



FSSC DEVELOPMENT PROGRAM

SELF-ASSESSMENT TRANSPORT AND STORAGE SERVICES (G)

SELF-ASSESSMENT: FSSC DEVELOPMENT PROGRAM - STORAGE AND TRANSPORT SERVICES (CATEGORY G)

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1. Food Safety System Requirements			
1.1	Leadership and commitment		
1.1.1	Evidence shall be available to demonstrate that management is committed to providing sufficient and necessary resources to develop, implement and maintain their food safety program to comply with customer and legal requirements.		
1.1.2	Senior management shall ensure that employees are aware of their responsibilities related to food safety including the importance of the food safety program.		
1.1.3	The organization shall maintain the appropriate legal registration for a food storage/distribution establishment, when required by legislation.		
1.2	Organizational roles, responsibilities and authorities		
1.2.1	The organization shall establish a clear organizational chart outlining the organizations' structure.		
1.2.2	Documented roles, responsibilities and authorities related to food safety and legality shall be defined, implemented, communicated and understood in a manner to ensure product safety.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.3	Externally developed elements of the food safety system		
1.3.1	Externally developed elements of the food safety system shall be verified to ensure they cover and are suitable for the activities of the organization. The responsibility for the operation of the food safety system still belongs to the organization. Note: externally developed elements may include PRPs, the hazard analysis and the hazard control plan.		
1.4	Competence		
1.4.1	The organization shall ensure that all people are adequately trained in food safety and practices according to their job responsibilities. Training records shall be maintained.		
1.4.2	All new personnel (including maintenance personnel) shall be effectively trained on hygiene requirements, allergen awareness, cleaning, and pest control awareness.		
1.4.3	A HACCP training program shall be in place, for the HACCP/food safety team and those responsible for the operation of the hazard control plan.		
1.4.4	A refresher training program shall be documented and implemented. All relevant personnel shall receive refresher training, to ensure personnel remain aware of all procedures necessary to maintain the food safety of the products produced.		
1.4.5	A documented training program shall be in place and effectively implemented for all personnel whose work can impact food safety.		
1.4.6	Food defense awareness training shall be in place.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.5	Communication		
1.5.1	External communication		
1.5.1.1	Food safety requirements or technical guidance, from statutory and regulatory authorities, customers and industry organizations, shall be available and kept up to date.		
1.5.1.2	Effective arrangements for communicating with external stakeholders (suppliers and contractors, customers, statutory and regulatory authorities, and industry organizations) shall be established, implemented and maintained. A designated and responsible person shall be identified to manage these communications.		
1.5.1.3	<p>Organizations shall inform their Conformity Assessment Body within three (3) working days of the commencement of the events or situations listed below:</p> <ul style="list-style-type: none"> Serious events that impact the food safety system, legality and/or the integrity of the conformity statement, as a result of a Force majeure, natural or man-made disasters (e.g., war, strike, terrorism, crime, flood, earthquake, malicious computer hacking, etc.); Serious situations where the integrity of the conformity statement is at risk and/or where the Foundation can be brought into disrepute. These include, but are not limited to (1) recalls, (2) actions imposed by regulatory authorities as a result of a food safety issue(s), where additional monitoring or forced shutdown of the site/facility is required, (3) legal proceedings, prosecutions, malpractice, and negligence; and (4) fraudulent activities and corruption. 		
1.5.1.4	Records of communication with suppliers, contractors, customers, statutory and regulatory authorities, and industry organization, shall be maintained.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.5.2	Internal communication		
1.5.2.1	Senior management shall ensure effective internal communication within its organization on all relevant information related to food safety and legality, including when changes relevant to the food safety system occur.		
1.6	Documented information		
1.6.1	Records shall be available to demonstrate that the organization complies with the food safety system, including all applicable regulatory and customer food safety requirements.		
1.6.2	Records shall be: <ul style="list-style-type: none"> • genuine and maintained in good condition, to preserve legibility. • securely stored and accessible. • protected from unintended alterations, and alterations or corrections to completed records shall be approved and justification for this maintained. Electronic records shall be secured and backed up to prevent loss.		
1.6.3	The organization shall set timescales for record retention which comply with regulatory or customer requirements. Where there are no regulatory or customer requirements, records shall be kept covering the shelf life of the product as a minimum.		
1.7	Procedures		
1.7.1	Procedures shall be documented, implemented and maintained for all processes and operations that affect food safety.		
1.7.2	Procedures shall be clearly communicated to relevant personnel.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.8	Traceability System		
1.8.1	The traceability system shall be implemented and maintained to uniquely identify incoming material from suppliers, through all stages of storage and the first stage of the distribution route of the end product.		
1.8.2	<p>The traceability system shall be fully operational and effective, and shall consider as a minimum the:</p> <ul style="list-style-type: none"> a) relation of lots of received materials to the end products; b) repacking/relabeling of materials/products; c) distribution of the end product. <p>The organization shall ensure that goods (at minimum their packaging) are visually inspected upon receipt and again at dispatch, including the verification of the quantity and identification of goods received or dispatched.</p> <p>The organization shall ensure that applicable statutory, regulatory and customer requirements are met.</p>		
1.8.3	<p>The traceability process shall incorporate all relevant records of:</p> <ul style="list-style-type: none"> • receipt • repacking/relabeling • distribution. <p>Traceability shall be ensured and recorded until delivery to the customer.</p>		
1.8.4	There shall be clear labelling procedures that ensure continuous identification of the product through all stages of storage and distribution.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.8.5	The effectiveness of the traceability system shall be verified and tested (backwards and forwards) at least annually. The verification of the system shall include the reconciliation of quantities of materials/products received and distributed.		
1.8.6	The system shall be documented, updated as necessary and records shall be maintained.		
1.8.7	Logistic units and goods picked from logistic units, throughout the transport and storage process, shall be assigned with identifier(s). These shall as a minimum include identification and quantities, supplier identification, dates of receipt of goods, and best before dates.		
1.8.8	Where applicable, identifier(s) shall include requirements for temperature or other control conditions during transport and storage.		
1.8.9	Where logistic units are assembled by the organization, records shall be retained for time and date, the identifier of the logistic unit and the inventory of stock of the logistic unit.		
1.9	Food safety incident management		
1.9.1	Withdrawal/recall		
1.9.1.1	The organization shall have an effective incident management procedure for all products including incident reporting, communicating with interested parties, and management of product withdrawal and recall.		
1.9.1.2	This shall include having systems in place to ensure that products failing to meet requirements are identified, located and removed from all necessary points of the supply chain.		

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1.9.1.3	A designated responsible person shall be identified to provide information to customers, consumers and regulatory authorities.		
1.9.1.4	The incident management system shall be reviewed, tested and verified at least once a year and records thereof shall be maintained.		
1.9.1.5	All incidents shall be recorded and assessed to establish their severity and the risk to the consumer. Relevant actions shall be taken to address the risks identified.		
1.9.2	Emergency preparedness and response		
1.9.2.1	Top Management shall ensure procedures are in place to respond to potential emergency situations or incidents that can have an impact on food safety which are relevant to the role of the organization in the food chain. Note: Emergency situations include natural disasters, environmental accidents, bioterrorism, workplace accidents, public health emergencies and other accidents, e.g. interruption of essential services such as water, electricity or refrigeration supply.		
1.9.2.2	Documented information shall be established and maintained to manage these situations and incidents.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
1.10	Nonconformity and corrective Action		
1.10.1	When a nonconformity occurs, the organization shall: <ul style="list-style-type: none"> • react to the nonconformity and take appropriate correction to deal with the immediate issue; • undertake a root cause analysis to determine the cause of the nonconformity; • implement suitable and effective corrective action in a timely manner to prevent recurrence, and • maintain records there-of. 		
1.10.2	The organization shall have a documented procedure for nonconformity management and corrective actions.		
1.11	Complaint Handling		
1.11.1	A documented complaint management program shall be in place and effectively implemented for the management of customer and consumer complaints relating to food safety (not quality), including analysis of trends.		
1.11.2	Records of all customer and consumer complaints, including investigations and corrective actions for food safety issues, shall be maintained.		
2. Pre-Requisite Programs			
2.1	Construction and layout of buildings		
2.1.1	The facility shall be of suitable size and located, designed, constructed and maintained so as to reduce the risk of contamination and enable the storage and distribution of safe and legal products.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.1.2	The facility shall be effectively maintained, cleaned and disinfected (where appropriate) to prevent physical, chemical and microbiological product contamination.		
2.1.3	The grounds and surrounding areas of the facility shall be maintained and kept free of waste and accumulated debris. Vegetation surrounding the facility shall be tended or removed and not attract and harbor pests. Any potential harborage, such as decommissioned equipment, should be removed.		
2.1.4	Buildings shall be provided with adequate ventilation.		
2.1.5	Buildings shall be protected from pest entry.		
2.1.6	Where outside space is used for storage, stored items shall be protected from weather or pest damage.		
2.1.7	Appropriate packing conditions shall be provided for unpacked or packed goods, including relevant temperature or humidity requirements.		
2.2	Layout of premises and workspace		
2.2.1	The organization's premises and workspace shall be designed and maintained to reduce the risk of contamination and enable the storage and distribution of safe and legal products.		
2.2.2	Structures, surfaces and materials that come in contact with food shall be easy to maintain, cleanable and where appropriate allow for disinfection. Materials of construction shall be resistant to the cleaning system applied.		
2.2.3	Adequate drainage and waste disposal systems and facilities shall be provided and well maintained. They shall be designed and constructed so that the likelihood of contaminating food or the water supply is avoided.		

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2.2.4	<p>Internal structures and fittings</p> <p>The organization shall design and maintain:</p> <ul style="list-style-type: none"> • floors, walls, doors, openings, ceilings and overhead fixtures to a degree of hygiene appropriate to the operation; • ceilings and overhead fixtures that are constructed and finished to minimize the build-up of products, foreign matter, dirt and condensation, and the shedding of particles; • external openings (e.g. doors, windows) to prevent entry of foreign matter, including pests, appropriate to the operation; • floors and joints to avoid stagnant water; • drains to prevent entry of foreign matter and pests and to be appropriate to the operation, to be cleanable and repairable. 		
2.2.5	The lighting shall be of the appropriate intensity and design to ensure that food safety practice is effective. Light fixtures shall be protected to ensure that materials, product or equipment are not contaminated in the case of breakages.		
2.2.6	The movement patterns of materials, products and people, and the layout of equipment, shall be designed to protect against potential contamination sources.		
2.3	Utilities		
2.3.1	The provision and transportation routes for utilities to and around transport and storage areas shall be designed or arranged allow for the segregation of goods to minimize the risk of contamination and enable the storage and distribution of safe and legal products/goods.		

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2.3.2	Processes shall be in place to ensure that the quality of water and ice does not compromise the food safety of the finished product. The facility shall be equipped with clean or potable water inlets appropriate to the intended use.		
2.3.3	Potable and non-potable water pipes shall be identified, and a system shall be in place to prevent the cross-contamination of potable water by non-potable water.		
2.3.4	Suitable and sufficient ventilation shall be provided to remove excess or unwanted steam, dust and odors, and air shall not flow from contaminated areas to clean areas.		
2.3.5	Controls shall be in place for compressed air and other gas systems, where there is a direct or indirect food safety risk.		
2.4	Waste disposal		
2.4.1	The organization shall have a program in place for the collection and disposal of waste material.		
2.4.2	Suitable provisions shall be in place for the storage and removal of waste, which prevents product contamination.		
2.4.3	Containers designated for inedible products, waste or by-products shall be clearly marked and properly utilized linked to their intended purpose and use.		
2.4.4	The organization shall have in place a documented waste management program including the identification of waste; waste collection; and containment, removal and disposal of waste.		
2.4.5	Labelled materials, products or printed packaging designated as waste shall be disfigured or destroyed to ensure that trademarks cannot be reused.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.5	Equipment suitability, cleaning and maintenance		
2.5.1	Equipment, containers and surfaces in direct or indirect contact with water and food shall not be a source of contamination.		
2.5.2	Equipment, containers and surfaces in direct contact with food shall: <ul style="list-style-type: none"> • be designed and constructed to ensure that they can be cleaned, disinfected, drained, inspected and maintained. • be smooth, accessible and have cleanable surfaces. • be made from material compatible with the intended products and cleaning chemicals/methods. • not be penetrated by holes, nuts and/or bolts on its framework. • have piping and ductwork (where relevant) which is cleanable, drainable and with no dead ends. • have product contact surfaces which are impermeable and rust or corrosion free. 		
2.5.3	Forklifts and other driven transport trolleys shall be clean, well maintained and of suitable type to avoid contamination through emissions.		
2.5.4	Manufacturer's instructions shall be followed to install, use and maintain equipment which may affect food safety.		
2.5.5	Maintenance		
2.5.5.1	The organization shall establish and implement a documented program/ system of planned, preventive and corrective maintenance to ensure an adequate level of food safety in the facility.		
2.5.5.2	A documented hygiene and clearance procedure shall be in place and effectively implemented for all maintenance activities.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.5.5.3	Equipment failure, and defects to premises, which are essential to food safety shall be identified, assessed and documented to enable prompt actions and improvement of the maintenance program.		
2.6	Management of purchased materials and incoming goods		
2.6.1	The organization shall control purchasing processes to ensure that all externally sourced materials (e.g., packaging/labels for repacking/relabeling, etc.) and services conform to specifications and contractual agreements, to ensure product safety.		
2.6.2	Purchased materials that have an impact on food safety shall be sourced from approved suppliers that are identified, evaluated, and monitored.		
2.6.3	Purchased materials shall be inspected upon delivery.		
2.6.4	Records shall be kept of purchased materials with the identification of the supplier and documented information relevant to food safety.		
2.6.5	Delivery vehicles shall be checked prior to, and during unloading to verify the quality and safety of the material has been maintained during transit (e.g. integrity of seals, free from infestation, temperature records where applicable). Delivery vehicles and deliveries that do not conform with specifications shall be refused or their access limited to a controlled area until the product has been disposed of or returned to the supplier.		
2.6.6	Results of evaluation, inspection and monitoring of suppliers and purchased materials, investigations, analyses and follow up actions shall be recorded.		
2.6.7	Outsourced activities which have an impact on food safety shall be sourced from approved contractors that are identified, evaluated, and monitored.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.6.8	Outsourced activities which have an impact on food safety shall be recorded with the identification of contractors.		
2.6.9	Procedures shall be available and implemented for the approval and monitoring of all suppliers whose materials or services affect product safety. The results of the evaluations and follow-up actions shall be recorded.		
2.7	Measures for prevention of cross-contamination		
2.7.1	The organization shall ensure that appropriate facilities (e.g., physical barriers) and effective measures and procedures are in place to minimize the risk of any potential physical, chemical or microbiological contamination of the product.		
2.7.2	Physical contamination control		
2.7.2.1	Where brittle materials are used, periodic inspection requirements and defined procedures in the case of breakage shall be put in place. Brittle materials, such as glass and hard plastic components in equipment, should be avoided where possible. Records for monitoring of brittle materials (glass and hard plastic) shall be in place, including in the case of breakage.		
2.7.3	Chemical contamination control		
2.7.3.1	Measures shall be in place to prevent contamination of foods or food contact materials by chemicals (e.g. cleaning agents, disinfectants, lubricants, pesticides, etc.)		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.7.3.2	<p>The organization shall ensure the chemicals used:</p> <ul style="list-style-type: none"> • have been approved by competent authorities for its intended use, where applicable; • are applied according to the manufacturers/product instructions (concentrations, temperature, mechanical action/method of application, waiting time before rinsing, if any, etc.); • are applied by competent personnel; • are labelled; • are stored separately from food and food contact materials, in a locked or secured area; and • lubricants coming into contact with food and water shall be approved for food contact purpose. 		
2.8	Allergen management		
2.8.1	<p>A documented program shall be in place to control allergens and prevent cross-contamination of product through all stages of storage and distribution.</p> <p>Note: consideration shall be given to the management of allergens in the case of spillages due to damage of goods/packaging.</p>		
2.8.2	Regulations and appropriate customer requirements shall be addressed in the development of the allergen control program.		
2.8.3	Potential causes of cross-contamination shall be identified and procedures established for the handling of all goods to avoid cross contamination.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.9	Cleaning and Disinfection		
2.9.1	Documented cleaning and disinfection procedures shall be in place and effective, including monitoring and verification activities, to ensure the cleanliness of the facility and equipment. Records of monitoring and verification shall be maintained.		
2.9.2	Operating procedures shall specify: <ul style="list-style-type: none"> • The premises/areas (including vehicles, logistic units), and equipment subjected to cleaning and disinfection, • A description of the process or method of cleaning, • Frequency of cleaning, • Responsibility for cleaning, • Cleaning agents and tools, • Source of water, and • Monitoring and verification arrangements for the effectiveness of cleaning, including frequency of these activities. 		
2.9.3	Cleaning equipment and chemicals shall be clearly marked, stored in a segregated area away from product, equipment, packaging and suitable for intended use.		
2.9.4	Cleaning equipment shall be fit for purpose and utilized in accordance with the manufacturer's instructions and in such a way that cleaning and/or disinfection is effective.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.10	Pest Control		
2.10.1	<p>An effective pest control program shall be in place to reduce or eliminate the risk of pest infestation, which shall:</p> <ul style="list-style-type: none"> • be appropriate to the goods, process and facility; • have identified and designated a competent person(s) to manage the program and related activities; • identify target pests (e.g., rodents, insects and birds), relevant to the organization and operation; • have documented plans, methods, schedules and control procedures; and • include documentation of the chemicals used. 		
2.10.2	<p>Pest-monitoring programs shall include the placing of detectors and traps in key locations to identify pest activity.</p> <p>A map of detectors and traps shall be maintained. Detectors and traps shall be sufficient in number, designed for purpose, placed in appropriate positions and located to prevent potential contamination of materials, products or facilities.</p>		
2.10.3	The inspection program shall be undertaken by a competent person at an appropriate frequency and findings shall be addressed.		
2.10.4	Pest control inspections and resulting actions shall be documented/recorded, including the monitoring and implementation of actions.		
2.10.5	Any infestation shall be documented and appropriate control measures taken in a timely manner.		
2.10.6	The cause of infestation shall be identified, and corrective action taken to prevent reoccurrence. Records shall be kept of infestation, monitoring and eradication.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.11	Personal hygiene and employee facilities		
2.11.1	<p>The organization shall ensure the implementation and adherence to appropriate hygiene practices for all personnel, visitors and contractors, including requirements on:</p> <ul style="list-style-type: none"> • handwashing; • protective clothing / workwear; • restrictions on smoking, eating, drinking, spitting, personal items, nail polish / false nails, jewelry, etc.; and • illness and injury. <p>These requirements shall be compliant with legislation (if applicable) and be available in a form that is easily understood.</p>		
2.11.2	Personnel, visitors and contractors shall wear suitable protective clothing, in specified work areas.		
2.11.3	Personnel, visitors and contractors shall wash hands frequently, sanitize where necessary, and cover injuries on hands or forearms with suitable waterproof dressings.		
2.11.4	Personnel, visitors and contractors shall leave personal belongings in a dedicated place.		
2.11.5	Personnel, visitors and contractors, known to be infected with, or carrying a disease or illness transmissible through food or people, shall be prevented from contact with foods and with materials which come in contact with food.		
2.11.6	Personnel hygiene facilities and toilets		
2.11.6.1	The organization shall ensure that staff facilities are designed, located and operated to prevent contamination.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.11.6.2	Suitable changing rooms shall be provided for personnel.		
2.11.6.3	Toilets shall be provided, operational, accessible and adequately segregated.		
2.11.6.4	Suitable and sufficient hand-washing and drying facilities shall be provided and accessible, including the supply of water at a suitable temperature, soap and, where relevant, sanitizer. Taps and waste bins should be handsfree.		
2.11.6.5	Separate eating facilities shall be provided away from repacking/relabeling, storage and distribution areas.		
2.12	Repacking		
2.12.1	Repacking shall be managed effectively to prevent contamination and maintain food safety. <i>Note: Repacking is restricted to the repacking of pre-packaged product. Repacking of open product is not included in the scope of transport and storage.</i>		
2.12.2	Repackaged goods shall be stored, handled and undertaken in such a way that product safety (incl. allergens), traceability and regulatory compliance are maintained.		
2.13	Transport and storage operations		
2.13.1	The organization shall ensure that all goods are stored and transported under conditions that protect product integrity.		
2.13.2	All vehicles, including contracted vehicles used for the transportation shall be suitable for the purpose, maintained in good repair and be clean.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.13.3	There shall be adequate facilities for the storage of goods, including: <ul style="list-style-type: none"> Storage off the floor and with sufficient space between the material and the walls to allow inspection and pest control activities to be carried out. Storage in clean, dry, well-ventilated spaces protected from dust, condensation, fumes, odors or other sources of contamination. 		
2.13.4	The storage facilities shall be properly constructed / organized to protect goods and avoid cross-contamination.		
2.13.5	Storage and transport shall be appropriate to minimize the deterioration of the goods (e.g., by temperature and humidity control).		
2.13.6	An effective stock rotation system shall be documented and implemented.		
2.13.7	Where logistic units are used for transporting goods, the documented information of the logistic unit load history and cleaning shall be retained and available.		
2.13.8	Non-gasoline or non-diesel-powered equipment (e.g., electric or battery powered equipment) shall be used in food ingredient or food storage areas. These shall be clean, well maintained and of suitable type to avoid contamination through emissions		
2.13.9	Logistic units used for distributing goods shall be inspected prior to loading, to ensure they are clean, in good repair, suitable for the purpose, and free from odors or other conditions that could impact negatively on the goods.		
2.13.10	Practices at the organization shall be designed, documented, and implemented to maintain appropriate storage conditions and integrity of goods during unloading.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.13.11	Goods shall be loaded, transported and unloaded under conditions suitable to prevent physical damage, cross-contamination and spoilage from micro-biological contamination, physical contamination, and chemical contamination including allergens.		
2.13.12	The integrity of goods in transport and storage shall be tested and confirmed at an appropriate frequency.		
2.13.13	Procedures to ensure the logistic units are maintained in good condition and to reduce the risk of breakdown and consequent failure shall be in place and include clear instructions and emergency contact numbers for the operators.		
2.13.14	The procedures shall include instructions on how to preserve any specific temperature or other environmental controls appropriate to the load.		
2.13.15	The procedure shall include checks required to be made on the load before continuing the journey.		
2.14	Controlled conditions		
2.14.1	The organization shall ensure appropriate conditions are maintained for food safety. Where temperature and/or other conditions (e.g. filtration, humidity, microbiology of air) are deemed critical by the organization, a control system shall be put in place and monitored.		
2.14.2	Automated recording equipment should be used. In the absence of automated equipment records shall be retained to demonstrate compliance to these conditions.		
2.14.3	Equipment used to hold goods at specified temperatures and other conditions shall be calibrated for its purpose.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.14.4	Documented information shall be available on how to manage the load in transit, including actions to be taken in the event of a failure to achieve the specified conditions during transit.		
2.15	Management of analysis/testing services		
2.15.1	The organization shall implement a program to ensure that analysis is systematically undertaken for issues that are identified as being critical to food safety and legal requirements, as well as customer specifications.		
2.15.2	Where out of specification results are obtained, the organization shall handle the affected lot(s) of product as nonconforming products and apply appropriate correction and corrective actions.		
2.15.3	Appropriate methods, relevant for food safety, shall be used to provide valid results (e.g. by procedures set forth in ISO 17025 and/or industry recognized methods).		
2.15.4	Analysis procedures shall be in place to ensure that all specified requirements are met, including legal requirements and customer specifications.		
2.16	Product Information and consumer awareness		
2.16.1	Information shall be presented to consumers in such a way that enables them to understand its importance and make informed choices, including for repacked and relabeled products.		
2.17	Labelling of repackaged goods		
2.17.1	The organization shall ensure that finished products are labelled according to applicable statutory and regulatory requirements in the country of intended sale, including allergen and customer specific requirements.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.17.2	In the case of repacking/relabeling, start-up and change-over procedures shall be established and implemented to ensure products, including packaging and labelling, meet applicable customer and legal requirements. This shall include having controls in place to ensure labelling and packaging from the previous run have been removed from the line.		
2.18	Logo Use		
2.18.1	Conforming organizations shall use the FSSC 22000 Development Program logo only for marketing activities such as the organization's printed matter, website, and other promotional material.		
2.18.2	The confirming organization is not allowed to use the FSSC 22000 Development Program logo, any statement or make reference to its conforming status on: <ul style="list-style-type: none"> • a product; its labelling; its packaging (primary, secondary or any other form); • certificates of analysis or certificates of conformance (CoA's or CoC's); • in any other manner that implies FSSC approves a product, process, or service and • where exclusions to the scope apply. 		
2.18.3	Where the FSSC 22000 Development logo is being used, it shall comply with the design specifications included within the Program document.		
2.19	Food Defense		
2.19.1	The threats to the product as a result of intentional product tampering or intentional contamination shall be assessed.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
2.19.2	The points in the process which are vulnerable to intentional product tampering/intentional contamination shall be identified and subjected to additional control.		
2.19.3	Measures shall be in place to address what to do with the product, if prohibited access took place and the product may have been tampered with or intentionally contaminated.		
2.20	PRP Verification		
2.20.1	The organization shall establish, implement, and maintain routine (e.g., monthly) site inspections/PRP checks to verify that the site (internal and external), storage and distribution environment and equipment are maintained in a suitable condition to ensure food safety. The frequency and content of the site inspections/PRP checks shall be based on risk with defined sampling criteria.		
3. HACCP Control			
3.1	Preliminary steps to enable hazard analysis		
3.1.1	The organization shall identify and comply with relevant regulatory and customer requirements related to the product and product categories.		
3.1.2	<p>Task 1: Establish a multi-disciplinary food safety team.</p> <p>A multi-disciplinary team with different responsibilities for food safety shall have undertaken the tasks described in this section of the checklist (Tasks 2-5).</p> <p>Note: The team should comprise of personnel with the knowledge and experience in the organization's products, processes, equipment and food safety hazards.</p>		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
3.1.3	<p>Task 2: A complete product description shall be available of the product/ product category including the conditions for storage and distribution.</p> <p>The product description shall include product characteristics (biological, chemical and physical), composition, source, place of origin, packaging, storage and delivery conditions and shelf life, and preparation and/or handling before use or processing.</p> <p>For transport and storage, products can be grouped based on storage/ transport condition (ambient, chilled, frozen), as applicable.</p>		
3.1.4	Task 3: The intended use of the product shall be described and the target consumer identified, including vulnerable consumer groups.		
3.1.5	<p>Task 4: All the steps taken shall be documented in a process flow diagram.</p> <p>Flow diagrams shall be clear, accurate and sufficiently detailed to the extent needed to conduct the hazard analysis. It shall include the following as appropriate:</p> <ul style="list-style-type: none"> • sequence and interaction of the steps; • any outsourced processes; • where materials/products, packaging materials, and utilities enter the flow; • where repacking and relabeling take place, if applicable; • where materials/products and waste are released or removed. 		
3.1.6	Task 5: Onsite verification of the process flow diagram(s) shall take place at least annually, or more often when changes occur, to ensure it accurately reflects the storage and distribution process.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
3.2	Hazard analysis <i>The approach for analysis and control of hazards shall be in line with the seven (7) HACCP principles and 12 steps of the CODEX Alimentarius.</i>		
3.2.1	The organization shall conduct a hazard analysis of their process (including repacking/relabeling if applicable), based on the preliminary information, to determine if there are any food safety hazards associated with the storage and distribution of their products that might cause a food safety risk.		
3.2.2	Principle 1: A hazard analysis shall be conducted for each process step in the storage and distribution process. <ul style="list-style-type: none"> • identify and document all food safety hazards that are reasonably expected to occur; • determine the acceptable level in the end product for each food safety hazard identified; and • conduct a hazard assessment for each food safety hazard identified (likelihood of occurrence versus severity of its adverse health effects) 		
3.2.3	The hazard analysis shall be conducted by a competent multi-disciplinary team.		
3.2.4	Principle 2: Determining Critical Control Points (CCPs) and Operational Prerequisite Programs (OPRPs) Where the hazard analysis indicates any significant hazards not minimized or eliminated by PRPs, and based on the outcome of the decision tree, then OPRPs and/or CCPs shall be identified for their control and properly categorized.		
3.2.5	If these hazards are identified within the process/operation, the organization shall have effective control measures that ensure the elimination of the hazards or to reduce them to acceptable levels. The organization shall implement specific controls for all relevant steps not identified as CCPs or OPRPs e.g., effective implementation and management of PRPs.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
3.2.6	Principle 3: Critical Limits shall be established for each CCP and action criteria for OPRPs. Critical limits at CCPs shall be measurable. Action criteria for OPRPs shall be measurable or observable.		
3.2.7	Critical limits and action criteria shall be validated, and the validation shall be documented.		
3.2.8	<p>Principle 4: Monitoring procedures shall be established for each CCP and OPRP and undertaken by competent personnel to ensure that CCPs and OPRP's are effectively implemented.</p> <p>It shall consist of:</p> <ul style="list-style-type: none"> • monitoring methods or devices used; • monitoring frequency; • monitoring results; • responsibility and authority related to monitoring; and • responsibility and authority related to evaluation of monitoring results. <p>Deputies shall be identified, trained and available in case of the absence of the person responsible for monitoring.</p>		
3.2.9	<p>Principle 5: Corrections and/or corrective actions shall be established for each CCP and OPRP in the event that critical limits or action criteria are not met.</p> <p>It shall ensure that:</p> <ul style="list-style-type: none"> • the potentially unsafe products are not released; • the cause of nonconformity is identified; • the parameter(s) controlled at the CCP or by the OPRP is (are) returned within the critical limits or action criteria; and • recurrence is prevented. 		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
3.2.10	Principle 6: Verification procedures shall be established and effectively implemented for PRPs, OPRPs and CCPs.		
3.2.11	Principle 7: Record keeping and documentation for HACCP procedures shall be established and effectively implemented.		
3.2.12	<p>The organization shall establish, implement and maintain a documented hazard control plan which shall include the following for each CCP or OPRP:</p> <ul style="list-style-type: none"> • food safety hazard(s) to be controlled at the CCP or by the OPRP; • critical limit(s) at CCP or action criteria for OPRP; • monitoring procedure(s); • correction(s) to be made if critical limits or action criteria are not met; • responsibilities and authorities; and • records of monitoring. 		
3.2.13	In the event of changes to type of storage/transport condition, packaging materials (repacking/relabeling, as applicable), processes, infrastructure, equipment, etc., the hazard control plan (HACCP / OPRP Plan) shall be reviewed and updated if needed.		
3.3	Control of monitoring and measuring		
3.3.1	Measuring and monitoring devices critical to food safety and regulatory requirements shall be appropriate to the intended use, reliable, accurate, and function properly. They shall be well maintained and, where appropriate, calibrated.		
3.3.2	Measuring and monitoring devices critical to food safety shall be identified, calibrated on a regular basis, traceable to recognized national or international standards, and be effectively controlled.		

Clause no.	Requirement	Yes/No	Objective Evidence/Comments
3.3.3	Actions shall be taken and recorded when measuring and monitoring devices are found to be outside of specified limits.		
3.4	Handling of potentially unsafe products		
3.4.1	The organization shall ensure that potentially unsafe product is clearly identified and controlled to prevent unintended use or delivery.		
3.4.2	Products affected by a nonconforming situation shall be held under control until they have been evaluated.		
3.4.3	The organization shall be able to take measures for the reporting, containment, reprocessing, withdrawal or recall when products are potentially unsafe.		
3.4.4	The control of non-conforming product shall be managed by competent and sufficiently trained personnel.		
3.4.5	A documented procedure shall be in place to identify and manage all non-conforming goods (including damages and returns), equipment and packaging materials (where repacking/relabeling occurs).		
3.4.6	The organization shall define a procedure for customer returns and rejections, including the handling of goods close to expiry dates.		