

This is an ideal package for Food Storage & Distribution Operations looking to gain certification to the SQF Food Safety Code for Storage and Distribution Edition 8.1. The package contains comprehensive document templates matching each section of the SQF Code.

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

- ✓ A comprehensive set of editable SQF compliant Storage and Distribution Food Safety Management System Procedures
- ✓ A range of editable Sample Food Safety Record Templates
- ✓ Advanced HACCP Manual including Food Safety Plan Development Tools
- ✓ Introduction to the IFSQN SQF Storage and Distribution Food Safety Management System Training Presentations
- ✓ HACCP & Internal Auditor Training
- ✓ Implementation Workbook
- ✓ User Guide & Free Technical Support

# SQF Storage & Distribution Food Safety Management System

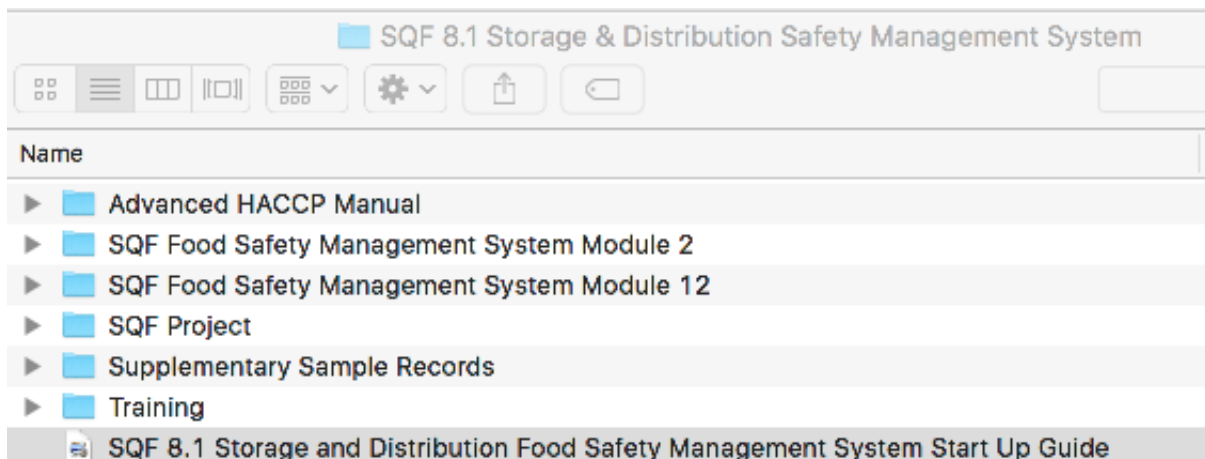
## **Storage & Distribution Food Safety Management System**

Our Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools, you will find:

- ✓ A comprehensive set of editable SQF Storage and Distribution Food Safety Management System Procedures
- ✓ A range of easy to use Sample Record Templates
- ✓ Advanced HACCP Manual including the SQF Hazard Analysis & Food Safety Plan Template
- ✓ Sample Verification and Validation Record Templates

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

The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System 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.



[Click here to order the SQF Storage & Distribution Food Safety Management System](#)

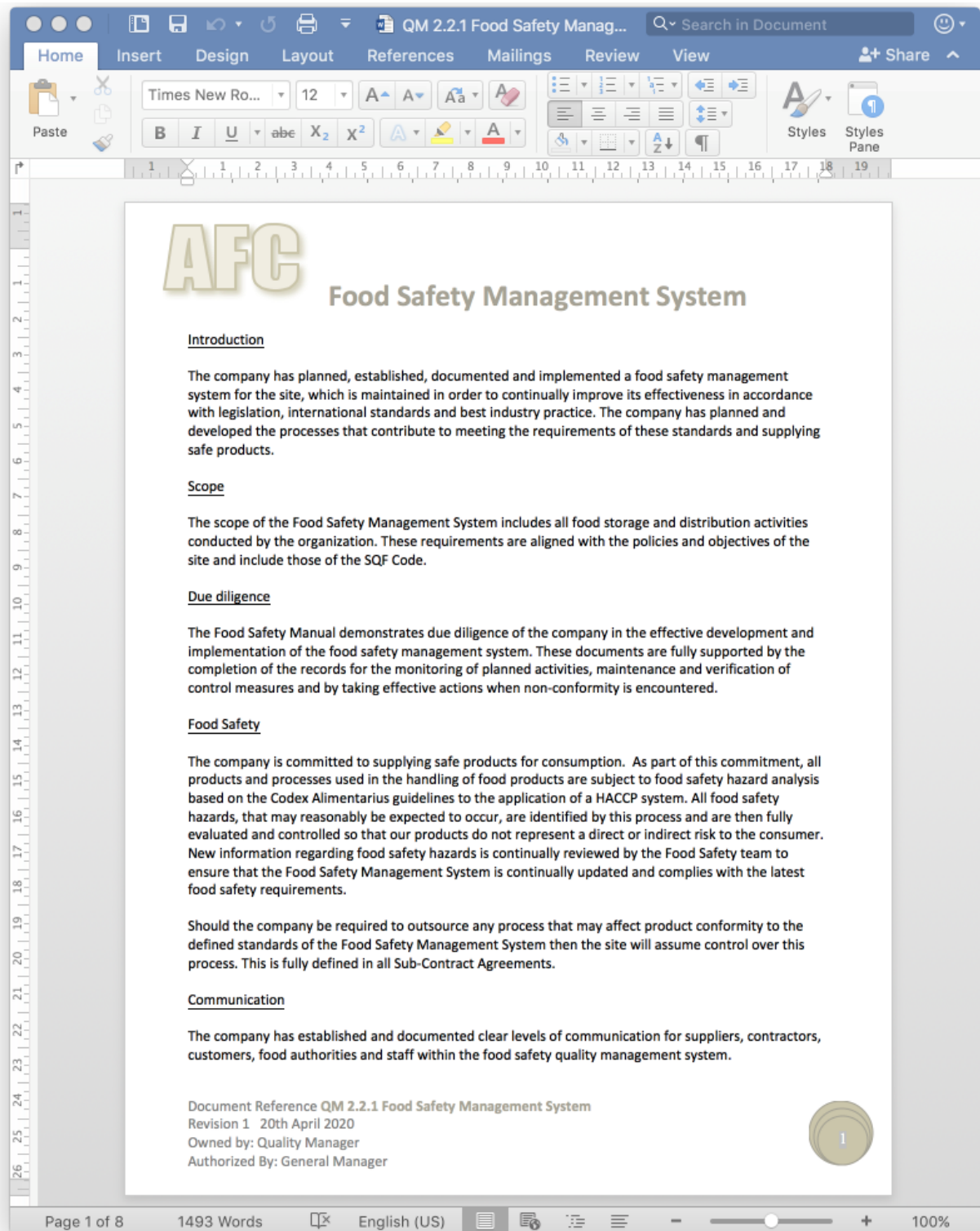
# SQF Storage & Distribution Food Safety Management System

## Food Safety Procedures Module 2: SQF System Elements

SQF Food Safety Management System Module 2				
Q Search				
Name		Date Modified	Size	Kind
Document Master List.docx		27 Apr 2020, 12:13	29 KB	Micros...(docx)
QM 2.1.1 Food Safety Policy and Objectives.docx		3 May 2020, 13:15	28 KB	Micros...(docx)
QM 2.1.2 Responsibility Authority and Communication.docx		27 Apr 2020, 12:16	44 KB	Micros...(docx)
QM 2.1.2A Appendix Organizational Chart		27 Apr 2020, 12:13	1.3 MB	Micros...(xlsx)
QM 2.1.2B Appendix Job Descriptions.docx		27 Apr 2020, 12:41	41 KB	Micros...(docx)
QM 2.1.3 Management Review.docx		27 Apr 2020, 12:58	29 KB	Micros...(docx)
QM 2.1.4 Customer Complaint Handling.docx		27 Apr 2020, 12:57	29 KB	Micros...(docx)
QM 2.1.5 Crisis Management Planning		27 Apr 2020, 12:56	56 KB	Micros...(docx)
QM 2.2.1 Food Safety Management System.docx		27 Apr 2020, 12:50	50 KB	Micros...(docx)
QM 2.2.2 Document Control.docx		27 Apr 2020, 12:52	30 KB	Micros...(docx)
QM 2.2.3 Record Control.docx		30 Apr 2020, 11:01	30 KB	Micros...(docx)
QM 2.3.1 Product Control.docx		27 Apr 2020, 12:59	28 KB	Micros...(docx)
QM 2.3.2 Incoming Supplies.docx		27 Apr 2020, 12:46	29 KB	Micros...(docx)
QM 2.3.3 Contract Services.docx		27 Apr 2020, 12:44	29 KB	Micros...(docx)
QM 2.3.4 Contract Third Party Storage or Distribution		27 Apr 2020, 13:05	29 KB	Micros...(docx)
QM 2.4.1 Food Legislation.docx		27 Apr 2020, 13:18	27 KB	Micros...(docx)
QM 2.4.2 Good Storage and Distribution Practices.docx		27 Apr 2020, 13:06	27 KB	Micros...(docx)
QM 2.4.3 Appendix Hazard Analysis Template.xlsx		29 Apr 2020, 11:52	107 KB	Micros...(xlsx)
QM 2.4.3 Appendix Hazard Assessment.docx		29 Apr 2020, 11:53	30 KB	Micros...(docx)
QM 2.4.3 Food Safety Plan New.docx		30 Apr 2020, 11:00	47 KB	Micros...(docx)
QM 2.4.4 Approved Suppliers.docx		27 Apr 2020, 13:08	34 KB	Micros...(docx)
QM 2.4.5 Control of Non-Conforming Product or Equipment.docx		27 Apr 2020, 13:08	30 KB	Micros...(docx)
QM 2.4.6 Product Recoup.docx		27 Apr 2020, 13:09	27 KB	Micros...(docx)
QM 2.4.7 Product Release.docx		27 Apr 2020, 13:10	29 KB	Micros...(docx)
QM 2.5.1 Validation and Effectiveness		27 Apr 2020, 13:10	29 KB	Micros...(docx)
QM 2.5.2 Verification Activities		27 Apr 2020, 13:18	33 KB	Micros...(docx)
QM 2.5.3 Corrective and Preventative Action.docx		27 Apr 2020, 13:11	32 KB	Micros...(docx)
QM 2.5.4 Product Sampling.docx		27 Apr 2020, 13:13	58 KB	Micros...(docx)
QM 2.5.5 Appendix Audit Schedule.xlsx		5 May 2020, 13:15	17 KB	Micros...(xlsx)
QM 2.5.5 Internal Audits and Inspections.docx		27 Apr 2020, 17:20	1 MB	Micros...(docx)
QM 2.6.1 Product Identification.docx		27 Apr 2020, 17:31	27 KB	Micros...(docx)
QM 2.6.2 Identification and Traceability System - Appendix.docx		27 Apr 2020, 17:30	27 KB	Micros...(docx)
QM 2.6.2 Product Trace.docx		27 Apr 2020, 17:40	30 KB	Micros...(docx)
QM 2.6.3 Product Recall.docx		27 Apr 2020, 17:26	37 KB	Micros...(docx)
QM 2.7.1 Food Defense Plan.docx		27 Apr 2020, 17:24	43 KB	Micros...(docx)
QM 2.7.2 Food Fraud		27 Apr 2020, 17:39	424 KB	Micros...(docx)
QM 2.7.2A Food Fraud Assessment & Mitigation Plan		27 Apr 2020, 17:38	31 KB	Micros...(xlsx)
QM 2.8.1 Allergen Management		27 Apr 2020, 17:47	43 KB	Micros...(docx)
QM 2.8.1 Appendix Product Allergen Identification.docx		27 Apr 2020, 17:51	30 KB	Micros...(docx)
QM 2.9 Training.docx		27 Apr 2020, 17:52	32 KB	Micros...(docx)



# SQF Storage & Distribution Food Safety Management System



# SQF Storage & Distribution Food Safety Management System

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

## 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 2.3.1 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 2.5.5 Appendix Audit Schedule
- 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 2.9 Training



# SQF Storage & Distribution Food Safety Management System

## QM 2.5.5 Appendix Audit Schedule

QM 2.5.5 Appendix Audit Schedule

Search Sheet

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 11

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Filter

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QM 12.1 Premises Location and Approval

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 12.1 Premises Location and Approval	Medium												
QM 12.2 Construction of Premises and Equipment	High												
QM 12.2.7 Equipment and Utensils	High												
QM 12.2.8 Premises and Equipment Maintenance	Medium												
QM 12.2.9 Calibration	Medium												
QM 12.2.10 Pest Prevention	Medium												
QM 12.2.11 Cleaning and Sanitation	High												
QM 12.3.1 Personnel Hygiene and Welfare	High												
QM 12.3.2 Hand Washing	High												
QM 12.3.3 Clothing	High												
QM 12.3.4 Jewelry and Personal Effects	High												
QM 12.3.5 Visitors	Medium												
QM 12.3.6-8 Staff Facilities	Medium												
QM 12.3.9 Lunch Rooms	Medium												
QM 12.4 Personnel Processing Practices	High												
QM 12.5 Water Ice and Air Supply	Medium												
QM 12.6.1-6 Storage	Medium												
QM 12.6.7-9 Loading, Transport and Receiving Practices	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 12.7 Control of Operations	High												
QM 12.7.3 Glass Policy	High												
QM 12.7.4 Glass & Brittle Material Breakage Procedure	High												
QM 12.8 Waste Disposal	Medium												
QM 12.9 Exterior	Low												

SQF Verification Schedule Hygiene & House Schedule (2)

Count: 52

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QM 2.5.5 Appendix Audit Schedule

Search Sheet

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General

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

Area to be covered by Hygiene & Housekeeping Audit	Risk	January	February	March	April	May	June	July	August	September
Food Packing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1
Goods In and Silo Area	Medium	Auditor 4			Auditor 1					
Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2
Transport, Vehicles and Dispatch>Returns	Medium	Auditor 3			Auditor 4			Auditor 1		
Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2	
Canteen	Medium			Auditor 4			Auditor 1			Auditor 2
Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1		
Yard (including perimeter)	Low				Auditor 2					
Engineering	Low	Auditor 1						Auditor 2		

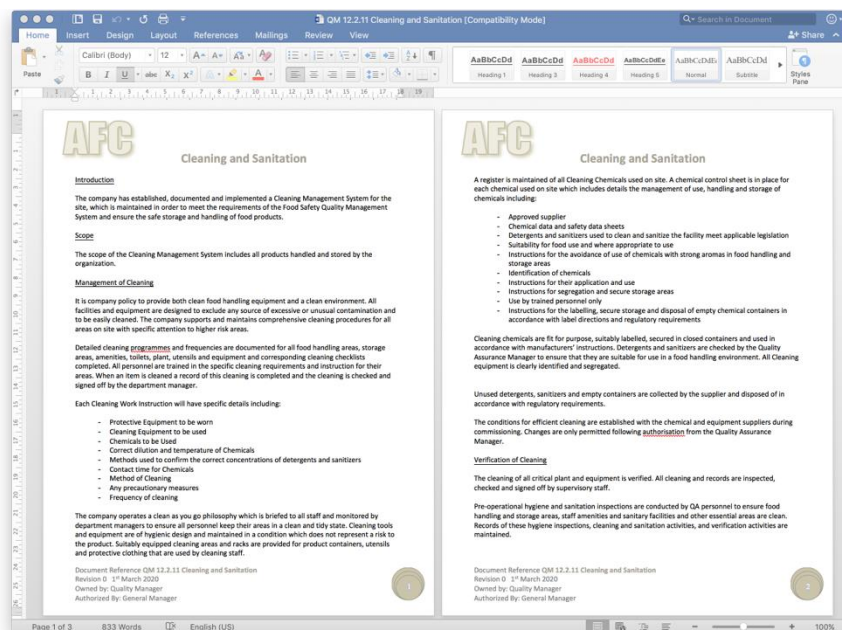
SQF Verification Schedule Hygiene & House Schedule (2)

Ready

# SQF Storage & Distribution Food Safety Management System

## Food Safety Management System Procedures Module 12: Good Distribution Practices for Storage and Distribution of Food Products

- 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 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



# SQF Storage & Distribution Food Safety Management System

## Food Safety Management System Record Templates

There are a range of sample Food Safety Record Templates:

Supplementary Sample Records				
Q Search				
Name	Date Modified	Size	Kind	
▶ Sample Validation Records	Yesterday	--	Folder	
▶ Sample Verification Records	05/05/2020	--	Folder	
FSR Supplier Register.xlsx	28/04/2020	13 KB	Micros...(xlsx)	
FSR Training Record.docx	28/04/2020	31 KB	Micros...(docx)	
FSR PRP Cleaning Verification Record.docx	28/04/2020	32 KB	Micros...(docx)	
FSR CCP Validation - Metal Detection.docx	28/04/2020	31 KB	Micros...(docx)	
FSR Process Change Approval Record.docx	28/04/2020	26 KB	Micros...(docx)	
FSR Internal Audit Corrective Action Summary.docx	28/04/2020	29 KB	Micros...(docx)	
FSR Product Recall Test Record.docx	28/04/2020	31 KB	Micros...(docx)	
FSR Product Recall Trace.docx	28/04/2020	25 KB	Micros...(docx)	
FSR Non Approved Supplier Sample Plan.docx	28/04/2020	30 KB	Micros...(docx)	
FSR Dispatch and Distribution Verification Record.docx	28/04/2020	33 KB	Micros...(docx)	
FSR Document Master List.docx	28/04/2020	27 KB	Micros...(docx)	
FSR Hygiene Policy Staff Training Record.docx	28/04/2020	26 KB	Micros...(docx)	
FSR Return to Work Form.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Chemical Register.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Non Conformance Notification.docx	28/04/2020	26 KB	Micros...(docx)	
FSR QA Online Check Sheet.docx	28/04/2020	32 KB	Micros...(docx)	
FSR Sample Equipment Cleaning Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Drain Cleaning Procedure.docx	28/04/2020	194 KB	Micros...(docx)	
FSR Product Recall Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Visitor Questionnaire.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Outgoing Vehicle Inspection Record.docx	28/04/2020	25 KB	Micros...(docx)	
FSR Vehicle Hygiene Inspection Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Cleaning Schedule.docx	28/04/2020	30 KB	Micros...(docx)	
FSR Sample Cleaning Record.docx	28/04/2020	29 KB	Micros...(docx)	
FSR Metal Detection Record.docx	28/04/2020	29 KB	Micros...(docx)	
FSR Glass Breakage Record.docx	28/04/2020	27 KB	Micros...(docx)	
FSR Equipment Cleaning Procedure and Record.docx	28/04/2020	29 KB	Micros...(docx)	
FSR Goods In Inspection Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Knife Control Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Site Audit Checklist.docx	28/04/2020	38 KB	Micros...(docx)	
FSR Complaint Investigation Form.docx	28/04/2020	27 KB	Micros...(docx)	
FSR Management Review Record.docx	28/04/2020	30 KB	Micros...(docx)	
FSR Supplier Self Assessment Form.docx	28/04/2020	37 KB	Micros...(docx)	
FSR Supplier Evaluation Form.docx	28/04/2020	25 KB	Micros...(docx)	
FSR Corrective Action Request.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Non-Conformance Record.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Food Safety Quality System Audit Form.docx	28/04/2020	28 KB	Micros...(docx)	
FSR Packing Traceability Record.docx	28/04/2020	26 KB	Micros...(docx)	
FSR Product Release Record.docx	28/04/2020	29 KB	Micros...(docx)	
FSR Goods In QA Clearance Label.docx	28/04/2020	16 KB	Micros...(docx)	
FSR Glass and Brittle Plastic Register.docx	28/04/2020	33 KB	Micros...(docx)	



# SQF Storage & Distribution Food Safety Management System

FSR Dispatch and Distribution V... Search in Document

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**AFC**

## Dispatch and Distribution Verification

Dispatch and Distribution Verification

Dispatch and Distribution Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all vehicles inspected for damage and hygiene to ensure there is no risk of contamination prior to loading?	
Is cleaning recorded on the vehicle cleaning log?	
Is vehicle loading carried out at the correct temperature?	
Are products evenly and securely spaced to optimise product conditions and reduce the risk of product damage?	
Are chilled distribution vehicle trailers fitted with refrigeration designed to maintain temperature permanently between 1 and 5° C regardless of loading and ambient conditions?	
Are frozen distribution vehicle trailers fitted with refrigeration to maintain temperature permanently below -18° C regardless of loading and ambient conditions?	
Is control of temperature and humidity applied where appropriate to the quality and safety of the products?	
Are thermograph data loggers installed on every vehicle and are fitted with alarms to sound if this temperature is exceeded?	
Are ambient distribution vehicles checked to ensure they are dry and that there is no likely contamination risk to the product?	
Are there checks to ensure that all products will be	

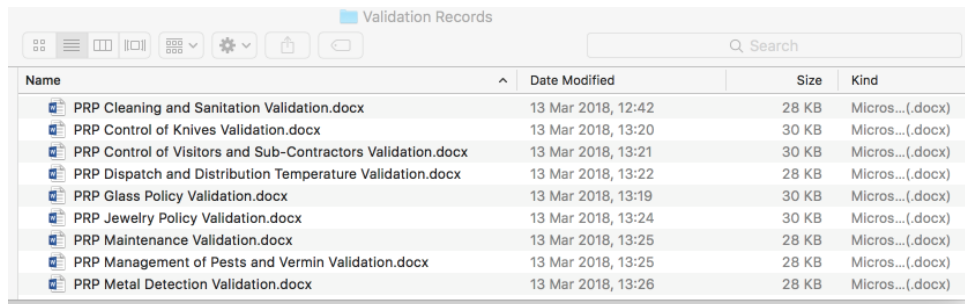
Document Reference FSR Dispatch and Distribution Verification  
Revision 0 1<sup>st</sup> February 2020  
Owned by: Quality Manager  
Authorized By: General Manager

Page 1 of 4 646 Words English (US) 100%

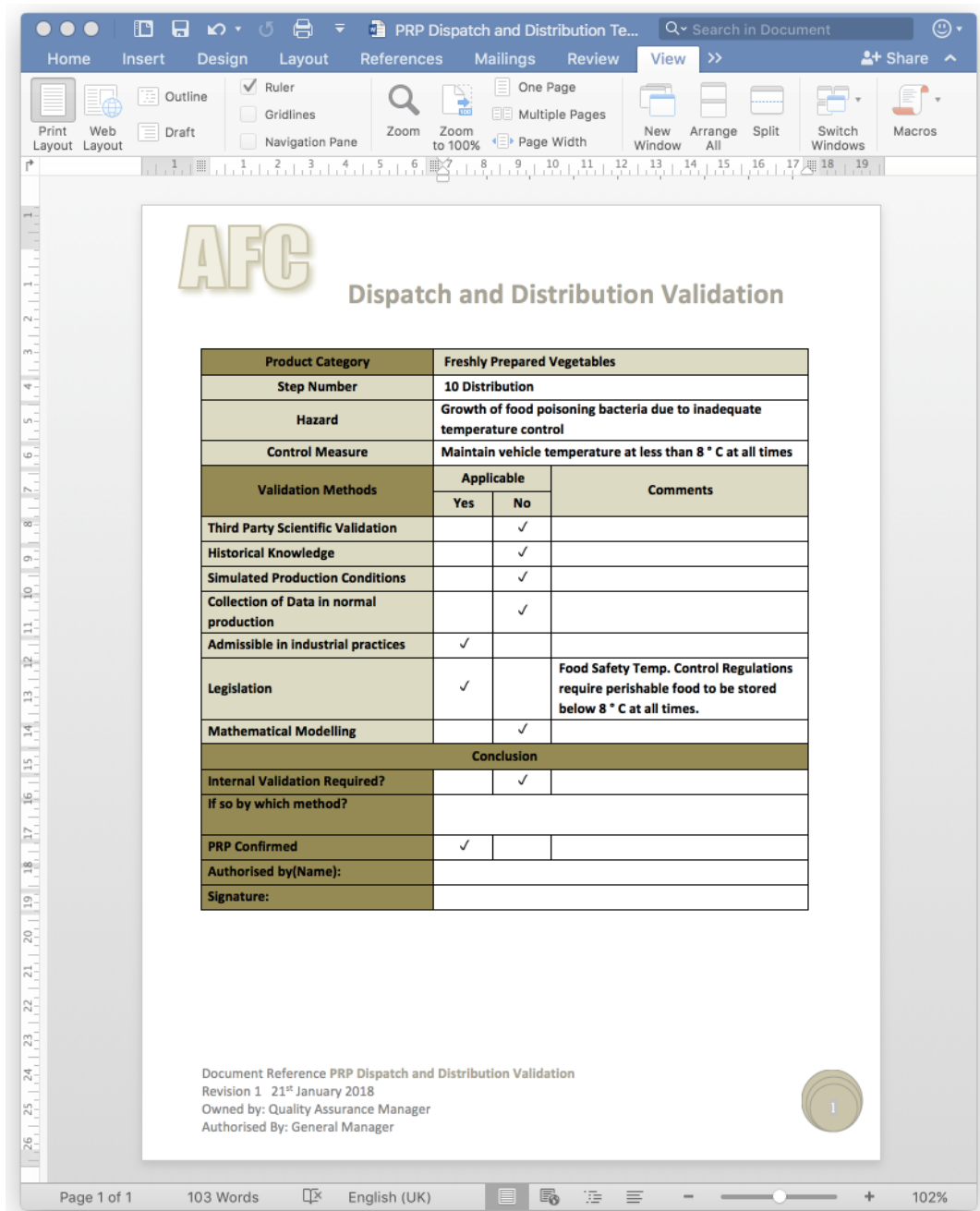
# SQF Storage & Distribution Food Safety Management System

## Sample Validation Records

There are a range of sample validation record templates.



Name	Date Modified	Size	Kind
PRP Cleaning and Sanitation Validation.docx	13 Mar 2018, 12:42	28 KB	Micros...(docx)
PRP Control of Knives Validation.docx	13 Mar 2018, 13:20	30 KB	Micros...(docx)
PRP Control of Visitors and Sub-Contractors Validation.docx	13 Mar 2018, 13:21	30 KB	Micros...(docx)
PRP Dispatch and Distribution Temperature Validation.docx	13 Mar 2018, 13:22	28 KB	Micros...(docx)
PRP Glass Policy Validation.docx	13 Mar 2018, 13:19	30 KB	Micros...(docx)
PRP Jewelry Policy Validation.docx	13 Mar 2018, 13:24	30 KB	Micros...(docx)
PRP Maintenance Validation.docx	13 Mar 2018, 13:25	28 KB	Micros...(docx)
PRP Management of Pests and Vermin Validation.docx	13 Mar 2018, 13:25	28 KB	Micros...(docx)
PRP Metal Detection Validation.docx	13 Mar 2018, 13:26	28 KB	Micros...(docx)



**AFC** Dispatch and Distribution Validation

Product Category	Freshly Prepared Vegetables		
Step Number	10 Distribution		
Hazard	Growth of food poisoning bacteria due to inadequate temperature control		
Control Measure	Maintain vehicle temperature at less than 8 ° C at all times		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in Industrial practices	✓		
Legislation	✓		Food Safety Temp. Control Regulations require perishable food to be stored below 8 ° C at all times.
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
PRP Confirmed	✓		
Authorised by(Name):			
Signature:			














Document Reference PRP Dispatch and Distribution Validation  
Revision 1 21<sup>st</sup> January 2018  
Owned by: Quality Assurance Manager  
Authorised By: General Manager

Page 1 of 1 103 Words English (UK) 102%

# SQF Storage & Distribution Food Safety Management System

## Sample Verification Records

There are a range of verification record templates.

Verification Records		
Q Search		
Name		Date Modified
 Control of Glass & Brittle Material Verification.docx		13 Mar 2018, 13:27
 Control of Knives Verification Record.docx		13 Mar 2018, 13:27
 Control of Visitors and Sub-Contractors Verification Record.docx		13 Mar 2018, 13:27
 Despatch and Distribution Verification Record.docx		13 Mar 2018, 13:28
 Glass Policy Verification Record.docx		13 Mar 2018, 13:28
 Hygiene and Housekeeping Management Verification Record.docx		13 Mar 2018, 13:29
 Hygiene Code of Practice Verification Record.docx		13 Mar 2018, 13:29
 Hygiene Policy Verification Record.docx		13 Mar 2018, 13:29
 Maintenance Verification Record.docx		13 Mar 2018, 13:29
 Management of Cleaning Verification Record.docx		13 Mar 2018, 13:30
 Management of Pest Control Verification Record.docx		13 Mar 2018, 13:30
 Metal Detection Verification Record.docx		13 Mar 2018, 13:30
 Verification Audit Schedule		Today, 11:06



### Glass Policy Verification

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
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 Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass 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?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to International Standards?	
Are glass 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 material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	
Where replacement of glass is not possible or the cost of	

Document Reference Glass Policy Verification  
Revision 1 31<sup>st</sup> May 2017  
Owned by: Technical Manager  
Authorised By: General Manager

1



### Glass Policy Verification

replacement is unreasonable, is a suitable shatter-resistant security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100 micron thickness and qualify as a glazing safety material under British Standard 6206 Class B, e.g. ICI type 'O' grade Melinex clear polyester?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fittings in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food packaging equipment?	
Are glass bottles or containers prohibited from being used for delivery of food packaging materials?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass 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 glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being 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?	
Are all records signed and dated by the Manager of the	

Document Reference Glass Policy Verification  
Revision 1 31<sup>st</sup> May 2017  
Owned by: Technical Manager  
Authorised By: General Manager

2

# SQF Storage & Distribution Food Safety Management System

## Advanced HACCP Manual

Advanced HACCP Manual				
Q Search				
Name	^	Date Modified	Size	Kind
HACCP Definitions.docx		29 Apr 2020, 12:02	28 KB	Micros...(docx)
HM 1 HACCP System.docx		29 Apr 2020, 12:01	32 KB	Micros...(docx)
HM 2 HACCP Team.docx		29 Apr 2020, 11:58	28 KB	Micros...(docx)
HM 3 HACCP Prerequisites.docx		29 Apr 2020, 11:56	334 KB	Micros...(docx)
HM 4 HACCP Scope and Product Information.docx		29 Apr 2020, 11:42	30 KB	Micros...(docx)
HM 5 HACCP Intended Use.docx		29 Apr 2020, 11:36	26 KB	Micros...(docx)
HM 6 HACCP Flowcharts.docx		29 Apr 2020, 11:30	29 KB	Micros...(docx)
HM 7 HACCP Flowchart Verification.docx		29 Apr 2020, 11:24	32 KB	Micros...(docx)
HM 8 Hazard Identification.docx		29 Apr 2020, 11:22	32 KB	Micros...(docx)
HM 9 Hazard Assessment.docx		29 Apr 2020, 11:21	29 KB	Micros...(docx)
HM 10 Identification and Assessment of Control Measures.docx		29 Apr 2020, 11:20	28 KB	Micros...(docx)
HM 11 Identification of Critical Control Points (CCPs).docx		29 Apr 2020, 12:30	66 KB	Micros...(docx)
HM 12 Establishing Critical Limits for each CCP.docx		29 Apr 2020, 12:30	29 KB	Micros...(docx)
HM 13 Establishing a Monitoring System for each CCP.docx		29 Apr 2020, 12:29	29 KB	Micros...(docx)
HM 14 Establishing a Corrective Action Plan.docx		29 Apr 2020, 12:28	26 KB	Micros...(docx)
HM 15 Establishing Verification Procedures.docx		29 Apr 2020, 12:26	28 KB	Micros...(docx)
HM 16 Establishing HACCP Documents and Records.docx		29 Apr 2020, 12:16	26 KB	Micros...(docx)
HM 17 Review of the HACCP Plan.docx		29 Apr 2020, 12:15	29 KB	Micros...(docx)
HM 18 HACCP Flow Diagram.docx		29 Apr 2020, 12:14	29 KB	Micros...(docx)
HM 19 Product Description.docx		29 Apr 2020, 12:12	28 KB	Micros...(docx)
HM 20 HACCP Hazards.docx		29 Apr 2020, 12:11	35 KB	Micros...(docx)
HM 21 HACCP Validation.docx		29 Apr 2020, 12:42	27 KB	Micros...(docx)
HM 22 Sample Food Safety Plan Template.docx		29 Apr 2020, 12:39	27 KB	Micros...(docx)
HM 23 HACCP Verification Audit Summary.docx		29 Apr 2020, 12:36	28 KB	Micros...(docx)
Sample Finished Product Summary.docx		29 Apr 2020, 12:35	28 KB	Micros...(docx)
Sample HACCP Glass Control Verification Record.docx		29 Apr 2020, 12:34	29 KB	Micros...(docx)
Sample HACCP Steering Group Review.docx		29 Apr 2020, 12:33	29 KB	Micros...(docx)
Sample Raw Material Summary.docx		29 Apr 2020, 12:32	30 KB	Micros...(docx)
SQF Hazard Analysis & Food Safety Plan Template Instructions.pptx		Today, 12:53	3.3 MB	PowerP...(pptx)
SQF Hazard Analysis & Food Safety Plan Template.xlsx		1 May 2020, 19:02	75 KB	Micros...(xlsx)
Training Guide - HACCP SQF Module.pptx		4 May 2020, 10:46	7.8 MB	PowerP...(pptx)

## The Advanced HACCP Manual documents supplement QM 2.4.3 Food Safety Plan

### Food Safety Plan

**Introduction**

The company is committed to handling products safely. As part of this commitment, all products and processes used in the handling of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Code.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of Food Safety Plans and 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. 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 the products we handle do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through Good Storage and Distribution Practices or Food Safety Plans.

**Management Commitment**

We are a leading food company committed to supplying safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we handle these products.

**HACCP principles**

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP procedures contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below:-

**Principle 1**  
Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

**Principle 2**  
Identify the Critical Control Points in the process using the decision tree

**Principle 3**  
Establish critical limits, which must be met to ensure each Critical Control Point is under control

Document Reference QM 2.4.3 Food Safety Plan  
Revision 1 1<sup>st</sup> March 2018  
Owned by: Quality Assurance Manager  
Authorised By: General Manager

### Food Safety Plan

**Principle 4**  
Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observations

**Principle 5**  
Establish the corrective action to be taken when monitoring indicates that a particular Critical Control Point is moving out of control

**Principle 6**  
Establish documentation concerning all procedures and records appropriate to these principles and their application

**Principle 7**  
Verify that HACCP is working effectively

**Food Safety Team**

A core multidisciplinary team is utilised within the company to develop the Food Safety Management System including the SQF Practitioner and these site personnel with technical, storage and distribution, and engineering knowledge of the relevant products and associated processes.

This core team is supplemented by other staff when specific areas or products are being analysed. The team have knowledge and experience of HACCP, Products, the Equipment, Hazards and in developing and implementing a food safety management system. The Food Safety Team Leader (SQF Practitioner) is able to demonstrate competence in the understanding of HACCP principles and their application. Key personnel identified as Food Safety Team members are HACCP trained and have appropriate experience, all of which is documented on the Food Safety team's training records. Expert external assistance may be used as an aid.

<b>Team Member</b>	<b>HACCP Training</b>
Quality Assurance Manager	Advanced
Warehouse Manager	Intermediate
Maintenance Manager	Intermediate
Operations Manager	Intermediate

The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

**HACCP Scope**

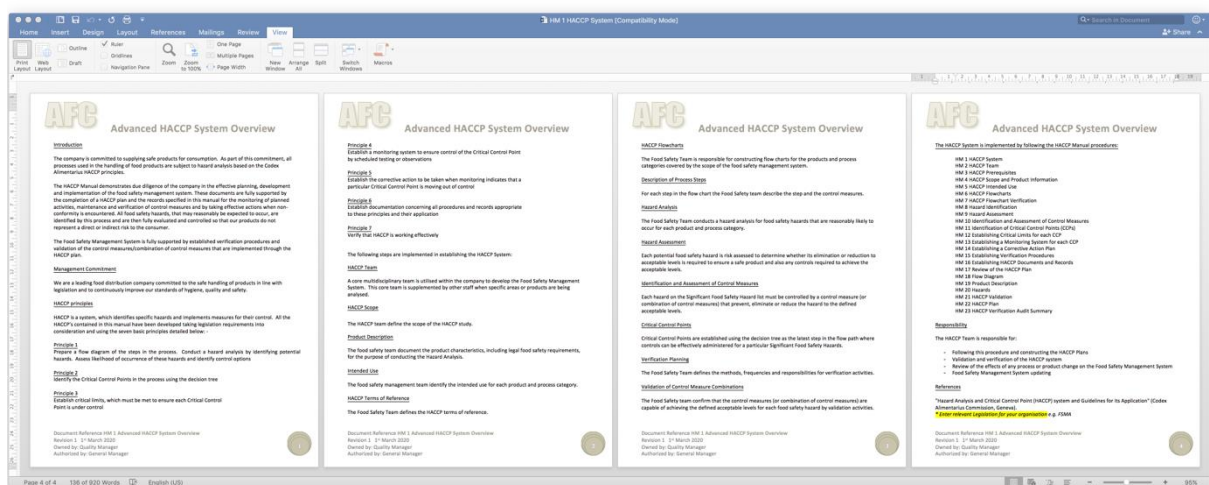
The HACCP documents herein define the potential risks and control measures required to safely handle the following products: (Enter products here)

Document Reference QM 2.4.3 Food Safety Plan  
Revision 1 1<sup>st</sup> March 2018  
Owned by: Quality Assurance Manager  
Authorised By: General Manager

# SQF Storage & Distribution Food Safety Management System

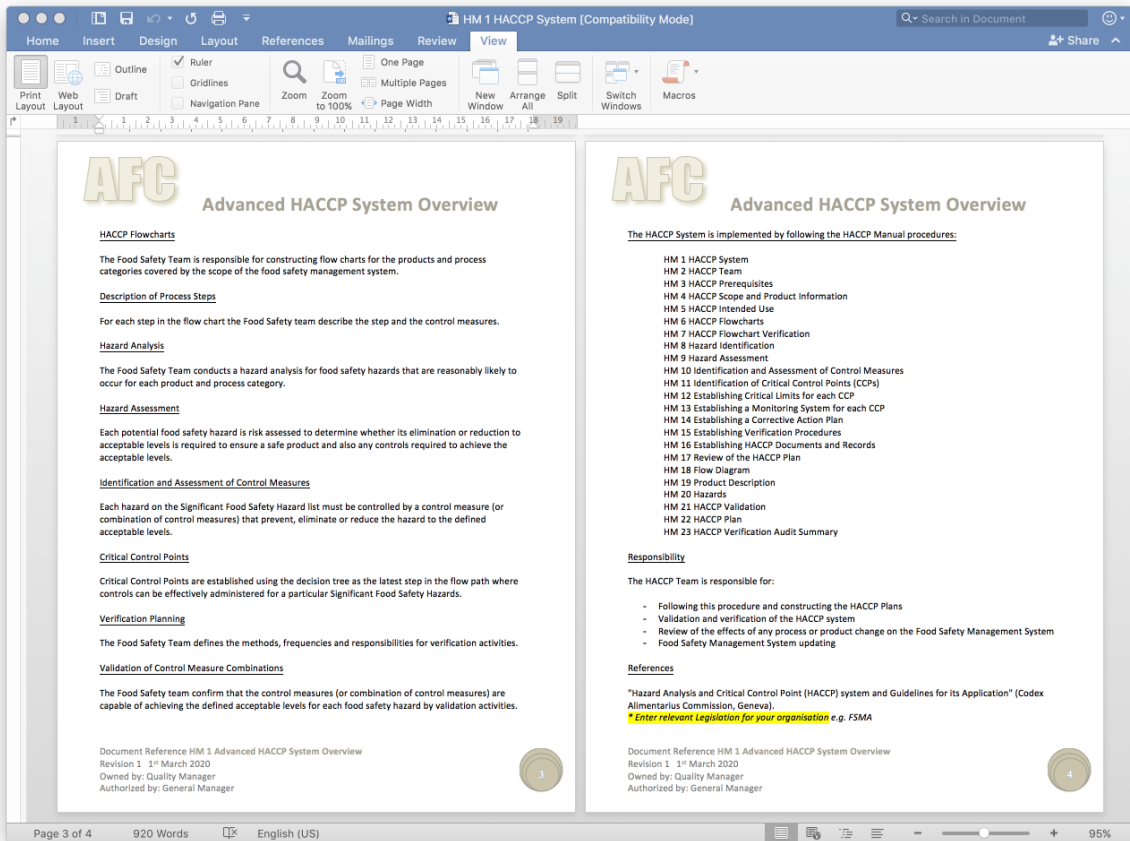
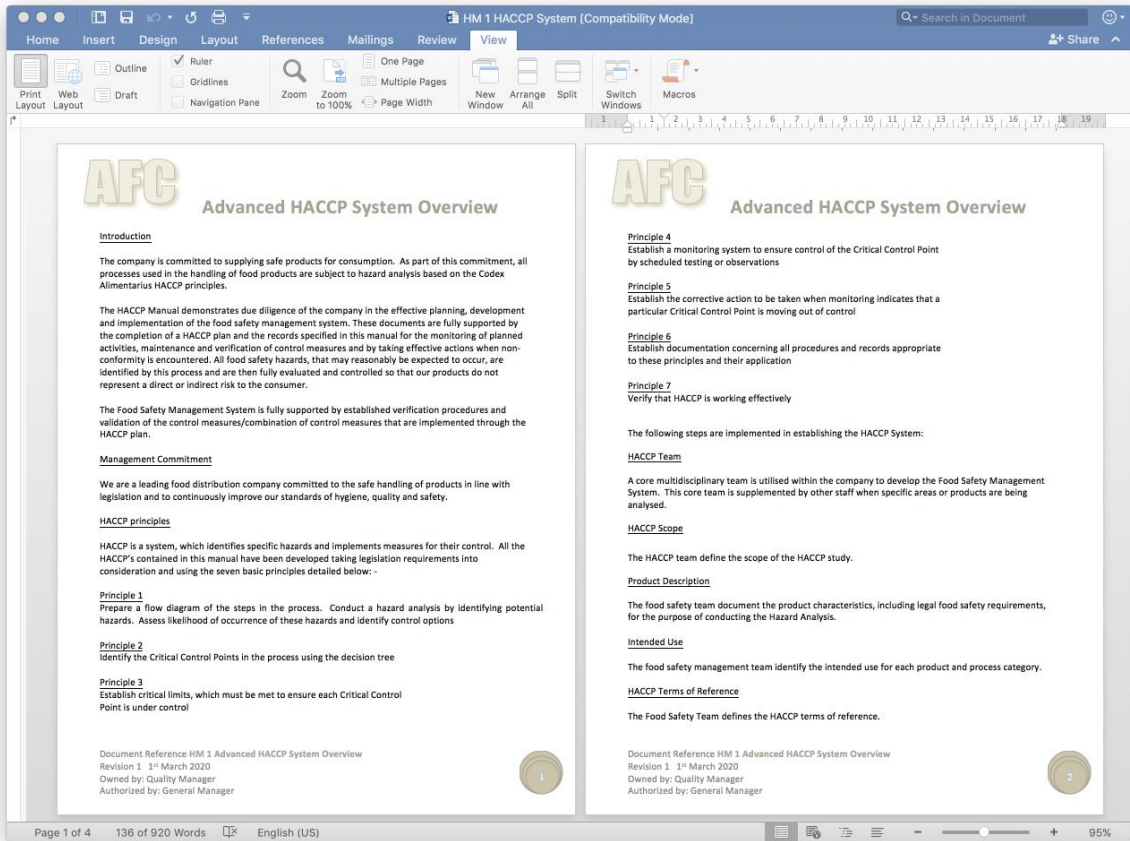
An Advanced HACCP System is implemented by following the Advanced HACCP Manual procedures:

HM 1 HACCP System  
HM 2 HACCP Team  
HM 3 HACCP Prerequisites  
HM 4 HACCP Scope and Product Information  
HM 5 HACCP Intended Use  
HM 6 HACCP Flowcharts  
HM 7 HACCP Flowchart Verification  
HM 8 Hazard Identification  
HM 9 Hazard Assessment  
HM 10 Identification and Assessment of Control Measures  
HM 11 Identification of Critical Control Points (CCPs)  
HM 12 Establishing Critical Limits for each CCP  
HM 13 Establishing a Monitoring System for each CCP  
HM 14 Establishing a Corrective Action Plan  
HM 15 Establishing Verification Procedures  
HM 16 Establishing HACCP Documents and Records  
HM 17 Review of the HACCP Plan  
HM 18 Flow Diagram  
HM 19 Product Description  
HM 20 Hazards  
HM 21 HACCP Validation  
HM 22 HACCP Plan  
HM 23 HACCP Verification Audit Summary





# SQF Storage & Distribution Food Safety Management System



# SQF Storage & Distribution Food Safety Management System

The Manual includes the SQF Hazard Analysis & Food Safety Plan Template and Instructions:

The screenshot shows a Microsoft Excel spreadsheet titled "SQF Hazard Analysis & Food Safety Plan Template". The spreadsheet is divided into several sections. The first section is a "Decision Tree" with a table for "Not a CCP", "Check", and "CCP". The second section is a table with columns for "Step Number", "Step Name", "Hazards Identified", "Existing Prerequisite Programmes which assist in controlling the Hazard", "Control Measure", "Critical Limits", "Monitoring Procedures", "Corrections & Corrective Action", "Responsibility & Authority", and "Food Safety (HACCP) Record". The table contains five rows of data for different steps: Goods In, Storage, Repacking, Storage, and Loading. The third section is a "Hazard Analysis" table with columns for "Hazard List", "Hazard Table", and "Hazard Analysis Prompt".

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	Food Safety (HACCP) Record
1	Goods In	Contamination with Bacteria from pests	QM 2.4.5 Verification of Purchased Materials and Services	Incoming Goods Inspection	No Contamination.	Inspect delivery for contamination. Supervision by Warehouse Manager	Reject if contaminated. Notify Supplier.	Warehouse Manager	Good Receipt Record
2	Storage	Growth of Bacteria due to warm ingredient * TOXIN PRODUCER	QM 12.6.1 - 6 Storage	Storage < -18 °C	Maximum Storage < -18 °C	Checked every 2 hours by Warehouse Staff	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
3	Repacking	Personal effects	QM 12.3.4 Jewelry and Personal Effects	Adherence to Hygiene Policy	Adherence to Jewelry Policy	Checked every shift by Packing Supervisor	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
4	Storage	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Storage 1 - 5 °C	Maximum Storage 5 °C	Checked at start and end of loading by Warehouse Staff	Call Maintenance if temperature rises above 5 °C. Transfer product to alternative cold storage if longer than 1 hour.	Warehouse Manager	Warehouse Record
5	Loading	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Loading Temperature Monitoring	Maximum Product Temperature 5 °C	Checked every 2 hours by Warehouse Staff	Call Warehouse Manager if temperature rises above 5 °C. Hold product in vehicle whilst batch chilling until temperature is below 5C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehouse Record

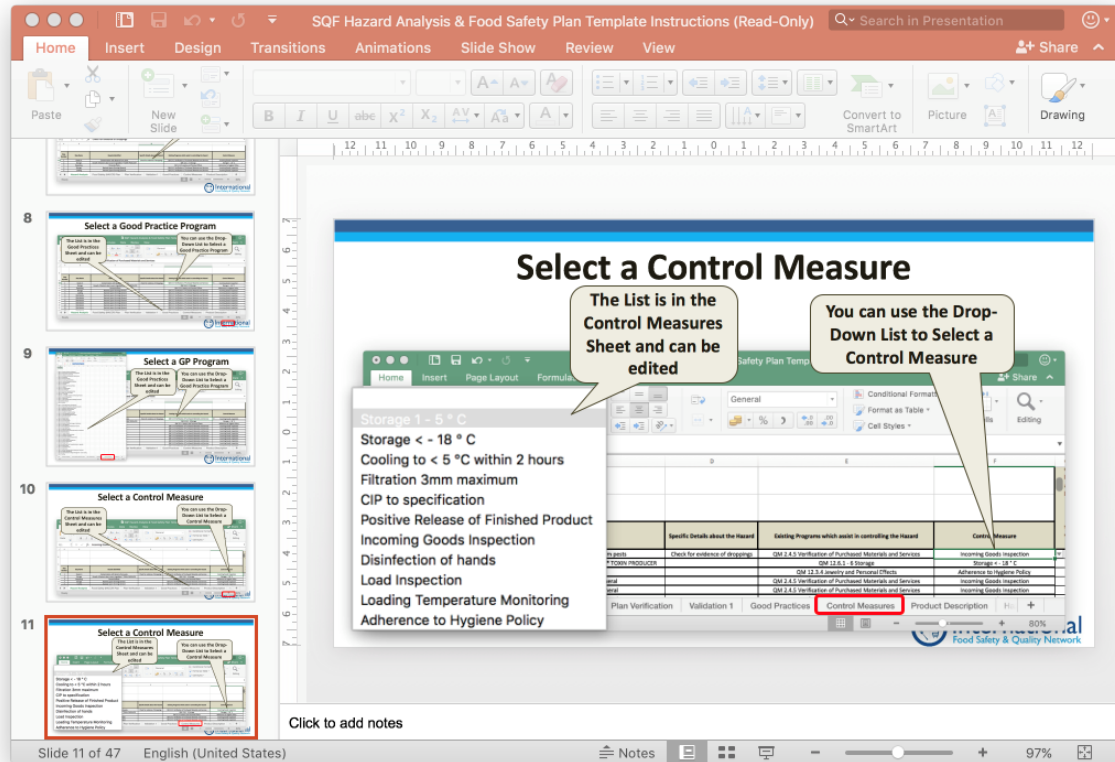
The screenshot shows a Microsoft PowerPoint presentation titled "SQF Hazard Analysis & Food Safety Plan Template Instructions (Read-Only)". The presentation is divided into several slides. The first slide is the title slide, which includes the International Food Safety & Quality Network logo and the text "SQF Hazard Analysis & Food Safety Plan Template Instructions" and "Tony Connor, Chief Technical Advisor, IFSQN". The second slide is "Open the file SQF Hazard Analysis & Food Safety Plan Template". The third slide is "Enter Step Number". The fourth slide is "Enter Step Name". The fifth slide is "Enter Step Name". The sixth slide is "Select a Hazard". The seventh slide is "Add comments/notes about the Hazard". The eighth slide is "Click to add notes".

**International Food Safety & Quality Network**

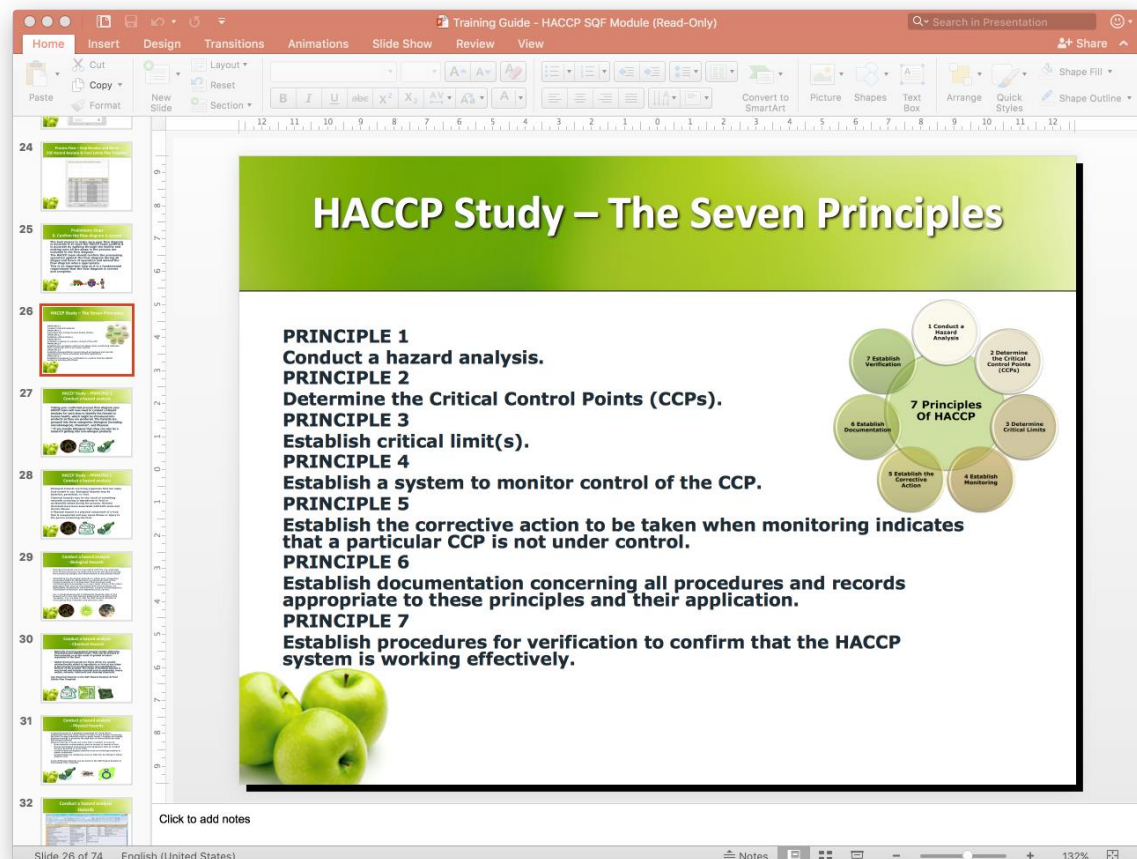
## SQF Hazard Analysis & Food Safety Plan Template Instructions

Tony Connor, Chief Technical Advisor, IFSQN.

# SQF Storage & Distribution Food Safety Management System



There is also a HACCP Training PowerPoint Presentation:

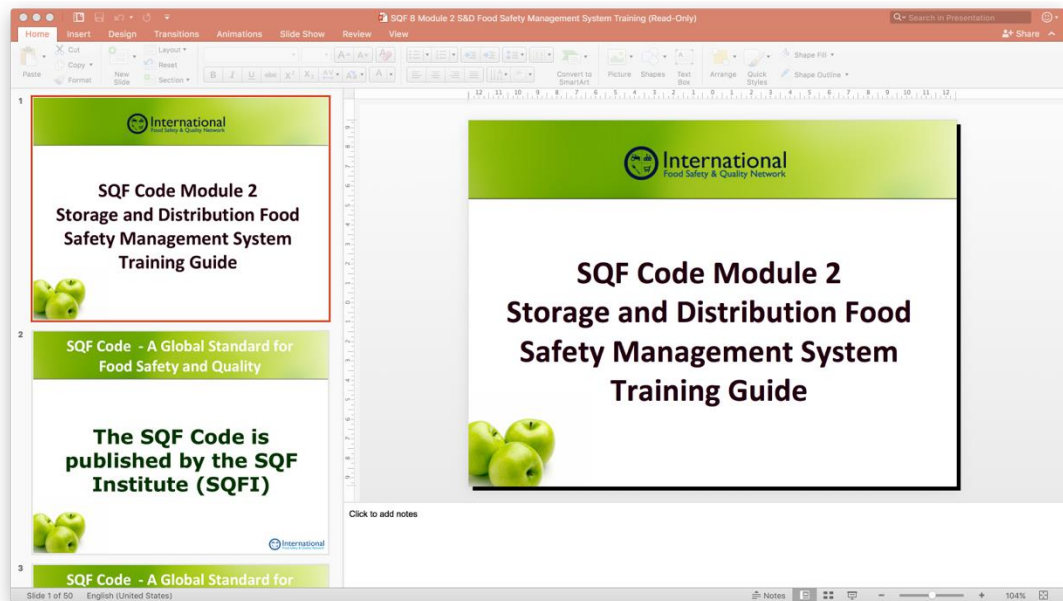


# SQF Storage & Distribution Food Safety Management System

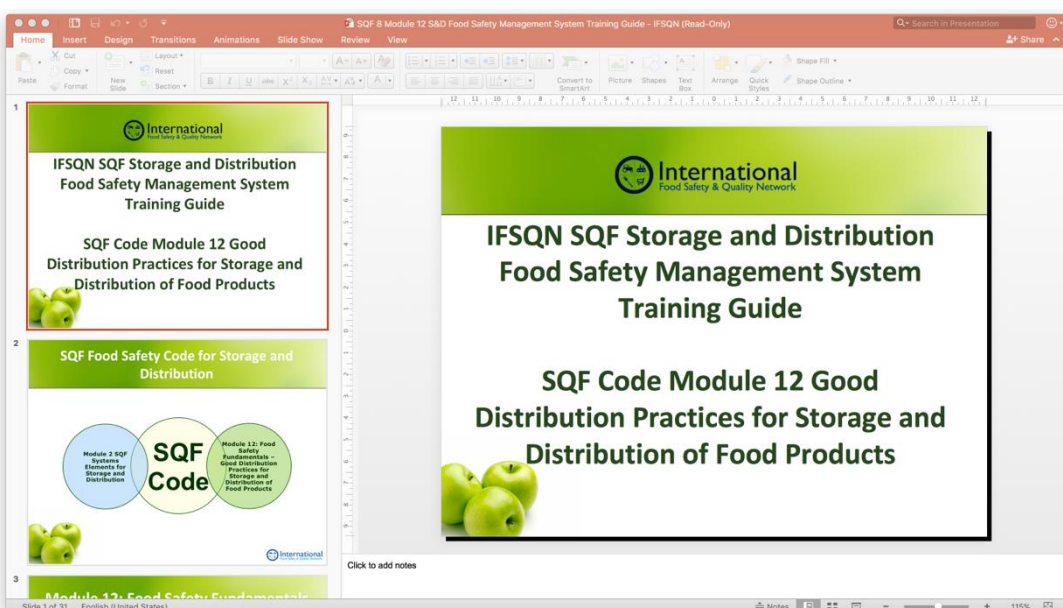
## Training Presentations

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

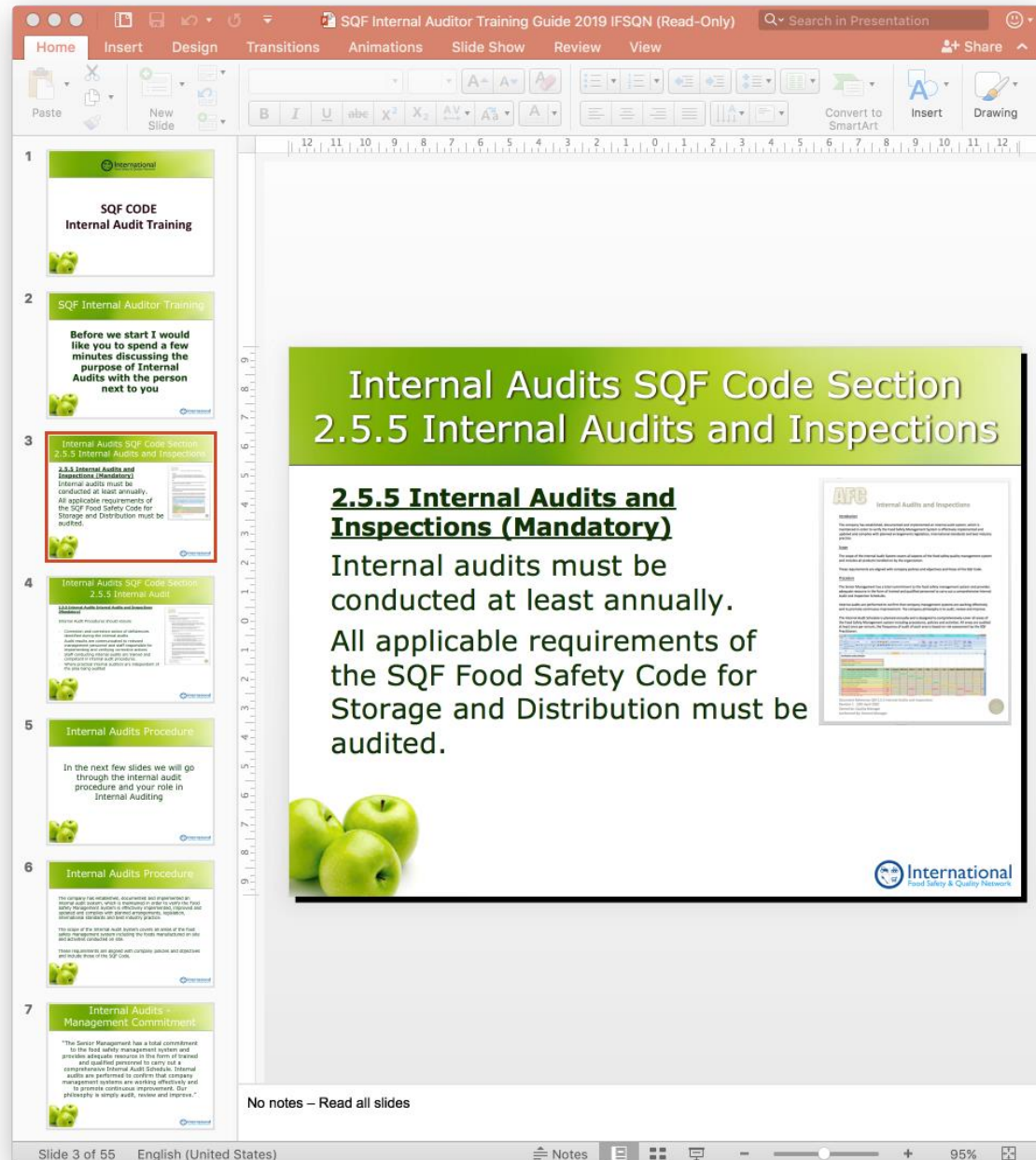




# SQF Storage & Distribution Food Safety Management System

## Internal Auditor Training Guide

This PowerPoint Training Presentation provides an overview of the Internal Auditor Procedure and can be used to train your Internal Auditors.

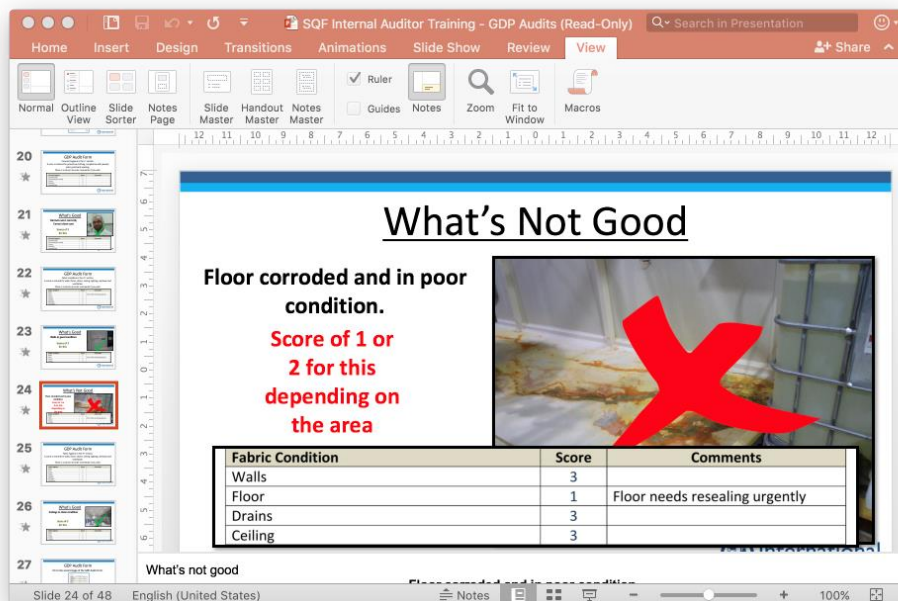
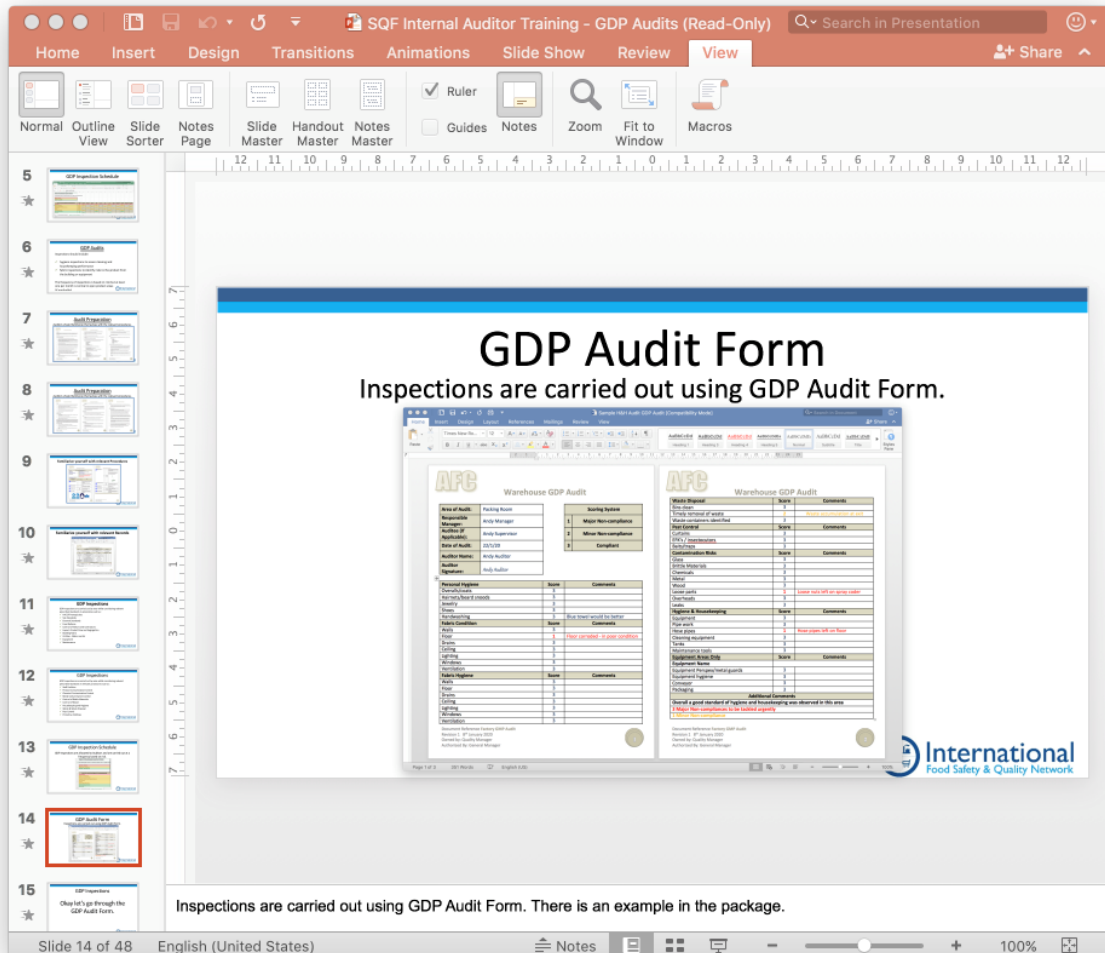


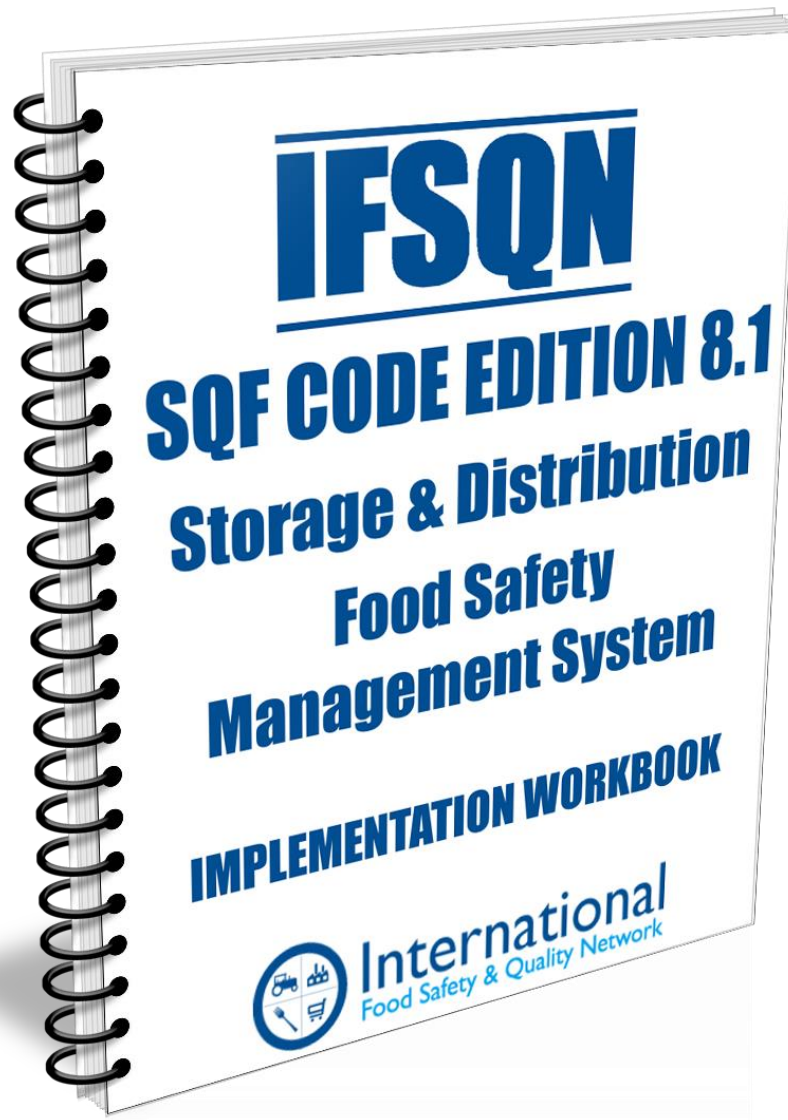


## SQF Storage & Distribution Food Safety Management System

## Internal Auditor Training - GDP Audits

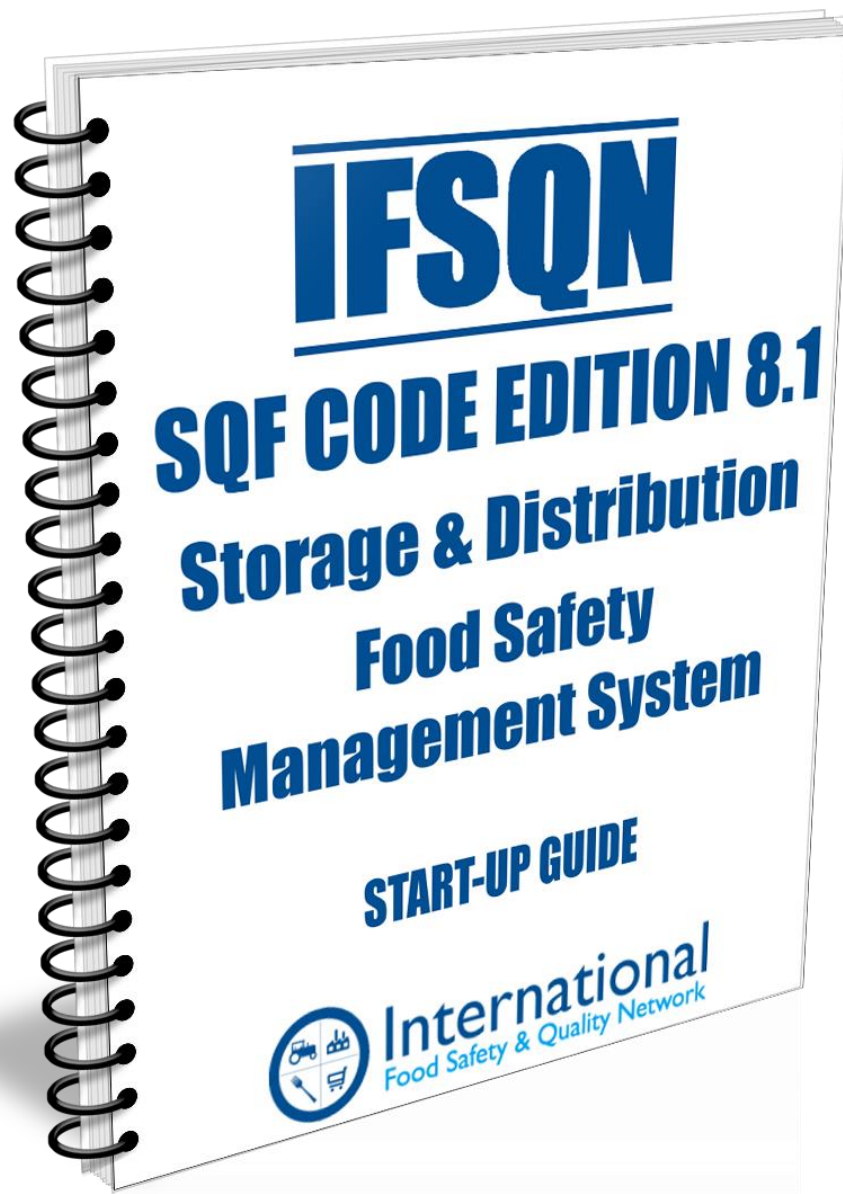
This PowerPoint Training Presentation provides instructions on how to conduct Good Distribution Practice Audits/Inspections and can be used to train your Internal Auditors.



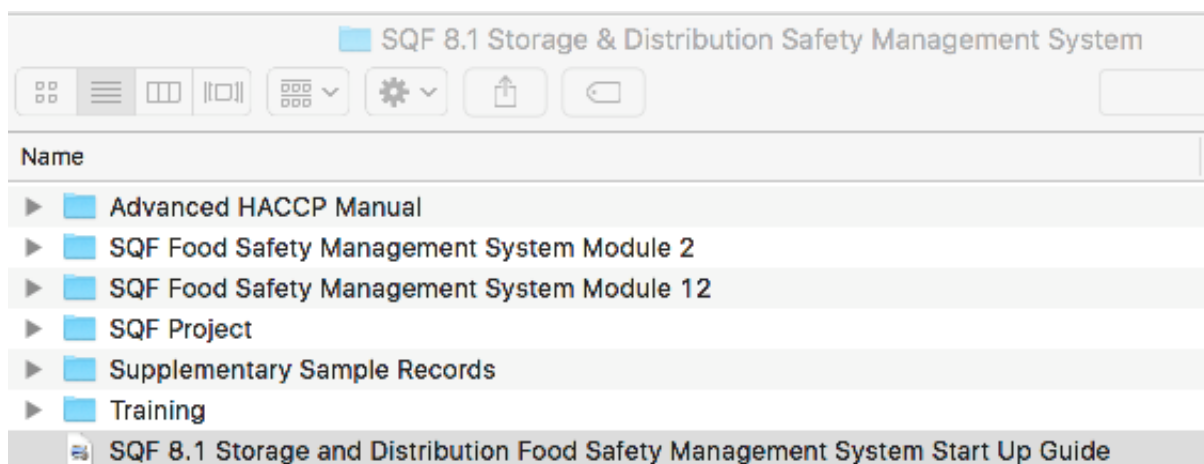


We include a workbook to assist in the implementation of your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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



We also include a Start- Up Guide to assist you in navigating the contents of the IFSQN SQF Food Safety Management System Implementation Package.



## SQF Storage & Distribution Food Safety Management System

### **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.

### **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 organizations tackle the task of implementing an effective system and progress to certification to a GFSI benchmarked standard. As Tony Connor of IFSQN explains the SQF Food Safety Management System gives organizations a head start in developing their system and preparing for certification:

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programs which enable an organization to put in place fundamental food safety procedures that are compliant with the SQF 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 guidance in developing your system.”

**[Click here to order the SQF Storage & Distribution Food Safety Management System](#)**