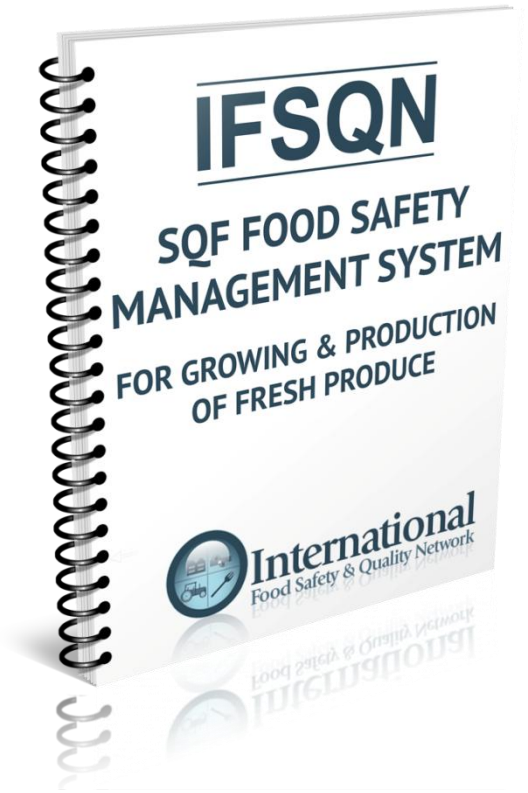
SQF Code Food Safety Management System



IFSQN are proud to announce the launch of our SQF Code Growing and Production of Fresh Produce Implementation Package which is an ideal package for Producers looking to meet the requirements of SQF Code Edition 7.2.

SQF Code is a HACCP Based Supplier Assurance Code for the Food Industry, is benchmarked by GFSI and widely recognized throughout the world.

This comprehensive package is designed to assist in achieving SQF Certification and contains extensive implementation tools and unrivalled comprehensive SQF documentation system templates.

Ensure your Food Safety Quality Management System meets SQF Code Edition 7.2 with our easy to use SQF Food Safety Quality Management System for the Growing and Production of Fresh Produce.

Included in this SQF Food Safety and Quality Management System Package:

- ✓ Food Safety Management System Procedures
- ✓ Food Safety Management System Record Templates
- ✓ Food Safety Management System Implementation Workbook
- ✓ HACCP Manual
- ✓ Interactive HACCP Training & Exam
- ✓ Validation & Verification Records
- ✓ SQF FSQMS Verification Audit Templates
- ✓ Internal Auditor Training & Exam
- ✓ SQF Code Training Modules 2 & 7
- ✓ Free online support via e-mail

As well as meeting the requirements of SQF Code Edition 7.2 this new SQF Implementation Package includes additional management tools including:

- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ SQF Produce HACCP Calculator
- ✓ Complaint Management Guidelines & Analyser
- ✓ Extended Internal Audit Training
- ✓ Verification Schedule Risk Assessment Tool and Template

Click here to order the IFSQN SQF Produce Implementation Package

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Food Safety Quality Management System

The package 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. Procedures match the relevant clause of the SQF Code for ease of implementation and include:

QM 2.1.1 Food Safety and Quality Policy and Objectives
QM 2.1.2 Responsibility Authority and Communication
QM 2.1.3 Food Safety and Quality Management System
QM 2.1.4 Management Review
QM 2.1.5 Customer Complaint Handling
QM 2.1.6 Business Continuity Planning
QM 2.2.1 Document Control
QM 2.2.2 Record Control
QM 2.3.1 Product Development
QM 2.3.2 Raw and Packaging Materials
QM 2.3.3 Contract Services
QM 2.3.4 Contract Manufacturers
QM 2.3.5 End Product Specifications
QM 2.4.1 Customer, Statutory and Regulatory Conformance
QM 2.4.2 Food Safety Fundamentals
QM 2.4.3 Food Safety Plan
QM 2.4.4 Food Quality Plan
QM 2.4.5 Control of Purchased Materials and Services
QM 2.4.5 Verification of Purchased Materials and Services
QM 2.4.6 Control of Non-Conforming Product or Equipment
QM 2.4.7 Product Rework
QM 2.4.8 Product Release
QM 2.4.9 Stock Control

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QM 2.5.1 SQF System Verification
QM 2.5.2 Validation, Improvement and System Updating
QM 2.5.3 Verification Schedule
QM 2.5.4 Verification of Monitoring Activities
QM 2.5.5 Corrective Action and Preventative Action
QM 2.5.6 Laboratory Quality Manual
QM 2.5.7 Internal Audits
QM 2.6.1 Product Identification
QM 2.6.2 Traceability System
QM 2.6.3 Product Recall
QM 2.7 Site Security
QM 2.8.1 Identity Preserved Foods
QM 2.8.2 Allergen Management
QM 2.9 Training

Good Agricultural Practices for the growing and harvesting of plants:

QM 7.1 Site Requirements
QM 7.2 Product Handling and Storage Areas and Equipment
QM 7.2.7 Maintenance
QM 7.2.8 Calibration
QM 7.2.9 Pests and Vermin Management
QM 7.2.11 Cleaning and Sanitation
QM 7.3 Personal Hygiene and Welfare
QM 7.4 Field Packaging and Handling Practices
QM 7.5 Water Management
QM 7.6 Storage and Transport
QM 7.7 Soil Management
QM 7.8 Harvesting
QM 7.9 Waste Disposal

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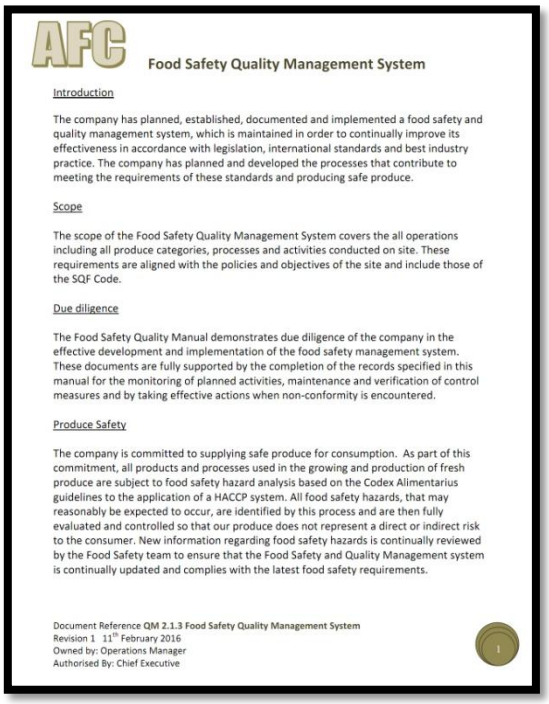
SQF Code Food Safety Management System



AFC

Food Safety Quality Management System

Introduction

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

Scope

The scope of the Food Safety Quality Management System covers the all operations including all produce 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 Code.

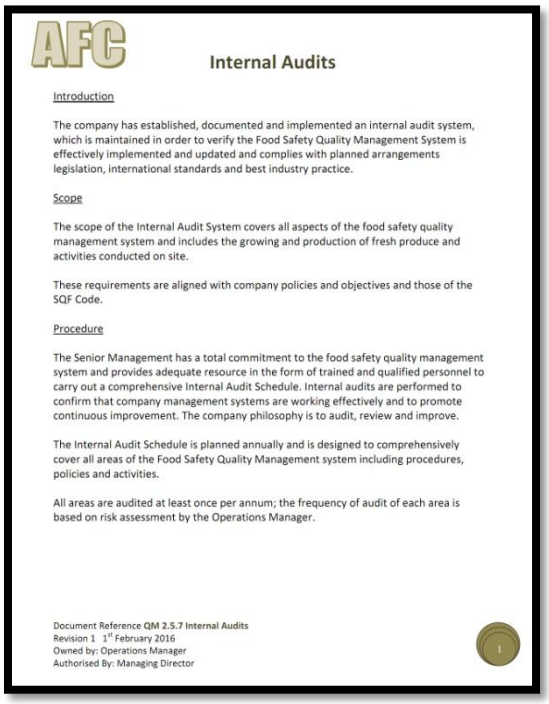
Due diligence

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

Produce Safety

The company is committed to supplying safe produce for consumption. As part of this commitment, all products and processes used in the growing and production of fresh produce 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 produce does not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Document Reference QM 2.1.3 Food Safety Quality Management System
Revision 1 11th February 2016
Owned by: Operations Manager
Authorised By: Chief Executive



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Internal Audits

Introduction

The company has established, documented and implemented an internal audit system, which is maintained in order to verify the Food Safety Quality Management System is effectively implemented and updated and complies with planned arrangements legislation, international standards and best industry practice.

Scope

The scope of the Internal Audit System covers all aspects of the food safety quality management system and includes the growing and production of fresh produce and activities conducted on site.

These requirements are aligned with company policies and objectives and those of the SQF Code.

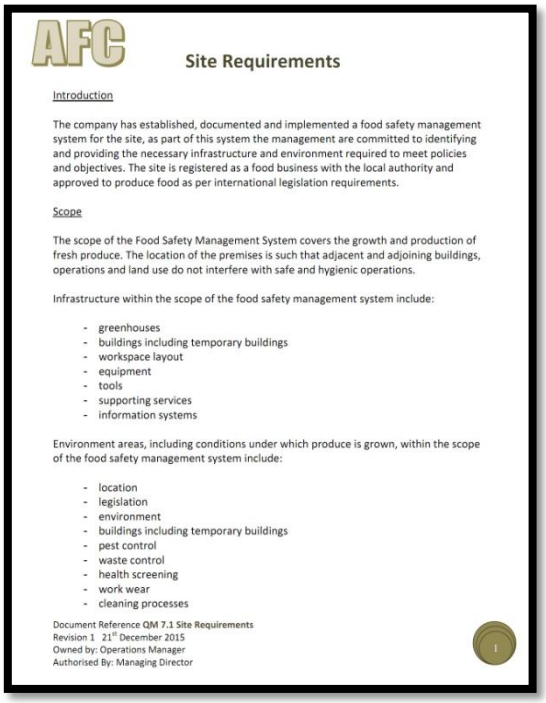
Procedure

The Senior Management has a total commitment to the food safety quality management system and provides adequate resource in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that company management systems are working effectively and to promote continuous improvement. The company philosophy is to audit, review and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Quality Management system including procedures, policies and activities.

All areas are audited at least once per annum; the frequency of audit of each area is based on risk assessment by the Operations Manager.

Document Reference QM 2.5.7 Internal Audits
Revision 1 1st February 2016
Owned by: Operations Manager
Authorised By: Managing Director



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Site Requirements

Introduction

The company has established, documented and implemented a food safety management system for the site, as part of this system the management are committed to identifying and providing the necessary infrastructure and environment required to meet policies and objectives. The site is registered as a food business with the local authority and approved to produce food as per international legislation requirements.

Scope

The scope of the Food Safety Management System covers the growth and production of fresh produce. The location of the premises is such that adjacent and adjoining buildings, operations and land use do not interfere with safe and hygienic operations.

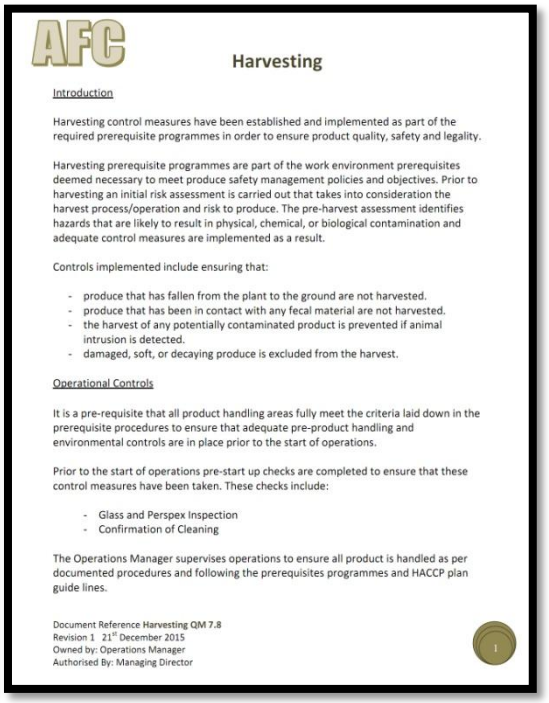
Infrastructure within the scope of the food safety management system include:

- greenhouses
- buildings including temporary buildings
- workspace layout
- equipment
- tools
- supporting services
- information systems

Environment areas, including conditions under which produce is grown, within the scope of the food safety management system include:

- location
- legislation
- environment
- buildings including temporary buildings
- pest control
- waste control
- health screening
- work wear
- cleaning processes

Document Reference QM 7.1 Site Requirements
Revision 1 21st December 2015
Owned by: Operations Manager
Authorised By: Managing Director



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Harvesting

Introduction

Harvesting control measures have been established and implemented as part of the required prerequisite programmes in order to ensure product quality, safety and legality.

Harvesting prerequisite programmes are part of the work environment prerequisites deemed necessary to meet produce safety management policies and objectives. Prior to harvesting an initial risk assessment is carried out that takes into consideration the harvest process/operation and risk to produce. The pre-harvest assessment identifies hazards that are likely to result in physical, chemical, or biological contamination and adequate control measures are implemented as a result.

Controls implemented include ensuring that:

- produce that has fallen from the plant to the ground are not harvested.
- produce that has been in contact with any fecal material are not harvested.
- the harvest of any potentially contaminated product is prevented if animal intrusion is detected.
- damaged, soft, or decaying produce is excluded from the harvest.

Operational Controls

It is a pre-requisite that all product handling areas fully meet the criteria laid down in the prerequisite procedures to ensure that adequate pre-product handling and environmental controls are in place prior to the start of operations.

Prior to the start of operations pre-start up checks are completed to ensure that these control measures have been taken. These checks include:

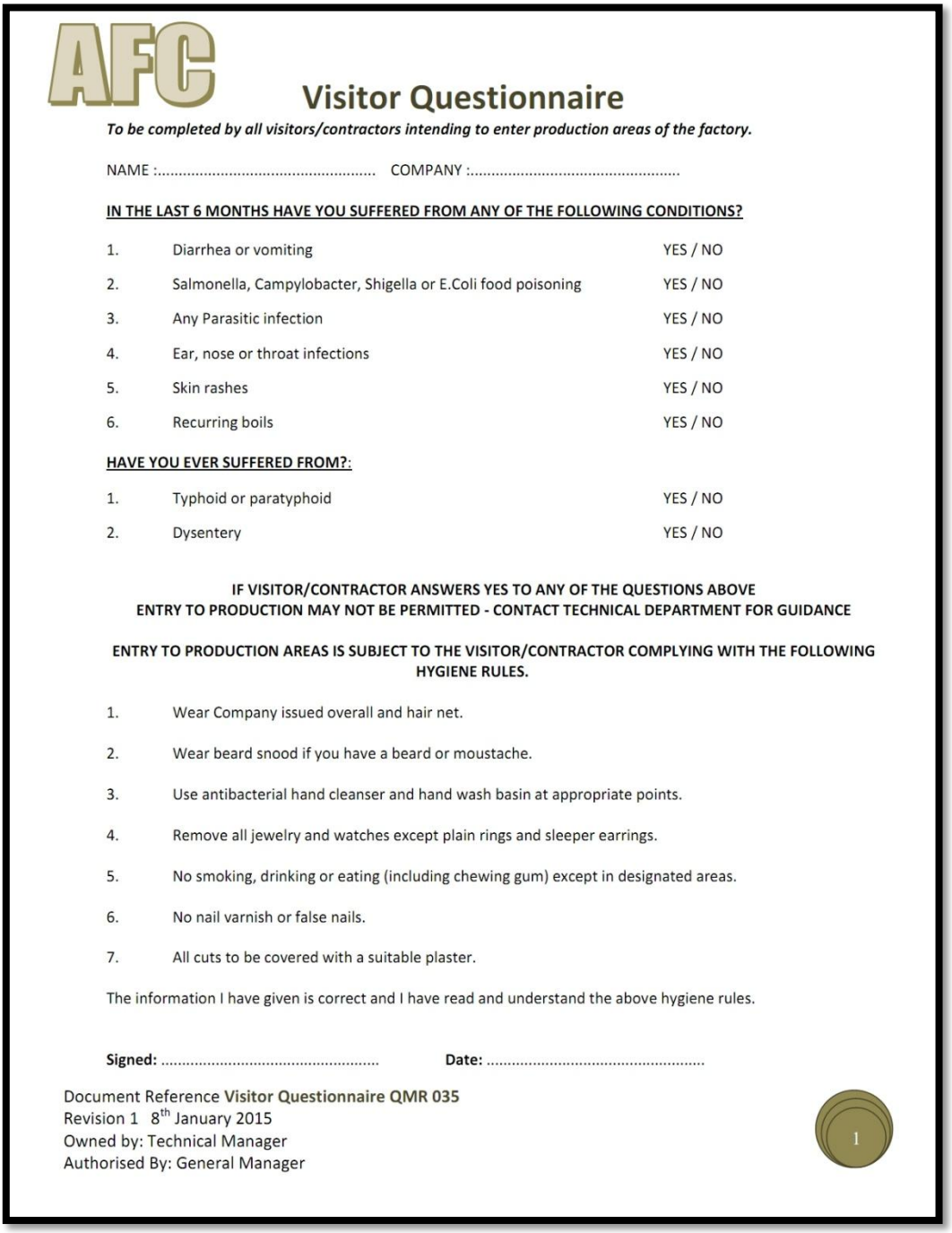
- Glass and Perspex Inspection
- Confirmation of Cleaning

The Operations Manager supervises operations to ensure all product is handled as per documented procedures and following the prerequisites programmes and HACCP plan guide lines.

Document Reference Harvesting QM 7.8
Revision 1 21st December 2015
Owned by: Operations Manager
Authorised By: Managing Director

Food Safety Management System Record Templates

The package contains a comprehensive range of 60 easy to use food safety record samples.



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Visitor Questionnaire

To be completed by all visitors/contractors intending to enter production areas of the factory.

NAME :..... COMPANY :.....

IN THE LAST 6 MONTHS HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING CONDITIONS?

1.	Diarrhea or vomiting	YES / NO
2.	Salmonella, Campylobacter, Shigella or E.Coli food poisoning	YES / NO
3.	Any Parasitic infection	YES / NO
4.	Ear, nose or throat infections	YES / NO
5.	Skin rashes	YES / NO
6.	Recurring boils	YES / NO

HAVE YOU EVER SUFFERED FROM?:

1.	Typhoid or paratyphoid	YES / NO
2.	Dysentery	YES / NO

IF VISITOR/CONTRACTOR ANSWERS YES TO ANY OF THE QUESTIONS ABOVE ENTRY TO PRODUCTION MAY NOT BE PERMITTED - CONTACT TECHNICAL DEPARTMENT FOR GUIDANCE

ENTRY TO PRODUCTION AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING HYGIENE RULES.

1. Wear Company issued overall and hair net.
2. Wear beard snood if you have a beard or moustache.
3. Use antibacterial hand cleanser and hand wash basin at appropriate points.
4. Remove all jewelry and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All cuts to be covered with a suitable plaster.

The information I have given is correct and I have read and understand the above hygiene rules.

Signed: ..... **Date:** .....

Document Reference **Visitor Questionnaire QMR 035**
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: General Manager

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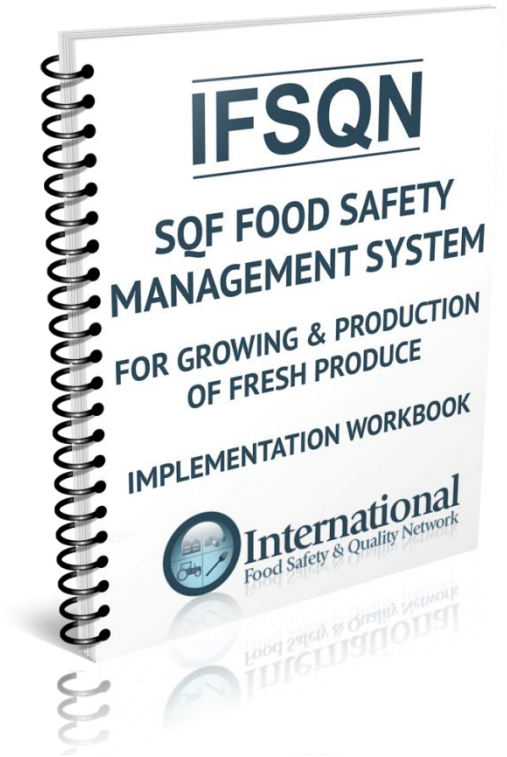
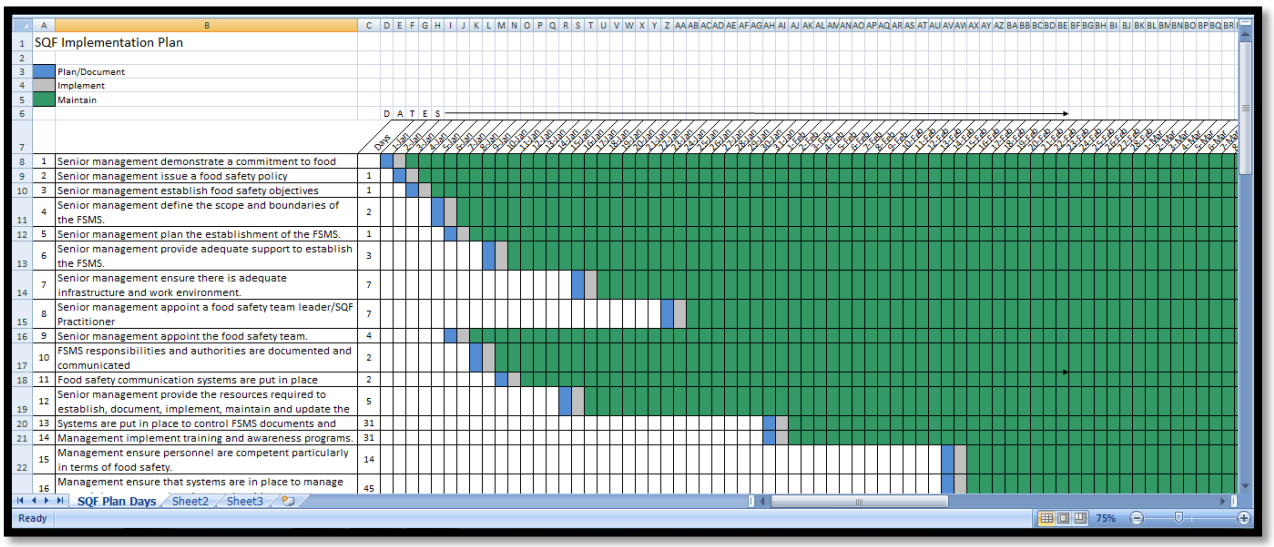
Food Safety Management System Implementation Workbook

Included with this comprehensive SQF Food Safety and Quality Management System package is an Implementation Workbook and an SQF Implementation Project Planner.



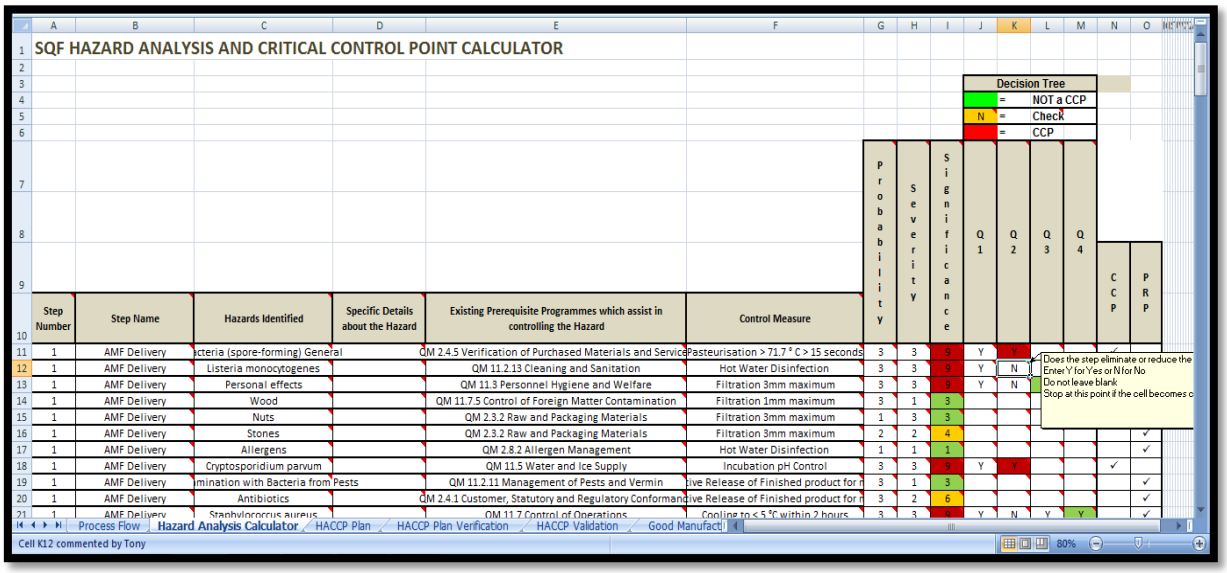


HACCP Manual

The HACCP manual documents included in the package are as follows:

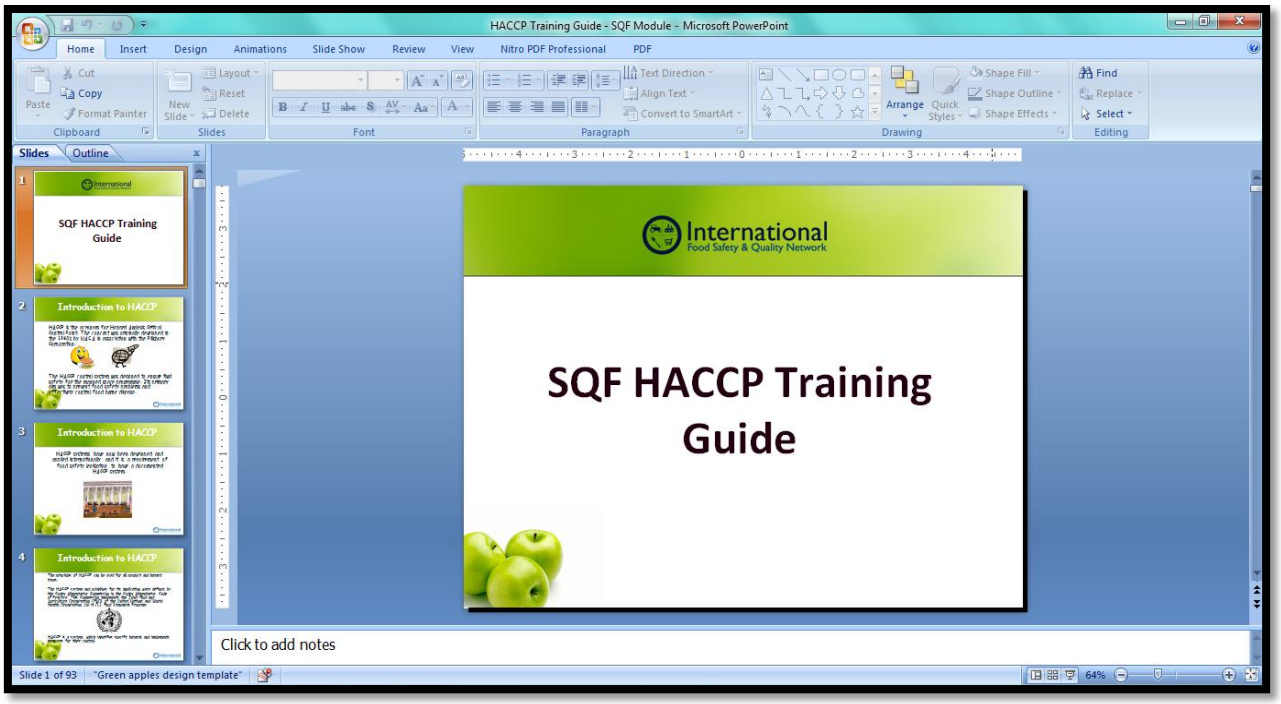
HM 1 HACCP System
HM 2 HACCP Team
HM 3 HACCP Prerequisites
HM 4 HACCP Scope and Product Information
HM 5 HACCP Intended Use
HM 6 HACCP Flowcharts
HM 7 HACCP Flowchart Verification
HM 8 Hazard Identification
HM 9 Hazard Assessment
HM 10 Identification and Assessment of Control Measures
HM 11 Identification of Critical Control Points (CCPs)
HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan

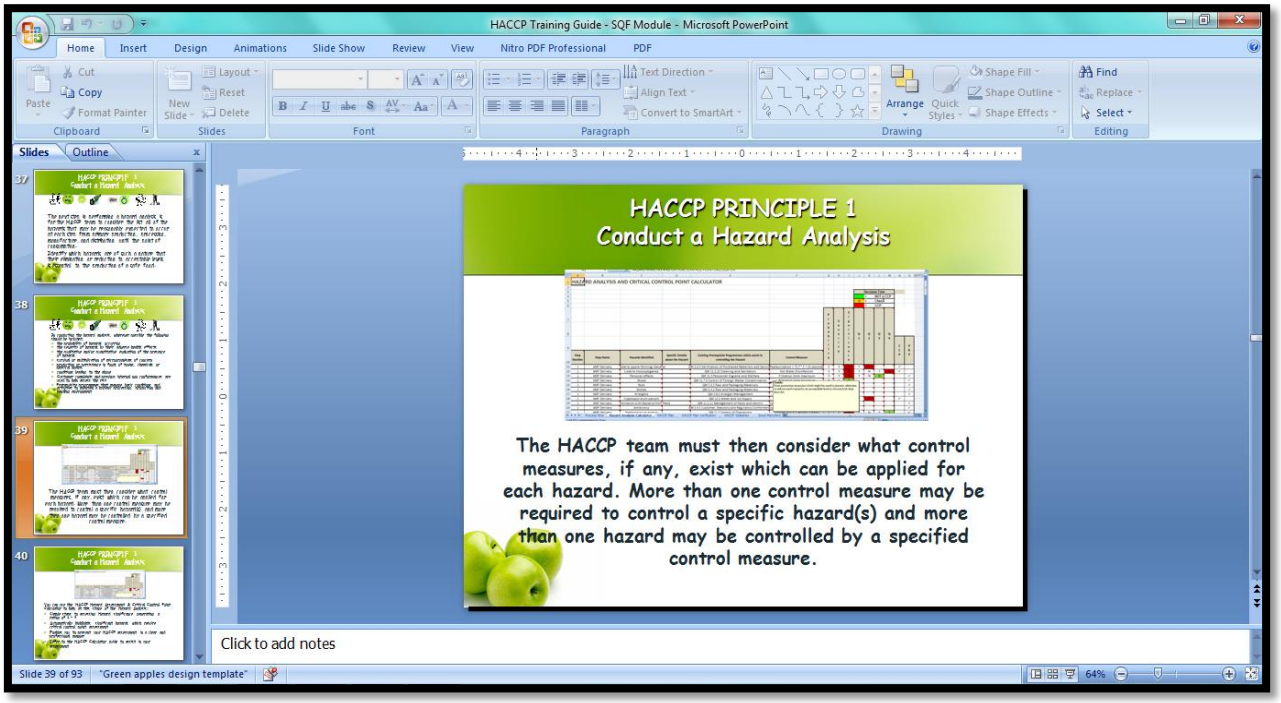
There is also an SQF Produce HACCP Calculator provided:



Interactive HACCP Training & Exam

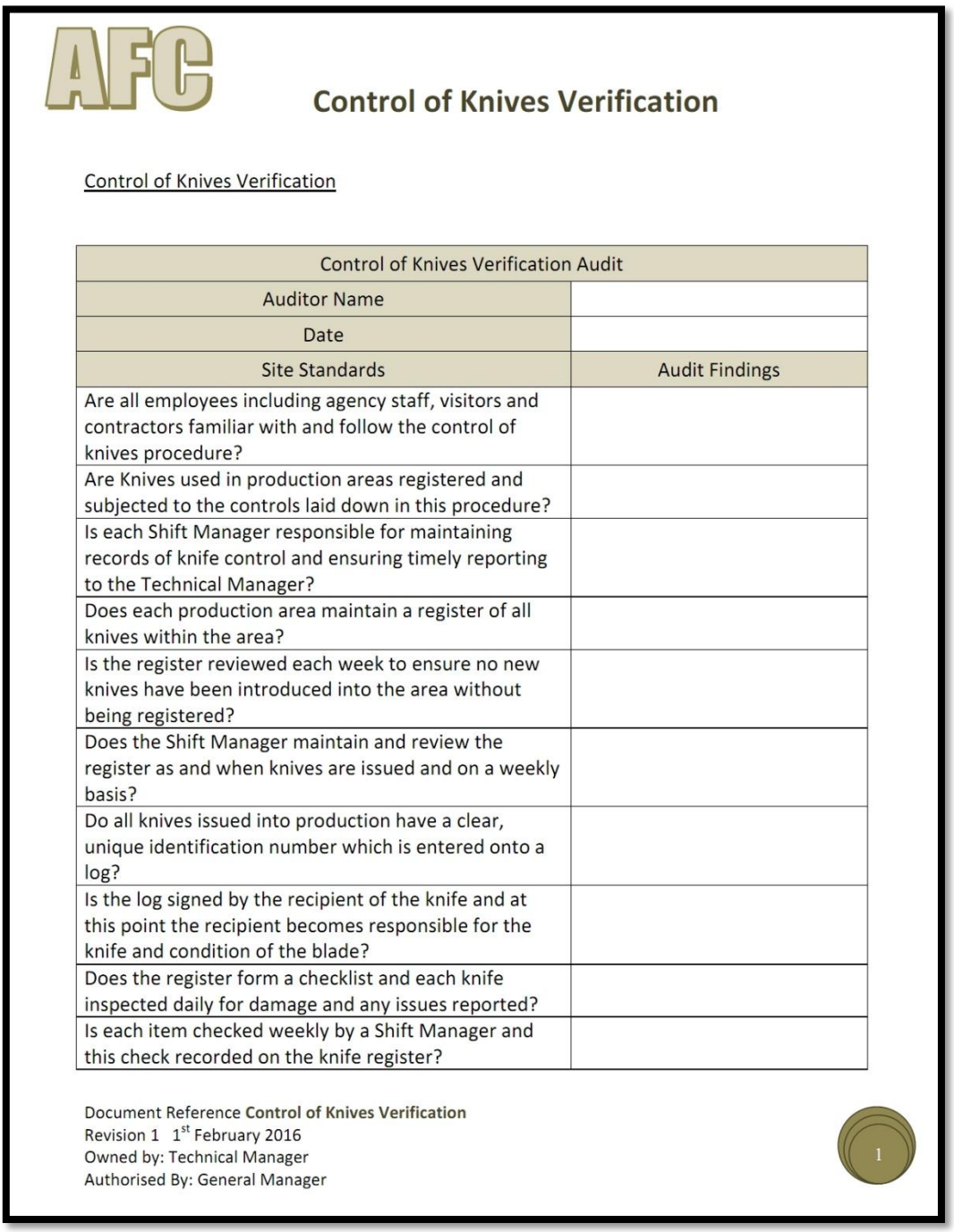
An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.





Validation & Verification Records

Sample validation and verification records are provided:



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Control of Knives Verification

Control of Knives Verification

Control of Knives Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the control of knives procedure?	
Are Knives used in production areas registered and subjected to the controls laid down in this procedure?	
Is each Shift Manager responsible for maintaining records of knife control and ensuring timely reporting to the Technical Manager?	
Does each production area maintain a register of all knives within the area?	
Is the register reviewed each week to ensure no new knives have been introduced into the area without being registered?	
Does the Shift Manager maintain and review the register as and when knives are issued and on a weekly basis?	
Do all knives issued into production have a clear, unique identification number which is entered onto a log?	
Is the log signed by the recipient of the knife and at this point the recipient becomes responsible for the knife and condition of the blade?	
Does the register form a checklist and each knife inspected daily for damage and any issues reported?	
Is each item checked weekly by a Shift Manager and this check recorded on the knife register?	

Document Reference **Control of Knives Verification**
Revision 1 1st February 2016
Owned by: Technical Manager
Authorised By: General Manager

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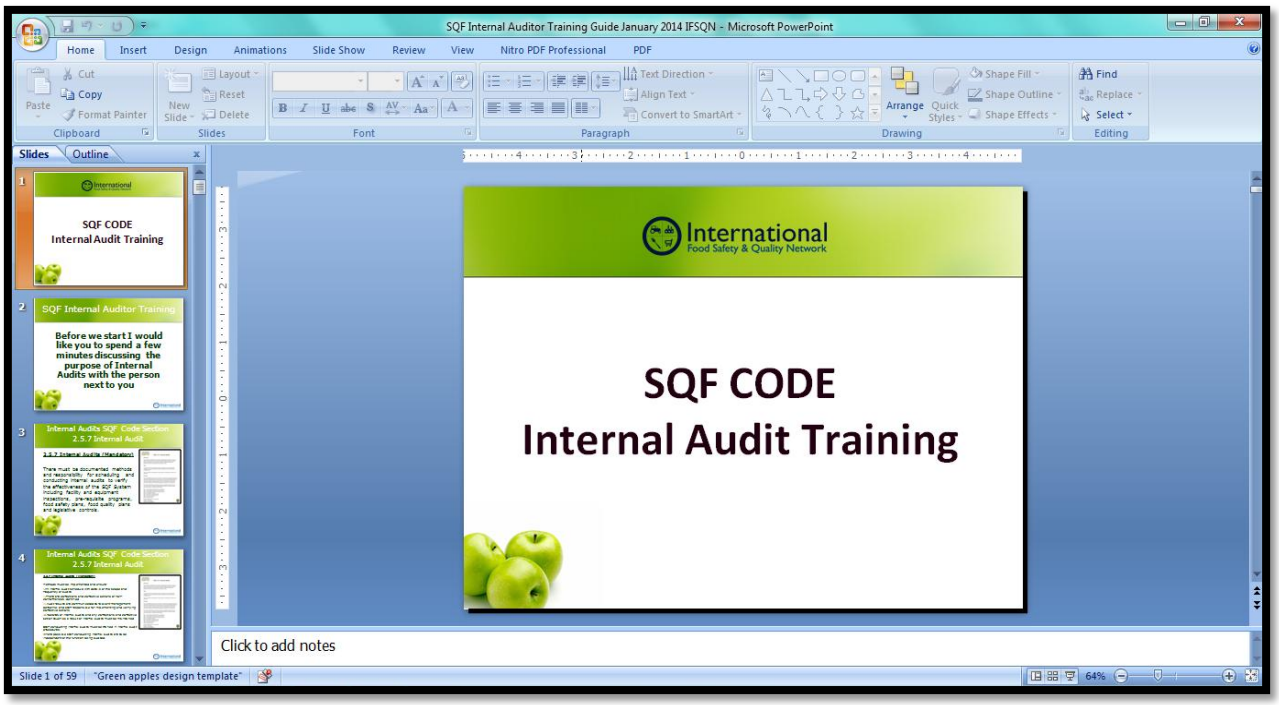
SQF FSQMS Verification Audit Templates

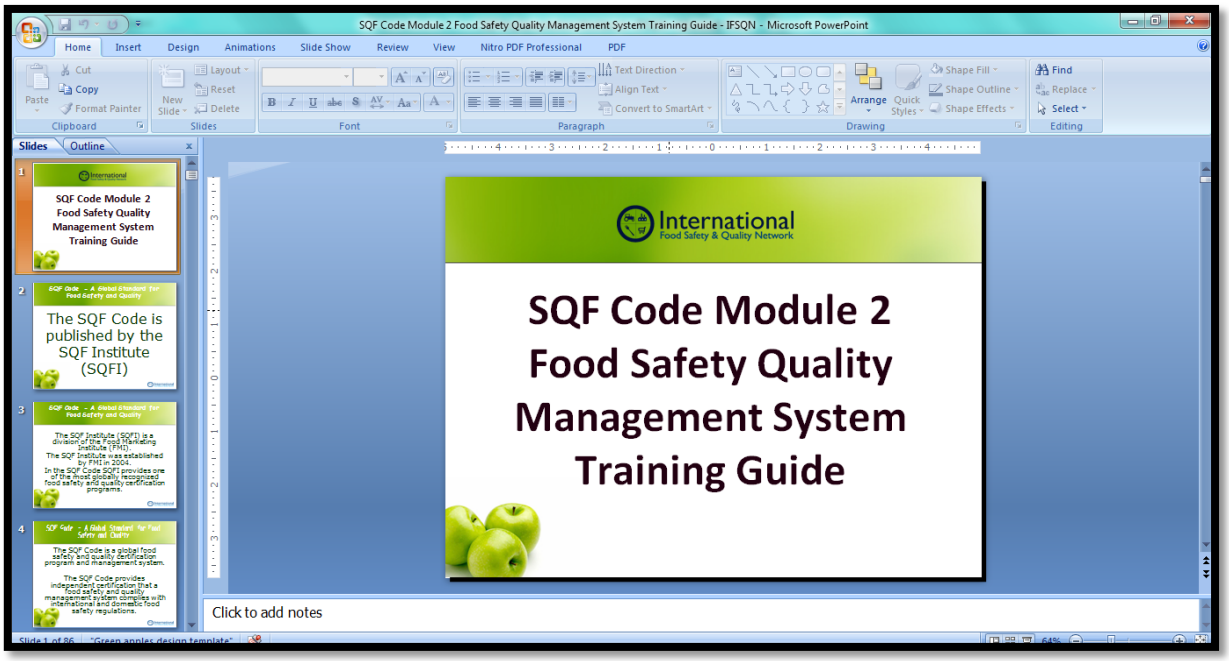
	Module 2: SQF Systems Elements	Evidence Available	
		Yes	No
6	**2.1.1 Management Policy (M)**		
7	A documented policy statement, signed by the senior site manager, that commits to meeting regulatory and customer requirements and indicates how those requirements shall be met; setting and achieving food safety and quality objectives; reviewing food safety and quality objectives on aregular (at least annual) basis; and continually improving their SQF food safety and quality management System.		
8	The currency of the policy statement.		
9	The availability of the policy statement to all staff within the facility. This includes confirming employee understanding of the policy statement.		
10	Food safety and quality objectives are established and realistic.		
11	Activities within the facility meet regulatory and customer expectations.		
12	Activities within the facility reflect established food safety and quality objectives. The auditor may seek company food safety meeting minutes and check if management participated in these meetings.		
13	The policy statement, including food safety and quality objectives, is reviewed at least annually.		
14	**2.1.2 Management Responsibility (M)**		
15	There is a current, documented organizational structure in place that identifies those responsible for food safety and quality, and their interrelationship, and is agreed by senior management.		
16	Job descriptions are in place for positions within the supplier's facility that have responsibility for food safety and quality. The auditor may question why positions have been vacant for a long period of time or the site chooses to use a large, temporary labor pool.		
17	Adequate resources are in place to meet food safety and quality objectives and the requirements of the SQF System. This includes coverage for all operational shifts and absences.		

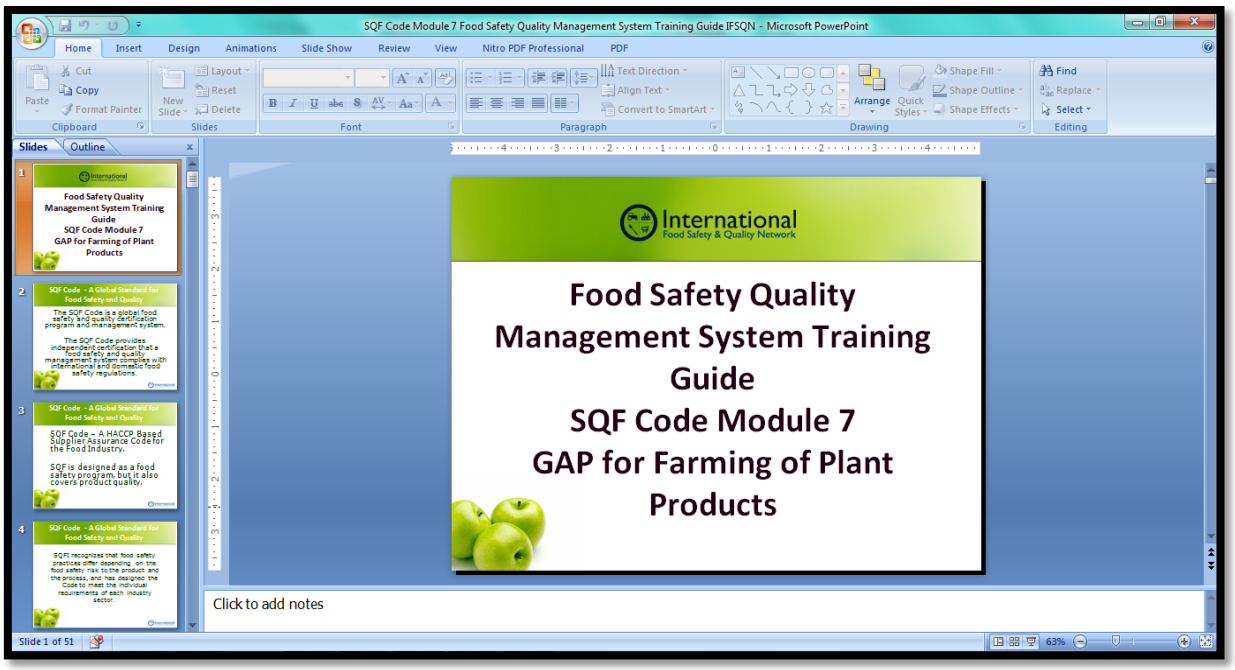
Internal Auditor Training & Exam



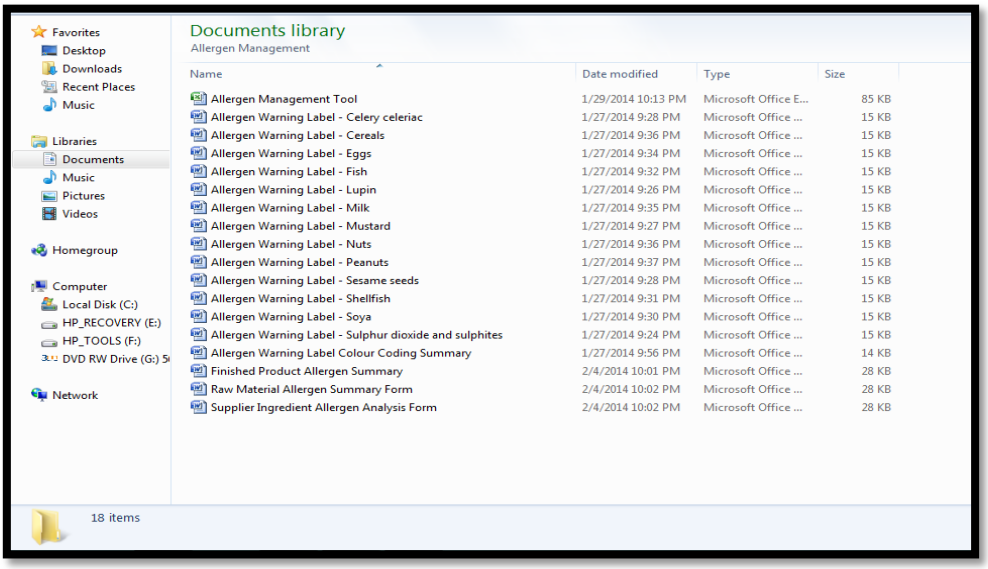
SQF Code Training Modules 2 & 7

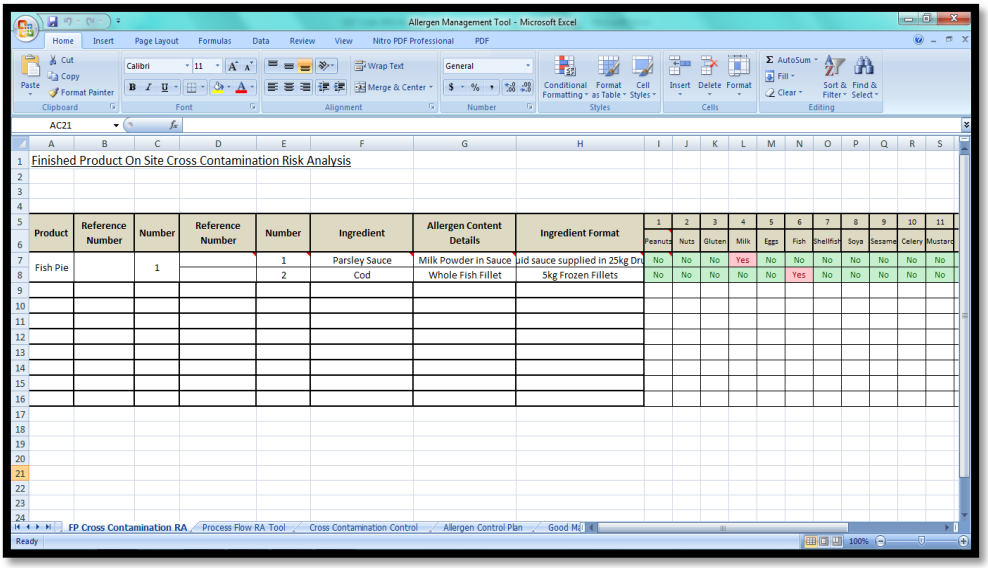
Training Presentations for Module 2: SQF System Elements and Module 7: Food Safety Fundamentals – Good Agricultural Practices for Farming of Plant Products are provided. The presentations will introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

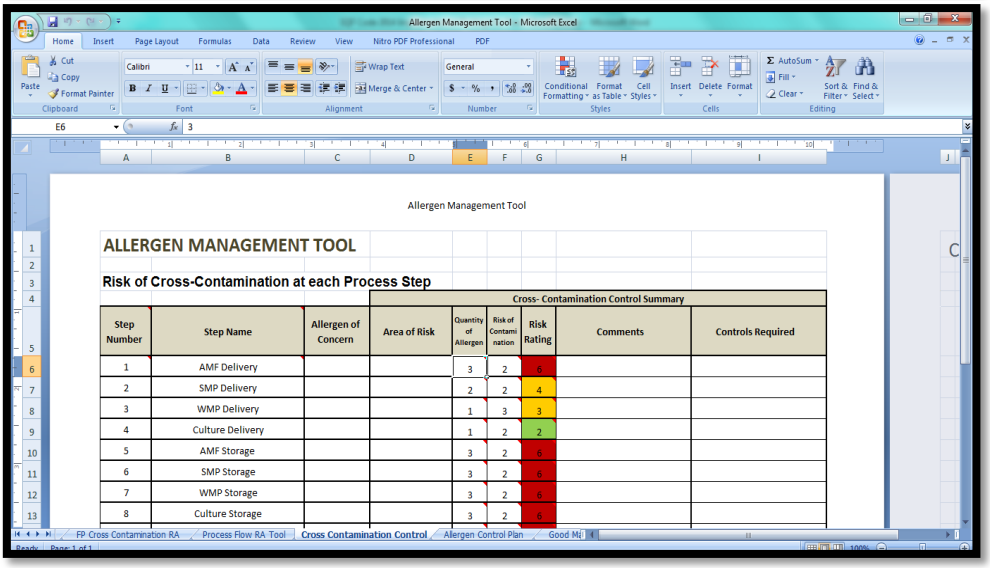




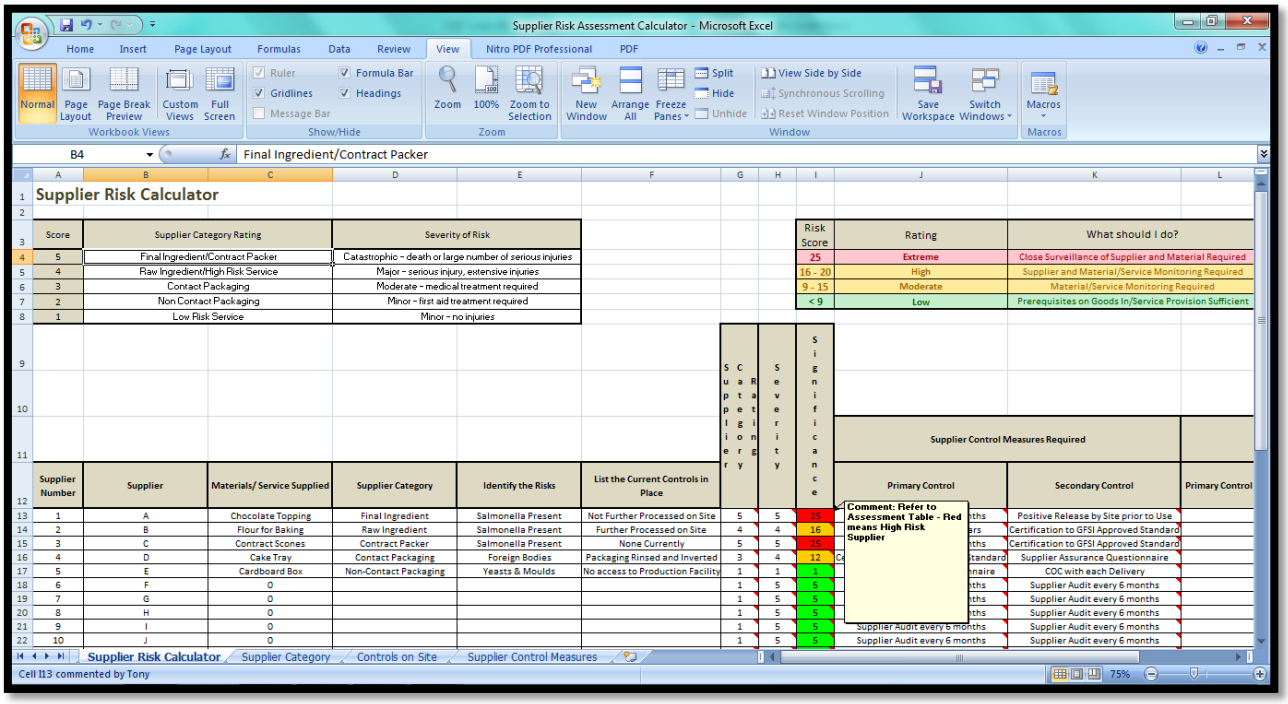
Allergen Management Module & Risk Assessment Tool



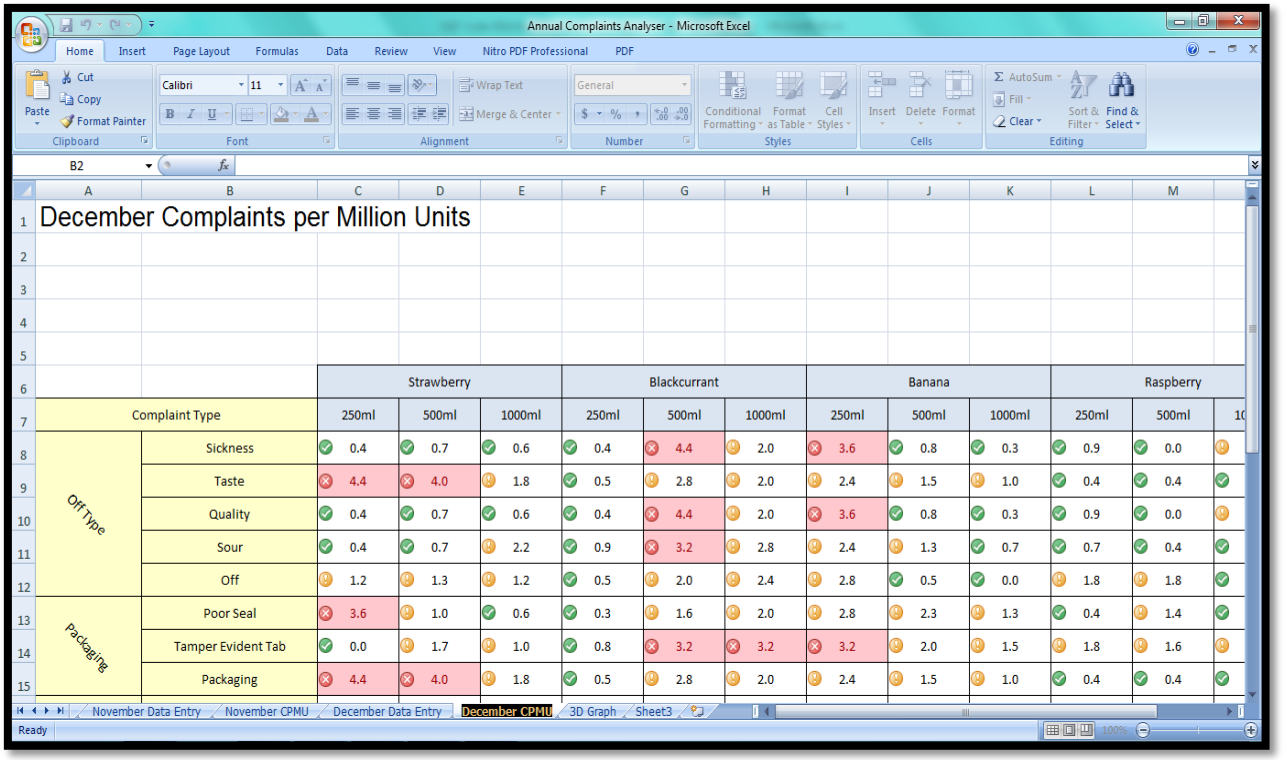




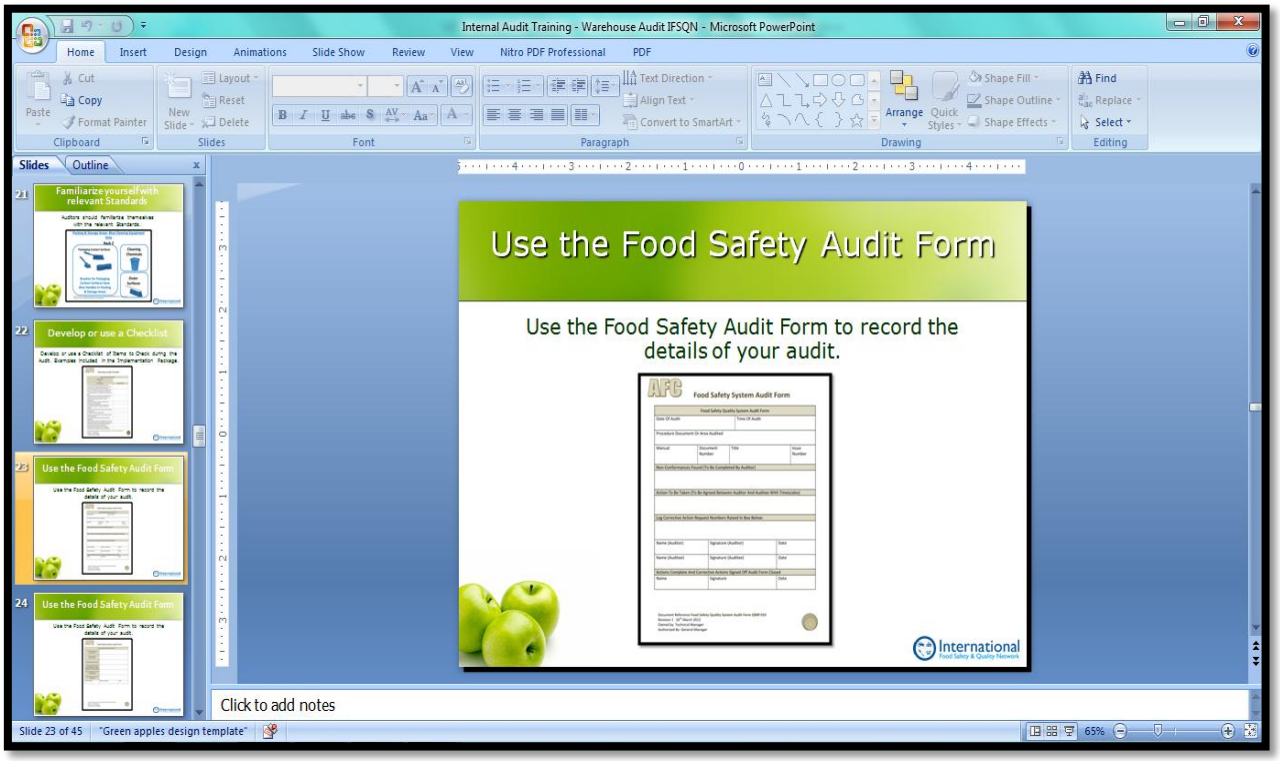
Supplier Risk Assessment Tool



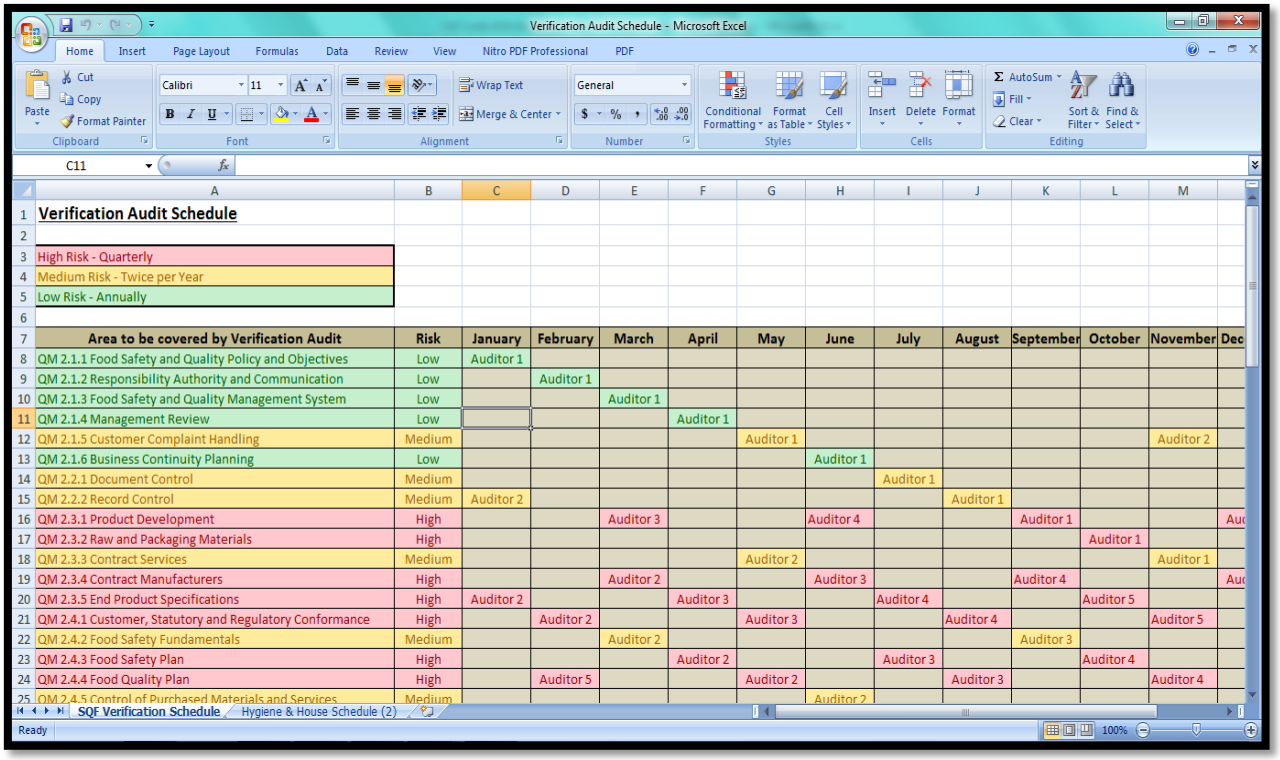
Complaint Management Guidelines & Analyser



Extended Internal Audit Training



Verification Schedule Risk Assessment Tool and Template



Verification Audit Schedule

High Risk - Quarterly	
Medium Risk - Twice per Year	
Low Risk - Annually	

Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	Dec
QM 2.1.1 Food Safety and Quality Policy and Objectives	Low	Auditor 1											
QM 2.1.2 Responsibility Authority and Communication	Low		Auditor 1										
QM 2.1.3 Food Safety and Quality Management System	Low			Auditor 1									
QM 2.1.4 Management Review	Low				Auditor 1								
QM 2.1.5 Customer Complaint Handling	Medium					Auditor 1						Auditor 2	
QM 2.1.6 Business Continuity Planning	Low						Auditor 1						
QM 2.2.1 Document Control	Medium							Auditor 1					
QM 2.2.2 Record Control	Medium	Auditor 2							Auditor 1				
QM 2.3.1 Product Development	High			Auditor 3			Auditor 4			Auditor 1			
QM 2.3.2 Raw and Packaging Materials	High										Auditor 1		
QM 2.3.3 Contract Services	Medium					Auditor 2						Auditor 1	
QM 2.3.4 Contract Manufacturers	High			Auditor 2			Auditor 3			Auditor 4			
QM 2.3.5 End Product Specifications	High	Auditor 2			Auditor 3			Auditor 4			Auditor 5		
QM 2.4.1 Customer, Statutory and Regulatory Conformance	High		Auditor 2			Auditor 3			Auditor 4			Auditor 5	
QM 2.4.2 Food Safety Fundamentals	Medium			Auditor 2						Auditor 3			
QM 2.4.3 Food Safety Plan	High				Auditor 2			Auditor 3			Auditor 4		
QM 2.4.4 Food Quality Plan	High		Auditor 5			Auditor 2			Auditor 3			Auditor 4	
QM 2.4.5 Control of Purchased Materials and Services	Medium						Auditor 2						

The SQF Code Implementation Package has been designed to overcome the problems that can be encountered when implementing an effective system including:

- **Lack of good agricultural practices**
- **Over-complex and unmanageable systems partly resulting from a misunderstanding of the role of prerequisite hygiene programs (GAPs) and an inability to conduct proper hazard analysis.**
- **Ineffective monitoring and corrective actions due to poor training and verification procedures.**
- **Poor validation and verification due to lack of expertise.**
- **Over complication of HACCP implementation**

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The SQF Code Implementation Package is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor explains the SQF Code Implementation Package gives organizations a head start in developing their system and preparing for certification:

"The package includes fundamental Food Safety Procedures which enable an organisation to put in place procedures that are compliant with the SQF Code. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation tools, training guides and checklists which completely simplify the implementation process."

"As a bonus our SQF Code Implementation Package is backed up by expert support which is always available to provide assistance in developing the system."

Click here to order the SQF Code Produce Implementation Package