		Procedure Manual	Records
. Food safety management s	system	•	•
	Are there any specifications (for ingredients, packaging materials, products, manufacturing outsourcing services)?		
	Do the specifications (for ingredients, packaging materials, products, manufacturing consignment operations) meet legal and customer		
	Are the specifications (for ingredients, packaging materials, products, manufacturing outsourcing services) updated?		
Specifications including product shipment	When there are changes made to the specifications (for ingredients, packaging materials, products, and manufacturing consignment operations), do companies or business partners get notified?		
	Are there manuals for shipping?	Shipping manual	
	Are there periodical checks conducted to verify if contents of the specification and the product actually match?		
	Is there a person in charge of managing the specifications (of ingredients, packaging materials and products)?		
	Are traceability systems in place and documented?	Traceability manual	
	Does a traceability system work even for past work?		
	Can a product be identified in all manufacturing processes?		
	Are there any records from purchasing (ingredients, packaging materials, products) to production and delivery?		Traceability records
Traceability	Is there a display or printing procedure that can identify a relevant product		
	from all manufacturing processes and distribution processes?		
	At least once a year, does the traceability system get checked to see if its		
	If necessary, do the traceability system as well as maintaining and managing records get updated?		
	Is it possible to withdraw and recall products when food safety problems arise?		
	Are records of food safety problems kept?		Food safety troubles records
	Is there a food safety troubleshooting procedure document in which reports to	Food safety trouble management manual	,
Food safety trouble	institutions including municipal governments and removal and recall of products		
management	Is there a person in charge of making reports to business partners, consumers		
	and government?		
	Is procedure to manage food safety problems reviewed and verified at least		
	Are records of food safety problems reviewed later?		
	Is there a procedure document to manage defective ingredients, semi-finished	Control procedure of defective	
Management of defective products	products, products and packaging materials?	ingredients, semi-finished products, products and packaging materials	
•	Are defective ingredients, semi-finished products, products and packing materials managed by a person in charge?		

examine defective products?  Are the corrective actions (including shipment, reprocessing, segregation, and disposal) performed property?  Does management understand the operation of their food safety program and provide necessary resources?  Is there an up-to-date organization chart that describes the outline of the providencessary resources?  Responsibilities of managers  Is there an up-to-date organization chart that describes the outline of the possibility for compliance and communicate to employees about those?  Are there records to check legal and customer claims or food safety system  Does an operator set a retention period for their records necessary to meet legal and customer claims or food safety system  Does an operator set a retention period for their records necessary to meet legal and customer requirements are legal and customer claims?  Does an operator set a retention period for their records necessary to meet legal and customer requirements and monitoring devices that have significant impacts on legal and customer requirements and anotitoring devices that have significant impacts on legal and customer requirements and acustomer requirements.  Are measurement and monitoring devices for food safety calibrated?  In case measuring and monitoring equipment deviates from the established and customer requirements reliable?  Are there effective training programs offered to educate new employees?  Is there regular training for employees?  Is there reports for trainings?  Are there refrictings offered on HACCP?  Are there records for trainings?  Final declared procedure created and implemented effectively for processes and operations that affect food safety?  Is procedure communicated to employees in charge of processes and/or operations that affect food safety?  Is procedure communicated to employees in charge of processes and/or operations that affect food safety?  Is the complaint management system documented?  Are records of customers' and consumers' complaints, as well as following investigations an		Is there a manual of corrective actions to analyze complaints and also to	Corrective action manual	
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met within the expiration date?  Are there product sampling inspections conducted at regular intervals to  Analytical results record		, , ,		•
Are there product sampling inspections conducted at regular intervals to  Analytical results record		Is there a product analysis procedure to check if legal and customer claims are		
	Products analysis	met within the expiration date?		
confirm that nH is less than 4.6?		Are there product sampling inspections conducted at regular intervals to		Analytical results record
continue that per is 1633 than 17.0.		confirm that pH is less than 4.6?		
Are there test results using appropriate analytical procedure (such as ISO17025				
provisions and methods certified by the industry)?		, , , , , , , , , , , , , , , , , , , ,		
If purchasing black garlic from new suppliers, does it comply with an existing	Purchase			
contract specifications?	i di ciidse	contract specifications?		

0 1: 4 1 1 5 1:			
	Does supplier exchange contracts and specifications in advance?		
Monitoring	Is vendor confirmation procedure documented and implemented?	Supplier confirmation procedure	
3. Good Manufacturing Practi			
	Are there rules of personal hygiene and are they applied to employees, agents and visitors?		
	Do the personal hygiene rules comply with legal requirements, if they exist?		
	Is there procedure for notifying employees, vendors and visitors about what to do if an infection occurs?		
Personal hygiene	Is there a person responsible to decide if a person with a suspicion of being infected can enter the manufacturing area?		
	Do people who may be sick get managed?		
	Do employees, vendors and visitors strictly follow the personal hygiene rules?		
	Are employees, vendors and visitors aware that they have to change their clothes in a particular work area?		
	Are facilities located, designed, constructed and maintained to ensure product		
	Are facilities effectively maintained, cleaned and disinfected to prevent		
	biological, chemical and physical contamination?		
Facility environment	Are there lights with appropriate illumination and design, and do they let employees work effectively?		
	Are areas that have contacts with food kept clean and disinfected if necessary		
	Are drainages designed to be food safe?		
	Are areas around a site and building clean without wastes?		
	In order to keep the facilities, equipment and machines clean, is there cleaning and disinfection procedure put in order, and also, are there checks conducted after cleaning and washing?	Cleaning and disinfection procedure for facilities, equipment and equipment	
Cleaning and disinfection	Are cleaning / disinfecting equipment, tools and chemicals clearly labeled?		
	Are cleaning and disinfecting equipment, tools and chemicals stored appropriately for the purpose of use in a place isolated from products,		
	Are cleaning and sterilization conducted by trained staff?		
Control of product	Is there zoning or other effective procedure to reduce or avoid possibility of		
contamination	contamination of biological, chemical and physical hazards?		
	Are there traces of insect, mouse and pest invasion?		
	Are there effective insect, mouse and pest control methods?		
Insect control, mouse control and pest control	Are Insect, mouse and pest control measures appropriate for products, ingredients and facilities?		
	Are insect, mouse and pest controls conducted by an appropriate person and are there measures taken to deal with examination results?		

	Is there control procedure for water, ice and steam that do not compromise	Procedure to control water, ice and	
Matar quality management	product safety?	steam	
Water quality management	Is there procedure to prevent cross contamination of non-drinking water and	Procedure to prevent cross	
	drinking water?	contamination of non-drinking water and	
	Are there changing rooms for employees?		
Employee facility	Are there appropriate restrooms in place and are they isolated from production		
Employee facility	Are there appropriate hand-washing facilities in place?		
	Are eating facilities placed away from manufacturing, packaging, and storage		
	Are there rules for waste disposal and storage?		
Waste management	Are waste containers clearly distinguished by use?		
	Are there enough storage places for products and ingredients?		
	Are storage facilities protected against contamination during storage of		
	ingredients and products?		
	Does product shipping process minimize degradation (such as by temperature		
	and humidity control)?		
Shipping and storage	Is product handling procedure in place and implemented effectively?		
	Is transport vehicle procedure in place and conducted effectively?		
	Is maintenance and sanitation procedure documented for loading vehicles and	Maintenance and sanitation procedure	
	equipment?	for loading vehicles and equipment	
	Is maintenance and sanitation procedure effectively implemented for loading		
	vehicles and equipment?		
	Are maintenance systems for facilities and equipment in place?	Maintenance management rules for	
Maintanananananananan	Are maintenance of facilities and equipment carried out effectively?	facilities and equipment	
Maintenance management of	Is facility and equipment cleaning procedure documented?	Facility and equipment cleaning	
facilities and equipment	Is facility and equipment cleaning procedure documented?  Is facility and equipment cleaning operated effectively?	racinty and equipment cleaning	
	Are materials used for maintenance and repair suitable for purpose of use?		
. Food hazard control	Are materials used for maintenance and repair suitable for purpose of use:		
L. 1 000 Hazara control	Do business operators comply with legal and product requirements?		
	Procedure1 : Is there a food safety team consisting of members with different		
	job responsibilities (food safety, manufacturing, engineering, procurement,		
	Procedure 1: Are all members of food safety team properly qualified and can		
	they demonstrate the evidence for receiving specialized training?		
Pre-procedure	Procedure 2: Are product specifications for materials, packaging materials,		Product specifications
	storage conditions, etc. maintained?		
	Procedure 3: Are intended use of the product specified and intended consumers		
	identified?		Manufash wisa a sure a Classical
	Procedure 4: Is there a manufacturing flow chart?		Manufacturing process flow chart
	Procedure 5: Is created flow chart verified on site?		

	In	I	
	Are there documents referring to managing allergen materials to prevent cross-	Allergic substance management	
	contamination in manufacturing processes?	procedure	
	Are both legal and customers' claims considered in the process of allergen		
	Is there procedure for handling ingredients and products to identify and prevent		
Allergy management	possibility of cross-contamination of allergens?		
, mergy management	Is there a manual to clean surfaces that touch products?	Product contact-surface cleaning	
	Are all allergens with possibilities to cause cross-contamination of allergens		
	removed from surfaces that come into contact with products?		
	Throughout manufacturing process including production and sales, is there a		
	system to separate each process?		
	Procedure 6: Is hazard analysis performed at each process step?		Hazard factors analysis chart
	Has the analysis been performed by a qualified person (team)?		
	Procedure 7: As a result of the analysis, if hazard can not be reduced or		
	eliminated by the Good Manufacturing Practices (GMP), are there important		
	control points (CCPs) specified?		
	Procedure 8: Are allowable limits established for each CCP?		
	Procedure 9: Is monitoring procedure established for each CCP?		
HACCP	Are CCPs conducted effectively?		
HACCE	Procedure 10: In case of exceeding an allowable limit, are corrective actions set		
	for each CCP associated?		
	Procedure 11: Are verification means established?		
	Is verification done effectively?		
	Procedure12: Are records and documents managed for the HACCP method?		HACCP plans
	Are all HACCP related records and documentation procedure implemented		
	Does an operator have a clear control over all steps considered to be influential,		
	including for those not CCP.		
	Are possibilities of intentional forgery and contamination of products analyzed?		
	Are weak defense points in the manufacturing procedure identified, and		
Food defense	additional measures for access control are taken to deal with intentional forgery		
	and contamination of products?		
	Is there procedure in place to determine product disposition in an event of		
	intentional product tampering or contamination?		

## Food safety management of black garlic

Fo	od safety management items	Food safety management items		Req	Rec			Examination results		
10	, -		(Revised GFSI GMaP)	uire	om	Manuals	Records	Prior	Document	On site sheek
	Summary		(Revised Gr51 GMar)	d	men			confirmation	check	On-site check
			Do managements have written documents about product safety and	•		Food sofoti, malini,				
		Responsibilities of	responsibility for compliance and communicate to employees about those?	•		Food safety policy				
	As an organization, there is a	managers	Do managements provide necessary resources to operate food safety							
	commitment for high standard food		Is there an up-to-date organization chart that describes an outline of the							
	safety		Are there effective training programs offered to educate new employees?							
		Training	Are there written documents on continuous trainings that are provided for			Employee training	Employee training			
			employees?	•		plan	record			
						Procedure document				
			Is detailed procedure created and implemented effectively for processes and			of processes and				
			operations affecting food safety?	•		operations affecting				
		Procedure	operations uncering rood surery.			food safety				
			Is procedure communicated to employees in charge of processes and/or			1000 Salety				
			operations affecting food safety?							
	There are rules about food safety and		operations uncering rood surecy.			Document				
	they are followed properly	General documents	Is there a written manual regarding procedure to manage documents?			management				
		requirements	There a written mandar regulating procedure to manage documents.			procedure				
			Are there records to check legal and customer claims or food safety system			Drocedure				
		Record keeping	-				Records that meet			
		requirements	Does an operator set a retention period for records necessary to meet legal and				legal and customer			
		requirements	customer claims?							
			Are there any specifications (for ingredients, packaging materials, products,				requirements			
		Specifications		•						
			manufacturing outsourcing services)?  Do the specifications (for ingredients, packaging materials, products,							
			manufacturing consignment operations) meet legal and customer  Are the specifications (for ingredients, packaging materials, products,							
			manufacturing outsourcing services) updated? When there are changes made to the specifications (for ingredients, packaging							
			materials, products, and manufacturing consignment operations), do							
			companies or business partners get notified?			China in a managaritana				
			Are there manuals for shipping?  Are there periodical checks conducted to verify if contents of the specification			Shipping procedure				
			, , , , , , , , , , , , , , , , , , , ,							
			and the product actually match?							
	Manage quality information from		Is there a person in charge of managing the specifications (of ingredients,							
	Manage quality information from	Approving suppliers	packaging materials and products)?							
	ingredients to products		Does a supplier exchange contracts and specifications in advance?	•		C				
		and monitoring	Is vendor confirmation procedure documented and implemented?			Supplier verification				
		functions	The complete in the description of the complete in the complet			procedure				
		Purchase	If purchasing black garlic from new suppliers, does it comply with existing							
			contract specifications?			+ 100				
			Are traceability system in place and documented?			Traceability				
			Can a product be identified in all manufacturing processes?	•						
Food safety	ety		Are there any records from purchasing (ingredients, packaging materials,	•			Traceability record			
manageme			products) to production and delivery?				· '			
nt system		Traceability	Is there a display or printing procedure that can identify a relevant product							
,			from all manufacturing and distribution processes?				-			
			At least once a year, does traceability system get checked to see if its working?							
			If necessary, do the traceability system as well as maintaining and managing							
			records get updated?			Cl-i-t				
			Is complaint management system documented?			Complaints				
		Handling	1			management rules				

Food safety management items	Food safety management items  (Paying GEST CMaP)						Examination results		
Summary			uire		Manuals	Records	Prior	Document	On-site chec
Tanina. y	riariaming	,	d	men		Canada internacion	confirmation	check	on one enec
	complaints	Are records of customers' and consumers' complaints, as well as following				Complaint record,			
	· ·	investigations and corrective actions stored?				corrective action			
		Is it possible to withdraw and recall products when food safety problems arise?				record			+
						Record of food			
		Are records of food safety problems kept?	•			safety problems			
		Is there food safety troubleshooting procedure document in which reports to			Food safety trouble	Surecy problems			
	Management of	institutions including municipal governments and removal and recall of product	s		shooting procedure				
	food safety troubles	Is there a person in charge of making reports to business partners, consumers							
		and government?							
Capable of handling food safety		Is the procedure to manage food safety problems reviewed and verified at leas	t						
troubles when they arise		once a year?							
		Are the records of food safety problems reviewed later?			Control muses di una ef				
					Control procedure of defective				
		Is there a procedure document to manage defective ingredients, semi-finished							
	Management of	products, products and packaging materials?			ingredients, semi-				
	defective products				finished products,				
		Are defective ingredients, semi-finished products, products and packing			products and				1
		materials managed by a person in charge?							
		Is there a manual of corrective actions to analyze complaints and also to			Corrective action				
	Corrective actions	examine defective products?			procedure				
		Are the corrective actions (including shipment, reprocessing, segregation, and							
		disposal) performed properly?							
	Product analysis	Is there a product analysis procedure to check if legal and customer claims are							
		met within its expiration date?							
		Are product sampling inspections conducted at regular intervals to confirm that	:			Analysis result			
		pH is less than 4.6?				recording			
Harris and the second		Are there test results using appropriate analytical procedure (such as ISO1702	5						
Have scientific data to secure		provisions and methods certified by the industry)?				Management			
products' food sanitation	Management of	Are measurement and monitoring devices that have significant impacts on lega	ıl			Measurement and			
	measurement and	and customer requirements reliable?				monitoring			
	monitoring	Are important measurement and monitoring devices for food safety calibrated?				equipment			1
	equipment	If the measuring and monitoring equipment deviates from the established							+
	equipment	standards, are there measures taken and recorded?							
		Are there rules of personal hygiene and are they applied to employees, agents	;						
		and visitors?	· •						
		Do the personal hygiene rules comply with legal requirements, if they exist?							
		Is there procedure for notifying employees, vendors and visitors about what to							
Have Good Manufacturing Practices,		do if an infection occurs?							
GMPs: Man	Personal hygiene	Is there a person responsible to decide if a person with a suspicion of being							
GM 3. Man		infected can enter manufacturing area?							
		Do people who may be sick get managed?	•						
		Do employees, vendors and visitors strictly follow the personal hygiene rule?							
		Are employees, vendors and visitors aware that they have to change their							
		clothes in a particular work area?  Are facilities located, designed, constructed and maintained to ensure product				+			
		Are the facilities effectively maintained, cleaned and disinfected to prevent							
		biological, chemical and physical contamination?	•						
	Facility	Are lights with appropriate illumination and design, and do they let employees							
	environment	work effectively?							
		Are areas that have contacts with food kept clean and disinfected if necessary							
		Are drainages designed to be food safe?							
		Are areas around a site and building clean without wastes?	•						

	d safety management items		Food catety management items		Rec			Examination results		
	Summary		(Revised GFSI GMaP)	uire			Records	Prior	Document	On-site check
	Summary		(Revised of 51 dirtal )	d	men			confirmation	check	OH SICE CHECK
						Cleaning and				
	Have Good Manufacturing Practices,		Are there changing rooms for employees?			disinfection				
G	GMPs: Facility, equipment (Machine)		The there thanging rooms for ampleyees.			procedure for				
		Employee facility				facilities, equipment				
			Are there appropriate restrooms in place and are they isolated from production							
			Are there appropriate hand-washing facilities in place?							
			Are eating facilities placed away from manufacturing, packaging, and storage							
		Maintenance	Are maintenance systems for facilities and equipment in place?		-					
		management of	Are maintenance of facilities and equipment carried out effectively?		-					
		facilities and	Is facility and equipment cleaning procedure documented?							
		equipment	Are facilities and equipment cleaning operated effectively?							
H		- 1- 1	Are materials used for maintenance and repair suitable for the purpose of use? In order to keep facilities, equipment and machines clean, is there cleaning and			Water, ice and				
						· ·				
			disinfection procedure put in order, and also, are there checks conducted after			steam management				
Good			cleaning and washing?		1	procedure Cross-contamination				
Manufacturi						prevention				
ng Practices		Cleaning and	Are cleaning / disinfecting equipment, tools and chemicals clearly labeled?			procedure for non-				
(GMPs)		disinfection								
, ,			Are cleaning and disinfecting equipment, tools and chemicals stored			drinking water and				
			appropriately for the purpose of use in a place isolated from products,							
			equipment and packaging materials?							
			Are cleaning and sterilization conducted by trained staff?	-						
		Control of product	Is there zoning or other effective procedure to reduce or avoid possibility of	1						
		contamination	contamination of biological, chemical and physical hazards?	•						
		Contamination	Are there effective insect, mouse and pest control methods?	•						
		Insect control,	Are Insect, mouse and pest control measures appropriate for products,	Ť						
		mouse control and	ingredients and facilities?							
		pest control	Are insect, mouse and pest controls conducted by an appropriate person and							
		pest control	are there measures taken to deal with examination results?							
L.	Have Good Manufacturing Practices,		Is there control procedure for water, ice and steam that do not compromise							
	GMPs: Method	Water quality	product safety?							
G	SIMPS. MECHOO	management	Is there procedure to prevent cross contamination of non-drinking water and							
			drinking water?							
		Waste	Are there rules for waste disposal and storage?							
		management	Are waste containers clearly distinguished by use?	•						
						Loading vehicles and				
			Are there enough storage places for products and ingredients?			equipment,				
			The there enough storage places for products and migrodishes			maintenance and				
						sanitation procedure				
			Are storage facilities protected against contamination during storage of	•						
			ingredients and products?	-	1	Maintenance				
		Shipment and	Does product shipping process minimize degradation (such as by temperature			management rules				
		storage	and humidity control)?			for facilities and				
			Is product handling procedure in place and implemented effectively?			Tor racilities and				
			15 product nanding procedure in place and implemented effectively?			Facility and				
			Is product handling procedure in place and implemented effectively?			Equipment Cleaning				
			Is vehicle transporting procedure in place and implemented effectively?			Equipment Cleaning				
			Is maintenance and sanitation procedure documented for loading vehicles and							
			their equipment?							
			Do business operators comply with legal and product requirements?							
			Procedure1: Is there a food safety team consisting of members with different							
			job responsibilities (food safety, manufacturing, engineering, procurement,							
			Procedure 1: Are all members of food safety team members properly qualified							
			and can they demonstrate evidence for receiving specialized training?							

Fo	od safety management items		Food safety management items	Req	Rec			Examination results		
FC	Summary		(Revised GFSI GMaP)	uire d	om men	Manuals	Records	Prior confirmation	Document check	On-site check
		Pre-procedure	Procedure 2: Are product specifications with materials, packaging materials, storage conditions, etc. maintained?	u	men		Product specification	Commitmation	CHECK	
			Procedure 3: Are intended use of a product specified and intended consumers							
			Procedure 4: Is there a manufacturing flow chart?				Manufacturing process flow chart			
			Procedure 5: Is created flow chart verified on site?							
			Procedure 6: Is hazard analysis performed at each process step?	•			Hazard factor analysis chart			
			Has the analysis been performed by a qualified person (team)?							
	Working on Codex HACCP		Procedure 7: As a result of the analysis, if hazard can not be reduced or							
			eliminated by the Good Manufacturing Practices (GMP), are there important	•						
			control points (CCPs) specified?							
			Procedure 8: Are allowable limits established for each CCP?	•						
			Procedure 9: Is monitoring procedure established for each CCP?	•						
		HACCP	Are CCPs conducted effectively?							
			Procedure 10: In case of exceeding allowable limit, are corrective actions set							
			for each CCP associated?	•						
Food hazard			Procedure 11: Are verification means established?	•						
control			Are verification done effectively?							
			Procedure12: Are records and documents managed for the HACCP method?	•			HACCP plans			
			Are all HACCP related records and documentation procedure implemented							
			Does an operator have a clear control over all steps considered to be							
			influential, including for those not CCP.							
			Are possibilities of intentional forgery and contamination of products analyzed?							
		Food defense	Are weak defense points in manufacturing procedure identified, and additional							
	Taking measures against intentional		measures for access control are taken to deal with intentional forgery and	•						
			contamination of products?							
	product tampering and contamination		Is there procedure in place to determine product disposition in an event of							
			intentional product tampering or contamination?							
			Are there documents referring to managing allergen materials to prevent cross-	-		Allergy management				
			contamination in manufacturing processes?	-		procedure				
			Are both legal and customers' claims considered in process of allergen							
			Are there documents referring to managing allergen materials to prevent cross-	-						
			contamination in the manufacturing processes?							
	Managing allergen (if applicable)	Allergen				Product contact-		_		
	inanaging allergen (ii applicable)	management	Is there a manual to clean surfaces that touch products.			surface cleaning				
						Procedure				
			Are all allergens with possibilities to cause cross-contamination of allergens					_		
			removed from surfaces that come into contact with products?							
			Throughout manufacturing process from production to sales, is there a system					_		
			to separate each process?							