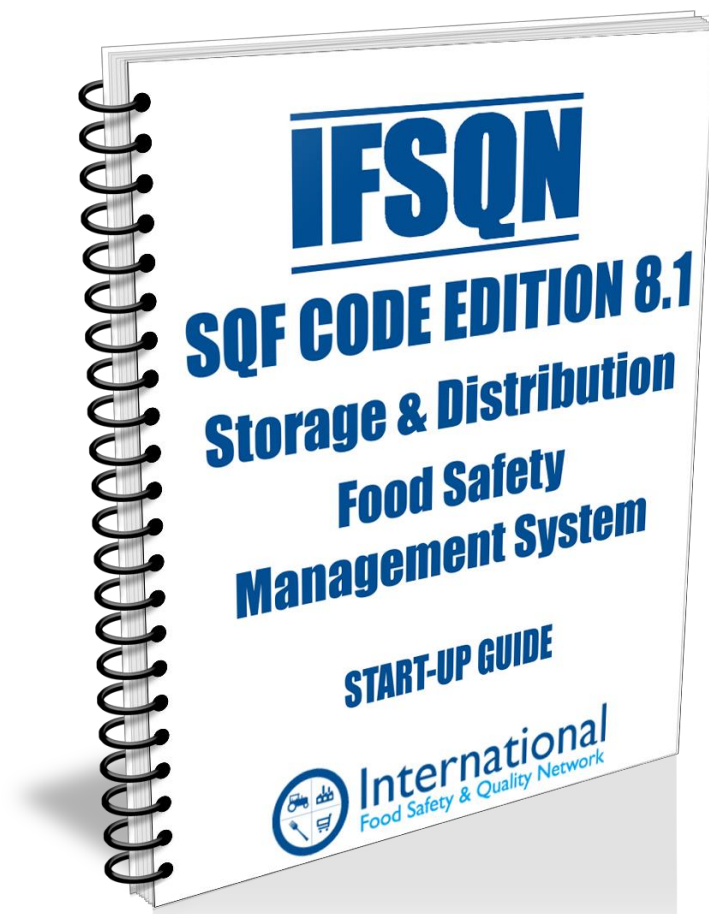


SQF Storage & Distribution Food Safety Management System Start Up Guide



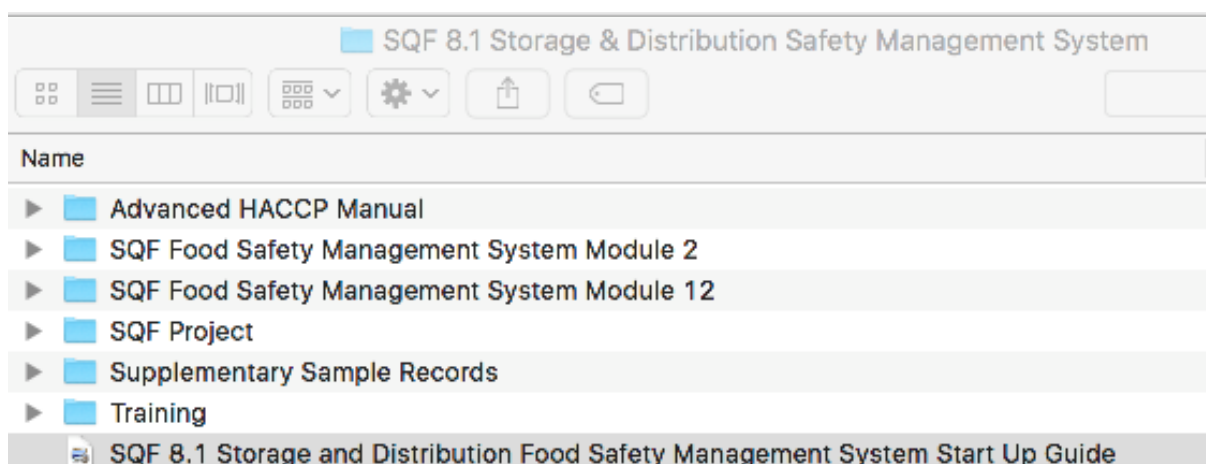
Welcome to the IFSQN SQF Storage and Distribution Food Safety Management System Start Up Guide which will guide you through the contents of the package.

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

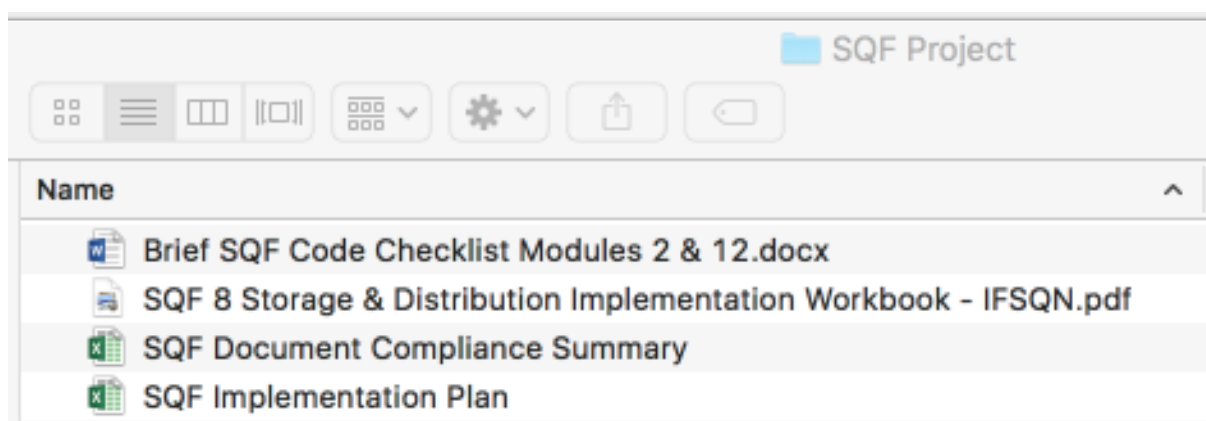
SQF Storage & Distribution Food Safety Management System Start Up Guide

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



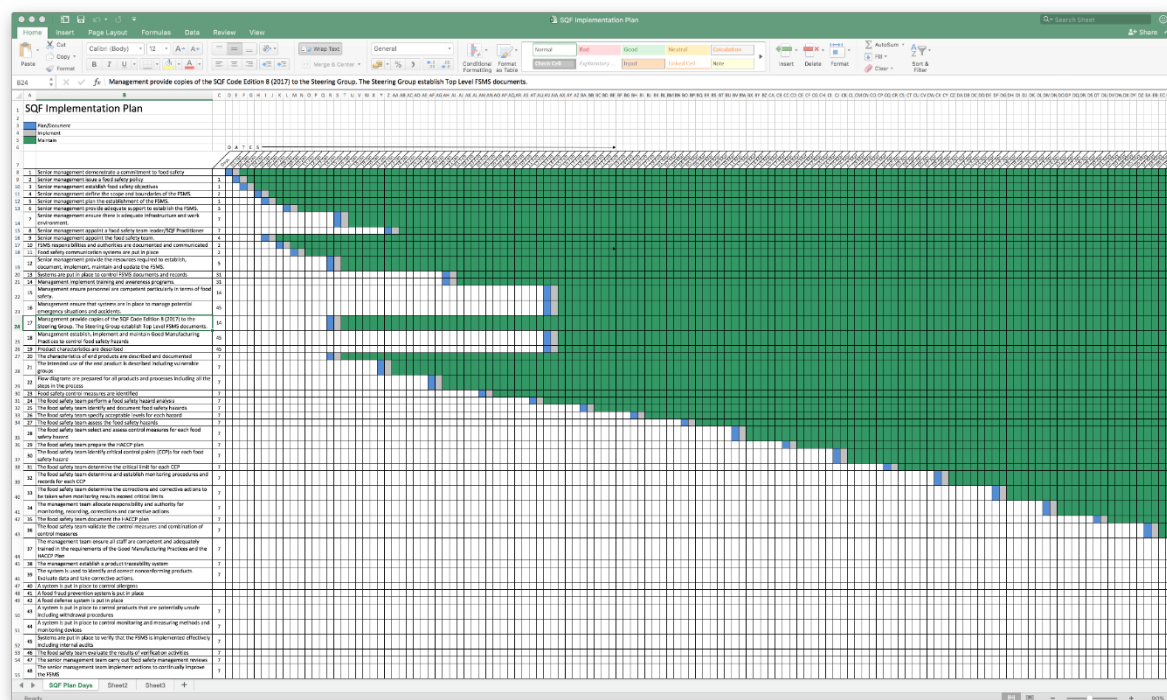
Your first job is to obtain your own copy of the [SQF Food Safety Code for Storage and Distribution Edition 8.1](#) from the SQFI website (It is free to download)

Start by opening the SQF Project folder:

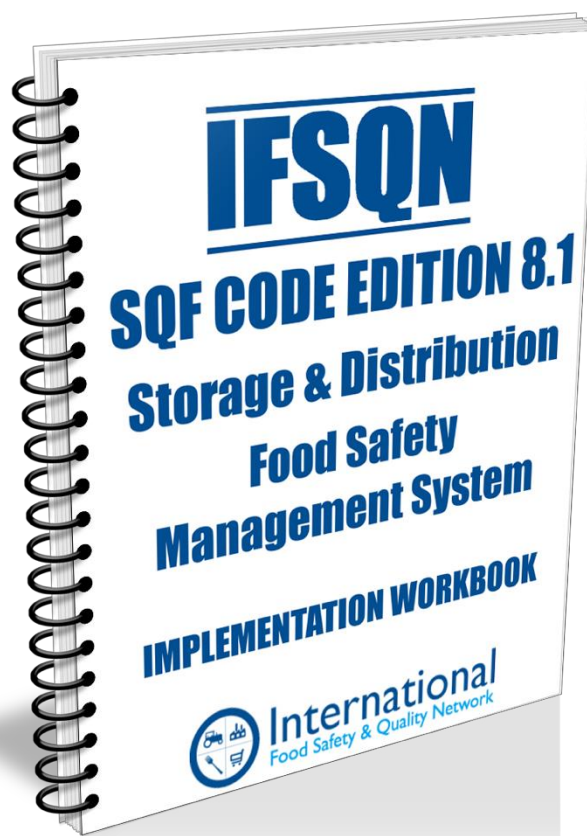


In this folder, you will find the **SQF Implementation Plan which can be used to by Senior Management to plan the development of your SQF Storage and Distribution Food Safety Management System**

SQF Storage & Distribution Food Safety Management System Start Up Guide

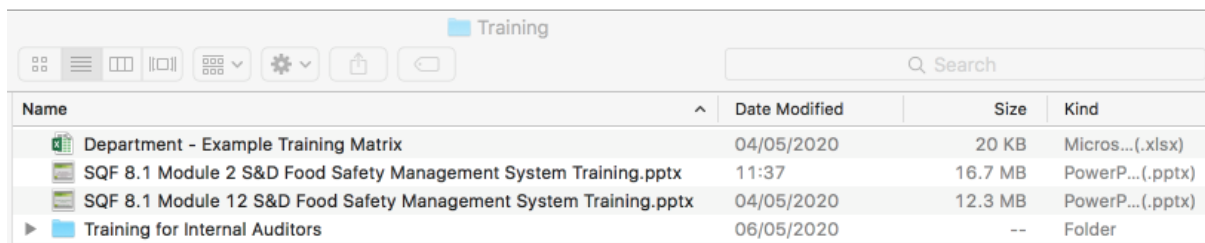


The main document in the folder is the **SQF 8.1 Storage & Distribution Implementation Workbook**



SQF Storage & Distribution Food Safety Management System Start Up Guide

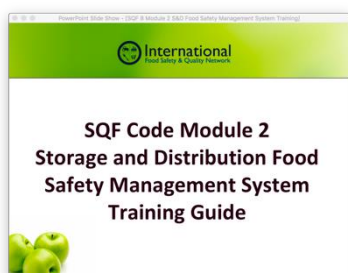
The next folder to open is the Training Folder



Name	Date Modified	Size	Kind
Department - Example Training Matrix	04/05/2020	20 KB	Micros...(.xlsx)
SQF 8.1 Module 2 S&D Food Safety Management System Training.pptx	11:37	16.7 MB	PowerP...(.pptx)
SQF 8.1 Module 12 S&D Food Safety Management System Training.pptx	04/05/2020	12.3 MB	PowerP...(.pptx)
▶ Training for Internal Auditors	06/05/2020	--	Folder

This folder contains:

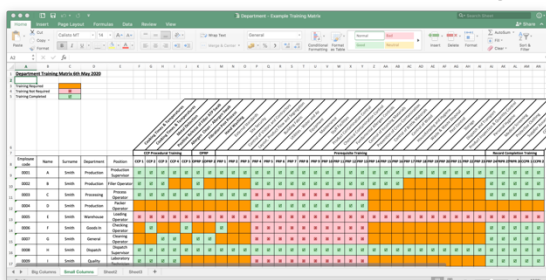
SQF 8.1 Module 2 S&D Food Safety Management System Training



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

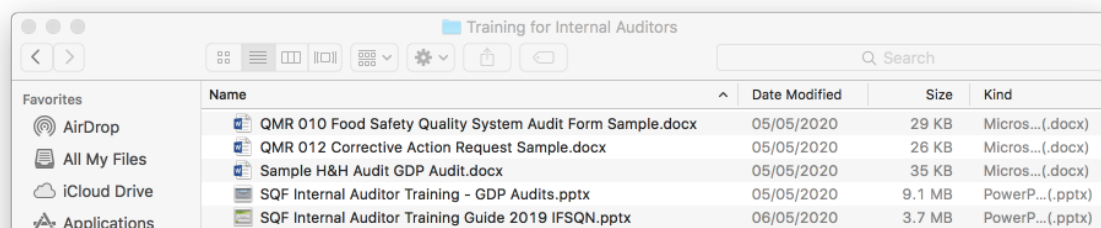


Department - Example Training Matrix



The image shows a complex spreadsheet titled 'Department - Example Training Matrix'. It contains multiple columns for various departments and rows for different training modules, with cells containing green and red checkmarks indicating training status.

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

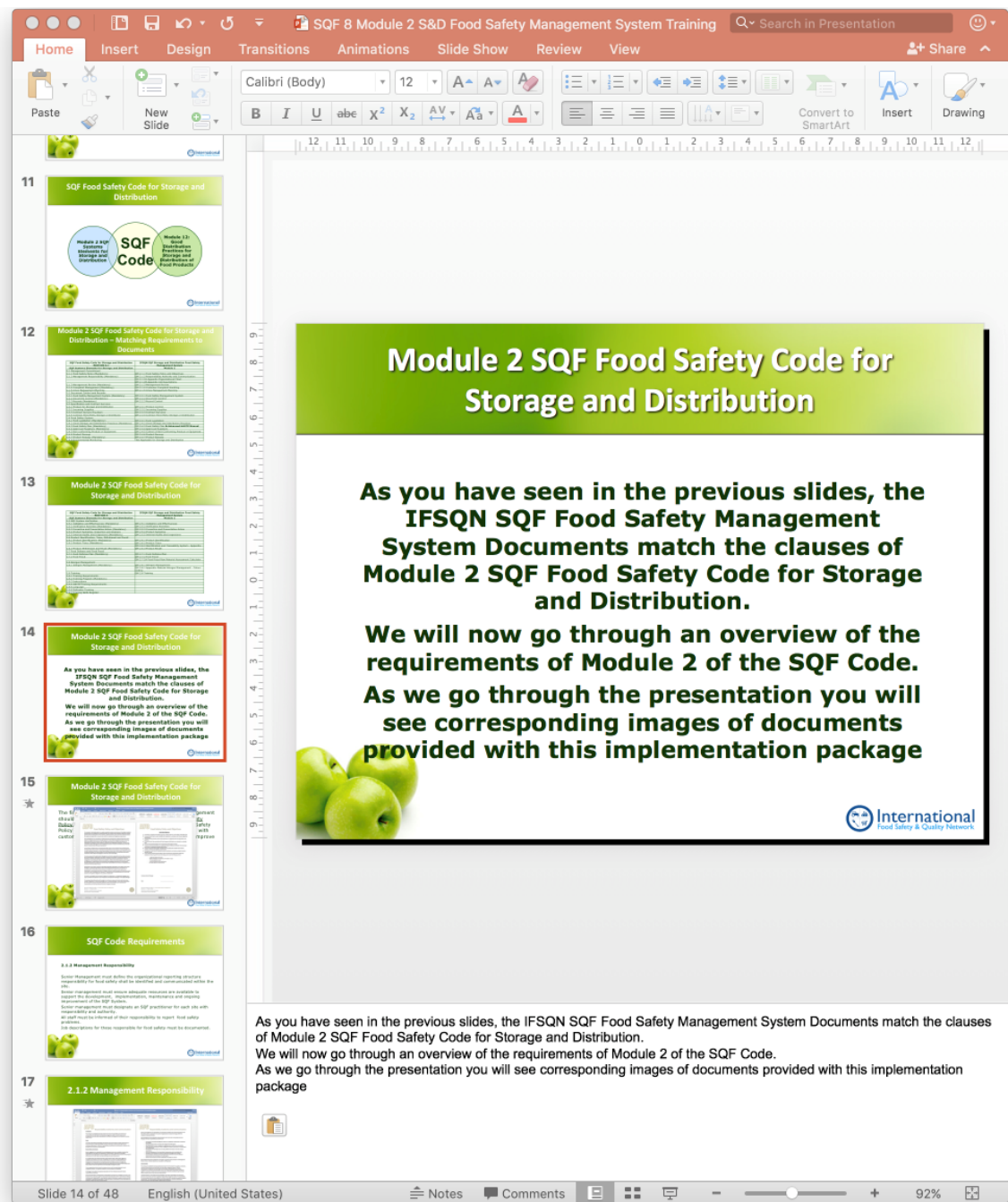


Name	Date Modified	Size	Kind
QMR 010 Food Safety Quality System Audit Form Sample.docx	05/05/2020	29 KB	Micros...(.docx)
QMR 012 Corrective Action Request Sample.docx	05/05/2020	26 KB	Micros...(.docx)
Sample H&H Audit GDP Audit.docx	05/05/2020	35 KB	Micros...(.docx)
SQF Internal Auditor Training - GDP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

SQF Storage & Distribution Food Safety Management System Start Up Guide

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.



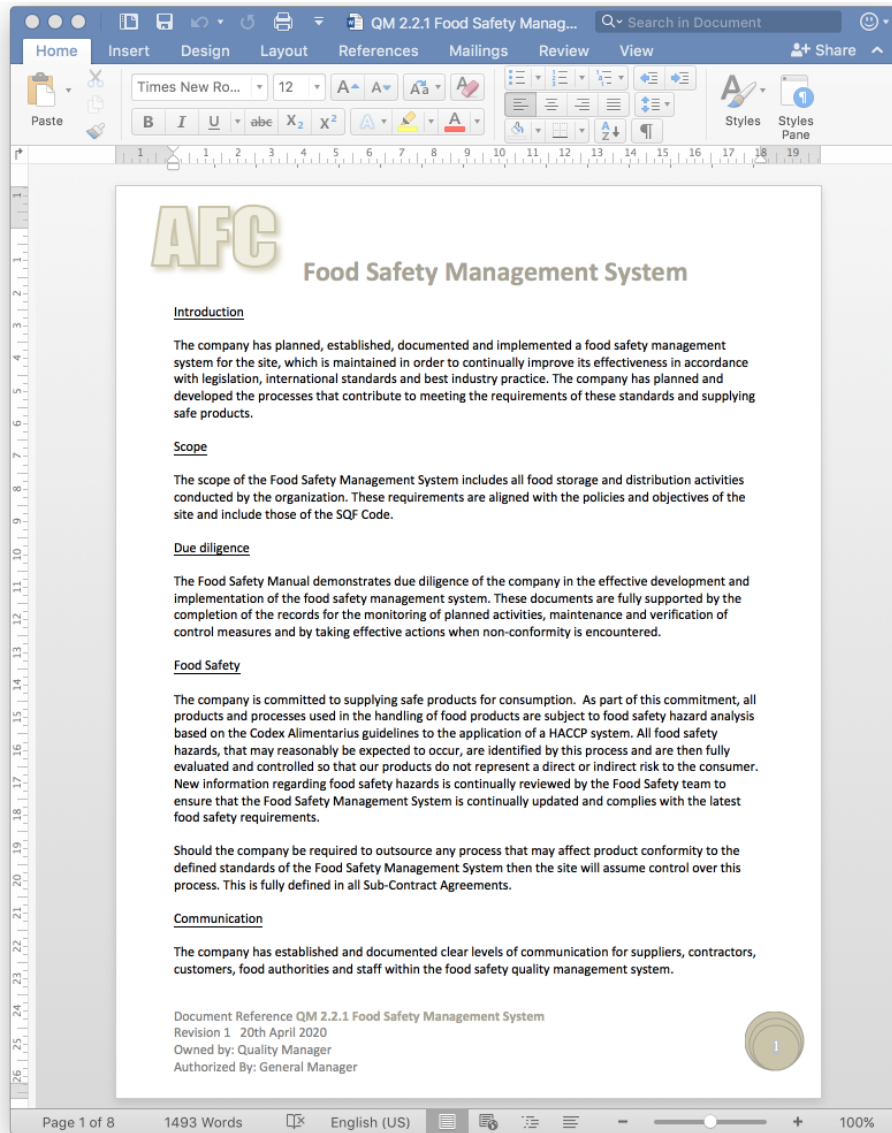
SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the SQF Food Safety Management System Module 2 folder

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)	

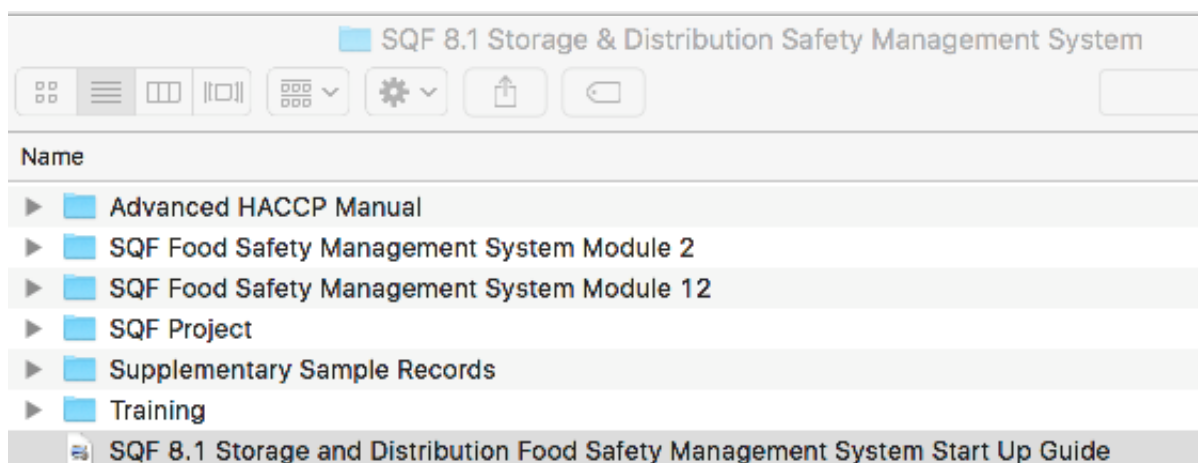
The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

SQF Storage & Distribution Food Safety Management System Start Up Guide



SQF Storage & Distribution Food Safety Management System Start Up Guide

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



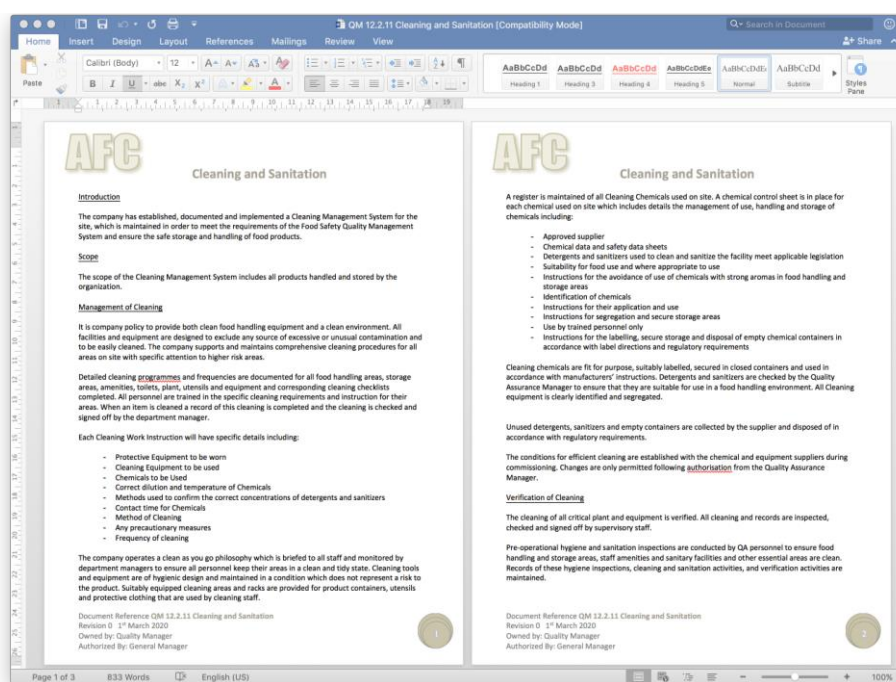
A screenshot of a file explorer window titled "SQF Food Safety Management System Module 12". The window shows a list of documents. The table below represents the data shown in the screenshot.

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

SQF Storage & Distribution Food Safety Management System Start Up Guide

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



SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Advanced HACCP Manual Folder

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)

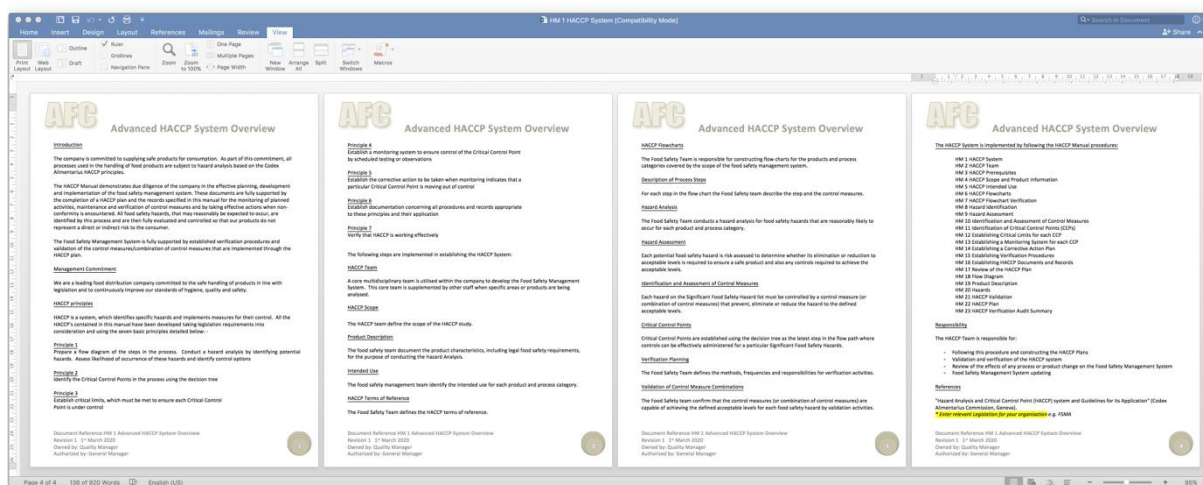
This folder's documents supplement QM 2.4.3 Food Safety Plan



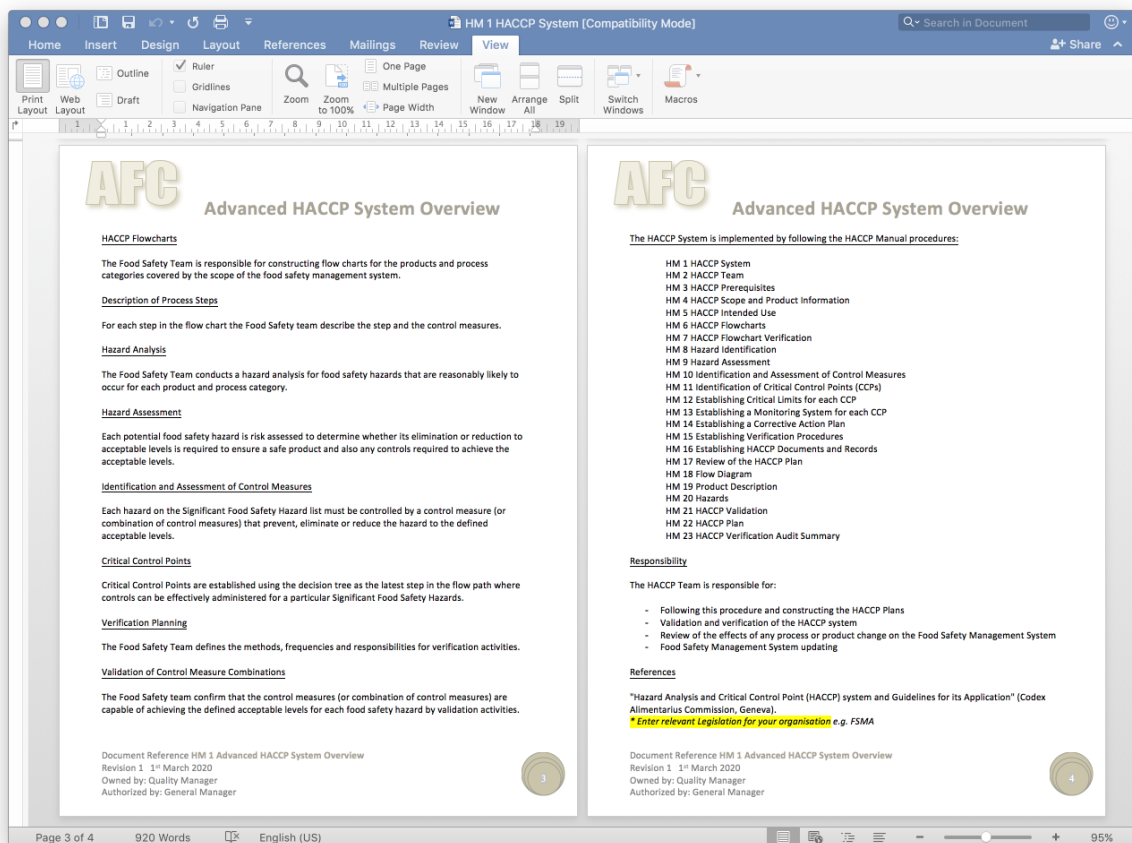
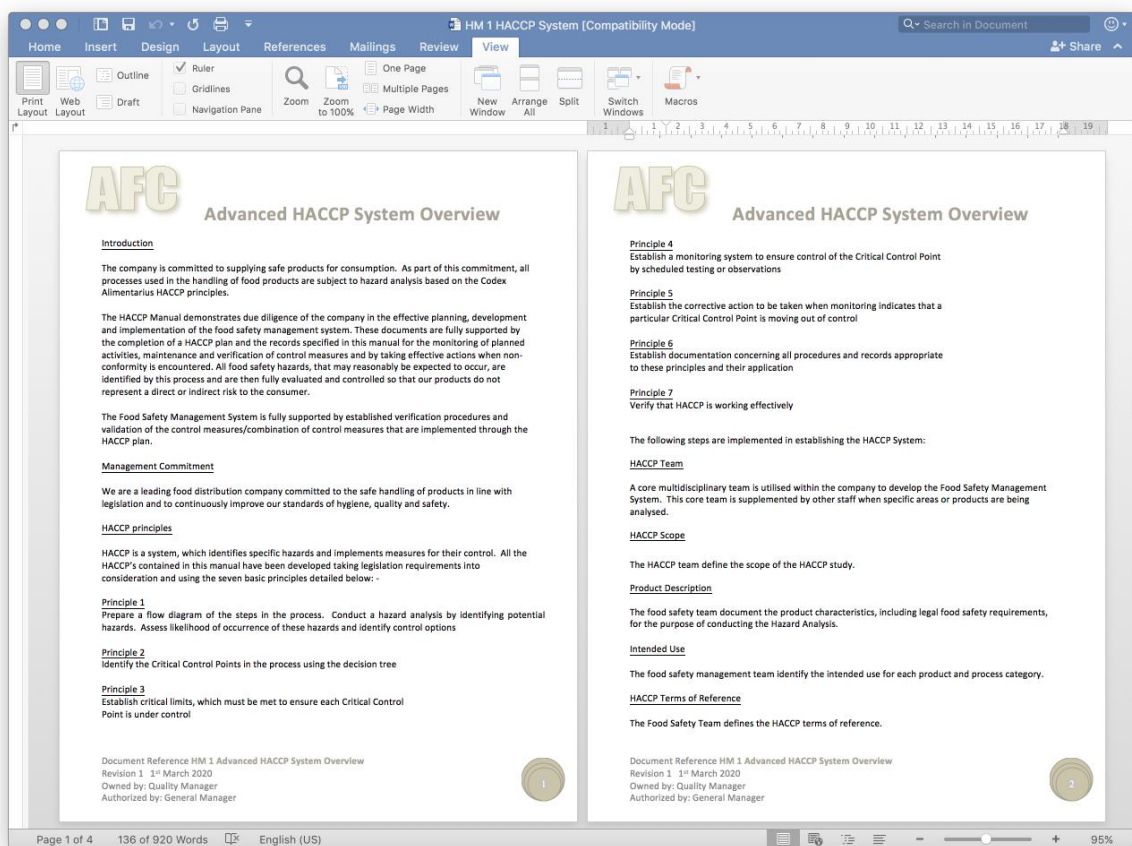
SQF Storage & Distribution Food Safety Management System Start Up Guide

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



SQF Storage & Distribution Food Safety Management System Start Up Guide



SQF Storage & Distribution Food Safety Management System Start Up Guide

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

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Decision Tree	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	Not a CCP	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 * TDON PRODUCER	QM 12.6.1 - 6 Storage	Storage < -18 °C	CCP	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	CCP	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	CCP	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	CCP	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

SQF Hazard Analysis & Food Safety Plan Template Instructions

Tony Connor, Chief Technical Advisor, IFSQN.

1. SQF Hazard Analysis & Food Safety Plan Template Instructions

2. Open the file SQF Hazard Analysis & Food Safety Plan Template

3. Enter Step Number

4. Enter Step Name

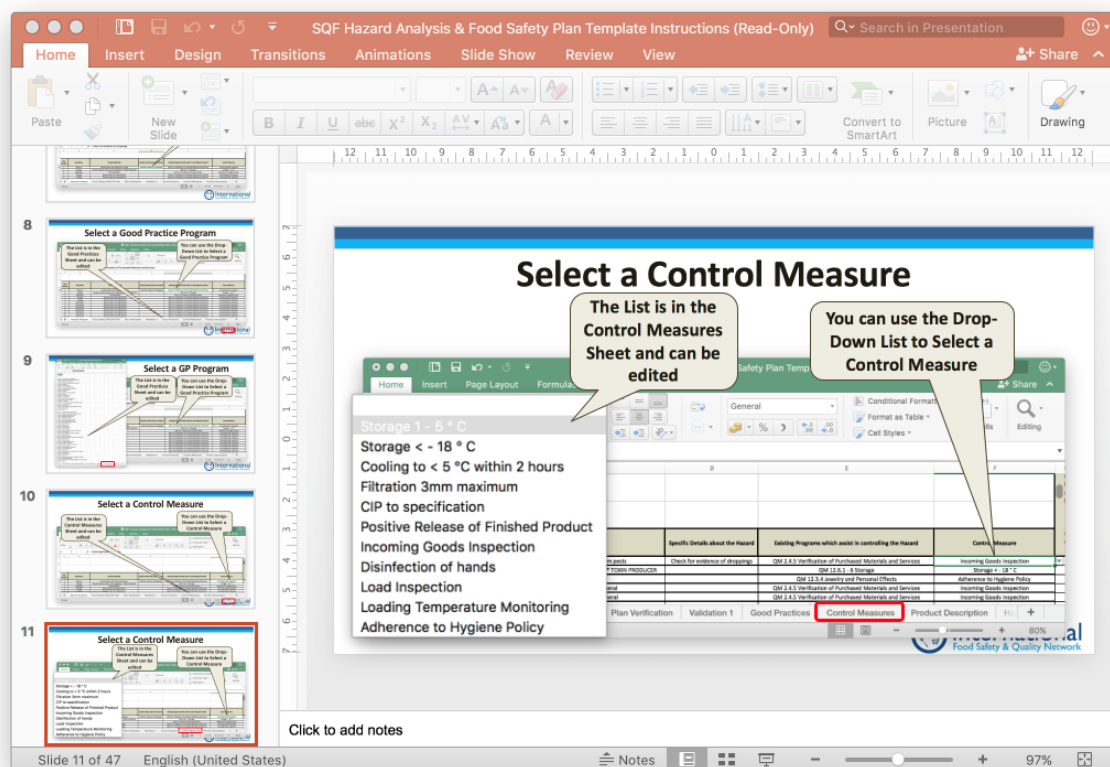
5. Enter Step Name

6. Select a Hazard

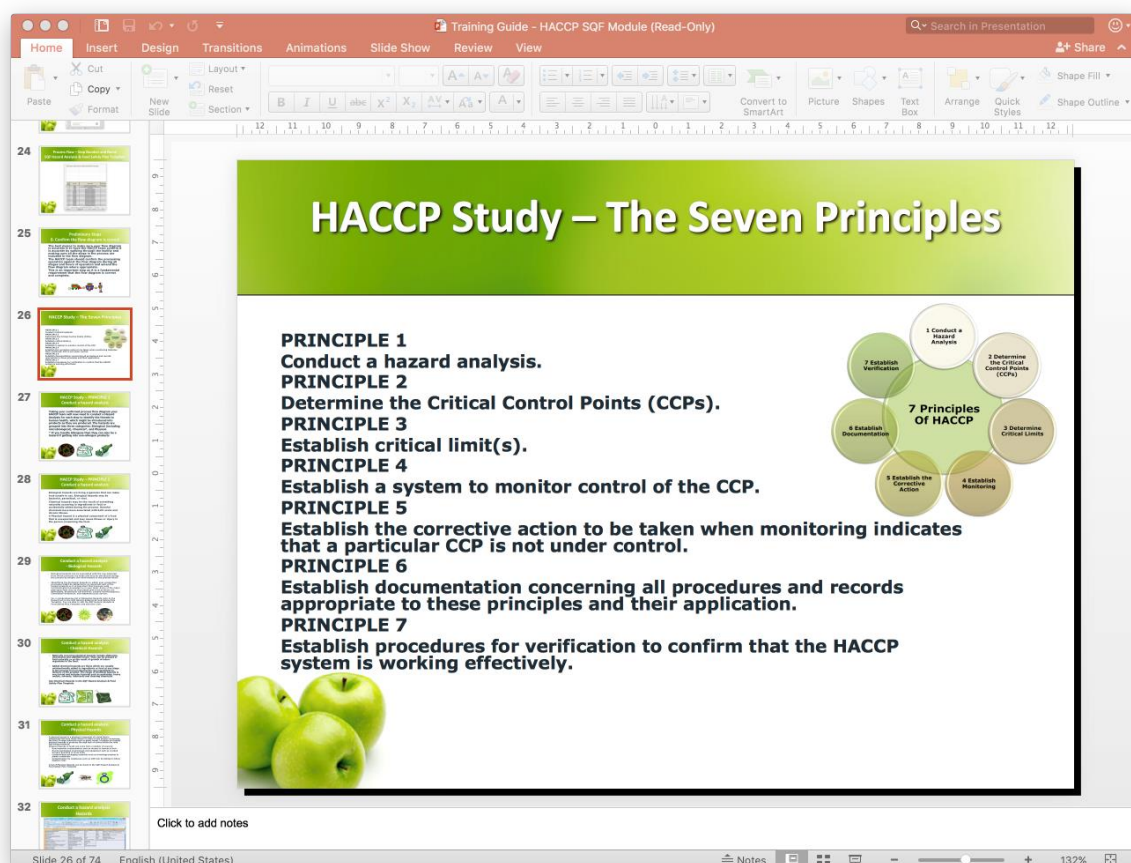
7. Add comments/notes about the Hazard

8. Click to add notes

SQF Storage & Distribution Food Safety Management System Start Up Guide



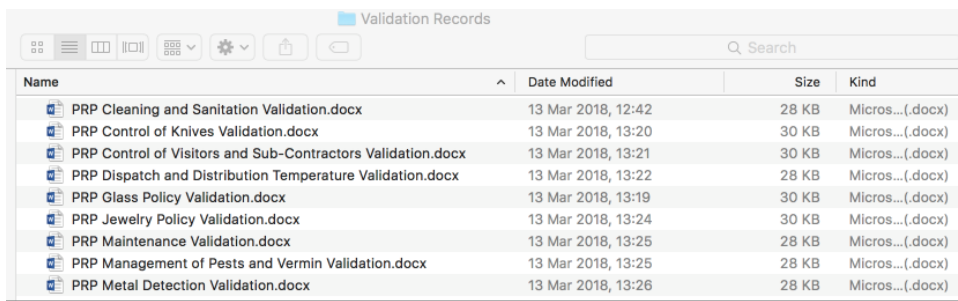
This folder also contains a HACCP Training PowerPoint Presentation:



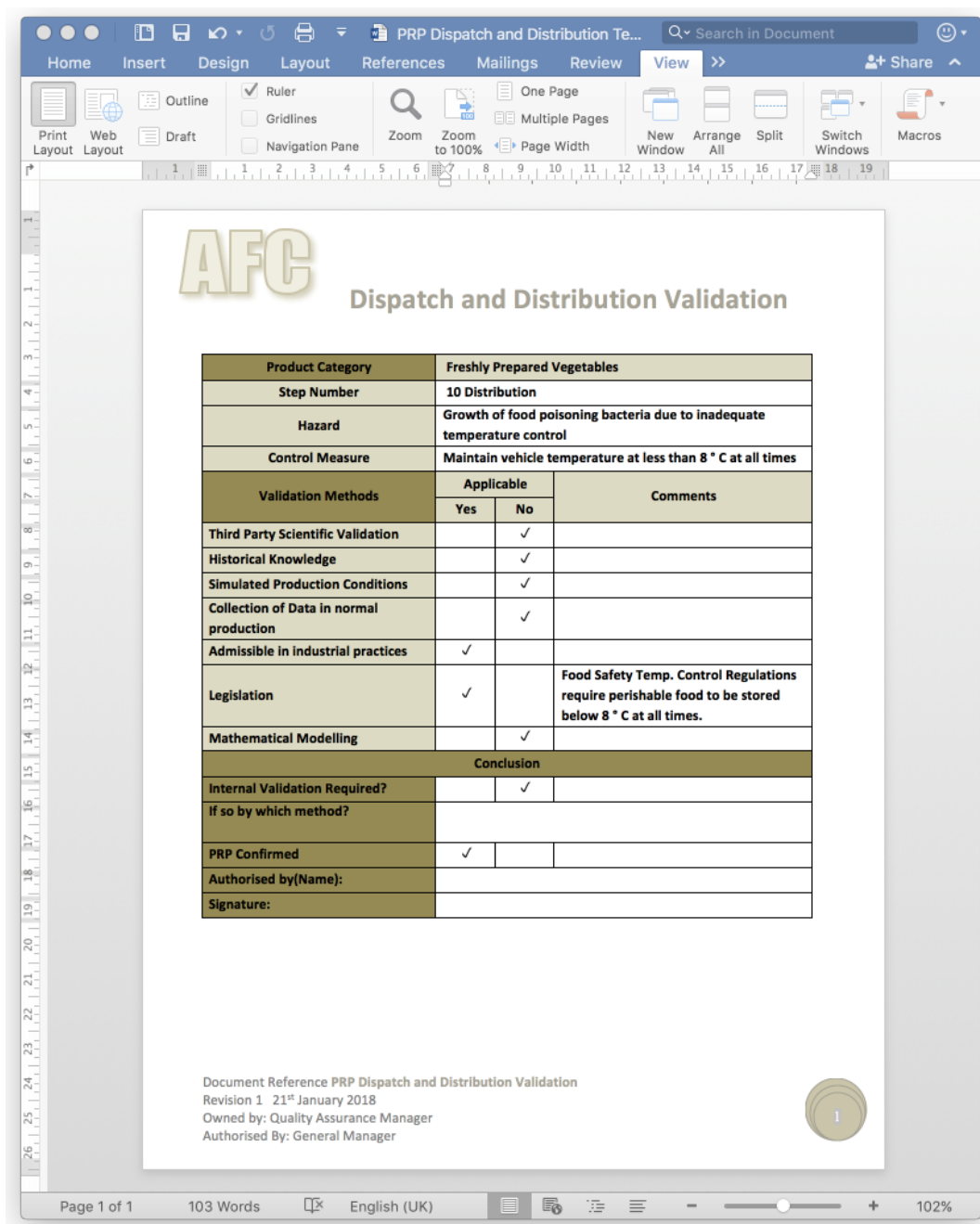
SQF Storage & Distribution Food Safety Management System Start Up Guide

Next, open the Sample Validation Records Sub-Folder

There are a range of 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 21st 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 Start Up Guide

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.

GDP Audit Form
Inspections are carried out using GDP Audit Form.

Inspections are carried out using GDP Audit Form. There is an example in the package.

International Food Safety & Quality Network

What's Not Good

Floor corroded and in poor condition.
Score of 1 or 2 for this depending on the area

Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor needs resealing urgently
Drains	3	
Ceiling	3	

What's not good

SQF Storage & Distribution Food Safety Management System Start Up Guide

QMR 010 Food Safety Quality System Audit Form Sample

AFC

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 Number: QM 12.6	Area: Storage and Transport	Issue Number: 1
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 <u>never</u> be on the floor. To be completed by 8 th December 2019			

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 1st November 2019
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 561 Words English (US) 100%