Save 1,000's of hours writing your own documents and records by purchasing our new Small Business Food Safety Management System Starter Pack. The Small Business Starter Pack is a great value Food Safety Management System package that will provide any small business with key core food safety system procedures and records.

The Small Business FSMS Starter Pack has been designed to also include the key requirements of ISO 9001 for Quality Management Systems and ISO 22000 for Food Safety Management Systems and so is a good starting point for any small business.

Included in the Small Business FSMS Starter Pack:

- Food Safety Management Procedures - A Comprehensive set of 28 top level documents that form the basis of your food safety quality management system
- Food Safety Records - A set of 36 easy to use record templates
- GMP Manual - A set of 10 Fundamental Good Manufacturing Practice Procedures
Food Safety Management System Procedures

A Comprehensive set of 28 top level documents that form the basis of your food safety quality management system:

QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment
QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
QM 009 - Management Review
QM 010 - Resources and Training
QM 011 - Infrastructure and Work Environment
QM 012 - Product Realization and Contract Review
QM 013 - Design and Development
QM 014 - Purchasing, Orders and Verification of Purchased Materials
QM 015 - Prerequisite Programmes
QM 016 - Identification and Traceability
QM 017 - Customer Property
QM 018 - Planning Product Realisation and Contract Review
QM 019 - Calibration
QM 020 - Hazard Analysis and Critical Control Points System
QM 021 - Verification and Improvement
QM 022 - Customer Satisfaction
QM 023 - Internal Audit
QM 024 - Monitoring and Measuring QMS, Analysis of Data
QM 025 - Control of Non-Conforming Product
QM 026 - Corrective Action and Preventive Action
QM 027 - Crisis Management
QM 028 - Product Recall
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Food Safety Management System Procedures

QM 001 Food Safety Quality Management System

Introduction
The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve 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 Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site.

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.

Food Safety
The company is committed to supplying safe products for consumption. As part of this commitment, all processes 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 Hazard Analysis and Critical Control Point (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. Raw materials and food safety hazards are continuously 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.

Should the company be required to subordinate any process that may affect product conformity to the defined standards of the Food Safety Quality Management System

Document Records

QM 019 Calibration

Introduction
The company has established, documented and implemented a Calibration System for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. This process ensures that the requirements of the standards have been determined.

Scope
The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the ISO 17025 standard.

Procedure
The company maintains this procedure for the calibration of monitoring and measuring equipment on site. An inventory of all monitoring and measuring equipment critical to product quality and safety, or whose results can affect the quality of product requirements is maintained by the Engineering Manager. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates. All of the measuring and monitoring equipment is subject to regular servicing and preventative maintenance as per the Preventive Maintenance Schedule for Critical Equipment. The equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

All measuring and monitoring equipment on site is used and maintained in accordance with the instructions laid down in the manufacturer’s handbooks/manuals. Operating and maintenance instructions are displayed at field next to the equipment. Monitoring and measuring equipment on site is used and maintained in accordance with the instructions laid down in the manufacturer’s handbooks/manuals. Operating and maintenance instructions are displayed at field next to the equipment.

Document Reference: QM 019 Food Safety Quality Management System

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Food Safety Management System Procedures

QM 020 Hazard Analysis and Critical Control Points

Introduction
The company is committed to producing safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

The Food Safety Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a HACCP plan and 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. 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.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the operational Good Manufacturing Practices or the HACCP plan.

Management Commitment
We are a leading food company committed to produce safe and legal products in line with regulations and to continuously improve our processes, hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles
HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP’s contained in this manual have been developed based on legislation requirements into consideration and using the seven basic principles detailed below.

Principle 1

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

QM 023 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 with procedures/arrangements registration, international standards and best industrial practice.

Scope
The scope of the Internal Audit System includes all products manufactured on site and activities conducted on site including the food safety quality management system.

These requirements are aligned with the policies and objectives of the site and includes those of international standard ISO 22005-2006.

Procedure
The Senior Manager has a total commitment to the food safety quality management system and provides adequate resources 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. Our philosophy is simply 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.

The Technical Manager draws up the Internal Audit Schedule based on the following criteria:
- Risk associated with the procedure or activity
- Results of previous audits
- Number of Corrective Actions raised or outstanding
- Customer Complaints Analysis
- Number of Preventative Actions raised or outstanding
- Results of the Management Review

QM 028 Product Recall Procedure

Introduction
The company has established, documented and implemented a Product Recall Procedure to the food safety quality management system as is maintained in order to verify the food safety quality management system is effectively implemented and updated with procedures/arrangements registration, international standards and best industrial practice.

Scope
The scope of the Product Recall Procedure includes all products manufactured on site and activities conducted on site.

Procedure
This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Technical Manager. The Technical Manager assesses the situation and may choose to contact the customer for a concession or if the non-conformity relates to a food safety hazard subject of acceptable limits in the initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who can resolve the issue or refer to the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are notified to the Technical Manager who will conduct an immediate investigation which may involve cross product recall.

Critical complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the consumer. This includes metal or glass in the product, contamination with dangerous chemicals, the presence of food poisoning bacteria or their toxins.

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Food Safety Management System Records

A comprehensive range of 36 easy to use record templates including:

QMR 001 Management Review Minutes
QMR 002 Training Record
QMR 003 Product Release Record
QMR 004 Design and Development Records
QMR 005 Supplier Assessment Record
QMR 006 Validation Record
QMR 007 Identification and Traceability Record
QMR 008 Register of Customer Property
QMR 009 Calibration Record
QMR 010 Internal Audit Record
QMR 011 Records of Non-conforming Product
QMR 012 Corrective Action Request Form
QMR 013 Preventative Action Request Form
QMR 014 Supplier Self Assessment and Approval Form
QMR 015 Equipment Commissioning Record
QMR 016 Return to Work Form
QMR 017 Hygiene Policy Staff Training Record
QMR 018 Complaint Investigation Form
QMR 019 Prerequisite Audit Checklist
QMR 020 Knife Control Record
QMR 021 Knife Breakage Report
QMR 022 Goods in Inspection Record
QMR 023 Equipment Cleaning Procedure
QMR 024 Glass and Brittle Plastic Breakage Record
QMR 025 Metal Detection Record
QMR 026 First Aid Dressing Issue Record
QMR 027 Cleaning Schedule
QMR 028 Cleaning Record
QMR 029 Engineering Hygiene Clearance Record
QMR 030 Glass and Brittle Plastic Register
QMR 031 GMP Audit Checklist
QMR 032 Vehicle Hygiene Inspection Record
QMR 033 Outgoing Vehicle Inspection Record
QMR 034 Pre Employment Medical Questionnaire
QMR 035 Visitor Questionnaire
QMR 036 Product Recall Record
**QMR 002 Training Record**

Name: 

Employee Number:

Company Start Date: 

Position:

Prior External Qualification(s), Skills & Experience:

<table>
<thead>
<tr>
<th>Period Training Required</th>
<th>Details of Internal Training or External Training Course</th>
<th>Dates of Training</th>
<th>Signed (Trainees)</th>
<th>Assessed as Competent Signed (Trainer)</th>
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<td>QMR 002 Quality Policy Briefing</td>
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<td>QMR 003 Quality Objectives</td>
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<td><strong>Weeks 5 - 13</strong></td>
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Document Reference: QMR 002 Training Record Revision 2
26 February 2010
Owned By: Training Manager
Approved By: Quality Manager

**QMR 010 Food Safety Management System Audit Form**

**AUDITOR SYSTEM AUDIT FORM**

- Area: [Specify area to be audited]
- Requirements for Improvement:
- Strengths and Weaknesses:
- Confirmation of the food safety management system is adequate in the area audited:
- Recommendation for future audit planning:
- Items to follow up on the next audit:

**QMR 010 Food Safety Management System Audit Form**

**AUDITOR SYSTEM AUDIT REPORT**

- Revision Number: 2
- Summary of Changes made from previous revision:
- Revisions to meet the requirements of ISO Guide 65:1:2008:
- Requested By: [Specify person]
- Authorized By: [Specify person]

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GMP Manual

A set of 10 Fundamental Good Manufacturing Practice Procedures:

GMP 1 - Hygiene and Housekeeping Management
GMP 2 - Management of Pest Control
GMP 3 - Control of Visitors and Sub-Contractors
GMP 4 - Management of Cleaning
GMP 5 - Despatch and Distribution
GMP 6 - Maintenance
GMP 7 - Hygiene Policy
GMP 8 - Glass Policy
GMP 9 - Raw Material Foreign Body Control Policy
GMP 10 - Nut Handling Procedure

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