



ISO/TC 34/SC 17
Management systems for food safety

Chair: Mr. Jacob Faergemand: jacob.faergemand@dk.bureauveritas.com
Secretariat: Ms. Carina Dalager cad@ds.dk, Ms. Mette Sandager mjs@ds.dk



Doc. ref. **N 518**

Date: 2018-05-08

Subject: Recommendation from the Task Group on Guides on how to proceed with making guidance documents
Remark: Output of resolution No. 168 (Schiphol)
Action: Vote on CIB ballot
Deadline: 2018.06.10

Dear All

At the Schiphol meeting SC 17 decided for a group to make a recommendation on how to proceed with making guidance documents, see the resolution below.

Please vote on the CIB ballot:

- Do you agree to develop a handbook based on the recommendations from the task group N518?
- Do you agree to create a SC17 task group for the hand book with Didier Sebeon (AFNOR) as project leader?

If you have any comments on the proposed content, deliverable or structure please submit these comments with your vote.

Best regards

Jacob, Carina and Mette





No.	Resolution
168	<p>RESOLUTION 168 (Schiphol 2017) ISO/TC 34/SC 17 decides the following according to the discussion on agenda item 5.3 Strategy on the guides</p> <ul style="list-style-type: none">a) Ask WG 8 to make recommendations on subjects in ISO 22000 where there is a need for comprehensive guidance in order to meet stakeholder and market needsb) To create a task group on guides that will make recommendations for SC 17 on how to proceed with making guidance documents - taking the recommendations from WG 8 into consideration.c) The task group on guides will make recommendations for SC 17 on<ul style="list-style-type: none">- How shall guidance be structured?- How to cover SME needs and other relevant stakeholder needs;- How to cover the relevant subjects in ISO 22004, How to Use and Fitness checker in one or more documents.d) The task group on guides will be:<ul style="list-style-type: none">- Albert Chambers (SCC)- Paul Besseling (NEN)- Stefano Cardinali (UNI)- Goichiro Yukawa (JISC)- Didier Sebeon (AFNOR) (co-project leader)- Hanne Benn-Thomsen (DS)- Paul Cordes (ANSI)- Timothy Adetunji (Nigeria)- Lianey Yeap (SPRING SG) (co-project leader)- Wiem Jmour (INNORPI)- Veronique Baillon (AFNOR)- Veronica Viscovich (IRAM)- Liu Peng (SAC)- Carolyn Lee (GS1)e) The recommendations from the task group will be reviewed by the secretariat and send to ISO/TC 34/ SC 17 for confirmationf) The task group for guides shall begin their work as soon as possible and have a recommendation for the SC 17 no later than 1 st of March 2018. <p>The development of the guide(s) shall begin as soon as ISO 22000 is approved at FDIS</p>





Letter from the guidance group:

Dear SC17

On behalf of the 'Recommendation on guide(s) for ISO 22000' Task Group, Lianey and I are forwarding you the result of our thoughts on this subject.

The aim of our Task Group is to provide an answer regarding the need for one or more guidance documents on ISO 22000:201X.

Taking into account the majority of the comments received from the Task Group members it seems that the revision of the Handbook 'How to use ISO 22000?' is a practical approach.

Our main goal is to provide a useful and successful document. This document should provide guidance to the end users on how to implement a robust and useful Food Safety Management System based on ISO 22000:201X, it is not, in our view to provide a step by step document for guidance in order to pass the certification process, which could lead to the belief that the main Standard is so unclear as to need "requirement by requirement" explanation.

End user means:

- Beginners: organizations or other stakeholders which would like to implement or to develop for the first time an interest on a FSMS based on ISO 22000:201X
- Advanced: organizations which have already implemented an FSMS based on ISO 22000:2005 and would like to update their system to ISO 22000:201X.

The added value of our new 'How to use ISO 22000?' will be to convince more and more organizations to use ISO 22000:201X principles on a day to day basis for their Food Safety Management System.

We are hoping that the presentation (see below) will provide a consensual framework on how to move forward with our objective, of course this presentation is a proposal which can be perfected if needed, as work progresses.

We are aware that the final decision about this project will be taken by the SC 17.

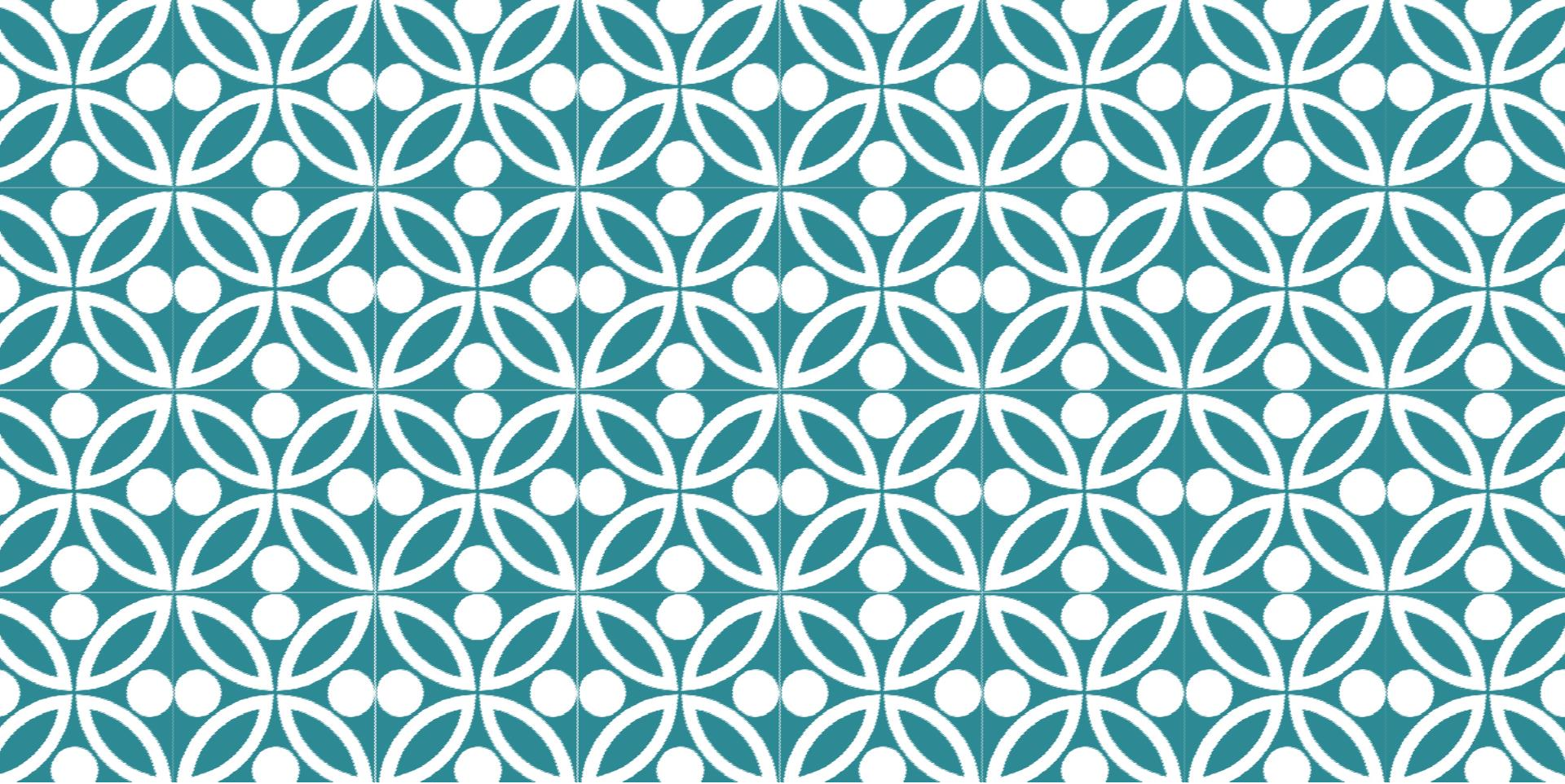
Please feel free to contact us if you need further explanation.

Kind regards

Didier & Lianey

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GUIDANCE DOCUMENT WORK PROPOSAL

To: ISO/TC 34/SC 17

From: the Task Group 'Recommendation on guide(s) for ISO 22000'

Didier SEBEON

(co-project leader)

Lianey YEAP

(co-project leader)

OUR OBJECTIVES

Based on SC17 Resolution 168

ISO/TC 34/SC 17 would like a suggestion on :

- How to proceed with making guidance document or documents including all relevant subjects covered in:
 - The fitness checker;
 - How to use;
 - ISO 22004:2014.
- How to include the subjects suggested to be covered in a guide during the last ISO/TC 34/SC 17/WG 8's meeting (see document WG 8 N 145) ;
- The structure of the guide(s);
- How to ensure coherence if the suggestions is to make several guides;
- How to cover SME needs and other relevant stakeholder needs.

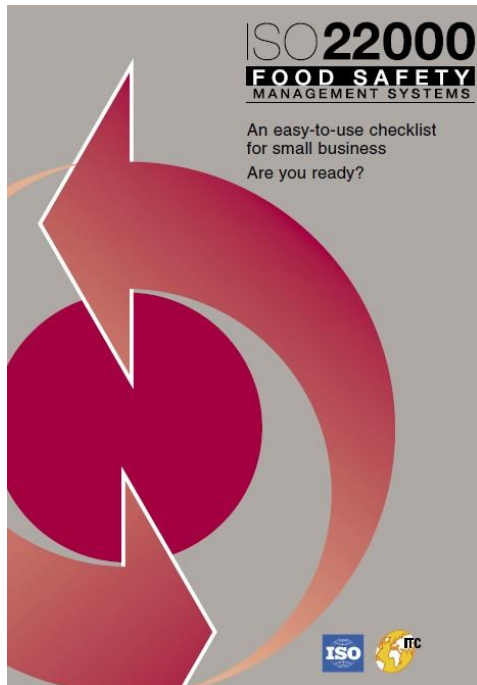
❖ **Result:**

Useful and user friendly guidance document(s), easy to read and to understand, always work in consensual approach.

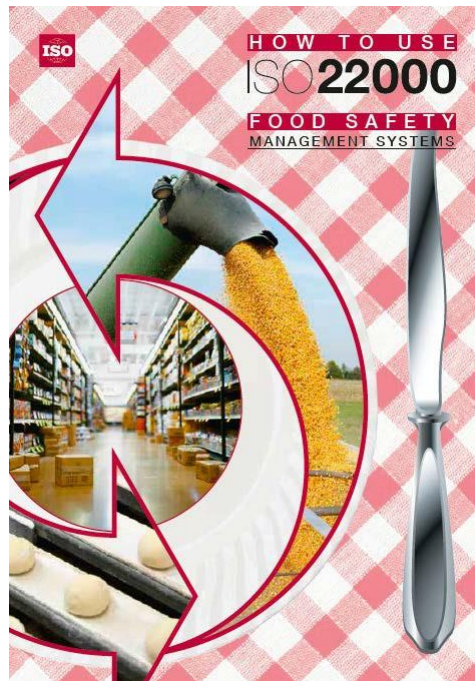
MEMBERS OF TASK GROUP FOR RECOMMENDATION ON GUIDE(S) FOR ISO 22000

Name	Country
Didier Sebeon (co-project leader)	France
Lianey Yeap (co-project leader)	Singapore
Albert Chambers	Canada
Paul Besseling	Netherlands
Stefano Cardinali	Italy
Hanne Benn-Thomsen	Denmark
Goichiro Yukawa	Japon
Paul Cordes	USA
Veronica Viscovich	Argentina
Timothy Adetunji	Nigeria
Jmour Wiem	Tunisie
Bakohery Ravoï	France
Véronique Baillon	France
Liu Peng	China
Carolyn Lee	GS1
Mette Sandager	Denmark

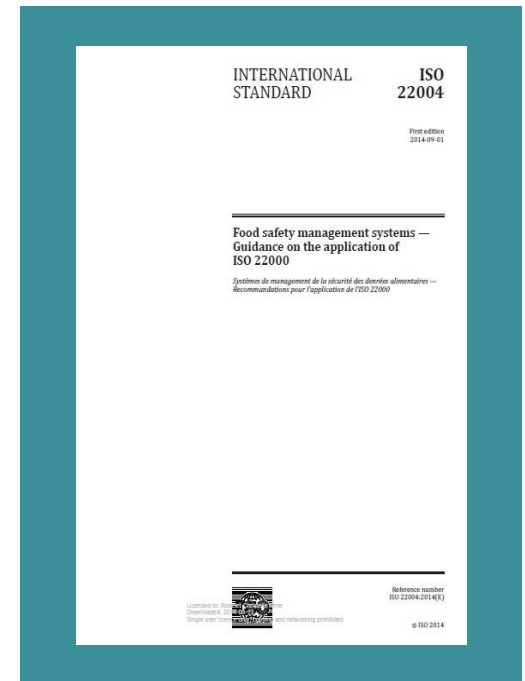
EXISTING GUIDANCE DOCUMENTS



2007



2013



2014

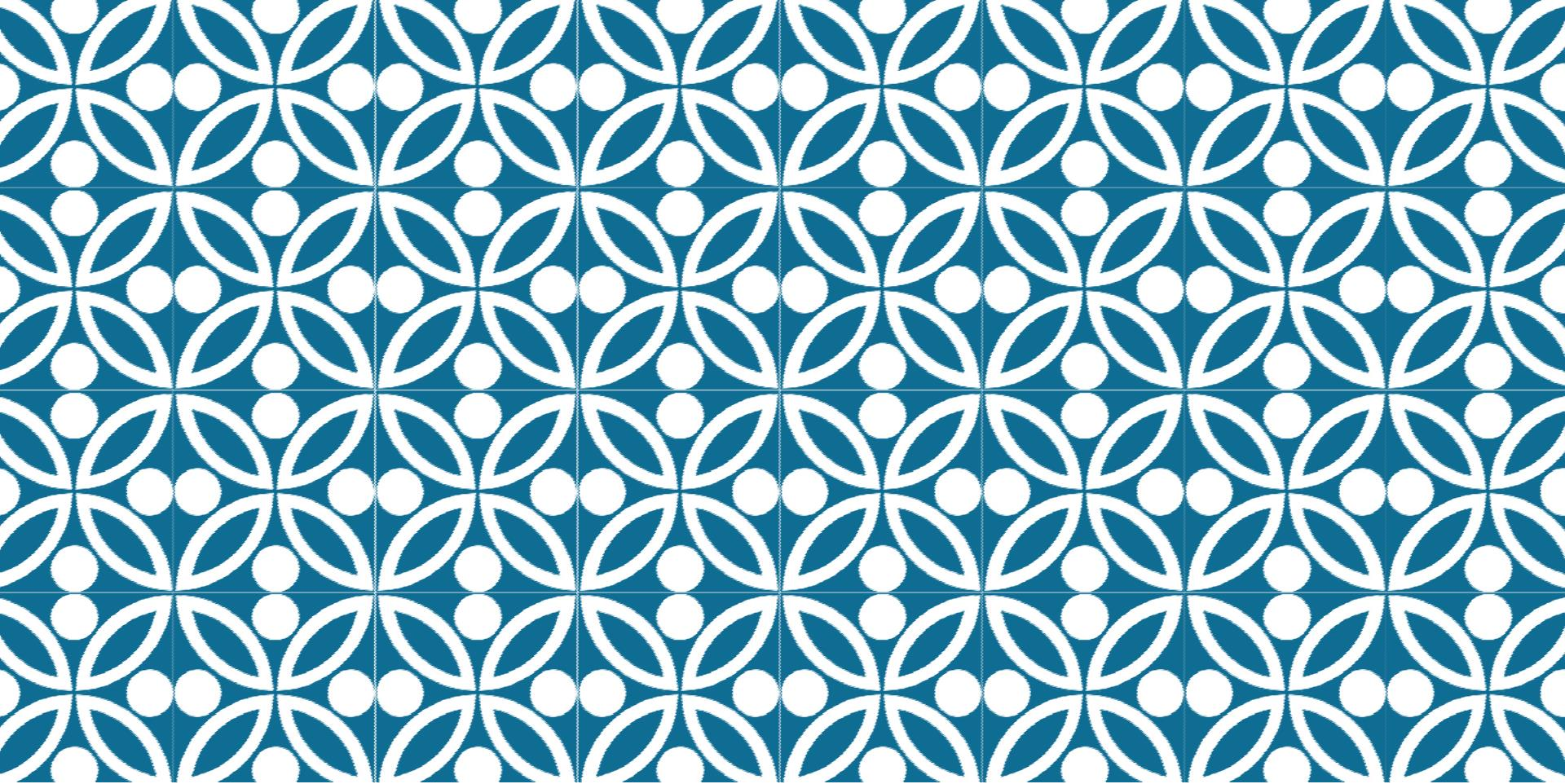
OUR TWO ALTERNATIVES....

Start from scratch: Create a 'New Document'

- Pros: New structure, New content
- Cons: Development Cost
 - Time,
 - Mobilisation of experts for several meetings,
 - Communication to the public (can be perceived as “another guidance document” ...).

Use the structure of one of the existing guidance document and align it with the content of the future ISO 22000:201X

- Pros: Cost effective option
 - Less time consuming for the experts,
 - Structure already exist => Update,
 - Communication to the public => New Standard = An Update.
 - Allows extra time to focus on ‘the format of publication’, such as an Handbook or as an electronic version
- Cons: nothing identified at this present time.



PROPOSAL ON HOW TO FULFILL OUR OBJECTIVES

PROPOSAL

Why choosing to use 'How to use ISO 22000' as the base document?

- The uncertain future of ISO 22004:2014
- The most recent guidance document on ISO 22000 as a Handbook on the ISO publications
- The scope and the structure of 'How to use ISO 22000' is fully compatible with our suggested objectives by ISO/TC 34/SC 17
 - Consensual pedagogic approach close to the mother standard
 - Written by International Experts in the 'same frame of mind' as Food Safety Team leader
 - Easy to read
 - Easy to understand
 - Easy access to SME's and other relevant stakeholders



See the slide regarding the Historical Background of development of 'How to use ISO 22000'.

PROPOSED TARGET

ISO 22000:201X

Based on the text
of
FDIS version

+

'The Shopping list'
provided by
ISO/TC 34/SC 17/WG 8
(document WG 8
N 145)

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PROPOSAL ON HOW TO PROGRESS

Taking into account the following as a Prerequisite:

- Existing structure and content of How to Use ISO 22000
- High Level Structure (HLS) ;
- ISO 22004:2014 ;
- The latest draft of ISO 22000:201X (FDIS version) ;
- The 'shopping list' document provided by ISO/TC 34/SC17/WG 8 (N 145).

Carrying out 'a gap analysis' between the above existing documents

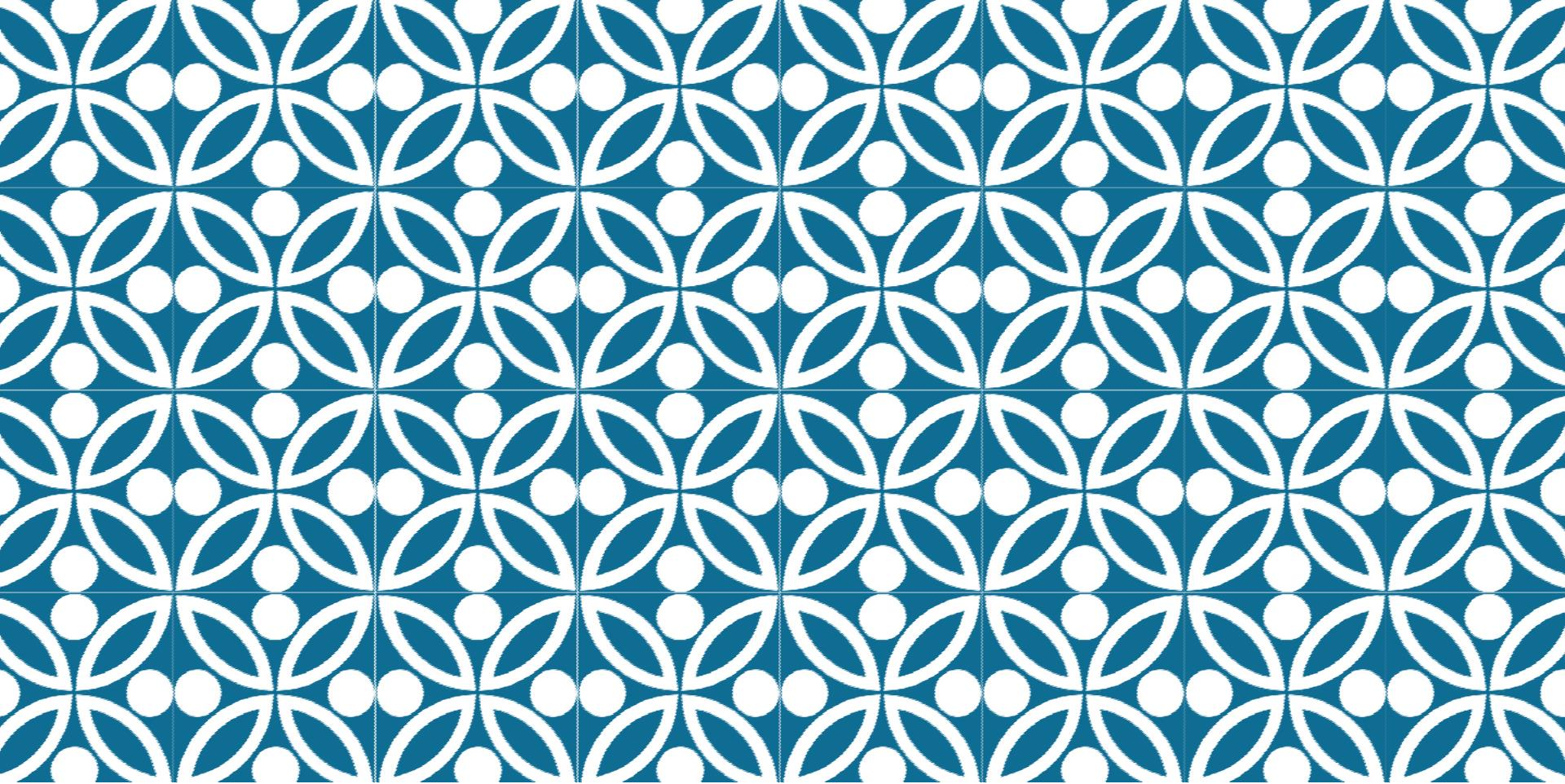
Establishing a new 'table of contents'

(for example, add a new chapter regarding HLS)

Using the new 'table of contents' as a guideline when revising the 'How to Use ISO 22000'

Other points which can be discussed:

- The final format of the document (electronic or handbook or both) – recommendation to be made to SC 17.
- Estimation regarding the planning to produce the future Guidance Document



HISTORICAL BACKGROUND OF DEVELOPMENT OF « HOW TO USE ISO 22000? »

Extracts from ISO/TC 34/SC 17/WG 3 presentation - 2011/09/22
DOCUMENT TO SC 17 FROM TASK GROUP FOR RECOMMENDATION ON GUIDE(S) FOR ISO 22000 – 2018-02-16

SCOPE OF “HOW TO USE ISO 22000?” 2013

This document is intended to provide generic guidance to assist organizations (mainly small and medium organizations) that recognize the potential benefits of implementing Food Safety Management System in accordance with ISO 22000:2005. Because of their size these organizations very often do not know “how to implement” such a management system and the “involvement needed”.

TARGET OF “HOW TO USE ISO 22000?” 2013

This “handbook” is not intended to be used by certification bodies to audit organizations seeking ISO 22000 certification.

This document is meant to explain “the process approach” used in ISO 22000:2005 and to offer guidance through the main clauses of the standard without altering its requirements.

The corpus of the document will also include a focus on other existing approaches e.g.: ISO/TS 22004 and ISO's “Are you ready?”.

WRITING RULES OF “HOW TO USE ISO 22000?” 2013

- Try to get « into the same framework » of the company Food Safety Team leader.
- Avoid standardization vocabulary: in the corpus of the handbook, the ISO 22000 vocabulary is used. However, in order to facilitate the comprehension, a glossary has been added.
- Always think that the content will be applied mainly by SMEs and Developing Countries.

CONTENT OF “HOW TO USE ISO 22000?” 2013

- Introduction
 - ◆ Scope
 - ◆ Guide principles
- Glossary
- Chapter 1 « *Management commitment and internal organization* »
- Chapter 2 « *The implementation of good practices, pre-requisite programmes (PRPs)* »
- Chapter 3 « *Hazard analysis and control of remaining hazards (oPRPs and/or CCPs)* »
- Chapter 4 « *Verification of the food management system* »
- Chapter 5 « *Basic information on the process of certification of FSMS according to ISO 22000:2005* »

CONTENT OF “HOW TO USE ISO 22000?” 2013

- Glossary

- ◆ The ISO 22000 terminology is used throughout this handbook.

- ◆ NOTE: The definitions provided by the glossary below are in no way to be considered as a revised version of the original ISO 22000/ISO 9001 standard definitions. The definitions must be considered there as purely to help in the understanding of the text.

Example:

- ◆ Organization: A group of people and facilities with an arrangement of responsibilities, authorities and relationships; also named as company, corporation, firm, enterprise, institution, charity, association.

CONTENT OF “HOW TO USE ISO 22000?” 2013

- Each chapter, excepted chapter 5, consists of the following:

Key points

Steps that must be accomplished before moving on the next chapter

Objectives of this chapter?

This paragraph is an explanation regarding the meaning of the chapter subject within the framework of the standard.

In any case, this paragraph cannot be substituted by the original text of ISO 22000.

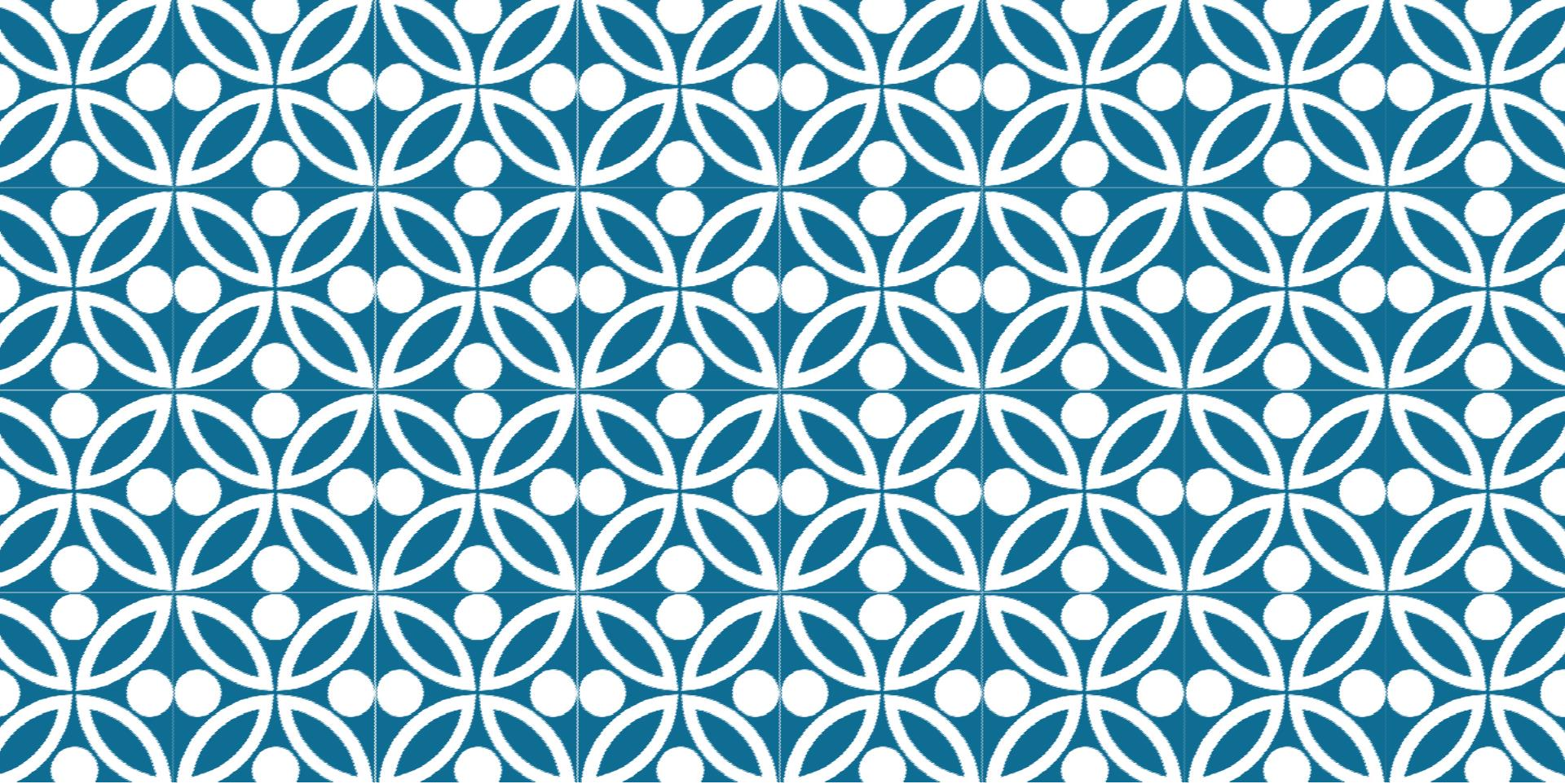
CONTENT OF “HOW TO USE ISO 22000?” 2013

- Themes covered by the chapter

Each theme is described as a task. Each task is described as followed:

Task: action to be done

- ◆ Reference: ISO 22000:2005 Main section
- ◆ Your main aim should be to:
 - Topic 1
 - Topic 2
- ◆ Practical advice
- ◆ Type of document/s that could be used to respond to the requirements of the standard: example/s:
- ◆ Type of record/s that you may use to demonstrate compliance with the requirements of the standard: example/s
- ◆ What questions do you need to ask yourself (to which you must be able to reply in the affirmative!) before continuing?



PROPOSAL FOR DEVELOPMENT OF « HOW TO USE ISO 22000? » 201X

END USER TARGET FOR “HOW TO USE ISO 22000?” 201X (PROPOSAL)

In order to provide useful and practicable guidance to organizations implementing a Food Safety Management System (FSMS) based on ISO 22000:201X, the new version of ‘How to Use ISO 22000?’ should encompass two levels of organizations:

- Beginners: organizations or other stakeholders which would like to implement or to develop for the first time an interest for a FSMS based on ISO 22000:201X
- Advanced: organizations which have already implemented an FSMS based on ISO 2200:2005 and would like to update their system to ISO 22000:201X.

SCOPE OF “HOW TO USE ISO 22000?” 201X (PROPOSAL)

This document is intended to provide generic guidance to assist organizations that recognize the potential benefits of implementing *Food Safety Management System* in accordance with ISO 22000:201X. Some of these organizations need to be assisted on "how to implement such a management system and the involvement needed".

TARGET OF “HOW TO USE ISO 22000?” 201X (PROPOSAL)

This ‘handbook’ is not intended to be used by certification bodies to audit organizations seeking ISO 22000 certification.

This document is meant to explain HLS and the link to “the process approach” using the concept of the PDCA cycle at the two levels mentioned in ISO 22000:201X and to offer guidance through the main clauses of the standard without altering its requirements.

WRITING RULES OF “HOW TO USE ISO 22000?” 201X (PROPOSAL)

- Try to get « in the same frame of mind » of the company Food Safety Team leader.
- Avoid standardization vocabulary: in the corpus of the handbook, the ISO 22000 terminology will be used. However, in order to facilitate the understanding, a glossary will be added to explain pedagogically the terminology used.
- When writing always think that the content will be applied mainly by SMEs.

CONTENT OF “HOW TO USE ISO 22000?” 201X (PROPOSAL FOR THE STRUCTURE OF THE HAND BOOK 1/2)

- Preamble
Taking into account of the two types of end users – guidance linked to ISO 22000:201X will be clearly highlighted throughout the handbook by using a dedicated logo.
- Introduction
 - ◆ Scope
 - ◆ Guide principles
 - ◆ Link to the “new” chapters of the ISO 22000:201X version will be established through an dedicated appendix, this will help the users to find an answer to their targeted topics.
- Glossary
- Chapter 1: HLS, two PDCA cycles and Risk-based thinking in ISO 22000 context
- Chapter 2: *Management commitment and internal organization*

CONTENT OF “HOW TO USE ISO 22000?” 201X (PROPOSAL FOR THE STRUCTURE OF THE HAND BOOK 2/2)

- Chapter 3: *The implementation of good practices, pre-requisite programmes (PRPs)*
- Chapter 4: *Hazard analysis and control of remaining hazards (OPRPs and/or CCPs) and verification of HACCP*
- Chapter 5: *Performance evaluation and improvement of the Food Safety Management System*
- Chapter 6: *Basic information on the process of certification of FSMS according to ISO 22000:201X*
- Appendix: Link to the “new” chapters of the ISO 22000:201X version

CONTENT OF “HOW TO USE ISO 22000?” 201X (PROPOSAL FOR GUIDING PRINCIPLES)

GUIDING PRINCIPLES

- Each chapter, excepted chapter 6, consists of the following:

Key points

Steps that must be accomplished before moving on the next chapter

Objectives of this chapter?

This paragraph is an explanation regarding the meaning of the chapter subject within the framework of the standard.

In any case, this paragraph cannot be substituted by the original text of ISO 22000:201X.

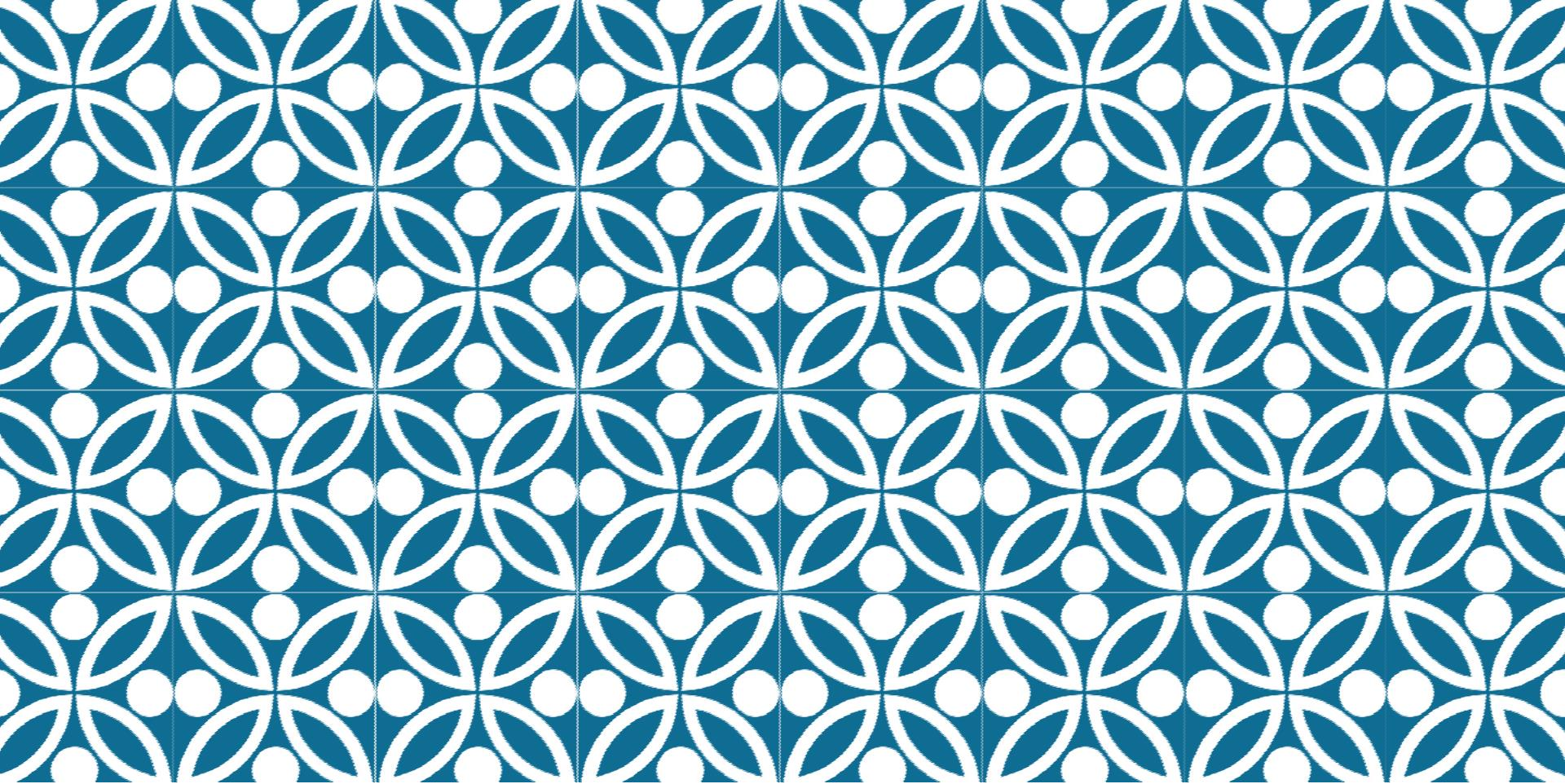
CONTENT OF “HOW TO USE ISO 22000?” 201X (PROPOSAL FOR THE CONTENTS OF EACH CHAPTER)

- Themes covered by the chapter

Each theme is described as a task. Each task is described as followed:

Task: action to be done

- ◆ Reference: ISO 22000:201X Main section
- ◆ Identification, if applicable of new requirements (+ logo “new”)
- ◆ Your main aim should be to:
 - Description of action “x” to be implemented
 - Description of action “x+1” to be implemented
- ◆ Practical advice
- ◆ Addition of the ‘shopping list’s’ elements, if relevant to the chapter
- ◆ Type of documented information that could be used to respond to the requirements of the standard: example/s:
- ◆ Type of documented information that you may use to demonstrate compliance with the requirements of the standard: example/s
- ◆ What questions do you need to ask yourself (to which you must be able to reply in the affirmative!) before continuing?



THANK YOU !