Welcome to the IFSQN SQF Code Edition 8 & FSMA Implementation Package Start Up Guide which will guide you through the contents of the package.

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 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 Training
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
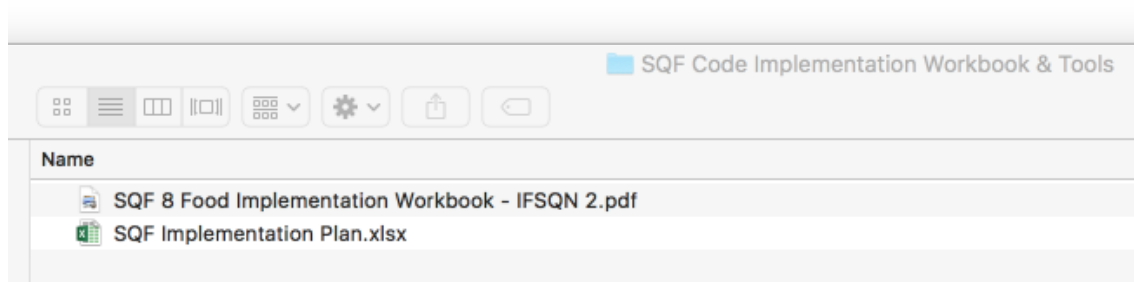- ✓ Supplementary Documents and Management Tools

1

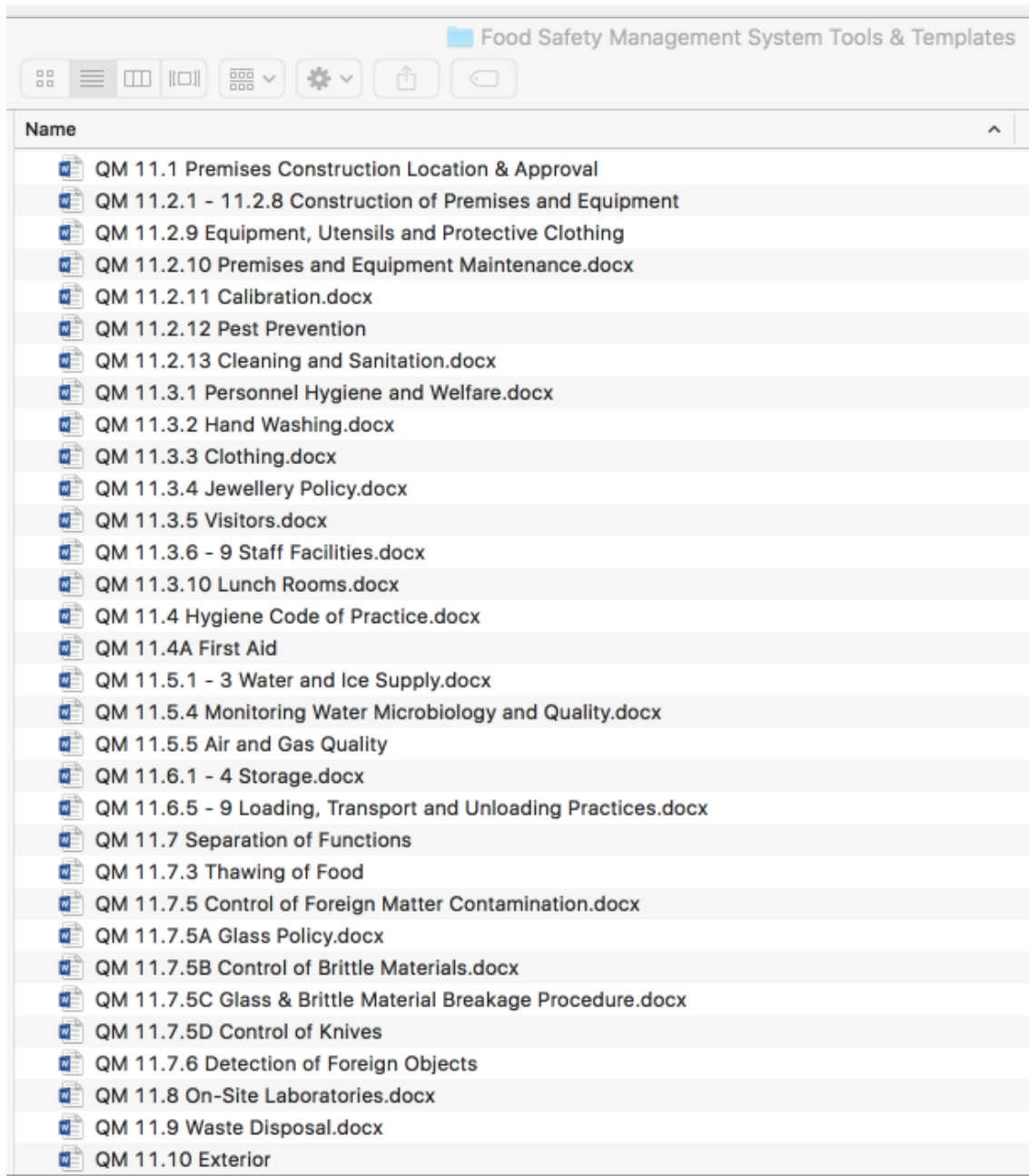**When you download the package, you will find this start up guide and 14 folders containing the package documents:**
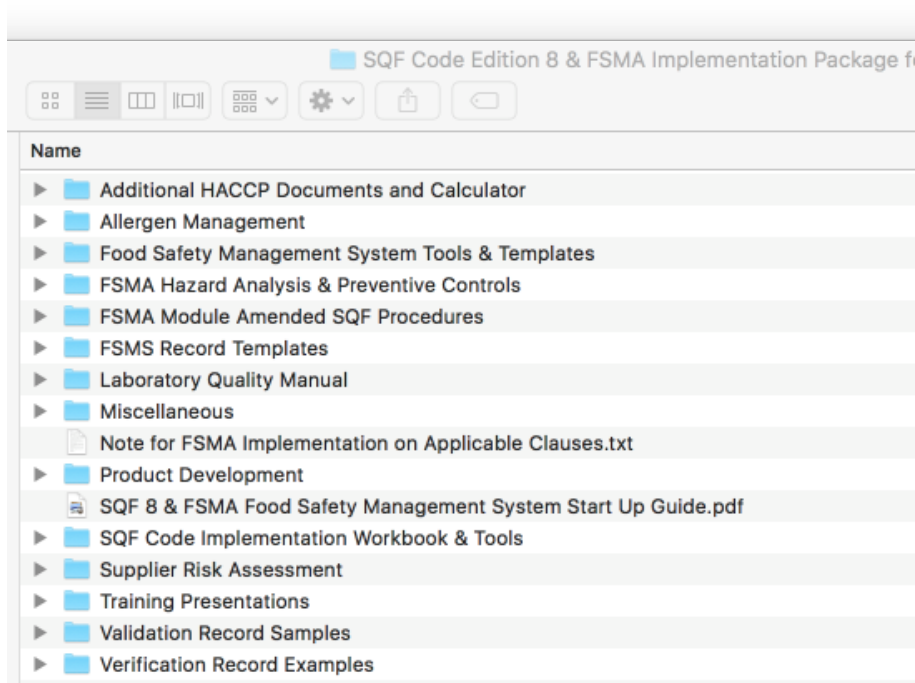
Your first job is to obtain your own copy of the SQF Food Safety Code for Manufacturing Edition 8 and the Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites from the SQFI website
(They are free to download)

Start by opening the SQF Code Implementation Workbook & tools folder:

This folder also contains **Good Manufacturing Practices**

Food Safety Management System Tools & Templates

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

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 to open next:

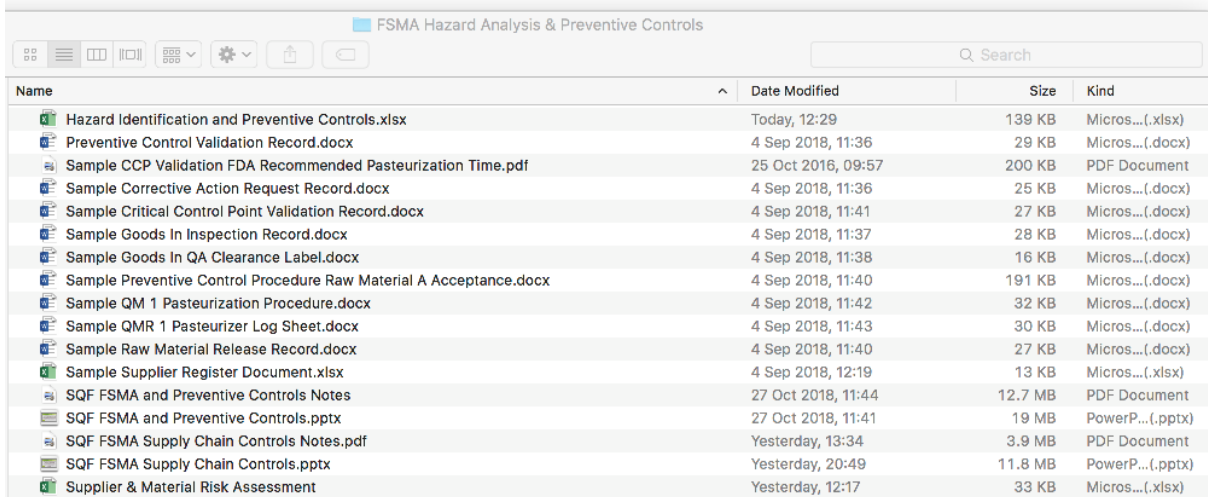
FSMA Module Amended SQF Procedures Folder

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:

www.ifsqn.com

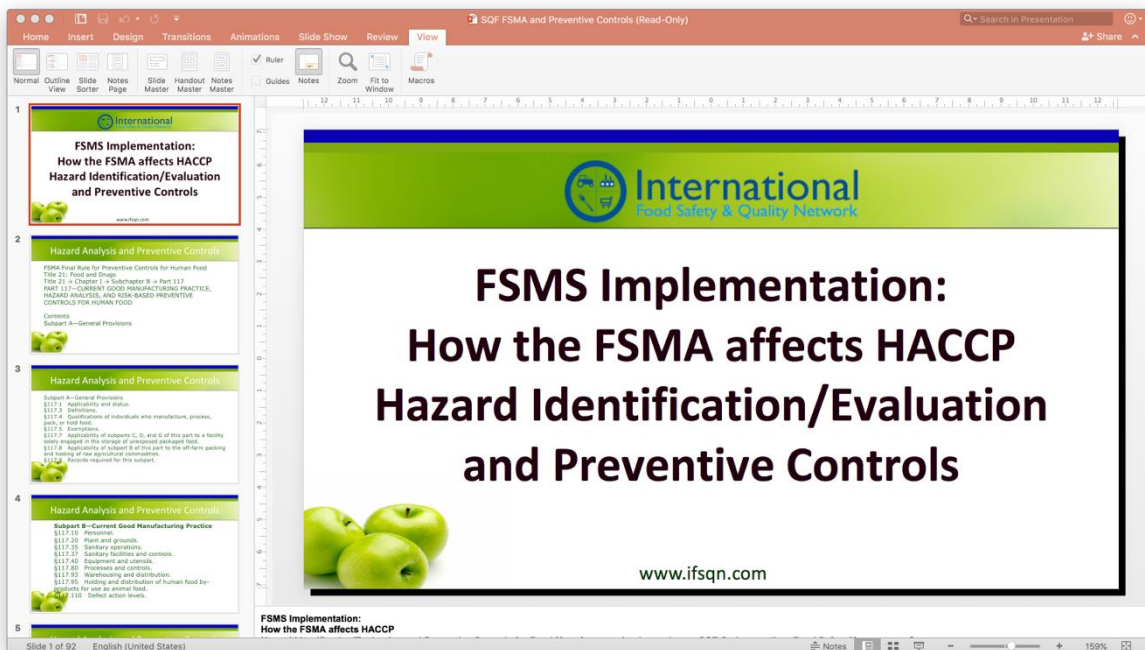## **FSMA Hazard Analysis & Preventive Controls Folder**

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:

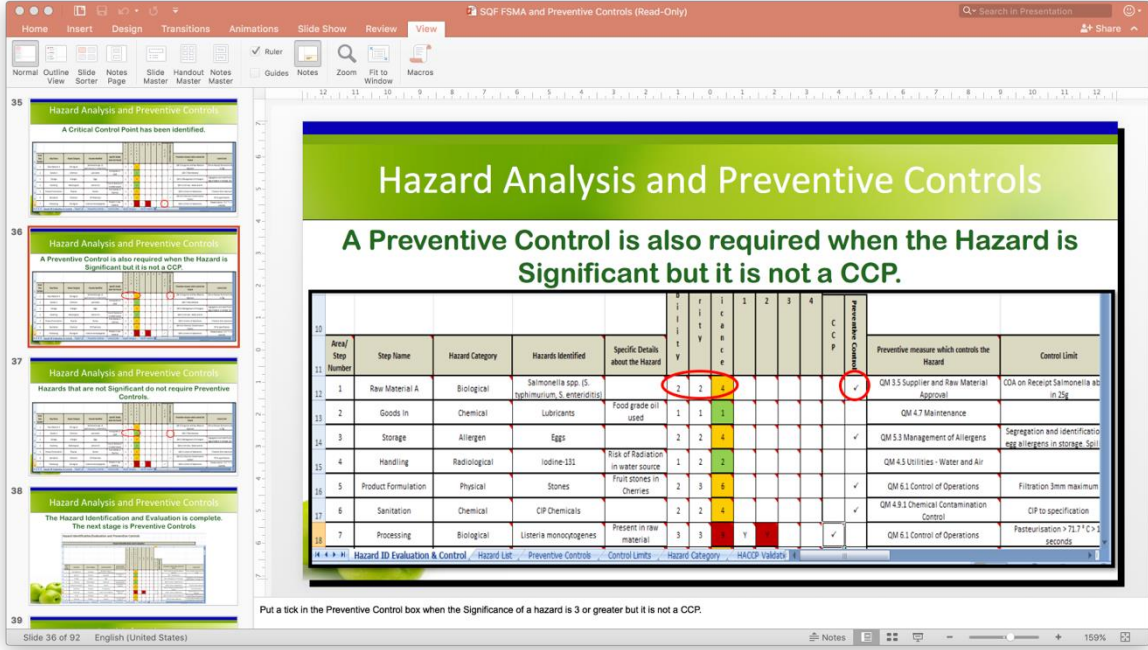## Guidance and Tools for the Implementation of Preventive Controls

12

Implementation Tool for the Identification of CCPs and Preventive Controls enabling you to create your Food Safety Plans

Guidance and Tools for the Implementation of Supply Chain Controls

14

SQF Code & FSMA Food Safety Management System Start Up Guide

SQF Hazard Assessment & Critical Control Point Calculator

SQF HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Decision Tree
= NOT a CCP
N = Check
= CCP

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GMPs which assist in controlling the Hazard	Control Measure	P	S	Sig	Q1	Q2	Q3	Q4	CCP	GMP
1	AMF Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	Y	Y			✓	
1	AMF Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	3	3	9	Y	N	Y	N	✓	
1	AMF Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			✓
1	AMF Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						✓
1	AMF Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						✓
1	AMF Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						✓
1	AMF Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						✓
1	AMF Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y			✓	
1	AMF Delivery	Contamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						✓
1	AMF Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						✓
1	AMF Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		✓
2	SMP Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
2	SMP Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
2	SMP Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
2	SMP Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
2	SMP Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
2	SMP Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
2	SMP Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						
2	SMP Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y				
2	SMP Delivery	Contamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						
2	SMP Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						
2	SMP Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		
3	WMP Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
3	WMP Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
3	WMP Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
3	WMP Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
3	WMP Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
3	WMP Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
3	WMP Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						
3	WMP Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y				
3	WMP Delivery	Contamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						
3	WMP Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						
3	WMP Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		
4	Culture Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
4	Culture Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
4	Culture Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
4	Culture Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
4	Culture Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
4	Culture Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
4	Culture Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						
4	Culture Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y				

Process Flow | **Hazard Analysis Calculator** | HACCP Plan | HACCP Plan Verification | HACCP Validation | Good Manufacturing Practices | Control Measures

---

AFC

HACCP Calculator Instruction 2

### HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
1 = Not Severe
3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	P	S
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7 ° C > 15 seconds	3	3
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 ° C	3	3
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < - 18 ° C	3	3
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 1mm maximum	3	1
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 3mm maximum	1	3
1	AMF Delivery	Stones		2. Manufacturing Control	CIP to specification	2	2
1	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection	1	1
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Incubation pH Control	3	3
1	AMF Delivery	Contamination with Bacteria from Pests		9. Pest Control	Positive Release of Finished product for micro	3	3
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration 3mm maximum	3	3

Document Reference HACCP Calculator Instruction 2
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised By: General Manager

2

This folder also contains a HACCP Training PowerPoint Presentation:
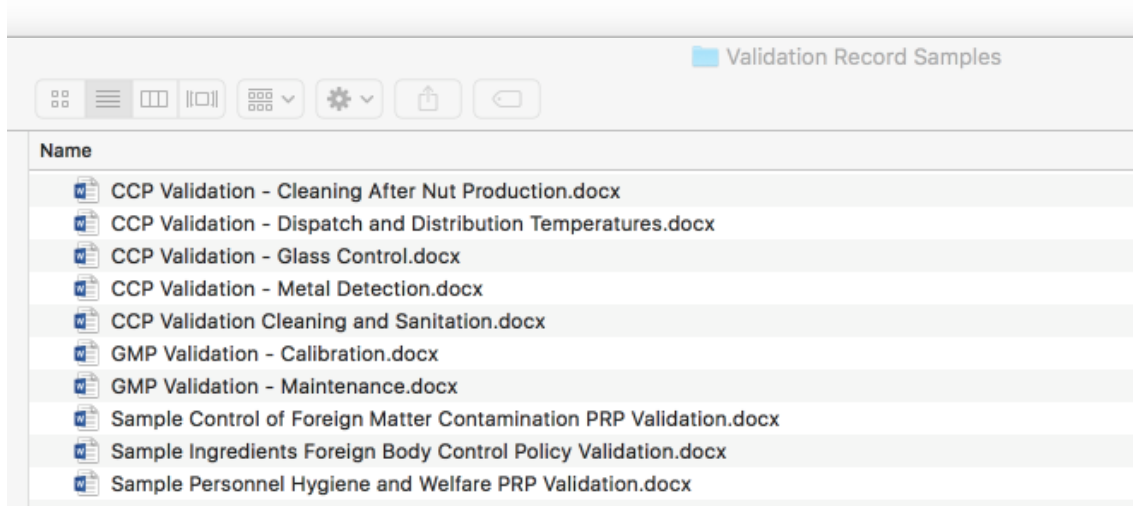

18
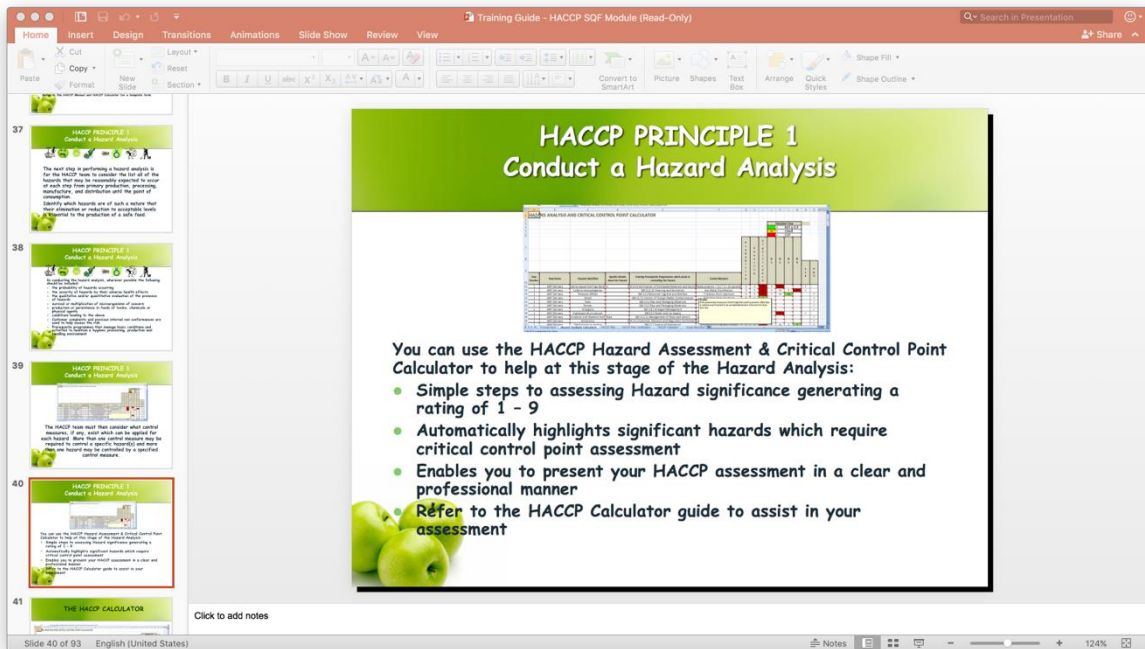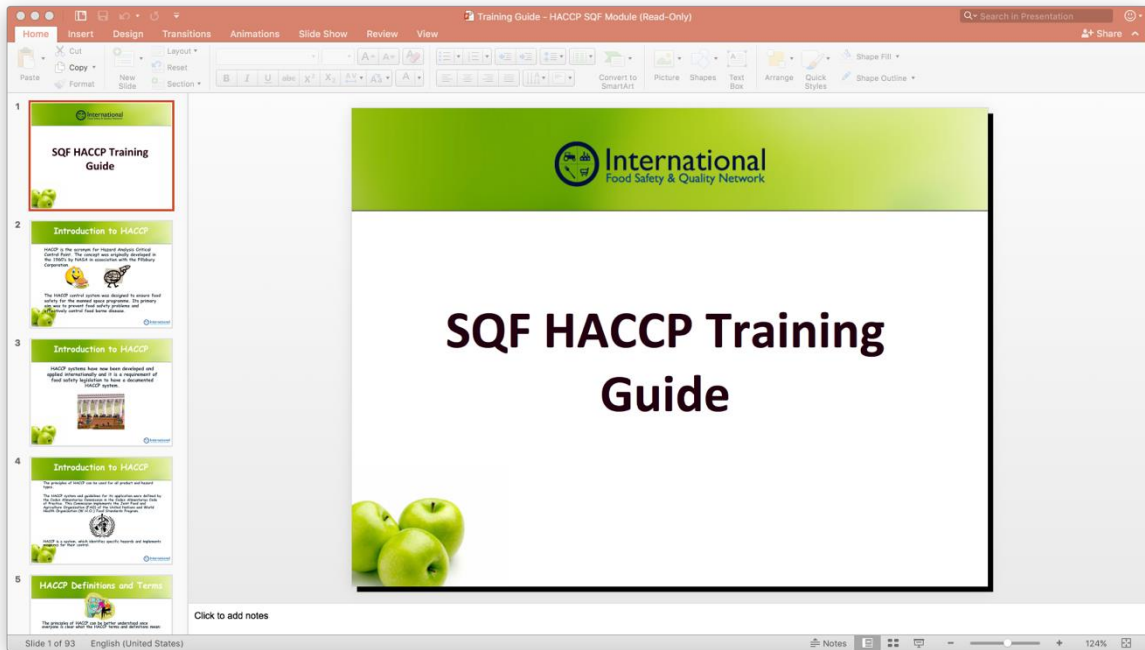
The next folder to open is the Validation Record Samples Folder

There are a range of validation records.

Validation Record Samples

Name
CCP Validation - Cleaning After Nut Production.docx
CCP Validation - Dispatch and Distribution Temperatures.docx
CCP Validation - Glass Control.docx
CCP Validation - Metal Detection.docx
CCP Validation Cleaning and Sanitation.docx
GMP Validation - Calibration.docx
GMP Validation - Maintenance.docx
Sample Control of Foreign Matter Contamination PRP Validation.docx
Sample Ingredients Foreign Body Control Policy Validation.docx
Sample Personnel Hygiene and Welfare PRP Validation.docx

AFC

Metal Detection CCP Validation

Metal Detection CCP 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		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection
Revision 1   10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

1

20

The next folder to open is the Allergen Management Folder

This folder contains supplementary documentation to:
QM 2.8.1 Allergen Management
QM 2.8.1A Allergens
QM 2.8.1B Allergen Clean Validation
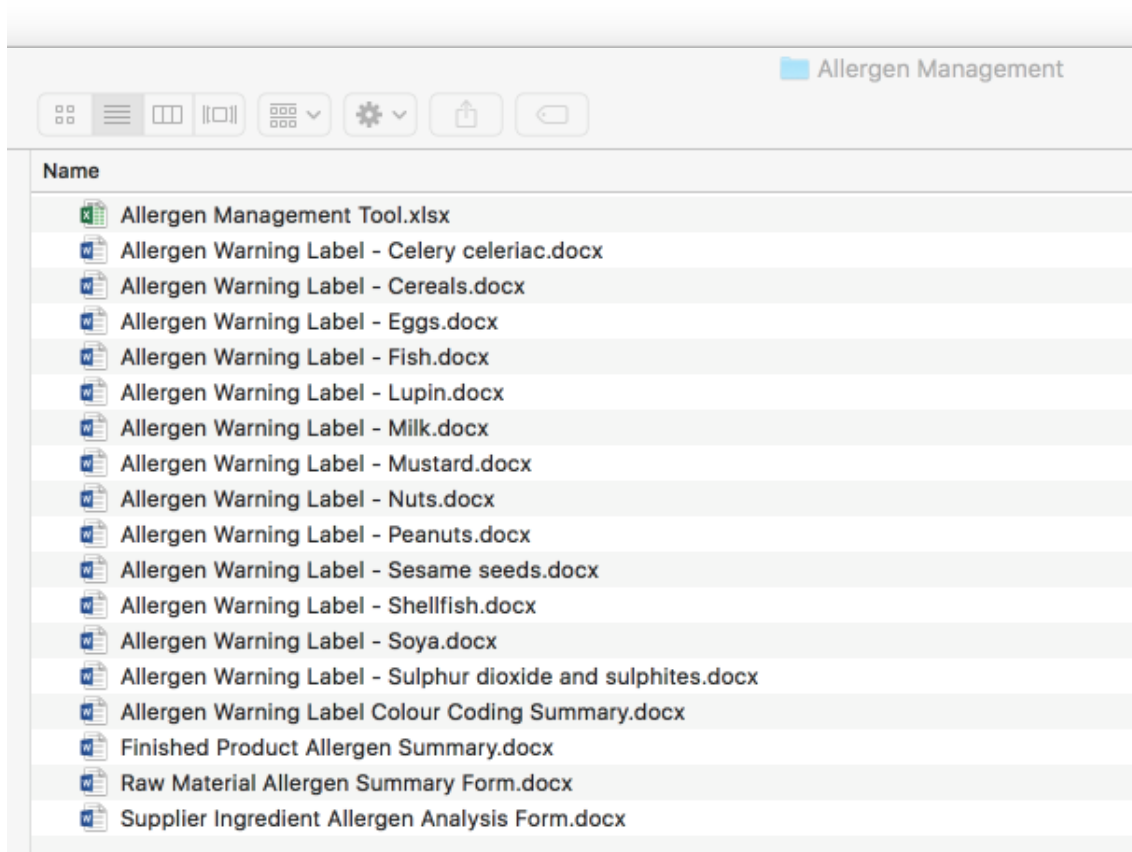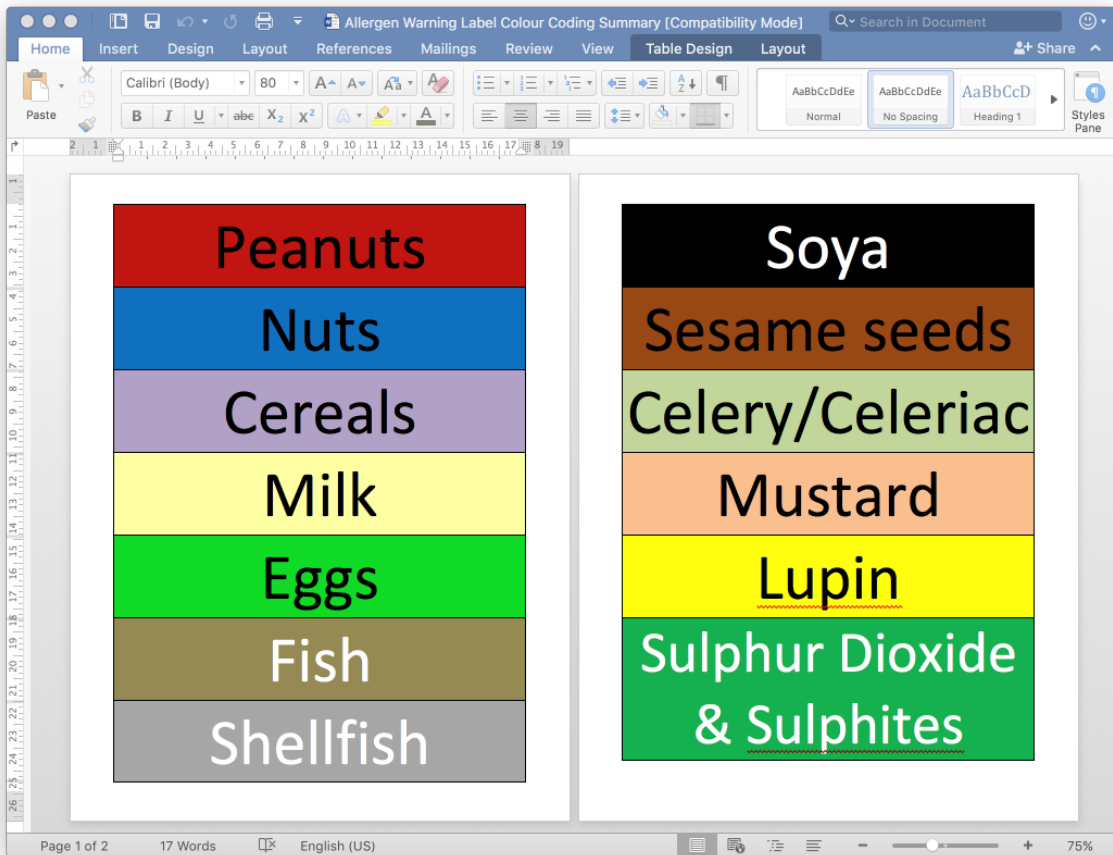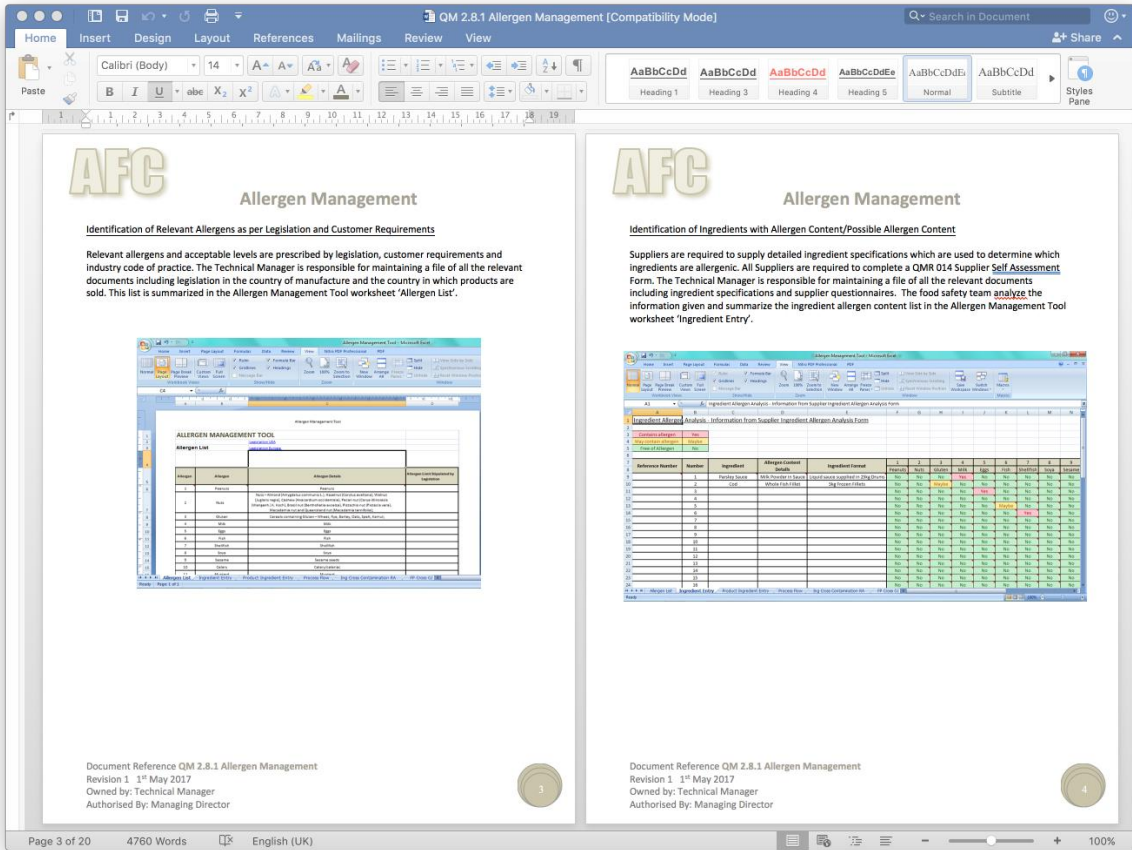QM 2.8.1C Allergen Clean Verification
QM 2.8.1D Appendix Ingredient Allergen Management - Colour Coding

It includes the Allergen Management Tool that is referred to in QM 2.8.1 Allergen Management

22

Allergen Management

Identification of Relevant Allergens as per Legislation and Customer Requirements

Relevant allergens and acceptable levels are prescribed by legislation, customer requirements and industry code of practice. The Technical Manager is responsible for maintaining a file of all the relevant documents including legislation in the country of manufacture and the country in which products are sold. This list is summarized in the Allergen Management Tool worksheet 'Allergen List'.

Allergen Management

Identification of Ingredients with Allergen Content/Possible Allergen Content

Suppliers are required to supply detailed ingredient specifications which are used to determine which ingredients are allergenic. All Suppliers are required to complete a QMR 014 Supplier Self Assessment Form. The Technical Manager is responsible for maintaining a file of all the relevant documents including ingredient specifications and supplier questionnaires. The food safety team analyze the information given and summarize the ingredient allergen content list in the Allergen Management Tool worksheet 'Ingredient Entry'.

Document Reference QM 2.8.1 Allergen Management
Revision 1   1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

Document Reference QM 2.8.1 Allergen Management
Revision 1   1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

Colour coded allergen labels:

Peanuts	Soya
Nuts	Sesame seeds
Cereals	Celery/Celeriac
Milk	Mustard
Eggs	Lupin
Fish	Sulphur Dioxide & Sulphites
Shellfish	

23

The next folder to open is the Training Presentations Folder

This folder contains Training Presentations:

28