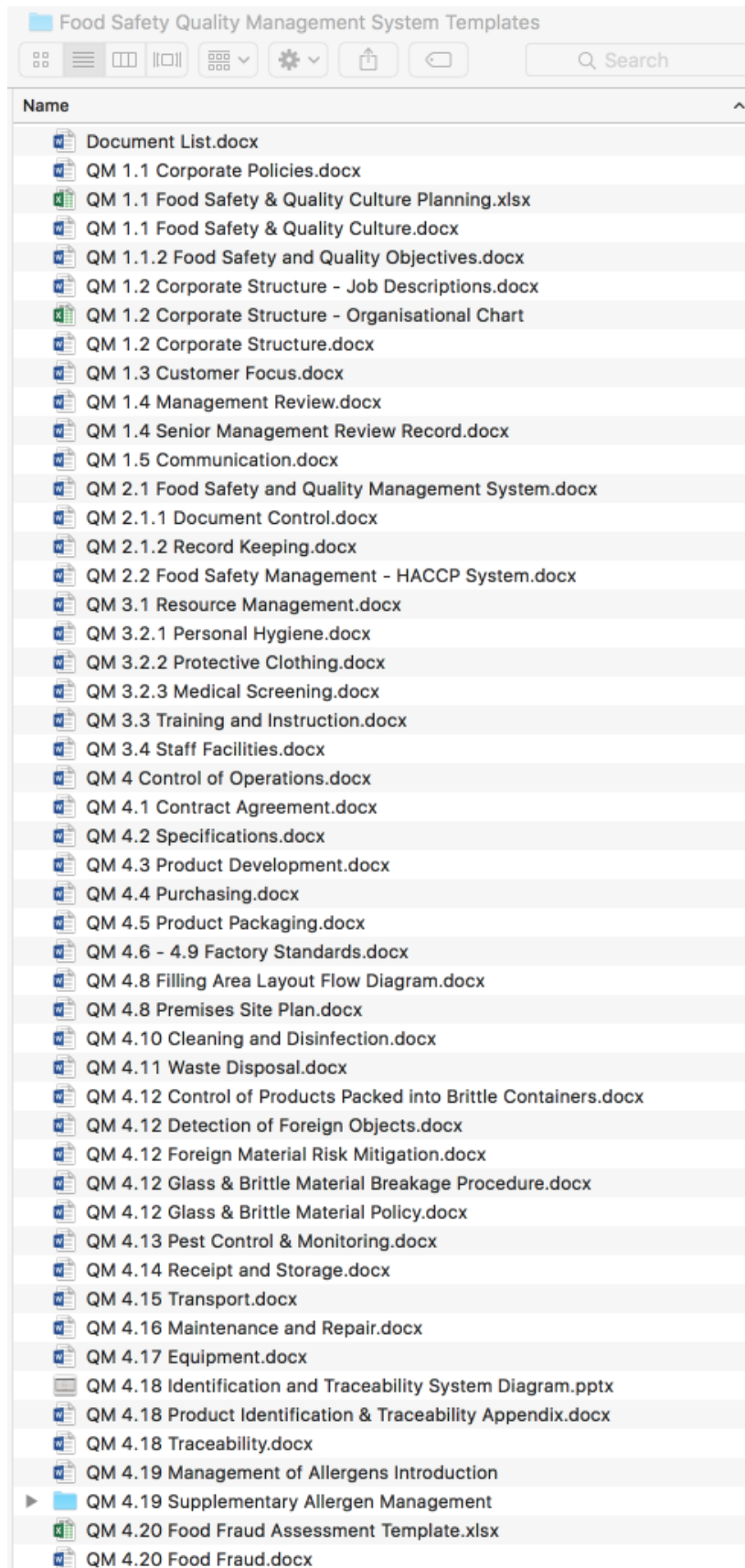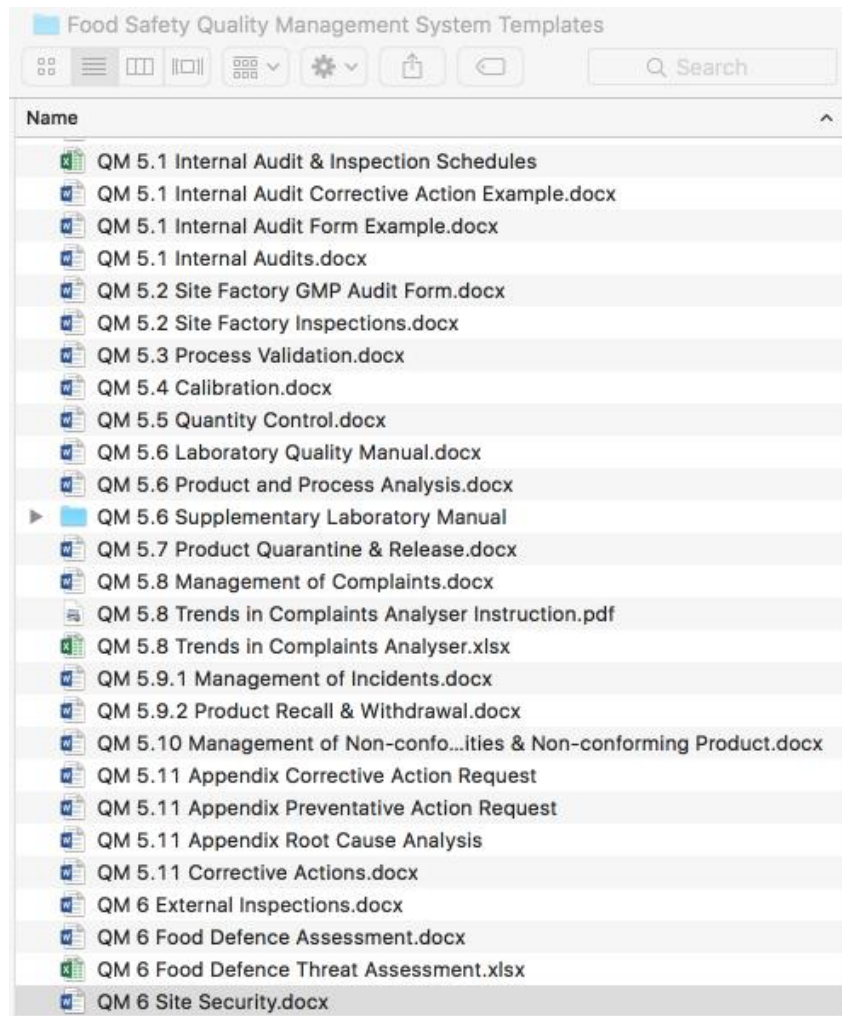The IFSQN are pleased to announce the launch of the latest IFS Food Implementation Package. The IFSQN IFS Food Safety and Quality Management System Implementation Package is an ideal package for organizations looking to meet the requirements of the International Standard IFS Food Version 7. The IFSQN IFS Food Safety and Quality Management System Package includes:

- ✓ A comprehensive set of editable Food Safety & Quality Management System Procedures in Microsoft Word format that match the clauses of the IFS Food Standard
- ✓ A range of editable to use Sample Record Templates
- ✓ Additional HACCP Manual including a Hazard Analysis Template
- ✓ Introduction to the IFS Food Safety & Quality Management System Training Module
- ✓ Allergen Risk Management Module
- ✓ Food Fraud Risk Assessment Template
- ✓ Laboratory Quality Manual
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Supplementary Project Tools
- ✓ Implementation Workbook
- ✓ Free Technical Support
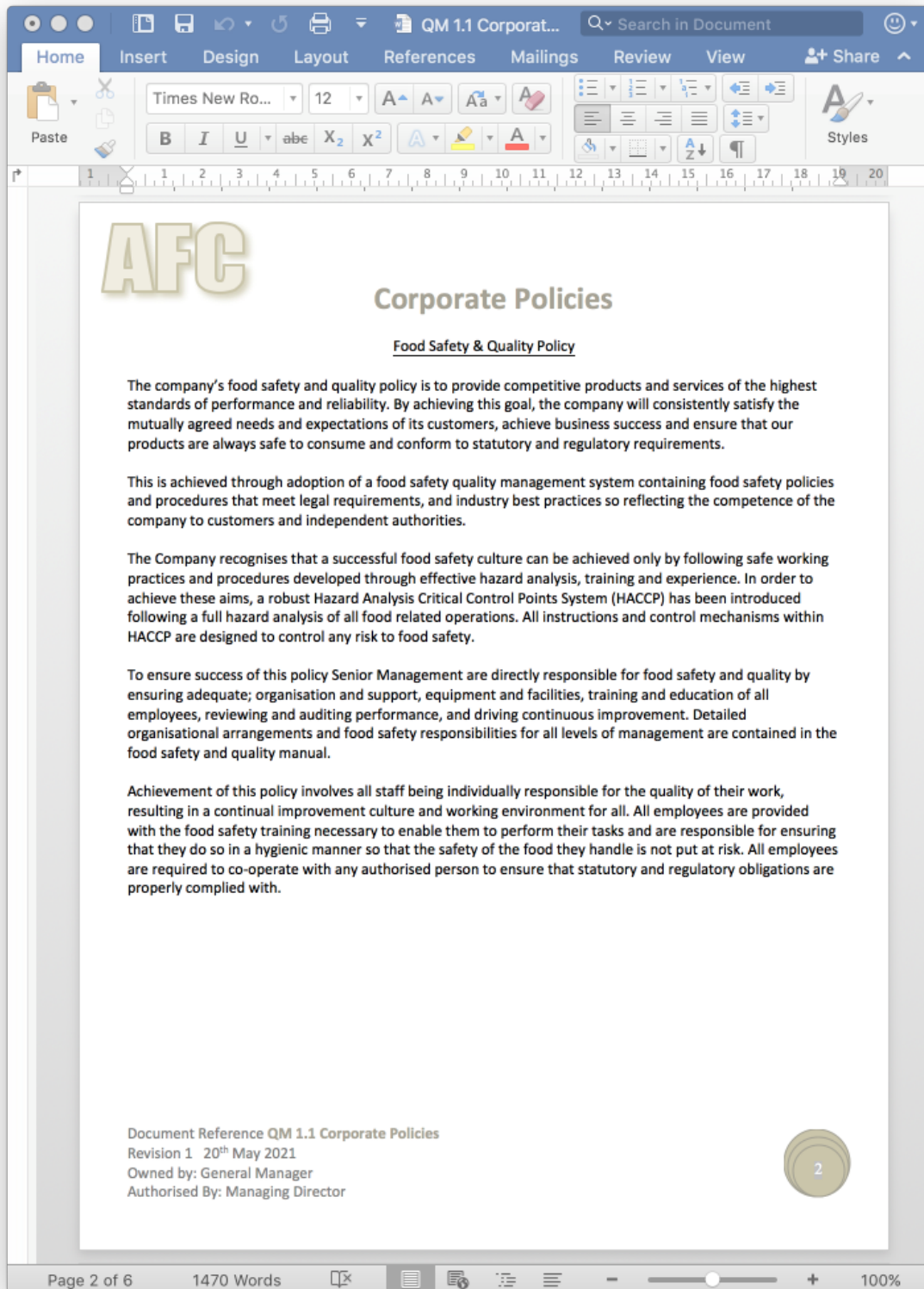
1

Food Safety Management System Tools and Templates

Food Safety Quality Management System Templates

Q Search

Name	^

Document List.docx

QM 1.1 Corporate Policies.docx

QM 1.1 Food Safety & Quality Culture Planning.xlsx

QM 1.1 Food Safety & Quality Culture.docx

QM 1.1.2 Food Safety and Quality Objectives.docx

QM 1.2 Corporate Structure - Job Descriptions.docx

QM 1.2 Corporate Structure - Organisational Chart

QM 1.2 Corporate Structure.docx

QM 1.3 Customer Focus.docx

QM 1.4 Management Review.docx

QM 1.4 Senior Management Review Record.docx

QM 1.5 Communication.docx

QM 2.1 Food Safety and Quality Management System.docx

QM 2.1.1 Document Control.docx

QM 2.1.2 Record Keeping.docx

QM 2.2 Food Safety Management - HACCP System.docx

QM 3.1 Resource Management.docx

QM 3.2.1 Personal Hygiene.docx

QM 3.2.2 Protective Clothing.docx

QM 3.2.3 Medical Screening.docx

QM 3.3 Training and Instruction.docx

QM 3.4 Staff Facilities.docx

QM 4 Control of Operations.docx

QM 4.1 Contract Agreement.docx

QM 4.2 Specifications.docx

QM 4.3 Product Development.docx

QM 4.4 Purchasing.docx

QM 4.5 Product Packaging.docx

QM 4.6 - 4.9 Factory Standards.docx

QM 4.8 Filling Area Layout Flow Diagram.docx

QM 4.8 Premises Site Plan.docx

QM 4.10 Cleaning and Disinfection.docx

QM 4.11 Waste Disposal.docx

QM 4.12 Control of Products Packed into Brittle Containers.docx

QM 4.12 Detection of Foreign Objects.docx

QM 4.12 Foreign Material Risk Mitigation.docx

QM 4.12 Glass & Brittle Material Breakage Procedure.docx

QM 4.12 Glass & Brittle Material Policy.docx

QM 4.13 Pest Control & Monitoring.docx

QM 4.14 Receipt and Storage.docx

QM 4.15 Transport.docx

QM 4.16 Maintenance and Repair.docx

QM 4.17 Equipment.docx

QM 4.18 Identification and Traceability System Diagram.pptx

QM 4.18 Product Identification & Traceability Appendix.docx

QM 4.18 Traceability.docx

QM 4.19 Management of Allergens Introduction

▶ QM 4.19 Supplementary Allergen Management

QM 4.20 Food Fraud Assessment Template.xlsx

QM 4.20 Food Fraud.docx

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These Food Safety & Quality Management System Templates match the clauses of the IFS Food Standard Version 7.

The procedure templates form the foundations of your Food Safety & Quality 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.

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Corporate Policies

Food Safety & Quality Policy

The company's food safety and quality policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume and conform to statutory and regulatory requirements.

This is achieved through adoption of a food safety quality management system containing food safety policies and procedures that meet legal requirements, and industry best practices so reflecting the competence of the company to customers and independent authorities.

The Company recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate; organisation and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to co-operate with any authorised person to ensure that statutory and regulatory obligations are properly complied with.

Document Reference QM 1.1 Corporate Policies
Revision 1 20th May 2021
Owned by: General Manager
Authorised By: Managing Director

Food Safety Quality Management System Procedures Included:

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

Section 4 Operational processes
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 Foreign Material Risk Mitigation
QM 4.12 Glass & Brittle Material Policy
QM 4.12 Glass & Brittle Material Breakage Procedure
QM 4.12 Control of Products Packed into Brittle Containers
QM 4.12 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 Product Traceability
QM 4.18 Product Identification & Traceability Appendix
QM 4.18 Product Identification & Traceability Diagram
QM 4.19 Management of Allergens Introduction
QM 4.19 Supplementary Allergen Management – Folder Documents
QM 4.20 Food Fraud
QM 4.20 Food Fraud Assessment Template

Section 5 Measurements, Analyses, 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 5.6 Supplementary Laboratory Manual
QM 5.7 Product Release
QM 5.8 Management of Complaints
QM 5.8 Trends in Complaints Analyser
QM 5.8 Trends in Complaints Analyser Instructions
QM 5.9.1 Management of Incidents
QM 5.9.2 Product Recall & Withdrawal

Section 6 Food Defence Plan
QM 6 Defence Assessment
QM 6 Site Security
QM 6 External Inspections
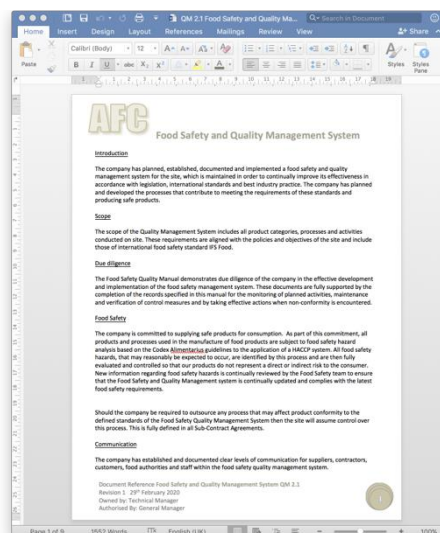
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QM 2.1 Food Safety and Quality Management System [...

Home | Insert | Design | Layout | 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

Page 4 of 9 | 1524 Words | English (UK) | 45%

Allergen Management Module

The package includes a Supplementary Allergen Management Module
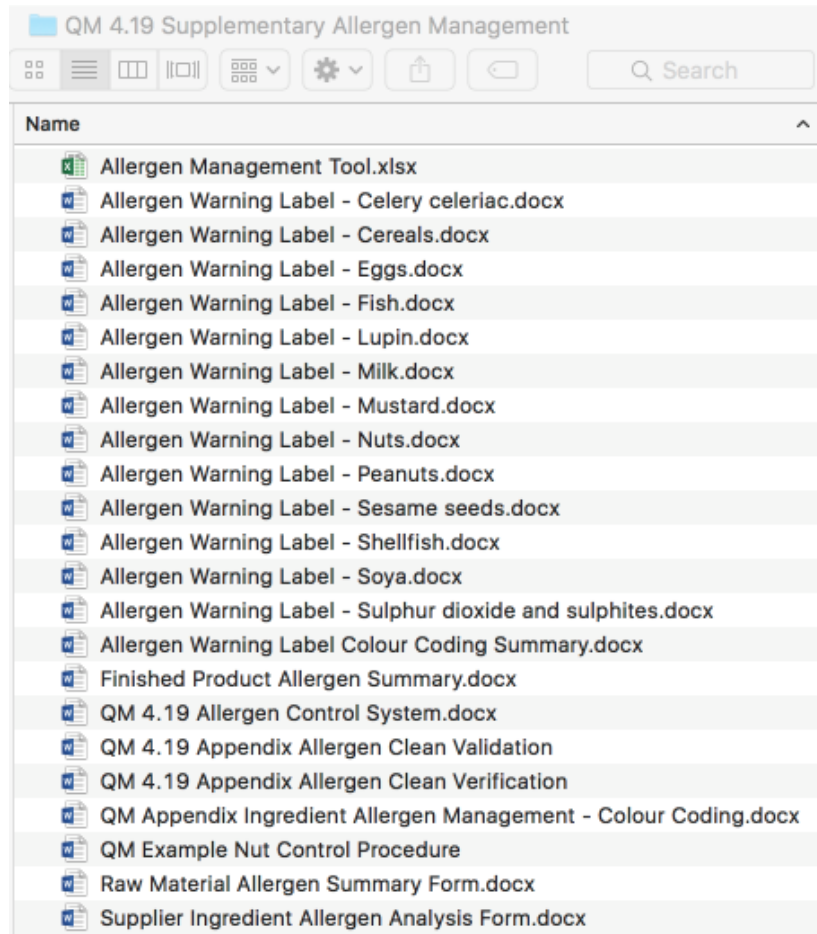
IFSQN IFS Food Safety Management System Implementation Package

There is a comprehensive advanced Allergen Management Procedure

IFSQN IFS Food Safety Management System Implementation Package

Risk Assessment Templates

The package includes supplier, material and service risk assessment templates

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www.ifsqn.com

HACCP Documentation & Tools

The package includes documentation and tools to ensure that you comply with IFS Food V 7 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

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IFSQN IFS Food Safety Management System Implementation Package

AFC — 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. The Food Safety (HACCP) Plans cover all materials, packaging, products and processes including the steps from goods receipt to delivery to customer.

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

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.

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

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 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.

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

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

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 Team formulate and document a HACCP/Food Safety 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 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).

HACCP Manual Documents

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 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 5 Hazard Analysis
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HACCP 7 Determine Critical Control Points
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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.

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.

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 of Control Measures Form
Revision 0_21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

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Fruited Yoghurt Flow Diagram 1

Document Reference HACCP 4 Appendix 1 Flow Diagram Sample
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

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

Document Reference HACCP 7 Determine Critical Control Points
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

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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

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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

Example validation records are included in the package.

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 21/3/20.		
CCP Confirmed & Validated	✓		
Authorised by(Name):			
Signature:			

Document Reference Cleaning and Sanitation CCP Validation
Revision 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

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.

AFC
Laboratory Quality Manual

CONTENTS

1.   Quality System

2.   Organisation and Management

3.   Personnel

4.   Laboratory Accommodation and Environment

5.   Personnel Hygiene

6.   Confirmation of Work and Client Requirements

7.   Handling Test Items

8.   Test Methods

9.   Bench Practices

10. Assuring Quality of Results

11. Equipment, Calibration and Measurement Traceability

12. Calibration Standards / Reference Materials

13. Reporting Test Results

14. Records

15. Purchase of Outside Services, Supplies and Laboratory Consumables

16. Non-Conforming Work

Document Reference Laboratory Quality Manual QM 5.6
Revision 0 21st May 2021
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

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Laboratory Quality Manual

Name

- Enumeration of Total Viable Counts Micro 001.docx
- LABR 001 Laboratory Audit Form.docx
- LABR 002 Laboratory Training Form.docx
- LABR 003 Laboratory Autoclave Record.docx
- LABR 004 Microbiological Sample Plan.docx
- LABR 005 Filler Sample Plan.docx
- LABR 006 QA Sample Plan.docx
- LABR 007 Factory Sample Plan.docx
- LABR 007 Factory Sample Plan.xlsx
- LABR 008 Daily Balance Calibration Sheet.docx
- LABR 009 Laboratory Exception Report.docx
- LABR 010 QC Online Check Sheet.docx
- LPOL 001 Laboratory Quality Policy.docx
- LPPRO 001 Laboratory Operating Procedure for the Autoclave.docx

Laboratory Daily Exception Report

Date:

Area	RO Water	Process Checks	Fresh		Packing		
			Filler 1	Filler 2	1	2	3
Enteros							
ATP Swab/Rinse							
TVC							
AKQ							
Shelf Life							
Chemical Analysis							
Weight/ Volume							

CIP Checks	Caustic Strengths Target 1.8 – 2.2%	Acid Strengths Target 1.3 – 1.7%	Report any issues with each CIP set
CIP 1			
CIP 2			
CIP 3			
CIP 4			

Document Reference Laboratory Daily Exception Report
Revision 0 1st May 2021
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

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Food Safety Record Templates

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

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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 0 21st May 2021
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 0 21st May 2021
Owned by: Technical Manager
Authorised By: General 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 0 21st May 2021
Owned by: Technical Manager
Authorised By: General Manager

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AFC

Senior Management Review Record

Senior Management Review Meeting - Date xx month YEAR

Meeting Objective

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

Attendees
Managing Director - Chairman
General Manager
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 Corporate Policies and Objectives including Food Safety and Quality Policy and Objectives	-	-
Review of Food Safety Culture Development	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Results of external second/third-party audits and notifications from authorities	-	-
Trend analysis of Customer and Supplier complaints	-	-
Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits	-	-

Document Reference QM 1.4 Senior Management Review Record
Revision 0 20th May 2021
Owned by: Technical Manager
Authorised By: General Manager

Verification Record Examples

A range of sample verification records are included.

23
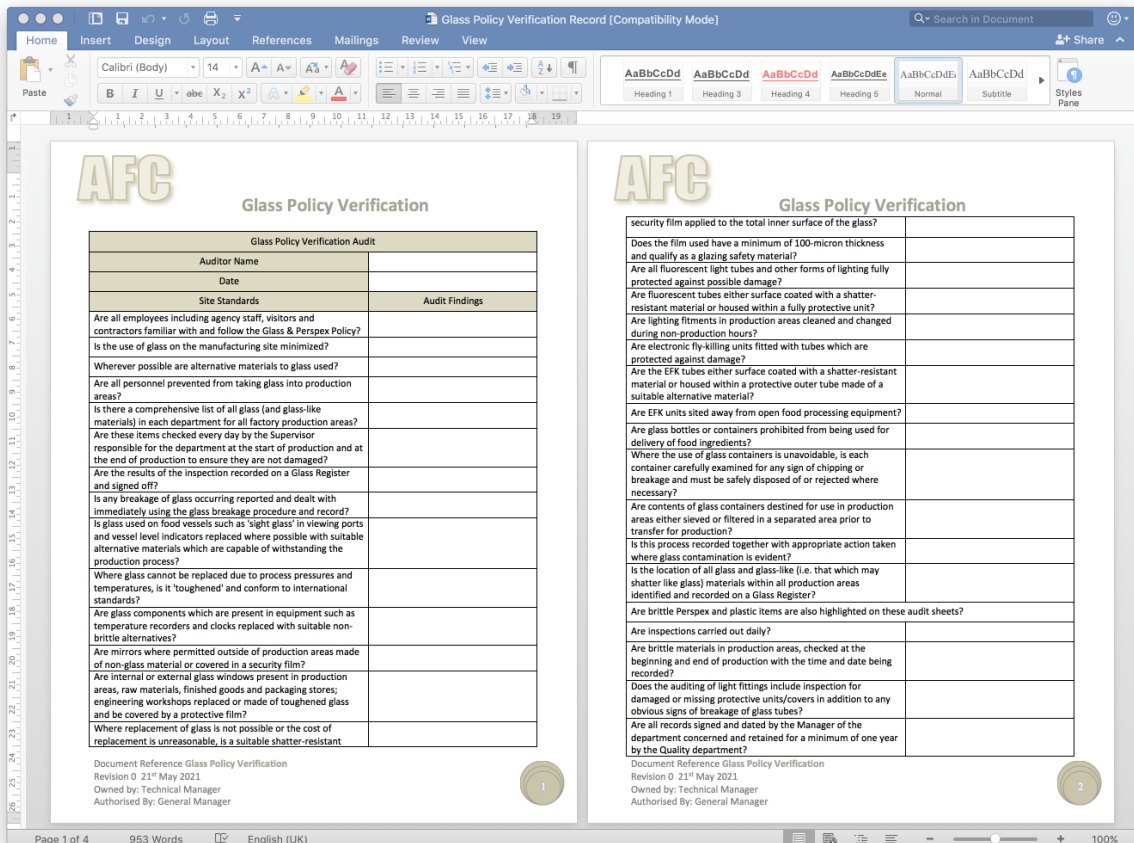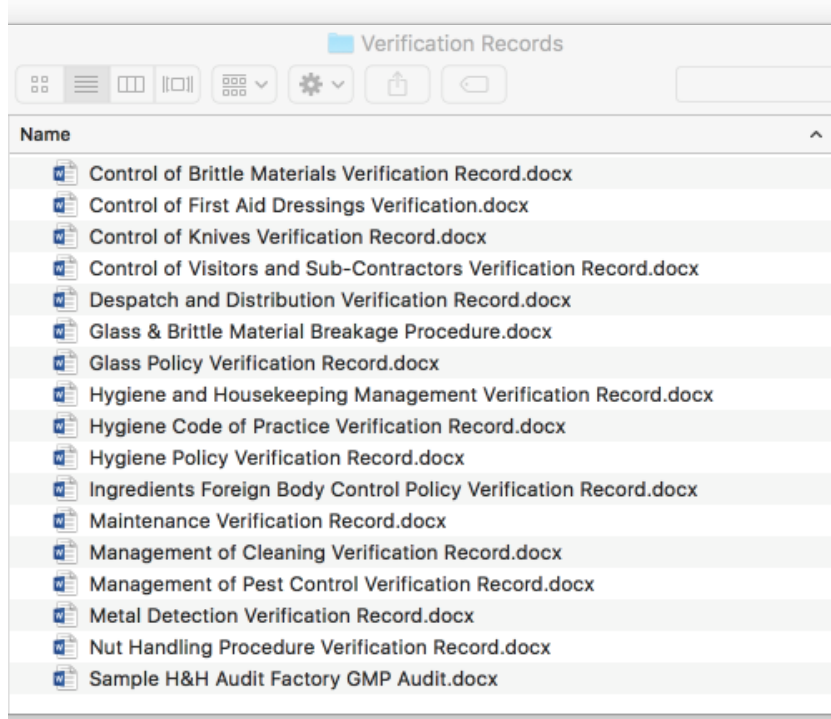
Other Training

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 7 to assist in the implementation process.

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

There is also a Good Manufacturing Practice Training Presentation

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Example Internal Audit and GMP Inspection Forms are included

Food Safety System Audit Form (QM 5.1 Internal Audit Form Example)

AFC — Food Safety System Audit Form

Food Safety Quality System Audit Form	
Date of Audit: 1st December 2020	Time of Audit: 14:00Hrs

Procedure Document or Area Audited: Warehouse (All activities and procedures)

Manual: Food Safety	Document Number: QM 4.14/4.15	Title: Storage and Transport	Issue Number: 1

Non-Conformances Found (To Be Completed by Auditor)

Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.

Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.

Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.

Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.

Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.

Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.

Action to be Taken (To Be Agreed Between Auditor and Auditee with Timescales)

Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection
To be completed by 25th December 2020

Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
To be completed by 8th December 2020

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 1st December 2020
Owned by: Technical Manager
Authorised By: General Manager

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition.
To be completed by 25th December 2020

Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible.
To be completed by 25th December 2020

Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination.
To be completed by 8th December 2020

Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks.
To be completed by 8th December 2020

Log Corrective Action Request Numbers Raised in Box Below:
0001/0002/0003/004/005

Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 1st December 2020
Name (Auditee) Warehouse Man	Signature (Auditee) Warehouse Manager	Date: 1st December 2020

Actions Complete and Corrective Actions Signed Off Audit Form Closed

Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 25th December 2020

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 1st December 2020
Owned by: Technical Manager
Authorised By: General Manager

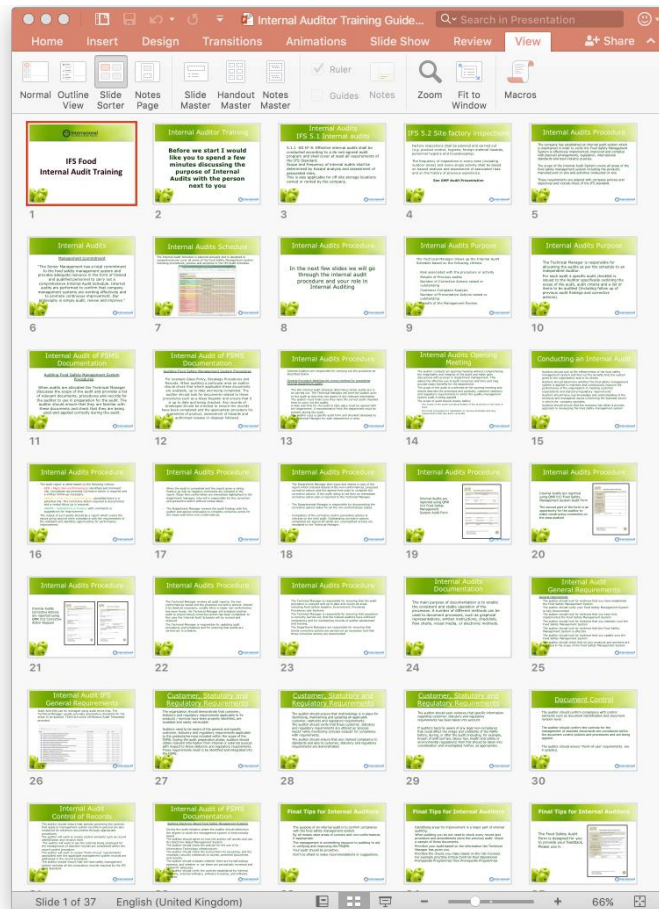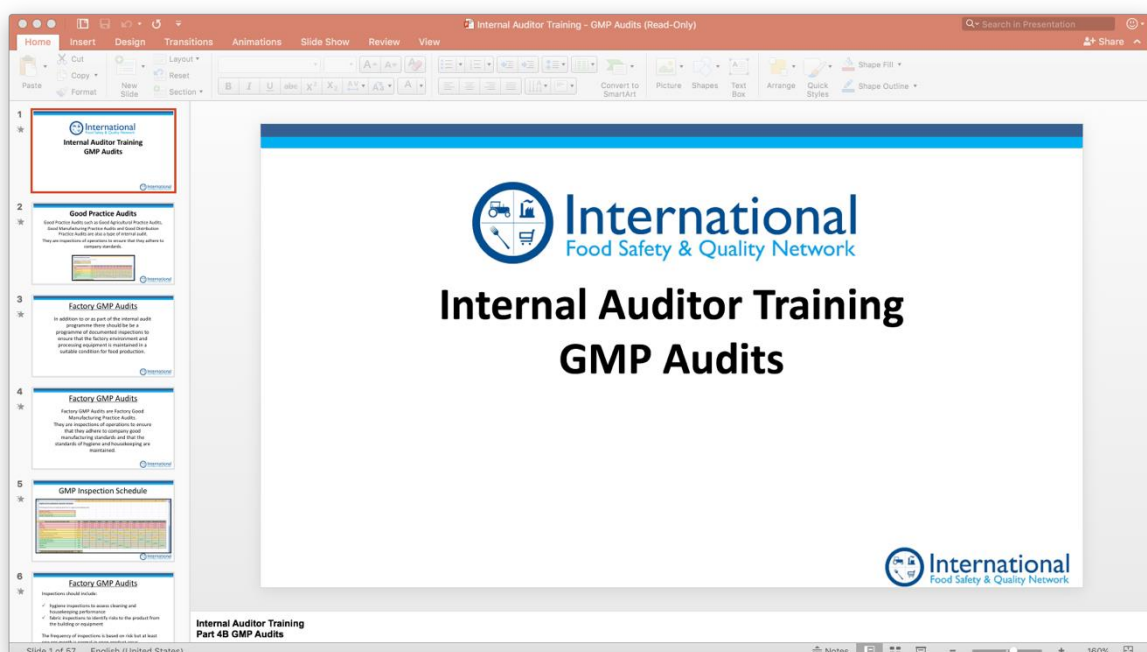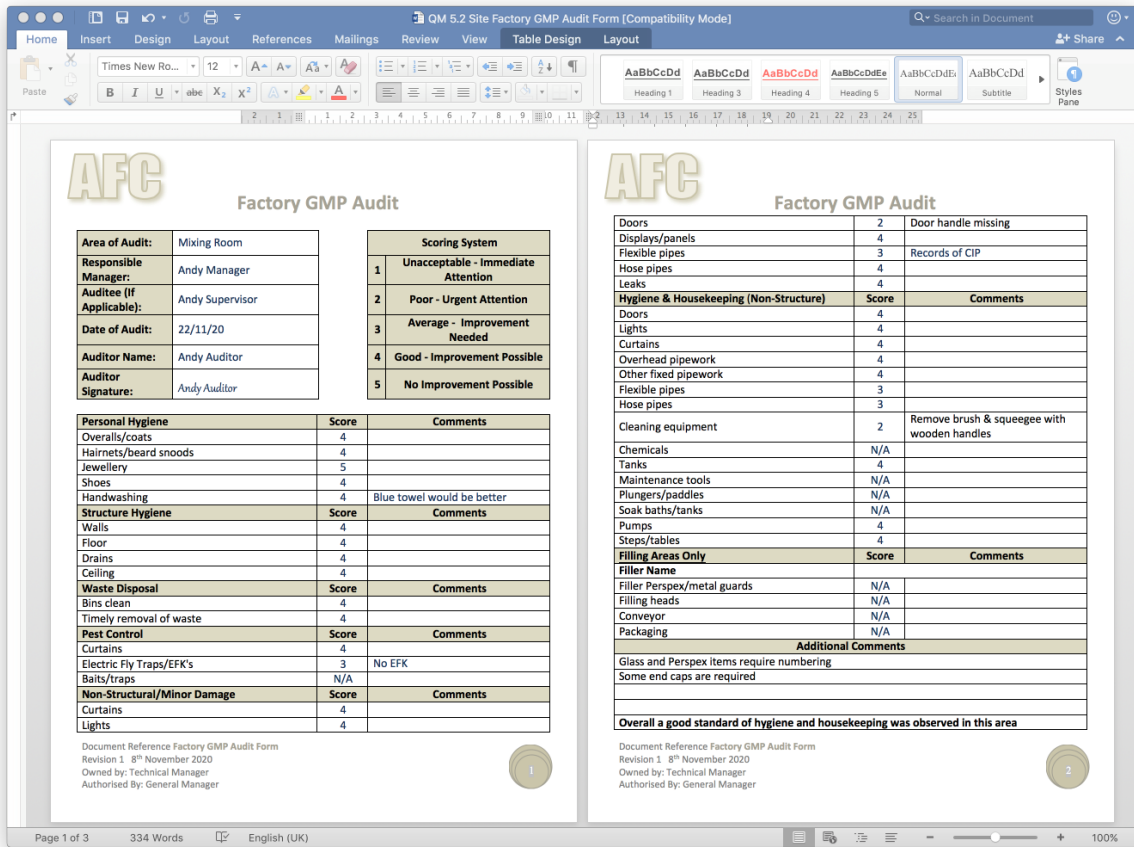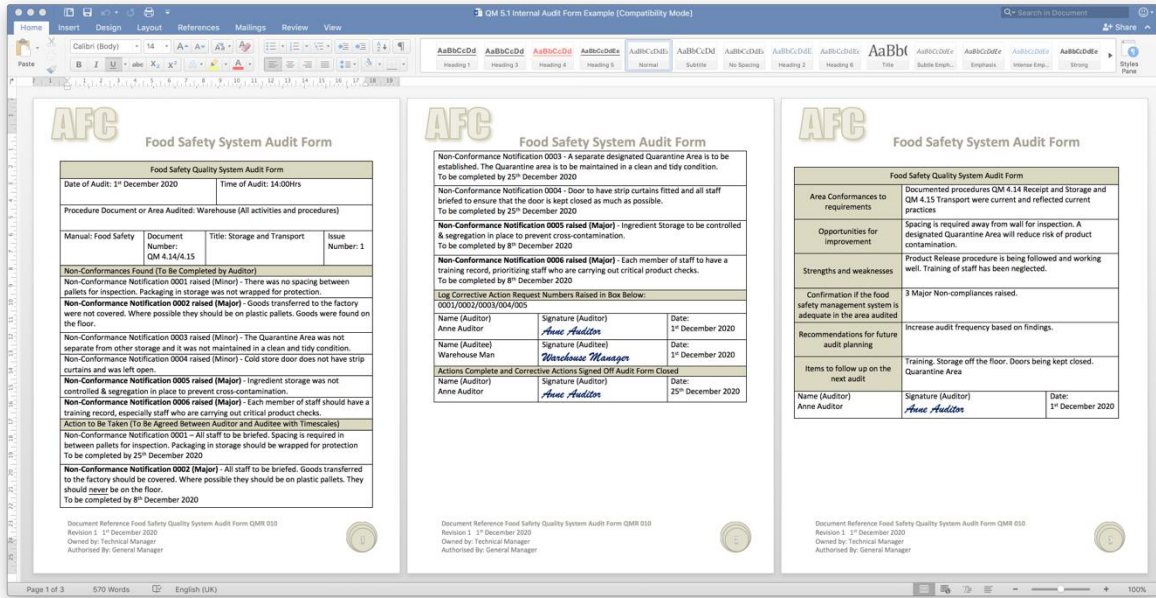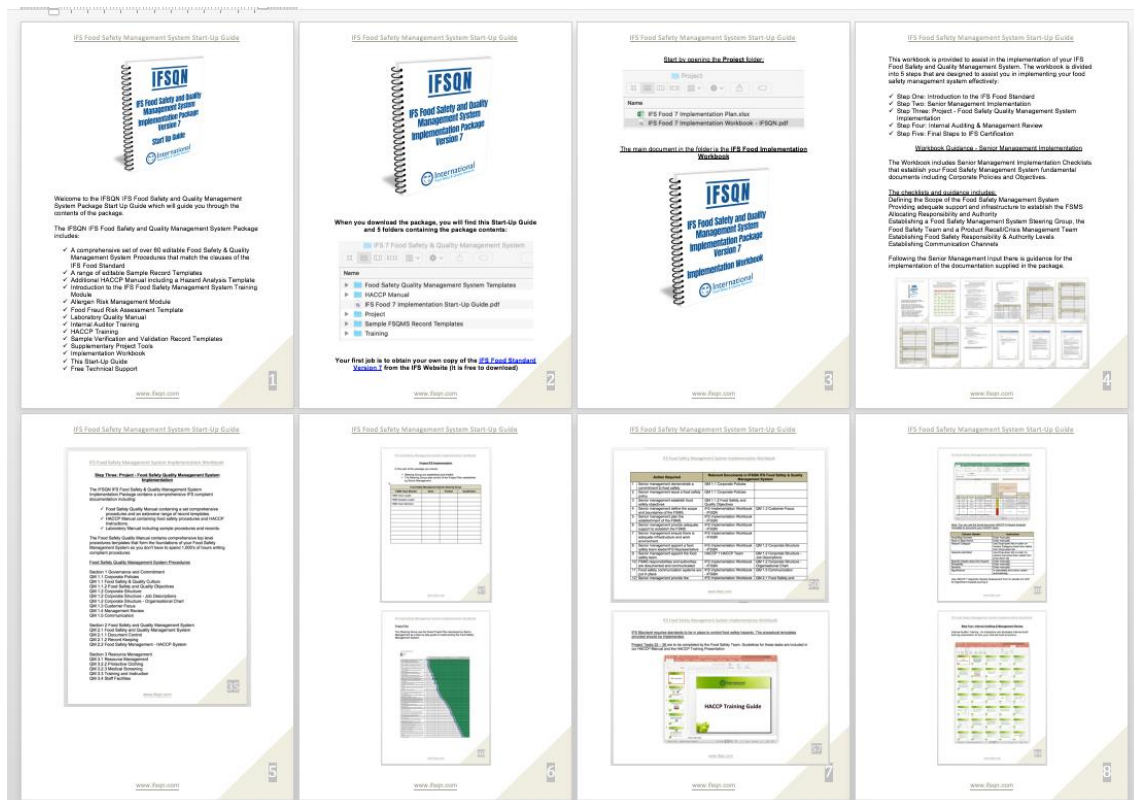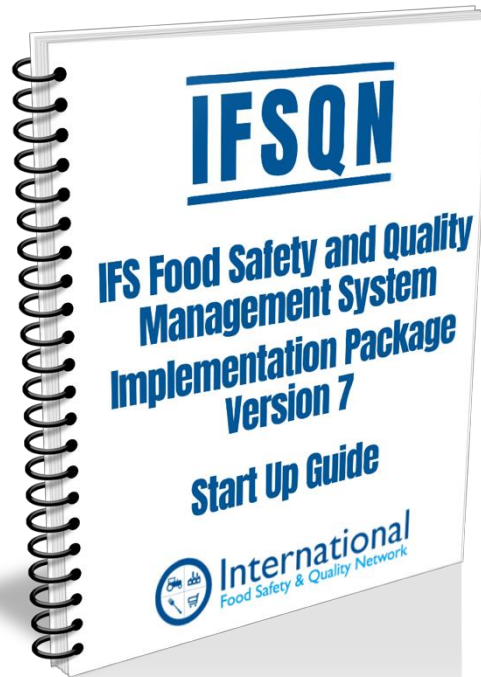| Food Safety Quality System Audit Form	
Area Conformances to requirements	Documented procedures QM 4.14 Receipt and Storage and QM 4.15 Transport were current and reflected current practices
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.
Recommendations for future audit planning	Increase audit frequency based on findings.
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area
Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 1st December 2020

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 1st December 2020
Owned by: Technical Manager
Authorised By: General Manager

Factory GMP Audit (QM 5.2 Site Factory GMP Audit Form)

AFC — Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/11/20
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewellery	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
Electric Fly Traps/EFK's	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

	Score	Comments
Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	

Additional Comments

Glass and Perspex items require numbering

Some end caps are required

Overall a good standard of hygiene and housekeeping was observed in this area

Document Reference Factory GMP Audit Form
Revision 1 8th November 2020
Owned by: Technical Manager
Authorised By: General Manager

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 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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IFS Food Safety Management System Implementation Workbook

|	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

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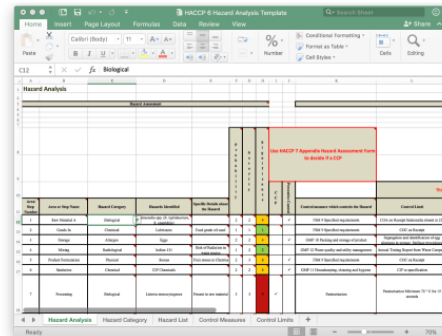
Project Tasks 22 – 39 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our HACCP Manual and the HACCP Training Presentation

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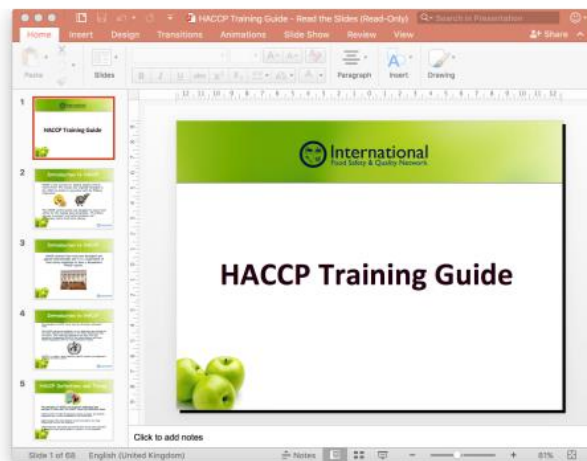
IFS Food Safety Management System Implementation Workbook

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

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IFS Food Safety Management System Implementation Workbook

Step Four: Internal Auditing & Management Review

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

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An **IFS Food 7Implementation Plan** is included in the package

IFS Food 7 Implementation Plan

IFS Food 7 Implementation Plan

- Plan/Document
- Implement
- Maintain

DATES

#	Action	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 and objectives	QM 1.1 Corporate Policies	QM 1.1.2 Food Safety and Quality Objectives
3	Senior management plan to establish a food safety and quality 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 resources required to establish, document, implement,	IFS Implementation Workbook - IFSQN	QM 2.1 Food Safety and Quality Management
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	Management implement training and awareness programs.	QM 1.5 Communication	QM 1.5 Communication
15	Management ensure personnel are competent particularly in terms of food safety.	QM 3.3 Training and Instruction	
16	Management provide copies of the IFS Food Standard to the Steering Group	Site	
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	
		QM 4.12 A Glass Policy	
		QM 4.12 B Control of Brittle Materials	
		QM 4.12 C Glass & Brittle Material Breakage	
		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	
		QM 4.18 C Traceability System	
		QM 4.19 Management of Allergens Introduction	
		QM 4.19 Supplementary Allergen Management –	
		QM 4.20 Food Fraud	
		QM 4.20 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 defense	QM 6 Defence Assessment	
		QM 6 Site Security	

IFS Plan Weeks | Sheet2 | Sheet3

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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

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