

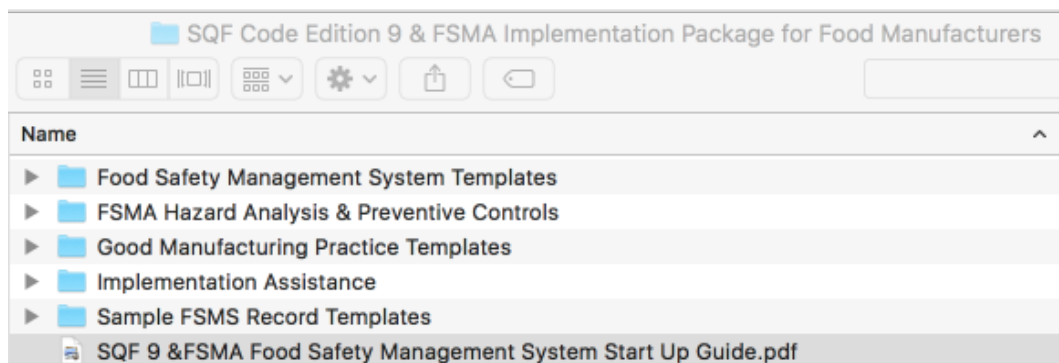


Welcome to the IFSQN SQF & FSMA Food Safety Management System Implementation Package Start Up Guide which will guide you through the contents of the package. The IFSQN SQF & FSMA Food Safety Management System Implementation Package includes:

- ✓ A comprehensive set of editable Food Safety Management System Procedures
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures
- ✓ A range of Sample FSMS, Verification and Validation Record Templates
- ✓ Additional HACCP documentation including the HACCP Calculator Tool
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools



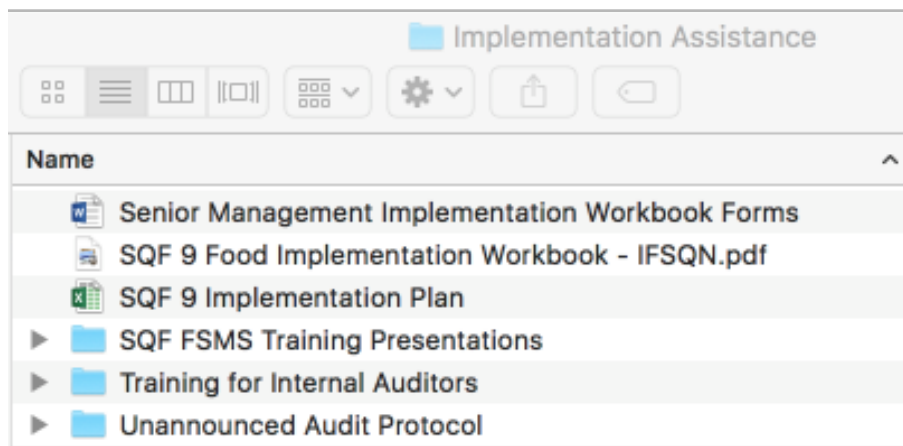
When you download the package, you will find the Start-Up Guide and 5 folders containing the package contents:



Your first job is to obtain your own 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

(Free to download)

**Start by opening the Implementation Assistance folder:**



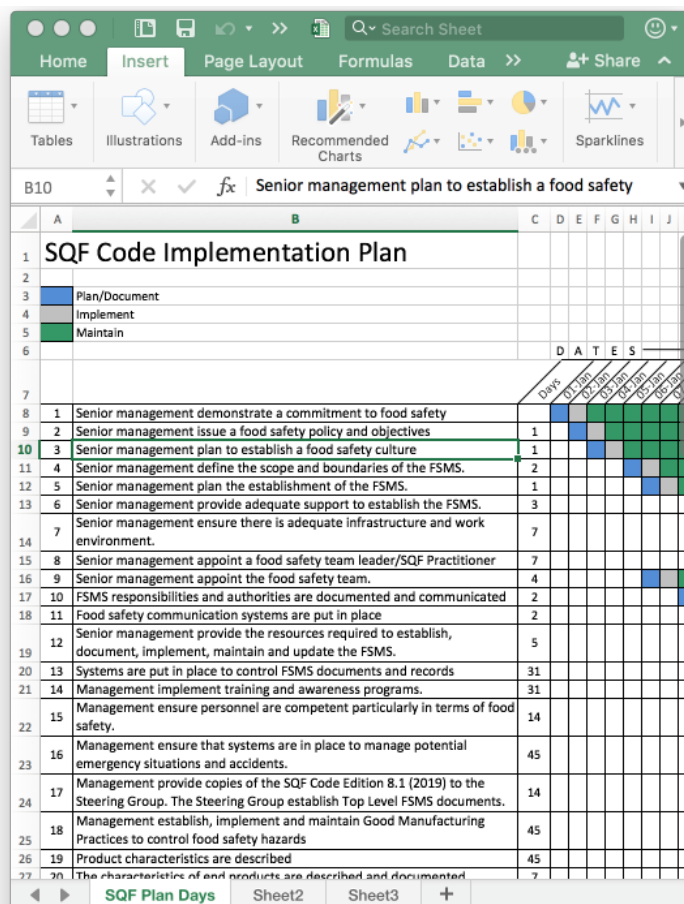
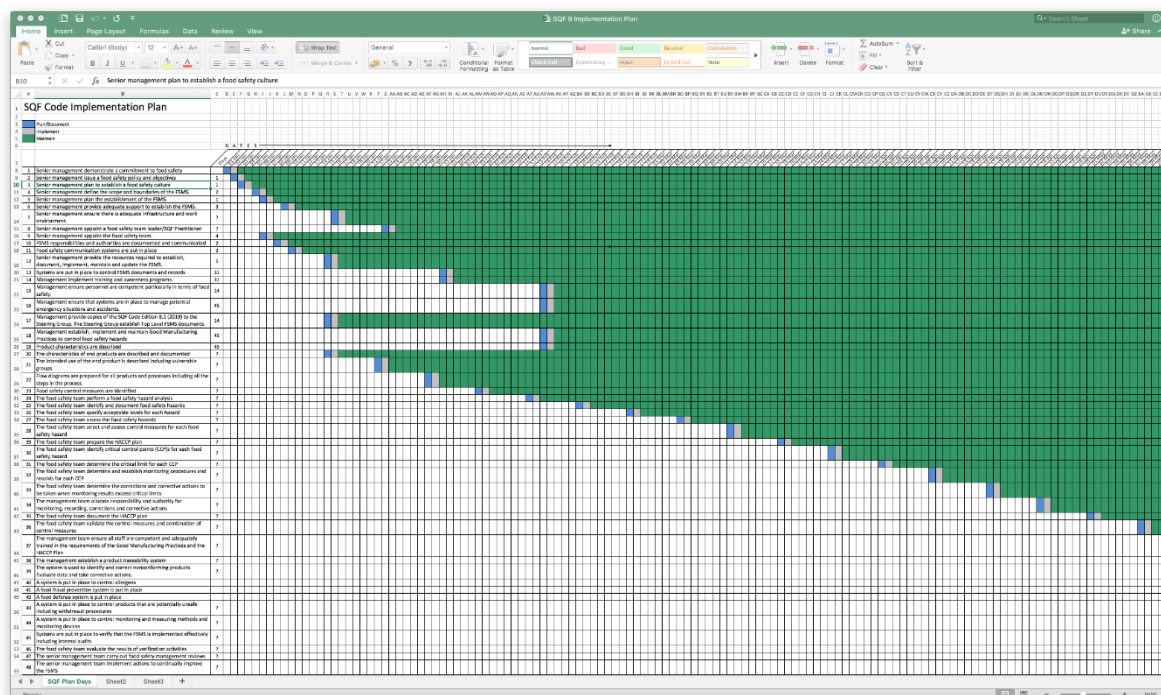
**The main document in the folder is the Implementation Workbook**



This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

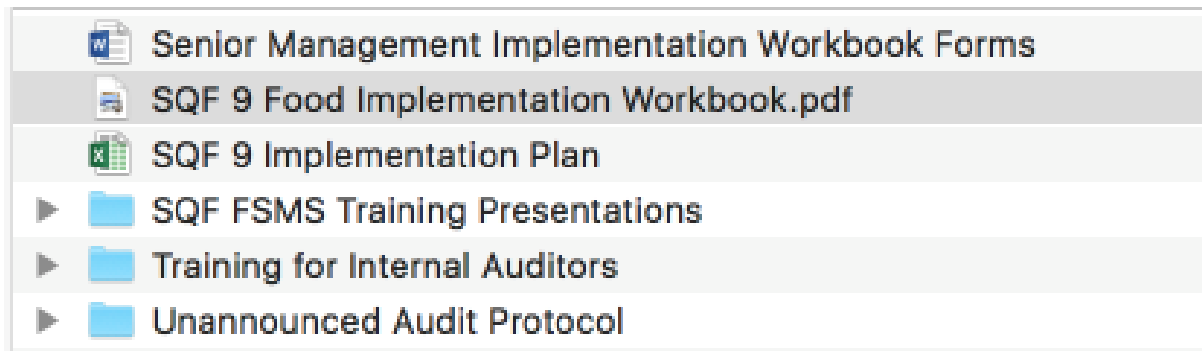
# SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

In this folder, you will find the **SQF 9 & FSMA Implementation Plan** which can be used to by Senior Management to plan the development of your SQF Food Safety Management System



SQF Code Implementation Plan	
	D A T E S
	Days
1 Senior management demonstrate a commitment to food safety	1
2 Senior management issue a food safety policy and objectives	1
3 Senior management plan to establish a food safety culture	1
4 Senior management define the scope and boundaries of the FSMS	2
5 Senior management plan the establishment of the FSMS	1
6 Senior management provide adequate support to establish the FSMS	3
7 Senior management ensure there is adequate infrastructure and work environment	7
8 Senior management appoint a food safety team leader/SQF Practitioner	7
9 Senior management appoint the food safety team	4
10 FSMS responsibilities and authorities are documented and communicated	2
11 Food safety communication systems are put in place	2
12 Senior management provide the resources required to establish, document, implement, maintain and update the FSMS	5
13 Systems are put in place to control FSMS documents and records	31
14 Management implement training and awareness programs	31
15 Management ensure personnel are competent particularly in terms of food safety	14
16 Management ensure that systems are in place to manage potential emergency situations and accidents	45
17 Management provide copies of the SQF Code Edition 8.1 (2019) to the Steering Group. The Steering Group establish Top Level FSMS documents	14
18 Management establish, implement and maintain Good Manufacturing Practices to control food safety hazards	45
19 Product characteristics are described	45
20 The characteristics of end products are described and documented	7

There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors.



### SQF FSMS Training Presentations Sub-Folder

There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with Module 2 System Elements for Food Manufacturing



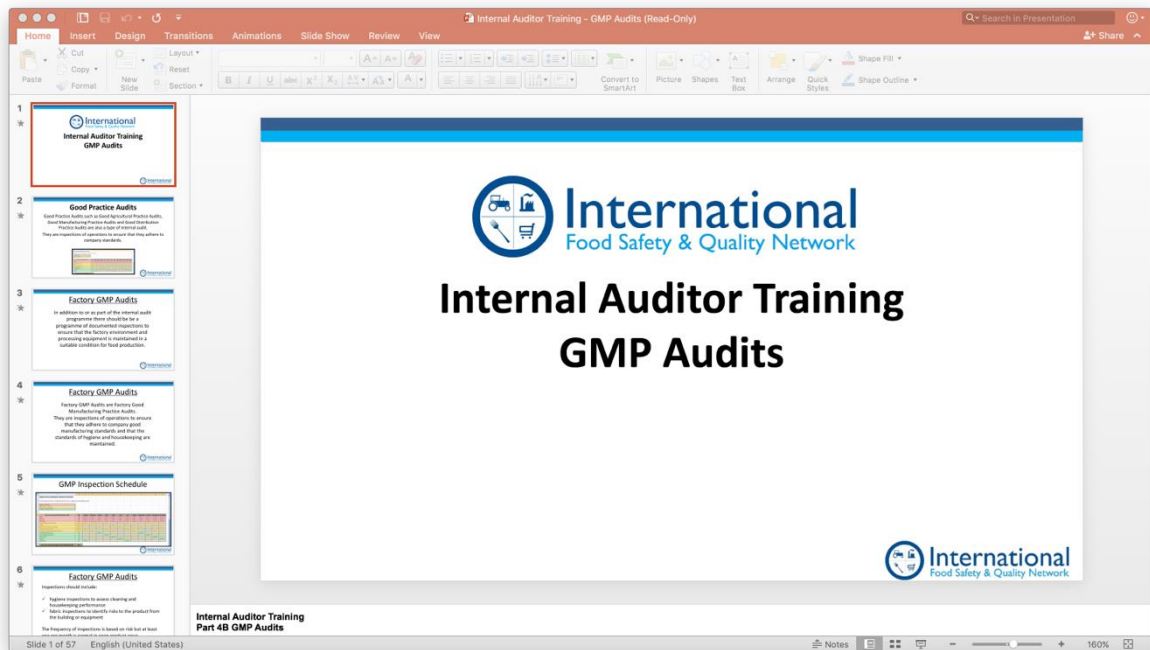
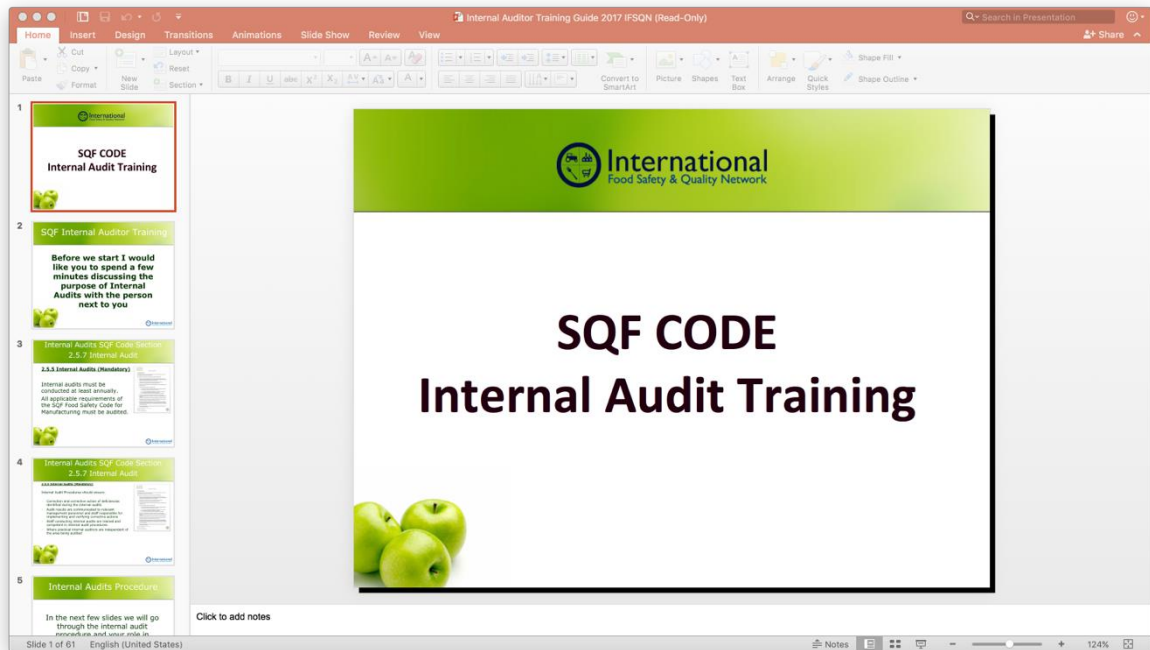
There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with



# SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

## Training for Internal Auditors Sub-Folder

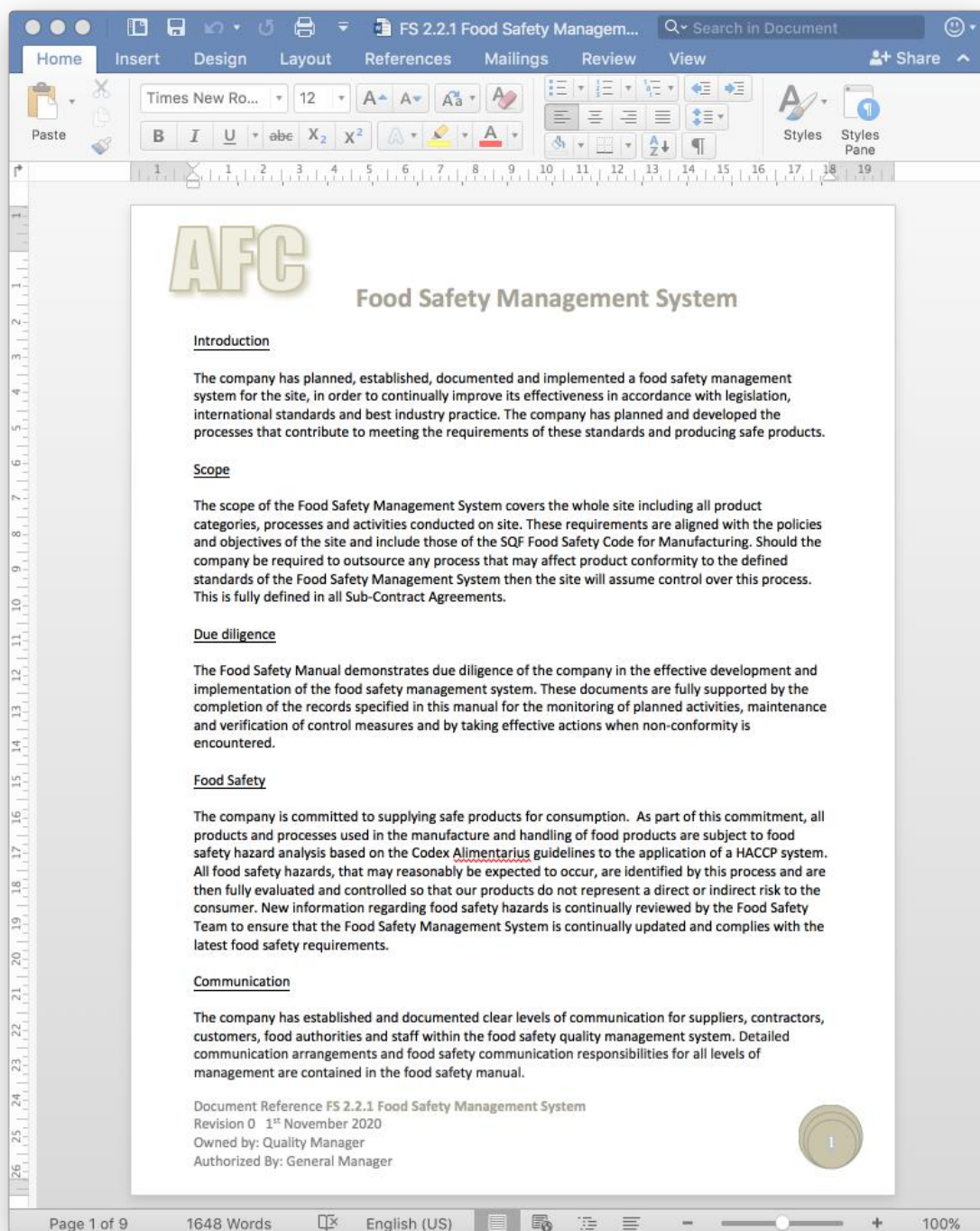
This folder contains PowerPoint Presentations for training your Internal Auditors:



## **The next folder to open is the Food Safety Management System Templates folder**



These Food Safety Management System Templates match the clauses of the SQF Code and comply with Module 2 System Elements for Food Manufacturing. The Food Safety Management System procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



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



## Open the **FS 2.4.3A Additional HACCP Tools Folder**

Name
Sample HACCP Documents
SQF HACCP Calculator Instruction 1
SQF HACCP Calculator Instruction 2
SQF HACCP Calculator Instruction 3
SQF Hazard Calculator.xlsx
Training Guide - HACCP SQF Module.pptx

This folder contains supplementary documentation to FS 2.4.3 Food Safety Plan (21page HACCP procedural template)

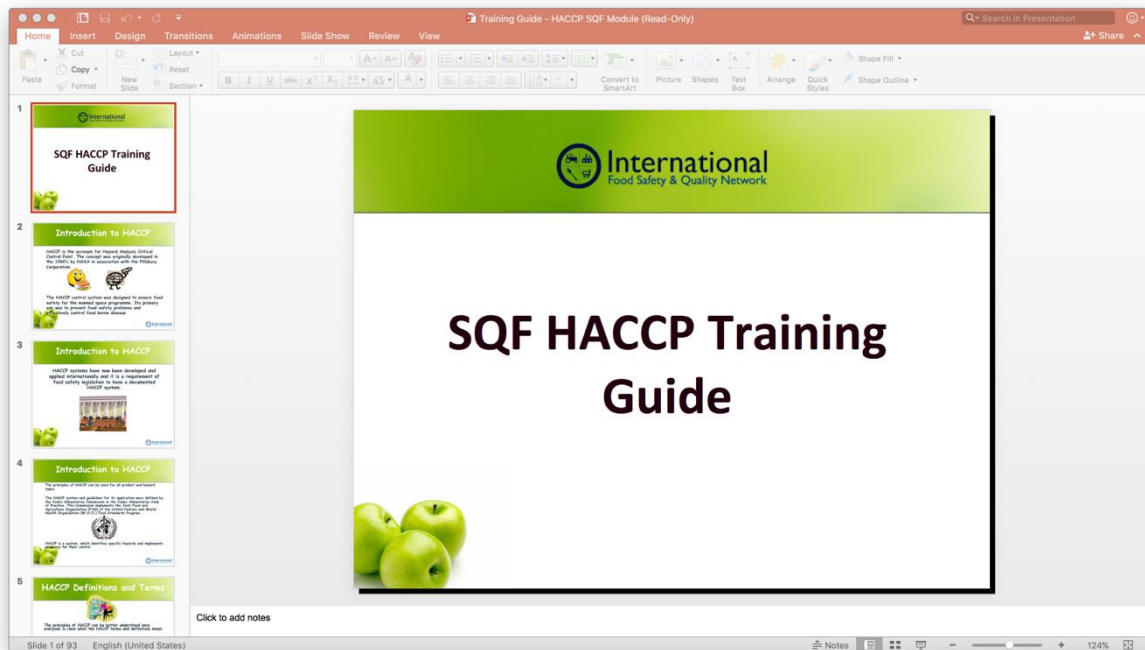
The screenshot displays a Microsoft Word document titled "FS 2.4.3 Food Safety Plan...". The ribbon at the top includes tabs for Home, Insert, Design, Layout, References, Mailings, Review, and View. The View tab is active, showing options like Print Layout, Web Layout, Draft, Ruler, Gridlines, Navigation Pane, Zoom, New Window, Arrange All, Split, Switch Windows, and Macros. The document content is organized into six panels, each titled "AFC Food Safety Plans".

The first panel (top left) is titled "Food Safety Plans" and contains a table with columns "Team Member" and "HACCP Training". The second panel (top right) is also titled "Food Safety Plans" and contains a table with columns "Team Member" and "HACCP Training". The third panel (bottom left) is titled "Food Safety Plans" and contains a table with columns "Customer Requirements" and "Details". The fourth panel (bottom right) is titled "Food Safety Plans" and contains a table with columns "Regulatory/Statutory Requirements" and "Details". The fifth panel (bottom left) is titled "Food Safety Plans" and contains a table with columns "Customer Requirements" and "Details". The sixth panel (bottom right) is titled "Food Safety Plans" and contains a table with columns "Regulatory/Statutory Requirements" and "Details".

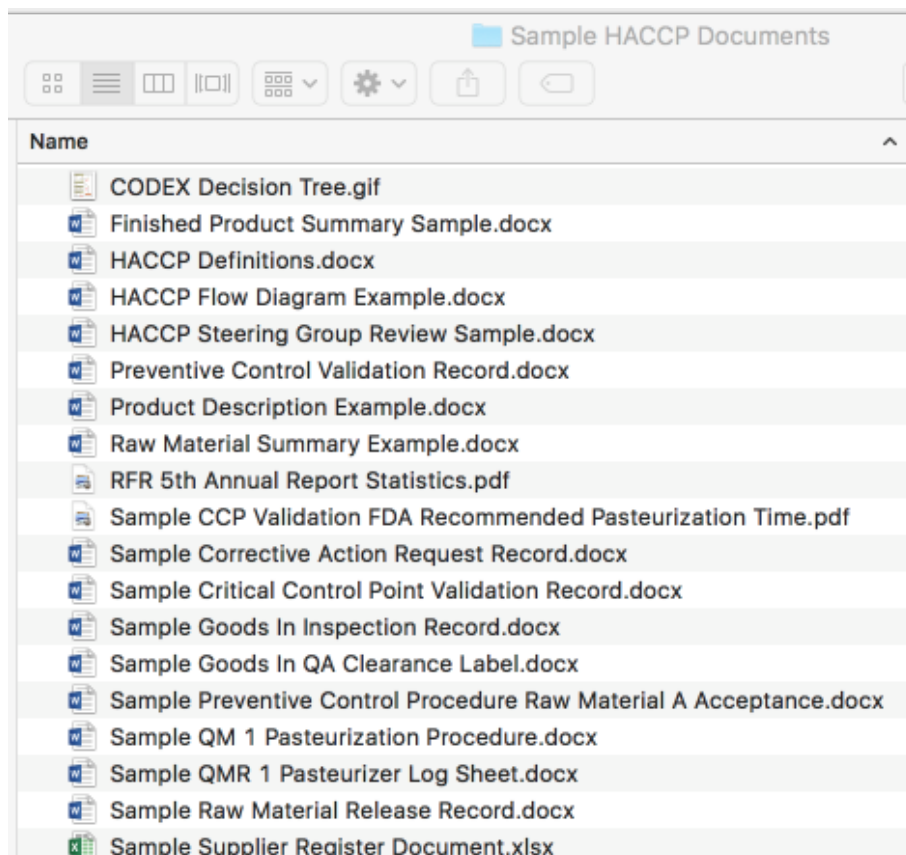
The document footer shows "Page 1 of 21", "4976 Words", and a zoom level of "35%".

# SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

This folder also contains a HACCP Training PowerPoint Presentation:



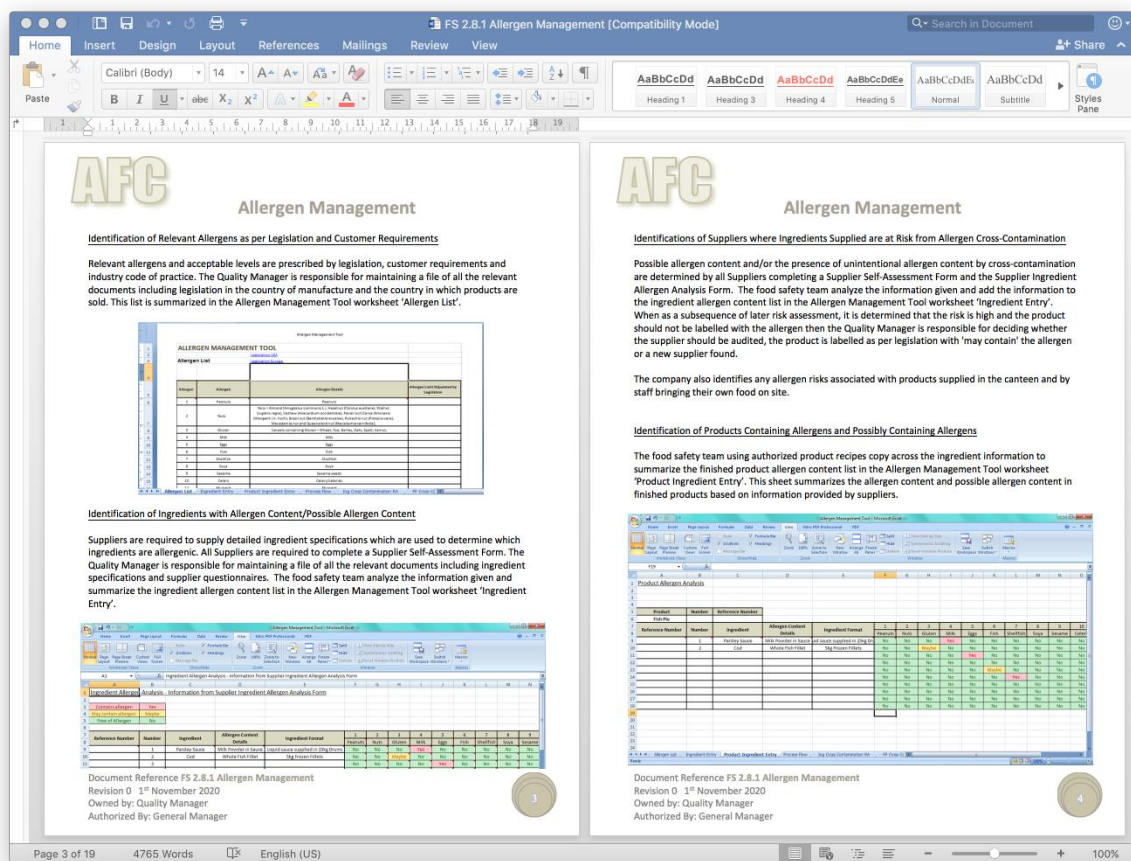
There is a Sample HACCP Documents Sub-Folder



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

## Allergen Management Assistance

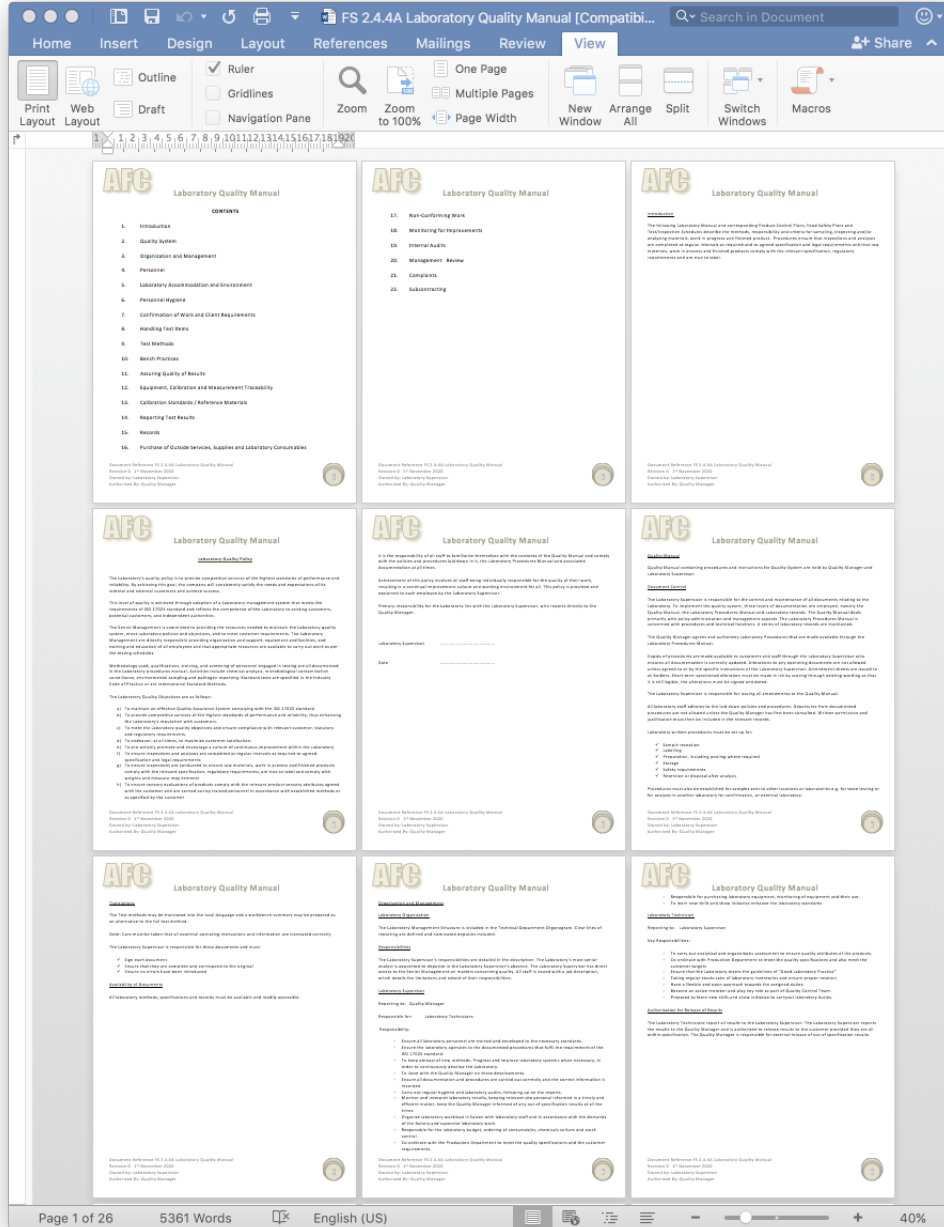
The package contains comprehensive allergen management documentation to supplement FS 2.8.1 Allergen Management Procedure and an Allergen Management Tool:



Peanuts	Soya
Nuts	Sesame seeds
Cereals	Celery/Celeriac
Milk	Mustard
Eggs	Lupin
Fish	Sulphur Dioxide & Sulphites
Shellfish	

## Laboratory Management Assistance

The package contains a supplementary comprehensive Laboratory Quality Manual compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.



In Edition 9, the SQF Code requires internal laboratories that are used to conduct input, environmental, or product analyses, sampling and testing methods to be in accordance with the applicable requirements of ISO/IEC 17025.

The Laboratory Quality Manual will prove very useful to Laboratories that are new to the requirements of ISO/IEC 17025.

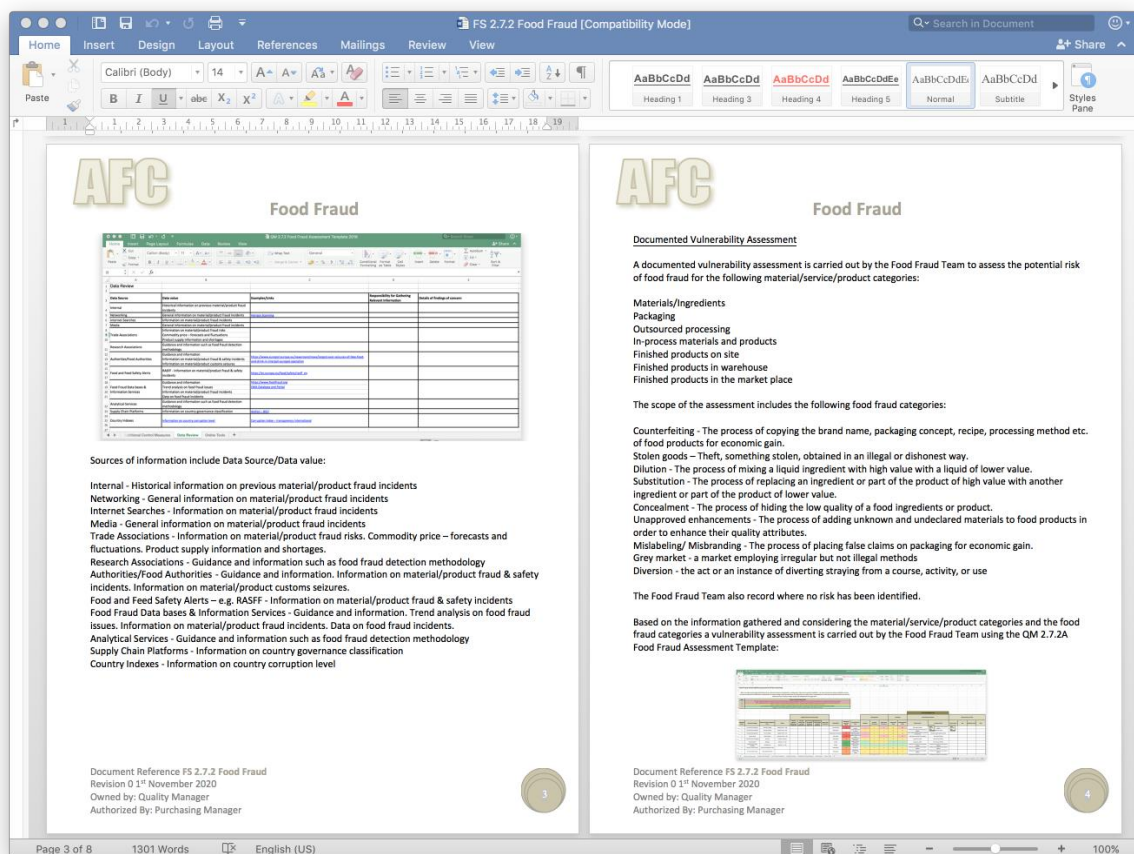






## Assistance with Food Fraud Assessment

The package contains a Food Fraud Assessment Template to supplement FS 2.7.2 Food Fraud procedure.



## FS 2.7.2A Food Fraud Assessment Template:

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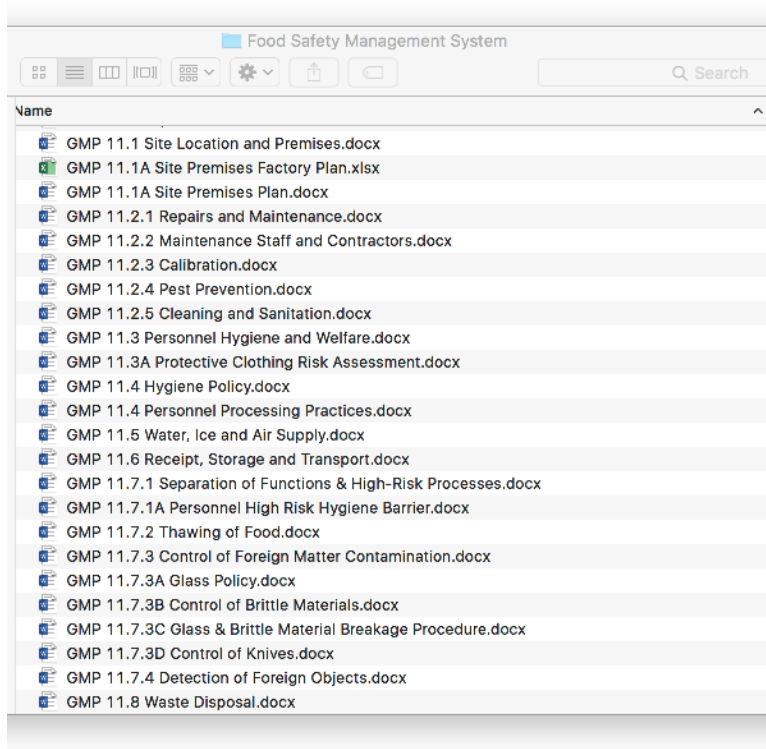
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### **The next folder to open is the Good Manufacturing Practice Templates folder**

These Good Manufacturing Practice Templates match the clauses of the SQF Code and comply with Module 11 Good Manufacturing Practices for Processing of Food Products.



Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

### **Good Manufacturing Practices for Processing of Food Products**

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

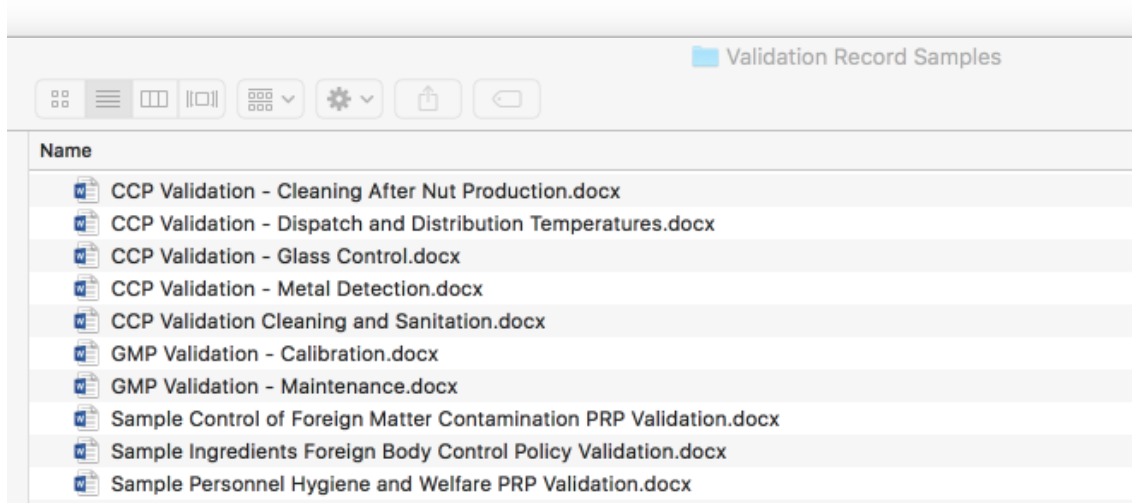
GMP 11.2.1 Repairs and Maintenance


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:  
Water Supply  
Water Treatment  
Water Quality  
Ice Supply  
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 11.7.3A Glass Policy  
GMP 11.7.3B Control of Brittle Materials  
GMP 11.7.3C Glass & Brittle Material Breakage Procedure  
GMP 11.7.3D Control of Knives  
GMP 11.7.4 Detection of Foreign Objects  
GMP 11.8 Waste Disposal

There is also a Validation Record Samples Sub-Folder

Here there are a range of validation records.






## Metal Detection CCP Validation

Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	8 Packing		
Hazard	Presence of metal objects		
Control Measure	Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		History indicates a significant reduction in risk by using a metal detector
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection  
Revision 1 10<sup>th</sup> May 2017  
Owned by: Technical Manager  
Authorised By: General Manager

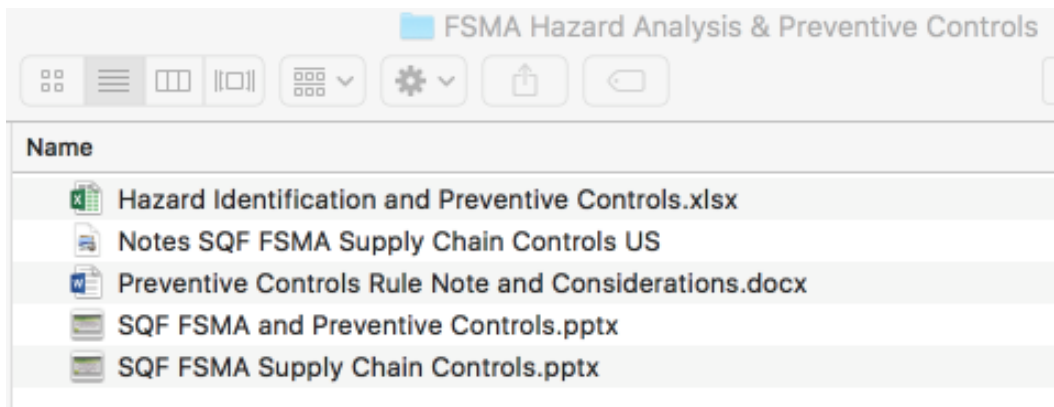


## SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

Going back to HACCP and to FS 2.4.3 Food Safety Plan, there is additional content to support the development of your Food Safety Plans:

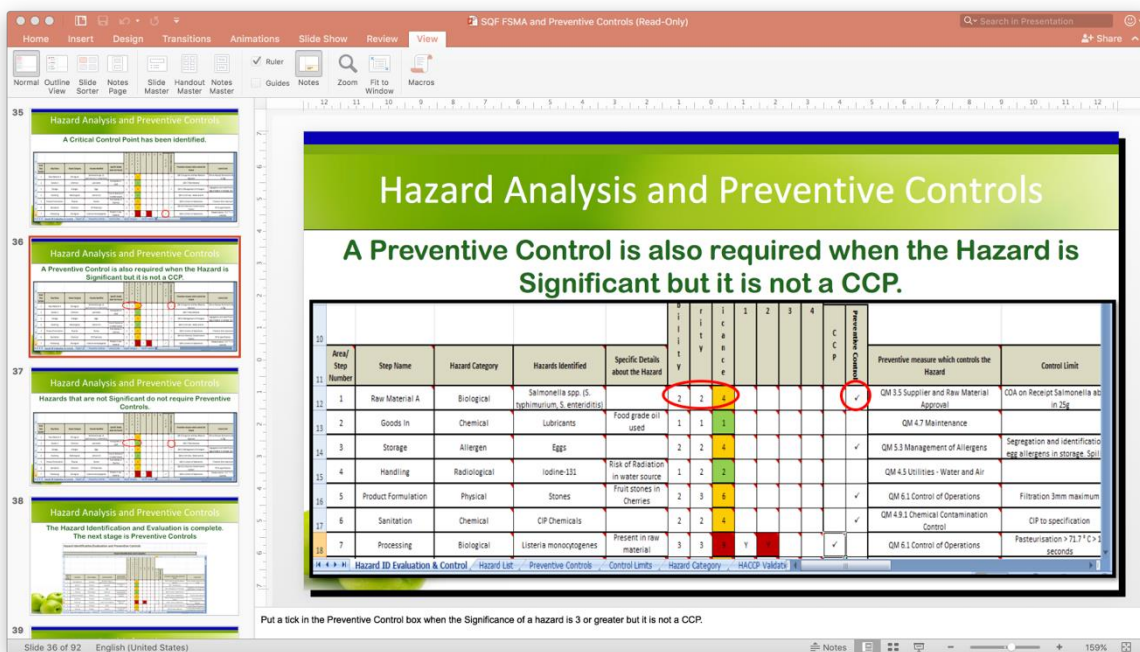
Open the **FSMA Hazard Analysis & Preventive Controls** Folder

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



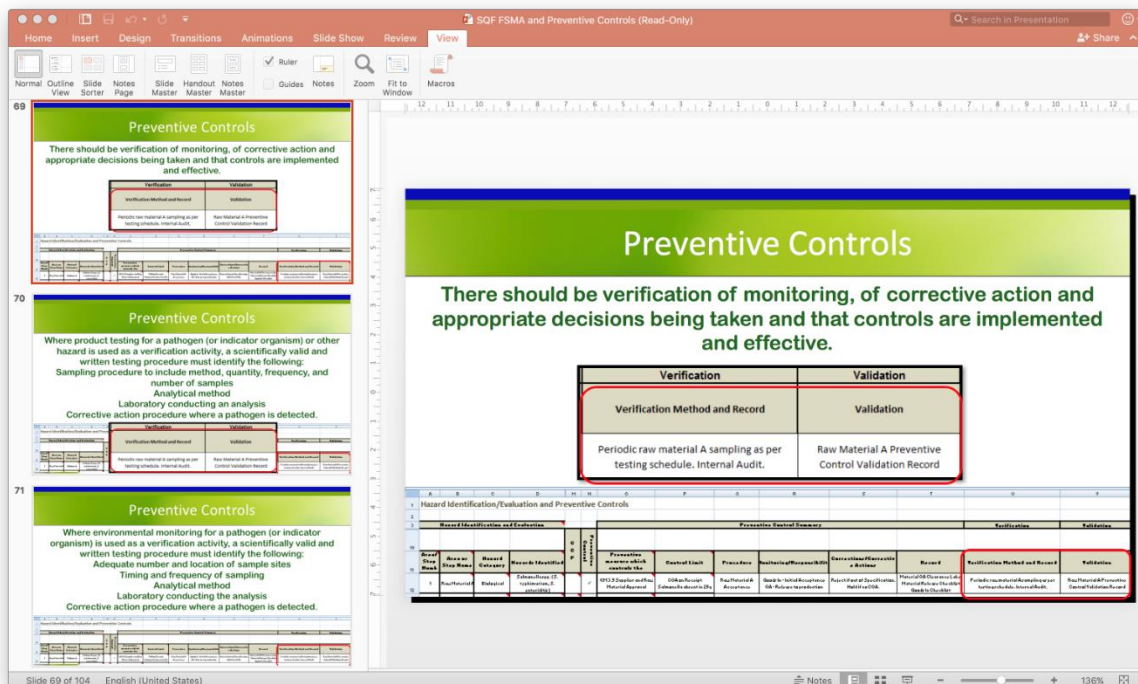
## SQF FSMA and Preventive Controls Presentation

The presentation contains Guidance and Tools for the Implementation of the Preventive Controls in addition to Critical Control Points and developing a Food Safety Plan.



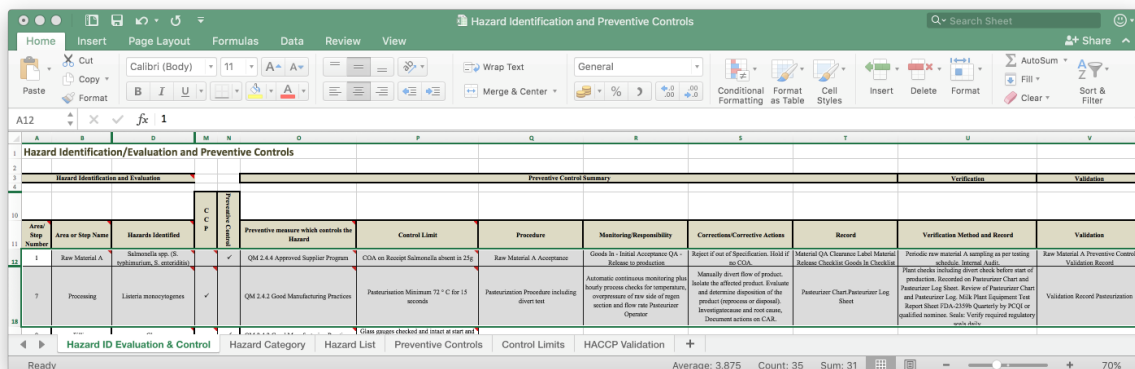
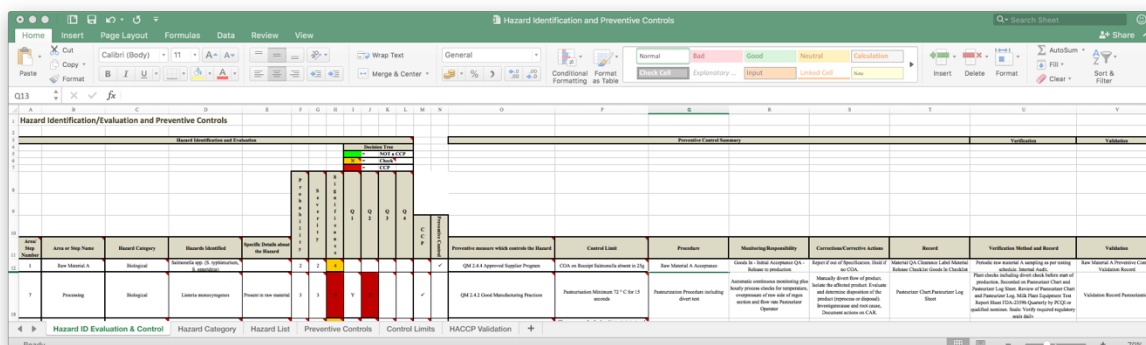


# SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

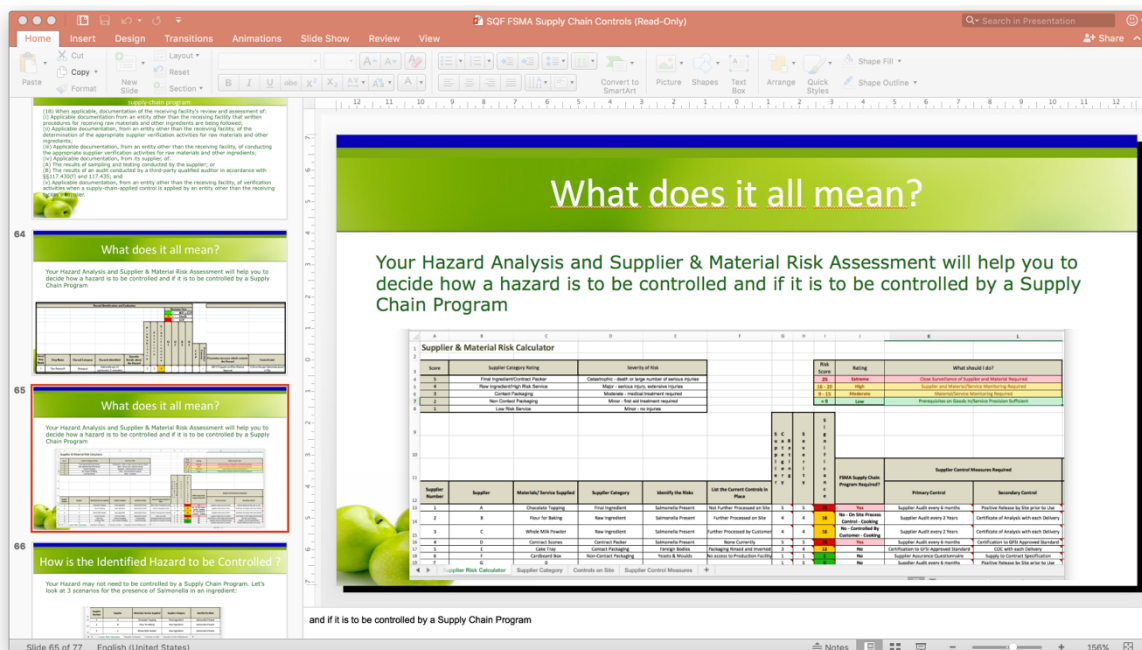
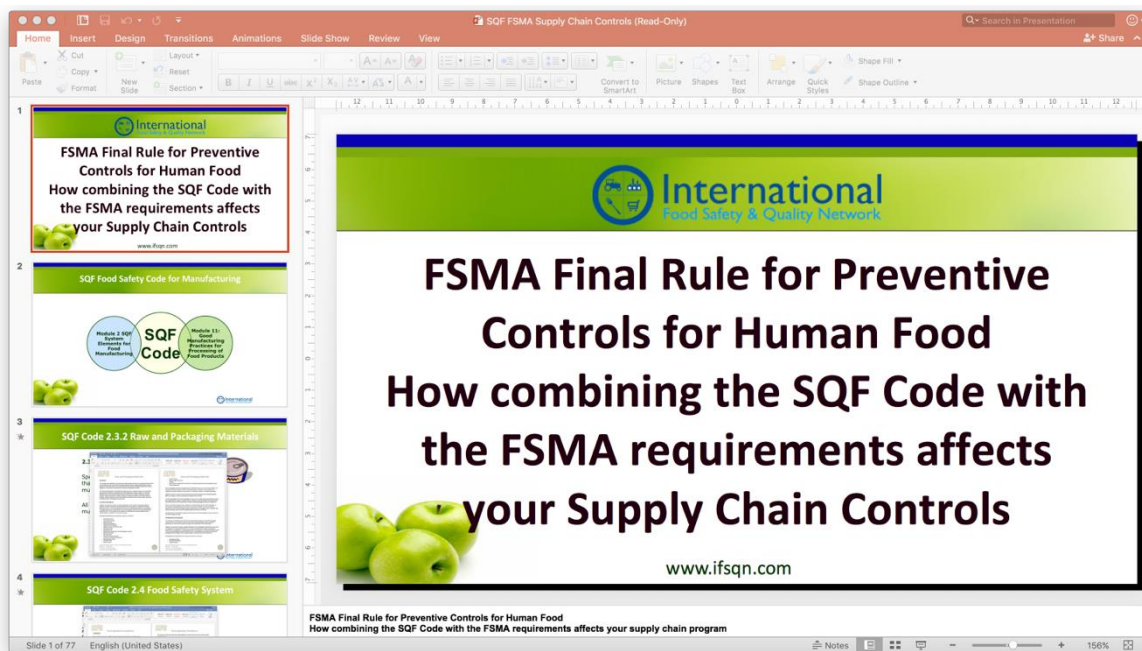


## Hazard Identification and Preventive Controls Tool

This Implementation Tool assists with the Identification of CCPs and Preventive Controls enabling you to create your Food Safety Plans



## 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.

### **Free Online Technical Support**

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your SQF 9 & FSMA Food Safety and Management System until you achieve certification.

The contact email is support @ifsqn.com without the space



**[Click here to order the SQF Code Edition 9 & FSMA compliant IFSQN SQF Food Safety Management System Implementation Package](#)**