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Defining the Context of the Organisation Procedure

Document Control

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Version History

Version	Date	Author	Approved By	Brief Description of Changes
First Version	Insert Effective Date	Insert author	Insert approver	Describe changes that were made to document in order to qualify changing the Version.

1. Purpose

- 1.1. This procedure details the process that the management optimizes to define the context of the organization. This covers structure, purpose, internal issues, and external issues. The management will define the context of the organization by:
- a) Creating an understanding of the organization and its context.
 - b) Pinpointing interested parties' needs and expectations.
 - c) Defining the scope of the Food Safety Management System (FSMS).
 - d) Determining the FSMS and its processes.
- 1.2. This procedure serves as a planning step in the organizational planning and control Plan-Do-Check-Act (PDCA) cycle for the FSMS.

2. Responsibilities

- 2.1. The management holds the responsibility for determining the context of the organization, as well as the FSMS' processes.

3. Definitions

- 3.1. PDCA cycles and operational planning: the FSMS is composed of 2 levels of PDCA cycles:
Operational Planning and Control for the FSMS:
- Context of the Organization (ISO 22000 Clause 4)
 - Leadership (ISO 22000 Clause 5)
 - Planning (ISO 22000 Clause 6)
 - Support (ISO 22000 Clause 7)
 - Performance evaluation (ISO 22000 Clause 9)
 - Improvement (ISO 22000 Clause 10)
- a) Operational Planning and Control for product realization processes
- Operation (ISO 22000 Clause 8)
- 3.2. Context of the Organization: The amalgamation of internal and external conditions and factors. It can affect an organization's tactic to its products, services, and investments of interested parties.
- 3.3. Process: A set of interconnected activities that turns inputs into outputs.

4. Procedure

4.1. Context of the Organization:

The management will assess the context of the organization during the implementation or updating of the FSMS.

a) Complete Strategic Plan **Insert Document Number** defines the management team, activities, mission, and internal and external issues to be reviewed and measured. It also identifies interested parties and their requirements, review of those requirements, and the FSMS' scope.

- Describe your organization's overall purpose or mission.
- List your organization's main activities.
- Classify your top management team by cataloging names and positions.
- Execute a Strength, Weakness, Opportunity, and Threat (SWOT) analysis to detect issues that may impact your capacity to attain projected outputs.

b) Cogitate organizational risks that may arise from access to capital, market and competitors, regulatory environment, and financial risks.

c) Consider risks to the product such as product safety, reliability, failures, and operational processes risks.

- Outline internal issues and external issues on the form.
- Review the issues at each management review meeting.
- Record the method to be used for the review.
- Classify interested parties and list them on the form.
- Consider relevant requirements for the FSMS.
- Review information and relevant requirements for interested parties at each management review meeting.
- Review the finalized **Insert Document Number**.

Human Resources must arrange and maintain job descriptions such as education, skills, and experience.

- 4.2. Distinguish the ISO 22000 Food Safety Management System's scope. First, consider the information coming from the context of the organization's assessment. Afterward, decide on the products and services that should be added in the FSMS scope.
- a) Document the scope statement on **Insert Document Number** in the space provided.
- 4.3. Determine risks and opportunities for the organization. Focus on risks and opportunities for the operation of the FSMS. Process specific risks and opportunities will be addressed distinctly for each process.
- a) Methods to identify risks:
 - Look at the performance history, lessons learned, and existing operations to discover unwanted results or possible risks.
 - Look at present activities and problems chanced upon.
 - Determine unsuccessful factors during previous activities.
 - Review customer complaints.
 - Use checklists, cross-functional teams, risk analysis diagrams, or flow charts to conduct risk identification, analysis, and evaluation.
 - b) Using general description of the risk or opportunity, list each of the risks and opportunities that are identified on **Insert Document Number**. These will be assessed in a risk assessment following **Insert Document Number**, planning.
- 4.4. Food Safety Management System processes:
- a) Classify the processes included in the FSMS on a flow diagram or form **Insert Document Number**.
 - b) Designate a process owner for each process identified.
 - c) The process owner will accomplish the Process Planning Table, **Insert Document Number**, for the process.
- 4.5. The process owner will finish this table following **Insert Document Number** Operational Planning.

5. Forms and Records

- 5.1. **Insert Document Number** Context of the Organization
- 5.2. **Insert Document Number** Process Planning Table

