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

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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 Manufacture of Food Packaging Edition 8.1 from the SQFI website
(It is free to download)

The main document in the folder is the SQF 8.1 Food Packaging Implementation Workbook
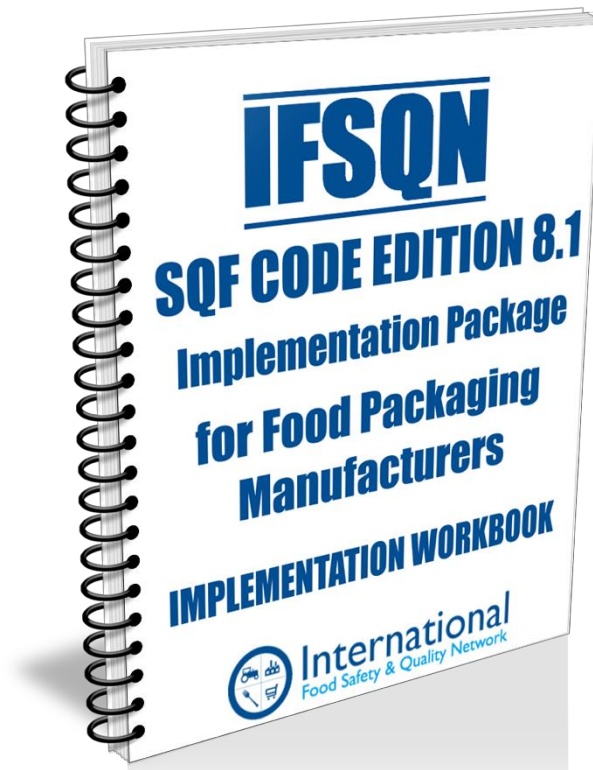
This workbook is provided to assist in the implementation of your SQF Packaging Food Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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 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

	A	B	C
1		**SQF System Elements Manufacture of Food Packaging**	**IFSQN SQF Food Packaging Safety Management System Documents**
2	2.1	**Management Commitment**	
3	2.1.1	Food Safety Policy (Mandatory)	QM 2.1.1 Food Safety Policy and Objectives
4	2.1.2	Management Responsibility (Mandatory)	QM 2.1.2 Management Responsibility
5			QM 2.1.2A Appendix Organizational Chart
6			QM 2.1.2B Appendix Job Descriptions
7	2.1.3	Management Review (Mandatory)	QM 2.1.3 Management Review
8	2.1.4	Complaint Management (Mandatory)	QM 2.1.4 Complaint Management
9	2.1.5	Crisis Management Planning	QM 2.1.5 Crisis Management Planning
10	2.2	**Document Control and Records**	
11	2.2.1	Food Safety Management System (Mandatory)	QM 2.2.1 Food Safety Management System
12	2.2.2	Document Control (Mandatory)	QM 2.2.2 Document Control
13	2.2.3	Records (Mandatory)	QM 2.2.3 Record Control
14	2.3	**Specification and Product Development**	
15	2.3.1	Product Development and Realization	QM 2.3.1 Product Development
16	2.3.2	Raw and Packaging Materials	QM 2.3.2 Raw and Packaging Materials
17	2.3.3	Contract Service Providers	QM 2.3.3 Contract Services
18	2.3.4	Contract Manufacturers	QM 2.3.4 Contract Manufacturers
19	2.3.5	Finished Product Specifications	QM 2.3.5 Finished Product Specifications
20	2.4	**Food Safety System for Manufacture of Food Packaging**	
21	2.4.1	Food Legislation (Mandatory)	QM 2.4.1 Compliance with Food Legislation
22	2.4.2	Good Manufacturing Practices (Mandatory)	QM 2.4.2 Good Manufacturing Practices
23	2.4.3	Food Safety Plan (Mandatory)	QM 2.4.3 Food Safety Plans
24	2.4.4	Approved Supplier Program (Mandatory)	QM 2.4.4 Approved Supplier Program
25	2.4.5	Non-conforming Product or Equipment	QM 2.4.5 Control of Non-Conforming Product or Equipment
26	2.4.6	Product Rework	QM 2.4.6 Product Rework
27	2.4.7	Product Release (Mandatory)	QM 2.4.7 Product Release
28	2.4.8	Environmental Monitoring	QM 2.4.8 Environmental Monitoring
29	2.5	**SQF System Verification**	
30	2.5.1	Validation and Effectiveness (Mandatory)	QM 2.5.1 Validation and Effectiveness
31	2.5.2	Verification Activities (Mandatory)	QM 2.5.2 Verification Activities
32	2.5.3	Corrective and Preventative Action (Mandatory)	QM 2.5.3 Corrective Action and Preventative Action
33	2.5.4	Product Sampling, Inspection and Analysis	QM 2.5.4 Product Sampling, Inspection and Analysis
34	2.5.5	Internal Audits and Inspections (Mandatory)	QM 2.5.5 Internal Audits and Inspections
35			QM 2.5.5 Audits and Inspections Schedule
36	2.6	**Product Identification, Trace, Withdrawal and Recall**	
37	2.6.1	Product Identification (Mandatory)	QM 2.6.1 Product Identification
38	2.6.2	Product Traceability (Mandatory)	QM 2.6.2 Product Traceability
39			QM 2.6.2 Identification and Traceability System – Appendix
40	2.6.3	Product Withdrawal and Recall (Mandatory)	QM 2.6.3 Product Withdrawal and Recall
41	2.7	**Food Defense and Food Fraud**	
42	2.7.1	Food Defense Plan (Mandatory)	QM 2.7.1 Food Defense Plan
43			QM 2.7.1 Food Defense Threat Assessment
44	2.7.2	Food Fraud	QM 2.7.2 Food Fraud
45			QM 2.7.2A Food Fraud Raw Material Assessment Calculator
46	2.8.1	Allergen Management (Mandatory)	QM 2.8.1 Allergen Management
47	2.9	**Training**	QM 2.9 Training
48	2.9.1	Training Requirements	
49	2.9.2	Training Program (Mandatory)	
50	2.9.3	Instructions	
51	2.9.4	HACCP Training Requirements	
52	2.9.5	Language	
53	2.9.6	Refresher Training	
54	2.9.7	Training Skills Register	
55			

Module 2 System | Module 13 GMPs

Next open the **Training** Sub-Folder

This folder contains Training Presentations:

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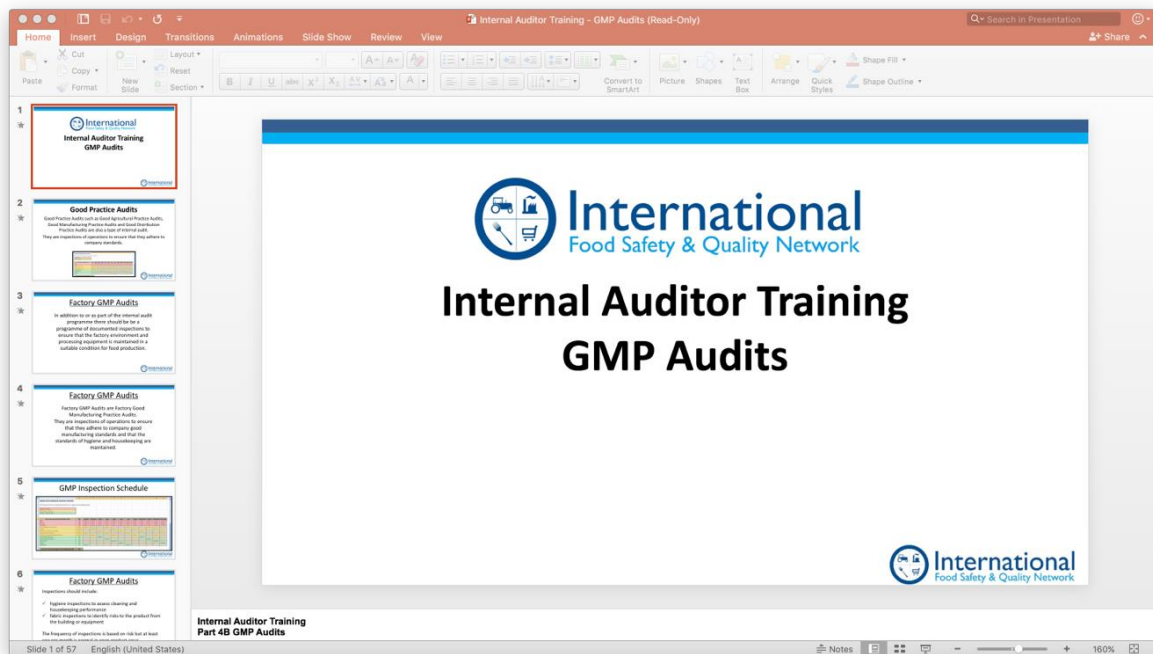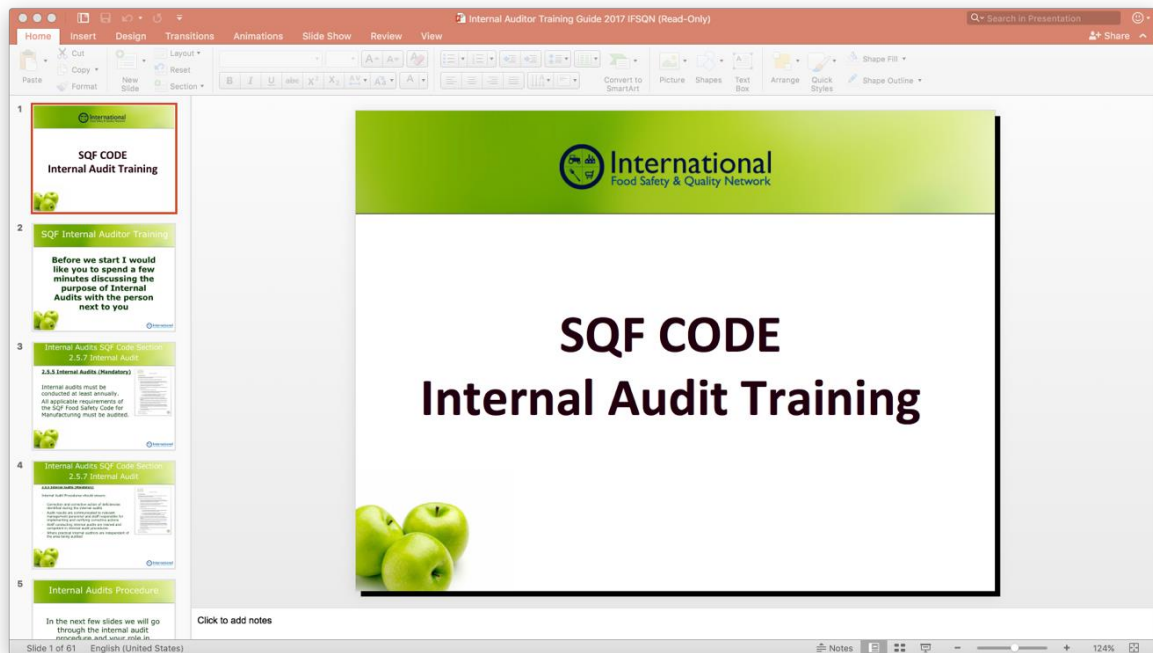
The next folder to open is the Food Packaging Management System Documents folder
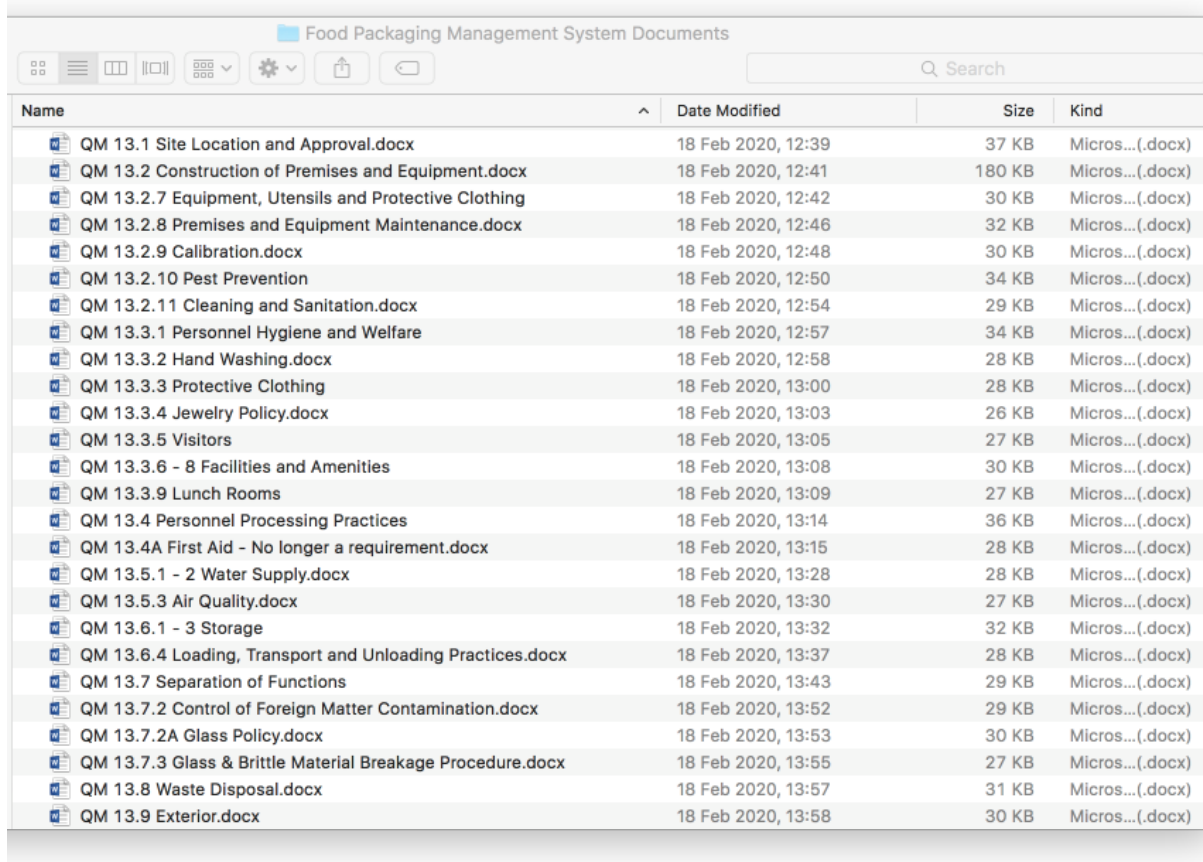
The SQF Food Packaging Safety Management System Package contains a comprehensive top level Food Packaging Safety Management procedures templates that form the foundations of your Food Packaging Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

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.

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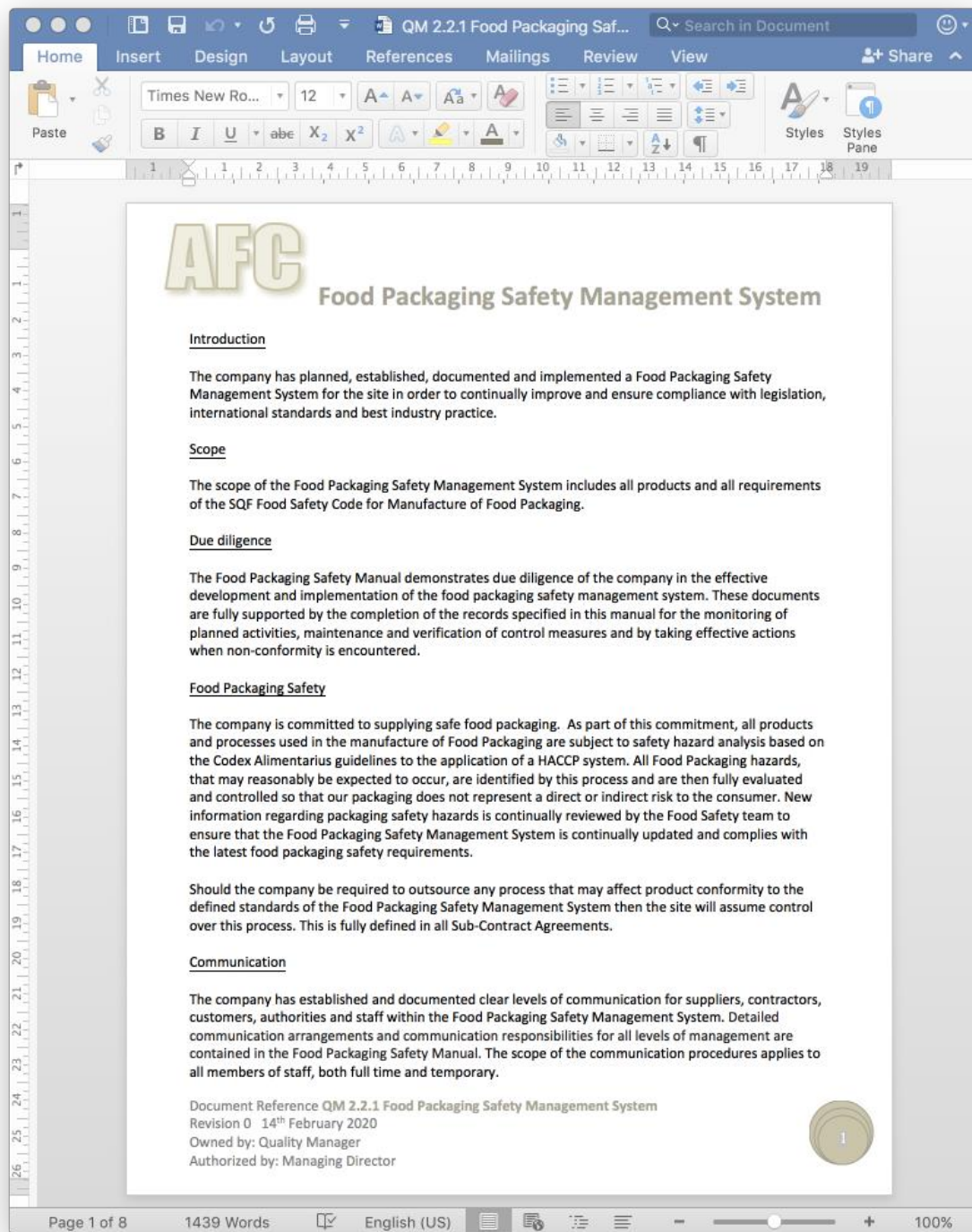
This folder also contains **Good Manufacturing Practices**

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

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The next folder to open is the Packaging HACCP Manual Folder
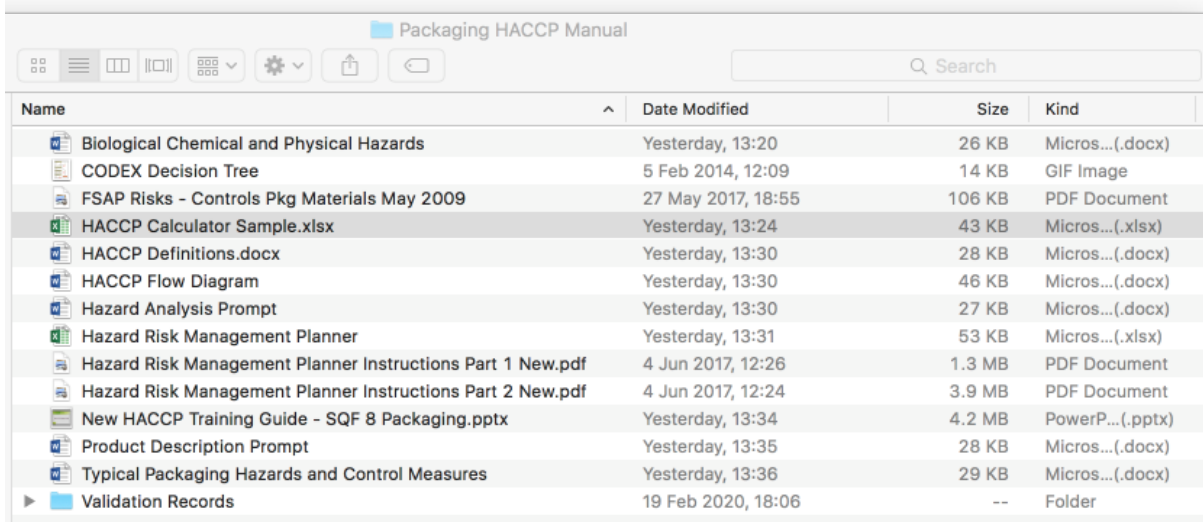
There are supplementary documents and examples that you might find useful when implementing your Food Safety Plans

This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (14 page HACCP procedural template)

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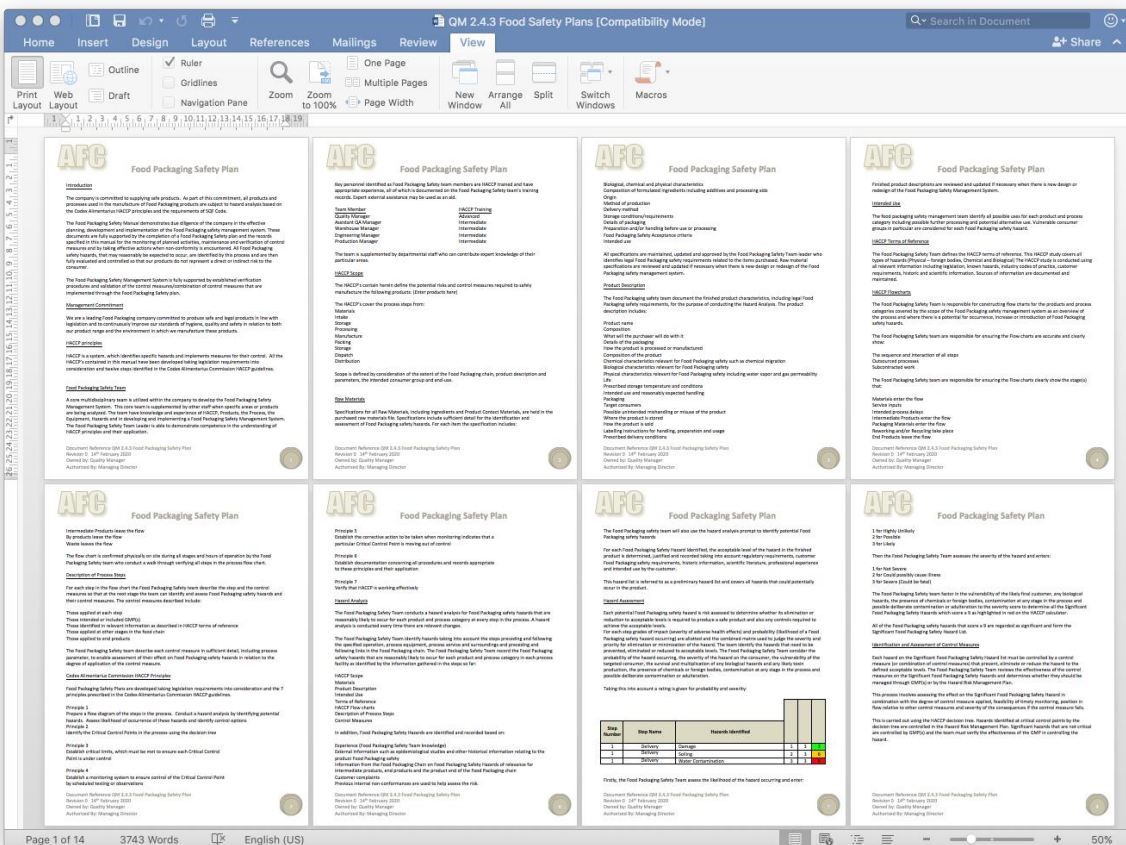
There is also a Sub-Folder with Verification Record Examples