


FIC - Generating FS&Q Checklists - haccp.com User Guide

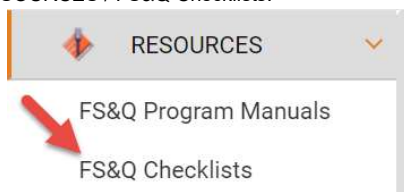
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This User Guide provides instructions for how to generate a FS&Q Checklist using the haccp.com platform, including:

- 1. **Generating FS&Q Checklists.**

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!

	<p>Benefits of using the haccp.com FS&Q Checklists functionality:</p> <ul style="list-style-type: none"> • Save the time and human resources you previously allocated to formatting your own FS&Q Checklists. • Our FS&Q Checklists are formatted systematically in alignment with the SoLFS method to maintain consistency. • Tens of thousands of FS&Q Checklist Combinations at the click of a button. • Our team of Food Compliance Specialists regularly reviews and updates FS&Q Checklist content. • The FS&Q Checklists functionality allows you to choose which Food Standards and Food Standard Elements are included within the checklists you generate. • Create and download unlimited FS&Q Checklists for your business. <p style="text-align: right; font-weight: bold;">...All this and more for only \$99 USD per year!</p>
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Step	1. Generating FS&Q Checklists
1.a.	Login to your haccp.com account.
1.b.	<p>Go to RESOURCES / FS&Q Checklists.</p>  <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>! A current subscription to the haccp.com FS&Q Checklists functionality is required for full access.</p> </div>
1.c.	<p>Select your Relevant Food Standards Elements.</p> <ul style="list-style-type: none"> • You can select as many food standard elements as are required for your FS&Q Checklist from the selections available on haccp.com. • General Food Standard Elements are those elements most commonly associated with the majority of general FS&Q Programs. • Specific Food Standard Elements are those elements commonly associated with specific FS&Q Programs. <p>Select Relevant Food Standard Elements</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>General Food Standard Elements *</p> <ul style="list-style-type: none"> Air and Gas Standards Allergen Management Approved Supplier Management Business Continuity and Crisis Management Calibration of Measuring and Testing Equipment </div> <p>Select All CTRL + Click to Select Multiple.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Specific Food Standard Elements</p> <ul style="list-style-type: none"> Commercial Sterility Processing Edible Cannabis Standards FDA Food Safety Modernization Act Good Laboratory Practices High Care Management </div> <p>Select All CTRL + Click to Select Multiple.</p>
1.d.	<p>Select your Relevant Food Standard(s).</p> <ul style="list-style-type: none"> • You can select as many standards as are required for your FS&Q Checklist from the selections available on haccp.com. • The standards nominated within your business profile will be pre-selected for your convenience.

	<p>Select Relevant Food Standard</p> <p>Select Relevant Food Standards *</p> <ul style="list-style-type: none"> BRC Food Standard-V8 Codex HACCP-V4 Coles Food Manufacturing Supplier Requirements - Base-V2 Coles Food Manufacturing Supplier Requirements - High-V2 Coles Food Manufacturing Supplier Requirements - Medium-V2 Costco GFSI Addendum-V2.5.1 FDA Food Modernization Act-V1 FSSC22000-V5 FSSC22000Q-V1.0 haccp.com Best Practice-V1 IFS Food-V6.1 ISO/TS 22002-1-V1 ISO22000-V1.0 ISO9001-V5.0 <ul style="list-style-type: none"> You can also select the haccp.com Best Practice Elements is required. <ul style="list-style-type: none"> Use this function to benchmark your system against recognised Food Industry Best Practice Standards... We integrate the most proactive elements from International Food Safety and Quality Standards to ensure you have the resources to facilitate genuine continuous improvement within your systems! <p><input type="checkbox"/> Include haccp.com Best Practice Elements?</p> <p>! A maximum of 10 Relevant Food Standards (including haccp.com Best Practice Elements) can be chosen for each generated FS&Q checklist.</p>
1.e.	<p>Select the document type for your FS&Q Checklist.</p> <ul style="list-style-type: none"> Available options include PDF, Excel or Word. <p>Document Type</p> <p><input checked="" type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> Word</p>
1.f.	<p>Click on the Generate Checklist button.</p> <p>✓ GENERATE CHECKLIST</p> <p>! The Generate Checklist button will only be visible to Users with a current FS&Q Checklists Subscription.</p>
1.g.	<p>Your requested FS&Q Checklist will be downloaded according to your browser functionality and settings.</p> <ul style="list-style-type: none"> You can use your downloaded FS&Q Checklist for: <ul style="list-style-type: none"> Internal Audits System Reviews Benchmarking against New Food Compliance Standards.

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 with your comments or suggestions!

