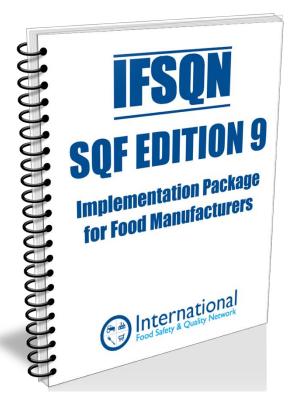


This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

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.

Senior Management FSMS Implementation Meeting

Date

<u>Time</u>

<u>Venue</u>

<u>Agenda</u>

- 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	

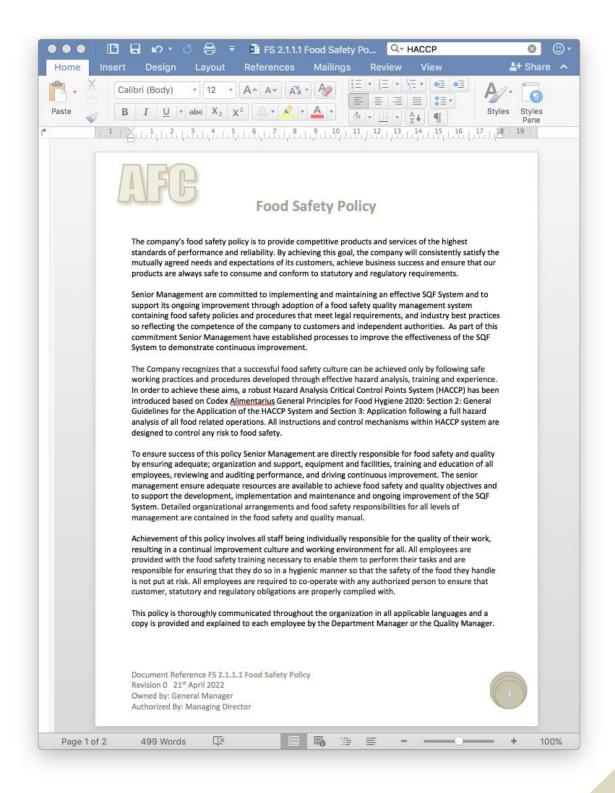
Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

	Senior management formulate a check Statutory and other relevant Food Safe	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code Edition 9	
	Food Regulations	
Action (i)	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.	
	Senior Management decides which For company should address and develop	· ·
	Requirement	Policy Details
Action		
(ii)		

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

Food Safety Policy and Objectives



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

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

Senior Management Establish Food Safety Responsibility & Authority Levels

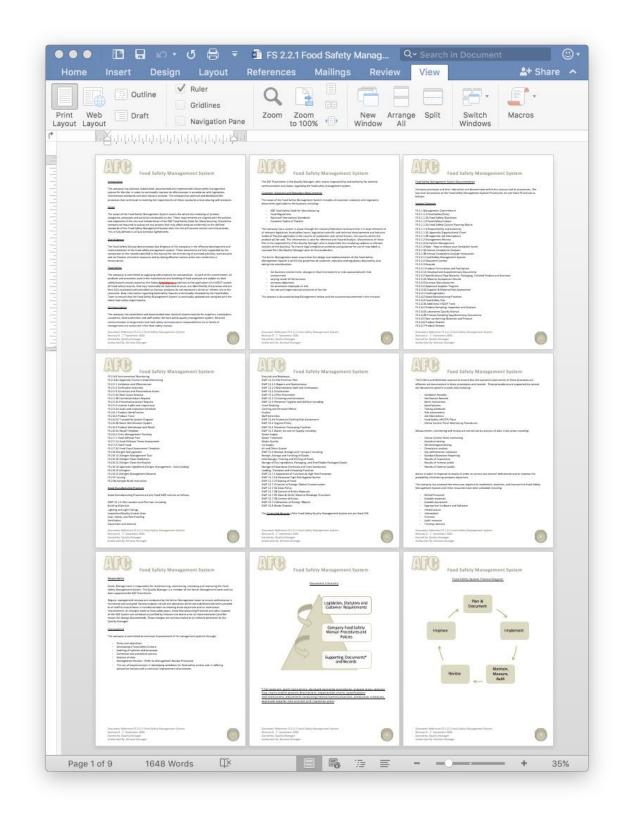
Process	Responsible Persons	Activity
	reisons	

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:

), Search
me	^	Date Modified	Size	Kind
-	QMR 001 Management Review Record.docx	17:58	29 KB	Microsoft Worcument (.docx
	QMR 002 Training Record.docx	18:11	31 KB	Microsoft Worcument (.docx
	QMR 003 Product Realisation Record.docx	18:11	29 KB	Microsoft Worcument (.docx
	QMR 004 Design and Development.docx	18:10	28 KB	Microsoft Worcument (.docx
_	QMR 005 Supplier Evaluation Form.docx	18:10	28 KB	Microsoft Worcument (.docx
	QMR 006 Process Validation Record.docx	18:10	29 KB	Microsoft Worcument (.docx
-	QMR 007 Identification and Traceability Form.docx	18:09	29 KB	Microsoft Worcument (.docx
-	QMR 008 Register of Customer Property.docx	18:09	27 KB	Microsoft Worcument (.docx
_	QMR 009 Calibration Record.docx	18:09	29 KB	Microsoft Worcument (.docx
-	QMR 010 Food Safety Quality System Audit Form.docx	18:09	28 KB	Microsoft Worcument (.docx
-	QMR 011 Non-Conformance Record.docx	18:05	28 KB	Microsoft Worcument (.docx
	QMR 012 Corrective Action Request.docx	18:14	27 KB	Microsoft Worcument (.docx
-	QMR 013 Preventative Action Request.docx	18:14	28 KB	Microsoft Worcument (.docx
-	QMR 014 Supplier Self Assessment Form.docx	18:14	37 KB	Microsoft Worcument (.docx
-	QMR 015 Equipment Commissioning Checklist.docx	18:14	32 KB	Microsoft Worcument (.docx
-	QMR 016 Return to Work Form.docx	18:13	28 KB	Microsoft Worcument (.docx
_	QMR 017 Hygiene Policy Staff Training Record.docx	18:13	28 KB	Microsoft Worcument (.docx
	QMR 018 Complaint Investigation Form.docx	18:13	29 KB	Microsoft Worcument (.docx
-	QMR 019 Audit Checklist.docx	18:13	42 KB	Microsoft Worcument (.docx
-	QMR 020 Knife Control Record.docx	18:12	42 KB	Microsoft Worcument (.docx
	QMR 021 Knife Breakage Report.docx	18:12	28 KB	Microsoft Worcument (.docx
	QMR 022 Goods In Inspection Record.docx	18:19	28 KB	Microsoft Worcument (.docx
_	QMR 023 Equipment Cleaning Procedure and Record.docx	18:18	30 KB	Microsoft Worcument (.docx
	QMR 024 Glass Breakage Record.docx	18:18	27 KB	Microsoft Worcument (.docx
	QMR 025 Metal Detection Record.docx	18:18	29 KB	Microsoft Worcument (.docx
	QMR 026 First Aid Dressing Issue Record.docx	18:18	29 KB	Microsoft Worcument (.docx
-	QMR 027 Cleaning Schedule.docx		30 KB	
	QMR 028 Cleaning Record.docx	18:17 18:17	29 KB	Microsoft Worcument (.docx Microsoft Worcument (.docx
	QMR 029 Engineering Hygiene Clearance Record.docx	18:17	30 KB	Microsoft Worcument (.docx
-		18:17	33 KB	Microsoft Worcument (.docx
P	QMR 030 Glass and Brittle Plastic Register.docx QMR 031 GMP Audit Checklist.docx	18:17	41 KB	
-	QMR 032 Vehicle Hygiene Inspection Record.docx	18:16	28 KB	Microsoft Worcument (.docx
			28 KB	Microsoft Worcument (.docx
-	QMR 033 Outgoing Vehicle Inspection Record.docx	18:16		Microsoft Worcument (.docx
-	QMR 034 Pre Employment Medical Questionnaire.docx	18:16 18:16	32 KB 28 KB	Microsoft Worcument (.docx
	QMR 035 Visitor Questionnaire.docx			Microsoft Worcument (.docx
	QMR 036 Product Recall Record.docx	18:22	28 KB	Microsoft Worcument (.docx
	QMR 037 Shelf Life Confirmation Record.docx	18:22	29 KB	Microsoft Worcument (.docx
	QMR 038 Accelerated Keeping Quality Log.docx	18:22	30 KB	Microsoft Worcument (.docx
E	QMR 039 Goods In QA Clearance Label.docx	18:21	16 KB	Microsoft Worcument (.docx
-	QMR 040 Maintenance Work Hygiene Clearance Form.docx	18:21	27 KB	Microsoft Worcument (.docx
	QMR 041 Changing Room Cleaning Record.docx	18:21	30 KB	Microsoft Worcument (.docx
8	2	10/07/2019	223 KB	Portable Document Format
	QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	18:21	30 KB	Microsoft Worcument (.docx
	QMR 044 Drain Cleaning Procedure Filler Areas.docx	18:20	196 KB	Microsoft Worcument (.docx
_	QMR 045 General Cleaning Procedure.docx	18:20	142 KB	Microsoft Worcument (.docx
	QMR 046 Product QA Clearance Label.docx	18:23	16 KB	Microsoft Worcument (.docx
	QMR 047 CIP Programs Log.xlsx	18:24	14 KB	Microsoft Excorkbook (.xlsx)
	QMR 048 Sample Filler Cleaning Record.docx	18:24	27 KB	Microsoft Worcument (.docx
-	QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	18:24	19 KB	Microsoft Excorkbook (.xlsx)
_	QMR 050 QC Online Check Sheet.docx	18:26	32 KB	Microsoft Worcument (.docx
	QMR 051 Non Conformance Notification.docx	18:26	28 KB	Microsoft Worcument (.docx
-	QMR 052 CIP Chemical Log.docx	18:25	28 KB	Microsoft Worcument (.docx
	QMR 053 Double Hold Label.docx	18:25	12 KB	Microsoft Worcument (.docx
-	QMR 054 Supplier Register.xlsx	18:26	13 KB	Microsoft Excorkbook (.xlsx)
-	QMR 055 Chemical Register.docx	18:30	28 KB	Microsoft Worcument (.docx
	QMR 056 Non Approved Supplier Sample Plan.docx	18:30	30 KB	Microsoft Worcument (.docx
	QMR 057 Warehouse Cleaning Record.docx	18:30	28 KB	Microsoft Worcument (.docx
	QMR 058 Product Recall Trace.docx	18:30	29 KB	Microsoft Worcument (.docx
-	QMR 059 Product Recall Test Record.docx	18:30	32 KB	Microsoft Worcument (.docx
	QMR 060 Document Master List.docx	18:29	27 KB	Microsoft Worcument (.docx
	QMR 061 Process Change Approval Record.docx	18:28	30 KB	Microsoft Worcument (.docx
R	QMR 062 Minor Process Change Approval Record.docx	18:28	29 KB	Microsoft Worcument (.docx

Step Four: Good Manufacturing Practices Implementation

The SQF Food Safety Management System Package contains a comprehensive Good Manufacturing Practice procedural templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

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ame	Date Modified	Size	Kind
GMP 11.1 Site Location and Premises.docx	Yesterday, 20:26	54 KB	Micros(.docx)
Image: 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 11.7.1 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.

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Step Five: Project SQF Implementation

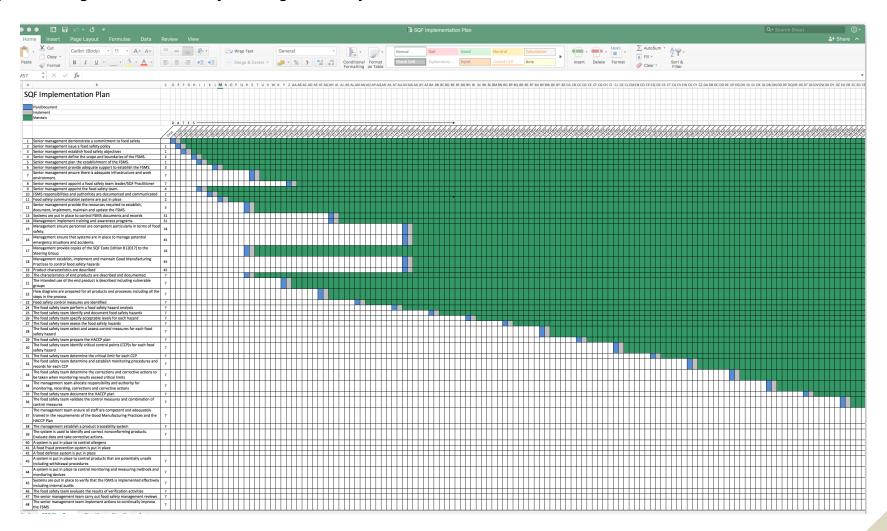
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

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

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

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		

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.

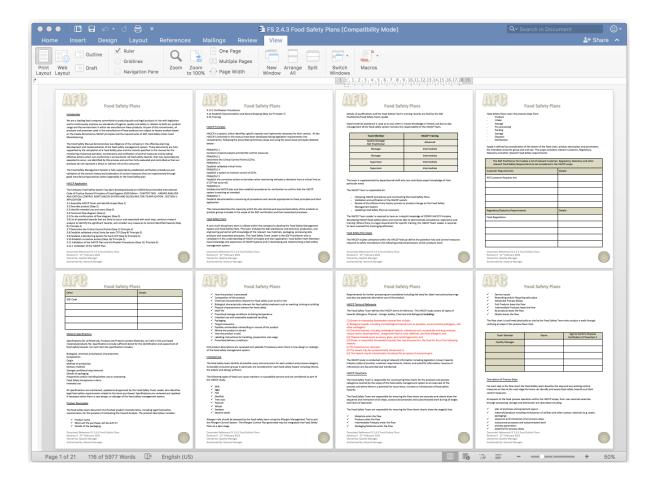
Project Tasks 19 – 36

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 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)

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 H	ACCP Tools		Q. Search
Name	Date Modified	Size	Kind
An Introduction to HACCP.pptx	10/03/2022	18.8 MB	PowerPoint Prntation (.pptx)
Sample HACCP Documents	22/02/2022		Folder
SQF HACCP Calculator CODEX 2022 SQF 9.xlsx	Yesterday	87 KB	Microsoft Excorkbook (.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.

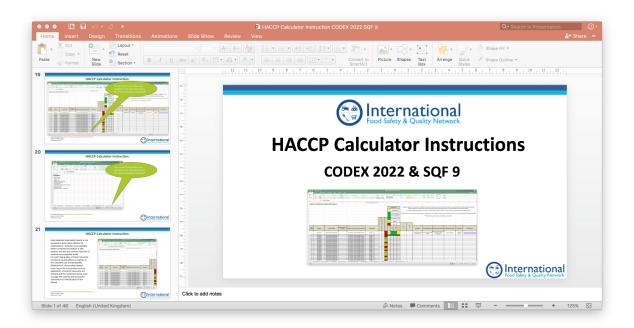
The main tools here are the SQF HACCP Calculator and Instructions:

HACCP Calculator

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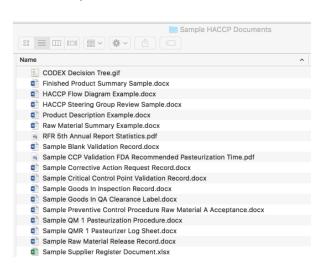
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HACCP Calculator Instructions



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 <u>Sample HACCP Documents Sub-Folder</u>

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.

<u>Tasks 19 - 21</u>

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:

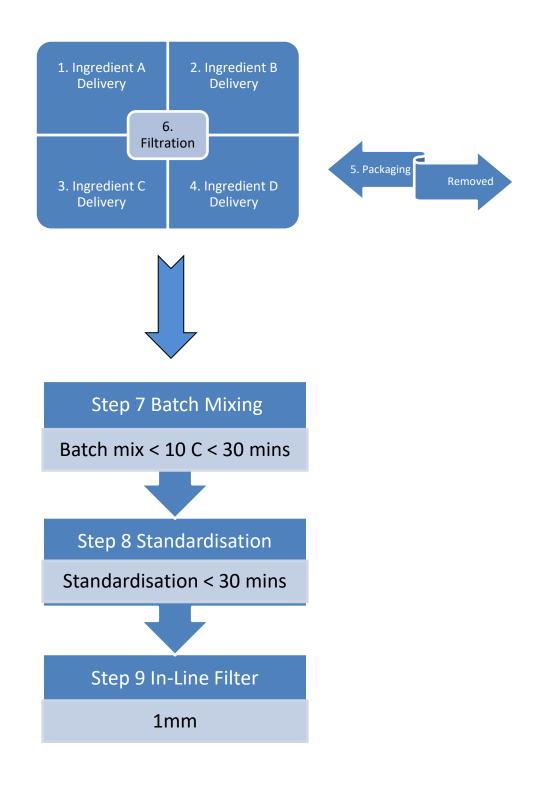
(i) The hazard occurs naturally;

(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



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.

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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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:

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

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

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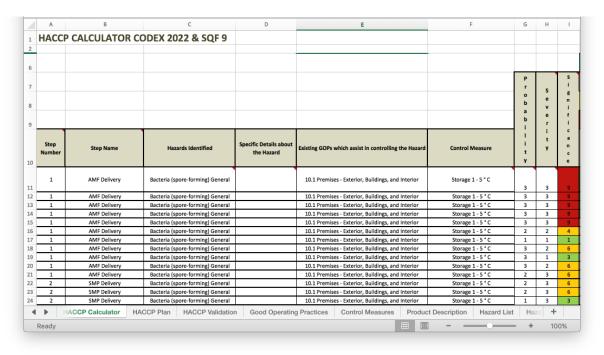
Then the Food Safety Team assess the severity of the hazard:

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

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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.



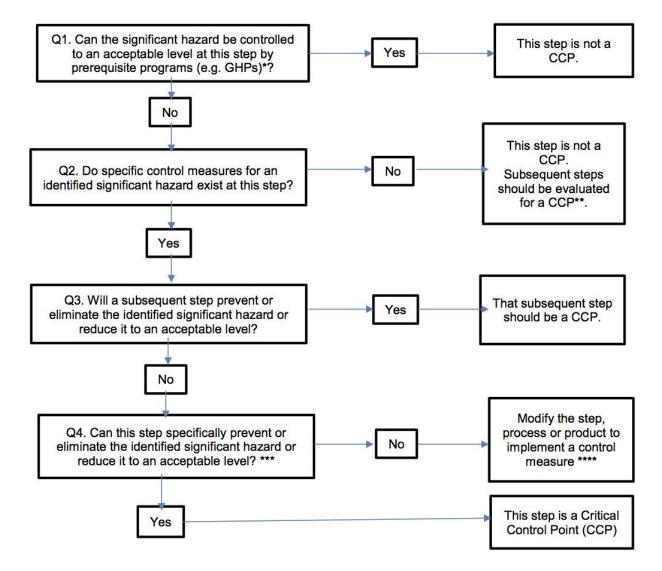
Task 28 The food safety team select and assess control measures for each food safety hazard

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.

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.



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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

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	Appli	cable	Comments
valuation methods	Yes	No	comments
Third Party Scientific			
Validation			
Historical Knowledge			
Simulated Production			
Conditions			
Collection of Data in normal			
production			
Admissible in industrial			
practices			
Statistical Programs			
Mathematical Modelling			
C	onclusio	า	
Internal Validation Required?			
If so by which method?			
		1	
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

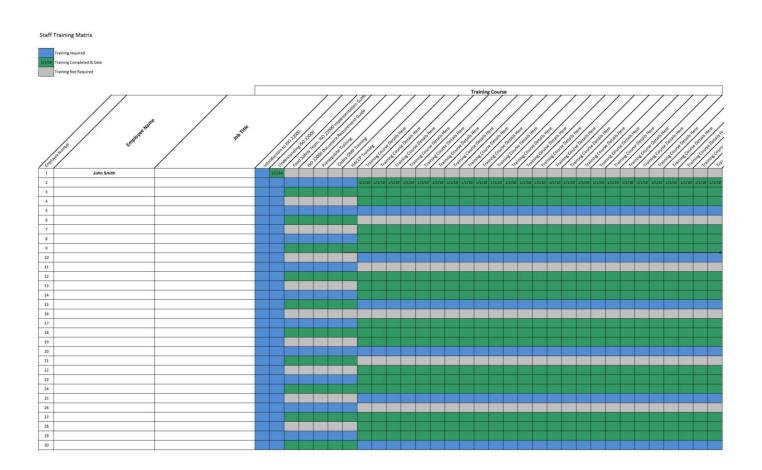
Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices - GMP 11.2.3 Calibration

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· Ca	libri (Body) • 14 • A• A• 🖧 • 🏘 🗄 • 🗄 • 🗄 • 🖬 • 🗐 • 🛊 🖷	AaBbCcDd AaBbCcDd AaBbCcDd AaBbCcDdEe AaBbCcDdEe AaBbCcDdE AaBbCcDd AaBbCcDdE (
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	Calibration	Calibration
	ntroduction The company has established, documented and implemented a Calibration System for monitoring and masuring equipment in order to ensure conformity with legislation requirements, customer experimenter, international standers and been industry practice.	The Cuality Manager addresses the issue of potentially affected products when measuring, test and inspection exploment is found to be out of allahtorian state. The Cuality Manager raises a Corrective Action Required the validity of provion measuring results are assessed and approximit action taken regarding the product affected. The details of the investigation and action taken are recorded on the corrective action form.
	cope the scope of the Calibration System includes equipment used to measure, monitor and manufacture product on site and activities conducted on site.	All measuring and monitoring equipment is calibrated as per the Calibration Schedule at intervals specified by the mandfaturer and regulatory requirements against measurement standards, tranable to national measurement standards. This is important to provide transability because the equipment is normally used to verify that tandards. This is important to provide transability because the equipment is normally used to verify that tandards.
	Incodure di equipente une for thermal processes is deglared to mest the specified process temperature application and holding parameters. An inventory al al monitoring and measuring equiponent critical to monotics tables, and equipment caused for monitoring activities processible in precessible applications, food monotics and any and equipment caused for monitoring activities processible in precessible applications of the constraints in any antices of the footnetism for the same field footnets is sholding the same field footnets in a monitoriant in any antices of the footnetism footnets. Field foot of compares field footnets is sholding the a	exit, the basis for configuration management and vertification is recorded. Measurement devices forming an integrat and engineering on thinkness are collabored and an the Collaboration state of all the state of the state of the detail of the test date of all advances and the period (which the collaboration state). Record of all collaborations are maintained in a collaboration (the state) which the collaboration period (the col
	inique identification code which is also used to identify it on all relevant documentation including albration certificates. III of the measuring and monitoring equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is	where applicable to provide an independent verification of the equipment accuracy. For all equipment, It is important that their accuracy and reliability is confirmed as fit for purpose and so it is important that calibrations are carried out across their operating range. Instruments or equipment requiring calibration that is part of the Laboratory are identified in the
	iso covered by maintenance contracts with the supplier. Records of all work including maintenance, ervicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.	relevant Laboratory Procedure. Responsibility for ensuring the necessary calibrations are carried out lies with the Laboratory Manager and records are retained.
	Il measuring and monitoring equipment on site is used and maintained in accordance with the nstructions laid down in the manufacturer's handbooks/manuals. Operating and maintenance instructions are displayed or held next to the equipment. Monitoring and measuring equipment is aleguarded from maladustment as only trained, authorized personnel are permitted to use it. All	When monitoring and measuring software is used in the process this software is challenged prior to use and on an engoing fasts its encure that it meet multi-unrements and sogtraining connectly. Results of the challenge test are recorded. Software used for such activities is validated as appropriate.
	uthorized personnel are fully trained in the use of equipment and records maintained in their personal raining record.	Responsibility The Engineering Manager is responsible for establishing and implementing the calibration program and
	All Measuring and monitoring equipment is protected from damage and deterioration. This is normally by housing them away from the work environment or if this is not possible, in a protective stainless steel	free tragmeering areager is responsible for escatishing are implementing the caloration program and documenting a register of measuring, testing, and inspection equipment that require caloration and records of the caloration tests.
	ase. Any equipment suffering damage or that gives suspect results or mallunctions or is otherwise hown to be defective or unit for use is the modiately removed from service. The term is promotive abelied or marked and is not returned to service until it has been repaired, re-commissioned and evalidated as appropriate. In the event of measuring equipment being found non-compliant, the equipment is adjust, realibrated and the Quality Manager is informed.	The Engineering Manager is responsible for maintaining calibration on equipment used for monitoring activities prescribed in prerequisite programs, food safety plans, and other process controls, or to demonstrate compliance with legislation and/or customer specifications.
	Noument Reference GMP 11.2.3 Calibration levision 0 1" November 2020 Jurned by: Engineering Manager	Decument Reference GMP 11.2.3 Calibration Revision 1 ¹⁴ November 2020 Owned by: Engineering Manager
	luthorized By: General Manager	Authorized By: General Manager

Step Seven: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

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



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

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

QMR 002 Training Record

	Layout	References	Mailings	Review View					🛂 Shar
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AFC	B		Trai	ning Record					
Name:				Employee Numbe	r:				7
Company Start D)ato:			Position:					
	ualification(s), Skills			Position.					_
Period Training Required	E	Details of Intern	al Training or Ex	xternal Training Course		Dates of Training	Signed (Trainee)	Assessed as Competent Sign (Trainer)	ied
	Induction	Details of Intern	aal Training or Ex	xternal Training Course					ied
Required	Induction Food Safety & C	Quality Policy Brie	fing	cternal Training Course				Competent Sign	ed
Required	Induction Food Safety & C Food Safety & C	Quality Policy Brie	fing	cternal Training Course				Competent Sign	led
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Required	Induction Food Safety & C Food Safety & C Health and Safe Records monito Environment an	Quality Policy Brie Quality Objectives ty Procedure oring and control of Waste Manage	efing s	cternal Training Course				Competent Sign	ed
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Required Weeks 1 - 4	Induction Food Safety & C Food Safety & C Health and Safe Records monito Environment an Packing Procedu	Quality Policy Brie Quality Objectives ty Procedure rring and control id Waste Manage ure edure	efing s	xternal Training Course				Competent Sign	
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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 GOP audit training presentation provided.





Stage Eight: Final Steps to SQF Certification

There a few final steps to achieving SQF Certification:

- ✓ <u>Verify that the FSMS is implemented effectively including internal</u> <u>audits</u>
- ✓ 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 <u>SQF System Self-</u> <u>Assessment Checklists for Suppliers</u>
- ✓ 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 Verifica	tion	AFC	Glass Policy Veri	fication
Glass Policy Verification Audit		security film applied to the total inner surface of the glass? Does the film used have a minimum of 100-micron thickness		
Auditor Name			s a glazing safety material?	
			scent light tubes and other forms of lighting fully	
Date			ainst possible damage?	
Site Standards	Audit Findings		nt tubes either surface coated with a shatter- erial or housed within a fully protective unit?	
Are all employees including agency staff, visitors and			itments in production areas cleaned and changed	
contractors familiar with and follow the Glass & Perspex Policy?			roduction hours?	
Is the use of glass on the manufacturing site minimized?			c fly-killing units fitted with tubes which are	
		protected aga	ainst damage?	
Wherever possible are alternative materials to glass used?			ubes either surface coated with a shatter-resistant	
Are all personnel prevented from taking glass into production			oused within a protective outer tube made of a	
areas?			native material?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?		Are EFK units	sited away from open food processing equipment?	
Are these items checked every day by the Supervisor		Are glass bott	tles or containers prohibited from being used for	
responsible for the department at the start of production and at			od ingredients?	
the end of production to ensure they are not damaged?			e of glass containers is unavoidable, is each	
Are the results of the inspection recorded on a Glass Register			efully examined for any sign of chipping or I must be safely disposed of or rejected where	
and signed off?		necessary?	i must be salely disposed of or rejected where	
Is any breakage of glass occurring reported and dealt with			of glass containers destined for use in production	
immediately using the glass breakage procedure and record? Is glass used on food vessels such as 'sight glass' in viewing ports			leved or filtered in a separated area prior to	
and vessel level indicators replaced where possible with suitable		transfer for p		
alternative materials which are capable of withstanding the		Is this process	s recorded together with appropriate action taken	
production process?			ontamination is evident?	
Where glass cannot be replaced due to process pressures and			n of all glass and glass-like (i.e. that which may	
temperatures, is it 'toughened' and conform to international			lass) materials within all production areas d recorded on a Glass Register?	
standards?				
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-			rspex and plastic items are also highlighted on these	audit sneéts?
brittle alternatives?			ns carried out daily?	
Are mirrors where permitted outside of production areas made			aterials in production areas, checked at the	
of non-glass material or covered in a security film?		beginning and recorded?	d end of production with the time and date being	
Are internal or external glass windows present in production			iting of light fittings include inspection for	
areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass			missing protective units/covers in addition to any	
and be covered by a protective film?			of breakage of glass tubes?	
Where replacement of glass is not possible or the cost of			Is signed and dated by the Manager of the	
replacement is unreasonable, is a suitable shatter-resistant			concerned and retained for a minimum of one year	
Demonst Deferre en Olere Deller Verligetion			ical department?	
Document Reference Glass Policy Verification Revision 1 11th May 2019		Document Re Revision 1 1	ference Glass Policy Verification	6
Owned by: Quality Manager			uality Manager	

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

<u>Date</u>

Time

<u>Venue</u>

<u>Agenda</u>

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

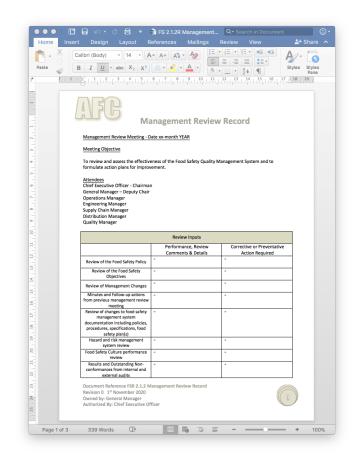
Recommended Improvements

Customer feedback and Sales levels are reviewed to give an indication of trends

A.O.B

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:

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		FG	anagement Rev		
-			Review Outputs		
Ē			Performance, Review Comments & Details	Corrective or Preventativ Actions Raised	e
	Revis	ions of the Food Safety Policy and Objectives	-	-	
	Actio	prrective and Preventative ns identified as a result of the review	-	-	
	sa	ons for Improvement in food fety management system effectiveness	-	-	
		isions and actions related to e assurance of food safety	-	-	
-	Opp	ortunities for improvement	-	-	
		ange or elimination of non- luctive elements, systems or procedures	-	-	
-	Sup	ply of resource needed for further improvements	-	-	
	Minu	tes copied to all managers a	nd available to all staff via n	otice boards.	
	Revisi	ment Reference FSR 2.1.2 N ion 0 1 st November 2020 ed by: General Manager prized By: Chief Executive Of			
Page 3 of	3 33	9 Words 🕮		=	+ 100%