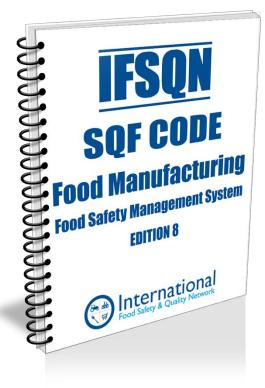


This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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 Food Safety Management System Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.



This Implementation Workbook compliments the IFSQN SQF Food Safety Management System Package which is an ideal package for organisations looking to meet the requirements of the SQF Food Safety Code for Manufacturing Edition 8

The IFSQN SQF Food Safety Management System Package contains:

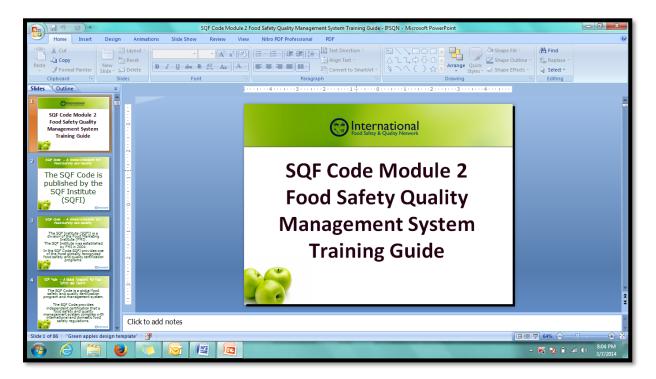
- ✓ A comprehensive set of over 70 editable Food Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training

And much more !

As a preliminary to Step 1 we recommend that the you obtain a copy of the SQF Food Safety Code for Manufacturing Edition 8

#### 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.





#### **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
- $\checkmark$  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.

#### Senior Management FSMS Implementation Checklist

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

	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements							
	Customer/Regulatory/Statutory/Other	Record Details						
	XYZ Customer Requires this							
	SQF Code Edition 8 2017							
Action	Food Regulations							
(1)								
	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.							
	company should address and develop	relevant policies.						
	company should address and develop	relevant policies.						
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Action (ii)	company should address and develop	relevant policies.						
	company should address and develop	relevant policies.						
	company should address and develop	relevant policies.						
	company should address and develop	relevant policies.						

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 a environment	adequate infrastructure and work
	Infrastructure/Work environment requirements	Details
Action (vii)		
(()))		

#### Senior Management allocate Responsibility and Authority Requirements

Senior Management establish responsibility and authority levels. The scope of the defined responsibility and authority will include all staff, both full time and temporary. Staff responsibilities will include contributing to achieving site objectives and continuous improvement. The level of responsibility and authority of sub-contractors is defined in the procedure for the control of sub-contractors.

Responsibilities and authorities of all personnel should be communicated to them via induction and role training.

An organisational chart should be drawn to demonstrate the company structure with deputies for each management position. The identity of deputies should be communicated to all employees.

All Managers will need to have agreed and signed job descriptions for their individual roles which include responsibility and authority.

General Job descriptions including levels of responsibility and authority should be made available for all roles on site. All personnel should be required to sign the relevant general job description which is held with their individual training records. Responsibility for reporting any problems with the food safety quality management system should be detailed in individual job descriptions. The job descriptions include details of staff responsibility and authority to initiate and record corrective actions.

Specific responsibilities for key processes are to be documented within operational procedures. Individual objectives are cascaded in staff appraisals.

The Management Representative (SQF Practitioner) for Quality and Food Safety is the Technical Manager, who retains responsibility and authority for:

- Ensuring that Quality and Food Safety Management systems are established, implemented, maintained and updated.
- Reporting directly to senior management regarding system performance and suitability
- Presenting FSQMS information for senior management review so that actions for improvement can be determined.

# Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

# Step Three: Food Safety Management System

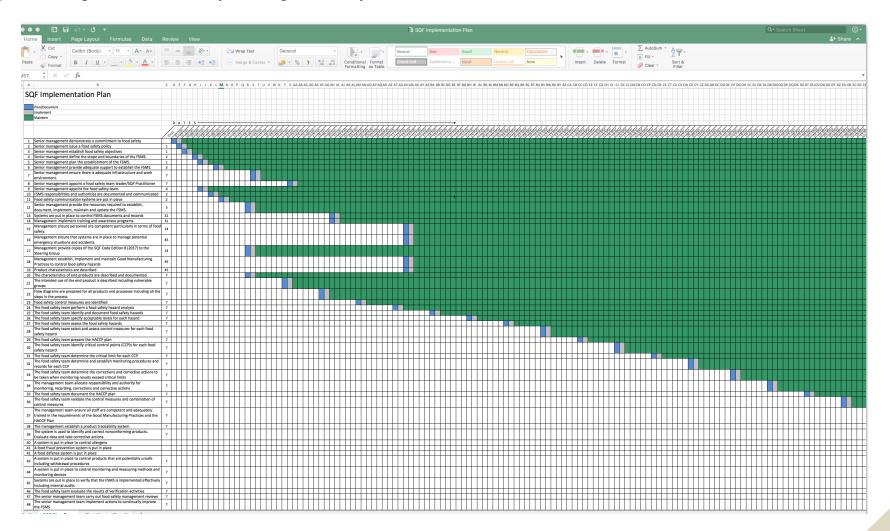
The SQF Food Safety Management System Package contains a comprehensive top level Food Safety Management procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

## Food Safety Quality Management System Procedures

- QM 2.1.1 Food Safety and Quality Policy
- QM 2.1.1A Appendix Food Safety and Quality Objectives
- QM 2.1.2 Management Responsibility
- QM 2.1.2A Appendix Organizational Chart
- QM 2.1.2B Appendix Job Descriptions
- QM 2.1.3 Management Review
- QM 2.1.4 Complaint Management
- QM 2.1.5 Crisis Management Planning
- QM 2.2.1 Food Safety Management System
- QM 2.2.2 Document Control
- QM 2.2.3 Record Control
- QM 2.3.1 Product Development
- QM 2.3.2 Raw and Packaging Materials
- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Manufacturers
- QM 2.3.5 Finished Product Specifications
- QM 2.4.1 Compliance with Food Legislation
- QM 2.4.2 Good Manufacturing Practices
- QM 2.4.3 Food Safety Plans
- QM 2.4.4 Approved Supplier Program
- QM 2.4.5 Control of Non-Conforming Product or Equipment
- QM 2.4.6 Product Rework
- QM 2.4.7 Product Release
- QM 2.4.8 Environmental Monitoring
- QM 2.5.1 Validation and Effectiveness
- QM 2.5.2 Verification Activities
- QM 2.5.3 Corrective Action and Preventative Action
- QM 2.5.4 Product Sampling, Inspection and Analysis
- QM 2.5.5 Internal Audits
- QM 2.6.1 Product Identification
- QM 2.6.2 Product Trace
- QM 2.6.2A Identification and Traceability System Appendix
- QM 2.6.3 Product Withdrawal and Recall

#### 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.



	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		

12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 2	
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use QM 2.2.2 Document Control & QM 2.2.3 Record Control	
14)	Management implement training and awareness programs.	Senior Management Team	Completed in Step 7	
15)	Management ensure personnel are competent particularly in terms of food safety.	Senior Management Team	Completed in Step 7	
16)	Management ensure that systems are in place to manage potential emergency situations and accidents.	Steering Group	Use QM 2.1.5 Crisis Management Planning	
17)	Management provide copies of the SQF Code to the Steering Group. The Steering Group establish Top Level FSMS documents.		Access from SQF Website. Use documents from Step Three: Food Safety Management System	
18)	Management establish, implement and maintain infrastructure and maintenance Good Manufacturing Practices to assist in controlling food safety hazards		Use documents from Step Four: Good Manufacturing Practices	

#### **Step Six: HACCP Implementation Guide**

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:

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	ABA	MBP .	MBP
	Food Safety Plans	Food Safety Plans	Food Safety Plans
		11. Establish verification procedures SEE PERCPLE B	tont.latits_Isam
	We are a leading food company committed to producing safe and legal products in line with legislation	12. Establish Documentation and Record Reeping (SEE PRINCIPLE 7)	A core multi-disciplinary team is utilised within the company to develop the Food Safety Managoment bytems and Food Safety Plans. The same Instalans the Kidg anostholene and same paraserval with rechtman, production, and engineering travarising of the instale spaceta data anoscialard processes. The Food
	and for a many load company associate to provide the provided and the out-page protection is the main agroupd and to contributed in proper our catalogue of hygings, catalogue and profess traditions to both our product mappe and the environment in which we manufacture three products. As part of this commitment, all products and processos used in the manufacture of hoging invariants one subjects to have administration based and the environment of the subject of the commitment of the commitment, all products and processos used in the manufacture of hoging comparison on subject to have administration based and the subject of the commitment of the subject of the commitment of the commit	MACCP Principles	production, and engineering knowledge of the relevant products and associated processes. The Food Softry Team Leader is the SQF Fractitioner who is competent in the understanding of HACCP principles
	preducts and processes used in the manufactars of food products are subject to heard analysis based on the Carlox Alexandration/VACCP principles and the requirements of SQF Code.	MACOP is a system, which identifies specific baseds and implements measures for their zontrol. All the MACOP's contained in this manual have been developed taking legislation regulatments into	Softes Team Leader is the SQF Practitioner who is compresent in the understanding of HACCP principles and their applications. Tools Suffey Team Monitors have knowledge and expension of HACCP Systems and it is expensional of HACCP Systems.
	The Food Safety Manual demonstrates due diligence of the company in the effective planning, dealerships and incident statements of the food ratios of the company in the effective planning.	consideration, following the prescribed preferinary steps and using the seven basic principles detailed below	Details of qualifications and the Feed Safety Team's training records are held by the SQF
	development and implementation of the find althy monogeneous typics. If the development are all implementations are also been as a set of the second and the measurement provide. These discovers are fully exponent by the completion of a food fairing value and the rescars age-take in the measurement of the measurement and the second and the second are also been as a set of the second area.	Princip 1	Practitioner/Food Safety Team Leader.
	effective actions when non-conferently is inconvention. All host sufers heareds, that may reasonably be expected to occur, an is detended by this process and are then hit is exaluated and controlled in that our particular do for improved a direct of number of no to be comment.	Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options	Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the feed ashiny system remains the responsibility of the IACCP Team.
	The Food Safety Management System is fully apported by established well-cation processions and	Principle 2 Identify the Critical Control Points in the process using the decision tree	Tears Mamber MACCP Training
	validation of the control measures/combination of control measures that are teleptemented through good manufacturing practices or the food Safety plan.	Principle 3 Establish critical limits, which must be mut to ensure each Critical Control	Technical Manager Advanced
	INCCP Analyzation	Point is under control	Laboratory Manager Intermediate
	Food safety plans are prepared in accordance with the twelve stags identified in the Codex Altreptaciae Commission GUIDEUNIS FOR THE APPLICATION OF THE HACCP SYSTEM CAC/RCP 1 1569, Res. 4 2003	Principle 4 Establish a monitoring system to ensure control of the Critical Control Point	Processing Manager Intermediate Engineering Manager Intermediate
	1 America HATCH team	by scheduled feeting or observations Processes 3	Production Manager Internetiate
	2. Decombs product 8. identify intended use 4. Communit These Registers	Finalization the corrective action to be taken when monitoring indicates that a particular Distail Control Point is meaning out of caretal	
	<ol> <li>On-site continuation of flow slagram</li> <li>Use all potential hearets associated with wach step, constant a hazard analysis, and consider any</li> </ol>	Principle 6	The team is appliemented by departmental staff who can contribute expert knowledge of their particular areas.
	measures to control identified hazards	Establish decumentation concerning all procedures and records appropriate to these principles and their application	The PACCP Team is responsible for:
	(UK Primicipal Calculated Tables)     7. Determine Calculated Tables     (2K Primicipal Calculated Tables)     8. Extension of tables for each CCP	Principle 7 Varify that HACOP is working effectively	Following HACCP procedures and constructing the Hood Safety Plans     Validation and confliction of the HACCP solater
	(SEE PRINCIPLE 3) 3. Satability a membring autom for each CCP	This manual describes the means by which the site controls and assume food safety of the products or product groups included in the scope of the SDF certification and their associated processes.	validation and verification of the INACCP system     territor of the effects of any factory prozess or product change on the flood Safety Management System
	(SEE PRINCIPLE 4) 23. Establis converting actions (SEE PRINCIPLE 5)	product groups included in the scope of the SQF certification and their associated processes.	Updaying food Safety Planu as necessary
	have been and a second s	Occurrent Reference OM 2.4.3 Faul Safety Plans	Decument References QM 3.1.3 Food Safety Plans Residen 1, 1 <sup>th</sup> Mar 2017
	Activities 1, 12 - 12 Allow (2) Constants access priority Activities (1, 12 - 12 Allow (2) Constants Activities day, Monoging Director	Original 1 Theorem 2017 Original Table 2017 Original Table 2017 Original Table 2017 Arbeinst By Henging Dester	Oryen Dy Technical Manager Automated By Managing Director
	MRD	MRD	ARD
	Food Safety Plans	Food Safety Plans	Food Safety Plans
	food Jahry Pin Source	roos surty raits	Profet Descator
	The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to table, manufacture the following products (Inter products here)		The food safety team document the finished product characteristics, including legal food safety requirements, for the purpose of conducting the leapset Ansiets. The product description includes:
	Food Safety Plana caver the process ategs from:		< Product rama
	- Ingrédients - Intrake - Storage	Other Details	<ul> <li>Composition</li> <li>What will the purchaser will do with <u>a</u></li> <li>Decks of the purchaser</li> </ul>
	Processing     Tilled	SQF Code	How the product is processed or manufactured     Conservation of the product
	- Pucking - Storage - Dinasteh		Cherinial characteristics relevant for food safety such as pri or Aw     Existing cold characteristics relevant for food safety tradment such as leading, freezing, brining or
	· Datibutian		smoking Pypetor indexemities relevant for feed addry 2 and the
	Scope is defined by consideration of the exent of the food chain, product description and parameters, the intended commer group and end use. The scope consider relevant Customer, Regulatory, Statutory and other indicant fload Scheim requirements.		<ul> <li>Hearbed storage samperature</li> <li>Prescribed storage canditions</li> </ul>
		Material Specifications	
	The SQLP Precettlener formulators a <u>list of prevanet Contemps</u> , Regulatory, Statutory and other interact Faud Safety requirements to be considered in the IACCP acope		<ul> <li>Final splits</li> <li>Tarability of manufactory spaces memory</li> <li>Tarability of manufactory</li> <li>Tarability and manufactory of manufactory of the product</li> <li>Where the predict is transit</li> </ul>
	Castomer Requirements Details	Specifications for all Raw Materials, including ingredients and Product Contact Materials, use held in the purchased new materials file. Specifications includes utilizant detail for the identification and assament of fload utility hannels. For most files the dependication includes:	<ul> <li>Wow the product is add</li> <li>Stateling motivactions for handling, preparation and usage</li> </ul>
	XV2 Customer Requires this	Weikgical, shemical and physical characteristics Comparitors of formulated ingredients including additives and processing adds	* Prescribed delivery savititions and product descriptions are reviewed and updated if necessary when there is new design or redesign
		Origin Method of production	of the food safety management system.
		Delvery method Margae conditions/insurgements	intended Use The free select wave identify all possible users and consumers for each product and process category.
		Details of packaging Progenition and/or handling before use or processing Proof Safety Acceptance extension	The fixed safety search identify all possible users and consumers for each product and process category. Withouskie consumer proups in particular are considered for each fixed safety hasn't lociating infants, the clicity and alloys automous.
	Regulatory/Statutory Requirements Details	Intended use	the balancing transmission of foods can cause mactions in susceptible persons and are considered as part of the address for susceptible persons and are considered as part of
		All specifications are maintained, updated and approved by the Food Safety Team Leader who identifies legal food safety requirements related to the items purchased. New material specifications are reviewed	the HACEP study
	Food Regulations		
	Pool Regulators	and updated if recessary when there is new design or redesign of the food safety management system.	2 Mar
	Processed Indexesses (MI) 7.4 March Malos Plane		
		und updated Prassuary when have a new darge or indices of the final under management system. Decourse of Advances (UK ALS) and Johnsy Prans Decourse of The Prans of the Advances of the Advan	Kni     K

88 =	Additional HACCP Documents and Calculate 📃 السالية المحالية محالية المحالية
Name	
	CCP Procedure Sample Pasteurization.docx
	CCP Record Sample Pasteurizer Log Sheet.docx
114	CODEX Decision Tree
	Finished Product Summary Sample
	HACCP Definitions
	HACCP Flow Diagram Example
	HACCP Glass Control Verification Record Sample
	HACCP Plan Sample Template
	HACCP Steering Group Review Sample
	HACCP Validation Record Sample
	HACCP Verification Audit Sample
	Hazard Analysis Prompt
	Product Description Example
	Raw Material Summary Example
-	SQF HACCP Calculator Instruction 1.pdf
=	SQF HACCP Calculator Instruction 2.pdf
-	SQF HACCP Calculator Instruction 3.pdf
×	SQF Hazard Assessment & Critical Control Point Calculator
	Training Guide - HACCP SQF Module.pptx



Follow the step by step guide to implementing your HACCP using the document supplied and the SQF Hazard Assessment & Critical Control Point Calculator:

#### <u> Tasks 19 - 21</u>

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

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)

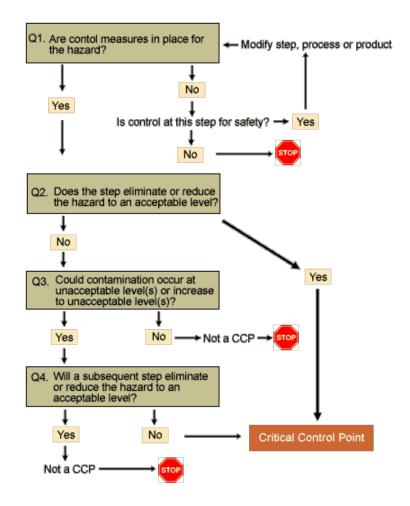
The Food Safety team should factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or 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.

<b>C.</b>		<b>⊌) - (</b> ≅ -) ∓			SQF Hazard Assessm	nent & Critical Control Point Calcu	lator - Microsoft Excel								- 0	×
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10	Step lumber	Step Name	Hazards Identified	Specific Details about the Hazard	contr	te Programmes which assist in rolling the Hazard	Control Measure	t y	Y	n c e				P	R P	
11	1	AMF Delivery	cteria (spore-forming) Gene	ral (			Pasteurisation > 71.7 ° C > 15 seconds		3	9	Y	Y	Does the st	ep elimin	ste or redu	ce the
2	1	AMF Delivery	Listeria monocytogenes			leaning and Sanitation	Hot Water Disinfection	3	3	9	Y	N	Enter Y for Do not leav	YesorNf	or No	
3	1	AMF Delivery	Personal effects			nnel Hygiene and Welfare	Filtration 3mm maximum	3	3	- 9	Y	N	Stop at this		e cell becc	omesic
.4	1	AMF Delivery AMF Delivery	Wood Nuts			Foreign Matter Contamination and Packaging Materials	Filtration 1mm maximum Filtration 3mm maximum	3	1	3			-			
5 6	1	AMF Delivery AMF Delivery	Stones			and Packaging Materials and Packaging Materials	Filtration 3mm maximum Filtration 3mm maximum	2	2	3			L			
7	1	AMF Delivery	Allergens			and Packaging Materials	Hot Water Disinfection	1	1	4				+	× ×	
8	1	AMF Delivery	Cryptosporidium parvum	· · ·		Vater and Ice Supply	Incubation pH Control	3	3	-	Y	Y	-	-		
9	1	AMF Delivery	mination with Bacteria from	Pests		gement of Pests and Vermin	tive Release of Finished product for	3	1	3			-	+ -	~	
0	1	AMF Delivery	Antibiotics				ive Release of Finished product for r	3	2	6					1	
1	1	AME Delivery	Staphylococcus aureus		OM 11.7 C	ontrol of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y Y		×	
		Process Flow Hazard mented by Tony	I Analysis Calculator / HA	CCP Plan / HACC	P Plan Verification	HACCP Validation Good M	anufact	-	_				80%	0	- Ţ :	→ I (+

This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.



# Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	<ul> <li>measurements to be taken (or observations) method of measurement</li> <li>devices used (including applicable calibration procedures)</li> <li>frequency of monitoring</li> <li>responsibility and authority for monitoring and evaluation of the monitoring results</li> </ul>	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

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



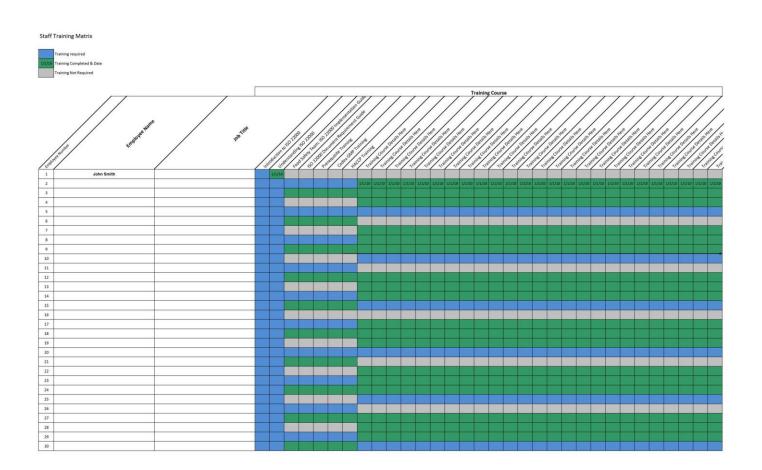


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#### Step Seven: Training

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:

## **Stage Eight: Final Steps to SQF Certification**

There a few final steps to achieving SQF Certification:

- ✓ <u>Verify that the FSMS is implemented effectively including internal</u> <u>audits</u>
- ✓ Evaluate the results of verification activities
- ✓ Carry out Management Reviews
- Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Manufacturing using the <u>SQF System Self-</u> <u>Assessment Checklists for Suppliers</u>
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Pre-audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

# Verification Record Example

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engineering workshops replaced or made of toughened glass and be covered by a protective film?					
and be covered by a protective film?					
Document Reference Glass Policy Verification Record Document Reference Glass Policy Verification Record			J	obvious signs of breakage of glass tubes?	
	Document Reference Glass Policy Verification Record			Document Reference Glass Policy Verification Record	
Revision 1 10th May 2017 Revision 1 10th May 2017		(			(
Owned by: Technical Manager 1 Owned by: Technical Manager					

## Task 46 The food safety team evaluate the results of verification activities

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

The aim of the evaluation of the results of verification activities by the Food Safety Team is to confirm that:

- ✓ HACCP plan is implemented and effective
- ✓ GMPP(s) are implemented and effective
- ✓ Infrastructure and Maintenance standards are satisfactory
- ✓ Hazards are below identified acceptable levels
- ✓ All other procedures required for the effective operation of the Food Safety Management System are implemented and effective.

#### 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 SQF Practitioner				
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				



**Management Review Record** 

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees General Manager - Chairman Operations Manager Engineering Manager Supply Chain Manager Distribution Manager Technical Manager

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

Document Reference Management Review Record QMR 001 Revision 1 1<sup>st</sup> May 2017 Owned by: Technical Manager Authorised By: General Manager

#### 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