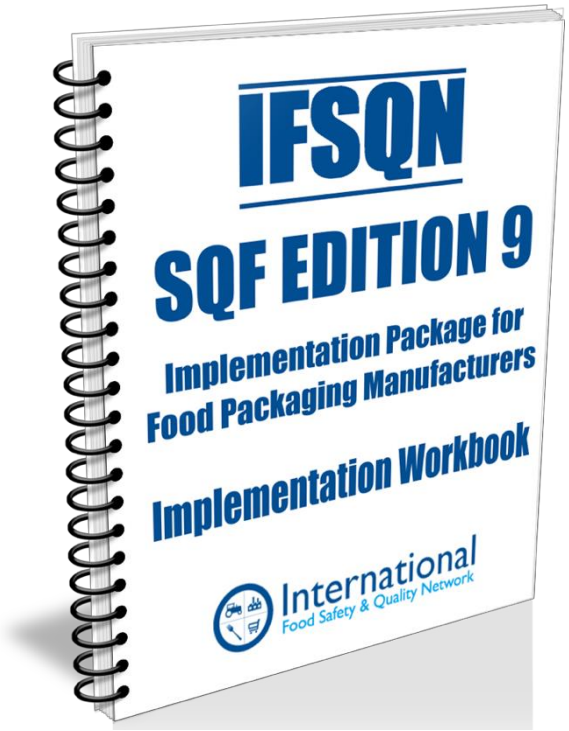
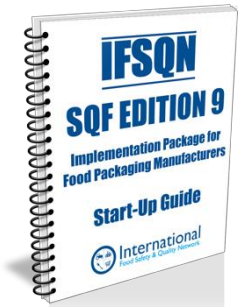


This workbook is provided to assist in the implementation of your SQF Food Packaging Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ Step One: Introducing the SQF Food Packaging Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Packaging 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 Packaging 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 Packaging Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 9. The IFSQN SQF Food Packaging Safety Management System Package contains:

- ✓ A comprehensive set of editable Food Packaging Safety Management System Procedures in Microsoft Word format compliant with SQF Code Edition 9 System Elements
- ✓ A comprehensive set of editable Good Manufacturing Practice Documents in Microsoft Word format compliant with SQF Code Edition 9 Module 13: Good Manufacturing for Production of Food Packaging
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Assistance including the Packaging Food Safety Planner - HACCP Calculator
- ✓ SQF Food Packaging Safety Management System Training, HACCP Training and Internal Audit Training Modules

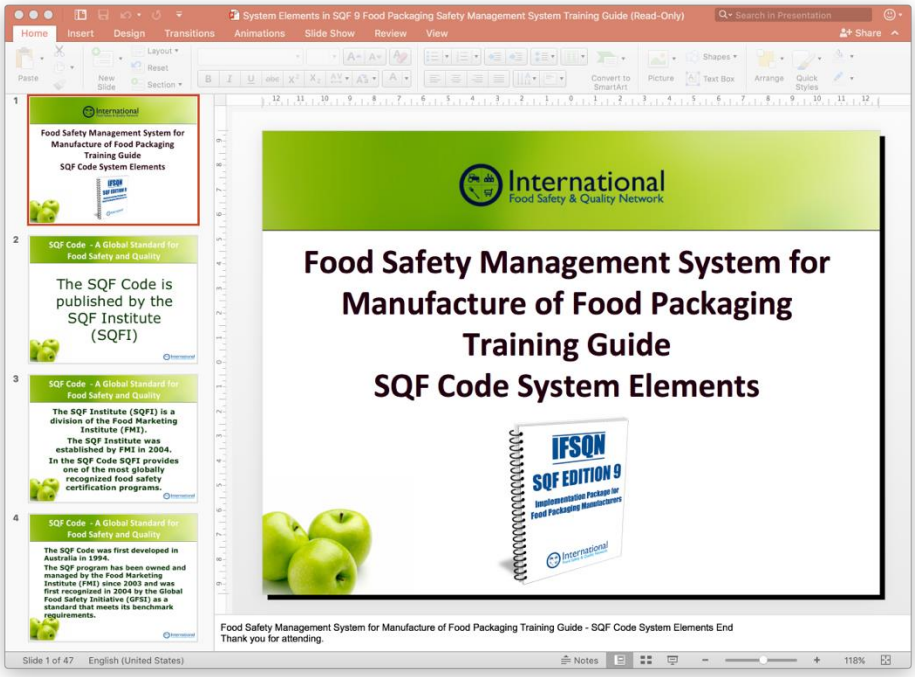
And much more!

As a preliminary to Step 1 we recommend that you obtain a copy of the SQF Food Safety Code for Manufacture of Food Packaging Edition 9

Step One: Introduction to the SQF Food Packaging Safety Management System

Training Presentations for Food Packaging Management System Documents – System Elements and Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging are provided.

The presentations will introduce the SQF Food Packaging Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Packaging Safety Management System.



Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Packaging Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FPSMS
- ✓ in providing adequate support to establish the FPSMS
- ✓ 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 Packaging Safety requirements
- ✓ Decide which Food Packaging 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 FPSMS
- ✓ Plan the establishment of the FPSMS using the project planner
- ✓ Provide adequate support to establish the FPSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels
- ✓ Plan to establish a food safety culture

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

Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements
2. Decide which Food Packaging 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 FPSMS
5. Plan the establishment of the FPSMS using the project planner
6. Provide adequate support to establish the FPSMS
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**
General Manager		Chairman
Operations Manager		Operations Reporting
Quality Manager		Food Safety and Quality Reporting Management Representative
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 FPSMS Implementation Checklist

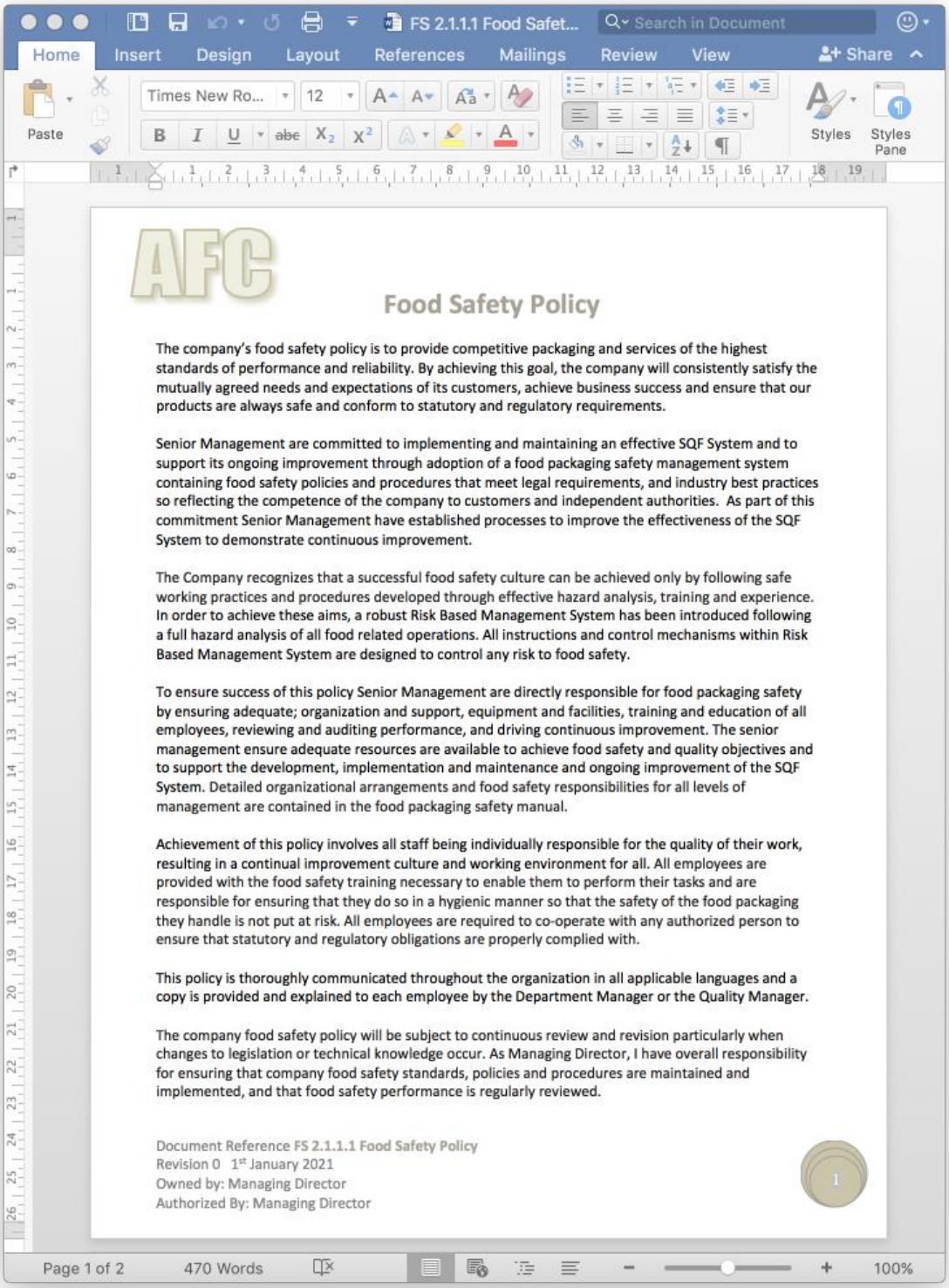
The Senior Management FPSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code Edition 9	
	Food Packaging Regulations	
Action (ii)	Senior Management decides which Food Packaging Safety requirements the company should address & develop relevant policies.	
	Requirement	Policy Details

	Implementation Steering Group	
Action (ix)	Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels	
	Communication required	Details
Action (x)	Senior management Plan to lead and support a food safety culture within the site	
	Communication required	Details

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

Food Safety Policy and Objectives



AFC

Food Safety Policy

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

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

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

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

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

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

The company food safety policy will be subject to continuous review and revision particularly when changes to legislation or technical knowledge occur. As Managing Director, I have overall responsibility for ensuring that company food safety standards, policies and procedures are maintained and implemented, and that food safety performance is regularly reviewed.

Document Reference FS 2.1.1.1 Food Safety Policy
Revision 0 1st January 2021
Owned by: Managing Director
Authorized By: Managing Director

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

The scope of the Food Packaging Safety Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the SQF Food Safety Code for Manufacture of Food Packaging.

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

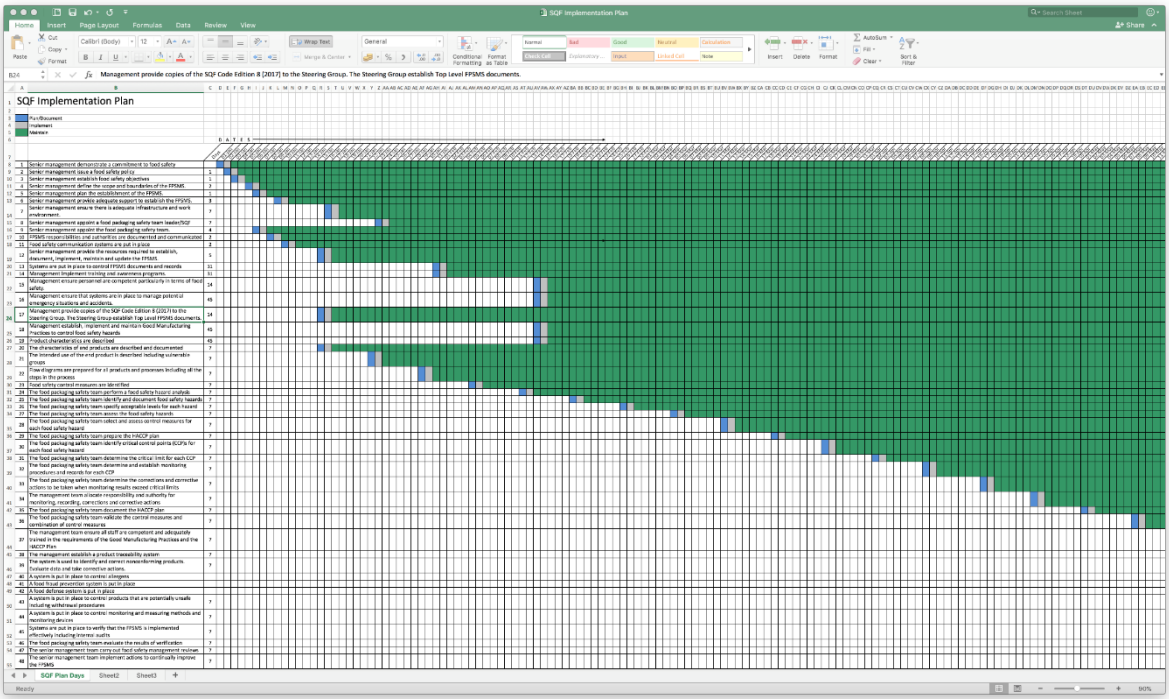
- Food Packaging Regulations
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and Hazard Analysis.

Where products or services are outsourced the organization assumes full control of this process.

Senior Management Establish the Project Plan

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



Senior Management provide adequate support to establish the FPSMS

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

	Senior management provide adequate support to establish the FPSMS	
	Resource requirement	Details
Action (vi)	Food Packaging Safety Team Leader/SQF Practitioner	
	Food Packaging Safety Team	
	FPSMS Steering Group	
	Trainers	
	Internal Auditors	

Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide the Infrastructure and Work Environment required to establish the Food Packaging Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Packaging Safety Management System, these resources should be provided including:

- Building and Maintenance requirements identified in Step 2
- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

	Senior management ensure there is adequate infrastructure and work environment	
	Infrastructure/Work environment requirements	Details
Action (vii)		

- ✓ *They are employed by the Supplier as a permanent full time employee and hold a position of responsibility in managing of the Food Packaging Safety Management System*
- ✓ *Have completed a HACCP Training Course and be experienced and competent to implement and maintain HACCP Plans*
- ✓ *Have an understanding of the* SQF Food Safety Code for Manufacture of Food Packaging Edition 8 *(Completion of the "Implementing SQF Systems Training Course Exam" would meet this requirement)*

The substitute SQF practitioner would normally be the nominated deputy for the Quality Manager. The substitute SQF practitioner will need to be qualified in the same way as the SQF practitioner
Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minutes.

Key Personnel and Nominated Deputies

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

Senior Management Establish Food Packaging Safety Management System Steering Group

Food Packaging Safety Management System Steering Group			
Team Member	**Name**	**Position**	**Qualification**

Senior Management Establish a Food Packaging Safety Team

Food Packaging Safety Team			
FPSMS Team	**Name**	**Position**	**Qualification**
FPSMS Team Leader			
FPSMS Assistant Leader			
FPSMS Team Members			

Senior Management Establish an Internal Audit Team

Internal Audit Team			
Team	**Name**	**Position**	**Qualification**
Team Leader			
Assistant Leader			
Team Members			

Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Safety Manager	
Flooding		Maintenance Manager	
Utility Supply failure		Maintenance Manager	
Storm Damage		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Manager	
Breaches of security		General Manager	
Bomb Threat or Similar		General Manager	
Extortion or Sabotage		General Manager	
Hazardous Chemicals		Quality Manager	
Product quality or safety		Quality Manager	

Senior Management Establish Food Packaging Safety Responsibility & Authority Levels

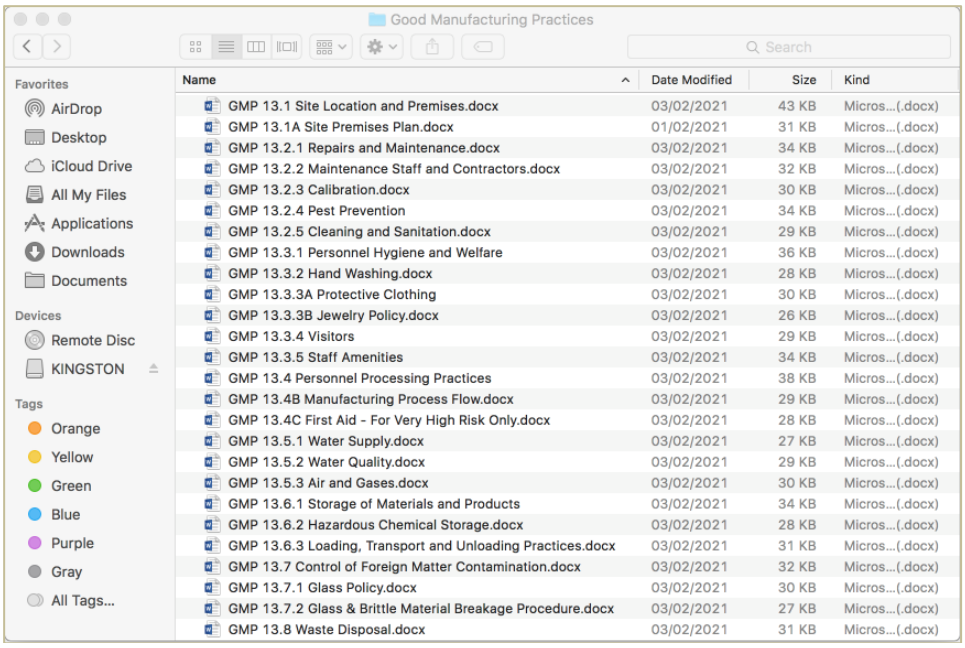
Example Key Responsibilities

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase materials 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 (PO) and Delivery Note (DN) 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, FEFO and FIFO rotation principles
Preparation of Materials	QA/QC, Production Manager & Production Executive	Follow safe packaging preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain packaging formulations and characteristics Do not modify formulations prior to approval from top management Follow safe packaging handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures
Coding and packing	Production Supervisor & Operators	Follow safe packing procedures Ensure food packaging is hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Step Four: Good Manufacturing Practices Implementation

The SQF Food Packaging Safety Management System Package contains comprehensive editable Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging so you don't have to spend 1,000's of hours writing compliant procedures:

GMP 13.1 Site Location and Premises
GMP 13.1A Site Premises Plan
GMP 13.2.1 Repairs and Maintenance
GMP 13.2.2 Maintenance Staff and Contractors
GMP 13.2.3 Calibration
GMP 13.2.4 Pest Prevention
GMP 13.2.5 Cleaning and Sanitation
GMP 13.3.1 Personnel Hygiene and Welfare
GMP 13.3.2 Hand Washing
GMP 13.3.3A Protective Clothing
GMP 13.3.3B Jewelry Policy
GMP 13.3.4 Visitors
GMP 13.3.5 Staff Amenities
GMP 13.4 Personnel Processing Practices
GMP 13.4B Manufacturing Process Flow
GMP 13.5.1 Water Supply
GMP 13.5.2 Water Quality
GMP 13.5.3 Air and Gases
GMP 13.6.1 Storage of Materials and Products
GMP 13.6.2 Hazardous Chemical Storage
GMP 13.6.3 Loading, Transport and Unloading Practices
GMP 13.7 Control of Foreign Matter Contamination
GMP 13.7.1 Glass Policy
GMP 13.7.2 Glass & Brittle Material Breakage Procedure
GMP 13.8 Waste Disposal



Step Five: Project SQF Implementation

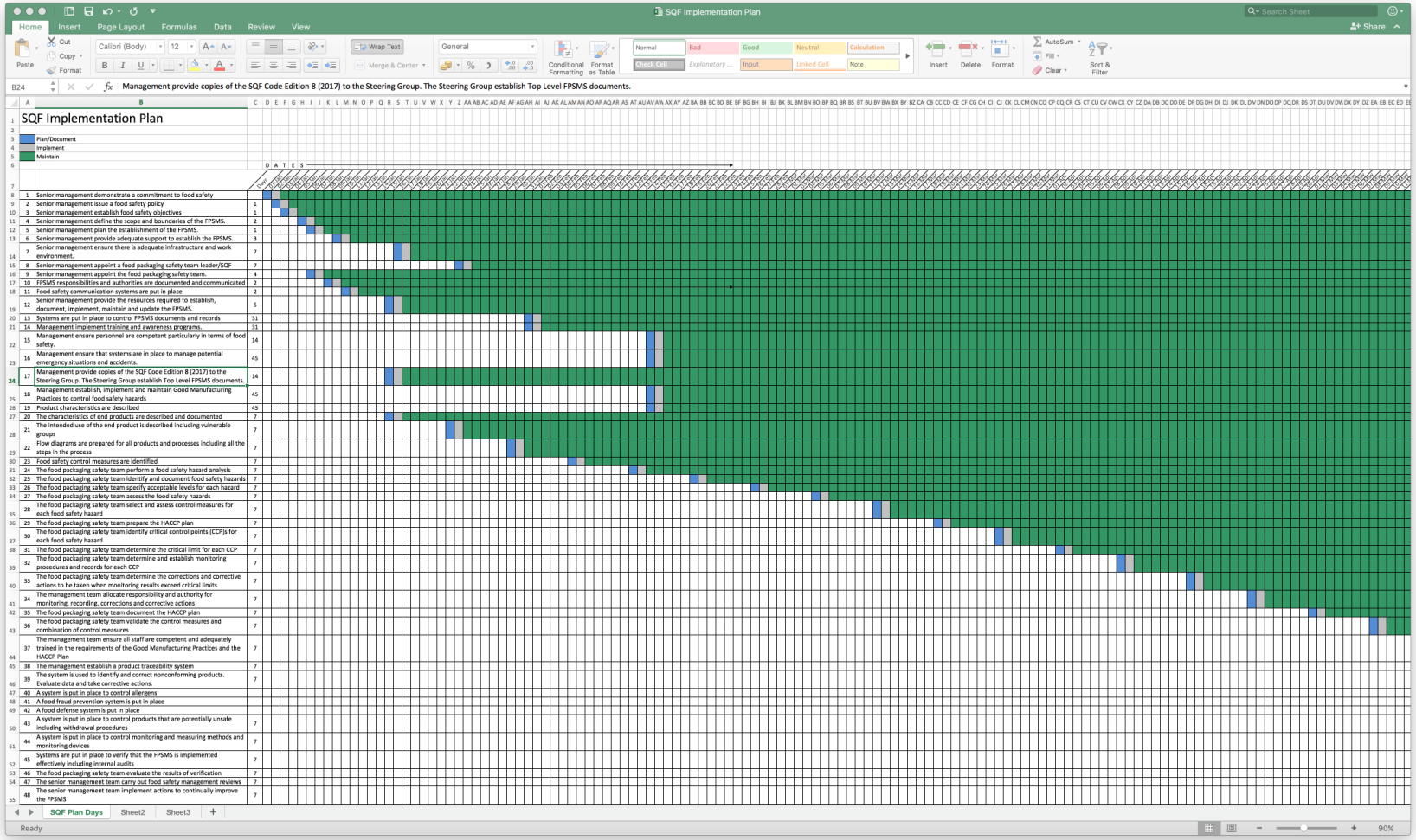
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ 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 Packaging Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**

Project Plan

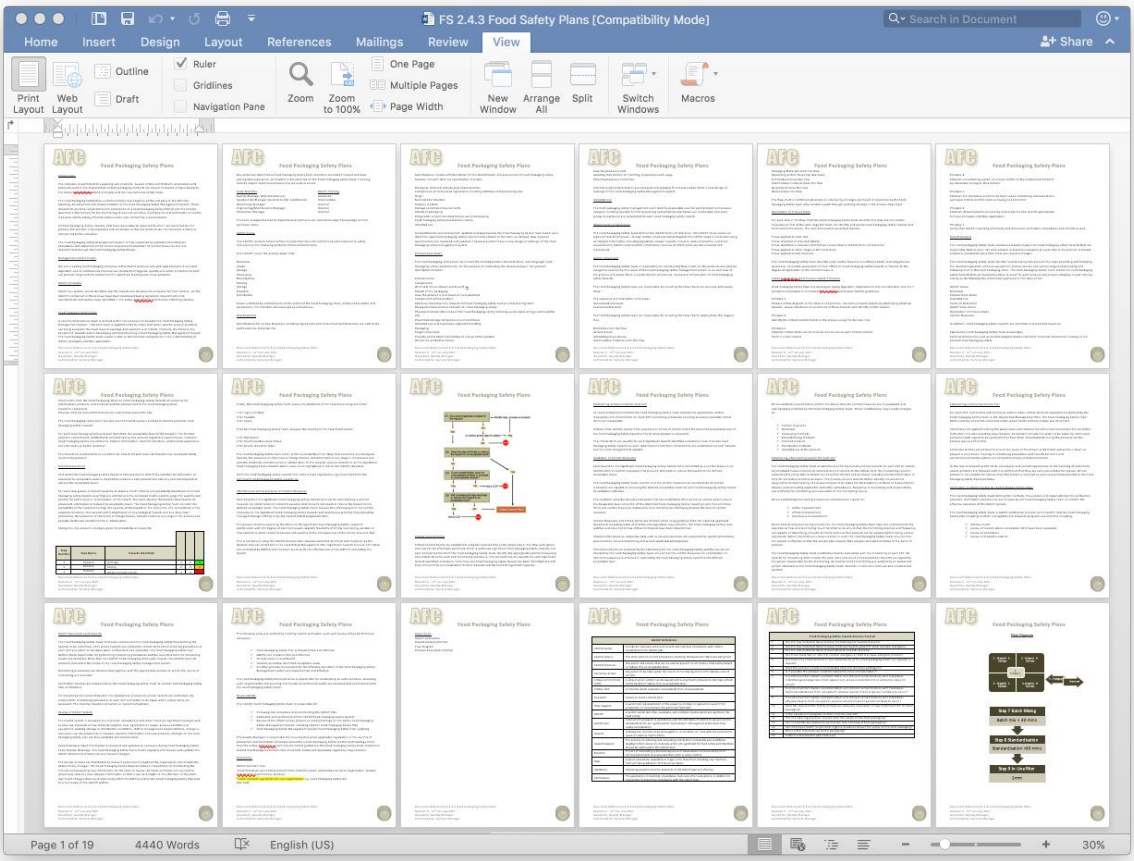
The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

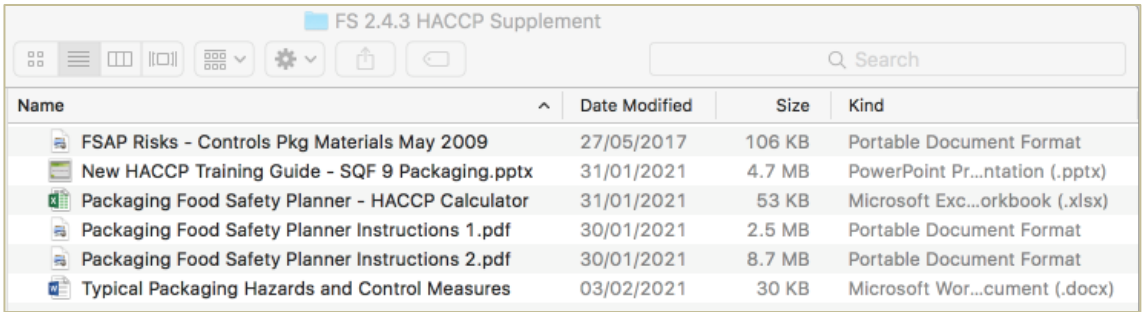


Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy and objectives	Senior Management Team	Completed in Step 2		
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 FPSMS.	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FPSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FPSMS.	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 packaging safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food packaging safety team.	Senior Management Team	Completed in Step 2		
10)	FPSMS 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		
12)	Senior management provide the resources required to establish, document, implement, maintain and update the FPSMS.	Senior Management Team	Completed in Step 2		
13)	Systems are put in place to control FPSMS documents and records	Steering Group	Use FS 2.2.2 Document Control & FS 2.2.3 Record		

Step Six: HACCP Implementation Guide

Included in the package is the document FS 2.4.3 Food Safety Plans and supplementary HACCP documents in the FS 2.4.3 HACCP Supplement Folder including the Packaging Food Safety Planner and Instructions:





Tasks 19 - 21

The HACCP study covers the process steps from:
Materials
Intake
Storage
Processing
Manufacture
Packing
Storage
Dispatch
Distribution

Scope is defined by consideration of the extent of the Food Packaging chain, product description and parameters, the intended consumer group and end-use.

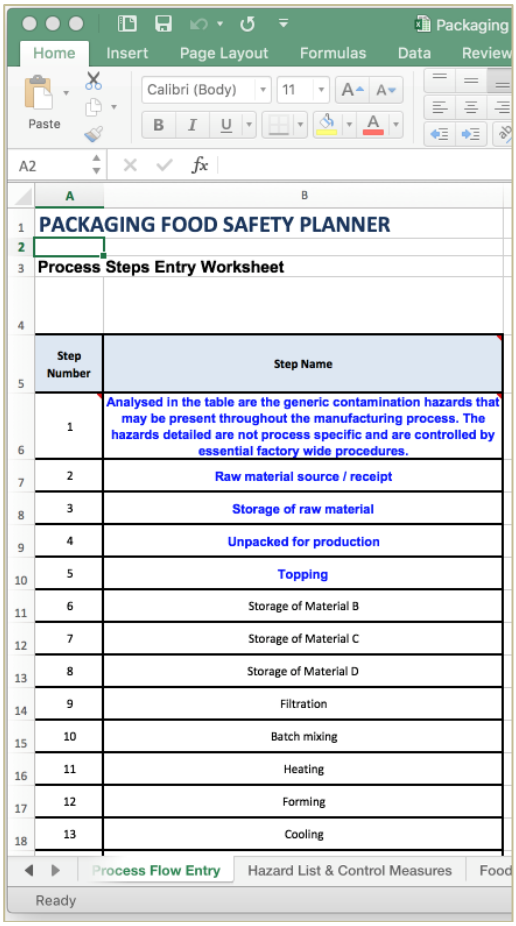
Raw Materials

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the purchased raw materials file. Specifications include sufficient detail for the identification and assessment of Food Packaging safety hazards. For each item the specification 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 Packaging Safety Acceptance criteria
Intended use

All specifications are maintained, updated and approved by the Food Packaging Safety Team leader who identifies legal Food Packaging safety requirements related to the items purchased. Raw material specifications are reviewed and updated if necessary when there is new design or redesign of the Food Packaging safety management system.

The steps in the process should be logged:



PACKAGING FOOD SAFETY PLANNER

Process Steps Entry Worksheet

Step Number	Step Name
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.
2	Raw material source / receipt
3	Storage of raw material
4	Unpacked for production
5	Topping
6	Storage of Material B
7	Storage of Material C
8	Storage of Material D
9	Filtration
10	Batch mixing
11	Heating
12	Forming
13	Cooling

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

Task 23 Description of Process Steps

For each step in the flow chart the Food Packaging Safety team describe the step and the control measures so that at the next stage the team can identify and assess Food Packaging safety hazards and their control measures. The control measures described include:

Those applied at each step
Those intended or included GMP(s)
Those identified in relevant information as described in HACCP terms of reference
Those applied at other stages in the food chain
Those applied to end products

The Food Packaging Safety team describe each control measure in sufficient detail, including process parameter, to enable assessment of their effect on Food Packaging safety hazards in relation to the degree of application of the control measure.

Hazard Assessment

Each potential Food Packaging safety hazard is risk assessed 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 Packaging safety hazard occurring) are allotted and the combined matrix used to judge the severity and priority for elimination or minimization of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels. The HACCP team 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.

Taking this into account a rating is given for probability and severity:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery	Damage	1	3	3
1	Delivery	Soiling	2	3	6
1	Delivery	Water Contamination	3	3	9

Firstly, the Food Packaging Safety Team assess the likelihood of the hazard occurring and enter:

1 for Highly Unlikely
2 for Possible
3 for Likely

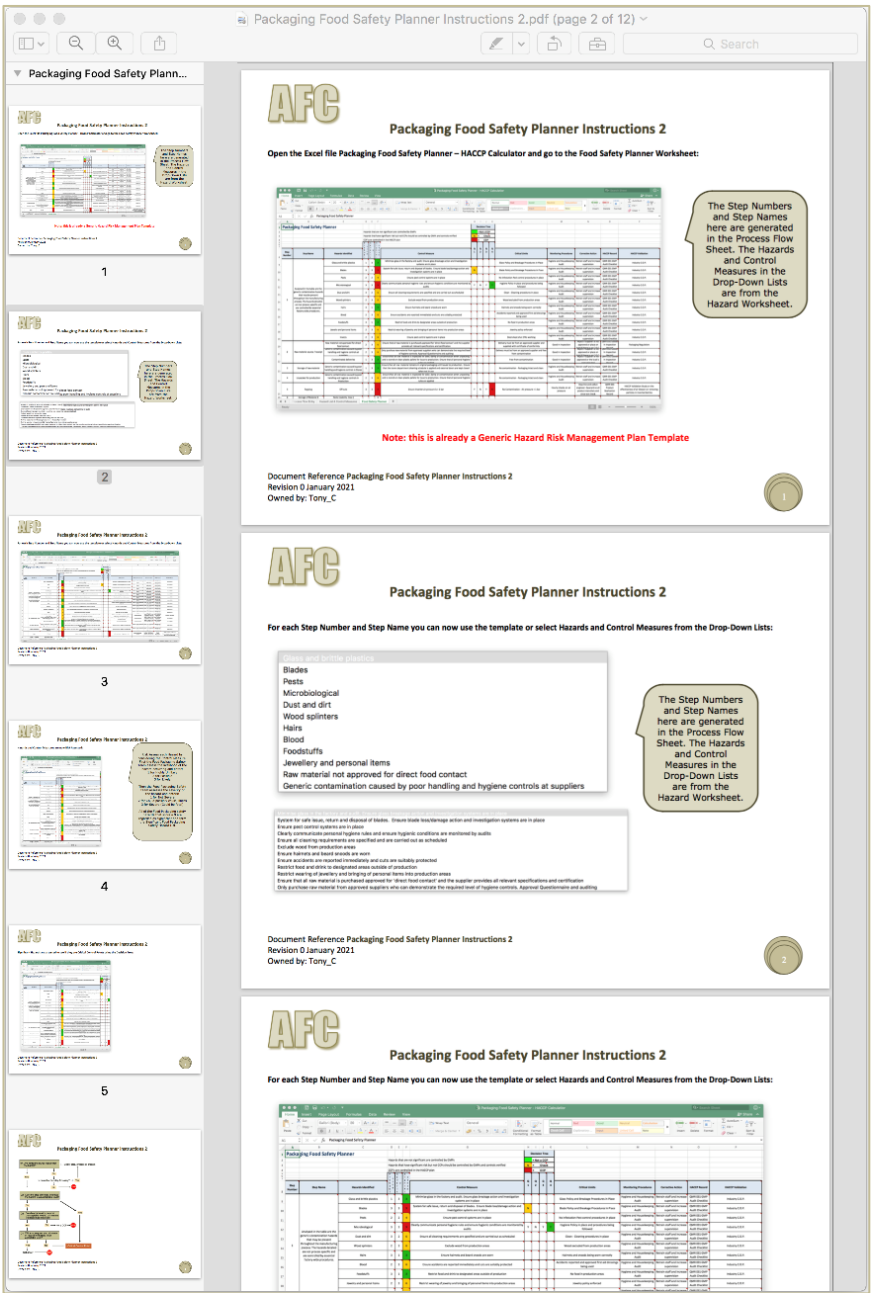
Then the Food Packaging Safety Team assesses the severity of the hazard and enters:

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

The Food Packaging Safety team factor in the vulnerability of the likely final customer, any biological hazards, 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 Packaging Safety Hazards which score a 9 as highlighted in red on the HACCP calculator.

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

The Packaging Food Safety Planner and Instructions can be used to help in this process:



Task 35 The food packaging safety team document the HACCP plan

The Food Packaging Safety Team should complete the relevant columns in the Packaging Food Safety Planner Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	- measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring - responsibility and authority for monitoring and evaluation of the monitoring results	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

Control Measure Validation

AFC

Metal Detection Validation

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

Document Reference Metal Detection Validation
Revision 0 4th February 2021
Owned by: Quality Manager
Authorized By: General Manager

1

The Food Packaging Safety Team should be informed in a timely manner of changes including the following:

- ✓ products or new products
- ✓ raw materials, ingredients and services
- ✓ production systems and equipment
- ✓ production premises, location of equipment, surrounding environment
- ✓ cleaning and sanitation programs;
- ✓ packaging, storage and distribution systems
- ✓ personnel qualification levels and/or allocation of responsibilities and authorizations
- ✓ statutory and regulatory requirements
- ✓ knowledge regarding food safety hazards and control measures
- ✓ customer, sector and other requirements that the organization observes
- ✓ relevant enquiries from external interested parties
- ✓ complaints indicating food safety hazards associated with the product
- ✓ other conditions that have an impact on food safety.

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
QM 2.6.2 Product Traceability

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

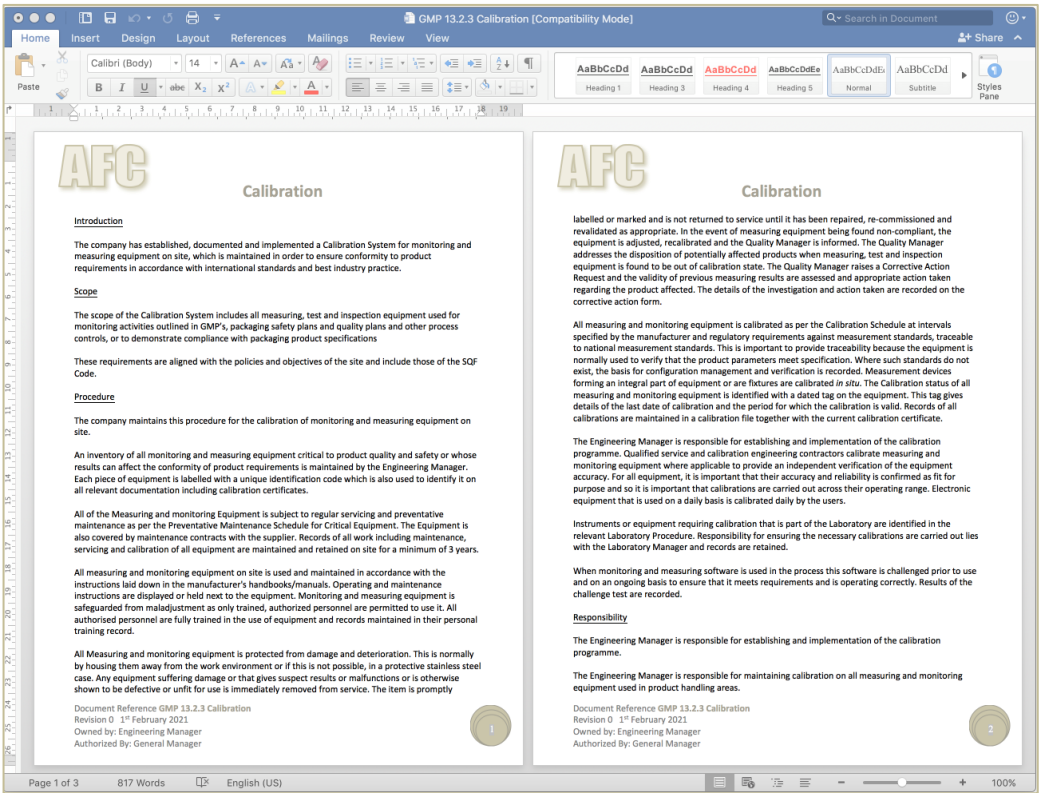
Task 40: A system is put in place to control allergens
FS 2.8.1 Allergen Management

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 13.2.3 Calibration



AFC

Calibration

Introduction

The company has established, documented and implemented a Calibration System for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice.

Scope

The scope of the Calibration System includes all measuring, test and inspection equipment used for monitoring activities outlined in GMP's, packaging safety plans and quality plans and other process controls, or to demonstrate compliance with packaging product specifications

These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Engineering Manager. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

All 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 also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

All measuring and monitoring equipment on site is used and maintained in accordance with the instructions 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 safeguarded from maladjustment as only trained, authorized personnel are permitted to use it. All authorised personnel are fully trained in the use of equipment and records maintained in their personal training record.

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 case. Any equipment suffering damage or that gives suspect results or malfunctions or is otherwise shown to be defective or unfit for use is immediately removed from service. The item is promptly

Document Reference GMP 13.2.3 Calibration
Revision 0 1st February 2021
Owned by: Engineering Manager
Authorized By: General Manager

AFC

Calibration

labelled or marked and is not returned to service until it has been repaired, re-commissioned and revalidated as appropriate. In the event of measuring equipment being found non-compliant, the equipment is adjusted, recalibrated and the Quality Manager is informed. The Quality Manager addresses the disposition of potentially affected products when measuring, test and inspection equipment is found to be out of calibration state. The Quality Manager raises a Corrective Action Request and the validity of previous measuring results are assessed and appropriate action taken regarding the product affected. The details of the investigation and action taken are recorded on the corrective action form.

All measuring and monitoring equipment is calibrated as per the Calibration Schedule at intervals specified by the manufacturer and regulatory requirements against measurement standards, traceable to national measurement standards. This is important to provide traceability because the equipment is normally used to verify that the product parameters meet specification. Where such standards do not exist, the basis for configuration management and verification is recorded. Measurement devices forming an integral part of equipment or are fixtures are calibrated *in situ*. The Calibration status of all measuring and monitoring equipment is identified with a dated tag on the equipment. This tag gives details of the last date of calibration and the period for which the calibration is valid. Records of all calibrations are maintained in a calibration file together with the current calibration certificate.

The Engineering Manager is responsible for establishing and implementation of the calibration programme. Qualified service and calibration engineering contractors calibrate measuring and monitoring equipment 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. Electronic equipment that is used on a daily basis is calibrated daily by the users.

Instruments or equipment requiring calibration that is part of the Laboratory are identified in the relevant Laboratory Procedure. Responsibility for ensuring the necessary calibrations are carried out lies with the Laboratory Manager and records are retained.

When monitoring and measuring software is used in the process this software is challenged prior to use and on an ongoing basis to ensure that it meets requirements and is operating correctly. Results of the challenge test are recorded.

Responsibility

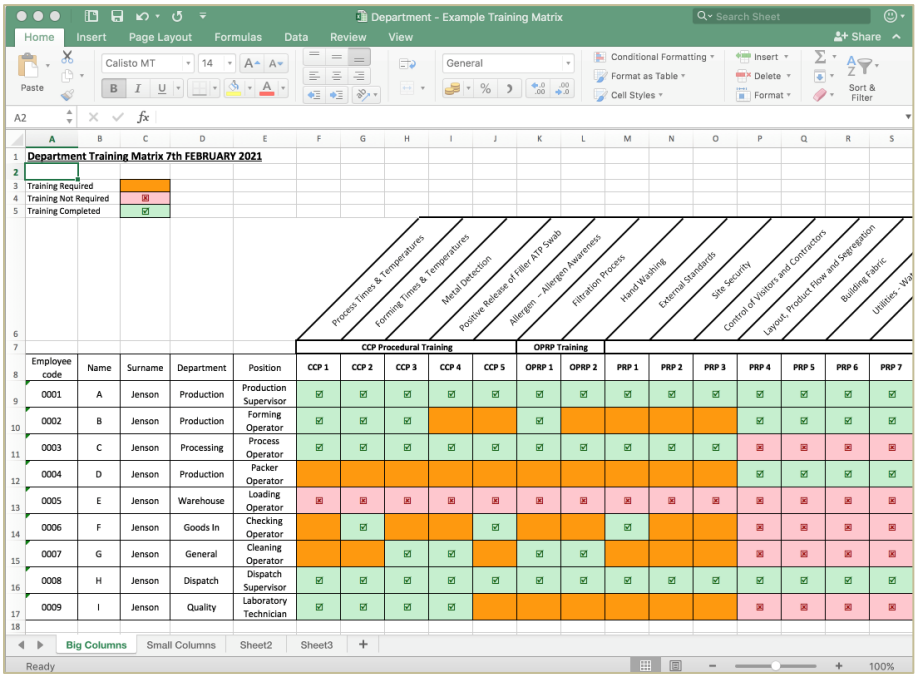
The Engineering Manager is responsible for establishing and implementation of the calibration programme.

The Engineering Manager is responsible for maintaining calibration on all measuring and monitoring equipment used in product handling areas.

Document Reference GMP 13.2.3 Calibration
Revision 0 1st February 2021
Owned by: Engineering 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.



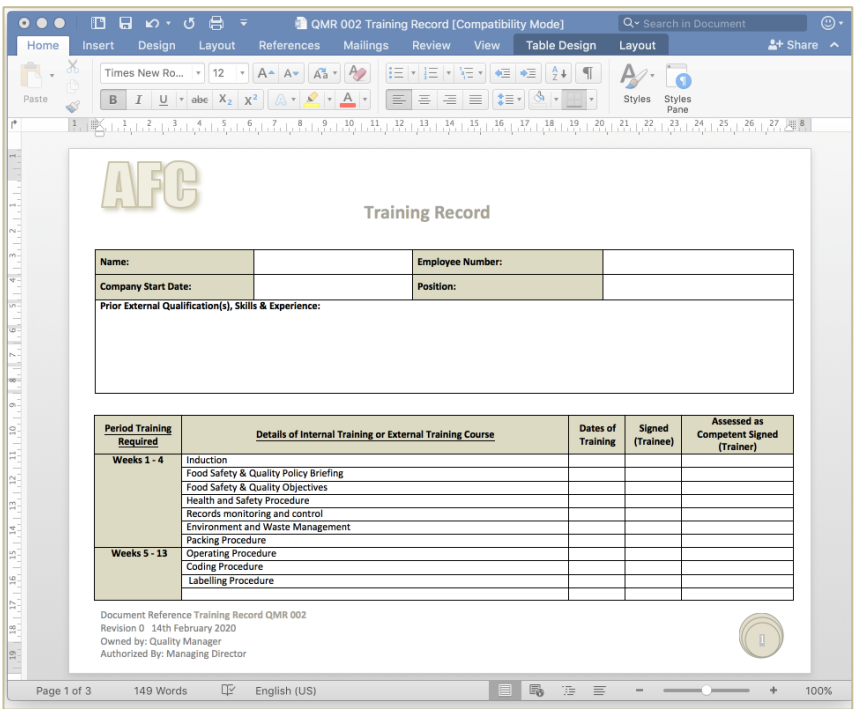
Department Training Matrix 7th FEBRUARY 2021

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7
					CCP Procedural Training					OPRP Training								
					Process Times & Temperatures	Forming Times & Temperatures	Metal Detection	Positive Release of Filler A1P Swab	Allergen – Allergen Awareness	Filtration Process	Hand Washing	External Standards	Site Security	Control of Visitors and Contractors	Layout, Product Flow and Segregation	Building Fabric	Utilities - Wa	
0001	A	Jenson	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Jenson	Production	Forming Operator	☑	☑	☑			☑					☑	☑	☑	☑
0003	C	Jenson	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒
0004	D	Jenson	Production	Packer Operator											☑	☑	☑	☑
0005	E	Jenson	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Jenson	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒
0007	G	Jenson	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒
0008	H	Jenson	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Jenson	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒

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

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



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			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

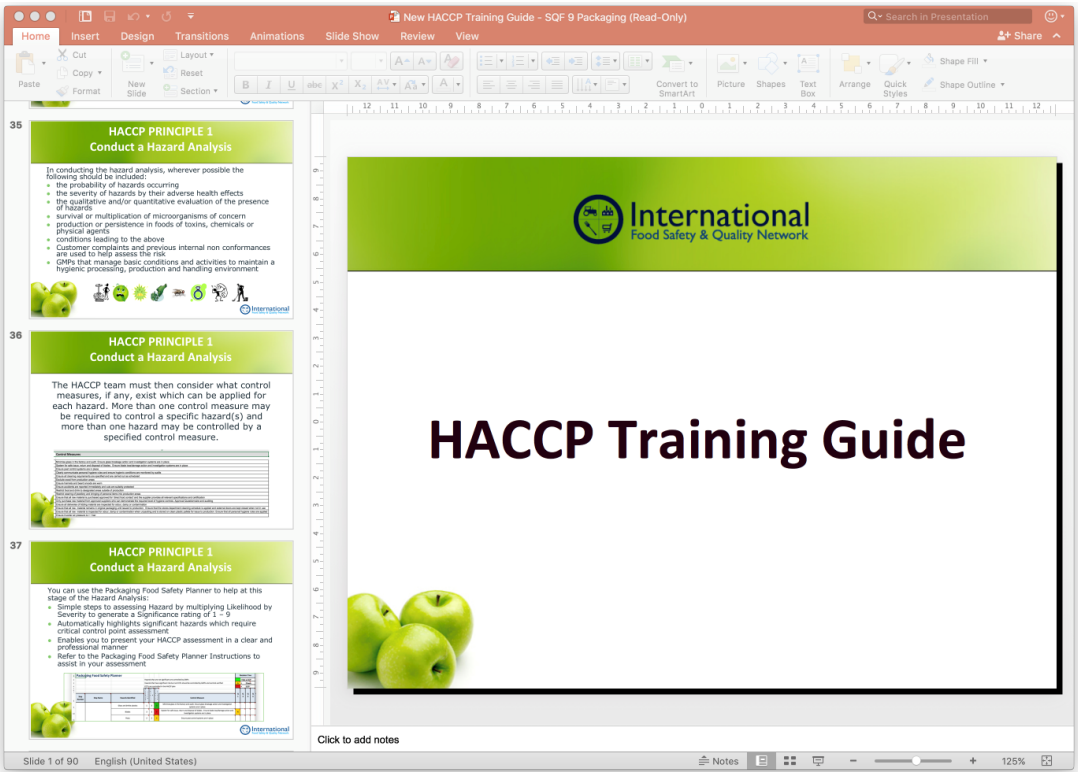
The Food Safety Team should receive extra training:

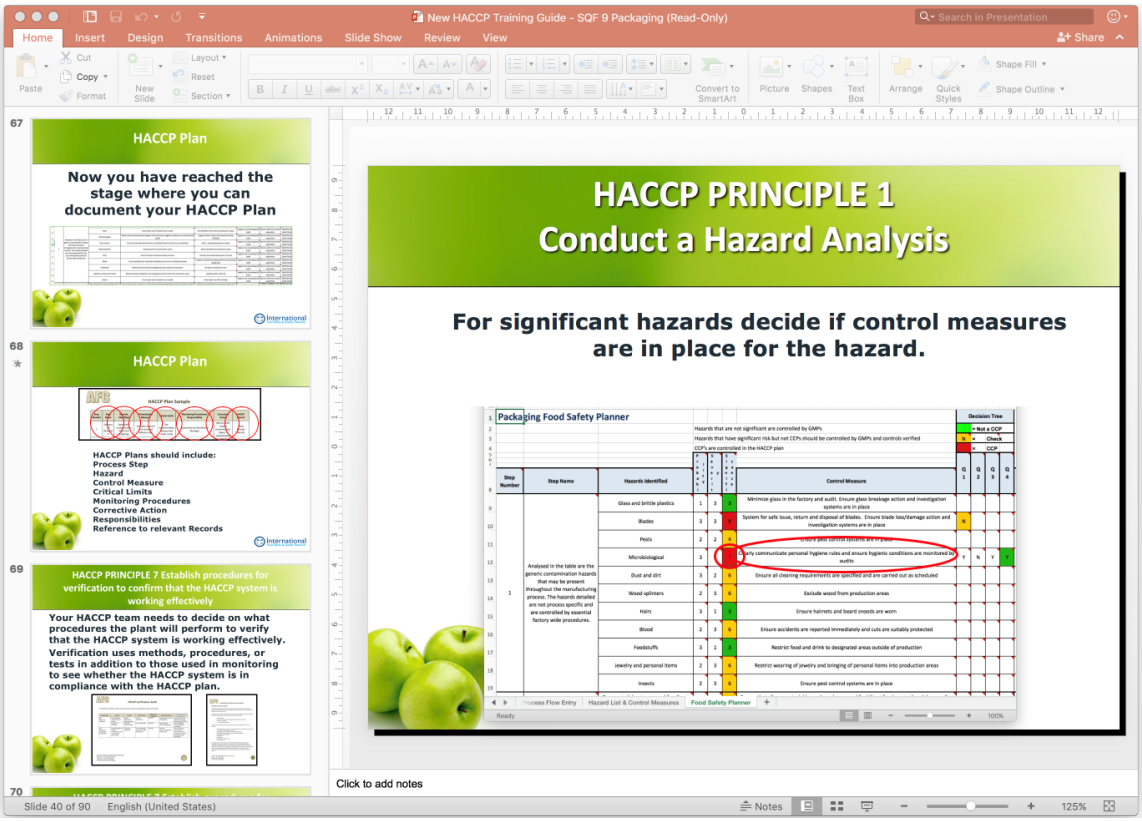
- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food packaging handlers should receive Basic Food Hygiene Training

HACCP Training

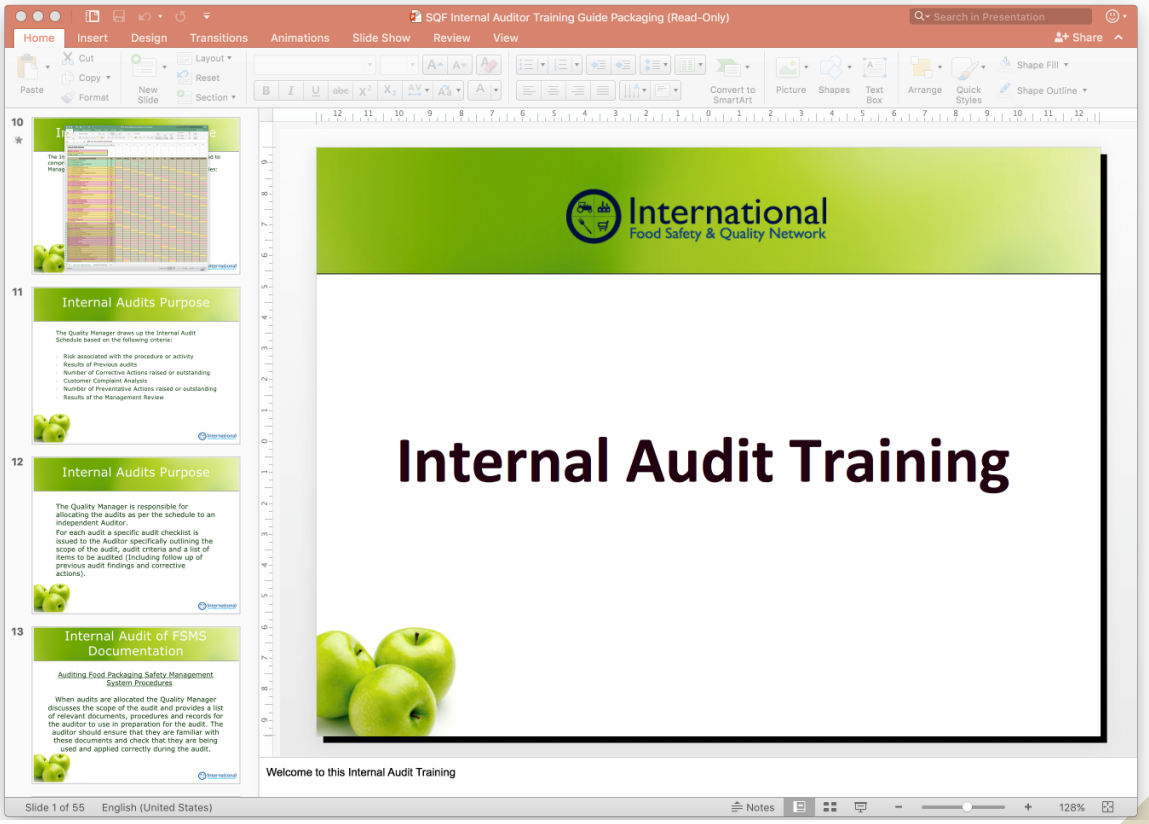
An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in Hazard analysis and the principles of HACCP.





Internal Auditing Training & Checklists

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



Stage Eight: Final Steps to SQF Certification

There a few final steps to achieving SQF Certification:

- ✓ Verify that the FPSMS 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!

Task 45 Systems are put in place to verify that the FPSMS is implemented effectively including internal audits

So firstly, make sure that your Internal Auditors are trained. At least one auditor should be a site expert and we recommend that they undertake a recognized Internal Auditor Course.

The Food Packaging Safety Team should define the methods, frequencies and responsibilities for verification activities.

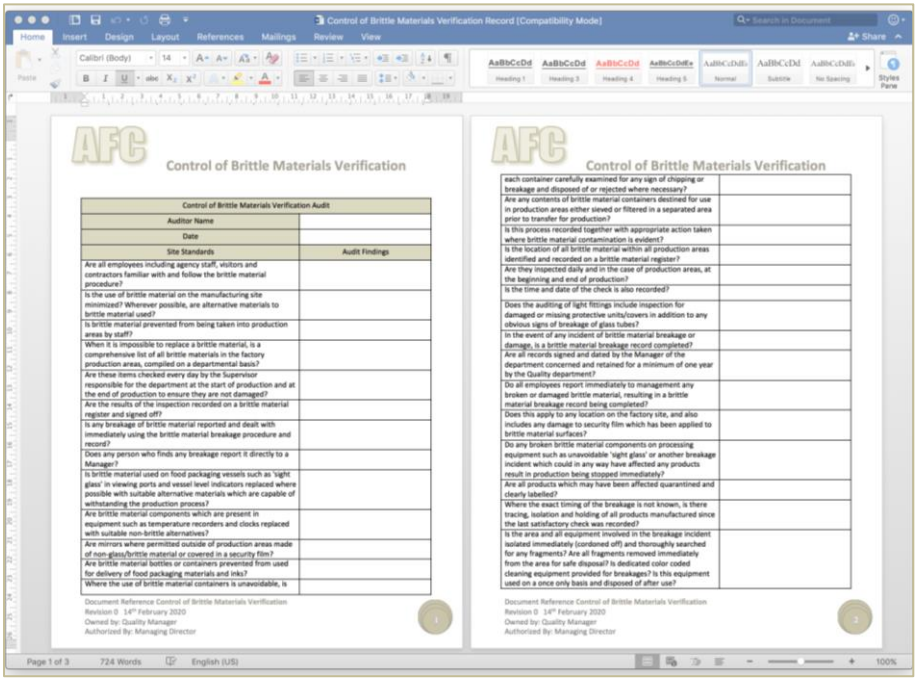
Verification activities should put in place by the Food Packaging Safety Team to confirm the effective operation of the Food Packaging Safety Management System as well as internal audits verification can be Laboratory Analysis of End Products, Final Product Inspection and similar activities.

After training the Food Packaging Safety Team Leader/SQF Practitioner should schedule Internal Audits. Refer to the Internal Audits Procedure as a guide.

The Internal Audit Schedule should be planned annually and designed to comprehensively cover all areas of the Food Packaging Safety Management system including procedures, policies and activities. The Food Packaging Safety Team /SQF Practitioner should draw up the Internal Audit Schedule based on the following criteria as applicable:

- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective or Preventative Actions raised or outstanding
- Customer Complaint Analysis
- Results of the Management Review

We have provided several verification record templates as examples:



AFC

Control of Brittle Materials Verification

Control of Brittle Materials Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedure?	
Is the use of brittle material on the manufacturing site minimized? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas by staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
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 brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food packaging 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?	
Are brittle material 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/brittle material or covered in a security film?	
Are brittle material bottles or containers prevented from used for delivery of food packaging materials and inks?	
Where the use of brittle material containers is unavoidable, is	

Document Reference Control of Brittle Materials Verification
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

AFC

Control of Brittle Materials Verification

each container carefully examined for any sign of chipping or breakage and disposed of or rejected where necessary?	
Are any contents of brittle material 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 brittle material contamination is evident?	
Is the location of all brittle material within all production areas identified and recorded on a brittle material register?	
Are they inspected daily and in the case of production areas, at the beginning and end of production?	
Is the time and date of the check is also 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?	
In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Quality department?	
Do all employees report immediately to management any broken or damaged brittle material, resulting in a brittle material breakage record being completed?	
Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?	
Do any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another breakage incident which could in any way have affected any products result in production being stopped immediately?	
Are all products which may have been affected quarantined and clearly labelled?	
Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?	
Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated color coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?	

Document Reference Control of Brittle Materials Verification
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

Senior Management Review Meeting Notification

Date

Time

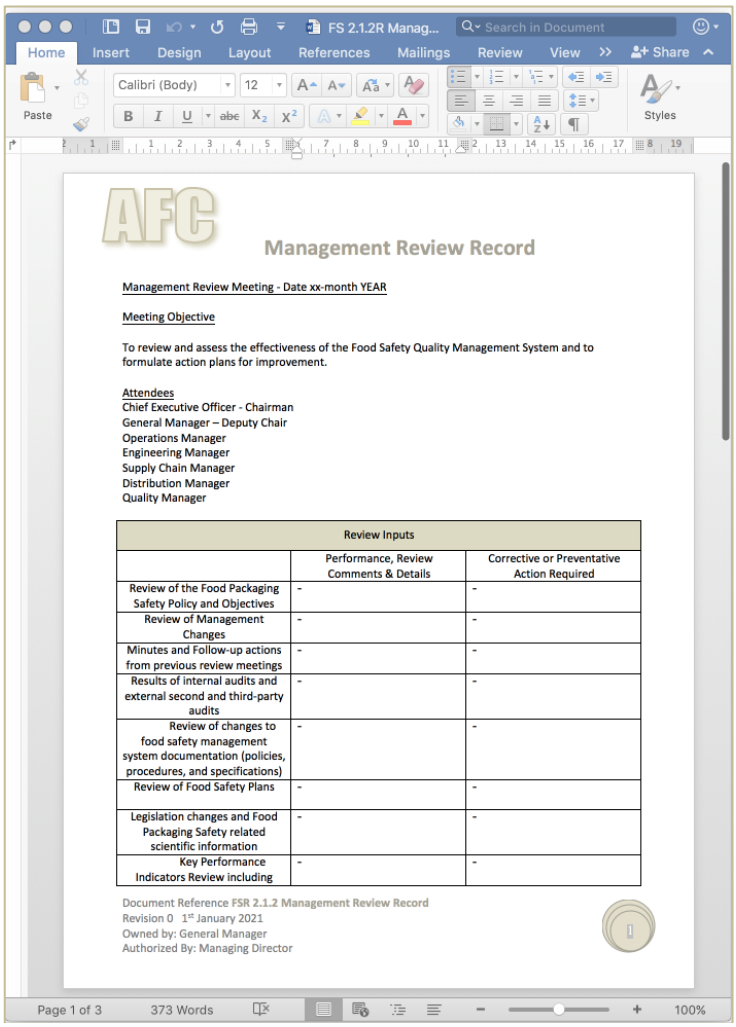
Venue

Agenda

1) Review of the Food Safety Policy
2) Review of the Food Safety Objectives
3) Review of Management Changes
4) Minutes and Follow-up actions from previous management review meeting
5) Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)
6) Hazard and risk management system review
7) Food Safety Culture performance review
8) Results and Outstanding Non-conformances from internal and external audits
9) Review and trend analysis of Customer and Supplier complaints
10) Analysis of the results of validation and verification activities
11) Key Performance Indicators Review
12) Emergencies and Accidents
13) Process and product conformity
14) Corrective and preventive action status
15) Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
16) Review of changes to legislation and food safety related scientific information
17) Review of Resources and effectiveness of Training
18) Recommended Improvements
19) Customer feedback and Sales levels are reviewed to give an indication of trends
20) A.O.B

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
General Manager		Chairman
Operations Manager		Operations Reporting
General Manager		Site Performance Reporting
Quality Manager		Food Packaging 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



AFC

Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

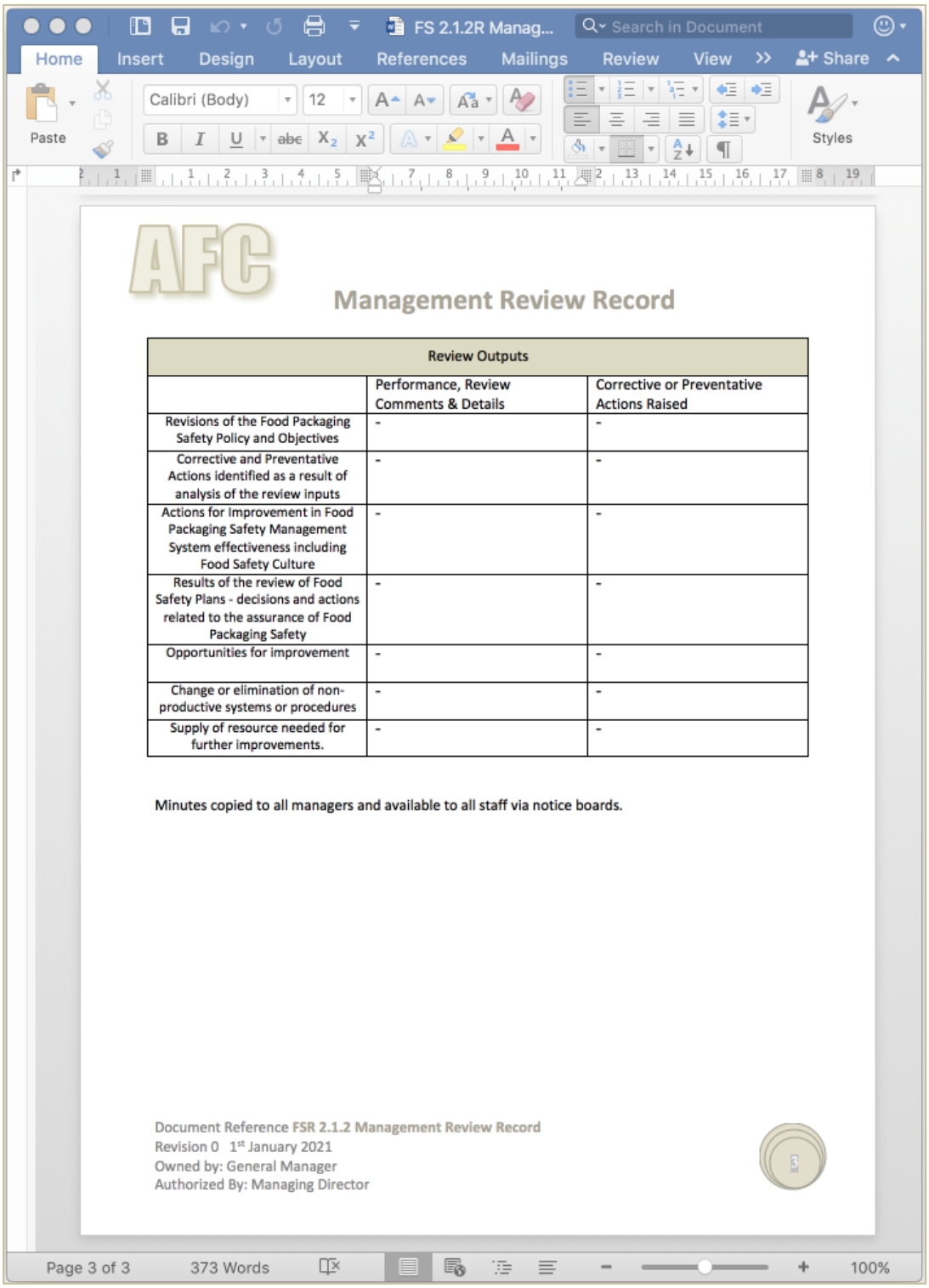
Attendees
Chief Executive Officer - Chairman
General Manager – Deputy Chair
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Packaging Safety Policy and Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Results of internal audits and external second and third-party audits	-	-
Review of changes to food safety management system documentation (policies, procedures, and specifications)	-	-
Review of Food Safety Plans	-	-
Legislation changes and Food Packaging Safety related scientific information	-	-
Key Performance Indicators Review including	-	-

Document Reference FSR 2.1.2 Management Review Record
Revision 0 1st January 2021
Owned by: General Manager
Authorized By: Managing Director

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 Packaging Safety Policy and Objectives	-	-
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Actions for Improvement in Food Packaging Safety Management System effectiveness including Food Safety Culture	-	-
Results of the review of Food Safety Plans - decisions and actions related to the assurance of Food Packaging Safety	-	-
Opportunities for improvement	-	-
Change or elimination of non-productive 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 January 2021
Owned by: General Manager
Authorized By: Managing Director

Use the SQF Code Self-Assessment Checklists to assess your Food Safety Management System

We recommend that the SQF Practitioner carries out a pre-certification audit to ensure that you are satisfied that your food safety management system meets the requirements of the SQF Code. The SQF Practitioner should read the relevant section of the SQF Code and assess if you are compliant, making notes on the checklist.

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the final self-assessment of compliance with the SQF Code should be logged by the Food Packaging Safety Team Leader and the appropriate corrective action allocated and taken:

Date	SQF Code Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed