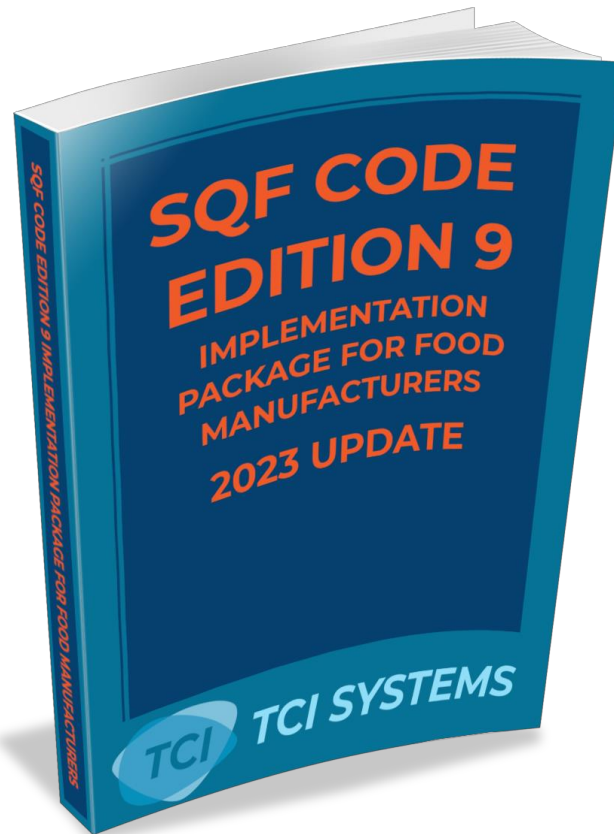


This workbook is provided to assist in the implementation of your SQF Code Edition 9 Implementation Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ 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

The Implementation Workbook compliments the SQF Food Safety Management System Implementation Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code: Food Manufacturing Edition 9. 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.



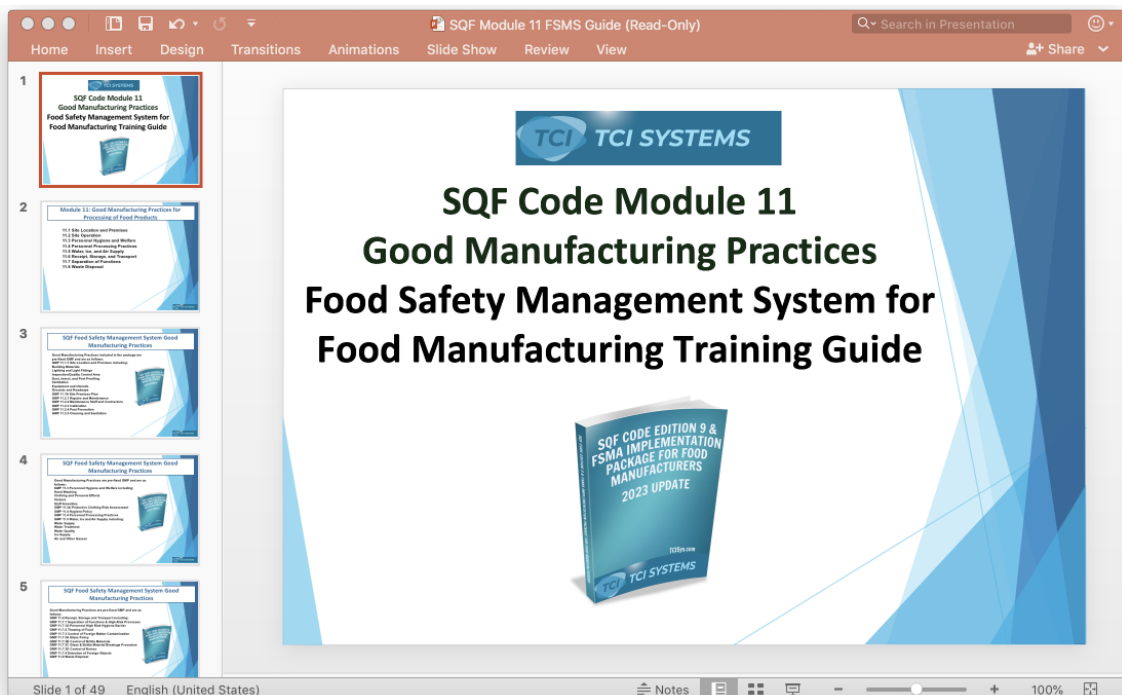
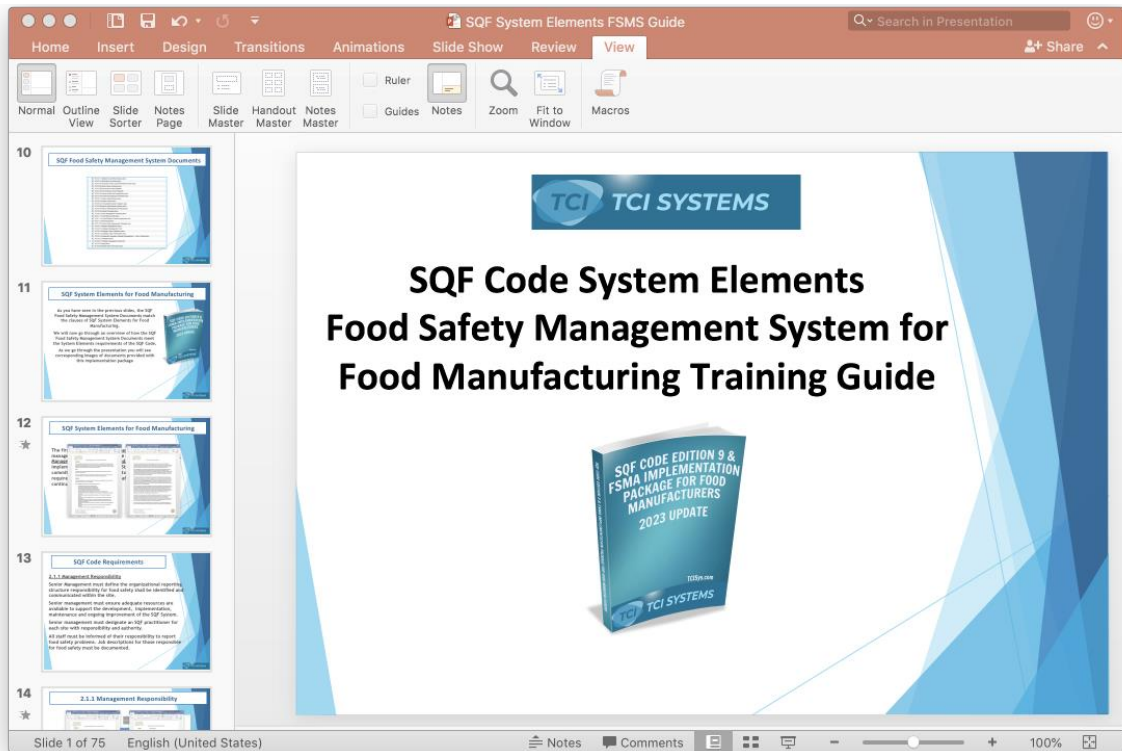
The SQF Food Safety Management System Implementation Package contains:

- ✓ Comprehensive editable Food Safety Management System Procedures that are compliant with the SQF Food Safety Code System Elements in Microsoft Word (US English) format
- ✓ Comprehensive editable Good Manufacturing Practice Procedures that are compliant with the SQF Food Safety Code Module 11 GMP in Microsoft Word (US English) format
- ✓ A range of Sample Record Templates in Microsoft Word (US English) format
- ✓ New additional HACCP tools and guidance based on SQF Code Requirements and CODEX General Principles of Food Hygiene 2022 Edition HACCP System and Guidelines for its Application
- ✓ Introduction to the SQF Food Safety Management System PowerPoint Presentations
- ✓ HACCP Training and Internal Auditor Training PowerPoint Presentations
- ✓ Allergen Risk, Food Fraud & Supplier Risk Assessment Tools
- ✓ Free Technical Support

SQF Food Safety Management System Implementation Workbook

Step One: Introduction to the SQF Food Safety Management System Implementation Package

Training Presentations for SQF System Elements for Food Manufacturing and Module 11: Good Manufacturing Practices for Processing of Food Products. The presentations will introduce the package to the management team and explain how the Food Safety Management System Tools & Templates match and comply with the SQF Food Safety Code.



Step Two: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels
- ✓ Plan to establish a food safety culture

A meeting should now be coordinated involving all the Senior Management Team.

SQF Food Safety Management System Implementation Workbook

Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels
10. Plan to establish a food safety culture

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
General Manager		Chairman
Operations Manager		Operations Reporting
Quality Manager		Food Safety Reporting
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

SQF Food Safety Management System Implementation Workbook

Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code Edition 9	
	Food Regulations	
	FSMA Preventive Controls Rule for Human Food	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

SQF Food Safety Management System Implementation Workbook

At a later stage, Senior Management will be required to carry out a management review		
After implementation and verification Senior Management take action to continually improve the FSMS		

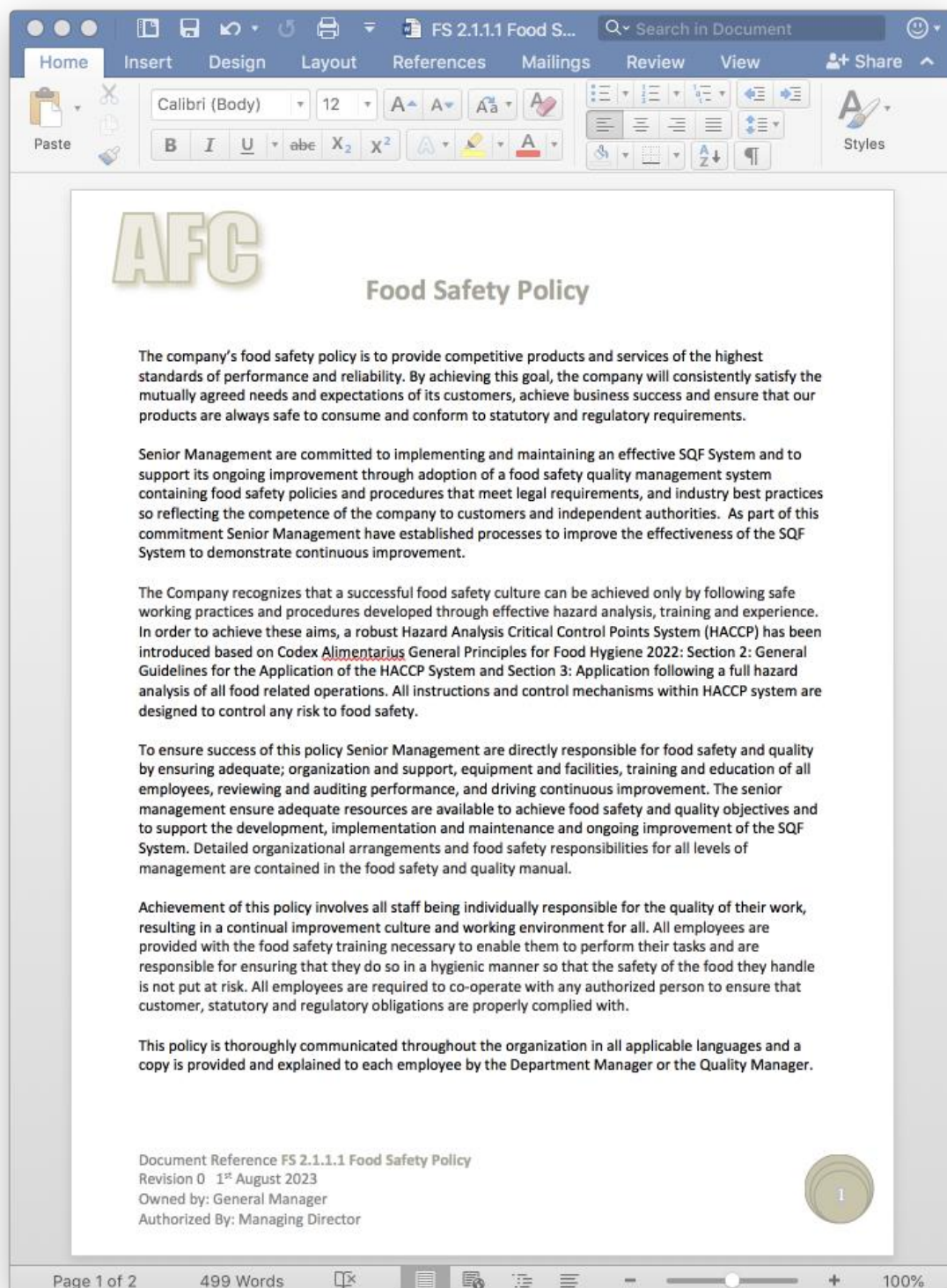
The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an SQF Practitioner
- ✓ Defined Communication Channels
- ✓ An Action Plan to lead and support a food safety culture within the site

SQF Food Safety Management System Implementation Workbook

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:

Food Safety Policy and Objectives



SQF Food Safety Management System Implementation Workbook

Senior Management Define the Scope of the Food Safety Management System:

The scope of the Food Safety Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the SQF Food Safety Code for Manufacturing Edition 9.

The scope of the Food Safety Management System includes all customer, statutory and regulatory documents applicable to the business:

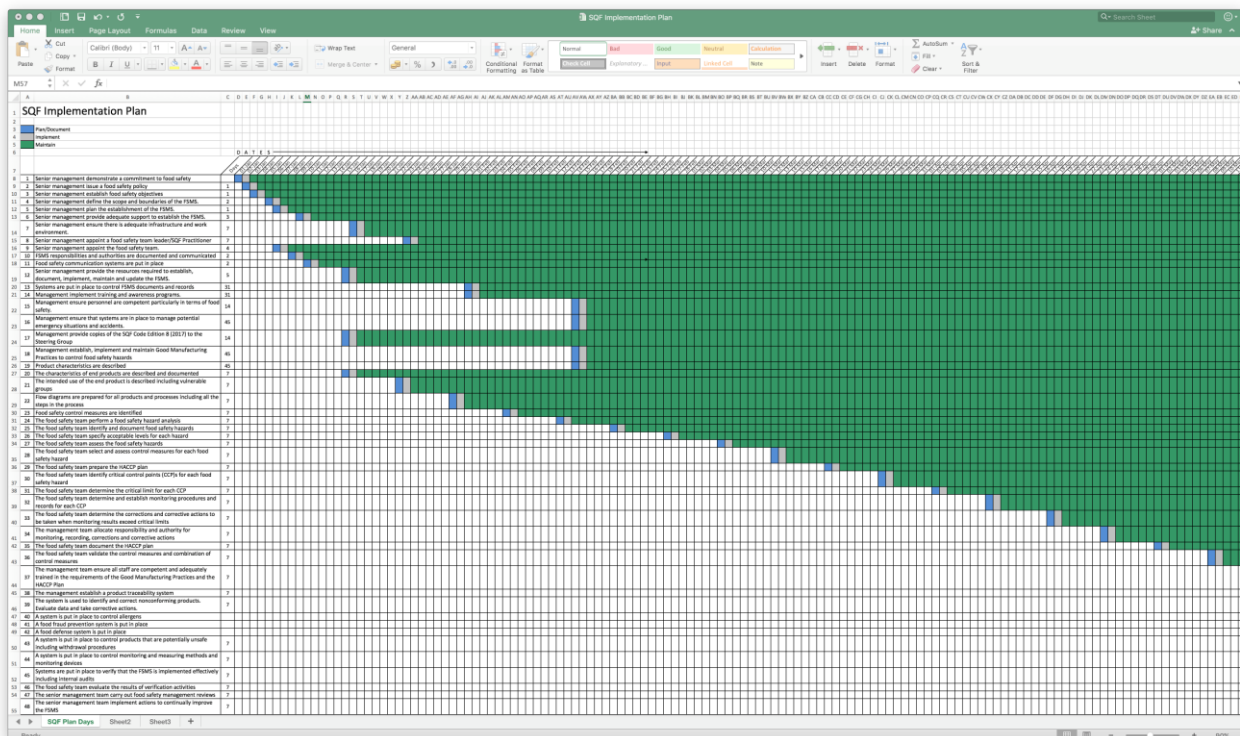
- Food Regulations
- National/International Standards
- Customer Codes of Practice
- [Food Safety Modernization Act \(FSMA\) Rules \(if applicable\)](#)

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and Hazard Analysis.

Where products or services are outsourced the organization assumes full control of this process.

Senior Management Establish the Project Plan

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



SQF Food Safety Management System Implementation Workbook

Senior Management provide adequate support to establish the FSMS

Senior management establish and provide adequate support to establish the FSMS including the resource required to complete the implementation plan, establish, implement and maintain the Food Safety Management System, conduct Internal Audits and Monitor & Measure.

Action (vi)	Senior management provide adequate support to establish the FSMS	
	Resource requirement	Details
	Food Safety Team Leader/SQF Practitioner/PCQI	
	Food Safety Team	
	FSMS Steering Group	
	Trainers	
	Internal Auditors	

SQF Food Safety Management System Implementation Workbook

Senior Management establish and provide Infrastructure and Work Environment Requirements

Senior Management provide the Infrastructure and Work Environment required to establish the Food Safety Management System. Having assessed the resources required to implement, maintain, and improve the Food Safety Management System, these resources should be provided including:

- Building and Maintenance requirements identified in Step 2
- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

Action (vii)	Senior management ensure there is adequate infrastructure and work environment	
	Infrastructure/Work environment requirements	Details

SQF Food Safety Management System Implementation Workbook

Remember the SQF Practitioner is verified by the SQF Auditor at each Audit to ensure:

- ✓ *They are employed by the Supplier as a permanent full time employee and hold a position of responsibility in managing of the Food Safety Management System*
- ✓ *Have completed a HACCP Training Course and be experienced and competent to implement and maintain HACCP Plans*
- ✓ *Have an understanding of the SQF Food Safety Code for Manufacturing Edition 9 (Completion of the "Implementing SQF Systems Training Course Exam" would meet this requirement)*

The SQF Practitioner is also likely to be the PCQI: Preventive controls qualified individual means a qualified individual who has successfully completed training in the development and application of risk-based preventive controls at least equivalent to that received under a standardized curriculum recognized as adequate by FDA or is otherwise qualified through job experience to develop and apply a food safety system.

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Safety Team Leader		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Distribution Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Purchasing Manager		
Customer Service Manager		
Laboratory Manager		

SQF Food Safety Management System Implementation Workbook

Senior Management Establish Food Safety Management System Steering Group

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Senior Management Establish a Food Safety Team

Food Safety and Quality Audit Team			
FSMS Audit Team	Name	Position	Qualification

SQF Food Safety Management System Implementation Workbook

Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Extortion or Sabotage		General Manager	
Product Safety or Quality		Quality Manager	

SQF Food Safety Management System Implementation Workbook

Senior Management Establish Food Safety Responsibility & Authority Levels

Example Key Responsibilities

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications Leads Food Fraud Team Develops Food Fraud Mitigation Plans
	Quality Manager	Supplier Approval Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform supplier audits and review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare Purchase Order and Delivery note or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles Report Non-conformances at Receipt and in Storage
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to


FS 2.5.3C Preventative Action Request
FS 2.5.4 Internal Audits and Inspections
FS 2.5.4A Audit and Inspection Schedule
FS 2.6.1 Product Identification
FS 2.6.2 Product Trace
FS 2.6.2A Traceability System Diagram
FS 2.6.2B Batch Identification System
FS 2.6.2C Label Retention and Check
FS 2.6.3 Product Withdrawal and Recall
FS 2.6.3A FDA Recall Template
FS 2.6.4 Crisis Management Planning
FS 2.7.1 Food Defense Plan
FS 2.7.1A Food Defense Threat Assessment
FS 2.7.2 A Food Fraud Assessment Instructions
FS 2.7.2 Food Fraud
FS 2.7.2A Food Fraud Assessment Template
FS 2.8 Allergen Management
FS 2.8.1A Allergen Management Tool
FS 2.8.1B Allergen Clean Validation
FS 2.8.1C Allergen Clean Verification
FS 2.8.1D Appendix Ingredient Allergen Management - Color Coding
FS 2.8.1E Allergens
FS 2.8.1F Allergen Management Records
FS 2.9 Training
FS 2.9A Sample Work Instruction

PowerPoint Slide Show - [SQF Documents & Records]

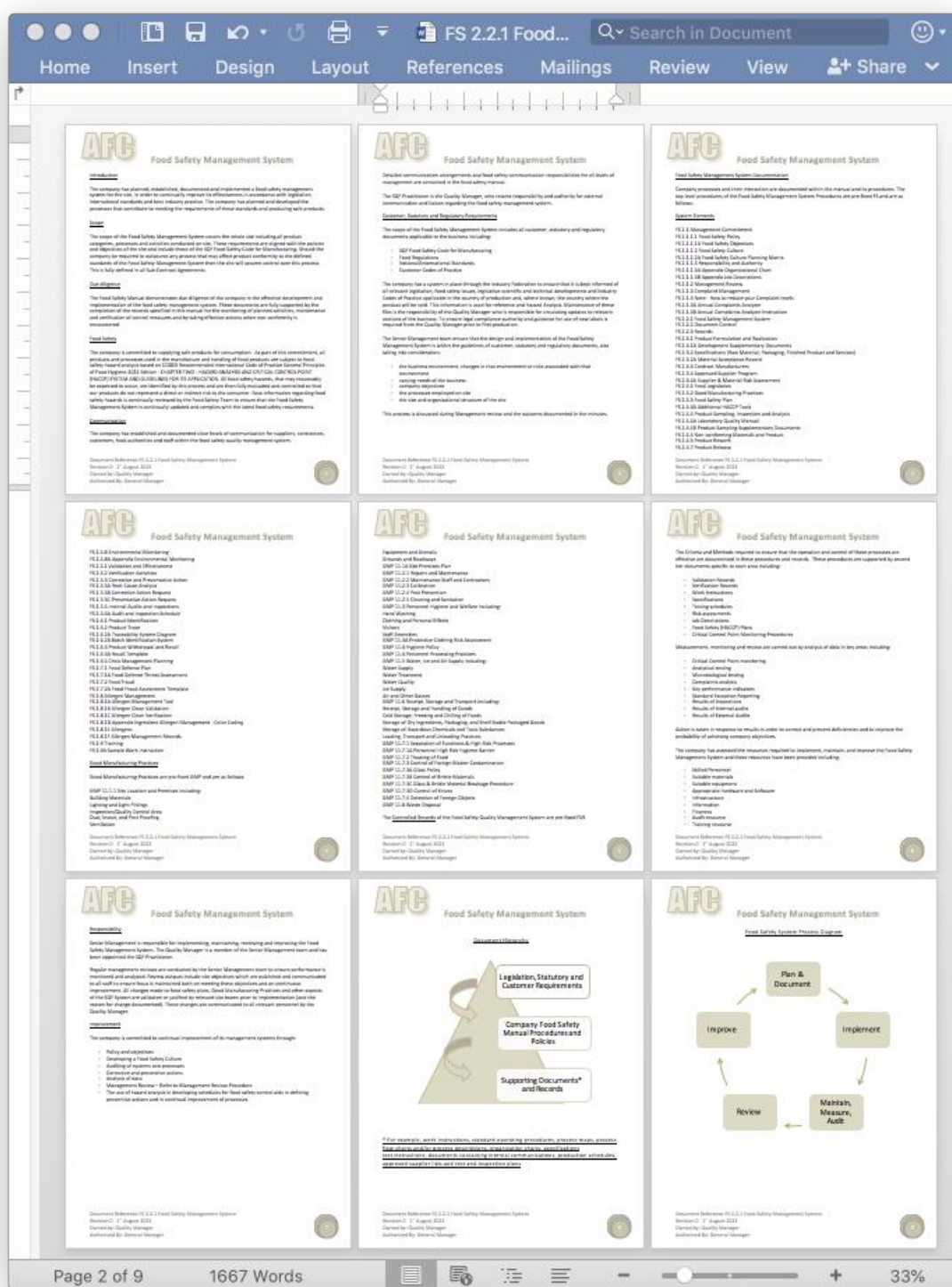
SQF Code 2.2 Document Control and Records

2.2.1 Food Safety Management System (Mandatory)
A food safety management system must be documented and maintained including:

- ✓ Food safety policies and methods
- ✓ Organization chart
- ✓ The processes and products included in the scope of certification
- ✓ Food safety regulations that apply
- ✓ Raw material, ingredient, packaging, and finished product specifications
- ✓ Food safety procedures, pre-requisite programs, food safety plans and process controls that impact product safety
- ✓ Other documentation

 TCI SYSTEMS

SQF Food Safety Management System Implementation Workbook



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

SQF Food Safety Management System Implementation Workbook

Setting Up Your Food Safety Management System Documentation

It is important to start off your project with an agreed template for your documents and records. The documents 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 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 agree on a template for your documents. The documents 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 documents into your template as you go along developing your system.

You can edit the main text

You can edit the footer

The screenshot shows a PowerPoint slide titled 'Document Control' from a presentation titled 'PowerPoint Slide Show - [SQF System Elements FSMS Guide]'. The slide displays a document template for 'Document Control' with the 'AFC' logo in the header. The document content includes sections for 'Introduction', 'Scope', 'Purpose', 'References', 'Procedures', and 'Records'. Callouts with red boxes point to specific areas: 'You can edit the header' points to the top section, 'You can edit the main text' points to the 'Procedures' section, and 'You can edit the footer' points to the bottom section. The footer includes 'Page 1 of 3', 'About 808 Words', and 'English (US)'.

PowerPoint Slide Show - [SQF System Elements FSMS Guide]

Document Control

Setting Up Your Food Safety Management System

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

The documents 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 documents into your template as you go along developing your system.

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

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SQF Food Safety Management System Implementation Workbook

Food Safety Management System Record Templates

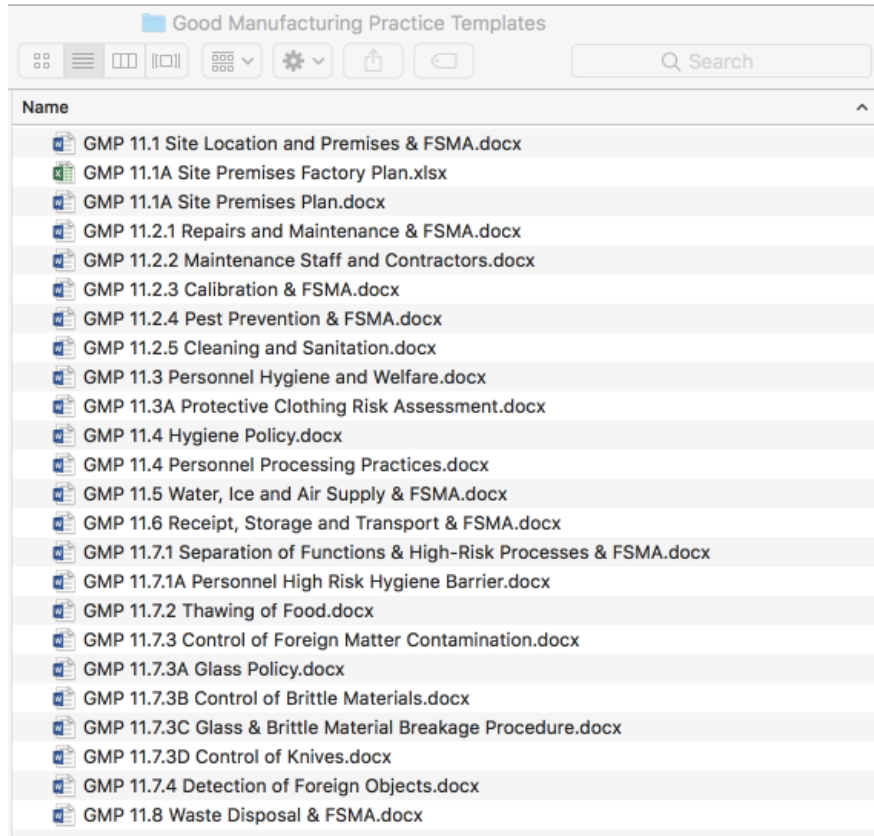
A range of sample food safety record templates are included in the package:



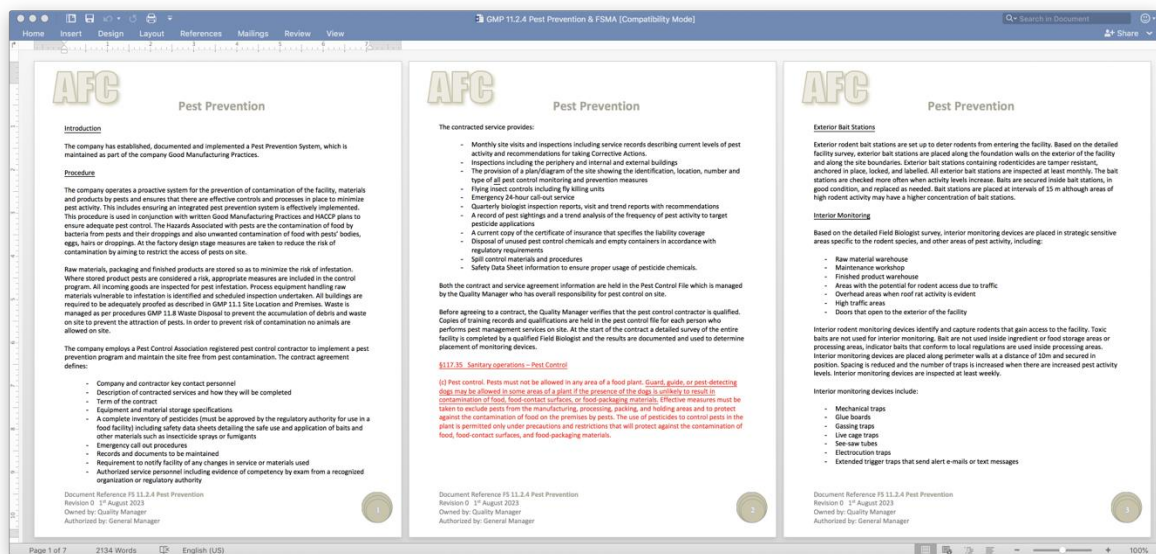
SQF Food Safety Management System Implementation Workbook

Step Four: Good Manufacturing Practices Implementation

The SQF Food Safety Management System Implementation Package contains a comprehensive Good Manufacturing Practice procedural templates 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.



Step Five: Project SQF Implementation

The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

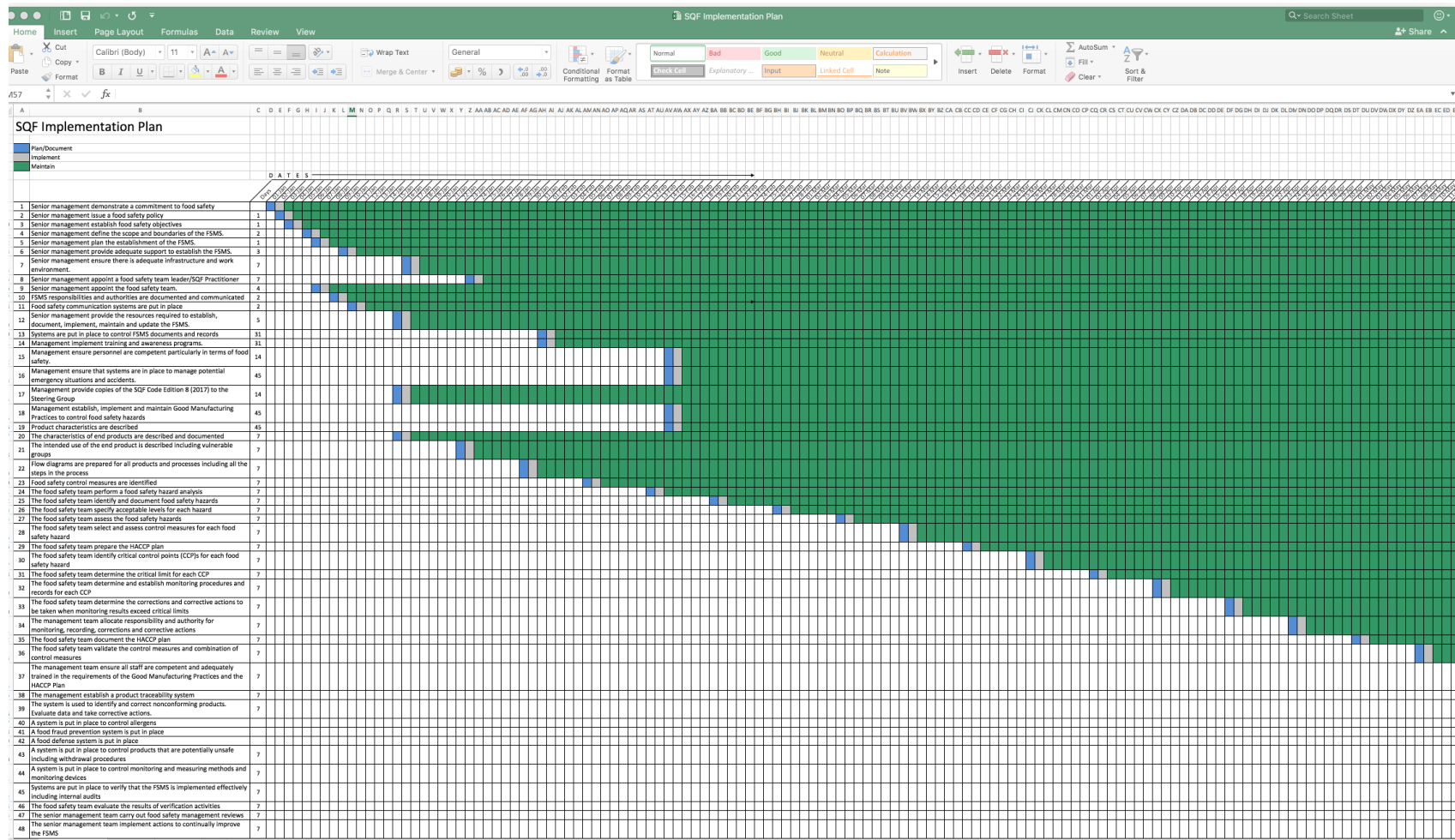
- ✓ Make sure that the Steering Group are established and briefed
- ✓ Make sure that the Steering Group take control of the Project Plan established by Senior Management

Food Safety Management System Steering Group			
FSMS Team Member	Name	Position	Qualification
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

SQF Food Safety Management System Implementation Workbook

Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.



SQF Food Safety Management System Implementation Workbook

Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy and objectives	Senior Management Team	Completed in Step 2		
3)	Senior management plan to establish a food safety culture	Senior Management Team	Completed in Step 2		
4)	Senior management define the scope and boundaries of the FSMS	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2		
8)	Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 2		
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2		
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2		
12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 2		
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use FS 2.2.2 Document Control & FS 2.2.3 Record Control		

SQF Food Safety Management System Implementation Workbook

GMP 11.6 Receipt, Storage and Transport

The screenshot displays a Microsoft Word document titled "GMP 11.6 Receipt, Storage and Transport". The document is structured into four pages, each featuring the "AFC" logo and the title "Receipt, Storage and Transport".

Page 1: Contains an "Introduction" section stating the company's commitment to safe receipt, storage, and transport. It also includes "Storage Good Manufacturing Practices" detailing material handling, storage areas, and stock levels.

Page 2: Continues the "Storage Good Manufacturing Practices" section, focusing on "Chilled Storage" requirements, including temperature monitoring and equipment maintenance.

Page 3: Details "Chilled Storage Area Equipment Breakdown" and "Frozen Storage" requirements, including temperature monitoring and equipment maintenance.

Page 4: Continues the "Frozen Storage" section, detailing "Condensation and Defrosting" requirements and equipment maintenance.

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SQF Food Safety Management System Implementation Workbook

Project Tasks 19 – 33

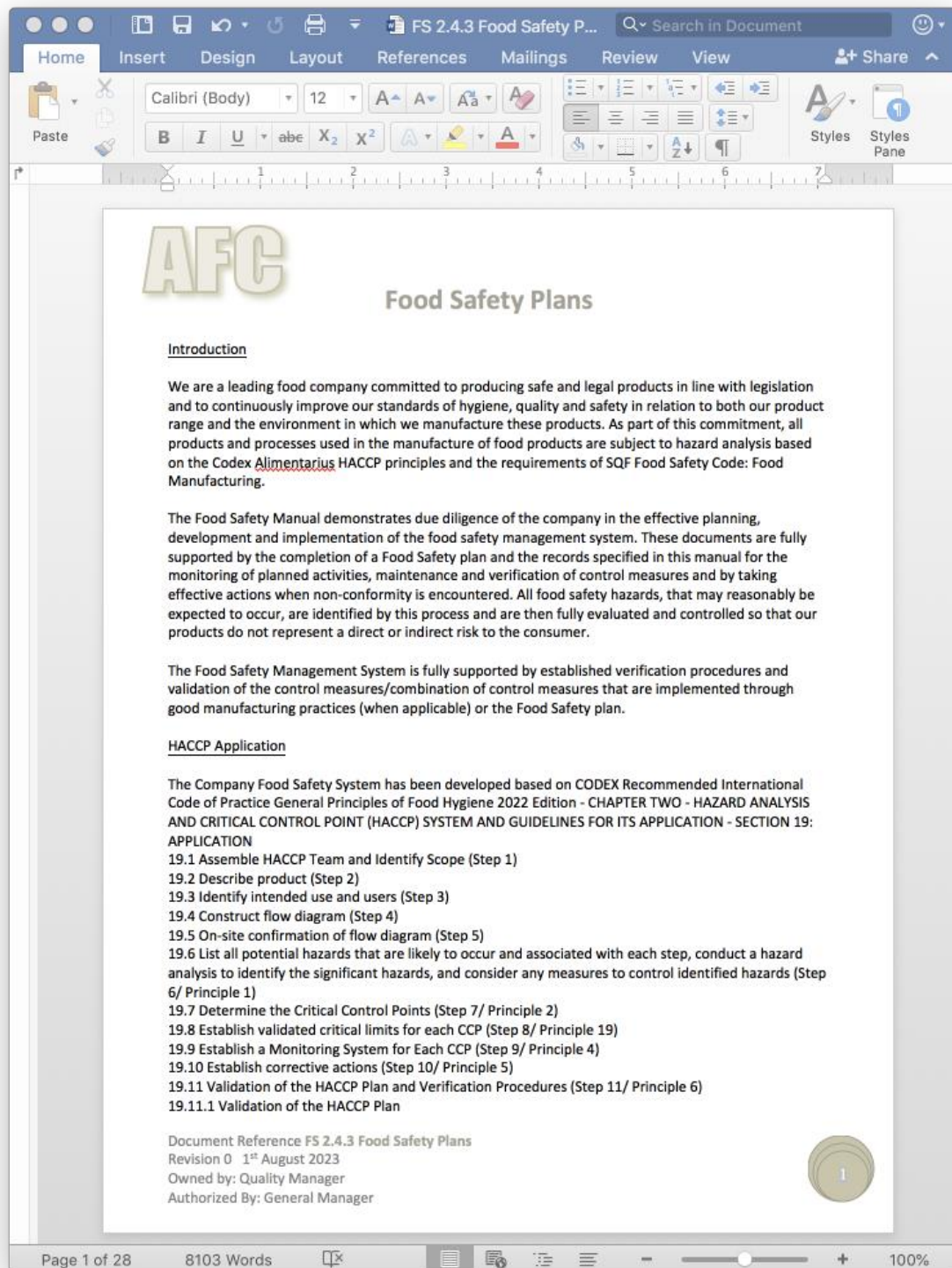
Project Tasks 19 – 33 are to be completed by the Food Safety Team. Guidelines for these tasks are included in Step 6 HACCP Implementation Section.

The tasks are based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 19: APPLICATION

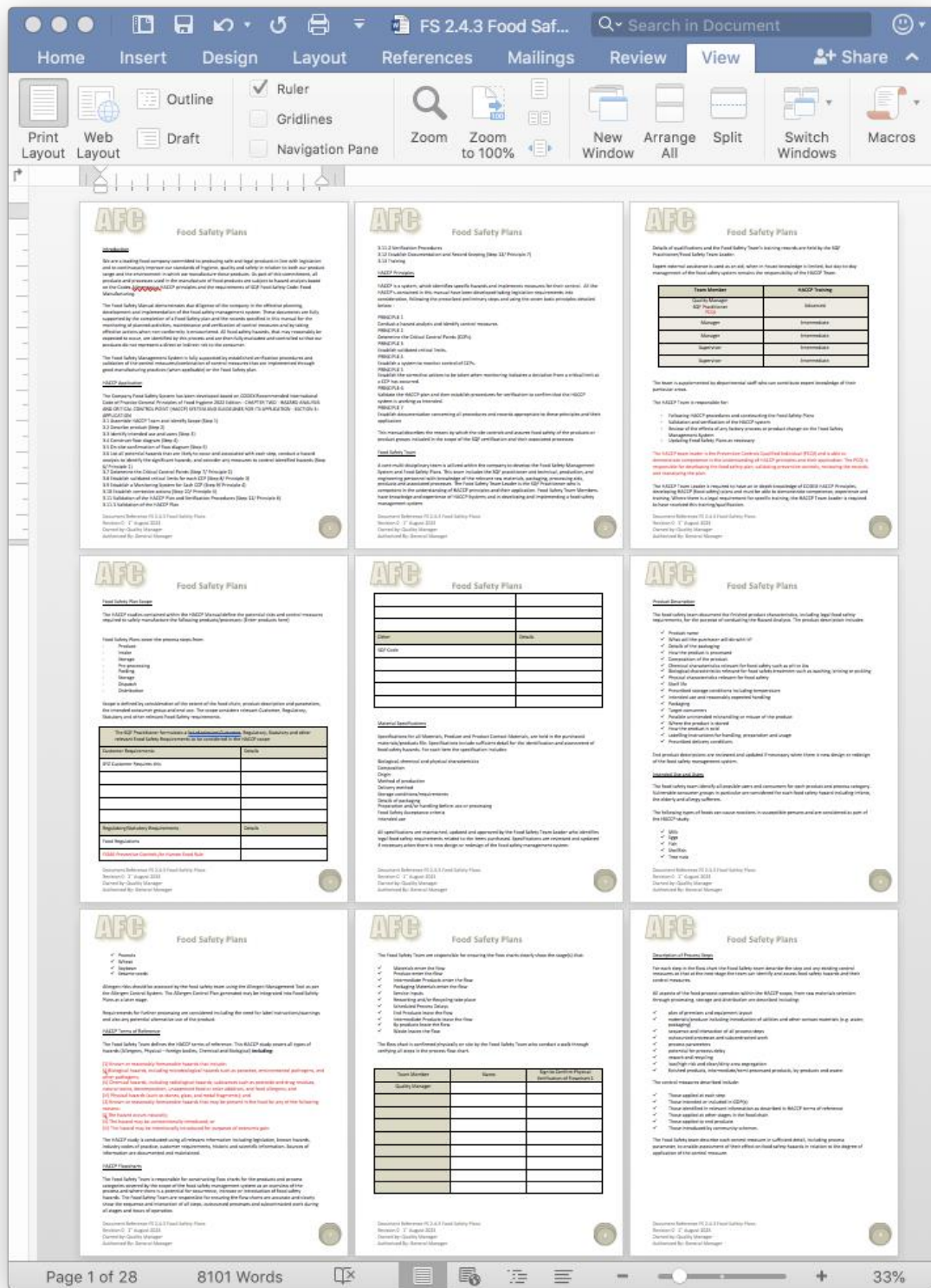
19)	Assemble HACCP Team and Identify Scope (Step 1)
20)	Describe product (Step 2)
21)	Identify intended use and users (Step 3)
22)	Construct flow diagram (Step 4)
23)	On-site confirmation of flow diagram (Step 5)
24)	List all potential hazards that are likely to occur and associated with each step (Step 6/ Principle 1)
25)	Conduct a hazard analysis to identify the significant hazards (Step 6/ Principle 1)
26)	Consider any measures to control identified hazards (Step 6/ Principle 1)
27)	Determine the Critical Control Points (Step 7/ Principle 2)
28)	Establish validated critical limits for each CCP (Step 8/ Principle 19)
29)	Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
30)	Establish corrective actions (Step 10/ Principle 5)
31)	Validation of the HACCP Plan (Step 11/ Principle 6)
32)	Establish Verification Procedures
33)	Establish Documentation and Record Keeping (Step 12/ Principle 7)

Step Six: HACCP Implementation Guide

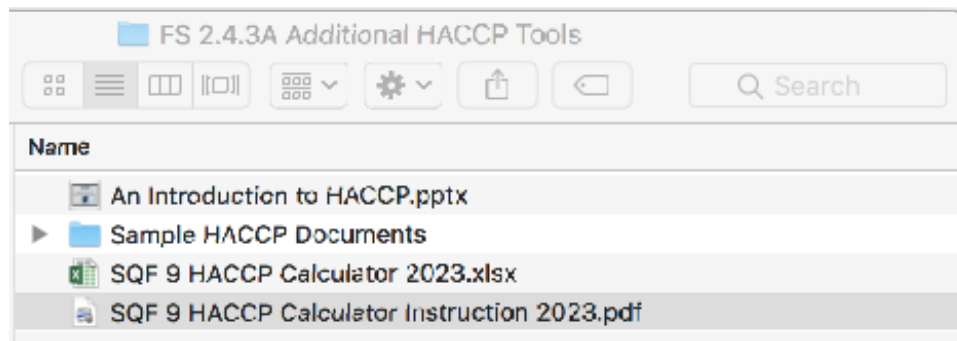
Included in the package are FS 2.4.3 Food Safety Plan and supplementary HACCP documents in the Additional HACCP Tools Folder including the SQF 9 CODEX HACCP Calculator 2023 and Instructions:



SQF Food Safety Management System Implementation Workbook



SQF Food Safety Management System Implementation Workbook



The main tool here is the SQF 9 HACCP Calculator 2023

HACCP CALCULATOR CODEX & SQF 9 2023

Hazard Identification and Evaluation

Decision Tree **

Preventive Control Summary

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Preventive Control Category (GMPs)	Control Measures & Limits/Critical Limits	Specific Procedures	Monitoring/Prescribed Responsibility	Corrections & Corrective Action	Responsibility & Authority	HACCP Record	Verification Method and Record	Validation
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	CDM on Receipt Salmonella absent in Dg	New Material A Accepted	Goods in - Initial Acceptance QA - Release to production	Repeat if out of Specification, hold if no CDA	Warehouse Manager	Material QA Clearance Label Material Release Checklist Goods in Checklist	Periodic raw material sampling in per testing schedule, internal Audit	New Material A Preventive Control Validation Record
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							

HACCP CALCULATOR CODEX & SQF 9 2023

Hazard Identification and Evaluation

Decision Tree **

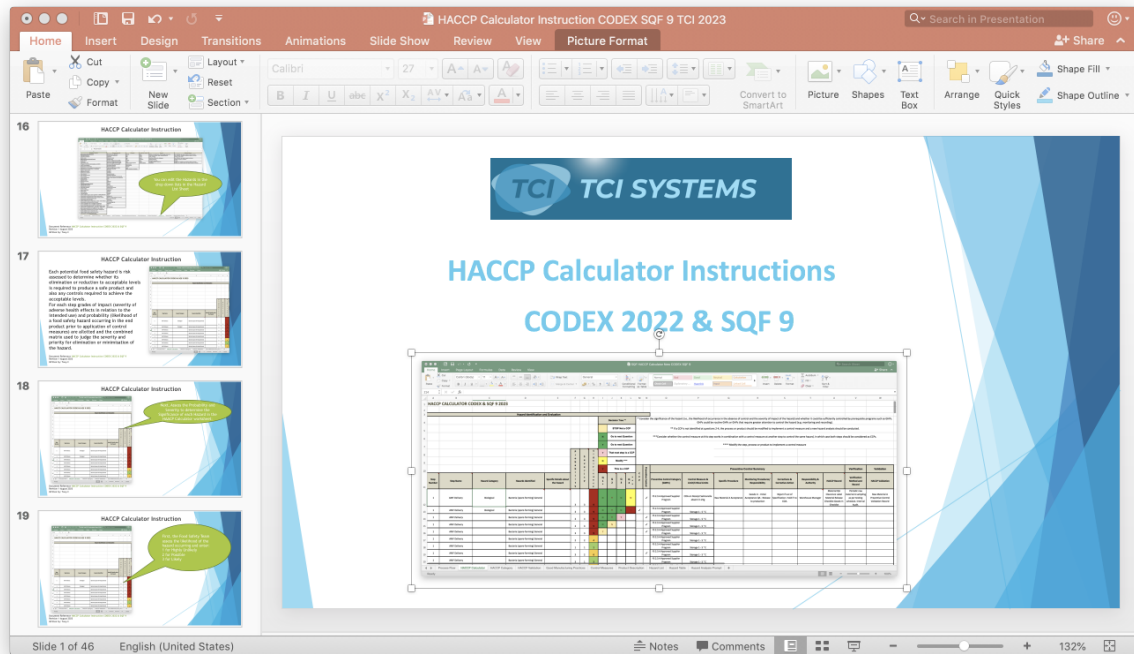
Preventive Control Summary

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Preventive Control Category (GMPs)	Control Measures & Limits/Critical Limits	Specific Procedures	Monitoring/Prescribed Responsibility	Corrections & Corrective Action	Responsibility & Authority	HACCP Record	Verification Method and Record	Validation
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	CDM on Receipt Salmonella absent in Dg	New Material A Accepted	Goods in - Initial Acceptance QA - Release to production	Repeat if out of Specification, hold if no CDA	Warehouse Manager	Material QA Clearance Label Material Release Checklist Goods in Checklist	Periodic raw material sampling in per testing schedule, internal Audit	New Material A Preventive Control Validation Record
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							
1	AMF Delivery	Biological	Bacteria (spore-forming) General		FS 2.3.4 Approved Supplier Program	Storage 1 - 5 °C							

SQF Food Safety Management System Implementation Workbook

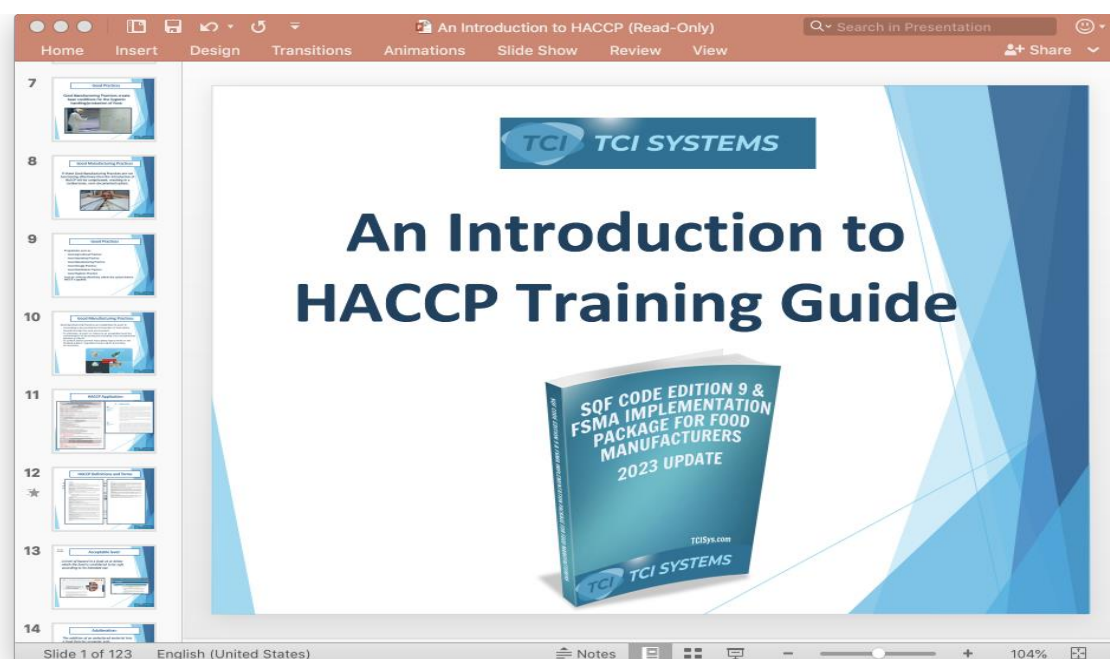
The SQF 9 HACCP Calculator 2023 Instructions

Follow the step by step guide to implementing your HACCP using the documents supplied and the SQF 9 HACCP Calculator 2023. **These instructions need to be read and understood and used in conjunction with this Implementation Workbook**



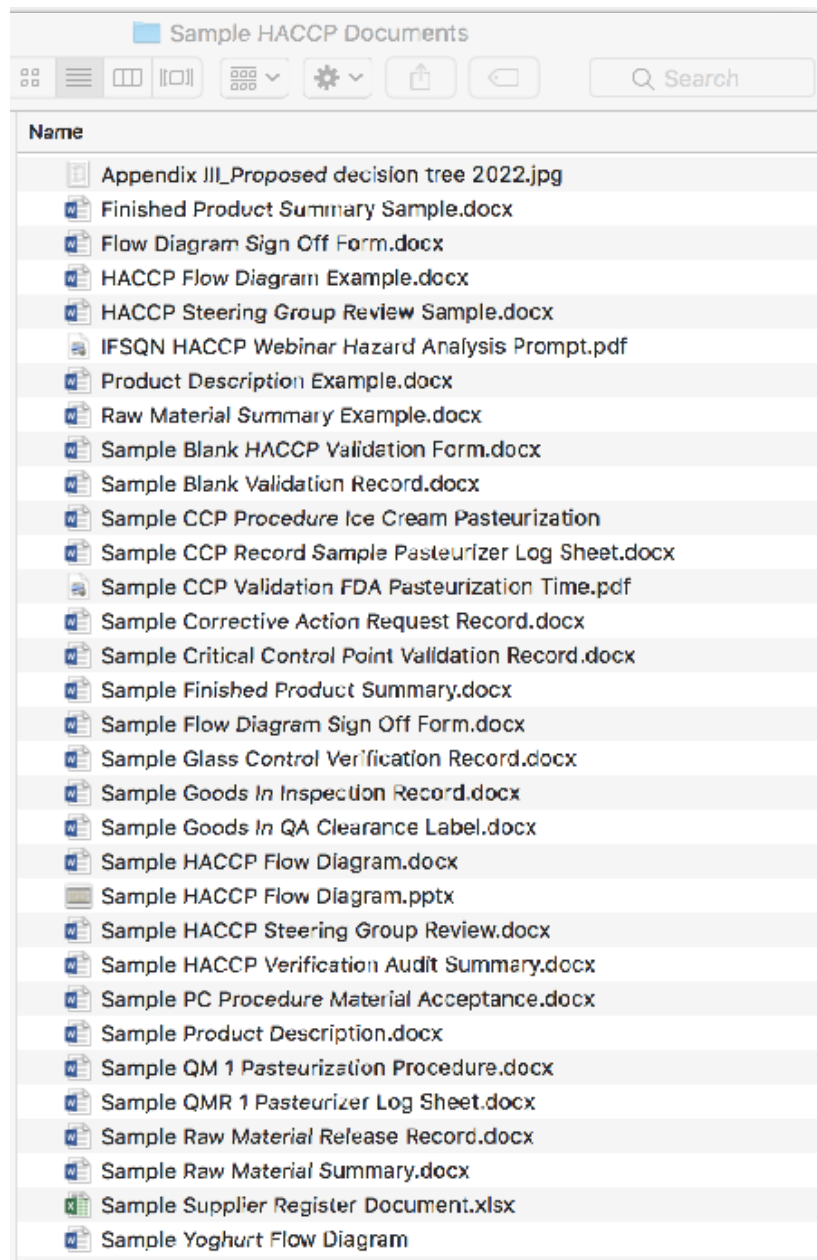
HACCP Training PowerPoint Presentation

This folder also contains an Introduction to HACCP Training PowerPoint Presentation which is supplied to introduce your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilize the HACCP Calculator in implementing your HACCP system.



SQF Food Safety Management System Implementation Workbook

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

HACCP Application

The Food Safety System needs to be developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition - CHAPTER TWO - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 19: APPLICATION

- 19.1 Assemble HACCP Team and Identify Scope (Step 1)
- 19.2 Describe product (Step 2)
- 19.3 Identify intended use and users (Step 3)
- 19.4 Construct flow diagram (Step 4)
- 19.5 On-site confirmation of flow diagram (Step 5)
- 19.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
- 19.7 Determine the Critical Control Points (Step 7/ Principle 2)
- 19.8 Establish validated critical limits for each CCP (Step 8/ Principle 19)
- 19.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
- 19.10 Establish corrective actions (Step 10/ Principle 5)
- 19.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
 - 19.11.1 Validation of the HACCP Plan
 - 19.11.2 Verification Procedures
 - 19.11.3 Establish Documentation and Record Keeping (Step 12/ Principle 7)
- 19.12 Training

Task 19 Assemble HACCP Team and Identify Scope

The Food Safety Team is confirmed and trained and the HACCP Scope is defined

Food Safety Team

A core multi-disciplinary team needs to be utilized to develop the Food Safety Management System and Food Safety Plans. This team must include a Food Safety Team Leader (Normally the SQF practitioner) and technical, production, and engineering personnel with knowledge of the relevant raw materials, packaging, processing aids, products and associated processes.

The Food Safety (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.

Expert external assistance may be 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.

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Confirmation of the Food Safety Team and Training

Team Member	HACCP Training
Quality Manager SQF Practitioner	Advanced

Food Safety Plan Scope

The Food Safety Team need to define the scope of the hazard study and the potential risks and control measures required to safely manufacture relevant products/processes.

Food Safety Plans need to cover the process steps from:

- Supplier
- Intake
- Storage
- Processing
- Packing
- Storage
- Dispatch
- Distribution

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use. The scope considers relevant Customer, Regulatory, Statutory and other relevant Food Safety requirements.

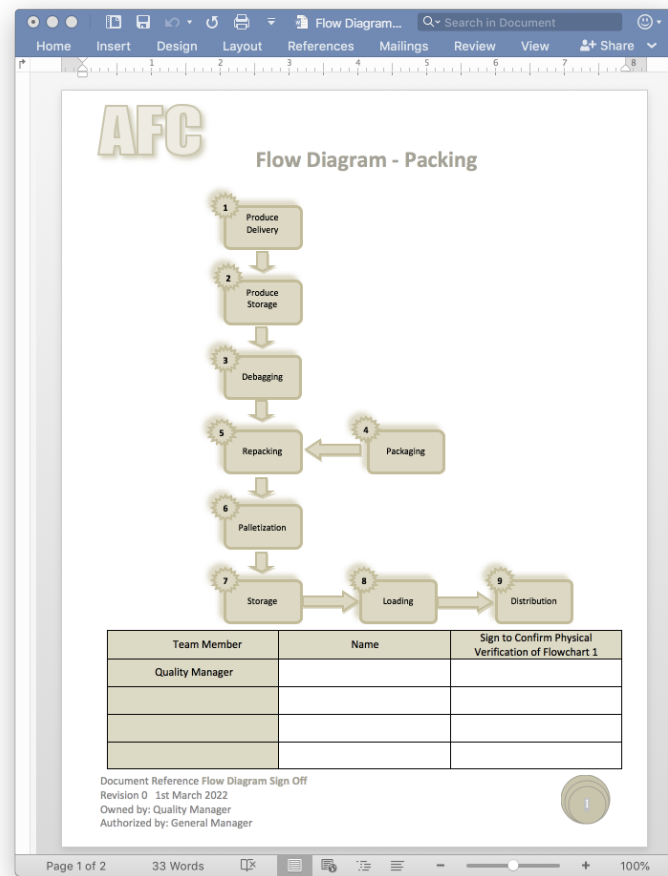
The HACCP study needs to cover all types of hazards (Allergens, Physical – foreign bodies, Chemical and Biological).

The HACCP study should be conducted using all relevant information including legislation, known hazards, industry codes of practice, customer requirements, historic and scientific information. Sources of information are documented and maintained.

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Task 23 On-site confirmation of flow diagram

The flow diagram should be confirmed physically on site by the Food Safety team who should conduct a walk through verifying all steps in the process.



Task 24 List all potential hazards that are likely to occur and associated with each step

The Food Safety Team should now identify and list all the potential hazards that are likely to occur and associated with each step for each product and process category.

The Food Safety Team should identify hazards taking into account the steps preceding and following the specified operation, process equipment, process service and surroundings and preceding and following links in the food chain.

The Food Safety Team should record the food safety hazards that are reasonably likely to occur for each product and process category in each process facility as identified by the information gathered in the steps so far:

- HACCP Scope
- Raw Materials
- Product Description
- Intended Use
- HACCP Flow charts
- Description of Process Steps

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In addition, Food Safety Hazards are identified and recorded based on:

- Experience (Food Safety Team knowledge)
- External Information such as epidemiological studies and other historical information relating to the product food safety
- Information from the Food Chain on Food Safety Hazards of relevance for intermediate products, end products and the product end of the food chain
- Customer complaints
- Previous internal non-conformances are used to help assess the risk.

This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

The food safety team can also use the HACCP Hazard Analysis Prompt included in the Sample HACCP Documents Folder to identify potential food safety hazards:

Hazard Analysis Prompt	
Hazard Analysis Prompt	Answers in Detail
Are the raw materials, ingredients or food contact packaging likely to have chemical, biological or physical hazards present?	
Are there any characteristics in the composition of the food during which can prevent a hazard? E.g. Preservatives, pH, Water Activity	
Does the food permit survival or multiplication of pathogens and at which stages?	
Does the process include a controllable step that destroys pathogens or their toxins? (Consider spores)	
Is it possible the product could be subject to recontamination?	
Is product contamination (consider direct and indirect contamination) with hazardous microbiological organisms from equipment, process environment or personnel likely to occur?	
Is product contamination (consider direct and indirect contamination) with hazardous chemical substances from equipment, process environment or personnel likely to occur?	
Is product contamination (consider direct and indirect contamination) with hazardous physical objects from equipment, process environment or personnel likely to occur?	
Is it likely that the food contains viable spore forming pathogens?	
Is it likely that the food contains viable non-spore forming pathogens?	
What is the normal microbial content of the food stored under proper conditions?	
Does the microbial population increase during the time the food is stored before consumption?	
Does that increase in microbial population alter the safety of the food?	
Does the layout of the facility provide an adequate separation of raw materials from ready-to-eat foods?	
Will the equipment provide the time and temperature control that is necessary to meet critical limits?	
Is the equipment reliable or is it prone to frequent breakdowns?	

Hazard Analysis Prompt

(iv) Transportation practices;	
(v) Manufacturing/processing procedures;	
(vi) Packaging activities and labelling activities;	
(vii) Storage and distribution;	
(viii) Intended or reasonably foreseeable use;	
(ix) Sanitation, including employee hygiene; and	
(x) Any other relevant factors, such as the temporal (e.g., weather-related) nature of some hazards (e.g., levels of some natural toxins).	
The hazard identification process should consider known or reasonably foreseeable hazards including:	
(i) Biological hazards, including microbiological hazards such as parasites, environmental pathogens, and other pathogens	
(ii) Chemical hazards, including radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens	
(iii) Physical hazards (such as stones, glass, and metal fragments)	
The hazard evaluation must include an evaluation of environmental pathogens whenever a ready-to-eat food is exposed to the environment prior to packaging and the packaged food does not receive a treatment or otherwise include a control measure (such as a formulation lethal to the pathogen) that would significantly minimize the pathogen.	
The hazard identification process should consider known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:	
(i) The hazard occurs naturally; such as toxin production (such as aflatoxins or mycotoxins)	
(ii) The hazard may be unintentionally introduced; or (such as chemical contamination)	
(iii) The hazard may be intentionally introduced for purposes of economic gain. (such as melamine)	



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The food safety team can also use the Hazard & Control Measure Identification Form included in the Sample HACCP Documents Folder to log Hazards & Control Measures:

[illegible]

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Task 25 Conduct a hazard analysis to identify the significant hazards

The food safety team perform a food safety hazard analysis to identify and document significant food safety hazards

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer.

Step Number	Step Name	Hazards Identified
1	Delivery of Material A	Stones
1	Delivery of Material A	Campylobacter spp.
1	Delivery of Material A	Contamination with Bacteria from pests
1	Delivery of Material A	Pesticides

This information can be logged in the SQF 9 HACCP Calculator 2023:

Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

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For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimization of the hazard. The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration.

This process is assisted using the worksheet Hazard Calculator of SQF 9 HACCP Calculator 2023:

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Probability	Severity	Significance
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	2	6
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	9
1	AMF Delivery		Bacteria (spore-forming) General		1	3	3
1	AMF Delivery		Bacteria (spore-forming) General		3	3	9
1	AMF Delivery		Bacteria (spore-forming) General		3	3	9

Taking these factors into account a rating is given for probability and severity. Use the SQF 9 HACCP Calculator 2023 to assist

Firstly, the Food Safety Team assess the likelihood of the hazard occurring:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

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Then the Food Safety Team assess the severity of the hazard:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team should determine all the Significant Food Safety Hazards which score a 9 as highlighted in red.

All of the food safety hazards that score a 9 are regarded as significant and form the Significant Food Safety Hazard List.

The SQF HACCP Calculator provided can be used to assist in this process.

HACCP Calculator Instruction

Next, Assess the Probability and Severity to determine the Significance of each Hazard in the HACCP Calculator worksheet:

Step Number	Step Name	Hazard Category	Hazard Identified	Specific Details about the Hazard
1	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
2	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
3	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
4	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
5	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
6	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
7	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
8	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
9	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1
10	AMF Delivery	Biological	Bacteria (spore-forming) General	3 2 1

Task 26 Consider any measures to control identified hazards

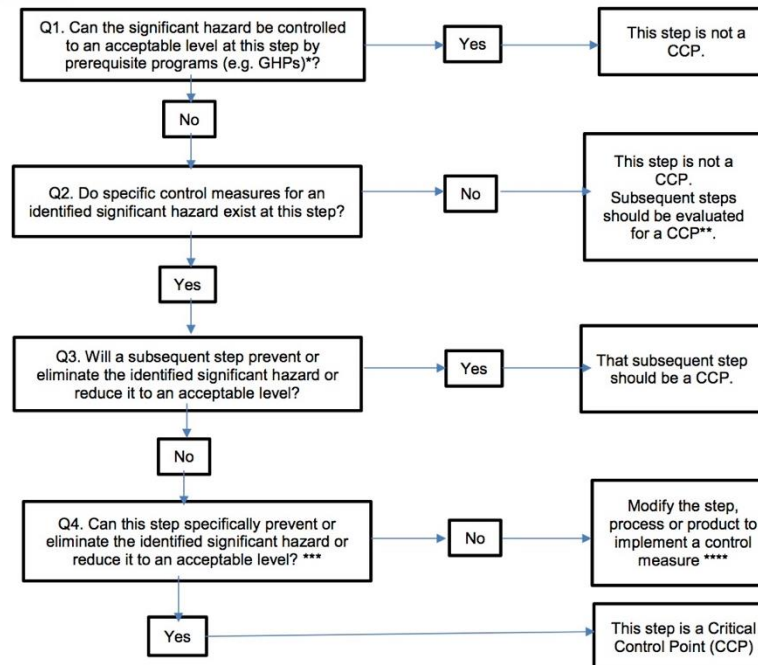
For each step in the flow diagram the Food Safety team should describe the step and the control measures so that at the next stage the team can identify and assess food safety hazards and their control measures. The control measures to be described include:

- Those applied at each step
- Those intended or included in PRP(s)
- Those identified in relevant information as described in HACCP scope
- Those applied at other stages in the food chain
- Those applied to end products
- Those introduced by community schemes

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Task 27 The food safety team identify critical control points (CCP)s for significant food safety hazards

Hazard Assessment is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the Food Safety/HACCP Plan. Significant hazards that are not critical are also validated.



* Consider the significance of the hazard (i.e., the likelihood of occurrence in the absence of control and the severity of impact of the hazard) and whether it could be sufficiently controlled by prerequisite programs such as GHPs. GHPs could be routine GHPs or GHPs that require greater attention to control the hazard (e.g. monitoring and recording).

** If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.

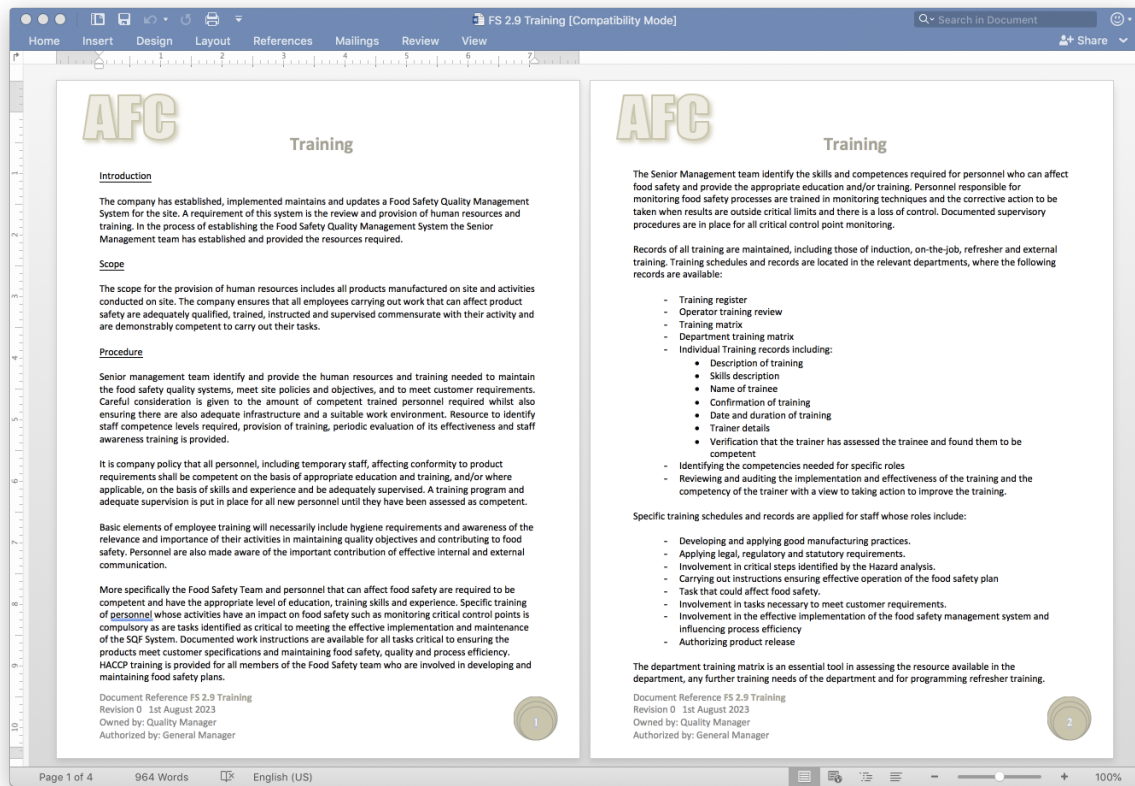
*** Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.

**** Return to the beginning of the decision tree after a new hazard analysis.

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Step Seven: Training

A significant part of the implementation process is training. FS 2.9 Training procedure template is provided.



A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

The image shows a Microsoft Excel spreadsheet titled "FS 2.9 Training Matrix Template". The spreadsheet is a training matrix for 9 employees (0001 to 0009) across various departments (Production, Processing, Warehouse, Goods In, General, Dispatch, Quality). The matrix tracks training completion for various tasks, categorized into CCP Prerequisite Training, OPR, PRP, and Record Completion Training. The tasks listed in the columns include: CCP 1, CCP 2, CCP 3, CCP 4, CCP 5, CCP 6, CCP 7, CCP 8, CCP 9, CCP 10, CCP 11, CCP 12, CCP 13, CCP 14, CCP 15, CCP 16, CCP 17, CCP 18, CCP 19, CCP 20, CCP 21, CCP 22, CCP 23, CCP 24, CCP 25, CCP 26, CCP 27, CCP 28, CCP 29, CCP 30, CCP 31, CCP 32, CCP 33, CCP 34, CCP 35, CCP 36, CCP 37, CCP 38, CCP 39, CCP 40, CCP 41, CCP 42, CCP 43, CCP 44, CCP 45, CCP 46, CCP 47, CCP 48, CCP 49, CCP 50, CCP 51, CCP 52, CCP 53, CCP 54, CCP 55, CCP 56, CCP 57, CCP 58, CCP 59, CCP 60, CCP 61, CCP 62, CCP 63, CCP 64, CCP 65, CCP 66, CCP 67, CCP 68, CCP 69, CCP 70, CCP 71, CCP 72, CCP 73, CCP 74, CCP 75, CCP 76, CCP 77, CCP 78, CCP 79, CCP 80, CCP 81, CCP 82, CCP 83, CCP 84, CCP 85, CCP 86, CCP 87, CCP 88, CCP 89, CCP 90, CCP 91, CCP 92, CCP 93, CCP 94, CCP 95, CCP 96, CCP 97, CCP 98, CCP 99, CCP 100, CCP 101, CCP 102, CCP 103, CCP 104, CCP 105, CCP 106, CCP 107, CCP 108, CCP 109, CCP 110, CCP 111, CCP 112, CCP 113, CCP 114, CCP 115, CCP 116, CCP 117, CCP 118, CCP 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1706, CCP 1707, CCP 1708, CCP 1709, CCP 1710, CCP 1711, CCP 1712, CCP 1713, CCP 1714, CCP 1715, CCP 1716, CCP 17

SQF Food Safety Management System Implementation Workbook

Job Descriptions should be available for staff with responsibility for food safety & legality. All staff should be briefed and aware of their responsibilities. FS 2.1.1.3B Appendix Job Descriptions template gives sample Management Job Descriptions.

AFC Sample Job Descriptions

Job Title: Quality Manager

Reports to: General Manager

Reporting Personnel: Assistant Quality Manager (Nominated Deputy), Laboratory Manager, Product Development Technician

Contacts: Employees, Manufacturers/Suppliers, Contractors, Heads of Departments, Customers

Qualifications: Formal qualifications in food technology or science to degree level or equivalent. At least 5 years' senior management experience in a technical position in the food industry. Minimum qualifications for this position include being qualified in HACCP implementation, having an understanding of the SQF Food Safety Code for Manufacturing and being capable of implementing and maintaining an SQF System relevant to the site's scope of certification.

Objective: The Quality Manager oversees the implementation of food safety management systems to ensure the effective and safe manufacture of the company's products.

Responsibilities: General maintenance of the company food safety management system thus providing a "due diligence" defense for the site. Overview control of the quality assurance function with responsibility for maintenance of site certification, training and site hygiene. As Food Safety Team Leader develops and maintains a HACCP System, including HACCP plans for all products. Overview of control and response to all customer complaints.

Document Reference FS 2.1.1.3B Appendix Job Descriptions
Revision 0 1st August 2023
Owned by: General Manager
Authorized By: Chief Executive

For each employee and individual training record should be completed. FSR 002 Training Record is provided in the documentation pack as a template:

AFC Training Record

Name: _____ **Employee Number:** _____

Company Start Date: _____ **Position:** _____

Prior External Qualification(s), Skills & Experience:

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
Weeks 5 - 13	Environment and Waste Management			
	Packing Procedure			
	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

Document Reference FSR 002 Training Record
Revision 0 8th August 2023
Owned by: Operations Manager
Authorised by: General Manager

SQF Food Safety Management System Implementation Workbook

In Task 34 The management team ensure all staff are competent and adequately trained in the requirements of the Good Manufacturing Practices and the Food Safety HACCP Plan

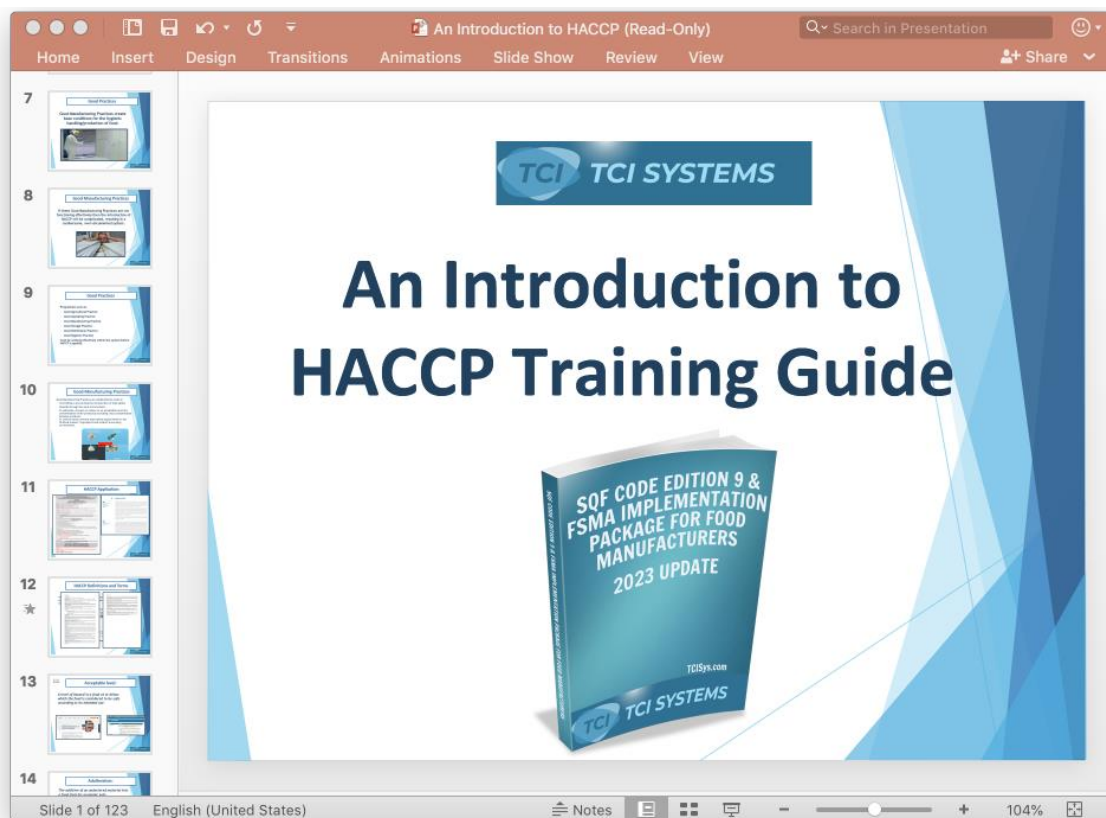
Basic Site Training should be given to all staff and also training in:

- ✓ Implementing HACCP for staff involved in developing and maintaining food safety plans;
- ✓ Monitoring and corrective action procedures for all staff engaged in monitoring preventive controls and critical control points (CCPs);
Personal hygiene for all staff involved in the handling of food products and food contact surfaces;
Good Manufacturing Practices and work instructions for all staff engaged in food handling, food processing, and equipment;
- ✓ Sampling and test methods for all staff involved in sampling and testing of raw materials, packaging, work-in-progress, and finished products;
- ✓ Environmental monitoring for relevant staff;
- ✓ Allergen management, food defense, and food fraud for all relevant staff; and
- ✓ Tasks identified as critical to meeting the effective implementation and maintenance of the SQF code.

Remember all food handlers should receive Basic Food Hygiene Training

The Food Safety Team should receive extra training

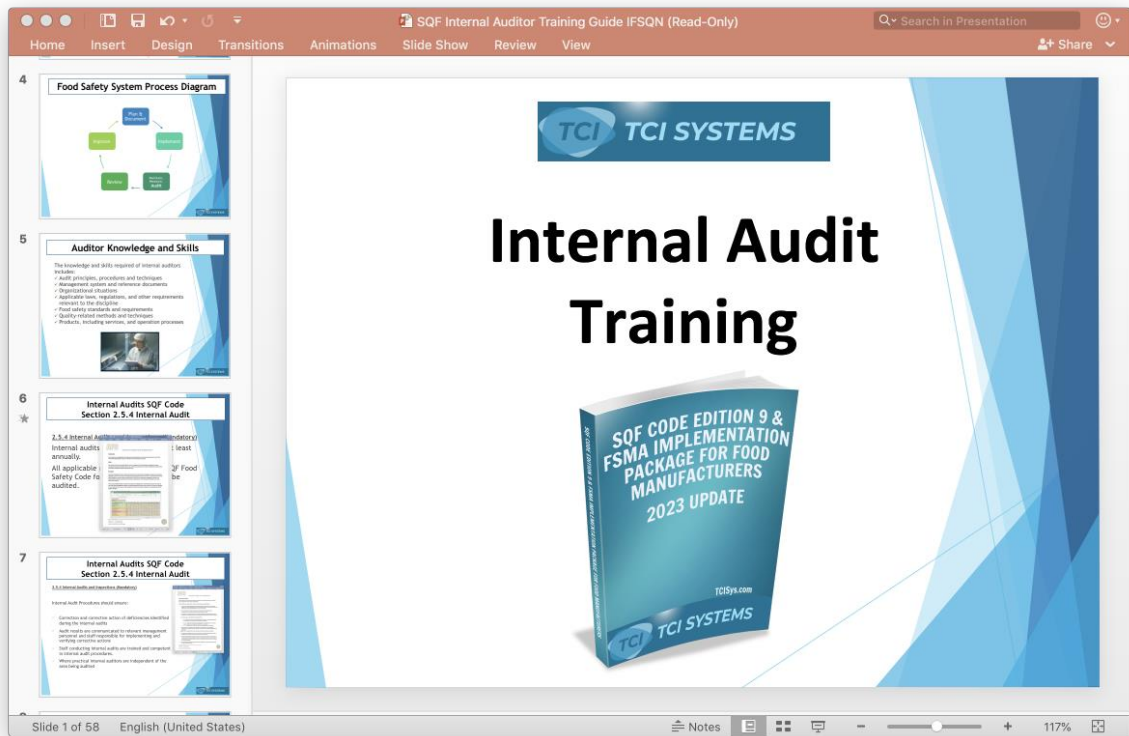
HACCP Training – Previously mentioned



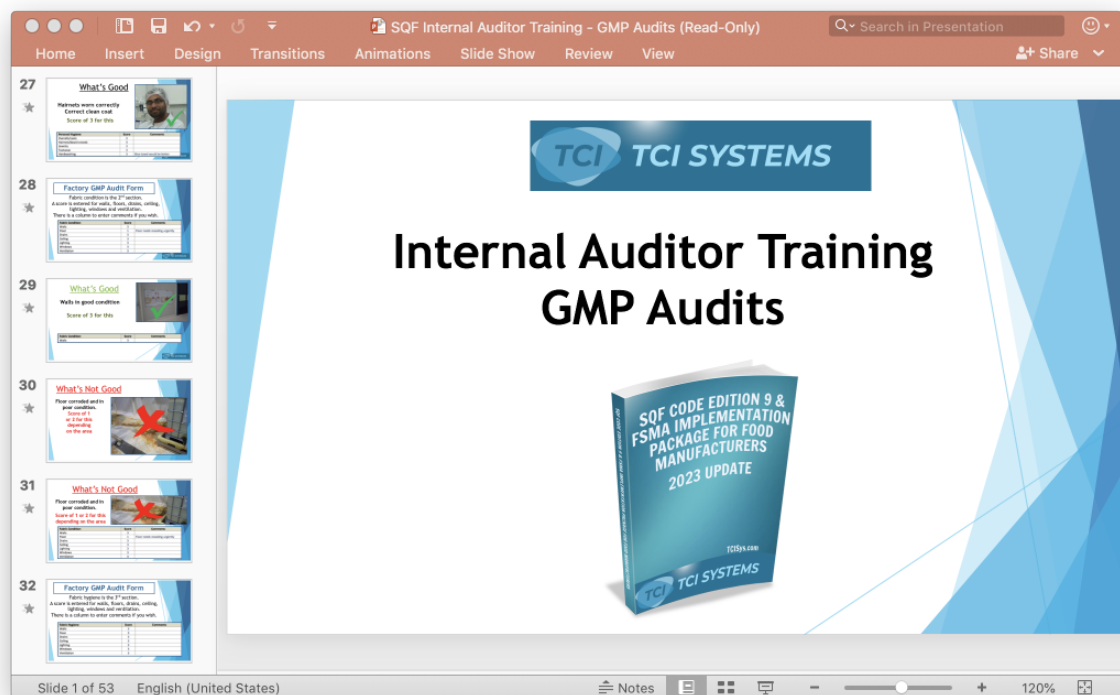
SQF Food Safety Management System Implementation Workbook

The Internal Audit Team should receive extra training

Internal Audit Training presentations are included in the package



There is also a GMP audit training presentation provided.



SQF Food Safety Management System Implementation Workbook

Example Internal Auditing Forms & Checklists are included

Food Safety Management System Audit Form [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

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AFC 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

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) Signature (Auditor) Date: 1st December 2022
Anne Auditor

Name (Auditee) Signature (Auditee) Date: 1st December 2022
Warehouse Manager

Actions Complete and Corrective Actions Signed Off Audit Form Closed

Name (Auditor) Signature (Auditor) Date: 25th December 2022
Anne Auditor

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)

Factory GMP Audit Form Example Basic [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Search in Document

Share

AFC Factory GMP Audit

Factory GMP Audit

Area of Audit:

Responsible Manager:

Auditee (if Applicable):

Date of Audit:

Auditor Name:

Auditor Signature:

Scoring System

1 Non-compliant Major

2 Non-compliant Minor

3 Compliant - Good

Personal Hygiene

Overalls/coats

Hairnets/beard snoods

Jewelry

Footwear

Handwashing

Fabric Condition

Walls

Floor

Drains

Ceiling

Lighting

Windows

Ventilation

Fabric Hygiene

Walls

Floor

Drains

Ceiling

Lighting

Windows

Document Reference Factory GMP Audit
Revision 0 1st August 2022
Owned by: Technical Manager
Authorized by: General Manager

Ventilation

Waste Disposal

Score

Comments

Bins clean

Timely removal of waste

Waste containers identified

Pest Control

Score

Comments

Curtains

EFK's / insectocutors

Detectors/traps

Contamination Risks

Score

Comments

Glass

Brittle Materials

Chemicals

Metal

Wood

Loose parts

Overheads

Leaks

Hygiene & Housekeeping

Score

Comments

Equipment

Pipe work

Hose pipes

Cleaning equipment

Tanks

Maintenance tools

Filling Areas Only

Score

Comments

Filler Name

Filler Perspex/metal guards

Filling heads

Conveyor

Packaging

Additional Comments

Document Reference Factory GMP Audit
Revision 0 1st August 2022
Owned by: Technical Manager
Authorized by: General Manager

Page 1 of 3 169 Words English (US)

Stage Eight: Final Steps to SQF Certification

There are a few final steps to achieving SQF Certification:

- ✓ Verify that the FSMS is implemented effectively including internal audits
- ✓ Evaluate the results of verification activities
- ✓ Carry out Management Reviews
- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Good Manufacturing using the [SQF System Self-Assessment Checklists for Suppliers](#)
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Pre-On-Site Audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

SQF Food Safety Management System Implementation Workbook

Task 45 Systems are put in place to verify that the Food Safety Management System is implemented effectively including internal audits

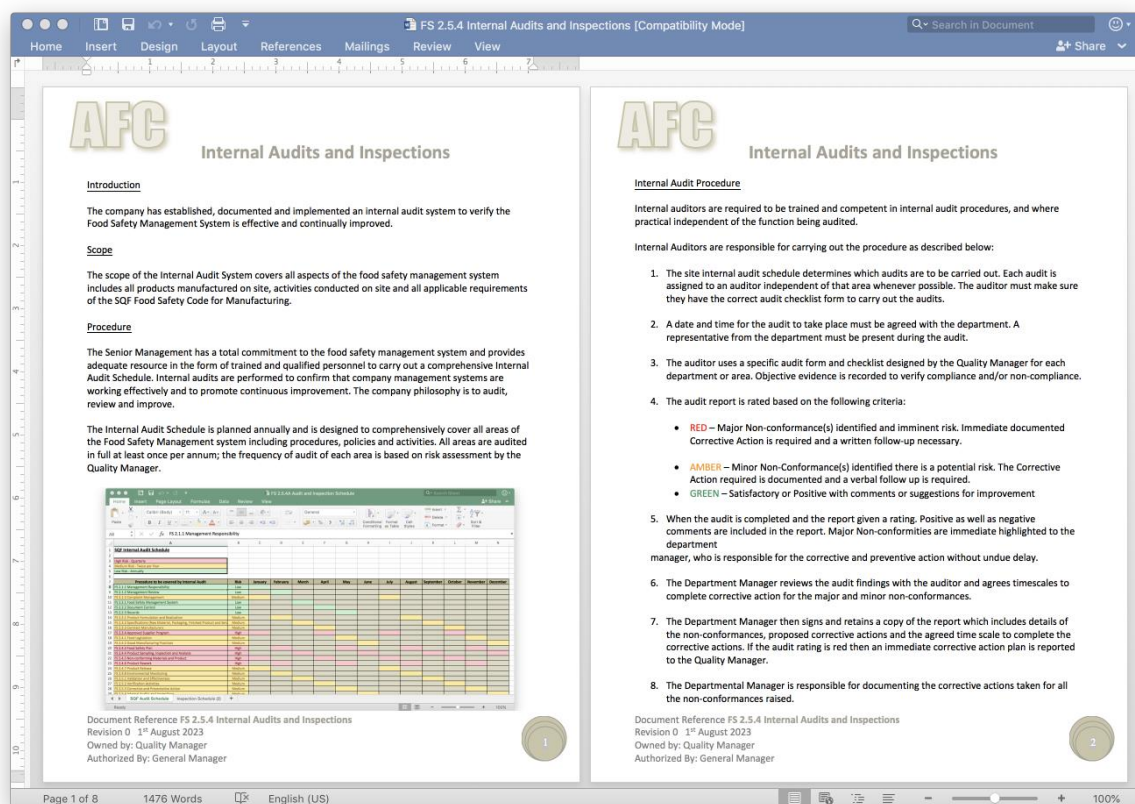
First of all, make sure that your Internal Auditors are trained. At least one auditor should be a site expert and we recommend that they undertake a recognized Internal Audit Team Leader Course.

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities.

Verification activities should put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System as well as internal audits verification can be Laboratory Analysis of End Products, Final Product Inspection and similar activities.

After training the Food Safety Team Leader/SQF Practitioner should schedule Internal Audits.

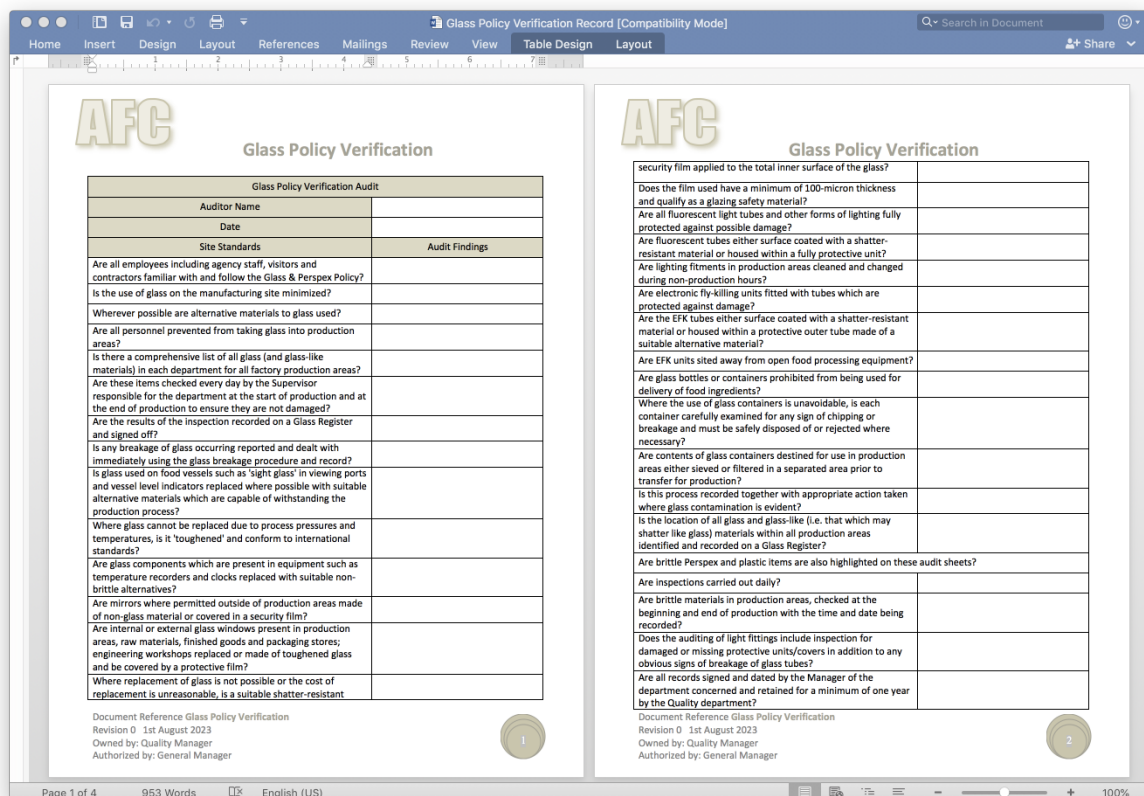
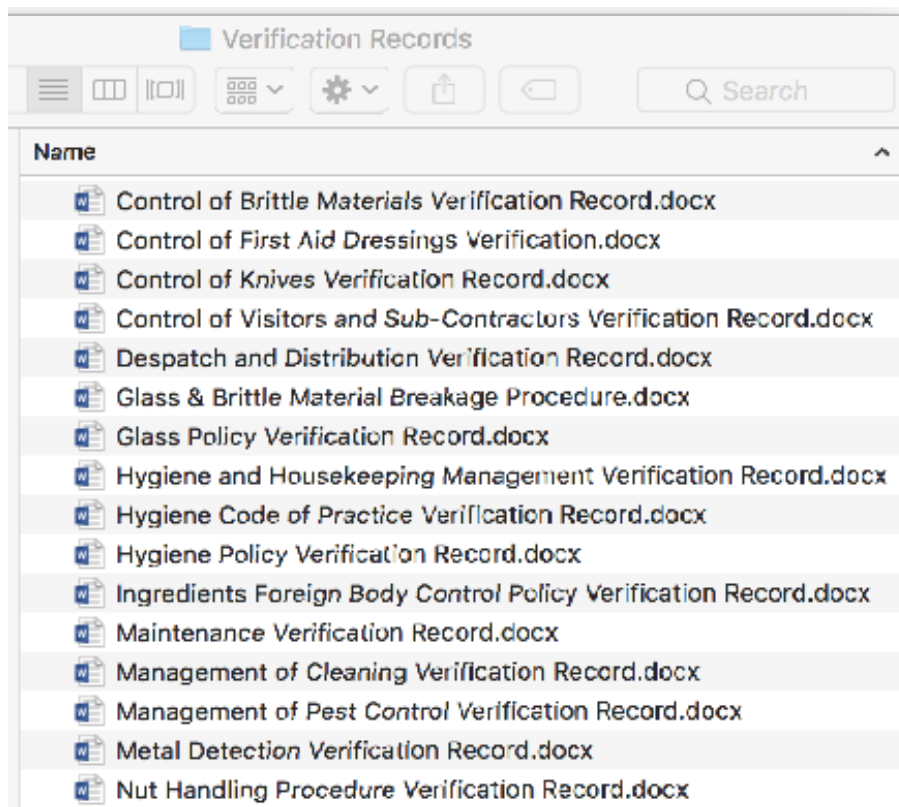
Refer to the Internal Audits Procedure as a guide.



The Internal Audit Schedule should be planned annually and designed to comprehensively cover all areas of the Food Safety Quality Management system including procedures, policies and activities.

SQF Food Safety Management System Implementation Workbook

Several Verification Record templates are provided as examples of checklists:



SQF Food Safety Management System Implementation Workbook

Senior Management Review Meeting Notification

Date/ Time/Venue

Agenda

Review of the Food Safety Policy
Review of the Food Safety Objectives
Review of Management Changes
Minutes and Follow-up actions from previous management review meeting
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)
Hazard and risk management system review
Food Safety Culture performance review
Results and Outstanding Non-conformances from internal and external audits
Review and trend analysis of Customer and Supplier complaints
Analysis of the results of validation and verification activities
Key Performance Indicators Review
Emergencies and Accidents
Process and product conformity
Corrective and preventive action status
Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
Review of changes to legislation and food safety related scientific information
Review of Resources and effectiveness of Training
Recommended Improvements
Customer feedback and Sales levels are reviewed to give an indication of trends
A.O.B

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Chief Executive		Chairman
General Manager		Site Performance Reporting
Operations Manager		Operations Reporting
Quality Manager		Food Safety Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

SQF Food Safety Management System Implementation Workbook

Template FSR 2.1.2 Management Review Meeting Minutes

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Management Review Record

Management Review Meeting - Date xx-month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees

Chief Executive Officer - Chairman
General Manager – Deputy Chair
Operations Manager
Maintenance Manager
Supply Chain Manager
Distribution Manager
Quality Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety Policy	-	-
Review of the Food Safety Objectives	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous management review meeting	-	-
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)	-	-
Hazard and risk management system review	-	-
Food Safety Culture performance review	-	-
Results and Outstanding Non-conformances from internal and external audits	-	-

Document Reference FSR 001 Management Review Record
Revision 0 8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

Page 1 of 3 339 Words 100%

SQF Food Safety Management System Implementation Workbook

Use the [SQF Code Self-Assessment Checklists](#) to assess your Food Safety Management System

We recommend that the SQF Practitioner carries out a pre-certification audit to ensure that you are satisfied that your food safety management system meets the requirements of the SQF Code. The SQF Practitioner should read the relevant section of the SQF Code and assess if you are compliant, making notes on the checklist.

Ensure any areas requiring corrective action are addressed

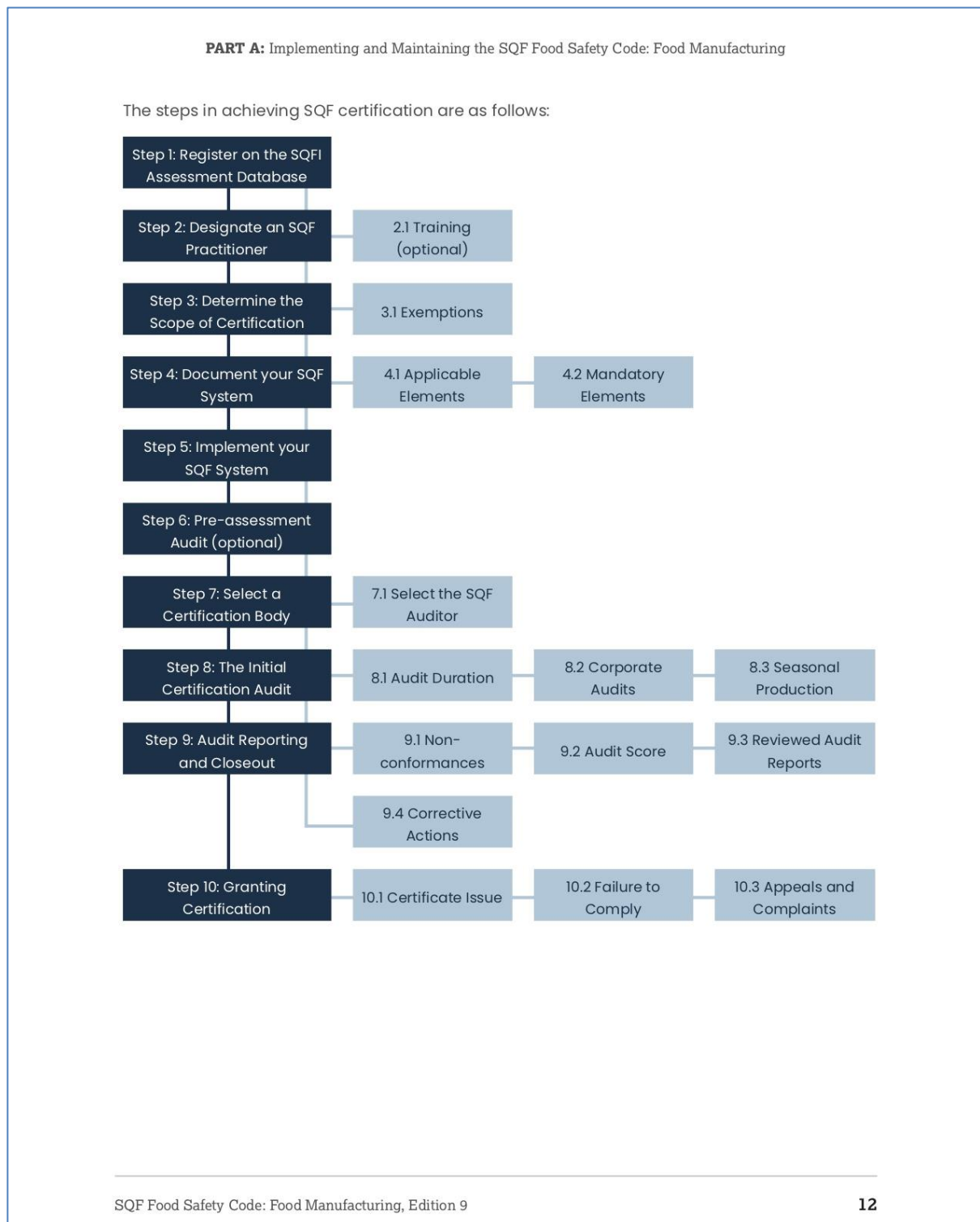
The non-compliances identified in the final self-assessment of compliance with the SQF Code should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	SQF Code Section	Details of Non-Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

SQF Food Safety Management System Implementation Workbook

To ensure you have the latest available guidance, refer to steps 6 to 10 in PART A: Implementing and Maintaining the [SQF Food Safety Code: Food Manufacturing](#)

A2: Steps to Achieving SQF Certification (steps 1 – 10)



Finally, a reminder, this package comes with free technical support, use <https://tcisys.com/contact> form if you have any questions