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
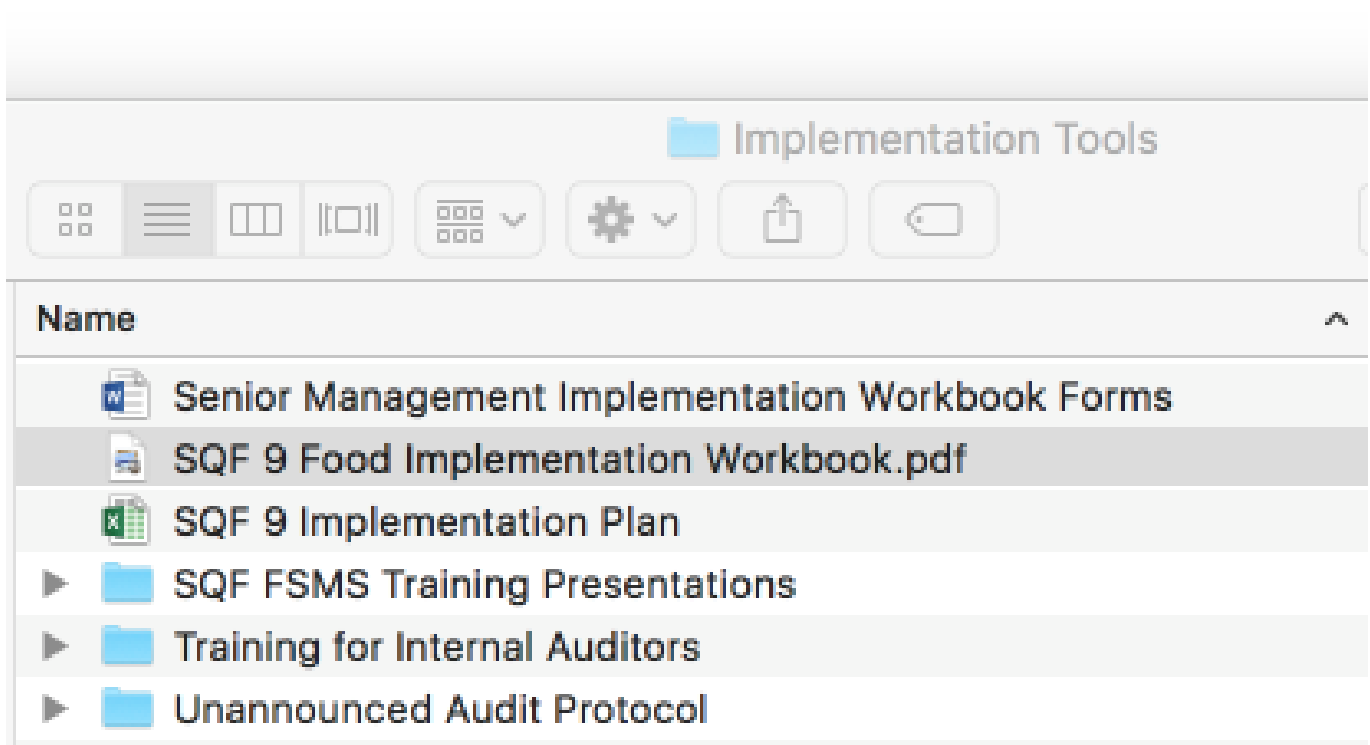- ✓ Supplementary Documents and Management Tools

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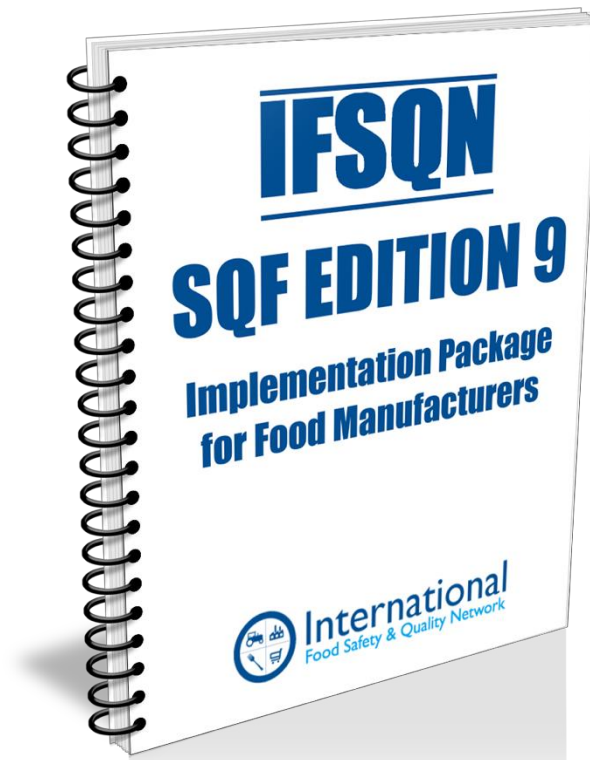
When you download the package, you will find this start up guide and 4 folders containing the package documents and tools:
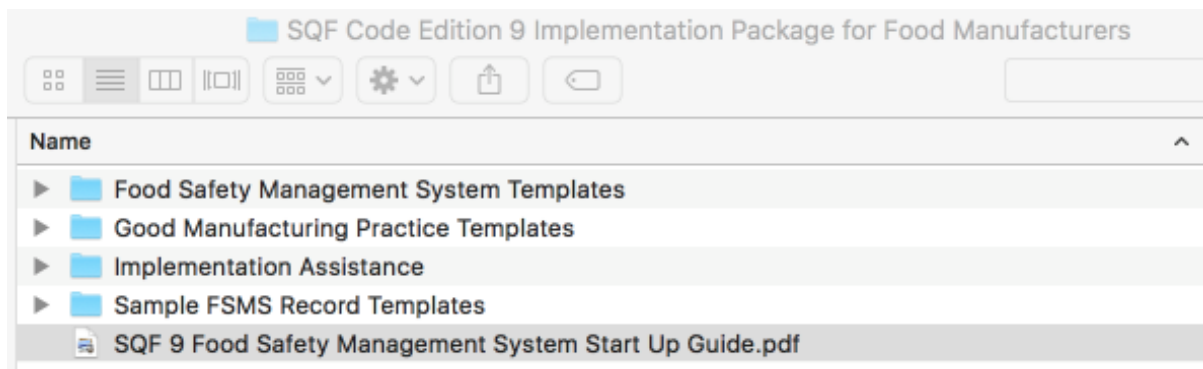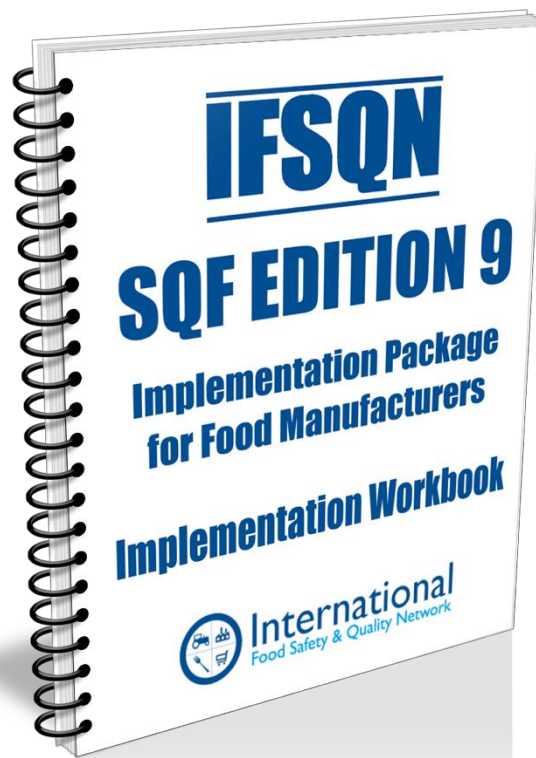

Your first job is to obtain your own copy of the SQF Food Safety Code for Manufacturing Edition 9 from the SQFI website

(Free to download)

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

Implementation Tools

Name	^
📄 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	

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

IFSQN

SQF EDITION 9

Implementation Package for Food Manufacturers

Implementation Workbook

International
Food Safety & Quality Network

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The checklists are also provided in Microsoft Word format in the document SQF 9 Food Implementation Workbook Forms:
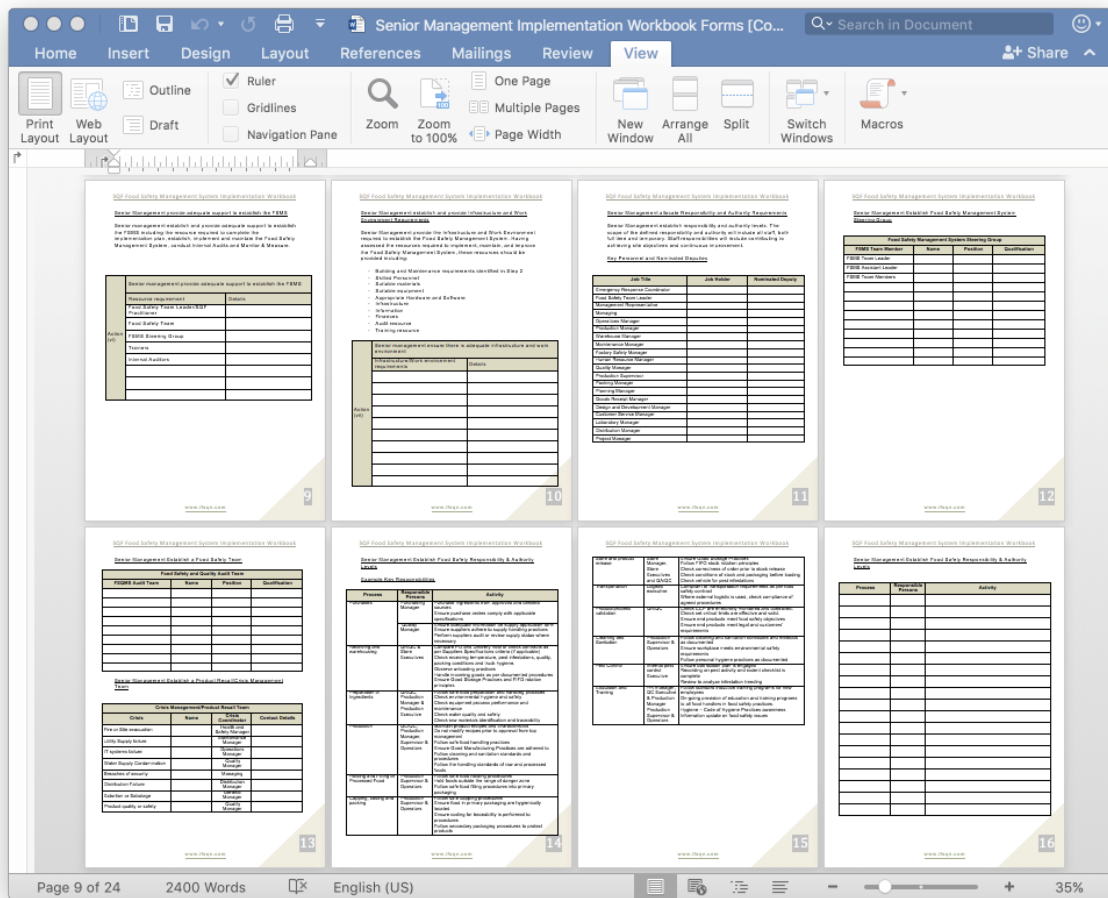
Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package

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

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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

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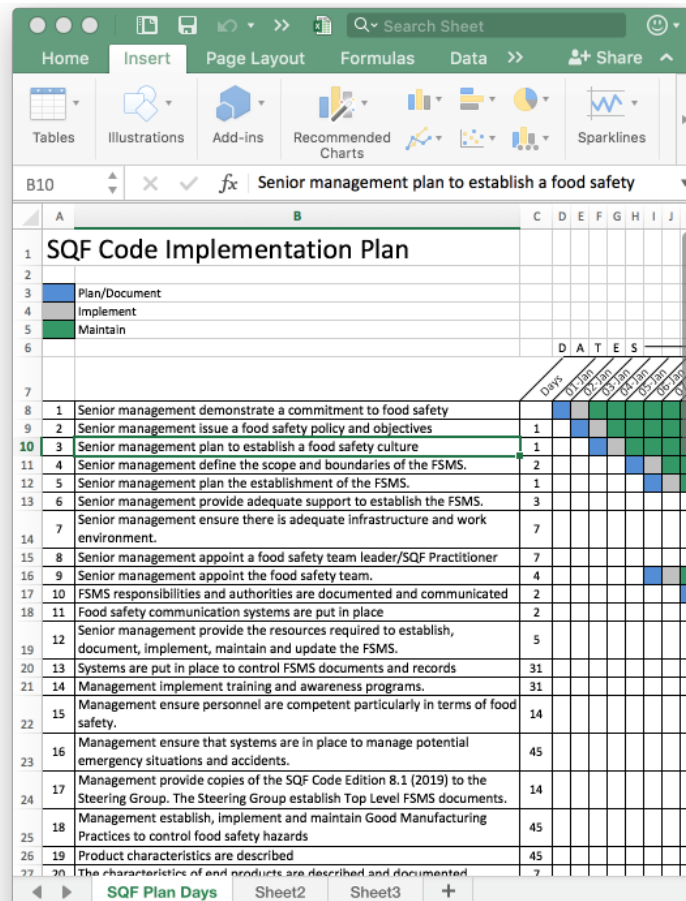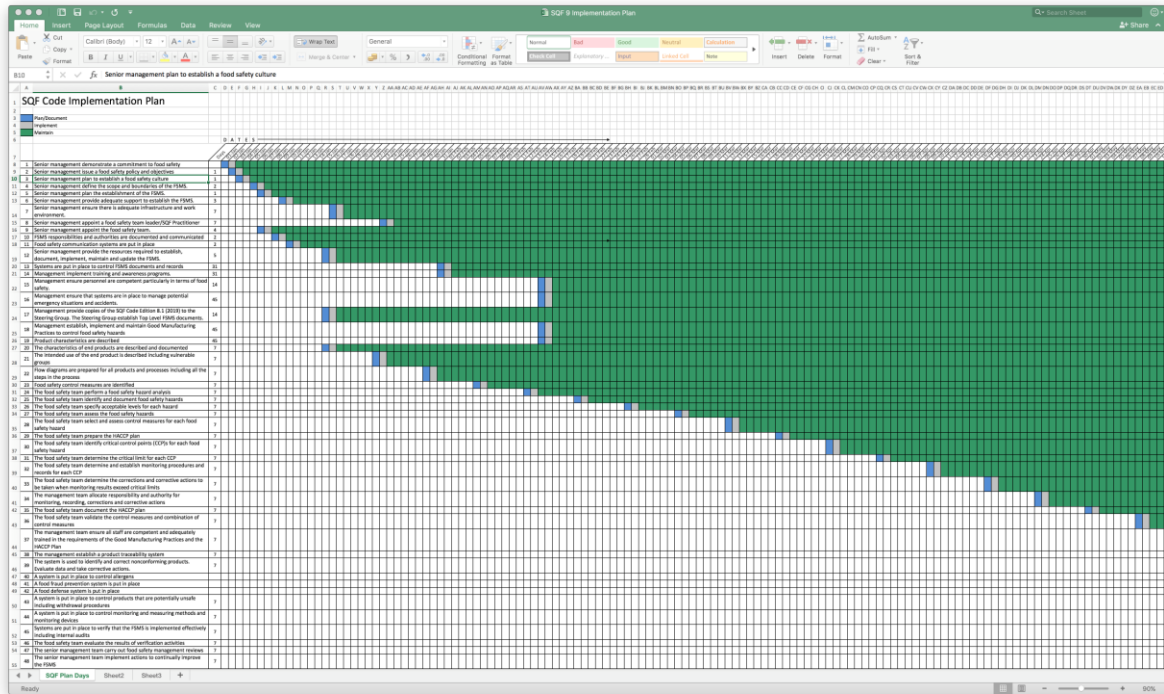
There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors.
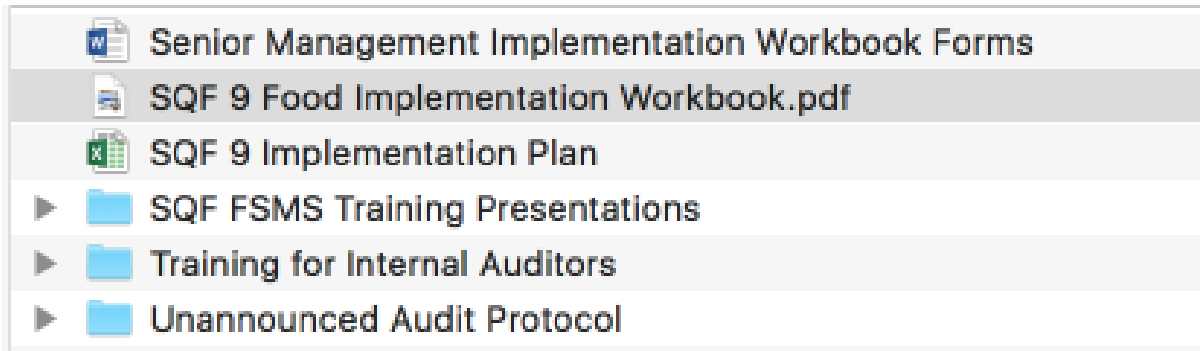
SQF FSMS Training Presentations Sub-Folder

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

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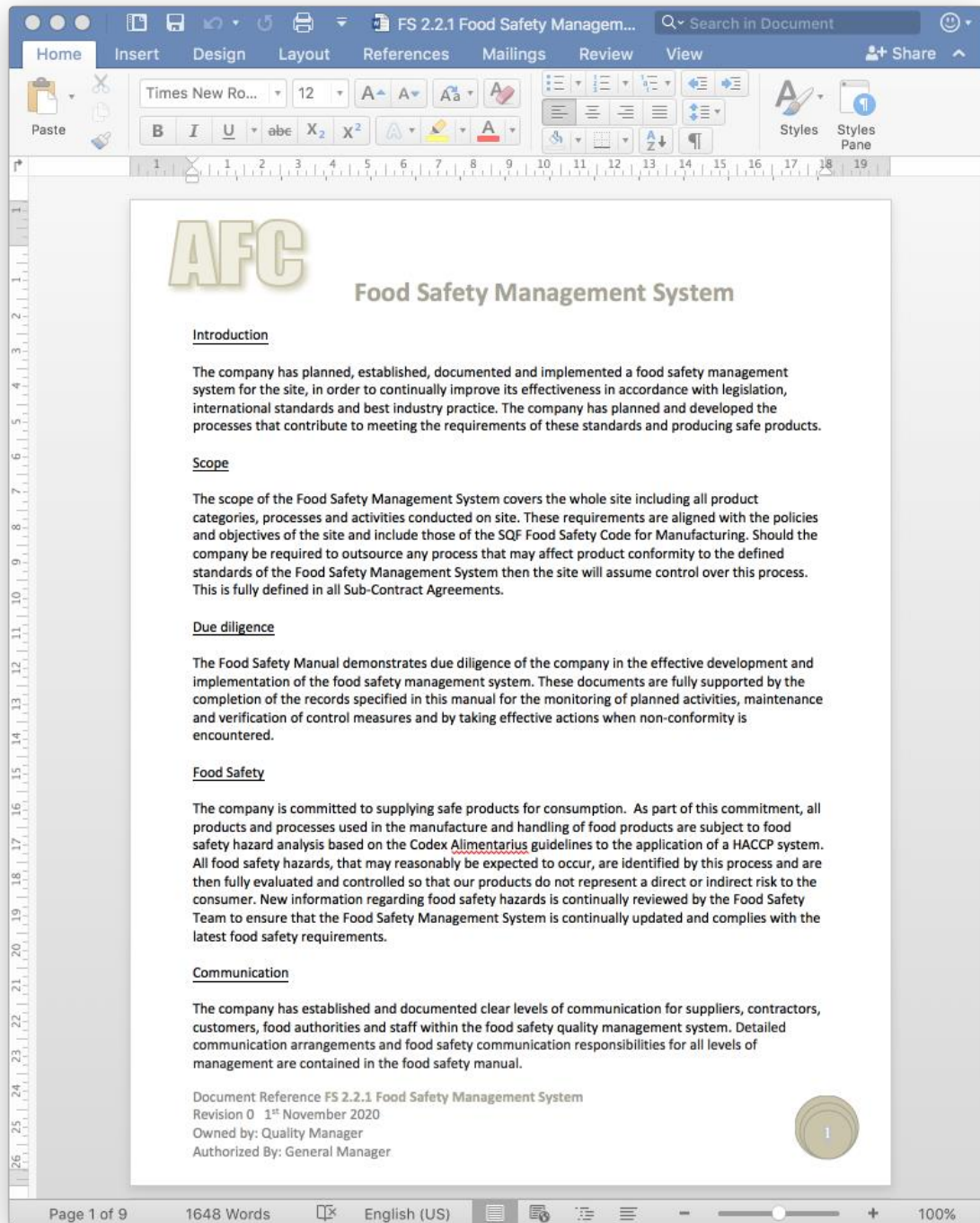
The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

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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)

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Allergen Management Assistance

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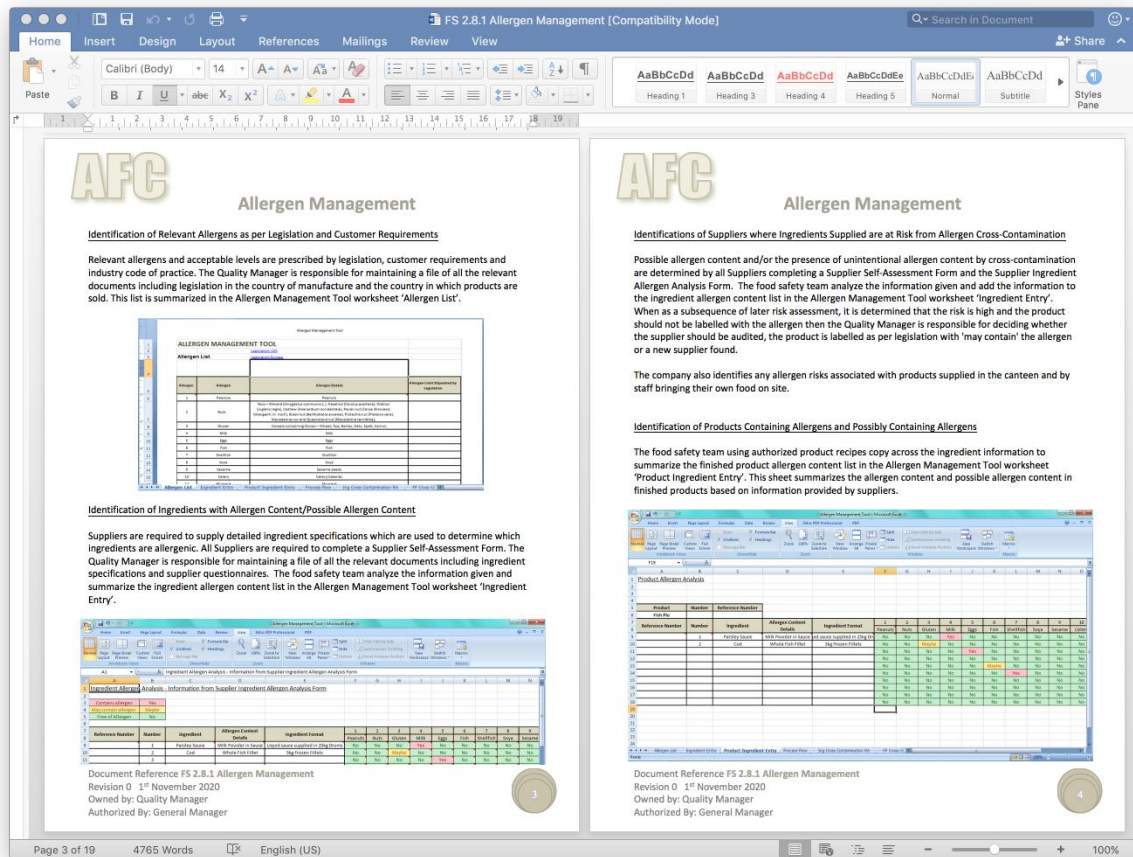
Laboratory Management Assistance

The package contains a supplementary comprehensive <u>Laboratory Quality Manual</u> compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.
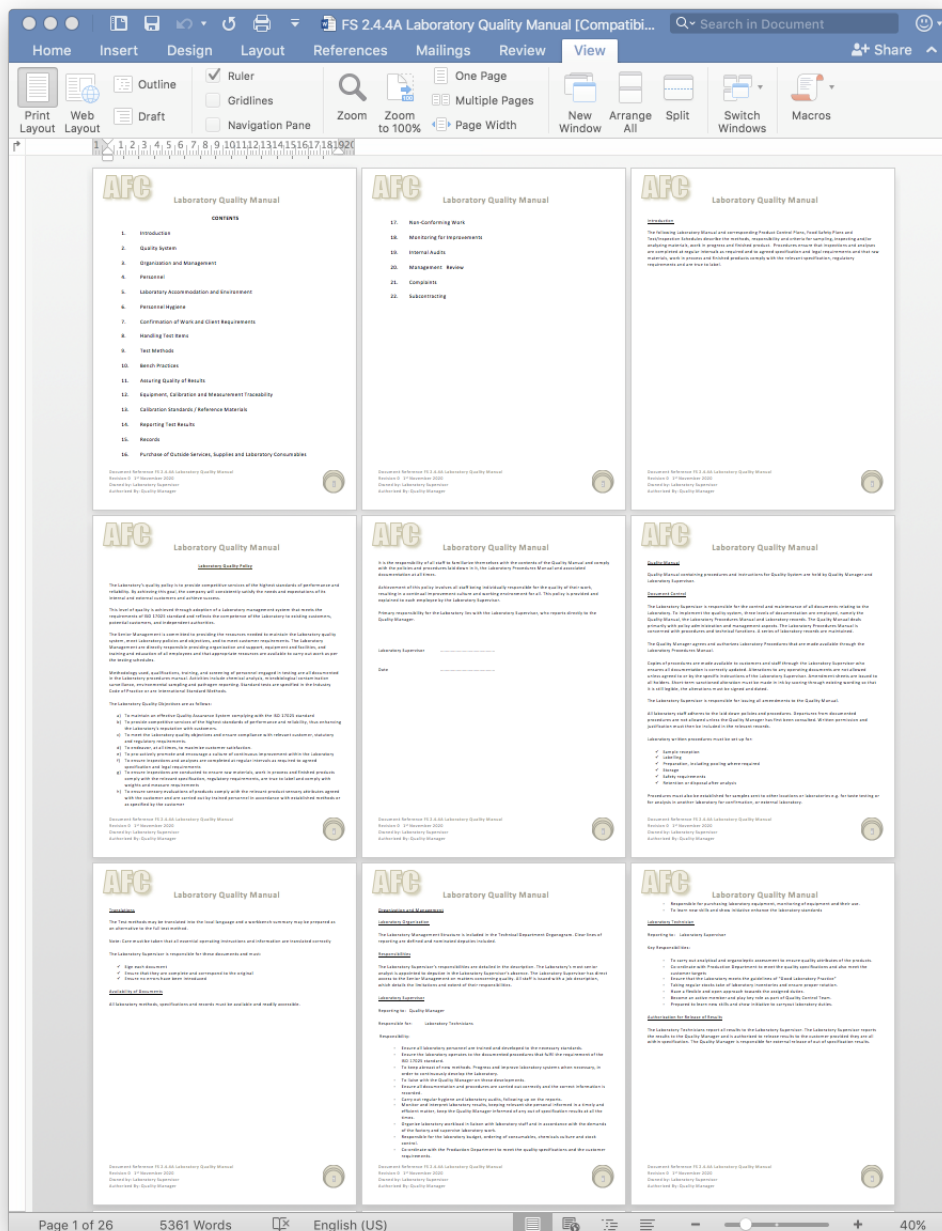
In Edition 9, the SQF Code requires internal laboratories that are used to conduct input, environmental, or product analyses, sampling and testing methods to be in accordance with the applicable requirements of ISO/IEC 17025.

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

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<u>Product Development Assistance</u>

The package contains documentation and tools that supplement FS 2.3.1 Product Development:
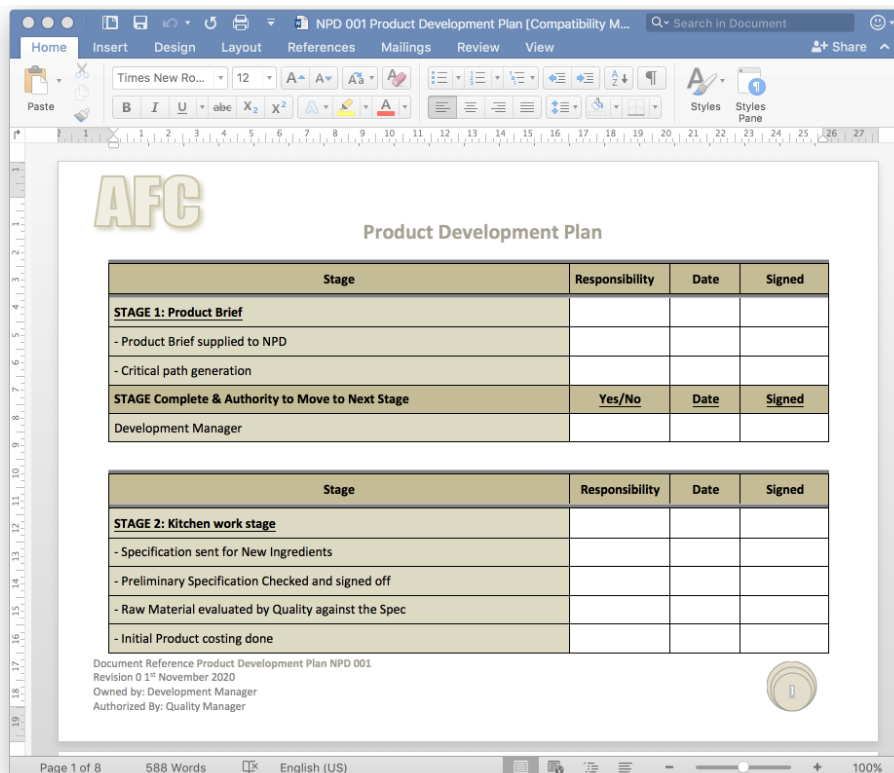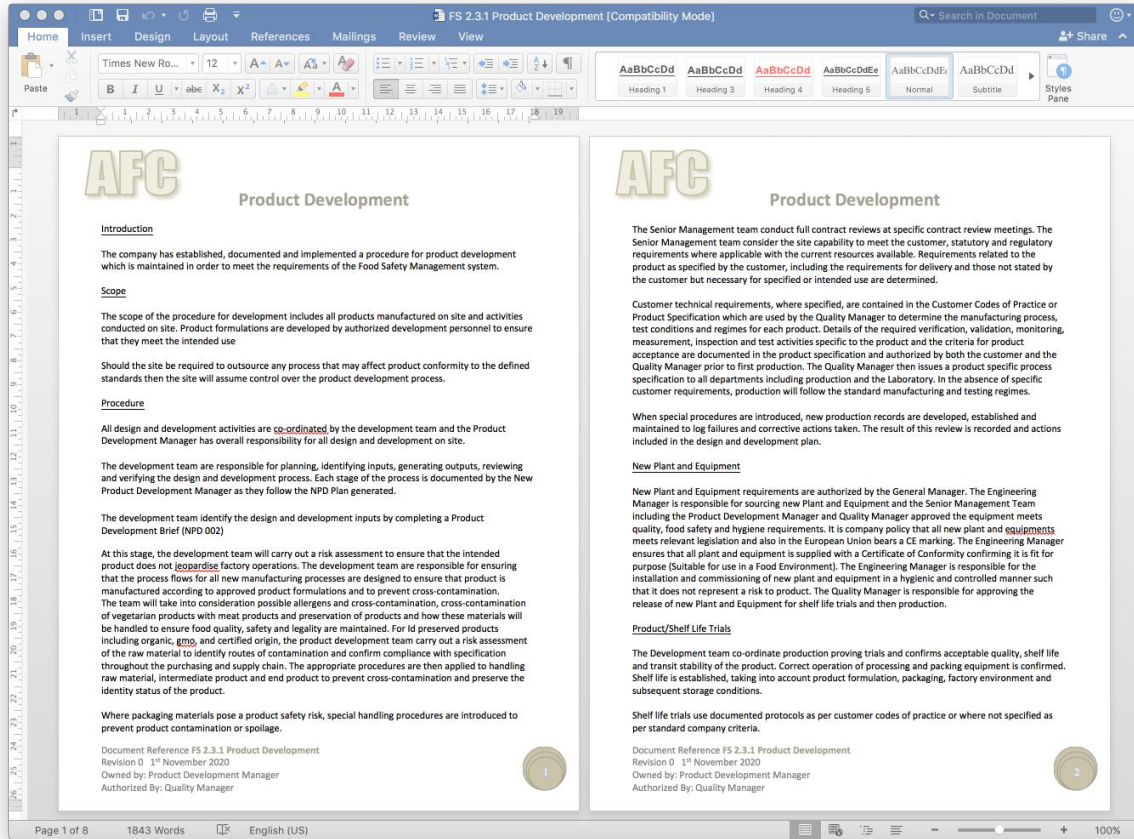
Assistance with Supplier Risk Assessment

The package contains documentation and tools that supplement FS 2.3.4 Approved Supplier Program:
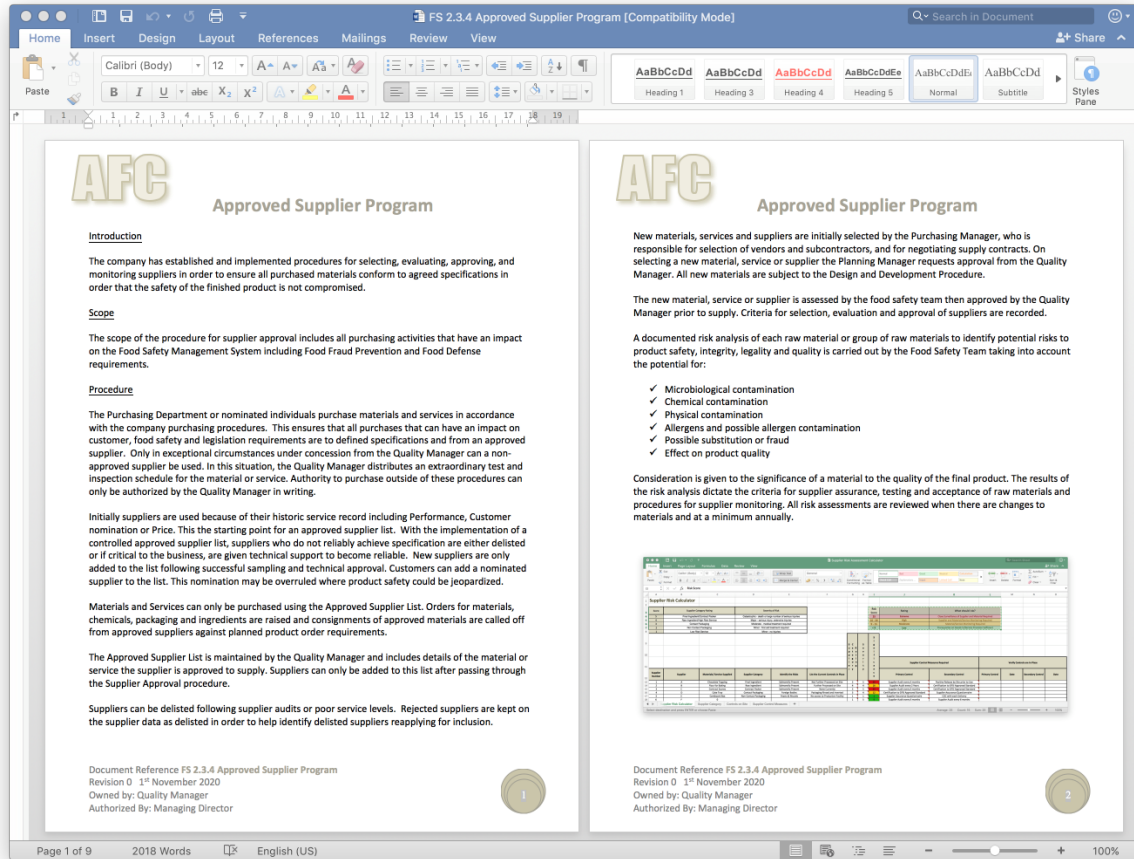
Including FS 2.3.4A Supplier & Material Risk Assessment Template:

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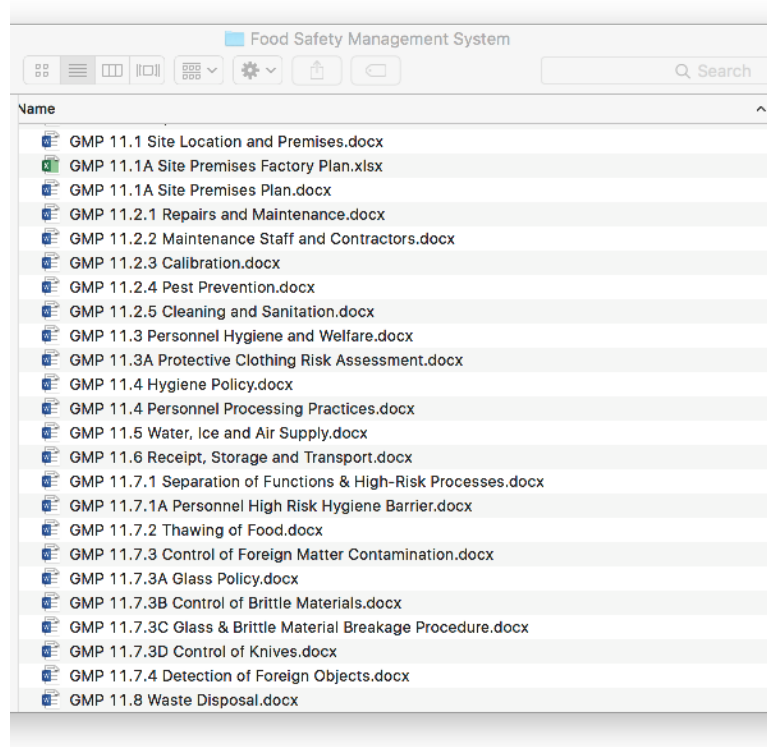
Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

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
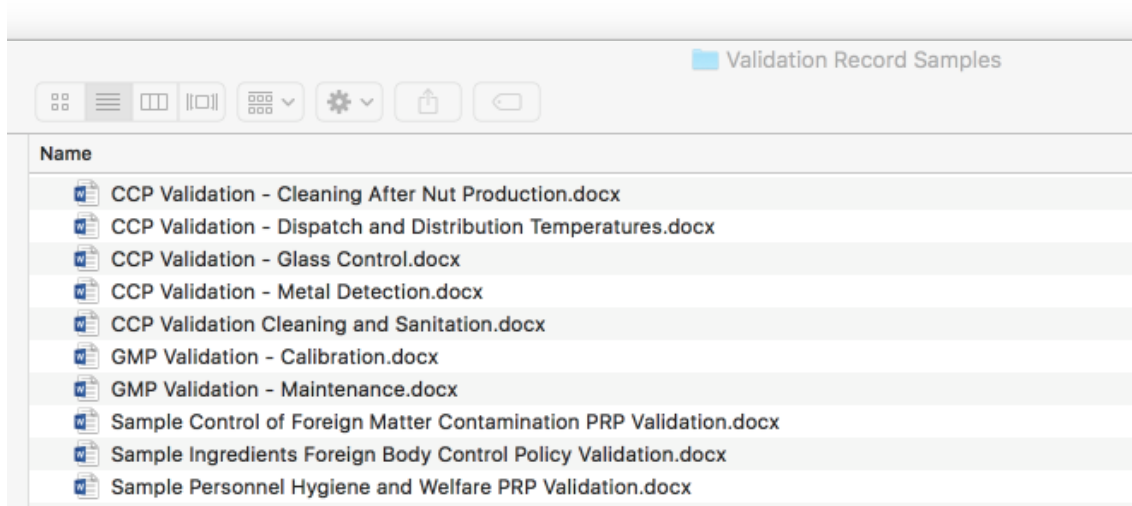Equipment and Utensils
Grounds and Roadways
GMP 11.1A Site Premises Plan
GMP 11.2.1 Repairs and Maintenance
GMP 11.2.2 Maintenance Staff and Contractors

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There is also a <u>Validation Record Samples</u> 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

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