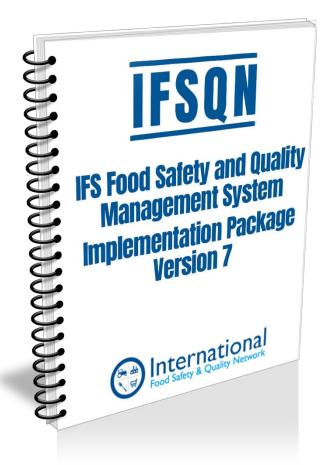


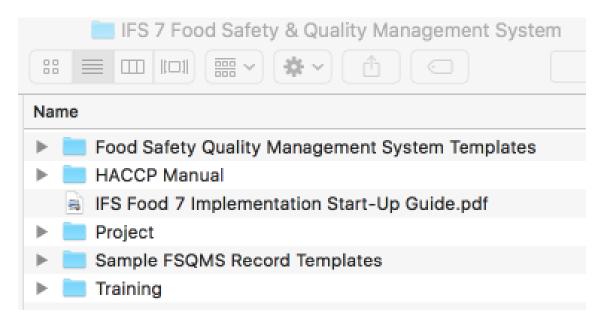
Welcome to the IFSQN IFS Food Safety and Quality Management System Package Start Up Guide which will guide you through the contents of the package.

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

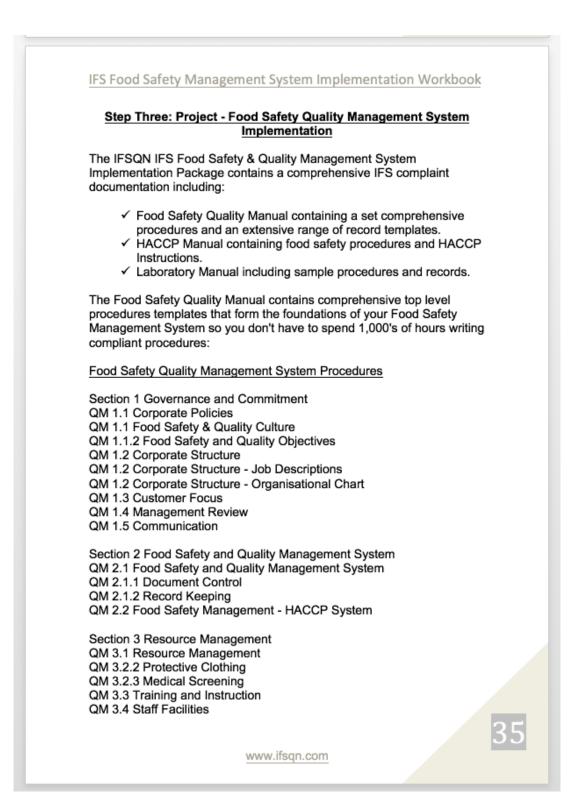
- A comprehensive set of over 60 editable Food Safety & Quality Management System Procedures that match the clauses of the IFS Food Standard
- ✓ A range of editable Sample Record Templates
- ✓ Additional HACCP Manual including a Hazard Analysis Template
- Introduction to the IFS Food Safety Management 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 <u>IFS Food Standard</u> <u>Version 7</u> from the IFS Website (It is free to download)



#### 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

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Management establish, implement and maintain infrastructure and maintenance QM 6 Defence Assessment QM		
D Interconvibition programme (CARDe) to control food cafety basando from Section 6 Eand defense OAA E Site Security		

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



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

	Food Safety Quality Management System Templates
88	
lan	ne
	Document List.docx
	QM 1.1 Corporate Policies.docx
	QM 1.1 Food Safety & Quality Culture Planning.xlsx
	QM 1.1 Food Safety & Quality Culture.docx
	QM 1.1.2 Food Safety and Quality Objectives.docx
	QM 1.2 Corporate Structure - Job Descriptions.docx
	QM 1.2 Corporate Structure - Organisational Chart
	QM 1.2 Corporate Structure.docx
	QM 1.3 Customer Focus.docx
	QM 1.4 Management Review.docx
	QM 1.4 Senior Management Review Record.docx
	QM 1.5 Communication.docx
	QM 2.1 Food Safety and Quality Management System.docx
	M 2.1.1 Document Control.docx
	M 2.1.2 Record Keeping.docx
	QM 2.2 Food Safety Management - HACCP System.docx
	M 3.1 Resource Management.docx
	M 3.2.1 Personal Hygiene.docx
	QM 3.2.2 Protective Clothing.docx
	M 3.2.3 Medical Screening.docx
	QM 3.3 Training and Instruction.docx
	M 3.4 Staff Facilities.docx
	QM 4 Control of Operations.docx
	QM 4.1 Contract Agreement.docx
	QM 4.2 Specifications.docx
	QM 4.3 Product Development.docx
	QM 4.4 Purchasing.docx
	QM 4.5 Product Packaging.docx
	QM 4.6 - 4.9 Factory Standards.docx
	QM 4.8 Filling Area Layout Flow Diagram.docx
	QM 4.8 Premises Site Plan.docx
	QM 4.10 Cleaning and Disinfection.docx
	QM 4.11 Waste Disposal.docx
	QM 4.12 Control of Products Packed into Brittle Containers.docx
	QM 4.12 Detection of Foreign Objects.docx
	QM 4.12 Foreign Material Risk Mitigation.docx
	QM 4.12 Glass & Brittle Material Breakage Procedure.docx
	QM 4.12 Glass & Brittle Material Policy.docx
	QM 4.13 Pest Control & Monitoring.docx
	QM 4.14 Receipt and Storage.docx
	QM 4.15 Transport.docx
	<ul> <li>QM 4.16 Maintenance and Repair.docx</li> <li>QM 4.17 Equipment.docx</li> </ul>
	QM 4.18 Identification and Traceability System Diagram.pptx OM 4.18 Product Identification & Traceability Appendix docx
	QM 4.18 Product Identification & Traceability Appendix.docx
	QM 4.18 Traceability.docx
	QM 4.19 Management of Allergens Introduction
*	QM 4.19 Supplementary Allergen Management
	QM 4.20 Food Fraud Assessment Template.xlsx
	M 4.20 Food Fraud.docx

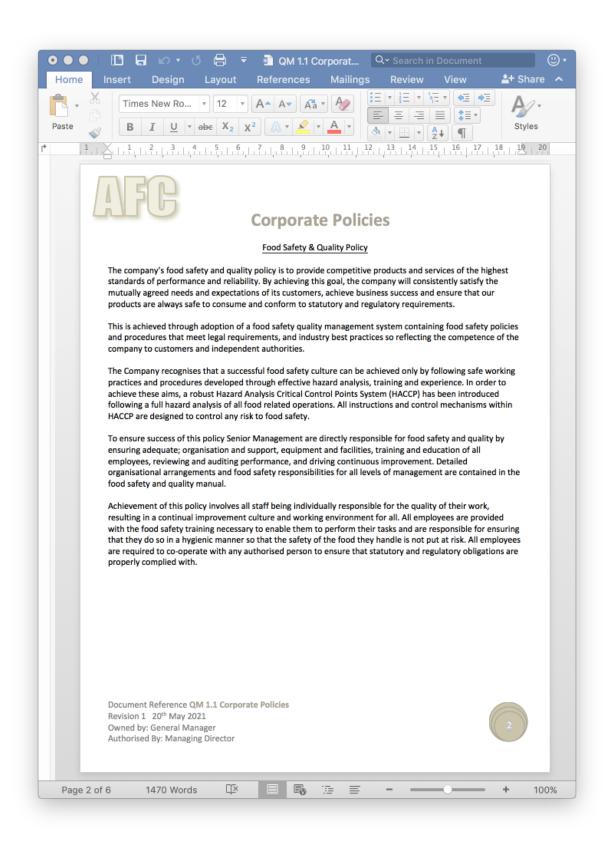
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	M QM 5.1 Internal Audit & Inspection Schedules
	QM 5.1 Internal Audit Corrective Action Example.docx
	QM 5.1 Internal Audit Form Example.docx
	QM 5.1 Internal Audits.docx
	QM 5.2 Site Factory GMP Audit Form.docx
	QM 5.2 Site Factory Inspections.docx
	QM 5.3 Process Validation.docx
	QM 5.4 Calibration.docx
	QM 5.5 Quantity Control.docx
	QM 5.6 Laboratory Quality Manual.docx
	QM 5.6 Product and Process Analysis.docx
⊧	QM 5.6 Supplementary Laboratory Manual
	QM 5.7 Product Quarantine & Release.docx
	QM 5.8 Management of Complaints.docx
	QM 5.8 Trends in Complaints Analyser Instruction.pdf
	QM 5.8 Trends in Complaints Analyser.xlsx
	QM 5.9.1 Management of Incidents.docx
	QM 5.9.2 Product Recall & Withdrawal.docx
	QM 5.10 Management of Non-confoities & Non-conforming Product.docx
	QM 5.11 Appendix Corrective Action Request
	QM 5.11 Appendix Preventative Action Request
	QM 5.11 Appendix Root Cause Analysis
	QM 5.11 Corrective Actions.docx
	QM 6 External Inspections.docx
	QM 6 Food Defence Assessment.docx
	QM 6 Food Defence Threat Assessment.xlsx
	QM 6 Site Security.docx

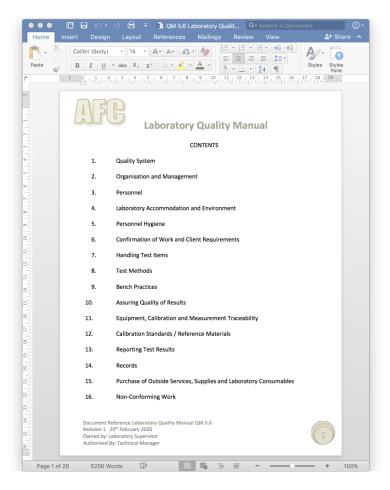
These Food Safety Management System Templates match the clauses of the IFS Food Standard Version 6.1. The procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

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



#### 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.



🚞 Laboratory Quality Manual	
Name	^
Enumeration of Total Viable Counts Micro 001.docx	
LABR 001 Laboratory Audit Form.docx	
LABR 002 Laboratory Training Form.docx	
LABR 003 Laboratory Autoclave Record.docx	
💼 LABR 004 Microbiological Sample Plan.docx	
LABR 005 Filler Sample Plan.docx	
💼 LABR 006 QA Sample Plan.docx	
LABR 007 Factory Sample Plan.docx	
LABR 007 Factory Sample Plan.xlsx	
LABR 008 Daily Balance Calibration Sheet.docx	
LABR 009 Laboratory Exception Report.docx	
LABR 010 QC Online Check Sheet.docx	
LPOL 001 Laboratory Quality Policy.docx	
LPPRO 001 Laboratory Operating Procedure for the	Autoclave.docx

## Also in this folder is QM 4.19 Supplementary Allergen Management Folder

📃 QM 4.19 Supplementary Allergen Management
:::
Name ^
Allergen Management Tool.xlsx
Allergen Warning Label - Celery celeriac.docx
Allergen Warning Label - Cereals.docx
Allergen Warning Label - Eggs.docx
Allergen Warning Label - Fish.docx
Allergen Warning Label - Lupin.docx
Allergen Warning Label - Milk.docx
Allergen Warning Label - Mustard.docx
Allergen Warning Label - Nuts.docx
Allergen Warning Label - Peanuts.docx
Allergen Warning Label - Sesame seeds.docx
Allergen Warning Label - Shellfish.docx
Allergen Warning Label - Soya.docx
Allergen Warning Label - Sulphur dioxide and sulphites.docx
Allergen Warning Label Colour Coding Summary.docx
Finished Product Allergen Summary.docx
QM 4.19 Allergen Control System.docx
QM 4.19 Appendix Allergen Clean Validation
QM 4.19 Appendix Allergen Clean Verification
QM Appendix Ingredient Allergen Management - Colour Coding.docx
QM Example Nut Control Procedure
Raw Material Allergen Summary Form.docx
Supplier Ingredient Allergen Analysis Form.docx

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Cereals containing Gluten – Wheat, Rye, Barley, Oats, Spelt, <u>Konnet</u> ; Mit Egg Same Same Seads Soria Soria Solgar disold and sulphites Legally defined Allegrens and tolerable levels in legislation vary from country to country so this list should be entired by a Soria More details of types of allergens are contained in the QM 4.20 Appendix Types of Allergens. Document Reference QM 4.19 Allergens Control System Revision 2 12 <sup>14</sup> May 2021 Revision 2 12 <sup>14</sup> May 202	Identification of Supplers where the Ingredients supplied are at risk from contamination Identification of Product Allergen Summary Generating a Vinished Product Allergen Summary Heinflication of cross-contamination risk in Operations for Ingredients Identification of cross-contamination in Operations for Products Risk Assessment of cross-contamination in Operations Identification of Product at Risk Confirmation of Allergen Control System Revision O 11 <sup>44</sup> May 2001 Document Reference QM 4.19 Allergen Control System Revision O 11 <sup>44</sup> May 2001

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

There is a comprehensive range of food safety record templates:

	FSQMS Records	
88		
Name		^
	QMR 001 Management Review Record.docx	
	QMR 002 Training Record.docx	
	QMR 003 Product Realisation Record.docx	
	QMR 004 Design and Development.docx QMR 005 Supplier Evaluation Form.docx	
	QMR 006 Process Validation Record.docx	
	QMR 007 Identification and Traceability Form.docx	
	QMR 008 Register of Customer Property.docx	
	QMR 009 Calibration Record.docx	
	QMR 010 Food Safety Quality System Audit Form.docx QMR 011 Non-Conformance Record.docx	
	QMR 012 Corrective Action Request.docx	
	QMR 013 Preventative Action Request.docx	
2	QMR 014 Supplier Self Assessment Form.docx	
	QMR 015 Equipment Commissioning Checklist.docx	
	QMR 016 Return to Work Form.docx QMR 017 Hygiene Policy Staff Training Record.docx	
	QMR 018 Complaint Investigation Form.docx	
	QMR 019 Prerequisite Audit Form.docx	
	QMR 020 Knife Control Record.docx	
1	QMR 021 Knife Breakage Report.docx	
	QMR 022 Goods In Inspection Record.docx QMR 023 Equipment Cleaning Procedure and Record.docx	
	QMR 024 Glass Breakage Record.docx	
	QMR 025 Metal Detection Record.docx	
	QMR 026 First Aid Dressing Issue Record.docx	
	QMR 027 Cleaning Schedule.docx QMR 028 Cleaning Record.docx	
	QMR 029 Engineering Hygiene Clearance Record.docx	
	QMR 030 Glass and Brittle Plastic Register.docx	
	QMR 031 GMP Audit Checklist.docx	
	QMR 032 Vehicle Hygiene Inspection Record.docx	
	QMR 033 Outgoing Vehicle Inspection Record.docx QMR 034 Pre Employment Medical Questionnaire.docx	
	QMR 035 Visitor Questionnaire.docx	
	QMR 036 Product Recall Record.docx	
	QMR 037 Shelf Life Confirmation Record.docx	
	QMR 038 Accelerated Keeping Quality Log.docx QMR 039 Goods In QA Clearance Label.docx	
	QMR 040 Maintenance Work Hygiene Clearance Form.docx	
	QMR 041 Changing Room Cleaning Record.docx	
	QMR 042 Colour Coding Red Process Areas.pdf	
	QMR 042 Equipment Colour Coding Red Process Area QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	
	QMR 044 Drain Cleaning Procedure Filler Areas.docx	
2	-	
	QMR 046 Product QA Clearance Label.docx	
	QMR 047 CIP Programmes Log.xlsx	
	QMR 048 Sample Filler Cleaning Record.docx QMR 049 Pipe Diameter Flow Rate Conversion Table.xisx	
	QMR 050 QC Online Check Sheet.docx	
M	QMR 051 Non Conformance Notification.docx	
	QMR 052 CIP Chemical Log.docx	
	QMR 053 Double Hold Label.docx QMR 054 Supplier Register.xlsx	
	QMR 054 Supplier Register.xisx QMR 055 Chemical Register.docx	
	QMR 056 Non Approved Supplier Sample Plan.docx	
	QMR 057 Warehouse Cleaning Record.docx	
	QMR 058 Product Recall Trace.docx	
	QMR 059 Product Recall Test Record.docx QMR 060 Document Master List.docx	
	QMR 061 Process Change Approval Record	
	QMR 062 Minor Process Change Approval Record	
Þ 📘	Verification Records	

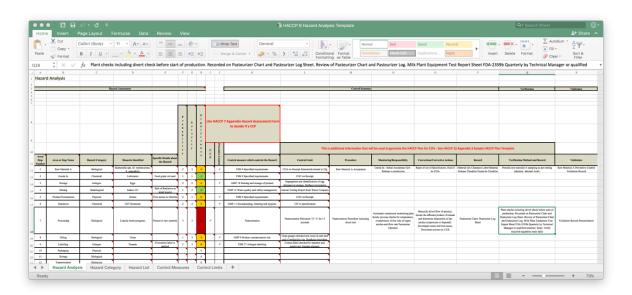
There is also a Verification Record Examples Sub-Folder

There are a range of sample verification records.

Verification Records	
Name	^
Control of Brittle Materials Verification Record.docx	
Control of First Aid Dressings Verification.docx	
Control of Knives Verification Record.docx	
Control of Visitors and Sub-Contractors Verification Record.docx	
Despatch and Distribution Verification Record.docx	
Glass & Brittle Material Breakage Procedure.docx	
Glass Policy Verification Record.docx	
Hygiene and Housekeeping Management Verification Record.docx	
Hygiene Code of Practice Verification Record.docx	
Hygiene Policy Verification Record.docx	
Ingredients Foreign Body Control Policy Verification Record.docx	
Maintenance Verification Record.docx	
Management of Cleaning Verification Record.docx	
Management of Pest Control Verification Record.docx	
Metal Detection Verification Record.docx	
Nut Handling Procedure Verification Record.docx	
Sample H&H Audit Factory GMP Audit.docx	

Glass Policy Verifica	tion	Glass Policy Verification security film applied to the total inner surface of the glass?	
Glass Policy Verification Audit		Does the film used have a minimum of 100-micron thickness	
		and qualify as a glazing safety material?	
Auditor Name		Are all fluorescent light tubes and other forms of lighting fully	
Date		protected against possible damage?	
Site Standards	Audit Findings	Are fluorescent tubes either surface coated with a shatter-	
Are all employees including agency staff, visitors and		resistant material or housed within a fully protective unit?	
contractors familiar with and follow the Glass & Perspex Policy?		Are lighting fitments in production areas cleaned and changed during non-production hours?	
Is the use of glass on the manufacturing site minimized?		Are electronic fly-killing units fitted with tubes which are	
		protected against damage?	
Wherever possible are alternative materials to glass used?		Are the EFK tubes either surface coated with a shatter-resistant	
Are all personnel prevented from taking glass into production		material or housed within a protective outer tube made of a	
areas?		suitable alternative material?	
Is there a comprehensive list of all glass (and glass-like		Are EFK units sited away from open food processing equipment?	
materials) in each department for all factory production areas? Are these items checked every day by the Supervisor		Are glass bottles or containers prohibited from being used for	
responsible for the department at the start of production and at		delivery of food ingredients?	
the end of production to ensure they are not damaged?		Where the use of glass containers is unavoidable, is each	
Are the results of the inspection recorded on a Glass Register		container carefully examined for any sign of chipping or	
and signed off?		breakage and must be safely disposed of or rejected where necessary?	
Is any breakage of glass occurring reported and dealt with		Are contents of glass containers destined for use in production	
immediately using the glass breakage procedure and record?		areas either sieved or filtered in a separated area prior to	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable		transfer for production?	
alternative materials which are capable of withstanding the		Is this process recorded together with appropriate action taken	
production process?		where glass contamination is evident?	
Where glass cannot be replaced due to process pressures and		Is the location of all glass and glass-like (i.e. that which may	
temperatures, is it 'toughened' and conform to international		shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
standards?			
Are glass components which are present in equipment such as		Are brittle Perspex and plastic items are also highlighted on these audit sheets?	
temperature recorders and clocks replaced with suitable non- brittle alternatives?		Are inspections carried out daily?	
Are mirrors where permitted outside of production areas made		Are brittle materials in production areas, checked at the	
of non-glass material or covered in a security film?		beginning and end of production with the time and date being	
Are internal or external glass windows present in production		recorded?	
areas, raw materials, finished goods and packaging stores;		Does the auditing of light fittings include inspection for	
engineering workshops replaced or made of toughened glass		damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
and be covered by a protective film?		Are all records signed and dated by the Manager of the	
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant		department concerned and retained for a minimum of one year	
replacement is unreasonable, is a suitable snatter-resistant		by the Technical department?	
Document Reference Glass Policy Verification		Document Reference Glass Policy Verification	
Revision 1 11th May 2019		Revision 1 11 <sup>th</sup> May 2019	

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.



	Outline Gridlines Q Gridlines Cridlines
Print Web	Draft Zoom Zoom New Arrange Split Switch Macros
Layout Layout	
12	1
-	
	Hazard Assessment of Control Measures Form
	Hazaru Assessment of control Measures Form
	Step Number Step Name
	Step Number Step Name Product
	Hazard
	Hazard Category Physical Chemical Biological Allergen Radiological Control Measure
	Comments
	Acceptable level in End Product
	Hanard
	Likelihood 1 Not Likely 2 Possible 3 Probable
	Hazard Severity 1 Not 2 Some Severe Harm 3 Severe
	Hazard 9
9	Significance Go to Decision Tree
2	
Ē	CODEX Traditional Decision Tree
	Question 1: Are control measures in place for the hazard?
1	Yes – Go to Question 2 this step for food safety? If Not, then stop, not a CCP If Yes, then modify the step, process or product.
1	Question 2: Does the step eliminate or reduce the hazard to an acceptable level?
	No – Go to Yes - Stop this is a Critical Control Point Question 3
8	Question 3: Could contamination occur at unacceptable levels or increase to unacceptable levels?
	Yes – Go to No - Stop, this is not a critical control point Question 4
	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
2	
-	Conclusion Critical Control Point in HACCP Plan
	Prerequisite Programme
	Seek Alternative Control Measure Comments:
	Vorminense
3	
e l	
e	Document Reference HACCP 7 Appendix Hazard Assessment
1	Revision 1 29th February 2020
-	Owned by: Technical Manager
4	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 techncial 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