Welcome to the IFSQN Small Business Food Safety Management System Implementation Guide which will guide you through the contents of the package.
The IFSQN Small Business Food Safety Management System includes:

- Fundamental Food Safety Procedures - A set of top level food safety management system documents are included
- Good Manufacturing Practices - A set of Fundamental Good Manufacturing Practice Procedures are included
- A HACCP based System – A HACCP Manual is included.
- Guidance on how to manage and implement a HACCP system and determine critical control points (CCPs).
- Internal Audit and GMP Training Presentations
- IFSQN Small Business Food Safety Management System Implementation Guide
- Expert support to provide assistance in developing the system

The main Small Business Food Safety Management System documents are in Microsoft Word English (US) format, so easily adapted.
When you download the package, you will find this Implementation Guide and 4 folders containing the package documents:

Start by opening the Food Safety Management System Folder
Food Safety Management System Procedures

A Comprehensive set of top level documents that form the basis of your food safety management system are included:

FSM 1 Management Responsibility
FSM 2 Management Commitment
FSM 3 Management Review
FSM 4 Food Safety Legislation
FSM 5 Food Safety Management System
FSM 6 Food Safety Policy
FSM 7 Food Defense
FSM 8 Food Fraud
FSM 9 Documentation Requirements
FSM 10 Specifications
FSM 11 Procedures
FSM 12 Resource Management
FSM 13 Purchasing and Supplier Performance
FSM 14 Traceability
FSM 15 Product Development
FSM 16 Allergen Management
FSM 17 Control of Measuring and Monitoring Devices
FSM 18 Product Labelling and Product Information
FSM 19 Laboratory Testing
FSM 20 Internal Audit
FSM 21 Complaint Handling
FSM 22 Serious Incident Management
FSM 23 Product Release
FSM 24 Control of Non-Conformity
FSM 25 Corrective Actions
FSM 1 Management Responsibility Procedure Includes

Main Procedure
Appendix 1 Site Management Teams - Tables
Appendix 2 Sample Food Safety Responsibilities
Appendix 3 Key Personnel and Nominated Deputies Table
Small Business Food Safety Management System Implementation Guide

**FSM 7 Food Defense**

**FSM 7 Threat Assessment**

**Food Threat Assessment & Mitigation Plan Summary**
FSM 8 Food Fraud

FSM 8 Food Fraud Assessment Template

Food Fraud Vulnerability Assessment & Plan Summary
**FSM 10 Specifications**

FSM 10 Specified Requirements Appendix Material Acceptance Record

**Incoming Raw Material Acceptance Record**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Supplier Number</th>
<th>Supplier (Check if on Approved List)</th>
<th>Material Supplied (Check if on Approved List)</th>
<th>Record Material Code</th>
<th>Record Material Category</th>
<th>Record Arrived Before Use</th>
<th>Record Rejected</th>
<th>Core Test Acceptance Check</th>
<th>Results of Acceptance Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Chocolate Topping</td>
<td>ABC 123</td>
<td>Final Ingredient</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B</td>
<td>Cheese for Baking</td>
<td>New Ingredients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>Central Goods</td>
<td>Contact Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D</td>
<td>Case Tray</td>
<td>Contact Managing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>E</td>
<td>Cardboard Box</td>
<td>Non-Contact Managing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>F</td>
<td>Hot Contact</td>
<td>Non-Contact Managing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>G</td>
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<tr>
<td>10</td>
<td>J</td>
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<td>11</td>
<td>K</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>12</td>
<td>L</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Delivers N.O. & Purchase Order No. Match & W/H & Product Condition
2. Delivers Order & Truck Full, Temperature +14°F
3. Delivers Order for Minus required

---

Small Business Food Safety Management System Implementation Guide
FSM 14 Traceability

Product Traceability

The company has established, implemented, documented and maintained a procedure for the identification and traceability of all product components and finished products. This procedure defines how materials and products are uniquely identified as required by the Food Safety Management System.

Recall Procedure

A system for identification of product batches is maintained while, in the event of quality or food safety incidents, enable tracking of raw materials batches through to distributed batches of finished products using label data and expiry codes.

Batch materials, ingredients, packaging materials, work in progress, process records and products are uniquely identified during all stages of receipt, production, storage and dispatch. Raw materials and products are identified by a unique reference number and batch code. There is a procedure to enable the tracking of each unique batch code and data from a traceability link to enable the product expiry code to be known.

The traceability will provide details on all parts of the product from raw material intake through to filling line. The traceability system tracks a product batch from the first package to the final product. A unique batch reference number identifies the material and packaging usage and finished product volume to ensure that all finished products are accounted for.

All finished products are identified by their label, cage and expiry dates. In addition, there is identification of any reusable packaging, in process, or service related to food safety. There is also a place of product traceability which shows all packaging details, and the required traceability is tracked and labelled at an appropriate level. Traceable records are dated as per the customer specification and regulatory requirements.

Product checks are carried out at regular intervals during the packaging run, following packaging changes and when changing batches of packaging. New labels to ensure correct packaging material are used and codes are corrected. Procedures are in place to ensure that product is being packed into the correct packaging with the correct label.

- At start of packing
- During the production run at a frequency based on volume and risk
- When batches of packaging materials are changed
- When labels are changed
- At the end of the production run

FSM 14 Appendix Product Traceability

FSM 14 Product Traceability - Appendix

Traceability and Identification Recording

Batch Mixing Record

For all Ingredients used - Product, Supplier, Batch Code, Amount

Batch numbering for each day starts at A and runs alphabetically from A to Z

Each batch code is identified by Date/Month/Letter - Example 10MayA is the first batch of the day

<table>
<thead>
<tr>
<th>Mix Number</th>
<th>Time</th>
<th>Product</th>
<th>Batch Number</th>
<th>Tank</th>
<th>Filler</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00</td>
<td>Product 1</td>
<td>16 MayA</td>
<td>1</td>
<td>1</td>
<td>09:00</td>
<td>10:00</td>
</tr>
<tr>
<td>2</td>
<td>09:00</td>
<td>Product 2</td>
<td>16 MayB</td>
<td>2</td>
<td>2</td>
<td>10:00</td>
<td>11:00</td>
</tr>
<tr>
<td>3</td>
<td>10:00</td>
<td>Product 3</td>
<td>16 MayC</td>
<td>3</td>
<td>3</td>
<td>11:00</td>
<td>12:00</td>
</tr>
<tr>
<td>4</td>
<td>11:00</td>
<td>Product 4</td>
<td>16 MayD</td>
<td>4</td>
<td>4</td>
<td>12:00</td>
<td>13:00</td>
</tr>
<tr>
<td>5</td>
<td>12:00</td>
<td>Product 5</td>
<td>16 MayE</td>
<td>5</td>
<td>5</td>
<td>13:00</td>
<td>14:00</td>
</tr>
</tbody>
</table>

The Batch number will then follow the product through the plant on each process/production leg.

Document Reference FSM 14 Product Traceability - Appendix
Revision 1 1st August 2018

Owner of Quality Manager: Site Manager

International Food Safety Network
There is an allergen management tool that you can use to summarize your allergens on site and assess risks of cross-contamination.
FSM 20.1 Internal Auditor Training Guide

A PowerPoint Internal Auditor Training Guide Presentation is included.

FSM 20.1 Appendix Audit Schedule is included
Environmental Monitoring

- Food Contact Surface – Inside Storage Tank
- Food Contact Surface – Filter Reuse
- Food Contact Surface – Floor Lifting
- Non-Food Contact Surface – Inside Door Filter Cabinet
- Non-Food Contact Surface – Floor Lister Filter
- Non-Food Contact Surface – Outside Storage Tank
- Non-Food Contact Surface – Drain
- Non-Food Contact Surface – Wall
- Non-Food Contact Surface – Floor near Entrance
- Non-Food Contact Surface – Cleaning Equipment
- Non-Food Contact Surface – Hand Wash Sink

FSM 21 Complaint Handling

AFC

<table>
<thead>
<tr>
<th>Complaint Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Nature of Task</td>
</tr>
<tr>
<td>5. Where event?</td>
</tr>
<tr>
<td>6. Details of any actions taken by complainant</td>
</tr>
</tbody>
</table>

The information must be passed immediately to the Customer Services Manager who ensures that the complaint is referred to the Quality Manager or its intention harmonised in a way that will result in a product being returned to the customer. 

The Quality Manager will be responsible for the initial investigation which may involve the customer in the management of the product. 

Complaints are recorded in the Complaint Investigation Form and any follow-up is recorded as per the Corrective Action procedure. 

Customer complaints are analyzed by product and grouped into key complaint trends. The general complaint analysis is generated on a trend analysis. Complaints and trends are reviewed at management to decide meetings.

Recommendations:
The Customer Services Manager is responsible for responding directly to Non-Critical customer complaints.

This Quality Manager is responsible for:
- Investigating calls, noting and categorising complaints
- Analysing performance trends
- Aggregating and comparing action with data management
- The management team is responsible for reviewing complaints trends and implementing the necessary improvement plans.

References:
FSM 21 Management Review & Management Review Minutes Product Rule
FSM 21 Appendix Complaint Investigation Form

FSM 21 Complaints Analyzer Sample
The main Food Safety Management System documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.

If you have any questions email support at ifsqn.com
Back to the 4 folders containing the package documents:

Open the Good Manufacturing Practices Folder
A set of Fundamental Good Manufacturing Practice Procedures are included, the documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.

GMP 1 Site Environment
GMP 2 Local Environment
GMP 3 Site Design, Construction, Layout and Product Flow
GMP 4 Product Contamination Risks and Segregation
GMP 5 Employee Facilities
GMP 6 Personal Hygiene (includes Protective Clothing and Medical Screening)
GMP 7 Training
GMP 8 Housekeeping, Cleaning and Hygiene
GMP 9 Product Rework
GMP 10 On-Site Inspections
GMP 11 Air and Water Quality
GMP 12 Waste Management
GMP 13 Pest Control
GMP 14 Intake
GMP 15 Transport
GMP 16 Storage
GMP 17 Stock Management
GMP 18 Equipment
GMP 19 Maintenance
GMP 7 Training

A Training Matrix Template is included
GMP 10 On-Site Inspections

GMP 10 Appendix GMP Inspection Form
Back to the 4 folders containing the package documents:

Open the HACCP Manual Folder
HACCP Manual Documents

A set of HACCP Documents to enable the development of a HACCP System based on "Hazard Analysis and Critical Control Point (HACCP) system and Guidelines for its Application" (Codex Alimentarius Commission, Geneva).

HACCP 0 HACCP System Overview
HACCP 1 HACCP Team
HACCP 2 Product Descriptions & Scope
HACCP 2 Appendix 1 Sugar Specification
HACCP 2 Appendix 2 Raw Material Summary
HACCP 2 Appendix 3 Product Description
HACCP 3 Intended Use
HACCP 4 Flow Diagrams
HACCP 4 Appendix 1 Flow Diagram Sample
HACCP 5 Flow Diagram Verification
HACCP 6 Hazard Analysis
HACCP 6 Hazard Analysis Template
HACCP 7 Determine Critical Control Points
HACCP 7 Appendix Hazard Assessment
HACCP 8 Establishing Critical Limits for each CCP
HACCP 9 Establishing a Monitoring System for each CCP
HACCP 10 Establishing a Corrective Action Plan
HACCP 11 Establishing Verification Procedures
HACCP 12 Establishing HACCP Documents and Records
HACCP 12 Appendix 1 Sample HACCP Procedure
HACCP 12 Appendix 2 Sample HACCP Record
HACCP 12 Appendix 3 Sample HACCP Plan Template
HACCP 0 HACCP System Overview

This document is an overview of the HAACP system, the procedures in the manual should be followed in order to develop the HACCP System, formulate a HACCP plan and establish procedures and records (including those for verification).

HACCP System

Introduction

All products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles.

HACCP Application

Food safety plans are prepared in accordance with the twelve steps identified in the Codex Alimentarius Commission GUIDELINES FOR THE APPLICATION OF THE HACCP SYSTEM CAC/RCP 1-1969, Rev. 4-2003:

1. Assemble HACCP team
2. Describe product
3. Identify intended use
4. Construct flow diagram
5. On-line confirmation of flow diagram
6. List all potential hazards associated with each step, conduct a hazard analysis, and consider any measures to control identified hazards (SEE PRINCIPLE 1)
7. Determine Critical Control Points (SEE PRINCIPLE 2)
8. Establish critical limits for each CCP (SEE PRINCIPLE 3)
9. Establish a monitoring system for each CCP (SEE PRINCIPLE 4)
10. Establish corrective actions (SEE PRINCIPLE 5)
11. Establish verification procedures (SEE PRINCIPLE 6)
12. Establish Documentation and Record Keeping (SEE PRINCIPLE 7)

HACCP Principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration, following the prescribed preliminary steps and using the seven basic principles detailed below:

Principle 1

Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options.

Document Reference HACCP 0 HACCP System
Revision 1 7th July 2019
Owned by: Quality Manager
Authorized by: Site Manager
HACCP 1 HACCP Team

Food Safety Team

A core multi-disciplinary team is utilized within the company to develop the Food Safety Management System and Food Safety Plans. This team includes staff personnel with technical, production, and engineering knowledge of the relevant products and associated processes.

The Food Safety Team leader is competent in the understanding of HACCP principles and their application. Food Safety Team Members have been trained in developing HACCP Systems. Expert external assistance is used as an aid, where in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

Team Member

<table>
<thead>
<tr>
<th>Quality Manager</th>
<th>HACCP Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCG</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

The team is supplemented by departmental staff who can contribute expert knowledge of their particular areas.

The HACCP Team is responsible for:

- Following HACCP procedures and constructing the Food Safety Plans
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Updating Food Safety Plans as necessary

HACCP 2 Product Descriptions & Scope

[Image of product descriptions and scope]
HACCP 4 Flow Diagrams

HACCP 4 Appendix 1 Flow Diagram Sample
The template can be used in conjunction with the procedures to develop your HACCP system/plan:

<table>
<thead>
<tr>
<th>Area / Step Number</th>
<th>Area or Step Name</th>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Specific Details about the Hazard</th>
<th>Probability</th>
<th>Severity</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Raw Material A</td>
<td>Biological</td>
<td>Salmonella spp., E. typhimurium, S. enteritidis</td>
<td></td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Goods In</td>
<td>Chemical</td>
<td>Lubricants</td>
<td>Food grade oil used</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Storage</td>
<td>Allergen</td>
<td>Eggs</td>
<td></td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Mixing</td>
<td>Radiological</td>
<td>Iodine-131</td>
<td>Risk of Radiation in water source</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Product Formulation</td>
<td>Physical</td>
<td>Stones</td>
<td>Fruits stones in Chemical</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Sanitation</td>
<td>Chemical</td>
<td>CIP Chemicals</td>
<td></td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Processing</td>
<td>Biological</td>
<td>Listeria monocytogenes</td>
<td>Present in raw material</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>
You can enter information including:
- Step Number
- Step Name

You can select the Hazard Category from a Drop-Down List
(that you can edit)

You can select the Hazard Identified from a Drop-Down List
(that you can edit)

You can enter the probability score
You can enter the severity score
The significance is then automatically calculated
You can then use this in conjunction with HACCP 7 Appendix Hazard Assessment Form to decide if a CCP

You can select the Control Measure from a Drop-Down List
(that you can edit)

You can select the Control Limit from a Drop-Down List
(that you can edit)

You can then add text to Procedure, Monitoring/Responsibility, Corrections/Corrective Actions, Record, Verification Method and Record Validation boxes to establish your HACCP plan and identify your validation and verification records.
**HACCP 7 Determine Critical Control Points**

### Identification of Critical Control Points (CCPs)

Each hazard on the Significant Food Safety Hazard list must be controllable by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Safety Team reviews the effectiveness of the control measures by assessing the effect on the Significant Food Safety Hazard. This is carried out using the HACCP decision tree. Hazards identified as critical control points by the decision tree are controlled in the HACCP plan.

This process involves assessing the effect on the significant food safety hazard in combination with the degree of control measure applied, feasibility of implementation, position in flow relative to other control measures and severity of the consequences. If the control measure fails, hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

**Critical Control Points are established using the decision tree as the latest step in the flow chart where controls can be effectively administered for a particular significant food safety hazard.**

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Are control measures in place for this hazard?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 2</td>
<td>Does the step eliminate or reduce the hazard to an acceptable level?</td>
</tr>
<tr>
<td>Question 3</td>
<td>Could contamination occur at unacceptable level or increase to unacceptable level</td>
</tr>
<tr>
<td>Question 4</td>
<td>Will a subsequent step eliminate the hazard or reduce it to an acceptable level?</td>
</tr>
</tbody>
</table>

### AFC Decision Tree

[Diagram of AFC Decision Tree]

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Document Reference: HACCP 7 Determine Critical Control Points

Revision: 1st July 2019

Drafted By: Quality Manager

Authorised By: Site Manager
HACCP 7 Appendix Hazard Assessment

You can use this form to help decide if a Significant Hazard is a Critical Control Point

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Step Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product</td>
<td></td>
</tr>
<tr>
<td>Hazard</td>
<td></td>
</tr>
<tr>
<td>Hazard Category</td>
<td>Physical</td>
</tr>
<tr>
<td>Control Measure</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard Likelihood</th>
<th>1 Not Likely</th>
<th>2 Possible</th>
<th>3 Probable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Severity</td>
<td>1 Not Severe</td>
<td>2 Same Harm</td>
<td>3 Severe</td>
</tr>
<tr>
<td>Hazard Significance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to Decision Tree

**COXEX Traditional Decision Tree**

1. Are control measures in place for the hazard?
   - Yes – Go to Question 1
   - No – Stop, this is not a critical control point

2. Is control necessary at this step for food safety?
   - Yes, then modify the step, process or product
   - If not, then stop, not a CCP

3. Does the step eliminate or reduce the hazard to an acceptable level?
   - Yes – Stop, this is a Critical Control Point
   - No – Go to Question 1

4. Can contamination occur at unacceptable levels or increase to unacceptable levels?
   - Yes – Go to Question 1
   - No – Stop, this is not a critical control point

5. Will a subsequent step eliminate or reduce the hazard to an acceptable level?
   - Yes – This is not a critical control point
   - No – This is a Critical Control Point

**Conclusion**

- Critical Control Point in HACCP Plan
- Prerequisite Programme
- Seek Alternative Control Measure
- Comments

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Document Reference: HACCP 7 Appendix Hazard Assessment
Revision: 1 7th July 2019
Owned by: Quality Manager
Authorized by: Site Manager
HACCP 12 Appendix 2 Sample HACCP Record

HACCP 12 Appendix 3 Sample HACCP Plan Template
HACCP Training Guide

A PowerPoint HACCP Training Guide Presentation is included with the HACCP Manual.
Back to the 4 folders containing the package documents:

Open the FSMS Record Templates Folder
A range of Food Safety Record Templates are included, the documents are in Microsoft Word English (US) format, so easily adapted to suit your operation.
Click here to order our Small Business Food Safety Management System Package