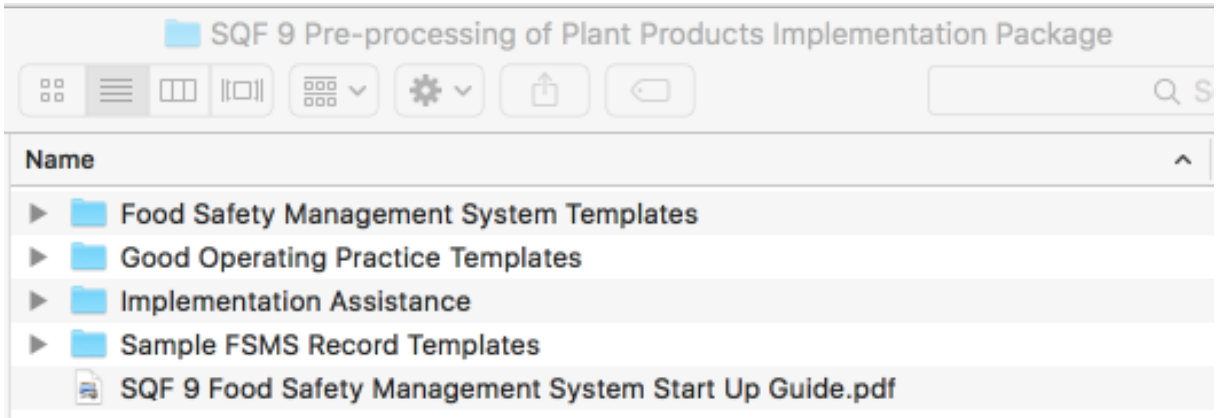
Welcome to the IFSQN SQF Food Safety Management System Package Start Up Guide which will guide you through the contents of the package.

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 Operating Practice Procedures
- ✓ A range of easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Safety Management System Training
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training

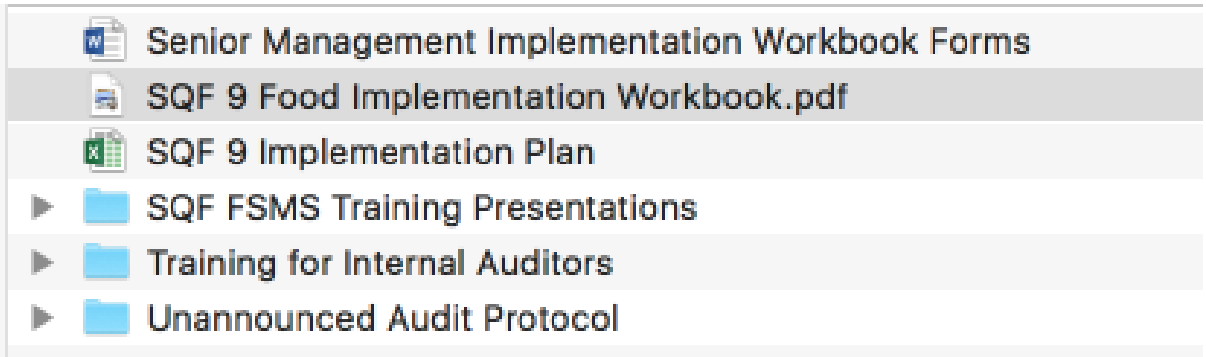
When you download the package, you will find this start up guide and 4 folders containing the package documents and tools:



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

(Free to download)

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

Food Safety Management System Templates

Search

Name	Date Modified
A SQF Food Safety Management System Document List.docx	27 February 2022 at 13:08
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FS 2.1.1.1 Food Safety Policy.docx	17 February 2022 at 10:40
FS 2.1.1.1A Appendix Food Safety Objectives.docx	17 February 2022 at 10:42
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FS 2.5.3A Root Cause Analysis.docx	22 February 2022 at 12:25
FS 2.5.3B Corrective Action Request	22 February 2022 at 12:26
FS 2.5.3C Preventative Action Request	22 February 2022 at 12:26
FS 2.5.4 Internal Audits and Inspections.docx	27 February 2022 at 13:09
FS 2.5.4A Audit and Inspection Schedule.xlsx	3 March 2022 at 12:09
FS 2.6.1 Appendix Batch Identification System.docx	27 February 2022 at 13:05
FS 2.6.1 Appendix Label Retention and Check.docx	27 February 2022 at 13:06
FS 2.6.1 Product Identification.docx	22 February 2022 at 12:51
FS 2.6.1 Product Trace.docx	27 February 2022 at 13:06
FS 2.6.2 Product Withdrawal and Recall.docx	27 February 2022 at 13:06
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FS 2.6.3 Crisis Management Planning.docx	27 February 2022 at 13:07
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FS 2.8.1D Color Coding Material & Produce Allergens USA.docx	24 February 2022 at 13:07
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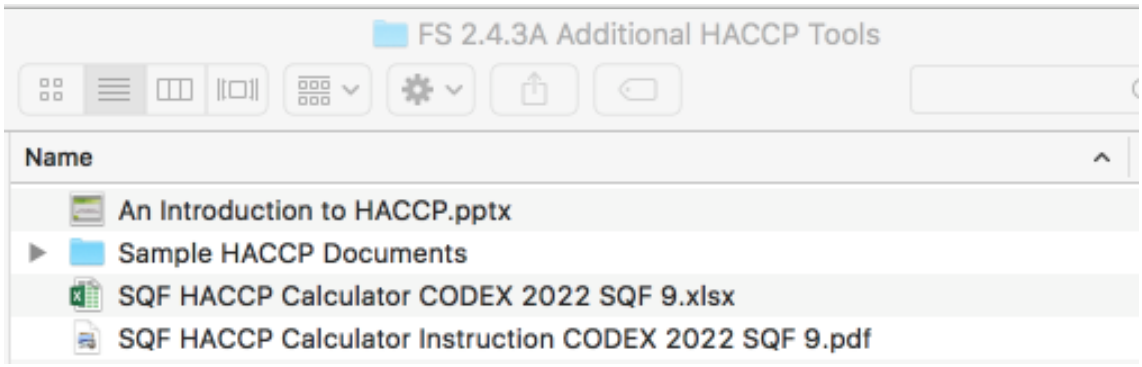
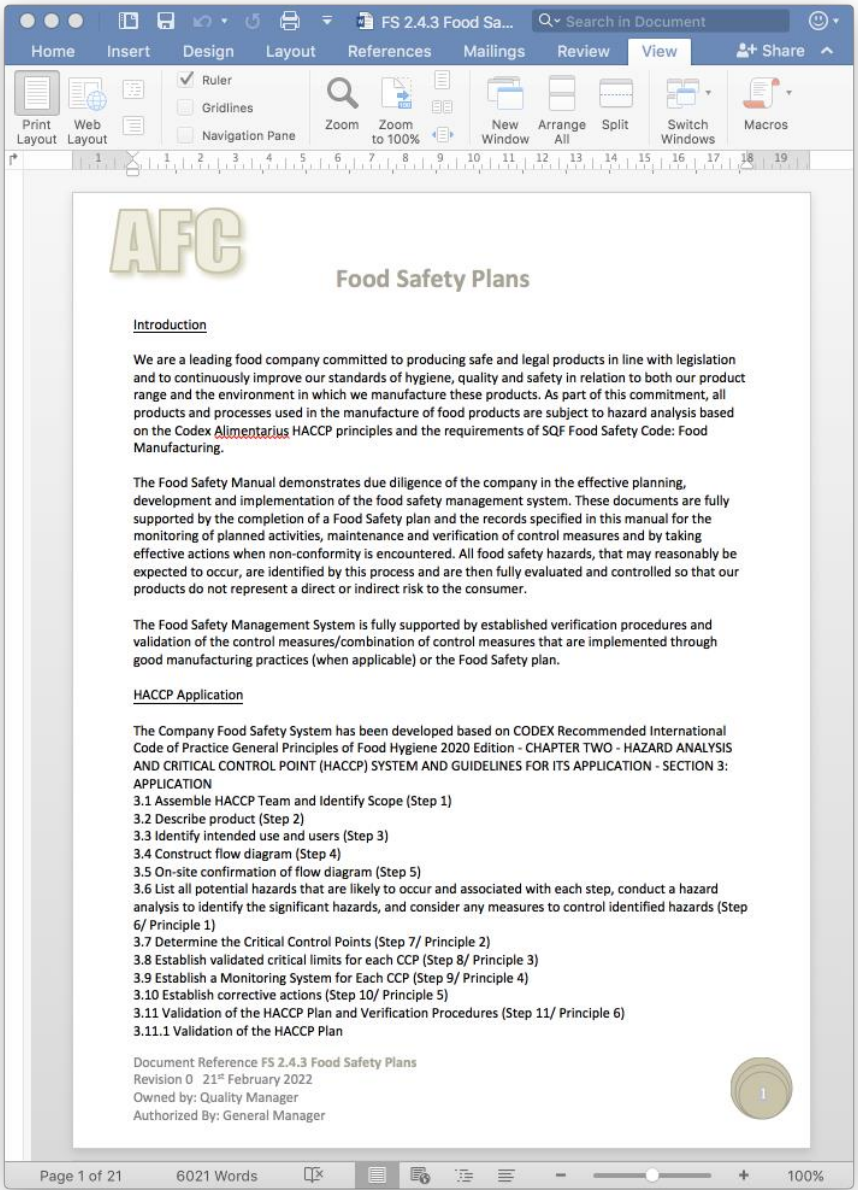
FS 2.8.1E Allergens.docx	24 February 2022 at 12:51
FS 2.8.1F Allergen Management Records	25 February 2022 at 10:37
FS 2.9 Training.docx	25 February 2022 at 10:39
FS 2.9A Sample Work Instruction.docx	25 February 2022 at 10:39

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 (21 page HACCP procedural template)



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Food Safety Plans

Introduction

We are a leading food company committed to producing safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Food Safety Code: Food Manufacturing.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a Food Safety plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through good manufacturing practices (when applicable) or the Food Safety plan.

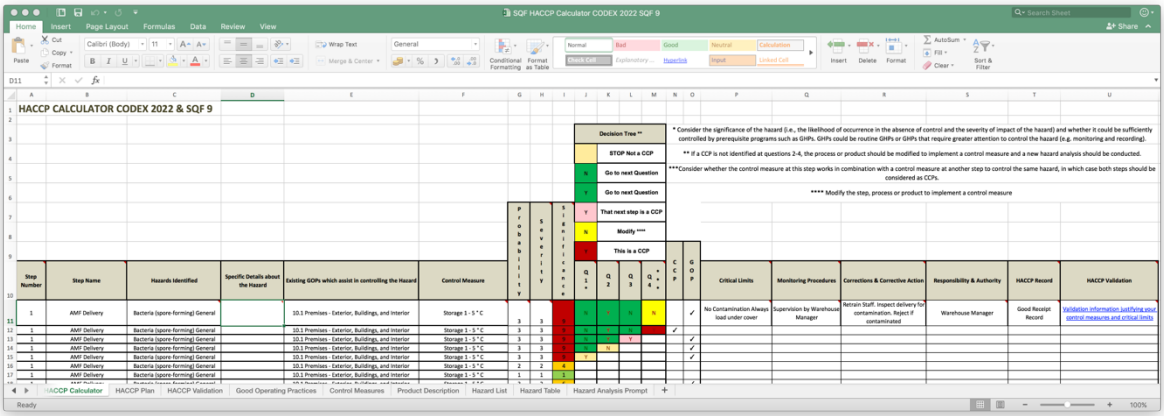
HACCP Application

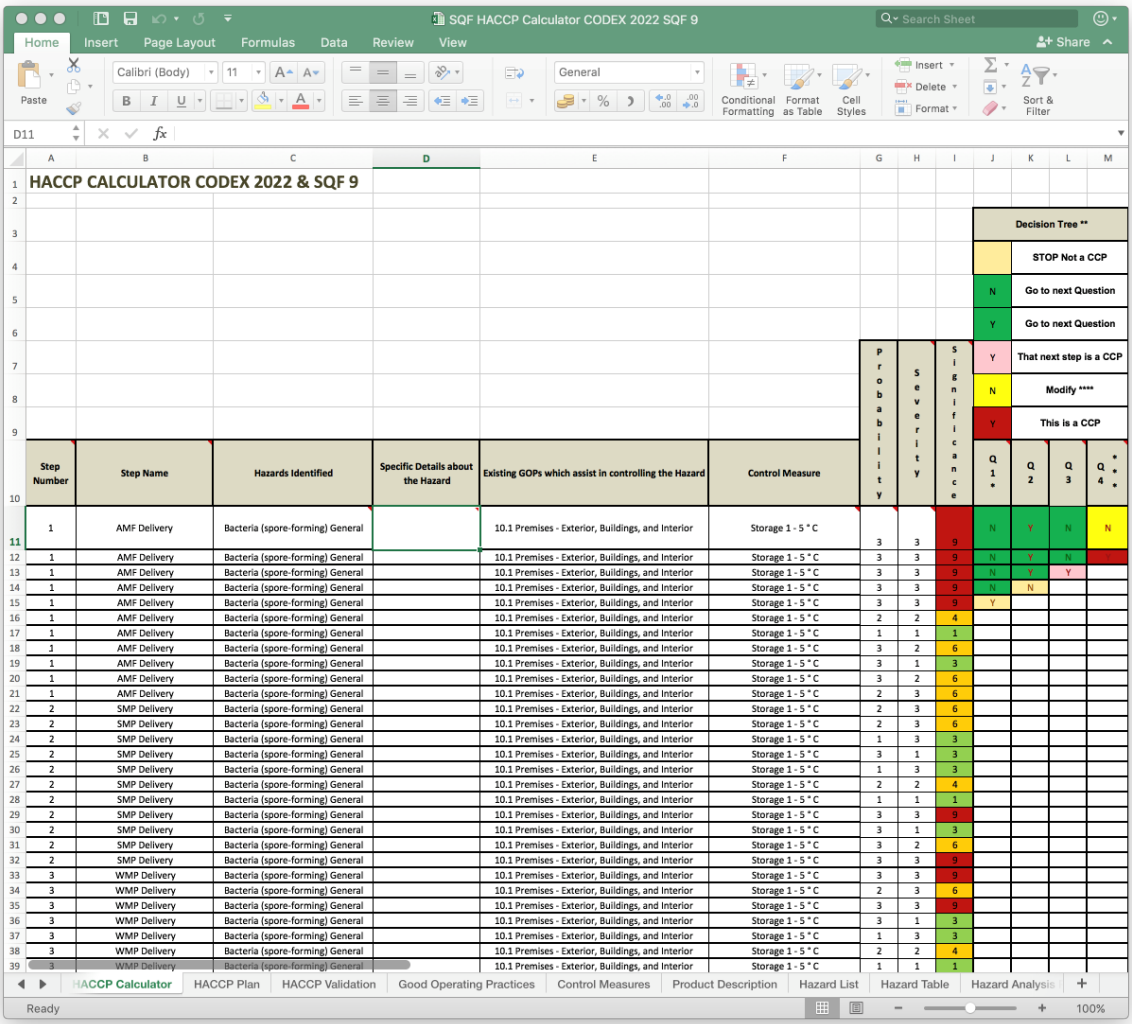
The Company Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2020 Edition - CHAPTER TWO - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 3: APPLICATION
3.1 Assemble HACCP Team and Identify Scope (Step 1)
3.2 Describe product (Step 2)
3.3 Identify intended use and users (Step 3)
3.4 Construct flow diagram (Step 4)
3.5 On-site confirmation of flow diagram (Step 5)
3.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
3.7 Determine the Critical Control Points (Step 7/ Principle 2)
3.8 Establish validated critical limits for each CCP (Step 8/ Principle 3)
3.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
3.10 Establish corrective actions (Step 10/ Principle 5)
3.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
3.11.1 Validation of the HACCP Plan

Document Reference FS 2.4.3 Food Safety Plans
Revision 0 21st February 2022
Owned by: Quality Manager
Authorized By: General Manager

The main tools here are the SQF HACCP Calculator and Instructions:

HACCP Calculator



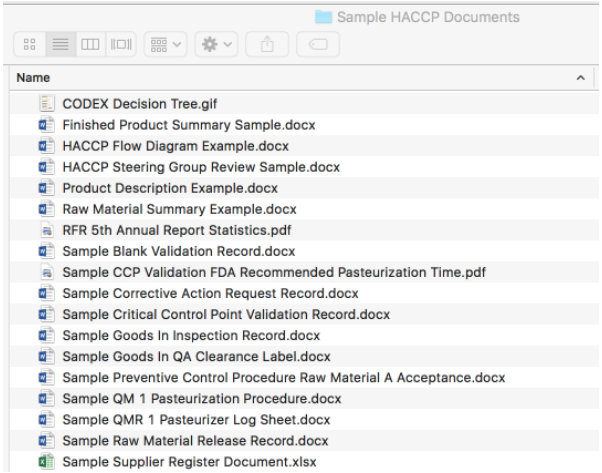


HACCP CALCULATOR CODEX 2022 & SQF 9

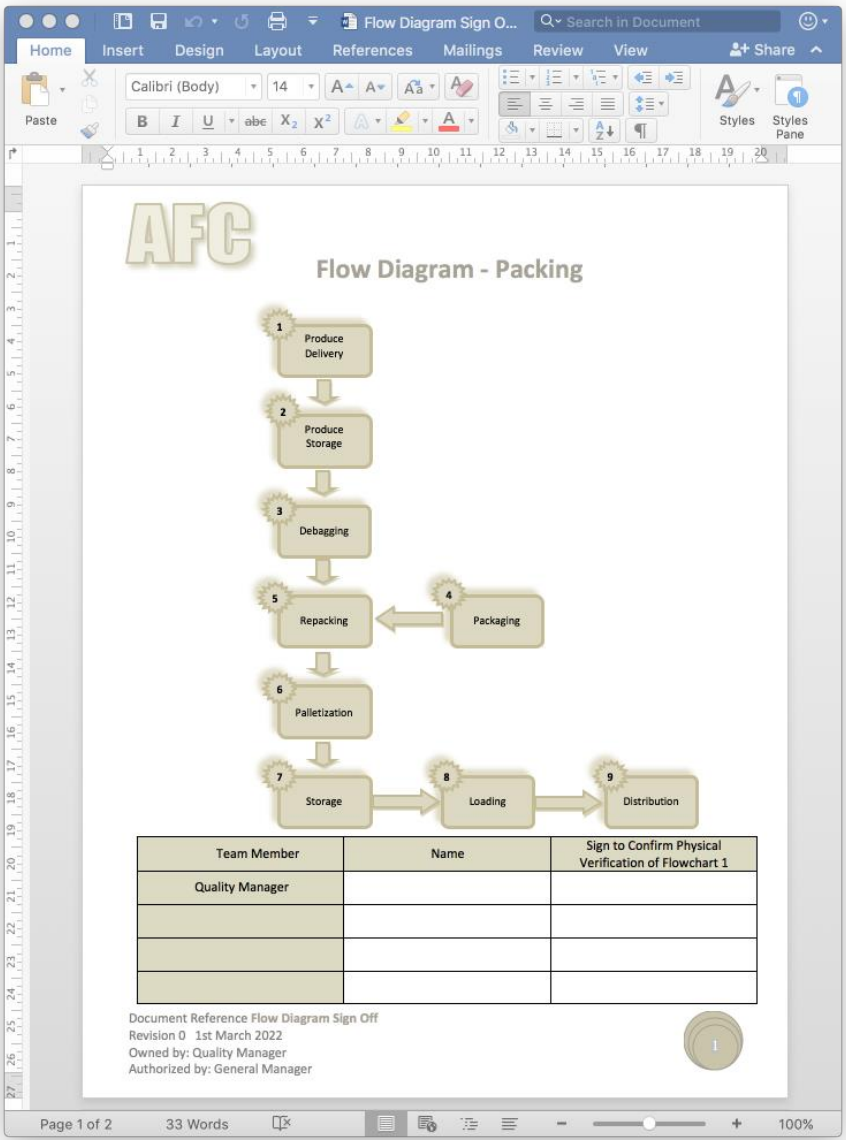
Decision Tree **
	STOP Not a CCP
N	Go to next Question
Y	Go to next Question
Y	That next step is a CCP
N	Modify ****
Y	This is a CCP

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing GOPs which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q 1 *	Q 2	Q 3	Q 4 **
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9	N	Y	N	N
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9	N	Y	N	
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9	N	Y	Y	
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9	N	N		
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9	Y			
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	2	4				
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	1	1				
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	2	6				
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3				
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	2	6				
1	AMF Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	3	6				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	3	6				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	3	6				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	2	4				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	1	1				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	2	6				
2	SMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	3	6				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	3	9				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	3	1	3				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	3	3				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	2	2	4				
3	WMP Delivery	Bacteria (spore-forming) General		10.1 Premises - Exterior, Buildings, and Interior	Storage 1 - 5 ° C	1	1	1				

There is a Sample HACCP Documents Sub-Folder

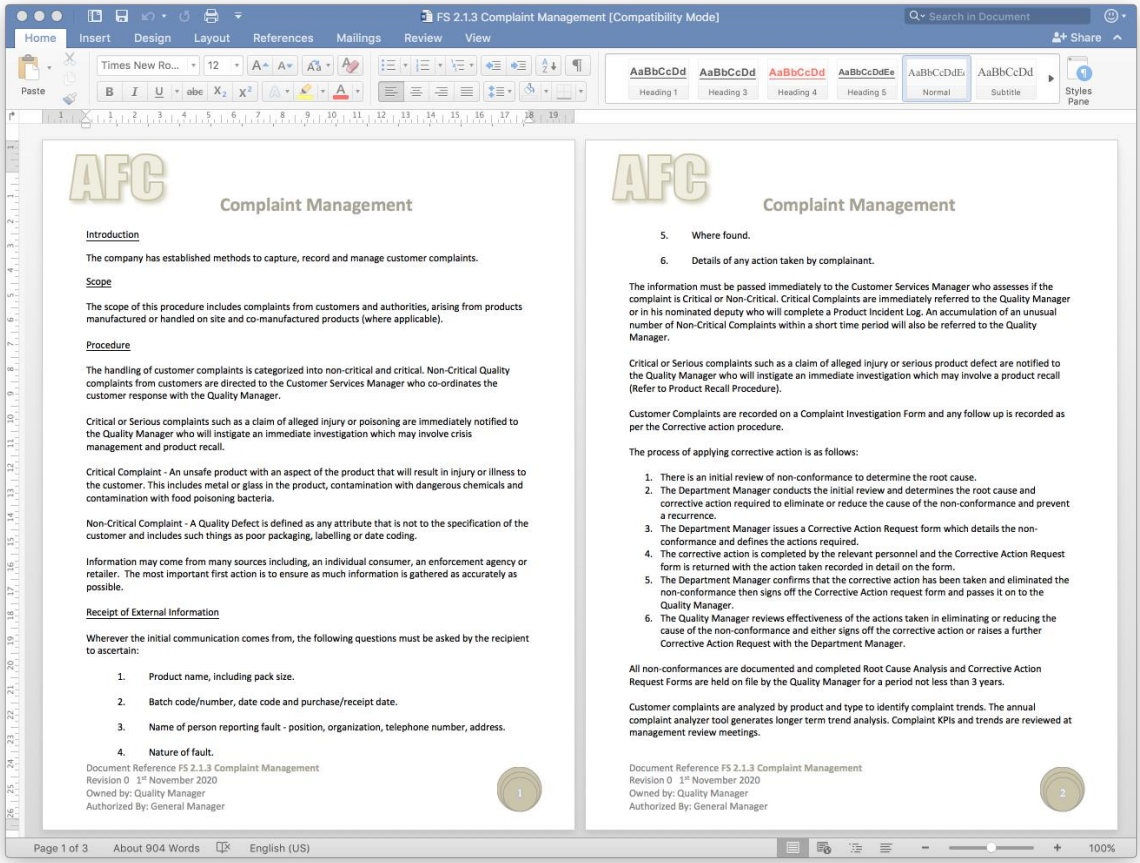


These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans



Complaint Management Tools

This main Food Safety Management System Templates folder also contains a Complaints Analyzer Template, Instructions and Guidance to supplement FS 2.1.3 Complaint Management.



AFC

Complaint Management

Introduction

The company has established methods to capture, record and manage customer complaints.

Scope

The scope of this procedure includes complaints from customers and authorities, arising from products manufactured or handled on site and co-manufactured products (where applicable).

Procedure

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are immediately notified to the Quality Manager who will instigate an immediate investigation which may involve crisis management and product recall.

Critical Complaint - An unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals and contamination with food poisoning bacteria.

Non-Critical Complaint - A Quality Defect is defined as any attribute that is not to the specification of the customer and includes such things as poor packaging, labelling or date coding.

Information may come from many sources including, an individual consumer, an enforcement agency or retailer. The most important first action is to ensure as much information is gathered as accurately as possible.

Receipt of External Information

Wherever the initial communication comes from, the following questions must be asked by the recipient to ascertain:

1. Product name, including pack size.
2. Batch code/number, date code and purchase/receipt date.
3. Name of person reporting fault - position, organization, telephone number, address.
4. Nature of fault.

Document Reference FS 2.1.3 Complaint Management
Revision 0 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager

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Complaint Management

5. Where found.
6. Details of any action taken by complainant.

The information must be passed immediately to the Customer Services Manager who assesses if the complaint is Critical or Non-Critical. Critical Complaints are immediately referred to the Quality Manager or in his nominated deputy who will complete a Product Incident Log. An accumulation of an unusual number of Non-Critical Complaints within a short time period will also be referred to the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or serious product defect are notified to the Quality Manager who will instigate an immediate investigation which may involve a product recall (Refer to Product Recall Procedure).

Customer Complaints are recorded on a Complaint Investigation Form and any follow up is recorded as per the Corrective action procedure.

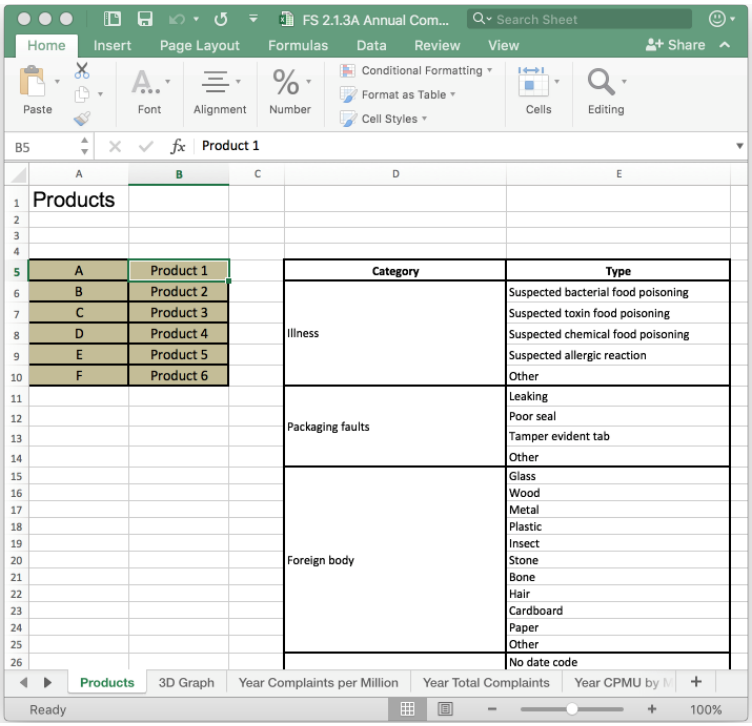
The process of applying corrective action is as follows:

1. There is an initial review of non-conformance to determine the root cause.
2. The Department Manager conducts the initial review and determines the root cause and corrective action required to eliminate or reduce the cause of the non-conformance and prevent a recurrence.
3. The Department Manager issues a Corrective Action Request form which details the non-conformance and defines the actions required.
4. The corrective action is completed by the relevant personnel and the Corrective Action Request form is returned with the action taken recorded in detail on the form.
5. The Department Manager confirms that the corrective action has been taken and eliminated the non-conformance then signs off the Corrective Action request form and passes it on to the Quality Manager.
6. The Quality Manager reviews effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance and either signs off the corrective action or raises a further Corrective Action Request with the Department Manager.

All non-conformances are documented and completed Root Cause Analysis and Corrective Action Request Forms are held on file by the Quality Manager for a period not less than 3 years.

Customer complaints are analyzed by product and type to identify complaint trends. The annual complaint analyzer tool generates longer term trend analysis. Complaint KPIs and trends are reviewed at management review meetings.

Document Reference FS 2.1.3 Complaint Management
Revision 0 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager



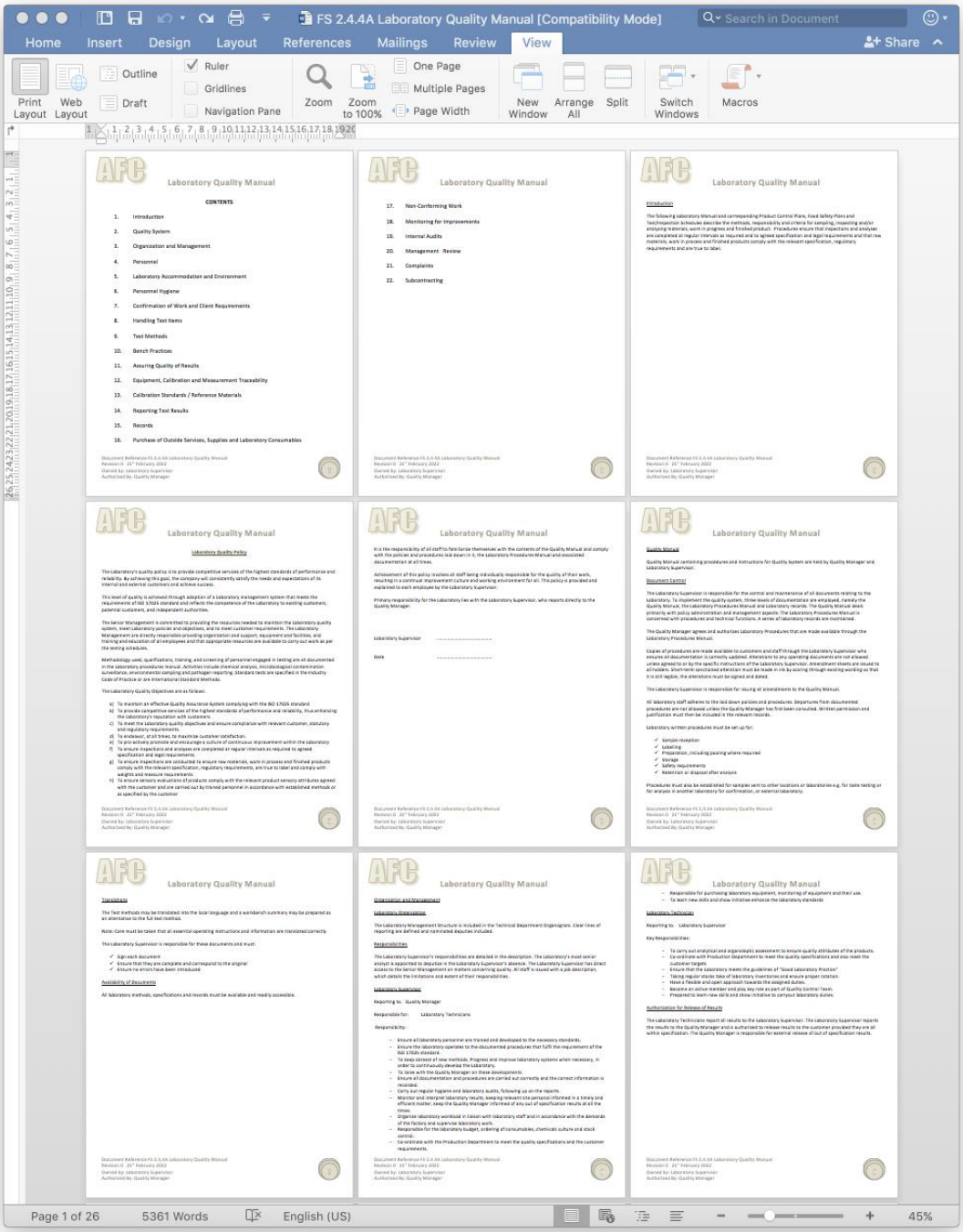
Products

A	Product 1
B	Product 2
C	Product 3
D	Product 4
E	Product 5
F	Product 6

Category	Type
Illness	Suspected bacterial food poisoning
	Suspected toxin food poisoning
	Suspected chemical food poisoning
	Suspected allergic reaction
	Other
Packaging faults	Leaking
	Poor seal
	Tamper evident tab
	Other
Foreign body	Glass
	Wood
	Metal
	Plastic
	Insect
	Stone
	Bone
	Hair
	Cardboard
	Paper
	Other
	No date code

Laboratory Management Assistance

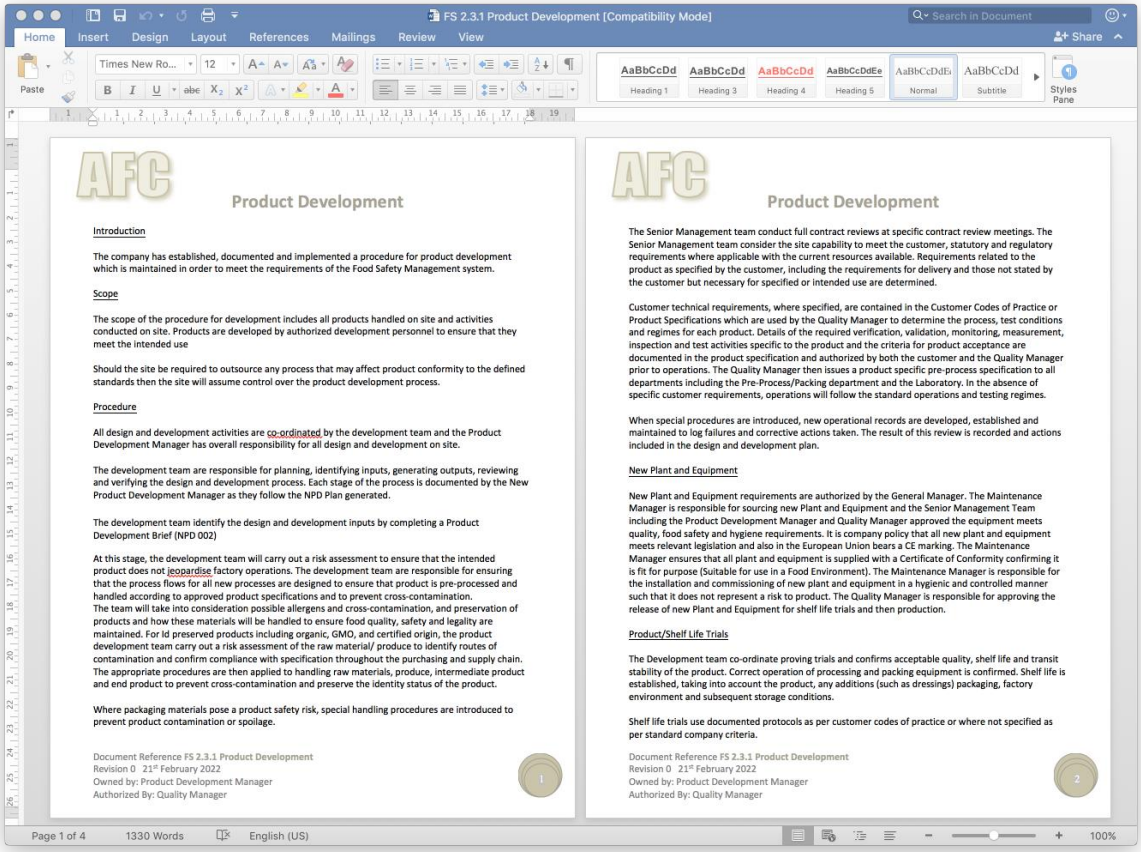
The package contains a supplementary comprehensive Laboratory Quality Manual compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.



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.

Product Development Assistance

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



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Product Development

Introduction

The company has established, documented and implemented a procedure for product development which is maintained in order to meet the requirements of the Food Safety Management system.

Scope

The scope of the procedure for development includes all products handled on site and activities conducted on site. Products are developed by authorized development personnel to ensure that they meet the intended use

Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the product development process.

Procedure

All design and development activities are co-ordinated by the development team and the Product Development Manager has overall responsibility for all design and development on site.

The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process. Each stage of the process is documented by the New Product Development Manager as they follow the NPD Plan generated.

The development team identify the design and development inputs by completing a Product Development Brief (NPD 002)

At this stage, the development team will carry out a risk assessment to ensure that the intended product does not jeopardise factory operations. The development team are responsible for ensuring that the process flows for all new processes are designed to ensure that product is pre-processed and handled according to approved product specifications and to prevent cross-contamination.
The team will take into consideration possible allergens and cross-contamination, and preservation of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For Id preserved products including organic, GMO, and certified origin, the product development team carry out a risk assessment of the raw material/ produce to identify routes of contamination and confirm compliance with specification throughout the purchasing and supply chain. The appropriate procedures are then applied to handling raw materials, produce, intermediate product and end product to prevent cross-contamination and preserve the identity status of the product.

Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage.

Document Reference FS 2.3.1 Product Development
Revision 0 21st February 2022
Owned by: Product Development Manager
Authorized By: Quality Manager

AFC

Product Development

The Senior Management team conduct full contract reviews at specific contract review meetings. The Senior Management team consider the site capability to meet the customer, statutory and regulatory requirements where applicable with the current resources available. Requirements related to the product as specified by the customer, including the requirements for delivery and those not stated by the customer but necessary for specified or intended use are determined.

Customer technical requirements, where specified, are contained in the Customer Codes of Practice or Product Specifications which are used by the Quality Manager to determine the process, test conditions and regimes for each product. Details of the required verification, validation, monitoring, measurement, inspection and test activities specific to the product and the criteria for product acceptance are documented in the product specification and authorized by both the customer and the Quality Manager prior to operations. The Quality Manager then issues a product specific pre-process specification to all departments including the Pre-Process/Packing department and the Laboratory. In the absence of specific customer requirements, operations will follow the standard operations and testing regimes.

When special procedures are introduced, new operational records are developed, established and maintained to log failures and corrective actions taken. The result of this review is recorded and actions included in the design and development plan.

New Plant and Equipment

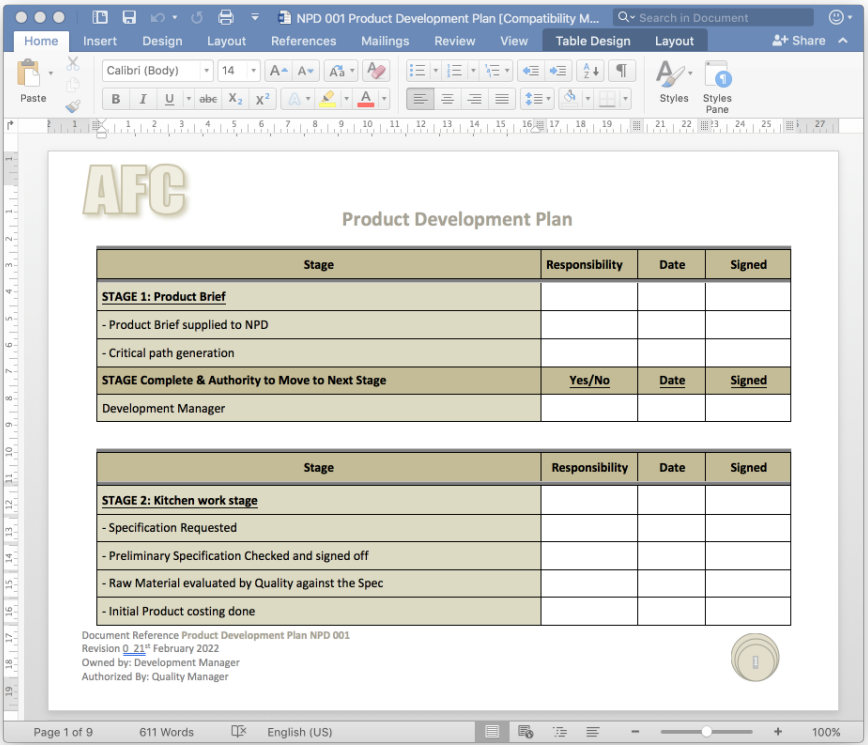
New Plant and Equipment requirements are authorized by the General Manager. The Maintenance Manager is responsible for sourcing new Plant and Equipment and the Senior Management Team including the Product Development Manager and Quality Manager approved the equipment meets quality, food safety and hygiene requirements. It is company policy that all new plant and equipment meets relevant legislation and also in the European Union bears a CE marking. The Maintenance Manager ensures that all plant and equipment is supplied with a Certificate of Conformity confirming it is fit for purpose (Suitable for use in a Food Environment). The Maintenance Manager is responsible for the installation and commissioning of new plant and equipment in a hygienic and controlled manner such that it does not represent a risk to product. The Quality Manager is responsible for approving the release of new Plant and Equipment for shelf life trials and then production.

Product/Shelf Life Trials

The Development team co-ordinate proving trials and confirms acceptable quality, shelf life and transit stability of the product. Correct operation of processing and packing equipment is confirmed. Shelf life is established, taking into account the product, any additions (such as dressings) packaging, factory environment and subsequent storage conditions.

Shelf life trials use documented protocols as per customer codes of practice or where not specified as per standard company criteria.

Document Reference FS 2.3.1 Product Development
Revision 0 21st February 2022
Owned by: Product Development Manager
Authorized By: Quality Manager



AFC

Product Development Plan

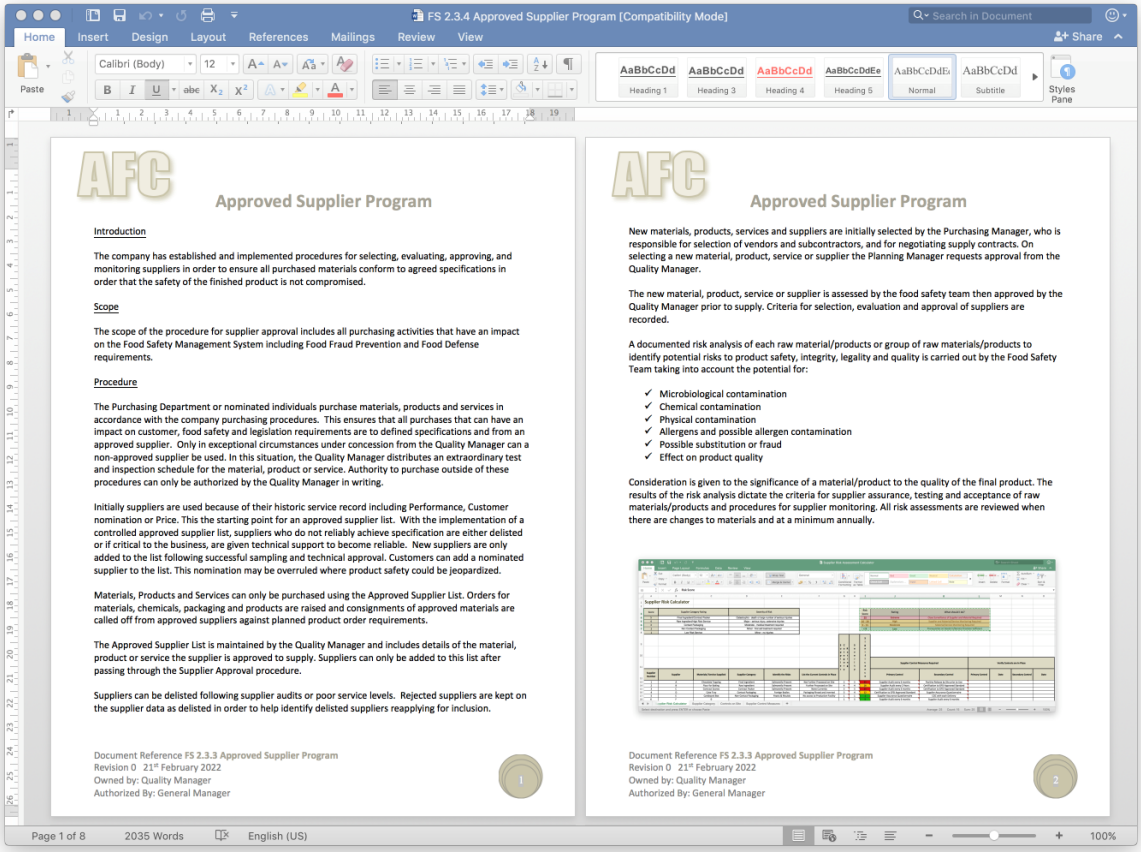
Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
Development Manager			

Stage	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification Requested			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Quality against the Spec			
- Initial Product costing done			

Document Reference Product Development Plan NPD 001
Revision 0 21st February 2022
Owned by: Development Manager
Authorized By: Quality Manager

Assistance with Supplier Risk Assessment

The package contains documentation and tools that supplement FS 2.3.3 Approved Supplier Program:



AFC

Approved Supplier Program

Introduction

The company has established and implemented procedures for selecting, evaluating, approving, and monitoring suppliers in order to ensure all purchased materials conform to agreed specifications in order that the safety of the finished product is not compromised.

Scope

The scope of the procedure for supplier approval includes all purchasing activities that have an impact on the Food Safety Management System including Food Fraud Prevention and Food Defense requirements.

Procedure

The Purchasing Department or nominated individuals purchase materials, products and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on customer, food safety and legislation requirements are to defined specifications and from an approved supplier. Only in exceptional circumstances under concession from the Quality Manager can a non-approved supplier be used. In this situation, the Quality Manager distributes an extraordinary test and inspection schedule for the material, product or service. Authority to purchase outside of these procedures can only be authorized by the Quality Manager in writing.

Initially suppliers are used because of their historic service record including Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardized.

Materials, Products and Services can only be purchased using the Approved Supplier List. Orders for materials, chemicals, packaging and products are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements.

The Approved Supplier List is maintained by the Quality Manager and includes details of the material, product or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure.

Suppliers can be delisted following supplier audits or poor service levels. Rejected suppliers are kept on the supplier data as delisted in order to help identify delisted suppliers reapplying for inclusion.

Document Reference FS 2.3.3 Approved Supplier Program
Revision 0 21st February 2022
Owned by: Quality Manager
Authorized By: General Manager

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Approved Supplier Program

New materials, products, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts. On selecting a new material, product, service or supplier the Planning Manager requests approval from the Quality Manager.

The new material, product, service or supplier is assessed by the food safety team then approved by the Quality Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

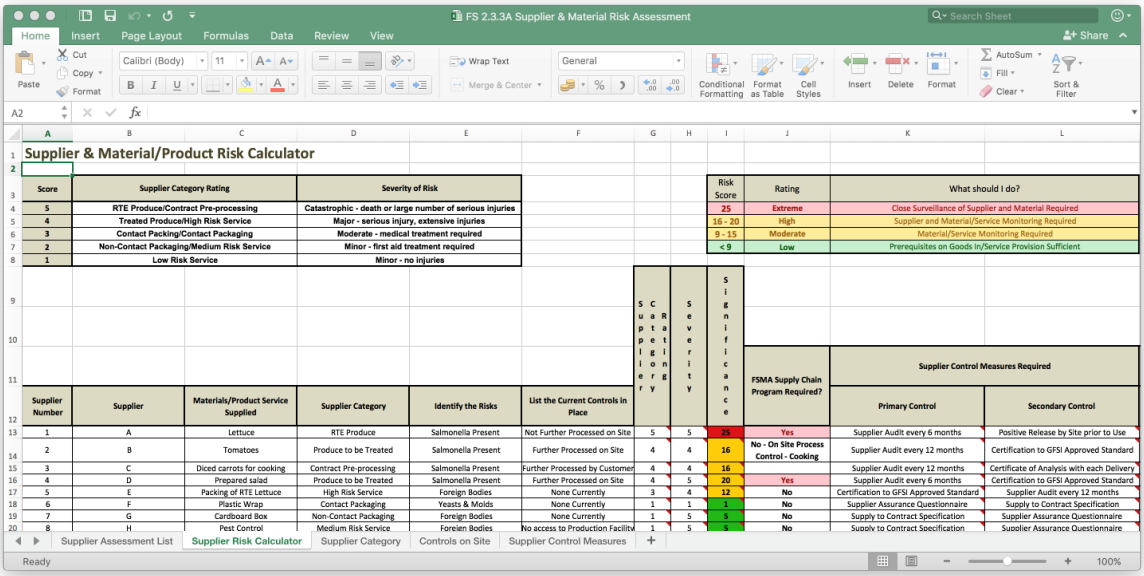
A documented risk analysis of each raw material/products or group of raw materials/products to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

- ✓ Microbiological contamination
- ✓ Chemical contamination
- ✓ Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material/product to the quality of the final product. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials/products and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Document Reference FS 2.3.3 Approved Supplier Program
Revision 0 21st February 2022
Owned by: Quality Manager
Authorized By: General Manager

Including FS 2.3.4A Supplier & Material Risk Assessment Template:



Supplier & Material/Product Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	RTE Produce/Contract Pre-processing	Catastrophic - death or large number of serious injuries
4	Treated Produce/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packing/Contact Packaging	Moderate - medical treatment required
2	Non-Contact Packaging/Medium Risk Service	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

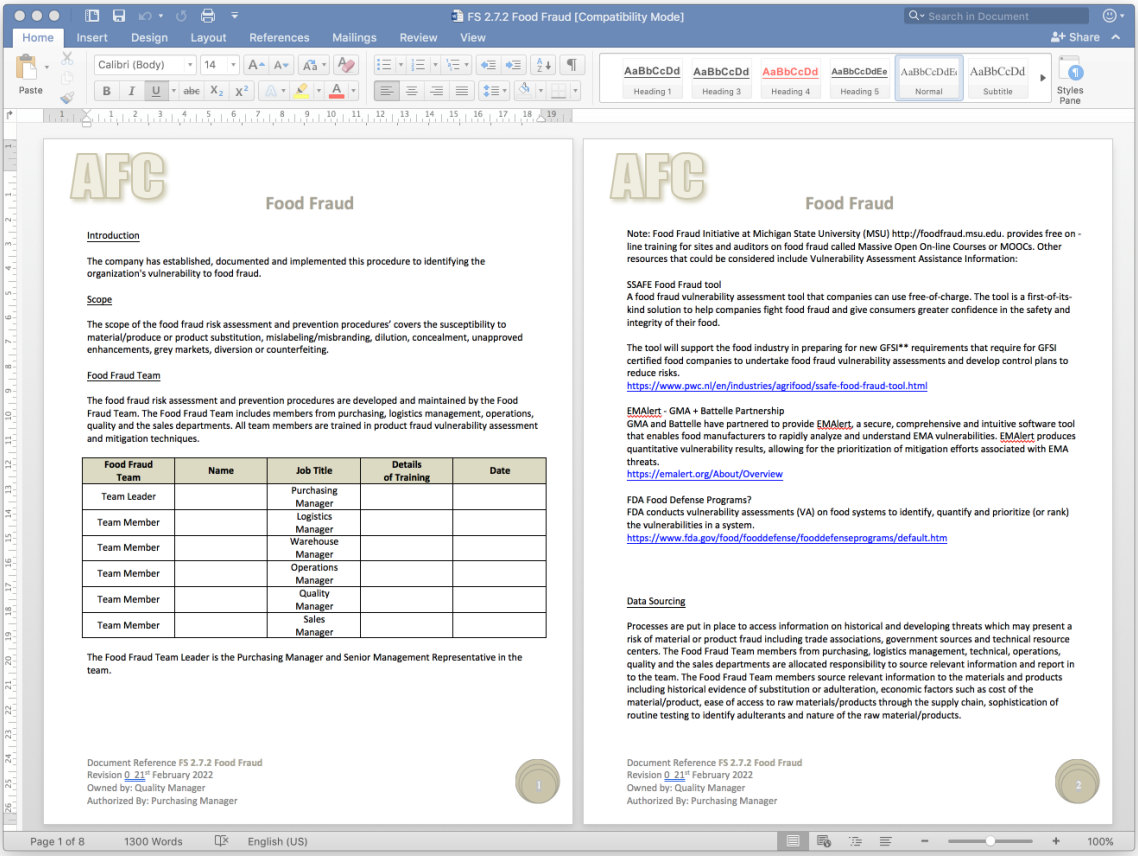
Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/Product Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Rating	Severity	Significance	FSMA Supply Chain Program Required?	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control
1	A	Lettuce	RTE Produce	Salmonella Present	Not Further Processed on Site	5	5		25	Yes	Supplier Audit every 6 months	Positive Release by Site prior to Use
2	B	Tomatoes	Produce to be Treated	Salmonella Present	Further Processed on Site	4	4		16	No - On Site Process Control - Cooking	Supplier Audit every 12 months	Certification to GFSI Approved Standard
3	C	Diced carrots for cooking	Contract Pre-processing	Salmonella Present	Further Processed by Customer	4	4		16		Supplier Audit every 12 months	Certificate of Analysis with each Delivery
4	D	Prepared salad	Produce to be Treated	Salmonella Present	Further Processed on Site	4	5		20	Yes	Supplier Audit every 6 months	Certification to GFSI Approved Standard
5	E	Packing of RTE Lettuce	High Risk Service	Foreign Bodies	None Currently	3	4		12	No	Certification to GFSI Approved Standard	Supplier Audit every 12 months
6	F	Plastic Wrap	Contact Packaging	Yeasts & Molds	None Currently	1	1		1	No	Supplier Assurance Questionnaire	Supply to Contract Specification
7	G	Cardboard Box	Non-Contact Packaging	Foreign Bodies	None Currently	1	5		5	No	Supply to Contract Specification	Supplier Assurance Questionnaire
8	H	Pest Control	Medium Risk Service	Foreign Bodies	No access to Production Facility	1	5		5	No	Supply to Contract Specification	Supplier Assurance Questionnaire

Supplier Assessment List | Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

Assistance with Food Fraud Assessment

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



AFC

Food Fraud

Introduction

The company has established, documented and implemented this procedure to identifying the organization's vulnerability to food fraud.

Scope

The scope of the food fraud risk assessment and prevention procedures' covers the susceptibility to material/produce or product substitution, mislabeling/misbranding, dilution, concealment, unapproved enhancements, grey markets, diversion or counterfeiting.

Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Purchasing Manager		
Team Member		Logistics Manager		
Team Member		Warehouse Manager		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales Manager		

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Document Reference FS 2.7.2 Food Fraud
Revision 0 21st February 2022
Owned by: Quality Manager
Authorized By: Purchasing Manager

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Food Fraud

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs. Other resources that could be considered include Vulnerability Assessment Assistance Information:

SSAFE Food Fraud tool
A food fraud vulnerability assessment tool that companies can use free-of-charge. The tool is a first-of-its-kind solution to help companies fight food fraud and give consumers greater confidence in the safety and integrity of their food.

The tool will support the food industry in preparing for new GFSI** requirements that require for GFSI certified food companies to undertake food fraud vulnerability assessments and develop control plans to reduce risks.
https://www.pwc.nl/en/industries/agrifood/ssafe-food-fraud-tool.html

EMAlert - GMA + Battelle Partnership
GMA and Battelle have partnered to provide EMAlert, a secure, comprehensive and intuitive software tool that enables food manufacturers to rapidly analyze and understand EMA vulnerabilities. EMAlert produces quantitative vulnerability results, allowing for the prioritization of mitigation efforts associated with EMA threats.
https://emalert.org/About/Overview

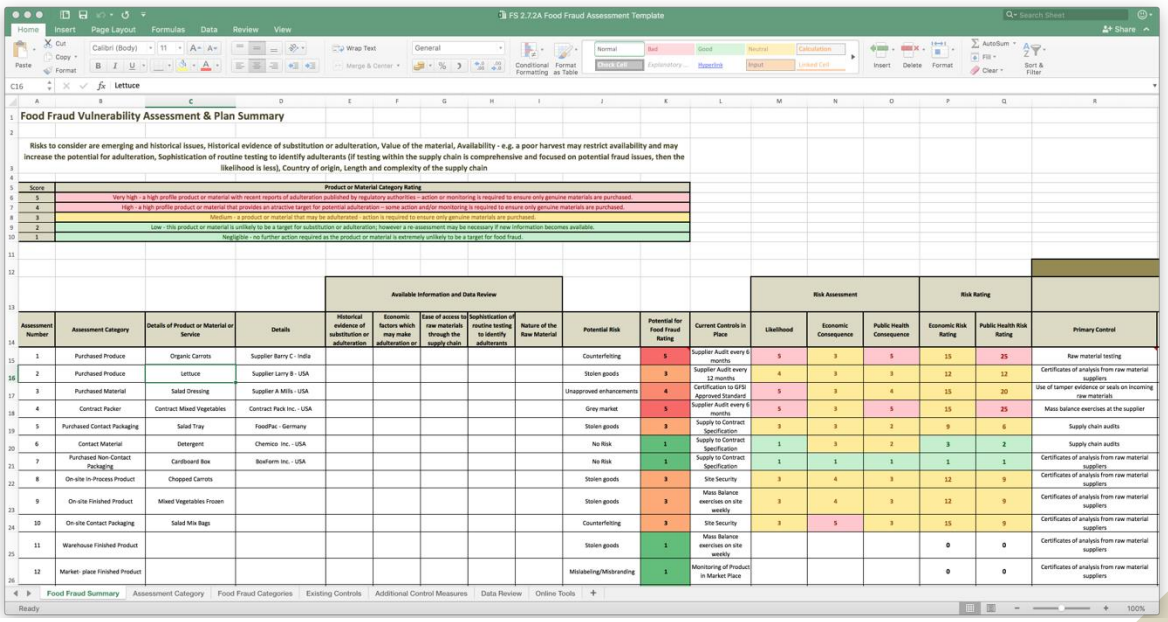
FDA Food Defense Programs?
FDA conducts vulnerability assessments (VA) on food systems to identify, quantify and prioritize (or rank) the vulnerabilities in a system.
https://www.fda.gov/food/fooddefense/fooddefenseprograms/default.htm

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centers. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.

Document Reference FS 2.7.2 Food Fraud
Revision 0 21st February 2022
Owned by: Quality Manager
Authorized By: Purchasing Manager

FS 2.7.2A Food Fraud Assessment Template:



Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities – action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an attractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

				Available Information and Data Review								Risk Assessment			Risk Rating		
Assessment Number	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 adulterants	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
1	Purchased Produce	Organic Carrots	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing
2	Purchased Produce	Lettuce	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers
3	Purchased Material	Salad Dressing	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
4	Contract Packer	Contract Mixed Vegetables	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier
5	Purchased Contact Packaging	Salad Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	2	9	6	Supply chain audits
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification	1	3	2	3	2	Supply chain audits
7	Purchased 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
8	On-site In-Process Product	Chopped Carrots							Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers
9	On-site Finished Product	Mixed Vegetables Frozen							Stolen goods	3	Mass Balance exercises on site weekly	3	4	3	12	9	Certificates of analysis from raw material suppliers
10	On-site Contact Packaging	Salad Mix Bags							Counterfeiting	3	Site Security	3	5	3	15	9	Certificates of analysis from raw material suppliers
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly				0	0	Certificates of analysis from raw material suppliers
12	Market- place Finished Product								Mislabeling/Misbranding	1	Monitoring of Product in Market Place				0	0	Certificates of analysis from raw material suppliers

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Data Review | Online Tools

The next folder to open is the **Good Operating Practice Templates** folder

These Good Operating Practice Templates match the clauses of the SQF Food Safety Code and comply with Module 10: Good Operating Practices for Pre-processing of Plant Products (Pack houses).

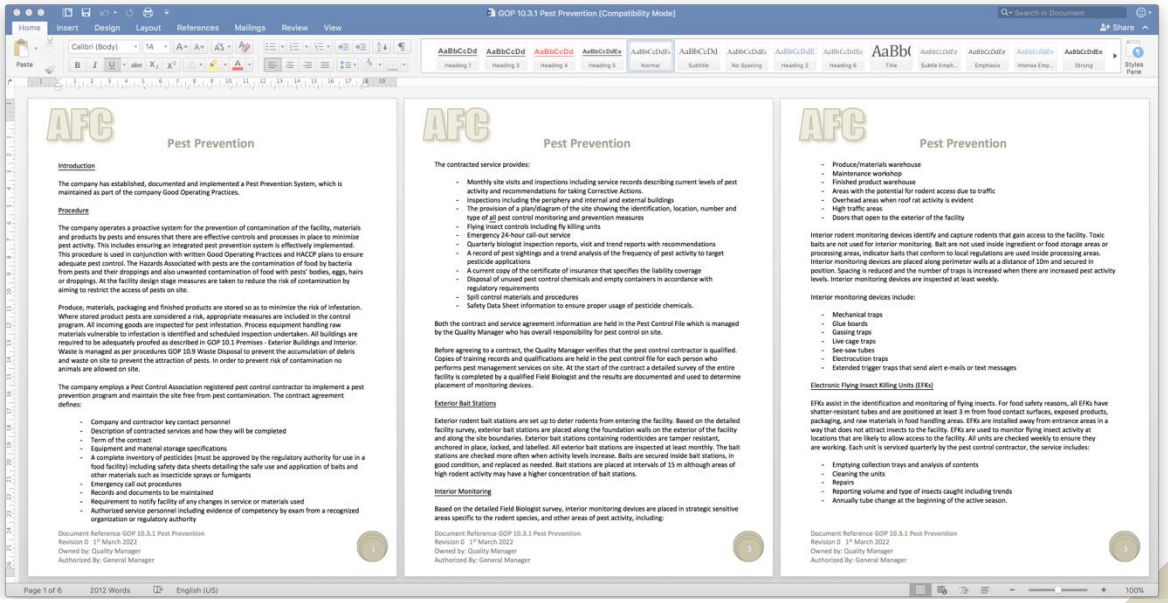
Good Operating Practice Templates

Search

Name	Date Modified
GOP 10.1 Premises - Exterior Buildings and Interior.docx	25/02/2022
GOP 10.1A Site Premises Factory Plan.xlsx	25/02/2022
GOP 10.1A Site Premises Plan.docx	25/02/2022
GOP 10.2.1 Equipment and Utensils.docx	25/02/2022
GOP 10.2.2 Maintenance and Repairs.docx	25/02/2022
GOP 10.2.3 Maintenance Personnel and Contractors.docx	25/02/2022
GOP 10.2.4 Calibration.docx	25/02/2022
GOP 10.3.1 Pest Prevention.docx	26/02/2022
GOP 10.3.2 Cleaning and Sanitation.docx	26/02/2022
GOP 10.4 Hygiene Policy.docx	26/02/2022
GOP 10.4 Personnel Practices and Welfare.docx	26/02/2022
GOP 10.4.3A Protective Clothing Risk Assessment.docx	26/02/2022
GOP 10.5.1 High-Risk High-Care Processes - Optional Extra.docx	27/02/2022
GOP 10.5.1 Product Handling Practices.docx	26/02/2022
GOP 10.5.1A Personnel High Risk Hygiene Barrier - Optional Extra.docx	27/02/2022
GOP 10.5.2 Control of Foreign Matter Contamination.docx	26/02/2022
GOP 10.5.2A Glass Policy.docx	26/02/2022
GOP 10.5.2B Control of Brittle Materials.docx	26/02/2022
GOP 10.5.2C Glass & Brittle Material Breakage Procedure.docx	26/02/2022
GOP 10.5.2D Control of Knives.docx	26/02/2022
GOP 10.5.3 Detection of Foreign Objects.docx	26/02/2022
GOP 10.5.4 Unloading, Loading and Transport Practices.docx	26/02/2022
GOP 10.6 Water, Ice and Air Supply.docx	26/02/2022
GOP 10.7 Storage.docx	01/03/2022
GOP 10.8 Chemical Control.docx	27/02/2022
GOP 10.9 Waste Disposal.docx	27/02/2022

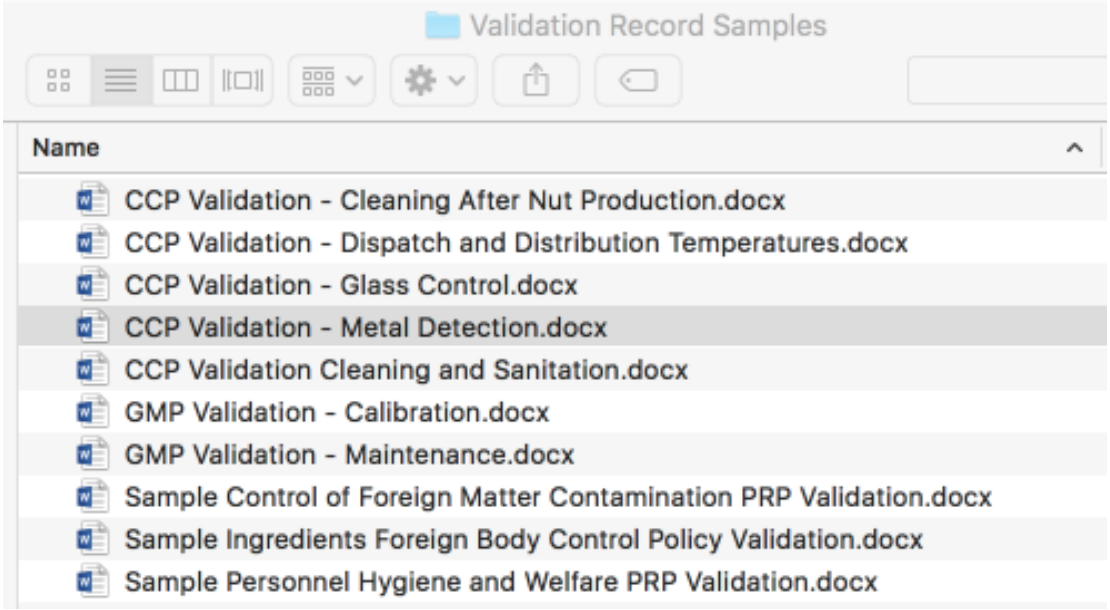
Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

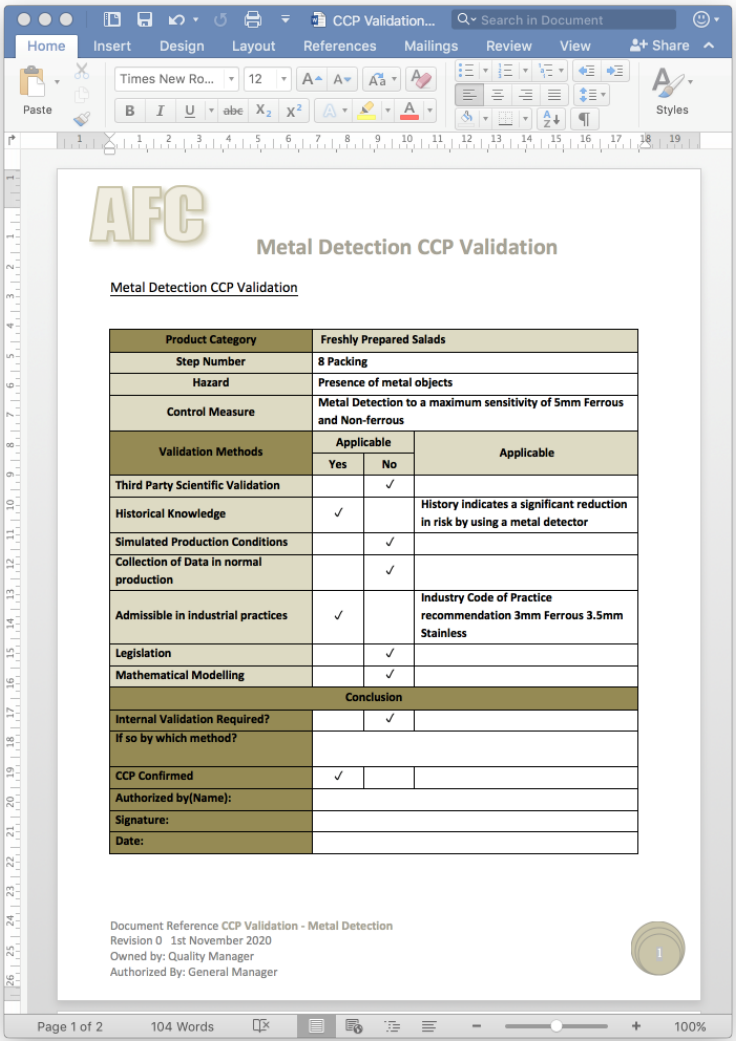
GOP 10.1 Premises - Exterior Buildings and Interior
GOP 10.1A Site Premises Plan
GOP 10.2.1 Equipment and Utensils
GOP 10.2.2 Maintenance and Repairs
GOP 10.2.3 Maintenance Staff and Contractors
GOP 10.2.4 Calibration
GOP 10.3.1 Pest Prevention
GOP 10.3.2 Cleaning and Sanitation
GOP 10.4 Hygiene Policy
GOP 10.4 Personnel Practices and Welfare
GOP 10.4.3A Protective Clothing Risk Assessment
GOP 10.5.1 Product Handling Practices
GOP 10.5.1 High-Risk High-Care Processes - Optional Extra
GOP 10.5.1A Personnel High Risk Hygiene Barrier - Optional Extra
GOP 10.5.2 Control of Foreign Matter Contamination
GOP 10.5.2A Glass Policy
GOP 10.5.2B Control of Brittle Materials
GOP 10.5.2C Glass & Brittle Material Breakage Procedure
GOP 10.5.2D Control of Knives
GOP 10.5.3 Detection of Foreign Objects
GOP 10.5.4 Unloading, Loading and Transport Practices
GOP 10.6 Water, Ice and Air Supply including:
GOP 10.7 Storage
GOP 10.8 Chemical Control
GOP 10.9 Waste Disposal



There is also a Validation Record Samples Sub-Folder

Here there are a range of validation records.





AFC

Metal Detection CCP Validation

Metal Detection CCP Validation

Product Category	Freshly Prepared Salads		
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	✓		
Authorized by(Name):			
Signature:			
Date:			

Document Reference CCP Validation - Metal Detection
Revision 0 1st November 2020
Owned by: Quality Manager
Authorized 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

Click here to order the IFSQN SQF Edition 9 Food Safety Management System Implementation Package for Pre-processing of Plant Products