This workbook is provided to assist in the implementation of your IFSQN SQF Code Edition 9 & FSMA Implementation Package.

The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

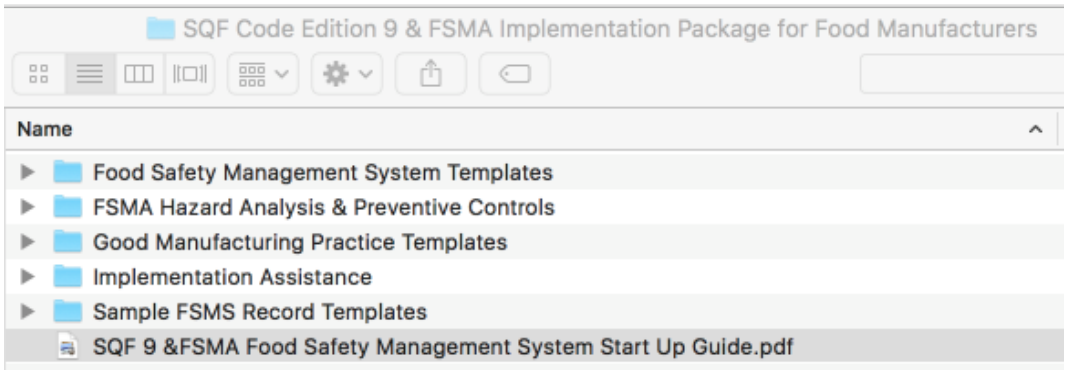
- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Note: The IFSQN SQF Code Edition 9 & FSMA Implementation Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.

As a preliminary to Step 1 we recommend that the you obtain a copy of the SQF Food Safety Code: Food Manufacturing Edition 9 and the Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites from the SQFI website

(They are free to download)

When you download the package, you will find the Start-Up Guide and 5 folders containing the package contents:



## Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements for Food Manufacturing and Module 11: Good Manufacturing Practices for Processing of Food Products are provided. The presentations will introduce the SQF Food Safety Management System Package to the management team and explain how the Food Safety Management System Tools & Templates match and comply with the SQF modules.

## Step Two: 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
- ✓ Plan to establish a food safety culture

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

## 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
10. Plan to establish a food safety culture

Attendees:

| **Senior Management Team** | | |
|---|---|---|
| **Job Title** | **Name** | **Role in Team** |
| Managing Director | | Chairman |
| Operations Manager | | Operations Reporting |
| Quality Manager | | Food Safety Reporting |
| 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 |

## 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 Code Edition 9 2020 | |
| | Food Regulations | |
| | FSMA Preventive Controls Rule for Human Food | |
| | | |
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| Action (ii) | Senior Management decides which Food Safety requirements the company should address and develop relevant policies. | |
| | Requirement | Policy Details |
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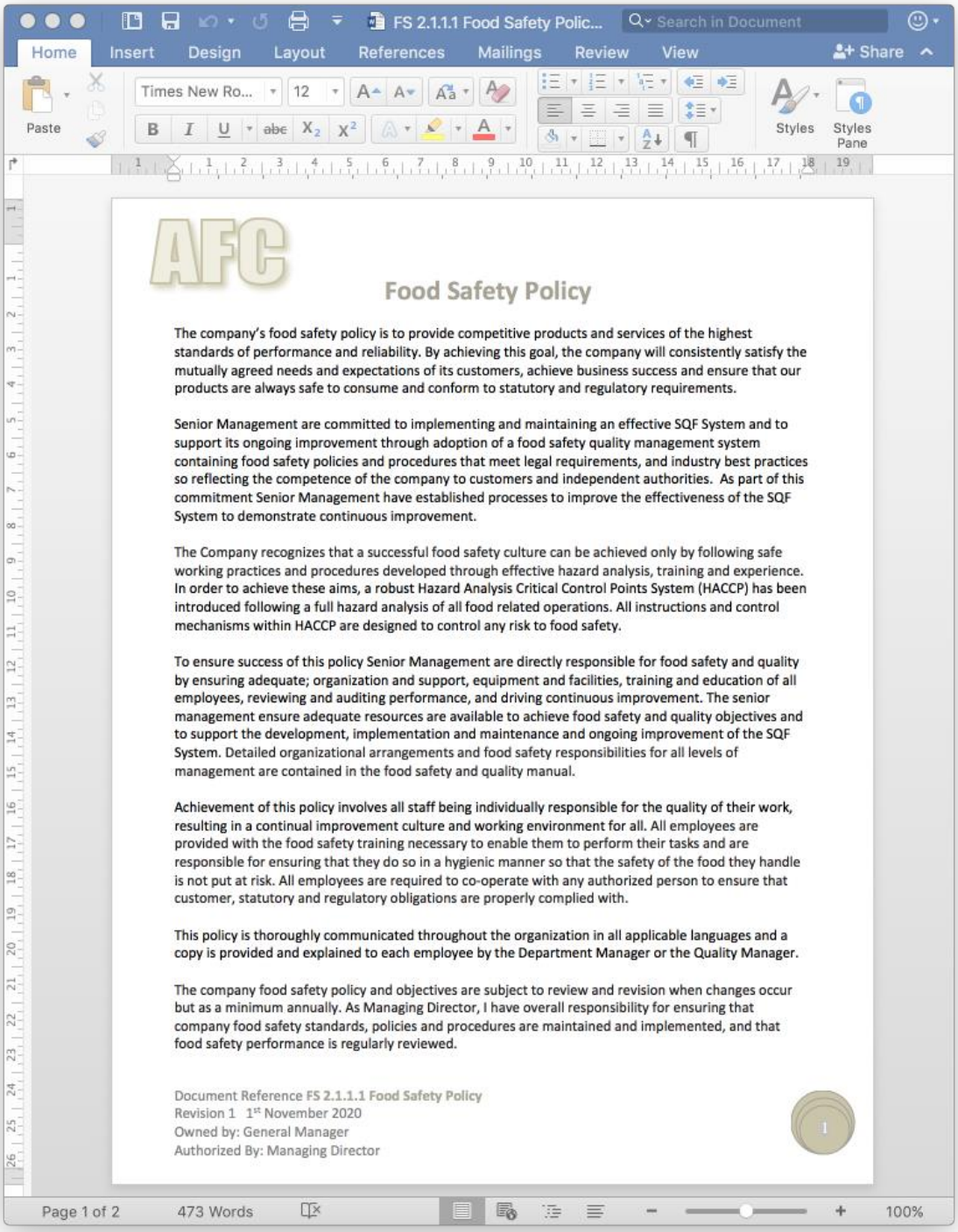
| At a later stage, Senior Management will be required to carry out a management review | | |
| After implementation and verification Senior Management take action to continually improve the FSMS | | |

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
- ✓ An Action Plan to lead and support a food safety culture within the site

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

# Food Safety Policy and Objectives



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## Food Safety Policy

The company's food safety policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal, the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume and conform to statutory and regulatory requirements.

Senior Management are committed to implementing and maintaining an effective SQF System and to support its ongoing improvement through adoption of a food safety quality management system containing food safety policies and procedures that meet legal requirements, and industry best practices so reflecting the competence of the company to customers and independent authorities. As part of this commitment Senior Management have established processes to improve the effectiveness of the SQF System to demonstrate continuous improvement.

The Company recognizes that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate; organization and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. The senior management ensure adequate resources are available to achieve food safety and quality objectives and to support the development, implementation and maintenance and ongoing improvement of the SQF System. Detailed organizational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to co-operate with any authorized person to ensure that customer, statutory and regulatory obligations are properly complied with.

This policy is thoroughly communicated throughout the organization in all applicable languages and a copy is provided and explained to each employee by the Department Manager or the Quality Manager.

The company food safety policy and objectives are subject to review and revision when changes occur but as a minimum annually. As Managing Director, I have overall responsibility for ensuring that company food safety standards, policies and procedures are maintained and implemented, and that food safety performance is regularly reviewed.

Document Reference FS 2.1.1.1 Food Safety Policy
Revision 1 1st November 2020
Owned by: General Manager
Authorized By: Managing Director

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

The scope of the Quality 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 SQF Food Safety Code for Manufacturing Edition 8.

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

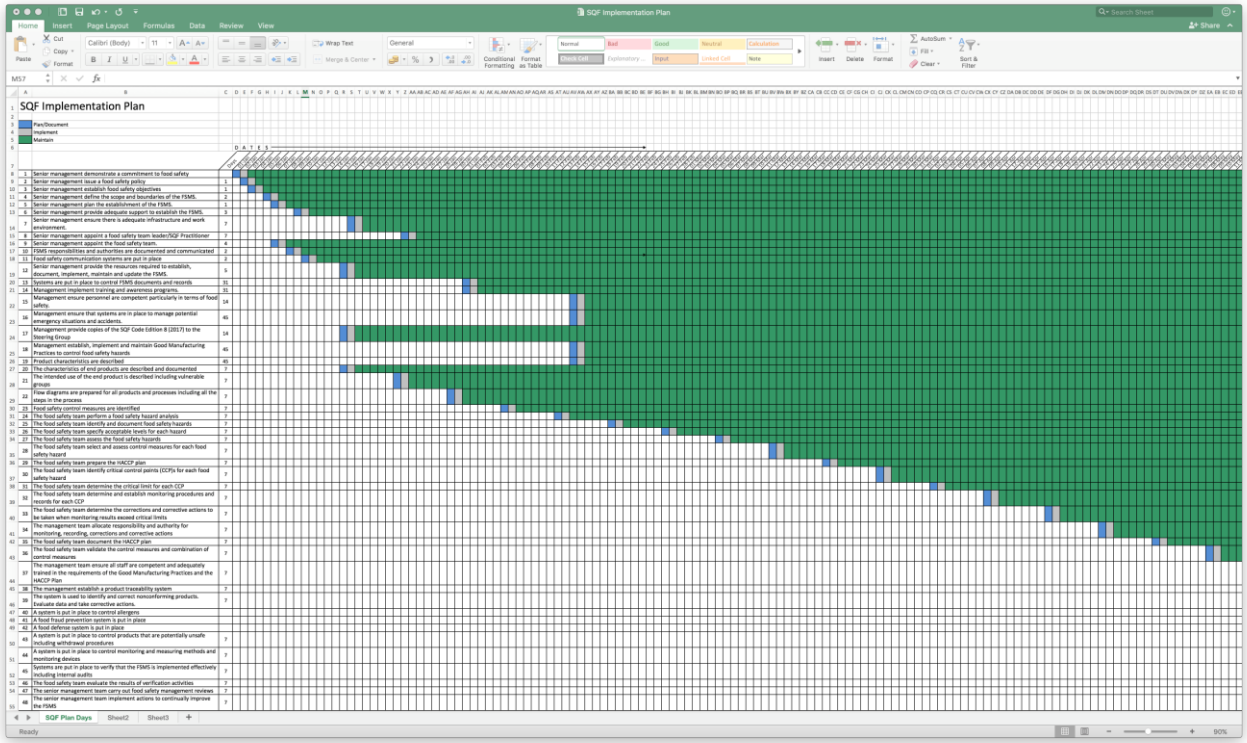
- Food Regulations
- National/International Standards
- Customer Codes of Practice
- FSMA Final Rule for Preventive Controls for Animal Food

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 organization assumes full control of this process.

## Senior Management Establish the Project Plan

Using the Excel Project Planner Senior Management adapt the template supplied with the system to establish a Project Plan.



## Senior Management provide adequate support to establish the FSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

| | | |
|---|---|---|
| Action (vi) | Senior management provide adequate support to establish the FSMS | |
| | Resource requirement | Details |
| | Food Safety Team Leader/SQF Practitioner/PCQI | |
| | Food Safety Team | |
| | FSMS Steering Group | |
| | Trainers | |
| | Internal Auditors | |
| | | |
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- Presenting FSMS information for senior management review so that actions for improvement can be determined.
- Ensuring that the Food Safety team are fully qualified and trained to meet the company requirements.
- Ensure the development of the Food Safety Fundamentals and the Food Safety Plan.
- Promotion of the awareness of customer requirements throughout the company.
- External communication and liaison regarding the management systems.

*Remember the SQF Practitioner is verified by the SQF Auditor at each Audit to ensure:*

- ✓ *They are employed by the Supplier as a permanent full time employee and hold a position of responsibility in managing of the Food Safety Management System*
- ✓ *Have completed a HACCP Training Course and be experienced and competent to implement and maintain HACCP Plans*
- ✓ *Have an understanding of the* SQF Food Safety Code for Manufacturing Edition 9 *(Completion of the "Implementing SQF Systems Training Course Exam" would meet this requirement)*

*The SQF Practitioner is also likely to be the PCQI:* Preventive controls qualified individual means a qualified individual who has successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system.

## Key Personnel and Nominated Deputies

| Job Title | Job Holder | Nominated Deputy |
|---|---|---|
| Emergency Response Coordinator | | |
| Food Safety Team Leader | | |
| General Manager | | |
| Operations Manager | | |
| Production Manager | | |
| Warehouse Manager | | |
| Maintenance Manager | | |
| Factory Safety Manager | | |
| Human Resource Manager | | |
| Quality Manager | | |
| Production Supervisor | | |
| Packing Manager | | |
| Quality Manager | | |
| Planning Manager | | |
| Goods Receipt Manager | | |
| Design and Development Manager | | |
| Planning Manager | | |
| Customer Service Manager | | |
| Laboratory Manager | | |
| Distribution Manager | | |
| Project Manager | | |

## Senior Management Establish Food Safety Management System Steering Group

| Food Safety Management System Steering Group | | | |
|---|---|---|---|
| **FSMS Team Member** | **Name** | **Position** | **Qualification** |
| FSMS Team Leader | | | |
| FSMS Assistant Leader | | | |
| FSMS Team Members | | | |
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## Senior Management Establish a Food Safety Team

| Food Safety and Quality Audit Team | | | |
|---|---|---|---|
| **FSMS Audit Team** | **Name** | **Position** | **Qualification** |
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## Senior Management Establish a Product Recall/Crisis Management Team

| Crisis Management/Product Recall Team | | | |
|---|---|---|---|
| **Crisis** | **Name** | **Crisis Coordinator** | **Contact Details** |
| Fire or Site evacuation | | Health and Safety Manager | |
| Utility Supply failure | | Maintenance Manager | |
| IT systems failure | | Operations Manager | |
| Water Supply Contamination | | Quality Manager | |
| Breaches of security | | Managing Director | |
| Distribution Failure | | Distribution Manager | |
| Extortion or Sabotage | | General Manager | |
| Product quality or safety | | Quality Manager | |
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## Senior Management Establish Food Safety Responsibility & Authority Levels

| Process | Responsible Persons | Activity |
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- Management Changes and changes in levels of responsibility and authority

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 Quality Management System.

| Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels | | |
|---|---|---|
| Communication required | Details | Responsibility |
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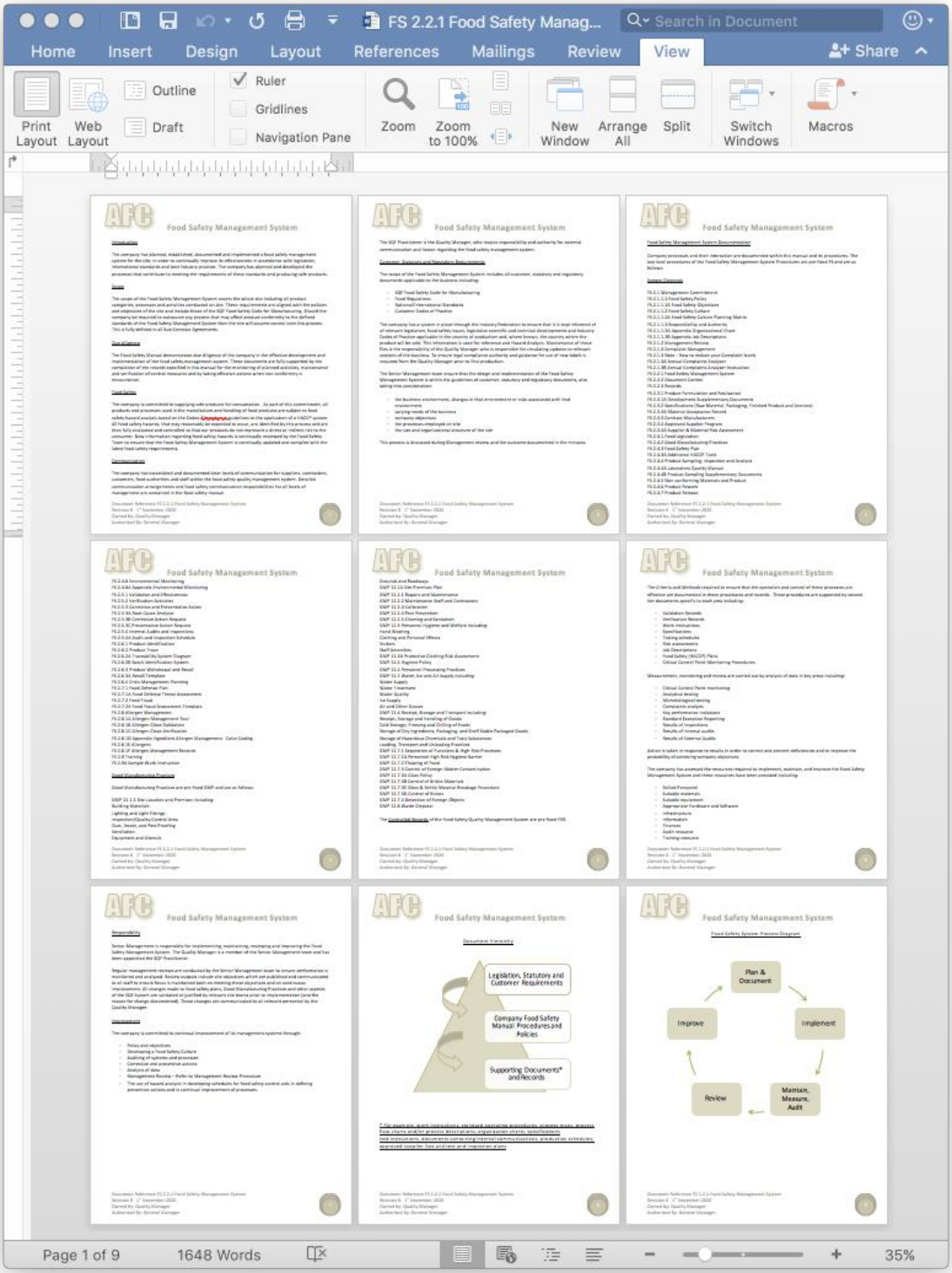
## Step Three: Food Safety Management System

The SQF Food Safety Management System Package contains a comprehensive top level Food Safety Management 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:

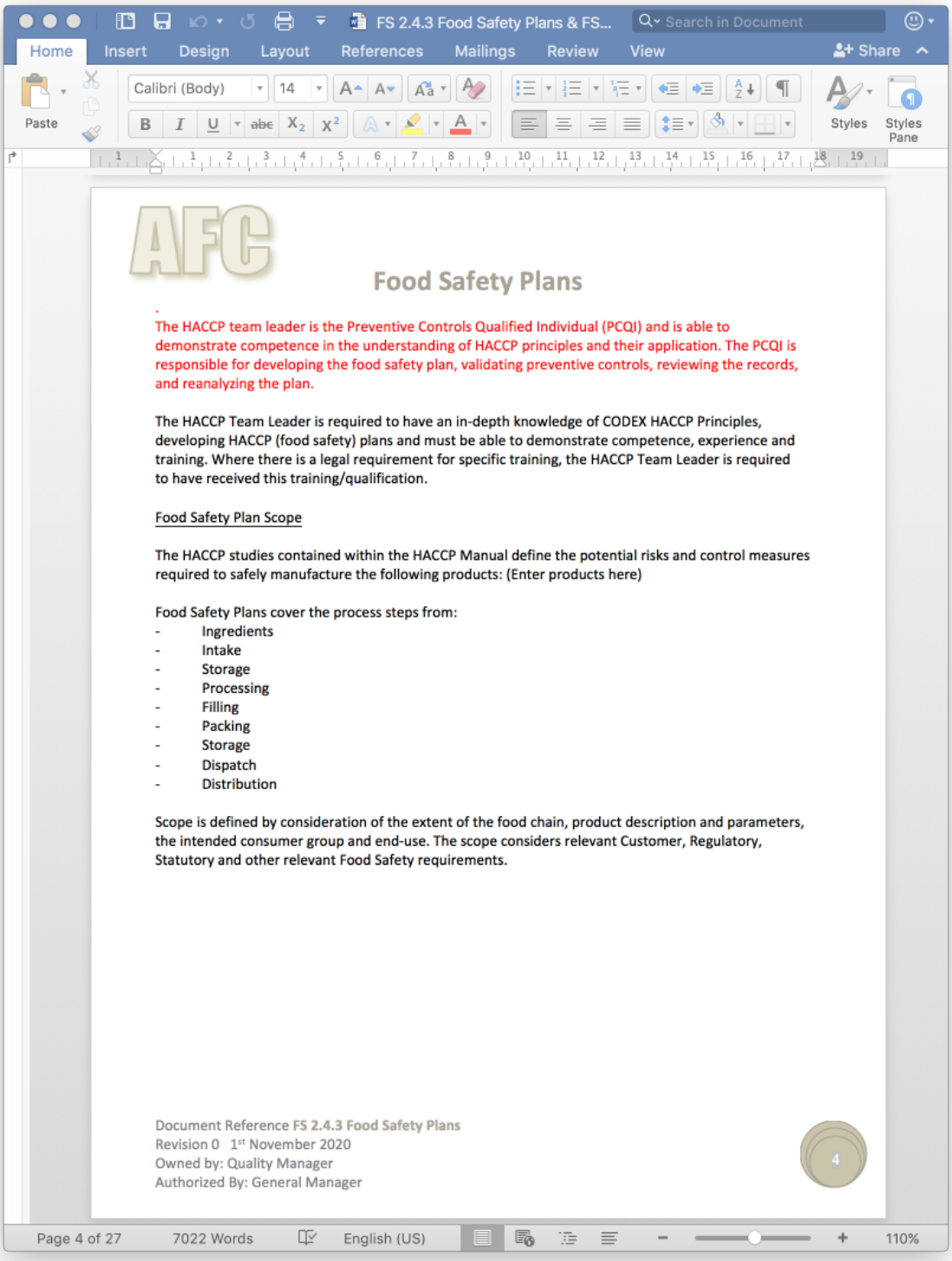
Food Safety Management System Elements Procedures

FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2A Food Safety Culture Planning Matrix
FS 2.1.1.3 Responsibility and Authority
FS 2.1.1.3A Appendix Organizational Chart
FS 2.1.1.3B Appendix Job Descriptions
FS 2.1.2 Management Review
FS 2.1.3 Complaint Management
FS 2.1.3 Note - How to reduce your Complaint levels
FS 2.1.3A Annual Complaints Analyzer
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Records
FS 2.3.1 Product Formulation and Realization
FS 2.3.1A Development Supplementary Documents
FS 2.3.2 Specifications
FS 2.3.2A Material Acceptance Record
FS 2.3.3 Contract Manufacturers
FS 2.3.4 Approved Supplier Program
FS 2.3.4A Supplier & Material Risk Assessment
FS 2.4.1 Food Legislation
FS 2.4.2 Good Manufacturing Practices
FS 2.4.3 Food Safety Plan
FS 2.4.3A Additional HACCP Tools
FS 2.4.4 Product Sampling, Inspection and Analysis
FS 2.4.4A Laboratory Quality Manual
FS 2.4.4B Product Sampling Supplementary Documents
FS 2.4.5 Non-conforming Materials and Product
FS 2.4.6 Product Rework
FS 2.4.7 Product Release




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

Note: When there are additional FSMA requirements to the SQF Code based on SQFI Guidance for the Implementation of the Preventive Controls for Human Food Rule for SQF Certified Sites these requirements are identified in red text:



FS 2.4.3 Food Safety Plans & FS...

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AFC

## Food Safety Plans

The HACCP team leader is the Preventive Controls Qualified Individual (PCQI) and is able to demonstrate competence in the understanding of HACCP principles and their application. The PCQI is responsible for developing the food safety plan, validating preventive controls, reviewing the records, and reanalyzing the plan.

The HACCP Team Leader is required to have an in-depth knowledge of CODEX HACCP Principles, developing HACCP (food safety) plans and must be able to demonstrate competence, experience and training. Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

Food Safety Plan Scope

The HACCP studies contained within the HACCP Manual define the potential risks and control measures required to safely manufacture the following products: (Enter products here)

Food Safety Plans cover the process steps from:

- Ingredients
- Intake
- Storage
- Processing
- Filling
- Packing
- Storage
- Dispatch
- Distribution

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements.

Document Reference FS 2.4.3 Food Safety Plans
Revision 0 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager

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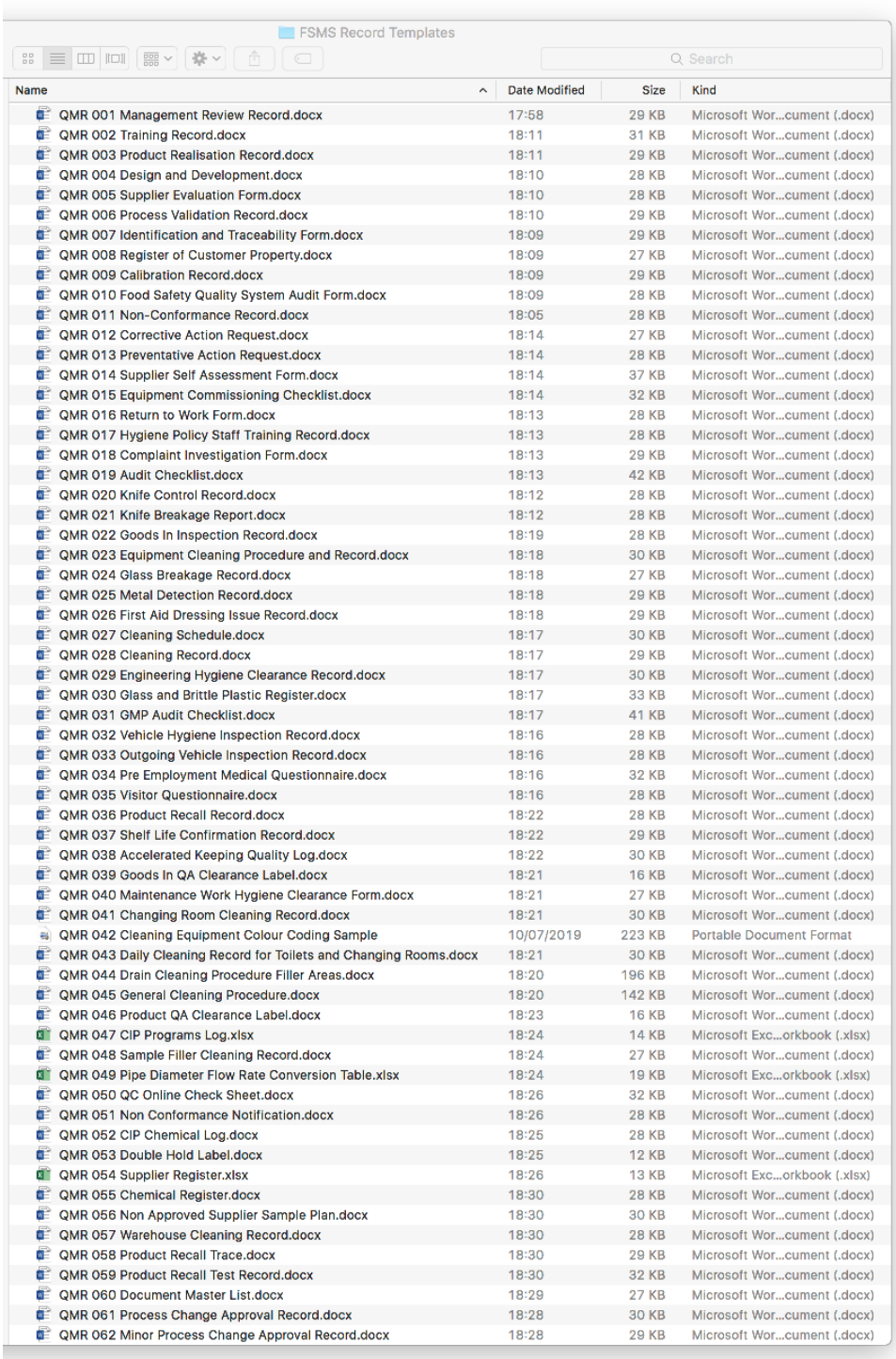
Page 4 of 27 7022 Words English (US) 110%

## Food Safety Management System Record Templates

A comprehensive range of easy to use food safety record templates:

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| QMR 002 Training Record.docx | 18:11 | 31 KB | Microsoft Wor...cument (.docx) |
| QMR 003 Product Realisation Record.docx | 18:11 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 004 Design and Development.docx | 18:10 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 005 Supplier Evaluation Form.docx | 18:10 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 006 Process Validation Record.docx | 18:10 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 007 Identification and Traceability Form.docx | 18:09 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 008 Register of Customer Property.docx | 18:09 | 27 KB | Microsoft Wor...cument (.docx) |
| QMR 009 Calibration Record.docx | 18:09 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 010 Food Safety Quality System Audit Form.docx | 18:09 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 011 Non-Conformance Record.docx | 18:05 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 012 Corrective Action Request.docx | 18:14 | 27 KB | Microsoft Wor...cument (.docx) |
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| QMR 016 Return to Work Form.docx | 18:13 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 017 Hygiene Policy Staff Training Record.docx | 18:13 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 018 Complaint Investigation Form.docx | 18:13 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 019 Audit Checklist.docx | 18:13 | 42 KB | Microsoft Wor...cument (.docx) |
| QMR 020 Knife Control Record.docx | 18:12 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 021 Knife Breakage Report.docx | 18:12 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 022 Goods In Inspection Record.docx | 18:19 | 28 KB | Microsoft Wor...cument (.docx) |
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| QMR 025 Metal Detection Record.docx | 18:18 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 026 First Aid Dressing Issue Record.docx | 18:18 | 29 KB | Microsoft Wor...cument (.docx) |
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| QMR 028 Cleaning Record.docx | 18:17 | 29 KB | Microsoft Wor...cument (.docx) |
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| QMR 032 Vehicle Hygiene Inspection Record.docx | 18:16 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 033 Outgoing Vehicle Inspection Record.docx | 18:16 | 28 KB | Microsoft Wor...cument (.docx) |
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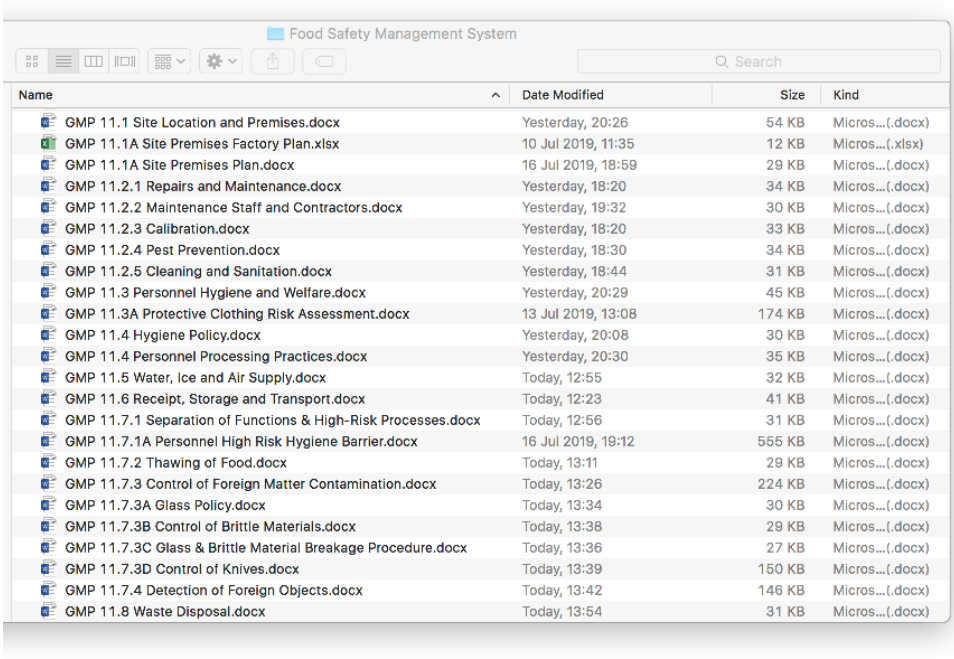
| QMR 035 Visitor Questionnaire.docx | 18:16 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 036 Product Recall Record.docx | 18:22 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 037 Shelf Life Confirmation Record.docx | 18:22 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 038 Accelerated Keeping Quality Log.docx | 18:22 | 30 KB | Microsoft Wor...cument (.docx) |
| QMR 039 Goods In QA Clearance Label.docx | 18:21 | 16 KB | Microsoft Wor...cument (.docx) |
| QMR 040 Maintenance Work Hygiene Clearance Form.docx | 18:21 | 27 KB | Microsoft Wor...cument (.docx) |
| QMR 041 Changing Room Cleaning Record.docx | 18:21 | 30 KB | Microsoft Wor...cument (.docx) |
| QMR 042 Cleaning Equipment Colour Coding Sample | 10/07/2019 | 223 KB | Portable Document Format |
| QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx | 18:21 | 30 KB | Microsoft Wor...cument (.docx) |
| QMR 044 Drain Cleaning Procedure Filler Areas.docx | 18:20 | 196 KB | Microsoft Wor...cument (.docx) |
| QMR 045 General Cleaning Procedure.docx | 18:20 | 142 KB | Microsoft Wor...cument (.docx) |
| QMR 046 Product QA Clearance Label.docx | 18:23 | 16 KB | Microsoft Wor...cument (.docx) |
| QMR 047 CIP Programs Log.xlsx | 18:24 | 14 KB | Microsoft Exc...orkbook (.xlsx) |
| QMR 048 Sample Filler Cleaning Record.docx | 18:24 | 27 KB | Microsoft Wor...cument (.docx) |
| QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx | 18:24 | 19 KB | Microsoft Exc...orkbook (.xlsx) |
| QMR 050 QC Online Check Sheet.docx | 18:26 | 32 KB | Microsoft Wor...cument (.docx) |
| QMR 051 Non Conformance Notification.docx | 18:26 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 052 CIP Chemical Log.docx | 18:25 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 053 Double Hold Label.docx | 18:25 | 12 KB | Microsoft Wor...cument (.docx) |
| QMR 054 Supplier Register.xlsx | 18:26 | 13 KB | Microsoft Exc...orkbook (.xlsx) |
| QMR 055 Chemical Register.docx | 18:30 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 056 Non Approved Supplier Sample Plan.docx | 18:30 | 30 KB | Microsoft Wor...cument (.docx) |
| QMR 057 Warehouse Cleaning Record.docx | 18:30 | 28 KB | Microsoft Wor...cument (.docx) |
| QMR 058 Product Recall Trace.docx | 18:30 | 29 KB | Microsoft Wor...cument (.docx) |
| QMR 059 Product Recall Test Record.docx | 18:30 | 32 KB | Microsoft Wor...cument (.docx) |
| QMR 060 Document Master List.docx | 18:29 | 27 KB | Microsoft Wor...cument (.docx) |
| QMR 061 Process Change Approval Record.docx | 18:28 | 30 KB | Microsoft Wor...cument (.docx) |
| QMR 062 Minor Process Change Approval Record.docx | 18:28 | 29 KB | Microsoft Wor...cument (.docx) |

## Step Four: Good Manufacturing Practices Implementation

The SQF Food Safety Management System Package contains a comprehensive Good Manufacturing Practice procedural 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:

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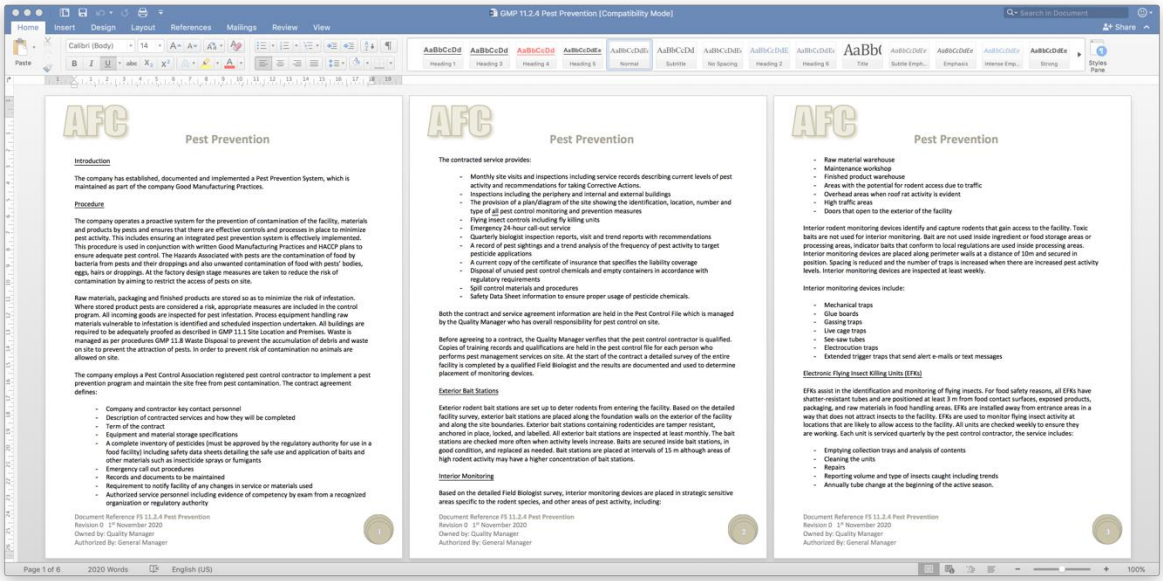

## Step Five: Project SQF Implementation

The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ Make sure that the Steering Group are established and briefed
- ✓ Make sure that 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 | | | |
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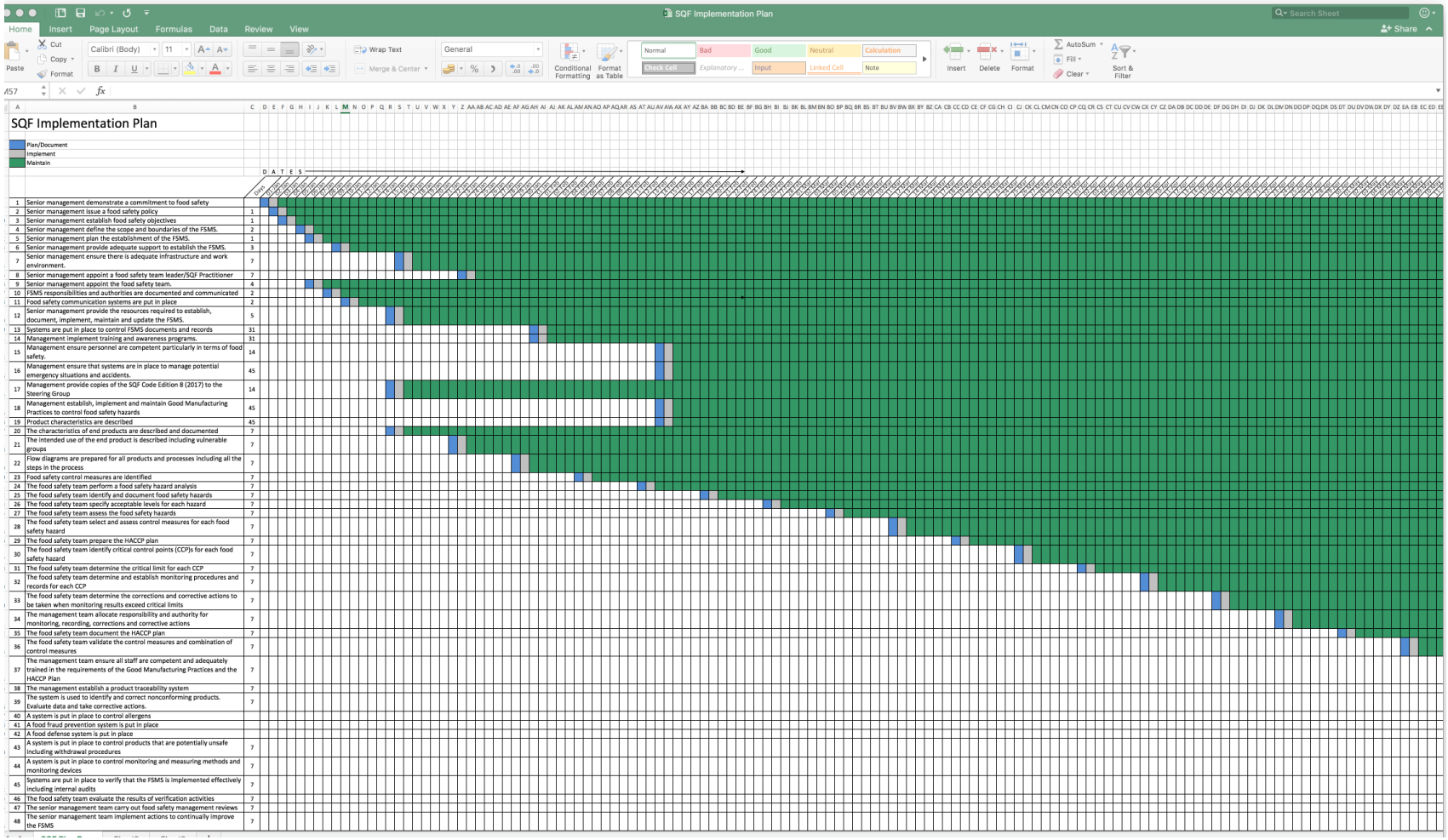
## Project Plan

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.



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

| | | | | | |
|---|---|---|---|---|---|
| | described | | Implementation Guide | | |
| 20) | The characteristics of end products are described and documented | | Step Six: HACCP Implementation Guide | | |
| 21) | The intended use of the end product is described including vulnerable groups | | Step Six: HACCP Implementation Guide | | |
| 22) | Flow diagrams are prepared for all products and processes including all the steps in the process | | Step Six: HACCP Implementation Guide | | |
| 23) | Food safety control measures are identified | | Step Six: HACCP Implementation Guide | | |
| 24) | The food safety team perform a food safety hazard analysis | | Step Six: HACCP Implementation Guide | | |
| 25) | The food safety team identify and document food safety hazards | | Step Six: HACCP Implementation Guide | | |
| **** FSMA Preventive Controls for Human Food Rule requires §117.126 Food safety plans and §117.135 Preventive controls: (a) (1) You must identify and implement preventive controls to provide assurances that any hazards requiring a preventive control will be significantly minimized or prevented … Your team will need to also follow guidelines in the FSMA Hazard Analysis & Preventive Controls Folder and document Preventive Controls and CCPs in a Food Safety Plan. | | | | | |
| 26) | The food safety team specify acceptable levels for each hazard | | Step Six: HACCP Implementation Guide | | |

**** Subpart C—Hazard Analysis and Risk-Based Preventive Controls

§117.126 Food safety plan.

(a) Requirement for a food safety plan.
(1) You must prepare, or have prepared, and implement a written food safety plan.
(2) The food safety plan must be prepared, or its preparation overseen, by one or more preventive controls qualified individuals.

(b) Contents of a food safety plan. The written food safety plan must include:
(1) The written hazard analysis as required by §117.130(a)(2);
(2) The written preventive controls as required by §117.135(b);
(3) The written supply-chain program as required by subpart G of this part;
(4) The written recall plan as required by §117.139(a); and
(5) The written procedures for monitoring the implementation of the preventive controls as required by §117.145(a)(1);
(6) The written corrective action procedures as required by §117.150(a)(1); and
(7) The written verification procedures as required by §117.165(b).

(c) Records. The food safety plan required by this section is a record that is subject to the requirements of subpart F of this part.

§117.135 Preventive controls.
(a)
(1) You must identify and implement preventive controls to provide assurances that any hazards requiring a preventive control will be significantly minimized or prevented and the food manufactured, processed, packed, or held by your facility will not be adulterated under section 402 of the Federal Food, Drug, and Cosmetic Act or misbranded under section 403(w) of the Federal Food, Drug, and Cosmetic Act.
(2) Preventive controls required by paragraph (a)(1) of this section include:
(i) Controls at critical control points (CCPs), if there are any CCPs; and
(ii) Controls, other than those at CCPs, that are also appropriate for food safety.

(b) Preventive controls must be written.

(c) Preventive controls include, as appropriate to the facility and the food:
(1) Process controls.
Process controls include procedures, practices, and processes to ensure the control of parameters during operations such as heat processing, acidifying, irradiating, and refrigerating foods. Process controls must include, as appropriate to the nature of the applicable control and its role in the facility's food safety system:
(i) Parameters associated with the control of the hazard; and
(ii) The maximum or minimum value, or combination of values, to which any biological, chemical, or physical parameter must be controlled to significantly minimize or prevent a hazard requiring a process control.
(2) Food allergen controls.

Project Task 18 Management establish, implement and maintain Good Manufacturing Practices to assist in controlling food safety hazards: Use documents from Step Four: Good Manufacturing Practices

GMP 11.1.1 Site Location and Premises including:
Building Materials
Lighting and Light Fittings
Inspection/Quality Control Area
Dust, Insect, and Pest Proofing
Ventilation
Equipment and Utensils
Grounds and Roadways
GMP 11.1A Site Premises Plan
GMP 11.2.1 Repairs and Maintenance
GMP 11.2.2 Maintenance Staff and Contractors
GMP 11.2.3 Calibration
GMP 11.2.4 Pest Prevention
GMP 11.2.5 Cleaning and Sanitation
GMP 11.3 Personnel Hygiene and Welfare including:
Hand Washing, Clothing and Personal Effects, Visitors, Staff Amenities
GMP 11.3A Protective Clothing Risk Assessment
GMP 11.4 Hygiene Policy
GMP 11.4 Personnel Processing Practices
GMP 11.5 Water, Ice and Air Supply including:
Air and Other Gasses
GMP 11.6 Receipt, Storage and Transport including:
Receipt, Storage and Handling of Goods
Cold Storage, Freezing and Chilling of Foods
Storage of Dry Ingredients, Packaging, and Shelf Stable Packaged Goods
Storage of Hazardous Chemicals and Toxic Substances
Loading, Transport and Unloading Practices
GMP 11.7.1 Separation of Functions & High-Risk Processes
GMP 11.7.1A Personnel High Risk Hygiene Barrier
GMP 11.7.2 Thawing of Food
GMP 11.7.3 Control of Foreign Matter Contamination
GMP 11.7.4 Detection of Foreign Objects
GMP 11.8 Waste Disposal

The Steering Group now need to allocate responsibility to implement and maintain these Good Manufacturing Practices.

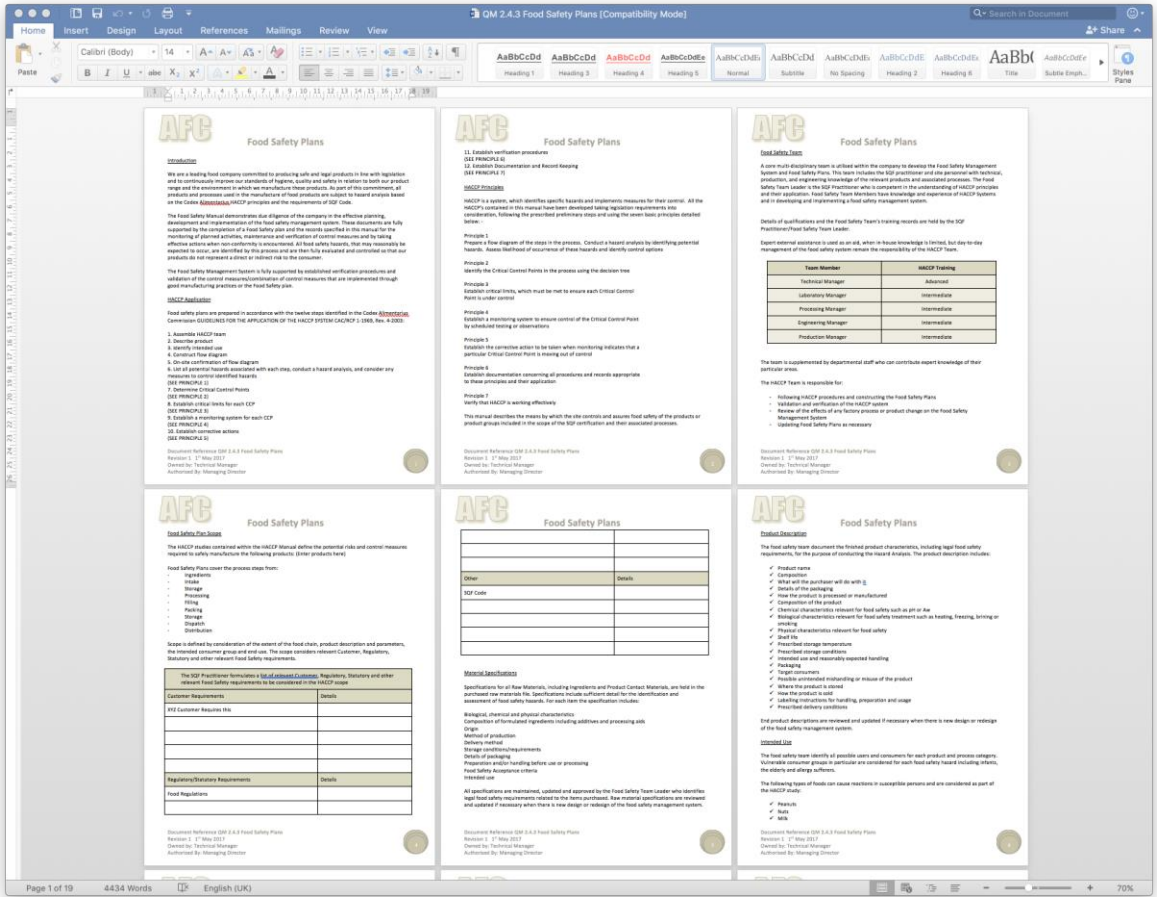
## Project Tasks 19 – 36

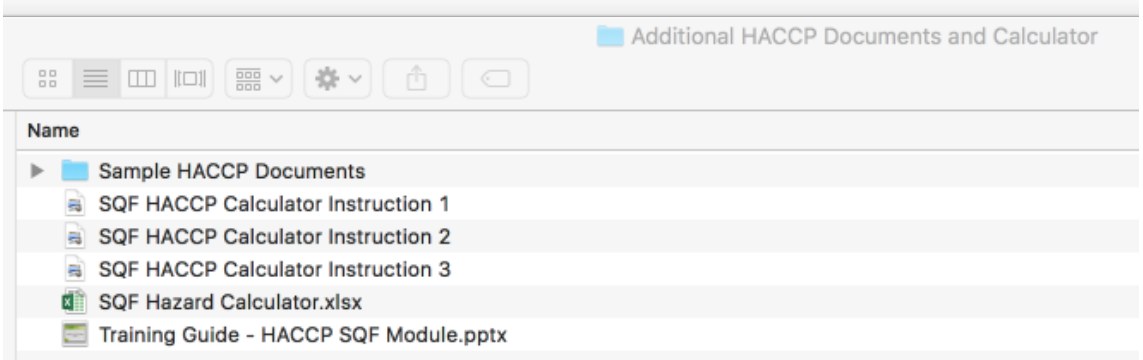
Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in Step 6 HACCP Implementation Section.

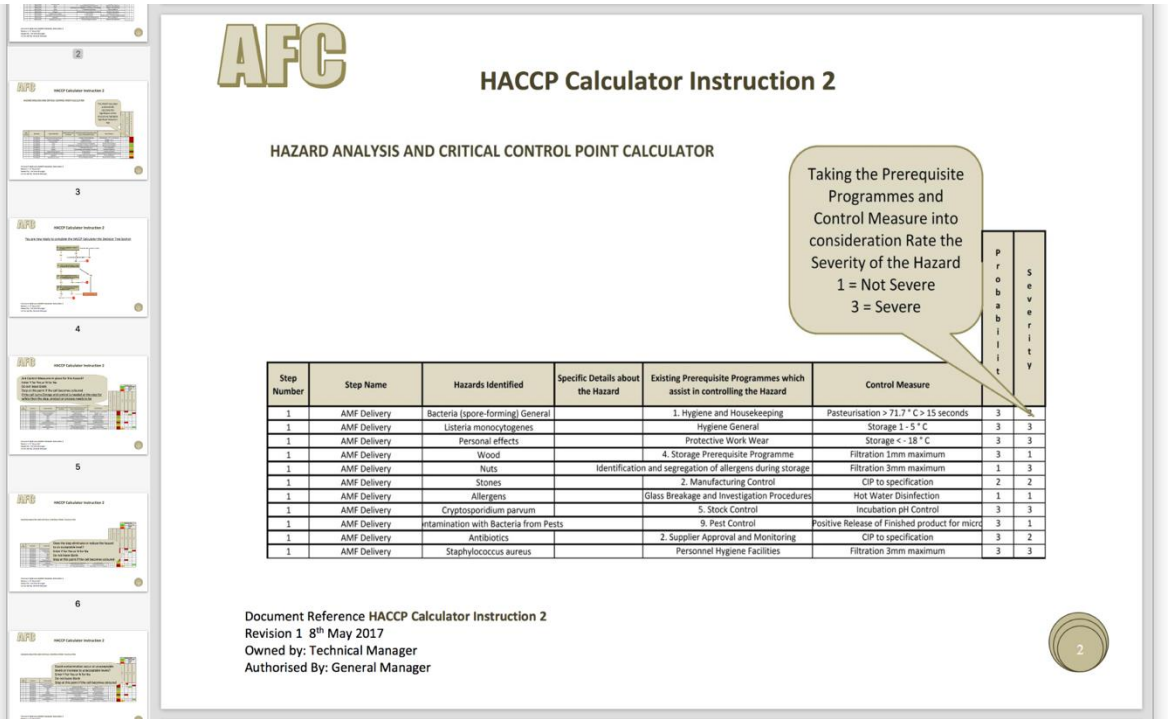
| | |
|---|---|
| 19) | Product characteristics are described |
| 20) | The characteristics of end products are described and documented |
| 21) | The intended use of the end product is described including vulnerable groups |
| 22) | Flow diagrams are prepared for all products and processes including 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 (Food Safety 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 |

## Step Six: HACCP Implementation Guide

Included in the package are FS 2.4.3 Food Safety Plan and supplementary HACCP documents in the Additional HACCP Tools Folder including the SQF Hazard Assessment & Critical Control Point Tool:





AFC

HACCP Calculator Instruction 2

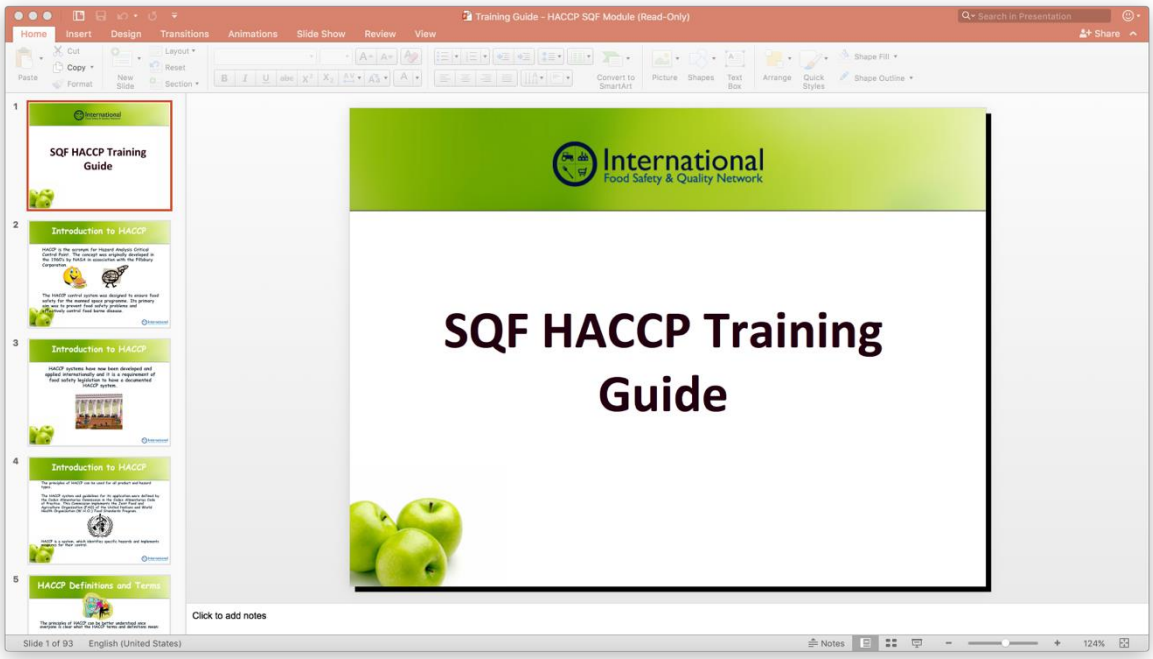
HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
1 = Not Severe
3 = Severe

| Step Number | Step Name | Hazards Identified | Specific Details about the Hazard | Existing Prerequisite Programmes which assist in controlling the Hazard | Control Measure | Probability | Severity |
|---|---|---|---|---|---|---|---|
| 1 | AMF Delivery | Bacteria (spore-forming) General | | 1. Hygiene and Housekeeping | Pasteurisation > 71.7 ° C > 15 seconds | 3 | 3 |
| 1 | AMF Delivery | Listeria monocytogenes | | Hygiene General | Storage 1 - 5 ° C | 3 | 3 |
| 1 | AMF Delivery | Personal effects | | Protective Work Wear | Storage < - 18 ° C | 3 | 3 |
| 1 | AMF Delivery | Wood | | 4. Storage Prerequisite Programme | Filtration 1mm maximum | 3 | 1 |
| 1 | AMF Delivery | Nuts | | Identification and segregation of allergens during storage | Filtration 3mm maximum | 1 | 3 |
| 1 | AMF Delivery | Stones | | 2. Manufacturing Control | CIP to specification | 2 | 2 |
| 1 | AMF Delivery | Allergens | | Glass Breakage and Investigation Procedures | Hot Water Disinfection | 1 | 1 |
| 1 | AMF Delivery | Cryptosporidium parvum | | 5. Stock Control | Incubation pH Control | 3 | 3 |
| 1 | AMF Delivery | ntamination with Bacteria from Pests | | 9. Pest Control | Positive Release of Finished product for micro | 3 | 1 |
| 1 | AMF Delivery | Antibiotics | | 2. Supplier Approval and Monitoring | CIP to specification | 3 | 2 |
| 1 | AMF Delivery | Staphylococcus aureus | | Personnel Hygiene Facilities | Filtration 3mm maximum | 3 | 3 |

Document Reference HACCP Calculator Instruction 2
Revision 1 8th May 2017
Owned by: Technical Manager
Authorised By: General Manager

This folder also contains a HACCP Training PowerPoint Presentation which is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilize the HACCP calculator in implementing your HACCP system.



Training Guide - HACCP SQF Module (Read-Only)

International Food Safety & Quality Network

SQF HACCP Training Guide

Introduction to HACCP

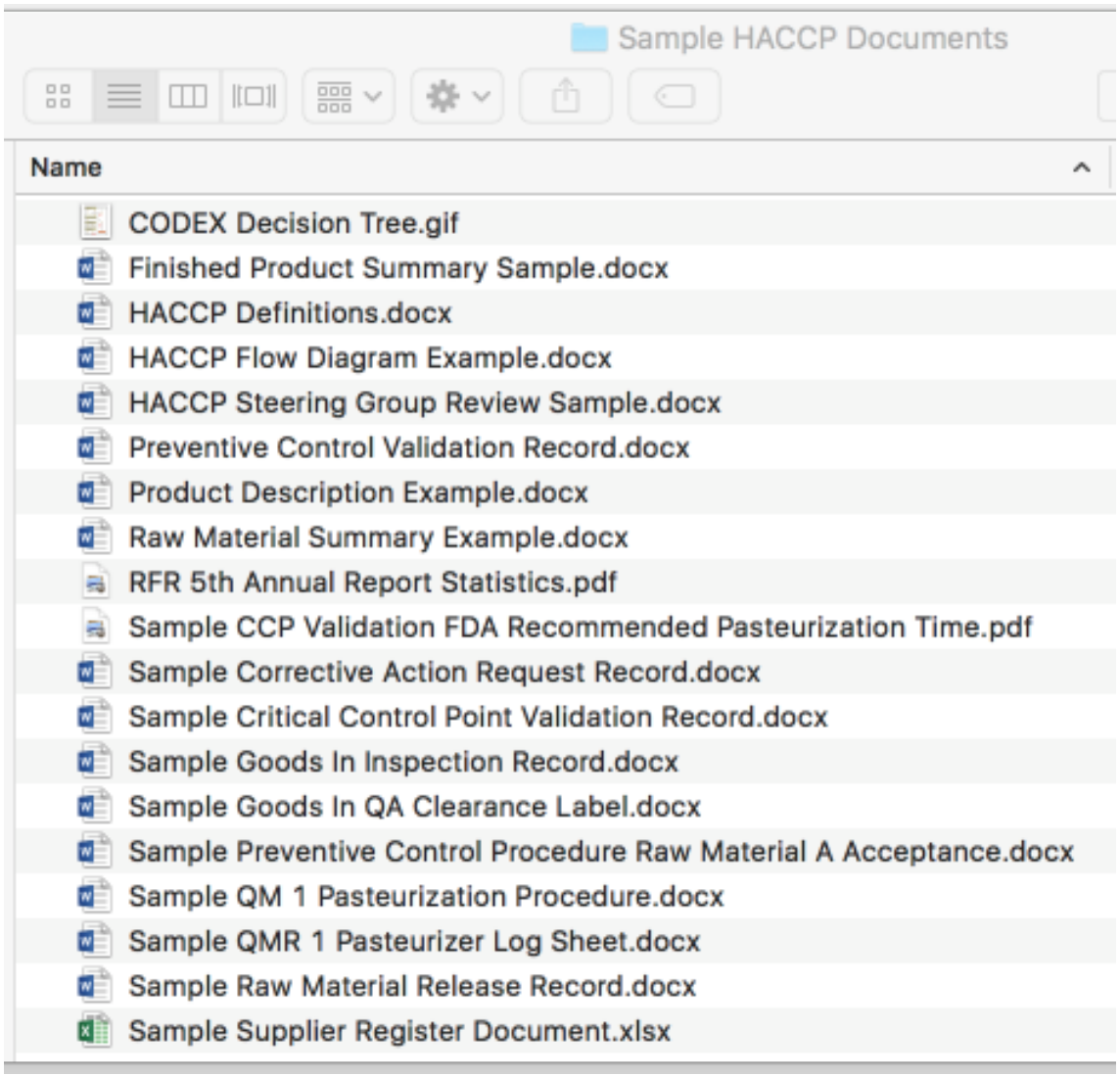
Introduction to HACCP

Introduction to HACCP

HACCP Definitions and Terms

Click to add notes

There is a Sample HACCP Documents Sub-Folder

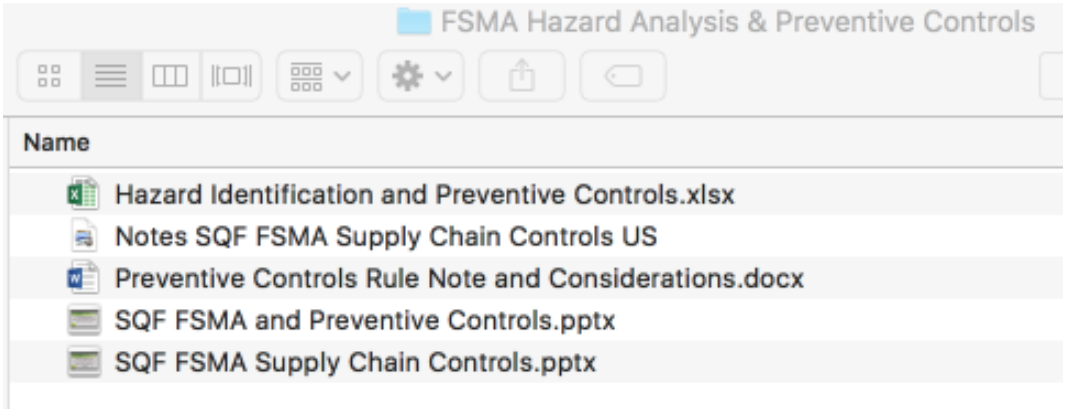



These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans

Follow the step by step guide to implementing your HACCP using the document supplied and the SQF Hazard Assessment & Critical Control Point Calculator.

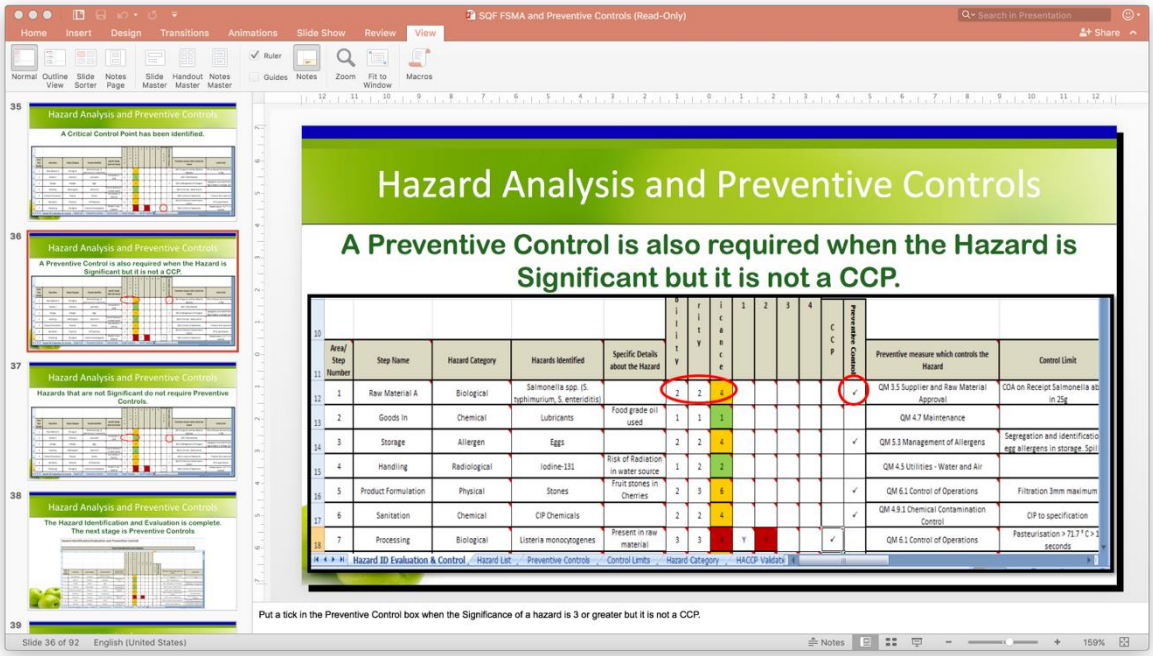
## FSMA Hazard Analysis & Preventive Controls Folder

This folder contains Guidance and Tools for the Implementation of the Preventive Controls for Human Food

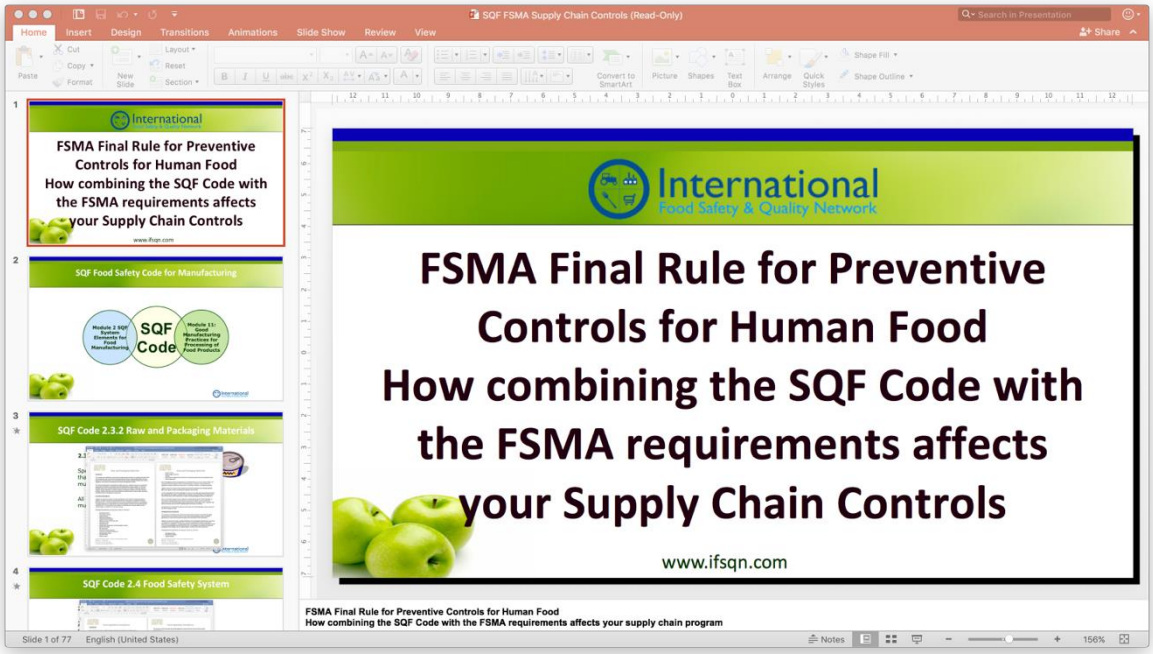


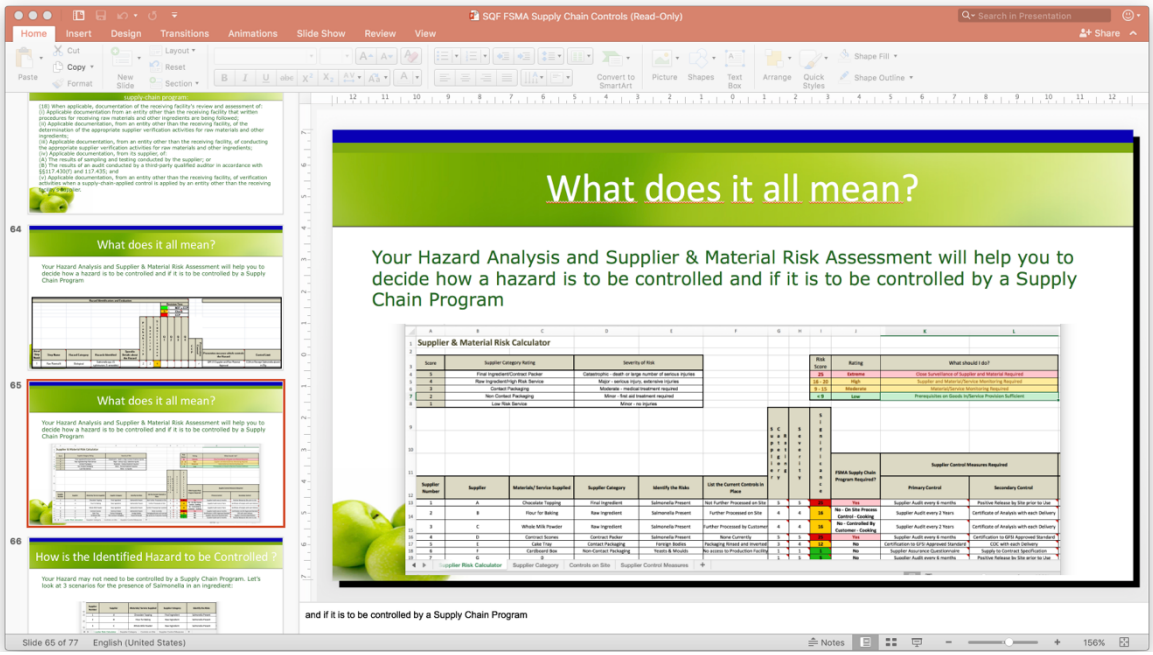

## SQF FSMA and Preventive Controls Presentation

The presentation contains Guidance and Tools for the Implementation of the Preventive Controls for Human Food.



## Guidance and Tools for the Implementation of Supply Chain Controls




Follow the step by step guide to implementing your HACCP/Food Safety Plans using the documents supplied and the Hazard Identification & Preventive Controls Tool.

- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product
- Where the product is stored
- How the product is sold
- Labelling Instructions for handling, preparation and usage
- Prescribed delivery conditions

**Product Description**

| Product Description Questions | Details |
|---|---|
| What is the product name? | |
| What will the purchaser do with it? | |
| Details of the packaging? | |
| How is the product processed or manufactured? | |
| What is the composition of the product? | |
| Is there preservation from chemical composition such as pH or Aw? | |
| Does the product receive microcidal treatment such as heating, freezing, brining or smoking? | |
| What is the Shelf life? | |
| What is the prescribed storage temperature? | |
| What are the prescribed storage conditions? | |
| Who are the target consumers? | |
| Where is the product stored? | |
| How is the product sold? | |
| Labelling Instructions? | |
| Prescribed delivery conditions? | |

Task 22 Flow diagrams are prepared for all products and processes including all the steps in the process

The Food Safety Team should be responsible for constructing flow diagrams for the products and process categories covered by the scope of the food safety management system as an overview of the process

The steps in the process should be logged:

| Step Number | Step Name |
|---|---|
| 1 | Delivery of Ingredient A |
| 2 | Delivery of Ingredient B |
| 3 | Delivery of Ingredient C |
| 4 | Delivery of Ingredient D |
| 5 | Packaging Removed |
| 6 | Filtration |
| 7 | Batch Mixing |
| 8 | Standardization |
| 9 | Filtration |

The flow diagram should be confirmed physically on site by the Food Safety team who should conduct a walk through verifying all steps in the process flow chart.

The food safety team can also use our hazard analysis prompt to identify potential food safety hazards:

| Food Safety Hazard Analysis Prompt | |
|---|---|
| 1 | Are the raw materials, ingredients or food contact packaging likely to have microbiological hazards present? (Refer to Hazards worksheet) |
| 2 | Are the raw materials, ingredients or food contact packaging likely to have chemical hazards present? (Refer to Hazards worksheet) |
| 3 | Are the raw materials, ingredients or food contact packaging likely to have physical hazards present? (Refer to Hazards worksheet) |
| 4 | Are there any characteristics in the composition of the food during which can prevent a hazard? E.g. Preservatives, pH, Water Activity |
| 5 | Does the food permit survival or multiplication of pathogens and at which stages? |
| 6 | Does the process include a controllable step that destroys pathogens or their toxins? (Consider spores) |
| 7 | Is it possible the product could be subject to recontamination? |
| 8 | Is product contamination (consider direct and indirect contamination) with hazardous microbiological organisms from equipment, process environment or personnel likely to occur? |
| 9 | Is product contamination (consider direct and indirect contamination) with hazardous chemical substances from equipment, process environment or personnel likely to occur? |
| 10 | Is product contamination (consider direct and indirect contamination) with hazardous physical objects from equipment, process environment or personnel likely to occur? |
| 11 | Will the food be heated by the consumer? |
| 12 | Is it likely that the food contains viable spore forming pathogens? |
| 13 | Is it likely that the food contains viable non-spore forming pathogens? |
| 14 | What is the normal microbial content of the food stored under proper conditions? |
| 15 | Does the microbial population increase during the time the food is stored before consumption? |
| 16 | Does that increase in microbial population alter the safety of the food? |
| 17 | Does the layout of the facility provide an adequate separation of raw materials from ready-to-eat foods? |

Task 26 The food safety team specify acceptable levels for each hazard

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer.

This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

**** FSMA Preventive Controls for Human Food Rule requires §117.126 Food safety plans and §117.135 Preventive controls: (a) (1) You must identify and implement preventive controls to provide assurances that any hazards requiring a preventive control will be significantly minimized or prevented …

Your team will need to also follow guidelines in the FSMA Hazard Analysis & Preventive Controls Folder and document Preventive Controls and CCPs in a Food Safety Plan.

## 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 minimization of the hazard.

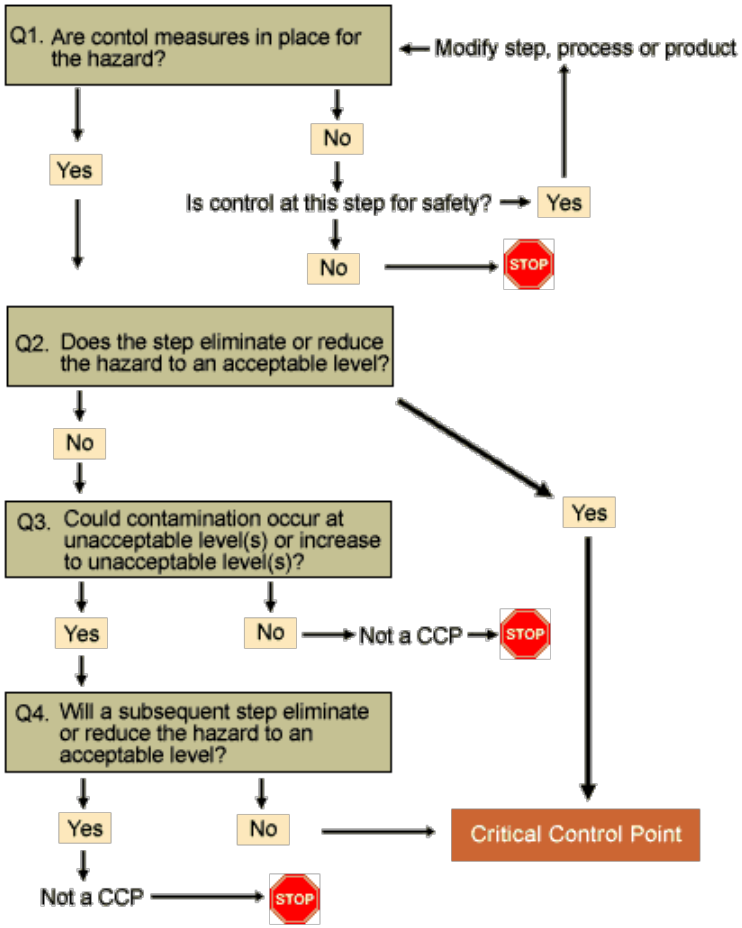
The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

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 Calculator:

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. (S. typhimurium, S. enteriditis) | 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 |

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 | - measurements to be taken (or observations) method of measurement<br>- devices used (including applicable calibration procedures)<br>- frequency of monitoring<br>- responsibility and authority for monitoring and evaluation of the monitoring results | 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 |

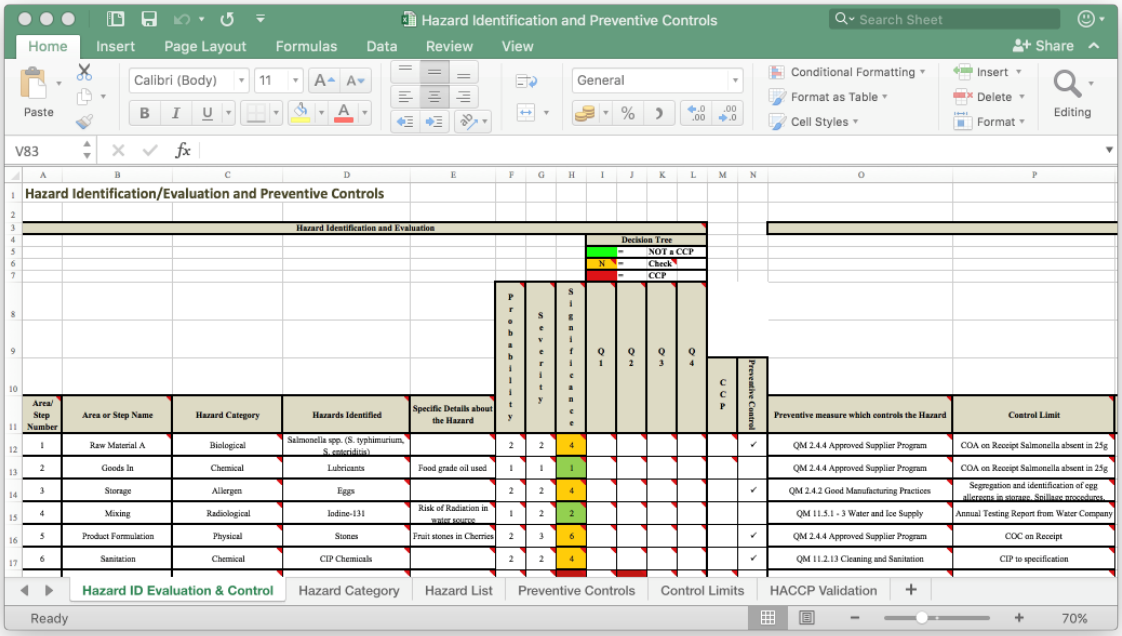
## Control Measure Validation

| Product Category | | | |
|---|---|---|---|
| Step Number | | | |
| Hazard | | | |
| Control Measure | | | |
| 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 | | | |
| Statistical Programs | | | |
| Mathematical Modelling | | | |
| Conclusion | | | |
| Internal Validation Required? | | | |
| If so by which method? | | | |
| CCP Confirmed | | | |
| Authorized by(Name): | | | |
| Signature: | | | |

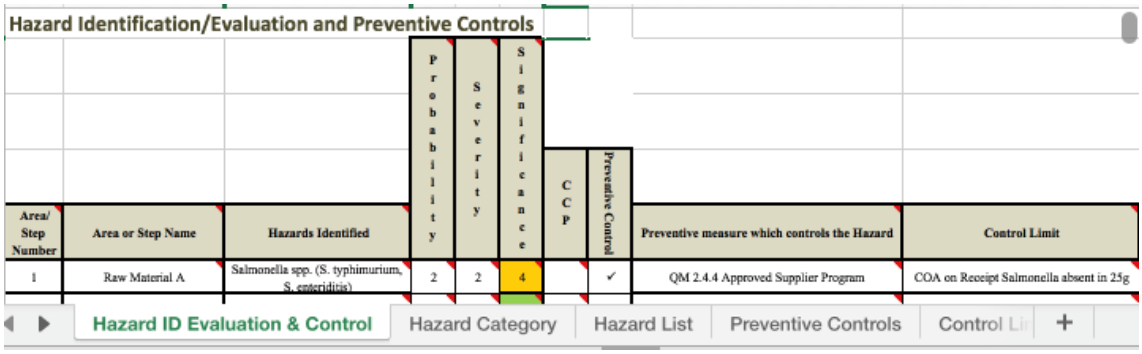
**** FSMA Preventive Controls for Human Food Rule requires §117.126 Food safety plans and §117.135 Preventive controls: (a) (1) You must identify and implement preventive controls to provide assurances that any hazards requiring a preventive control will be significantly minimized or prevented …

Your team will need to also follow guidelines in the FSMA Hazard Analysis & Preventive Controls Folder and document Preventive Controls and CCPs in a Food Safety Plan.

**Use Hazard Identification and Preventive Controls Excel file:**




Hazards requiring a Preventive Control need to be in the Food Safety Plan:



At this stage, you will now be able to complete Tasks 38 – 44 using the document templates provided:

Task 38: The management establish a product traceability system - FS 2.6.2 Product Trace

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions. - FS 2.4.5 Control of Non-Conforming Product or Equipment & FS 2.5.3 Corrective Action and Preventative Action

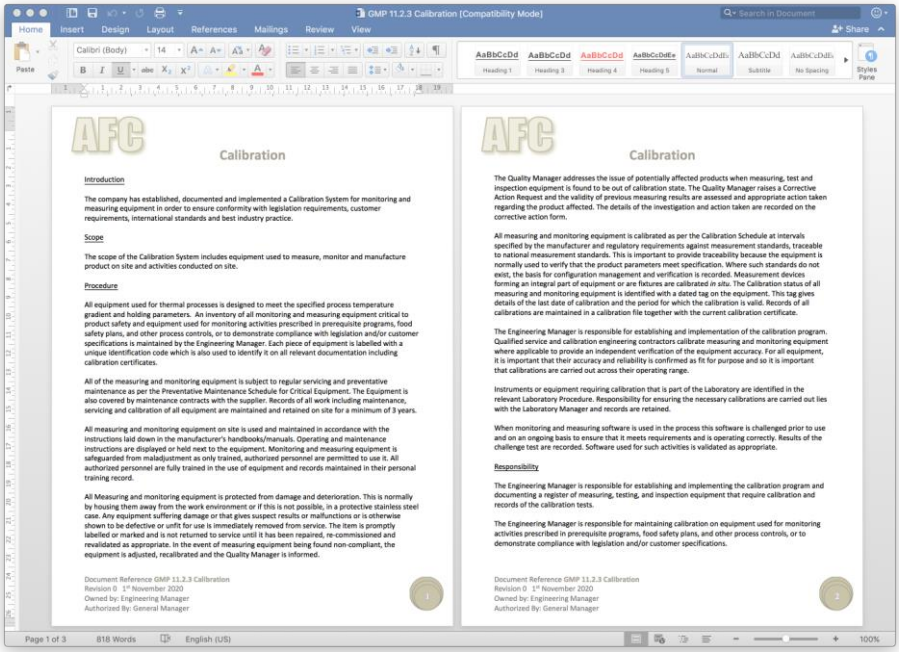
Task 40: A system is put in place to control allergens - FS 2.8 Allergen Management

Task 41: A food fraud prevention system is put in place - FS 2.7.2 Food Fraud

Task 42: A food defense system is put in place - FS 2.7.1 Food Defense Plan

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures - FS 2.6.3 Product Withdrawal and Recall

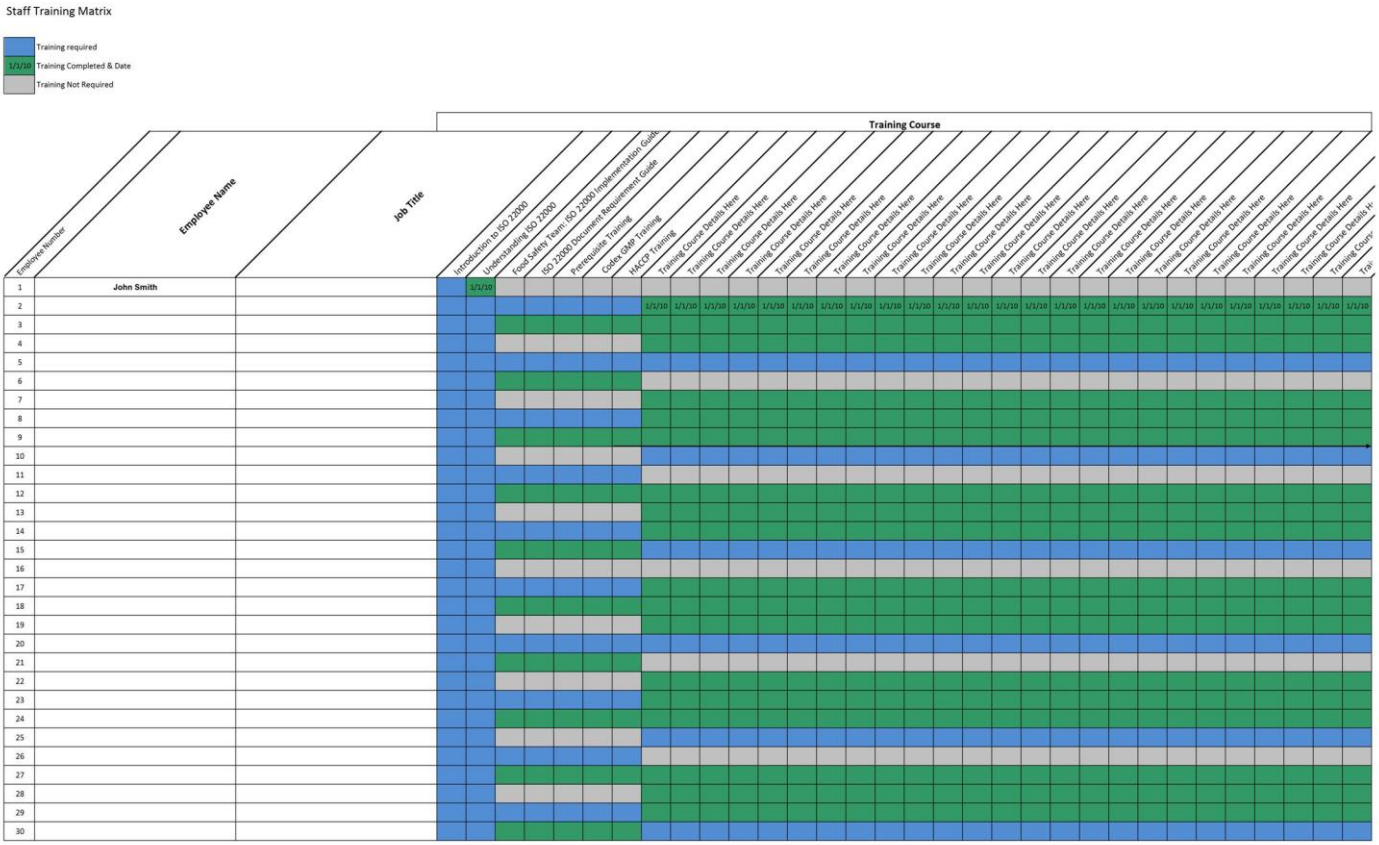
Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices - GMP 11.2.3 Calibration



## Step Seven: 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.

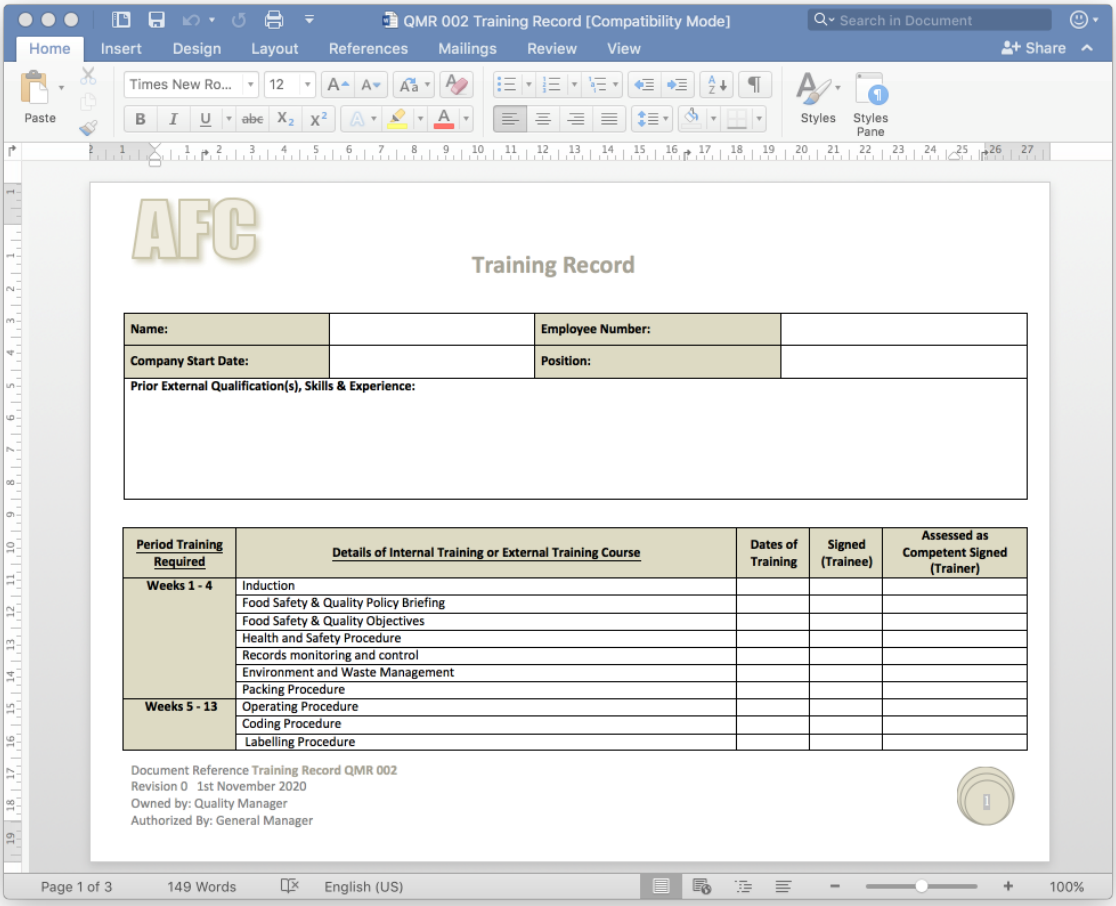
A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.




We have provided a Staff Training Matrix Template in Microsoft Excel Format.

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

## QMR 002 Training Record



QMR 002 Training Record [Compatibility Mode]

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 0 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 149 Words English (US) 100%

Basic Site Training should be given to all staff and also training in:

- ✓ Implementing HACCP for staff involved in developing and maintaining food safety plans;
- ✓ Monitoring and corrective action procedures for all staff engaged in monitoring critical control points (CCPs);
  Personal hygiene for all staff involved in the handling of food products and food contact surfaces;
  Good Manufacturing Practices and work instructions for all staff engaged in food handling, food
- ✓ processing, and equipment;
- ✓ Sampling and test methods for all staff involved in sampling and testing of raw materials, packaging, work-in-progress, and finished products;
- ✓ Environmental monitoring for relevant staff;
- ✓ Allergen management, food defense, and food fraud for all relevant staff; and
- ✓ Tasks identified as critical to meeting the effective implementation and maintenance of the SQF code.

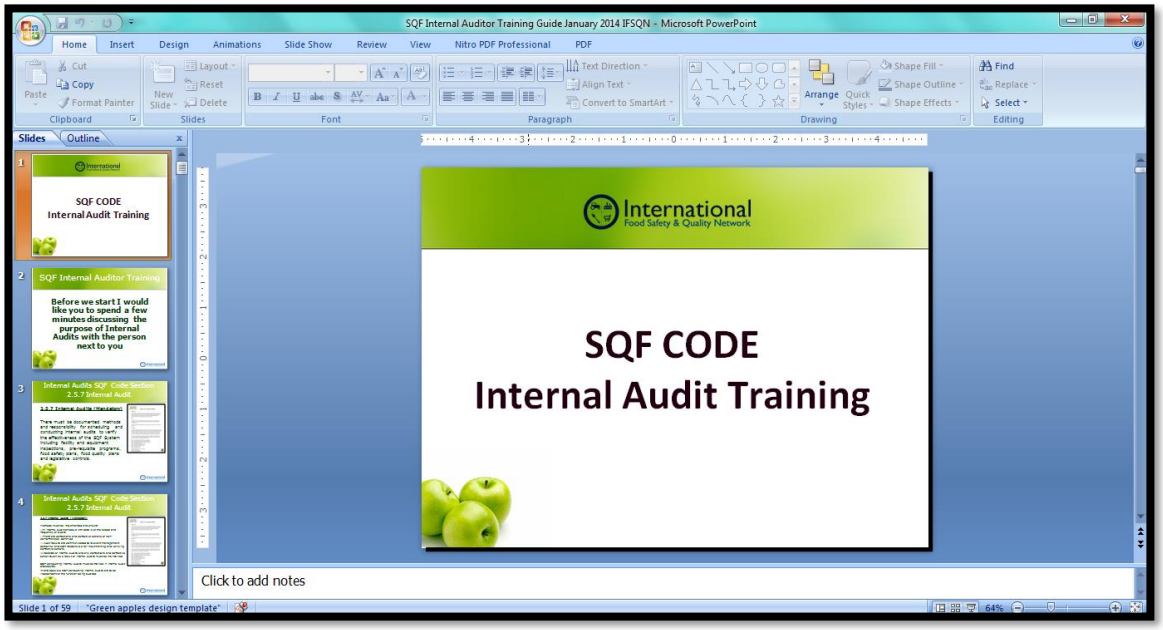
The Food Safety Team should receive extra training:

- ✓ Internal Audit Training
- ✓ HACCP Training – Previously mentioned

Remember all food handlers should receive Basic Food Hygiene Training

## Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.



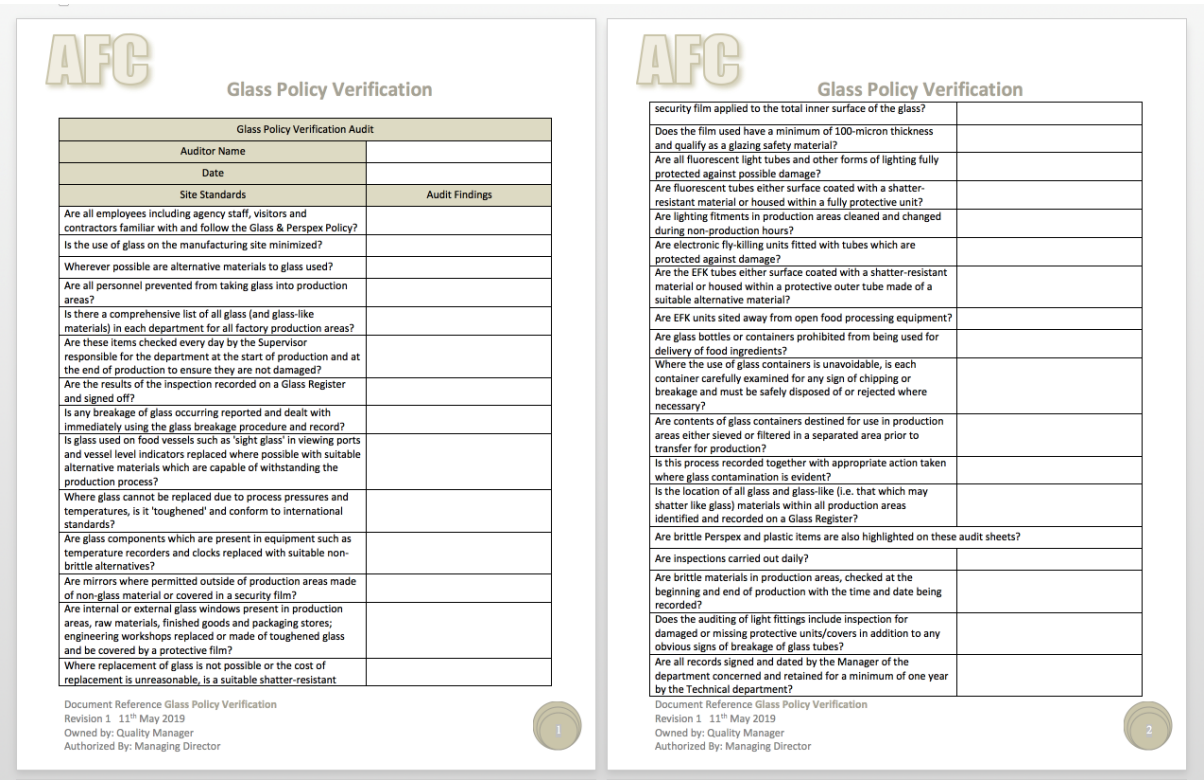

There is also a GMP audit training presentation provided.

## Stage Eight: Final Steps to SQF Certification

There a few final steps to achieving SQF Certification:

- ✓ Verify that the FSMS is implemented effectively including internal audits
- ✓ Evaluate the results of verification activities
- ✓ Carry out Management Reviews
- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Manufacturing using the 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
- ✓ Pre-audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

## Verification Record Example



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Glass Policy Verification

| Glass Policy Verification Audit | |
|---|---|
| Auditor Name | |
| Date | |
| Site Standards | Audit Findings |
| Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy? | |
| Is the use of glass on the manufacturing site minimized? | |
| Wherever possible are alternative materials to glass used? | |
| Are all personnel prevented from taking glass into production areas? | |
| Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas? | |
| Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged? | |
| Are the results of the inspection recorded on a Glass Register and signed off? | |
| Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record? | |
| Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process? | |
| Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to international standards? | |
| Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives? | |
| Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film? | |
| Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film? | |
| Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant | |

Document Reference Glass Policy Verification
Revision 1 11th May 2019
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Authorized By: Managing Director

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Glass Policy Verification

| | |
|---|---|
| security film applied to the total inner surface of the glass? | |
| Does the film used have a minimum of 100-micron thickness and qualify as a glazing safety material? | |
| Are all fluorescent light tubes and other forms of lighting fully protected against possible damage? | |
| Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit? | |
| Are lighting fitments in production areas cleaned and changed during non-production hours? | |
| Are electronic fly-killing units fitted with tubes which are protected against damage? | |
| Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material? | |
| Are EFK units sited away from open food processing equipment? | |
| Are glass bottles or containers prohibited from being used for delivery of food ingredients? | |
| Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary? | |
| Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production? | |
| Is this process recorded together with appropriate action taken where glass contamination is evident? | |
| Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register? | |
| Are brittle Perspex and plastic items are also highlighted on these audit sheets? | |
| Are inspections carried out daily? | |
| Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded? | |
| Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes? | |
| Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Technical department? | |

Document Reference Glass Policy Verification
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## Task 46 The food safety team evaluate the results of verification activities

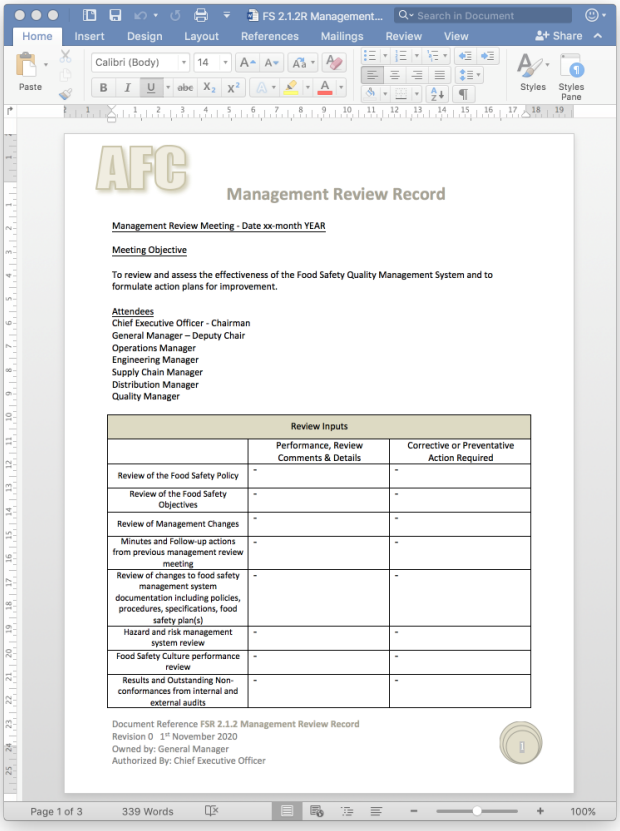
The Food Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

The aim of the evaluation of the results of verification activities by the Food Safety Team is to confirm that:

- ✓ HACCP plan is implemented and effective
- ✓ GMPP(s) are implemented and effective
- ✓ Infrastructure and Maintenance standards are satisfactory
- ✓ Hazards are below identified acceptable levels
- ✓ All other procedures required for the effective operation of the Food Safety Management System are implemented and effective.

Attendees:

| Senior Management Team | | |
|---|---|---|
| **Job Title** | **Name** | **Role in Team** |
| **Chief Executive** | | **Chairman** |
| **General Manager** | | **Site Performance Reporting** |
| **Operations Manager** | | **Operations 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** |



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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
Chief Executive Officer - Chairman
General Manager – Deputy Chair
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Quality Manager

| Review Inputs | | |
|---|---|---|
| | Performance, Review Comments & Details | Corrective or Preventative Action Required |
| Review of the Food Safety Policy | - | - |
| Review of the Food Safety Objectives | - | - |
| Review of Management Changes | - | - |
| Minutes and Follow-up actions from previous management review meeting | - | - |
| Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s) | - | - |
| Hazard and risk management system review | - | - |
| Food Safety Culture performance review | - | - |
| Results and Outstanding Non-conformances from internal and external audits | - | - |

Document Reference FSR 2.1.2 Management Review Record
Revision 0 1st November 2020
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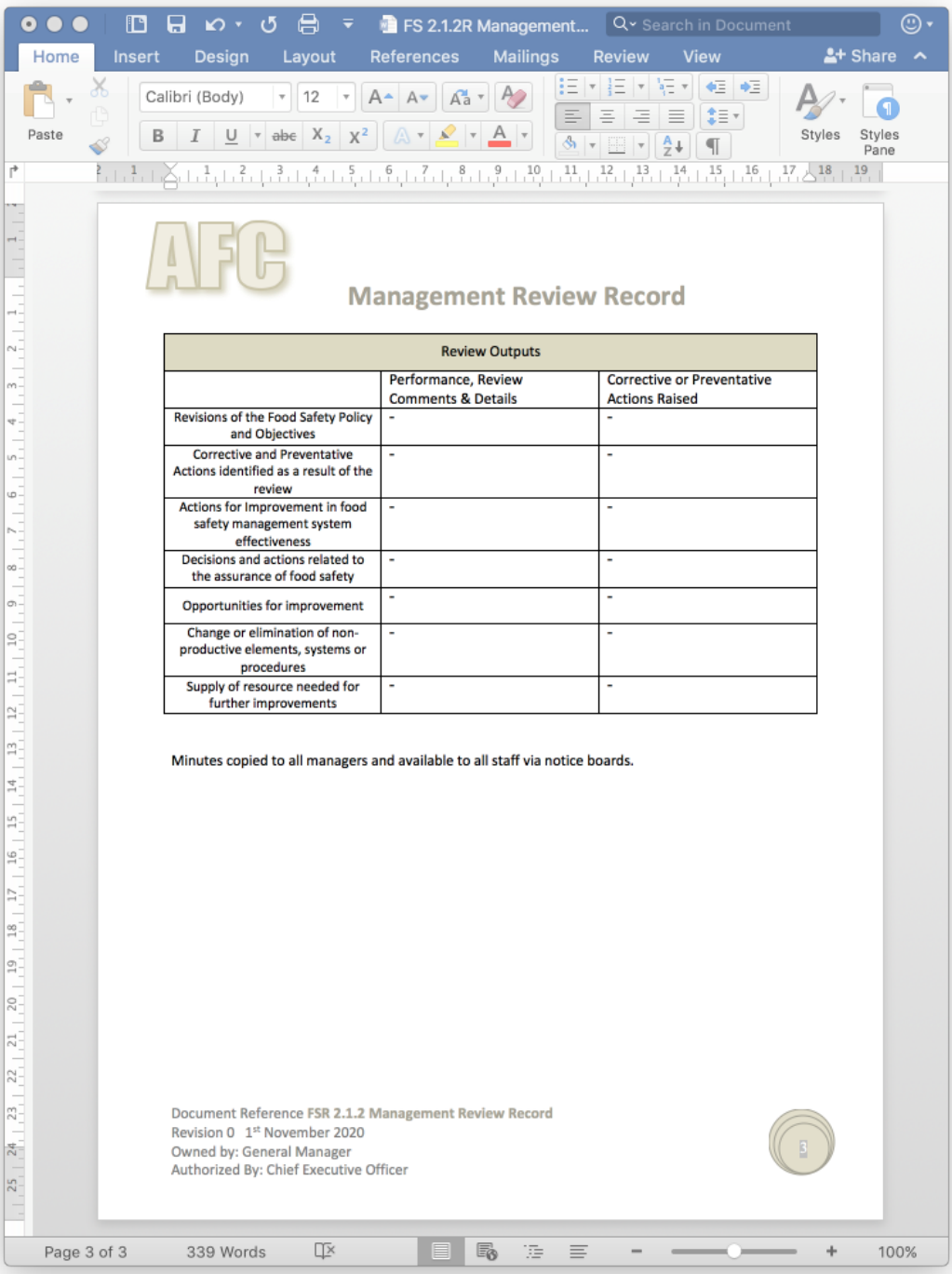
## Task 48: The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:



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### Management Review Record

| Review Outputs | | |
|---|---|---|
| | Performance, Review Comments & Details | Corrective or Preventative Actions Raised |
| Revisions of the Food Safety Policy and Objectives | - | - |
| Corrective and Preventative Actions identified as a result of the review | - | - |
| Actions for Improvement in food safety management system effectiveness | - | - |
| Decisions and actions related to the assurance of food safety | - | - |
| Opportunities for improvement | - | - |
| Change or elimination of non-productive elements, systems or procedures | - | - |
| Supply of resource needed for further improvements | - | - |

Minutes copied to all managers and available to all staff via notice boards.

Document Reference FSR 2.1.2 Management Review Record
Revision 0 1st November 2020
Owned by: General Manager
Authorized By: Chief Executive Officer