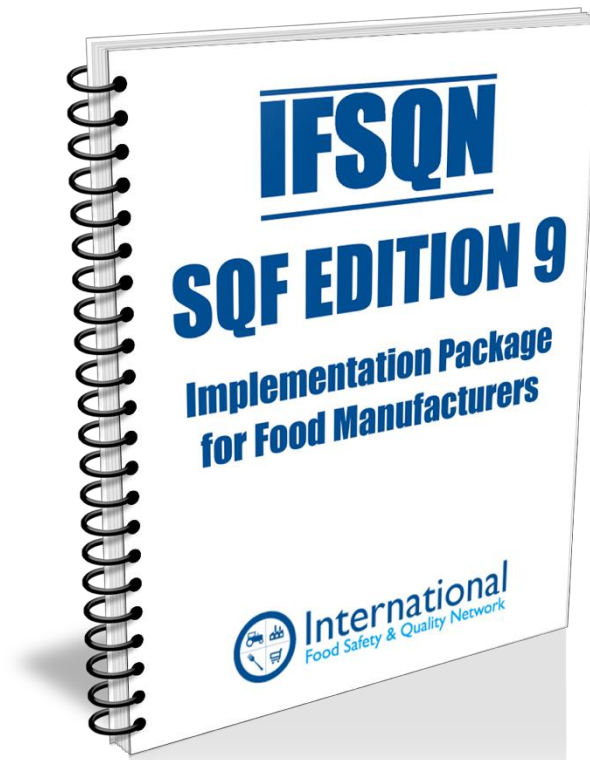


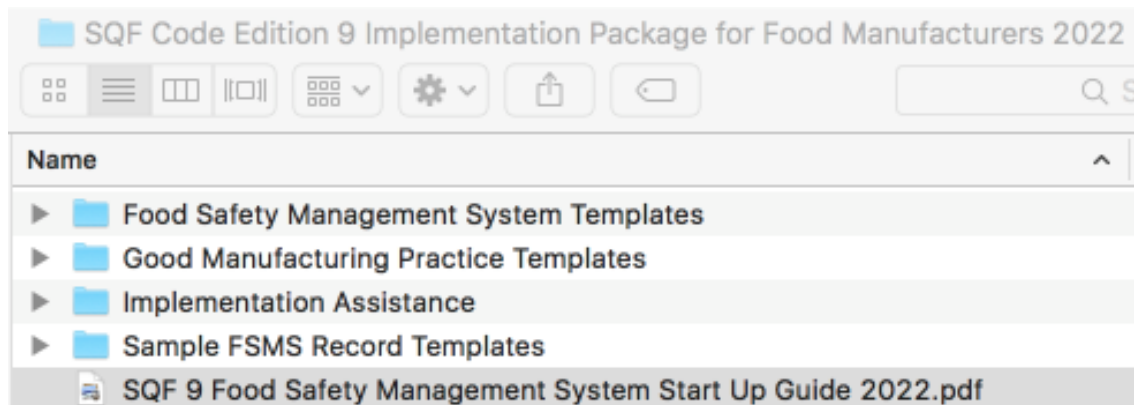
Welcome to the IFSQN SQF Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Edition 9 Food Safety Management System Package 2022 Update includes:

- ✓ A comprehensive set of editable Food Safety Management System Procedures
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures
- ✓ A range of easy to use Record Templates
- ✓ Additional HACCP documentation including a CODEX 2020 HACCP Update and the Updated 2022 HACCP Calculator Tool
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Supplementary Documents and Management Tools



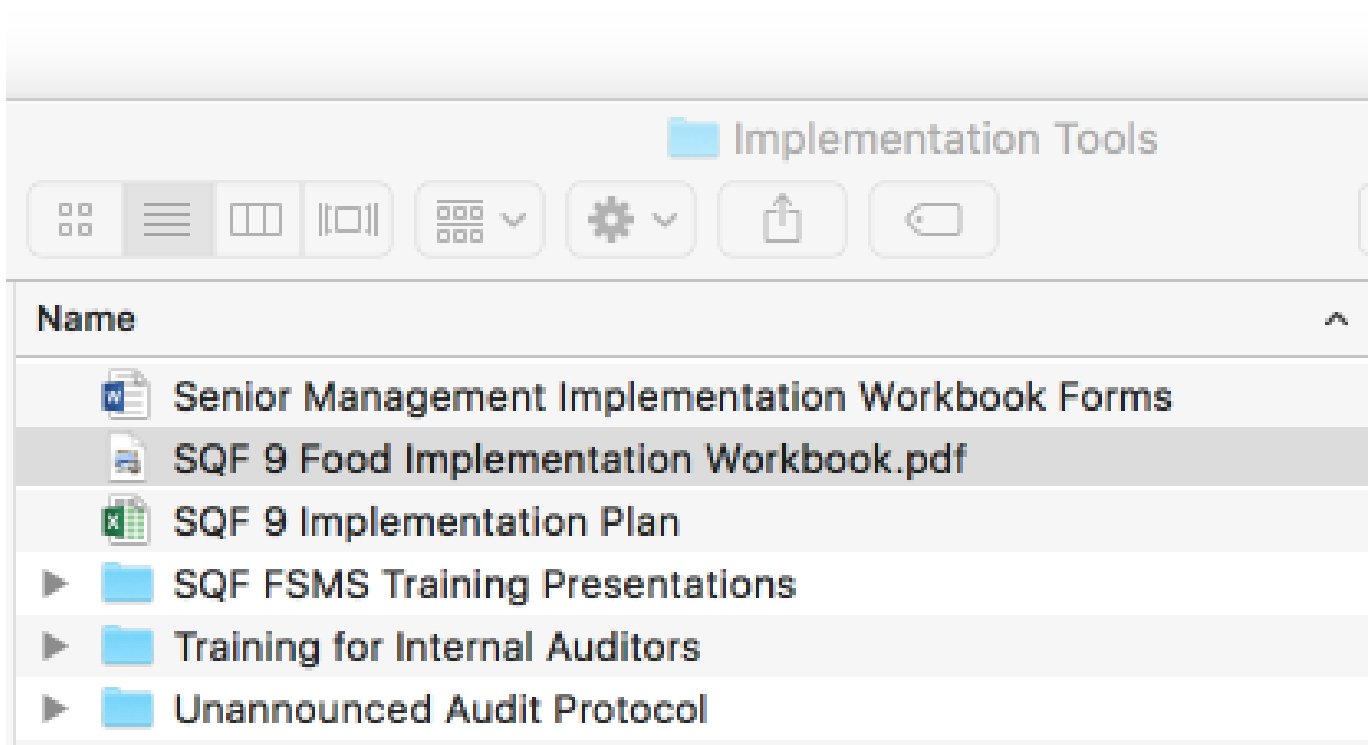
**When you download the package, you will find this start up guide and 4 folders containing the package documents and tools:**



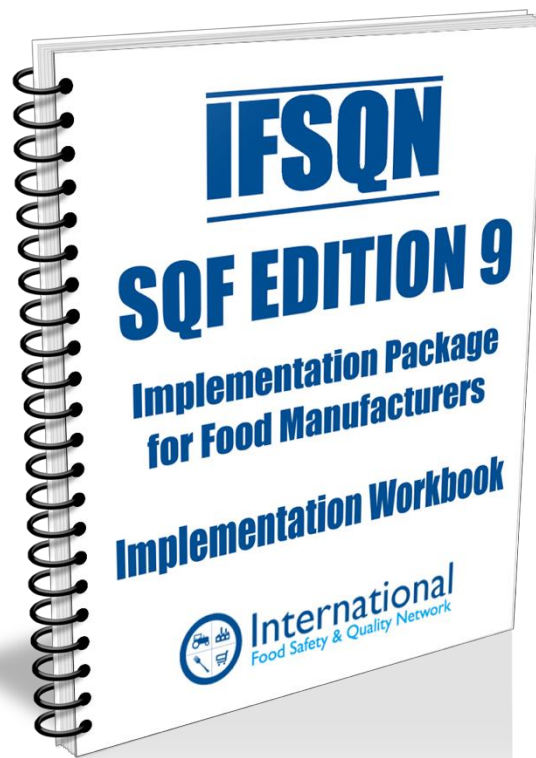
**Your first job is to obtain your own copy of the [SQF Food Safety Code for Manufacturing Edition 9](https://www.ifsqn.com) from the SQFI website**

**(Free to download)**

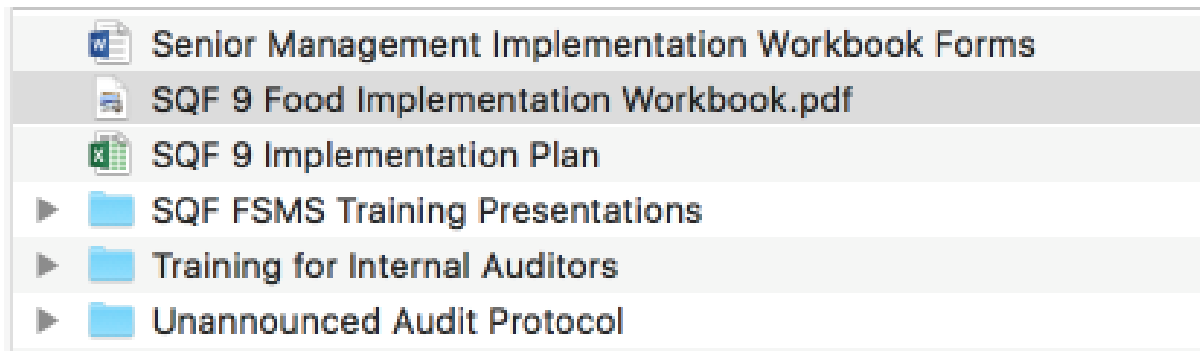
**Start by opening the Implementation Tools folder:**



The main document in the folder is the **SQF 9 Food Implementation Workbook**

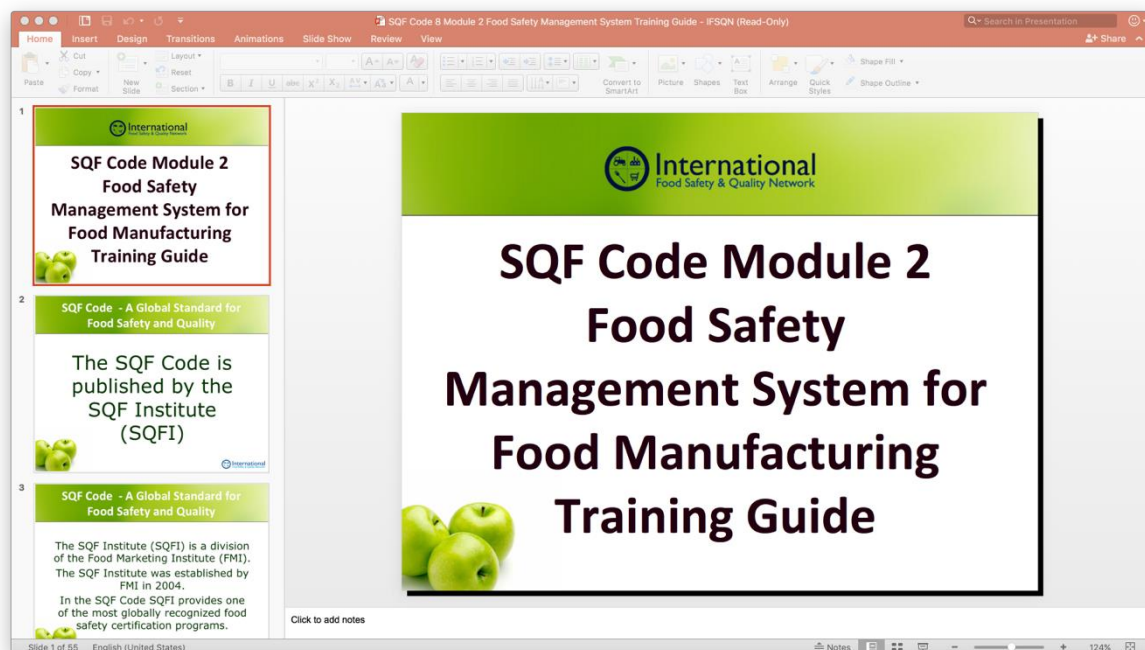


There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors.



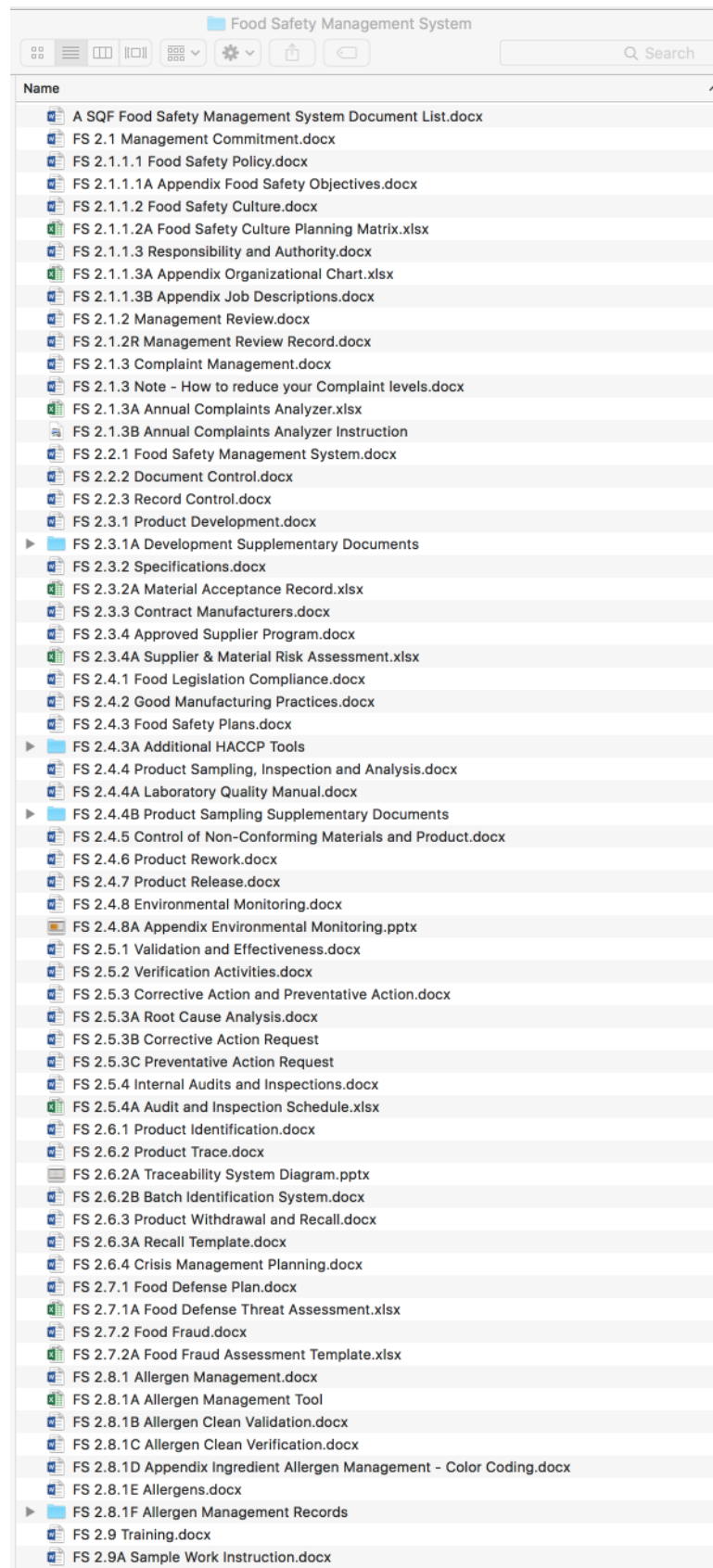
### SQF FSMS Training Presentations Sub-Folder

There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with Module 2 System Elements for Food Manufacturing

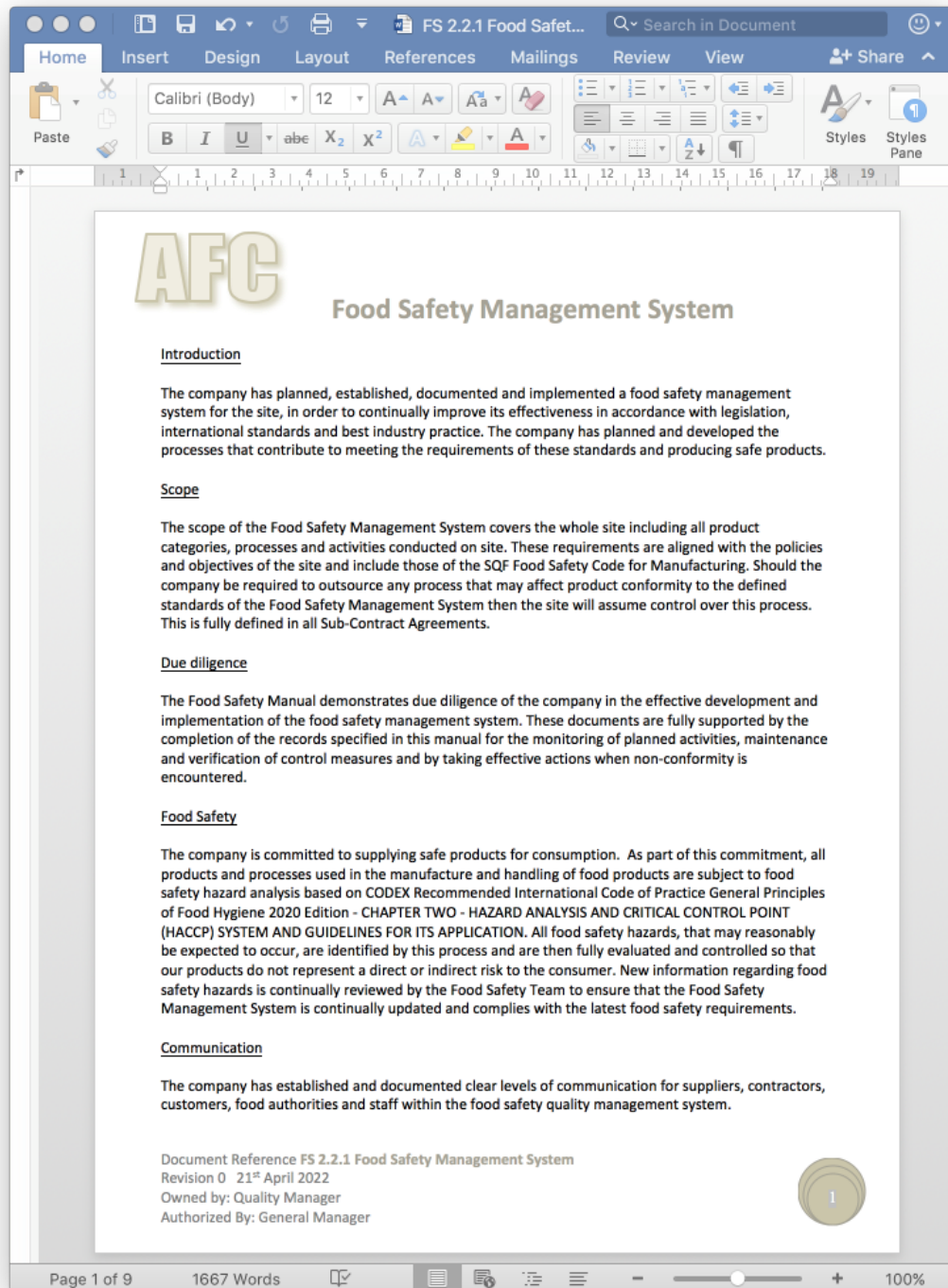


There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with

## **The next folder to open is the Food Safety Management System Templates folder**



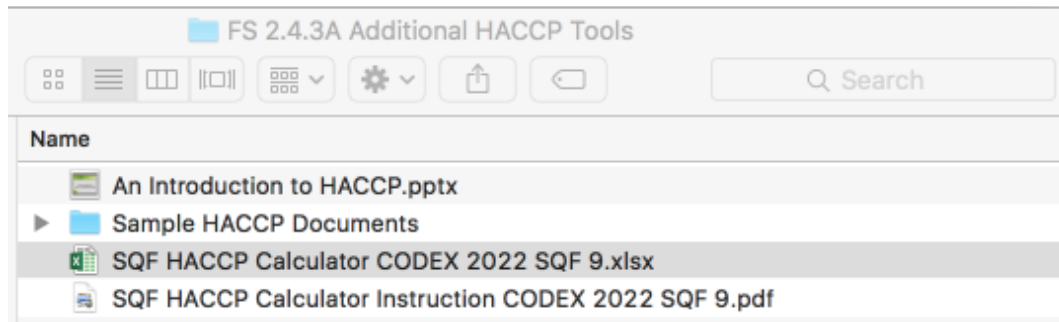
These Food Safety Management System Templates match the clauses of the SQF Code and comply with Module 2 System Elements for Food Manufacturing. The Food Safety Management System procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



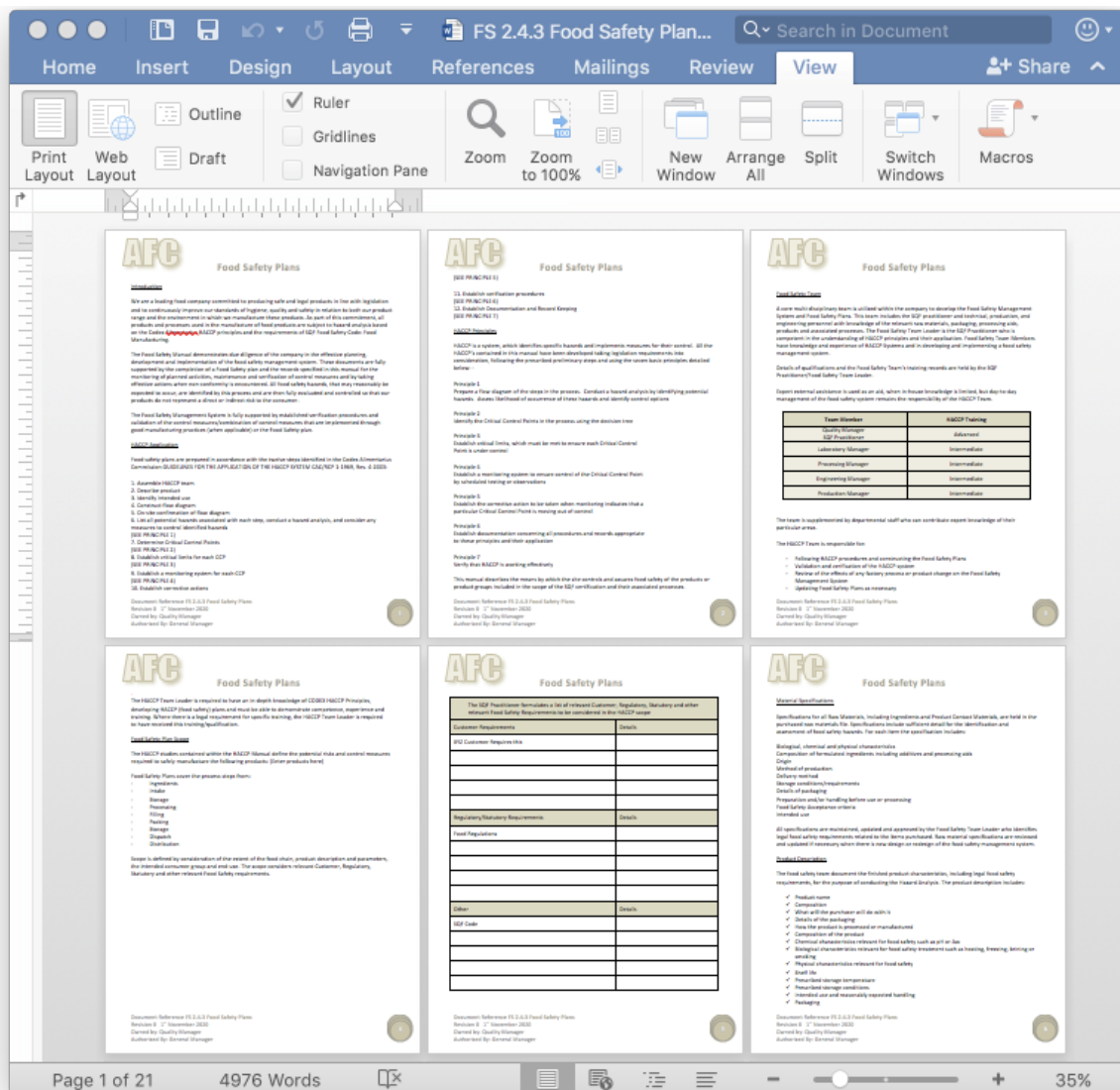
The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.



## Open the **FS 2.4.3A Additional HACCP Tools** Folder



This folder contains supplementary documentation to FS 2.4.3 Food Safety Plan – a 21 page HACCP procedural template which is based on based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition - CHAPTER TWO - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION



# SQF Food Safety Management System Edition 9 Start Up Guide 2022

The main tools here are the SQF HACCP Calculator and Instructions which include a new 2022 Decision Tree.

**HACCP CALCULATOR CODEX 2022 & SQF 9**

**Decision Tree**

- Is this a CCP?
- If YES, it is a CCP. Go to next question.
- If NO, it is not a CCP. Go to next question.
- Is this a GHP?
- If YES, it is a GHP. Go to next question.
- If NO, it is not a GHP. Go to next question.
- Is this a GMP?
- If YES, it is a GMP. Go to next question.
- If NO, it is not a GMP. Go to next question.

**HACCP Steps**

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GHPs which assist in controlling the Hazard	Control Measures	Hazard	Likelihood	Severity	Control Measure	Residual Risk	Acceptable Risk
1	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
2	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
3	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
4	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
5	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
6	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
7	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
8	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
9	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
10	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
11	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
12	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
13	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
14	Raw Material Delivery	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3

**HACCP Applications**

Application Number	Application Name	Hazards Identified	Specific Details about the Hazard	Existing GHPs which assist in controlling the Hazard	Control Measures	Hazard	Likelihood	Severity	Control Measure	Residual Risk	Acceptable Risk
1	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
2	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
3	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
4	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
5	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3
6	Process Flow	Microbial (spore forming) General		10.1 Premises: Exterior, buildings, and interior	Storage 1-1°C	3	3	3	3	3	3

**HACCP Calculator Instructions**

**CODEX 2022 & SQF 9**

**Table of Contents**

Section	Page
1. HACCP Calculator Instructions	1
2. SQF HACCP Application	2
3. CODEX HACCP Application	3
4. HACCP Application	4
5. HACCP Application	5
6. HACCP Application	6

**HACCP Calculator Instructions**

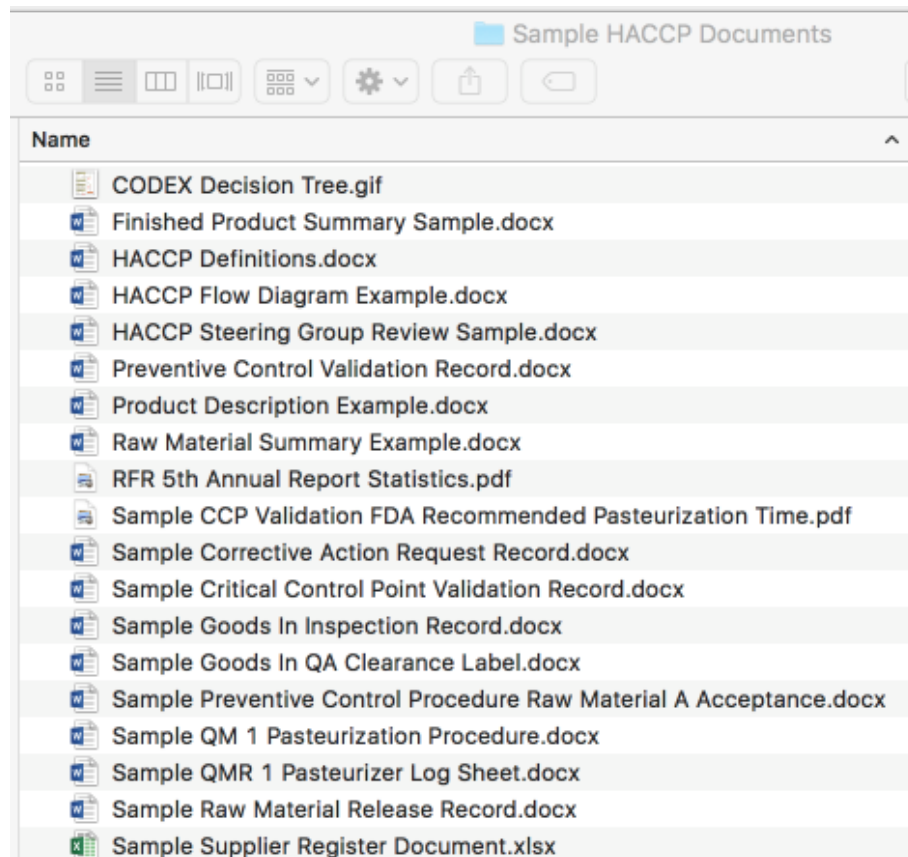
**CODEX 2022 & SQF 9**

**Table of Contents**

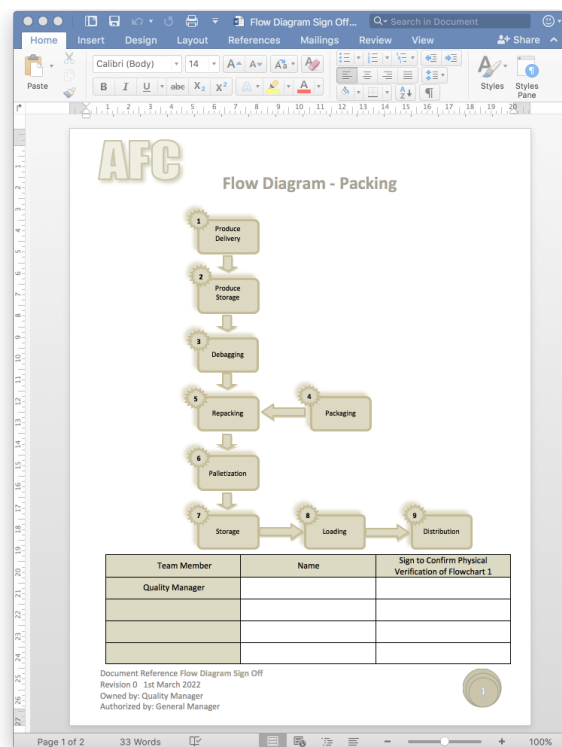
Section	Page
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2. SQF HACCP Application	2
3. CODEX HACCP Application	3
4. HACCP Application	4
5. HACCP Application	5
6. HACCP Application	6



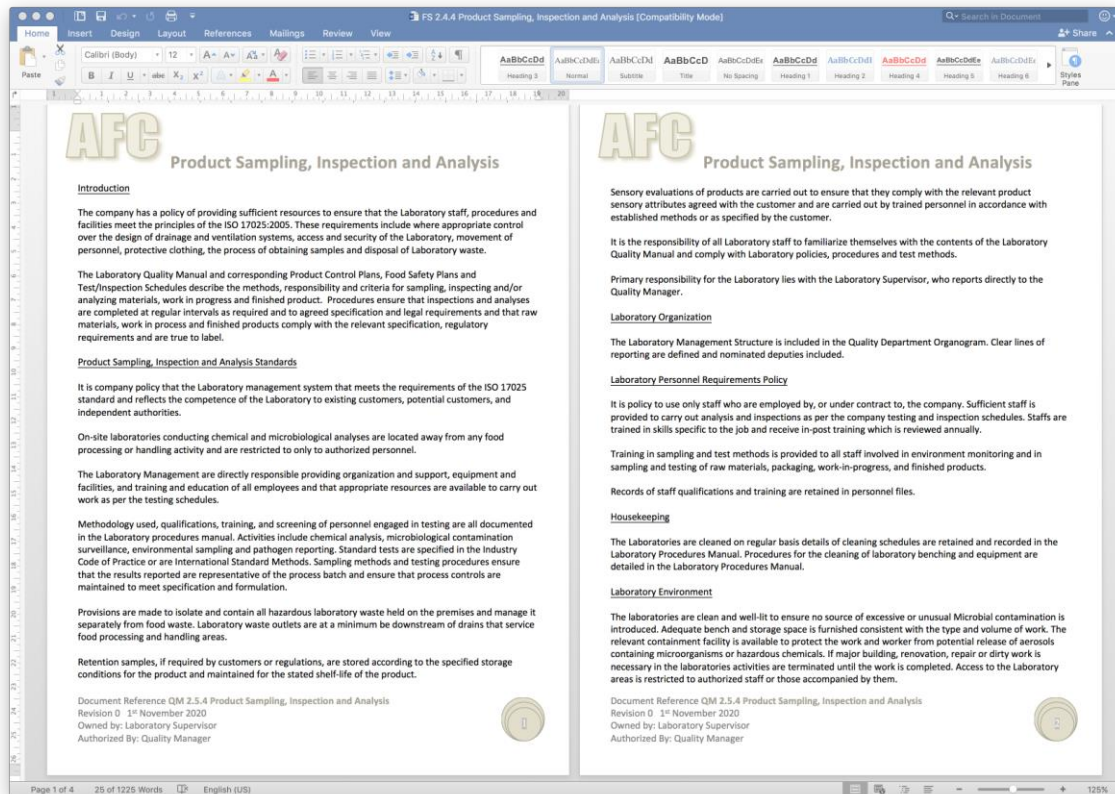
There is a Sample HACCP Documents Sub-Folder



These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans



# SQF Food Safety Management System Edition 9 Start Up Guide 2022

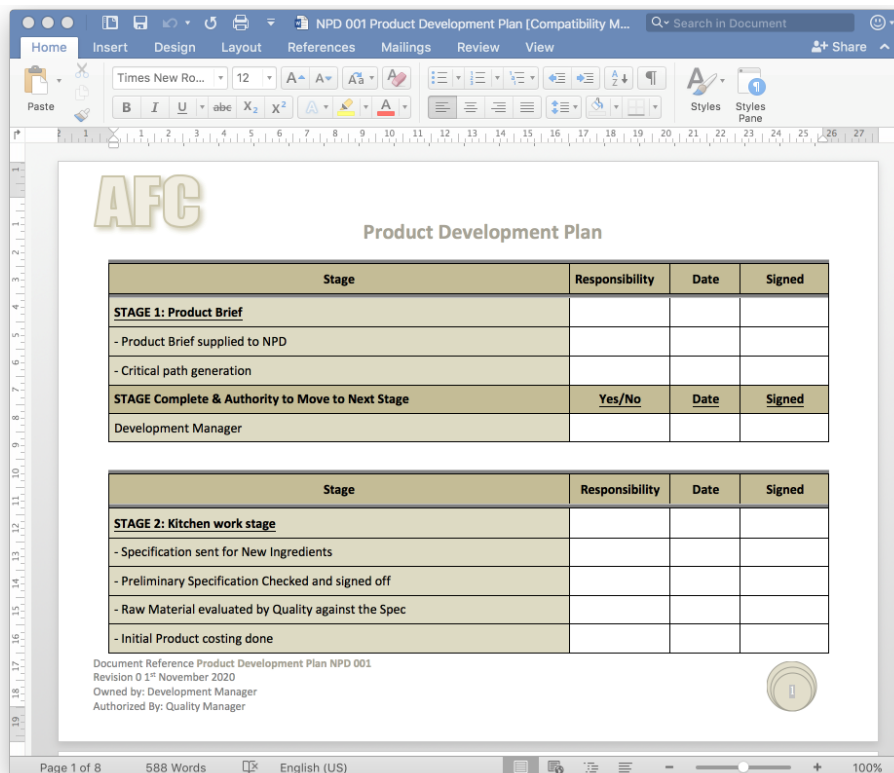
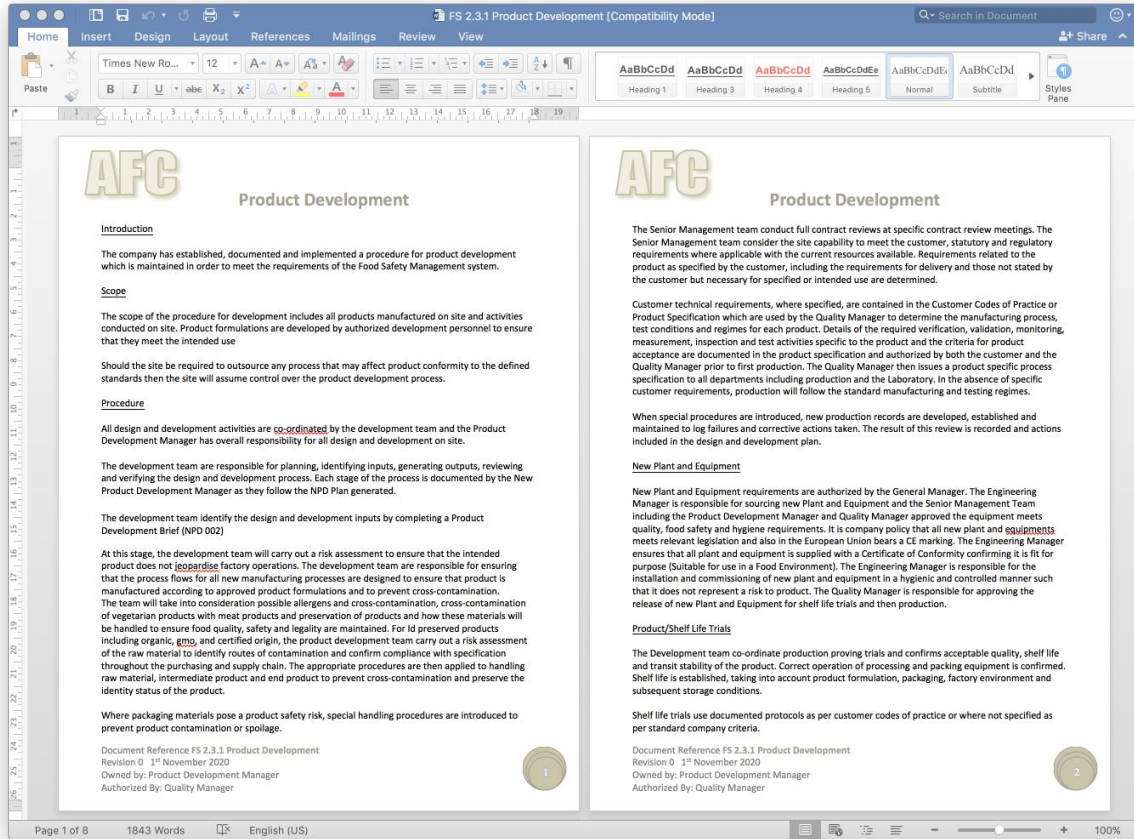


There are also supplementary Laboratory Documents included:

Name
Enumeration of Total Viable Counts Micro 001.docx
LABR 001 Laboratory Audit Form.docx
LABR 002 Laboratory Training Form.docx
LABR 003 Laboratory Autoclave Record.docx
LABR 004 Microbiological Sample Plan.docx
LABR 005 Filler Sample Plan.docx
LABR 006 QA Sample Plan.docx
LABR 007 Factory Sample Plan.docx
LABR 007 Factory Sample Plan.xlsx
LABR 008 Daily Balance Calibration Sheet.docx
LABR 009 Laboratory Exception Report.docx
LABR 010 QC Online Check Sheet.docx
LPOL 001 Laboratory Quality Policy.docx
LPPRO 001 Laboratory Operating Procedure for the Autoclave.docx

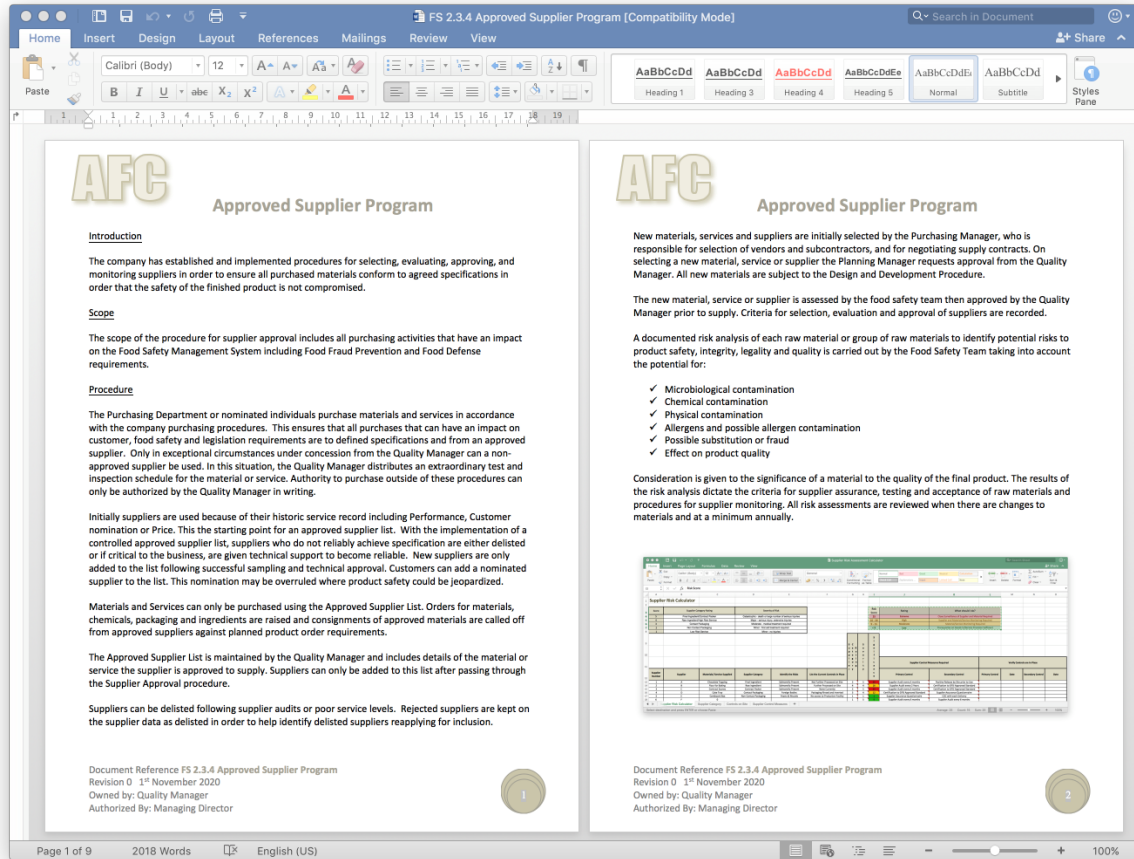
## Product Development Assistance

The package contains documentation and tools that supplement FS 2.3.1 Product Development:



## Assistance with Supplier Risk Assessment

The package contains documentation and tools that supplement FS 2.3.4 Approved Supplier Program:



Including FS 2.3.4A Supplier & Material Risk Assessment Template:

Home

Insert

Page Layout

Formulas

Data

Review

View

Cut

Copy

Paste

Calibri (Body)

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A

Font Face

Font Size

Font Color

Text Color

Background Color

Align Center

Align Left

Align Right

Align Justify

Wrap Text

Merge & Center

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

FS 2.3.4A Supplier & Material Risk Assessment

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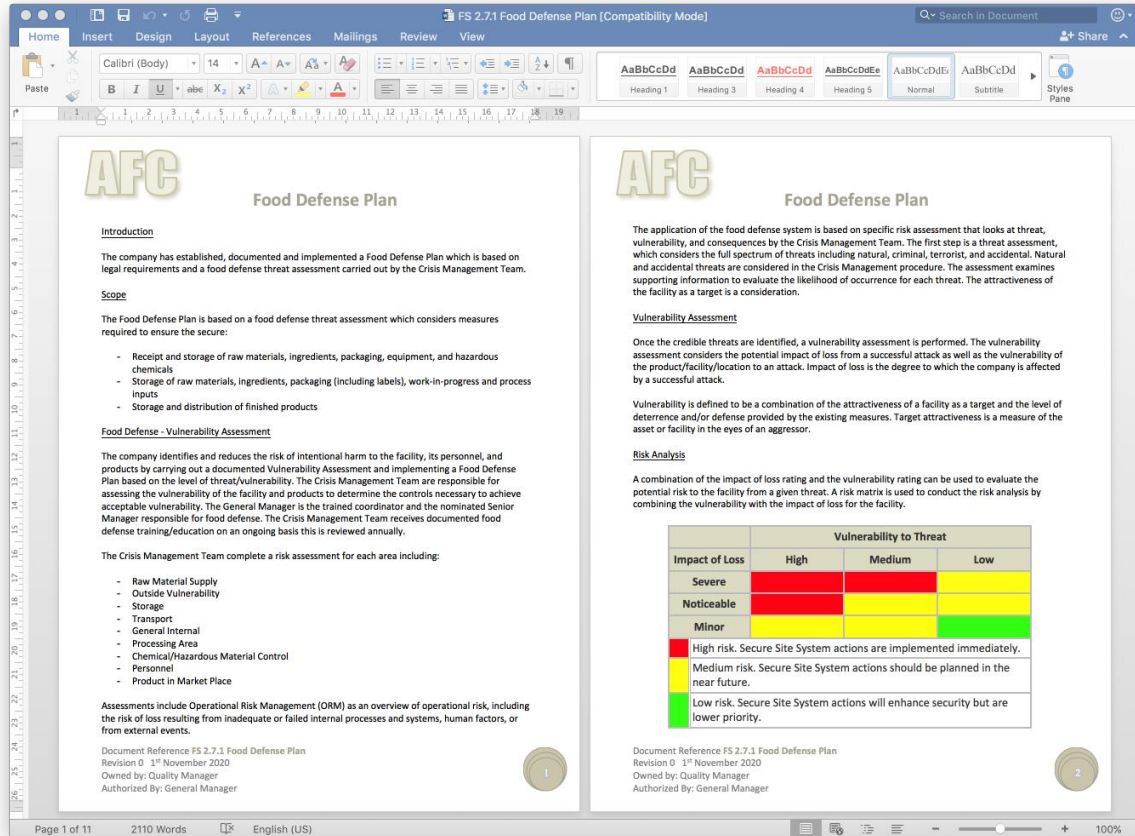
FS 2.3.4A Supplier & Material Risk Assessment

FS 2.3.4A Supplier &



## Assistance with Food Defense Assessment

The package contains a Food Defense Threat Assessment Template to supplement FS 2.7.1 Food Defense Plan procedure.



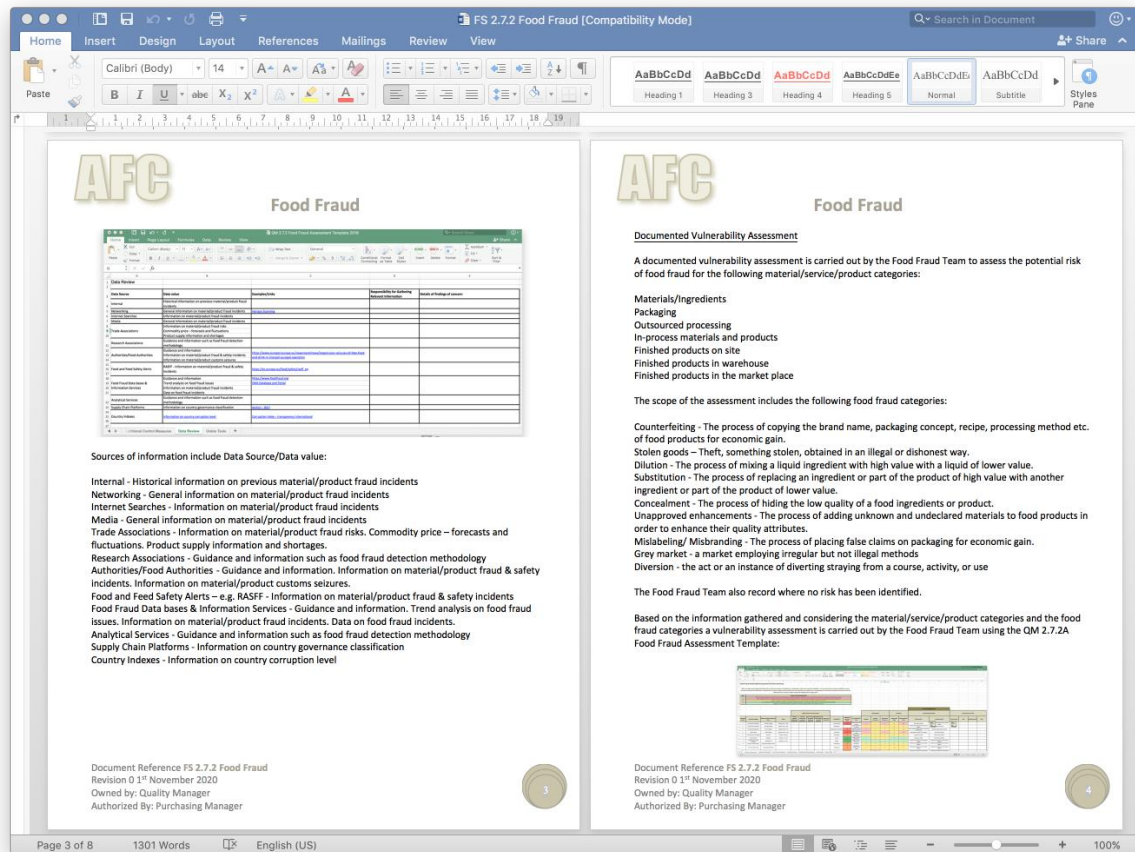
## FS 2.7.1A Food Defense Threat Assessment Template:

FS 2.7.1A Food Defense Threat Assessment												
Primary Control												
Food Threat Assessment & Mitigation Plan Summary												
Food Defence Mitigation Plan												
Risk Assessment												
Control Measures Required												
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility	
1	Raw Material Supply			Monitoring of Product in Market Place	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering			
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access			
3	Storage			Storage Security	3	3	9	Access to storage area is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock			
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks			
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place			
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place			
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering			
8	Processing Area			Processing Area Security	3	3	9					
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9					



## Assistance with Food Fraud Assessment

The package contains a Food Fraud Assessment Template to supplement FS 2.7.2 Food Fraud procedure.



## FS 2.7.2A Food Fraud Assessment Template:

Home

Insert

Page Layout

Formulas

Data

Review

View

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Clipboard

Font

Paragraph

Styles

Editing

Calculation

Cells

Insert

References

Formulas

Text

Review

Tools

Font

Paragraph

Styles

Editing

Calculation

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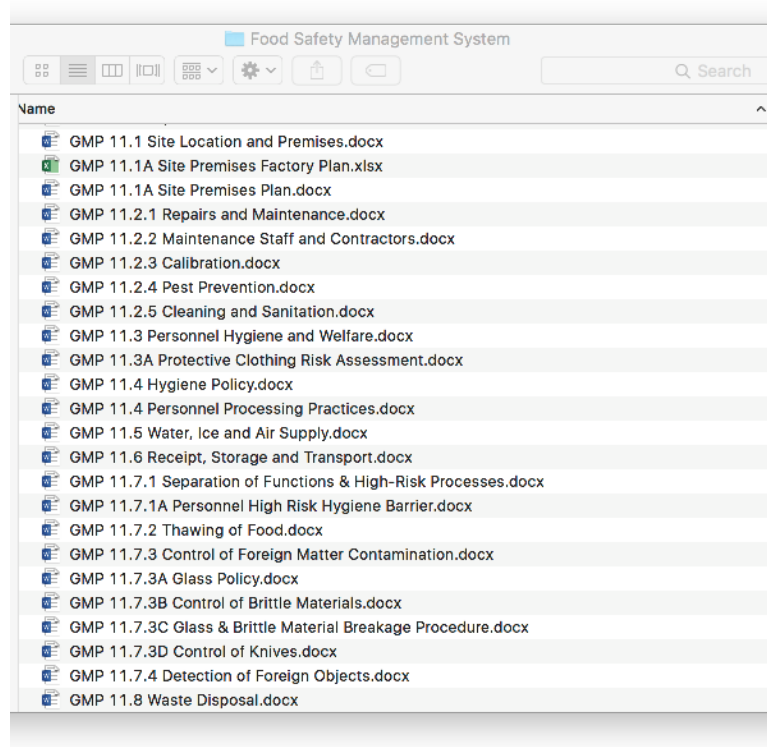
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## **The next folder to open is the Good Manufacturing Practice Templates folder**

These Good Manufacturing Practice Templates match the clauses of the SQF Code and comply with Module 11 Good Manufacturing Practices for Processing of Food Products.



Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

### **Good Manufacturing Practices for Processing of Food Products**

GMP 11.1.1 Site Location and Premises including:

Building Materials

Lighting and Light Fittings

Inspection/Quality Control Area

Dust, Insect, and Pest Proofing

Ventilation

Equipment and Utensils

Grounds and Roadways

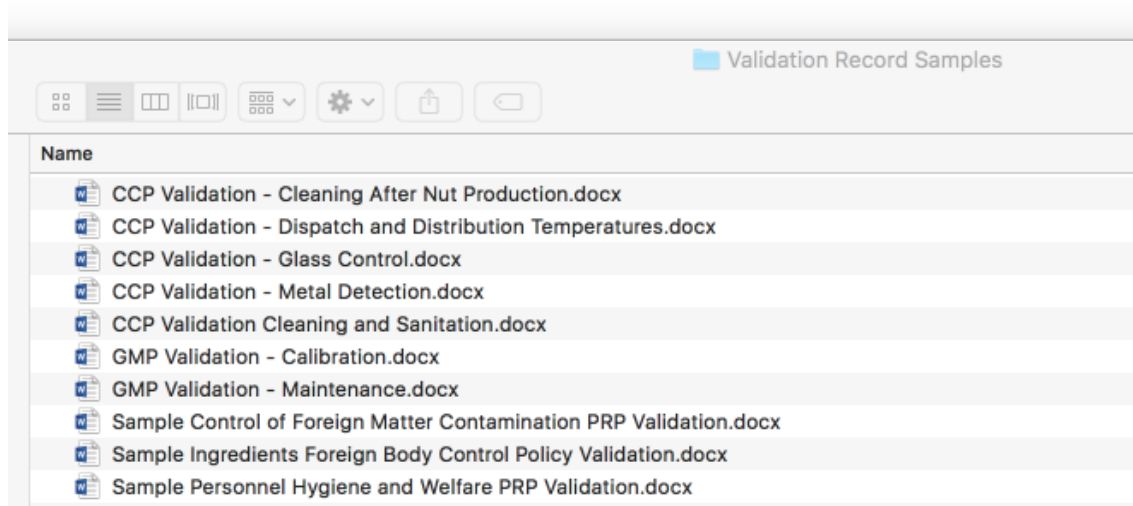
GMP 11.1A Site Premises Plan


GMP 11.2.1 Repairs and Maintenance

GMP 11.2.2 Maintenance Staff and Contractors

There is also a Validation Record Samples Sub-Folder

Here there are a range of validation records.






## Metal Detection CCP Validation

Metal Detection CCP Validation

Product Category	Freshly Prepared Sandwiches		
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 3mm Ferrous 3.5mm Stainless
Legislation		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection  
Revision 1 10<sup>th</sup> May 2017  
Owned by: Technical Manager  
Authorised By: General Manager



### **Free Online Technical Support**

Finally, a reminder.

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 9 Food Safety and Management System until you achieve certification.

The contact email is support @ifsqn.com without the space

