The IFSQN are pleased to announce the launch of a new SQF Food Packaging Safety Management System Implementation Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code: Manufacture of Food Packaging Edition 9. The latest IFSQN SQF Food Packaging Safety Management System Implementation Package contains:

- ✓ A comprehensive set of editable Food Packaging Safety Management System Procedures compliant with the SQF Food Safety Code: Manufacture of Food Packaging – System Elements
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures compliant with the SQF Food Safety Code: Module 13: Good Manufacturing for Production of Food Packaging
- ✓ A range of easy to use Food Safety Record Templates
- ✓ Additional HACCP Tools including the Packaging Food Safety Planner - HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification

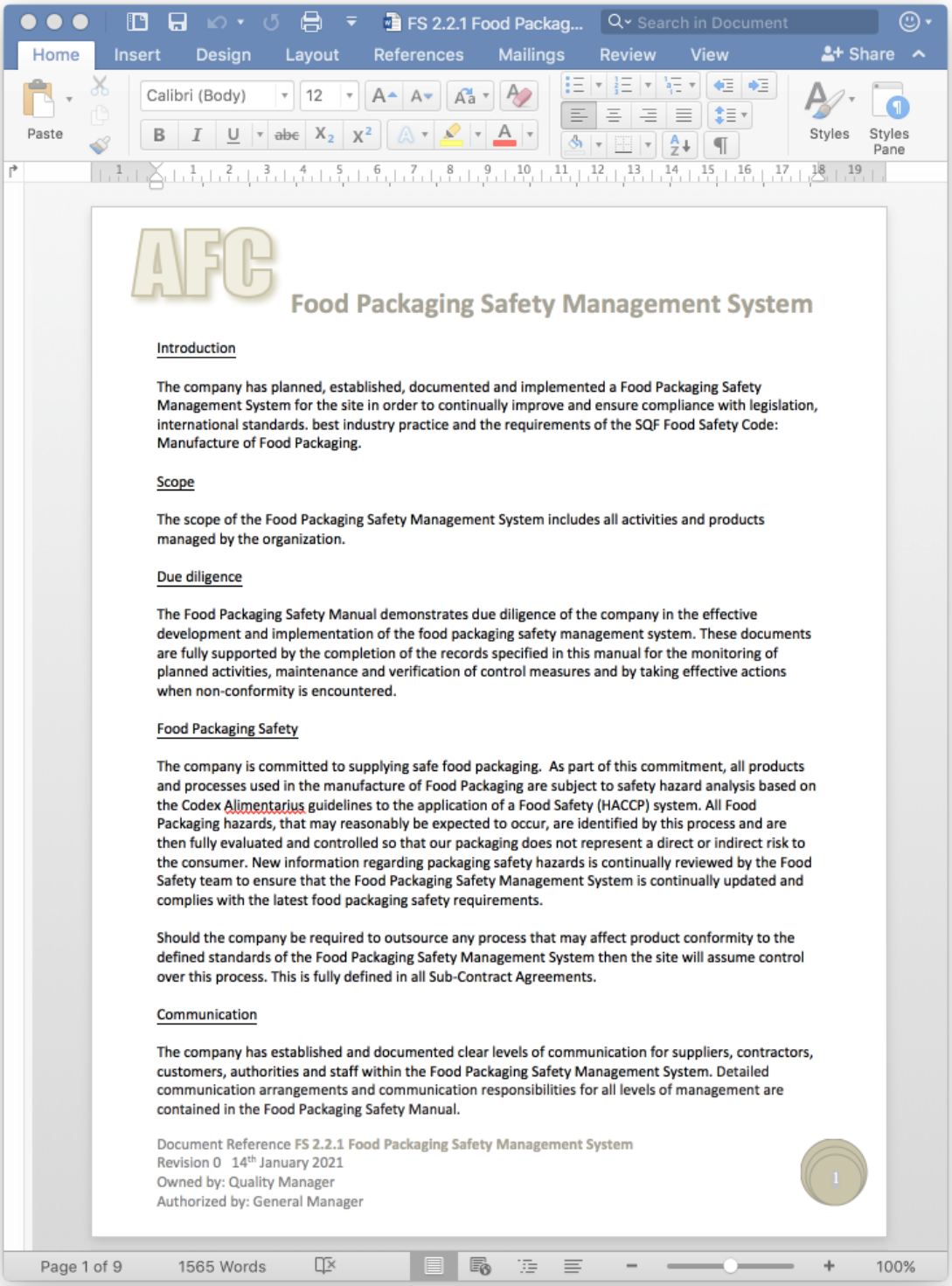
Food Packaging Safety Management System Tools and Templates

The Package contains comprehensive top level Food Packaging Safety Management Procedures Templates compliant with the SQF Food Safety Code: Manufacture of Food Packaging – System Elements so you don't have to spend 1,000's of hours writing compliant procedures.

Food Packaging Management System Documents

Name	Date Modified	Size	Kind
Dcouement List - SQF Food Packaging Safety Management System	03/02/2021	91 KB	Micros...(.docx)
FS 2.1 Management Commitment.docx	04/02/2021	28 KB	Micros...(.docx)
FS 2.1.1.1 Food Safety Policy.docx	07/01/2021	30 KB	Micros...(.docx)
FS 2.1.1.1A Appendix Food Safety Objectives.docx	07/01/2021	29 KB	Micros...(.docx)
FS 2.1.1.2 Food Safety Culture.docx	07/01/2021	368 KB	Micros...(.docx)
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx	07/01/2021	20 KB	Micros...(.xlsx)
FS 2.1.1.3 Responsibility and Authority.docx	08/01/2021	47 KB	Micros...(.docx)
FS 2.1.1.3A Appendix Organizational Chart	08/01/2021	1.3 MB	Micros...(.xlsx)
FS 2.1.1.3B Appendix Job Descriptions.docx	08/01/2021	46 KB	Micros...(.docx)
FS 2.1.2 Management Review.docx	12/01/2021	32 KB	Micros...(.docx)
FS 2.1.2R Management Review Record.docx	12/01/2021	30 KB	Micros...(.docx)
FS 2.1.3 Complaint Management.docx	12/01/2021	31 KB	Micros...(.docx)
FS 2.1.3A Annual Complaints Analyzer.xlsx	14/01/2021	170 KB	Micros...(.xlsx)
FS 2.1.3B Annual Complaints Analyzer Instruction.pdf	14/01/2021	3.5 MB	PDF Document
FS 2.2.1 Food Packaging Safety Management System.docx	03/02/2021	52 KB	Micros...(.docx)
FS 2.2.2 Document Control.docx	14/01/2021	32 KB	Micros...(.docx)
FS 2.2.3 Record Control.docx	14/01/2021	29 KB	Micros...(.docx)
FS 2.3.1 Product Formulation and Realization.docx	14/01/2021	31 KB	Micros...(.docx)
FS 2.3.1A Development Supplementary Documents	14/01/2021	--	Folder
FS 2.3.2 Specifications.docx	16/01/2021	38 KB	Micros...(.docx)
FS 2.3.2A Material Acceptance Record.xlsx	16/01/2021	19 KB	Micros...(.xlsx)
FS 2.3.3 Contract Manufacturers.docx	16/01/2021	32 KB	Micros...(.docx)
FS 2.3.4 Approved Supplier Program.docx	25/01/2021	40 KB	Micros...(.docx)
FS 2.4.1 Food Legislation	25/01/2021	28 KB	Micros...(.docx)
FS 2.4.2 Good Manufacturing Practices	03/02/2021	31 KB	Micros...(.docx)
FS 2.4.3 Food Safety Plans	27/01/2021	90 KB	Micros...(.docx)
FS 2.4.3 HACCP Supplement	12:31	--	Folder
FS 2.4.4 Advanced Laboratory Quality Manual	05/02/2021	--	Folder
FS 2.4.4 Product Inspection.docx	31/01/2021	148 KB	Micros...(.docx)
FS 2.4.5 Non-Conforming Materials and Product.docx	31/01/2021	30 KB	Micros...(.docx)
FS 2.4.6 Product Rework.docx	31/01/2021	30 KB	Micros...(.docx)
FS 2.4.7 Product Release.docx	31/01/2021	32 KB	Micros...(.docx)
FS 2.4.8 Environmental Monitoring	31/01/2021	30 KB	Micros...(.docx)
FS 2.5.1 Validation and Effectiveness.docx	31/01/2021	30 KB	Micros...(.docx)
FS 2.5.2 Verification Activities	31/01/2021	30 KB	Micros...(.docx)
FS 2.5.3 Corrective and Preventative Action.docx	05/02/2021	33 KB	Micros...(.docx)
FS 2.5.3A Root Cause Analysis.docx	29/10/2020	128 KB	Micros...(.docx)
FS 2.5.3B Corrective Action Request	29/10/2020	102 KB	Micros...(.docx)
FS 2.5.3C Preventative Action Request	29/10/2020	104 KB	Micros...(.docx)
FS 2.5.5 Audits and Inspections Schedule	03/02/2021	17 KB	Micros...(.xlsx)
FS 2.5.5 Internal Audits and Inspections.docx	31/01/2021	1.1 MB	Micros...(.docx)
FS 2.6.1 Product Identification.docx	01/02/2021	30 KB	Micros...(.docx)
FS 2.6.2 Identification and Traceability System - Appendix.docx	01/02/2021	25 KB	Micros...(.docx)
FS 2.6.2 Product Traceability.docx	01/02/2021	30 KB	Micros...(.docx)
FS 2.6.3 Product Withdrawal and Recall.docx	01/02/2021	42 KB	Micros...(.docx)
FS 2.6.4 Crisis Management Planning.docx	01/02/2021	61 KB	Micros...(.docx)
FS 2.7.1 Food Defense Plan.docx	01/02/2021	171 KB	Micros...(.docx)
FS 2.7.1 Food Defense Threat Assessment	01/02/2021	37 KB	Micros...(.xlsx)
FS 2.7.2 Food Fraud	05/02/2021	434 KB	Micros...(.docx)
FS 2.7.2A Food Fraud Material Assessment Calculator	01/02/2021	28 KB	Micros...(.xlsx)
FS 2.8 Allergen Management.docx	01/02/2021	44 KB	Micros...(.docx)
FS 2.9 Training.docx	01/02/2021	33 KB	Micros...(.docx)

The Food Packaging Safety Management Procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



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Food Packaging Safety Management System

Introduction

The company has planned, established, documented and implemented a Food Packaging Safety Management System for the site in order to continually improve and ensure compliance with legislation, international standards. best industry practice and the requirements of the SQF Food Safety Code: Manufacture of Food Packaging.

Scope

The scope of the Food Packaging Safety Management System includes all activities and products managed by the organization.

Due diligence

The Food Packaging Safety Manual demonstrates due diligence of the company in the effective development and implementation of the food packaging safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Packaging Safety

The company is committed to supplying safe food packaging. As part of this commitment, all products and processes used in the manufacture of Food Packaging are subject to safety hazard analysis based on the Codex Alimentarius guidelines to the application of a Food Safety (HACCP) system. All Food Packaging hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our packaging does not represent a direct or indirect risk to the consumer. New information regarding packaging safety hazards is continually reviewed by the Food Safety team to ensure that the Food Packaging Safety Management System is continually updated and complies with the latest food packaging safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Packaging Safety Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, authorities and staff within the Food Packaging Safety Management System. Detailed communication arrangements and communication responsibilities for all levels of management are contained in the Food Packaging Safety Manual.

Document Reference FS 2.2.1 Food Packaging Safety Management System
Revision 0 14th January 2021
Owned by: Quality Manager
Authorized by: General Manager

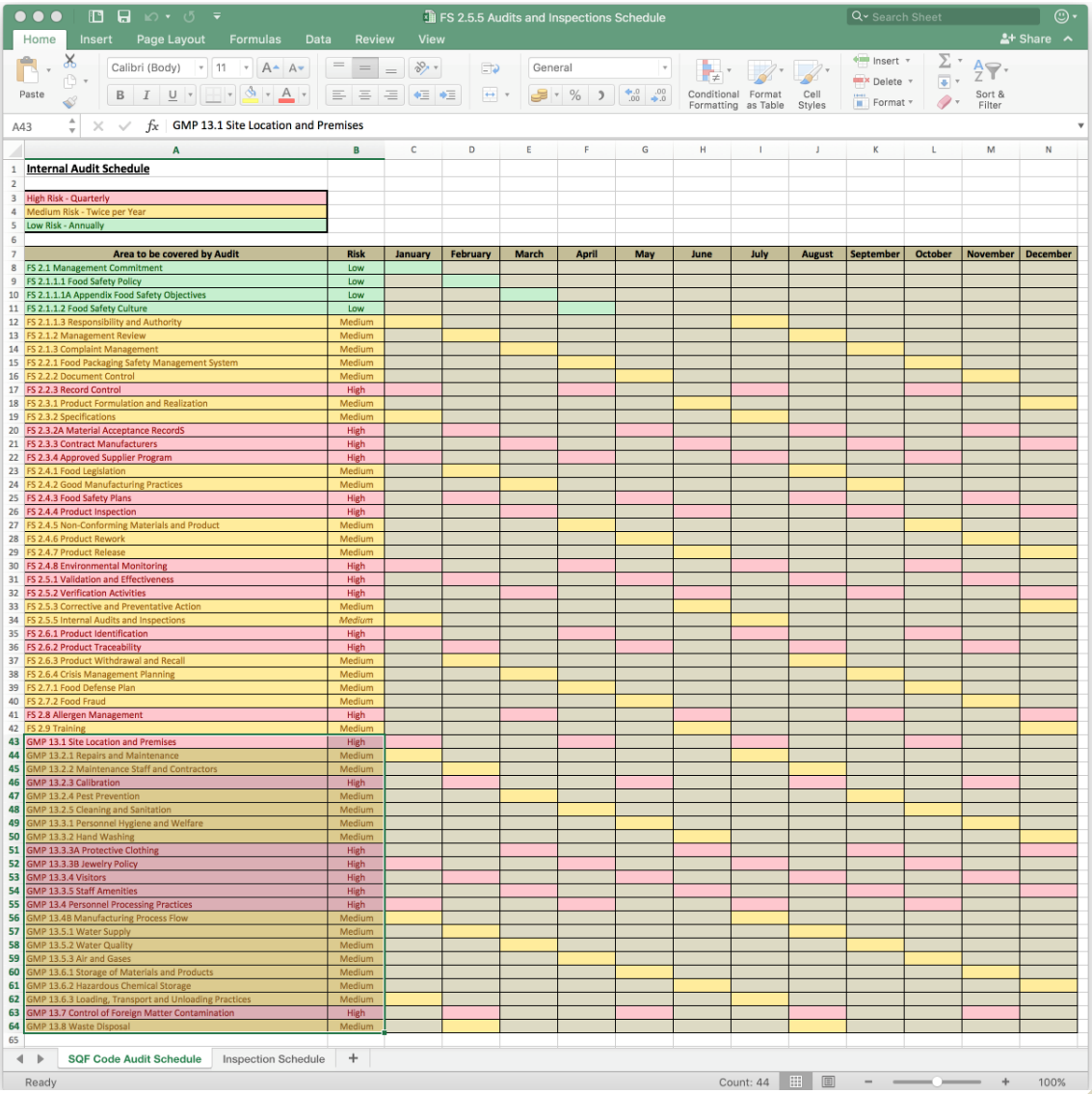
Procedures included in the Food Packaging Safety Management System match the clauses of the SQF Code and are as follows:

System Elements Manufacture of Food Packaging

FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Appendix 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 2.1.2R Management Review Record
FS 2.1.3 Complaint Management
FS 2.1.3A Annual Complaints Analyzer
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Packaging Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Record Control
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 2.4.1 Food Legislation
FS 2.4.2 Good Manufacturing Practices
FS 2.4.3 Food Safety Plans
FS 2.4.3 HACCP Supplement
FS 2.4.4 Product Inspection
FS 2.4.4 Advanced Laboratory Quality Manual
FS 2.4.5 Non-Conforming Materials and Product
FS 2.4.6 Product Rework
FS 2.4.7 Product Release
FS 2.4.8 Environmental Monitoring
FS 2.5.1 Validation and Effectiveness
FS 2.5.2 Verification Activities
FS 2.5.3 Corrective and Preventative Action
FS 2.5.3A Root Cause Analysis
FS 2.5.3B Corrective Action Request
FS 2.5.3C Preventative Action Request

FS 2.5.5 Audits and Inspections Schedule
FS 2.5.5 Internal Audits and Inspections
FS 2.6.1 Product Identification
FS 2.6.2 Identification and Traceability System – Appendix
FS 2.6.2 Product Traceability
FS 2.6.3 Product Withdrawal and Recall
FS 2.6.4 Crisis Management Planning
FS 2.7.1 Food Defense Plan
FS 2.7.1 Food Defense Threat Assessment
FS 2.7.2 Food Fraud
FS 2.7.2A Food Fraud Material Assessment Calculator
FS 2.8 Allergen Management
FS 2.9 Training

There are also Schedules for Internal Audits and Inspections to supplement procedure FS 2.5.5 Internal Audits and Inspections

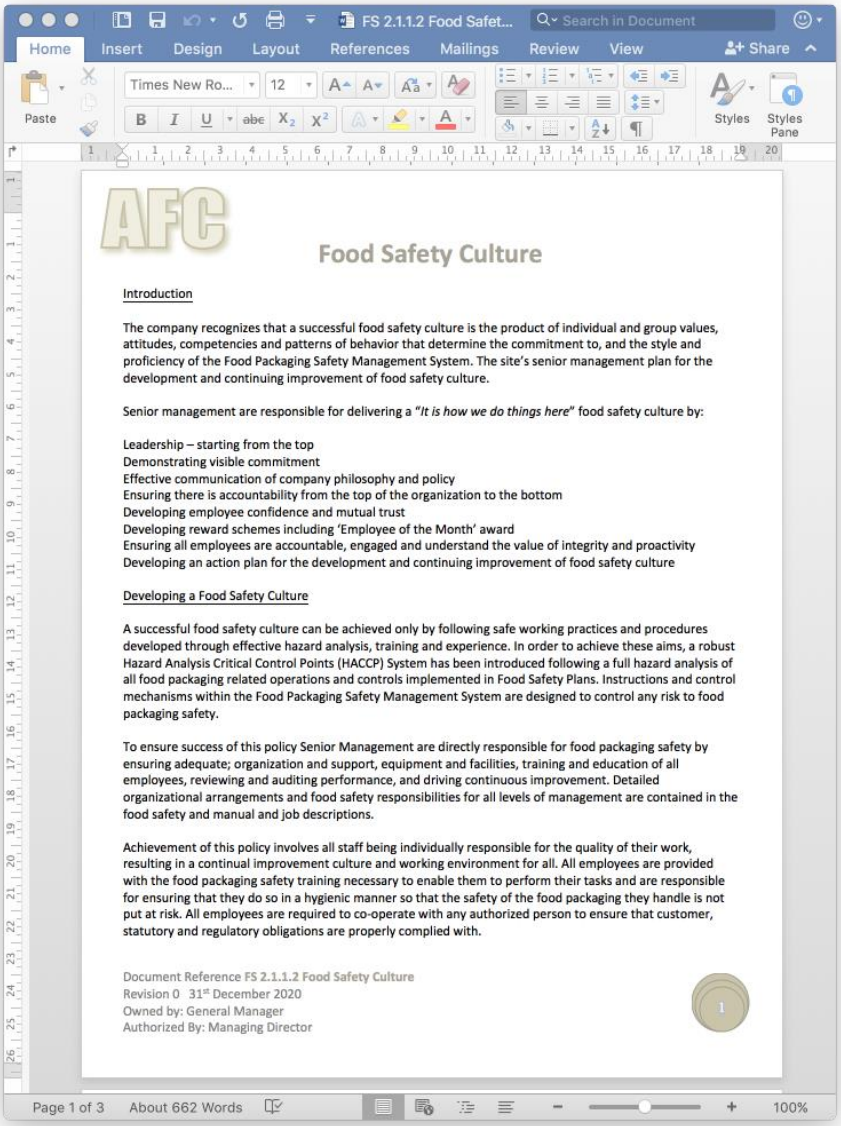


Internal Audit Schedule

High Risk - Quarterly
Medium Risk - Twice per Year
Low Risk - Annually

Area to be covered by Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
FS 2.1 Management Commitment	Low												
FS 2.1.1.1 Food Safety Policy	Low												
FS 2.1.1.1A Appendix Food Safety Objectives	Low												
FS 2.1.1.2 Food Safety Culture	Low												
FS 2.1.1.3 Responsibility and Authority	Medium												
FS 2.1.2 Management Review	Medium												
FS 2.1.3 Complaint Management	Medium												
FS 2.2.1 Food Packaging Safety Management System	Medium												
FS 2.2.2 Document Control	Medium												
FS 2.2.3 Record Control	High												
FS 2.3.1 Product Formulation and Realization	Medium												
FS 2.3.2 Specifications	Medium												
FS 2.3.2A Material Acceptance RecordS	High												
FS 2.3.3 Contract Manufacturers	High												
FS 2.3.4 Approved Supplier Program	High												
FS 2.4.1 Food Legislation	Medium												
FS 2.4.2 Good Manufacturing Practices	Medium												
FS 2.4.3 Food Safety Plans	High												
FS 2.4.4 Product Inspection	High												
FS 2.4.5 Non-Conforming Materials and Product	Medium												
FS 2.4.6 Product Rework	Medium												
FS 2.4.7 Product Release	Medium												
FS 2.4.8 Environmental Monitoring	High												
FS 2.5.1 Validation and Effectiveness	High												
FS 2.5.2 Verification Activities	High												
FS 2.5.3 Corrective and Preventative Action	Medium												
FS 2.5.5 Internal Audits and Inspections	Medium												
FS 2.6.1 Product Identification	High												
FS 2.6.2 Product Traceability	High												
FS 2.6.3 Product Withdrawal and Recall	Medium												
FS 2.6.4 Crisis Management Planning	Medium												
FS 2.7.1 Food Defense Plan	Medium												
FS 2.7.2 Food Fraud	Medium												
FS 2.8 Allergen Management	High												
FS 2.9 Training	Medium												
GMP 13.1 Site Location and Premises	High												
GMP 13.2.1 Repairs and Maintenance	Medium												
GMP 13.2.2 Maintenance Staff and Contractors	Medium												
GMP 13.2.3 Calibration	High												
GMP 13.2.4 Pest Prevention	Medium												
GMP 13.2.5 Cleaning and Sanitation	Medium												
GMP 13.3.1 Personnel Hygiene and Welfare	Medium												
GMP 13.3.2 Hand Washing	Medium												
GMP 13.3.3A Protective Clothing	High												
GMP 13.3.3B Jewelry Policy	High												
GMP 13.3.4 Visitors	High												
GMP 13.3.5 Staff Amenities	High												
GMP 13.4 Personnel Processing Practices	High												
GMP 13.4B Manufacturing Process Flow	Medium												
GMP 13.5.1 Water Supply	Medium												
GMP 13.5.2 Water Quality	Medium												
GMP 13.5.3 Air and Gases	Medium												
GMP 13.6.1 Storage of Materials and Products	Medium												
GMP 13.6.2 Hazardous Chemical Storage	Medium												
GMP 13.6.3 Loading, Transport and Unloading Practices	Medium												
GMP 13.7 Control of Foreign Matter Contamination	High												
GMP 13.8 Waste Disposal	Medium												

Documents include FS 2.1.1.2 Food Safety Culture & FS 2.1.1.2A Food Safety Culture Planning Matrix which assist in compliance with a New SQF Requirement in 2.1.1 Management Responsibility (Mandatory) For Senior Management to Establish and maintain a food safety culture.



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Food Safety Culture

Introduction

The company recognizes that a successful food safety culture is the product of individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of the Food Packaging Safety Management System. The site's senior management plan for the development and continuing improvement of food safety culture.

Senior management are responsible for delivering a "*It is how we do things here*" food safety culture by:

Leadership – starting from the top
Demonstrating visible commitment
Effective communication of company philosophy and policy
Ensuring there is accountability from the top of the organization to the bottom
Developing employee confidence and mutual trust
Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
Developing an action plan for the development and continuing improvement of food safety culture

Developing a Food Safety Culture

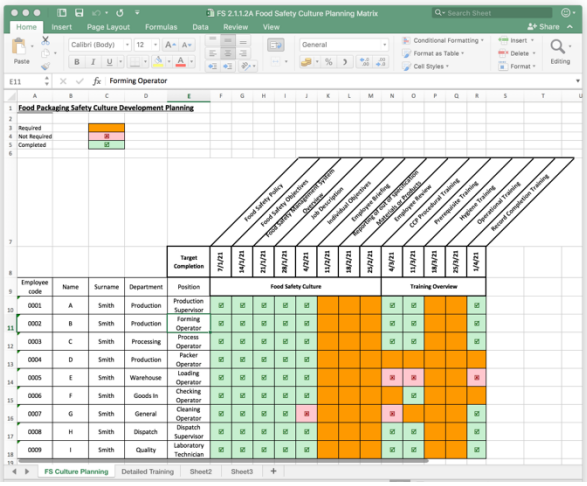
A successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Hazard Analysis Critical Control Points (HACCP) System has been introduced following a full hazard analysis of all food packaging related operations and controls implemented in Food Safety Plans. Instructions and control mechanisms within the Food Packaging Safety Management System are designed to control any risk to food packaging 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. Detailed organizational arrangements and food safety responsibilities for all levels of management are contained in the food safety and manual and job descriptions.

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 packaging 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 customer, statutory and regulatory obligations are properly complied with.

Document Reference FS 2.1.1.2 Food Safety Culture
Revision 0 31st December 2020
Owned by: General Manager
Authorized By: Managing Director

Page 1 of 3 About 662 Words 100%

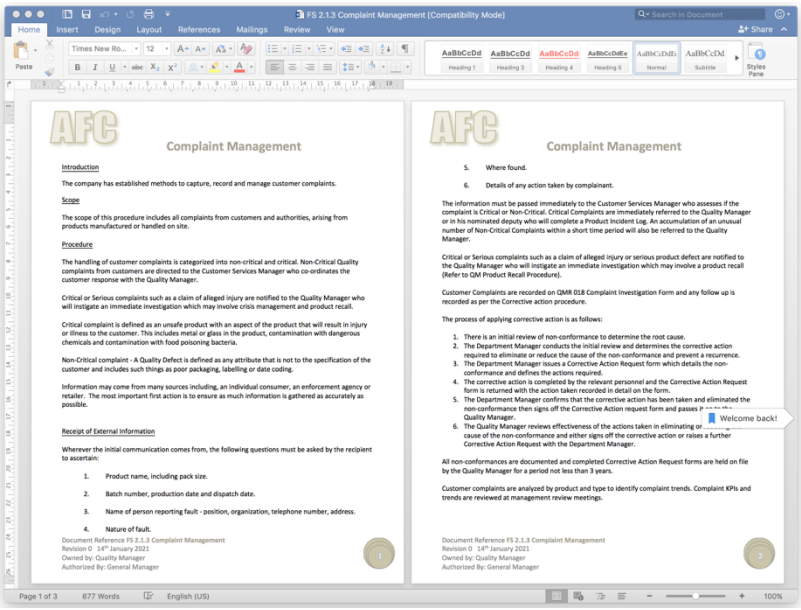


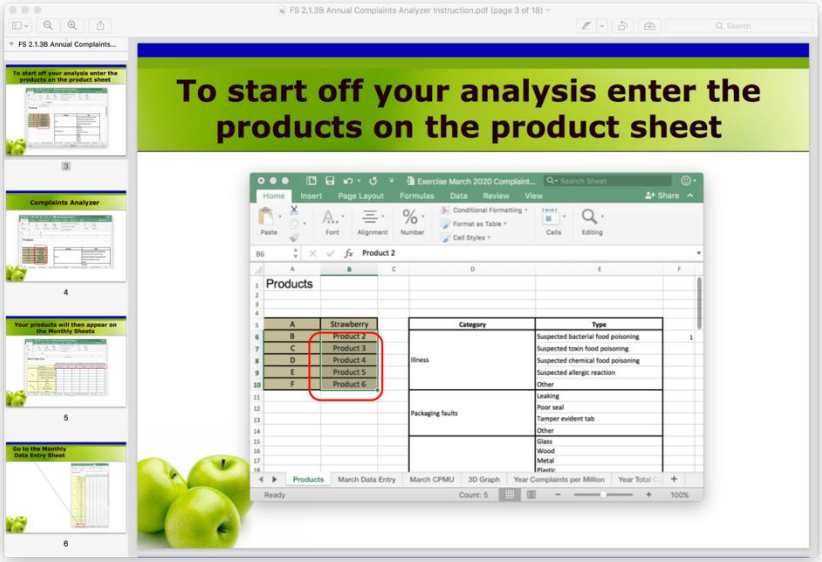
Food Packaging Safety Culture Development Planning

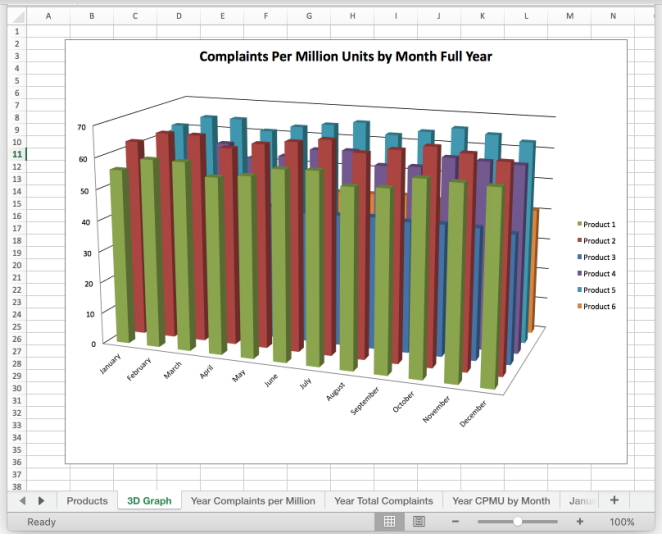
Required
Not Required
Completed

Employee code	Name	Surname	Department	Position	Food Safety Culture								Training Overview				
				Target Completion	7/1/21	14/1/21	21/1/21	28/1/21	4/2/21	11/2/21	18/2/21	25/2/21	4/3/21	11/3/21	18/3/21	25/3/21	1/4/21
0001	A	Smith	Production	Production Supervisor	☑	☑	☑	☑	☑				☑	☑			☑
0002	B	Smith	Production	Forming Operator	☑	☑	☑	☑	☑				☑	☑			☑
0003	C	Smith	Processing	Process Operator	☑	☑	☑	☑	☑				☑	☑			☑
0004	D	Smith	Production	Packer Operator	☑	☑	☑	☑	☑								
0005	E	Smith	Warehouse	Loading Operator	☑	☑	☑	☑	☑				☒	☒			☒
0006	F	Smith	Goods In	Checking Operator	☑	☑	☑	☑	☑					☑			
0007	G	Smith	General	Cleaning Operator	☑	☑	☑	☑	☒				☒				☑
0008	H	Smith	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑				☑	☑			☑
0009	I	Smith	Quality	Laboratory Technician	☑	☑	☑	☑	☑				☑	☑			☑

Complimenting FS 2.1.3 Complaint Management Procedure, there is an Annual Complaints Analyzer and Instructions



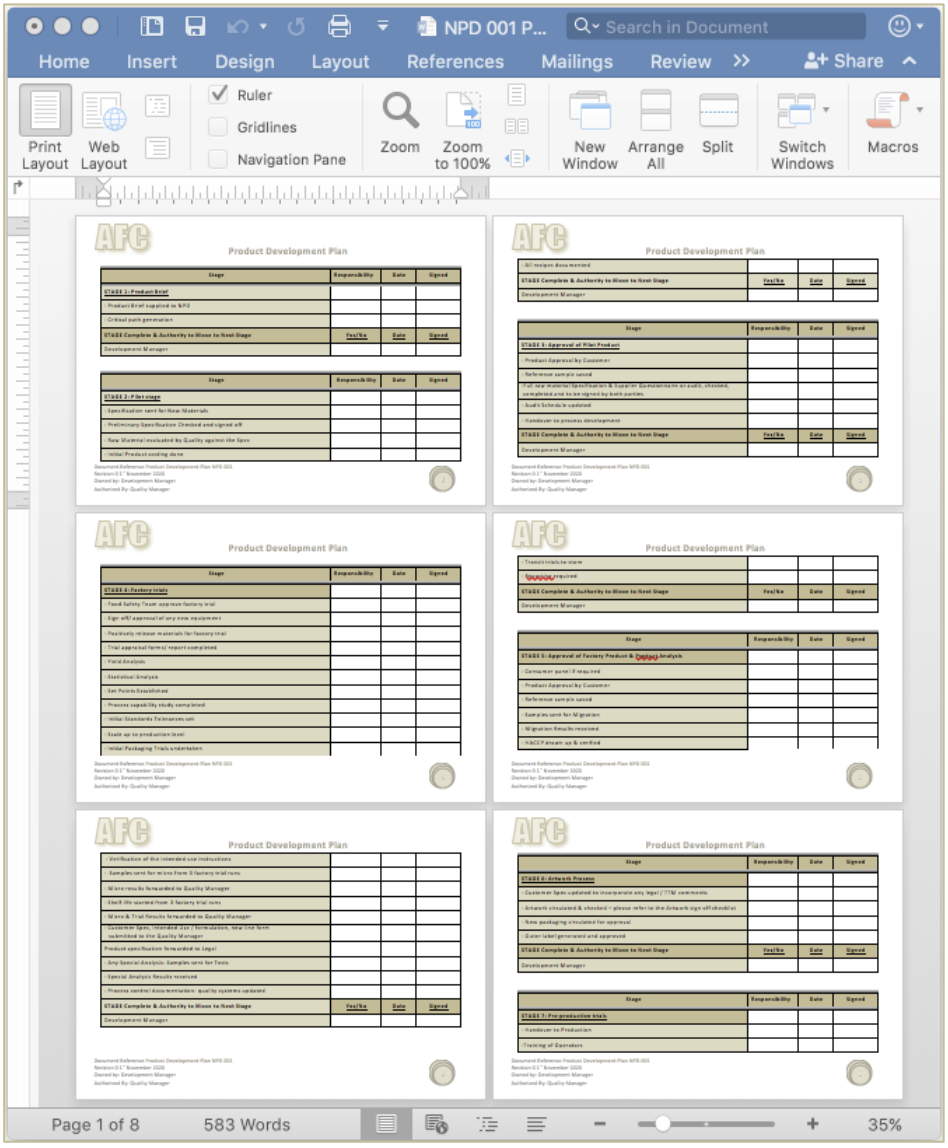




There are **Product Development Supplementary Documents**

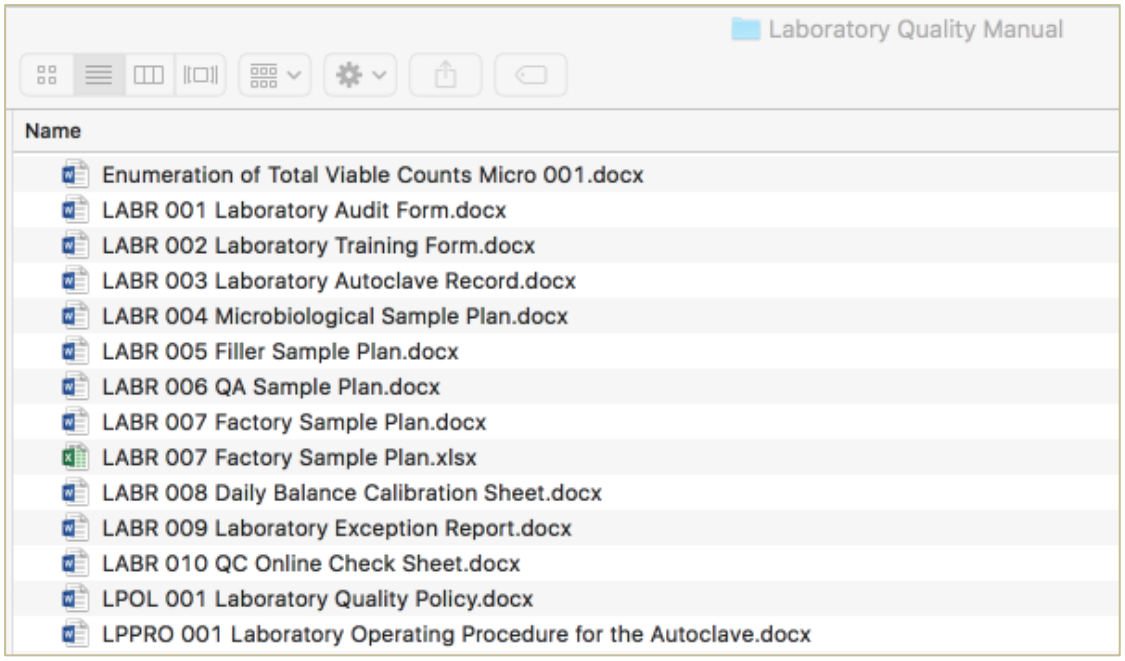
FS 2.3.1A Development Supplementary Documents

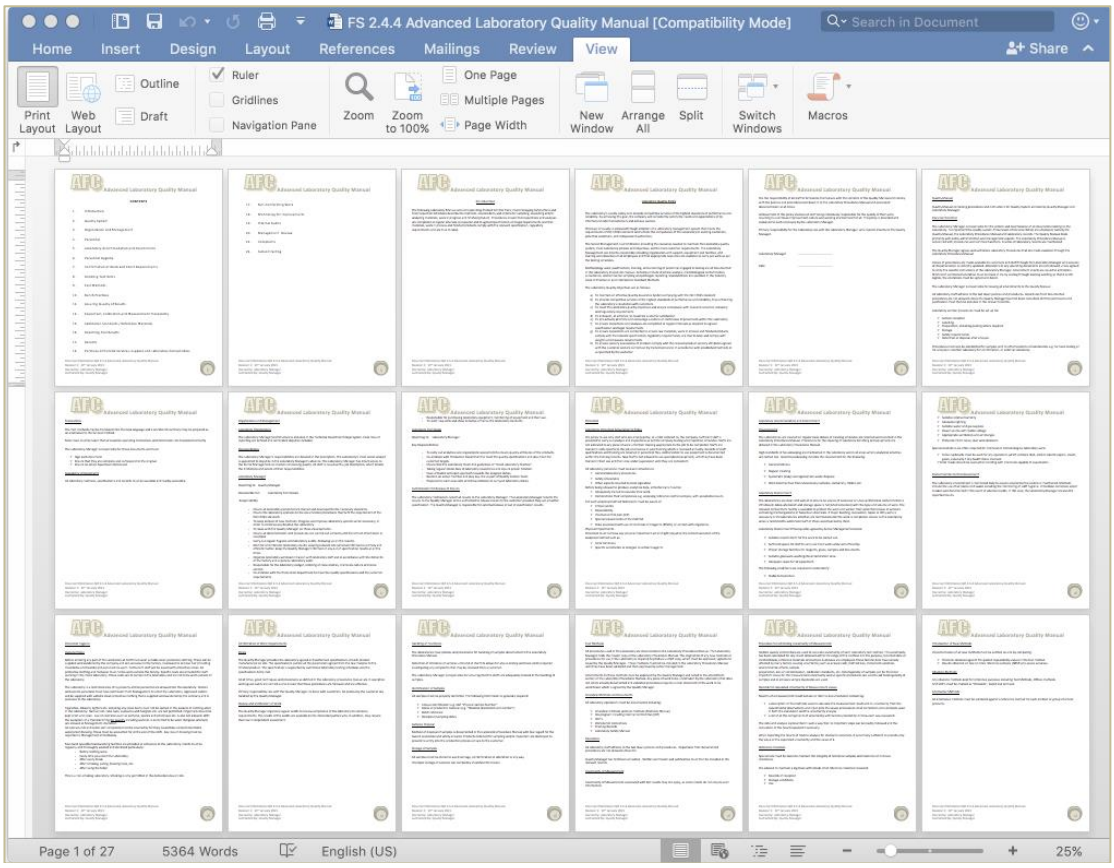
Name	Date Modified	Size	Kind
NPD 001 Product Development Plan.docx	14/01/2021	39 KB	Micros...(.docx)
NPD 002 Product Development Brief Sign Off Form.docx	14/01/2021	28 KB	Micros...(.docx)
NPD 003 Artwork Approval Form.docx	14/01/2021	29 KB	Micros...(.docx)
NPD 004 Market Review Form.docx	14/01/2021	28 KB	Micros...(.docx)
NPD 005 Project Request Form.docx	14/01/2021	26 KB	Micros...(.docx)
NPD 006 Development Recipe Sheet.docx	14/01/2021	28 KB	Micros...(.docx)
NPD 006 NPD Costing Form.docx	14/01/2021	29 KB	Micros...(.docx)
NPD 007 Factory Trial Assessment Form.docx	14/01/2021	28 KB	Micros...(.docx)



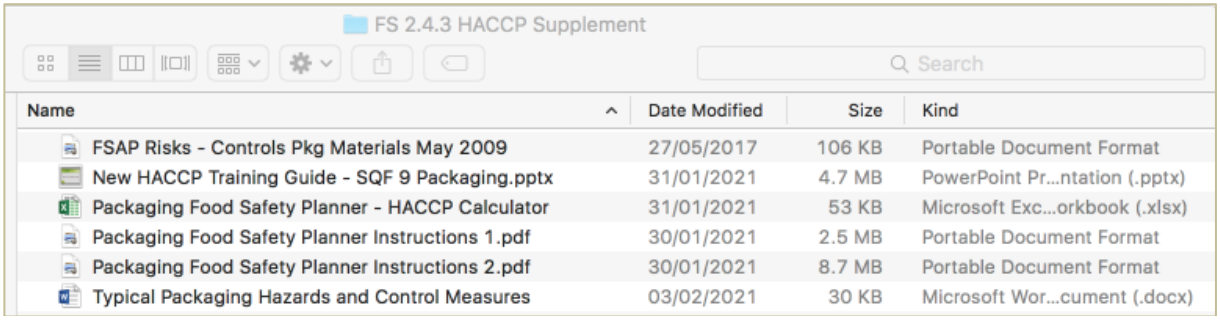
An **Advanced Laboratory Quality Manual** is included

There is supplementary documentation to FS 2.4.4 Product Inspection including an Advanced Laboratory Quality Manual which is based on ISO 17025 Requirements.

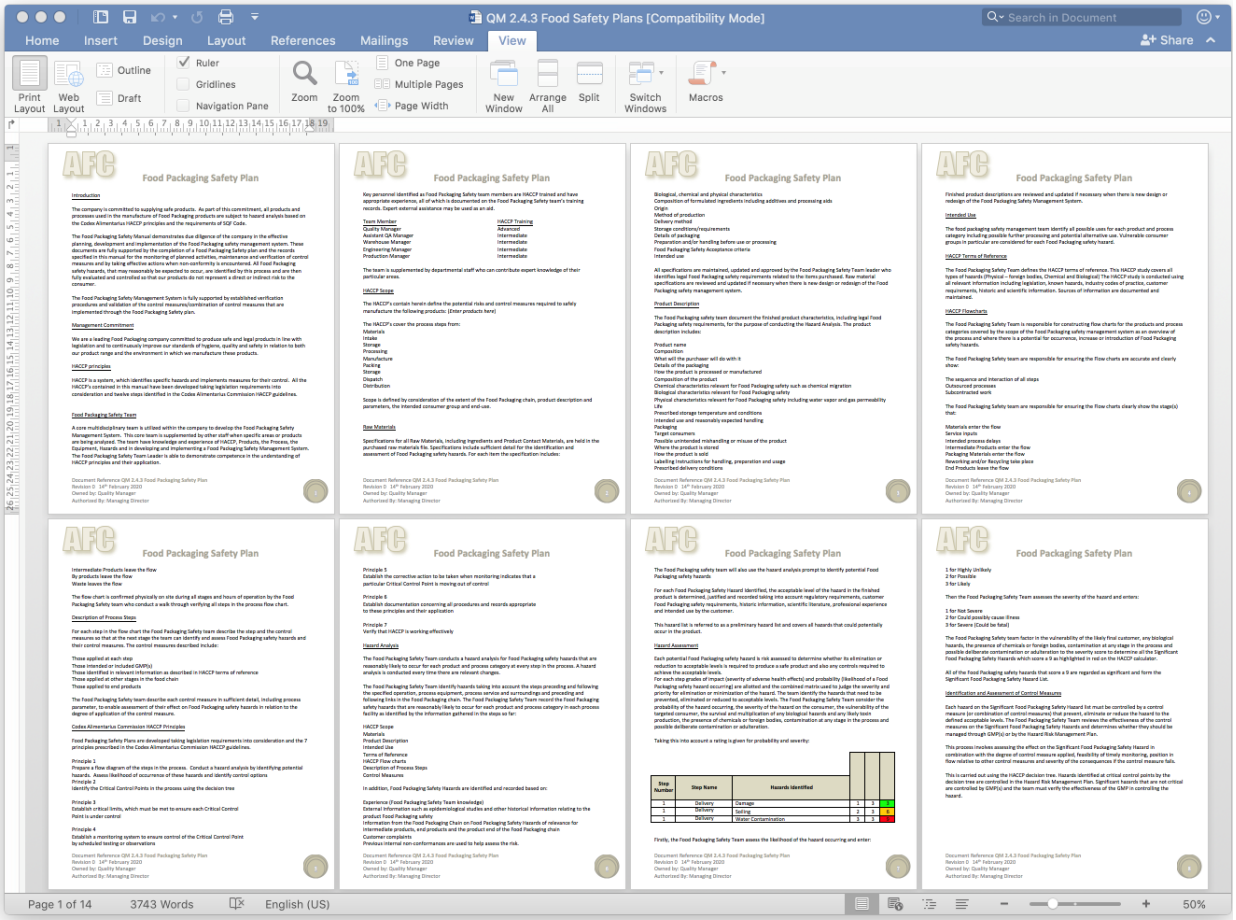




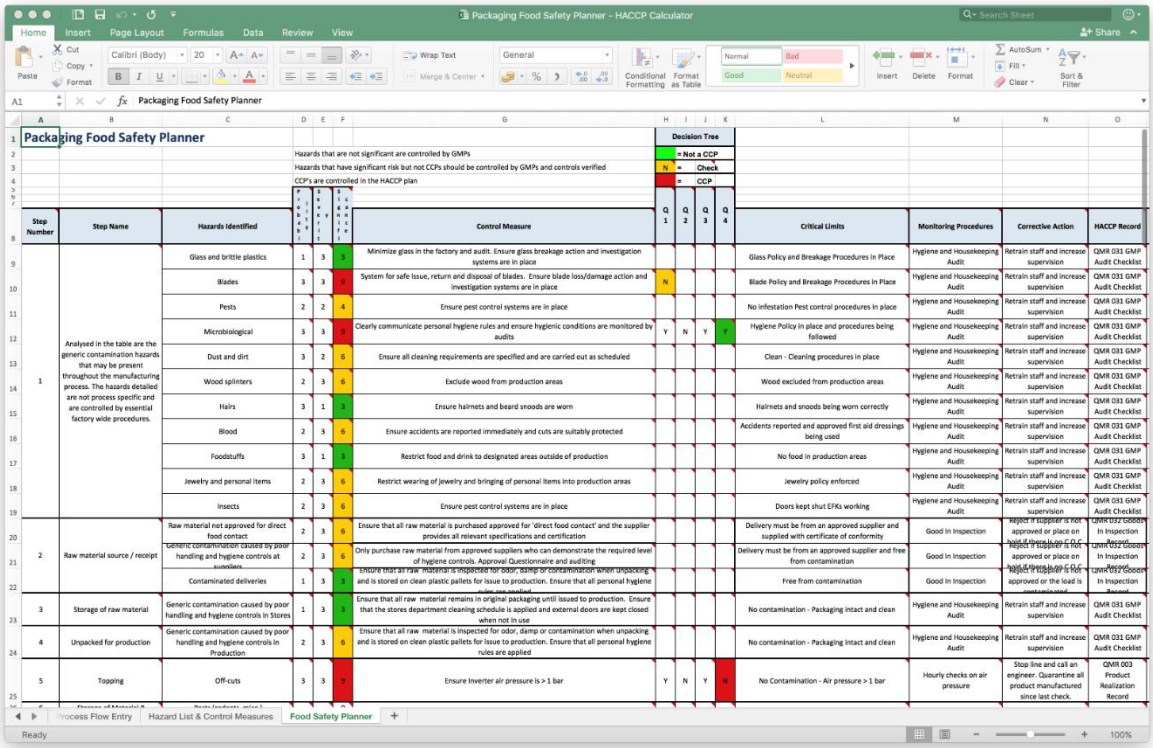
There are **HACCP Supplement Documents & Tools**



This folder contains supplementary tools to FS 2.4.3 Food Safety Plans (14 page HACCP procedural template)



The main tools here are the **Packaging Food Safety Planner - HACCP Calculator** and **Instructions:**



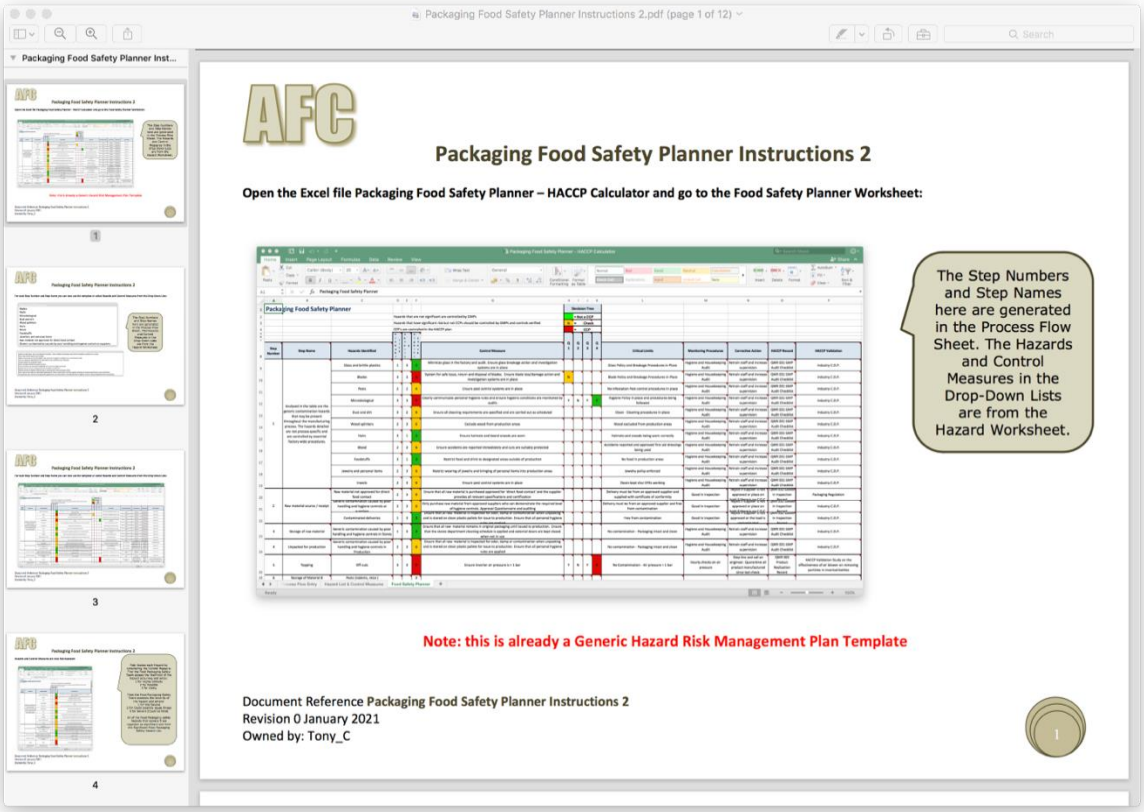
Packaging Food Safety Planner

Hazards that are not significant are controlled by GMPs
Hazards that have significant risk but not CCPs should be controlled by GMPs and controls verified
CCP's are controlled in the HACCP plan

Decision Tree
= Not a CCP
N = Check
= CCP

Step Number	Step Name	Hazards Identified	Severity	Probability	Significance	Control Measure	Q 1	Q 2	Q 3	Q 4	Critical Limits	Monitoring Procedures	Corrective Action	HACCP Record
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.	Glass and brittle plastics	1	3	3	Minimize glass in the factory and audit. Ensure glass breakage action and investigation systems are in place					Glass Policy and Breakage Procedures In Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Blades	3	3	9	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place	N				Blade Policy and Breakage Procedures In Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Pests	2	2	4	Ensure pest control systems are in place					No infestation Pest control procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Microbiological	3	3	9	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	Y	N	Y	Y	Hygiene Policy in place and procedures being followed	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Dust and dirt	3	2	6	Ensure all cleaning requirements are specified and are carried out as scheduled					Clean - Cleaning procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Wood splinters	2	3	6	Exclude wood from production areas					Wood excluded from production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Hairs	3	1	3	Ensure hairnets and beard snoods are worn					Hairnets and snoods being worn correctly	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Blood	2	3	6	Ensure accidents are reported immediately and cuts are suitably protected					Accidents reported and approved first aid dressings being used	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Foodstuffs	3	1	3	Restrict food and drink to designated areas outside of production					No food in production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Jewelry and personal items	2	3	6	Restrict wearing of jewelry and bringing of personal items into production areas					Jewelry policy enforced	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Insects	2	3	6	Ensure pest control systems are in place					Doors kept shut EFKs working	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
2	Raw material source / receipt	Raw material not approved for direct food contact	2	3	6	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification					Delivery must be from an approved supplier and supplied with certificate of conformity	Good In Inspection	Reject if supplier is not approved or place on hold if there is no C.O.C.	QMR 032 Goods In Inspection Record
		Generic contamination caused by poor handling and hygiene controls at suppliers	2	3	6	Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approval Questionnaire and auditing					Delivery must be from an approved supplier and free from contamination	Good In Inspection	Reject if supplier is not approved or place on hold if there is no C.O.C.	QMR 032 Goods In Inspection Record
		Contaminated deliveries	1	3	3	Ensure that all raw material is inspected for odor, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied					Free from contamination	Good In Inspection	Reject if supplier is not approved or the load is contaminated	QMR 032 Goods In Inspection Record
3	Storage of raw material	Generic contamination caused by poor handling and hygiene controls in Stores	1	3	3	Ensure that all raw material remains in original packaging until issued to production. Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use					No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
4	Unpacked for production	Generic contamination caused by poor handling and hygiene controls in Production	2	3	6	Ensure that all raw material is inspected for odor, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied					No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
5	Topping	Off-cuts	3	3	9	Ensure Inverter air pressure is > 1 bar	Y	N	Y	N	No Contamination - Air pressure > 1 bar	Hourly checks on air pressure	Stop line and call an engineer. Quarantine all product manufactured since last check.	QMR 003 Product Realization Record

Process Flow Entry | Hazard List & Control Measures | Food Safety Planner



Packaging Food Safety Planner Instructions 2

Open the Excel file Packaging Food Safety Planner – HACCP Calculator and go to the Food Safety Planner Worksheet:

The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

Note: this is already a Generic Hazard Risk Management Plan Template

Document Reference Packaging Food Safety Planner Instructions 2
Revision 0 January 2021
Owned by: Tony_C

Good Manufacturing Practices

The Package contains comprehensive Good Manufacturing Practice Templates compliant with The SQF Food Safety Code: Manufacture of Food Packaging – Module 13: Good Manufacturing for Production of Food Packaging so you don't have to spend 1,000's of hours writing compliant procedures.

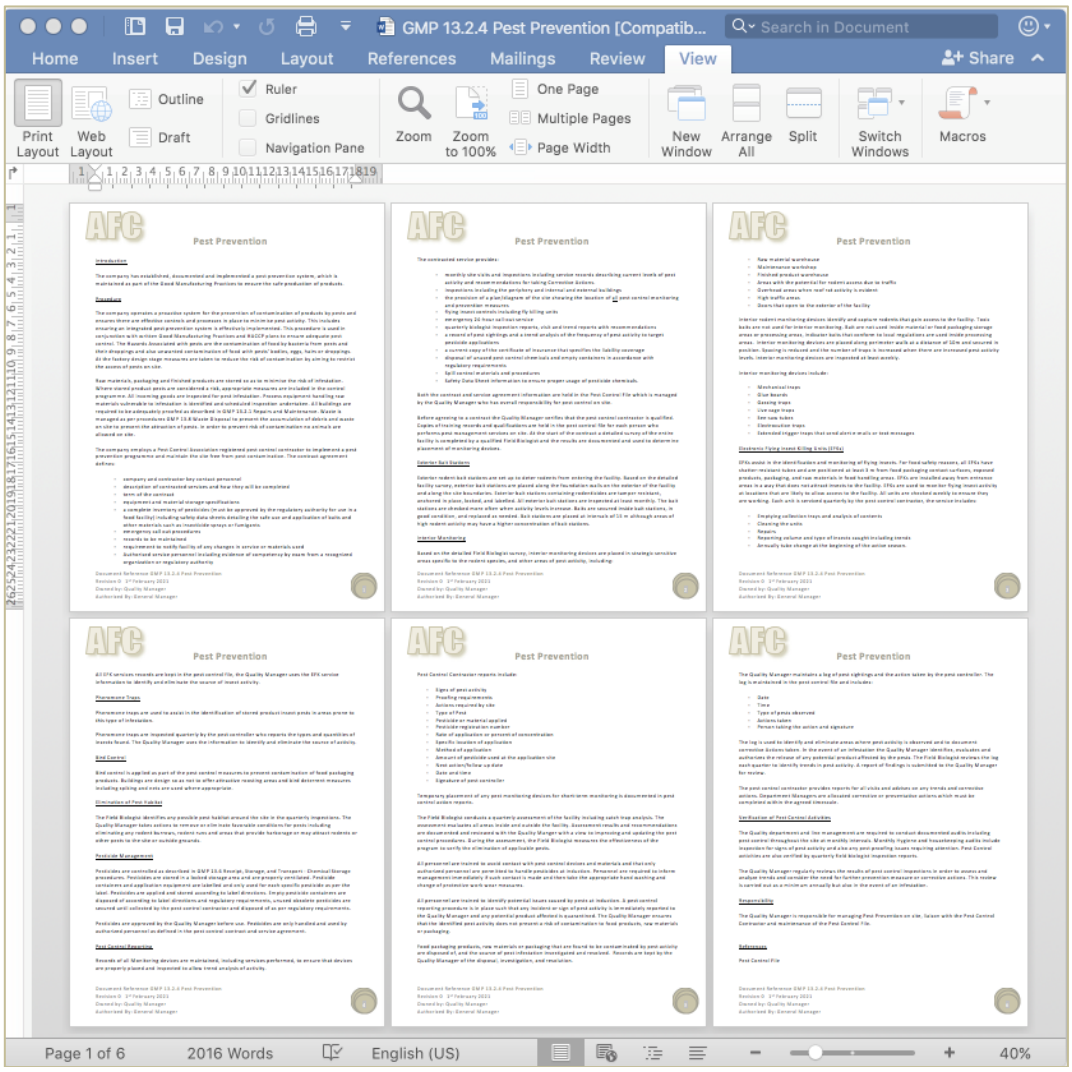
Good Manufacturing Practices

Name	Date Modified	Size	Kind
GMP 13.1 Site Location and Premises.docx	03/02/2021	43 KB	Micros...(.docx)
GMP 13.1A Site Premises Plan.docx	01/02/2021	31 KB	Micros...(.docx)
GMP 13.2.1 Repairs and Maintenance.docx	03/02/2021	34 KB	Micros...(.docx)
GMP 13.2.2 Maintenance Staff and Contractors.docx	03/02/2021	32 KB	Micros...(.docx)
GMP 13.2.3 Calibration.docx	03/02/2021	30 KB	Micros...(.docx)
GMP 13.2.4 Pest Prevention	03/02/2021	34 KB	Micros...(.docx)
GMP 13.2.5 Cleaning and Sanitation.docx	03/02/2021	29 KB	Micros...(.docx)
GMP 13.3.1 Personnel Hygiene and Welfare	03/02/2021	36 KB	Micros...(.docx)
GMP 13.3.2 Hand Washing.docx	03/02/2021	28 KB	Micros...(.docx)
GMP 13.3.3A Protective Clothing	03/02/2021	30 KB	Micros...(.docx)
GMP 13.3.3B Jewelry Policy.docx	03/02/2021	26 KB	Micros...(.docx)
GMP 13.3.4 Visitors	03/02/2021	29 KB	Micros...(.docx)
GMP 13.3.5 Staff Amenities	03/02/2021	34 KB	Micros...(.docx)
GMP 13.4 Personnel Processing Practices	03/02/2021	38 KB	Micros...(.docx)
GMP 13.4B Manufacturing Process Flow.docx	03/02/2021	29 KB	Micros...(.docx)
GMP 13.4C First Aid - For Very High Risk Only.docx	03/02/2021	28 KB	Micros...(.docx)
GMP 13.5.1 Water Supply.docx	03/02/2021	27 KB	Micros...(.docx)
GMP 13.5.2 Water Quality.docx	03/02/2021	29 KB	Micros...(.docx)
GMP 13.5.3 Air and Gases.docx	03/02/2021	30 KB	Micros...(.docx)
GMP 13.6.1 Storage of Materials and Products	03/02/2021	34 KB	Micros...(.docx)
GMP 13.6.2 Hazardous Chemical Storage.docx	03/02/2021	28 KB	Micros...(.docx)
GMP 13.6.3 Loading, Transport and Unloading Practices.docx	03/02/2021	31 KB	Micros...(.docx)
GMP 13.7 Control of Foreign Matter Contamination.docx	03/02/2021	32 KB	Micros...(.docx)
GMP 13.7.1 Glass Policy.docx	03/02/2021	30 KB	Micros...(.docx)
GMP 13.7.2 Glass & Brittle Material Breakage Procedure.docx	03/02/2021	27 KB	Micros...(.docx)
GMP 13.8 Waste Disposal.docx	03/02/2021	31 KB	Micros...(.docx)

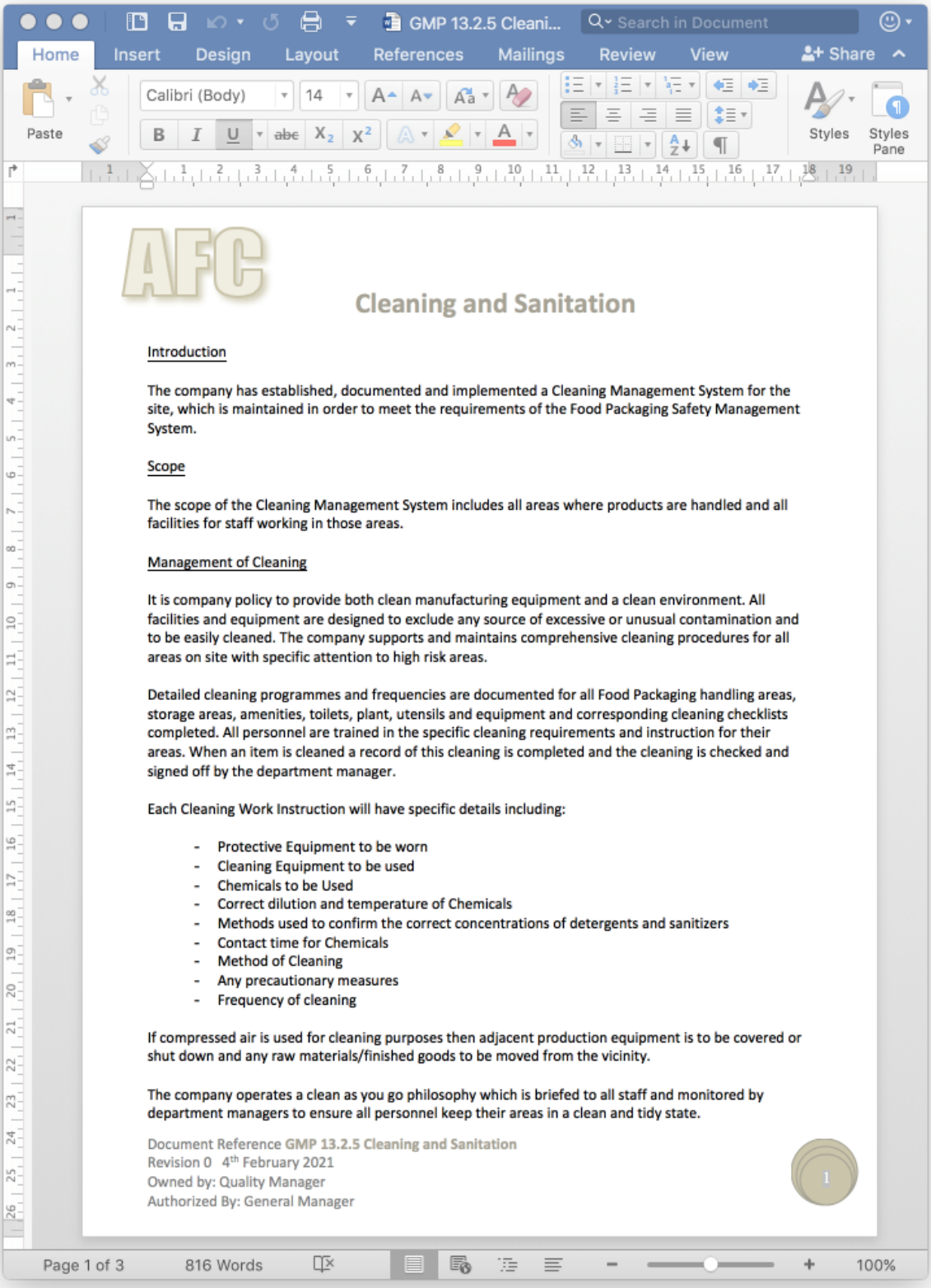
There are a set of comprehensive Good Manufacturing Practice procedural templates that match the clauses of the SQF Code:

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 13.4C First Aid – IF APPLICABLE
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



The Good Manufacturing Practice Procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



AFC

Cleaning and Sanitation

Introduction

The company has established, documented and implemented a Cleaning Management System for the site, which is maintained in order to meet the requirements of the Food Packaging Safety Management System.

Scope

The scope of the Cleaning Management System includes all areas where products are handled and all facilities for staff working in those areas.

Management of Cleaning

It is company policy to provide both clean manufacturing equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to high risk areas.

Detailed cleaning programmes and frequencies are documented for all Food Packaging handling areas, storage areas, amenities, toilets, plant, utensils and equipment and corresponding cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Methods used to confirm the correct concentrations of detergents and sanitizers
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

If compressed air is used for cleaning purposes then adjacent production equipment is to be covered or shut down and any raw materials/finished goods to be moved from the vicinity.

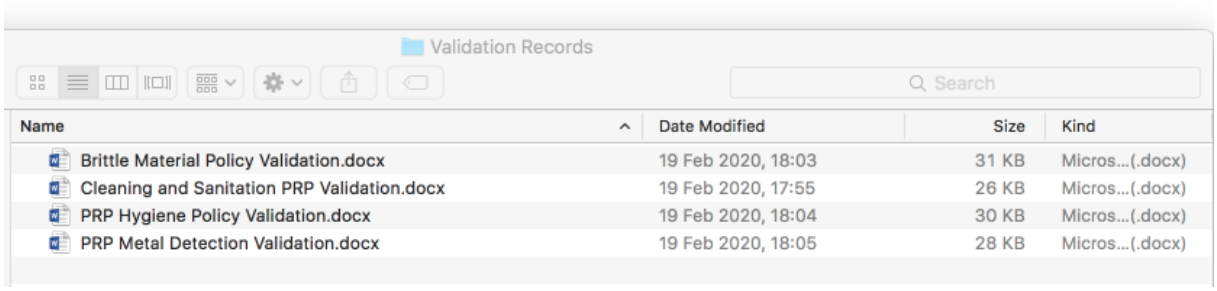
The company operates a clean as you go philosophy which is briefed to all staff and monitored by department managers to ensure all personnel keep their areas in a clean and tidy state.

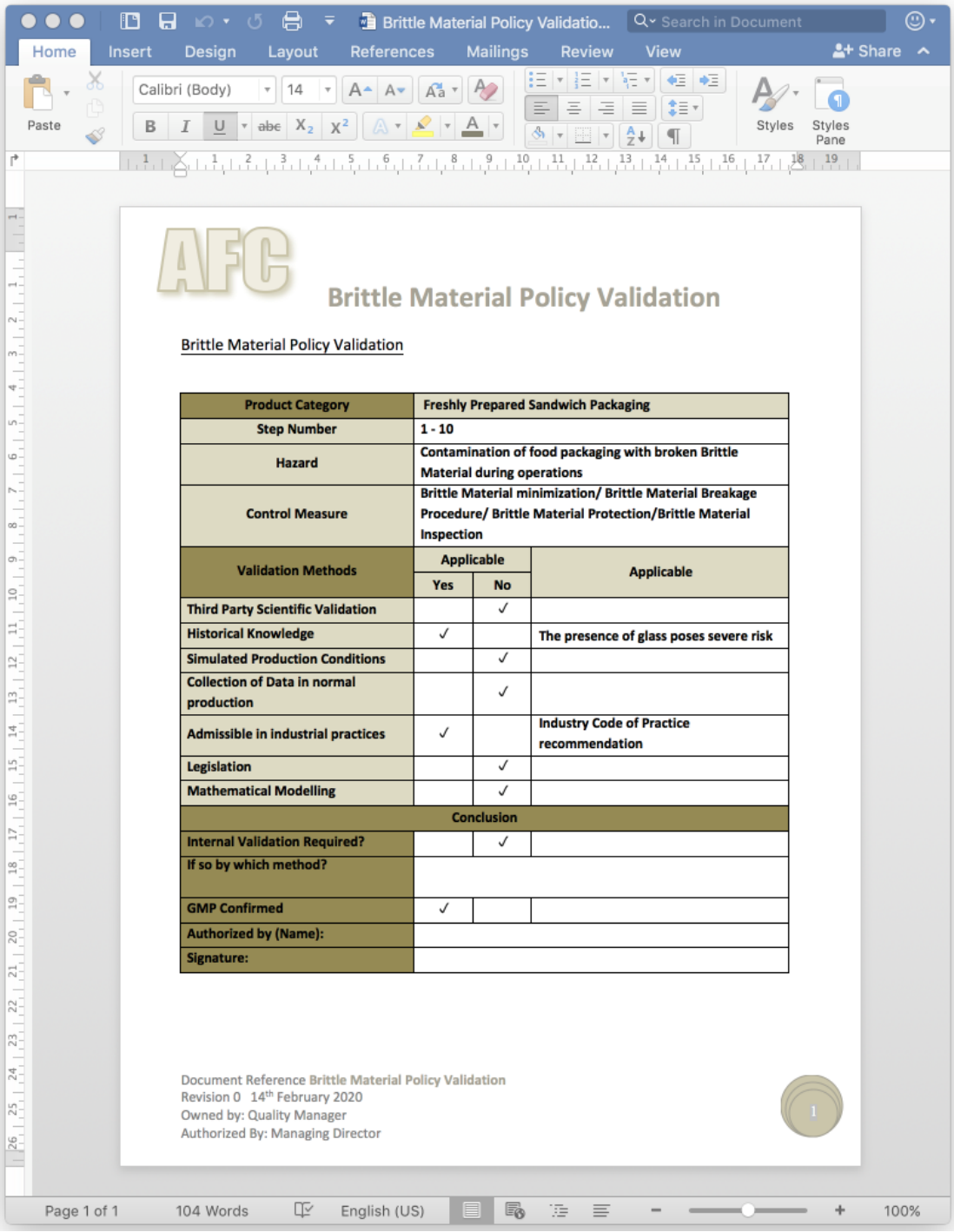
Document Reference GMP 13.2.5 Cleaning and Sanitation
Revision 0 4th February 2021
Owned by: Quality Manager
Authorized By: General Manager

FPSMS Record Templates

A range of easy to use food safety record templates are included:

Sample Validation Record Samples are Included





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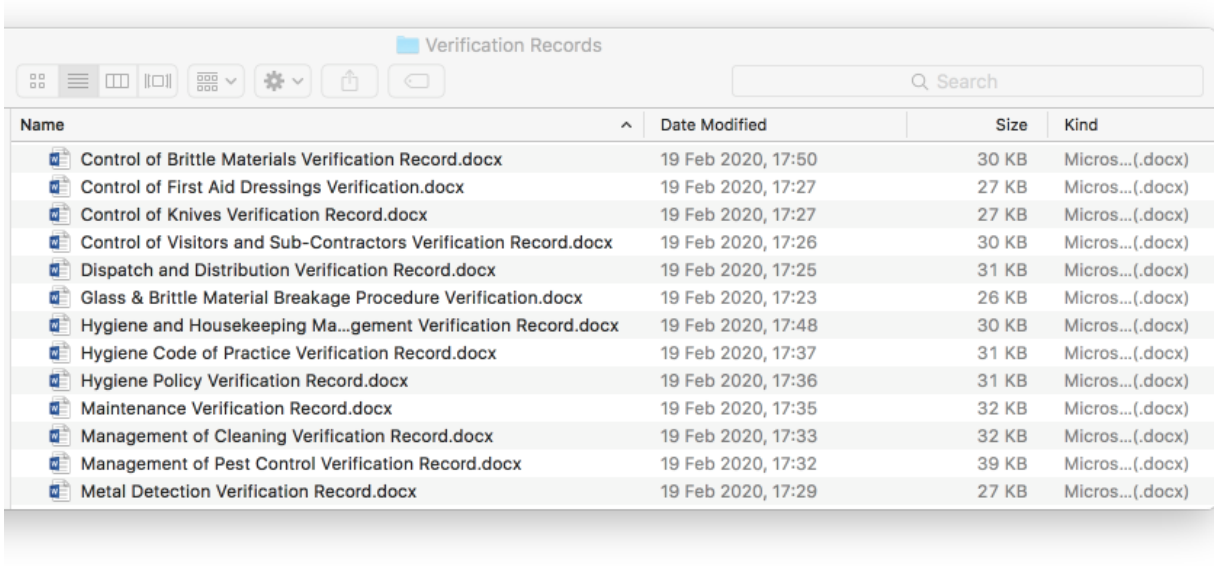
Brittle Material Policy Validation

Brittle Material Policy Validation

Product Category	Freshly Prepared Sandwich Packaging		
Step Number	1 - 10		
Hazard	Contamination of food packaging with broken Brittle Material during operations		
Control Measure	Brittle Material minimization/ Brittle Material Breakage Procedure/ Brittle Material Protection/Brittle Material Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass poses severe risk
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?			
GMP Confirmed	✓		
Authorized by (Name):			
Signature:			

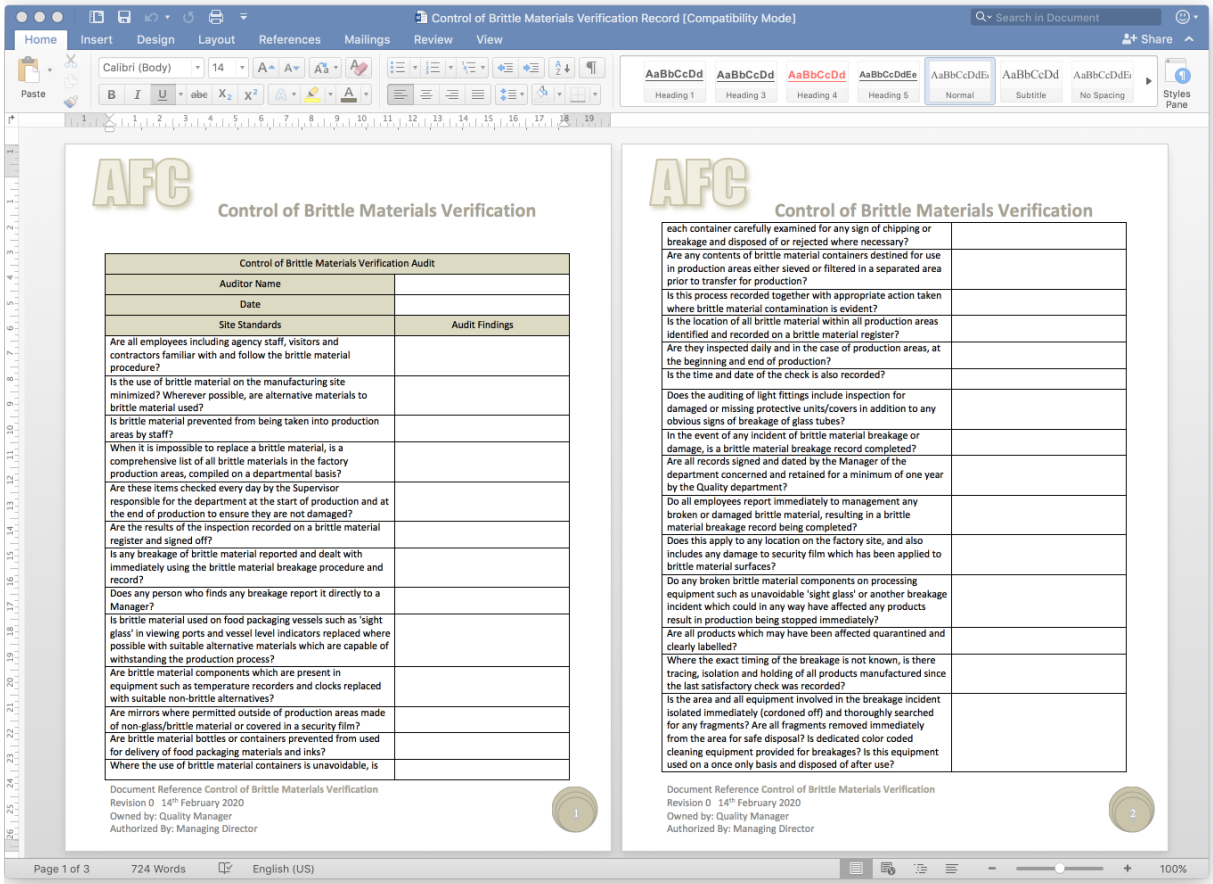
Document Reference Brittle Material Policy Validation
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

Sample Verification Records are included



Verification Records

Name	Date Modified	Size	Kind
Control of Brittle Materials Verification Record.docx	19 Feb 2020, 17:50	30 KB	Micros...(.docx)
Control of First Aid Dressings Verification.docx	19 Feb 2020, 17:27	27 KB	Micros...(.docx)
Control of Knives Verification Record.docx	19 Feb 2020, 17:27	27 KB	Micros...(.docx)
Control of Visitors and Sub-Contractors Verification Record.docx	19 Feb 2020, 17:26	30 KB	Micros...(.docx)
Dispatch and Distribution Verification Record.docx	19 Feb 2020, 17:25	31 KB	Micros...(.docx)
Glass & Brittle Material Breakage Procedure Verification.docx	19 Feb 2020, 17:23	26 KB	Micros...(.docx)
Hygiene and Housekeeping Ma...gement Verification Record.docx	19 Feb 2020, 17:48	30 KB	Micros...(.docx)
Hygiene Code of Practice Verification Record.docx	19 Feb 2020, 17:37	31 KB	Micros...(.docx)
Hygiene Policy Verification Record.docx	19 Feb 2020, 17:36	31 KB	Micros...(.docx)
Maintenance Verification Record.docx	19 Feb 2020, 17:35	32 KB	Micros...(.docx)
Management of Cleaning Verification Record.docx	19 Feb 2020, 17:33	32 KB	Micros...(.docx)
Management of Pest Control Verification Record.docx	19 Feb 2020, 17:32	39 KB	Micros...(.docx)
Metal Detection Verification Record.docx	19 Feb 2020, 17:29	27 KB	Micros...(.docx)



Control of Brittle Materials Verification Record [Compatibility Mode]

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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

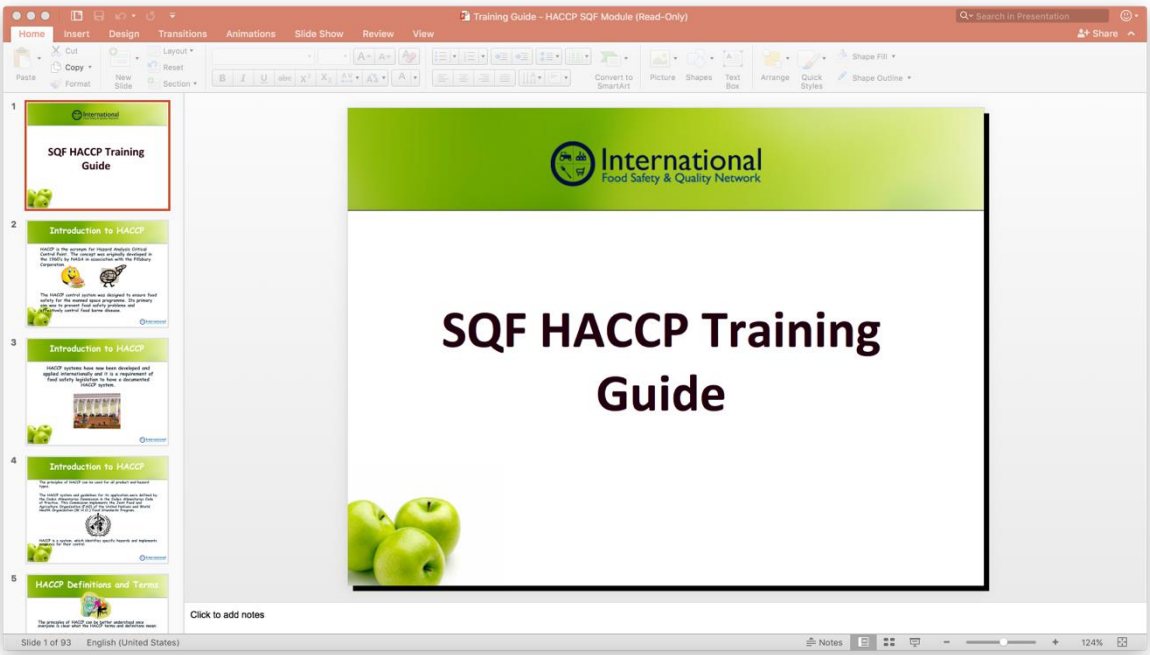
Page 1 of 3 724 Words English (US) 100%

Training Presentations

The package includes 4 PowerPoint Training Presentations.

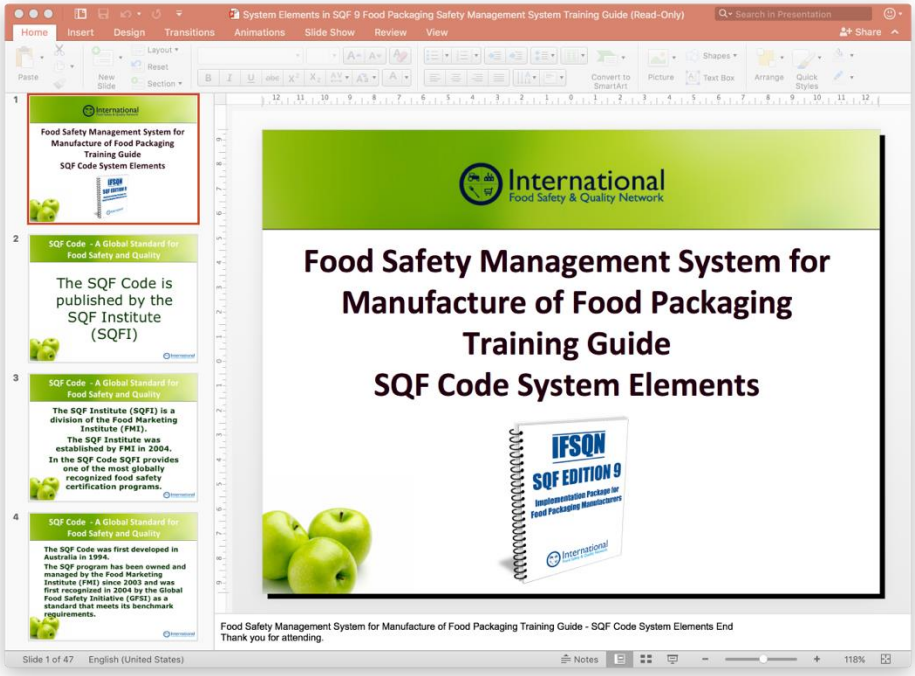
Internal Audit Training

HACCP Training



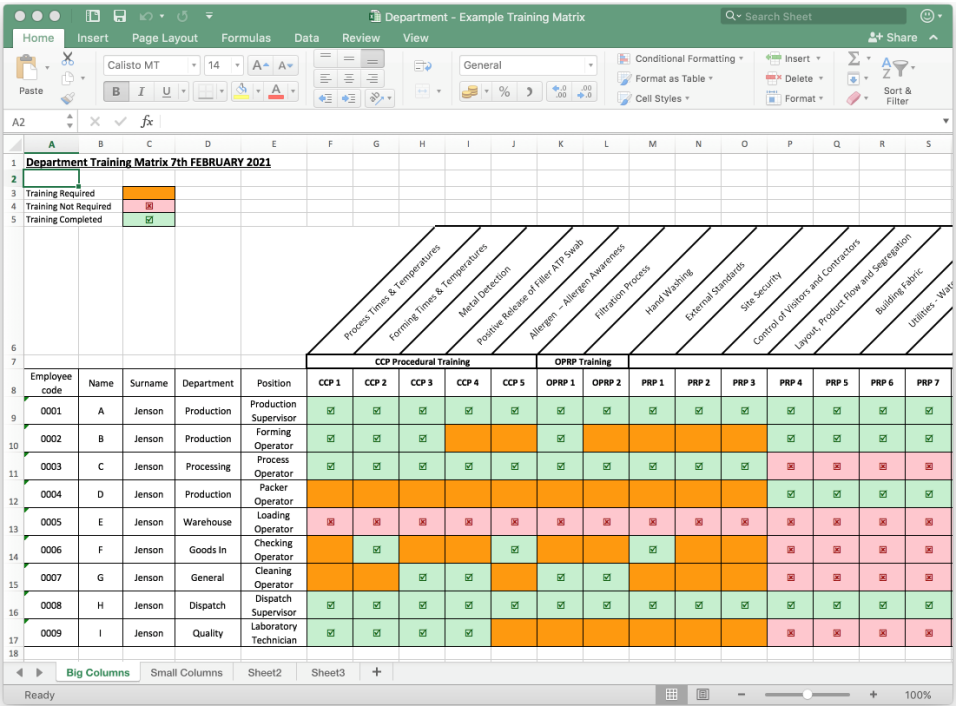
Introduction to the SQF Food Packaging Safety Management System Training Modules

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.



Additional Training & Auditor Documents

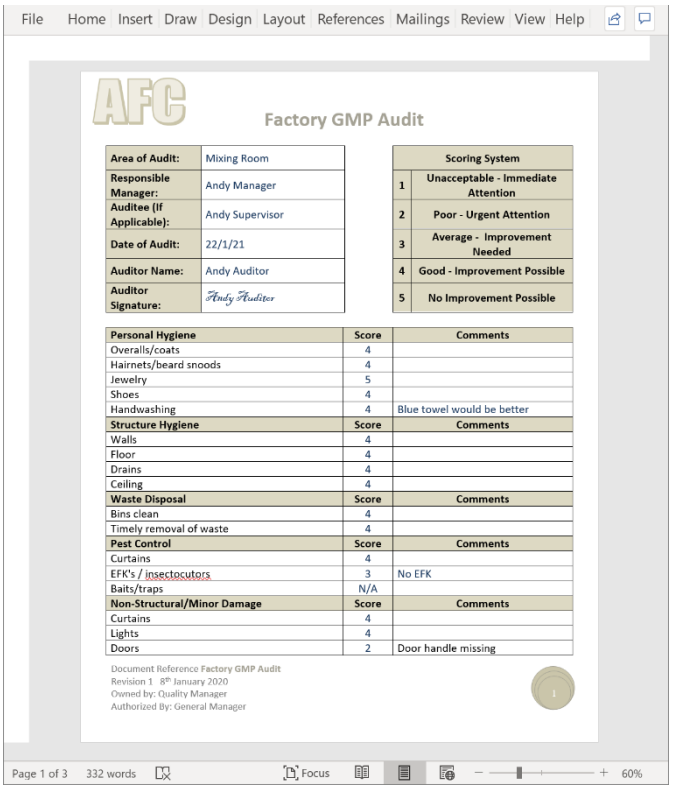
There are also sample documents including:
Sample Training Matrix
Sample Audit Form
Sample Corrective Action Request/Non-Conformance Forms



Department Training Matrix 7th FEBRUARY 2021

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	Process Times & Temperatures (CCP 1)	Forming Times & Temperatures (CCP 2)	Metal Detection (CCP 3)	Positive Release of Filler ATP Swab (CCP 4)	Allergen – Allergen Awareness (CCP 5)	Filtration Process (OPRP 1)	Hand Washing (OPRP 2)	External Standards (PRP 1)	Site Security (PRP 2)	Control of Visitors and Contractors (PRP 3)	Layout, Product Flow and Segregation (PRP 4)	Building Fabric (PRP 5)	Utilities - Water (PRP 6)	(PRP 7)
					CCP Procedural Training					OPRP Training								
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	☑	☑	☑	☑							☒	☒	☒	☒



AFC

Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/21
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

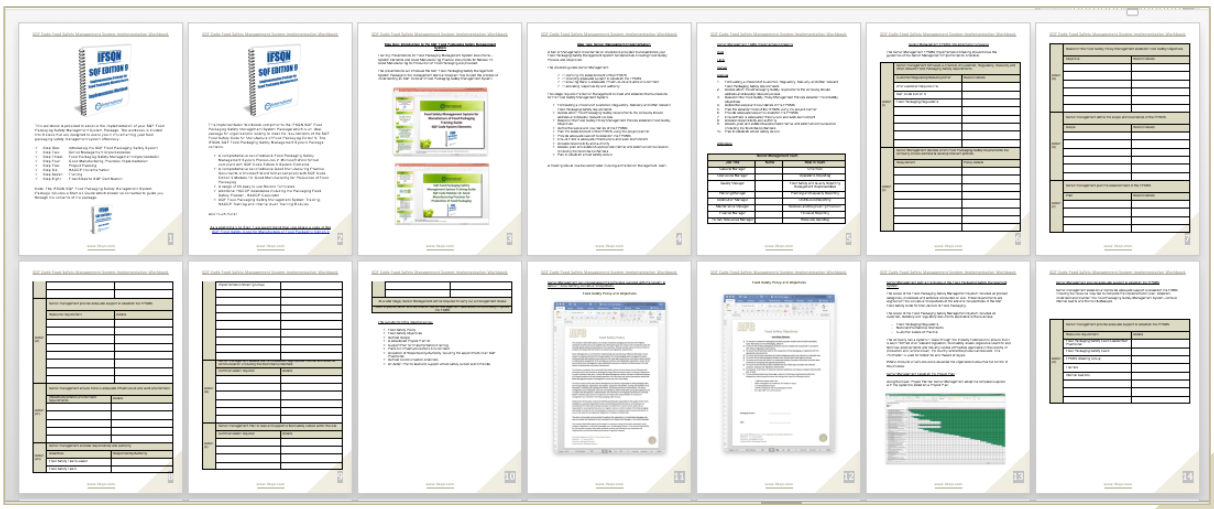
Scoring System	
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	
Doors	2	Door handle missing

Document Reference Factory GMP Audit
Revision 1 8th January 2020
Owned by: Quality Manager
Authorized By: General Manager

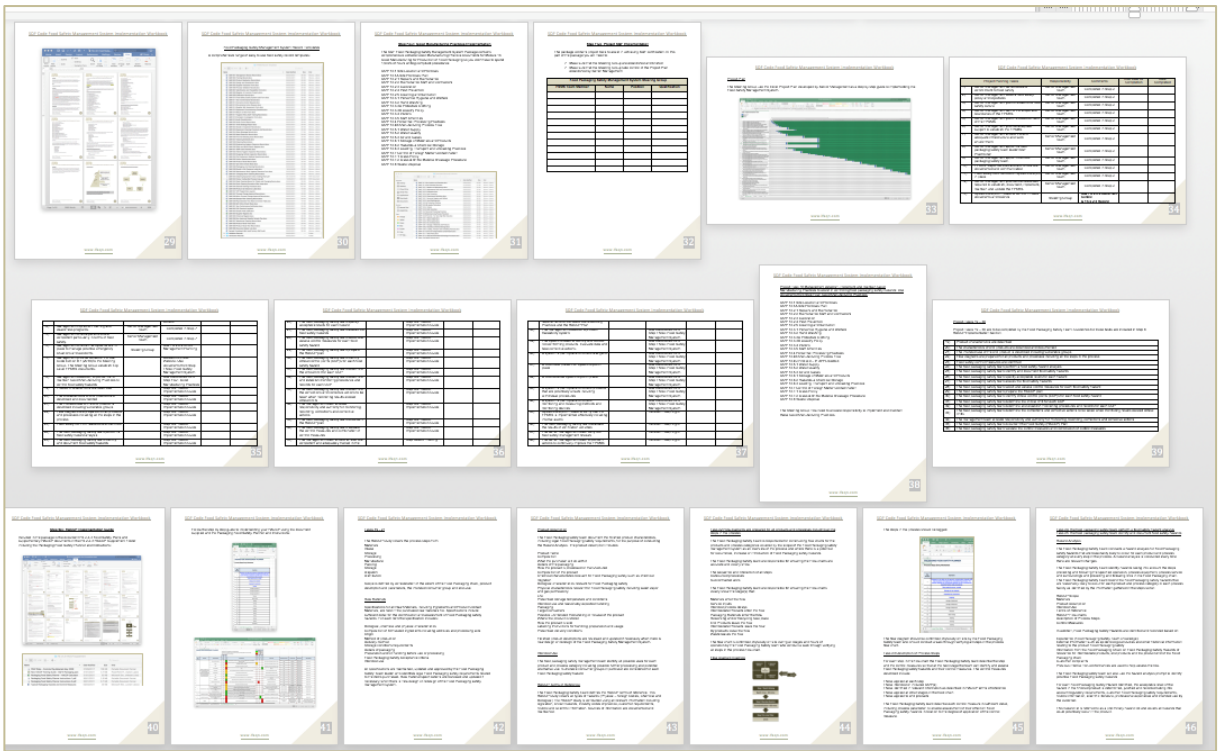
The IFSQN SQF Food Packaging Safety Management System Package includes an Implementation Workbook. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ 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

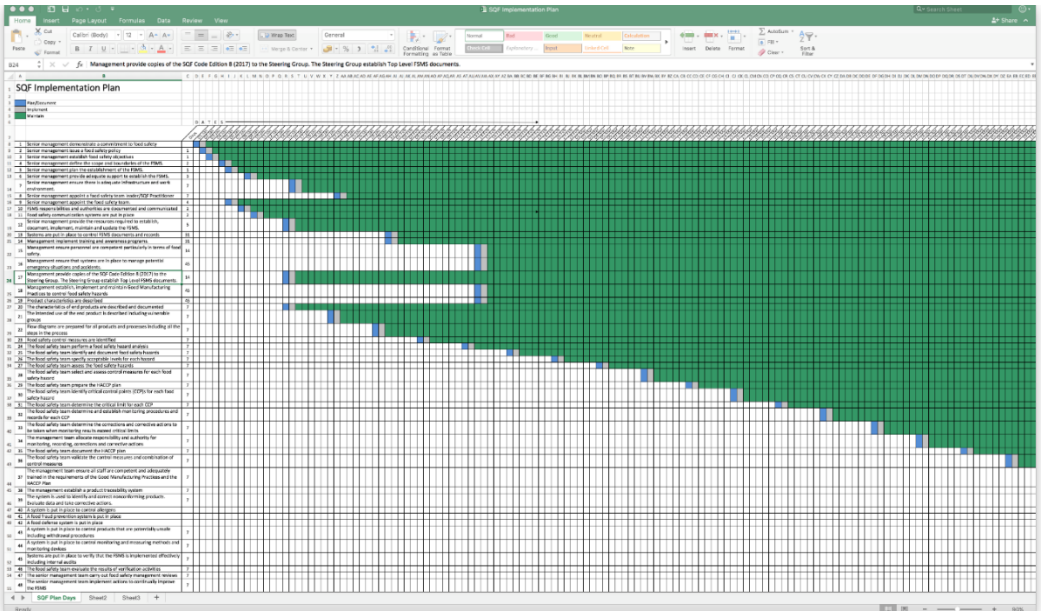


Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists and Guidance that help establish fundamental documents. Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.



An SQF Implementation Plan is provided and can be used to plan the development of your SQF Food Packaging Safety Management System



Start-Up Guide

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.

Free Online Technical Support

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

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

Click here to order the SQF Code Edition 9 compliant IFSQN SQF Food Packaging Safety Management System Implementation Package

Table of Alignment of the IFSQN SQF Food Packaging Safety Management System Documents with the SQF Code Edition 9

SQF System Elements Manufacture of Food Packaging Edition 9	IFSQN SQF Food Packaging Safety Management System Documents
2.1 Management Commitment	
2.1.1 Management Responsibility (Mandatory)	FS 2.1 Management Commitment
	FS 2.1.1.1 Food Safety Policy
	FS 2.1.1.1A Appendix 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
2.1.2 Management Review (Mandatory)	FS 2.1.2 Management Review
	FS 2.1.2R Management Review Record
2.1.3 Complaint Management (Mandatory	FS 2.1.3 Complaint Management
	FS 2.1.3A Annual Complaints Analyzer
	FS 2.1.3B Annual Complaints Analyzer Instruction
2.2 Document Control and Records	
2.2.1 Food Safety Management System (Mandatory)	FS 2.2.1 Food Packaging Safety Management System
2.2.2 Document Control (Mandatory)	FS 2.2.2 Document Control
2.2.3 Records (Mandatory)	FS 2.2.3 Record Control
2.3 Specifications, Formulations Realization and Supplier Approval	
2.3.1 Product Formulation and Realization	FS 2.3.1 Product Formulation and Realization
	FS 2.3.1A Development Supplementary Documents
2.3.2 Specifications (Raw Material, Packaging, Finished Product and Service	FS 2.3.2 Specifications
	FS 2.3.2A Material Acceptance Record
2.3.3 Contract Manufacturers	FS 2.3.3 Contract Manufacturers
2.3.4 Approved Supplier Program (Mandatory)	FS 2.3.4 Approved Supplier Program
2.4 Food Safety System	
2.4.1 Food Legislation (Mandatory)	FS 2.4.1 Food Legislation
2.4.2 Good Manufacturing Practices (Mandatory)	FS 2.4.2 Good Manufacturing Practices
2.4.3 Food Safety Plan (Mandatory)	FS 2.4.3 Food Safety Plans
	FS 2.4.3 HACCP Supplement
2.4.4 Product Sampling, Inspection, and Analysis	FS 2.4.4 Product Inspection
	FS 2.4.4 Advanced Laboratory Quality Manual
2.4.5 Non-conforming Materials and Product	FS 2.4.5 Non-Conforming Materials and Product
2.4.6 Product Rework	FS 2.4.6 Product Rework
2.4.7 Product Release (Mandatory)	FS 2.4.7 Product Release
2.4.8 Environmental Monitoring	FS 2.4.8 Environmental Monitoring
2.5 SQF System Verification	
2.5.1 Validation and Effectiveness (Mandatory)	FS 2.5.1 Validation and Effectiveness
2.5.2 Verification Activities (Mandatory)	FS 2.5.2 Verification Activities
2.5.3 Corrective and Preventative Action (Mandatory)	FS 2.5.3 Corrective and Preventative Action
	FS 2.5.3A Root Cause Analysis
	FS 2.5.3B Corrective Action Request
	FS 2.5.3C Preventative Action Request
2.5.4 Internal Audits and Inspections (Mandatory)	FS 2.5.5 Internal Audits and Inspections
	FS 2.5.5 Audits and Inspections Schedule
2.6 Product Traceability and Crisis Management	
2.6.1 Product Identification(Mandatory)	FS 2.6.1 Product Identification
2.6.2 Product Trace (Mandatory)	FS 2.6.2 Product Traceability
	FS 2.6.2 Identification and Traceability System – Appendix
2.6.3 Product Withdrawal and Recall (Mandatory)	FS 2.6.3 Product Withdrawal and Recall
2.6.4 Crisis Management Planning	FS 2.6.4 Crisis Management Planning
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	FS 2.7.1 Food Defense Threat Assessment
2.7.2 Food Fraud (Mandatory)	FS 2.7.2 Food Fraud
	FS 2.7.2A Food Fraud Material Assessment Calculator
2.8 Allergen Management	
2.8.1 Allergen Management (Mandatory	FS 2.8 Allergen Management
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Training Requirements	FS 2.9 Training
Training Program (Mandatory)	

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Module 13: Good Manufacturing Practices for Production of Food Packaging (GFSI Scope 1)	IFSQN SQF Food Packaging Safety Management System Documents
13.1 Site Location and Premises	
13.1.1 Premises Location and Approval	GMP 13.1 Site Location and Premises GMP 13.1A Site Premises Plan
13.1.2 Building Materials	
13.1.3 Lighting and Light Fittings	
13.1.4 Dust, Insect, and Pest Proofing	
13.1.5 Ventilation	
13.1.6 Equipment and Utensils	
13.1.7 Grounds and Roadways	
13.2 Site Operation	
13.2.1 Repairs and Maintenance	GMP 13.2.1 Repairs and Maintenance
13.2.2 Maintenance Staff and Contractors	GMP 13.2.2 Maintenance Staff and Contractors
13.2.3 Calibration	GMP 13.2.3 Calibration
13.2.4 Pest Prevention	GMP 13.2.4 Pest Prevention
13.2.5 Cleaning and Sanitation	GMP 13.2.5 Cleaning and Sanitation
13.3 Personnel Hygiene and Welfare	
13.3.1 Personnel Welfare	GMP 13.3.1 Personnel Hygiene and Welfare
13.3.2 Handwashing	GMP 13.3.2 Hand Washing
13.3.3 Clothing and Personal Effects	GMP 13.3.3A Protective Clothing
	GMP 13.3.3B Jewelry Policy
13.3.4 Visitors	GMP 13.3.4 Visitors
13.3.5 Staff Amenities (change rooms, toilets, break rooms)	GMP 13.3.5 Staff Amenities
13.4 Personnel Processing Practices	
13.4.1 Staff Engaged in Product Handling and Processing Operations	GMP 13.4 Personnel Processing Practices
	GMP 13.4B Manufacturing Process Flow
	GMP 13.4C First Aid - IF APPLICABLE
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13.5.2 Water Quality	GMP 13.5.2 Water Quality
13.5.3 Air and Other Gases	GMP 13.5.3 Air and Gases
13.6 Receipt, Storage and Transport	
13.6.1 Storage of Materials and Product	GMP 13.6.1 Storage of Materials and Products
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13.7 Separation of Functions	
13.7.1 Control of Foreign Matter Contamination	GMP 13.7 Control of Foreign Matter Contamination
	GMP 13.7.1 Glass Policy
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13.8 Waste Disposal	
	GMP 13.8 Waste Disposal