This workbook is provided to assist in the implementation of your IFSQN SQF Code Edition 8 & FSMA Implementation Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Note: The IFSQN SQF Code Edition 8 & FSMA Implementation Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.

1

This Implementation Workbook compliments the IFSQN SQF Code Edition 8 & FSMA Implementation Package for Food Manufacturers which is an ideal package for organisations looking to meet the requirements of the SQF Food Safety Code for Manufacturing Edition 8 and SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites.

The IFSQN SQF Code Edition 8 & FSMA Implementation Package includes:

- ✓ A comprehensive set of over 70 editable Food Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ FSMA Module including training, documentation and a Hazard Identification and Preventive Controls Implementation Tool
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor and HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification

2

As a preliminary to Step 1 we recommend that the you obtain your own copy of the SQF Food Safety Code for Manufacturing Edition 8 and the Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites from the SQFI website
(They are free to download)

When you download the package, you will find the start-up guide and 14 folders containing the package documents:

3
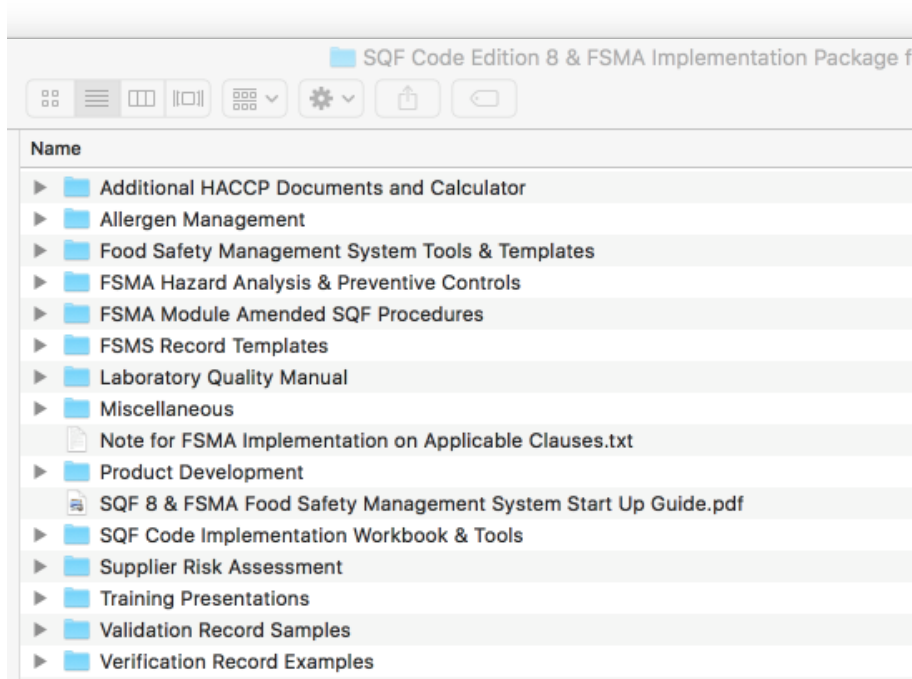
Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements for Food Manufacturing and Module 11: Good Manufacturing Practices for Processing of Food Products are provided. The presentations will introduce the SQF Food Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

4
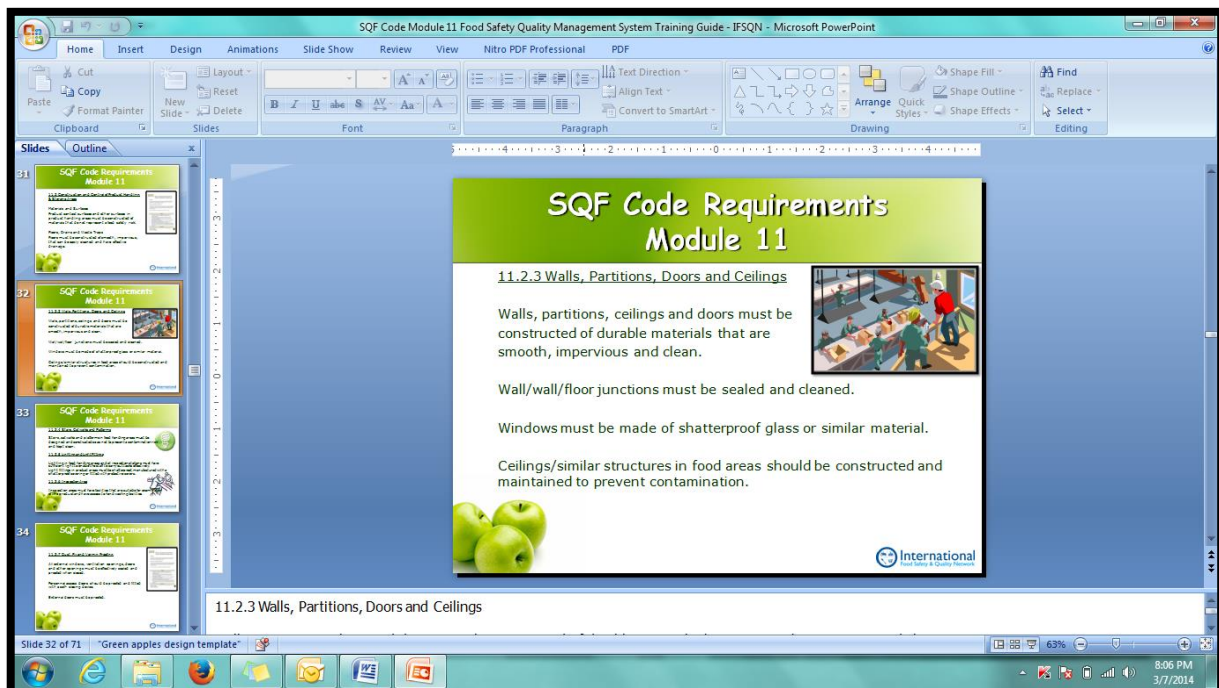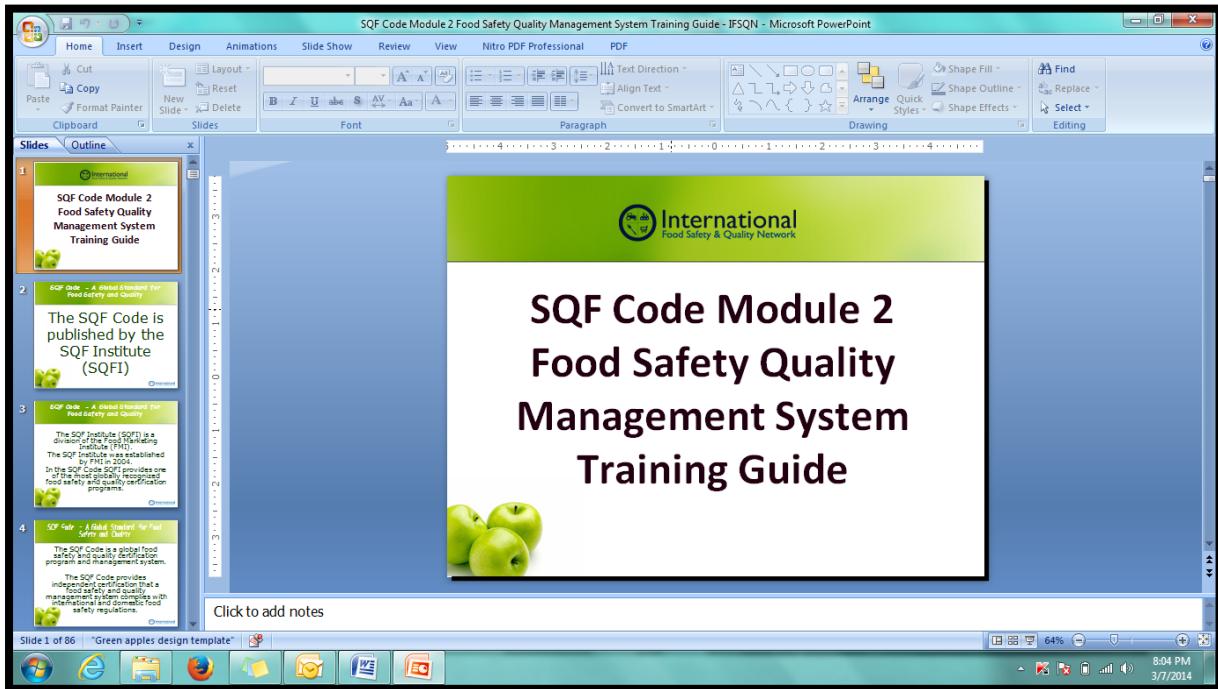
Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Senior Management Team.

5

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

6

Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

<table>
<tr><td rowspan="10">Action (i)</td><td colspan="2">Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements</td></tr>
<tr><td>Customer/Regulatory/Statutory/Other</td><td>Record Details</td></tr>
<tr><td>XYZ Customer Requires this</td><td></td></tr>
<tr><td>SQF Code Edition 8 2017</td><td></td></tr>
<tr><td>Food Regulations</td><td></td></tr>
<tr><td>FSMA Final Rule for Preventive Controls for Human Food</td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="9">Action (ii)</td><td colspan="2">Senior Management decides which Food Safety requirements the company should address and develop relevant policies.</td></tr>
<tr><td>Requirement</td><td>Policy Details</td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
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<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide the Infrastructure and Work Environment required to establish the Food Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Safety Management System, these resources should be provided including:

- Building and Maintenance requirements identified in Step 2
- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

	Senior management ensure there is adequate infrastructure and work environment	
Action (vii)	Infrastructure/Work environment requirements	Details

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Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety Team Leader		
Management Representative		
Site Director		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Technical Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		
Project Manager		

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<u>Senior Management Establish a Product Recall/Crisis Management Team</u>

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		Site Director	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		Site Director	
Bioterrorism		Managing Director	
Extortion or Sabotage		Site Director	
Product quality or safety		Technical Manager	

Senior Management Establish Food Safety Responsibility & Authority Levels

Example Key Responsibilities

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 Delivery note 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
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics 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 located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect

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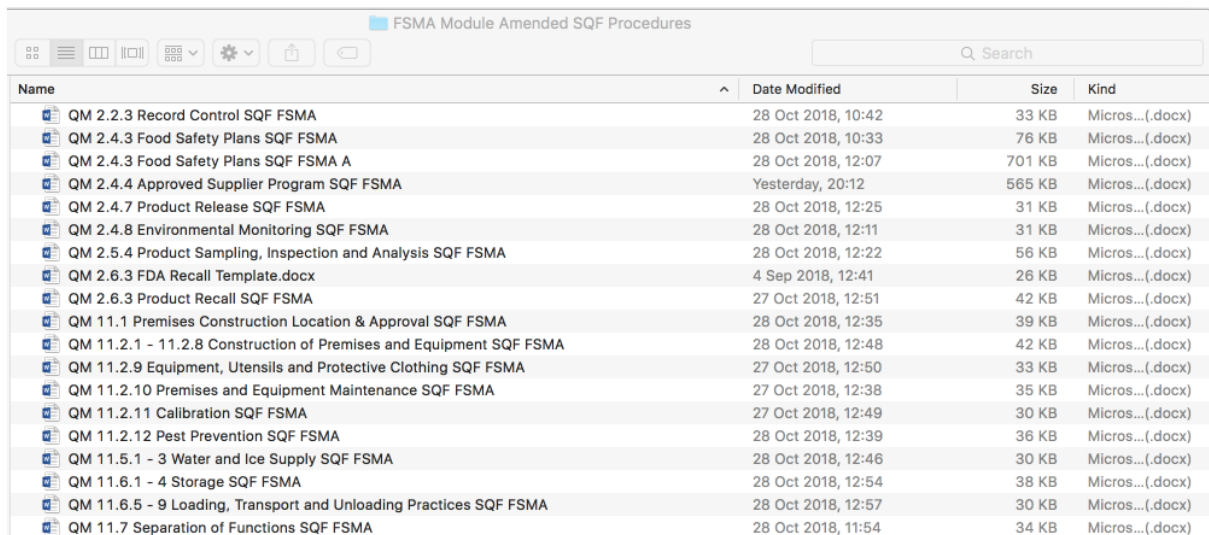
For those implementing FSMA Final Rule for Preventive Controls for Human Food at the same time as SQF Code Implementation there are 2 supplementary folders

FSMA Module Amended SQF Procedures Folder

This folder contains amended SQF Procedures based SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites. These documents should be used, by those sites implementing SQF Code and FSMA at the same time, in place of the documents in the Food Safety Management System Tools and Templates folder:

Name	Date Modified	Size	Kind
QM 2.2.3 Record Control SQF FSMA	28 Oct 2018, 10:42	33 KB	Micros...(.docx)
QM 2.4.3 Food Safety Plans SQF FSMA	28 Oct 2018, 10:33	76 KB	Micros...(.docx)
QM 2.4.3 Food Safety Plans SQF FSMA A	28 Oct 2018, 12:07	701 KB	Micros...(.docx)
QM 2.4.4 Approved Supplier Program SQF FSMA	Yesterday, 20:12	565 KB	Micros...(.docx)
QM 2.4.7 Product Release SQF FSMA	28 Oct 2018, 12:25	31 KB	Micros...(.docx)
QM 2.4.8 Environmental Monitoring SQF FSMA	28 Oct 2018, 12:11	31 KB	Micros...(.docx)
QM 2.5.4 Product Sampling, Inspection and Analysis SQF FSMA	28 Oct 2018, 12:22	56 KB	Micros...(.docx)
QM 2.6.3 FDA Recall Template.docx	4 Sep 2018, 12:41	26 KB	Micros...(.docx)
QM 2.6.3 Product Recall SQF FSMA	27 Oct 2018, 12:51	42 KB	Micros...(.docx)
QM 11.1 Premises Construction Location & Approval SQF FSMA	28 Oct 2018, 12:35	39 KB	Micros...(.docx)
QM 11.2.1 - 11.2.8 Construction of Premises and Equipment SQF FSMA	28 Oct 2018, 12:48	42 KB	Micros...(.docx)
QM 11.2.9 Equipment, Utensils and Protective Clothing SQF FSMA	27 Oct 2018, 12:50	33 KB	Micros...(.docx)
QM 11.2.10 Premises and Equipment Maintenance SQF FSMA	27 Oct 2018, 12:38	35 KB	Micros...(.docx)
QM 11.2.11 Calibration SQF FSMA	27 Oct 2018, 12:49	30 KB	Micros...(.docx)
QM 11.2.12 Pest Prevention SQF FSMA	28 Oct 2018, 12:39	36 KB	Micros...(.docx)
QM 11.5.1 - 3 Water and Ice Supply SQF FSMA	28 Oct 2018, 12:46	30 KB	Micros...(.docx)
QM 11.6.1 - 4 Storage SQF FSMA	28 Oct 2018, 12:54	38 KB	Micros...(.docx)
QM 11.6.5 - 9 Loading, Transport and Unloading Practices SQF FSMA	28 Oct 2018, 12:57	30 KB	Micros...(.docx)
QM 11.7 Separation of Functions SQF FSMA	28 Oct 2018, 11:54	34 KB	Micros...(.docx)

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Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

40
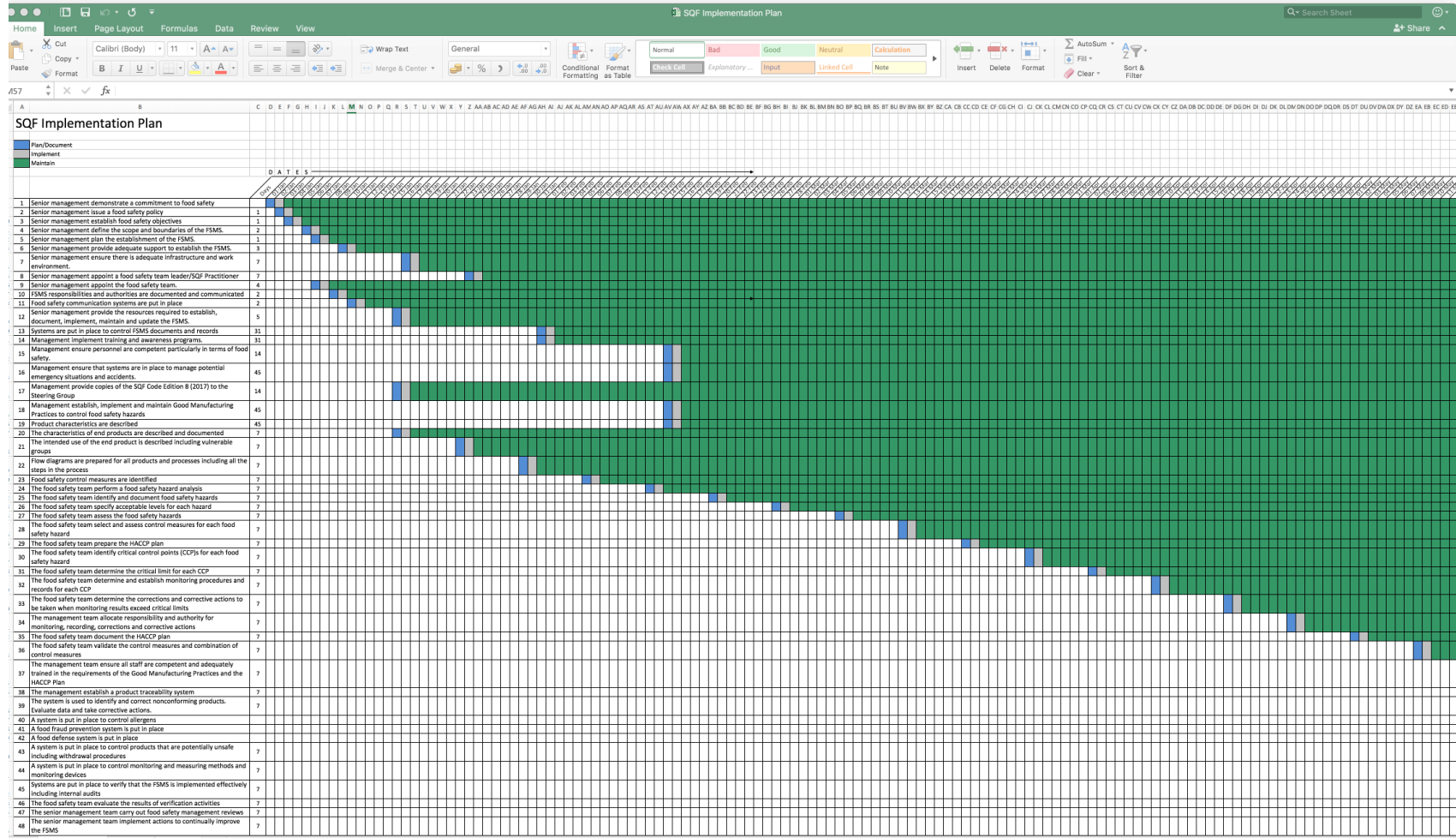
	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2		
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2		
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2		
8)	Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2		
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2		
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2		

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Project Task 18 Management establish, implement and maintain Good Manufacturing Practices to assist in controlling food safety hazards: Use documents from Step Four: Good Manufacturing Practices

QM 11.1 Premises Construction Location & Approval
QM 11.2.1 - 11.2.8 Construction of Premises and Equipment
QM 11.2.9 Equipment, Utensils and Protective Clothing
QM 11.2.10 Premises and Equipment Maintenance
QM 11.2.11 Calibration
QM 11.2.12 Pest Prevention
QM 11.2.13 Cleaning and Sanitation
QM 11.3.1 Personnel Hygiene and Welfare
QM 11.3.2 Hand Washing
QM 11.3.3 Clothing
QM 11.3.4 Jewellery Policy
QM 11.3.5 Visitors
QM 11.3.6 - 9 Staff Facilities
QM 11.3.10 Lunch Rooms
QM 11.4 Hygiene Code of Practice
QM 11.4A First Aid
QM 11.5.1 - 3 Water and Ice Supply
QM 11.5.4 Monitoring Water Microbiology and Quality
QM 11.5.5 Air and Gas Quality
QM 11.6.1 - 4 Storage
QM 11.6.5 - 9 Loading, Transport and Unloading Practices
QM 11.7 Separation of Functions
QM 11.7.3 Thawing of Food
QM 11.7.5 Control of Foreign Matter Contamination
QM 11.7.5A Glass Policy
QM 11.7.5B Control of Brittle Materials
QM 11.7.5C Glass & Brittle Material Breakage Procedure
QM 11.7.5D Control of Knives
QM 11.7.6 Detection of Foreign Objects
QM 11.8 On-Site Laboratories
QM 11.9 Waste Disposal
QM 11.10 Exterior

The Steering Group now need to allocate responsibility to implement and maintain these Good Manufacturing Practices.

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Project Tasks 19 – 36

Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in Step 6 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 (Food Safety) Plan (Food Safety 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 (Food Safety) Plan
36)	The food safety team validate the control measures and combination of control measures

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Step Six: HACCP Implementation

Included in the package are QM 2.4.3 Food Safety Plans and supplementary HACCP documents in the Additional HACCP Documents and Calculator Folder including the SQF Hazard Assessment & Critical Control Point Calculator:
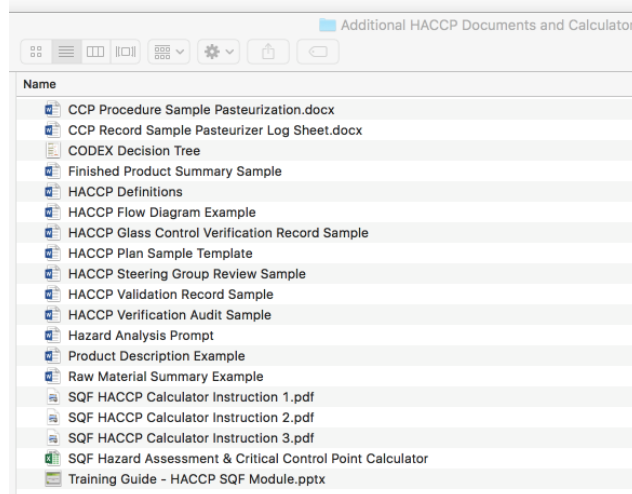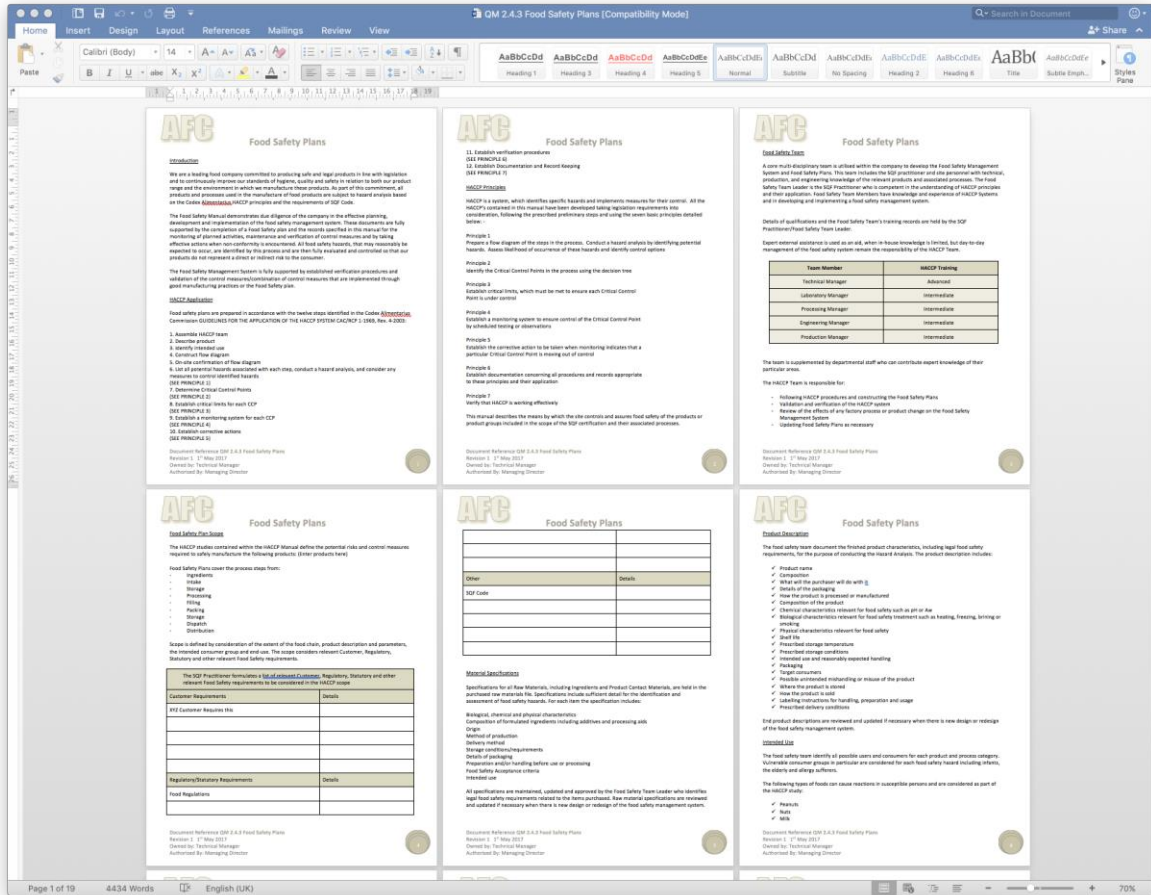
Follow the step by step guide to implementing your HACCP using the document supplied and the SQF Hazard Assessment & Critical Control Point Calculator:

Tasks 19 - 21

All raw materials, ingredients, product-contact materials and the characteristics of end products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications for all Raw Materials, including Ingredients and Product Contact Materials should be obtained from all suppliers and held in a purchased raw materials file. Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include includes:
- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

Use the templates provided in the HACCP Manual to assist you.

The food safety team should use the form to assist in documenting the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description may include:

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product
- Chemical characteristics relevant for food safety such as pH or Aw

Task 26 The food safety team specify acceptable levels for each hazard

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer.

This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

Use the templates provided in the HACCP Manual to assist you.

AFC   **HACCP Instruction 1**

Enter Prerequisites or Control Measures that assist 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	Sealed in double bags/ Segregated
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
23				

Document Reference HACCP Calculator Instruction 1
Revision 1 8th May 2012
Owned by: Technical Manager
Authorised By: General Manager
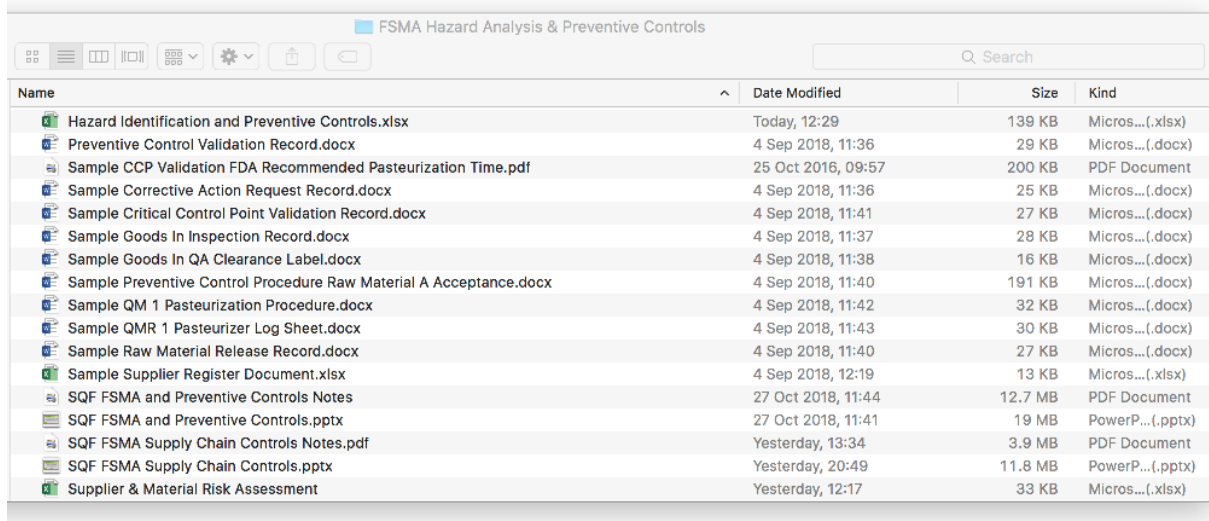
**** FSMA Preventive Controls For Human Food Rule requires §117.126 Food safety plans and §117.135 Preventive controls: (a) (1) You must identify and implement preventive controls to provide assurances that <u>any hazards</u> requiring a preventive control will be significantly minimized or prevented …

<u>Your team will need to also follow guidelines in the FSMA Hazard Analysis & Preventive Controls Folder and document Preventive Controls and CCPs in a Food Safety Plan.</u>

FSMA Hazard Analysis & Preventive Controls Folder

This folder contains Sample Procedures, Guidance and Tools for the Implementation of Preventive Controls. These documents should be used, by those sites implementing SQF Code and FSMA at the same time instead of using the documents in the Additional HACCP Documents and Calculator Folder:

Name	Date Modified	Size	Kind
Hazard Identification and Preventive Controls.xlsx	Today, 12:29	139 KB	Micros…(.xlsx)
Preventive Control Validation Record.docx	4 Sep 2018, 11:36	29 KB	Micros…(.docx)
Sample CCP Validation FDA Recommended Pasteurization Time.pdf	25 Oct 2016, 09:57	200 KB	PDF Document
Sample Corrective Action Request Record.docx	4 Sep 2018, 11:36	25 KB	Micros…(.docx)
Sample Critical Control Point Validation Record.docx	4 Sep 2018, 11:41	27 KB	Micros…(.docx)
Sample Goods In Inspection Record.docx	4 Sep 2018, 11:37	28 KB	Micros…(.docx)
Sample Goods In QA Clearance Label.docx	4 Sep 2018, 11:38	16 KB	Micros…(.docx)
Sample Preventive Control Procedure Raw Material A Acceptance.docx	4 Sep 2018, 11:40	191 KB	Micros…(.docx)
Sample QM 1 Pasteurization Procedure.docx	4 Sep 2018, 11:42	32 KB	Micros…(.docx)
Sample QMR 1 Pasteurizer Log Sheet.docx	4 Sep 2018, 11:43	30 KB	Micros…(.docx)
Sample Raw Material Release Record.docx	4 Sep 2018, 11:40	27 KB	Micros…(.docx)
Sample Supplier Register Document.xlsx	4 Sep 2018, 12:19	13 KB	Micros…(.xlsx)
SQF FSMA and Preventive Controls Notes	27 Oct 2018, 11:44	12.7 MB	PDF Document
SQF FSMA and Preventive Controls.pptx	27 Oct 2018, 11:41	19 MB	PowerP…(.pptx)
SQF FSMA Supply Chain Controls Notes.pdf	Yesterday, 13:34	3.9 MB	PDF Document
SQF FSMA Supply Chain Controls.pptx	Yesterday, 20:49	11.8 MB	PowerP…(.pptx)
Supplier & Material Risk Assessment	Yesterday, 12:17	33 KB	Micros…(.xlsx)

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Guidance and Tools for the Implementation of Preventive Controls

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Guidance and Tools for the Implementation of Supply Chain Controls

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Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team 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) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to 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 and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration. This process is assisted using the worksheet Hazard Analysis Calculator:

Taking these factors into account a rating is given for probability and severity. Use the templates provided in the HACCP Manual to assist you.:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

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Firstly, the Food Safety Team assess the likelihood of the hazard occurring:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

Then the Food Safety Team assess the severity of the hazard:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team should factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red.

All of the food safety hazards that score a 9 are regarded as significant and form the Significant Food Safety Hazard List.

The SQF HACCP Calculator provided can be used to assist in this process.

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	**Applicable**		**Comments**
	Yes	**No**	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

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At this stage, you will now be able to complete Tasks 38 – 44 using the document templates provided:

Task 38: The management establish a product traceability system - QM 2.6.2 Product Trace

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions. - QM 2.4.5 Control of Non-Conforming Product or Equipment & QM 2.5.3 Corrective Action and Preventative Action

Task 40:   A system is put in place to control allergens - QM 2.8.1 Allergen Management

Task 41:   A food fraud prevention system is put in place - QM 2.7.2 Food Fraud

Task 42:   A food defense system is put in place - QM 2.7.1 Food Defense Plan

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures - QM 2.6.3 Product Withdrawal and Recall

Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices - QM 11.2.11 Calibration
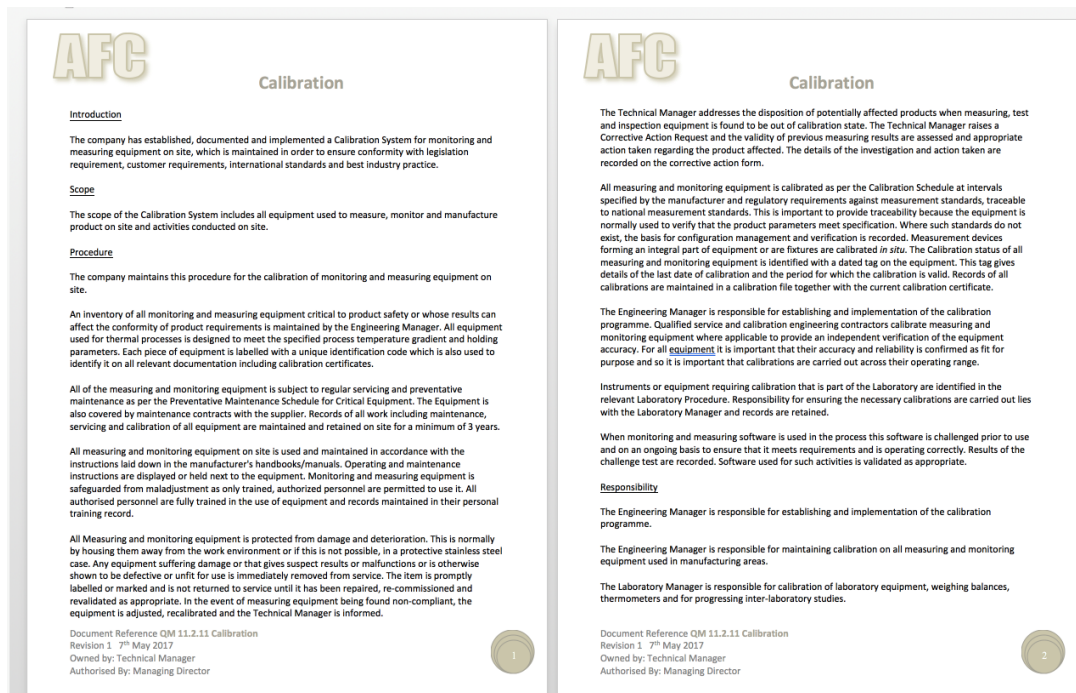
Step Seven: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

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QMR 002 Training Record

Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

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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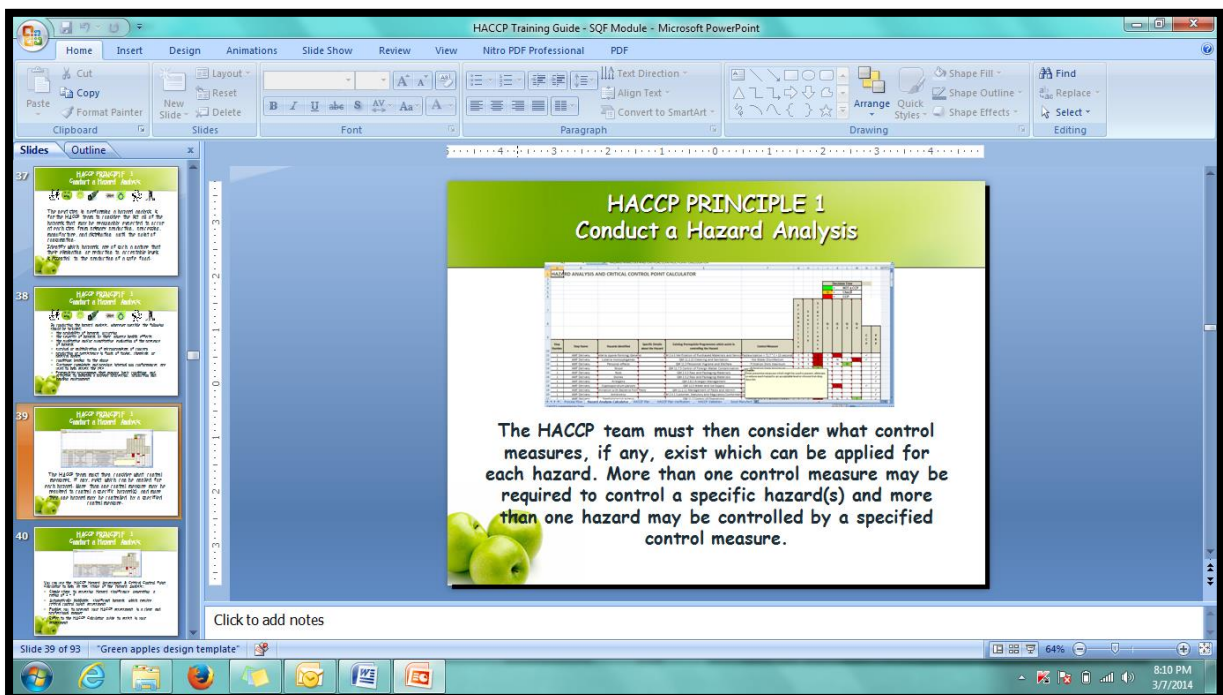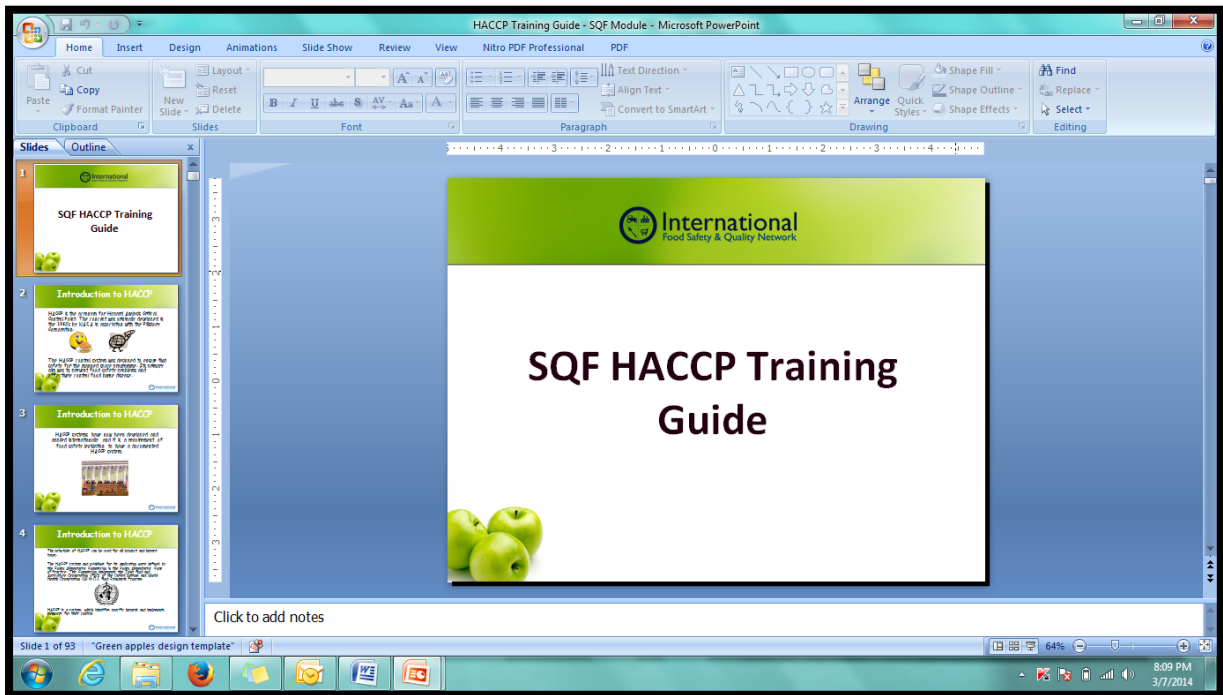
Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1.   Review of the 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 (Food Safety) 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 (Food Safety) 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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Use the SQF Code Self-Assessment Checklists to assess your Food Safety Management System

We recommend that the SQF Practitioner carries out a pre-certification audit to ensure that you are satisfied that your food safety management system meets the requirements of the SQF Code. The SQF Practitioner should read the relevant section of the SQF Code and assess if you are compliant, making notes on the checklist.

Ensure any areas requiring corrective action are addressed

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

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

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