

INSERT YOUR COMPANY LOGO / NAME HERE

FOOD SAFETY MANAGEMENT SYSTEM MANUAL

ISO 22000:2018

Food Safety Management System Documentation

**Food Safety Manual /
Documented Information**

Document No. FSM

COMPANY NAME

COMPANY ADDRESS

INSERT YOUR COMPANY LOGO / NAME HERE

FOOD SAFETY MANAGEMENT SYSTEM MANUAL

Instructions:

This manual is used as a template in developing your ISO 22000:2018 Food Safety Management System (FSMS).

- Methods and systems used in the development and operation of the FSMS vary widely from company to company.
- The blue text and suggestions displayed in the manual, documents, procedures are intended to offer some options and to highlight the areas that need attention to update / replace.
- Review the text and suggestions and at a minimum replace or update them to reflect the unique / customized information of your food safety management system requirements.
- Delete the blue text after each task is completed.

Additional documentation review.

- Similarly, the blue text and suggestions displayed in the FSMS documentation for the documents, procedures and forms are intended to offer some options and to highlight the areas that require update or replacement.

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DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Amendment Request No:

REVIEW AND APPROVAL

	Name	Signature/Date
Prepared By	Name Food Safety Team Leader	
Approved By	Name Top management position	

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FOOD SAFETY MANAGEMENT SYSTEM MANUAL

1. FOOD SAFETY MANAGEMENT SYSTEM INTRODUCTION

1.1 Objectives of the Food Safety Management System Manual

The purpose of this Manual is to:

- describe **company name**'s processes and their interactions from planning, implementation and monitoring to achieve set food safety performance objectives and targets;
- establish a concise reference manual of standardized practices and procedures of **company name**;
- provide a reference against which current practices and proposed improvement can be factually assessed;
- supply a document which can explain to customers and all interested parties the methods employed to achieve and maintain the food safety standards;
- specifies a food safety management system to control food safety hazards in our storage area;
- identify and designate personnel who will be responsible for ensuring food safety standards are maintained;
- stabilize and maintain standardized practices despite employee movement; and
- meet the requirements of the International Standard ISO 22000:2018.

1.2 Scope of the Food Safety Management Systems

- This Food Safety Management System (FSMS) applies to:

Company name
Company address

- The scope of this Food safety management system covers **enter scope of the company here**.
(For examples, Packaging and Distribution of Dried Foods)
- As developed with procedure **FSP-02 Organization Context**, **company name** determines the boundaries and applicability of the Food safety management system and considers its products and services, external and internal issues, and the requirements of relevant interested parties. This is explained further in section 4.1 and 4.2 of this Food safety management system manual.