

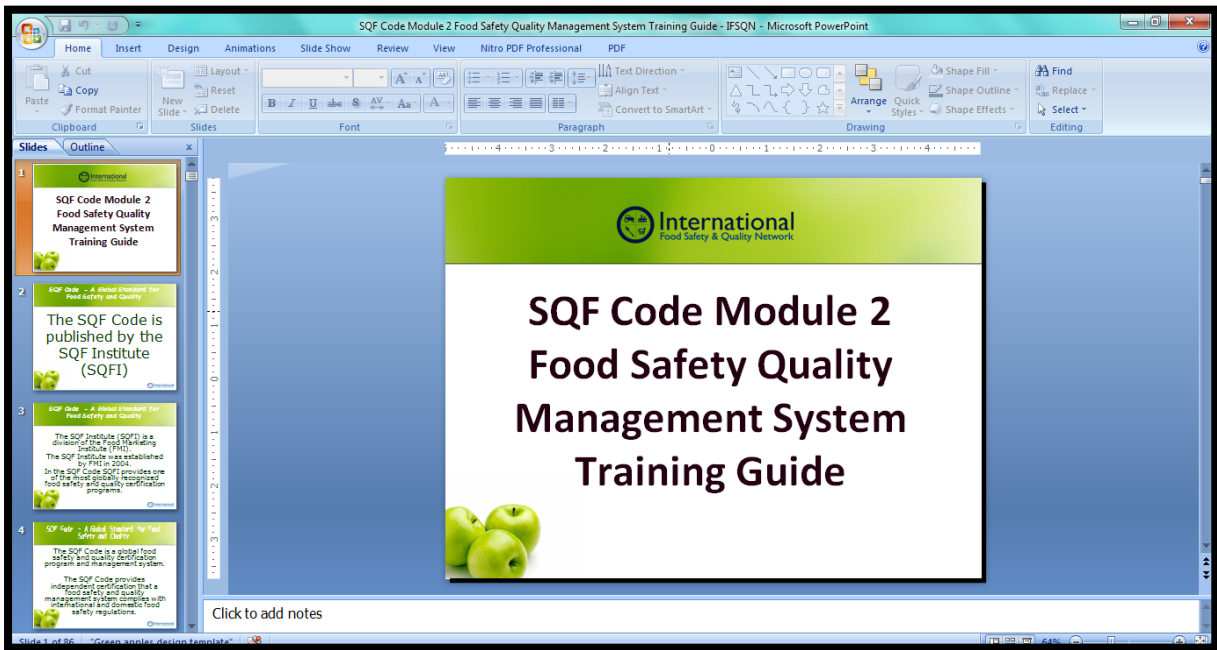
This comprehensive SQF Food Safety & Quality Management System package contains everything you will need to achieve SQF Certification.

We have written this workbook to assist in the implementation of your SQF food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the SQF Code
- ✓ Step Two: Assessment of Food Safety Fundamentals (GAPs)
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to SQF Certification

Step One: Introduction to SQF Code

Training Presentations for Module 2: SQF System Elements and Module 7: Food Safety Fundamentals – Good Agricultural Practices for Farming of Plant Products are provided. The presentations will introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.



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Step Two: Assessment of Food Safety Fundamentals

At this stage an assessment should be made by the most senior technical member of the management team to decide if Prerequisites within the facility meet the requirements of Module 7: Food Safety Fundamentals – Good Agricultural Practices for Farming of Plant Products of the SQF Code. The nominated manager should read through the requirements in Section 7 of the SQF Code and assess for compliance using the checklist below to record their findings

| SQF CODE | | | | |
|--|--|-----------|----|----------|
| Module 7: Food Safety Fundamentals – Good Agricultural Practices for Farming of Plant Products | | | | |
| Module 7: Food Safety Fundamentals | | Compliant | | Comments |
| Clause | Title | Yes | No | |
| 7.1 | Site Requirements | | | |
| 7.1.1 | Property Location | | | |
| 7.2 | Product Handling and Storage Areas and Equipment | | | |
| 7.2.1 | Field and Storage Buildings | | | |
| 7.2.2 | Glasshouses, Hydroponics | | | |
| 7.2.3 | Chillers and Cold Storage | | | |
| 7.2.4 | Storage of Dry Ingredient, Packaging and Utensils | | | |
| 7.2.5 | Farm Machinery, Conveyors, Harvesting and Processing Rigs Construction and Storage | | | |

Step Three: 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.

Senior Management establish and provide Infrastructure and Environment Requirements

Senior Management provides the Infrastructure and 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:

- Location
- Environment
- 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

| | | |
|-----------------|--|---------|
| Action (vii) | Senior management ensure there is adequate infrastructure and work environment | |
| | Infrastructure/Work environment requirements | Details |
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Senior Management Establish Food Safety Responsibility & Authority Levels

| Process | Responsible Persons | Activity |
|---------------------------------------|--------------------------|---|
| Purchases | Operations Manager | Purchase materials from approved and certified sources Ensure purchase orders comply with applicable specifications |
| | Operations 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 Materials & Containers | | 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 |
| Operations | Operations Manager | Maintain produce quality Follow safe food handling practices Ensure Good Agricultural Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of produce |
| Coding and packing | Supervisor & Operators | Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures |

Step Four: Food Safety Quality Management System

The Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools you will find:

- ✓ Food Safety Quality Manual containing a set comprehensive procedures and an extensive range of record templates.
- ✓ HACCP manual containing food safety procedures and HACCP Instructions.

At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

The Food Safety Quality Manual contains comprehensive top level 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 and Objectives
- QM 2.1.2 Responsibility Authority and Communication
- QM 2.1.3 Food Safety and Quality Management System
- QM 2.1.4 Management Review
- QM 2.1.5 Customer Complaint Handling
- QM 2.1.6 Business Continuity Planning
- QM 2.2.1 Document Control
- QM 2.2.2 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 End Product Specifications
- QM 2.4.1 Customer, Statutory and Regulatory Conformance
- QM 2.4.2 Food Safety Fundamentals
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Food Quality Plan
- QM 2.4.5 Control of Purchased Materials and Services
- QM 2.4.5 Verification of Purchased Materials and Services
- QM 2.4.6 Control of Non-Conforming Product or Equipment
- QM 2.4.7 Product Rework
- QM 2.4.8 Product Release
- QM 2.4.9 Stock Control

Step Five: 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.

Staff Training Matrix

- Training required
- Training Completed & Date
- Training Not Required

| Employee Number | Employee Name | Job Title | Training Course | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---------------|-----------|---------------------------|-------------------------|--|--------------------------------------|-----------------------|---------------------|----------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------|--|
| | | | Introduction to ISO 22000 | Understanding ISO 22000 | Food Safety for ISO 22000 Implementation Guide | ISO 22000 Document Requirement Guide | Prerequisite Training | Global GMP Training | HACCP Training | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Training Course Details Here | Total | |
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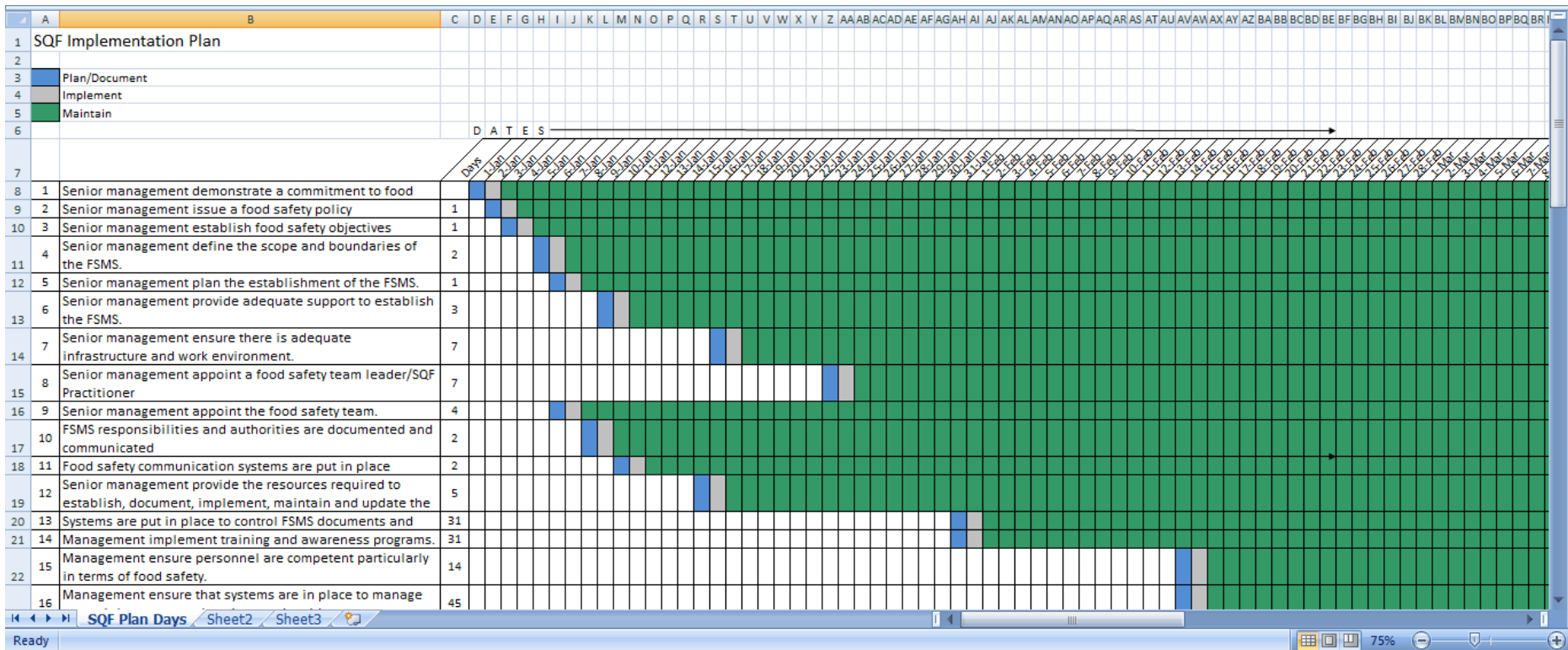
We have provided a sample Staff Training Matrix Template in Microsoft Excel Format.

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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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.



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

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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 our 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 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 plan |
| 36) | The food safety team validate the control measures and combination of control measures |

Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the Quality and 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 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 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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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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