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
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
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
SQF Code Food Safety Management System

Food Safety Quality Management System

Introduction
This company has planned, established, documented and implemented a food safety and quality management system, which is maintained in order to continuously improve the safety and the quality of the products and to meet the requirements of the SQF Code.

Scope
The scope of the Food Safety Quality Management System covers 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 produce waste in this growing and production of fresh products are managed in a way that ensures that any risks are identified and controlled. This includes the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this system 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.

Internal Audits

Introduction
The company has established, documented and implemented an internal audit system, which is maintained in order to verify that the Food Safety Quality Management System is effectively implemented and updated and complies with planned arrangements, legislative, 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 be safe, secure and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety 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.

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 is committed to identifying and providing the necessary infrastructure and environment required to meet policies and standards. 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:
- growth houses
- buildings including temporary buildings
- washdown layout
- equipment
- roads
- supporting services
- information systems

Environmental 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

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 product safety management policies and objectives. Prior to harvesting an initial risk assessment is carried out that takes into consideration the harvest process, operation and site of produce. The pre-harvest assessment identifies trends 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 falls from the plant to the ground are not harvested.
- produce that has been in contact with any food 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 food products are handled, moved or stored 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 check sheets are completed to ensure that these control measures have been taken. These checks include:
- glass and foreign matter
- Confirmation of Cleaning

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

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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
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:

![SQF HACCP Calculator Image]
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.
Sample validation and verification records are provided:

Control of Knives Verification

<table>
<thead>
<tr>
<th>Control of Knives Verification Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor Name</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Site Standards</td>
</tr>
</tbody>
</table>

- 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  1\textsuperscript{st} February 2016
Owned by: Technical Manager
Authorised By: General Manager
SQF Code Food Safety Management System

SQF FSQMS Verification Audit Templates

<table>
<thead>
<tr>
<th>Module 2: SQF Systems Elements</th>
<th>Evidence Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1 Management Policy (M)</td>
<td>Yes</td>
</tr>
<tr>
<td>A documented policy statement, signed by the senior site manager, that commits to meeting regulatory and customer requirements and indicates how these requirements shall be met; setting and achieving food safety and quality objectives: reviewing food safety and food quality objectives on an ongoing (at least annual) basis, and continually improving their SQF food safety and quality management system.</td>
<td></td>
</tr>
<tr>
<td>8. The currency of the policy statement.</td>
<td></td>
</tr>
<tr>
<td>9. The availability of the policy statement to all staff within the facility. This includes confirming employee understanding of the policy statement.</td>
<td></td>
</tr>
<tr>
<td>10. Food safety and quality objectives are established and realistic.</td>
<td></td>
</tr>
<tr>
<td>11. Activities within the facility meet regulatory and customer expectations.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>13. The policy statement, including food safety and quality objectives, is reviewed at least annually.</td>
<td></td>
</tr>
<tr>
<td>14. 2.1.2 Management Responsibility (M)</td>
<td>Yes</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Job descriptions are in place for positions within the supplier’s facility that have responsibility for food safety and quality.</td>
<td></td>
</tr>
<tr>
<td>The auditor may question why positions have been vacant for a long period of time or if the site chooses to use a large, temporary labor pool.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

Internal Auditor Training & Exam

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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
Extended Internal Audit Training

Verification Schedule Risk Assessment Tool and Template
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