

Our comprehensive IFS Food Safety and Quality Management System package contains everything you will need to achieve IFS Certification.

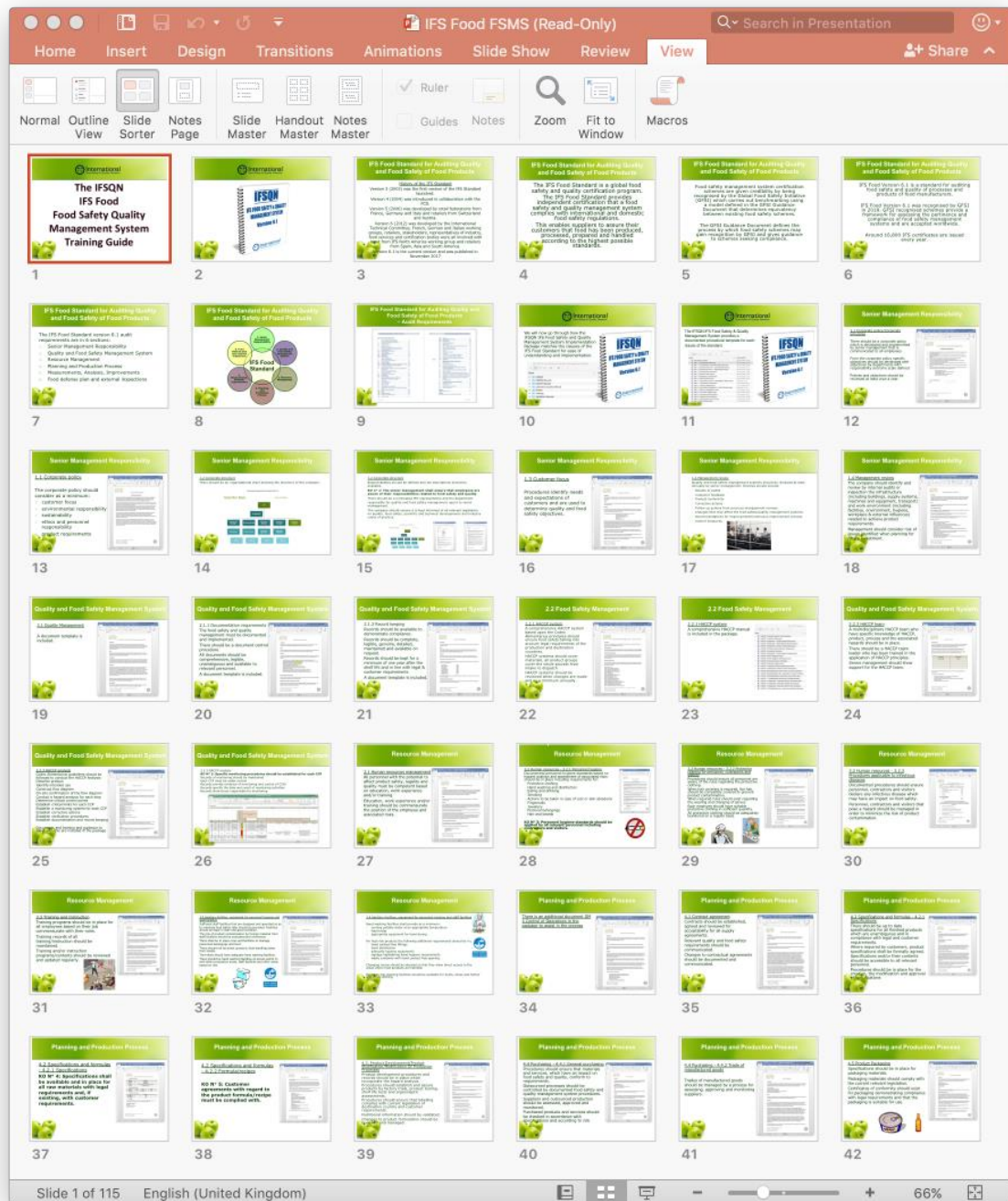
We have written this workbook to assist in the implementation of your IFS food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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

IFS Food Safety Management System Implementation Workbook

Step One: Introduction to IFS Food Standard

This 45-minute comprehensive illustrated and interactive PowerPoint training module presentation will introduce the IFS Food Standard to the management team and explain how to start the process of implementing an IFS compliant Food Safety & Quality Management System.



Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies*
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

* Note - The IFS Food Standard also requires a corporate policy covering:

- ✓ customer focus
- ✓ environmental responsibility
- ✓ sustainability
- ✓ ethics and personnel responsibility
- ✓ product requirements

A meeting should now be co-ordinated involving all the Senior Management Team.

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Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	IFS Food Standard	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details
	Customer focus	
	Environmental responsibility	
	Sustainability	
	Ethics and personnel responsibility	
	Product requirements	

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The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an IFS Representative
- ✓ Defined Communication Channels

* Note - The IFS Food Standard also requires a corporate policy covering:

- ✓ customer focus
- ✓ environmental responsibility
- ✓ sustainability
- ✓ ethics and personnel responsibility
- ✓ product requirements

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:

IFS Food Safety Management System Implementation Workbook

The screenshot shows a Microsoft Word document with the following content:

AFC

Corporate Policies

Customer Focus Policy

Senior Management has developed a Customer Focus Policy which sets out the standard of products and service we are expected to provide our customers.

Senior Management pledge to ensure that the following key areas of customer focus are addressed by the organisation:

- Customer Perception - Our customers believe that they have experienced the highest standard of customer care in their dealings with us
- Quality & Safety - We will deliver products of agreed quality, safety and legality to our customers.
- Commitment - We will treat customers with respect and deliver our promises on time.
- Responsive - We will not be complacent and will respond to customer needs and aspirations on an ongoing basis. We will be responsive to customer complaints. We will keep customer advised on our activities and consult with our customers when major changes are planned. We will use our customer's views to improve the quality of our products and service.
- Approachable - We will always be approachable and professional.

Environmental Policy

The company aims to minimize the impact of its activities on the environment by reusing, recycling, and adopting processes that conserve materials, energy, and water. The company is committed to complying with relevant environmental legislation, regulations, customer and community needs and expectations, promoting the prevention of pollution and continual improvement of our environmental management system. The Company Environmental Management System is a continual cycle of planning, implementing, reviewing, and improving processes and actions to meet its environmental obligations. It serves as a vehicle to ensure that activities, products, and services conform to the ISO 14001 standard and environmental requirements.

The company has implemented various environmental programs to help minimize our impact on the environment and achieve our environmental objectives:

- Waste Reduction and Recycling - environmental care by using the principles of reducing, reusing, and recycling.
- Hazardous Materials Management - safe and proper management of hazardous materials and waste, including their handling, disposal, storage, and shipment, as well as ensuring compliance with company and legal requirements pertaining to the management of hazardous waste.
- Energy Management - improving energy efficiency in building design and construction, energy conservation best practices in existing and future facilities, reducing energy costs through long-term price contracts, identifying opportunities in new and innovative programs offered through utility companies and with local, state, and national agencies, and on continuously raising energy awareness among employees.
- Alternative Transportation - employee incentives to help them choose an alternative method of commuting to work.

Document Reference **Corporate Policies QM 1.1**
Revision 1 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 5 1352 Words 100%

IFS Food Safety Management System Implementation Workbook

The screenshot shows a Microsoft Word document with the following content:

AFC

Food Safety and Quality Objectives

Food Safety and Quality Objectives

a) To maintain a standard of manufacturing that complies with IFS Food Standard for auditing quality and food safety of food products

b) To ensure that all food is produced, stored, handled and transported in accordance with relevant legislative requirements.

c) To ensure that all premises used for the preparation of food are registered with the appropriate Local Authority

d) To ensure that all risks associated with food provision are reduced to a tolerable level

e) To ensure that all food handlers have received basic food hygiene training

f) To ensure at all times that there is an authorised release of products only when they have been confirmed as complying with agreed specifications.

g) To ensure at all times that product released into the market place complies with relevant customer, statutory and regulatory requirements.

h) To endeavour, at all times, to maximize customer satisfaction and reduce complaint levels by 10% year on year.

i) To pro-actively promote and encourage a culture of continuous improvement within the company by measuring performance and taking action meet the following criteria:

- > 98% food safety audit score
- 100% investigation of incidences of ill health or injury.
- < 1% downgraded product
- > 99.9% compliance with microbiological criteria
- No major GMP non-conformances

Company Managing Director

Date

Document Reference Food Safety and Quality Objectives QM 1.1.2
Revision 1 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 3 672 Words English (UK) 100%

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Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety Team Leader		
Management Representative		
Site Director		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Technical Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		
Project Manager		

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Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		Site Director	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		Site Director	
Bioterrorism		Managing Director	
Extortion or Sabotage		Site Director	
Product quality or safety		Technical Manager	

Internal Communication

The Senior Management Team should assume responsibility for ensuring that appropriate communication processes are established, implemented and maintained regarding the effectiveness of the quality, food safety (including any food safety issues) and environmental control systems.

These communication processes can include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Regular communication is important to keep all employees aware of company performance in meeting policies and objectives. The following key information should be communicated regularly:

- Key Performance Indicators
- Results of External Audits
- Results of Customer visits
- Results of Inspections by Regulatory Authorities
- Preventive actions
- Serious complaints
- Product withdrawal
- New product launches
- Changes in raw materials, ingredients and services
- Changes in processes, production systems, packaging, equipment and/or products
- Changes in cleaning and disinfection procedures
- Customers or customer requirement changes
- Changes in production premises, equipment (including location), storage systems, distribution systems and the surrounding environment
- Management Changes and changes in levels of responsibility and authority

The following additional key information should be communicated promptly to the food safety team so that they can ensure the information

IFS Food Safety Management System Implementation Workbook

is included in updating the food safety quality management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

Step Three: Project - Food Safety Quality Management System Implementation

The IFSQN IFS Food Safety & Quality Management System Implementation Package contains a comprehensive IFS compliant documentation including:

- ✓ Food Safety Quality Manual containing a set comprehensive procedures and an extensive range of record templates.
- ✓ HACCP Manual containing food safety procedures and HACCP Instructions.
- ✓ Laboratory Manual including sample procedures and records.

The Food Safety Quality Manual contains comprehensive top level procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Food Safety Quality Management System Procedures

Section 1 Senior Management Responsibility

- QM 1.1 Corporate Policies
- QM 1.1.2 Food Safety and Quality Objectives
- QM 1.2 Corporate Structure
- QM 1.2 Corporate Structure - Job Descriptions
- QM 1.2 Corporate Structure - Organisational Chart
- QM 1.3 Customer Focus
- QM 1.4 Management Review
- QM 1.5 Communication

Section 2 Quality and Food Safety Management System

- QM 2.1 Food Safety and Quality Management System
- QM 2.1.1 Document Control
- QM 2.1.2 Record Keeping
- QM 2.2 Food Safety Management - HACCP System

Section 3 Resource Management

- QM 3.1 Resource Management
- QM 3.2.2 Protective Clothing
- QM 3.2.3 Medical Screening
- QM 3.3 Training and Instruction
- QM 3.4 Staff Facilities

IFS Food Safety Management System Implementation Workbook

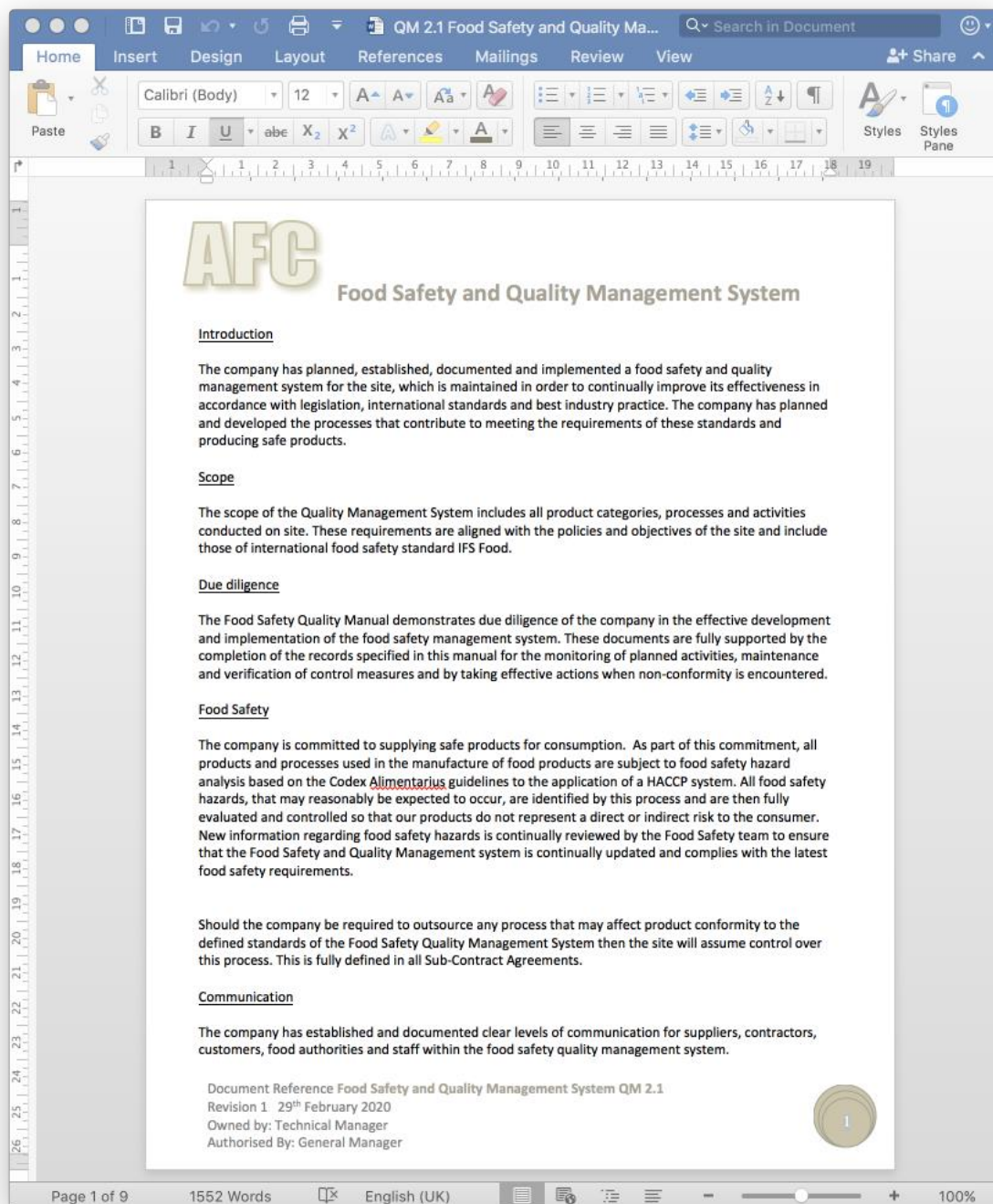
Section 6 Food defence plan and external inspections

QM 6.1 Defence Assessment

QM 6.2 Site Security

QM 6.3 Personnel and Visitor Security

QM 6.4 External Inspections



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

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Food Safety and Quality Management System

Introduction

The company has defined, documented, implemented and improved a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best practice. The system has planned and developed the processes that contribute to meeting the requirements of these standards and providing safe products.

Scope

The scope of the Quality Management System includes all product categories, processes and activities conducted on site. These requirements are signed with the process and activities of the site and include those of international food safety regulatory bodies.

Commitment

The food safety and quality manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the company and the resources specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all production processes and the manufacture of food products are subject to food safety hazard analysis based on the **hazard analysis** criteria to the application of a HACCP system. All food safety hazards that may reasonably be expected to occur are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the food safety team to ensure that the food safety and quality management system is continually updated and complies with the latest food safety requirements.

Should the company be required to undertake any process that may affect product conformity to the defined requirements of the food safety and quality management system, then the site will ensure control over the process. This is fully defined in all Job-Contract Agreements.

Implementation

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety and quality management system.

Document Reference: Food Safety and Quality Management System-QM 2.1
Revision 1 28th February 2020
Created By: Technical Manager
Authorised By: General Manager

Food Safety and Quality Management System

Introduction

Detailed communication arrangements and food safety administration responsibilities for all levels of management are contained in the food safety and quality manual.

The **MS Representative (Food Safety and Quality)** is the Technical Manager, who retains responsibility and authority for external communications and issues regarding the food safety management system. The responsibility for communication extends to ensuring that all relevant information relating to food safety throughout the food site. This communication includes documented agreements, contracts, specifications, product information, food safety notices, change notices and reports.

Commitment

These processes and their interaction are documented within this manual and its procedures. The top-level processes of the food safety and quality management system procedures are shown in a structure and are food QM as follows:

Introduction - Food Safety Management Responsibility

QM 1.1 Corporate Policy
QM 1.2 Food Safety and Quality Objectives
QM 1.3 Corporate Structure
QM 1.4 Corporate Structure - Job Descriptions
QM 1.5 Corporate Structure - Organizational Chart
QM 1.6 Customer Focus
QM 1.7 Management Review
QM 1.8 Communication

Introduction - Quality and Food Safety Management System

QM 2.1 Food Safety Control
QM 2.2 Product Recalling
QM 2.3 Food Safety Management - HACCP System

Introduction - Product Management

QM 3.1 Product Management
QM 3.2 Product Control
QM 3.3 Product Recalling
QM 3.4 Training and Instruction
QM 3.5 Staff Rotation

Introduction - Planning and Product Process

QM 4.1 Control of Operations
QM 4.2 Control of Operations
QM 4.3 Specifications

Document Reference: Food Safety and Quality Management System-QM 2.1
Revision 1 28th February 2020
Created By: Technical Manager
Authorised By: General Manager

Food Safety and Quality Management System

Introduction

QM 4.4 Product Development
QM 4.5 Purchasing
QM 4.6 Product Recalling
QM 4.7 ISO 9001 Standards
QM 4.8 Monitoring and Measurement
QM 4.9 Waste Disposal
QM 4.10 Control of Foreign Matter Contamination
QM 4.11 A Clean Policy
QM 4.12 Control of Incoming Materials
QM 4.13 Control of Incoming Materials
QM 4.14 Post Control & Monitoring
QM 4.15 Product Recalling
QM 4.16 Transport
QM 4.17 Production and Repair
QM 4.18 Equipment
QM 4.19 Product Identification & Traceability
QM 4.20 Traceability System
QM 4.21 Quality Assurance
QM 4.22 Management of Change
QM 4.23 Management of Change
QM 4.24 Management of Change
QM 4.25 Management of Change
QM 4.26 Management of Change
QM 4.27 Management of Change
QM 4.28 Management of Change
QM 4.29 Management of Change
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QM 4.99 Management of Change
QM 4.100 Management of Change

Document Reference: Food Safety and Quality Management System-QM 2.1
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Food Safety and Quality Management System

Introduction & Food Safety Plan and external requirements

QM 2.1 HACCP Plan
QM 2.2 HACCP Plan
QM 2.3 HACCP Plan
QM 2.4 HACCP Plan
QM 2.5 HACCP Plan
QM 2.6 HACCP Plan
QM 2.7 HACCP Plan
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Created By: Technical Manager
Authorised By: General Manager

Food Safety and Quality Management System

Introduction

- Job Description
- HACCP Plan
- Control Limits for Monitoring Processes

Measurements, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point monitoring
- Analytical testing
- Complaint analysis
- Key quality performance indicators
- Standard Expector Reporting
- Results of inspections
- Results of internal audits
- Results of external audits

The company has assessed the resources required to implement, maintain, and improve the Food Safety Management System and these resources have been provided including:

- Sufficient Personnel
- Suitable materials
- Suitable equipment
- Appropriate hardware and software
- Information
- Training
- Audit resources
- Training records

Action is taken in response to results in order to correct and prevent deficiencies and to improve the probability of achieving company objectives.

Regular management review are conducted by the Senior Management team to ensure performance is monitored and assessed. Review includes: include site safety, objectives which are published and communicated to all staff to ensure focus is maintained both on meeting these objectives and an continuous improvement.

Document Reference: Food Safety and Quality Management System-QM 2.1
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Food Safety and Quality Management System

Introduction

The Senior Management team are responsible for implementing, maintaining, reviewing and improving the food safety and quality management system. The Technical Manager is a member of the Senior Management team and has been appointed as the Management and food safety representative.

Customer, Statutory and Regulatory Requirements

The scope of the food safety and quality management system includes all customer, statutory and regulatory requirements applicable to the business including:

- Food Safety Act
- Food Regulations
- ISO 9001
- ISO 22000
- Applicable international standards
- Customer Codes of Practice

The company has a system in place through the industry federation to ensure that it kept informed of all relevant legislation, food safety laws, regulatory standards and technical developments and industry codes of practice applicable in the country of production and where known, the country where the product will be sold. This information is used for risk assessment and hazard analysis. Maintenance of these laws is the responsibility of the Technical Manager who is responsible for updating systems to relevant sections of the business. To ensure appropriate authority and guidance for use of new laws is required from the Technical Manager prior to their production.

The Senior Management team ensure that the design and implementation of the food safety and quality management system is within the guidelines of customer, statutory and regulatory documents, also taking into consideration:

- The business environment, changes in that environment or risks associated with that environment
- Working hours of the business
- Company objectives
- The processes established at site
- The size and organizational structure of the site

This process is discussed during Management review and the outcome documented in the manual.

Document Reference: Food Safety and Quality Management System-QM 2.1
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Authorised By: General Manager

Food Safety and Quality Management System

Introduction

The company is committed to continual improvement of its management systems through:

- Food safety policy and objectives
- Quality policy and objectives
- Analysis of process and processes
- Corrective and preventive actions
- Analysis of risks
- Management Review - Refer to Management Review Procedure

The use of HACCP analysis in identifying potential food safety and food safety control risks in defining preventive actions and in continual improvement of processes.

Document Reference: Food Safety and Quality Management System-QM 2.1
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Food Safety and Quality Management System

Document Hierarchy

Document Reference: Food Safety and Quality Management System-QM 2.1
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Food Safety and Quality Management System

Food Safety Quality System Process Diagram

Document Reference: Food Safety and Quality Management System-QM 2.1
Revision 1 28th February 2020
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Page 1 of 9 1552 Words English (UK) 48%

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QMR 002 Training Record... Search in Document

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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 Implementation Workbook

HACCP System Overview (Compatibility Mode)

HACCP System

Introduction

All products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

HACCP Application

Food safety plans are prepared in accordance with the twelve steps identified in the Codex Alimentarius Commission GUIDELINES FOR THE APPLICATION OF THE HACCP SYSTEM (CAC/RCP 1-1969, Rev. 4-2003).

1. Assemble HACCP team

2. Describe product

3. Identify intended use

4. Construct flow diagram

5. On-site confirmation of flow diagram

6. List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards

DETERMINE CRITICAL CONTROL POINTS (CCPs)

7. Determine Critical Control Points (CCPs)

8. Establish critical limits for each CCP

9. Establish a monitoring system for each CCP

10. Establish corrective actions for each CCP

11. Establish verification procedures

12. Establish Documentation and Record Keeping

HACCP Principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCPs contained in this manual have been developed taking legislation requirements into consideration, following the prescribed preliminary steps and using the seven basic principles detailed below:

Principle 1

Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options.

Document Reference HACCP 9 HACCP System
Revision 1, 29th February 2020
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Authorised by: General Manager

HACCP System

Principle 2

Identify the Critical Control Points in the process using the decision tree

Principle 3

Establish critical limits, which must be met to ensure each Critical Control Point is under control

Principle 4

Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observation

Principle 5

Establish the corrective action to be taken when monitoring indicates that a particular Critical Control Point is moving out of control

Principle 6

Establish documentation concerning all procedures and records appropriate to these principles and their application

Principle 7

Verify that HACCP is working effectively

This document describes an overview of the HACCP System and references the relevant documents in the HACCP manual which describes the methods and means by which the site controls and assures food safety of the products or product groups.

Food Safety Team

A core multi-disciplinary team is utilized within the company to develop the Food Safety Management System and Food Safety Plans. This team includes the personnel with technical, production, and engineering knowledge of the relevant products and associated processes.

The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP Team Leader is required to have an in-depth knowledge of Codex HACCP Principles, developing HACCP (food safety) plans and must be able to demonstrate competence, experience and training. Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

See HACCP 1 HACCP Team

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HACCP System

Food Safety Plan Scope

The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to safely manufacture the following products: (Enter products here)

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food safety requirements.

See HACCP 2 Product Descriptions & Scope

Material Specifications

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file.

See HACCP 2 Product Descriptions & Scope

Product Description

The food safety team document the finished product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis.

See HACCP 2 Product Descriptions & Scope

Intended Use

The food safety team identify all possible users and consumers for each product and process category. Vulnerable consumer groups in particular are considered for each food safety hazard including infants, the elderly and allergy sufferers.

See HACCP 3 Intended Use

HACCP Terms of Reference

The Food Safety Team defines the HACCP terms of reference. This HACCP study covers all types of hazards (Allergens, Physical - foreign bodies, Chemical and Biological).

See HACCP 3 Intended Use

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HACCP System Overview (Compatibility Mode)

HACCP System

HACCP Flowchart

The Food Safety Team is responsible for constructing flow charts for the products and process categories covered by the scope of the food safety management system as an overview of the process and where there is a potential for occurrence, increase or introduction of food safety hazards.

See HACCP 4 Flow Diagrams
See HACCP 4 Appendix 1 Flow Diagram Sample

Description of Process Steps

For each step in the flow chart the Food Safety Team describe the step and any existing control measures so that at the next stage the team can identify and assess food safety hazards and their control measures.

See HACCP 5 Hazard Analysis

Hazard Analysis

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur each step in the process (including raw materials and other inputs) for each product and process category. A hazard analysis is conducted every time there are relevant changes.

See HACCP 5 Hazard Analysis

Hazard Assessment

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

See HACCP 5 Hazard Analysis

Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. Hazard Assessment is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the Food Safety/HACCP Plan.

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HACCP System

The Decision Tree

The Hazard Assessment is conducted using the decision tree questions and indicate the critical control points.

Question 1 Are control measures in place for this hazard?

Question 2 Does the step eliminate or reduce the hazard to an acceptable level?

Question 3 Could contamination occur at unacceptable level or increase to unacceptable levels?

Question 4 Will a subsequent step eliminate the hazard or reduce it to an acceptable level?

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HACCP System

Control of GMPs

GMPs are documented by the HACCP team and include details of the Hazards to be controlled, the control measures applied, the monitoring procedures (parameters, Frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure and GMP(s) responsibility and authority is defined.

Establishing Critical Limits for each CCP

For each Critical Control Point the Food Safety Team identify the appropriate control measure(s) and critical limits for each CCP monitoring procedure ensuring critical limits are measurable.

See HACCP 8 Establishing Critical Limits for each CCP

Validation of Control Measures

Each hazard on the Significant Food Safety Hazard list is controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The HACCP team confirm that the control measure(s) or combination of control measures are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

See HACCP 8 Establishing Critical Limits for each CCP

Establishing a Monitoring System for each CCP

The Food Safety Team establishes monitoring procedures and records for each CCP to include all scheduled measurements (or observations) in relation to the critical limit. The monitoring systems established must be able to detect limits of control of CCPs and whenever possible provide information in time for corrective action to be taken.

See HACCP 9 Establishing a Monitoring System for each CCP

Establishing a Corrective Action Plan

For each CCP, Corrections and Corrective actions when critical limits are exceeded are defined by the HACCP Team in the Food Safety/HACCP Plan.

See HACCP 10 Establishing a Corrective Action Plan

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HACCP System Overview (Compatibility Mode)

HACCP System

Verification of HACCP System & Food Safety Plans

The HACCP Team defines the methods, frequencies and responsibilities for verification activities. Verification activities are put in place by the HACCP Team to confirm the effective operation of the HACCP System.

See HACCP 11 Establishing Verification Procedures

HACCP Documents and Records

The Food Safety Team formulate and document a Food Safety/HACCP Plan defining the hazards to be controlled, CCPs where hazards are controlled, critical limits and monitoring procedures at each CCP and action to be taken when critical limits are exceeded and the records where the monitoring results are recorded.

See HACCP 12 Establishing HACCP Documents and Records

Review of HACCP System

The HACCP system is reviewed as a minimum annually but also when there are significant changes such as new raw materials or raw material supplier, new ingredients or recipe, process conditions or equipment, packing storage or distribution conditions, staff or management responsibilities, change in consumer site, developments in relevant scientific information and new products. Changes to the Food Safety plan are fully validated and documented.

Significant changes that could potentially affect the GMP(s) and/or the Food Safety/HACCP Plan lead to a full review of the HACCP system.

Responsibility

The HACCP/Food Safety Team is responsible for:

- Following this procedure and constructing the HACCP/Food Safety Plans
- Validation and verification of the HACCP/Food Safety System
- Review of the effects of any process or product change on the whole Food Safety Management System including HACCP/Food Safety Plans
- Food Safety Management System/Food Safety Plan updating

Where there is a legal requirement for specific training, Management are responsible for ensuring that this requirement is met (such as a PCQ).

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HACCP System

Where food safety regulations in the country of production and destination (if known) prescribe a food safety control methodology other than the Codex Alimentarius Commission HACCP guidelines, the food safety team are required to implement HACCP/Food safety plans that meet both Codex and food regulatory requirements.

The owner, operator or agent in charge of the facility is responsible for signing and dating the written food safety plan initially and upon any changes following re-readings.

HACCP Manual Documents

- HACCP 1 HACCP Team
- HACCP 2 Product Descriptions & Scope
- HACCP 2 Appendix 1 Single 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 8 Appendix Hazard Assessment
- 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 Template

References

- "Hazard Analysis and Critical Control Point (HACCP) system and Guidelines for its Application" (Codex Alimentarius Commission, Geneva).
- "EU Regulation (EC) No 1831/2003 on the authorization of feed additives for animals" (European Parliament AND OF THE COUNCIL of 24 September 2003 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety).

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HACCP System

HACCP Definitions

Control (level): To take all necessary actions to ensure and maintain compliance with criteria established in the Food Safety/HACCP Plan.

Control (point): The state wherein correct procedures are being followed and criteria are being met.

Control measure: Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Corrective action: Any action to be taken when the results of monitoring at the CCP indicate a loss of control.

Critical Control Point (CCP): A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Critical limit: A criterion which separates acceptability from unacceptability.

Deviation: Failure to meet a critical limit.

Flow diagram: A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular food item.

HACCP: A system which identifies, evaluates, and controls hazards which are significant for food safety.

Food Safety/HACCP Plan: A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.

Hazard: A biological, chemical or physical agent or, in condition of, food with the potential to cause an adverse health effect.

Hazard analysis: The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the Food Safety/HACCP Plan.

Monitor: The act of conducting a planned sequence of observations or measurements of control parameters to assess whether a CCP is under control.

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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

Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Control Measures which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Correction/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella, W. coli, enterococci, listeria		FSM 1 Specified requirements	COA on Receipt Schedule sheet in ILS	Raw Material A Assessment	GenB in ILS, Receipt Log CA Release to production	Reject if not in Specification. Send to COA.	Material QA Checkers Log Sheet Release Checkers Goods in Check	Periodic raw material sampling as per testing schedule. Internal Audit.	Raw Material A Process Control Validation Record
2	Grade B	Chemical	Lubricants	Food grade oil used	FSM 1 Specified requirements	COA on Receipt						
3	Storage	Allergen	Eggs		FSM 11 Handling and storage of product							
4	Mixing	Biological	Salmonella, E. coli	Time of Retention in Mixer	FSM 12 Hygiene and safety management		Internal Testing Report from Water Company					
5	Product Production	Physical	Stones	Filter screen in Churns	FSM 11 Specified requirements							
6	Separation	Chemical	CFP Chemicals		FSM 11 Handling, storage and hygiene							
7	Pasteurization	Biological	Listeria monocytogenes	Process in raw material	Pasteurization	Pasteurization Minimum 72 °C for 15 seconds	Pasteurization Procedure including divert test	Automatic continuous monitoring pH, hourly process checks for temperature, and automatic diversion of the product (operator or operator) to storage tanks and not used.	Reject if not in Specification. Send to COA.	Material QA Checkers Log Sheet Release Checkers Goods in Check	Periodic raw material sampling as per testing schedule. Internal Audit.	Raw Material A Process Control Validation Record
8	Filling	Biological	Stones		FSM 11 Specified requirements							
9	Labeling	Allergen	Stones		FSM 11 Specified requirements							
10	Packaging	Physical	Stones		FSM 11 Specified requirements							
11	Storage	Biological	Stones		FSM 11 Specified requirements							
12	Transportation	Biological	Stones		FSM 11 Specified requirements							

HACCP 7 Appendix Hazard...

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 Yes, then modify the step, process or product. If No, then stop, not a CCP

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

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
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HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.



Project IFS Implementation

In this part of the package you ensure:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

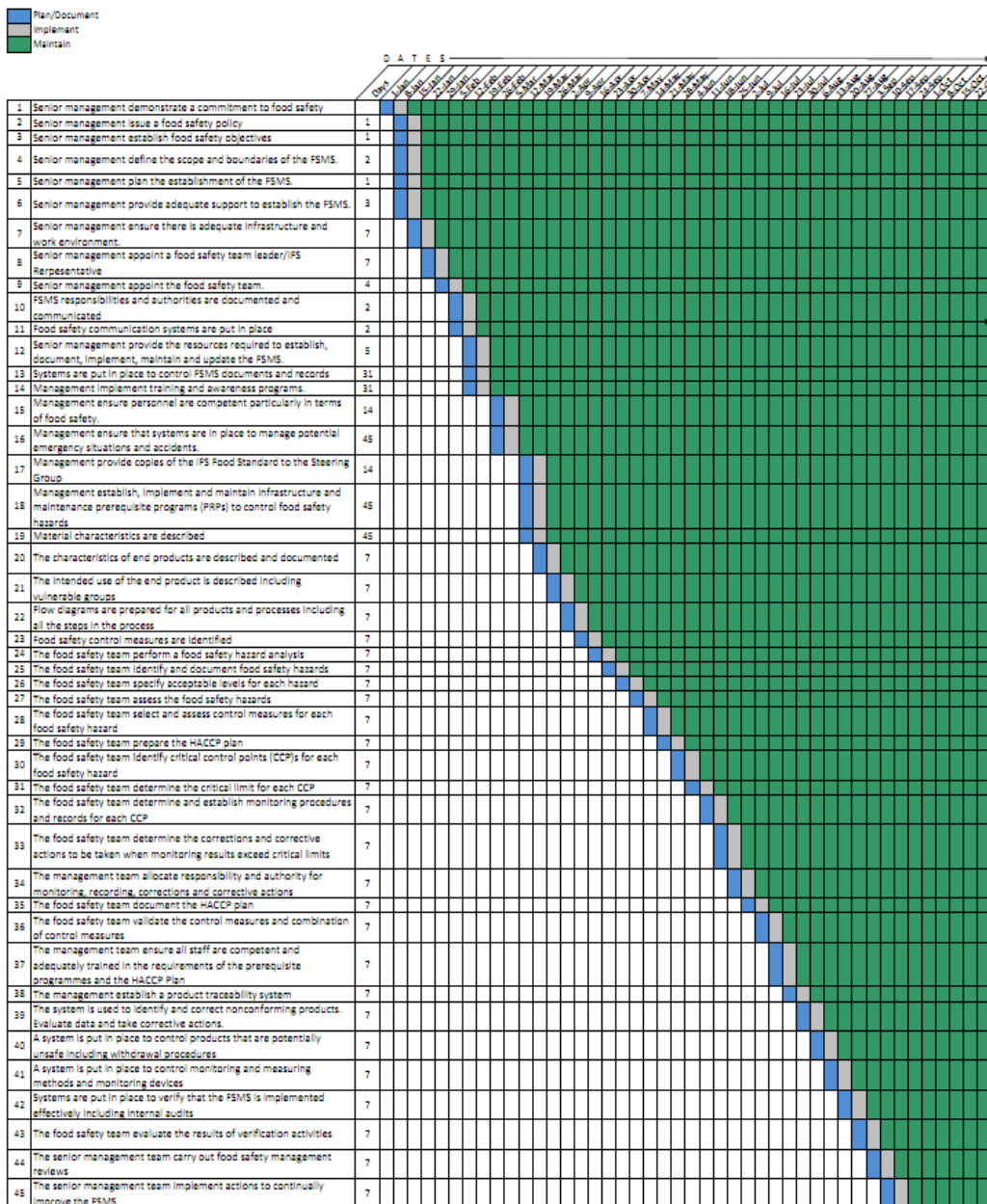
Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

IFS Food Safety Management System Implementation Workbook

Project Plan

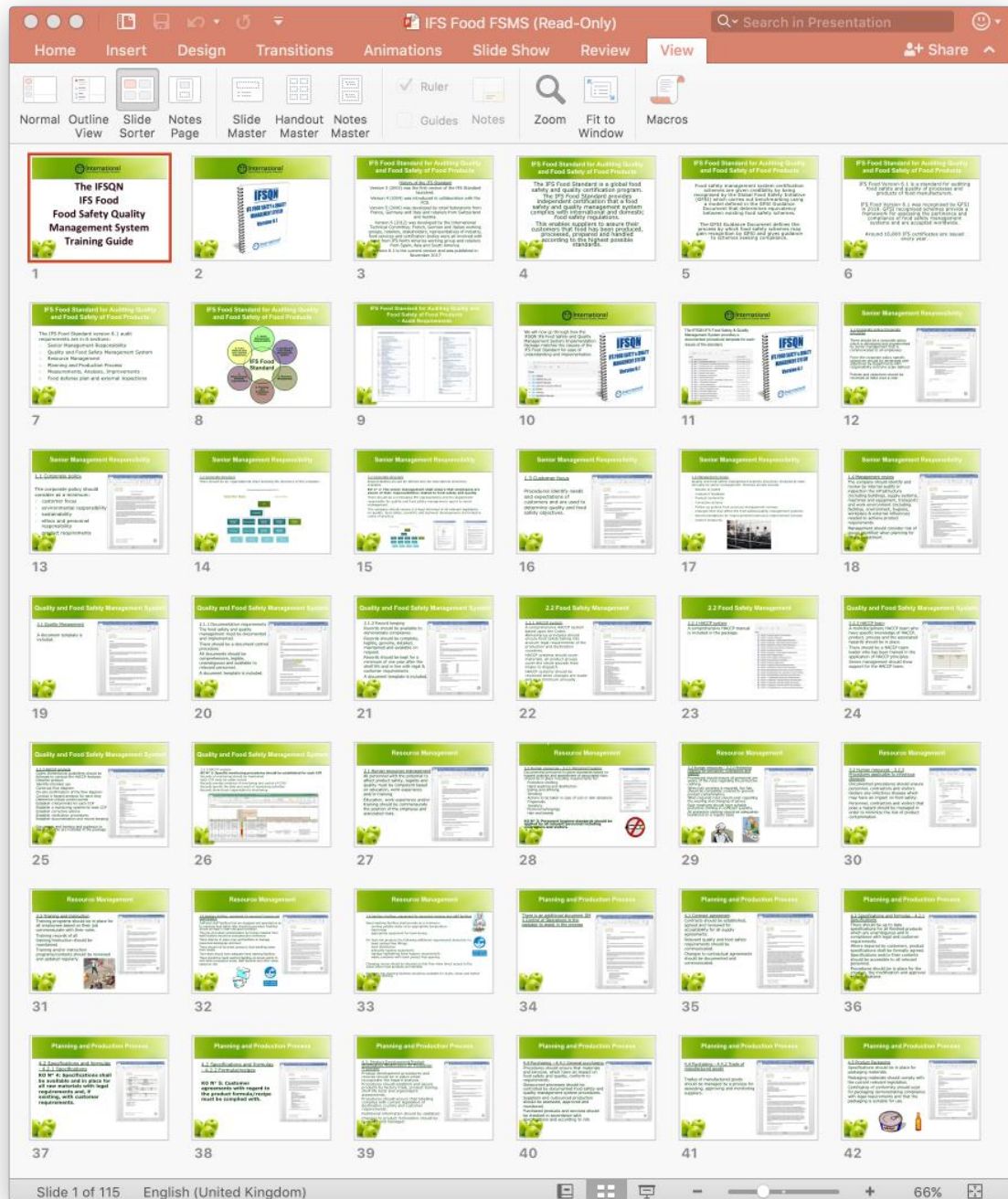
The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

IFS Food Implementation Plan



IFS Food Safety Management System Implementation Workbook

The project team should view the IFS Food FSMS PowerPoint presentation which explains how the IFSQN IFS Food Safety & Quality Management System documentation matched the clauses and requirements of the IFS Food Standard.



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

Food Safety Plan Scope

The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to safely manufacture the following products: (Enter products here)

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements.

Food Safety Plans cover the process steps from:

- Ingredients
- Intake
- Storage
- Processing
- Filling
- Packing
- Storage
- Dispatch
- Distribution

HACCP Terms of Reference

The Food Safety Team defines the HACCP terms of reference. This HACCP study covers all types of hazards (Allergens, Physical – foreign bodies, Chemical and Biological) **including:**

- (1) Known or reasonably foreseeable hazards that include:
 - (i) Biological hazards, including microbiological hazards such as parasites, environmental pathogens, and other pathogens;
 - (ii) Chemical hazards, including radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or colour additives, and food allergens; and
 - (iii) Physical hazards (such as stones, glass, and metal fragments); and
- (2) Known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:
 - (i) The hazard occurs naturally;
 - (ii) The hazard may be unintentionally introduced; or
 - (iii) The hazard may be intentionally introduced for purposes of economic gain.

IFS Food Safety Management System Implementation Workbook

The HACCP Team formulates a list of relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements to be considered in the HACCP scope	
Customer Requirements	Details
XYZ Customer Requires this	
Regulatory/Statutory Requirements	Details
Food Regulations e.g. <i>REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.</i>	
Other	Details
e.g. IFS Food 6.1	

The HACCP study is conducted using all relevant information including legislation, known hazards, industry codes of practice, customer requirements, historic and scientific information. Sources of information are documented and maintained.

Product Description

Product Description Questions	Details
What is the product name?	
What will the purchaser do with it?	
Details of the packaging?	
How is the product processed or manufactured?	
What is the composition of the product?	
Is there preservation from chemical composition such as pH or Aw?	
Does the product receive microcidal treatment such as heating, freezing, brining or smoking?	
What is the Shelf life?	
What is the prescribed storage temperature?	
What are the prescribed storage conditions?	
Who are the target consumers?	
Where is the product stored?	
How is the product sold?	
Labelling Instructions?	
Prescribed delivery conditions?	

25 The intended use of the end product is described including vulnerable groups

Documents:

HACCP 3 Intended Use

Intended Use Procedure:

The HACCP team identify the intended use and all possible users and consumers for each product and process category.

The HACCP team also consider potential for known misuse or possible alternative use (for example possible consumption of a product that requires cooking such as cookie dough).

Each Flow Diagram is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart. Daily and seasonal variations are considered and evaluated.

AFC

Flow Diagram Verification

HACCP Flowcharts

The HACCP Team is responsible for constructing Flow Diagrams for the products and process categories covered by the scope of the Food Safety Management System.

Each Flow Diagram is confirmed physically on site by the Food Safety team who conduct a walk through verifying all steps in the process flow chart. Daily and seasonal variations are considered and evaluated.

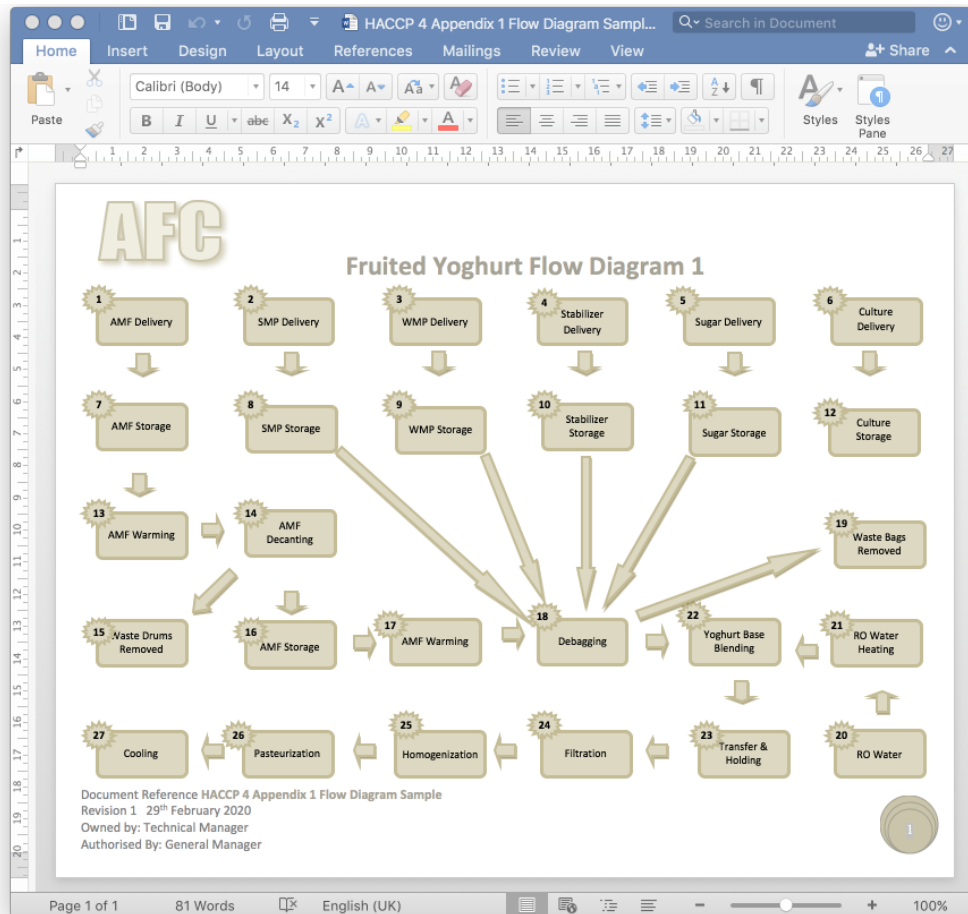
Records of verified flow diagrams are maintained.

Flow Diagram 1 Dated/Revision			
Team Member	Name	Sign to Confirm Physical Verification of Flow Diagram	Date
Technical Manager			

Document Reference HACCP 4 Flow Diagram Verification
Revision 1 29th February 2020
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Authorised By: General Manager

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27 Food safety control measures are identified

Documents:

HACCP 6 Hazard Analysis Template

Description of Process Steps

For each step in the flow diagram the Food Safety team should describe the step and the control measures so that at the next stage the team can identify and assess food safety hazards and their control measures.

The control measures to be described include:

- Those applied at each step
- Those intended or included in PRP(s)
- Those identified in relevant information as described in HACCP terms of reference
- Those applied at other stages in the food chain
- Those applied to end products
- Those introduced by community schemes

IFS Food Safety Management System Implementation Workbook

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

Area/Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Prevalence/Consequence	CCP	Control measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrections/Corrective Actions	Record	Verification Method and Record	Validation	
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2	4	FSM 9 Specified requirements	COA on Receipt Salmonella absent in 25g	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Release to production	Reject if out of Specification. Hold if no COA.	Material QA Clearance Label Material Release Checklist Goods In Checklist	Periodic raw material A sampling as per testing schedule. Internal Audit.	Raw Material A Preventive Control Validation Record
2	Goods In	Chemical	Lubricants	Food grade oil used	1	1	1	FSM 9 Specified requirements	COC on Receipt						
3	Storage	Allergen	Eggs		2	2	4	GMP 18 Packing and storage of product	Segregation and identification of egg allergens in storage. Spillage procedures.						
4	Mixing	Radiological	Iodine-131	Risk of Radiation in water source	1	2	2	GMP 12 Water quality and utility management	Annual Testing Report from Water Company						
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	2	3	6	FSM 9 Specified requirements	COC on Receipt						
6	Sanitation	Chemical	CIP Chemicals		2	2	4	GMP 11 Housekeeping, cleaning and hygiene	CIP in specification						
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	9	Pasteurisation	Pasteurisation Minimum 72 °C for 15 seconds	Pasteurisation Procedure including divert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen section and flow rate Pasteuriser Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (reprocess or dispose). Investigate cause and root cause. Document actions on CAR.	Pasteuriser Chart, Pasteuriser Log Sheet	Plant checks including divert check before start of production. Recorded on Pasteuriser Chart and Pasteuriser Log Sheet. Review of Pasteuriser Chart and Pasteurizer Log. Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by Technical Manager or qualified nominee. Scale. Verify required regulatory seals daily	Validation Record Pasteurization
8	Filling	Biological	Glass		1	3	3	GMP 8 Product contamination risk	Glass gauges checked and intact at start and end of production run. Leakages procedure.						
9	Labelling	Allergen	Peanuts	If incorrect label is applied	2	3	6	FSM 27 Allergen labelling	Correct label checked by operator and supervisor. Sample retained						
10	Packaging	Physical					0								

Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP
See HACCP 12 Appendix 3 Sample HACCP Plan Template for a sample of additional information required

31 The food safety team assess the food safety hazards

Documents:

HACCP 7 Appendix Hazard Assessment

32 The food safety team select and assess control measures for each food safety hazard

Documents:

HACCP 7 Appendix Hazard Assessment

Hazard Assessment Procedure:

Each potential food safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) are allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

3x3 Hazard Assessment using the Hazard Analysis Template

Taking this into account a rating is given for probability and severity:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9

First the Food Safety Team assess the likelihood of the hazard occurring and enter:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

IFS Food Safety Management System Implementation Workbook

Then the Food Safety Team assesses the severity of the hazard and enters:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Safety Hazards which score a 9.

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 Yes, then modify the step, process or product | If Not, then stop, not a CCP

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 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 1 194 Words 100%

33 The food safety team identify critical control points (CCP)s for each food safety hazard

Documents:

HACCP 7 Determine Critical Control Points

AFC

Determine Critical Control Points

Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team reviews the effectiveness of the control measures by assessing the effect on the Significant Food Safety Hazard. This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazard.

Question 1 Are control measures in place for this hazard?
Question 2 Does the step eliminate or reduce the hazard to an acceptable level?
Question 3 Could contamination occur at unacceptable level or increase to unacceptable level?
Question 4 Will a subsequent step eliminate the hazard or reduce it to an acceptable level?

CODEX Decision Tree

```

    graph TD
      Q1{Q1: Are control measures in place for the hazard?} -- No --> M[Modify step, process or product] --> Q1
      Q1 -- Yes --> Q2{Q2: Does the step eliminate or reduce the hazard to an acceptable level?}
      Q2 -- No --> Q3{Q3: Could contamination occur at unacceptable level(s) or increase to unacceptable level(s)?}
      Q2 -- Yes --> Q4{Q4: Will a subsequent step eliminate or reduce the hazard to an acceptable level?}
      Q3 -- No --> NCCP[Not a CCP]
      Q3 -- Yes --> CCP[Critical Control Point]
      Q4 -- No --> CCP
      Q4 -- Yes --> NCCP
  
```

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IFS Food Safety Management System Implementation Workbook

The HACCP team establish verification procedures to confirm that the HACCP plan including controls managed by pre-requisite programs are effective including:

- ✓ Internal audits
- ✓ Review of records where acceptable limits have been exceeded
- ✓ Review of complaints
- ✓ Review of product incidents and withdrawals

The following areas are verified by HACCP verification audit and review of Key Performance indicators:

- ✓ HACCP plan is implemented and effective
- ✓ PRP(s) are implemented and effective
- ✓ Hazards are below identified acceptable levels

The Food Safety Team Leader is responsible for establishing an audit schedule, allocating audit responsibility and ensuring that results of verification audits are recorded and communicated to the HACCP team.

39 The management team ensure all staff are competent and adequately trained in the requirements of the prerequisite programmes and the HACCP Plan

Documents:

HACCP 12 Appendix 1 Sample HACCP Procedure

HACCP 12 Appendix 2 Sample HACCP Record

AFC
Pasteuriser Log Sheet

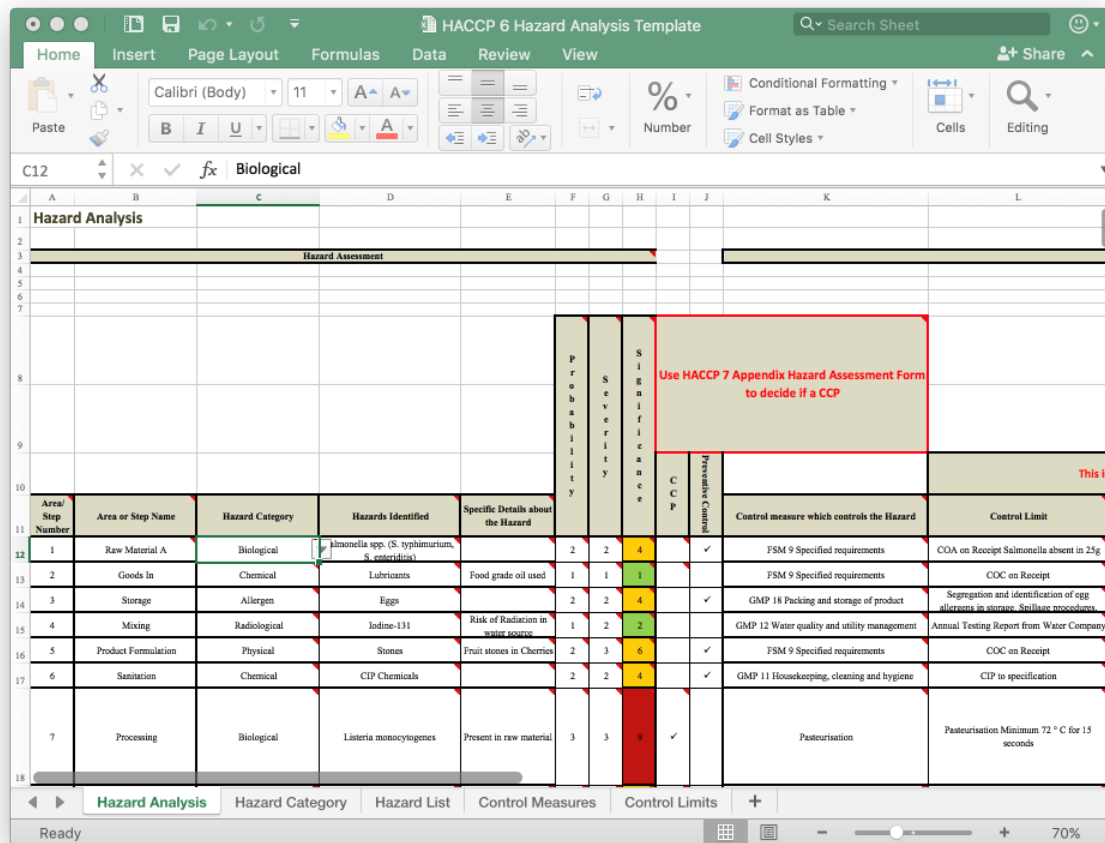
DATE: _____

Product:	Tank:	Product:	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:					
Volume:						
Production Start Time:	Production End Time:	CIP Start/End Time:				
PARAMETERS	LIMITS	UNITS	TIME			
Flow Rate (CCP Maximum 5250)	5000-5250	L/h				
Pre-heater In Temperature	45-55	°C				
Pasteurisation Temp. (Homo in Temp.)	82 ± 2	°C				
Pasteurizer Out Press.	2.8-3.0	PI				
Homo In Press.	1.8-2.0	PI				
Pressure Difference (CCP)	Minimum 0.8	PI				
End Holding Temp. (CCP)	Min. 77.0	°C				
Product Outlet Temp. (CCP)	< 5	°C				
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar				
Homo Pressure (Total)	225	Bar				
Glass & Perspex Items Check & Sign	Intact/No Cracks					
Sterilisation Temperature	82 ± 2	°C				
Diversion Test Before Production	Minimum 77	°C				
Record Diversion Temperature & Sign						

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 1 1st March 2020
Owned by: Production Supervisor
Authorised By: Production Manager

IFS Food Safety Management System Implementation Workbook



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

Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

Staff Training Matrix



Employee Number	Employee Name	Job Title	Training Course																											
			Introduction to ISO 22000	Understanding ISO 22000	Food Safety for ISO 22000 Implementation Guide	ISO 22000 Document Requirement Guide	Prerequisite Training	Global GMP Training	HACCP Training	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	
1	John Smith		1/2/20																											
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We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

QMR 002 Training Record

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			
	Environment and Waste Management			
Weeks 5 - 13	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

Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defence
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

Step Four: Internal Auditing & Management Review

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.

The screenshot displays a PowerPoint presentation titled "Internal Auditor Training Guide...". The interface includes a ribbon with tabs for Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. Below the ribbon is a toolbar with various icons for editing and navigation. The main content area shows a grid of 37 slides, each with a green header and a white body containing text and images. The slides are numbered 1 through 37. The first slide is titled "IFS Food Internal Audit Training". The second slide is titled "Internal Auditor Training" and contains the text: "Before we start I would like you to spend a few minutes discussing the purpose of Internal Audits with the person next to you". The third slide is titled "Internal Audits IFS 5.1 Internal audits" and contains the text: "5.1.1 KS 10.11.11 Effective internal audits shall be conducted according to a plan and against audit criteria and shall cover all parts of requirements of the IFS Standard". The fourth slide is titled "IFS 5.2 Site factory inspections" and contains the text: "The factory inspection shall be planned and carried out in a planned manner. Inspections, management reviews, internal audits, and other activities shall be planned and carried out in a planned manner. Inspections, management reviews, internal audits, and other activities shall be planned and carried out in a planned manner." The fifth slide is titled "Internal Audits Procedure" and contains the text: "The company has established an internal audit system which is designed to ensure compliance with the IFS Standard. The system includes the following elements: Internal audit objectives, internal audit criteria, internal audit procedures, internal audit reports, and internal audit records." The sixth slide is titled "Internal Audits" and contains the text: "The Senior Management has a total commitment to the food safety management system and provides adequate resources to the food safety management system. The Senior Management has a total commitment to the food safety management system and provides adequate resources to the food safety management system." The seventh slide is titled "Internal Audits Schedule" and contains a table with columns for "Internal Audit", "Frequency", "Responsible", and "Status". The eighth slide is titled "Internal Audits Procedure" and contains the text: "In the next few slides we will go through the internal audit procedure and your role in internal auditing". The ninth slide is titled "Internal Audits Purpose" and contains the text: "The Technical Manager follows up the Internal Audit findings based on the following criteria: Risk associated with the process or activity, Number of Corrective Actions raised, Customer Complaints, and Compliance Analysis." The tenth slide is titled "Internal Audits Purpose" and contains the text: "The Technical Manager is responsible for following the audits and for the audits to be conducted in accordance with the IFS Standard. The Technical Manager is responsible for following the audits and for the audits to be conducted in accordance with the IFS Standard." The eleventh slide is titled "Internal Audits of FSMS Documentation" and contains the text: "When audits are conducted the Technical Manager updates the scope of the audit and provides a list of internal audit objectives, procedures and records for the auditor to use in preparation for the audit. The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twelfth slide is titled "Internal Audits of FSMS Documentation" and contains the text: "For example: Cleanability, Storage, Hygiene and Health. When audits are conducted the auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirteenth slide is titled "Internal Audits Procedure" and contains the text: "Internal audits are conducted in accordance with the IFS Standard. The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The fourteenth slide is titled "Internal Audits Opening Meeting" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The fifteenth slide is titled "Conducting an Internal Audit" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The sixteenth slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The seventeenth slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The eighteenth slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The nineteenth slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twentieth slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-first slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-second slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-third slide is titled "Internal Audits Procedure" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-fourth slide is titled "Internal Audits Documentation" and contains the text: "The main purpose of documentation is to enable the consistent and repeatable operation of the food safety management system. Documentation should be controlled and updated in accordance with the IFS Standard." The twenty-fifth slide is titled "Internal Audit General Requirements" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-sixth slide is titled "Internal Audit IFS General Requirements" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-seventh slide is titled "Customer, Statutory and Regulatory Requirements" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-eighth slide is titled "Customer, Statutory and Regulatory Requirements" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The twenty-ninth slide is titled "Customer, Statutory and Regulatory Requirements" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirtieth slide is titled "Document Control" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-first slide is titled "Internal Audit Control of Records" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-second slide is titled "Internal Audit of FSMS Documentation" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-third slide is titled "Final Tips for Internal Auditors" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-fourth slide is titled "Final Tips for Internal Auditors" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-fifth slide is titled "Final Tips for Internal Auditors" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-sixth slide is titled "Final Tips for Internal Auditors" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The thirty-seventh slide is titled "Final Tips for Internal Auditors" and contains the text: "The auditor should ensure that they are familiar with these documents and check that they are being used and updated correctly during the audit." The status bar at the bottom indicates "Slide 1 of 37", "English (United Kingdom)", and "66%" zoom.

Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the Quality and Food Safety Policy
2. Review of Management Changes
3. Minutes and Follow-up actions from previous review meetings
4. Outstanding Non-conformances as a result of internal and external audits
5. Results of external second and third-party audits
6. Trend analysis of Customer and Supplier complaints
7. Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
8. Quality Key Performance Indicators Review and trend analysis
9. Emergencies and Accidents
10. Process performance and product conformity
11. Corrective and preventive action status
12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
13. Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)
14. Changes to policies and objectives
15. Communication activities and effectiveness of communication
16. Results of review and system updating
17. Review of Resources and effectiveness of Training
18. Recommended improvements
19. Customer Feedback and Sales levels are reviewed to give an indication of trends
20. A.O.B

IFS Food Safety Management System Implementation Workbook

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting



Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees

General Manager - Chairman
 Operations Manager
 Engineering Manager
 Supply Chain Manager
 Distribution Manager
 Technical Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-

Document Reference Management Review Record QMR 001
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



IFS Food Safety Management System Implementation Workbook

Use our IFS Checklist assess your Food Safety Management System

We recommend that the IFS Representative carries out a pre-certification audit to ensure that you are satisfied that your food safety management system meets the requirements of the IFS Standard. The IFS Representative should read the relevant section of the IFS Standard and assess if you are compliant, making notes on the checklist that we have provided.

IFS Food Standard				
Section 1 Senior Management Responsibility				
1 Senior Management Responsibility		Compliant		Comments
Clause	Title	Yes	No	
1.1	Corporate policy/Corporate principles			
1.2	Corporate structure			
1.3	Customer focus			
1.4	Management review			
IFS Food Standard				
Section 2 Quality and Food Safety Management System				
2 Quality and Food Safety Management System		Compliant		Comments
Clause	Title	Yes	No	
2.1	Quality Management			
2.1.1	Documentation requirements			
2.1.2	Record keeping			