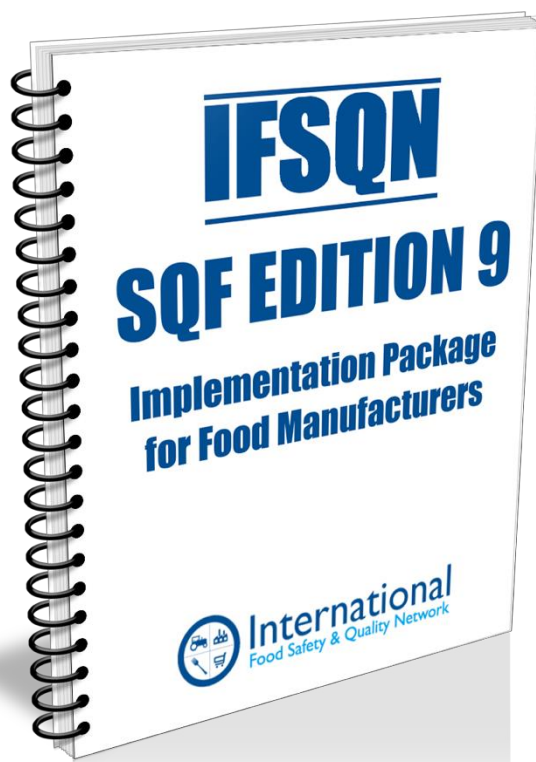


This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

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.



This Implementation Workbook compliments the IFSQN SQF Food Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacturing Edition 9

The IFSQN SQF Food Safety Management System Package contains:

- ✓ A comprehensive set of editable Food Safety Management System Procedures
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures
- ✓ A range of easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ 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

As a preliminary to Step 1 we recommend that the you obtain a copy of [the SQF Food Safety Code for Manufacturing Edition 9](#) from the SQFI website

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.

SQF 9 Food Safety Management System Implementation Workbook

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

SQF 9 Food Safety Management System Implementation Workbook

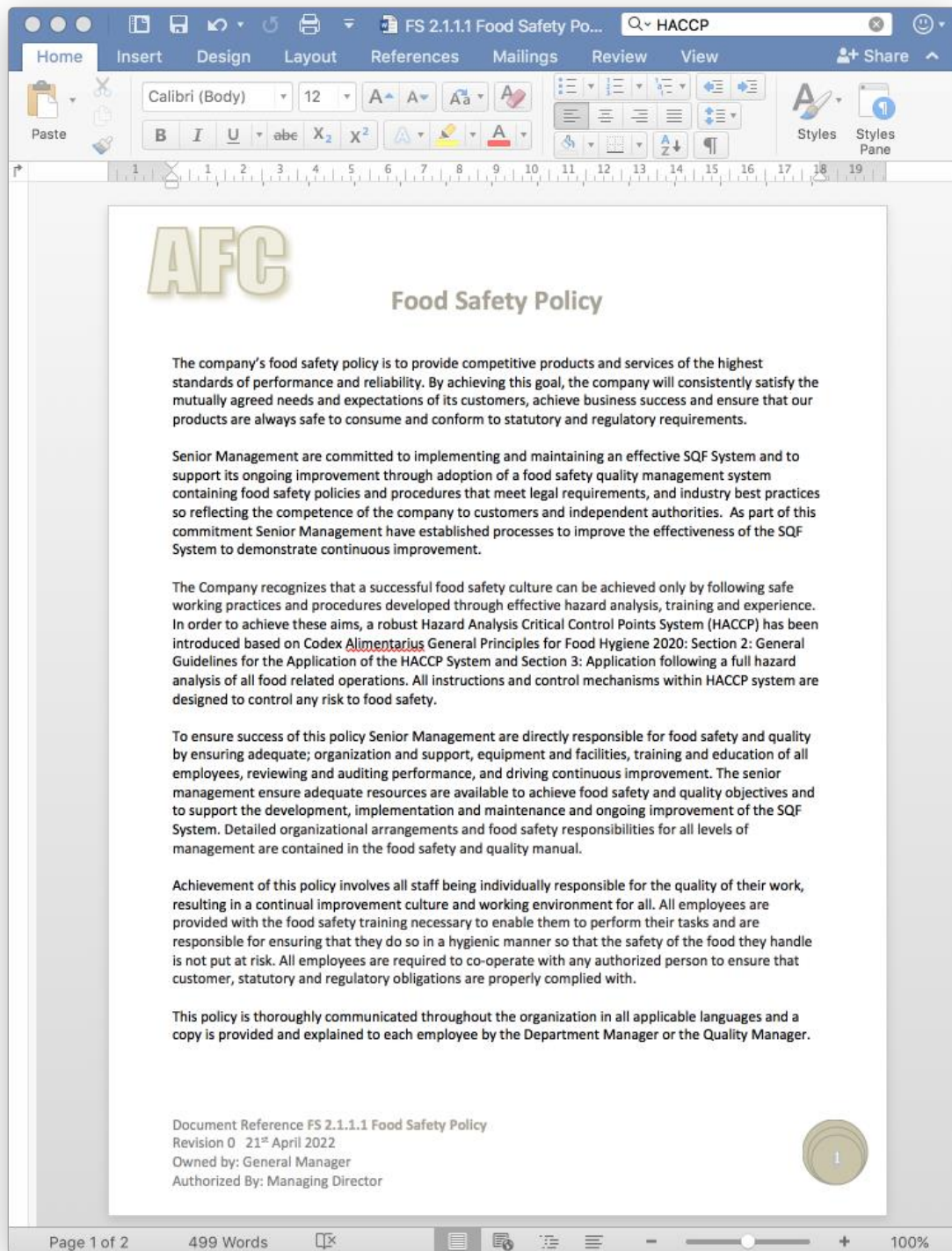
Senior Management FSMS Implementation Checklist

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	
	Food Regulations	
	FSMA Preventive Controls Rule for Human Food	
	CODEX Recommended International Code of Practice General Principles of Food Hygiene (2020) Chapter Two HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION.	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

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

Food Safety Policy and Objectives



SQF 9 Food Safety Management System Implementation Workbook

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		

SQF 9 Food Safety Management System Implementation Workbook

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	

SQF 9 Food Safety Management System Implementation Workbook

Senior Management Establish Food Safety Responsibility & Authority Levels

Example Key Responsibilities

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Quality Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect

SQF 9 Food Safety Management System Implementation Workbook

Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity

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

SQF 9 Food Safety Management System Implementation Workbook

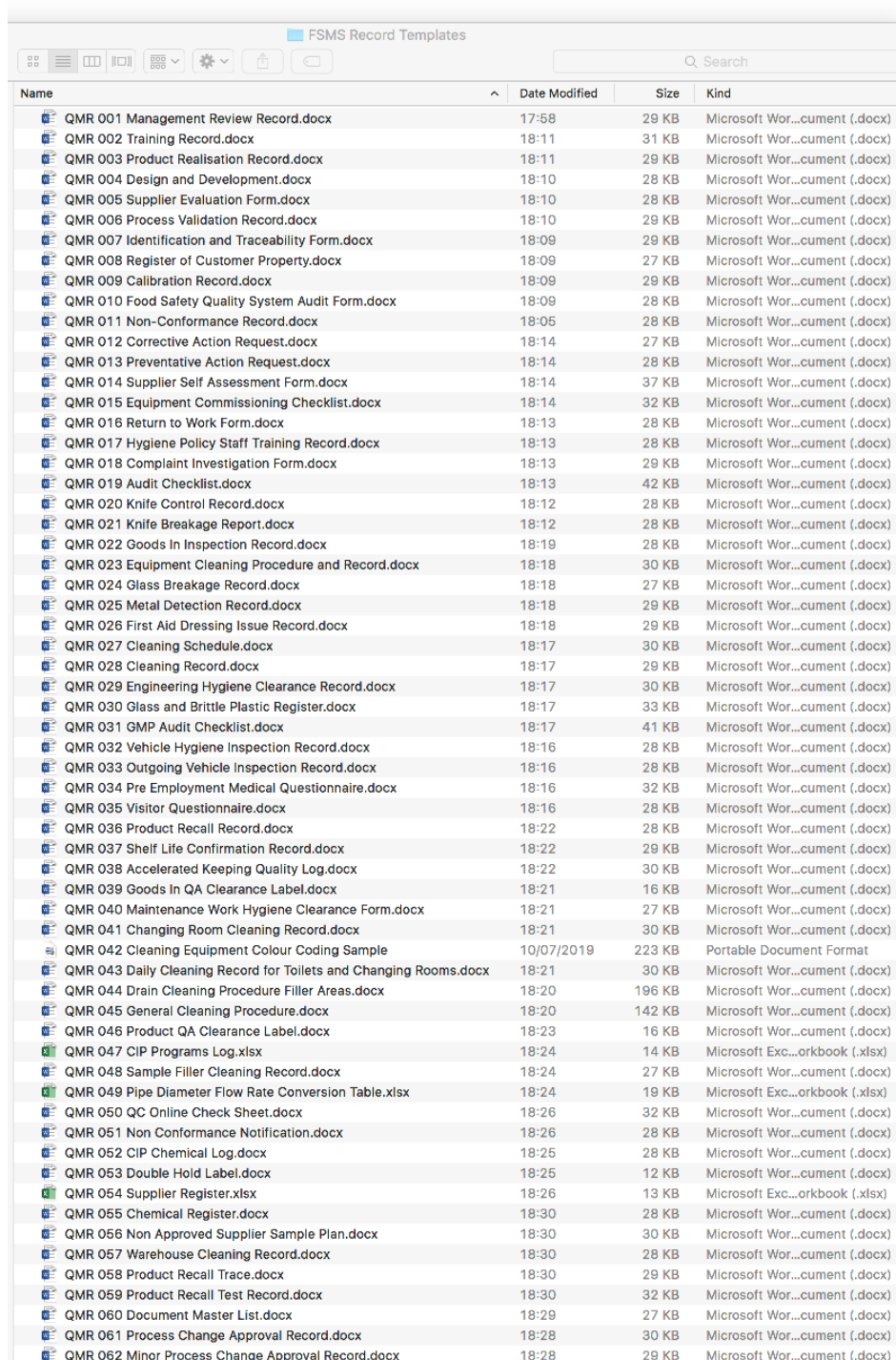
The screenshot displays a Microsoft Word application window with the title bar 'FS 2.2.1 Food Safety Manag...'. The ribbon includes 'Home', 'Insert', 'Design', 'Layout', 'References', 'Mailings', 'Review', and 'View'. The main content area shows a grid of 9 document thumbnails, each representing a page from the SQF 9 Food Safety Management System implementation workbook. The thumbnails contain various sections of text, including introductory paragraphs, detailed implementation steps, and a diagram of the SQF system process flow. The diagram shows a cycle of 'Plan & Document', 'Implement', 'Review', and 'Improve', with 'Maintain, Measure, Audit' as a supporting activity. The bottom status bar indicates 'Page 1 of 9', '1648 Words', and a zoom level of '35%'.

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

SQF 9 Food Safety Management System Implementation Workbook

Food Safety Management System Record Templates

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

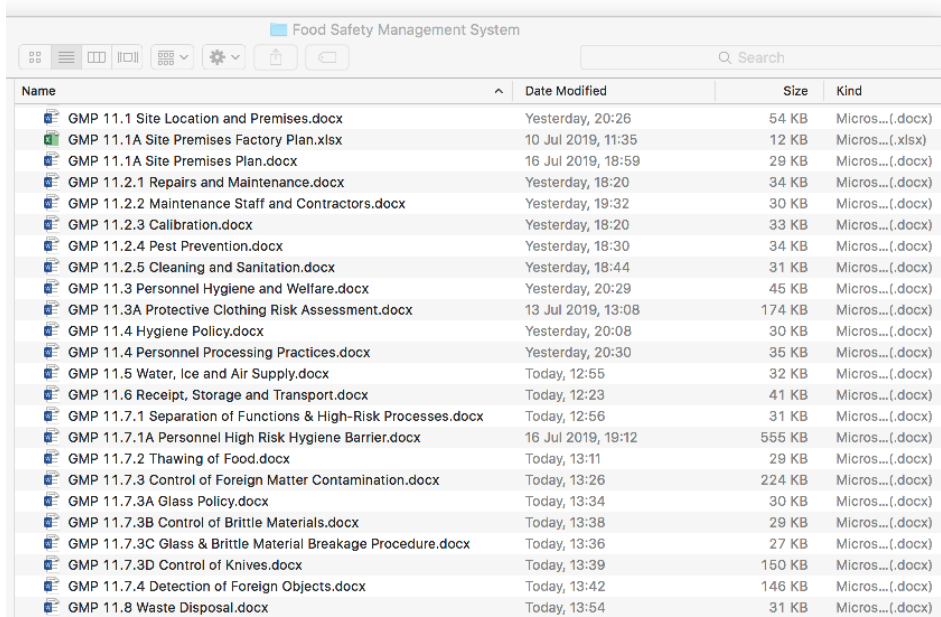


Name	Date Modified	Size	Kind
QMR 001 Management Review Record.docx	17:58	29 KB	Microsoft Wor...cument (.docx)
QMR 002 Training Record.docx	18:11	31 KB	Microsoft Wor...cument (.docx)
QMR 003 Product Realisation Record.docx	18:11	29 KB	Microsoft Wor...cument (.docx)
QMR 004 Design and Development.docx	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)

SQF 9 Food Safety Management System Implementation Workbook

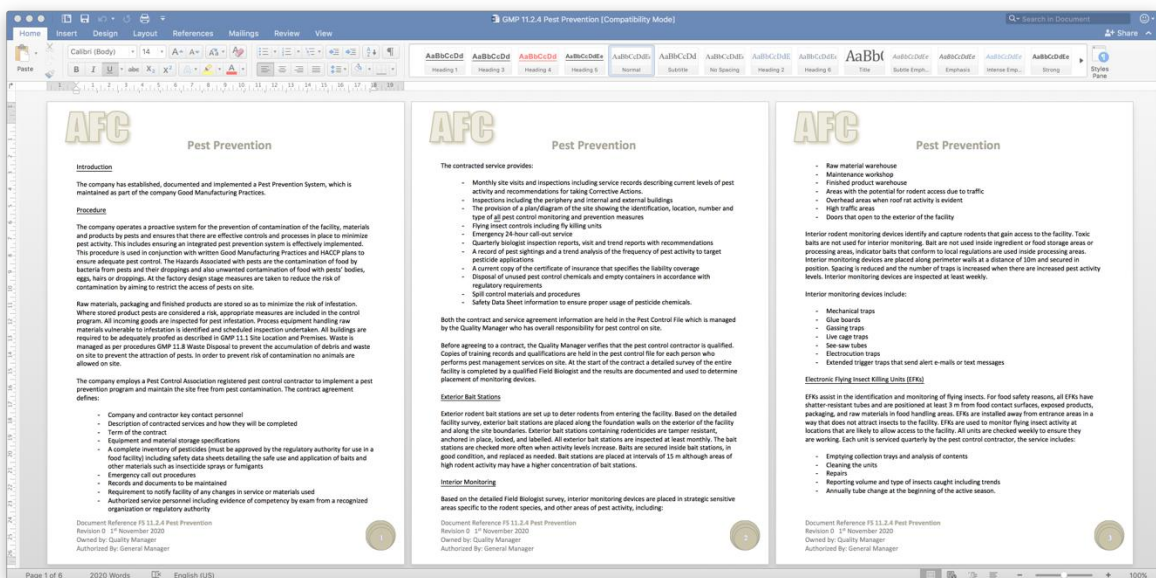
Step Four: Good Manufacturing Practices Implementation

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:



Name	Date Modified	Size	Kind
GMP 11.1 Site Location and Premises.docx	Yesterday, 20:26	54 KB	Micros...(.docx)
GMP 11.1A Site Premises Factory Plan.xlsx	10 Jul 2019, 11:35	12 KB	Micros...(.xlsx)
GMP 11.1A Site Premises Plan.docx	16 Jul 2019, 18:59	29 KB	Micros...(.docx)
GMP 11.2.1 Repairs and Maintenance.docx	Yesterday, 18:20	34 KB	Micros...(.docx)
GMP 11.2.2 Maintenance Staff and Contractors.docx	Yesterday, 19:32	30 KB	Micros...(.docx)
GMP 11.2.3 Calibration.docx	Yesterday, 18:20	33 KB	Micros...(.docx)
GMP 11.2.4 Pest Prevention.docx	Yesterday, 18:30	34 KB	Micros...(.docx)
GMP 11.2.5 Cleaning and Sanitation.docx	Yesterday, 18:44	31 KB	Micros...(.docx)
GMP 11.3 Personnel Hygiene and Welfare.docx	Yesterday, 20:29	45 KB	Micros...(.docx)
GMP 11.3A Protective Clothing Risk Assessment.docx	13 Jul 2019, 13:08	174 KB	Micros...(.docx)
GMP 11.4 Hygiene Policy.docx	Yesterday, 20:08	30 KB	Micros...(.docx)
GMP 11.4 Personnel Processing Practices.docx	Yesterday, 20:30	35 KB	Micros...(.docx)
GMP 11.5 Water, Ice and Air Supply.docx	Today, 12:55	32 KB	Micros...(.docx)
GMP 11.6 Receipt, Storage and Transport.docx	Today, 12:23	41 KB	Micros...(.docx)
GMP 11.7 Separation of Functions & High-Risk Processes.docx	Today, 12:56	31 KB	Micros...(.docx)
GMP 11.7.1A Personnel High Risk Hygiene Barrier.docx	16 Jul 2019, 19:12	555 KB	Micros...(.docx)
GMP 11.7.2 Thawing of Food.docx	Today, 13:11	29 KB	Micros...(.docx)
GMP 11.7.3 Control of Foreign Matter Contamination.docx	Today, 13:26	224 KB	Micros...(.docx)
GMP 11.7.3A Glass Policy.docx	Today, 13:34	30 KB	Micros...(.docx)
GMP 11.7.3B Control of Brittle Materials.docx	Today, 13:38	29 KB	Micros...(.docx)
GMP 11.7.3C Glass & Brittle Material Breakage Procedure.docx	Today, 13:36	27 KB	Micros...(.docx)
GMP 11.7.3D Control of Knives.docx	Today, 13:39	150 KB	Micros...(.docx)
GMP 11.7.4 Detection of Foreign Objects.docx	Today, 13:42	146 KB	Micros...(.docx)
GMP 11.8 Waste Disposal.docx	Today, 13:54	31 KB	Micros...(.docx)

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:

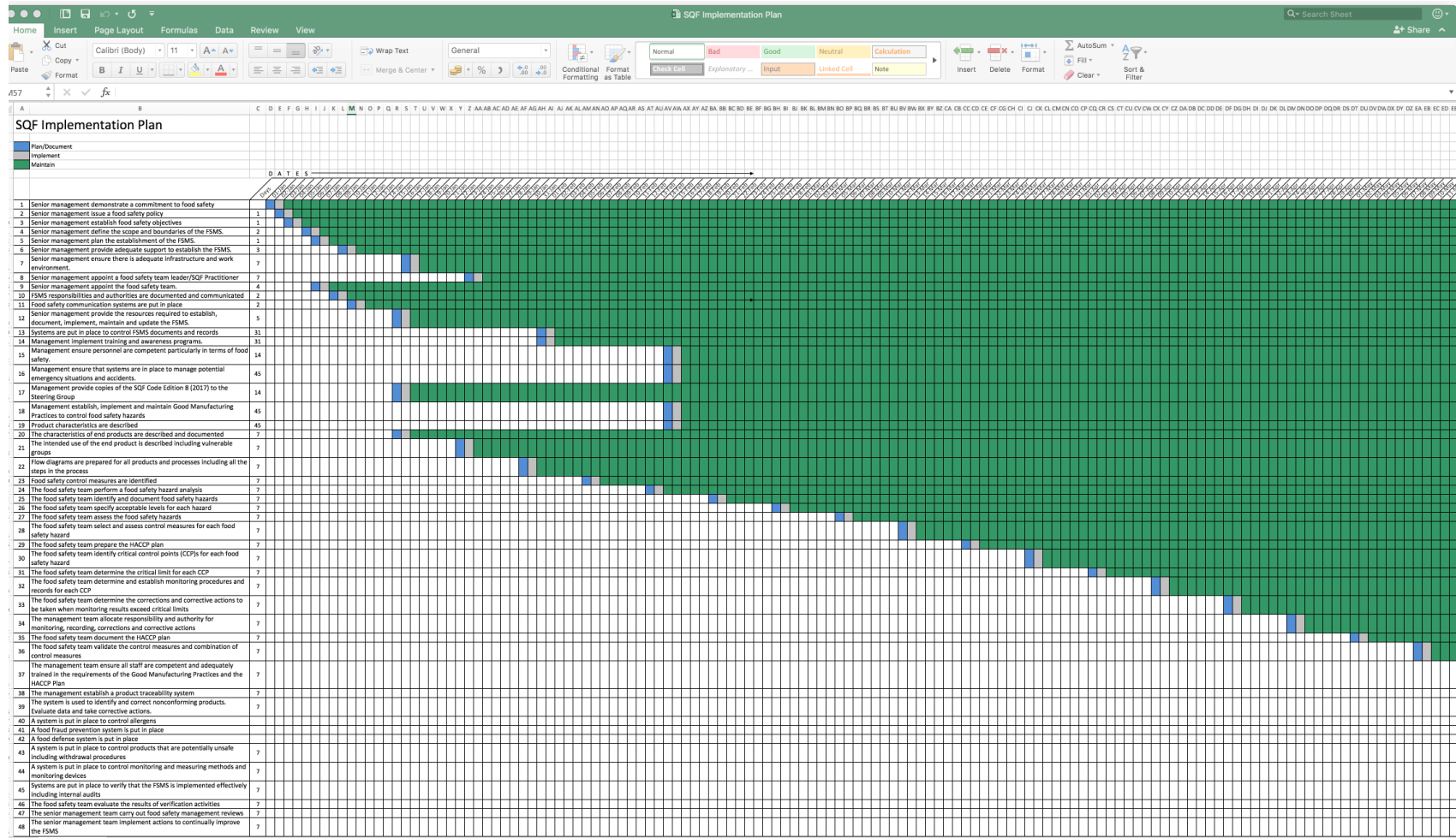
- ✓ Make sure that the Steering Group are established and briefed
- ✓ Make sure that the Steering Group take control of the Project Plan established by Senior Management

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

SQF 9 Food Safety Management System Implementation Workbook

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.



SQF 9 Food Safety Management System Implementation Workbook

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		

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.

SQF 9 Food Safety Management System Implementation Workbook

Project Tasks 19 – 36

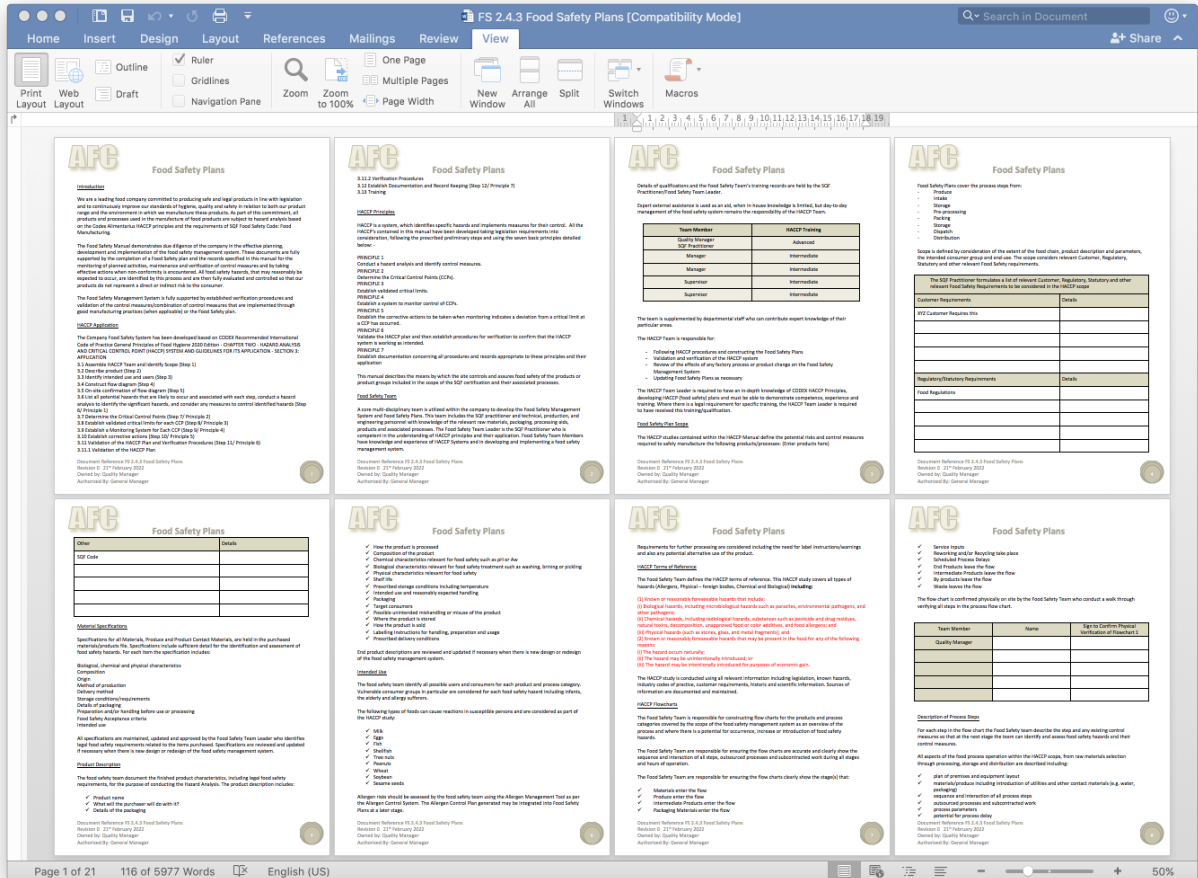
Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in Step 6 HACCP Implementation Section.

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 and validate 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 (and the HACCP Plan)

SQF 9 Food Safety Management System Implementation Workbook

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:



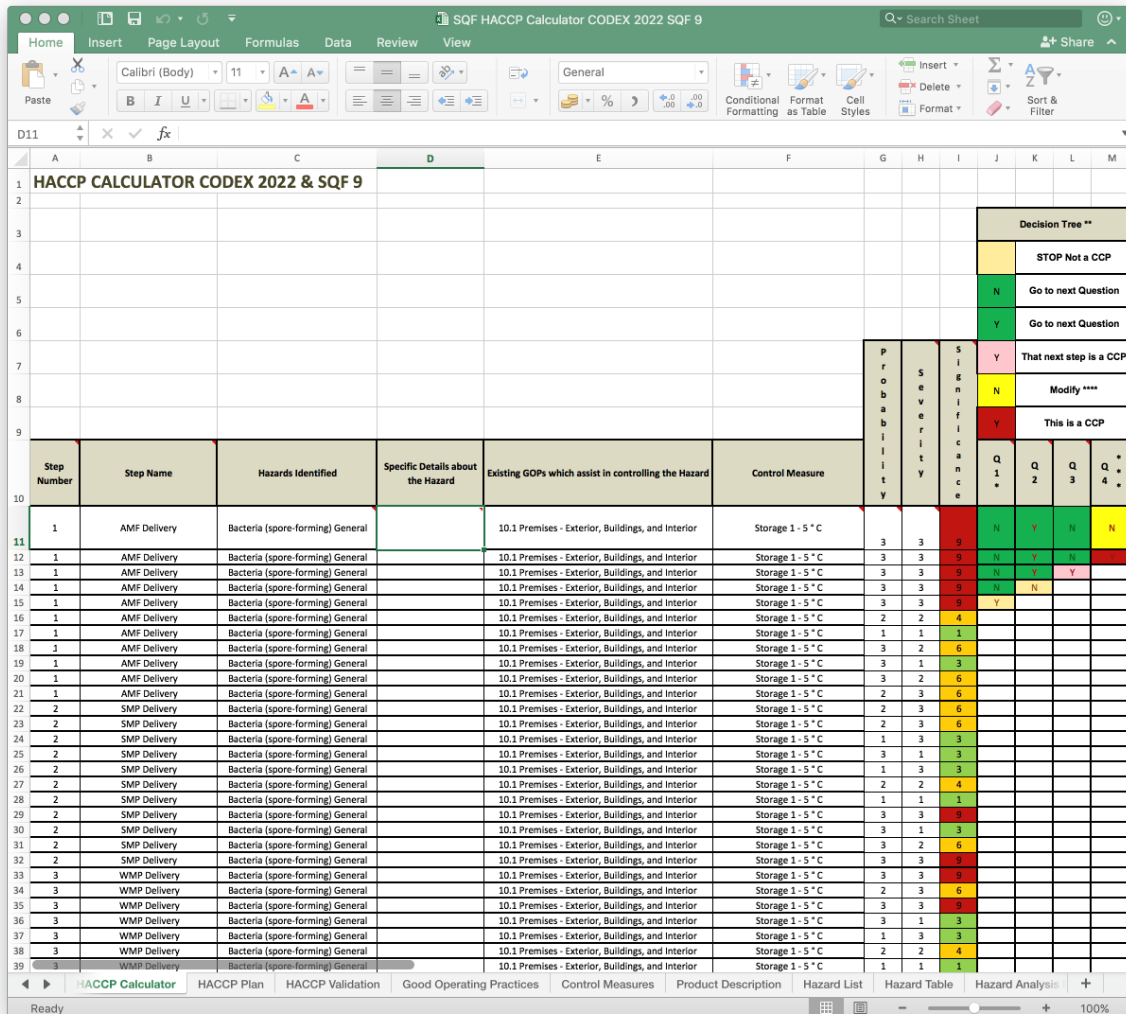
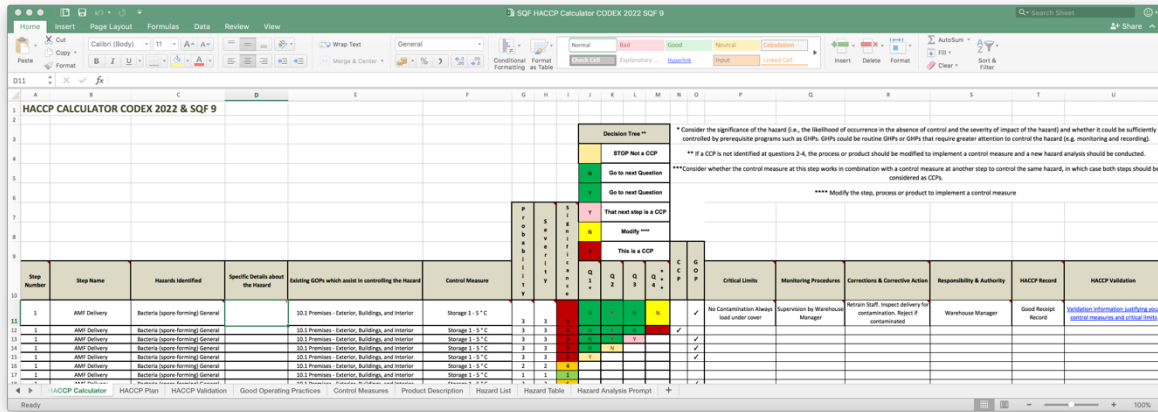
FS 2.4.3A Additional HACCP Tools				
Name	Date Modified	Size	Kind	
An Introduction to HACCP.pptx	10/03/2022	18.8 MB	PowerPoint Pr...ntation (.pptx)	
Sample HACCP Documents	22/02/2022	--	Folder	
SQF HACCP Calculator CODEX 2022 SQF 9.xlsx	Yesterday	87 KB	Microsoft Exc...orkbook (.xlsx)	
SQF HACCP Calculator Instruction CODEX 2022 SQF 9.pdf	Yesterday	9.7 MB	Portable Document Format	

The Food Safety (HACCP Team) should follow procedure FS 2.4.3 Food Safety Plan in conjunction with the guidelines in this workbook.

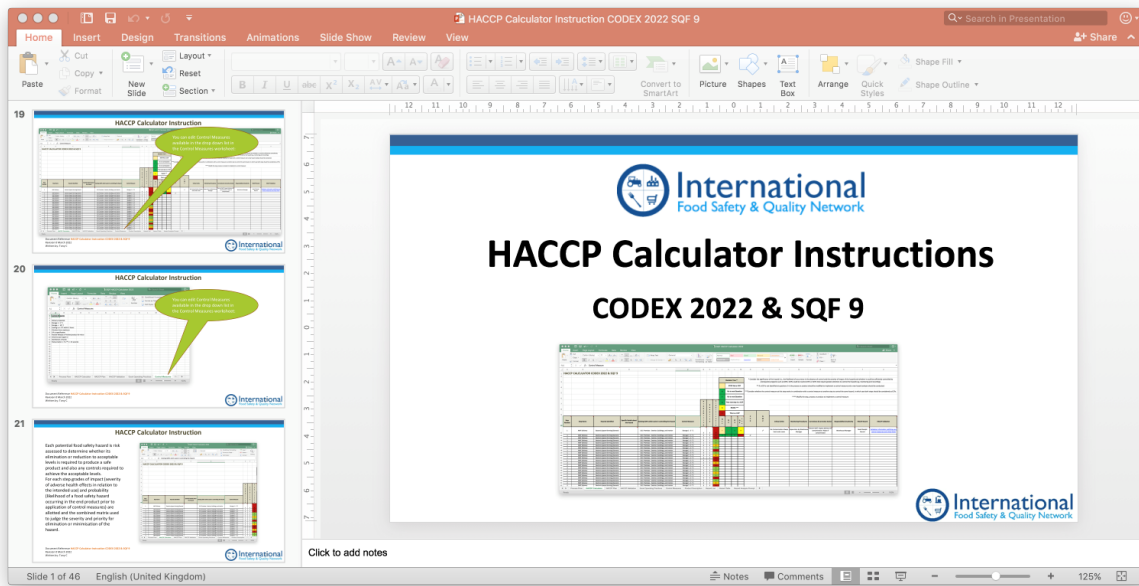
SQF 9 Food Safety Management System Implementation Workbook

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

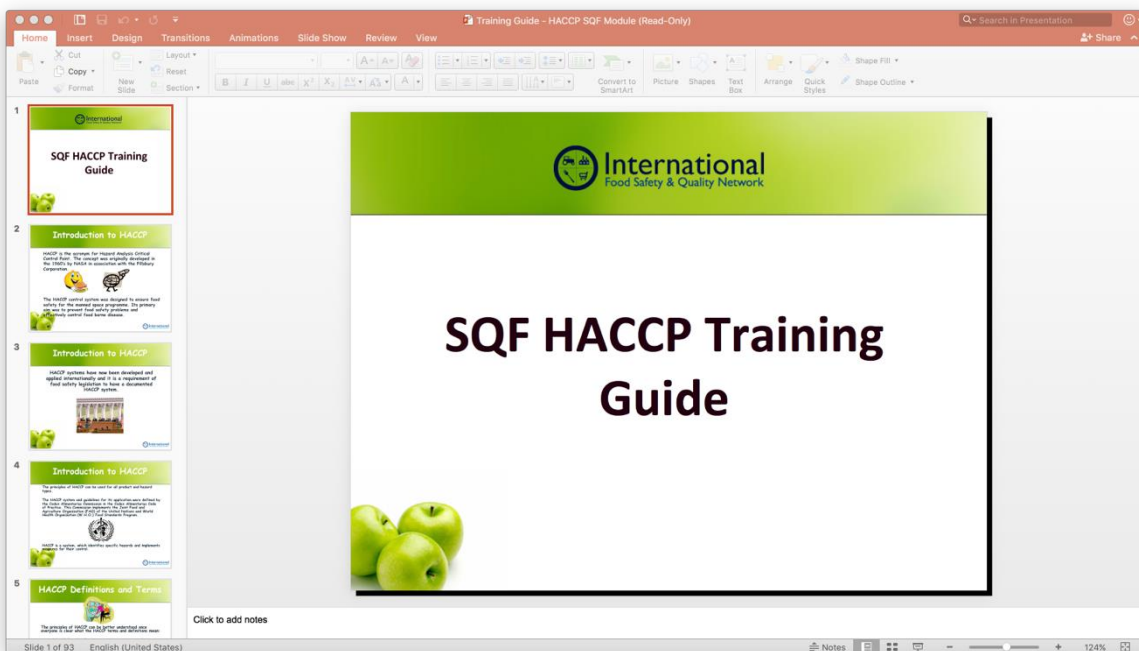
HACCP Calculator



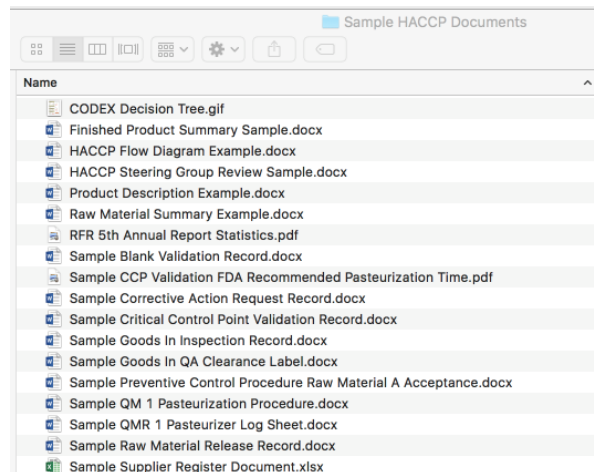
HACCP Calculator Instructions



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, and the principles of HACCP as per the requirements of CODEX Recommended International Code of Practice General Principles of Food Hygiene (2020) Chapter Two HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION.



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 documents supplied and the SQF HACCP Calculator.

Tasks 19 - 21

All raw materials, ingredients, product-contact materials and the characteristics of end products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications for all Raw Materials, including Ingredients and Product Contact Materials should be obtained from all suppliers and held in a purchased raw materials file. Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include includes:

- Biological, chemical and physical characteristics
- Composition of formulated ingredients including additives and processing aids
- Origin
- Method of production
- Delivery method
- Storage conditions/requirements
- Details of packaging
- Preparation and/or handling before use or processing
- Food Safety Acceptance criteria
- Intended use

Intended Use and Users

The food safety team need to identify all possible users and consumers for each product and process category. Vulnerable consumer groups in particular should be considered for each food safety hazard including infants, the elderly and allergy sufferers.

The following types of foods can cause reactions in susceptible persons and may be considered as part of the HACCP study: Milk, Eggs, Fish, Shellfish, Tree nuts, Peanuts, Wheat, Soybean and Sesame seeds.

Allergen risks should be assessed by the food safety team using the Allergen Management Tool as per the Allergen Control System. The Allergen Control Plan generated may be integrated into Food Safety Plans at a later stage. Requirements for further processing should be considered including the need for label instructions/warnings and also any potential alternative use of the product.

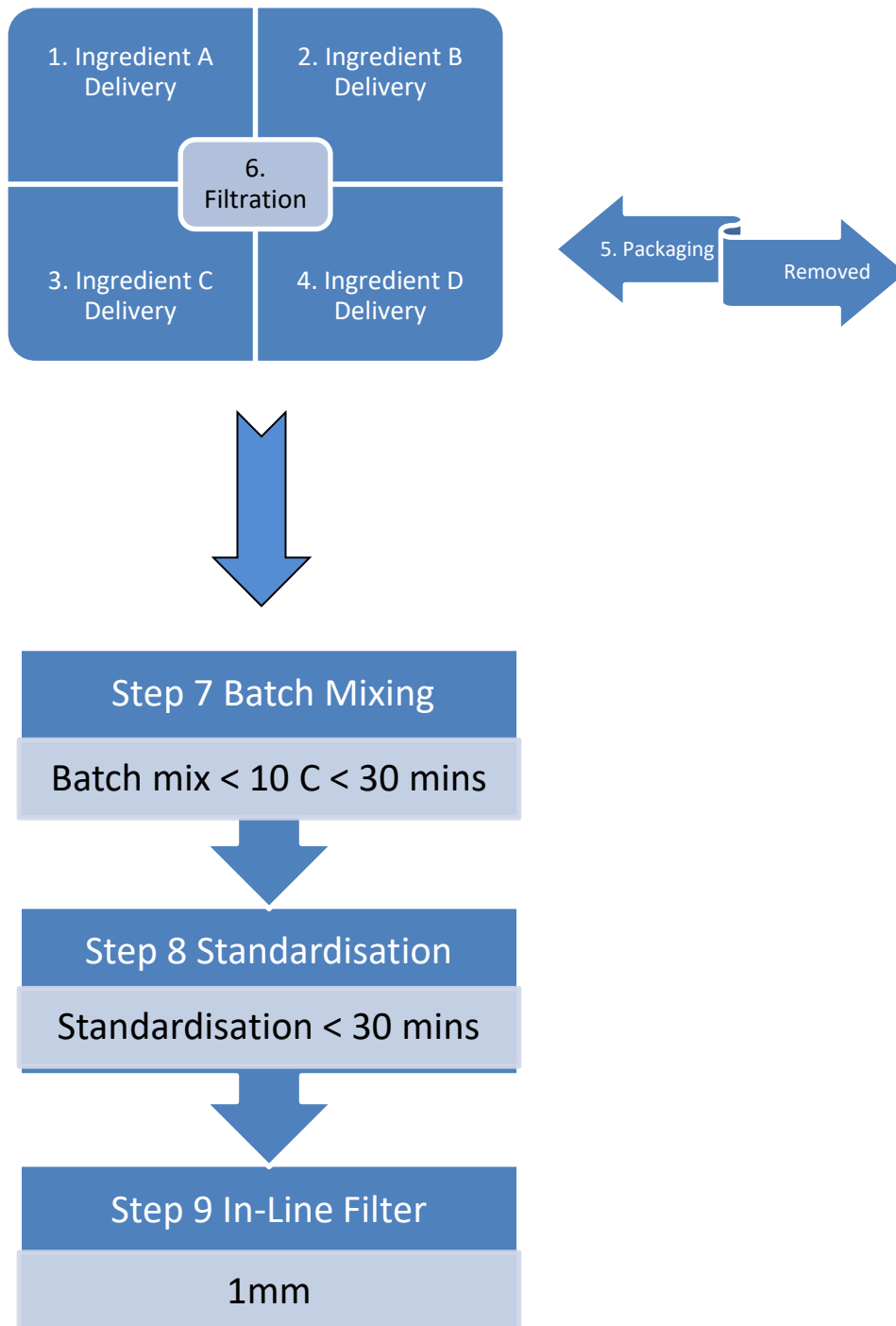
HACCP Terms of Reference

The Food Safety Team should define the HACCP terms of reference. This HACCP study covers all types of hazards (Allergens, Physical – foreign bodies, Chemical and Biological) **and may include:**

- (1) Known or reasonably foreseeable hazards that include:
 - (i) Biological hazards, including microbiological hazards such as parasites, environmental pathogens, and other pathogens;
 - (ii) Chemical hazards, including radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens; and
 - (iii) Physical hazards (such as stones, glass, and metal fragments); and
- (2) Known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:
 - (i) The hazard occurs naturally;
 - (ii) The hazard may be unintentionally introduced; or
 - (iii) The hazard may be intentionally introduced for purposes of economic gain.

The HACCP study is conducted using all relevant information including legislation, known hazards, industry codes of practice, customer requirements, historic and scientific information. Sources of information are documented and maintained.

Flow Diagram Example



SQF 9 Food Safety Management System Implementation Workbook

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.

SQF 9 Food Safety Management System Implementation Workbook

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.

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C

SQF 9 Food Safety Management System Implementation Workbook

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 HACCP Calculator. Taking these factors into account a rating is given for probability and severity:

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	2	4
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	1	1
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2	6
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	1	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2	6
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	3	3

SQF 9 Food Safety Management System Implementation Workbook

First, the Food Safety Team assess the likelihood of the hazard occurring:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2

Then the Food Safety Team assess the severity of the hazard:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	2
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	1
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	1
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	3
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3

SQF 9 Food Safety Management System Implementation Workbook

The Food Safety team should factor in 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 to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red.

All of the food safety hazards that score a 9 are regarded as significant and form the Significant Food Safety Hazard List.

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	3	9
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	2	4
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	1	1
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2	6
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	1	3
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	3	2	6
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	2	3	6
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 °C	1	3	3

Task 28 The food safety team select and assess control measures for each food safety hazard

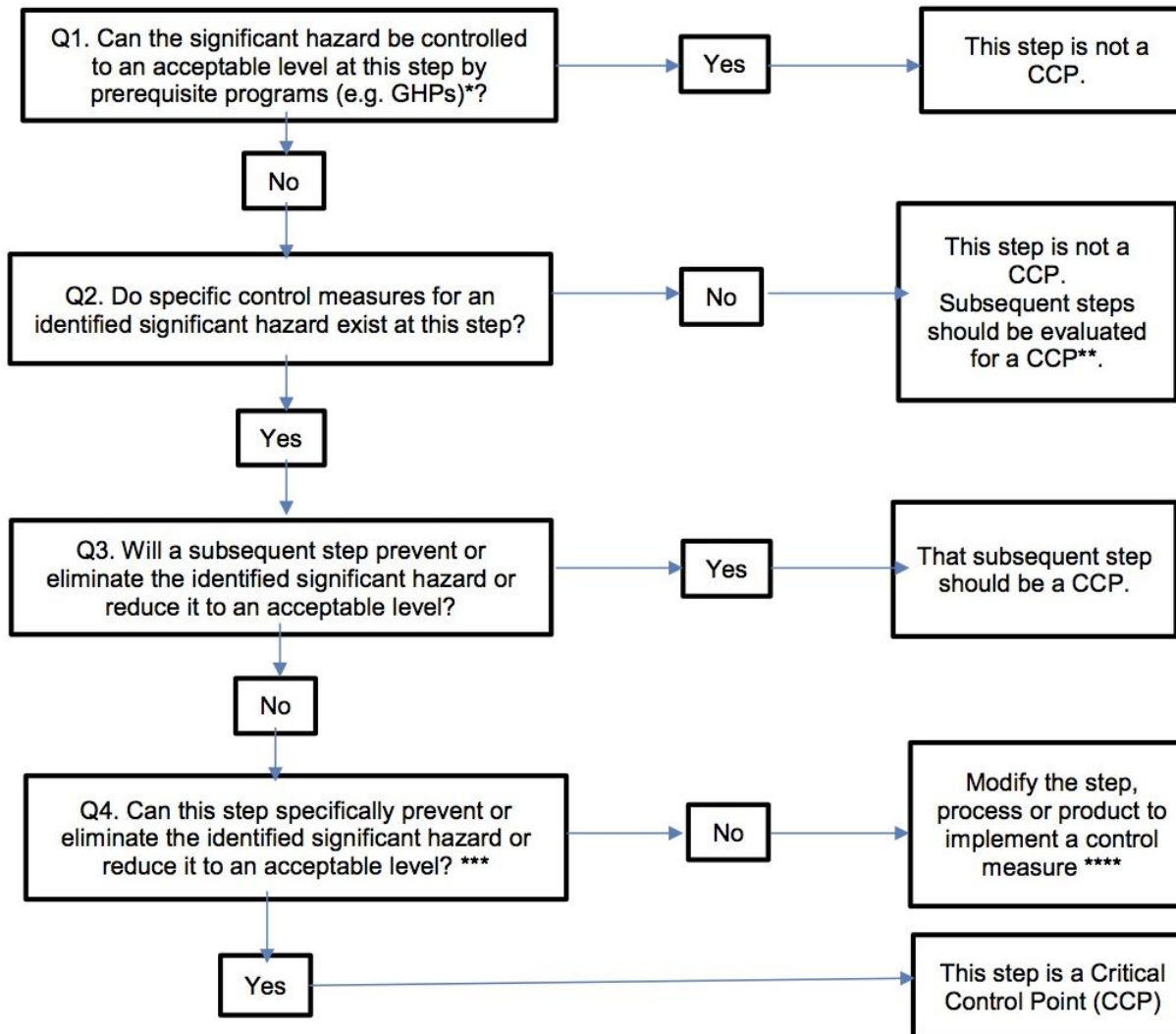
Identification and Assessment of Control Measures

Each hazard on the Significant Food Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team should review the effectiveness of the control measures on the Significant Food Safety Hazards and determines whether they should be managed through the HACCP Plan.

This process involves assessing the effect on the Significant Food Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails.

SQF 9 Food Safety Management System Implementation Workbook

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
<p align="center">Minimum / Maximum acceptable levels to ensure condition is in control</p>	<ul style="list-style-type: none"> - 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 	<p align="center">Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled</p>	<p align="center">Who is taking the action</p>	<p align="center">Where is it recorded</p>

SQF 9 Food Safety Management System Implementation Workbook

The Food Safety Team should use the following Validation record as a template:

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:			

SQF 9 Food Safety Management System Implementation Workbook

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

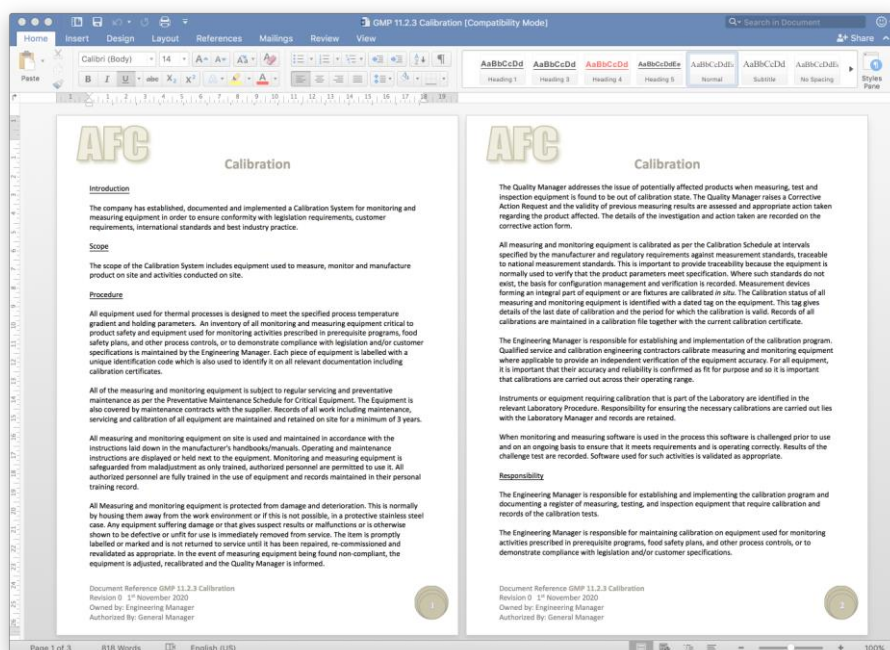
Task 40: A system is put in place to control allergens - FS 2.8 Allergen Management

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.

Staff Training Matrix

 Training required
 Training Completed & Date
 Training Not Required

Employee Number	Employee Name	Job Title	Training Course																											
			Introduction to SQF 2000	Understanding SQF 2000	Food Safety for SQF 2000 Implementation Guide	FSR 2000 Document Requirement Guide	Prerequisite Training	Colgate GMP Training	HACCP Training	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course Details Here	Training Course	
1	John Smith		1/1/20																											
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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

AFC

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			
Weeks 5 - 13	Packing Procedure			
	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

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.

SQF 9 Food Safety Management System Implementation Workbook

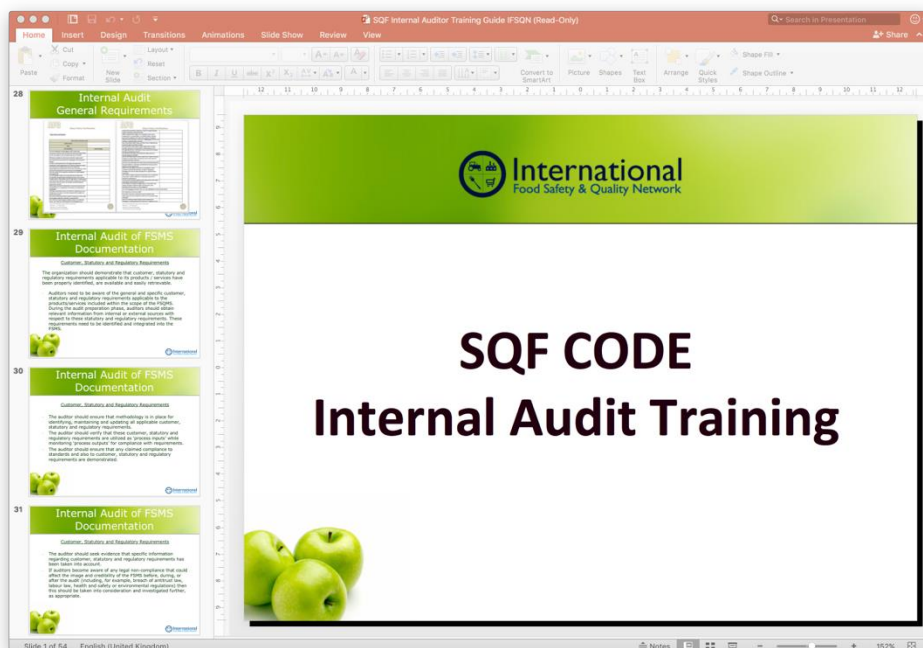
The Food Safety Team should receive extra training:

- ✓ 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 GOP audit training presentation provided.




Stage Eight: Final Steps to SQF Certification

There are 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




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?	
Whenever 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

1



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 fittings 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

2

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.

Senior Management Review Meeting Notification

Date

Time

Venue

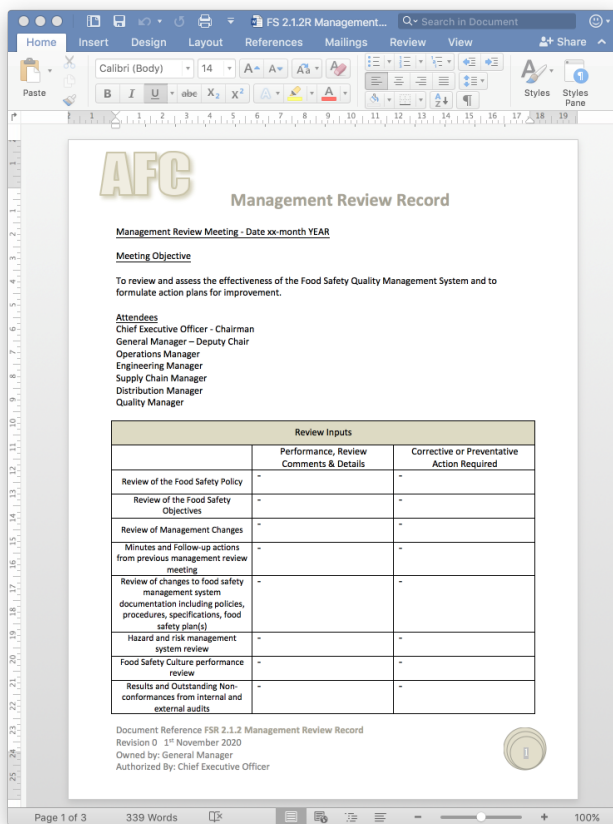
Agenda

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
Review and trend analysis of Customer and Supplier complaints
Analysis of the results of validation and verification activities
Key Performance Indicators Review
Emergencies and Accidents
Process and product conformity
Corrective and preventive action status
Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
Review of changes to legislation and food safety related scientific information
Review of Resources and effectiveness of Training
Recommended Improvements
Customer feedback and Sales levels are reviewed to give an indication of trends
A.O.B

SQF 9 Food Safety Management System Implementation Workbook

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



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:

AFC

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

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