



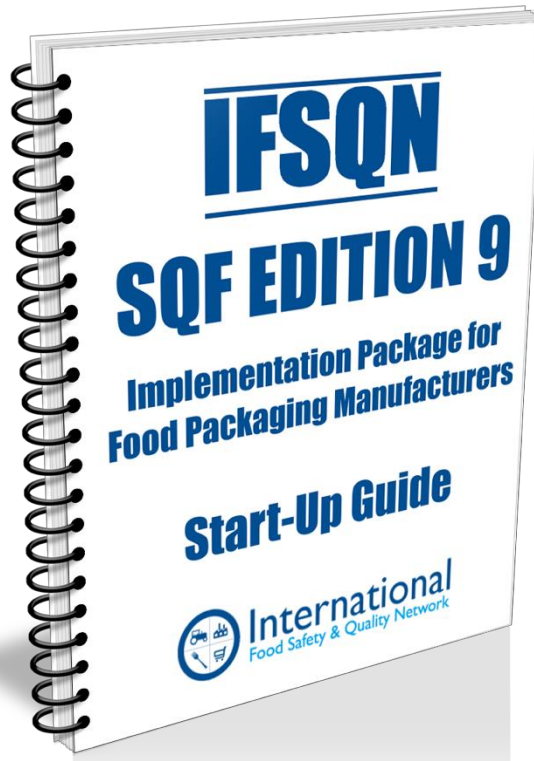
Welcome to the IFSQN SQF Food Packaging Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Food Packaging Safety Management System Package includes:

- ✓ 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 Modules

## SQF Code Food Safety Management System Start-Up Guide

- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Other Supplementary Documents and Management Tools



**When you download the package, you will find this start up guide and 4 folders containing the package documents:**

SQF Code Edition 9 Packaging Safety Management System IFSQN				
Q Search				
Name	^	Date Modified	Size	Kind
▶ Food Packaging Management System Documents		12:43	--	Folder
▶ FPSMS Record Templates		09:25	--	Folder
▶ Good Manufacturing Practices		12:23	--	Folder
▶ SQF 9 Food Packaging Safety Management System Start Up Guide.pdf		22/02/2020	5.3 MB	PDF Document
▶ SQF Project		12:56	--	Folder

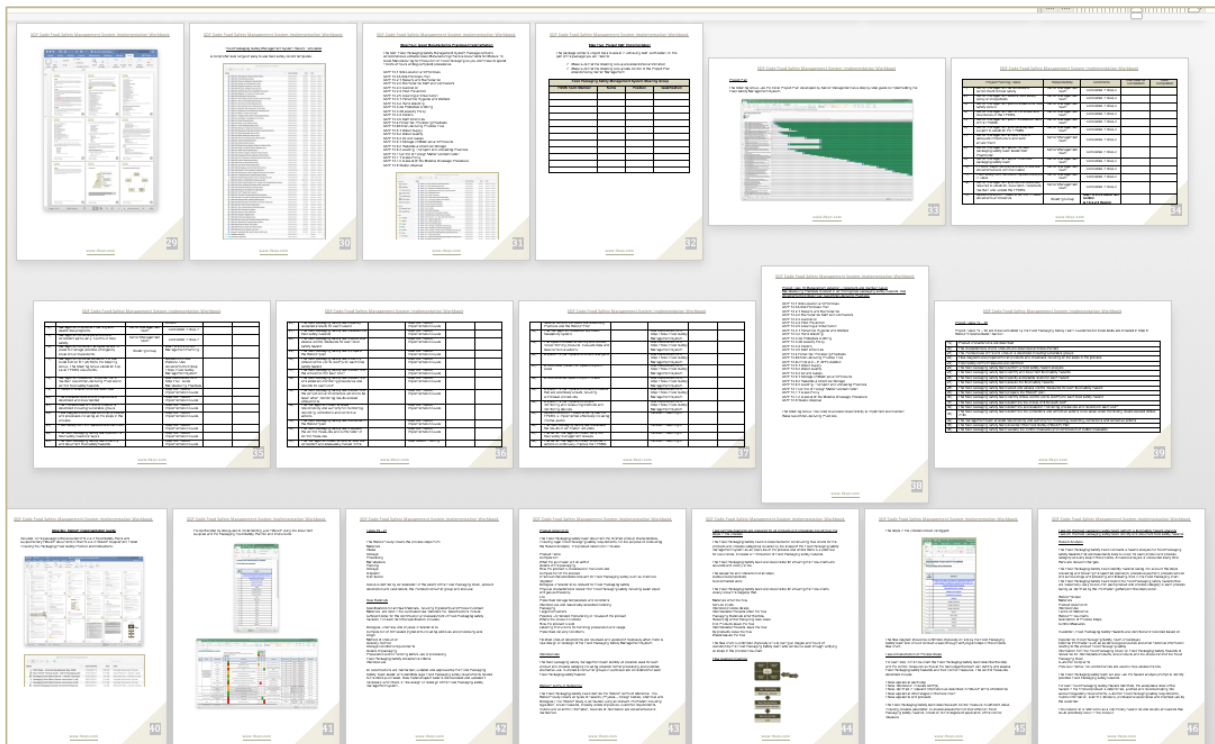
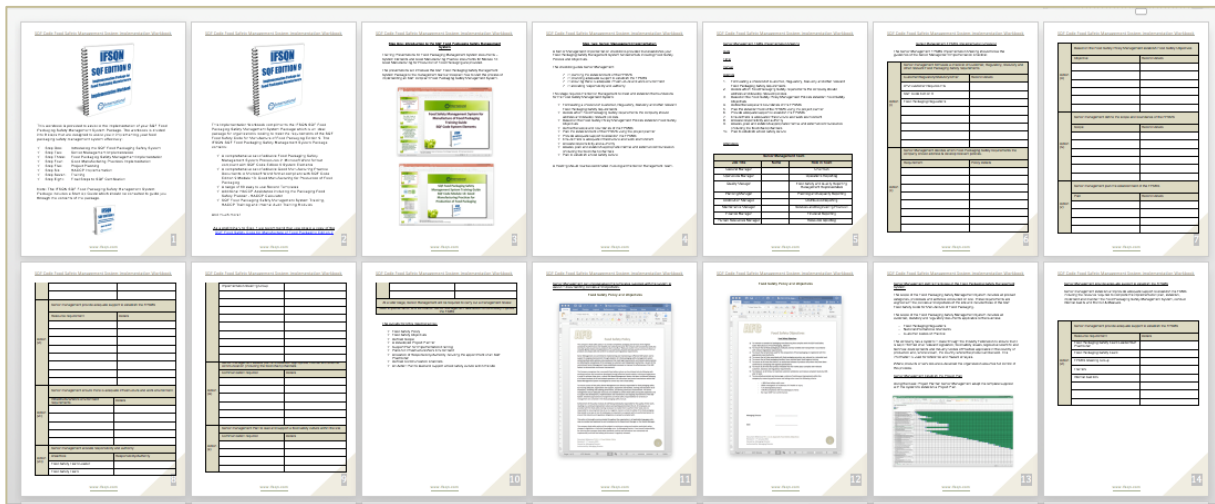
**Your first job is to obtain your own copy of the [SQF Food Safety Code: Manufacture of Food Packaging Edition 9](https://www.ifsqn.com) from the SQFI website  
(It is free to download)**

# SQF Code Food Safety Management System Start-Up Guide

## Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Packaging Safety Management System fundamental documents including Food Safety Policies and Objectives.

Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.

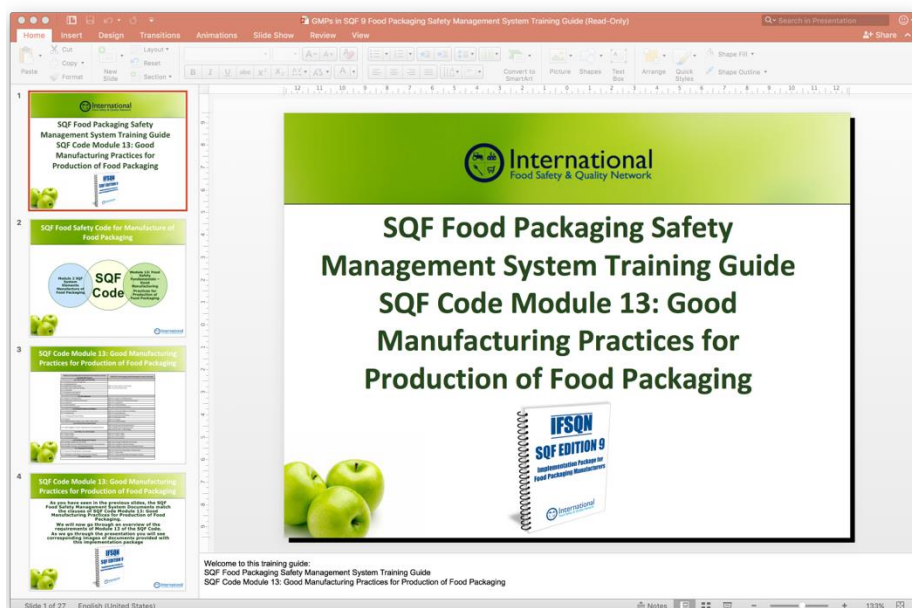
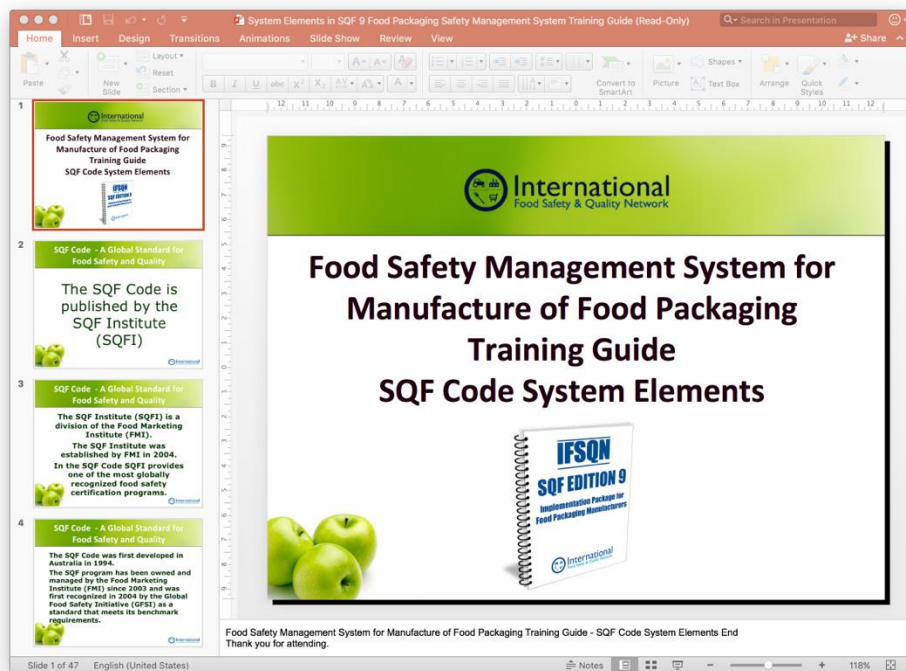


# SQF Code Food Safety Management System Start-Up Guide

## Next open the **Training** Sub-Folder

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.

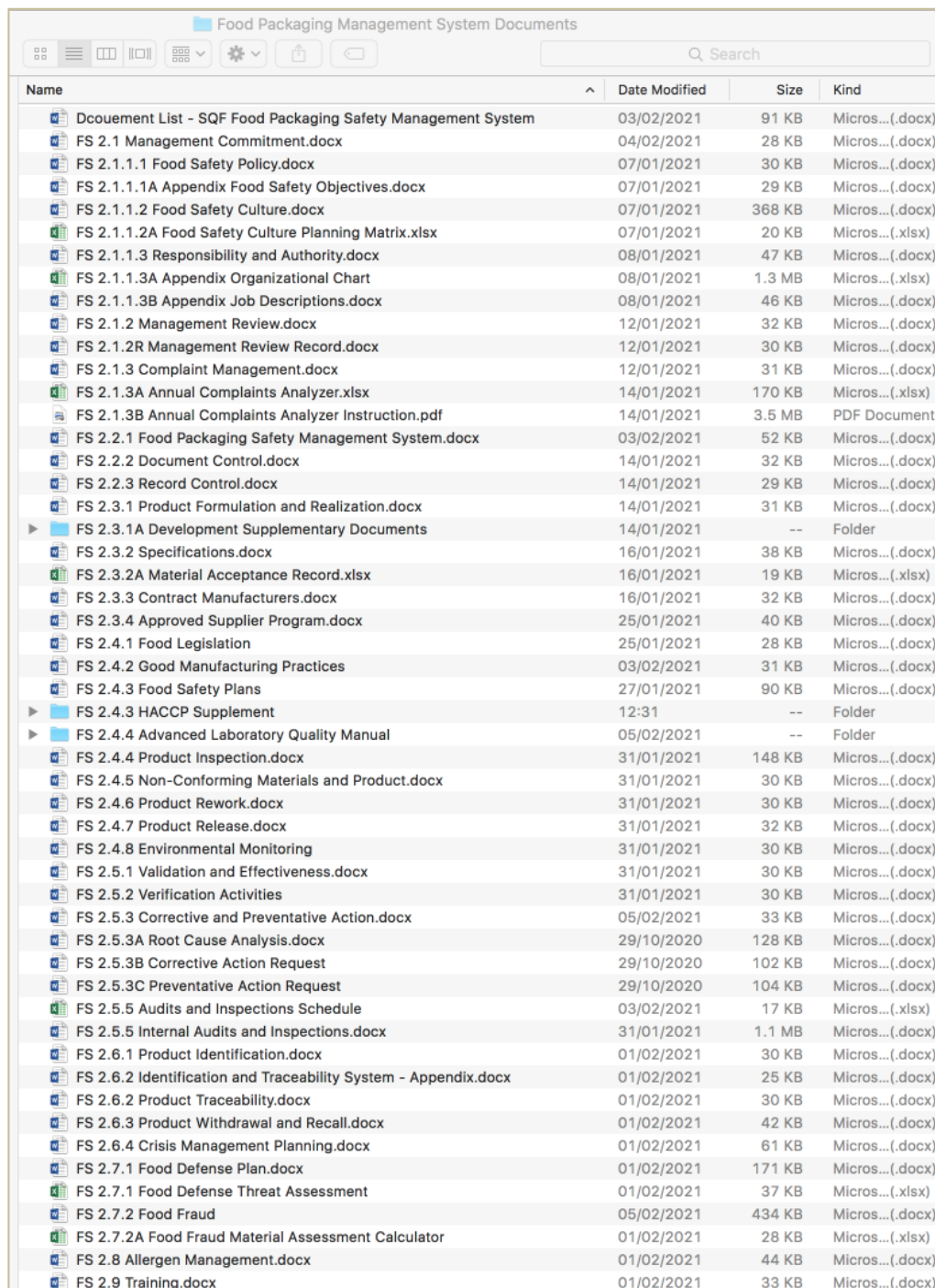




# SQF Code Food Safety Management System Start-Up Guide

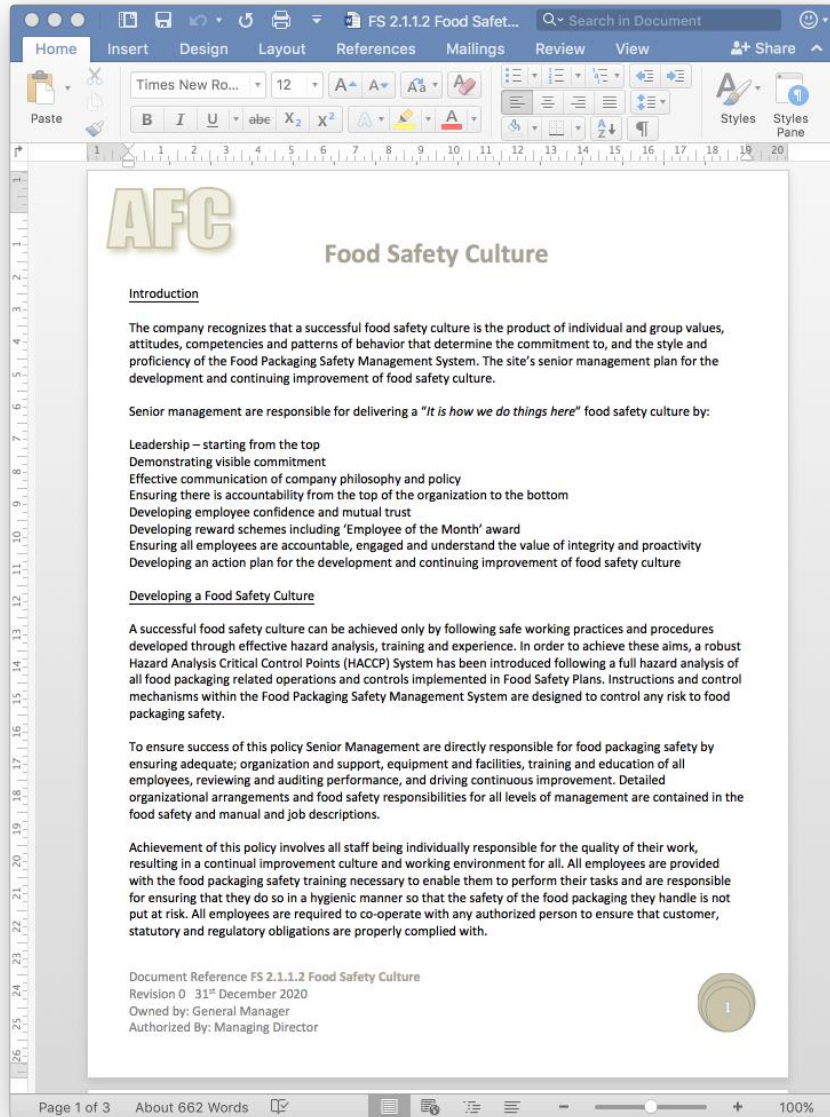
## **The next folder to open is the Food Packaging Management System Documents folder**

The SQF Food Packaging Safety Management System Package contains comprehensive editable System Elements Food Packaging Safety Management procedure templates in Microsoft Word (US English) format that form the foundations of your Food Packaging Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



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)

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.

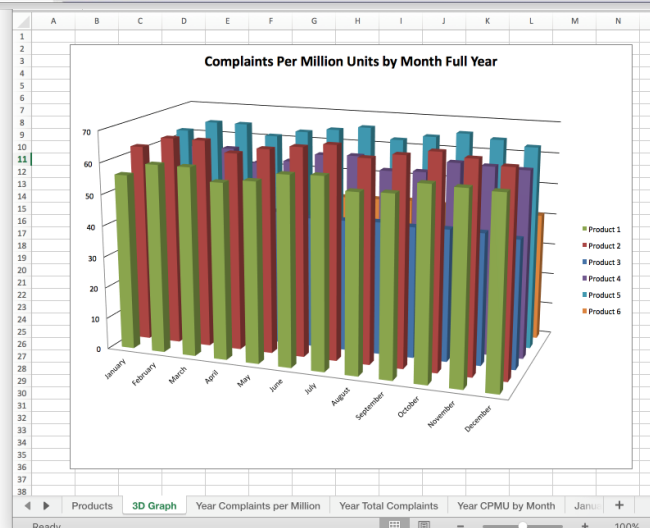
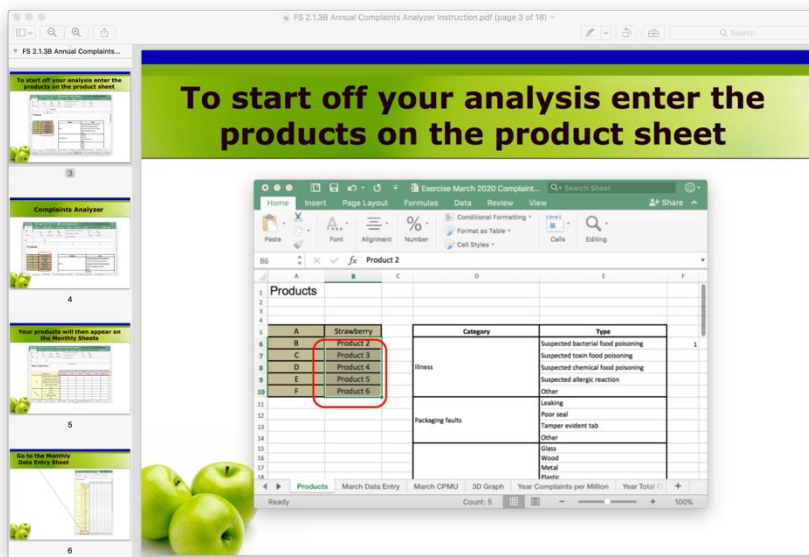
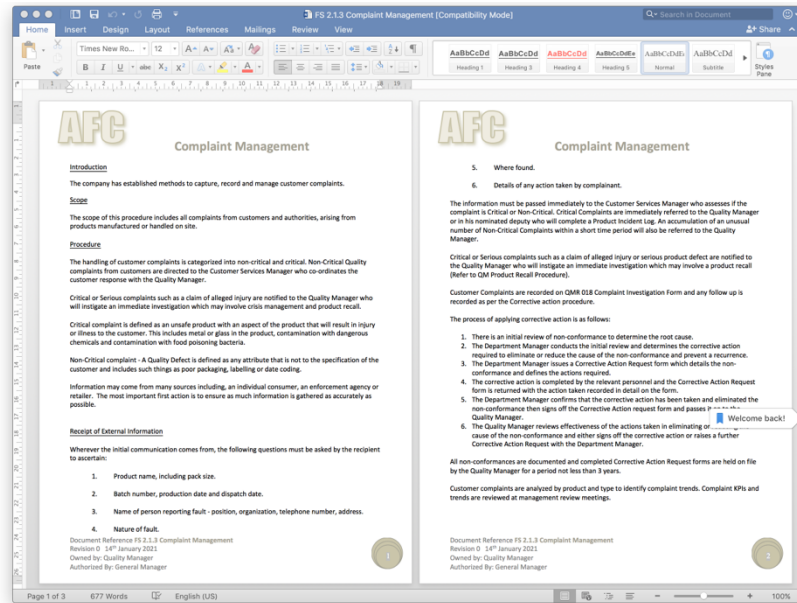


The screenshot shows a Microsoft Excel spreadsheet titled "FS 2.1.1.2A Food Safety Culture Planning Matrix". The spreadsheet is used for planning and tracking the implementation of food safety culture initiatives. It includes a table with columns for "Employee Code", "Name", "Surname", "Department", "Position", "Target Completion", and "Food Safety Culture". The table lists 10 employees (0001 to 0010) and their respective departments and positions. The "Target Completion" column lists dates from 7/1/21 to 1/1/22. The "Food Safety Culture" column contains a grid of colored cells (green, yellow, orange, red) indicating the status of the implementation for each employee. The spreadsheet also includes a "Training Overview" section with columns for "Training Topic", "Training Date", "Training Status", and "Training Completion".

Employee Code	Name	Surname	Department	Position	Target Completion	Food Safety Culture
0001	A	Smith	Production	Production Supervisor	7/1/21	Green
0002	B	Smith	Production	Forming Operator	14/1/21	Green
0003	C	Smith	Processing	Process Operator	21/1/21	Green
0004	D	Smith	Production	Packer Operator	28/1/21	Green
0005	E	Smith	Warehouse	Loading Operator	4/2/21	Green
0006	F	Smith	Goods In	Checking Operator	11/2/21	Green
0007	G	Smith	General	Cleaning Operator	18/2/21	Green
0008	H	Smith	Dispatch	Dispatch Supervisor	25/2/21	Green
0009	I	Smith	Quality	Laboratory Technician	4/3/21	Green
0010	J	Smith	Quality	Laboratory Technician	11/3/21	Green

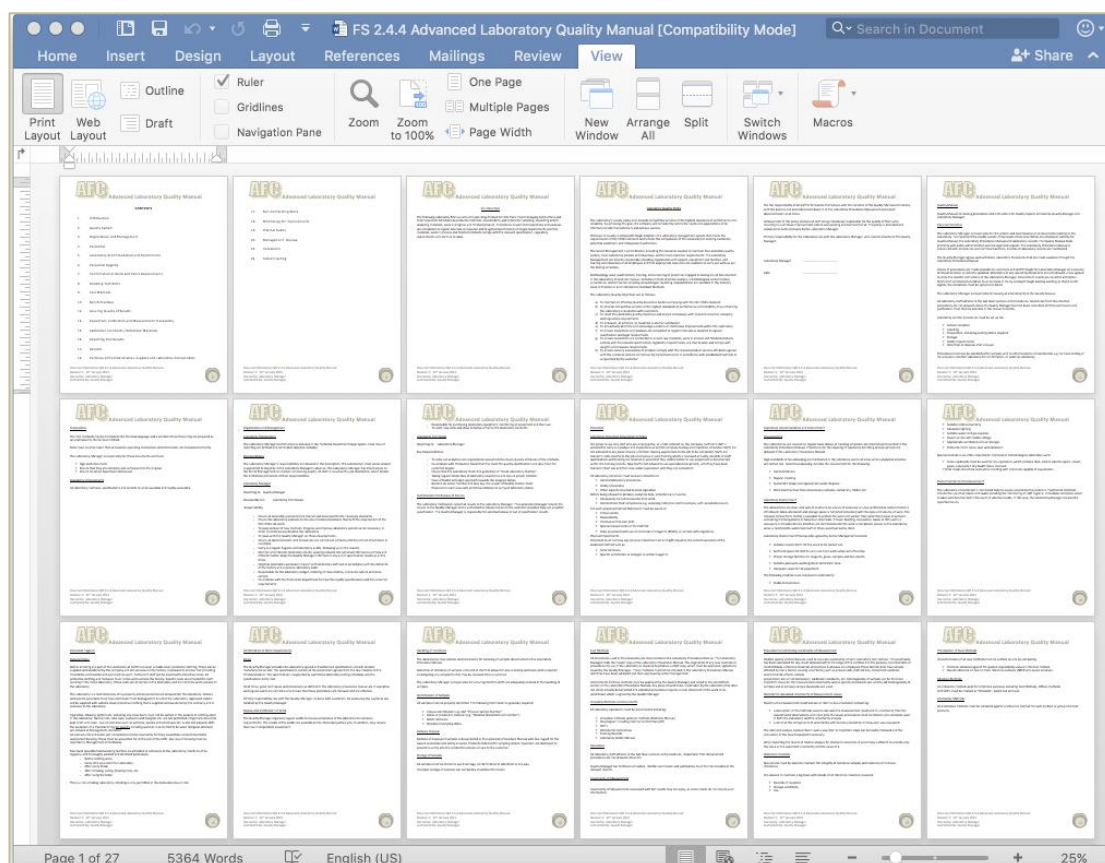
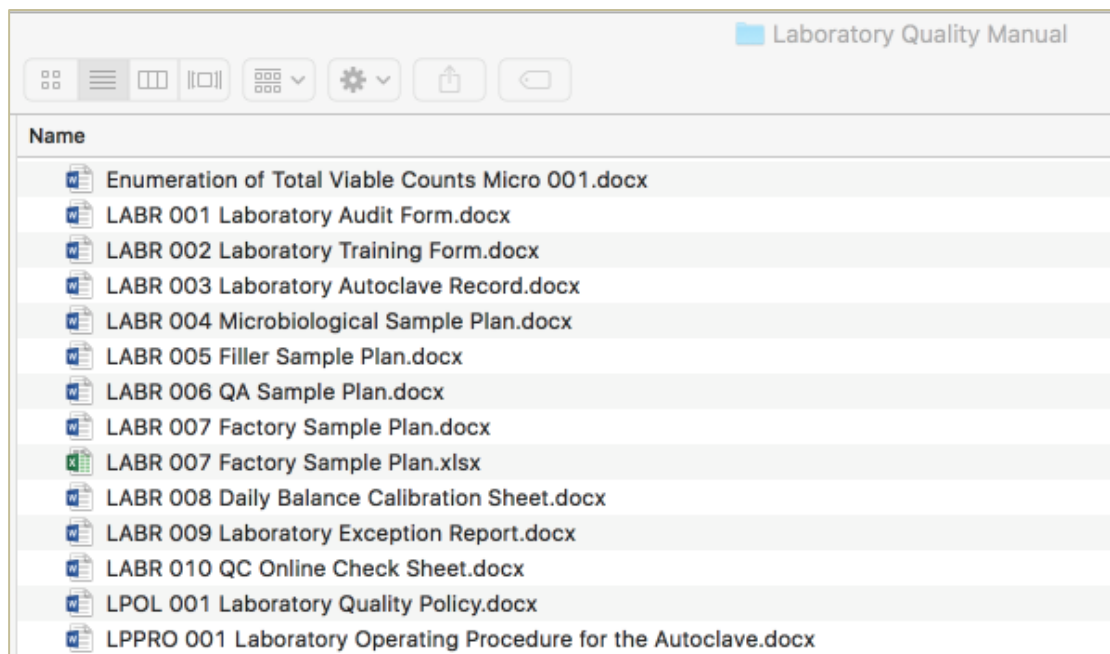
# SQF Food Packaging Safety Management System Edition 9 Start Up Guide

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



## There is also the **FS 2.4.4 Advanced Laboratory Quality Manual** Sub-Folder

This sub-folder contains supplementary documentation to FS 2.4.4 Product Inspection including FS 2.4.4 Advanced Laboratory Quality Manual which is based on ISO 17025 Requirements.





# SQF Food Packaging Safety Management System Edition 9 Start Up Guide

## The next folder to open is the **FS 2.4.3 HACCP Supplement Sub-Folder**

FS 2.4.3 HACCP Supplement				
Q Search				
Name	Date Modified	Size	Kind	
FSAP Risks - Controls Pkg Materials May 2009	27/05/2017	106 KB	Portable Document Format	
New HACCP Training Guide - SQF 9 Packaging.pptx	31/01/2021	4.7 MB	PowerPoint Presentation (.pptx)	
Packaging Food Safety Planner - HACCP Calculator	31/01/2021	53 KB	Microsoft Excel Workbook (.xlsx)	
Packaging Food Safety Planner Instructions 1.pdf	30/01/2021	2.5 MB	Portable Document Format	
Packaging Food Safety Planner Instructions 2.pdf	30/01/2021	8.7 MB	Portable Document Format	
Typical Packaging Hazards and Control Measures	03/02/2021	30 KB	Microsoft Word Document (.docx)	

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

The screenshot shows a Microsoft Word document titled "QM 2.4.3 Food Safety Plans [Compatibility Mode]". The document is a 14-page HACCP procedural template for Food Packaging Safety Plans. It is divided into four main sections, each with a grid of 4 columns and 2 rows of content. The sections are: 1. Introduction, 2. HACCP Principles, 3. HACCP Procedures, and 4. HACCP Procedures. Each section contains detailed text, tables, and diagrams. The document is in English (US) and has 3743 words. The status bar at the bottom shows "Page 1 of 14", "3743 Words", "English (US)", and a zoom level of 50%.

# SQF Food Packaging Safety Management System Edition 9 Start Up Guide

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

Step Number	Step Name	Hazards Identified	Control Measure	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 Blades Pests Microbiological Dust and dirt Wood splinters Hairs Blood Foodstuffs Jewelry and personal items Insects	Minimize glass in the factory and audit. Ensure glass breakage action and investigation systems are in place. System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place. Ensure pest control systems are in place. Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits. Ensure all cleaning requirements are specified and are carried out as scheduled. Exclude wood from production areas. Ensure hairnets and beard snoods are worn. Ensure accidents are reported immediately and cuts are suitably protected. Restrict food and drink to designated areas outside of production. Restrict wearing of jewelry and bringing of personal items into production areas. Ensure pest control systems are in place.	Glass Policy and Breakage Procedures in Place Blade Policy and Breakage Procedures in Place No Infestation Pest control procedures in place Hygiene Policy in place and procedures being followed Clean - Cleaning procedures in place Wood excluded from production areas Hairnets and snoods being worn correctly Accidents reported and approved first aid dressings being used No food in production areas Jewelry policy enforced Doors kept shut EFG working	Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit	Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision	QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist
2	Raw material source / receipt	Raw material not approved for direct food contact Generic contamination caused by poor handling and hygiene controls at suppliers Contaminated deliveries	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification. Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approval Customer and auditing. Ensure that all raw material is inspected for odor, taste or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied.	Delivery must be from an approved supplier and supplied with certificate of conformity Delivery must be from an approved supplier and free from contamination Free from contamination	Good in Inspection Good in Inspection Good in Inspection	Reject if supplier is not approved or place on hold Reject if supplier is not approved or place on hold Reject if supplier is not approved or the lead is contaminated.	QMR 032 GMP Audit Checklist QMR 032 GMP Audit Checklist QMR 032 GMP Audit Checklist
3	Storage of raw material	Generic contamination caused by poor handling and hygiene controls in stores	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	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	Ensure inverter air pressure is > 1 bar	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

**AFC**

**Packaging Food Safety Planner Instructions 2**

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

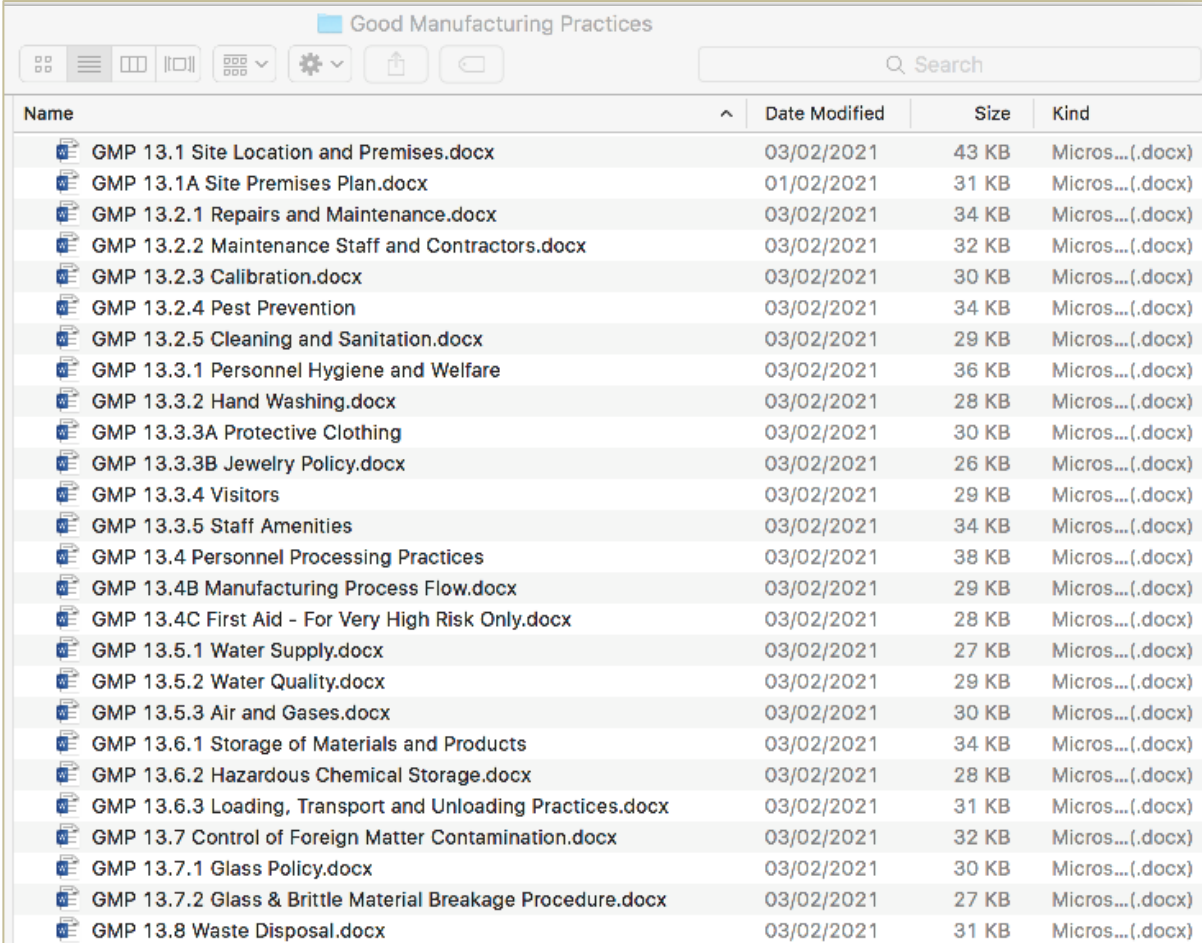
The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

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

## **The next main folder to open is the Good Manufacturing Practices Folder**

This folder contains Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging.



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:

### Good Manufacturing Practices for Production of Food Packaging

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

## There is also a Sub-Folder with Validation Record Samples

Validation Records			
Name	Date Modified	Size	Kind
Brittle Material Policy Validation.docx	19 Feb 2020, 18:03	31 KB	Micros...(docx)
Cleaning and Sanitation PRP Validation.docx	19 Feb 2020, 17:55	26 KB	Micros...(docx)
PRP Hygiene Policy Validation.docx	19 Feb 2020, 18:04	30 KB	Micros...(docx)
PRP Metal Detection Validation.docx	19 Feb 2020, 18:05	28 KB	Micros...(docx)

Brittle Material Policy Validation

**AFC** Brittle Material Policy Validation

Brittle Material Policy Validation

<b>Product Category</b>	Freshly Prepared Sandwich Packaging		
<b>Step Number</b>	1 - 10		
<b>Hazard</b>	Contamination of food packaging with broken Brittle Material during operations		
<b>Control Measure</b>	Brittle Material minimization/ Brittle Material Breakage Procedure/ Brittle Material Protection/Brittle Material Inspection		
<b>Validation Methods</b>	<b>Applicable</b>		<b>Applicable</b>
	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		✓	
<b>Conclusion</b>			
Internal Validation Required?		✓	
If so by which method?			
GMP Confirmed	✓		
Authorized by (Name):			
Signature:			

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

1

Page 1 of 1 104 Words English (US) 100%