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 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. This is achieved by developing HACCP plans and implementing appropriate good agricultural practices. 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.
Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality 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 management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative and SQF Practitioner for Food Safety and Quality is the XYZ Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

**Procedure**

These processes and their interaction are documented within this manual and its procedures. The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

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

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

The company has also implemented the following 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
The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HACCP and 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
The controlled records of the Food Safety Quality Management System are pre-fixed QMR.

The Criteria and Methods required to ensure that the operation and control of these processes are effective are documented in these procedures and records. These procedures are supported by second tier documents specific to each area including:

- Validation Records
- Verification Records
- Work Instructions
- Specifications
- Testing/Inspection schedules
- Risk assessments
- Job Descriptions
- HACCP Plans
- Critical Control Point Monitoring Procedures

Measurement, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point monitoring
- Analytical testing
- Microbiological testing
- Complaints analysis
- Key Quality performance indicators
- Standard Exception Reporting
- Results of Inspections
- Results of Internal audits
- Results of External Audits

The company has assessed the resources required to implement, maintain, and improve the Food Safety Quality Management System and these resources have been provided including:

- Skilled Personnel
- Suitable materials
Food Safety Quality Management System

Food Safety Quality System Process Diagram

Plan & Document

Improve

Implement

Review

Maintain, Measure, Audit

Improve

Implement

Review

Maintain, Measure, Audit

Improve

Implement

Review

Maintain, Measure, Audit