This is an ideal package for Food Storage & Distribution Companies looking to meet SQF Code – A HACCP-Based Supplier Assurance Code for the Food Industry.

Contains comprehensive document templates matching each section of the SQF Code Edition 8.

Fast track your way to SQF certification with our easy to use SQF Storage & Distribution Food Safety Management System. Included in our SQF Storage and Distribution Package:

✓ A comprehensive set of over 60 editable SQF Storage and Distribution Food Safety Management System Procedures
✓ A range of 60 easy to use Record Templates
✓ Additional HACCP Manual including the HACCP Calculator
✓ Introduction to the SQF Storage and Distribution Food Safety Management System Training Modules
✓ HACCP Training
✓ Verification and Validation Record Templates
✓ Implementation Workbook
✓ User Guide & Free Technical Support

www.ifsqn.com
We include a workbook to assist in the implementation of your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

✓ Step One: Introduction to the SQF Code Presentations
✓ Step Two: Assessment your Food Safety Management System
✓ Step Three: Senior Management Implementation
✓ Step Four: Food Safety Quality Management System
✓ Step Five: Training
✓ Step Six: Project SQF Implementation
✓ Step Seven: Internal Auditing & Checklists
✓ Step Eight: Final Steps to SQF Certification
Our Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools you will find:

✓ Food Safety Manual containing a set comprehensive procedures
✓ Extensive range of record templates provided in Microsoft Word format.
✓ HACCP manual containing SQF Hazard Assessment & Critical Control Point Calculator and Instructions.
✓ Sample Validation and Verification Records

You can choose to totally implement the procedures supplied or pick those that are applicable to your process.

The Food Safety Manual contains over 60 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.
Food Safety Management System Procedures Part 1 Module 2: SQF System Elements

QM 2.1.1 Food Safety Policy and Objectives
QM 2.1.2 Responsibility Authority and Communication
QM 2.1.2A Appendix Organizational Chart
QM 2.1.2B Appendix Job Descriptions
QM 2.1.3 Management Review
QM 2.1.4 Customer Complaint Handling
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 2.2.4 Improper Suppliers
QM 2.2.5 Control of Non-Conforming Product or Equipment
QM 2.3.1 Product Control
QM 2.3.2 Incoming Supplies
QM 2.3.3 Contract Services
QM 2.3.4 Contract Third Party Storage or Distribution
QM 2.4.1 Food Legislation
QM 2.4.2 Good Storage and Distribution Practices
QM 2.4.3 Food Safety Plan
QM 2.4.4 Approved Suppliers
QM 2.4.5 Control of Non-Conforming Product or Equipment
QM 2.4.6 Product Recoup
QM 2.4.7 Product Release
QM 2.5.1 Validation and Effectiveness
QM 2.5.2 Verification Activities
QM 2.5.3 Corrective and Preventative Action
QM 2.5.4 Product Sampling
QM 2.5.5 Internal Audits and Inspections
QM 2.6.1 Product Identification
QM 2.6.2 Product Trace
QM 2.6.2 Identification and Traceability System - Appendix
QM 2.6.3 Product Recall
QM 2.7.1 Food Defense Plan
QM 2.7.2 Food Fraud
QM 2.7.2A Food Fraud Raw Material Assessment Calculator
QM 2.8.1 Allergen Management
QM 2.8.1 Appendix Material Allergen Management - Colour Coding
QM 2.9 Training
Food Safety Management System

Introduction

The company has planned, established, documented and implemented a food safety management system for the site, 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 supplying safe products.

Scope

The scope of the Food Safety Management System includes all food storage and distribution activities conducted by the organization. These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

Due diligence

The Food Safety Q 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 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 handling 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.

Document Reference
QM 2.2.1 Food Safety Management System
Revised 1 1st March 2018
Owned by: Quality Assurance Manager
Authorised By: General Manager
QM 12.1 Premises Location and Approval
QM 12.2 Construction of Premises and Equipment
QM 12.2.7 Equipment and Utensils
QM 12.2.8 Premises and Equipment Maintenance
QM 12.2.9 Calibration
QM 12.2.10 Pest Prevention
QM 12.2.11 Cleaning and Sanitation
QM 12.3.1 Personnel Hygiene and Welfare
QM 12.3.2 Hand Washing
QM 12.3.3 Clothing
QM 12.3.4 Jewelry and Personal Effects
QM 12.3.5 Visitors
QM 12.3.6 - 8 Staff Facilities
QM 12.3.9 Lunch Rooms
QM 12.4 Personnel Processing Practices
QM 12.5 Water Ice and Air Supply
QM 12.6.1 - 6 Storage
QM 12.6.7 - 9 Loading, Transport and Receiving Practices
QM 12.7 Control of Operations
QM 12.7.3 Glass Policy
QM 12.7.4 Glass & Brittle Material Breakage Procedure
QM 12.8 Waste Disposal
QM 12.9 Exterior

Introduction

The company has established, documented and implemented a Cleaning Management System for the site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe storage and handling of food products.

Scope

The scope of the Cleaning Management System includes all products handled and stored by the organization.

Management of Cleaning

It is company policy to provide all clean food handling equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to higher risk areas.

Detailed cleaning programmes and frequencies are documented for all food handling areas, storage areas, amenities, toilets, plant, utensils and equipment and corresponding cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be used
- Correct dilution and temperature of Chemicals
- Methods used to confirm the correct concentrations of detergents and sanitizers
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

The company operates a clean as you go philosophy which is briefed to all staff and monitored by department managers to ensure all personnel keep their areas in a clean and tidy state. Cleaning tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to the product. Suitably equipped cleaning areas and racks are provided for product containers, utensils and protective clothing that are used by cleaning staff.

Document Reference QM 12.2.11 Cleaning and Sanitation
Revision 1 1st March 2018
Owned by: Quality Assurance Manager
Authorised By: General Manager
Food Safety Management System Record Templates

A range of food safety 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

35 more useful records provided.
Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective
To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees
General Manager - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Technical Manager

<table>
<thead>
<tr>
<th>Review Inputs</th>
<th>Performance, Review Comments &amp; Details</th>
<th>Corrective or Preventative Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of the Food Safety &amp; Quality Policy</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Review of Management Changes</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Minutes and Follow-up actions from previous review meetings</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Outstanding Non-conformances as a result of internal and external audits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trends analysis of the results of internal and external audits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Results of internal, second and third-party audits</td>
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<td>-</td>
</tr>
<tr>
<td>Trend analysis of Customer and Supplier complaints</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Food Safety &amp; Quality Key Performance Indicators Review and trend analysis</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Incidents, recalls, withdrawals</td>
<td>-</td>
<td>-</td>
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</table>
HACCP Manual

The HACCP Manual supplements QM 2.4.3 Food Safety Plan
**SQF Storage & Distribution Food Safety Management System**

Including the SQF Hazard Assessment & Critical Control Point Calculator and Instructions:

![SQF Hazard Assessment & Critical Control Point Calculator](image)

![SQF HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR](image)
We also provide a HACCP Training PowerPoint Presentation:
Food Safety Quality Management System Validation Records

A set of example validation records.

<table>
<thead>
<tr>
<th>Product Category</th>
<th>Freshly Prepared Vegetables</th>
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</thead>
<tbody>
<tr>
<td>Step Number</td>
<td>3D Distribution</td>
</tr>
<tr>
<td>Hazard</td>
<td>Growth of food poisoning bacteria due to inadequate temperature control</td>
</tr>
<tr>
<td>Control Measure</td>
<td>Maintain vehicle temperature at less than 8 °C at all times</td>
</tr>
<tr>
<td>Validation Methods</td>
<td>Applicable</td>
</tr>
<tr>
<td>Third Party Scientific Validation</td>
<td>✓</td>
</tr>
<tr>
<td>Historical Knowledge</td>
<td>✓</td>
</tr>
<tr>
<td>Simulated Production Conditions</td>
<td>✓</td>
</tr>
<tr>
<td>Collection of Data in normal production</td>
<td>✓</td>
</tr>
<tr>
<td>Admissible in Industrial practices</td>
<td>✓</td>
</tr>
<tr>
<td>Legislation</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematical Modelling</td>
<td>✓</td>
</tr>
</tbody>
</table>

Conclusion

Internal Validation Required? | ✓

If so by which method?

PRP Confirmed | ✓

Authorised by (Name): |

Signature: |
Food Safety Quality Management System Verification Records

There are a range of verification records and verification schedule templates.
# SQF Storage & Distribution Food Safety Management System

## Hygiene & Housekeeping Inspection Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Area to be covered by Verification Audit</th>
<th>Risk</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
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<th>October</th>
<th>November</th>
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<tbody>
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<td>Auditor 1</td>
<td>Auditor 2</td>
<td>Auditor 3</td>
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<td>Auditor 11</td>
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<tr>
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<td>Auditor 4</td>
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SQF Storage & Distribution Food Safety Management System

**SQF Code Modules 2 & 12 Training Presentations**

Two illustrated PowerPoint training module presentations will introduce the SQF Code to the management team and demonstrates how our SQF compliant Storage & Distribution Food Safety Management System assists in implementing the SQF Code.

Module 2: SQF System Elements

Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products
Senior Management Project Planner

Using the Excel Project Planner Senior Management can adapt the template supplied with the system to establish a Project Plan.

Free Online Support until you achieve Certification

We provide online support and expertise to answer your questions and assist you in developing your SQF Food Safety Management System.

www.ifsqn.com
Benefits of using the IFSQN SQF Storage & Distribution Food Safety Management System Implementation Package

The SQF Storage & Distribution Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the SQF Food Safety Management System gives organisations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with SQF Level 2 Code for Food Safety. 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 training guides and checklists which completely simplify the implementation process.”

“As a bonus our SQF Storage & Distribution Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

Click here to order the SQF Storage & Distribution Food Safety Management System

www.ifsqn.com