



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

The IFSQN SQF Food Packaging Safety Management System Package includes:

- ✓ A comprehensive set of Food Packaging Safety Management System Procedures compliant with the SQF Code
- ✓ A range of 60 easy to use editable 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
- ✓ Sample Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools



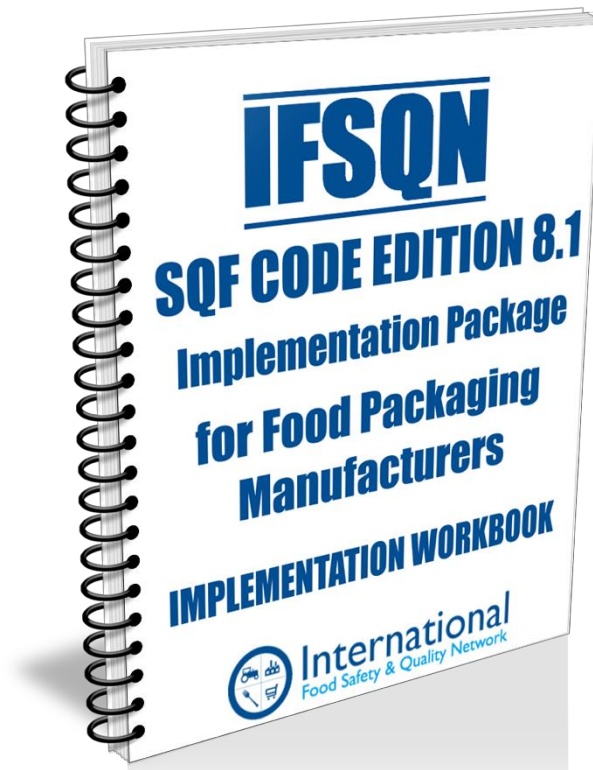
When you download the package, you will find this start up guide and 4 folders containing the package documents:

The screenshot shows a file explorer window titled "SQF Code Edition 8.1 Packaging Safety Management System". The window contains a table with the following data:

Name	Date Modified	Size	Kind
▶ Food Packaging Management System Documents	Today, 13:18	--	Folder
▶ FPSMS Record Templates	Yesterday, 18:51	--	Folder
▶ Packaging HACCP Manual	Today, 13:36	--	Folder
▶ SQF 8.1 Food Packaging Safety Management System Start Up Guide.pdf	10 Jun 2017, 06:24	5.1 MB	PDF Document
▶ SQF Project	19 Feb 2020, 19:00	--	Folder

**Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacture of Food Packaging Edition 8.1](#) from the SQFI website
(It is free to download)**

The main document in the folder is the **SQF 8.1 Food Packaging Implementation Workbook**



This workbook is provided to assist in the implementation of your SQF Packaging 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 Packaging Food 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

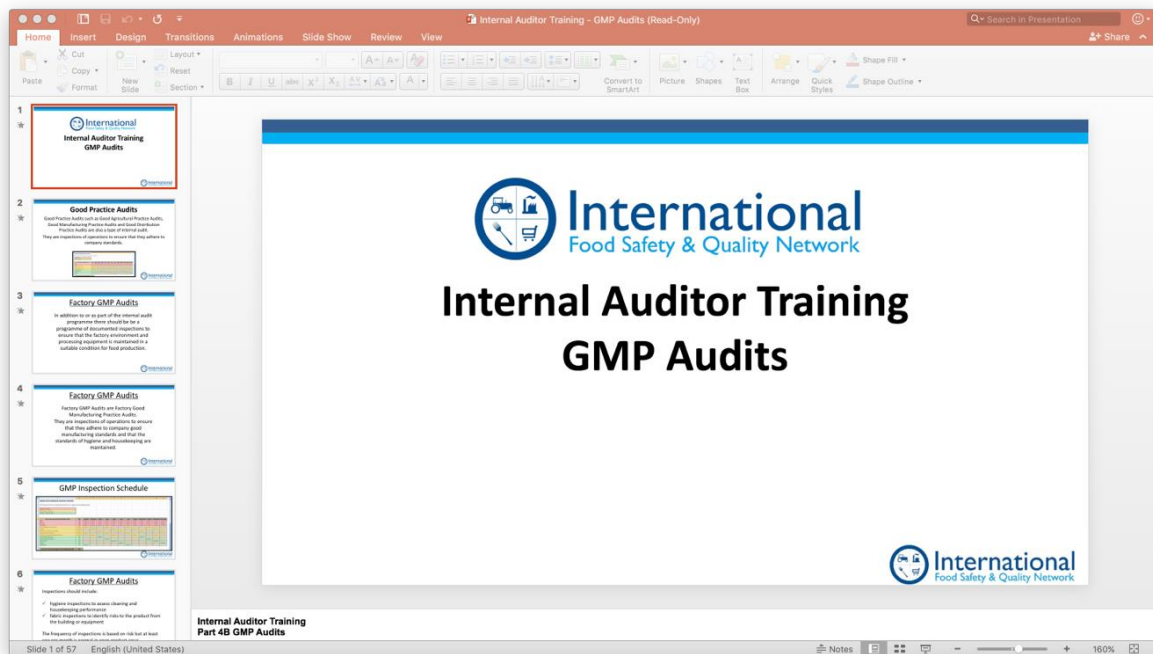
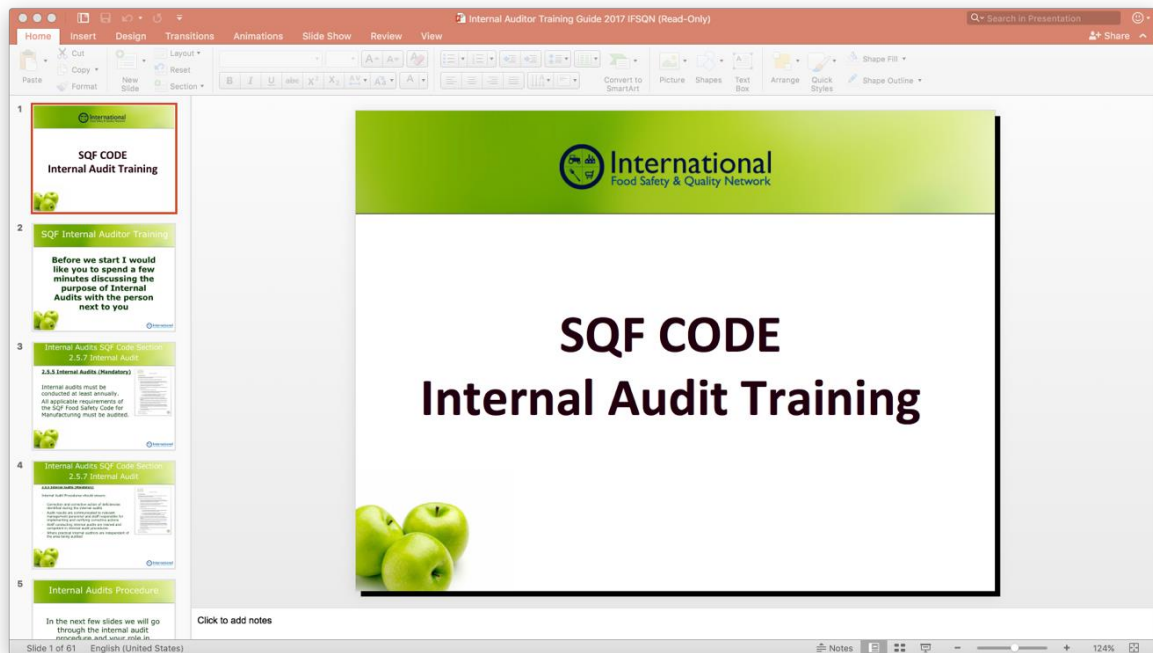
IFSQN Food Packaging Safety Management System Compliance with SQF 8.1

In this folder, you will find a Food Packaging Safety Management System Compliance Summary for Modules 2 and 13

	A	B	C
1		SQF System Elements Manufacture of Food Packaging	IFSQN SQF Food Packaging Safety Management System Documents
2	2.1	Management Commitment	
3	2.1.1	Food Safety Policy (Mandatory)	QM 2.1.1 Food Safety Policy and Objectives
4	2.1.2	Management Responsibility (Mandatory)	QM 2.1.2 Management Responsibility
5			QM 2.1.2A Appendix Organizational Chart
6			QM 2.1.2B Appendix Job Descriptions
7	2.1.3	Management Review (Mandatory)	QM 2.1.3 Management Review
8	2.1.4	Complaint Management (Mandatory)	QM 2.1.4 Complaint Management
9	2.1.5	Crisis Management Planning	QM 2.1.5 Crisis Management Planning
10	2.2	Document Control and Records	
11	2.2.1	Food Safety Management System (Mandatory)	QM 2.2.1 Food Safety Management System
12	2.2.2	Document Control (Mandatory)	QM 2.2.2 Document Control
13	2.2.3	Records (Mandatory)	QM 2.2.3 Record Control
14	2.3	Specification and Product Development	
15	2.3.1	Product Development and Realization	QM 2.3.1 Product Development
16	2.3.2	Raw and Packaging Materials	QM 2.3.2 Raw and Packaging Materials
17	2.3.3	Contract Service Providers	QM 2.3.3 Contract Services
18	2.3.4	Contract Manufacturers	QM 2.3.4 Contract Manufacturers
19	2.3.5	Finished Product Specifications	QM 2.3.5 Finished Product Specifications
20	2.4	Food Safety System for Manufacture of Food Packaging	
21	2.4.1	Food Legislation (Mandatory)	QM 2.4.1 Compliance with Food Legislation
22	2.4.2	Good Manufacturing Practices (Mandatory)	QM 2.4.2 Good Manufacturing Practices
23	2.4.3	Food Safety Plan (Mandatory)	QM 2.4.3 Food Safety Plans
24	2.4.4	Approved Supplier Program (Mandatory)	QM 2.4.4 Approved Supplier Program
25	2.4.5	Non-conforming Product or Equipment	QM 2.4.5 Control of Non-Conforming Product or Equipment
26	2.4.6	Product Rework	QM 2.4.6 Product Rework
27	2.4.7	Product Release (Mandatory)	QM 2.4.7 Product Release
28	2.4.8	Environmental Monitoring	QM 2.4.8 Environmental Monitoring
29	2.5	SQF System Verification	
30	2.5.1	Validation and Effectiveness (Mandatory)	QM 2.5.1 Validation and Effectiveness
31	2.5.2	Verification Activities (Mandatory)	QM 2.5.2 Verification Activities
32	2.5.3	Corrective and Preventative Action (Mandatory)	QM 2.5.3 Corrective Action and Preventative Action
33	2.5.4	Product Sampling, Inspection and Analysis	QM 2.5.4 Product Sampling, Inspection and Analysis
34	2.5.5	Internal Audits and Inspections (Mandatory)	QM 2.5.5 Internal Audits and Inspections
35			QM 2.5.5 Audits and Inspections Schedule
36	2.6	Product Identification, Trace, Withdrawal and Recall	
37	2.6.1	Product Identification (Mandatory)	QM 2.6.1 Product Identification
38	2.6.2	Product Traceability (Mandatory)	QM 2.6.2 Product Traceability
39			QM 2.6.2 Identification and Traceability System – Appendix
40	2.6.3	Product Withdrawal and Recall (Mandatory)	QM 2.6.3 Product Withdrawal and Recall
41	2.7	Food Defense and Food Fraud	
42	2.7.1	Food Defense Plan (Mandatory)	QM 2.7.1 Food Defense Plan
43			QM 2.7.1 Food Defense Threat Assessment
44	2.7.2	Food Fraud	QM 2.7.2 Food Fraud
45			QM 2.7.2A Food Fraud Raw Material Assessment Calculator
46	2.8.1	Allergen Management (Mandatory)	QM 2.8.1 Allergen Management
47	2.9	Training	QM 2.9 Training
48	2.9.1	Training Requirements	
49	2.9.2	Training Program (Mandatory)	
50	2.9.3	Instructions	
51	2.9.4	HACCP Training Requirements	
52	2.9.5	Language	
53	2.9.6	Refresher Training	
54	2.9.7	Training Skills Register	
55			

Next open the Training Sub-Folder

This folder contains Training Presentations:

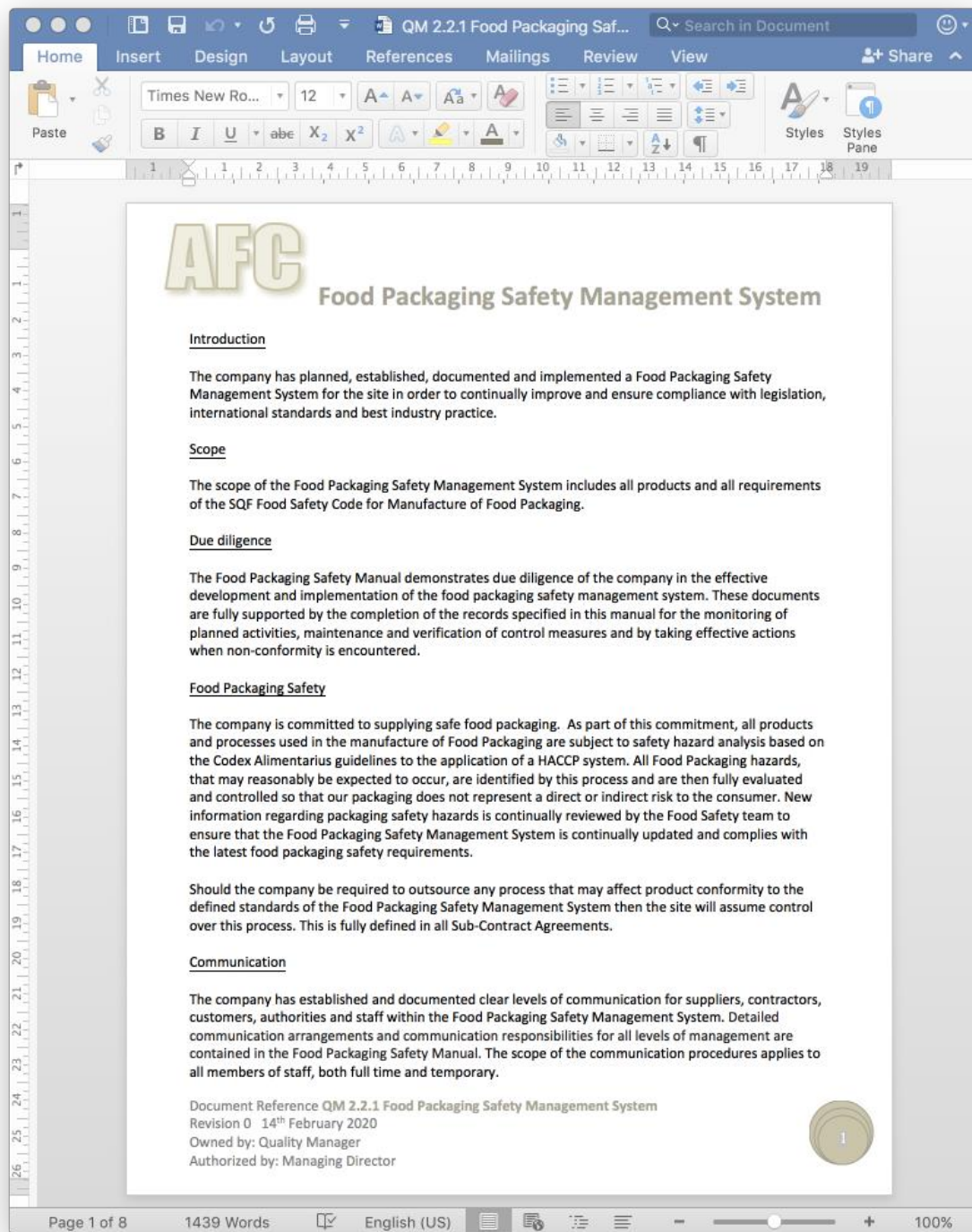


The next folder to open is the Food Packaging Management System Documents folder

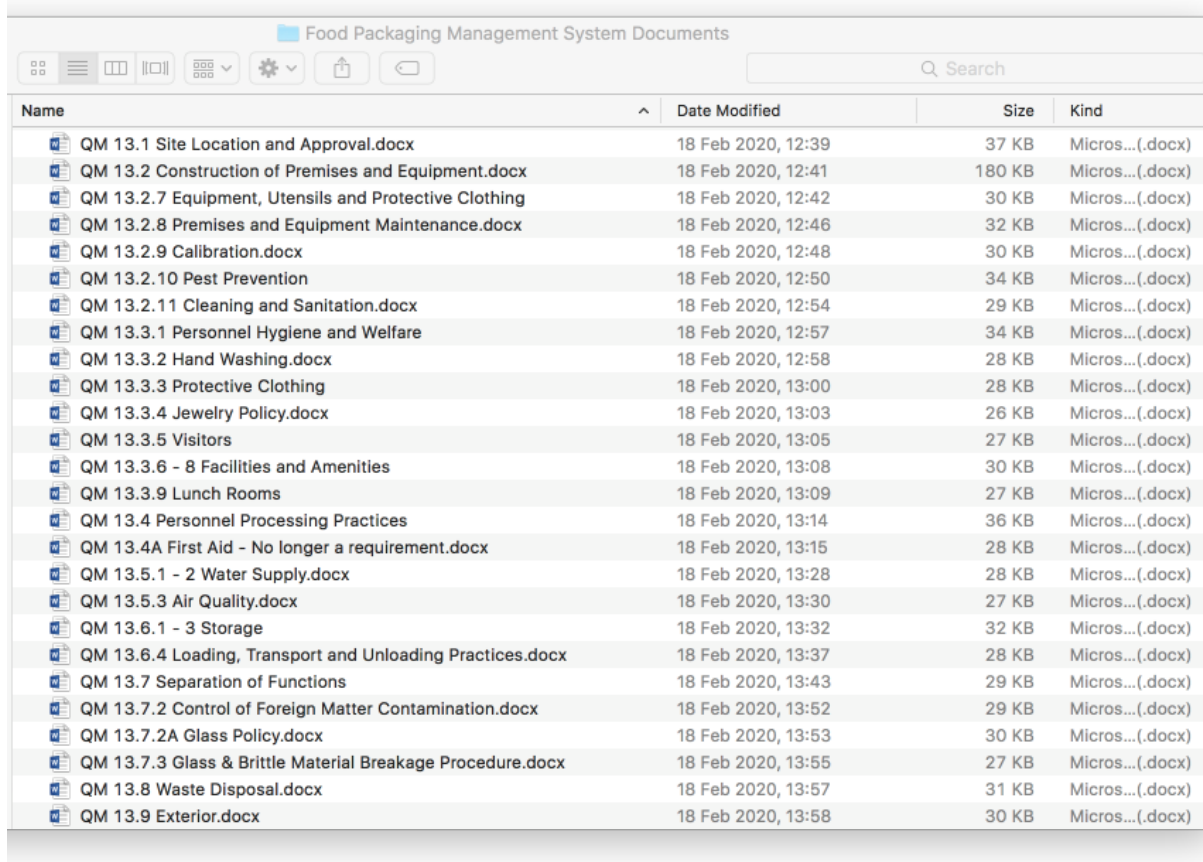
The SQF Food Packaging Safety Management System Package contains a comprehensive top level Food Packaging Safety Management procedures templates that form the foundations of your Food Packaging Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

Name	Date Modified	Size	Kind
IFSQN SQF Food Packaging Safety Management System Documents	18 Feb 2020, 13:59	86 KB	Micros...(docx)
QM 2.1.1 Food Safety Policy and Objectives.docx	13 Feb 2020, 12:02	31 KB	Micros...(docx)
QM 2.1.2 Management Responsibility.docx	13 Feb 2020, 12:10	43 KB	Micros...(docx)
QM 2.1.2A Appendix Organizational Chart	13 Feb 2020, 12:16	1.3 MB	Micros...(xlsx)
QM 2.1.2B Appendix Job Descriptions.docx	13 Feb 2020, 12:08	46 KB	Micros...(docx)
QM 2.1.3 Management Review.docx	13 Feb 2020, 12:23	31 KB	Micros...(docx)
QM 2.1.4 Complaint Management.docx	13 Feb 2020, 12:23	29 KB	Micros...(docx)
QM 2.1.5 Crisis Management Planning.docx	13 Feb 2020, 12:29	58 KB	Micros...(docx)
QM 2.2.1 Food Packaging Safety Management System.docx	18 Feb 2020, 13:59	51 KB	Micros...(docx)
QM 2.2.2 Document Control.docx	13 Feb 2020, 12:42	30 KB	Micros...(docx)
QM 2.2.3 Record Control.docx	13 Feb 2020, 12:43	32 KB	Micros...(docx)
QM 2.3.1 Product Development.docx	13 Feb 2020, 12:45	31 KB	Micros...(docx)
QM 2.3.2 Raw and Packaging Materials.docx	13 Feb 2020, 13:01	29 KB	Micros...(docx)
QM 2.3.3 Contract Services.docx	13 Feb 2020, 12:57	29 KB	Micros...(docx)
QM 2.3.4 Contract Manufacturers.docx	13 Feb 2020, 13:03	30 KB	Micros...(docx)
QM 2.3.5 Finished Product Specifications.docx	13 Feb 2020, 13:05	29 KB	Micros...(docx)
QM 2.4.1 Food Legislation	13 Feb 2020, 13:06	28 KB	Micros...(docx)
QM 2.4.2 Good Manufacturing Practices	13 Feb 2020, 13:08	28 KB	Micros...(docx)
QM 2.4.3 Food Safety Plans	13 Feb 2020, 13:12	60 KB	Micros...(docx)
QM 2.4.4 Approved Supplier Program.docx	13 Feb 2020, 13:14	38 KB	Micros...(docx)
QM 2.4.5 Non-Conforming Product or Equipment.docx	13 Feb 2020, 13:15	30 KB	Micros...(docx)
QM 2.4.6 Product Rework.docx	13 Feb 2020, 13:22	28 KB	Micros...(docx)
QM 2.4.7 Product Release.docx	13 Feb 2020, 13:24	29 KB	Micros...(docx)
QM 2.4.8 Environmental Monitoring	18 Feb 2020, 12:53	28 KB	Micros...(docx)
QM 2.5.1 Validation and Effectiveness.docx	13 Feb 2020, 13:28	30 KB	Micros...(docx)
QM 2.5.2 Verification Activities	13 Feb 2020, 13:29	30 KB	Micros...(docx)
QM 2.5.3 Corrective and Preventative Action.docx	13 Feb 2020, 13:31	30 KB	Micros...(docx)
QM 2.5.4 Advanced Laboratory Quality Manual	19 Feb 2020, 17:18	--	Folder
QM 2.5.4 Product Inspection.docx	19 Feb 2020, 13:14	144 KB	Micros...(docx)
QM 2.5.5 Audits and Inspections Schedule	18 Feb 2020, 14:00	18 KB	Micros...(xlsx)
QM 2.5.5 Internal Audits and Inspections.docx	18 Feb 2020, 14:00	831 KB	Micros...(docx)
QM 2.6.1 Product Identification.docx	13 Feb 2020, 13:39	28 KB	Micros...(docx)
QM 2.6.2 Identification and Traceability System - Appendix.docx	13 Feb 2020, 13:41	27 KB	Micros...(docx)
QM 2.6.2 Product Traceability.docx	13 Feb 2020, 13:43	32 KB	Micros...(docx)
QM 2.6.3 Product Withdrawal and Recall.docx	13 Feb 2020, 13:45	40 KB	Micros...(docx)
QM 2.7.1 Food Defense Plan.docx	18 Feb 2020, 12:20	173 KB	Micros...(docx)
QM 2.7.1 Food Defense Threat Assessment	18 Feb 2020, 12:11	37 KB	Micros...(xlsx)
QM 2.7.2 Food Fraud	18 Feb 2020, 12:23	425 KB	Micros...(docx)
QM 2.7.2A Food Fraud Material Assessment Calculator	18 Feb 2020, 12:22	28 KB	Micros...(xlsx)
QM 2.8.1 Allergen Management.docx	18 Feb 2020, 12:31	44 KB	Micros...(docx)
QM 2.9 Training.docx	18 Feb 2020, 12:32	33 KB	Micros...(docx)

The Food Packaging Safety Management procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



This folder also contains **Good Manufacturing Practices**



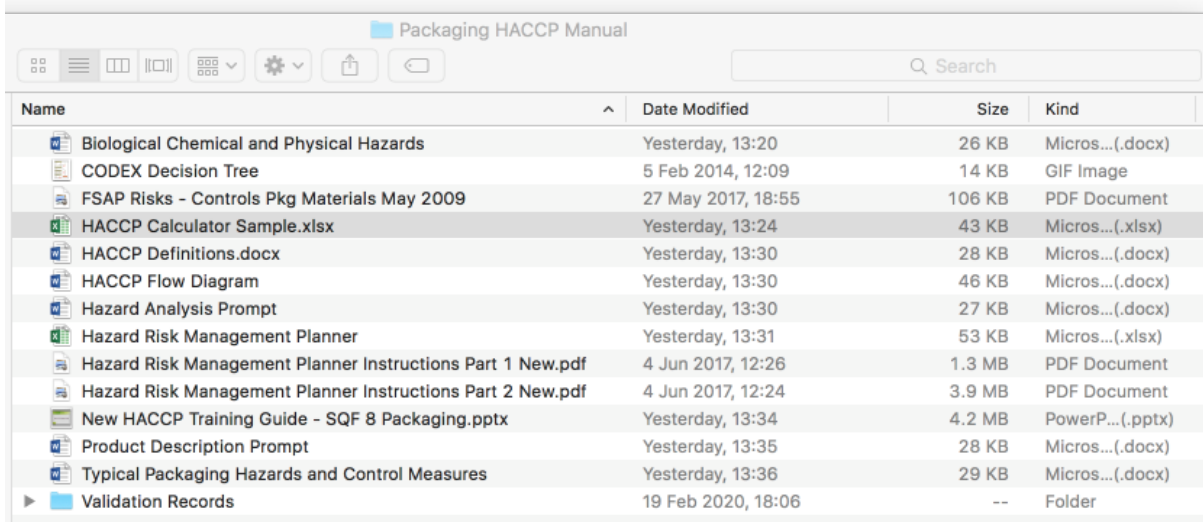
Name	Date Modified	Size	Kind
QM 13.1 Site Location and Approval.docx	18 Feb 2020, 12:39	37 KB	Micros...(.docx)
QM 13.2 Construction of Premises and Equipment.docx	18 Feb 2020, 12:41	180 KB	Micros...(.docx)
QM 13.2.7 Equipment, Utensils and Protective Clothing	18 Feb 2020, 12:42	30 KB	Micros...(.docx)
QM 13.2.8 Premises and Equipment Maintenance.docx	18 Feb 2020, 12:46	32 KB	Micros...(.docx)
QM 13.2.9 Calibration.docx	18 Feb 2020, 12:48	30 KB	Micros...(.docx)
QM 13.2.10 Pest Prevention	18 Feb 2020, 12:50	34 KB	Micros...(.docx)
QM 13.2.11 Cleaning and Sanitation.docx	18 Feb 2020, 12:54	29 KB	Micros...(.docx)
QM 13.3.1 Personnel Hygiene and Welfare	18 Feb 2020, 12:57	34 KB	Micros...(.docx)
QM 13.3.2 Hand Washing.docx	18 Feb 2020, 12:58	28 KB	Micros...(.docx)
QM 13.3.3 Protective Clothing	18 Feb 2020, 13:00	28 KB	Micros...(.docx)
QM 13.3.4 Jewelry Policy.docx	18 Feb 2020, 13:03	26 KB	Micros...(.docx)
QM 13.3.5 Visitors	18 Feb 2020, 13:05	27 KB	Micros...(.docx)
QM 13.3.6 - 8 Facilities and Amenities	18 Feb 2020, 13:08	30 KB	Micros...(.docx)
QM 13.3.9 Lunch Rooms	18 Feb 2020, 13:09	27 KB	Micros...(.docx)
QM 13.4 Personnel Processing Practices	18 Feb 2020, 13:14	36 KB	Micros...(.docx)
QM 13.4A First Aid - No longer a requirement.docx	18 Feb 2020, 13:15	28 KB	Micros...(.docx)
QM 13.5.1 - 2 Water Supply.docx	18 Feb 2020, 13:28	28 KB	Micros...(.docx)
QM 13.5.3 Air Quality.docx	18 Feb 2020, 13:30	27 KB	Micros...(.docx)
QM 13.6.1 - 3 Storage	18 Feb 2020, 13:32	32 KB	Micros...(.docx)
QM 13.6.4 Loading, Transport and Unloading Practices.docx	18 Feb 2020, 13:37	28 KB	Micros...(.docx)
QM 13.7 Separation of Functions	18 Feb 2020, 13:43	29 KB	Micros...(.docx)
QM 13.7.2 Control of Foreign Matter Contamination.docx	18 Feb 2020, 13:52	29 KB	Micros...(.docx)
QM 13.7.2A Glass Policy.docx	18 Feb 2020, 13:53	30 KB	Micros...(.docx)
QM 13.7.3 Glass & Brittle Material Breakage Procedure.docx	18 Feb 2020, 13:55	27 KB	Micros...(.docx)
QM 13.8 Waste Disposal.docx	18 Feb 2020, 13:57	31 KB	Micros...(.docx)
QM 13.9 Exterior.docx	18 Feb 2020, 13:58	30 KB	Micros...(.docx)

There are a set of comprehensive Good Manufacturing Practice procedural templates that match the clauses of the SQF Code:

Good Manufacturing Practices for Production of Food Packaging

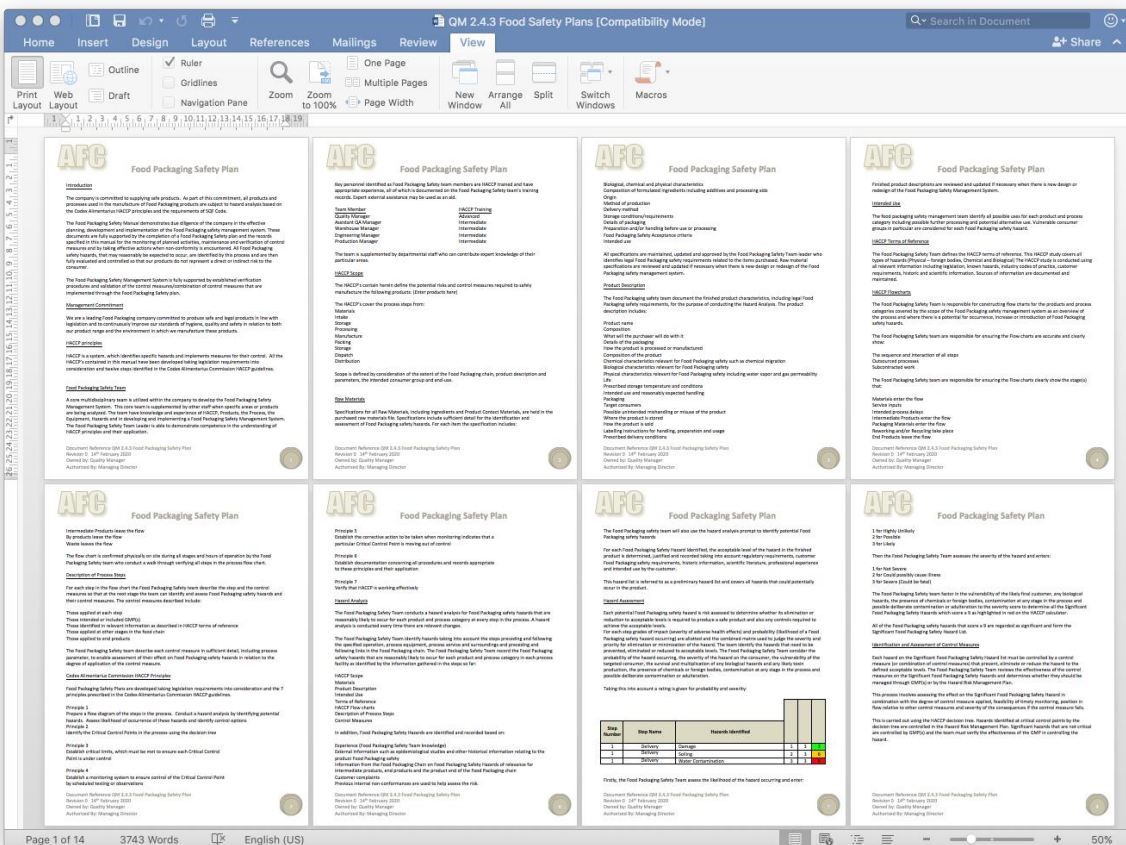
- QM 13.1 Site Location and Approval
- QM 13.2 Construction of Premises and Equipment
- QM 13.2.7 Equipment, Utensils and Protective Clothing
- QM 13.2.8 Premises and Equipment Maintenance
- QM 13.2.9 Calibration
- QM 13.2.10 Pest Prevention
- QM 13.2.11 Cleaning and Sanitation
- QM 13.3.1 Personnel Hygiene and Welfare
- QM 13.3.2 Hand Washing
- QM 13.3.3 Clothing
- QM 13.3.4 Jewelry Policy
- QM 13.3.5 Visitors
- QM 13.3.6 - 8 Staff Facilities
- QM 11.3.10 Lunch Rooms

The next folder to open is the Packaging HACCP Manual Folder



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

This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (14 page HACCP procedural template)



There is also a Sub-Folder with Verification Record Examples

Verification Records

Q Search

Name	Date Modified	Size	Kind
Control of Brittle Materials Verification Record.docx	19 Feb 2020, 17:50	30 KB	Micros...(docx)
Control of First Aid Dressings Verification.docx	19 Feb 2020, 17:27	27 KB	Micros...(docx)
Control of Knives Verification Record.docx	19 Feb 2020, 17:27	27 KB	Micros...(docx)
Control of Visitors and Sub-Contractors Verification Record.docx	19 Feb 2020, 17:26	30 KB	Micros...(docx)
Dispatch and Distribution Verification Record.docx	19 Feb 2020, 17:25	31 KB	Micros...(docx)
Glass & Brittle Material Breakage Procedure Verification.docx	19 Feb 2020, 17:23	26 KB	Micros...(docx)
Hygiene and Housekeeping Management Verification Record.docx	19 Feb 2020, 17:48	30 KB	Micros...(docx)
Hygiene Code of Practice Verification Record.docx	19 Feb 2020, 17:37	31 KB	Micros...(docx)
Hygiene Policy Verification Record.docx	19 Feb 2020, 17:36	31 KB	Micros...(docx)
Maintenance Verification Record.docx	19 Feb 2020, 17:35	32 KB	Micros...(docx)
Management of Cleaning Verification Record.docx	19 Feb 2020, 17:33	32 KB	Micros...(docx)
Management of Pest Control Verification Record.docx	19 Feb 2020, 17:32	39 KB	Micros...(docx)
Metal Detection Verification Record.docx	19 Feb 2020, 17:29	27 KB	Micros...(docx)

Control of Brittle Materials Verification Record [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Calibri (Body) 14

AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDdEe AaBbCcDdEe AaBbCcDd AaBbCcDdEe

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Control of Brittle Materials Verification

AFC Control of Brittle Materials Verification

Control of Brittle Materials Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedure?	
Is the use of brittle material on the manufacturing site minimized? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas by staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
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 brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food packaging 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?	
Are brittle material 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/brittle material or covered in a security film?	
Are brittle material bottles or containers prevented from used for delivery of food packaging materials and inks?	
Where the use of brittle material containers is unavoidable, is	

Document Reference Control of Brittle Materials Verification
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

each container carefully examined for any sign of chipping or breakage and disposed of or rejected where necessary?

Are any contents of brittle material 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 brittle material contamination is evident?

Is the location of all brittle material within all production areas identified and recorded on a brittle material register?

Are they inspected daily and in the case of production areas, at the beginning and end of production?

Is the time and date of the check is also 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?

In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?

Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Quality department?

Do all employees report immediately to management any broken or damaged brittle material, resulting in a brittle material breakage record being completed?

Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?

Do any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another breakage incident which could in any way have affected any products result in production being stopped immediately?

Are all products which may have been affected quarantined and clearly labelled?

Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?

Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated color coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?

Document Reference Control of Brittle Materials Verification
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Page 1 of 3 724 Words English (US) 100%