

ISO 22000:2018 Readiness & Gap Assessment Checklist

A practical checklist for assessing food safety management system readiness against ISO 22000 and HACCP

[ISO 22000](#) · [HACCP](#) · [Food Safety](#) · [PRPs](#) · [Traceability](#) · [Nonconformance](#)

ISO 22000 certification depends on a food safety management system built on working HACCP principles and prerequisite programmes, not just documentation. This checklist sets out a practical sequence for assessing FSMS maturity and closing gaps before certification or recertification audit.

A Context & Scope

- ☐ Define the FSMS scope, including products, processes, and sites covered
- ☐ Identify interested parties and their relevant food safety requirements
- ☐ Determine applicable food safety legislation and customer requirements
- ☐ Confirm the FSMS scope statement is consistent with certification intent

B Leadership & Food Safety Policy

- ☐ Document a food safety policy approved and communicated by top management
- ☐ Assign food safety team roles, responsibilities, and authorities
- ☐ Set measurable food safety objectives aligned to significant hazards
- ☐ Confirm management commitment through resourcing and food safety culture initiatives

C Prerequisite Programmes (PRPs)

- ☐ Maintain prerequisite programmes covering facilities, equipment, and utilities
- ☐ Control pest management, cleaning, and sanitation programmes
- ☐ Maintain personnel hygiene requirements and training records
- ☐ Control supplier approval and incoming material verification
- ☐ Maintain allergen management and cross-contamination controls

D Hazard Analysis & HACCP Plan

- ☐ Conduct a hazard analysis for each product and process covering biological, chemical, and physical hazards
- ☐ Determine critical control points and critical limits with supporting justification
- ☐ Establish monitoring procedures and corrective actions for each CCP
- ☐ Validate the HACCP plan and verify it remains effective
- ☐ Maintain the hazard analysis current with process, recipe, or supplier changes

E Traceability & Nonconformance

- ☐ Maintain a traceability system linking raw materials to finished product batches
- ☐ Test traceability and mock recall procedures on a set frequency
- ☐ Control and segregate nonconforming product to prevent unintended release
- ☐ Investigate nonconformities and determine root cause before closing

F Internal Audit

- ☐ Maintain an internal audit programme covering PRPs, HACCP, and FSMS clauses
- ☐ Assign auditors who are independent of the area being audited
- ☐ Raise nonconformities with objective evidence and clear descriptions
- ☐ Verify corrective actions close the root cause, not just the symptom

G Management Review

- ☐ Hold management review at planned intervals with a defined agenda
- ☐ Review verification results, customer complaints, and audit outcomes
- ☐ Review emergency and withdrawal or recall procedure testing results
- ☐ Record decisions on resourcing, changes, and improvement opportunities

H Continual Improvement & Certification Readiness

- ☐ Update the hazard analysis and HACCP plan after verification findings
- ☐ Reassess PRPs after facility, equipment, or supplier changes
- ☐ Confirm evidence trails exist for CCP monitoring and corrective actions
- ☐ Conduct a pre-certification readiness review ahead of the external audit