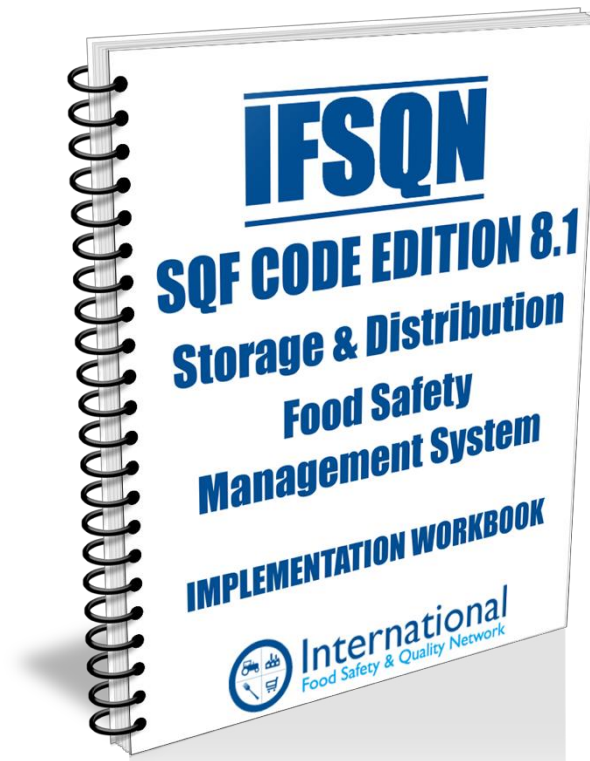


SQF Storage & Distribution Food Safety Management System  
Implementation Workbook



Our comprehensive SQF Storage and Distribution Food Safety Management System package contains everything you will need to achieve SQF Certification.

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:

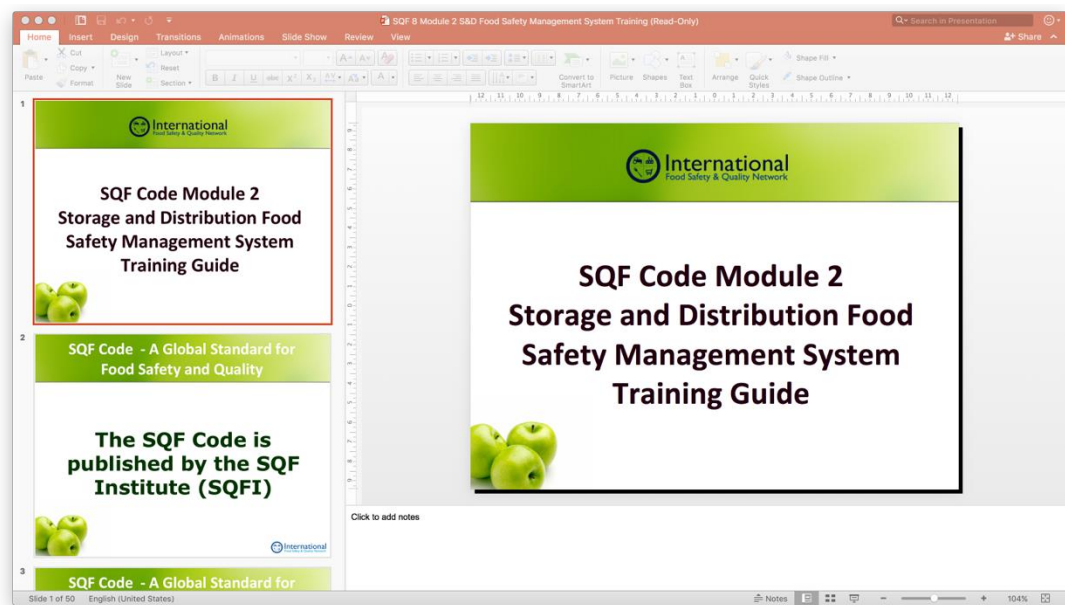
- ✓ Step One: Introduction to the SQF Code Presentations
- ✓ Step Two: Assessment your Food Safety Management System
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Quality Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal Auditing & Checklists
- ✓ Step Eight: Final Steps to SQF Certification

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

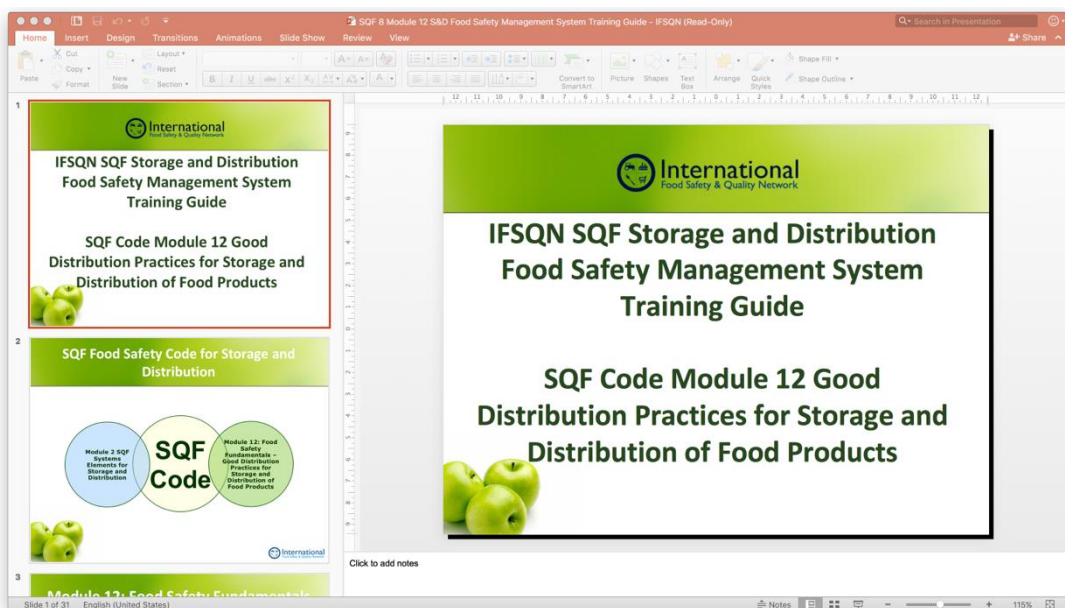
## Step One: Introduction to SQF Code

We have two provided illustrated and interactive PowerPoint training module presentations to introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

### Module 2: SQF System Elements



### Module 12: Good Distribution Practices for Storage and Distribution of Food Products



## **Step Two: Assessment of your current Food Safety Management System**

At this stage, an assessment should be made by the most senior technical member of the management team to decide if current systems meet the requirements of Module 2: SQF System Elements and Module 12: Good Distribution Practices for Storage and Distribution of Food Products of the SQF Code. The nominated manager should read through the requirements in Module 2: SQF System Elements and Module 12 of the SQF Code and assess for compliance using the checklist below to record their findings.

SQF CODE				
Module 2: SQF System Elements				
Module 2: SQF System Elements		Compliant		Comments
Clause	Title	Yes	No	
2.1	Management Commitment			
2.1.1	Food Safety Policy (Mandatory)			
2.1.2	Management Responsibility (Mandatory)			
2.1.3	Management Review (Mandatory)			
2.1.4	Complaint Management (Mandatory)			
2.1.5	Crisis Management Planning			
2.2	Document Control and Records			
2.2.1	Food Safety Management System (Mandatory)			
2.2.2	Document Control (Mandatory)			
2.2.3	Records (Mandatory)			

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Step 2: Corrective Actions from Assessment of the Food Safety Management System

The non-compliances identified in the assessment of compliance with the Module 2: SQF System Elements and Module 12: Good Distribution Practices for Storage and Distribution of Food Products should be logged using the form below and used as input for Step Three: Senior Management Implementation. In Step 3 the appropriate corrective action should be allocated by the Senior Management Team and a corrective action plan formulated.

Date	SQF Code Clause	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### **Step Three: Senior Management Implementation**

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System Fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be coordinated involving all the Senior Management Team.

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Senior Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant Policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Deputy Chair
Warehouse Manager		Warehouse/Storage Reporting
Quality Manager		Food Safety Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Food Safety Code for Storage and Distribution Edition 8.1	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

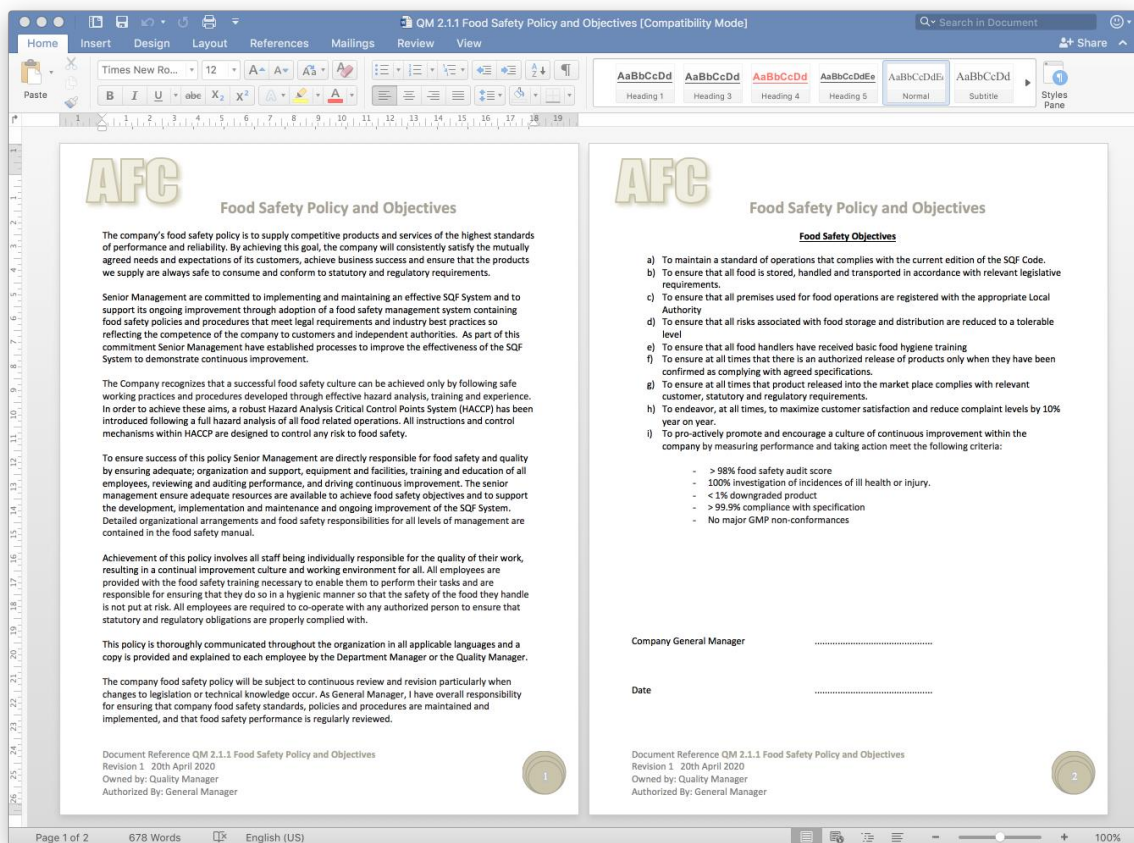


# SQF Storage & Distribution Food Safety Management System Implementation Workbook

The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an SQF Practitioner
- ✓ Defined Communication Channels

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:





## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Senior Management Define the Scope of the Food Safety Management System:

The scope of the Food Safety Management System includes 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 following standards:

#### Food Safety – SQF Code

Products and operations covered by the scope of the Food Safety Management System are:

Operations	Products

The scope of the Food Safety Management System includes all customer, statutory and regulatory documents applicable to the business:

- Food Regulations
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and industry codes of practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and hazard analysis.

Where products or services are outsourced the organisation assumes full control of this process.

SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

Senior Management Establish a Food Safety Team

Food Safety Team			
Food Safety Team	Name	Position	Qualification
Food Safety Team Leader (SQF Practitioner)			

SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

The following additional key information should be communicated promptly to the food safety team so that they can ensure the information is included in updating the food safety management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Management System.

Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### **Step Four: Food Safety Management System**

The IFSQN Food Safety Management System contains a comprehensive SQF Code documentation package.

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

There are comprehensive top level 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:

#### Food Safety Management System Procedures Part 1 Module 2: SQF 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 2.4.3 Appendix Hazard Analysis Template
- QM 2.4.3 Appendix Hazard Assessment
- 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

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

The screenshot displays a Microsoft Word application window titled "QM 2.2.1 Food Safety Management System". The ribbon at the top includes tabs for Home, Insert, Design, Layout, References, Mailings, Review, and View. The View tab is active, showing options like Print Layout, Web Layout, Draft, Ruler, Gridlines, Navigation Pane, Zoom, and Multiple Pages. The main content area shows a grid of document thumbnails, each titled "AFC Food Safety Management System". The thumbnails contain various sections of the SQF Food Safety Management System, including:

- Document 2.2.1.1: Food Safety Management System Overview
- Document 2.2.1.2: Food Safety Management System - HACCP
- Document 2.2.1.3: Food Safety Management System - HACCP
- Document 2.2.1.4: Food Safety Management System - HACCP
- Document 2.2.1.5: Food Safety Management System - HACCP
- Document 2.2.1.6: Food Safety Management System - HACCP
- Document 2.2.1.7: Food Safety Management System - HACCP
- Document 2.2.1.8: Food Safety Management System - HACCP
- Document 2.2.1.9: Food Safety Management System - HACCP
- Document 2.2.1.10: Food Safety Management System - HACCP
- Document 2.2.1.11: Food Safety Management System - HACCP
- Document 2.2.1.12: Food Safety Management System - HACCP
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- Document 2.2.1.100: Food Safety Management System - HACCP

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**AFC**

## Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

**Attendees**  
 General Manager - Chairman  
 Operations Manager  
 Quality Manager  
 Purchasing Manager  
 Sales Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety and Quality Policy	-	-
Performance against objectives (monitored, reported and reviewed at least six-monthly)	-	-
Review of Management Changes	-	-
Minutes, Follow-up Actions and Timescales Agreed from previous review meetings	-	-
Review of any Incidents, Accidents or Emergencies	-	-
Results of external second and third-party audits	-	-
Result of internal audits	-	-
Outstanding Non-Conformances as a result of internal and external audits	-	-
Review of Corrective and Preventive Action Status	-	-

Document Reference FSR Management Review Record  
 Revision 0 10th March 2020  
 Owned by: Quality Manager  
 Authorized by: General Manager

**AFC**

## Management Review Record

Trend analysis of Customer and Supplier Complaints	-	-
Results of Customer Reviews	-	-
Review of Product Conformity, Out of Specification Results and Non-Conforming Products	-	-
Review of Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues	-	-
Review of Supplier Performance	-	-
Review of systems to ensure safe products (including changes which could affect food safety and the HACCP Plan such as legislation changes and food safety related scientific information)	-	-
Review of food defence and product security measures	-	-
Review of product authenticity control systems	-	-
Review of Communication activities and effectiveness of communication	-	-
Review of Resources and effectiveness of Training	-	-
Analysis of the results of verification activities	-	-
Quality Key Performance Indicators Review and Trend Analysis	-	-

Document Reference FSR Management Review Record  
 Revision 0 10th March 2020  
 Owned by: Quality Manager  
 Authorized by: General Manager



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Advanced HACCP Manual

An Advanced HACCP Manual is included, it supplements:

QM 2.4.3 Food Safety Plan

QM 2.4.3 Appendix Hazard Analysis Template

QM 2.4.3 Appendix Hazard Assessment

Advanced HACCP Manual documents:

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

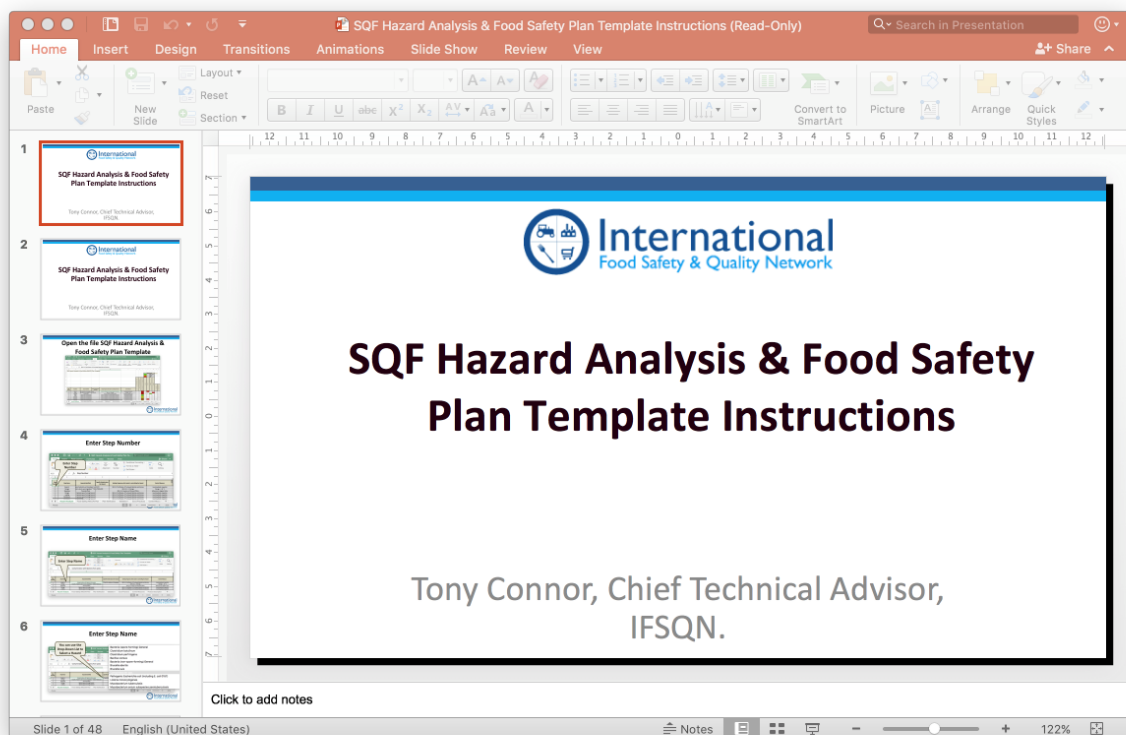
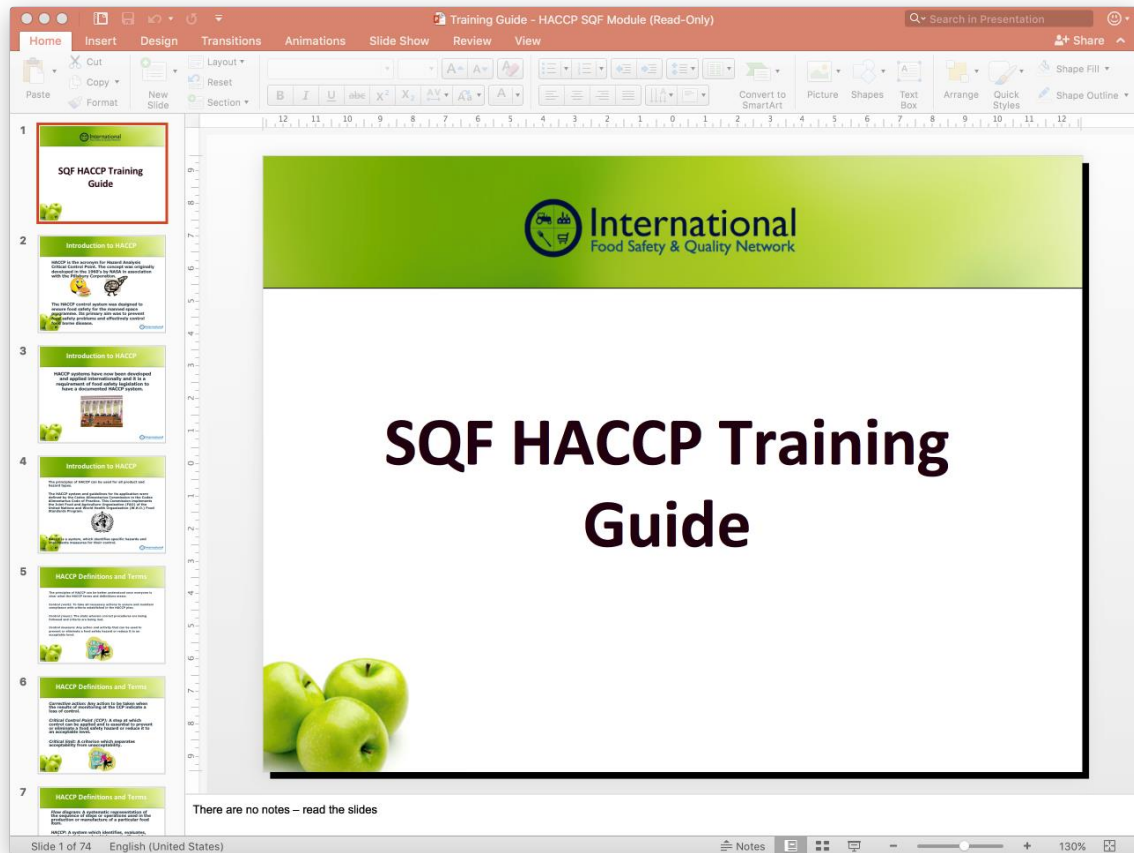
HM 21 HACCP Validation

HM 22 HACCP Plan

HM 23 HACCP Verification Audit Summary

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Decision Tree Not a CCP Check CCP	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	Y	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 ingredients. TOBEN PRODUCER	QM 12.6.1 - 6 Storage	Storage < -18 °C	Y	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 Jewellery and Personal Effects	Adherence to Hygiene Policy	Y	Adherence to Jewellery 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 < 5 °C	Y	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	Y	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 bulk chilling until temperature is below 5 °C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehouse Record

# SQF Storage & Distribution Food Safety Management System Implementation Workbook



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Step Five: Training**

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

Staff Training Matrix



Employee Number	Employee Name	Job Title	Training Course																					
			Introduction to ISO 22000	Understanding ISO 22000	Food Safety Team ISO 22000 Implementation Guide	ISO 22000 Document Requirement Guide	Traceability Training	Golden BOP Training	HACCP Training	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here
1	John Smith		1/1/20							1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20	1/1/20
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We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### QMR 002 Training Record




### Training Record

Name:		Employee Number:	
Company Start Date:		Position:	
Prior External Qualification(s), Skills & Experience :			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002  
Revision 1 8<sup>th</sup> May 2017  
Owned by: Technical Manager  
Authorised By: General Manager



Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

Remember all food handlers should have Basic Food Hygiene Training

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training
- ✓ HACCP Training

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### **Step Six: Project SQF Implementation**

This contains all the project tools you will need to achieve SQF certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

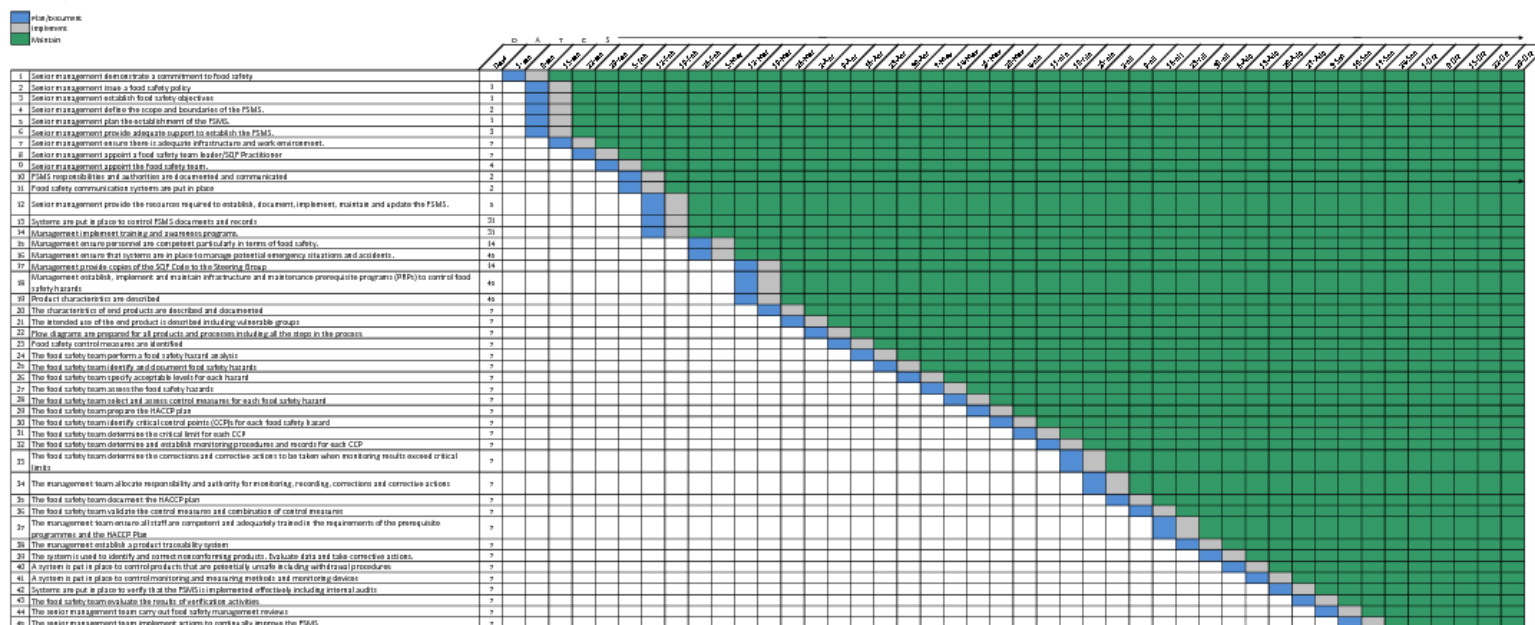
Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

## SQF Implementation Plan



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Step 3		
2)	Senior management issue a food safety policy	Senior Management Team	Step 3		
3)	Senior management establish food safety objectives	Senior Management Team	Step 3		
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Step 3		
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Step 3		
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Step 3		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Step 3		
8)	Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Step 3		
9)	Senior management appoint the food safety team.	Senior Management Team	Step 3		
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Step 3		
11)	Food safety communication systems are put in place	Senior Management Team	Step 3		



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Step 3		
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use QM 2.2.2 Document Control & QM 2.2.3 Record Control		
14)	Management implement training and awareness programs.	Senior Management Team	Step 4		
15)	Management ensure personnel are competent particularly in terms of food safety.	Senior Management Team	Step 4		
16)	Management ensure that systems are in place to manage potential emergency situations and accidents.	Steering Group	Use QM 2.1.5 Crisis Management Planning & QM 2.6.3 Product Recall		
17)	Management provide copies of the SQF Code Edition 8.1 to the Steering Group. The Steering Group establish Top Level FSMS documents.				
18)	Management establish, implement and maintain Good Storage and Distribution Practices to control food safety hazards				
19)	Product characteristics are				

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

Project Task 18 Management establish, implement and maintain prerequisite programs (PRPs) to control food safety hazards

SQF Code requires Prerequisite Programmes to be in place to control food safety hazards:

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 Processing 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

The Steering Group now need to allocate responsibility to ensure prerequisite programmes meet the requirements of Module 12: Food Safety Fundamentals - Good Distribution Practices for Storage and Distribution of Food Products

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Project Tasks 19 – 36

Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our HACCP Implementation Section.

19)	Product characteristics are described
20)	The characteristics of end products are described and documented
21)	The intended use of the end product is described including vulnerable groups
22)	Flow diagrams are prepared for all products and processes including all the steps in the process
23)	Food safety control measures are identified
24)	The food safety team perform a food safety hazard analysis
25)	The food safety team identify and document food safety hazards
26)	The food safety team specify acceptable levels for each hazard
27)	The food safety team assess the food safety hazards
28)	The food safety team select and assess control measures for each food safety hazard
29)	The food safety team prepare the HACCP plan
30)	The food safety team identify critical control points (CCP)s for each food safety hazard
31)	The food safety team determine the critical limit for each CCP
32)	The food safety team determine and establish monitoring procedures and records for each CCP
33)	The food safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits
34)	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions
35)	The food safety team document the HACCP plan
36)	The food safety team validate the control measures and combination of control measures

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using our HACCP Manual documents and instructions.

#### Tasks 19 - 21

All materials, product-contact materials and the characteristics of products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling
- Food Safety Acceptance criteria
- Intended use

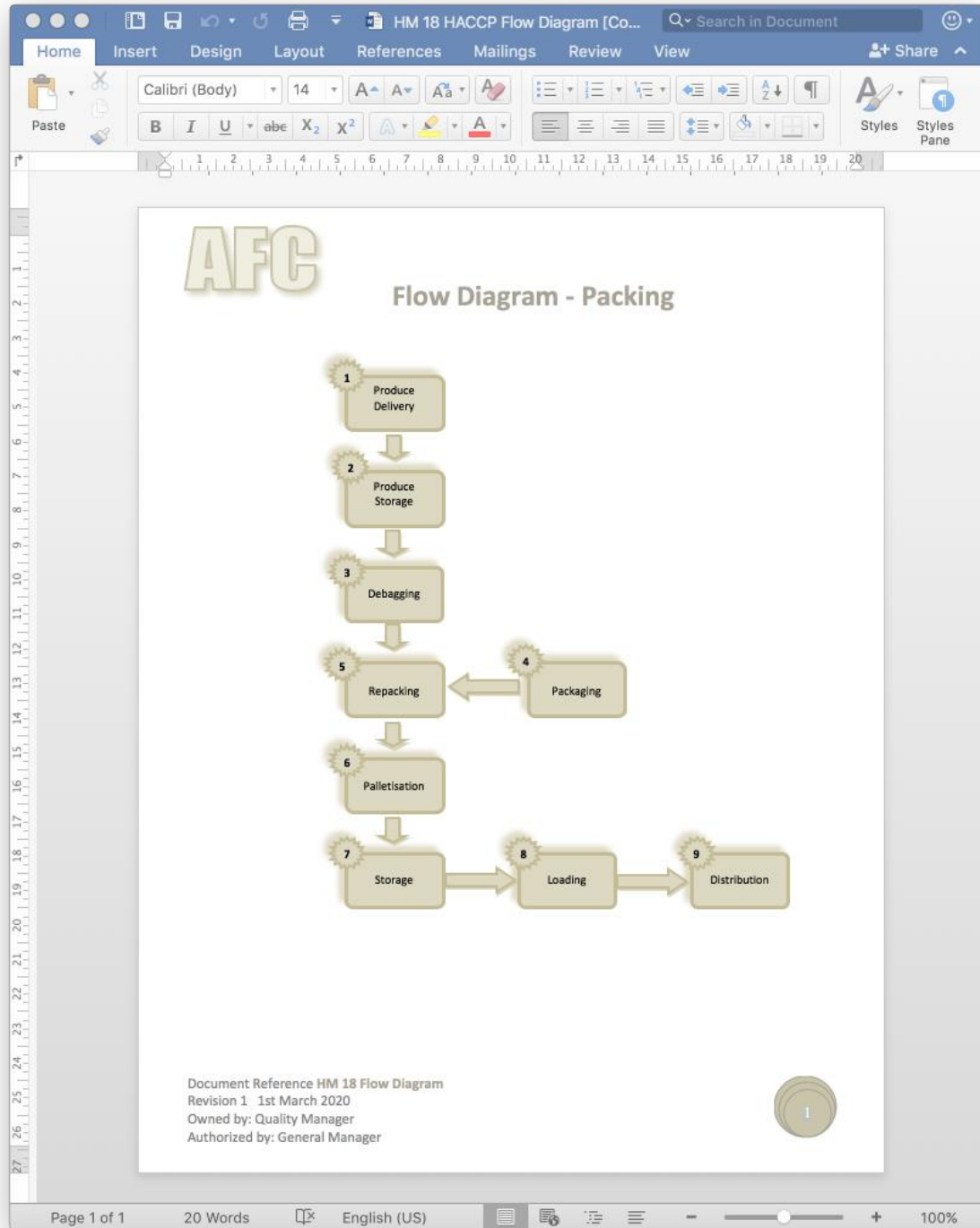
Use the templates provided in the HACCP Manual to assist you.

*The food safety team should have available information on product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description or specification may include:*

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Chemical characteristics relevant for food safety
- Biological characteristics relevant for food safety
- Physical characteristics relevant for food safety

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Flow Diagram Example



## SQF Storage & Distribution Food Safety Management System

### Implementation Workbook

#### Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration. This process is assisted using the worksheet Hazard Analysis:

Taking these factors into account a rating is given for probability and severity. Use the templates provided in the HACCP Manual to assist you:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. ( <i>S. typhimurium</i> , <i>S. enteritidis</i> )	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

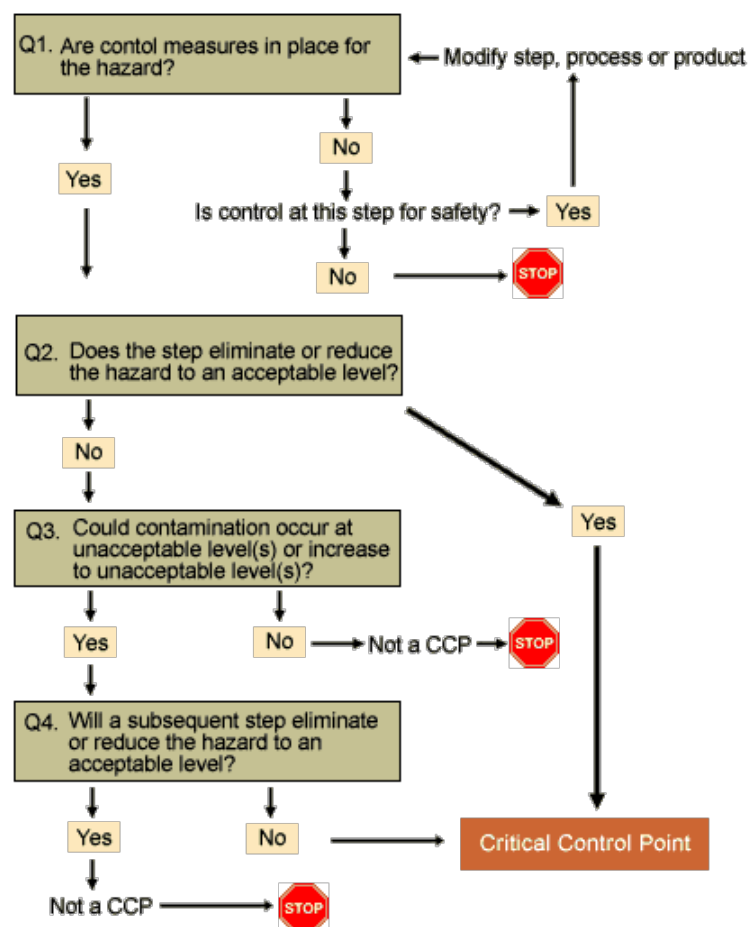
## Task 29 Design of the HACCP Plan

The Food Safety Team need to start to formulate and document a HACCP plan defining the hazards to be controlled, CCPs where hazards are controlled, critical limits and monitoring procedures at each CCP and action to be taken when critical limits are exceeded. The HACCP plan needs to define those responsible for performing monitoring procedures and the records where the monitoring results are recorded.

## Task 30 The food safety team identify critical control points (CCP)s for each food safety hazard

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Food Safety Hazards.

This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.





### Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	<ul style="list-style-type: none"><li>- measurements to be taken (or observations) method of measurement</li><li>- devices used (including applicable calibration procedures)</li><li>- frequency of monitoring</li><li>- responsibility and authority for monitoring and evaluation of the monitoring results</li></ul>	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

SQF Hazard Analysis & Food Safety Plan Template

Search Sheet

Home Insert Page Layout Formulas Data Review View

Paste Cut Copy Format

Calibri (Body) 11

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter

J10 fx =Hazard Analysis!\$M\$13

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Q 1	Q 2	Q 3	Q 4	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	9	Y	Y		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	9	Y	N	Y	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	9	Y	N	N	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	3				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	3				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 balst 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

Hazard Analysis Food Safety (HACCP) Plan Plan Verification Validation 1 Good Practices Control Measures Product Description Hazard List Hazard Table Hazard Analysis Prompt

Ready Average: 4.5 Count: 5 Sum: 9 100%

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

At this stage, you will now be able to complete Tasks 38 – 44:

Task 38: The management establish a product traceability system

You can use QM 2.6.1 Product Identification & QM 2.6.2 Product Trace as templates.

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions.

You can use QM 2.4.5 Control of Non-Conforming Product or Equipment as a template.

Task 40: A system is put in place to control allergens

You can use QM 2.8.1 Allergen Management as a template.

Task 41: A food fraud prevention system is put in place

You can use QM 2.7.2 Food Fraud as a template.

Task 42: A food defense system is put in place

You can use QM 2.7.1 Food Defense Plan as a template.

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures

You can use QM 2.6.3 Product Recall Procedure as a template.

Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices

You can use QM 12.2.9 Calibration as a template.

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## QM 2.5.5 Appendix Audit Schedule

This screenshot shows the 'Hygiene & Housekeeping Inspection Schedule' within the 'SQF Verification Schedule' workbook. The schedule is organized by risk level and frequency, with specific audit dates and auditor assignments for each area.

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 4	Auditor 1			Auditor 2		
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		

This screenshot shows the 'QM 12.1 Premises Location and Approval' section within the 'SQF Verification Schedule' workbook. It provides a detailed audit schedule for various premises-related activities, categorized by risk and frequency, with specific audit dates and auditor assignments.

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 Storage & Distribution Food Safety Management System

### Implementation Workbook

#### Task 47 The senior management team carry out food safety management reviews

Senior management should review the company management systems, at a minimum, annually to ensure their continuing suitability, adequacy and effectiveness. The review should include assessing opportunity for improvements and the need for amendments to the systems. The proceedings of all reviews are to be documented.

The review meeting is normally chaired by the most Senior Manager and includes Senior Management from Quality Assurance, Operations, Engineering, Planning, Distribution and quality departments.

Review should inputs include:

- Review of the Food Safety Policy
- Review of Management Changes
- Minutes and Follow-up actions from previous review meetings
- Outstanding Non-conformances as a result of internal and external audits
- Results of external second and third-party audits
- Trend analysis of Customer and Supplier complaints
- Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
- Key Performance Indicators Review and trend analysis
- Emergencies and Accidents
- Process performance and product conformity
- Corrective and preventive action status
- Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
- Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)
- Changes to policies and objectives
- Communication activities and effectiveness of communication
- Results of review and system updating
- Review of Resources and effectiveness of Training
- Recommended improvements
- Customer Feedback and Sales levels are reviewed to give an indication of trends

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Operations Reporting
Warehouse Manager		Warehouse/Storage Reporting
Quality Manager		Food Safety and Quality Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource Reporting

**AFC**

**Management Review Record**

Management Review Meeting - Date xx month YEAR

**Meeting Objective**

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

**Attendees**

General Manager - Chairman  
Operations Manager  
Engineering Manager  
Supply Chain Manager  
Distribution Manager  
Technical Manager

Review Inputs	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Food Safety & Quality Key Performance Indicators Review and trend analysis	-	-
Incidents, recalls, withdrawals	-	-

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Revision 1 1st May 2017  
Owned by: Technical Manager  
Authorised By: General Manager

Page 1 of 3 312 Words 100%

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Stage 8: Final Steps to SQF Certification**

There are a few final steps to achieving SQF Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Practices using our Checklist (For a detailed checklist [use SQF System Self-Assessment Checklists for Suppliers](#))
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Desk Audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the SQF Code should be logged by the SQF Practitioner and the appropriate corrective action allocated and taken:

Date	SQF code Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **The final steps are:**

### Choose your Certification Body

#### Scope of Certification

The scope of certification should be agreed with the certification body prior to the initial certification audit and included in the scope of the initial certification audit and all subsequent audits.

The scope of certification should include the entire site, including all premises, support buildings, silos, tanks, loading and unloading bays and external grounds.

The food sector category, products or groups of products stored and handled on site and/or distributed should be included in the scope of certification.

#### Audit Duration

Once the scope of certification has been agreed, the certification body should provide an estimate of the time it will take to complete the certification audit. The audit duration will depend on the size and complexity of the site operations.

#### The Initial Certification Audit

For the initial certification, the SQF certification audit consists of two stages:

1. A desk audit to verify that the site's SQF System documentation meets the requirements of the SQF Food Safety Code for Storage and Distribution.

The desk audit is conducted by a registered SQF Food Safety Auditor appointed by the certification body, who reviews the documented Food Safety Management System to ensure:

- a) The documented Food Safety Management System covers the requirements of the SQF Code and scope of certification.
- b) There is a nominated SQF practitioner who is appropriately qualified