IFSQN
SQF CODE EDITION 8.1
Implementation Package
for Food Packaging
Manufacturers

International
Food Safety & Quality Network

The IFSQN are pleased to announce the launch of the IFSQN SQF Food Packaging Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8.1
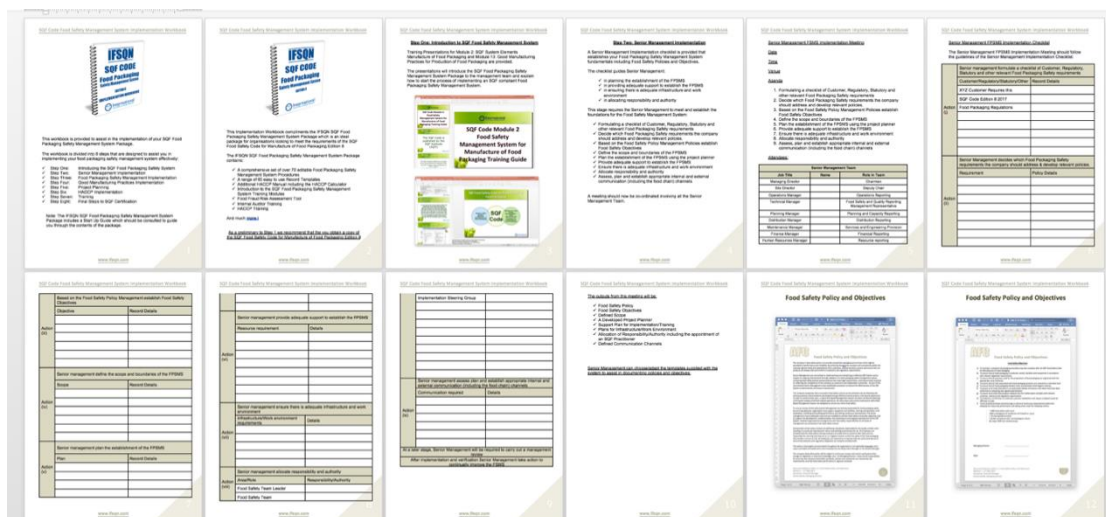
The IFSQN SQF Food Packaging Safety Management System Package contains:

- ✓ A comprehensive set of editable Food Packaging Safety Management System Procedures compliant with the SQF Code
- ✓ A range of easy to use Food Safety Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification
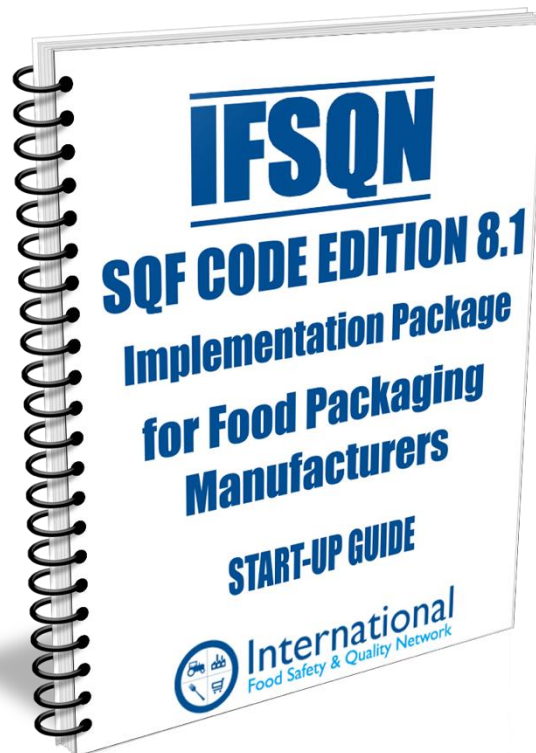
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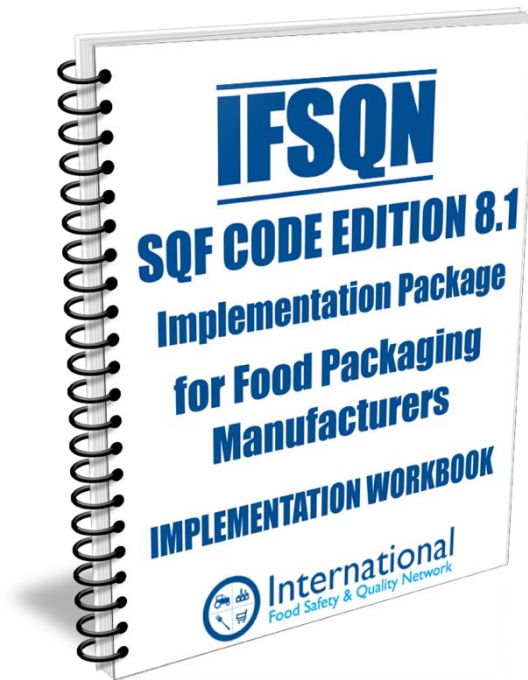
The IFSQN SQF Food Packaging Safety Management System Package includes an Implementation Workbook. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓   Step One: Introducing the SQF Food Packaging Safety System
- ✓   Step Two: Senior Management Implementation
- ✓   Step Three: Food Packaging Safety Management Implementation
- ✓   Step Four: Good Manufacturing Practices Implementation
- ✓   Step Five: Project Planning
- ✓   Step Six: HACCP Implementation
- ✓   Step Seven: Training
- ✓   Step Eight: Final Steps to SQF Certification

The IFSQN SQF Food Packaging Safety Management System Package includes a Start-Up Guide which should be consulted to guide you through the contents of the package.
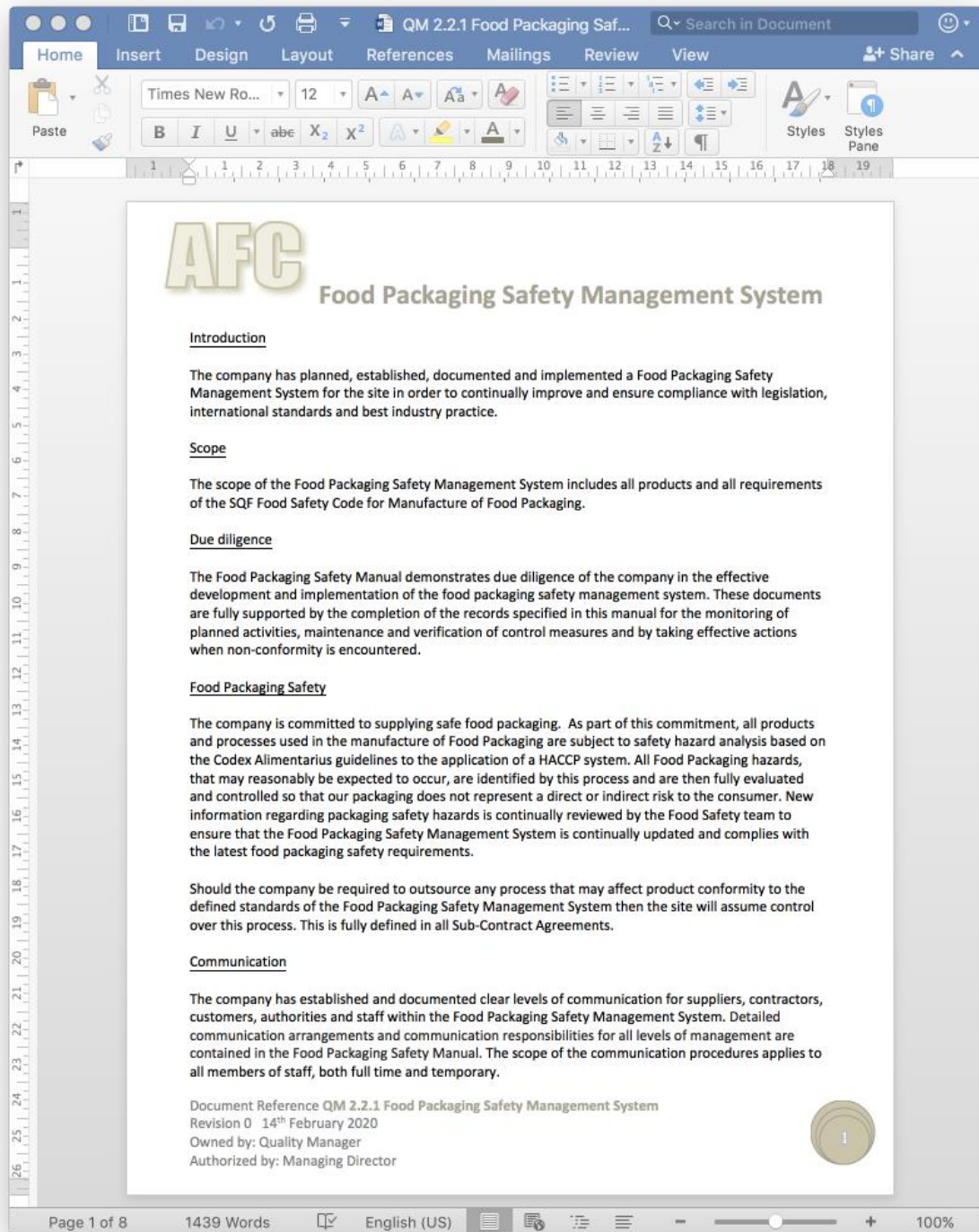

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Food Packaging Safety Management System Tools and Templates

The SQF Food Packaging Safety Management System Package contains a comprehensive top-level Food Packaging Safety Management procedures templates that form the foundations of your Food Packaging Safety Management System, so you don't have to spend 1,000's of hours writing compliant procedures.

Name	Date Modified	Size	Kind
IFSQN SQF Food Packaging Safety Management System Documents	18 Feb 2020, 13:59	86 KB	Micros...(.docx)
QM 2.1.1 Food Safety Policy and Objectives.docx	13 Feb 2020, 12:02	31 KB	Micros...(.docx)
QM 2.1.2 Management Responsibility.docx	13 Feb 2020, 12:10	43 KB	Micros...(.docx)
QM 2.1.2A Appendix Organizational Chart	13 Feb 2020, 12:16	1.3 MB	Micros...(.xlsx)
QM 2.1.2B Appendix Job Descriptions.docx	13 Feb 2020, 12:08	46 KB	Micros...(.docx)
QM 2.1.3 Management Review.docx	13 Feb 2020, 12:23	31 KB	Micros...(.docx)
QM 2.1.4 Complaint Management.docx	13 Feb 2020, 12:23	29 KB	Micros...(.docx)
QM 2.1.5 Crisis Management Planning.docx	13 Feb 2020, 12:29	58 KB	Micros...(.docx)
QM 2.2.1 Food Packaging Safety Management System.docx	18 Feb 2020, 13:59	51 KB	Micros...(.docx)
QM 2.2.2 Document Control.docx	13 Feb 2020, 12:42	30 KB	Micros...(.docx)
QM 2.2.3 Record Control.docx	13 Feb 2020, 12:43	32 KB	Micros...(.docx)
QM 2.3.1 Product Development.docx	13 Feb 2020, 12:45	31 KB	Micros...(.docx)
QM 2.3.2 Raw and Packaging Materials.docx	13 Feb 2020, 13:01	29 KB	Micros...(.docx)
QM 2.3.3 Contract Services.docx	13 Feb 2020, 12:57	29 KB	Micros...(.docx)
QM 2.3.4 Contract Manufacturers.docx	13 Feb 2020, 13:03	30 KB	Micros...(.docx)
QM 2.3.5 Finished Product Specifications.docx	13 Feb 2020, 13:05	29 KB	Micros...(.docx)
QM 2.4.1 Food Legislation	13 Feb 2020, 13:06	28 KB	Micros...(.docx)
QM 2.4.2 Good Manufacturing Practices	13 Feb 2020, 13:08	28 KB	Micros...(.docx)
QM 2.4.3 Food Safety Plans	13 Feb 2020, 13:12	60 KB	Micros...(.docx)
QM 2.4.4 Approved Supplier Program.docx	13 Feb 2020, 13:14	38 KB	Micros...(.docx)
QM 2.4.5 Non-Conforming Product or Equipment.docx	13 Feb 2020, 13:15	30 KB	Micros...(.docx)
QM 2.4.6 Product Rework.docx	13 Feb 2020, 13:22	28 KB	Micros...(.docx)
QM 2.4.7 Product Release.docx	13 Feb 2020, 13:24	29 KB	Micros...(.docx)
QM 2.4.8 Environmental Monitoring	18 Feb 2020, 12:53	28 KB	Micros...(.docx)
QM 2.5.1 Validation and Effectiveness.docx	13 Feb 2020, 13:28	30 KB	Micros...(.docx)
QM 2.5.2 Verification Activities	13 Feb 2020, 13:29	30 KB	Micros...(.docx)
QM 2.5.3 Corrective and Preventative Action.docx	13 Feb 2020, 13:31	30 KB	Micros...(.docx)
QM 2.5.4 Advanced Laboratory Quality Manual	19 Feb 2020, 17:18	--	Folder
QM 2.5.4 Product Inspection.docx	19 Feb 2020, 13:14	144 KB	Micros...(.docx)
QM 2.5.5 Audits and Inspections Schedule	18 Feb 2020, 14:00	18 KB	Micros...(.xlsx)
QM 2.5.5 Internal Audits and Inspections.docx	18 Feb 2020, 14:00	831 KB	Micros...(.docx)
QM 2.6.1 Product Identification.docx	13 Feb 2020, 13:39	28 KB	Micros...(.docx)
QM 2.6.2 Identification and Traceability System - Appendix.docx	13 Feb 2020, 13:41	27 KB	Micros...(.docx)
QM 2.6.2 Product Traceability.docx	13 Feb 2020, 13:43	32 KB	Micros...(.docx)
QM 2.6.3 Product Withdrawal and Recall.docx	13 Feb 2020, 13:45	40 KB	Micros...(.docx)
QM 2.7.1 Food Defense Plan.docx	18 Feb 2020, 12:20	173 KB	Micros...(.docx)
QM 2.7.1 Food Defense Threat Assessment	18 Feb 2020, 12:11	37 KB	Micros...(.xlsx)
QM 2.7.2 Food Fraud	18 Feb 2020, 12:23	425 KB	Micros...(.docx)
QM 2.7.2A Food Fraud Material Assessment Calculator	18 Feb 2020, 12:22	28 KB	Micros...(.xlsx)
QM 2.8.1 Allergen Management.docx	18 Feb 2020, 12:31	44 KB	Micros...(.docx)
QM 2.9 Training.docx	18 Feb 2020, 12:32	33 KB	Micros...(.docx)

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The Food Packaging Safety Management procedures are in Microsoft Word (US English) format and can be edited to suit your operation.

Procedures included in the Food Packaging Safety Management System match the clauses of the SQF Code and are as follows:

System Elements Manufacture of Food Packaging

QM 2.1.1 Food Safety Policy and 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
QM 2.5.4 Product Sampling, Inspection and Analysis
QM 2.5.5 Internal Audits and Inspections
QM 2.6.1 Product Identification
QM 2.6.2 Product Traceability
QM 2.6.2 Identification and Traceability System – Appendix
QM 2.6.3 Product Withdrawal and 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 2.9 Training

There are also Risk Assessment Templates/Schedules for Internal Audits and Inspections to supplement procedure QM 2.5.5 Internal Audits and Inspections

Hygiene & Housekeeping Inspection Schedule

The following SQF clauses are checked by specific area in a hygiene and housekeeping audit

High Risk - Monthly
Medium Risk - Quarterly
Low Risk - Twice per Year

Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
Forming	High	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6
Mix Area	High	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5
Processing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4
Good In and Silo Area	Medium				Auditor 1			Auditor 2			Auditor 3		
Packing	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Transport, Vehicles and Dispatch/Returns	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2			Auditor 3	
Canteen	Medium			Auditor 4			Auditor 1			Auditor 2			Auditor 3
Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1			Auditor 2		
Yard (including perimeter)	Low				Auditor 2						Auditor 1		
Engineering	Low	Auditor 1						Auditor 2					

Verification Audit Schedule

High Risk - Quarterly
Medium Risk - Twice per Year
Low Risk - Annually

Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
QM 2.1.1 Food Safety Policy and Objectives	Low												
QM 2.1.2 Management Responsibility	Low												
QM 2.1.2A Appendix Organizational Chart	Low												
QM 2.1.2B Appendix Job Descriptions	Low												
QM 2.1.3 Management Review	Medium												
QM 2.1.4 Complaint Management	Medium												
QM 2.1.5 Crisis Management Planning	Medium												
QM 2.2.1 Food Safety Management System	Medium												
QM 2.2.2 Document Control	Medium												
QM 2.2.3 Record Control	High												
QM 2.3.1 Product Development	High												
QM 2.3.2 Raw and Packaging Materials	High												
QM 2.3.3 Contract Services	High												
QM 2.3.4 Contract Manufacturers	High												
QM 2.3.5 Finished Product Specifications	High												
QM 2.4.1 Compliance with Food Legislation	High												
QM 2.4.2 Good Manufacturing Practices	High												
QM 2.4.3 Food Safety Plans	High												
QM 2.4.4 Approved Supplier Program	High												
QM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
QM 2.4.6 Product Rework	Medium												
QM 2.4.7 Product Release	Medium												
QM 2.4.8 Environmental Monitoring	High												
QM 2.5.1 Validation and Effectiveness	High												
QM 2.5.2 Verification Activities	High												
QM 2.5.3 Corrective Action and Preventative Action	Medium												
QM 2.5.4 Product Sampling, Inspection and Analysis	High												
QM 2.5.5 Internal Audits and Inspections	High												
QM 2.6.1 Product Identification	Medium												
QM 2.6.2 Product Traceability	Medium												
QM 2.6.2 Identification and Traceability System – Appendix	Medium												
QM 2.6.3 Product Withdrawal and Recall	Medium												
QM 2.7.1 Food Defense Plan	High												
QM 2.7.2 Food Fraud	High												
QM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
QM 2.8.1 Allergen Management	High												
QM 2.9 Training	High												
QM 13.1 Site Location and Approval	Medium												
QM 13.2 Construction of Premises and Equipment	High												
QM 13.2.7 Equipment, Utensils and Protective Clothing	High												
QM 13.2.8 Premises and Equipment Maintenance	Medium												
QM 13.2.9 Calibration	Medium												
QM 13.2.10 Pest Prevention	Medium												
QM 13.2.11 Cleaning and Sanitation	High												
QM 13.3.1 Personnel Hygiene and Welfare	High												
QM 13.3.2 Hand Washing	High												
QM 13.3.3 Clothing	High												
QM 13.3.4 Jewellery Policy	High												
QM 13.3.5 Visitors	Medium												
QM 13.3.6 - 8 Staff Facilities	Medium												
QM 11.3.10 Lunch Rooms	Medium												
QM 13.4 Personnel Processing Practices	High												
QM 13.4A First Aid	Medium												
QM 13.5.1 - 2 Water and Ice Supply	Medium												
QM 13.5.3 Air Quality	Medium												
QM 13.6.1 - 3 Storage	Medium												
QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
QM 13.7 Separation of Functions	Medium												
QM 13.7.2 Control of Foreign Matter Contamination	High												
QM 13.7.2A Glass Policy	High												
QM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
QM 13.8 Wase Disposal	Medium												
QM 13.9 Exterior	Low												

SQF Verification Schedule   Hygiene & House Schedule (2)

Good Manufacturing Practices

There are a set of comprehensive Good Manufacturing Practice procedural templates that match the clauses of the SQF Code:

Good Manufacturing Practices for Production of Food Packaging

QM 13.1 Site Location and Approval
QM 13.2 Construction of Premises and Equipment
QM 13.2.7 Equipment, Utensils and Protective Clothing
QM 13.2.8 Premises and Equipment Maintenance
QM 13.2.9 Calibration
QM 13.2.10 Pest Prevention
QM 13.2.11 Cleaning and Sanitation
QM 13.3.1 Personnel Hygiene and Welfare
QM 13.3.2 Hand Washing
QM 13.3.3 Clothing
QM 13.3.4 Jewelry Policy
QM 13.3.5 Visitors
QM 13.3.6 - 8 Staff Facilities
QM 11.3.10 Lunch Rooms

QM 13.4 Personnel Processing Practices
QM 13.4A First Aid
QM 13.5.1 - 2 Water and Ice Supply
QM 13.5.3 Air Quality
QM 13.6.1 - 3 Storage
QM 13.6.4 Loading, Transport and Unloading Practices
QM 13.7 Separation of Functions
QM 13.7.2 Control of Foreign Matter Contamination
QM 13.7.2A Glass Policy
QM 13.7.3 Glass & Brittle Material Breakage Procedure
QM 13.8 Waste Disposal
QM 13.9 Exterior

There is also a supplementary **QM 2.5.4 Advanced Laboratory Quality Manual**

This manual contains supplementary documentation to QM 2.5.4 Product Inspection

AFC Laboratory Quality Manual

CONTENTS

1. Introduction
2. Quality System
3. Organization and Management
4. Personnel
5. Laboratory Accommodation and Environment
6. Personnel Hygiene
7. Confirmation of Work and Client Requirements
8. Handling Test Items
9. Test Methods
10. Bench Practices
11. Assuring Quality of Results
12. Equipment, Calibration and Measurement Traceability
13. Calibration Standards / Reference Materials
14. Reporting Test Results
15. Records
16. Purchase of Outside Services, Supplies and Laboratory Consumables

Document Reference QM 2.5.4 Laboratory Quality Manual
Revision 1 14ᵗʰ February 2020
Owned by: Laboratory Supervisor
Authorized By: Quality Manager

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Additional HACCP Manual - HACCP Documentation & Tools

The Package includes supplementary documentation to QM 2.4.3 Food Safety Plans (14-page HACCP procedural template)
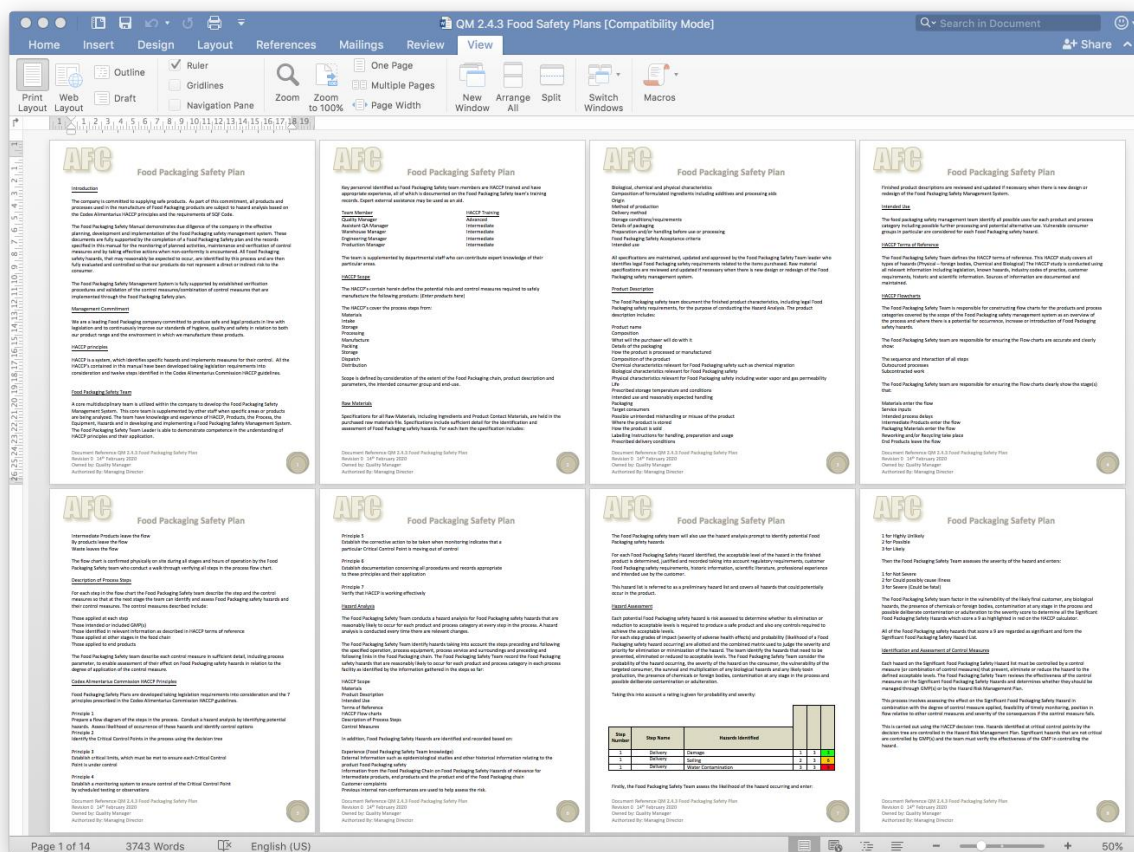
There is a Hazard Risk Management Planner and Instructions:

Hazard Risk Management Planner Instructions 2

For each Step Number and Step Name you can now use the template or select Hazards and Control Measures from the Drop-Down Lists:

The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

Document Reference Hazard Risk Management Planner Instructions 2
Revision 1 28th May 2017
Owned by: IFSQN

Hazard Risk Management Planner Instructions 2

For each Step Number and Step Name you can now use the template or select Hazards and Control Measures from the Drop-Down Lists:

Glass and brittle plastics
Blades
Pests

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FSMS Record Templates

A range of easy to use food safety record templates are included:

www.ifsqn.com

Some Validation Record Samples are Included

Name	Date Modified	Size	Kind
Brittle Material Policy Validation.docx	19 Feb 2020, 18:03	31 KB	Micros...(.docx)
Cleaning and Sanitation PRP Validation.docx	19 Feb 2020, 17:55	26 KB	Micros...(.docx)
PRP Hygiene Policy Validation.docx	19 Feb 2020, 18:04	30 KB	Micros...(.docx)
PRP Metal Detection Validation.docx	19 Feb 2020, 18:05	28 KB	Micros...(.docx)

AFC

Brittle Material Policy Validation

Brittle Material Policy Validation

Product Category	Freshly Prepared Sandwich Packaging		
Step Number	1 - 10		
Hazard	Contamination of food packaging with broken Brittle Material during operations		
Control Measure	Brittle Material minimization/ Brittle Material Breakage Procedure/ Brittle Material Protection/Brittle Material Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
GMP Confirmed	✓		
Authorized by (Name):			
Signature:			

Document Reference Brittle Material Policy Validation
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

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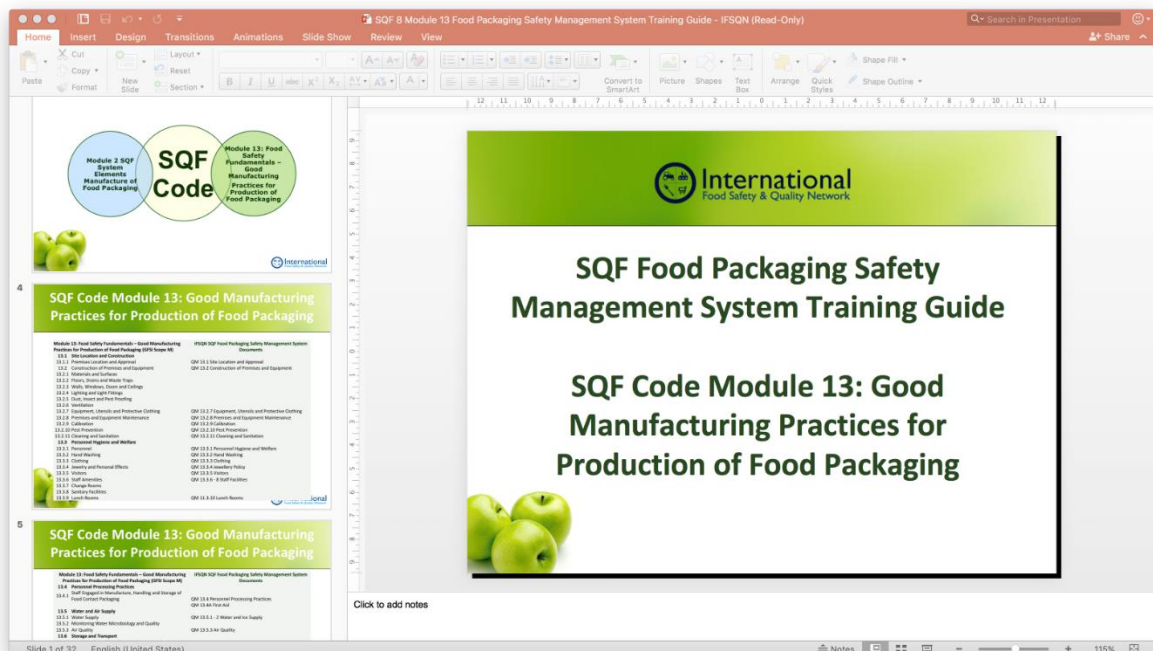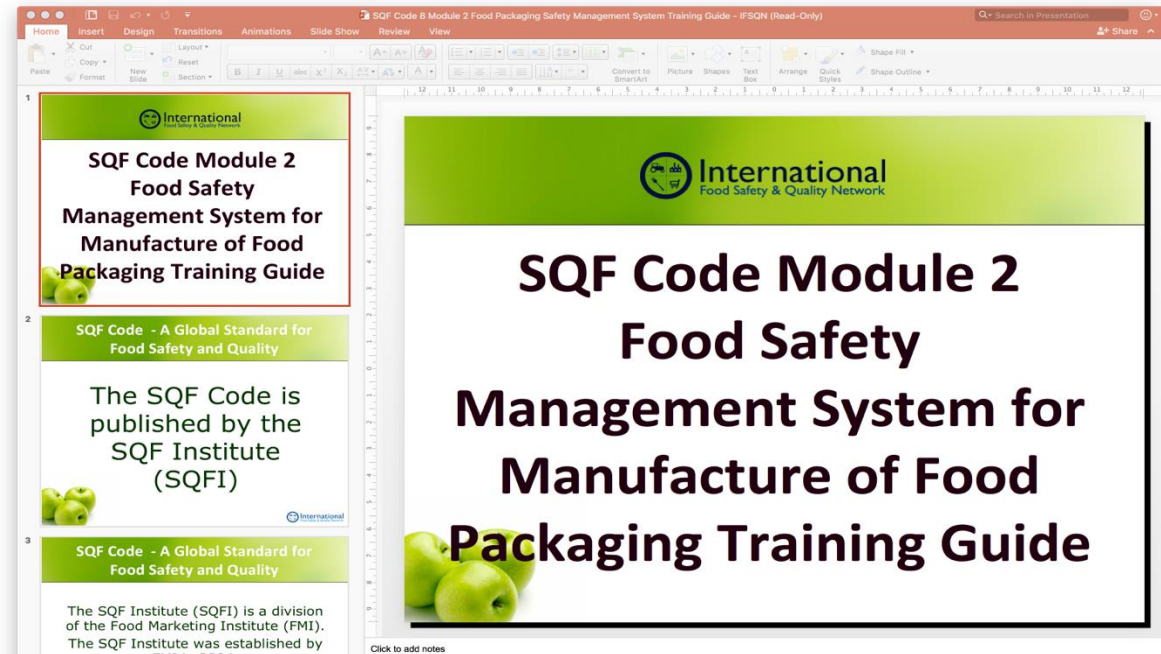## Sample Verification Records are included

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Training Presentations

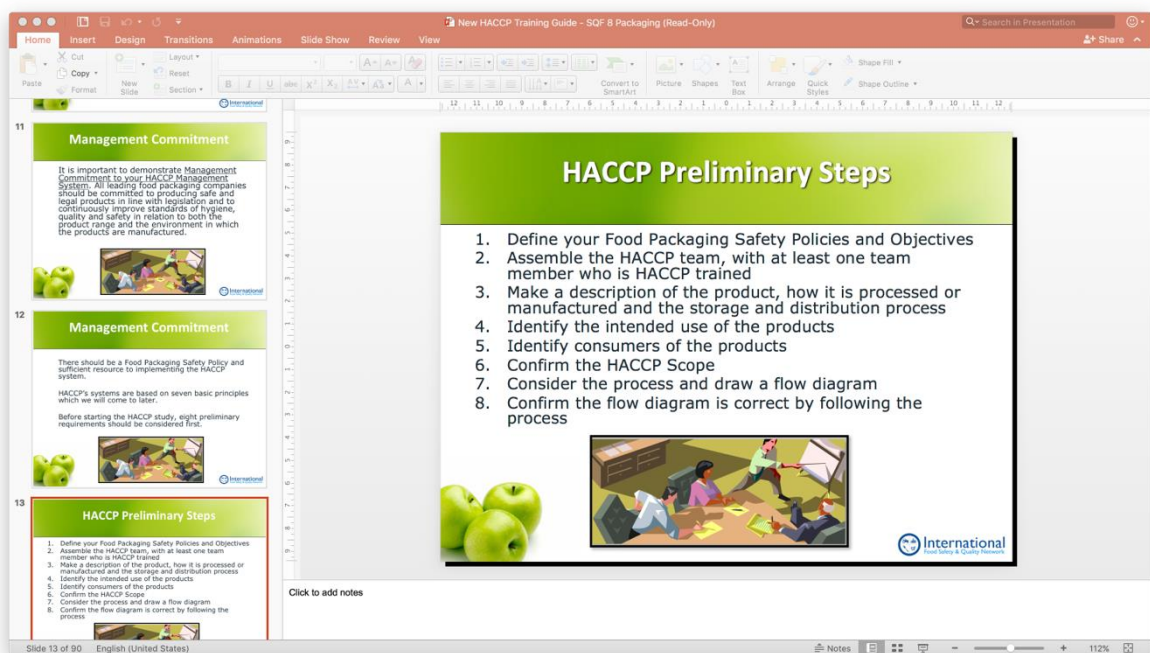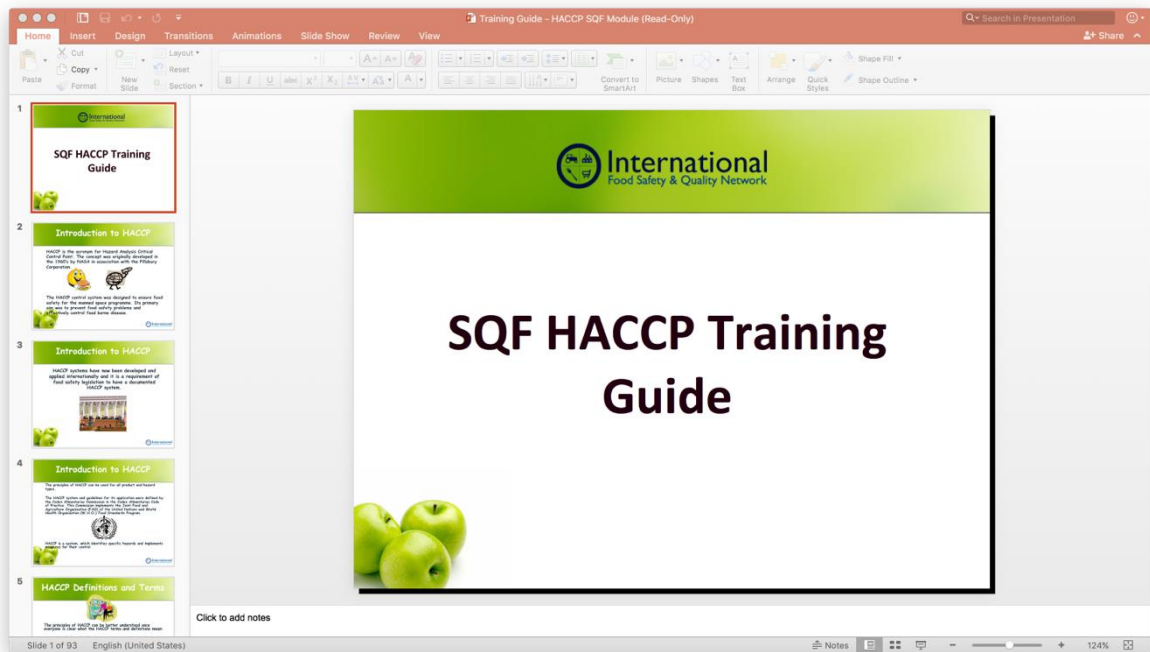The package includes 5 PowerPoint Training Presentations.

<u>Internal Audit Training</u>
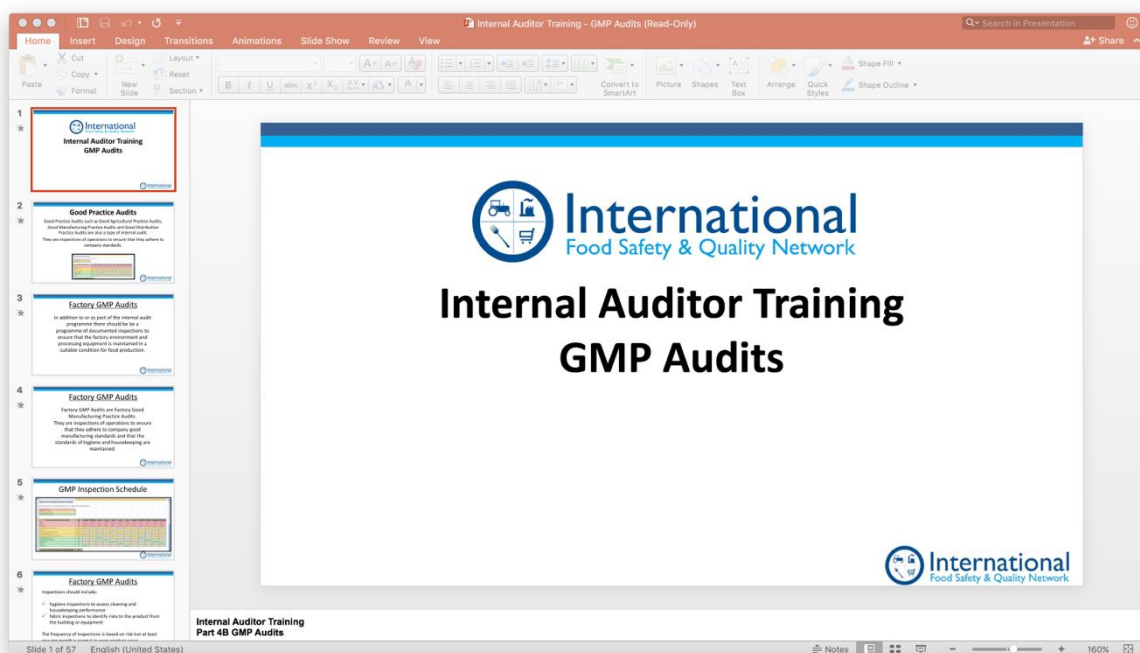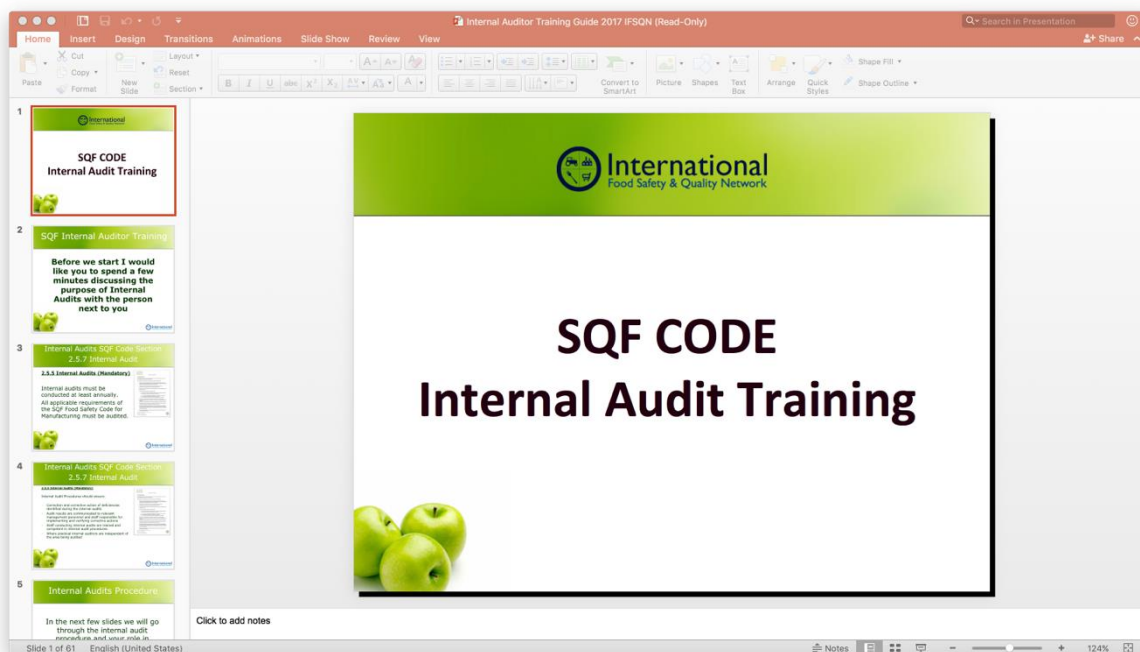
Introduction to the SQF Food Packaging Safety Management System Training Modules

HACCP Training

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Free Online Technical Support

One of the unique features of our packages is that we provide technical support.

This package includes online techncial support and expertise to answer your questions and assist you in developing your SQF Food Packaging Safety and Management System until you achieve certification.

Click here to order the SQF Code Edition 8.1 compliant IFSQN SQF Food Packaging Safety Management System Package

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