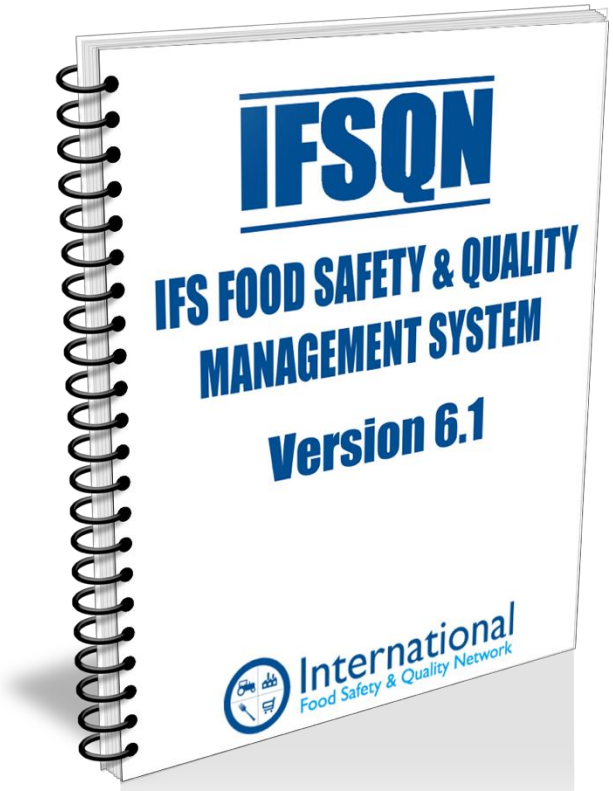


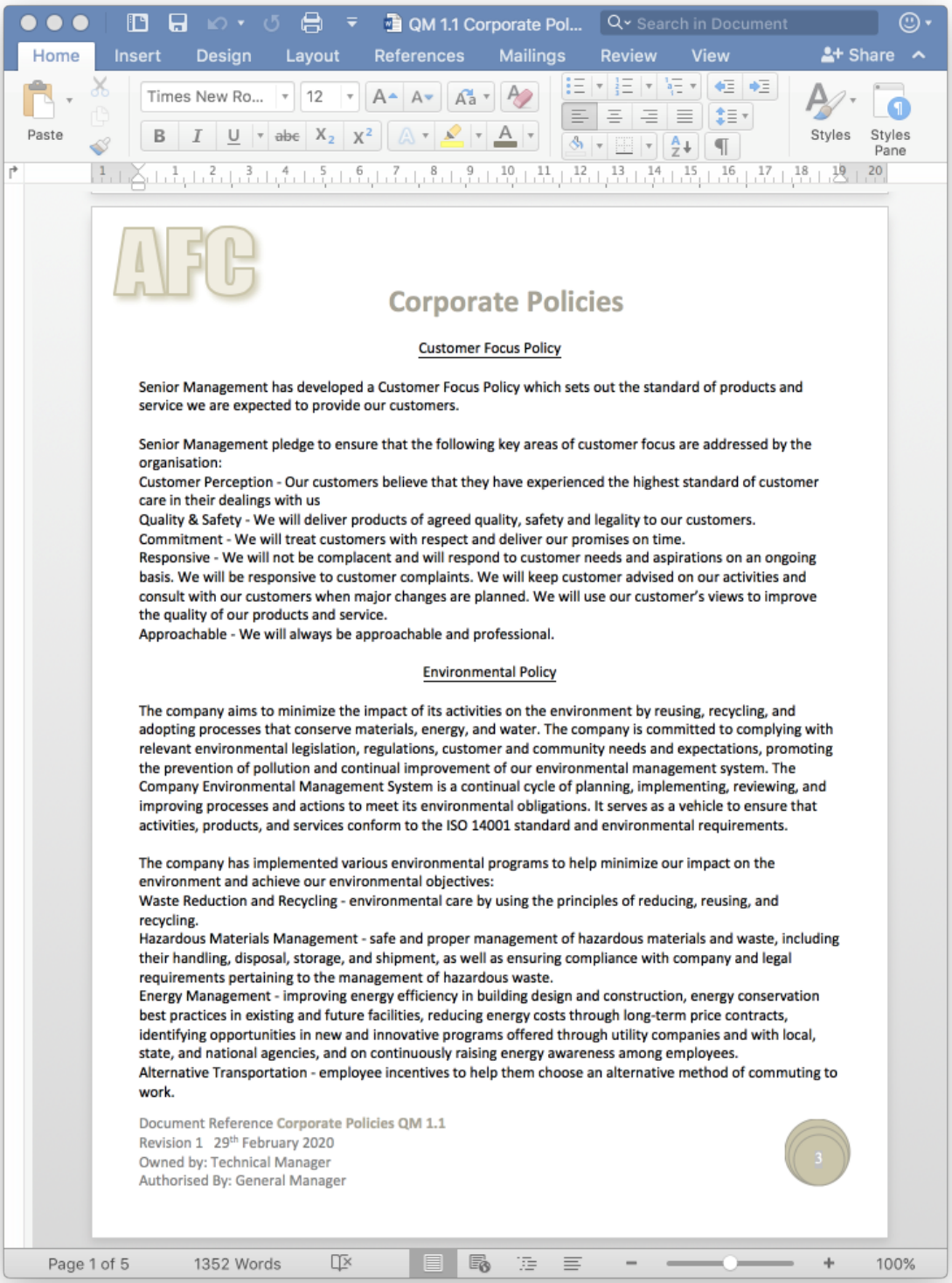
The IFSQN are pleased to announce the launch of the latest IFS Food Implementation Package. The IFSQN IFS Food Safety and Quality Management System Package is an ideal package for organizations looking to meet the requirements of the International Standard IFS Food Version 6.1. The IFSQN IFS Food Safety and Quality Management System Package includes:

- ✓ A comprehensive set of over 60 editable Food Safety Management System Procedures that match the clauses of the IFS Food Standard
- ✓ A range of 60 editable to use Sample Record Templates
- ✓ Additional HACCP Manual including a Hazard Analysis Template
- ✓ Introduction to the IFS Food Safety Management System Training Module
- ✓ Allergen Risk Management Module
- ✓ Food Fraud Risk Assessment Template
- ✓ Supplier Risk Assessment Template
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Supplementary Project Tools
- ✓ Implementation Workbook
- ✓ Free Technical Support

Food Safety Management System Tools and Templates

These Food Safety Management System Templates match the clauses of the IFS Food Standard Version 6.1. The procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

The documents are provided in Microsoft Word English format and are easily edited to suit your organization.



Food Safety Quality Management System Procedures Included:

Section 1 Senior Management Responsibility
QM 1.1 Corporate Policies
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 Quality and Food Safety 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

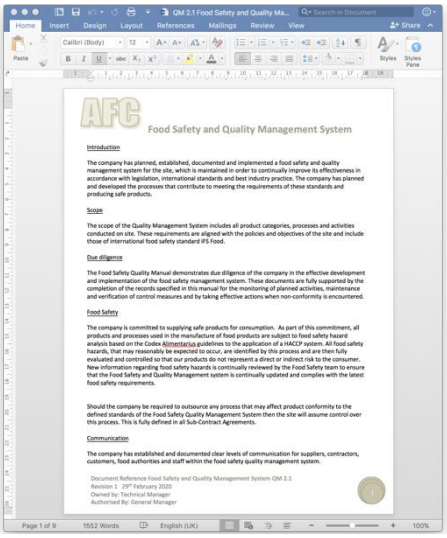
Section 3 Resource Management
QM 3.1 Resource Management
QM 3.2.2 Protective Clothing
QM 3.2.3 Medical Screening
QM 3.3 Training and Instruction
QM 3.4 Staff Facilities

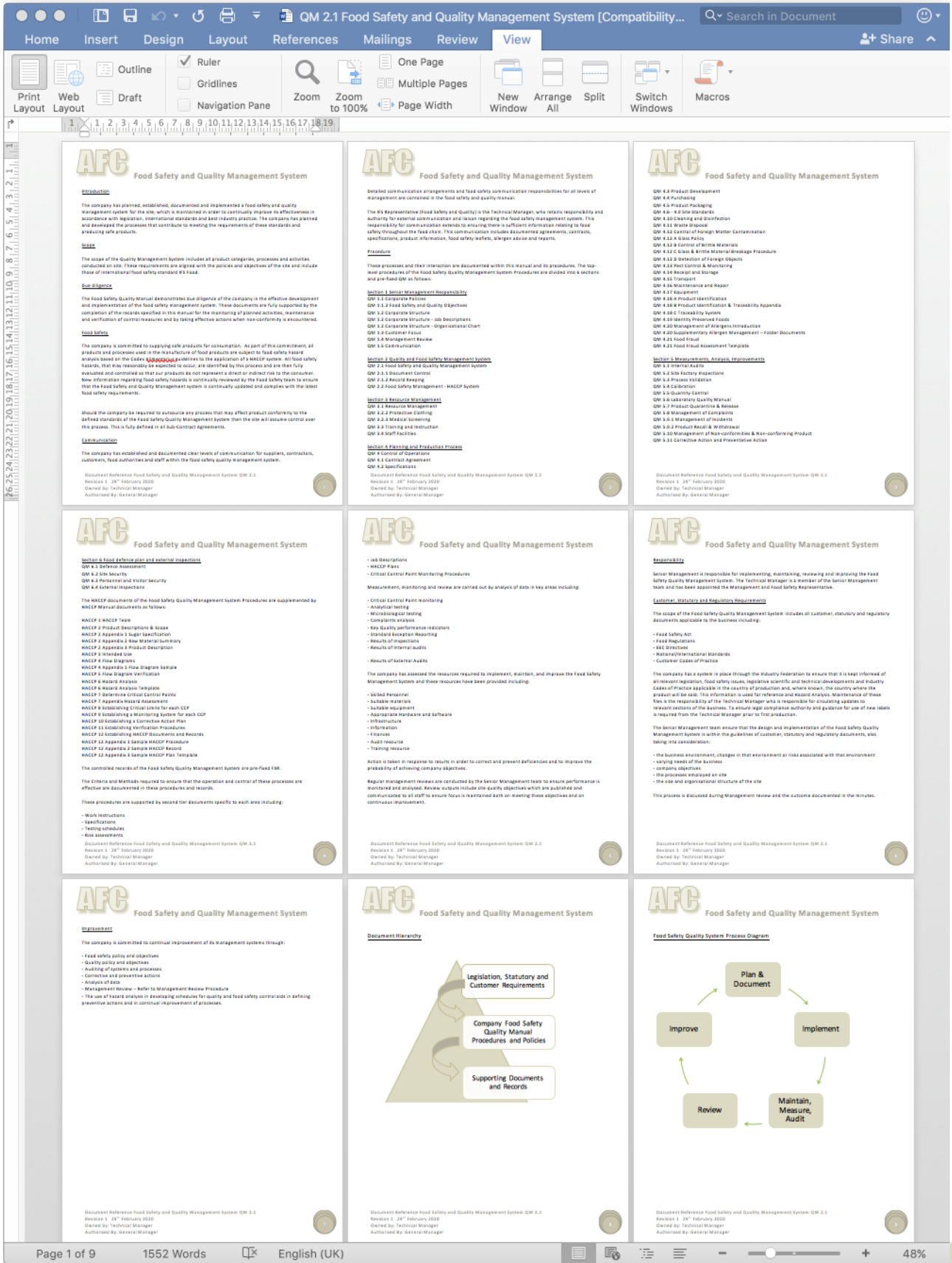
Section 4 Planning and Production Process
QM 4 Control of Operations
QM 4.1 Contract Agreement
QM 4.2 Specifications
QM 4.3 Product Development
QM 4.4 Purchasing
QM 4.5 Product Packaging
QM 4.6 - 4.9 Site Standards
QM 4.10 Cleaning and Disinfection
QM 4.11 Waste Disposal
QM 4.12 Control of Foreign Matter Contamination
QM 4.12 A Glass Policy
QM 4.12 B Control of Brittle Materials
QM 4.12 C Glass & Brittle Material Breakage Procedure
QM 4.12 D Detection of Foreign Objects
QM 4.13 Pest Control & Monitoring
QM 4.14 Receipt and Storage
QM 4.15 Transport

QM 4.16 Maintenance and Repair
QM 4.17 Equipment
QM 4.18 A Product Identification
QM 4.18 B Product Identification & Traceability Appendix
QM 4.18 C Traceability System
QM 4.19 Identity Preserved Foods
QM 4.20 Management of Allergens Introduction
QM 4.20 Supplementary Allergen Management – Folder Documents
QM 4.21 Food Fraud
QM 4.21 Food Fraud Assessment Template

Section 5 Measurements, Analysis, Improvements
QM 5.1 Internal Audits
QM 5.2 Site Factory Inspections
QM 5.3 Process Validation
QM 5.4 Calibration
QM 5.5 Quantity Control
QM 5.6 Laboratory Quality Manual
QM 5.7 Product Quarantine & Release
QM 5.8 Management of Complaints
QM 5.9.1 Management of Incidents
QM 5.9.2 Product Recall & Withdrawal
QM 5.10 Management of Non-conformities & Non-conforming Product
QM 5.11 Corrective Action and Preventative Action

Section 6 Food defence plan and external inspections
QM 6.1 Defence Assessment
QM 6.2 Site Security
QM 6.3 Personnel and Visitor Security
QM 6.4 External Inspections




QM 2.1 Food Safety and Quality Management System [Compatibility...
Search in Document
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References
Mailings
Review
View
Share
Print Layout
Web Layout
Outline
Draft
Ruler
Gridlines
Navigation Pane
Zoom
Zoom to 100%
One Page
Multiple Pages
Page Width
New Window
Arrange All
Split
Switch Windows
Macros
Food Safety and Quality Management System
Legislation, Statutory and Customer Requirements
Company Food Safety Quality Manual Procedures and Policies
Supporting Documents and Records
Plan & Document
Implement
Maintain, Measure, Audit
Review
Improve
Page 1 of 9
1552 Words
English (UK)
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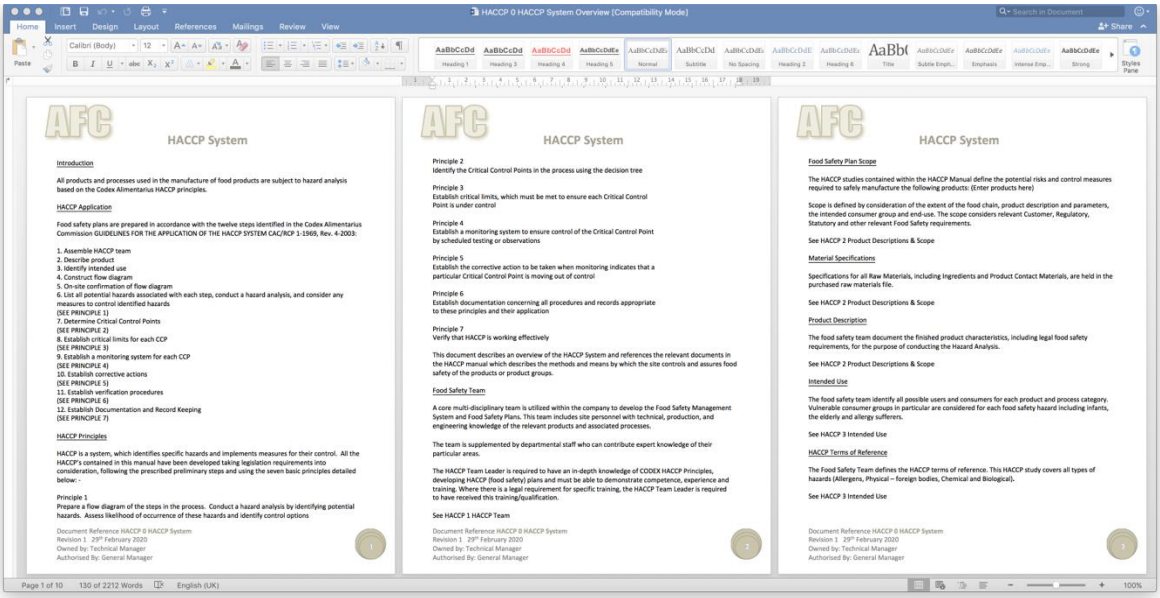
HACCP Documentation & Tools

The package includes documentation and tools to ensure that you comply with IFS Food V6.1 section 2.2 Food Safety Management including 2.2.1 HACCP System, 2.2.2 HACCP Team and 2.2.3 HACCP Analysis by creating a systematic and comprehensive HACCP system, based upon the Codex Alimentarius principles.

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



HACCP System

Introduction

All products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

HACCP Application

Food safety plans are prepared in accordance with the twelve steps identified in the Codex Alimentarius Commission GUIDELINES FOR THE APPLICATION OF THE HACCP SYSTEM CAC/RCP 1-1969, Rev. 4-2003:

1. Assemble HACCP team
2. Describe product
3. Identify intended use
4. Construct flow diagram
5. On-site confirmation of flow diagram
6. List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards (SEE PRINCIPLE 1)
7. Determine Critical Control Points (SEE PRINCIPLE 2)
8. Establish critical limits for each CCP (SEE PRINCIPLE 3)
9. Establish a monitoring system for each CCP (SEE PRINCIPLE 4)
10. Establish corrective actions (SEE PRINCIPLE 5)
11. Establish verification procedures (SEE PRINCIPLE 6)
12. Establish Documentation and Record Keeping (SEE PRINCIPLE 7)

HACCP Principles

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

Principle 1
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

Document Reference HACCP 0 HACCP System
Revision 1 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

HACCP System

Principle 2
Identify the Critical Control Points in the process using the decision tree

Principle 3
Establish critical limits, which must be met to ensure each Critical Control Point is under control

Principle 4
Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observations

Principle 5
Establish the corrective action to be taken when monitoring indicates that a particular Critical Control Point is moving out of control

Principle 6
Establish documentation concerning all procedures and records appropriate to these principles and their application

Principle 7
Verify that HACCP is working effectively

This document describes an overview of the HACCP System and references the relevant documents in the HACCP manual which describes the methods and means by which the site controls and assures food safety of the products or product groups.

Food Safety Team

A core multi-disciplinary team is utilized within the company to develop the Food Safety Management System and Food Safety Plans. This team includes site personnel with technical, production, and engineering knowledge of the relevant products and associated processes.

The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP Team Leader is required to have an in-depth knowledge of CODEX HACCP Principles, developing HACCP (food safety) plans and must be able to demonstrate competence, experience and training. Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

See HACCP 1 HACCP Team

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HACCP System

Food Safety Plan Scope

The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to safely manufacture the following products: (Enter products here)

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements.

See HACCP 2 Product Descriptions & Scope

Material Specifications

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

See HACCP 2 Product Descriptions & Scope

Product Description

The food safety team document the finished product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis.

See HACCP 2 Product Descriptions & Scope

Intended Use

The food safety team identify all possible users and consumers for each product and process category. Vulnerable consumer groups in particular are considered for each food safety hazard including infants, the elderly and allergy sufferers.

See HACCP 3 Intended Use

HACCP Terms of Reference

The Food Safety Team defines the HACCP terms of reference. This HACCP study covers all types of hazards (Allergens, Physical – foreign bodies, Chemical and Biological).

See HACCP 3 Intended Use

Document Reference HACCP 0 HACCP System
Revision 1 29th February 2020
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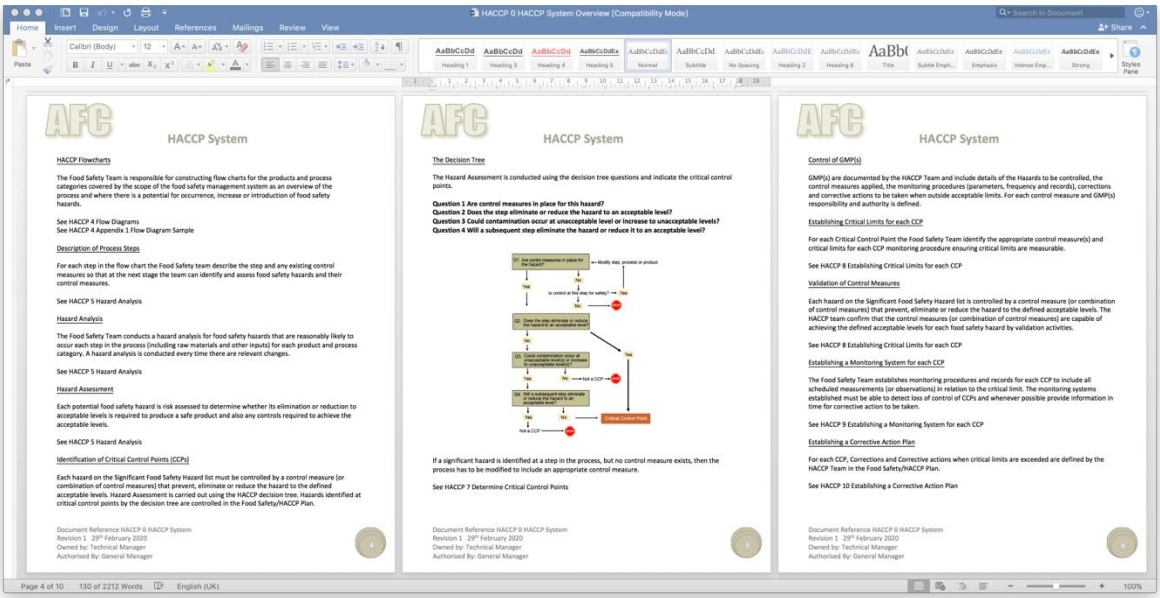

HACCP System

HACCP Flowcharts

The Food Safety Team is responsible for constructing flow charts for the products and process categories covered by the scope of the food safety management system as an overview of the process and where there is a potential for occurrence, increase or introduction of food safety hazards.

See HACCP 4 Flow Diagrams
See HACCP 4 Appendix 1 Flow Diagram Sample

Description of Process Steps

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

See HACCP 5 Hazard Analysis

Hazard Analysis

The Food Safety Team conducts a hazard analysis for food safety hazards that are reasonably likely to occur each step in the process (including raw materials and other inputs) for each product and process category. A hazard analysis is conducted every time there are relevant changes.

See HACCP 5 Hazard Analysis

Hazard Assessment

Each potential food safety hazard is risk assessed 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.

See HACCP 5 Hazard Analysis

Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. Hazard Assessment is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the Food Safety/HACCP Plan.

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HACCP System

The Decision Tree

The Hazard Assessment is conducted using the decision tree questions and indicate the critical control points.

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?

If a significant hazard is identified at a step in the process, but no control measure exists, then the process has to be modified to include an appropriate control measure.

See HACCP 7 Determine Critical Control Points

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HACCP System

Control of GMP(s)

GMP(s) are documented by the HACCP Team and include details of the Hazards to be controlled, the control measures applied, the monitoring procedures (parameters, frequency and records), corrections and corrective actions to be taken when outside acceptable limits. For each control measure and GMP(s) responsibility and authority is defined.

Establishing Critical Limits for each CCP

For each Critical Control Point the Food Safety Team identify the appropriate control measure(s) and critical limits for each CCP monitoring procedure ensuring critical limits are measurable.

See HACCP 8 Establishing Critical Limits for each CCP

Validation of Control Measures

Each hazard on the Significant Food Safety Hazard list is controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The HACCP team confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each food safety hazard by validation activities.

See HACCP 8 Establishing Critical Limits for each CCP

Establishing a Monitoring System for each CCP

The Food Safety Team establishes monitoring procedures and records for each CCP to include all scheduled measurements (or observations) in relation to the critical limit. The monitoring systems established must be able to detect loss of control of CCPs and whenever possible provide information in time for corrective action to be taken.

See HACCP 9 Establishing a Monitoring System for each CCP

Establishing a Corrective Action Plan

For each CCP, Corrections and Corrective actions when critical limits are exceeded are defined by the HACCP Team in the Food Safety/HACCP Plan.

See HACCP 10 Establishing a Corrective Action Plan

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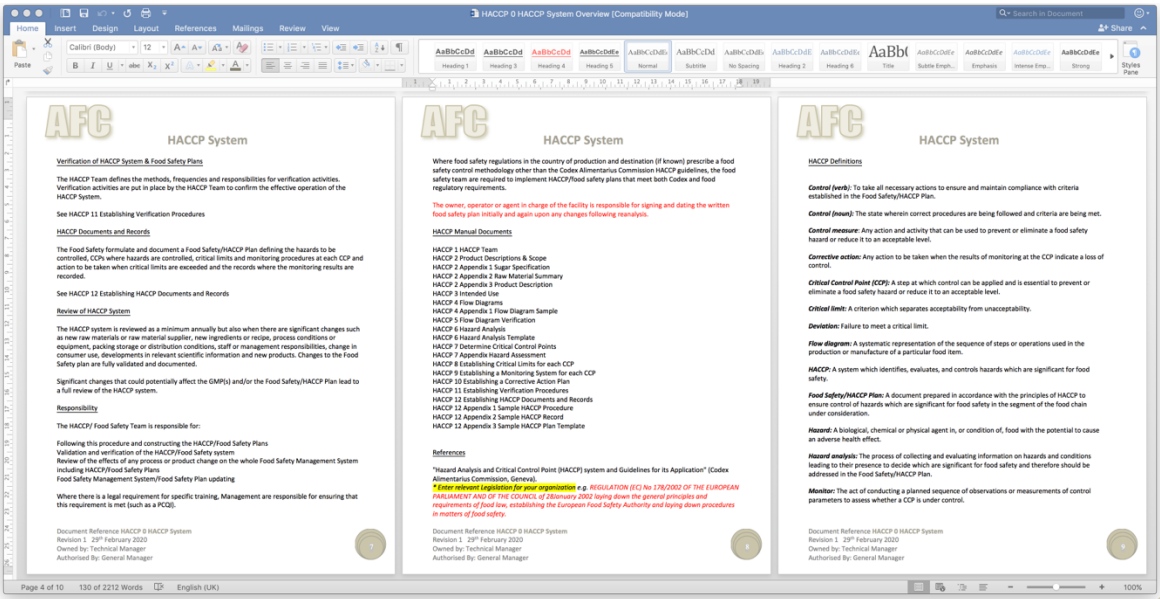

HACCP System

Verification of HACCP System & Food Safety Plans

The HACCP Team defines the methods, frequencies and responsibilities for verification activities. Verification activities are put in place by the HACCP Team to confirm the effective operation of the HACCP System.

See HACCP 11 Establishing Verification Procedures

HACCP Documents and Records

The Food Safety formulate and document a Food Safety/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 and the records where the monitoring results are recorded.

See HACCP 12 Establishing HACCP Documents and Records

Review of HACCP System

The HACCP system is reviewed as a minimum annually but also when there are significant changes such as new raw materials or raw material supplier, new ingredients or recipe, process conditions or equipment, packing storage or distribution conditions, staff or management responsibilities, change in consumer use, developments in relevant scientific information and new products. Changes to the Food Safety plan are fully validated and documented.

Significant changes that could potentially affect the GMP(s) and/or the Food Safety/HACCP Plan lead to a full review of the HACCP system.

Responsibility

The HACCP/ Food Safety Team is responsible for:

Following this procedure and constructing the HACCP/Food Safety Plans
Validation and verification of the HACCP/Food Safety system
Review of the effects of any process or product change on the whole Food Safety Management System including HACCP/Food Safety Plans
Food Safety Management System/Food Safety Plan updating

Where there is a legal requirement for specific training, Management are responsible for ensuring that this requirement is met (such as a PCQI).

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HACCP System

Where food safety regulations in the country of production and destination (if known) prescribe a food safety control methodology other than the Codex Alimentarius Commission HACCP guidelines, the food safety team are required to implement HACCP/food safety plans that meet both Codex and food regulatory requirements.

The owner, operator or agent in charge of the facility is responsible for signing and dating the written food safety plan initially and again upon any changes following reanalysis.

HACCP Manual Documents

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

References

"Hazard Analysis and Critical Control Point (HACCP) system and Guidelines for its Application" (Codex Alimentarius Commission, Geneva).
** Enter relevant Legislation for your organization e.g. REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28January 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.*

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HACCP System

HACCP Definitions

Control (verb): To take all necessary actions to ensure and maintain compliance with criteria established in the Food Safety/HACCP Plan.

Control (noun): The state wherein correct procedures are being followed and criteria are being met.

Control measure: Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Corrective action: Any action to be taken when the results of monitoring at the CCP indicate a loss of control.

Critical Control Point (CCP): A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

Critical limit: A criterion which separates acceptability from unacceptability.

Deviation: Failure to meet a critical limit.

Flow diagram: A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular food item.

HACCP: A system which identifies, evaluates, and controls hazards which are significant for food safety.

Food Safety/HACCP Plan: A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.

Hazard: A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

Hazard analysis: The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the Food Safety/HACCP Plan.

Monitor: The act of conducting a planned sequence of observations or measurements of control parameters to assess whether a CCP is under control.

Document Reference HACCP 0 HACCP System
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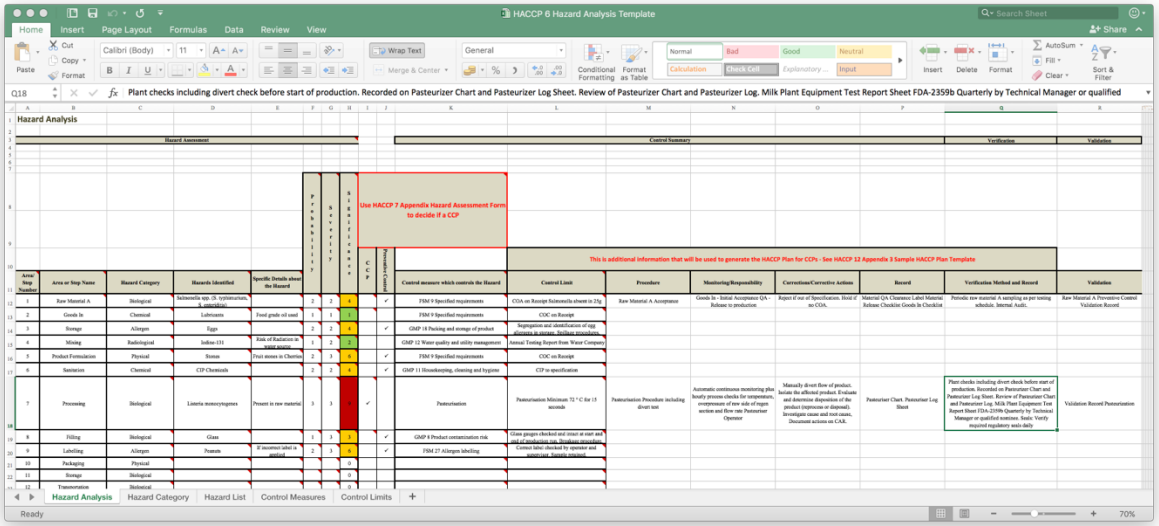
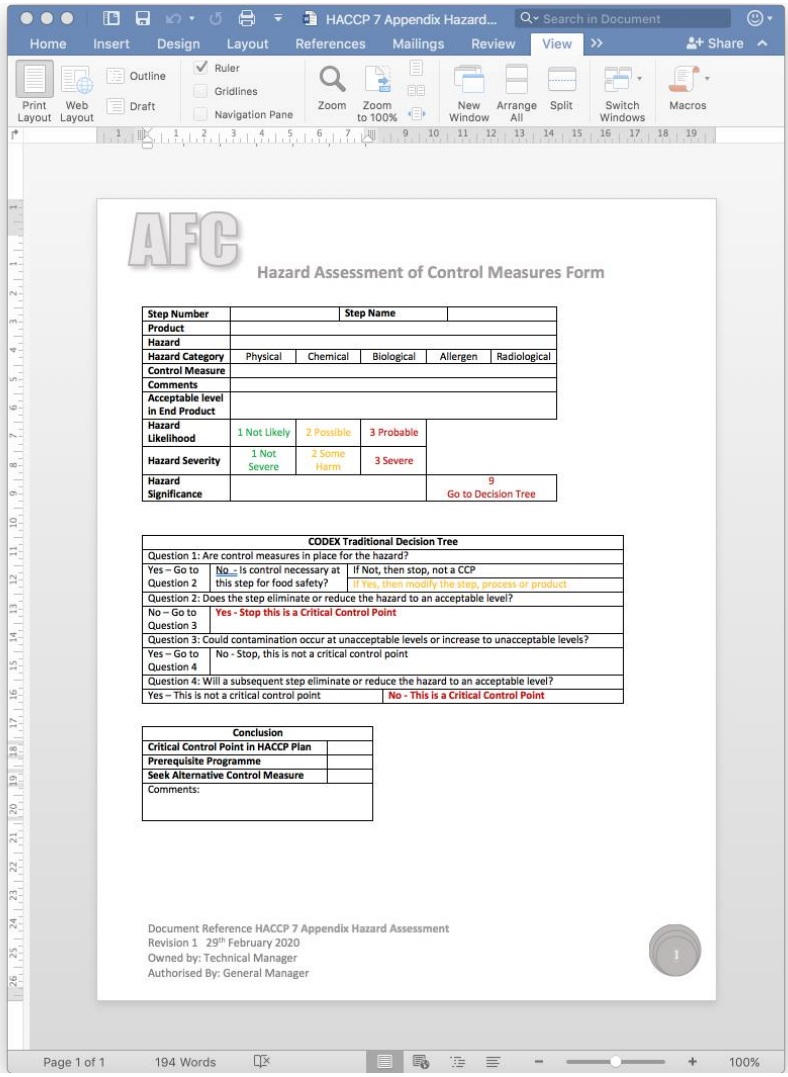

HACCP 6 Hazard Analysis Template
Hazard Analysis
Use HACCP 7 Appendix Hazard Assessment Form to decide if a CCP
Hazard Analysis
Hazard Category
Hazard List
Control Measures
Control Limits


HACCP 7 Appendix Hazard...
Search in Document
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 Not, 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
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Page 1 of 1
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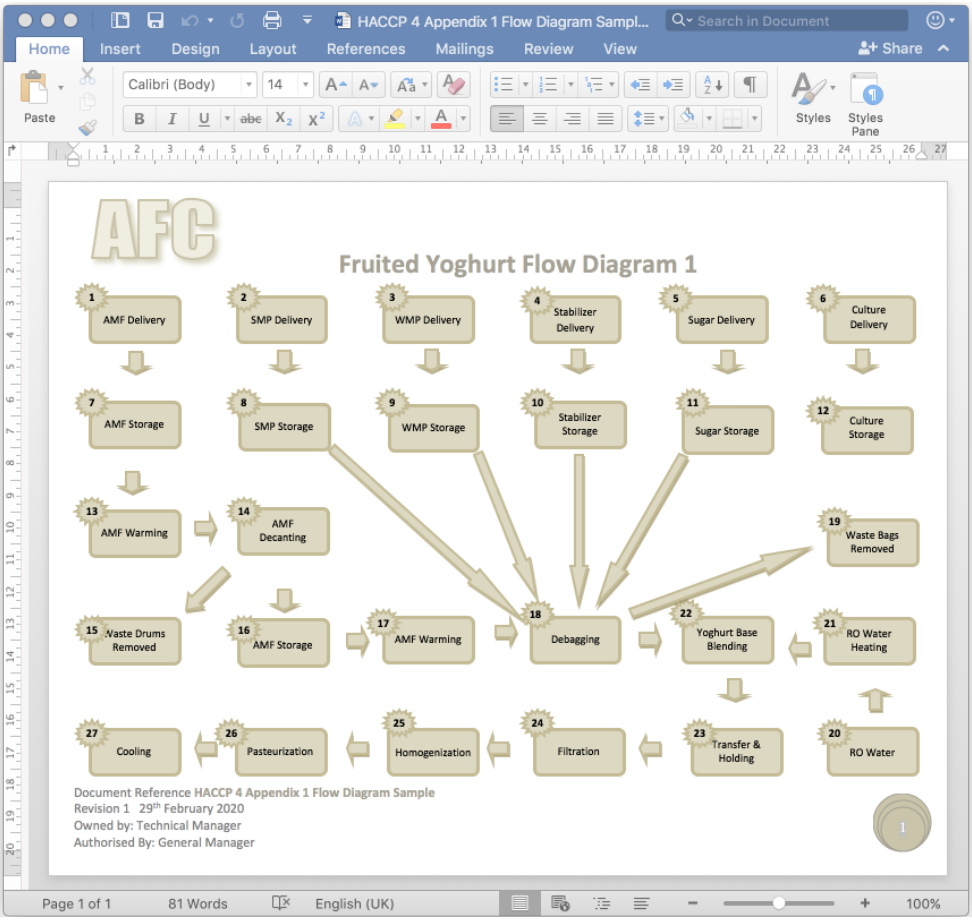
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Fruited Yoghurt Flow Diagram 1
1 AMF Delivery
2 SMP Delivery
3 WMP Delivery
4 Stabilizer Delivery
5 Sugar Delivery
6 Culture Delivery
7 AMF Storage
8 SMP Storage
9 WMP Storage
10 Stabilizer Storage
11 Sugar Storage
12 Culture Storage
13 AMF Warming
14 AMF Decanting
15 Waste Drums Removed
16 AMF Storage
17 AMF Warming
18 Debagging
19 Waste Bags Removed
20 RO Water
21 RO Water Heating
22 Yoghurt Base Blending
23 Transfer & Holding
24 Filtration
25 Homogenization
26 Pasteurization
27 Cooling
Document Reference HACCP 4 Appendix 1 Flow Diagram Sample
Revision 1 29th February 2020
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Page 1 of 1
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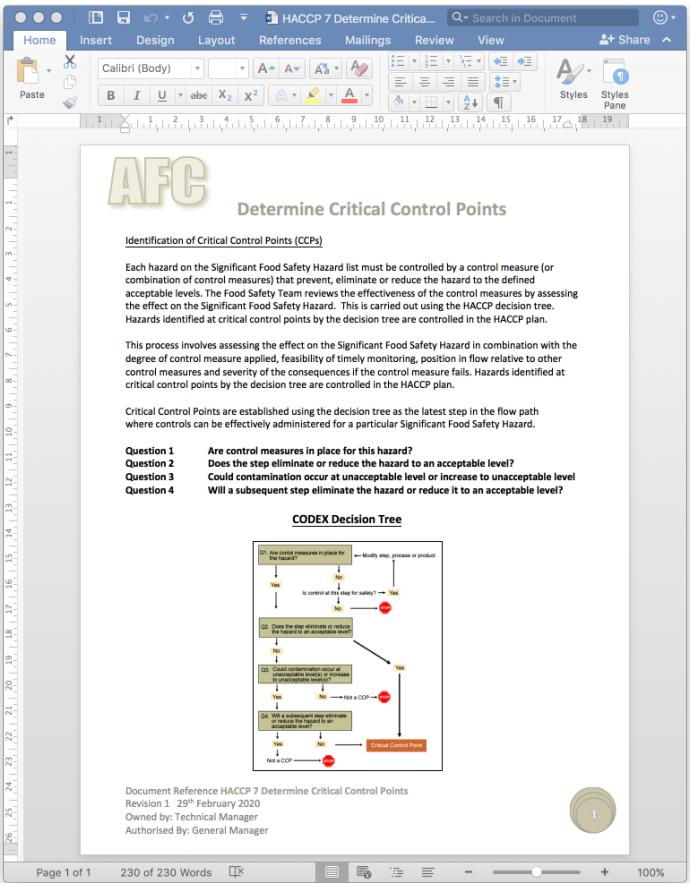
HACCP 7 Determine Critica...
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Calibri (Body)
Styles
Styles Pane
AFC
Determine Critical Control Points
Identification of Critical Control Points (CCPs)
Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team reviews the effectiveness of the control measures by assessing the effect on the Significant Food Safety Hazard. This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.
This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.
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 Hazard.
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 level
Question 4 Will a subsequent step eliminate the hazard or reduce it to an acceptable level?
CODEX Decision Tree
Critical Control Point
Document Reference HACCP 7 Determine Critical Control Points
Revision 1 29th February 2020
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Page 1 of 1
230 of 230 Words
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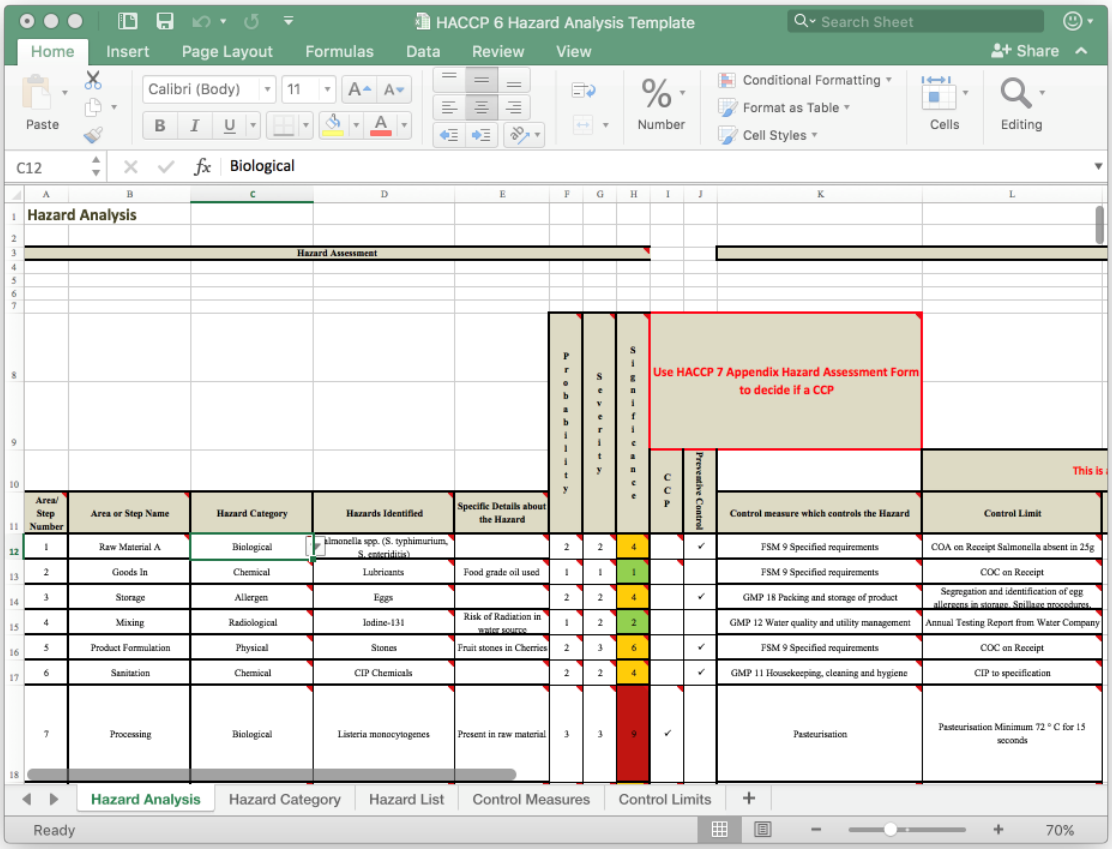


An Excel document HACCP 6 Hazard Analysis Template is supplied to document your HACCP Analysis

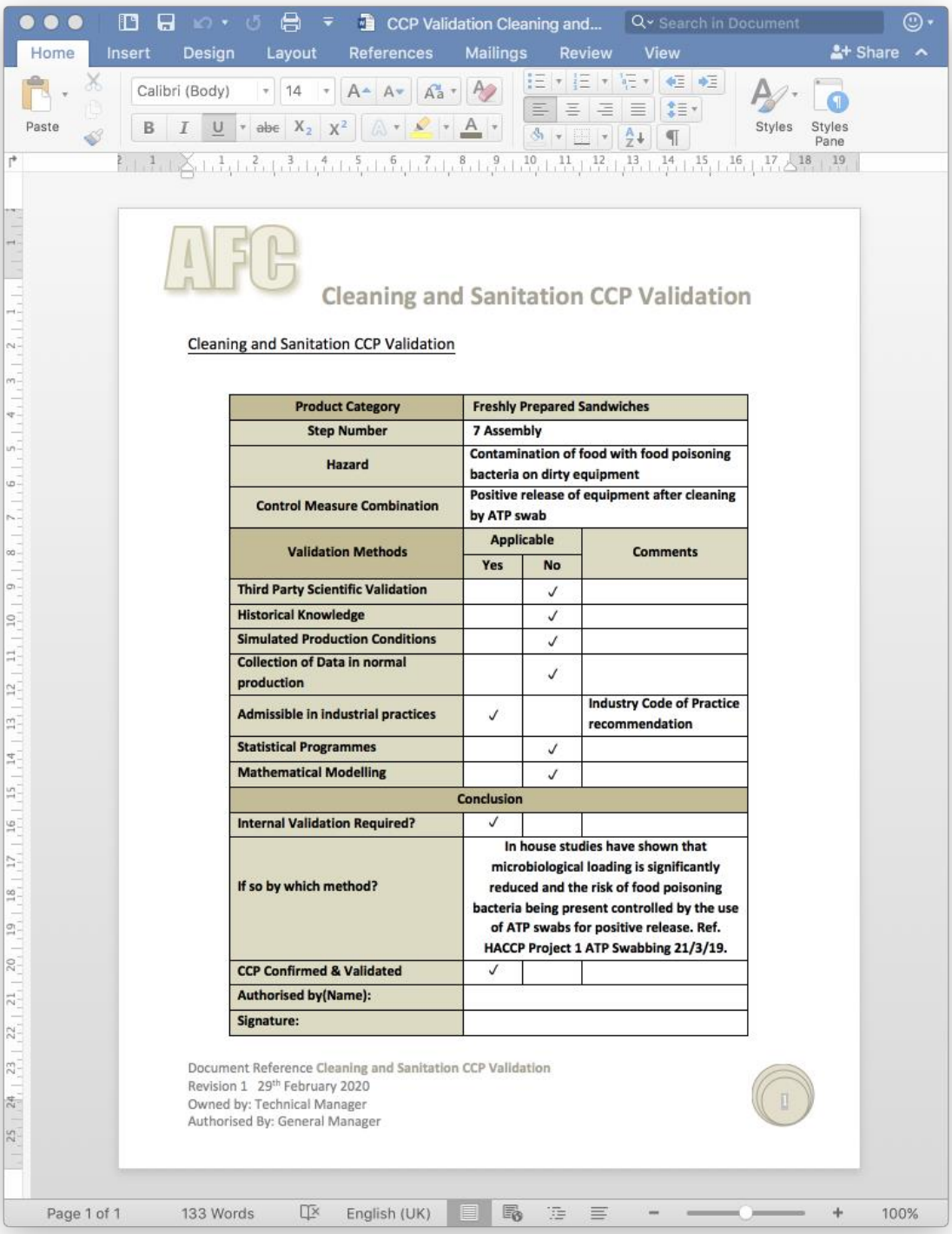
Column Header	Instruction
Area/Step Number	Enter manually
Area or Step Name	Enter manually
Hazard Category	Use Drop-down list or enter on Hazard Category sheet then select from Drop-down list
Hazards Identified	Use Drop-down list or enter on Hazard List sheet then select from Drop-down list
Specific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

HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied with the package. It can be used 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.

Validation Records

A set of 10 example validation records are included with the HACCP documentation.



CCP Validation Cleaning and...

Cleaning and Sanitation CCP Validation

Cleaning and Sanitation CCP Validation

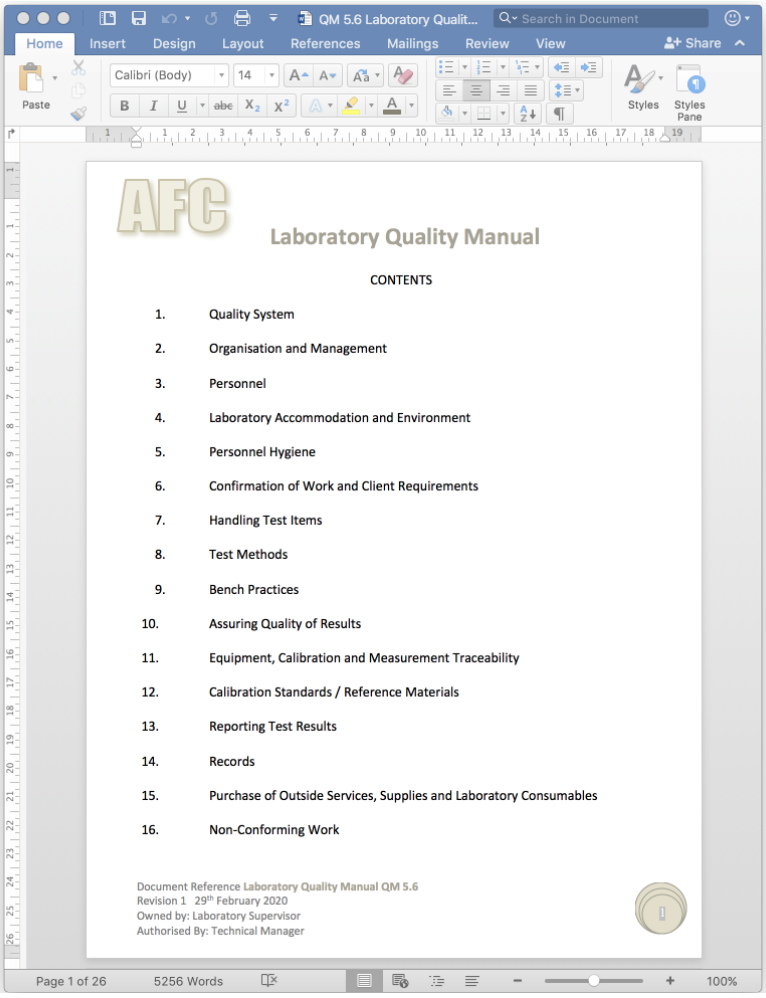
Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/3/19.		
CCP Confirmed & Validated	✓		
Authorised by(Name):			
Signature:			

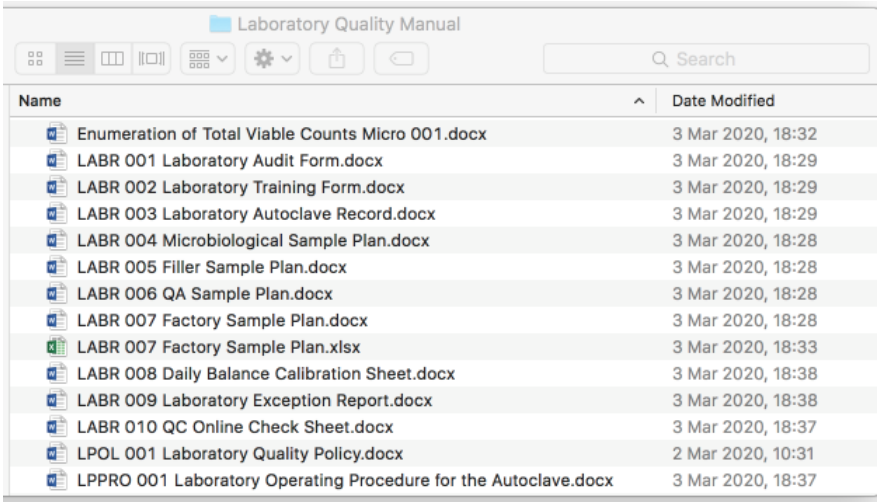
Document Reference Cleaning and Sanitation CCP Validation
Revision 1 29th February 2020
Owned by: Technical Manager
Authorised By: General Manager

Page 1 of 1 133 Words English (UK) 100%

Laboratory Quality Manual

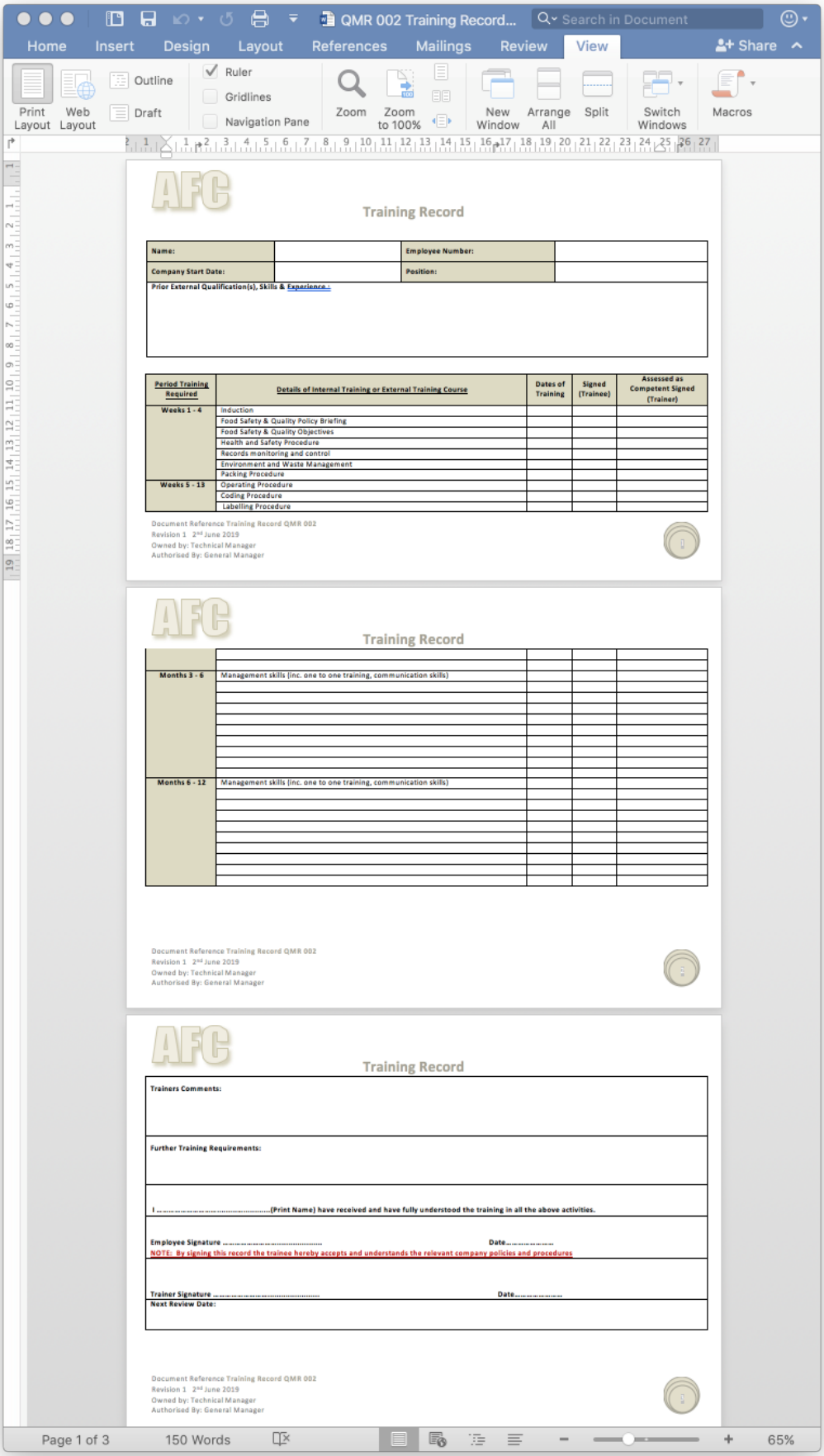
A comprehensive Laboratory Quality Manual based on the requirements of ISO 17025 is provided in Microsoft Word format. The Laboratory Quality Manual includes template records, procedures and product sampling plans.





Food Safety Record Templates

There are a comprehensive range of sample food safety record templates included in the package.



AFC

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			
	Food Safety & Quality Policy Briefing			
	Food Safety & 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 Training Record QMR 002
Revision 1 2nd June 2019
Owned by: Technical Manager
Authorised By: General Manager

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Training Record

Months 3 - 6	Management skills (inc. one to one training, communication skills)			
Months 6 - 12	Management skills (inc. one to one training, communication skills)			

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

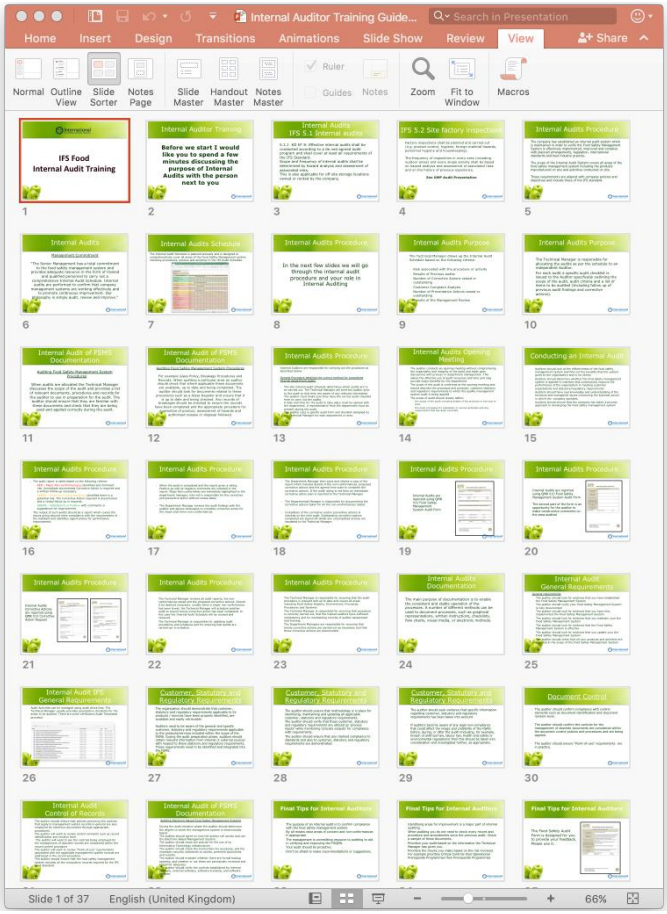
Trainers Comments:
Further Training Requirements:
I ……(Print Name) have received and have fully understood the training in all the above activities.
Employee Signature …… Date…… NOTE: By signing this record the trainee hereby accepts and understands the relevant company policies and procedures
Trainer Signature …… Date…… Next Review Date:

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

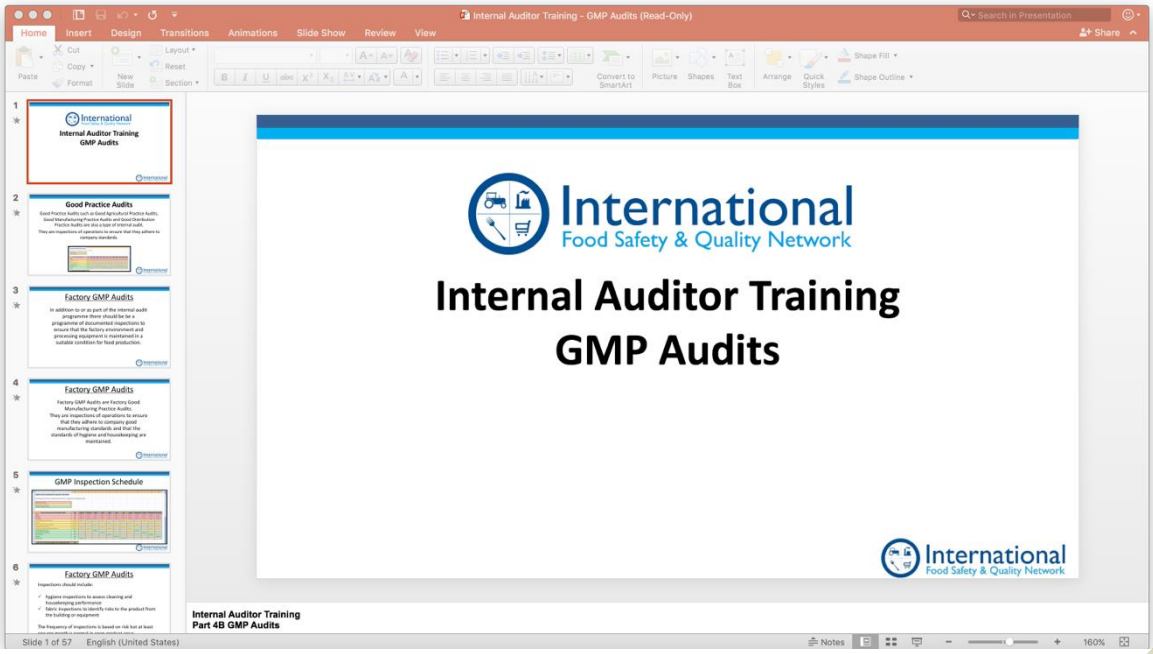
Other Training

There is a PowerPoint training presentation that explains how the IFS Food Safety Management System Tools & Templates match and comply with the IFS Food Standard Version 6.1 to assist in the implementation process.

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation is included.

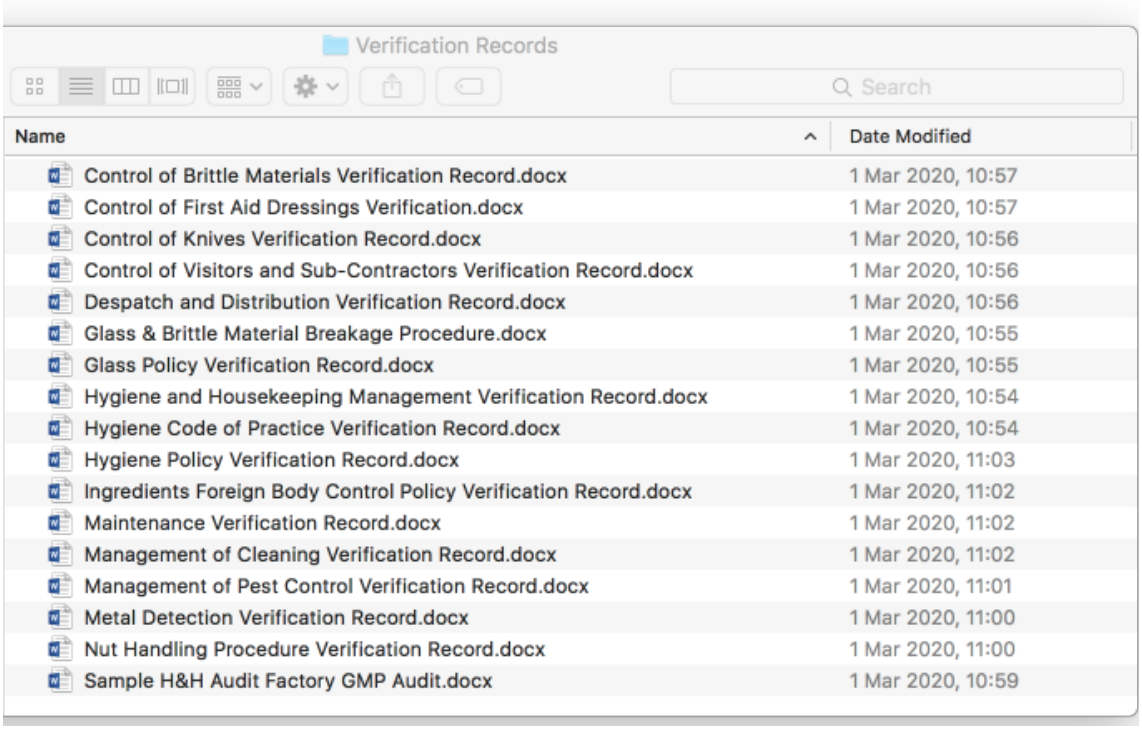


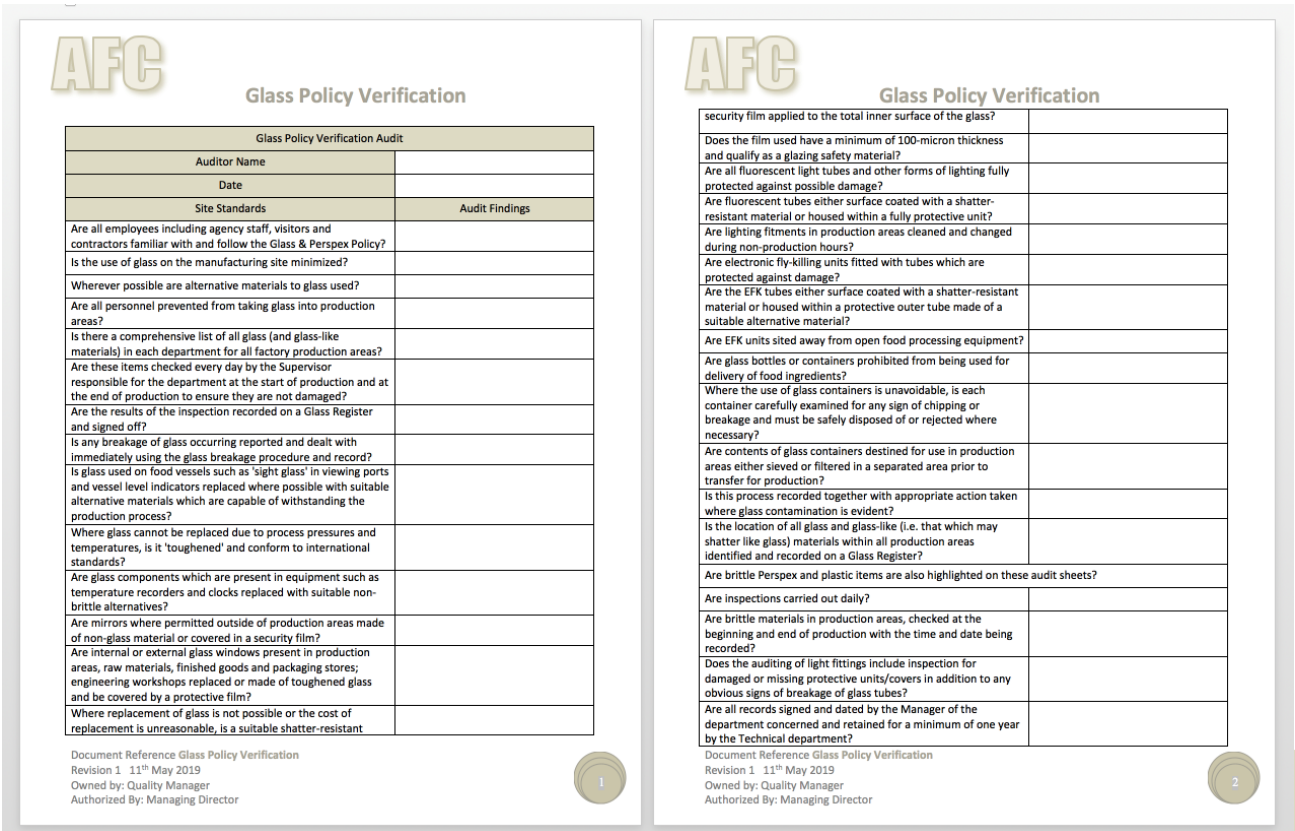
There is also a Good Manufacturing Practice Training Presentation



Verification Record Examples

A range of sample verification records are included.





AFC

Glass Policy Verification

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimized?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to international standards?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant	

Document Reference Glass Policy Verification
Revision 1 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

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AFC

Glass Policy Verification

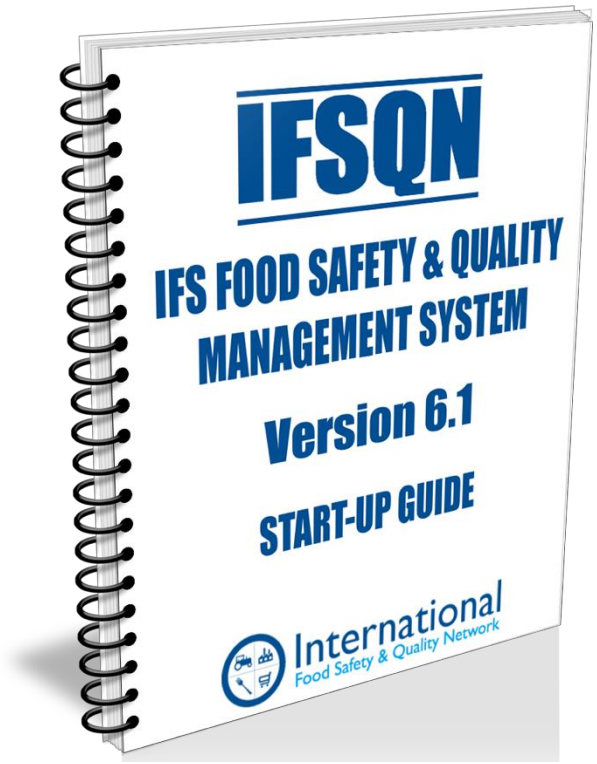
security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100-micron thickness and qualify as a glazing safety material?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fitments in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle Perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department?	

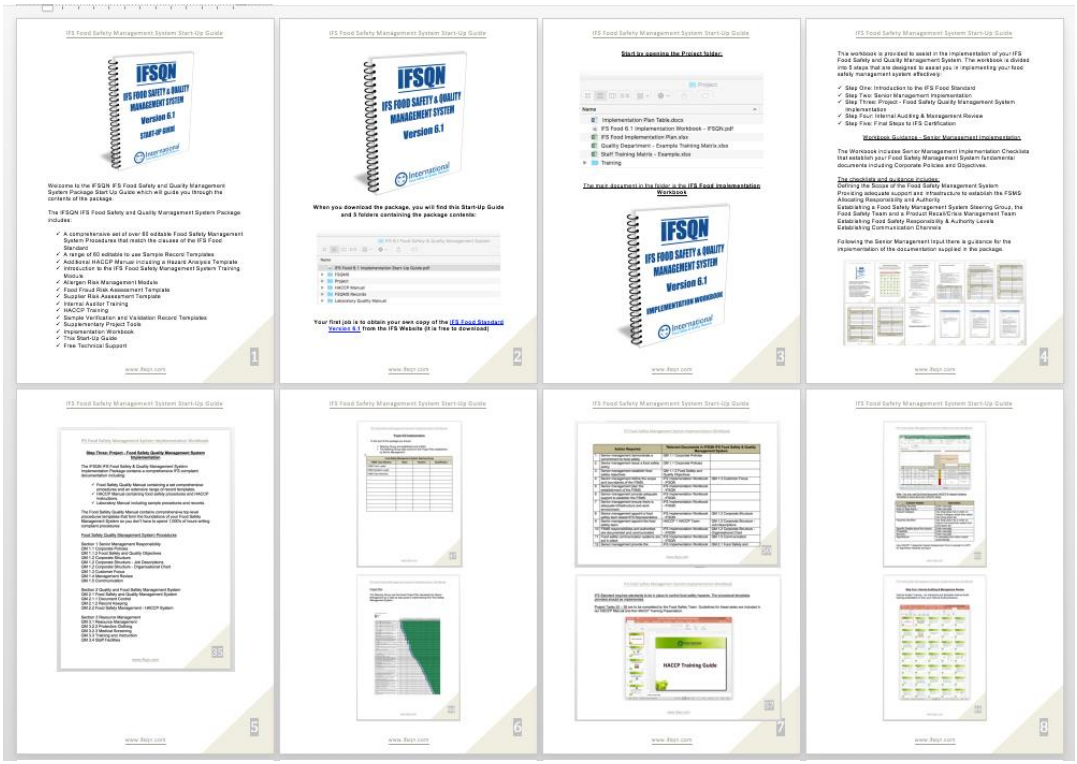
Document Reference Glass Policy Verification
Revision 1 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

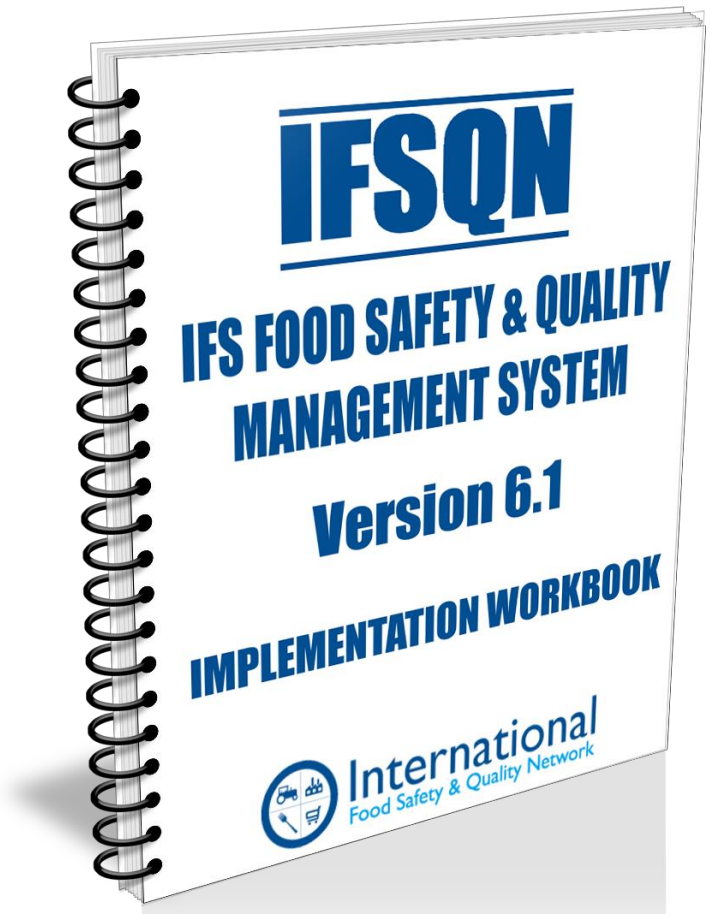
2

Start-Up Guide

A Start-Up Guide is provided to assist in navigating the contents of the IFS Food Safety and Quality Management System Implementation Package.







A workbook is provided to assist in the implementation of your IFS Food Safety and Quality Management System. The workbook is divided into 5 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the IFS Food Standard
- ✓ 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

Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Safety Management System fundamental documents including Corporate Policies and Objectives.

Step Three: Project - Food Safety Quality Management System Implementation

The IFSQN IFS Food Safety & Quality Management System Implementation Package contains a comprehensive IFS complaint 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 Senior Management Responsibility
QM 1.1 Corporate Policies
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 Quality and Food Safety 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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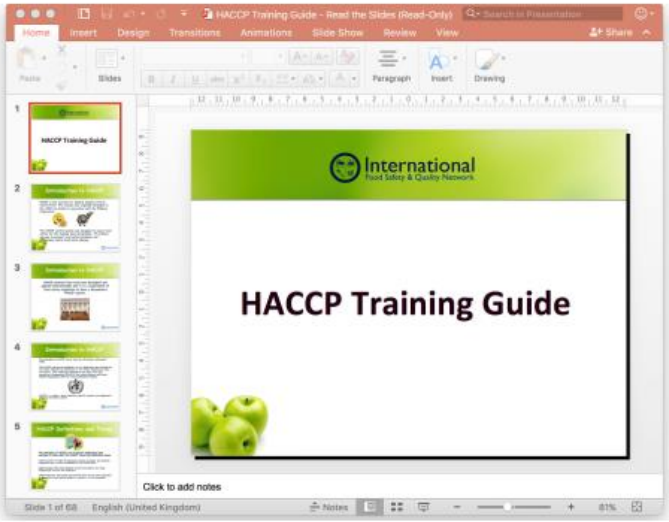
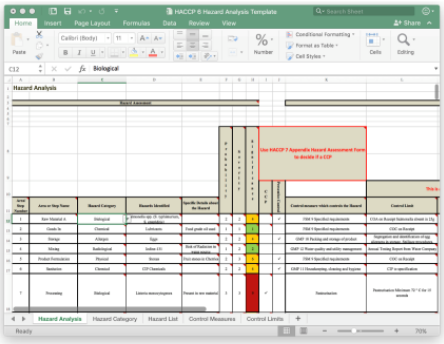
	Action Required	Relevant Documents in IFSQN IFS Food Safety & Quality Management System	
1	Senior management demonstrate a commitment to food safety	QM 1.1 Corporate Policies	
2	Senior management issue a food safety policy	QM 1.1 Corporate Policies	
3	Senior management establish food safety objectives	QM 1.1.2 Food Safety and Quality Objectives	
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 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





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

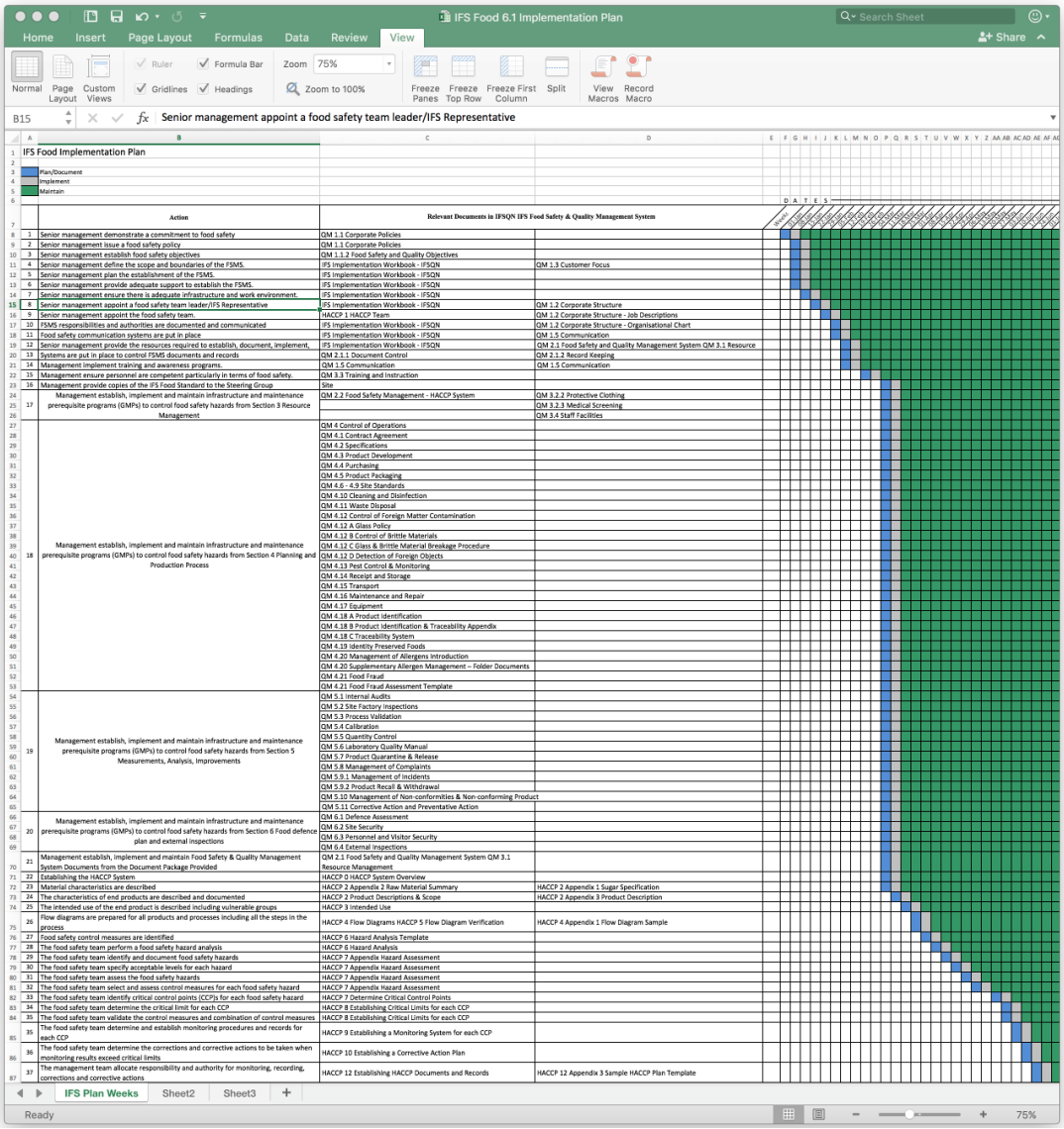
Column Header	Instruction
Area/Step Number	Enter manually
Area or Step Name	Enter manually
Hazard Category	Use Drop-down list or enter on Hazard Category sheet then select from Drop-down list
Hazards Identified	Use Drop-down list or enter on Hazard List sheet then select from Drop-down list
Specific 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

Step Four: Internal Auditing & Management Review

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

An **IFS Food 6.1 Implementation Plan** is included in the package



IFS Food 6.1 Implementation Plan

Senior management appoint a food safety team leader/IFS Representative

IFS Food Implementation Plan

Plan/Document
Implement
Maintain

		Action	Relevant Documents in IFSQN IFS Food Safety & Quality Management System	
1	1	Senior management demonstrate a commitment to food safety	QM 1.1 Corporate Policies	
2	2	Senior management issue a food safety policy	QM 1.1 Corporate Policies	
3	3	Senior management establish food safety objectives	QM 1.1.2 Food Safety and Quality Objectives	
4	4	Senior management define the scope and boundaries of the FSMS.	IFS Implementation Workbook - IFSQN	QM 1.3 Customer Focus
5	5	Senior management plan the establishment of the FSMS.	IFS Implementation Workbook - IFSQN	
6	6	Senior management provide adequate support to establish the FSMS.	IFS Implementation Workbook - IFSQN	
7	7	Senior management ensure there is adequate infrastructure and work environment.	IFS Implementation Workbook - IFSQN	
8	8	Senior management appoint a food safety team leader/IFS Representative	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure
9	9	Senior management appoint the food safety team.	HACCP 1 HACCP Team	QM 1.2 Corporate Structure - Job Descriptions
10	10	FSMS responsibilities and authorities are documented and communicated	IFS Implementation Workbook - IFSQN	QM 1.2 Corporate Structure - Organisational Chart
11	11	Food safety communication systems are put in place	IFS Implementation Workbook - IFSQN	QM 1.5 Communication
12	12	Senior management provide the resources required to establish, document, implement,	IFS Implementation Workbook - IFSQN	QM 2.1 Food Safety and Quality Management System QM 3.1 Resource
13	13	Systems are put in place to control FSMS documents and records	QM 2.1.1 Document Control	QM 2.1.2 Record Keeping
14	14	Management implement training and awareness programs.	QM 1.5 Communication	QM 1.5 Communication
15	15	Management ensure personnel are competent particularly in terms of food safety.	QM 3.3 Training and Instruction	
16	16	Management provide copies of the IFS Food Standard to the Steering Group	Site	
17	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	QM 3.2.2 Protective Clothing QM 3.2.3 Medical Screening QM 3.4 Staff Facilities
	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 QM 4.1 Contract Agreement QM 4.2 Specifications QM 4.3 Product Development QM 4.4 Purchasing QM 4.5 Product Packaging QM 4.6 - 4.9 Site Standards QM 4.10 Cleaning and Disinfection QM 4.11 Waste Disposal QM 4.12 Control of Foreign Matter Contamination QM 4.12 A Glass Policy QM 4.12 B Control of Brittle Materials QM 4.12 C Glass & Brittle Material Breakage Procedure QM 4.12 D Detection of Foreign Objects QM 4.13 Pest Control & Monitoring QM 4.14 Receipt and Storage QM 4.15 Transport QM 4.16 Maintenance and Repair QM 4.17 Equipment QM 4.18 A Product Identification QM 4.18 B Product Identification & Traceability Appendix QM 4.18 C Traceability System QM 4.19 Identity Preserved Foods QM 4.20 Management of Allergens Introduction QM 4.20 Supplementary Allergen Management – Folder Documents QM 4.21 Food Fraud QM 4.21 Food Fraud Assessment Template	
	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 QM 5.2 Site Factory Inspections QM 5.3 Process Validation QM 5.4 Calibration QM 5.5 Quantity Control QM 5.6 Laboratory Quality Manual QM 5.7 Product Quarantine & Release QM 5.8 Management of Complaints QM 5.9.1 Management of Incidents QM 5.9.2 Product Recall & Withdrawal QM 5.10 Management of Non-conformities & Non-conforming Product QM 5.11 Corrective Action and Preventative Action	
	20	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (GMPs) to control food safety hazards from Section 6 Food defence plan and external inspections	QM 6.1 Defence Assessment QM 6.2 Site Security QM 6.3 Personnel and Visitor Security QM 6.4 External Inspections	
	21	Management establish, implement and maintain Food Safety & Quality Management System Documents from the Document Package Provided	QM 2.1 Food Safety and Quality Management System QM 3.1 Resource Management	
70	22	Establishing the HACCP System	HACCP 0 HACCP System Overview	
71	23	Material characteristics are described	HACCP 2 Appendix 2 Raw Material Summary	HACCP 2 Appendix 1 Sugar Specification
72	24	The characteristics of end products are described and documented	HACCP 2 Product Descriptions & Scope	HACCP 2 Appendix 3 Product Description
73	25	The intended use of the end product is described including vulnerable groups	HACCP 3 Intended Use	
74	26	Flow diagrams are prepared for all products and processes including all the steps in the process	HACCP 4 Flow Diagrams HACCP 5 Flow Diagram Verification	HACCP 4 Appendix 1 Flow Diagram Sample
75	27	Food safety control measures are identified	HACCP 6 Hazard Analysis Template	
76	28	The food safety team perform a food safety hazard analysis	HACCP 6 Hazard Analysis	
77	29	The food safety team identify and document food safety hazards	HACCP 7 Appendix Hazard Assessment	
78	30	The food safety team specify acceptable levels for each hazard	HACCP 7 Appendix Hazard Assessment	
79	31	The food safety team assess the food safety hazards	HACCP 7 Appendix Hazard Assessment	
80	32	The food safety team select and assess control measures for each food safety hazard	HACCP 7 Appendix Hazard Assessment	
81	33	The food safety team identify critical control points (CCP)s for each food safety hazard	HACCP 7 Determine Critical Control Points	
82	34	The food safety team determine the critical limit for each CCP	HACCP 8 Establishing Critical Limits for each CCP	
83	35	The food safety team validate the control measures and combination of control measures	HACCP 8 Establishing Critical Limits for each CCP	
84	35	The food safety team determine and establish monitoring procedures and records for each CCP	HACCP 9 Establishing a Monitoring System for each CCP	
85	36	The food safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits	HACCP 10 Establishing a Corrective Action Plan	
86	37	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions	HACCP 12 Establishing HACCP Documents and Records	HACCP 12 Appendix 3 Sample HACCP Plan Template

IFS Plan Weeks | Sheet2 | Sheet3

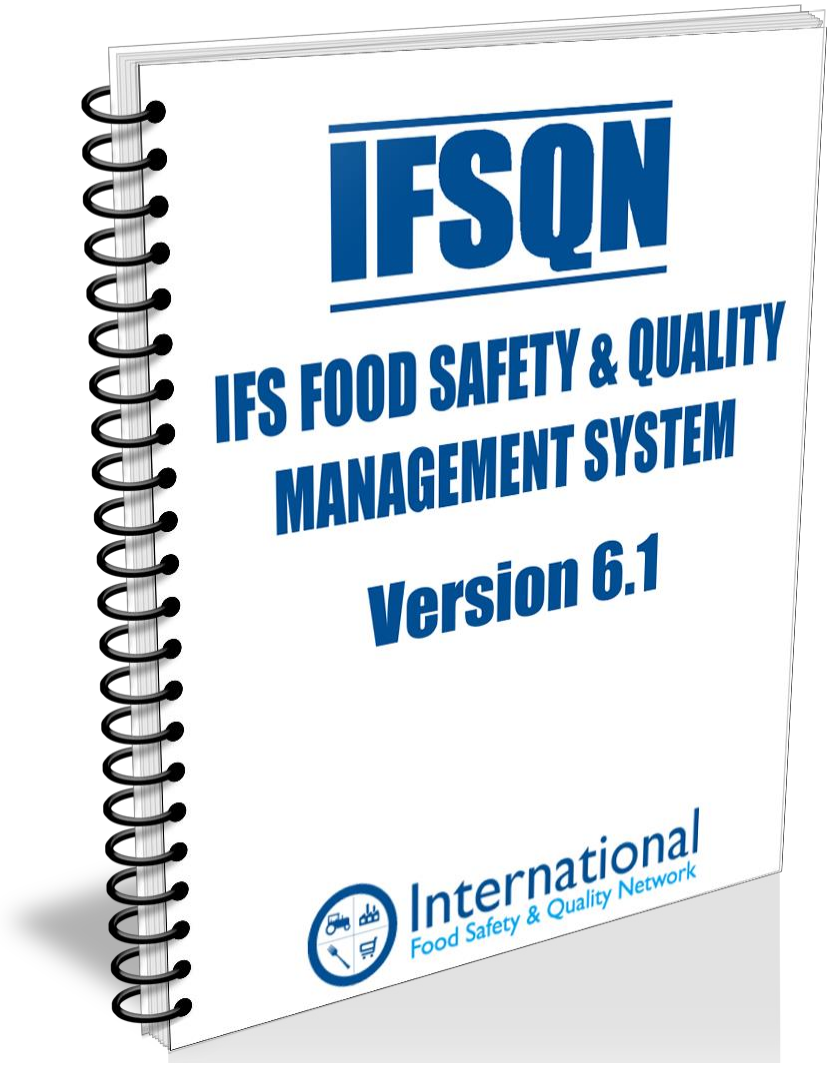
Ready

Free Online Technical Support

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online techncial support and expertise to answer your questions and assist you in developing your IFS Food Safety and Quality Management System until you achieve certification.
The contact email is support @ifsqn.com without the space.



Click here to order the IFSQN IFS Food Safety and Quality Management System Implementation Package