

Our comprehensive IFS Food Safety and Quality Management System package contains everything you will need to achieve IFS Certification.

We have written this workbook to assist in the implementation of your IFS 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 the IFS Food Safety and Quality Management System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Project - Food Safety Quality Management System Implementation
- ✓ Step Four: Internal Auditing & Management Review
- ✓ Step Five: Final Steps to IFS Certification

Step Two: 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
- ✓ Plan to develop a food safety culture

* Note - The IFS Food Standard also requires a corporate policy covering:

- ✓ customer focus
- ✓ product quality
- ✓ food safety culture

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

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Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

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

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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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	
	IFS Food Standard	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details
	Customer focus	
	Environmental responsibility	
	Sustainability	
	Ethics and personnel responsibility	
	Product requirements	

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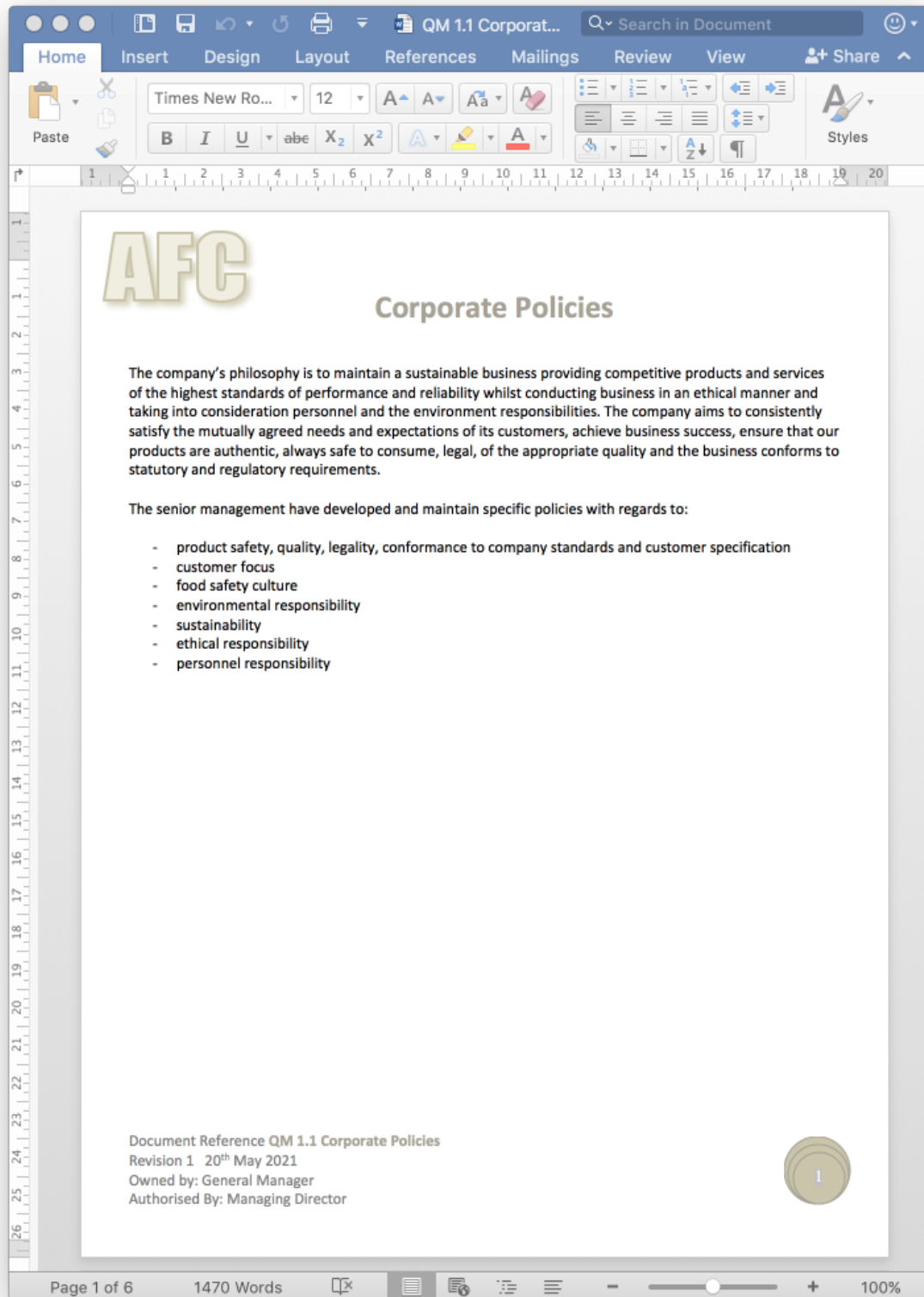
At a later stage, Senior Management will be required to carry out a management review		
After implementation and verification Senior Management take action to continually improve the FSMS		

The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an IFS Representative
- ✓ Defined Communication Channels
- ✓ An action plan to develop a food safety culture

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Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:



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Senior Management Establish the Project Plan

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

The screenshot shows an Excel spreadsheet titled "IFS Food 7 Implementation Plan". The spreadsheet is organized into columns for "Action", "Relevant Documents in IFSQN IFS Food Safety & Quality Management System", and "DATES". The "DATES" column is further divided into weeks from Week 1 to Week 25. The spreadsheet is divided into sections for different parts of the implementation plan, such as "Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 3 Resource Management" and "Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 4 Planning and Production Process".

Row	Action	Relevant Documents in IFSQN IFS Food Safety & Quality Management System	Weeks
1	Senior management demonstrate a commitment to food safety	QM 1.1 Corporate Policies	Week 1
2	Senior management issue a food safety policy and objectives	QM 1.1 Corporate Policies	Week 1
3	Senior management plan to establish a food safety and quality culture	QM 1.1 Food Safety & Quality Culture	Week 1
4	Senior management define the scope and boundaries of the FSMS.	IFS Implementation Workbook - IFSQN	Week 1
5	Senior management plan the establishment of the FSMS.	IFS Implementation Workbook - IFSQN	Week 1
6	Senior management provide adequate support to establish the FSMS.	IFS Implementation Workbook - IFSQN	Week 1
7	Senior management ensure there is adequate infrastructure and work environment.	IFS Implementation Workbook - IFSQN	Week 1
8	Senior management appoint a food safety team leader/IFS Representative	IFS Implementation Workbook - IFSQN	Week 1
9	Senior management appoint the food safety team.	HACCP 1 HACCP Team	Week 1
10	FSMS responsibilities and authorities are documented and communicated	IFS Implementation Workbook - IFSQN	Week 1
11	Food safety communication systems are put in place	IFS Implementation Workbook - IFSQN	Week 1
12	Senior management provide the resources required to establish, document, implement,	IFS Implementation Workbook - IFSQN	Week 1
13	Systems are put in place to control FSMS documents and records	QM 2.1.1 Document Control	Week 1
14	Management implement training and awareness programs.	QM 1.5 Communication	Week 1
15	Management ensure personnel are competent particularly in terms of food safety.	QM 3.3 Training and Instruction	Week 1
16	Management provide copies of the IFS Food Standard to the Steering Group	Site	Week 1
17	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 3 Resource Management	QM 2.2 Food Safety Management - HACCP System	Week 1
18	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 4 Planning and Production Process	QM 4 Control of Operations	Week 1
19	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 5 Measurements, Analysis, Improvements	QM 5.1 Internal Audits	Week 1
20	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 5 Food defence	QM 6 Defence Assessment	Week 1

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Senior Management provide adequate support to establish the FSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

Action (vi)	Senior management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader/IFS Representative	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	

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Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Technical Manager	

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Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order (PO) and Delivery Note (DN) or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

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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 Three: Project - Food Safety Quality Management System Implementation

The IFSQN IFS Food Safety & Quality Management System Implementation Package contains a comprehensive IFS compliant documentation including:

- ✓ 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.

The Food Safety Quality Manual 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:

Food Safety Quality Management System Procedures

Section 1 Governance and Commitment

- QM 1.1 Corporate Policies
- QM 1.1 Food Safety & Quality Culture
 - QM 1.1.2 Food Safety and Quality Objectives
- QM 1.2 Corporate Structure
 - QM 1.2 Corporate Structure - Job Descriptions
 - QM 1.2 Corporate Structure - Organisational Chart
- QM 1.3 Customer Focus
- QM 1.4 Management Review
- QM 1.5 Communication

Section 2 Food Safety and Quality Management System

- QM 2.1 Food Safety and Quality Management System
 - QM 2.1.1 Document Control
 - QM 2.1.2 Record Keeping
- QM 2.2 Food Safety Management - HACCP System

Section 3 Resource Management

- QM 3.1 Resource Management
- QM 3.2.2 Protective Clothing
- QM 3.2.3 Medical Screening
- QM 3.3 Training and Instruction
- QM 3.4 Staff Facilities

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Section 6 Food Defence Plan
QM 6 Defence Assessment
QM 6 Site Security
QM 6 External Inspections

The screenshot shows a Microsoft Word document with the following content:

AFC Food Safety and 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.

Scope

The scope of the Food Safety and 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 international food safety standard IFS Food.

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 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.

Document Reference QM 2.1 Food Safety and Quality Management System
Revision 0_20th May 2021
Owned by: Technical Manager
Authorised By: General Manager

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Food Safety Management System Record Templates

A comprehensive range of easy to use record templates:

Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	27/05/2021	126 KB	Micros...(docx)
QMR 002 Training Record.docx	27/05/2021	31 KB	Micros...(docx)
QMR 003 Product Realisation Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 004 Design and Development.docx	27/05/2021	28 KB	Micros...(docx)
QMR 005 Supplier Evaluation Form.docx	27/05/2021	28 KB	Micros...(docx)
QMR 006 Process Validation Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 007 Identification and Traceability Form.docx	27/05/2021	29 KB	Micros...(docx)
QMR 008 Register of Customer Property.docx	27/05/2021	27 KB	Micros...(docx)
QMR 009 Calibration Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 010 Food Safety Quality System Audit Form.docx	27/05/2021	27 KB	Micros...(docx)
QMR 011 Non-Conformance Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 012 Corrective Action Request.docx	27/05/2021	28 KB	Micros...(docx)
QMR 013 Preventative Action Request.docx	27/05/2021	28 KB	Micros...(docx)
QMR 014 Supplier Self Assessment Form.docx	27/05/2021	37 KB	Micros...(docx)
QMR 015 Equipment Commissioning Checklist.docx	27/05/2021	33 KB	Micros...(docx)
QMR 016 Return to Work Form.docx	27/05/2021	28 KB	Micros...(docx)
QMR 017 Hygiene Policy Staff Training Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 018 Complaint Investigation Form.docx	27/05/2021	29 KB	Micros...(docx)
QMR 019 Prerequisite Audit Form.docx	27/05/2021	42 KB	Micros...(docx)
QMR 020 Knife Control Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 021 Knife Breakage Report.docx	27/05/2021	28 KB	Micros...(docx)
QMR 022 Goods In Inspection Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	27/05/2021	30 KB	Micros...(docx)
QMR 024 Glass Breakage Record.docx	27/05/2021	27 KB	Micros...(docx)
QMR 025 Metal Detection Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 026 First Aid Dressing Issue Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 027 Cleaning Schedule.docx	27/05/2021	30 KB	Micros...(docx)
QMR 028 Cleaning Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 029 Engineering Hygiene Clearance Record.docx	27/05/2021	30 KB	Micros...(docx)
QMR 030 Glass and Brittle Plastic Register.docx	27/05/2021	33 KB	Micros...(docx)
QMR 031 GMP Audit Checklist.docx	27/05/2021	41 KB	Micros...(docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 034 Pre Employment Medical Questionnaire.docx	27/05/2021	32 KB	Micros...(docx)
QMR 035 Visitor Questionnaire.docx	27/05/2021	28 KB	Micros...(docx)
QMR 036 Product Recall Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 037 Shelf Life Confirmation Record.docx	27/05/2021	29 KB	Micros...(docx)
QMR 038 Accelerated Keeping Quality Log.docx	27/05/2021	30 KB	Micros...(docx)
QMR 039 Goods In QA Clearance Label.docx	27/05/2021	16 KB	Micros...(docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	27/05/2021	27 KB	Micros...(docx)
QMR 041 Changing Room Cleaning Record.docx	27/05/2021	30 KB	Micros...(docx)
QMR 042 Cleaning Equipment Colour Coding Sample	10/07/2019	223 KB	PDF Document
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	27/05/2021	30 KB	Micros...(docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	28/05/2021	196 KB	Micros...(docx)
QMR 045 General Cleaning Procedure.docx	27/05/2021	142 KB	Micros...(docx)
QMR 046 Product QA Clearance Label.docx	27/05/2021	16 KB	Micros...(docx)
QMR 047 CIP Programmes Log.xlsx	27/05/2021	14 KB	Micros...(xlsx)
QMR 048 Sample Filler Cleaning Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	27/05/2021	19 KB	Micros...(xlsx)
QMR 050 QC Online Check Sheet.docx	27/05/2021	32 KB	Micros...(docx)
QMR 051 Non Conformance Notification.docx	27/05/2021	28 KB	Micros...(docx)
QMR 052 CIP Chemical Log.docx	27/05/2021	28 KB	Micros...(docx)
QMR 053 Double Hold Label.docx	27/05/2021	12 KB	Micros...(docx)
QMR 054 Supplier Register.xlsx	27/05/2021	13 KB	Micros...(xlsx)
QMR 055 Chemical Register.docx	27/05/2021	28 KB	Micros...(docx)
QMR 056 Non Approved Supplier Sample Plan.docx	27/05/2021	30 KB	Micros...(docx)
QMR 057 Warehouse Cleaning Record.docx	27/05/2021	28 KB	Micros...(docx)
QMR 058 Product Recall Trace.docx	27/05/2021	29 KB	Micros...(docx)
QMR 059 Product Recall Test Record.docx	27/05/2021	32 KB	Micros...(docx)
QMR 060 Document Master List.docx	27/05/2021	31 KB	Micros...(docx)
QMR 061 Process Change Approval Record	27/05/2021	30 KB	Micros...(docx)
QMR 062 Minor Process Change Approval Record	27/05/2021	29 KB	Micros...(docx)
Validation Records	27/05/2021	--	Folder
Verification Records	27/05/2021	--	Folder

HACCP Manual

The HACCP manual documents supplied are pre-fixed HACCP and are as follows:

- HACCP 1 HACCP Team
- HACCP 2 Product Descriptions & Scope
- HACCP 2 Appendix 1 Sugar Specification
- HACCP 2 Appendix 2 Raw Material Summary
- HACCP 2 Appendix 3 Product Description
- HACCP 3 Intended Use
- HACCP 4 Flow Diagrams
- HACCP 4 Appendix 1 Flow Diagram Sample
- HACCP 5 Flow Diagram Verification
- HACCP 6 Hazard Analysis
- HACCP 6 Hazard Analysis Template
- HACCP 7 Determine Critical Control Points
- HACCP 7 Appendix Hazard Assessment
- HACCP 8 Establishing Critical Limits for each CCP
- HACCP 9 Establishing a Monitoring System for each CCP
- HACCP 10 Establishing a Corrective Action Plan
- HACCP 11 Establishing Verification Procedures
- HACCP 12 Establishing HACCP Documents and Records
- HACCP 12 Appendix 1 Sample HACCP Procedure
- HACCP 12 Appendix 2 Sample HACCP Record
- HACCP 12 Appendix 3 Sample HACCP Plan Template

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HACCP 6 Hazard Analysis Template

Plant checks including divert check before start of production. Recorded on Pasteurizer Chart and Pasteurizer Log Sheet. Review of Pasteurizer Chart and Pasteurizer Log, Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by Technical Manager or qualified

Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Control Measures which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Correction/Corrective Action	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella, W. coli, cryptosporidium, listeria		FSM 1 Specified requirements	COA on Receipt Schedule sheet in ILS	Raw Material A Assessment	GenB in ILS, Receipt Log CA Release to production	Reject if not in Specification. Send to COA.	Material QA Checkers Log Sheet Release Checkers Goods in Check	Periodic raw material sampling at perishing exhibition, Jarrah, Audit.	Raw Material A Process Control Validation Record
2	Grade B	Chemical	Lubricants	Fuel grade oil used	FSM 1 Specified requirements	COA on Receipt						
3	Storage	Allergen	Eggs	FSM 14 Handling and storage of product	FSM 14 Handling and storage of product							
4	Mixing	Biological	Salmonella, E. coli	Time of Retention in Mixer	FSM 12 Hygiene and safety management		Hygiene Training Report from Water Company					
5	Product Production	Physical	Stones	Plant wear in Churns	FSM 11 Specified requirements	COA on Receipt						
6	Separation	Chemical	CFP Chemicals		FSM 11 Specified requirements	COA on Receipt						
7	Pasteurization	Biological	Listeria monocytogenes	Process in raw material	Pasteurization	Pasteurization Minimum 72 °C for 15 seconds	Pasteurization Procedure including divert test	Automatic continuous monitoring pH, hourly process checks for temperature, and automatic diversion of the product (operator or operator) to storage tank and rework.	Reject if not in Specification. Send to COA.	Material QA Checkers Log Sheet Release Checkers Goods in Check	Periodic raw material sampling at perishing exhibition, Jarrah, Audit.	Raw Material A Process Control Validation Record
8	Filling	Biological	Glass		FSM 12 Hygiene and safety management							
9	Labeling	Allergen	Peas	FSM 14 Handling and storage of product	FSM 14 Handling and storage of product							
10	Packaging	Physical	Stones	Plant wear in Churns	FSM 11 Specified requirements	COA on Receipt						
11	Storage	Biological										
12	Transportation	Biological										

HACCP 7 Appendix Hazard...

AFC Hazard Assessment of Control Measures Form

Step Number	Step Name				
Product					
Hazard					
Hazard Category	Physical	Chemical	Biological	Allergen	Radiological
Control Measure					
Comments					
Acceptable level in End Product					
Hazard Likelihood	1 Not Likely	2 Possible	3 Probable		
Hazard Severity	1 Not Severe	2 Some Harm	3 Severe		
Hazard Significance				9	Go to Decision Tree

CODEX Traditional Decision Tree

Question 1: Are control measures in place for the hazard?
 Yes - Go to Question 2
 No - Is control necessary at this step for food safety? If Yes, then stop, not a CCP
 If Yes, then modify the step, process or product

Question 2: Does the step eliminate or reduce the hazard to an acceptable level?
 No - Go to Question 3
 Yes - Stop this is a Critical Control Point

Question 3: Could contamination occur at unacceptable levels or increase to unacceptable levels?
 Yes - Go to Question 4
 No - Stop, this is not a critical control point

Question 4: Will a subsequent step eliminate or reduce the hazard to an acceptable level?
 Yes - This is not a critical control point
 No - This is a Critical Control Point

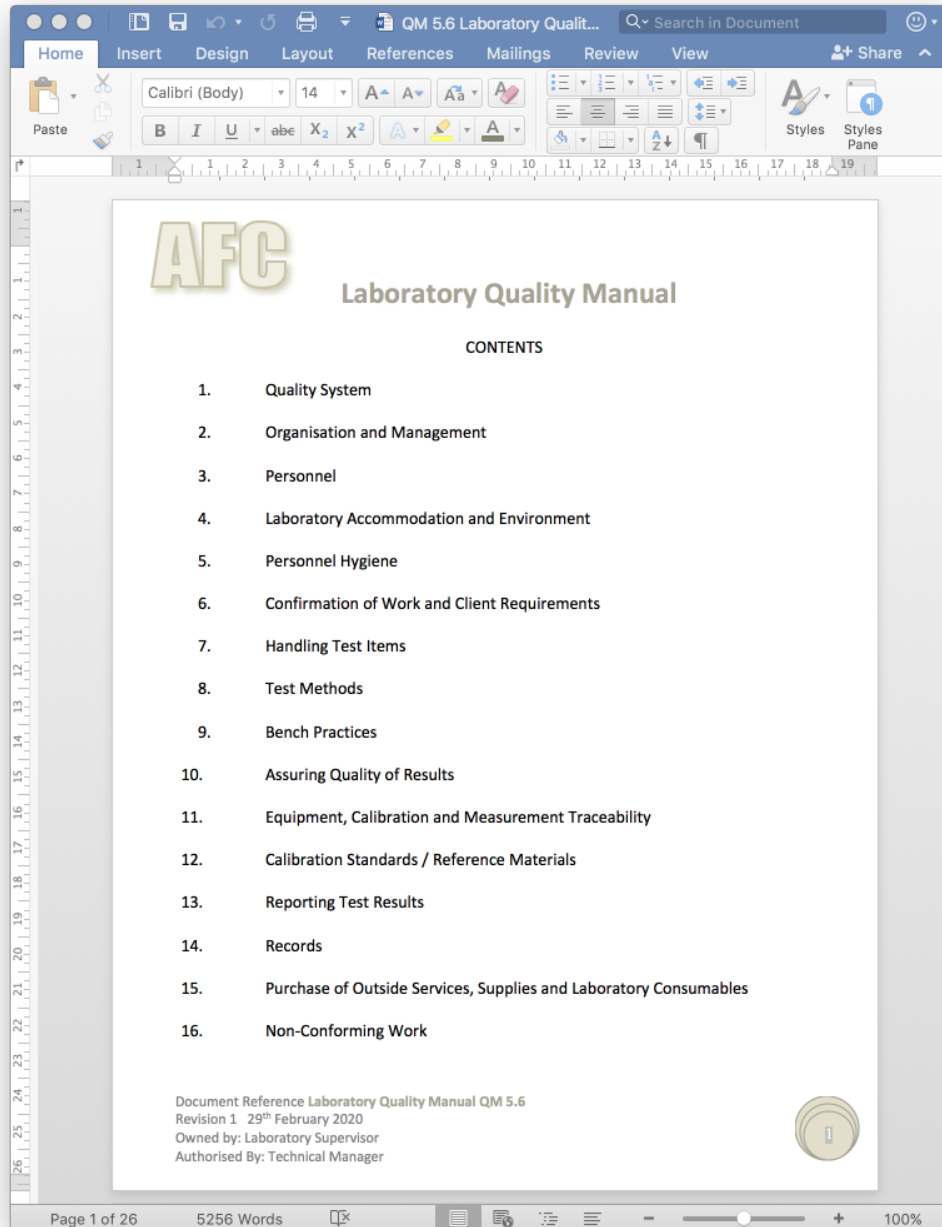
Conclusion	
Critical Control Point in HACCP Plan	
Prerequisite Programme	
Seek Alternative Control Measure	
Comments:	

Document Reference HACCP 7 Appendix Hazard Assessment
 Revision 1 29th February 2020
 Owned by: Technical Manager
 Authorised By: General Manager

Page 1 of 1 194 Words 100%

Laboratory Quality Manual

A comprehensive Laboratory Quality Manual compliant based on the requirements of ISO 17025 is provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.



Project IFS Implementation

In this part of the package you ensure:

- ✓ 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			

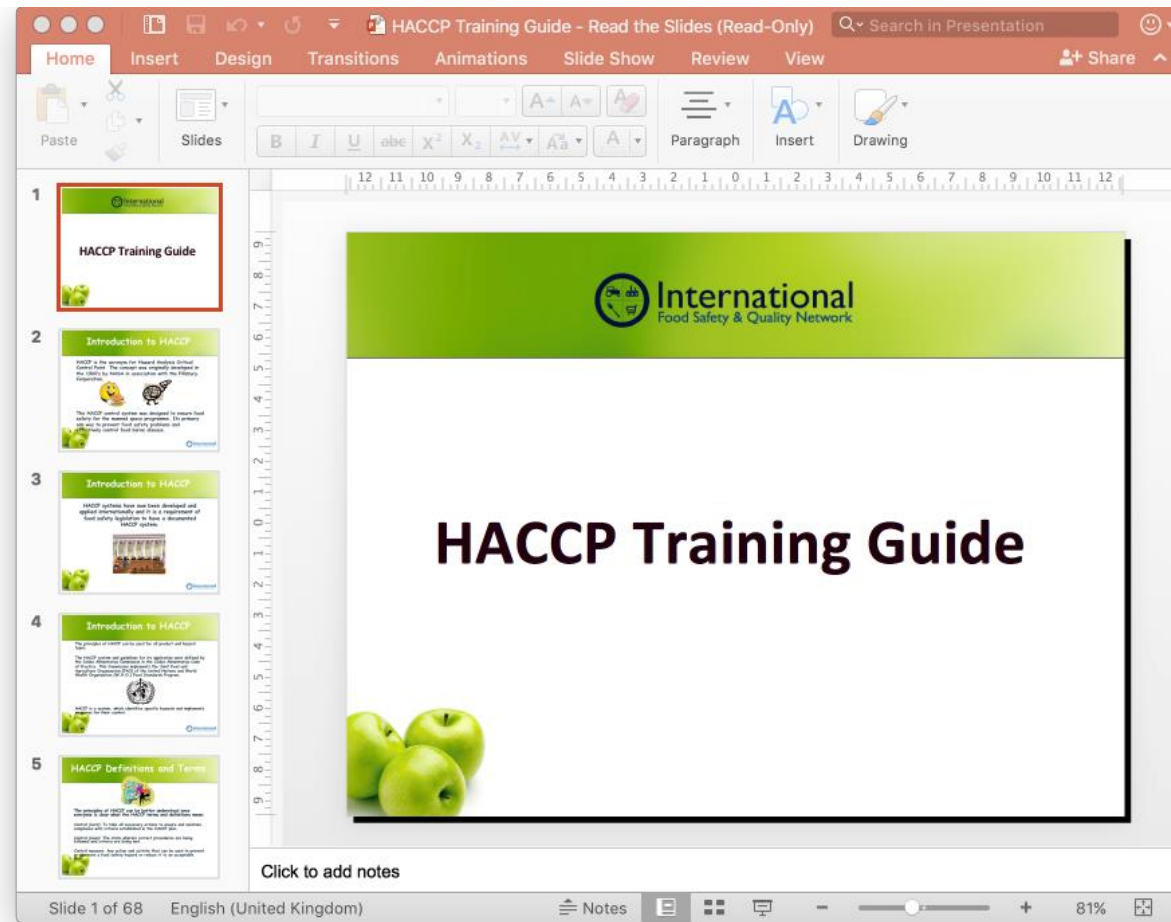
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Action Required		Relevant Documents in IFSQN IFS Food Safety & Quality Management System	
1	Senior management demonstrate a commitment to food safety	QM 1.1 Corporate Policies	
2	Senior management issue a food safety policy & objectives	QM 1.1 Corporate Policies	QM 1.1.2 Food Safety and Quality Objectives
3	Senior management plan to establish a food safety culture	QM 1.1 Food Safety & Quality Culture	QM 1.1 Food Safety & Quality Culture Planning
4	Senior management define the scope and boundaries of the FSMS.	IFS Implementation Workbook - IFSQN	QM 1.3 Customer Focus
5	Senior management plan the establishment of the FSMS.	IFS Implementation Workbook - IFSQN	
6	Senior management provide adequate support to establish the FSMS.	IFS Implementation Workbook - IFSQN	
7	Senior management ensure there is adequate infrastructure and work environment.	IFS Implementation Workbook - IFSQN	
8	Senior management appoint a food safety team leader/IFS Representative	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure
9	Senior management appoint the food safety team.	HACCP 1 HACCP Team	QM 1.2 Corporate Structure - Job Descriptions
10	FSMS responsibilities and authorities are documented and communicated	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure - Organisational Chart
11	Food safety communication systems are put in place	IFS Implementation Workbook - IFSQN	QM 1.5 Communication
12	Senior management provide the	IFS Implementation Workbook	QM 2.1 Food Safety and

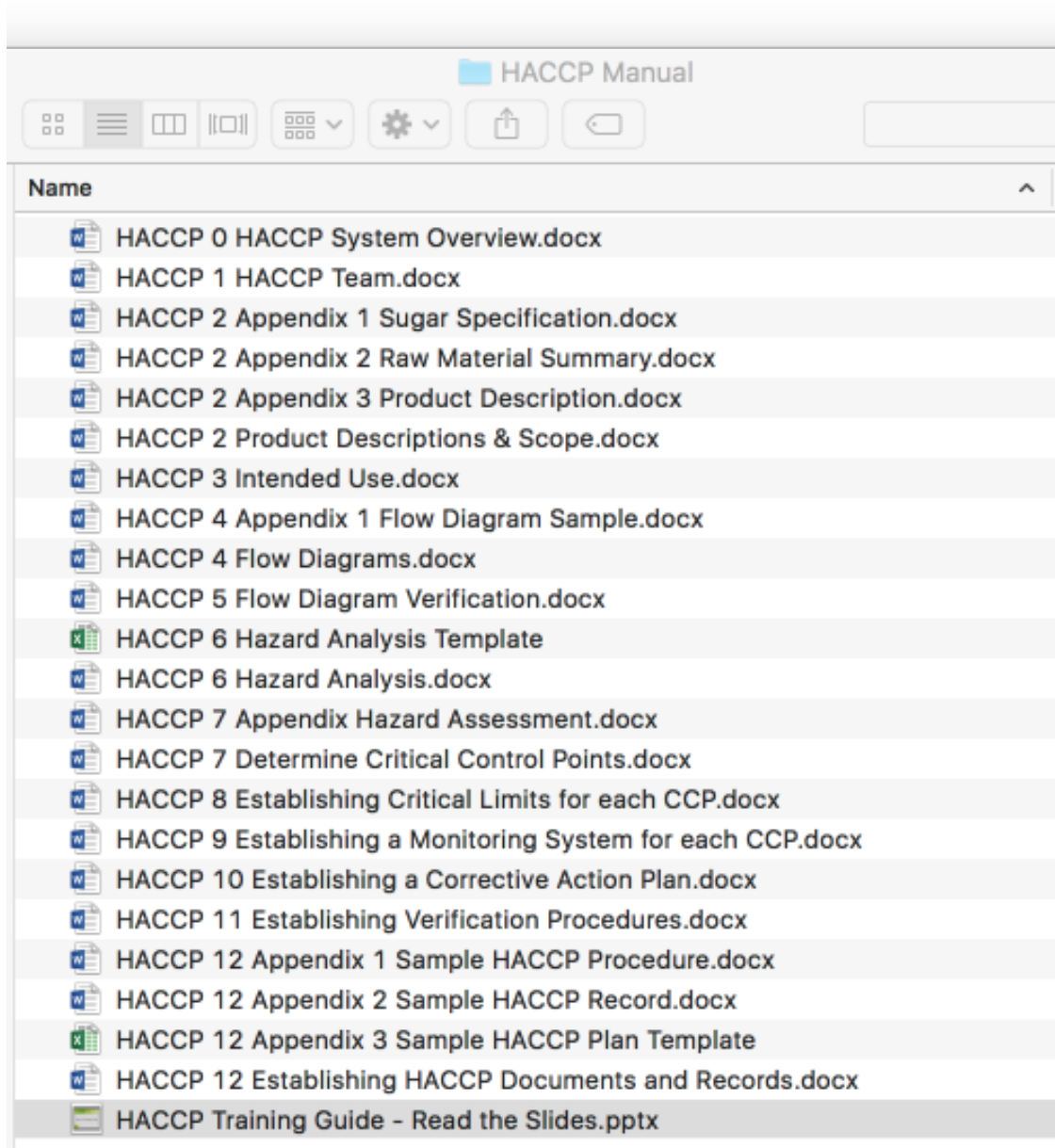
IFS Food Safety Management System Implementation Workbook

IFS Standard requires standards to be in place to control food safety hazards. The procedural templates provided should be implemented.

Project Tasks 22 – 39 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our HACCP Manual and the HACCP Training Presentation



HACCP Manual



The screenshot shows a file explorer window titled "HACCP Manual". The window contains a list of files and folders. The files are listed in a table with a "Name" column header. The files are:

Name
HACCP 0 HACCP System Overview.docx
HACCP 1 HACCP Team.docx
HACCP 2 Appendix 1 Sugar Specification.docx
HACCP 2 Appendix 2 Raw Material Summary.docx
HACCP 2 Appendix 3 Product Description.docx
HACCP 2 Product Descriptions & Scope.docx
HACCP 3 Intended Use.docx
HACCP 4 Appendix 1 Flow Diagram Sample.docx
HACCP 4 Flow Diagrams.docx
HACCP 5 Flow Diagram Verification.docx
HACCP 6 Hazard Analysis Template
HACCP 6 Hazard Analysis.docx
HACCP 7 Appendix Hazard Assessment.docx
HACCP 7 Determine Critical Control Points.docx
HACCP 8 Establishing Critical Limits for each CCP.docx
HACCP 9 Establishing a Monitoring System for each CCP.docx
HACCP 10 Establishing a Corrective Action Plan.docx
HACCP 11 Establishing Verification Procedures.docx
HACCP 12 Appendix 1 Sample HACCP Procedure.docx
HACCP 12 Appendix 2 Sample HACCP Record.docx
HACCP 12 Appendix 3 Sample HACCP Plan Template
HACCP 12 Establishing HACCP Documents and Records.docx
HACCP Training Guide - Read the Slides.pptx

IFS Food Safety Management System Implementation Workbook

The HACCP Team formulates a list of relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements to be considered in the HACCP scope	
Customer Requirements	Details
XYZ Customer Requires this	
Regulatory/Statutory Requirements	Details
Food Regulations e.g. <i>REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety.</i>	
Other	Details
e.g. IFS Food 7	

The HACCP study is conducted using all relevant information including legislation, known hazards, industry codes of practice, customer requirements, historic and scientific information. Sources of information are documented and maintained.

23 Material characteristics are described

Documents:

HACCP 2 Appendix 2 Raw Material Summary

HACCP 2 Appendix 1 Sugar Specification

Material Specifications Procedure:

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file.

Specifications include sufficient detail for the identification and assessment of food safety hazards. For each item the specification includes food safety requirements.

All specifications are maintained, updated and approved by the Food Safety Team Leader who identifies legal food safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there are changes.

Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include:

- 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

See sample specification - HACCP 2 Appendix 1 Sugar Specification

See - HACCP 2 Appendix 2 Raw Material Summary

AFC	
HACCP Product Description	
Product Description	Details
Product Name	Natural 1.5% Set Bio Yoghurt
Describe the product	A slightly acidic milky set gel. Acidified coagulated milk product made from skimmed milk powder and whole milk powder, in which, after pasteurization, lactic acid has been produced within the product by bacterial cultures <i>Lactobacillus bulgaricus</i> and <i>Streptococcus thermophilus</i> plus Bio cultures <i>Bifidobacterium</i> and <i>Lactobacillus acidophilus</i> . These organisms remain viable and abundant.
Details of the packaging	14g Printed Polyethylene terephthalate (PET) Pot Printed 30 micron PE lid with sealing lacquers Plastic packing tray
Composition of the product	7% Protein 1.5% Fat 14% Total Solids
Applicable Legal Requirements	Base mix must be pasteurised at a minimum of 71.7°C for a minimum of 15 seconds
Applicable chemical, microbiological, organoleptic and physical characteristics	Staphylococcus aureus absent in 1g E. coli absent in 1g
Preservation from chemical composition	pH < 4.5
Microcidal treatment	Pasteurized > 71.7 °C > 15 seconds
Shelf life	14 Days
Storage temperature	< 8 ° C
Consumers	All groups including elderly and children

Document Reference HACCP 2 Appendix 3 Product Description
Revision 0_21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

25 The intended use of the end product is described including vulnerable groups

Documents: HACCP 3 Intended Use

Intended Use Procedure:

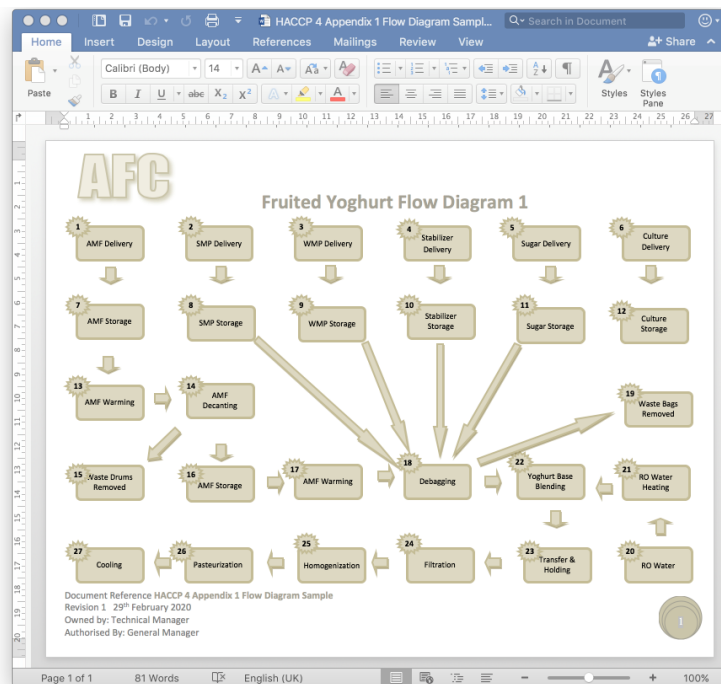
The HACCP team identify the intended use and all possible users and consumers for each product and process category.

The HACCP team also consider potential for known misuse or possible alternative use (for example possible consumption of a product that requires cooking such as cookie dough).

The HACCP team also consider potential for known misuse based on the supply chain or required storage conditions after opening (for example sauces that require refrigerated storage after opening).

Vulnerable consumer groups in particular are considered for each food safety hazard including infants, the elderly and allergy sufferers.

IFS Food Safety Management System Implementation Workbook



27 Food safety control measures are identified

Documents:
HACCP 6 Hazard Analysis Template

Description of Process Steps

For each step in the flow diagram the Food Safety team should describe the step and the control measures so that at the next stage the team can identify and assess food safety hazards and their control measures.

The control measures to be described include:

- Those applied at each step
- Those intended or included in PRP(s)
- Those identified in relevant information as described in HACCP terms of reference
- Those applied at other stages in the food chain
- Those applied to end products
- Those introduced by community schemes

The Food Safety team should describe each control measure in sufficient detail, including process parameter, to enable assessment of their effect on food safety hazards in relation to the degree of application of the control measure.

IFS Food Safety Management System Implementation Workbook

Note: You can use the Excel document HACCP 6 Hazard Analysis Template to document your HACCP study

Area/Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Prevalence/Consequence	CCP	Control measure which controls the Hazard	Control Limit	Procedure	Monitoring/Responsibility	Corrections/Corrective Actions	Record	Verification Method and Record	Validation
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2	FSM 9 Specified requirements	COA on Receipt Salmonella absent in 25g	Raw Material A Acceptance	Goods In - Initial Acceptance QA - Release to production	Reject if out of Specification. Hold if no COA.	Material QA Clearance Label Material Release Checklist Goods In Checklist	Periodic raw material A sampling as per testing schedule. Internal Audit.	Raw Material A Preventive Control Validation Record
2	Goods In	Chemical	Lubricants	Food grade oil used	1	1	FSM 9 Specified requirements	COC on Receipt						
3	Storage	Allergen	Eggs		2	2	GMP 18 Packing and storage of product	Segregation and identification of egg allergens in storage. Spillage procedures.						
4	Mixing	Radiological	Iodine-131	Risk of Radiation in water source	1	2	GMP 12 Water quality and utility management	Annual Testing Report from Water Company						
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	2	3	FSM 9 Specified requirements	COC on Receipt						
6	Sanitation	Chemical	CIP Chemicals		2	2	GMP 11 Housekeeping, cleaning and hygiene	CIP in specification						
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	Pasteurisation	Pasteurisation Minimum 72 °C for 15 seconds	Pasteurisation Procedure including divert test	Automatic continuous monitoring plus hourly process checks for temperature, overpressure of raw side of regen section and flow rate Pasteuriser Operator	Manually divert flow of product. Isolate the affected product. Evaluate and determine disposition of the product (reprocess or dispose). Investigate cause and root cause. Document actions on CAR.	Pasteuriser Chart, Pasteuriser Log Sheet	Plant checks including divert check before start of production. Recorded on Pasteuriser Chart and Pasteuriser Log Sheet. Review of Pasteuriser Chart and Pasteuriser Log. Milk Plant Equipment Test Report Sheet FDA-2359b Quarterly by Technical Manager or qualified nominee. Scale. Verify required regulatory seals daily	Validation Record Pasteurization
8	Filling	Biological	Glass		1	3	GMP 8 Product contamination risk	Glass gauges checked and intact at start and end of production run. Leakages procedure.						
9	Labelling	Allergen	Peanuts	If incorrect label is applied	2	3	FSM 27 Allergen labelling	Correct label checked by operator and supervisor. Sample retained						
10	Packaging	Physical				0								

Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP
See HACCP 12 Appendix 3 Sample HACCP Plan Template for a sample of additional information required

39 The management team ensure all staff are competent and adequately trained in the requirements of the prerequisite programmes and the HACCP Plan

Documents:

HACCP 12 Appendix 1 Sample HACCP Procedure

HACCP 12 Appendix 2 Sample HACCP Record

AFC

Pasteuriser Log Sheet

DATE: _____

Product:	Tank:	Product:	Fat %:	Total Solids:	Temp. (°C):	QC Sign:
Feed Tank:	Fill Tank:					
Volume:	Production End Time:	CIP Start/End Time:				
Production Start Time:						

PARAMETERS	LIMITS	UNITS	TIME
Flow Rate (CCP Maximum 5250)	5000-5250	L/h	
Pre-heater In Temperature	45 - 55	°C	
Pasteurisation Temp. (Homo in Temp.)	82 ± 2	°C	
Pasteurizer Out Press.	2.8-3.0	PI	
Homo in Press.	1.8-2.0	PI	
Pressure Difference (CCP)	Minimum 0.8	PI	
End Holding Temp. (CCP)	Min. 77.0	°C	
Product Outlet Temp. (CCP)	< 5	°C	
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar	
Homo Pressure (Total)	225	Bar	
Glass & Perspex Items Check & Sign	Intact/No Cracks		
Sterilisation Temperature	82 ± 2	°C	
Diversion Test Before Production	Minimum 77	°C	
Record Diversion Temperature & Sign			

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 1 1st March 2020
Owned by: Production Supervisor
Authorised By: Production Manager

Hazard Analysis

Area/ Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Control Measures	Control Limits
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		FSM 9 Specified requirements	COA on Receipt Salmonella absent in 25g
2	Goods In	Chemical	Lubricants	Food grade oil used	FSM 9 Specified requirements	COC on Receipt
3	Storage	Allergen	Eggs		GMP 18 Packing and storage of product	Segregation and identification of egg allergens in storage. Spillage procedures
4	Mixing	Radiological	Iodine-131	Risk of Radiation in this process	GMP 12 Water quality and utility management	Annual Testing Report from Water Company
5	Product Formulation	Physical	Stones	Fruit stones in Chermes	FSM 9 Specified requirements	COC on Receipt
6	Sanitation	Chemical	CIP Chemicals		GMP 11 Housekeeping, cleaning and hygiene	CIP to specification
7	Processing	Biological	Listeria monocytogenes	Present in raw material	Pasteurisation	Pasteurisation Minimum 72 °C for 15 seconds

Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP

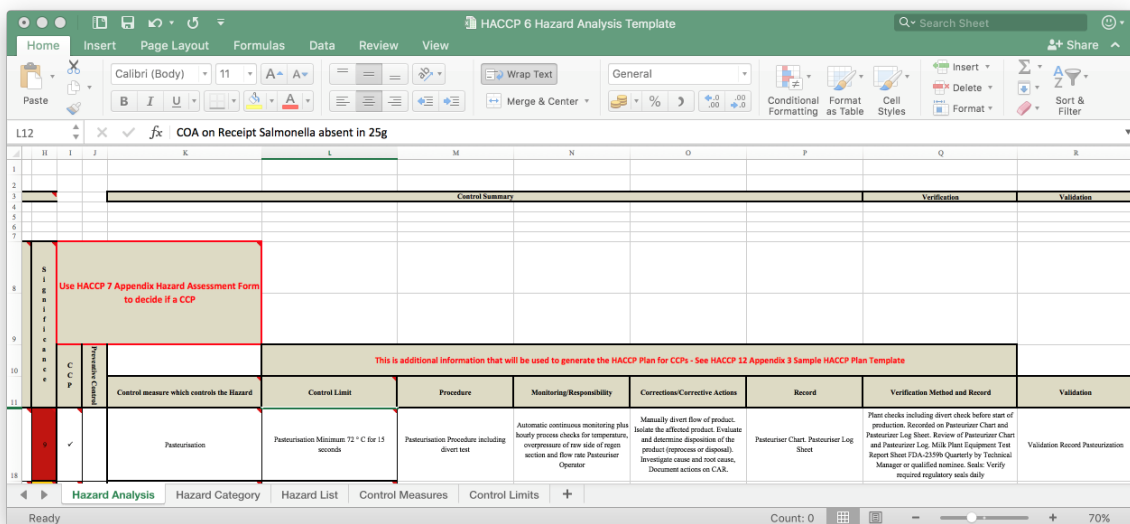
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Note: You can use the Excel document HACCP 6 Hazard Analysis Template to document your HACCP study:

Column Header	Instruction
Area/Step Number	Enter manually
Area or Step Name	Enter manually
Hazard Category	Use Drop-down list or enter on Hazard Category sheet then select from Drop-down list
Hazards Identified	Use Drop-down list or enter on Hazard List sheet then select from Drop-down list
Specific Details about the Hazard	Enter manually
Probability	Enter manually
Severity	Enter manually
Significance	Is calculated and colour coded automatically

Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP for Significant Hazards scoring 9

For CCPS you can use Excel document HACCP 6 Hazard Analysis Template to document your HACCP Plan



QMR 002 Training Record

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			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 1 2nd June 2019
Owned by: Technical Manager
Authorised By: General Manager

Training should be given to all staff and also include:

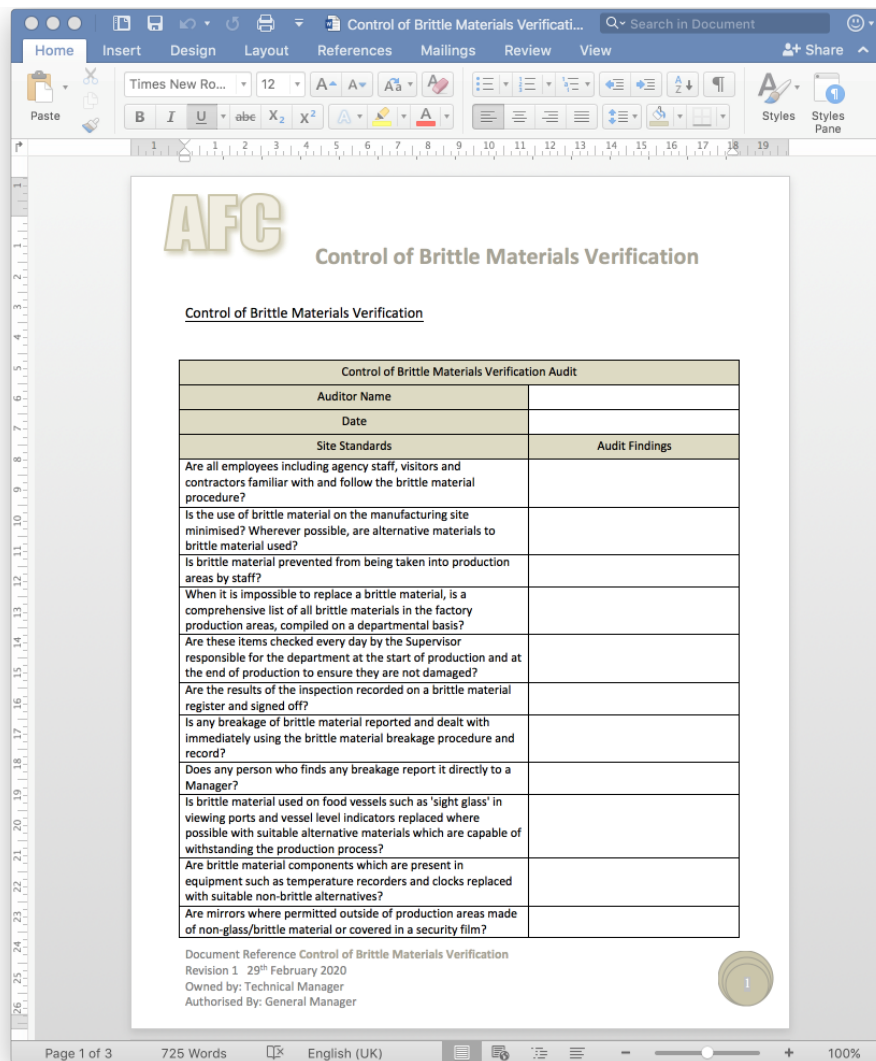
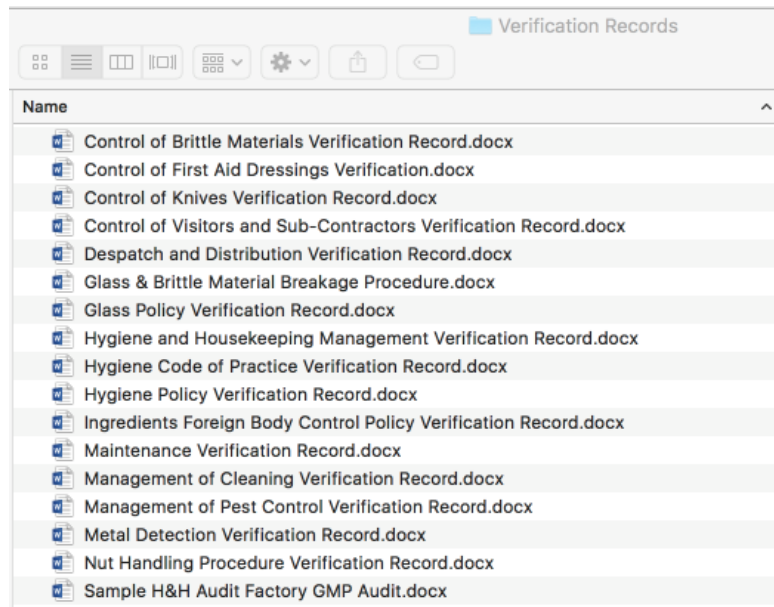
- ✓ Job/Task Performance
- ✓ Company Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defence
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness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

Food Safety Quality Management System Verification Records



Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the Quality and Food Safety Policy
2. Review of Management Changes
3. Minutes and Follow-up actions from previous review meetings
4. Outstanding Non-conformances as a result of internal and external audits
5. Results of external second and third-party audits
6. Trend analysis of Customer and Supplier complaints
7. Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
8. Quality Key Performance Indicators Review and trend analysis
9. Emergencies and Accidents
10. Process performance and product conformity
11. Corrective and preventive action status
12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
13. 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)
14. Review of Food Safety Culture Planning and effectiveness
15. Changes to policies and objectives
16. Communication activities and effectiveness of communication
17. Results of review and system updating
18. Review of Resources and effectiveness of Training
19. Recommended improvements
20. Customer Feedback and Sales levels are reviewed to give an indication of trends
21. A.O.B

IFS Food Safety Management System Implementation Workbook

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
General Manager		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting



Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

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

Attendees

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

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

Document Reference Management Review Record QMR 001

Revision 1 31st March 2012

Owned by: Technical Manager

Authorised By: General Manager



Task 45 The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:

The screenshot shows a Microsoft Word document titled "QM 1.4 Management Review". The document content is as follows:

AFC

Management Review

- 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 food safety related 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

Review Input may include:

- Environmental performance and incidents
- Health and Safety performance and accidents

Review outputs include:

- Revisions of the Corporate Policies and Objectives including Food Safety Policy and Objectives
- Corrective and Preventative Actions identified as a result of analysis of the review inputs
- Actions for Improvement in food safety quality management system effectiveness
- Results of the review of planning and development of the processes needed for the realisation of safe products
- Decisions and actions related to the assurance of food safety
- Opportunities for improvement
- Product quality enhancement
- Change or elimination of non-productive elements
- Change or elimination of non-productive systems or procedures
- Supply of resource needed for further improvements
- Investment for improvement in Infrastructure and work environment, based on risk, from non-compliances identified in internal audit.

The results of the Management Review meetings are documented in the minutes of the meeting and include a summary of all review outputs.

Additional review activities to ensure compliance with objectives include:

- Management meeting (daily) to review recent -performance and issues arising by exception site-wide
- Key Performance Indicator Reviews (weekly and monthly) to review previous week's/month's performance in quality, wastage and customer service.
- Environmental performance review

Document Reference Senior Management Review QM 1.4
Revision 1 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

Page 2 of 5 986 Words 100%

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Use our IFS Checklist assess your Food Safety Management System

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

IFS Food Standard				
Section 1 Governance and Commitment				
1 Governance and Commitment		Compliant		Comments
Clause	Title	Yes	No	
1.1	Corporate policy/Corporate principles			
1.2	Corporate structure			
1.3	Customer focus			
1.4	Management review			
IFS Food Standard				
Section 2 Food Safety and Quality Management System				
2 Food Safety and Quality Management System		Compliant		Comments
Clause	Title	Yes	No	
2.1	Food Safety and Quality Management System			
2.1.1	Documentation requirements			
2.1.2	Record keeping			

IFS Food Safety Management System Implementation Workbook

2.2	Food Safety Management – HACCP System			
2.2.1	HACCP system			
2.2.2	HACCP team			
2.2.3	HACCP analysis			
2.2.3.1	Describe product			
2.2.3.2	Identify intended use			
2.2.3.3	Construct flow diagram			
2.2.3.4	On-site confirmation of the flow diagram			
2.2.3.5	Conduct a hazard analysis for each step			
2.2.3.6	Determine critical control points			
2.2.3.7	Establish critical limits for each CCP			
2.2.3.8	Establish a monitoring system for each CCP			
2.2.3.9	Establish corrective actions			
2.2.3.10	Establish verification procedures			
2.2.3.11	Establish documentation and record keeping			
IFS Food Standard				
Section 3 Resource Management				
3 Resource Management		Compliant	Comments	

IFS Food Safety Management System Implementation Workbook

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the IFS Standard should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	IFS Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed