



CASE STUDY: LEVERAGING EXISTING MICROSOFT SOFTWARE TO DEVELOP A ROBUST FSMS

FOOD SAFETY SUMMIT TECH TENT: MAY 9, 2024



KTL INTRODUCTION

- Food safety, EHS, and quality consulting firm based in Madison, WI & Atlanta, GA
- Food safety services include:
 - Auditing & assessments
 - Food safety management system (FSMS) development & implementation
 - GFSI certification support (FSSC 22000, SQF, BRCGS, IFS)
 - Regulatory compliance assistance (FDA FSMA, USDA, HACCP)
 - Information management solutions
 - Training
- Tailored solutions to address compliance & certification requirements
- Focus on building strong, long-term client partnerships
- Information & data management solutions with Microsoft 365®



LOOK FAMILIAR?



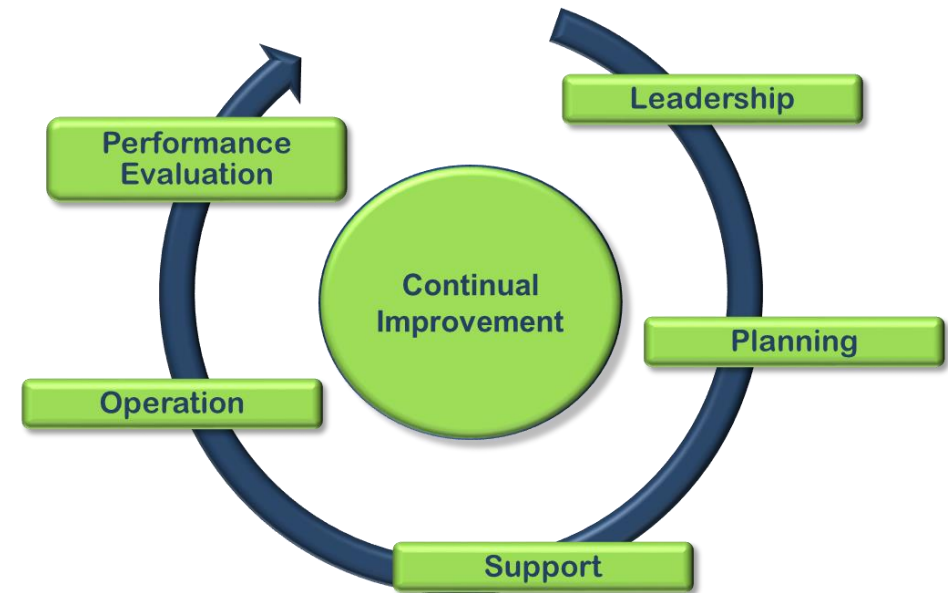
CHALLENGES

- Complex regulatory requirements
- Limited resources (staff, budget, time)
- Staffing & turnover
 - Easy to lose institutional knowledge
 - Hard to find qualified replacements
- Burdensome documents & data
 - **“death by 1000 spreadsheets”**
 - if it’s not documented, it’s not done
- Expensive & complicated software

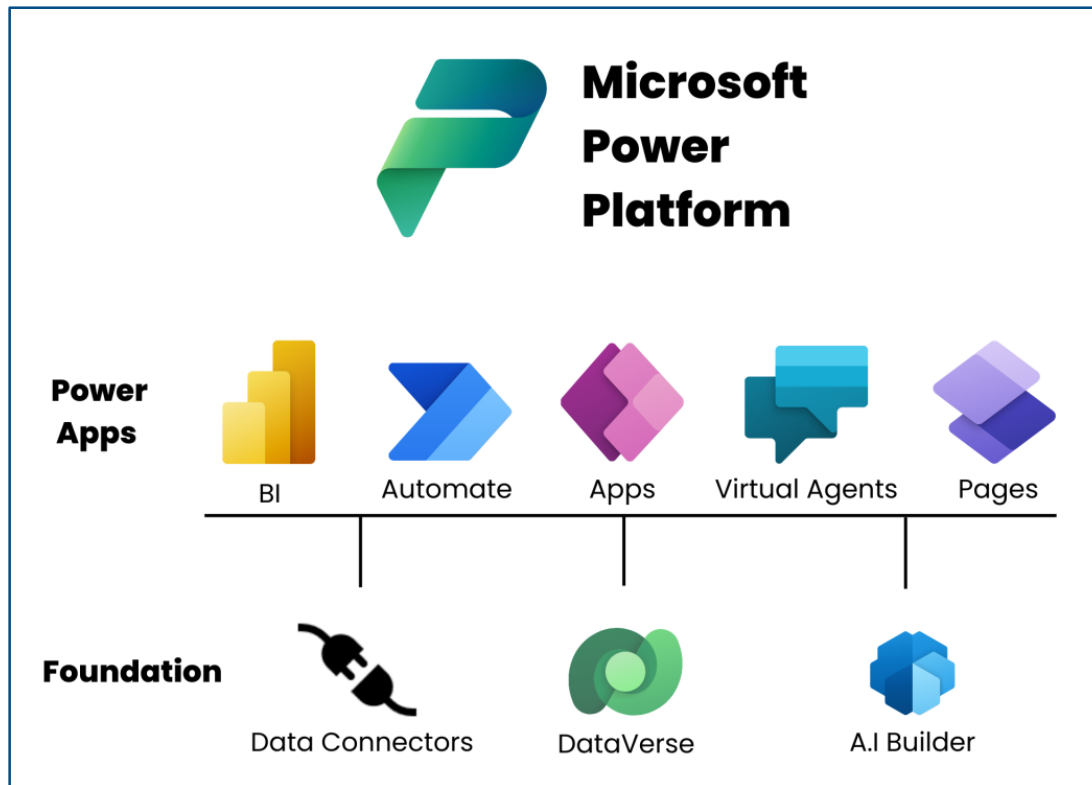


APPROACH

- Use a formal management system approach for continual improvement:
Plan – Do – Check – Act (PDCA)
- Get management support – this is key!
- Identify & understand requirements
- Define roles & responsibilities
- Leverage cross-functional teams
- Monitor performance
- Leverage appropriate/available IT tools...



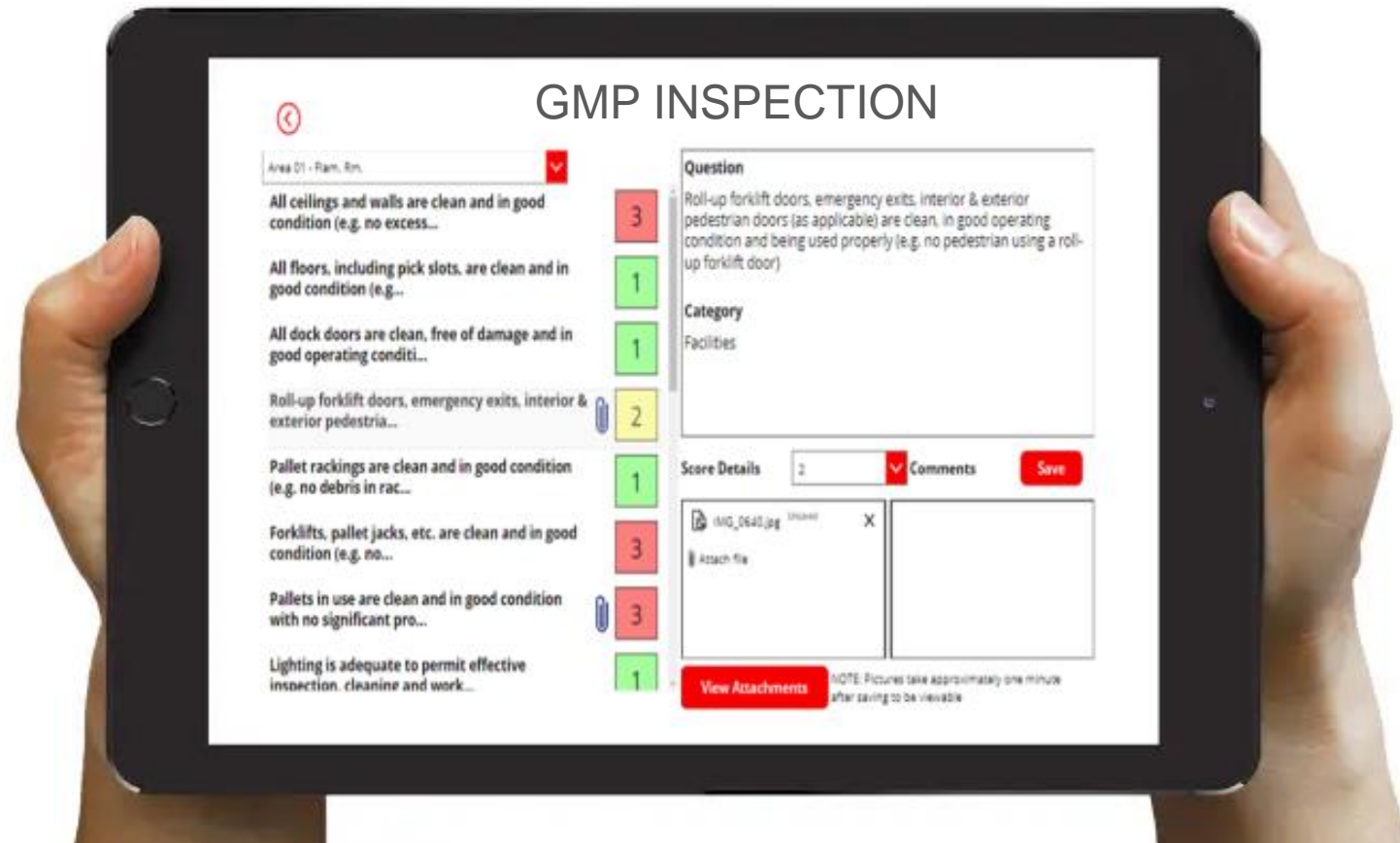
MICROSOFT POWER PLATFORM®



- 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

- Mobile forms
- No programming
- Track requirements & tasks
- Send/receive email notification
- Upload & manage documents, data, and records
- Real-time, interactive dashboards



BENEFITS

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



DEMONSTRATION

SharePoint Search this site

FSQA MANAGEMENT SYSTEM

★ Following Site access

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Home

- Master Documents
- Pages
- Outbound QA Checklists
- Return Authorization PDF...
- Sample Request PDF Rep...
- Summary Reports
- ProductList
- Lab Notebook - Attach...

Edit

+ New Page details Analytics

Tools

- Outbound QA Checklist
- Maintenance
- CAPA
- Master Documents
- Customer Feedback
- Return Authorization
- Sample Request Form
- Internal Quality Issues
- Adjustment History
- Product Non-Conformances
- Instrument Calibration...

Sites

- Quality Laboratory
- Safety

Registers

- ISO 22000
- ISO 22000 AR
- TS ISO 22002-1
- ISO 9001 2015
- FDA FSMA
- USDA 9 CFR

Upload Documents

- Bulk Upload
- Upload Document
- Filing Issues

CAPAs by Status

Status	Count	Percentage
Closed	45	95.59%
New	3	4.41%

CAPAs by Category

Category	Count	Percentage
Facility/Structural	17	27.42%
SSOP	13	20.97%
HACCP	13	20.97%
Employee Practices	11	17.74%
Product	4	6.45%
Inbound/Re...	2	3.23%

CAPAs by Source

Source	Count	Percentage
Internal Audit	13	19.7%
Operational	21	31.82%
GMP Inspection	9	13.64%
CCP deviation	9	13.64%
Employee Reported	5	7.58%
Other	3	4.55%
Pre-Op	6	9.09%

CAPAs by Food Safety Risk

Risk Level	Count	Percentage
High	18	26.47%
Low	40	58.82%
Medium	10	14.71%



HOW DOES THE PROCESS WORK?

- Start with something simple that is already working well
- Set priorities based on compliance risk, needed business improvements, ease of implementation, and overall value
- Build with the end in mind – design should allow for efficient scale up
- Develop at your pace and budget
- Build a system familiar to employees, introduce gently, encourage buy-in

- Current systems and tools?
- Status of existing processes?
- New or existing data sources?
- Organizational complexity?
- Compliance status?





CONTACT US

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