QUICK START GUIDE
for FSSC 22000 Implementation

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CONVENIENT ONLINE TRAINING

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OUR CUSTOMERS SAY...
WHAT IS FSSC 22000?

FSSC 22000 is a Food Safety Management System (FSMS) Certification Scheme.

The FSSC 22000 System was designed to provide companies in the food industry with an ISO-based food safety management system certification that is recognized by the Global Food Safety Initiative (GFSI). Recognition by GFSI provides worldwide recognition and acceptance by food manufacturers and retailers. FSSC 22000 defines requirements for integrated processes that work together to control and minimize food safety hazards.

Once a facility implements processes that address all the requirements of FSSC 22000, they can be certified to FSSC 22000. The certification program is managed by the Foundation for Food Safety Certification.

The FSSC 22000 system uses a management systems approach to food safety, using ISO 22000 for the management system requirements and ISO Technical Standards (for prerequisite program requirements). The food safety management system integrates nicely with other management systems such as ISO 9001 and ISO 14001.

FSSC 22000 Prerequisite Program Requirements (PRP)

Prerequisite programs are programs and practices put in place to address the role the production environment plays in producing safe food products.

FSSC 22000 requires that the organization establishes PRP programs to control the likelihood of introducing contamination through the work environment. There are different PRP requirements depending on your industry:

- ISO/TS 22002-1: Food Processing
- ISO/TS 22002-3: Farming
- ISO/TS 22002-4 Food Packaging Manufacturing

FSSC 22000 REQUIREMENTS

The certification scheme and requirements are defined in three documents:
Becoming certified can help you stay competitive and qualified to work with your current customers as well as to gain access to new ones.

- **FSSC 22000: Part 2 Requirements** for organizations that require certification. This document is available for download at no charge at [www.fssc22000.com](http://www.fssc22000.com).

- **ISO 22000:2005** - Food safety management systems - Requirements for any organization in the food chain. This document is available for purchase and download at [www.iso.ch](http://www.iso.ch) or Techstreet.com.

**Requirements for Prerequisite Programs**

The document you use for prerequisite programs will depend on your scope.


- **Food Packaging Manufacturers** use the ISO/TS 22002-4 - Prerequisite programs and design requirements for food safety in the manufacture and provision of food packaging. Available from shop.bsigroup.com.

- **Manufacturers or Providers of Animal Food, Feed or Ingredients** use the PAS 222 - Prerequisite programs for the manufacture of food and feed for animals. Available from shop.bsigroup.com.
BENEFITS OF FSSC 22000

The top reasons sited by our customers and visitors for investigating and pursuing certification are:

Managing Risk

First and foremost, building an FSSC 22000 System will provide your company with effective management of food safety hazards by creating an environment capable of producing safe product and a management system to continually manage, monitor, validate and improve the system.

Maintain Current Customers

Statistics show that approximately 1 out of 4 certified companies are asking their suppliers to achieve certification. Chances are that if you have not been asked yet, you will be asked in the near future. Becoming certified can help you stay competitive and qualified to work with your current customers as well as to gain access to new ones.

Increase your market reach

Large retailers and multinational manufacturers or processors are also demanding certification of their suppliers. Having FSSC 22000 Certification means you are qualified to supply these organizations or their suppliers, opening up a large market for your products.

Prepare for upcoming regulatory changes

Countries across the globe are making changes to food safety regulations, including the United States and its Food Safety Modernization Act (FSMA). FSSC 22000 prepares your organization to meet many or most of the FSMA requirements.
IMPLEMENTING FSSC 22000 AND PREPARING FOR CERTIFICATION

In a nutshell, here is a list of things you will need to do in order to become certified to FSSC 22000.

Purchase the standard:

◊ ISO 22000:2005 Food safety management systems - Requirements for any organization in the food chain
  International Organization for Standardization

◊ FSSC 22000 Part I (Free download) - Requirements for organizations that require certification (version 3.2 - 2015)

and ONE of the following:

◊ ISO/TS 22001 - 1 Prerequisite programmes on food safety - Part 1: Food manufacturing (if you are a food manufacturer/processor)

◊ ISO/TS 22001 - 4 Prerequisite programmes on food safety - Part 4: Food packaging manufacturing (if you manufacture packaging for food products)

Select a certification body.

**Begin implementation:**

• Designate and train your FSSC 22000 Food Safety Team Leader.

• Designate teams to design, document and implement the required processes and food safety fundamentals.

• Train your internal audit team.

• Run your system, collect records, perform internal audits, management review and Food Safety Team meetings.

• Make corrections and improvements to your system.

• Schedule and complete your audits.
ASSIGN YOUR PEOPLE RESOURCES

**FSSC 22000 Food Safety Team Leader**
An FSSC 22000 certified company must designate an FSSC 22000 Food Safety Team Leader. This person will be responsible for overseeing the development and implementation of the system, as well as the maintenance of the FSSC 22000 Program.

**Implementation Teams**
Our years of experience assisting companies with Management Systems Implementation have resulted in a very effective method of implementation using a team approach.

As we explain this method, think about how big your organization is; for smaller organizations we have used “teams” as small as one or two people. For larger organizations, teams are typically 5 to 7 people.

We recommend using several teams.

**FSSC 22000 Steering Team**
Made up of top management and the FSSC 22000 Food Safety Team Leader to lead the project and accomplish management tasks during the implementation.

**Food Safety Team**
As required by the standard to complete HACCP and Prerequisite requirements, and led by the FSSC 22000 Food Safety Team Leader.

**FSSC 22000 Task Teams**
Several Task Teams to design, document and implement the FSSC 22000 Food Safety Management System procedures to complete your system.

The Task Teams that are set up will each look at the requirements for their process and procedure. They will be responsible for comparing the requirements of the standard to the current process used at your company. They will:

- Design a new process, or modify the current process so the company will be meeting FSSC 22000 requirements.
- Write a procedure for the new process, and give it to the FSSC 22000 Steering Team to review.
By using the team approach for implementation appropriate individuals from all parts of the organization are involved in the project, leading to an effective and efficient Food Safety Management System.

**FSSC 22000 Steering Team**

We use one Team to lead the project, and call this the FSSC 22000 Steering Team. The function of the team is very important.

This team will meet on a regular basis during the project to complete management tasks, monitor progress of the project, resolve questions from the other teams, allocate the resources needed for the implementation and coordinate the design of the new Food Safety Management System (FSMS).

The FSSC 22000 Steering Team will be made up of top management representing each of the areas of your company. For example, include:

- a production manager
- a quality manager
- an administrative manager
- an engineering manager and
- an executive manager

This will give the team the knowledge and authority it needs to make decisions and devote resources to the project.

The FSSC 22000 Food Safety Team Leader and/or project manager for the implementation project should lead this team. The team leader will schedule meetings, prepare agendas, and collect information to bring to the meetings.

**IMPLEMENTATION: STEP-BY-STEP**

The steps outlined here are recommended steps based on our experience implementing management system. Adapt them as needed for your organization. The training programs and documents we have referenced are all available on our website:

- Once the procedure is approved, they will introduce it to employees, training as needed. The company will then start using the new process/procedure.
www.22000-tools.com. They are available individually and in our Complete Training Package or Premium Training and Templates Package.

**Food Safety Team Leader is Trained on Requirements of FSSC 22000**

The Team leader should understand the FSSC 22000 Requirements for both the System Elements (Module 2) and the applicable Food Safety Fundamentals (the Module that applies to your type of business).

**Team Leader and Management Prepare Project Plan**

The Team Leader works with the Management Team to prepare the project plan. This is detailed in the next section of this Quick Start Guide.

**Identify Steering Team**

Management identifies the “FSSC 22000 Steering Team”. See the example FSSC 22000 Steering Team first team meeting agenda and information in the FSSC 22000 Steering Team section

**Conduct the Gap Analysis**

The FSSC 22000 Food Safety Team Leader takes the “Conducting the Gap Analysis” training, downloads the checklists from the training and plans and leads the Gap Analysis Audit. The Gap Analysis is much like an Internal Audit. It compares the system you have in place to the FSSC 22000 requirements. The requirements that you don't yet meet need to be addressed. The Gap will identify those areas.

**Identify Task Teams**

Based on the Gap Analysis results, the FSSC Steering Team identifies the Task Teams needed to address changes or implementation of processes for each of the FSSC Management System Processes. For example:

- Document Control
- Records
- Management Responsibility
- Communication
- Emergency Preparedness
- Competence Awareness and Training
Train Task Team Members
Identify training requirements for those assigned to the Task Teams. “Introduction to FSSC 22000” is our recommended training for those team members.

Train Food Safety Team
Identify training requirements for the Food Safety Team. “Introduction to FSSC 22000” and “FSSC 22000 Prerequisite Programs” is our recommended training for the Food Safety Team members.

Complete Detailed Project Plan & Timeline
The FSSC 22000 Steering Team completes the Gantt chart or the project plan provided in the Complete Training Package with the projected dates and timelines for the task team activities.

Document Processes
The Task Teams meet as scheduled to complete the changes to and implementation and documentation of the new processes. Use the document templates, forms and implementation plans from the FSSC 22000 Template and Implementation Tools Package or Complete Training Package.
Review and Approve Documentation
The FSSC 22000 Steering Team reviews and approves all the procedures and documentation developed by the task teams.

Identify Internal Auditors
The FSSC 22000 Steering Team identifies individuals to be Internal Auditors, and prepares an initial internal audit schedule. The individuals complete “Internal Auditor Training”.

Conduct Internal Audits
Start the internal audits when the FSSC 22000 processes are completed.

Management Review Meetings
Hold management review meetings, conduct internal audits and complete corrective actions. Follow the new FSSC 22000 Procedures that the task teams developed, maintain records and make improvements.

Run Your System
You will run your system, conduct internal audits and hold management review meetings for about 3 months. Then you will be ready for your certification audit.
CERTIFICATION AUDIT

Initial Certification to FSSC 22000

Choose an accredited certification body for your organization. Certification companies are listed on the FSSC 22000 website. Once you have implemented the system your certification body will perform a Document Review to determine readiness for your next step, the on-site Audit.

If the audit identifies areas of the system that do not comply with the FSSC 22000 Standard requirements, you will need to correct nonconformances before you will be recommended for certification. Once those are corrected and verified your company will be recommended for certification. The system will then be monitored by your auditor through surveillance audits.

The FSSC 22000 Certification Audit

During the certification audit the FSSC 22000 Auditor will examine your FSSC 22000 System to determine:

- Whether the system has been implemented effectively
- Whether there is evidence of Management Commitment to the maintenance and improvement of the system
- Whether activities comply with regulatory, customer and FSSC 22000 requirements

Findings are categorized as:

Major Nonconformity

A Major nonconformance is a nonconformance to the documented system or to the FSSC 22000 Code that could cause an immediate food safety risk or indicate ineffective implementation of a system element. A Major Nonconformity must be corrected and verified within 14 days of the finding.

Critical Nonconformity

A critical nonconformance consists of a loss of control at a critical control point, prerequisite program or other process step that could cause a significant risk and product safety is compromised or any falsification of records. A critical nonconformity results in a suspension of certification.
APPENDIX

Use these sample documents as a reference as you implement your FSSC 22000 system.
THE PROJECT PLAN

It is important to prepare a project plan to help organize and manage the project. A sample project plan template is provided on the next page. Let's look at how to prepare the plan.

First, identify your project goals. Answer the questions:

1. When will you begin your project? Consider the date of the Gap Analysis as the beginning date.
2. What is your target date for having the FSSC 22000 Certification? You will work backwards from this date as you prepare your project timeline. Your date should be reviewed later. This will be your schedule, but as you perform the gap analysis and develop the task list, you can determine whether that date is realistic. It will depend on the status of your current food safety management system and the resources available to you as you complete the system.

Second, identify responsibilities for the project.

1. Identify the Team Leader. The Team Leader should act as project manager for the implementation project.
2. Identify who makes up Senior Management.
3. Identify the FSSC 22000 Steering Team. As you saw in the steps in the previous section, the FSSC 22000 Steering Team plays a key role in managing the project. The Team Leader should be the team leader, and senior management should make up the rest of the team.

Third, start to fill in the timeline for the project.

1. Schedule training for the Team Leader.
2. Schedule the Gap Analysis. Remember that the Team Leader should complete the Gap Analysis Training and download checklists before the Gap Analysis.
3. Plan anywhere from 2 to 5 days for the Gap Analysis. It will depend on the size of your company, the number of auditors and the number and complexity of your processes.
4. Schedule the FSSC 22000 Steering team meeting to assign the task team members, and schedule training for the team members.
5. Schedule training for the task team members.

6. Announce your project to all employees. Plan a meeting or meetings to make employees aware of the project, what FSSC 22000 Certification is, and why it is important to the organization.

7. Document your target completion date and target dates for your certification audits.
FSSC 22000 PROJECT PLAN

Project Goals
  Start Date _______________________
  Target for completion ______________

Responsibilities
  Team Leader _______________________
  Senior Management ________________
  Steering Team ____________________

Timetable

<table>
<thead>
<tr>
<th>Step</th>
<th>Start Date</th>
<th>Completion Target</th>
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<td>Team Leader completes oneline training</td>
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<td>Conduct Gap Analysis</td>
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<td>teering Team Meetings</td>
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<td>Task Team Members are Trained</td>
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<td>Announce Project to All Employees</td>
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<td>System Complete</td>
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<td>Certificate in Hand</td>
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</table>
THE GAP ANALYSIS

Once you have outline the project timeline, it is time to complete the Gap Analysis and identify the specific tasks that will need to be done to build your FSSC 22000 System. The gap analysis will identify where your current system meets requirements, and where changes and additions to your system must be designed and implemented.

The outcome of the gap analysis will be a task list for your project. You will assign the tasks to the task teams that you have identified.

1. Complete the “Gap Analysis Checklist & Training” session to learn how to plan and conduct the gap, what to do with your results, and download checklists for your audit. Note that this training is included in the Complete Training Package.

2. Identify any other auditors that will be involved, and brief them on the audit plan and techniques.

3. Inform employees that the audit will be taking place, and the purpose of the audit. You want employees to feel comfortable answering auditors questions; understanding the purpose of the audit will help establish their comfort with the process.

4. Conduct the audit and document findings on the checklists.

5. Create a task list, or use the list provided in the FSSC 22000 Templates and Implementation Tools or Complete Training Package. Where ever you identify requirements that are not yet being complied with, document a task on the list.

◊ The FSSC 22000 Templates and Implementation Tools and Complete Training Packages provide both an overall project task list, and individual team task lists. If you have purchased the package, simply add the tasks to the lists provided. Many common tasks are already on the individual team task lists as well as information on the process requirements and a place to assign timelines.

6. Provide the appropriate task list to each task team.
Once the Gap Analysis has been completed, start your FSSC 22000 Steering team meetings. During the first team meeting discuss the responsibilities of the Steering team. If there are members that were not involved in creating the project plan, review the project plan and list of steps to implementation.

**Proposed agenda for the 1st Steering Team meeting:**

1. Review the list of steps to implementation.
2. Review the responsibilities of the FSSC 22000 Steering Team (these responsibilities will not all be completed in the first meeting, but should be reviewed to clarify the purpose of the team.)
   - Identify task teams and members
   - Identify training requirements for task team members, Food Safety Team members and employees. Use the Premium Training and Templates Package to provide multiple training sessions to train the Team Leader, FSSC 22000 Team, Internal Auditors and others.
   - Meet regularly to monitor the project timeline and task team activities and provide resources as needed to meet project goals.
   - Choose a certification body, and schedule the certification audit.
   - Review procedures and other documentation created by the task teams.
   - Review and customize the Management Responsibility procedure. Complete tasks assigned to management.
   - Assign internal auditors and create an audit schedule.
   - Resolve issues as they arise.
3. Identify task teams, team leaders and members. Assign timelines for each team to meet. See our example table in Appendix A.
THE TASK TEAM MEETINGS

The team leader is responsible for scheduling the meetings according to the timeline on the gantt chart. During the first team meeting discuss the purpose of the FSSC 22000 Steering Team and Task Teams. Give an introduction to the purpose of the individual Task Team that is meeting.

Proposed agenda for the first team meeting:

1. Discuss the responsibilities of the Steering Team and the Task Teams.
2. Review the list of steps for the implementation project.
3. Provide a copy of the procedure and forms templates for the process that the team has been assigned.
4. Review the procedure and forms.
5. Provide a copy of the teams task list. Discuss the tasks that have been assigned.
6. Discuss the proposed timeline that was assigned by the FSSC 22000 Steering Team for the Task Team, and start to assign dates and responsibilities for the individual tasks on the list.
7. Determine the frequency of the team meetings, and schedule the next meeting. Prepare the next meetings agenda, and identify action items to be completed before the next meeting. Assign responsibility for the action items.

At subsequent meetings you will review action items and progress and assign new action items as needed to complete the task list. The team goal is to design and implement a new process that meets the requirements of the Standard for that system element. The team will accomplish this by using the document templates and the information from the gap analysis.

The new process will be documented in the procedure. The procedure and any related forms or documents will be given to the Steering Team for review. Once the procedure is approved, the team will be responsible for seeing that it is effectively implemented.
## Sample Timeline

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<th>Jan</th>
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CONVENIENT ONLINE TRAINING

COMPLETE TRAINING PACKAGE FOR THE FOOD SAFETY TEAM LEADER

If you are interested in a quick start and a fast track to your FSSC 22000 Certification, use our Complete Training Package to quickly work you through each step of your implementation. Our tools and training help you create a system that is effective, efficient and tailored to your organization.

The package includes all of our documents, tools and detailed how-to instructions that will guide your Practitioner through each step of your project. Create a system that is effective, efficient and tailored to your organization.

The training series includes the following 5 courses to cover each step of your project:

Introduction to FSSC 22000
This FSSC 22000 online training course is perfect for introducing FSSC 22000 and its requirements to the FSSC 22000 Food Safety Team Leader, top management and employees!

FSSC 22000 Prerequisite Programs
This course explains the requirements of the relevant PRP document ISO/TS 22002-1 for food processors, or ISO/TS 22002-4 for food packaging manufacturers.

The Gap Analysis Checklists and Tutorial
Includes checklists for the System Elements and Food Safety Fundamentals along with a Gap Analysis Tutorial. Use your Gap Analysis to help make your detailed plan.

FSSC 22000 Templates and Implementation Tools
Documents include our: Manual, Procedures, Prerequisite Programs, Forms, Checklists, Implementation plans and more.

Internal Auditing
Gain the qualifications and skills you need in order to audit your company's FSSC 22000 system effectively and with confidence. Includes an online, interactive practice audit.

These courses are also available individually.
CONVENIENT ONLINE TRAINING

PREMIUM TRAINING PACKAGE FOR THE TEAM LEADER, FOOD SAFETY TEAM & INTERNAL AUDITORS

If you are interested in a quick start and a fast track to your FSSC 22000 Certification, and want to train your team and your Leader, use our Premium Training Package to quickly work you through each step of your implementation. Our tools and training help you create a system that is effective, efficient and tailored to your organization.

The package includes all of our documents, tools and detailed how-to instructions that will guide your Team Leader through each step of your project. Create a system that is effective, efficient and tailored to your organization.

The training series includes the following 5 courses to cover each step of your project:

**Introduction to FSSC 22000 (6 seats)**
This FSSC 22000 online training course is perfect for introducing FSSC 22000 and its requirements to the FSSC 22000 Food Safety Team Leader, top management and employees!

**FSSC 22000 Prerequisite Programs (6 seats)**
This course explains the requirements of the relevant PRP document ISO/TS 22002-1 for food processors, or ISO/TS 22002-4 for food packaging manufacturers.

**The Gap Analysis Checklists and Tutorial (1 seat)**
Includes checklists for the System Elements and Food Safety Fundamentals along with a Gap Analysis Tutorial. Use your Gap Analysis to help make your detailed plan.

**FSSC 22000 Templates and Implementation Tools (1 seat)**
Documents include our: Manual, Procedures, Prerequisite Programs, Forms, Checklists, Implementation plans and more.

**Internal Auditing (3 seats)**
Gain the qualifications and skills you need in order to audit your company’s FSSC 22000 system effectively and with confidence. Includes an online, interactive practice audit.

Looking for Corporate Solution? [Contact us](#) for a quote!
OUR CUSTOMERS SAY...

Loved the ease of this training!
— Mike

The course was great and I’m very pleased that I chose the online version of the course vs. taking 5 days to attend a live class.
— Devon

OMG, Thank you for being soooo prompt & professional. I have spent literally days trying to get this sorted...... with other providers.
— Laura

We had our initial SQF level 2 Audit in April of 2016 and passed! I am very grateful to have found Vinca as a training tool and you as a resource.
— Tom

THANK YOU! for creating this set of templates, document examples and tutorials! I have struggled with developing forms and this is a huge time-saver! Again, THANK YOU!!!
— Cynthia

I have completed the course and printed my certificate. It was a very in depth course and extremely informative. I especially liked the section in the Internal Auditor training where there was an actual “company” to prepare and audit. Very hands-on course. Loved it!! Thanks
— Bev

The training material was excellent. It was great for the project I am working on. Thank you again and look forward to working with your tools in the near future. Thank you,
— Bryan

The training has been very helpful for me. It has been a good review of items I have already known and the ones I didn’t know. I wish I would have taken this training earlier. I like that it is online and work on it when I have time. I have appreciated your help with questions I had and thank you for that.
— Penny

I have started the documentation section and I am finding that the implementation programme is very good and useful in saving time. I have usually implemented the Food safety systems and HACCP by myself. This programme makes it so much easier and takes the hard grind out of thinking up procedures, PRP’s etc. I can now focus on other things and managing my team factory team simply and effectively. Thanks and regards
— Andrew

The course was very challenging and I learned a lot!
— Kevin

It was the perfect course for what I needed.
— Vickie

Thank you for the templates! They are so easy to use and make life a lot easier.
— Gina

I have just completed the SQF Internal Auditor Training module online. I think this a great course! The scope of the training is extensive and gives the trainee all the tools necessary to develop an effective internal auditing strategy. Whether you have an existing program or are starting from scratch, this training will strengthen your program.

This online training module was accepted by our SQF Auditor to satisfy the Internal Auditor training requirement. You can complete the modules at your own pace and practice as much as needed. It is the most cost effective way to get Internal Auditor training. There are no travel or hotel costs making this a great way to train one person or team of internal auditors. Thanks for putting together such a great training tool!
— Michael

“Just wanted to thank you for the information you provided through your website. Best purchase I’ve ever suggested to my company. We only had a few issues during our preliminary audit (all were expected and none with documentation). Our certification audit should be a breeze regarding procedures and documents. I used the PRP template and added a little info for my own benefit (risk assessment info to justify if we didn’t meet compliance). Auditor commented on “never seeing a company use that format, but it worked well and saved time”. Thought I should pass that on.
Thank you!”
— Debbie S