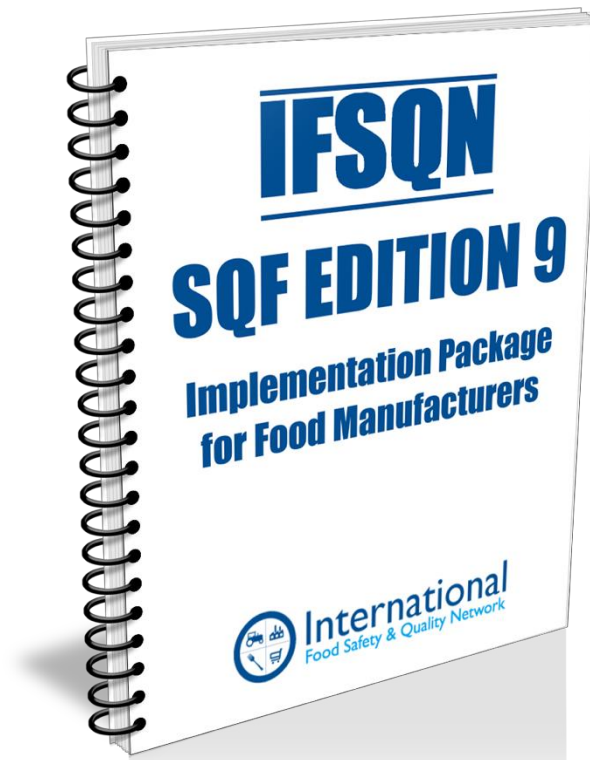


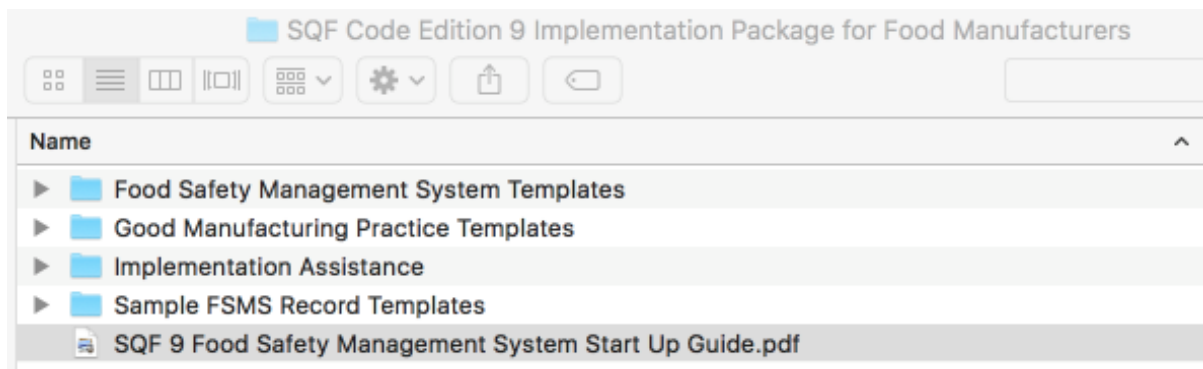
Welcome to the IFSQN SQF Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Food Safety Management System Package 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 the 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



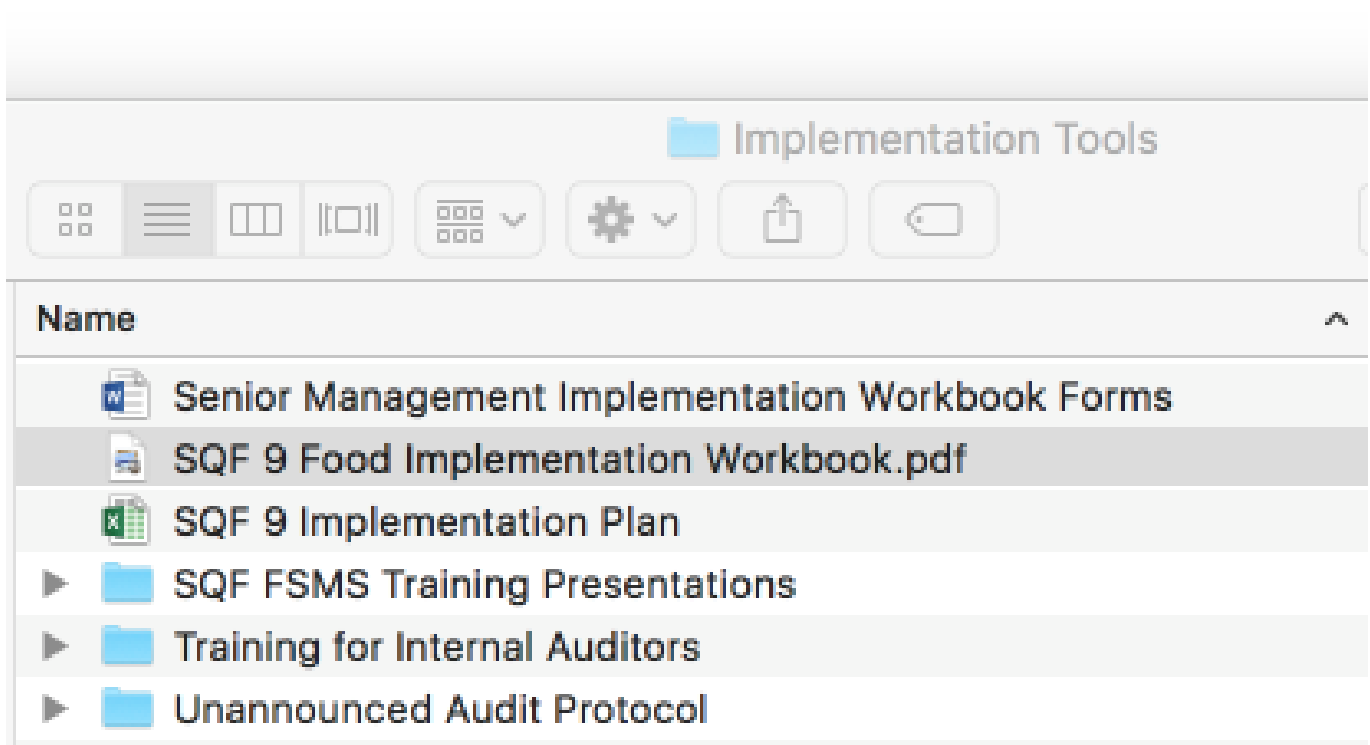
When you download the package, you will find this start up guide and 4 folders containing the package documents and tools:



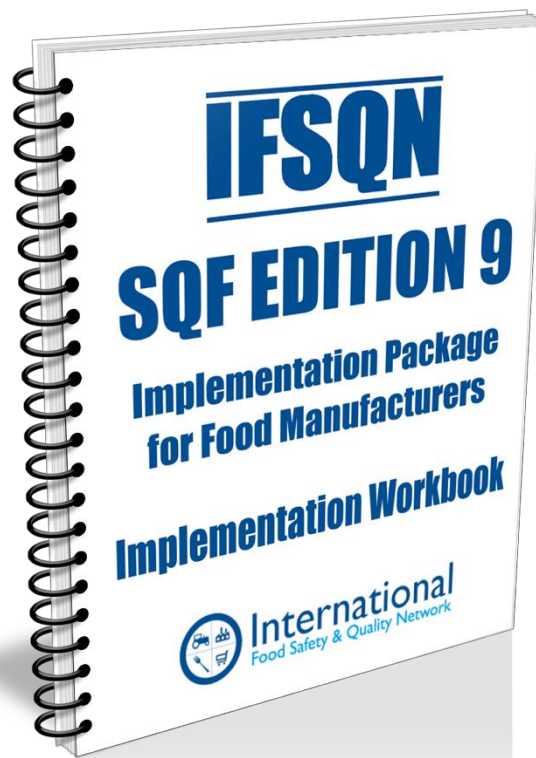
Your first job is to obtain your own copy of [the SQF Food Safety Code for Manufacturing Edition 9](#) from the SQFI website

(Free to download)

Start by opening the Implementation Tools folder:

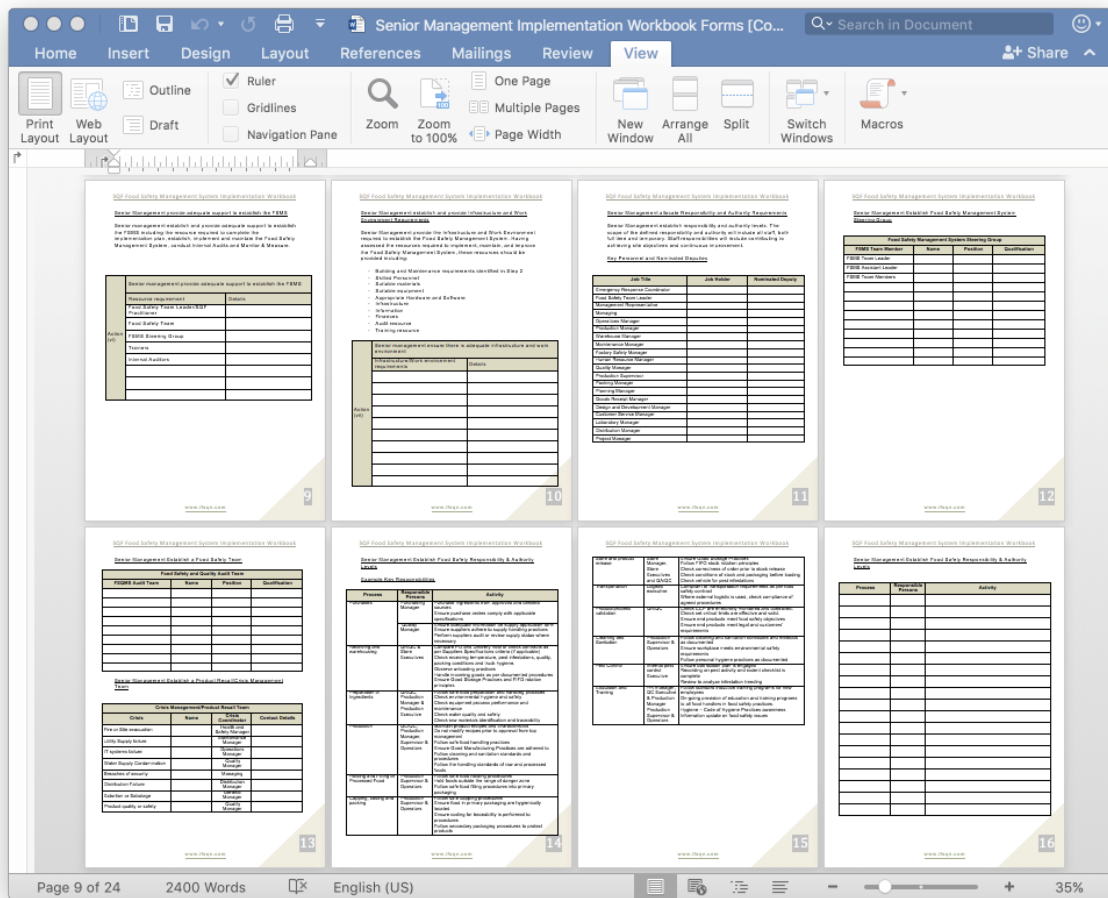


The main document in the folder is the **SQF 9 Food Implementation Workbook**



SQF Food Safety Management System Edition 9 Start Up Guide

The checklists are also provided in Microsoft Word format in the document SQF 9 Food Implementation Workbook Forms:

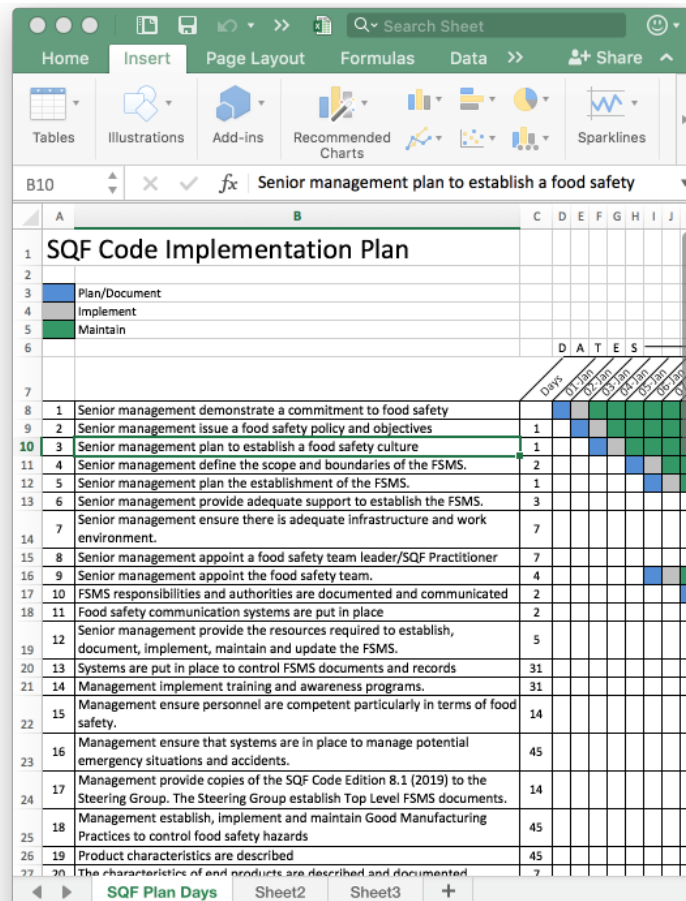
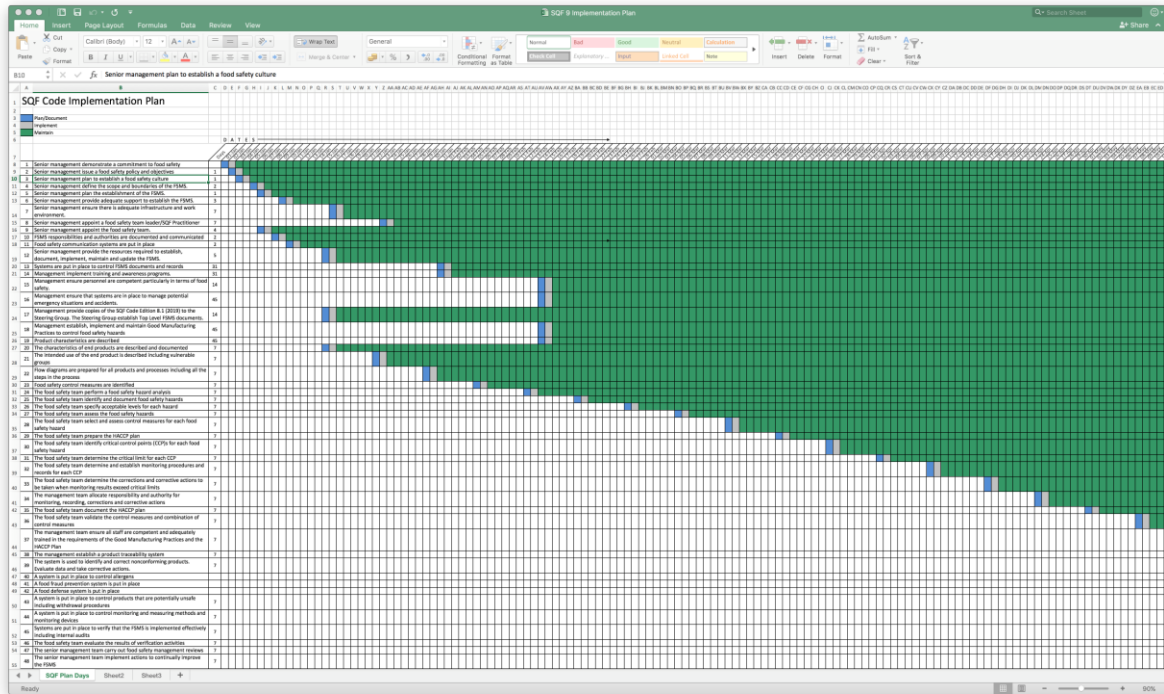


Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package

- Step Three: Food Safety Management System 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

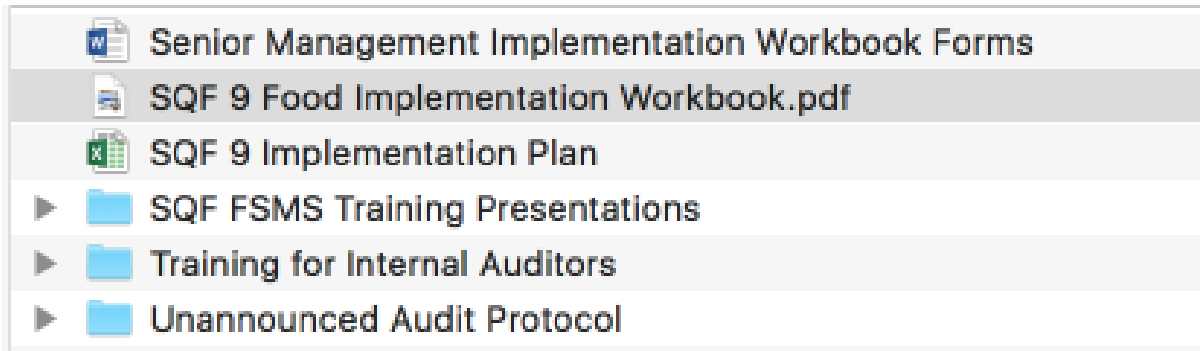
SQF Food Safety Management System Edition 9 Start Up Guide

In this folder, you will find the **SQF 9 Implementation Plan** which can be used to by Senior Management to plan the development of your SQF Food Safety Management System



SQF Food Safety Management System Edition 9 Start Up Guide

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

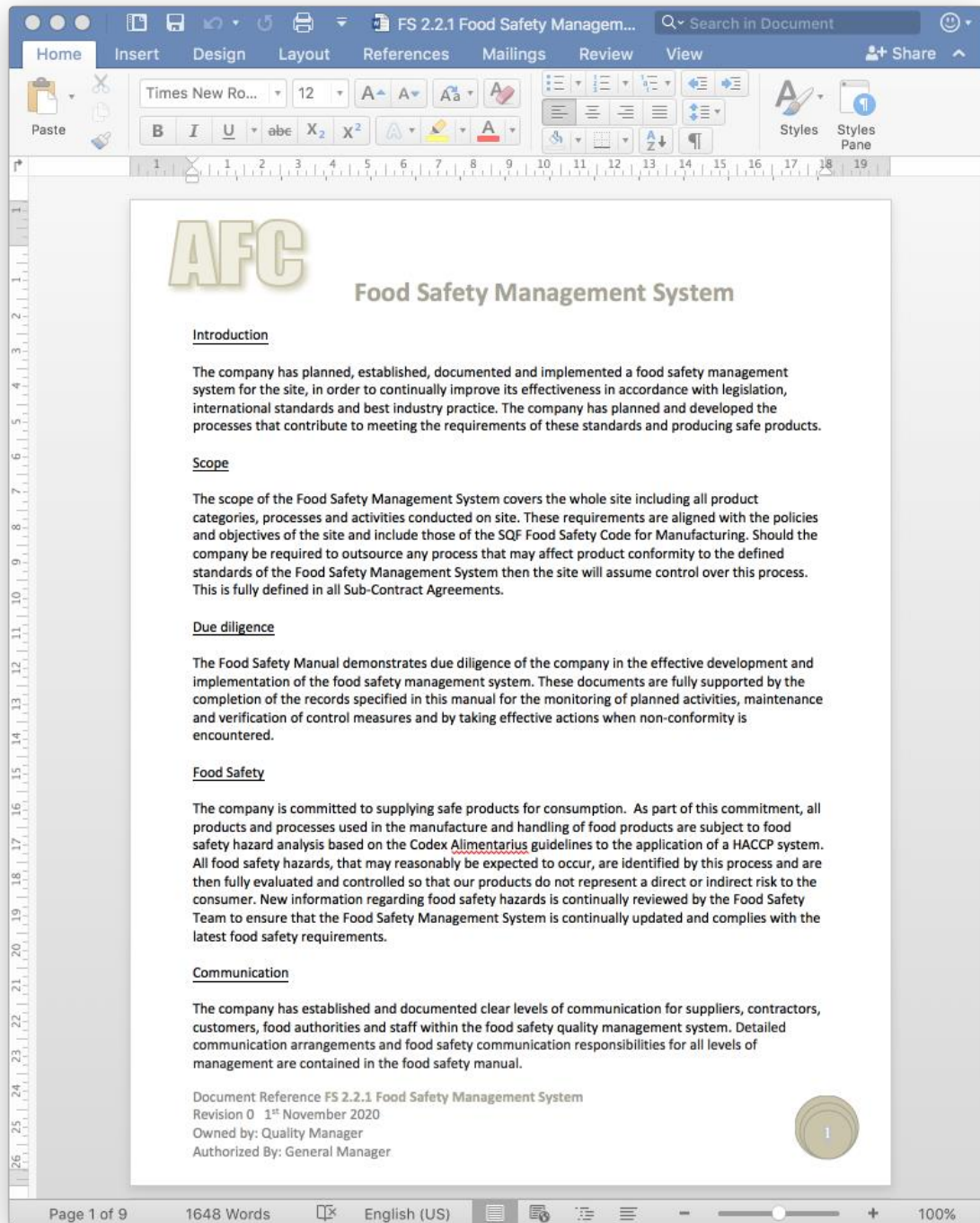
There is a PowerPoint training presentation that explains how the Food Safety Management System Tools & Templates match and comply with Module 2 System Elements for Food Manufacturing



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

SQF Food Safety Management System Edition 9 Start Up Guide

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.

SQF Food Safety Management System Edition 9 Start Up Guide

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

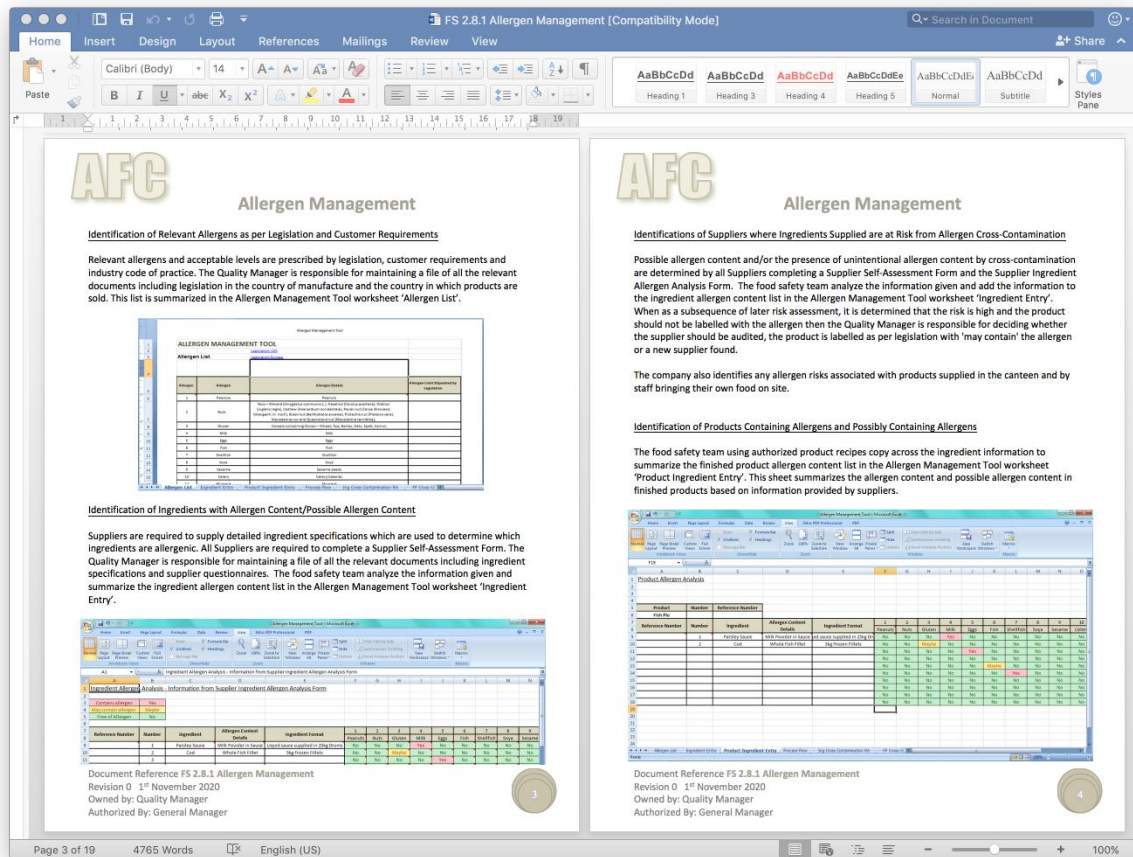
Name
Sample HACCP Documents
SQF HACCP Calculator Instruction 1
SQF HACCP Calculator Instruction 2
SQF HACCP Calculator Instruction 3
SQF Hazard Calculator.xlsx
Training Guide - HACCP SQF Module.pptx

This folder contains supplementary documentation to FS 2.4.3 Food Safety Plan (21page HACCP procedural template)

The screenshot displays a Microsoft Word document titled "FS 2.4.3 Food Safety Plan...". The ribbon at the top includes tabs for Home, Insert, Design, Layout, References, Mailings, Review, and View. The View tab is active, showing options like Print Layout, Web Layout, Draft, Ruler, Gridlines, Navigation Pane, Zoom, New Window, Arrange All, Split, Switch Windows, and Macros. The document content is organized into six columns, each representing a page of the HACCP plan. The first column shows the "Food Safety Plans" section, followed by "HACCP Principles", "HACCP Procedures", "HACCP Procedures", "HACCP Procedures", and "HACCP Procedures". The second column shows "Food Safety Plans" and "HACCP Procedures". The third column shows "Food Safety Plans" and "HACCP Procedures". The fourth column shows "Food Safety Plans" and "HACCP Procedures". The fifth column shows "Food Safety Plans" and "HACCP Procedures". The sixth column shows "Food Safety Plans" and "HACCP Procedures". The document is titled "Page 1 of 21" and "4976 Words".

Allergen Management Assistance

The package contains comprehensive allergen management documentation to supplement FS 2.8.1 Allergen Management Procedure and an Allergen Management Tool:

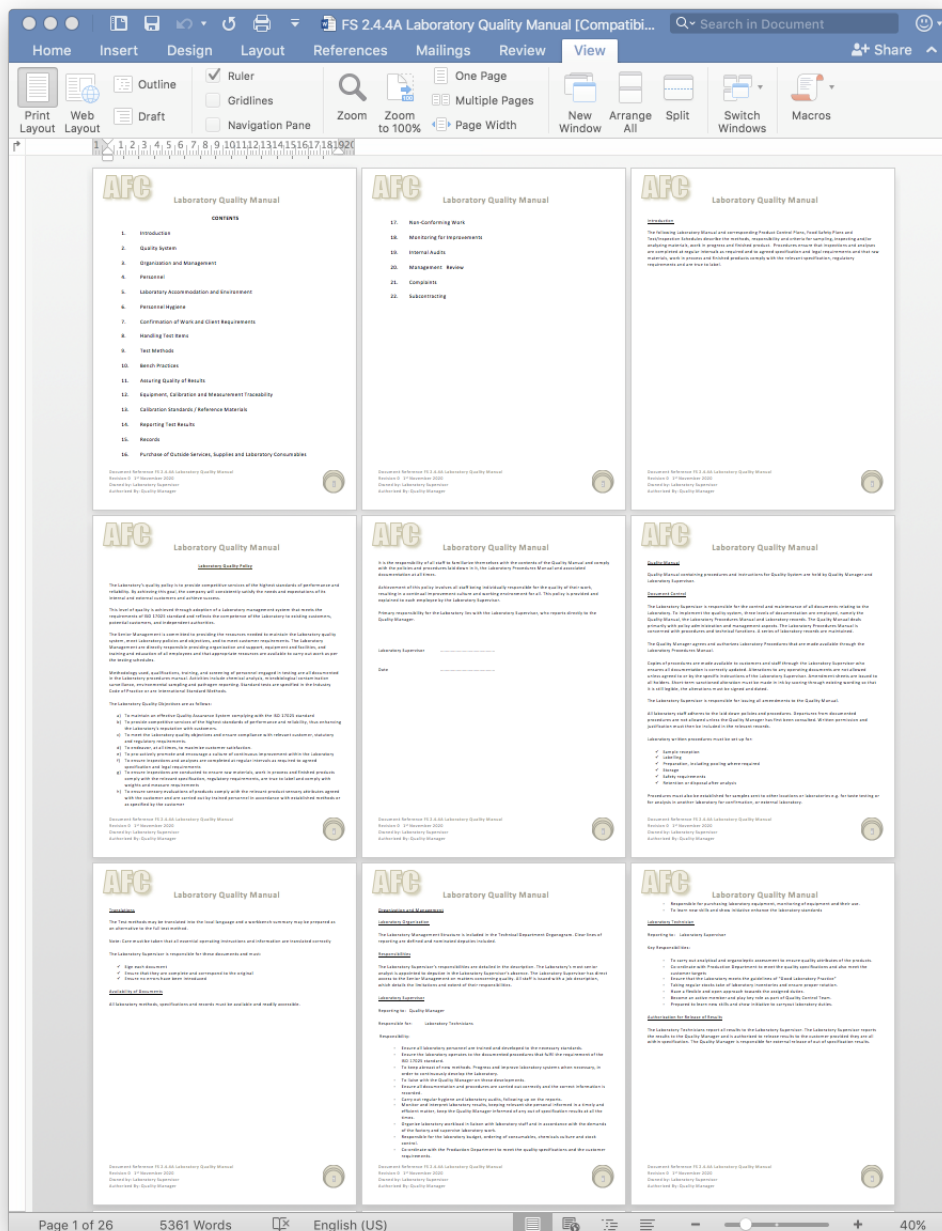


Peanuts	Soya
Nuts	Sesame seeds
Cereals	Celery/Celeriac
Milk	Mustard
Eggs	Lupin
Fish	Sulphur Dioxide & Sulphites
Shellfish	

SQF Food Safety Management System Edition 9 Start Up Guide

Laboratory Management Assistance

The package contains a supplementary comprehensive Laboratory Quality Manual compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.

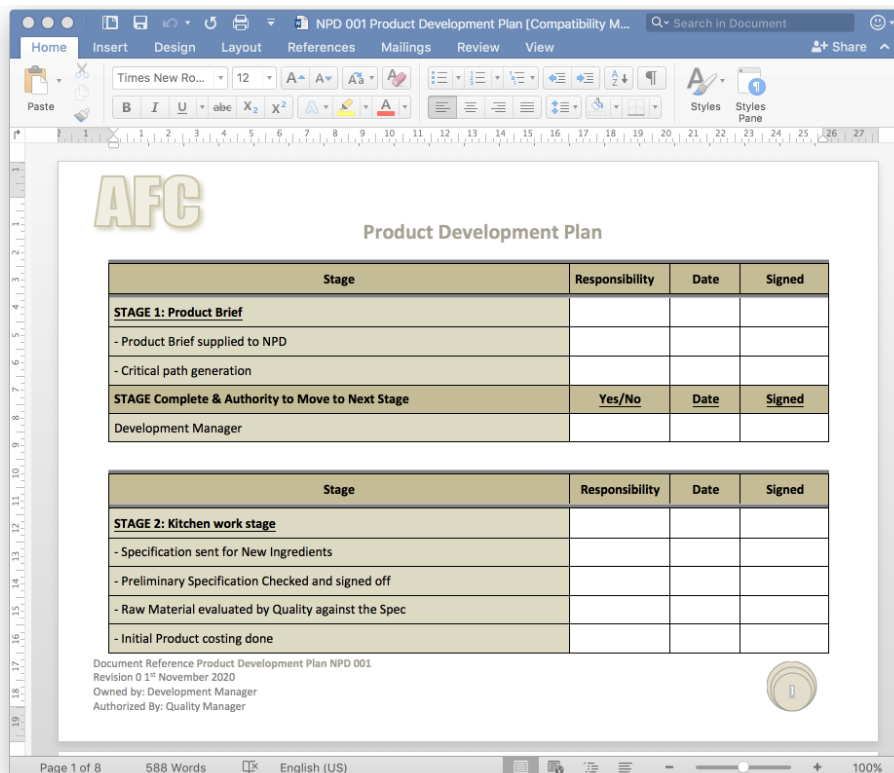
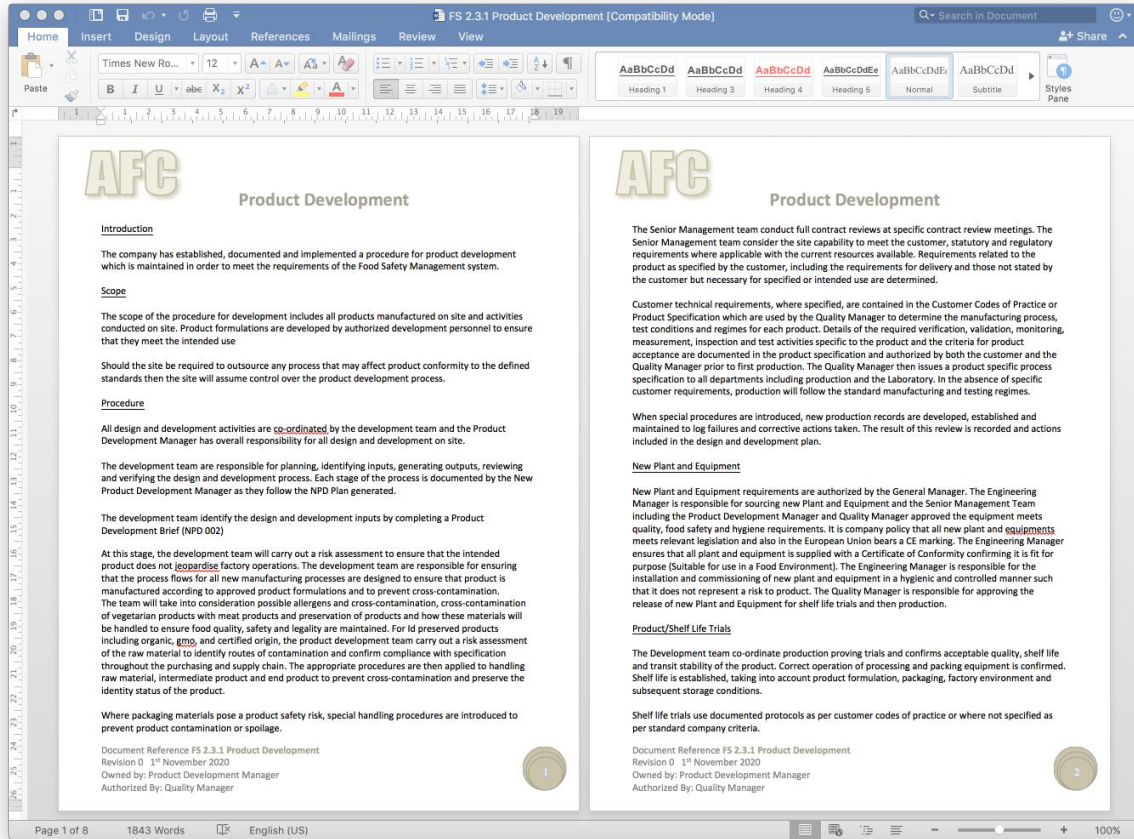


In Edition 9, the SQF Code requires internal laboratories that are used to conduct input, environmental, or product analyses, sampling and testing methods to be in accordance with the applicable requirements of ISO/IEC 17025.

The Laboratory Quality Manual will prove very useful to Laboratories that are new to the requirements of ISO/IEC 17025.

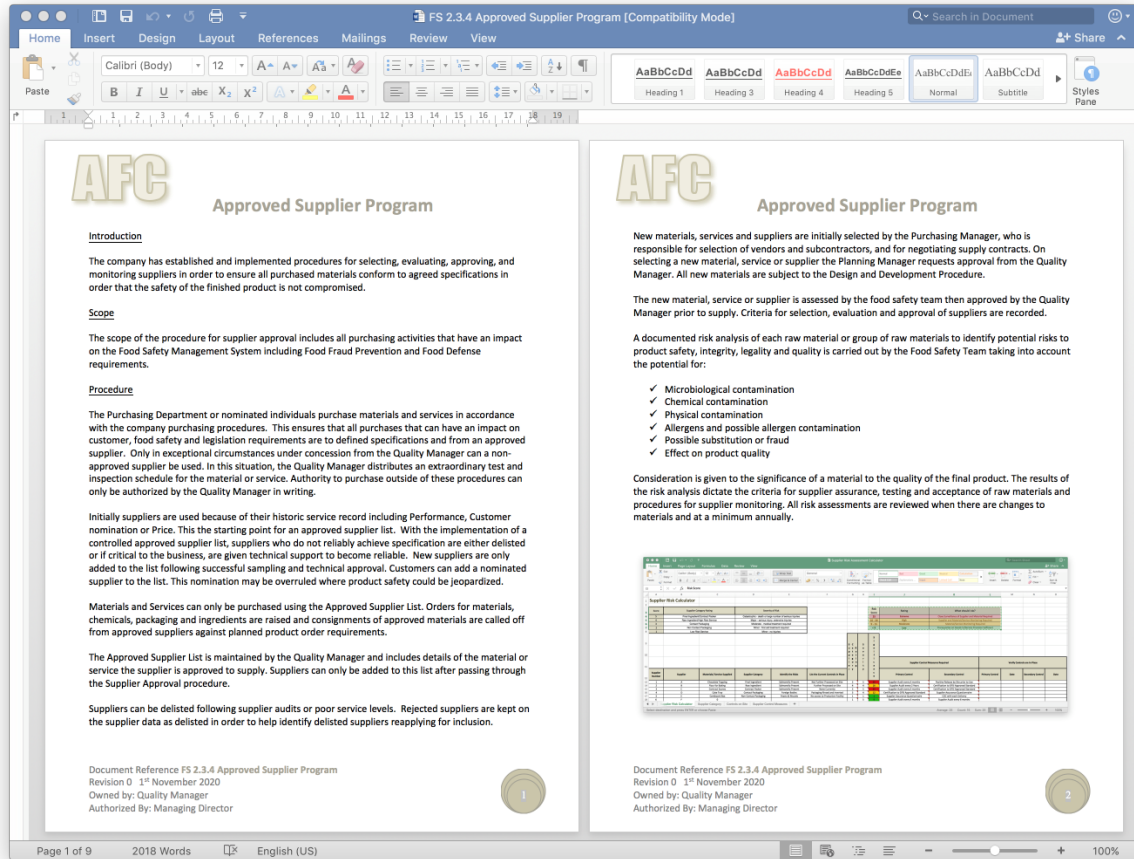
Product Development Assistance

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)

11

A

Text

Bulleted List

Numbered List

Align Left

Align Center

Align Right

Decrease Indent

Increase Indent

Wrap Text

Merge & Center

General

Number

Percentage

Comma

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

FS 2.3.4A Supplier & Material Risk Assessment

Search Sheet

Share

L17

X

fx

COC with each Delivery

A	B	C	D	E	F	G	H	I	J	K	L		
Supplier & Material Risk Calculator													
3	Score	Supplier Category Rating	Severity of Risk						Risk Score	Rating	What should I do?		
4	5	Final Ingredient/Contract Packager	Catastrophic - death or large number of serious injuries						25	Extreme	Close Surveillance of Supplier and Material Required		
5	4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries						18 - 20	High	Supplier and Material/Service Monitoring Required		
6	3	Contract Packaging	Moderate - medical treatment required						9 - 15	Moderate	Material/Service Monitoring Required		
7	2	Non Contact Packaging	Minor - first aid treatment required						< 9	Low	Prerequisites on Goods in/Service Provision Sufficient		
8	1	Low Risk Service	Minor - no injuries										
9													
10													
11													
12	Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	S	C	S	R	FSMA Supply Chain Program Required?		
13	1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25	Yes		Supplier Control Measures Required	
14	2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16	No - On Site Process Control - Cooking			Primary Control
15	3	C	Whole Milk Powder	Raw Ingredient	Salmonella Present	Further Processed by Customer	4	4	16	No - Controlled By Customer - Cooking		Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
16	4	D	Contract Scones	Contract Packager	Salmonella Present	None Currently	5	5	25	Yes		Supplier Audit every 6 months	Certification to GFSI Approved Standard
17	5	E	Cake Tray	Contract Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	No		Certification to GFSI Approved Standard	COC with each Delivery
18	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
19	7	G	D				1	5	5	No		Supplier Audit every 6 months	Positive Release by Site prior to Use

Supplier Risk Calculator

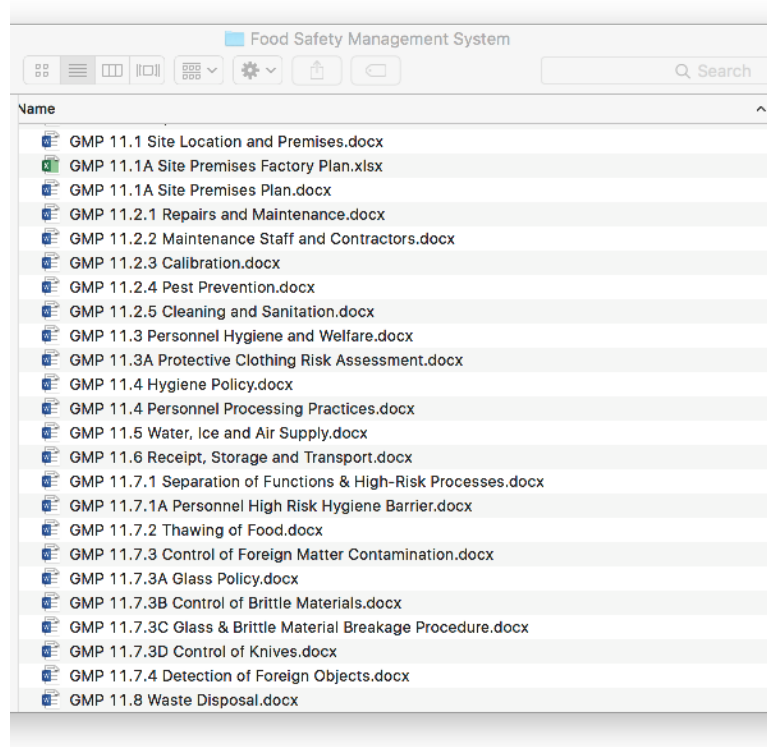
Supplier Category

Controls on Site

Supplier Control Measures

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

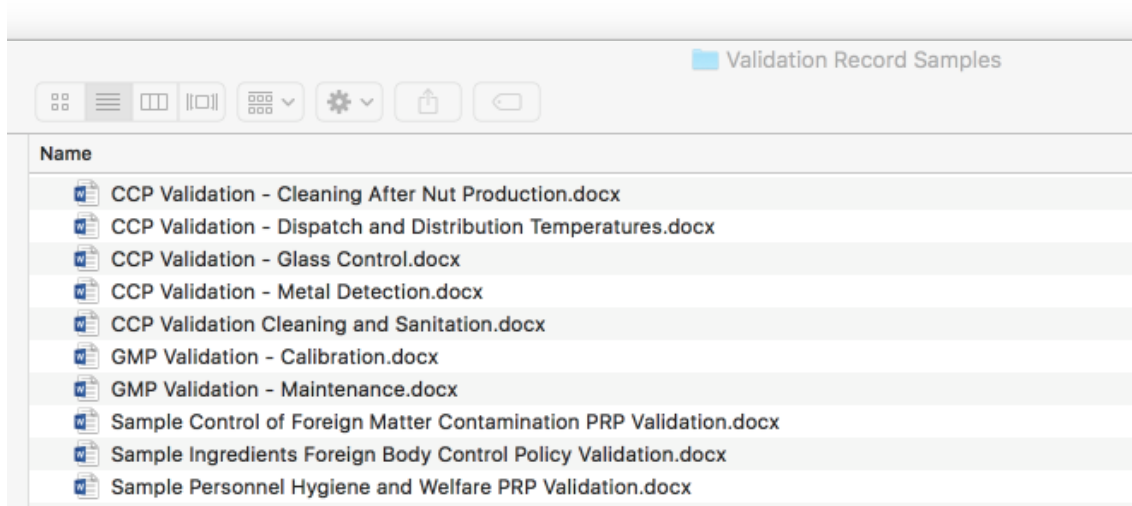
GMP 11.1A Site Premises Plan


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		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
CCP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference CCP Validation - Metal Detection
Revision 1 10th 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