primus GFS

2019

An internationally recognized Global Food Safety Initiative (GFSI) food safety audit scheme

CHECKLIST

PrimusGFS v3.1

MODULE 1

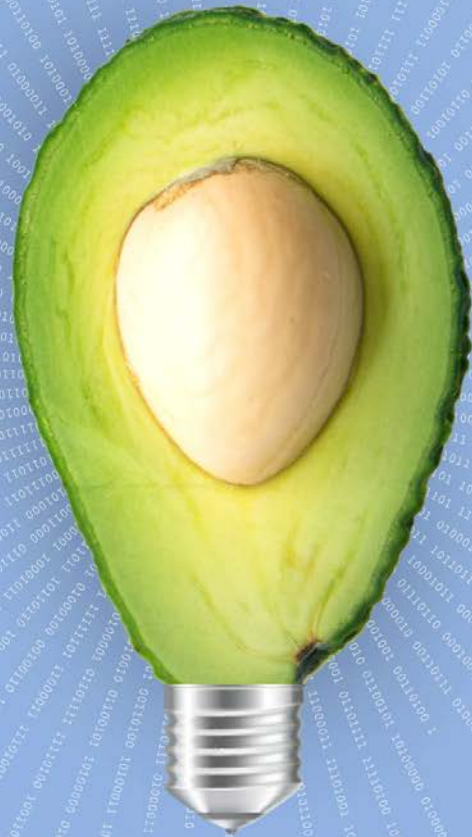### FSMS

Food Safety Management System Requirements

POWERED   **CONNECTED**   **SMART**

SUPPORTED   **GLOBAL**   **RECOGNIZED**

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Checklist

MODULE 1: FSMS

Food Safety Management System Requirements

(Sections 1.01 to 1.08)

This Module should only be completed once for all the operations in the scope of the organization's application.

CONTACT:

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or by phone if you have any questions or concerns.

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CHECKLIST

MODULE 1: FSMS

FOOD SAFETY MANAGEMENT
SYSTEM REQUIREMENTS

MANAGEMENT SYSTEM

Question No.	Question	Total Points	Auditor Comment
1.01.01	Is there a documented food safety policy detailing the company's commitment to food safety?	5	
1.01.02	Is there an organizational chart showing all management and workers who are involved in food safety related activities and documentation (job descriptions) detailing their food safety responsibilities?	10	
1.01.03	Is there a food safety committee and are there logs of food safety meetings with topics covered and attendees?	5	
1.01.04	Is there a training management system in place that shows what types of training are required for various job roles of specific workers, including who has been trained, when they were trained, which trainings they still need to take, and a training schedule?	5	
1.01.05	Is there documented management verification review of the entire food safety management system at least every 12 months, including an evaluation of resources, and are there records of changes made?	10	
1.01.06	Where specific industry guidelines or best practices exist for the crop and/or product, does the operation have a current copy of the document?	3	

CONTROL OF DOCUMENTS AND RECORDS

Question No.	Question	Total Points	Auditor Comment
1.02.01	Is there a written document control procedure (including document control register/record) describing how documents will be maintained, updated and replaced?	3	
1.02.02	Is there a documented and implemented procedure that requires all records to be stored for a minimum period of 24 months (or greater if legally required) or for at least the shelf life of the product if it is greater than 24 months?	5	

1.02.03	Are both paper and electronic food safety related documents and records created, edited, stored and handled in a secure manner?	3	
1.02.04	Are records maintained in an organized and retrievable manner?	3	
1.02.05	Are all records and test results that can have an impact on the food safety program reviewed and signed off by a person responsible for the food safety program?	3	

PROCEDURES AND CORRECTIVE ACTIONS

Question No.	Question	Total Points	Auditor Comment
1.03.01	Is there a written and standardized procedure for creating Standard Operating Procedures (SOPs) and their content?	5	
1.03.02	Are the written procedures available to relevant users and is a master copy maintained in a central file?	5	
1.03.03	Is there a documented corrective action procedure that describes the required processes for handling non-conformances affecting food safety?	5	
1.03.04	Is there an incident reporting system, also known as a Notice(s) of Unusual Occurrence and Corrective Actions Log (NUOCA) ?	5	

INTERNAL AND EXTERNAL INSPECTIONS

Question No.	Question	Total Points	Auditor Comment
1.04.01	Is there a documented procedure for how internal audits are to be performed at the operations, including frequency and covering all processes impacting food safety and the related documents and records?	10	

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CHECKLIST

MODULE 1: FSMS

FOOD SAFETY MANAGEMENT
SYSTEM REQUIREMENTS

1.04.02	Are there written procedures for handling regulatory inspections?	3	
1.04.03	Are there records of regulatory inspections and/or contracted inspections, company responses and corrective actions, if any?	5	
1.04.04	Are there documented calibration and/or accuracy verification procedures for measuring and monitoring devices used in the operations that are related to the safety of the product?	10	
1.04.05	Are calibration and/or accuracy verification records maintained and are they consistent with the requirements outlined in the SOP(s) for instruments and measuring devices requiring calibration?	5	

RELEASE OF ITEMS / PRODUCT

Question No.	Question	Total Points	Auditor Comment
1.05.01	Is there a written procedure for handling on hold and rejected items?	5	
1.05.02	Are there records of the handling of on hold and rejected items kept on file?	5	
1.05.03	Is there a documented product release procedure available?	5	
1.05.04	Are there records of product releases kept on file?	5	

| 1.05.05 | Is there a documented procedure for dealing with customer and buyer food safety complaints/feedback along with records and company responses, including corrective actions? | 10 | |

SUPPLIER MONITORING / CONTROL

Question No.	Question	Total Points	Auditor Comment
1.06.01	Is there a list of approved suppliers and service providers?	5	
1.06.02	Are there current written food safety related specifications for all incoming products, ingredients, materials (including primary packaging), services provided on-site, and outsourced services?	5	
1.06.03	Is there a written procedure detailing how suppliers and service providers are evaluated, approved, and include the ongoing verification activities including monitoring? *Note that supply chain preventive controls and supply-chain-applied controls are also mentioned in Module 7.*	5	
1.06.04	Does the organization have documented evidence to ensure that all incoming products, ingredients, materials, services provided on-site and outsourced service suppliers comply with the approval requirements and that all supplier verification activities (including monitoring) are being followed, as defined in the supplier approval procedure?	15	
1.06.05	Where food safety related testing is being performed by external laboratory service providers, are these licensed and/or accredited laboratories (e.g., ISO 17025 or equivalent, national and local regulations, etc.)?	5	

TRACEABILITY AND RECALL

Question No.	Question	Total Points	Auditor Comment
1.07.01	Is there is a document that indicates how the company product tracking system works, thereby enabling trace back and trace forward to occur in the event of a potential recall issue?	10	

| 1.07.02 | Does the organization have a documented recall program including procedures, recall team roles and contact details, external contact listings, requirement for recall effectiveness checks, explanation of different recall classes and handling of recalled product? | 15 | |
| 1.07.03 | Is testing of recall procedures (including traceback) performed and documented at least every six months, and the company can demonstrate the ability to trace materials (one step forward, one step back) effectively? | 10 | |

FOOD DEFENSE

Question No.	Question	Total Points	Auditor Comment
1.08.01	Is there a written food fraud vulnerability assessment (FFVA) and protection plan for all types of fraud, including all incoming and outgoing products?	5	
1.08.02	Does the company have a documented food defense plan based on the risks associated with the operation?	5	
1.08.03	Are records associated with the food defense plan and its procedures being maintained, including monitoring, corrective action and verification records (where appropriate)?	5	
1.08.04	Is there a current list of emergency contact phone numbers for management, law enforcement and appropriate regulatory agencies?	3	
1.08.05	Are visitors and contractors to the company operations required to adhere to food defense procedures?	3	

Where laws, commodity specific guidelines and/or best practice recommendations exist and are derived from a reputable source, then these practices and parameters should be used. Audit users should allow a degree of risk association if laws, guidelines, best practices, etc., have not been documented.