

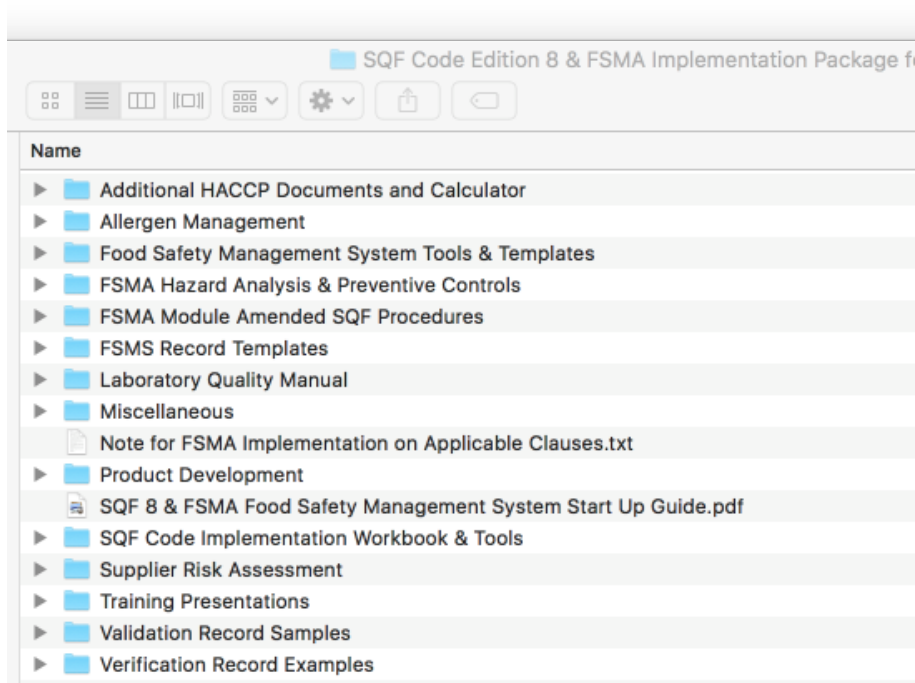
Welcome to the IFSQN SQF Code Edition 8 & FSMA Implementation Package Start Up Guide which will guide you through the contents of the package.

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

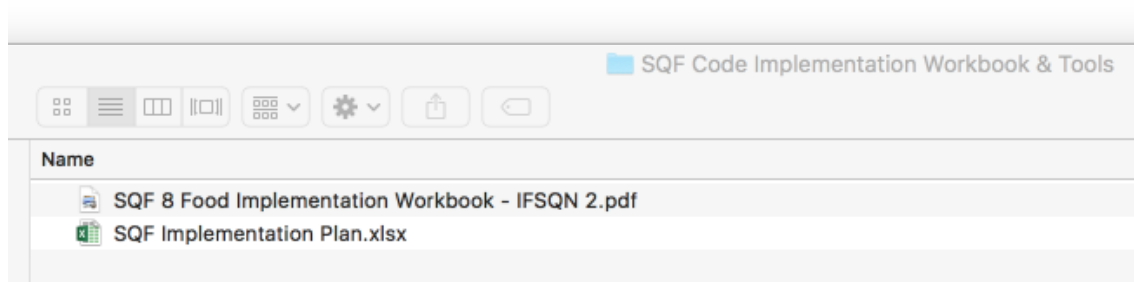
SQF Code & FSMA Food Safety Management System Start Up Guide

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

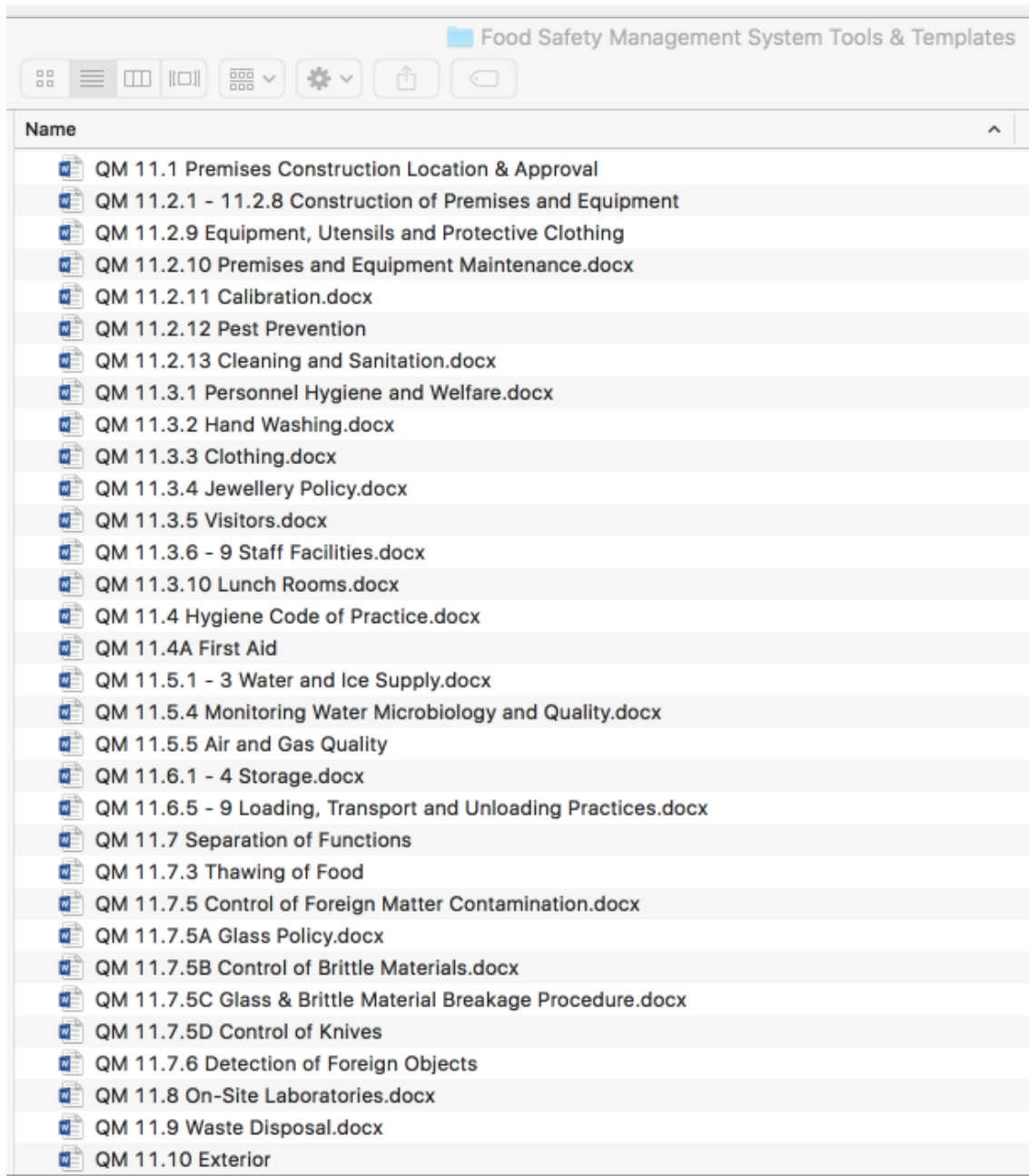


Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacturing Edition 8](#) and the [Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites](#) from the SQFI website (They are free to download)

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



This folder also contains **Good Manufacturing Practices**



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

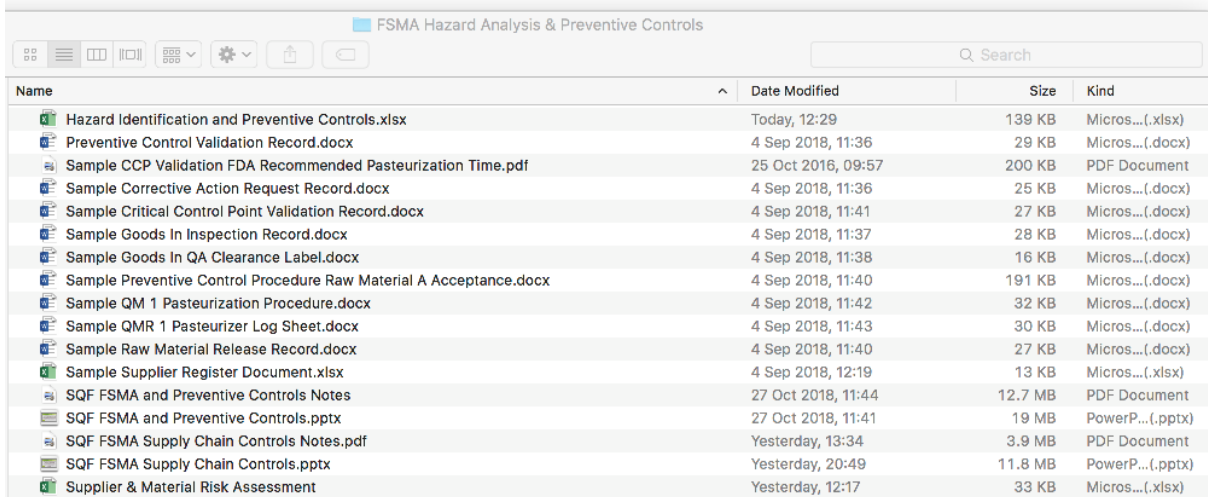
This folder contains amended SQF Procedures based SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites. These documents should be used, by those sites implementing SQF Code and FSMA at the same time, in place of the documents in the Food Safety Management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

The screenshot shows a file explorer window titled "FSMA Module Amended SQF Procedures". The window displays a list of documents in a table view:

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)

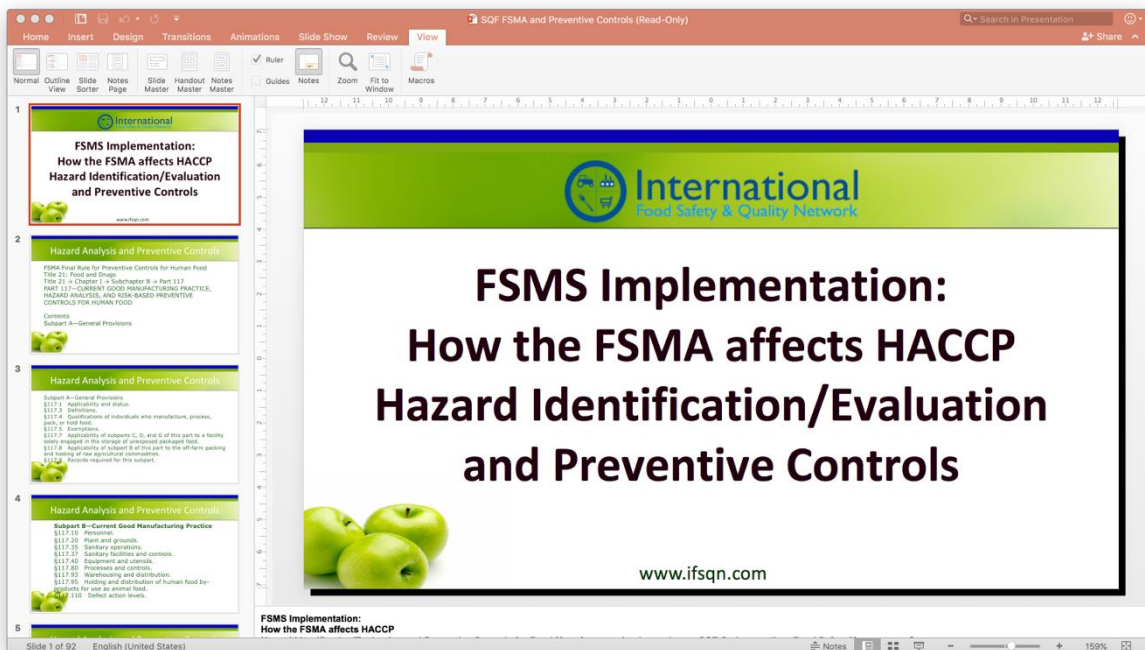
FSMA Hazard Analysis & Preventive Controls Folder

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:

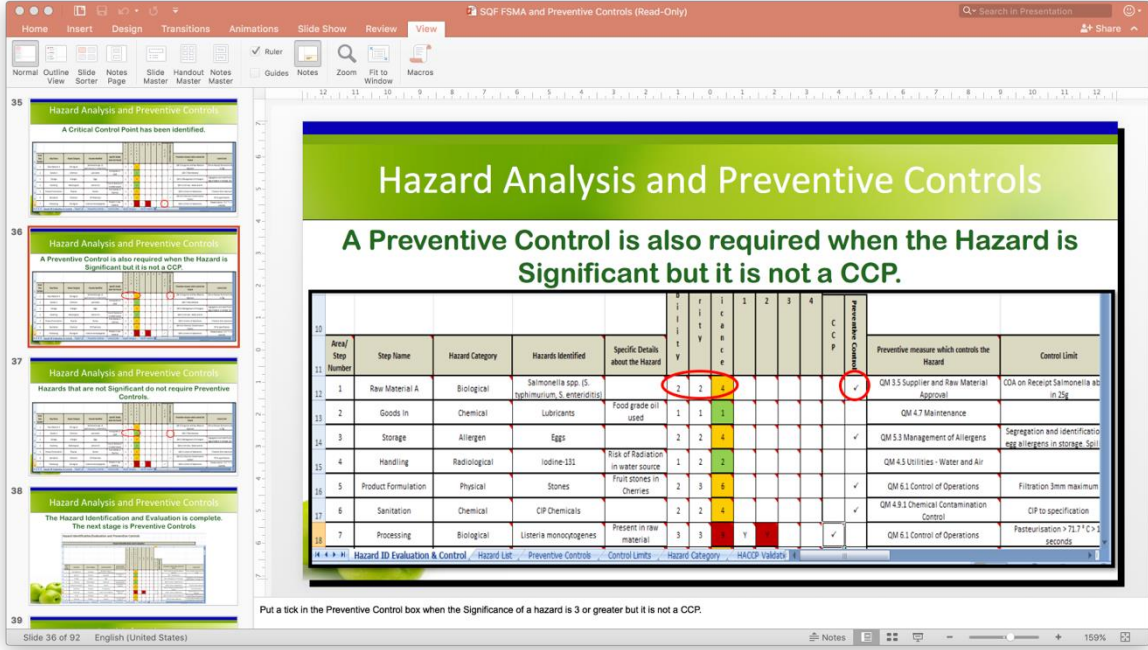


Name	Date Modified	Size	Kind
Hazard Identification and Preventive Controls.xlsx	Today, 12:29	139 KB	Micros...(.xlsx)
Preventive Control Validation Record.docx	4 Sep 2018, 11:36	29 KB	Micros...(.docx)
Sample CCP Validation FDA Recommended Pasteurization Time.pdf	25 Oct 2016, 09:57	200 KB	PDF Document
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)

Guidance and Tools for the Implementation of Preventive Controls



SQF Code & FSMA Food Safety Management System Start Up Guide



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

Hazard Identification and Preventive Controls

Hazard Identification/Evaluation and Preventive Controls										Preventive Control Summary		Verification		Validation			
Area/ Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	CCP	Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Correction/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2			<input checked="checked" type="checkbox"/>	QM 3.4 Approved Supplier Program	COA on Receipt Salmonella sheets in 2g	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Review in production	Reject if out of Specification. Hold if in CCR.	Material QA Clearance Label Material Release/Checklists Check to Checklist	Periodic raw material A sampling as per testing schedule - approval sheet.	Raw Material A Preventive Control Validation Record
1	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3			<input checked="checked" type="checkbox"/>	QM 2.4.2 Good Manufacturing Practices	Pasteurisation Minimum 71.7 °C for 30 seconds	Pasteurisation Procedure including dovert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of region sector and flow rate. Pasteuriser Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (retention or disposal). Investigate root and risk cause. Document actions on CAR.	Pasteuriser Chart/Pasteuriser Log Sheet	Plan checks including dovert check before start of production. Record on Pasteuriser Chart and Pasteuriser Log Sheet. Review of Pasteuriser Chart and Pasteuriser Log. Milk Plant Equipment Test Report Sheet (QA-2109). Quantity by PCS or qualified summer. Sals. Verify required regulatory each batch.	Validation Record/Pasteurisation

Hazard Identification and Preventive Controls

Hazard Identification/Evaluation and Preventive Controls										Preventive Control Summary		Verification		Validation			
Area/ Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	CCP	Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Correction/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2			<input checked="checked" type="checkbox"/>	QM 2.4.4 Approved Supplier Program	COA on Receipt Salmonella sheets in 2g	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Review in production	Reject if out of Specification. Hold if in CCR.	Material QA Clearance Label Material Release/Checklists Check to Checklist	Periodic raw material A sampling as per testing schedule - approval sheet.	Raw Material A Preventive Control Validation Record
1	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3			<input checked="checked" type="checkbox"/>	QM 2.4.2 Good Manufacturing Practices	Pasteurisation Minimum 71.7 °C for 30 seconds	Pasteurisation Procedure including dovert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of region sector and flow rate. Pasteuriser Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (retention or disposal). Investigate root and risk cause. Document actions on CAR.	Pasteuriser Chart/Pasteuriser Log Sheet	Plan checks including dovert check before start of production. Record on Pasteuriser Chart and Pasteuriser Log Sheet. Review of Pasteuriser Chart and Pasteuriser Log. Milk Plant Equipment Test Report Sheet (QA-2109). Quantity by PCS or qualified summer. Sals. Verify required regulatory each batch.	Validation Record/Pasteurisation

SQF Code & FSMA Food Safety Management System Start Up Guide

Guidance and Tools for the Implementation of Supply Chain Controls

FSMA Final Rule for Preventive Controls for Human Food
How combining the SQF Code with the FSMA requirements affects your Supply Chain Controls

www.ifsqn.com

What does it all mean?

Your Hazard Analysis and Supplier & Material Risk Assessment will help you to decide how a hazard is to be controlled and if it is to be controlled by a Supply Chain Program


and if it is to be controlled by a Supply Chain Program

Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries	16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	S	C	S	R	Y	FSMA Supply Chain Program Required?	Supplier Control Measures Required
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Yes		Supplier Audit every 6 months	Positive Release by Site prior to Use
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	No - On Site Process Control - Cooking		Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
3	C	Whole Milk Powder	Raw Ingredient	Salmonella Present	Further Processed by Customer	4	4	16	No - Controlled By Customer - Cooking		Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
4	D	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25	Yes		Supplier Audit every 6 months	Certification to GFSI Approved Standard
5	E	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	No		Certification to GFSI Approved Standard	CDC with each Delivery
6	F	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1	No		Supplier Assurance Questionnaire	Supply to Contract Specification
7	G					1	5	5	No		Supplier Audit every 6 months	Positive Release by Site prior to Use

SQF Code & FSMA Food Safety Management System Start Up Guide

Excel spreadsheet titled "SQF Hazard Assessment & Critical Control Point Calculator". The spreadsheet contains a table for hazard analysis with columns for Step Number, Step Name, Hazards Identified, Specific Details about the Hazard, Existing GMPs which assist in controlling the Hazard, Control Measure, and a Decision Tree grid. The Decision Tree grid includes columns for Probability (P), Severity (S), and four Quality (Q) categories (Q1, Q2, Q3, Q4), with rows for "NOT a CCP", "Check", and "CCP".



HACCP Calculator Instruction 2

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

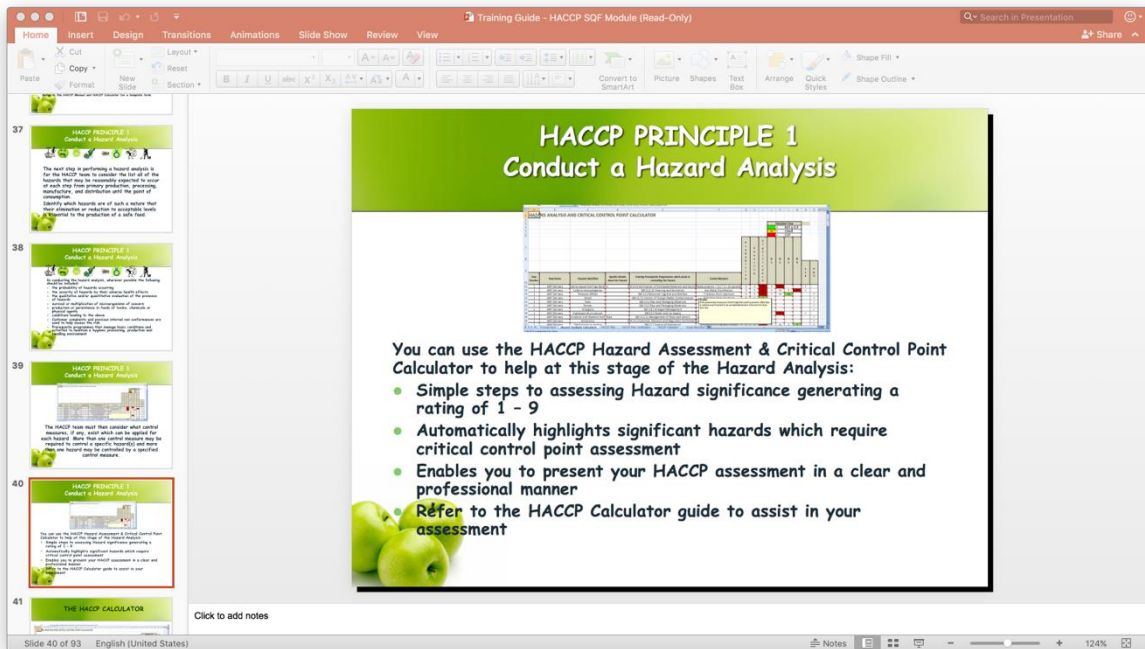
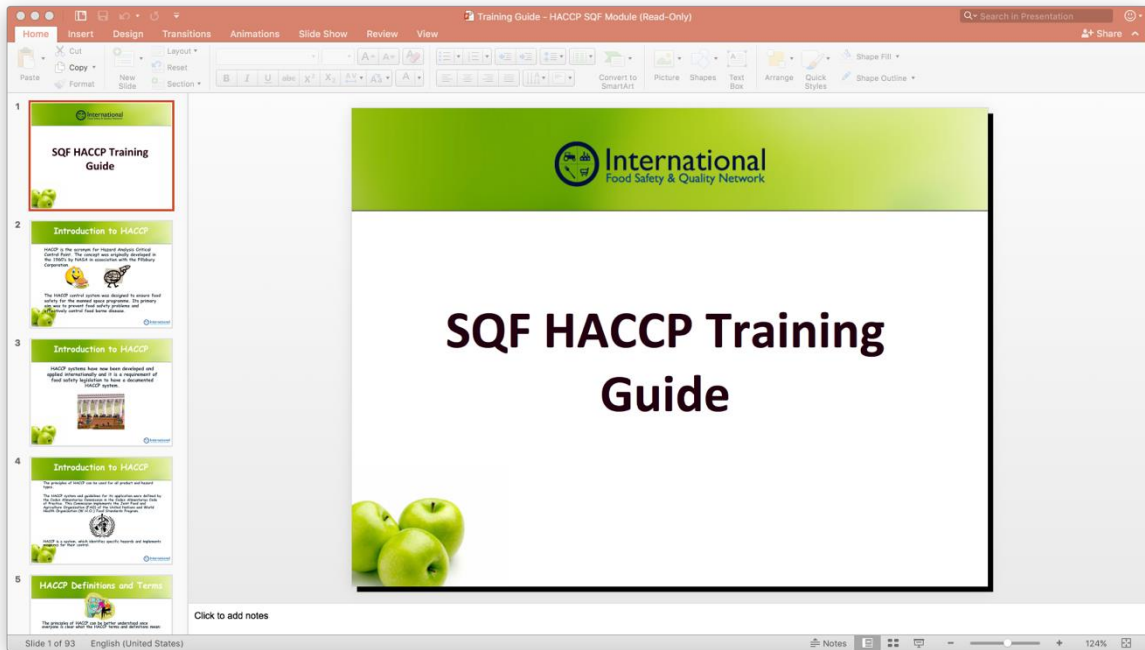
Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
 1 = Not Severe
 3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	P	S	Q1	Q2	Q3	Q4	CCP	GMP
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	Allergens		5. Stock Control	Hot Water Disinfection	3	3						
1	AMF Delivery	Cryptosporidium parvum		9. Pest 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	1						
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2						
1	AMF Delivery	Staphylococcus aureus		2. 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

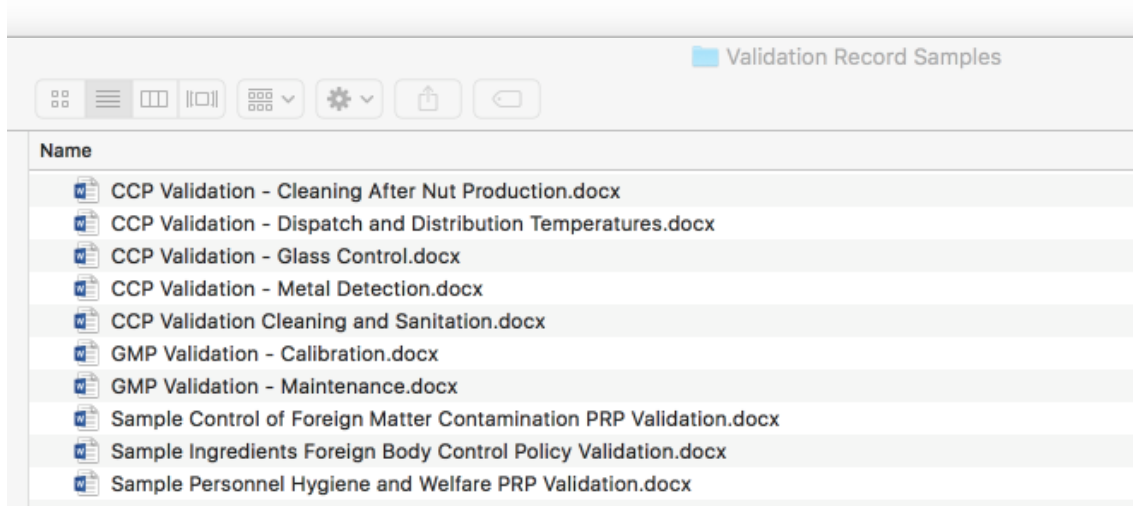
SQF Code & FSMA Food Safety Management System Start Up Guide


This folder also contains a HACCP Training PowerPoint Presentation:



The next folder to open is the Validation Record Samples Folder

There are a range of validation records.






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



The next folder to open is the Allergen Management Folder

This folder contains supplementary documentation to:

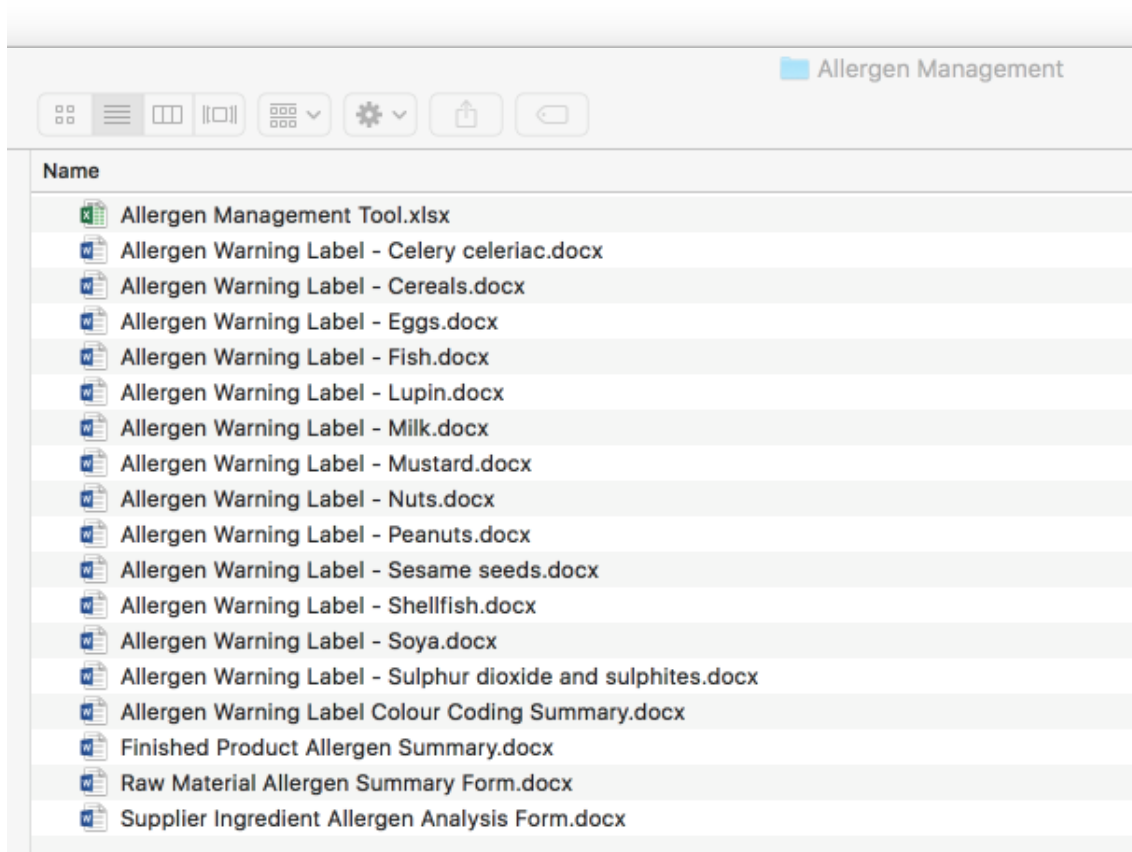
QM 2.8.1 Allergen Management

QM 2.8.1A Allergens

QM 2.8.1B Allergen Clean Validation

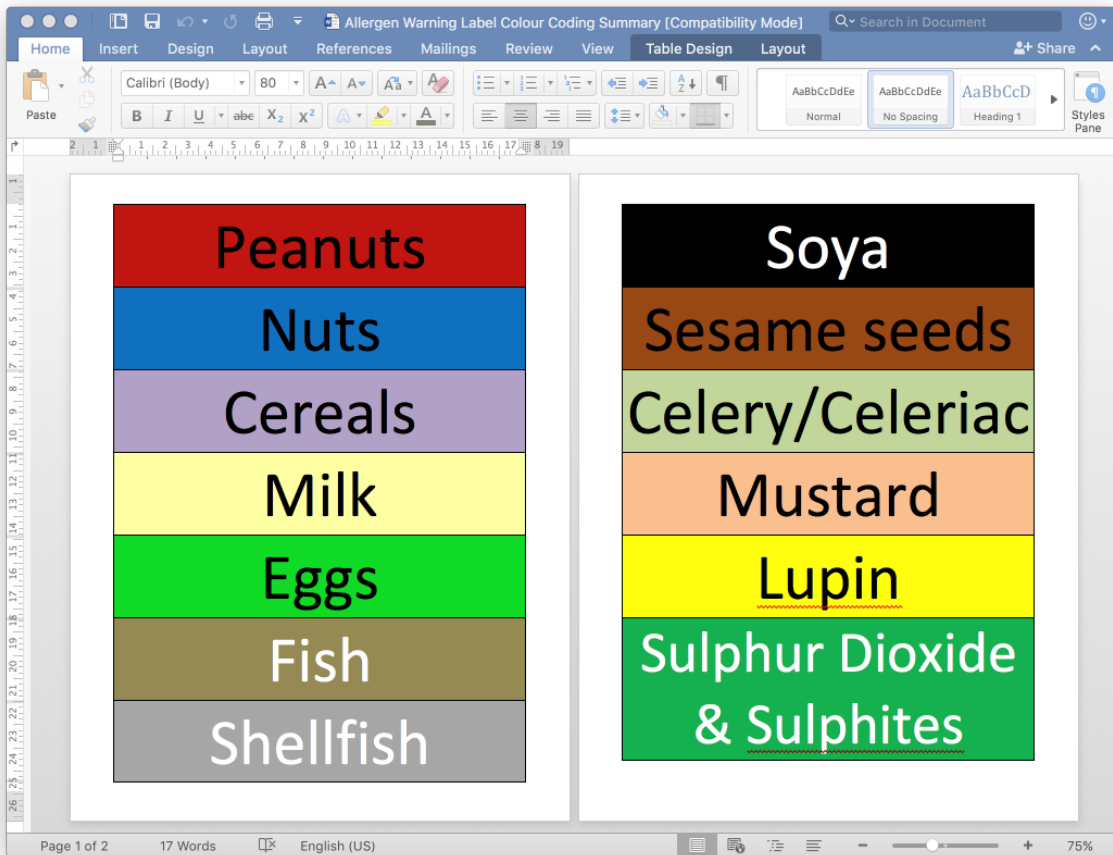
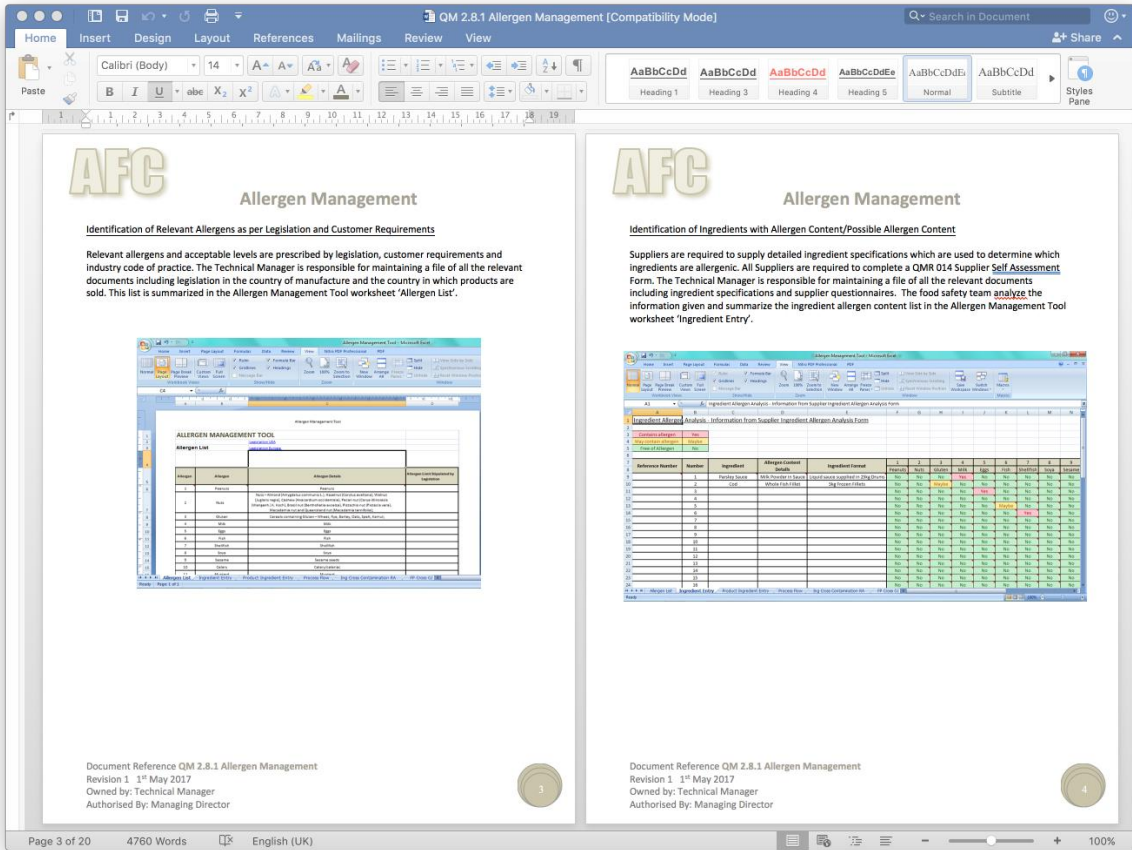
QM 2.8.1C Allergen Clean Verification

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

SQF Code & FSMA Food Safety Management System Start Up Guide



SQF Code & FSMA Food Safety Management System Start Up Guide

The next folder to open is the Training Presentations Folder

This folder contains Training Presentations:

