

IFS Food Safety and Quality Management System



This is an ideal package for Food Manufacturers looking to meet the requirements of the IFS Food Standard for quality and food safety of food products.

Ensure your Food Safety & Quality Management System meets Global and International standards with our comprehensive and easy to use IFS Food Safety and Quality Package for Food Manufacturers containing:

- ✓ An introduction to the IFS Food Standard Training Presentation
- ✓ A comprehensive set of Food Safety Management System Procedures covering all the requirements of the IFS Food Standard
- ✓ A range of 50 easy to use Food Safety Management System Record Templates
- ✓ An IFS Food Safety & Quality Management System Implementation Workbook
- ✓ A HACCP Manual containing over 30 HACCP documents
- ✓ HACCP Training & Exam
- ✓ Internal Auditor Training and Exam
- ✓ A series of sample Validation and Verification Checklists
- ✓ Free online support via e-mail - Support Policy

IFS Food Safety and Quality Management System

Step One: Introduction to the 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.

The slide title is "IFS Food Standard for Auditing Quality and Food Safety of Food Products". The text reads: "The IFS Food Standard Section 2 Quality and Food Safety Management System:"
2.1 Quality Management
2.1.1 Documentation requirements
2.1.2 Record keeping
2.2 Food Safety Management
2.2.1 HACCP system
2.2.2 HACCP team
2.2.3 HACCP analysis
A small thumbnail of the standard document is shown on the right.

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The slide title is "IFS Food Standard for Auditing Quality and Food Safety of Food Products". The text reads: "The IFSQN IFS Food Safety Management System for Food Manufacturers provides a documented procedural template for each clause of the standard."
A small thumbnail of the standard document is shown on the right.

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The slide title is "IFS Food Standard for Auditing Quality and Food Safety of Food Products". The text reads: "1.1 Corporate policy"
The corporate policy should consider as a minimum:
customer focus
environmental responsibility
sustainability
ethics and personnel responsibility
product requirements
A small thumbnail of the standard document is shown on the right.

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The slide title is "IFS Food Standard for Auditing Quality and Food Safety of Food Products". The text reads: "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.
A small thumbnail of the standard document is shown on the right.

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Food Safety Management System Procedures

Comprehensive top level documents that can form the basis of your Food safety & quality management system:

Section 1

- 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

- 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

- 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

Section 4

- QM 4 Control of Operations
- QM 4.1 Contract Agreement
- QM 4.2 Specifications
- QM 4.3 Product Development
- QM 4.4 Purchasing
- QM 4.5 Product Packaging
- QM 4.6 - 4.9 Site Standards
- QM 4.10 Cleaning and Disinfection
- QM 4.11 Waste Disposal
- QM 4.12 Control of Foreign Matter Contamination
- QM 4.12 A Glass Policy
- QM 4.12 B Control of Brittle Materials
- QM 4.12 C Glass & Brittle Material Breakage Procedure

IFS Food Safety and Quality Management System

- QM 4.12 D Detection of Foreign Objects
- QM 4.13 Pest Control & Monitoring
- QM 4.14 Receipt and Storage
- QM 4.15 Transport
- QM 4.16 Maintenance and Repair
- QM 4.17 Equipment
- QM 4.18 A Product Identification
- QM 4.18 B Product Identification & Traceability Appendix
- QM 4.18 C Traceability System
- QM 4.19 Identity Preserved Foods
- QM 4.20 Allergen Management

Section 5

- QM 5.1 Internal Audits
- QM 5.2 Site Factory Inspections
- QM 5.3 Process Validation
- QM 5.4 Calibration
- QM 5.5 Quantity Control
- QM 5.6 Laboratory Quality Manual
- QM 5.7 Product Quarantine & Release
- QM 5.8 Management of Complaints
- QM 5.9.1 Management of Incidents
- QM 5.9.2 Product Recall & Withdrawal
- QM 5.10 Management of Non-conformities & Non-conforming Product
- QM 5.11 Corrective Action and Preventative Action

Section 6

- QM 6.1 Defence Assessment
- QM 6.2 Site Security
- QM 6.3 Personnel and Visitor Security
- QM 6.4 External Inspections

IFS Food Safety and Quality Management System

Comprehensive top level documents that can form the basis of your Food safety & quality management system:

AFC Food Safety and Quality Management System

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual.

The IFS Representative (Food Safety and Quality) is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures. The top level procedures of the Food Safety Quality Management System Procedures are divided into 6 sections and pre-fixed QM as follows:

Section 1

- 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

Document: Food Safety and Quality Management System QM 2.1
Revision 1 22nd December 2012
Owned by: Technical Manager
Authorised by: General Manager

AFC Food Safety and Quality Management System

Section 2

- 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

- 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

Section 4

- QM 4 Control of Operations
- QM 4.1 Contract Agreement
- QM 4.2 Specifications
- QM 4.3 Product Development
- QM 4.4 Purchasing
- QM 4.5 Product Packaging
- QM 4.6 - 4.9 Site Standards
- QM 4.10 Cleaning and Disinfection
- QM 4.11 Waste Disposal
- QM 4.12 Control of Foreign Matter Contamination
- QM 4.12 A Glass Policy
- QM 4.12 B Control of Brittle Materials
- QM 4.12 C Glass & Brittle Material Breakage Procedure
- QM 4.12 D Detection of Foreign Objects
- QM 4.13 Pest Control & Monitoring
- QM 4.14 Receipt and Storage
- QM 4.15 Transport
- QM 4.16 Maintenance and Repair
- QM 4.17 Equipment
- QM 4.18 A Product Identification
- QM 4.18 B Product Identification & Traceability Appendix

Document: Food Safety and Quality Management System QM 2.1
Revision 1 22nd December 2012
Owned by: Technical Manager
Authorised by: General Manager

AFC Food Safety and Quality Management System

- QM 4.18 C Traceability System
- QM 4.19 Identify Preserved Foods
- QM 4.20 Allergen Management

Section 5

- QM 5.1 Internal Audits
- QM 5.2 Site Factory Inspections
- QM 5.3 Process Validation
- QM 5.4 Calibration
- QM 5.5 Quantity Control
- QM 5.6 Laboratory Quality Manual
- QM 5.7 Product Quarantine & Release
- QM 5.8 Management of Complaints
- QM 5.9.1 Management of Incidents
- QM 5.9.2 Product Recall & Withdrawal
- QM 5.10 Management of Non-conformities & Non-conforming Product
- QM 5.11 Corrective Action and Preventative Action

Section 6

- QM 6.1 Defence Assessment
- QM 6.2 Site Security
- QM 6.3 Personnel and Visitor Security
- QM 6.4 External Inspections

The HACCP documents of the Food Safety Quality Management System Procedures are supplemented by HACCP Manual documents as follows:

- HM 1 HACCP System
- HM 2 HACCP Team
- HM 3 HACCP Prerequisites
- HM 4 HACCP Scope and Product Information
- HM 5 HACCP Intended Use
- HM 6 HACCP Flowcharts
- HM 7 HACCP Flowchart Verification
- HM 8 Hazard Identification

Document: Food Safety and Quality Management System QM 2.1
Revision 1 22nd December 2012
Owned by: Technical Manager
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AFC Food Safety and Quality Management System

- HM 9 Hazard Assessment
- HM 10 Identification and Assessment of Control Measures
- HM 11 Identification of Critical Control Points (CCPs)
- HM 12 Establishing Critical Limits for each CCP
- HM 13 Establishing a Monitoring System for each CCP
- HM 14 Establishing a Corrective Action Plan
- HM 15 Establishing Verification Procedures
- HM 16 Establishing HACCP Documents and Records
- HM 17 Review of the HACCP Plan
- HM 18 Flow Diagram
- HM 19 Product Description
- HM 20 Hazards
- HM 21 HACCP Validation
- HM 22 HACCP Plan
- HM 23 HACCP Verification Audit Summary
- HM 24 HACCP Instruction 1
- HM 25 HACCP Instruction 2
- HM 26 Hazard Instruction 3
- HM 27 HACCP Definitions
- HM 28 HACCP Verification Record
- HM 29 HACCP Steering Group Review
- HM 30 Raw Material Summary
- HM 31 Finished Product Summary
- HM 32 Decision Tree
- HM 33 HACCP Planner

The controlled records of the Food Safety Quality Management System are pre-fixed FSR and are as follows:

- FSR 001 Management Review Minutes
- FSR 002 Training Record
- FSR 003 Product Release Record
- FSR 004 Design and Development Records
- FSR 005 Supplier Assessment Record
- FSR 006 Validation Record

Document: Food Safety and Quality Management System QM 2.1
Revision 1 22nd December 2012
Owned by: Technical Manager
Authorised by: General Manager

IFS Food Safety and Quality Management System

Comprehensive top level documents that can form the basis of your Food safety & quality management system:

AFC Food Safety and Quality Management System

Document Hierarchy



Document: Food Safety and Quality Management System QM 2.1
Revision 1 21st December 2011
Owned by: Technical Manager
Authorised by: General Manager

AFC Pest Control & Monitoring

Introduction

The company has established, documented and implemented a pest control system for the site, which is maintained as part of the operational programmes in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Procedure

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest management system is effectively implemented. This procedure is used in conjunction with written Prerequisites and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on-site.

Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings are required to be adequately proofed as described in QM Infrastructure and Work Environment Prerequisites. Waste is managed as per procedures QM Waste Disposal and QM Waste Management to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest control programme and maintain the site free from pest contamination.

The contract agreement defines:

- company and contractor key contact personnel

Document Reference: Pest Control & Monitoring QM 4.13
Revision 1 21st December 2011
Owned by: Technical Manager
Authorised by: General Manager

AFC Product Recall & Withdrawal

Introduction

The company has established, documented and implemented a Product Recall Procedure for the site which is maintained in order to ensure products found to have major defects are withdrawn from the market in an efficient manner to minimise the risk to the consumer.

Scope

The scope of the Product Recall Procedure includes all products manufactured on site and activities conducted on site.

Procedure

This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Technical Manager. The Technical Manager assesses the situation and may choose to contact the customer for a concession or if the non-conformity relates to a food safety hazard outside of acceptable limits instigate the Initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will instigate an immediate investigation which may involve crisis and product recall.

Critical complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product.

Document Reference: Product Recall & Withdrawal QM 5.5.2
Revision 1 21st December 2011
Owned by: Technical Manager
Authorised by: General Manager

AFC Site Security

The General Manager is the trained Coordinator. The Crisis Management Team receives documented training and education on an ongoing basis and this is reviewed by the Team co-ordinator annually.

Verification of Secure Site System

The Technical department and line management are required to conduct documented audits of the food defense system including the control of visitors and sub-contractors throughout the site at monthly intervals. External audits are also conducted at periodic intervals by independent parties.

Control of Visitors & Contractors

The company has established, documented and implemented a system for the control of visitors and sub-contractors on site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Procedure

The visitor and contractor control procedure ensures that all visitors and contractors to the site are authorised and introduced to our standards of operation. By ensuring visitor contractors are informed, the company reduces the risk of dangerous behaviour and product contamination inadvertently occurring.

The company operates a secure site. Entry and exit from site is restricted and only authorised drivers, visitors and sub-contractors are permitted.

Visitors are required to sign in and out of the site and are made aware of the site codes of practice and rules.

General Site Visitor Rules:

- The Site Hygiene Policy must be adhered to at all times.
- The removal of any company property including equipment, product, or intellectual property from site is strictly forbidden without explicit permission from the General Manager in writing.

Document Reference: Site Security QM 6.2
Revision 1 21st December 2011
Owned by: Technical Manager
Authorised by: General Manager

IFS Food Safety and Quality Management System

Food Safety Management System Record Templates

A comprehensive range of 50 easy to use record templates including:

FSR 001	Management Review Minutes
FSR 002	Training Record
FSR 003	Product Release Record
FSR 004	Design and Development Records
FSR 005	Supplier Assessment Record
FSR 006	Validation Record
FSR 007	Identification and Traceability Record
FSR 008	Register of Customer Property
FSR 009	Calibration Record
FSR 010	Internal Audit Record
FSR 011	Records of Non-conforming Product
FSR 012	Corrective Action Request Form
FSR 013	Preventative Action Request Form
FSR 014	Supplier Self Assessment and Approval Form
FSR 015	Equipment Commissioning Record
FSR 016	Return to Work Form
FSR 017	Hygiene Policy Staff Training Record
FSR 018	Complaint Investigation Form
FSR 019	Prerequisite Audit Checklist
FSR 020	Knife Control Record
FSR 021	Knife Breakage Report
FSR 022	Goods in Inspection Record
FSR 023	Equipment Cleaning Procedure
FSR 024	Glass and Brittle Plastic Breakage Record
FSR 025	Metal Detection Record
FSR 026	First Aid Dressing Issue Record
FSR 027	Cleaning Schedule
FSR 028	Cleaning Record
FSR 029	Engineering Hygiene Clearance Record
FSR 030	Glass and Brittle Plastic Register
FSR 031	GMP Audit Checklist
FSR 032	Vehicle Hygiene Inspection Record
FSR 033	Outgoing Vehicle Inspection Record
FSR 034	Pre Employment Medical Questionnaire
FSR 035	Visitor Questionnaire
FSR 036	Product Recall Record
FSR 037	Shelf Life Confirmation Record
FSR 038	Accelerated Keeping Quality Log
FSR 039	Goods In QA Clearance Label

IFS Food Safety and Quality Management System

- FSR 040 Maintenance Work Hygiene Clearance Form
- FSR 041 Changing Room Cleaning Record
- FSR 042 Colour Coding Red Process Areas
- FSR 043 Daily Cleaning Record for Toilets and Changing Rooms
- FSR 044 Drain Cleaning Procedure Filler Areas
- FSR 045 General Cleaning Procedure
- FSR 046 Product QA Clearance Label
- FSR 047 CIP Programmes Log
- FSR 048 Sample Filler Cleaning Record
- FSR 049 Pipe Diameter Flow Rate Conversion Table
- FSR 050 QC Online Check Sheet



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			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			
	Coding Procedure			

Document Reference Training Record QMR 002
 Revision 1 1st November 2012
 Owned by: Quality Manager
 Authorised by: General Manager



Management Review Record

Management Review Meeting: Date: xx/xx/xx

Meeting Objective:

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate actions 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	--	--
Trend 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



Complaint Investigation Form

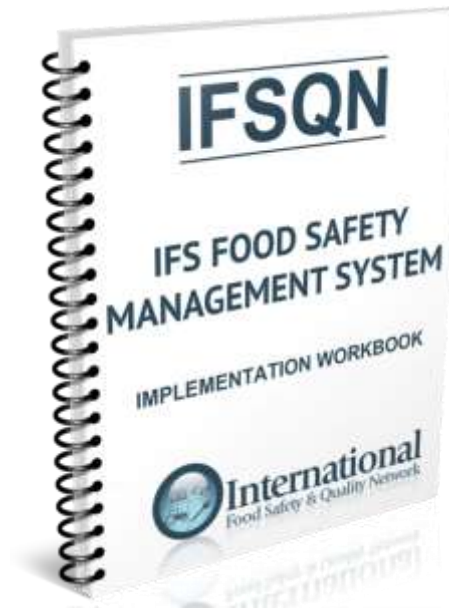
Product Details	
Nature of Complaint and Details	
Customer Name	
Customer Address	
Customer Contact Person	
How received	Ex By Date
Date of Production	Packing Line
Production Start	Production End
Complaint category	Quantity Produced
Details of any other complaints received from this production run	
Details for each area of investigation	
Raw Materials	
Packaging	
CIP Checks	
Processing	
Fillup/Packing	
Storage & Distribution	
Packaging details	
Customer Report	

Document Reference Complaint Investigation Form QMR 018
 Revision 1 28th March 2012
 Owned by: Technical Manager
 Authorised by: General Manager



IFS Food Safety and Quality Management System

IFS FSQMS Implementation Workbook



We provide a 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: Food Safety Quality Management System Implementation
- ✓ Step Four: Training
- ✓ Step Five: Project IFS Implementation
- ✓ Step Six: Internal Auditing & Review
- ✓ Step Seven: Final Steps to IFS Certification

IFS Food Safety and Quality Management System

IFS FSQMS Implementation Workbook

IFS Food Safety Management System Implementation Workbook

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 Establish the Project Plan

Using the Excel Project Planner Senior Management adopt the template supplied with the system to establish a Project Plan.

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Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DO or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability Maintain product recipes and characteristics
Production	QA/QC, Production Manager, Supervisor & Operators	Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically loaded Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

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IFS Food Safety Management System Implementation Workbook

Step Three: Food Safety Quality Management System

Our Food Safety Management System contains a comprehensive IFS complaint documentation package. In this bundle of certification tools you will find:

- ✓ 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.

At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process:

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

- QM 1.1 Corporate Policies
- QM 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

- 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

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

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	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
8)	Senior management appoint a food safety team leader/IFS Representative	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2	10/1/10	9/1/10
11)	Food safety communication systems	Senior Management	Completed in Step 2	10/1/10	9/1/10

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IFS Food Safety Management System Implementation Workbook

Project Tasks 19 – 36

Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our HACCP Implementation Section.

19)	Product characteristics are described
20)	The characteristics of end products are described and documented
21)	The intended use of the end product is described including vulnerable groups
22)	Flow diagrams are prepared for all products and processes including all the steps in the process
23)	Food safety control measures are identified
24)	The food safety team perform a food safety hazard analysis
25)	The food safety team identify and document food safety hazards
26)	The food safety team specify acceptable levels for each hazard
27)	The food safety team assess the food safety hazards
28)	The food safety team select and assess control measures for each food safety hazard
29)	The food safety team prepare the HACCP plan
30)	The food safety team identify critical control points (CCP)s for each food safety hazard
31)	The food safety team determine the critical limit for each CCP
32)	The food safety team determine and establish monitoring procedures and records for each CCP
33)	The food safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits
34)	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions
35)	The food safety team document the HACCP plan
36)	The food safety team validate the control measures and combination of control measures

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IFS FSQMS Implementation Workbook

IFS Food Safety Management System Implementation Workbook

Task 32 The food safety team determine and establish monitoring procedures and records for each CCP.

The Food Safety Team should now establish monitoring procedures and records for each CCP to include all scheduled measurements (or observations) in relation to the critical limit.

The procedures and records should define:

- ✓ measurements to be taken (or observations)
- ✓ method of measurement
- ✓ devices used (including applicable calibration procedures)
- ✓ frequency of monitoring
- ✓ responsibility and authority for monitoring and evaluation of the monitoring results

When determining monitoring procedures the Food Safety team should take into consideration the operational flow and monitoring result timeframes to ensure that the monitoring method and frequency are capable of identifying a breach of critical limits so that product can be isolated before being used or consumed.

Task 33 The food safety team determine the corrective and corrective actions to be taken when monitoring results exceed critical limits.

For each CCP Corrections and Corrective actions when critical limits are exceeded should be defined by the Food Safety Team in the HACCP plan.

The HACCP team should define and document the corrective action when trends indicate a likely loss of control.

Corrections should be applied to bring the parameters controlled at the CCP under control and the correction instruction include reporting requirements and action to be taken by the authorised nominated person with regards to the products produced while the process was out of control.

Corrective Actions should be defined to ensure the cause of the breach is identified and action is taken to prevent a recurrence.

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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

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Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the IFS Standard should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	IFS Section	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

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IFS Food Safety and Quality Management System

HACCP Manual

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

- HM 1 HACCP System
- HM 2 HACCP Team
- HM 3 HACCP Prerequisites
- HM 4 HACCP Scope and Product Information
- HM 5 HACCP Intended Use
- HM 6 HACCP Flowcharts
- HM 7 HACCP Flowchart Verification
- HM 8 Hazard Identification
- HM 9 Hazard Assessment
- HM 10 Identification and Assessment of Control Measures
- HM 11 Identification of Critical Control Points (CCPs)
- HM 12 Establishing Critical Limits for each CCP
- HM 13 Establishing a Monitoring System for each CCP
- HM 14 Establishing a Corrective Action Plan
- HM 15 Establishing Verification Procedures
- HM 16 Establishing HACCP Documents and Records
- HM 17 Review of the HACCP Plan
- HM 18 Flow Diagram
- HM 19 Product Description
- HM 20 Hazards
- HM 21 HACCP Validation
- HM 22 HACCP Plan
- HM 23 HACCP Verification Audit Summary
- HM 24 HACCP Instruction 1
- HM 25 HACCP Instruction 2
- HM 26 HACCP Instruction 3
- HM 27 HACCP Definitions
- HM 28 HACCP Verification Record
- HM 29 HACCP Steering Group Review
- HM 30 Raw Material Summary
- HM 31 Finished Product Summary
- HM 32 Decision Tree
- HM 33 HACCP Plan Example

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HACCP Instruction 1

Enter Prerequisites or Control Measures that would in controlling the hazard

Step Number	Step Name	Category	Hazard	Prerequisites or Control Measures
1	Goods in	Physical	Wood from pallets	Layer pads
2	Goods in	Chemical	Cleaning chemicals on vehicle	Segregation & Pallet Bunds
3	Goods in	Biological	E.coli in raw material	C.O.A/Approved Supplier
4	Goods in	Allergen	Contains peanuts	Isolated in double bags/ Segregated
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Document Reference HACCP Calculator Instruction 1
Revision 1 05th May 2012
Owned by: Technical Manager
Authorised by: General Manager



HACCP System

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Food Safety Issue 6 2011.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a HACCP plan and the records 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. 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.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the HACCP plan.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

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

Document Reference HACCP System QM 2
Revision 1 31st July 2011
Owned by: Technical Manager
Authorised By: General Manager



Hazard Assessment

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.

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.

The HACCP team consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration.

Taking this into account a rating is given for probability and severity and entered into the HACCP Plan:

Step Number	Step Name	Hazards Identified	Significance		
			Probability	Severity	Significance
1	Delivery	Damage	1	3	3
1	Delivery	Sealing	2	3	6
1	Delivery	Water Contamination	3	3	9
1	Delivery	Hazard	3	1	3
1	Delivery	Hazard	3	3	9
1	Delivery	Hazard	1	1	1

Document Reference Hazard Assessment HW 8
Revision 1 31st October 2012
Owned by: Quality Manager
Authorised by: General Manager



HACCP Validation Record

Glass Policy Validation

Product Category	Freshly Prepared Sandwiches		
	Step Number	S - Storage	
Hazard	Contamination of food with broken glass during operations		
Control Measure	Glass minimisation/Glass Breakage Procedure/Glass Protection/Glass Inspection		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practice	✓		Industry Code of Practice recommendation
Statistical Programming		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by (Name):			
Signature:			

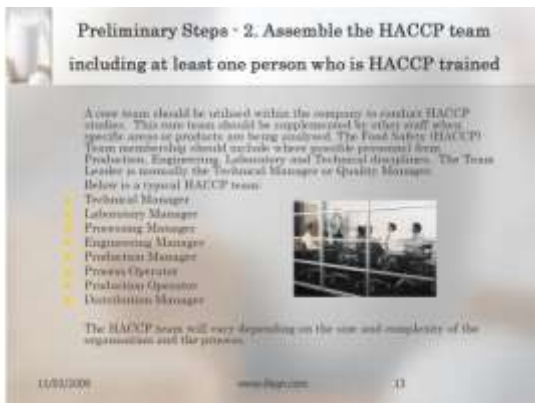
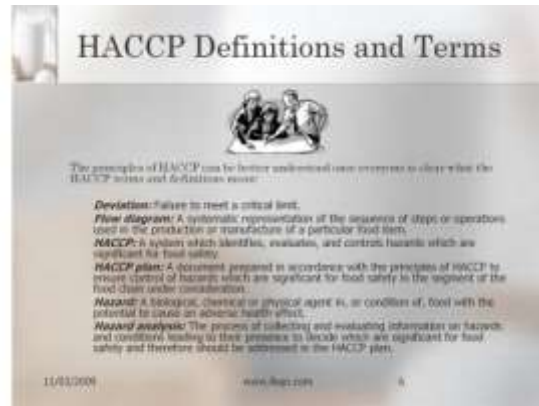
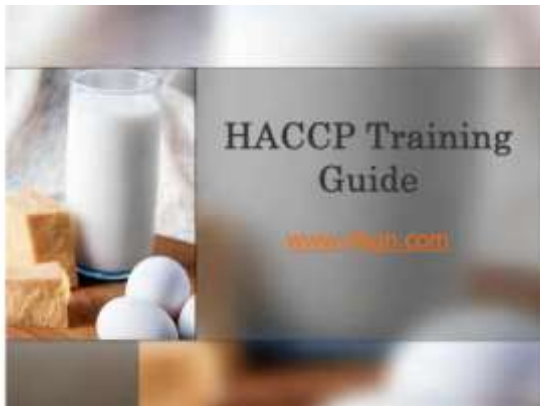
Document Reference HACCP Validation Record HM 21
Revision 1 31st October 2012
Owned by: Quality Manager
Authorised by: General Manager



IFS Food Safety and Quality Management System

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.



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Training Software

The interactive and illustrated PowerPoint HACCP training presentation is supplied with training software.

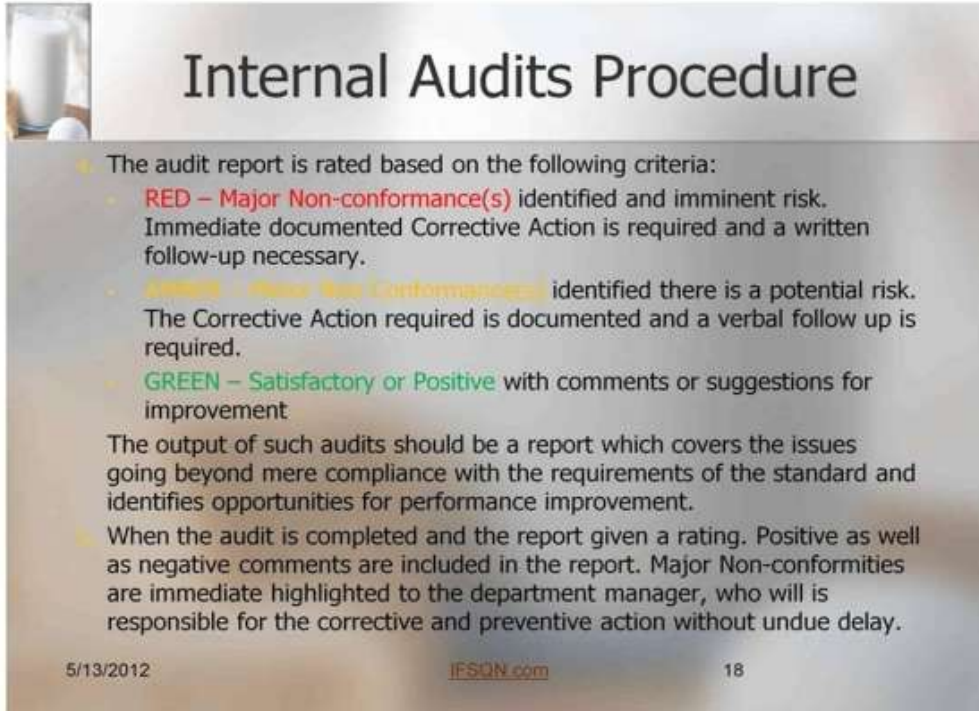


We have provided a HACCP Multiple choice exams evaluate your staff's progress with graphic certificates to print out.

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Internal Auditing Training

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



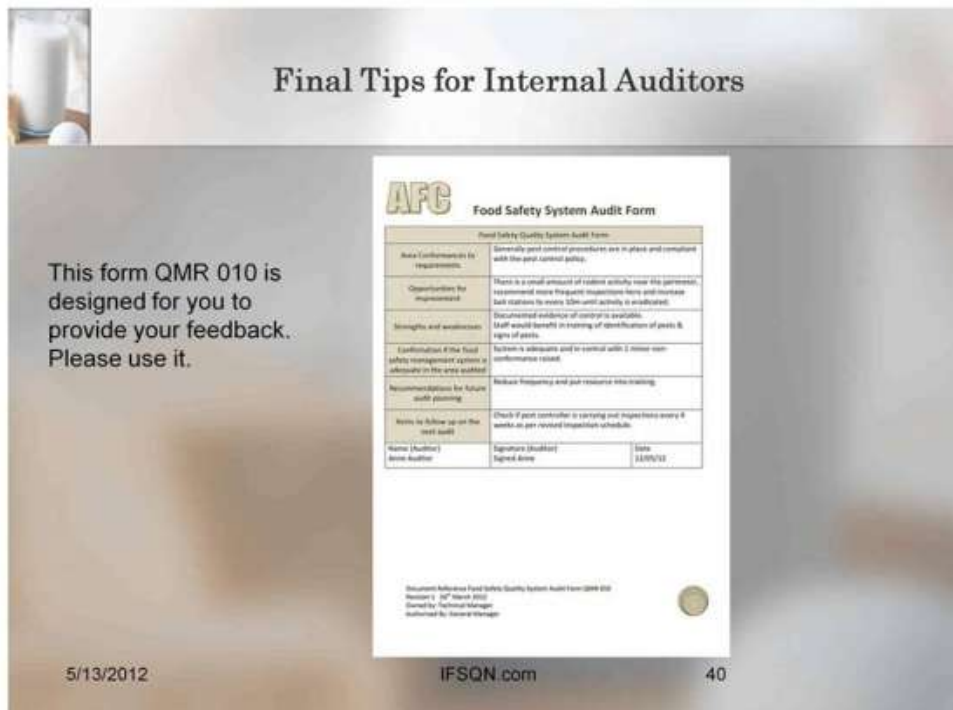
Internal Audits Procedure

- The audit report is rated based on the following criteria:
 - RED – Major Non-conformance(s)** identified and imminent risk. Immediate documented Corrective Action is required and a written follow-up necessary.
 - ORANGE – Minor Non-Conformance(s)** identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
 - GREEN – Satisfactory or Positive** with comments or suggestions for improvement

The output of such audits should be a report which covers the issues going beyond mere compliance with the requirements of the standard and identifies opportunities for performance improvement.

- When the audit is completed and the report given a rating. Positive as well as negative comments are included in the report. Major Non-conformities are immediate highlighted to the department manager, who will be responsible for the corrective and preventive action without undue delay.

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Final Tips for Internal Auditors

This form QMR 010 is designed for you to provide your feedback. Please use it.

AFC Food Safety System Audit Form		
Food Safety Quality System Audit Form		
Area Conformance to Requirements	Generally good control procedures are in place and compliant with the good control policy.	
Opportunities for Improvement	There is a good amount of routine activity near the garment, recommend more frequent inspections here and increase bath stations to more 10m-wash activity is established.	
Strengths and weaknesses	Documentation evidence of control is available. Staff would benefit in training of specification of pests & signs of pests.	
Effectiveness of the food safety management system as observed in the area audited	System is adequate and in control with 1 minor non-performance noted.	
Recommendations for future audit planning	Reduce frequency and just-receive into making.	
Area to follow up on the next audit	Check if pest controller is carrying out inspections every 4 weeks on per-revised inspection schedule.	
Name (Auditor)	Signature (Auditor)	Date
Steve Auditor	Steve King	11/09/10

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 07 March 2010
Created by Technical Manager
Reviewed by General Manager

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Free online support via e-mail

We provide online support and expertise to assist you in developing your Food Safety Management System. We even have customers who list us in their HACCP Team.

For more information on the IFS Food Safety & Quality Management System for Food Manufacturers e-mail us at support@ifsqn.com

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Benefits of IFS Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

- ✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
- ✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence
- ✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- ✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- ✓ Food Safety Management System Records provide evidence of due diligence
- ✓ HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality
- ✓ Certification to the IFS Food Standard gives all interested parties a clear message that the organisation is serious about Food Safety

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- ✓ The benefits of a Food Safety Management System
- ✓ How lack of an effective Food Safety Management System can cause illness or injury
- ✓ That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- ✓ That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

The Food Safety Management System for Packaging Manufacturers has been designed to overcome the problems that can be encountered when implementing an effective system including:

- ✓ Lack of pre-requisite programmes

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- ✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- ✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
- ✓ Excessive documentation and lack of focus due to over-complex systems.
- ✓ Poor validation and verification due to lack of expertise.
- ✓ Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The IFS Food Safety Management System for Food Manufacturers is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the Food Safety Management System gives organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the IFS Food Standard. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs).

“As a bonus our IFS Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

[To order the IFS Food Safety Management System for Food Manufacturers click here](#)