SQF 2000 Food Safety Management System Implementation Workbook

This comprehensive SQF 2000 Food Safety and Quality Management System package contains everything you will need to achieve SQF 2000 Certification.

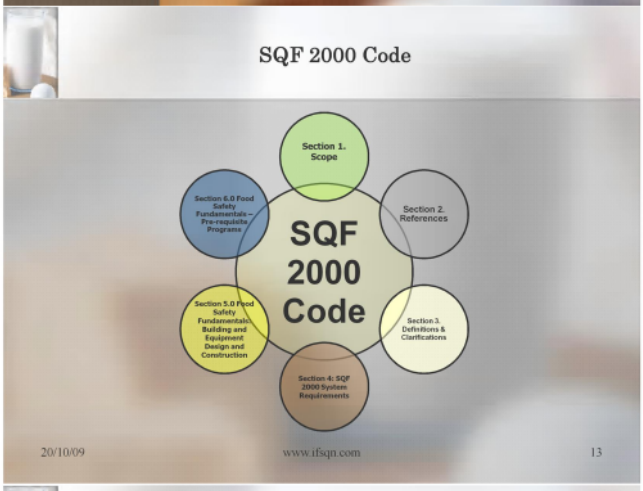
We have written this workbook to assist in the implementation of your SQF food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

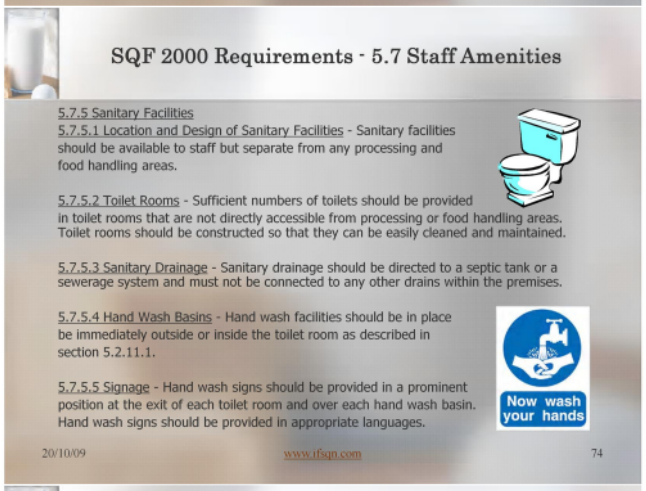
- ✓ Step One: Introduction to SQF 2000
- ✓ Step Two: Assessment of Infrastructure and Maintenance Prerequisites
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF 2000
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to SQF 2000 Certification

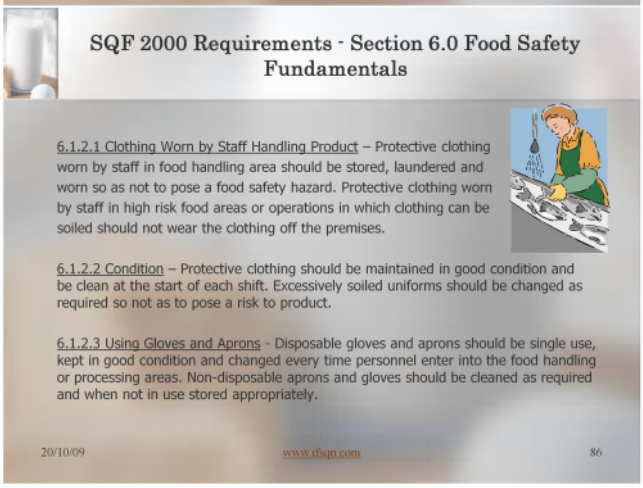
For more information e-mail support@ifsqn.com

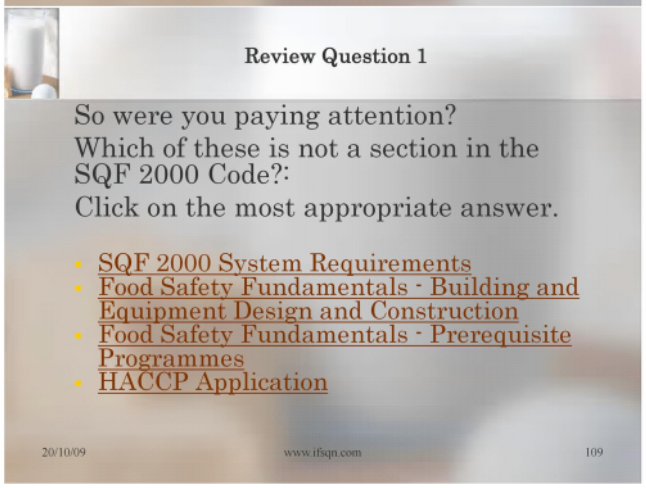
Step One: Introduction to SQF 2000

This 45 minute comprehensive illustrated and interactive PowerPoint training module presentation will introduce the SQF 2000 Code to the management team and explain how to start the process of implementing an SQF 2000 compliant Food Safety Management System.









Step Two: Assessment of Infrastructure and Maintenance Prerequisites

At this stage an assessment should be made by the most senior technical member of the management team to decide if Building and Equipment Design and Construction within the facility meet the Food Safety Fundamentals in Section 5 of the SQF 2000 Code. The nominated manager should read through the requirements in Section 5 of the SQF 2000 Code and assess for compliance using the checklist below to record their findings

SQF 2000 CODE			
Section 5.0 Food Safety Fundamentals: Building and Equipment Design and Construction			
5.1 Site Requirements and Approval	Compliant		Comments
	Yes	No	
5.1.1 Premises Location			
5.1.2 Construction and Operational Approval			
5.2 Food Handling Areas	Compliant		Comments
	Yes	No	

Step 2: Corrective Actions from Assessment of Infrastructure and Maintenance

The non-compliances identified in the assessment of compliance with Section 5 of the SQF 2000Food Safety Fundamentals: Building and Equipment Design and Construction should be logged using the form below and used as input for Step Three: Senior Management Implementation. In Step 3 the appropriate corrective action should be allocated by the Senior Management Team and a corrective action plan formulated.

Date	SQF 2000 Code Section	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

Step Three: Senior Management Implementation

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

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Senior Management Team.

Senior Management FSMS Implementation Checklist

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

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF 2000 Code 2008(Amended 2010)	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

QM 4.1.1 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.

This is achieved 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.

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. 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 co-operate with any authorised person to ensure that statutory and regulatory obligations are properly complied with.

is included in updating the food safety quality management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

Step Four: Food Safety Quality Management System

Our Food Safety Management System contains a comprehensive SQF 2000 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 our unique HACCP Calculator.
- ✓ Laboratory manual including sample procedures and records.

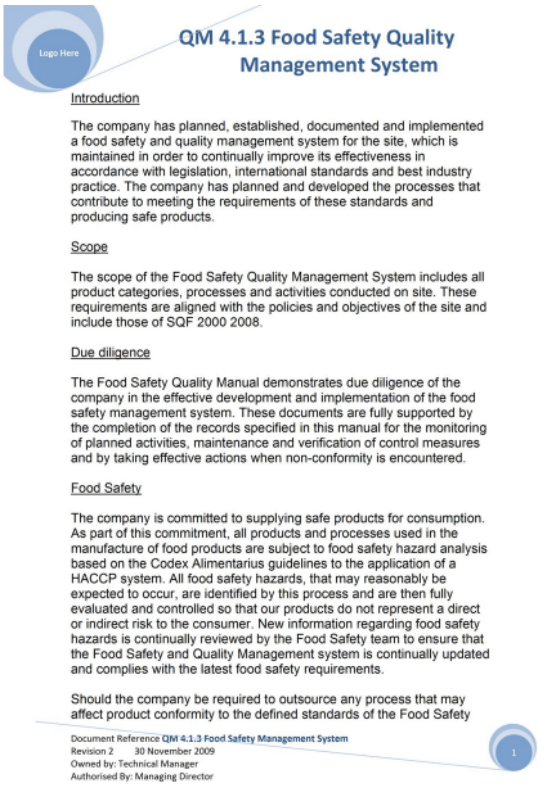
At this stage you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

The Food safety Quality Manual contains 63 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 4.1.1 Food Safety and Quality Policy and Objectives
QM 4.1.2 Responsibility Authority and Communication
QM 4.1.3 Food Safety Quality Management System
QM 4.1.4 Management Review
QM 4.1.5 Customer Complaint Handling
QM 4.1.6 Crisis Management Procedure
QM 4.2.1 Document Control
QM 4.2.2 Record Control
QM 4.3.1 Design and Development
QM 4.3.2 Raw Material Specifications
QM 4.3.3 Packaging Specifications
QM 4.3.4 Contract Services
QM 4.3.5 Contract Manufacturing
QM 4.3.6 End Product Specifications
QM 4.4.1 Customer, Statutory and Regulatory Conformance
QM 4.4.2 Food Safety Fundamentals
QM 4.4.3 Hazard Analysis and Critical Control Points
QM 4.4.4 Food Quality Plans
QM 4.4.5 Verification of Purchased Materials and Services
QM 4.4.6 Corrective Action and Preventative Action
QM 4.4.7 Control of Non-Conforming Product or Equipment

Food Safety Management System Procedures



QM 4.1.3 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 SQF 2000 2008.

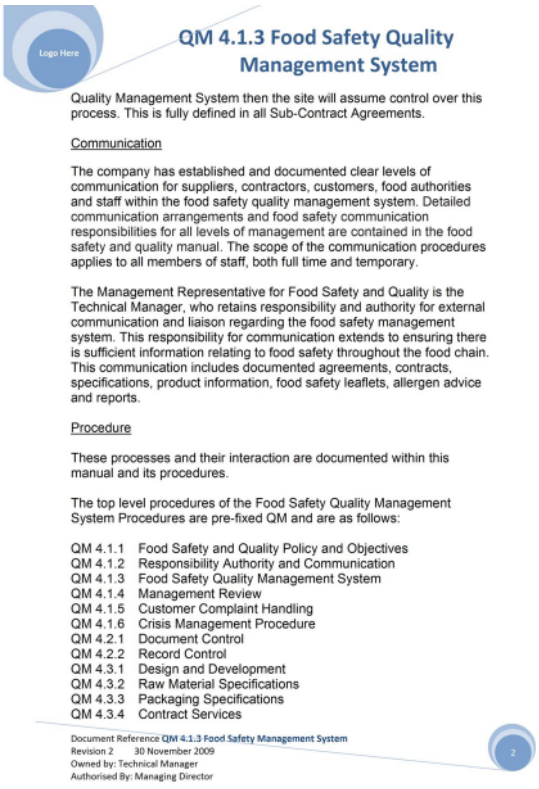
Due diligence

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



QM 4.1.3 Food Safety Quality Management System

Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

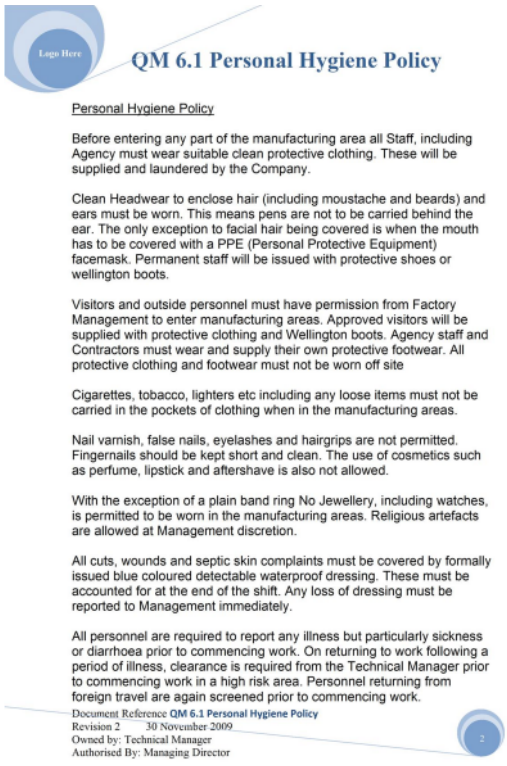
The Management Representative for Food Safety and Quality is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures.

The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

QM 4.1.1 Food Safety and Quality Policy and Objectives
QM 4.1.2 Responsibility Authority and Communication
QM 4.1.3 Food Safety Quality Management System
QM 4.1.4 Management Review
QM 4.1.5 Customer Complaint Handling
QM 4.1.6 Crisis Management Procedure
QM 4.2.1 Document Control
QM 4.2.2 Record Control
QM 4.3.1 Design and Development
QM 4.3.2 Raw Material Specifications
QM 4.3.3 Packaging Specifications
QM 4.3.4 Contract Services



QM 6.1 Personal Hygiene Policy

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wear suitable clean protective clothing. These will be supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask. Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn off site

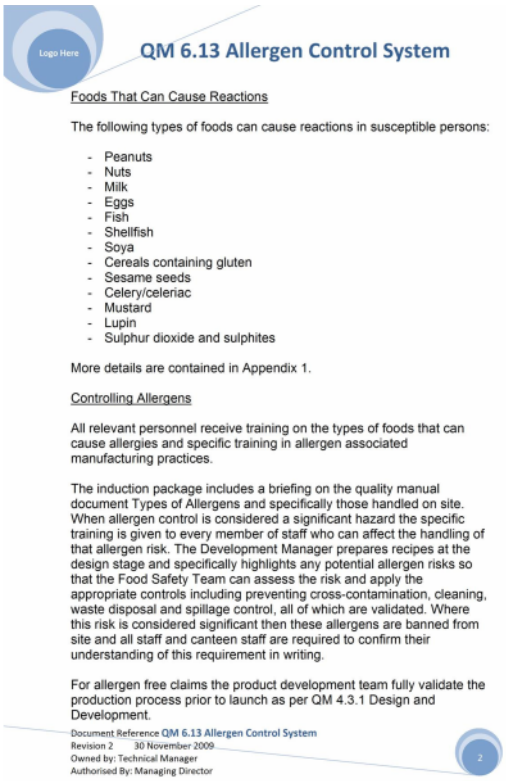
Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of cosmetics such as perfume, lipstick and aftershave is also not allowed.

With the exception of a plain band ring No Jewellery, including watches, is permitted to be worn in the manufacturing areas. Religious artefacts are allowed at Management discretion.

All cuts, wounds and septic skin complaints must be covered by formally issued blue coloured detectable waterproof dressing. These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in a high risk area. Personnel returning from foreign travel are again screened prior to commencing work.



QM 6.13 Allergen Control System

Foods That Can Cause Reactions

The following types of foods can cause reactions in susceptible persons:

- Peanuts
- Nuts
- Milk
- Eggs
- Fish
- Shellfish
- Soya
- Cereals containing gluten
- Sesame seeds
- Celery/celeriac
- Mustard
- Lupin
- Sulphur dioxide and sulphites

More details are contained in Appendix 1.

Controlling Allergens

All relevant personnel receive training on the types of foods that can cause allergies and specific training in allergen associated manufacturing practices.

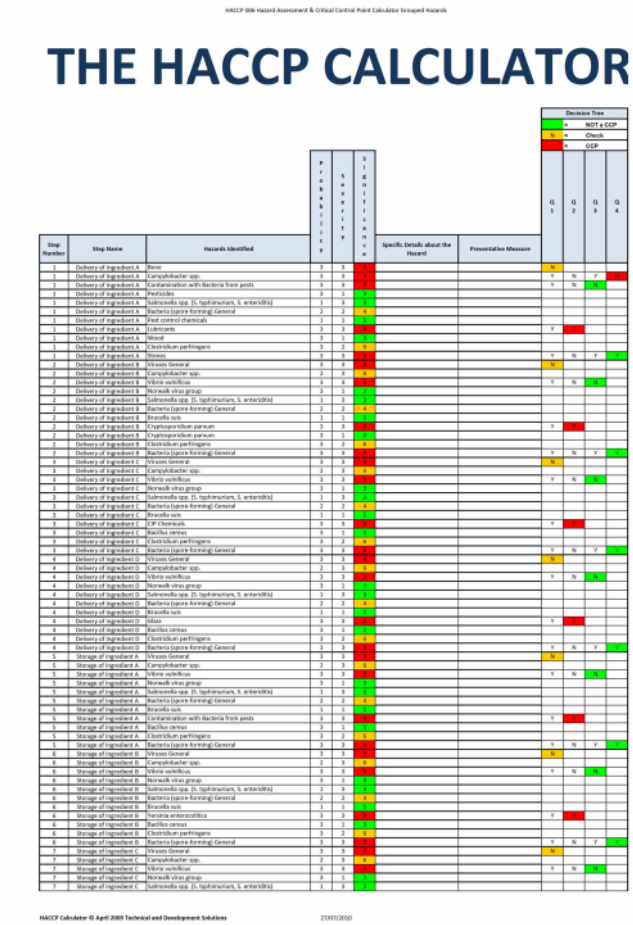
The induction package includes a briefing on the quality manual document Types of Allergens and specifically those handled on site. When allergen control is considered a significant hazard the specific training is given to every member of staff who can affect the handling of that allergen risk. The Development Manager prepares recipes at the design stage and specifically highlights any potential allergen risks so that the Food Safety Team can assess the risk and apply the appropriate controls including preventing cross-contamination, cleaning, waste disposal and spillage control, all of which are validated. Where this risk is considered significant then these allergens are banned from site and all staff and canteen staff are required to confirm their understanding of this requirement in writing.

For allergen free claims the product development team fully validate the production process prior to launch as per QM 4.3.1 Design and Development.

HACCP Manual

Sections included in the HACCP manual are as follows:

HACCP Pre-Requisites
HACCP Definitions
HACCP 001 HACCP System
HACCP 002 HACCP Flow Diagram
HACCP 003 Chemical Hazards
HACCP 004 Physical Hazards
HACCP 005 Biological Hazards
HACCP 006 Hazard Assessment & Critical Control Point Calculator - Hazards analysis templates Likelihood & severity templates and Decision Tree templates are included in our unique Hazard Analysis and Critical Control Point Automated Calculator
HACCP 007 Hazard Plan
HACCP 008 Hazard Verification Audit
HACCP 009 HACCP Calculator Guide


HACCP 006 Hazard Assessment & Critical Control Point Calculator Grouped Hazards

THE HACCP CALCULATOR

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance	Specific Details about the Hazard	Preventative Measure	Decision Tree			
								Q1	Q2	Q3	Q4
1	Delivery of Ingredient A	Biotic	3	3	9			N			
1	Delivery of Ingredient A	Campylobacter spp.	3	3	9			Y	N	Y	
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9			Y	N	N	
1	Delivery of Ingredient A	Pesticides	3	1	3						
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4						
1	Delivery of Ingredient A	Pest control chemicals	1	1	1						
1	Delivery of Ingredient A	Lubricants	3	3	9			Y			
1	Delivery of Ingredient A	Wood	3	1	3						
1	Delivery of Ingredient A	Clostridium perfringens	3	2	6						
1	Delivery of Ingredient A	Stones	3	3	9			Y	N	Y	
2	Delivery of Ingredient B	Viruses General	3	3	9			N			
2	Delivery of Ingredient B	Campylobacter spp.	2	3	6						
2	Delivery of Ingredient B	Vibrio vulnificus	3	3	9			Y	N	N	
2	Delivery of Ingredient B	Norwalk virus group	3	1	3						
2	Delivery of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
2	Delivery of Ingredient B	Bacteria (spore-forming) General	2	2	4						
2	Delivery of Ingredient B	Brucella suis	1	1	1						
2	Delivery of Ingredient B	Cryptosporidium parvum	3	3	9			Y			
2	Delivery of Ingredient B	Cryptosporidium parvum	3	1	3						
2	Delivery of Ingredient B	Clostridium perfringens	3	2	6						
2	Delivery of Ingredient B	Bacteria (spore-forming) General	3	3	9			Y	N	Y	
3	Delivery of Ingredient C	Viruses General	3	3	9			N			
3	Delivery of Ingredient C	Campylobacter spp.	2	3	6						
3	Delivery of Ingredient C	Vibrio vulnificus	3	3	9			Y	N	N	
3	Delivery of Ingredient C	Norwalk virus group	3	1	3						
3	Delivery of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
3	Delivery of Ingredient C	Bacteria (spore-forming) General	2	2	4						
3	Delivery of Ingredient C	Brucella suis	1	1	1						
3	Delivery of Ingredient C	CIP Chemicals	3	3	9			Y			
3	Delivery of Ingredient C	Bacillus cereus	3	1	3						
3	Delivery of Ingredient C	Clostridium perfringens	3	2	6						
3	Delivery of Ingredient C	Bacteria (spore-forming) General	3	3	9			Y	N	Y	
4	Delivery of Ingredient D	Viruses General	3	3	9			N			
4	Delivery of Ingredient D	Campylobacter spp.	2	3	6						
4	Delivery of Ingredient D	Vibrio vulnificus	3	3	9			Y	N	N	
4	Delivery of Ingredient D	Norwalk virus group	3	1	3						
4	Delivery of Ingredient D	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
4	Delivery of Ingredient D	Bacteria (spore-forming) General	2	2	4						
4	Delivery of Ingredient D	Brucella suis	1	1	1						
4	Delivery of Ingredient D	Glass	3	3	9			Y			
4	Delivery of Ingredient D	Bacillus cereus	3	1	3						
4	Delivery of Ingredient D	Clostridium perfringens	3	2	6						
4	Delivery of Ingredient D	Bacteria (spore-forming) General	3	3	9			Y	N	Y	
5	Storage of Ingredient A	Viruses General	3	3	9			N			
5	Storage of Ingredient A	Campylobacter spp.	2	3	6						
5	Storage of Ingredient A	Vibrio vulnificus	3	3	9			Y	N	N	
5	Storage of Ingredient A	Norwalk virus group	3	1	3						
5	Storage of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
5	Storage of Ingredient A	Bacteria (spore-forming) General	2	2	4						
5	Storage of Ingredient A	Brucella suis	1	1	1						
5	Storage of Ingredient A	Contamination with Bacteria from pests	3	3	9			Y			
5	Storage of Ingredient A	Bacillus cereus	3	1	3						
5	Storage of Ingredient A	Clostridium perfringens	3	2	6						
5	Storage of Ingredient A	Bacteria (spore-forming) General	3	3	9			Y	N	Y	
6	Storage of Ingredient B	Viruses General	3	3	9			N			
6	Storage of Ingredient B	Campylobacter spp.	2	3	6						
6	Storage of Ingredient B	Vibrio vulnificus	3	3	9			Y	N	N	
6	Storage of Ingredient B	Norwalk virus group	3	1	3						
6	Storage of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
6	Storage of Ingredient B	Bacteria (spore-forming) General	2	2	4						
6	Storage of Ingredient B	Brucella suis	1	1	1						
6	Storage of Ingredient B	Yersinia enterocolitica	3	3	9			Y			
6	Storage of Ingredient B	Bacillus cereus	3	1	3						
6	Storage of Ingredient B	Clostridium perfringens	3	2	6						
6	Storage of Ingredient B	Bacteria (spore-forming) General	3	3	9			N	N	Y	
7	Storage of Ingredient C	Viruses General	3	3	9			N			
7	Storage of Ingredient C	Campylobacter spp.	2	3	6						
7	Storage of Ingredient C	Vibrio vulnificus	3	3	9			Y	N	N	
7	Storage of Ingredient C	Norwalk virus group	3	1	3						
7	Storage of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						

HACCP Calculator © April 2009 Technical and Development Solutions 27/07/2010

How the HACCP Calculator helps:

- ✓ A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.
- ✓ You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.
- ✓ It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.
- ✓ Saves time and hence money.
- ✓ It enables you to present your HACCP assessment in a clear and professional manner.
- ✓ It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.
- ✓ All your HACCP information can be held in a single document.

Physical Hazards

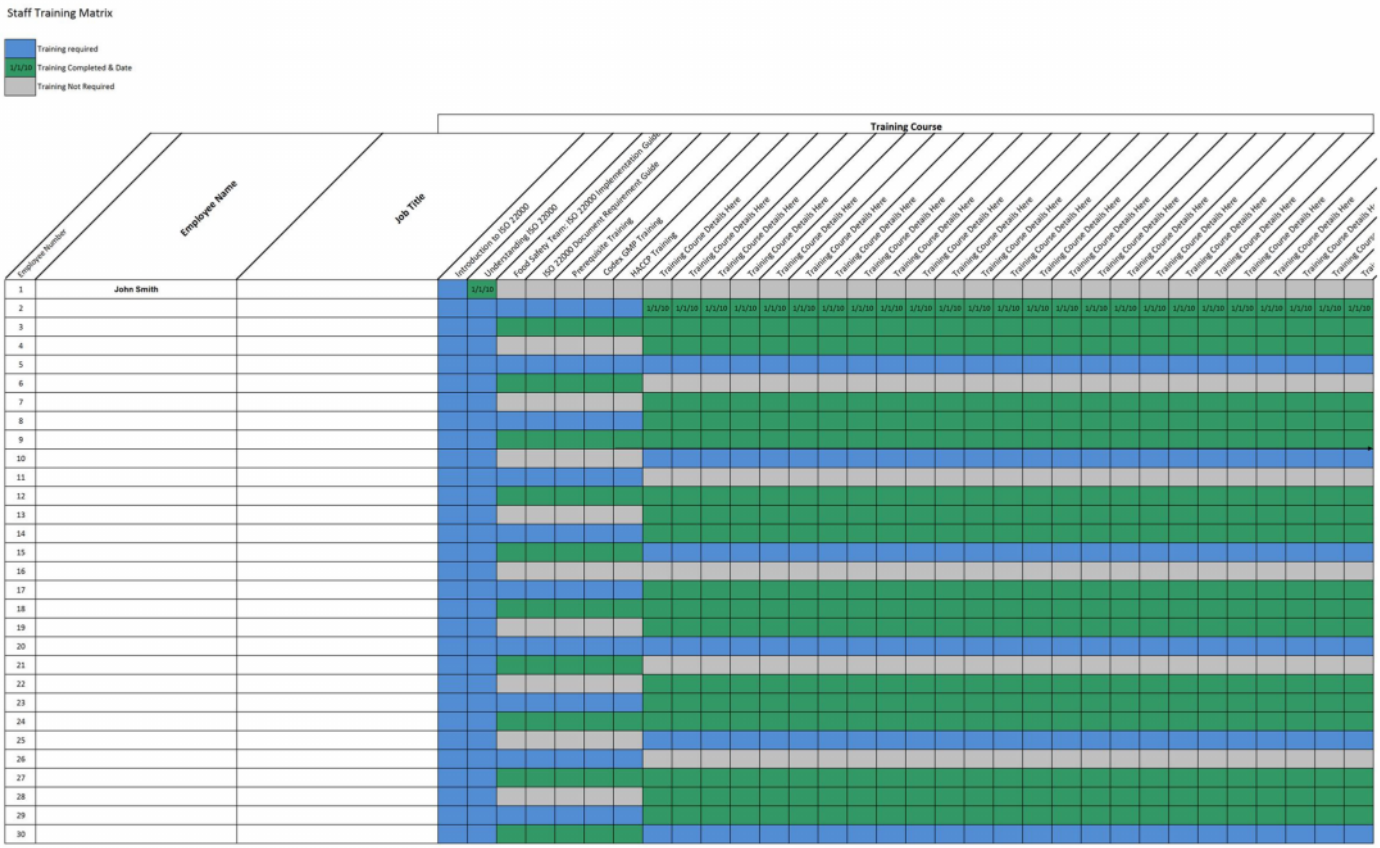
Hazard	Potential Harm	Source
Glass	Cuts, bleeding; may require surgery to find or remove	Bottles, jars, light fixtures, utensils, gauge covers, etc.
Wood	Cuts, infection, choking; may require surgery to remove	Field sources, pallets, boxes, building materials
Stones	Choking, broken teeth	Fields, buildings
Metal	Cuts, infection; may require surgery to remove	Machinery, fields, wire, employees
Insulation	Choking; long-term if asbestos	Building materials
Bone	Choking	Improper processing
Plastic	Choking, cuts, infection; may require surgery to remove	Packaging, pallets, equipment
Personal effects	Choking, cuts, broken teeth; may require surgery to remove	Employees

The HACCP Manual includes a comprehensive list of potential chemical, biological and physical hazards which you can use as a checklist when carrying out your hazard analysis.

Step Five: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

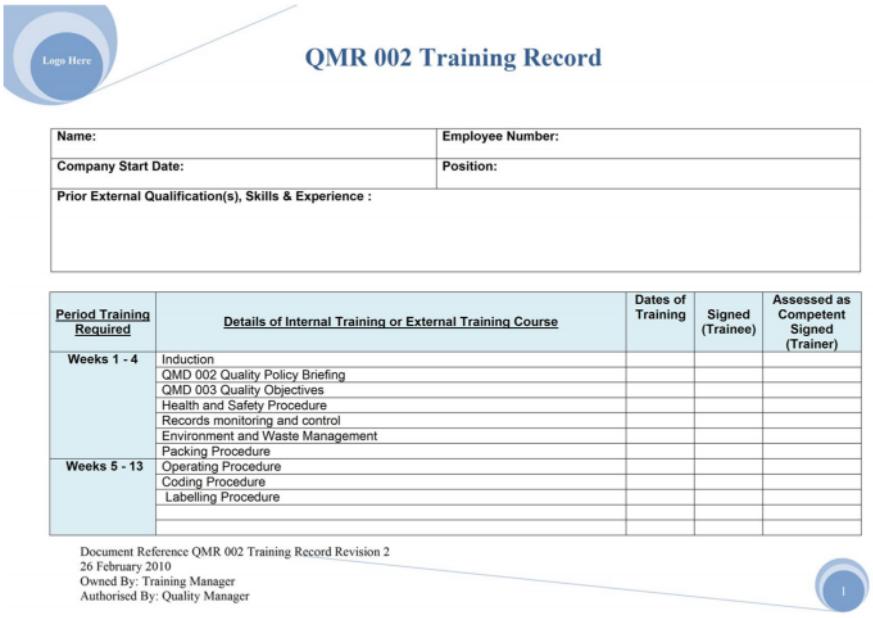
A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

QMR 002 Training Record



Logo Here

QMR 002 Training Record

Name:	Employee Number:
Company Start Date:	Position:
Prior External Qualification(s), Skills & Experience :	

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	QMD 002 Quality Policy Briefing			
	QMD 003 Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference QMR 002 Training Record Revision 2
26 February 2010
Owned By: Training Manager
Authorised By: Quality Manager

Basic SQF 2000 Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

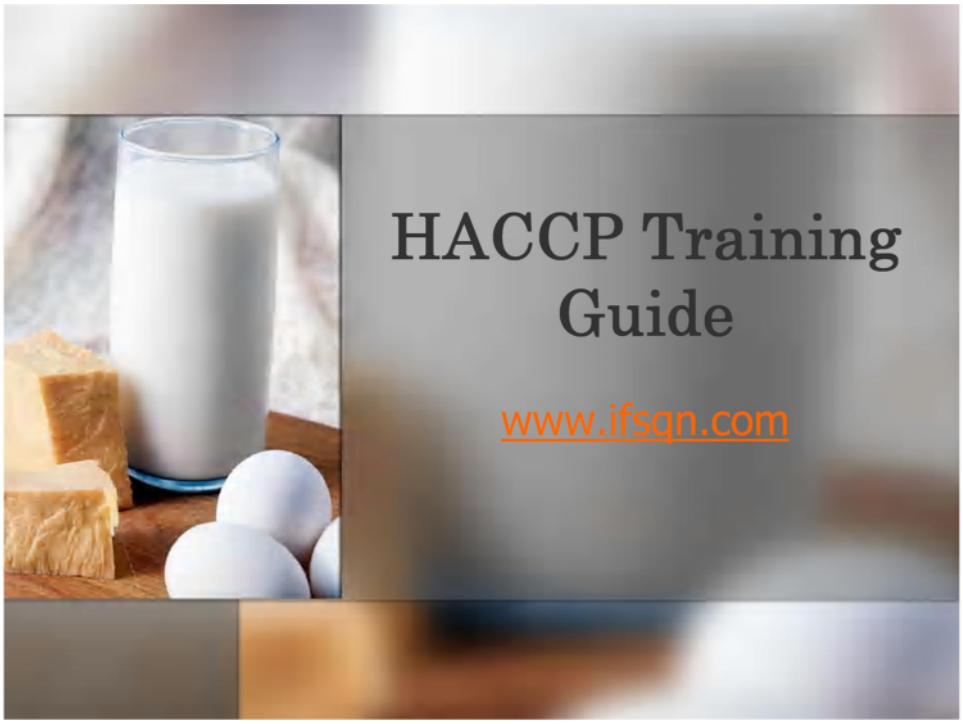
The Food Safety Team should receive extra training:

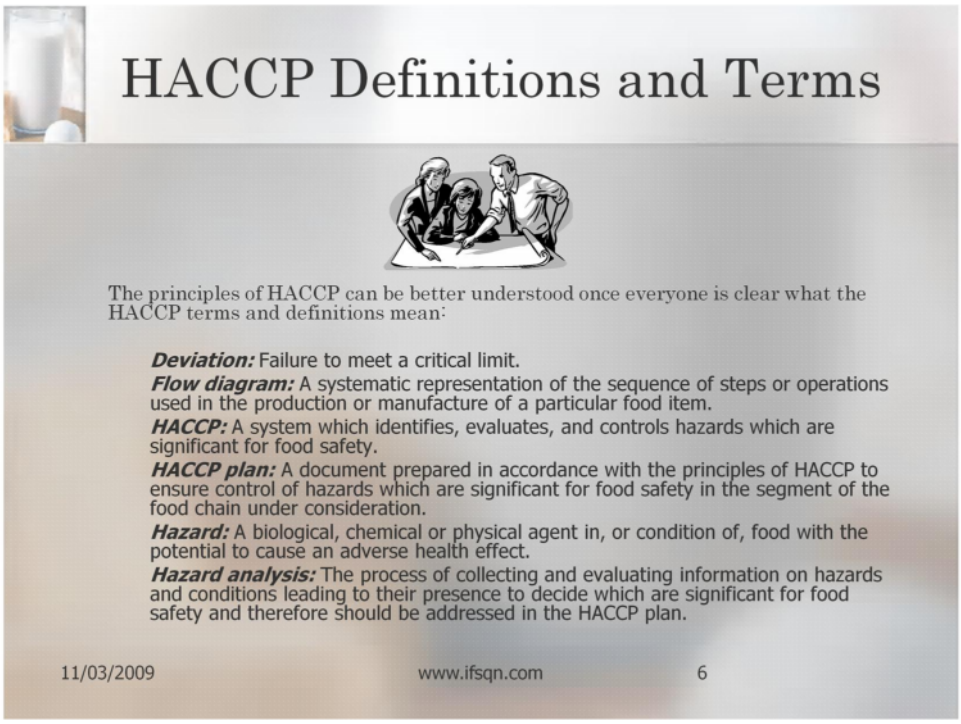
- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.





Step Six: Project SQF 2000

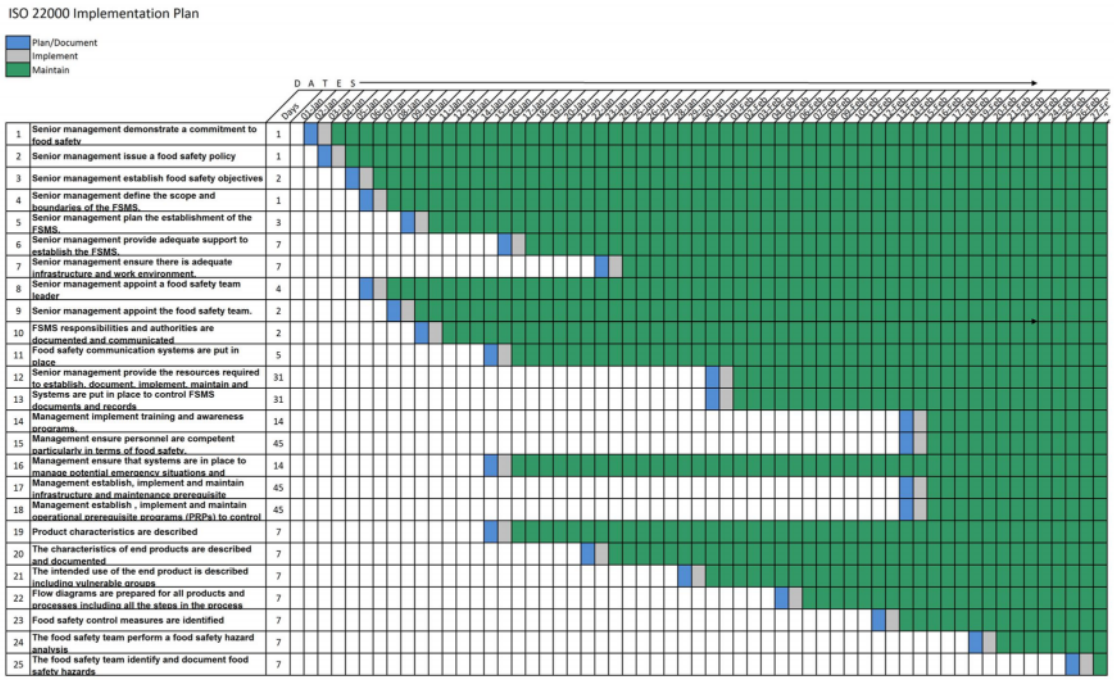
This contains all the project tools you will need to achieve SQF 2000 certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

Food Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Project Plan

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



Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 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

Project Task 18 Management establish, implement and maintain prerequisite programs (PRPs) to control food safety hazards

SQF 2000 requires Prerequisite Programmes to be in place to control food safety hazards:

- ✓ Personnel Practices
- ✓ Monitoring Water Microbiology and Quality
- ✓ Personnel Processing Practices
- ✓ Control of Physical Contaminants
- ✓ Training of Personnel
- ✓ Supplier Approval
- ✓ Calibration of Equipment
- ✓ Transport and Delivery
- ✓ Management of Pests and Vermin
- ✓ Waste Management and Disposal
- ✓ Premises and Equipment Maintenance
- ✓ Allergen Control
- ✓ Cleaning and Sanitation

The Steering Group now need to allocate responsibility to determine how far existing prerequisite programmes meet the requirements of Section 6 Food Safety Fundamentals: Pre-requisite Programs of the SQF 2000 Code. Using the checklist on the next pages and a copy of Section 6 of the SQF 2000 Code the delegated person should read the requirements, assess conformance to the standard and complete the form accordingly.

SQF 2000 Prerequisite Programmes Checklist

SQF 2000 CODE			
Section 6.0 Food Safety Fundamentals – Pre-requisite Programs			
6.1 Personnel Practices	Compliant		Comments
	Yes	No	
6.1.1 Personnel			
6.1.2 Clothing			
6.1.3 Jewelry and Personal Effects			
6.1.4 Visitors			
6.2 Personnel Processing Practices	Compliant		Comments
	Yes	No	

HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using our HACCP Calculator.

Tasks 19 - 21

All raw materials, ingredients, product-contact materials and the characteristics of end products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications for all Raw Materials, including Ingredients and Product Contact Materials should be obtained from all suppliers and held in a purchased raw materials file. Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include includes:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

Use the Excel Sheet HACCP 002 Product Description in HACCP 004 HACCP Calculator to assist you in compiling a end product description.

The food safety team should use the form to assist in documenting the end product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description may include:

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Composition of the product

Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration. This process is assisted using the worksheet Hazard Analysis Calculator:

Taking these factors into account a rating is given for probability and severity and entered into the HACCP Calculator:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteriditis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

Task 29 The food safety team prepare the HACCP plan

The HACCP Calculator highlights significant hazards and critical control points in red. From this stage the HACCP Plan is developed.

								Decision Tree			
Step Number	**Step Name**	**Hazards Identified**	**Probability**	**Severity**	**Significance**	**Specific Details about the Hazard**	**Control Measure**	**Question 1**	**Question 2**	**Question 3**	**Question 4**
1	Delivery of Ingredient	Bone	3	3	9	Details	Control Details	N			
1	Delivery of Ingredient	Campylobacter spp.	3	3	9	Details	Control Measure	Y	N	Y	N
1	Delivery of Ingredient	Contamination with Bacteria from pests	3	3	9	Details	Control Measure	Y	N	N	
1	Delivery of Ingredient	Pesticides	2	3	6	Details	Control Measure				
1	Delivery of Ingredient	Salmonella spp. (S. Typhimurium)	2	2	4	Details	Control Measure				
1	Delivery of Ingredient	Bacteria (spore-forming) General	1	2	2	Details	Control Measure				
1	Delivery of Ingredient	Pest control chemicals	1	1	1	Details	Control Measure				
N	= If control is required at this step for safety then modify step, process or product										

Question 1 Are control measures in place for this hazard?
Question 2 Does the step eliminate or reduce the hazard to an acceptable level?
Question 3 Could contamination occur at unacceptable level or increase to unacceptable levels?
Question 4 Will a subsequent step eliminate the hazard or reduce it to an acceptable level?

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HACCP Plan

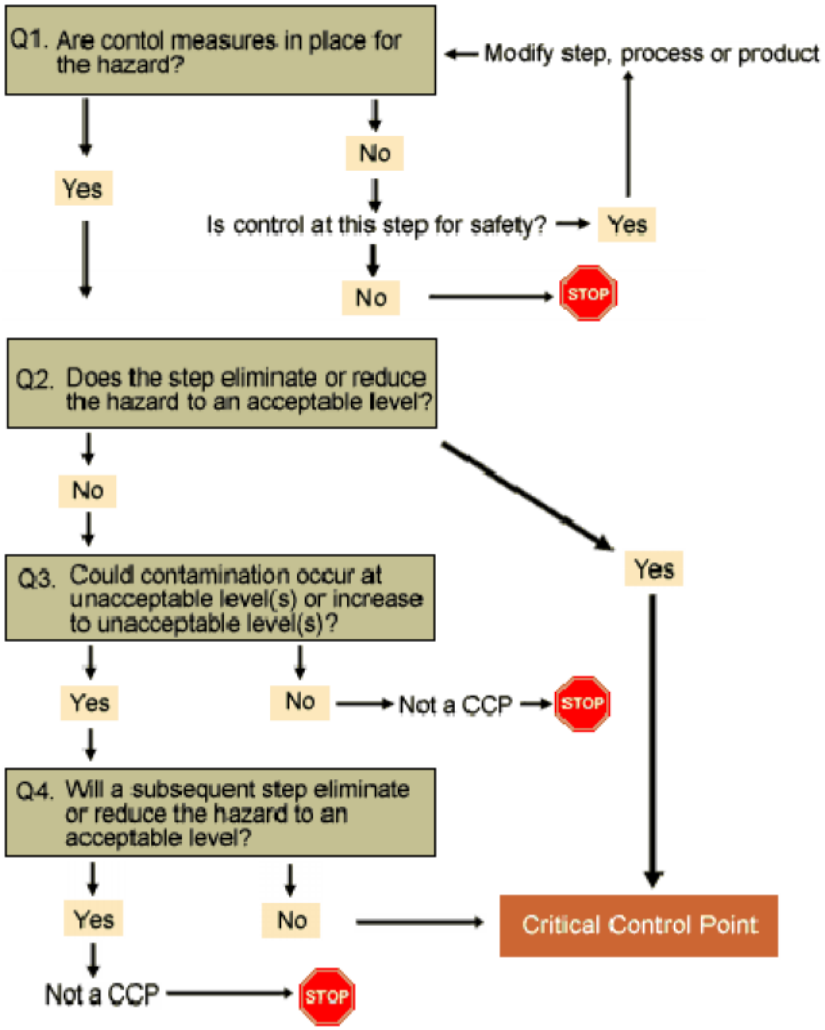
Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	- measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring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

Design of the HACCP Plan

The Food Safety Team need to formulate and document a HACCP plan defining the hazards to be controlled, CCPs where hazards are controlled, critical limits and monitoring procedures at each CCP and action to be taken when critical limits are exceeded. The HACCP plan needs to define those responsible for performing monitoring procedures and the records where the monitoring results are recorded.

Task 30 The food safety team identify critical control points (CCP)s for each food safety hazard

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazards.

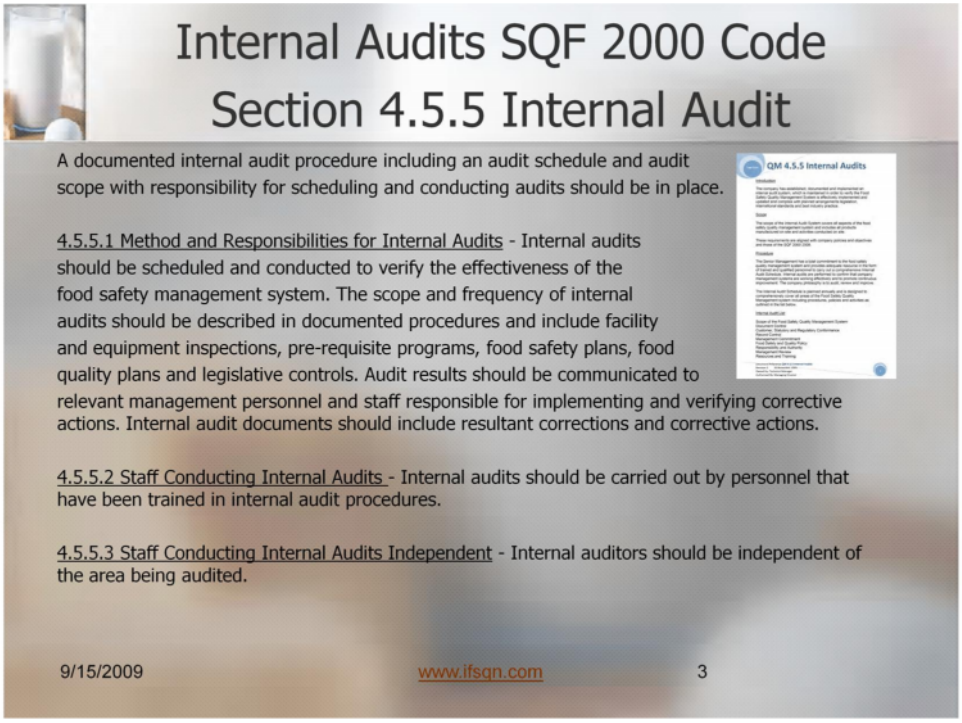


Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
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			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP/OPRP Confirmed			
Authorised by(Name):			
Signature:			

Step Seven: Internal Auditing Training & Checklists

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



Internal Auditing Exam - A 1 hour multiple choice Internal Auditing exam to evaluate the effectiveness of your training. The exam includes an automatic scoring system and the generation of graphic certificates to print out.

Task 44 The senior management team carry out food safety management reviews

Senior management should review the company management systems, at a minimum, annually to ensure their continuing suitability, adequacy and effectiveness.

The review should includes assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are to be documented.

The review meeting is normally chaired by the most Senior Manager and includes Senior Management from Technical, Operations, Engineering, Planning, Distribution and quality departments.

Review should inputs include:

- Review of the Quality and Food Safety 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
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
- Quality Key Performance Indicators Review and trend analysis
- Emergencies and Accidents
- Process performance and product conformity
- Corrective and preventive action status
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)
- Changes to policies and objectives
- Communication activities and effectiveness of communication
- Results of review and system updating
- Review of Resources and effectiveness of Training
- Recommended improvements
- Customer Feedback and Sales levels are reviewed to give an indication of trends

Logo Here

QMR 001 Management Review

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Quality Management System and to continually improve site effectiveness at meeting international standard ISO 22000:2005 and exceeding customer expectations.

Attendees
Managing Director - Chairman
Operations Manager
Engineering Manager
Planning Manager
Distribution Manager
Technical Manager

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

Use our SQF 2000 Code Checklist assess your Food Safety Management System

We recommend that the SQF Practitioner carries out a pre-certification audit to ensure that you are satisfied that your food safety management system meets the requirements of the SQF 2000 Code. The SQF Practitioner should read the relevant section of the SQF 2000 Code and assess if you are compliant, making notes on the checklist that we have provided.

SQF 2000 CODE			
Section 4: SQF 2000 System Requirements			
4.1 Commitment	Compliant		Comments
	Yes	No	
4.1.1 Management Policy			
4.1.2 Management Responsibility			
4.1.3 Food Safety and Quality Management System			

SQF 2000 Code and notifies you of any areas that require improvement. The document review is to confirm:

- ✓ You have a Qualified SQF Practitioner
- ✓ The Food Safety Plan, validations and verifications are appropriately documented and
- ✓ The documented System is relevant to the Scope of Certification and the products processed

On-Site Audit

Arrange your formal on-site audit. The Certification Body's Auditors will conduct an on-site audit against the requirements of the SQF 2000 Code to check:

- ✓ The effectiveness of the SQF System
- ✓ Effective inter-action between all elements of the SQF System; and
- ✓ There is a commitment to maintaining an effective SQF System and to meeting their regulatory and customer requirements.

Audit Review

After reviewing information collected during the audit, and noting any deficiencies, the Auditor will prepare for an exit meeting with management. At the exit meeting the Auditor presents the findings of the audit. The Auditor will confirm whether you need to make any improvements and whether they recommend certification. If no critical or major non-conformities are found and the audit result indicates an acceptable rating, the Auditor will recommend certification.

Certification Body Review

The Certification Body Review Council makes the final decision regarding certification. Once the assessment has been successfully completed the Certification Body will issue a certificate of registration for your food safety management system and an audit report is issued. Re-certification audits are conducted annually and within 30 days of the audit anniversary date.