



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

SQF Storage & Distribution Food Safety Management System

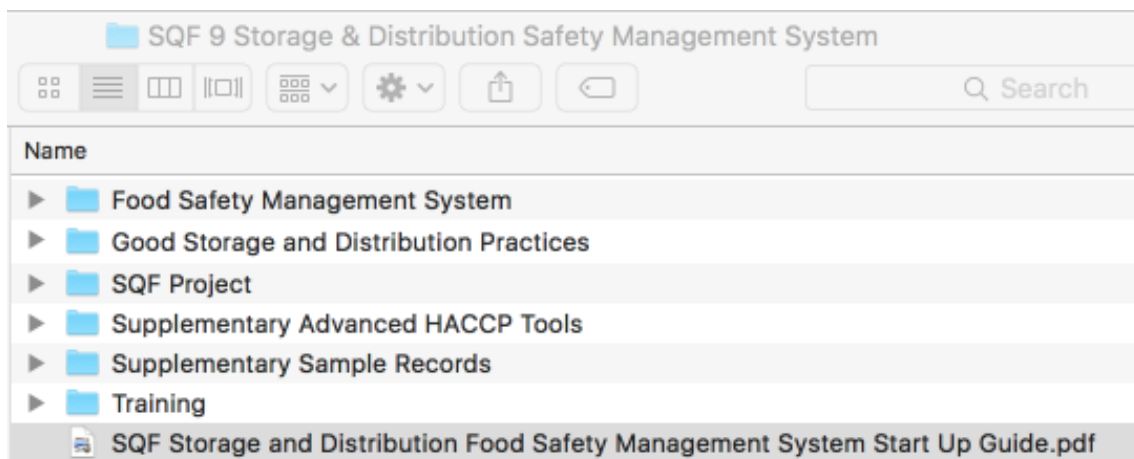
Storage & Distribution Food Safety Management System

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](#)

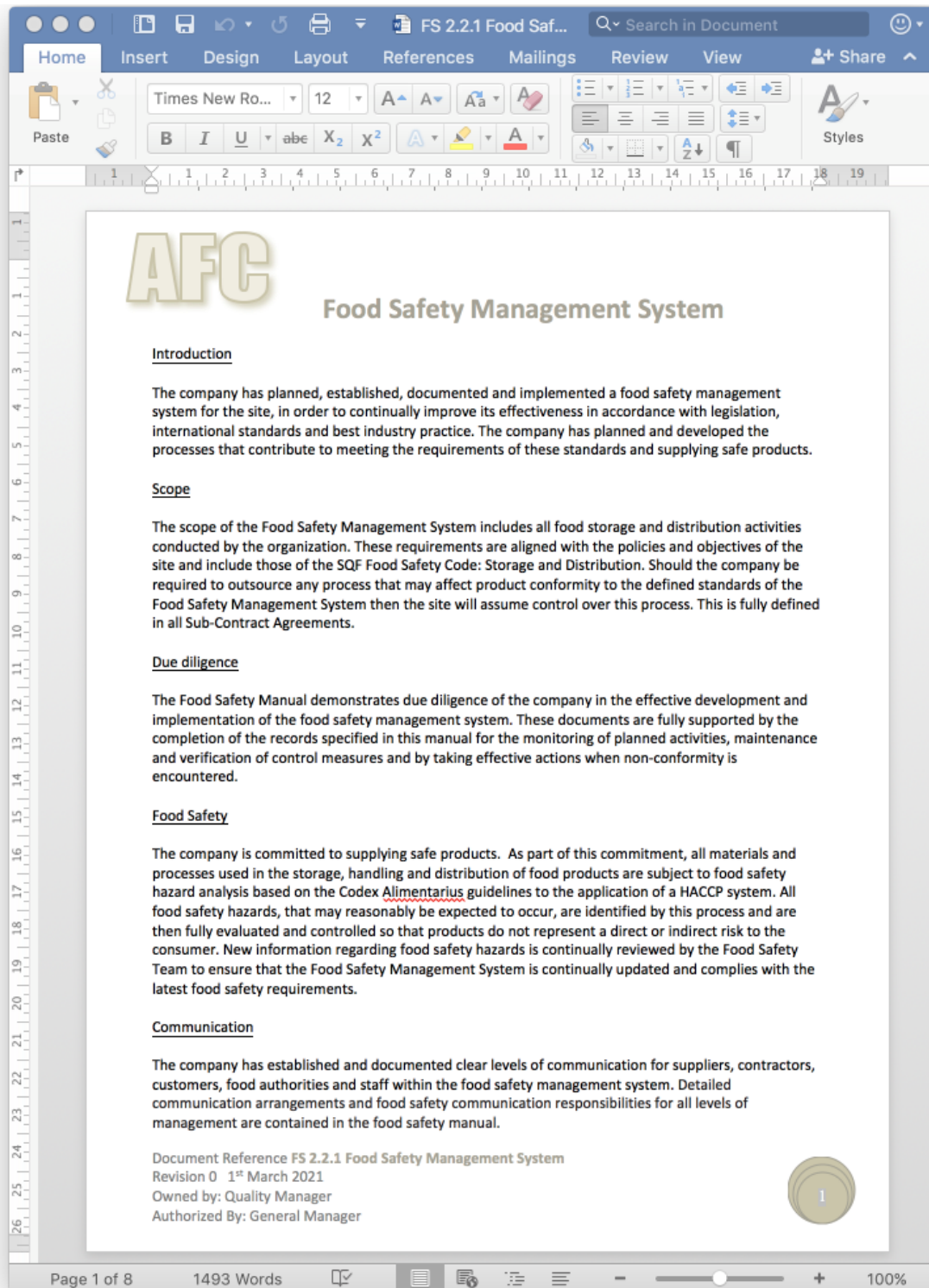
SQF Storage & Distribution Food Safety Management System

Food Safety Management System Procedures - SQF System Elements

SQF Food Safety Management System				
Q Search				
Name	^	Date Modified	Size	Kind
FS 2.1 Management Commitment.docx		10/03/2021	30 KB	Micros...(docx)
FS 2.1.1.1 Food Safety Policy.docx		10/03/2021	30 KB	Micros...(docx)
FS 2.1.1.1A Appendix Food Safety Objectives.docx		10/03/2021	26 KB	Micros...(docx)
FS 2.1.1.2 Food Safety Culture.docx		10/03/2021	373 KB	Micros...(docx)
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx		11/03/2021	20 KB	Micros...(xlsx)
FS 2.1.1.3 Responsibility and Authority.docx		11/03/2021	44 KB	Micros...(docx)
FS 2.1.1.3A Appendix Organizational Chart.xlsx		11/03/2021	1.3 MB	Micros...(xlsx)
FS 2.1.1.3B Appendix Job Descriptions.docx		11/03/2021	42 KB	Micros...(docx)
FS 2.1.2 Management Review.docx		12/03/2021	32 KB	Micros...(docx)
FS 2.1.2R Management Review Record.docx		12/03/2021	29 KB	Micros...(docx)
FS 2.1.3 Complaint Management.docx		12/03/2021	29 KB	Micros...(docx)
FS 2.1.3A Annual Complaints Analyzer.xlsx		27/06/2020	170 KB	Micros...(xlsx)
FS 2.1.3B Annual Complaints Analyzer Instruction		27/06/2020	3.3 MB	PDF Document
FS 2.2.1 Food Safety Management System.docx		11/04/2021	52 KB	Micros...(docx)
FS 2.2.2 Document Control.docx		13/03/2021	33 KB	Micros...(docx)
FS 2.2.3 Record Control.docx		13/03/2021	33 KB	Micros...(docx)
FS 2.3.1 Product Control.docx		13/03/2021	31 KB	Micros...(docx)
FS 2.3.2 Supplier Approval & Incoming Supplies.docx		13/03/2021	34 KB	Micros...(docx)
FS 2.3.2A Material Acceptance Record.xlsx		28/10/2020	20 KB	Micros...(xlsx)
FS 2.3.3 Contract Services.docx		10:01	29 KB	Micros...(docx)
FS 2.3.4 Contract Third Party Storage or Distribution		15/03/2021	29 KB	Micros...(docx)
FS 2.3.4A Supplier & Material Risk Assessment.xlsx		28/10/2020	33 KB	Micros...(xlsx)
FS 2.3.4B Supplier Assessment Form.docx		09/11/2020	135 KB	Micros...(docx)
FS 2.4.1 Food Legislation.docx		10:04	27 KB	Micros...(docx)
FS 2.4.2 Good Storage and Distribution Practices.docx		16/03/2021	28 KB	Micros...(docx)
FS 2.4.3 Food Safety Plans.docx		16/03/2021	50 KB	Micros...(docx)
FS 2.4.3A Hazard Analysis Template.xlsx		16/03/2021	105 KB	Micros...(xlsx)
FS 2.4.3 Hazard Assessment.docx		16/03/2021	33 KB	Micros...(docx)
FS 2.4.4 Control of Non-Conforming Product or Equipment.docx		23/03/2021	32 KB	Micros...(docx)
FS 2.4.4 Product Hold Label.docx		09/11/2020	16 KB	Micros...(docx)
FS 2.4.5 Product Recoup.docx		23/03/2021	27 KB	Micros...(docx)
FS 2.4.6 Product Release.docx		10:23	29 KB	Micros...(docx)
FS 2.5.1 Validation and Effectiveness.docx		23/03/2021	32 KB	Micros...(docx)
FS 2.5.2 Verification Activities.docx		23/03/2021	31 KB	Micros...(docx)
FS 2.5.3 Corrective Action and Preventative Action.docx		23/03/2021	35 KB	Micros...(docx)
FS 2.5.3A Root Cause Analysis.docx		23/03/2021	131 KB	Micros...(docx)
FS 2.5.3B Corrective Action Request		23/03/2021	105 KB	Micros...(docx)
FS 2.5.3C Preventative Action Request		23/03/2021	106 KB	Micros...(docx)
FS 2.5.4 Internal Audits and Inspections.docx		24/03/2021	1.1 MB	Micros...(docx)
FS 2.5.4A Audit and Inspection Schedule.xlsx		24/03/2021	18 KB	Micros...(xlsx)
FS 2.6.1 Product Identification.docx		24/03/2021	29 KB	Micros...(docx)
FS 2.6.2 Identification and Traceability System - Appendix.docx		24/03/2021	28 KB	Micros...(docx)
FS 2.6.2 Product Trace.docx		25/03/2021	30 KB	Micros...(docx)
FS 2.6.2A Batch Identification System.docx		25/03/2021	27 KB	Micros...(docx)
FS 2.6.2B Label Retention and Check.docx		25/03/2021	3.3 MB	Micros...(docx)
FS 2.6.3 Product Withdrawal and Recall.docx		25/03/2021	40 KB	Micros...(docx)
FS 2.6.3A Recall Template.docx		25/03/2021	26 KB	Micros...(docx)
FS 2.6.4 Crisis Management Planning.docx		25/03/2021	56 KB	Micros...(docx)
FS 2.7.1 Food Defense Plan.docx		25/03/2021	865 KB	Micros...(docx)
FS 2.7.1A Food Defense Threat Assessment.xlsx		25/03/2021	32 KB	Micros...(xlsx)
FS 2.7.2 Food Fraud.docx		25/03/2021	1.7 MB	Micros...(docx)
FS 2.7.2A Food Fraud Assessment Template.xlsx		25/03/2021	35 KB	Micros...(xlsx)
FS 2.8.1 Allergen Management		25/03/2021	44 KB	Micros...(docx)
FS 2.8.1 Allergen Management Records		11:38	--	Folder
FS 2.8.1 Allergen Management Tool.xlsx		25/03/2021	92 KB	Micros...(xlsx)
FS 2.8.1 Appendix Product Allergen Identification.docx		25/03/2021	30 KB	Micros...(docx)
FS 2.9 Training.docx		25/03/2021	31 KB	Micros...(docx)

SQF Storage & Distribution Food Safety Management System

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.



SQF Storage & Distribution Food Safety Management System

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

SQF Storage & Distribution Food Safety Management System

- 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

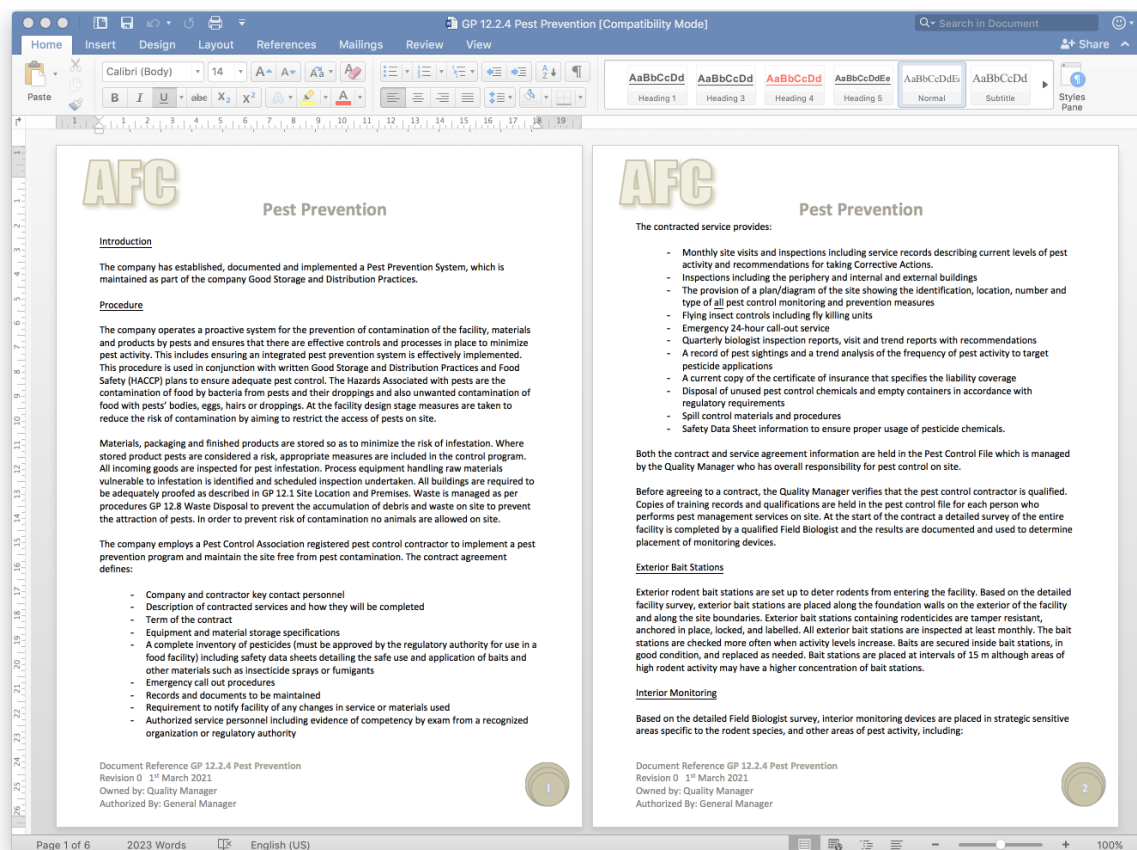
GP 12.1.1 Site Location and Premises including:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Procedure to be covered by Internal Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
1	SQF Internal Audit Schedule													
2														
3	High Risk - Quarterly													
4	Medium Risk - Twice per Year													
5	Low Risk - Annually													
6														
7														
8	FS 2.1.1 Management Responsibility	Low												
9	FS 2.1.2 Management Review	Low												
10	FS 2.1.3 Complaint Management	Medium												
11	FS 2.2.1 Food Safety Management System	Low												
12	FS 2.2.2 Document Control	Low												
13	FS 2.2.3 Records	Low												
14	FS 2.3.1 Product for Storage and Distribution	Medium												
15	FS 2.3.2 Supplier Approval and Incoming Supplies	Medium												
16	FS 2.3.3 Contract Service Providers	Medium												
17	FS 2.3.4 Contract Third-Party Storage or Distributor	High												
18	FS 2.4.1 Food Legislation	Medium												
19	FS 2.4.2 Good Storage and Distribution Practices	Medium												
20	FS 2.4.3 Food Safety Plan	High												
21	FS 2.4.4 Non-conforming Product and Equipment	High												
22	FS 2.4.5 Product Recall	High												
23	FS 2.4.6 Product Release	High												
24	FS 2.5.1 Validation and Effectiveness	Medium												
25	FS 2.5.2 Verification Activities	Medium												
26	FS 2.5.3 Corrective and Preventative Action	Medium												
27	FS 2.5.4 Internal Audits and Inspections	Medium												
28	FS 2.6.1 Product Identification	High												
29	FS 2.6.2 Product Trace	High												
30	FS 2.6.3 Product Withdrawal and Recall	Medium												
31	FS 2.6.4 Crisis Management Planning	Medium												
32	FS 2.7.1 Food Defense Plan	Medium												
33	FS 2.7.2 Food Fraud	Medium												
34	FS 2.8 Allergen Management	High												
35	FS 2.9 Training	Medium												

SQF Storage & Distribution Food Safety Management System

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:



SQF Storage & Distribution Food Safety Management System

FSR Dispatch and Distribution V... Search in Document

Home Insert Design Layout References Mailings Review View Share

Paste Times New Ro... 12 A A A A B I U abc X₂ X² Styles Styles Pane

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

AFC

Dispatch and Distribution Verification

Dispatch and Distribution Verification

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

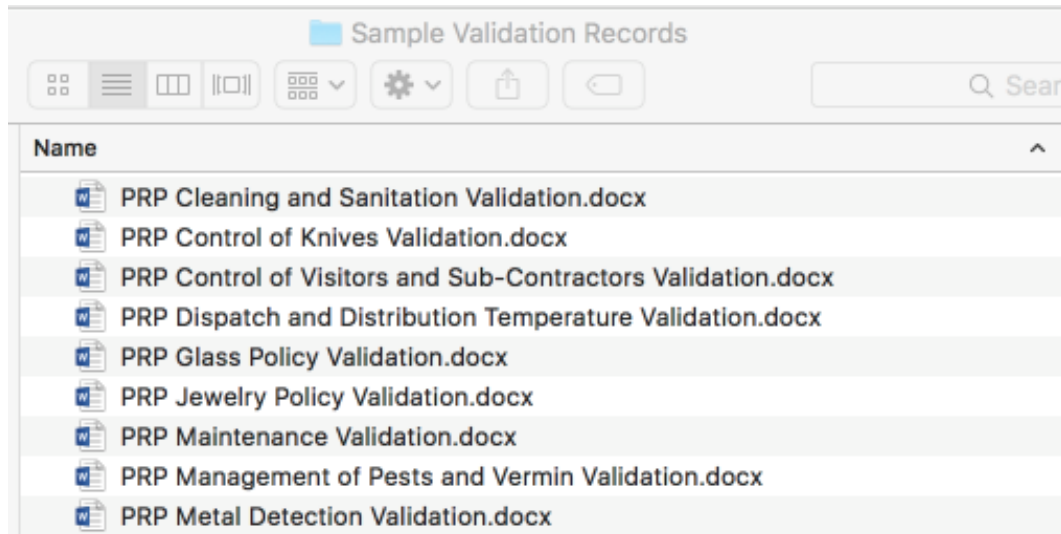
Document Reference FSR Dispatch and Distribution Verification
Revision 0 1st February 2020
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 4 646 Words English (US) 100%

SQF Storage & Distribution Food Safety Management System

Sample Validation Records

There are a range of sample validation record templates.



The screenshot shows a Microsoft Word document titled 'PRP Dispatch and Distribution Validation'. The document is a validation record for 'Freshly Prepared Vegetables' and includes a table for validation methods and a conclusion section.

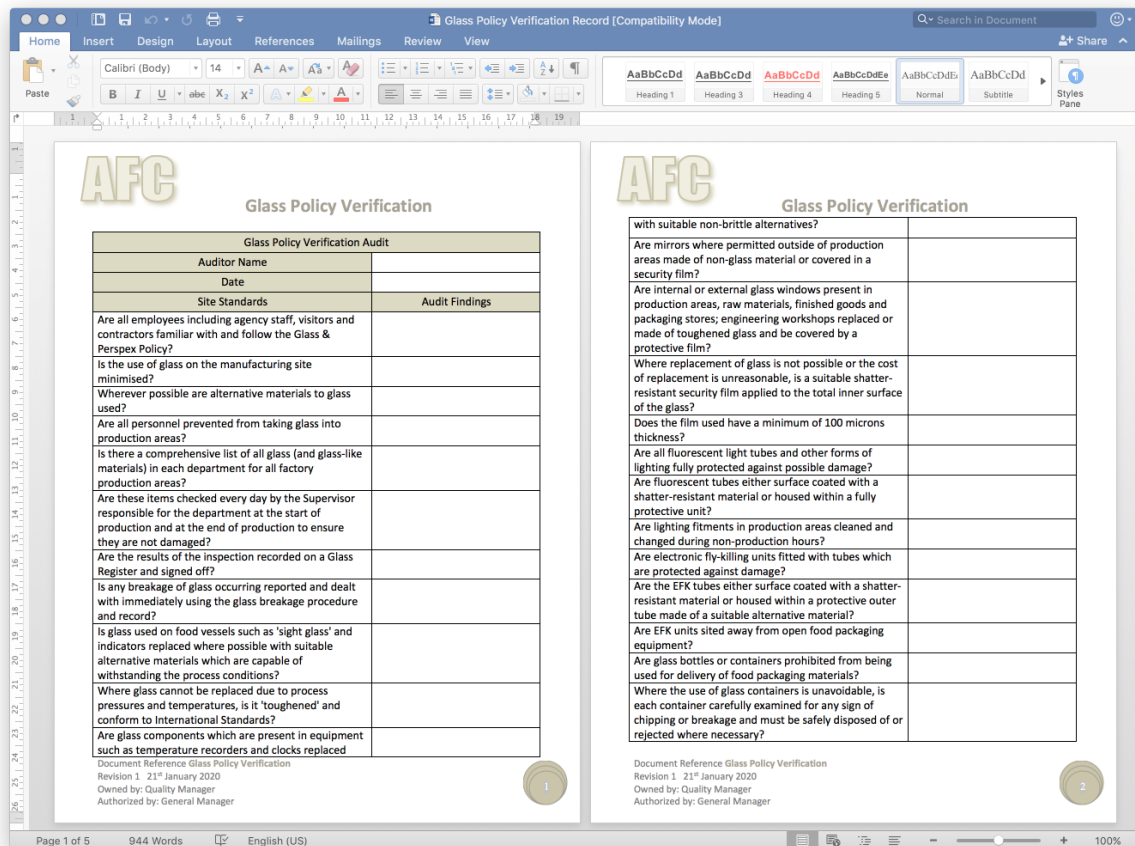
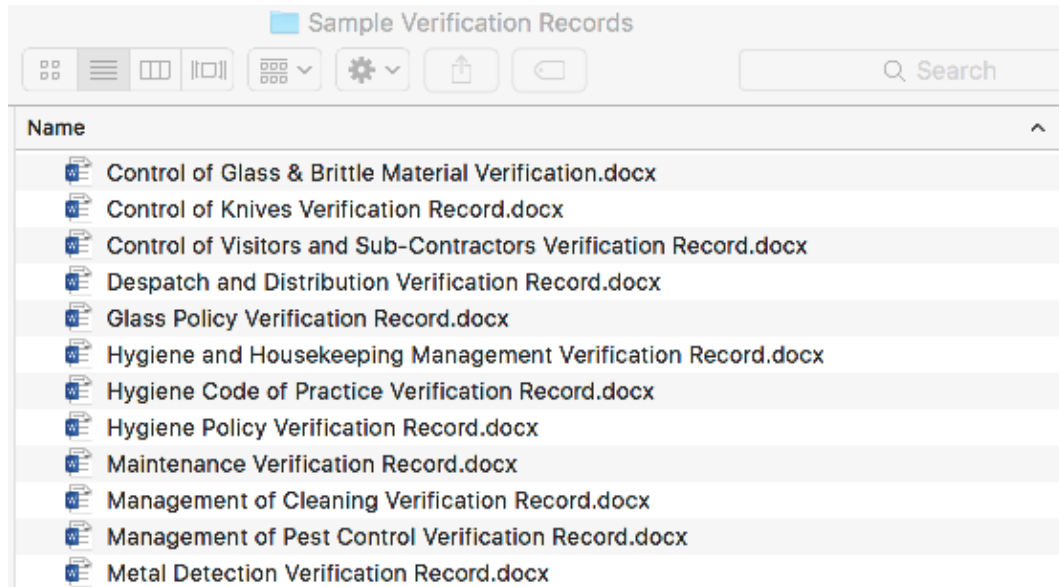
Product Category	Freshly Prepared Vegetables		
Step Number	10 Distribution		
Hazard	Growth of food poisoning bacteria due to inadequate temperature control		
Control Measure	Maintain vehicle temperature at less than 8 ° C at all times		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		
Legislation	✓		Food Safety Temp. Control Regulations require perishable food to be stored below 8 ° C at all times.
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
PRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference PRP Dispatch and Distribution Validation
Revision 1 21st January 2020
Owned by: Quality Manager
Authorized by: General Manager

SQF Storage & Distribution Food Safety Management System

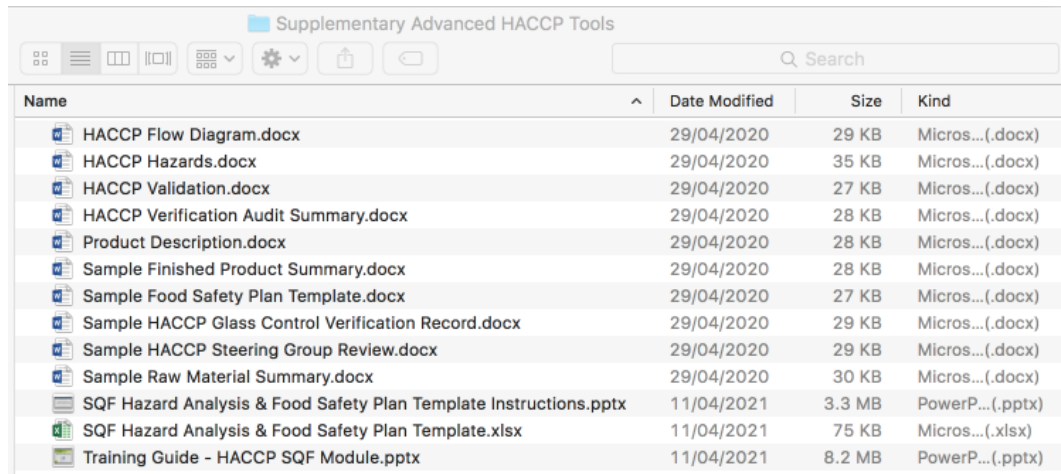
Sample Verification Records

There are a range of verification record templates.



SQF Storage & Distribution Food Safety Management System

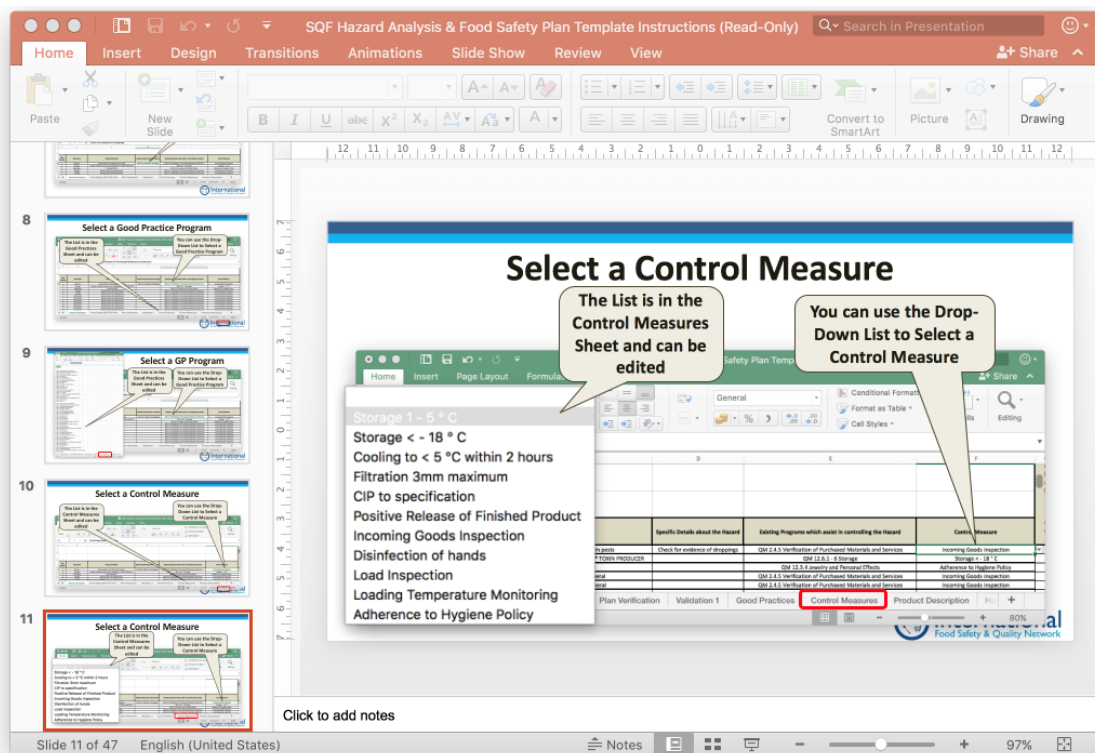
Supplementary Advanced HACCP Tools



Name	Date Modified	Size	Kind
HACCP Flow Diagram.docx	29/04/2020	29 KB	Micros...(.docx)
HACCP Hazards.docx	29/04/2020	35 KB	Micros...(.docx)
HACCP Validation.docx	29/04/2020	27 KB	Micros...(.docx)
HACCP Verification Audit Summary.docx	29/04/2020	28 KB	Micros...(.docx)
Product Description.docx	29/04/2020	28 KB	Micros...(.docx)
Sample Finished Product Summary.docx	29/04/2020	28 KB	Micros...(.docx)
Sample Food Safety Plan Template.docx	29/04/2020	27 KB	Micros...(.docx)
Sample HACCP Glass Control Verification Record.docx	29/04/2020	29 KB	Micros...(.docx)
Sample HACCP Steering Group Review.docx	29/04/2020	29 KB	Micros...(.docx)
Sample Raw Material Summary.docx	29/04/2020	30 KB	Micros...(.docx)
SQF Hazard Analysis & Food Safety Plan Template Instructions.pptx	11/04/2021	3.3 MB	PowerP...(.pptx)
SQF Hazard Analysis & Food Safety Plan Template.xlsx	11/04/2021	75 KB	Micros...(.xlsx)
Training Guide - HACCP SQF Module.pptx	11/04/2021	8.2 MB	PowerP...(.pptx)

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 compliment standard procedures included in the Food Safety Management System Documents.

The folder includes the SQF Hazard Analysis & Food Safety Plan Template and Instructions:



Select a Control Measure

The List is in the Control Measures Sheet and can be edited

You can use the Drop-Down List to Select a Control Measure

Storage < - 18 °C
Cooling to < 5 °C within 2 hours
Filtration 3mm maximum
CIP to specification
Positive Release of Finished Product
Incoming Goods Inspection
Disinfection of hands
Load Inspection
Loading Temperature Monitoring
Adherence to Hygiene Policy

Click to add notes

Slide 11 of 47 English (United States) 97%

SQF Storage & Distribution Food Safety Management System

Microsoft Excel interface showing the 'SQF Hazard Analysis & Food Safety Plan Template'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The formula bar shows '=Hazard Analysis/15MS13'. The spreadsheet displays a 'Food Safety (HACCP) Plan' table with columns for Step Number, Step Name, Hazards Identified, Existing Prerequisite Programmes, Control Measure, Critical Limits, Monitoring Procedures, Corrections & Corrective Action, Responsibility & Authority, and Food Safety (HACCP) Record. The table contains 5 rows of data for different steps (1-5) involving Goods In, Storage, Repacking, and Loading. A 'Decision Tree' pop-up is visible, showing a flow from 'Not a CCP' to 'Check' to 'CCP'.

Microsoft Word ribbon: Home, Insert, Design, Transitions, Animations, Slide Show, Review, View. Search bar: Search in Presentation. Icons: Paste, New Slide, Convert to SmartArt, Picture, Drawing.

1 **International**
SQF Hazard Analysis & Food Safety
Plan Template Instructions

Tony Connor, Chief Technical Advisor,
IFSQN.

2 **Open the file SQF Hazard Analysis &
Food Safety Plan Template**

3 **Enter Step Number**

4 **Enter Step Name**

5 **Enter Step Name**

6 **Select a Hazard**

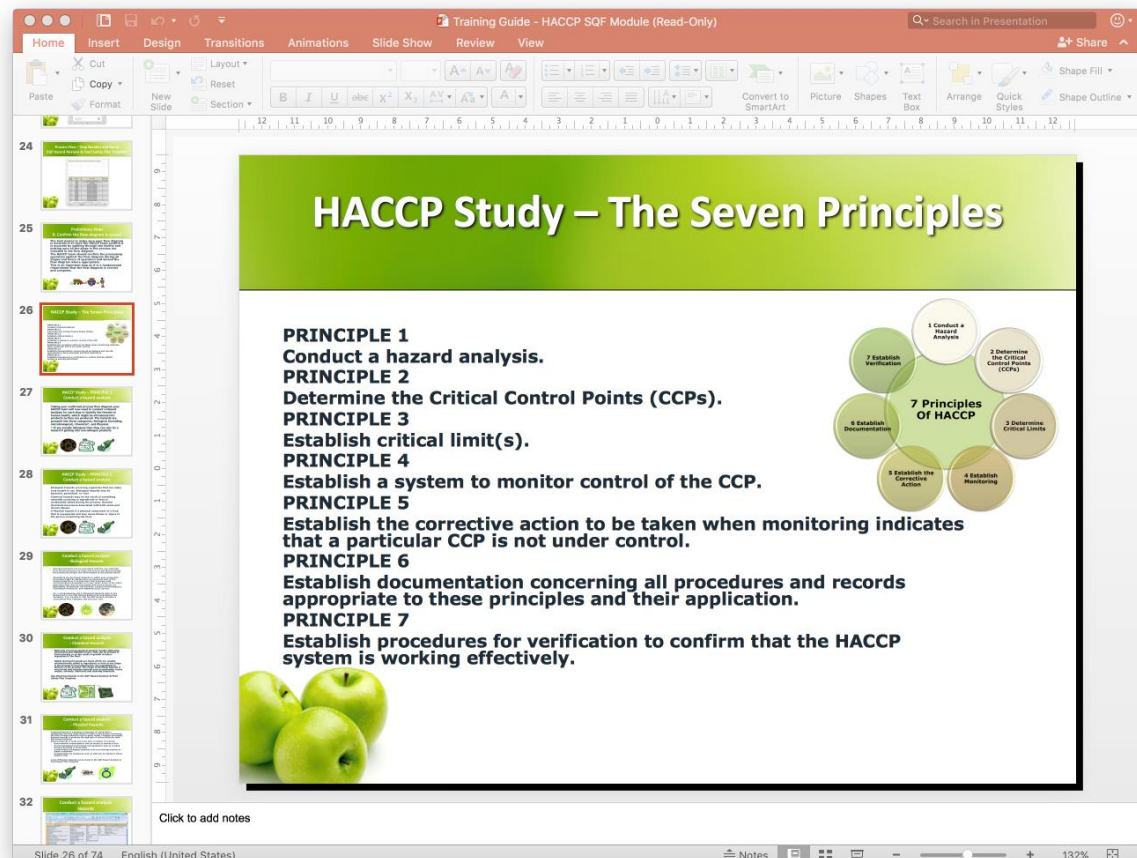
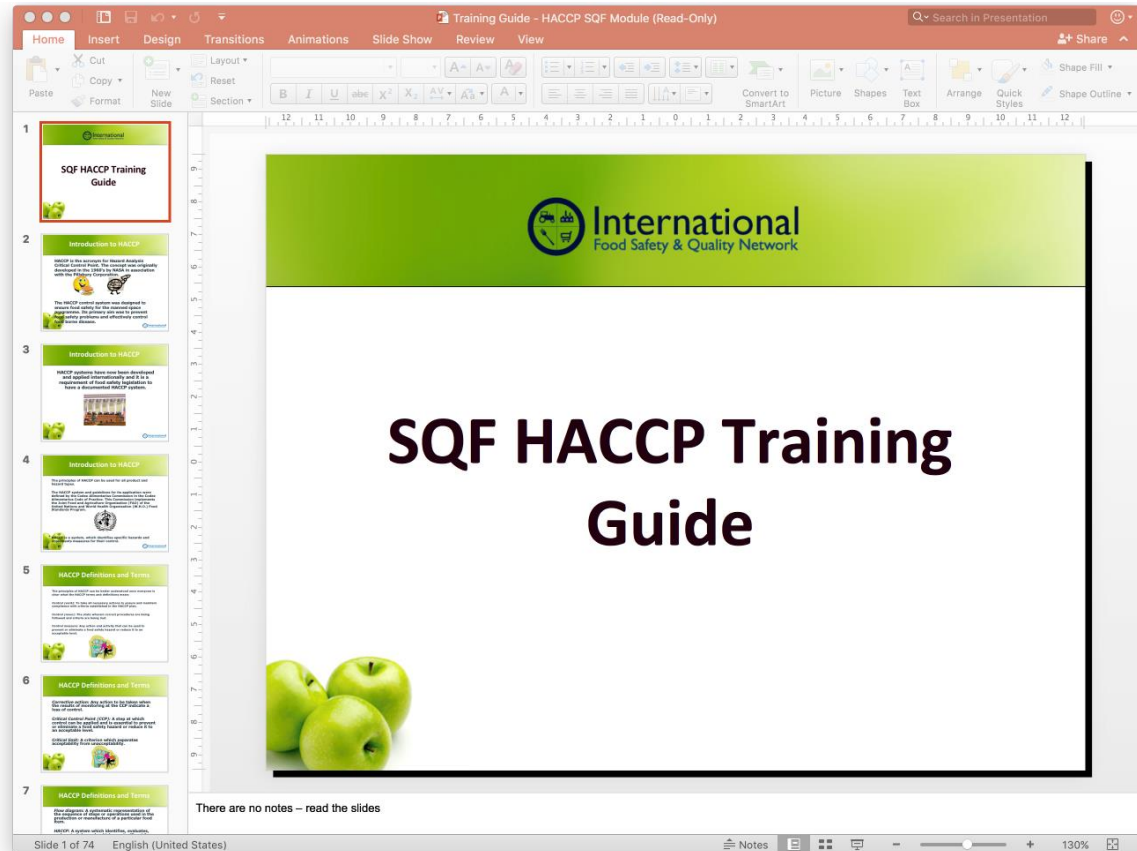
7 **Add comments/notes about the Hazard**

8 **Click to add notes**

Slide 1 of 47 English (United States) 97%

SQF Storage & Distribution Food Safety Management System

This folder also contains a HACCP Training PowerPoint Presentation:

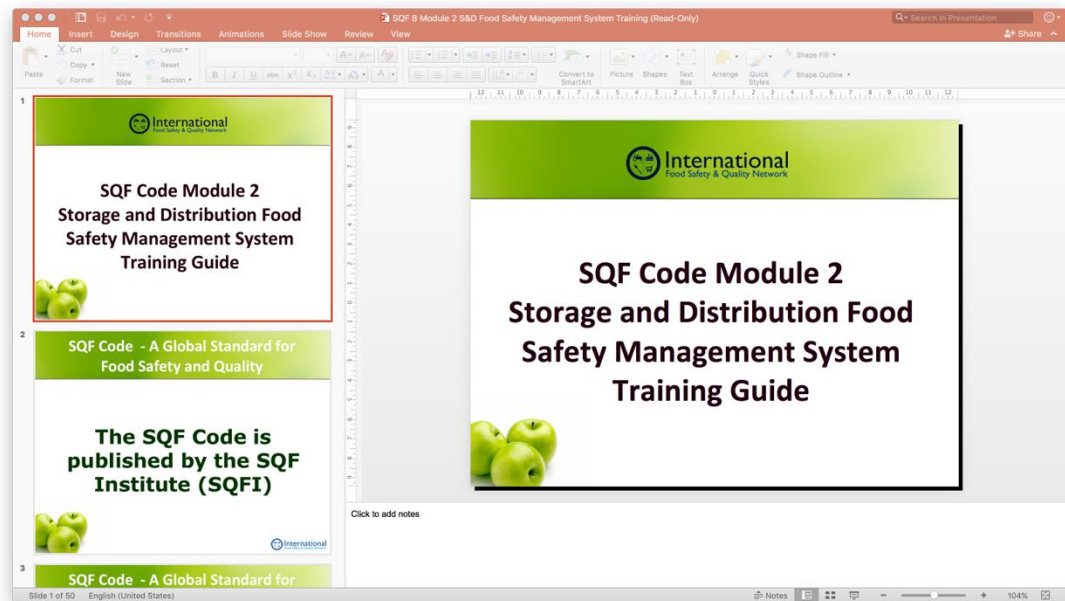


SQF Storage & Distribution Food Safety Management System

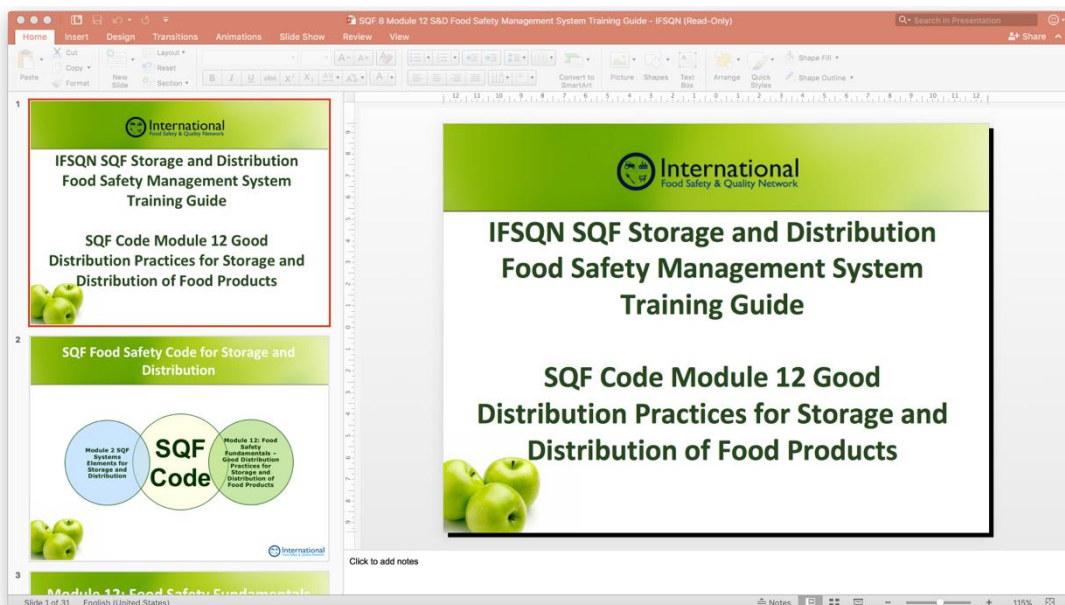
SQF FSMS Training Presentations

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 Storage & Distribution Food Safety Management System

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.

The screenshot shows a Microsoft PowerPoint window titled "SQF Internal Auditor Training Guide IFSQN". The software interface includes a ribbon with tabs for Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. A search bar is located in the top right corner. The left sidebar displays a slide thumbnail pane with six slides. The main slide area shows slide 3, which has a green header and contains the following text:

Internal Audits SQF Code Section 2.5.4 Internal Audits and Inspections

2.5.4 Internal Audits and Inspections (Mandatory)

Internal audits must be conducted at least annually. All applicable requirements of the SQF Food Safety Code: Storage and Distribution must be audited.

Below the text is an image of three green apples. To the right of the text is a small inset image of a document titled "Internal Audits and Inspections" with a table and a line graph. The bottom of the slide features the International Food Safety & Quality Network logo.

The slide number "3" is visible in the bottom left corner of the slide area. The status bar at the bottom of the PowerPoint window indicates "Slide 3 of 55", "English (United States)", and "110%".

SQF Storage & Distribution Food Safety Management System

SQF Internal Auditor Training - GDP Audits

This PowerPoint Training Presentation provides instructions on how to conduct Good Distribution Practice Audits/Inspections and can be used to train your Internal Auditors.

GDP Audit Form
Inspections are carried out using GDP Audit Form.

The slide displays a screenshot of the 'Warehouse GDP Audit' form. The form is divided into two main sections: 'Warehouse GDP Audit' and 'Additional Comments'. The 'Warehouse GDP Audit' section contains various tables for recording audit findings, including 'Audit Findings', 'Audit Findings', 'Audit Findings', and 'Audit Findings'. The 'Additional Comments' section is for providing further details on the audit findings.

Inspections are carried out using GDP Audit Form. There is an example in the package.

What's Not Good

Floor corroded and in poor condition.
Score of 1 or 2 for this depending on the area

The slide shows a photograph of a floor that is corroded and in poor condition, with a large red 'X' overlaid on it. Below the photo is a table with the following data:

Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor needs resealing urgently
Drains	3	
Ceiling	3	

What's not good

Food Safety Quality System Audit Form Sample

AFC

Food Safety System Audit Form

Food Safety Quality System Audit Form			
Date of Audit: 1 st 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
Non-Conformances Found (To Be Completed by Auditor)			
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.			
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.			
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.			
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.			
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.			
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.			
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 25 th 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 <u>never</u> be on the floor. To be completed by 8 th December 2020			

Document Reference Food Safety Quality System Audit Form QMR 010
Revision 1 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 562 Words 100%

SQF Storage & Distribution Food Safety Management System

Corrective Action Request Sample

Corrective Action Request

Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1 st December 2020
The following Non-compliance has been noted:	Goods transferred to the warehouse were not covered. Where possible they should be on plastic pallets. Goods transferred were left in direct contact with the floor.
Reference Audit Report or Food Safety Quality System Area	GP 12.6 Receipt, Storage and Transport Practices
Risk Assessment : High / Medium / Low	High Risk – Major Non-Compliance
Corrective action required:	Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
Person Responsible for corrective Action:	Warehouse Manager
Target Date to be completed by:	8 th December 2020
Details of Action taken:	All staff briefed that goods transferred to the factory should be covered. Where possible they should be on plastic pallets. and that they should never be on the floor.
Sign to confirm action completed:	<i>Warehouse Manager</i>
Date Completed:	8 th December 2020

Document Reference Corrective Action Request QMR 012
Revision 0 1st December 2020
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Completed Corrective Action Review

Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1 st December 2020
Results of Audit to confirm corrective action is complete	Training records complete. Checked and goods transferred to the factory were covered and on plastic pallets.
Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance	Complete but follow up again on next audit.
Corrective Action Status Closed or Incomplete?	Closed
Closed out by Quality Manager	Enter-New-Corrective-Action-Request Number-Here

* Corrective Action Request Closed / Corrective Action Incomplete New Corrective Action Request Number..... Raised
* Delete as applicable

Signed: ... *Quality Manager*..... Quality Manager
Date: ... 15th December 2020.....

Document Reference Corrective Action Request QMR 012
Revision 0 1st December 2020
Owned by: Quality Manager
Authorized By: General Manager

Sample H&H Audit GDP Audit

Warehouse GP Audit

Area of Audit:	Packing Room
Responsible Manager:	Andy Manager
Auditee (if Applicable):	Andy Supervisor
Date of Audit:	22/1/21
Auditor Name:	Andy Auditor
Auditor Signature:	<i>Andy Auditor</i>

Scoring System	
1	Major Non-compliance
2	Minor Non-compliance
3	Compliant

Personal Hygiene	Score	Comments
Overalls/coats	3	
Hairnets/beard snoods	3	
Jewelry	3	
Shoes	3	
Handwashing	3	Blue towel would be better

Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor corroded - in poor condition
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

Fabric Hygiene	Score	Comments
Walls	3	
Floor	3	
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

Document Reference Warehouse GP Audit GPR 01
Revision 0 8th January 2021
Owned by: Quality Manager
Authorized By: General Manager

Warehouse GP Audit

Waste Disposal	Score	Comments
Bins clean	3	
Timely removal of waste	2	Waste accumulation at exit
Waste containers identified	3	

Pest Control	Score	Comments
Curtains	3	
EFK's / insectocutors	3	
Baits/traps	3	

Contamination Risks	Score	Comments
Glass	3	
Brittle Materials	3	
Chemicals	3	
Metal	3	
Wood	3	
Loose parts	1	Loose nuts left on spray coder
Overheads	3	
Leaks	3	

Hygiene & Housekeeping	Score	Comments
Equipment	3	
Pipe work	3	
Hose pipes	1	Hose pipes left on floor
Cleaning equipment	3	
Tanks	3	
Maintenance tools	3	

Equipment Areas Only	Score	Comments
Equipment Name		
Equipment Perspex/metal guards	3	
Equipment hygiene	3	
Conveyor	3	
Packaging	3	

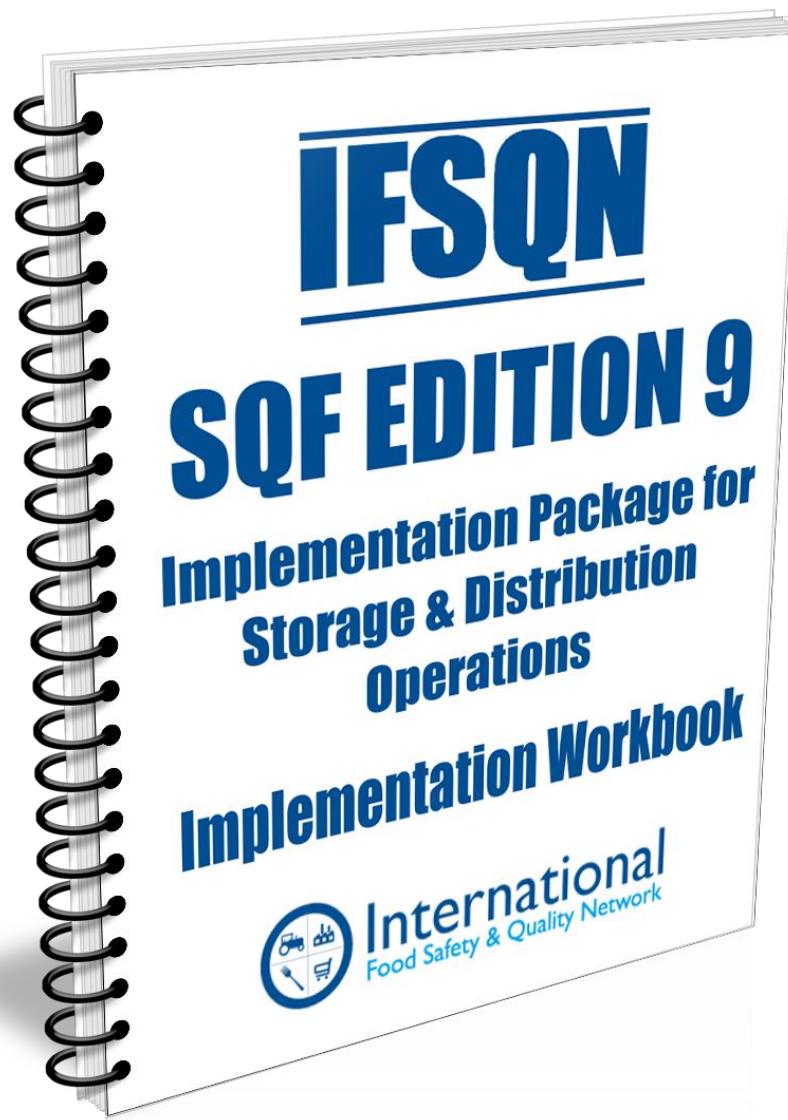
Additional Comments

Overall a good standard of hygiene and housekeeping was observed in this area

3 Major Non-compliances to be tackled urgently

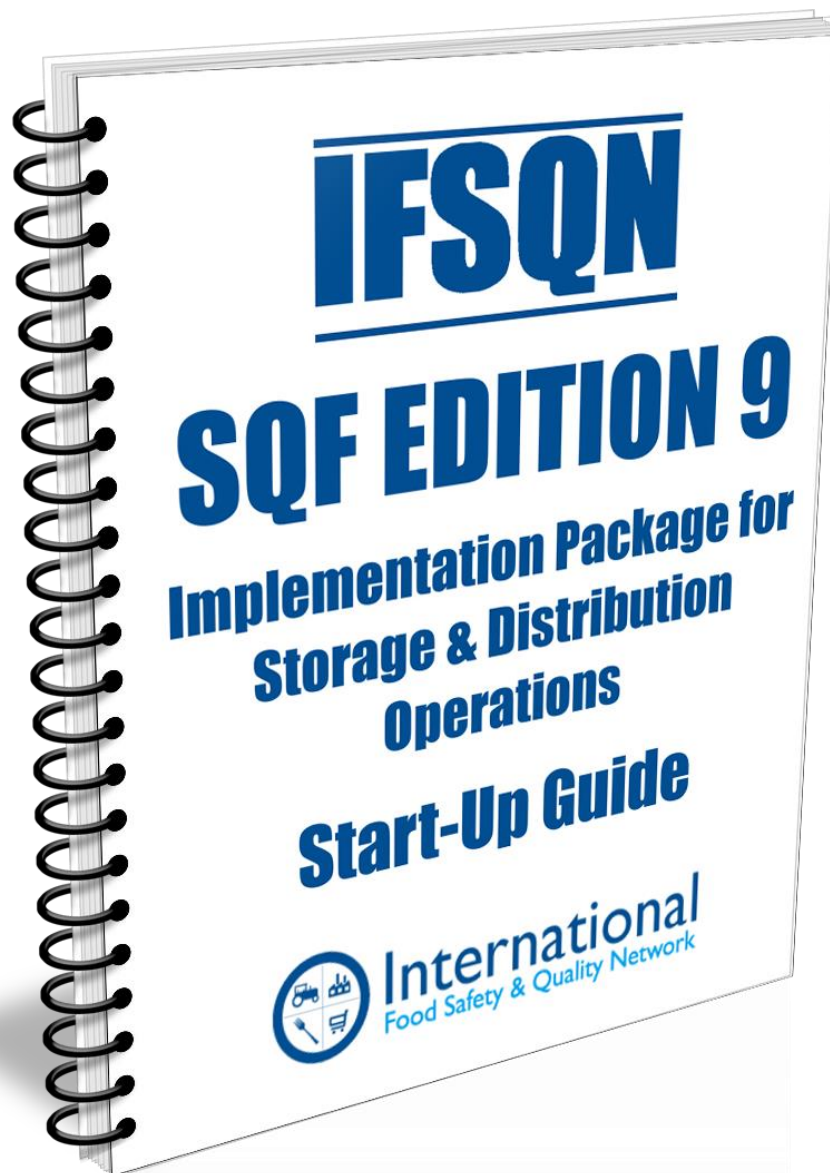
1 Minor Non-compliance

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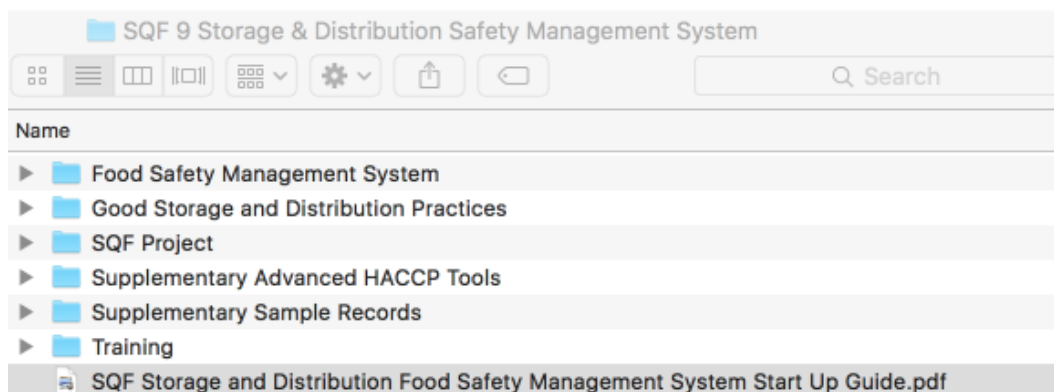


We include a workbook to assist in the implementation of your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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.



SQF Storage & Distribution Food Safety Management System

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](#)