



Food Safety and Quality Management System

Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Quality 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 international food safety standard IFS Food.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.



Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual.

The IFS Representative (Food Safety and Quality) is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures. The top level procedures of the Food Safety Quality Management System Procedures are divided into 6 sections and pre-fixed QM as follows:

Section 1

QM 1.1 Corporate Policies

QM 1.1.2 Food Safety and Quality Objectives

QM 1.2 Corporate Structure

QM 1.2 Corporate Structure - Job Descriptions

QM 1.2 Corporate Structure - Organisational Chart

QM 1.3 Customer Focus

QM 1.4 Management Review

QM 1.5 Communication

Section 2

QM 2.1 Food Safety and Quality Management System

QM 2.1.1 Document Control

QM 2.1.2 Record Keeping

QM 2.2 Food Safety Management - HACCP System

Section 3

QM 3.1 Resource Management

QM 3.2.2 Protective Clothing

QM 3.2.3 Medical Screening

QM 3.3 Training and Instruction

QM 3.4 Staff Facilities

Section 4

QM 4 Control of Operations

QM 4.1 Contract Agreement

QM 4.2 Specifications

QM 4.3 Product Development

QM 4.4 Purchasing

QM 4.5 Product Packaging

QM 4.6 - 4.9 Site Standards

QM 4.10 Cleaning and Disinfection

QM 4.11 Waste Disposal

QM 4.12 Control of Foreign Matter Contamination

QM 4.12 A Glass Policy

QM 4.12 B Control of Brittle Materials

QM 4.12 C Glass & Brittle Material Breakage Procedure

QM 4.12 D Detection of Foreign Objects

QM 4.13 Pest Control & Monitoring

QM 4.14 Receipt and Storage

QM 4.15 Transport

QM 4.16 Maintenance and Repair

QM 4.17 Equipment

QM 4.18 A Product Identification

QM 4.18 B Product Identification & Traceability Appendix

- QM 4.18 C Traceability System
- QM 4.19 Identity Preserved Foods
- QM 4.20 Allergen Management

Section 5

- QM 5.1 Internal Audits
- QM 5.2 Site Factory Inspections
- QM 5.3 Process Validation
- QM 5.4 Calibration
- QM 5.5 Quantity Control
- QM 5.6 Laboratory Quality Manual
- QM 5.7 Product Quarantine & Release
- QM 5.8 Management of Complaints
- QM 5.9.1 Management of Incidents
- QM 5.9.2 Product Recall & Withdrawal
- QM 5.10 Management of Non-conformities & Non-conforming Product
- QM 5.11 Corrective Action and Preventative Action

Section 6

- QM 6.1 Defence Assessment
- QM 6.2 Site Security
- QM 6.3 Personnel and Visitor Security
- QM 6.4 External Inspections

The HACCP documents of the Food Safety Quality Management System Procedures are supplemented by HACCP Manual documents as follows:

- HM 1 HACCP System
- HM 2 HACCP Team
- HM 3 HACCP Prerequisites
- HM 4 HACCP Scope and Product Information
- HM 5 HACCP Intended Use
- HM 6 HACCP Flowcharts
- HM 7 HACCP Flowchart Verification
- HM 8 Hazard Identification

Improvement

The company is committed to continual improvement of its management systems through:

- Food safety policy and objectives
- Quality policy and objectives
- Auditing of systems and processes
- Corrective and preventive actions
- Analysis of data
- Management Review – Refer to Management Review Procedure
- The use of hazard analysis in developing schedules for quality and food safety control aids in defining preventive actions and in continual improvement of processes.

Document Hierarchy

