SAMPLE PAGES

FOR

ISO 22000:2005

POCKET GUIDE
© Quality Pursuit, Inc.

To order this pocket guide from
Quality Pursuit, Inc.
call
1-800-278-7784
or
visit
www.qualitypursuit.com

**CLAUSE
5.7
EMERGENCY PREPAREDNESS
AND RESPONSE**

Recent food safety problems have prompted massive withdrawals of beef, spinach, tomatoes etc. While working diligently to prevent such events, your company must also be prepared to respond quickly and thoroughly to each of these undesired food safety related events. Conformance to ISO 22000:2005 requires that your company be prepared for an emergency situation. The requirement for emergency preparedness response includes the need for established and implemented:

- procedure(s) that help in recognizing and managing potential emergencies.
- procedure(s) providing the necessary response methods for those emergencies.

When actual emergencies occur, your company must respond according to procedure(s) and take action to eliminate the negative food safety impact of those emergencies. (5.7)

Management's Role – Any company, whether in conformance with ISO 22000:2005 or not, that fails to respond adequately to a serious food safety problem is subject to the after-effects from government, the news media and the public. Management, of course, is the first to be brought to task after a poor response to such an event.

ISO 22000:2005 and the auditors assessing your company's conformance to it, can be reassuring, but it is your

responsibility to be totally prepared for emergencies in accordance with all requirements. Auditors will verify that there are procedures for the management of possible food safety related problems or accidents

Each Employee's Role – Hopefully, emergency procedures will be rarely used if ever. As the primary implementers of these procedures, you must have sufficient familiarity in order to avoid undue delays. Auditors could inquire about your response to a specific potential food safety related emergency.

**CLAUSE
5.8
MANAGEMENT REVIEW**

GENERAL

General

The importance of the task of management review is reflected in the fact that the standard requires that management reviews occur at predetermined intervals. These reviews must be conducted for the purpose of preserving:

- adequacy (Managers could consider the following as they define adequacy for their business - does it fulfill the ISO 22000:2005 requirement and your company's needs?).

- continuing suitability (Managers could consider the following as they define continuing suitability for their business - does it continue to be appropriate, regardless of the dynamics of your business?).

- effectiveness (Managers could consider the follow-

as they define <u>effectiveness</u> for their business - is it sufficiently robust to repeatedly assure the desired outcome?).

Results of the management review must be recorded and utilized to determine whether improvements to the FSMS (including the food safety policy) can be made. (5.8.1)

Management's Role - The first concern of the auditors is to determine the definition of the management review team. From that point on, the auditors from your registrar will then ask about the documented frequency for management review. Once they have confirmed that the committed frequency is being maintained, the conversation will turn to the details of the review(s). Be prepared to share the data and the results of the review with them, including documentation supporting the management decision on adequacy, continuing suitability and effectiveness.

Each Employee's Role – You have much to do with the health of FSMS. The discussions have already addressed the need to keep good records when required. Your contribution to the reduction of food safety related variation by closely following the documented processes has also been mentioned. Openness with auditors is also important for the purpose of detecting problems and identifying opportunities for improvement. Lastly, do not hesitate to pro actively offer your expertise or knowledge through the forums made available to you - such as teams or suggestion systems. The requirements of clause 5.6.2 assure that all of the information associated with all of these activities, directly or indirectly, find its way to management review.

MANAGEMENT REVIEW PROCESS

Review input

The standard prescribes that performance relevant to the following be analyzed and opportunities to make associated improvements be assured:

- outcomes of internal and external assessments or inspections - these may include:
    - FSMS internal audits (see 8.4.1)
    - inspections on received product
    - inspections within the process
    - inspections on outbound product
    - FSMS audits by your registrar
    - FSMS audits by your customer(s)
    - FDA audits
    - other regulatory audits
- external communication (see 5.6.1) like:
    - customer surveys
    - informal customer comments
    - customer or consumer complaints
    - information from other sources in the food chain
        Note: The above feedback, underline positive as well as negative, must be used to fix and/or improve the FSMS. Appropriate additional applications of techniques that result in positive feedback from one customer may represent opportunities for improvement of products or service for other customers.
- carryover action items from the previous management review
- intended changes (see 5.6.2) with possible affect on