



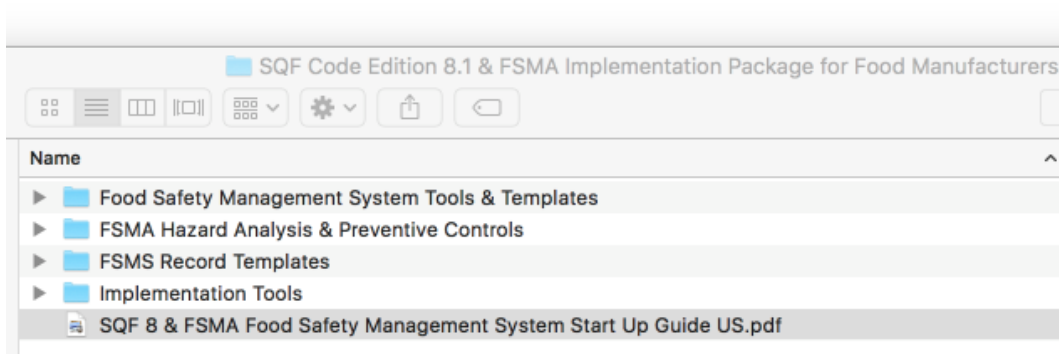
**Welcome to the IFSQN SQF Code Edition 8.1 & FSMA Implementation Package Start Up Guide which will guide you through the contents of the package.**

**The IFSQN SQF Code Edition 8.1 & FSMA Implementation Package includes:**

- ✓ **A comprehensive set of editable Food Safety Management System Procedures**
- ✓ **A wide range of easy to use Record Templates**
- ✓ **FSMA Module including guidance, documentation and Hazard Identification and Preventive Controls Implementation Tool**
- ✓ **Implementation Tools Including PowerPoint Presentations, an Implementation Plan and an Implementation Workbook**



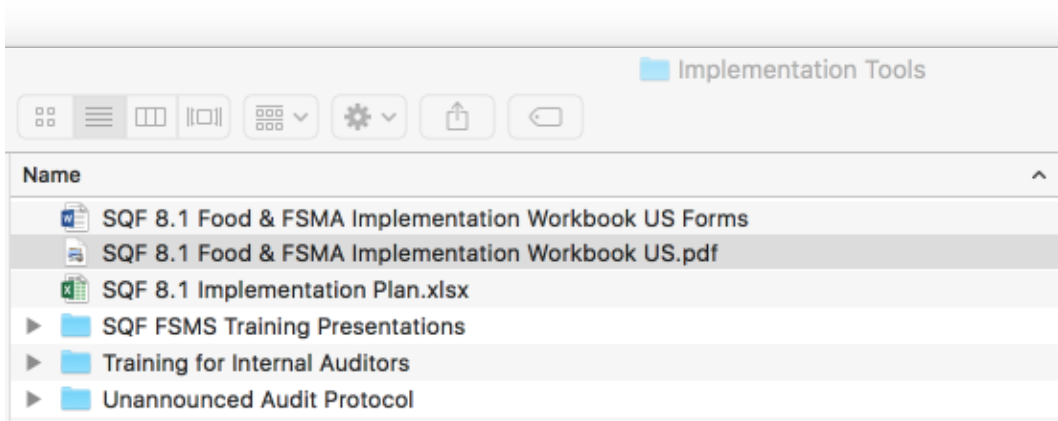
When you download the package, you will find this start up guide and 4 folders containing the package documents:



Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacturing Edition 8.1](#) and the [Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites](#) from the SQFI website (They are free to download)

# SQF Code & FSMA Food Safety Management System Start Up Guide

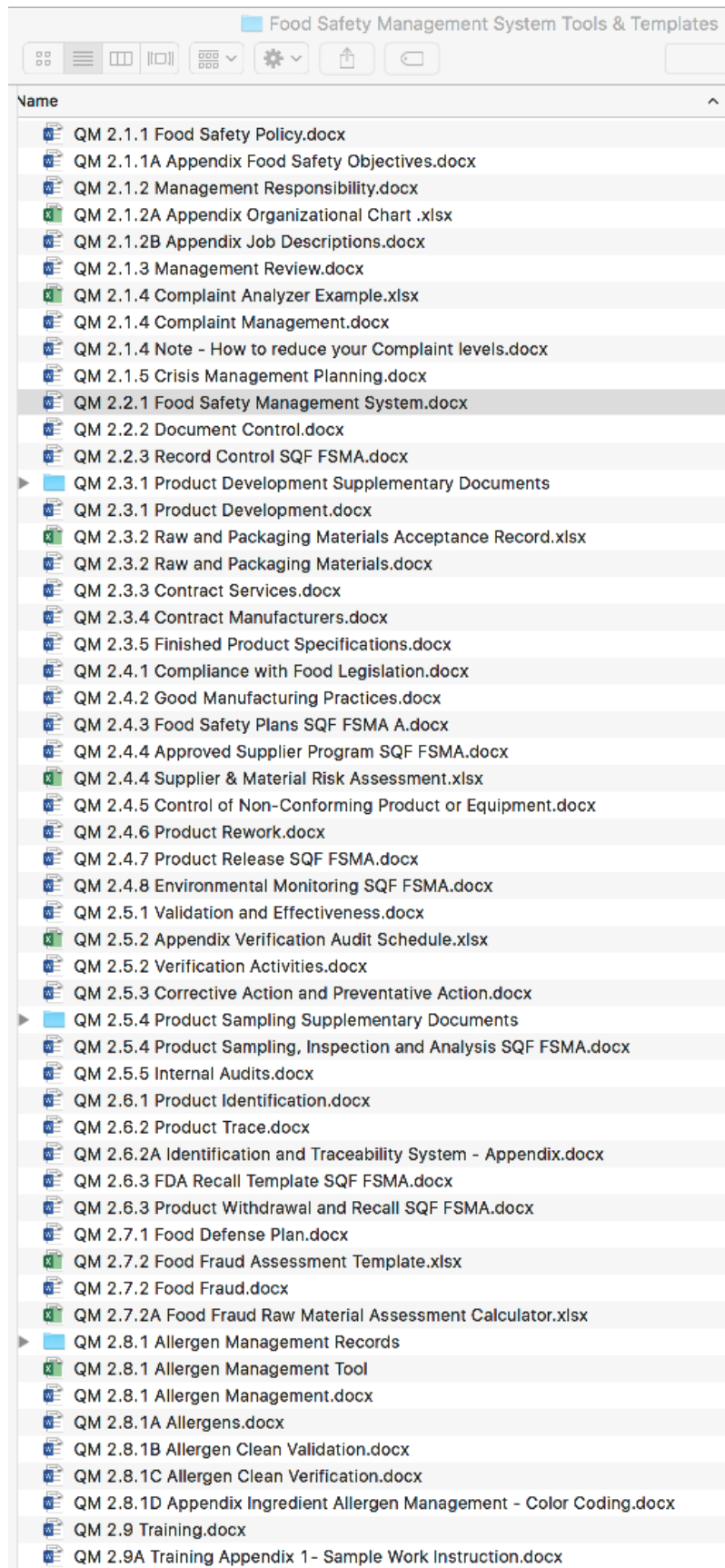
Start by opening the **Implementation Tools** Folder:



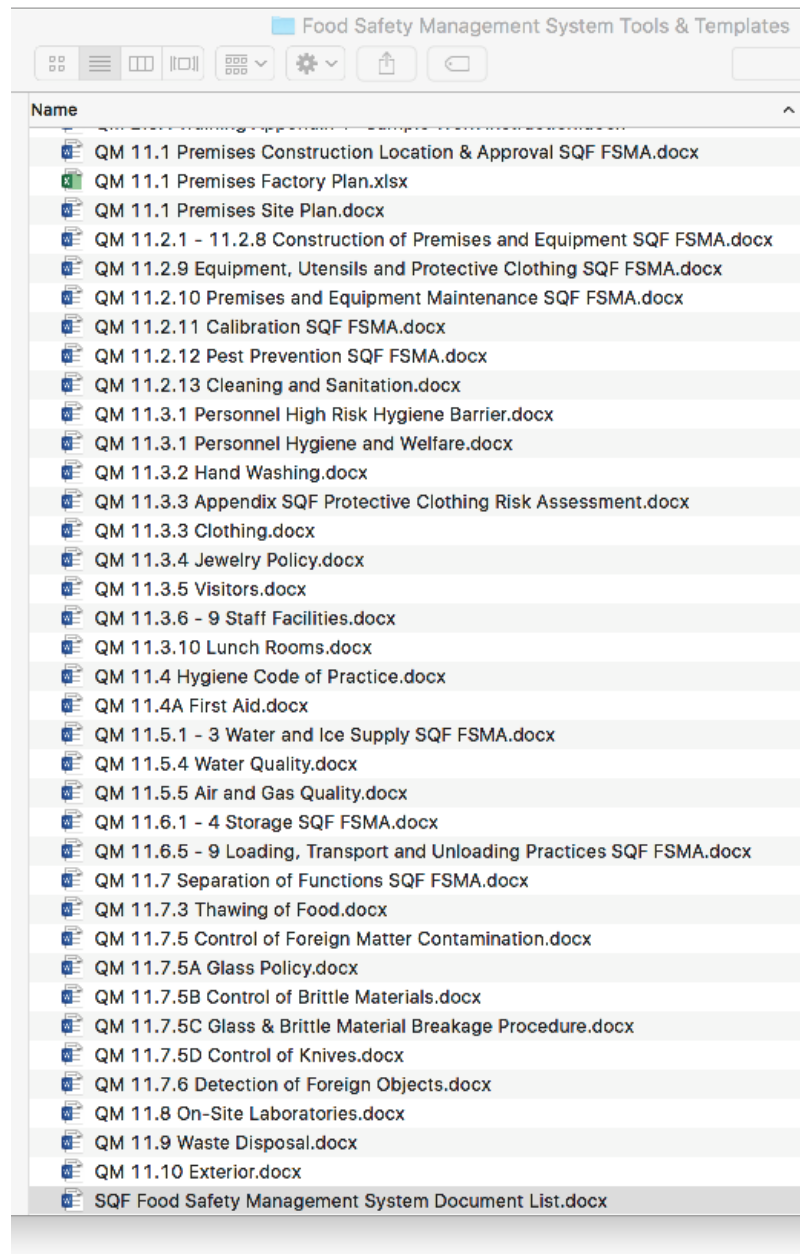
The main document in the folder is the SQF 8.1 & FSMA Food Implementation Workbook



## The next folder to open is the **Food Safety Management System Tools and Templates** folder



# SQF Code & FSMA Food Safety Management System Start Up Guide



These Food Safety Management System Templates match the clauses of the SQF Code and comply with Module 2 System Elements for Food Manufacturing and Module 11 Good Manufacturing Practices for Processing of Food Products. They also comply with additional requirements in the Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites.

Procedures included in the **Food Safety Management System Tools and Templates** folder are numbered to match the clauses of the SQF Code and are as follows:

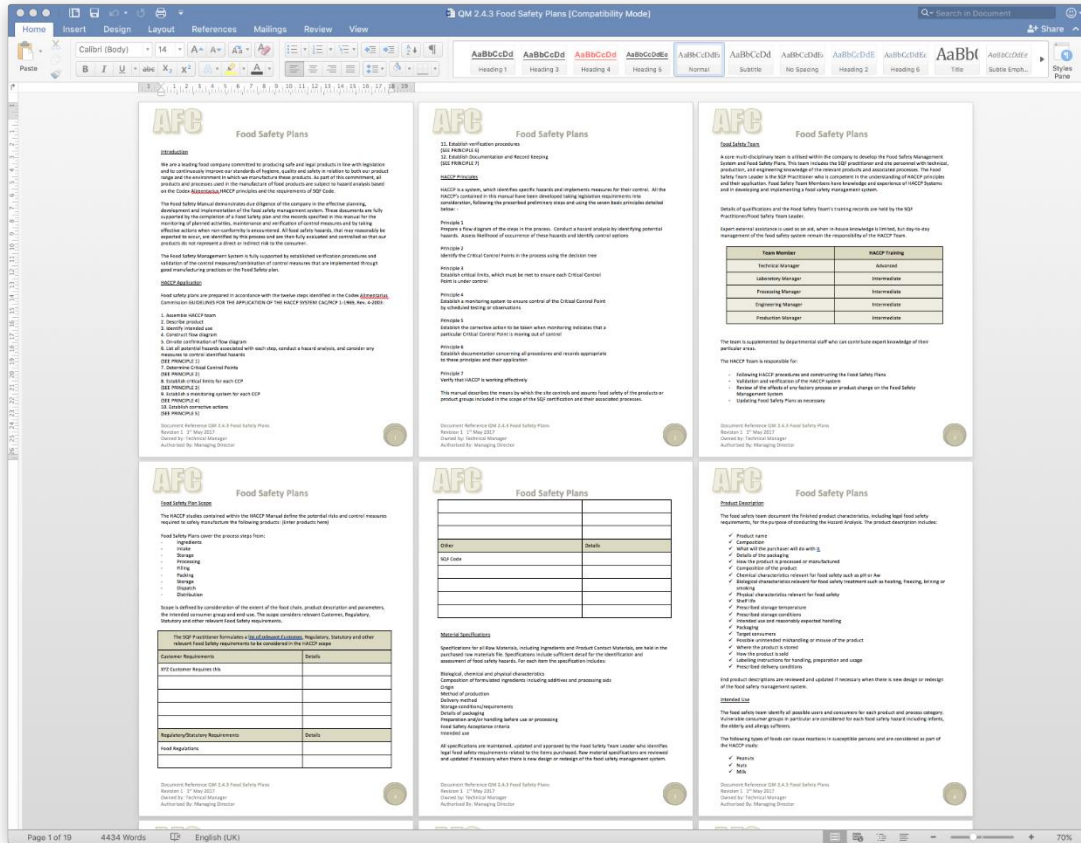
## Module 2 System Elements for Food Manufacturing

- QM 2.1.1 Food Safety and Quality Policy
- QM 2.1.1A Appendix Food Safety and Quality 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 2.1.4 Complaint Analyzer Example
- QM 2.1.4 Note - How to reduce your Complaint levels
- 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 2.3.1 Product Development Supplementary Documents - Folder - Advanced
- QM 2.3.2 Raw and Packaging Materials
- QM 2.3.2 Raw and Packaging Materials Acceptance Record
- 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 2.4.4 Supplier & Material Risk Assessment
- 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 2.5.2 Appendix Verification Audit Schedule
- QM 2.5.3 Corrective Action and Preventative Action
- QM 2.5.4 Product Sampling, Inspection and Analysis
- QM 2.5.4 Product Sampling Supplementary Documents - Folder

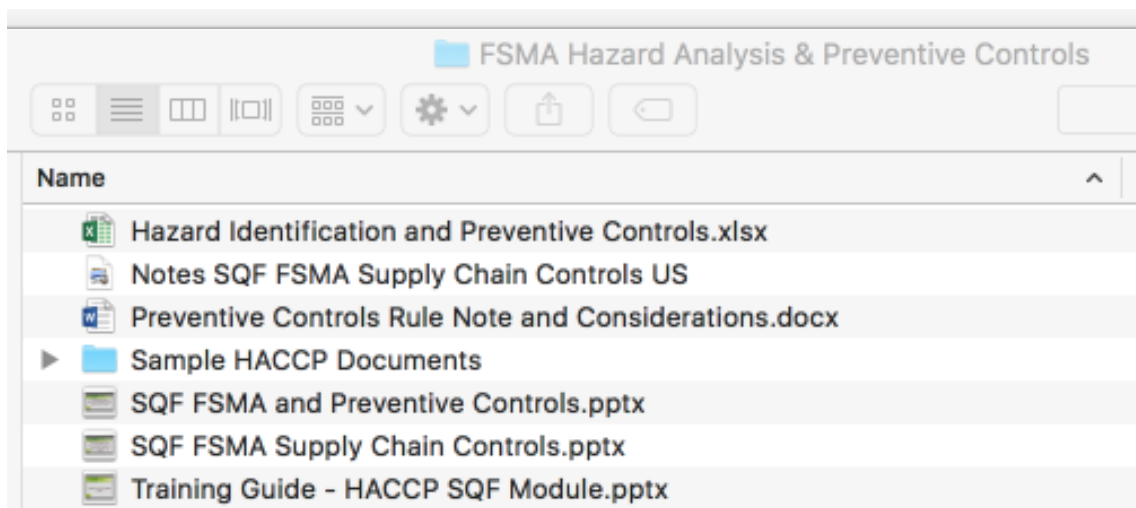
# SQF Code & FSMA Food Safety Management System Start Up Guide

## The next folder to open is the **FSMA Hazard Analysis & Preventive Controls** folder

This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (19 page HACCP procedural template)



The folder contains sample HACCP Documents, Guidance and Tools for the Implementation of Preventive Controls.



# SQF Code & FSMA Food Safety Management System Start Up Guide

## Guidance and Tools for the Implementation of Preventive Controls

**Hazard Analysis and Preventive Controls**

A Preventive Control is also required when the Hazard is Significant but it is not a CCP.

Area/ Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	Preventive Control	CCP	Preventive measure which controls the Hazard	Control Limit
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2	0	0	✓		QM 3.5 Supplier and Raw Material Approval	COA on Receipt Salmonella abs in 25g
2	Goods In	Chemical	Lubricants	Food grade oil used	1	1	1	0			QM 4.7 Maintenance	
3	Storage	Allergen	Eggs		2	2	0	0	✓		QM 5.3 Management of Allergens	Segregation and identification egg allergens in storage. Spoil
4	Handling	Radiological	Iodine-131	Risk of radiation in water source	1	2	2	0			QM 4.5 Utilities - Water and Air	
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	2	3	0	0	✓		QM 6.1 Control of Operations	Filtration 3mm maximum
6	Sanitation	Chemical	CP Chemicals		2	2	0	0	✓		QM 4.9.1 Chemical Contamination Control	CP to specification
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	0	0	✓	Y	QM 6.1 Control of Operations	Pasteurisation > 71.7°C > 3 seconds

Put a tick in the Preventive Control box when the Significance of a hazard is 3 or greater but it is not a CCP.

## Implementation Tool for the Identification of CCPs and Preventive Controls enabling you to create your Food Safety Plans

**Hazard Identification/Evaluation and Preventive Controls**

Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	Preventive Control	CCP	Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrective/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2	0	0	✓	QM 2.4.4 Approved Supplier Program	COA on Receipt Salmonella absent in 25g	Raw Material A Acceptance	Conds by Total Completion QA - Review in production	Report if out of Specification, Hold if no COA	Material QA Chemists Label Material Release Checklist (Goods In Check)	Periodic raw material A sampling as per testing schedule. Record. Approval	Raw Material A Preventive Control Validation Board
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	0	0	✓	QM 2.4.3 Good Manufacturing Practices	Pasteurisation Minimum 71.7°C for 15 seconds	Pasteurisation Procedure including down test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen valve and flow rate. Pasteurizer Operator	Manually divert flow of product, isolate the affected product. Evaluate and determine disposition of the product (reprocess or discard). Investigate cause and root cause. Document actions in CAPA.	Pasteurizer Chart/Pasteurizer Log Sheet	Periodic raw material A sampling as per testing schedule. Record. Approval. Pasteurizer Chart including direct check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Paste Equipments Test Report Sheet (20A-2096) Quarterly by FCO or qualified person. Sides Verify required regulatory body data.	Validation Board/Pasteurization

**Hazard Identification/Evaluation and Preventive Controls**

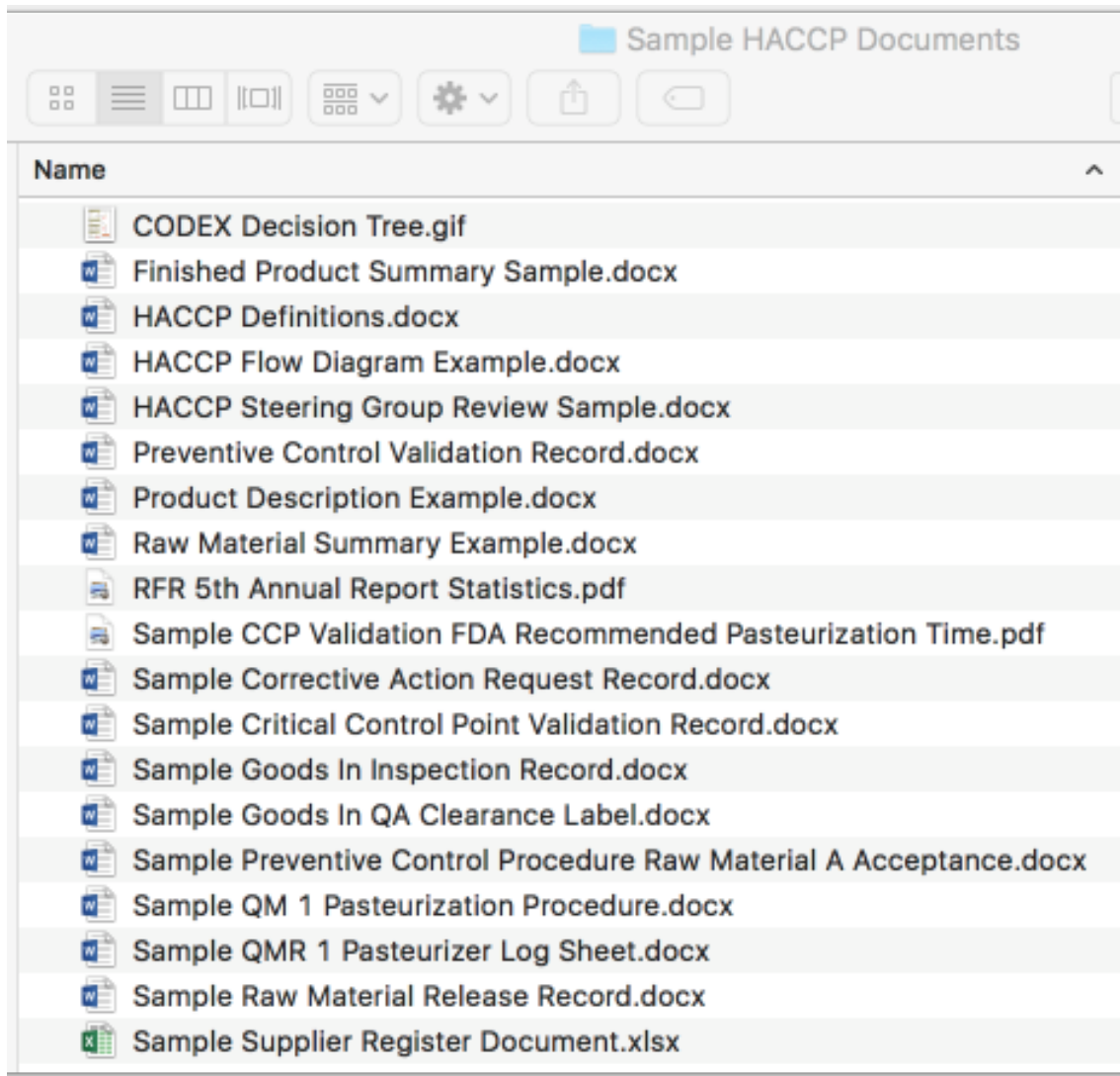
Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	Preventive Control	CCP	Preventive measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrective/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Salmonella spp. (S. typhimurium, S. enteritidis)			2	2	0	0	✓	QM 2.4.4 Approved Supplier Program	COA on Receipt Salmonella absent in 25g	Raw Material A Acceptance	Conds by Total Acceptance QA - Release to production	Report if out of Specification, Hold if no COA	Material QA Chemists Label Material Release Checklist (Goods In Check)	Periodic raw material A sampling as per testing schedule. Record. Approval	Raw Material A Preventive Control Validation Board
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There is a Sample HACCP Documents Sub-Folder

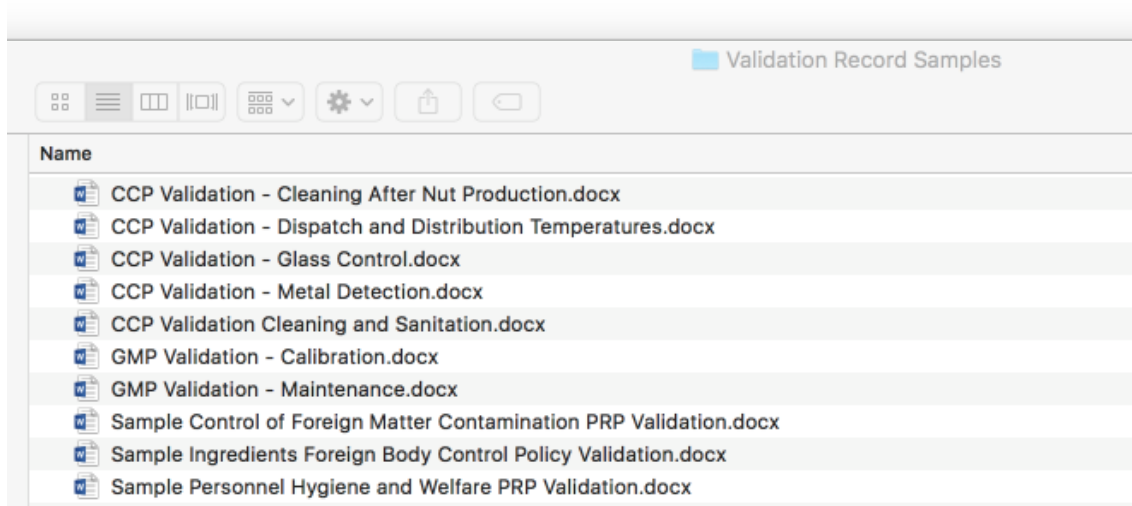



These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans

# SQF Code & FSMA Food Safety Management System Start Up Guide

There is also a Validation Record Samples Sub-Folder

Here there are a range of validation records.






## Metal Detection CCP Validation

Metal Detection CCP Validation

<b>Product Category</b>	Freshly Prepared Sandwiches		
<b>Step Number</b>	8 Packing		
<b>Hazard</b>	Presence of metal objects		
<b>Control Measure</b>	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
<b>Validation Methods</b>	<b>Applicable</b>		<b>Applicable</b>
	<b>Yes</b>	<b>No</b>	
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 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?		✓	
if so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection  
 Revision 1 10<sup>th</sup> May 2017  
 Owned by: Technical Manager  
 Authorised By: General Manager



**Free Online Technical Support**

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your SQF & Food Safety and Management System until you achieve certification.

The contact email is support @ifsqn.com without the space