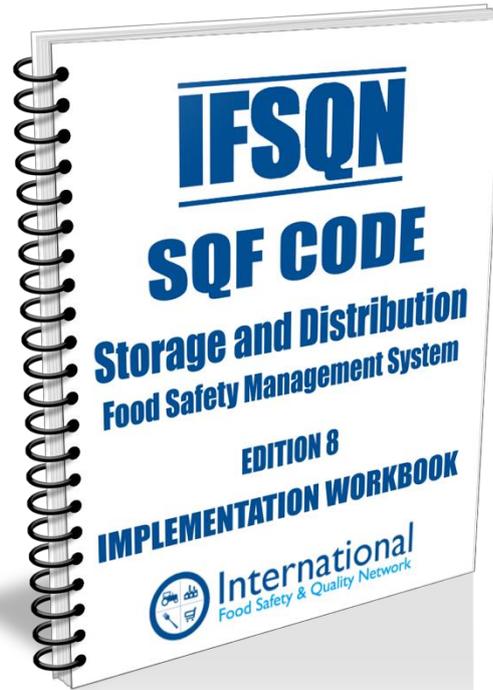


SQF Storage & Distribution Food Safety Management System
Implementation Workbook



Our comprehensive SQF Storage and Distribution Food Safety Management System package contains everything you will need to achieve SQF Certification.

We include a 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:

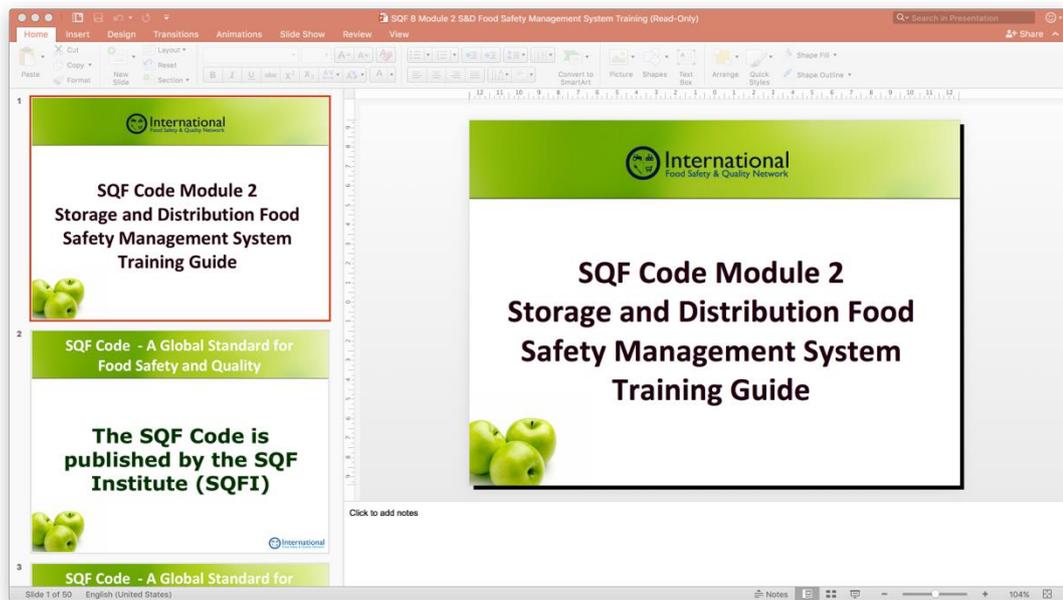
- ✓ Step One: Introduction to the SQF Code Presentations
- ✓ Step Two: Assessment your Food Safety Management System
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal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

SQF Storage & Distribution Food Safety Management System Implementation Workbook

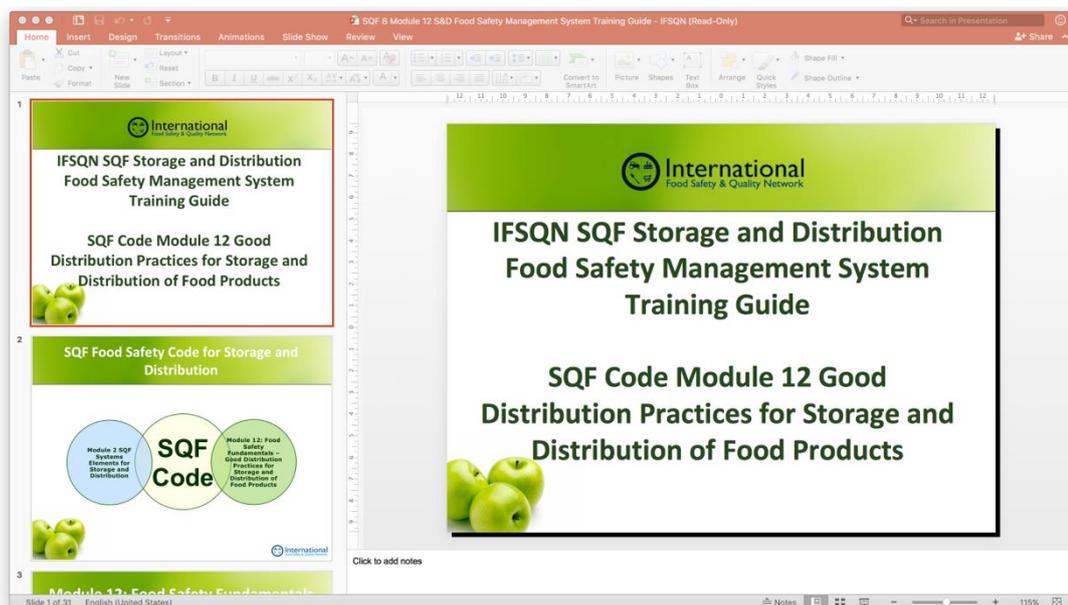
Step One: Introduction to SQF Code

We have two provided illustrated and interactive PowerPoint training module presentations to introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

Module 2: SQF System Elements



Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products



Step Two: Assessment of your current Food Safety Management System

At this stage, an assessment should be made by the most senior technical member of the management team to decide if current systems meet the requirements of Module 2: SQF System Elements and Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products of the SQF Code. The nominated manager should read through the requirements in Module 2: SQF System Elements and Module 12 of the SQF Code and assess for compliance using the checklist below to record their findings.

SQF CODE				
Module 2: SQF System Elements				
Module 2: SQF System Elements		Compliant		Comments
Clause	Title	Yes	No	
2.1	Management Commitment			
2.1.1	Food Safety Policy (Mandatory)			
2.1.2	Management Responsibility (Mandatory)			
2.1.3	Management Review (Mandatory)			
2.1.4	Complaint Management (Mandatory)			
2.1.5	Crisis Management Planning			
2.2	Document Control and Records			
2.2.1	Food Safety Management System (Mandatory)			
2.2.2	Document Control (Mandatory)			
2.2.3	Records (Mandatory)			

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Step 2: Corrective Actions from Assessment of the Food Safety Management System

The non-compliances identified in the assessment of compliance with the Module 2: SQF System Elements and Module 12: Food Safety Fundamentals Good Distribution Practices for Transport and Distribution of Food Products should be logged using the form below and used as input for Step Three: Senior Management Implementation. In Step 3 the appropriate corrective action should be allocated by the Senior Management Team and a corrective action plan formulated.

Date	SQF Code Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

SQF Storage & Distribution Food Safety Management System Implementation Workbook

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.

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Senior Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food 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 FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
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
General Manager		Chairman
Operations Manager		Deputy Chair
Warehouse Manager		Warehouse/Storage Reporting
Quality Assurance Manager		Food 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

SQF Storage & Distribution Food Safety Management System
Implementation Workbook

Senior Management FSMS Implementation Checklist

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

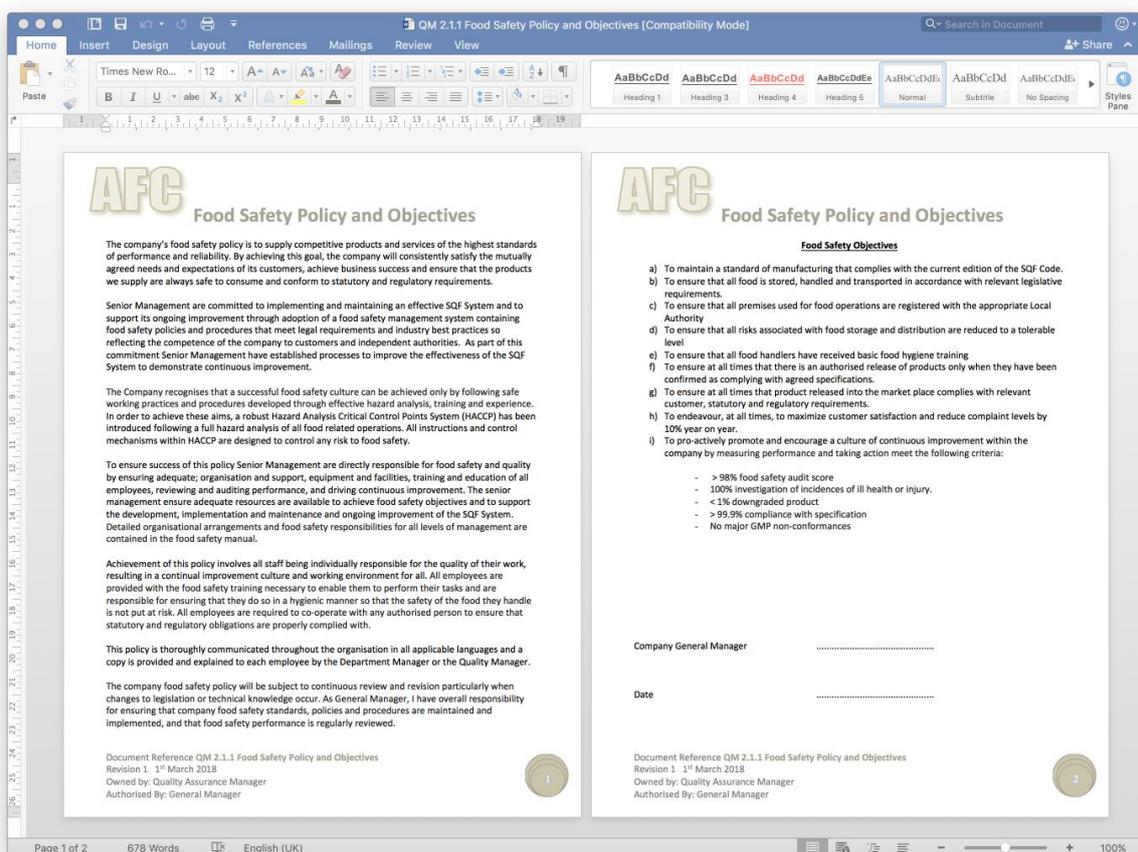
Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Food Safety Code for Storage and Distribution Edition 8	
	Food Regulations	
Action (ii)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

SQF Storage & Distribution Food Safety Management System Implementation Workbook

The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an SQF Practitioner
- ✓ Defined Communication Channels

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:



SQF Storage & Distribution Food Safety Management System
Implementation Workbook

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety Team Leader		
Management Representative		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Quality Assurance Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		
Project Manager		

SQF Storage & Distribution Food Safety Management System
Implementation Workbook

Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Assurance Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Quality Assurance Manager	

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Step Four: Food Safety Management System

Our Food Safety Management System contains a comprehensive SQF Code documentation package.

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

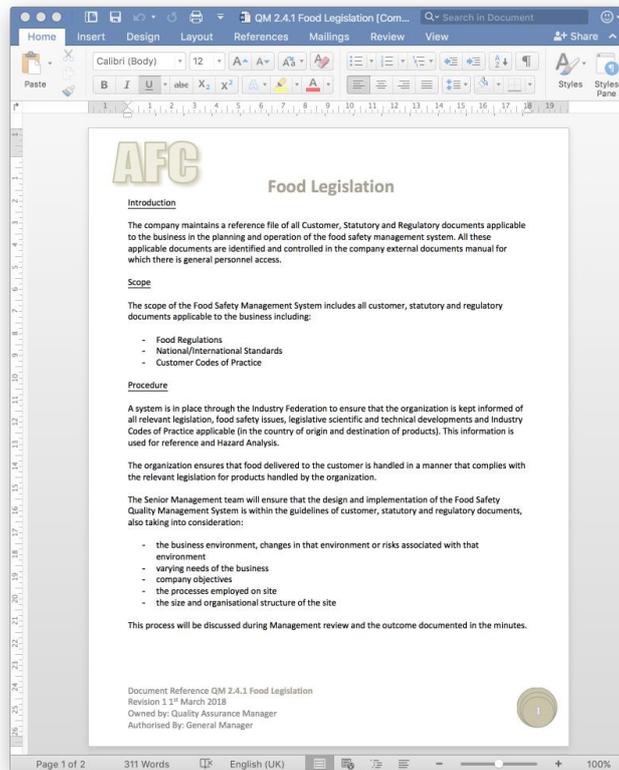
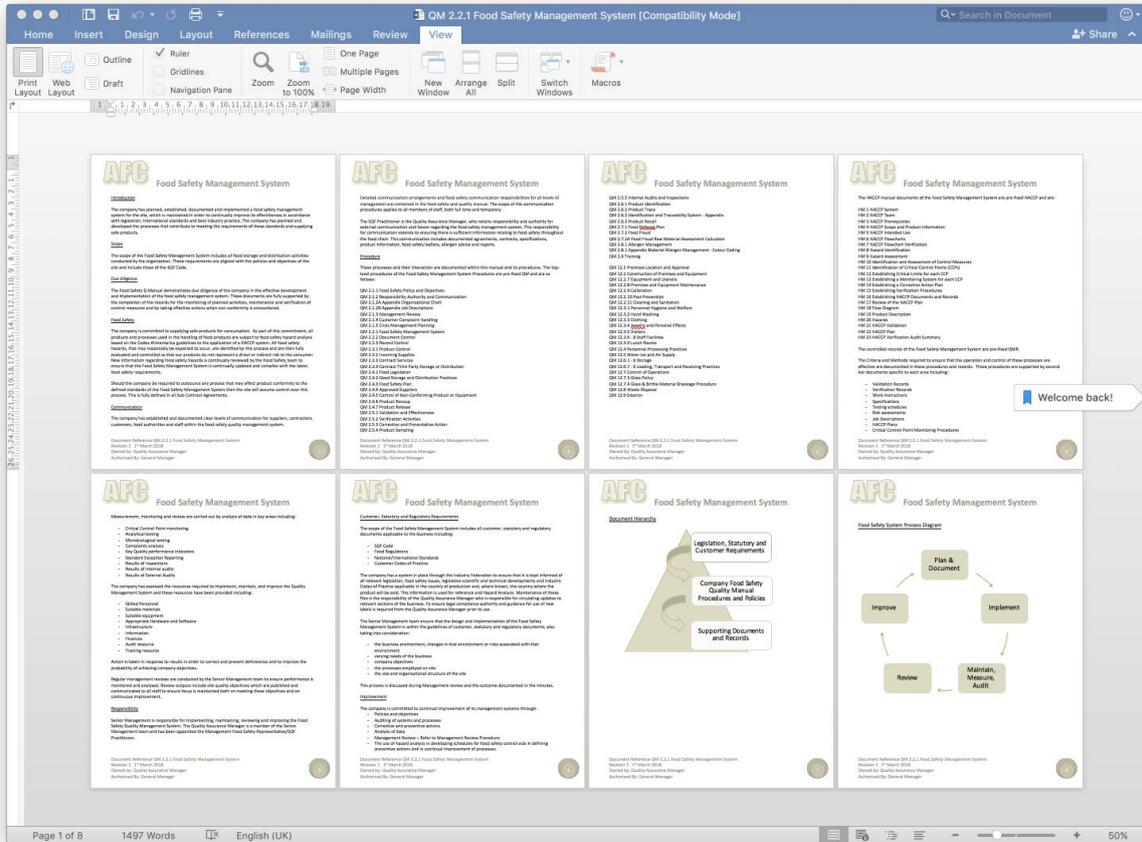
The Food Safety Manual contains comprehensive top level procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Food Safety Management System Procedures Part 1 Module 2: SQF System Elements

- QM 2.1.1 Food Safety Policy and Objectives
- QM 2.1.2 Responsibility Authority and Communication
- QM 2.1.2A Appendix Organizational Chart
- QM 2.1.2B Appendix Job Descriptions
- QM 2.1.3 Management Review
- QM 2.1.4 Customer Complaint Handling
- 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 Control
- QM 2.3.2 Incoming Supplies
- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Third Party Storage or Distribution
- QM 2.4.1 Food Legislation
- QM 2.4.2 Good Storage and Distribution Practices
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Approved Suppliers
- QM 2.4.5 Control of Non-Conforming Product or Equipment
- QM 2.4.6 Product Recoup
- QM 2.4.7 Product Release
- QM 2.5.1 Validation and Effectiveness
- QM 2.5.2 Verification Activities
- QM 2.5.3 Corrective and Preventative Action
- QM 2.5.4 Product Sampling

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Food Safety Management System Procedures



SQF Storage & Distribution Food Safety Management System Implementation Workbook

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



Employee Number	Employee Name	Job Title	Training Course																			
			Introduction to ISO 22000	Understanding ISO 22000	Food Safety Team ISO 22000 Implementation Guide	ISO 22000 Documentation Requirement Guide	Responsibility Training	Golden BOP Training	HACCP Training	Training Course Details Here												
1	John Smith		1/1/10																			
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						
25																						
26																						
27																						
28																						
29																						
30																						

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:

SQF Storage & Distribution Food Safety Management System Implementation Workbook

QMR 002 Training Record



Training Record

Name:		Employee Number:	
Company Start Date:		Position:	
Prior External Qualification(s), Skills & Experience :			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised By: General Manager



Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

Remember all food handlers should have Basic Food Hygiene Training

The Food Safety Team should receive extra training:

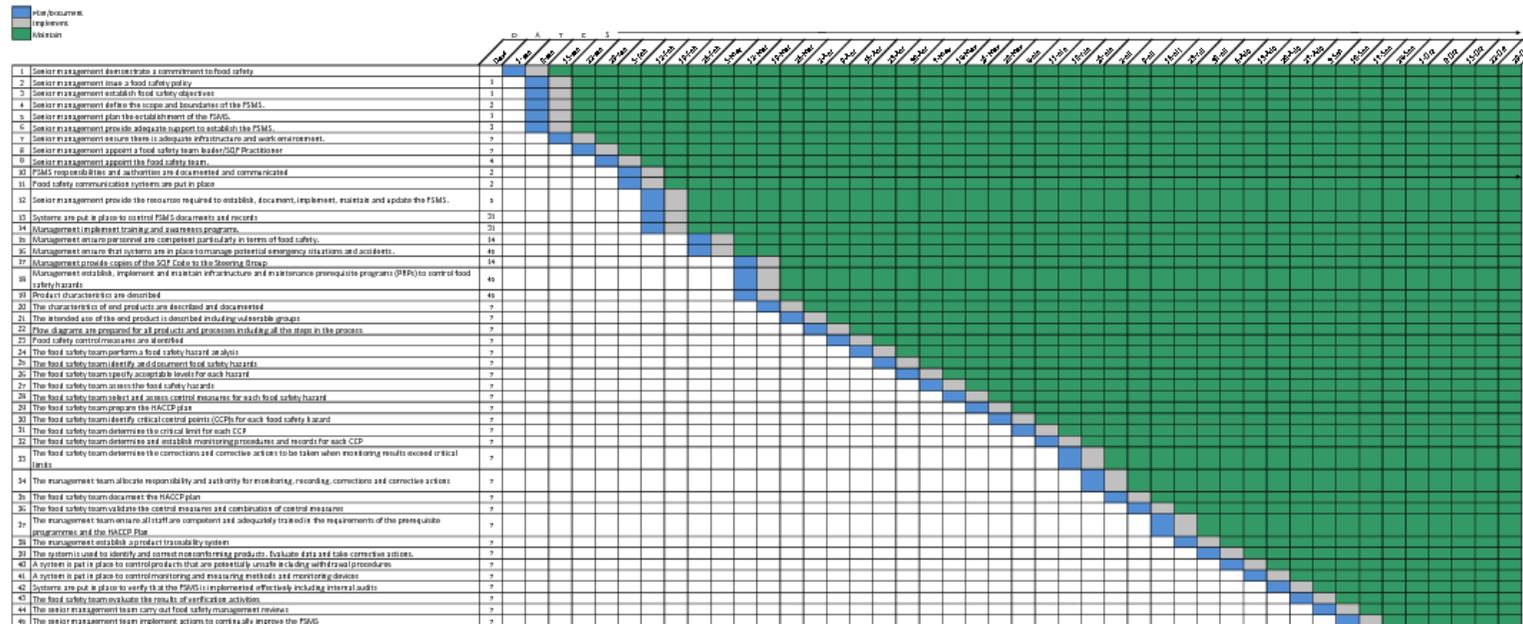
- ✓ Internal Audit Training
- ✓ HACCP Training

SQF Storage & Distribution Food Safety Management System Implementation Workbook

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.

SQF Implementation Plan



SQF Storage & Distribution Food Safety Management System Implementation Workbook

12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
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 4	31/1/18	9/1/18
15)	Management ensure personnel are competent particularly in terms of food safety.	Senior Management Team	Completed in Step 4	31/1/18	29/1/18
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 & QM 2.6.3 Product Recall		
17)	Management provide copies of the SQF Code Edition 8 (2017) to the Steering Group. The Steering Group establish Top Level FSMS documents.				
18)	Management establish, implement and maintain Good Storage and Distribution Practices to control food safety hazards				
19)	Product characteristics are				

SQF Storage & Distribution Food Safety Management System Implementation Workbook

HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using our HACCP Manual documents and instructions.

Tasks 19 - 21

All materials, product-contact materials and the characteristics of products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include:

- 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
- Food Safety Acceptance criteria
- Intended use

Use the templates provided in the HACCP Manual to assist you.

The food safety team should have available information on product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description or specification may include:

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Chemical characteristics relevant for food safety
- Biological characteristics relevant for food safety
- Physical characteristics relevant for food safety

SQF Storage & Distribution Food Safety Management System Implementation Workbook

The steps in the process should be logged:

Step Number	Step Name
1	Delivery of Ingredient A
2	Delivery of Ingredient B
3	Delivery of Ingredient C
4	Delivery of Ingredient D
5	Packaging Removed

The flow diagram should be confirmed physically on site by the Food Safety team who should conduct a walk through verifying all steps in the process flow chart.

Task 23 Description of Process Steps

For each step in the flow diagram the Food Safety team should describe the step and the control measures so that at the next stage the team can identify and assess food safety hazards and their control measures.

The control measures to be described include:

- Those applied at each step
- Those intended or included in PRP(s)
- Those identified in relevant information as described in HACCP terms of reference
- Those applied at other stages in the food chain
- Those applied to end products
- Those introduced by community schemes

The Food Safety team should describe each control measure in sufficient detail, including process parameter, to enable assessment of their effect on food safety hazards in relation to the degree of application of the control measure.

SQF Storage & Distribution Food Safety Management System Implementation Workbook

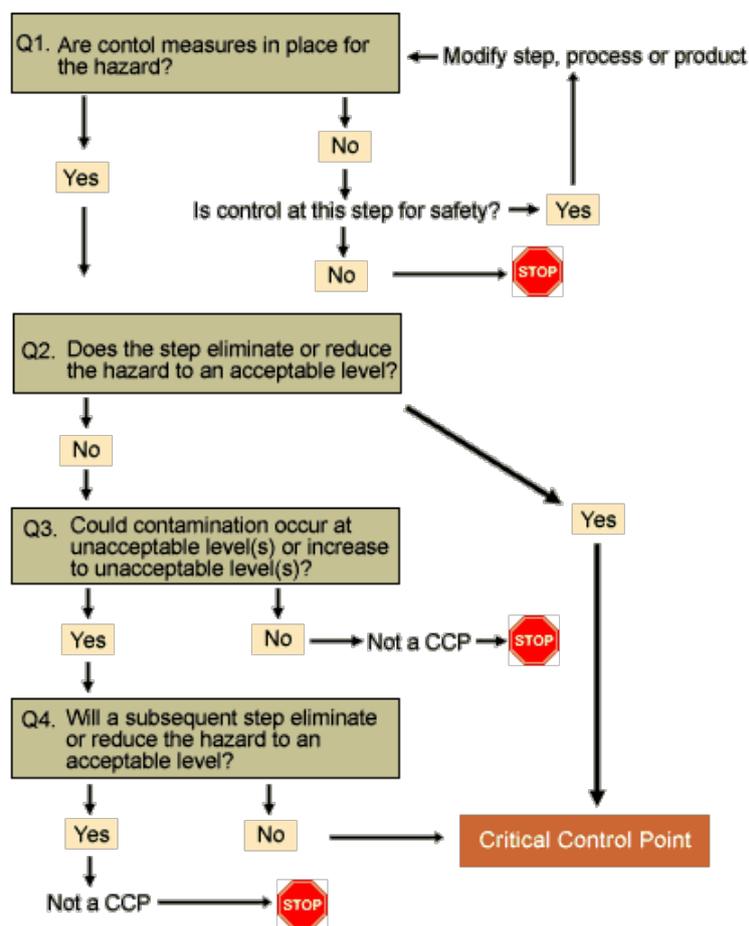
Task 29 Design of the HACCP Plan

The Food Safety Team need to start to formulate and document a HACCP plan defining the hazards to be controlled, CCPs where hazards are controlled, critical limits and monitoring procedures at each CCP and action to be taken when critical limits are exceeded. The HACCP plan needs to define those responsible for performing monitoring procedures and the records where the monitoring results are recorded.

Task 30 The food safety team identify critical control points (CCP)s for each food safety hazard

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazards.

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.



SQF Storage & Distribution Food Safety Management System Implementation Workbook

At this stage, you will now be able to complete Tasks 38 – 44:

Task 38: The management establish a product traceability system

You can use QM 2.6.1 Product Identification & QM 2.6.2 Product Trace as templates.

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions.

You can use QM 2.4.5 Control of Non-Conforming Product or Equipment as a template.

Task 40: A system is put in place to control allergens

You can use QM 2.8.1 Allergen Management as a template.

Task 41: A food fraud prevention system is put in place

You can use QM 2.7.2 Food Fraud as a template.

Task 42: A food defense system is put in place

You can use QM 2.7.1 Food Defense Plan as a template.

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures

You can use QM 2.6.3 Product Recall Procedure as a template.

Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices

You can use QM 12.2.9 Calibration as a template.

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the 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. 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

SQF Storage & Distribution Food Safety Management System Implementation Workbook

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Operations Reporting
Warehouse Manager		Warehouse/Storage Reporting
Quality Assurance 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

