IFS Food V6

Food Safety Quality Management System Training Guide

IFSQN.com

IFS Food Standard for Auditing Quality and Food Safety of Food Products

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Corporate Policies

The company's philosophy is to maintain a sustainable business providing competitive products and services of the highest standards of performance and reliability whilst conducting business in an ethical manner and taking into consideration personnel and the environment responsibilities. The company aims to consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success, ensure that our products are always safe to consume and the business conforms to statutory and regulatory requirements.

The senior management hereby issue specific policies with regards to:

- product safety, quality, legality, conformance to company standards and customer specification
- customer focus
- environmental responsibility
- sustainability
- ethical responsibility
- personnel responsibility

The IFS Food Standard Section 1 Senior Management Responsibility:

1.1 Corporate policy/Corporate principles

1.2 Corporate structure

1.3 Customer focus

1.4 Management review

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The IFS Food Standard Section 5 Measurements, Analysis, Improvements:

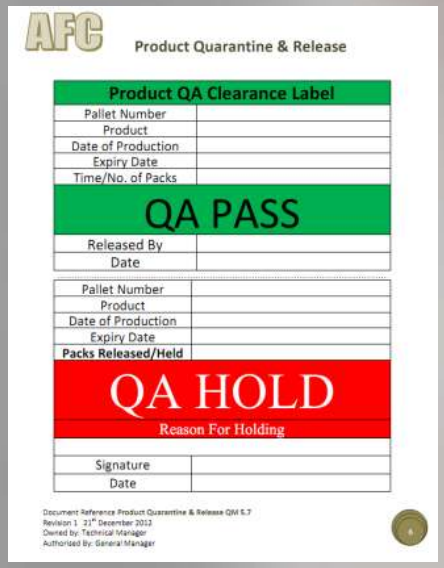
5.7 Product quarantine and product release

5.8 Management of complaints from authorities and customers

5.9 Management of incidents, product withdrawal, product recall

5.10 Management of non-conformities and non-conforming products

5.11 Corrective actions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Product Quarantine & Release

Product QA Clearance Label	
Pallet Number	
Product	
Date of Production	
Expiry Date	
Time/No. of Packs	
QA PASS	
Released By	
Date	

Pallet Number	
Product	
Date of Production	
Expiry Date	
Packs Released/Held	
QA HOLD	
Reason For Holding	
Signature	
Date	

Document Reference Product Quarantine & Release QM 5.7
Revision 1 21st December 2012
Owned by: Technical Manager
Authorised By: General Manager

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1.2 Corporate structure

There should be an organisational chart showing the structure of the company.

Responsibilities should be defined and ob descriptions should be available.

KO n° 1: The senior management shall ensure that employees are aware of their responsibilities related to food safety and quality

There should be a nominated IFS representative and the department responsible for quality and food safety management report to senior management.

The company should ensure it is kept informed of all relevant legislation on quality, food safety, scientific and technical developments and industry codes of practice.

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2.2 Food Safety Management - 2.2.3 HACCP analysis

Codex Alimentarius guidelines should be followed to conduct the HACCP Analysis:

Describe product
Identify intended use
Construct flow diagram
On-site confirmation of the flow diagram
Conduct a hazard analysis for each step
Determine critical control points
Establish critical limits for each CCP
Establish a monitoring system for each CCP
Establish corrective actions
Establish verification procedures
Establish documentation and record keeping

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3.2 Human resources - 3.2.1 Personnel hygiene


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Personal Hygiene

Personal Hygiene Policy

Documented personnel hygiene standards based on hazard analysis and assessment of associated risks should be in place including requirements for:

- Protective clothing
- Hand washing and disinfection
- Eating and drinking
- Smoking
- Actions to be taken in case of cuts or skin abrasions
- Fingernails
- Jewellery
- Personal belongings
- Hair and beards

KO N° 3: Personnel hygiene standards should be applied by all relevant personnel including contractors and visitors.

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4.10 Cleaning and disinfection

Material safety data sheets (MSDS) and instructions should be available for chemicals and cleaning agents.

Cleaning chemicals should be clearly labelled, used and stored appropriately, to prevent product contamination.

Cleaning operations should be carried out in a manner that does not affect the product.

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5.4 Calibration, adjustment and checking of measuring and monitoring devices

Measuring and monitoring devices required to ensure compliance with product requirements should be identified, checked, adjusted if necessary and calibrated.

The results of the checks, adjustments and calibrations should be documented.

Measuring and monitoring devices should be identified with a calibration status.


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Calibration

Introduction

The company has established, documented and implemented a Calibration System for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The processes that contribute to meeting the requirements of these standards have been determined.

Scope

The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.

These requirements are aligned with the policies and objectives of the site and include those of the IFS Standard.

Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Engineering Manager. All equipment used for thermal processes is designed to meet the specified process temperature gradient and holding parameters. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

All of the Measuring and monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

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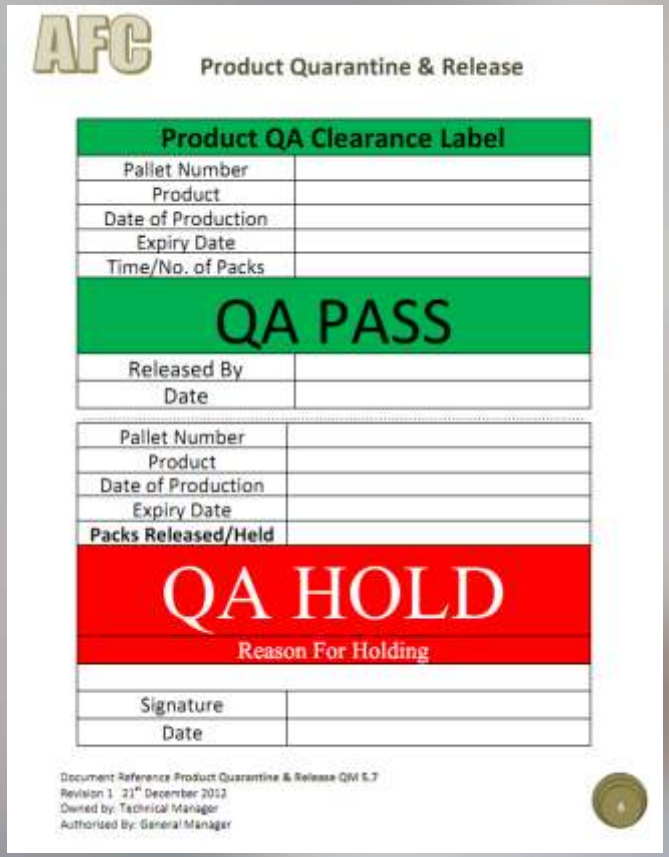
5.7 Product quarantine (blocking/hold) and product release

Procedures for the quarantine and release of all materials and products should be in place based on risk so that only conforming materials are dispatched.



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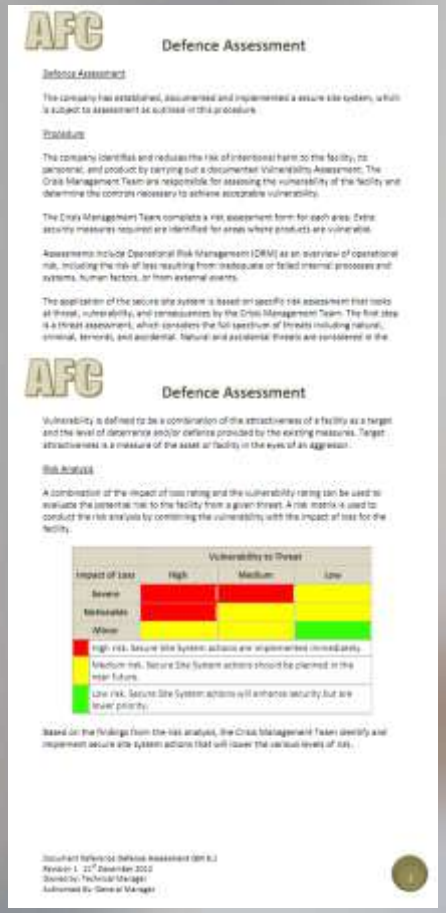
6.1 Defense assessment

A food defense hazard analysis and assessment of associated risks must be performed and documented.

Areas critical to security should be identified.

Responsibilities for food defense should be defined.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Defence Assessment

Defence Assessment

The company has established, documented and implemented a secure site system, which is subject to assessment as outlined in this procedure.

Procedure

The company identifies and reduces the risk of intentional harm to the facility, its personnel, and product by carrying out a documented Vulnerability Assessment. The Crisis Management Team are responsible for assessing the vulnerability of the facility and determine the controls necessary to achieve acceptable vulnerability.

The Crisis Management Team completes a risk assessment form for each area. Extra security measures required are identified for areas where products are vulnerable.

Assessments include Operational Risk Management (ORM) as an overview of operational risk, including the risk of loss resulting from inadequate or failed internal processes and systems, human factors, or from external events.

The application of the secure site system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team. The first step is a threat assessment, which considers the full spectrum of threats including natural, criminal, terrorist, and accidental. Natural and accidental threats are considered in the

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Defence Assessment

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defence provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

A combination of the impact of loss rating and the vulnerability rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability with the impact of loss for the facility.

Impact of Loss	Vulnerability to Threat: High	Medium	Low
Severe			
Noticeable			
Minor			

High risk. Secure Site System actions are implemented immediately.

Medium risk. Secure Site System actions should be planned in the near future.

Low risk. Secure Site System actions will enhance security but are lower priority.

Based on the findings from the risk analysis, the Crisis Management Team identify and implement secure site system actions that will lower the various levels of risk.

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Remember in IFS Food the following 10 requirements are defined as KO requirements:

1.2.4 Responsibility of the senior management

2.2.3.8.1 Monitoring system of each CCP

3.2.1.2 Personnel hygiene

4.2.1.2 Raw material specifications

4.2.2.1 Recipe compliance

4.12.1 Foreign material management

4.18.1 Traceability system

5.1.1 Internal audits

5.9.2 Procedure for withdrawal and recall

5.11.2 Corrective actions

Review Question 1

So were you paying attention?

Which of these is not a section in the IFS Standard?:

Click on the most appropriate answer.

- Senior Management Responsibility
- Quality and Food Safety Management System
- HACCP Application
- Resource Management
- Planning and Production Process
- Measurements, Analysis, Improvements
- Food defense and external inspections

That's the end of this training package

Thank you for attending

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