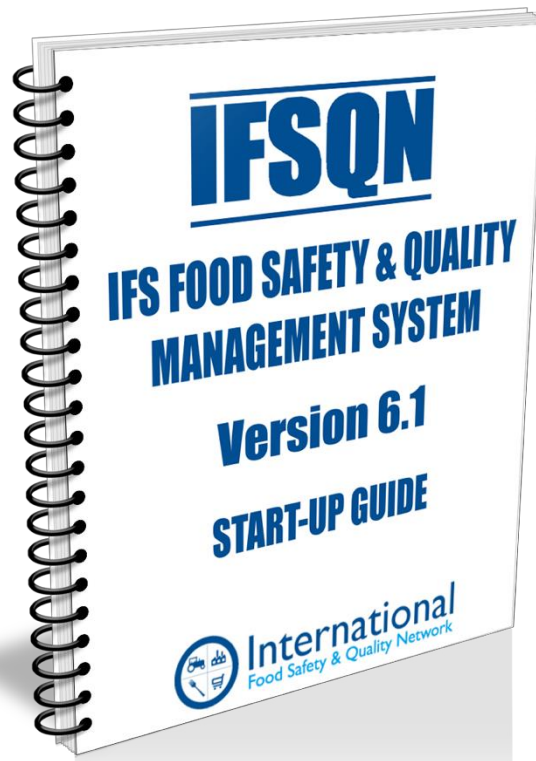


## IFS Food Safety Management System Start-Up Guide



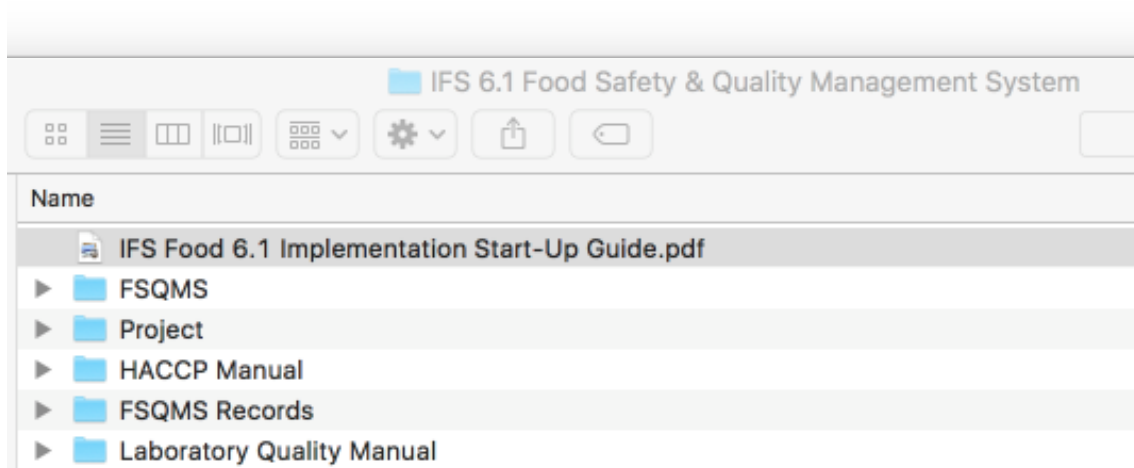
Welcome to the IFSQN IFS Food Safety and Quality Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN IFS Food Safety and Quality Management System Package includes:

- ✓ A comprehensive set of over 60 editable Food Safety Management System Procedures that match the clauses of the IFS Food Standard
- ✓ A range of 60 editable to use Sample Record Templates
- ✓ Additional HACCP Manual including a Hazard Analysis Template
- ✓ Introduction to the IFS Food Safety Management System Training Module
- ✓ Allergen Risk Management Module
- ✓ Food Fraud Risk Assessment Template
- ✓ Supplier Risk Assessment Template
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Supplementary Project Tools
- ✓ Implementation Workbook
- ✓ This Start-Up Guide
- ✓ Free Technical Support



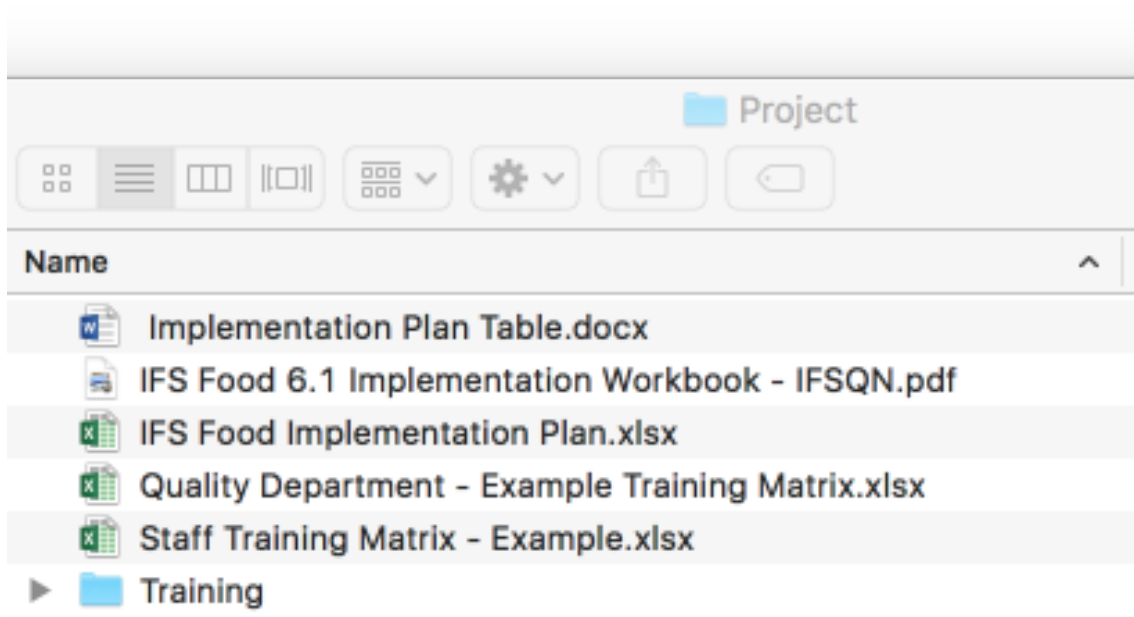
When you download the package, you will find this Start-Up Guide and 5 folders containing the package contents:



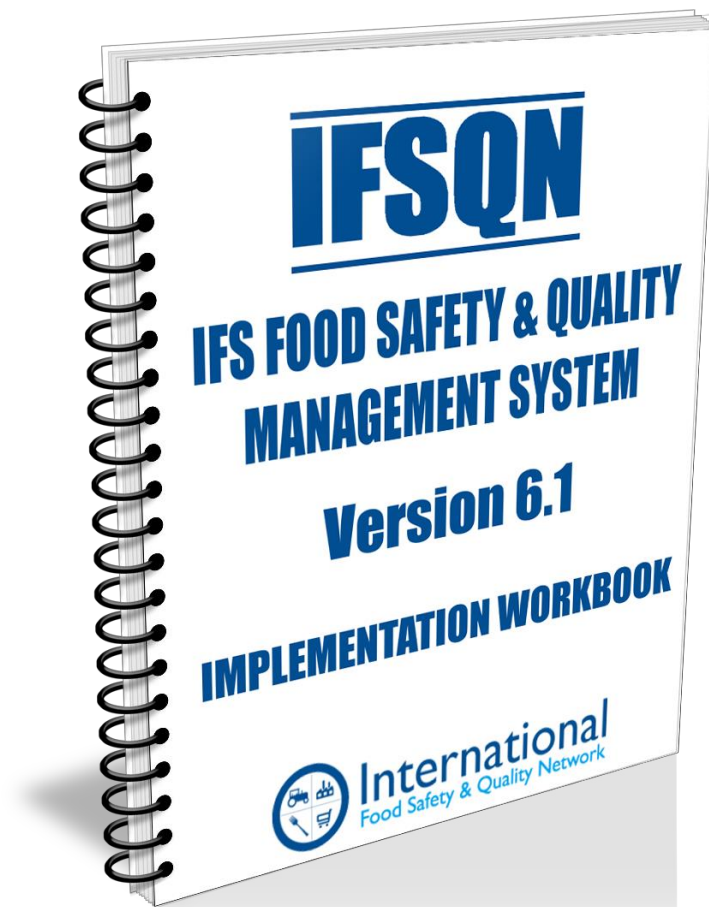
Your first job is to obtain your own copy of the [IFS Food Standard Version 6.1](#) from the IFS Website (It is free to download)

# IFS Food Safety Management System Start-Up Guide

**Start by opening the Project folder:**



The main document in the folder is the **IFS Food Implementation Workbook**



# IFS Food Safety Management System Start-Up Guide

This workbook is provided to assist in the implementation of your IFS Food Safety and Quality Management System. The workbook is divided into 5 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the IFS Food Standard
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Project - Food Safety Quality Management System Implementation
- ✓ Step Four: Internal Auditing & Management Review
- ✓ Step Five: Final Steps to IFS Certification

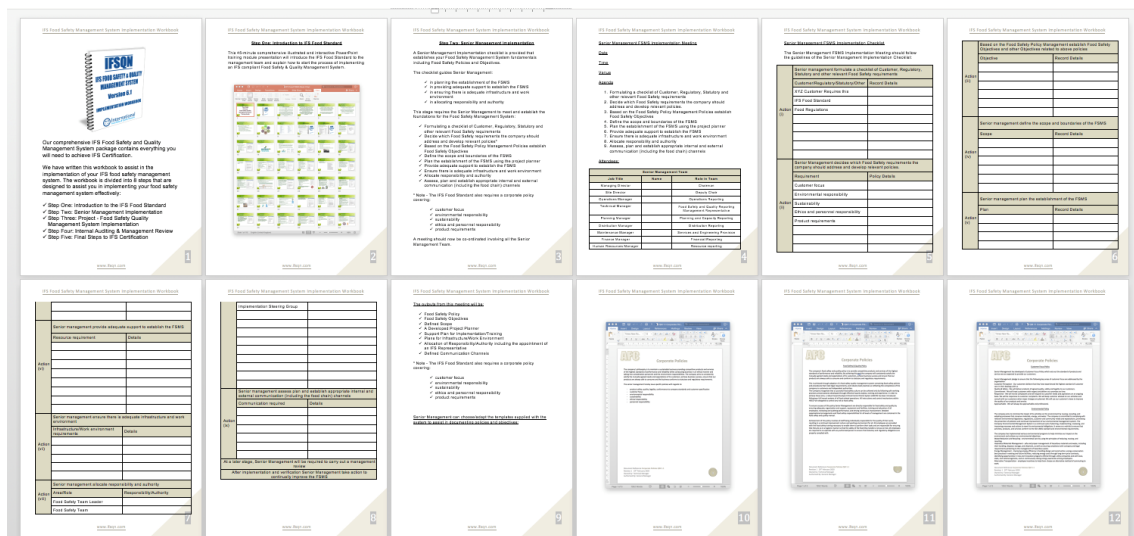
## Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Safety Management System fundamental documents including Corporate Policies and Objectives.

The checklists and guidance includes:

- Defining the Scope of the Food Safety Management System
- Providing adequate support and infrastructure to establish the FSMS
- Allocating Responsibility and Authority
- Establishing a Food Safety Management System Steering Group, the Food Safety Team and a Product Recall/Crisis Management Team
- Establishing Food Safety Responsibility & Authority Levels
- Establishing Communication Channels

Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.



# IFS Food Safety Management System Start-Up Guide

## IFS Food Safety Management System Implementation Workbook

Action Required		Relevant Documents in IFSQN IFS Food Safety & Quality Management System	
1	Senior management demonstrate a commitment to food safety	QM 1.1 Corporate Policies	
2	Senior management issue a food safety policy	QM 1.1 Corporate Policies	
3	Senior management establish food safety objectives	QM 1.1.2 Food Safety and Quality Objectives	
4	Senior management define the scope and boundaries of the FSMS.	IFS Implementation Workbook - IFSQN	QM 1.3 Customer Focus
5	Senior management plan the establishment of the FSMS.	IFS Implementation Workbook - IFSQN	
6	Senior management provide adequate support to establish the FSMS.	IFS Implementation Workbook - IFSQN	
7	Senior management ensure there is adequate infrastructure and work environment.	IFS Implementation Workbook - IFSQN	
8	Senior management appoint a food safety team leader/IFS Representative	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure
9	Senior management appoint the food safety team.	HACCP 1 HACCP Team	QM 1.2 Corporate Structure - Job Descriptions
10	FSMS responsibilities and authorities are documented and communicated	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure - Organisational Chart
11	Food safety communication systems are put in place	IFS Implementation Workbook - IFSQN	QM 1.5 Communication
12	Senior management provide the	IFS Implementation Workbook	QM 2.1 Food Safety and

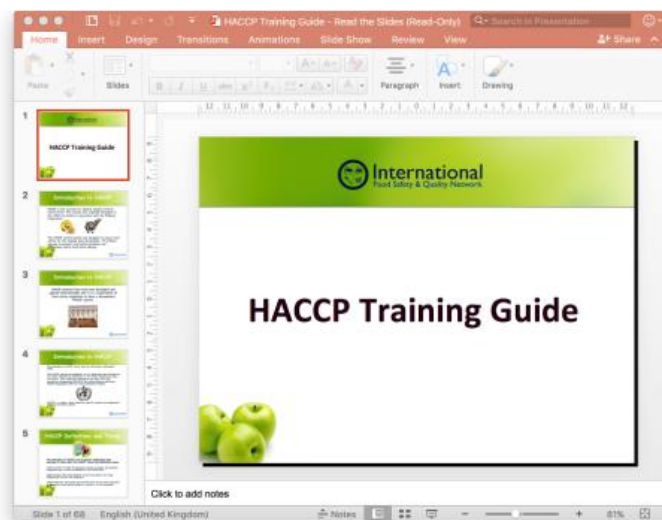
[www.ifsqn.com](http://www.ifsqn.com)

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## IFS Food Safety Management System Implementation Workbook

IFS Standard requires standards to be in place to control food safety hazards. The procedural templates provided should be implemented.

Project Tasks 22 – 39 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our HACCP Manual and the HACCP Training Presentation



[www.ifsqn.com](http://www.ifsqn.com)

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# IFS Food Safety Management System Start-Up Guide

In this folder you will also find an **IFS Food 6.1 Implementation Plan** which can be used to by Senior Management to plan the development of your IFS Food Safety & Quality Management System

Senior management appoint a food safety team leader/IFS Representative

Row	Action	Relevant Documents in IFSQN IFS Food Safety & Quality Management System	Start	End
7	Senior management demonstrate a commitment to food safety	GM 1.1 Corporate Policies	Aug	Dec
8	Senior management issue a food safety policy	GM 1.1 Corporate Policies	Aug	Dec
9	Senior management establish food safety objectives	GM 1.2 Food Safety and Quality Objectives	Aug	Dec
10	Senior management define the scope and boundaries of the FSMS	IFS Implementation Workbook - IFSQN	Aug	Dec
11	Senior management plan the establishment of the FSMS	IFS Implementation Workbook - IFSQN	Aug	Dec
12	Senior management provide adequate support to establish the FSMS	IFS Implementation Workbook - IFSQN	Aug	Dec
13	Senior management ensure there is adequate infrastructure and work environment	GM 1.3 Customer Focus	Aug	Dec
14	Senior management appoint a food safety team leader/IFS Representative	GM 1.2 Corporate Structure	Aug	Dec
15	Senior management appoint the food safety team	GM 1.2 Corporate Structure - Job Descriptions	Aug	Dec
16	FSMS responsibilities and authorities are documented and communicated	GM 1.2 Corporate Structure - Organisational Chart	Aug	Dec
17	Food safety communication systems are put in place	GM 1.5 Communication	Aug	Dec
18	Senior management provide the resources required to establish, document, implement, maintain and improve the FSMS	GM 2.1 Food Safety and Quality Management System GM 3.1 Resource	Aug	Dec
19	Systems are put in place to control FSMS documents and records	GM 2.1.1 Document Control	Aug	Dec
20	Management implement training and awareness programs	GM 1.5 Communication	Aug	Dec
21	Management ensure personnel are competent particularly in terms of food safety	GM 3.3 Training and Instruction	Aug	Dec
22	Management provide copies of the IFS Food Standard to the Steering Group	GM 2.2 Food Safety Management - HACCP System	Aug	Dec
23	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (MPRs) to control food safety hazards from Section 3 Resource Management	GM 3.2 Protective Clothing GM 3.3 Medical Screening GM 3.4 Staff Facilities	Aug	Dec
24	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (MPRs) to control food safety hazards from Section 4 Planning and Production Process	GM 4 Control of Operations GM 4.1 Contract Agreement GM 4.2 Specifications GM 4.3 Product Development GM 4.4 Purchasing GM 4.5 Product Packaging GM 4.6 - 4.9 Site Standards GM 4.10 Cleaning and Disinfection GM 4.11 Waste Disposal GM 4.12 Control of Foreign Matter Contamination GM 4.13 Glass Policy GM 4.14 Control of Brittle Materials GM 4.15 C Glass & Brittle Material Breakage Procedure GM 4.16 Detection of Foreign Objects GM 4.17 Pest Control & Monitoring GM 4.18 Recip and Storage GM 4.19 Transport GM 4.20 Maintenance and Repair GM 4.21 Equipment GM 4.22 A Product Identification GM 4.23 B Product Identification & Traceability Appendix GM 4.24 C Traceability System GM 4.25 Identify Preserved Foods GM 4.26 Management of Allergens Introduction GM 4.27 Supplemental Allergens Management - Folder Documents GM 4.28 Food Fraud GM 4.29 Food Fraud Assessment Template GM 5.1 Internal Audit GM 5.2 Site Factory Inspections GM 5.3 Process Validation GM 5.4 Calibration GM 5.5 Quantity Control GM 5.6 Laboratory Quality Manual GM 5.7 Product Quarantine & Release GM 5.8 Management of Complaints GM 5.9 Management of Incidents GM 5.10 Product Recall & Withdrawal GM 5.11 Management of Non-conformities & Non-conforming Product GM 5.12 Corrective Action and Preventive Action	Aug	Dec
25	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (MPRs) to control food safety hazards from Section 5 Measurements, Analysis, Improvements	GM 6.1 Defector Assessment GM 6.2 Site Security GM 6.3 Personnel and Visitor Security GM 6.4 External Inspections GM 2.1 Food Safety and Quality Management System GM 3.1 Resource Management	Aug	Dec
26	Management establish, implement and maintain Food Safety & Quality Management System Documents from the Document Package Provided	HACCP 2 Appendix 2 Raw Material Summary HACCP 2 Appendix 3 Product Description	Aug	Dec
27	The intended use of the end product is described including vulnerable groups	HACCP 3 Intended Use	Aug	Dec
28	Flow diagrams are prepared for all products and processes including all the steps in the process	HACCP 4 Flow Diagrams HACCP 5 Flow Diagram Verification	Aug	Dec
29	Food safety control measures are identified	HACCP 6 Hazard Analysis Template HACCP 6 Hazard Analysis	Aug	Dec
30	The food safety team perform a food safety hazard analysis	HACCP 7 Appendix Hazard Assessment	Aug	Dec
31	The food safety team specify appropriate levels for each hazard	HACCP 7 Appendix Hazard Assessment	Aug	Dec
32	The food safety team assess the food safety hazards	HACCP 7 Appendix Hazard Assessment	Aug	Dec
33	The food safety team select and assess control measures for each food safety hazard	HACCP 7 Appendix Hazard Assessment	Aug	Dec
34	The food safety team identify critical control points (CCPs) for each food safety hazard	HACCP 7 Determine Critical Control Points	Aug	Dec
35	The food safety team determine the critical limit for each CCP	HACCP 8 Establishing Critical Limits for each CCP	Aug	Dec
36	The food safety team validate the control measures and combination of control measures	HACCP 8 Establishing Critical Limits for each CCP	Aug	Dec
37	The food safety team determine and establish monitoring procedures and records for each CCP	HACCP 9 Establishing a Monitoring System for each CCP	Aug	Dec
38	The food safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits	HACCP 10 Establishing a Corrective Action Plan	Aug	Dec
39	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions	HACCP 12 Establishing HACCP Documents and Records	Aug	Dec

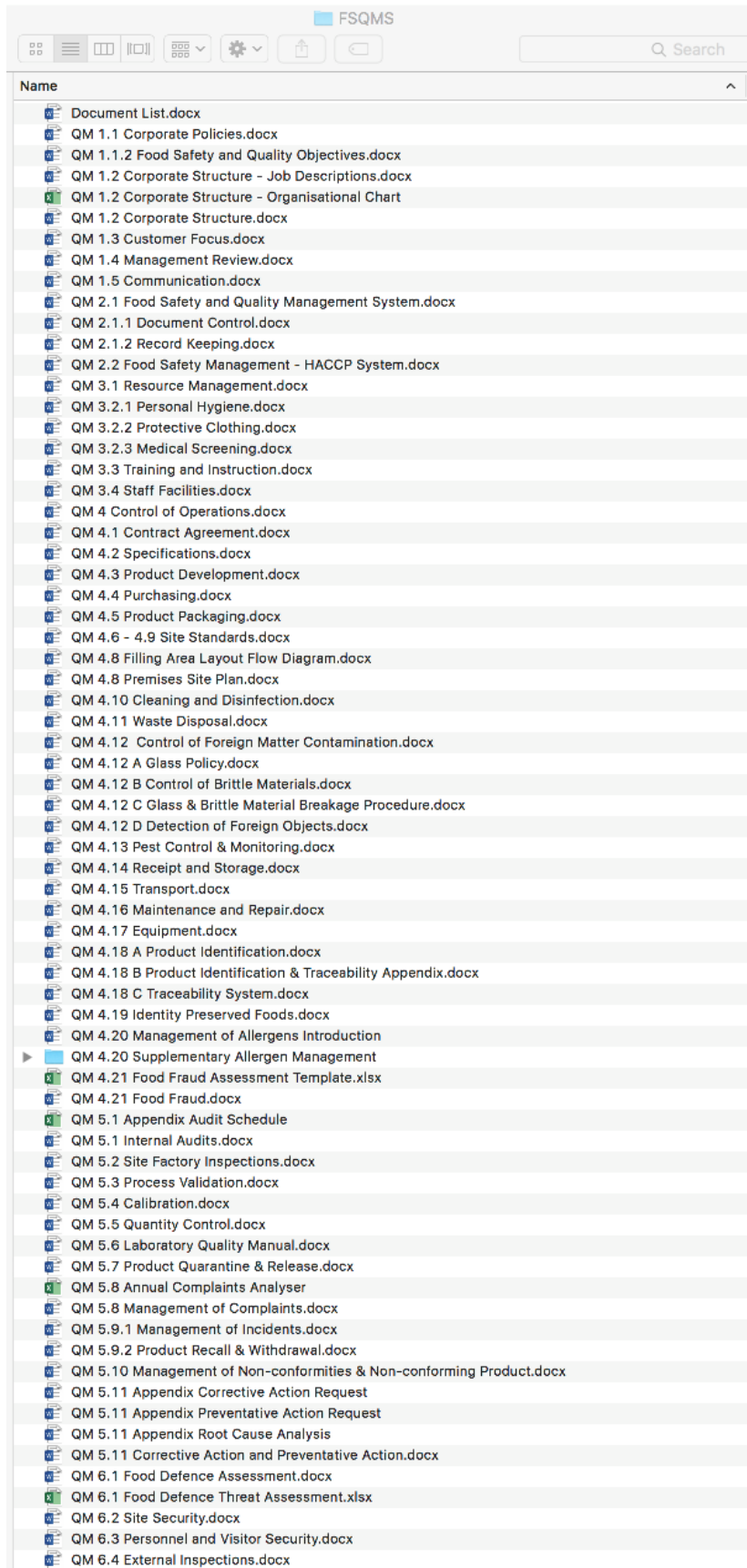
There are also some Sample Training Matrix Templates

Technical Department Training Matrix 26 December 2019

Employee Code	Name	Department	Position	Training Topic	Training Status
01	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
02	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
03	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
04	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
05	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
06	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
07	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
08	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
09	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
10	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
11	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
12	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
13	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
14	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
15	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
16	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed
17	Quality	Technical	Quality Technician	Food Safety & Quality Management System	Completed

# IFS Food Safety Management System Start-Up Guide

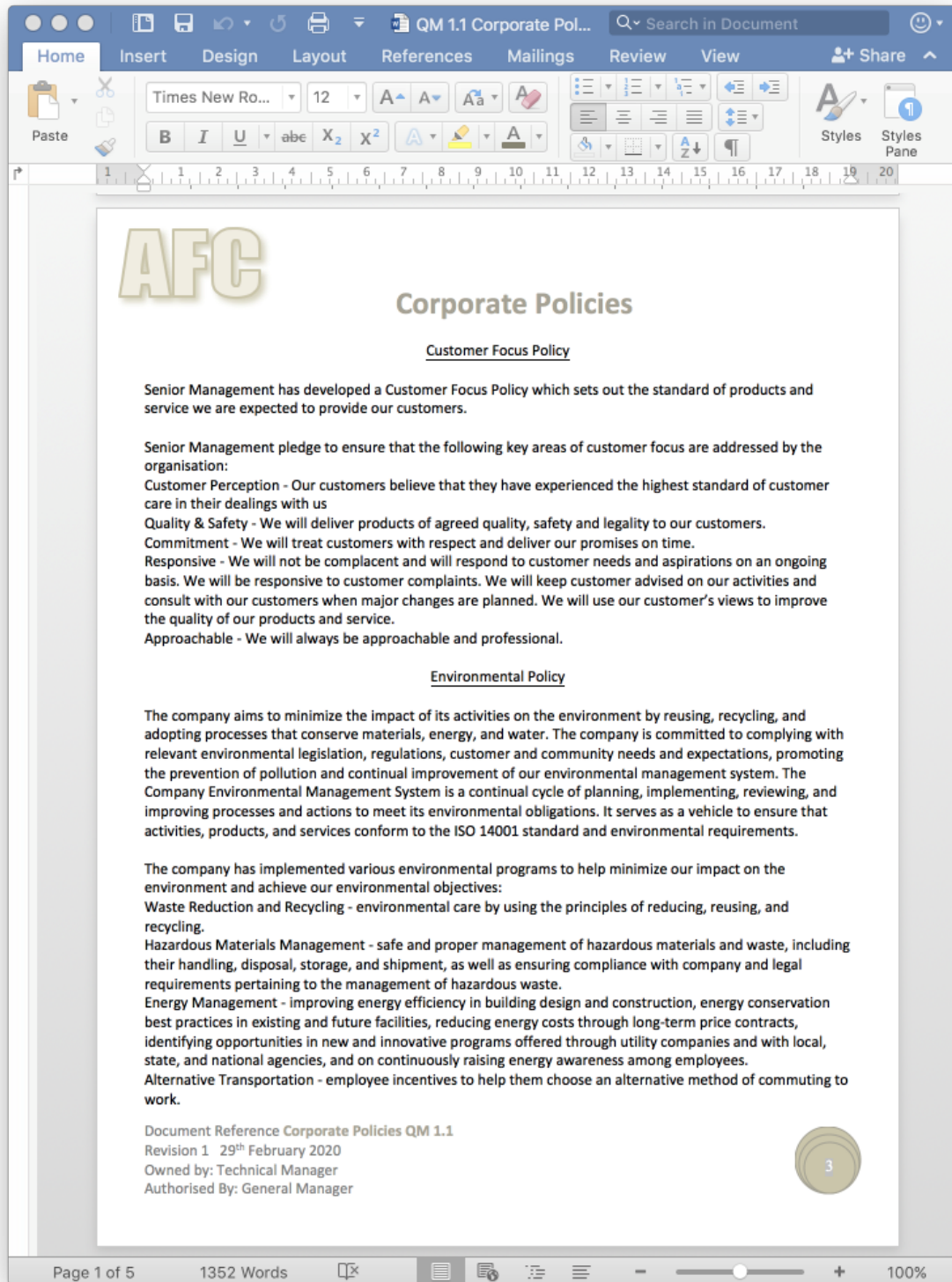
The next folder to open is the **FSQMS** folder



# IFS Food Safety Management System Start-Up Guide

These Food Safety Management System Templates match the clauses of the IFS Food Standard Version 6.1. The procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

The documents are provided in Microsoft Word English format and are easily edited to suit your organization.





# IFS Food Safety Management System Start-Up Guide

QM 2.1 Food Safety and Quality Management System [Compatibility...]

Home Insert Design Layout References Mailings Review View

Print Layout Web Layout Outline Ruler Gridlines Navigation Pane Zoom Zoom to 100% One Page Multiple Pages Page Width New Window Arrange All Split Switch Windows Macros

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

**AFC** Food Safety and Quality Management System

**AFC** Food Safety and Quality Management System

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Page 1 of 9 1552 Words English (UK) 48%

# IFS Food Safety Management System Start-Up Guide

QMR 002 Training Record... Search in Document

Home Insert Design Layout References Mailings Review View Share

Print Layout Web Layout Draft Ruler Gridlines Navigation Pane Zoom Zoom to 100% New Window Arrange All Split Switch Windows Macros

**AFC Training Record**

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
 Company Start Date: \_\_\_\_\_ Position: \_\_\_\_\_  
 Prior External Qualification(s), Skills & Experience: \_\_\_\_\_

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
Weeks 5 - 12	Environment and Waste Management			
	Packing Procedure			
	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002  
 Revision 1 2nd June 2019  
 Owned by: Technical Manager  
 Authorised By: General Manager

**AFC Training Record**

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Months 3 - 6	Management skills (inc. one to one training, communication skills)			
Months 6 - 12	Management skills (inc. one to one training, communication skills)			

Document Reference Training Record QMR 002  
 Revision 1 2nd June 2019  
 Owned by: Technical Manager  
 Authorised By: General Manager

**AFC Training Record**

Trainers Comments: \_\_\_\_\_

Further Training Requirements: \_\_\_\_\_

I, \_\_\_\_\_ (Print Name) have received and have fully understood the training in all the above activities.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 NOTE: By signing this record the trainee hereby accepts and understands the relevant company policies and procedures

Trainer Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Next Review Date: \_\_\_\_\_

Document Reference Training Record QMR 002  
 Revision 1 2nd June 2019  
 Owned by: Technical Manager  
 Authorised By: General Manager

Page 1 of 3 150 Words 65%

# IFS Food Safety Management System Start-Up Guide

There is also a Verification Record Examples Sub-Folder

There are a range of sample verification records.

Verification Records		
Name		Date Modified
Control of Brittle Materials Verification Record.docx		1 Mar 2020, 10:57
Control of First Aid Dressings Verification.docx		1 Mar 2020, 10:57
Control of Knives Verification Record.docx		1 Mar 2020, 10:56
Control of Visitors and Sub-Contractors Verification Record.docx		1 Mar 2020, 10:56
Despatch and Distribution Verification Record.docx		1 Mar 2020, 10:56
Glass & Brittle Material Breakage Procedure.docx		1 Mar 2020, 10:55
Glass Policy Verification Record.docx		1 Mar 2020, 10:55
Hygiene and Housekeeping Management Verification Record.docx		1 Mar 2020, 10:54
Hygiene Code of Practice Verification Record.docx		1 Mar 2020, 10:54
Hygiene Policy Verification Record.docx		1 Mar 2020, 11:03
Ingredients Foreign Body Control Policy Verification Record.docx		1 Mar 2020, 11:02
Maintenance Verification Record.docx		1 Mar 2020, 11:02
Management of Cleaning Verification Record.docx		1 Mar 2020, 11:02
Management of Pest Control Verification Record.docx		1 Mar 2020, 11:01
Metal Detection Verification Record.docx		1 Mar 2020, 11:00
Nut Handling Procedure Verification Record.docx		1 Mar 2020, 11:00
Sample H&H Audit Factory GMP Audit.docx		1 Mar 2020, 10:59

## AFC Glass Policy Verification

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimized?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to international standards?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant	

Document Reference Glass Policy Verification  
Revision 1 11<sup>th</sup> May 2019  
Owned by: Quality Manager  
Authorized By: Managing Director

1

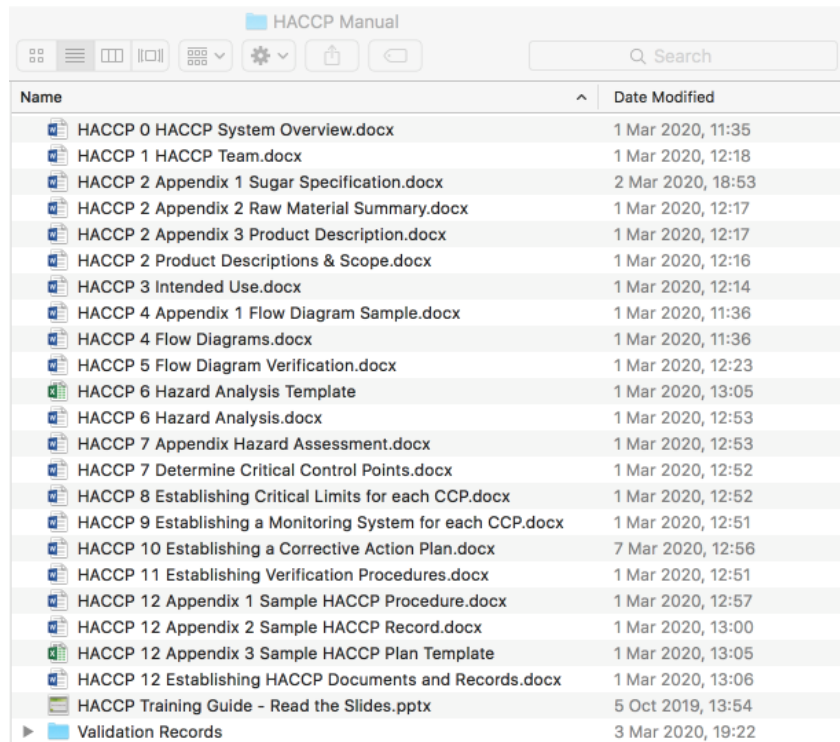
## AFC Glass Policy Verification

security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100-micron thickness and qualify as a glazing safety material?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fittings in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle Perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department?	

Document Reference Glass Policy Verification  
Revision 1 11<sup>th</sup> May 2019  
Owned by: Quality Manager  
Authorized By: Managing Director

2

## The next folder to open is the HACCP Manual Folder



The screenshot shows a file explorer window titled "HACCP Manual". The window displays a list of files and folders with columns for "Name" and "Date Modified". The files listed are:

Name	Date Modified
HACCP 0 HACCP System Overview.docx	1 Mar 2020, 11:35
HACCP 1 HACCP Team.docx	1 Mar 2020, 12:18
HACCP 2 Appendix 1 Sugar Specification.docx	2 Mar 2020, 18:53
HACCP 2 Appendix 2 Raw Material Summary.docx	1 Mar 2020, 12:17
HACCP 2 Appendix 3 Product Description.docx	1 Mar 2020, 12:17
HACCP 2 Product Descriptions & Scope.docx	1 Mar 2020, 12:16
HACCP 3 Intended Use.docx	1 Mar 2020, 12:14
HACCP 4 Appendix 1 Flow Diagram Sample.docx	1 Mar 2020, 11:36
HACCP 4 Flow Diagrams.docx	1 Mar 2020, 11:36
HACCP 5 Flow Diagram Verification.docx	1 Mar 2020, 12:23
HACCP 6 Hazard Analysis Template	1 Mar 2020, 13:05
HACCP 6 Hazard Analysis.docx	1 Mar 2020, 12:53
HACCP 7 Appendix Hazard Assessment.docx	1 Mar 2020, 12:53
HACCP 7 Determine Critical Control Points.docx	1 Mar 2020, 12:52
HACCP 8 Establishing Critical Limits for each CCP.docx	1 Mar 2020, 12:52
HACCP 9 Establishing a Monitoring System for each CCP.docx	1 Mar 2020, 12:51
HACCP 10 Establishing a Corrective Action Plan.docx	7 Mar 2020, 12:56
HACCP 11 Establishing Verification Procedures.docx	1 Mar 2020, 12:51
HACCP 12 Appendix 1 Sample HACCP Procedure.docx	1 Mar 2020, 12:57
HACCP 12 Appendix 2 Sample HACCP Record.docx	1 Mar 2020, 13:00
HACCP 12 Appendix 3 Sample HACCP Plan Template	1 Mar 2020, 13:05
HACCP 12 Establishing HACCP Documents and Records.docx	1 Mar 2020, 13:06
HACCP Training Guide - Read the Slides.pptx	5 Oct 2019, 13:54
Validation Records	3 Mar 2020, 19:22

The HACCP manual documents supplied are pre-fixed HACCP and are as follows:

- HACCP 1 HACCP Team
- HACCP 2 Product Descriptions & Scope
- HACCP 2 Appendix 1 Sugar Specification
- HACCP 2 Appendix 2 Raw Material Summary
- HACCP 2 Appendix 3 Product Description
- HACCP 3 Intended Use
- HACCP 4 Flow Diagrams
- HACCP 4 Appendix 1 Flow Diagram Sample
- HACCP 5 Flow Diagram Verification
- HACCP 6 Hazard Analysis
- HACCP 6 Hazard Analysis Template
- HACCP 7 Determine Critical Control Points
- HACCP 7 Appendix Hazard Assessment
- HACCP 8 Establishing Critical Limits for each CCP
- HACCP 9 Establishing a Monitoring System for each CCP
- HACCP 10 Establishing a Corrective Action Plan
- HACCP 11 Establishing Verification Procedures
- HACCP 12 Establishing HACCP Documents and Records
- HACCP 12 Appendix 1 Sample HACCP Procedure
- HACCP 12 Appendix 2 Sample HACCP Record
- HACCP 12 Appendix 3 Sample HACCP Plan Template

# IFS Food Safety Management System Start-Up Guide

This folder contains documentation to ensure that you comply with IFS Food V6.1 section 2.2 Food Safety Management including 2.2.1 HACCP System, 2.2.2 HACCP Team and 2.2.3 HACCP Analysis.

**HACCP 6 Hazard Analysis Template**

Plant checks including divert check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by Technical Manager or qualified

**Hazard Analysis**

Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Hazards (see the Hazard List)	Control Measures which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrective/Preventive Action	Record	Verification Method and Record	Validation	
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium)		FSM 1 Specified requirements	COA on Receipt Subsequently check in 25g	Raw Material A Acceptance	Check by Total Acceptance QA Release to production	Report if not of Specification. Hold if not COA.	Monitor QA Cheques on Raw Material	Follows Checklist Given to Distributor	Periodic raw material A sampling as per testing schedule. Internal Audit	Raw Material A Procurement Control Validation Board
2	Glue in	Chemical	Lubricants	Food grade oil case	FSM 4 Specified requirements	COA on Receipt							
3	Boiler	Biological	Escherichia coli		GMP 18 Packing and storage of product	Separation and identification of all products in storage. Suitable containers							
4	Milking	Biological	Salmonella spp.		GMP 12. Pasture quality and safety management	Health Testing Report from Yearly Certificate							
5	Refrigeration	Physical	Freeze	Freeze damage to product	FSM 10 Specified requirements	COA on Receipt							
6	Refrigeration	Chemical	CO2 Chloramines		GMP 11. Housekeeping, cleaning and hygiene	CO2 in production							
7	Pasteurization	Biological	Listeria monocytogenes	Present in raw material	Pasteurization	Pasteurization Minimum 72 °C for 15 seconds	Pasteurization Procedure including divert test	Automatic continuous monitoring of body process checks for temperature, underflow of raw milk through valve and flow rate. Pasteurizer Operator	Manually divert flow of product, before the affected product. Evaluate and determine disposition of the product (reprocess or discard), investigate causes and root causes. Document actions on LMS.	Pasteurizer Chart, Pasteurizer Log Sheet	Plan checks including divert check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by Technical Manager or qualified person. Daily, hourly required equipment tests daily	Validation Board/Pasteurization	
8	Filling	Biological	Clam		GMP 7 Product contamination risk	Take product back and inspect at next step of production line. Stop production							
9	Labelling	Allergen	None	2 (allergen label)	FSM 21 Allergen labelling								
10	Packaging	Physical											
11	Storage	Biological											
12	Freezing	Biological											

**AFC Hazard Assessment of Control Measures Form**

Step Number	Step Name				
Product					
Hazard					
Hazard Category	Physical	Chemical	Biological	Allergen	Radiological
Control Measure					
Comments					
Acceptable level in End Product					
Hazard Likelihood	1 Not Likely	2 Possible	3 Probable		
Hazard Severity	1 Not Severe	2 Some Harm	3 Severe		
Hazard Significance				9	Go to Decision Tree

**CODEX Traditional Decision Tree**

Question 1: Are control measures in place for the hazard?  
 Yes - Go to Question 2  
 No - is control necessary at this step for food safety? If Not, then stop, not a CCP. If Yes, then modify the step, process or product

Question 2: Does the step eliminate or reduce the hazard to an acceptable level?  
 No - Go to Question 3  
 Yes - Stop this is a Critical Control Point

Question 3: Could contamination occur at unacceptable levels or increase to unacceptable levels?  
 Yes - Go to Question 4  
 No - Stop, this is not a critical control point

Question 4: Will a subsequent step eliminate or reduce the hazard to an acceptable level?  
 Yes - This is not a critical control point  
 No - This is a Critical Control Point

**Conclusion**

Critical Control Point in HACCP Plan

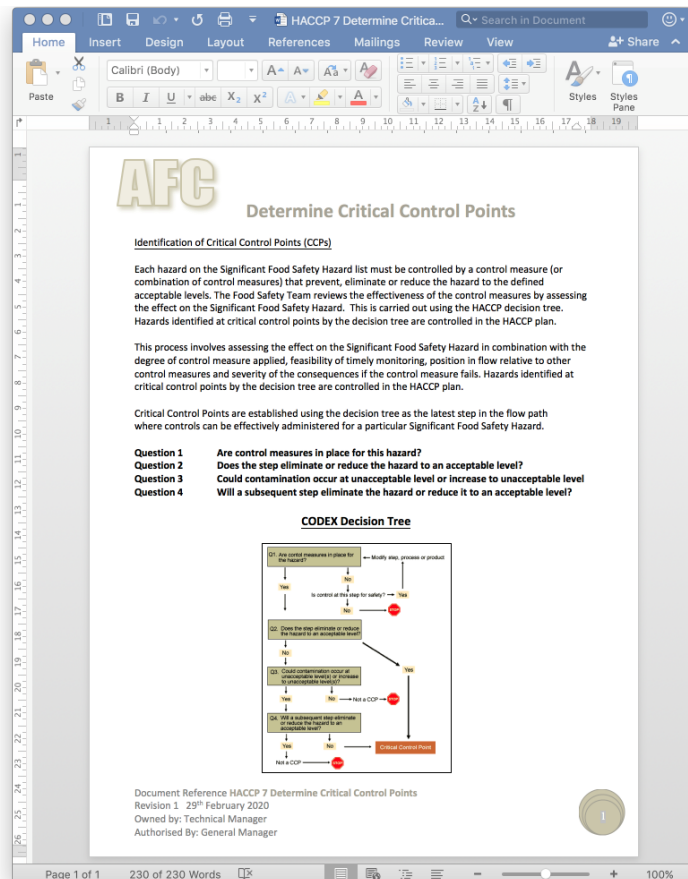
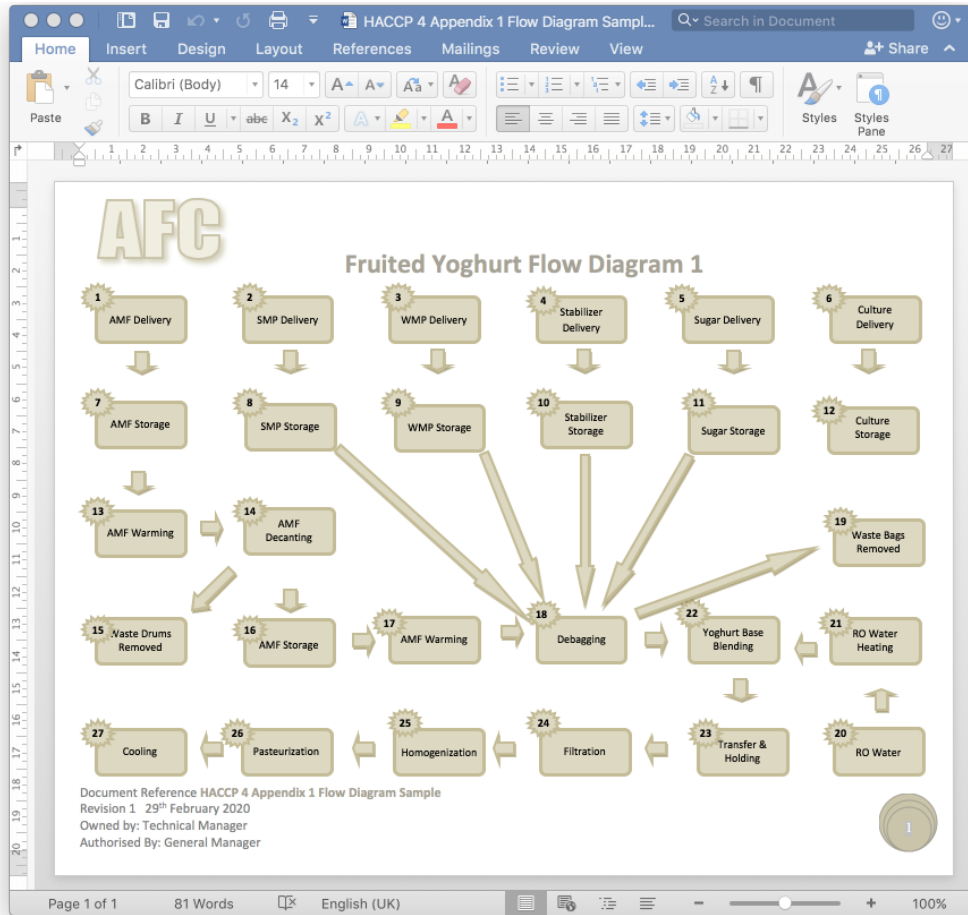
Prerequisite Programme

Seek Alternative Control Measure

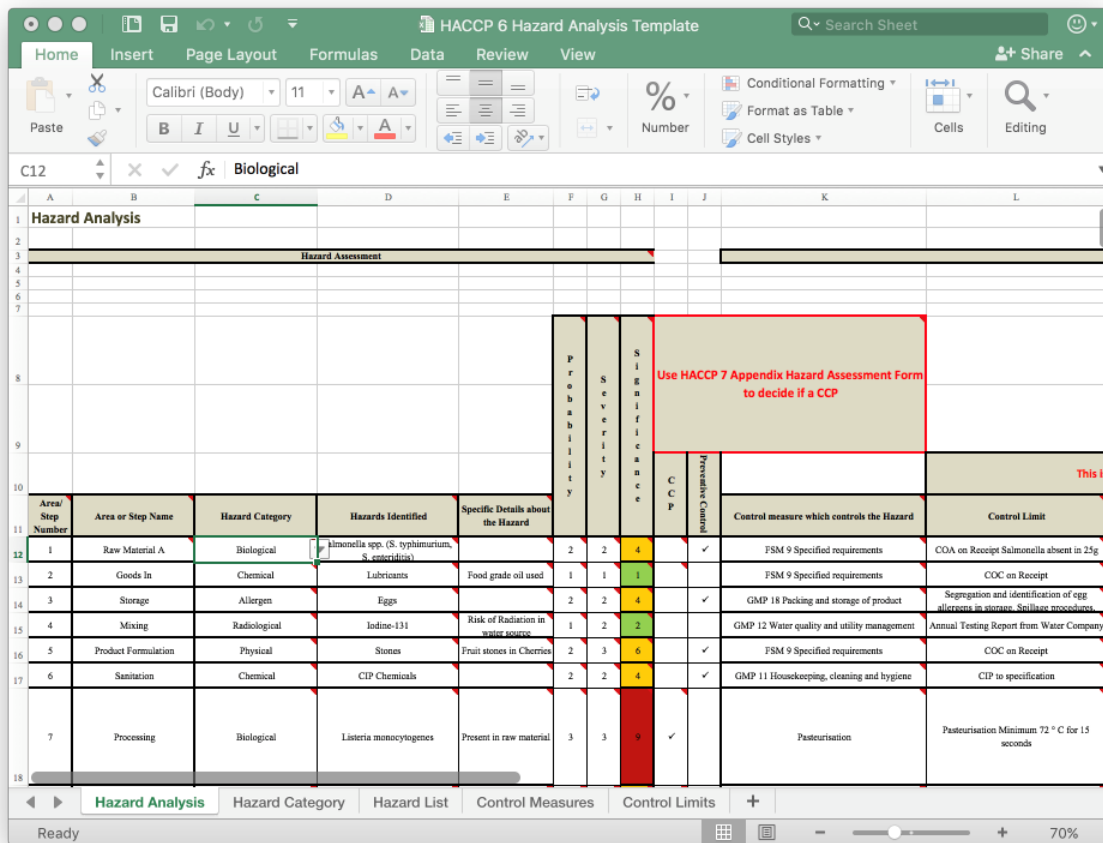
Comments:

Document Reference HACCP 7 Appendix Hazard Assessment  
 Revision 1 29<sup>th</sup> February 2020  
 Owned by: Technical Manager  
 Authorised By: General Manager

# IFS Food Safety Management System Start-Up Guide



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Note: You can use the Excel document HACCP 6 Hazard Analysis Template to document your HACCP study:

Column Header	Instruction
Area/Step Number	Enter manually
Area or Step Name	Enter manually
Hazard Category	Use Drop-down list or enter on Hazard Category sheet then select from Drop-down list
Hazards Identified	Use Drop-down list or enter on Hazard List sheet then select from Drop-down list
Specific Details about the Hazard	Enter manually
Probability	Enter manually
Severity	Enter manually
Significance	Is calculated and colour coded automatically

Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP for Significant Hazards scoring 9

# IFS Food Safety Management System Start-Up Guide

There is also a Validation Records Sub-Folder

A set of 10 example validation records are included.

**AFC** Cleaning and Sanitation CCP Validation

Cleaning and Sanitation CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/3/19.		
CCP Confirmed & Validated	✓		
Authorised by(Name):			
Signature:			

Document Reference Cleaning and Sanitation CCP Validation  
Revision 1 29<sup>th</sup> February 2020  
Owned by: Technical Manager  
Authorised By: General Manager

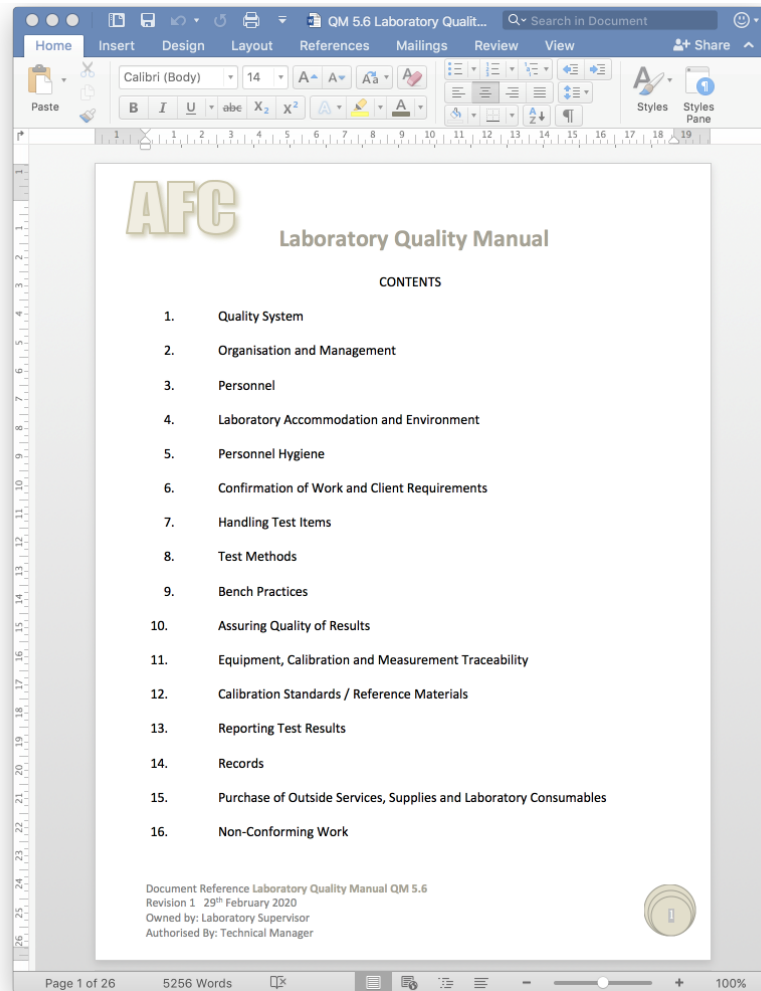
Page 1 of 1    133 Words    English (UK)    100%



# IFS Food Safety Management System Start-Up Guide

## The next folder to open is the **Laboratory Quality Manual**

A comprehensive Laboratory Quality Manual compliant based on the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



The screenshot shows a file explorer window titled "Laboratory Quality Manual". It contains a list of files with their names and modification dates. The files include various forms, sample plans, and procedures related to laboratory quality management.

Name	Date Modified
Enumeration of Total Viable Counts Micro 001.docx	3 Mar 2020, 18:32
LABR 001 Laboratory Audit Form.docx	3 Mar 2020, 18:29
LABR 002 Laboratory Training Form.docx	3 Mar 2020, 18:29
LABR 003 Laboratory Autoclave Record.docx	3 Mar 2020, 18:29
LABR 004 Microbiological Sample Plan.docx	3 Mar 2020, 18:28
LABR 005 Filler Sample Plan.docx	3 Mar 2020, 18:28
LABR 006 QA Sample Plan.docx	3 Mar 2020, 18:28
LABR 007 Factory Sample Plan.docx	3 Mar 2020, 18:28
LABR 007 Factory Sample Plan.xlsx	3 Mar 2020, 18:33
LABR 008 Daily Balance Calibration Sheet.docx	3 Mar 2020, 18:38
LABR 009 Laboratory Exception Report.docx	3 Mar 2020, 18:38
LABR 010 QC Online Check Sheet.docx	3 Mar 2020, 18:37
LPOL 001 Laboratory Quality Policy.docx	2 Mar 2020, 10:31
LPPRO 001 Laboratory Operating Procedure for the Autoclave.docx	3 Mar 2020, 18:37