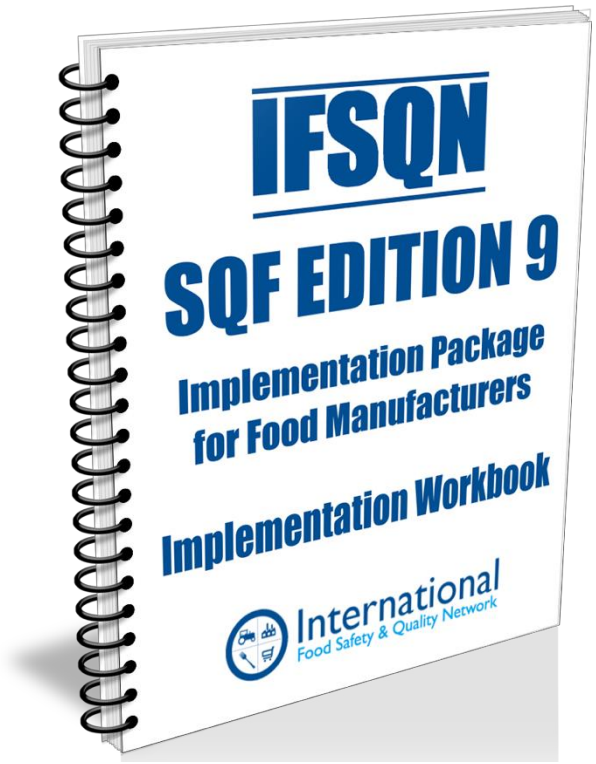


This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

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 Food Safety Management System Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.

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.

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	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

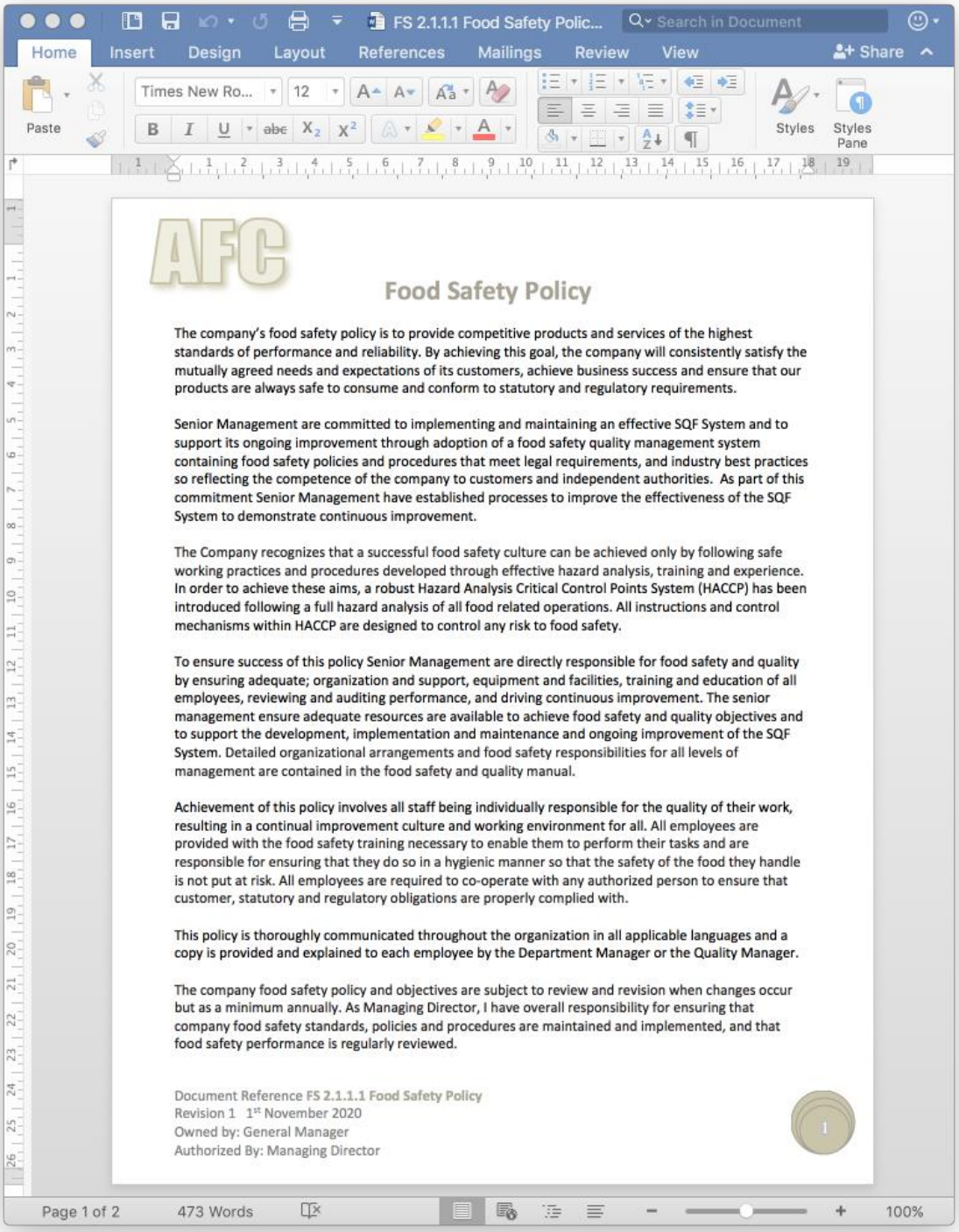
At a later stage, Senior Management will be required to carry out a management review		
After implementation and verification Senior Management take action to continually improve the FSMS		

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



FS 2.1.1.1 Food Safety Polic...

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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.

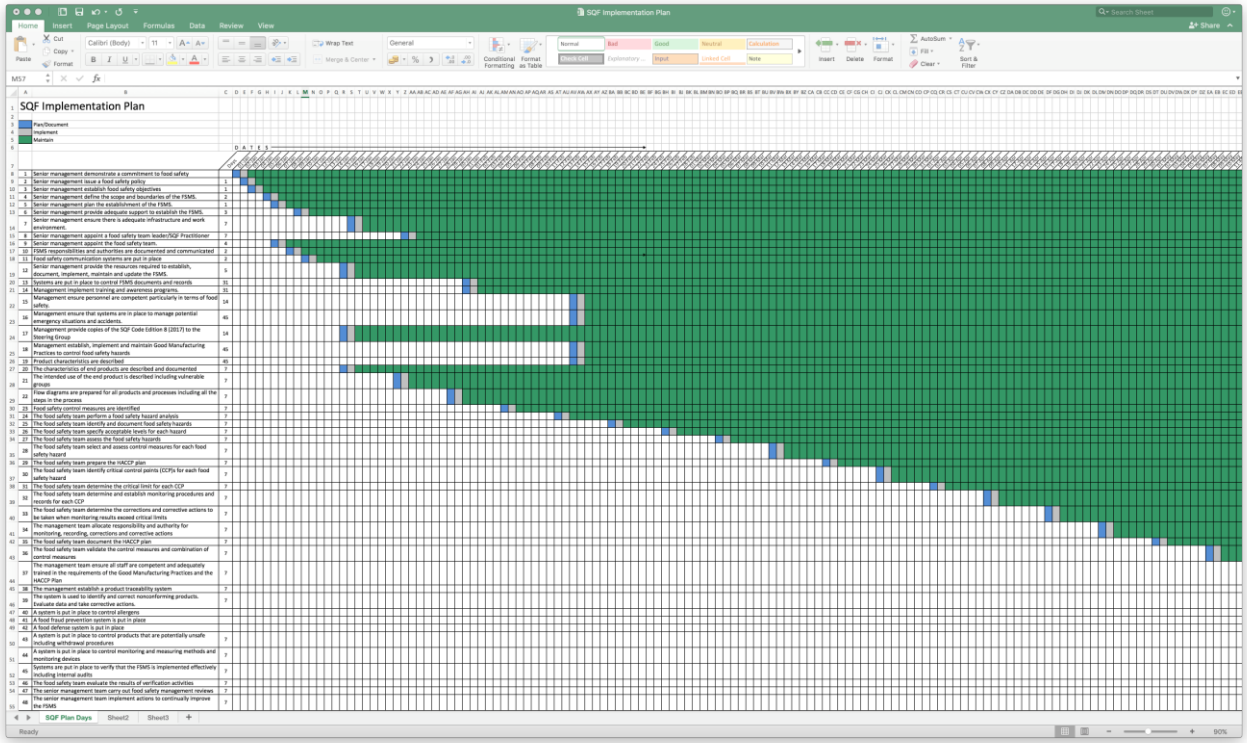
The company food safety policy and objectives are subject to review and revision when changes occur but as a minimum annually. As Managing Director, I have overall responsibility for ensuring that company food safety standards, policies and procedures are maintained and implemented, and that food safety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

Page 1 of 2 473 Words 100%

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	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	

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 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	

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

- 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.

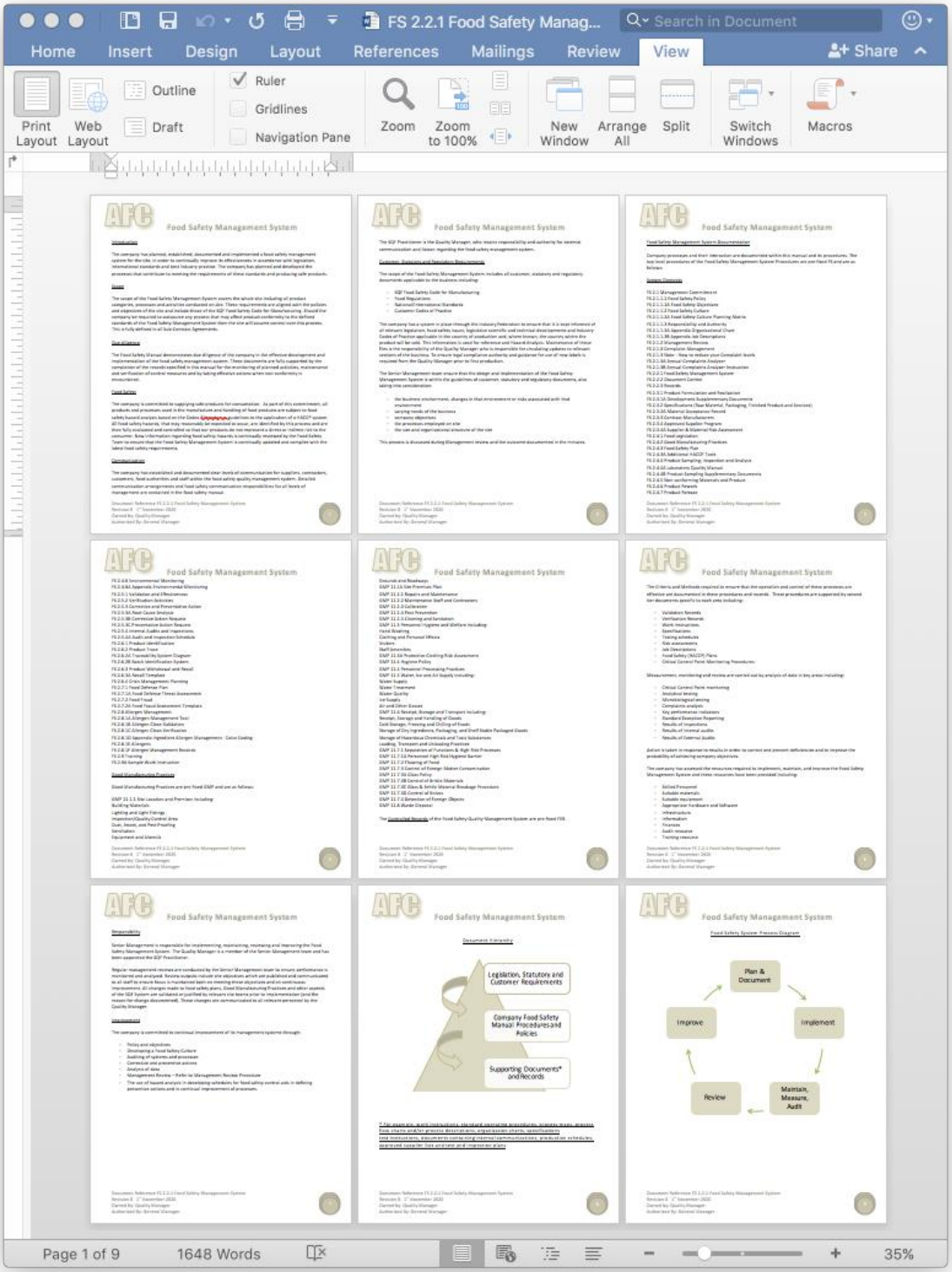
Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

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

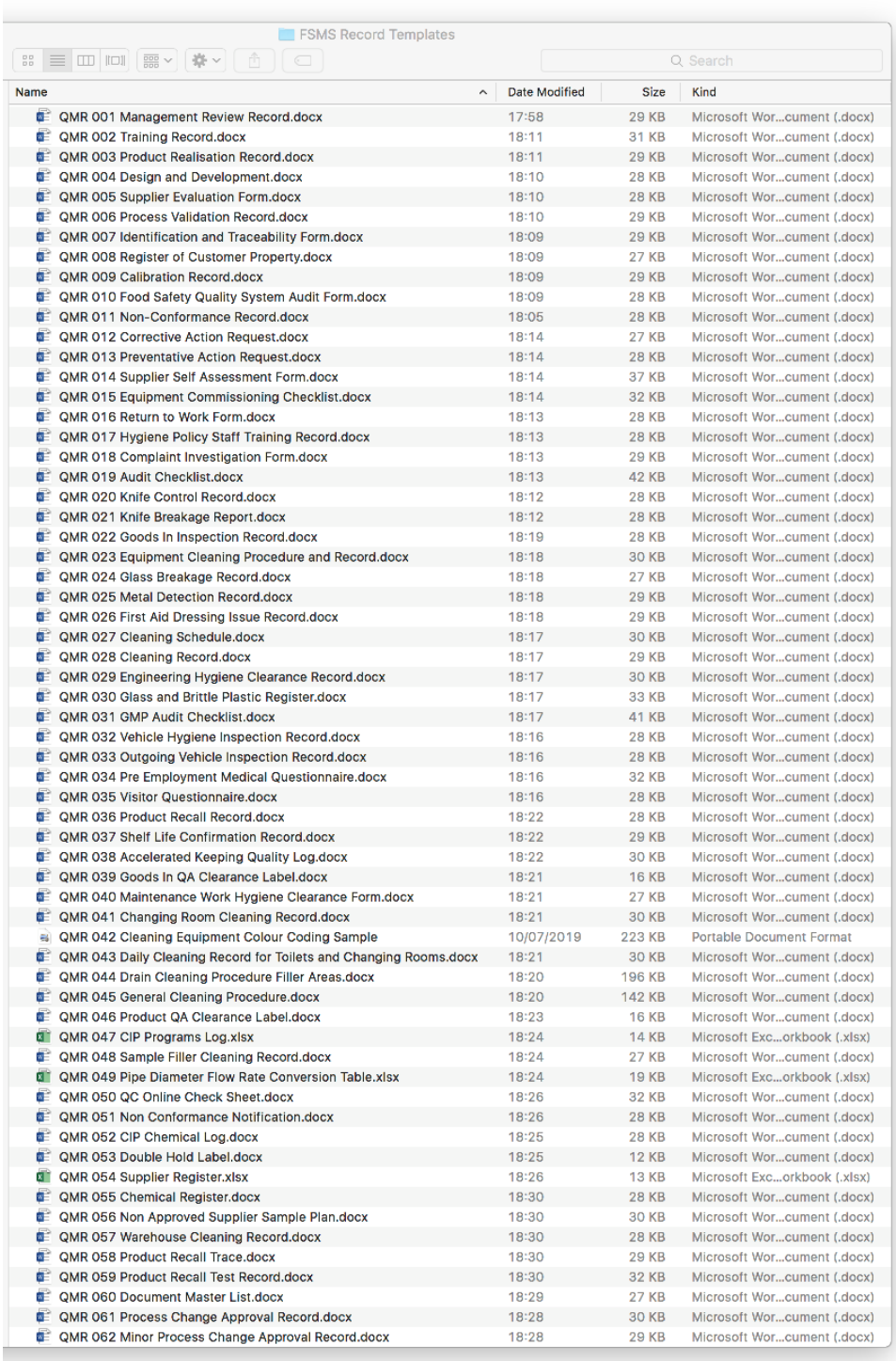
FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2A Food Safety Culture Planning Matrix
FS 2.1.1.3 Responsibility and Authority
FS 2.1.1.3A Appendix Organizational Chart
FS 2.1.1.3B Appendix Job Descriptions
FS 2.1.2 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.

Food Safety Management System Record Templates

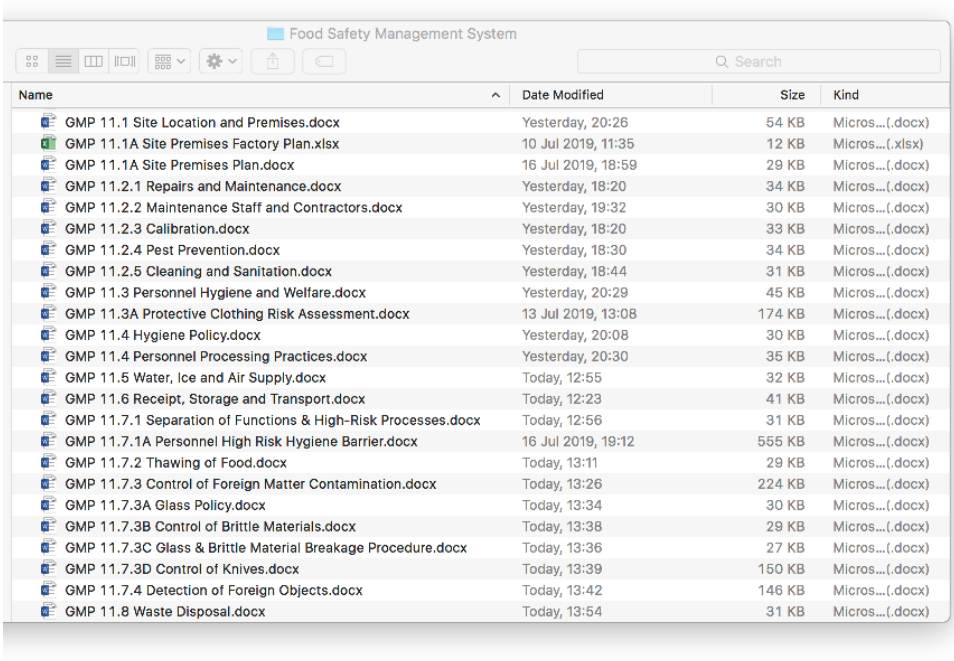
A comprehensive range of easy to use food safety record templates:



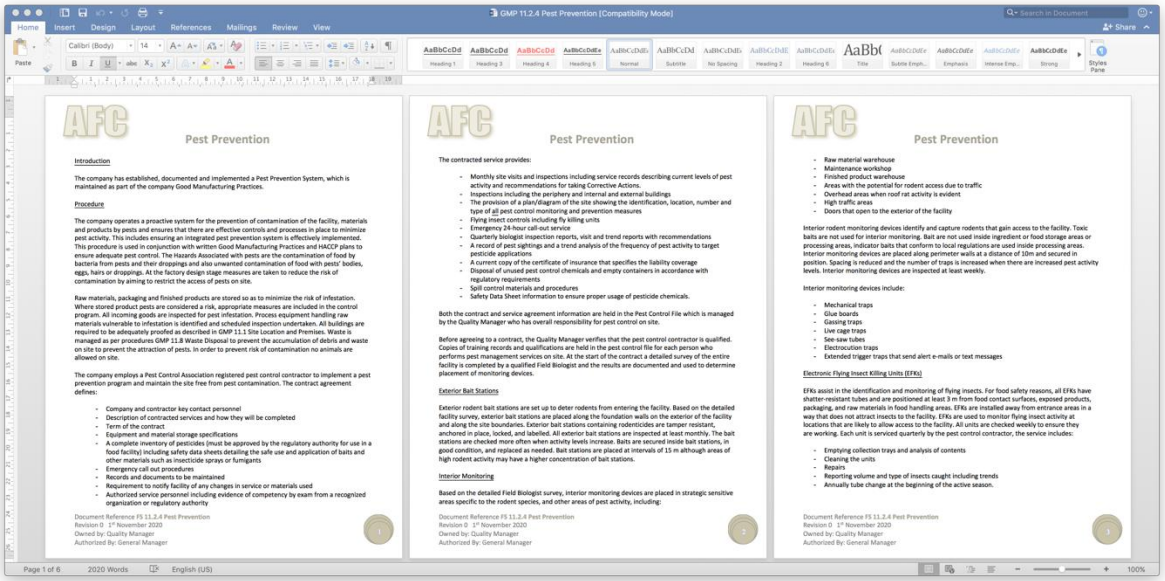
Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	17:58	29 KB	Microsoft Wor...cument (.docx)
QMR 002 Training Record.docx	18:11	31 KB	Microsoft Wor...cument (.docx)
QMR 003 Product Realisation Record.docx	18:11	29 KB	Microsoft Wor...cument (.docx)
QMR 004 Design and Development.docx	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)
QMR 013 Preventative Action Request.docx	18:14	28 KB	Microsoft Wor...cument (.docx)
QMR 014 Supplier Self Assessment Form.docx	18:14	37 KB	Microsoft Wor...cument (.docx)
QMR 015 Equipment Commissioning Checklist.docx	18:14	32 KB	Microsoft Wor...cument (.docx)
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)
QMR 023 Equipment Cleaning Procedure and Record.docx	18:18	30 KB	Microsoft Wor...cument (.docx)
QMR 024 Glass Breakage Record.docx	18:18	27 KB	Microsoft Wor...cument (.docx)
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)
QMR 027 Cleaning Schedule.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 028 Cleaning Record.docx	18:17	29 KB	Microsoft Wor...cument (.docx)
QMR 029 Engineering Hygiene Clearance Record.docx	18:17	30 KB	Microsoft Wor...cument (.docx)
QMR 030 Glass and Brittle Plastic Register.docx	18:17	33 KB	Microsoft Wor...cument (.docx)
QMR 031 GMP Audit Checklist.docx	18:17	41 KB	Microsoft Wor...cument (.docx)
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)
QMR 034 Pre Employment Medical Questionnaire.docx	18:16	32 KB	Microsoft Wor...cument (.docx)
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:



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



Step Five: Project SQF Implementation

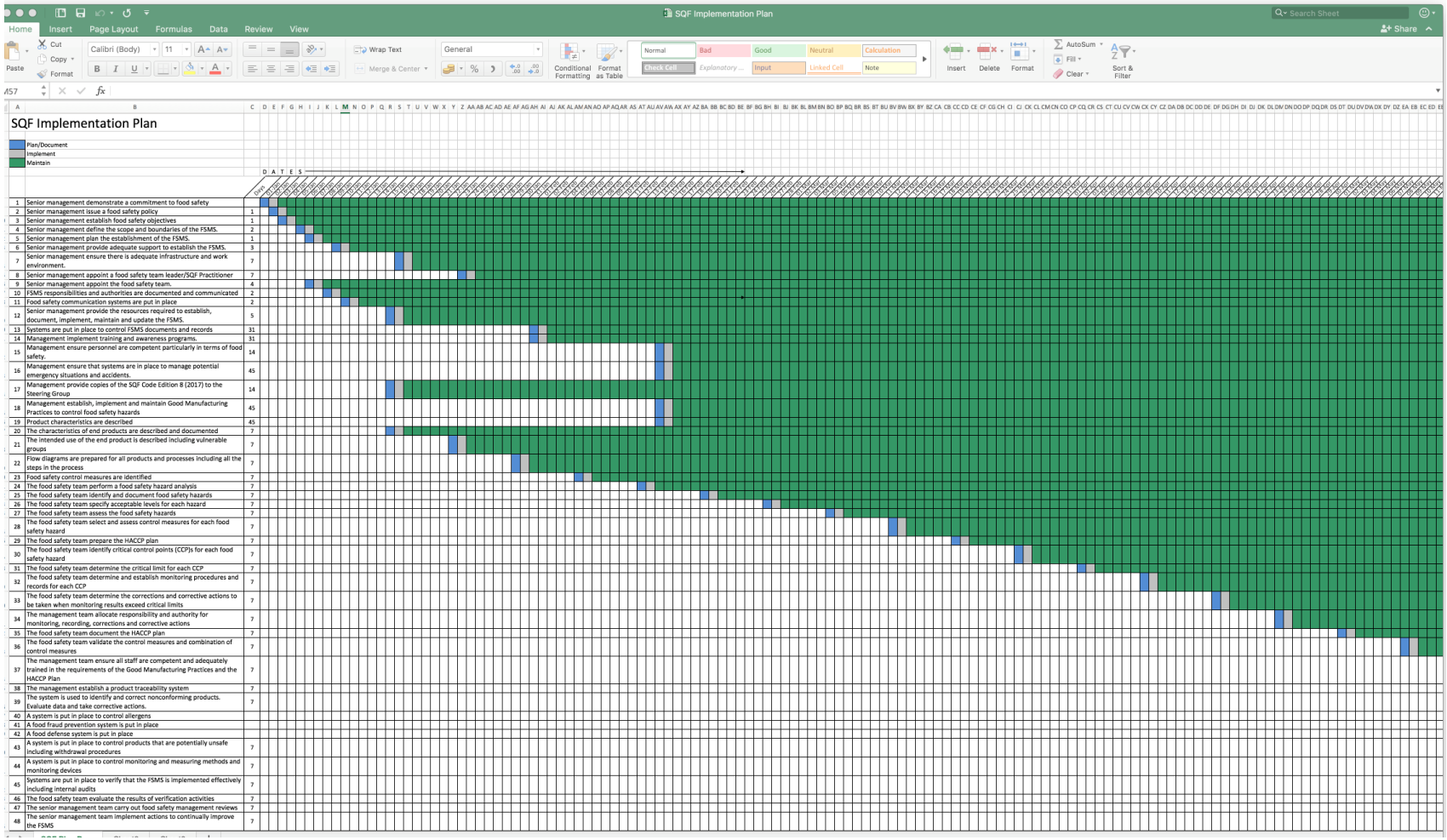
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ 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			

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		

	products that are potentially unsafe including withdrawal procedures		Step Three: Food Safety Management System		
44)	A system is put in place to control monitoring and measuring methods and monitoring devices		Use documents from Step Three: Food Safety Management System		
45)	Systems are put in place to verify that the FSMS is implemented effectively including internal audits		Include in Step Eight		
46)	The food safety team evaluate the results of verification activities		Include in Step Eight		
47)	The senior management team carry out food safety management reviews		Include in Step Eight		
48)	The senior management team implement actions to continually improve the FSMS		Include in Step Eight		

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.

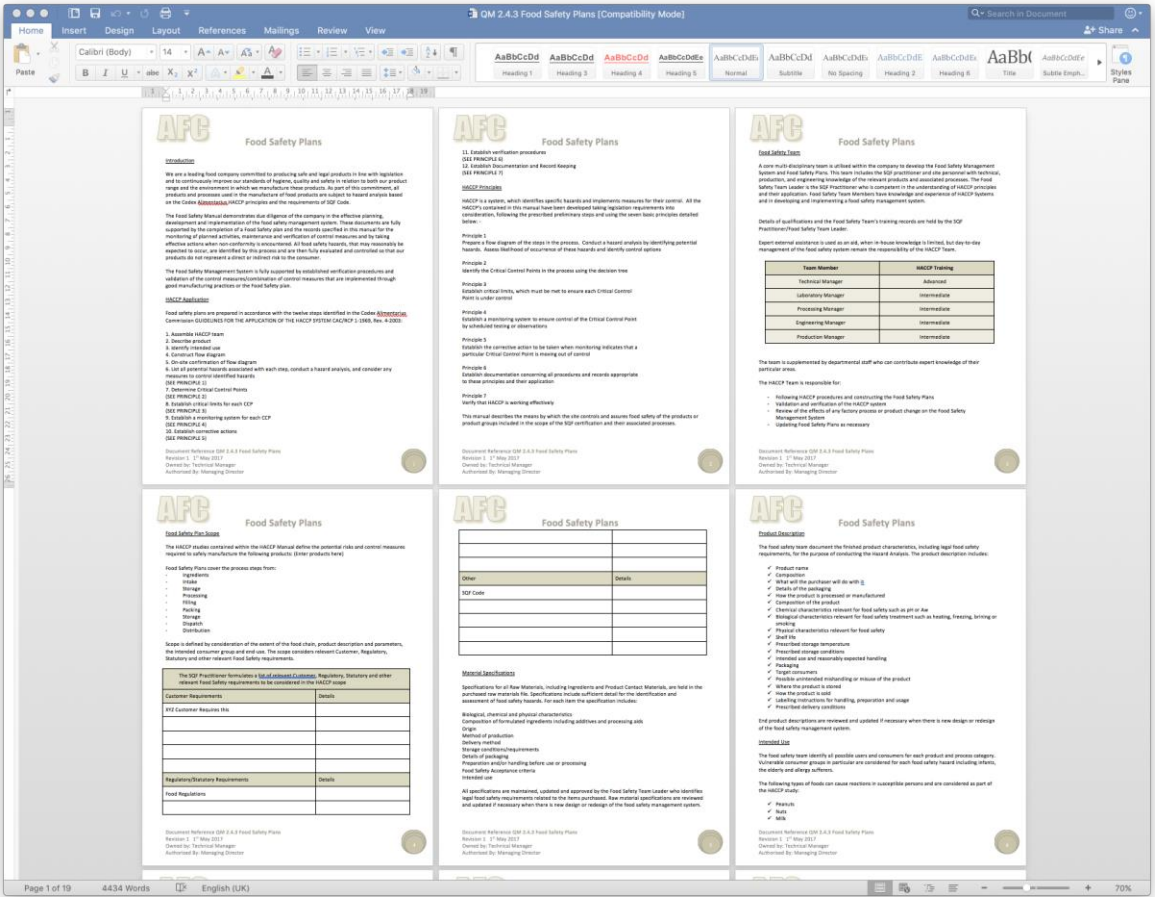
Project Tasks 19 – 36

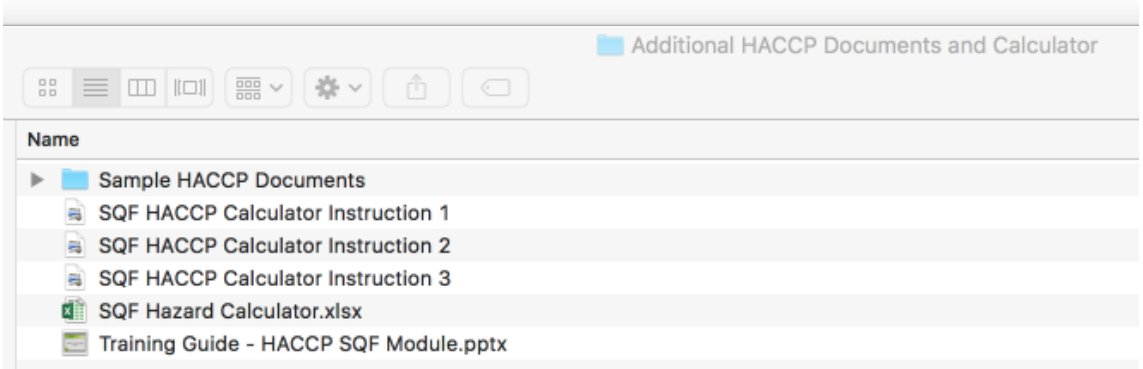
Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in Step 6 HACCP Implementation Section.

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
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

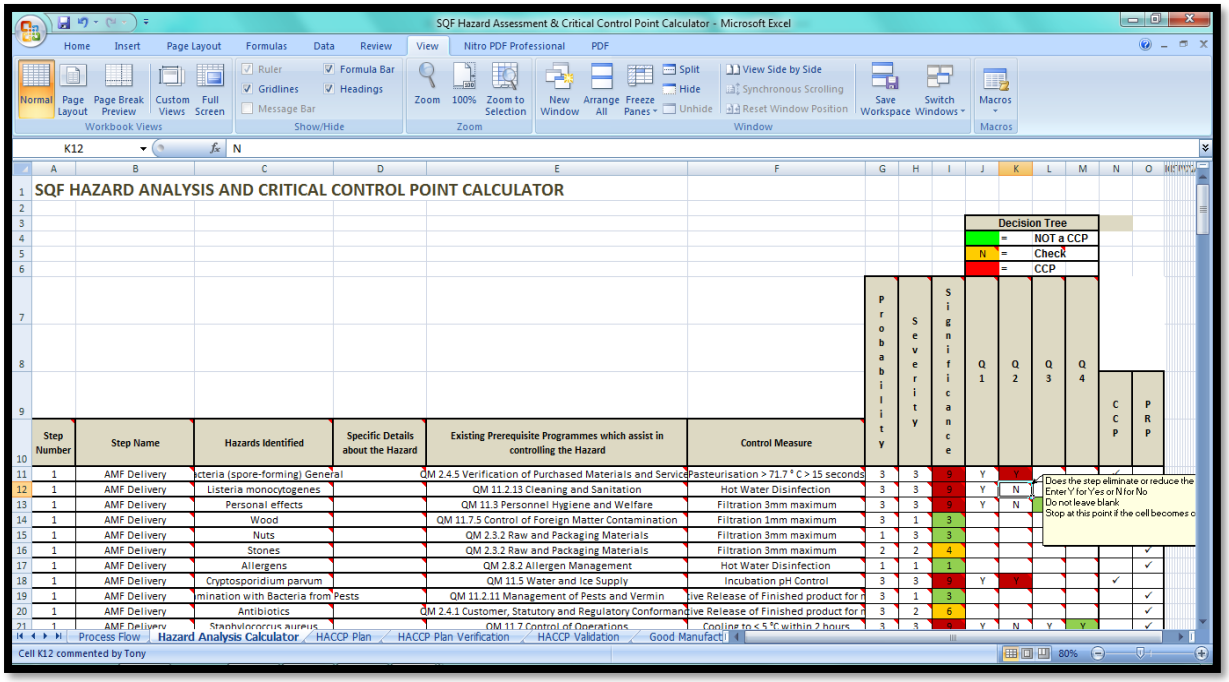
Step Six: HACCP Implementation Guide

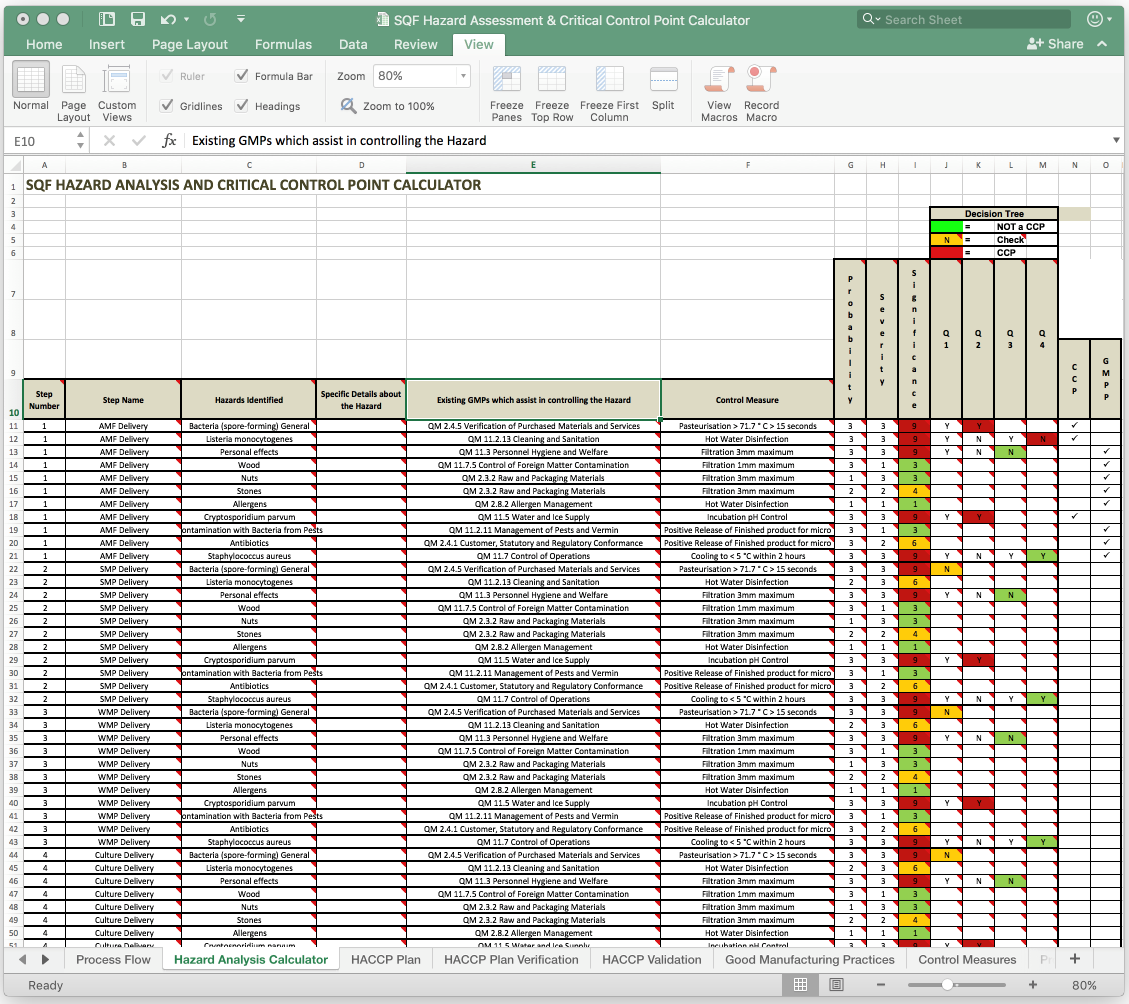
Included in the package are FS 2.4.3 Food Safety Plan and supplementary HACCP documents in the Additional HACCP Tools Folder including the SQF Hazard Assessment & Critical Control Point Tool:





The main tools here are the SQF HACCP Calculator and instructions:





- 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 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.

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

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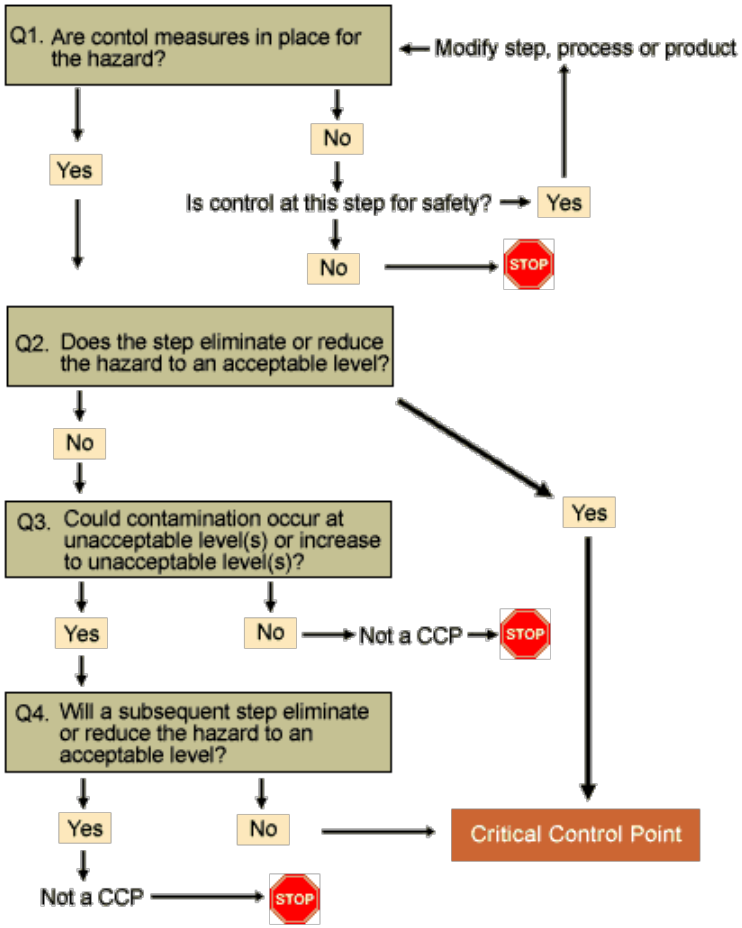
HACCP Instruction 1

Enter Prerequisites or Control Measures that assist in controlling the hazard

Step Number	Step Name	Category	Hazard	Prerequisites or Control Measures
1	Goods in	Physical	Wood from pallets	Layer pads
2	Goods in	Chemical	Cleaning chemicals on vehicle	Segregation & Pallet Bunds
3	Goods in	Biological	E.coli in raw material	C.O.A/Approved Supplier
4	Goods in	Allergen	Contains peanuts	Sealed in double bags/ Segregated
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
23				

Document Reference HACCP Calculator Instruction 1
Revision 1 8th May 2012
Owned by: Technical Manager
Authorised By: General Manager

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 - devices used (including applicable calibration procedures) - frequency of monitoring - 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:			

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

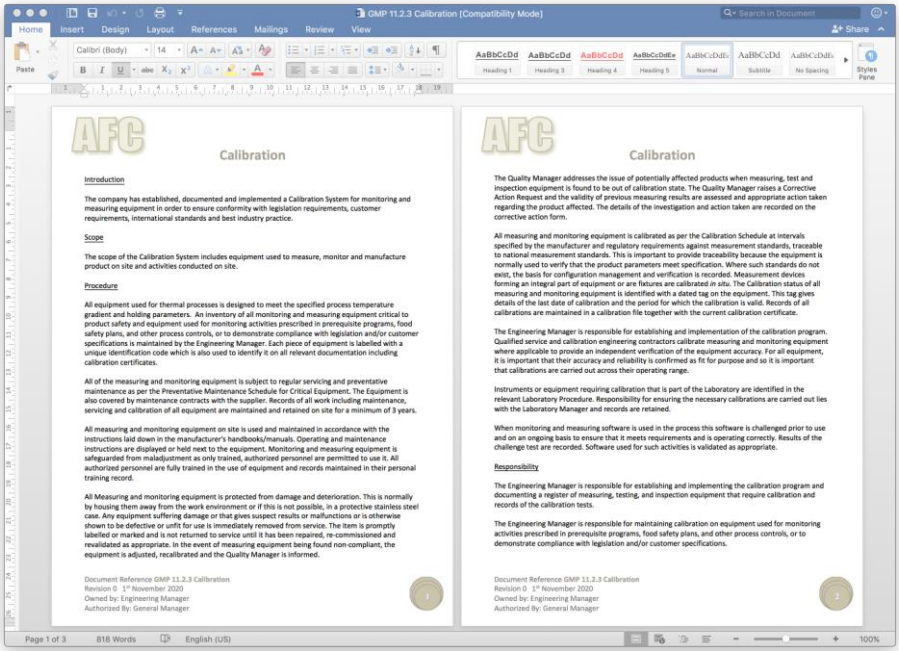
Task 40: A system is put in place to control allergens - FS 2.8 Allergen Management

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

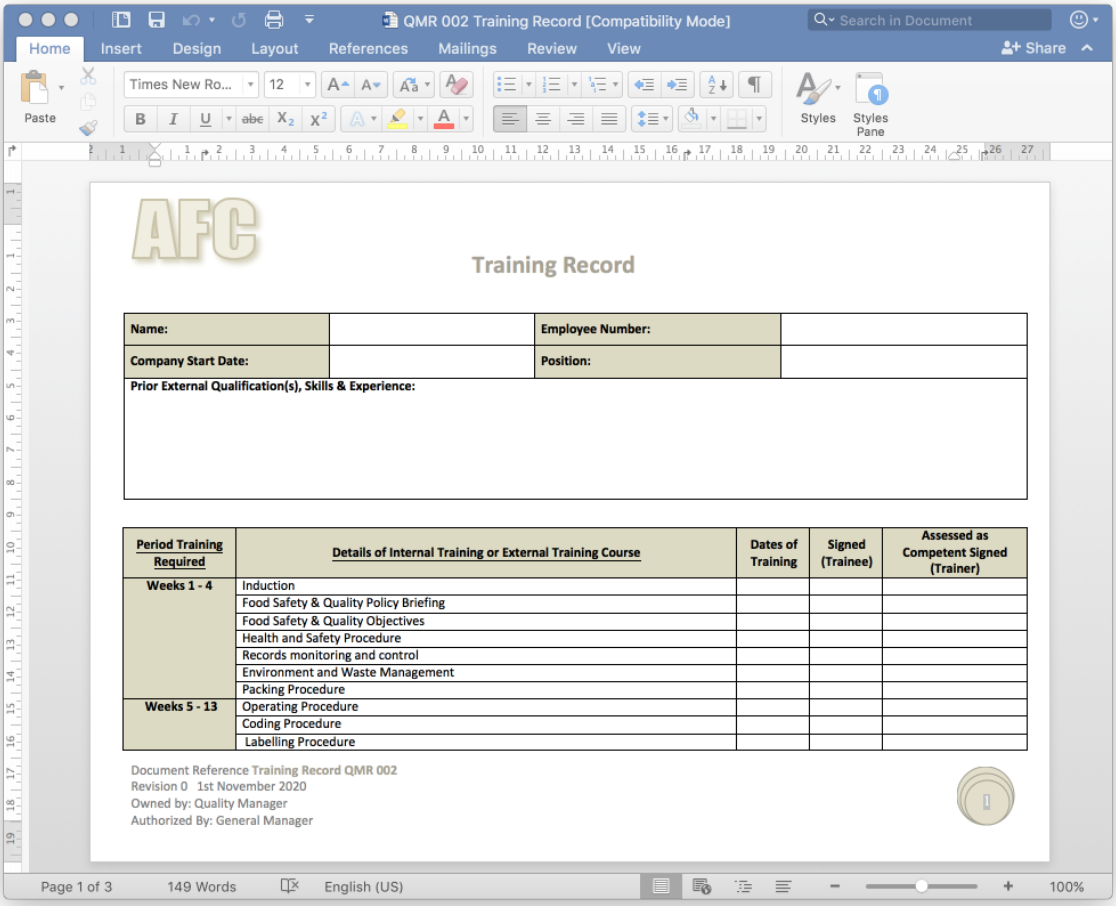
Task 42: A food defense system is put in place - FS 2.7.1 Food Defense Plan

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



QMR 002 Training Record



QMR 002 Training Record [Compatibility Mode]

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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.

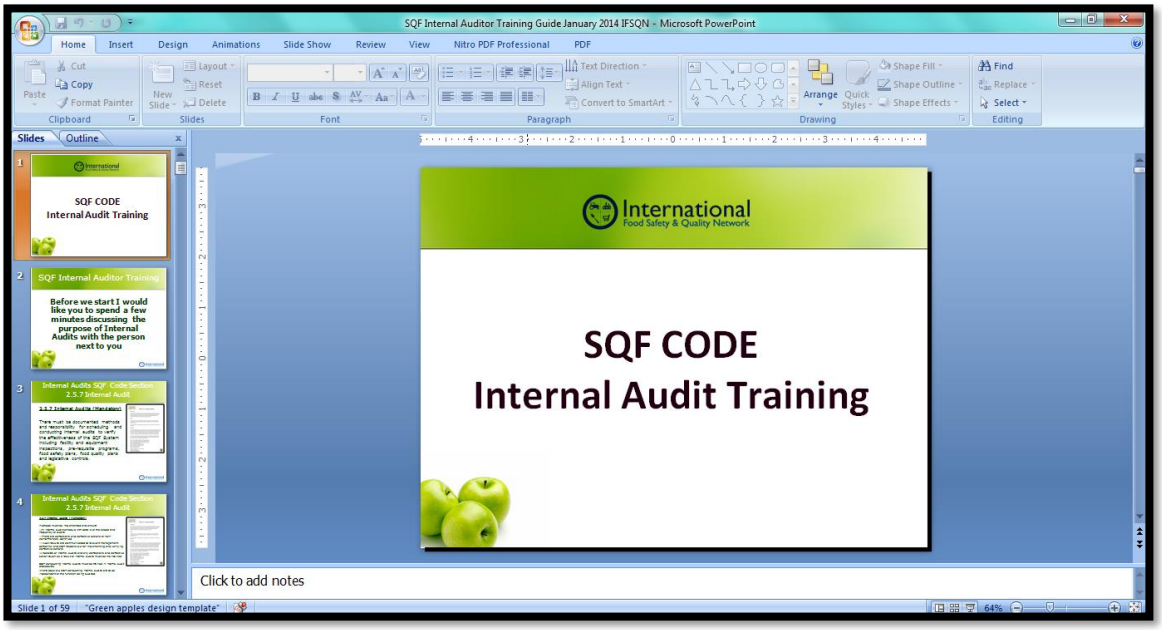
The Food Safety Team should receive extra training:

- ✓ 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.



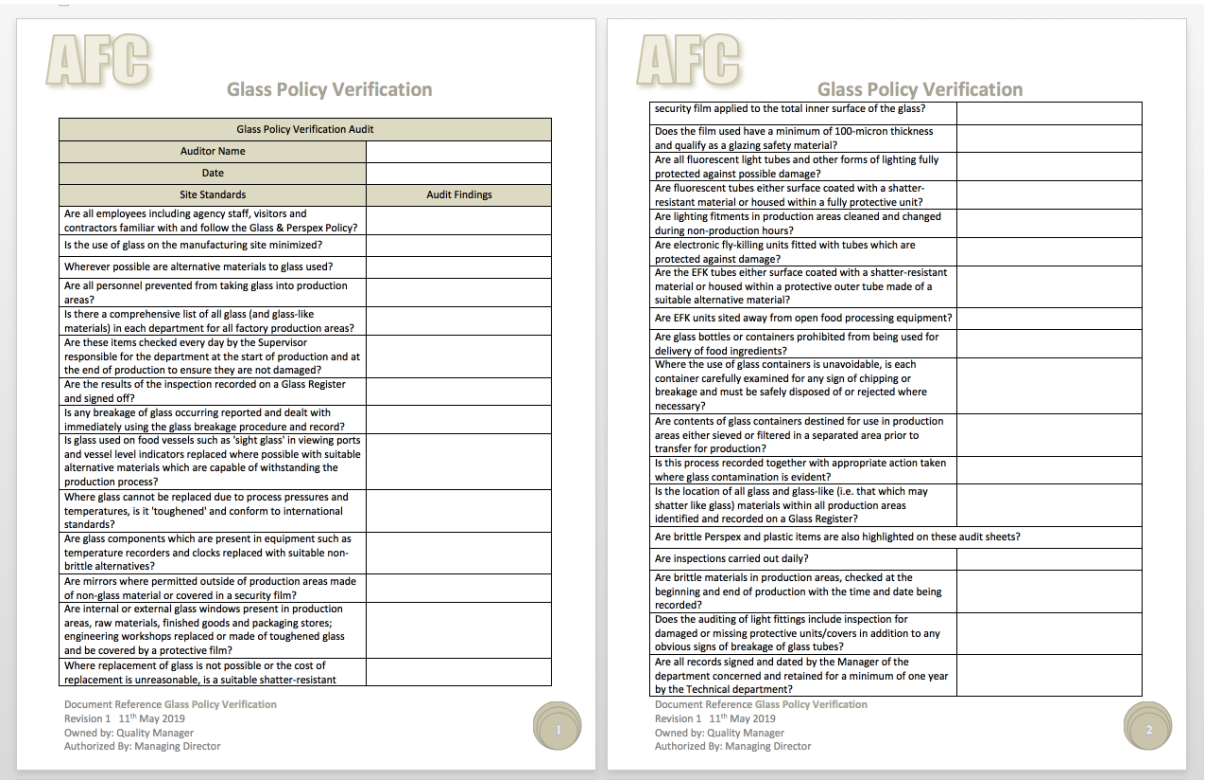
There is also a GMP audit training presentation provided.

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
Owned by: Quality Manager
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
Revision 1 11th May 2019
Owned by: Quality Manager
Authorized By: Managing Director

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Task 46 The food safety team evaluate the results of verification activities

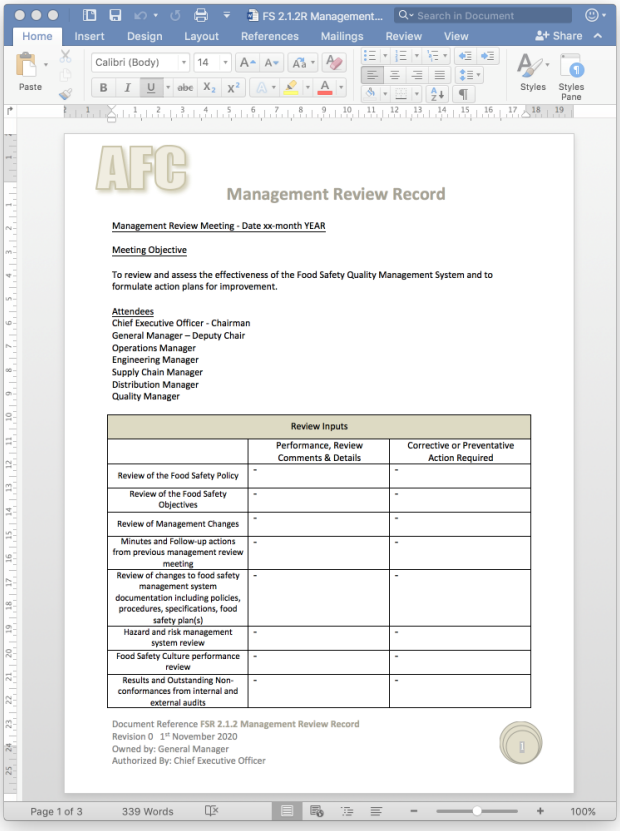
The Food Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System.

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
Owned by: General Manager
Authorized By: Chief Executive Officer