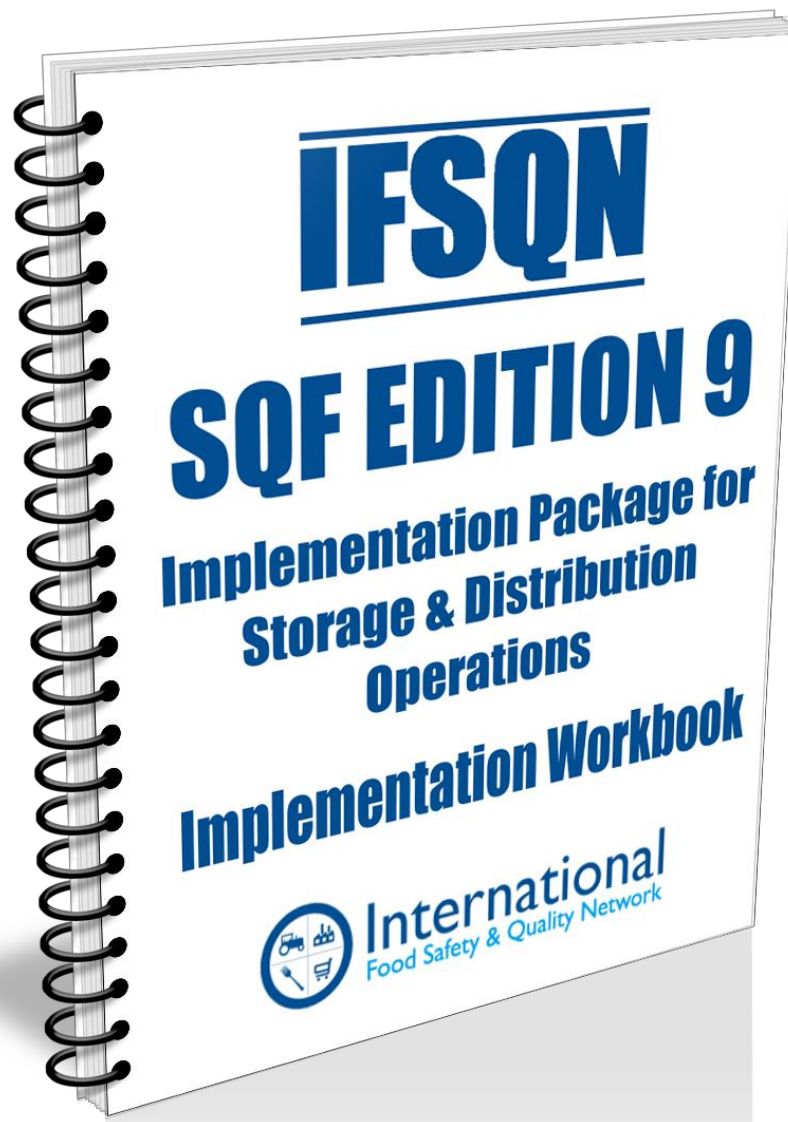


SQF Storage & Distribution Food Safety Management System  
Implementation Workbook



This workbook assists 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:

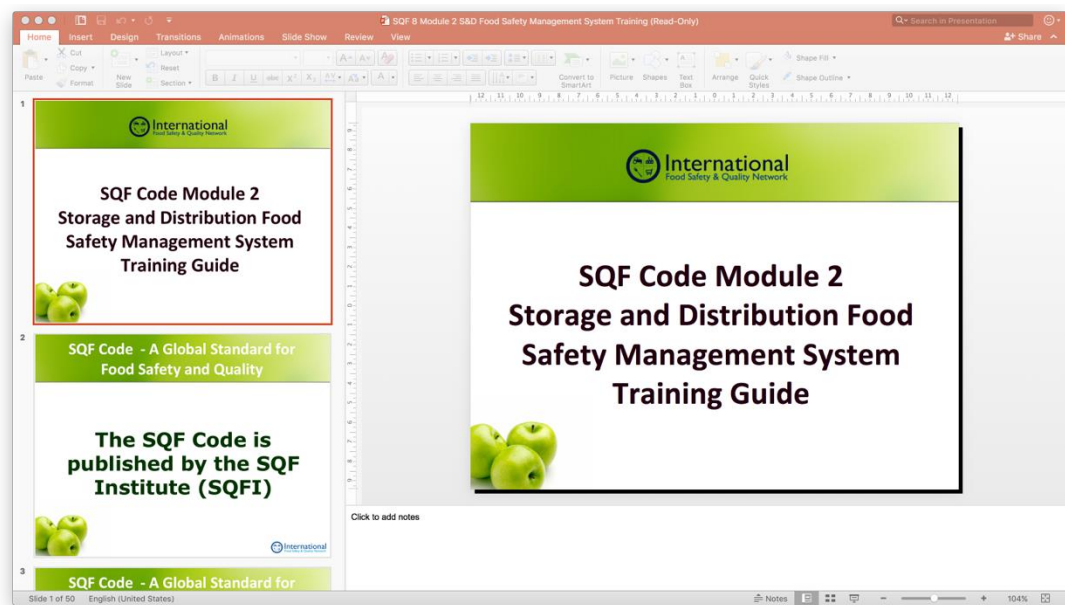
- ✓ Step One: Introduction to the SQF Code Presentations
- ✓ Step Two: Assessment your Food Safety Management System
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal Auditing & Checklists
- ✓ Step Eight: Final Steps to SQF Certification

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

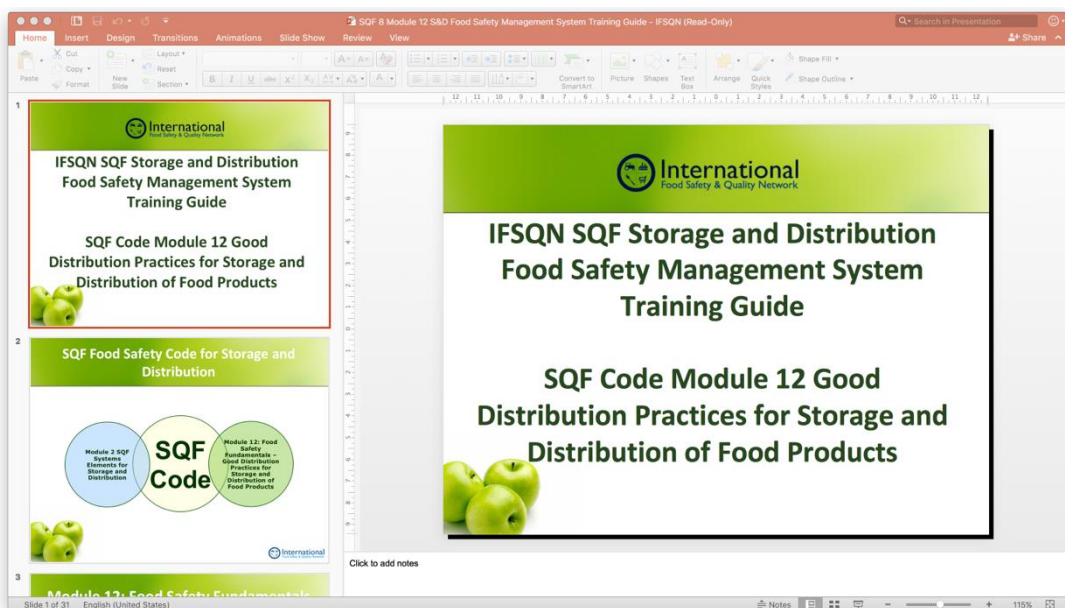
## Step One: Introduction to SQF Code

We have two provided illustrated and interactive PowerPoint training module presentations to introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

### Module 2: SQF System Elements



### Module 12: Good Distribution Practices for Storage and Distribution of Food Products



## **Step Two: Assessment of your current Food Safety Management System**

At this stage, an assessment should be made by the most senior technical member of the management team to decide if current systems meet the requirements of Module 2: SQF System Elements and Module 12: Good Distribution Practices for Storage and Distribution of Food Products of the SQF Code.

The nominated manager should read through the requirements in SQF System Elements and Module 12 of the SQF Code and assess for compliance using the checklist below to record their findings.

SQF Food Safety Code: Storage and Distribution				
System Elements				
SQF System Elements		Compliant		Comments
Clause	Title	Yes	No	
2.1	Management Commitment			
	2.1.1 Management Responsibility (Mandatory)			
	Food Safety Culture			
	Food Safety Policy & Objectives (Mandatory)			
	2.1.2 Management Review (Mandatory)			
	2.1.3 Complaint Management (Mandatory)			

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Senior Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant Policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels
10. Plan to establish a food safety culture

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Deputy Chair
Warehouse Manager		Warehouse/Storage Reporting
Quality Manager		Food Safety Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Senior Management FSMS Implementation Checklist

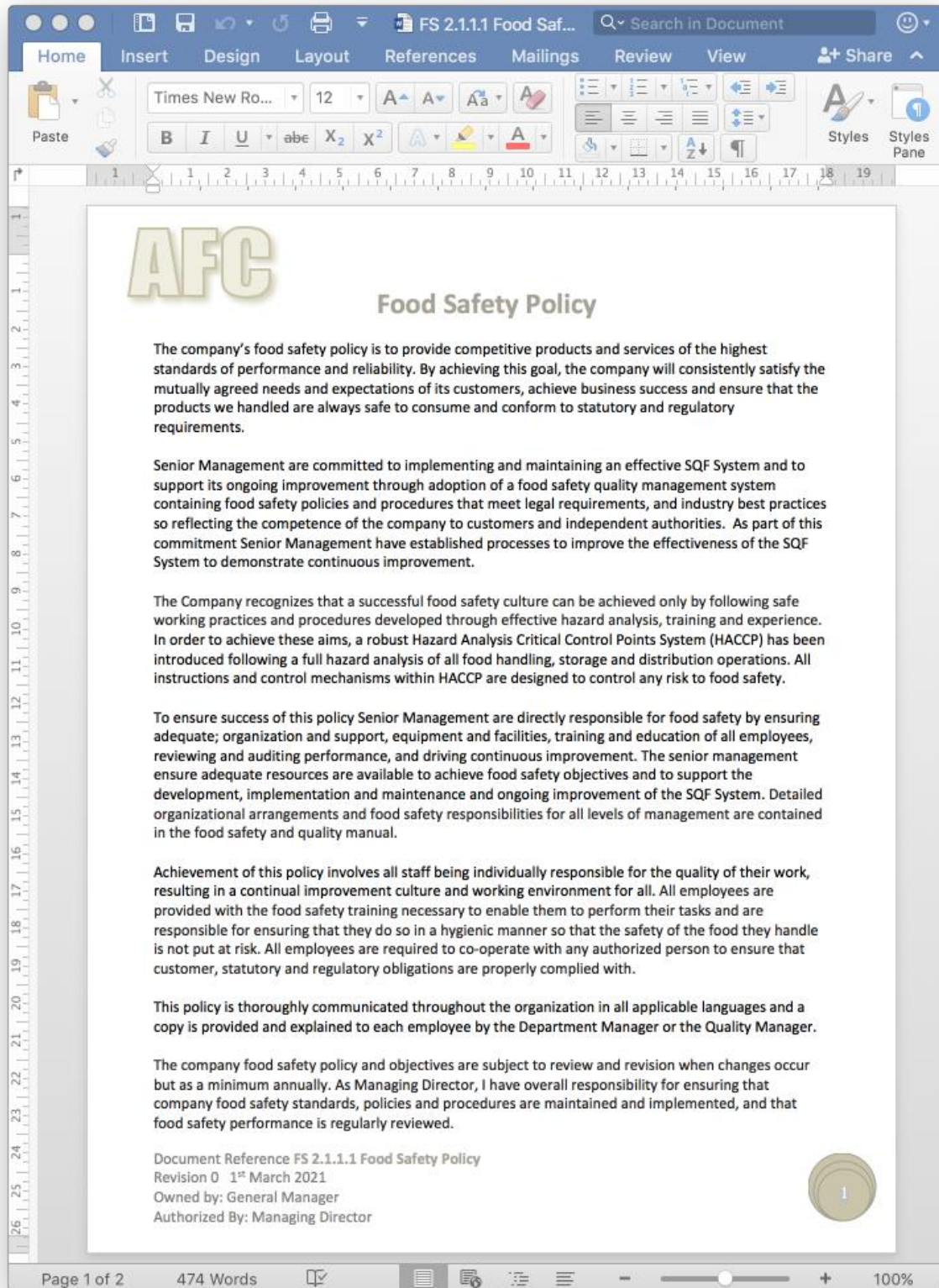
The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Food Safety Code: Storage and Distribution Edition 9	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Senior Management Define the Scope of the Food Safety Management System:

The scope of the Food Safety Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the following standards:

#### Food Safety – SQF Code

Products and operations covered by the scope of the Food Safety Management System are:

Operations	Products

The scope of the Food Safety Management System includes all customer, statutory and regulatory documents applicable to the business:

- Food Regulations
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and industry codes of practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and hazard analysis.

Where products or services are outsourced the organization assumes full control of this process.

SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

Senior Management provide adequate support to establish the FSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

Action (vi)	Senior management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader/SQF Practitioner (& Substitute SQF Practitioner)	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Step Four: Food Safety Management System**

The IFSQN Food Safety Management System contains a comprehensive SQF Code documentation package.

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

There are comprehensive top level 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:

### Food Safety Management System Procedures Part 1 Module 2: SQF 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

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

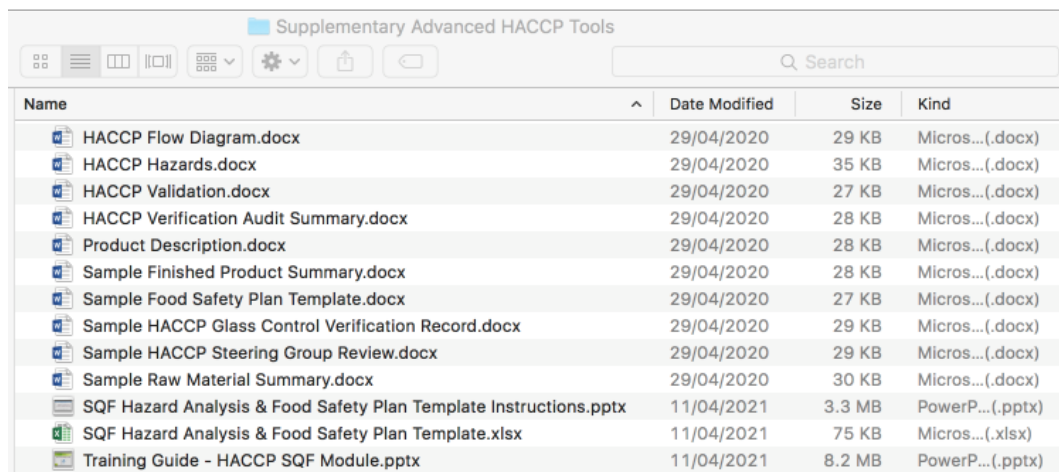
## Supplementary Advanced HACCP Tools

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:

FS 2.4.3 Food Safety Plans

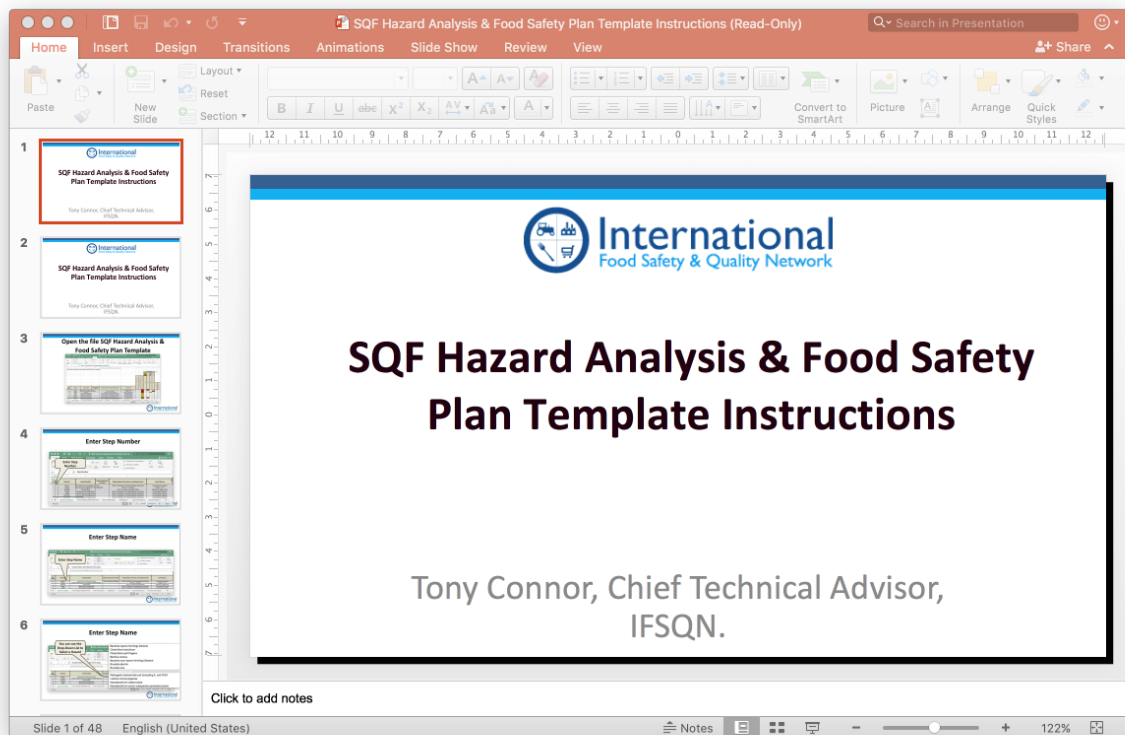
FS 2.4.3 Hazard Analysis Template

FS 2.4.3 Hazard Assessment



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)

## SQF Hazard Analysis & Food Safety Plan Template Instructions



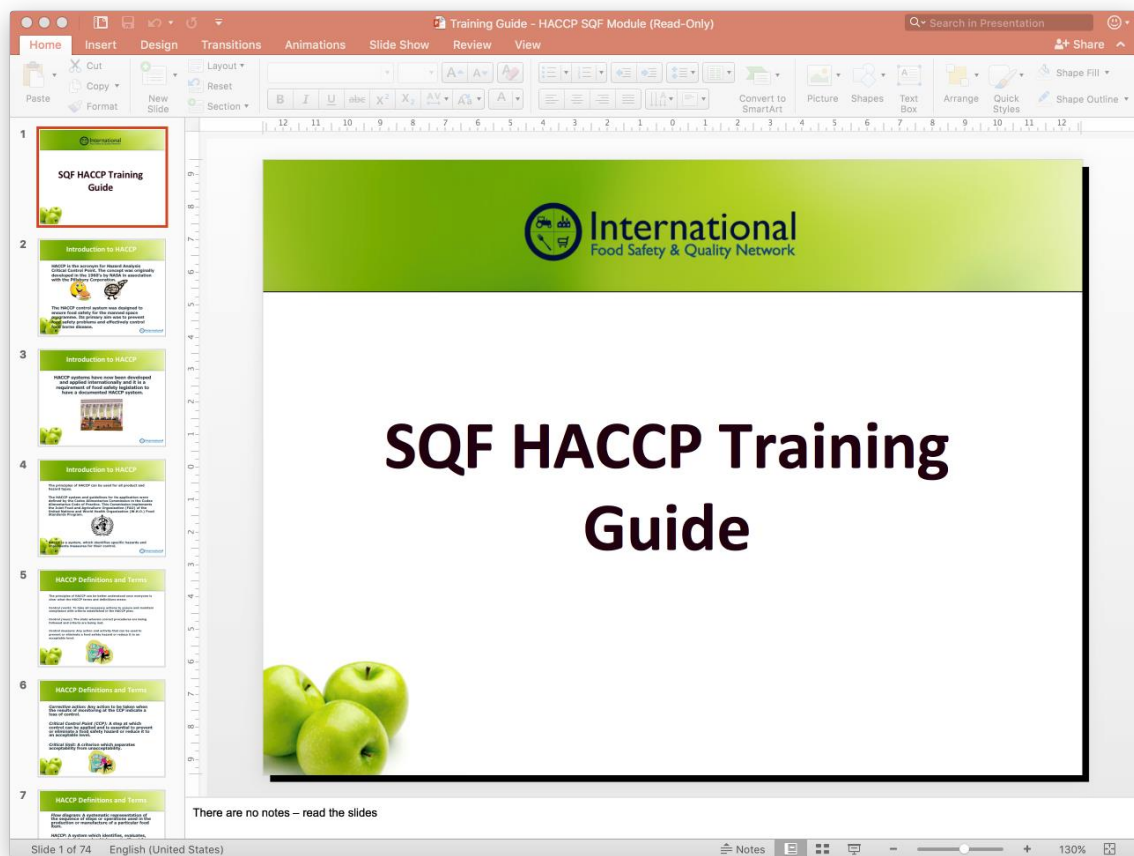
# 

Food Safety (HACCP) Plan

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Decision Tree				Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	Food Safety (HACCP) Record
					Not a CCP	Check	CCP	CCP					
1	Goods In	Contamination with Bacteria from pests	QM 2.4.5 Verification of Purchased Materials and Services	Incoming Goods Inspection	Y				No Contamination	Inspect delivery for contamination. Supervision by Warehouse Manager	Reject if contaminated. Notify Supplier.	Warehouse Manager	Good Receipt Record
2	Storage	Growth of Bacteria due to warm temperatures	QM 12.6.1 - 5 Storage	Storage < -18 °C	Y	N	Y	Y	Maximum Storage < -18 °C	Checked every 2 hours by Warehouse Staff	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
3	Repacking	Personal effects	QM 12.3.4 Jewellery and Personal Effects	Adherence to Hygiene Policy	Y	N	Y	Y	Adherence to Jewellery Policy	Checked every shift by Packing Supervisor	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
4	Storage	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Storage < -5 °C	Y				Maximum Storage 5 °C	Checked at start and end of loading by Warehouse Staff	Call Maintenance if temperature rises above 5 °C. Transfer product to alternative cold storage if longer than 1 hour.	Warehouse Manager	Warehouse Record
5	Loading	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Loading Temperature Monitoring	Y				Maximum Product Temperature 5 °C	Checked every 2 hours by Warehouse Staff	Call Warehouse Manager if temperature rises above 5 °C. Hold product in vehicle whilst balls chilling until temperature is below 5 °C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehouse Record

## 

These PowerPoint HACCP training presentations can be used to train your Food Safety Team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilize the HACCP Manual documents in implementing your HACCP system.



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Step Five: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

Department Training Matrix 7th December 2020

Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7	PRP 8	PRP 9	PRP 10	PRP 11	PRP 12	PRP 13
0001	A	Jenson	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Jenson	Production	Forming Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0003	C	Jenson	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0004	D	Jenson	Production	Packer Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0005	E	Jenson	Warehouse	Loading Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0006	F	Jenson	Goods In	Checking Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0007	G	Jenson	General	Cleaning Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0008	H	Jenson	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Jenson	Quality	Laboratory Technician	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. FSR 002 Training Record is provided in the documentation pack as a template:

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## FSR 002 Training Record

**AFC Training Record**

Name:		Employee Number:	
Company Start Date:		Position:	
Prior External Qualification(s), Skills & Experience:			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
<b>Weeks 1 - 4</b>	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
<b>Weeks 5 - 13</b>	Packing Procedure			
	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference FSR Training Record  
Revision 0 8<sup>th</sup> March 2020  
Owned by: Operations Manager  
Authorized By: General Manager

Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

Remember all food handlers should have Basic Food Hygiene Training

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training
- ✓ HACCP Training

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### **Step Six: Project SQF Implementation**

This contains all the project tools you will need to achieve SQF certification. In this part of the package you will find:

- ✓ Steering Group are established and briefed
- ✓ The Steering Group take control of the Project Plan established by Senior Management

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

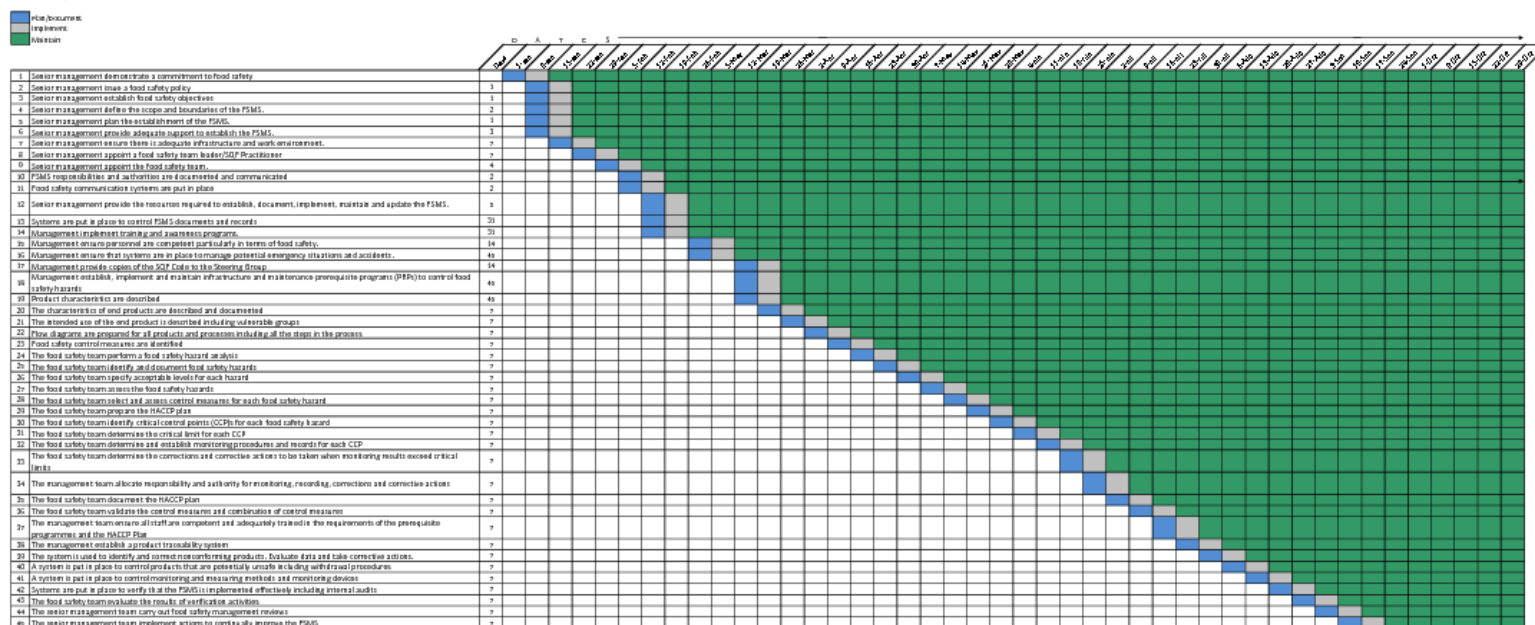


# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

SQF Implementation Plan



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Step 3		
2)	Senior management issue a food safety policy and establish food safety objectives	Senior Management Team	Step 3		
3)	Senior management plan to establish a food safety culture	Senior Management Team	Step 3		
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Step 3		
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Step 3		
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Step 3		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Step 3		
8)	Senior management appoint a food safety team leader/SQF Practitioner and substitute SQF Practitioner	Senior Management Team	Step 3		
9)	Senior management appoint the food safety team.	Senior Management Team	Step 3		
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Step 3		

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

First, the Food Safety Team assesses the likelihood of the hazard occurring:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

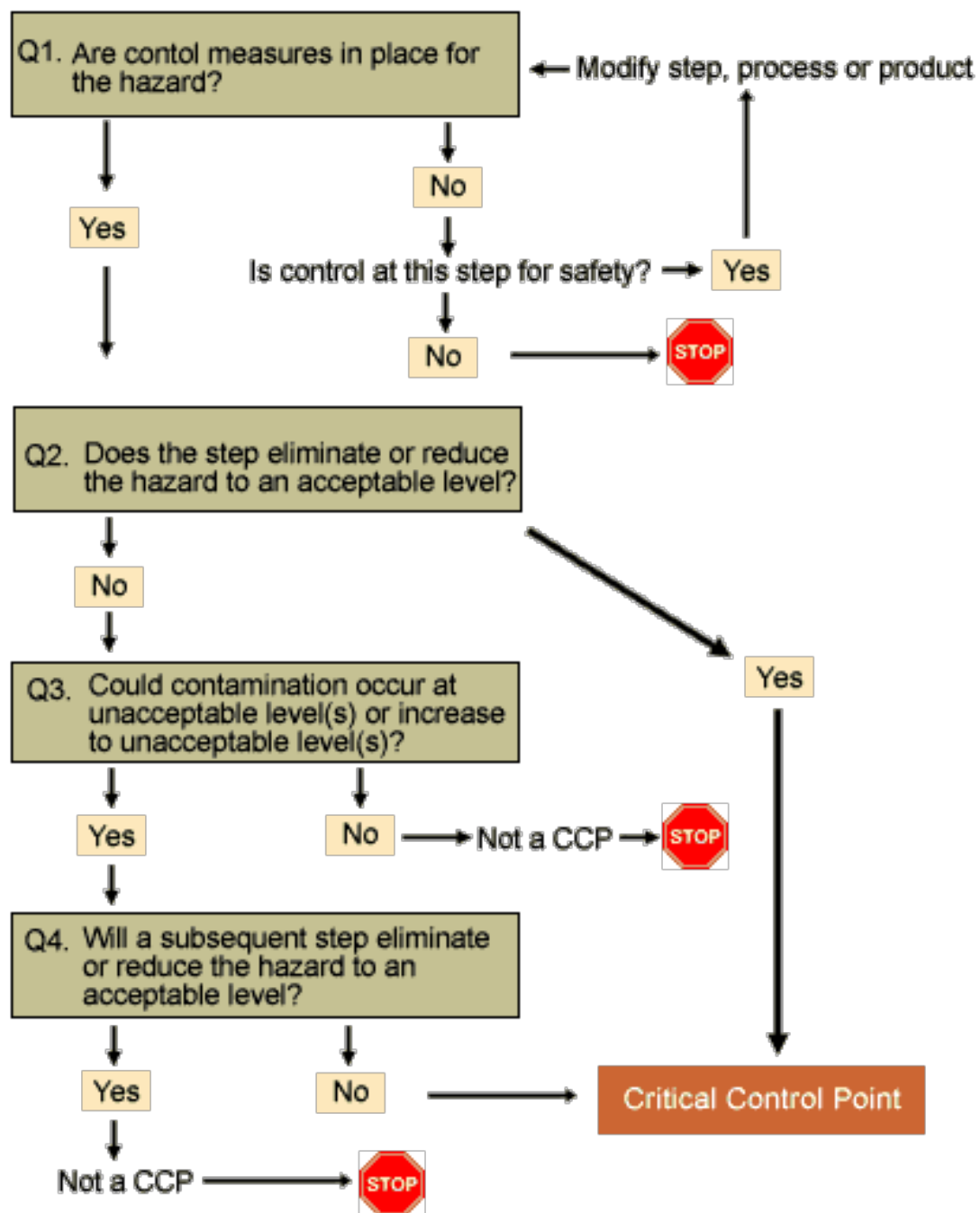
Then the Food Safety Team assesses the severity of the hazard:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team should factor in the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red.

All of the food safety hazards that score a 9 are regarded as significant and form the Significant Food Safety Hazard List.

## SQF Storage & Distribution Food Safety Management System Implementation Workbook



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Task 31 The food safety team determine the critical limit for each CCP

For each Critical Control Point the Food Safety Team should identify the appropriate control measure(s) and critical limits for each CCP monitoring procedure.

The critical limits should be specific for each Significant Hazard identified and where more than one food safety hazard has been identified at a CCP then critical limits should be established for both hazards and the most stringent limit applied.

Control Measures and Control Limits should be defined. They are often using guidance from the external approved documents including codes of practice and regulatory requirements. The Food Safety Team should justify and document how critical limit levels have been determined.

Critical Limits based on subjective data such as visual inspections should be supported by specific procedures, specifications, education/training and where applicable photographs.

### Task 32 The food safety team determine and establish monitoring procedures and records for each CCP

The Food Safety Team should now establish monitoring procedures and records for each CCP to include all scheduled measurements (or observations) in relation to the critical limit.

The procedures and records should define:

- ✓ measurements to be taken (or observations)
- ✓ method of measurement
- ✓ devices used (including applicable calibration procedures)
- ✓ frequency of monitoring
- ✓ responsibility and authority for monitoring and evaluation of the monitoring results

When determining monitoring procedures, the Food Safety team should take into consideration the operational flow and monitoring result timeframes to ensure that the monitoring method and frequency are capable of identifying a breach of critical limits so that product can be isolated before being used or consumed.

### Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	<ul style="list-style-type: none"><li>- measurements to be taken (or observations) method of measurement</li><li>- devices used (including applicable calibration procedures)</li><li>- frequency of monitoring</li><li>- responsibility and authority for monitoring and evaluation of the monitoring results</li></ul>	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

SQF Hazard Analysis & Food Safety Plan Template

Search Sheet

Home Insert Page Layout Formulas Data Review View

Calibri (Body) 11

General

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear Sort & Filter

J10 fx =Hazard Analysis!\$M\$13

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Q 1	Q 2	Q 3	Q 4	Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	Food Safety (HACCP) Record
1	Goods In	Contamination with Bacteria from pests	QM 2.4.5 Verification of Purchased Materials and Services	Incoming Goods Inspection	9	Y	Y		No Contamination.	Inspect delivery for contamination. Supervision by Warehouse Manager	Reject if contaminated. Notify Supplier.	Warehouse Manager	Good Receipt Record
2	Storage	Growth of Bacteria due to warm ingredient * TOXIN PRODUCER	QM 12.6.1 - 6 Storage	Storage < - 18 ° C	9	Y	N	Y	Maximum Storage < - 18 ° C	Checked every 2 hours by Warehouse Staff	Call Maintenance if temperature rises above - 18 ° C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
3	Repacking	Personal effects	QM 12.3.4 Jewelry and Personal Effects	Adherence to Hygiene Policy	9	Y	N	N	Adherence to Jewelry Policy	Checked every shift by Packing Supervisor	Call Maintenance if temperature rises above - 18 ° C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
4	Storage	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Storage 1 - 5 ° C	3				Maximum Storage 5 ° C	Checked at start and end of loading by Warehouse Staff	Call Maintenance if temperature rises above 5 ° C. Transfer product to alternative cold storage if longer than 1 hour.	Warehouse Manager	Warehouse Record
5	Loading	Bacteria (spore-forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Loading Temperature Monitoring	3				Maximum Product Temperature 5 ° C	Checked every 2 hours by Warehouse Staff	Call Warehouse Manager if temperature rises above 5 ° C. Hold product in vehicle whilst blast chilling until temperature is below 5C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehouse Record

Hazard Analysis Food Safety (HACCP) Plan Plan Verification Validation 1 Good Practices Control Measures Product Description Hazard List Hazard Table Hazard Analysis Prompt

Ready Average: 4.5 Count: 5 Sum: 9 100%

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Control Measure Validation

<b>Product Category</b>			
<b>Step Number</b>			
<b>Hazard</b>			
<b>Control Measure</b>			
<b>Validation Methods</b>	<b>Applicable</b>		<b>Comments</b>
	<b>Yes</b>	<b>No</b>	
<b>Third Party Scientific Validation</b>			
<b>Historical Knowledge</b>			
<b>Simulated Production Conditions</b>			
<b>Collection of Data in normal production</b>			
<b>Admissible in industrial practices</b>			
<b>Statistical Programs</b>			
<b>Mathematical Modelling</b>			
<b>Conclusion</b>			
<b>Internal Validation Required?</b>			
<b>If so by which method?</b>			
<b>CCP Confirmed</b>			
<b>Authorized by(Name):</b>			
<b>Signature:</b>			

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

At this stage, you will now be able to complete Tasks 38 – 44:

Task 38: The management establish a product traceability system

You can use FS 2.6.1 Product Identification & FS 2.6.2 Product Trace as templates.

Task 39: The system is used to identify and correct nonconforming products. Evaluate data and take corrective actions.

You can use FS 2.4.5 Control of Non-Conforming Product or Equipment as a template.

Task 40: A system is put in place to control allergens

You can use FS 2.8.1 Allergen Management as a template.

Task 41: A food fraud prevention system is put in place

You can use FS 2.7.2 Food Fraud as a template.

Task 42: A food defense system is put in place

You can use FS 2.7.1 Food Defense Plan as a template.

Task 43: A system is put in place to control products that are potentially unsafe including withdrawal procedures

You can use FS 2.6.3 Product Recall Procedure as a template.

Task 44: A system is put in place to control monitoring and measuring methods and monitoring devices

You can use FS 12.2.9 Calibration as a template.

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### **Step Seven: Internal Auditing & Checklists**

#### **Task 45 Systems are put in place to verify that the FSMS is implemented effectively including internal audits**

So firstly, make sure that your Internal Auditors are trained. At least one auditor should be a site expert and we recommend that they undertake a recognized Internal Auditor Course.

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities.

Verification activities should put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System as well as internal audits verification can be Laboratory Analysis of End Products, Final Product Inspection and similar activities.

After training the Food Safety Team Leader/SQF Practitioner should schedule Internal Audits. Refer to FS 2.5.4 Internal Audits and Inspections Procedure as a guide. There is also FS 2.5.4A Audit and Inspection Schedule.

The Internal Audit Schedule should be planned annually and designed to comprehensively cover all areas of the Food Safety Management System including procedures, policies and activities.

The Food Safety Team Leader/SQF Practitioner should draw up the Internal Audit Schedule based on the following criteria:

- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective Actions raised or outstanding
- Customer Complaint Analysis
- Number of Preventative Actions raised or outstanding
- Results of the Management Review

We have provided verification record templates that you can use as audit templates:

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## FS 2.5.5 Appendix Audit Schedule

This screenshot shows the 'Hygiene & Housekeeping Inspection Schedule' within the SQF Verification Schedule. It includes a table with columns for Area, Risk, and monthly audit assignments for January through September.

Area to be covered by Hygiene & Housekeeping Audit	Risk	January	February	March	April	May	June	July	August	September
Food Packing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1
Goods In and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2		
Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2
Transport, Vehicles and Dispatch/Returns	Medium	Auditor 3			Auditor 4			Auditor 1		
Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2	
Canteen	Medium			Auditor 4			Auditor 1			Auditor 2
Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1		
Yard (including perimeter)	Low				Auditor 2					
Engineering	Low	Auditor 1						Auditor 2		

This screenshot shows the 'Verification Audit Schedule' for QM 12.1 Premises Location and Approval. It includes a table with columns for Area, Risk, and monthly audit assignments for January through December.

Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
QM 2.1.1 Food Safety Policy and Objectives	Low												
QM 2.1.2 Management Responsibility	Low												
QM 2.1.2A Appendix Organizational Chart	Low												
QM 2.1.2B Appendix Job Descriptions	Low												
QM 2.1.3 Management Review	Medium												
QM 2.1.4 Complaint Management	Medium												
QM 2.1.5 Crisis Management Planning	Medium												
QM 2.2.1 Food Safety Management System	Medium												
QM 2.2.2 Document Control	Medium												
QM 2.2.3 Record Control	High												
QM 2.3.1 Product Development	High												
QM 2.3.2 Raw and Packaging Materials	High												
QM 2.3.3 Contract Services	High												
QM 2.3.4 Contract Manufacturers	High												
QM 2.3.5 Finished Product Specifications	High												
QM 2.4.1 Compliance with Food Legislation	High												
QM 2.4.2 Good Manufacturing Practices	High												
QM 2.4.3 Food Safety Plans	High												
QM 2.4.4 Approved Supplier Program	High												
QM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
QM 2.4.6 Product Rework	Medium												
QM 2.4.7 Product Release	Medium												
QM 2.4.8 Environmental Monitoring	High												
QM 2.5.1 Validation and Effectiveness	High												
QM 2.5.2 Verification Activities	High												
QM 2.5.3 Corrective Action and Preventative Action	Medium												
QM 2.5.4 Product Sampling, Inspection and Analysis	High												
QM 2.5.5 Internal Audits and Inspections	High												
QM 2.6.1 Product Identification	Medium												
QM 2.6.2 Product Traceability	Medium												
QM 2.6.2 Identification and Traceability System – Appendix	Medium												
QM 2.6.3 Product Withdrawal and Recall	Medium												
QM 2.7.1 Food Defense Plan	High												
QM 2.7.2 Food Fraud	High												
QM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
QM 2.8.1 Allergen Management	High												
QM 2.9 Training	High												
QM 12.1 Premises Location and Approval	Medium												
QM 12.2 Construction of Premises and Equipment	High												
QM 12.2.7 Equipment and Utensils	High												
QM 12.2.8 Premises and Equipment Maintenance	Medium												
QM 12.2.9 Calibration	Medium												
QM 12.2.10 Pest Prevention	Medium												
QM 12.2.11 Cleaning and Sanitation	High												
QM 12.3.1 Personnel Hygiene and Welfare	High												
QM 12.3.2 Hand Washing	High												
QM 12.3.3 Clothing	High												
QM 12.3.4 Jewelry and Personal Effects	High												
QM 12.3.5 Visitors	Medium												
QM 12.3.6 – 8 Staff Facilities	Medium												
QM 12.3.9 Lunch Rooms	Medium												
QM 12.4 Personnel Processing Practices	High												
QM 12.5 Water, Ice and Air Supply	Medium												
QM 12.6.1 – 6 Storage	Medium												
QM 12.6.7 – 9 Loading, Transport and Receiving Practices	Medium												
QM 13.6.1 – 3 Storage	Medium												
QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
QM 13.7 Separation of Functions	Medium												
QM 12.7 Control of Operations	High												
QM 12.7.3 Glass Policy	High												
QM 12.7.4 Glass & Brittle Material Breakage Procedure	High												
QM 12.8 Waste Disposal	Medium												
QM 12.9 Exterior	Low												

# SQF Storage & Distribution Food Safety Management System

## Implementation Workbook

### Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

1. Review of the Food Safety Policy
2. Review of Management Changes
3. Minutes and Follow-up actions from previous review meetings
4. Outstanding Non-conformances as a result of internal and external audits
5. Results of external second and third-party audits
6. Trend analysis of Customer and Supplier complaints
7. Analysis of the results of verification activities including internal hygiene and HACCP plan verification audits
8. Key Performance Indicators Review and trend analysis
9. Emergencies and Accidents
10. Process performance and product conformity
11. Corrective and preventive action status
12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
13. Review of planning and development of the processes needed for the realization of safe products including changes which could affect food safety and the HACCP Plan (including legislation changes and scientific information)
14. Food Safety Culture performance review
15. Changes to policies and objectives
16. Communication activities and effectiveness of communication
17. Results of review and system updating
18. Review of Resources and effectiveness of Training
19. Recommended improvements
20. Customer Feedback and Sales levels are reviewed to give an indication of trends
21. A.O.B



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Operations Reporting
Warehouse Manager		Warehouse/Storage Reporting
Quality Manager		Food Safety and Quality Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource Reporting

**AFC**

**Management Review Record**

Management Review Meeting - Date xx month YEAR

**Meeting Objective**

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

**Attendees**

General Manager - Chairman  
Operations Manager  
Engineering Manager  
Supply Chain Manager  
Distribution Manager  
Technical Manager

	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Food Safety & Quality Key Performance Indicators Review and trend analysis	-	-
Incidents, recalls, withdrawals	-	-

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## **Stage 8: Final Steps to SQF Certification**

There are a few final steps to achieving SQF Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Practices using our Checklist (For a detailed checklist [use SQF System Self-Assessment Checklists for Suppliers](#))
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Desk Audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the SQF Code should be logged by the SQF Practitioner and the appropriate corrective action allocated and taken:

Date	SQF code Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed