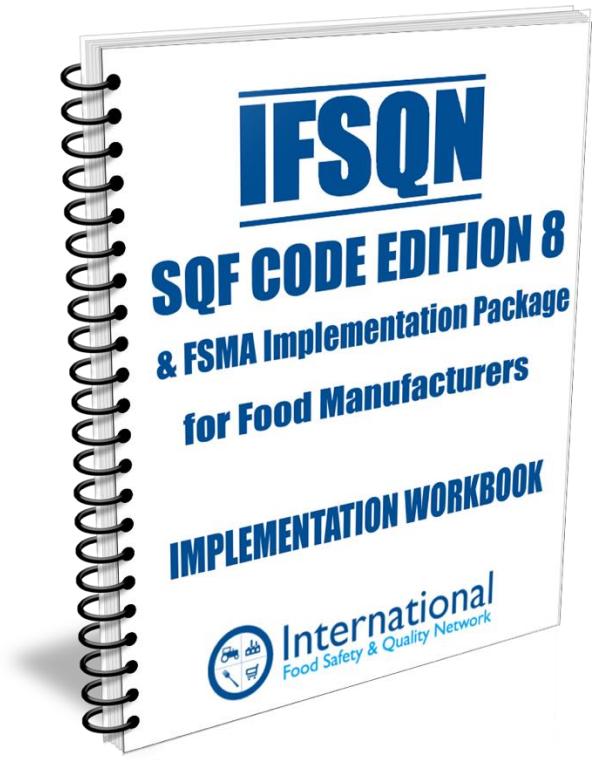
The IFSQN are pleased to announce the launch of their most comprehensive SQF Implementation Package yet. The IFSQN SQF Code Edition 8 & FSMA Implementation Package for Food Manufacturers is based on the requirements of the SQF Food Safety Code for Manufacturing Edition 8 and SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites.

The IFSQN SQF Code Edition 8 & FSMA Implementation Package includes:

- ✓ A comprehensive set of over 70 editable Food Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ FSMA Module including training, documentation and a Hazard Identification and Preventive Controls Implementation Tool
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor and HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification

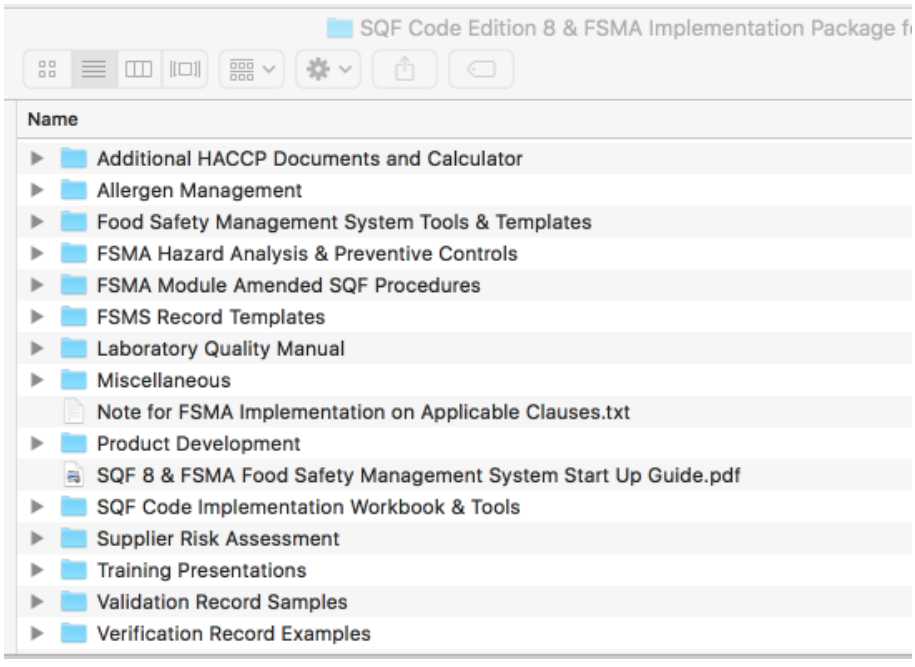


The IFSQN SQF Code Edition 8 & FSMA Implementation Package includes an Implementation Workbook which provides assistance in developing your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

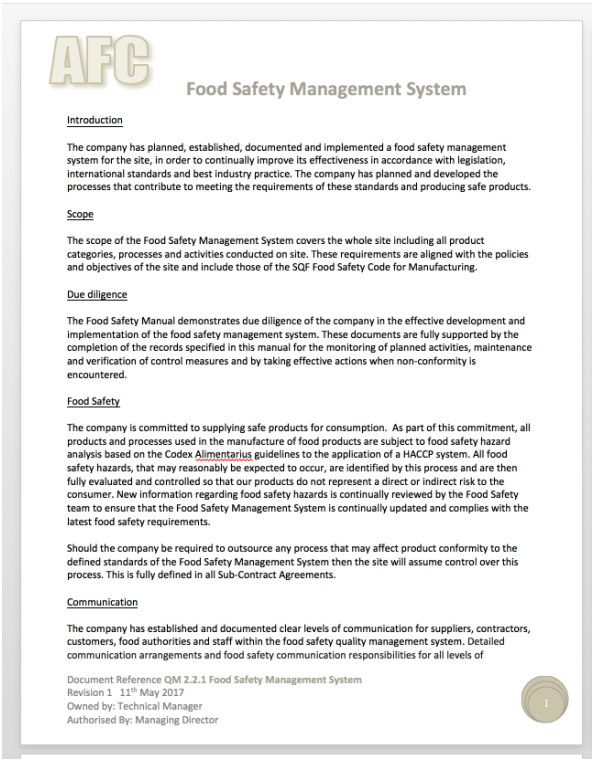
The IFSQN SQF Code Edition 8 & FSMA Implementation Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.

When you download the package, you will find this start up guide and 14 folders containing the package documents:



Food Safety Management System Tools and Templates

The IFSQN SQF Food Safety Management System Package contains comprehensive top level Food Safety Management procedures templates in Microsoft Word format 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.



AFC

Food Safety Management System

Introduction

The company has planned, established, documented and implemented a food safety management system for the site, in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Food Safety Management System covers the whole site including all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the SQF Food Safety Code for Manufacturing.

Due diligence

The Food Safety Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Safety

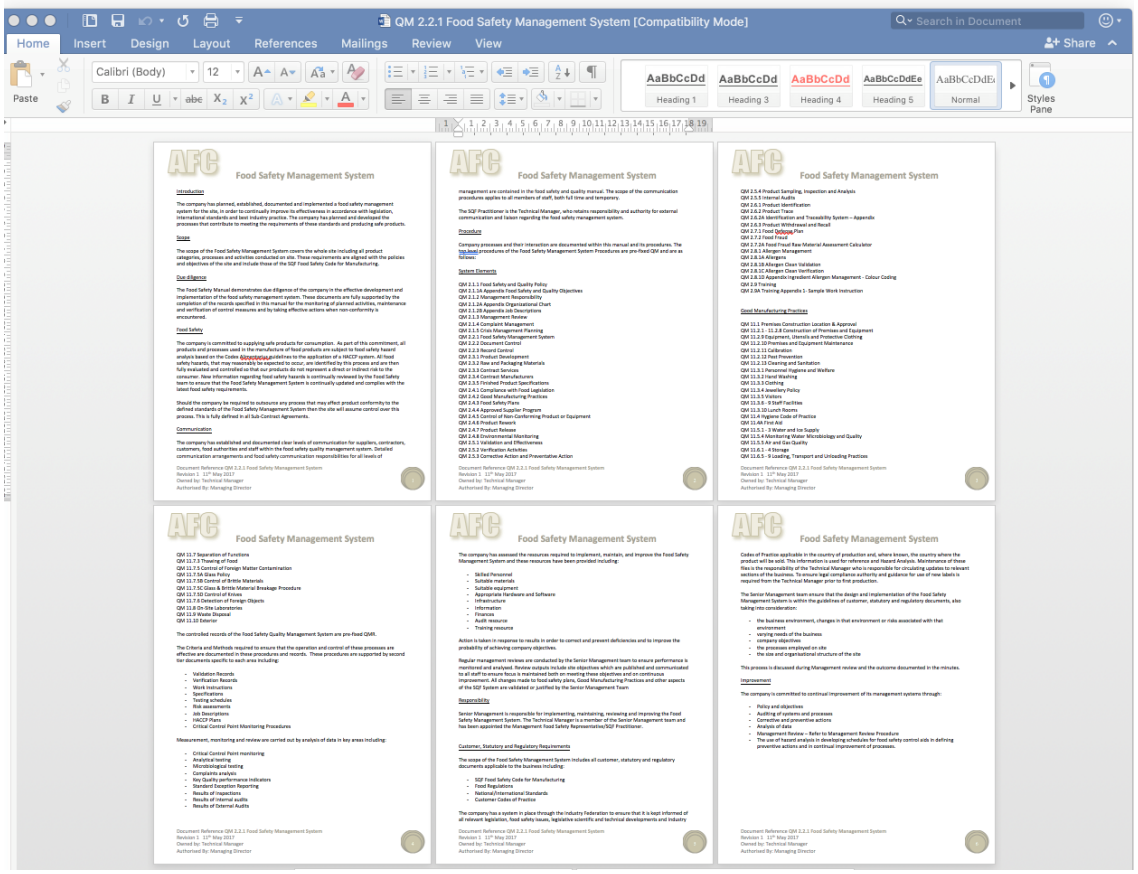
The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety Management System is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of

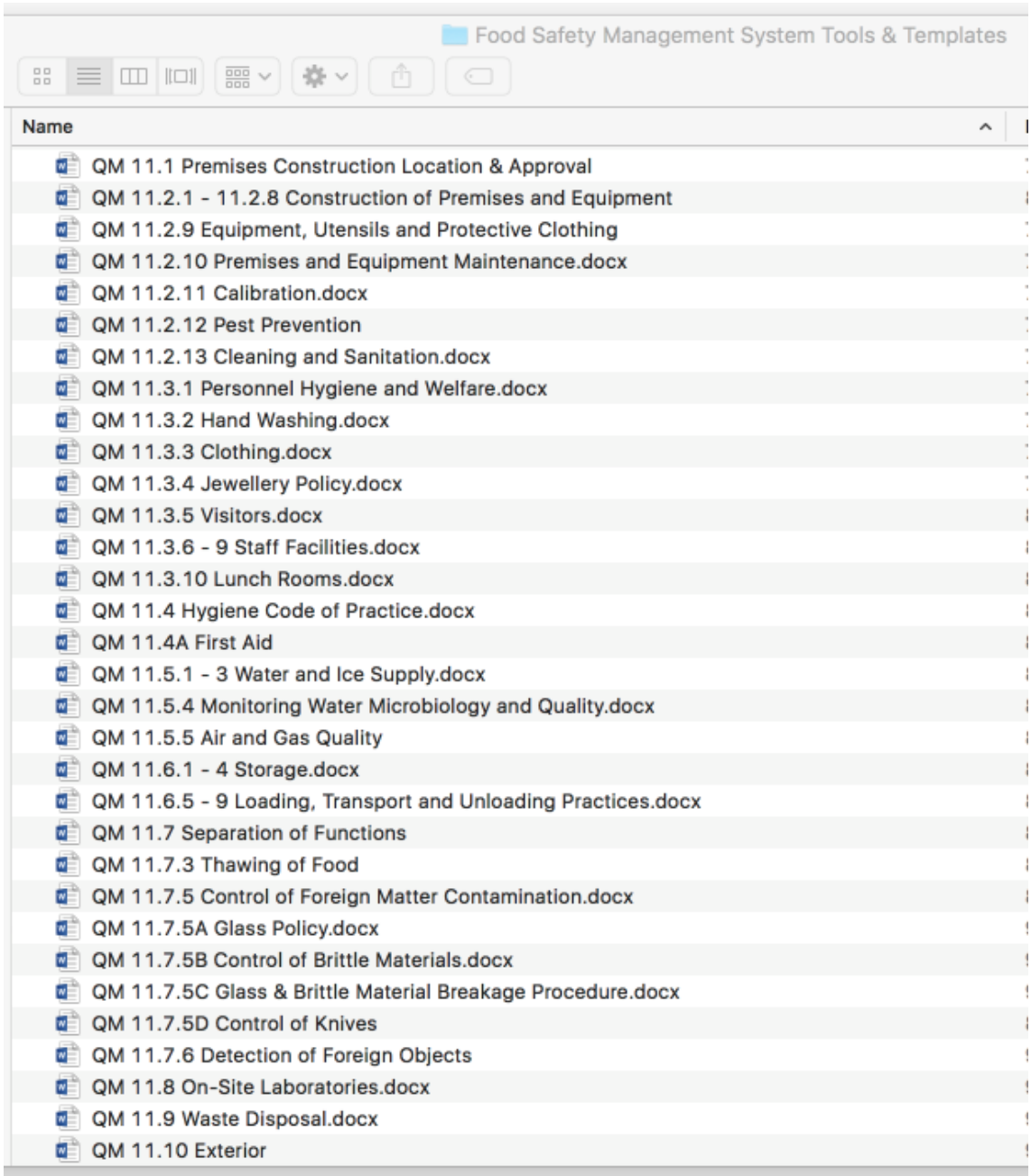
Document Reference QM 2.2.1 Food Safety Management System
Revision 1 11th May 2017
Owned by: Technical Manager
Authorised By: Managing Director

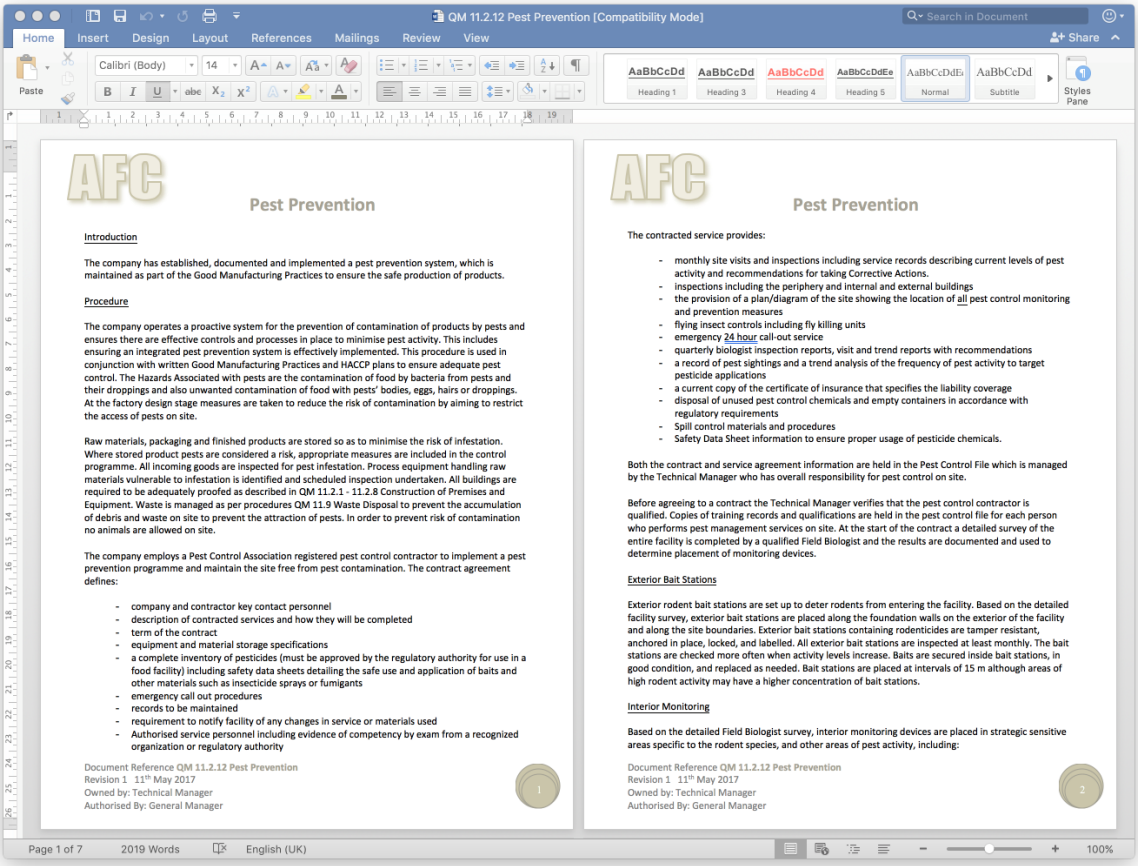


The procedures included in the Food Safety Management System match the clauses of the SQF Code

Good Manufacturing Practices Document Templates

The IFSQN SQF Food Safety Management System Package contains comprehensive Good Manufacturing Practices Document Templates in Microsoft Word format that match the clauses of the SQF Code so you don't have to spend 1,000's of hours writing compliant procedures.





Pest Prevention

Introduction

The company has established, documented and implemented a pest prevention system, which is maintained as part of the Good Manufacturing Practices to ensure the safe production of products.

Procedure

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This includes ensuring an integrated pest prevention system is effectively implemented. This procedure is used in conjunction with written Good Manufacturing Practices and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings are required to be adequately proofed as described in QM 11.2.1 - 11.2.8 Construction of Premises and Equipment. Waste is managed as per procedures QM 11.9 Waste Disposal to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest prevention programme and maintain the site free from pest contamination. The contract agreement defines:

- company and contractor key contact personnel
- description of contracted services and how they will be completed
- term of the contract
- equipment and material storage specifications
- a complete inventory of pesticides (must be approved by the regulatory authority for use in a food facility) including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
- emergency call out procedures
- records to be maintained
- requirement to notify facility of any changes in service or materials used
- Authorised service personnel including evidence of competency by exam from a recognized organization or regulatory authority

Document Reference QM 11.2.12 Pest Prevention
Revision 1 11th May 2017
Owned by: Technical Manager
Authorised By: General Manager

1

Pest Prevention

The contracted service provides:

- monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
- inspections including the periphery and internal and external buildings
- the provision of a plan/diagram of the site showing the location of all pest control monitoring and prevention measures
- flying insect controls including fly killing units
- emergency 24 hour call-out service
- quarterly biologist inspection reports, visit and trend reports with recommendations
- a record of pest sightings and a trend analysis of the frequency of pest activity to target pesticide applications
- a current copy of the certificate of insurance that specifies the liability coverage
- disposal of unused pest control chemicals and empty containers in accordance with regulatory requirements
- Spill control materials and procedures
- Safety Data Sheet information to ensure proper usage of pesticide chemicals.

Both the contract and service agreement information are held in the Pest Control File which is managed by the Technical Manager who has overall responsibility for pest control on site.

Before agreeing to a contract the Technical Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.

Exterior Bait Stations

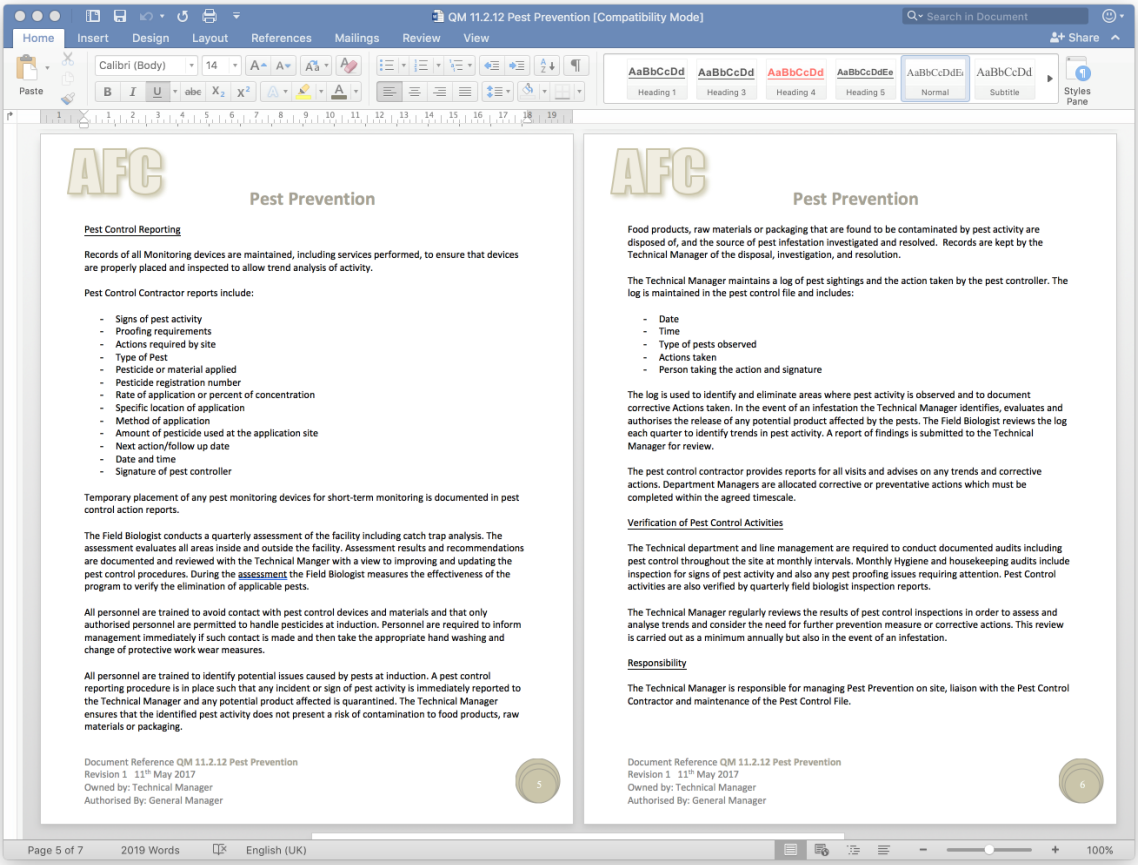
Exterior rodent bait stations are set up to deter rodents from entering the facility. Based on the detailed facility survey, exterior bait stations are placed along the foundation walls on the exterior of the facility and along the site boundaries. Exterior bait stations containing rodenticides are tamper resistant, anchored in place, locked, and labelled. All exterior bait stations are inspected at least monthly. The bait stations are checked more often when activity levels increase. Baits are secured inside bait stations, in good condition, and replaced as needed. Bait stations are placed at intervals of 15 m although areas of high rodent activity may have a higher concentration of bait stations.

Interior Monitoring

Based on the detailed Field Biologist survey, interior monitoring devices are placed in strategic sensitive areas specific to the rodent species, and other areas of pest activity, including:

Document Reference QM 11.2.12 Pest Prevention
Revision 1 11th May 2017
Owned by: Technical Manager
Authorised By: General Manager

2



Pest Prevention

Pest Control Reporting

Records of all Monitoring devices are maintained, including services performed, to ensure that devices are properly placed and inspected to allow trend analysis of activity.

Pest Control Contractor reports include:

- Signs of pest activity
- Proofing requirements
- Actions required by site
- Type of Pest
- Pesticide or material applied
- Pesticide registration number
- Rate of application or percent of concentration
- Specific location of application
- Method of application
- Amount of pesticide used at the application site
- Next action/follow up date
- Date and time
- Signature of pest controller

Temporary placement of any pest monitoring devices for short-term monitoring is documented in pest control action reports.

The Field Biologist conducts a quarterly assessment of the facility including catch trap analysis. The assessment evaluates all areas inside and outside the facility. Assessment results and recommendations are documented and reviewed with the Technical Manger with a view to improving and updating the pest control procedures. During the assessment the Field Biologist measures the effectiveness of the program to verify the elimination of applicable pests.

All personnel are trained to avoid contact with pest control devices and materials and that only authorised personnel are permitted to handle pesticides at induction. Personnel are required to inform management immediately if such contact is made and then take the appropriate hand washing and change of protective work wear measures.

All personnel are trained to identify potential issues caused by pests at induction. A pest control reporting procedure is in place such that any incident or sign of pest activity is immediately reported to the Technical Manager and any potential product affected is quarantined. The Technical Manager ensures that the identified pest activity does not present a risk of contamination to food products, raw materials or packaging.

Document Reference QM 11.2.12 Pest Prevention
Revision 1 11th May 2017
Owned by: Technical Manager
Authorised By: General Manager

5

Pest Prevention

Food products, raw materials or packaging that are found to be contaminated by pest activity are disposed of, and the source of pest infestation investigated and resolved. Records are kept by the Technical Manager of the disposal, investigation, and resolution.

The Technical Manager maintains a log of pest sightings and the action taken by the pest controller. The log is maintained in the pest control file and includes:

- Date
- Time
- Type of pests observed
- Actions taken
- Person taking the action and signature

The log is used to identify and eliminate areas where pest activity is observed and to document corrective Actions taken. In the event of an infestation the Technical Manager identifies, evaluates and authorises the release of any potential product affected by the pests. The Field Biologist reviews the log each quarter to identify trends in pest activity. A report of findings is submitted to the Technical Manager for review.

The pest control contractor provides reports for all visits and advises on any trends and corrective actions. Department Managers are allocated corrective or preventative actions which must be completed within the agreed timescale.

Verification of Pest Control Activities

The Technical department and line management are required to conduct documented audits including pest control throughout the site at monthly intervals. Monthly Hygiene and housekeeping audits include inspection for signs of pest activity and also any pest proofing issues requiring attention. Pest Control activities are also verified by quarterly field biologist inspection reports.

The Technical Manager regularly reviews the results of pest control inspections in order to assess and analyse trends and consider the need for further prevention measure or corrective actions. This review is carried out as a minimum annually but also in the event of an infestation.

Responsibility

The Technical Manager is responsible for managing Pest Prevention on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File.

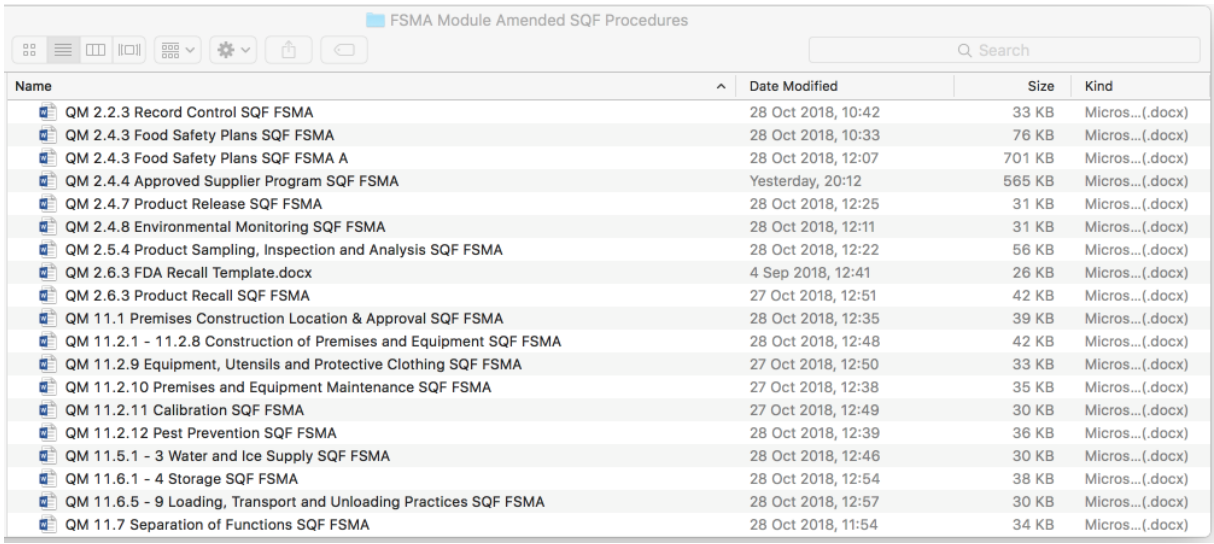
Document Reference QM 11.2.12 Pest Prevention
Revision 1 11th May 2017
Owned by: Technical Manager
Authorised By: General Manager

6

For those implementing FSMA Final Rule for Preventive Controls for Human Food at the same time as SQF Code Implementation there are 2 supplementary folders

FSMA Module Amended SQF Procedures Folder

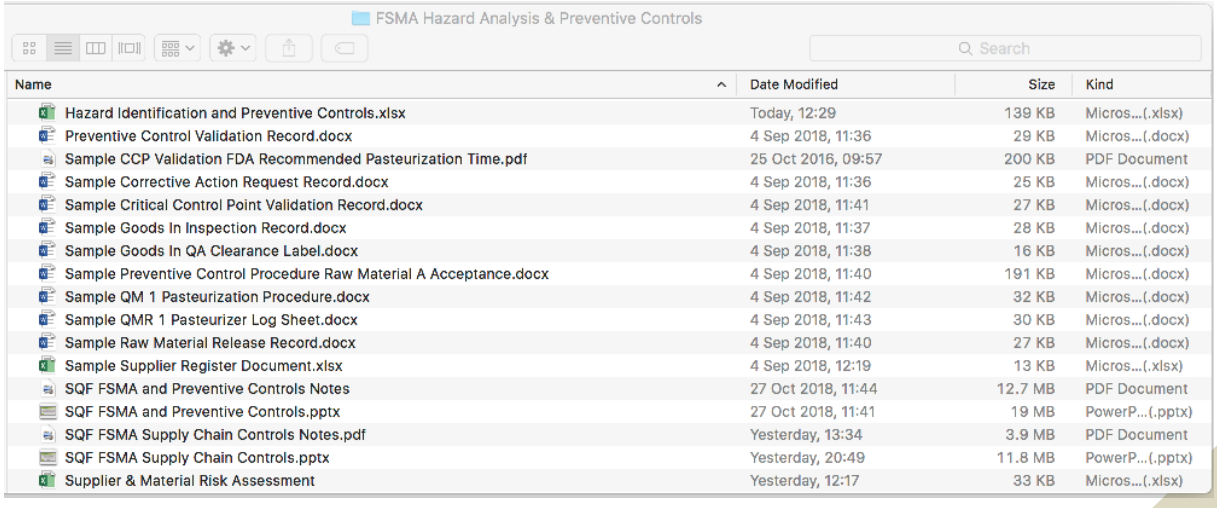
This folder contains amended SQF Procedures based on SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites.



Name	Date Modified	Size	Kind
QM 2.2.3 Record Control SQF FSMA	28 Oct 2018, 10:42	33 KB	Micros...(.docx)
QM 2.4.3 Food Safety Plans SQF FSMA	28 Oct 2018, 10:33	76 KB	Micros...(.docx)
QM 2.4.3 Food Safety Plans SQF FSMA A	28 Oct 2018, 12:07	701 KB	Micros...(.docx)
QM 2.4.4 Approved Supplier Program SQF FSMA	Yesterday, 20:12	565 KB	Micros...(.docx)
QM 2.4.7 Product Release SQF FSMA	28 Oct 2018, 12:25	31 KB	Micros...(.docx)
QM 2.4.8 Environmental Monitoring SQF FSMA	28 Oct 2018, 12:11	31 KB	Micros...(.docx)
QM 2.5.4 Product Sampling, Inspection and Analysis SQF FSMA	28 Oct 2018, 12:22	56 KB	Micros...(.docx)
QM 2.6.3 FDA Recall Template.docx	4 Sep 2018, 12:41	26 KB	Micros...(.docx)
QM 2.6.3 Product Recall SQF FSMA	27 Oct 2018, 12:51	42 KB	Micros...(.docx)
QM 11.1 Premises Construction Location & Approval SQF FSMA	28 Oct 2018, 12:35	39 KB	Micros...(.docx)
QM 11.2.1 - 11.2.8 Construction of Premises and Equipment SQF FSMA	28 Oct 2018, 12:48	42 KB	Micros...(.docx)
QM 11.2.9 Equipment, Utensils and Protective Clothing SQF FSMA	27 Oct 2018, 12:50	33 KB	Micros...(.docx)
QM 11.2.10 Premises and Equipment Maintenance SQF FSMA	27 Oct 2018, 12:38	35 KB	Micros...(.docx)
QM 11.2.11 Calibration SQF FSMA	27 Oct 2018, 12:49	30 KB	Micros...(.docx)
QM 11.2.12 Pest Prevention SQF FSMA	28 Oct 2018, 12:39	36 KB	Micros...(.docx)
QM 11.5.1 - 3 Water and Ice Supply SQF FSMA	28 Oct 2018, 12:46	30 KB	Micros...(.docx)
QM 11.6.1 - 4 Storage SQF FSMA	28 Oct 2018, 12:54	38 KB	Micros...(.docx)
QM 11.6.5 - 9 Loading, Transport and Unloading Practices SQF FSMA	28 Oct 2018, 12:57	30 KB	Micros...(.docx)
QM 11.7 Separation of Functions SQF FSMA	28 Oct 2018, 11:54	34 KB	Micros...(.docx)

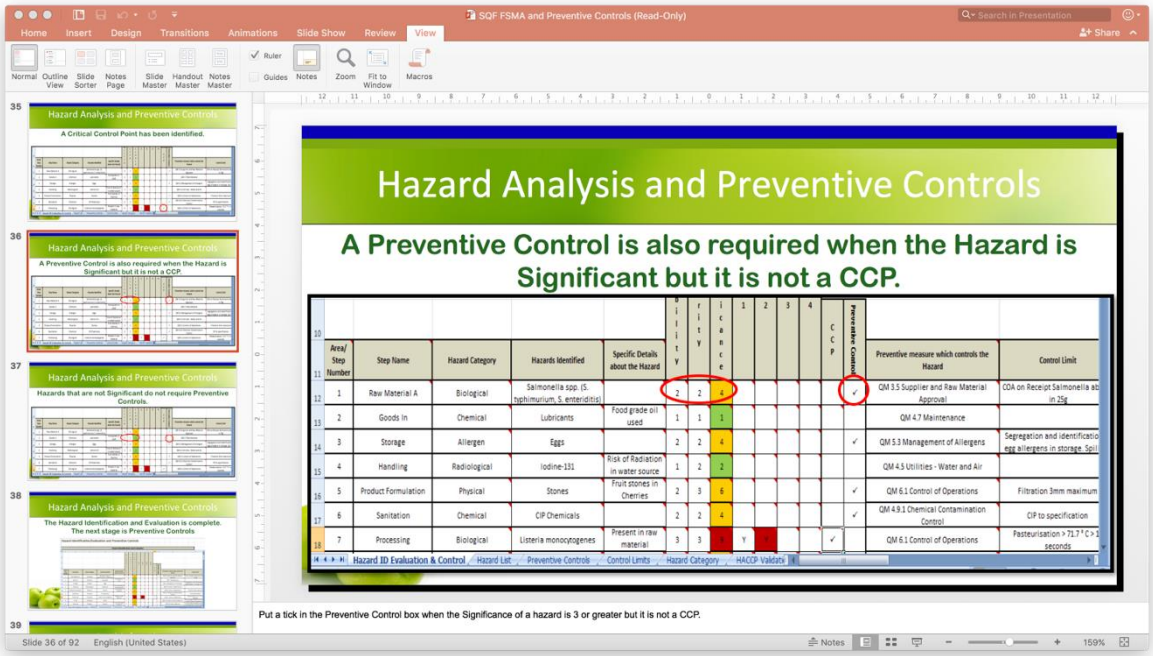
FSMA Hazard Analysis & Preventive Controls Folder

This folder contains Sample Procedures, Guidance and Tools for the Implementation of Preventive Controls. These documents should be used, by those sites implementing SQF Code and FSMA at the same time instead of using the documents in the Additional HACCP Documents and Calculator Folder:

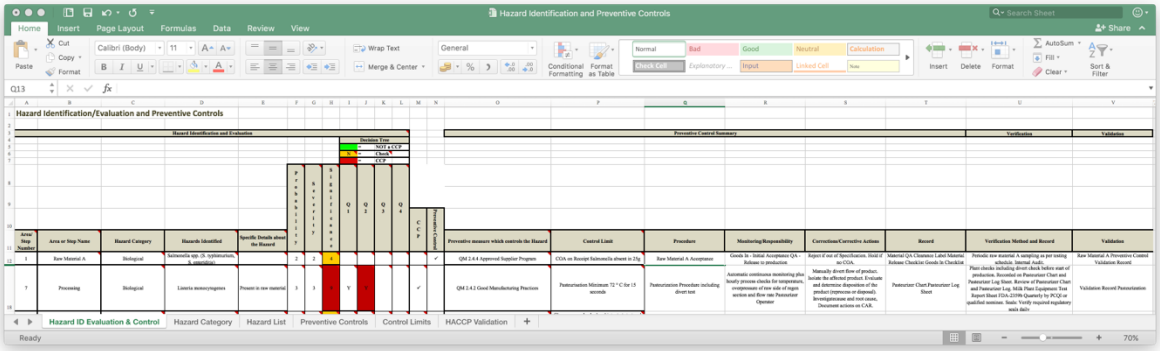


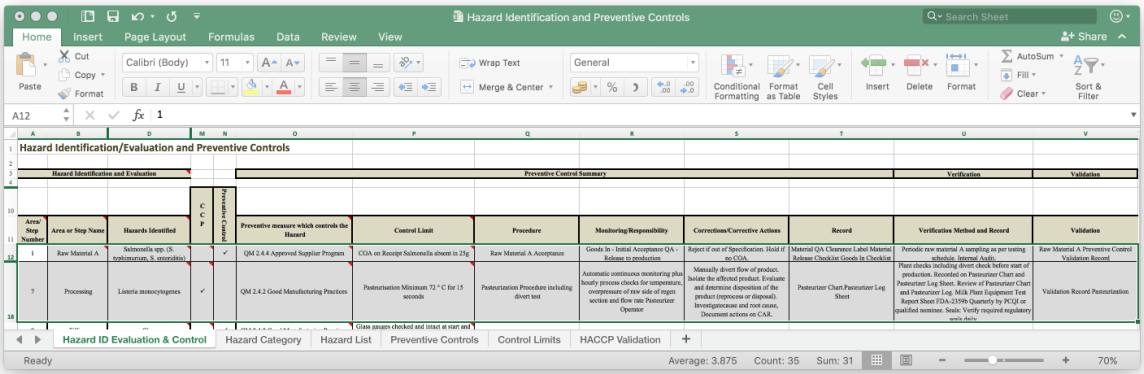
Name	Date Modified	Size	Kind
Hazard Identification and Preventive Controls.xlsx	Today, 12:29	139 KB	Micros...(.xlsx)
Preventive Control Validation Record.docx	4 Sep 2018, 11:36	29 KB	Micros...(.docx)
Sample CCP Validation FDA Recommended Pasteurization Time.pdf	25 Oct 2016, 09:57	200 KB	PDF Document
Sample Corrective Action Request Record.docx	4 Sep 2018, 11:36	25 KB	Micros...(.docx)
Sample Critical Control Point Validation Record.docx	4 Sep 2018, 11:41	27 KB	Micros...(.docx)
Sample Goods In Inspection Record.docx	4 Sep 2018, 11:37	28 KB	Micros...(.docx)
Sample Goods In QA Clearance Label.docx	4 Sep 2018, 11:38	16 KB	Micros...(.docx)
Sample Preventive Control Procedure Raw Material A Acceptance.docx	4 Sep 2018, 11:40	191 KB	Micros...(.docx)
Sample QM 1 Pasteurization Procedure.docx	4 Sep 2018, 11:42	32 KB	Micros...(.docx)
Sample QMR 1 Pasteurizer Log Sheet.docx	4 Sep 2018, 11:43	30 KB	Micros...(.docx)
Sample Raw Material Release Record.docx	4 Sep 2018, 11:40	27 KB	Micros...(.docx)
Sample Supplier Register Document.xlsx	4 Sep 2018, 12:19	13 KB	Micros...(.xlsx)
SQF FSMA and Preventive Controls Notes	27 Oct 2018, 11:44	12.7 MB	PDF Document
SQF FSMA and Preventive Controls.pptx	27 Oct 2018, 11:41	19 MB	PowerP...(.pptx)
SQF FSMA Supply Chain Controls Notes.pdf	Yesterday, 13:34	3.9 MB	PDF Document
SQF FSMA Supply Chain Controls.pptx	Yesterday, 20:49	11.8 MB	PowerP...(.pptx)
Supplier & Material Risk Assessment	Yesterday, 12:17	33 KB	Micros...(.xlsx)

Guidance and Tools for the Implementation of Preventive Controls

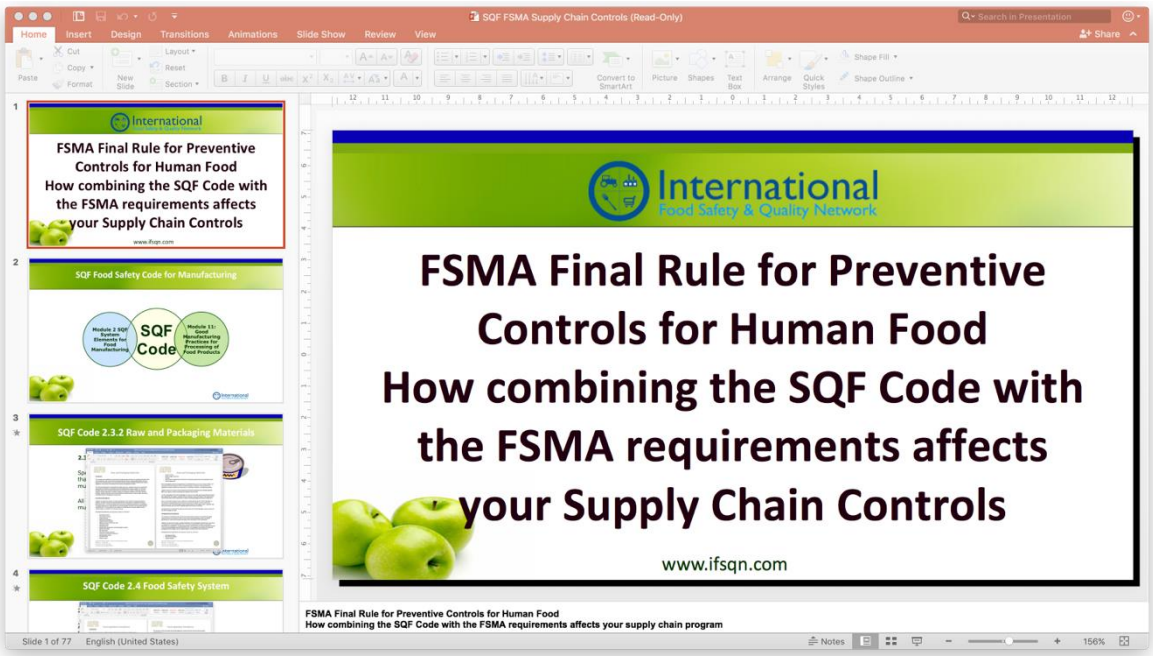


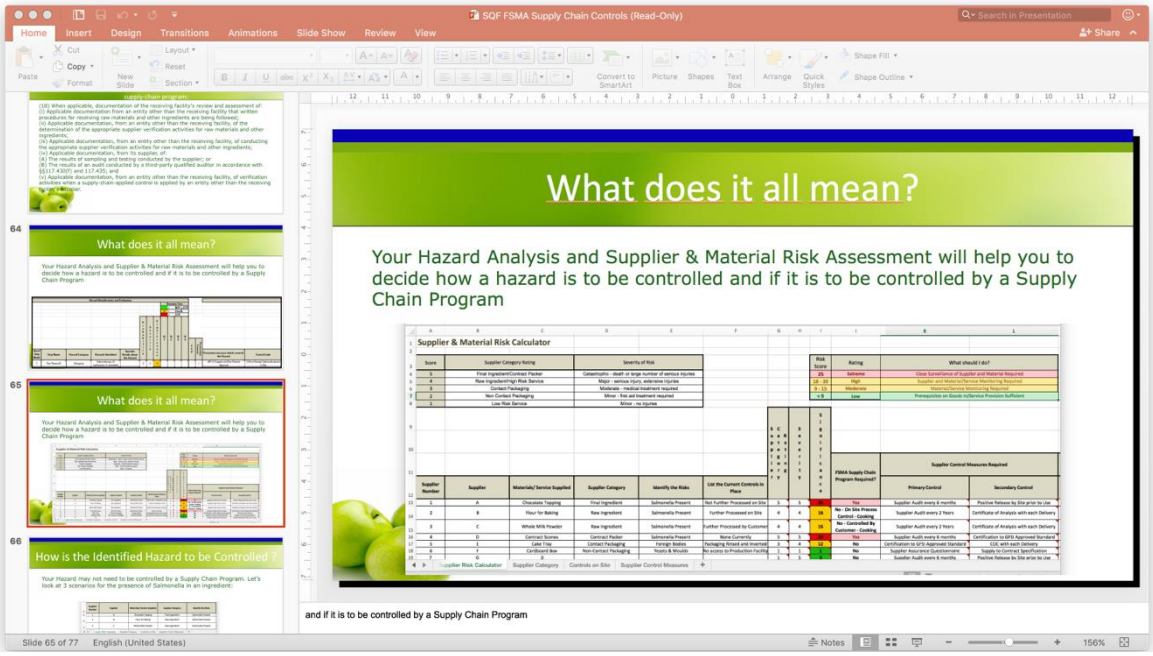
Implementation Tool for the Identification of CCPs and Preventive Controls enabling you to create your Food Safety Plans





Guidance and Tools for the Implementation of Supply Chain Controls





Supplier & Material Risk Calculator

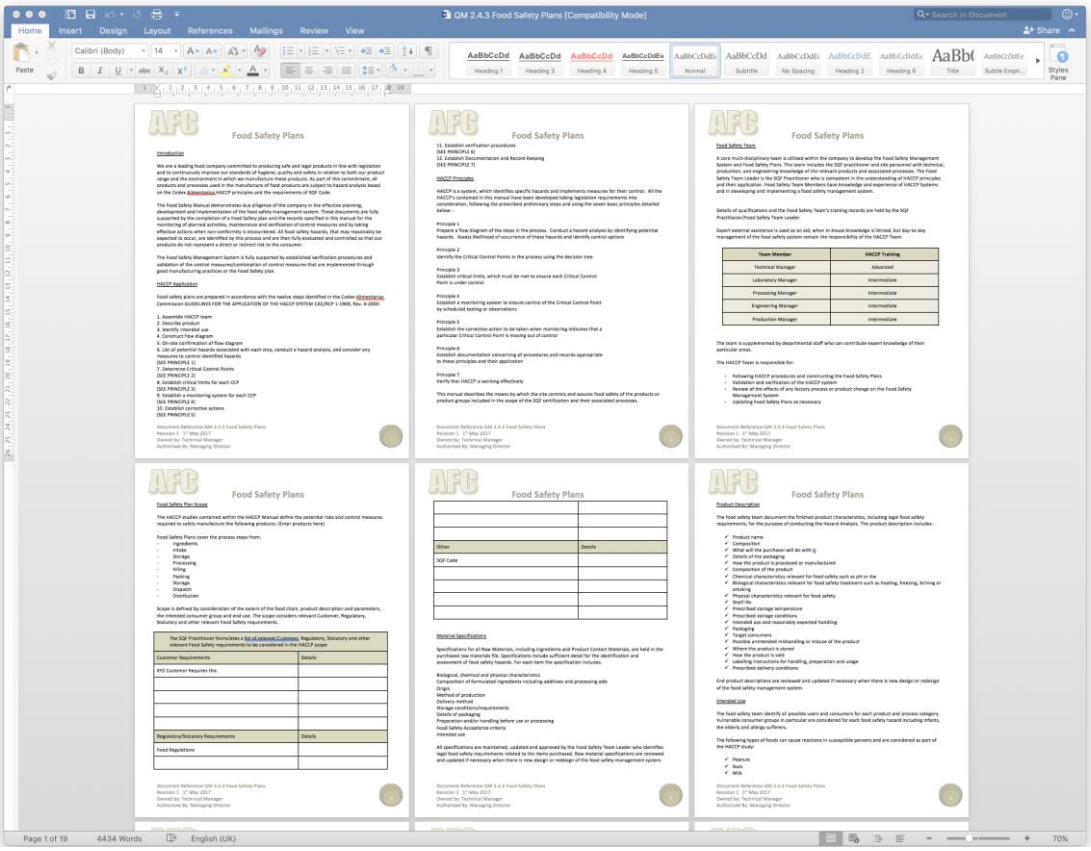
Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

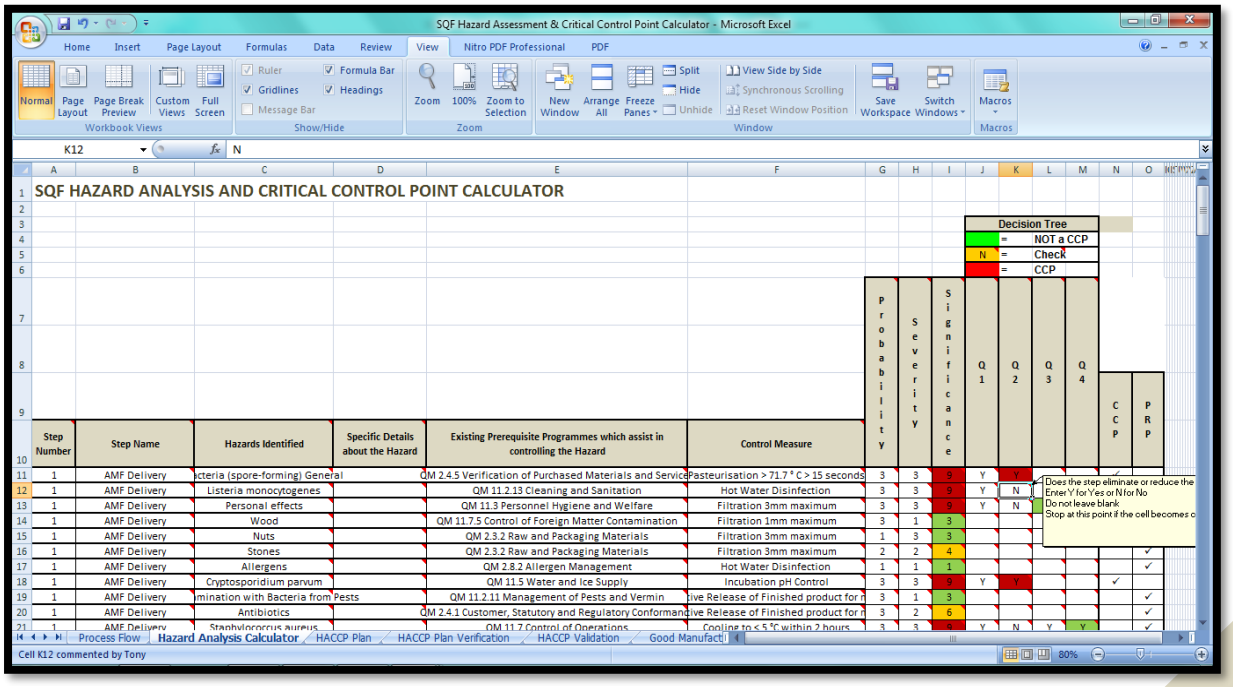
Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier	Certainty	Severity	Significance	FSMA Supply Chain Program Required?	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25		Yes	Supplier Audit every 6 months	Positive Release by Site prior to Use
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16		No - On Site Process Control - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
3	C	Whole Milk Powder	Raw Ingredient	Salmonella Present	Further Processed by Customer	4	4	16		No - Controlled By Customer - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
4	D	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25		Yes	Supplier Audit every 6 months	Certification to GFSI Approved Standard
5	E	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12		No	Certification to GFSI Approved Standard	COC with each Delivery
6	F	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1		No	Supplier Assurance Questionnaire	Supply to Contract Specification
7	G	0				1	5	5		No	Supplier Audit every 6 months	Positive Release by Site prior to Use

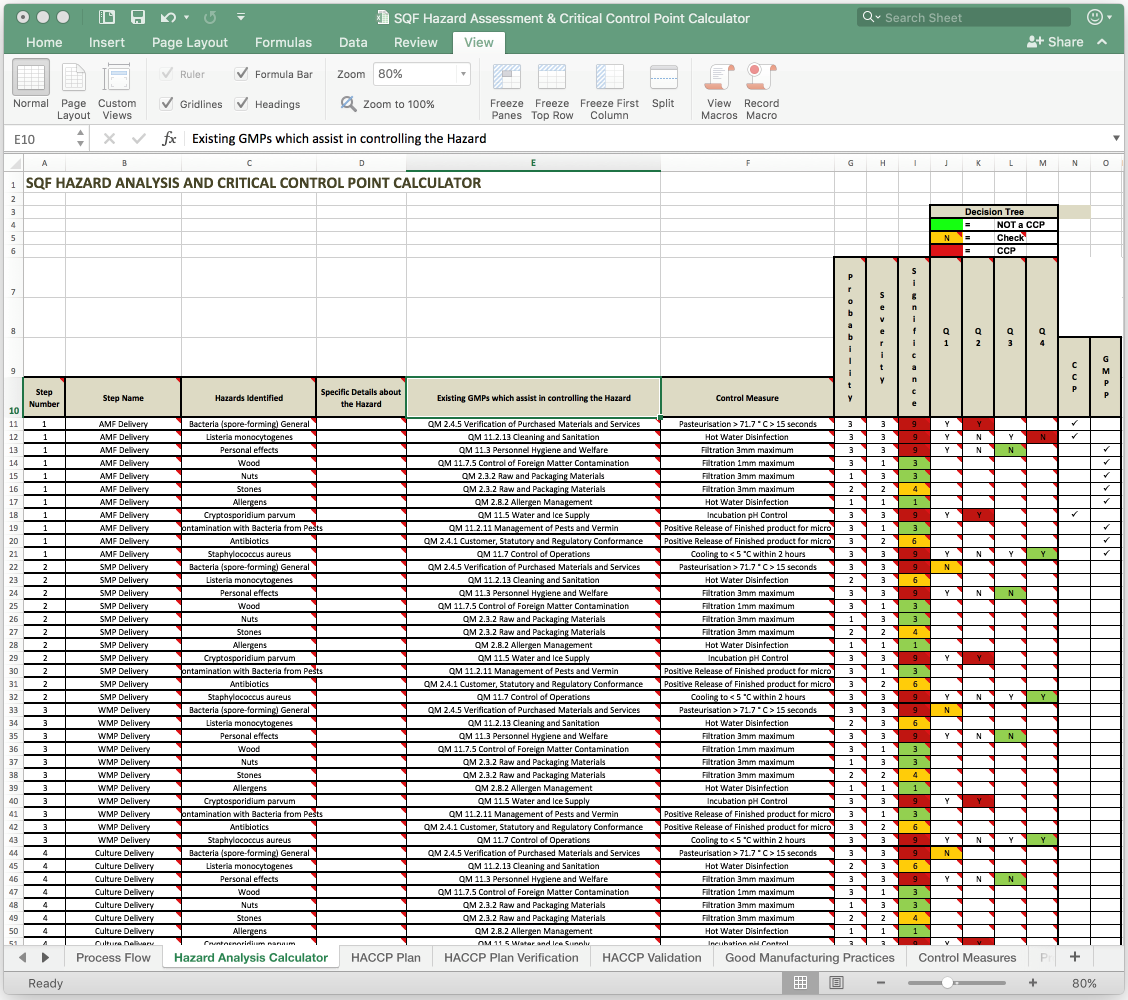
HACCP Documentation & Tools

The Package includes supplementary documentation to QM 2.4.3 Food Safety Plans (19 page HACCP procedural template)



Including the SQF HACCP Calculator and Instructions:



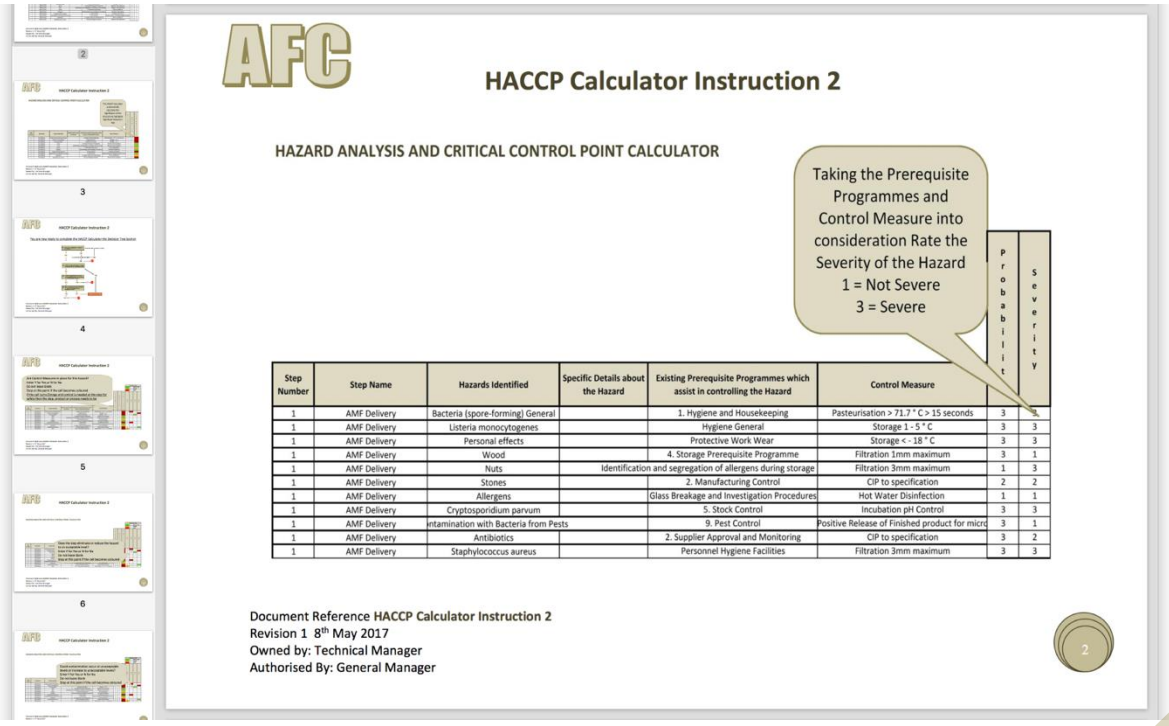


SQF Hazard Assessment & Critical Control Point Calculator

SQF HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Decision Tree
= NOT a CCP
N = Check
= CCP

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GMPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1	Q2	Q3	Q4	CCP	GMPP
1	AMF Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	Y	Y			✓	
1	AMF Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	3	3	9	Y	N	Y	N	✓	
1	AMF Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			✓
1	AMF Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						✓
1	AMF Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						✓
1	AMF Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						✓
1	AMF Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						✓
1	AMF Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y			✓	
1	AMF Delivery	ontamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						✓
1	AMF Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						✓
1	AMF Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		✓
2	SMP Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
2	SMP Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
2	SMP Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
2	SMP Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
2	SMP Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
2	SMP Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
2	SMP Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						
2	SMP Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y				
2	SMP Delivery	ontamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						
2	SMP Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						
2	SMP Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		
3	WMP Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
3	WMP Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
3	WMP Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
3	WMP Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
3	WMP Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
3	WMP Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
3	WMP Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						
3	WMP Delivery	Cryptosporidium parvum		QM 11.5 Water and Ice Supply	Incubation pH Control	3	3	9	Y	Y				
3	WMP Delivery	ontamination with Bacteria from Pests		QM 11.2.11 Management of Pests and Vermin	Positive Release of Finished product for micro	3	1	3						
3	WMP Delivery	Antibiotics		QM 2.4.1 Customer, Statutory and Regulatory Conformance	Positive Release of Finished product for micro	3	2	6						
3	WMP Delivery	Staphylococcus aureus		QM 11.7 Control of Operations	Cooling to < 5 °C within 2 hours	3	3	9	Y	N	Y	Y		
4	Culture Delivery	Bacteria (spore-forming) General		QM 2.4.5 Verification of Purchased Materials and Services	Pasteurisation > 71.7 ° C > 15 seconds	3	3	9	N					
4	Culture Delivery	Listeria monocytogenes		QM 11.2.13 Cleaning and Sanitation	Hot Water Disinfection	2	3	6						
4	Culture Delivery	Personal effects		QM 11.3 Personnel Hygiene and Welfare	Filtration 3mm maximum	3	3	9	Y	N	N			
4	Culture Delivery	Wood		QM 11.7.5 Control of Foreign Matter Contamination	Filtration 1mm maximum	3	1	3						
4	Culture Delivery	Nuts		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	1	3	3						
4	Culture Delivery	Stones		QM 2.3.2 Raw and Packaging Materials	Filtration 3mm maximum	2	2	4						
4	Culture Delivery	Allergens		QM 2.8.2 Allergen Management	Hot Water Disinfection	1	1	1						



HACCP Calculator Instruction 2

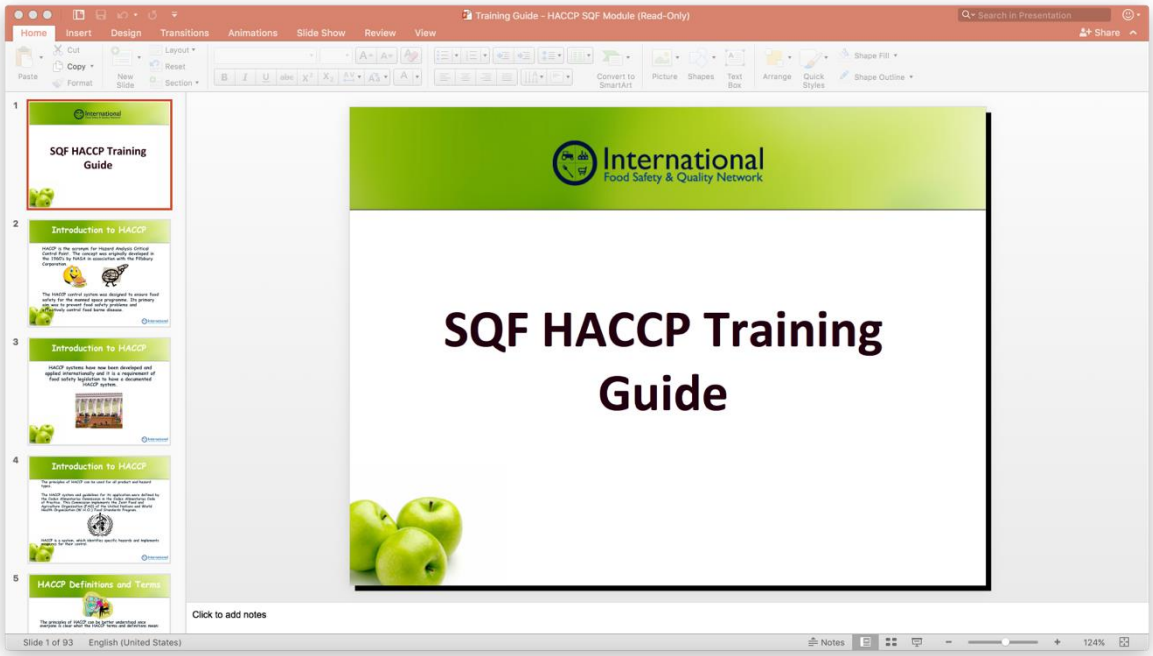
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

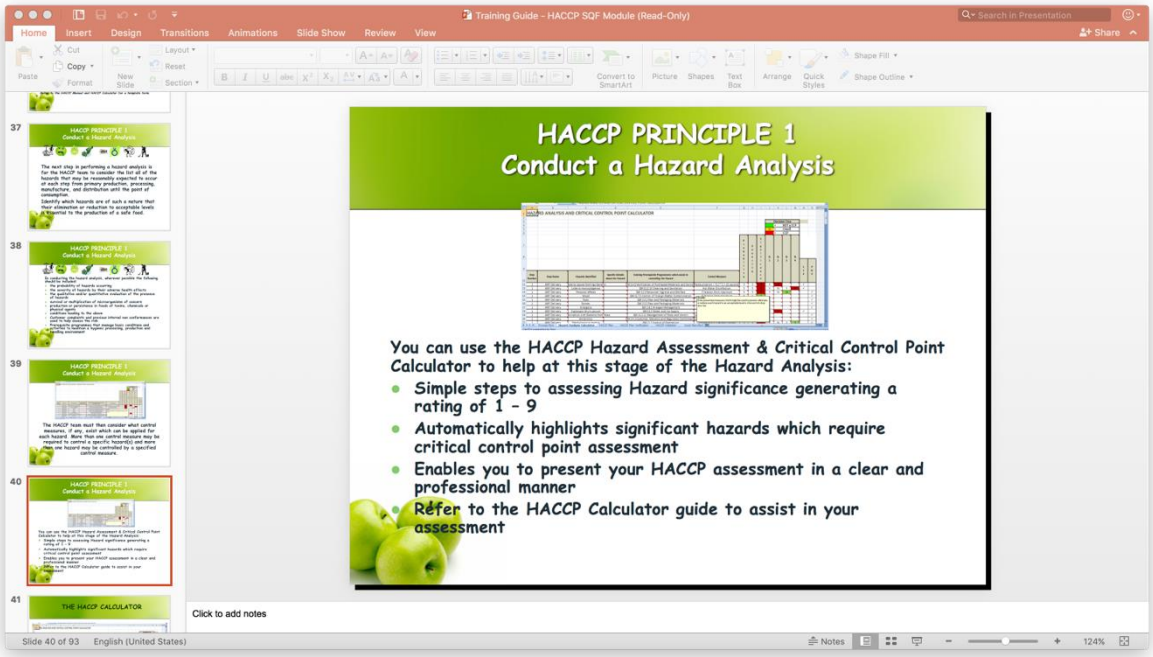
Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
1 = Not Severe
3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7 ° C > 15 seconds	3	3
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 ° C	3	3
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < - 18 ° C	3	3
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 1mm maximum	3	1
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 3mm maximum	1	3
1	AMF Delivery	Stones		2. Manufacturing Control	CIP to specification	2	2
1	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection	1	1
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Incubation pH Control	3	3
1	AMF Delivery	ntamination with Bacteria from Pests		9. Pest Control	Positive Release of Finished product for micro	3	1
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration 3mm maximum	3	3

Document Reference HACCP Calculator Instruction 2
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised By: General Manager

There is also a HACCP Training PowerPoint Presentation:



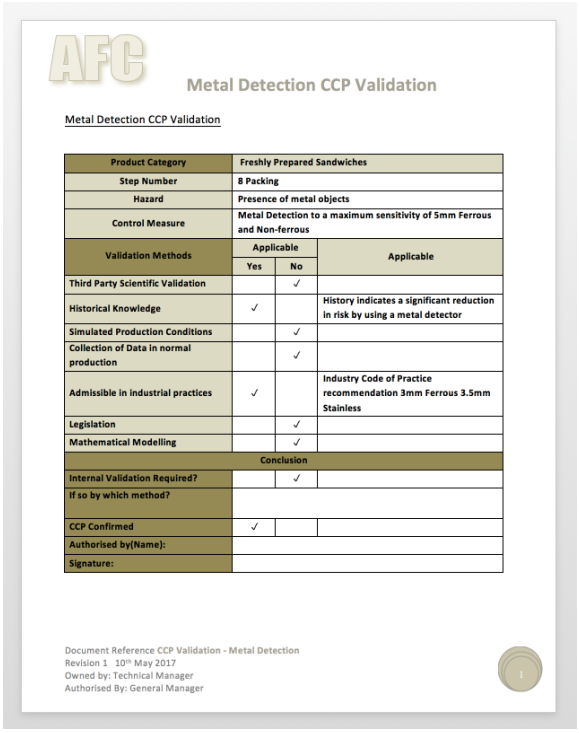


FSMS Record Templates

A comprehensive range of easy to use food safety record templates are included:

Validation Record Samples

A range of validation records are included.



AFC

Metal Detection CCP Validation

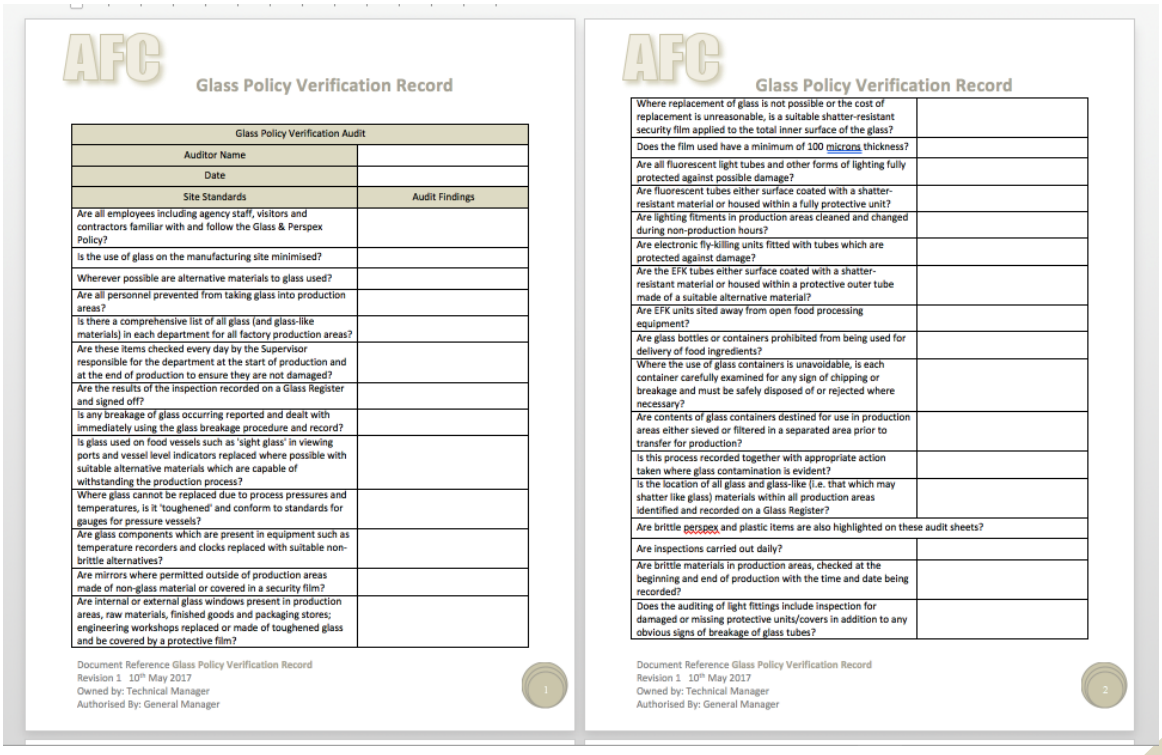
Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

Verification Record Examples

There are a range of verification records.



AFC

Glass Policy Verification Record

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 minimised?	
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 standards for gauges for pressure vessels?	
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?	

Document Reference Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

AFC

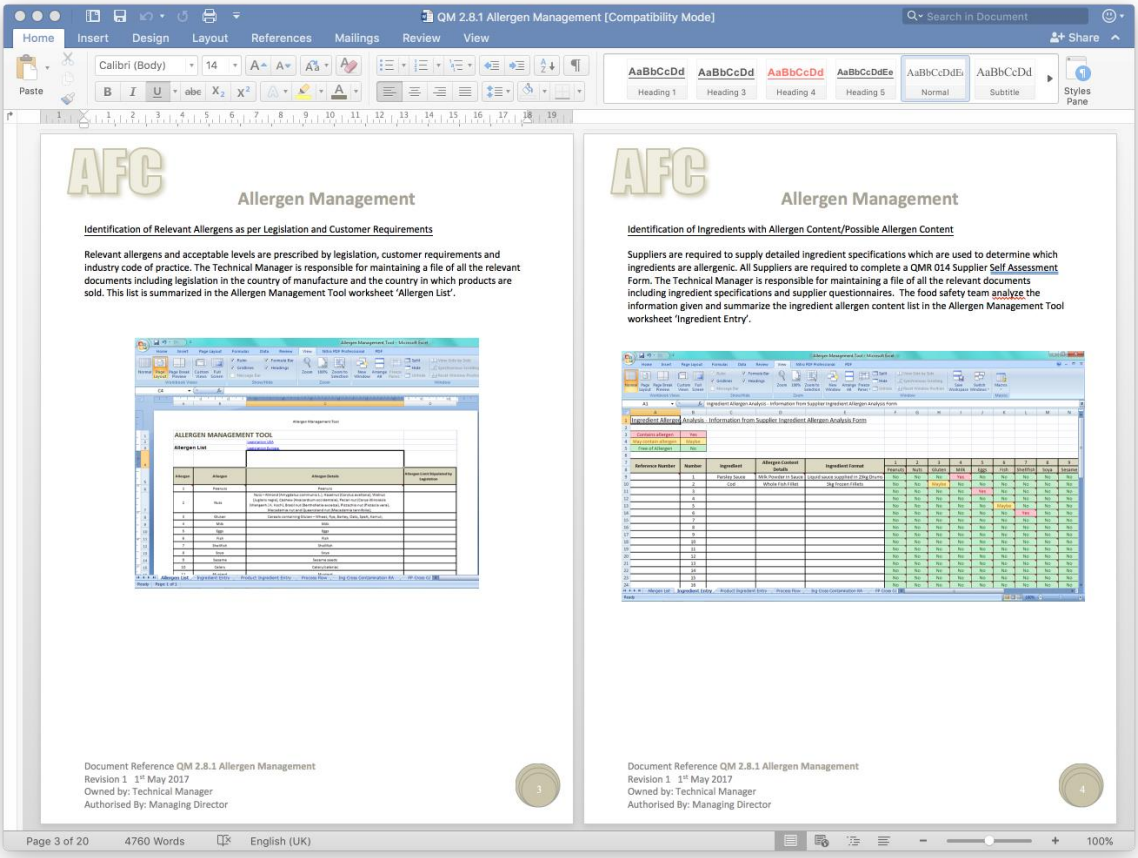
Glass Policy Verification Record

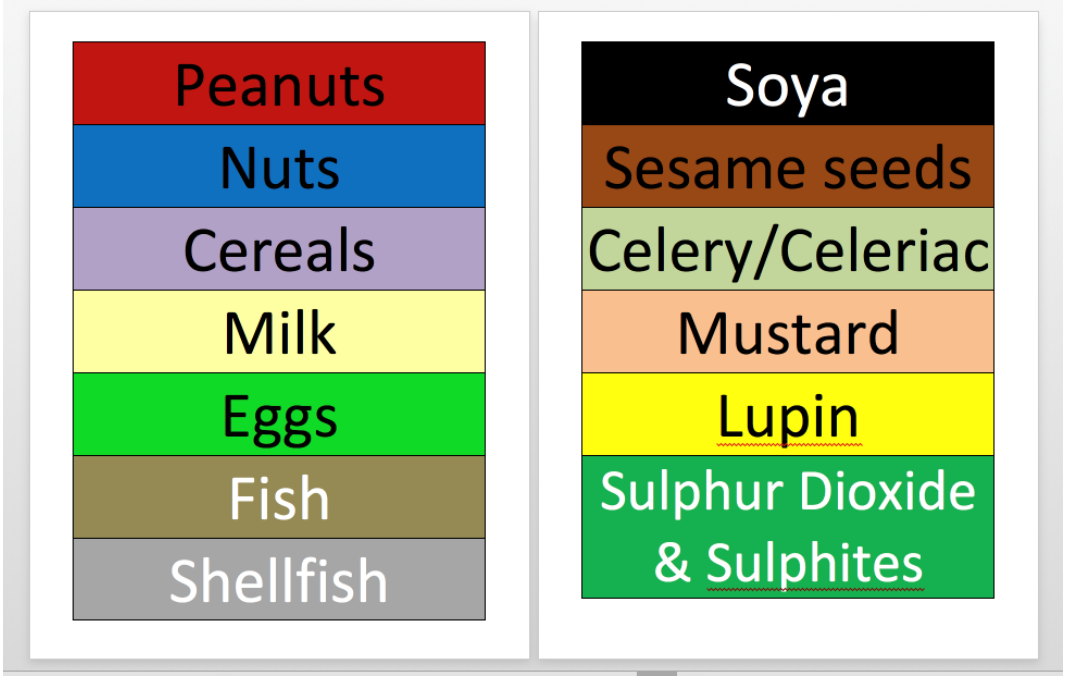
Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100 microns thickness?	
Are all fluorescent light tubes and other forms of lighting 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?	

Document Reference Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

Allergen Management

The package contains comprehensive allergen management documentation and an Allergen Management Tool:





Laboratory Quality Manual

The package contains supplementary sample documentation to QM 2.5.4 Product Sampling, Inspection and Analysis (27 page procedural template).

AFC Product Sampling, Inspection and Analysis

Handling of Test Items

The laboratories have policies and procedures for handling of samples documented in the Laboratory Procedure Manual.

Retention of reference of samples until end of shelf life allows for any re-testing and trace ability required investigating any complaints that may be received from a customer.

The Laboratory Supervisor is responsible for ensuring that the staffs are adequately trained in the handling of samples.

Identification of Samples

All samples must be properly identified. The following information is generally required:

- ✓ Unique identification e.g. SAP "Physical Sample Number"
- ✓ Name of product or material (e.g. "Material description and number")
- ✓ Batch reference
- ✓ Reception/sampling dates

Samples Disposal

Method of disposal of samples is documented in the Laboratory Procedure Manual with due regard for the hazard associated and safety ensured. Procedures must clearly define how to dispose of laboratory samples.

Storage of Samples

All samples must be stored to avoid damage, contamination or alteration in any way.
Improper storage of samples can completely invalidate the results.

Document Reference QM 2.5.4 Product Sampling, Inspection and Analysis
Revision 1 1st May 2017
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

15

AFC Product Sampling, Inspection and Analysis

Test Methods

All procedures used in the Laboratory are documented in the Laboratory Procedures Manual. The Laboratory Supervisor holds the master copy of the Laboratory Procedures Manual. The origination of any new methods or procedures for use in the Laboratory is required to produce a draft copy, which must be approved, signed and issued by the Technical Manager. These methods must not be included in the Laboratory Procedures Manual until they have been validated and then approved by senior management.

Amendments to these methods must be approved by the Technical Manager and noted in the amendment section of the Laboratory Procedures Manual. Any piece of work to be undertaken by the Laboratory that does not utilise already documented and validated procedures requires a clear statement of the work to be undertaken which is agreed by the Technical Manager.

Analytical Methods and Documents

All laboratory operations must be documented including:

- ✓ Analytical methods and test methods (methods manual)
- ✓ QA programme including Internal Control Plan (ICP)
- ✓ SOP's
- ✓ Workbench Instructions
- ✓ Training Records
- ✓ Laboratory Safety Manual

Deviations

All laboratory staff adheres to the laid down policies and procedures. Departures from documented procedures are not allowed unless the

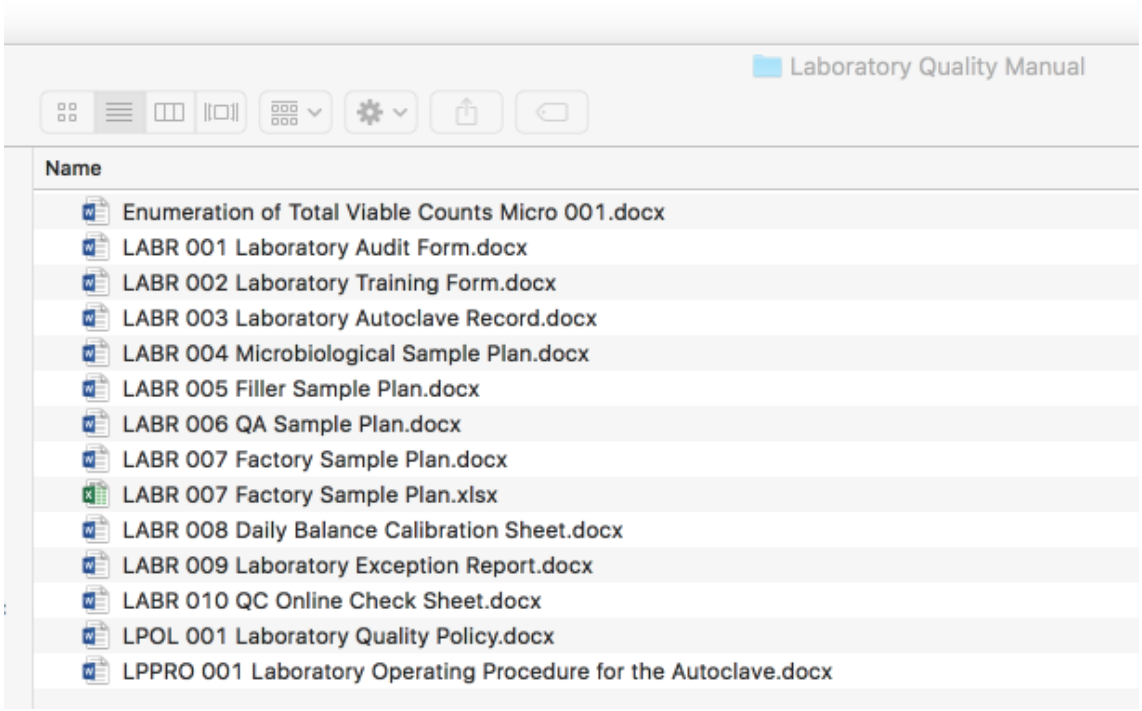
Technical Manager has first been consulted. Written permission and justification must then be included in the relevant records

Uncertainty of Measurement

Uncertainty of Measurement associated with test results may not apply, as some clients do not require such information.

Document Reference QM 2.5.4 Product Sampling, Inspection and Analysis
Revision 1 1st May 2017
Owned by: Laboratory Supervisor
Authorised By: Technical Manager

16



Laboratory Quality Manual

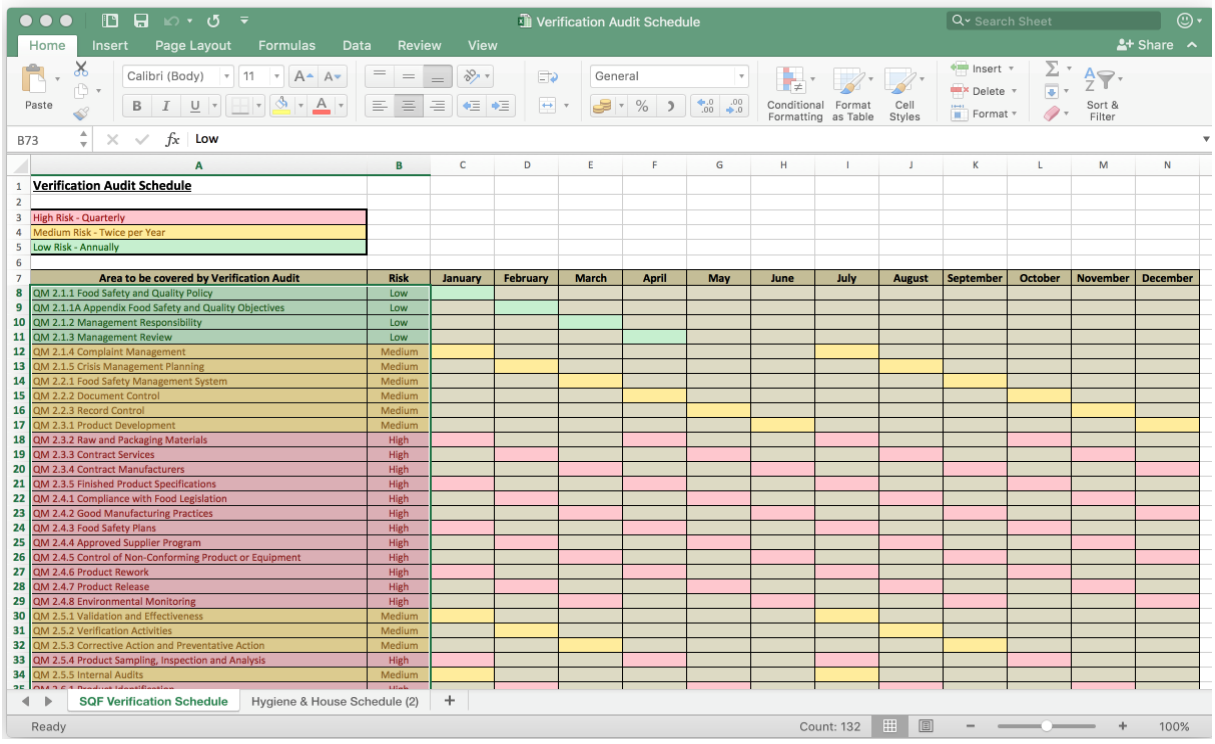
Name

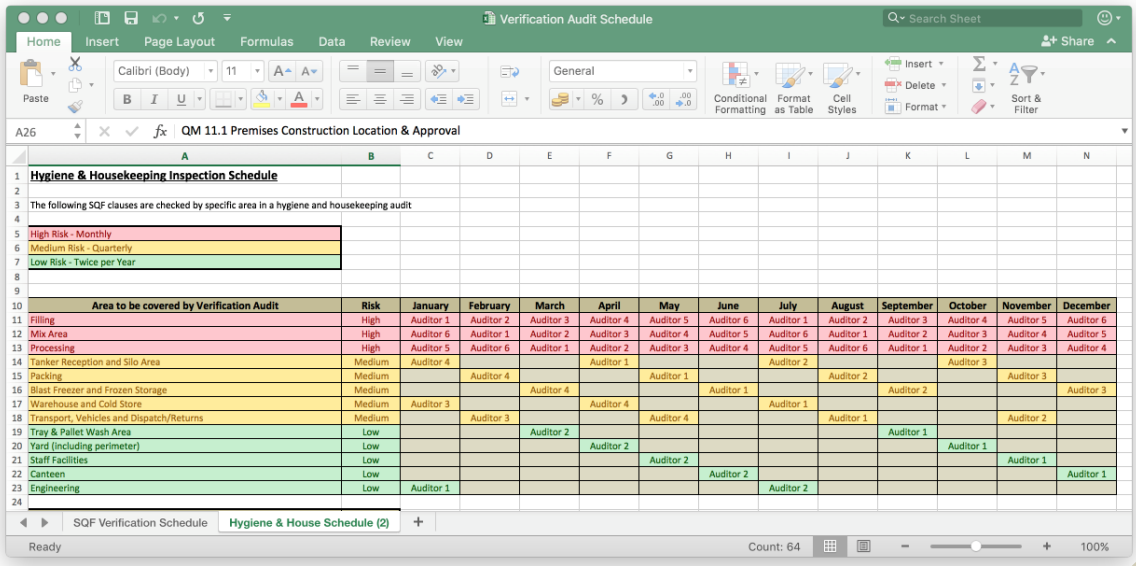
- Enumeration of Total Viable Counts Micro 001.docx
- LABR 001 Laboratory Audit Form.docx
- LABR 002 Laboratory Training Form.docx
- LABR 003 Laboratory Autoclave Record.docx
- LABR 004 Microbiological Sample Plan.docx
- LABR 005 Filler Sample Plan.docx
- LABR 006 QA Sample Plan.docx
- LABR 007 Factory 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

Management Tools

The package contains documentation and tools that you might find useful including:

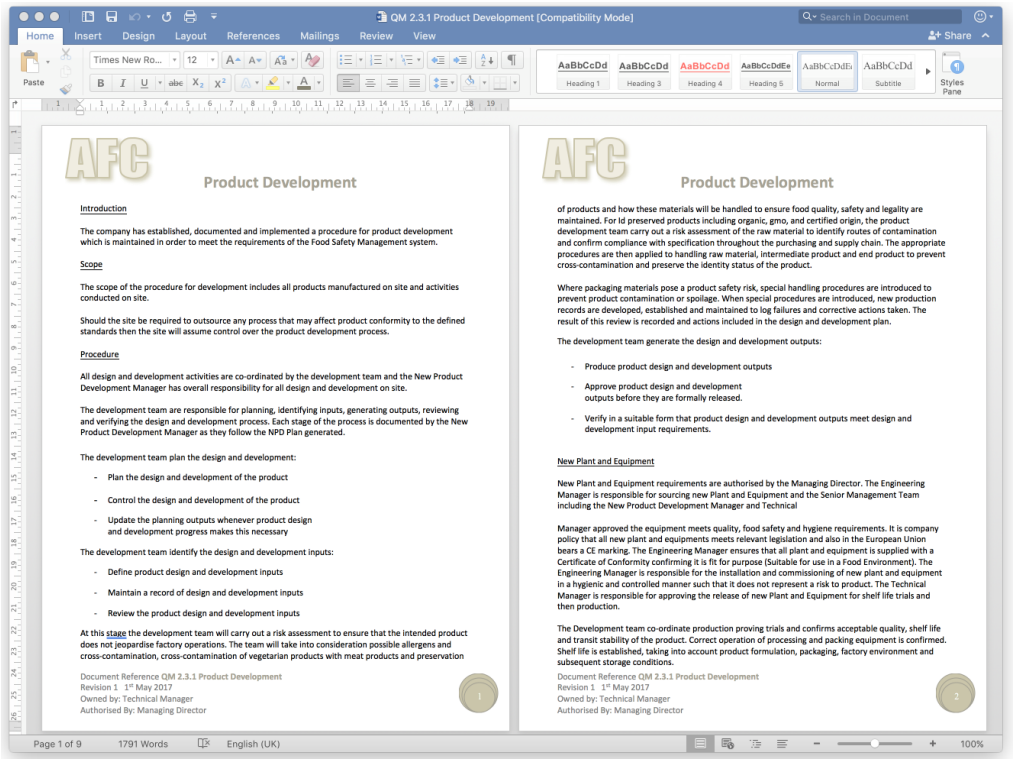
Complaint Analyser
Factory Plans
Audit Reports/CAR Example
Unannounced Audit Protocol
Verification Audit Schedule





Product Development

The package contains documentation and tools that supplement QM 2.3.1 Product Development:



Product Development

Introduction

The company has established, documented and implemented a procedure for product development which is maintained in order to meet the requirements of the Food Safety Management system.

Scope

The scope of the procedure for development includes all products manufactured on site and activities conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the product development process.

Procedure

All design and development activities are co-ordinated by the development team and the New Product Development Manager has overall responsibility for all design and development on site.

The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process. Each stage of the process is documented by the New Product Development Manager as they follow the NPD Plan generated.

The development team plan the design and development:

- Plan the design and development of the product
- Control the design and development of the product
- Update the planning outputs whenever product design and development progress makes this necessary

The development team identify the design and development inputs:

- Define product design and development inputs
- Maintain a record of design and development inputs
- Review the product design and development inputs

At this stage the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. The team will take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation

Document Reference QM 2.3.1 Product Development
Revision 1 1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

Product Development

of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For Id preserved products including organic, gmo, and certified origin, the product development team carry out a risk assessment of the raw material to identify routes of contamination and confirm compliance with specification throughout the purchasing and supply chain. The appropriate procedures are then applied to handling raw material, intermediate product and end product to prevent cross-contamination and preserve the identity status of the product.

Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage. When special procedures are introduced, new production records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

The development team generate the design and development outputs:

- Produce product design and development outputs
- Approve product design and development outputs before they are formally released.
- Verify in a suitable form that product design and development outputs meet design and development input requirements.

New Plant and Equipment

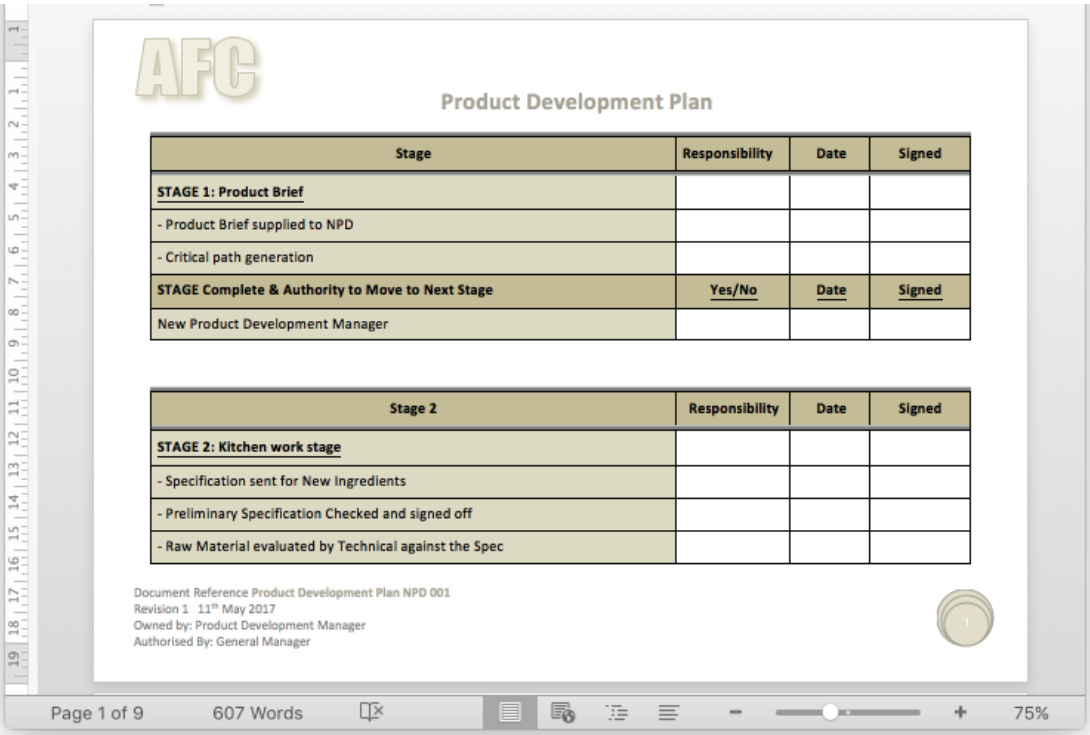
New Plant and Equipment requirements are authorised by the Managing Director. The Engineering Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the New Product Development Manager and Technical

Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipments meets relevant legislation and also in the European Union bears a CE marking. The Engineering Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose (Suitable for use in a Food Environment). The Engineering Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Technical Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

The Development team co-ordinate production proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account product formulation, packaging, factory environment and subsequent storage conditions.

Document Reference QM 2.3.1 Product Development
Revision 1 1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

Page 1 of 9 1791 Words English (UK) 100%



Product Development Plan

Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
New Product Development Manager			

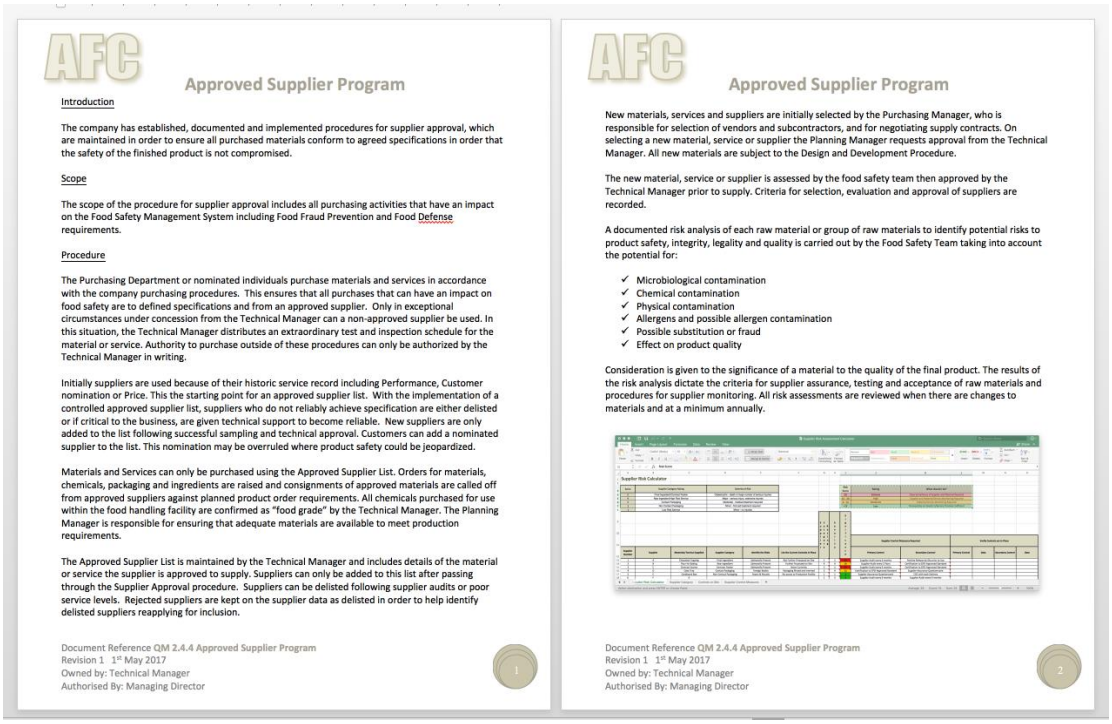
Stage 2	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Technical against the Spec			

Document Reference Product Development Plan NPD 001
Revision 1 11th May 2017
Owned by: Product Development Manager
Authorised By: General Manager

Page 1 of 9 607 Words 75%

Supplier Risk Assessment

The package contains documentation and tools that supplement QM 2.4.4 Approved Supplier Program:



AFC

Approved Supplier Program

Introduction

The company has established, documented and implemented procedures for supplier approval, which are maintained in order to ensure all purchased materials conform to agreed specifications in order that the safety of the finished product is not compromised.

Scope

The scope of the procedure for supplier approval includes all purchasing activities that have an impact on the Food Safety Management System including Food Fraud Prevention and Food Defense requirements.

Procedure

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on food safety are to defined specifications and from an approved supplier. Only in exceptional circumstances under concession from the Technical Manager can a non-approved supplier be used. In this situation, the Technical Manager distributes an extraordinary test and inspection schedule for the material or service. Authority to purchase outside of these procedures can only be authorized by the Technical Manager in writing.

Initially suppliers are used because of their historic service record including Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardized.

Materials and Services can only be purchased using the Approved Supplier List. Orders for materials, chemicals, packaging and ingredients are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements. All chemicals purchased for use within the food handling facility are confirmed as "food grade" by the Technical Manager. The Planning Manager is responsible for ensuring that adequate materials are available to meet production requirements.

The Approved Supplier List is maintained by the Technical Manager and includes details of the material or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure. Suppliers can be delisted following supplier audits or poor service levels. Rejected suppliers are kept on the supplier data as delisted in order to help identify delisted suppliers reapplying for inclusion.

Document Reference QM 2.4.4 Approved Supplier Program
Revision 1 1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

1

AFC

Approved Supplier Program

New materials, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts. On selecting a new material, service or supplier the Planning Manager requests approval from the Technical Manager. All new materials are subject to the Design and Development Procedure.

The new material, service or supplier is assessed by the food safety team then approved by the Technical Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

A documented risk analysis of each raw material or group of raw materials to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

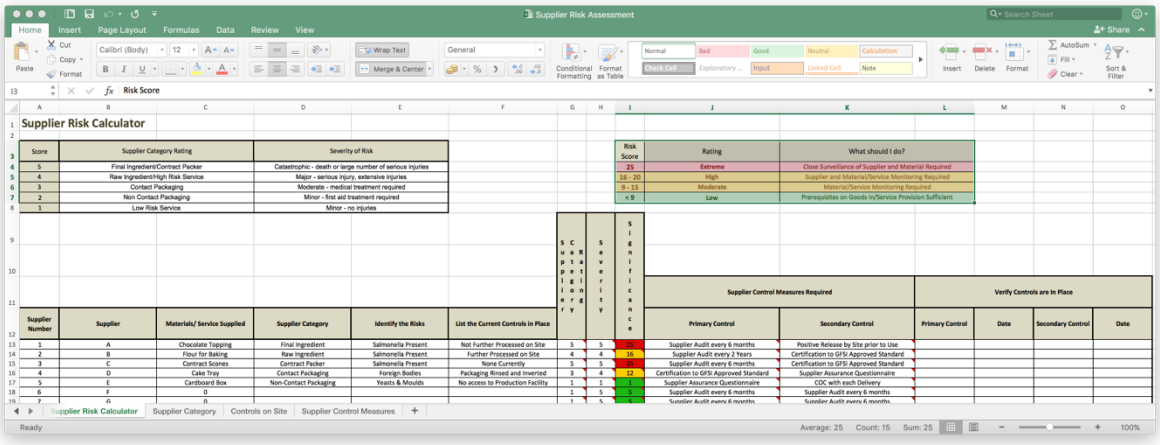
- ✓ Microbiological contamination
- ✓ Chemical contamination
- ✓ Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material to the quality of the final product. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Document Reference QM 2.4.4 Approved Supplier Program
Revision 1 1st May 2017
Owned by: Technical Manager
Authorised By: Managing Director

2

Including the Supplier Risk Calculator:



Supplier Risk Assessment

Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

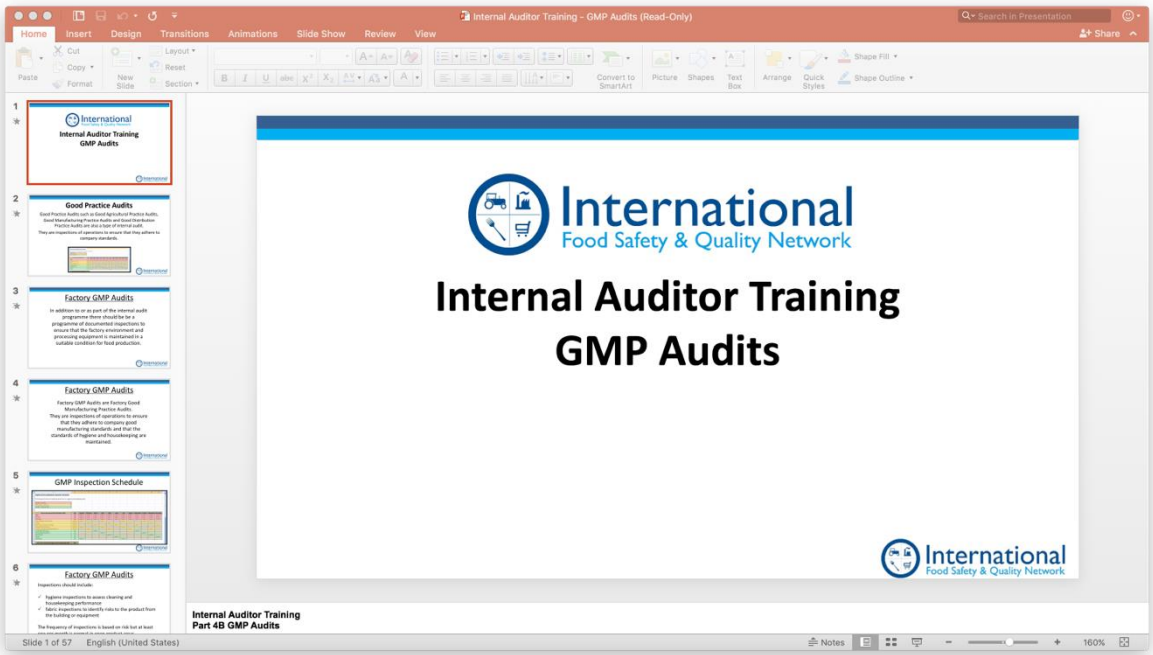
Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Severity	Significance	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control	Verify Controls are in Place: Primary Control	Verify Controls are in Place: Date	Verify Controls are in Place: Secondary Control	Verify Controls are in Place: Date
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Supplier Audit every 6 months	Positive Release by Site prior to Use				
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard				
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard				
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire				
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery				
6	F	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months				
7	G	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months				

Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

Training Presentations

The package includes PowerPoint Training Presentations:

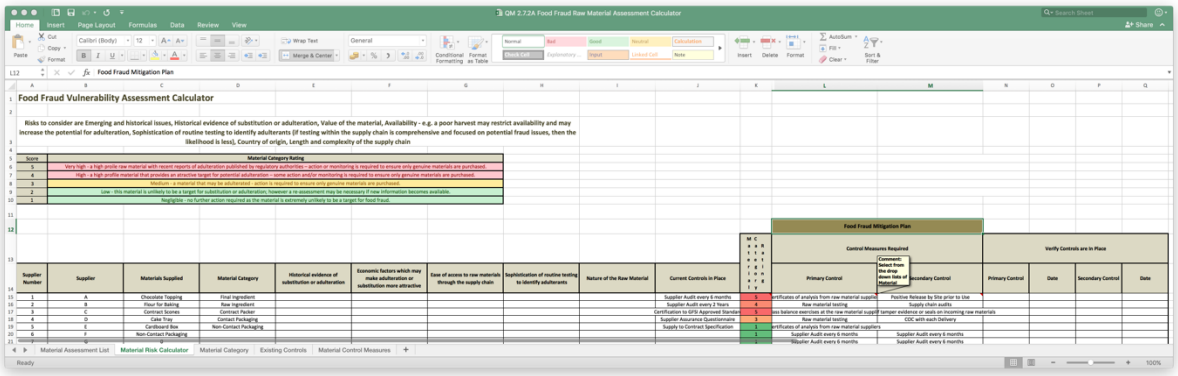



SQF Code 8 Module 2 Food Safety Management System Training Guide – IFSQN (Read-Only)
SQF Code Module 2 Food Safety Management System for Food Manufacturing Training Guide
SQF Code - A Global Standard for Food Safety and Quality
The SQF Code is published by the SQF Institute (SQFI)
SQF Code - A Global Standard for Food Safety and Quality
The SQF Institute (SQFI) is a division of the Food Marketing Institute (FMI).
The SQF Institute was established by FMI in 2004.
In the SQF Code SQFI provides one of the most globally recognized food safety certification programs.
International
Food Safety & Quality Network
SQF Code Module 2 Food Safety Management System for Food Manufacturing Training Guide
Click to add notes


SQF Code 8 Module 11 Food Safety Management System Training Guide – IFSQN (Read-Only)
SQF Food Safety Management System Training Guide
SQF Code Module 11 Good Manufacturing Practices for Processing of Food Products
Module 11: Good Manufacturing Practices for Processing of Food Products
SQF Food Safety Code for Manufacturing
SQF Code
International
Food Safety & Quality Network
SQF Food Safety Management System Training Guide
SQF Code Module 11 Good Manufacturing Practices for Processing of Food Products
Click to add notes

Food Fraud Raw Material Assessment Calculator

The package contains a Food Fraud Raw Material Assessment Calculator to supplement QM 2.7.2 Food Fraud Procedural Template



Free Online Technical Support

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 SQF Food Safety and Management System until you achieve certification.

Click here to order the IFSQN SQF Code & FSMA Food Safety Management System Package