

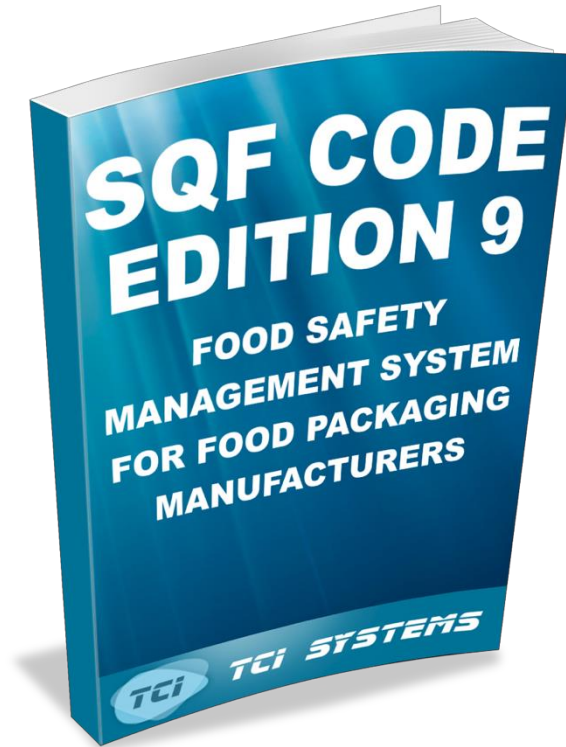
Welcome to the SQF Food Packaging Safety Management System Package Start Up Guide which will guide you through the contents of the package.

The SQF Food Packaging Safety Management System Package includes:

- ✓ A comprehensive set of editable Food Packaging Safety Management System Procedures in Microsoft Word format compliant with SQF Code Edition 9 System Elements
- ✓ A comprehensive set of editable Good Manufacturing Practice Documents in Microsoft Word format compliant with SQF Code Edition 9 Module 13: Good Manufacturing for Production of Food Packaging
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Assistance including the Packaging Food Safety Planner - HACCP Calculator
- ✓ SQF Food Packaging Safety Management System Training Modules

SQF Code Food Safety Management System Start-Up Guide

- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Other Supplementary Documents and Management Tools



When you download the package, you will find this start up guide and 4 folders containing the package documents:

SQF Code Edition 9 Packaging Safety Management System IFSQN				
Q Search				
Name	^	Date Modified	Size	Kind
▶ Food Packaging Management System Documents		12:43	--	Folder
▶ FPSMS Record Templates		09:25	--	Folder
▶ Good Manufacturing Practices		12:23	--	Folder
▶ SQF 9 Food Packaging Safety Management System Start Up Guide.pdf		22/02/2020	5.3 MB	PDF Document
▶ SQF Project		12:56	--	Folder

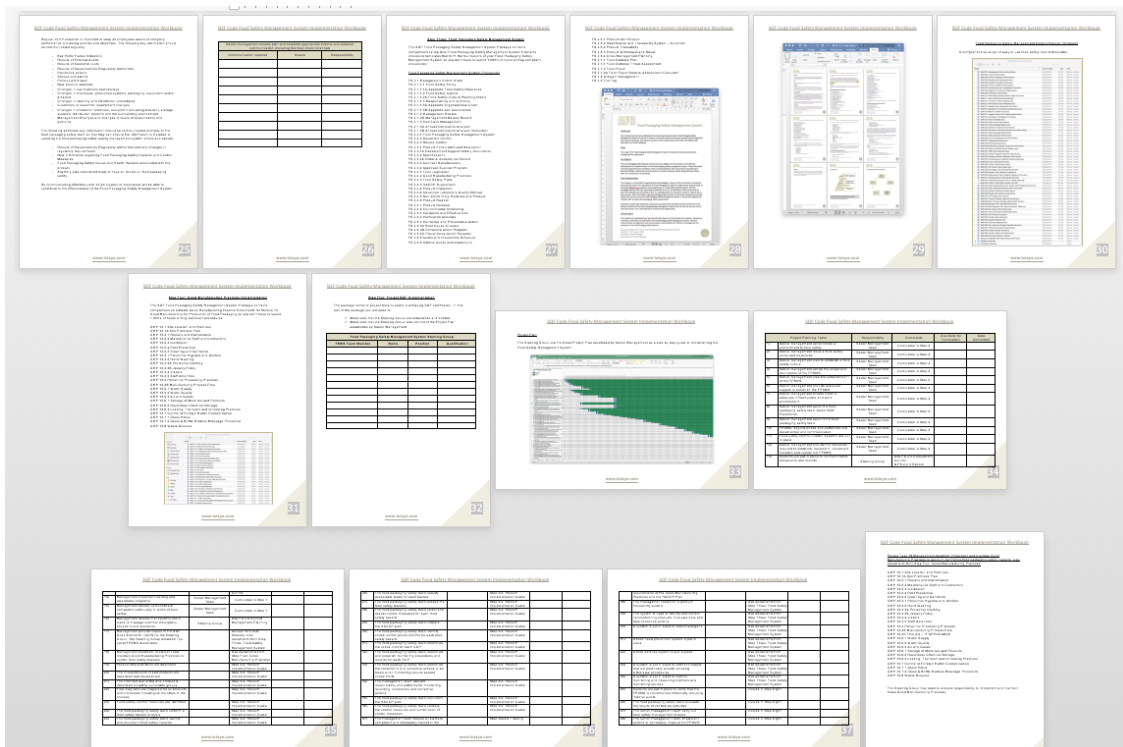
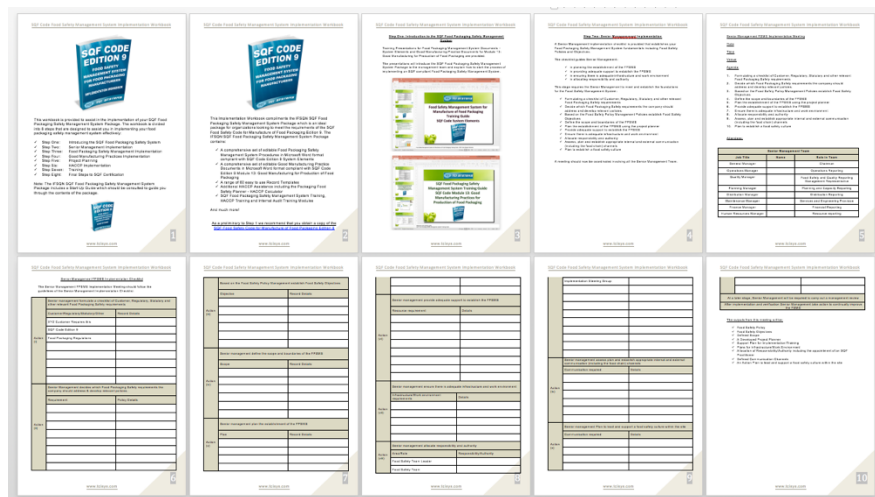
**Your first job is to obtain your own copy of the [SQF Food Safety Code: Manufacture of Food Packaging Edition 9](http://www.tcisys.com) from the SQFI website
(It is free to download)**

SQF Code Food Safety Management System Start-Up Guide

Workbook Guidance - Senior Management Implementation

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

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



SQF Code Food Safety Management System Start-Up Guide

Food Packaging Safety Management System Compliance with SQF 9

In this folder, you will find a Food Packaging Safety Management System Compliance Summary for System Elements and Module 13

SQF System Elements Manufacture of Food Packaging Edition 9	SQF Food Packaging Safety Management System Documents
2.1 Management Commitment	
2.1.1 Management Responsibility (Mandatory)	FS 2.1 Management Commitment
	FS 2.1.1.1 Food Safety Policy
	FS 2.1.1.1A Appendix 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
2.1.2 Management Review (Mandatory)	FS 2.1.1.3B Appendix Job Descriptions
	FS 2.1.2 Management Review
2.1.3 Complaint Management (Mandatory)	FS 2.1.2R Management Review Record
	FS 2.1.3 Complaint Management
	FS 2.1.3A Annual Complaints Analyzer
	FS 2.1.3B Annual Complaints Analyzer Instruction
2.2 Document Control and Records	
2.2.1 Food Safety Management System (Mandatory)	FS 2.2.1 Food Packaging Safety Management System
2.2.2 Document Control (Mandatory)	FS 2.2.2 Document Control
2.2.3 Records (Mandatory)	FS 2.2.3 Record Control
2.3 Specifications, Formulations Realization and Supplier Approval	
2.3.1 Product Formulation and Realization	FS 2.3.1 Product Formulation and Realization
	FS 2.3.1A Development Supplementary Documents
2.3.2 Specifications (Raw Material, Packaging, Finished Product and Service)	FS 2.3.2 Specifications
	FS 2.3.2A Material Acceptance Record
2.3.3 Contract Manufacturers	FS 2.3.3 Contract Manufacturers
2.3.4 Approved Supplier Program (Mandatory)	FS 2.3.4 Approved Supplier Program
2.4 Food Safety System	
2.4.1 Food Legislation (Mandatory)	FS 2.4.1 Food Legislation
2.4.2 Good Manufacturing Practices (Mandatory)	FS 2.4.2 Good Manufacturing Practices
2.4.3 Food Safety Plan (Mandatory)	FS 2.4.3 Food Safety Plans
	FS 2.4.3 HACCP Supplement
2.4.4 Product Sampling, Inspection, and Analysis	FS 2.4.4 Product Inspection
	FS 2.4.4 Advanced Laboratory Quality Manual
2.4.5 Non-conforming Materials and Product	FS 2.4.5 Non-Conforming Materials and Product
2.4.6 Product Rework	FS 2.4.6 Product Rework
2.4.7 Product Release (Mandatory)	FS 2.4.7 Product Release
2.4.8 Environmental Monitoring	FS 2.4.8 Environmental Monitoring
2.5 SQF System Verification	
2.5.1 Validation and Effectiveness (Mandatory)	FS 2.5.1 Validation and Effectiveness
2.5.2 Verification Activities (Mandatory)	FS 2.5.2 Verification Activities
	FS 2.5.3 Corrective and Preventative Action
2.5.3 Corrective and Preventative Action (Mandatory)	FS 2.5.3A Root Cause Analysis
	FS 2.5.3B Corrective Action Request
	FS 2.5.3C Preventative Action Request
2.5.4 Internal Audits and Inspections (Mandatory)	FS 2.5.5 Internal Audits and Inspections
	FS 2.5.5 Audits and Inspections Schedule
2.6 Product Traceability and Crisis Management	
2.6.1 Product Identification(Mandatory)	FS 2.6.1 Product Identification
2.6.2 Product Trace (Mandatory)	FS 2.6.2 Product Traceability
	FS 2.6.2 Identification and Traceability System – Appendix
2.6.3 Product Withdrawal and Recall (Mandatory)	FS 2.6.3 Product Withdrawal and Recall
2.6.4 Crisis Management Planning	FS 2.6.4 Crisis Management Planning
2.7 Food Defense and Food Fraud	
2.7.1 Food Defense Plan (Mandatory)	FS 2.7.1 Food Defense Plan
	FS 2.7.1 Food Defense Threat Assessment
2.7.2 Food Fraud (Mandatory)	FS 2.7.2 Food Fraud
	FS 2.7.2A Food Fraud Material Assessment Calculator
2.8 Allergen Management	
2.8.1 Allergen Management (Mandatory)	FS 2.8 Allergen Management
2.9 Training	
Training Requirements	FS 2.9 Training
Training Program (Mandatory)	

SQF Code Food Safety Management System Start-Up Guide

Next open the **Training** Sub-Folder

Training Presentations for Food Packaging Management System Documents – System Elements and Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging are provided.

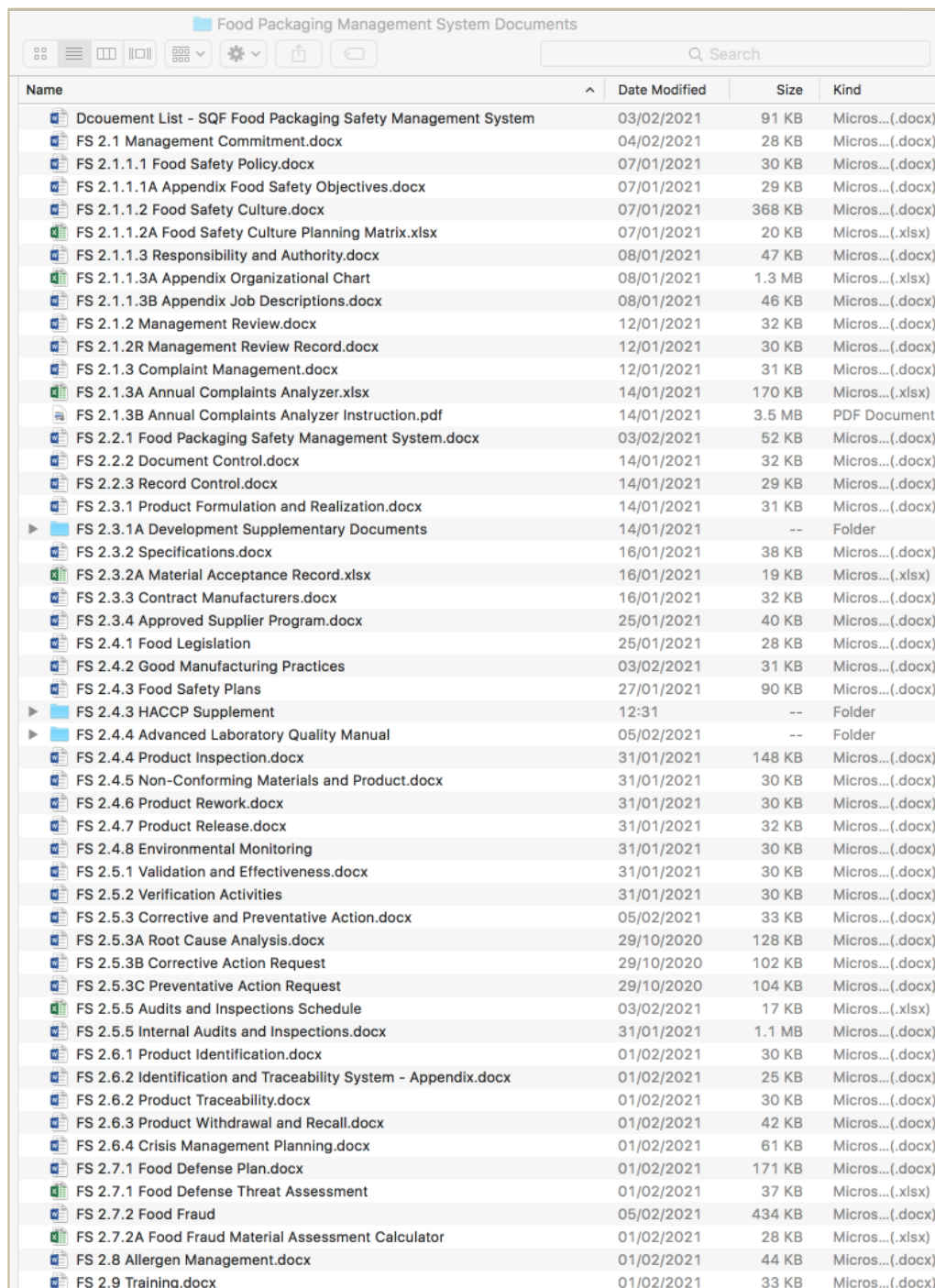
The presentations will introduce the SQF Food Packaging Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Packaging Safety Management System.



SQF Code Food Safety Management System Start-Up Guide

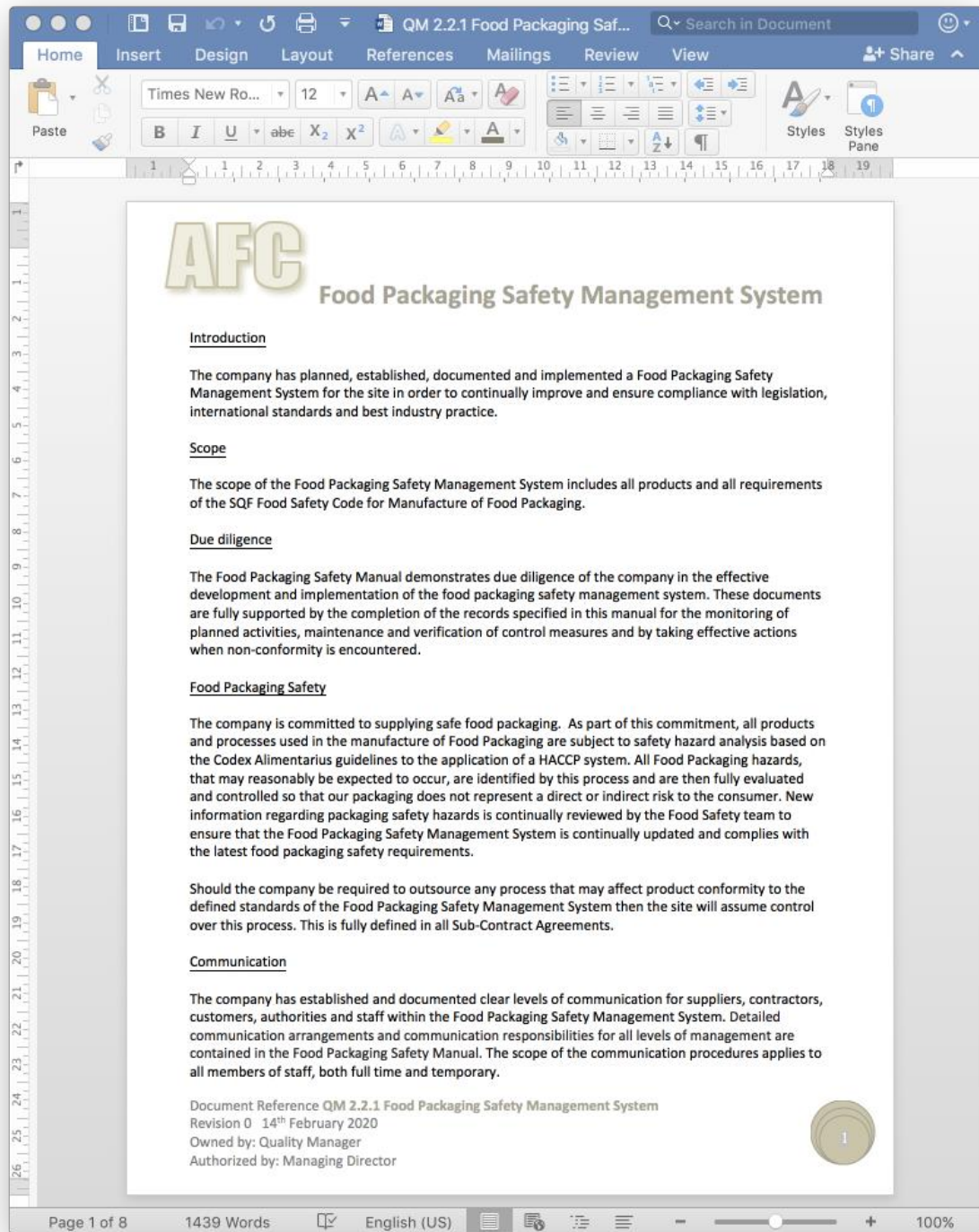
The next folder to open is the Food Packaging Management System Documents folder

The SQF Food Packaging Safety Management System Package contains comprehensive editable System Elements Food Packaging Safety Management procedure templates in Microsoft Word (US English) format that form the foundations of your Food Packaging Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

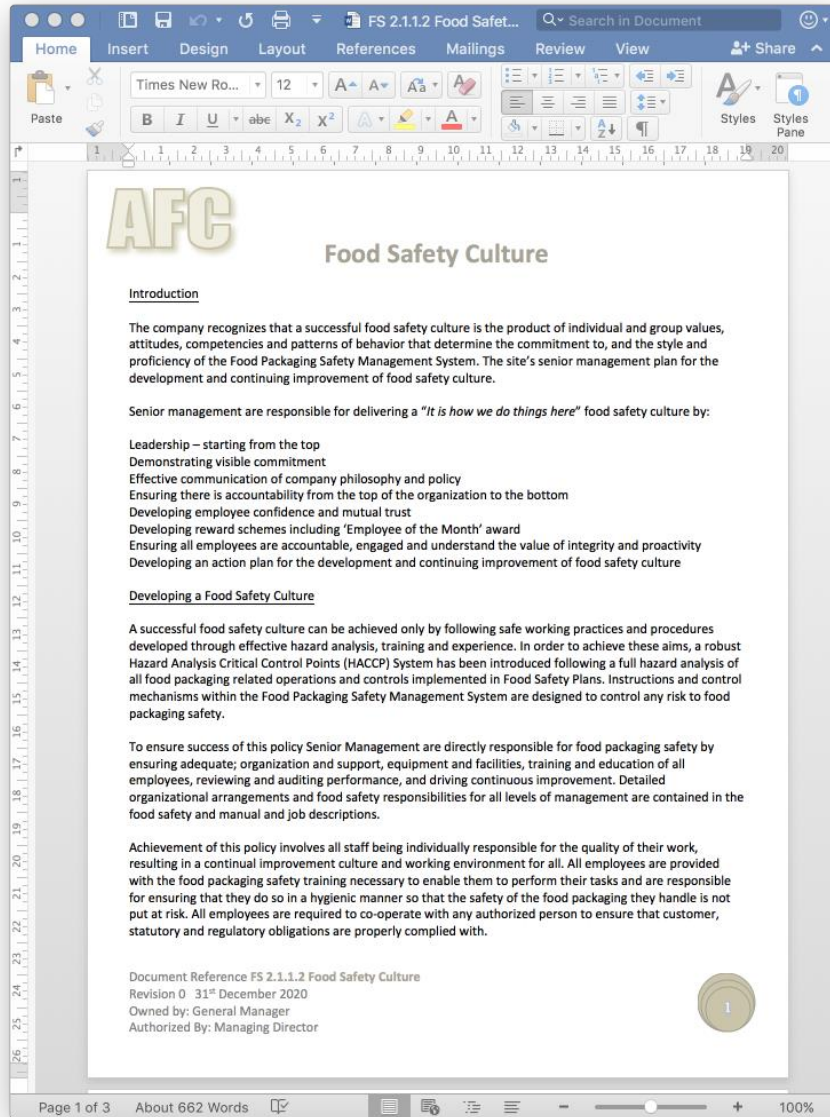


Name	Date Modified	Size	Kind
Dcouement List - SQF Food Packaging Safety Management System	03/02/2021	91 KB	Micros...(docx)
FS 2.1 Management Commitment.docx	04/02/2021	28 KB	Micros...(docx)
FS 2.1.1.1 Food Safety Policy.docx	07/01/2021	30 KB	Micros...(docx)
FS 2.1.1.1A Appendix Food Safety Objectives.docx	07/01/2021	29 KB	Micros...(docx)
FS 2.1.1.2 Food Safety Culture.docx	07/01/2021	368 KB	Micros...(docx)
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx	07/01/2021	20 KB	Micros...(xlsx)
FS 2.1.1.3 Responsibility and Authority.docx	08/01/2021	47 KB	Micros...(docx)
FS 2.1.1.3A Appendix Organizational Chart	08/01/2021	1.3 MB	Micros...(xlsx)
FS 2.1.1.3B Appendix Job Descriptions.docx	08/01/2021	46 KB	Micros...(docx)
FS 2.1.2 Management Review.docx	12/01/2021	32 KB	Micros...(docx)
FS 2.1.2R Management Review Record.docx	12/01/2021	30 KB	Micros...(docx)
FS 2.1.3 Complaint Management.docx	12/01/2021	31 KB	Micros...(docx)
FS 2.1.3A Annual Complaints Analyzer.xlsx	14/01/2021	170 KB	Micros...(xlsx)
FS 2.1.3B Annual Complaints Analyzer Instruction.pdf	14/01/2021	3.5 MB	PDF Document
FS 2.2.1 Food Packaging Safety Management System.docx	03/02/2021	52 KB	Micros...(docx)
FS 2.2.2 Document Control.docx	14/01/2021	32 KB	Micros...(docx)
FS 2.2.3 Record Control.docx	14/01/2021	29 KB	Micros...(docx)
FS 2.3.1 Product Formulation and Realization.docx	14/01/2021	31 KB	Micros...(docx)
FS 2.3.1A Development Supplementary Documents	14/01/2021	--	Folder
FS 2.3.2 Specifications.docx	16/01/2021	38 KB	Micros...(docx)
FS 2.3.2A Material Acceptance Record.xlsx	16/01/2021	19 KB	Micros...(xlsx)
FS 2.3.3 Contract Manufacturers.docx	16/01/2021	32 KB	Micros...(docx)
FS 2.3.4 Approved Supplier Program.docx	25/01/2021	40 KB	Micros...(docx)
FS 2.4.1 Food Legislation	25/01/2021	28 KB	Micros...(docx)
FS 2.4.2 Good Manufacturing Practices	03/02/2021	31 KB	Micros...(docx)
FS 2.4.3 Food Safety Plans	27/01/2021	90 KB	Micros...(docx)
FS 2.4.3 HACCP Supplement	12:31	--	Folder
FS 2.4.4 Advanced Laboratory Quality Manual	05/02/2021	--	Folder
FS 2.4.4 Product Inspection.docx	31/01/2021	148 KB	Micros...(docx)
FS 2.4.5 Non-Conforming Materials and Product.docx	31/01/2021	30 KB	Micros...(docx)
FS 2.4.6 Product Rework.docx	31/01/2021	30 KB	Micros...(docx)
FS 2.4.7 Product Release.docx	31/01/2021	32 KB	Micros...(docx)
FS 2.4.8 Environmental Monitoring	31/01/2021	30 KB	Micros...(docx)
FS 2.5.1 Validation and Effectiveness.docx	31/01/2021	30 KB	Micros...(docx)
FS 2.5.2 Verification Activities	31/01/2021	30 KB	Micros...(docx)
FS 2.5.3 Corrective and Preventative Action.docx	05/02/2021	33 KB	Micros...(docx)
FS 2.5.3A Root Cause Analysis.docx	29/10/2020	128 KB	Micros...(docx)
FS 2.5.3B Corrective Action Request	29/10/2020	102 KB	Micros...(docx)
FS 2.5.3C Preventative Action Request	29/10/2020	104 KB	Micros...(docx)
FS 2.5.5 Audits and Inspections Schedule	03/02/2021	17 KB	Micros...(xlsx)
FS 2.5.5 Internal Audits and Inspections.docx	31/01/2021	1.1 MB	Micros...(docx)
FS 2.6.1 Product Identification.docx	01/02/2021	30 KB	Micros...(docx)
FS 2.6.2 Identification and Traceability System - Appendix.docx	01/02/2021	25 KB	Micros...(docx)
FS 2.6.2 Product Traceability.docx	01/02/2021	30 KB	Micros...(docx)
FS 2.6.3 Product Withdrawal and Recall.docx	01/02/2021	42 KB	Micros...(docx)
FS 2.6.4 Crisis Management Planning.docx	01/02/2021	61 KB	Micros...(docx)
FS 2.7.1 Food Defense Threat Assessment	01/02/2021	37 KB	Micros...(xlsx)
FS 2.7.2 Food Fraud	05/02/2021	434 KB	Micros...(docx)
FS 2.7.2A Food Fraud Material Assessment Calculator	01/02/2021	28 KB	Micros...(xlsx)
FS 2.8 Allergen Management.docx	01/02/2021	44 KB	Micros...(docx)
FS 2.9 Training.docx	01/02/2021	33 KB	Micros...(docx)

The Food Packaging Safety Management procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



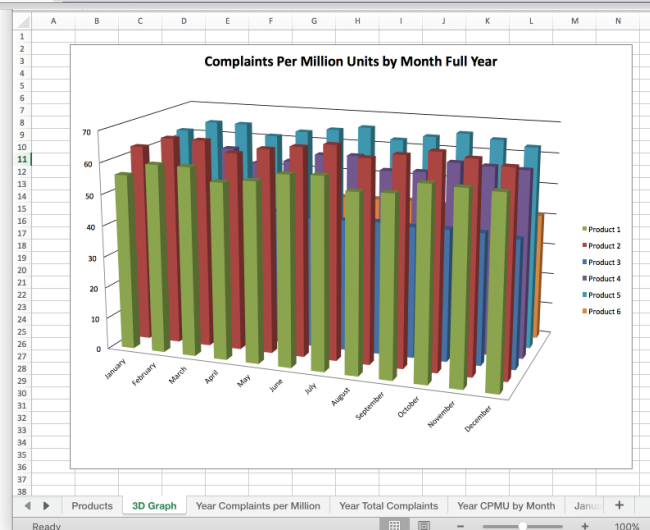
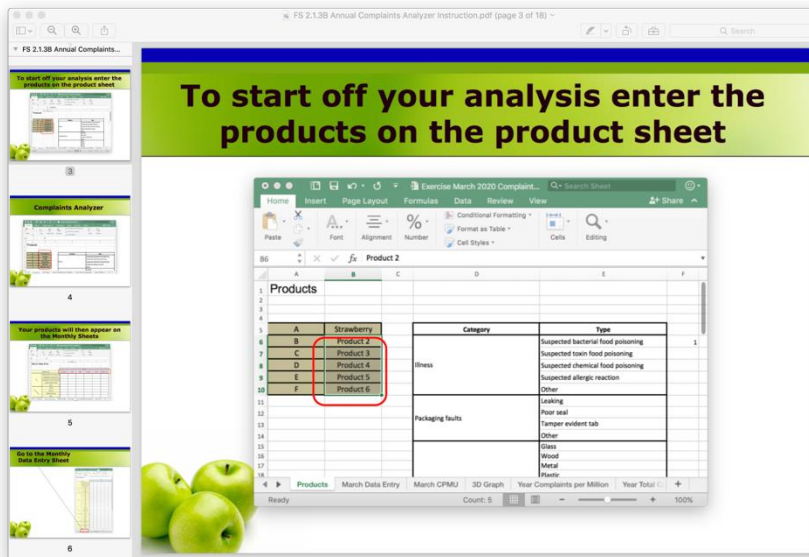
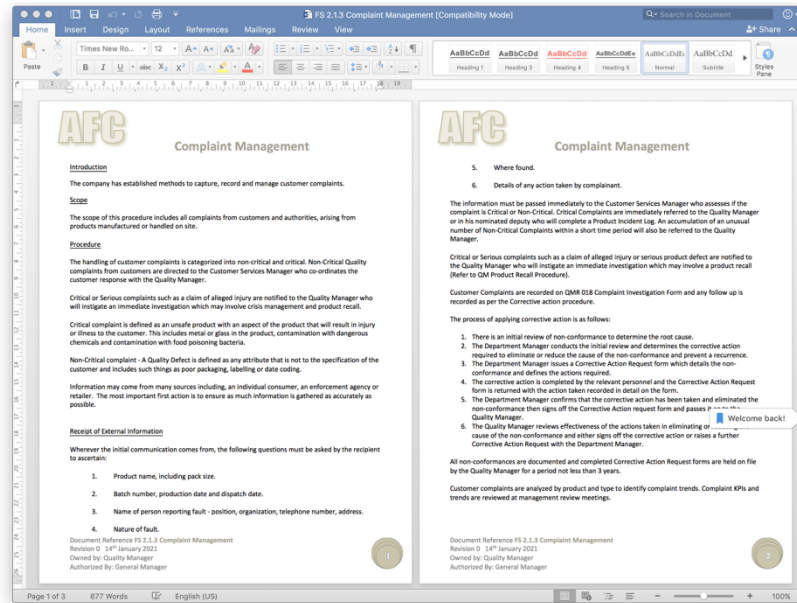
Documents include FS 2.1.1.2 Food Safety Culture & FS 2.1.1.2A Food Safety Culture Planning Matrix which assist in compliance with a New SQF Requirement in 2.1.1 Management Responsibility (Mandatory) For Senior Management to Establish and maintain a food safety culture.



The screenshot shows a Microsoft Excel spreadsheet titled "FS 2.1.1.2A Food Safety Culture Planning Matrix". The spreadsheet is used for tracking the completion of food safety culture activities. It includes a table with columns for "Employee Code", "Name", "Surname", "Department", "Position", "Target Completion", and "Food Safety Culture". The "Food Safety Culture" column is further divided into "Food Safety Culture" and "Training Overview". The table lists 10 employees (0001 to 0010) and their respective departments and positions. The "Target Completion" column lists dates from 1/1/21 to 1/1/22. The "Food Safety Culture" column contains a grid of cells with status indicators (e.g., "Not Required", "Required", "Completed"). The "Training Overview" column contains a grid of cells with status indicators (e.g., "Not Required", "Required", "Completed").

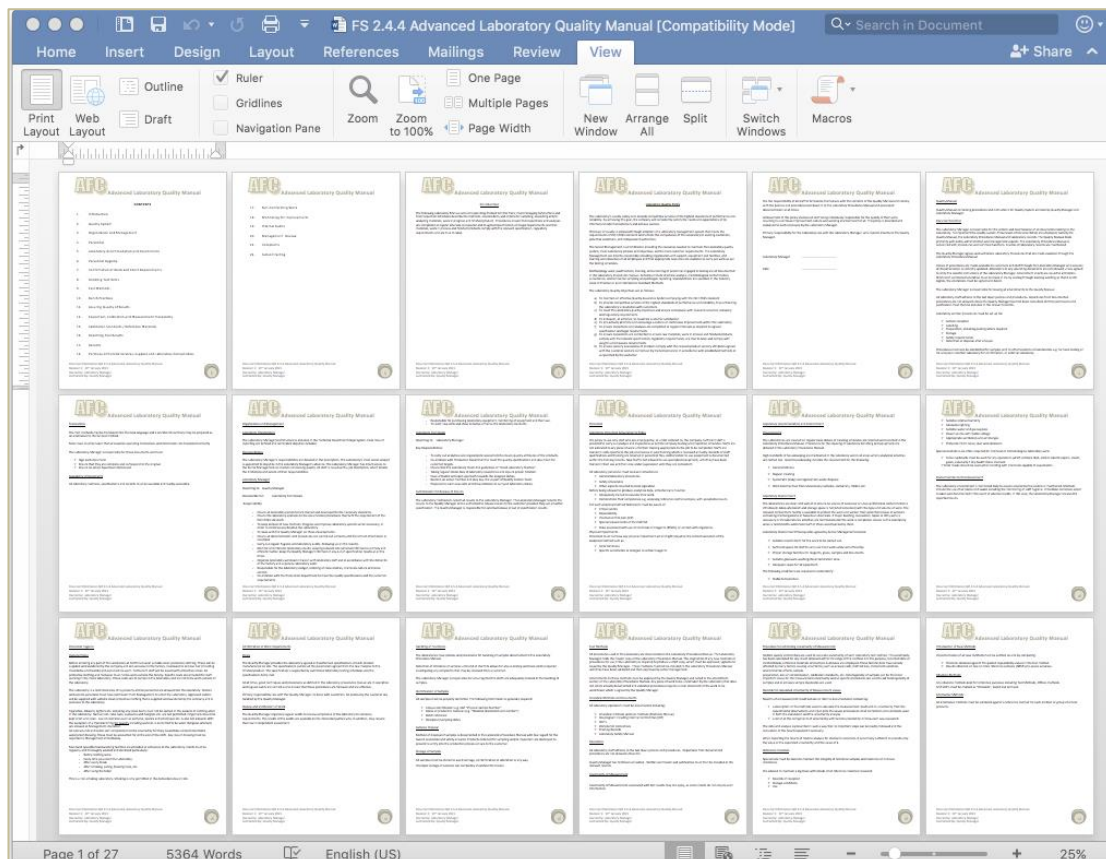
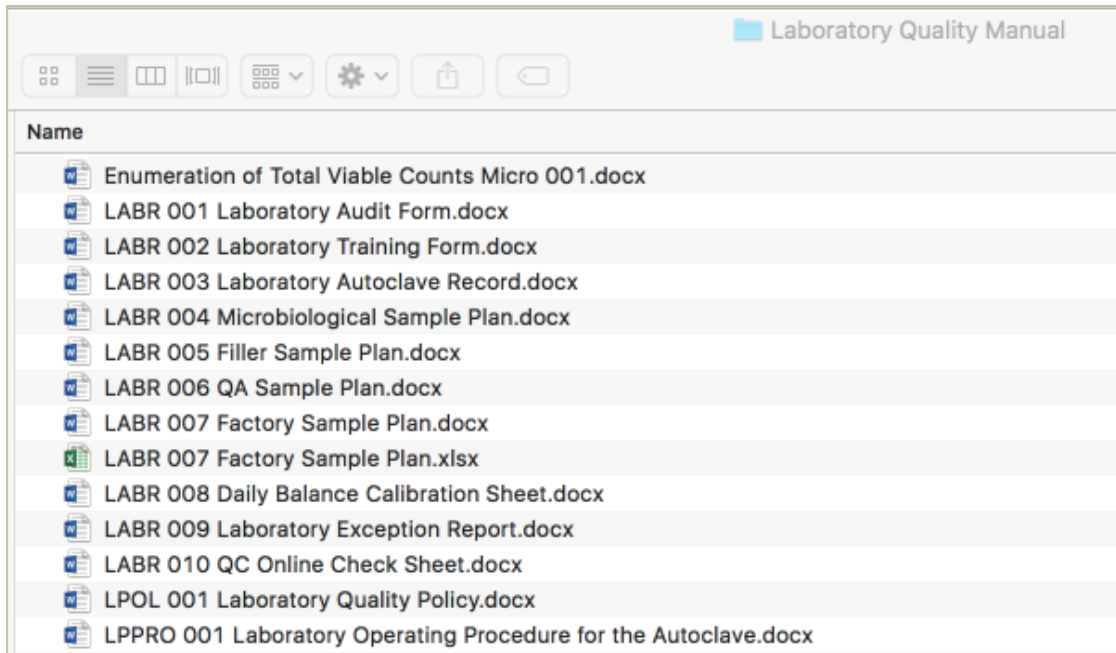
Employee Code	Name	Surname	Department	Position	Target Completion	Food Safety Culture	Training Overview
0001	A	Smith	Production	Production Supervisor	1/1/21	Not Required	Not Required
0002	B	Smith	Production	Forming Operator	1/1/21	Not Required	Not Required
0003	C	Smith	Processing	Process Operator	1/1/21	Not Required	Not Required
0004	D	Smith	Production	Packer Operator	1/1/21	Not Required	Not Required
0005	E	Smith	Warehouse	Loading Operator	1/1/21	Not Required	Not Required
0006	F	Smith	Goods In	Checking Operator	1/1/21	Not Required	Not Required
0007	G	Smith	General	Cleaning Operator	1/1/21	Not Required	Not Required
0008	H	Smith	Dispatch	Dispatch Supervisor	1/1/21	Not Required	Not Required
0009	I	Smith	Quality	Laboratory Technician	1/1/21	Not Required	Not Required
0010	J	Smith	Quality	Laboratory Technician	1/1/21	Not Required	Not Required

Complimenting FS 2.1.3 Complaint Management Procedure, there is an Annual Complaints Analyzer and Instructions



There is also the **FS 2.4.4 Advanced Laboratory Quality Manual** Sub-Folder

This sub-folder contains supplementary documentation to FS 2.4.4 Product Inspection including FS 2.4.4 Advanced Laboratory Quality Manual which is based on ISO 17025 Requirements.



SQF Food Packaging Safety Management System Edition 9 Start Up Guide

The next folder to open is the **FS 2.4.3 HACCP Supplement Sub-Folder**

FS 2.4.3 HACCP Supplement				
Q Search				
Name	Date Modified	Size	Kind	
FSAP Risks - Controls Pkg Materials May 2009	27/05/2017	106 KB	Portable Document Format	
New HACCP Training Guide - SQF 9 Packaging.pptx	31/01/2021	4.7 MB	PowerPoint Pr...ntation (.pptx)	
Packaging Food Safety Planner - HACCP Calculator	31/01/2021	53 KB	Microsoft Exc...orkbook (.xlsx)	
Packaging Food Safety Planner Instructions 1.pdf	30/01/2021	2.5 MB	Portable Document Format	
Packaging Food Safety Planner Instructions 2.pdf	30/01/2021	8.7 MB	Portable Document Format	
Typical Packaging Hazards and Control Measures	03/02/2021	30 KB	Microsoft Wor...cument (.docx)	

This folder contains supplementary tools to FS 2.4.3 Food Safety Plans
(14 page HACCP procedural template)

QM 2.4.3 Food Safety Plans [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

Print Layout Web Layout Draft Ruler Gridlines Navigation Pane Zoom Zoom to 100% Multiple Pages Page Width New Window Arrange All Split Switch Windows Macros

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Food Packaging Safety Plan

Introduction

The company is committed to supplying safe products. As part of this commitment, all products and processes used in the manufacture of Food Packaging products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Code.

The Food Packaging Safety Management System is the effective planning, development and implementation of the Food Packaging safety management system. These documents are fully supported by the completion of Food Packaging Safety Plans and the results identified in this manual for the monitoring of identified hazards, evaluation and verification of control measures and taking effective action when non-conformity is encountered. All Food Packaging safety hazards, their non-conformity exposure to occur, are identified by this process and are then fully evaluated and controlled so that products do not represent a risk of infection to the consumer.

The Food Packaging Safety Management System is fully supported by established certification procedures and validation of the control measures/verification of control measures that are implemented through the Food Packaging Safety Plan.

Hazard identification

We are a leading Food Packaging company committed to product safety and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system which identifies specific hazards and implements measures for their control. All the HACCPs contained in this manual have been developed using legislative requirements, this consideration and various aspects identified in the Codex Alimentarius Commission HACCP guidelines.

Food Packaging Safety Plan

A team multidisciplinary team is utilized within the company to develop the Food Packaging Safety Management System. This team is supported by other staff who specify new or products are being produced. The team has knowledge and experience of HACCP Principles, the Process, the Requirements, Hazards and the implementation of Food Packaging Safety Management System. The Food Packaging Safety Plan team is able to demonstrate competence in the understanding of HACCP principles and their application.

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

Key personnel identified as Food Packaging Safety team members are HACCP trained and have appropriate experience, all of which is documented on the Food Packaging Safety team's training records. Open external assistance may be used as and when required.

Team Members

Quality Manager	HACCP Training
Assistant QA Manager	Intermediate
Production Manager	Intermediate
Engineering Manager	Intermediate
Production Manager	Intermediate

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

HACCP Scope

The HACCP's control limits define the potential risks and control measures required to safety manufacture the following products: (Enter products here)

Materials

The HACCP covers the process steps from:

- Materials
- Design
- Manufacturing
- Storage
- Transportation
- Use

Steps as defined by consideration of the extent of the Food Packaging chain, product description and parameters, the intended consumer group and use.

Key Materials

Specifications for all Raw Materials, including Ingredients and Product Contact Materials, are held in the controlled non-published file. Specifications include sufficient detail for the identification and assessment of Food Packaging safety hazards. For each item the specification includes:

- Product name
- Composition
- When the product is received
- How the product is used
- Labeling instructions for handling, preparation and usage
- Prescribed storage temperature and conditions
- Inspected and visually inspected handling
- Target information
- Results of internal monitoring or misuse of the product
- When the product is received
- How the product is used
- Labeling instructions for handling, preparation and usage
- Prescribed storage conditions

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

Biological, chemical and physical characteristics of formulated ingredients including additives and processing aids (e.g. dyes, preservatives, etc.) are identified and controlled.

Delivery method

Delivery method

Storage conditions

Storage conditions

Preparation and use

Preparation and use

Food Packaging Safety Assurance criteria

Intermediate

All configurations are maintained, updated and approved by the Food Packaging Safety team leader who identifies Food Packaging safety requirements related to the items produced. Raw material specifications are reviewed and updated if necessary when there is a new design or redesign of the Food Packaging safety management system.

Product Description

The Food Packaging Safety team document the finished product characteristics, including legal Food Packaging safety requirements, for the purpose of conducting the hazard analysis. The product description includes:

- Product name
- Composition
- When the product is received
- How the product is used
- Labeling instructions for handling, preparation and usage
- Prescribed storage temperature and conditions
- Inspected and visually inspected handling
- Target information
- Results of internal monitoring or misuse of the product
- When the product is received
- How the product is used
- Labeling instructions for handling, preparation and usage
- Prescribed storage conditions

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

Finished product descriptions are reviewed and updated if necessary when there is a new design or redesign of the Food Packaging Safety Management System.

Hazard identification

The Food Packaging safety management team identify all possible causes for each product and process category including possible further processing and potential alternative use. Vulnerable consumer groups in particular are considered for each Food Packaging safety hazard.

HACCP Team of Reference

The Food Packaging Safety team defines the HACCP forms of reference. The HACCP study covers all types of hazards (Physical, Foreign Bodies, Chemical and Biological). The HACCP study is 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.

HACCP Principles

The Food Packaging Safety Team is responsible for constructing flow charts for the products and process categories covered by the scope of the Food Packaging safety management system as an overview of the process and where there is a potential for occurrence, increase or introduction of Food Packaging safety hazards.

The Food Packaging Safety team are responsible for ensuring the flow charts are accurate and clearly show:

- The sequence and interaction of all steps
- Outstanding processes
- Substantiated work

The Food Packaging Safety team are responsible for ensuring the flow charts clearly show the stage(s) that:

- Materials enter the Flow
- Service starts
- Intermediate process steps
- Completed products enter the Flow
- Flow ends or is transferred to another process
- Receiving and/or Receiving line place
- End Products leave the Flow

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

Intermediate Products leave the Flow

As products leave the Flow

As products leave the Flow

The Flow chart is a confirmed physically or otherwise during the steps and phases of operation for the Food Packaging Safety team who conduct a walk through verifying all steps in the process flow chart.

Description of Process Steps

For each stage in the flow chart, the Food Packaging Safety team describe the steps and control measures in place at the next stage the team can identify and assess Food Packaging safety hazards and their control measures. The control measures described include:

- Those applied at each step
- Those intended or included (CMPI)
- Those identified to reduce the risk of occurrence as described in HACCP terms of reference
- Those applied at end points in the flow chart
- Those applied at end products

The Food Packaging Safety team describe each control measure in sufficient detail, including process parameters, in-depth assessment of their effect on Food Packaging safety hazards in relation to the degree of application of the control measure.

Control Measures (CMPI) Principles

Food Packaging Safety Plans are developed using legislative requirements, this consideration and the 7 principles prescribed in the Codex Alimentarius Commission HACCP guidelines.

Principle 1

Principle 1: One diagram of the steps in the process. Conduct a hazard analysis to identify potential hazards. Assess the likelihood of occurrence of these hazards and identify control actions.

Principle 2

Principle 2: Identify the Critical Control Points in the process and identify the control actions.

Principle 3

Principle 3: Establish critical limits, which must be met to ensure each Critical Control Point is under control.

Principle 4

Principle 4: Establish a monitoring system to ensure control of the Critical Control Point by scheduled testing or observations.

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

Principle 5: The HACCP team conduct a hazard analysis for Food Packaging safety hazards that are reasonably likely to occur for each product and process category at every step in the process. A hazard analysis is conducted every time there are relevant changes.

Principle 6

Principle 6: Establish documentation concerning all procedures and records appropriate to these principles and their application.

Principle 7

Principle 7: Verify that HACCP is working effectively.

Hazard Analysis

The Food Packaging Safety team conduct a hazard analysis for Food Packaging safety hazards that are reasonably likely to occur for each product and process category at every step in the process. A hazard analysis is conducted every time there are relevant changes.

The Food Packaging Safety team identify hazards taking into account the steps preceding and following the step in the Food Packaging chain. The Food Packaging Safety team record the Food Packaging safety hazards that are reasonably likely to occur for each product and process category in each process step as identified by the information gathered in the steps as follows:

HACCP Scope

Intermediate

Product Description

Intermediate

Form of Reference

HACCP Flow charts

Description of Process Steps

Control Measures

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

- Experience (Food Packaging Safety Team knowledge)
- External information such as technological studies and other historical information relating to the product Food Packaging safety
- Information from the Food Packaging Chain or Food Packaging Safety records of evidence for intermediate materials, and products and the product and all the Food Packaging chain
- Customer complaints

Previous internal non-conformances are used to help assess the risk.

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

Food Packaging Safety Plan

Introduction

The Food Packaging Safety team will also use the hazard analysis prompt to identify potential Food Packaging safety hazards.

For each Food Packaging Safety hazard identified, the acceptable level of the hazard in the finished product is determined, justified and recorded taking the account regulatory requirements, customer Food Packaging safety requirements, historic information, scientific literature, professional experience and feedback from the customer.

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

Hazard Assessment

Each potential Food Packaging safety hazard is risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to reduce the acceptable levels.

The Food Packaging Safety team document the hazard analysis results and the acceptable level of the hazard in the finished product. The team also document the hazard analysis results and the acceptable level of the hazard in the finished product. The team also document the hazard analysis results and the acceptable level of the hazard in the finished product. The team also document the hazard analysis results and the acceptable level of the hazard in the finished product.

Taking this into account a rating system for probability and severity.

Step	Step Name	Hazards Identified	Probability	Severity
1	Delivery	Foreign Bodies	1	1
2	Manufacturing	Foreign Bodies	2	2
3	Storage	Foreign Bodies	1	1

Finally, the Food Packaging Safety team assess the likelihood of the hazard occurring and enter:

Document Reference QM 2.4.3 Food Packaging Safety Plan
Revision: 1.0 14th February 2020
Owned by: Quality Manager
Authorized by: Managing Director

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SQF Food Packaging Safety Management System Edition 9 Start Up Guide

The main tools here are the Packaging Food Safety Planner - HACCP Calculator and Instructions:

Step Number	Step Name	Hazards Identified	Control Measure	Critical Limits	Monitoring Procedures	Corrective Action	HACCP Record
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.	Glass and brittle plastics Blades Pests Microbiological Dust and dirt Wood splinters Hairs Blood Foodstuffs Jewelry and personal items Insects	Minimize glass in the factory and audit. Ensure glass breakage action and investigation systems are in place. System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place. Ensure pest control systems are in place. Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits. Ensure all cleaning requirements are specified and are carried out as scheduled. Exclude wood from production areas. Ensure hairnets and beard snoods are worn. Ensure accidents are reported immediately and cuts are suitably protected. Restrict food and drink to designated areas outside of production. Restrict wearing of jewelry and bringing of personal items into production areas. Ensure pest control systems are in place.	Glass Policy and Breakage Procedures in Place Blade Policy and Breakage Procedures in Place No Infestation Pest control procedures in place Hygiene Policy in place and procedures being followed Clean - Cleaning procedures in place Wood excluded from production areas Hairnets and snoods being worn correctly Accidents reported and approved first aid dressings being used No food in production areas Jewelry policy enforced Doors kept shut EFG working	Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit Hygiene and Housekeeping Audit	Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision Retrain staff and increase supervision	QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist QMR 031 GMP Audit Checklist
2	Raw material source / receipt	Raw material not approved for direct food contact Generic contamination caused by poor handling and hygiene controls at suppliers Contaminated deliveries	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification. Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approval Customer and auditing. Ensure that all raw material is inspected for odor, taste or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied.	Delivery must be from an approved supplier and supplied with certificate of conformity Delivery must be from an approved supplier and free from contamination Free from contamination	Good in Inspection Good in Inspection Good in Inspection	Reject if supplier is not approved or place on hold Reject if supplier is not approved or place on hold Reject if supplier is not approved or the lead is contaminated.	QMR 032 GMP Audit Checklist QMR 032 GMP Audit Checklist QMR 032 GMP Audit Checklist
3	Storage of raw material	Generic contamination caused by poor handling and hygiene controls in stores	Ensure that all raw material remains in original packaging until issued to production. Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use.	No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
4	Unpacked for production	Generic contamination caused by poor handling and hygiene controls in production	Ensure that all raw material is inspected for odor, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied.	No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
5	Topping	Off-cuts	Ensure inverter air pressure is > 1 bar	No Contamination - Air pressure > 1 bar	Hourly checks on air pressure	Stop line and call an engineer. Quarantine all product manufactured since last check.	QMR 003 Product Realisation Record

AFC

Packaging Food Safety Planner Instructions 2

Open the Excel file Packaging Food Safety Planner – HACCP Calculator and go to the Food Safety Planner Worksheet:

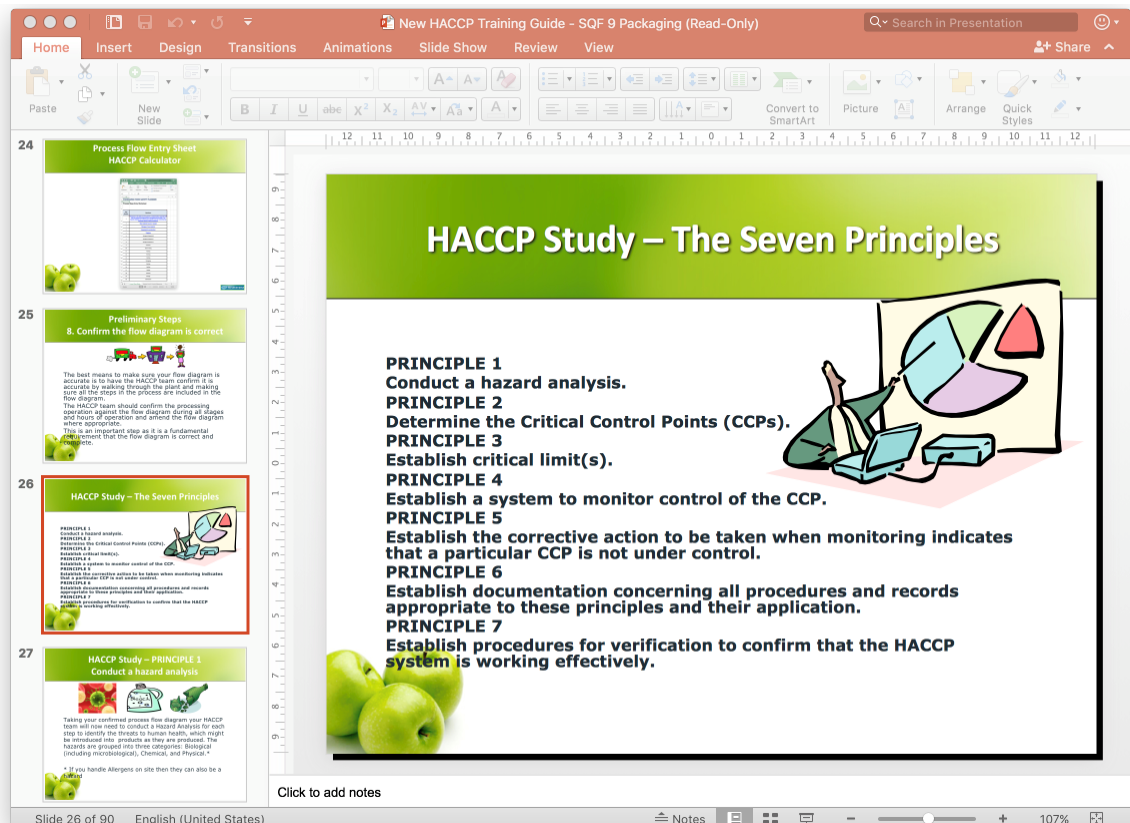
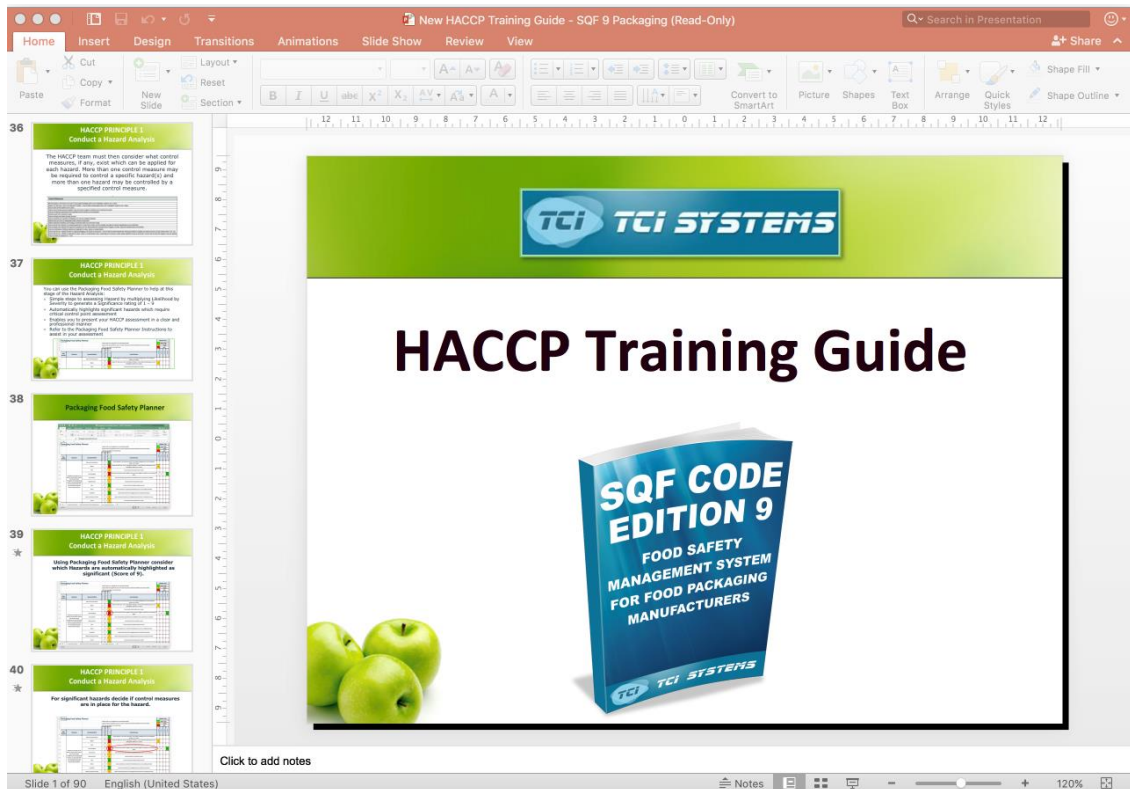
The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

Note: this is already a Generic Hazard Risk Management Plan Template

Document Reference Packaging Food Safety Planner Instructions 2
Revision 0 January 2021
Owned by: Tony_C

SQF Food Packaging Safety Management System Edition 9 Start Up Guide

This folder also contains a HACCP Training PowerPoint Presentation:



The next main folder to open is the Good Manufacturing Practices Folder

This folder contains Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging.

Good Manufacturing Practices				
Q Search				
Name	^	Date Modified	Size	Kind
GMP 13.1 Site Location and Premises.docx		03/02/2021	43 KB	Micros...(.docx)
GMP 13.1A Site Premises Plan.docx		01/02/2021	31 KB	Micros...(.docx)
GMP 13.2.1 Repairs and Maintenance.docx		03/02/2021	34 KB	Micros...(.docx)
GMP 13.2.2 Maintenance Staff and Contractors.docx		03/02/2021	32 KB	Micros...(.docx)
GMP 13.2.3 Calibration.docx		03/02/2021	30 KB	Micros...(.docx)
GMP 13.2.4 Pest Prevention		03/02/2021	34 KB	Micros...(.docx)
GMP 13.2.5 Cleaning and Sanitation.docx		03/02/2021	29 KB	Micros...(.docx)
GMP 13.3.1 Personnel Hygiene and Welfare		03/02/2021	36 KB	Micros...(.docx)
GMP 13.3.2 Hand Washing.docx		03/02/2021	28 KB	Micros...(.docx)
GMP 13.3.3A Protective Clothing		03/02/2021	30 KB	Micros...(.docx)
GMP 13.3.3B Jewelry Policy.docx		03/02/2021	26 KB	Micros...(.docx)
GMP 13.3.4 Visitors		03/02/2021	29 KB	Micros...(.docx)
GMP 13.3.5 Staff Amenities		03/02/2021	34 KB	Micros...(.docx)
GMP 13.4 Personnel Processing Practices		03/02/2021	38 KB	Micros...(.docx)
GMP 13.4B Manufacturing Process Flow.docx		03/02/2021	29 KB	Micros...(.docx)
GMP 13.4C First Aid - For Very High Risk Only.docx		03/02/2021	28 KB	Micros...(.docx)
GMP 13.5.1 Water Supply.docx		03/02/2021	27 KB	Micros...(.docx)
GMP 13.5.2 Water Quality.docx		03/02/2021	29 KB	Micros...(.docx)
GMP 13.5.3 Air and Gases.docx		03/02/2021	30 KB	Micros...(.docx)
GMP 13.6.1 Storage of Materials and Products		03/02/2021	34 KB	Micros...(.docx)
GMP 13.6.2 Hazardous Chemical Storage.docx		03/02/2021	28 KB	Micros...(.docx)
GMP 13.6.3 Loading, Transport and Unloading Practices.docx		03/02/2021	31 KB	Micros...(.docx)
GMP 13.7 Control of Foreign Matter Contamination.docx		03/02/2021	32 KB	Micros...(.docx)
GMP 13.7.1 Glass Policy.docx		03/02/2021	30 KB	Micros...(.docx)
GMP 13.7.2 Glass & Brittle Material Breakage Procedure.docx		03/02/2021	27 KB	Micros...(.docx)
GMP 13.8 Waste Disposal.docx		03/02/2021	31 KB	Micros...(.docx)

There are a set of comprehensive Good Manufacturing Practice procedural templates that match the clauses of the SQF Code:

Good Manufacturing Practices for Production of Food Packaging

GMP 13.1 Site Location and Premises
 GMP 13.1A Site Premises Plan
 GMP 13.2.1 Repairs and Maintenance
 GMP 13.2.2 Maintenance Staff and Contractors
 GMP 13.2.3 Calibration
 GMP 13.2.4 Pest Prevention
 GMP 13.2.5 Cleaning and Sanitation
 GMP 13.3.1 Personnel Hygiene and Welfare
 GMP 13.3.2 Hand Washing

There is also a Sub-Folder with Validation Record Samples

Validation Records				
Name	Date Modified	Size	Kind	
Brittle Material Policy Validation.docx	19 Feb 2020, 18:03	31 KB	Micros...(docx)	
Cleaning and Sanitation PRP Validation.docx	19 Feb 2020, 17:55	26 KB	Micros...(docx)	
PRP Hygiene Policy Validation.docx	19 Feb 2020, 18:04	30 KB	Micros...(docx)	
PRP Metal Detection Validation.docx	19 Feb 2020, 18:05	28 KB	Micros...(docx)	

Brittle Material Policy Validation

AFC Brittle Material Policy Validation

Brittle Material Policy Validation

Product Category	Freshly Prepared Sandwich Packaging		
Step Number	1 - 10		
Hazard	Contamination of food packaging with broken Brittle Material during operations		
Control Measure	Brittle Material minimization/ Brittle Material Breakage Procedure/ Brittle Material Protection/Brittle Material Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
GMP Confirmed	✓		
Authorized by (Name):			
Signature:			

Document Reference Brittle Material Policy Validation
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

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