



# 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

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Owned by: Technical Manager

Authorised By: Managing Director





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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 SQF Practitioner is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system.

## Procedure

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

## System Elements

- QM 2.1.1 Food Safety and Quality Policy
- QM 2.1.1A Appendix Food Safety and Quality Objectives
- QM 2.1.2 Management Responsibility
- QM 2.1.2A Appendix Organizational Chart
- QM 2.1.2B Appendix Job Descriptions
- QM 2.1.3 Management Review
- QM 2.1.4 Complaint Management
- QM 2.1.5 Crisis Management Planning
- QM 2.2.1 Food Safety Management System
- QM 2.2.2 Document Control
- QM 2.2.3 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 Finished Product Specifications
- QM 2.4.1 Compliance with Food Legislation
- QM 2.4.2 Good Manufacturing Practices
- QM 2.4.3 Food Safety Plans
- QM 2.4.4 Approved Supplier Program
- QM 2.4.5 Control of Non-Conforming Product or Equipment
- QM 2.4.6 Product Rework
- QM 2.4.7 Product Release
- QM 2.4.8 Environmental Monitoring
- QM 2.5.1 Validation and Effectiveness
- QM 2.5.2 Verification Activities
- QM 2.5.3 Corrective Action and Preventative Action

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- QM 11.7 Separation of Functions
- QM 11.7.3 Thawing of Food
- QM 11.7.5 Control of Foreign Matter Contamination
- QM 11.7.5A Glass Policy
- QM 11.7.5B Control of Brittle Materials
- QM 11.7.5C Glass & Brittle Material Breakage Procedure
- QM 11.7.5D Control of Knives
- QM 11.7.6 Detection of Foreign Objects
- QM 11.8 On-Site Laboratories
- QM 11.9 Waste Disposal
- QM 11.10 Exterior

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:

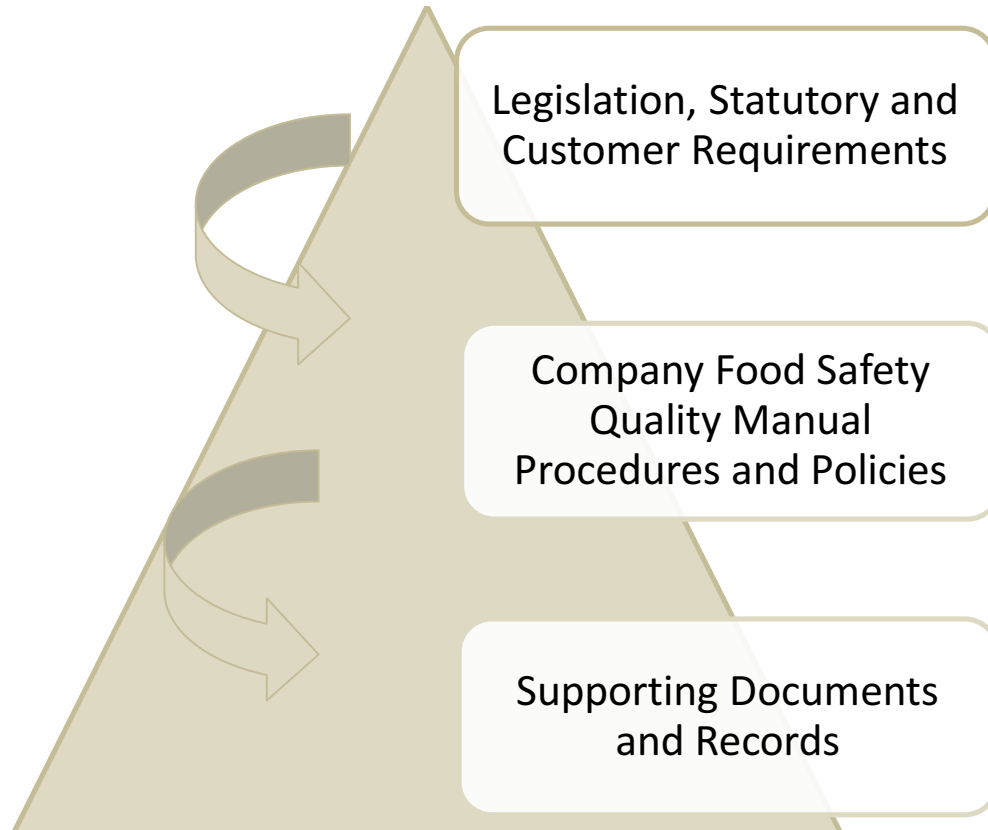
- Validation Records
- Verification Records
- Work Instructions
- Specifications
- Testing schedules
- Risk assessments
- Job Descriptions
- HACCP Plans
- Critical Control Point Monitoring Procedures

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

## Food Safety Management System

### Document Hierarchy



## Food Safety Management System

### Food Safety Quality System Process Diagram

