The IFSQN SQF & FSMA Food Safety Management System Implementation Package is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code: Food Manufacturing Edition 9 and the SQF Addendum for the Preventive Controls for Human Food Rule.

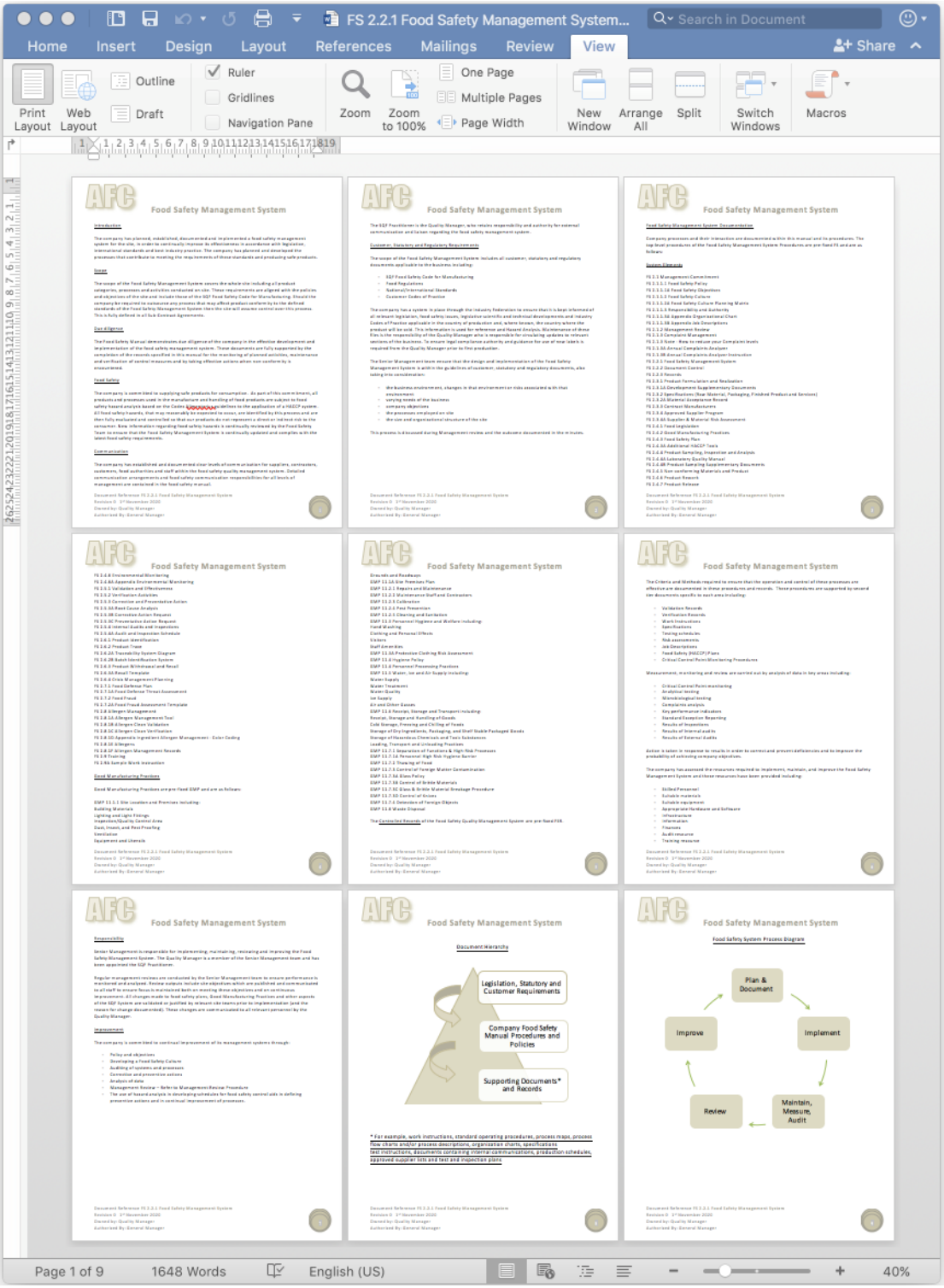
The IFSQN SQF & FSMA Food Safety Management System Implementation Package Edition 9 includes:

- ✓ Food Safety Management System Procedures - A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word (US English) format
- ✓ Good Manufacturing Practice Template Procedures - A comprehensive set of editable Good Manufacturing Practice Templates written in Microsoft Word (US English) format
- ✓ Food Safety Record Templates - A wide range of easy to use Record Templates written in Microsoft Word (US English) format
- ✓ Implementation Assistance - A range of tools including instructions, training presentations, guidance and technical support

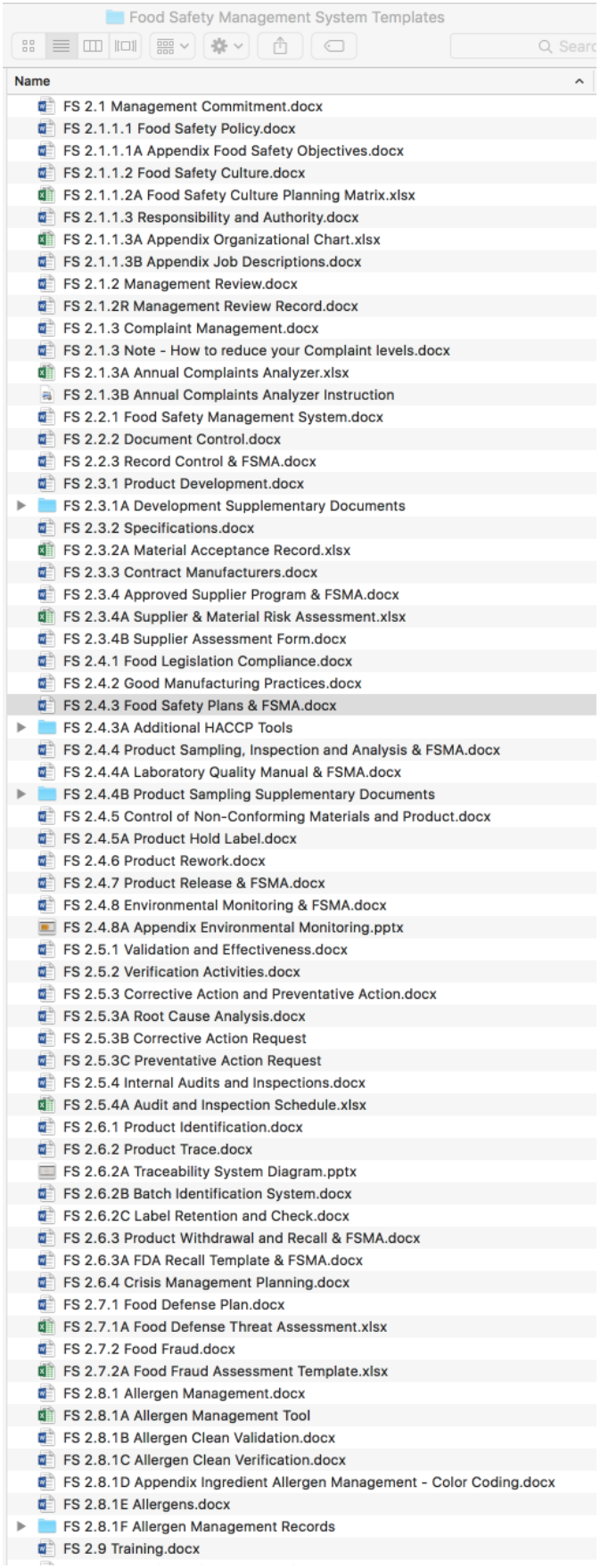
This version has been updated in accordance with CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application which includes a new decision tree.

Food Safety Management System Templates

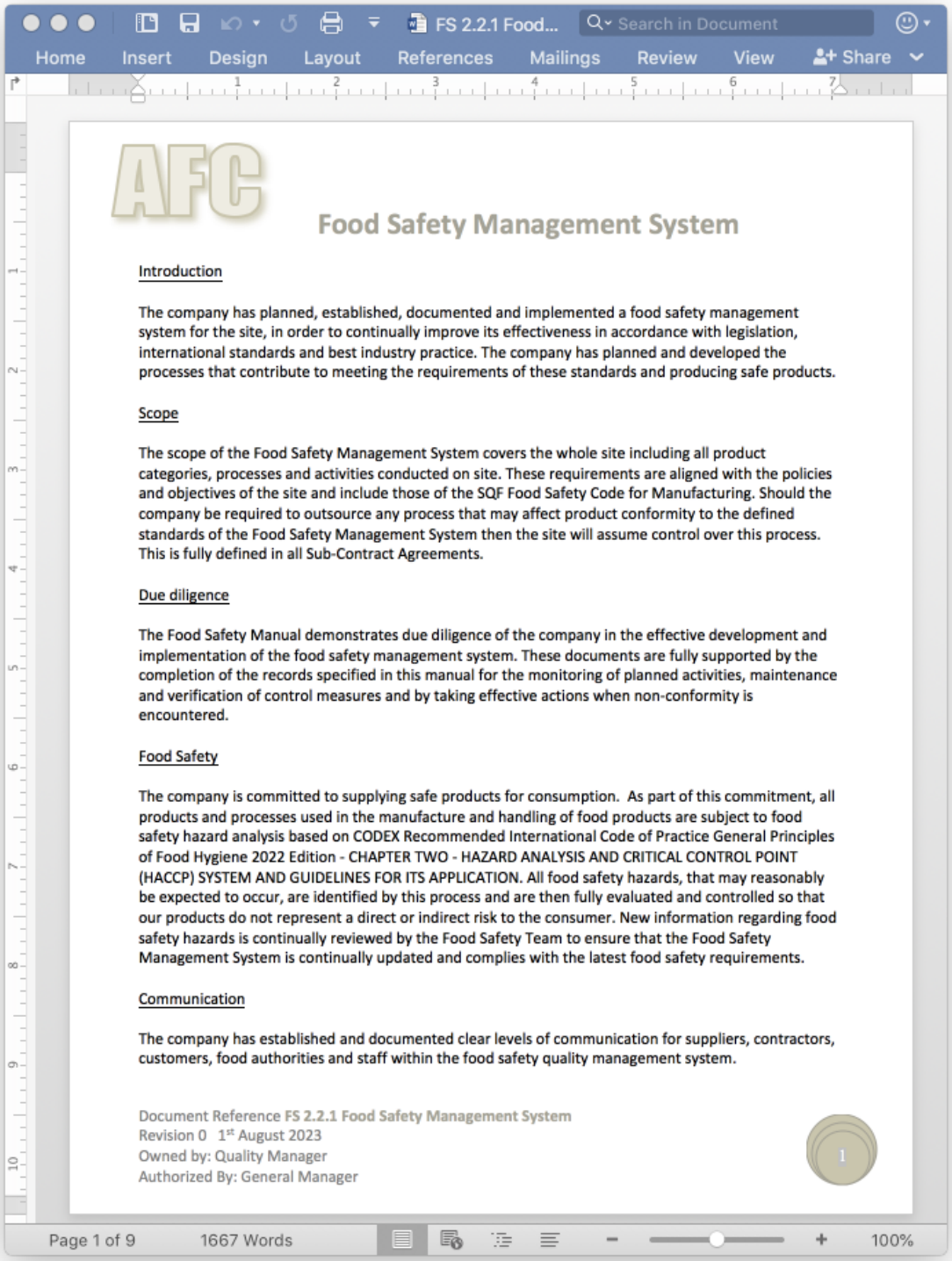
The IFSQN SQF & FSMA Food Safety Management System Package contains comprehensive top level Food Safety Management System procedures templates in Microsoft Word format that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



Food Safety Management System Templates Included in the Package



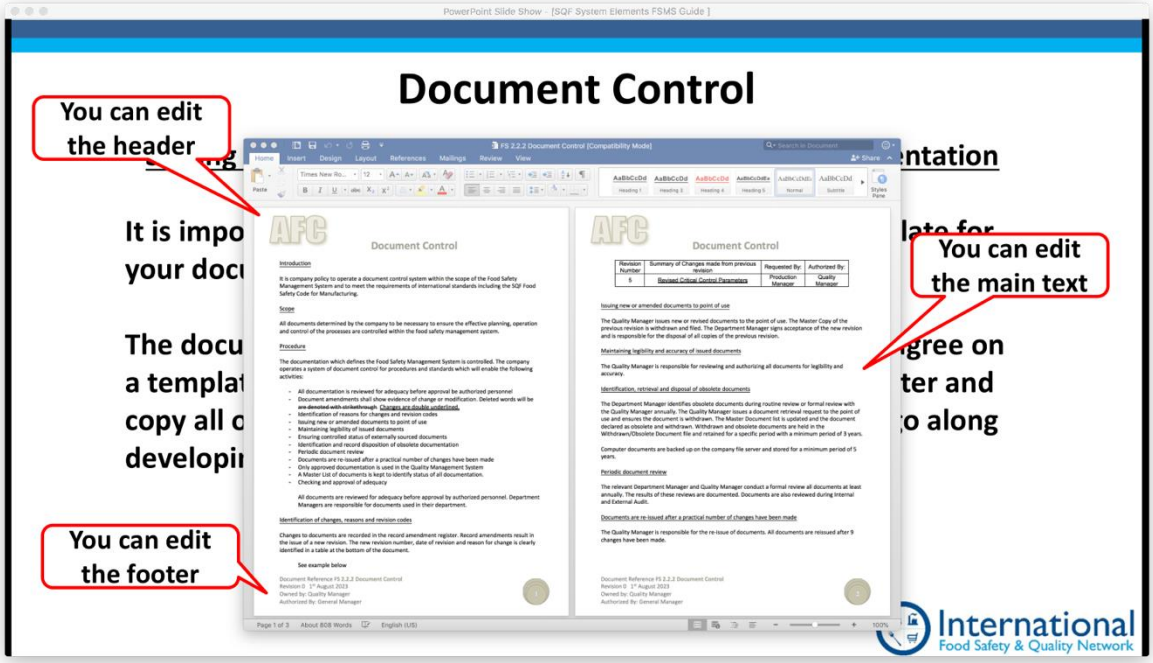
These Food Safety Management System Templates match the clauses of the SQF Code and comply with SQF System Elements for Food Manufacturing.

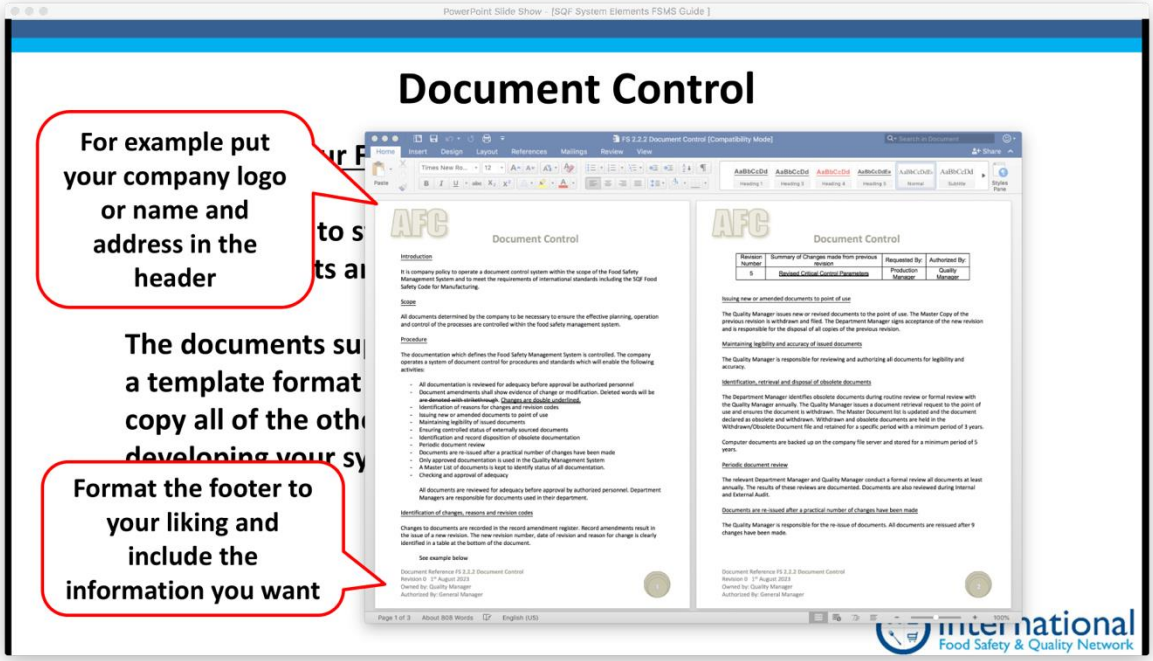


The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

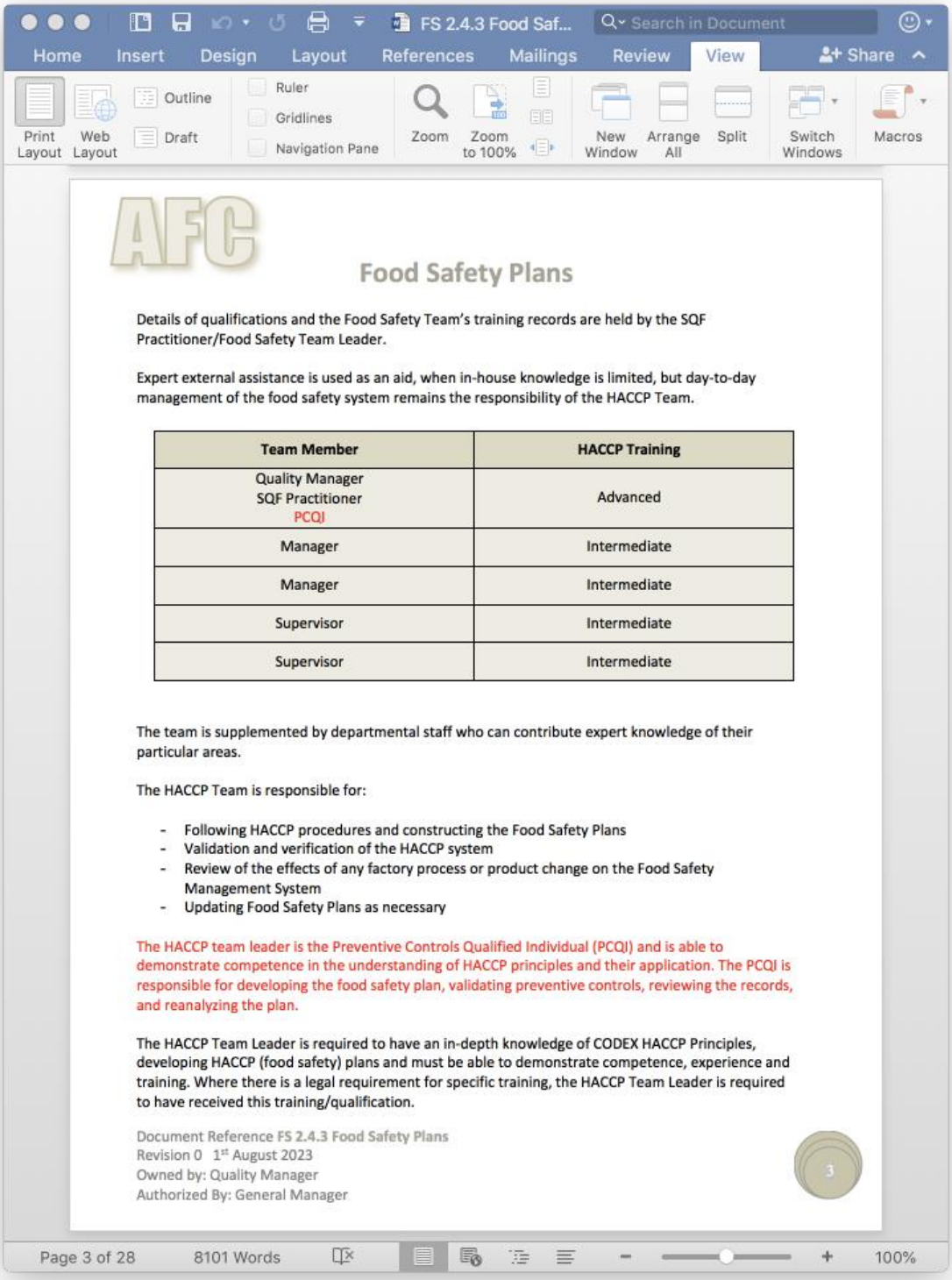
Simple Steps to Setting Up Your Food Safety Management System Documentation

The documents supplied in the package are easy to edit so you can decide on a template format that you want and then use this as a master and copy all of the other documents into your template as you go along developing your system.





For clarification and ease of understanding, when there are additional FSMA requirements to the SQF Code based on SQF Addendum for the Preventive Controls for Human Food Rule these requirements are identified in red text:



AFC

Food Safety Plans

Details of qualifications and the Food Safety Team's training records are held by the SQF Practitioner/Food Safety Team Leader.

Expert external assistance is used as an aid, when in-house knowledge is limited, but day-to-day management of the food safety system remains the responsibility of the HACCP Team.

Team Member	HACCP Training
Quality Manager SQF Practitioner PCQI	Advanced
Manager	Intermediate
Manager	Intermediate
Supervisor	Intermediate
Supervisor	Intermediate

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

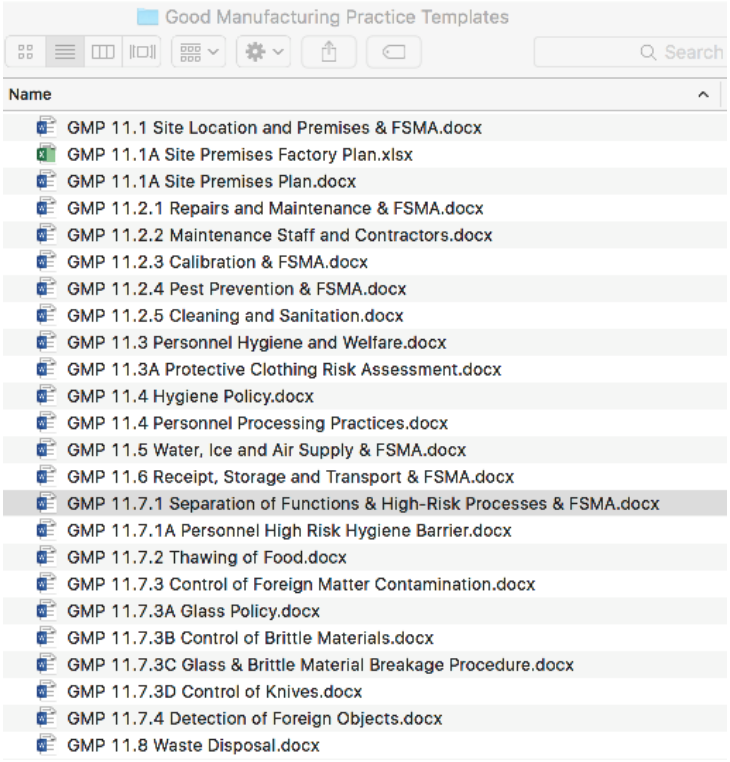
The HACCP team leader is the Preventive Controls Qualified Individual (PCQI) and is able to demonstrate competence in the understanding of HACCP principles and their application. The PCQI is responsible for developing the food safety plan, validating preventive controls, reviewing the records, and reanalyzing the plan.

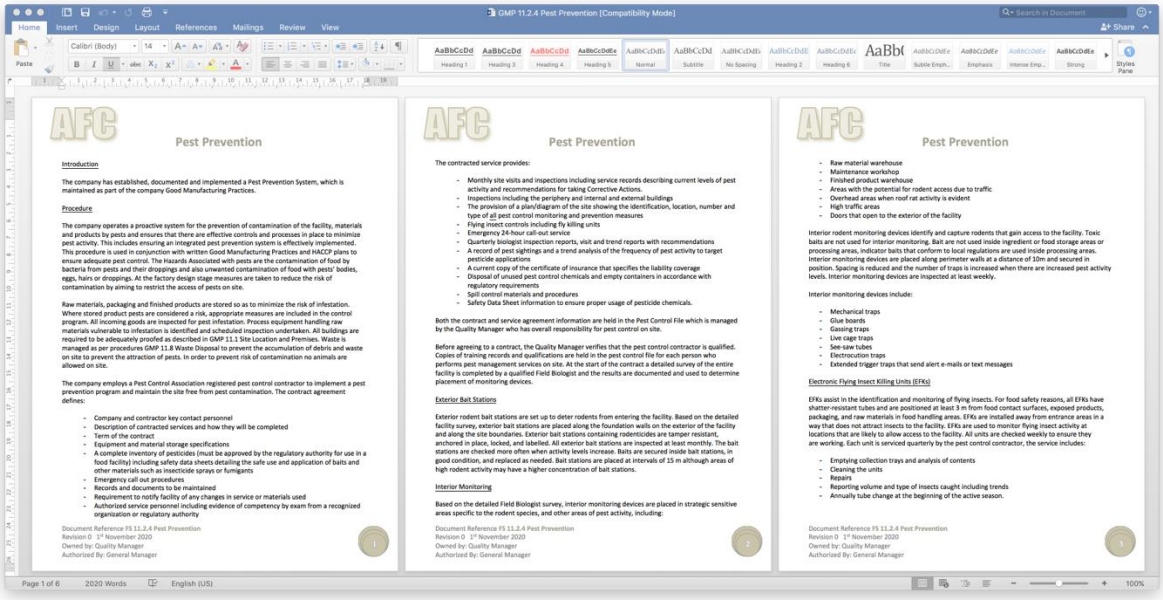
The HACCP Team Leader is required to have an in-depth knowledge of CODEX HACCP Principles, developing HACCP (food safety) plans and must be able to demonstrate competence, experience and training. Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

Document Reference FS 2.4.3 Food Safety Plans
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized By: General Manager

Good Manufacturing Practice Template Procedures

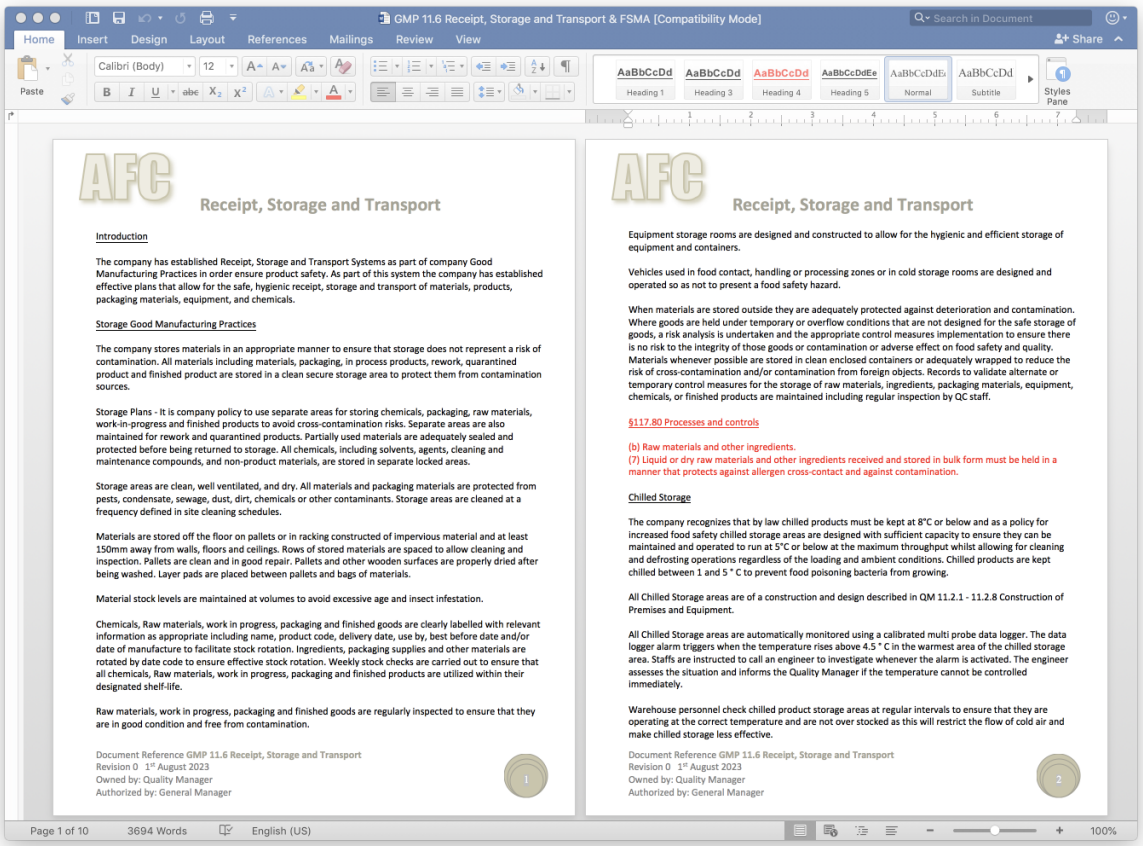
The IFSQN SQF & FSMA Food Safety Management System Package contains comprehensive Good Manufacturing Practice Template Procedures that match the requirements of the SQF Code Module 11 Good Manufacturing Practices for Processing of Food Products so you don't have to spend 1,000's of hours writing compliant procedures.





The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

Comprehensive Good Manufacturing Practice Template Procedures are included in the Package



GMP 11.6 Receipt, Storage and Transport & FSMA [Compatibility Mode]

AFC

Receipt, Storage and Transport

Introduction

The company has established Receipt, Storage and Transport Systems as part of company Good Manufacturing Practices in order ensure product safety. As part of this system the company has established effective plans that allow for the safe, hygienic receipt, storage and transport of materials, products, packaging materials, equipment, and chemicals.

Storage Good Manufacturing Practices

The company stores materials in an appropriate manner to ensure that storage does not represent a risk of contamination. All materials including materials, packaging, in process products, rework, quarantined product and finished product are stored in a clean secure storage area to protect them from contamination sources.

Storage Plans - It is company policy to use separate areas for storing chemicals, packaging, raw materials, work-in-progress and finished products to avoid cross-contamination risks. Separate areas are also maintained for rework and quarantined products. Partially used materials are adequately sealed and protected before being returned to storage. All chemicals, including solvents, agents, cleaning and maintenance compounds, and non-product materials, are stored in separate locked areas.

Storage areas are clean, well ventilated, and dry. All materials and packaging materials are protected from pests, condensate, sewage, dust, dirt, chemicals or other contaminants. Storage areas are cleaned at a frequency defined in site cleaning schedules.

Materials are stored off the floor on pallets or in racking constructed of impervious material and at least 150mm away from walls, floors and ceilings. Rows of stored materials are spaced to allow cleaning and inspection. Pallets are clean and in good repair. Pallets and other wooden surfaces are properly dried after being washed. Layer pads are placed between pallets and bags of materials.

Material stock levels are maintained at volumes to avoid excessive age and insect infestation.

Chemicals, Raw materials, work in progress, packaging and finished goods are clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation. Ingredients, packaging supplies and other materials are rotated by date code to ensure effective stock rotation. Weekly stock checks are carried out to ensure that all chemicals, Raw materials, work in progress, packaging and finished products are utilized within their designated shelf-life.

Raw materials, work in progress, packaging and finished goods are regularly inspected to ensure that they are in good condition and free from contamination.

Document Reference GMP 11.6 Receipt, Storage and Transport
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

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Receipt, Storage and Transport

Equipment storage rooms are designed and constructed to allow for the hygienic and efficient storage of equipment and containers.

Vehicles used in food contact, handling or processing zones or in cold storage rooms are designed and operated so as not to present a food safety hazard.

When materials are stored outside they are adequately protected against deterioration and contamination. Where goods are held under temporary or overflow conditions that are not designed for the safe storage of goods, a risk analysis is undertaken and the appropriate control measures implementation to ensure there is no risk to the integrity of those goods or contamination or adverse effect on food safety and quality. Materials whenever possible are stored in clean enclosed containers or adequately wrapped to reduce the risk of cross-contamination and/or contamination from foreign objects. Records to validate alternate or temporary control measures for the storage of raw materials, ingredients, packaging materials, equipment, chemicals, or finished products are maintained including regular inspection by QC staff.

§117.80 Processes and controls

(b) Raw materials and other ingredients.
(7) Liquid or dry raw materials and other ingredients received and stored in bulk form must be held in a manner that protects against allergen cross-contact and against contamination.

Chilled Storage

The company recognizes that by law chilled products must be kept at 8°C or below and as a policy for increased food safety chilled storage areas are designed with sufficient capacity to ensure they can be maintained and operated to run at 5°C or below at the maximum throughput whilst allowing for cleaning and defrosting operations regardless of the loading and ambient conditions. Chilled products are kept chilled between 1 and 5 ° C to prevent food poisoning bacteria from growing.

All Chilled Storage areas are of a construction and design described in QM 11.2.1 - 11.2.8 Construction of Premises and Equipment.

All Chilled Storage areas are automatically monitored using a calibrated multi probe data logger. The data logger alarm triggers when the temperature rises above 4.5 ° C in the warmest area of the chilled storage area. Staffs are instructed to call an engineer to investigate whenever the alarm is activated. The engineer assesses the situation and informs the Quality Manager if the temperature cannot be controlled immediately.

Warehouse personnel check chilled product storage areas at regular intervals to ensure that they are operating at the correct temperature and are not over stocked as this will restrict the flow of cold air and make chilled storage less effective.

Document Reference GMP 11.6 Receipt, Storage and Transport
Revision 0 1st August 2023
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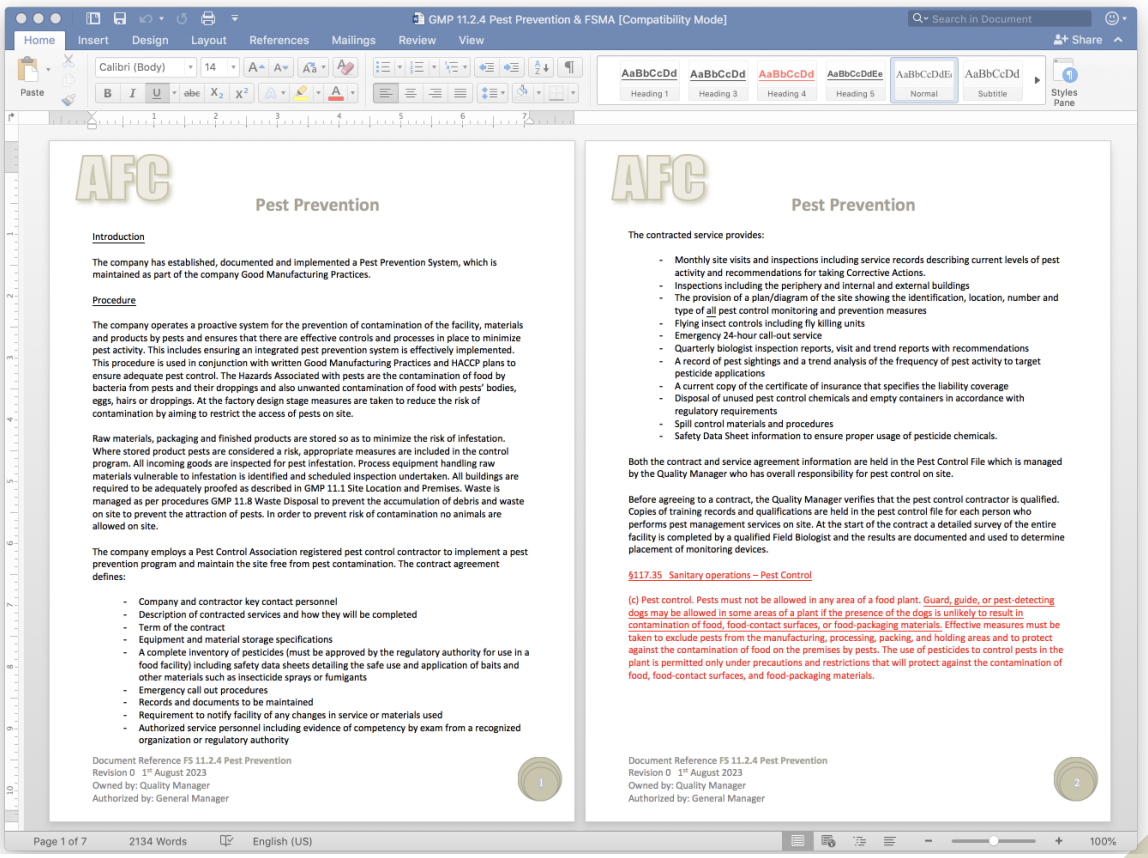
Page 1 of 10 3694 Words English (US) 100%



GMP 11.2.4 Pest Prevention & FSMA [Compatibility Mode]

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Pest Prevention

Introduction

The company has established, documented and implemented a Pest Prevention System, which is maintained as part of the company Good Manufacturing Practices.

Procedure

The company operates a proactive system for the prevention of contamination of the facility, materials and products by pests and ensures that there are effective controls and processes in place to minimize pest activity. This includes ensuring an integrated pest prevention system is effectively implemented. This procedure is used in conjunction with written Good Manufacturing Practices and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimize the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control program. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings are required to be adequately proofed as described in GMP 11.1 Site Location and Premises. Waste is managed as per procedures GMP 11.8 Waste Disposal to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest prevention program and maintain the site free from pest contamination. The contract agreement defines:

- Company and contractor key contact personnel
- Description of contracted services and how they will be completed
- Term of the contract
- Equipment and material storage specifications
- A complete inventory of pesticides (must be approved by the regulatory authority for use in a food facility) including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
- Emergency call out procedures
- Records and documents to be maintained
- Requirement to notify facility of any changes in service or materials used
- Authorized service personnel including evidence of competency by exam from a recognized organization or regulatory authority

Document Reference FS 11.2.4 Pest Prevention
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

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Pest Prevention

The contracted service provides:

- Monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
- Inspections including the periphery and internal and external buildings
- The provision of a plan/diagram of the site showing the identification, location, number and type of all pest control monitoring and prevention measures
- Flying insect controls including fly killing units
- Emergency 24-hour call-out service
- Quarterly biologist inspection reports, visit and trend reports with recommendations
- A record of pest sightings and a trend analysis of the frequency of pest activity to target pesticide applications
- A current copy of the certificate of insurance that specifies the liability coverage
- Disposal of unused pest control chemicals and empty containers in accordance with regulatory requirements
- Spill control materials and procedures
- Safety Data Sheet information to ensure proper usage of pesticide chemicals.

Both the contract and service agreement information are held in the Pest Control File which is managed by the Quality Manager who has overall responsibility for pest control on site.

Before agreeing to a contract, the Quality Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.

§117.35 Sanitary operations – Pest Control

(c) Pest control. Pests must not be allowed in any area of a food plant. Guard, guide, or pest-detecting dogs may be allowed in some areas of a plant if the presence of the dogs is unlikely to result in contamination of food, food-contact surfaces, or food-packaging materials. Effective measures must be taken to exclude pests from the manufacturing, processing, packing, and holding areas and to protect against the contamination of food on the premises by pests. The use of pesticides to control pests in the plant is permitted only under precautions and restrictions that will protect against the contamination of food, food-contact surfaces, and food-packaging materials.

Document Reference FS 11.2.4 Pest Prevention
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

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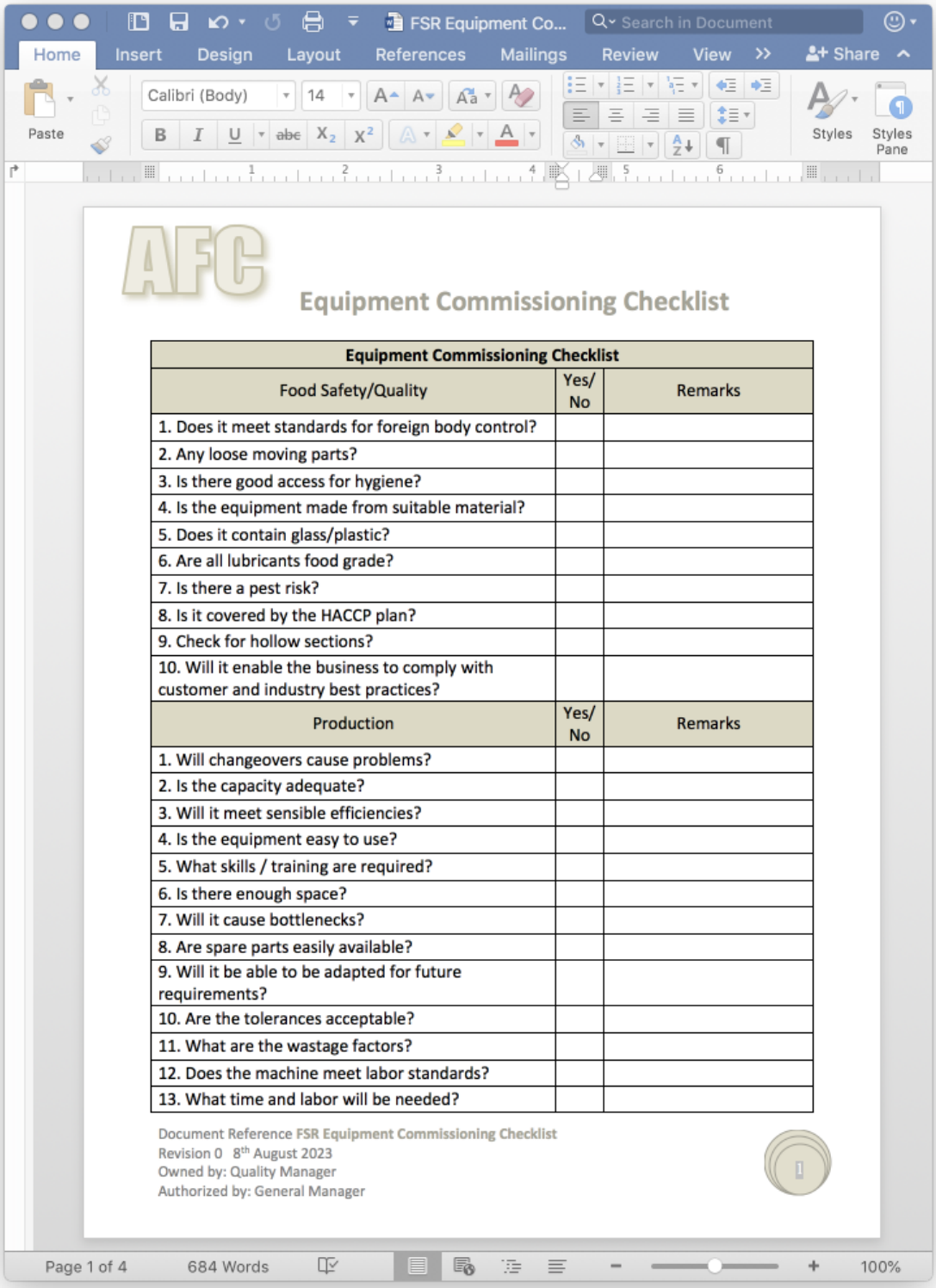
Page 1 of 7 2134 Words English (US) 100%

Food Safety Record Templates

A wide range of easy to use Record Templates written in Microsoft Word (US English) format are included in the package:



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Equipment Commissioning Checklist

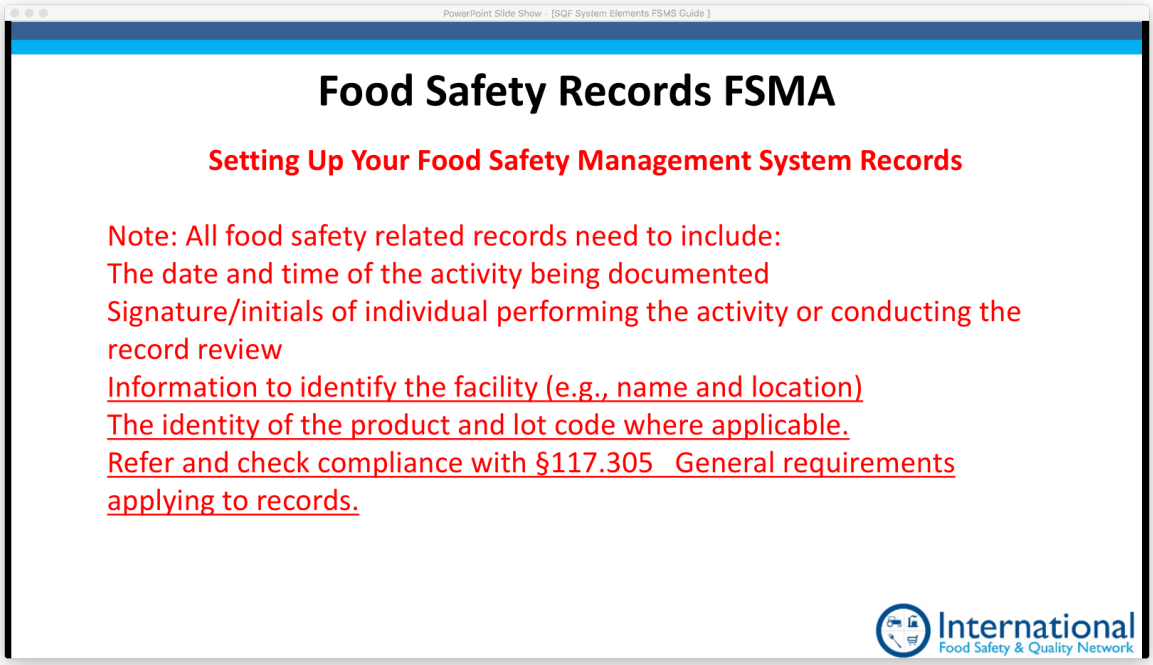
Equipment Commissioning Checklist		
Food Safety/Quality	Yes/ No	Remarks
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants food grade?		
7. Is there a pest risk?		
8. Is it covered by the HACCP plan?		
9. Check for hollow sections?		
10. Will it enable the business to comply with customer and industry best practices?		
Production	Yes/ No	Remarks
1. Will changeovers cause problems?		
2. Is the capacity adequate?		
3. Will it meet sensible efficiencies?		
4. Is the equipment easy to use?		
5. What skills / training are required?		
6. Is there enough space?		
7. Will it cause bottlenecks?		
8. Are spare parts easily available?		
9. Will it be able to be adapted for future requirements?		
10. Are the tolerances acceptable?		
11. What are the wastage factors?		
12. Does the machine meet labor standards?		
13. What time and labor will be needed?		

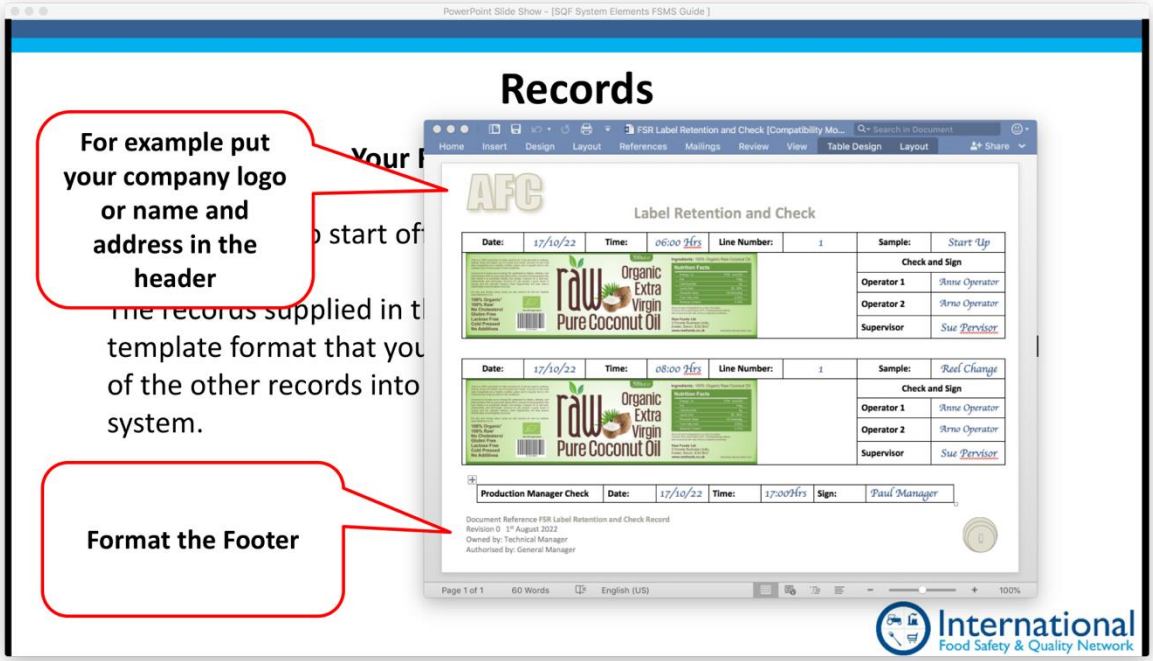
Document Reference FSR Equipment Commissioning Checklist
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

The records are provided in Microsoft Word English (US) format and are easily edited to suit your organization

Setting Up Your Food Safety Management System Records

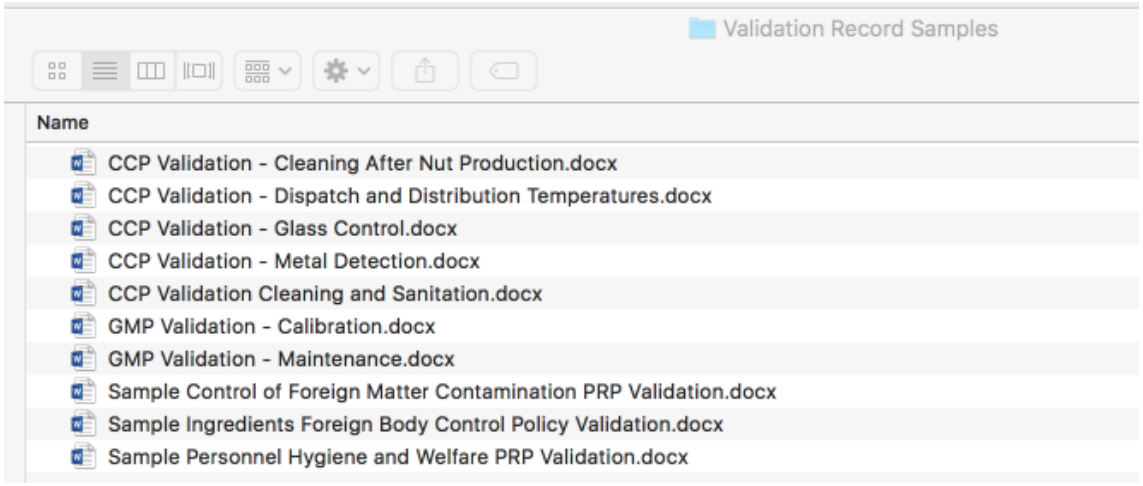
The sample record templates supplied in the package are easy to edit so agree on a template format that you want and then use this as a master and copy all of the other records into your template as you go along developing your system.

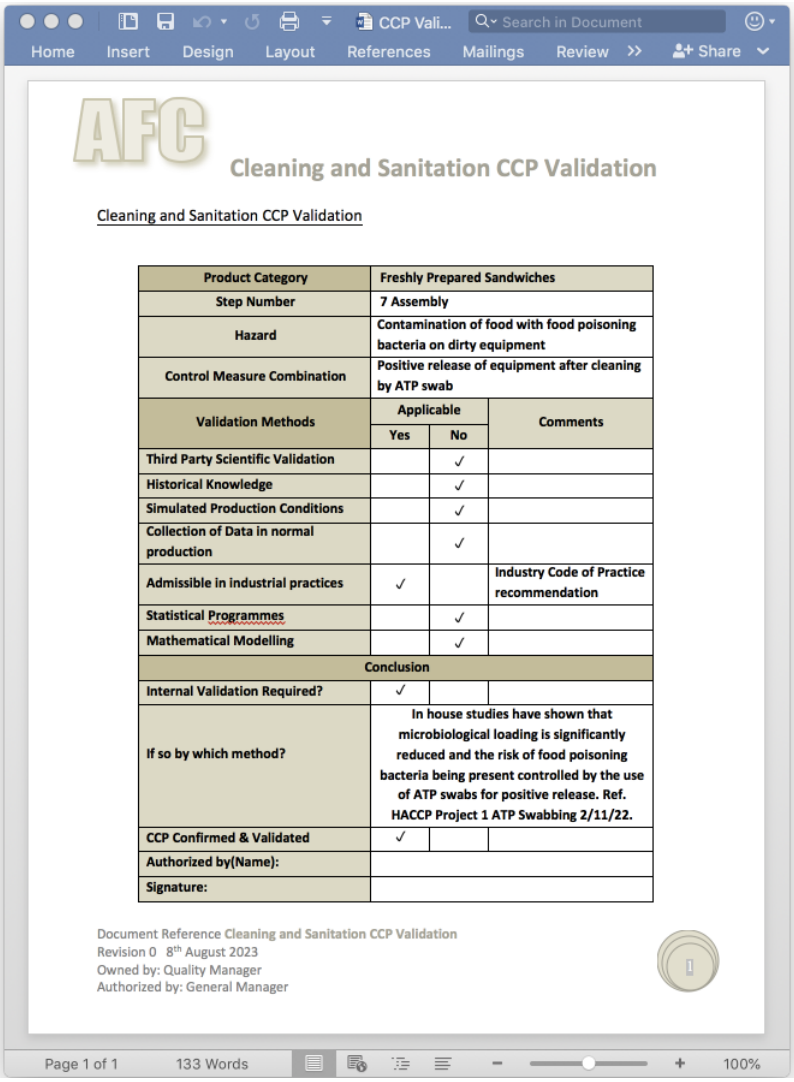




Validation Record Samples

There are also a range of validation records:





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Cleaning and Sanitation CCP Validation

Cleaning and Sanitation CCP Validation

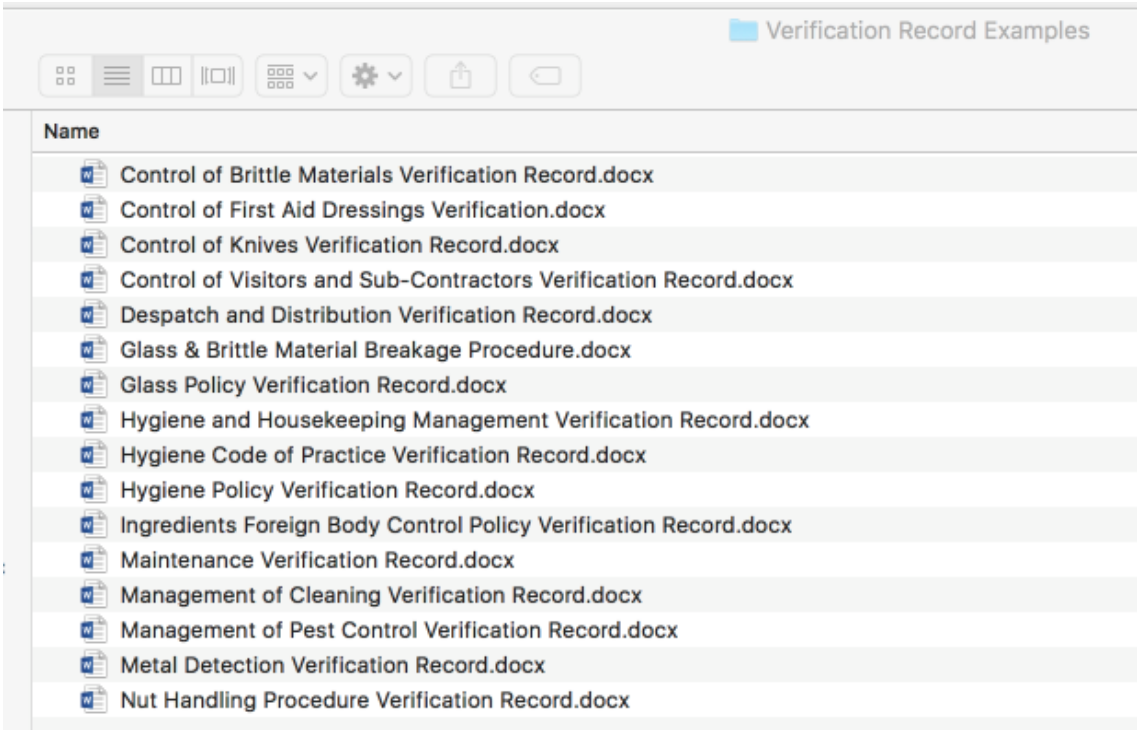
Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 2/11/22.		
CCP Confirmed & Validated	✓		
Authorized by(Name):			
Signature:			

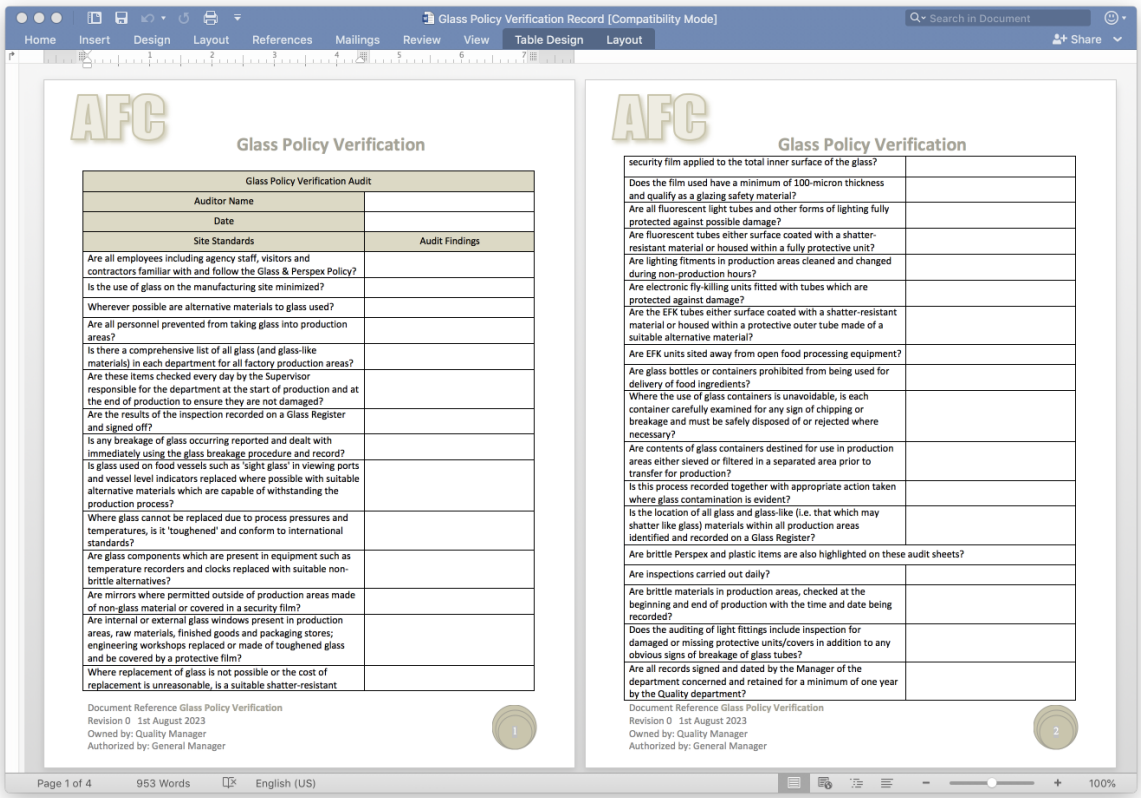
Document Reference Cleaning and Sanitation CCP Validation
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 1 133 Words 100%

Verification Record Examples

There are also a range of verification records:

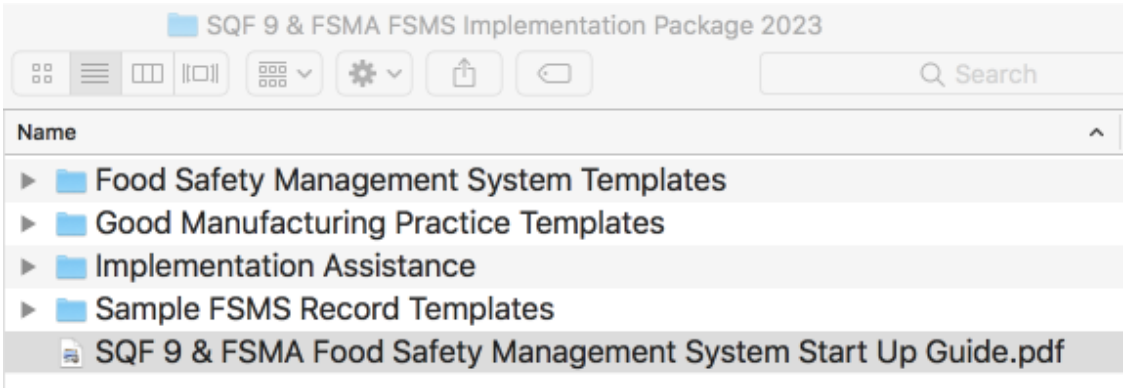




Implementation Assistance

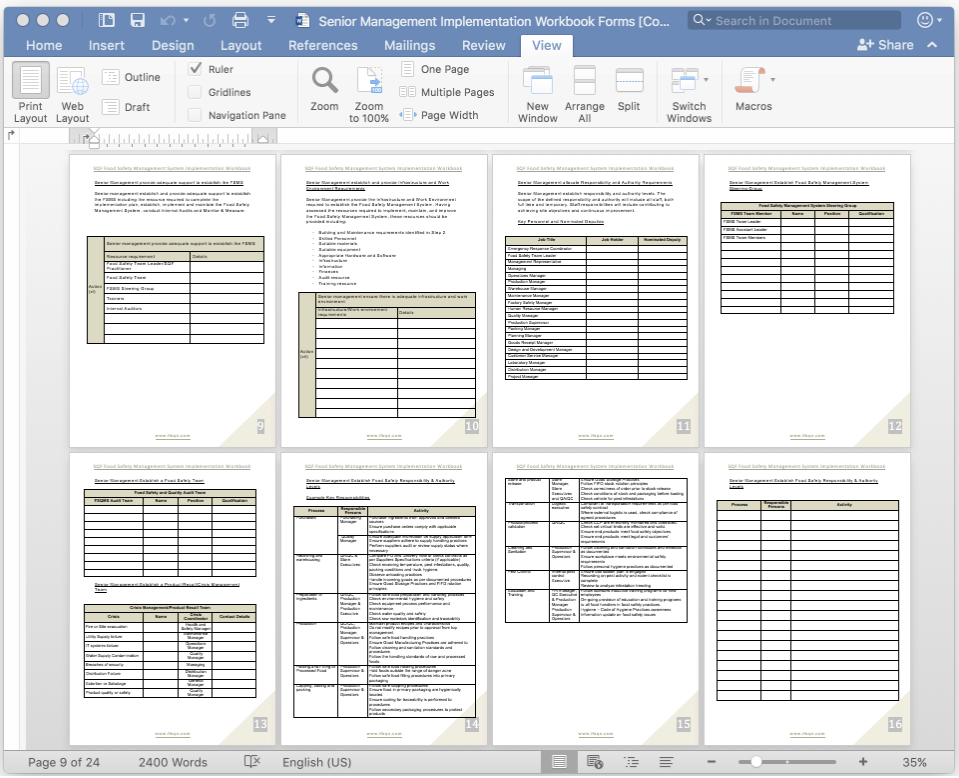
A range of tools including instructions, training presentations, guidance and technical support are included.

When you download the package, you will find the Start-Up Guide and 4 folders containing the package contents:



The IFSQN SQF & FSMA Food Safety Management System Package includes an Implementation Workbook which provides guidance in developing your SQF Food Safety Management System.

The Workbook checklists are now also provided in editable Microsoft Word format in the document SQF 9 Food Implementation Workbook Forms:



The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

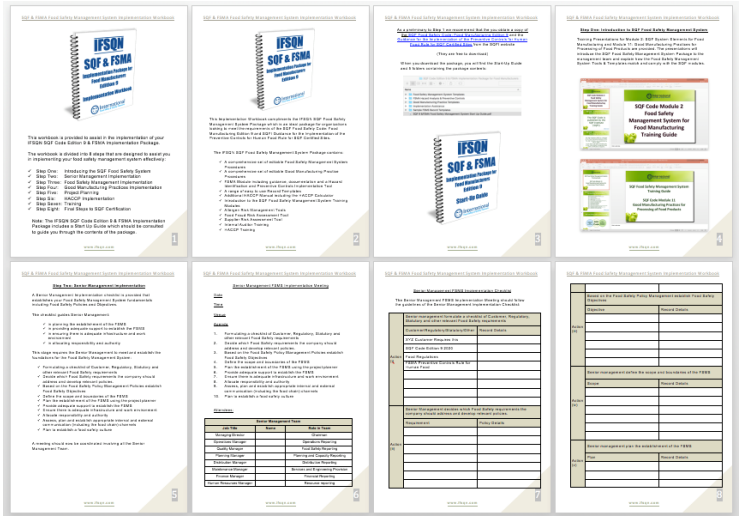
- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists that establish your Food Safety Management System fundamental documents including Food Safety Policies and Objectives.

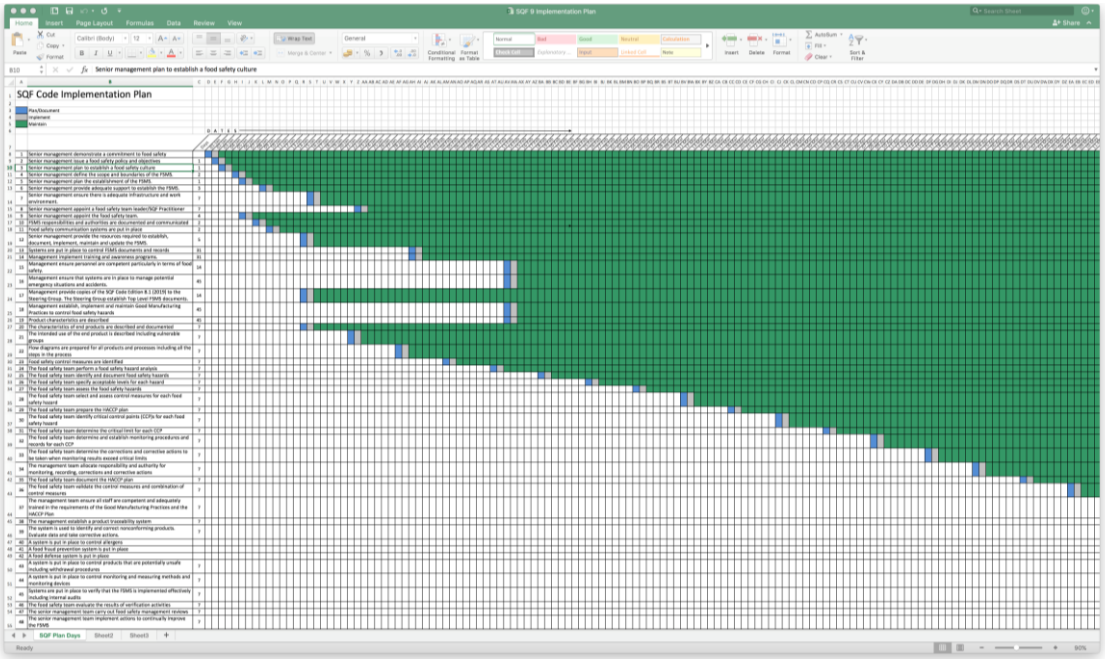
The checklists and guidance includes:
Defining the Scope of the Food Safety Management System
Providing adequate support and infrastructure to establish the FSMS
Allocating Responsibility and Authority
Establishing a Food Safety Management System Steering Group, the Food Safety Team and a Product Recall/Crisis Management Team
Establishing Food Safety Responsibility & Authority Levels
Developing a Food Safety Culture
Establishing Communication Channels

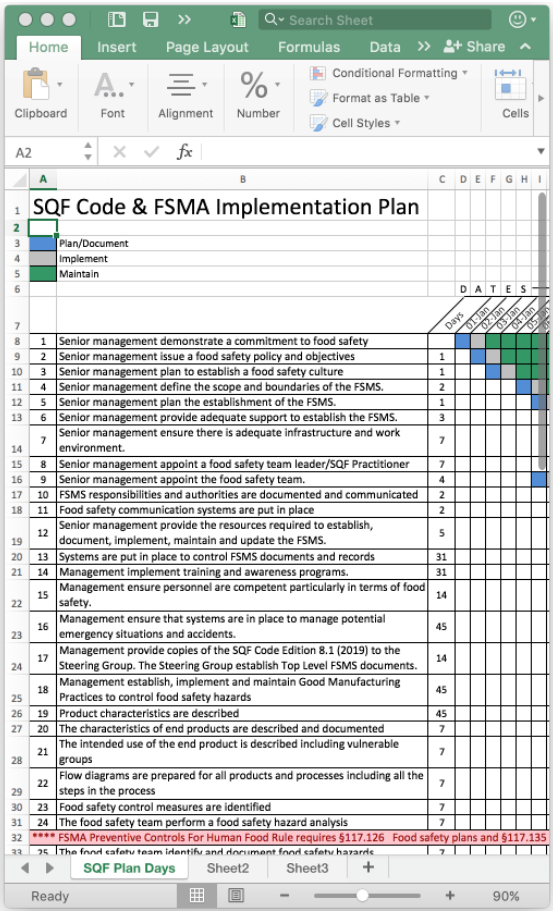
Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.



SQF 9 & FSMA Implementation Plan

An SQF 9 & FSMA Implementation Plan is included and can be used to by Senior Management to plan the development of your Food Safety Management System.





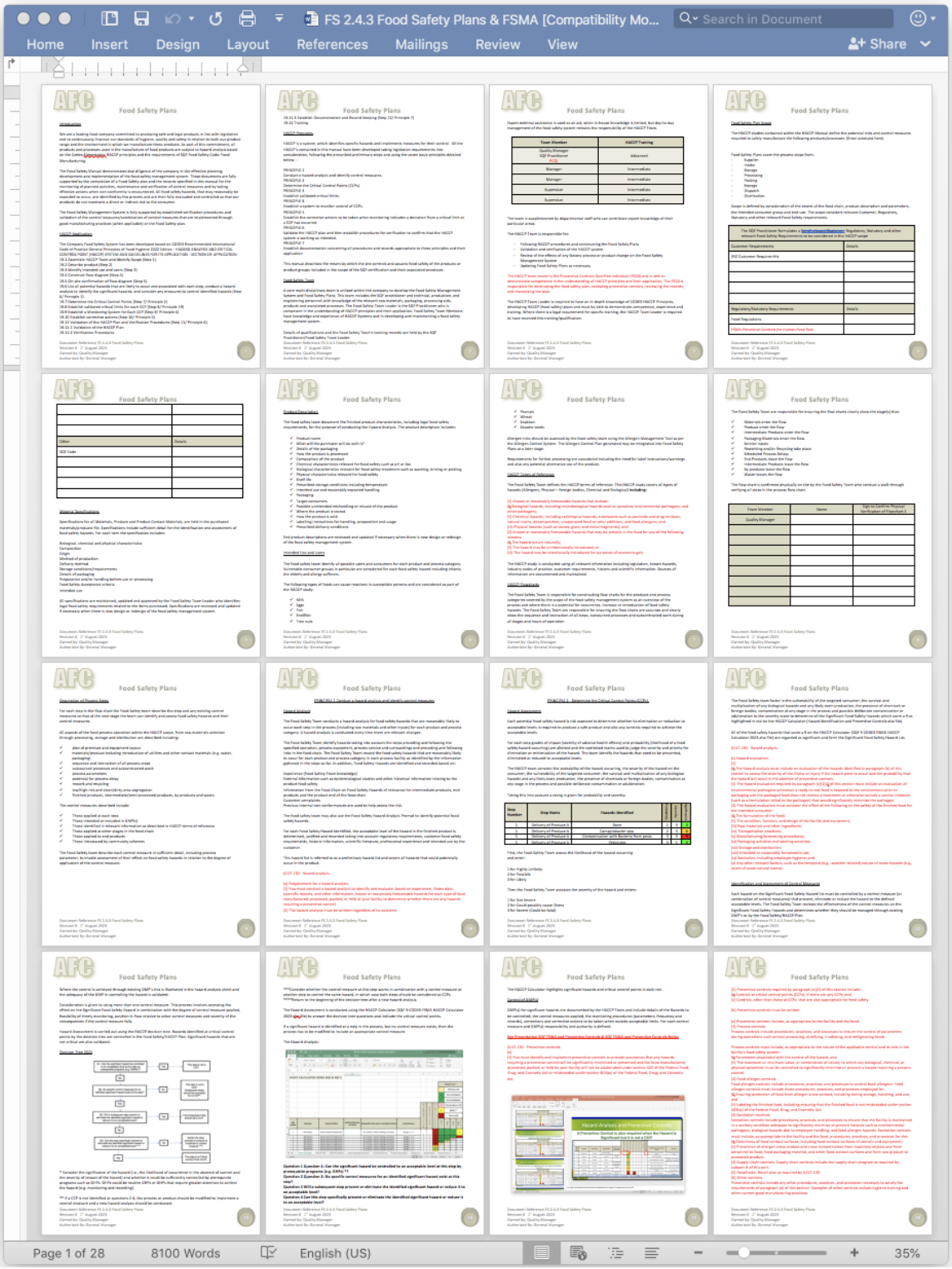
SQF Code & FSMA Implementation Plan

Plan/Document
Implement
Maintain

1	Senior management demonstrate a commitment to food safety		
2	Senior management issue a food safety policy and objectives	1	
3	Senior management plan to establish a food safety culture	1	
4	Senior management define the scope and boundaries of the FSMS.	2	
5	Senior management plan the establishment of the FSMS.	1	
6	Senior management provide adequate support to establish the FSMS.	3	
7	Senior management ensure there is adequate infrastructure and work environment.	7	
8	Senior management appoint a food safety team leader/SQF Practitioner	7	
9	Senior management appoint the food safety team.	4	
10	FSMS responsibilities and authorities are documented and communicated	2	
11	Food safety communication systems are put in place	2	
12	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	5	
13	Systems are put in place to control FSMS documents and records	31	
14	Management implement training and awareness programs.	31	
15	Management ensure personnel are competent particularly in terms of food safety.	14	
16	Management ensure that systems are in place to manage potential emergency situations and accidents.	45	
17	Management provide copies of the SQF Code Edition 8.1 (2019) to the Steering Group. The Steering Group establish Top Level FSMS documents.	14	
18	Management establish, implement and maintain Good Manufacturing Practices to control food safety hazards	45	
19	Product characteristics are described	45	
20	The characteristics of end products are described and documented	7	
21	The intended use of the end product is described including vulnerable groups	7	
22	Flow diagrams are prepared for all products and processes including all the steps in the process	7	
23	Food safety control measures are identified	7	
24	The food safety team perform a food safety hazard analysis	7	
32	**** FSMA Preventive Controls For Human Food Rule requires §117.126 Food safety plans and §117.135		

HACCP Assistance – Additional Documentation & Tools

There are supplementary tools, instructions, training presentations, guidance and documentation to supplement Food Safety Management System Document FS 2.4.3 Food Safety Plans (21page HACCP procedural template)



This package has also been updated based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application which includes a New Decision Tree.

CODEX ALIMENTARIUS
INTERNATIONAL FOOD STANDARDS

Food and Agriculture Organization of the United Nations | World Health Organization

E-mail: codex@fao.org - www.codexalimentarius.org

GENERAL PRINCIPLES OF FOOD HYGIENE
CXC 1-1969

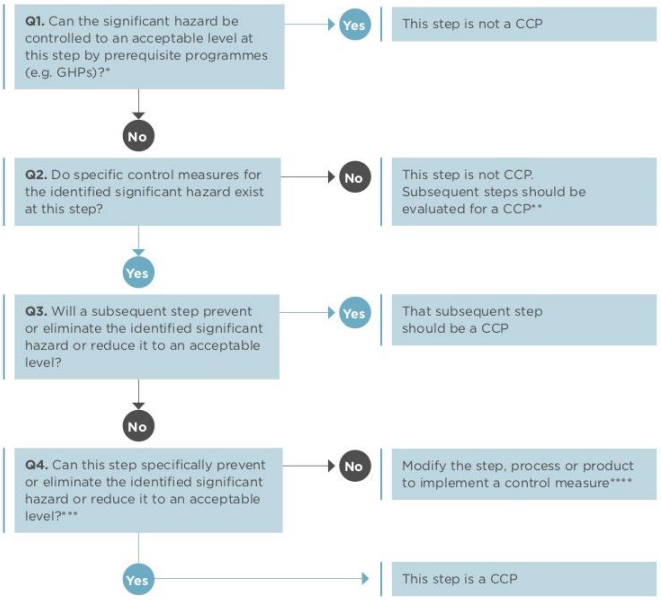
Adopted in 1969. Amended in 1999. Revised in 1997, 2003, 2020, 2022*. Editorial corrections in 2011.

* This edition contains a new Annex IV, Figure 1 and Table 1 which introduce tools to determine the critical control points in a hazard analysis and critical control point (HACCP) system.

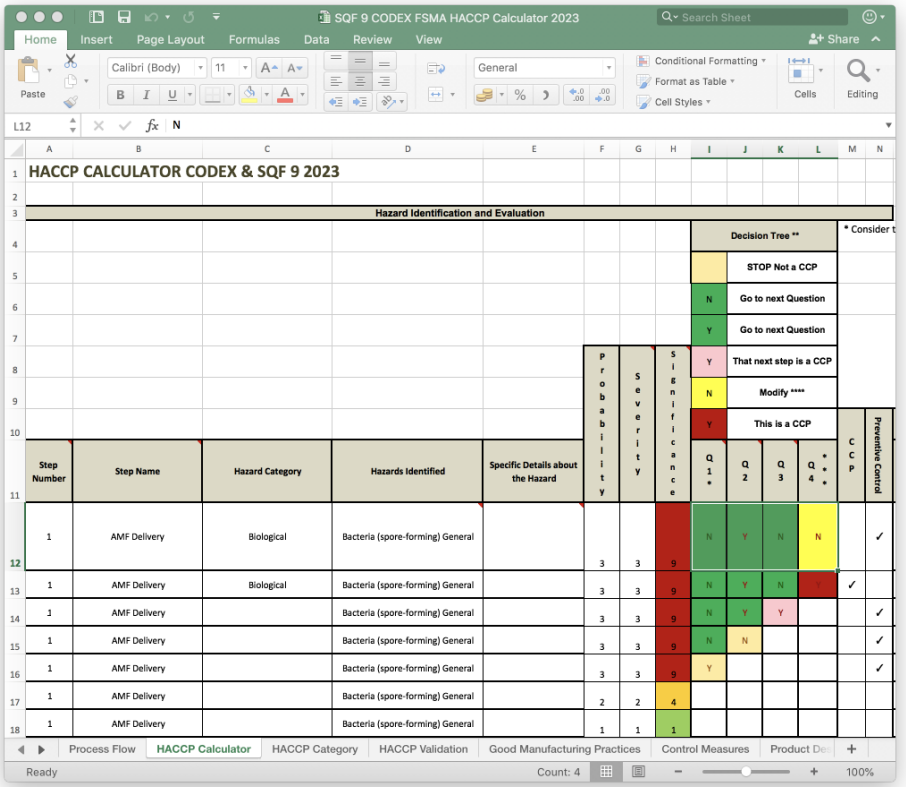
Annex IV Tools to determine the critical control points (CCPs)

The following are examples of a decision tree and CCP worksheet tools that can be used in the determination of a CCP. Such examples are not unique and other tools can be used as long as the general requirements as elaborated in CXC 1-1969 (i.e. Step 7/Principle 2 - Determine the critical control points [CCPs]) have been met.

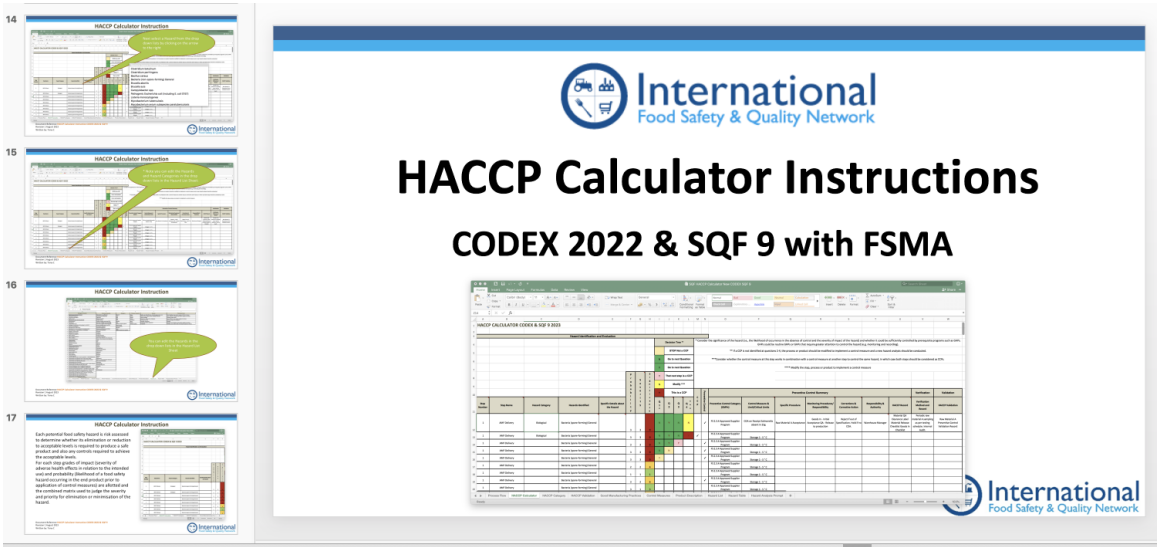
Figure 1 Example of a CCP decision tree – apply to each step where a specified significant hazard is identified



SQF 9 CODEX FSMA HACCP Calculator 2023 Tool



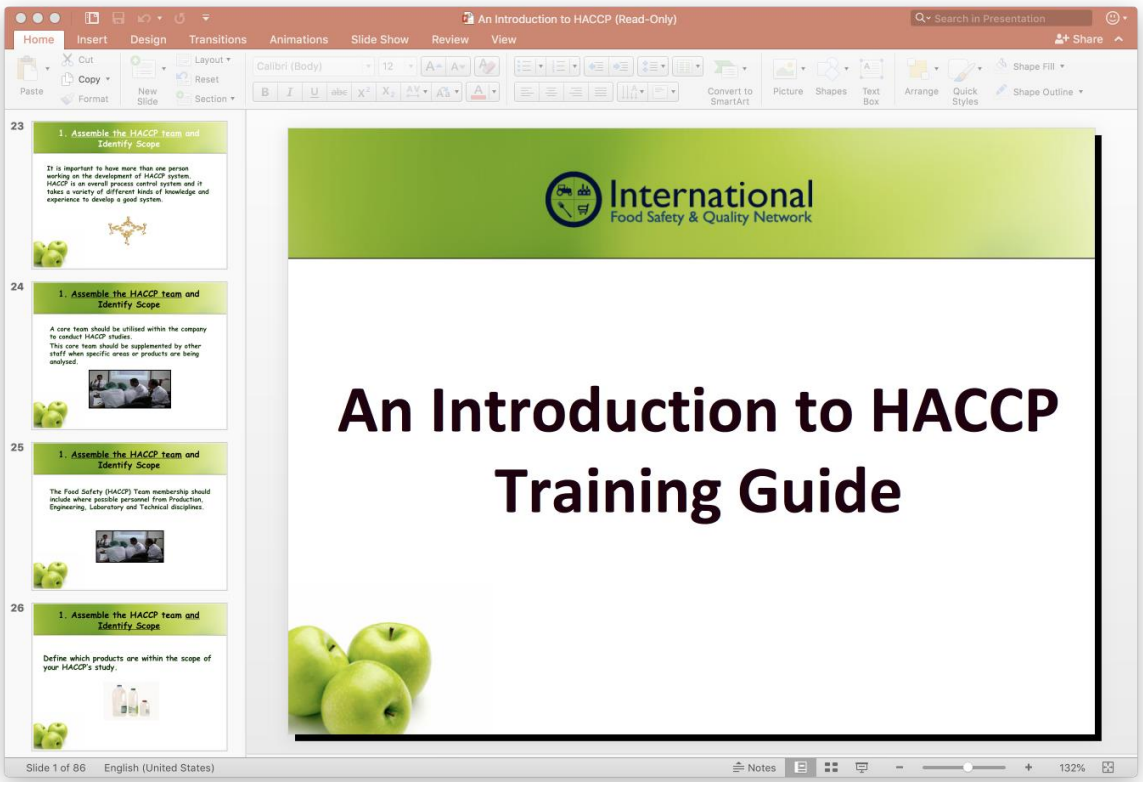
The SQF 9 CODEX FSMA HACCP Calculator 2023 Instructions

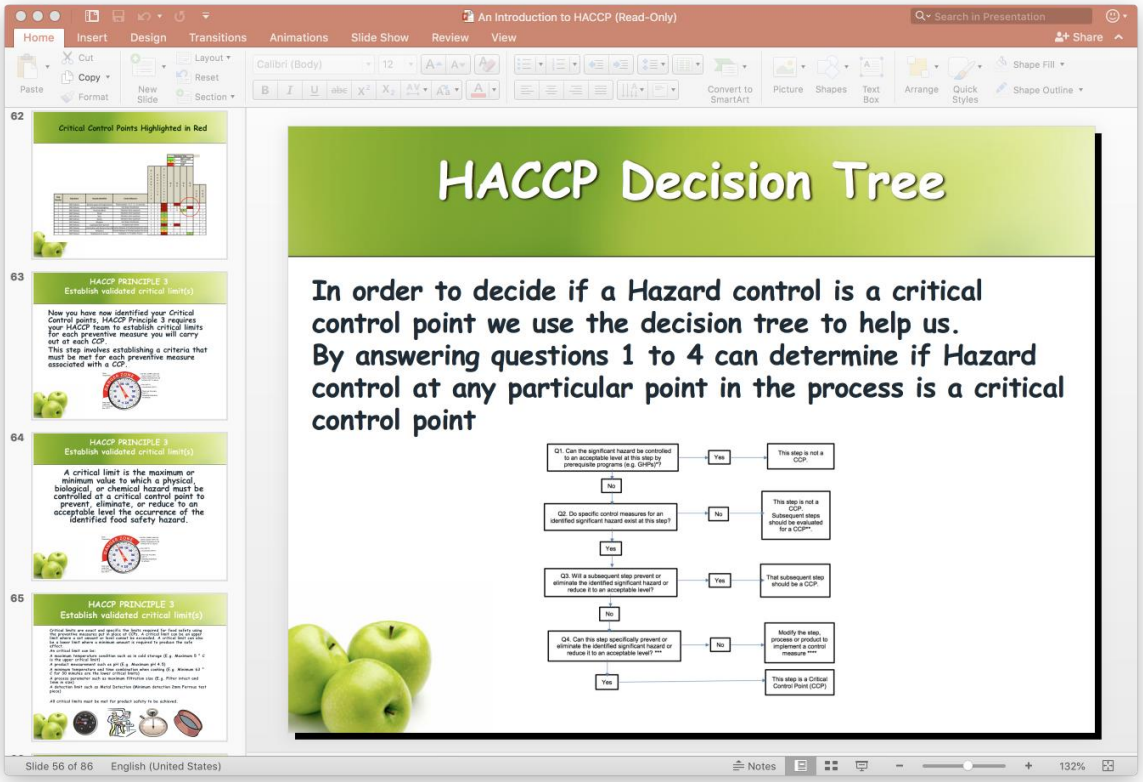


The instructions are to be used in conjunction with the Food Safety Management System Document FS 2.4.3 Food Safety Plans and the Implementation Workbook

Introduction to HACCP PowerPoint Presentation

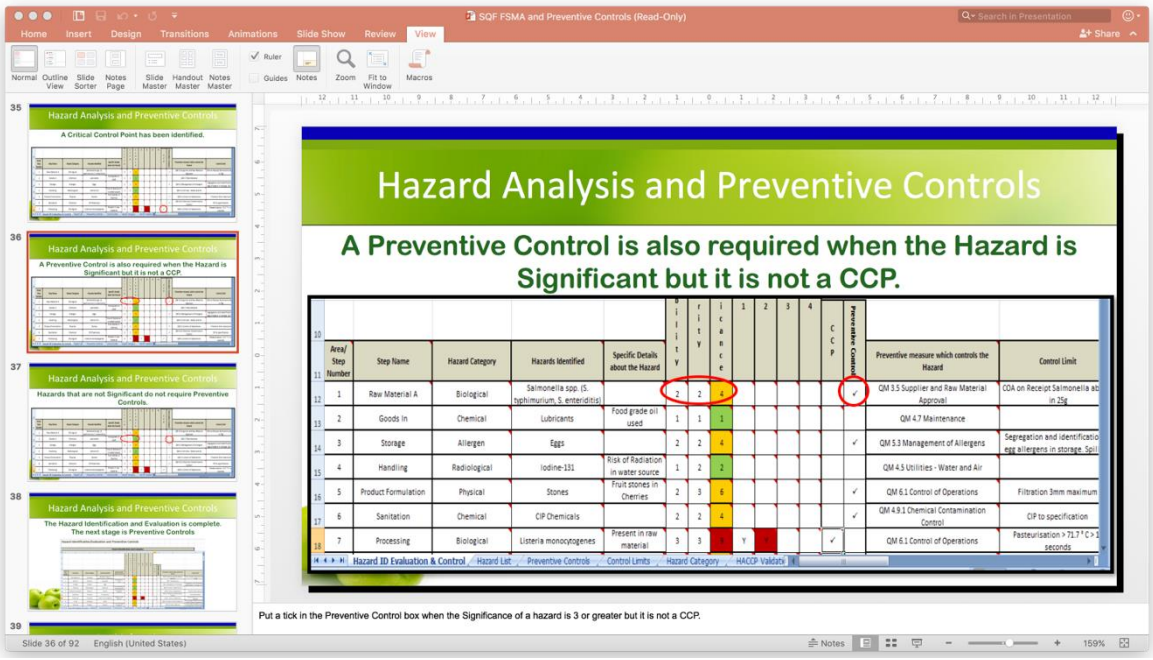
An Introduction to HACCP Training PowerPoint Presentation is supplied to introduce your food safety team to the preliminary steps to a Hazard analysis and the principles of HACCP.

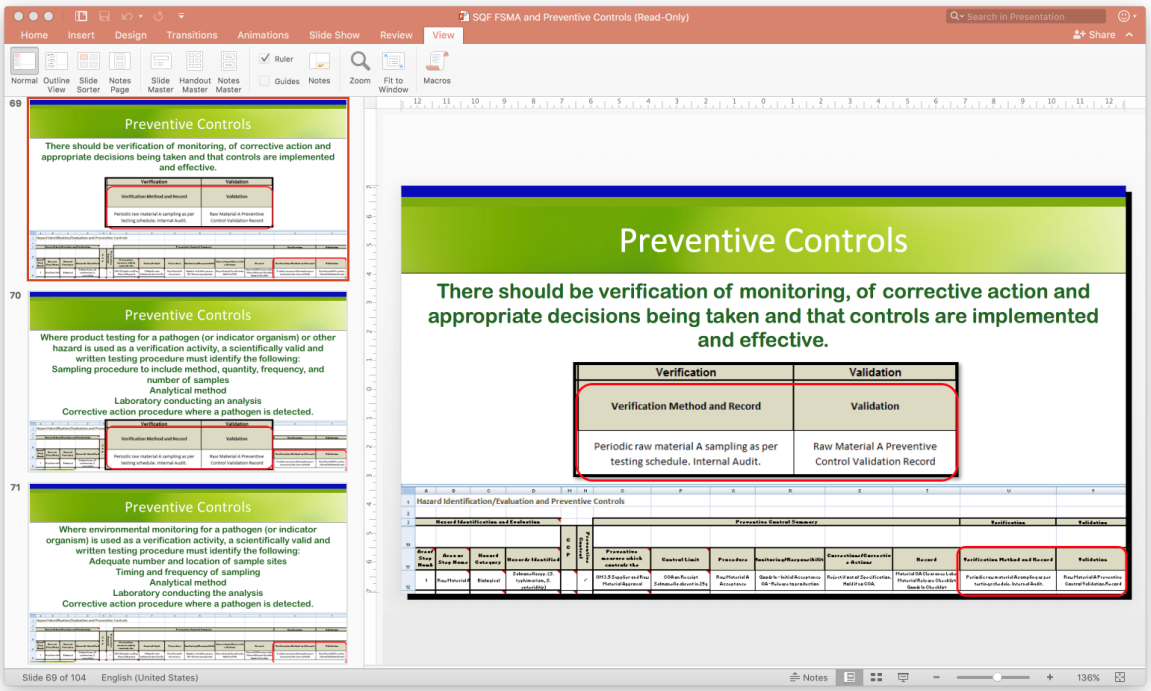




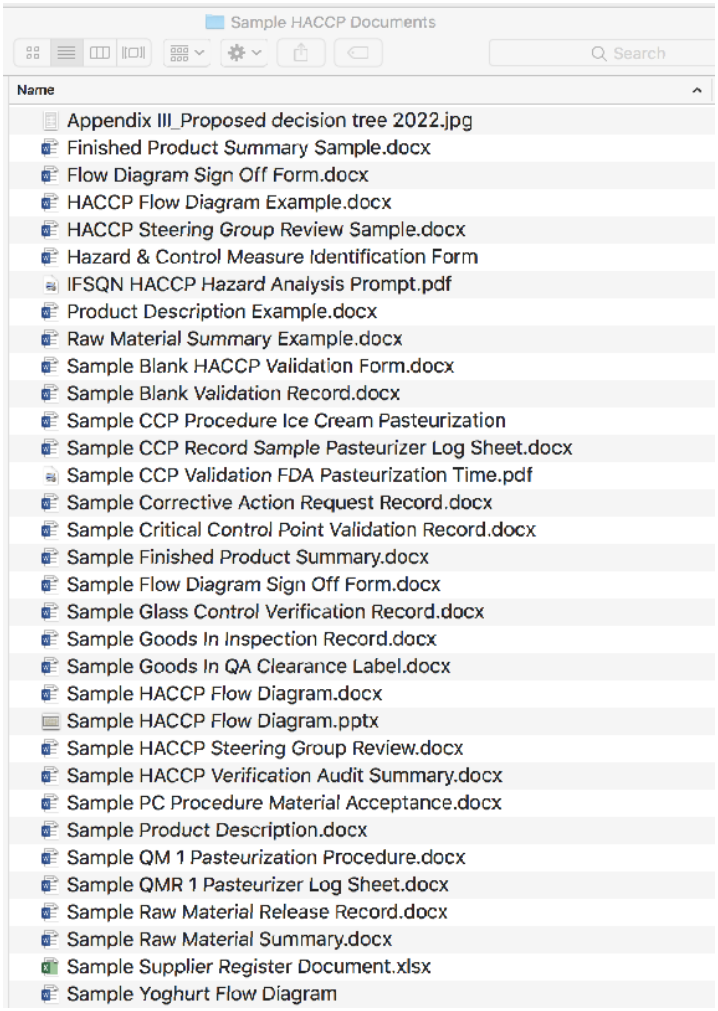
FSMA & Preventive Controls Presentation

There is also Guidance for the Implementation of the Preventive Controls for Human Food

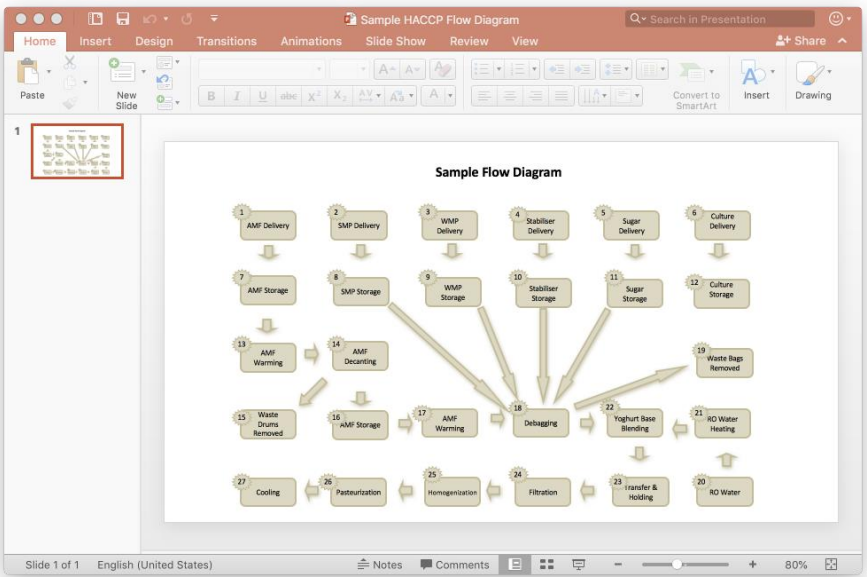




Sample HACCP Documents

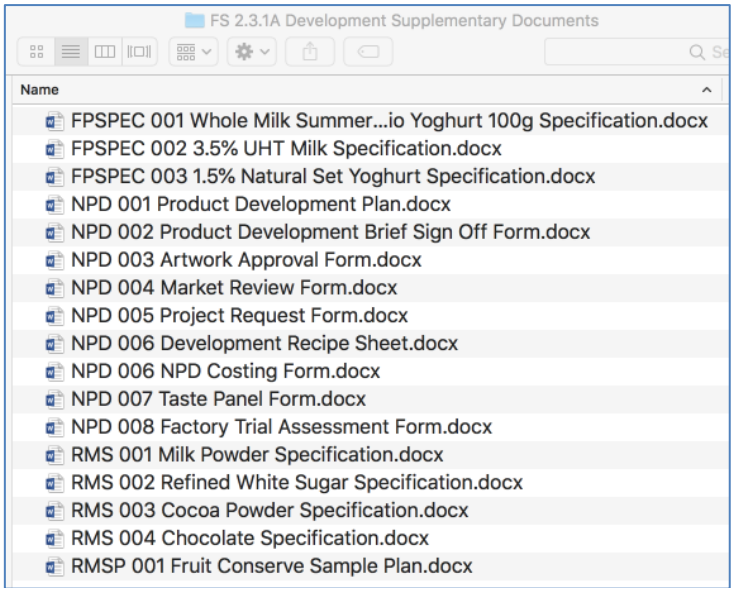


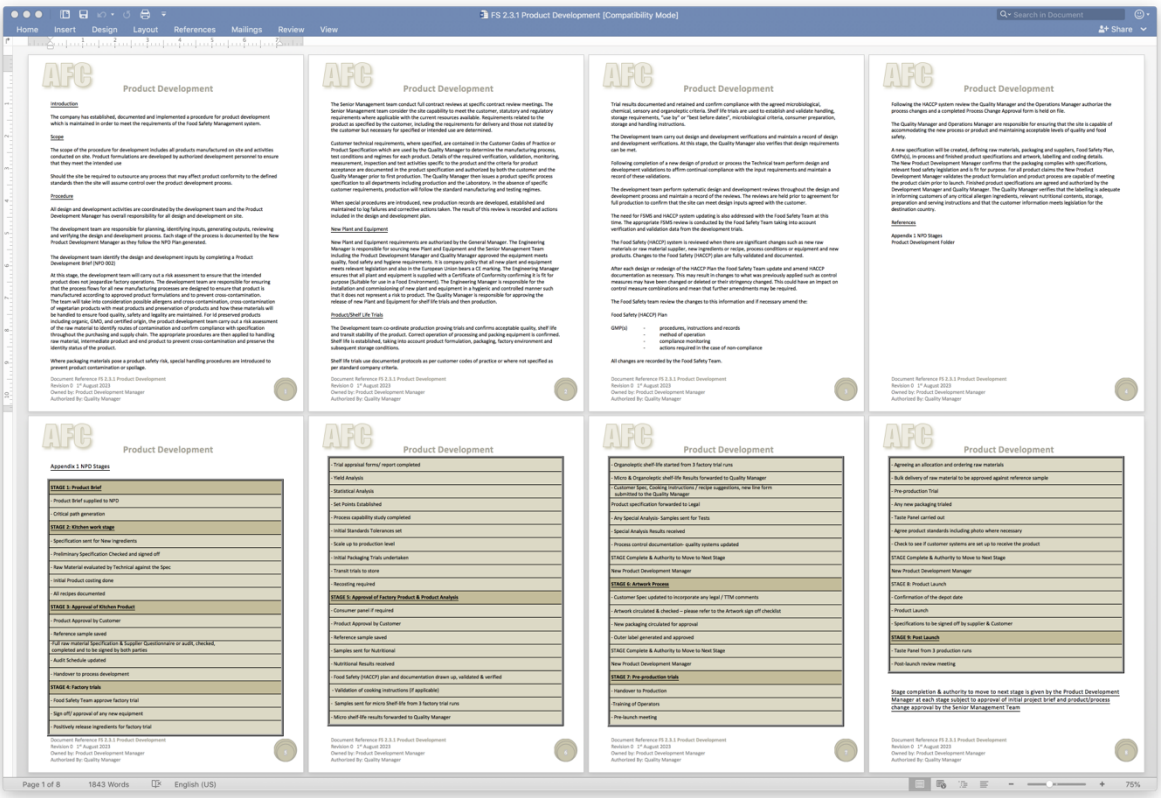
These are supplementary documents and examples that you might find useful when developing your Food Safety Plans

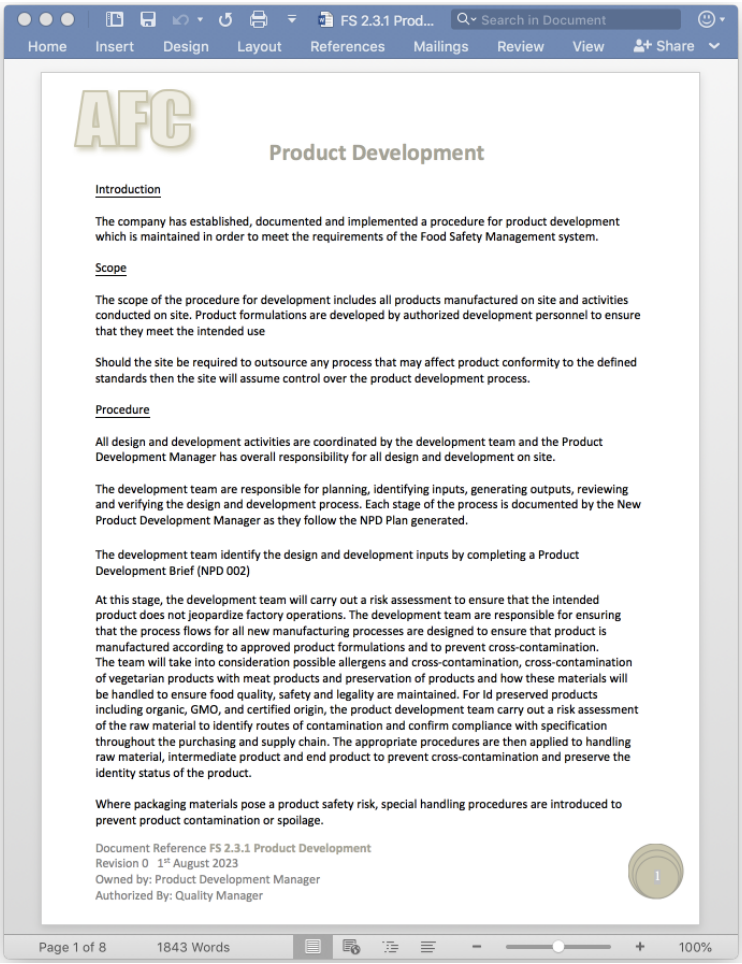


Product Development Assistance

The package contains documentation and tools that supplement FS 2.3.1 Product Development in the FS 2.3.1A Development Supplementary Documents Folder.







AFC

Product Development

Introduction

The company has established, documented and implemented a procedure for product development which is maintained in order to meet the requirements of the Food Safety Management system.

Scope

The scope of the procedure for development includes all products manufactured on site and activities conducted on site. Product formulations are developed by authorized development personnel to ensure that they meet the intended use

Should the site be required to outsource any process that may affect product conformity to the defined standards then the site will assume control over the product development process.

Procedure

All design and development activities are coordinated by the development team and the Product Development Manager has overall responsibility for all design and development on site.

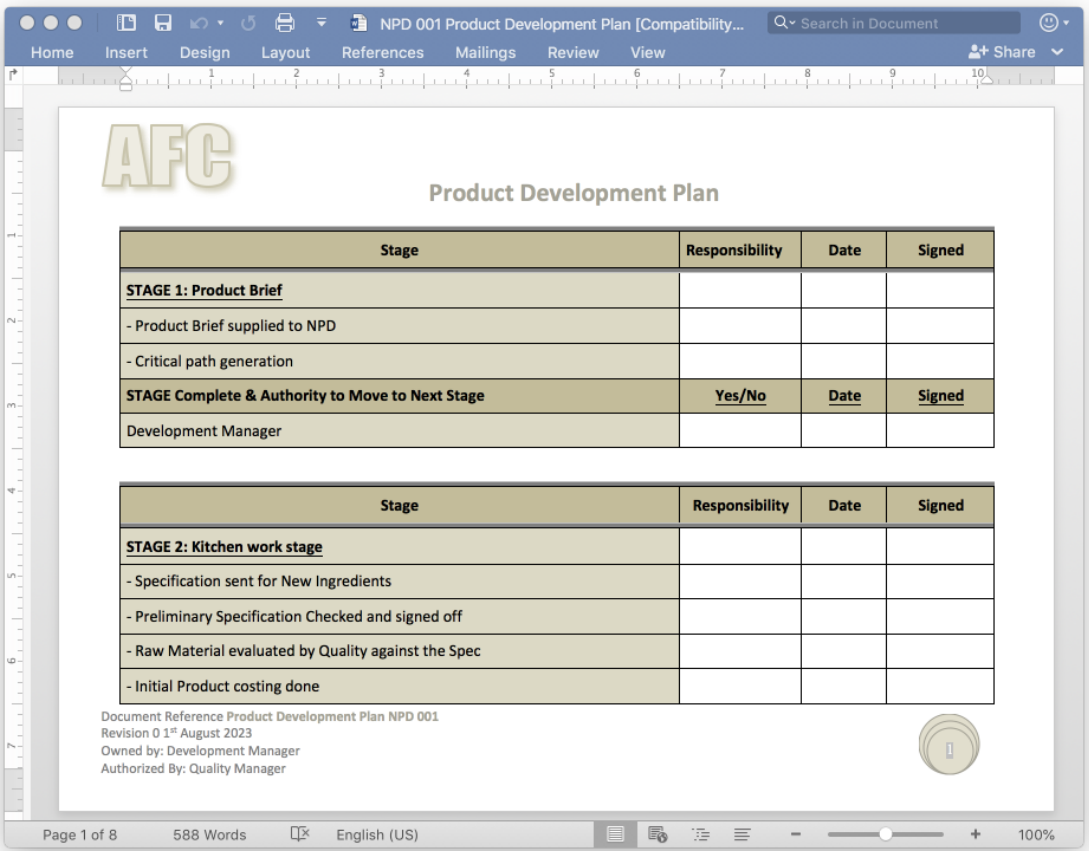
The development team are responsible for planning, identifying inputs, generating outputs, reviewing and verifying the design and development process. Each stage of the process is documented by the New Product Development Manager as they follow the NPD Plan generated.

The development team identify the design and development inputs by completing a Product Development Brief (NPD 002)

At this stage, the development team will carry out a risk assessment to ensure that the intended product does not jeopardize factory operations. The development team are responsible for ensuring that the process flows for all new manufacturing processes are designed to ensure that product is manufactured according to approved product formulations and to prevent cross-contamination. The team will take into consideration possible allergens and cross-contamination, cross-contamination of vegetarian products with meat products and preservation of products and how these materials will be handled to ensure food quality, safety and legality are maintained. For Id preserved products including organic, GMO, and certified origin, the product development team carry out a risk assessment of the raw material to identify routes of contamination and confirm compliance with specification throughout the purchasing and supply chain. The appropriate procedures are then applied to handling raw material, intermediate product and end product to prevent cross-contamination and preserve the identity status of the product.

Where packaging materials pose a product safety risk, special handling procedures are introduced to prevent product contamination or spoilage.

Document Reference FS 2.3.1 Product Development
Revision 0 1st August 2023
Owned by: Product Development Manager
Authorized By: Quality Manager



AFC

Product Development Plan

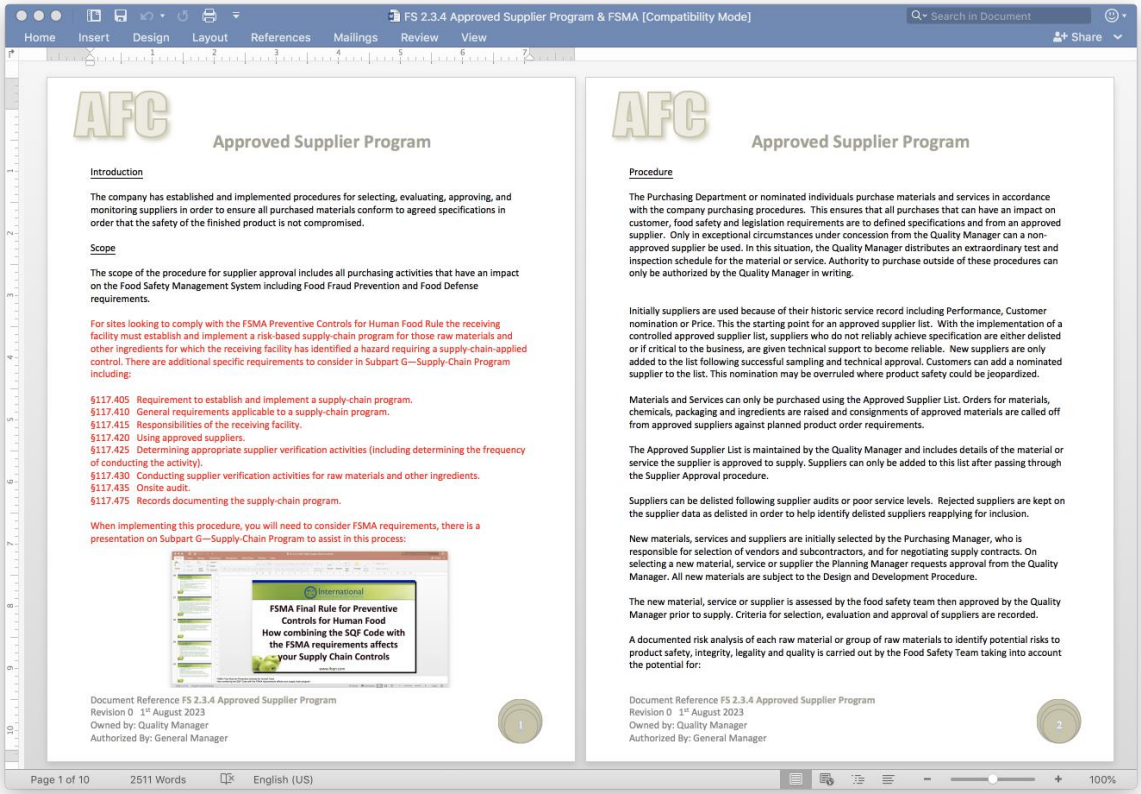
Stage	Responsibility	Date	Signed
STAGE 1: Product Brief			
- Product Brief supplied to NPD			
- Critical path generation			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
Development Manager			

Stage	Responsibility	Date	Signed
STAGE 2: Kitchen work stage			
- Specification sent for New Ingredients			
- Preliminary Specification Checked and signed off			
- Raw Material evaluated by Quality against the Spec			
- Initial Product costing done			

Document Reference Product Development Plan NPD 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

Assistance with Supplier Risk Assessment

The package contains documentation and tools that supplement FS 2.3.4 Approved Supplier Program:



AFC

Approved Supplier Program

Introduction

The company has established and implemented procedures for selecting, evaluating, approving, and monitoring suppliers in order to ensure all purchased materials conform to agreed specifications in order that the safety of the finished product is not compromised.

Scope

The scope of the procedure for supplier approval includes all purchasing activities that have an impact on the Food Safety Management System including Food Fraud Prevention and Food Defense requirements.

For sites looking to comply with the FSMA Preventive Controls for Human Food Rule the receiving facility must establish and implement a risk-based supply-chain program for those raw materials and other ingredients for which the receiving facility has identified a hazard requiring a supply-chain-applied control. There are additional specific requirements to consider in Subpart G—Supply-Chain Program including:

§117.405 Requirement to establish and implement a supply-chain program.
§117.410 General requirements applicable to a supply-chain program.
§117.415 Responsibilities of the receiving facility.
§117.420 Using approved suppliers.
§117.425 Determining appropriate supplier verification activities (including determining the frequency of conducting the activity).
§117.430 Conducting supplier verification activities for raw materials and other ingredients.
§117.435 Onsite audit.
§117.475 Records documenting the supply-chain program.

When implementing this procedure, you will need to consider FSMA requirements, there is a presentation on Subpart G—Supply-Chain Program to assist in this process:

Document Reference FS 2.3.4 Approved Supplier Program
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized By: General Manager

1

AFC

Approved Supplier Program

Procedure

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on customer, food safety and legislation requirements are to defined specifications and from an approved supplier. Only in exceptional circumstances under concession from the Quality Manager can a non-approved supplier be used. In this situation, the Quality Manager distributes an extraordinary test and inspection schedule for the material or service. Authority to purchase outside of these procedures can only be authorized by the Quality Manager in writing.

Initially suppliers are used because of their historic service record including Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardized.

Materials and Services can only be purchased using the Approved Supplier List. Orders for materials, chemicals, packaging and ingredients are raised and consignments of approved materials are called off from approved suppliers against planned product order requirements.

The Approved Supplier List is maintained by the Quality Manager and includes details of the material or service the supplier is approved to supply. Suppliers can only be added to this list after passing through the Supplier Approval procedure.

Suppliers can be delisted following supplier audits or poor service levels. Rejected suppliers are kept on the supplier data as delisted in order to help identify delisted suppliers reapplying for inclusion.

New materials, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts. On selecting a new material, service or supplier the Planning Manager requests approval from the Quality Manager. All new materials are subject to the Design and Development Procedure.

The new material, service or supplier is assessed by the food safety team then approved by the Quality Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

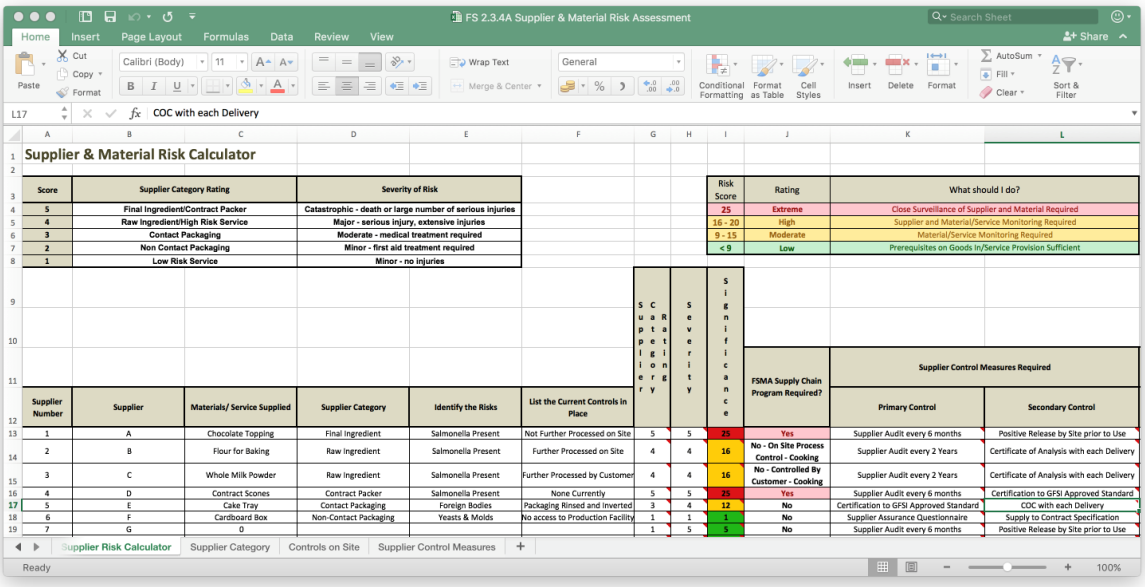
A documented risk analysis of each raw material or group of raw materials to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

Document Reference FS 2.3.4 Approved Supplier Program
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized By: General Manager

2

Page 1 of 10 2511 Words English (US) 100%

Including FS 2.3.4A Supplier & Material Risk Assessment Template:



FS 2.3.4A Supplier & Material Risk Assessment

Supplier & Material Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

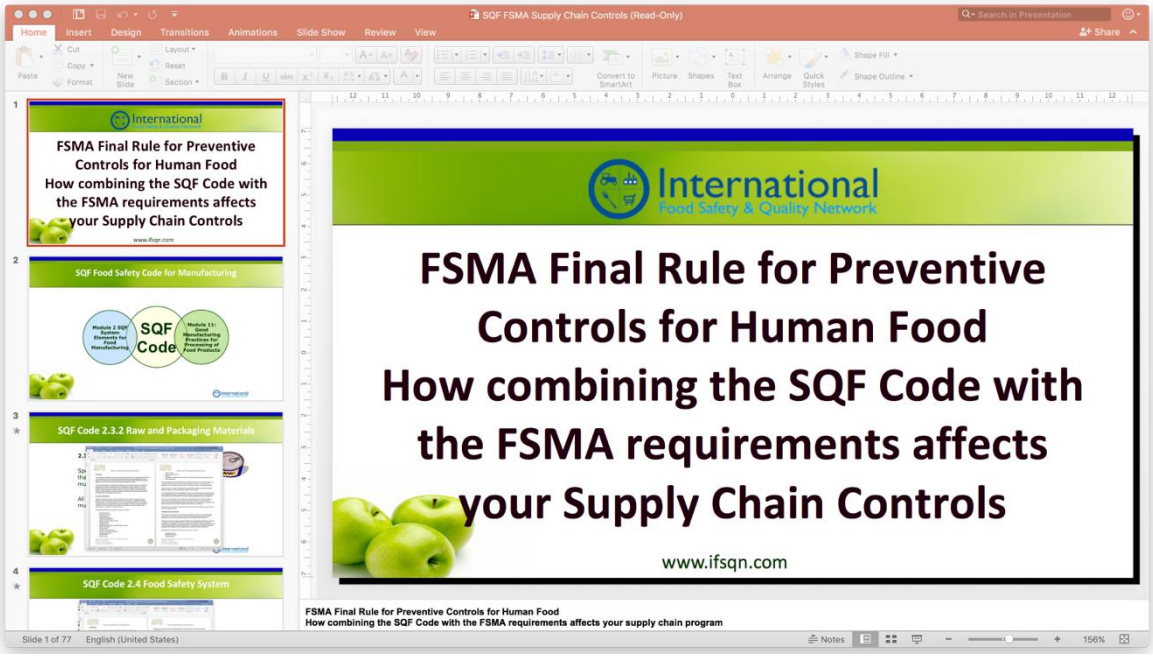
Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Retention Category	Severity	Significance	FSMA Supply Chain Program Required?	Supplier Control Measures Required	
											Primary Control	Secondary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5		25	Yes	Supplier Audit every 6 months	Positive Release by Site prior to Use
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4		16	No - On Site Process Control - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
3	C	Whole Milk Powder	Raw Ingredient	Salmonella Present	Further Processed by Customer	4	4		16	No - Controlled By Customer - Cooking	Supplier Audit every 2 Years	Certificate of Analysis with each Delivery
4	D	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5		25	Yes	Supplier Audit every 6 months	Certification to GFSI Approved Standard
5	E	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4		12	No	Certification to GFSI Approved Standard	COC with each Delivery
6	F	Cardboard Box	Non-Contact Packaging	Yeasts & Molds	No access to Production Facility	1	1		1	No	Supplier Assurance Questionnaire	Supply to Contract Specification
7	G	0				1	5		5	No	Supplier Audit every 6 months	Positive Release by Site prior to Use

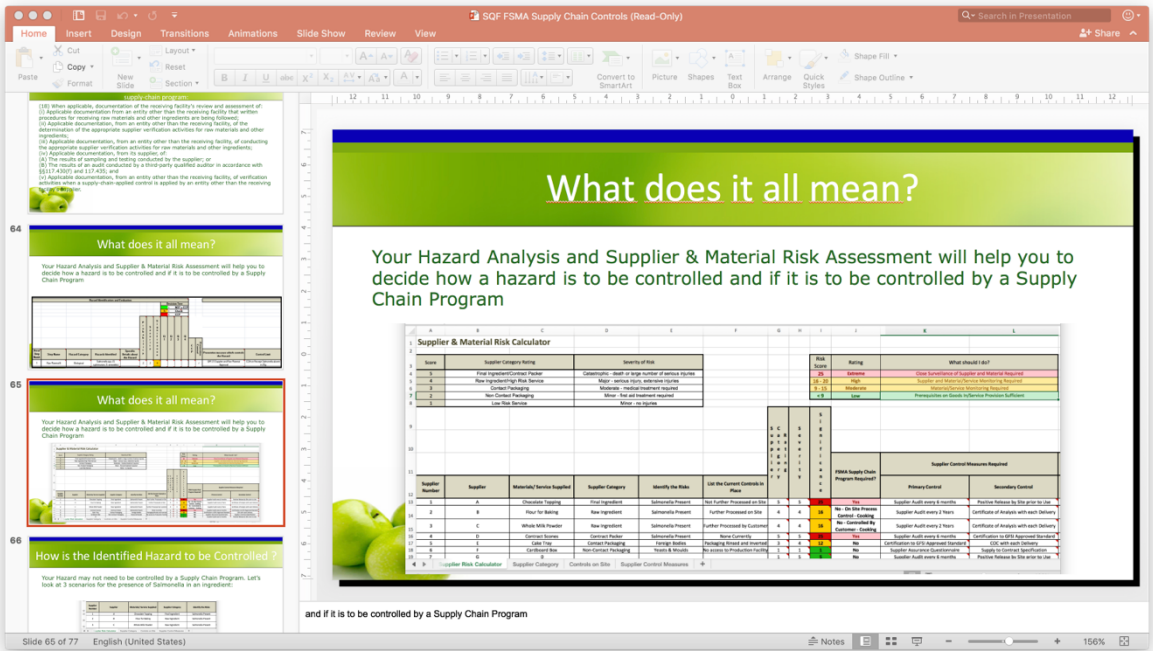
Supplier Risk Calculator | Supplier Category | Controls on Site | Supplier Control Measures

Ready 100%

Guidance and Tools for the Implementation of Supply Chain Controls

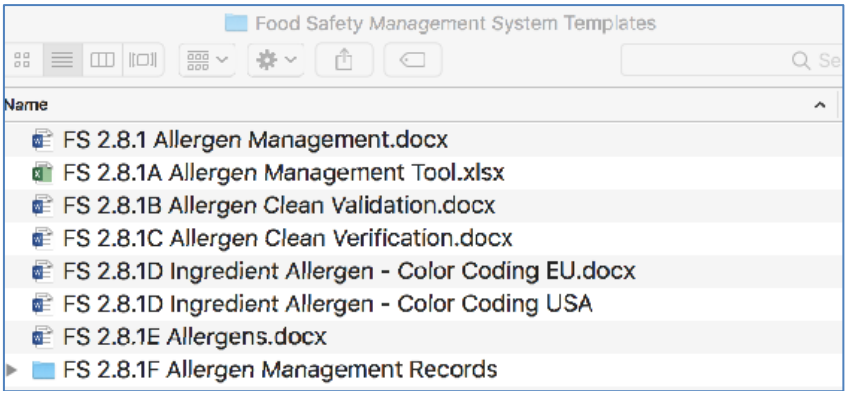
"How combining the SQF Code with the FSMA requirements affects your Supply Chain Controls" PowerPoint Presentation is included. It explains how your hazard analysis and supplier & material risk assessment will help you to decide how a hazard is to be controlled and if it is to be controlled by a Supply Chain Program

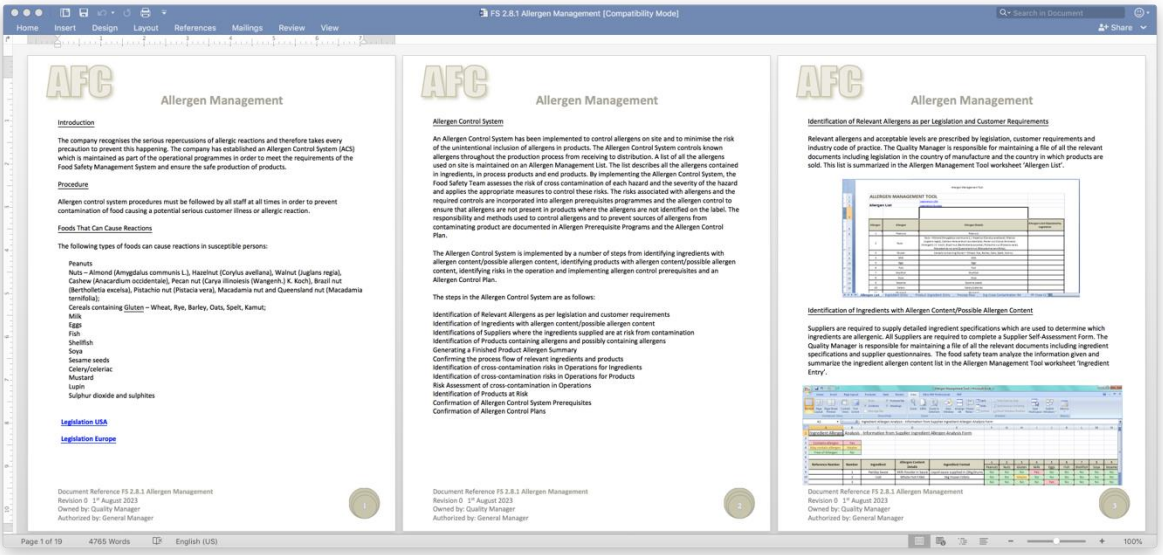


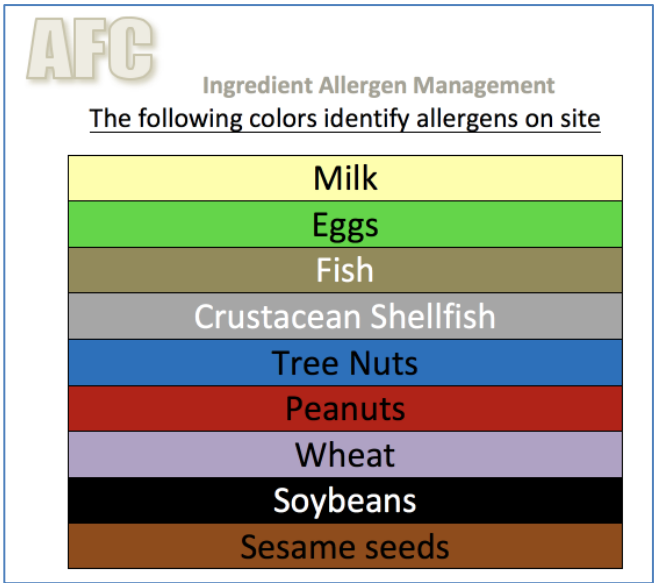


Allergen Management Assistance

The package contains allergen management documentation to supplement a comprehensive FS 2.8.1 Allergen Management Procedure and an Allergen Management Tool:

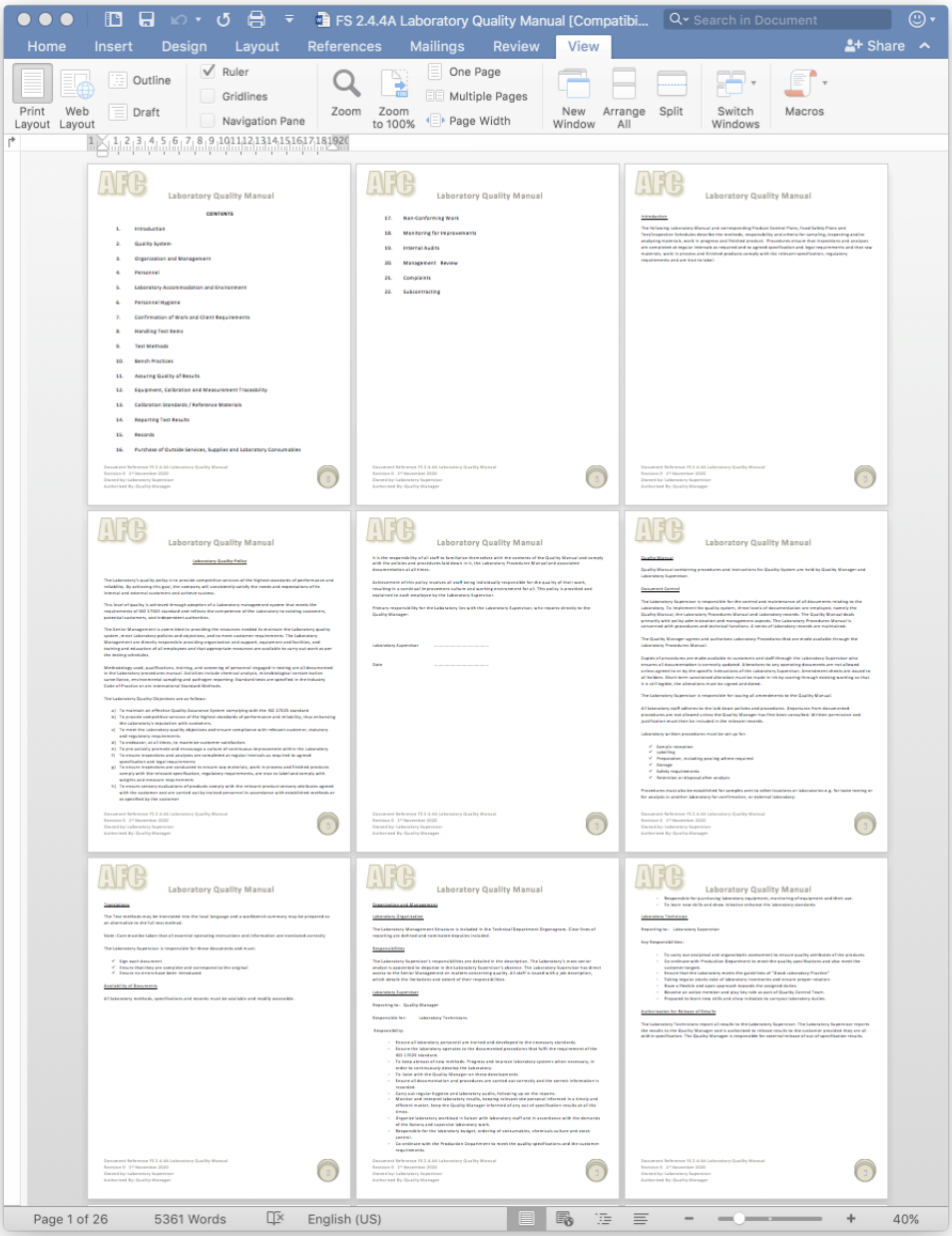






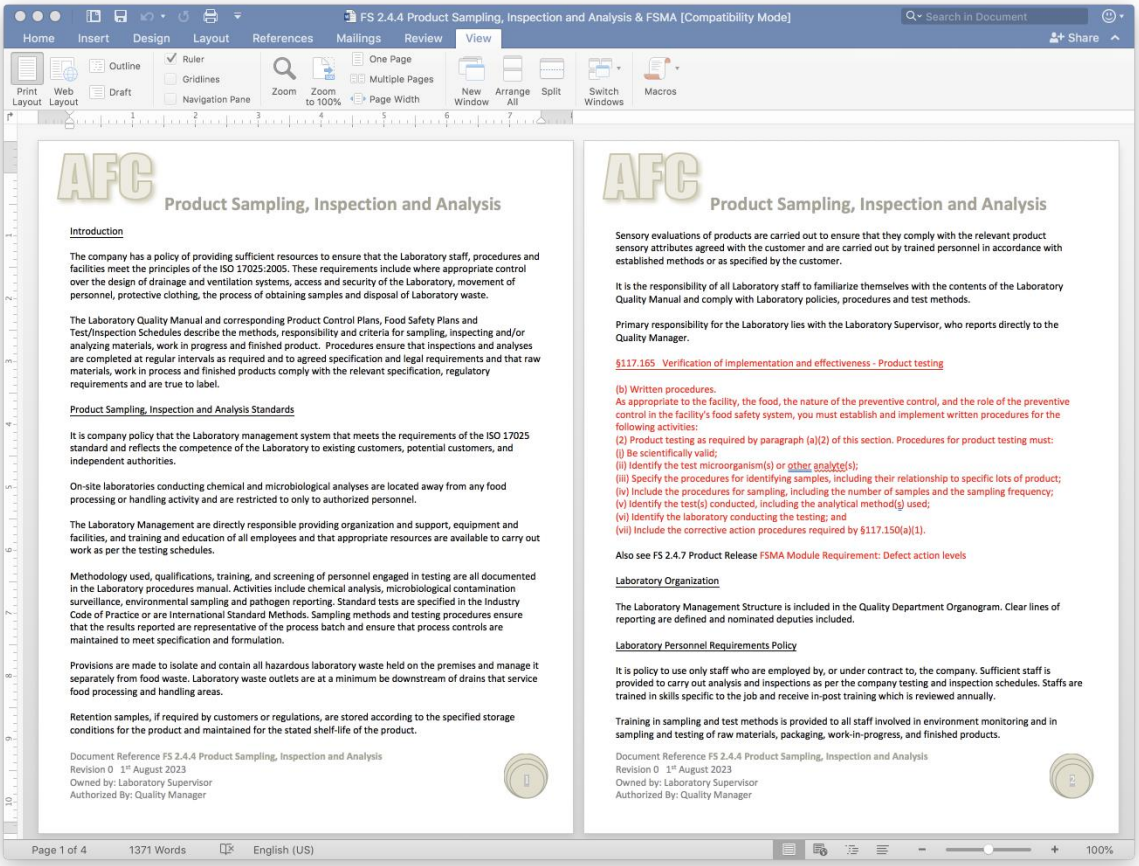
Laboratory Management Assistance

The package contains a supplementary comprehensive Laboratory Quality Manual compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.

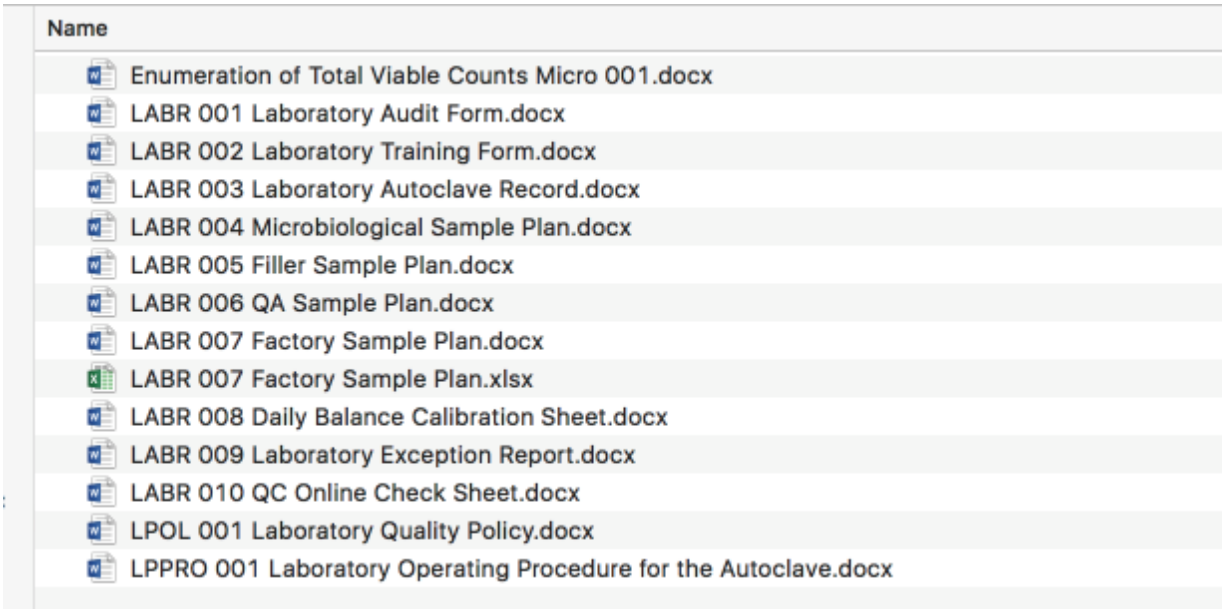


In Edition 9, the SQF Code requires internal laboratories that are used to conduct input, environmental, or product analyses, sampling and testing methods to be in accordance with the applicable requirements of ISO/IEC 17025.

The Laboratory Quality Manual will prove very useful to Laboratories that are new to the requirements of ISO/IEC 17025.

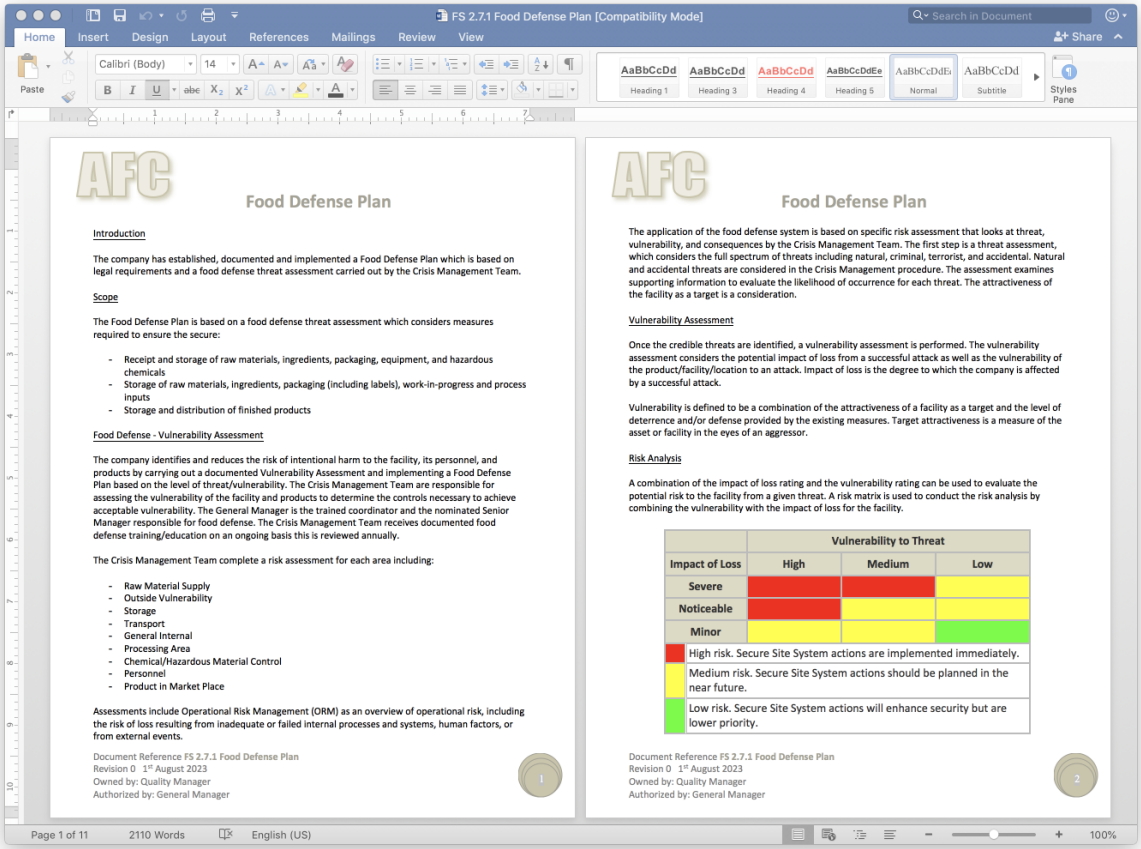


There are also supplementary Laboratory Documents included:



Assistance with Food Defense Assessment

The package contains a Food Defense Threat Assessment Template to supplement FS 2.7.1 Food Defense Plan procedure.



Food Defense Plan

Introduction

The company has established, documented and implemented a Food Defense Plan which is based on legal requirements and a food defense threat assessment carried out by the Crisis Management Team.

Scope

The Food Defense Plan is based on a food defense threat assessment which considers measures required to ensure the secure:

- Receipt and storage of raw materials, ingredients, packaging, equipment, and hazardous chemicals
- Storage of raw materials, ingredients, packaging (including labels), work-in-progress and process inputs
- Storage and distribution of finished products

Food Defense - Vulnerability Assessment

The company identifies and reduces the risk of intentional harm to the facility, its personnel, and products by carrying out a documented Vulnerability Assessment and implementing a Food Defense Plan based on the level of threat/vulnerability. The Crisis Management Team are responsible for assessing the vulnerability of the facility and products to determine the controls necessary to achieve acceptable vulnerability. The General Manager is the trained coordinator and the nominated Senior Manager responsible for food defense. The Crisis Management Team receives documented food defense training/education on an ongoing basis this is reviewed annually.

The Crisis Management Team complete a risk assessment for each area including:

- Raw Material Supply
- Outside Vulnerability
- Storage
- Transport
- General Internal
- Processing Area
- Chemical/Hazardous Material Control
- Personnel
- Product in Market Place

Assessments include Operational Risk Management (ORM) as an overview of operational risk, including the risk of loss resulting from inadequate or failed internal processes and systems, human factors, or from external events.

Document Reference FS 2.7.1 Food Defense Plan
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

Food Defense Plan

The application of the food defense system is based on specific risk assessment that looks at threat, vulnerability, and consequences by the Crisis Management Team. The first step is a threat assessment, which considers the full spectrum of threats including natural, criminal, terrorist, and accidental. Natural and accidental threats are considered in the Crisis Management procedure. The assessment examines supporting information to evaluate the likelihood of occurrence for each threat. The attractiveness of the facility as a target is a consideration.

Vulnerability Assessment

Once the credible threats are identified, a vulnerability assessment is performed. The vulnerability assessment considers the potential impact of loss from a successful attack as well as the vulnerability of the product/facility/location to an attack. Impact of loss is the degree to which the company is affected by a successful attack.

Vulnerability is defined to be a combination of the attractiveness of a facility as a target and the level of deterrence and/or defense provided by the existing measures. Target attractiveness is a measure of the asset or facility in the eyes of an aggressor.

Risk Analysis

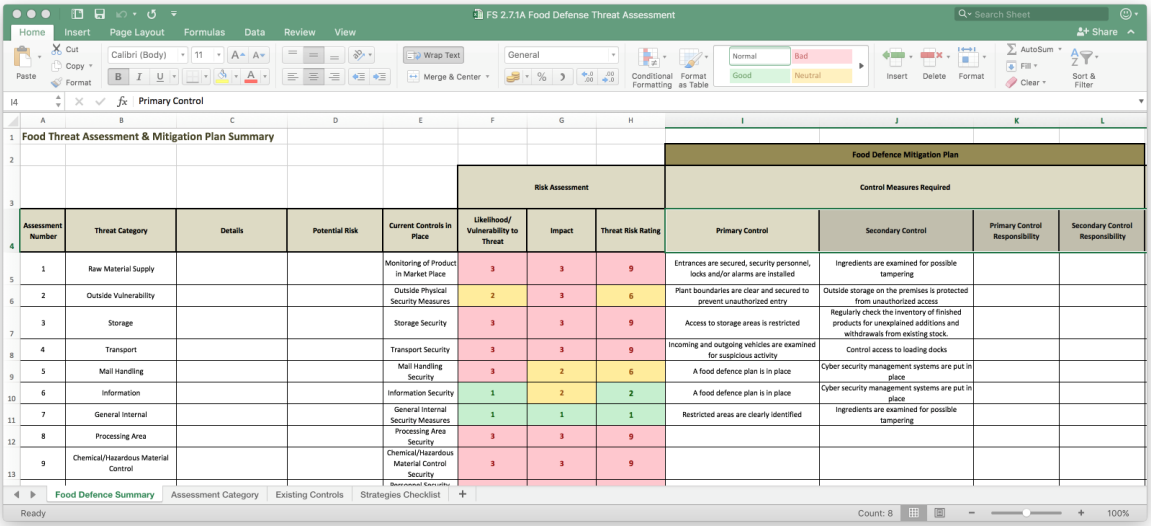
A combination of the impact of loss rating and the vulnerability rating can be used to evaluate the potential risk to the facility from a given threat. A risk matrix is used to conduct the risk analysis by combining the vulnerability with the impact of loss for the facility.

	Vulnerability to Threat		
Impact of Loss	High	Medium	Low
Severe			
Noticeable			
Minor			

High risk. Secure Site System actions are implemented immediately.
Medium risk. Secure Site System actions should be planned in the near future.
Low risk. Secure Site System actions will enhance security but are lower priority.

Document Reference FS 2.7.1 Food Defense Plan
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

FS 2.7.1A Food Defense Threat Assessment Template:

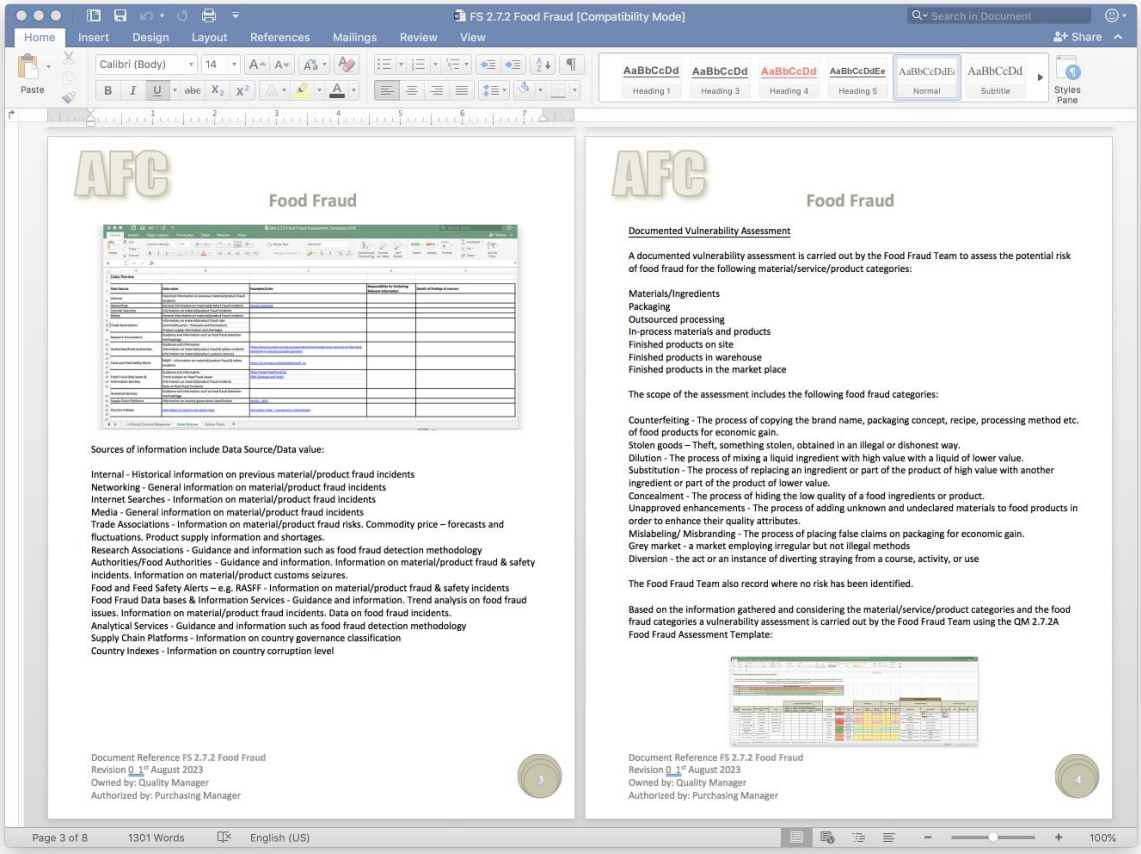


Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defence Mitigation Plan			
								Control Measures Required			
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/ Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Raw Material Supply			Monitoring of Product in Market Place	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering		
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access		
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.		
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks		
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place		
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place		
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering		
8	Processing Area			Processing Area Security	3	3	9				
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9				

Assistance with Food Fraud Assessment

The package contains a Food Fraud Assessment Template to supplement FS 2.7.2 Food Fraud procedure.



FS 2.7.2 Food Fraud [Compatibility Mode]

Food Fraud

Sources of information include Data Source/Data value:

Internal - Historical information on previous material/product fraud incidents
Networking - General information on material/product fraud incidents
Internet Searches - Information on material/product fraud incidents
Media - General information on material/product fraud incidents
Trade Associations - Information on material/product fraud risks. Commodity price – forecasts and fluctuations. Product supply information and shortages.
Research Associations - Guidance and information such as food fraud detection methodology
Authorities/Food Authorities - Guidance and information. Information on material/product fraud & safety incidents. Information on material/product customs seizures.
Food and Feed Safety Alerts – e.g. RASFF - Information on material/product fraud & safety incidents
Food Fraud Data bases & Information Services - Guidance and information. Trend analysis on food fraud issues. Information on material/product fraud incidents. Data on food fraud incidents.
Analytical Services - Guidance and information such as food fraud detection methodology
Supply Chain Platforms - Information on country governance classification
Country Indexes - Information on country corruption level

Document Reference FS 2.7.2 Food Fraud
Revision 0_1st August 2023
Owned by: Quality Manager
Authorized by: Purchasing Manager

Food Fraud

Documented Vulnerability Assessment

A documented vulnerability assessment is carried out by the Food Fraud Team to assess the potential risk of food fraud for the following material/service/product categories:

Materials/Ingredients
Packaging
Outsourced processing
In-process materials and products
Finished products on site
Finished products in warehouse
Finished products in the market place

The scope of the assessment includes the following food fraud categories:

Counterfeiting - The process of copying the brand name, packaging concept, recipe, processing method etc. of food products for economic gain.
Stolen goods – Theft, something stolen, obtained in an illegal or dishonest way.
Dilution - The process of mixing a liquid ingredient with high value with a liquid of lower value.
Substitution - The process of replacing an ingredient or part of the product of high value with another ingredient or part of the product of lower value.
Concealment - The process of hiding the low quality of a food ingredients or product.
Unapproved enhancements - The process of adding unknown and undeclared materials to food products in order to enhance their quality attributes.
Mislabeling/ Misbranding - The process of placing false claims on packaging for economic gain.
Grey market - a market employing irregular but not illegal methods
Diversion - the act or an instance of diverting straying from a course, activity, or use

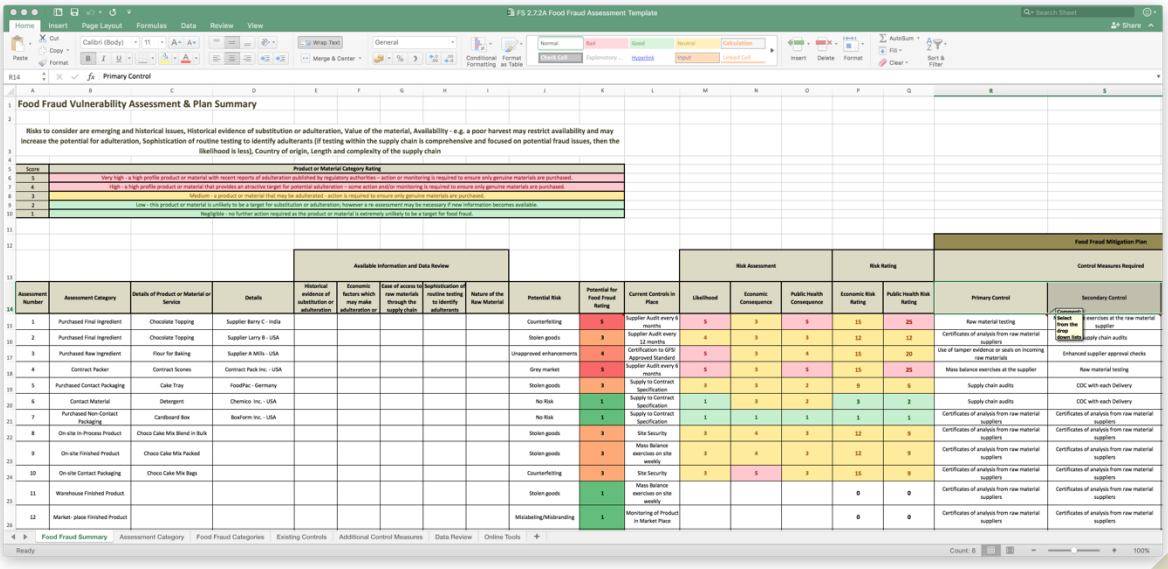
The Food Fraud Team also record where no risk has been identified.

Based on the information gathered and considering the material/service/product categories and the food fraud categories a vulnerability assessment is carried out by the Food Fraud Team using the QM 2.7.2A Food Fraud Assessment Template:

Document Reference FS 2.7.2 Food Fraud
Revision 0_1st August 2023
Owned by: Quality Manager
Authorized by: Purchasing Manager

Page 3 of 8 1301 Words English (US) 100%

FS 2.7.2A Food Fraud Assessment Template:



FS 2.7.2A Food Fraud Assessment Template

Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

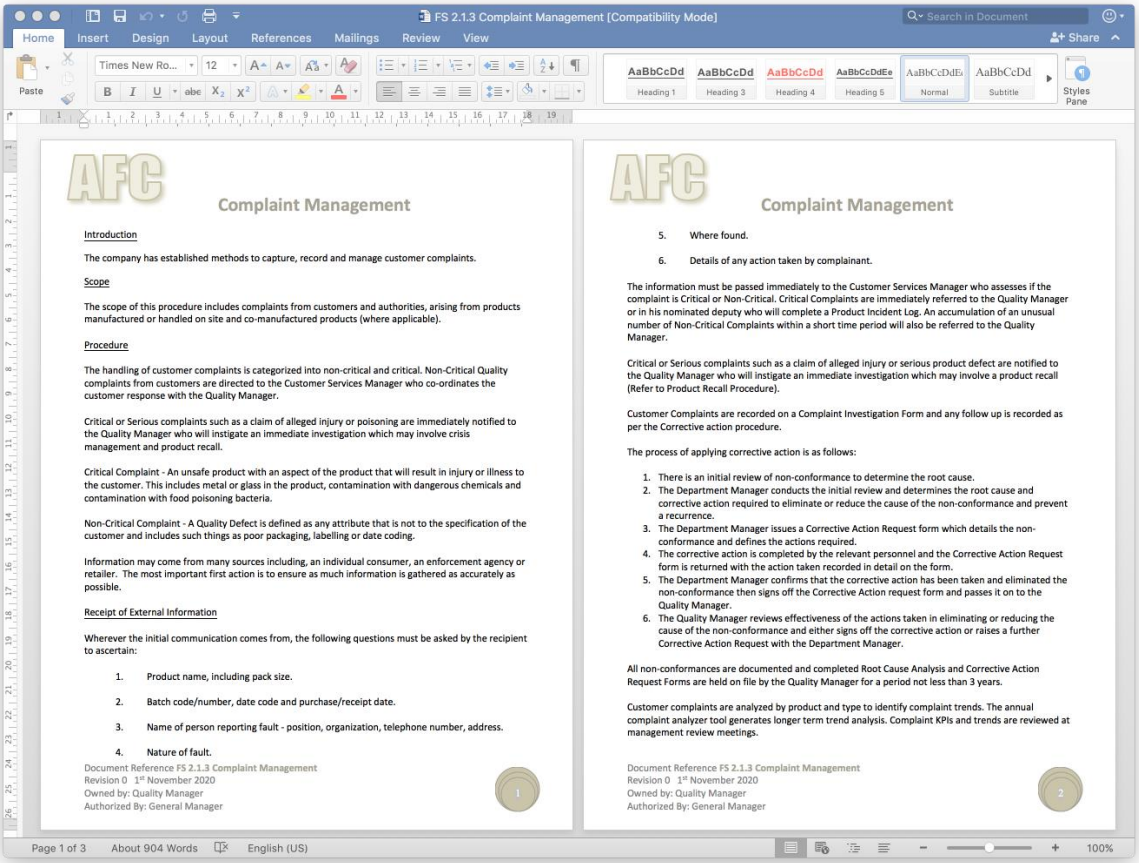
Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities – action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an attractive target for potential adulteration - some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Available Information and Data Review: Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Risk Assessment: Likelihood	Economic Consequence	Public Health Consequence	Risk Rating: Economic Risk Rating	Public Health Risk Rating	Food Fraud Mitigation Plan: Control Measures Required: Primary Control	Secondary Control
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing	Select from the drop down lists exercises at the raw material supplier
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	Supply chain audits
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standard	5	3	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier	Raw material testing
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	2	9	6	Supply chain audits	COC with each Delivery
6	Contact Material	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification	1	3	2	3	2	Supply chain audits	COC with each Delivery
7	Purchased Non-Contact Packaging	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security	3	5	3	15	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site weekly				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
12	Market - place Finished Product								Mislabeling/Misbranding	1	Monitoring of Product in Market Place				0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Data Review | Online Tools

Complaint Management Assistance

The package contains a Complaints Analyzer Template, Instructions and Guidance to supplement FS 2.1.3 Complaint Management.



FS 2.1.3 Complaint Management [Compatibility Mode]

AFC

Complaint Management

Introduction

The company has established methods to capture, record and manage customer complaints.

Scope

The scope of this procedure includes complaints from customers and authorities, arising from products manufactured or handled on site and co-manufactured products (where applicable).

Procedure

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are immediately notified to the Quality Manager who will instigate an immediate investigation which may involve crisis management and product recall.

Critical Complaint - An unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals and contamination with food poisoning bacteria.

Non-Critical Complaint - A Quality Defect is defined as any attribute that is not to the specification of the customer and includes such things as poor packaging, labelling or date coding.

Information may come from many sources including, an individual consumer, an enforcement agency or retailer. The most important first action is to ensure as much information is gathered as accurately as possible.

Receipt of External Information

Wherever the initial communication comes from, the following questions must be asked by the recipient to ascertain:

1. Product name, including pack size.
2. Batch code/number, date code and purchase/receipt date.
3. Name of person reporting fault - position, organization, telephone number, address.
4. Nature of fault.
5. Where found.
6. Details of any action taken by complainant.

The information must be passed immediately to the Customer Services Manager who assesses if the complaint is Critical or Non-Critical. Critical Complaints are immediately referred to the Quality Manager or in his nominated deputy who will complete a Product Incident Log. An accumulation of an unusual number of Non-Critical Complaints within a short time period will also be referred to the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or serious product defect are notified to the Quality Manager who will instigate an immediate investigation which may involve a product recall (Refer to Product Recall Procedure).

Customer Complaints are recorded on a Complaint Investigation Form and any follow up is recorded as per the Corrective action procedure.

The process of applying corrective action is as follows:

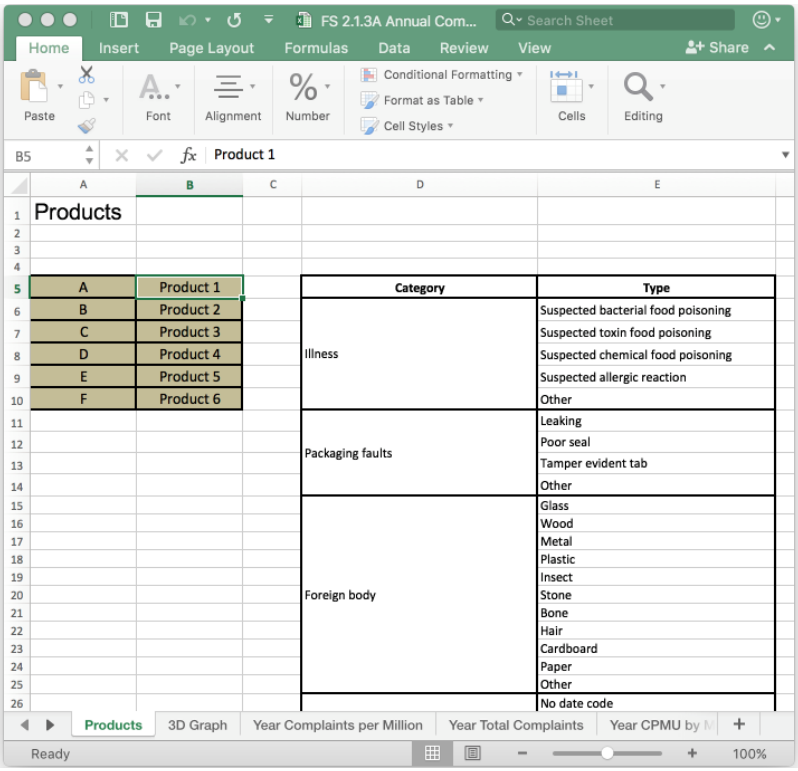
1. There is an initial review of non-conformance to determine the root cause.
2. The Department Manager conducts the initial review and determines the root cause and corrective action required to eliminate or reduce the cause of the non-conformance and prevent a recurrence.
3. The Department Manager issues a Corrective Action Request form which details the non-conformance and defines the actions required.
4. The corrective action is completed by the relevant personnel and the Corrective Action Request form is returned with the action taken recorded in detail on the form.
5. The Department Manager confirms that the corrective action has been taken and eliminated the non-conformance then signs off the Corrective Action request form and passes it on to the Quality Manager.
6. The Quality Manager reviews effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance and either signs off the corrective action or raises a further Corrective Action Request with the Department Manager.

All non-conformances are documented and completed Root Cause Analysis and Corrective Action Request Forms are held on file by the Quality Manager for a period not less than 3 years.

Customer complaints are analyzed by product and type to identify complaint trends. The annual complaint analyzer tool generates longer term trend analysis. Complaint KPIs and trends are reviewed at management review meetings.

Document Reference FS 2.1.3 Complaint Management
Revision 0 1st November 2020
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 About 904 Words English (US) 100%

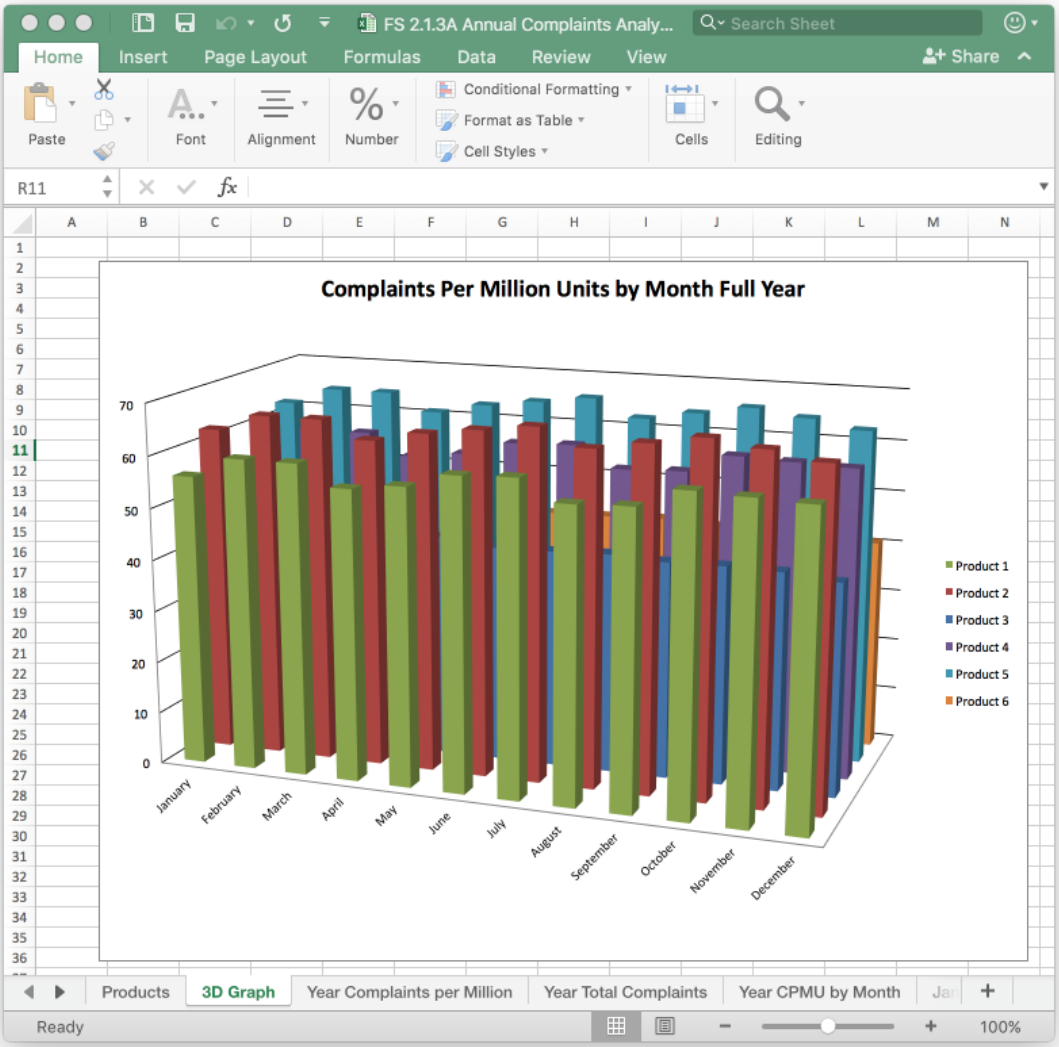


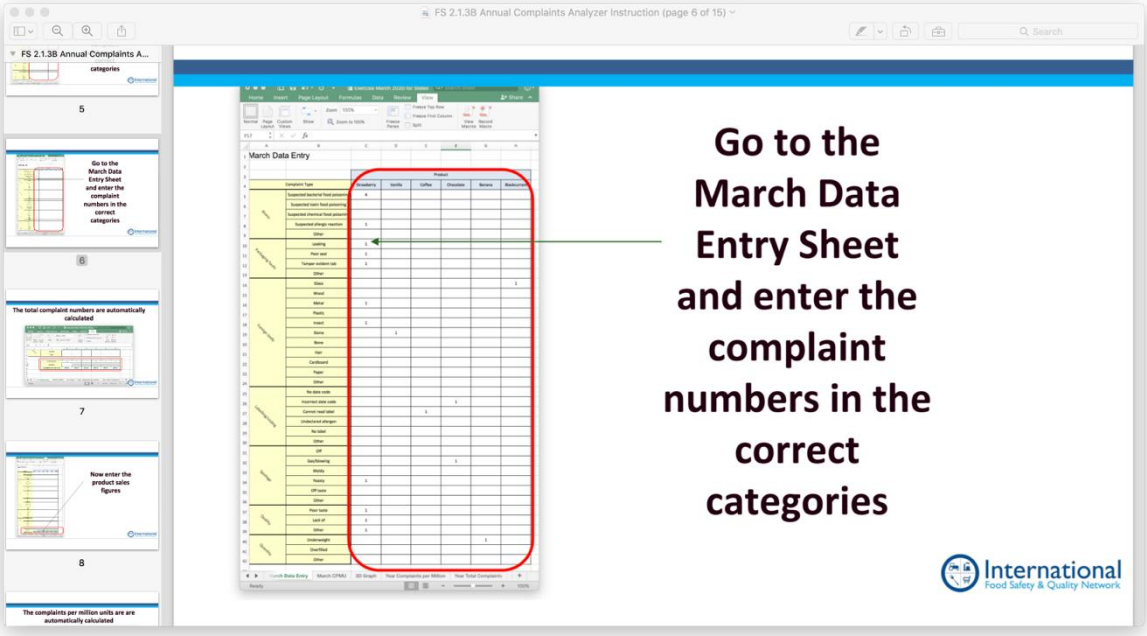
FS 2.1.3A Annual Com...

	A	B	C	D	E
1	Products				
2					
3					
4					
5	A	Product 1		Category	Type
6	B	Product 2		Illness	Suspected bacterial food poisoning
7	C	Product 3			Suspected toxin food poisoning
8	D	Product 4			Suspected chemical food poisoning
9	E	Product 5			Suspected allergic reaction
10	F	Product 6			Other
11				Packaging faults	Leaking
12					Poor seal
13					Tamper evident tab
14					Other
15				Foreign body	Glass
16					Wood
17					Metal
18					Plastic
19					Insect
20					Stone
21					Bone
22					Hair
23					Cardboard
24					Paper
25					Other
26					No date code

Products 3D Graph Year Complaints per Million Year Total Complaints Year CPMU by M

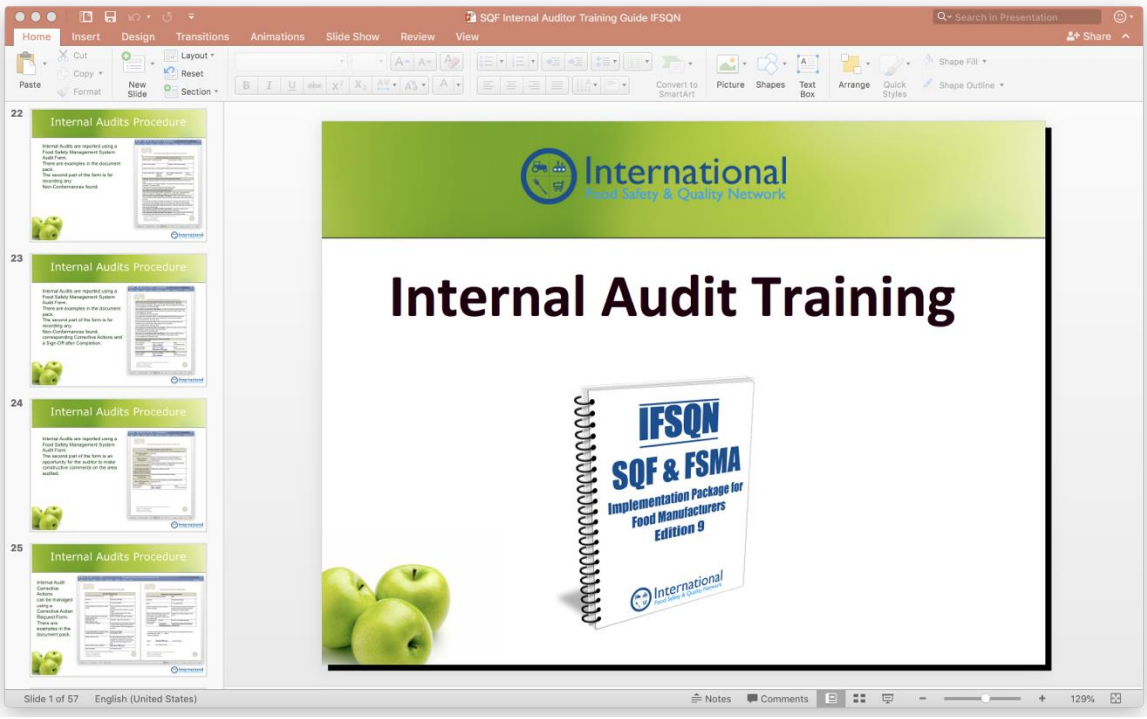
Ready 100%

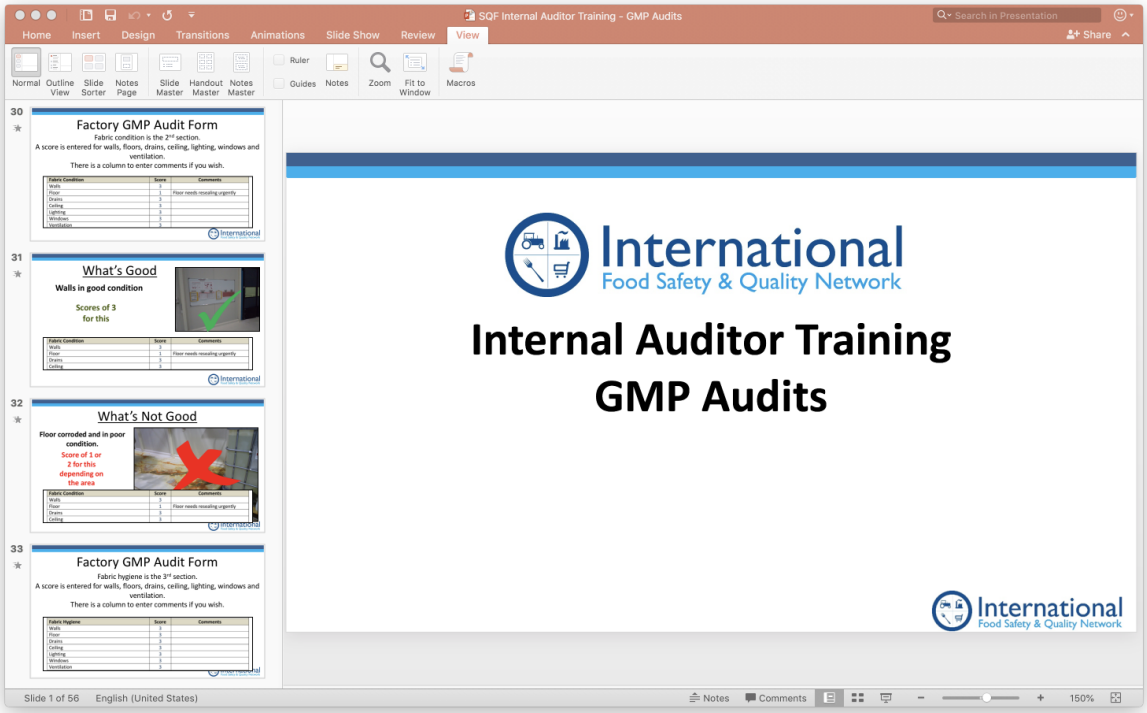

FS 2.1.3A Annual Complaints Analy...
Search Sheet
Home
Insert
Page Layout
Formulas
Data
Review
View
Share
Paste
Font
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Cells
Editing
R11
Complaints Per Million Units by Month Full Year
70
60
50
40
30
20
10
0
January
February
March
April
May
June
July
August
September
October
November
December
Product 1
Product 2
Product 3
Product 4
Product 5
Product 6
Products
3D Graph
Year Complaints per Million
Year Total Complaints
Year CPMU by Month
Ready
100%


FS 2.1.3B Annual Complaints Analyzer Instruction (page 6 of 15)
March Data Entry
Go to the March Data Entry Sheet and enter the complaint numbers in the correct categories
International Food Safety & Quality Network

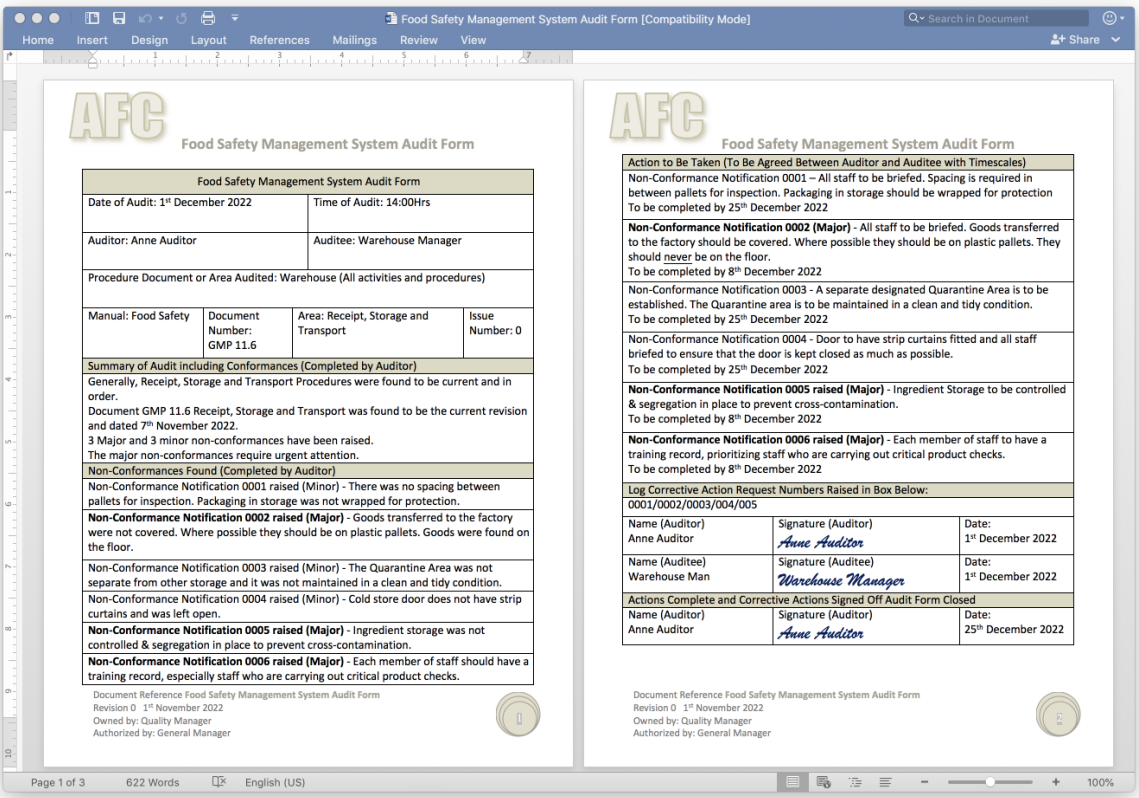
Internal Auditing Assistance

The package includes Internal Auditor PowerPoint Training Presentations





There are also completed examples of corresponding Internal Audit and Good Manufacturing Practice Audit/Inspection Forms:



Food Safety Management System Audit Form [Compatibility Mode]

Food Safety Management System Audit Form

Food Safety Management System Audit Form			
Date of Audit: 1st December 2022		Time of Audit: 14:00Hrs	
Auditor: Anne Auditor		Auditee: Warehouse Manager	
Procedure Document or Area Audited: Warehouse (All activities and procedures)			
Manual: Food Safety	Document Number: GMP 11.6	Area: Receipt, Storage and Transport	Issue Number: 0
Summary of Audit including Conformances (Completed by Auditor)			
Generally, Receipt, Storage and Transport Procedures were found to be current and in order. Document GMP 11.6 Receipt, Storage and Transport was found to be the current revision and dated 7th November 2022. 3 Major and 3 minor non-conformances have been raised. The major non-conformances require urgent attention.			
Non-Conformances Found (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 factory 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.			

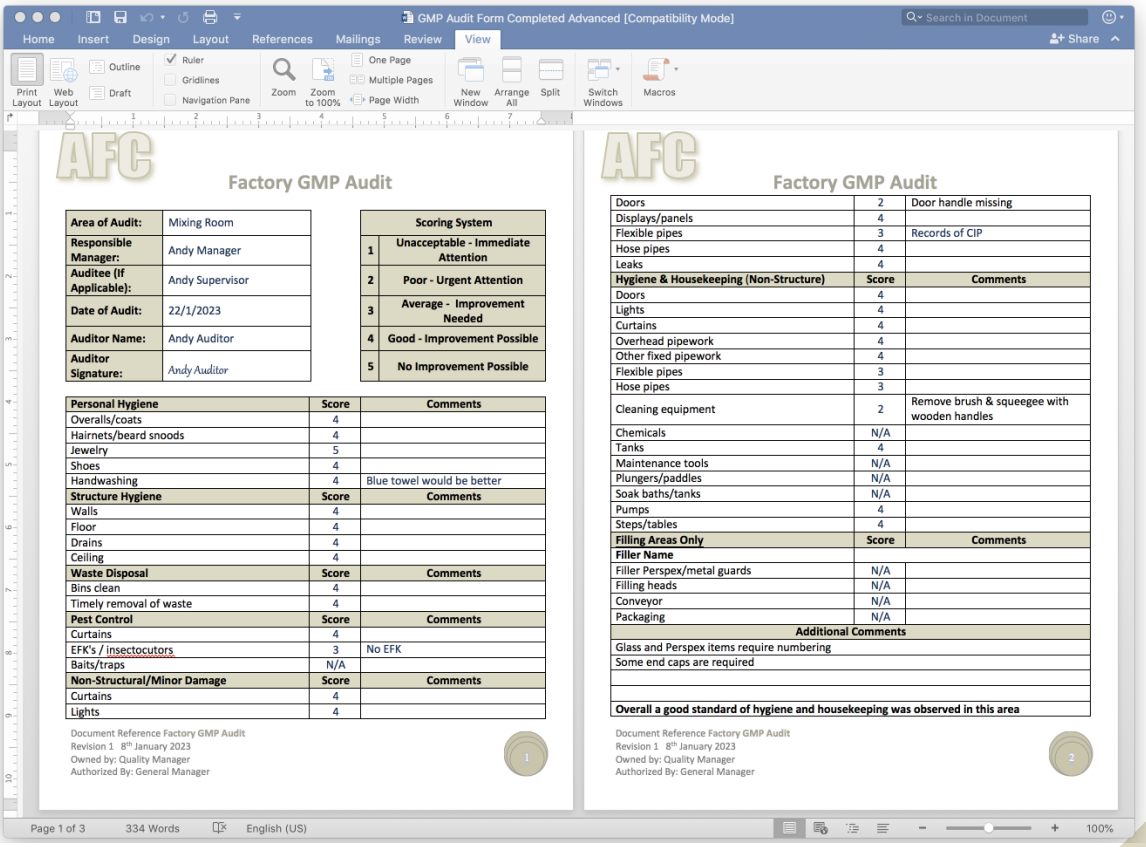
Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Food Safety Management System Audit Form

Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)		
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2022		
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2022		
Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2022		
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2022		
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2022		
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2022		
Log Corrective Action Request Numbers Raised in Box Below:		
0001/0002/0003/004/005		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2022
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 3 622 Words English (US) 100%



GMP Audit Form Completed Advanced [Compatibility Mode]

Factory GMP Audit

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/2023
Auditor Name:	Andy Auditor
Auditor Signature:	*Andy Auditor*

	Scoring System
1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

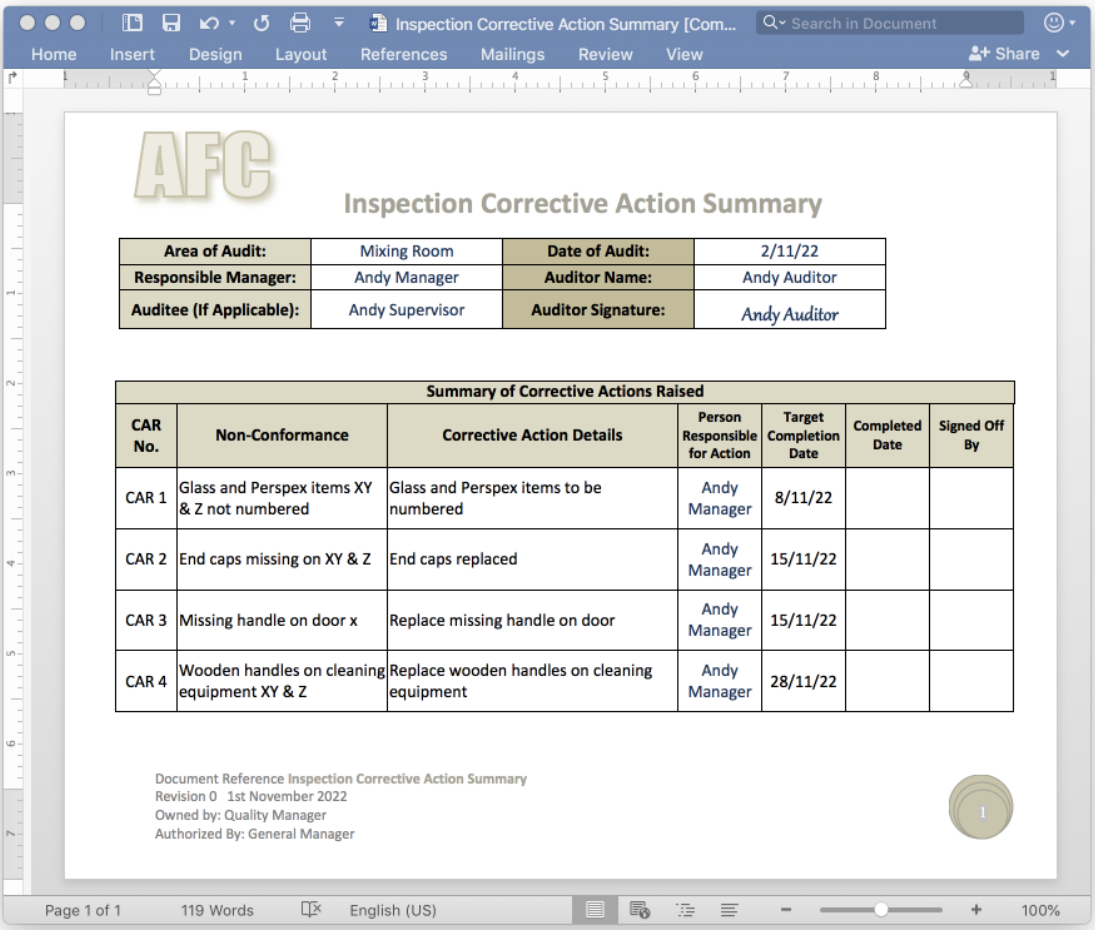
Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Factory GMP Audit

Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	
Additional Comments		
Glass and Perspex items require numbering		
Some end caps are required		
Overall a good standard of hygiene and housekeeping was observed in this area		

Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Page 1 of 3 334 Words English (US) 100%



AFC

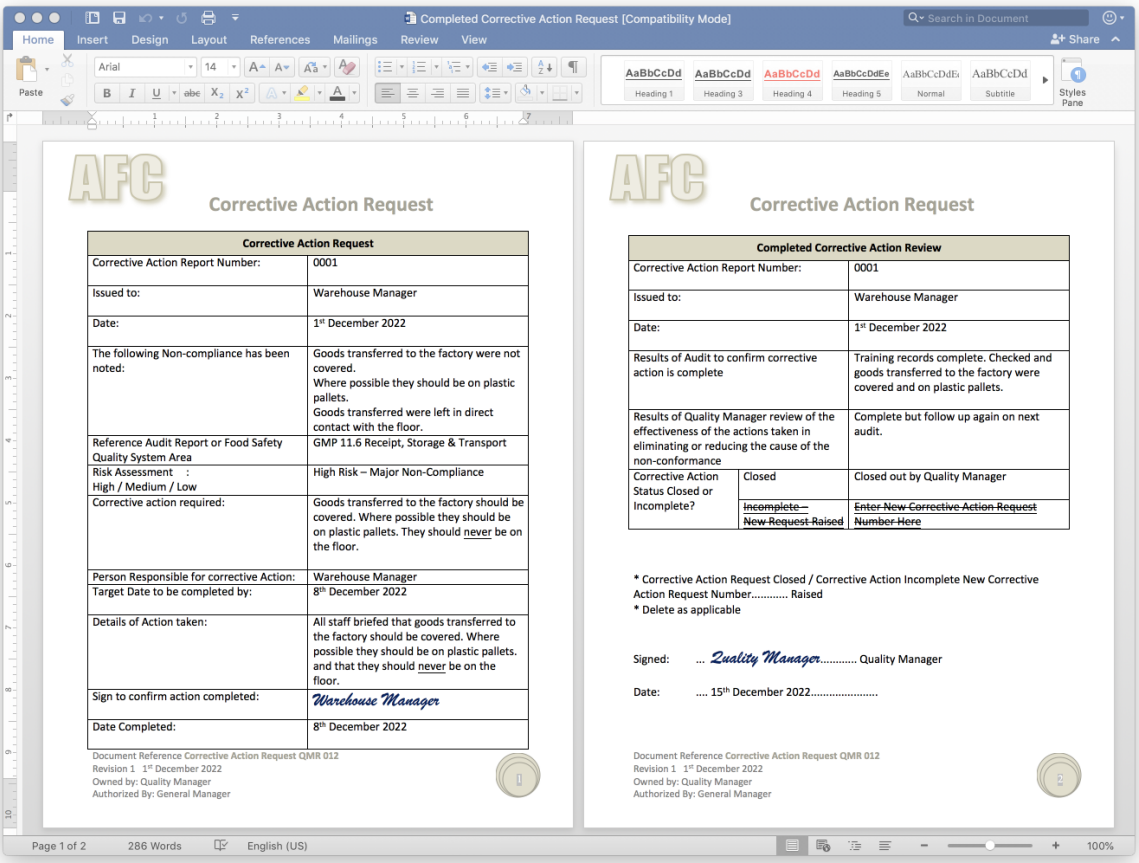
Inspection Corrective Action Summary

Area of Audit:	Mixing Room	**Date of Audit:**	2/11/22
Responsible Manager:	Andy Manager	**Auditor Name:**	Andy Auditor
Auditee (If Applicable):	Andy Supervisor	**Auditor Signature:**	Andy Auditor

Summary of Corrective Actions Raised

CAR No.	Non-Conformance	Corrective Action Details	Person Responsible for Action	Target Completion Date	Completed Date	Signed Off By
CAR 1	Glass and Perspex items XY & Z not numbered	Glass and Perspex items to be numbered	Andy Manager	8/11/22		
CAR 2	End caps missing on XY & Z	End caps replaced	Andy Manager	15/11/22		
CAR 3	Missing handle on door x	Replace missing handle on door	Andy Manager	15/11/22		
CAR 4	Wooden handles on cleaning equipment XY & Z	Replace wooden handles on cleaning equipment	Andy Manager	28/11/22		

Document Reference Inspection Corrective Action Summary
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized By: General Manager



AFC

Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1st December 2022
The following Non-compliance has been noted:	Goods transferred to the factory 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	GMP 11.6 Receipt, Storage & Transport
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:	8th December 2022
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:	Warehouse Manager
Date Completed:	8th December 2022

Document Reference Corrective Action Request QMR 012
Revision 1 1st December 2022
Owned by: Quality Manager
Authorized By: General Manager

AFC

Corrective Action Request

Completed Corrective Action Review		
Corrective Action Report Number:		0001
Issued to:		Warehouse Manager
Date:		1st December 2022
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
	~~Incomplete – New Request Raised~~	~~Enter New Corrective Action Request Number Here~~

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

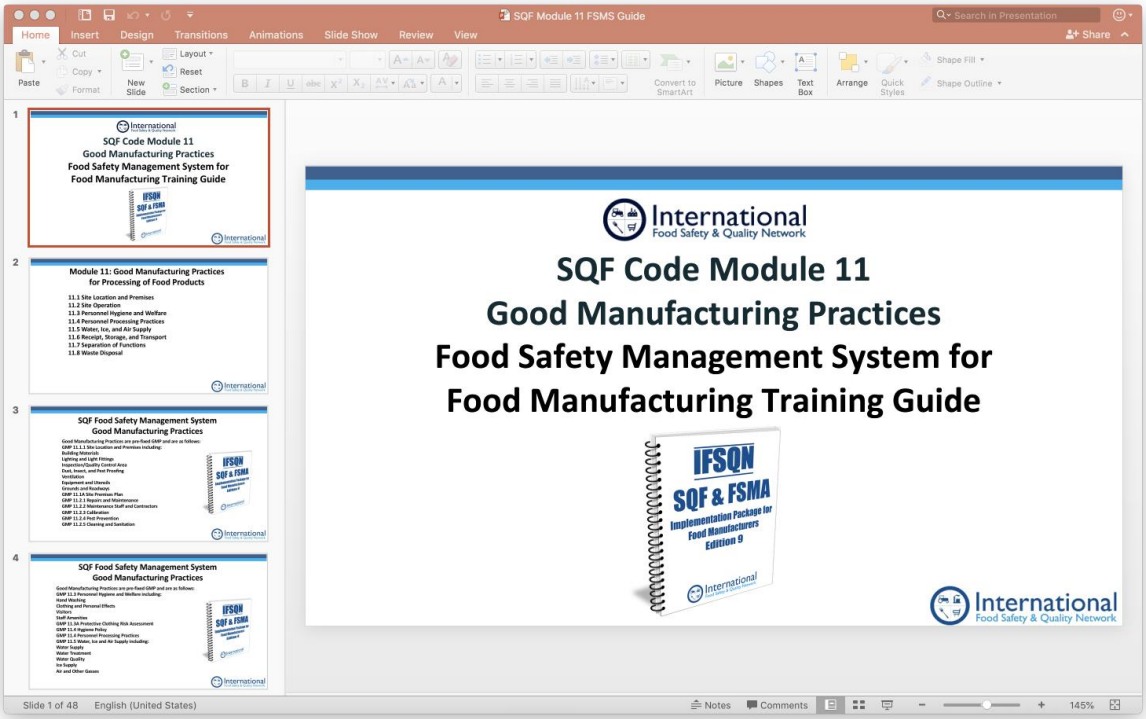
Signed: ... Quality Manager..... Quality Manager

Date: .... 15th December 2022.....

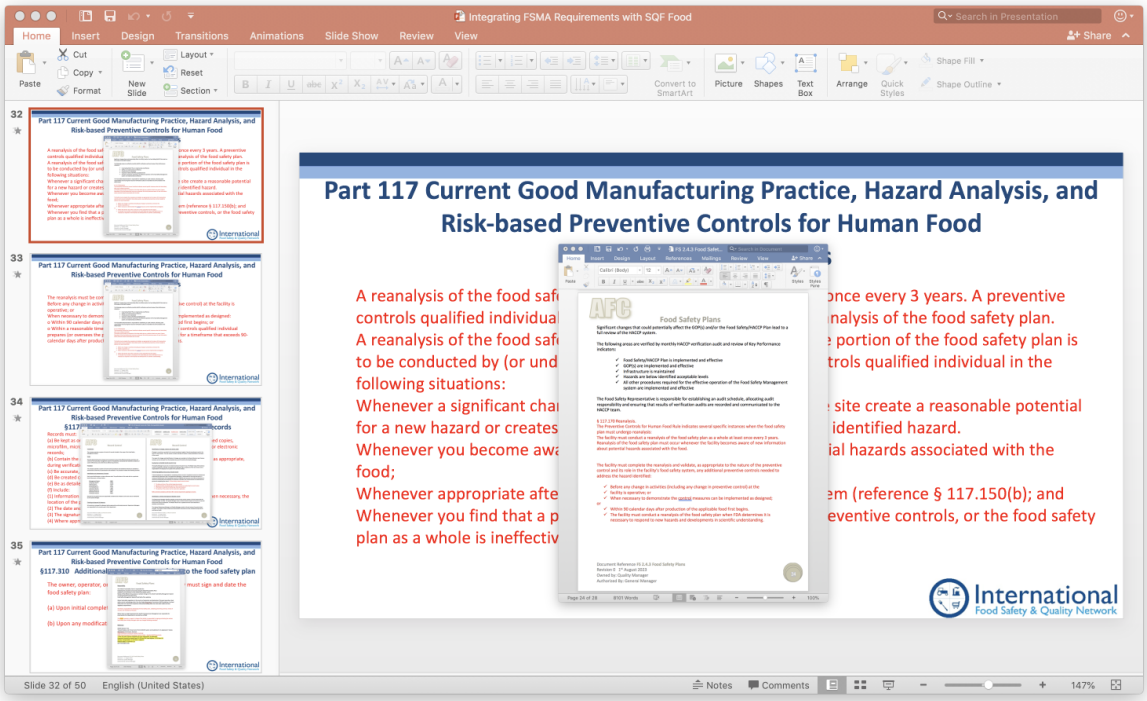
Document Reference Corrective Action Request QMR 012
Revision 1 1st December 2022
Owned by: Quality Manager
Authorized By: General Manager

SQF Food Safety Management System Guidance

There are PowerPoint training presentations that explain how the Food Safety Management System Tools & Templates match and comply with System Elements and Module 11 Good Manufacturing Practices for Processing of Food Products of the SQF Food Safety Code for Manufacturing



There is a PowerPoint training presentation that explains how the requirements of the SQF Addendum for the Preventive Controls for Human Food Rule are integrated into the Food Safety Management System Tools & Templates Documents



Unrivalled Assistance - Free Online Technical Support

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your SQF 9 & FSMA Food Safety and Management System until you achieve certification.

The contact email is support @ifsqn.com without the space

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