This is an ideal package for Food Storage & Distribution Operations looking to gain certification to The SQF Food Safety Code: Storage and Distribution Edition 9. The package contains comprehensive document templates matching each section of the SQF Code.

Fast track your way to SQF certification with our easy to use SQF Storage & Distribution Food Safety Management System. Included in the Package:

✓ A comprehensive set of editable SQF compliant Storage and Distribution Food Safety Management System Procedures
✓ A comprehensive set of editable SQF compliant Good Storage and Distribution Practice Procedures
✓ A range of editable Sample Food Safety Record Templates
✓ Introduction to the IFSQN SQF Storage and Distribution Food Safety Management System Training Presentations
✓ HACCP & Internal Auditor Training
✓ Implementation Workbook
✓ User Guide & Free Technical Support
Our Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools, you will find:

✓ A comprehensive set of editable SQF Storage and Distribution Food Safety Management System Procedures
✓ A range of easy to use Sample Record Templates
✓ Advanced HACCP Tools including the SQF Hazard Analysis & Food Safety Plan Template
✓ Sample Verification and Validation Record Templates

You can choose to totally implement the procedures supplied or pick those that are applicable to your process.

The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

Click here to order the SQF Storage & Distribution Food Safety Management System

www.ifsqn.com
Food Safety Management System Procedures - SQF System Elements

SQF Storage & Distribution
Food Safety Management System

www.ifsqn.com
The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System procedures templates that form the foundations of your Food Safety Management System so you don’t have to spend 1,000’s of hours writing compliant procedures.
Procedures included in the SQF Storage and Distribution Food Safety Management System match the clauses of the SQF Code and are as follows:

System Elements:
FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Appendix Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2A Food Safety Culture Planning Matrix
FS 2.1.1.3 Responsibility and Authority
FS 2.1.1.3A Appendix Organizational Chart
FS 2.1.1.3B Appendix Job Descriptions
FS 2.1.2 Management Review
FS 2.1.2R Management Review Record
FS 2.1.3 Complaint Management
FS 2.1.3A Annual Complaints Analyzer
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Packaging Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Record Control
FS 2.3.1 Product Control
FS 2.3.2 Supplier Approval & Incoming Supplies
FS 2.3.2A Material Acceptance Record
FS 2.3.3 Contract Services
FS 2.3.4 Contract Third Party Storage or Distribution
FS 2.4.1 Food Legislation
FS 2.4.2 Good Storage and Distribution Practices
FS 2.4.3 Food Safety Plans
FS 2.4.3 Hazard Analysis Template
FS 2.4.3 Hazard Assessment
Supplementary Advanced HACCP Tools
FS 2.4.4 Control of Non-Conforming Product or Equipment
FS 2.4.5 Product Recoup
FS 2.4.6 Product Release
FS 2.5.1 Validation and Effectiveness
FS 2.5.2 Verification Activities
FS 2.5.3 Corrective and Preventative Action
FS 2.5.3A Root Cause Analysis
FS 2.5.3B Corrective Action Request
FS 2.5.3C Preventative Action Request
FS 2.5.4 Internal Audits and Inspections
FS 2.5.4A Audits and Inspections Schedule
FS 2.6.1 Product Identification
FS 2.6.2 Product Trace
FS 2.6.2 Identification and Traceability System – Appendix
FS 2.6.3 Product Withdrawal and Recall
FS 2.6.4 Crisis Management Planning
FS 2.7.1 Food Defense Plan
FS 2.7.1 Food Defense Threat Assessment
FS 2.7.2 Food Fraud
FS 2.7.2A Food Fraud Material Assessment Calculator
FS 2.8.1 Allergen Management
FS 2.8.1 Allergen Management Records
FS 2.8.1 Allergen Management Tool
FS 2.9 Training

FS 2.5.4A Audits and Inspections Schedule
SQF compliant Good Storage and Distribution Practice Procedures

GP 12.1 Site Location and Premises
GP 12.1A Site Premises Plan
GP 12.2.1 Repairs and Maintenance
GP 12.2.2 Maintenance Staff and Contractors
GP 12.2.3 Calibration
GP 12.2.4 Pest Prevention
GP 12.2.5 Cleaning and Sanitation
GP 12.3 Personnel Hygiene and Welfare
GP 12.4 Personnel Processing Practices
GP 12.4 Hygiene Policy
GP 12.5 Water, Ice and Air Supply
GP 12.6 Receipt, Storage and Transport
GP 12.7.1 Separation of Functions
GP 12.7.2 Control of Foreign Matter Contamination
GP 12.7.2A Glass Policy
GP 12.7.2C Glass & Brittle Material Breakage Procedure
GP 12.7.2D Control of Knives
GP 12.7.3 Detection of Foreign Objects
GP 12.8 Waste Disposal
Food Safety Management System Record Templates

There are a range of sample Food Safety Record Templates:
### Dispatch and Distribution Verification

<table>
<thead>
<tr>
<th>Site Standards</th>
<th>Audit Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all vehicles inspected for damage and hygiene to ensure there is no risk of contamination prior to loading?</td>
<td></td>
</tr>
<tr>
<td>Is cleaning recorded on the vehicle cleaning log?</td>
<td></td>
</tr>
<tr>
<td>Is vehicle loading carried out at the correct temperature?</td>
<td></td>
</tr>
<tr>
<td>Are products evenly and securely spaced to optimise product conditions and reduce the risk of product damage?</td>
<td></td>
</tr>
<tr>
<td>Are chilled distribution vehicle trailers fitted with refrigeration designed to maintain temperature permanently between 1 and 5°C regardless of loading and ambient conditions?</td>
<td></td>
</tr>
<tr>
<td>Are frozen distribution vehicle trailers fitted with refrigeration to maintain temperature permanently below -18°C regardless of loading and ambient conditions?</td>
<td></td>
</tr>
<tr>
<td>Is control of temperature and humidity applied where appropriate to the quality and safety of the products?</td>
<td></td>
</tr>
<tr>
<td>Are thermograph data loggers installed on every vehicle and are fitted with alarms to sound if this temperature is exceeded?</td>
<td></td>
</tr>
<tr>
<td>Are ambient distribution vehicles checked to ensure they are dry and that there is no likely contamination risk to the product?</td>
<td></td>
</tr>
<tr>
<td>Are there checks to ensure that all products will be</td>
<td></td>
</tr>
</tbody>
</table>
Sample Validation Records

There are a range of sample validation record templates.
Sample Verification Records

There are a range of verification record templates.
The Supplementary Advanced HACCP Tools supplement Food Safety Management System documents FS 2.4.3 Food Safety Plans, FS 2.4.3 Hazard Analysis Template and FS 2.4.3 Hazard Assessment. Supplementary Advanced HACCP Tools are included for Operations which require more detailed Hazard Analysis to complement standard procedures included in the Food Safety Management System Documents.

The folder includes the SQF Hazard Analysis & Food Safety Plan Template and Instructions:
SQF Storage & Distribution Food Safety Management System
This folder also contains a HACCP Training PowerPoint Presentation:

**SQF HACCP Training Guide**

**HACCP Study – The Seven Principles**

1. Conduct a hazard analysis.
2. Determine the Critical Control Points (CCPs).
3. Establish critical limit(s).
4. Establish a system to monitor control of the CCP.
5. Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control.
6. Establish documentation concerning all procedures and records appropriate to these principles and their application.
7. Establish procedures for verification to confirm that the HACCP system is working effectively.
SQF Storage & Distribution Food Safety Management System

SQF FSMS Training Presentations

Two illustrated PowerPoint training module presentations will introduce the SQF Code to the management team and demonstrates how our SQF compliant Storage & Distribution Food Safety Management System assists in implementing a system compliant with the SQF Food Safety Code.

SQF System Elements

Module 12: Good Storage and Distribution Practices
SQF Internal Auditor Training Guide

This PowerPoint Training Presentation provides an overview of the Internal Auditor Procedure and can be used to train your Internal Auditors.
This PowerPoint Training Presentation provides instructions on how to conduct Good Distribution Practice Audits/Inspections and can be used to train your Internal Auditors.
## Food Safety System Audit Form

**Date of Audit:** 1st December 2020  
**Time of Audit:** 14:00Hrs

**Procedure Document or Area Audited:** Warehouse (All activities and procedures)

### Manual: Food Safety  
**Document Number:** FS 12.6  
**Area:** Receipt Storage and Transport  
**Issue Number:** 1

<table>
<thead>
<tr>
<th>Non-Conformances Found (To Be Completed by Auditor)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.</td>
<td></td>
</tr>
<tr>
<td>Non-Conformance Notification 0002 raised (Major) - Goods transferred to the warehouse were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.</td>
<td></td>
</tr>
<tr>
<td>Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.</td>
<td></td>
</tr>
<tr>
<td>Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.</td>
<td></td>
</tr>
<tr>
<td>Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled &amp; segregation in place to prevent cross-contamination.</td>
<td></td>
</tr>
<tr>
<td>Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.</td>
<td></td>
</tr>
</tbody>
</table>

**Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)**

- **Non-Conformance Notification 0001** – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection.  
  To be completed by 25th December 2020

- **Non-Conformance Notification 0002** (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.  
  To be completed by 8th December 2020
Corrective Action Request Sample

Sample H&H Audit GDP Audit
We include a workbook to assist in the implementation of your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- Step One: Introduction to the SQF Code Presentations
- Step Two: Assessment your Food Safety Management System
- Step Three: Senior Management Implementation
- Step Four: Food Safety Quality Management System
- Step Five: Training
- Step Six: Project SQF Implementation
- Step Seven: Internal Auditing & Checklists
- Step Eight: Final Steps to SQF Certification
We also include a Start-Up Guide to assist you in navigating the contents of the IFSQN SQF Food Safety Management System Implementation Package.

www.ifsqn.com
**Free Online Support until you achieve Certification**

We provide online support and expertise to answer your questions and assist you in developing your SQF Food Safety Management System.

**Benefits of using the IFSQN SQF Storage & Distribution Food Safety Management System Implementation Package**

The SQF Storage & Distribution Food Safety Management System is designed to help organizations tackle the task of implementing an effective system and progress to certification to a GFSI benchmarked standard. As Tony Connor of IFSQN explains the SQF Food Safety Management System gives organizations a head start in developing their system and preparing for certification:

“The system includes a comprehensive range of editable Food Safety Management System Procedures and Good Storage & Distribution Practices which enable an organization to put in place fundamental Food Safety Management System that is compliant with the SQF Food Safety Code. The system also provides guidance on how to manage and implement a system based on CODEX HACCP Principles and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process.”

“As a bonus our SQF Storage & Distribution Food Safety Management System is backed up by expert support which is always available to provide guidance in developing your system.”

**Click here to order the SQF Storage & Distribution Food Safety Management System**

www.ifsqn.com