




# ISO 22000 Checklist

Requirements	Observations	In Compliance	
		Yes	No
<p>This checklist has been prepared to use as an initial gap analysis or as an internal audit checklist. For each of the following requirements, determine if your processes are in compliance.</p> <p>Check the yes or no box; if you are doing an initial gap analysis, each “no” should be added to a task list for your implementation project. If you are performing an internal audit, each “no” should trigger a nonconformance report and corrective action.</p>			
<p><b>4. Food Safety Management System (FSMS)</b></p> <p>In this section you will evaluate the scope of your current FSMS and determine how much of the system is documented.</p>			
<p><b>4.1 General Requirements</b></p> <p>Has the scope of the FSMS been identified?</p> <p>Is there a document that specifies the products, processes and production sites that are included in this FSMS?</p>	<p><b>The checklist is written in user-friendly question format so it is ready for you to use in your gap analysis or internal audit.</b></p> 		
<p>Has your organization:</p> <p>Established methods of controlling food safety hazards?</p> <p>Communicated safety information throughout the food chain?</p> <p>Communicated information about the FSMS throughout the organization?</p> <p>Established a system for updating the FSMS?</p> <p>If you outsource processes, are they controlled by your</p>	<p><b>The checklist is in Microsoft Word so you can enter your observations into it for your report, and add questions if you would like to customize it for your company.</b></p>		

Audit Checklist  
Section 4: Food Safety Management System



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Requirements	Observations	In Compliance	
		Yes	No
organization?			
<p><b>4.2 Documentation</b></p> <p>Does your current FSMS documentation include:</p> <p style="padding-left: 40px;">A food safety policy?</p> <p style="padding-left: 40px;">Documented Procedures?</p> <p style="padding-left: 40px;">Records?</p> <p style="padding-left: 40px;">Documentation to ensure effective development, implementation and updating of the FSMS?</p>			
<p><b>4.2.2 Control of Documents</b></p> <p>Is there a system in place to make sure that only approved, current documents are in use? Does it address:</p> <p style="padding-left: 40px;">Approving documents before release?</p> <p style="padding-left: 40px;">Updating documents?</p> <p style="padding-left: 40px;">Identification of revision and approval?</p> <p style="padding-left: 40px;">Distribution of documents to appropriate work areas?</p> <p style="padding-left: 40px;">Legibility and identification of documents?</p>			