

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

The IFSQN SQF Storage and Distribution Food Safety Management System includes:

- ✓ 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
- ✓ Introduction to the SQF Storage and Distribution Food Safety Management System Training Modules
- ✓ HACCP & Internal Auditor Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Implementation Workbook
- ✓ Free Technical Support

When you download the package, you will find this start up guide and 6 folders containing the package documents:

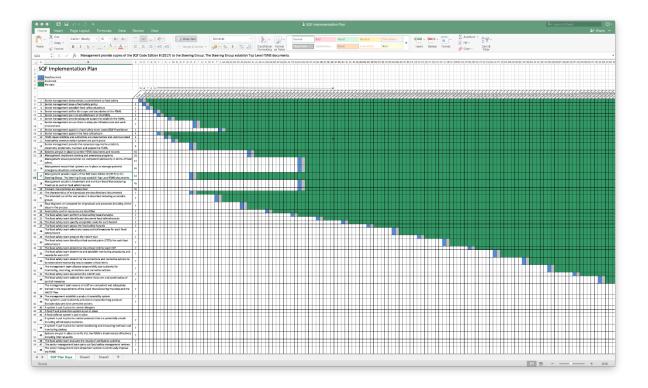


Your first job is to obtain your own copy of the <u>SQF Food Safety</u> <u>Code for Storage and Distribution Edition 8.1</u> from the SQFI website (It is free to download)

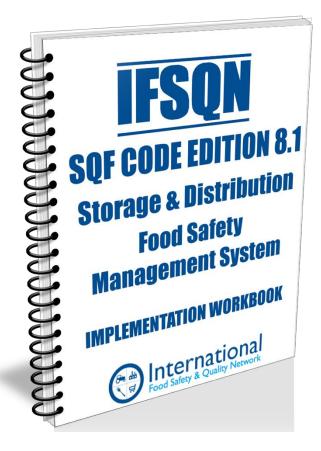
Start by opening the SQF Project folder:

SQF Project	
Name	^
Brief SQF Code Checklist Modules 2 & 12.docx	
SQF 8 Storage & Distribution Implementation Workbook - IFSQN.pdf	
SQF Document Compliance Summary	
SQF Implementation Plan	

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



The main document in the folder is the SQF 8.1 Storage & Distribution
Implementation Workbook



The next folder to open is the Training Folder

Date Modified	Size	Kind
04/05/2020	20 KB	Micros(.xlsx)
11:37	16.7 MB	PowerP(.pptx)
04/05/2020	12.3 MB	PowerP(.pptx)
06/05/2020		Folder
	04/05/2020 11:37 04/05/2020	04/05/2020 20 KB 11:37 16.7 MB 04/05/2020 12.3 MB

This folder contains:

SQF 8.1 Module 2 S&D Food Safety Management System Training



SQF 8.1 Module 12 S&D Food Safety Management System Training



Department - Example Training Matrix

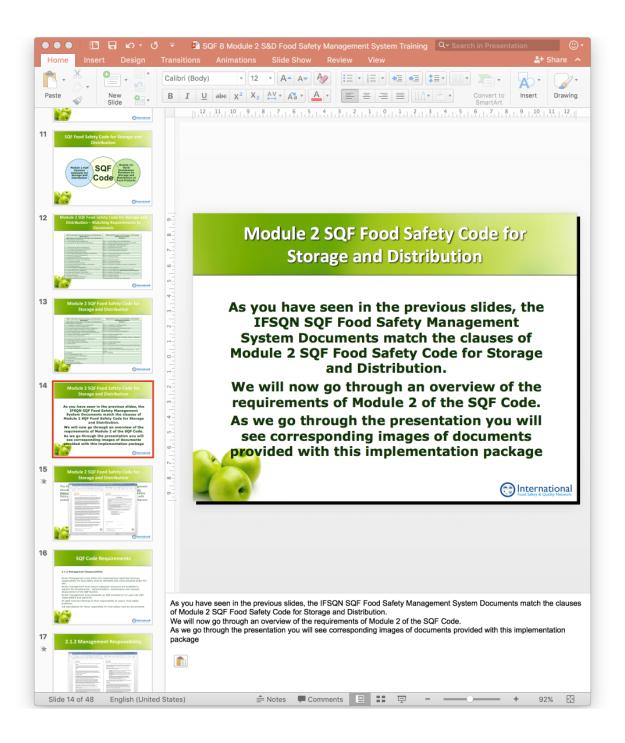


Training for Internal Auditors Sub-Folder - We will come back to this later

	Training for Internal Auditors				
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Favorites	Name	^	Date Modified	Size	Kind
AirDrop	QMR 010 Food Safety Quality System Audit Form Sample.docx		05/05/2020	29 KB	Micros(.docx)
All My Files	QMR 012 Corrective Action Request Sample.docx		05/05/2020	26 KB	Micros(.docx)
All My Files	Sample H&H Audit GDP Audit.docx		05/05/2020	35 KB	Micros(.docx)
iCloud Drive	SQF Internal Auditor Training - GDP Audits.pptx		05/05/2020	9.1 MB	PowerP(.pptx
Applications	SQF Internal Auditor Training Guide 2019 IFSQN.pptx		06/05/2020	3.7 MB	PowerP(.pptx

SQF 8.1 Module 2 S&D Food Safety Management System Training

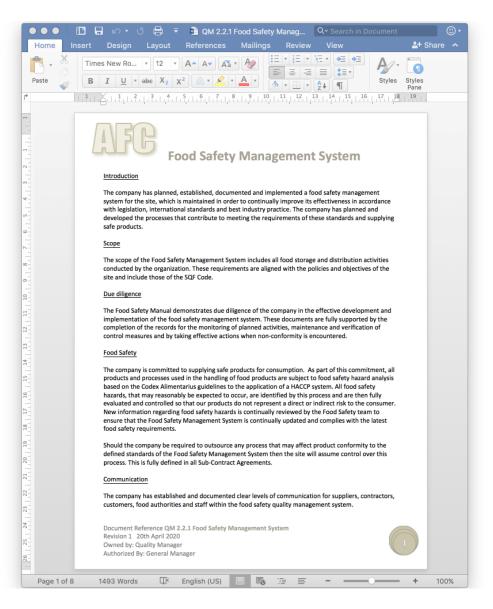
This PowerPoint Training Presentation provides an overview of the requirements of Module 2 of the SQF Code, as you go through the presentation you will see corresponding images of documents provided with this implementation package.



<u>The next folder to open is the SQF Food Safety Management</u> <u>System Module 2 folder</u>

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

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.





The next folder SQF Food Safety Management System Module 12 which contains Good Storage and Distribution Practices

📃 SQF 8.1 Storage & Distribution Safety Management System	
Name	
Advanced HACCP Manual	
SQF Food Safety Management System Module 2	
SQF Food Safety Management System Module 12	
SQF Project	
Supplementary Sample Records	
🕨 📃 Training	

SQF 8.1 Storage and Distribution Food Safety Management System Start Up Guide

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	QM 12.1 Premises Location and Approval.docx	27 Apr 2020, 18:27	36 KB	Micros(.docx	
	QM 12.2 Construction of Premises and Equipment.docx	27 Apr 2020, 18:26	36 KB	Micros(.docx	
	QM 12.2.7 Equipment and Utensils.docx	27 Apr 2020, 18:26	28 KB	Micros(.docx	
	QM 12.2.8 Premises and Equipment Maintenance.docx	27 Apr 2020, 18:25	35 KB	Micros(.docx	
2	QM 12.2.9 Calibration.docx	27 Apr 2020, 18:23	30 KB	Micros(.docx	
2	QM 12.2.10 Pest Prevention.docx	27 Apr 2020, 18:22	33 KB	Micros(.doc)	
2	QM 12.2.11 Cleaning and Sanitation.docx	27 Apr 2020, 18:20	28 KB	Micros(.doc>	
2	QM 12.3.1 Personnel Hygiene and Welfare.docx	27 Apr 2020, 18:19	32 KB	Micros(.doc)	
2	QM 12.3.2 Hand Washing.docx	27 Apr 2020, 18:18	29 KB	Micros(.doc)	
M	QM 12.3.3 Clothing.docx	27 Apr 2020, 18:16	27 KB	Micros(.doc)	
	QM 12.3.4 Jewelry and Personal Effects	27 Apr 2020, 18:42	26 KB	Micros(.doc:	
	QM 12.3.5 Visitors.docx	27 Apr 2020, 18:41	27 KB	Micros(.doc)	
	QM 12.3.6 - 8 Staff Facilities.docx	27 Apr 2020, 18:40	31 KB	Micros(.doc:	
2	QM 12.3.9 Lunch Rooms.docx	27 Apr 2020, 18:40	26 KB	Micros(.doc)	
2	QM 12.3.10 First Aid.docx	27 Apr 2020, 18:39	27 KB	Micros(.doc)	
2	QM 12.4 Personnel Practices	27 Apr 2020, 18:38	39 KB	Micros(.doc:	
2	QM 12.5 Water Ice and Air Supply	27 Apr 2020, 18:37	32 KB	Micros(.doc)	
M	QM 12.6.1 - 6 Storage	27 Apr 2020, 18:35	37 KB	Micros(.doc)	
	QM 12.6.7 - 9 Loading, Transport and Receiving Practices	27 Apr 2020, 18:34	30 KB	Micros(.doc)	
M	QM 12.7 Control of Operations	27 Apr 2020, 18:51	32 KB	Micros(.doc)	
2	QM 12.7.3 Glass Policy.docx	27 Apr 2020, 18:50	32 KB	Micros(.doc)	
M	QM 12.7.4 Glass & Brittle Material Breakage Procedure.docx	27 Apr 2020, 18:49	29 KB	Micros(.doc)	
	QM 12.8 Waste Disposal.docx	27 Apr 2020, 18:49	33 KB	Micros(.doc)	
	QM 12.9 Exterior.docx	27 Apr 2020, 18:48	31 KB	Micros(.doc)	

There are a set of comprehensive Good Storage and Distribution Practice procedural templates that match the clauses of the SQF Code:

- 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

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Cleaning and Sanitation	Cleaning and Sanitation
Introduction	A register is maintained of all Cleaning Chemicals used on site. A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of
The company has established, documented and implemented a Cleaning Management System for the	chemicals including:
site, which is maintained in order to meet the requirements of the Food Safety Quality Management System and ensure the safe storage and handling of food products.	and the second second
System and ensure the safe storage and handling of food products.	Approved supplier Chemical data and safety data sheets
Scope	- Detergents and sanitizers used to clean and sanitize the facility meet applicable legislation
The scope of the Cleaning Management System includes all products handled and stored by the	 Suitability for food use and where appropriate to use Instructions for the avoidance of use of chemicals with strong aromas in food handling and
organization.	 Instructions for the avoidance of use or chemicals with strong a omas in root handling and storage areas
nie w state and state	 Identification of chemicals
Management of Cleaning	 Instructions for their application and use Instructions for segregation and secure storage areas
It is company policy to provide both clean food handling equipment and a clean environment. All	 Use by trained personnel only
facilities and equipment are designed to exclude any source of excessive or unusual contamination and	 Instructions for the labelling, secure storage and disposal of empty chemical containers in
to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to higher risk areas.	accordance with label directions and regulatory requirements
	Cleaning chemicals are fit for purpose, suitably labelled, secured in closed containers and used in
Detailed cleaning programmes and frequencies are documented for all food handling areas, storage areas, amenities, toilets, plant, utensils and equipment and corresponding cleaning checklists	accordance with manufacturers' instructions. Detergents and sanitizers are checked by the Quality Assurance Manager to ensure that they are suitable for use in a food handling environment. All Cleaning
areas, amenicies, toilets, plant, utensils and equipment and corresponding cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their	Assurance Manager to ensure that they are suitable for use in a food handling environment. All Cleaning equipment is clearly identified and segregated.
areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and	
signed off by the department manager.	the condition of the second second second second second by the second by the second discover dial to
Each Cleaning Work Instruction will have specific details including:	Unused detergents, sanitizers and empty containers are collected by the supplier and disposed of in accordance with regulatory requirements.
- Protective Equipment to be worn	The conditions for efficient cleaning are established with the chemical and equipment suppliers during
Cleaning Equipment to be used	commissioning. Changes are only permitted following authorisation from the Quality Assurance
 Chemicals to be Used 	Manager.
 Correct dilution and temperature of Chemicals Methods used to confirm the correct concentrations of detergents and sanitizers 	Verification of Cleaning
 Methods used to commit the correct concentrations of detergents and samplers Contact time for Chemicals 	vernication of cleaning
 Method of Cleaning 	The cleaning of all critical plant and equipment is verified. All cleaning and records are inspected,
Any precautionary measures Frequency of cleaning	checked and signed off by supervisory staff.
- Lindmain's or resources	Pre-operational hygiene and sanitation inspections are conducted by QA personnel to ensure food
The company operates a clean as you go philosophy which is briefed to all staff and monitored by	handling and storage areas, staff amenities and sanitary facilities and other essential areas are clean.
department managers to ensure all personnel keep their areas in a clean and tidy state. Cleaning tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to	Records of these hygiene inspections, cleaning and sanitation activities, and verification activities are maintained.
the product. Suitably equipped cleaning areas and racks are provided for product containers, utensits	riterisative.
and protective clothing that are used by cleaning staff.	
Document Reference QM 12.2.11 Cleaning and Sanitation	Document Reference QM 12.2.11 Cleaning and Sanitation
Revision 0 1* March 2020	Revision 0 1" March 2020
Owned by: Quality Manager	Owned by: Quality Manager
Authorized By: General Manager	Authorized By: General Manager

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The next folder to open is the Advanced HACCP Manual Folder

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E 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)
IM 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
Image: 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(.ppt)
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(.ppt)

This folder's documents supplement QM 2.4.3 Food Safety Plan

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and to coldifications of product a standards of thigheric (dataf via standy in relation to out our our out out our our product range and the environment in which we handle these products. <u>HACCP products</u> which identifies specific hazards and implements measures for their control. All the HACCP has system, which identifies specific hazards and implements measures for their control. All the HACCP has system, which identifies specific hazards and the ben developed taking legislation requirements into	techn name submerging and objections or non-XL, Proposition (Euclidean Construction) and imperiod of the submerging and objection of the submerging and submerging and objection of the submerging and su
consideration and using the seven basic principles detailed below: -	Team Member HACCP Training Quality Assurance Manager Advanced
Principle 1 Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential	Warehouse Manager Intermediate Maintenance Manager Intermediate
Prepare a flow diagram of the steps in the process. Conduct a nazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options	Operations Manager Intermediate
Principle 2 Identify the Critical Control Points in the process using the decision tree	The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.
Principle 3 Establish critical limits, which must be met to ensure each Critical Control	HACCP Scope
estabilisi critical limits, which must be met to ensure each critical Control Point is under control	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 st March 2018	Document Reference QM 2.4.3 Food Safety Plan Revision 1 1th March 2018
Owned by: Quality Assurance Manager	Owned by: Quality Assurance Manager
Authorised By: General Manager	Authorised By: General Manager

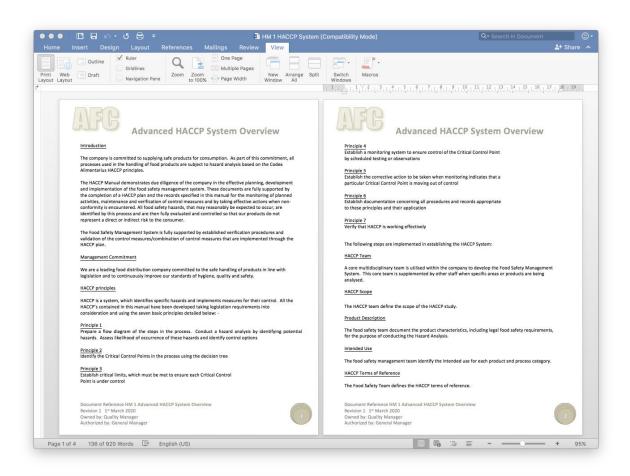
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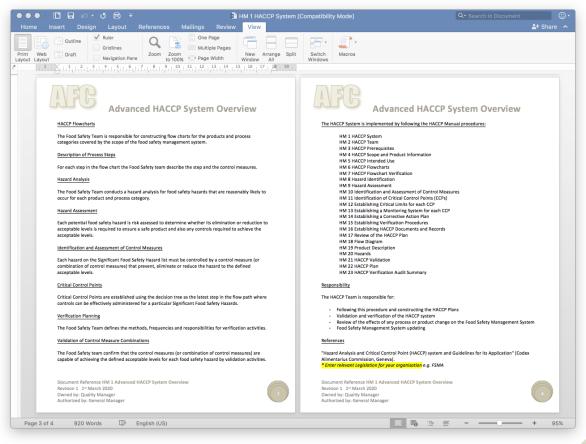
The HACCP System is implemented by following the HACCP Manual procedures:

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

Insert Design Layout References Mailings Review View	HM 1 HACCP System		Q + Bearch in Document
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Document Reference HM 1 Advanced HACCP System Overview Revision 1 1: March 2020 Owned by Cubity Manager Asthorized by General Manager	Decurrent Reference IM-1 Advensed HACCP Spittern Overview Revision 1: 1 March 2020 Owned by, Caulity Manager Authorized by, Central Manager	Document References INK1 Advanced HACCP System Overview Revision 1 - 14 Muth 2020 Overoid by: Guarity Manager Autobioted by: Serenti Manager	Document Reference HMI 1 Advanced HACCP System Overview Rendunt 1 Irr March 2020 Overeit bij Caulity Karager Authorized By: General Manager

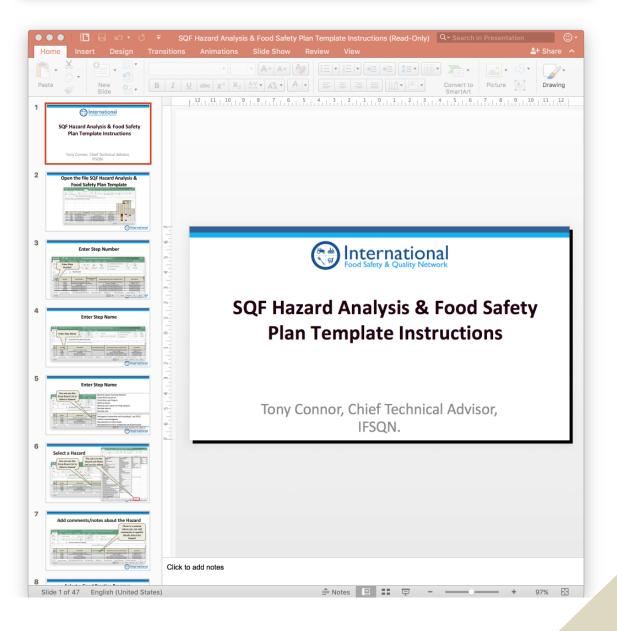
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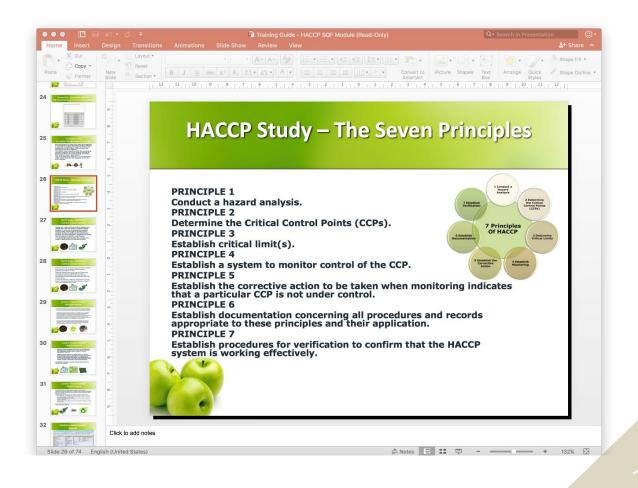
The folder includes the SQF Hazard Analysis & Food Safety Plan Template and Instructions:

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A		В	с	D	E	F	G	н	i J	К	L	М	N	0	Р
Foo	d Sa	afety (HACC	P) Plan												
							N C	ision ot a 0 heck CP		c c					
Step		Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure				Q Q 3 4		Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	Food Safet (HACCP) Rec
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 Recel 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 N	~	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	Warehous Record
3		Repacking	Personal effects	QM 12.3.4 Jeweiry and Personal Effects	Adherence to Hygiene Policy	9	Y	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	Warehous 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	Warehous 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 basis chilling until temperature is below 5C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehous Record
()×	Ha	azard Analysis	Food Safety (HACCF) Plan Plan Verification	Validation 1 Good Pr	actice	s	Co	ntrol	Mea	sures Product Description	Hazard List Hazard Table	Hazard Analysis Prompt +		
Ready	y											Average: 4.5 Count:	5 Sum: 9 🔛 🗐 – —		• 100%



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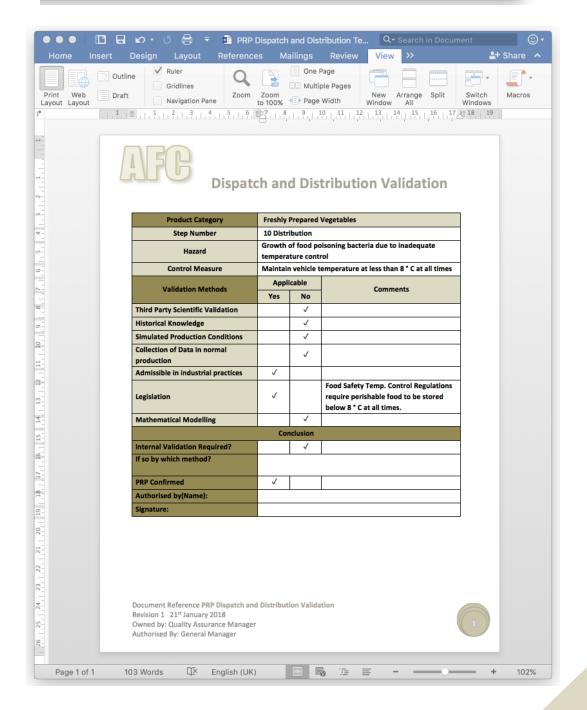
This folder also contains a HACCP Training PowerPoint Presentation:



Next, open the Sample Validation Records Sub-Folder

There are a range of validation record templates.

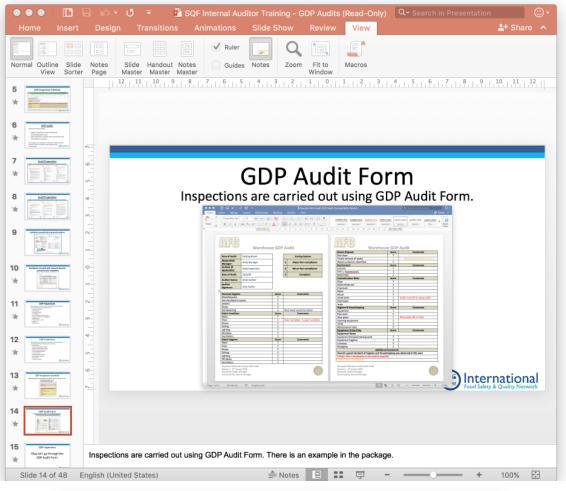
Validation Records	S			
			Q Search	
Name	^	Date Modified	Size	Kind
PRP Cleaning and Sanitation Validation.docx		13 Mar 2018, 12:42	28 KB	Micros(.docx)
PRP Control of Knives Validation.docx		13 Mar 2018, 13:20	30 KB	Micros(.docx)
PRP Control of Visitors and Sub-Contractors Validation.docx		13 Mar 2018, 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)

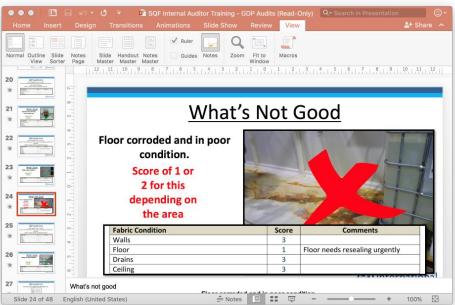


22

SQF 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.





QMR 010 Food Safety Quality System Audit Form Sample

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	2 1 1 2 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1
	Food Safety System Audit Form
	Food Safety Quality System Audit Form
	Date of Audit: 1 st December 2019 Time of Audit: 14:00Hrs
	Procedure Document or Area Audited: Warehouse (All activities and procedures)
	······································
	Manual: Food Safety Document Area: Storage and Transport Issue
	Number: Number: 1
	QM 12.6
	Non-Conformances Found (To Be Completed by Auditor)
	Non-Conformance Notification 0001 raised (Minor) - There was no spacing between
	pallets for inspection. Packaging in storage was not wrapped for protection.
	Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on
	the floor.
	Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not
	separate from other storage and it was not maintained in a clean and tidy condition.
	Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip
	curtains and was left open.
	Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not
	controlled & segregation in place to prevent cross-contamination. Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a
	training record, especially staff who are carrying out critical product checks.
	Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)
	Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in
	between pallets for inspection. Packaging in storage should be wrapped for protection
	To be completed by 25 th December 2019
	Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred
	to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
	To be completed by 8 th December 2019
	Document Reference Food Safety Quality System Audit Form QMR 010
	Revision 1 1 st November 2019 Owned by: Quality Manager
	Authorized By: General Manager