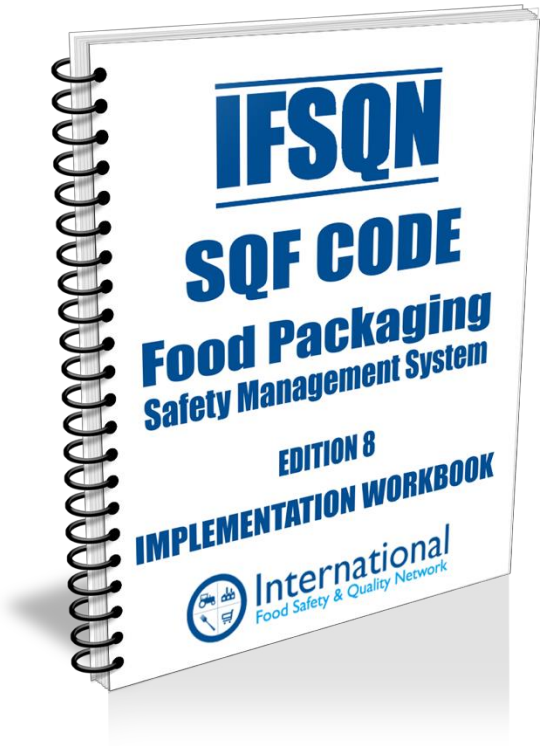
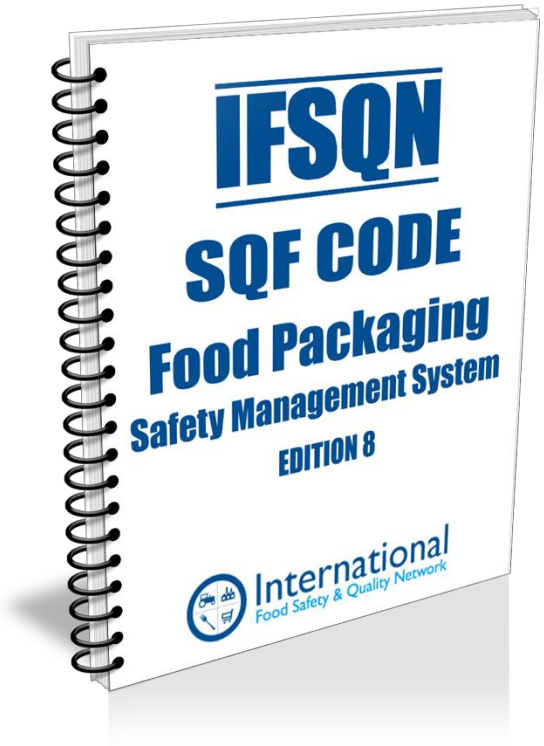


This workbook is provided to assist in the implementation of your SQF Food Packaging Safety Management System Package.

The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ Step One: Introducing the SQF Food Packaging Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Packaging 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 Packaging 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 Packaging Safety Management System Package which is an ideal package for organisations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8

The IFSQN SQF Food Packaging Safety Management System Package contains:

- ✓ A comprehensive set of over 70 editable Food Packaging 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 Packaging Safety Management System Training Modules
- ✓ Food Fraud 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 Manufacture of Food Packaging Edition 8

Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements Manufacture of Food Packaging and Module 13: Good Manufacturing Practices for Production of Food Packaging are provided.

The presentations will introduce the SQF Food Packaging Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Packaging Safety Management System.

Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Packaging Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FPSMS
- ✓ in providing adequate support to establish the FPSMS
- ✓ 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 Packaging Safety requirements
- ✓ Decide which Food Packaging 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 FPSMS
- ✓ Plan the establishment of the FPSMS using the project planner
- ✓ Provide adequate support to establish the FPSMS
- ✓ 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 Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements
2. Decide which Food Packaging Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FPSMS
5. Plan the establishment of the FPSMS using the project planner
6. Provide adequate support to establish the FPSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

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 Management Representative
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

Senior Management provide adequate support to establish the FPSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Packaging Safety Management System, conduct Internal Audits and Monitor & Measure.

Action (vi)	Senior management provide adequate support to establish the FPSMS	
	Resource requirement	Details
	Food Packaging Safety Team Leader/SQF Practitioner	
	Food Packaging Safety Team	
	FPSMS Steering Group	
	Trainers	
	Internal Auditors	

Senior Management Establish a Food Packaging Safety Team

Food Packaging Safety Team			
FPSMS Team	**Name**	**Position**	**Qualification**
FPSMS Team Leader			
FPSMS Assistant Leader			
FPSMS Team Members			

Senior Management Establish an Internal Audit Team

Internal Audit Team			
Team	**Name**	**Position**	**Qualification**
Team Leader			
Assistant Leader			
Team Members			

Step Three: Food Packaging Safety Management System

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

Food Packaging Safety Management System Procedures

QM 2.1.1 Food Safety Policy and 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 and Inspections
QM 2.6.1 Product Identification
QM 2.6.2 Product Traceability
QM 2.6.2 Identification and Traceability System – Appendix
QM 2.6.3 Product Withdrawal and Recall
QM 2.7.1 Food Defense Plan

Step Five: Project SQF Implementation

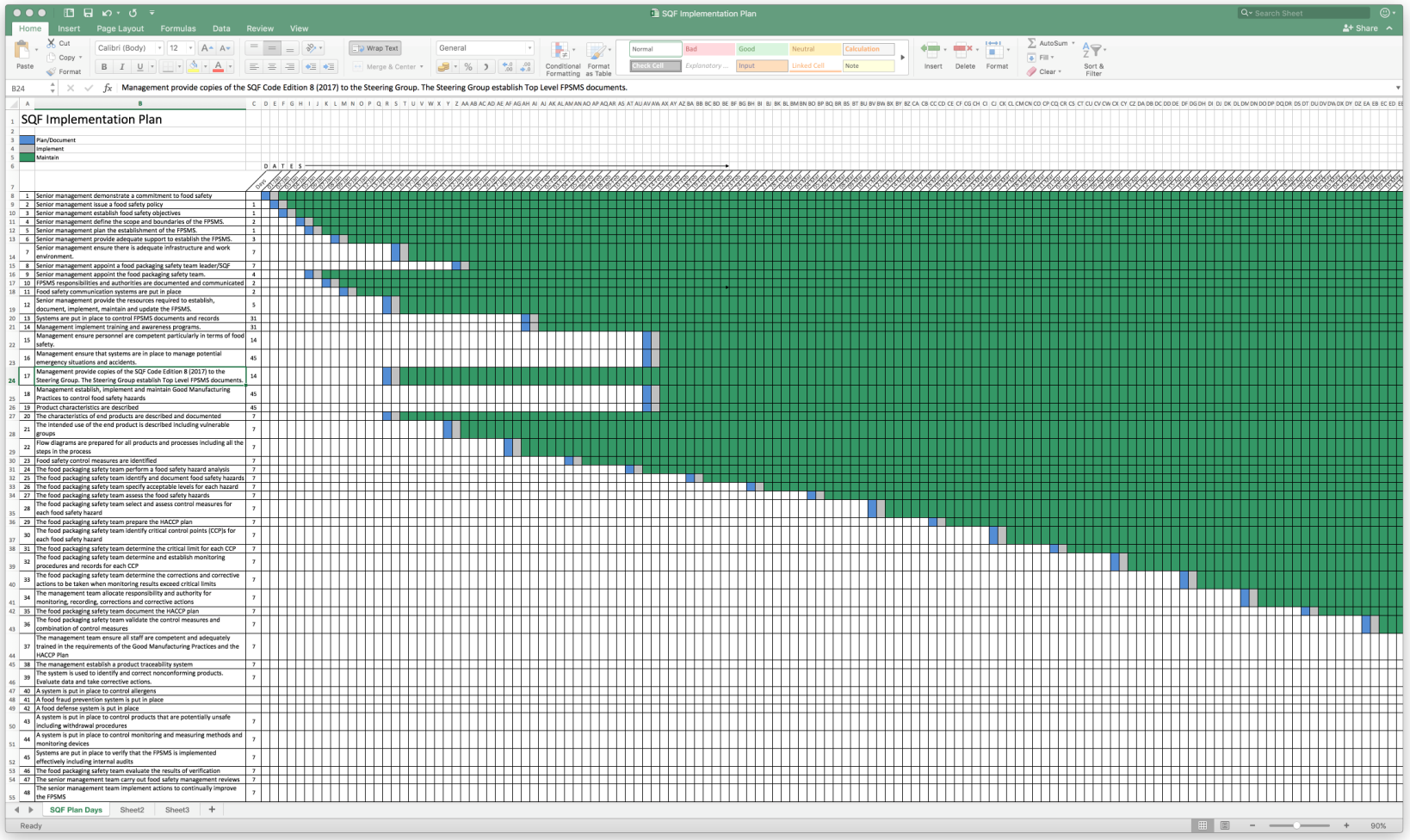
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ Make sure that the Steering Group are established and briefed
- ✓ Make sure that the Steering Group take control of the Project Plan established by Senior Management

Food Packaging Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**

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.



	communicated				
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 FPSMS.	Senior Management Team	Completed in Step 2		
13)	Systems are put in place to control FPSMS 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 Edition 8 (2017) to the Steering Group. The Steering Group establish Top Level FPSMS documents.		Access from SQF Website. Use documents from Step Three: Food Safety Management System		
18)	Management establish, implement and maintain Good Manufacturing		Use documents from Step Four: Good		

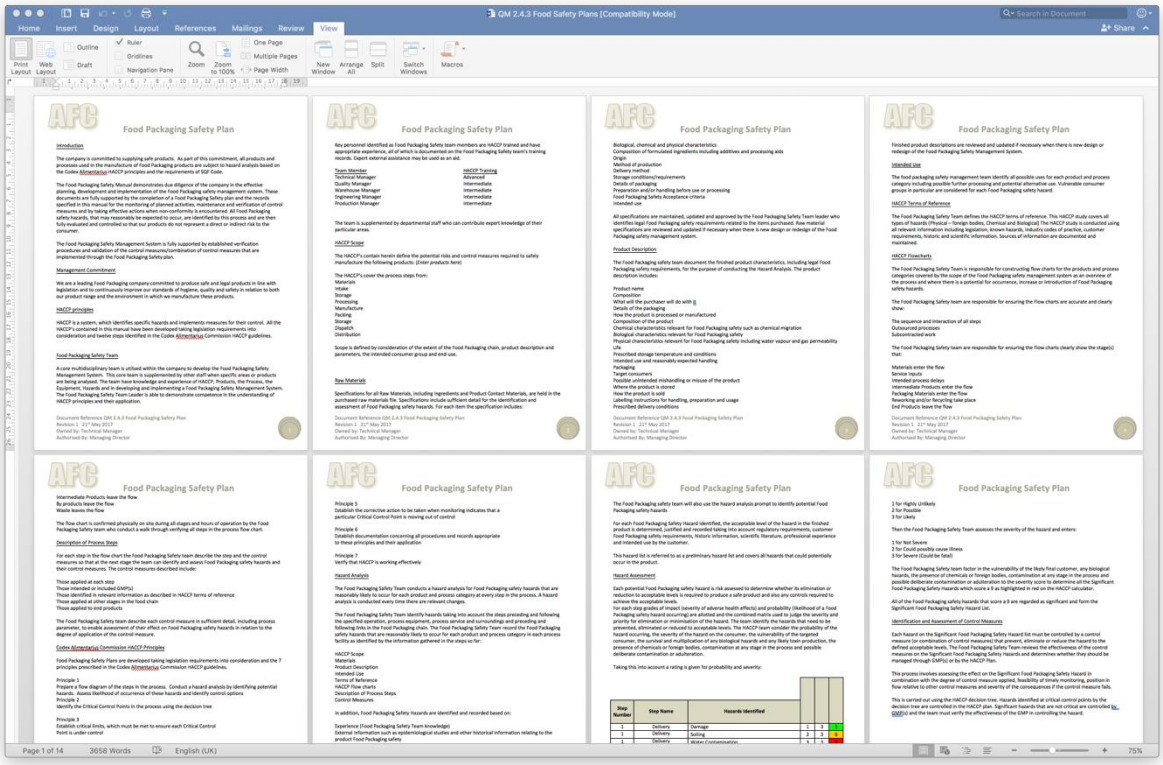
Project Task 18 Management establish, implement and maintain Good Manufacturing Practices to assist in controlling food packaging safety hazards: Use documents from Step Four: Good Manufacturing Practices

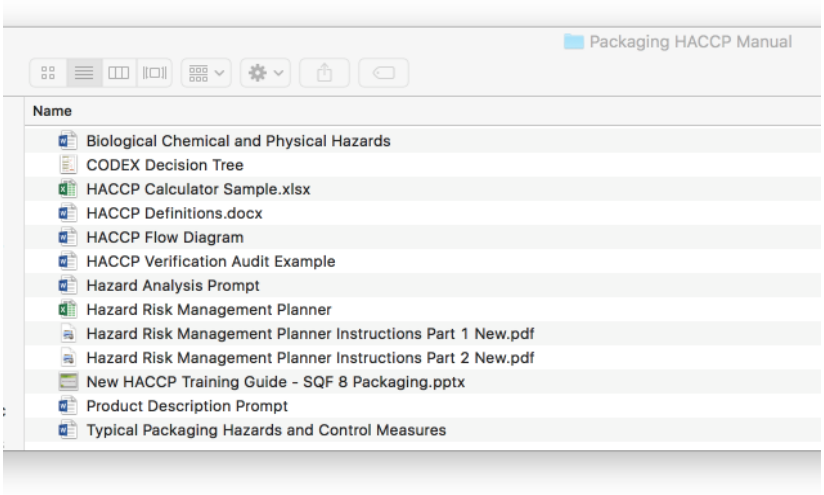
QM 13.1 Site Location and Approval
QM 13.2 Construction of Premises and Equipment
QM 13.2.7 Equipment, Utensils and Protective Clothing
QM 13.2.8 Premises and Equipment Maintenance
QM 13.2.9 Calibration
QM 13.2.10 Pest Prevention
QM 13.2.11 Cleaning and Sanitation
QM 13.3.1 Personnel Hygiene and Welfare
QM 13.3.2 Hand Washing
QM 13.3.3 Clothing
QM 13.3.4 Jewellery Policy
QM 13.3.5 Visitors
QM 13.3.6 - 8 Staff Facilities
QM 11.3.10 Lunch Rooms
QM 13.4 Personnel Processing Practices
QM 13.4A First Aid
QM 13.5.1 - 2 Water and Ice Supply
QM 13.5.3 Air Quality
QM 13.6.1 - 3 Storage
QM 13.6.4 Loading, Transport and Unloading Practices
QM 13.7 Separation of Functions
QM 13.7.2 Control of Foreign Matter Contamination
QM 13.7.2A Glass Policy
QM 13.7.3 Glass & Brittle Material Breakage Procedure
QM 13.8 Wase Disposal
QM 13.9 Exterior

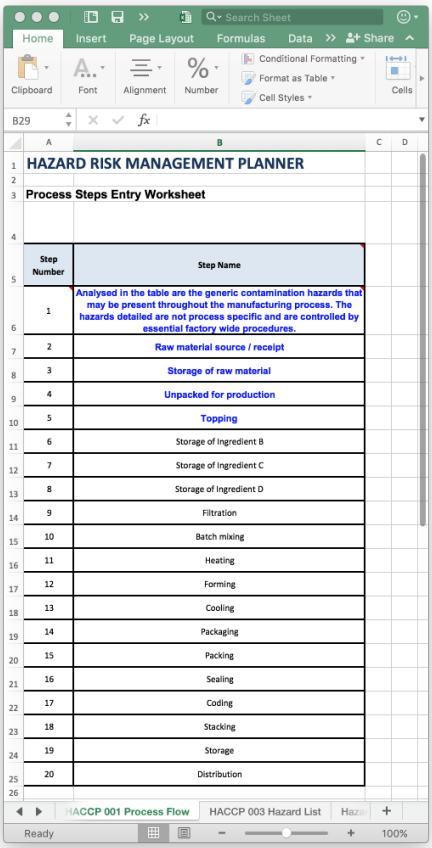
The Steering Group now need to allocate responsibility to implement and maintain these Good Manufacturing Practices.

Step Six: HACCP Implementation Guide

Included in the package are QM 2.4.3 Food Safety Plans and supplementary HACCP documents in the HACCP Manual Folder including the Hazard Risk Management Planner:



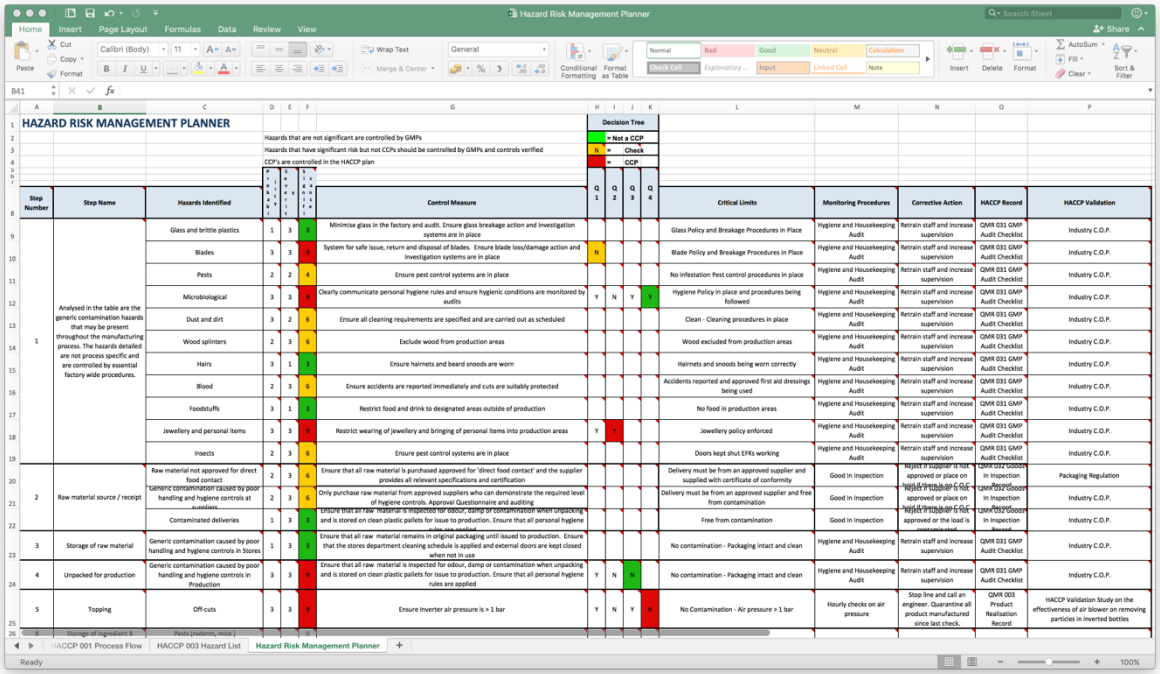




HAZARD RISK MANAGEMENT PLANNER

Process Steps Entry Worksheet

Step Number	Step Name
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.
2	Raw material source / receipt
3	Storage of raw material
4	Unpacked for production
5	Topping
6	Storage of Ingredient B
7	Storage of Ingredient C
8	Storage of Ingredient D
9	Filtration
10	Batch mixing
11	Heating
12	Forming
13	Cooling
14	Packaging
15	Packing
16	Sealing
17	Coding
18	Stacking
19	Storage
20	Distribution



HAZARD RISK MANAGEMENT PLANNER

Follow the step by step guide to implementing your HACCP using the document supplied and the Hazard Risk Management Planner and Instructions:

for elimination or minimisation of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels. The HACCP team consider the probability of the hazard occurring, the severity of the hazard on the consumer, 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.

Taking this into account a rating is given for probability and severity:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery	Damage	1	3	3
1	Delivery	Soiling	2	3	6
1	Delivery	Water Contamination	3	3	9

Firstly the Food Packaging Safety Team assess the likelihood of the hazard occurring and enter:

1 for Highly Unlikely
2 for Possible
3 for Likely

Then the Food Packaging Safety Team assesses the severity of the hazard and enters:

1 for Not Severe
2 for Could possibly cause illness
3 for Severe (Could be fatal)

The Food Packaging Safety team factor in the vulnerability of the likely final customer, any biological hazards, 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

Task 35 The food packaging safety team document the HACCP plan

The Food Packaging Safety Team should complete the relevant columns in the Hazard Risk Management Planner Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	- measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring - responsibility and authority for monitoring and evaluation of the monitoring results	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

The Food Packaging Safety Team should use the following Validation record as a template:

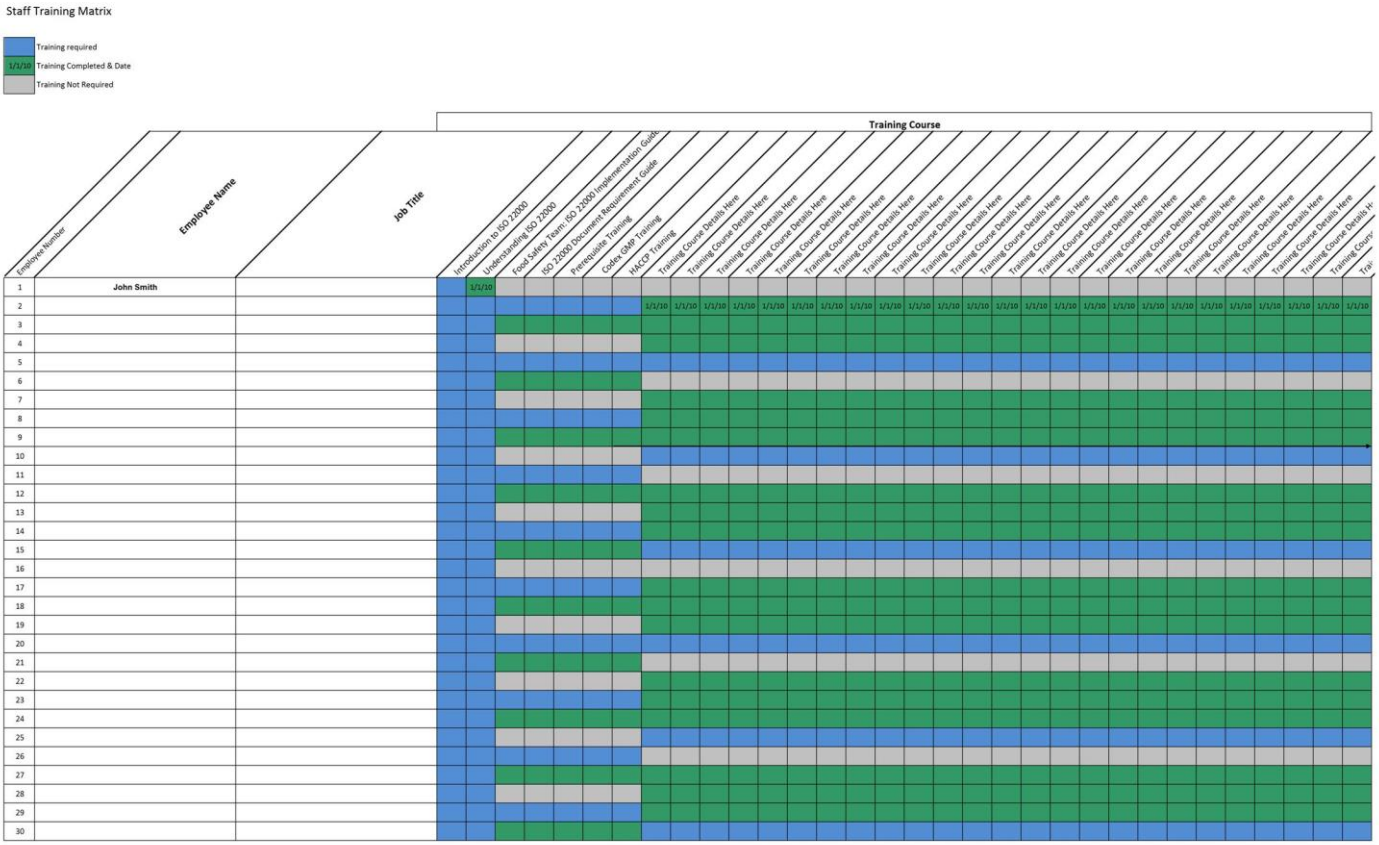
Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

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.

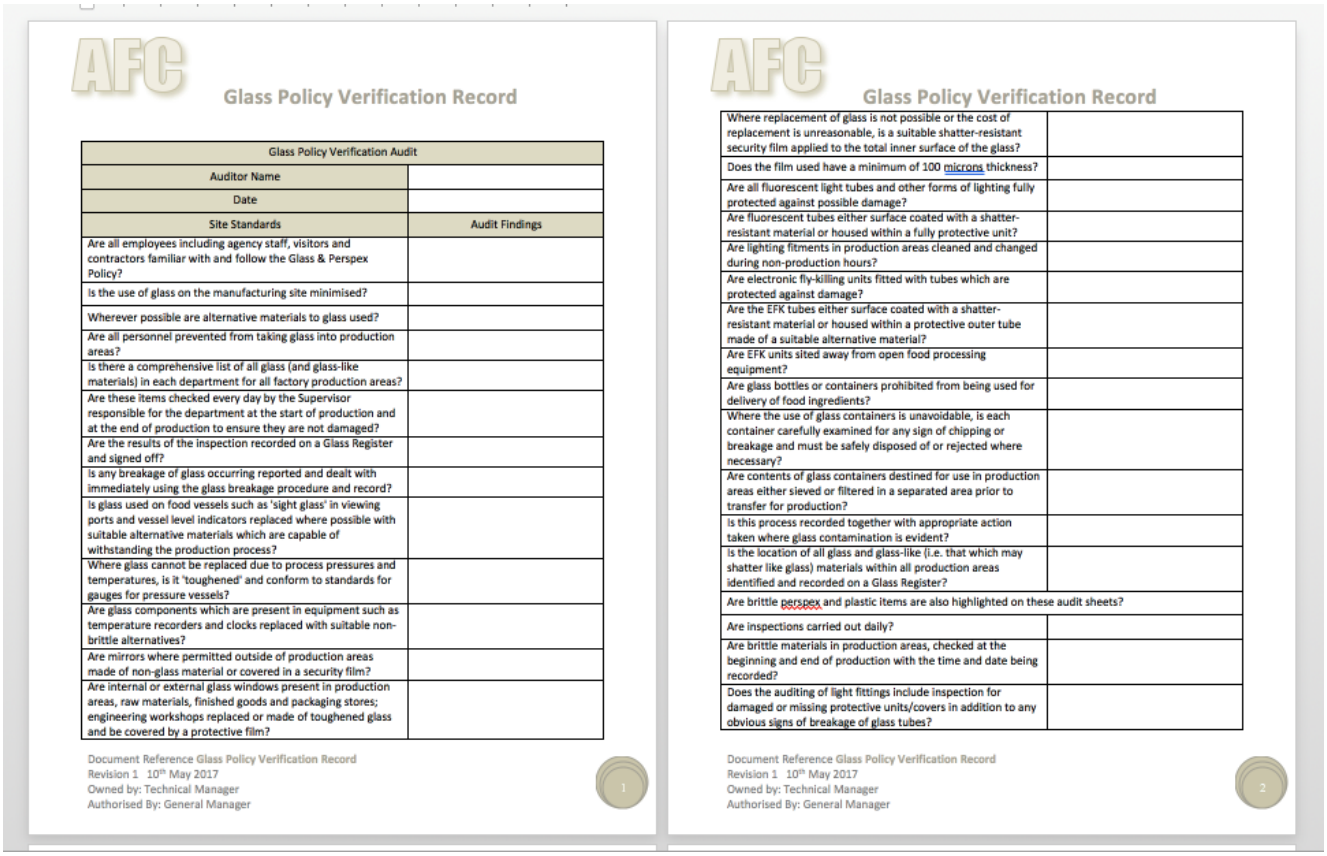
A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



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:

Verification Record Example



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Glass Policy Verification Record

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to standards for gauges for pressure vessels?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	

Document Reference Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

1

AFC

Glass Policy Verification Record

Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100 microns thickness?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fitments in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	

Document Reference Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

2

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

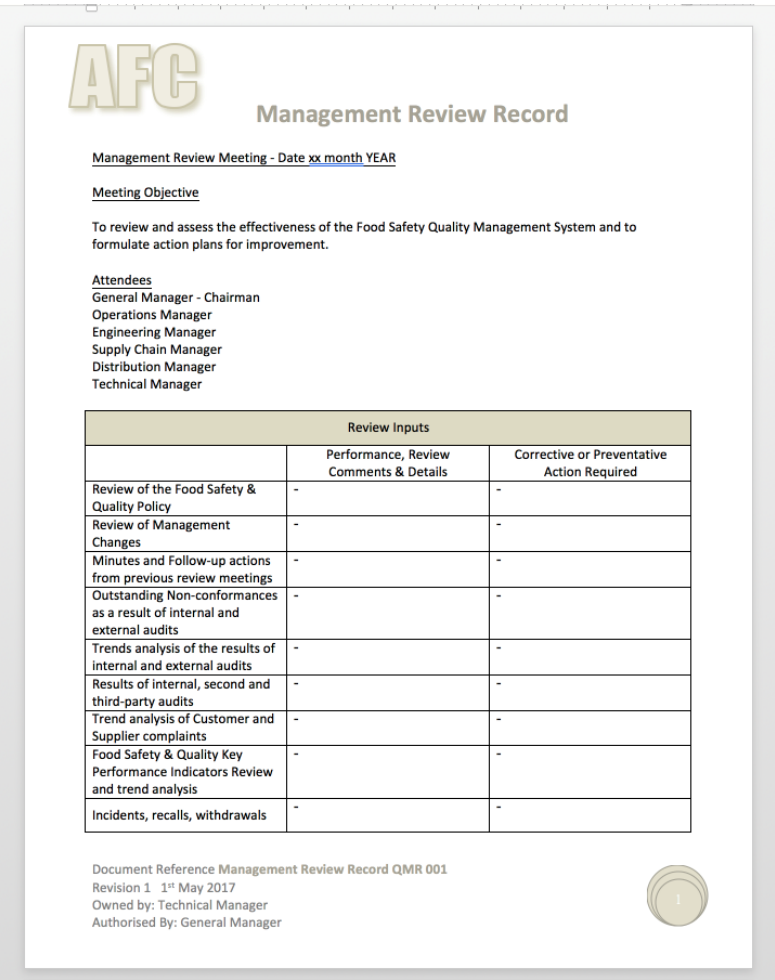
The Food Packaging Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Packaging Safety Team to confirm the effective operation of the Food Packaging Safety Management System.

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

- ✓ Hazard Risk Management Plan is implemented and effective
- ✓ GMP(s) are implemented and effective
- ✓ Infrastructure and Maintenance standards are satisfactory
- ✓ Hazards are below identified acceptable levels

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Packaging Safety 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



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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 1st May 2017
Owned by: Technical Manager
Authorised By: General Manager