Food Safety Quality Management System

Introduction

The company has planned, established, documented and implemented a food safety and quality management system, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe produce.

Scope

The scope of the Food Safety Quality Management System covers the all operations including all produce categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Produce Safety

The company is committed to supplying safe produce for consumption. As part of this commitment, all products and processes used in the growing and production of fresh produce are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our produce does not represent a direct or indirect risk to the consumer. This is achieved by developing HACCP plans and implementing appropriate good agricultural practices. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

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Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative and SQF Practitioner for Food Safety and Quality is the XYZ Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures. The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

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

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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

QM 2.5.1 SQF System Verification

QM 2.5.2 Validation, Improvement and System Updating

QM 2.5.3 Verification Schedule

QM 2.5.4 Verification of Monitoring Activities

QM 2.5.5 Corrective Action and Preventative Action

QM 2.5.6 Laboratory Quality Manual

QM 2.5.7 Internal Audits

QM 2.6.1 Product Identification

QM 2.6.2 Traceability System

QM 2.6.3 Product Recall

QM 2.7 Site Security

QM 2.8.1 Identity Preserved Foods

QM 2.8.2 Allergen Management

QM 2.9 Training

The company has also implemented the following Good Agricultural Practices for the growing and harvesting of plants:

QM 7.1 Site Requirements

QM 7.2 Product Handling and Storage Areas and Equipment

QM 7.2.7 Maintenance

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QM 7.2.8 Calibration

QM 7.2.9 Pests and Vermin Management

QM 7.2.11 Cleaning and Sanitation

QM 7.3 Personal Hygiene and Welfare

QM 7.4 Field Packaging and Handling Practices

QM 7.5 Water Management

QM 7.6 Storage and Transport

QM 7.7 Soil Management

QM 7.8 Harvesting

QM 7.9 Waste Disposal

The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HACCP and are as follows:

HM 1 HACCP System

HM 2 HACCP Team

HM 3 HACCP Prerequisites

HM 4 HACCP Scope and Product Information

HM 5 HACCP Intended Use

HM 6 HACCP Flowcharts

HM 7 HACCP Flowchart Verification

HM 8 Hazard Identification

HM 9 Hazard Assessment

HM 10 Identification and Assessment of Control Measures

HM 11 Identification of Critical Control Points (CCPs)

HM 12 Establishing Critical Limits for each CCP

HM 13 Establishing a Monitoring System for each CCP

HM 14 Establishing a Corrective Action Plan

HM 15 Establishing Verification Procedures

HM 16 Establishing HACCP Documents and Records

HM 17 Review of the HACCP Plan

HM 18 Flow Diagram

HM 19 Product Description

HM 20 Hazards

HM 21 HACCP Validation

HM 22 HACCP Plan

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The controlled records of the Food Safety Quality Management System are pre-fixed QMR.

The Criteria and Methods required to ensure that the operation and control of these processes are effective are documented in these procedures and records. These procedures are supported by second tier documents specific to each area including:

- Validation Records
- Verification Records
- Work Instructions
- Specifications
- Testing/Inspection schedules
- Risk assessments
- Job Descriptions
- HACCP Plans
- Critical Control Point Monitoring Procedures

Measurement, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point monitoring
- Analytical testing
- Microbiological testing
- Complaints analysis
- Key Quality performance indicators
- Standard Exception Reporting
- Results of Inspections
- Results of Internal audits
- Results of External Audits

The company has assessed the resources required to implement, maintain, and improve the Food Safety Quality Management System and these resources have been provided including:

- Skilled Personnel
- Suitable materials

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Document Hierarchy

Legislation, Statutory and Customer Requirements

Company Food Safety Quality Manual Procedures and Policies

Good Agriculatural Practices

Supporting Documents and Records

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Food Safety Quality System Process Diagram

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        ┌──────────────┐
        │   Plan &     │
        │  Document    │
        └──────────────┘
   ↗                        ↘
┌──────────┐          ┌──────────────┐
│ Improve  │          │  Implement   │
└──────────┘          └──────────────┘
   ↑                        ↓
┌──────────┐          ┌──────────────┐
│  Review  │  ←       │  Maintain,   │
│          │          │  Measure,    │
│          │          │   Audit      │
└──────────┘          └──────────────┘
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