



International
Trade
Centre

EXPORT IMPACT
FOR GOOD

WELCOME

Workshop on Documentation for Hygiene Practices and Food Safety System according to Codex

“Improving Food Safety and Compliance with SPS measures to increase export revenues in the Oilseeds Value Chain” (STDF/PG/486)



Introduction



Code of Conduct



- Attendance
- Mobile phones
- Essentials
- No late comers

Topics

- SESSION 1 – UNDERSTANDING DOCUMENT AND RECORD CONTROL
- SESSION 2 – DEVELOPING FOOD SAFETY MANUAL
- SESSION 3 – DEVELOPING STANDARD OPERATING PROCEDURE MANUAL
- SESSION 4 – DEVELOPING PREREQUISITE PROGRAM MANUAL
- SESSION 5 – DEVELOPING OTHER DOCUMENTATION

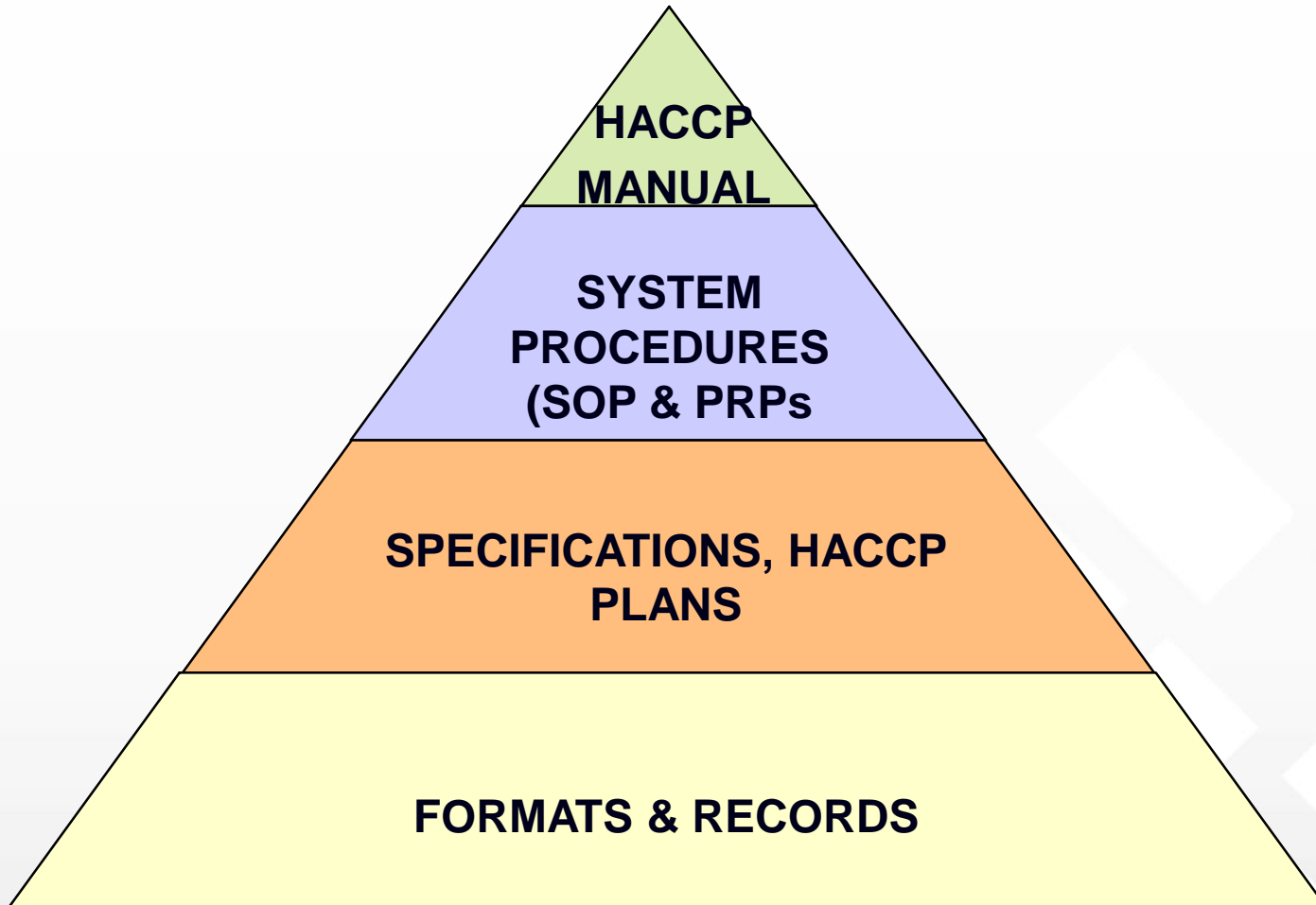
Requirement for documentation

- Documentation requirement comes MOSTLY from food hygiene not HACCP
- HACCP requires only HA and HACCP plan to be documented and recorded
- Effective and efficient documentation and record keeping

Common Good Practice Procedures

- Customer complaint handling
- Management Review
- Internal Verification/Audit
- Document control
- Record control

Documentation Structure



Implementation Steps

Appointing a team for implementation

Gap assessment and road map

Status of implementation –

Internal Verification Audit

Corrective Actions

Management Review

Certification

