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

The IFSQN SQF Food Safety Management System Package includes:

- ✓ A comprehensive set of over 70 editable 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 Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
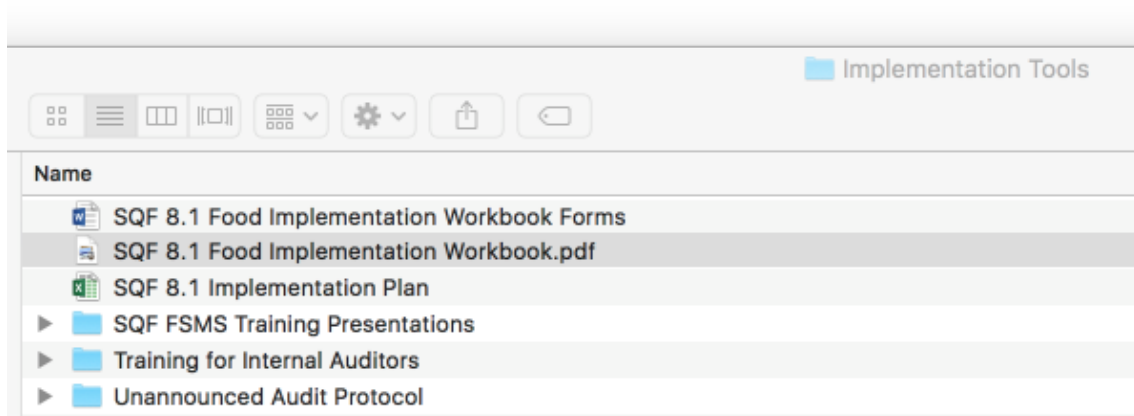- ✓ Supplementary Documents and Management Tools

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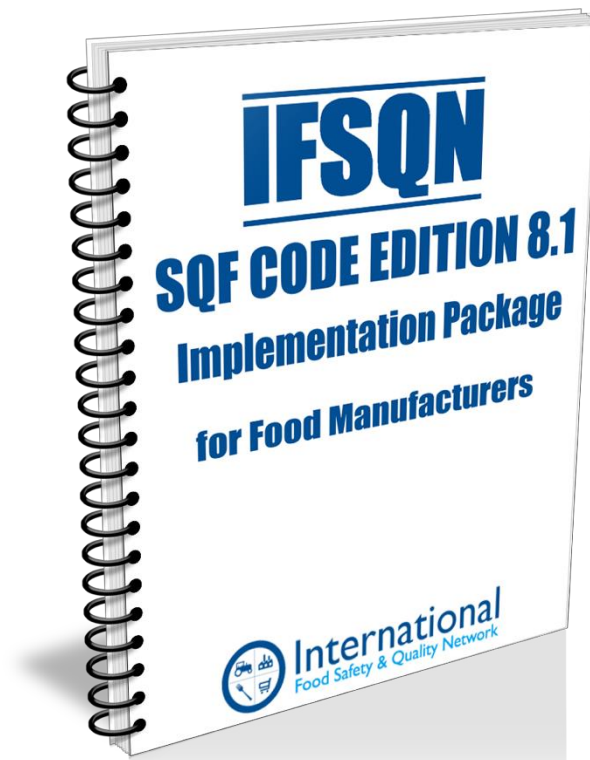
**When you download the package, you will find this start up guide and 4 folders containing the package documents:**
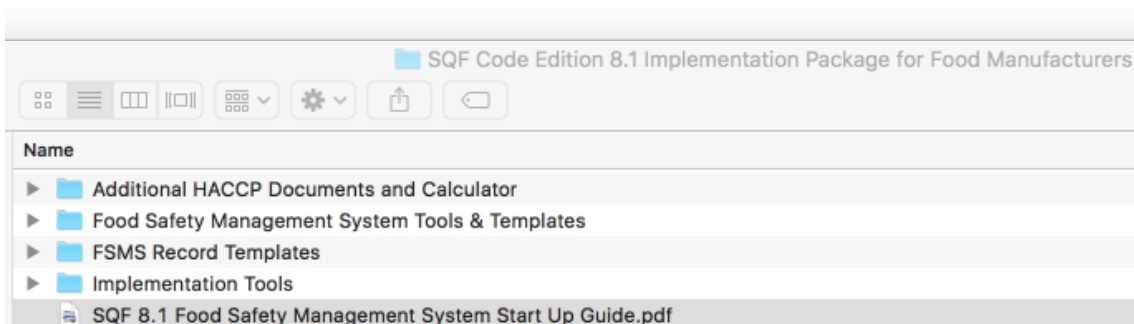
Your first job is to obtain your own copy of the SQF Food Safety Code for Manufacturing Edition 8.1 from the SQFI website (Free to download)

2

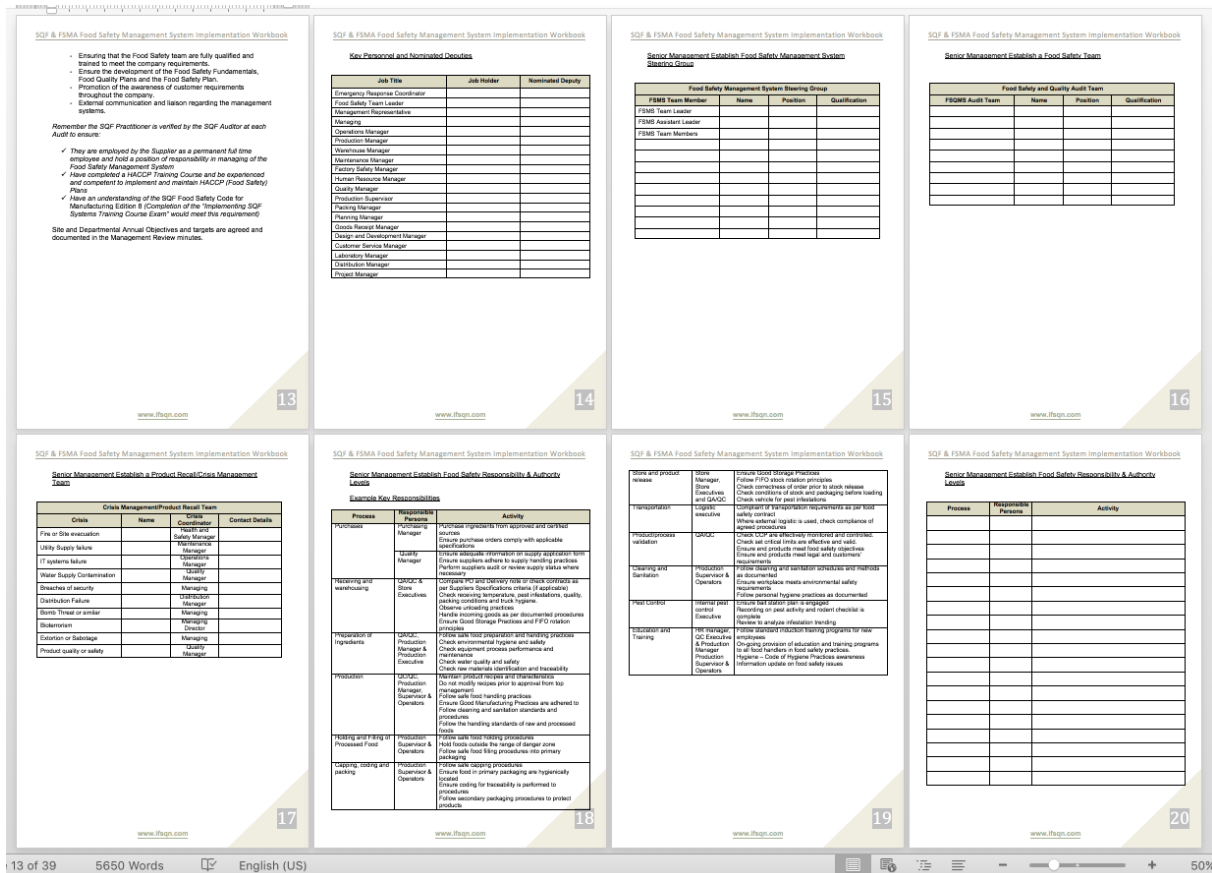**Start by opening the Implementation Tools folder:**

The main document in the folder is the **SQF 8.1 Food Implementation Workbook**

3
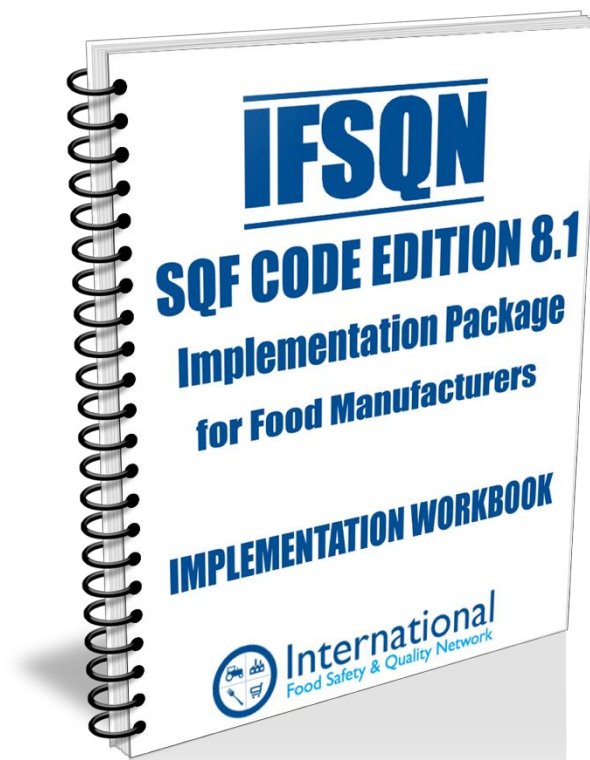
The checklists are also provided in Microsoft Word format in the document SQF 8.1 Food Implementation Workbook Forms:
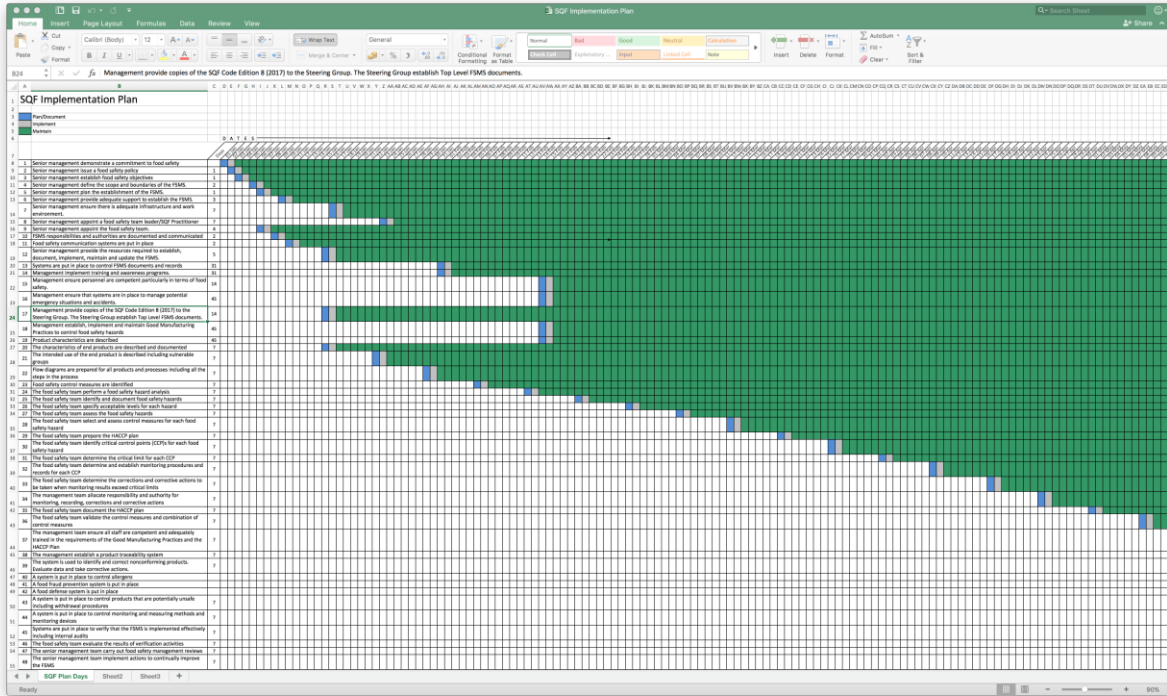

Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package

Step Three: Food Safety Management System 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
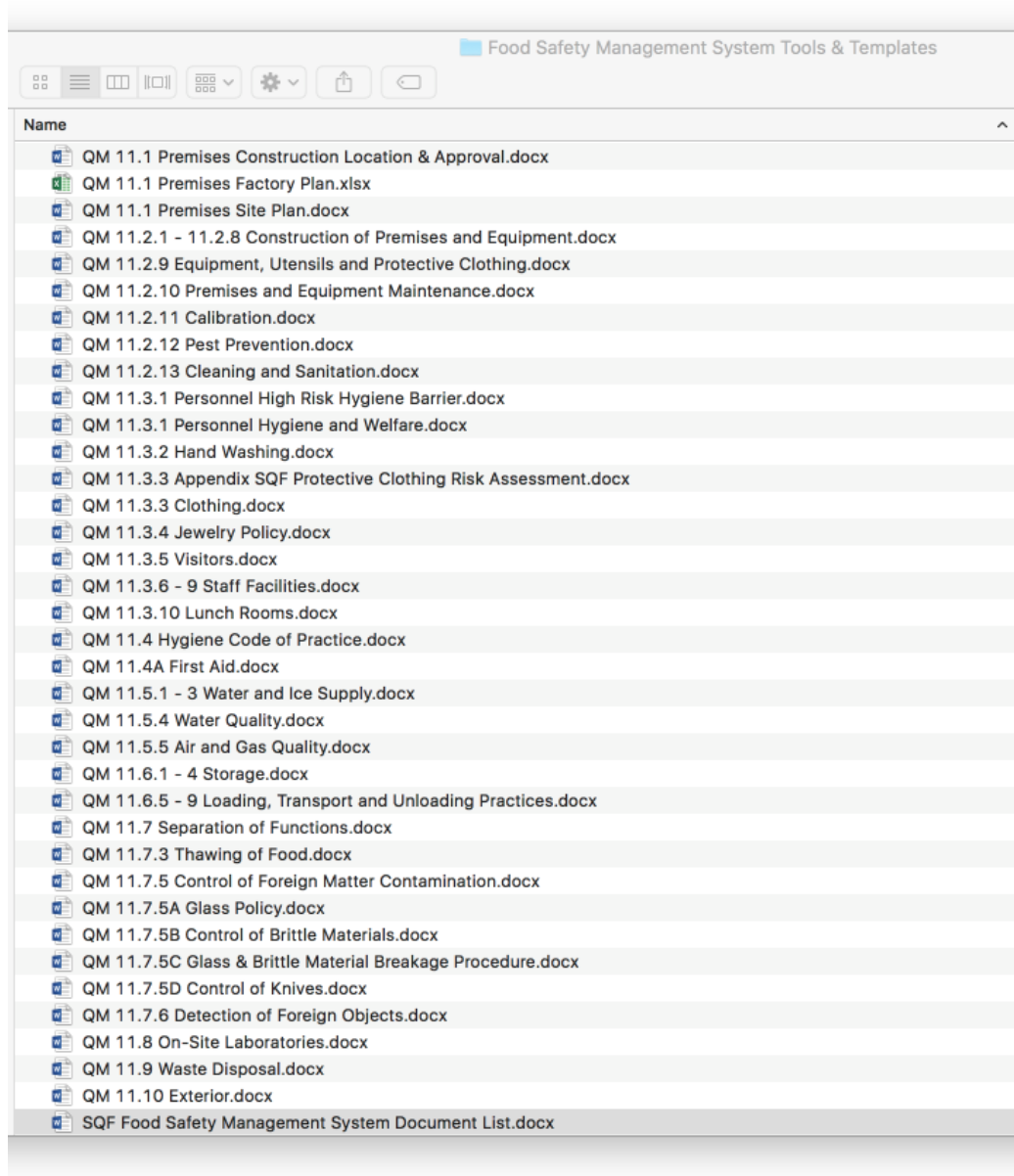
5

In this folder you will find the SQF 8.1 Implementation Plan which can be used to by Senior Management to plan the development of your SQF Food Safety Management System

These Food Safety Management System Templates match the clauses of the SQF Code and comply with Module 2 System Elements for Food Manufacturing and Module 11 Good Manufacturing Practices for Processing of Food Products.

The Food Safety Management System procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

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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

Document Reference QM 2.2.1 Food Safety Management System
Revision 1   11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

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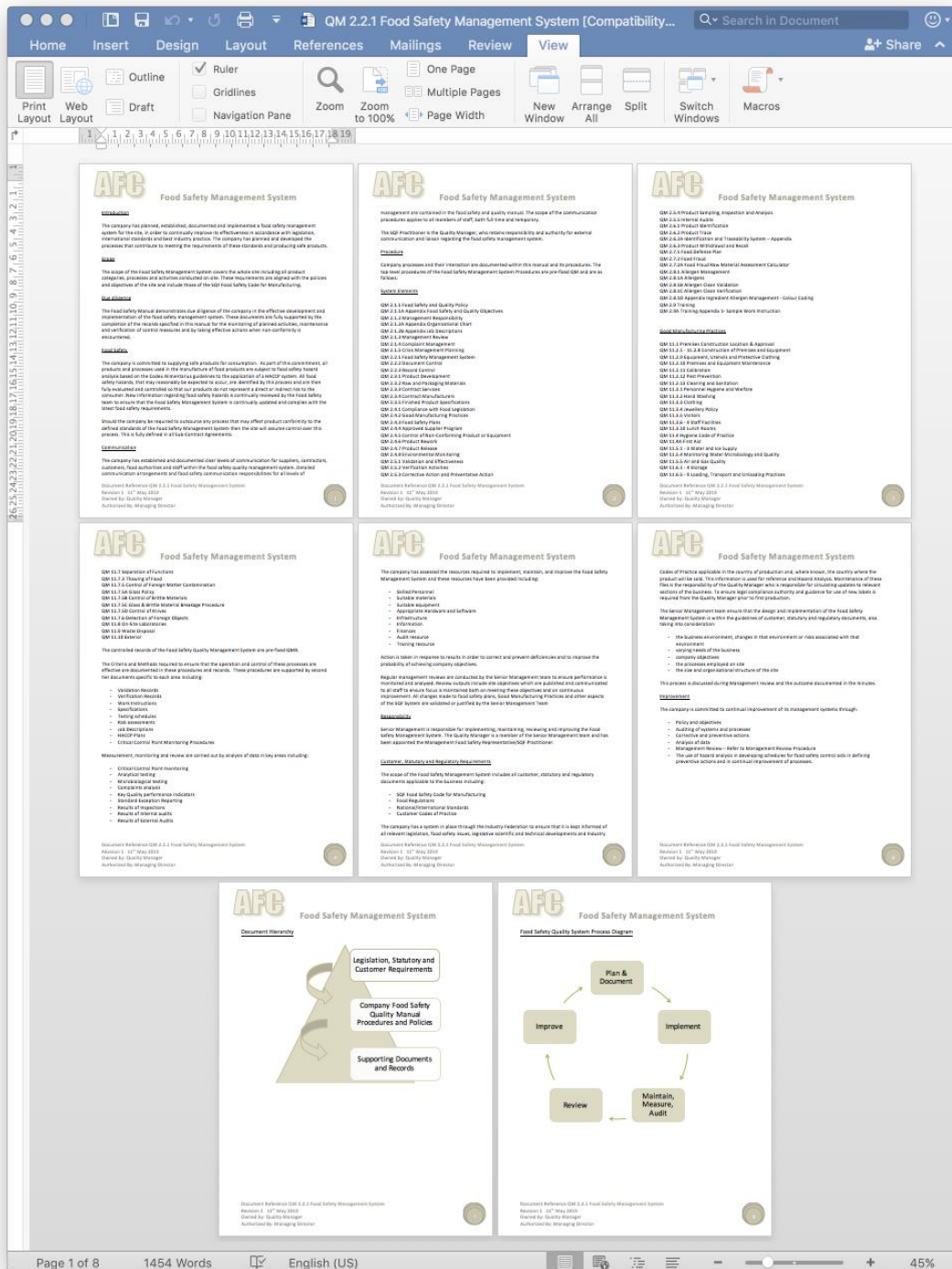
The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

QM 11.3.10 Lunch Rooms
QM 11.4 Hygiene Code of Practice
QM 11.4A First Aid
QM 11.5.1 - 3 Water and Ice Supply
QM 11.5.4 Water Quality
QM 11.5.5 Air and Gas Quality
QM 11.6.1 - 4 Storage
QM 11.6.5 - 9 Loading, Transport and Unloading Practices
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

16
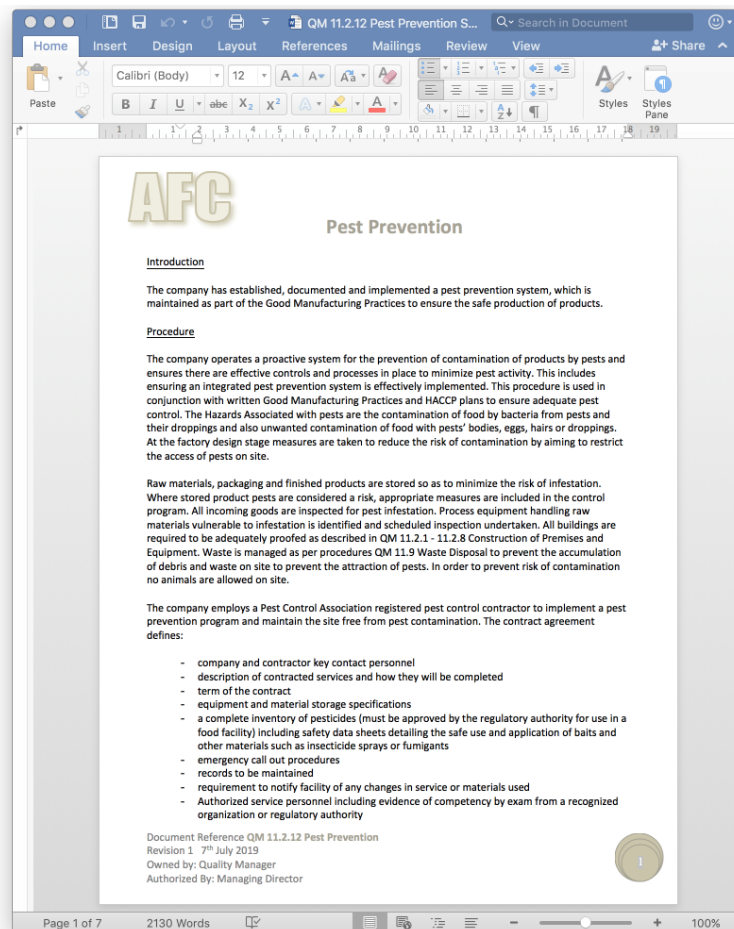
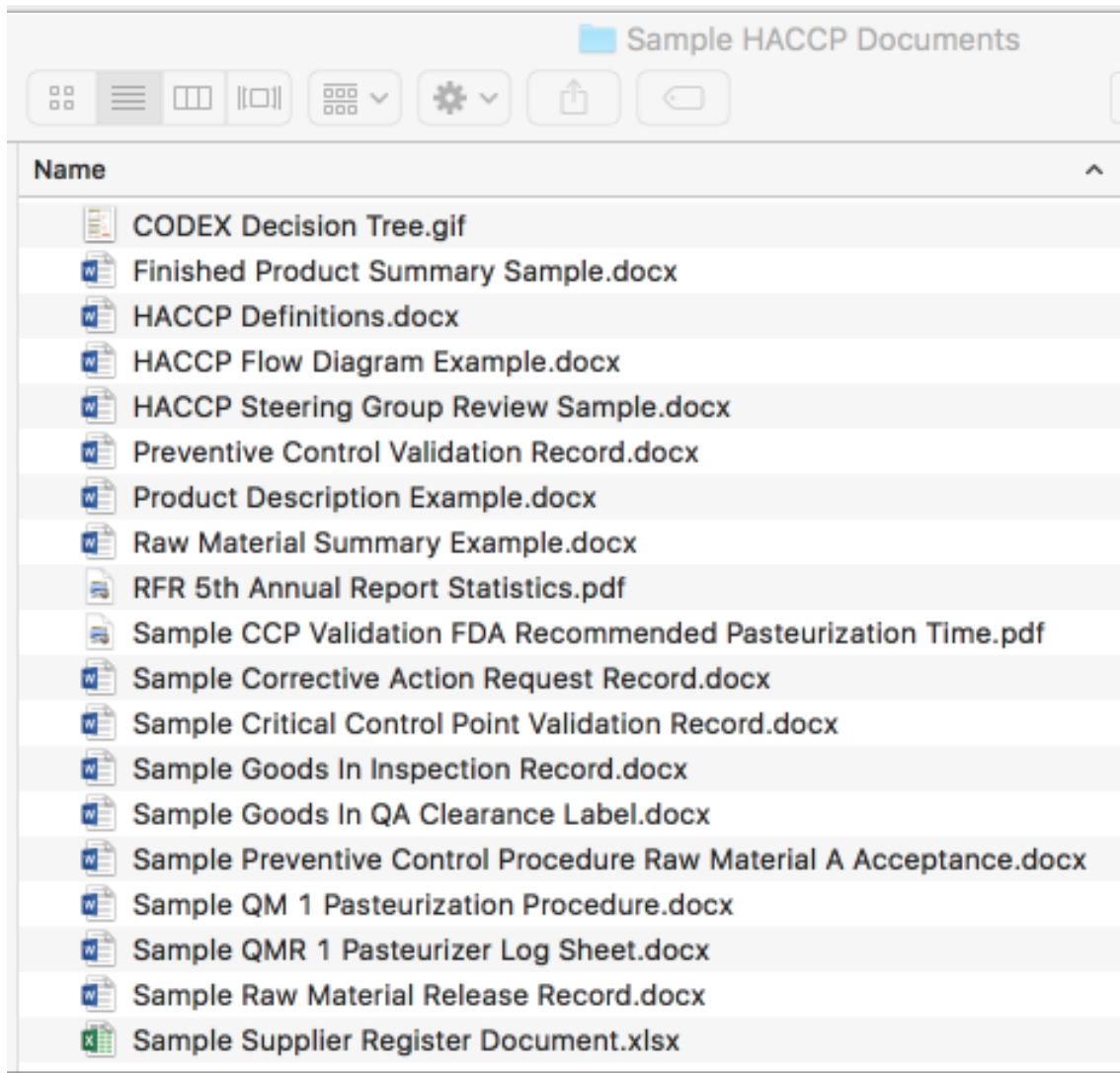**The next folder to open is the Additional HACCP Documents and Calculator Folder**
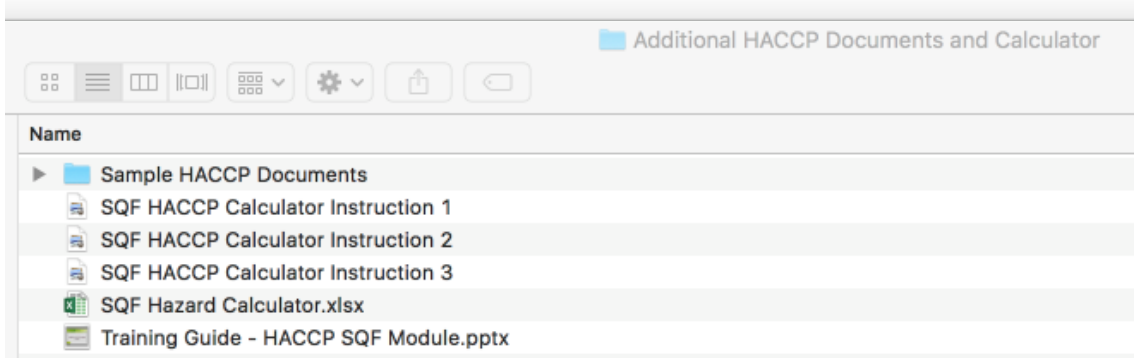
This folder contains supplementary documentation to QM 2.4.3 Food Safety Plans (19 page HACCP procedural template)
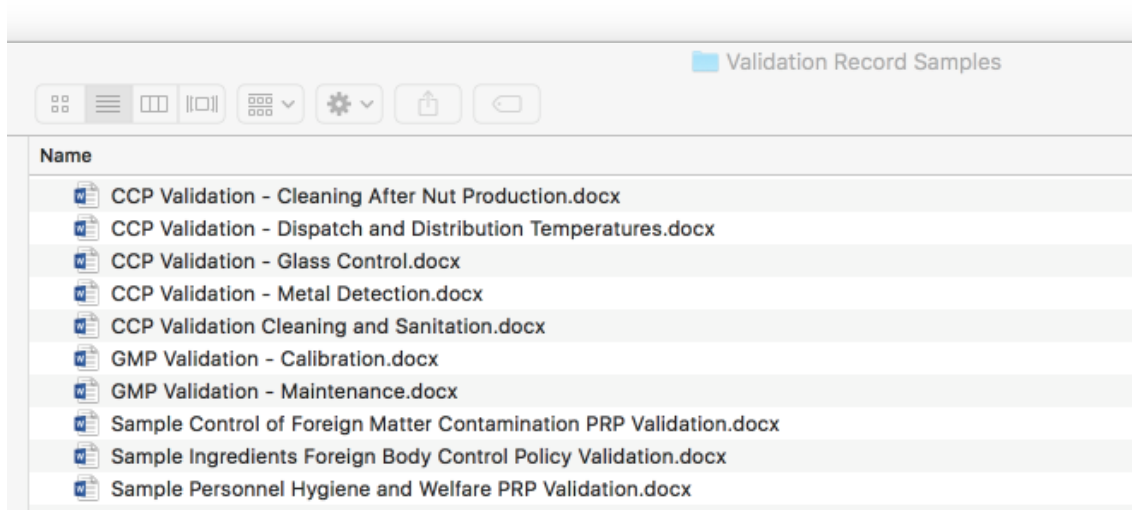

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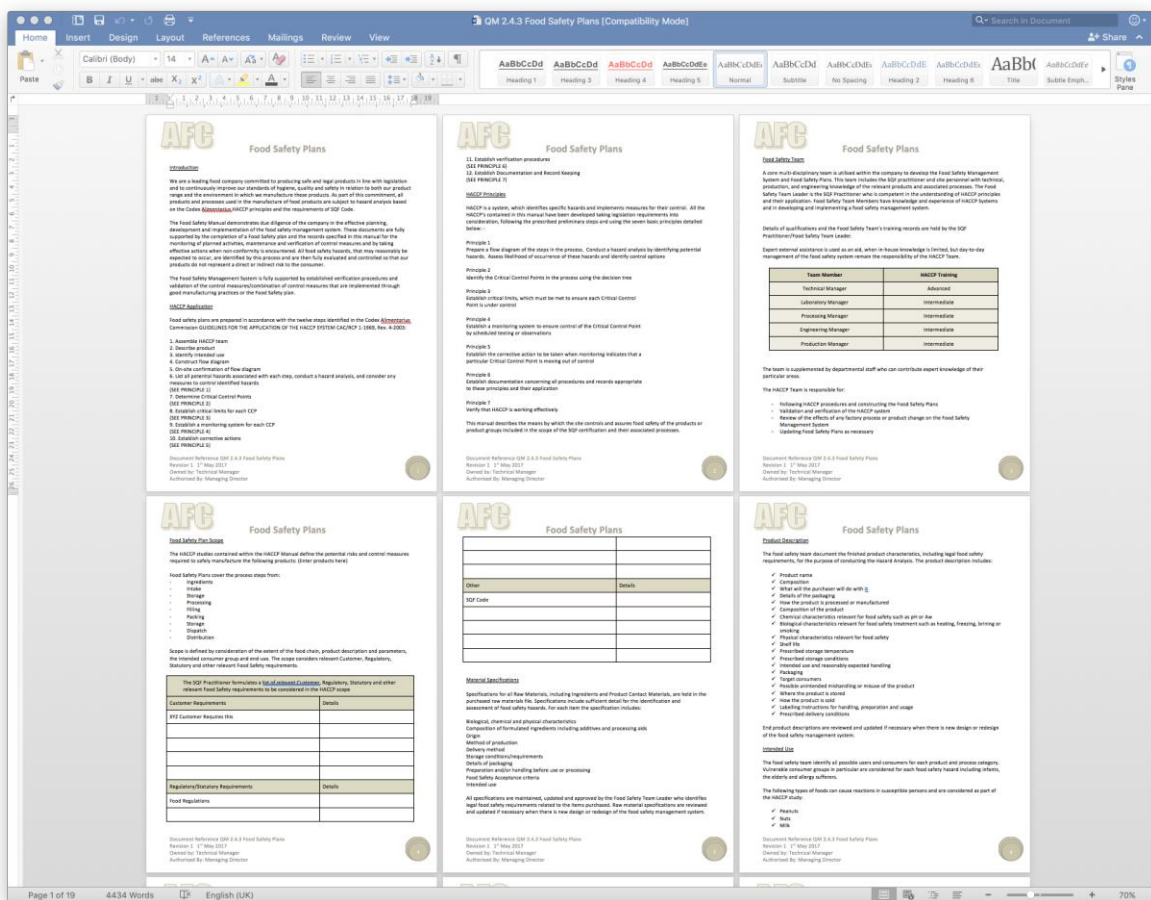
There is a <u>Sample HACCP Documents Sub-Folder</u>

These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans

There is also a <u>Validation Record Samples</u> Sub-Folder

Here there are a range of validation records.

Name
CCP Validation - Cleaning After Nut Production.docx
CCP Validation - Dispatch and Distribution Temperatures.docx
CCP Validation - Glass Control.docx
CCP Validation - Metal Detection.docx
CCP Validation Cleaning and Sanitation.docx
GMP Validation - Calibration.docx
GMP Validation - Maintenance.docx
Sample Control of Foreign Matter Contamination PRP Validation.docx
Sample Ingredients Foreign Body Control Policy Validation.docx
Sample Personnel Hygiene and Welfare PRP Validation.docx

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Metal Detection CCP Validation

Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
Validation Methods	**Applicable**		**Applicable**
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection
Revision 1   10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

22