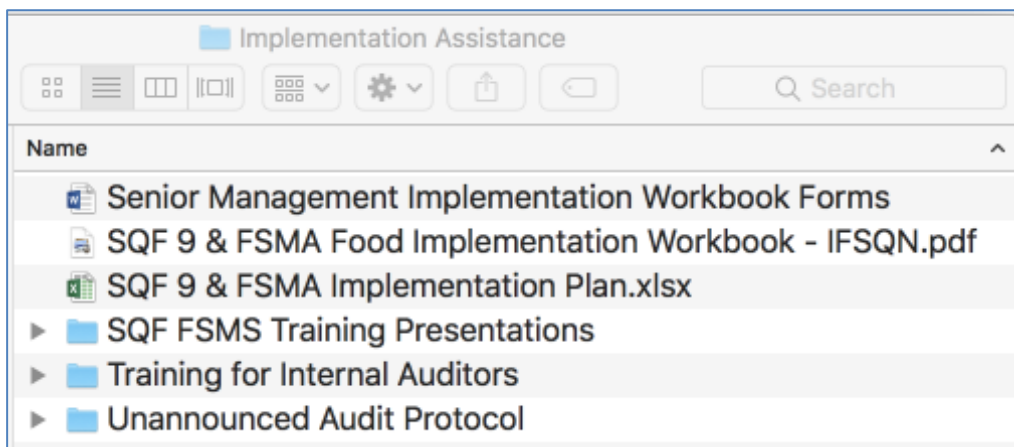**Start by opening the Implementation Assistance folder:**

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.

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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

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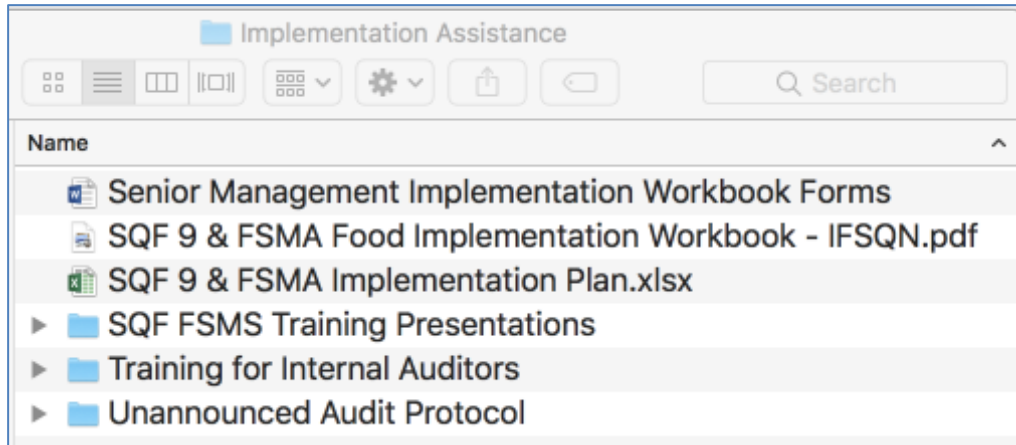
SQF FSMS Training Presentations Sub-Folder

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

7
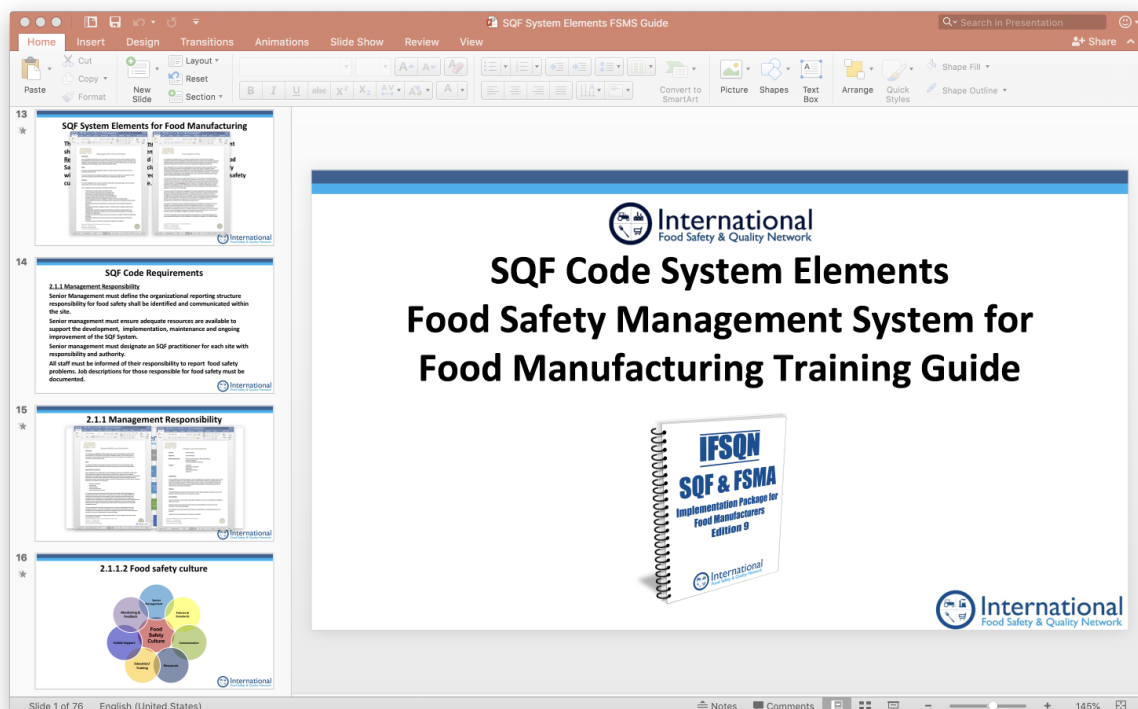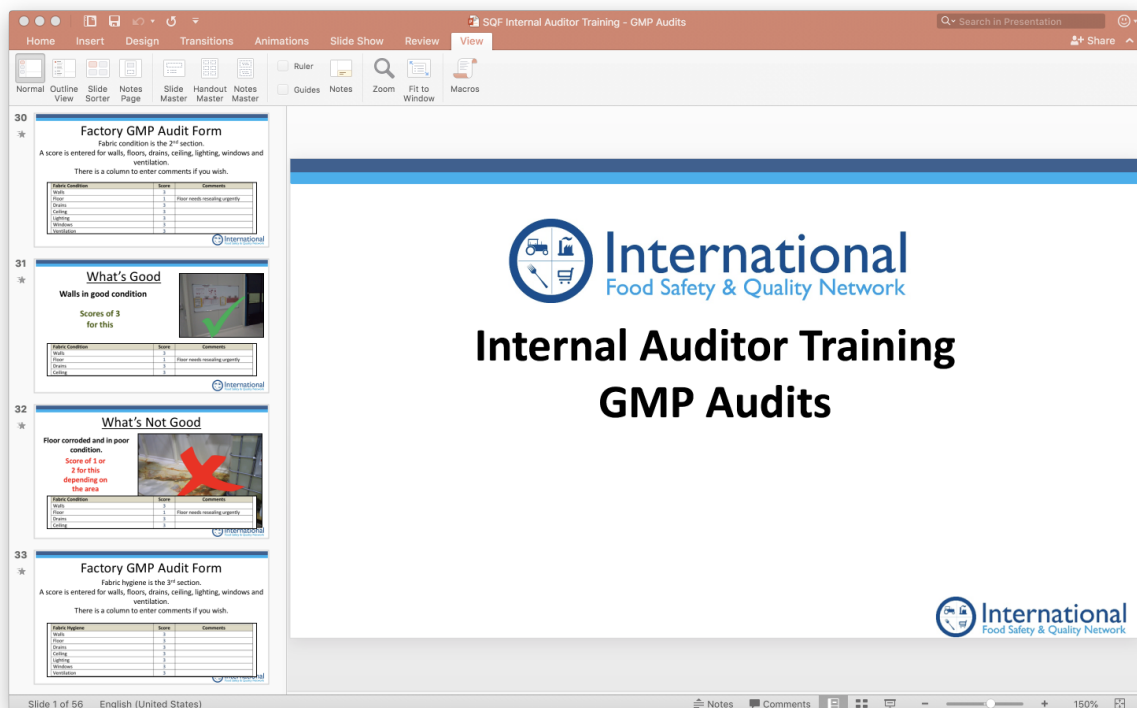
We also provide completed examples of corresponding Internal Audit and Good Manufacturing Practice Audit/Inspection Forms:

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

Food Safety Management System

Q Search

Name

A SQF Food Safety Management System Document List.docx
FS 2.1 Management Commitment.docx
FS 2.1.1.1 Food Safety Policy.docx
FS 2.1.1.1A Appendix Food Safety Objectives.docx
FS 2.1.1.2 Food Safety Culture.docx
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx
FS 2.1.1.3 Responsibility and Authority.docx
FS 2.1.1.3A Appendix Organizational Chart.xlsx
FS 2.1.1.3B Appendix Job Descriptions.docx
FS 2.1.2 Management Review.docx
FS 2.1.2R Management Review Record.docx
FS 2.1.3 Complaint Management.docx
FS 2.1.3 Note - How to reduce your Complaint levels.docx
FS 2.1.3A Annual Complaints Analyzer.xlsx
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Safety Management System.docx
FS 2.2.2 Document Control.docx
FS 2.2.3 Record Control.docx
FS 2.3.1 Product Development.docx
▶ FS 2.3.1A Development Supplementary Documents
FS 2.3.2 Specifications.docx
FS 2.3.2A Material Acceptance Record.xlsx
FS 2.3.3 Contract Manufacturers.docx
FS 2.3.4 Approved Supplier Program.docx
FS 2.3.4A Supplier & Material Risk Assessment.xlsx
FS 2.4.1 Food Legislation Compliance.docx
FS 2.4.2 Good Manufacturing Practices.docx
FS 2.4.3 Food Safety Plans.docx
▶ FS 2.4.3A Additional HACCP Tools
FS 2.4.4 Product Sampling, Inspection and Analysis.docx
FS 2.4.4A Laboratory Quality Manual.docx
▶ FS 2.4.4B Product Sampling Supplementary Documents
FS 2.4.5 Control of Non-Conforming Materials and Product.docx
FS 2.4.6 Product Rework.docx
FS 2.4.7 Product Release.docx
FS 2.4.8 Environmental Monitoring.docx
FS 2.4.8A Appendix Environmental Monitoring.pptx
FS 2.5.1 Validation and Effectiveness.docx
FS 2.5.2 Verification Activities.docx
FS 2.5.3 Corrective Action and Preventative Action.docx
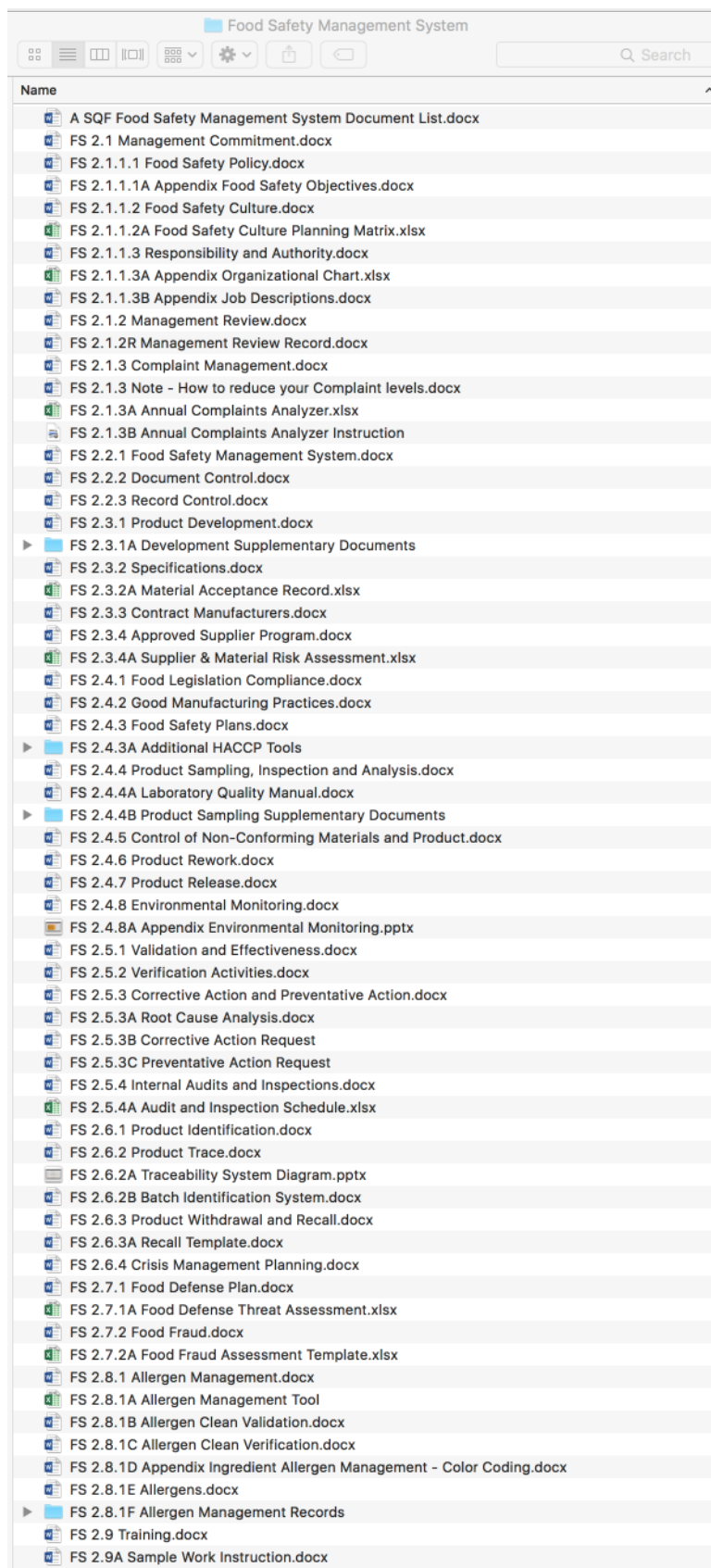FS 2.5.3A Root Cause Analysis.docx
FS 2.5.3B Corrective Action Request
FS 2.5.3C Preventative Action Request
FS 2.5.4 Internal Audits and Inspections.docx
FS 2.5.4A Audit and Inspection Schedule.xlsx
FS 2.6.1 Product Identification.docx
FS 2.6.2 Product Trace.docx
FS 2.6.2A Traceability System Diagram.pptx
FS 2.6.2B Batch Identification System.docx
FS 2.6.3 Product Withdrawal and Recall.docx
FS 2.6.3A Recall Template.docx
FS 2.6.4 Crisis Management Planning.docx
FS 2.7.1 Food Defense Plan.docx
FS 2.7.1A Food Defense Threat Assessment.xlsx
FS 2.7.2 Food Fraud.docx
FS 2.7.2A Food Fraud Assessment Template.xlsx
FS 2.8.1 Allergen Management.docx
FS 2.8.1A Allergen Management Tool
FS 2.8.1B Allergen Clean Validation.docx
FS 2.8.1C Allergen Clean Verification.docx
FS 2.8.1D Appendix Ingredient Allergen Management - Color Coding.docx
FS 2.8.1E Allergens.docx
▶ FS 2.8.1F Allergen Management Records
FS 2.9 Training.docx
FS 2.9A Sample Work Instruction.docx

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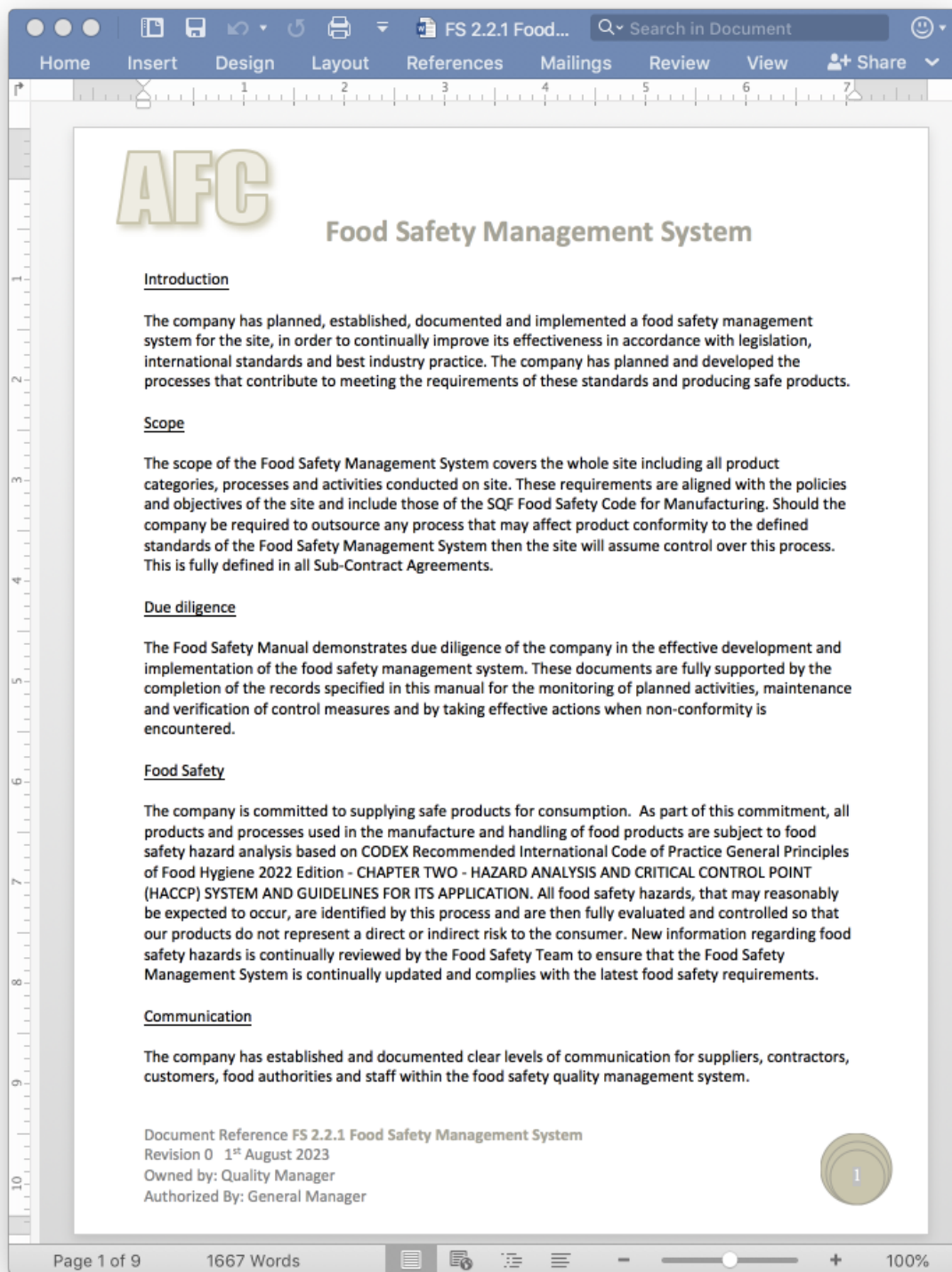
The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

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Setting Up Your Food Safety Management System Documentation

It is important to start off with an agreed template for your documents and records.
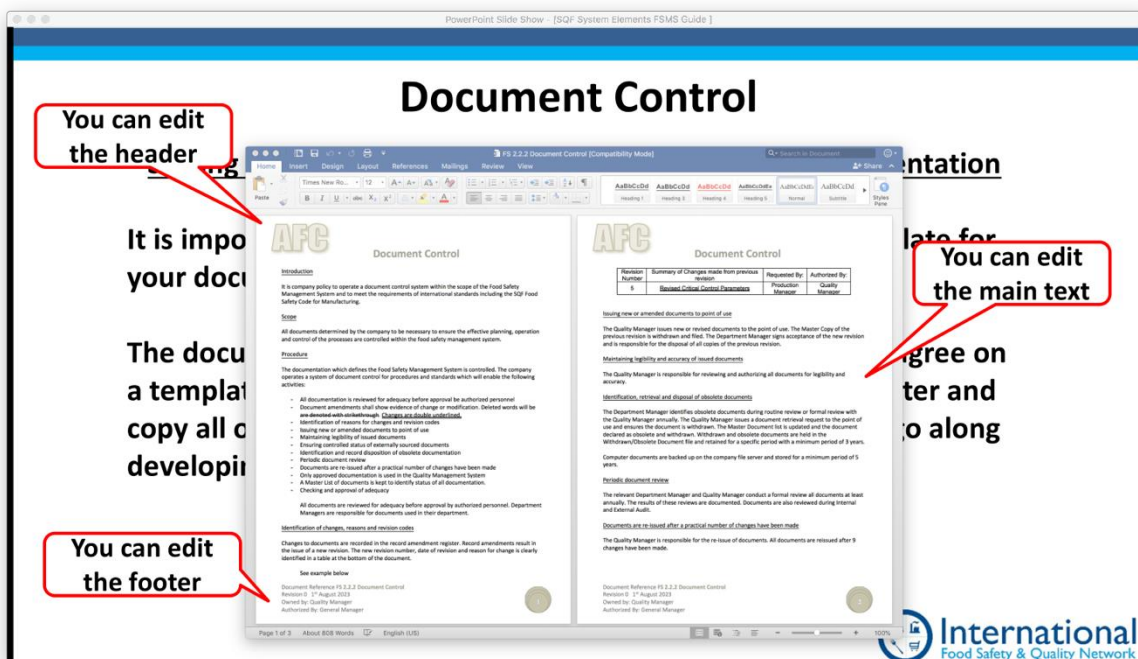
The documents supplied in the package are easy to edit so decide on a template format that you want and then use this as a master and copy all of the other documents into your template as you go along developing your system.

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:

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

3

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

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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
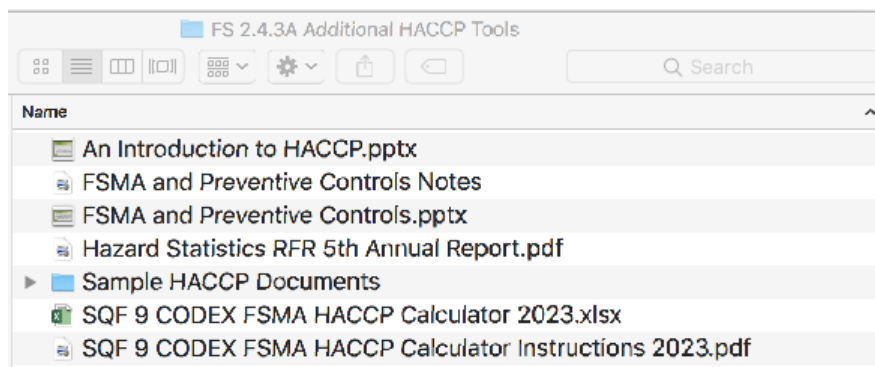
This folder contains supplementary documentation to **FS 2.4.3 Food Safety Plans** (21page HACCP procedural template)
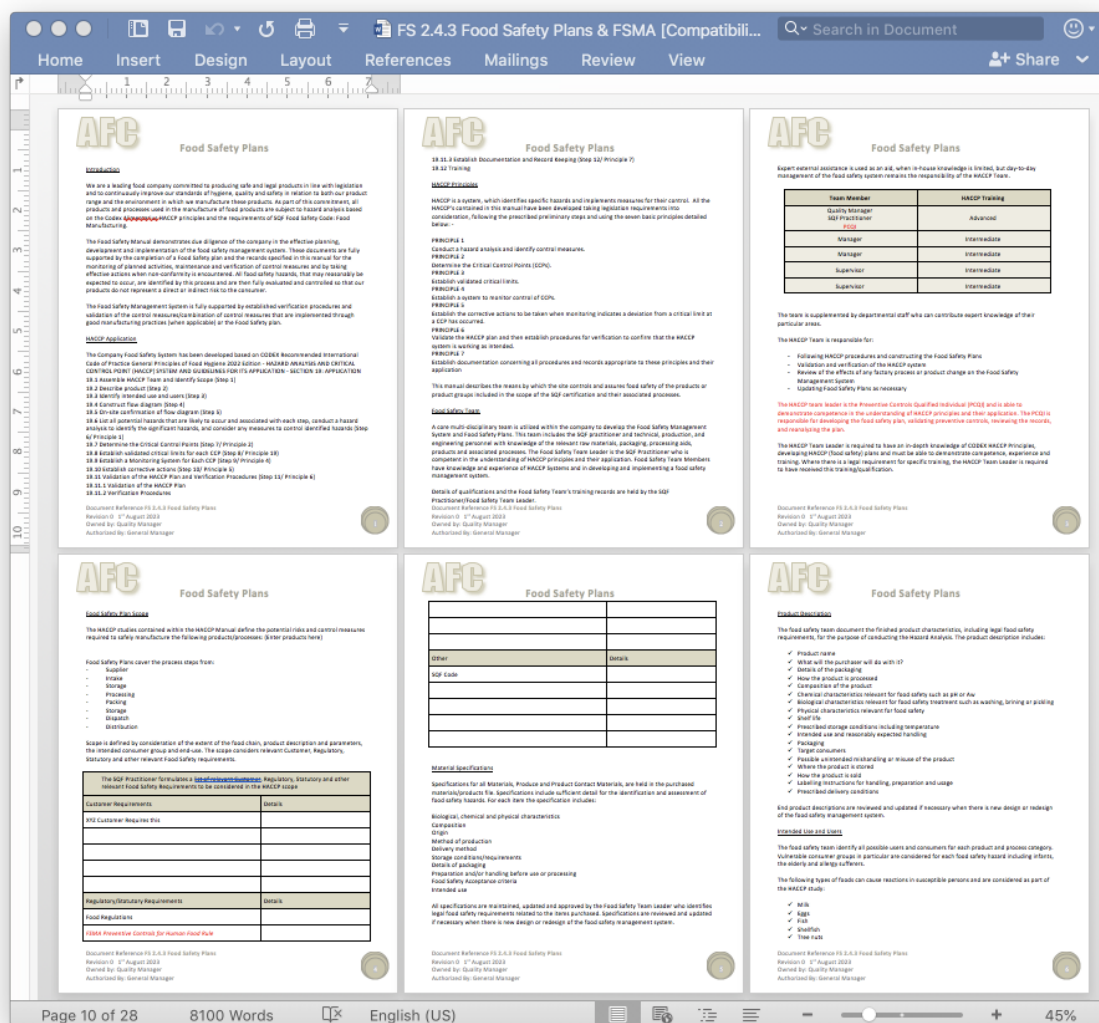
FSMA & Preventive Controls Presentation

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

There is a <u>Sample HACCP Documents Sub-Folder</u>
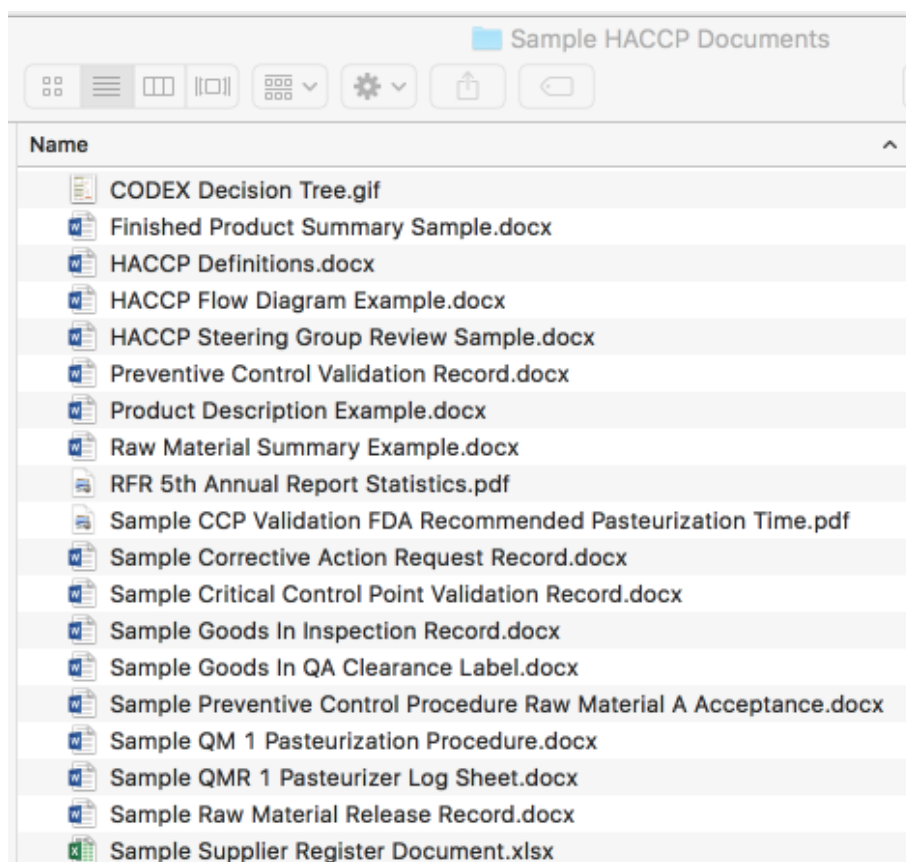
These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans
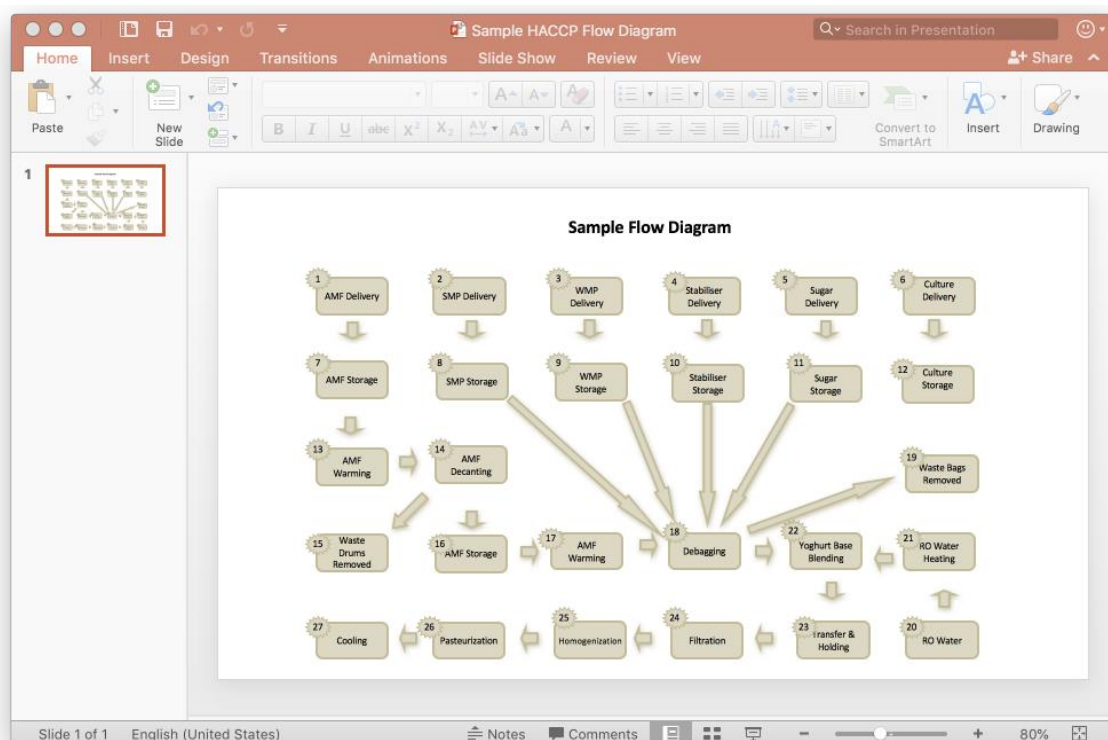
Product Development Assistance

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

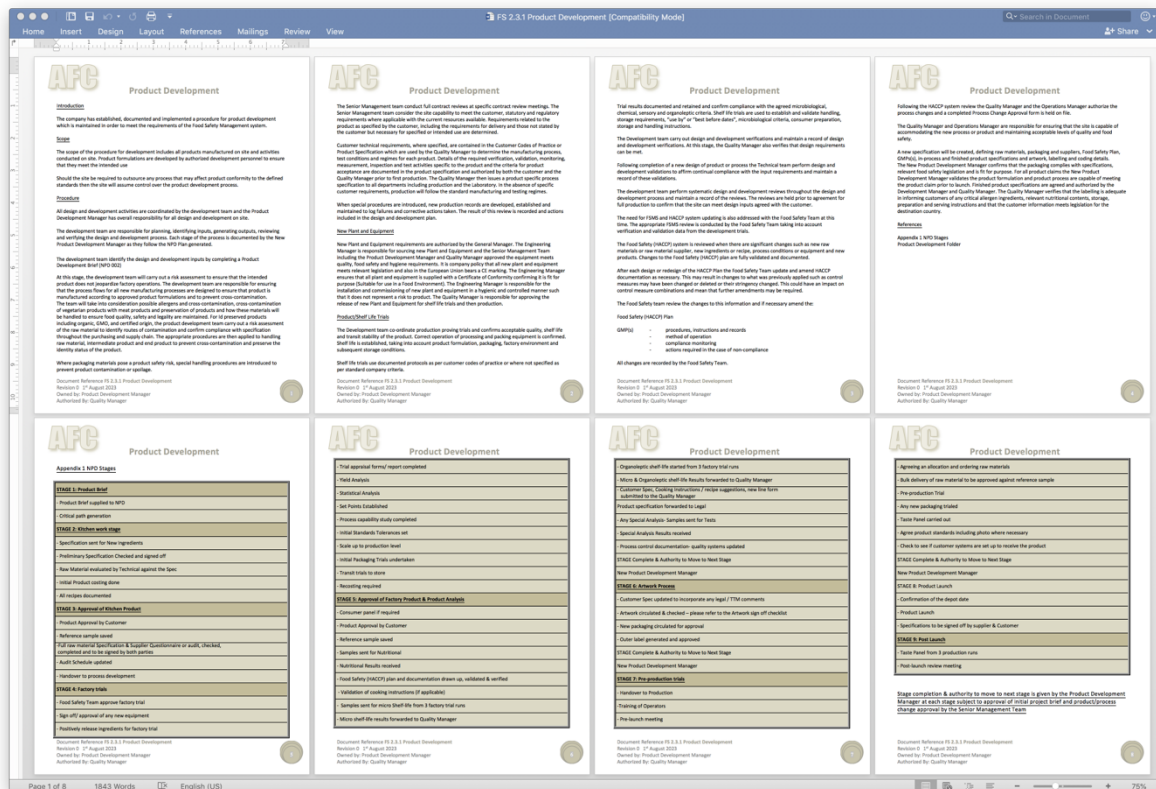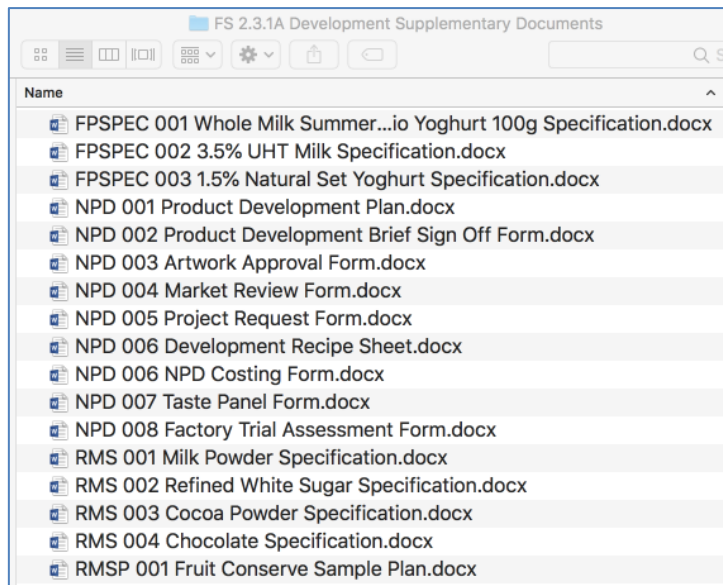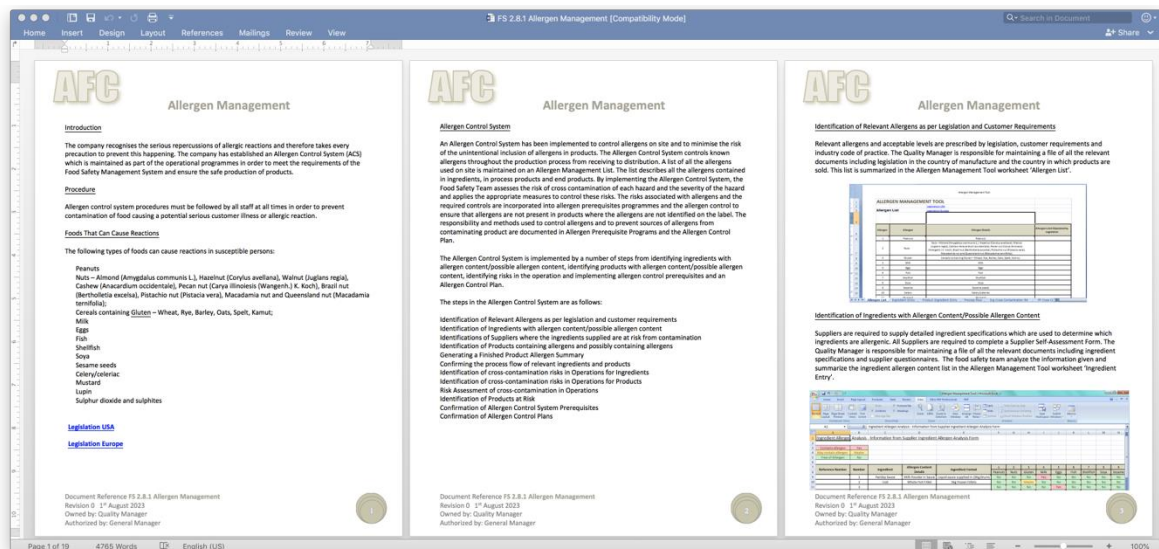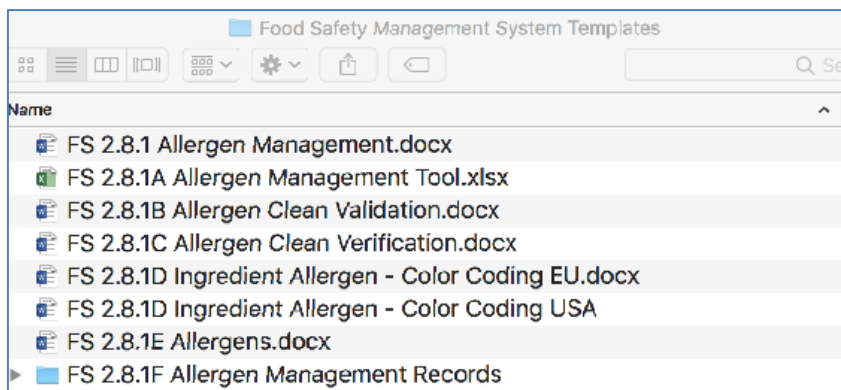FS 2.3.1A Development Supplementary Documents

Name

- FPSPEC 001 Whole Milk Summer...io Yoghurt 100g Specification.docx
- FPSPEC 002 3.5% UHT Milk Specification.docx
- FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx
- NPD 001 Product Development Plan.docx
- NPD 002 Product Development Brief Sign Off Form.docx
- NPD 003 Artwork Approval Form.docx
- NPD 004 Market Review Form.docx
- NPD 005 Project Request Form.docx
- NPD 006 Development Recipe Sheet.docx
- NPD 006 NPD Costing Form.docx
- NPD 007 Taste Panel Form.docx
- NPD 008 Factory Trial Assessment Form.docx
- RMS 001 Milk Powder Specification.docx
- RMS 002 Refined White Sugar Specification.docx
- RMS 003 Cocoa Powder Specification.docx
- RMS 004 Chocolate Specification.docx
- RMSP 001 Fruit Conserve Sample Plan.docx

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:

Food Safety Management System Templates

Name

FS 2.8.1 Allergen Management.docx
FS 2.8.1A Allergen Management Tool.xlsx
FS 2.8.1B Allergen Clean Validation.docx
FS 2.8.1C Allergen Clean Verification.docx
FS 2.8.1D Ingredient Allergen - Color Coding EU.docx
FS 2.8.1D Ingredient Allergen - Color Coding USA
FS 2.8.1E Allergens.docx
FS 2.8.1F Allergen Management Records

Ingredient Allergen Management
The following colors identify allergens on site

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

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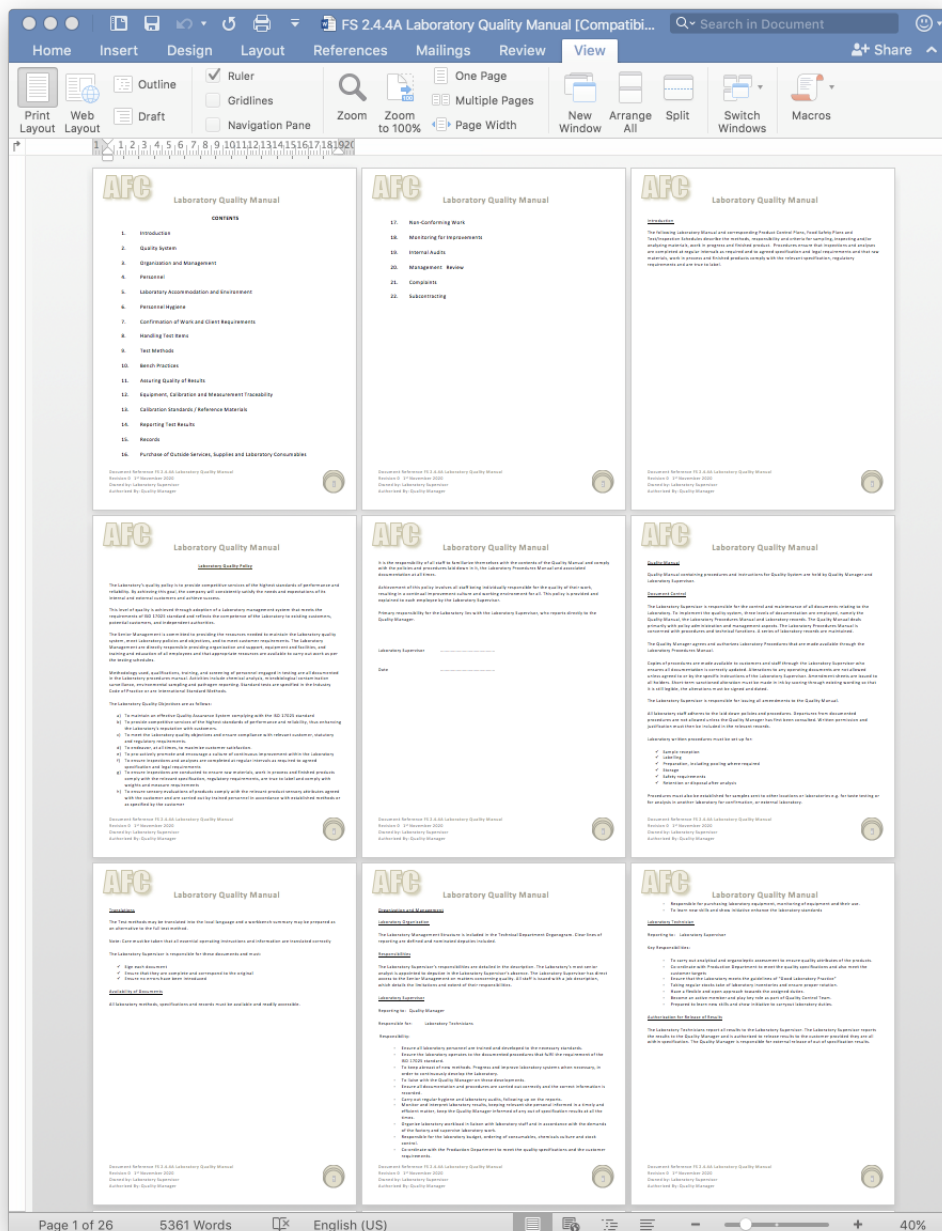
In Edition 9, the SQF Code requires internal laboratories that are used to conduct input, environmental, or product analyses, sampling and testing methods to be in accordance with the applicable requirements of ISO/IEC 17025.

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

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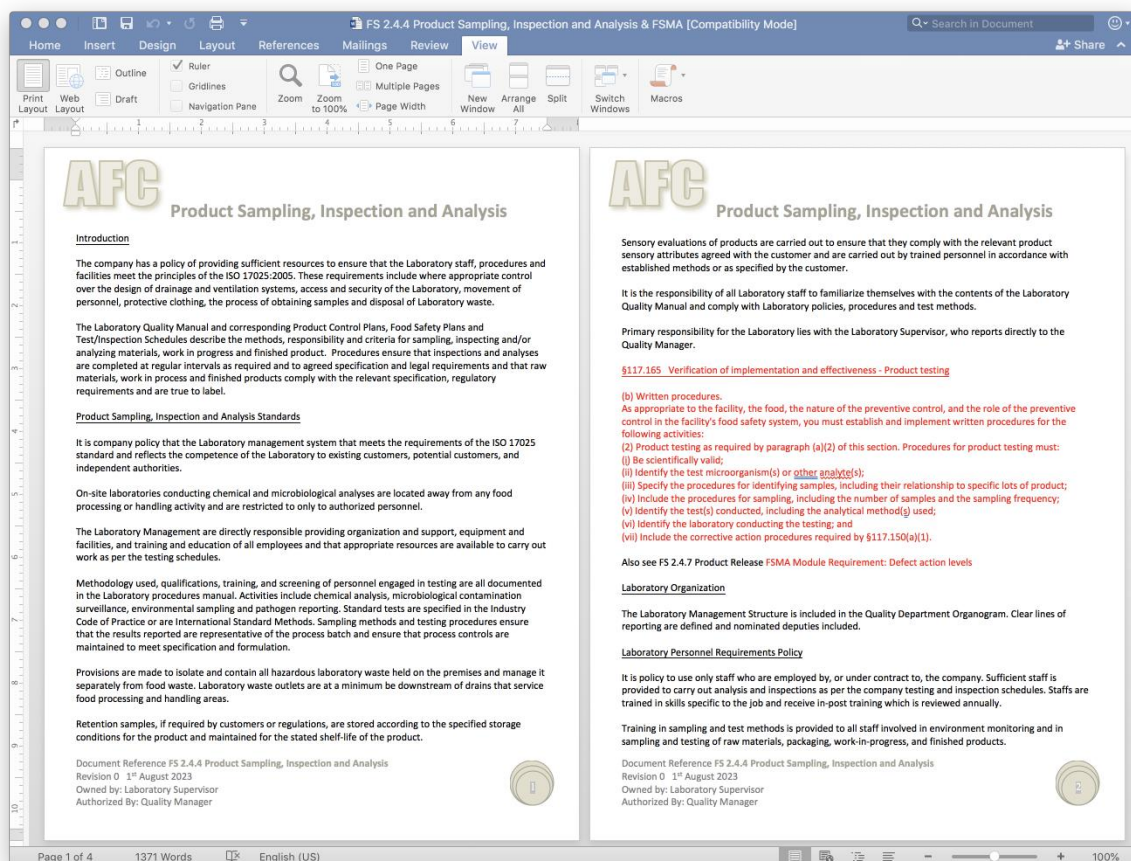
There are also supplementary Laboratory Documents included:

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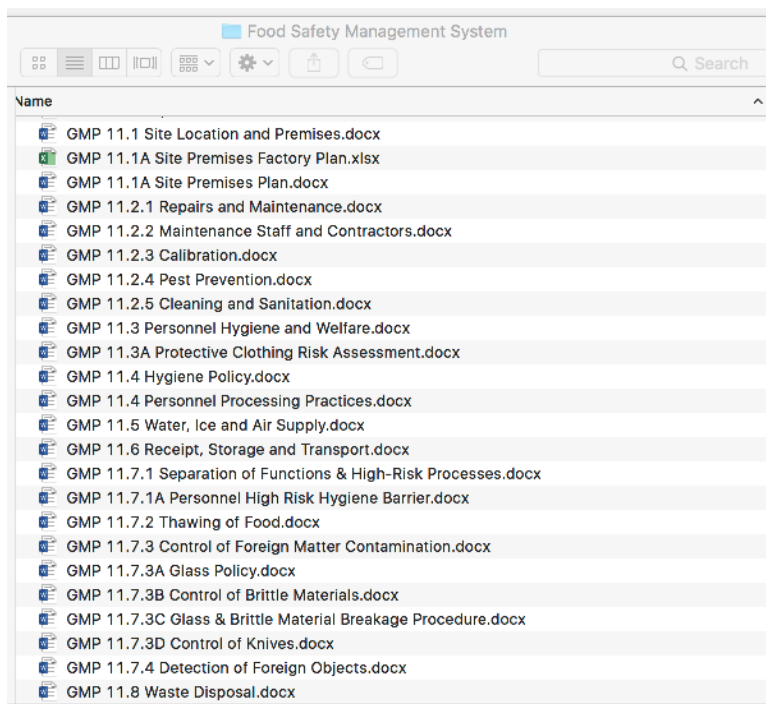
Procedures included in the folder are numbered to match the clauses of the SQF Code and are as follows:

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
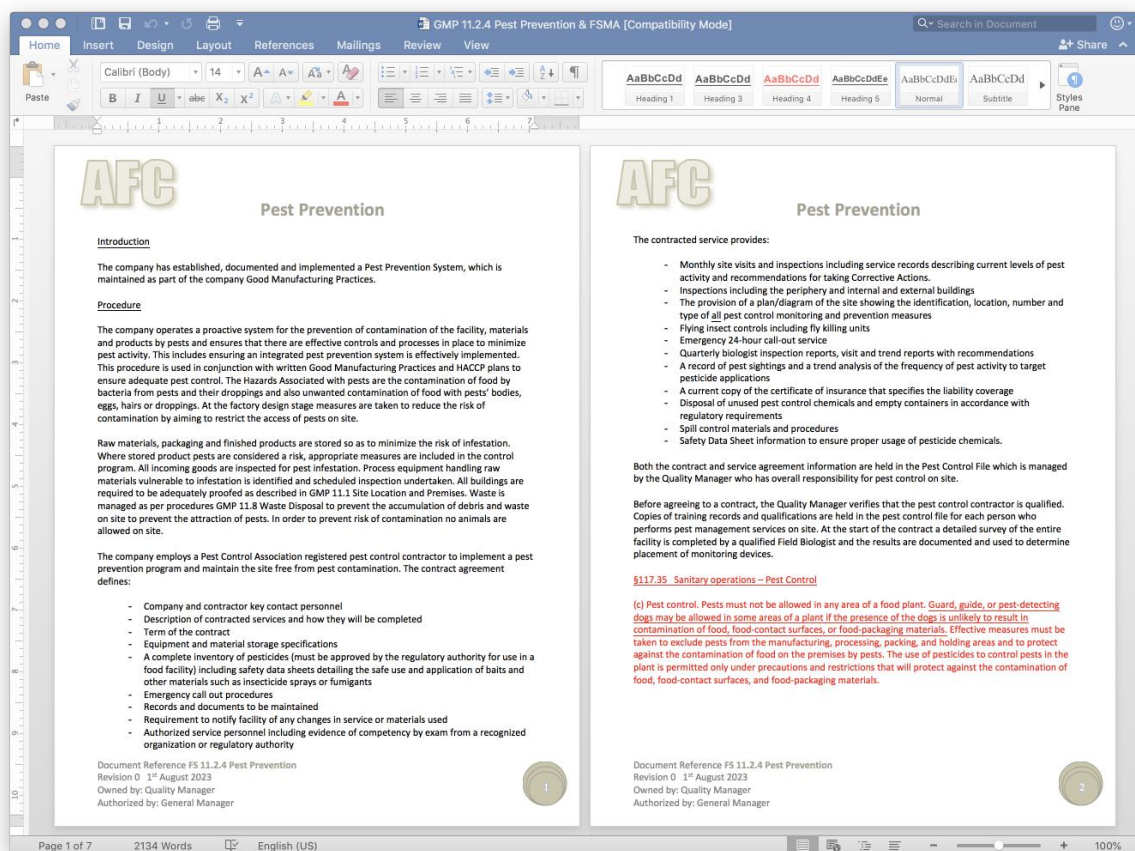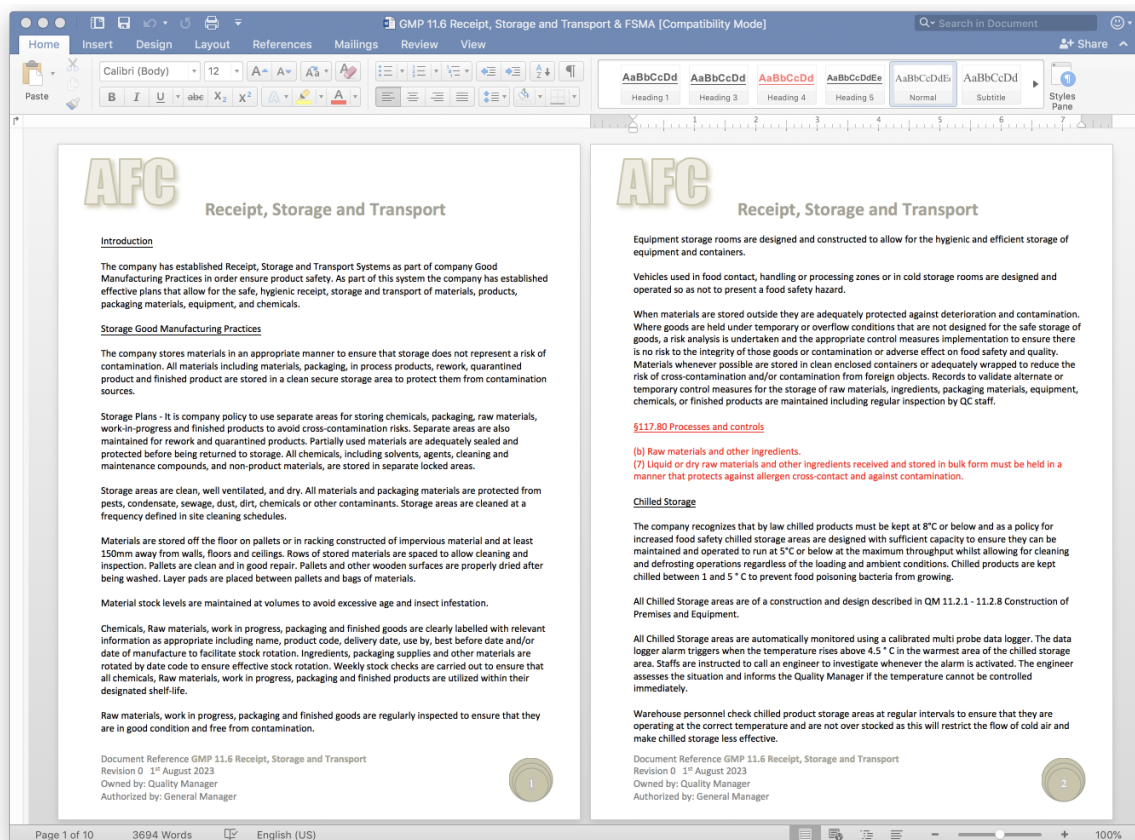Grounds and Roadways
GMP 11.1A Site Premises Plan
GMP 11.2.1 Repairs and Maintenance
GMP 11.2.2 Maintenance Staff and Contractors
GMP 11.2.3 Calibration
GMP 11.2.4 Pest Prevention

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

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

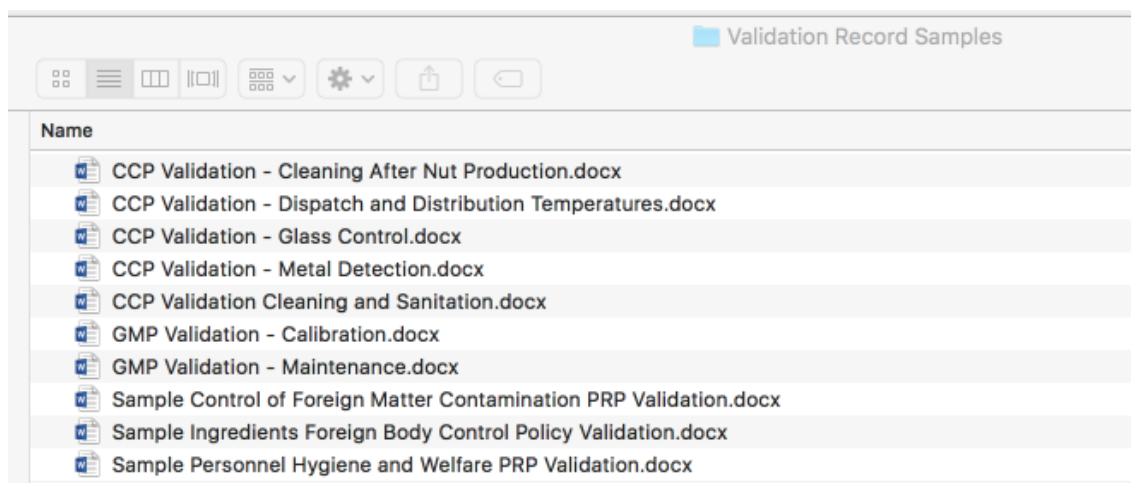There are a range of easy to use food safety record templates:

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

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There is also a <u>Validation Records</u> Sub-Folder

Here there are a range of sample validation records.

There is also a <u>Verification Records</u> Sub-Folder

There are a range of sample verification records.

Verification Record Examples

Name

- Control of Brittle Materials Verification Record.docx
- Control of First Aid Dressings Verification.docx
- Control of Knives Verification Record.docx
- Control of Visitors and Sub-Contractors Verification Record.docx
- Despatch and Distribution Verification Record.docx
- Glass & Brittle Material Breakage Procedure.docx
- Glass Policy Verification Record.docx
- Hygiene and Housekeeping Management Verification Record.docx
- Hygiene Code of Practice Verification Record.docx
- Hygiene Policy Verification Record.docx
- Ingredients Foreign Body Control Policy Verification Record.docx
- Maintenance Verification Record.docx
- Management of Cleaning Verification Record.docx
- Management of Pest Control Verification Record.docx
- Metal Detection Verification Record.docx
- Nut Handling Procedure Verification Record.docx

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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.

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