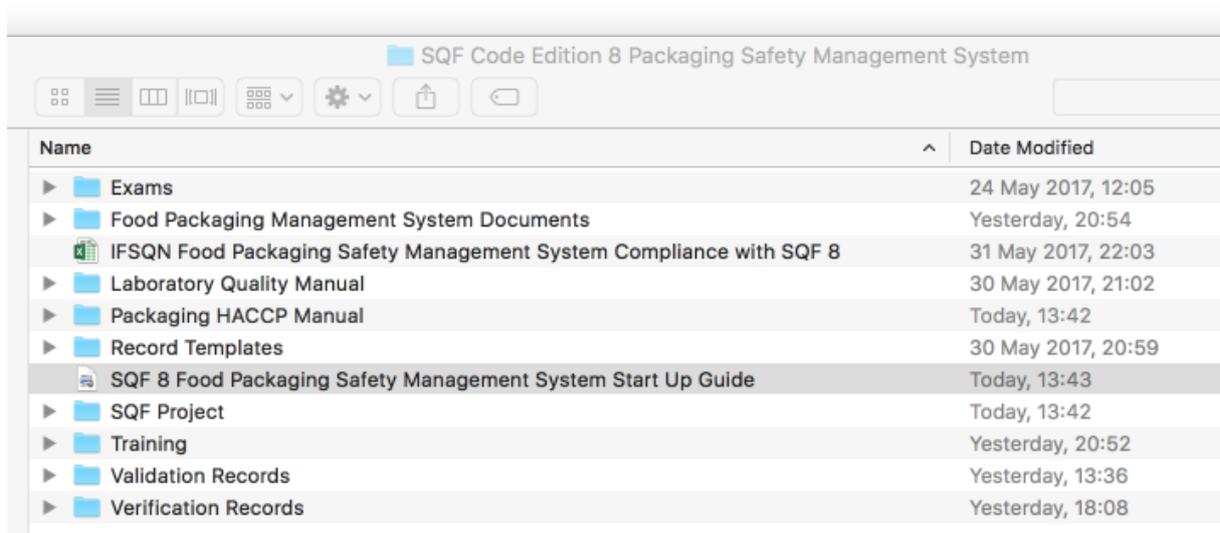


Welcome to the IFSQN SQF Food Packaging Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Food Packaging Safety Management System Package includes:

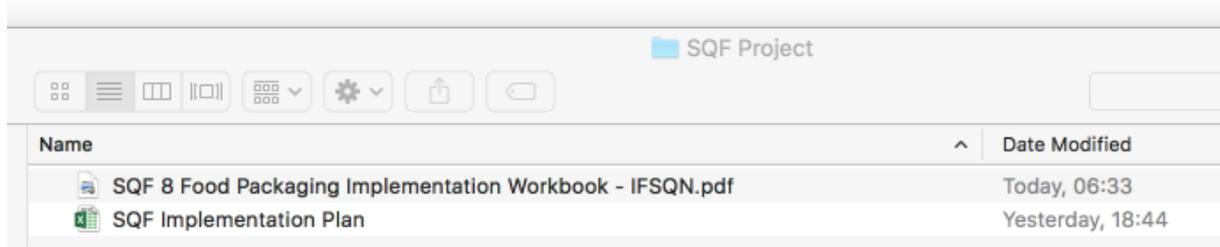
- ✓ A comprehensive set of over 70 editable Food Packaging Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Food Fraud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

When you download the package, you will find this start up guide and 9 folders containing the package documents:



Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacture of Food Packaging Edition 8](#) from the [SQFI website](#) (It is free to download)

Start by opening the SQF Project folder:



In this folder you will find the [SQF Implementation Plan](#) which can be used to by Senior Management to plan the development of your SQF Food Packaging Safety Management System

SQF Food Packaging Safety Management System Edition 8 Start Up Guide

This workbook is provided to assist in the implementation of your SQF Packaging 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 Packaging Food 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

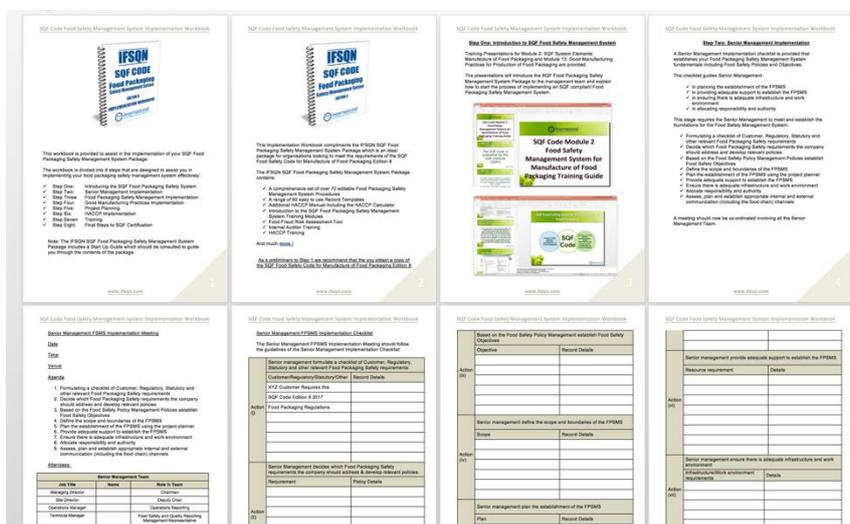
Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Packaging Safety Management System fundamental documents including Food Safety Policies and Objectives.

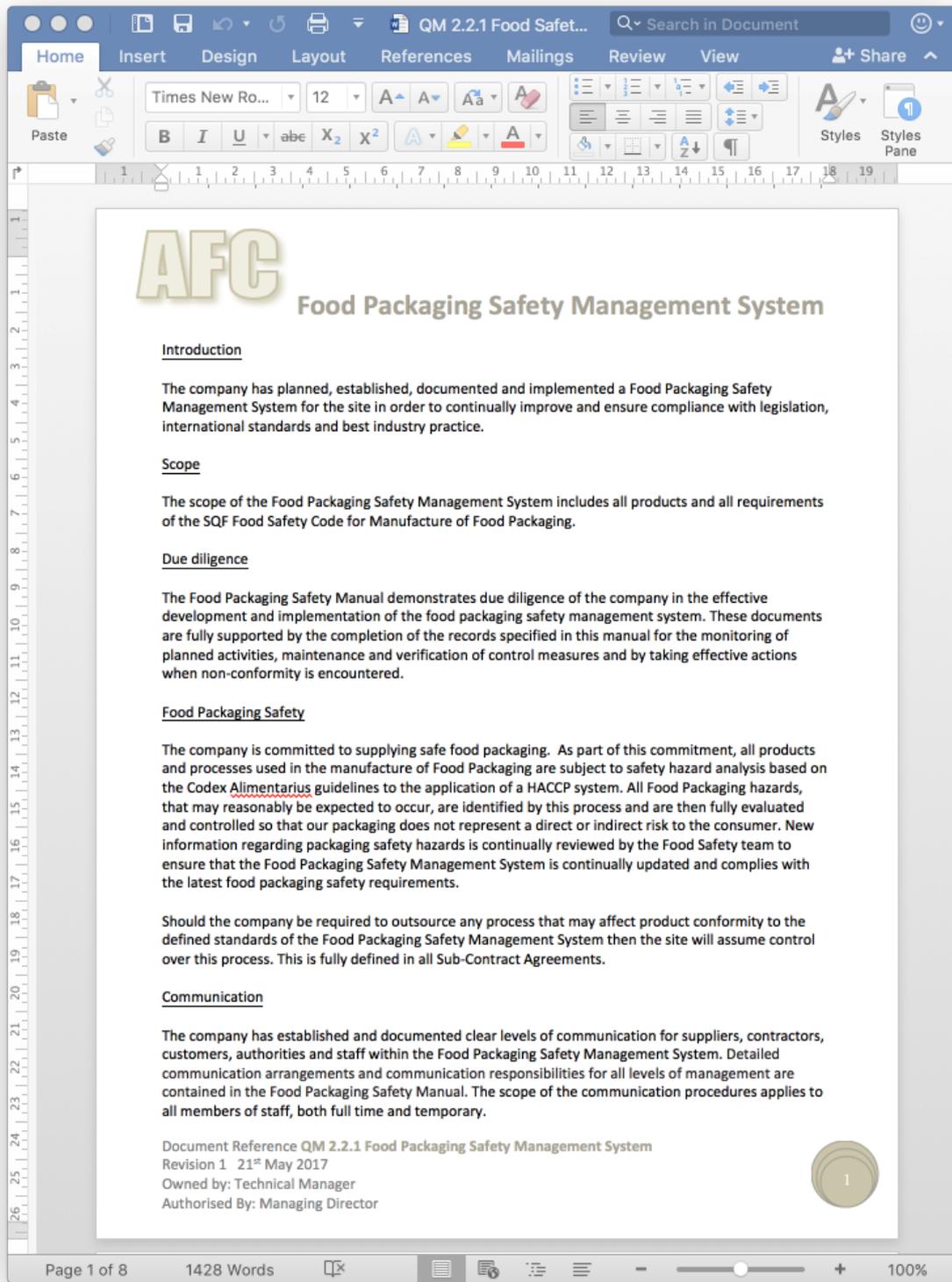
The checklists and guidance includes:

- Defining the Scope of the Food Packaging Safety Management System
- Providing adequate support and infrastructure to establish the FPSMS
- Allocating Responsibility and Authority
- Establishing a FPSMS Steering Group, the Food Packaging Safety Team and a Product Recall/Crisis Management Team
- Establishing Food Packaging Safety Responsibility & Authority Levels

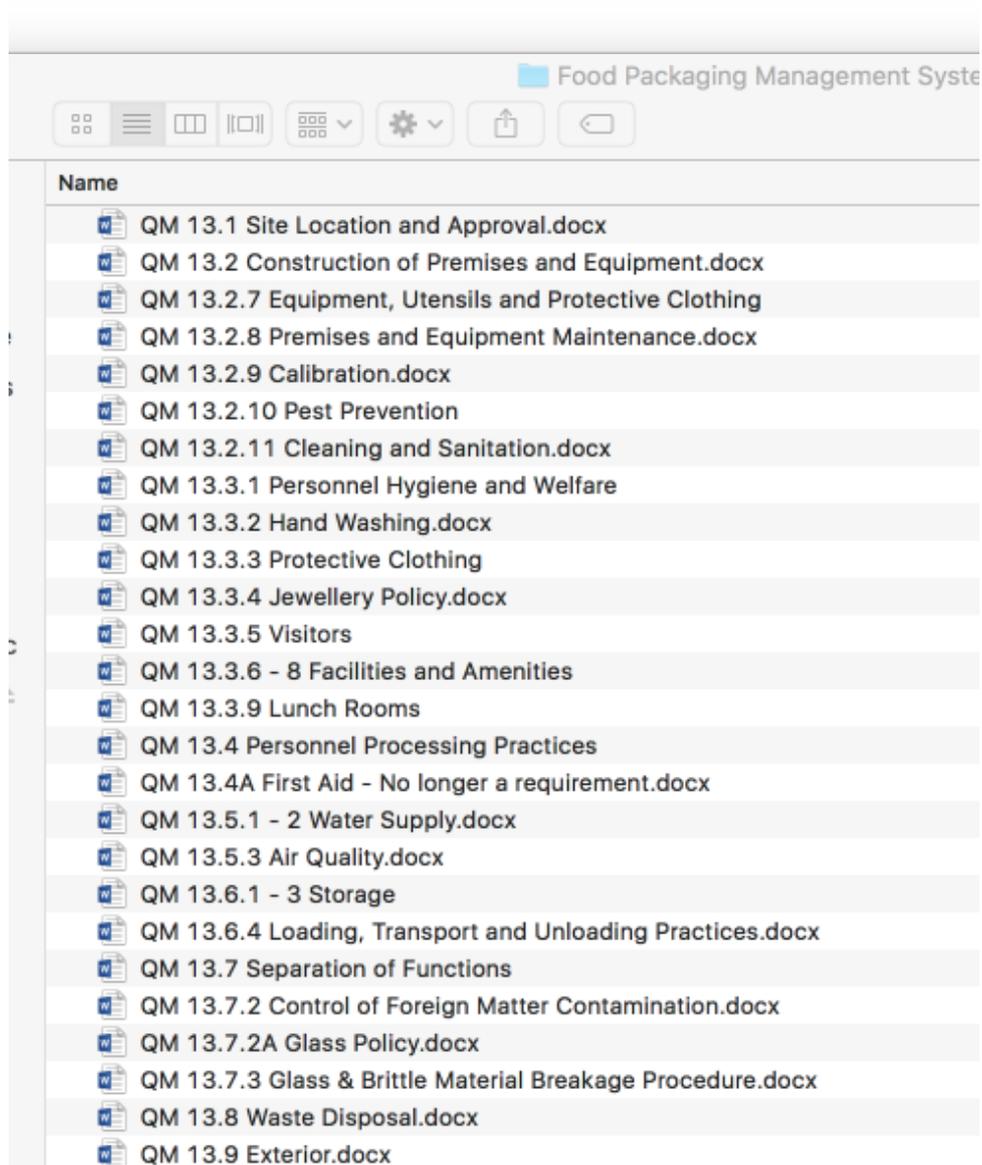
Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.



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.

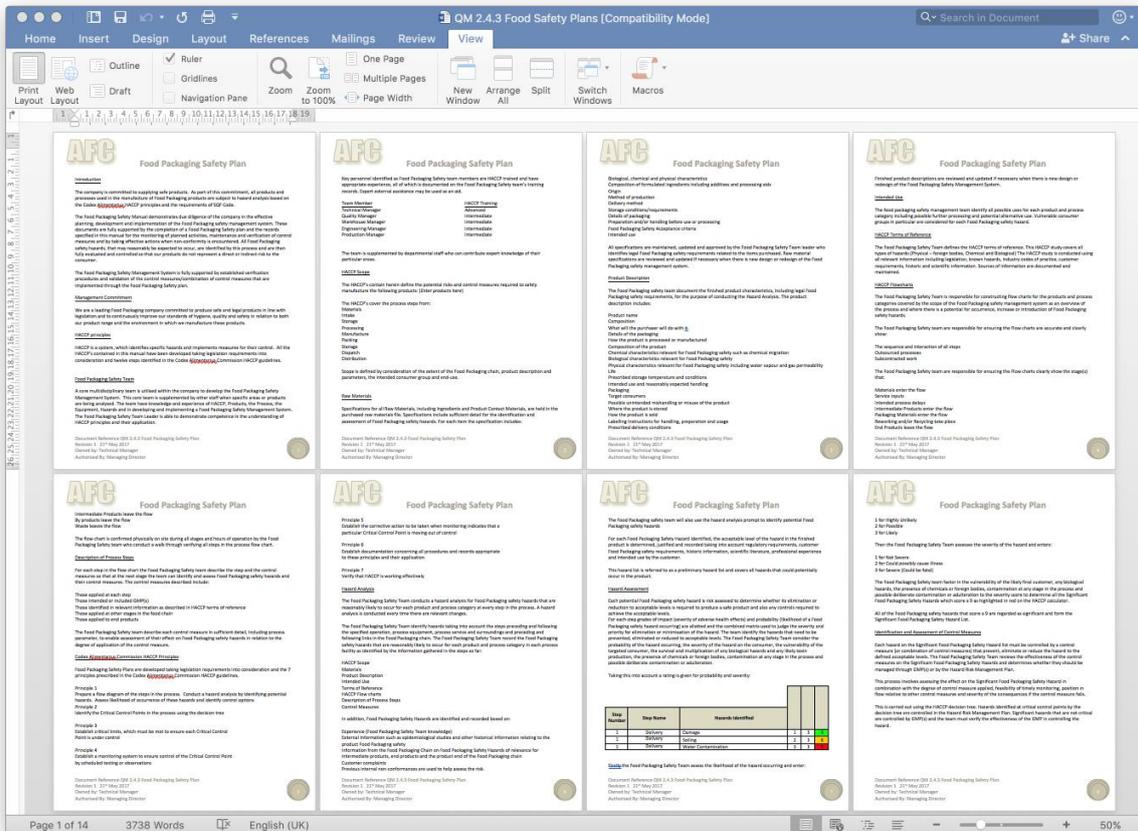


This folder also contains **Good Manufacturing Practices**



SQF Food Packaging Safety Management System Edition 8 Start Up Guide

This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (14 page HACCP procedural template)



The main tools here are the Hazard Risk Management Planner and Instructions:

HAZARD RISK MANAGEMENT PLANNER		
Process Steps Entry Worksheet		
Step Number	Step Name	
1	Analyzed 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	

SQF Food Packaging Safety Management System Edition 8 Start Up Guide

Hazard Risk Management Planner

Decision Tree
 - Not a CCP
 - Check
 - CCP

Step Number	Step Name	Hazards Identified	Control Measure	Q1	Q2	Q3	Q4	Critical Limits	Monitoring Procedures	Corrective Action	HACCP Record	HACCP Validation
1	Analyzed 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.	Glass and brittle plastics	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place					Glass Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Blades	System for safe use, return and disposal of blades. Ensure blades too/damage action and investigation systems are in place					Blade Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Pests	Ensure pest control systems are in place					No Infestation Pest control procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Microbiological	Clearly communicate personal hygiene rules and ensure hygiene conditions are monitored by audits	Y	N	Y		Hygiene Policy in place and procedures being followed	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Dust and dirt	Ensure all cleaning requirements are specified and are carried out as scheduled					Clean - Cleaning procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Wood splinters	Exclude wood from production areas					Wood excluded from production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Hairs	Ensure hairnets and beard snoods are worn					Hairnets and snoods being worn correctly	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Blood	Ensure accidents are reported immediately and cuts are suitably protected					Accidents reported and approved first aid dressing being used	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Foodstuffs	Restrict food and drink to designated areas outside of production					No food in production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
		Jewellery and personal items	Restrict wearing of jewellery and bringing of personal items into production areas					Jewellery policy and enforcement	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
2	Raw material source / receipt	Raw material not approved for direct food contact	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification					Delivery must be from an approved supplier and supplied with certificate of conformity	Good in Inspection	Retrain staff and increase supervision	QMR 032 GMP Audit Checklist	Packaging Regulation
		Generic contamination caused by poor handling and hygiene controls at handling	Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approved Questionnaire and auditing					Delivery must be from an approved supplier and free from contamination	Good in Inspection	Retrain staff and increase supervision	QMR 032 GMP Audit Checklist	Industry C.O.P.
		Contaminated deliveries	Ensure that all raw material is inspected for odour, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied					Free from contamination	Good in Inspection	Retrain staff and increase supervision	QMR 032 GMP Audit Checklist	Industry C.O.P.
3	Storage of raw material	Generic contamination caused by poor handling and hygiene controls in stores	Ensure that all raw material remains in original packaging until issued to production. Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use					No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
4	Unpacked for production	Generic contamination caused by poor handling and hygiene controls in production	Ensure that all raw material is inspected for odour, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied					No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	Industry C.O.P.
5	Topping	Off-cuts	Ensure inverter air pressure > 1 bar					No Contamination - Air pressure > 1 bar	Hourly checks on air pressure	Stop the line and call an engineer. Quarantine all product manufactured since last check.	QMR 033 Product Realisation Record	HACCP Validation Study on the effectiveness of air blower on removing particles in inverted bottles

Hazard Risk Management Planner Instructions Part 2 New.pdf (page 2 of 12)

AFC Hazard Risk Management Planner Instructions 2

For each Step Number and Step Name you can now use the template or select Hazards and Control Measures from the Drop-Down Lists:

The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

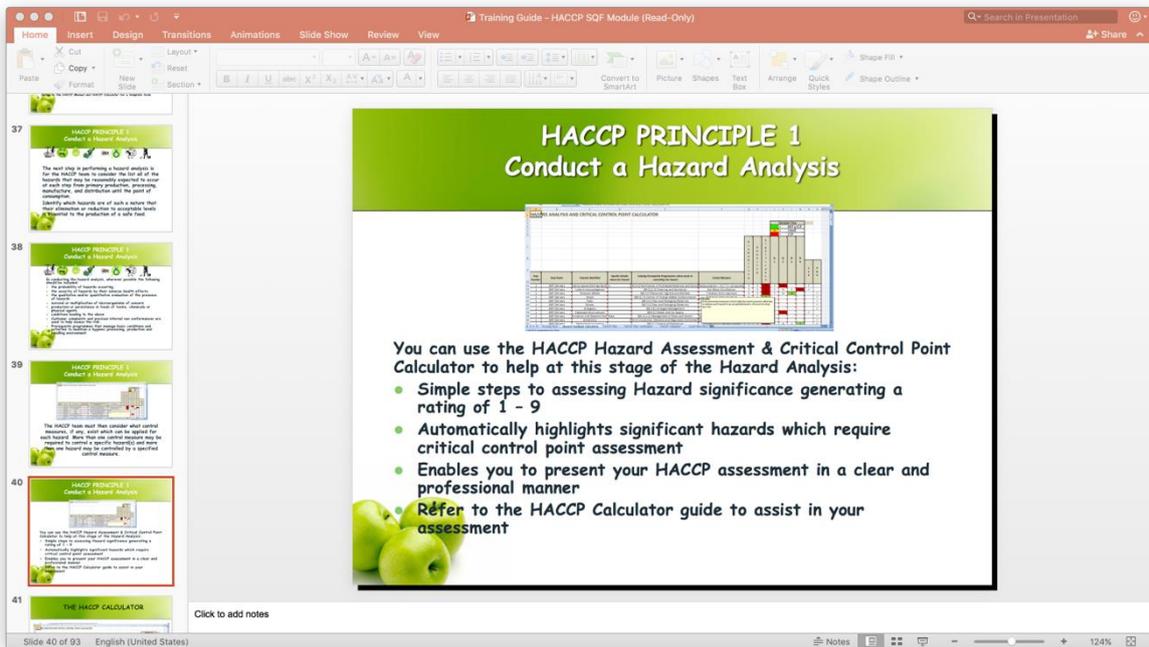
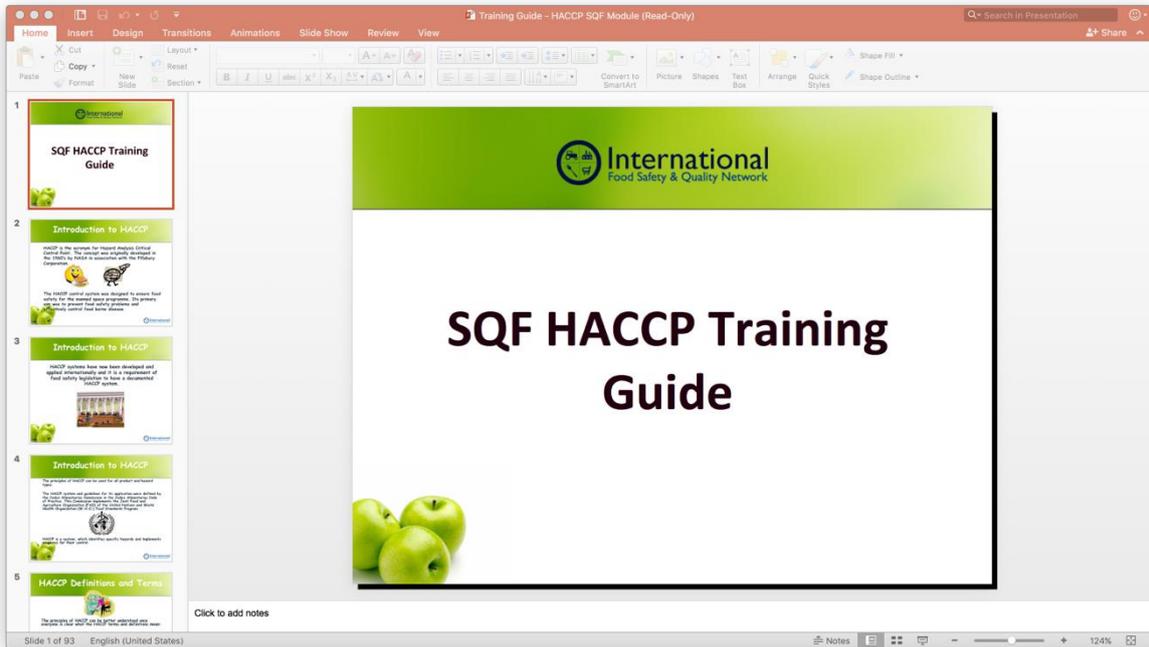
Document Reference Hazard Risk Management Planner Instructions 2
 Revision 1 28th May 2017
 Owned by: IFSQN

AFC Hazard Risk Management Planner Instructions 2

For each Step Number and Step Name you can now use the template or select Hazards and Control Measures from the Drop-Down Lists:

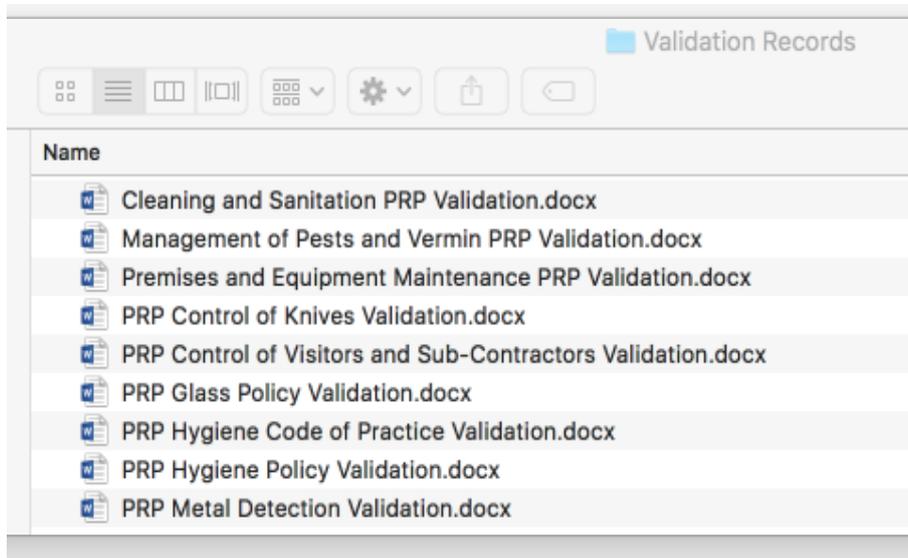
Glass and brittle plastics
 Blades
 Pests

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 Validation

Product Category	Freshly Prepared Sandwich Packaging		
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
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
GMP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference Metal Detection Validation
 Revision 1 31st May 2017
 Owned by: Technical Manager
 Authorised By: General Manager



SQF Food Packaging Safety Management System Edition 8 Start Up Guide

1 Hygiene & Housekeeping Inspection Schedule

2

3 The following SQF clauses are checked by specific area in a hygiene and housekeeping audit

4

5 High Risk - Monthly

6 Medium Risk - Quarterly

7 Low Risk - Twice per Year

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Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
10 Forming	High	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6
12 Mix Area	High	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5
13 Processing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4
14 Good In and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2			Auditor 3		
15 Packing	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
16 Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
17 Transport, Vehicles and Dispatch>Returns	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
18 Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
19 Canteen	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
20 Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
21 Yard (including perimeter)	Low				Auditor 2						Auditor 1		
22 Engineering	Low	Auditor 1						Auditor 2					
23													
Area to be covered by Hygiene & Housekeeping Audit	Risk												
25 QM 13.1 Site Location and Approval	Medium												
26 QM 13.2 Construction of Premises and Equipment	High												
27 QM 13.2.7 Equipment, Utensils and Protective Clothing	High												
28 QM 13.2.8 Premises and Equipment Maintenance	Medium												
29 QM 13.2.9 Calibration	Medium												
30 QM 13.2.10 Pest Prevention	Medium												
31 QM 13.2.11 Cleaning and Sanitation	High												
32 QM 13.3.1 Personnel Hygiene and Welfare	High												
33 QM 13.3.2 Hand Washing	High												
34 QM 13.3.3 Clothing	High												
35 QM 13.3.4 Jewellery Policy	High												
36 QM 13.3.5 Visitors	Medium												
37 QM 13.3.6 - 8 Staff Facilities	Medium												
38 QM 11.3.10 Lunch Rooms	Medium												
39 QM 13.4 Personnel Processing Practices	High												
40 QM 13.4A First Aid	Medium												
41 QM 13.5.1 - 2 Water and Ice Supply	Medium												
42 QM 13.5.3 Air Quality	Medium												
43 QM 13.6.1 - 3 Storage	Medium												
44 QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
45 QM 13.7 Separation of Functions	Medium												
46 QM 13.7.2 Control of Foreign Matter Contamination	High												
47 QM 13.7.2A Glass Policy	High												
48 QM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
49 QM 13.8 Waste Disposal	Medium												
50 QM 13.9 Exterior	Low												
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SQF Verification Schedule Hygiene & House Schedule (2) +

1 Verification Audit Schedule

2

3 High Risk - Quarterly

4 Medium Risk - Twice per Year

5 Low Risk - Annually

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Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
8 QM 2.1.1 Food Safety Policy and Objectives	Low												
9 QM 2.1.2 Management Responsibility	Low												
10 QM 2.1.2A Appendix Organizational Chart	Low												
11 QM 2.1.2B Appendix Job Descriptions	Low												
12 QM 2.1.3 Management Review	Medium												
13 QM 2.1.4 Complaint Management	Medium												
14 QM 2.1.5 Crisis Management Planning	Medium												
15 QM 2.2.1 Food Safety Management System	Medium												
16 QM 2.2.2 Document Control	Medium												
17 QM 2.2.3 Record Control	High												
18 QM 2.3.1 Product Development	High												
19 QM 2.3.2 Raw and Packaging Materials	High												
20 QM 2.3.3 Contract Services	High												
21 QM 2.3.4 Contract Manufacturers	High												
22 QM 2.3.5 Finished Product Specifications	High												
23 QM 2.4.1 Compliance with Food Legislation	High												
24 QM 2.4.2 Good Manufacturing Practices	High												
25 QM 2.4.3 Food Safety Plans	High												
26 QM 2.4.4 Approved Supplier Program	High												
27 QM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
28 QM 2.4.6 Product Rework	Medium												
29 QM 2.4.7 Product Release	Medium												
30 QM 2.4.8 Environmental Monitoring	High												
31 QM 2.5.1 Validation and Effectiveness	High												
32 QM 2.5.2 Verification Activities	High												
33 QM 2.5.3 Corrective Action and Preventative Action	Medium												
34 QM 2.5.4 Product Sampling, Inspection and Analysis	High												
35 QM 2.5.5 Internal Audits and Inspections	High												
36 QM 2.6.1 Product Identification	Medium												
37 QM 2.6.2 Product Traceability	Medium												
38 QM 2.6.2 Identification and Traceability System - Appendix	Medium												
39 QM 2.6.3 Product Withdrawal and Recall	Medium												
40 QM 2.7.1 Food Defense Plan	High												
41 QM 2.7.2 Food Fraud	High												
42 QM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
43 QM 2.8.1 Allergen Management	High												
44 QM 2.9 Training	High												
45 QM 13.1 Site Location and Approval	Medium												
46 QM 13.2 Construction of Premises and Equipment	High												
47 QM 13.2.7 Equipment, Utensils and Protective Clothing	High												
48 QM 13.2.8 Premises and Equipment Maintenance	Medium												
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68 QM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
69 QM 13.8 Waste Disposal	Medium												
70 QM 13.9 Exterior	Low												
71													

SQF Verification Schedule Hygiene & House Schedule (2) +

The next folder to open is the Training Folder

This folder contains Training Presentations:

