

This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

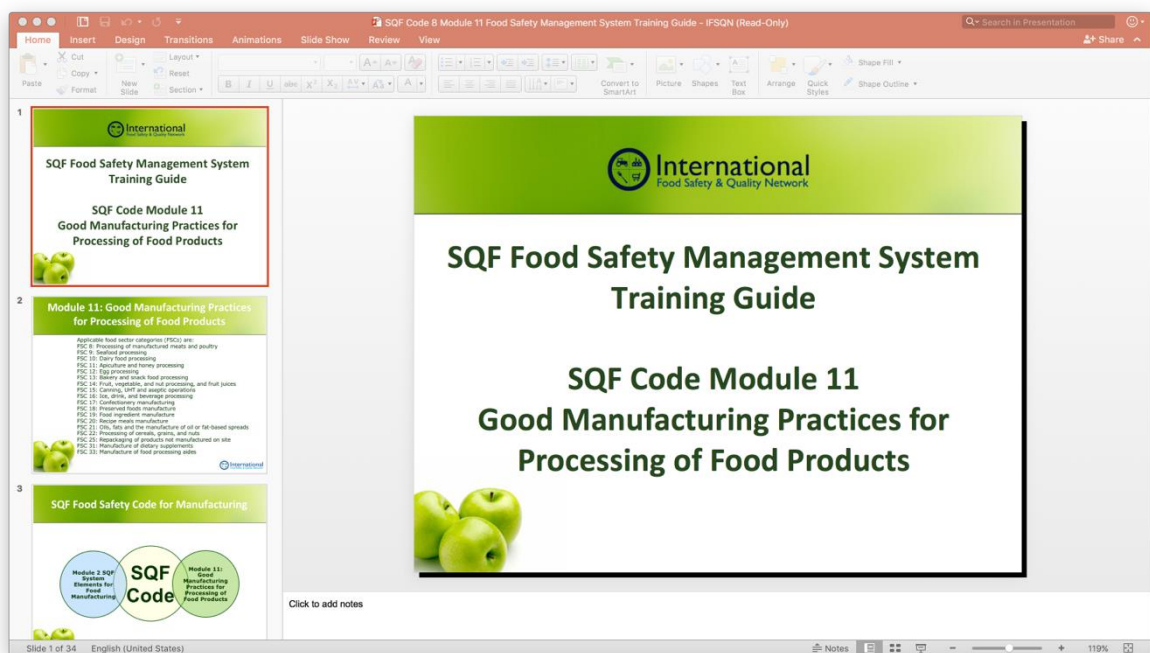
- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Note: The IFSQN SQF Food Safety Management System Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.

SQF 8.1 Food Safety Management System Implementation Workbook

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 the Food Safety Management System Tools & Templates match and comply with the SQF modules.



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.

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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
Managing Director		Chairman
Operations Manager		Operations Reporting
Quality Manager		Food Safety Reporting
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:

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 Code Edition 8.1 2019	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

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Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide the Infrastructure and Work Environment required to establish the Food Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Safety Management System, these resources should be provided including:

- Building and Maintenance requirements identified in Step 2
- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

Action (vii)	Senior management ensure there is adequate infrastructure and work environment	
	Infrastructure/Work environment requirements	Details

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Key Personnel and Nominated Deputies

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

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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

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Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

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- 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 plan and establish appropriate internal and external communication (including the food chain) channels		
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:

Food Safety Management System Elements Procedures

- 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 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

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 Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

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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.

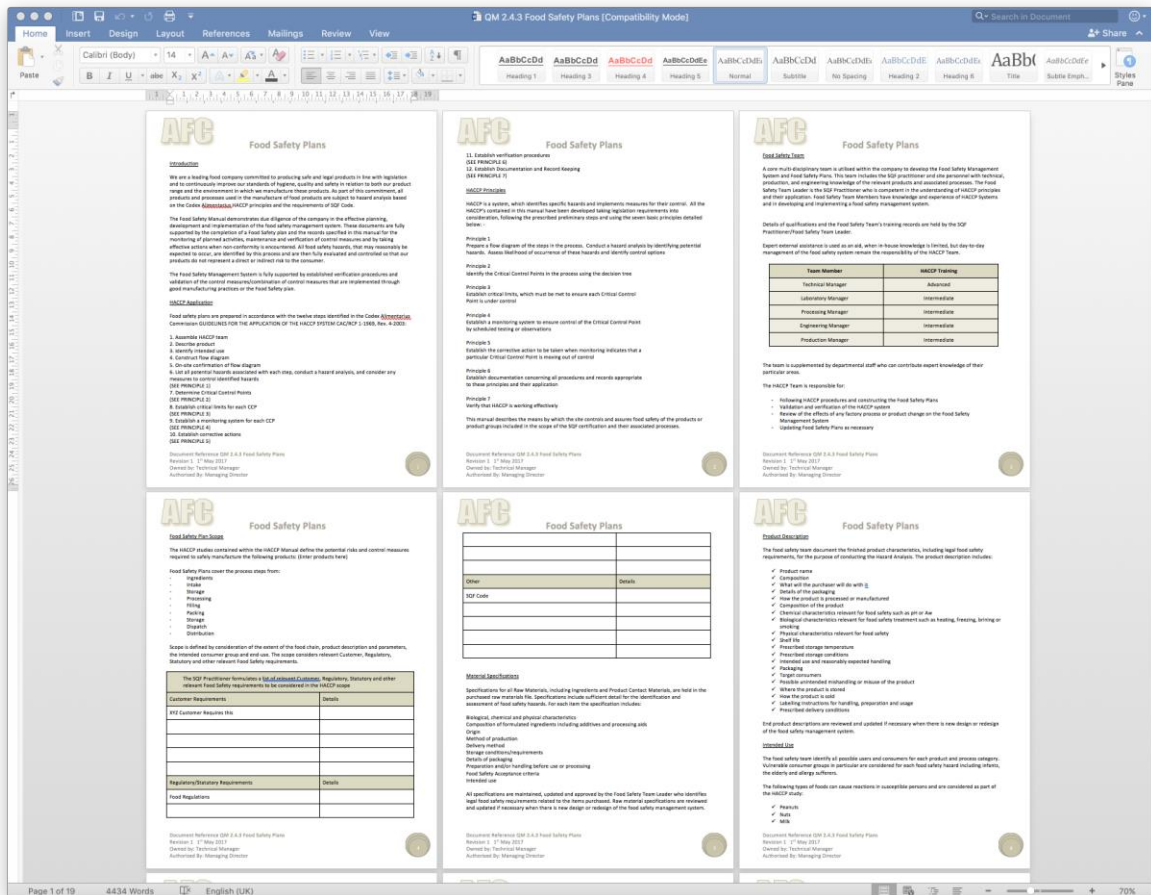
Task ID	Task Description	Start Date	End Date
1	Senior management demonstrate a commitment to food safety	01/15	01/15
2	Senior management issue a food safety policy	01/15	01/15
3	Senior management establish a food safety vision	01/15	01/15
4	Senior management define the scope and boundaries of the SMS	01/15	01/15
5	Senior management communicate the purpose of the SMS	01/15	01/15
6	Senior management define the scope of the SMS	01/15	01/15
7	Senior management ensure there is adequate infrastructure and work environment	01/15	01/15
8	Senior management appoint a food safety team member/SCM Practitioner	01/15	01/15
9	Senior management appoint the food safety team	01/15	01/15
10	Senior management establish and authorize an documented and communicated food safety plan	01/15	01/15
11	Senior management provide the resources required to establish, document, implement, maintain and update the SMS	01/15	01/15
12	Senior management provide the resources required to establish, document, implement, maintain and update the SMS	01/15	01/15
13	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
14	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
15	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
16	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
17	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
18	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
19	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
20	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
21	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
22	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
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47	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15
48	Senior management ensure personnel are competent particularly in terms of food safety	01/15	01/15

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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 Guide

Included in the package are QM 2.4.3 Food Safety Plans and supplementary HACCP documents in the Additional HACCP Documents and Calculator Folder including the SQF Hazard Assessment & Critical Control Point Tool:



Additional HACCP Documents and Calculator

Name

- ▶ Sample HACCP Documents
- ▶ SQF HACCP Calculator Instruction 1
- ▶ SQF HACCP Calculator Instruction 2
- ▶ SQF HACCP Calculator Instruction 3
- ▶ SQF Hazard Calculator.xlsx
- ▶ Training Guide - HACCP SQF Module.pptx

SQF 8.1 Food Safety Management System Implementation Workbook


2

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6



HACCP Calculator Instruction 2

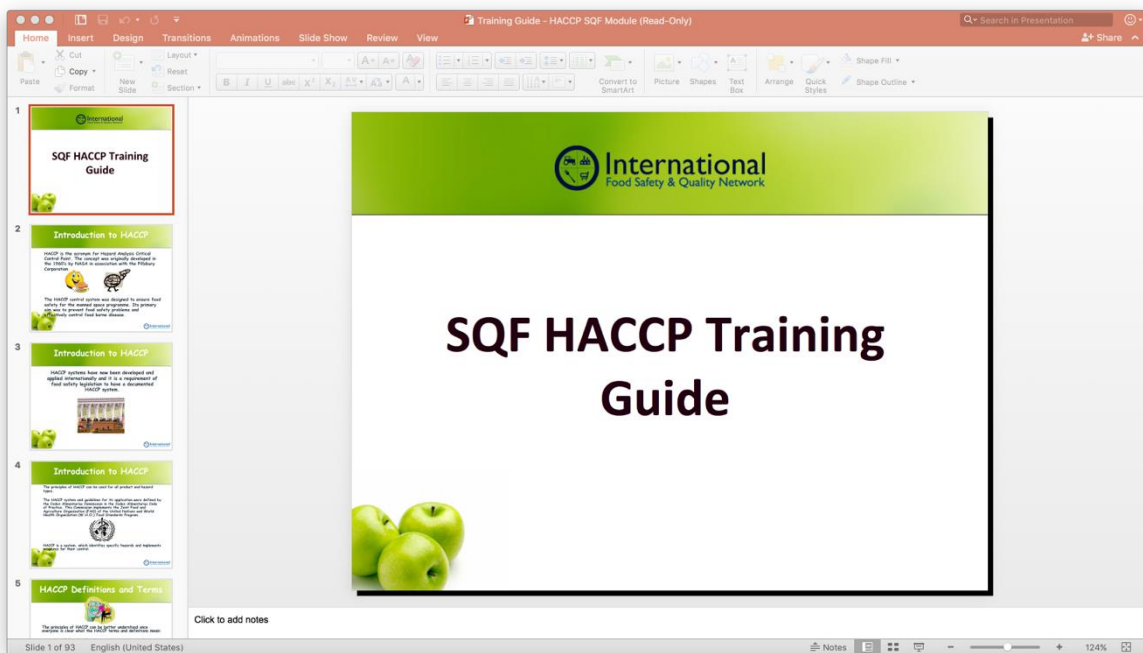
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

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

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

This folder also contains a HACCP Training PowerPoint Presentation which is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilize the HACCP calculator in implementing your HACCP system.



The screenshot shows a PowerPoint presentation titled "SQF HACCP Training Guide" by the International Food Safety & Quality Network. The main slide features the title "SQF HACCP Training Guide" in large black font, with a green header and footer. The presentation is displayed in a software window with a navigation pane on the left showing five slides. The status bar at the bottom indicates "Slide 1 of 93" and "English (United States)".

Tasks 19 - 21

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

Specifications for all Raw Materials, including Ingredients and Product Contact Materials should be obtained from all suppliers and held in a purchased raw materials file. Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include includes:

- 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 before use or processing
- Food Safety Acceptance criteria
- Intended use

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

The food safety team should use the form to assist in documenting the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description may include:

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

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- 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?	

Task 22 Flow diagrams are prepared for all products and processes including all the steps in the process

The Food Safety Team should be responsible for constructing flow diagrams for the products and process categories covered by the scope of the food safety management system as an overview of the process

Control Measure Validation

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

Step Seven: 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 Terms: ISO 22000 Implementation Guide	ISO 22000 Document Requirements Guide	Prerequisite Training	GMP/GAP Training	HACCP Training	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here					
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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:

QMR 002 Training Record

AFC		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			
<small>Document Reference Training Record QMR 002 Revision 1 31st March 2012 Owned by: Technical Manager Authorised By: General Manager</small>				

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
- ✓ HACCP Training – Previously mentioned


Remember all food handlers should receive Basic Food Hygiene Training

Stage Eight: Final Steps to SQF Certification

There are 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 [SQF System Self-Assessment Checklists for Suppliers](#)
- ✓ 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!

Verification Record Example




Glass Policy Verification

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimized?	
Whenever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to international standards?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant	

Document Reference Glass Policy Verification
Revision 1 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

1



Glass Policy Verification

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?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fittings in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle Perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department?	

Document Reference Glass Policy Verification
Revision 1 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

2

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 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.

Task 47: The senior management team carry out food safety management reviews

Senior management should review the company management systems, at a minimum, annually to ensure their continuing suitability, adequacy and effectiveness.

The review should include assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are to be documented.

The review meeting is normally chaired by the most Senior Manager and includes Senior Management from Technical, Operations, Engineering, Planning, Distribution and quality departments.

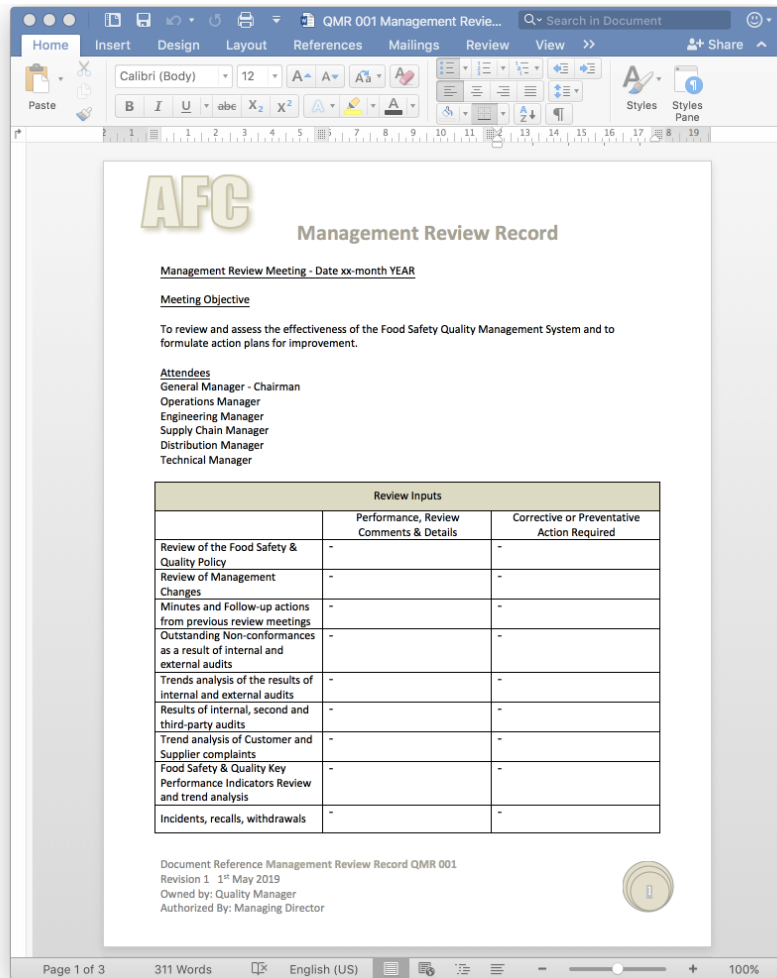
Review should inputs include:

- Review of the Quality and Food Safety 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
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
- Quality Key Performance Indicators Review and trend analysis
- Emergencies and Accidents
- Process performance and product conformity
- Corrective and preventive action status
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- 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 Plan (including legislation changes and scientific information)
- Changes to policies and objectives
- Communication activities and effectiveness of communication
- Results of review and system updating
- Review of Resources and effectiveness of Training
- Recommended improvements
- Customer Feedback and Sales levels are reviewed to give an indication of trends

SQF 8.1 Food Safety Management System Implementation Workbook

Attendees:

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



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:

