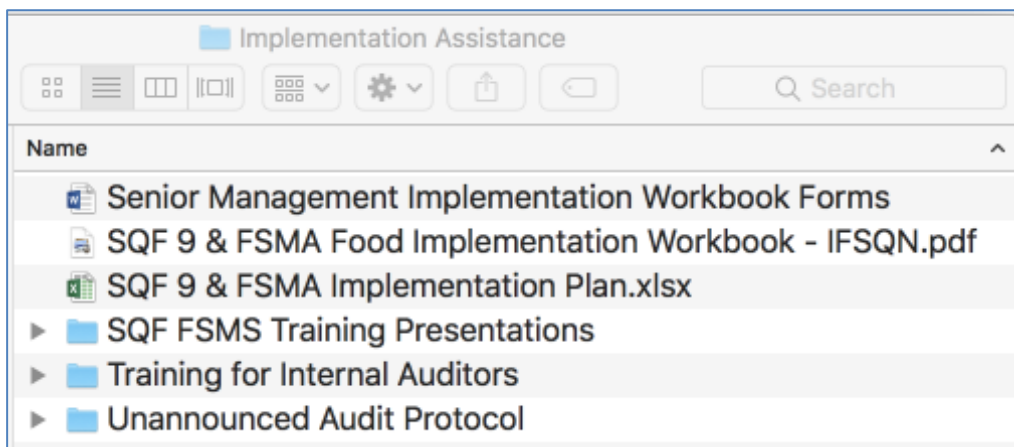


Start by opening the Implementation Assistance folder:



The main document in the folder is the **Implementation Workbook**



This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

In this folder, you will find the **SQF 9 & FSMA Implementation Plan** which can be used to by Senior Management to plan the development of your SQF Food Safety Management System

The screenshot displays the 'SQF 9 Implementation Plan' spreadsheet. The left sidebar shows a navigation pane with 'Plan/Document', 'Implement', and 'Maintain' sections. The main area shows a list of 27 implementation tasks, each with a corresponding colored bar indicating its duration. The tasks are organized into three main phases: Plan/Document (blue), Implement (green), and Maintain (grey). The tasks are as follows:

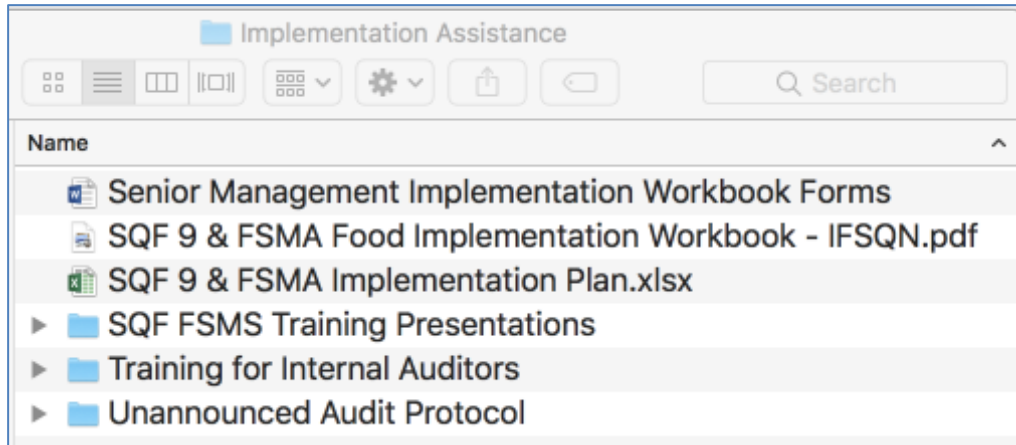
Task Number	Task Description	Phase
1	Senior management demonstrate a commitment to food safety	Plan/Document
2	Senior management issue a food safety policy and objectives	Plan/Document
3	Senior management plan to establish a food safety culture	Plan/Document
4	Senior management define the scope and boundaries of the FSMS	Plan/Document
5	Senior management plan the establishment of the FSMS	Plan/Document
6	Senior management provide adequate support to establish the FSMS	Plan/Document
7	Senior management ensure there is adequate infrastructure and work environment	Plan/Document
8	Senior management appoint a food safety team leader/SQF Practitioner	Plan/Document
9	Senior management appoint the food safety team	Plan/Document
10	FSMS responsibilities and authorities are documented and communicated	Plan/Document
11	Food safety communication systems are put in place	Plan/Document
12	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS	Plan/Document
13	Systems are put in place to control FSMS documents and records	Plan/Document
14	Management implement training and awareness programs	Plan/Document
15	Management ensure personnel are competent particularly in terms of food safety	Plan/Document
16	Management ensure that systems are in place to manage potential emergency situations and accidents	Plan/Document
17	Management provide copies of the SQF Code Edition 8.1 (2019) to the Steering Group. The Steering Group establish Top Level FSMS documents	Plan/Document
18	Management establish, implement and maintain Good Manufacturing Practices to control food safety hazards	Plan/Document
19	Product characteristics are described	Plan/Document
20	The characteristics of end products are described and documented	Plan/Document
21	Senior management demonstrate a commitment to food safety	Implement
22	Senior management issue a food safety policy and objectives	Implement
23	Senior management plan to establish a food safety culture	Implement
24	Senior management define the scope and boundaries of the FSMS	Implement
25	Senior management plan the establishment of the FSMS	Implement
26	Senior management provide adequate support to establish the FSMS	Implement
27	Senior management ensure there is adequate infrastructure and work environment	Implement

The screenshot displays the 'SQF 9 Implementation Plan' spreadsheet in a task list view. The left sidebar shows a navigation pane with 'Plan/Document', 'Implement', and 'Maintain' sections. The main area shows a list of 27 implementation tasks, each with a corresponding colored bar indicating its duration. The tasks are organized into three main phases: Plan/Document (blue), Implement (green), and Maintain (grey). The tasks are as follows:

Task Number	Task Description	Phase
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24	Senior management define the scope and boundaries of the FSMS	Implement
25	Senior management plan the establishment of the FSMS	Implement
26	Senior management provide adequate support to establish the FSMS	Implement
27	Senior management ensure there is adequate infrastructure and work environment	Implement

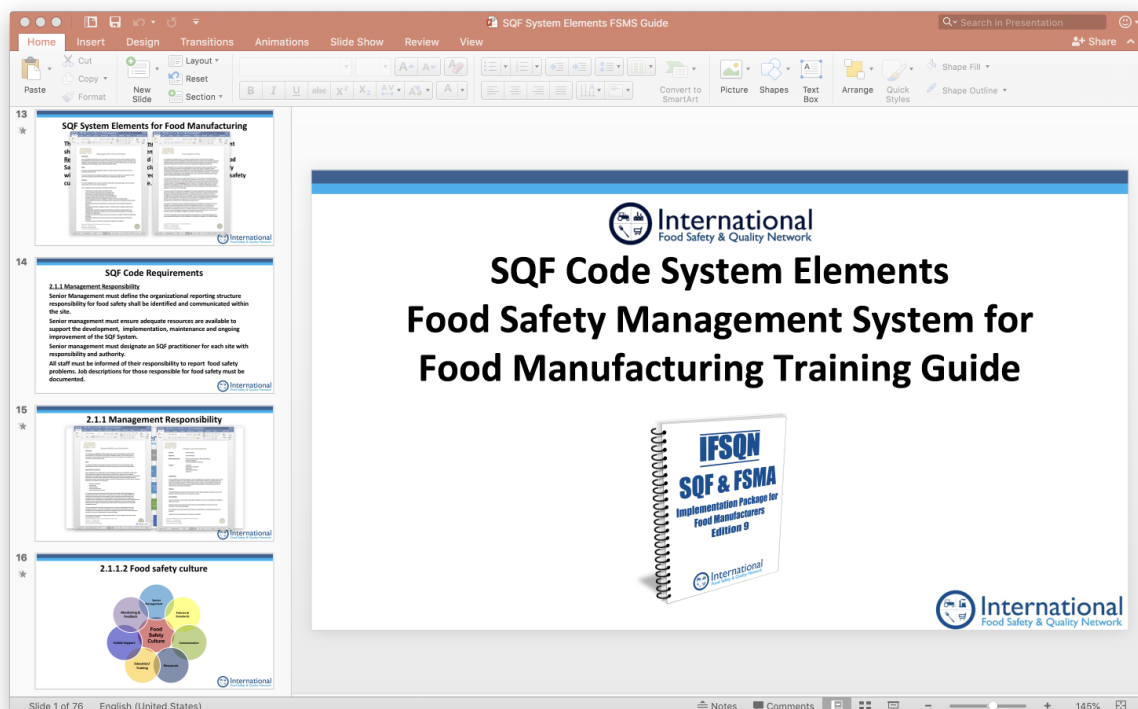
SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors.

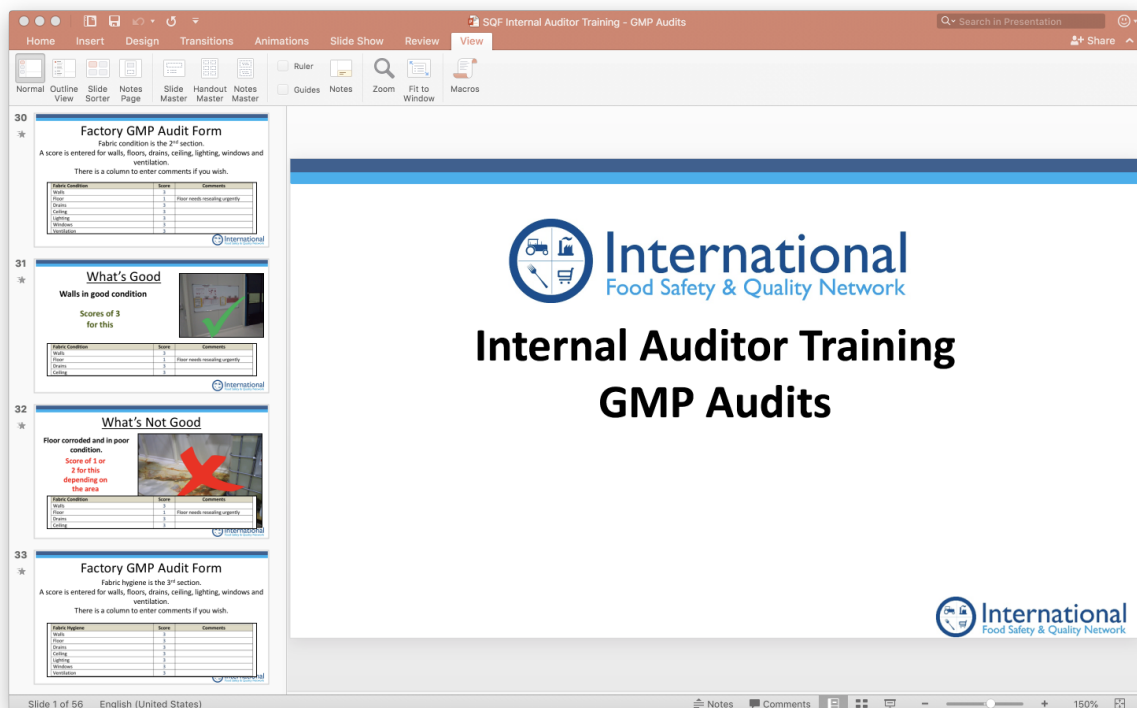


SQF FSMS Training Presentations Sub-Folder

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



SQF & FSMA Food Safety Management System Edition 9 Start Up Guide



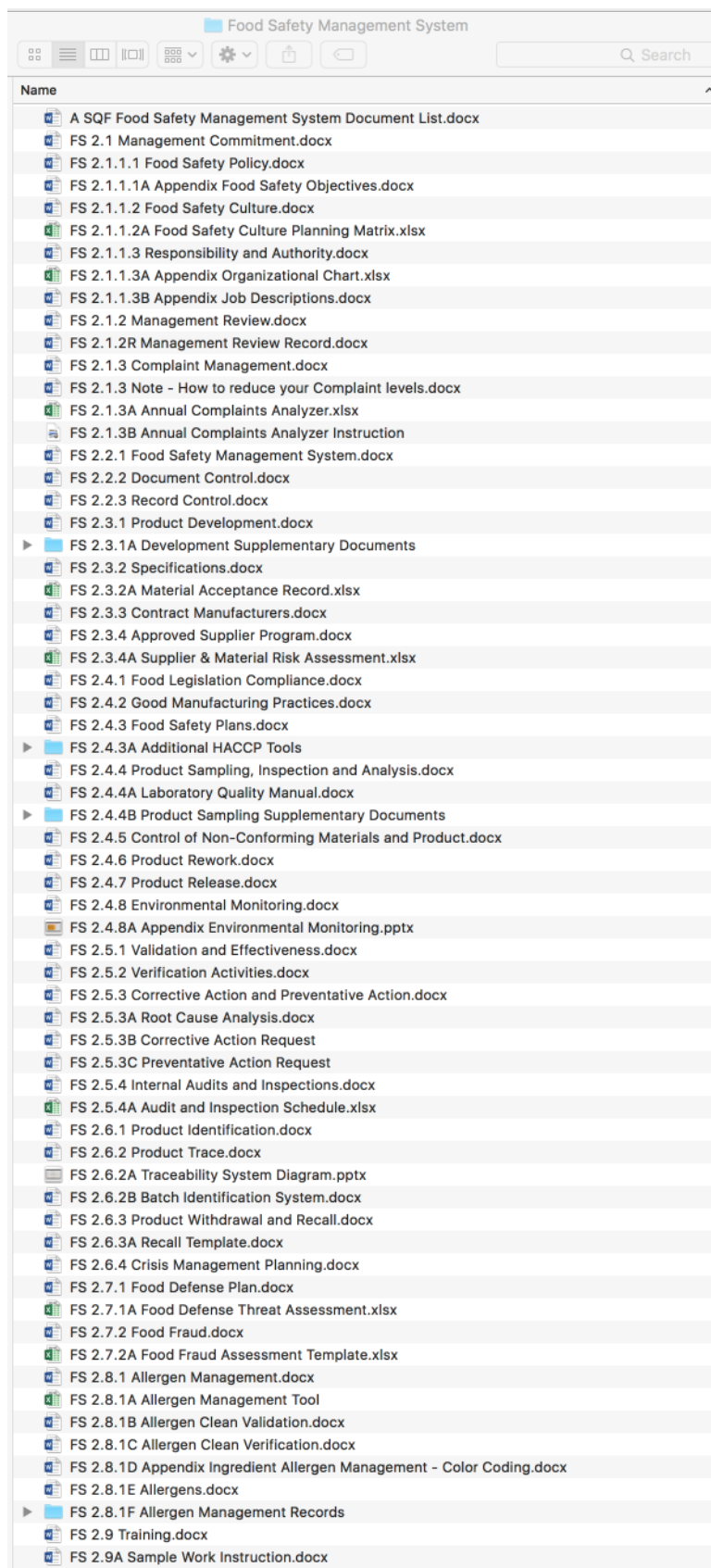
We also provide completed examples of corresponding Internal Audit and Good Manufacturing Practice Audit/Inspection Forms:

The screenshot displays a completed "Food Safety Management System Audit Form" (AFC) in a software application. The form is titled "Food Safety Management System Audit Form" and includes the following sections:

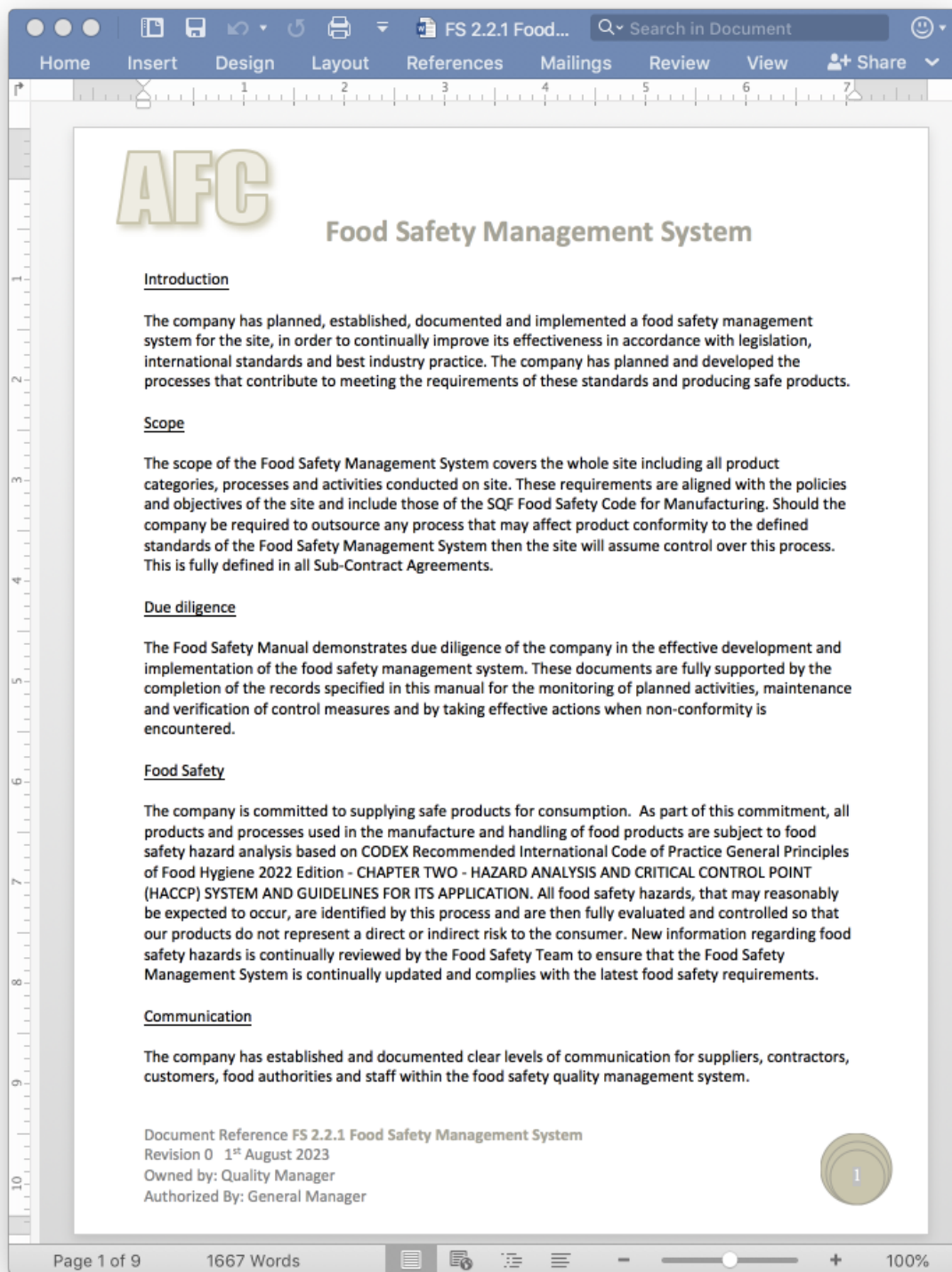
- Audit Information:** Date of Audit: 1st December 2022, Time of Audit: 14:00Hrs, Auditor: Anne Auditor, Auditee: Warehouse Manager.
- Procedure Document or Area Audited:** Warehouse (All activities and procedures).
- Manual:** Food Safety, Document Number: GMP 11.6, Area: Receipt, Storage and Transport, 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.
- 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.
- Signatures:**
 - 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.

The form also includes a footer with the document reference "Food Safety Management System Audit Form", revision "0", dated "1st November 2022", owned by "Quality Manager", and authorized by "General Manager".

The next folder to open is the Food Safety Management System Templates folder



These Food Safety Management System Templates match the clauses of the SQF Code and comply with System Elements for Food Manufacturing. The Food Safety Management System procedure templates form the foundations of your Food Safety Management System 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.

Setting Up Your Food Safety Management System Documentation

It is important to start off with an agreed template for your documents and records.

The documents supplied in the package are easy to edit so 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.

PowerPoint Slide Show [SQF System Elements FSMS Guide]

Document Control

You can edit the header

It is important to have a template for your documents

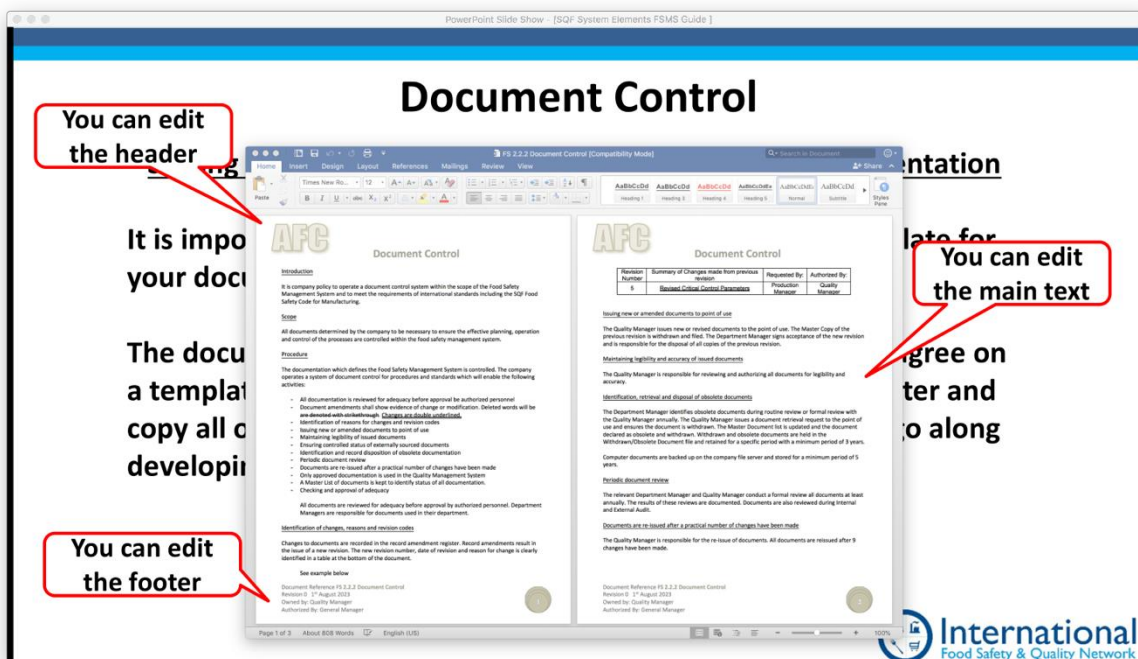
The documents should be a template format that you can copy all of the other documents into as you go along developing your system

You can edit the footer

You can edit the main text

Agree on a template format and go along with it

International Food Safety & Quality Network



PowerPoint Slide Show [SQF System Elements FSMS Guide]

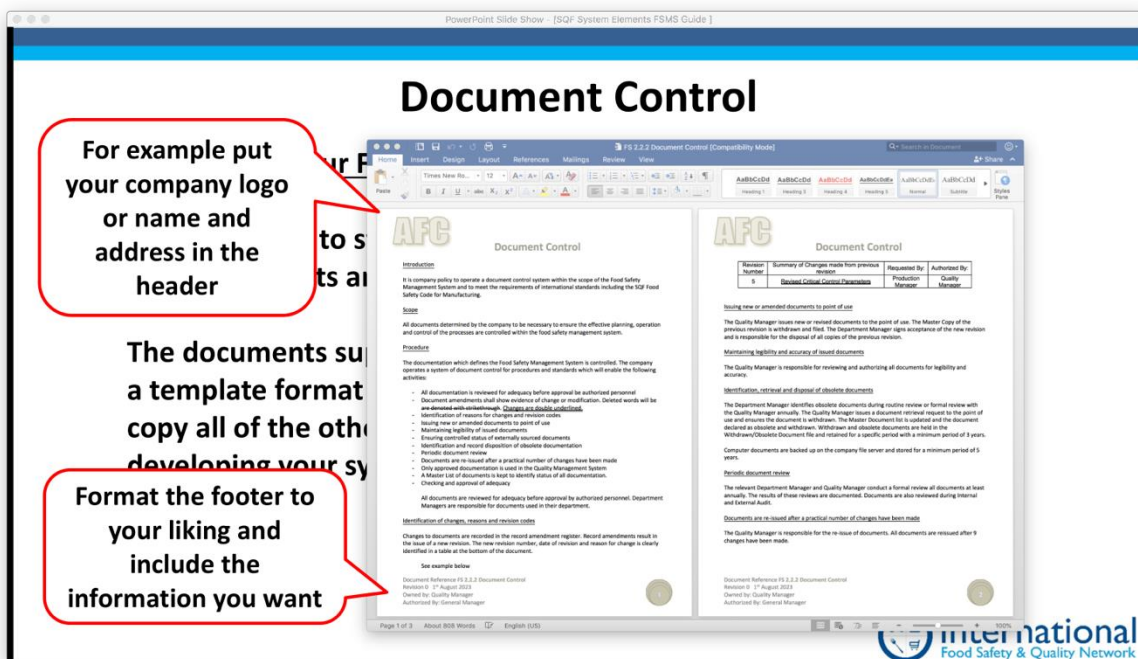
Document Control

For example put your company logo or name and address in the header

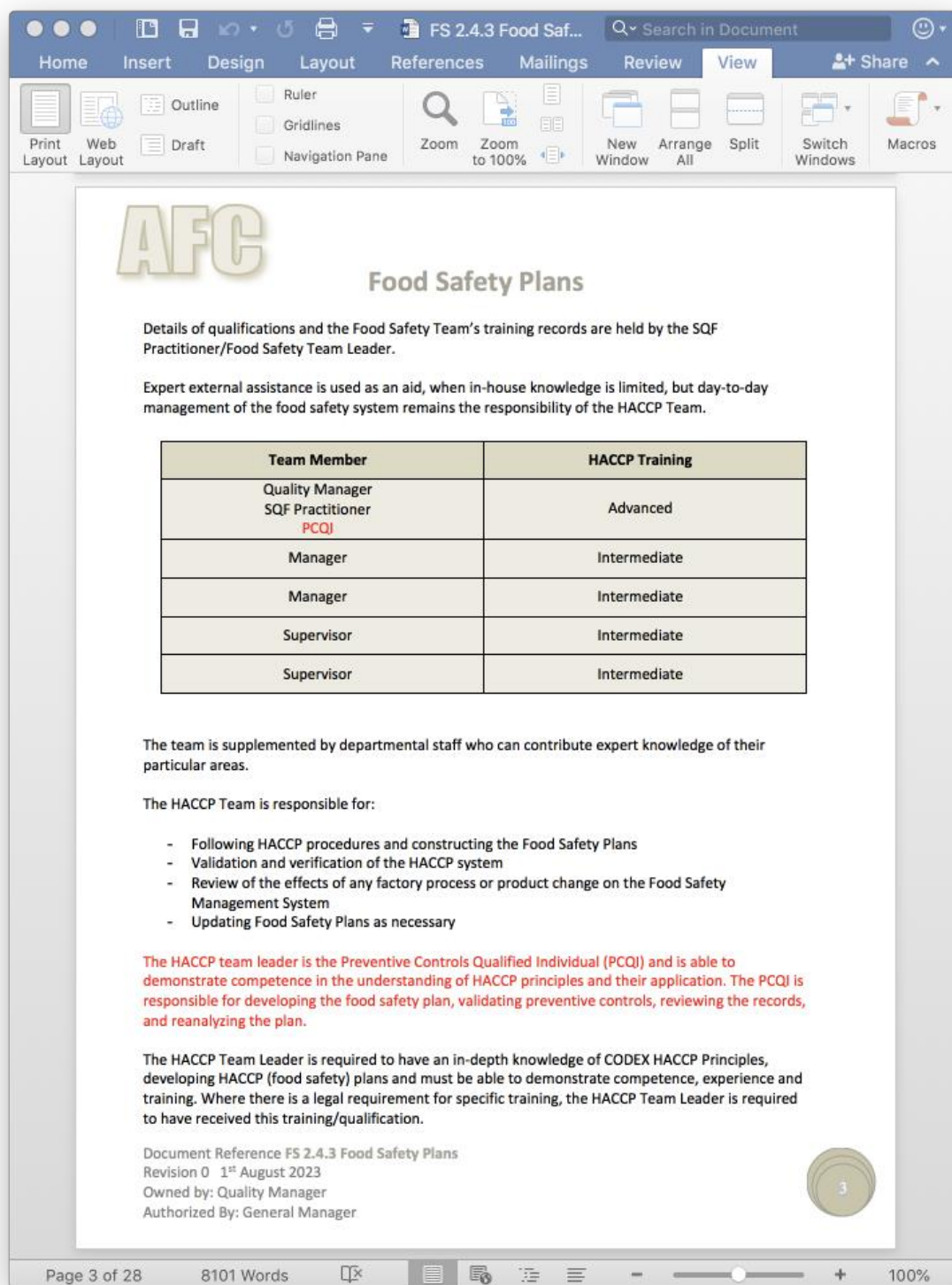
The documents should be a template format that you can copy all of the other documents into as you go along developing your system

Format the footer to your liking and include the information you want

International Food Safety & Quality Network



Note: 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

Page 3 of 28 8101 Words 100%

The Procedures included in the **Food Safety Management System Templates** folder are numbered to match the clauses of the SQF Code and are as follows:

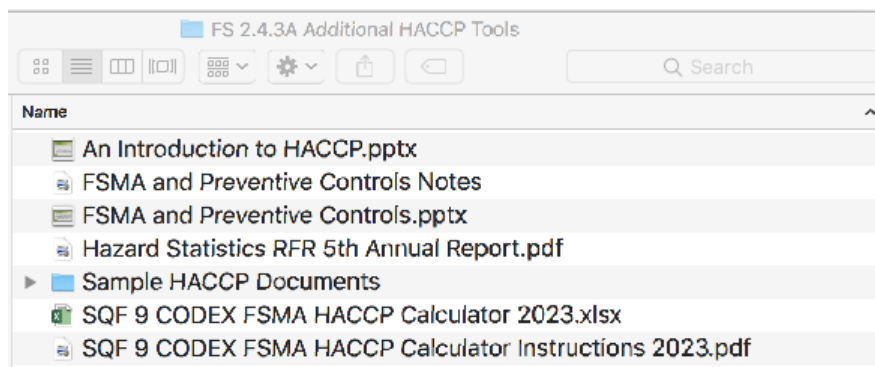
System Elements for Food Manufacturing

- FS 2.1 Management Commitment
 - FS 2.1.1.1 Food Safety Policy
 - FS 2.1.1.1A Food Safety Objectives
 - FS 2.1.1.2 Food Safety Culture
 - FS 2.1.1.2A Food Safety Culture Planning Matrix
 - FS 2.1.1.3 Responsibility and Authority
 - FS 2.1.1.3A Appendix Organizational Chart
 - FS 2.1.1.3B Appendix Job Descriptions
 - FS 2.1.2 Management Review
 - FS 2.1.3 Complaint Management
 - FS 2.1.3 Note - How to reduce your Complaint levels
 - FS 2.1.3A Annual Complaints Analyzer
 - FS 2.1.3B Annual Complaints Analyzer Instruction
- FS 2.2.1 Food Safety Management System
- FS 2.2.2 Document Control
- FS 2.2.3 Records
- FS 2.3.1 Product Formulation and Realization
 - FS 2.3.1A Development Supplementary Documents
- FS 2.3.2 Specifications (Raw Materials, Finished Product and Services)
 - FS 2.3.2A Material Acceptance Record
- FS 2.3.3 Contract Manufacturers
- FS 2.3.4 Approved Supplier Program
 - FS 2.3.4A Supplier & Material Risk Assessment
- FS 2.4.1 Food Legislation
- FS 2.4.2 Good Manufacturing Practices
- FS 2.4.3 Food Safety Plan
 - FS 2.4.3A Additional HACCP Tools
- FS 2.4.4 Product Sampling, Inspection and Analysis
 - FS 2.4.4A Laboratory Quality Manual
 - FS 2.4.4B Product Sampling Supplementary Documents
- FS 2.4.5 Non-conforming Materials and Product
- FS 2.4.6 Product Rework
- FS 2.4.7 Product Release
- FS 2.4.8 Environmental Monitoring
 - FS 2.4.8A Appendix Environmental Monitoring
- FS 2.5.1 Validation and Effectiveness
- FS 2.5.2 Verification Activities

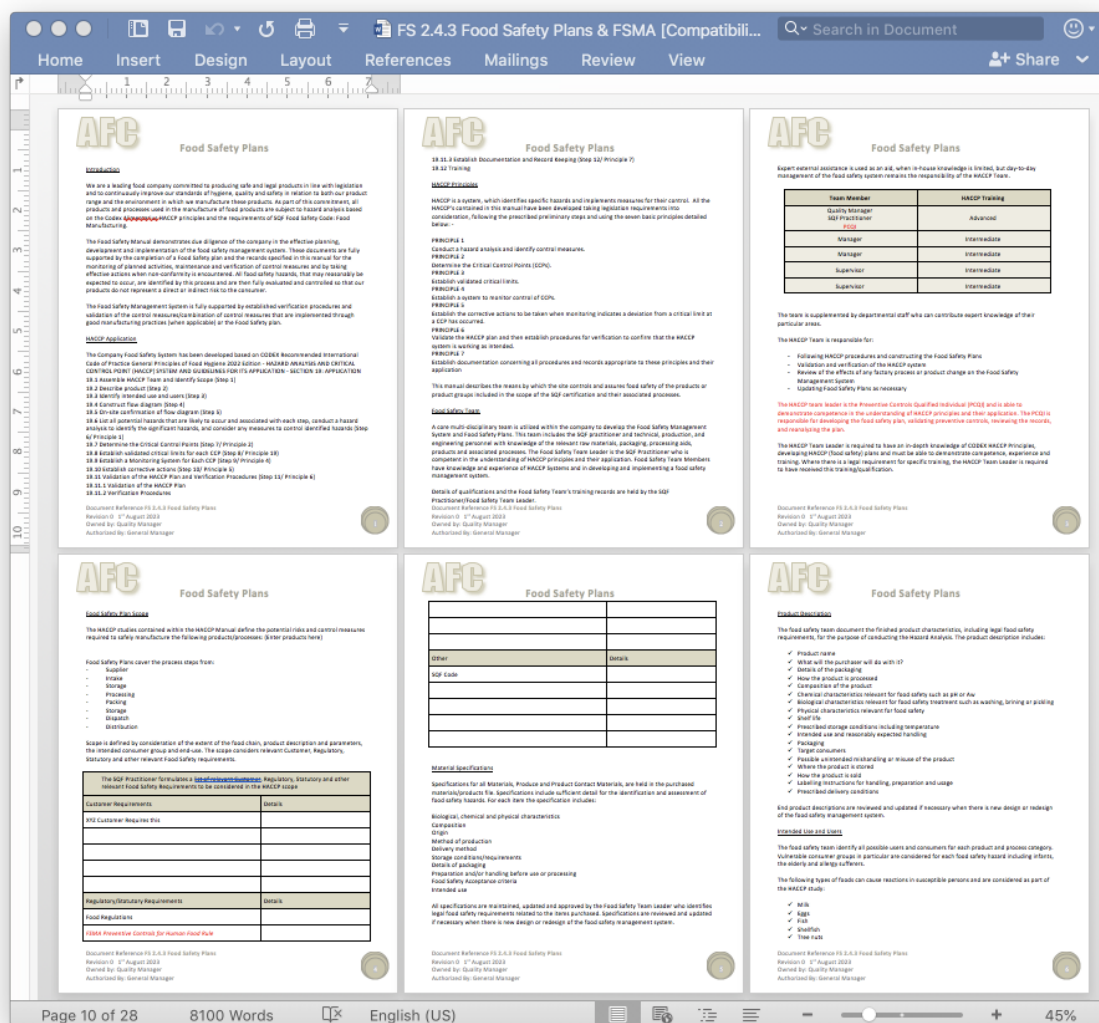
SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

Note: There are additional folders for supplementary and advanced documents and records for Product Development, HACCP, Product Sampling and Allergen Management.

Open the **FS 2.4.3A Additional HACCP Tools** Folder



This folder contains supplementary documentation to **FS 2.4.3 Food Safety Plans** (21page HACCP procedural template)



FSMA & Preventive Controls Presentation

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

Hazard Analysis and Preventive Controls

A Preventive Control is also required when the Hazard is Significant but it is not a CCP.

Area/Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	1	2	3	4	Preventive Control	Preventive measure which controls the Hazard	Control Limit
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		2	2	0	0	✓	QM 3.5 Supplier and Raw Material Approval	COA on Receipt Salmonella and in 25g
2	Goods In	Chemical	Lubricants	Food grade oil used	1	1	1	0	✓	QM 4.7 Maintenance	
3	Storage	Allergen	Eggs		2	2	0	0	✓	QM 5.3 Management of Allergens	Segregation and identification egg allergens in storage. See
4	Handling	Radiological	Iodine-131	Risk of Radiation in water source	1	2	2	0	✓	QM 4.5 Utilities - Water and Air	
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	2	3	0	0	✓	QM 6.1 Control of Operations	Filtration 3mm maximum
6	Sanitation	Chemical	CP Chemicals		2	2	0	0	✓	QM 4.9.1 Chemical Contamination Control	CP to specification
7	Processing	Biological	Listeria monocytogenes	Present in raw material	3	3	0	0	✓	QM 6.1 Control of Operations	Pasteurisation > 71.7°C 2 seconds

Put a tick in the Preventive Control box when the Significance of a hazard is 3 or greater but it is not a CCP.

Preventive Controls

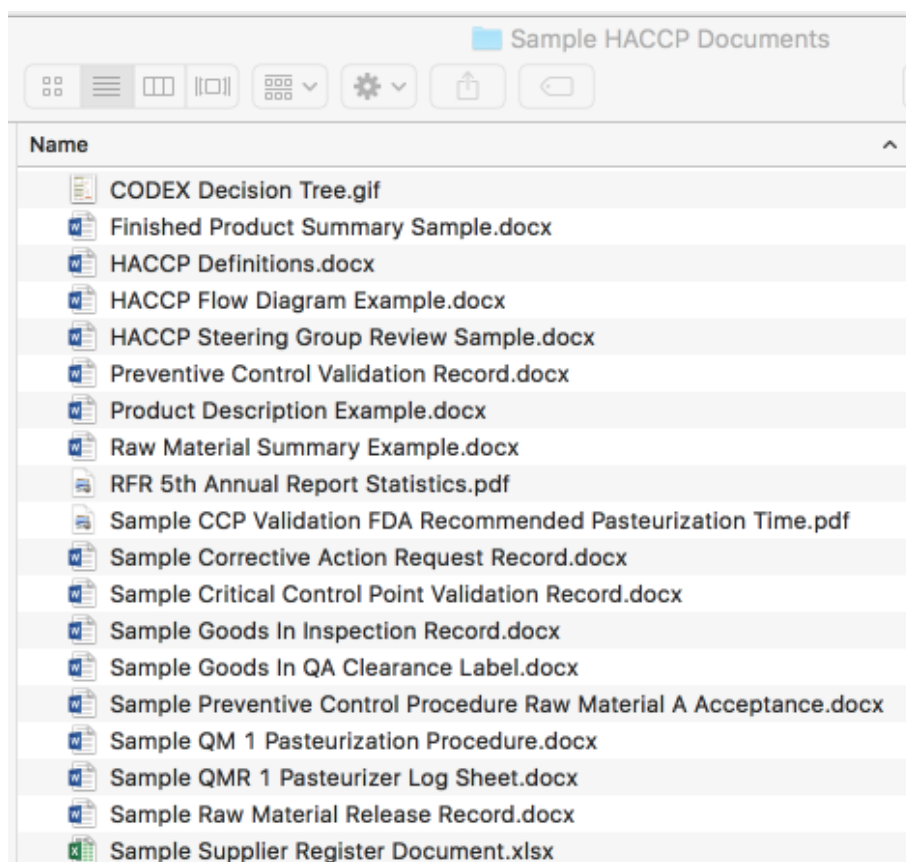
There should be verification of monitoring, of corrective action and appropriate decisions being taken and that controls are implemented and effective.

Verification		Validation	
Verification Method and Record		Validation	
Periodic raw material A sampling as per testing schedule, Internal Audit.		Raw Material A Preventive Control Validation Record	

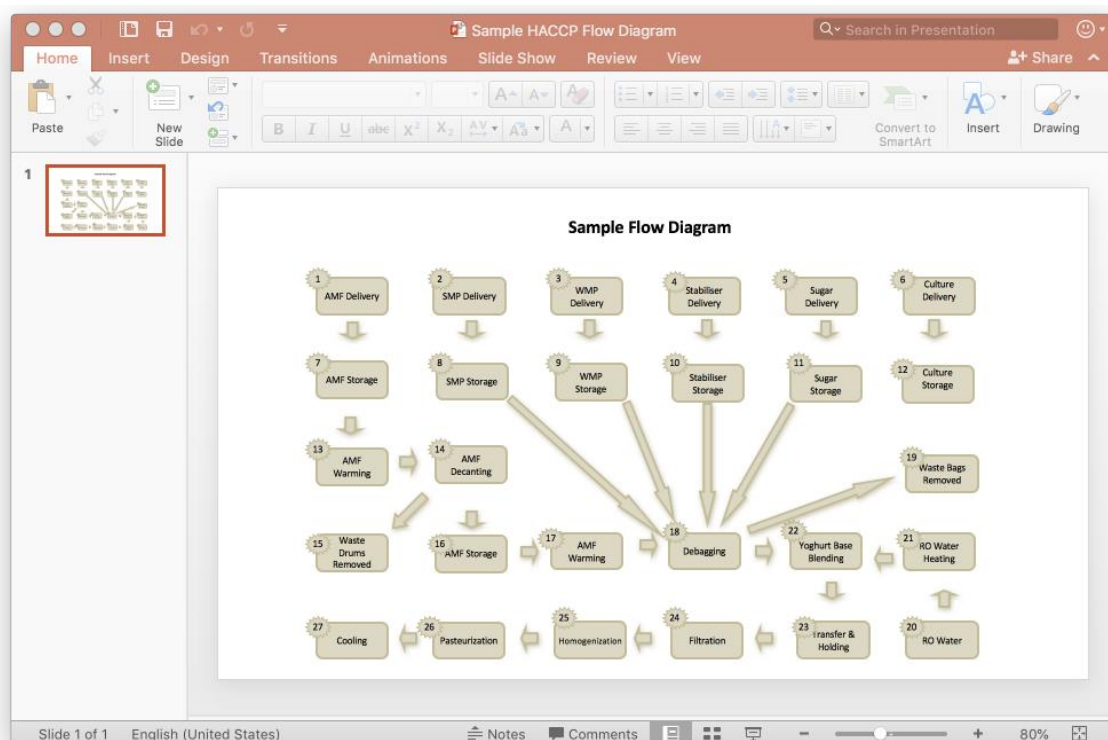
Where product testing for a pathogen (or indicator organism) or other hazard is used as a verification activity, a scientifically valid and written testing procedure must identify the following:
Sampling procedure to include method, quantity, frequency, and number of samples
Analytical method
Laboratory conducting the analysis
Corrective action procedure where a pathogen is detected.

Where environmental monitoring for a pathogen (or indicator organism) is used as a verification activity, a scientifically valid and written testing procedure must identify the following:
Adequate number and location of sample sites
Timing and frequency of sampling
Analytical method
Laboratory conducting the analysis
Corrective action procedure where a pathogen is detected.

There is a Sample HACCP Documents Sub-Folder

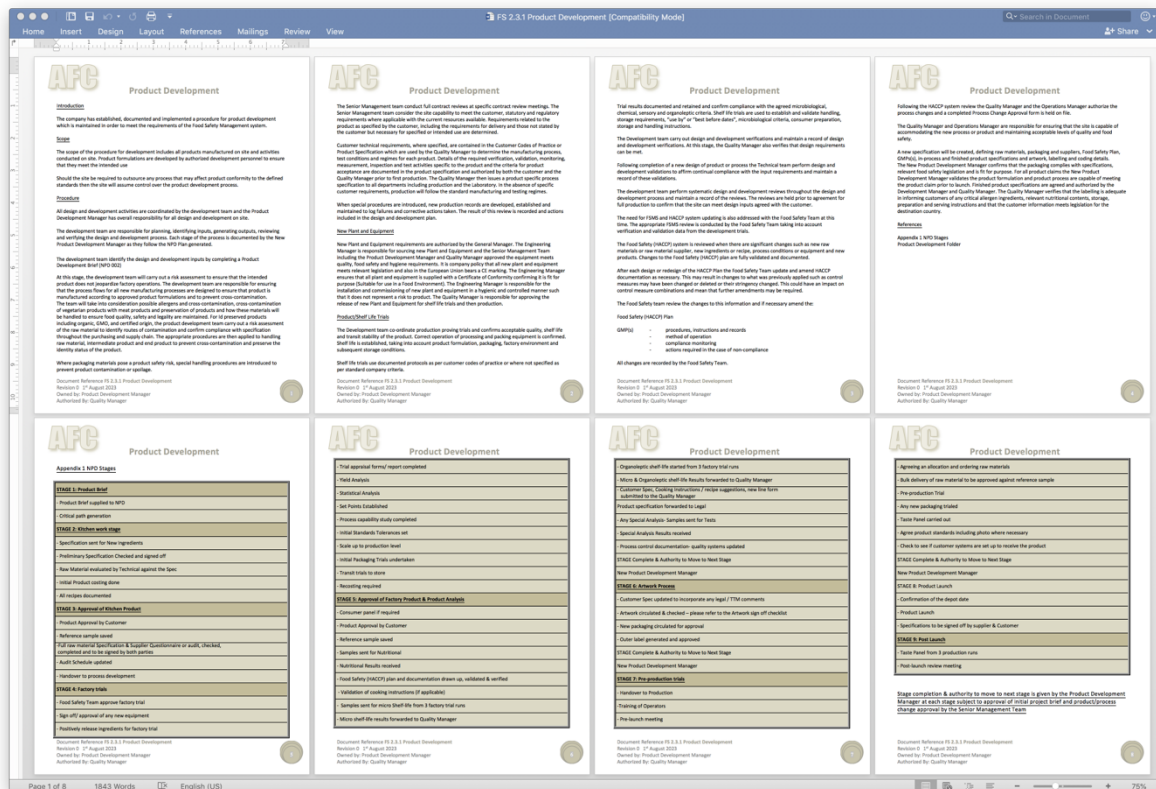
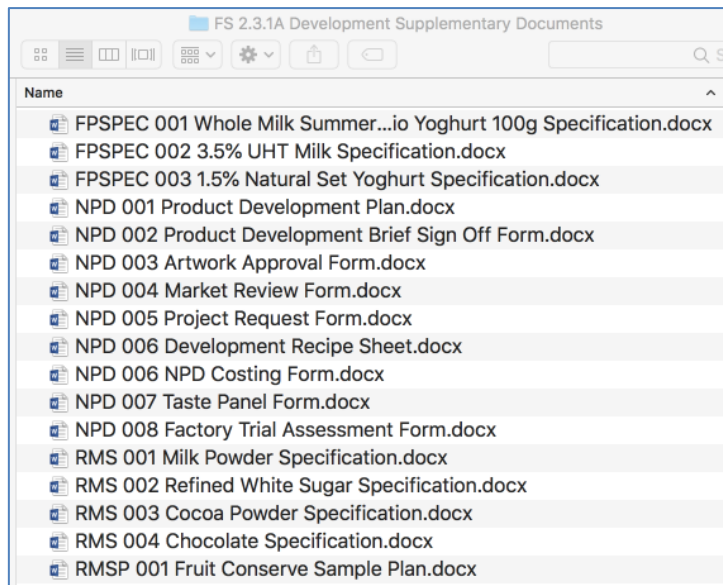


These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans



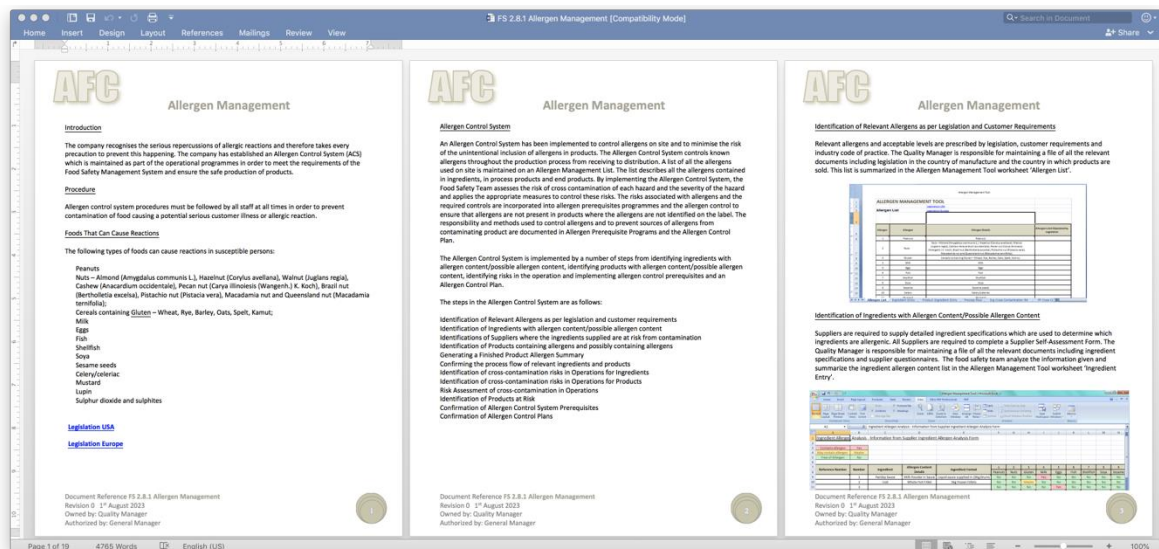
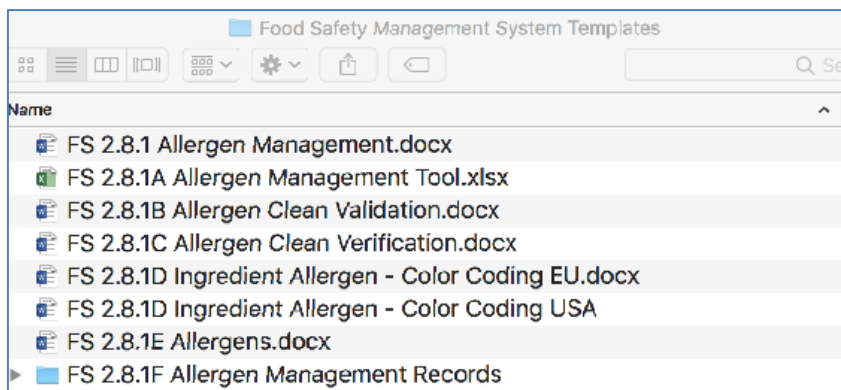
Product Development Assistance

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



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:



AFC

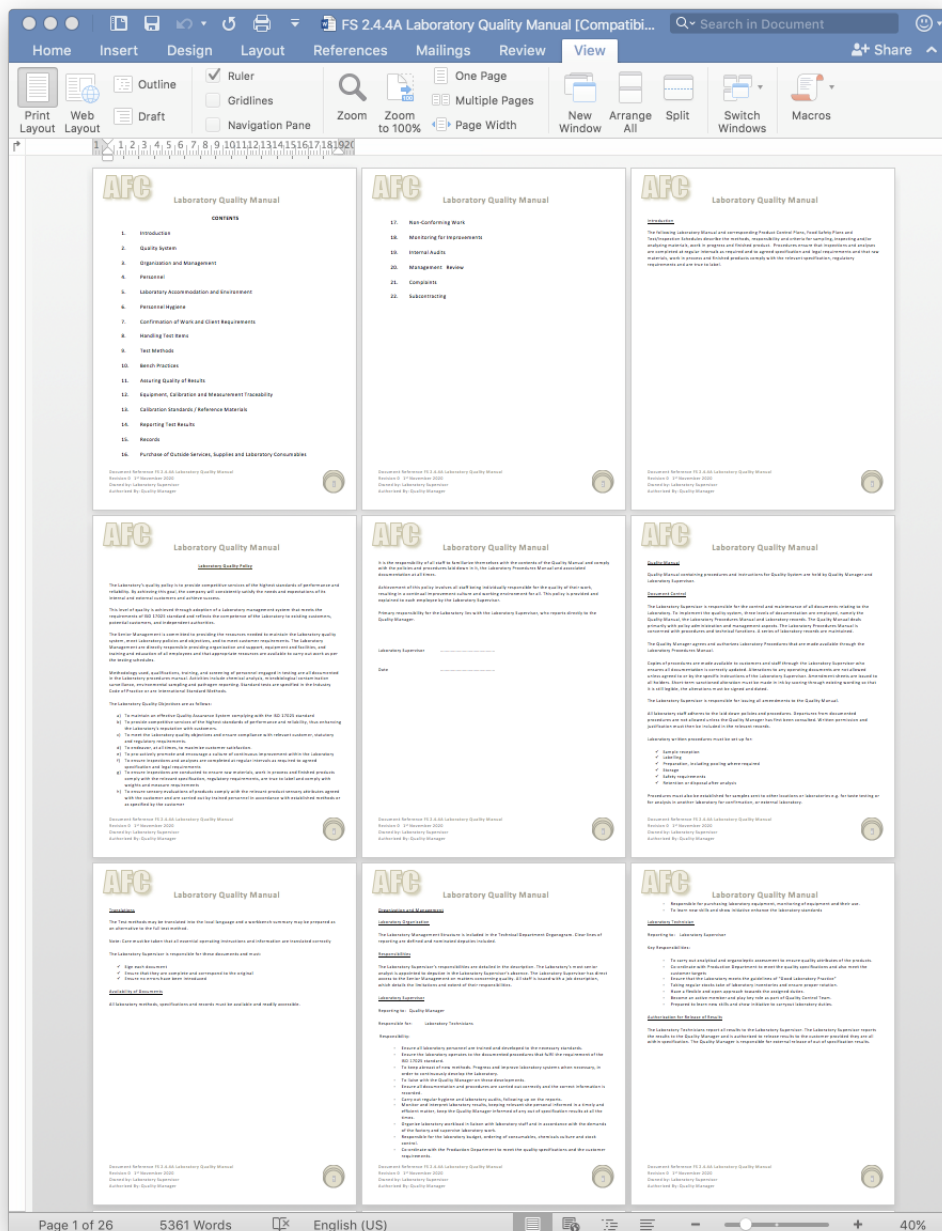
Ingredient Allergen Management

The following colors identify allergens on site

Milk
Eggs
Fish
Crustacean Shellfish
Tree Nuts
Peanuts
Wheat
Soybeans
Sesame seeds

Laboratory Management Assistance

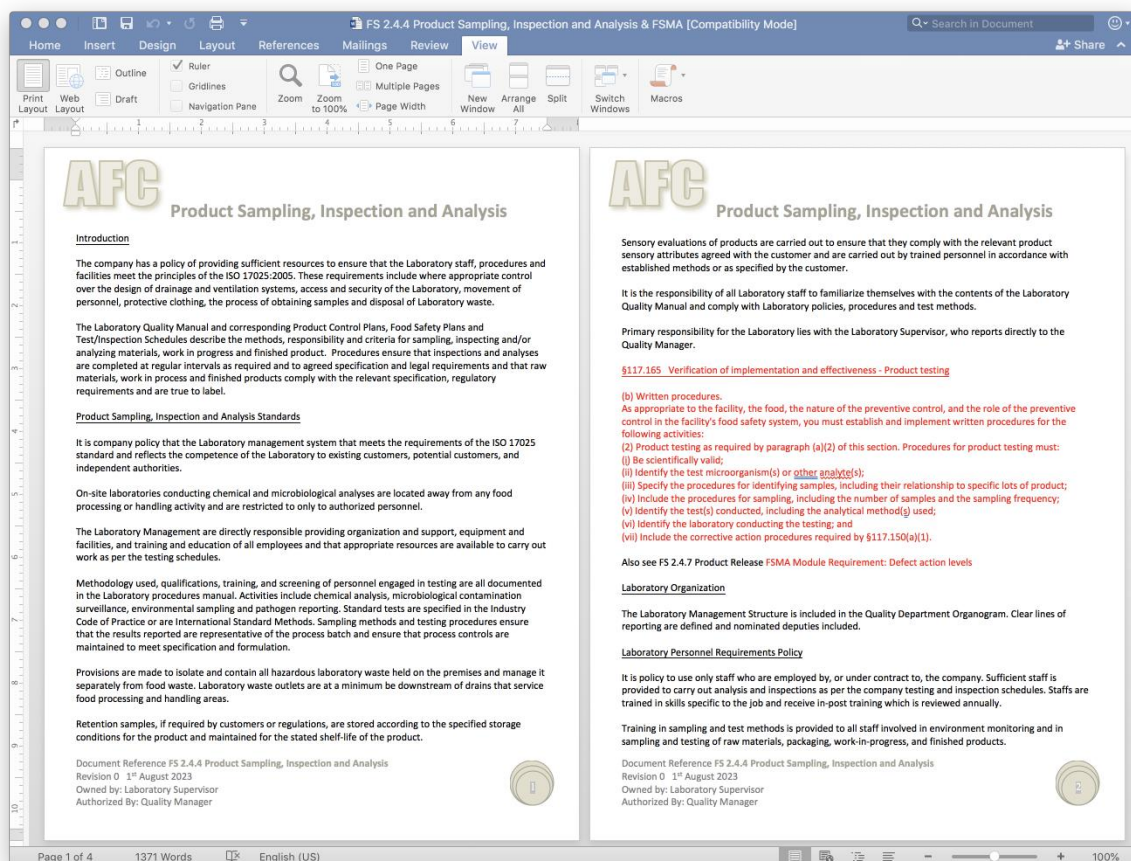
The package contains a supplementary comprehensive Laboratory Quality Manual compliant with the requirements of ISO/IEC 17025 to compliment FS 2.4.4 Product Sampling, Inspection and Analysis.

















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.

SQF & FSMA Food Safety Management System Edition 9 Start Up Guide

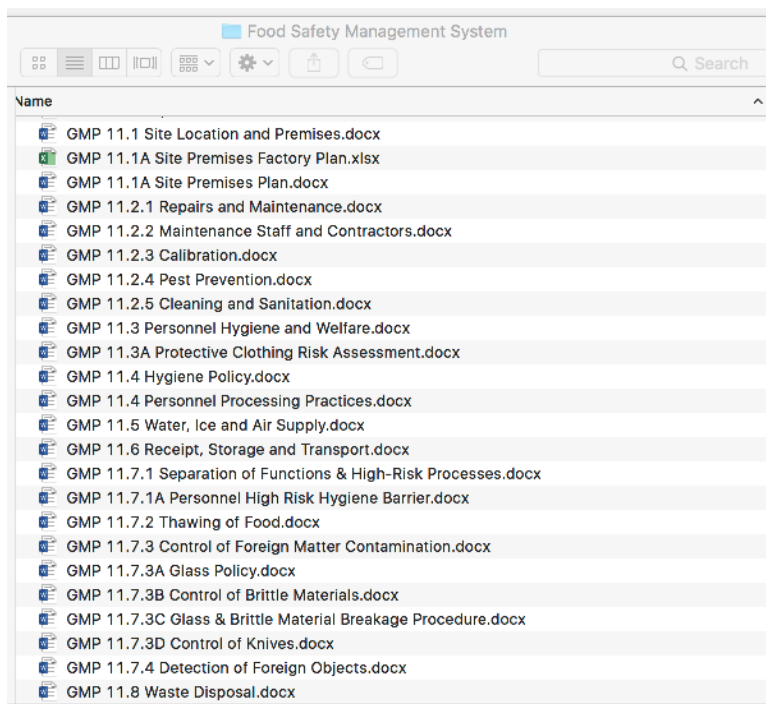


There are also supplementary Laboratory Documents included:

Name	
	Enumeration of Total Viable Counts Micro 001.docx
	LABR 001 Laboratory Audit Form.docx
	LABR 002 Laboratory Training Form.docx
	LABR 003 Laboratory Autoclave Record.docx
	LABR 004 Microbiological Sample Plan.docx
	LABR 005 Filler Sample Plan.docx
	LABR 006 QA Sample Plan.docx
	LABR 007 Factory Sample Plan.docx
	LABR 007 Factory Sample Plan.xlsx
	LABR 008 Daily Balance Calibration Sheet.docx
	LABR 009 Laboratory Exception Report.docx
	LABR 010 QC Online Check Sheet.docx
	LPOL 001 Laboratory Quality Policy.docx
	LPPRO 001 Laboratory Operating Procedure for the Autoclave.docx

The next folder to open is the Good Manufacturing Practice Templates folder

These Good Manufacturing Practice Templates match the clauses of the SQF Code and comply with Module 11 Good Manufacturing Practices for Processing of Food Products.



Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

Good Manufacturing Practices for Processing of Food Products

GMP 11.1.1 Site Location and Premises including:

Building Materials

Lighting and Light Fittings

Inspection/Quality Control Area

Dust, Insect, and Pest Proofing

Ventilation

Equipment and Utensils

Grounds and Roadways

GMP 11.1A Site Premises Plan

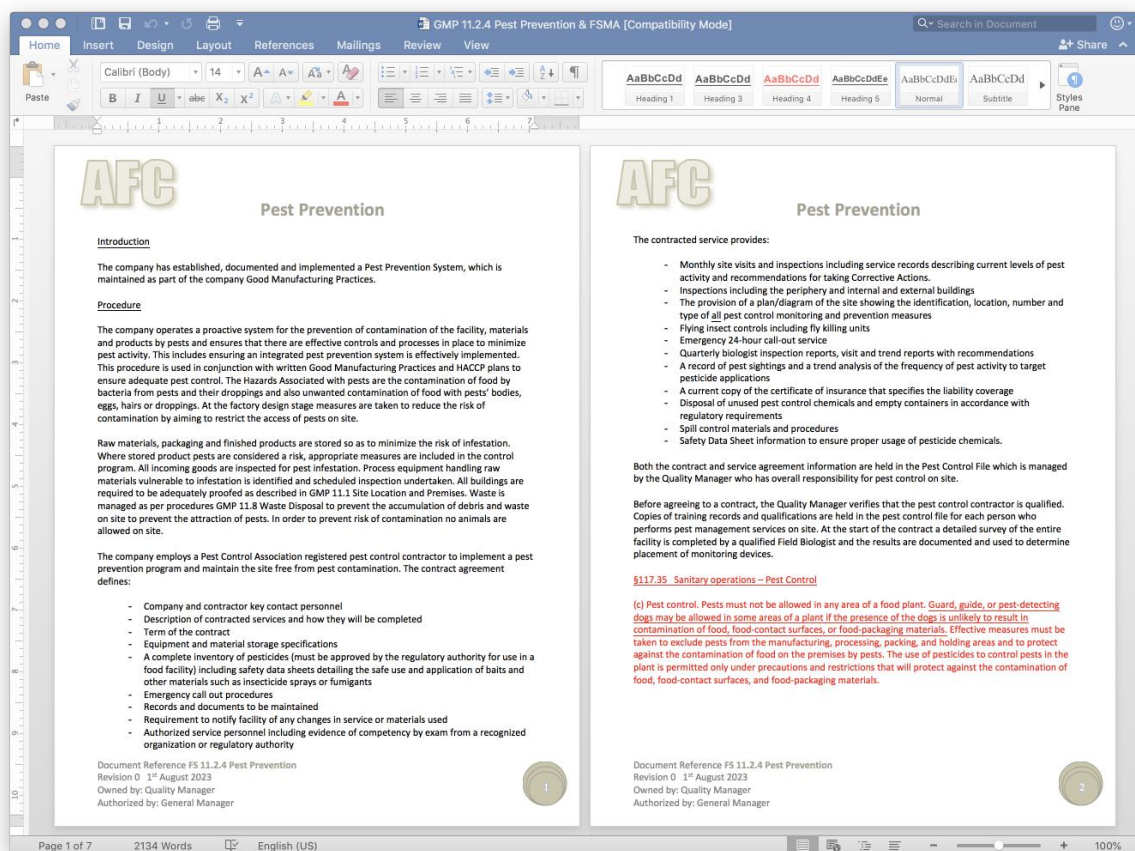
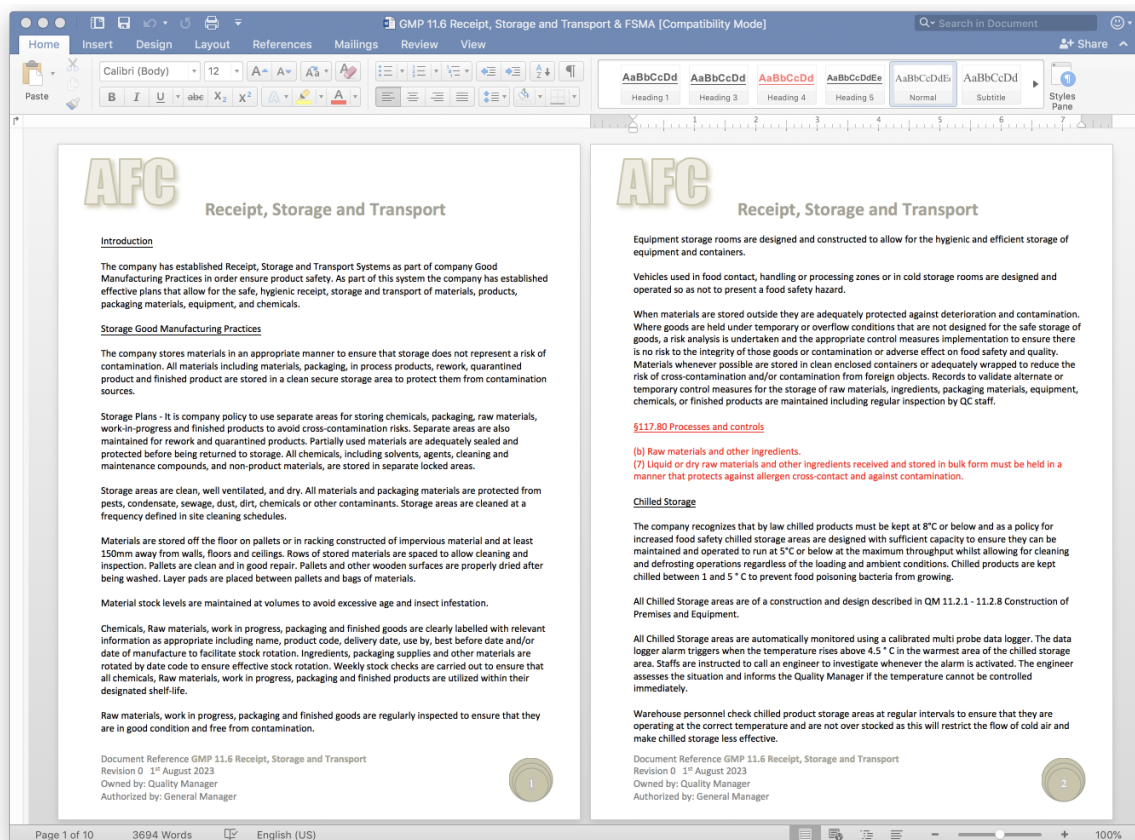
GMP 11.2.1 Repairs and Maintenance

GMP 11.2.2 Maintenance Staff and Contractors

GMP 11.2.3 Calibration

GMP 11.2.4 Pest Prevention

SQF & FSMA Food Safety Management System Edition 9 Start Up Guide



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

The next folder to open is the **FSMS Record Templates** Folder

There are a range of easy to use food safety record templates:



AFC

Equipment Commissioning Checklist

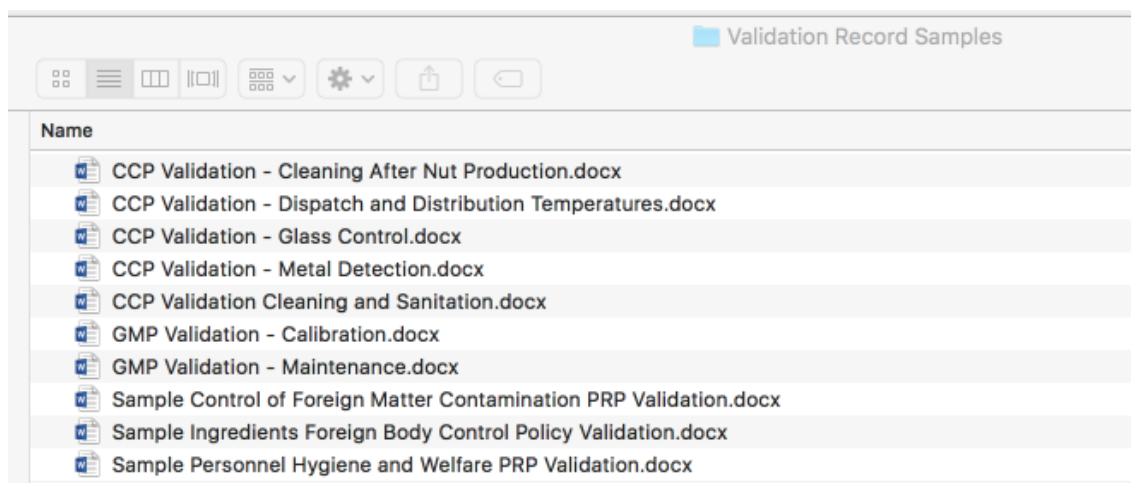
Equipment Commissioning Checklist		
Food Safety/Quality	Yes/No	Remarks
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants 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.

There is also a Validation Records Sub-Folder

Here there are a range of sample validation records.



CCP Vali... Search in Document

Home Insert Design Layout References Mailings Review >> Share

AFC Cleaning and Sanitation CCP Validation

Cleaning and Sanitation CCP Validation

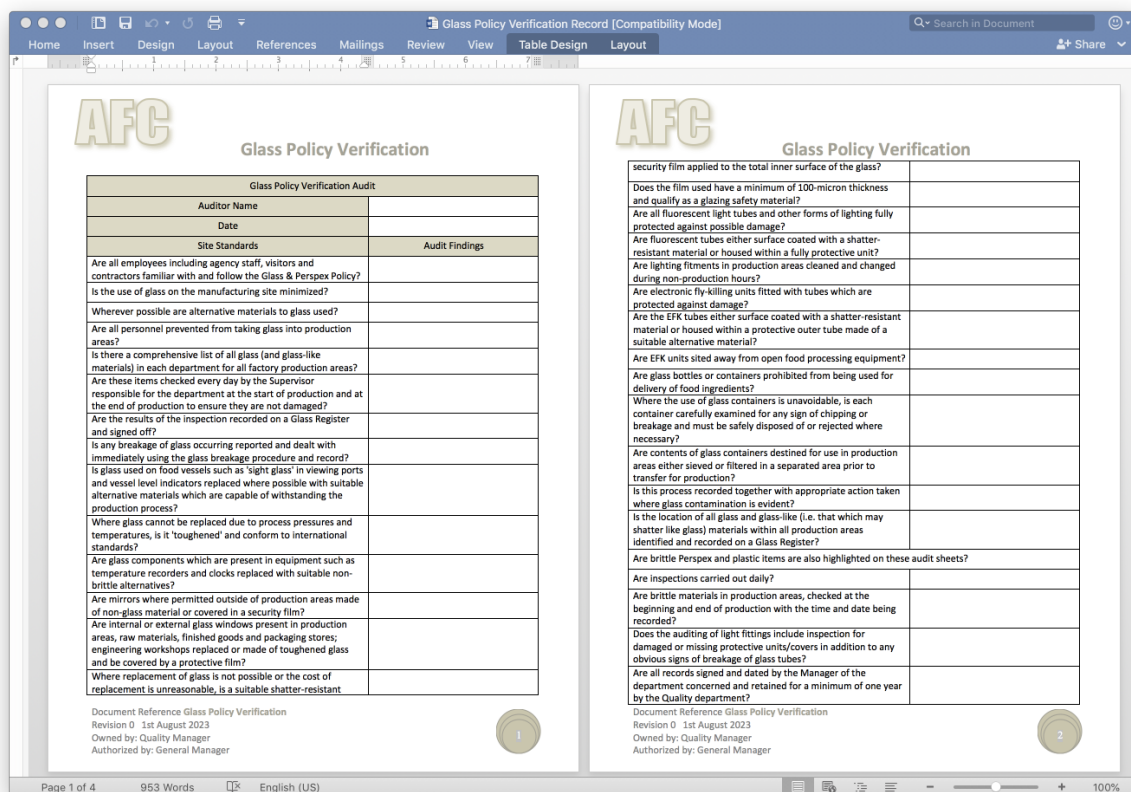
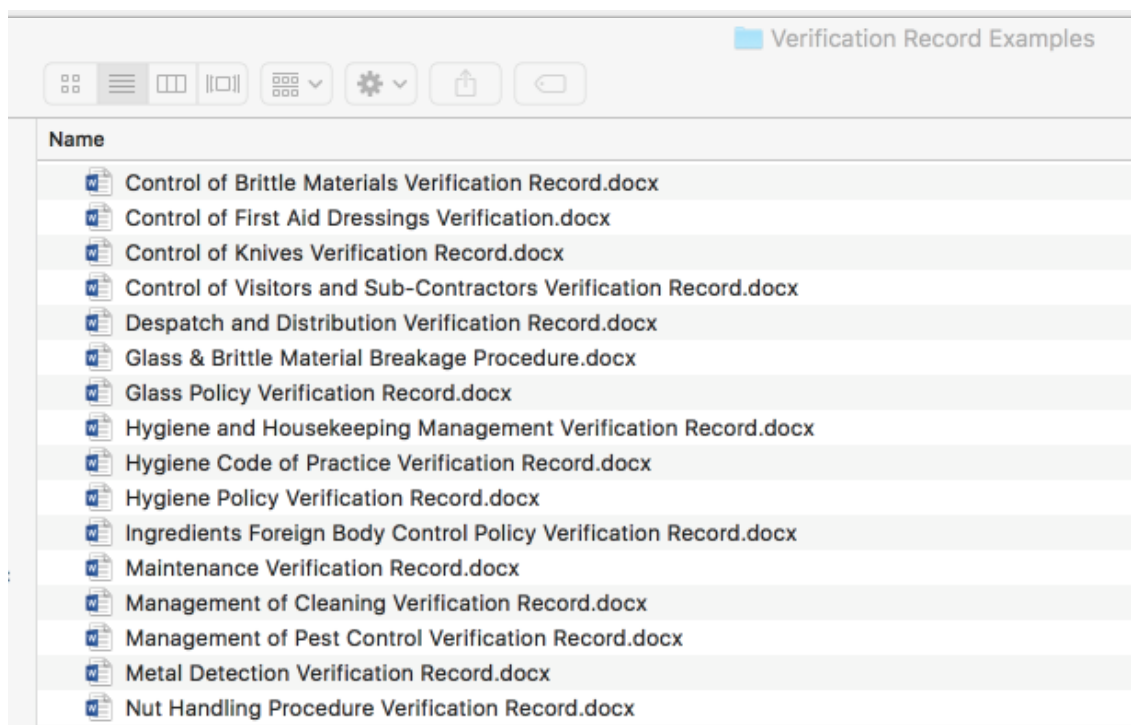
Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific 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

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There is also a Verification Records Sub-Folder

There are a range of sample verification records.



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.


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Food Safety Records FSMA

Setting Up Your Food Safety Management System Records

Note: All food safety related records need to include:

- The date and time of the activity being documented
- Signature/initials of individual performing the activity or conducting the record review
- Information to identify the facility (e.g., name and location)
- The identity of the product and lot code where applicable.
- Refer and check compliance with §117.305 General requirements applying to records.

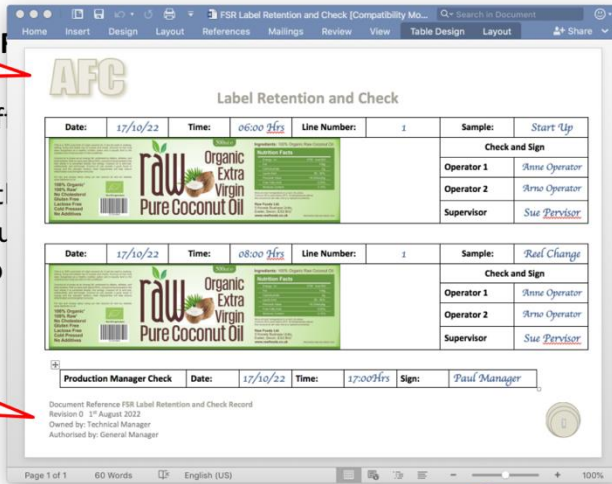



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Records

For example put your company logo or name and address in the header

Format the Footer





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



[Click here to order the SQF Code Edition 9 & FSMA compliant IFSQN SQF Food Safety Management System Implementation Package](#)