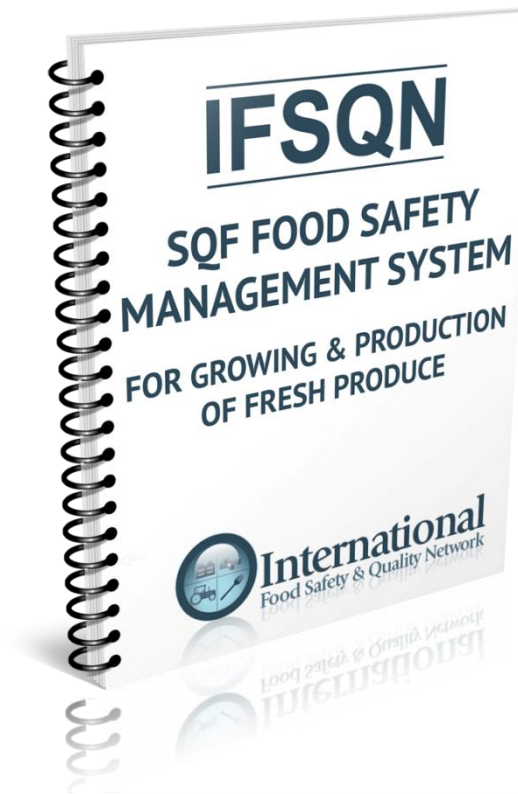


SQF Code Food Safety Management System



Thank you for purchasing the IFSQN SQF Code Growing and Production of Fresh Produce Implementation Package which is an ideal package for Producers looking to meet the requirements of SQF Code Edition 7.2.

This comprehensive package is designed to assist in achieving SQF Certification and contains extensive implementation tools and unrivalled comprehensive SQF documentation system templates.

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

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Record Templates
- ✓ Food Safety Management System Implementation Workbook
- ✓ HACCP Manual
- ✓ Interactive HACCP Training & Exam
- ✓ Validation & Verification Records
- ✓ SQF FSQMS Verification Audit Templates
- ✓ Internal Auditor Training & Exam
- ✓ SQF Code Training Modules 2 & 7
- ✓ Free online support via e-mail

SQF Code Food Safety Management System

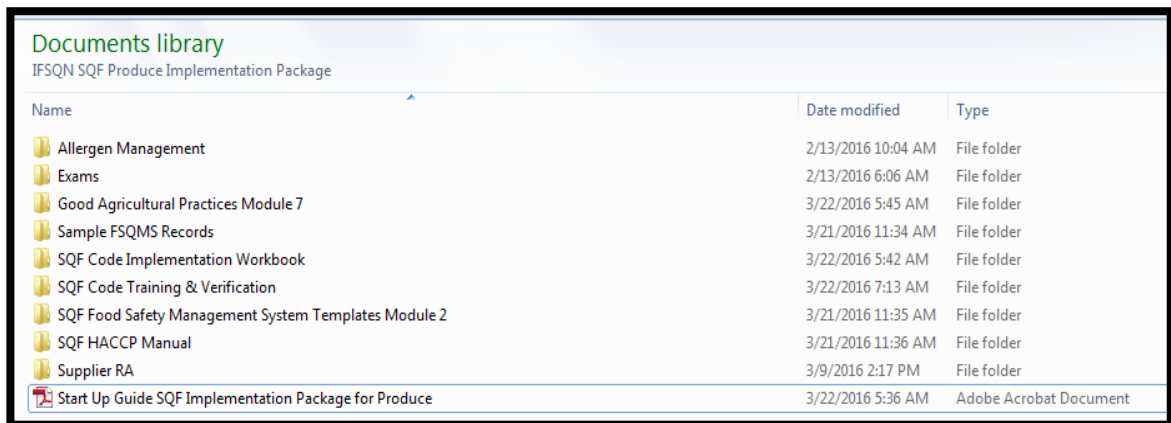
As well as meeting the requirements of SQF Code Edition 7.2 this new SQF Implementation Package includes additional management tools including:

- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ SQF Produce HACCP Calculator
- ✓ Complaint Management Guidelines & Analyser
- ✓ Extended Internal Audit Training
- ✓ Verification Schedule Risk Assessment Tool and Template

[If you haven't already done so click here to order the IFSQN SQF Produce Implementation Package](#)

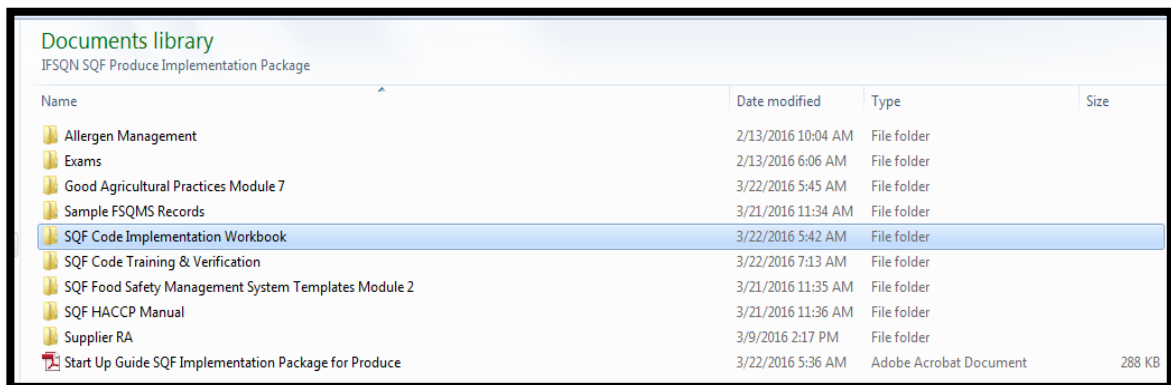
We have written this start up guide to assist our customers in navigating the contents of the package.

When you complete your download you will have a set of folders that look like this:



Name	Date modified	Type
Allergen Management	2/13/2016 10:04 AM	File folder
Exams	2/13/2016 6:06 AM	File folder
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder
Sample FSQMS Records	3/21/2016 11:34 AM	File folder
SQF Code Implementation Workbook	3/22/2016 5:42 AM	File folder
SQF Code Training & Verification	3/22/2016 7:13 AM	File folder
SQF Food Safety Management System Templates Module 2	3/21/2016 11:35 AM	File folder
SQF HACCP Manual	3/21/2016 11:36 AM	File folder
Supplier RA	3/9/2016 2:17 PM	File folder
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document

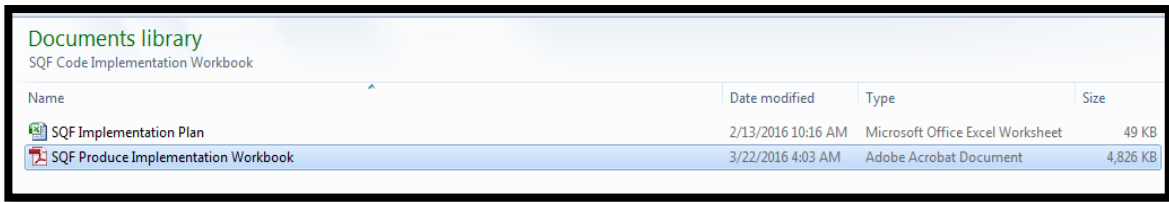
We would suggest that you start with the SQF Code Implementation Workbook Folder:



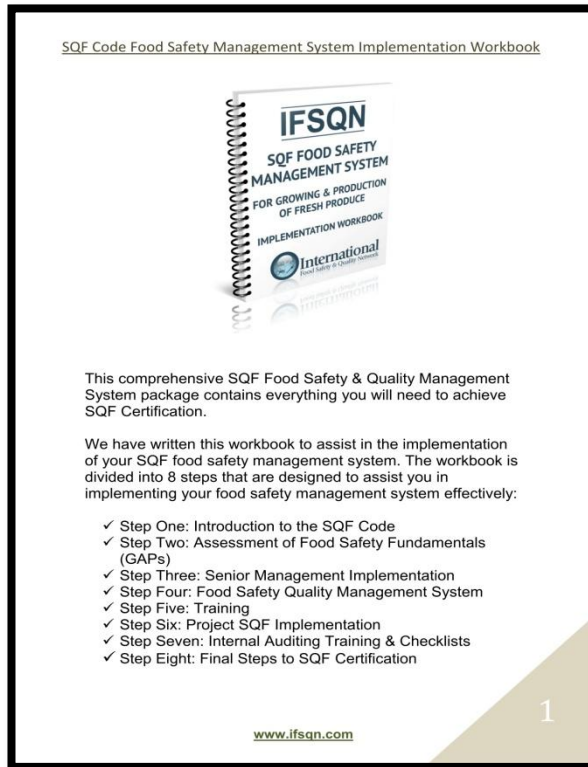
Name	Date modified	Type	Size
Allergen Management	2/13/2016 10:04 AM	File folder	
Exams	2/13/2016 6:06 AM	File folder	
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder	
Sample FSQMS Records	3/21/2016 11:34 AM	File folder	
SQF Code Implementation Workbook	3/22/2016 5:42 AM	File folder	
SQF Code Training & Verification	3/22/2016 7:13 AM	File folder	
SQF Food Safety Management System Templates Module 2	3/21/2016 11:35 AM	File folder	
SQF HACCP Manual	3/21/2016 11:36 AM	File folder	
Supplier RA	3/9/2016 2:17 PM	File folder	
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document	288 KB

SQF Code Food Safety Management System

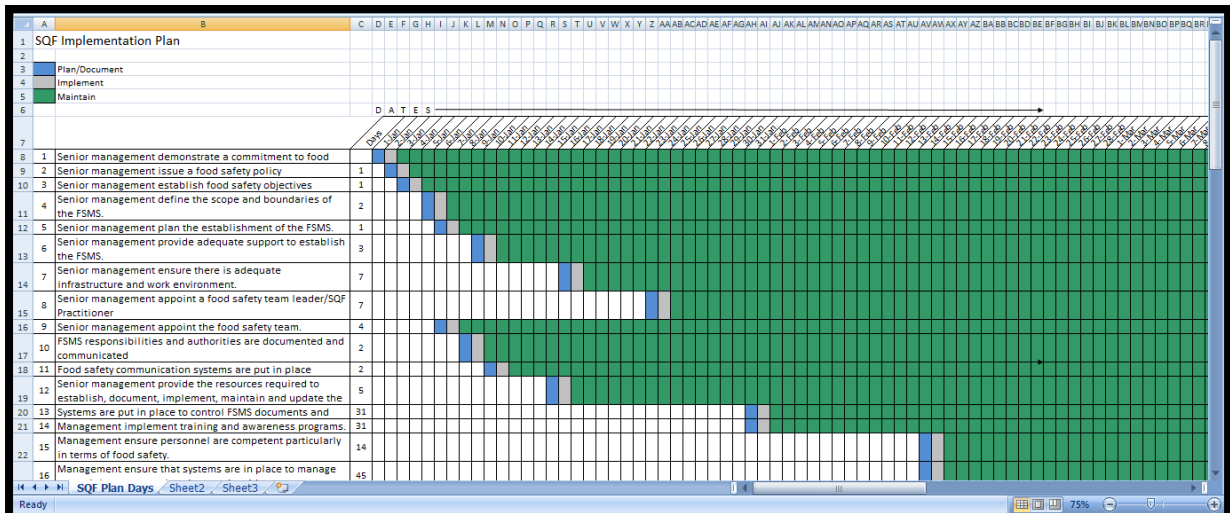
Click on the SQF Code Implementation Workbook Folder to open:



Click on the SQF Code Implementation Workbook pdf to open and follow the workbook to work your way through implementing the package:



This folder also contains an implementation plan template:



SQF Code Food Safety Management System

The rest of this start up guide shows you where the contents of the package can be found:

Food Safety Quality Management System



The package contains 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. Procedures match the relevant clause of the SQF Code for ease of implementation.

Module 2: System elements documents include:

- 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
- 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

SQF Code Food Safety Management System

Good Agricultural Practices for the growing and harvesting of plants are included. Module 7: Food Safety Fundamentals – Good Agricultural Practices for farming of plant products (fruit and vegetables) documents in this package are as follows:

- QM 7.1 Site Requirements
- QM 7.2 Product Handling and Storage Areas and Equipment
- QM 7.2.7 Maintenance
- QM 7.2.8 Calibration
- QM 7.2.9 Pests and Vermin Management
- QM 7.2.11 Cleaning and Sanitation
- QM 7.3 Personal Hygiene and Welfare
- QM 7.4 Field Packaging and Handling Practices
- QM 7.5 Water Management
- QM 7.6 Storage and Transport
- QM 7.7 Soil Management
- QM 7.8 Harvesting
- QM 7.9 Waste Disposal


The above procedures can be found in the Good Agricultural Practices Module 7 Folder:

Name	Date modified	Type	Size
Allergen Management	2/13/2016 10:04 AM	File folder	
Exams	2/13/2016 6:06 AM	File folder	
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder	
Sample FSQMS Records	3/21/2016 11:34 AM	File folder	
SQF Code Implementation Workbook	3/22/2016 5:42 AM	File folder	
SQF Code Training & Verification	3/22/2016 7:13 AM	File folder	
SQF Food Safety Management System Templates Module 2	3/21/2016 11:35 AM	File folder	
SQF HACCP Manual	3/21/2016 11:36 AM	File folder	
Supplier RA	3/9/2016 2:17 PM	File folder	
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document	288 KB

Name	Date modified	Type
Module 7 Introduction	2/13/2016 5:30 AM	Microsoft Office Word Document
Module 7 Sections	3/10/2016 2:26 PM	Text Document
QM 7.1 Site Requirements	2/13/2016 5:33 AM	Microsoft Office Word Document
QM 7.2 Product Handling & Storage Areas and Equipment	2/23/2016 12:27 PM	Microsoft Office Word Document
QM 7.2.7 Maintenance	2/13/2016 5:32 AM	Microsoft Office Word Document
QM 7.2.8 Calibration	2/13/2016 5:32 AM	Microsoft Office Word Document
QM 7.2.9 Pests and Vermin Management	2/13/2016 5:32 AM	Microsoft Office Word Document
QM 7.2.11 Cleaning and Sanitation	2/23/2016 12:25 PM	Microsoft Office Word Document
QM 7.3 Personnel Hygiene and Welfare	2/13/2016 5:31 AM	Microsoft Office Word Document
QM 7.4 Field Packaging and Handling Practices	2/13/2016 5:31 AM	Microsoft Office Word Document
QM 7.5 Water Management	2/13/2016 5:31 AM	Microsoft Office Word Document
QM 7.6 Storage and Transport	2/13/2016 5:33 AM	Microsoft Office Word Document
QM 7.7 Soil Management	2/23/2016 12:08 PM	Microsoft Office Word Document
QM 7.8 Harvesting	2/23/2016 12:32 PM	Microsoft Office Word Document
QM 7.9 Waste Disposal	2/13/2016 5:36 AM	Microsoft Office Word Document
Sample Factory Layout	2/13/2016 10:09 AM	Microsoft Office Word Document
Sample Hygiene Barrier	2/13/2016 10:17 AM	Microsoft Office Word Document
Sample Site Plan	2/13/2016 10:10 AM	Microsoft Office Word Document

SQF Code Food Safety Management System

Again the documents are in Microsoft Word format and can be edited to suit your operation:



Site Requirements

Introduction

The company has established, documented and implemented a food safety management system for the site, as part of this system the management are committed to identifying and providing the necessary infrastructure and environment required to meet policies and objectives. The site is registered as a food business with the local authority and approved to produce food as per international legislation requirements.

Scope

The scope of the Food Safety Management System covers the growth and production of fresh produce. The location of the premises is such that adjacent and adjoining buildings, operations and land use do not interfere with safe and hygienic operations.


Infrastructure within the scope of the food safety management system include:


- greenhouses
- buildings including temporary buildings
- workspace layout
- equipment
- tools
- supporting services
- information systems

Environment areas, including conditions under which produce is grown, within the scope of the food safety management system include:

- location
- legislation
- environment
- buildings including temporary buildings
- pest control
- waste control
- health screening
- work wear
- cleaning processes

Document Reference QM 7.1 Site Requirements
Revision 1 21st December 2015
Owned by: Operations Manager
Authorised By: Managing Director





Harvesting

Introduction

Harvesting control measures have been established and implemented as part of the required prerequisite programmes in order to ensure product quality, safety and legality.

Harvesting prerequisite programmes are part of the work environment prerequisites deemed necessary to meet produce safety management policies and objectives. Prior to harvesting an initial risk assessment is carried out that takes into consideration the harvest process/operation and risk to produce. The pre-harvest assessment identifies hazards that are likely to result in physical, chemical, or biological contamination and adequate control measures are implemented as a result.

Controls implemented include ensuring that:

- produce that has fallen from the plant to the ground are not harvested.
- produce that has been in contact with any fecal material are not harvested.
- the harvest of any potentially contaminated product is prevented if animal intrusion is detected.
- damaged, soft, or decaying produce is excluded from the harvest.

Operational Controls


It is a pre-requisite that all product handling areas fully meet the criteria laid down in the prerequisite procedures to ensure that adequate pre-product handling and environmental controls are in place prior to the start of operations.

Prior to the start of operations pre-start up checks are completed to ensure that these control measures have been taken. These checks include:

- Glass and Perspex Inspection
- Confirmation of Cleaning

The Operations Manager supervises operations to ensure all product is handled as per documented procedures and following the prerequisites programmes and HACCP plan guide lines.


Document Reference Harvesting QM 7.8
Revision 1 21st December 2015
Owned by: Operations Manager
Authorised By: Managing Director



SQF Code Food Safety Management System

Food Safety Management System Record Templates

The package contains a comprehensive range of 60 easy to use food safety record samples.



Visitor Questionnaire

To be completed by all visitors/contractors intending to enter production areas of the factory.

NAME : COMPANY :

IN THE LAST 6 MONTHS HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING CONDITIONS?

1.	Diarrhea or vomiting	YES / NO
2.	Salmonella, Campylobacter, Shigella or E.Coli food poisoning	YES / NO
3.	Any Parasitic infection	YES / NO
4.	Ear, nose or throat infections	YES / NO
5.	Skin rashes	YES / NO
6.	Recurring boils	YES / NO

HAVE YOU EVER SUFFERED FROM?:

1.	Typhoid or paratyphoid	YES / NO
2.	Dysentery	YES / NO

**IF VISITOR/CONTRACTOR ANSWERS YES TO ANY OF THE QUESTIONS ABOVE
ENTRY TO PRODUCTION MAY NOT BE PERMITTED - CONTACT TECHNICAL DEPARTMENT FOR GUIDANCE**


**ENTRY TO PRODUCTION AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING
HYGIENE RULES.**

1. Wear Company issued overall and hair net.
2. Wear beard snood if you have a beard or moustache.
3. Use antibacterial hand cleanser and hand wash basin at appropriate points.
4. Remove all jewelry and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All cuts to be covered with a suitable plaster.

The information I have given is correct and I have read and understand the above hygiene rules.

Signed: Date:

Document Reference Visitor Questionnaire QMR 035
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager



The food safety record samples can be found in the Sample FSQMS Records Folder:

Documents library			
IFSQN SQF Produce Implementation Package			
Name	Date modified	Type	Size
Allergen Management	2/13/2016 10:04 AM	File folder	
Exams	2/13/2016 6:06 AM	File folder	
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder	
Sample FSQMS Records	3/21/2016 11:34 AM	File folder	
SQF Code Implementation Workbook	3/22/2016 5:42 AM	File folder	
SQF Code Training & Verification	3/22/2016 7:13 AM	File folder	
SQF Food Safety Management System Templates Module 2	3/21/2016 11:35 AM	File folder	
SQF HACCP Manual	3/21/2016 11:36 AM	File folder	
Supplier RA	3/9/2016 2:17 PM	File folder	
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document	288 KB

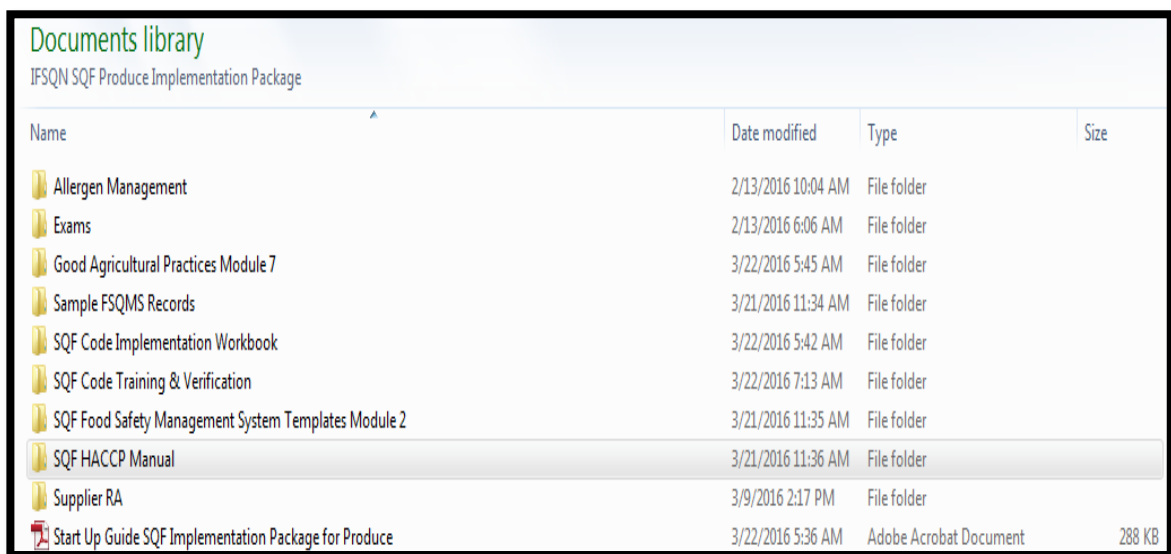
SQF Code Food Safety Management System

HACCP Manual

The HACCP manual documents included in the package are as follows:

- HM 1 HACCP System
- HM 2 HACCP Team
- HM 3 HACCP Prerequisites
- HM 4 HACCP Scope and Product Information
- HM 5 HACCP Intended Use
- HM 6 HACCP Flowcharts
- HM 7 HACCP Flowchart Verification
- HM 8 Hazard Identification
- HM 9 Hazard Assessment
- HM 10 Identification and Assessment of Control Measures
- HM 11 Identification of Critical Control Points (CCPs)
- HM 12 Establishing Critical Limits for each CCP
- HM 13 Establishing a Monitoring System for each CCP
- HM 14 Establishing a Corrective Action Plan
- HM 15 Establishing Verification Procedures
- HM 16 Establishing HACCP Documents and Records
- HM 17 Review of the HACCP Plan
- HM 18 Flow Diagram
- HM 19 Product Description
- HM 20 Hazards
- HM 21 HACCP Validation
- HM 22 HACCP Plan

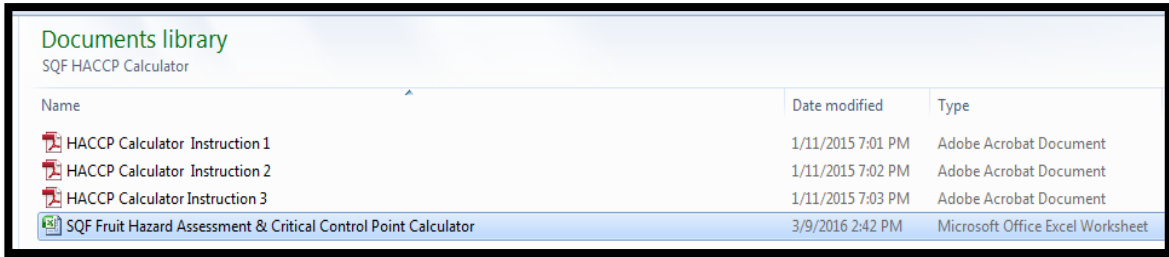
The HACCP manual documents can be found in the SQF HACCP Manual Folder:



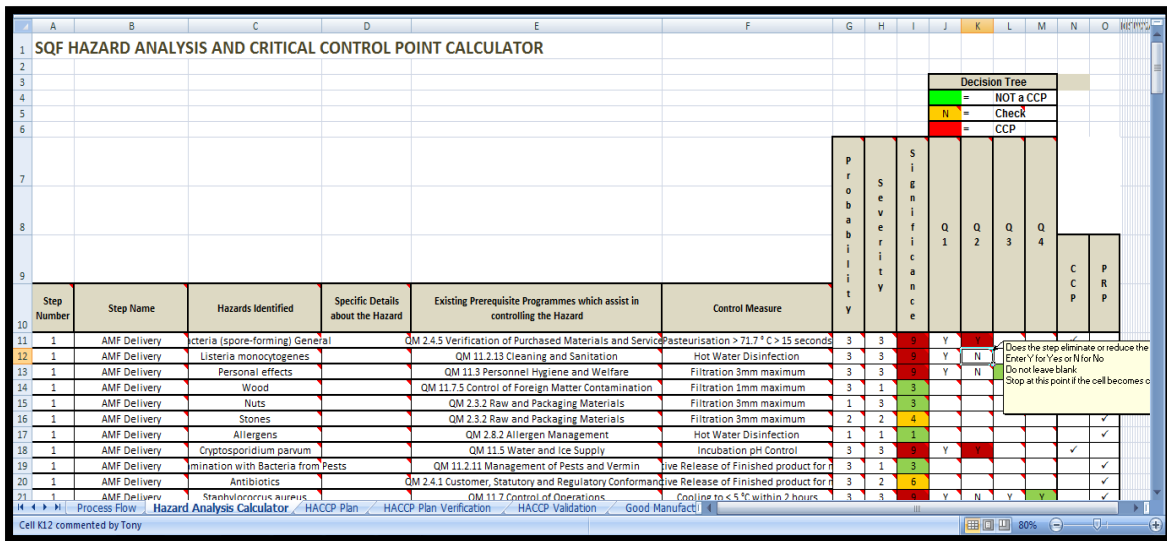
Name	Date modified	Type	Size
Allergen Management	2/13/2016 10:04 AM	File folder	
Exams	2/13/2016 6:06 AM	File folder	
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder	
Sample FSQMS Records	3/21/2016 11:34 AM	File folder	
SQF Code Implementation Workbook	3/22/2016 5:42 AM	File folder	
SQF Code Training & Verification	3/22/2016 7:13 AM	File folder	
SQF Food Safety Management System Templates Module 2	3/21/2016 11:35 AM	File folder	
SQF HACCP Manual	3/21/2016 11:36 AM	File folder	
Supplier RA	3/9/2016 2:17 PM	File folder	
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document	288 KB

SQF Code Food Safety Management System

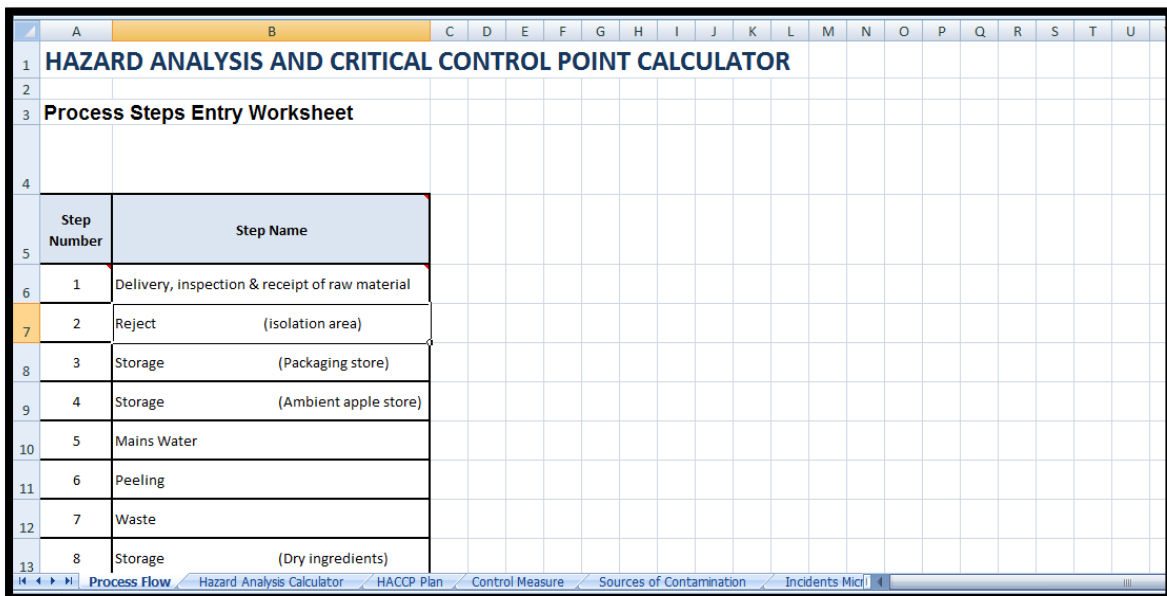
The SQF Produce HACCP Calculator and Instructions for using the HACCP Calculator can be found by clicking on the SQF HACCP Calculator Folder:



Click on the SQF Fruit Hazard Assessment & Critical Control Point Calculator file to open:



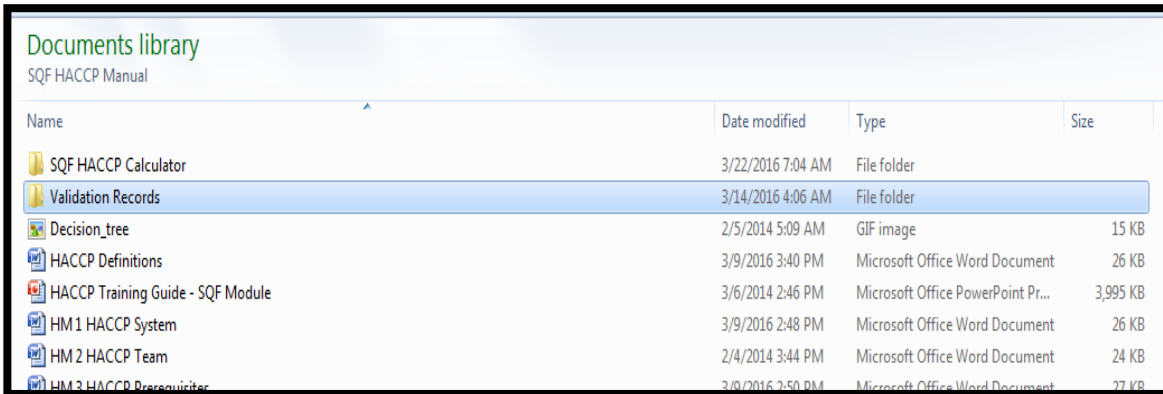
The first sheet allows process flow steps to be entered that are then transferred to the HACCP Calculator sheet:



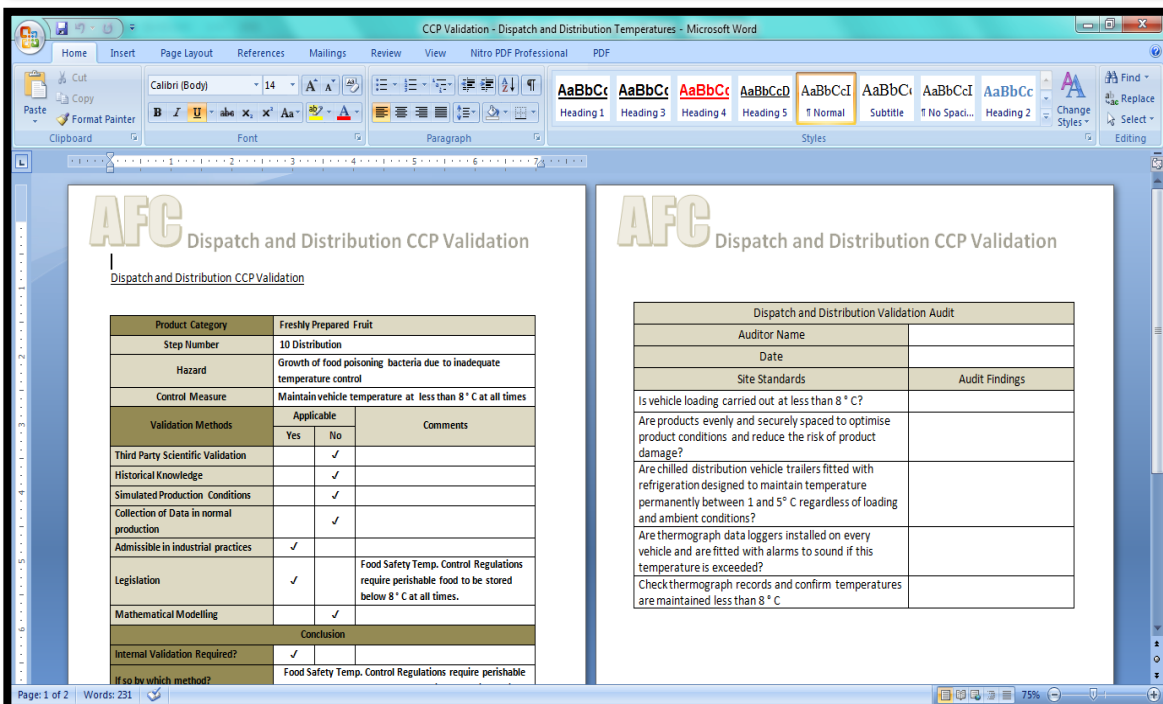
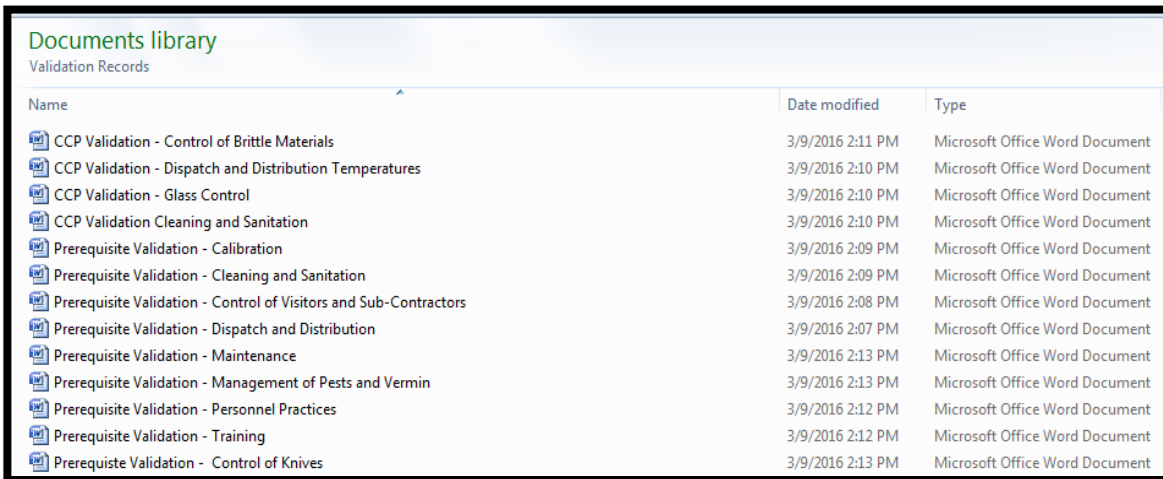
SQF Code Food Safety Management System

Validation Records

Sample validation records are provided in the HACCP manual:



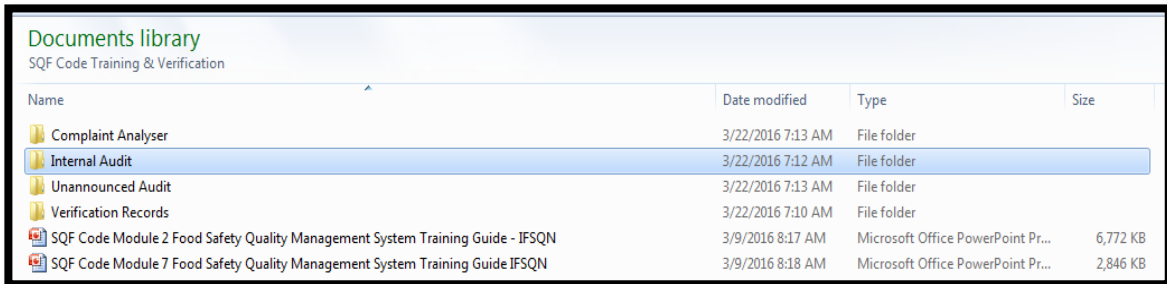
Sample validation records can be found by clicking on the Validation Records folder:



SQF Code Food Safety Management System

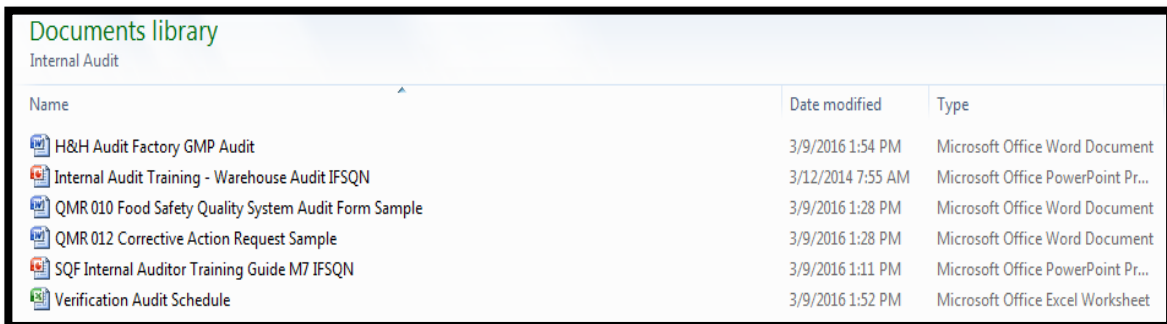
Internal Audit

Click on the Internal Audit folder and you will find SQF Internal Auditor Training Guide M7 IFSQN and Internal Audit Training - Warehouse Audit IFSQN PowerPoint training presentations. There is also a Verification Audit Schedule and some Samples of Completed Audit Forms:



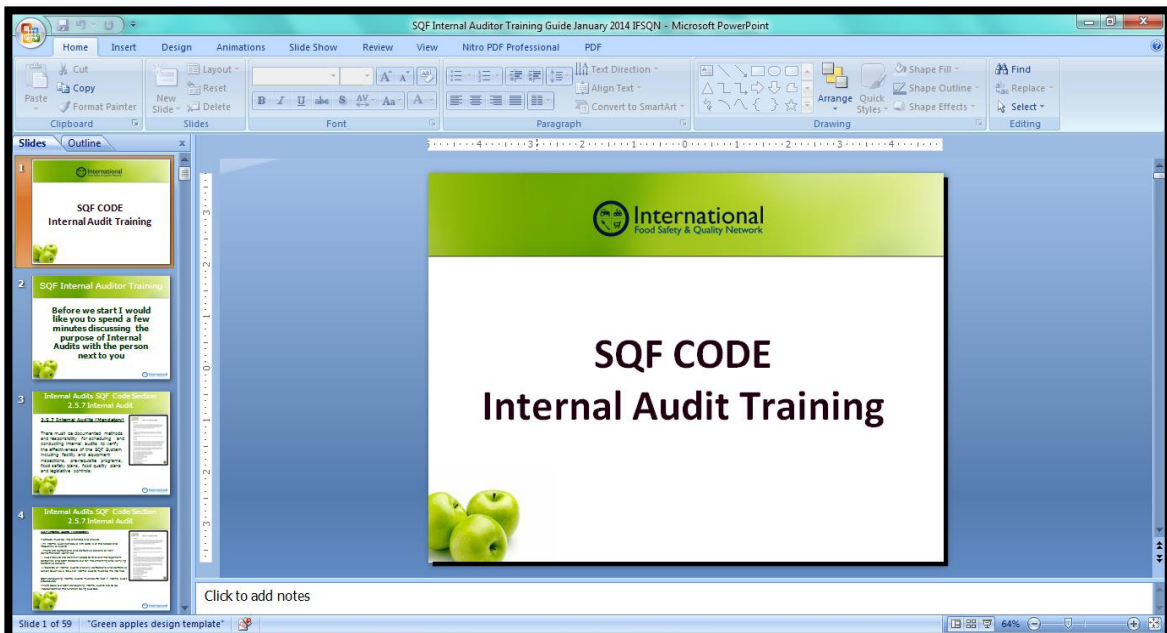
Documents library
SQF Code Training & Verification

Name	Date modified	Type	Size
Complaint Analyser	3/22/2016 7:13 AM	File folder	
Internal Audit	3/22/2016 7:12 AM	File folder	
Unannounced Audit	3/22/2016 7:13 AM	File folder	
Verification Records	3/22/2016 7:10 AM	File folder	
SQF Code Module 2 Food Safety Quality Management System Training Guide - IFSQN	3/9/2016 8:17 AM	Microsoft Office PowerPoint Pr...	6,772 KB
SQF Code Module 7 Food Safety Quality Management System Training Guide IFSQN	3/9/2016 8:18 AM	Microsoft Office PowerPoint Pr...	2,846 KB



Documents library
Internal Audit

Name	Date modified	Type
H&H Audit Factory GMP Audit	3/9/2016 1:54 PM	Microsoft Office Word Document
Internal Audit Training - Warehouse Audit IFSQN	3/12/2014 7:55 AM	Microsoft Office PowerPoint Pr...
QMR 010 Food Safety Quality System Audit Form Sample	3/9/2016 1:28 PM	Microsoft Office Word Document
QMR 012 Corrective Action Request Sample	3/9/2016 1:28 PM	Microsoft Office Word Document
SQF Internal Auditor Training Guide M7 IFSQN	3/9/2016 1:11 PM	Microsoft Office PowerPoint Pr...
Verification Audit Schedule	3/9/2016 1:52 PM	Microsoft Office Excel Worksheet



SQF Internal Auditor Training Guide January 2014 IFSQN - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Nitro PDF Professional PDF

Clipboard Slides Outline

1 SQF CODE Internal Audit Training

2 SQF Internal Auditor Training
Before we start I would like you to spend a few minutes discussing the purpose of Internal Audits with the person next to you

3 Internal Audit SQF Code Section 2.5.7 Internal Audit

4 Internal Audit SQF Code Section 2.5.7 Internal Audit

Click to add notes

Slide 1 of 59 "Green apples design template" 64%

International Food Safety & Quality Network

SQF CODE
Internal Audit Training

SQF Code Food Safety Management System

Supplier Risk Assessment Tool

Click on the Supplier RA folder and you will find the supplier risk assessment tool and documents:

Documents library
IFSQN SQF Produce Implementation Package

Name	Date modified	Type	Size
Allergen Management	3/22/2016 11:53 AM	File folder	
Exams	2/13/2016 6:06 AM	File folder	
Good Agricultural Practices Module 7	3/22/2016 5:45 AM	File folder	
Sample FSQMS Records	3/21/2016 11:34 AM	File folder	
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SQF HACCP Manual	3/22/2016 7:14 AM	File folder	
Supplier RA	3/9/2016 2:17 PM	File folder	
Start Up Guide SQF Implementation Package for Produce	3/22/2016 5:36 AM	Adobe Acrobat Document	288 KB

Documents library
Supplier RA

Name	Date modified	Type
QMR 054 Supplier Register	3/9/2016 2:15 PM	Microsoft Office Excel Worksheet
QMR 055 Chemical Register	3/9/2016 2:15 PM	Microsoft Office Word Document
QMR 056 Non Approved Supplier Sample Plan	3/9/2016 2:16 PM	Microsoft Office Word Document
Supplier Risk Assessment Calculator	3/22/2016 11:57 AM	Microsoft Office Excel Worksheet

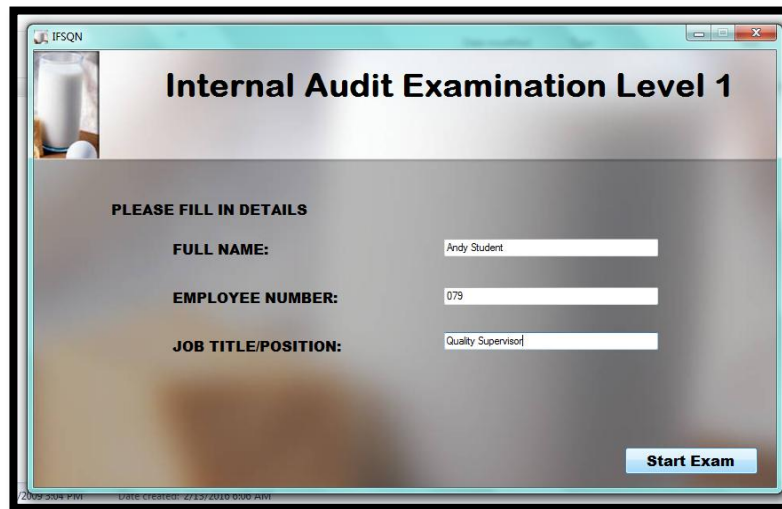
Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries	16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	S	C	S	S	Primary Control	Secondary Control	Primary Control
13	1	A	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Supplier Audit every 6 months	Positive Release by Site prior to Use		
14	2	B	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard		
15	3	C	Contract Packer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard		
16	4	D	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire		
17	5	E	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery		
18	6	F	0			1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months		
19	7	G	0			1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months		
20	8	H	0			1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months		
21	9	I	0			1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months		
22	10	J	0			1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months		

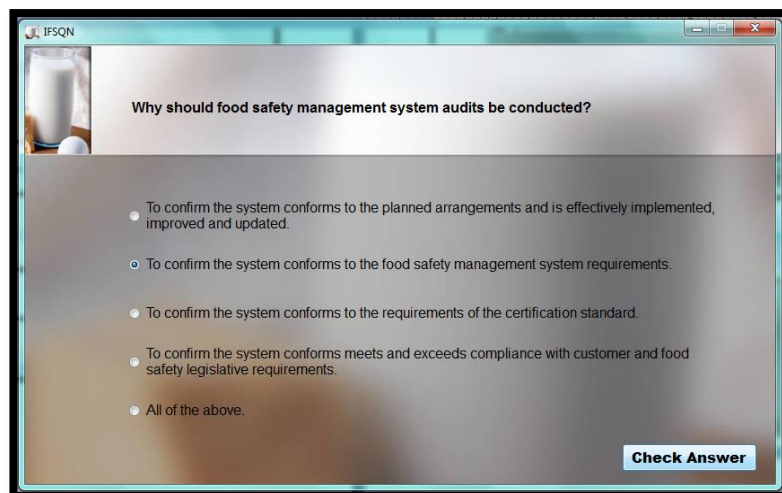
SQF Code Food Safety Management System

Enter your details and click on the Start Exam button:



The screenshot shows a web browser window titled 'IFSQN' with a sub-header 'Internal Audit Examination Level 1'. Below the header is a small image of a glass of milk and two eggs. The main content area is titled 'PLEASE FILL IN DETAILS' and contains three input fields: 'FULL NAME:' with the value 'Andy Student', 'EMPLOYEE NUMBER:' with the value '079', and 'JOB TITLE/POSITION:' with the value 'Quality Supervisor'. A 'Start Exam' button is located at the bottom right of the form.

Answer the multiple choice questions and click the Check Answer button to progress through the exam. A result and certificate are generated at the end and should be saved.



The screenshot shows a web browser window titled 'IFSQN' with a sub-header 'Why should food safety management system audits be conducted?'. Below the header is a small image of a glass of milk and two eggs. The main content area contains five radio button options:

- To confirm the system conforms to the planned arrangements and is effectively implemented, improved and updated.
- To confirm the system conforms to the food safety management system requirements.
- To confirm the system conforms to the requirements of the certification standard.
- To confirm the system conforms meets and exceeds compliance with customer and food safety legislative requirements.
- All of the above.

A 'Check Answer' button is located at the bottom right of the form.

Final Note

[If you need help or assistance, please do not hesitate to contact support@ifsqn.com](mailto:support@ifsqn.com)

[If you haven't already done so click here to order the IFSQN SQF Produce Implementation Package](#)