INDEXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
CHECK LIST FOR ISO 22000:2005

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
4.2 Documentation Requirements			
4.2.1 General			
Does the documentation include • a food safety policy, • food safety objectives • procedures	Documentation includes food safety policy, food safety objectives, relevant procedures & annexures.	Yes	•Food safety manual doc. •Objective monitoring table
4.2.2 Control of documents			
a) Is there a documented procedure for the control, issue, review, approval and re-approval of changes to documents?	Procedure covering the requirements of 4.2.2 of ISO 22000 has been documented & implemented.	Yes.	2.11.1 of Section II of manual
b) Has the organization identified the changes and the current status of documents?	Issue no., Issue date, Rev. No., Revision date indicated in the documents.	Yes.	2.11.1.1 of Section II of manual
c) Has the organization identified externally originated documents necessary for the FSMS and is their distribution controlled and the responsibility for external documents identified?	FSTL is responsible for the control of external documents. However the list of external documents were not available as per the Procedure	No	2.11.1.6 of Section II of Manual Master list of documents
e) Are the current documents available at relevant points of use with proper references?	A sample of documents were checked & found to be at relevant places with proper references.	Yes.	Cleaning records Pastry SF/FB/F-01 Training record SF/FSTL/F-03
f) Is there a mechanism to recall obsolete documents and if retained are they suitably identified?	Obsolete documents if retained identified.	Yes.	Obsolete document file
4.2.3 Control of Records			
a) Is there a documented procedure for the controls needed for the identification, storage, protection, retrieval, retention and disposition of quality records?	Procedure covering the requirements of 4.2.3 of ISO 22000 documented & implemented.	Yes.	2.12.1 of manual

NC 01

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
b) Has the responsibility for the collection, maintenance, retention and disposition of records been identified?	Relevant heads of sections are held responsible. Disposition FSTL responsible.	Yes.	Annex II List of records
c) Are the quality records properly indexed, filed, legible and retrievable and stored to prevent damage or loss?	Quality records are indexed, legible & retrievable & stored safely.	Yes.	—
5. Management Responsibility			
5.1 Top Management Commitment			
a) Is there evidence for management commitment to Food Safety system application?	General Manager (Operations), Corporate Chef & Engineer were interviewed & found that they are well aware of the system & committed	Yes.	—
5.2 Food safety policy			
a) Does the organization have a food safety policy? b) Is it supported by measurable objectives? c) Is it communicated within the organization and reviewed for continuing suitability? d) Is it reviewed for continuing suitability?	Food safety policy is available & displayed in every section. Objectives developed in line with the policy. It is reviewed annually	Yes.	Section II of manual
5.3 Food safety team			
a) Has a multidisciplinary Food Safety team been established? b) Is the knowledge of the food safety team suitable and appropriate? (check training, qualifications, experience, etc)	Multidisciplinary food safety team established.	Yes.	Annexure 02
5.4 Food safety team leader			
a) Has the organization appointed a Food safety team leader and defined the responsibilities and authorities?	Executive Chef has been appointed as FSTL.	Yes.	Section II of manual

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
5.5 Responsibilities and authorities			
a) Has the organization defined the responsibility and authority of the Food safety team? b)Does the responsibilities of the Food safety team leader include the following: • Establishing, documenting, implementing and maintaining the FSMS, • Reporting matters related to the FSMS to the management	Responsibilities & authorities have been defined.	Yes.	Annexure 02
5.6 Communication			
a) Has the organization established channels to communicate matters related to the FSMS to • Suppliers and contractors • Customers and consumers on product information, storage requirements, shelf life, enquiries, contracts or order handling including amendments, customer feed back including customer complaints • With statutory and regulatory authorities	By enquiries, contracts customer feedback and guest comment	Yes.	Section II of manual
a) How is internal and external communication controlled and who has responsibility? b) Is it effective?	FSTL is responsible for internal communication Cooperate Chef, Executive Chef, F & B Manager Chief Steward, Purchasing Manager responsible of ext. communication & effective.	Yes.	Section II of manual
5.7 Emergency preparedness and response			
a) Does the company have emergency preparedness and response procedures in place?	Fire, Tsunami, Food poisoning, Freezer/Chiller breakdowns have been identified as potential emergencies.	Yes.	Annexure 07
b) Have they ben verified?	Fire fighting training have been conducted.	Yes.	Fire fighting program file

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
5.8 Management review			
a) Is a Management Review activity carried out as required? Is it effective?	Management reviews are carried out bi-annually. MRM has been carried out on 2012-04-24.	Yes.	MRM minutes
b) Does this review include assessing opportunities for improvement and the need for changes to the food safety management system, including the food safety policy?	Yes.	Yes.	MRM minutes
c) Does the input to management review include information about: • follow-up actions from previous management reviews? • analysis of results of verification activities? • changing circumstances that can affect food safety?, • emergency situations, accidents and withdrawals? • reviewing results of system-updating activities? • review of communication activities, including customer feed-back? • external audits or inspections?	All agenda items as per Clause 5.8 of ISO 22000 have been covered in the MRM Agenda for 2012-04-24.	Yes.	MRM Agenda
d) Does the output from the management review include any decisions and actions related to • assurance of food safety? • improvement of the effectiveness of the food safety management system? • resource needs? • revisions of the organization's food safety policy and related objectives?	Yes.	Yes.	MR M minutes
6 Resource management			
6.1 Provision of resources			
a) Does the organization provide adequate resources for the establishment, implementation, maintenance and updating of the food safety management system?	Adequate resources for FSMS have been provided.	Yes	—
6.2 Human resources			
a) Are the food safety team and the other personnel carrying out activities having an impact on food safety, competent on the basis of appropriate education, training, skills and experience?	Training plan available & training has been conducted on food safety as planned.	Yes.	Training plan Training records

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
b) Are there available records of agreement or contracts defining the responsibility and authority of external experts, where the assistance of external experts is required for the development, implementation, operation or assessment of the food safety management system?	~~Induction training for food safety & implementation of HACCP & ISO 22000~~ Agreement with Consultant available.	Yes.	Agreement
c) Does the organization: • identify the necessary competencies for personnel whose activities have an impact on food safety? • provide training or take other action to ensure personnel have the necessary competencies? • ensure that personnel responsible for monitoring, corrections and corrective actions of the food safety management system are trained? • evaluate the implementation and the effectiveness of the actions taken? • ensure that the personnel are aware of the relevance and importance of their individual activities in contributing to food safety, • ensure that the requirement for effective communication is understood by all personnel whose activities have an impact on food safety?	Induction training for food safety (HACCP & ISO 22000) & Implementation of HACCP & ISO 22000 has been conducted & records available.	Yes.	Training records
6.3 Infrastructure			
a) Does the organization provide the resources for the establishment and maintenance of the infrastructure needed to implement the requirements of ISO 22000 standard?	Necessary resources for the establishment & maintenance of the infrastructure needed for FSMS provided.	Yes.	—
6.4 Work environment			
a) Does the organization provide the resources for the establishment, management and maintenance of the work environment needed to implement the requirements of ISO 22000 standard?	Work environment necessary for the implementation & maintenance of the FSMS provided.	Yes.	—

ISO 22000 REQUIREMENT	Observation	Compliance Yes/No	Relevant Company Doc.
7 Planning and realization of safe products			
7.1 General			
a) Does the organization plan and develop the processes needed for the realization of safe products?			
7.2 Prerequisite programmes (PRPs)			
a) Has the organization established, implemented and maintained PRP(s) to assist in controlling • the likelihood of introducing food safety hazards to the product through the work environment? • biological, chemical and physical contamination of the product(s), including cross contamination between products? • food safety hazard levels in the product and product processing environment?	PS Manual incorporates PRP system. The structure of the system are in line with CodeX Alt. Ref to CodeX Alt should be made	Yes	CodeX Alt & Food Reg. are Ref.
b) Are the PRP(s): • appropriate to the organizational needs with regard to food safety? • appropriate to the size and type of the operation and the nature of the products being manufactured and/or handled? • implemented across the entire production system, either as programs applicable in general or as programs applicable to a particular product or operational line? • approved by the food safety team • has the organization identified statutory and regulatory requirements related to the above?	PRPs are generally applicable. Eg Cleaning & Personal Hygiene activity Reg must be made	Yes.	
c)Has the organization planned their verifications and maintain records of verification ?			

ISO 22000 REQUIREMENT	Observation	Compliance Yes/No	Reference Company Doc.
7.3 Preliminary steps to enable hazard analysis			
7.3.1 General			
a) Are all relevant information - needed to conduct the hazard analysis - collected, maintained, updated and documented?	Product characteristics are there for product category	✓	
7.3.2 Food safety team			
a) Has a food safety team been appointed?	Below food safety team is constituted	✓	
b) Do the members of the food safety team provide a combination of multi-disciplinary knowledge and experience in developing and implementing the food safety management system and are records of training maintained?	Multidisciplinary nature is exhibited Records of Training available	✓	
7.3.3 Product characteristics			
a)Are all raw materials, ingredients and product contact materials described in documents to the extent needed to conduct the hazard analysis?	Raw materials are described in doc		
b)Has the organization identified relevant statutory and regulatory food safety requirements related to the above?	Food Act Rules are identified	✓	
7.3.4 Characteristics of end products & intended use			
a) Has the organization described the characteristics of end products?	Final Product Category are drawn	✓	
b) Is the intended use described?	—	✓	

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
7.3.5 Flow diagrams, process steps and control measures			
a)Are flow diagrams prepared for the products or process categories covered by the food safety management system?	Flood diagrams are documented for 11 Product-categories	Yes	
b) Are flow diagrams clear, accurate and sufficiently detailed?	Satisfactory	Yes	
c) Do the flow diagrams describe the existing control measures, process parameters or procedures that may influence food safety ?	Control Measures are described for process steps along PRP plus HACCP Plan	Yes	
d)Have they been verified?	Verified	Yes	
7.4 Hazard analysis			
a) Does the food safety team conduct a hazard analysis to determine which hazards need to be controlled, the degree of control required to ensure food safety, and which combination of control measures is required?	Hazard analysis documents are developed	Yes	
b) Are all food safety hazards that are reasonably expected to occur in relation to the type of product, type of process and actual processing facilities identified and recorded?	Safety & prob. of occurrence are given attention when determining the Pot. Hazards	Yes	

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c) Has the following been considered to the following when identifying the hazards • the steps preceding and following the specified operation, • the process equipment, utilities/services and surroundings, and • the preceding and following links in the food chain.	Satisfactory	Yes	
d)Are the acceptable level of the food safety hazard in the end product determined (whenever possible) for each of the food safety hazards identified?	Acceptable levels are as aggreable based on Int-Stands.	Yes	Codex & Sri Lanka Standards.
e) Does the determined level take into account established statutory and regulatory requirements, customer food safety requirements, the intended use by the customer and other relevant data?	Food Act & its Regulations	Yes	
f) Are the justification for, and the result of, the determination of the acceptable level of the food safety hazard recorded?	Through established Standards & validation results	Yes	
g) Is a hazard assessment conducted to determine, for each food safety hazard identified, whether its elimination or reduction to acceptable levels is essential to the production of a safe food, and whether its control is needed to enable the defined acceptable levels to be met?	Found the std. Guidelines		
h) Is the methodology used for hazard described?	Yes -	-	
i) Are other control measures implemented as operational PRPs?	GP · PRP plan is documented	✓	

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
7.5 Establishing the operational prerequisite programs (PRPs)			
a) Are the operational PRPs documented?	—	—	
b) Do the operational PRPs include the following information for each program: • food safety hazard(s) to be controlled by the program? • control measure(s)? • monitoring procedures that demonstrate that the operational PRPs are in place? • corrections and corrective actions to be taken if monitoring shows that the operational PRPs are not in control ? • responsibilities and authorities? • record(s) of monitoring?	Of PRPS cm discuptive covers the requred As per	yes	
7.6 Establishing the HACCP plan			
a) Is the HACCP plan documented?	Yes	yes	HACCP plan
b) Is the HACCP plan included the following information for each identified critical control point (CCP): • food safety hazard(s) to be controlled at the CCP? • control measure(s)? • critical limit(s)? • monitoring procedure(s)? • corrections and corrective action(s) to be taken if critical limits are exceeded? • responsibilities and authorities? • g) record(s) of monitoring?	CCP plan is doc CCP1 - cooling Flowchy does not describe the real methodology	—	MNCR1

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c) Does the monitoring system consist of relevant procedures, instructions and records that cover the following: • measurements or observations that provide results within an adequate time frame? • monitoring devices used? • applicable calibration methods? • monitoring frequency? • responsibility and authority related to monitoring and evaluation of monitoring results? • record requirements and methods?	Monitoring method of CCP's to be changed/modified	-	-
7.7 Updating of preliminary information and documents specifying the PRPs and the HACCP plan			
a) Does the organization update the following information in operational PRP(s) and/or the HACCP plan, if necessary: • product characteristics? • intended use? • flow diagrams? • process steps? • control measures?	Updating records are available	Yes	
b) Are the HACCP plan and the procedures and instructions specifying the PRP(s) amended, If necessary?			
7.8 Verification planning			
a) Does verification planning define the purpose, methods, frequencies and responsibilities for the verification activities?			
b) Do the verification activities confirm that • the PRP(s) are implemented? • input to the hazard analysis is continually updated? • the operational PRP(s) and the elements within the HACCP plan are implemented and effective, hazard levels are within identified acceptable levels? • other procedures required by the organization are implemented and effective?	verification of PRPs cleaning etc should have within Records	~~OBS~~ Remarks Col. is blank	OBS 1

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c)Are verification results recorded and communicated to the food safety team?	Verification result are planned - FST, Comm is to implan		OB.2
d)Are the affected lots of product handled as potentially unsafe, if system verification is based on testing of end product samples, and where such test samples show lack of conformity with the acceptable level of the food safety hazard?			
7.9 Traceability system			
a)Has the organization established and does it apply a traceability system that enables the identification of product lots and their relation to batches of raw materials, processing and delivery records?	Lot identification and invoices trace the product back to the supplies	yes	Section III & manual
b) Is the traceability system able to identify incoming material from the immediate suppliers and the initial distribution route of the end product?			
7.10 Control of nonconformity			
7.10.1Corrections			
a) Does the organization ensure that when critical limits for CCP(s) are exceeded or there is a loss of control of operational PRP(s), the end products affected are identified and controlled with regard to their use and release?	Control of Non Conformity is done as per the doc. proc.	yes	
b) Is a documented procedure established and maintained defining • the identification and assessment of affected end products to determine their proper handling? • a review of the corrections carried out?			2.14.2.1.1

ISO REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c) Are products - manufactured under conditions where operational PRP(s) have not been conformed with - evaluated with respect to the cause(s) of the nonconformity and to the consequences thereof in terms of food safety?	Documented plans are avilable	Yes	
d)Is the evaluation recorded?			
e) Are all corrections approved by the responsible person(s), and recorded together with information on the nature of the nonconformity, its cause(s) and consequence(s), including information needed for traceability purposes related to the nonconforming lots?	Documented plans are avilable	Yes	
7.10.2 Corrective actions			
a) Are data - derived from the monitoring of operational PRPs and CCPs - evaluated by designated person(s) with sufficient knowledge and authority to initiate corrective actions?	Documented plans are avilable		
b) Are corrective actions initiated when critical limits are exceeded or when there is a lack of conformity with operational PRP(s)?			
c) Has the organization established and does it maintain documented procedures that specify appropriate actions to identify and eliminate the cause of detected nonconformities, to prevent recurrence, and to bring the process or system back into control after nonconformity is encountered?	documented procedure is	Yes.	
d)Are corrective actions recorded?	avilable. and Communicated		

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
7.10.3 handling of potentially unsafe products			
a) Does the organization handle nonconforming products by taking action(s) to prevent the nonconforming product from entering the food chain?	The Control Non Confirming Products	Yes	
b) Are all lots of product - that may have been affected by a nonconforming situation - held under control of the organization until they have been evaluated?	Taken place with multi Hotel.	Yes	
c) Does the organization notify relevant interested parties and initiate a withdrawal, if products that have left the control of the organization are subsequently determined to be unsafe?	Sinthe is no outside Market.	Yes	
d)Are the controls and related responses and authorizations for dealing with potentially unsafe products documented?			
e) Is each lot of product affected by the nonconformity released as safe only when any of the following conditions apply: • evidence other than the monitoring system demonstrates that the control measure have been effective; • evidence shows that the combined effect of the control measures for that particular product complies with the performance intended; • the results of sampling, analysis and/or other verification activities demonstrate that the affected lot of product complies with the identified acceptable levels for the food safety hazard(s) concerned?	The non config Product Formed Cover the activity done in case of Non confirming held after Servicing	Yes	
f) Is the lot of product - which is not acceptable for release - handled (after evaluation) by one of the following activities: • reprocessing or further processing within or outside the organization to ensure that the food safety hazard is eliminated or reduced to acceptable levels; • destruction and/or disposal as waste?			

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
7.10.4 Withdrawals			
a)Has top management appointed personnel having the authority to initiate a withdrawal & personnel responsible for executing the withdrawal ?	Withdrawal program documented covers this aspect-	yes	
b)Is there a documented procedure available for withdrawals covering the following: • notification to relevant interested parties • handling of withdrawn products as well as affected lots of products still in stock, and the sequence of actions to be taken • withdrawn products secured or held under supervision until they are destroyed, used for purposes other than originally intended, determined to be safe for the same (or other) intended use, or reprocessed in a manner to ensure they become safe	N.R.		
c)Are the cause, extent and result of a withdrawal recorded and reported to top management as input to the management review?	Records and Formats are available	yes	
d)Does the organization verify and record the effectiveness of the withdrawal programme through the use of appropriate techniques (e.g. challenge testing, mock withdrawal or practice withdrawal)?			
8 Validation, verification and improvement of the FSMS			
8.1 General			
a)Does the food safety team plan and implement the processes needed to validate control measures and/or control measure combinations, and to verify and improve the food safety management system?			

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
8.2 Validation of control measure combinations			
a) Does the organization validate (prior to implementation of control measures to be included in operational PRP(s) and the HACCP plan and after any change therein) that • the selected control measures are capable of achieving the intended control of the food safety hazard(s) for which they are designated? • the control measures are effective and capable of, in combination, ensuring control of the identified food safety hazard(s) to obtain end products that meet the defined acceptable levels?			
c)Are the control measure and/or combinations thereof modified and re-assessed when the result of the validation shows that one or both of the above elements cannot be confirmed?			
8.3 Control of monitoring and measuring			
a) Are there evidences that the specified monitoring and measuring methods and equipment are adequate to ensure the performance of the monitoring and measuring procedures?	Yes. PRP documented for calibration	Yes.	3.5.2 of Section III of manual
b) Are the measuring equipment and methods used • calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards? • Is the basis used for calibration or verification recorded, where no such standards exist? • adjusted or re-adjusted as necessary? • identified to enable the calibration status to be determined? • safeguarded from adjustments that would invalidate the measurement results? • protected from damage and deterioration?	Yes.	Yes.	—
c)Are records of the results of calibration and verification maintained?	Yes.		Calibration records

h) Is the confirmation of computer software undertaken prior to initial use and reconfirmed as necessary?			
8.4 FSMS verification			
a)Is there a documented procedure for internal audits ?	Int - Audit Procedure is available	✓	
b)Is an audit program planned, taking into consideration the importance of the processes and areas to be audited, as well as any updating actions resulting from previous audits?	—		
c)Are the audit criteria, scope, frequency and methods defined?	—	Yes	
d) Do the selection of auditors and the conduct of audits ensure objectivity and impartiality of the audit process?	—	Yes	
e) Are the responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records defined in documented procedure?	—	Yes	
f) Does the management responsible for the area being audited ensure that actions are taken without undue delay to eliminate detected nonconformities and their causes?	—	Yes	

g) Do follow-up activities include the verification of the actions taken and the reporting of verification results?	-	yes	
h) Does the food safety team systematically evaluate the individual results of planned verification?	FST responsible is documented and FST	yes	
i) Does the organization take action to achieve the required conformity, when verification does not demonstrate conformity with the planned arrangements?	Beneficial plans and		
j) Does action taken for achieving the required conformity include (but is not limited to), review of • existing procedures and communication channels? • the conclusions of the hazard analysis, the established operational PRP(s) and the HACCP plan? • the PRP(s)? • the effectiveness of human resource management and of training activities?	address this deficiency in more det	OBS	
k) Does the food safety team analyze the results of verification activities, including the results of the internal audits and external audits?	-		
l) Is the analysis carried out in order • to confirm that the overall performance of the system meets the planned arrangements and the food safety management system requirements established by the organization? • to identify the need for updating or improving the food safety management system? • to identify trends which indicate a higher incidence of potentially unsafe products? • to establish information for planning of the internal audit programme concerning the status and importance of areas to be audited? • to provide evidence that any corrections and corrective actions that have been taken are effective?	-	✓	

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
m) Are the results of the analysis and the resulting activities recorded and reported, in an appropriate manner, to top management as input to the management review?			
n) Are the results of the analysis and the resulting activities used as an input for updating the food safety management system?			
8.5 Improvement			
a)Does top management ensure that the organization continually improves the effectiveness of the food safety management system through the use of: • Communication & management review, • Internal audit & evaluation of individual verification results, • analysis of results of verification activities, • validation of control measure combinations, • corrective actions and food safety management system updating?			
b)Does top management ensure that the food safety management system is continually updated?			
c) Does the food safety team evaluate the food safety management system at planned intervals in order to achieve that FSMS is continually updated?			
d)Does the team consider whether it is necessary to review the hazard analysis, the established operational PRP(s) and the HACCP plan?			
e) Are the evaluation and updating activities based on input from communication, external as well as internal and input from other information concerning the suitability, adequacy and effectiveness of the food safety management system?			