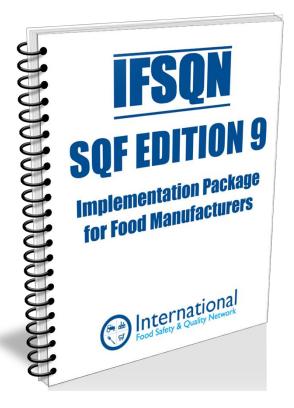


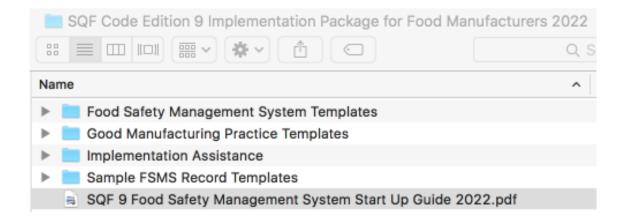
Welcome to the IFSQN SQF Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

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



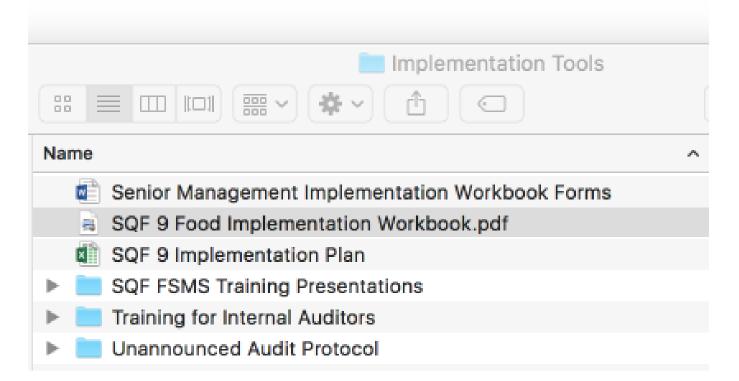
### When you download the package, you will find this start up guide and 4 folders containing the package documents and tools:



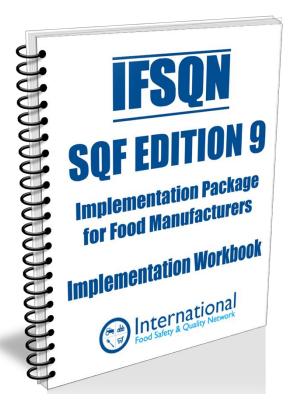
### Your first job is to obtain your own copy of <u>the SQF Food Safety</u> <u>Code for Manufacturing Edition 9</u> from the SQFI website

(Free to download)

## Start by opening the Implementation Tools folder:



# The main document in the folder is the SQF 9 Food Implementation <u>Workbook</u>



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

- Senior Management Implementation Workbook Forms
  - SQF 9 Food Implementation Workbook.pdf
- SQF 9 Implementation Plan
- SQF FSMS Training Presentations
- Training for Internal Auditors
- Unannounced Audit Protocol

## 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

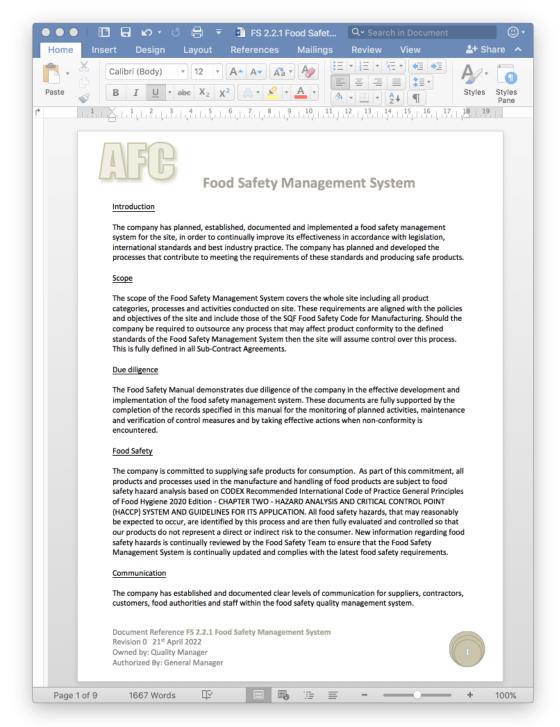


There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with

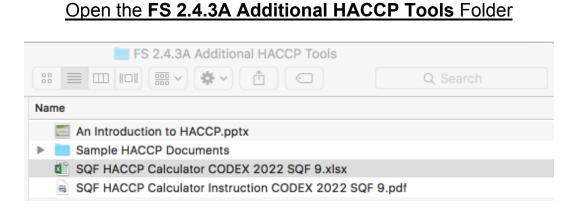
# The next folder to open is the Food Safety Management System <u>Templates folder</u>

Food Safety Management System		
		Q Search
Name		
A SQF Food Safety Management System Document List.docx		
FS 2.1 Management Commitment.docx		
FS 2.1.1.1 Food Safety Policy.docx		
FS 2.1.1.1A Appendix Food Safety Objectives.docx		
FS 2.1.1.2 Food Safety Culture.docx		
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx		
FS 2.1.1.3 Responsibility and Authority.docx		
FS 2.1.1.3A Appendix Organizational Chart.xlsx		
FS 2.1.1.3B Appendix Job Descriptions.docx FS 2.1.2 Management Review.docx		
FS 2.1.2R Management Review Record.docx		
FS 2.1.3 Complaint Management.docx		
FS 2.1.3 Note - How to reduce your Complaint levels.docx		
FS 2.1.3A Annual Complaints Analyzer.xlsx		
FS 2.1.3B Annual Complaints Analyzer Instruction		
FS 2.2.1 Food Safety Management System.docx		
FS 2.2.2 Document Control.docx		
FS 2.2.3 Record Control.docx		
FS 2.3.1 Product Development.docx		
FS 2.3.1A Development Supplementary Documents		
FS 2.3.2 Specifications.docx		
FS 2.3.2A Material Acceptance Record.xlsx		
FS 2.3.3 Contract Manufacturers.docx		
FS 2.3.4 Approved Supplier Program.docx		
FS 2.3.4A Supplier & Material Risk Assessment.xlsx		
<ul> <li>FS 2.4.1 Food Legislation Compliance.docx</li> <li>FS 2.4.2 Good Manufacturing Practices.docx</li> </ul>		
FS 2.4.2 Food Safety Plans.docx		
FS 2.4.3 Additional HACCP Tools		
FS 2.4.4 Product Sampling, Inspection and Analysis.docx		
FS 2.4.4A Laboratory Quality Manual.docx		
<ul> <li>FS 2.4.4B Product Sampling Supplementary Documents</li> </ul>		
FS 2.4.5 Control of Non-Conforming Materials and Product.do	ocx	
FS 2.4.6 Product Rework.docx		
FS 2.4.7 Product Release.docx		
FS 2.4.8 Environmental Monitoring.docx		
FS 2.4.8A Appendix Environmental Monitoring.pptx		
FS 2.5.1 Validation and Effectiveness.docx		
FS 2.5.2 Verification Activities.docx		
FS 2.5.3 Corrective Action and Preventative Action.docx		
FS 2.5.3A Root Cause Analysis.docx		
FS 2.5.3B Corrective Action Request		
FS 2.5.3C Preventative Action Request		
FS 2.5.4 Internal Audits and Inspections.docx		
<ul> <li>FS 2.5.4A Audit and Inspection Schedule.xlsx</li> <li>FS 2.6.1 Product Identification.docx</li> </ul>		
<ul> <li>FS 2.6.1 Product identification.docx</li> <li>FS 2.6.2 Product Trace.docx</li> </ul>		
FS 2.6.2 Product Trace.docx		
FS 2.6.2B Batch Identification System.docx		
FS 2.6.3 Product Withdrawal and Recall.docx		
FS 2.6.3A Recall Template.docx		
FS 2.6.4 Crisis Management Planning.docx		
FS 2.7.1 Food Defense Plan.docx		
FS 2.7.1A Food Defense Threat Assessment.xlsx		
FS 2.7.2 Food Fraud.docx		
FS 2.7.2A Food Fraud Assessment Template.xlsx		
FS 2.8.1 Allergen Management.docx		
FS 2.8.1A Allergen Management Tool		
FS 2.8.1B Allergen Clean Validation.docx		
FS 2.8.1C Allergen Clean Verification.docx		
FS 2.8.1D Appendix Ingredient Allergen Management - Color	Coding.docx	
FS 2.8.1E Allergens.docx		
FS 2.8.1F Allergen Management Records		
FS 2.9 Training.docx		
FS 2.9A Sample Work Instruction.docx		

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.

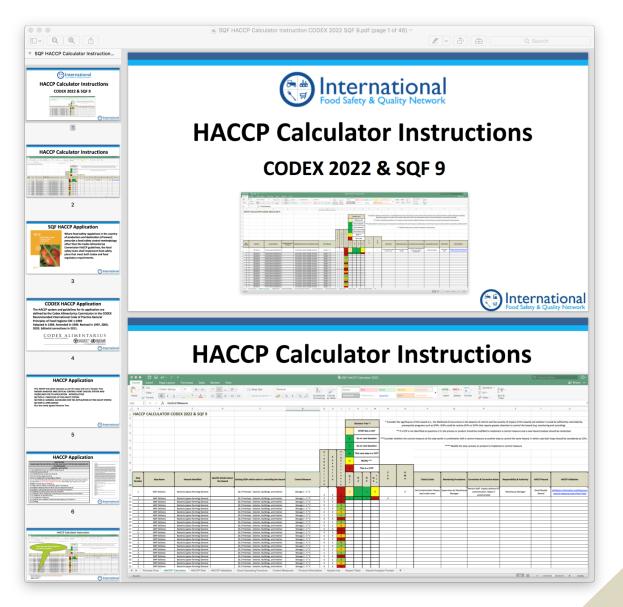


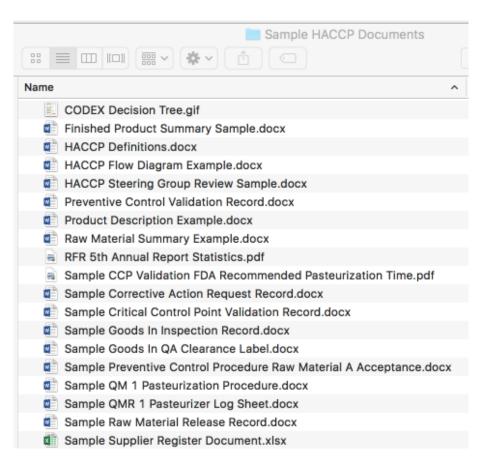
This folder contains supplementary documentation to FS 2.4.3 Food Safety Plan – a 21 page HACCP procedural template which is based on based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition - CHAPTER TWO -HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)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

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

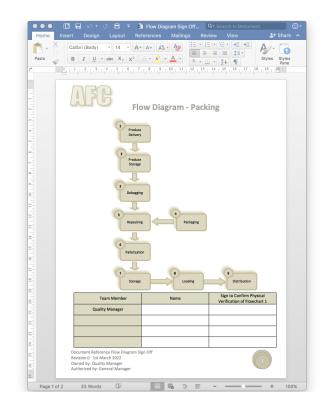
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HACCP Calculator HACCP Validation Good Operating Practices Control Measures Product Description Hazard List Hazard Table Hazard Table																				

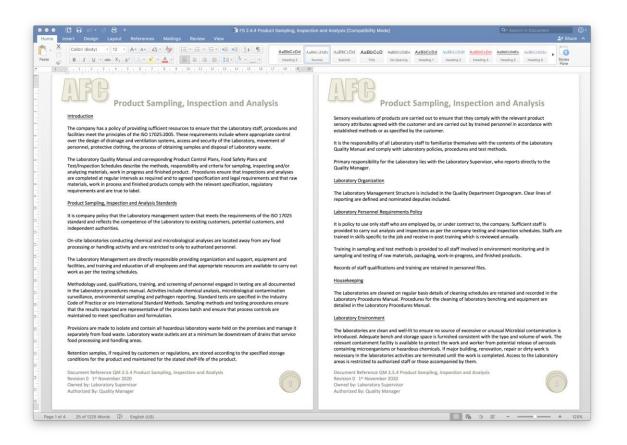




There is a <u>Sample HACCP Documents Sub-Folder</u>

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





#### There are also supplementary Laboratory Documents included:

Name	
	Enumeration of Total Viable Counts Micro 001.docx
W	LABR 001 Laboratory Audit Form.docx
	LABR 002 Laboratory Training Form.docx
~	LABR 003 Laboratory Autoclave Record.docx
2	LABR 004 Microbiological Sample Plan.docx
W	LABR 005 Filler Sample Plan.docx
2	LABR 006 QA Sample Plan.docx
W	LABR 007 Factory Sample Plan.docx
×	LABR 007 Factory Sample Plan.xlsx
~	LABR 008 Daily Balance Calibration Sheet.docx
W	LABR 009 Laboratory Exception Report.docx
W	LABR 010 QC Online Check Sheet.docx
M	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:

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	Product Development		LIU	Drodu	uct Develo	anmont		
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	Introduction		The Senior Manageme Senior Management t					
	The company has established, documented and implemented a proced which is maintained in order to meet the requirements of the Food Safe		requirements where a product as specified b					
	Scope		the customer but nec	essary for specified or	r intended use are	determined.		
	The scope of the procedure for development includes all products man	ufactured on site and activities	Customer technical re Product Specification					
	conducted on site. Product formulations are developed by authorized o that they meet the intended use		test conditions and re measurement, inspect	gimes for each produ	ct. Details of the	equired verificat	tion, validation, mo	
	Should the site be required to outsource any process that may affect p	adjust conformity to the defined	acceptance are docum Quality Manager prior	ented in the product	specification and	authorized by b	oth the customer a	
	standards then the site will assume control over the product developm		specification to all dep customer requiremen	artments including p	roduction and the	Laboratory. In t	the absence of spec	cific
	Procedure							
	All design and development activities are <u>co-ordinated</u> by the developm Development Manager has overall responsibility for all design and deve		When special procedu maintained to log failu included in the design	res and corrective ad	tions taken. The			
	The development team are responsible for planning, identifying inputs,		New Plant and Equipm		an.			
	and verifying the design and development process. Each stage of the pi Product Development Manager as they follow the NPD Plan generated.	ocess is documented by the New		12				
			New Plant and Equipn Manager is responsibl	e for sourcing new Pl	ant and Equipment	nt and the Senior	Management Tea	m
	The development team identify the design and development inputs by Development Brief (NPD 002)	completing a Product	including the Product quality, food safety an	d hygiene requireme	nts. It is company	policy that all n	ew plant and equip	ments
	At this stage, the development team will carry out a risk assessment to		meets relevant legisla ensures that all plant	and equipment is sup	plied with a Certi	ficate of Conform	nity confirming it is	fit for
	product does not jeopardise factory operations. The development tean that the process flows for all new manufacturing processes are designe	d to ensure that product is	purpose (Suitable for installation and comm	issioning of new plan	t and equipment	in a hygienic and	controlled manne	r such
	manufactured according to approved product formulations and to prev The team will take into consideration possible allergens and cross-cont		that it does not repres release of new Plant a				le for approving th	e
	of vegetarian products with meat products and preservation of product be handled to ensure food quality, safety and legality are maintained. F		Product/Shelf Life Tria	ls				
	including organic, gmo, and certified origin, the product development t of the raw material to identify routes of contamination and confirm con	eam carry out a risk assessment	The Development tea	_	tion proving trial	and confirms a	cceptable quality, s	helf life
	throughout the purchasing and supply chain. The appropriate procedur raw material, intermediate product and end product to prevent cross-c		and transit stability of Shelf life is established					
	identity status of the product.		subsequent storage co					
	Where packaging materials pose a product safety risk, special handling prevent product contamination or spoilage.	procedures are introduced to	Shelf life trials use doo per standard company		s per customer co	des of practice of	or where not speci	fied as
	Document Reference FS 2.3.1 Product Development		Document Reference		elopment			
	Revision 0 1 <sup>st</sup> November 2020 Owned by: Product Development Manager		Revision 0 1 <sup>st</sup> Novem Owned by: Product De					2
	Authorized By: Quality Manager		Authorized By: Quality					
age 1 of 8	1843 Words DE English (US)				<b>B</b> 72	= -		- +
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	Product Development	Plan		
	Stage	Responsibility	Date	Signed
	STAGE 1: Product Brief			
	- Product Brief supplied to NPD			
	- Critical path generation			
	STAGE Complete & Authority to Move to Next Stage	Yes/No	Date	Signed
	Development Manager			
	Stage	Responsibility	Date	Signed
	STAGE 2: Kitchen work stage			
	- Specification sent for New Ingredients			
	- Preliminary Specification Checked and signed off			
	- Raw Material evaluated by Quality against the Spec			
	- Initial Product costing done			
R	ocument Reference Product Development Plan NPD 001 evision 0.1 <sup>4</sup> November 2020 wned by: Development Manager thorized By: Quality Manager			

#### Assistance with Supplier Risk Assessment

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

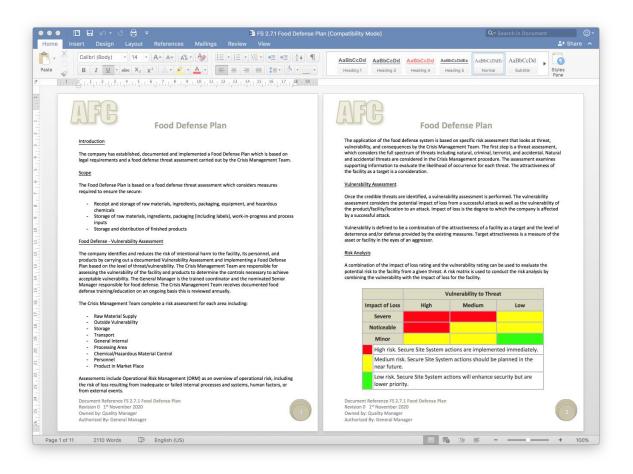


Including FS 2.3.4A Supplier & Material Risk Assessment Template:

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-									Risk			
	Score		Category Rating		ty of Risk				Score	Rating		ould I do?
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_	4		ent/High Risk Service		ry, extensive injuries				16 - 20	High		rvice Monitoring Required
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							SC uaR pta pet	S e v e	S i g n i f			
							lgi ion erg	r i t	i c a	FSMA Supply Chain	Supplier Control #	Aeasures Required
	Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	ſÿ	Ŷ	n c e	Program Required?	Primary Control	Secondary Control
Г	1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Yes	Supplier Audit every 6 months	Positive Release by Site prior to Use
Γ	2	в	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	No - On Site Process Control - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Deliv
Γ	3	с	Whole Milk Powder	Raw Ingredient	Salmonella Present	Further Processed by Custome	4	4	16	No - Controlled By Customer - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Deliv
	4	D	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25	Yes	Supplier Audit every 6 months	Certification to GFSI Approved Stands
Г	5	E	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	No	Certification to GFSI Approved Standard	COC with each Delivery
	6	F	Cardboard Box	Non-Contact Packaging	Yeasts & Molds	No access to Production Facility	1	1	1	No	Supplier Assurance Questionnaire	Supply to Contract Specification
	7	G	0				1	5	5	No	Supplier Audit every 6 months	Positive Release by Site prior to Us
	► S	upplier Risk Calculator	Supplier Category C	ontrols on Site Suppli	er Control Measures	+						

#### 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:

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F	ood Thr	eat Assessment & Mitig	ation Plan Summary									
										Food Defence Mitigation Plan		
							Risk Assessment			Control Measures Required		
	ssessment 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 Contro 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		
Γ	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 areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.		
Γ	4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks		
Γ	5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place		
Γ	6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place		
Γ	7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering		
Γ	8	Processing Area			Processing Area Security	3	3	9				
	9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9				
					Darronnel Serurity							

### Assistance with Food Fraud Assessment

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

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AFG Food Fraud	AFG FO	ood Fraud
Normality         Normality           Survey of information on previous material/product fraud incidents         Normality           Survey of information on previous material/product fraud incidents         Normality           Survey of information on previous material/product fraud incidents         Normality           Survey of information on material/product fraud incidents         Normations           Survey of information on material/product fraud incidents         Normation incident information on material/product fraud incidents           Survey of information on material/product fraud incidents         Normation incident information on material/product fraud incidents           Survey of information on material/product fraud incidents         Normation incident information on material/product fraud incidents           Survey of information on material/product fraud incidents         Normation incident information on material/product fraud incidents           Survey of information on material/product fraud incidents         Normation incident information in the survey of information on material/product fraud incidents           Survey fraud frauding the survey of information on material/product fraud incidents         Normaterial/product fraud incincidents		swing food fraud categories: and name, packaging concept, recipe, processing method etc. ed in an illegal or dishonest way. Bien with high value with a liquid of lower value. either with high value with a liquid of lower value. Law is the product of high value with another e.e. e. diff uncharter and undeclared materials to food products in ching false claims on packaging for economic gain. th rol lifegal methods.
Document Reference F5.2.7.2 Food Fraud Revision 0.3 <sup>4</sup> November 2020 Owned by: Quality Manager Authorized By: Purchasing Manager	Document Reference 15 2.7.2 food Fraud Revision 01 <sup>st</sup> November 2020 Owned by: Cuality Manager Authorized By: Purchasing Manager	
Page 3 of 8 1301 Words IP English (US)		<b>8</b> ﷺ ← → + 100%

## FS 2.7.2A Food Fraud Assessment Template:

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od Fraud	Vulnerability	Assessment & Plan	Summary															
		d historical issues, Historica																
crease the pot	tential for adulterat	ion, Sophistication of routi	ne testing to identify adult ihood is less), Country of a					ve and focuse	ed on potential fraud iss	ves, then the								
S S	Very high - a	high profile product or material w			ial Category Rating latory authorities -		ing is required to a	ensure only genui	ne materials are purchased.									
4	High - a T	high profile product or material that	t provides an atractive target for a conduct or material that may b					ure only genuine	materials are purchased.									
2		Low - this product or material is	unlikely to be a target for substitu	ution or adulteration	n; however a re-as	sessment may be	necessary if new in		nes available.									
1		Negl	gible - no further action required	as the product or	material is extreme	ly unlikely to be a t	target for food fra	vd.										
																		Food Fraud Mitigatio
					Available 8	nformation and Da	ata Review						Rbk Assessment		Risk	lating		Control Measures Rec
usment As	Assessment Category	Details of Product or Material or Service	Details	Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adultarupts	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Likelihood	Economic Consequence	Public Health Consequence	Economic Risk Rating	Public Health Risk Rating	Primary Control	Secondary Control
1 Purch	chased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing	Select exercises at the ra
2 Purch	chased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	drop down lists upply chain audits
3 Purd	chased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard	5	3	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval
4	Contract Packer	Contract Scones	Contract Pack Inc USA						Grey market	5	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier	Raw material testing
5 Purcha	hased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	2	9	6	Supply chain audits	COC with each Deliver
6	Contact Material	Detergent	Chemico Inc USA						No Risk	1	Supply to Contract Specification	1	3	2	3	2	Supply chain audits	COC with each Deliver
2 Pun	rchased Non-Contact Packaging	Cardboard Box	BoxForm Inc USA						No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from rav suppliers
'	site in-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	з	Site Security	3	4	з	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw suppliers
	and improved product								Stolen goods		Mass Balance exercises on site	3	4	а	12	•	Certificates of analysis from raw material suppliers	Certificates of analysis from rav suppliers
8 On-si	site Finished Product	Choco Cake Mix Packed							scores proces		weekly						suppriers	suppoers
8 On-si 9 On-si		Choco Cake Mix Packed Choco Cake Mix Bags							Courterfeiting	1	weekly Site Security	3	5	3	15		Certificates of analysis from raw material	Certificates of analysis from raw
8 On-si 9 On-si 10 On-si	n-site Finished Product								-	3		3	5	а	15	9		

25

#### <u>The next folder to open is the Good Manufacturing Practice</u> <u>Templates folder</u>

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.

88		Q Search
ame		
, P	GMP 11.1 Site Location and Premises.docx	
1	GMP 11.1A Site Premises Factory Plan.xlsx	
<b>1</b>	GMP 11.1A Site Premises Plan.docx	
<b>•</b>	GMP 11.2.1 Repairs and Maintenance.docx	
<b>1</b>	GMP 11.2.2 Maintenance Staff and Contractors.docx	
-	GMP 11.2.3 Calibration.docx	
	GMP 11.2.4 Pest Prevention.docx	
<b>1</b>	GMP 11.2.5 Cleaning and Sanitation.docx	
	GMP 11.3 Personnel Hygiene and Welfare.docx	
<b>1</b>	GMP 11.3A Protective Clothing Risk Assessment.docx	
<b>1</b>	GMP 11.4 Hygiene Policy.docx	
<b>1</b>	GMP 11.4 Personnel Processing Practices.docx	
<b>1</b>	GMP 11.5 Water, Ice and Air Supply.docx	
	GMP 11.6 Receipt, Storage and Transport.docx	
<b>1</b>	GMP 11.7.1 Separation of Functions & High-Risk Processes.docx	
	GMP 11.7.1A Personnel High Risk Hygiene Barrier.docx	
	GMP 11.7.2 Thawing of Food.docx	
	GMP 11.7.3 Control of Foreign Matter Contamination.docx	
<b>1</b>	GMP 11.7.3A Glass Policy.docx	
<b>•</b>	GMP 11.7.3B Control of Brittle Materials.docx	
<u>م</u>	GMP 11.7.3C Glass & Brittle Material Breakage Procedure.docx	
	GMP 11.7.3D Control of Knives.docx	
	GMP 11.7.4 Detection of Foreign Objects.docx	
- P	GMP 11.8 Waste Disposal.docx	

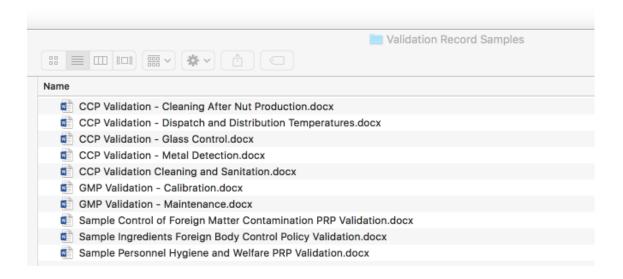
Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

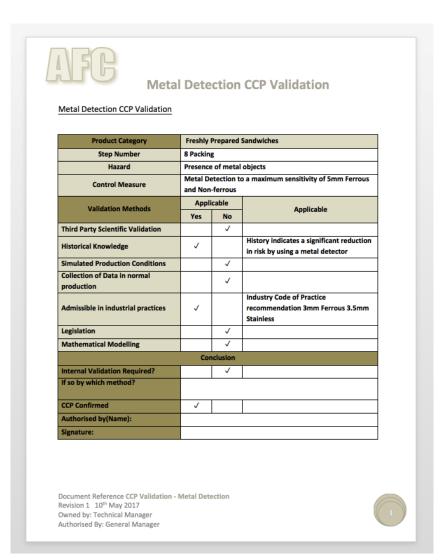
#### Good Manufacturing Practices for Processing of Food Products

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.





## 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

