

		Procedure Manual	Records
A. Food safety management system			
Specifications including product shipment	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?		
	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)?		
Traceability	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
	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?		
Food safety trouble management	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 institutions including municipal governments and removal and recall of products	Food safety trouble management manual	
	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?		
Management of defective products	Is there a procedure document to manage defective ingredients, semi-finished products, products and packaging materials?	Control procedure of defective ingredients, semi-finished products, products and packaging materials	
	Are defective ingredients, semi-finished products, products and packing materials managed by a person in charge?		

Corrective actions	Is there a manual of corrective actions to analyze complaints and also to examine defective products?	Corrective action manual	
	Are the corrective actions (including shipment, reprocessing, segregation, and disposal) performed properly?		
Responsibilities of managers	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		
Record keeping requirements	Does management have written documents about product safety and responsibility for compliance and communicate to employees about those?	Food safety standard	
	Are there records to check legal and customer claims or food safety system		
General documents requirements	Does an operator set a retention period for their records necessary to meet legal and customer claims?		Records that meet legal and customer requirements
	Is there a written manual regarding procedure to manage documents?	Document management procedure	
Management of measurement and monitoring equipment	Are measurement and monitoring devices that have significant impacts on legal and customer requirements reliable?		
	Are important measurement and monitoring devices for food safety calibrated?		
	In case measuring and monitoring equipment deviates from the established standards, are there measures taken and recorded?		Measurement and monitoring equipment management record
Training	Are there effective training programs offered to educate new employees?		
	Is there regular training for employees?		
	Is employees training offered?		
	Are there trainings offered on HACCP?		
	Are there records for trainings?		Employee training record
Procedure	Are there written documents on continuous trainings that are provided for	Employee training plan	
	Is detailed procedure created and implemented effectively for processes and operations that affect food safety?	Procedure document of processes and operations affecting food safety	
Handling complaints	Is procedure communicated to employees in charge of processes and/or operations that affect food safety?		
	Is the complaint management system documented?	Complaints management rule	
Products analysis	Are records of customers' and consumers' complaints, as well as following investigations and corrective actions stored?		Complaints and corrective action records
	Is there a product analysis procedure to check if legal and customer claims are met within the expiration date?		
	Are there product sampling inspections conducted at regular intervals to confirm that pH is less than 4.6?		Analytical results record
Purchase	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 contract specifications?		

Supplier Approval and Function Monitoring	Does supplier exchange contracts and specifications in advance?		
	Is vendor confirmation procedure documented and implemented?	Supplier confirmation procedure	

B. Good Manufacturing Practices, GMPs

Personal hygiene	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?		
	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?		
Facility environment	Are facilities located, designed, constructed and maintained to ensure product		
	Are facilities effectively maintained, cleaned and disinfected to prevent biological, chemical and physical contamination?		
	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?		
Cleaning and disinfection	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	
	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 contamination	Is there zoning or other effective procedure to reduce or avoid possibility of contamination of biological, chemical and physical hazards?		
Insect control, mouse control and pest control	Are there traces of insect, mouse and pest invasion?		
	Are there effective insect, mouse and pest control methods?		
	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?		

Water quality management	Is there control procedure for water, ice and steam that do not compromise product safety?	Procedure to control water, ice and steam	
	Is there procedure to prevent cross contamination of non-drinking water and drinking water?	Procedure to prevent cross contamination of non-drinking water and	
Employee facility	Are there changing rooms for employees?		
	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		
Waste management	Are there rules for waste disposal and storage?		
	Are waste containers clearly distinguished by use?		
Shipping and storage	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)?		
	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 equipment?	Maintenance and sanitation procedure for loading vehicles and equipment	
	Is maintenance and sanitation procedure effectively implemented for loading vehicles and equipment?		
Maintenance management of facilities and equipment	Are maintenance systems for facilities and equipment in place?	Maintenance management rules for facilities and equipment	
	Are maintenance of facilities and equipment carried out effectively?		
	Is facility and equipment cleaning procedure documented?	Facility and equipment cleaning	
	Is facility and equipment cleaning operated effectively?		
	Are materials used for maintenance and repair suitable for purpose of use?		

C. Food hazard control

Pre-procedure	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?		
	Procedure 2: Are product specifications for materials, packaging materials, storage conditions, etc. maintained?		Product specifications
	Procedure 3: Are intended use of the product specified and intended consumers identified?		
	Procedure 4: Is there a manufacturing flow chart?		Manufacturing process flow chart
	Procedure 5: Is created flow chart verified on site?		

Allergy management	Are there documents referring to managing allergen materials to prevent cross-contamination in manufacturing processes?	Allergic substance management 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 possibility of cross-contamination of allergens?		
	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?		
HACCP	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?		
	Are CCPs conducted effectively?		
	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
Food defense	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 the manufacturing procedure identified, and 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

Food safety management items Summary		Food safety management items (Revised GFISI GMAP)		Req uire d	Rec om men	Manuals	Records	Examination results			
								Prior confirmation	Document check	On-site check	
As an organization, there is a commitment for high standard food safety	Responsibilities of managers	Do managements have written documents about product safety and responsibility for compliance and communicate to employees about those?	●		Food safety policy						
		Do managements provide necessary resources to operate food safety									
Is there an up-to-date organization chart that describes an outline of the											
Training	Are there effective training programs offered to educate new employees?	Are there written documents on continuous trainings that are provided for employees?	●		Employee training plan	Employee training record					
There are rules about food safety and they are followed properly	Procedure	Is detailed procedure created and implemented effectively for processes and operations affecting food safety?	●		Procedure document of processes and operations affecting food safety						
		Is procedure communicated to employees in charge of processes and/or operations affecting food safety?									
	General documents requirements	Is there a written manual regarding procedure to manage documents?			Document management procedure						
	Record keeping requirements	Are there records to check legal and customer claims or food safety system				Records that meet legal and customer requirements					
Does an operator set a retention period for records necessary to meet legal and customer claims?											
Manage quality information from ingredients to products	Specifications	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?									
		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 procedure
		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)?										
	Approving suppliers and monitoring functions	Does a supplier exchange contracts and specifications in advance?	●								
		Is vendor confirmation procedure documented and implemented?			Supplier verification procedure						
	Purchase	If purchasing black garlic from new suppliers, does it comply with existing contract specifications?									
Traceability	Are traceability system in place and documented?			Traceability							
	Can a product be identified in all manufacturing processes?	●									
	Are there any records from purchasing (ingredients, packaging materials, products) to production and delivery?	●			Traceability record						
	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?										
Handling	Is complaint management system documented?			Complaints management rules							

Food safety management items Summary		Food safety management items (Revised GFSI GMAP)		Req uire d	Rec om men	Manuals	Records	Examination results		
								Prior confirmation	Document check	On-site check
Good Manufacturing Practices (GMPs)	Have Good Manufacturing Practices, GMPs: Facility, equipment (Machine)	Employee facility	Are there changing rooms for employees?			Cleaning and disinfection procedure for 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 management of facilities and equipment	Are maintenance systems for facilities and equipment in place?							
			Are maintenance of facilities and equipment carried out effectively?							
			Is facility and equipment cleaning procedure documented?							
			Are facilities and equipment cleaning operated effectively?							
		Are materials used for maintenance and repair suitable for the purpose of use?								
	Have Good Manufacturing Practices, GMPs: Method	Cleaning and disinfection	In order to keep facilities, equipment and machines clean, is there cleaning and disinfection procedure put in order, and also, are there checks conducted after cleaning and washing?			Water, ice and steam management procedure				
			Are cleaning / disinfecting equipment, tools and chemicals clearly labeled?			Cross-contamination prevention procedure for non-drinking water and				
			Are cleaning and disinfecting equipment, tools and chemicals stored 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 contamination	Is there zoning or other effective procedure to reduce or avoid possibility of contamination of biological, chemical and physical hazards?	●						
		Insect control, mouse control and pest control	Are there effective insect, mouse and pest control methods?	●						
			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?							
		Water quality management	Is there control procedure for water, ice and steam that do not compromise product safety?							
			Is there procedure to prevent cross contamination of non-drinking water and drinking water?							
		Waste management	Are there rules for waste disposal and storage?							
			Are waste containers clearly distinguished by use?	●						
		Shipment and storage	Are there enough storage places for products and ingredients?			Loading vehicles and equipment, maintenance and sanitation procedure				
			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)?				Maintenance management rules for facilities and					
	Is product handling procedure in place and implemented effectively?									
	Is product handling procedure in place and implemented effectively?				Facility and Equipment Cleaning					
	Is vehicle transporting procedure in place and conducted effectively?									
	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?									

Food safety management items Summary		Food safety management items (Revised GFSI GMaP)		Req uire d	Rec om men	Manuals	Records	Examination results		
								Prior confirmation	Document check	On-site check
Food hazard control	Working on Codex HACCP	Pre-procedure	Procedure 2: Are product specifications with materials, packaging materials, storage conditions, etc. maintained?				Product specification			
			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?							
		HACCP	Procedure 6: Is hazard analysis performed at each process step?	●			Hazard factor 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?	●						
			Are CCPs conducted effectively?							
			Procedure 10: In case of exceeding allowable limit, are corrective actions set for each CCP associated?	●						
			Procedure 11: Are verification means established?	●						
			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.									
	Taking measures against intentional product tampering and contamination	Food defense	Are possibilities of intentional forgery and contamination of products analyzed?							
			Are weak defense points in manufacturing procedure identified, and additional measures for access control are taken to deal with intentional forgery and contamination of products?	●						
	Managing allergen (if applicable)	Allergen management	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-contamination in manufacturing processes?	●		Allergy management 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?							
			Is there a manual to clean surfaces that touch products.			Product contact-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?									