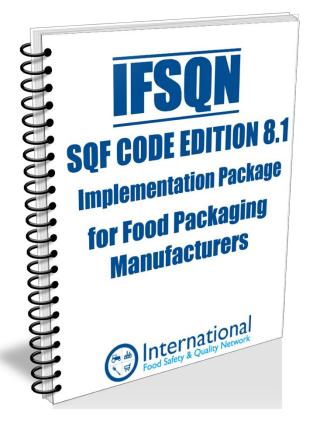


This workbook is provided to assist in the implementation of your SQF Food Packaging Safety Management System Package.

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

- ✓ Step One: Introducing the SQF Food Packaging Safety System
- Step Two: Senior Management Implementation
- ✓ Step Three: Food Packaging 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 Packaging Safety Management System 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 Food Packaging Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8

The IFSQN SQF Food Packaging Safety Management System Package contains:

- ✓ A comprehensive set of over 70 editable Food Packaging Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Food Fraud Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training

And much more!

As a preliminary to Step 1 we recommend that you obtain a copy of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8.1

#### Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements Manufacture of Food Packaging and Module 13: Good Manufacturing Practices for Production of Food Packaging are provided.

The presentations will introduce the SQF Food Packaging Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Packaging Safety Management System.





#### **Step Two: Senior Management Implementation**

A Senior Management Implementation checklist is provided that establishes your Food Packaging Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FPSMS
- ✓ in providing adequate support to establish the FPSMS
- ✓ 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 Packaging Safety requirements
- Decide which Food Packaging 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 FPSMS
- ✓ Plan the establishment of the FPSMS using the project planner
- ✓ Provide adequate support to establish the FPSMS
- ✓ 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

Date

Time

<u>Venue</u>

#### <u>Agenda</u>

- 1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements
- 2. Decide which Food Packaging 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 FPSMS
- 5. Plan the establishment of the FPSMS using the project planner
- 6. Provide adequate support to establish the FPSMS
- 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 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	

#### Senior Management FPSMS Implementation Checklist

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

	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements			
	Customer/Regulatory/Statutory/Other	Record Details		
	XYZ Customer Requires this			
	SQF Code Edition 8.1 2019			
Action	Food Packaging Regulations			
(i)				
	Senior Management decides which Food Packaging Safety requirements the company should address & develop relevant policies.			
	-			
	-			
	requirements the company should add	ress & develop relevant policies.		
	requirements the company should add	ress & develop relevant policies.		
Action	requirements the company should add	ress & develop relevant policies.		
Action (ii)	requirements the company should add	ress & develop relevant policies.		
	requirements the company should add	ress & develop relevant policies.		
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	requirements the company should add	ress & develop relevant policies.		

# **Food Safety Policy and Objectives**

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$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	1 les
Food Safety Policy and Objectives	
Food Safety Objectives	
<ul> <li>a) To maintain a standard of packaging manufacturing that complies with the SQF Food Safety Code for Manufacture of Food Packaging is produced, stored, handled and transported in accordance with relevant legislative requirements.</li> <li>c) To ensure that all premises used for the preparation of food packaging are registered with the appropriate Local Authority</li> <li>d) To ensure that all fixes associated with food packaging provision are reduced to a tolerable level</li> <li>e) To ensure that all fixes associated with food packaging provision are reduced to a tolerable level</li> <li>e) To ensure that all fixes associated with food packaging provision are reduced to a tolerable level</li> <li>e) To ensure that all fixes associated with food packaging provision are reduced to a tolerable level</li> <li>e) To ensure at all times that there is an authorized release of products only when they have been confirmed as complying with agreed specifications.</li> <li>g) To ensure at all times that product released into the market place complies with relevant customer, statutory and regulatory requirements.</li> <li>h) To endeavor, at all times, to maximize customer satisfaction and reduce complaint levels by 10% year on year.</li> <li>i) To pro-actively promote and encourage a culture of continuous improvement within the company by measuring performance and taking action meet the following criteria:</li> <li>&gt; 98% food safety audit score</li> <li>100% investigation of incidences of ill health or injury.</li> <li>&lt; &gt; 98% food safety audit score</li> <li>&gt; 100% investigation of incidences of ill health or injury.</li> <li>&lt; &gt; 99.9% compliance with microbiological criteria</li> <li>&gt; No major GMP non-conformances</li> </ul>	
Managing Director	
Date	
Document Reference QM 2.1.1 Food Safety Policy and Objectives Revision 1 14 <sup>th</sup> February 2020 Owned by: Quality Manager Authorized By: Managing Director	
Page 1 of 2 686 Words 🛱 English (US) 📄 🐻 🗇 🚍 🗕 + 1	100%

#### Senior Management provide adequate support to establish the FPSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Packaging Safety Management System, conduct Internal Audits and Monitor & Measure.

	Senior management provide adequate support to establish the FPSMS			
	Resource requirement	Details		
	Food Packaging Safety Team Leader/SQF Practitioner			
	Food Packaging Safety Team			
Action	FPSMS Steering Group			
(vi)	Trainers			
	Internal Auditors			

## SQF Code Food Safety Management System Implementation Workbook

## Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Packaging Safety Team Leader		
Managing Director		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
General 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		

#### Senior Management Establish a Food Packaging Safety Team

Food Packaging Safety Team					
FPSMS Team Name Position Qual					
FPSMS Team Leader					
FPSMS Assistant Leader					
FPSMS Team Members					

#### Senior Management Establish an Internal Audit Team

Internal Audit Team					
Team Name Position Qualificat					
Team Leader					
Assistant Leader					
Team Members					

## SQF Code Food Safety Management System Implementation Workbook

## Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Safety Manager	
Flooding		Maintenance Manager	
Utility Supply failure		Maintenance Manager	
Storm Damage		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Manager	
Breaches of security		General Manager	
Bomb Threat or Similar		General Manager	
Extortion or Sabotage		General Manager	
Hazardous Chemicals		Quality Manager	
Product quality or safety		Quality Manager	

#### Step Three: Food Packaging Safety Management System

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

#### Food Packaging Safety Management System Procedures

- QM 2.1.1 Food Safety Policy and 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 2.1.5 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 2.3.2 Raw and Packaging Materials
- 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 2.4.5 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 2.5.3 Corrective Action and Preventative Action
- QM 2.5.4 Product Sampling, Inspection and Analysis
- QM 2.5.5 Internal Audits and Inspections
- QM 2.6.1 Product Identification
- QM 2.6.2 Product Traceability
- QM 2.6.2 Identification and Traceability System Appendix
- QM 2.6.3 Product Withdrawal and Recall
- QM 2.7.1 Food Defense Plan

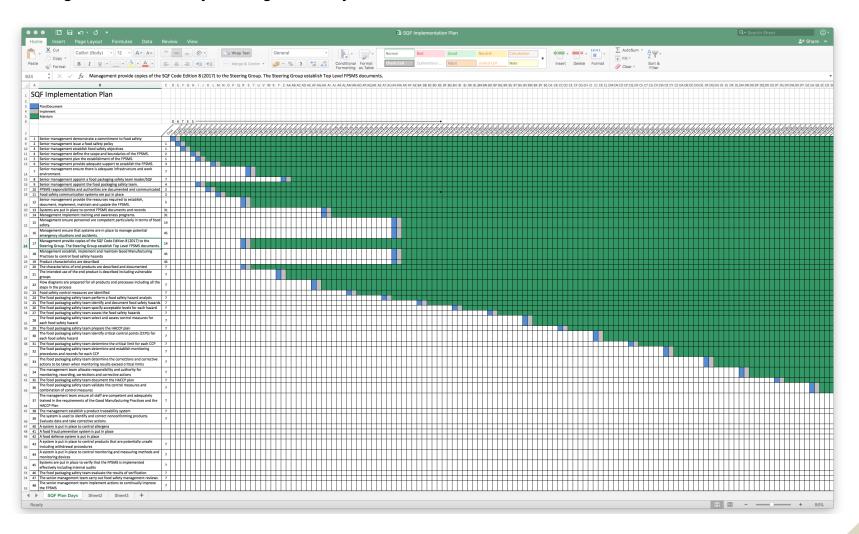
#### QM 2.7.2 Food Fraud QM 2.7.2A Food Fraud Raw Material Assessment Calculator QM 2.8.1 Allergen Management QM 2.9 Training

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	Food Packaging Safety Management System	
	Introduction	
	The company has planned, established, documented and implemented a Food Packaging Safety Management System for the site in order to continually improve and ensure compliance with legislation, international standards and best industry practice.	
	Scope	
	The scope of the Food Packaging Safety Management System includes all products and all requirements of the SQF Food Safety Code for Manufacture of Food Packaging.	
	Due diligence	
	The Food Packaging Safety Manual demonstrates due diligence of the company in the effective development and implementation of the food packaging safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.	lcome back!
	Food Packaging Safety	
	The company is committed to supplying safe food packaging. As part of this commitment, all products and processes used in the manufacture of Food Packaging are subject to safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All Food Packaging hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our packaging does not represent a direct or indirect risk to the consumer. New information regarding packaging safety hazards is continually reviewed by the Food Safety team to ensure that the Food Packaging Safety Management System is continually updated and complies with the latest food packaging safety requirements.	
	Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Packaging Safety Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.	
	Communication	
	The company has established and documented clear levels of communication for suppliers, contractors, customers, authorities and staff within the Food Packaging Safety Management System. Detailed communication arrangements and communication responsibilities for all levels of management are contained in the Food Packaging Safety Manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.	
	Document Reference QM 2.2.1 Food Packaging Safety Management System Revision 0 14 <sup>th</sup> February 2020 Owned by: Quality Manager Authorized by: Managing Director	
Page 1 of 8	1439 Words 🖾 English (US)	+ 100%

## SQF Code Food Safety Management System Implementation Workbook

#### Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.



	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 FPSMS.	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FPSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FPSMS.	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 packaging safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food packaging safety team.	Senior Management Team	Completed in Step 2		
10)	FPSMS responsibilities and authorities are documented and	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 HACCP Manual Folder including the Hazard Risk Management Planner:

	GM 2.4.3 Food Safety Pla		Q - Search in Document
Insert Design Leyout References Mailings Review Outline Outline Outline Destine Outline Destine Destine Outline Destine Destin	View New Arange Split Selich Window		4*
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		Packaging HACCP Manual
	Name	
	Biological Chemical and Physical Hazards	
	CODEX Decision Tree	
	HACCP Calculator Sample.xlsx	
	HACCP Definitions.docx	
	HACCP Flow Diagram	
	HACCP Verification Audit Example	
	Hazard Analysis Prompt	
	Hazard Risk Management Planner	
	Hazard Risk Management Planner Instructions Part 1 New.pdf	
	Hazard Risk Management Planner Instructions Part 2 New.pdf	
	New HACCP Training Guide - SQF 8 Packaging.pptx	
	Product Description Prompt	
	Typical Packaging Hazards and Control Measures	
-		

46

<u> Tasks 19 - 21</u>

The HACCP study covers the process steps from: Materials Intake Storage Processing Manufacture Packing Storage Dispatch Distribution

Scope is defined by consideration of the extent of the Food Packaging chain, product description and parameters, the intended consumer group and end-use.

#### Raw Materials

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of Food Packaging safety hazards. For each item the specification 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 Packaging Safety Acceptance criteria Intended use

All specifications are maintained, updated and approved by the Food Packaging Safety Team leader who identifies legal Food Packaging safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there is new design or redesign of the Food Packaging safety management system.

#### Product Description

The Food Packaging safety team document the finished product characteristics, including legal Food Packaging safety requirements, for the purpose of conducting the Hazard Analysis. The product description includes:

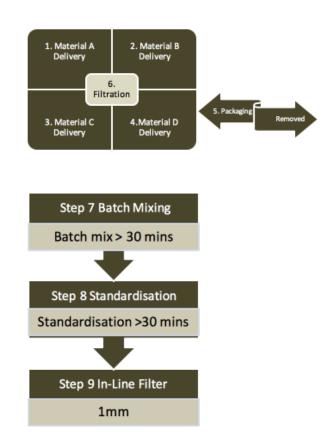
Product name Composition What the purchaser will do with it Details of the packaging How the product is processed or manufactured Composition of the product Chemical characteristics relevant for Food Packaging safety such as chemical migration Biological characteristics relevant for Food Packaging safety Physical characteristics relevant for Food Packaging safety including water vapor and gas permeability Life Prescribed storage temperature and 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

Finished product descriptions are reviewed and updated if necessary when there is new design or redesign of the Food Packaging Safety Management System.

#### Intended Use

The food packaging safety management team identify all possible uses for each product and process category including possible further processing and potential alternative use. Vulnerable consumer groups in particular are considered for each Food Packaging safety hazard.

#### Flow Diagram Example



The steps in the process should be logged:

2				
3	Process	Steps Entry Worksheet		
4				
	Step			
	Number	Step Name		
5		Analysed in the table are the generic contamination hazards that		
		may be present throughout the manufacturing process. The		
	1	hazards detailed are not process specific and are controlled by		
5		essential factory wide procedures.		
7	2	Raw material source / receipt		
3	3	Storage of raw material		
Ð	4	Unpacked for production		
0	5	Topping		
1	6	Storage of Ingredient B		
2	7	Storage of Ingredient C		
3	8	Storage of Ingredient D		
4	9	Filtration		
5	10	Batch mixing		
6	11	Heating		
7	12	Forming		
8	13	Cooling		
9	14	Packaging		
0	15	Packing		
1	16	Sealing		
	17	Coding		
2	18	Stacking		
3	19	Storage		
4	20	Distribution		
5		Unit Institution		
۰ ۲			-	
1	P	ACCP 001 Process Flow HACCP 003 Hazard List Haza	1 1	

#### Task 35 The food packaging safety team document the HACCP plan

The Food Packaging Safety Team should complete the relevant columns in the Hazard Risk Management Planner Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	<ul> <li>measurements to be taken (or observations) method of measurement</li> <li>devices used (including applicable calibration procedures)</li> <li>frequency of monitoring         <ul> <li>responsibility and authority for monitoring and evaluation of the monitoring results</li> </ul> </li> </ul>	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

The Food Packaging Safety Team should use the following Validation record as a template:

## **Control Measure Validation**

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
Valuation Methous	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	า	
Internal Validation Required?			
If so by which method?			
		r	
CCP Confirmed			
Authorized by(Name):			
Signature:			

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

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

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

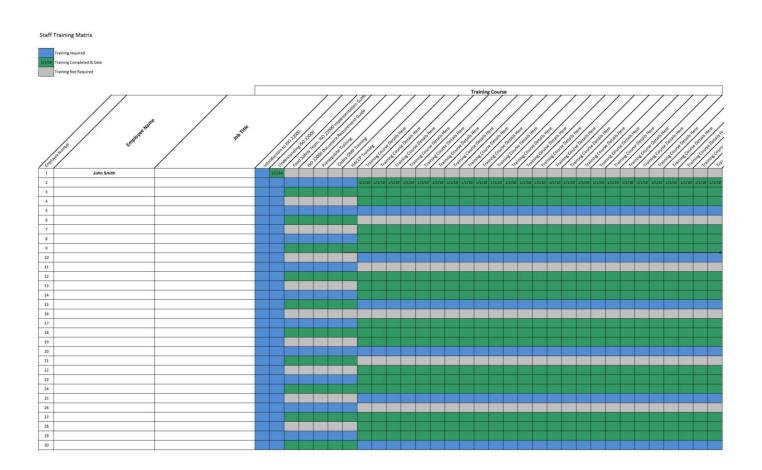
Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices - QM 13.2.9 Calibration

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A	FG Calibration		AFG	Calib	ration		
Int	roduction		labelled or marked and is not re	turned to service until	I it has been repaired, n	e-commissioned and	á
me	e company has established, documented and implemented a Cal e company has established, documented and implemented a Cal suring equipment on site, which is maintained in order to ensu wirements in accordance with international standards and best i pe	are conformity to product	revalidated as appropriate. In the equipment is adjusted, recalibre addresses the disposition of por equipment is found to be out o Request and the validity of prev regarding the product affected. corrective action form.	ated and the Quality N tentially affected prod f calibration state. The rious measuring result	Manager is informed. Th Jucts when measuring, to e Quality Manager raises ts are assessed and appr	e Quality Manager est and inspection a Corrective Action opriate action taken	
ma	escope of the Calibration System includes all measuring, test an nitoring activities outlined in GMP's, packaging safety plans and trols, or to demonstrate compliance with packaging product spi trols.	quality plans and other process	All measuring and monitoring e specified by the manufacturer a to national measurement stand	and regulatory require lards. This is important	ments against measurer t to provide traceability	ment standards, trac because the equipm	ceable nent is
The Cor	ese requirements are aligned with the policies and objectives of de.	the site and include those of the SQF	normally used to verify that the exist, the basis for configuration forming an integral part of equi	n management and ve	rification is recorded. M	easurement devices	5
Pro	icedure		measuring and monitoring equi details of the last date of calibra				
The	e company maintains this procedure for the calibration of monit	toring and measuring equipment on	calibrations are maintained in a	calibration file togeth	er with the current calil	vation certificate.	
An res Eac	" inventory of all monitoring and measuring equipment critical to ults can affect the conformity of product requirements is mainta th piece of equipment is labelled with a unique identification co relevant documentation including calibration certificates.	ained by the Engineering Manager.	The Engineering Manager is res programme. Qualified service a monitoring equipment where a accuracy. For all equipment, it i purpose and so it is important t equipment that is used on a da	nd calibration enginee pplicable to provide as s important that their hat calibrations are ca	ering contractors calibra n independent verificati accuracy and reliability arried out across their op	te measuring and on of the equipment is confirmed as fit fo	or
	of the Measuring and monitoring Equipment is subject to regula intenance as per the Preventative Maintenance Schedule for Cri		Instruments or equipment requ	irine calibration that is	is part of the Laboratory	are identified in the	
als	intenance as per the Preventative Maintenance Schedule for Ch o covered by maintenance contracts with the supplier. Records o vicing and calibration of all equipment are maintained and retain	of all work including maintenance,	relevant Laboratory Procedure. with the Laboratory Manager a	Responsibility for ens	suring the necessary cali		
ins	measuring and monitoring equipment on site is used and mainti tructions laid down in the manufacturer's handbooks/manuals. tructions are displayed or held next to the equipment. Monitorir	Operating and maintenance	When monitoring and measurin and on an ongoing basis to ensu challenge test are recorded.				
aut	eguarded from maladjustment as only trained, authorized perso horised personnel are fully trained in the use of equipment and		Responsibility				
	ining record.		The Engineering Manager is res	ponsible for establishi	ing and implementation	of the calibration	
	Measuring and monitoring equipment is protected from damage housing them away from the work environment or if this is not p		programme.				
cas	e. Any equipment suffering damage or that gives suspect results win to be defective or unfit for use is immediately removed from	s or malfunctions or is otherwise	The Engineering Manager is res equipment used in product han		ng calibration on all me	suring and monitor	ing
	cument Reference QM 13.2.9 Calibration		Document Reference QM 13.2.				
	vision 0 14th February 2020		Revision 0 14th February 2020				
	ned by: Quality Manager		Owned by: Quality Manager				

#### 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.



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

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		5		Trai	ning Red	cord				
	Name:				Employee	Number:				
						riumber.				_
	Company Start Da	ate:			Position:					
	Period Training Required		Details of Interna	al Training or Ex	ternal Training	<u>g Course</u>	Date		Assessed a Competent Si (Trainer)	gned
		Induction	Details of Interna	al Training or Ex	ternal Training	g Course			Competent Si	gned
	Required	Food Safety & O	Quality Policy Brief		ternal Training	g Course			Competent Si	gned
	Required	Food Safety & O Food Safety & O	Quality Policy Brief		ternal Training	<u>g Course</u>			Competent Si	gned
	Required	Food Safety & O Food Safety & O Health and Safe	Quality Policy Brief Quality Objectives aty Procedure		ternal Training	<u>g Course</u>			Competent Si	gned
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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

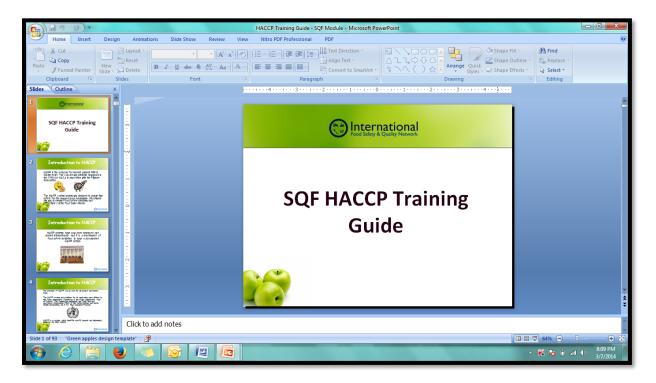
#### The Food Safety Team should receive extra training:

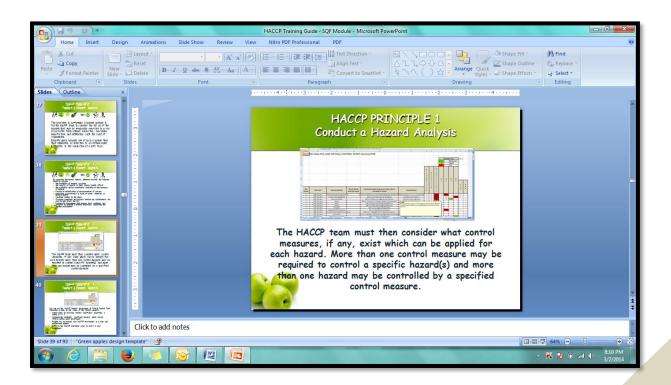
- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food packaging handlers should receive Basic Food Hygiene Training

#### HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation 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.



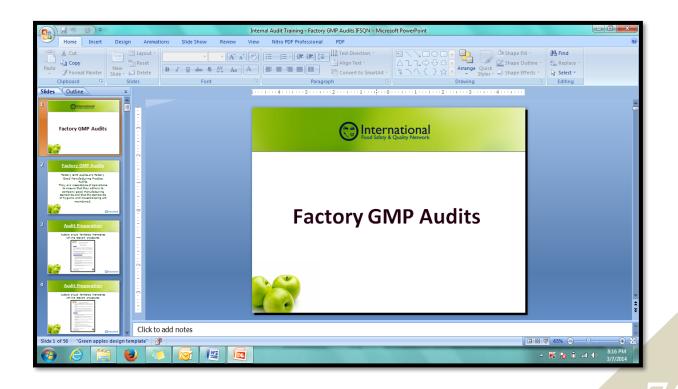


#### Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.



## There is also a GMP audit training presentation provided.



## Verification Record Example

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• ×	Calibri (Body) 🔹 14 🔹 🗛 🗛 🖓 🗄		AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDde	aBbCcDdEr AaBbCcDd AaBbCcDdEr
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	1			P.
	Control of Brittle Mate	erials Verification	Control of Brittle M	aterials Verification
			each container carefully examined for any sign of chipping or breakage and disposed of or rejected where necessary?	
	Control of Brittle Materials Verificat	ion Audit	Are any contents of brittle material containers destined for us	
	Auditor Name		in production areas either sieved or filtered in a separated are prior to transfer for production?	a
	Date		Is this process recorded together with appropriate action take where brittle material contamination is evident?	n
	Site Standards	Audit Findings	Is the location of all brittle material within all production areas	
	Are all employees including agency staff, visitors and		identified and recorded on a brittle material register? Are they inspected daily and in the case of production areas, a	
	contractors familiar with and follow the brittle material procedure?		the beginning and end of production?	
	Is the use of brittle material on the manufacturing site		Is the time and date of the check is also recorded?	
	minimized? Wherever possible, are alternative materials to brittle material used?		Does the auditing of light fittings include inspection for	
	Is brittle material prevented from being taken into production		damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
	areas by staff? When it is impossible to replace a brittle material, is a		In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?	
	comprehensive list of all brittle materials in the factory		Are all records signed and dated by the Manager of the	
	production areas, compiled on a departmental basis? Are these items checked every day by the Supervisor		department concerned and retained for a minimum of one ye by the Quality department?	ar
	responsible for the department at the start of production and at		Do all employees report immediately to management any	
	the end of production to ensure they are not damaged? Are the results of the inspection recorded on a brittle material		broken or damaged brittle material, resulting in a brittle material breakage record being completed?	
	register and signed off?		Does this apply to any location on the factory site, and also	
	Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and		includes any damage to security film which has been applied t brittle material surfaces?	D .
	record?		Do any broken brittle material components on processing	
	Does any person who finds any breakage report it directly to a Manager?		equipment such as unavoidable 'sight glass' or another breaka incident which could in any way have affected any products	ge
	Is brittle material used on food packaging vessels such as 'sight		result in production being stopped immediately? Are all products which may have been affected guarantined a	
	glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of		clearly labelled?	id .
	withstanding the production process? Are brittle material components which are present in		Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured sin	
	equipment such as temperature recorders and clocks replaced		the last satisfactory check was recorded?	ce
	with suitable non-brittle alternatives? Are mirrors where permitted outside of production areas made		Is the area and all equipment involved in the breakage inciden isolated immediately (cordoned off) and thoroughly searched	t
	of non-glass/brittle material or covered in a security film?		for any fragments? Are all fragments removed immediately	
	Are brittle material bottles or containers prevented from used for delivery of food packaging materials and inks?		from the area for safe disposal? Is dedicated color coded cleaning equipment provided for breakages? Is this equipmen	
	Where the use of brittle material containers is unavoidable, is		used on a once only basis and disposed of after use?	
	Document Reference Control of Brittle Materials Verification		Document Reference Control of Brittle Materials Verification	
	Revision 0 14 <sup>th</sup> February 2020 Owned by: Quality Manager		Revision 0 14 <sup>th</sup> February 2020 Owned by: Quality Manager	
	Authorized By: Managing Director		Authorized By: Managing Director	

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

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

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

- ✓ Hazard Risk Management Plan is implemented and effective
- ✓ GMP(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 Packaging Safety Management System are implemented and effective.

#### Senior Management Review Meeting Notification

Date

<u>Time</u>

<u>Venue</u>

#### <u>Agenda</u>

- 1. Review of the Food Packaging 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 Hazard Risk Management Plan verification audits
- 8. Key Performance Indicators Review and trend analysis
- 9. Emergencies and Accidents
- 10. Process performance and product conformity
- 11. Corrective and preventive action status
- 12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- 13. Review of planning and development of the processes needed for the realization of safe products including changes which could affect food safety and the Hazard Risk Management Plan (including legislation changes and scientific information)
- 14. Changes to policies and objectives
- 15. Communication activities and effectiveness of communication
- 16. Results of review and system updating
- 17. Review of Resources and effectiveness of Training
- 18. Recommended improvements
- 19. Customer Feedback and Sales levels are reviewed to give an indication of trends
- 20. A.O.B

## SQF Code Food Safety Management System Implementation Workbook

## Attendees:

Senior Management Team				
Job Title	Name	Role in Team		
Managing Director		Chairman		
Operations Manager		Operations Reporting		
General Manager		Site Performance Reporting		
Quality Manager		Food Packaging 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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l,	Parate 2   1   2   1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19
* 	Management Review Record
7	Management Review Meeting - Date xx-month YEAR
m	Meeting Objective
	To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.
	Attendees Managing Director - Chairman Operations Manager Engineering Manager
8,1,7,1,	Engineering Manager Supply Chain Manager Distribution Manager
	Quality Manager
	Review Inputs
1	Performance, Review Corrective or Preventative Comments & Details Action Required
1	Review of the Food Safety & Quality Policy
<b>m</b> -	Review of Management Changes
5	Minutes and Follow-up actions from previous review meetings
	Outstanding Non-conformances as a result of internal and
9	external audits
	Trends analysis of the results of internal and external audits
9	Results of internal, second and
	Trend analysis of Customer and Supplier complaints
	Food Safety & Quality Key Performance Indicators Review
2112	and trend analysis
2 2 2	Incidents, recalls, withdrawals
-	Document Reference Management Review Record QMR 001 Revision 0 14 <sup>th</sup> February 2020
	Owned by: Quality Manager
22 5 5 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Authorized By: Managing Director