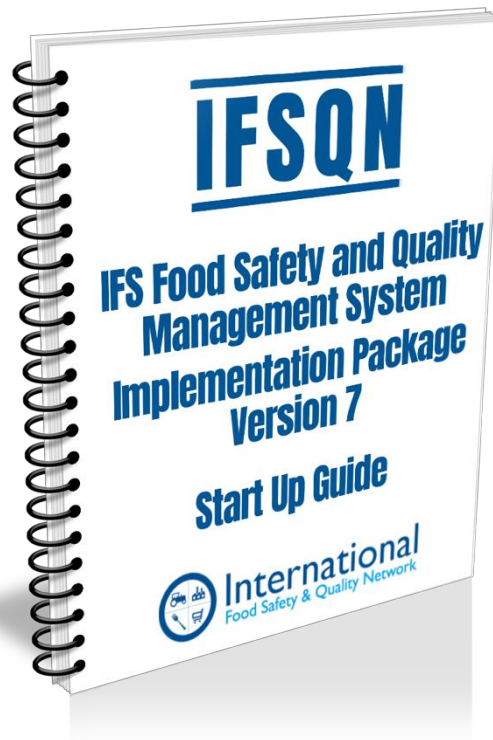


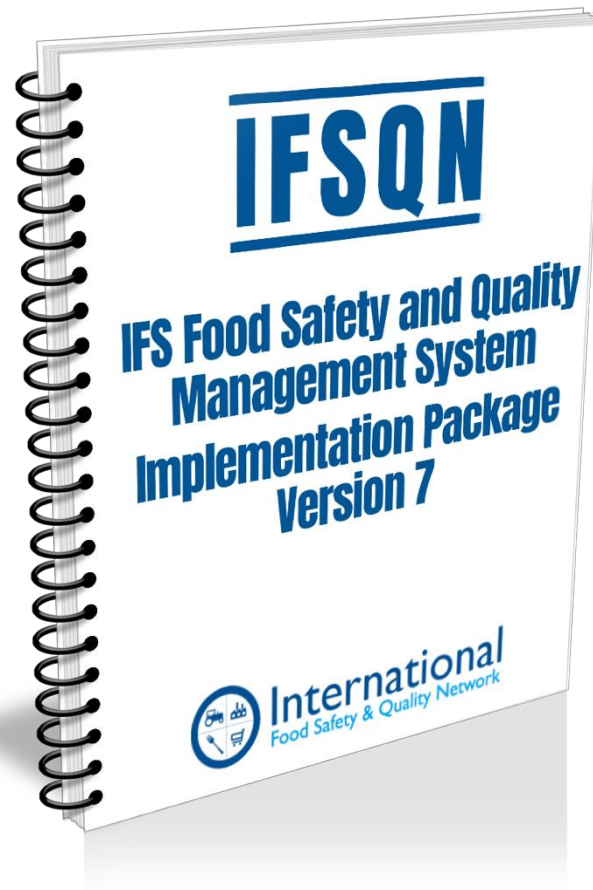
IFS Food Safety Management System Start-Up Guide



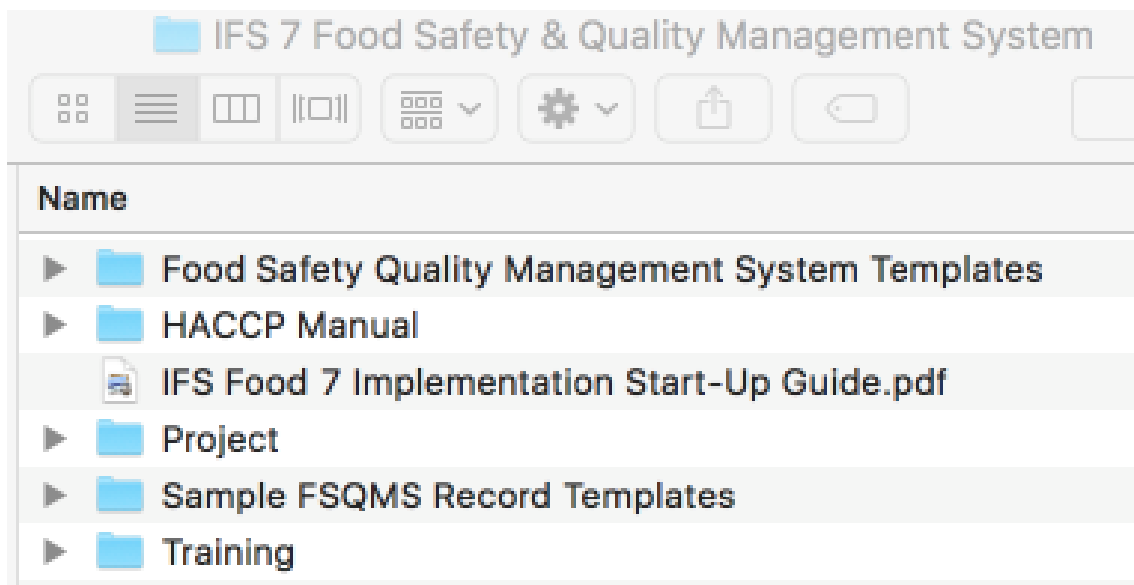
Welcome to the IFSQN IFS Food Safety and Quality Management System Package Start Up Guide which will guide you through the contents of the package.

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

- ✓ A comprehensive set of over 60 editable Food Safety & Quality Management System Procedures that match the clauses of the IFS Food Standard
- ✓ A range of editable 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
- ✓ Laboratory Quality Manual
- ✓ 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 7](#) from the IFS Website (It is free to download)

IFS Food Safety Management System Implementation Workbook

Step Three: Project - Food Safety Quality Management System Implementation

The IFSQN IFS Food Safety & Quality Management System Implementation Package contains a comprehensive IFS complaint 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 Governance and Commitment

- QM 1.1 Corporate Policies
- QM 1.1 Food Safety & Quality Culture
- 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 Food Safety and Quality 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 Start-Up Guide

In this folder you will also find an **IFS Food 7 Implementation Plan** which can be used to by Senior Management to plan the development of **your IFS Food Safety & Quality Management System**

The screenshot shows an Excel spreadsheet with the following structure:

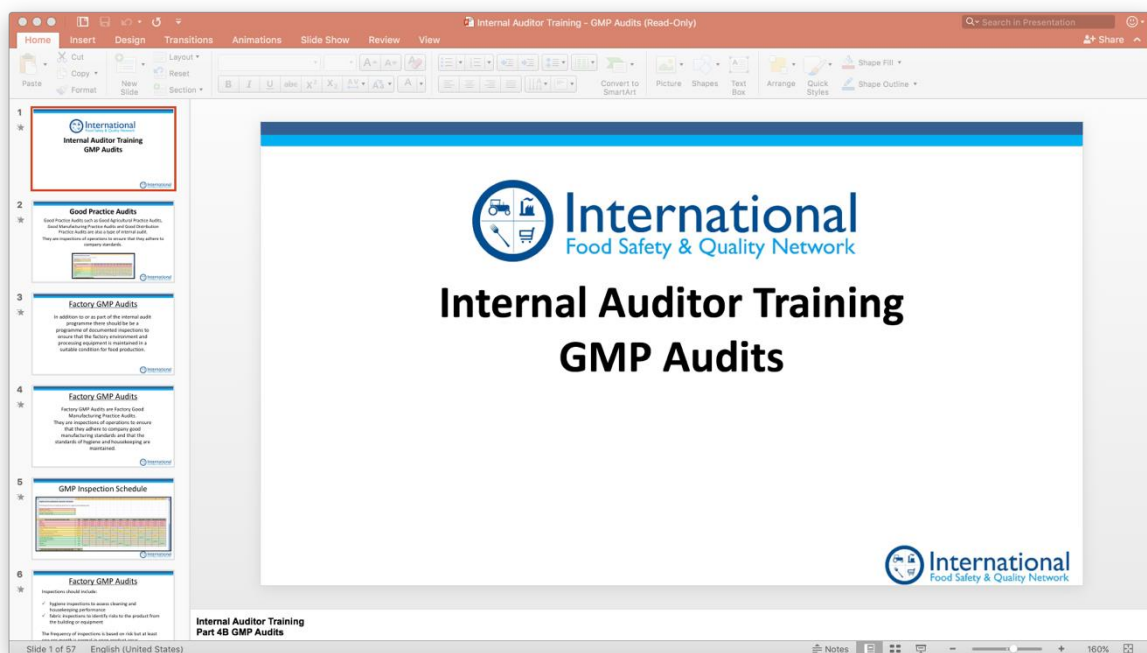
- Columns:**
 - A:** Row numbers (1-65).
 - B:** Action descriptions.
 - C:** Relevant Documents in IFSQ IFS Food Safety & Quality Management System.
 - D:** Blank.
 - E:** Blank.
 - F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T:** DATES, subdivided into weeks (Week 1 to Week 20).
- Rows:** 1-65, detailing various implementation actions and their corresponding document references.
- Color-coding:** Green cells indicate the duration of an action across specific weeks. Blue cells indicate the start of an action. Grey cells indicate the end of an action.

IFS Food Safety Management System Start-Up Guide

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

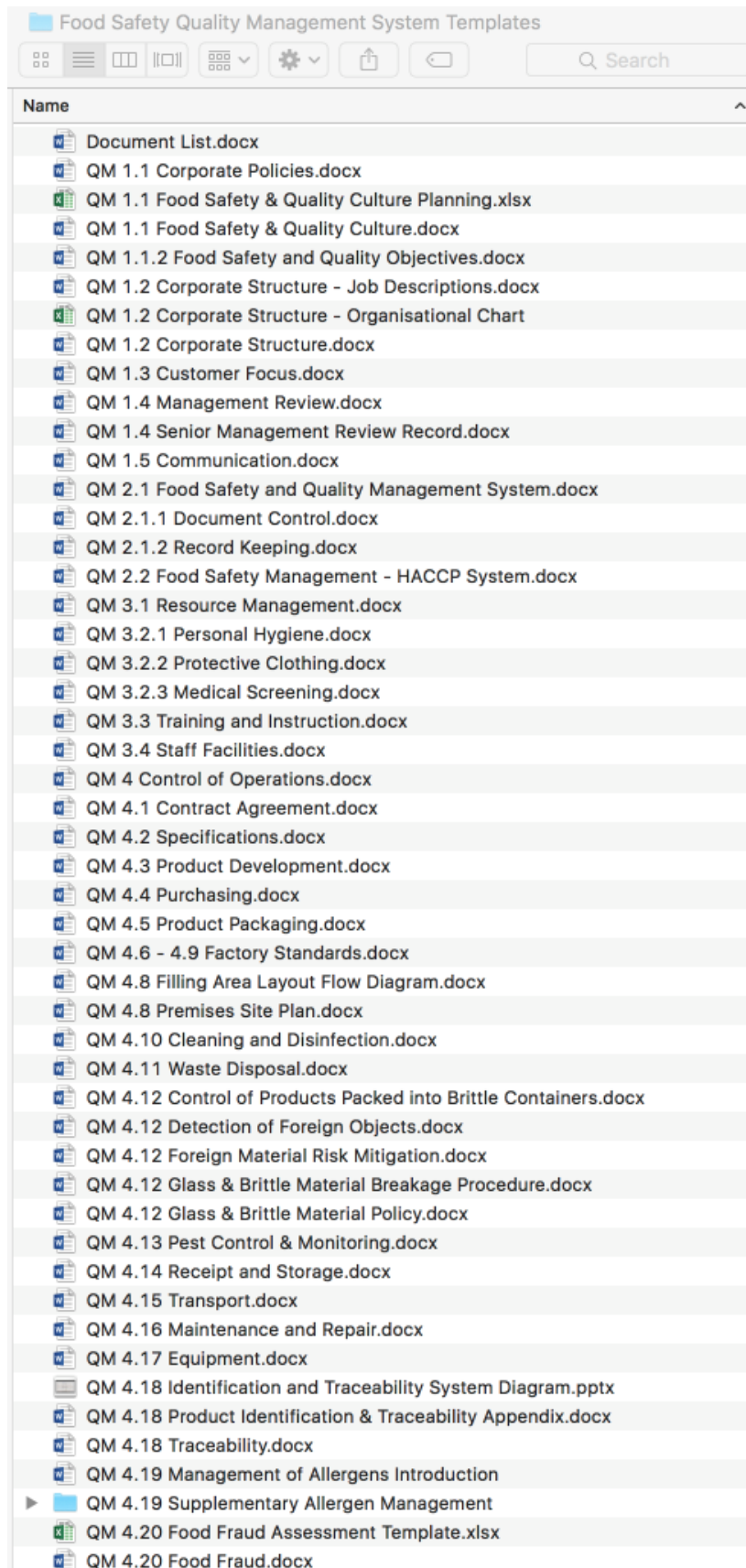


There is also a Good Manufacturing Practice Training Presentation

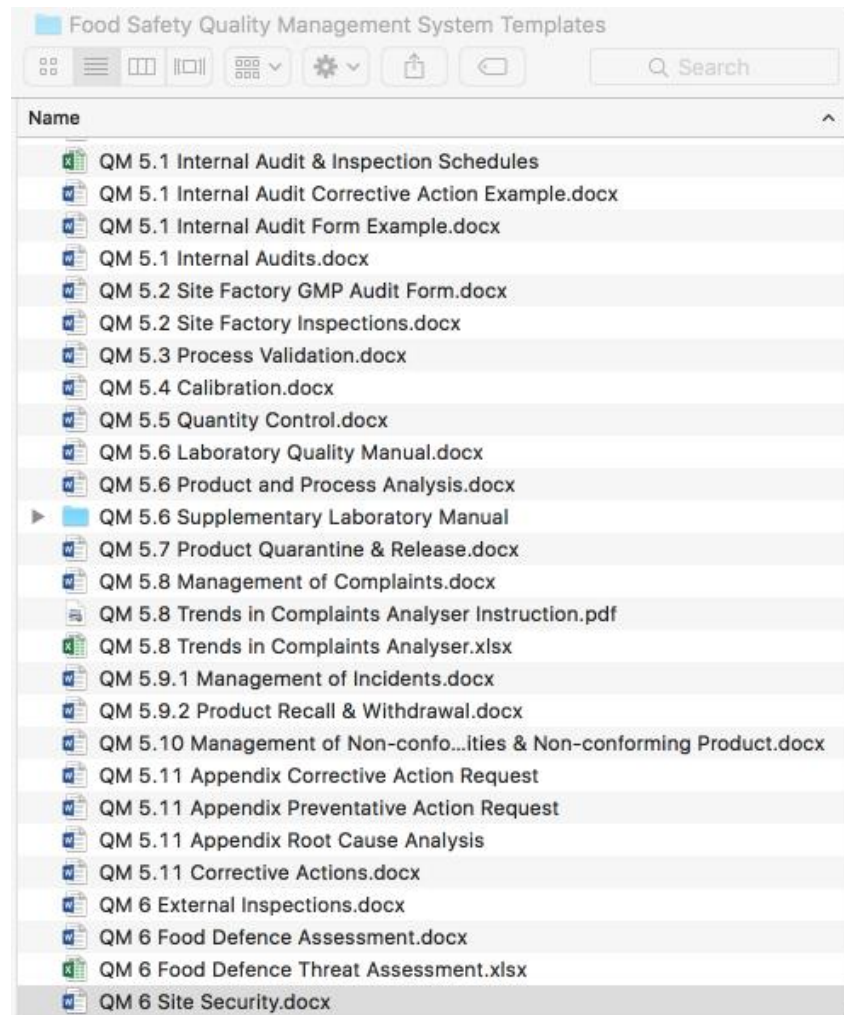


IFS Food Safety Management System Start-Up Guide

The next folder to open is the **Food Safety Quality Management System Templates** folder



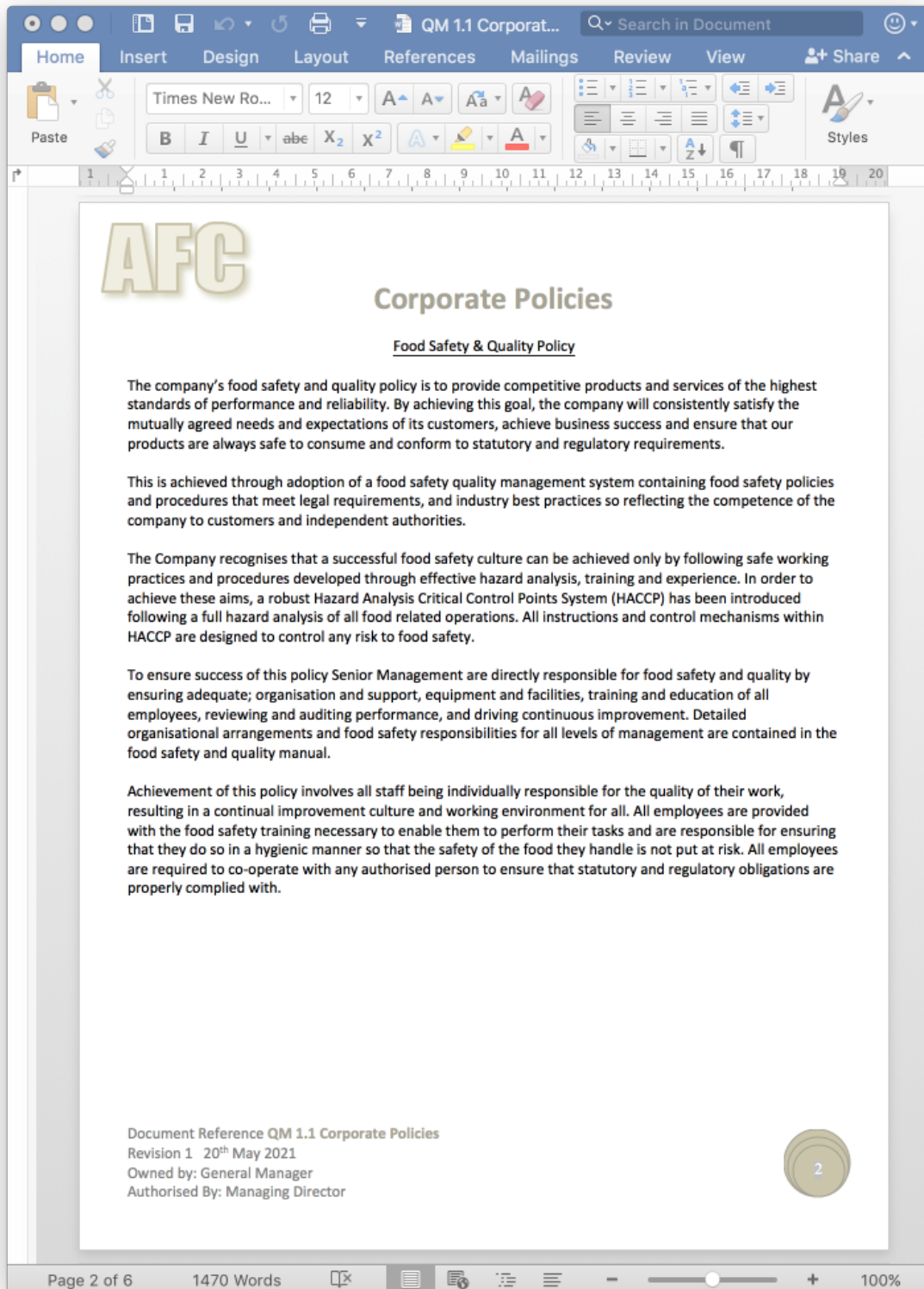
IFS Food Safety Management System Start-Up Guide



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 organisation.

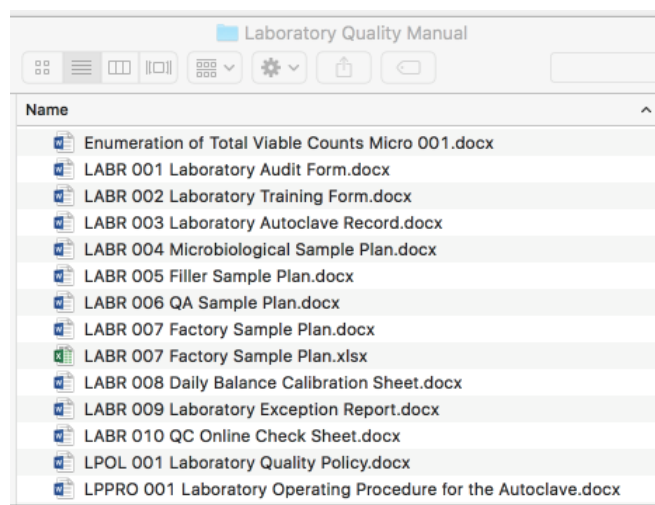
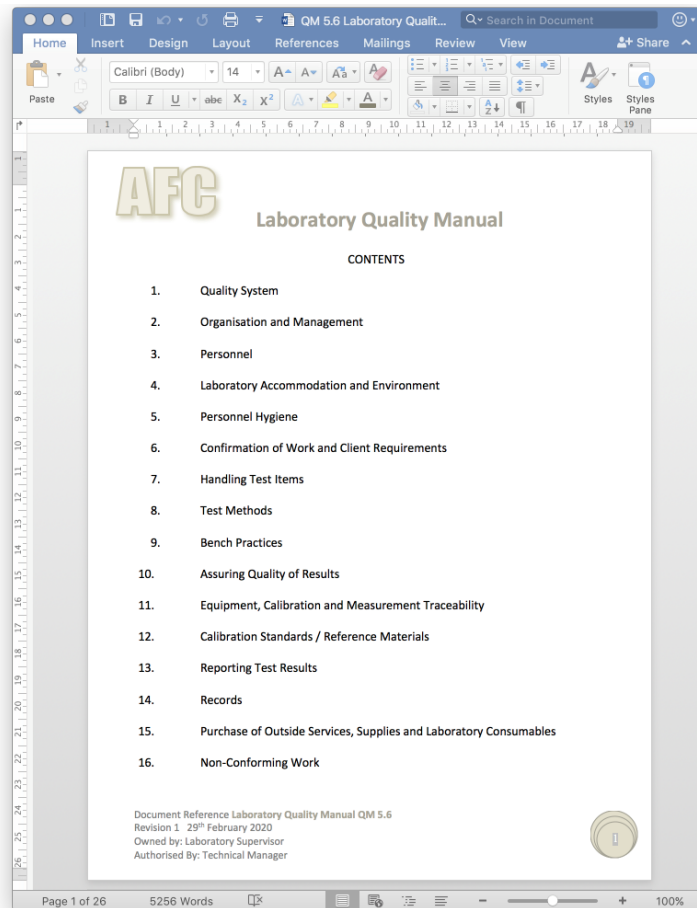
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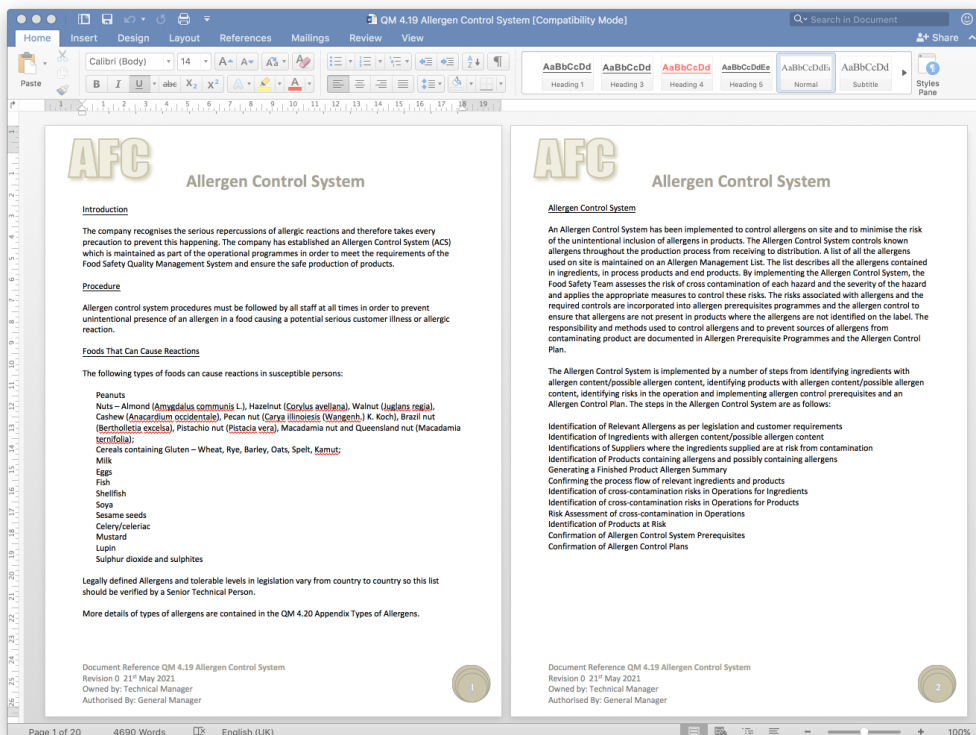
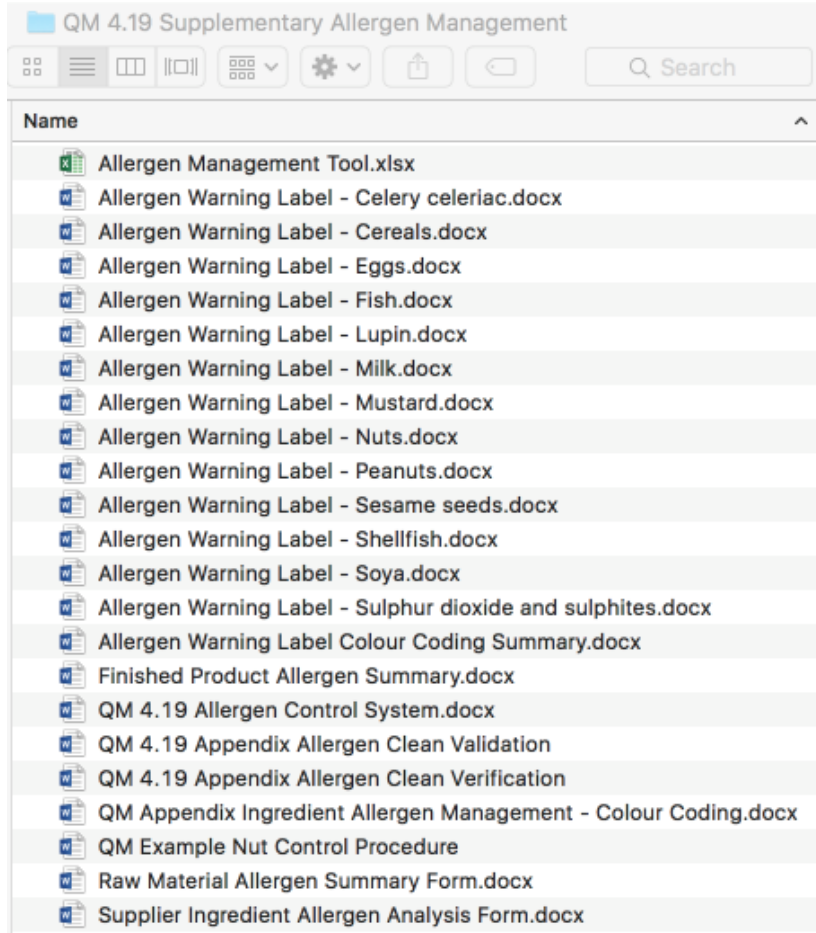
Also in this folder is QM 5.6 Laboratory Quality Manual and QM 5.6 Supplementary Laboratory Manual

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.



IFS Food Safety Management System Start-Up Guide

Also in this folder is QM 4.19 Supplementary Allergen Management Folder



IFS Food Safety Management System Start-Up Guide

AFC

Allergen Management

The following colours identify allergens on site

Peanuts
Nuts
Cereals
Milk
Eggs
Fish
Shellfish
Soya
Sesame seeds
Celery/Celeriac
Mustard
Lupin
Sulphur dioxide & Sulphites

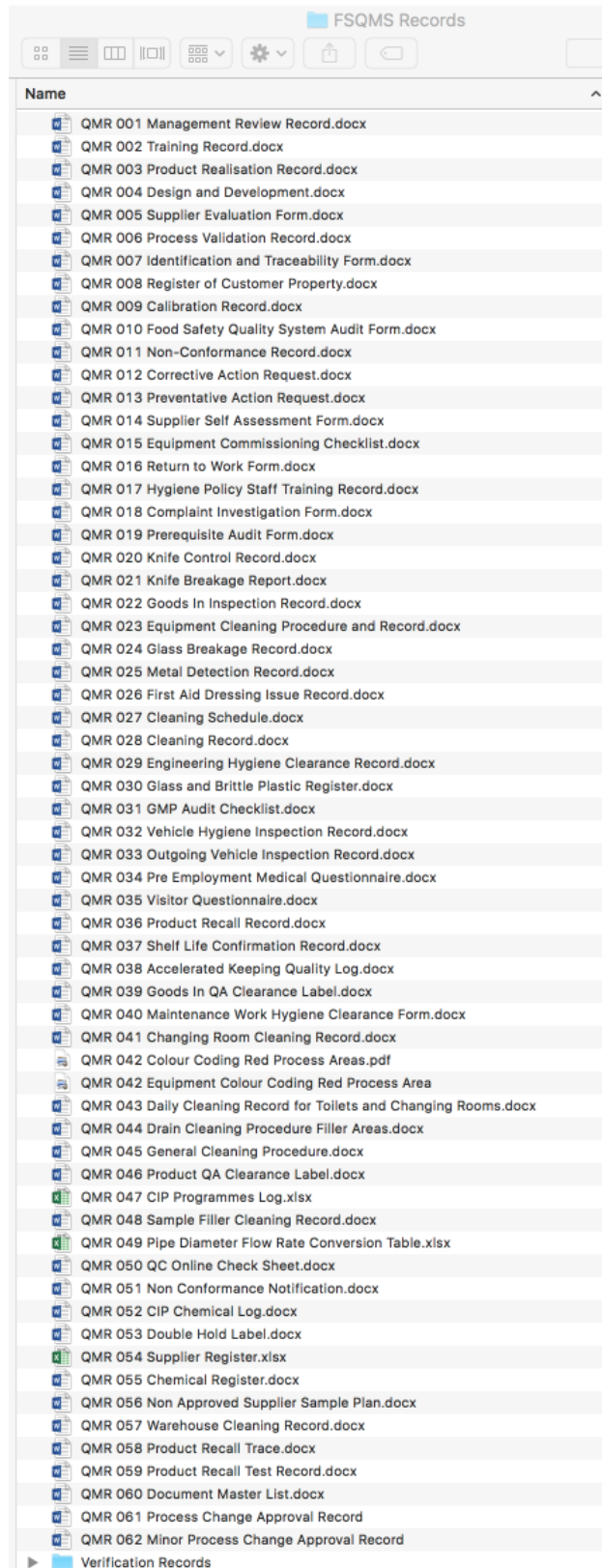
Document Reference Ingredient Allergen Colour Coding
Revision 0_21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 1 24 Words 100%

IFS Food Safety Management System Start-Up Guide

The next folder to open is the **Sample FSQMS Record Templates Folder**

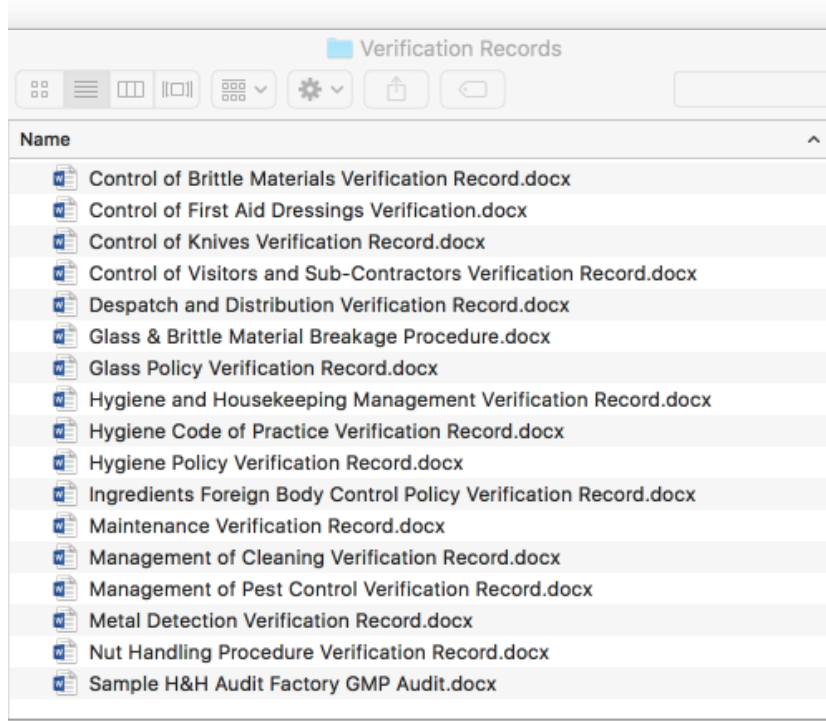
There is a comprehensive range of food safety record templates:



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.



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 11th 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 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

2

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.

Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Hazards	Control Measures which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrective/Corrective 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	Reject if not of Specification Based on COA	Revised QA Checksheet (after Rejected) Release Checksheet in Checklist	Periodic raw material A sampling as per testing schedule. Internal Audit	Raw Material A Procurement Control Validation Board
2	Crack in	Chemical	Lubricants	Food grade oil case	FSM 4 Specified requirements	COA on Receipt						
3	Storage	Allergen	Eggs		GMP 18 Packing and storage of product	Separation and identification of all products in storage. Storage conditions						
4	Mixing	Biological	Salmonella		GMP 12 Process quality and safety management	Health Testing Report from Year 2020						
5	Product Formulation	Physical	Water		FSM 10 Specified requirements	COA on Receipt						
6	Reheating	Chemical	CFP Chemicals		GMP 11 Handling, weighing, mixing and weighing	CFP in production						
7	Pasteurizing	Biological	Listeria monocytogenes	Present in raw material	Pasteurization	Pasteurization Minimum 72 °C for 15 seconds	Pasteurization Procedure including direct test	Automatic continuous monitoring of body process checks for temperature, consistency of flow rate of pipes, water and flow rate Pasteurizer Operator	Manually direct flow of product, before the affected product. Evaluate and determine disposition of the product (reject or disposed), investigate causes and root causes. Document actions on LMS.	Pasteurizer Check, Pasteurizer Log Sheet	Plan checks including direct check before start of production. Revisited on Revalidation Check and Pasteurizer Log Sheet. Review of Pasteurizer Check and Pasteurizer Log. Milk Plant Equipment Test Report Sheet (FDA-2359b Quarterly by Technical Manager or qualified person. Daily, weekly 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. Revalidation board						
9	Labelling	Allergen	Wheat		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 29th February 2020
 Owned by: Technical Manager
 Authorised By: General Manager

Free Online Technical Support

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your IFS Food Safety and Quality Management System until you achieve certification.

The contact email is support @ifsqn.com without the space