

## SQF Code Food Safety Management System



This is an ideal package for Food Manufacturers looking to meet SQF Code – A HACCP Based Supplier Assurance Code for Food Manufacturing and Distributing Industries.

You cannot buy an SQF documentation system template as comprehensive as this anywhere on the internet so ensure your Food Safety Quality Management System meets SQF Code with our easy to use SQF Food Safety Quality Management System.

Included in our SQF Food Safety and Quality Management System Package:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Record Templates
- ✓ Food Safety Management System Implementation Work Book
- ✓ HACCP Manual
- ✓ Interactive HACCP Training
- ✓ Interactive HACCP Examination

## SQF Code Food Safety Management System

- ✓ Validation Records
- ✓ SQF FSQMS Verification Audit Templates
- ✓ Internal Auditor Training
- ✓ Introduction to SQF Code Training Module
- ✓ Laboratory Quality Manual
- ✓ Free online support via e-mail



Included with this comprehensive SQF Food Safety and Quality Management System package is an Implementation Workbook. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the SQF Code
- ✓ Step Two: Assessment of Food Safety Fundamentals
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to SQF Certification

## **Food Safety Quality Management System**

Our Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools you will find:

- ✓ Food Safety Quality Manual containing a set comprehensive procedures and an extensive range of record templates.
- ✓ HACCP manual containing food safety procedures and HACCP Instructions.
- ✓ Laboratory manual including sample procedures and records.

At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

The Food safety Quality Manual contains 68 comprehensive top level 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 Quality Management System Procedures**

QM 2.1.1 Food Safety and Quality Policy and Objectives

QM 2.1.2 Responsibility Authority and Communication

QM 2.1.3 Food Safety and Quality Management System

QM 2.1.4 Management Review

QM 2.1.5 Customer Complaint Handling

QM 2.1.6 Business Continuity Planning

QM 2.2.1 Document Control

## SQF Code Food Safety Management System

- QM 2.2.2 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 End Product Specifications
- QM 2.4.1 Customer, Statutory and Regulatory Conformance
- QM 2.4.2 Food Safety Fundamentals
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Food Quality Plan
- QM 2.4.5 Control of Purchased Materials and Services
- QM 2.4.5 Verification of Purchased Materials and Services
- QM 2.4.6 Control of Non-Conforming Product or Equipment
- QM 2.4.7 Product Rework
- QM 2.4.8 Product Release
- QM 2.4.9 Stock Control
- QM 2.5.1 SQF System Verification
- QM 2.5.2 Validation, Improvement and System Updating
- QM 2.5.3 Verification Schedule
- QM 2.5.4 Verification of Monitoring Activities
- QM 2.5.5 Corrective Action and Preventative Action
- QM 2.5.6 Laboratory Quality Manual
- QM 2.5.7 Internal Audits
- QM 2.6.1 Product Identification
- QM 2.6.2 Traceability System
- QM 2.6.3 Product Recall
- QM 2.7 Site Security
- QM 2.8.1 Identity Preserved Foods
- QM 2.8.2 Allergen Management
- QM 2.9 Training
- QM 11.1 Site Requirements and Approval

## SQF Code Food Safety Management System

QM 11.2.1-8 Construction & Control of Product Handling & Storage

QM 11.2.9 Premises and Equipment Maintenance

QM 11.2.10 Calibration

QM 11.2.11 Management of Pests and Vermin

QM 11.2.12 Equipment, Utensils and Protective Clothing

QM 11.2.13 Cleaning and Sanitation

QM 11.3 Personnel Hygiene and Welfare

QM 11.3.2 Handwashing - to do

QM 11.3.3 Clothing

QM 11.3.4 Jewellery Policy

QM 11.3.5 Control of Visitors and Contractors

QM 11.3.6 Staff Amenities

QM 11.3.7 - 9 Staff Facilities

QM 11.3.10 Lunch Rooms

QM 11.3.11 First Aid

QM 11.4 Hygiene Code of Practice

QM 11.5 Water and Ice Supply

QM 11.5.2 Monitoring Water Microbiology and Quality

QM 11.5.7 Air Quality

QM 11.6 Storage and Transport

QM 11.6.6 Loading, Transport and Unloading Practices

QM 11.7 Control of Operations

QM 11.7.5 A Glass Policy

QM 11.7.5 B Control of Brittle Materials

QM 11.7.5 C Glass & Brittle Material Breakage Procedure

QM 11.7.5 Control of Foreign Matter Contamination

QM 11.7.6 Detection of Foreign Objects

QM 11.8 On-Site Laboratories

QM 11.9 Waste Disposal

QM 11.10 Exterior

# SQF Code Food Safety Management System

## Food Safety Management System Procedures



### QM 2.1.1 Food Safety and Quality Policy and Objectives

The company's food safety and quality policy is to provide consistent products and services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume and conform to statutory and regulatory requirements.

Senior Management are committed to implementing and maintaining an effective SQF System and to support its ongoing improvement through adoption of a food safety quality management system containing food safety policies and procedures that meet legal requirements, and industry best practices as reflecting the competence of the company to customers and independent authorities. As part of this commitment Senior Management have established processes to improve the effectiveness of the SQF System to demonstrate continuous improvement.

The Company recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate: organisation and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. The senior management ensure adequate resources are available to achieve food safety and quality objectives and to support the development, implementation and maintenance and ongoing improvement of the SQF System. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to

Document Reference QM 2.1.1 Food Safety and Quality Policy and Objectives  
Revision 1 1<sup>st</sup> May 2012  
Owned by: Technical Manager  
Authorised by: Managing Director



### QM 2.1.3 Food Safety Quality Management System

#### Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

#### Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

#### Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food 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.

#### Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System.

Document Reference QM 2.1.3 Food Safety Quality Management System  
Revision 1 1<sup>st</sup> May 2012  
Owned by: Technical Manager  
Authorised by: Managing Director



### QM 2.4.3 Food Safety Plan

#### Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Code.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a food safety plan and 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. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the operational pre-requisite programmes at the food safety site.

#### Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

#### HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below:

Document Reference QM 2.4.3 Food Safety Plan  
Revision 1 1<sup>st</sup> May 2012  
Owned by: Technical Manager  
Authorised by: Managing Director



### QM 11.2.10 Calibration

#### Introduction

The company has established, documented and implemented a Calibration System for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The practices that contribute to meeting the requirements of these standards have been determined.

#### Scope

The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.

These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

#### Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety in whose results can affect the conformity of product requirements is maintained by the Engineering Manager. All equipment used for thermal processes is designed to meet the specified process temperature gradient and holding parameters. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

All of the Measuring and monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

Document Reference QM 11.2.10 Calibration  
Revision 1 1<sup>st</sup> May 2012  
Owned by: Technical Manager  
Authorised by: Managing Director



**Food Safety Management System Record Templates**

A comprehensive range of easy to use food safety record templates:

QMR 001	Management Review Minutes
QMR 002	Training Record
QMR 003	Product Release Record
QMR 004	Design and Development Records
QMR 005	Supplier Assessment Record
QMR 006	Validation Record
QMR 007	Identification and Traceability Record
QMR 008	Register of Customer Property
QMR 009	Calibration Record
QMR 010	Internal Audit Record
QMR 011	Records of Non-conforming Product
QMR 012	Corrective Action Request Form
QMR 013	Preventative Action Request Form
QMR 014	Supplier Self Assessment and Approval Form
QMR 015	Equipment Commissioning Record
QMR 016	Return to Work Form
QMR 017	Hygiene Policy Staff Training Record
QMR 018	Complaint Investigation Form
QMR 019	Prerequisite Audit Checklist
QMR 020	Knife Control Record
QMR 021	Knife Breakage Report
QMR 022	Goods in Inspection Record
QMR 023	Equipment Cleaning Procedure
QMR 024	Glass and Brittle Plastic Breakage Record
QMR 025	Metal Detection Record
QMR 026	First Aid Dressing Issue Record



## SQF Code Food Safety Management System

QMR 027	Cleaning Schedule
QMR 028	Cleaning Record
QMR 029	Engineering Hygiene Clearance Record
QMR 030	Glass and Brittle Plastic Register
QMR 031	GMP Audit Checklist
QMR 032	Vehicle Hygiene Inspection Record
QMR 033	Outgoing Vehicle Inspection Record
QMR 034	Pre Employment Medical Questionnaire
QMR 035	Visitor Questionnaire
QMR 036	Product Recall Record
QMR 037	Shelf Life Confirmation Record
QMR 038	Accelerated Keeping Quality Log
QMR 039	Goods In QA Clearance Label
QMR 040	Maintenance Work Hygiene Clearance Form
QMR 041	Changing Room Cleaning Record
QMR 042	Colour Coding Red Process Areas
QMR 043	Daily Cleaning Record for Toilets and Changing Rooms
QMR 044	Drain Cleaning Procedure Filler Areas
QMR 045	General Cleaning Procedure
QMR 046	Product QA Clearance Label
QMR 047	CIP Programmes Log
QMR 048	Sample Filler Cleaning Record
QMR 049	Pipe Diameter Flow Rate Conversion Table
QMR 050	QC Online Check Sheet



# SQF Code Food Safety Management System

## AFC Management Review Record

Management Review Meeting - Date: xx month YEAR

### Meeting Objective:

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

### Attendees:

General Manager - Chairman  
 Operations Manager  
 Engineering Manager  
 Supply Chain Manager  
 Distribution Manager  
 Technical Manager

	Review inputs	
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	--	--
Review of Management Changes	--	--
Minutes and Follow-up actions from previous review meetings	--	--
Outstanding Non-conformances as a result of internal and external audits	--	--
Trend analysis of the results of internal and external audits	--	--
Results of internal, second and third-party audits	--	--
Trend analysis of Customer and Supplier complaints	--	--

Document Reference Management Review Record (QMR-001)  
 Revision 1: 21st March 2012  
 Owned by: Technical Manager  
 Authorized by: General Manager

## AFC Supplier Evaluation Form

Company Name:	
Materials or Services Supplied:	
Date:	
Assessor:	

Assessment Area	Rating	Corrective Action Required
Supplier Assessment Questionnaire		
Quality System certified to ISO 9001		
Food Safety System certified to GFSI approved standard		
Supply History		
Complaints Record		
Audit Rating		

### Rating System:

- S = Satisfactory
- CA = Corrective Action and Response Required

All Ratings Satisfactory - Approved to supply

1 or more Corrective Actions - Conditional Approval based on receipt of satisfactory responses and corrective action

Document Reference Supplier Evaluation Form (QSR-002)

Revision 1: 21st March 2012  
 Owned by: Technical Manager  
 Authorized by: General Manager

## AFC Complaint Investigation Form

<b>Product Details</b>	
Nature of Complaint and Details	
Customer Name	
Customer Address	
Customer Contact Phone Number	
Date received	Use By Date
Date of Production	Production Line
Production Start	Production End
Complaint category	Quantity Produced
Details of any other complaints received from this production run:	
Details for each area of investigation	
Raw Materials	
Packaging	
CCP Checks	
Processing	
Edging/Packaging	
Storage & Distribution	
Packaging details	
Laboratory Report	

Document Reference Complaint Investigation Form (QMR-010)  
 Revision 1: 20th March 2012  
 Owned by: Technical Manager  
 Authorized by: General Manager

## AFC Prerequisite Audit Checklist

Auditor Name:		
Date:		
	Satisfactory: Yes / No	Findings & Action Taken
<b>Delivery, Rejection and Supplier Approval</b>		
Are raw materials supplier approved?		
Are their suppliers and approved for approval?		
Are records of a supplier kept and available?		
Are raw material specifications available?		
Are checks on raw materials carried out on delivery?		
Are delivery notes checked for each delivery and retained?		
Are storage rotation systems adequate?		
Is the water from a satisfactory source or controlled?		
Are there effective packaging removal procedures in place?		
Are references appropriately stored immediately?		
<b>Raw Preparation</b>		
Are there raw ingredient preparation controls in place?		
Are there controls in place to control method, time and temperature?		
Are there batch records in place (batch, assembled, despatch, return and ingredients used)?		
Are there effective systems in place to prevent contamination of vegetable products with meat?		
Are there effective systems in place to prevent contamination of organic products with non-organic ingredients?		
Are there effective systems in place to prevent contamination of products from the "raw floor" for example preservation of substrates?		
Are there effective systems in place to prevent contamination of raw free products with meat?		
Are there effective systems for separation of raw and cooked preparation areas?		

Document Reference Prerequisite Audit Checklist (QMR-011)  
 Revision 1: 18th March 2012  
 Owned by: Technical Manager  
 Authorized by: General Manager

# SQF Code Food Safety Management System

## HACCP Manual

Sections included in the HACCP manual are as follows:

HACCP 001 HACCP Flow Diagram

HACCP 002 Product Description

HACCP 003 HACCP Hazards

HACCP 005 HACCP Validation

HACCP 006 HACCP Plan

HACCP 007 HACCP Verification Audit Summary

HACCP 008 Raw Material Summary

HACCP 009 Finished Product Summary

HACCP Definitions

HACCP Glass Control Verification Record Example

HACCP Instruction 1

HACCP Instruction 2

HACCP Steering Group Review



### HACCP Instruction 1

Enter Prerequisites or Control Measures that assist in controlling the hazard

Step Number	Step Name	Category	Hazard	Prerequisites or Control Measures
1	Goods in	Physical	Wood from pallets	Liner pads
2	Goods in	Chemical	Cleaning chemicals on vehicle	Segregation & Pallet Bunds
3	Goods in	Biological	E.coli in raw material	C.O.A/Approved Supplier
4	Goods in	Allergen	Contains peanuts	Sealed in double bags/ Segregated
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Document Reference HACCP Calculator Instruction 1  
Revision 1: 07 May 2012  
Owned by: Technical Manager  
Authorized by: General Manager



## Laboratory Quality Manual

A comprehensive Laboratory Quality Manual compliant with the CLAS standard (Campden Laboratory Accreditation Scheme) provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.

### **AFC** QM 2.5.6 Laboratory Quality Manual

#### CONTENTS

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work

Document Reference QM 2.5.6 Laboratory Quality Manual  
Revision 1 1<sup>st</sup> May 2012  
Owned by: Laboratory Supervisor  
Authorised By: Technical Manager



# SQF Code Food Safety Management System

## Food Safety Quality Management System Validation Records

A set of 15 example validation records.



### Cleaning and Sanitation PRP Validation

QM 11.2.13 Cleaning and Sanitation PRP Validation

<b>Product Category</b>	Freshly Prepared Sandwiches		
<b>Step Number</b>	7 Assembly		
<b>Hazard</b>	Contamination of food with food poisoning bacteria on dirty equipment		
<b>Control Measure Combination</b>	Positive release of equipment after cleaning by ATP swab		
<b>Validation Methods</b>	<b>Applicable</b>		<b>Comments</b>
	<b>Yes</b>	<b>No</b>	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/9/09.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference QM 11.2.13 Cleaning and Sanitation PRP Validation  
 Revision 1 31st March 2012  
 Owned by: Technical Manager  
 Authorised By: General Manager



**Food Safety Quality Management System Verification Records**



**Glass Policy Verification Record**

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 minimised?	
Wherever 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 British Standard 3463 (1975) 1988	

Document Reference Glass Policy Verification Record  
 Revision 1 27th March 2012  
 Owned by: Technical Manager  
 Authorised By: General Manager



# SQF Code Food Safety Management System

## Introduction to SQF Code Training Presentation

This 45 minute comprehensive illustrated and interactive PowerPoint training module presentation will introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.



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1	Introduction to SQF Code	1
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3	Module 2: SQF System Elements	3
4	Module 3: SQF System Elements	4
5	Module 4: SQF System Elements	5
6	Module 5: SQF System Elements	6
7	Module 6: SQF System Elements	7
8	Module 7: SQF System Elements	8
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**2.1 Commitment**  
Senior Management should provide evidence of commitment to implement, maintain and improve an effective Food Safety Quality Management System.

**2.1.1 Management Policy**  
Senior Management must prepare and implement a Policy Statement that includes:

- Commitment to supply safe, quality products
- Have the organization comply with its customer and regulatory requirements and continuously improve the food safety quality management system
- Commitment to establish and ensure food safety and quality objectives

The Policy Statement must be:  
Signed by the most senior responsible person  
Available in all languages necessary in order for it to be understood by all employees and staff  
Displayed so that it is available to all personnel and effectively communicated

At the end of the session there is a set of interactive review questions to click through.

**2.1.2 Management Responsibility**  
The most senior responsible person must define the organizational reporting structure and ensure adequate resources are available.

2.1.2.1 The responsibility for establishing and implementing the training needs of the organization personnel to ensure they have the required competencies must be defined and documented.

2.1.2.2 All staff must be informed of their responsibility to report food safety problems.

2.1.2.3 All instructions for those responsible for food safety must be documented.

2.1.2.4 The senior management must ensure there are processes to register the effectiveness of the SQF system and disseminate continuous improvement.

**2.1.3 Raw materials**

2.1.3.1 Specifications for all raw and packaging materials, including but not limited to ingredients, additives, nutrients, flavors and preservatives and that impact on final product safety and quality shall be documented and kept current.

2.1.3.2 All raw and packaging materials and ingredients shall comply with the relevant regulatory requirements.

2.1.3.3 The methods and responsibility for sampling and assessing incoming raw materials, ingredients and packaging specifications shall be documented.

2.1.3.4 Raw and packaging materials and ingredients shall be subject to annual product safety risk assessment and the response to it for all incoming material. Outcomes of the analysis and inspection shall include evidence of conformance, or certificate of analysis of sampling and testing.

2.1.3.5 Identification of packaging materials must include verification, letter of conformance, or seals and labels to confirm the absence of previous chemical treatment.

2.1.3.6 Product labels must be accurate and comply with the relevant regulatory and be approved by suitable personnel.

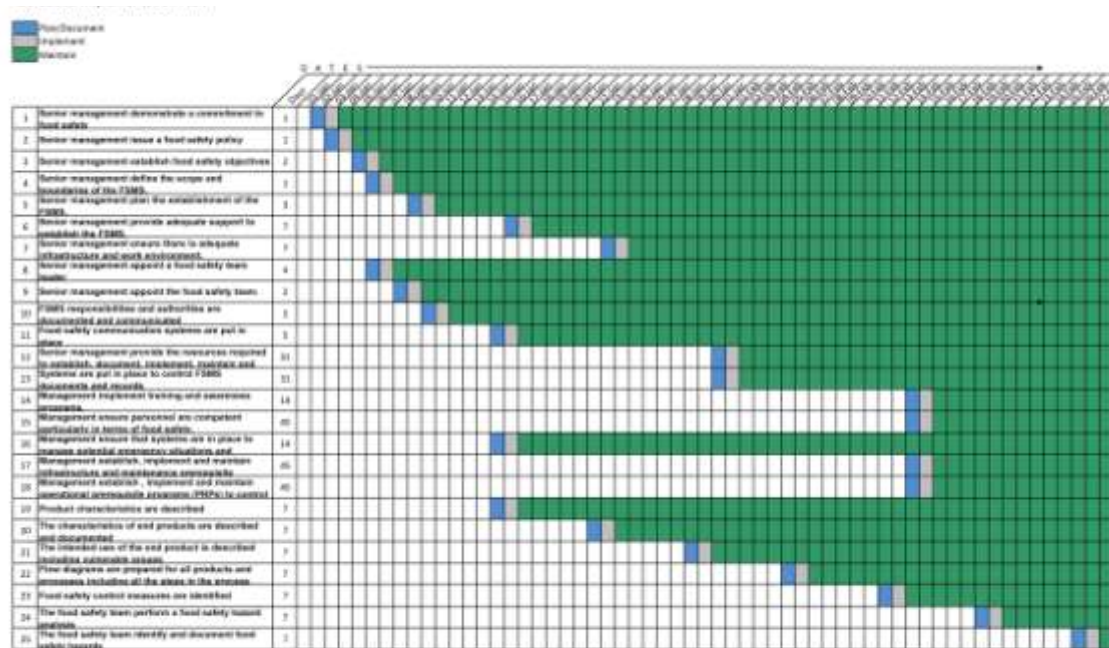
2.1.3.7 A copy of the raw and packaging material specifications and labels must be maintained per site requirements.



# SQF Code Food Safety Management System

## Senior Management Project Planner

Using the Excel Project Planner Senior Management can adapt the template supplied with the system to establish a Project Plan.



SQF Code Food Safety Management System

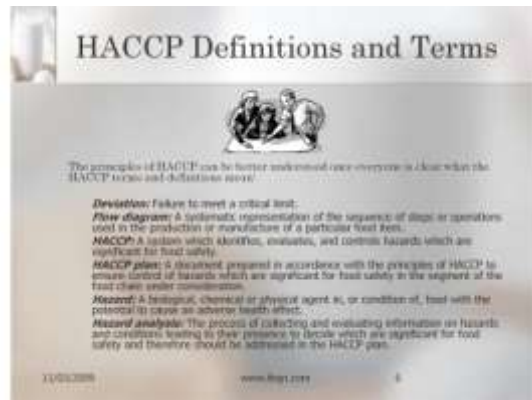
	Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 3	10/1/10	9/1/10
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 3	10/1/10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



# SQF Code Food Safety Management System

## 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 utilise the HACCP calculator in implementing your HACCP system.



Training Software

The interactive and illustrated PowerPoint HACCP training presentation is supplied with training software.

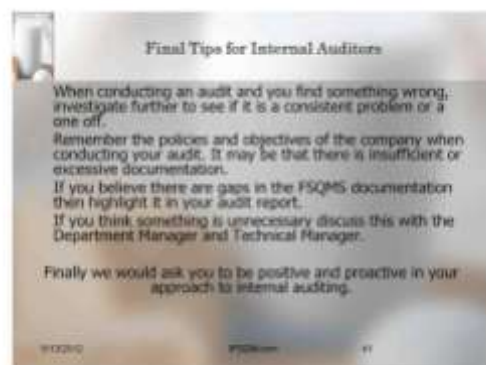
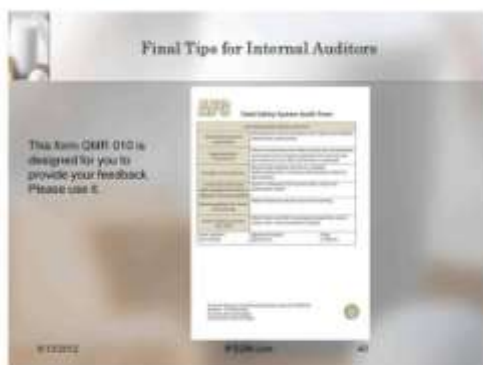
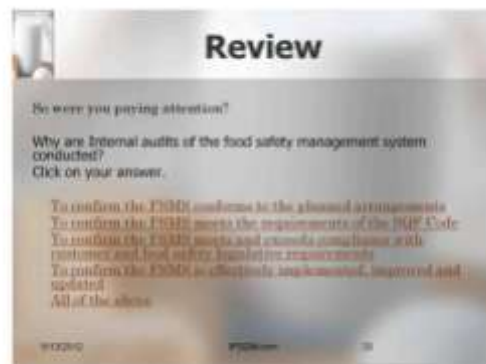
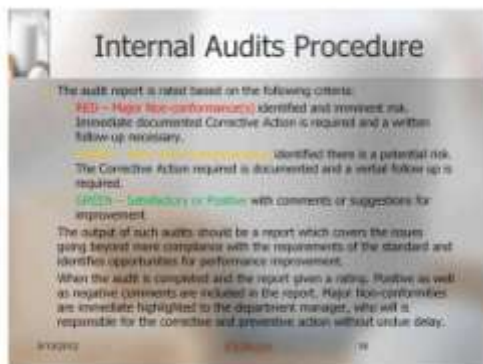
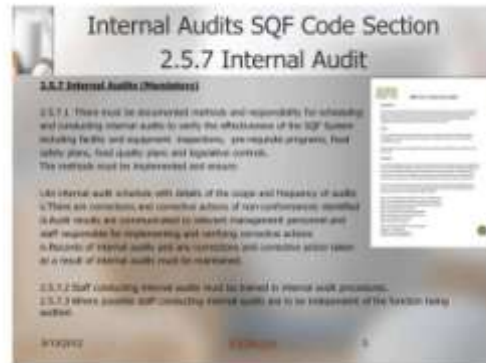


We have provided a HACCP Multiple choice exams evaluate your staff's progress with graphic certificates to print out.

# SQF Code Food Safety Management System

## Internal Auditing Training & Checklists

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



## SQF Code Food Safety Management System

### Free Online Support via email

We provide online support and expertise to answer your questions and assist you in developing your SQF Food Safety and Quality Management System.



Simon Timperley [team@ifsqn.com](mailto:team@ifsqn.com)



Tony Connor [support@ifsqn.com](mailto:support@ifsqn.com)

### Benefits of SQF Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

- ✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
- ✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food
- ✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- ✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- ✓ Food Safety Management System Records provide evidence of due diligence
- ✓ HACCP based Food Safety Management Systems can be combined with a quality management system to provide a Food Safety based system also considers quality.
- ✓ Level 2 SQF Certification gives all interested parties a clear message that the organisation is serious about Food Safety

## SQF Code Food Safety Management System

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- ✓ The benefits of a Food Safety Management System
- ✓ How lack of an effective Food Safety Management System can cause food borne illness
- ✓ That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- ✓ That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

The SQF Food Safety Quality Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

- ✓ Lack of pre-requisite programmes
- ✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- ✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
- ✓ Excessive documentation and lack of focus due to over-complex systems.
- ✓ Poor validation and verification due to lack of expertise.
- ✓ Over complication of HACCP implementation

## SQF Code Food Safety Management System

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The SQF Food Safety Quality Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor explains the SQF Food Safety Quality Management System gives organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with SQF Level 2 Code for Food Safety. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process.”

“As a bonus our SQF Food Safety Quality Management System is backed up by expert support which is always available to provide assistance in developing the system.”