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

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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

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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

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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

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 Handwshing - 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

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Food Safety Management System Procedures

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QM 2.1.1 Food Safety and Quality Policy and Objectives

The company's food safety and quality policy is to provide competitive 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 so 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 1st May 2012
Owned by: Technical Manager
Authorised by: Managing Director

AFC

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 1st May 2012
Owned by: Technical Manager
Authorised By: Managing Director

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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 or the Food Safety plan.

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 1st May 2012
Owned by: Technical Manager
Authorised By: Managing Director

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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 processes 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 or 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 1st 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

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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

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AFC — Management Review Record

AFC — Supplier Evaluation Form

AFC — Complaint Investigation Form

AFC — Prerequisite Audit Checklist

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

AFC   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	Layer 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				
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11				
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13				
14				
15				
23				

Document Reference HACCP Calculator Instruction 1
Revision 1 8th May 2012
Owned by: Technical Manager
Authorised 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   1st May 2012
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

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Food Safety Quality Management System Validation Records

A set of 15 example validation records.

AFC Cleaning and Sanitation PRP Validation

QM 11.2.13 Cleaning and Sanitation PRP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
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

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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

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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.

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

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Senior Management Project Planner

Using the Excel Project Planner Senior Management can adapt the template supplied with the system to establish a Project Plan.
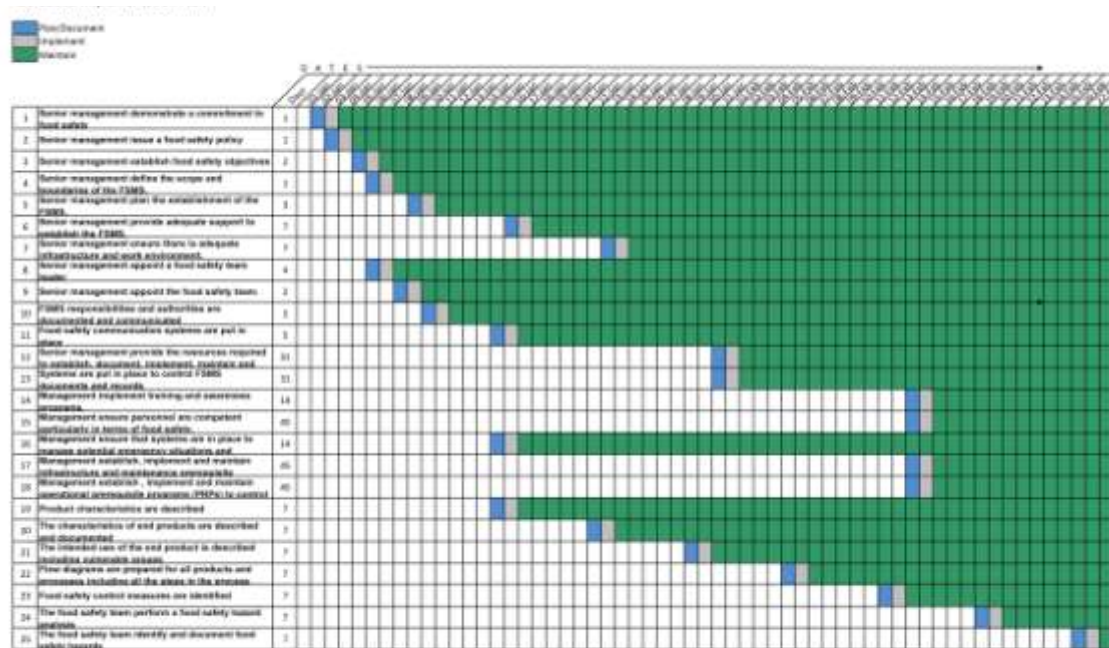
SQF Code Food Safety Management System

|	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

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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.
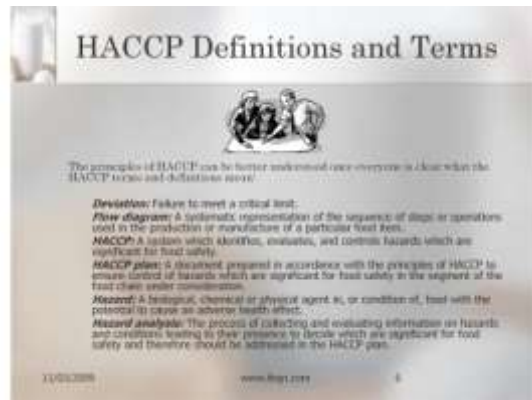
Training Software

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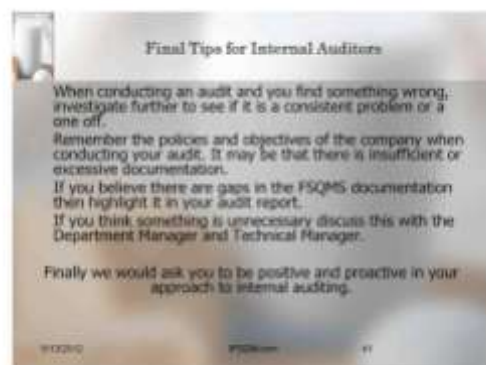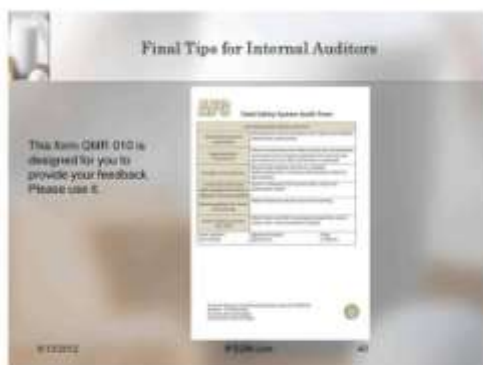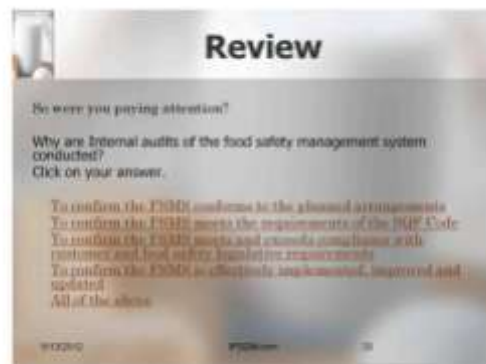

We have provided a HACCP Multiple choice exams evaluate your staff's progress with graphic certificates to print out.

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Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.
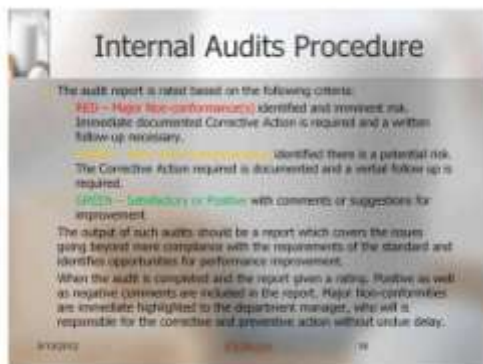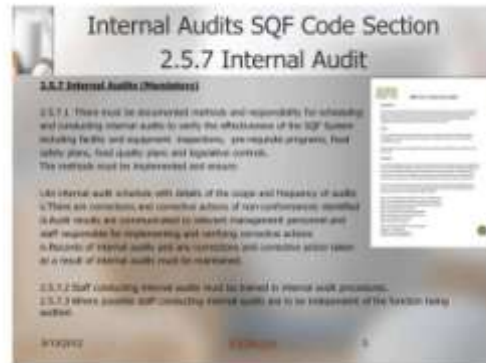
Free Online Support via email

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

Tony Connor support@ifsqn.com

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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

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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

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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."

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