

ANNEX A
Risk Management Framework for Food Manufacturers

COMPANY INFORMATION							
Company Name							
Address							
License to Operate							
LIST OF PRODUCTS MANUFACTURES							
Product		Registration Number			Validity		
I. The Risk Management Team (RMT)							
Role	Assigned Personnel	Responsibility	Competency	Contact Number			
Risk Manager							
Risk Assessor							
Members (may include up to 5 members)							
*Sample Template							
The Risk Communication Team (RCT)							
Role	Assigned Personnel	Responsibility	Competency	Contact Number			
Focal Person							
Members (May include up to 5 members)							
*Sample Template							
II. Areas of Possible Risk Occurrence							
A. Site Description							
Area		Description					
*Sample Template							
B. 1. Product Profile							
Product Name	Intended Use	Intended Consumer	Packaging	Process Flow	Storage Condition	Shelf Life	Scope and Method of Distribution
*Sample Template							

2. Source of Raw Materials

Product Name	Ingredients/ Raw Materials	Source	Address	Accompanied with Certificate of Analysis?	
				Yes	No

*Sample Template

3. Labeling and Packaging

Labeling	Compliant with Mandatory Labeling Information	
	Yes	No
Packaging	Supplier submits Certificate of Suitability	
	Yes	No

*Sample Template

C. 1. Departments with Food Safety Responsibilities*

Department	Head	Competency
Production		
Quality Control		
Warehousing		
Distribution		
Human Resource ¹		

*Sample only, departments/and or divisions may depend on the establishment

¹Note that the HR is responsible for providing training/orientation related to food safety

2. Personnel

Department	Attended Training related to Food Safety		Date Attended	Date of Refresher Course
	Yes	No		
Production				
Warehousing				

*Sample Template

D. Food Safety Measure/Quality Assurance Schemes

Document/Manual Name	Document Number	Section Title	Effectivity Date	Date Reviewed

*Sample Template

III. Risk/Hazard Identification and Evaluation

A. Site/Area

List of Areas and possible risks/hazards*

Area	Description	Possible Risk
Flooring		

Production	Ceiling		
	Wall		

*Sample Template all areas shall be listed and described in detail to be able to identify possible risk

B. Product

1. List of ingredients and their inherent risk

Ingredient(s)	Possible Risks
Example: Flour	Biological: (specified) Chemical: (specified) Physical: (specified)

*Sample Template

2. List of Processes and their inherent risk

Process Step	Possible Risks
Example: Sifting	Biological: (specified) Chemical: (specified) Physical: (specified)

*Sample Template

C. 1. Departments

Department/Office	Identified Gaps	Possible Risk/Hazard
e.g., Production	No competent head	

*Sample Template

2. Personnel

Area	Identified Gaps	Possible Risk/Hazard
e.g., Training	Not relevant to food safety	

*Sample Template

D. Food Safety Measure/Quality Assurance Scheme

Document	Identified Gaps	Possible Risk/Hazard
e.g., Work Instructions	Not provided	

*Sample Template

IV. Identification of Risk Management Option

Area		With Identified Risks/Hazards		Risk Management Options
		Yes	No	
Site	e.g., Flooring	/		Reduce
Product	e.g., Labeling	/		Accept

Department/ Personnel	e.g., Training	/		Prevent
Food Safety Measure	e.g., QSP	/		Prevent

*Sample Template

V. Choosing and Evaluation of Risk Management Option

RISK MANAGEMENT OPTIONS (SITE)	ASSESSMENT						Total
	Effectiveness		Acceptability		Feasibility		
	Pass (0)	Fail (1)	Acceptable (0)	Unacceptable (1)	Feasible (0) low cost receives low score	Not Feasible (0) high success receives low score	
Identified Risk:	Cracked Flooring						
	Option 1						
Repair	0		0		0		0
	Option 2						
Stringent Sanitation		1		1	0		2
Option 3							
Option 4							

Note: The lowest total score is the best option

VI. Risk Communication

1. Communication Plan

Date	
Objective	
Risk Event	
Stakeholder	
Target Date of Posting	
Element	Assigned Personnel
Focal Person	
Preparation of needed data	
Drafting of RC Message*	
Posting	
Media Monitoring	
Deactivation of post	

*Template for Risk Communication messages shall follow the Circular on Product Recall

2. Effectiveness Checks

Effectiveness Checks of Rapid Response to a Risk Event		
Reference Document		
Scope	Internal Stakeholder ¹	External Stakeholder ²
Conduct of Meeting		
Conduct of Notification		
Method of Notification		
Timeliness and Responsiveness		

Evaluation of the Risk Communication		
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¹This includes personnel involved in food safety

²This includes the consumer and the regulatory agency

VII. Review and Monitoring of the RMP

1. Review of RMP

Identified Frequency of Meeting of the RMT	Identified Frequency of Review of RMP	Regular Training of the Risk Management Team

*Sample Template

2. Validation

No.	Scope	Guide Questions	Remarks	
			Yes	No*
1	Document	e.g., Are the quality manuals regularly reviewed?		/
2	Site			
3	Product			

*If the answer is No proceed to the identification of gaps

3. Identified Gaps

Scope	Gaps	Remarks
Document- Quality Manual	The review was not conducted regularly	To conduct regular review

*Sample Template