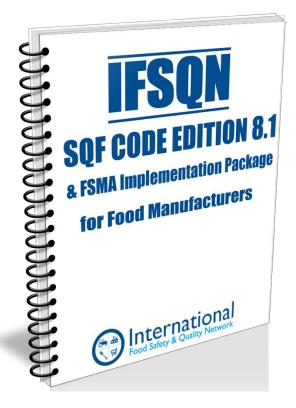


This workbook is provided to assist in the implementation of your IFSQN SQF Code Edition 8.1 & FSMA Implementation Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food 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 Code Edition 8.1 & FSMA Implementation Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.



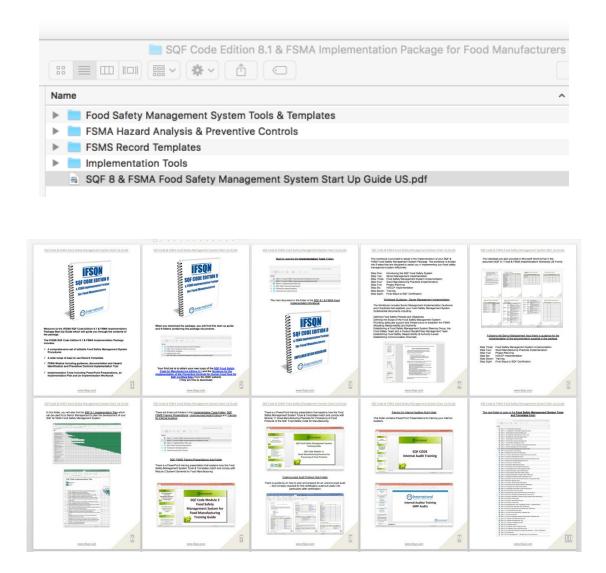
This Implementation Workbook compliments the IFSQN SQF Code Edition 8.1 & FSMA Implementation Package for Food Manufacturers which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacturing Edition 8.1 and SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites.

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

- ✓ A comprehensive set of editable Food Safety Management System Procedures
- ✓ A range of easy to use Record Templates
- ✓ FSMA Module including guidance, documentation and a Hazard Identification and Preventive Controls Implementation Tool
- Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor and HACCP Training
- ✓ Verification and Validation Record Templates
- Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification

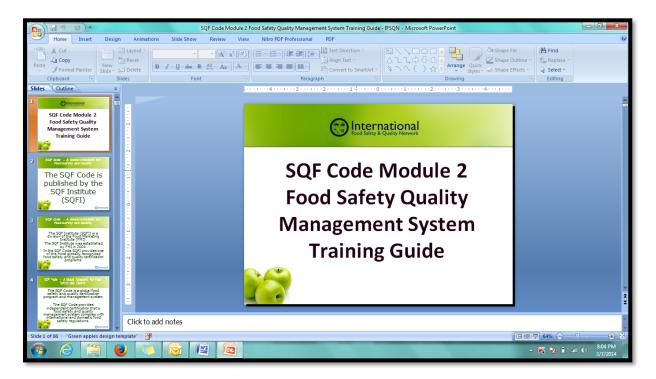
As a preliminary to Step 1 we recommend that the you obtain your own copy of the <u>SQF Food Safety Code for Manufacturing</u> <u>Edition 8.1</u> and the <u>Guidance for the Implementation of the Preventive</u> <u>Controls for Human Food Rule for SQF Certified Sites</u> from the SQFI website (They are free to download)

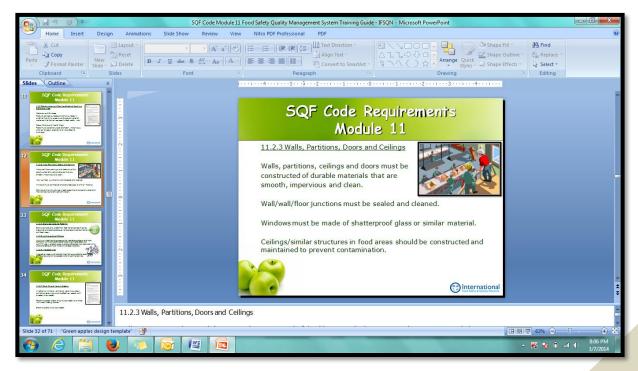
When you download the package, you will find the Start Up Guide and 4 folders containing the package documents:



Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements for Food Manufacturing and Module 11: Good Manufacturing Practices for Processing of Food Products are provided. The presentations will introduce the SQF Food Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.





Step Two: 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 coordinated involving all the Senior Management Team.

Senior Management FSMS Implementation Meeting

<u>Date</u>

<u>Time</u>

<u>Venue</u>

<u>Agenda</u>

- 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 Managem	ent Team
Job Title	Name	Role in Team
Managing Director		Chairman
Managing		Deputy Chair
Operations Manager		Operations Reporting
Quality 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

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Senior Management FSMS Implementation Checklist

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

	Senior management formulate a check Statutory and other relevant Food Safe	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code Edition 8 2017	
Action	Food Regulations	
(i)	FSMA Final Rule for Preventive Controls for Human Food	Statutory/Other Record Details res this
	Senior Management decides which For company should address and develop	
	Requirement	Policy Details
Action		
(ii)		

Key Personnel and Nominated Deputies

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

Senior Management Establish a Product Recall/Crisis Management Team

Crisis	Management/Pro	duct 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 Manager	
Breaches of security		Managing	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		Managing	
Bioterrorism		Managing Director	
Extortion or Sabotage		Managing	
Product quality or safety		Quality Manager	

Senior Management Establish Food Safety Responsibility & Authority Levels

Example Key Responsibilities

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Quality Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and Delivery note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

- Management Changes and changes in levels of responsibility and authority

The following additional key information should be communicated promptly to the food safety team so that they can ensure the information is included in updating the food safety quality management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Senior management assess external communication	plan and establish appro	
Communication required	Details	Responsibility

Step Three: Food Safety Management System

The SQF Food Safety Management System Package contains a comprehensive top level Food Safety Management 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:

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

Step Five: Project SQF Implementation

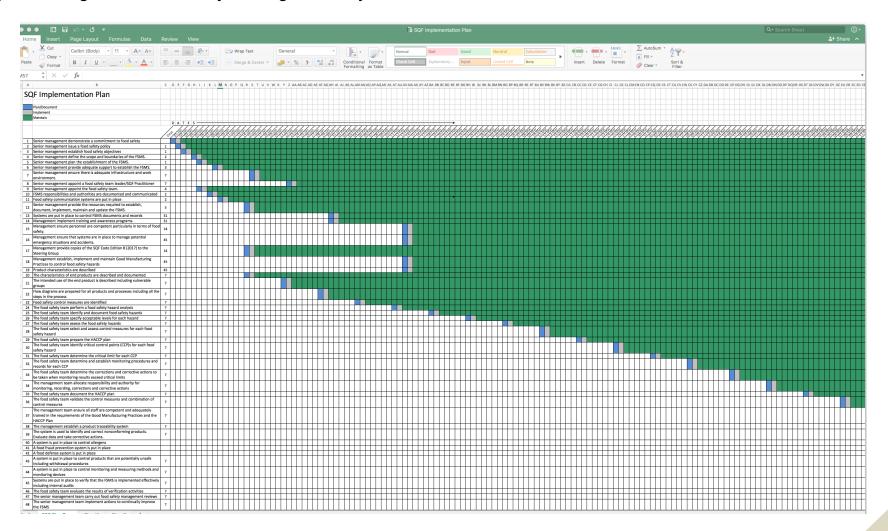
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ 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 Safet	y Management Sy	stem Steering Gr	oup
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

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.



38

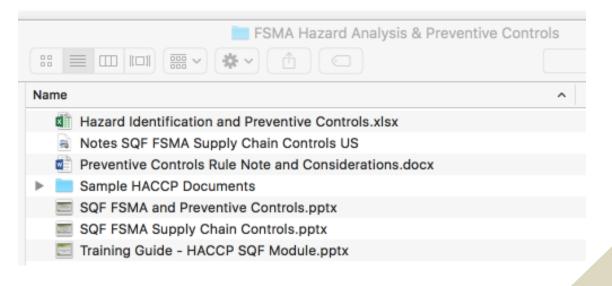
	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2		
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2		
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2		
8)	Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2		
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2		
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2		

Step Six: HACCP Implementation

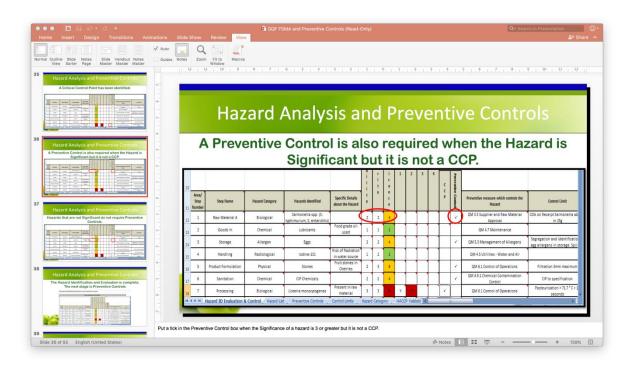
Included in the package there are supplementary documents, tools and guidance to the document QM 2.4.3 Food Safety Plans (19 page HACCP procedural template)

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



Guidance and Tools for the Implementation of Preventive Controls



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

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1	Rew Material A	Biological	Sainonella spp. (S. syshimurium, S. essarridicio)		2	2 4				1	-	QM 2.4.4 Approved Supplier Program	COA on Receipt Salmonella absent in 25g.	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Release to production	Reject if out of Specification. Hold if no CGA.	Material QA Clearance Label Material Release Checklist Goods In Checklist	schedule. Internal Audit.	Raw Material A Preventive Validation Record
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	Raw Material A	Salmonella spp. (S. typhimurium, S. enteriditis)	1	~	QM 2.4.4 Approved Supplier Program	COA on Receipt Salmonella absent in 25	g Raw Material A Acceptance	Goods In - Initial Acceptance QA - Release to production	Reject if out of Specification. Hold if no COA.	Material QA Clearance Label Material Release Checklist Goods In Checklist	Periodic raw material A sampling as per testing schedule. Internal Audit.	Raw Material A Preventive Con Validation Record
7	Processing	Listeria monorytogenes	-		QM 2.4.2 Good Manufacturing Practices	Pasteurisation Minimum 72 ° C for 15 seconds	Pasteurization Procedure including divert test	Automatic continueus monitering plus houty process checks for temperature, overpressure of raw side of regen section and flow rate Pasteurizer Operator	Manually divert flow of product, loolate the affected product. Evaluate and determine disposition of the product (reprocess or disposal), investigatecause and root cause, Decument actions on CAR.	Pasteurizer Chart.Pasteurizer Log Sheet	Plant thesks including divert check hefters start of predaction. Recorded on Pusieurizer Chart and Pasteurizer Log. Shoet. Review of Pasteurizer Chart and Pasteurizer Log. Milk Plant Equipment Test Apport Shoet FDA-23596 Quarterly by PCQI or qualified nomines. Seeks: Verify required regulatory and relative	Validation Record Pasteurizati
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- Biological characteristics relevant for food safety treatment such as heating, freezing, brining or smoking
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product
- Where the product is stored
- How the product is sold
- Labelling Instructions for handling, preparation and usage
- Prescribed delivery conditions

Product Description

Product Description Questions	Details
What is the product name?	
What will the purchaser do with it?	
Details of the packaging?	
How is the product processed or manufactured?	
What is the composition of the product?	
Is there preservation from chemical composition such as pH or Aw?	
Does the product receive microcidal treatment such as heating, freezing, brining or smoking?	
What is the Shelf life?	
What is the prescribed storage temperature?	
What are the prescribed storage conditions?	
Who are the target consumers?	
Where is the product stored?	
How is the product sold?	
Labelling Instructions?	
Prescribed delivery conditions?	

* See example in the Sample HACCP Documents Sub-Folder

Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimization of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to 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. This process is assisted using the worksheet Hazard Identification & Preventive Controls Tool:

Taking these factors into account a rating is given for probability and severity. Use the templates provided in the HACCP Manual to assist you.:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Appli	cable	Comments
valuation methods	Yes	No	Comments
Third Party Scientific			
Validation			
Historical Knowledge			
Simulated Production			
Conditions			
Collection of Data in normal			
production			
Admissible in industrial			
practices			
Statistical Programs			
Mathematical Modelling			
C	onclusio	n	
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorized by(Name):			
Signature:			

<u>At this stage, you will now be able to complete Tasks 38 – 44 using the document templates provided:</u>

Task 38: The management establish a product traceability system - QM 2.6.2 Product Trace

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions. - QM 2.4.5 Control of Non-Conforming Product or Equipment & QM 2.5.3 Corrective Action and Preventative Action

Task 40: A system is put in place to control allergens - QM 2.8.1 Allergen Management

Task 41: A food fraud prevention system is put in place - QM 2.7.2 Food Fraud

Task 42: A food defense system is put in place - QM 2.7.1 Food Defense Plan

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures - QM 2.6.3 Product Withdrawal and Recall

Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices - QM 11.2.11 Calibration

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Calibration				Calibratio	n		
Introduction		e Quality Manager add d inspection equipmen					
The company has established, documented and implemented a Calibration System		rrective Action Request tion taken regarding th					
measuring equipment on site, which is maintained in order to ensure conformity requirement, customer requirements, international standards and best industry p		corded on the correctiv		1. The details of th	investigation	and action taken	are
Scope		measuring and monito	oring equipment is	calibrated as per	the Calibration	Schedule at inter	vals
		ecified by the manufact national measurement					
The scope of the Calibration System includes all equipment used to measure, mor product on site and activities conducted on site.		rmally used to verify th	hat the product pa	rameters meet sp	ecification. Whe	ere such standard	is do not
2		ist, the basis for configu rming an integral part of					
Procedure		easuring and monitorin	g equipment is ide	entified with a dat	ted tag on the ed	quipment. This ta	g gives
The company maintains this procedure for the calibration of monitoring and mea site.		tails of the last date of librations are maintaine					
site.							
An inventory of all monitoring and measuring equipment critical to product safety affect the conformity of product requirements is maintained by the Engineering N		e Engineering Manager okramme. Qualified ser					
used for thermal processes is designed to meet the specified process temperature	gradient and holding	onitoring equipment wi	here applicable to	provide an indep	endent verificat	ion of the equipm	nent
parameters. Each piece of equipment is labelled with a unique identification code identify it on all relevant documentation including calibration certificates.		curacy. For all equipme rpose and so it is impo					it for
All of the measuring and monitoring equipment is subject to regular servicing and maintenance as per the Preventative Maintenance Schedule for Critical Equipmer		struments or equipment levant Laboratory Proce					
also covered by maintenance contracts with the supplier. Records of all work inclu-	ding maintenance,	th the Laboratory Mana	ager and records a	are retained.			
servicing and calibration of all equipment are maintained and retained on site for	minimum of 3 years.	hen monitoring and me	asuring software	is used in the pro	cess this softwar	e is challenged p	rior to use
All measuring and monitoring equipment on site is used and maintained in accord		d on an ongoing basis t allenge test are records					ats of the
instructions laid down in the manufacturer's handbooks/manuals. Operating and instructions are displayed or held next to the equipment. Monitoring and measur	ig equipment is	1241	eu. sontware used	ior souri activitie:	is variuated as a	appropriate.	
safeguarded from maladjustment as only trained, authorized personnel are perm	ted to use it. All	sponsibility					
authorised personnel are fully trained in the use of equipment and records maint training record.	1000. (0.0000 • 0.0000 • 0.000	e Engineering Manager	is responsible for	establishing and	implementation	of the calibratio	n
All Measuring and monitoring equipment is protected from damage and deteriors		ogramme.					
by housing them away from the work environment or if this is not possible, in a p	otective stainless steel	e Engineering Manager		maintaining calib	eration on all me	asuring and mon	itoring
case. Any equipment suffering damage or that gives suspect results or malfunctio shown to be defective or unfit for use is immediately removed from service. The i		ulpment used in manul	facturing areas.				
labelled or marked and is not returned to service until it has been repaired, re-con	missioned and	e Laboratory Manager			pratory equipme	nt, weighing bala	ances,
revaildated as appropriate. In the event of measuring equipment being found nor equipment is adjusted, recalibrated and the Quality Manager is informed.	compliant, the	ermometers and for pr	ogressing inter-lat	poratory studies.			
Document Reference QM 11.2.11 Calibration		icument Reference QM	11.2.11 Celibrati	on			
Revision 1 7th May 2019		vision 1 7th May 2019					
Owned by: Quality Manager Authorized By: Managing Director		vned by: Quality Manag thorized By: Managing					C
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77

QMR 002 Training Record

		1	Training Record		
Name:			Employee Number:		
Company Start D	ate:		Position:		
Prior External Qu	alification(s), Skills & Exper	ience:			
					 Assessed as
Period Training Required	Details o	f Internal Trainin	g or External Training Course	Date: Train	Competent Signed
	Induction		g or External Training Course		Assessed as Competent Signed (Trainer)
Required	Induction Food Safety & Quality Po	licy Briefing	g or External Training Course		Competent Signed
Required	Induction Food Safety & Quality Po Food Safety & Quality Ob	licy Briefing jectives	g or External Training Course		Competent Signed
Required	Induction Food Safety & Quality Po Food Safety & Quality Ot Health and Safety Proced	licy Briefing jectives ure	g or External Training Course		Competent Signed
Required	Induction Food Safety & Quality Po Food Safety & Quality Ot Health and Safety Procee Records monitoring and	licy Briefing jectives ure control	g or External Training Course		Competent Signed
Required	Induction Food Safety & Quality Po Food Safety & Quality Ot Health and Safety Proceo Records monitoring and Environment and Waste	licy Briefing jectives ure control	g or External Training Course		Competent Signed
Required	Induction Food Safety & Quality Po Food Safety & Quality Ot Health and Safety Procee Records monitoring and Environment and Waste Packing Procedure	licy Briefing jectives ure control	g or External Training Course		Competent Signed
Required Weeks 1 - 4	Induction Food Safety & Quality Po Food Safety & Quality Ot Health and Safety Proceo Records monitoring and Environment and Waste	licy Briefing jectives ure control	g or External Training Course		Competent Signed

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

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

Stage Eight: Final Steps to SQF Certification

There a few final steps to achieving SQF Certification:

- ✓ Verify that the FSMS is implemented effectively including internal audits
- ✓ Evaluate the results of verification activities
- ✓ Carry out Management Reviews
- Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Manufacturing using the <u>SQF System Self-</u> <u>Assessment Checklists for Suppliers</u>
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Pre-audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

You can also use the <u>SQF Preventive Control Audit Checklist</u> to assess your Food Safety Management Systems alignment with the FSMA Preventive Controls Rule for Human Food.

Verification Record Example

Glass Policy Verifica	ition		Glass Policy Veri security film applied to the total inner surface of the class?	fication
Glass Policy Verification Audit			Security film applied to the total inner surface of the glass? Does the film used have a minimum of 100-micron thickness	
			and qualify as a glazing safety material?	
Auditor Name			Are all fluorescent light tubes and other forms of lighting fully	
Date			protected against possible damage?	
Site Standards	Audit Findings		Are fluorescent tubes either surface coated with a shatter-	
	Addit Findings		resistant material or housed within a fully protective unit?	
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?			Are lighting fitments in production areas cleaned and changed	
		_	during non-production hours?	
Is the use of glass on the manufacturing site minimized?			Are electronic fly-killing units fitted with tubes which are protected against damage?	
Wherever possible are alternative materials to glass used?			Are the EFK tubes either surface coated with a shatter-resistant	
Are all personnel prevented from taking glass into production			material or housed within a protective outer tube made of a	
areas?			suitable alternative material?	
Is there a comprehensive list of all glass (and glass-like			Are EFK units sited away from open food processing equipment?	
materials) in each department for all factory production areas? Are these items checked every day by the Supervisor		_	Are glass bottles or containers prohibited from being used for	
responsible for the department at the start of production and at			delivery of food ingredients?	
the end of production to ensure they are not damaged?			Where the use of glass containers is unavoidable, is each	
Are the results of the inspection recorded on a Glass Register			container carefully examined for any sign of chipping or	
and signed off?			breakage and must be safely disposed of or rejected where	
Is any breakage of glass occurring reported and dealt with			necessary?	
immediately using the glass breakage procedure and record?			Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to	
Is glass used on food vessels such as 'sight glass' in viewing ports			transfer for production?	
and vessel level indicators replaced where possible with suitable			Is this process recorded together with appropriate action taken	
alternative materials which are capable of withstanding the production process?			where glass contamination is evident?	
Where glass cannot be replaced due to process pressures and		_	Is the location of all glass and glass-like (i.e. that which may	
temperatures, is it 'toughened' and conform to international			shatter like glass) materials within all production areas	
standards?			identified and recorded on a Glass Register?	
Are glass components which are present in equipment such as			Are brittle Perspex and plastic items are also highlighted on these	audit sheets?
temperature recorders and clocks replaced with suitable non- brittle alternatives?			Are inspections carried out daily?	
Are mirrors where permitted outside of production areas made			Are brittle materials in production areas, checked at the	
of non-glass material or covered in a security film?			beginning and end of production with the time and date being	
Are internal or external glass windows present in production			recorded? Does the auditing of light fittings include inspection for	
areas, raw materials, finished goods and packaging stores;			Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any	
engineering workshops replaced or made of toughened glass			obvious signs of breakage of glass tubes?	
and be covered by a protective film?		_	Are all records signed and dated by the Manager of the	
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant			department concerned and retained for a minimum of one year	
			by the Technical department?	
Document Reference Glass Policy Verification			Document Reference Glass Policy Verification	
Revision 1 11 th May 2019			Revision 1 11 th May 2019 Owned by: Quality Manager	

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

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

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

- ✓ HACCP (Food Safety) Plan is implemented and effective
- ✓ GMPP(s) are implemented and effective
- ✓ Infrastructure and Maintenance standards are satisfactory
- ✓ Hazards are below identified acceptable levels
- ✓ All other procedures required for the effective operation of the Food Safety Management System are implemented and effective.

Verification result non-compliances including those from internal/external audits and Key Performance Indicators should be reported by the Food Safety Representative and reviewed by Food Safety Team at regular meetings.

Senior Management Review Meeting Notification

Date

<u>Time</u>

<u>Venue</u>

<u>Agenda</u>

- 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 (Food Safety) Plan verification audits
- 8. Quality 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 realization of safe products including changes which could affect food safety and the HACCP (Food Safety) 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

Attendees:

Senior Management Team					
Job Title	Name	Role in Team			
Managing Director		Chairman			
Managing		Deputy Chair			
Operations Manager		Operations Reporting			
Quality 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			

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	Management Review Meeting - D Meeting Objective Meeting Objective To review and assess the effective formulate action plans for improv Attendees General Manager - Chairman Operations Manager Bigineering Manager Distribution Manager	eness of the Food Safety Qualit		
	Technical Manager	Deview lawyte		
		Review Inputs Performance, Review	Corrective or Preventative	
		Comments & Details	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	-	-	
		ent Review Record QMR 001		

88

Task 48: The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:

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	AFC Ma	anagement Revie	w Record	
		Review Outputs		1
		Performance, Review	Corrective or Preventative	
	Corrective and Preventative Actions identified as a result of analysis of the review inputs	Comments & Details -	Actions Raised -	
	analysis of the review inputs Improvement in management system effectiveness Opportunities for improvement	-	-	
	Product food safety or quality enhancement	-	-	
	Change or elimination of non- productive elements	-	-	
	Change or elimination of non- productive systems or procedures	-	-	
	Supply of resource needed for further improvements.	-	-	
	Minutes copied to all managers a	nd available to all staff via notice	e boards.	
	Document Reference Manageme Revision 1 1 st May 2019 Owned by: Quality Manager Authorized By: Managing Directo			
Page 3 of 3	311 Words 🏳 Englis	sh (US) 📃 🐻 油	=	- + 100%