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 requirements are in par with ISO 22000:2005.	Compliance	Food safety manual
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?	A documented procedure covering the requirements of Clause 4.2.2 of ISO 22000:2005	Compliance	2.11.1 of Section II of FSMS manual Page 7 of 16
b) Has the organization identified the changes and the current status of documents?	Yes. A sample was taken and found that it is properly identified. Eg. HACCP plan, Pre-requisite programs, Objective monitoring table	Compliance	HACCP plan, Pre-requisite programs, Objective monitoring table
c) Has the organization identified externally originated documents necessary for the FSMS and is their distribution controlled and the responsibility for external documents identified?	Externally originated documents identified as ISO 22000 : 2005, Food Act 26 of 1980 and SLS 143 : 1999 and their distribution controlled.	Compliance	List of External documents
e) Are the current documents available at relevant points of use with proper references?	Yes. A sample of documents was inspected and found to be in order. Eg. Cooking temperature monitoring log sheet, Holding temperature monitoring log sheet	Compliance	SF/KIT/F/01 SF/KIT/F/02
f) Is there a mechanism to recall obsolete documents and if retained are they suitably identified?	Obsolete documents are disposed.	Compliance	Section II Page 8 of 16
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?	Documented procedure available covering the requirements of ISO 22000:2005.	Compliance	2.12.1 Section II

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?	Yes	Compliance	2.12.1 Section II
c) Are the quality records properly indexed, filed, legible and retrievable and stored to prevent damage or loss?	Yes. A sample of records were checked and found to be in order. Eg. Customer complaint record, Employee health & hygiene check list	Compliance	SF/FSTL/F/02 SF/FB/F/02
5. Management Responsibility			
5.1 Top Management Commitment			
a) Is there evidence for management commitment to Food Safety system application?	Manager and the Group Chef were interviewed and found that they are committed.	Compliance	---
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?	Food safety policy supported by measurable objectives and communicated to relevant personnel.	Compliance	----
5.3 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	Responsibility and authority of the food safety team has been defined.	Compliance	Food Safety Team
5.4 Food safety team leader			
a)Has the top management appointed a Food Safety Team Leader and defined the responsibilities and authorities?	Yes.	Compliance	Food safety manual
5.5. Responsibilities and authorities			
a) Has the organization defined the responsibility and authority of the Food Safety Team?	Yes.	Compliance	Food safety manual Section II

ISO 22000 REQUIREMENT	Observation	COMPLIANCE/NO	RELEVANT COMPANY DOC.
b) Does the responsibility and authority 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	Reporting matters on the effectiveness and suitability of the FSMS to the top management is not included in the responsibilities of the Food Safety Team Leader.	Non compliance **NCR 01**	Annexure 2
5.6 Internal communication a) Has the organization established , implemented and maintained effective arrangements for communicating with personnel on issues having an impact on food safety ?	Yes.	Compliance	Food safety manual Section II
5.7 Emergency preparedness and response			
a) Does the company have emergency preparedness and response procedures in place?	Fire, flooding have been identified as potential emergency situations.	Compliance	----
b) Have they been verified?	Yes. Fire drills have been conducted.	Compliance	Records
5.8 Management review			
a) Is a Management Review activity carried out as required? Is it effective?	Management Review Meetings conducted as per the frequency defined in the manual.	Compliance	Management Review Meeting Minutes
b) Does this review include assessing opportunities for improvement and the need for changes to the food safety management system, including food safety policy?	Yes.	Compliance	Management Review Meeting Minutes

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
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?	Management review inputs as per ISO 22000 : 2005 requirements.	Compliance	Management Review Meeting 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.	Compliance	MRM follow up
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?	Resources necessary for the FSMS have been provided.	Compliance	MRM follow up
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 has been provided and the training plan was available.	Compliance	Training calender
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?	A Consultant has been contracted for the development, documenting and implementation & agreement signed.	Compliance	Agreement doc.

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE	RELEVANT COMPANY DOC.
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?	Training in food safety has been conducted and records were available for review. Effectiveness of training has been evaluated.	Compliance	Training file
6.3 Infrastructure			
a) Does the organization provide the infrastructure for the establishment and maintenance of the infrastructure needed to implement the requirements of ISO 22000 standard?	Infrastructure necessary for the implementation of the FSMS have been provided by the organization.	Compliance	----
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 smooth implementation of the FSMS have been provided by the organization.	Compliance	----
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?	Processes necessary for the realization of safe food have been planned and implemented.	Compliance	Flow charts

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
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?	Pre-requisite programs have been documented and implemented. However it was observed that a gap exists between the main door & the frame at the main kitchen.	Non-compliance **NCR 02**	PRP doc.
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?	Yes.	Compliance	PRP doc.
c) Has the organization planned their verifications and maintain records of verification ?	Yes.	Compliance	Verification plan
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?	Yes.	Compliance	Hazard analysis chart

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
7.3.2 Food safety team			
a) Has a food safety team been appointed?	Yes.	Compliance	Food safety manual
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?	Yes.	Compliance	Training records
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?	Food grade materials available for raw materials and packing materials.	Compliance	Relevant food grade certificates
b)Has the organization identified relevant statutory and regulatory food safety requirements related to the above?	Yes. ISO 22000:2005, SLS 143 and Food Act No. 26 of 1980 available.	Compliance	External document file
7.3.4 Characteristics of end products & intended use			
a) Has the organization described the characteristics of end products?	Yes.	Compliance	Food safety manual
b) Is the intended use described?	Yes.	Compliance	Food safety manual
7.3.5 Flow diagrams, process steps and control measures			
b) Are flow diagrams clear, accurate and sufficiently detailed?	Yes.	Compliance	Food safety manual Annexure I

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c) Do the flow diagrams describe the existing control measures, process parameters or procedures that may influence food safety ?	Yes.	Compliance	Food safety manual
d)Have they been verified?	Yes.	Compliance	Records
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 conducted.	Compliance	Hazard analysis doc.
b)Are all food safety hazards which occur in relation to the type of product, type of process and actual processing facilities identified and recorded?	Yes.	Compliance	Inspection log Inspection at bagging
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.	Yes.	Compliance	Hazard analysis doc.
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?	Yes.	Compliance	Hazard analysis doc.
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?	Statutory and regulatory requirements have been taken into consideration.	Compliance	Hazard analysis doc.

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
f) Are the justification for, and the result of, the determination of the acceptable level of the food safety hazard recorded?	Yes.	Compliance	Hazard analysis doc.
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?	Yes.	Compliance	Hazard analysis doc.
h) Is the methodology used for hazard described?	Yes.	Compliance	Food safety manual
i) Are other control measures implemented as operational PRPs?	Yes.	Compliance	Food safety manual
7.5 Establishing the operational prerequisite programs (PRPs)			
a) Are the operational PRPs documented?	OPRPs have been documented. OPRP for thawing has not been included the time as a parameter in the OPRP plan.	Non-compliance **NCR 03**	Food safety manual
b) Do the operational PRPs include the following information for each program: • food safety hazard(s) to be controlled by the program & control measures? • 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, authorities and record(s) of monitoring?	Yes.	Compliance	Food safety manual
7.6 Establishing the HACCP plan			
a) Is the HACCP plan documented?	Yes.	Compliance	Food safety manual

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
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 limits? • monitoring procedure(s)? • corrections and corrective action(s) to be taken if critical limits are exceeded? • responsibilities and authorities? g) record(s) of monitoring?	HACCP Plan available and six CCPs, six (06) OPRPs have been identified but CCP monitoring records were not available.	Compliance	HACCP Plan
c) Does the monitoring system consist of relevant procedures, instructions & records covering: • measurements or observations that provide results within an adequate time frame? • monitoring devices used & applicable calibration methods? • monitoring frequency, record requirements and methods? • responsibility & authority related to monitoring & and evaluation of monitoring results?	Yes.	Compliance	
7.7 Updating of preliminary information and documents specifying the PRPs and the HACCP plan			
a) Does the organization update the following in operational PRP(s) and/or the HACCP plan, if necessary: • product characteristics? • intended use? • flow diagrams & process steps? • control measures?	Yes. As and when necessary.	Compliance	Food safety manual

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
b)Are the HACCP plan and the procedures and instructions specifying the PRP(s) amended, If necessary?	Yes.	Compliance	Food safety manual
7.8 Verification planning			
a)Does verification planning define the purpose, methods, frequencies and responsibilities for the verification activities?	Verification plan available however the verification activities planned and documented for CCPs & OPRPs does not describe the method of verification and responsibilities.	Non-compliance **NCR 04**	Verification plan
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?	Yes.	Compliance	Food safety manual
c) Are verification results recorded and communicated to the food safety team?	Yes.	Compliance	Food safety manual
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?	Yes.	Compliance	Food safety manual
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?	Batch number is printed on the pack which is traceable to the supplier.	Compliance	Order Form

b) Is the traceability system able to identify incoming material from the immediate suppliers and the initial distribution route of the end product?	Yes.	Compliance	Batch records
7.10 Control of nonconformity			
7.10.1 Corrections			
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?	Yes.	Compliance	HACCP plan
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?	Documented procedure available covering the requirements of ISO 22000.	Compliance	2.14.2.1
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?	Yes.	Compliance	2.14.2.1
d)Is the evaluation recorded?	Yes.	Compliance	2.14.2.1
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?	Yes.	Compliance	Corrective action records

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
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?	Yes.	Compliance	2.14.2.5
b)Are corrective actions initiated when critical limits are exceeded or when there is a lack of conformity with operational PRP(s)?	Yes.	Compliance	Corrective action reports
c) Has the organization established and maintained 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?	Yes.	Compliance	2.14.2.5
d) Are corrective actions recorded?	Yes.	Compliance	Corrective action reports
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?	Yes.	Compliance	2.14.2.2
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?	Yes.	Compliance	2.14.2.2
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?	Yes.	Compliance	2.14.2.2

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
d)Are the controls and related responses and authorizations for dealing with potentially unsafe products documented?	Yes.	Compliance	2.14.2.2
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 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 affected lot complies with the identified acceptable levels for the food safety hazard(s) concerned?	Yes.	Compliance	2.14.2.2
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?	Yes.	Compliance	2.14.2.2
7.10.4 Withdrawals			
a)Has top management appointed personnel having the authority to initiate a withdrawal & personnel responsible for executing the withdrawal ?	Yes.	Compliance	2.14.2.2
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	Yes. Documented procedure available.	Compliance	2.14.2.4

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
c)Are the cause, extent and result of a withdrawal recorded and reported to top management as input to the management review?	Yes. Provision available.	Compliance	2.14.2.2
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)?	Yes. Provision available.	Compliance	2.14.2.2
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?	Yes. Provision available.	Compliance	FSMS manual
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?	Yes. Provision available.	Compliance	FSMS manual
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?	Yes. Provision available.	Compliance	FSMS manual

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPANY DOC.
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.	Compliance	FSMS manual Section III
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.	Compliance	FSMS manual Section III
a) Are records of calibration and verification maintained ?	Yes.	Compliance	Calibration records
d) Is the confirmation of computer software undertaken prior to initial use and reconfirmed as necessary?	Yes.	Compliance	FSMS manual Section III
8.4 FSMS verification			
a)Is there a documented procedure for internal audits defining the audit criteria, scope, frequency, methods, responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records?	Yes.	Compliance	2.15.2.1 FSMS manual Section II
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?	Yes.	Compliance	Audit schedule

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPNAY DOC.
c) Do the selection of auditors and the conduct of audits ensure objectivity and impartiality of the audit process?	Yes.	Compliance	FSMS manual Section II
d) 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.	Compliance	FSMS manual Section II
e) Do follow-up activities include the verification of the actions taken and the reporting of verification results?	Yes.	Compliance	FSMS manual Section II
f) Does the food safety team systematically evaluate the individual results of planned verification?	Yes.	Compliance	FSMS manual Section II
g) Does the organization take action to achieve the required conformity, when verification does not demonstrate conformity with the planned arrangements?	Yes.	Compliance	FSMS manual Section II
h) is action taken for achieving the required conformity include 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?	Yes.	Compliance	FSMS manual Section II
i) Does the food safety team analyze the results of verification activities, including the results of the internal audits and external audits?	Yes.	Compliance	MRM minutes

ISO 22000 REQUIREMENT	OBSERVATION	COMPLIANCE YES/NO	RELEVANT COMPNAY DOC.
j) Is the analysis carried out in order to • confirm that the overall performance of the system meets the planned arrangements and the FSMS requirements established by the organization? • identify the need for updating or improving the food safety management system? • identify trends which indicate a higher incidence of potentially unsafe products? • establish information for planning of the internal audit programme concerning the status and importance of areas to be audited? • provide evidence that corrections and corrective actions taken are effective?	Yes.	Compliance	MRM minutes
k) Are the results of the analysis and the resulting activities recorded, reported & used as an input for updating the FSMS?	Yes.	Compliance	MRM minutes
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 & FSMS updating?	Yes. Infrastructure has been improved and some new equipment has been introduced.	Compliance	MRM minutes
b) Does the food safety team evaluate the food safety management system at planned intervals in order to achieve that FSMS is continually updated?	Yes.	Compliance	MRM minutes
c)Does the team consider whether it is necessary to review the hazard analysis, the established operational PRP(s) and the HACCP plan?	Yes.	Compliance	MRM minutes
d) 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?	Yes.	Compliance	MRM minutes