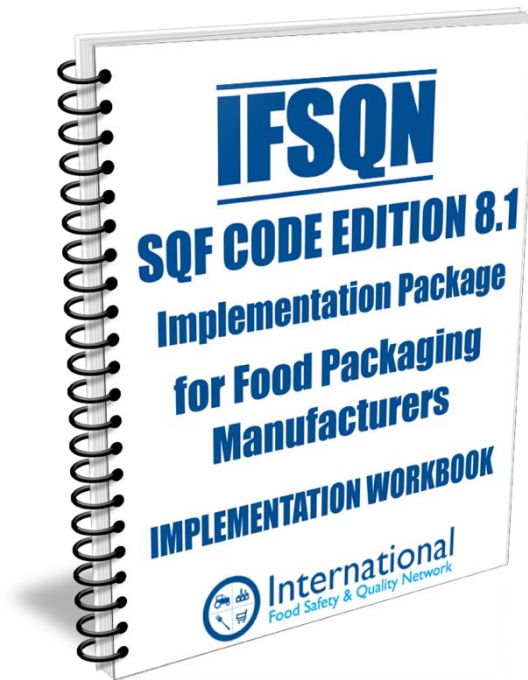


The IFSQN are pleased to announce the launch of the IFSQN SQF Food Packaging Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8.1

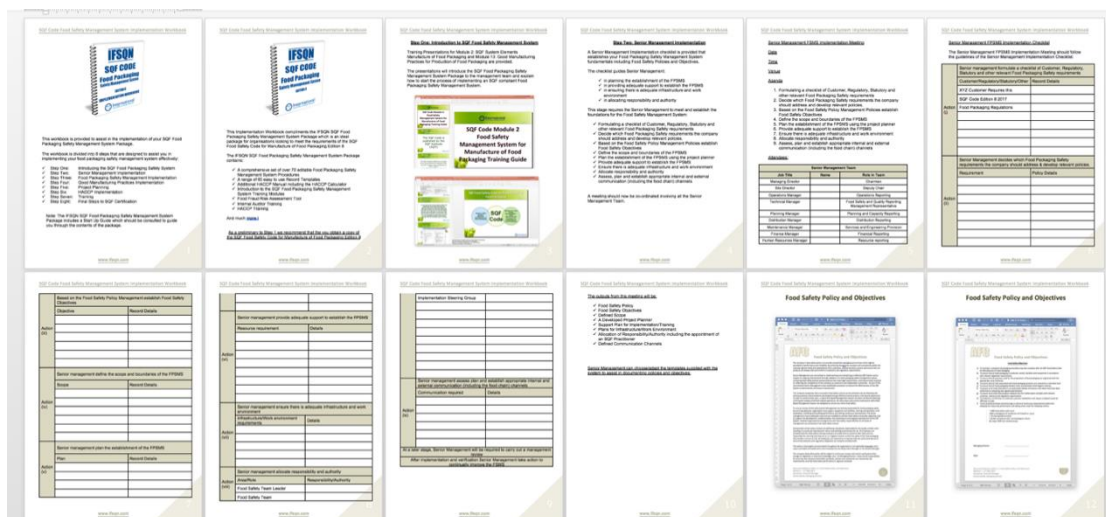
The IFSQN SQF Food Packaging Safety Management System Package contains:

- ✓ 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

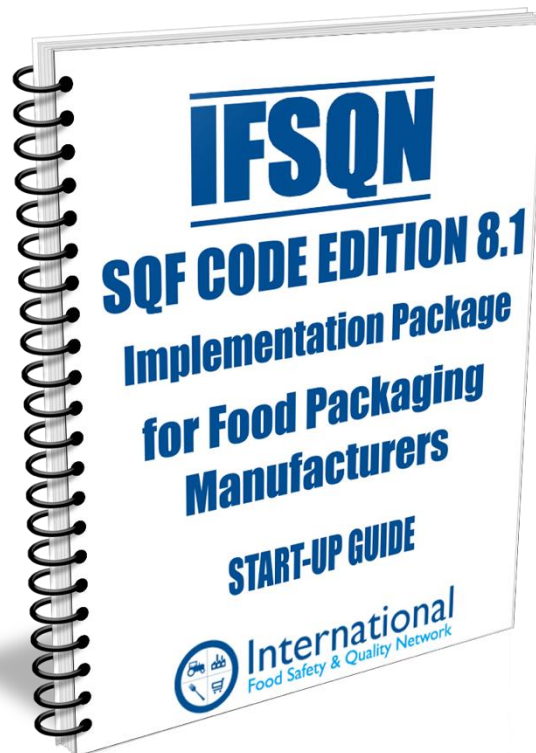


The IFSQN SQF Food Packaging Safety Management System Package includes an Implementation Workbook. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ 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.



IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

Welcome to the IFSQN SQF Food Packaging Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Food Packaging Safety Management System Package includes:

- ✓ A comprehensive set of Food Packaging Safety Management System Procedures compliant with the SQF Code
- ✓ A range of 60 easy to use editable Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Food Fraud Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools

www.ifsqn.com

IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

When you download the package, you will find this start up guide and 4 folders containing the package documents:

Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacturers of Food Packaging Edition 8.1](http://www.ifsqn.com) from the SQFI website (It is free to download)

www.ifsqn.com

IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

Start by opening the SQF Project folder:

In this folder, you will find the SQF Implementation Plan which can be used to by Senior Management to plan the development of your SQF Food Packaging Safety Management System

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IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

The main document in the folder is the [SQF 8.1 Food Packaging Implementation Workbook](http://www.ifsqn.com)

This workbook is provided to assist in the implementation of your SQF Packaging Food Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Packaging Food 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

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IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Packaging Safety Management System fundamental documents including Food Safety Policies and Objectives.

Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.

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IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

IFSQN Food Packaging Safety Management System Compliance with SQF 8.1

In this folder, you will find a Food Packaging Safety Management System Compliance Summary for Modules 2 and 13

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IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

IFSQN Food Packaging Safety Management System Compliance with SQF 8.1

The documents match the clause of the standard for ease of implementation

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IFSQN SQF Food Packaging Safety Management System Edition 8.1 Start Up Guide

Next open the Training Sub-Folder

This folder contains Training Presentations:

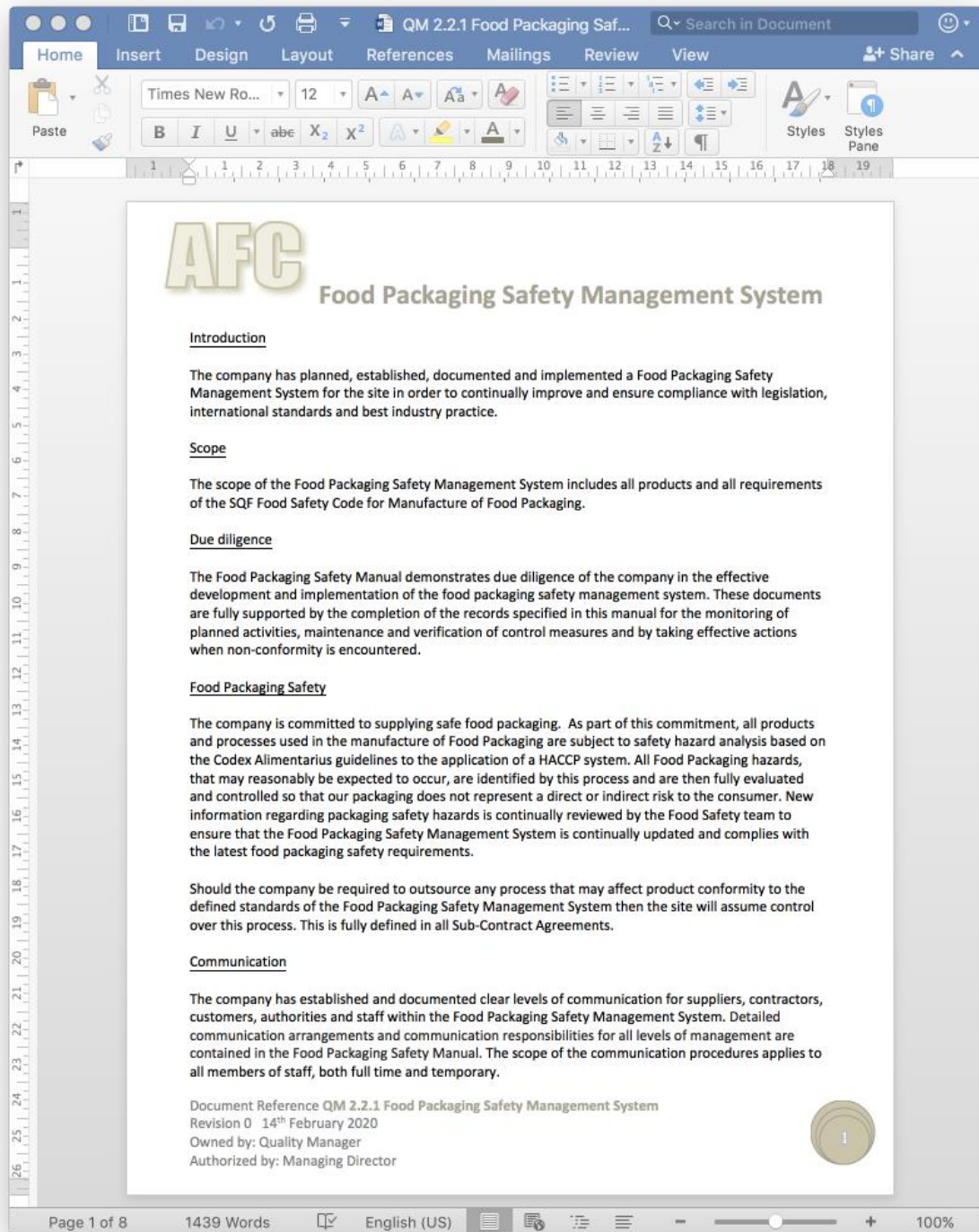
www.ifsqn.com

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.

Food Packaging Management System Documents				
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)	

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

1	Hygiene & Housekeeping Inspection Schedule																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											</
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1	Verification Audit Schedule													
2														
3	High Risk - Quarterly													
4	Medium Risk - Twice per Year													
5	Low Risk - Annually													
6														
7	Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
8	QM 2.1.1 Food Safety Policy and Objectives	Low												
9	QM 2.1.2 Management Responsibility	Low												
10	QM 2.1.2A Appendix Organizational Chart	Low												
11	QM 2.1.2B Appendix Job Descriptions	Low												
12	QM 2.1.3 Management Review	Medium												
13	QM 2.1.4 Complaint Management	Medium												
14	QM 2.1.5 Crisis Management Planning	Medium												
15	QM 2.2.1 Food Safety Management System	Medium												
16	QM 2.2.2 Document Control	Medium												
17	QM 2.2.3 Record Control	High												
18	QM 2.3.1 Product Development	High												
19	QM 2.3.2 Raw and Packaging Materials	High												
20	QM 2.3.3 Contract Services	High												
21	QM 2.3.4 Contract Manufacturers	High												
22	QM 2.3.5 Finished Product Specifications	High												
23	QM 2.4.1 Compliance with Food Legislation	High												
24	QM 2.4.2 Good Manufacturing Practices	High												
25	QM 2.4.3 Food Safety Plans	High												
26	QM 2.4.4 Approved Supplier Program	High												
27	QM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
28	QM 2.4.6 Product Rework	Medium												
29	QM 2.4.7 Product Release	Medium												
30	QM 2.4.8 Environmental Monitoring	High												
31	QM 2.5.1 Validation and Effectiveness	High												
32	QM 2.5.2 Verification Activities	High												
33	QM 2.5.3 Corrective Action and Preventative Action	Medium												
34	QM 2.5.4 Product Sampling, Inspection and Analysis	High												
35	QM 2.5.5 Internal Audits and Inspections	High												
36	QM 2.6.1 Product Identification	Medium												
37	QM 2.6.2 Product Traceability	Medium												
38	QM 2.6.2 Identification and Traceability System – Appendix	Medium												
39	QM 2.6.3 Product Withdrawal and Recall	Medium												
40	QM 2.7.1 Food Defense Plan	High												
41	QM 2.7.2 Food Fraud	High												
42	QM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
43	QM 2.8.1 Allergen Management	High												
44	QM 2.9 Training	High												
45	QM 13.1 Site Location and Approval	Medium												
46	QM 13.2 Construction of Premises and Equipment	High												
47	QM 13.2.7 Equipment, Utensils and Protective Clothing	High												
48	QM 13.2.8 Premises and Equipment Maintenance	Medium												
49	QM 13.2.9 Calibration	Medium												
50	QM 13.2.10 Pest Prevention	Medium												
51	QM 13.2.11 Cleaning and Sanitation	High												
52	QM 13.3.1 Personnel Hygiene and Welfare	High												
53	QM 13.3.2 Hand Washing	High												
54	QM 13.3.3 Clothing	High												
55	QM 13.3.4 Jewellery Policy	High												
56	QM 13.3.5 Visitors	Medium												
57	QM 13.3.6 - 8 Staff Facilities	Medium												
58	QM 11.3.10 Lunch Rooms	Medium												
59	QM 13.4 Personnel Processing Practices	High												
60	QM 13.4A First Aid	Medium												
61	QM 13.5.1 - 2 Water and Ice Supply	Medium												
62	QM 13.5.3 Air Quality	Medium												
63	QM 13.6.1 - 3 Storage	Medium												
64	QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
65	QM 13.7 Separation of Functions	Medium												
66	QM 13.7.2 Control of Foreign Matter Contamination	High												
67	QM 13.7.2A Glass Policy	High												
68	QM 13.7.3 Glass & Brittle Material Breakage Procedure	High												
69	QM 13.8 Waste Disposal	Medium												
70	QM 13.9 Exterior	Low												
71														
	◀ ▶ SQF Verification Schedule	Hygiene & House Schedule (2) +												

Good Manufacturing Practices

Food Packaging Management System Documents				
Q Search				
Name		Date Modified	Size	Kind
 QM 13.1 Site Location and Approval.docx		18 Feb 2020, 12:39	37 KB	Micros...(docx)
 QM 13.2 Construction of Premises and Equipment.docx		18 Feb 2020, 12:41	180 KB	Micros...(docx)
 QM 13.2.7 Equipment, Utensils and Protective Clothing		18 Feb 2020, 12:42	30 KB	Micros...(docx)
 QM 13.2.8 Premises and Equipment Maintenance.docx		18 Feb 2020, 12:46	32 KB	Micros...(docx)
 QM 13.2.9 Calibration.docx		18 Feb 2020, 12:48	30 KB	Micros...(docx)
 QM 13.2.10 Pest Prevention		18 Feb 2020, 12:50	34 KB	Micros...(docx)
 QM 13.2.11 Cleaning and Sanitation.docx		18 Feb 2020, 12:54	29 KB	Micros...(docx)
 QM 13.3.1 Personnel Hygiene and Welfare		18 Feb 2020, 12:57	34 KB	Micros...(docx)
 QM 13.3.2 Hand Washing.docx		18 Feb 2020, 12:58	28 KB	Micros...(docx)
 QM 13.3.3 Protective Clothing		18 Feb 2020, 13:00	28 KB	Micros...(docx)
 QM 13.3.4 Jewelry Policy.docx		18 Feb 2020, 13:03	26 KB	Micros...(docx)
 QM 13.3.5 Visitors		18 Feb 2020, 13:05	27 KB	Micros...(docx)
 QM 13.3.6 - 8 Facilities and Amenities		18 Feb 2020, 13:08	30 KB	Micros...(docx)
 QM 13.3.9 Lunch Rooms		18 Feb 2020, 13:09	27 KB	Micros...(docx)
 QM 13.4 Personnel Processing Practices		18 Feb 2020, 13:14	36 KB	Micros...(docx)
 QM 13.4A First Aid - No longer a requirement.docx		18 Feb 2020, 13:15	28 KB	Micros...(docx)
 QM 13.5.1 - 2 Water Supply.docx		18 Feb 2020, 13:28	28 KB	Micros...(docx)
 QM 13.5.3 Air Quality.docx		18 Feb 2020, 13:30	27 KB	Micros...(docx)
 QM 13.6.1 - 3 Storage		18 Feb 2020, 13:32	32 KB	Micros...(docx)
 QM 13.6.4 Loading, Transport and Unloading Practices.docx		18 Feb 2020, 13:37	28 KB	Micros...(docx)
 QM 13.7 Separation of Functions		18 Feb 2020, 13:43	29 KB	Micros...(docx)
 QM 13.7.2 Control of Foreign Matter Contamination.docx		18 Feb 2020, 13:52	29 KB	Micros...(docx)
 QM 13.7.2A Glass Policy.docx		18 Feb 2020, 13:53	30 KB	Micros...(docx)
 QM 13.7.3 Glass & Brittle Material Breakage Procedure.docx		18 Feb 2020, 13:55	27 KB	Micros...(docx)
 QM 13.8 Waste Disposal.docx		18 Feb 2020, 13:57	31 KB	Micros...(docx)
 QM 13.9 Exterior.docx		18 Feb 2020, 13:58	30 KB	Micros...(docx)

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

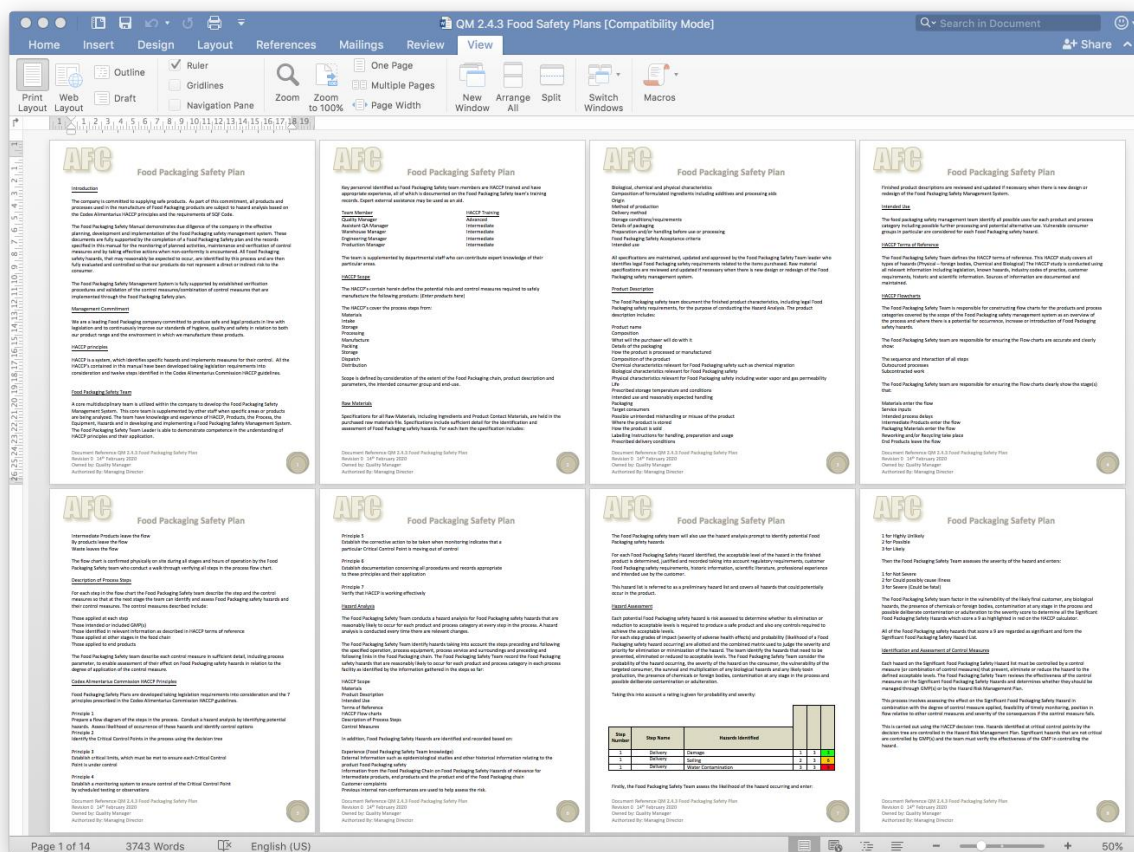
There is also a supplementary **QM 2.5.4 Advanced Laboratory Quality Manual**

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

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	
Process Steps Entry Worksheet	
Step Number	Step Name
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.
2	Raw material source / receipt
3	Storage of raw material
4	Unpacked for production
5	Topping
6	Storage of Ingredient B
7	Storage of Ingredient C
8	Storage of Ingredient D
9	Filtration
10	Batch mixing
11	Heating
12	Forming
13	Cooling
14	Packaging
15	Packing
16	Sealing
17	Coding
18	Stacking
19	Storage
20	Distribution

IFSQN SQF Food Packaging Safety Management System Edition 8.1 Brochure

[illegible]

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.

1

2

3

4

5

FSMS Record Templates

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



Some Validation Record Samples are Included

Validation Records				
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)	

Brittle Material Policy Validation

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

Page 1 of 1 104 Words English (US) 100%

Sample Verification Records are included

Verification Records				
Q Search				
Name	Date Modified	Size	Kind	
Control of Brittle Materials Verification Record.docx	19 Feb 2020, 17:50	30 KB	Micros...(docx)	
Control of First Aid Dressings Verification.docx	19 Feb 2020, 17:27	27 KB	Micros...(docx)	
Control of Knives Verification Record.docx	19 Feb 2020, 17:27	27 KB	Micros...(docx)	
Control of Visitors and Sub-Contractors Verification Record.docx	19 Feb 2020, 17:26	30 KB	Micros...(docx)	
Dispatch and Distribution Verification Record.docx	19 Feb 2020, 17:25	31 KB	Micros...(docx)	
Glass & Brittle Material Breakage Procedure Verification.docx	19 Feb 2020, 17:23	26 KB	Micros...(docx)	
Hygiene and Housekeeping Management Verification Record.docx	19 Feb 2020, 17:48	30 KB	Micros...(docx)	
Hygiene Code of Practice Verification Record.docx	19 Feb 2020, 17:37	31 KB	Micros...(docx)	
Hygiene Policy Verification Record.docx	19 Feb 2020, 17:36	31 KB	Micros...(docx)	
Maintenance Verification Record.docx	19 Feb 2020, 17:35	32 KB	Micros...(docx)	
Management of Cleaning Verification Record.docx	19 Feb 2020, 17:33	32 KB	Micros...(docx)	
Management of Pest Control Verification Record.docx	19 Feb 2020, 17:32	39 KB	Micros...(docx)	
Metal Detection Verification Record.docx	19 Feb 2020, 17:29	27 KB	Micros...(docx)	

Control of Brittle Materials Verification Audit

Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedure?	
Is the use of brittle material on the manufacturing site minimized? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas by staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food packaging vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Are brittle material components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass/brittle material or covered in a security film?	
Are brittle material bottles or containers prevented from used for delivery of food packaging materials and inks?	
Where the use of brittle material containers is unavoidable, is	

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Control of Brittle Materials Verification

each container carefully examined for any sign of chipping or breakage and disposed of or rejected where necessary?

Are any contents of brittle material containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?

Is this process recorded together with appropriate action taken where brittle material contamination is evident?

Is the location of all brittle material within all production areas identified and recorded on a brittle material register?

Are they inspected daily and in the case of production areas, at the beginning and end of production?

Is the time and date of the check is also recorded?

Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?

In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?

Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Quality department?

Do all employees report immediately to management any broken or damaged brittle material, resulting in a brittle material breakage record being completed?

Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?

Do any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another breakage incident which could in any way have affected any products result in production being stopped immediately?

Are all products which may have been affected quarantined and clearly labelled?

Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?

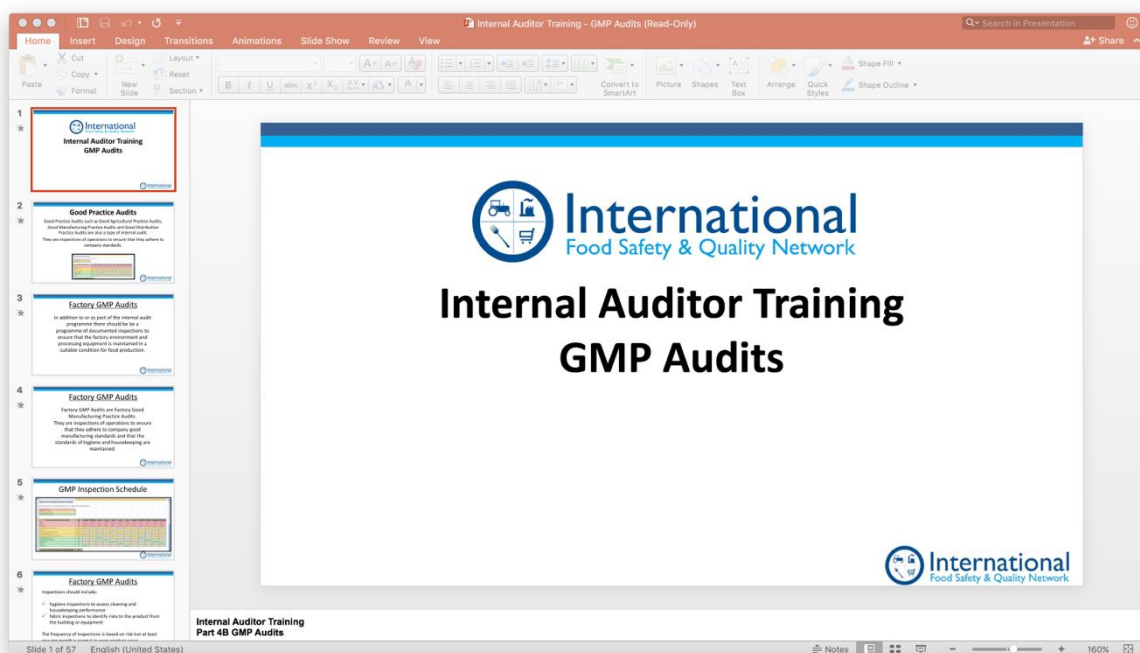
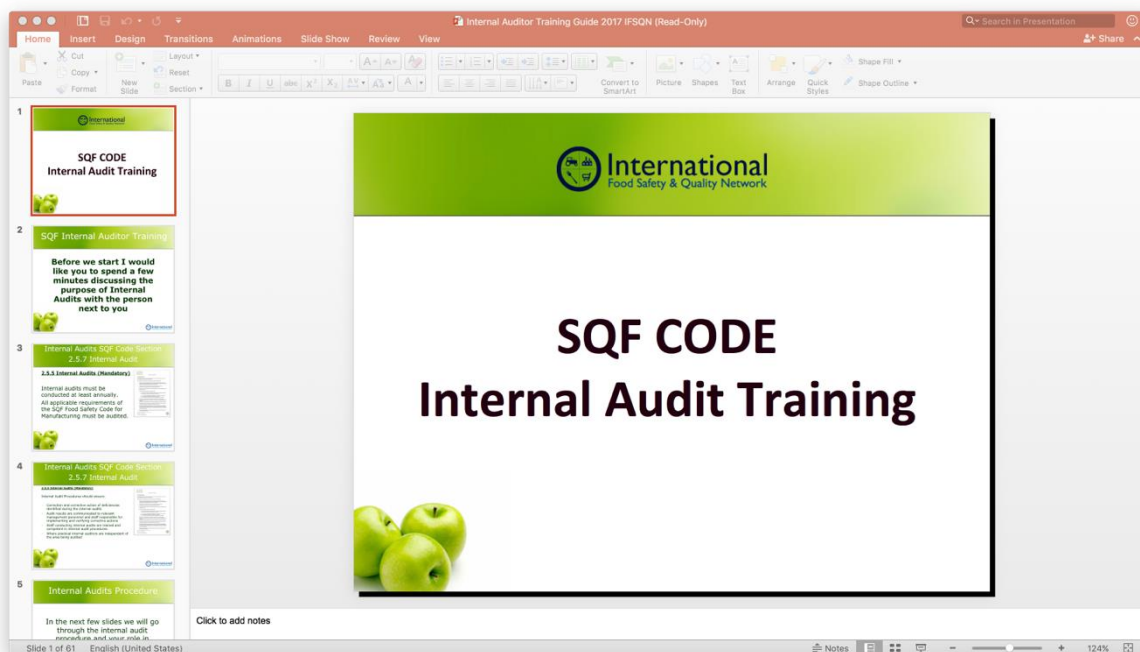
Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated color coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?

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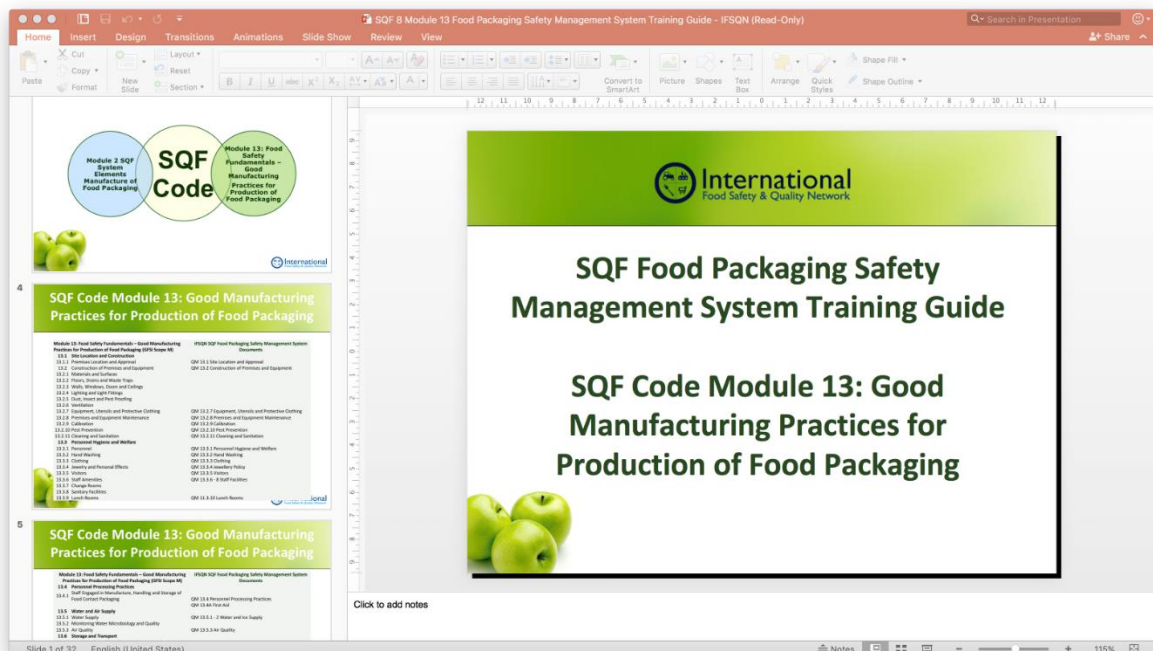
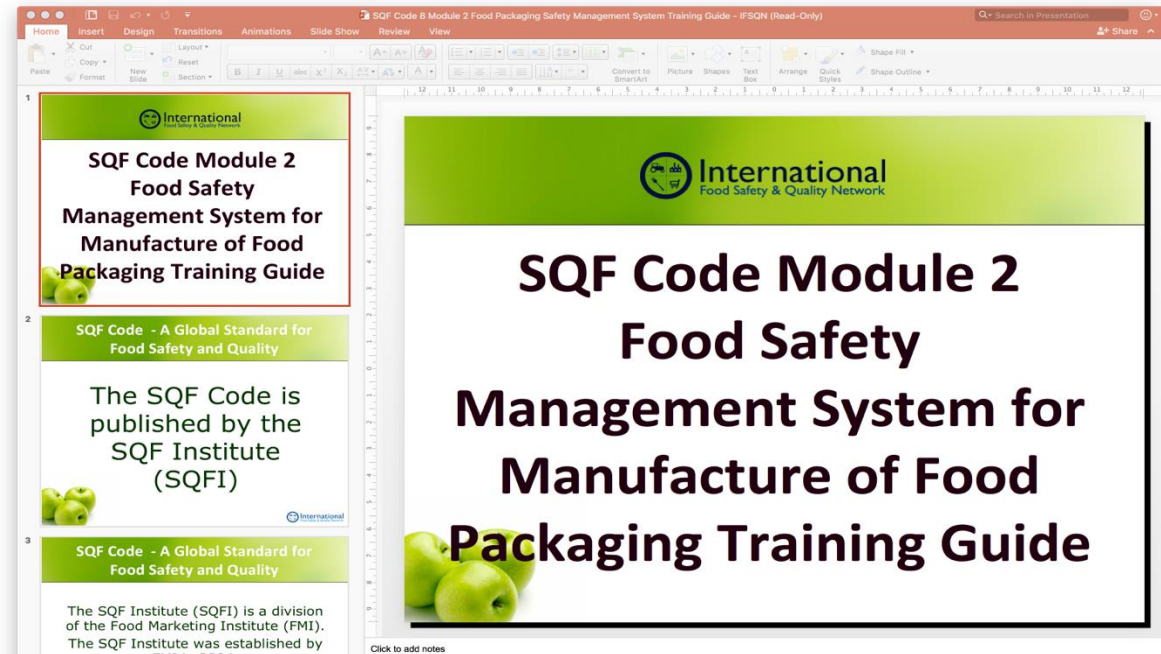
Training Presentations

The package includes 5 PowerPoint Training Presentations.

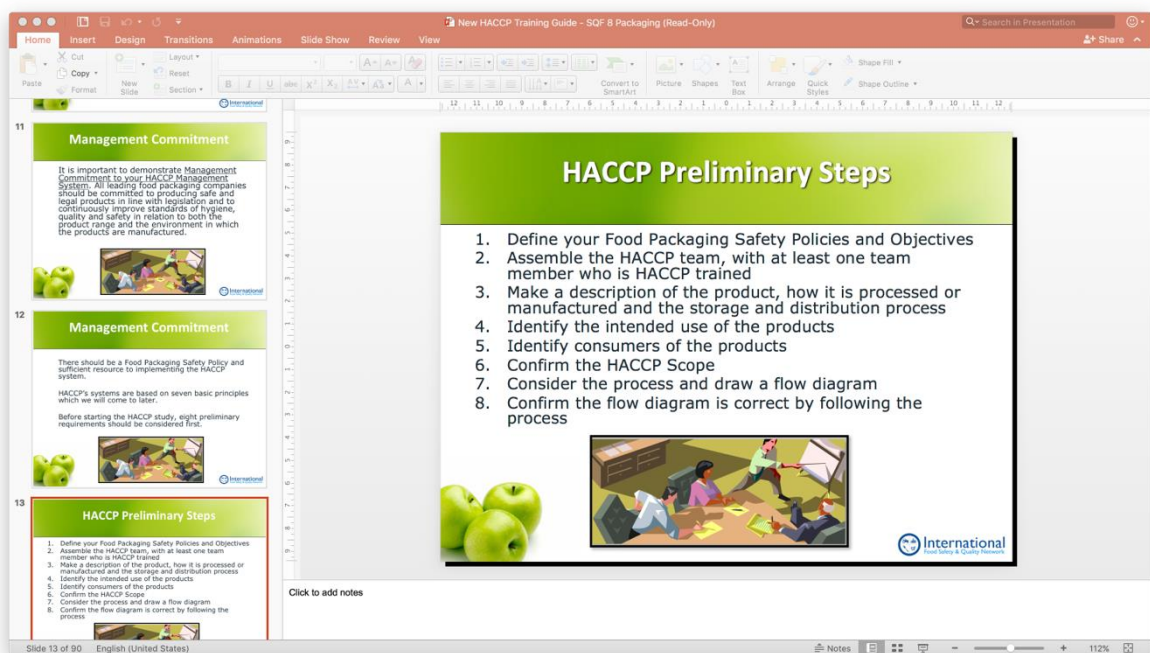
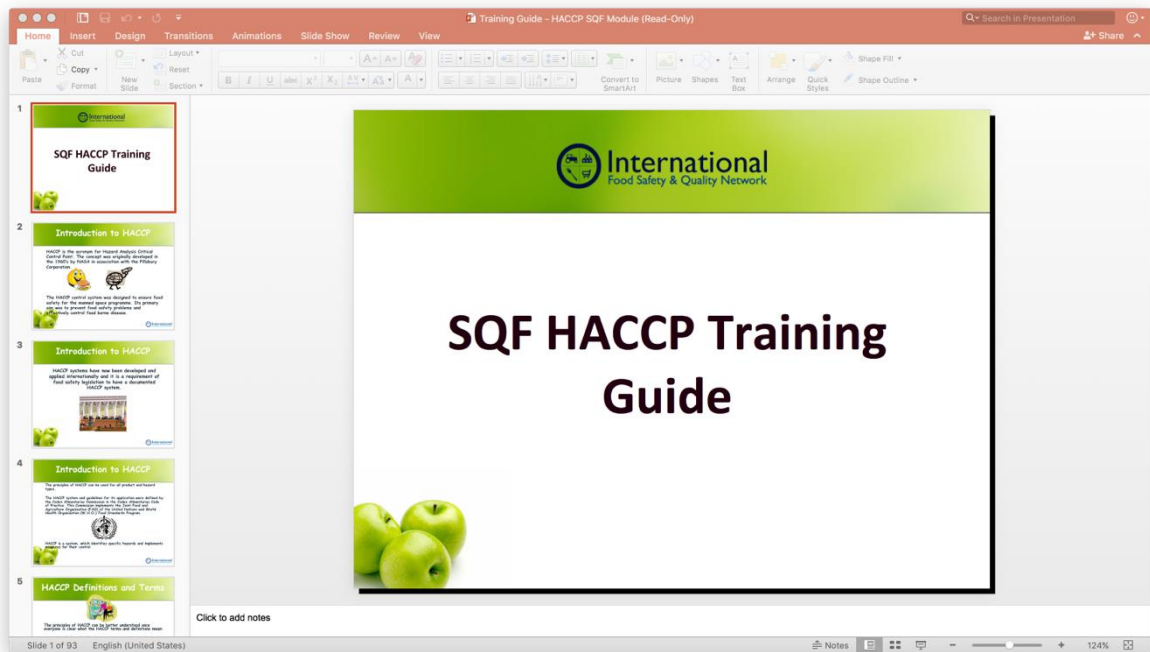
Internal Audit Training



Introduction to the SQF Food Packaging Safety Management System Training Modules



HACCP Training



Free Online Technical Support

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

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

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