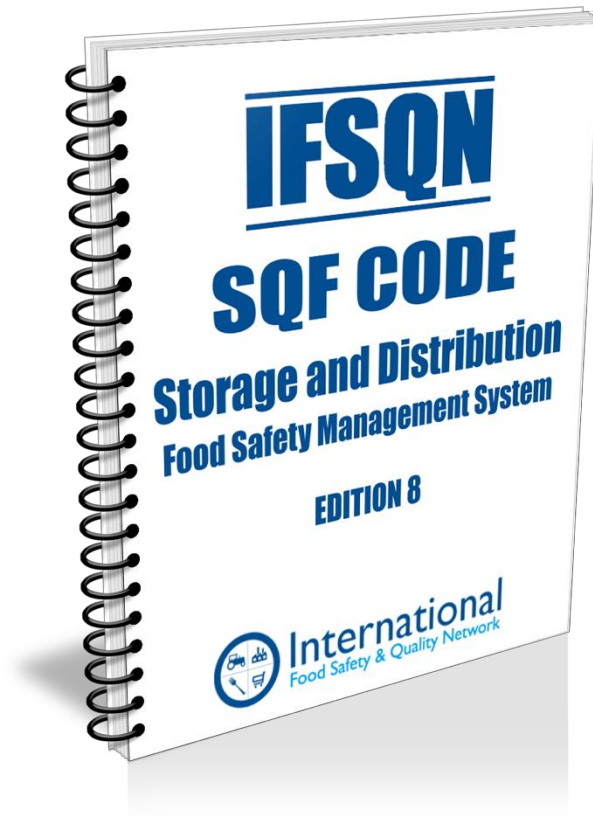


SQF Storage & Distribution Food Safety Management System Start Up Guide



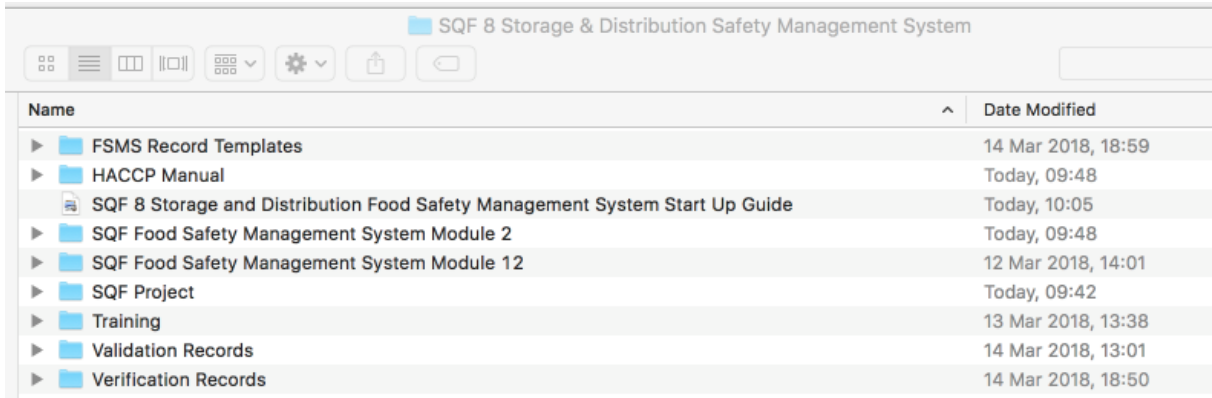
Welcome to the IFSQN SQF Storage and Distribution Food Safety Management System Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Storage and Distribution Food Safety Management System includes:

- ✓ A comprehensive set of over 60 editable SQF Storage and Distribution Food Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Storage and Distribution Food Safety Management System Training Modules
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Implementation Workbook
- ✓ Free Technical Support

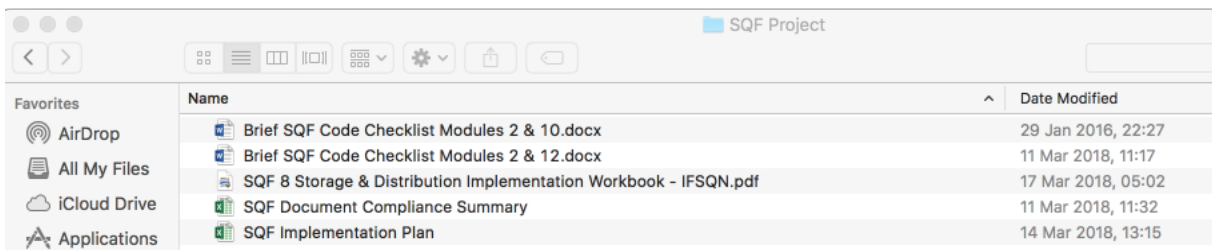
SQF Storage & Distribution Food Safety Management System Start Up Guide

When you download the package, you will find this start up guide and 8 folders containing the package documents:



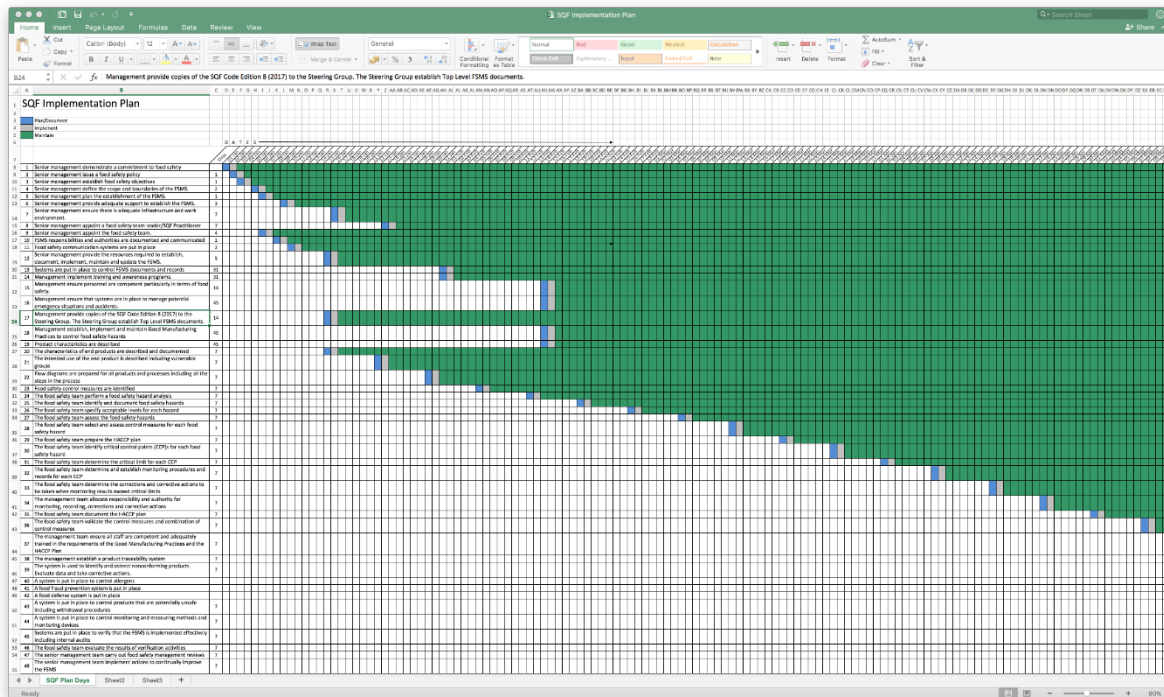
Your first job is to obtain your own copy of the [SQF Food Safety Code for Storage and Distribution Edition 8](#) from the SQFI website (It is free to download)

Start by opening the SQF Project folder:

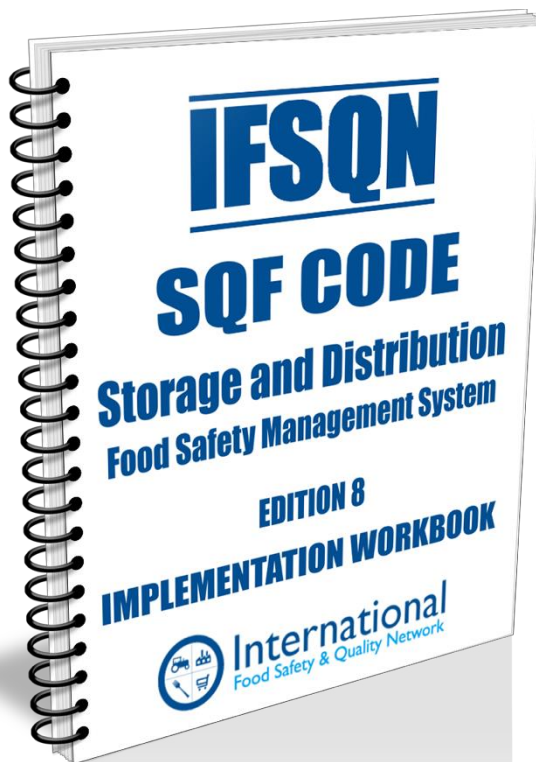


In this folder you will find the SQF Implementation Plan which can be used to by Senior Management to plan the development of your SQF Storage and Distribution Food Safety Management System

SQF Storage & Distribution Food Safety Management System Start Up Guide

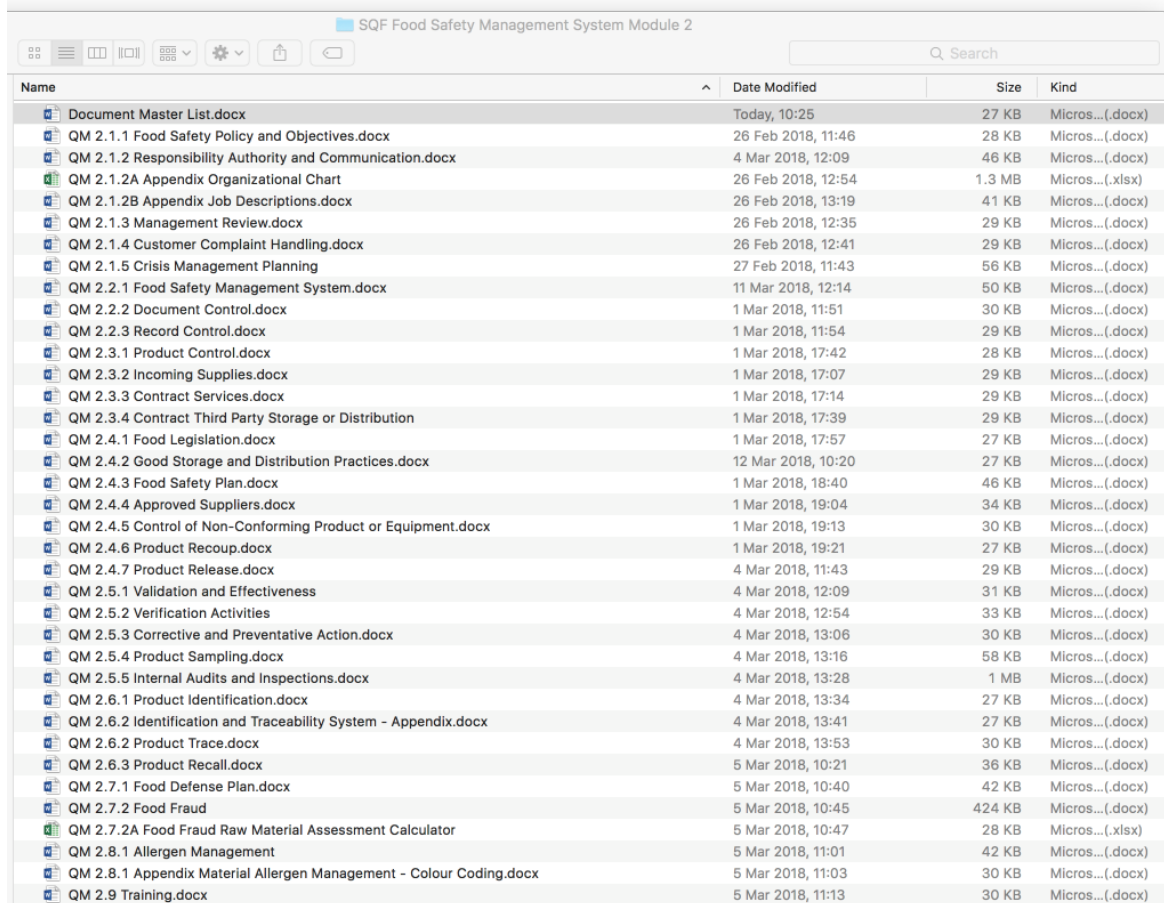


The main document in the folder is the **SQF 8 Storage & Distribution Implementation Workbook**



SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the SQF Food Safety Management System Module 2 folder

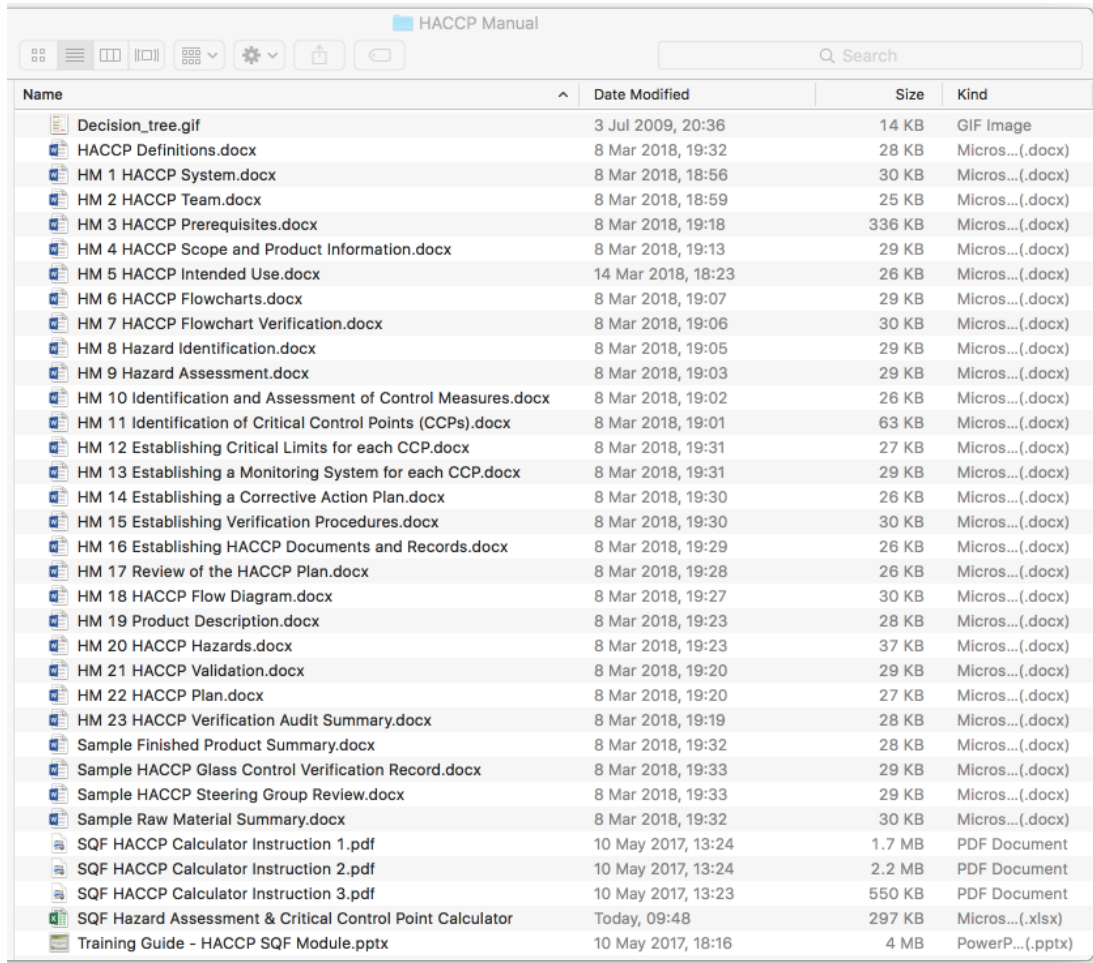


Name	Date Modified	Size	Kind
Document Master List.docx	Today, 10:25	27 KB	Micros...(docx)
QM 2.1.1 Food Safety Policy and Objectives.docx	26 Feb 2018, 11:46	28 KB	Micros...(docx)
QM 2.1.2 Responsibility Authority and Communication.docx	4 Mar 2018, 12:09	46 KB	Micros...(docx)
QM 2.1.2.A Appendix Organizational Chart	26 Feb 2018, 12:54	1.3 MB	Micros...(xlsx)
QM 2.1.2.B Appendix Job Descriptions.docx	26 Feb 2018, 13:19	41 KB	Micros...(docx)
QM 2.1.3 Management Review.docx	26 Feb 2018, 12:35	29 KB	Micros...(docx)
QM 2.1.4 Customer Complaint Handling.docx	26 Feb 2018, 12:41	29 KB	Micros...(docx)
QM 2.1.5 Crisis Management Planning	27 Feb 2018, 11:43	56 KB	Micros...(docx)
QM 2.2.1 Food Safety Management System.docx	11 Mar 2018, 12:14	50 KB	Micros...(docx)
QM 2.2.2 Document Control.docx	1 Mar 2018, 11:51	30 KB	Micros...(docx)
QM 2.2.3 Record Control.docx	1 Mar 2018, 11:54	29 KB	Micros...(docx)
QM 2.3.1 Product Control.docx	1 Mar 2018, 17:42	28 KB	Micros...(docx)
QM 2.3.2 Incoming Supplies.docx	1 Mar 2018, 17:07	29 KB	Micros...(docx)
QM 2.3.3 Contract Services.docx	1 Mar 2018, 17:14	29 KB	Micros...(docx)
QM 2.3.4 Contract Third Party Storage or Distribution	1 Mar 2018, 17:39	29 KB	Micros...(docx)
QM 2.4.1 Food Legislation.docx	1 Mar 2018, 17:57	27 KB	Micros...(docx)
QM 2.4.2 Good Storage and Distribution Practices.docx	12 Mar 2018, 10:20	27 KB	Micros...(docx)
QM 2.4.3 Food Safety Plan.docx	1 Mar 2018, 18:40	46 KB	Micros...(docx)
QM 2.4.4 Approved Suppliers.docx	1 Mar 2018, 19:04	34 KB	Micros...(docx)
QM 2.4.5 Control of Non-Conforming Product or Equipment.docx	1 Mar 2018, 19:13	30 KB	Micros...(docx)
QM 2.4.6 Product Recoup.docx	1 Mar 2018, 19:21	27 KB	Micros...(docx)
QM 2.4.7 Product Release.docx	4 Mar 2018, 11:43	29 KB	Micros...(docx)
QM 2.5.1 Validation and Effectiveness	4 Mar 2018, 12:09	31 KB	Micros...(docx)
QM 2.5.2 Verification Activities	4 Mar 2018, 12:54	33 KB	Micros...(docx)
QM 2.5.3 Corrective and Preventative Action.docx	4 Mar 2018, 13:06	30 KB	Micros...(docx)
QM 2.5.4 Product Sampling.docx	4 Mar 2018, 13:16	58 KB	Micros...(docx)
QM 2.5.5 Internal Audits and Inspections.docx	4 Mar 2018, 13:28	1 MB	Micros...(docx)
QM 2.6.1 Product Identification.docx	4 Mar 2018, 13:34	27 KB	Micros...(docx)
QM 2.6.2 Identification and Traceability System - Appendix.docx	4 Mar 2018, 13:41	27 KB	Micros...(docx)
QM 2.6.2 Product Trace.docx	4 Mar 2018, 13:53	30 KB	Micros...(docx)
QM 2.6.3 Product Recall.docx	5 Mar 2018, 10:21	36 KB	Micros...(docx)
QM 2.7.1 Food Defense Plan.docx	5 Mar 2018, 10:40	42 KB	Micros...(docx)
QM 2.7.2 Food Fraud	5 Mar 2018, 10:45	424 KB	Micros...(docx)
QM 2.7.2.A Food Fraud Raw Material Assessment Calculator	5 Mar 2018, 10:47	28 KB	Micros...(xlsx)
QM 2.8.1 Allergen Management	5 Mar 2018, 11:01	42 KB	Micros...(docx)
QM 2.8.1 Appendix Material Allergen Management - Colour Coding.docx	5 Mar 2018, 11:03	30 KB	Micros...(docx)
QM 2.9 Training.docx	5 Mar 2018, 11:13	30 KB	Micros...(docx)

The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System 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.

SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the HACCP Manual Folder



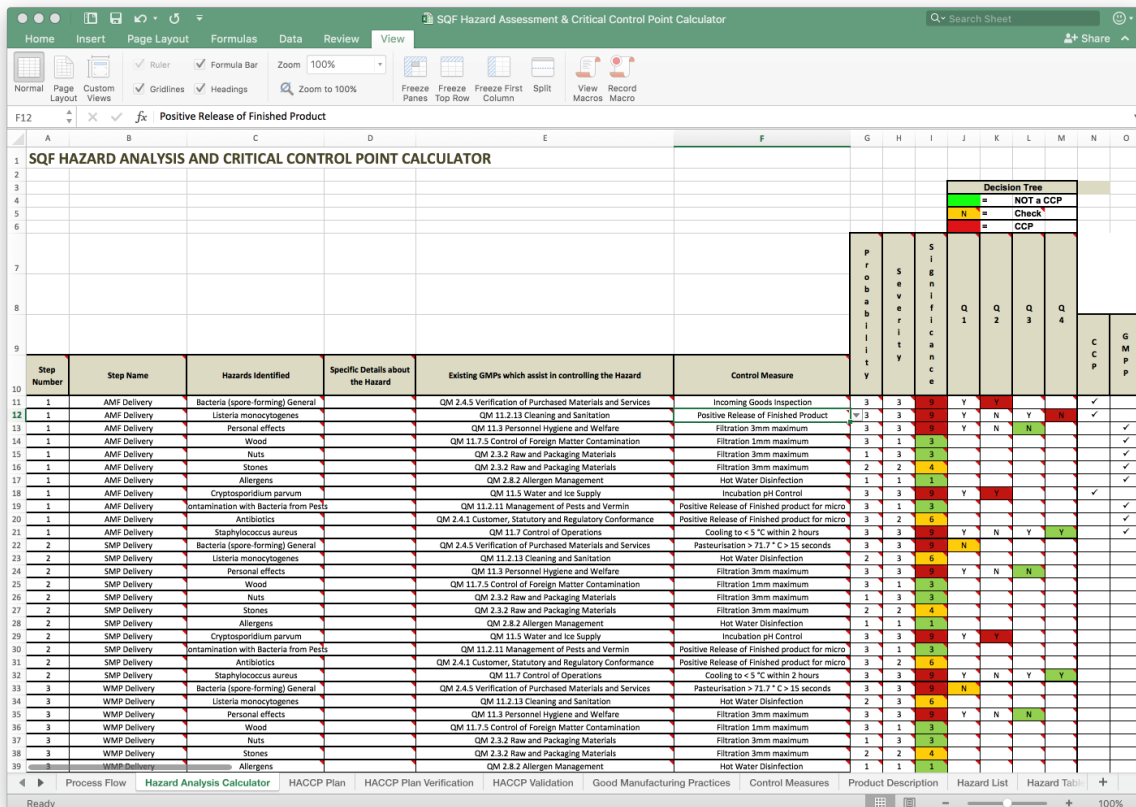
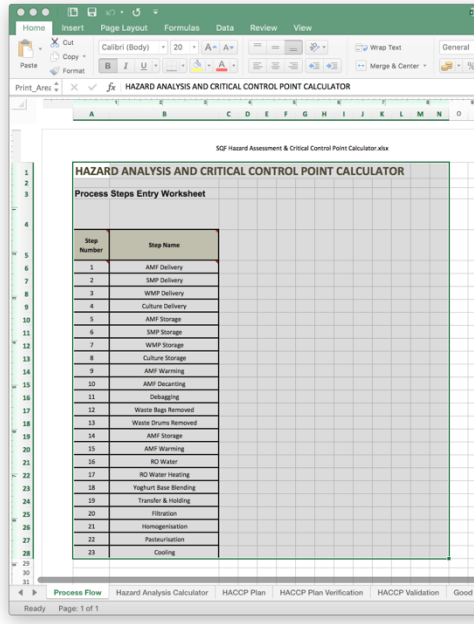
Name	Date Modified	Size	Kind
Decision_tree.gif	3 Jul 2009, 20:36	14 KB	GIF Image
HACCP Definitions.docx	8 Mar 2018, 19:32	28 KB	Micros...(docx)
HM 1 HACCP System.docx	8 Mar 2018, 18:56	30 KB	Micros...(docx)
HM 2 HACCP Team.docx	8 Mar 2018, 18:59	25 KB	Micros...(docx)
HM 3 HACCP Prerequisites.docx	8 Mar 2018, 19:18	336 KB	Micros...(docx)
HM 4 HACCP Scope and Product Information.docx	8 Mar 2018, 19:13	29 KB	Micros...(docx)
HM 5 HACCP Intended Use.docx	14 Mar 2018, 18:23	26 KB	Micros...(docx)
HM 6 HACCP Flowcharts.docx	8 Mar 2018, 19:07	29 KB	Micros...(docx)
HM 7 HACCP Flowchart Verification.docx	8 Mar 2018, 19:06	30 KB	Micros...(docx)
HM 8 Hazard Identification.docx	8 Mar 2018, 19:05	29 KB	Micros...(docx)
HM 9 Hazard Assessment.docx	8 Mar 2018, 19:03	29 KB	Micros...(docx)
HM 10 Identification and Assessment of Control Measures.docx	8 Mar 2018, 19:02	26 KB	Micros...(docx)
HM 11 Identification of Critical Control Points (CCPs).docx	8 Mar 2018, 19:01	63 KB	Micros...(docx)
HM 12 Establishing Critical Limits for each CCP.docx	8 Mar 2018, 19:31	27 KB	Micros...(docx)
HM 13 Establishing a Monitoring System for each CCP.docx	8 Mar 2018, 19:31	29 KB	Micros...(docx)
HM 14 Establishing a Corrective Action Plan.docx	8 Mar 2018, 19:30	26 KB	Micros...(docx)
HM 15 Establishing Verification Procedures.docx	8 Mar 2018, 19:30	30 KB	Micros...(docx)
HM 16 Establishing HACCP Documents and Records.docx	8 Mar 2018, 19:29	26 KB	Micros...(docx)
HM 17 Review of the HACCP Plan.docx	8 Mar 2018, 19:28	26 KB	Micros...(docx)
HM 18 HACCP Flow Diagram.docx	8 Mar 2018, 19:27	30 KB	Micros...(docx)
HM 19 Product Description.docx	8 Mar 2018, 19:23	28 KB	Micros...(docx)
HM 20 HACCP Hazards.docx	8 Mar 2018, 19:23	37 KB	Micros...(docx)
HM 21 HACCP Validation.docx	8 Mar 2018, 19:20	29 KB	Micros...(docx)
HM 22 HACCP Plan.docx	8 Mar 2018, 19:20	27 KB	Micros...(docx)
HM 23 HACCP Verification Audit Summary.docx	8 Mar 2018, 19:19	28 KB	Micros...(docx)
Sample Finished Product Summary.docx	8 Mar 2018, 19:32	28 KB	Micros...(docx)
Sample HACCP Glass Control Verification Record.docx	8 Mar 2018, 19:33	29 KB	Micros...(docx)
Sample HACCP Steering Group Review.docx	8 Mar 2018, 19:33	29 KB	Micros...(docx)
Sample Raw Material Summary.docx	8 Mar 2018, 19:32	30 KB	Micros...(docx)
SQF HACCP Calculator Instruction 1.pdf	10 May 2017, 13:24	1.7 MB	PDF Document
SQF HACCP Calculator Instruction 2.pdf	10 May 2017, 13:24	2.2 MB	PDF Document
SQF HACCP Calculator Instruction 3.pdf	10 May 2017, 13:23	550 KB	PDF Document
SQF Hazard Assessment & Critical Control Point Calculator	Today, 09:48	297 KB	Micros...(xlsx)
Training Guide - HACCP SQF Module.pptx	10 May 2017, 18:16	4 MB	PowerP...(pptx)

This folder contains supplements QM 2.4.3 Food Safety Plan



SQF Storage & Distribution Food Safety Management System Start Up Guide

The folder includes the SQF Hazard Assessment & Critical Control Point Calculator and Instructions:



SQF Storage & Distribution Food Safety Management System Start Up Guide

AFC HACCP Calculator Instruction 2
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
1 = Not Severe
3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	1	2	3
1	AMF Delivery	Bacteria (spore-forming)	General	1. Hygiene and Housekeeping	Pasteurisation > 71.7 °C > 15 seconds	3	3	3
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 °C	3	3	3
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < 18 °C	3	3	3
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 1mm maximum	3	1	1
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 3mm maximum	1	3	3
1	AMF Delivery	Stones		2. Manufacturing Control	CIP to specification	2	2	2
1	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection	1	1	1
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Incubation pH Control	3	3	3
1	AMF Delivery	Contamination with Bacteria from Pests		9. Pest Control	Positive Release of finished product for micro	3	1	1
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2	2
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration 3mm maximum	3	3	3

Document Reference HACCP Calculator Instruction 2
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised By: General Manager

AFC HACCP Calculator Instruction 2
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

The HACCP Calculator automatically calculates the

This folder also contains a HACCP Training PowerPoint Presentation:

HACCP PRINCIPLE 1
Conduct a Hazard Analysis

You can use the HACCP Hazard Assessment & Critical Control Point Calculator to help at this stage of the Hazard Analysis:

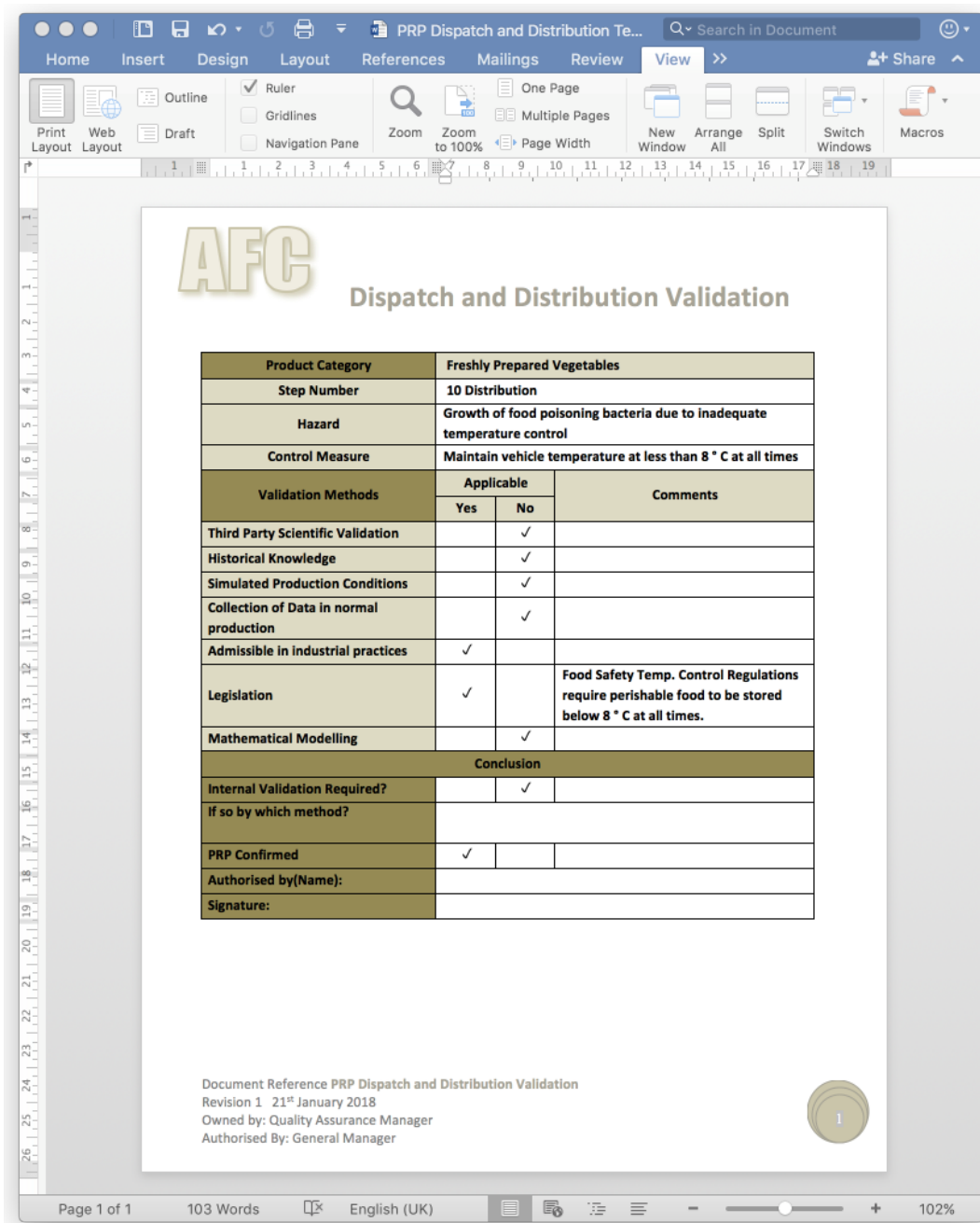
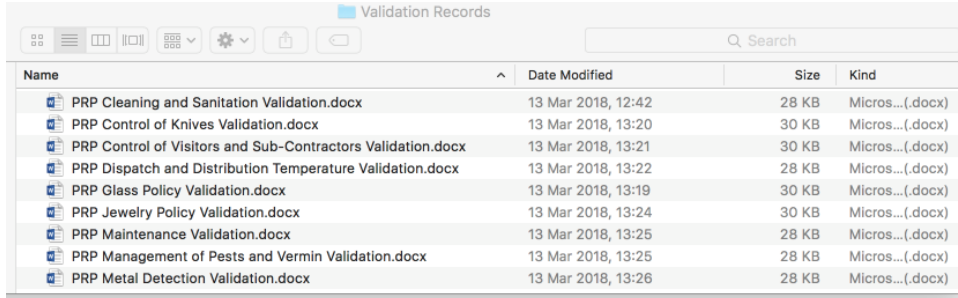
- Simple steps to assessing Hazard significance generating a rating of 1 - 9
- Automatically highlights significant hazards which require critical control point assessment
- Enables you to present your HACCP assessment in a clear and professional manner

Refer to the HACCP Calculator guide to assist in your assessment

SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Validation Record Samples Folder

There are a range of validation records.



SQF Storage & Distribution Food Safety Management System Start Up Guide

Hygiene & Housekeeping Inspection Schedule													
The following SQF clauses are checked by specific area in a hygiene and housekeeping audit													
High Risk - Monthly													
Medium Risk - Quarterly													
Low Risk - Twice per Year													
Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
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
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
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
Good In and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2			Auditor 3		
Packing	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Transport, Vehicles and Dispatch>Returns	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Canteen	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
Yard (including perimeter)	Low				Auditor 2						Auditor 1		
Engineering	Low	Auditor 1						Auditor 2					
Area to be covered by Hygiene & Housekeeping Audit	Risk												
QM 13.1 Site Location and Approval	Medium												
QM 13.2 Construction of Premises and Equipment	High												
QM 13.2.7 Equipment, Utensils and Protective Clothing	High												
QM 13.2.8 Premises and Equipment Maintenance	Medium												
QM 13.2.9 Calibration	Medium												
QM 13.2.10 Pest Prevention	Medium												
QM 13.2.11 Cleaning and Sanitation	High												
QM 13.3.1 Personnel Hygiene and Welfare	High												
QM 13.3.2 Hand Washing	High												
QM 13.3.3 Clothing	High												
QM 13.3.4 Jewellery Policy	High												
QM 13.3.5 Visitors	Medium												
QM 13.3.6 - 8 Staff Facilities	Medium												
QM 13.3.10 Lunch Rooms	Medium												
QM 13.4 Personnel Processing Practices	High												
QM 13.4A First Aid	Medium												
QM 13.5.1 - 2 Water and Ice Supply	Medium												
QM 13.5.3 Air Quality	Medium												
QM 13.6.1 - 3 Storage	Medium												
QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
QM 13.7 Separation of Functions	Medium												
QM 13.7.2 Control of Foreign Matter Contamination	High												
QM 13.7.2A Glass Policy	High												
QM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
QM 13.8 Waste Disposal	Medium												
QM 13.9 Exterior	Low												

Verification Audit Schedule													
High Risk - Quarterly													
Medium Risk - Twice per Year													
Low Risk - Annually													
Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
DM 2.1.1 Food Safety Policy and Objectives	Low												
DM 2.1.2 Management Responsibility	Low												
DM 2.1.2A Appendix Organizational Chart	Low												
DM 2.1.2B Appendix Job Descriptions	Low												
DM 2.1.3 Management Review	Medium												
DM 2.1.4 Complaint Management	Medium												
DM 2.1.5 Crisis Management Planning	Medium												
DM 2.2.1 Food Safety Management System	Medium												
DM 2.2.2 Document Control	Medium												
DM 2.2.3 Record Control	High												
DM 2.3.1 Product Development	High												
DM 2.3.2 Raw and Packaging Materials	High												
DM 2.3.3 Contract Services	High												
DM 2.3.4 Contract Manufacturers	High												
DM 2.3.5 Finished Product Specifications	High												
DM 2.4.1 Compliance with Food Legislation	High												
DM 2.4.2 Good Manufacturing Practices	High												
DM 2.4.3 Food Safety Plans	High												
DM 2.4.4 Approved Supplier Program	High												
DM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
DM 2.4.6 Product Recall	Medium												
DM 2.4.7 Product Release	Medium												
DM 2.4.8 Environmental Monitoring	High												
DM 2.5.1 Validation and Effectiveness	High												
DM 2.5.2 Verification Activities	High												
DM 2.5.3 Corrective Action and Preventative Action	Medium												
DM 2.5.4 Product Sampling, Inspection and Analysis	High												
DM 2.5.5 Internal Audits and Inspections	High												
DM 2.6.1 Product Identification	Medium												
DM 2.6.2 Product Traceability	Medium												
DM 2.6.2 Identification and Traceability System - Appendix	Medium												
DM 2.6.3 Product Withdrawal and Recall	Medium												
DM 2.7.1 Food Defense Plan	High												
DM 2.7.2 Food Fraud	High												
DM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
DM 2.8.1 Allergen Management	High												
DM 2.9 Training	High												
DM 13.1 Site Location and Approval	Medium												
DM 13.2 Construction of Premises and Equipment	High												
DM 13.2.7 Equipment, Utensils and Protective Clothing	High												
DM 13.2.8 Premises and Equipment Maintenance	Medium												
DM 13.2.9 Calibration	Medium												
DM 13.2.10 Pest Prevention	Medium												
DM 13.2.11 Cleaning and Sanitation	High												
DM 13.3.1 Personnel Hygiene and Welfare	High												
DM 13.3.2 Hand Washing	High												
DM 13.3.3 Clothing	High												
DM 13.3.4 Jewellery Policy	High												
DM 13.3.5 Visitors	Medium												
DM 13.3.6 - 8 Staff Facilities	Medium												
DM 13.3.10 Lunch Rooms	Medium												
DM 13.4 Personnel Processing Practices	High												
DM 13.4A First Aid	Medium												
DM 13.5.1 - 2 Water and Ice Supply	Medium												
DM 13.5.3 Air Quality	Medium												
DM 13.6.1 - 3 Storage	Medium												
DM 13.6.4 Loading, Transport and Unloading Practices	Medium												
DM 13.7 Separation of Functions	Medium												
DM 13.7.2 Control of Foreign Matter Contamination	High												
DM 13.7.2A Glass Policy	High												
DM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
DM 13.8 Waste Disposal	Medium												
DM 13.9 Exterior	Low												

SQF Storage & Distribution Food Safety Management System Start Up Guide

There is also a sample training matrix:

The screenshot shows an Excel spreadsheet titled "Department - Example Training Matrix" with a date of "6th May 2017". The spreadsheet is organized into several sections:

- Summary Section (Rows 1-5):**
 - Row 1: Department Training Matrix 6th May 2017
 - Row 2: Training Required (indicated by a red box)
 - Row 3: Training Not Required (indicated by a green box)
 - Row 4: Training Completed (indicated by a green box)
- Hazard/Control Measures (Rows 6-7):** A list of 20 hazards/controls, including:
 - Cooking Times & Temperature
 - Metal Detection
 - Positive Release of Filler ATP Swab
 - Allergen Clean - Allergen Swab
 - Filtration Post Process
 - Hand Washing
 - External Standards
 - Site Security
 - Control of Visitors and Contractors
 - Layout, Product Flow and Segregation
 - Building Fabric
 - Utilities - Water and Air
 - Equipment Maintenance
 - Staff Facilities
 - Product Contamination Control
 - Chemical Contamination Control
 - Fundamental Allergen Control
 - Control of Incoming Materials
 - Prevention of Cross-Contamination
 - Control of Bore Water
- Employee Training Matrix (Rows 8-19):** A grid where columns represent the hazards/controls and rows represent individual employees. The grid is divided into three main categories:
 - CCP Procedural Training (Columns 1-5):** CCP 1, CCP 2, CCP 3, CCP 4, CCP 5
 - OPRP (Columns 6-7):** OPRP 1, OPRP 2
 - PRP (Columns 8-17):** PRP 1 through PRP 10
 - Prerequisite Training (Columns 18-20):** PRP 11 through PRP 17
 Each cell in the grid contains a green checkmark (indicating training completed) or a red 'X' (indicating training not completed).

Free Technical Support

This package includes free technical support until you achieve certification. If you have any questions or need any advice email support@ifsqn.com