Food Safety Compliance training

Internal audits and annual QA reports

*Food Safety Compliance training 2023, module 4*

With our Food Safety Compliance for QA managers training we go back to the basics, the foundation to properly fulfill the complex function of a QA manager, now and in the future.

Contents

1. Food Management

2. Real-time Food Safety Compliance

3. iMIS Food 2020

Food Management

Food Safety Compliance training 2023, module 4
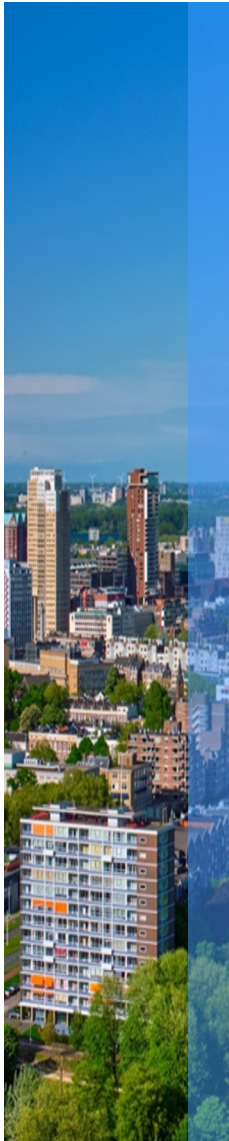
Food Management

- Dynamic playing field

- 2000 quality requirements

- 100 suppliers

- 100 customers

- 100 employees

- 400 legislative changes

Standards

- Quality:
    - BRC
    - IFS
    - FSSC22000
    - SQF
    - Dutch HACCP
    - Quality marks such as HALAL, SKAL, UTZ
- Environment: ISO14001
- Occupational health and safety: ISO45001
- Corporate Social Responsibility:
    - CSR Performance Ladder (ISO26000)

Standards

- Food Production parameters
    - Product
    - Process
    - Person
    - Production area
- Food Defense
- Food Fraud
- Not just for production: traders too
    - HACCP of the entire chain
- Retail customer? 2 CI's and 2 Certificates!
- ZZP auditors…
- SKAL <-> NVWA <-> EDP audit

Food Safety Compliance management

Management of business performance, demand and supply relations, legislation and certification with regard to Food Safety, taking into specifications, quality activities, traceability and assessment.

	Specifications	Quality activities	Traceability	Assessment
	Requesting, drawing up, issuing and securing specifications regarding raw materials, semi-finished products, processes and end products, with which legalislation, quality standards and customer requirements are met.	Drawing up, complying with and guaranteeing product and process parameters through procedures, job descriptions and responsibilities with which legalislation, quality standards and customer requirements are met.	Registering all information flows and related actions regarding raw materials, semi-finished products, processes and end products, with which legalislation, quality standards and customer requirements are met (transparency and consumer intimacy).	Testing whether the product and process parameters and the related procedures, job descriptions and responsibilities meet legislation, the quality standards and customer requirements that are set.
Quality Standards				
Certification	Standard requirements	Operational framework	Test, certification body informed	HACCP, TACCP, VACCP, standard based practice
Customers & Consumers				
Demand Relationships	Product, process requirements	Demand Information Center	Products, specifications	Customer satisfaction, consumer needs
Food Company				
Food Company	Product, process and people requirements	Training, support, procedures, quality documents and database	Ingredients, semi-products, final products	Business System
Suppliers				
Supply Relationships	Product, process and people requirements	Supply Information Center	Raw materials, services, specifications	Supplier selection and performance
Legislation				
Legislation	Legal requirements	HACCP and prerequisite program	Food Safety Authority informed	HACCP, legal based practice

Continuous improvement!

iMIS Food Helpdesk: the support

- Content
    - Legislation & hazard study
    - Quality standards
    - Control rounds
    - Labeling & Specifications
    - Available 24 hours a day for recalls

- Software
    - Support in using the software
    - Remote takeover of PCs
    - Import and export of data
    - Company-specific reports
    - Handheld use, scanning and labeling

Food Safety Compliance training 2022, module 1

In which field do we operate?

- Dynamic playing field
- 2000 quality requirements
- 100 suppliers
- 100 customers
- 100 employees
- 400 legislative changes

Goals for Food Management:

- Brand protection
  - Legal compliance (license to operate)
  - Quality standard compliance (license to sell)
  - Peace of mind (license to chill)
- Quality
  - Real-time Food Quality Assurance
  - Building Food Quality history
  - Improving in-house Food Quality capabilities
- Efficiency
  - Opportunities for integral cost-saving
  - Flexibility: Organised for Food Quality dynamics
- Effectiveness
  - Real-time management of
    - Specifications
    - Quality activity
    - Traceability
    - Assessment

Food Safety Compliance training 2022, module 1

Quality Standards

QUALITY STANDARDS

EFQM	SQF	HACCP
INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
ISO17025	AIB	EFSIS

ACCREDITATIONAL BODIES **CERTIFICATIONAL BODIES**

CUSTOMERS **CONSUMERS**

Retail Organisations — Habits, Attitudes
Food Service — Preferences
Wholesalers and Trade — Allergens
Food Manufacturers — Quality Needs
Out of Home Outlets — Information Needs
Hospitals

FOOD AND DRINK FACTORY

FOOD & DRINK MANAGEMENT

LABORATORIES **PRODUCT SUPPLIERS** **SERVICE SUPPLIERS**

Microbiological — Raw materials — Cleaning and Hygiene
Analytical — Equipment — Pest Control
— Packaging — Measurements
— Machines — Cooling Systems

GOVERNMENT CONTROL BODIES

Global — General Food Law
International — Codex Alimentarius
National
Where appropriate

LEGISLATIONS

Certification Management

IFS Standard requirements

1. Quality system
1.2 HACCP system
2. Management responsibility
3. Resource Management
4. Product control
5. Measurements, analysis, improvements

HACCP

- Identification
- Analyzing
- Safeguard
- Documenting
- Verifying

BRC Standard requirements

1. HACCP system
2. Quality system
3. Standards for the factory environment
4. Product control
5. Process control
6. Staff

QUALITY STANDARDS

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INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
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Habits, Attitudes
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Analytical

Raw materials
Equipment
Packaging
Machines

Cleaning and Hygiene
Pest Control
Measurements
Cooling Systems

GOVERNMENT CONTROL BODIES

Global
International
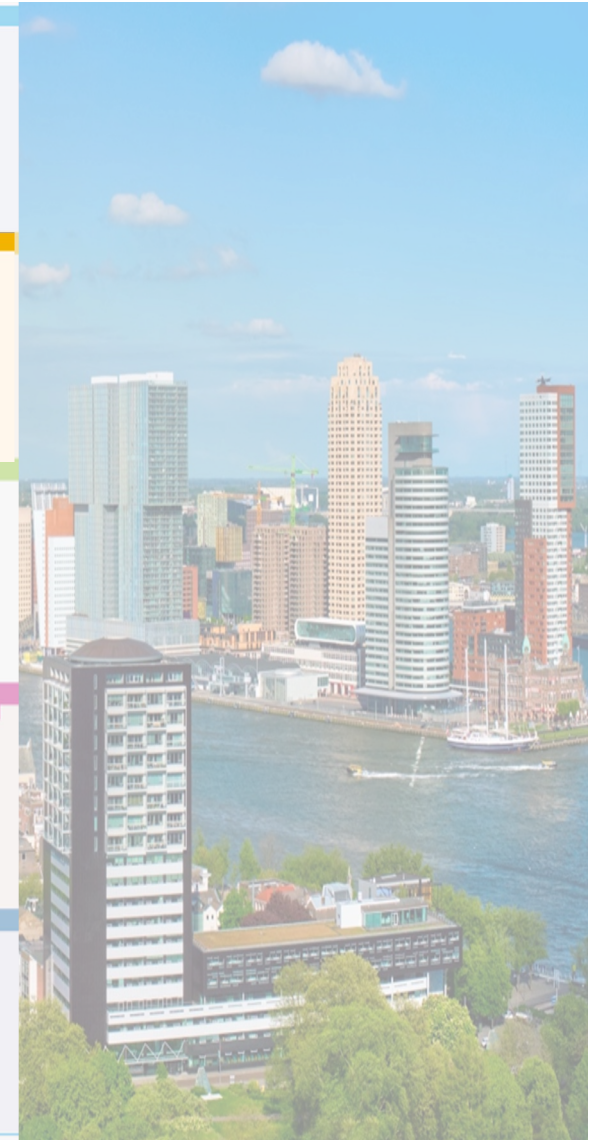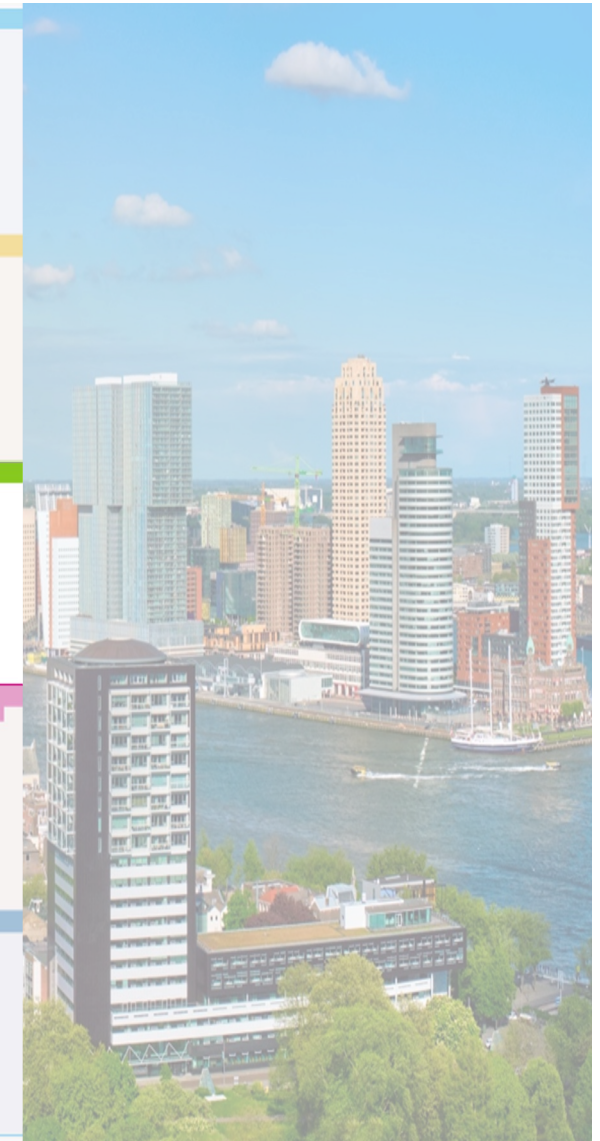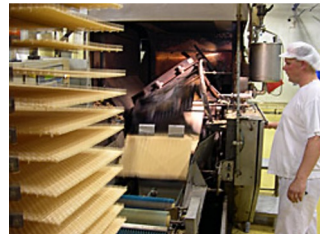National
Where appropriate

General Food Law
Codex Alimentarius

LEGISLATIONS

Customers & Consumers

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GOVERNMENT CONTROL BODIES

Global	General Food Law
International	Codex Alimentarius
National	
Where appropriate	

LEGISLATIONS

Demand Relationship Management (DRM)

QUALITY STANDARDS

EFQM	SQF	HACCP
INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
ISO17025	AIB	EFSIS

ACCREDITATIONAL BODIES   **CERTIFICATIONAL BODIES**

CUSTOMERS   **CONSUMERS**

Retail Organisations   Habits, Attitudes
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GOVERNMENT CONTROL BODIES

Global   General Food Law
International   Codex Alimentarius
National
Where appropriate

LEGISLATIONS

iMIS

QAssurance

Food and Drink Management

QUALITY STANDARDS

EFQM	SQF	HACCP
INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
ISO17025	AIB	EFSIS

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International	Codex Alimentarius
National	
Where appropriate	

LEGISLATIONS

Business Performance Management (BPM)

Suppliers

QUALITY STANDARDS

EFQM	SQF	HACCP
INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
ISO17025	AIB	EFSIS

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GOVERNMENT CONTROL BODIES

Global	General Food Law
International	Codex Alimentarius
National	
Where appropriate	

LEGISLATIONS

Supply Relationship Management (SRM)

Government and Legislation
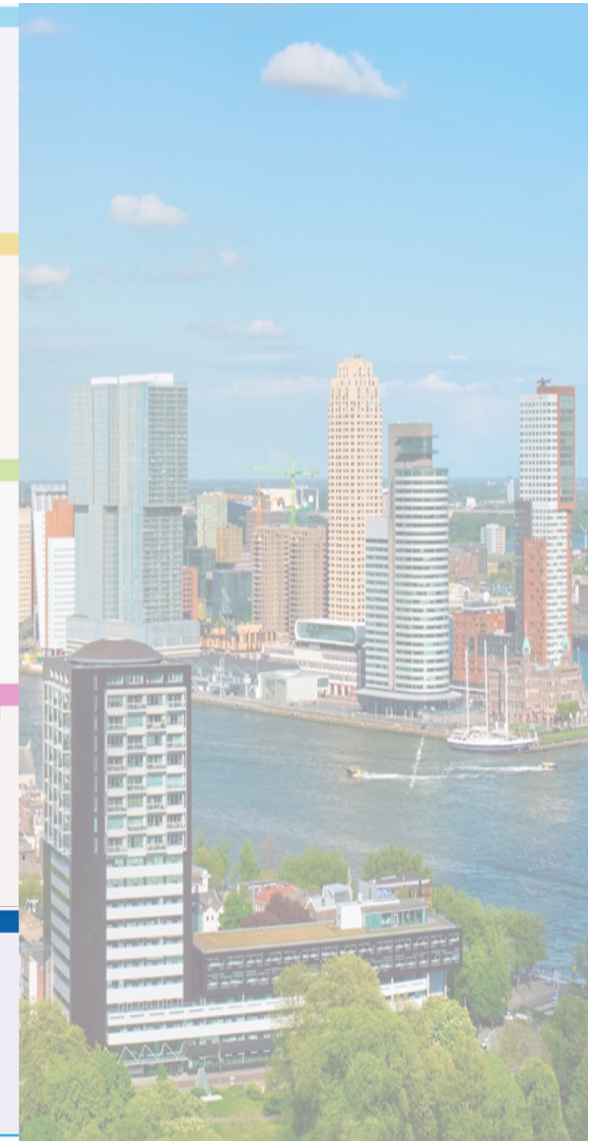
Legislation Management

4 aspects recur in all groups:

- Specifications
- Traceability
- Quality activities
- Assessment

QUALITY STANDARDS

EFQM	SQF	HACCP
INK	Eurepgap	BRC
ISO9001:2000	GMP Animal Feed	IFS
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GOVERNMENT CONTROL BODIES

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National	
Where appropriate	

LEGISLATIONS

INTERNAL AUDIT

Food Safety Compliance training 2022, module 1

		Specifications	Quality Activity Monitoring	Traceability	Assessment
QUALITY STANDARDS	EFQM, INK, ISO9001:2000, ISO17025, SQF, Eurepgap, GMP Animal Feed, AIB, HACCP, BRC, IFS, EFSIS	Real time standard requirements	Operational Framework	Test	Risk, Quality Standard evidence based practice
ACCREDITATIONAL BODIES / **CERTIFICATIONAL BODIES**					
CUSTOMERS / **CONSUMERS**	Retail Organisations, Food Service, Wholesalers and Trade, Food Manufacturers, Out of Home Outlets, Hospitals / Habits, Attitudes, Preferences, Allergens, Quality Needs, Information Needs	Product, process requirements	Demand Quality Information Centre (DQIC)	Products Specifications	Customer Satisfaction, Consumer Needs
FOOD AND DRINK FACTORY — **FOOD & DRINK MANAGEMENT**	BUSINESS PERFORMANCE MANAGEMENT (BPM)	Process, product and people requirements	Training, Support, Procedures, Quality Documents, Quality Database	Ingredients, Semi-products	**INTERNAL AUDIT**
LABORATORIES / **PRODUCT SUPPLIERS** / **SERVICE SUPPLIERS**	Microbiological, Analytical / Raw materials, Equipment, Packaging, Machines / Cleaning and Hygiene, Pest Control, Measurements, Cooling Systems	Process, product and people requirements	Supply Quality Information Centre (SQIC)	Raw materials Specifications	Suppliers
GOVERNMENT CONTROL BODIES	Global, International, National, Where appropriate / General Food Law, Codex Alimentarius	legal requirements	legal requirements: - people - products - process - building	Informed	Risks, Legal evidence based practice
LEGISLATIONS					

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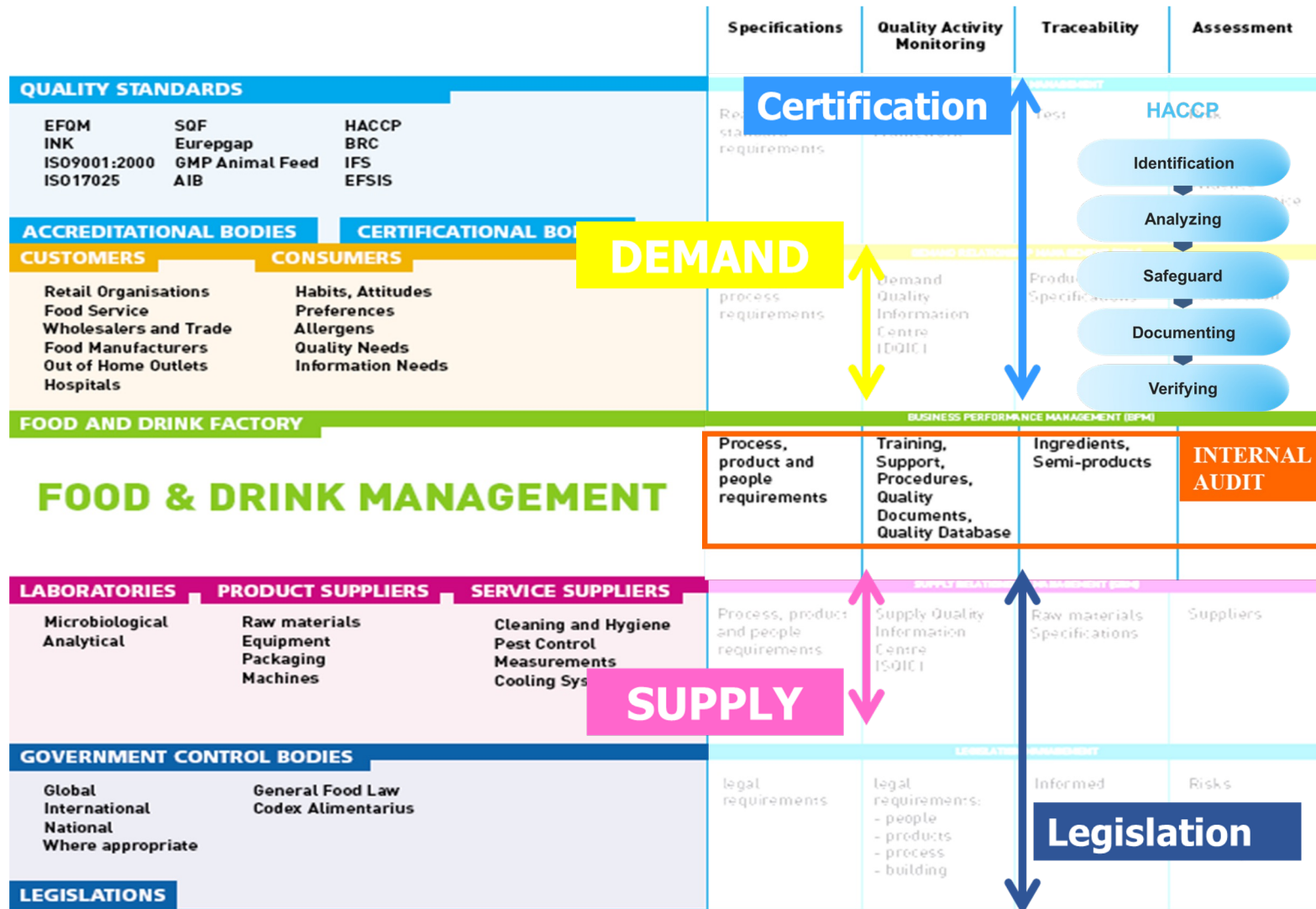
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Continuous improvement!
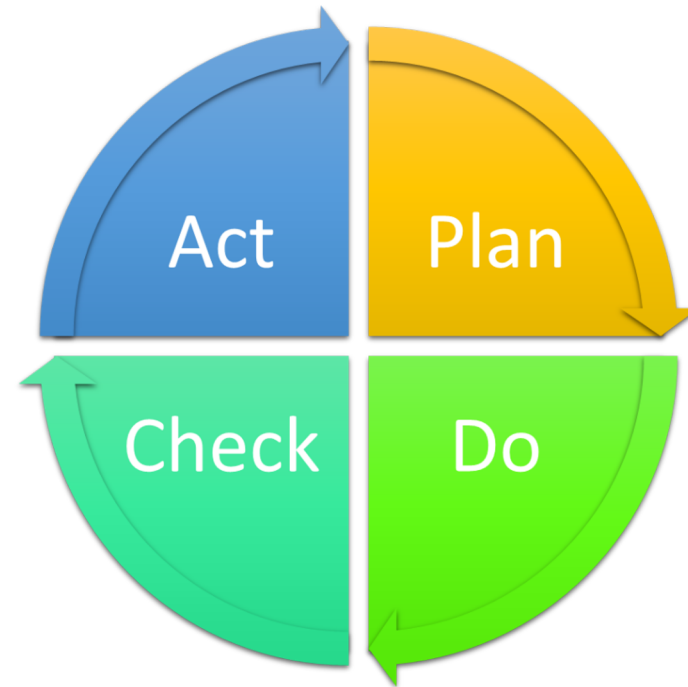
Phases of connectivity
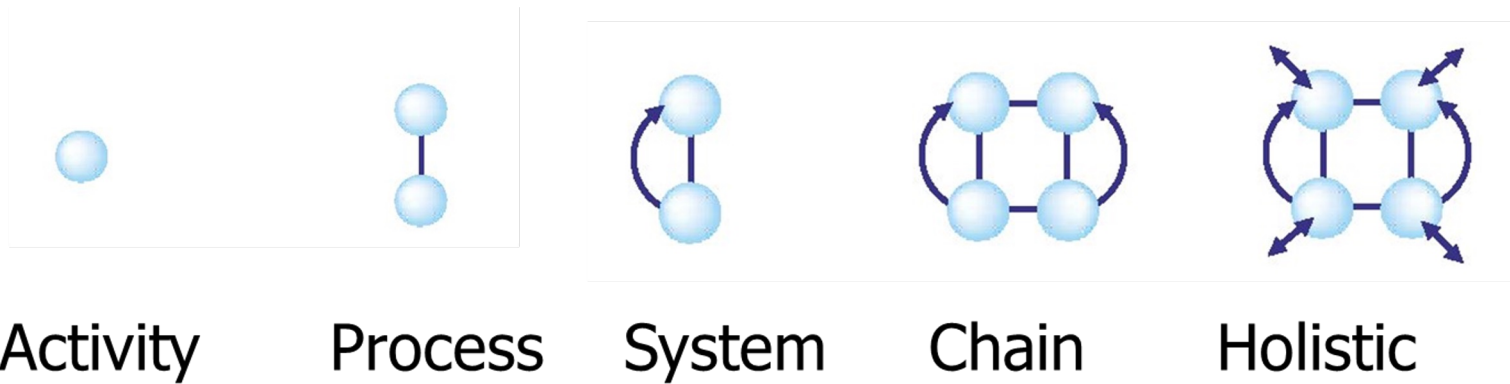
Activity   Process   System   Chain   Holistic

Ad hoc or totally integrated?

Knowing that something will happen.

Knowing why something happens.

Knowing that something is happening.

Knowing that something has happened.
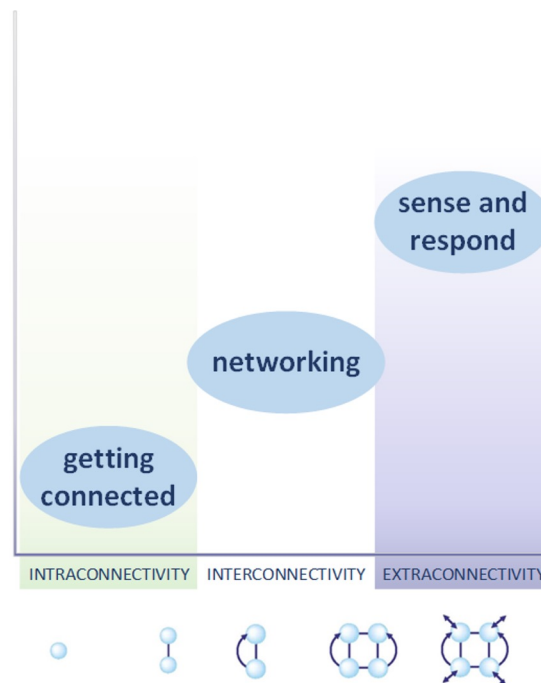
Food Safety Compliance training 2023, module 4

Phases of connectivity

Food Safety Compliance training 2023, module 4

Contents
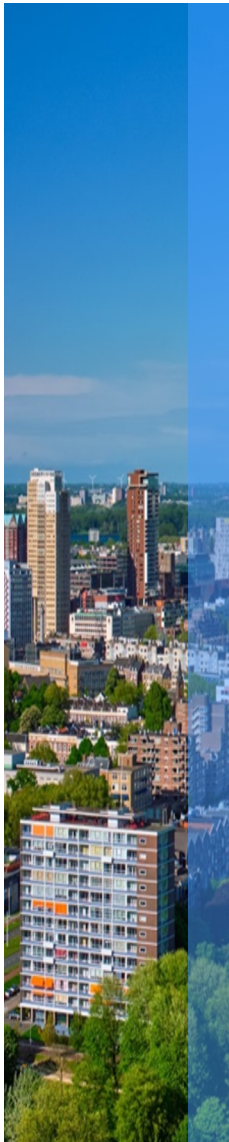
Why an internal audit?

- Part of the measurement system

- Check whether the company "does what it says"

- Verification of

  - Performance indicators

  - Demonstrable evidence

- Input for analysis

  - Reporting to management

  - Improvement actions

- Support continuous improvement

- Obligation from QA standards

Internal audit

- Yes
    - Measuring instrument
    - Organized and systematic
    - Snapshot
    - Open collaboration
- No
    - Looking for culprits, detecting mistakes
    - Examination
    - Stress exercise

QAssurance

Standards
and
definitions

Standards and Definitions

- Audit

    - Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which agreed audit criteria have been met

- Audit evidence

    - Records, statements based on facts or other information relevant to the audit criteria and verifiable

- Audit criteria

    - Set of policies, procedures or requirements used as a reference

Audit types

Food Safety Compliance training 2023, module 4
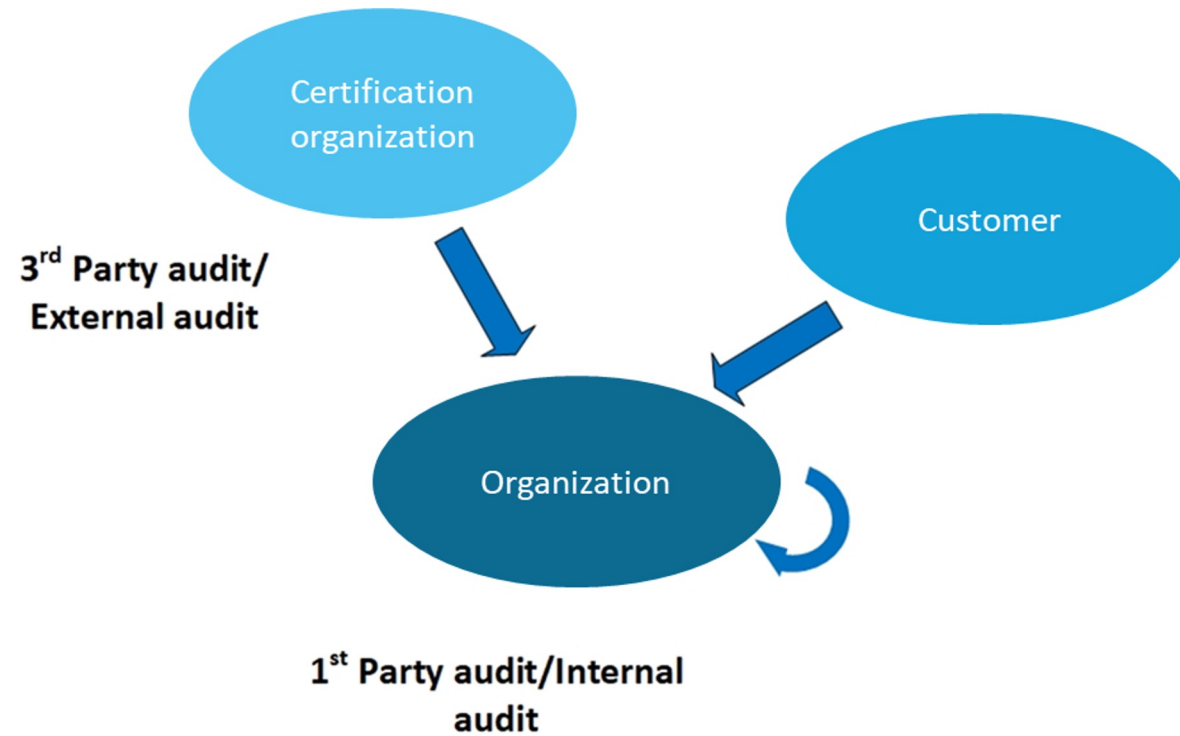
Audit methodologies

- Procedure targeted

- Process oriented

- Product- or service oriented

- Department-oriented

- Inspection rounds

- Document evaluation

Evaluation of the process

- Four basic questions:

  - Have the processes been identified and defined in a relevant way?

  - Have the responsibilities been assigned?

  - Have the procedures been implemented and kept up to date?

  - Are the procedures effective to achieve the stated results?

Auiting of processes
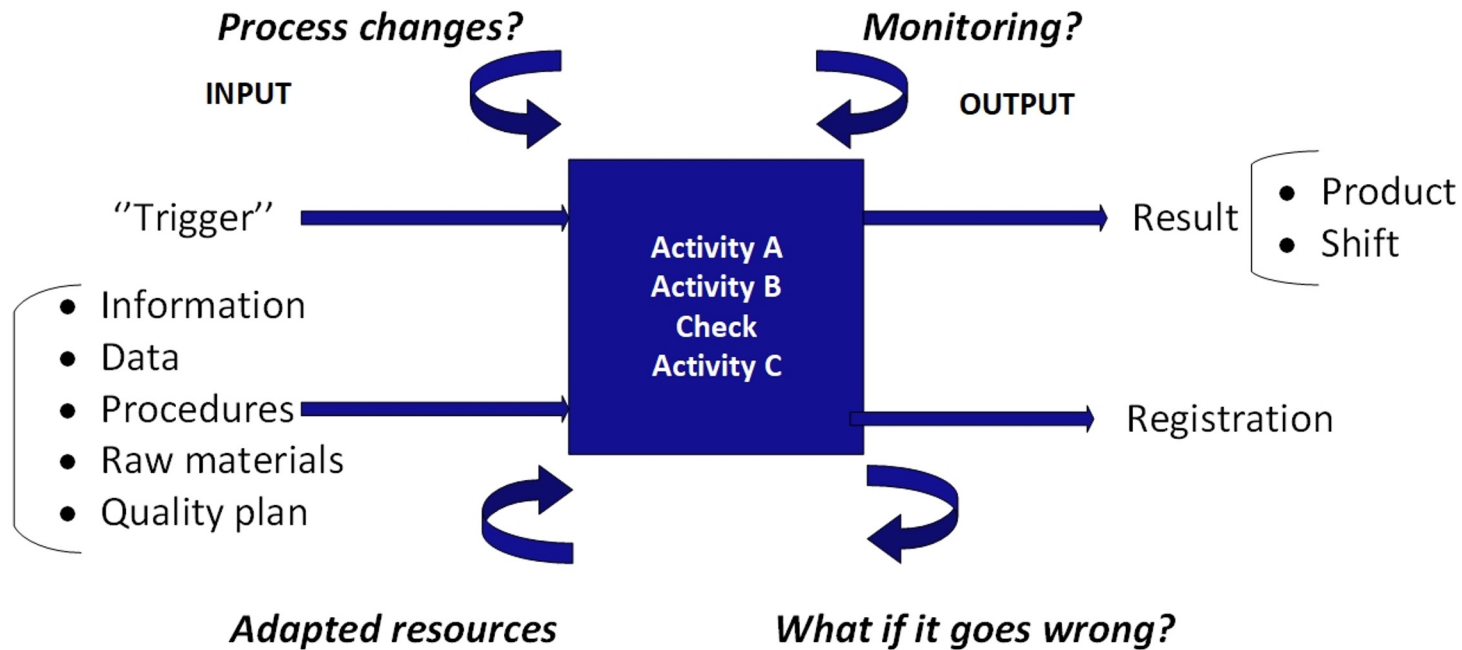
Auditors and audited

Auditors

- **Role of the auditor**
  - Obtaining and processing information
  - Support in improving the organization
  - Responsible for the correct execution of the audit
- **Selection and qualification**
  - In the role of the audit program
- **Qualification Requirements (Preferred)**
  - Good basic training and several years of work experience
  - Knowledge of the company
  - Knowledge of the audit criteria
  - HACCP, BRC, IFS, FSSC 22000, NVWA
  - Knowledge of audit methodology

Personal characteristics of auditors

Good characteristics:

- Good listener
- Realistic
- Inquisitive
- Tenacious
- Healthy judgement
- Analytically skilled
- Strong communication skills
- Well organized
- Diplomatic
- Open-minded

Bad characteristics:

- Drive to argue
- Prejudiced
- Opinion is ready
- Easily influenced
- Draws conclusions too quickly
- Believes everything he hears
- Weak communication
- Bad organizer
- Way too friendly
- Not flexible

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Audited

Types

- The silent
- The talker
- The management-audited
- The man in the workplace
- The nervous
- The showman
- The referrer
- The pack rat
- The browser
- The provocateur

Tactics

- Interruptions
- The tidy room
- The extensive lunch
- To be late
- The ready meal
- Testing the auditor's knowledge
- Withholding of information

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Causes of poor listening

- Not enough time to listen

- Lack of concentration

- Faking attention

- Do not find the topic interesting

- Get emotionally involved

- Respond to loaded words

- Judging the speaker instead of what he is saying

- Making lots of notes

- Diverting attention

Pitfall of both auditor and auditee
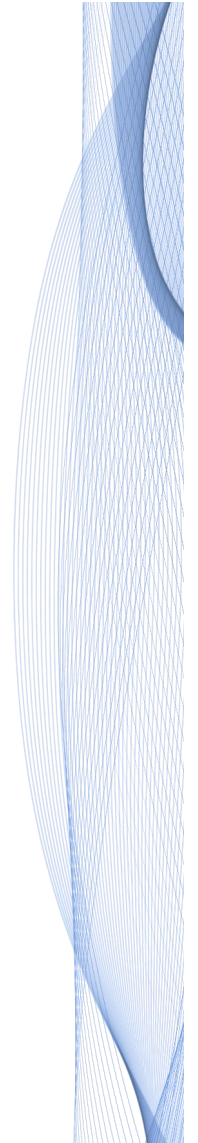
Tactic of the auditor

- Avoid possible obstacles

- Convince the participants of the usefulness of the audit

- Make sure the goal of the audit is achieved
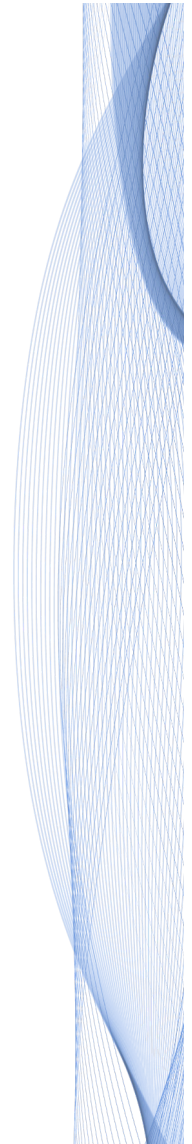
Audit execution

Management of an audit program

Audit planning

STATUS AND IMPORTANCE OF THE PROCESSES

RESULTS OF PREVIOUS ADUTIS

CHOICE OF AUDITORS (INDEPENDENCE)

FREQUENCY

AUDIT CRITERIA

STATUS AND IMPORTANCE OF THE AREA (DIVISIONS)

Audit planning

Food Safety Compliance training 2023, module 4

Audit execution

Food Safety Compliance training 2023, module 4
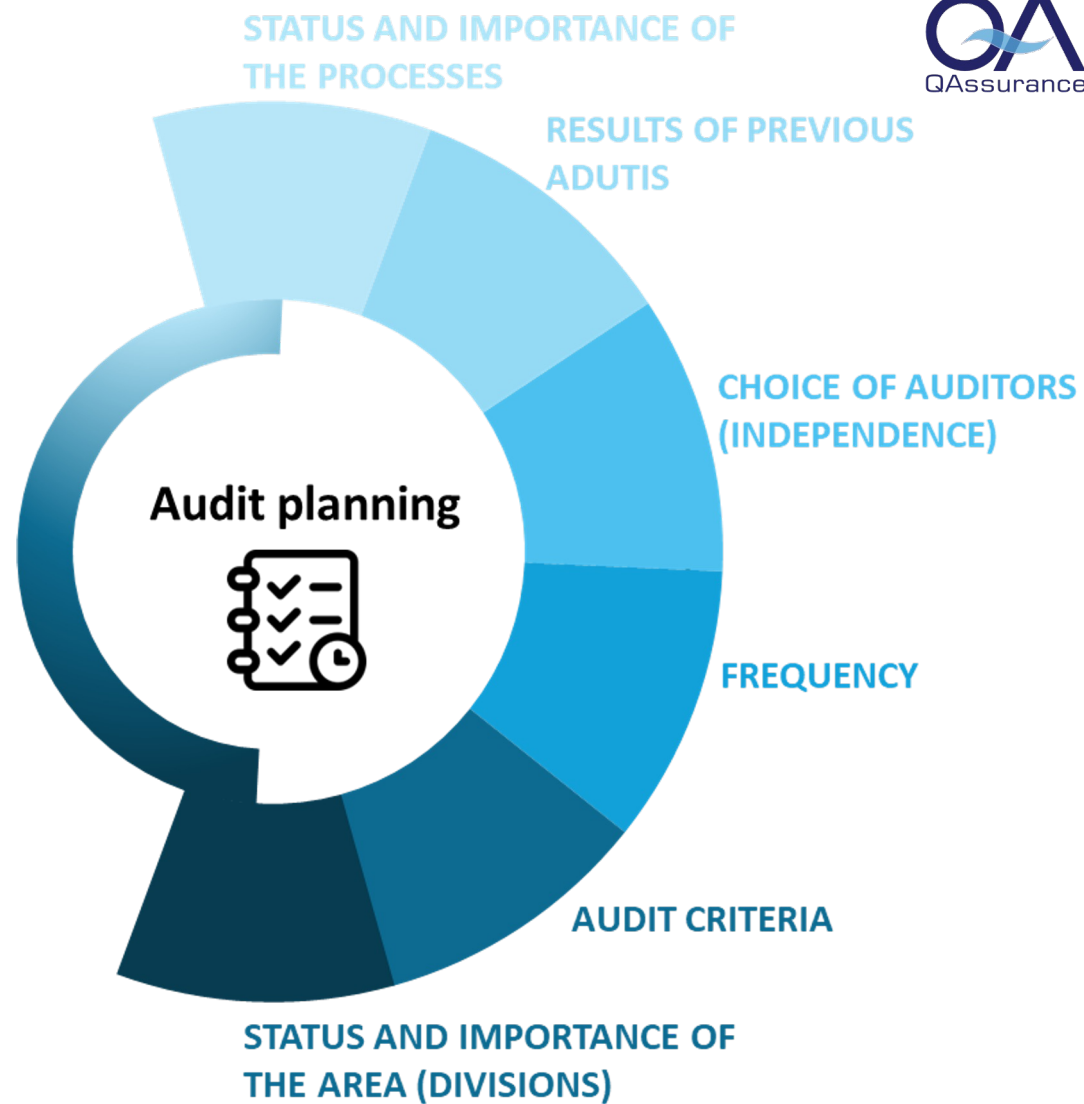
Audit preparation

- Documentation

  - Policy

  - Goals

  - Organization

  - Which procedures / work instructions / registrations?

  - Results of previous audits?

  - Method of reporting

- Audit plan

  - Agenda

  - Who (auditor-auditee, date/time, location?)

- Questionnaire

  - Useful or not?

Non-verbal communication

- Gestures

- Intonation

- Body posture

    - Additional support for verbal communication

    - What we say: 7%

    - How we say it: 38%

    - Body language: 55%

Audit interview

✓ DO

- Don't get straight to the point
- Don't get side-tracked
- Don't give an uncertain impression
- Don't just emphasize the negatives
- Never give personal comments about internal matters

✗ DON'T

- Explain purpose and usefulness
- Put auditee at ease
- Show respect
- Stay in charge of the interview
- Listen carefully
- Collect evidence
- Give feedback at the end
  - Summary of findings

YES

NO

Food Safety Compliance training 2023, module 4

Audit execution

- Don't forget the introduction

- Collecting and analyzing information

- Converting information into findings

- Communication during the audit

- Closing and feedback

  - Well understood?

Audit execution collection and analysis of information

Methods of collectiong information include:
- **Interviews**
- **Observations of activities**
- **Review of documents**

Information resources

Collect through sampling and checks

Audit evidence

Evaluation against audit criteria

Audit evidence

Analyse

Audit conclusions

Audit report and follow up
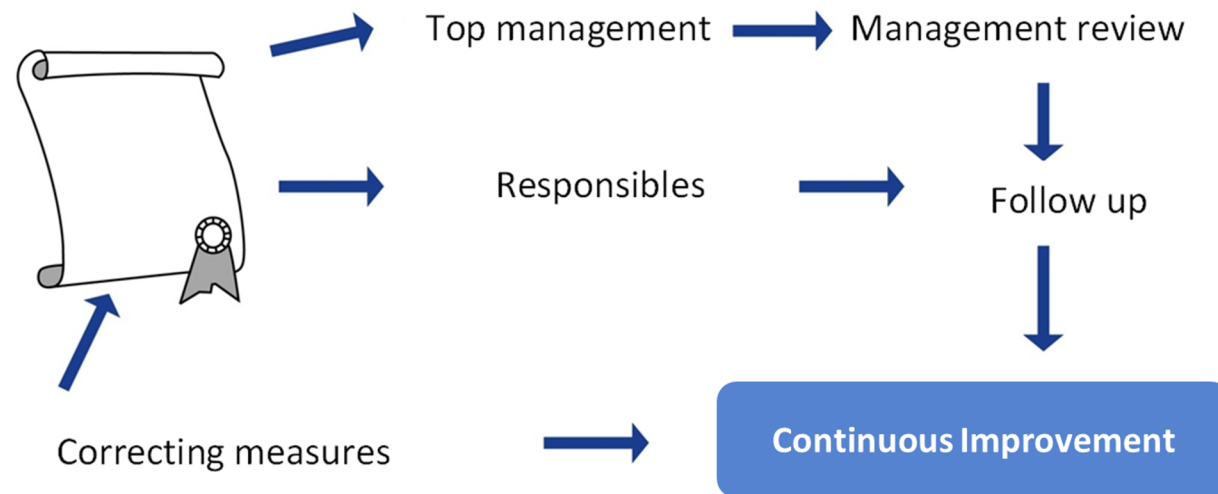
The writing of a deviation

- Don't forget the introduction

- Objective description

- Refer to standard document, conversation

- Describe the requirement and deviation

Example 1:

Verification [HACCP 5.11]

- The assessment of the analysis result and any applicable corrective measures are not recorded.

    - Analysis results of the pest control are not mentioned in the verification report

    - (with regard to verification report 16-06-06

    - Some mice have been caught. Opinions of the pest control agents have not been demonstrably followed up.
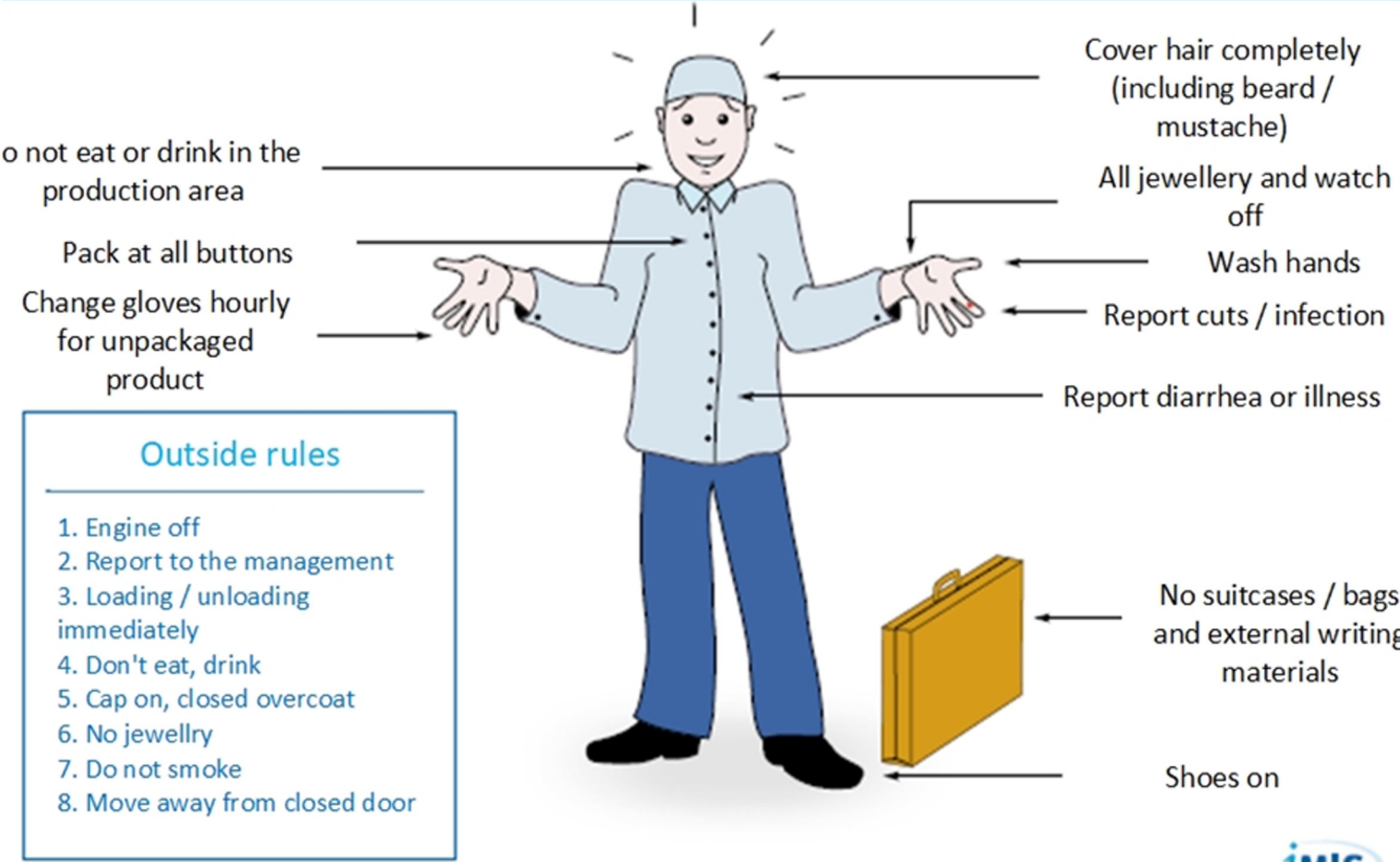
Example 2:

- **Prerequisite program**
- Compliance with applicable hygiene rules

Audit approach

Audit types

Certification organization

Customer

3rd Party audit/ External audit

Organization

1st Party audit/Internal audit

Certification organization

Customer

3rd Party audit/ External audit

Organization

1st Party audit/Internal audit
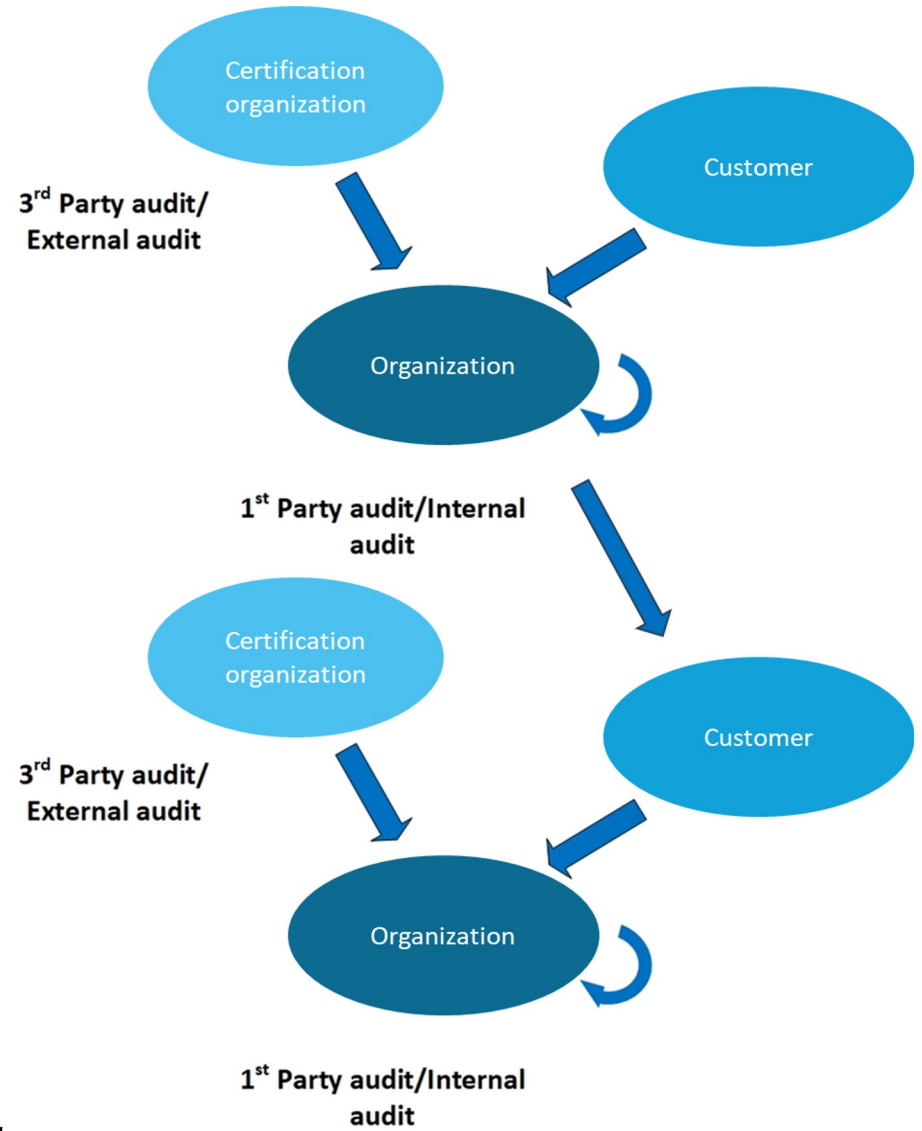
Which audits
are we
dealing
with?

Management of an audit program
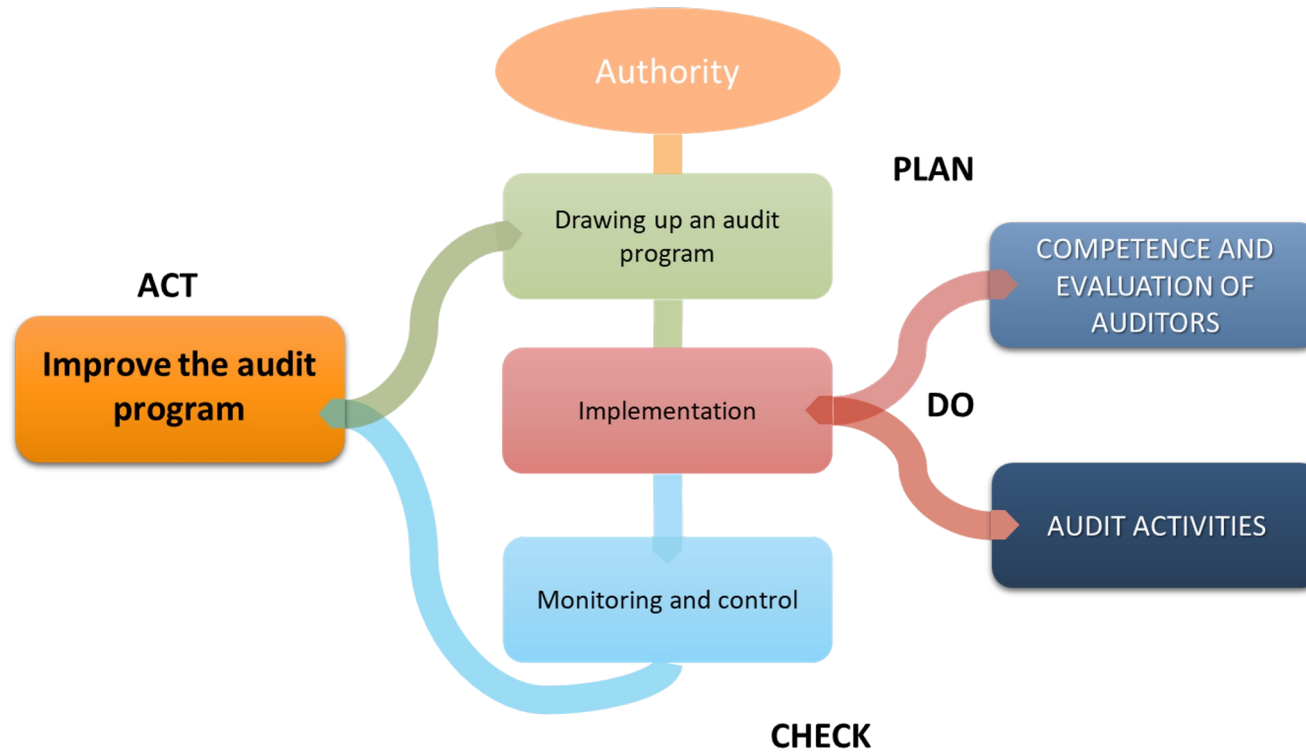
Audit program example

Nr.	Afdeling		Onderwerpen	CCP/ ABM	Auditor	Plandatum	Uitvoering d.d.	Besproken. d.d.
06-M-01	Mengerij		Persoonlijke hygiëne, Procesbeheersing, Traceability, behandeling afwijkende producten,	CCP-1, CCP-2, ABM 2, ABM 3, ABM 4, ABM 6, ABM 8, ABM 9, ABM 10	MN – PR	Week 10	06-03-06	24-03-06
06-M-02					DS – EB	Week 20	16-05-06	0-06-06
06-M-03					FL – HH	Week 38	27-09-06	01-11-06
06-M-04					MN - WD	Week 48		
06-I-01	Inpak		Persoonlijke hygiëne, Procesbeheersing, Traceability, Behandeling afwijkende producten, E-wegingen, Ongediertebestrijding	CCP-2, ABM 2, ABM 5, ABM 6, ABM 8	EB – WD	Week 10	07-03-06	16-03-06
06-I-02					FL – MN	Week 20	17-05-06	23-05-06
06-I-03				FL	FL – WD	Week 38	26-09-06	31-10-06
06-I-04				PR	PR – EB	Week 48		
06-K-01	Kwaliteits- dienst		HACCP, Klachtenafhandeling, Beheer van kwaliteitshandboek, Kwaliteitscontrole, Interne audits		YT – HH	Week 10	23-03-06	30-03-06
06-K-02					PR – EB	Week 20	16-05-06	22-05-06
06-K-03					FL – YT	Week 38		
06-K-04					HH – PR	Week 48		
06-E-01	Expeditie		Ingangscontrole, Traceability, Procesbeheersing, Behandeling afwijkende producten	ABM 1, ABM 8	DS – MN	Week 10	10-03-06	20-03-06
06-E-02					EB – YT	Week 38	21-09-06	09-11-06
06-T-01	Technische dienst		Kalibratie, preventief onderhoud, smeermiddelen	ABM 7, ABM 8	FL – HH	Week 10	17-03-06	24-03-06
06-T-02					YT – WD	Week 48		
06-B-01	Bedrijfsleiding		Opleidingsplan, Hygiëne, Inkoop		WD – YT	Week 20	22-05-06	02-06-06
06-V-01	Verkoop	d	Klachtenafhandeling, Offertes, Ontwikkeling nieuwe producten, Orderdoorloop, klanttevredenheid		YT – DS	Week 10	06-03-06	16-03-06
06-D-01	Directie		Recall test, TBV's, Beleid en doelstellingen, Verificatie, Inkoop, Leveranciersbeoordeling		HH – WD	Week 20	02-06-06	02-06-06
06-A-01	Administratie		Beheer p-bladen en specs		MN – DS	Week 38	17-10-06	24-10-06
06-P-01	Product ontwikkeling		Verslaglegging proeven en projecten, werken volgens P.O. procedure (invullen forms).		DS – PR	Week 20	17-05-06	23-05-06
					FL – HH	Week 48		
06-F-01	Bedrijfsbureau		Etikettering, Voorraad beheer		MN – PR	Week 48		

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Audit program

Audit planning

STATUS AND IMPORTANCE OF THE PROCESSES

RESULTS OF PREVIOUS ADUTIS

CHOICE OF AUDITORS (INDEPENDENCE)

FREQUENCY

AUDIT CRITERIA

STATUS AND IMPORTANCE OF THE AREA (DIVISIONS)

Audit program example
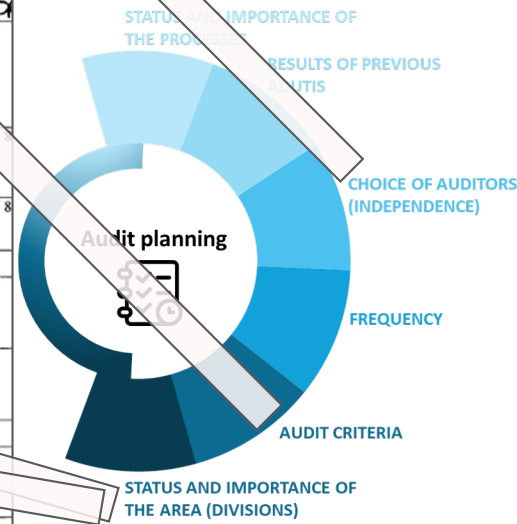
Is our program prioritized?

- CCP's and OPRP's

- Critical processes and control and corrective/preventative actions

- Hygiene

- Outstanding points, the follow-up

Audit execution

Preparation → Performance → Reporting → Follow up

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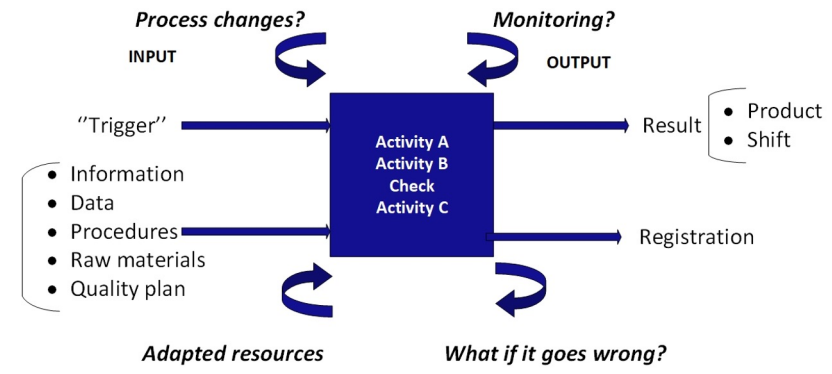
What is our internal audit procedure?

- Qualification Requirements (Preferred)

    ○ Good basic training and several years of work experience

    ○ Knowledge of the company

    ○ Knowledge of the audit criteria

    ○ HACCP, BRC, IFS, FSSC 22000 and NVWA

    ○ Knowledge of audit methodology

- Knowledge of audit methodology!

Preparation

3.3   Preparation

- The preparation of an audit is the responsibility of the audit team. The preparation includes:

  - a. Determining the objective of the relevant audit

  - b. Identify the persons involved in the audit

  - c. The questions to be asked per topic or activity

  - d. Who asks questions during the audit and who takes notes (division of roles: auditor and co-auditor).

| Preparation | Performance | Reporting | Follow up |

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Execution

3.4 Execution

- The preparation (see 3.3) serves as a guideline for the auditor's discussion.

- Comments and / or shortcomings are immediately recorded by the co-auditor.

- At the end of the interview, the audit team summarizes the noted findings and makes an appointment for a discussion of the results with the head of the department or his / her present representative.

- The audit team may make recommendations.

Preparation Performance Reporting Follow up

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Reporting

3.5.1 Audit report

- The audit team issues an audit report within ten workable days (= days that are available for the work). This report is discussed with the head of the audited department or his replacement, the quality officer and the company manager within 1 month of the performance of the audit.

- In addition to the general data (name of department, audited persons, auditors, date, audit number (for an example see appendix) this report contains:

- Description of the subjects / procedures studied

- Shortcomings and comments

- General conclusions and recommendations for improvement, if desired

| Preparation | Performance | Reporting | Follow up |

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Follow up

3.5.2   Measures for improvement

- In connection with discussing the audit report there should be measures to improve the identified shortcomings or recommendations. Per measure it is agreed who will take action and within what term this must be executed.

3.5.3   Check for improvement of results

- The audit leader is responsible for checking the outcome of the named measures, This can be done during a work meeting or if necessary, by means of a follow-up visit, depending on the severity of the comments and the deadlines of the measure introduction.

3.5.4   Repeat audit

- If the identified shortcomings are serious in nature or quantity, the audit leader can decide to perform a repeat audit. The deadline cannot be later than three months from the original audit. The handling of a repeat audit is identical to the procedure for a normal internal audit (i.e.. Planning, preparation, implementation, reporting, processing of the results).

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Audit execution collection and analysis of information

- What are the audit criteria during an internal audit?

Methods of collectiong information include:
- **Interviews**
- **Observations of activities**
- **Review of documents**

Information resources

Collect through sampling and checks

Audit evidence

Evaluation against audit criteria

Audit evidence

Analyse

Audit conclusions

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Auteing of processes
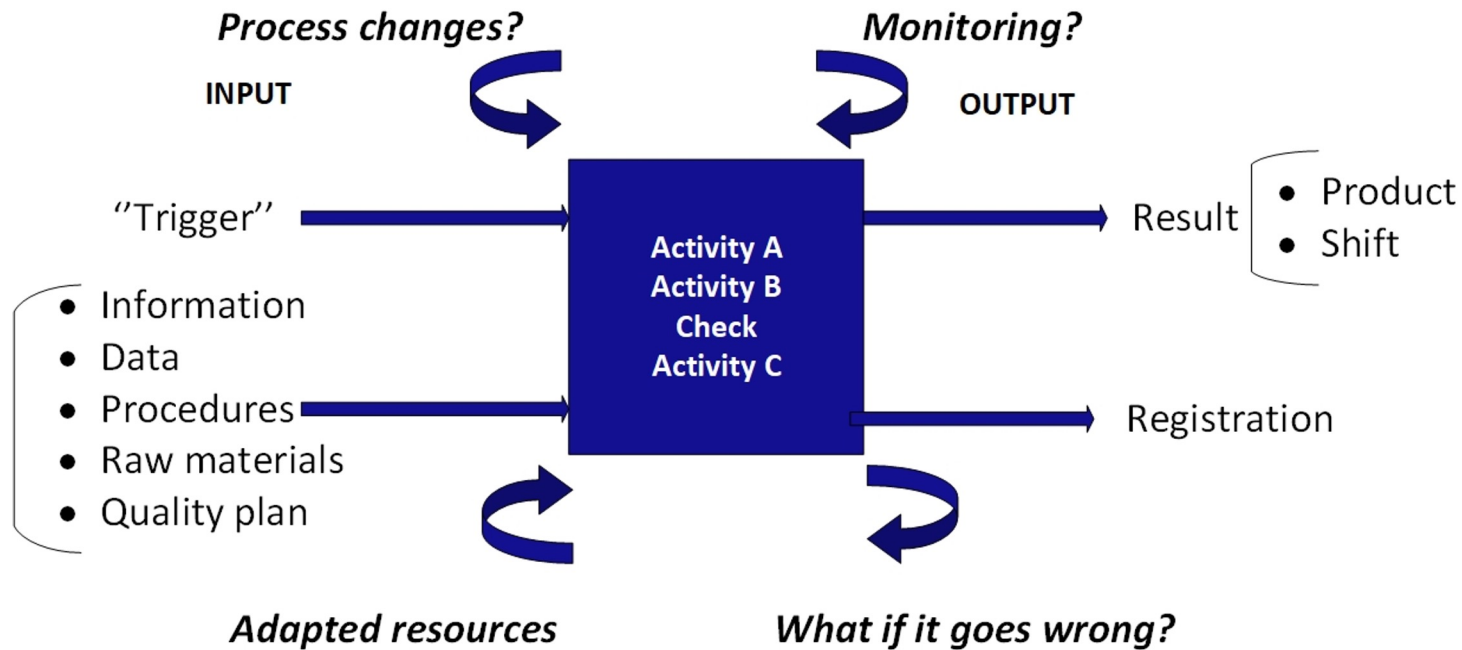
Audit report 06-K-02

- **Subject Quality control**

- **Quality problems regarding seal tightness <u>reporting audit:</u>**

  - **Check according to Appendix 11 to I-01 and is done every 2 hours**

Audit report 06-K-02

- **Subject Quality control**

- **Quality problems regarding seal tightness <u>reporting audit:</u>**

  - **Check according to Appendix 11 to I-01 and is done every 2 hours**

- *Correct wording, reference to the standard*
- *What was examined at the place itself to establish this (seen yourself or based on an interview?)*
- *Has the form been filled in completely? How big is the sample?*

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Audit report 06-K-02

- Subject Quality control

- **Reporting audit:**

- *No quarantine form has been created and is not listed as quarantined using "quarantine form"*

–Has a quarantine taken place?

–If so: There has not been handled in accordance with quarantine procedure + number. "The problem is bigger than no form!"

–Perhaps there was a 2-day chance of delivery, has this also been investigated?

Business case

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Test Case, with process examples

- It is December 3, 2018, internal audit with interviews

- 3 groups of 3

- Audit interview quotes of 3 people/observations

- Step 1: What's going on?

- Step 2: What else do you want to know about the other 2 groups?

The writing of a deviation

- Objective description

- Refer to standard document, conversation

- Describe the requirement and deviation

Group 1: Receipt

- Receipt, October 5, 2018

- "Shell supplied a different type of lubricant in the well-known blue jerry cans. But also something with Food, so that will be good. Fortunately, I was able to clear the product in the Tracing System, otherwise you will not know what resources you have in house. Still, it will be nice if the administration will let me know that we have new products next time. It didn't look right in the system."

Group 1: Receipt

Group 2: TS

- TS, 14-11-2018

- Last week Jannus arrived at the packing line. He is hired externally, and I was ill. Fortunately, he comes here more often and has just registered on the visitors list. He also has not been drilling and such, that is not allowed when production is taking place. He has also neatly "cleared" the used lubricants in the system as being in use. Yes, Jannus is quite something. Completely into place without guidance. I heard from Helga that he has a nice new watch.

Group 2: Technical Service

Clearance of the lubricant on Nov 7, had run out

1.3.1 Get the scanner

1.3.2 Scan the barcode when the batch is used for the first time.

1.3.3 Write the scan date and signature next to the barcode, stripe the code.

1.3.4 Place the scanner back

RM00812

Shell
Food
Grade
lubricant

omvouwen en tussen-steken   START RM03303S

ONTVANGEN 051005
JANNUS, 7 NOV 2005

RM00812

Shell Food Grade lubricant

NonFood-1232-0611

EINDE RM03303E

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Visitor registration

Cornelis Bartlema
FOOD GROUP

pure and honest

Code	RF026
Aangaande	Bezoekers/Monteurs registratie

Hierbij tekent U zich te houden aan de geldende hygiëneregels binnen ons bedrijf. Ook tekent U ervoor dat U in lijn met de europese wetgeving medisch o.k. bent om onze productiefaciliteiten te betreden. Bij vragen, raadpleeg onze bedrijfsleider of uw begeleider.

datum	naam	bedrijf	tijd in	tijd uit	paraaf
7-11-2018	Piet Rabbit	Demolition Tech	07:55	10:05	PR

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Food Safety Compliance training 2023, module 4
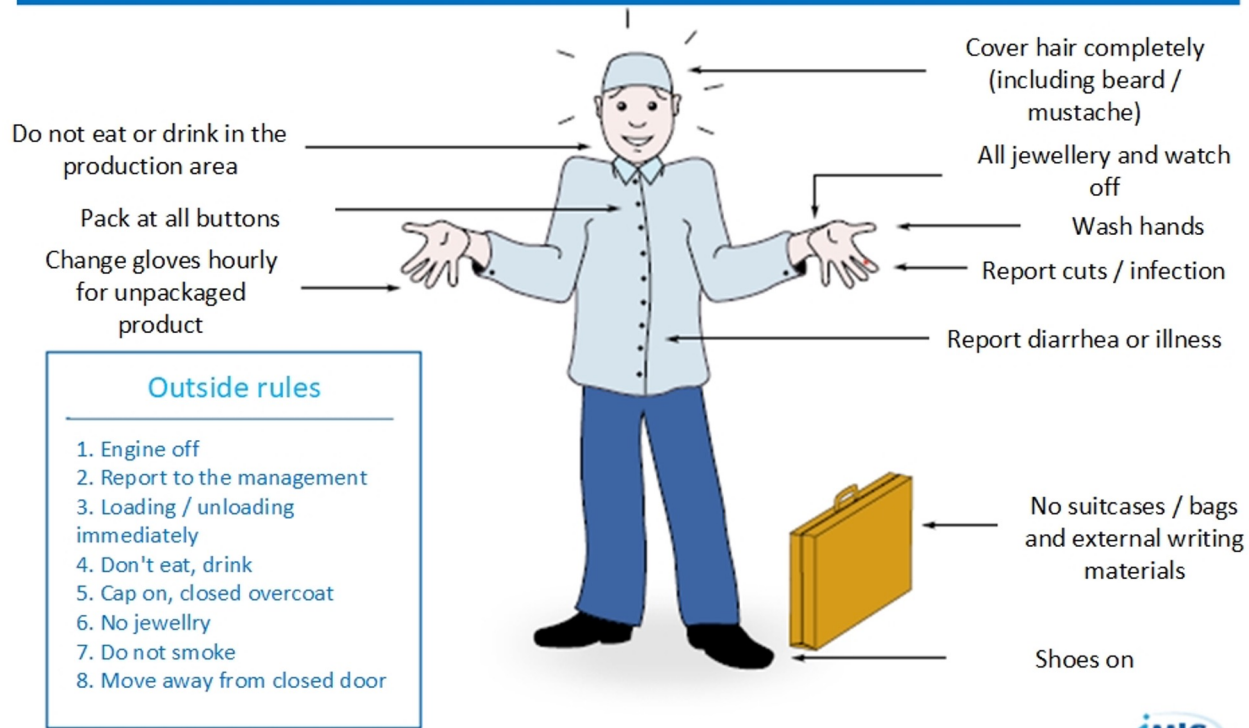
Group 3: Packaging

- Packaging control, 8-11-2018

- Well, last week on 11/8/2018 we had a weird problem. The belt had some black stripes of grease. I saw Jannus in production the day before, at 8:25 am, I know, because he showed me his new watch. Jannus is so handy! It functions perfectly without supervision. Yeah, that grease, Jacob also noticed it and reported it during the hygiene round. There was a good cleaning and every day it became less, and now we no longer suffer from it. And well, the chocolate is also black-brown, haha.

pure and honest

Packaging

Food Safety Compliance training 2023, module 4

Packing checklist

Controle ged. verpakking + juiste datum Lijn1		Metaaldetectiecontrole Lijn1						Week
Verpakking goed gesloten +juiste datum		2mm RVS304		1,8mm Fe		2,0mm non-Fe		
J	N	J	N	J	N	J	N	Paraaf
Yes		7.30		Yes		Yes		Yes
Yes		9.00		Yes		Yes		Yes
		12.00						
		14.30						
		16.30						

(Row labels Ma 1–8; Helga Hellewa written across rows 2 and 3)

Comment and correction field:

Around noon on the conveyor belt "light dark lines appeared in certain places, also have them noted in the cleaning log."

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Hygiene round

Process taken as a whole, or just the observation on the spot?
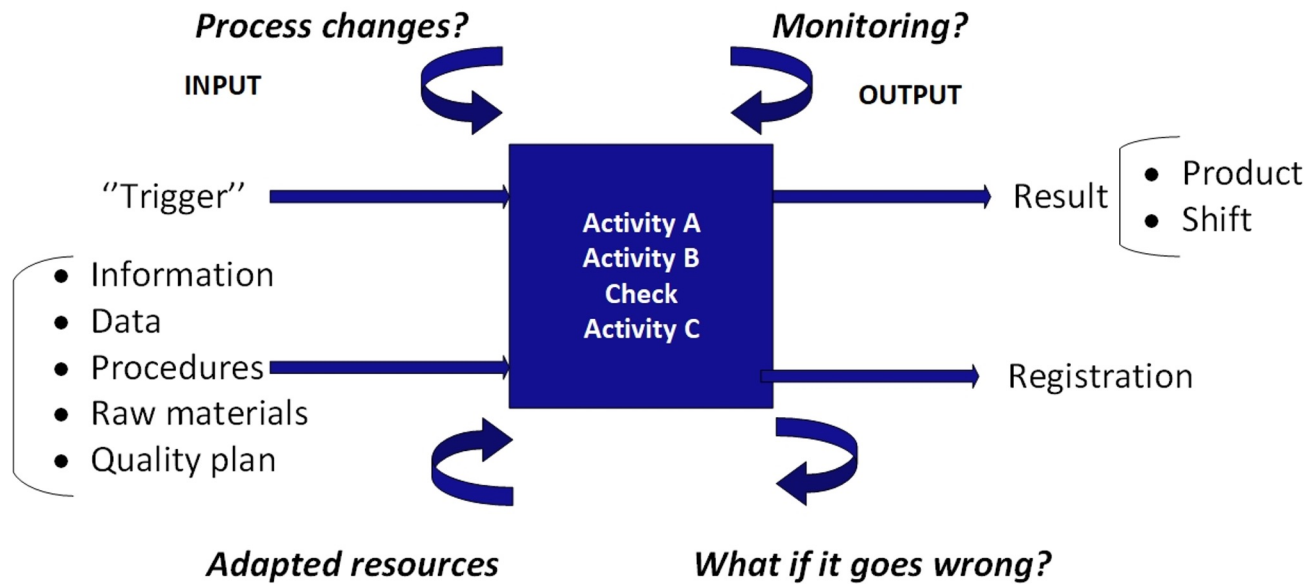
One month later…

Cornelis Bartlema Food Group

iMIS Food contents & software

- iMIS: integral Management & Information System

- Food: for real-time management of food safety

- Content
  - Operational framework for food safety
  - Food Safety standards: HACCP, FSSC22000, BRC, IFS
  - Extra for QESH: ISO9001, 14001, 26000

- Software
  - User-friendly

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    - User-friendly

Intake

Document search

Plan of approach

Analysis current method

Pre-HACCP status

HACCP action plan

Preparing iMIS in accordance with HACCP

Implementation

Evaluation

Certification

Food Safety Compliance training 2023, module 4
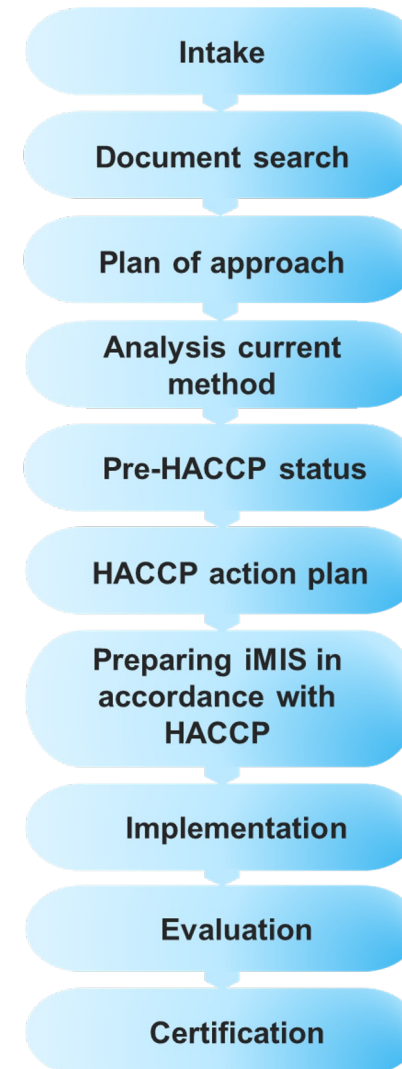
iMIS Food Safety Platform

iMIS Food Handbook
Handbook for food safety management

iMIS Food contains a management system for the quality manual. The manual system contains the company information, procedures regarding food safety.

iMIS Food Tracking
Traceability

iMIS Food Tracking keeps track of which customer each end product is delivered to. Tracking from raw material to customer is done at the touch of a button.

iMIS Food Helpdesk
Food Safety

The iMIS Food Helpdesk is specialised in food safety. With the iMIS Food system, the management has real-time insight into the Food Safety situation of his company.
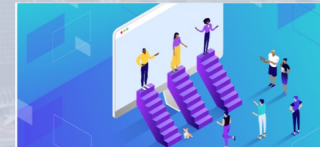
iMIS Food Updates
Knowledge and Software

QAssurance takes care of both the software and content updates of iMIS Food. These updates are implemented as iMIS Food Updates. To ensure that this process runs professionally.

iMIS Food Safety Platform
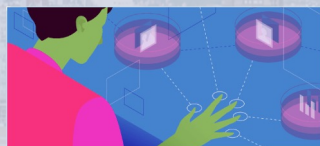
iMIS Food Portal
Chain Communication

With iMIS Food Portal, all iMIS Food systems are centrally accessible in the chain. With iMIS Food Portal, the different parts are accessible for everyone in the chain.

iMIS Food Audit
Management System

iMIS Food contains a management system for control rounds and icncident reporting that can be coordinated with existing systems.

iMIS Food SpecCheck
Specifications and labeling

With the specification management system, SpecCheck, all the specifications of the finished product under control. SpecCheck is system from raw material to end product.
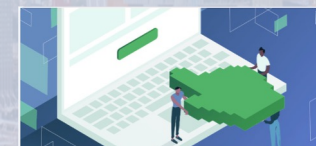
iMIS Food Intranet
Company Integration

With the iMIS Food intranet, all iMIS Food systems are centrally accessible and standardized. Information can easily be shared between people and systems.

iMIS Food Handbook

General procedures:
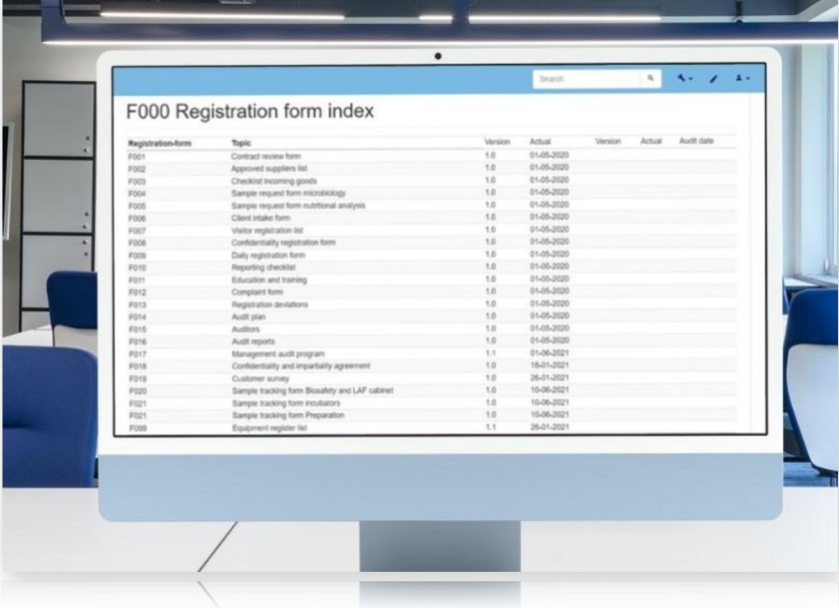
- Specifications
- Complaints
- Food Defense
- Visitors
- Calibration
- Traceability
- Internal audit
- Recall
- Foreign objects
- Customer and customer satisfaction
- Management review
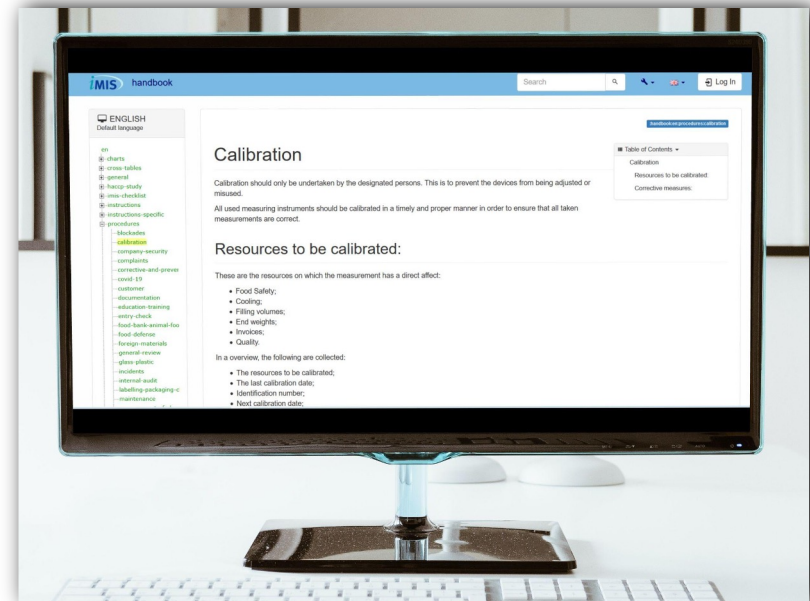
iMIS Food Handbook

General procedures:

- Supplier assessment
- Product development
- Education and training
- Incidents
- Wood
- Glass and hard plastic
- Quarantine
- Maintenance
- Pest control
- Documentation
- Validation & verification
- Corrective measures

iMIS Food Tracking

TRACKING

Raw materials & additives
Semi – end products
Maintenance & Sampling

CHECKING

Entry check
Management of best before dates
Overviews:
- Raw materials
- Realized production
- Delivered products and to whom

DATA

Import/export file function

Food Safety Compliance training 2023, module 4

iMIS Food Helpdesk

- The helpdesk is available for any questions.

- Provides both software and content support for iMIS Food.

- To guarantee that this procedure operates well, each iMIS Food user has the same version of the system. The assistance is frequently the result of changes in legislation or standards.

- QAssurance is available 24 hours a day for any recalls and calamities

iMIS Food Updates

- iMIS Food users have access to:

  - Legislation
  - HACCP training material
  - Hazard tables
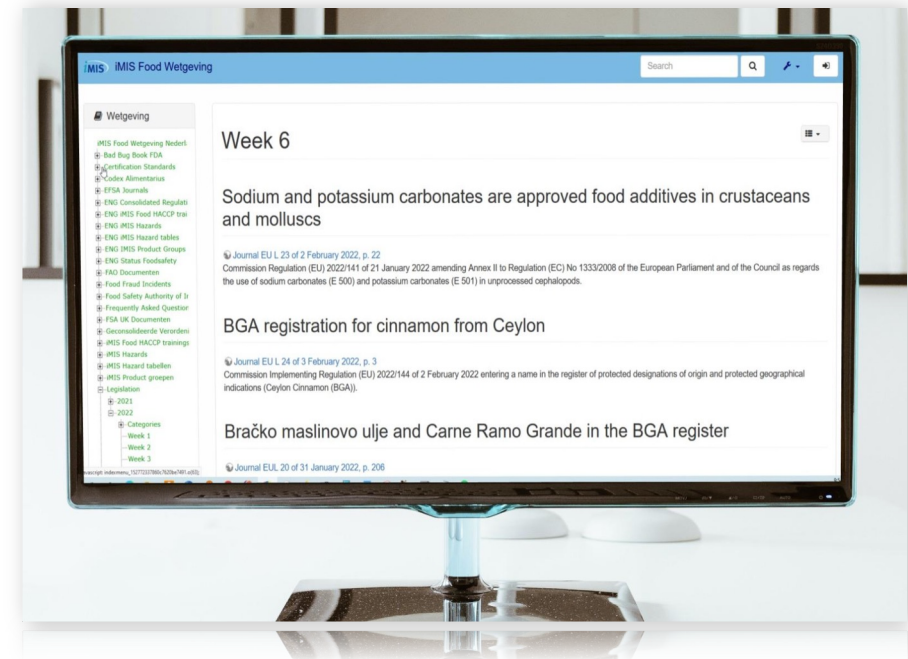
iMIS Food Audit

- It is a management system for control rounds and incident reporting which can be adapted to existing systems.

- The inspection round can be carried out with a tablet or phone.

- The system can also be used to report incidents.

- All findings end up in a central overview for corrective action.

Food Safety Compliance training 2023, module 4
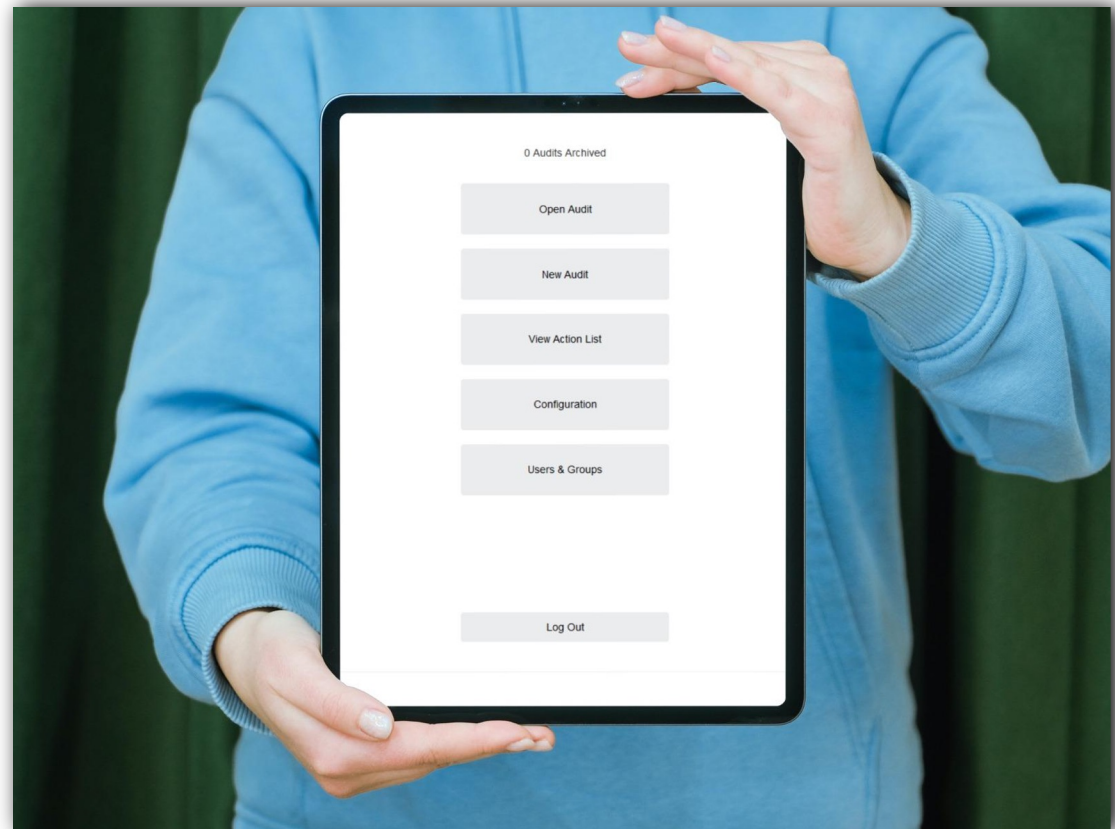
iMIS Food Audit

- Hygiene checks, glass checks, cleaning checks can be performed and reported via phone/tablet/ pc.

- It can be determined per checklist whether the checked items are already OK or the final value must be changed.

- Everything is documented.

iMIS Food SpecCheck

- With the specification management system, a company has all the specifications of the finished product under control. The system provides a complete management system from raw material to label on the end product.

- As a result, end product specifications are provided with good ingredient declaration, nutritional values, and allergens

iMIS Food SpecCheck
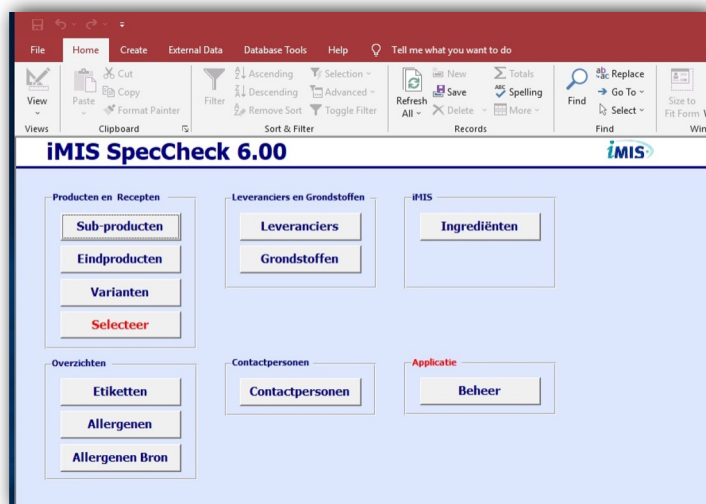
Overview

The home screen of the iMIS Food SpecCheck consists of ingredients: an overview of the ingredients, which make up the raw materials and end products.

- Raw materials: the raw material information from the suppliers, which is linked to the ingredient list.

- Sub-products: the recipes and sub-recipes that make up the end product.

- End products: the final calculated end product information which is approved for use.

iMIS Food Intranet

- With the iMIS Food intranet, everyone in the company can access the following components: the handbook system, the legislation site, the calendar with the quality planning, and the inspection rounds.

- Moreover, access can be granted to the documentation system, the audit system, the specification management system and traceability.

- The iMIS Food intranet is the central place of the quality system. New content and software are introduced through iMIS Food updates and implemented via the iMIS Food intranet.

Food Safety Compliance training 2023, module 4
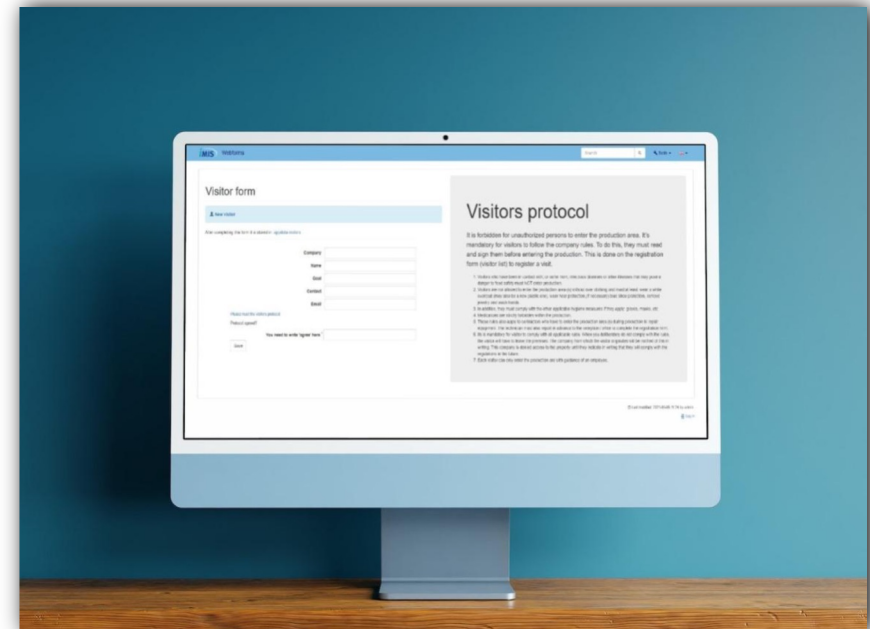
QA reports

- Internal audit

- Food defense reports, including TACCP

- Food fraud reports, including VACCP

- Verification report

- Management review

- Recall test

- Tracing test (or testing, for claims)

- Emergency plan test

- Incident reports to certifying body

- Cross table to the standard

- Preparation of QA audit folder

- Audit: log book

- Corrective action handling