SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

This is an ideal package for Food Manufacturers looking to meet SQF 2000 Code – A HACCP Based Supplier Assurance Code for Food Manufacturing and Distributing Industries.

You cannot buy an SQF 2000 documentation system template as comprehensive as this anywhere on the internet so ensure your Food Safety Quality Management System meets SQF 2000 Code with our easy to use IFSQN SQF 2000 Food Safety Quality Management System.

The following are included in our SQF 2000 Food Safety and Quality Management System:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Interactive HACCP Training
- ✓ Interactive HACCP Examination
- ✓ Validation Records
- ✓ SQF 2000 FSQMS Verification Audit Templates
- ✓ Internal Auditor Training
- ✓ Internal Auditing Examination
- ✓ Introduction to SQF 2000 Training Module
- ✓ Laboratory Quality Manual
- ✓ Free online support via e-mail

SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

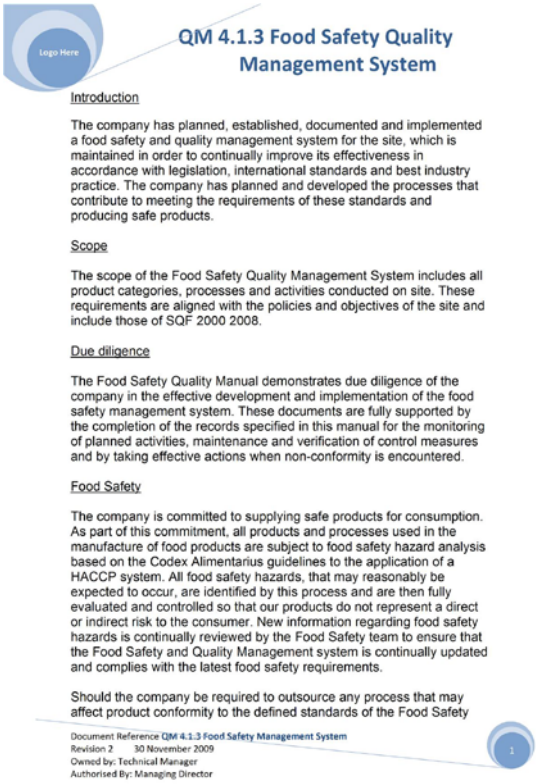
Food Safety Management System Procedures

A Comprehensive set of 63 top level Procedures that cover all the requirements of the SQF 2000 code and form the basis of your food safety quality management system.

Food Safety Management System Procedures Index:

QM 4.8	Identity Preservation
QM 5.1	Infrastructure and Work Environment
QM 5.2	Infrastructure and Work Environment Prerequisites
QM 5.3	Water and Ice Supply Prerequisites
QM 5.4	Storage Facilities
QM 5.5	Control of Operations
QM 5.6	Laboratory Prerequisites
QM 5.7	Staff Amenities
QM 5.8	First Aid Amenities and Procedures
QM 5.9	Waste Disposal
QM 6.1.1	Personal Hygiene Policy
QM 6.1.2	Protective Clothing
QM 6.2	Hygiene Code of Practice
QM 6.3	Human Resources and Training
QM 6.4	Calibration
QM 6.5	Management of Pest Control
QM 6.6	Maintenance
QM 6.7	Cleaning and Sanitation
QM 6.8	Monitoring Water Microbiology and Quality
QM 6.9.1	Prevention of Foreign Matter
QM 6.9.2	Foreign Body Detection
QM 6.9.3a	Glass Policy
QM 6.9.3b	Control of Brittle Materials
QM 6.9.3c	Glass & Brittle Material Breakage Procedure
QM 6.10	Supplier Approval
QM 6.11	Despatch and Distribution
QM 6.12	Waste Management
QM 6.13	Allergen Control System

Food Safety Management System Procedures



QM 4.1.3 Food Safety Quality Management System

Introduction

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

Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of SQF 2000 2008.

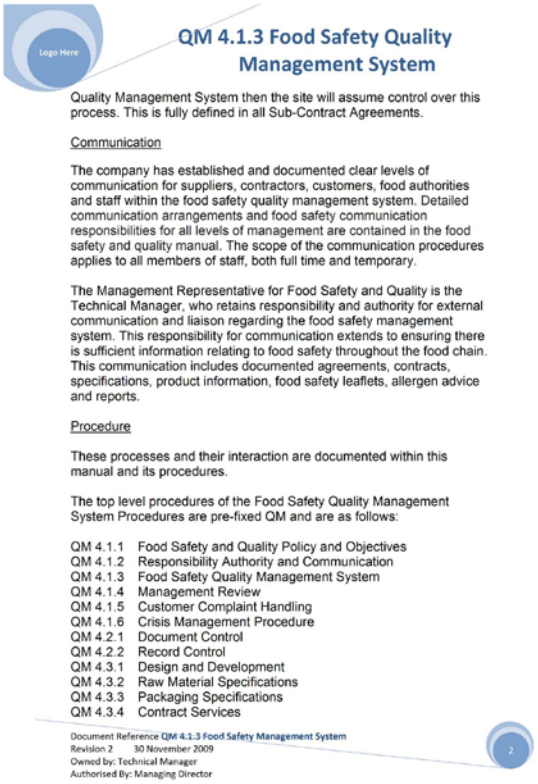
Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of 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.

Food Safety

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 food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety



QM 4.1.3 Food Safety Quality Management System

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 scope of the communication procedures applies to all members of staff, both full time and temporary.

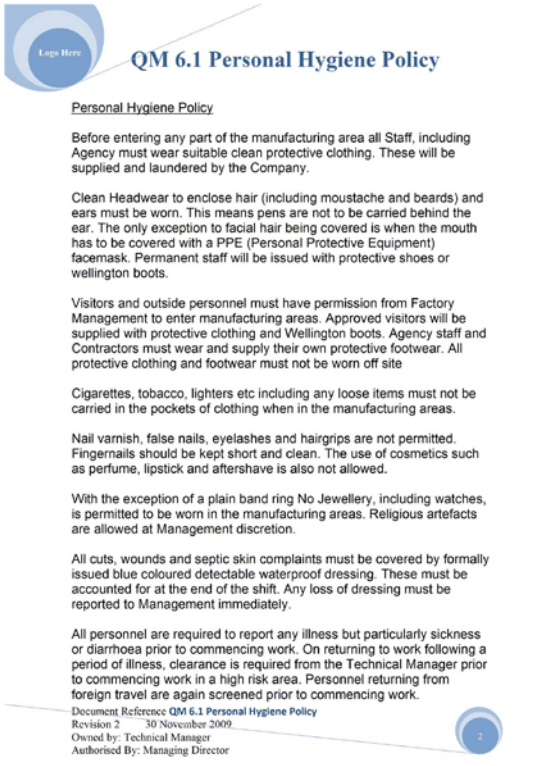
The Management Representative for Food Safety and Quality is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating 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 pre-fixed QM and are as follows:

QM 4.1.1 Food Safety and Quality Policy and Objectives
QM 4.1.2 Responsibility Authority and Communication
QM 4.1.3 Food Safety Quality Management System
QM 4.1.4 Management Review
QM 4.1.5 Customer Complaint Handling
QM 4.1.6 Crisis Management Procedure
QM 4.2.1 Document Control
QM 4.2.2 Record Control
QM 4.3.1 Design and Development
QM 4.3.2 Raw Material Specifications
QM 4.3.3 Packaging Specifications
QM 4.3.4 Contract Services



QM 6.1 Personal Hygiene Policy

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wear suitable clean protective clothing. These will be supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask. Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn off site

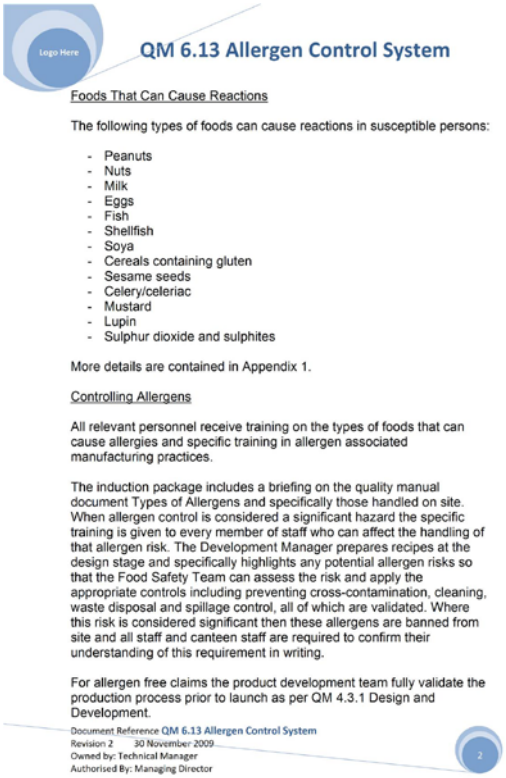
Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of cosmetics such as perfume, lipstick and aftershave is also not allowed.

With the exception of a plain band ring No Jewellery, including watches, is permitted to be worn in the manufacturing areas. Religious artefacts are allowed at Management discretion.

All cuts, wounds and septic skin complaints must be covered by formally issued blue coloured detectable waterproof dressing. These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in a high risk area. Personnel returning from foreign travel are again screened prior to commencing work.



QM 6.13 Allergen Control System

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

- Peanuts
- Nuts
- Milk
- Eggs
- Fish
- Shellfish
- Soya
- Cereals containing gluten
- Sesame seeds
- Celery/celeriac
- Mustard
- Lupin
- Sulphur dioxide and sulphites

More details are contained in Appendix 1.

Controlling Allergens

All relevant personnel receive training on the types of foods that can cause allergies and specific training in allergen associated manufacturing practices.

The induction package includes a briefing on the quality manual document Types of Allergens and specifically those handled on site. When allergen control is considered a significant hazard the specific training is given to every member of staff who can affect the handling of that allergen risk. The Development Manager prepares recipes at the design stage and specifically highlights any potential allergen risks so that the Food Safety Team can assess the risk and apply the appropriate controls including preventing cross-contamination, cleaning, waste disposal and spillage control, all of which are validated. Where this risk is considered significant then these allergens are banned from site and all staff and canteen staff are required to confirm their understanding of this requirement in writing.

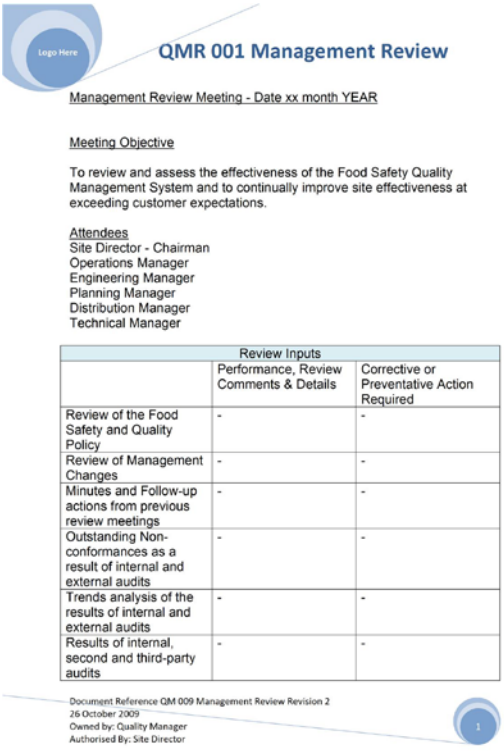
For allergen free claims the product development team fully validate the production process prior to launch as per QM 4.3.1 Design and Development.

Food Safety Management System Record Templates

A comprehensive range of easy to use food safety management system record templates:

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

Food Safety Management System Record Templates



QMR 001 Management Review

Management Review Meeting - Date xx month YEAR

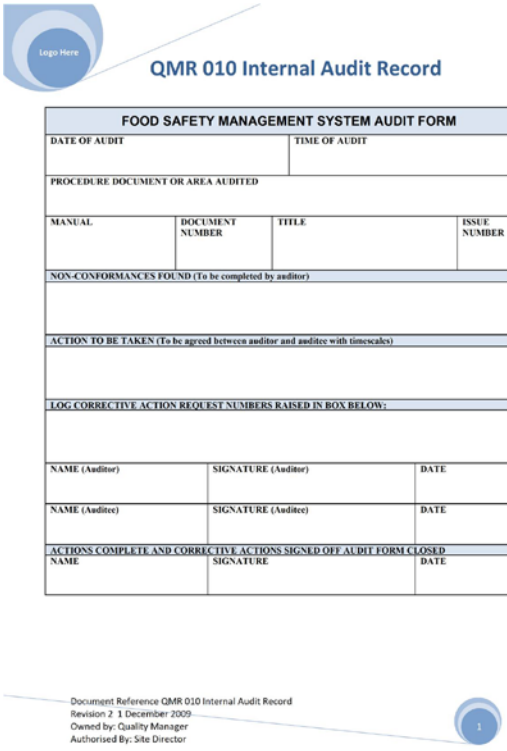
Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to continually improve site effectiveness at exceeding customer expectations.

Attendees
Site Director - Chairman
Operations Manager
Engineering Manager
Planning Manager
Distribution Manager
Technical Manager

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

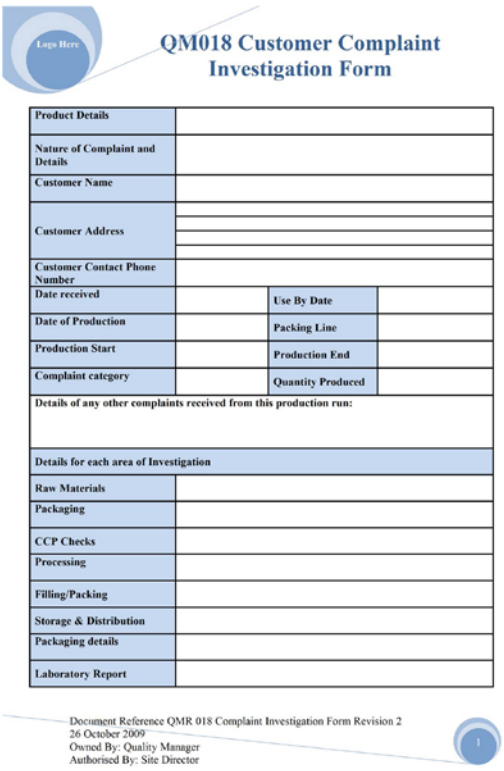
Document Reference QM 009 Management Review Revision 2
26 October 2009
Owned by: Quality Manager
Authorised By: Site Director



QMR 010 Internal Audit Record

FOOD SAFETY MANAGEMENT SYSTEM AUDIT FORM			
DATE OF AUDIT		TIME OF AUDIT	
PROCEDURE DOCUMENT OR AREA AUDITED			
MANUAL	DOCUMENT NUMBER	TITLE	ISSUE NUMBER
NON-CONFORMANCES FOUND (To be completed by auditor)			
ACTION TO BE TAKEN (To be agreed between auditor and auditee with timescales)			
LOG CORRECTIVE ACTION REQUEST NUMBERS RAISED IN BOX BELOW:			
NAME (Auditor)	SIGNATURE (Auditor)	DATE	
NAME (Auditee)	SIGNATURE (Auditee)	DATE	
ACTIONS COMPLETE AND CORRECTIVE ACTIONS SIGNED OFF AUDIT FORM CLOSED			
NAME	SIGNATURE	DATE	

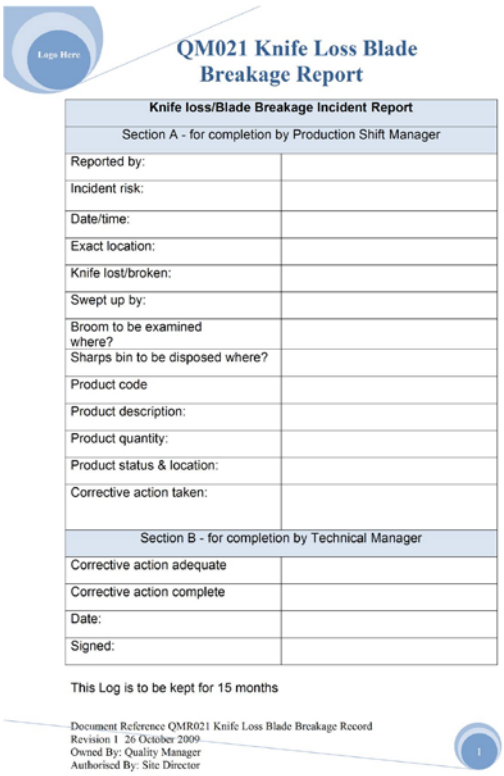
Document Reference QMR 010 Internal Audit Record
Revision 2 1 December 2009
Owned by: Quality Manager
Authorised By: Site Director



QM018 Customer Complaint Investigation Form

Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		Use 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			
CCP Checks			
Processing			
Filling/Packing			
Storage & Distribution			
Packaging details			
Laboratory Report			

Document Reference QMR 018 Complaint Investigation Form Revision 2
26 October 2009
Owned By: Quality Manager
Authorised By: Site Director



QM021 Knife Loss Blade Breakage Report

Knife loss/Blade Breakage Incident Report	
Section A - for completion by Production Shift Manager	
Reported by:	
Incident risk:	
Date/time:	
Exact location:	
Knife lost/broken:	
Swept up by:	
Broom to be examined where?	
Sharps bin to be disposed where?	
Product code	
Product description:	
Product quantity:	
Product status & location:	
Corrective action taken:	
Section B - for completion by Technical Manager	
Corrective action adequate	
Corrective action complete	
Date:	
Signed:	

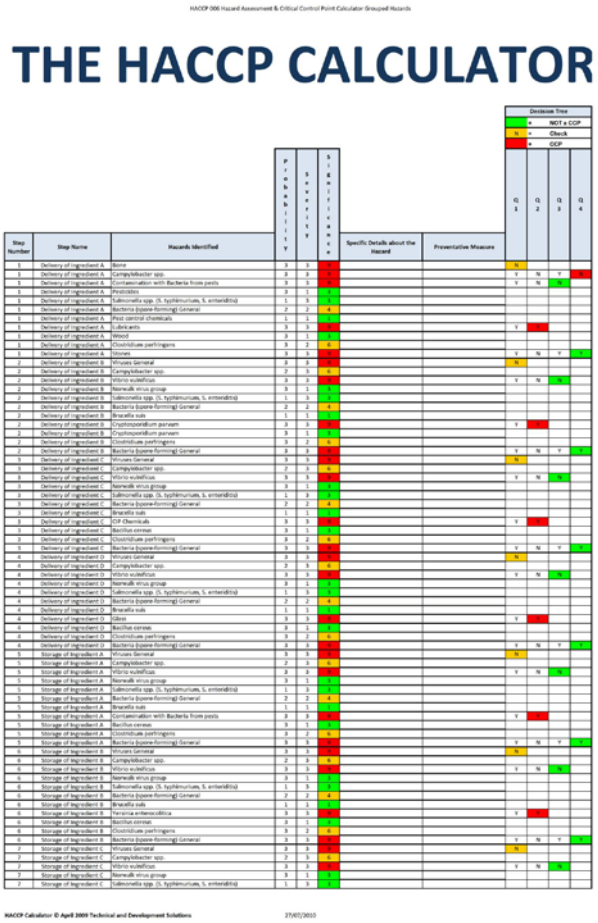
This Log is to be kept for 15 months

Document Reference QMR021 Knife Loss Blade Breakage Record
Revision 1 26 October 2009
Owned By: Quality Manager
Authorised By: Site Director

HACCP Manual

Sections included in the HACCP manual are as follows:

HACCP Pre-Requisites
HACCP Definitions
HACCP 001 HACCP System
HACCP 002 HACCP Flow Diagram
HACCP 003 Chemical Hazards
HACCP 004 Physical Hazards
HACCP 005 Biological Hazards
HACCP 006 Hazard Assessment & Critical Control Point Calculator - Hazards analysis templates Likelihood & severity templates and Decision Tree templates are included in our unique Hazard Analysis and Critical Control Point Automated Calculator
HACCP 007 Hazard Plan
HACCP 008 Hazard Verification Audit
HACCP 009 HACCP Calculator Guide


HACCP 006 Hazard Assessment & Critical Control Point Calculator Grouped Hazards

THE HACCP CALCULATOR

Step Number	Step Name	Hazards Identified	P/obability	Severity	Significance	Specific Details about the Hazard	Preventative Measure	Decision Tree + NOT a CCP	N + Check	Y + CCP	Q1	Q2	Q3	Q4
1	Delivery of Ingredient A	Bone	3	3	9						N			
1	Delivery of Ingredient A	Campylobacter spp.	3	3	9						Y	N	Y	N
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9						Y	N	N	
1	Delivery of Ingredient A	Pesticides	3	1	3									
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4									
1	Delivery of Ingredient A	Pest control chemicals	1	1	1									
1	Delivery of Ingredient A	Lubricants	3	3	9						Y	N		
1	Delivery of Ingredient A	Wood	3	1	3									
1	Delivery of Ingredient A	Clostridium perfringens	3	2	6									
1	Delivery of Ingredient A	Stones	3	3	9						Y	N	Y	N
2	Delivery of Ingredient B	Viruses General	2	3	6						N			
2	Delivery of Ingredient B	Campylobacter spp.	2	3	6									
2	Delivery of Ingredient B	Vibrio vulnificus	3	3	9						Y	N	N	
2	Delivery of Ingredient B	Norwalk virus group	3	1	3									
2	Delivery of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
2	Delivery of Ingredient B	Bacteria (spore-forming) General	2	2	4									
2	Delivery of Ingredient B	Brucella suis	1	1	1									
2	Delivery of Ingredient B	Cryptosporidium parvum	3	3	9						Y	N		
2	Delivery of Ingredient B	Cryptosporidium parvum	3	1	3									
2	Delivery of Ingredient B	Clostridium perfringens	3	2	6									
2	Delivery of Ingredient B	Bacteria (spore-forming) General	3	3	9						Y	N	Y	N
3	Delivery of Ingredient C	Viruses General	3	3	9						N			
3	Delivery of Ingredient C	Campylobacter spp.	2	3	6									
3	Delivery of Ingredient C	Vibrio vulnificus	3	3	9						Y	N	N	
3	Delivery of Ingredient C	Norwalk virus group	3	1	3									
3	Delivery of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
3	Delivery of Ingredient C	Bacteria (spore-forming) General	2	2	4									
3	Delivery of Ingredient C	Brucella suis	1	1	1									
3	Delivery of Ingredient C	CIP Chemicals	3	3	9						Y	N		
3	Delivery of Ingredient C	Bacillus cereus	3	1	3									
3	Delivery of Ingredient C	Clostridium perfringens	3	2	6									
3	Delivery of Ingredient C	Bacteria (spore-forming) General	3	3	9						Y	N	Y	N
4	Delivery of Ingredient D	Viruses General	3	3	9						N			
4	Delivery of Ingredient D	Campylobacter spp.	3	3	9									
4	Delivery of Ingredient D	Vibrio vulnificus	3	3	9						Y	N	N	
4	Delivery of Ingredient D	Norwalk virus group	3	1	3									
4	Delivery of Ingredient D	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
4	Delivery of Ingredient D	Bacteria (spore-forming) General	2	2	4									
4	Delivery of Ingredient D	Brucella suis	1	1	1									
4	Delivery of Ingredient D	Glass	3	3	9						Y	N		
4	Delivery of Ingredient D	Bacillus cereus	3	1	3									
4	Delivery of Ingredient D	Clostridium perfringens	3	2	6									
4	Delivery of Ingredient D	Bacteria (spore-forming) General	3	3	9						Y	N	Y	N
5	Storage of Ingredient A	Viruses General	3	3	9						N			
5	Storage of Ingredient A	Campylobacter spp.	2	3	6									
5	Storage of Ingredient A	Vibrio vulnificus	3	3	9						Y	N	N	
5	Storage of Ingredient A	Norwalk virus group	3	1	3									
5	Storage of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
5	Storage of Ingredient A	Bacteria (spore-forming) General	2	2	4									
5	Storage of Ingredient A	Brucella suis	1	1	1									
5	Storage of Ingredient A	Contamination with Bacteria from pests	3	3	9						Y	N		
5	Storage of Ingredient A	Bacillus cereus	3	1	3									
5	Storage of Ingredient A	Clostridium perfringens	3	2	6									
5	Storage of Ingredient A	Bacteria (spore-forming) General	3	3	9						Y	N	Y	N
6	Storage of Ingredient B	Viruses General	3	3	9						N			
6	Storage of Ingredient B	Campylobacter spp.	2	3	6									
6	Storage of Ingredient B	Vibrio vulnificus	3	3	9						Y	N	N	
6	Storage of Ingredient B	Norwalk virus group	3	1	3									
6	Storage of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									
6	Storage of Ingredient B	Bacteria (spore-forming) General	2	2	4									
6	Storage of Ingredient B	Brucella suis	1	1	1									
6	Storage of Ingredient B	Yersinia enterocolitica	3	3	9						Y	N		
6	Storage of Ingredient B	Bacillus cereus	3	1	3									
6	Storage of Ingredient B	Clostridium perfringens	3	2	6									
6	Storage of Ingredient B	Bacteria (spore-forming) General	3	3	9						Y	N	Y	N
7	Storage of Ingredient C	Viruses General	3	3	9						N			
7	Storage of Ingredient C	Campylobacter spp.	2	3	6									
7	Storage of Ingredient C	Vibrio vulnificus	3	3	9						Y	N	N	
7	Storage of Ingredient C	Norwalk virus group	3	1	3									
7	Storage of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3									

HACCP Calculator © April 2009 Technical and Development Solutions 27/07/2010

How the HACCP Calculator helps:

- ✓ A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.
- ✓ You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.
- ✓ It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.
- ✓ Saves time and hence money.
- ✓ It enables you to present your HACCP assessment in a clear and professional manner.
- ✓ It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.
- ✓ All your HACCP information can be held in a single document.

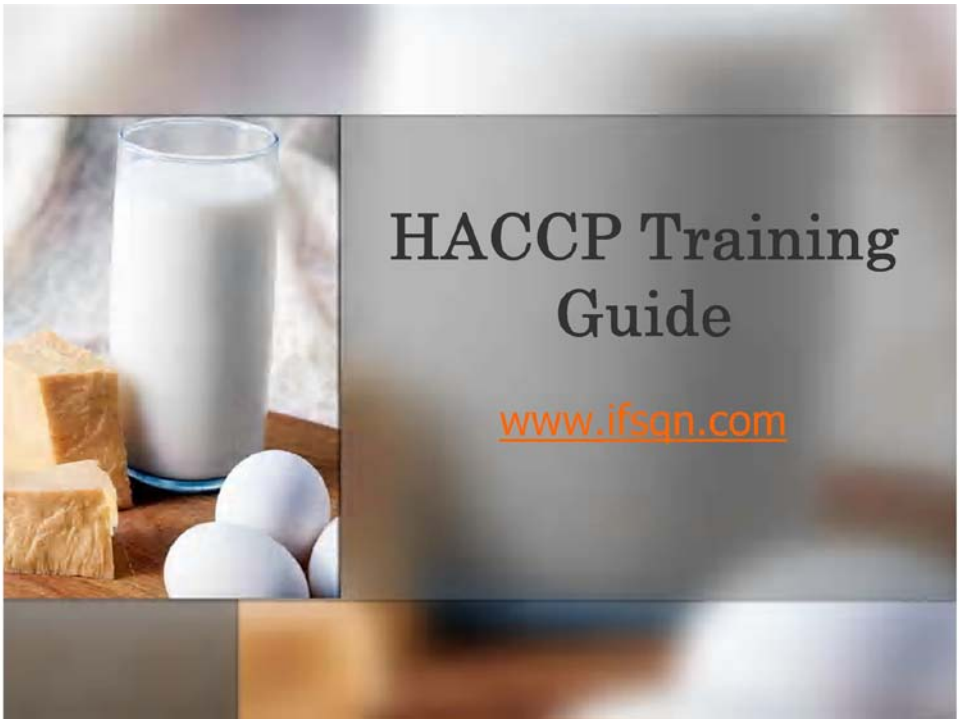
Physical Hazards

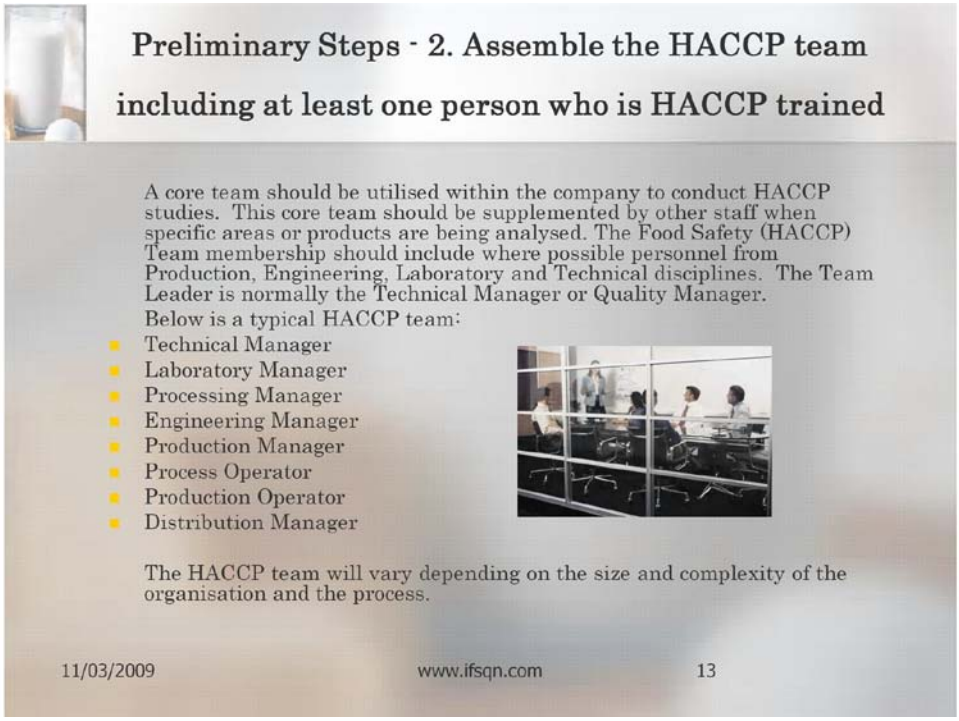
Hazard	Potential Harm	Source
Glass	Cuts, bleeding; may require surgery to find or remove	Bottles, jars, light fixtures, utensils, gauge covers, etc.
Wood	Cuts, infection, choking; may require surgery to remove	Field sources, pallets, boxes, building materials
Stones	Choking, broken teeth	Fields, buildings
Metal	Cuts, infection; may require surgery to remove	Machinery, fields, wire, employees
Insulation	Choking; long-term if asbestos	Building materials
Bone	Choking	Improper processing
Plastic	Choking, cuts, infection; may require surgery to remove	Packaging, pallets, equipment
Personal effects	Choking, cuts, broken teeth; may require surgery to remove	Employees

The HACCP Manual includes a comprehensive list of potential chemical, biological and physical hazards which you can use as a checklist when carrying out your hazard analysis.

HACCP Training

An interactive and illustrated HACCP training presentation 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.





SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

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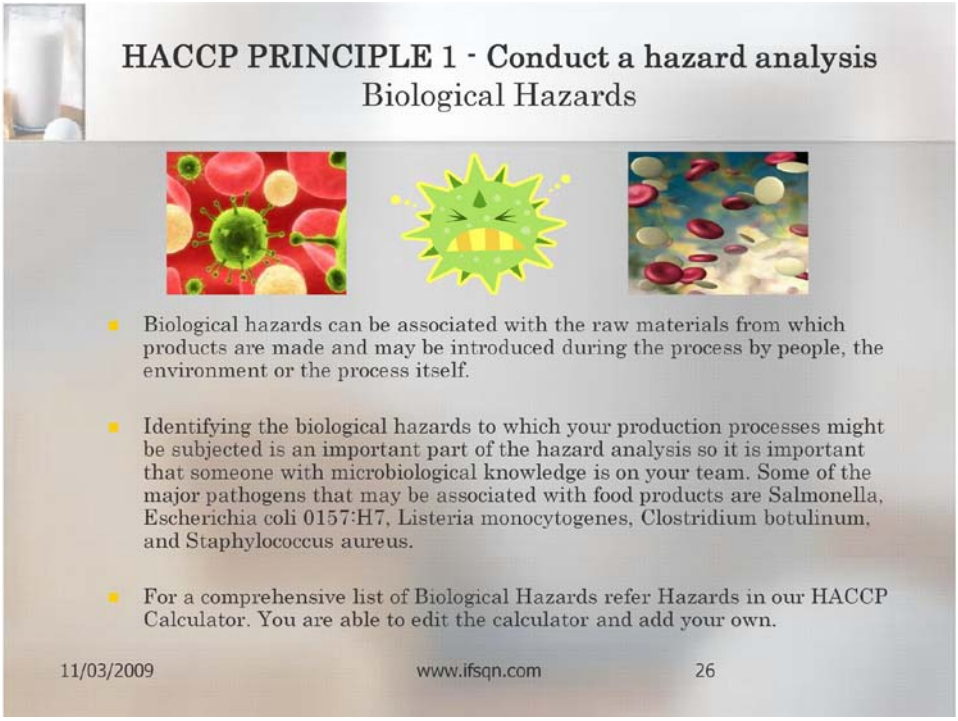
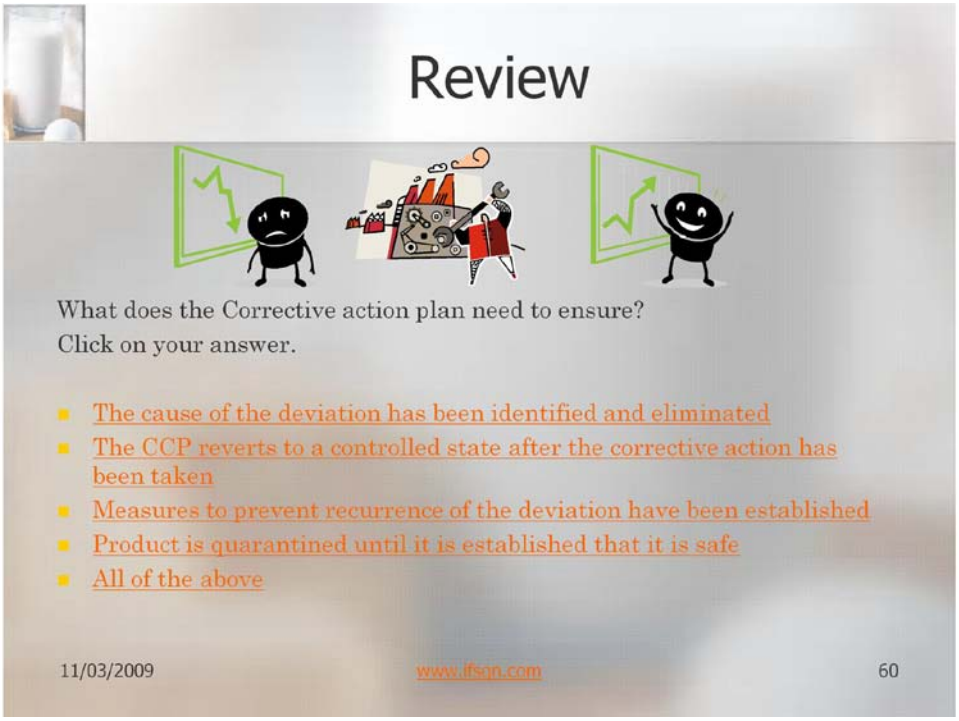
An interactive and illustrated HACCP training presentation to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.





SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

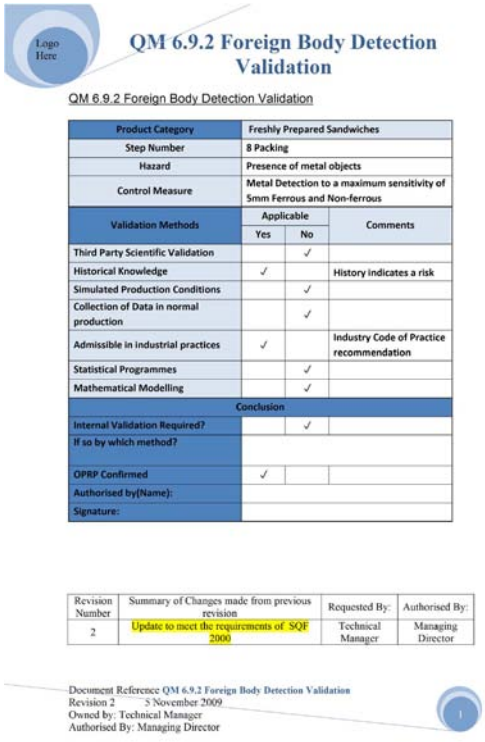
New HACCP Training Software

A 1 hour multiple choice exam in HACCP to evaluate the effectiveness of your training. The exam includes an automatic scoring system and the generation of graphic certificates to print out.

Validation Record Templates

A range of 13 easy to use validation record templates:

QM 4.7.1 Control of Visitors and Contractors Validation
QM 4.8 Identity Preservation Validation
QM 6.1.1 Personal Hygiene Policy Validation
QM 6.2 Hygiene Code of Practice Validation
QM 6.5 Management of Pest Control Validation
QM 6.6 Maintenance Validation
QM 6.7 Cleaning and Sanitation Validation
QM 6.9.1 Prevention of Foreign Matter Validation
QM 6.9.2 Foreign Body Detection Validation
QM 6.9.3a Glass Policy Validation
QM 6.9.3b Control of Brittle Materials Validation
QM 6.9.3c Glass & Brittle Material Breakage Procedure Validation
QM 6.11 Despatch and Distribution Validation



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QM 6.9.2 Foreign Body Detection Validation

QM 6.9.2 Foreign Body Detection Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of SQF 2000	Technical Manager	Managing Director

Document Reference QM 6.9.2 Foreign Body Detection Validation
Revision 2 5 November 2009
Owned by: Technical Manager
Authorised By: Managing Director

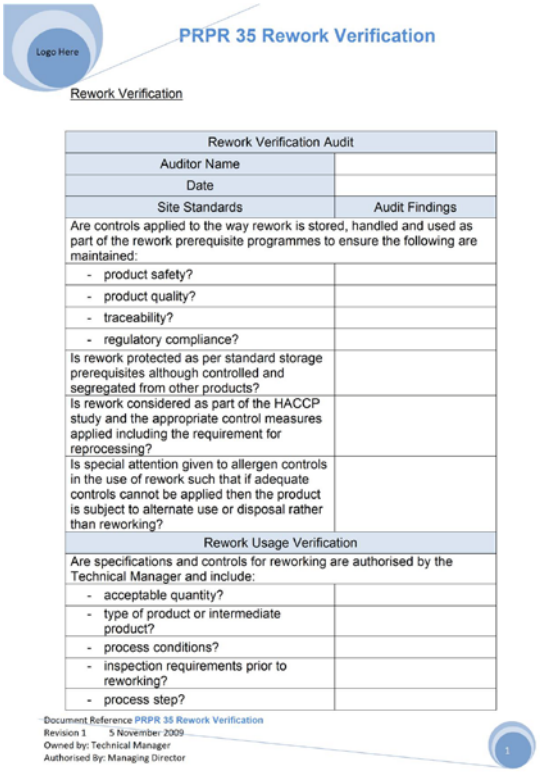
SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

SQF 2000 FSQMS Verification Audit Templates

A comprehensive set of 42 easy to use verification record templates that you can use to ensure your system meets the requirements of the SQF 2000 Code:

PRPR 1 Design and Construction of Buildings Prerequisite Verification
PRPR 2 Environmental Control Verification
PRPR 3 Site Location and Standards Verification
PRPR 4 Layout of Premises and Workspace Verification
PRPR 5 Internal Design Verification
PRPR 6 Internal Structure Verification
PRPR 7 Equipment Design and Location Verification
PRPR 8 Control of Compressed Air and Gases Verification
PRPR 9 Laboratory Facilities Verification
PRPR 10 Site Services Verification
PRPR 11 Control of Water Supply Verification
PRPR 12 Temporary Structure Verification
PRPR 13 Control of Air Supply Verification
PRPR 14 Storage Verification
PRPR 15 Lighting Verification
PRPR 16 Waste Management Verification
PRPR 17 Waste Disposal Verification
PRPR 18 Drainage System Verification
PRPR 19 Equipment Verification
PRPR 20 Equipment Hygienic Design Verification
PRPR 21 Food Contact Surfaces Verification
PRPR 22 Monitoring Equipment Verification
PRPR 23 Equipment Cleaning Verification
PRPR 24 Maintenance System Verification
PRPR 25 Purchasing Verification
PRPR 26 Supplier Approval and Monitoring Verification
PRPR 27 Access Controls Verification
PRPR 28 Food Defense Verification
PRPR 29 Product Labelling Control Verification
PRPR 30 Product Information Verification
PRPR 31 Despatch and Distribution Verification
PRPR 32 Warehousing Verification
PRPR 33 Waste Container Management Verification
PRPR 34 Product Recall Verification
PRPR 35 Rework Verification
PRPR 36 Personal Hygiene and Personnel Facilities Verification
PRPR 37 Pest Control Verification

PRPR 38 Control of Incoming Materials Verification
PRPR 39 Cleaning Verification
PRPR 40 Prevention of Contamination Verification
PRPR 41 Allergen Control System Verification
PRPR 42 Control of Boiler Chemicals Verification



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PRPR 35 Rework Verification

Rework Verification

Rework Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are controls applied to the way rework is stored, handled and used as part of the rework prerequisite programmes to ensure the following are maintained:	
- product safety?	
- product quality?	
- traceability?	
- regulatory compliance?	
Is rework protected as per standard storage prerequisites although controlled and segregated from other products?	
Is rework considered as part of the HACCP study and the appropriate control measures applied including the requirement for reprocessing?	
Is special attention given to allergen controls in the use of rework such that if adequate controls cannot be applied then the product is subject to alternate use or disposal rather than reworking?	
Rework Usage Verification	
Are specifications and controls for reworking are authorised by the Technical Manager and include:	
- acceptable quantity?	
- type of product or intermediate product?	
- process conditions?	
- inspection requirements prior to reworking?	
- process step?	

Document Reference PRPR 35 Rework Verification
Revision 1 5 November 2009
Owned by: Technical Manager
Authorised By: Managing Director

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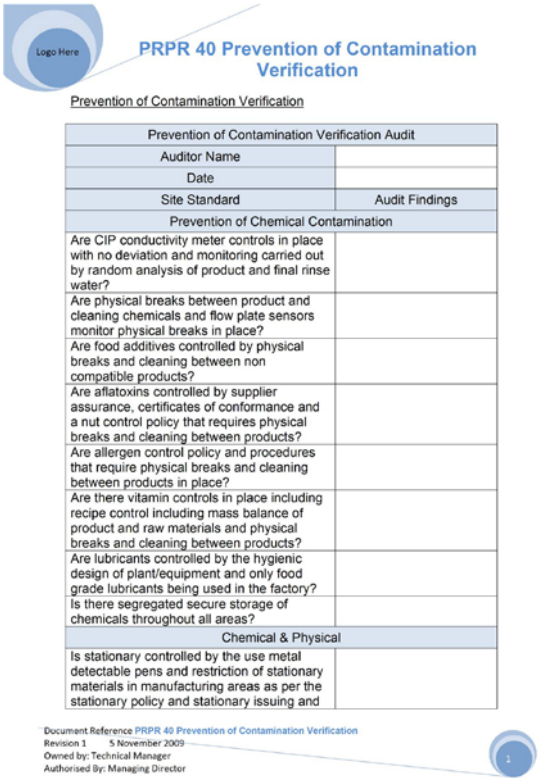

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PRPR 40 Prevention of Contamination Verification

Prevention of Contamination Verification

Prevention of Contamination Verification Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Prevention of Chemical Contamination	
Are CIP conductivity meter controls in place with no deviation and monitoring carried out by random analysis of product and final rinse water?	
Are physical breaks between product and cleaning chemicals and flow plate sensors monitor physical breaks in place?	
Are food additives controlled by physical breaks and cleaning between non compatible products?	
Are aflatoxins controlled by supplier assurance, certificates of conformance and a nut control policy that requires physical breaks and cleaning between products?	
Are allergen control policy and procedures that require physical breaks and cleaning between products in place?	
Are there vitamin controls in place including recipe control including mass balance of product and raw materials and physical breaks and cleaning between products?	
Are lubricants controlled by the hygienic design of plant/equipment and only food grade lubricants being used in the factory?	
Is there segregated secure storage of chemicals throughout all areas?	
Chemical & Physical	
Is stationary controlled by the use metal detectable pens and restriction of stationary materials in manufacturing areas as per the stationary policy and stationary issuing and	

Document Reference PRPR 40 Prevention of Contamination Verification
Revision 1 5 November 2009
Owned by: Technical Manager
Authorised By: Managing Director

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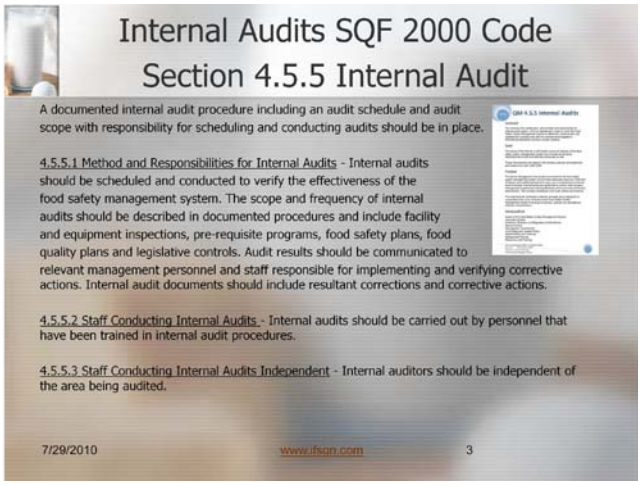
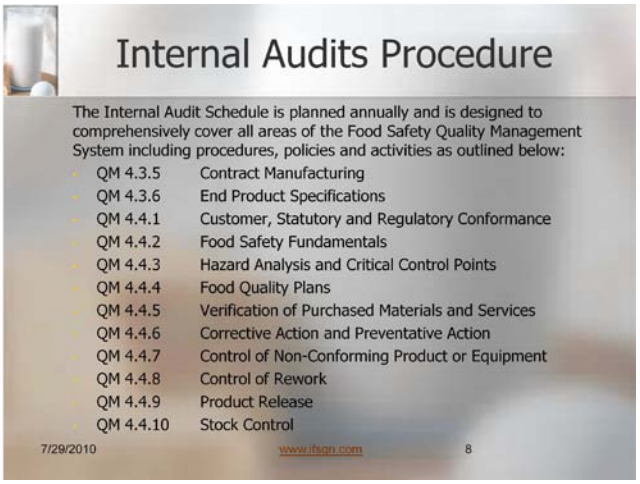
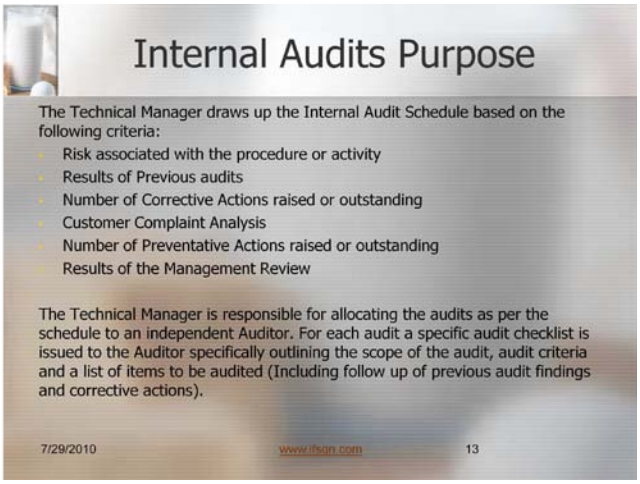
SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

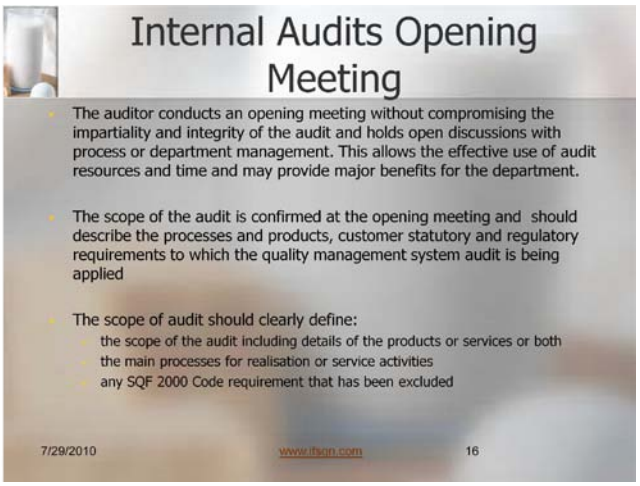
Internal Auditor Training

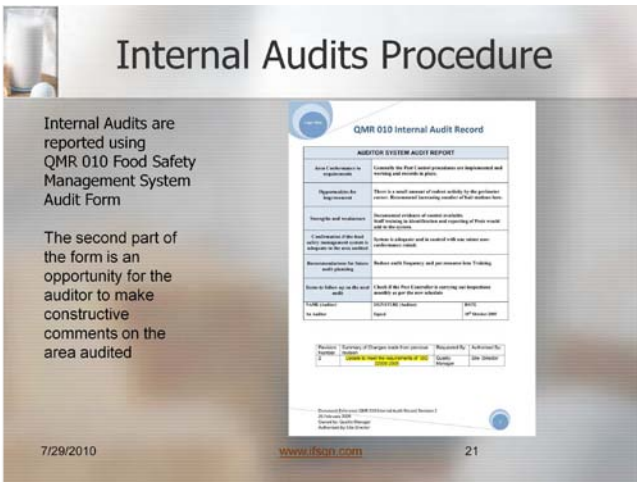
An interactive and illustrated Internal Audit training presentation to use when training staff in your Internal Audit procedure.











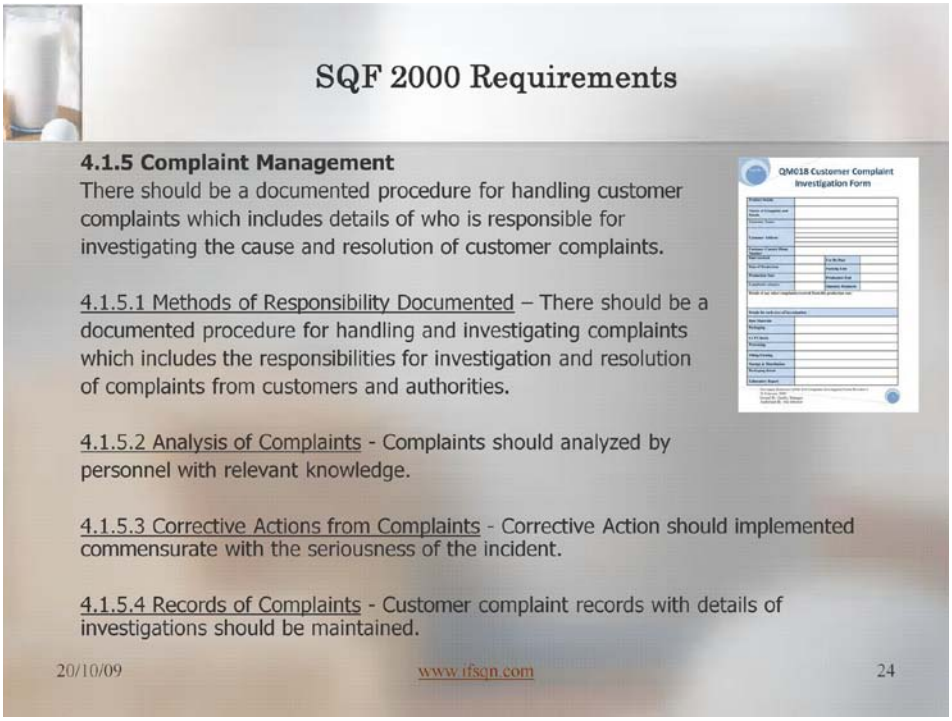
SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

Internal Auditing Examination

A 1 hour software based multiple choice Internal Auditing exam to evaluate the effectiveness of your training. The exam includes an automatic scoring system and the generation of graphic certificates to print out.

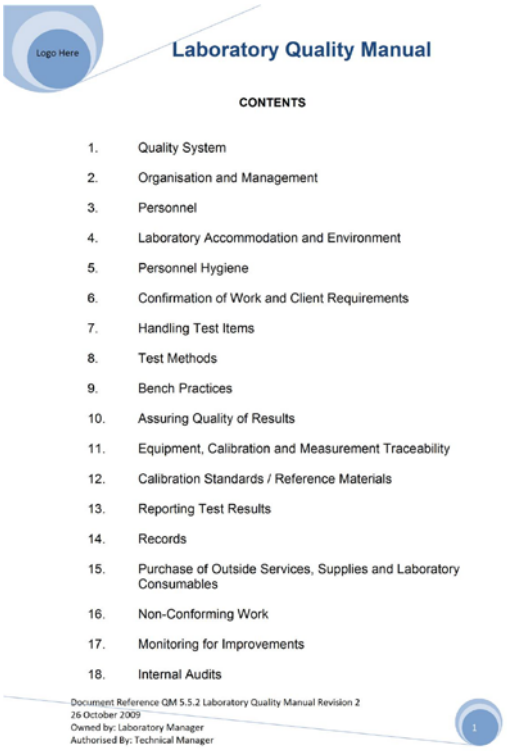
Introduction to SQF 2000 Training Module

A comprehensive illustrated and interactive training module of over 100 slides covering all the clauses of the SQF 2000 Code.



Laboratory Quality Manual

A Laboratory Quality Manual provided in Microsoft Word format. The manual includes good laboratory practices, template records, procedures and product sampling plans.



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Laboratory Quality Manual

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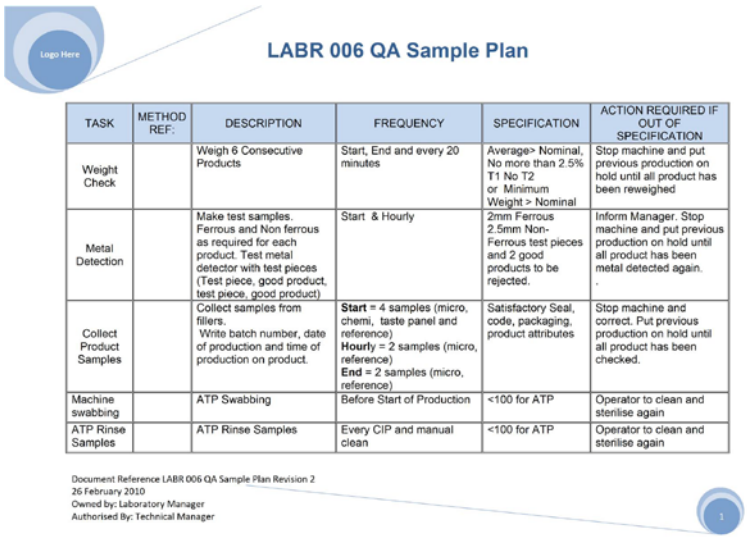

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LABR 006 QA Sample Plan

TASK	METHOD REF:	DESCRIPTION	FREQUENCY	SPECIFICATION	ACTION REQUIRED IF OUT OF SPECIFICATION
Weight Check		Weigh 6 Consecutive Products	Start, End and every 20 minutes	Average> Nominal, No more than 2.5% T1 No T2 or Minimum Weight > Nominal	Stop machine and put previous production on hold until all product has been reweighed
Metal Detection		Make test samples. Ferrous and Non ferrous as required for each product. Test metal detector with test pieces (Test piece, good product, test piece, good product)	Start & Hourly	2mm Ferrous 2.5mm Non-Ferrous test pieces and 2 good products to be rejected.	Inform Manager. Stop machine and put previous production on hold until all product has been metal detected again. .
Collect Product Samples		Collect samples from fillers. Write batch number, date of production and time of production on product.	**Start** = 4 samples (micro, chemi, taste panel and reference) **Hourly** = 2 samples (micro, reference) **End** = 2 samples (micro, reference)	Satisfactory Seal, code, packaging, product attributes	Stop machine and correct. Put previous production on hold until all product has been checked.
Machine swabbing		ATP Swabbing	Before Start of Production	<100 for ATP	Operator to clean and sterilise again
ATP Rinse Samples		ATP Rinse Samples	Every CIP and manual clean	<100 for ATP	Operator to clean and sterilise again

SQF 2000 Food Safety and Quality Management System from www.ifsqn.com

Free Online Support via email

We provide online support and expertise to answer your questions and assist you in developing your SQF 2000 Food Safety and Quality Management System.

Simon Timperley team@ifsqn.com

Tony Connor support@ifsqn.com

For more information on e-mail us at support@ifsqn.com

Benefits of SQF 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 in the safety of food
- ✓ 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 a quality management system to provide a Food Safety based system also considers quality.
- ✓ Level 2 SQF Certification 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 food borne illness
- ✓ 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 SQF Food Safety Quality Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

- ✓ Lack of pre-requisite programmes

- ✓ 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 SQF Food Safety Quality Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the SQF Food Safety Quality 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 SQF Level 2 Code for Food Safety. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process."

> "As a bonus our SQF Food Safety Quality Management System is backed up by expert support which is always available to provide assistance in developing the system."