This is an ideal package for Food Storage & Distribution Companies looking to meet SQF Code – A HACCP-Based Supplier Assurance Code for the Food Industry.

Contains comprehensive document templates matching each section of the SQF Code Edition 7.2.

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

✓ Food Safety Management System Procedures
✓ Food Safety Management System Record Templates
✓ HACCP Manual
✓ Interactive HACCP Training
✓ Interactive HACCP Examination
✓ Validation Record Templates
✓ Verification Record Templates
An Implementation Workbook worth $300 is also provided free with the package. 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
- Step Two: Assessment of Food Safety Fundamentals
- Step Three: Senior Management Implementation
- Step Four: Food Safety Quality Management System
- Step Five: Training
- Step Six: Project SQF Implementation
- Step Seven: Internal Auditing Training & Checklists
- Step Eight: Final Steps to SQF Certification
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:

- Food Safety Manual containing a set comprehensive procedures and an extensive range of record templates provided in Microsoft Word format.
- HACCP manual containing food safety procedures and HACCP Instructions.
- Product Analysis Guidance including sample procedures and records.

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

The Food Safety Manual contains over 60 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 Quality Management System Procedures Part 1 Module 2: SQF System Elements

QM 2.1.1 Food Safety and Quality Policy and Objectives
QM 2.1.2 Responsibility Authority and Communication
QM 2.1.3 Food Safety and Quality Management System
QM 2.1.4 Management Review
QM 2.1.5 Customer Complaint Handling
QM 2.1.6 Business Continuity Planning

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QM 2.2.1 Document Control
QM 2.2.2 Record Control
QM 2.3.1 Product Development
QM 2.3.2 Raw and Packaging Materials
QM 2.3.3 Contract Services
QM 2.3.4 Contract Manufacturers
QM 2.3.5 End Product Specifications
QM 2.4.1 Customer, Statutory and Regulatory Conformance
QM 2.4.2 Food Safety Fundamentals
QM 2.4.3 Food Safety Plan
QM 2.4.4 Food Quality Plan
QM 2.4.5 Control of Purchased Materials and Services
QM 2.4.5 Verification of Purchased Materials and Services
QM 2.4.6 Control of Non-Conforming Product or Equipment
QM 2.4.7 Product Rework
QM 2.4.8 Product Release
QM 2.4.9 Stock Control
QM 2.5.1 SQF System Verification
QM 2.5.2 Validation, Improvement and System Updating
QM 2.5.3 Verification Schedule
QM 2.5.4 Verification of Monitoring Activities
QM 2.5.5 Corrective Action and Preventative Action
QM 2.5.6 Laboratory Quality Manual
QM 2.5.7 Internal Audits
QM 2.6.1 Product Identification
QM 2.6.2 Traceability System
QM 2.6.3 Product Recall
QM 2.7 Site Security
QM 2.8.1 Identity Preserved Foods
QM 2.8.2 Allergen Management
QM 2.9 Training

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Food Safety Quality Management System Procedures Part 2
Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products

QM 12.1 Site Requirements and Approval
QM 12.2 Construction & Control of Product Handling and Storage Areas
QM 12.2.7 Premises and Equipment Maintenance
QM 12.2.8 Calibration
QM 12.2.9 Management of Pests and Vermin
QM 12.2.10 Equipment, Utensils and Protective Clothing
QM 12.2.11 Cleaning and Sanitation
QM 12.3.1 Personnel Hygiene and Welfare
QM 12.3.2 Hand Washing
QM 12.3.3 Clothing
QM 12.3.4 Jewellery Policy
QM 12.3.5 Control of Visitors and Contractors
QM 12.3.6 - 8 Staff Facilities
QM 12.3.9 Lunch Rooms
QM 12.3.10 First Aid
QM 12.4 Personnel Processing Practices
QM 12.5 Storage
QM 12.5.6 Loading, Transport and Unloading Practices
QM 12.6 Control of Operations
QM 12.6.1 Glass Policy
QM 12.6.2 Glass & Brittle Material Breakage Procedure
QM 12.7 Waste Disposal
QM 12.8 Exterior
QM 2.1.3 Food Safety Quality Management System

Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Food Safety Quality 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 SQF Code.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of 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.

Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the handling of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. 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. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System

Document Reference QM 2.1.3 Food Safety Quality Management System
Revision 1  21st January 2016
Owned by: Quality Assurance Manager
Authorised By: General Manager
Food Safety Management System Record Templates

A range of food safety record templates including:

<table>
<thead>
<tr>
<th>Template ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QMR 001</td>
<td>Management Review Minutes</td>
</tr>
<tr>
<td>QMR 002</td>
<td>Training Record</td>
</tr>
<tr>
<td>QMR 003</td>
<td>Product Release Record</td>
</tr>
<tr>
<td>QMR 004</td>
<td>Design and Development Records</td>
</tr>
<tr>
<td>QMR 005</td>
<td>Supplier Assessment Record</td>
</tr>
<tr>
<td>QMR 006</td>
<td>Validation Record</td>
</tr>
<tr>
<td>QMR 007</td>
<td>Identification and Traceability Record</td>
</tr>
<tr>
<td>QMR 008</td>
<td>Register of Customer Property</td>
</tr>
<tr>
<td>QMR 009</td>
<td>Calibration Record</td>
</tr>
<tr>
<td>QMR 010</td>
<td>Internal Audit Record</td>
</tr>
<tr>
<td>QMR 011</td>
<td>Records of Non-conforming Product</td>
</tr>
<tr>
<td>QMR 012</td>
<td>Corrective Action Request Form</td>
</tr>
<tr>
<td>QMR 013</td>
<td>Preventative Action Request Form</td>
</tr>
<tr>
<td>QMR 014</td>
<td>Supplier Self Assessment and Approval Form</td>
</tr>
<tr>
<td>QMR 015</td>
<td>Equipment Commissioning Record</td>
</tr>
<tr>
<td>QMR 016</td>
<td>Return to Work Form</td>
</tr>
<tr>
<td>QMR 017</td>
<td>Hygiene Policy Staff Training Record</td>
</tr>
<tr>
<td>QMR 018</td>
<td>Complaint Investigation Form</td>
</tr>
<tr>
<td>QMR 019</td>
<td>Prerequisite Audit Checklist</td>
</tr>
<tr>
<td>QMR 020</td>
<td>Knife Control Record</td>
</tr>
<tr>
<td>QMR 021</td>
<td>Knife Breakage Report</td>
</tr>
<tr>
<td>QMR 022</td>
<td>Goods in Inspection Record</td>
</tr>
<tr>
<td>QMR 023</td>
<td>Equipment Cleaning Procedure</td>
</tr>
<tr>
<td>QMR 024</td>
<td>Glass and Brittle Plastic Breakage Record</td>
</tr>
<tr>
<td>QMR 025</td>
<td>Metal Detection Record</td>
</tr>
</tbody>
</table>

25 more useful records provided.
SQF Storage & Distribution Food Safety Management System

Food Safety Management System Record Templates

AFC
Management Review Record

Management Review Meeting - Date as 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

<table>
<thead>
<tr>
<th>Review Inputs</th>
<th>Performance, Review Comments &amp; Details</th>
<th>Corrective or Preventive Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of the Food Safety &amp; Quality Policy</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Review of Management Changes</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Minutes and Follow-up actions from previous review meetings</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Outstanding Non-conformances as a result of internal and external audits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trends analysis of the results of internal and external audits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Results of internal, second and third-party audits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trend analysis of Customer and Supplier complaints</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Document Reference: Management Review Record QMR 061
Revision 1: 6th January 2016
Owned by: Technical Manager
Authorized by: General Manager

AFC
Management Review Record

Food Safety & Quality Key Performance Indicators
Review and trend analysis - -
Incidents, recalls, withdrawals - -
Process performance and product conformity - -
Corrective and Preventive action status - -
Review of changes which could affect Quality Plans - -
Changes to policies and objectives - -
Review of Resources - -
Review of Management Structures, Responsibility and Authority - -
Recommended improvements - -
Waste Management Review - -
Environmental performance and incidents - -
Health and safety performance and incidents - -
Sales levels are reviewed to give an indication of trends - -

Document Reference: Management Review Record QMR 061
Revision 1: 6th January 2016
Owned by: Technical Manager
Authorized by: General Manager
HACCP Manual

A comprehensive HACCP Manual is provided. Sections included in the HACCP manual are as follows:

HM 1 HACCP System
HM 2 HACCP Team
HM 3 HACCP Prerequisites
HM 4 HACCP Scope and Product Information
HM 5 HACCP Intended Use
HM 6 HACCP Flowcharts
HM 7 HACCP Flowchart Verification
HM 8 Hazard Identification
HM 9 Hazard Assessment
HM 10 Identification and Assessment of Control Measures
HM 11 Identification of Critical Control Points (CCPs)
HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan
HM 23 HACCP Verification Audit Summary
HM 24 HACCP Instruction 1
HM 25 HACCP Instruction 2
HM 26 Hazard Instruction 3

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HM 27 HACCP Definitions
HM 28 HACCP Verification Record
HM 29 HACCP Steering Group Review
HM 30 Raw Material Summary
HM 31 Finished Product Summary
HM 32 Decision Tree
HM 33 HACCP Planner
Product Testing Guidance

A manual written with consideration to ISO 17025 requirements for Laboratories. Provided in Microsoft Word format, the manual includes template records, procedures and product sampling plans.

QM 2.5.6 Product Testing

QA Manual

QA Manual containing procedures and instructions for Quality System are held by Quality Assurance Manager and QA Supervisor.

Document Control

The QA Supervisor is responsible for the control and maintenance of all documents relating to the product testing. To implement the quality system, three levels of documentation are employed, namely the Quality Manual, the QA Procedures Manual and QA records. The QA Manual deals primarily with policy administration and management aspects. The QA Procedures Manual is concerned with procedures and Quality Assurance functions. A series of QA records are maintained.

The Quality Assurance Manager agrees and authorises QA Procedures that are made available through the QA Procedures Manual.

Copies of procedures are made available to customers and staff through the QA Supervisor who ensures all documentation is correctly updated. Alterations to any operating documents are not allowed unless agreed to or by the specific instructions of the QA Supervisor. Amendment sheets are issued to all holders. Short-term sanctioned alteration must be made in ink by scoring through existing wording so that it is still legible, the alterations must be signed and dated.

The QA Supervisor is responsible for issuing all amendments to the QA Manual.

All QA staff adheres to the laid down policies and procedures. Departures from documented procedures are not allowed unless the Quality Assurance Manager has first been consulted. Written permission and justification must then be included in the relevant records.

QA written procedures must be set up for:

- Sample reception
- Labelling

Document Reference QM 2.5.6 Product Testing
Revision 1 21st January 2016
Owned by: QA Supervisor
Authorised By: Quality Assurance Manager

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Food Safety Quality Management System Validation Records

A set of example validation records.

<table>
<thead>
<tr>
<th>Product Category</th>
<th>Freshly Prepared Vegetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Number</td>
<td>8 Packing</td>
</tr>
<tr>
<td>Hazard</td>
<td>Presence of metal objects</td>
</tr>
<tr>
<td>Control Measure</td>
<td>Metal Detection to a maximum sensitivity of 5mm Ferrous and Non-ferrous</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Validation Methods</th>
<th>Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Party Scientific Validation</td>
<td>✓</td>
</tr>
<tr>
<td>Historical Knowledge</td>
<td>✓</td>
</tr>
<tr>
<td>Simulated Production Conditions</td>
<td>✓</td>
</tr>
<tr>
<td>Collection of Data in normal production</td>
<td>✓</td>
</tr>
<tr>
<td>Admissible in Industrial practices</td>
<td>✓</td>
</tr>
<tr>
<td>Legislation</td>
<td>✓</td>
</tr>
<tr>
<td>Mathematical Modelling</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Conclusion**

Internal Validation Required? ✓
If so by which method?
PRP Confirmed ✓
Authorised by (Name): 
Signature: 

Document Reference PRP Metal Detection Validation
Revision 1  21st January 2016
Owned by: Quality Assurance Manager
Authorised By: General Manager
# Glass Policy Verification

<table>
<thead>
<tr>
<th>Glass Policy Verification Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor Name</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Site Standards</td>
</tr>
<tr>
<td>Are all employees including agency staff, visitors and contractors familiar with and follow the Glass &amp; Perspex Policy?</td>
</tr>
<tr>
<td>Is the use of glass on the manufacturing site minimised?</td>
</tr>
<tr>
<td>Wherever possible are alternative materials to glass used?</td>
</tr>
<tr>
<td>Are all personnel prevented from taking glass into production areas?</td>
</tr>
<tr>
<td>Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?</td>
</tr>
<tr>
<td>Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?</td>
</tr>
<tr>
<td>Are the results of the inspection recorded on a Glass Register and signed off?</td>
</tr>
<tr>
<td>Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?</td>
</tr>
<tr>
<td>Is glass used on food vessels such as 'sight glass' and indicators replaced where possible with suitable alternative materials which are capable of withstanding the process conditions?</td>
</tr>
<tr>
<td>Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to International Standards?</td>
</tr>
<tr>
<td>Are glass components which are present in equipment such as temperature recorders and clocks replaced</td>
</tr>
</tbody>
</table>

Document Reference Glass Policy Verification  
Revision 1  21st January 2016  
Owned by: Quality Assurance Manager  
Authorised By: General Manager
SQF Code Modules 2 & 12 Training Presentations

Two 45 minute comprehensive illustrated and interactive 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 the SQF Code.

Module 2: SQF System Elements

Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products

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Senior Management Project Planner

Using the Excel Project Planner Senior Management can adapt the template supplied with the system to establish a Project Plan.

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

<table>
<thead>
<tr>
<th>Project Planning Tasks</th>
<th>Responsibility</th>
<th>Comments</th>
<th>Due Date for Completion</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Senior management demonstrate a commitment to food safety</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>2) Senior management issue a food safety policy</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>3) Senior management establish food safety objectives</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>4) Senior management define the scope and boundaries of the FSMS</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>5) Senior management plan the establishment of the FSMS</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>6) Senior management provide adequate support to establish the FSMS</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>7) Senior management ensure there is adequate infrastructure and work environment</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>8) Senior management appoint a food safety team leader/SQF Practitioner</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>9) Senior management appoint the food safety team</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>10) FSMS responsibilities and authorities are documented and communicated</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
<tr>
<td>11) Food safety communication systems are put in place</td>
<td>Senior Management Team</td>
<td>Completed in Step 3</td>
<td>10/1/16</td>
<td>9/1/16</td>
</tr>
</tbody>
</table>
HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.
Training Software

The interactive and illustrated PowerPoint HACCP training presentation is supplied with training software.

We have provided a HACCP Multiple choice exams evaluate your staff's progress with graphic certificates to print out.
Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.
Free Online Support until you achieve Certification

We provide online support and expertise to answer your questions and assist you in developing your SQF 2000 Food Safety and Quality Management System.

Benefits of SQF Certification

Food Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food
✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
✓ Food Safety Management System Records provide evidence of due diligence
HACCP based Food Safety Management Systems can be combined with a quality management system to provide a Food Safety based system also considers quality. Level 2 SQF Certification gives all interested parties a clear message that the organisation is serious about Food Safety.

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- The benefits of a Food Safety Management System
- How lack of an effective Food Safety Management System can cause food borne illness
- That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

Our SQF Food Safety Quality Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

- Lack of pre-requisite programmes
- Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
SQF Storage & Distribution Food Safety Management System

✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
✓ Excessive documentation and lack of focus due to over-complex systems.
✓ Poor validation and verification due to lack of expertise.
✓ Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

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

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with SQF Level 2 Code for Food Safety. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is
SQF Storage & Distribution Food Safety Management System

aided by our implementation training guides and checklists which completely simplify the implementation process.”

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