


FIC - Downloading FS&Q Work Instructions - haccp.com User Guide

Last modified: 22 July 2020

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

- 1. Downloading FS&Q Work Instructions.

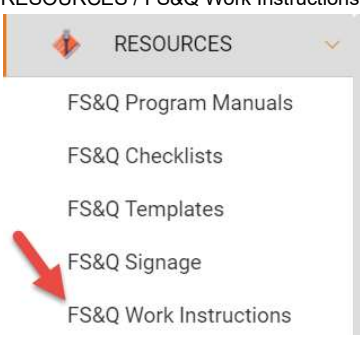

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!



Benefits of using the haccp.com FS&Q Work Instructions functionality:

- Over 175 FS&Q Work Instructions to download.
- Use our FS&Q Work Instructions 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 Work Instructions.
- Our FS&Q Work Instructions are formatted systematically in alignment with the FS&Q Information available on haccp.com.
- Our team of Food Compliance Specialists regularly reviews and updates FS&Q Work Instructions in alignment with Best Practice and updated Food Compliance Standards.
- Download unlimited FS&Q Work Instructions for your business.

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

Step	1. Downloading FS&Q Work Instructions												
1.a.	Login to your haccp.com account.												
1.b.	<p>Go to RESOURCES / FS&Q Work Instructions.</p>  <p>! A current subscription to the haccp.com FS&Q Work Instructions functionality is required for full access.</p>												
1.c.	<p>A Download All FS&Q Work Instruction Files Icon is provided at the top right of the page area.</p> <ul style="list-style-type: none"> • This allows Subscribed Users to download all of the available FS&Q Work Instructions at the click of a button.  <ul style="list-style-type: none"> • A .zip folder containing all available FS&Q Work Instructions will be downloaded according to your browser functionality and settings. <p>! Downloaded FS&Q Work Instructions will not include document controlled headers and footers (Only FS&Q Work Instructions downloaded as part of FS&Q Program Manuals will include document controlled headers and footers). Download FS&Q Work Instructions can be manually edited as required.</p>												
1.d.	<p>The FS&Q Work Instructions listing page shows all of the available Work Instructions.</p> <ul style="list-style-type: none"> • A Search functionality is provided for User convenience. • The columns of the display table including sorting functionalities for User convenience. <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="background-color: #e67e22; color: white; padding: 5px; margin-bottom: 10px;">Work Instructions Listing</p> <p>Show 100 entries Search: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: left;">Title ▾</th> <th style="text-align: left;">Food Standard Element ▾</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>Work Instruction APPSUP Approved Supplier List</td> <td>Approved Supplier Management</td> <td style="text-align: center;">⬇</td> </tr> <tr> <td>Work Instruction ALLMAN Allergen Listing</td> <td>Allergen Management</td> <td style="text-align: center;">⬇</td> </tr> <tr> <td>Work Instruction AIRGAS Positive Pressure Air System Validation</td> <td>Air and Gas Standards</td> <td style="text-align: center;">⬇</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • Individual FS&Q Work Instructions can be downloaded by clicking the download icon within the Action column. 	Title ▾	Food Standard Element ▾	Action	Work Instruction APPSUP Approved Supplier List	Approved Supplier Management	⬇	Work Instruction ALLMAN Allergen Listing	Allergen Management	⬇	Work Instruction AIRGAS Positive Pressure Air System Validation	Air and Gas Standards	⬇
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- Your requested FS&Q Work Instruction will be downloaded according to your browser functionality and settings.

! Downloaded FS&Q Work Instructions will not include document controlled headers and footers (Only FS&Q Work Instructions downloaded as part of FS&Q Program Manuals will include document controlled headers and footers). Download FS&Q Work Instructions 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 don't hesitate to contact us directly at 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!

Training Date		Training Activity Name	
Training Start Time		Training Finish Time	
Training Activity Description	FIC - Downloading FS&Q Work Instructions - haccp.com User Guide	Training Duration	
Training Location		Trainer Name	
Trainer Position		Trainer Qualifications	
Description of the Competency Verification Method Used (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)			

Training Participant Name	Training Participant Initial	Trainer Initial as Verification of Competency (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.

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

Verified By		Date	
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