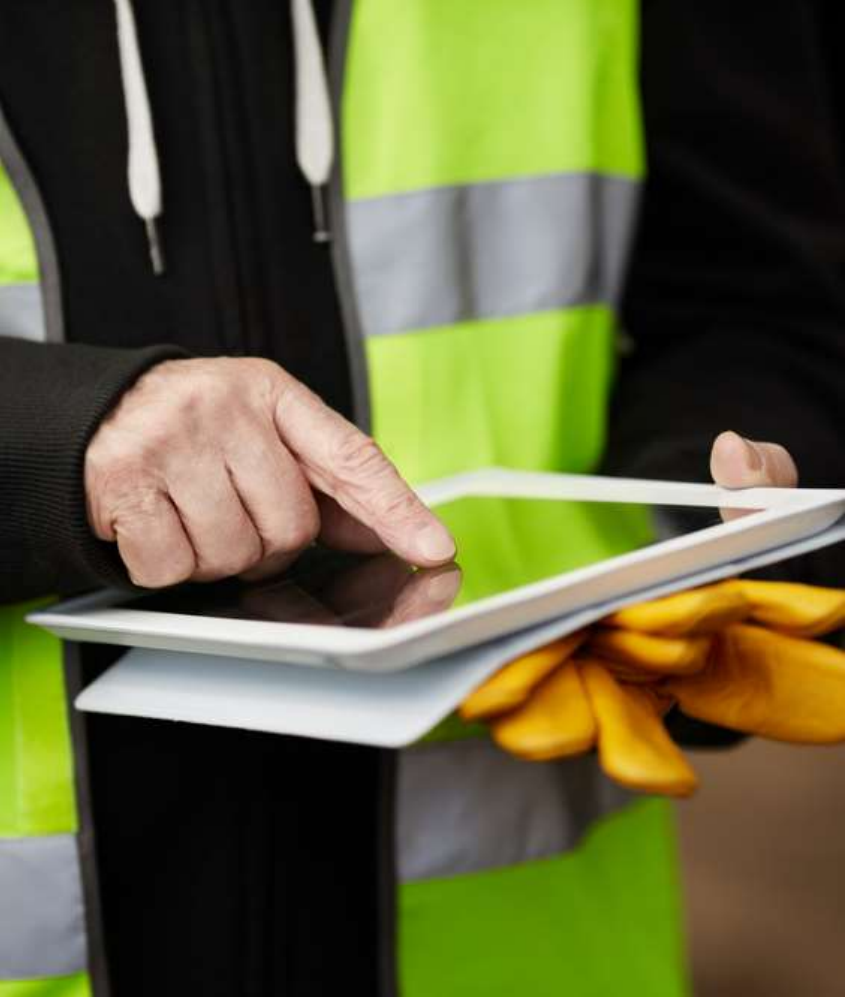


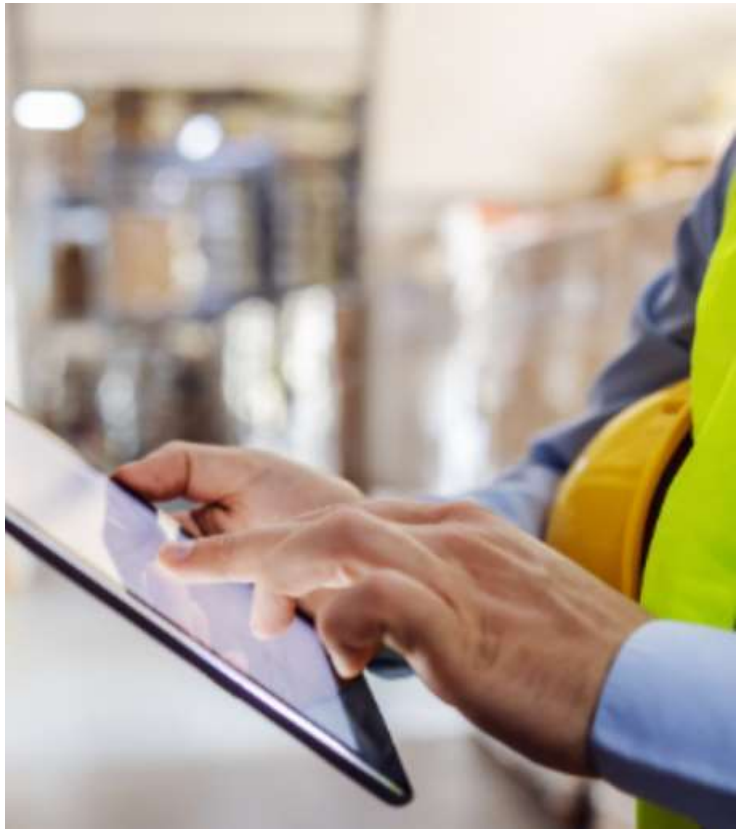
FOOD SAFETY MANAGEMENT SYSTEM

IMPROVING COMPLIANCE WITH MICROSOFT 365®

FOOD SAFETY SUMMIT – MAY 12, 2022

INTRODUCTION

- KTL – goktl.com
- FDA and USDA compliance
- HACCP and GMP programs
- GFSI certification support (FSSC 22000, SQF, BRC, IFS)
- Auditing and assessments
- Supplier programs (FSVP)
- IT solutions with Microsoft 365®



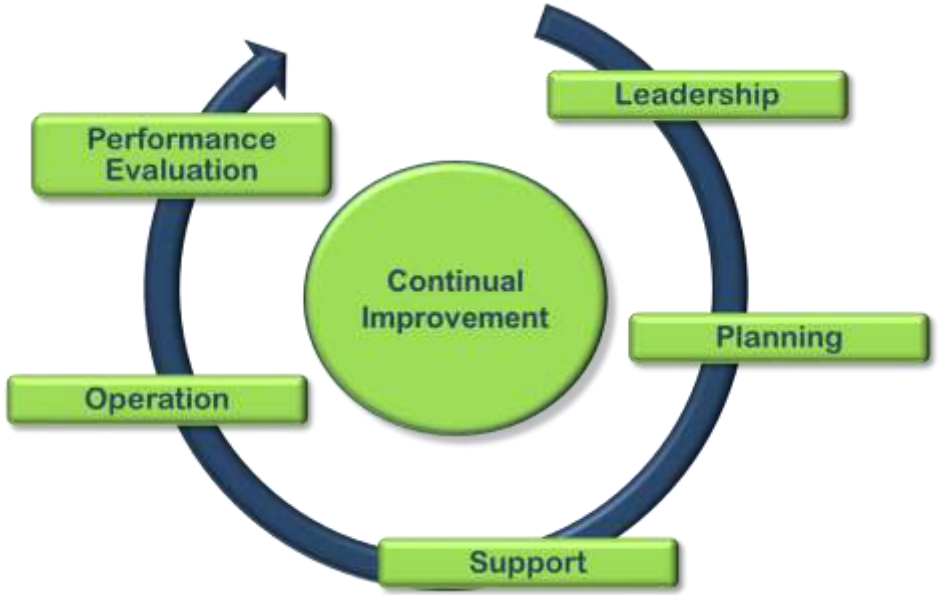
LOOK FAMILIAR?

CHALLENGES

- Complicated regulatory requirements
- Limited resources (staff, budget, time)
- Staffing and turnover
  - Easy to lose institutional knowledge
  - Hard to find qualified replacements
- Burdensome documents and data:
  "death by 1000 spreadsheets"
  ...***and if it's not documented, it's not done!***
- Expensive and complicated software

APPROACH

- Use a formal management system approach: Plan – Do – Check – Act
- Get management support – this is key!
- Identify and understand requirements
- Define roles and responsibilities
- Leverage cross-functional teams
- Monitor performance
- Leverage appropriate/available IT tools…



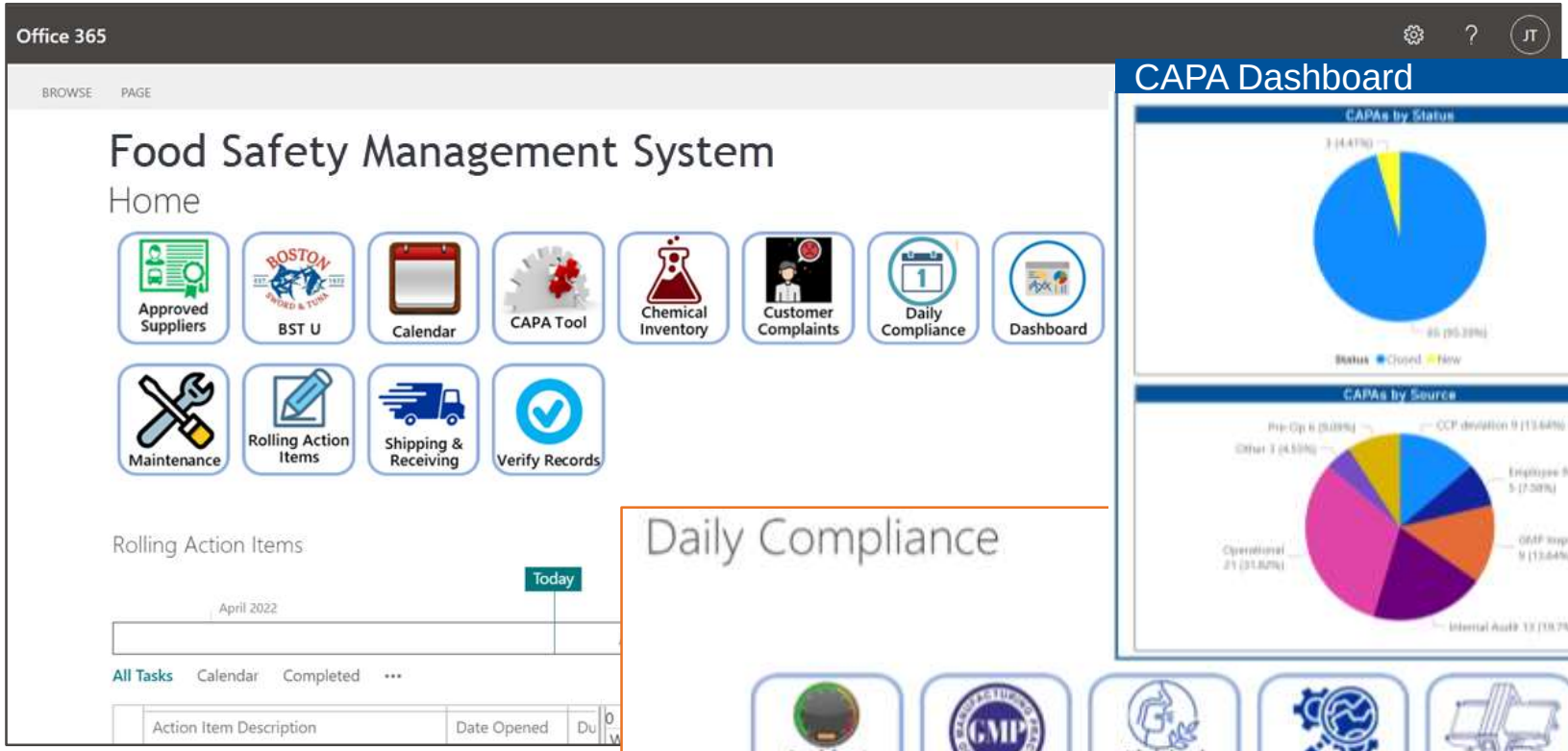
MICROSOFT 365/SHAREPOINT®

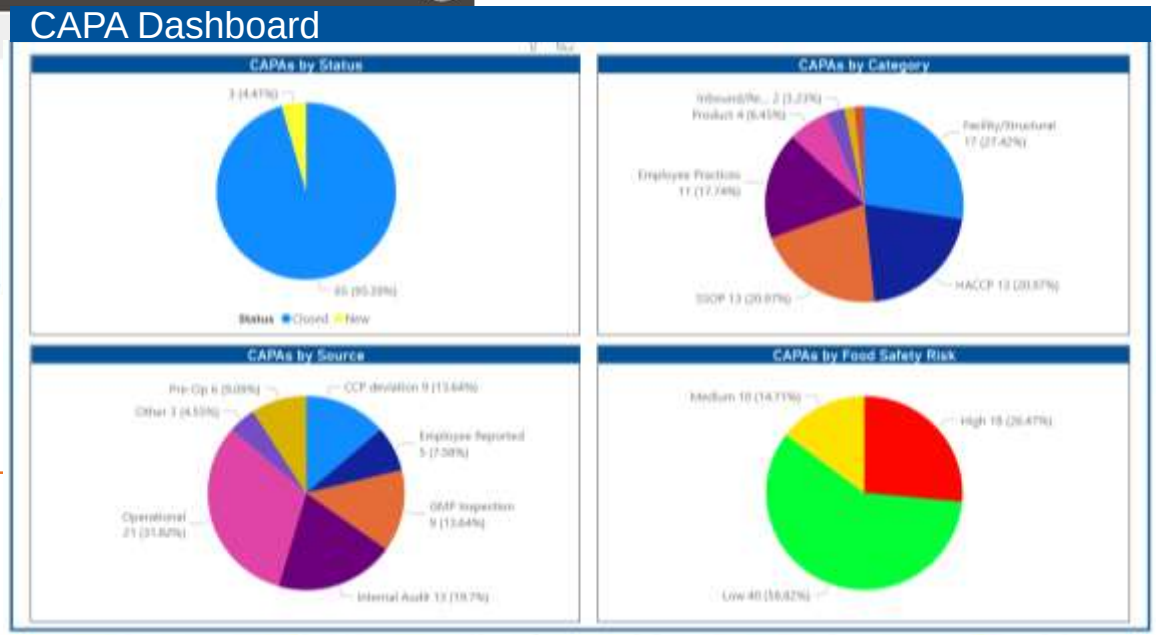
- Low-cost, in-house platform supported by most IT departments
- Familiar Microsoft tools
- Webpages, documents, data, dashboards in one platform
- Easy to integrate existing data
- User-customized with web browser

KEY FEATURES

- Simplify data collection with mobile forms
- Easily modify back end – no programming
- Track requirements and tasks
- Send/receive email notifications
- Upload and manage documents, data, and records
- Get real-time, interactive reports with dashboards

EXAMPLE – LIVE DEMONSTRATION

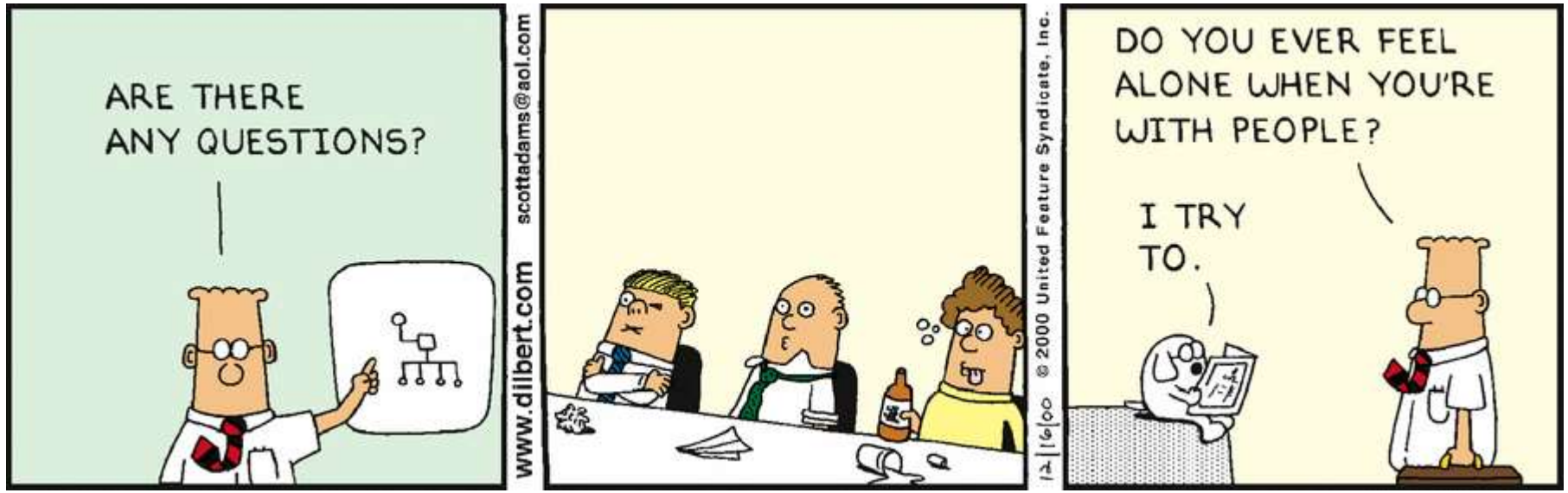




BENEFITS

- Simplify management of compliance requirements and task assignments
- Capture institutional knowledge to ensure operational continuity/sustainability
- Easily retrieve records
- Prepare for regulatory inspections
- Monitor performance and ensure continual improvement

QUESTIONS?


ARE THERE ANY QUESTIONS?
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12-16-00
DO YOU EVER FEEL ALONE WHEN YOU'RE WITH PEOPLE?
I TRY TO.

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