


FIC - Creating a New FS&Q Program Manual - haccp.com User Guide


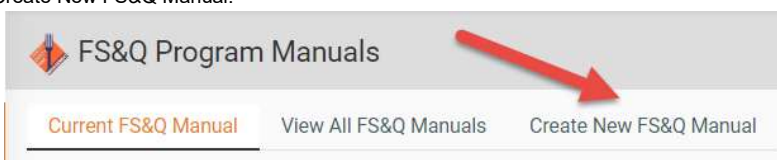

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This User Guide provides instructions for how to create a new FS&Q Program Manual on the haccp.com platform, including:




- 1. **Creating a New FS&Q Program Manual.**

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 Program Manuals functionality:</p> <ul style="list-style-type: none"> Genuine 'World First' Technology enables you to create a FS&Q Program Manual in just minutes! Save hundreds of hours and thousands of dollars each year! Reallocate the time and human resources you previously allocated to formatting your own FS&Q Program Manuals. Our FS&Q Program Manuals are formatted systematically in alignment with the SoLFS method to maintain consistency. You choose which Food Standards and which Food Standard Elements are covered within your FS&Q Program Manual. Our system manages your Document Control for you! Our team of Food Compliance Specialists regularly reviews FS&Q Program Manual content – You can apply System Updates at the click of a button! Download PDF or WORD Versions of your FS&Q Program Manual. <p style="text-align: right;">...All this and more for only \$499 USD per year!</p>
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Step	1. Creating a New FS&Q Program Manual
1.a.	Login to your haccp.com account.
1.b.	<p>Go to RESOURCES / FS&Q Program Manuals.</p>  <p>! A current subscription to the haccp.com FS&Q Program Manuals functionality is required for full access.</p>
1.c.	<p>Click on Create New FS&Q Manual.</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 Program Manual 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>! To provide users with a tailored flexible experience, some haccp.com functionality includes references to 'Food Standards'. Where the term 'Food Standards' is used, this term means both a whole 'Food Standard' or a part of a 'Food Standard'. You can view a listing of the available 'Food Standards' on the 'Business Details' tab of your haccp.com profile – Each listed 'Food Standard' should be treated as an individual 'Food Standard' in the context of haccp.com functionality and subscription packages.</p>
1.e.	Select your Relevant Food Standards Elements.

	<ul style="list-style-type: none"> You can select as many food standard elements as are required for your FS&Q Program Manual 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; margin-bottom: 10px;"> <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> <div style="border: 1px solid #00aaff; padding: 5px; background-color: #e6f2ff;"> <p> We recommend that you select any Food Standards Elements you think may be applicable – These can be edited later within your Generated FS&Q Program Manual!</p> </div>								
<p>1.f.</p>	<p>Select your Relevant Processes</p> <ul style="list-style-type: none"> You can select as many relevant processes as are required for your FS&Q Program Manual from the selections available on haccp.com. <p>Select Relevant Processes </p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Relevant Processes *</p> <ul style="list-style-type: none"> Agricultural Chemical Usage Ambient Storage Ambient Transport Animal Feed Aquaculture Baking Blast Chilling of Potentially Hazardous Foodstuffs Brokerage Chilled Storage Chilled Transport </div> <div style="border: 1px solid #00aaff; padding: 5px; background-color: #e6f2ff; margin-top: 10px;"> <p> Please select any Relevant Processes that are relevant to the scope of the Business, Products and Processes to be covered by this FS&Q Program Manual!</p> </div>								
<p>1.g.</p>	<p>Confirm the details for Business Name, Business Location, Approved By, Version Date and Version Number.</p> <ul style="list-style-type: none"> These details will be generated from your My Profile / Business Details Page and / or the prior version of other FS&Q Program Manuals on the haccp.com platform. These fields can be edited as required. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Business Name *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Business Location *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Approved By *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Version Date *</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Version Number *</div> </div>								
<p>1.h.</p>	<p>Nominate the Key Personnel and Positions responsible for elements of your FS&Q Program.</p> <ul style="list-style-type: none"> Where you have an existing FS&Q Program Manual on the haccp.com Platform, these details will generate from the immediate prior FS&Q Program Manual but can be edited as required. <div style="background-color: #f4a460; padding: 5px; margin-bottom: 10px; text-align: center;"> <p>Please nominate the Key Personnel and Positions responsible for elements of your FS&Q Program </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%; padding: 5px;">Name *</td> <td style="width: 25%; padding: 5px;">Position *</td> <td style="width: 25%; padding: 5px;">Starting Date</td> <td style="width: 25%; padding: 5px;">Positional Skill</td> </tr> <tr> <td style="padding: 5px;">Positional Experience</td> <td style="padding: 5px;">Positional Knowledge</td> <td style="padding: 5px;">Responsibilities</td> <td style="padding: 5px;">Positional Authorities</td> </tr> </table> <ul style="list-style-type: none"> You can add another row if required by using the + button. <div style="text-align: center; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> Where additional rows have been added, you can delete these if required by using the X button. 	Name *	Position *	Starting Date	Positional Skill	Positional Experience	Positional Knowledge	Responsibilities	Positional Authorities
Name *	Position *	Starting Date	Positional Skill						
Positional Experience	Positional Knowledge	Responsibilities	Positional Authorities						

	 <p>! Key Personnel and Positions can be added and / or edited later within your Generated FS&Q Program Manual!</p>
<p>1.i.</p>	<p>Click on the GENERATE FS&Q MANUAL Button.</p>  <ul style="list-style-type: none"> The page loading screen will show while your FS&Q Program Manual is being generated (This may take longer if you have selected multiple Food Standards, Food Standard Elements and / or Relevant Processes for your FS&Q Program Manual).  <p>Loading...</p>
<p>1.j.</p>	<p>Once your FS&Q Program Manual has been generated, this will display as your Current FS&Q Manual for you to review and edit as required.</p> <ul style="list-style-type: none"> Click on each Food Standard Element Name to open that section. Click on each of the SoLFS Headings to open that section and view your content. You can also use the Filters provided to quickly locate content. <p>! Refer to the haccp.com User Guide for Reviewing and Editing your FS&Q Program Manual for related tasks.</p>
<p>1.k.</p>	<p>You can find further information regarding the FS&Q Program Manual functionality within the following haccp.com User Guide:</p> <ul style="list-style-type: none"> FIC - Reviewing, Editing and Approving FS&Q Program Manual - haccp.com User Guide

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!

