preventive maintenance checkpoints for building and civil work
10. Cleaning and sanitation report
11. House keeping records–area wise
12. Visitor entry report
13. Pest control report
14. Fumigation report
15. Daily sanitation audit report
16. Pest Control log book–Daily Sheet
17. Glass inventory records
18. Visual inspection report–monthly
19. Wooden checking
20. Rodent trapping record
21. Operation pre-requisite programs
22. Medical checkup report
23. Production planning
24. Disposal of non confirming products
25. Purchase order
26. Indent cum Incoming Inspection
27. Approved vendor list cum open purchase order
28. Supplier registration form
29. Open purchase order
30. Supplier audit schedule
31. Supplier audit checklist
37. Order form confirmation
38. Feedback for customer
39. Customer complaint report
40. Daily stock Statement
41. Gate pass
42. Unloading vehicle checking report
43. Master list cum distribution list of documents
44. Change note
45. Corrective action report
46. Master list of records
47. Objectives
48. Audit plan/ schedule
49. Internal audit non conformity report
50. Clause wise document wise audit review report
51. Magnet control
52. Continual improvement plan
53. Calibration status of instrument
54. Communication report
55. Training calendar
56. Training report
57. Induction training Report
58. Job description and specification
59. Skill matrix
60. Health questionnaire
61. Pre-requisite program (PRP)

### 6. HACCP Docs

There covers pre-requisite program, product description, food safety and validation team, process flow diagram, hazard work report, HACCP plan, corrective action plan for critical control points, verification and validation plan etc.

### 7. ISO 22000:2018 Audit Questionnaires (More than 800 Questions)

This covers audit questions based on the ISO 22000:2018 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 ISO 22000:2018. It can be logically used for auditing during internal audit for ISO 22000:2018 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-3.0USER 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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