GFSI INTERMEDIATE DOCUMENT TEMPLATES TOOLKIT

100 documents

290+ pages

Complete Package Includes:

POLICIES
PROCEDURES
RISK ASSESSMENTS
FORMS

VIEW THE COMPLETE LIST BELOW





GLOBAL FOOD SAFETY INITIATIVE (GFSI) INTERMEDIATE Food Safety Management System

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES
	A - FOOD SAFETY MANAGEMEN	T SYSTEM	
	B.A1 - Specifications Including Pro	duct Release	
GFSI001	Raw Material Specification Sheet	B A1.1	1
GFSI002	Food Safety Policy	B. A1.2; 3; 4	4
GFSI003	Product Release Procedure	B. A1.5; 6	4
GFSI004	Food Safety and Quality Objectives Form	Form	2
GFSI005	Finished Goods Stock Control Form	Form	1
GFSI006	Sample Retention Inspection Form	Form	1
GFSI007	Dispatch Form	Form	1
GFSI008	Product Loading Inspection Form	Form	1
B.A2 - Traceability			
GFSI009	Traceability System Procedure	B. A2.1; 2; 4; 5	3
GFSI010	Product Control	B. A2.3	1
	B.A3 - Food Safety Incident Mar	nagement	
GFSI011	Product Recall and Incident Management Procedure	B. A3.1; 2; 3; 4	9
GFSI012	Customer Notification Recall Form	Form	1
GFSI013	Product Disposition Record	Form	1
GFSI014	Product Recall Form	Form	3
B.A4 - Control of Non-conforming Product			
GFSI015	Control of Non-conforming Products Procedure	B. A4.1; 2	3
GFSI016	Disposal of Non-Conforming Products Form	Form	1
GFSI017	Internal Audit Non-Conformity Report	Form	1

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES	
	B.A5 - Corrective Action			
GFSI018	Corrective and Preventive Action Procedure	B. A5.1; 2	5	
GFSI019	Corrective Action Report	Form	2	
GFSI020	Corrective Action Register	Form	1	
	I.A1 - Management Respons	sibility		
GFSI021	Organisational Structure	I. A1.1	1	
GFSI022	Management Responsibilities and Authority Procedure	I. A1.2	4	
GFSI023	Management Review Procedure	I.A1.3	4	
GFSI024	Management Review Agenda and Minutes	Form	5	
I.A2 - General Documentation Requirements				
GFSI025	Documentation and Record Control Procedure	I. A2.	6	
GFSI026	Document Change Request Form	Form	1	
GFSI027	Document Distribution Control Form	Form	1	
GFSI028	Master Distribution List	Form	1	
GFSI029	Master List of Records	Form	1	
	I.A3 - Procedures			
GFSI030	Operation Procedure	I. A3.1; 2	12	
	I.A4 - Complaint Handlir	ng		
GFSI031	Customer Complaints Procedure	I. A4.1; 2	2	
GFSI032	Customer Complaints Form	Form	1	
GFSI033	Customer Complaints Trends	Excel Sheet	1	
I.A5 - Control of Measuring and Monitoring Devices				
GFSI034	Control of Measuring and Monitoring Devices Procedure	I. A5.1; 2	3	
GFSI035	Calibration Schedule	Form	1	
GFSI036	Calibration Status of Equipment	Form	1	
GFSI037	Scale Verification Check	Form	1	
GFSI038	Daily Thermometer Verification Check	Form	1	
GFSI039	pH Meter Calibration Report	Form	2	

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES
	I.A6 - Product Analysis	5	
GFSI040	Preliminary Analysis of Production Process Procedure	I. A6.1; 2	3
	I.A7 - Purchasing		
GFSI041	Purchasing Procedure	I. A7.1	4
	I.A8 - Supplier Approval and Performance Monitoring		
GFSI042	Supplier Approval and Monitoring Procedure	I. A8.1; 2	4
	I.A9 - Training		
GFSI043	Training Procedure	I. A9.1; 2; 3; 4	3
GFSI044	Staff Training Register	Form	1
GFSI045	Training Matrix	Form	2
B - GOOD MANUFACTURING PRACTICES			
GFSI046	Pre-requisite Programmes	Part B	15
	B.B1 - Personal Hygien	е	
GFSI047	Hygiene Code of Conduct (Example 1)	B. B1.1; 2; 3; 4; 5; 6	6
GFSI048	Personnel Health and Hygiene Procedure (Example 2)	B. B1.1; 2; 3; 4; 5; 6	3
GFSI049	Personal Hygiene Checklist	Form	2
GFSI050	Health Questionnaire	Form	1
GFSI051	Annual Health Check	Form	1
GFSI052	Illness Register	Form	1
GFSI053	Clinic Record	Form	1
GFSI054	Glove and Plaster Register	Form	1
GFSI055	PPE Laundering Procedure	B. B1 .7	1
GFSI056	Protective Clothing Checklist	Form	1
GFSI057	Visitors Register	Form	2

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES	
	B.B2 - Facility Environment			
GFSI058	Equipment Procedure	B. B2.1; 2; 3; 4; 5; 6	3	
GFSI059	Preventive Maintenance Plan	Form	4	
GFSI060	Maintenance Job Card	Form	2	
GFSI061	Monthly Facility Checklist	Form	3	
	B.B3 - Cleaning and Disir	nfection		
GFSI062	Cleaning and Disinfection Procedure	B. B3.1; 2; 3	4	
GFSI063	Monthly Inspection - Sanitising	Form	6	
GFSI064	Visual Inspection Report	Form	1	
GFSI065	Master Chemical Checklist	Form	1	
GFSI066	Issuing of Cleaning Chemicals	Form	1	
GFSI067	Pallet Check Record	Form	1	
	B.B4 - Product Contamination	on Control		
GFSI068	Product Protection Procedure	B. B4.1; 2	4	
GFSI069	Foreign Material Control Procedure	B. B4.3	4	
GFSI070	Glass and Blood Clearance Certificate	Form	1	
GFSI071	Blades and Knives Register	Form	1	
GFSI072	Glass and Hard Plastics Register	Form	3	
B.B5 - Pest Control				
GFSI073	Pest Control Procedure	B. B5.1; 2; 3	4	
GFSI074	Pest Sightings Log	Form	1	
GFSI075	Pest Activity Checklist	Form	3	
GFSI076	Pest Control Verification Checklist	Form	1	
GFSI077	Fly Catcher Tubes Replacement Schedule	Form	1	

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES
	B.B6 - Water Quality		
GFSI078	Utilities Procedure	B. B6.1; 2	2
GFSI079	Microbiological Testing Procedure	B. B6.3	7
GFSI080	Weekly Water Process Monitoring	Form	1
	I.B1 - Facility and Equipment Ma	intenance	
Refer to GFSI058	Maintenance Programme Procedure	I. B1.1; 2; 3; 4	
	I.B2 - Staff Facilities		
Refer to GFSI047 & GFSI048	Personnel Health and Hygiene Procedure	I. B2.1; 2; 3; 4	
I.B3 - Waste Management			
GFSI081	Waste Management Procedure	I. B3.1; 2	2
GFSI082	Daily Waste Control Checklist	Form	1
	I.B4 - Storage and Transp	oort	
GFSI083	Storage of Final Product Procedure	I. B4.1; 2; 3; 4; 5; 6; 7; 8; 9	2
GFSI084	Distribution of Final Product		2
	C - CONTROL OF FOOD HAZ	ZARDS	
	B.C1 - Control of Food Hazards - Gene	eral and Specific	
GFSI085	Hazard Analysis Report	B. C1.2; 3; 4; 5	42
	B.C2 - Control of Allerge	ns	
GFSI086	Allergen Management Procedure	B. C2.1; 2; 4; 5	7
GFSI087	Risk of Cross Contamination	B. C2.3	1
GFSI088	Allergen Contamination Risk Matrix	Form	1
GFSI089	Supplier Allergen Checklist	Form	2

DOC NO	DOCUMENT NAME	GFSI REF NO	PAGES
	I.C1 - HACCP		
GFSI090	HACCP Methodology Procedure	I. C1.1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11	13
Refer to GFSI085	Hazard Work Sheet	Form	
GFSI091	HACCP Plan	Form	5
GFSI092	HACCP Plan Review Checklist	Form	4
GFSI093	Food Safety Team	Form	1
GFSI094	Product Description	Form	1
GFSI095	Process Flow Chart	Chart	1
GFSI096	Environment Monitoring Plan	Plan	1
GFSI097	Operation Pre-requisite Program	Program	1
GFSI098	Hazard Analysis - Product	Sheet	4
I.C2 - Food Defence			
GFSI099	Food Defence Procedure	I. C2.1; 3	4
GFSI100	Food Defence Checklist	I. C2.2	4