


## FIC - Downloading FS&Q Signage - haccp.com User Guide

Last modified: 22 July 2020

This User Guide provides instructions for how to download FS&Q Signage from the haccp.com platform, including:

- 1. Downloading FS&Q Signage.

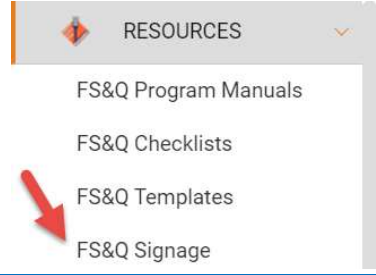

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!



**Benefits of using the haccp.com FS&Q Signage functionality:**

- Over 225 FS&Q Signage formats to download.
- Use our FS&Q Signage formats as provided or edit them to better suit your business operation.
- Save the time and human resources you previously allocated to formatting your own FS&Q Signage.
- Our FS&Q Signage formats are displayed systematically in alignment with the FS&Q Information available on haccp.com.
- Our team of Food Compliance Specialists regularly review and update FS&Q Signage formats in alignment with Best Practice and updated Food Compliance Standards.
- Download unlimited FS&Q Signage formats for display are your food business site.

...All this and more for only \$99 USD per year!

Step	1. Downloading FS&Q Signage												
1.a.	Login to your haccp.com account.												
1.b.	<p>Go to RESOURCES / FS&amp;Q Signage.</p>  <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>!</b> A current subscription to the haccp.com FS&amp;Q Signage functionality is required for full access.</p> </div>												
1.c.	<p>A Download All FS&amp;Q Signage Files Icon is provided at the top right of the page area.</p> <ul style="list-style-type: none"> <li>This allows Subscribed Users to download all of the available FS&amp;Q Signage at the click of a button.</li> </ul> <p>Home &gt; FS&amp;Q Signage</p>  <ul style="list-style-type: none"> <li>A .zip folder containing all available FS&amp;Q Signage will be downloaded according to your browser functionality and settings.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>!</b> Downloaded FS&amp;Q Signage formats will not include document controlled footers (Only FS&amp;Q Signage downloaded as part of FS&amp;Q Program Manuals will include document controlled footers). Download FS&amp;Q Signage formats can be manually edited as required.</p> </div>												
1.d.	<p>The FS&amp;Q Signage listing page shows all of the available Signage formats.</p> <ul style="list-style-type: none"> <li>A Search functionality is provided for User convenience.</li> <li>The columns of the display table including sorting functionalities for User convenience.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="background-color: #f4a460; padding: 5px; margin-bottom: 10px;">Signage Listing</p> <p>Show <span style="border-bottom: 1px solid black;">100</span> entries <span style="float: right;">Search: _____</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Title</th> <th style="text-align: left;">Food Standard Element</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td>Signage AIRGAS Food Grade Compressed Air</td> <td>Air and Gas Standards</td> <td style="text-align: center;"></td> </tr> <tr> <td>Signage AIRGAS Food Grade Gas</td> <td>Air and Gas Standards</td> <td style="text-align: center;"></td> </tr> <tr> <td>Signage ALLMAN Allergen Storage Only</td> <td>Allergen Management</td> <td style="text-align: center;"></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Individual FS&amp;Q Signage can be downloaded by clicking the download icon within the Action column.</li> </ul> </div>	Title	Food Standard Element	Action	Signage AIRGAS Food Grade Compressed Air	Air and Gas Standards		Signage AIRGAS Food Grade Gas	Air and Gas Standards		Signage ALLMAN Allergen Storage Only	Allergen Management	
Title	Food Standard Element	Action											
Signage AIRGAS Food Grade Compressed Air	Air and Gas Standards												
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- Your requested FS&Q Signage will be downloaded according to your browser functionality and settings.

! Downloaded FS&Q Signage formats will not include document controlled footers (Only FS&Q Signage downloaded as part of FS&Q Program Manuals will include document controlled footers). Download FS&Q Signage formats can be manually edited as required.

#### We Welcome Your Feedback!

We encourage your participation in recommending content addition, updates and amendments to ensure you access to the most current and relevant Food Safety and Quality information and resources available on the web!

Please do not hesitate to contact us directly at [achievegreatness@haccp.com](mailto:achievegreatness@haccp.com) with your comments or suggestions!



**haccp.com Work Instruction Training Record**

Use this format to record the Training, Skills and Competency outcomes for Individual Training against this haccp.com Work Instruction!

<b>Training Date</b>		<b>Training Activity Name</b>	
<b>Training Start Time</b>		<b>Training Finish Time</b>	
<b>Training Activity Description</b>	FIC - Downloading FS&Q Signage - haccp.com User Guide	<b>Training Duration</b>	
<b>Training Location</b>		<b>Trainer Name</b>	
<b>Trainer Position</b>		<b>Trainer Qualifications</b>	
<b>Description of the Competency Verification Method Used</b> (Describe how the Trainer confirmed that the Training Participant demonstrated their understanding and ability to understand and / or complete related tasks to a suitable standard)			

<b>Training Participant Name</b>	<b>Training Participant Initial</b>	<b>Trainer Initial as Verification of Competency</b> (Only complete after the Training Participant has demonstrated their understanding and ability to complete the task)

Copies of supporting documentation should be maintained on file to accompany this record where required.

**Formal Corrective Actions must be raised if outcomes have not been effective.**

<b>Verified By</b>		<b>Date</b>	
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