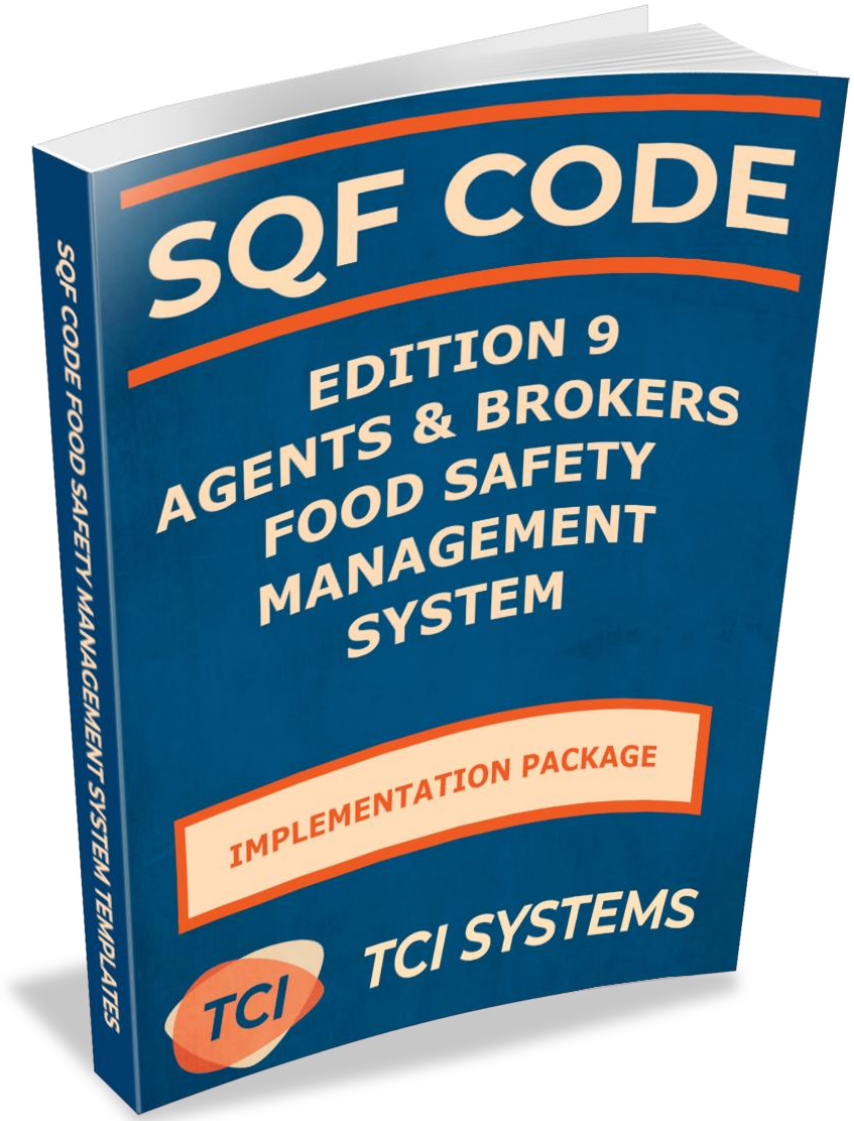
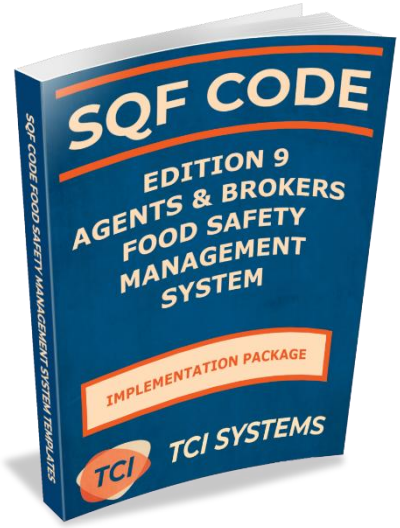
New Implementation Package Compliant with SQF Code: Agents & Brokers Edition 9 and the latest CODEX HACCP Guidelines



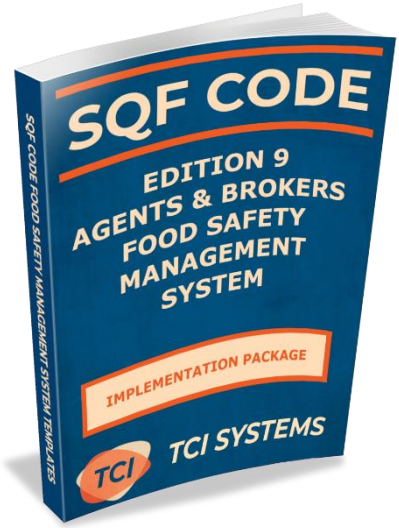
This is an ideal package for Agents & Brokers looking to achieve certification to the SQF Code: Agents & Brokers Edition 9 and includes additional SQF Edition 10 Elements

The SQF Food Safety Management System Implementation Package includes a combination of comprehensive documentation, guidance, implementation tools and training.



Included in the SQF Food Safety Management System Implementation Package:

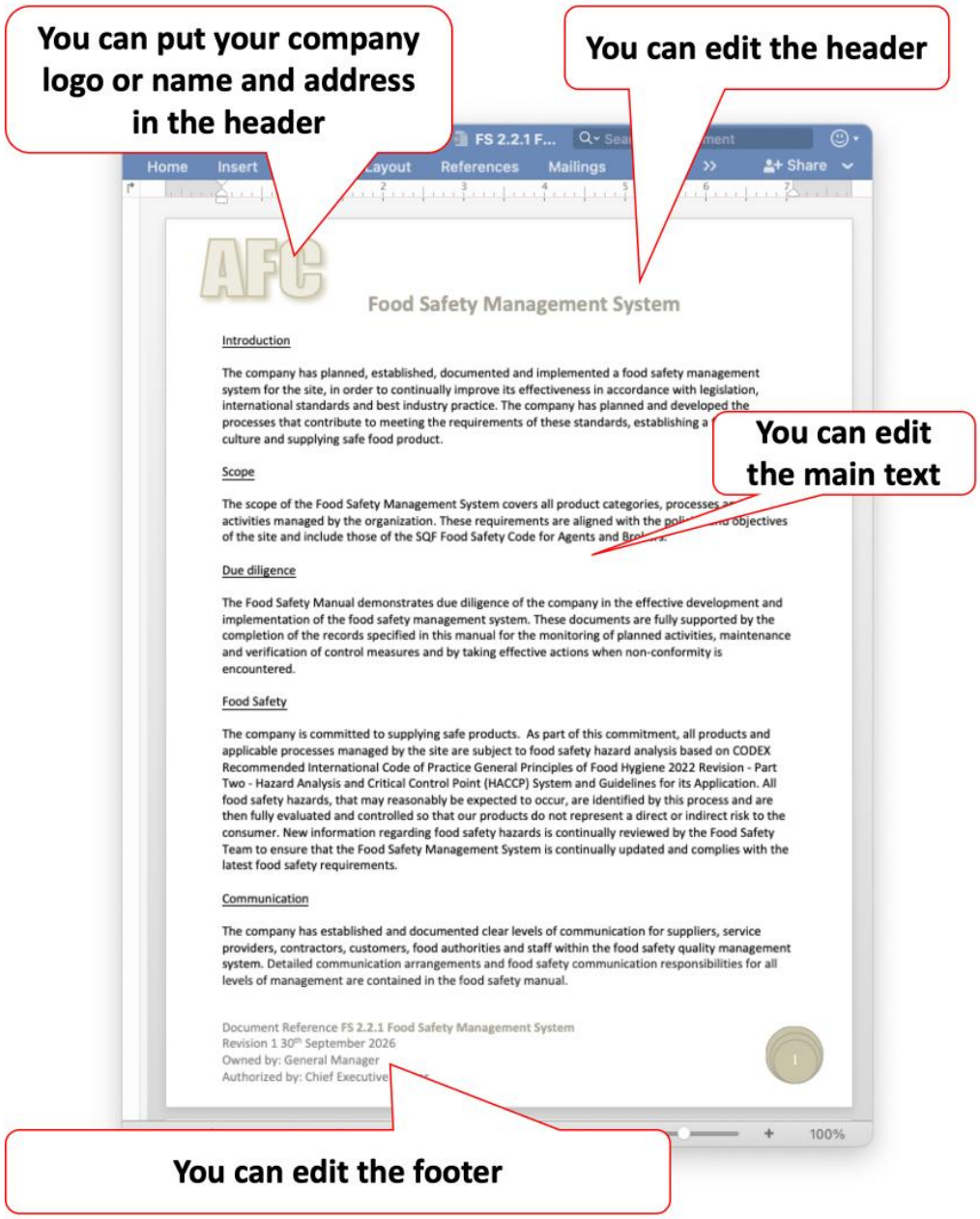
- ✓ Comprehensive Procedures Manual
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Training Modules
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool
- ✓ Senior Management Implementation Assitance
- ✓ User guide



To order this SQF Agents & Brokers Food Safety Management System Implementation Package click here

Food Safety Management System Procedure Templates

The documents and records are provided in Microsoft Word format so are easily edited to suit your operation.

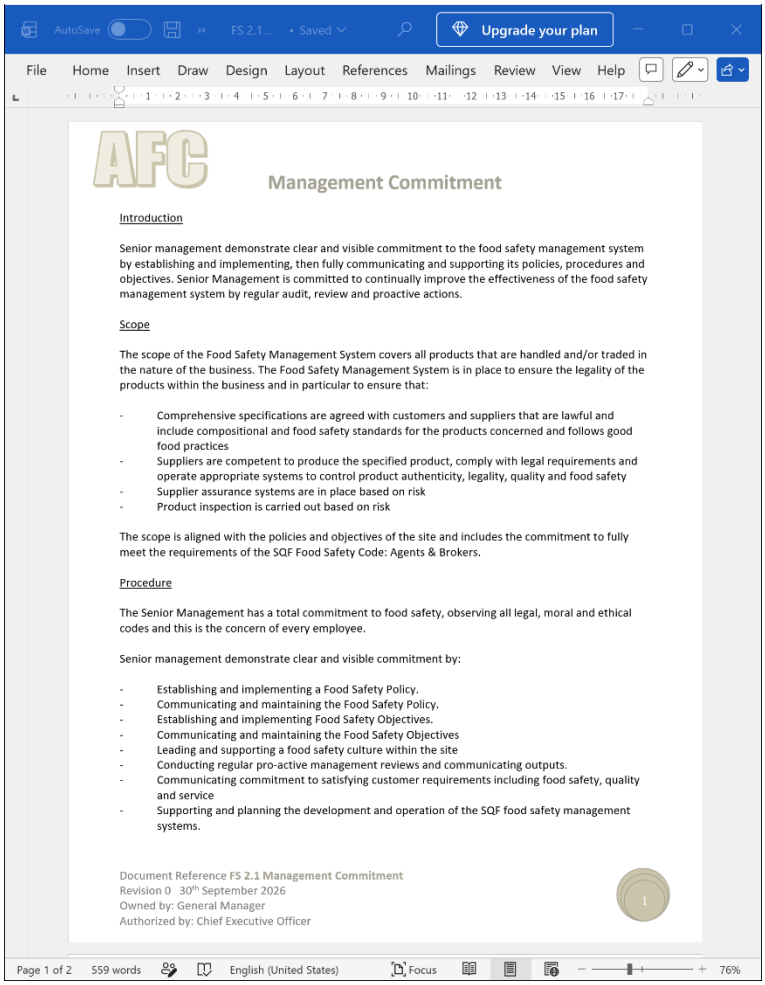


The package contains a comprehensive set of editable Food Safety Management System Procedure Templates written in Microsoft Word (US English) format that match the clauses of the SQF Code: Agents & Brokers Edition 9.

These are the procedure templates for Sections
2.1 Management Commitment
2.2 Documentation and Records
2.3 Supply Sourcing, Specifications, Agreements and Approval
2.4 Product Safety System

FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2 Food Safety Culture - Expected Behaviors
FS 2.1.1.3 Food Safety Culture Planning Matrix
FS 2.1.1.4 Food Safety Objectives
FS 2.1.1.4 Responsibility and Authority
FS 2.1.1.4 Appendix Organizational Chart
FS 2.1.1.4 Appendix Job Descriptions
FS 2.1.2 Management Review
FS 2.1.2R Management Review Record
FSR 2.1.2.2R Monthly SQF System Exception Report
FS 2.1.3 Complaint Management
FS 2.1.3A Annual Complaints Analyzer
FS 2.2.1 Food Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Record Control
FS 2.3.1 Product Development
FS 2.3.2 Specifications
FS 2.3.3 Contracted Operations
FS 2.3.4 Approved Supplier Program
FS 2.3.4A Supplier & Material Risk Assessment
FS 2.3.4B Supplier Assessment Form
FS 2.3.4C Approved Suppliers & Emergency Suppliers List
FS 2.3.4D Material Acceptance Record
FS 2.3.5 Change Management Procedure
FS 2.3.5A Process Change Approval Record
FS 2.4.1 Food Legislation Compliance
FS 2.4.2 Food Safety Plans
FS 2.4.3 Sampling, Inspection and Analysis
FS 2.4.4 Control of Non-Conforming Materials and Product
FS 2.4.5 Product Hold Label
FS 2.4.5 Product Release

Package Document Examples



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Management Commitment

Introduction

Senior management demonstrate clear and visible commitment to the food safety management system by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Senior Management is committed to continually improve the effectiveness of the food safety management system by regular audit, review and proactive actions.

Scope

The scope of the Food Safety Management System covers all products that are handled and/or traded in the nature of the business. The Food Safety Management System is in place to ensure the legality of the products within the business and in particular to ensure that:

- Comprehensive specifications are agreed with customers and suppliers that are lawful and include compositional and food safety standards for the products concerned and follows good food practices
- Suppliers are competent to produce the specified product, comply with legal requirements and operate appropriate systems to control product authenticity, legality, quality and food safety
- Supplier assurance systems are in place based on risk
- Product inspection is carried out based on risk

The scope is aligned with the policies and objectives of the site and includes the commitment to fully meet the requirements of the SQF Food Safety Code: Agents & Brokers.

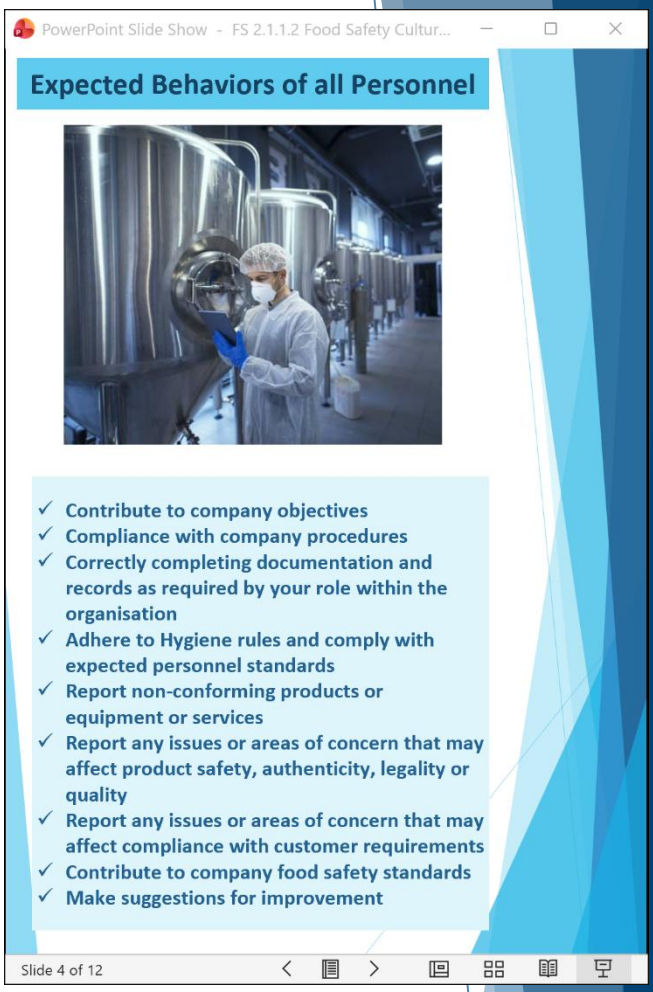
Procedure

The Senior Management has a total commitment to food safety, observing all legal, moral and ethical codes and this is the concern of every employee.

Senior management demonstrate clear and visible commitment by:

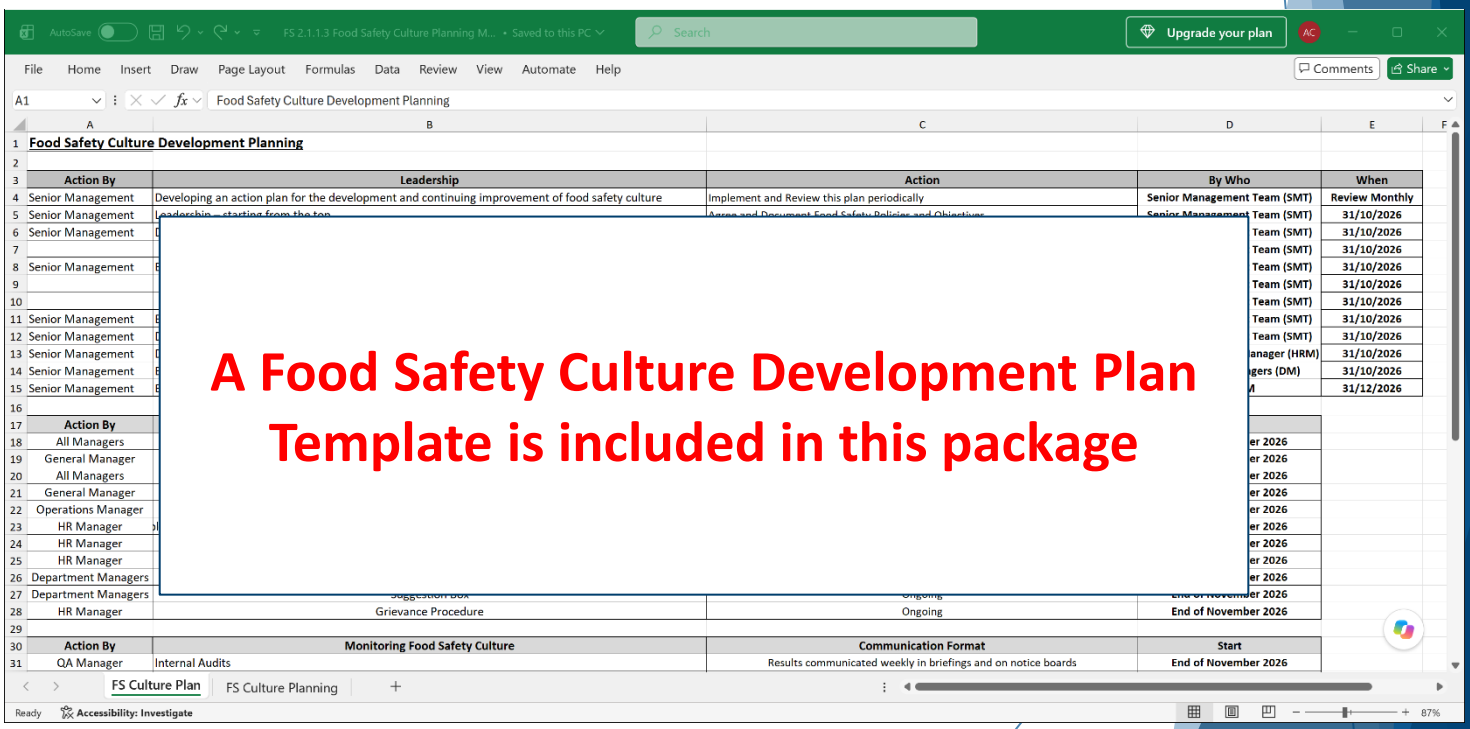
- Establishing and implementing a Food Safety Policy.
- Communicating and maintaining the Food Safety Policy.
- Establishing and implementing Food Safety Objectives.
- Communicating and maintaining the Food Safety Objectives
- Leading and supporting a food safety culture within the site
- Conducting regular pro-active management reviews and communicating outputs.
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Supporting and planning the development and operation of the SQF food safety management systems.

Document Reference FS 2.1 Management Commitment
Revision 0 30th September 2026
Owned by: General Manager
Authorized by: Chief Executive Officer



Expected Behaviors of all Personnel

- ✓ Contribute to company objectives
- ✓ Compliance with company procedures
- ✓ Correctly completing documentation and records as required by your role within the organisation
- ✓ Adhere to Hygiene rules and comply with expected personnel standards
- ✓ Report non-conforming products or equipment or services
- ✓ Report any issues or areas of concern that may affect product safety, authenticity, legality or quality
- ✓ Report any issues or areas of concern that may affect compliance with customer requirements
- ✓ Contribute to company food safety standards
- ✓ Make suggestions for improvement



Food Safety Culture Development Planning

Action By	Leadership	Action	By Who	When
Senior Management	Developing an action plan for the development and continuing improvement of food safety culture	Implement and Review this plan periodically	Senior Management Team (SMT)	Review Monthly
Senior Management	Leadership – starting from the top	Agree and Document Food Safety Policies and Objectives	Senior Management Team (SMT)	31/10/2026
Senior Management	[illegible]	[illegible]	Team (SMT)	31/10/2026
			Team (SMT)	31/10/2026
Senior Management	[illegible]	[illegible]	Team (SMT)	31/10/2026
			Team (SMT)	31/10/2026
			Team (SMT)	31/10/2026
Senior Management	[illegible]	[illegible]	Team (SMT)	31/10/2026
Senior Management	[illegible]	[illegible]	Team (SMT)	31/10/2026
Senior Management	[illegible]	[illegible]	anager (HRM)	31/10/2026
Senior Management	[illegible]	[illegible]	gers (DM)	31/10/2026
Senior Management	[illegible]	[illegible]	M	31/12/2026

Action By			
All Managers	[illegible]	[illegible]	er 2026
General Manager	[illegible]	[illegible]	er 2026
All Managers	[illegible]	[illegible]	er 2026
General Manager	[illegible]	[illegible]	er 2026
Operations Manager	[illegible]	[illegible]	er 2026
HR Manager	[illegible]	[illegible]	er 2026
HR Manager	[illegible]	[illegible]	er 2026
HR Manager	[illegible]	[illegible]	er 2026
Department Managers	[illegible]	[illegible]	er 2026
Department Managers	Suggestion Box	Ongoing	End of November 2026
HR Manager	Grievance Procedure	Ongoing	End of November 2026

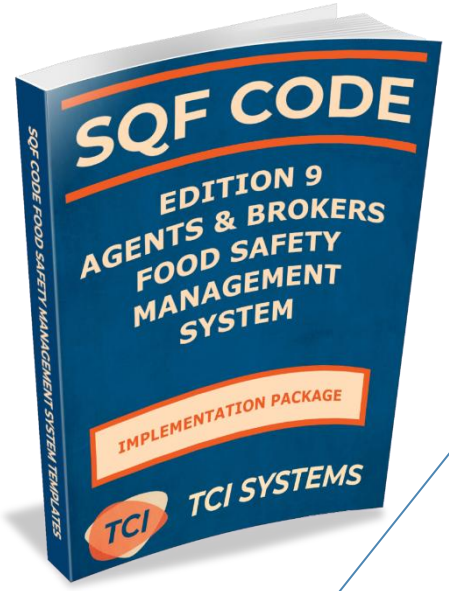
Action By	Monitoring Food Safety Culture	Communication Format	Start
QA Manager	Internal Audits	Results communicated weekly in briefings and on notice boards	End of November 2026

A Food Safety Culture Development Plan Template is included in this package

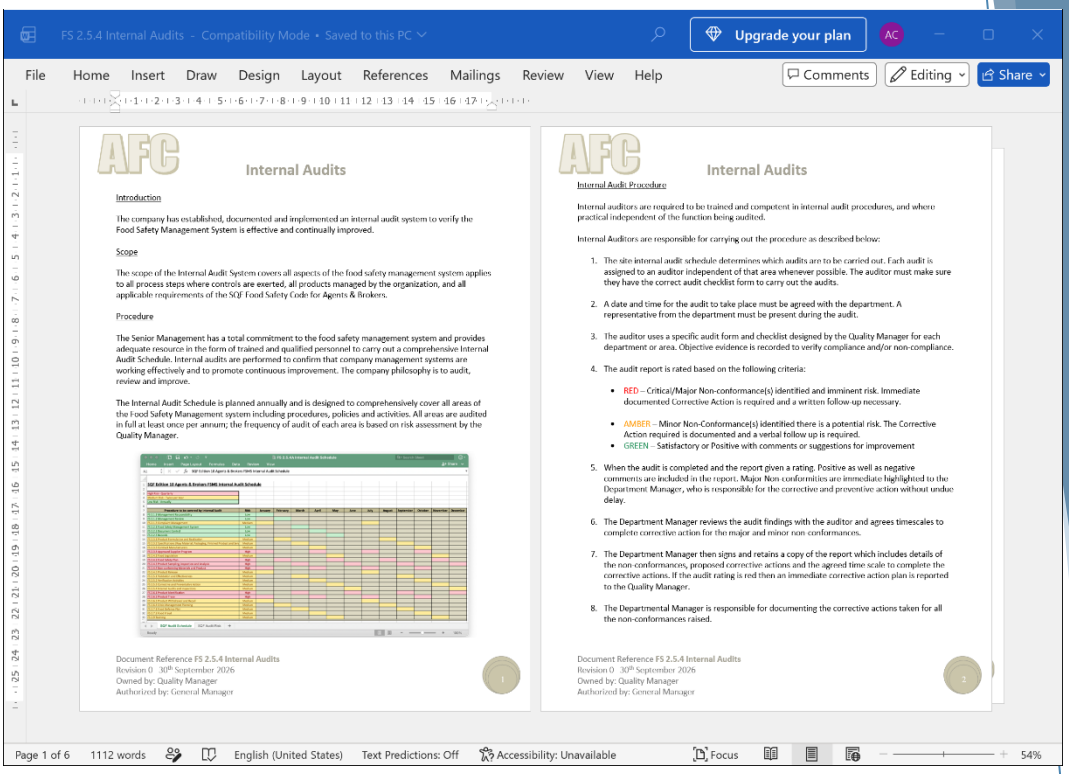
The documents are in Microsoft Word, Microsoft Excel and PowerPoint Format

These are the procedure templates for Sections
2.5 Validation and Verification
2.6 Product Traceability and Crisis Management
2.7 Product Defense and Fraud
2.8 Training

FS 2.5.1 Validation and Effectiveness
FS 2.5.2 Verification Activities
FS 2.5.3 Corrective Action and Preventative Action
FS 2.5.3A Root Cause Analysis
FS 2.5.3B Corrective Action Request
FS 2.5.3C Preventative Action Request
FS 2.5.4 Internal Audits
FS 2.5.4A Internal Audit 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 Recall FDA Letter 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 Food Fraud
FS 2.7.2A Food Fraud Assessment Template
FS 2.9 Training



Package Document Examples



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Internal Audits

Introduction

The company has established, documented and implemented an internal audit system to verify the Food Safety Management System is effective and continually improved.

Scope

The scope of the Internal Audit System covers all aspects of the food safety management system applies to all process steps where controls are exerted, all products managed by the organization, and all applicable requirements of the SQF Food Safety Code for Agents & Brokers.

Procedure

The Senior Management has a total commitment to the food safety management system and provides adequate resources in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that company management systems are working effectively and to promote continuous improvement. The company philosophy is to audit, review and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Management system including procedures, policies and activities. All areas are audited in full at least once per annum; the frequency of audit of each area is based on risk assessment by the Quality Manager.

Document Reference FS 2.5.4 Internal Audits
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

AFC

Internal Audits

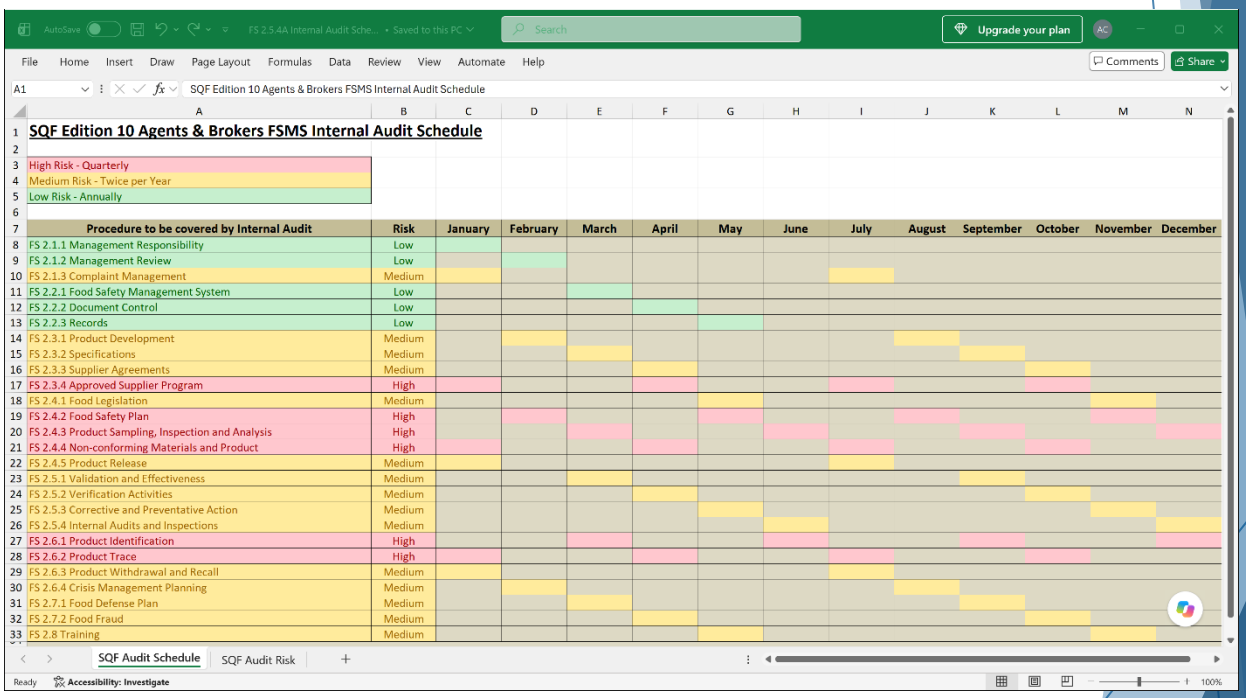
Internal Audit Procedure

Internal auditors are required to be trained and competent in internal audit procedures, and where practical independent of the function being audited.

Internal Auditors are responsible for carrying out the procedure as described below:

1. The site internal audit schedule determines which audits are to be carried out. Each audit is assigned to an auditor independent of that area whenever possible. The auditor must make sure they have the correct audit checklist form to carry out the audits.
2. A date and time for the audit to take place must be agreed with the department. A representative from the department must be present during the audit.
3. The auditor uses a specific audit form and checklist designed by the Quality Manager for each department or area. Objective evidence is recorded to verify compliance and/or non-compliance.
4. The audit report is rated based on the following criteria:
   - RED – Critical/Major Non-conformance(s) identified and imminent risk. Immediate documented Corrective Action is required and a written follow up necessary.
   - AMBER – Minor Non-Conformance(s) identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
   - GREEN – Satisfactory or Positive with comments or suggestions for improvement
5. When the audit is completed and the report given a rating. Positive as well as negative comments are included in the report. Major Non conformities are immediate highlighted to the Department Manager, who is responsible for the corrective and preventive action without undue delay.
6. The Department Manager reviews the audit findings with the auditor and agrees timescales to complete corrective action for the major and minor non conformances.
7. The Department Manager then signs and retains a copy of the report which includes details of the non-conformances, proposed corrective actions and the agreed time scale to complete the corrective actions. If the audit rating is red then an immediate corrective action plan is reported to the Quality Manager.
8. The Departmental Manager is responsible for documenting the corrective actions taken for all the non-conformances raised.

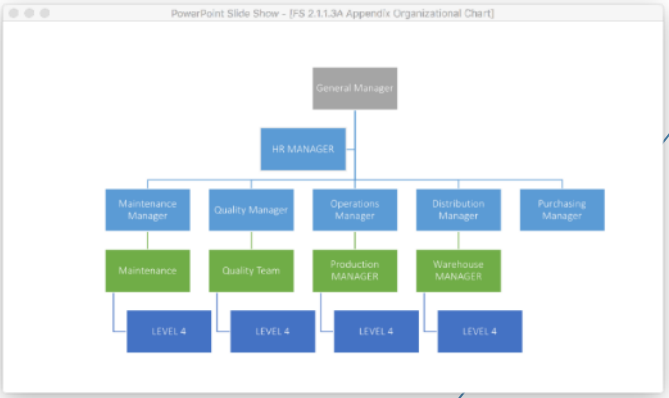
Document Reference FS 2.5.4 Internal Audits
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

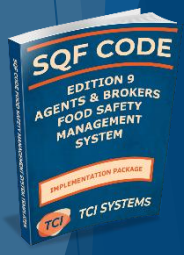


SQF Edition 10 Agents & Brokers FSMS Internal Audit Schedule

High Risk - Quarterly
Medium Risk - Twice per Year
Low Risk - Annually

Procedure to be covered by Internal Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
FS 2.1.1 Management Responsibility	Low												
FS 2.1.2 Management Review	Low												
FS 2.1.3 Complaint Management	Medium												
FS 2.2.1 Food Safety Management System	Low												
FS 2.2.2 Document Control	Low												
FS 2.2.3 Records	Low												
FS 2.3.1 Product Development	Medium												
FS 2.3.2 Specifications	Medium												
FS 2.3.3 Supplier Agreements	Medium												
FS 2.3.4 Approved Supplier Program	High												
FS 2.4.1 Food Legislation	Medium												
FS 2.4.2 Food Safety Plan	High												
FS 2.4.3 Product Sampling, Inspection and Analysis	High												
FS 2.4.4 Non-conforming Materials and Product	High												
FS 2.4.5 Product Release	Medium												
FS 2.5.1 Validation and Effectiveness	Medium												
FS 2.5.2 Verification Activities	Medium												
FS 2.5.3 Corrective and Preventative Action	Medium												
FS 2.5.4 Internal Audits and Inspections	Medium												
FS 2.6.1 Product Identification	High												
FS 2.6.2 Product Trace	High												
FS 2.6.3 Product Withdrawal and Recall	Medium												
FS 2.6.4 Crisis Management Planning	Medium												
FS 2.7.1 Food Defense Plan	Medium												
FS 2.7.2 Food Fraud	Medium												
FS 2.8 Training	Medium												





Package Document Examples

FS 2.6.2 Product Trace - Compatibility Mode • Saved to this PC

Upgrade your plan

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Comments Editing Share

AFC

Product Trace

Introduction

The company has established, implemented, documented a trace system for all product components. This procedure defines how materials and finished products are uniquely identified and traceable as required by the Food Safety Management System and in compliance with all regulatory requirements in the country of origin and intended sale.

Scope

This procedure applies to all process steps where controls are exerted including last manufacturer (or the place of last significant change of the product), producer/packer, intermediate storage, shipment and receipt by customer.

Procedure

The company traceability system takes both the form of documented records and plc program, which enables a full product history to be produced in a timely manner.

Traceability records by supplier, product, brand, label and date/batch code are maintained and retained for all product batches. This allows the business to trace products and materials from purchase to customer for every delivery. Records are maintained of product volumes from last manufacturer, producer/packer, intermediate storage, shipment and receipt by customer.

Where product is further processed on behalf of the company, relabeled or returned, traceability is maintained. Reworked material will also remain identifiable and traceable. Where rework or any reworking operation is performed, traceability is maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations.

The traceability entails tracing a product backwards from customer to producer or last manufacturer, ensuring that all relevant paperwork has been completed and is within specification. A mass balance exercise is conducted of product volumes to ensure that all products are accounted for.

Document Reference FS 2.6.2 Product Trace
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

1

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Product Trace

For all products, the following information is traceable from the product date/batch code:

Stage	Details
Producer/Packer	Product/Label, Size, Date Supplied, Batch Code, Volume, Pallet Numbers, Certificate of Conformity Supplier Name/Address & Authorized Release Dates
Last Manufacturer	Product/Label, Size, Date Supplied, Batch Code, Volume, Pallet Numbers, Certificate of Conformity Supplier Name/Address & Authorized Release Dates
Transit	Product/Label, Size, Date of Pick Up & Delivery, Batch Code, Volume, Pallet Numbers, Vehicle Details, Temperature & Humidity Records if Applicable Service Supplier Name/Address
Storage Records	Product/Label, Size, Date of Receipt & Dispatch, Batch Code, Volume, Pallet Numbers, Vehicle Details, Temperature & Humidity Records if Applicable Service Supplier Name/Address
Packing Records	Service Supplier Name/Address, Product/Label, Size, Date of Pick Up & Delivery, Batch Code, Volume, Pallet Numbers, Location Details, Temperature & Humidity Records if Applicable Date, Label, Code, Code of Packaging, Reworked material, Volume
Dispatch Records	Service Supplier Name/Address, Storage Facility, Transport Company, Vehicle Log, Product/Label, Size, Date of Pick Up, Batch Code, Volume, Pallet Numbers, Vehicle Details, Temperature & Humidity Records if Applicable
Delivery Records	Customer & Location, Delivery Address & Time, Product/Label, Size, Date of Delivery, Batch Code, Volume, Pallet Numbers, Authorized Release Dates, & COC/COA. Service Supplier Name/Address, Vehicle Details, Temperature & Humidity Records if Applicable

Document Reference FS 2.6.2 Product Trace
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

2

Page 1 of 4 829 words English (United States) Text Predictions: Off Accessibility: Unavailable Focus 54%

PowerPoint Slide Show - FS 2.6.2A Traceability System Diagram - PowerPoint

TCI SYSTEMS

Trace System Diagram

1. Product Purchase — Product Supplier Records > Supply Chain Manager
2. Product Inspection (Independent Laboratory) — Contract Laboratory Records > Quality Manager
3. Product Release (FS Team Leader) — Quality Manager Records
4. Product Transport (Contract Transport) — Service Provider Records > Operations Manager
5. Product Export — Supply Chain Manager Records
6. Product Transport (Contract Transport) — Service Provider Records > Operations Manager
7. Product Import — Supply Chain Manager Records
8. Product Receipt (Contract Storage) — Service Provider Records > Operations Manager
9. Product Storage (Contract Storage) — Service Provider Records > Operations Manager
10. Labelling, Coding & Palletisation (Contract) — Contract Packer Records > Operations Manager
11. Product Storage (Contract Storage) — Service Provider Records > Operations Manager
12. Product Loading (Contract) — Service Provider Records > Operations Manager
13. Product Transport (Contract) — Service Provider Records > Operations Manager
14. Delivery to Customer — Customer Confirmation Records > Supply Chain Manager; Service Provider Records > Operations Manager

Trace System Diagram
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

1

Slide 1 of 1

Supplementary HACCP Documents, Guidance and Tools

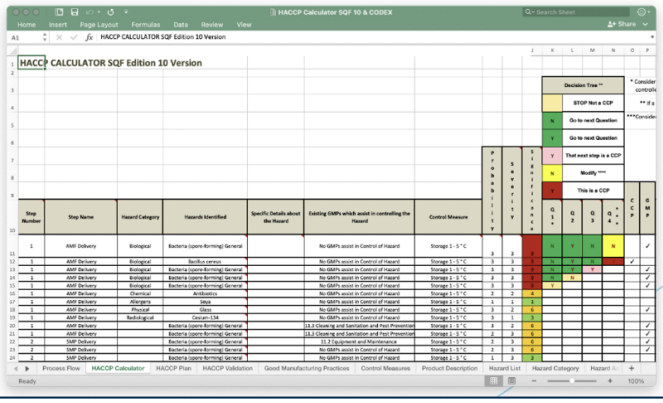
The HACCP Calculator and Instructions

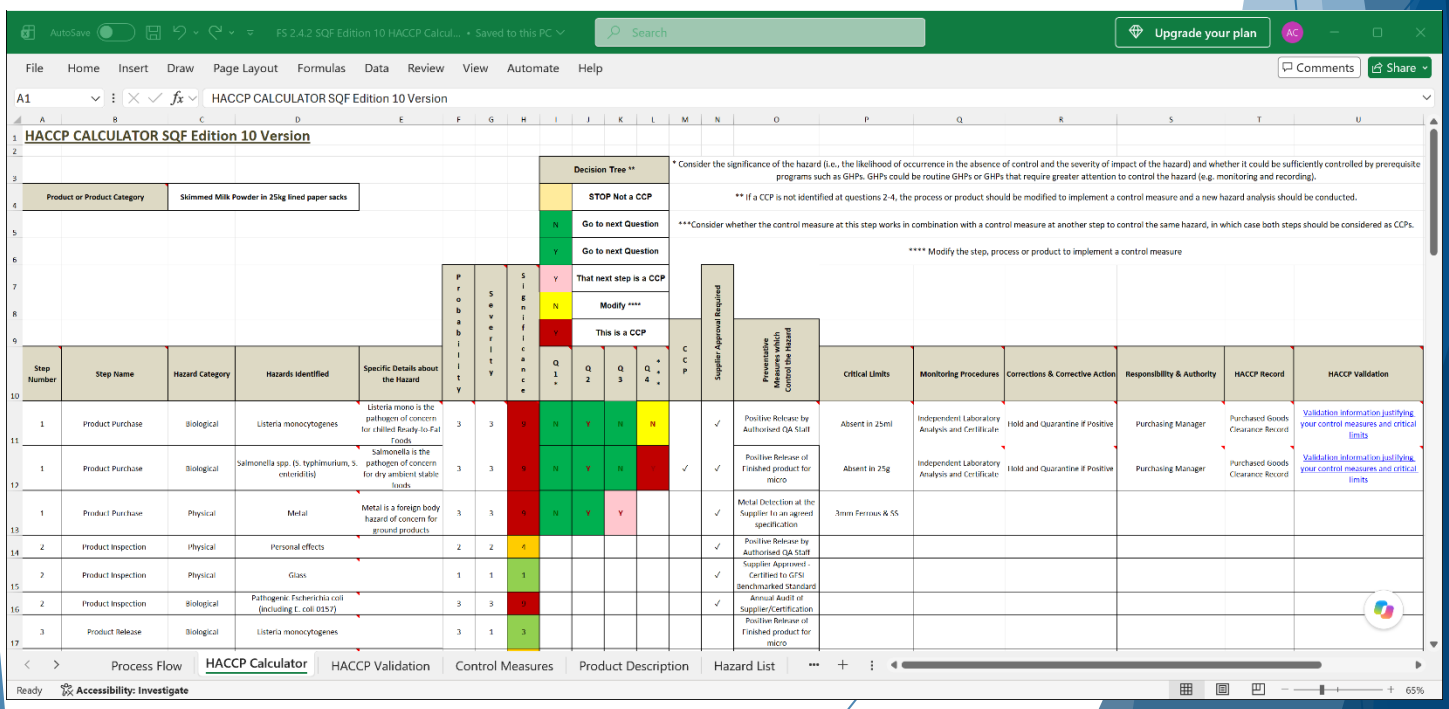
HACCP Calculator based SQF Edition 10 requirements and the latest version of CODEX General Principles of Food Hygiene Chapter Two HACCP System and Guidelines for its Application including a new Decision Tree.

TCI SYSTEMS

HACCP Calculator Instructions

SQF 10 & CODEX





HACCP CALCULATOR SQF Edition 10 Version

Product or Product Category: Skimmed Milk Powder in 25kg lined paper sacks

Decision Tree **
- STOP Not a CCP
- N — Go to next Question
- Y — Go to next Question
- Y — That next step is a CCP
- N — Modify ****
- Y — This is a CCP

* 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.

**** Modify the step, process or product to implement a control measure

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Probability	Severity	Significance	Q1 *	Q2	Q3	Q4 ***	CCP	Supplier Approval Required	Preventative Measures which Control the Hazard	Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	HACCP Record	HACCP Validation
1	Product Purchase	Biological	Listeria monocytogenes	Listeria mono is the pathogen of concern for chilled Ready-to-Fat Foods	3	3	9	N	Y	N	N		✓	Positive Release by Authorised QA Staff	Absent in 25ml	Independent Laboratory Analysis and Certificate	Hold and Quarantine if Positive	Purchasing Manager	Purchased Goods Clearance Record	Validation information justifying your control measures and critical limits
1	Product Purchase	Biological	Salmonella spp. (S. typhimurium, S. enteriditis)	Salmonella is the pathogen of concern for dry ambient stable foods	3	3	9	N	Y	N	Y	✓	✓	Positive Release of Finished product for micro	Absent in 25g	Independent Laboratory Analysis and Certificate	Hold and Quarantine if Positive	Purchasing Manager	Purchased Goods Clearance Record	Validation information justifying your control measures and critical limits
1	Product Purchase	Physical	Metal	Metal is a foreign body hazard of concern for ground products	3	3	9	N	Y	Y			✓	Metal Detection at the Supplier to an agreed specification	3mm Ferrous & SS					
2	Product Inspection	Physical	Personal effects		2	2	4						✓	Positive Release by Authorised QA Staff						
2	Product Inspection	Physical	Glass		1	1	1						✓	Supplier Approved - Certified to GFSI Benchmarked Standard						
2	Product Inspection	Biological	Pathogenic Escherichia coli (including E. coli 0157)		3	3	9						✓	Annual Audit of Supplier/Certification						
3	Product Release	Biological	Listeria monocytogenes		3	1	3							Positive Release of Finished product for micro						

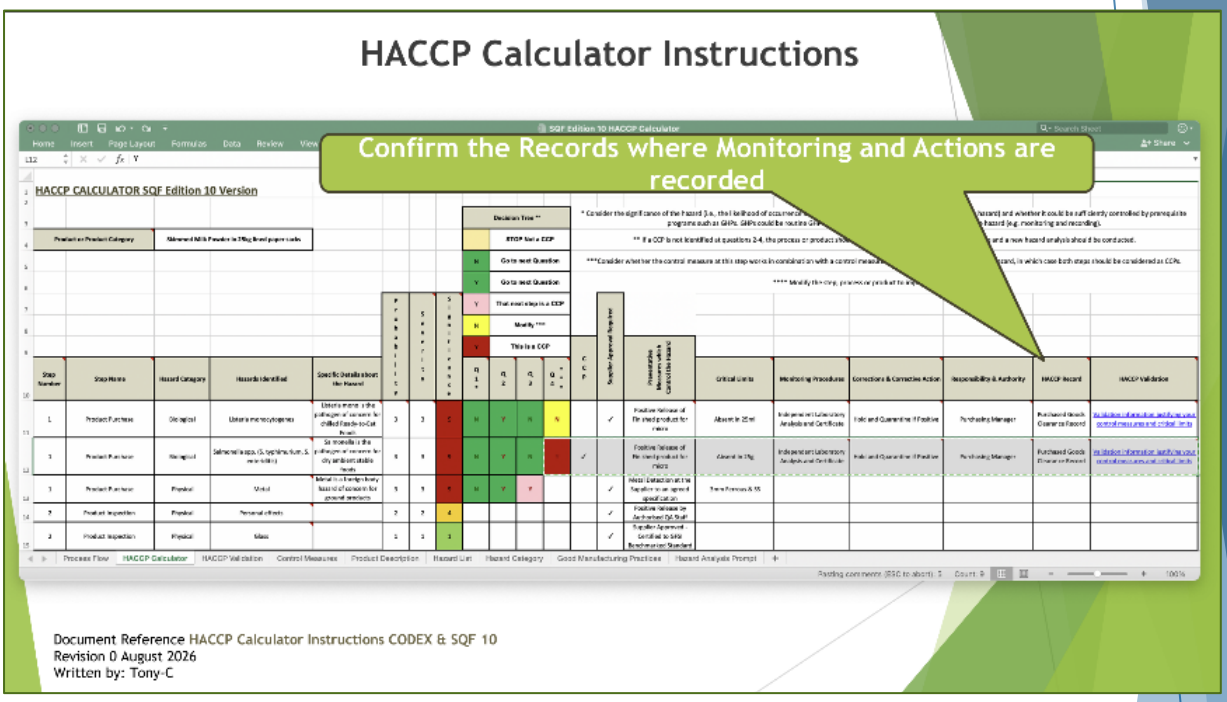
Process Flow | HACCP Calculator | HACCP Validation | Control Measures | Product Description | Hazard List

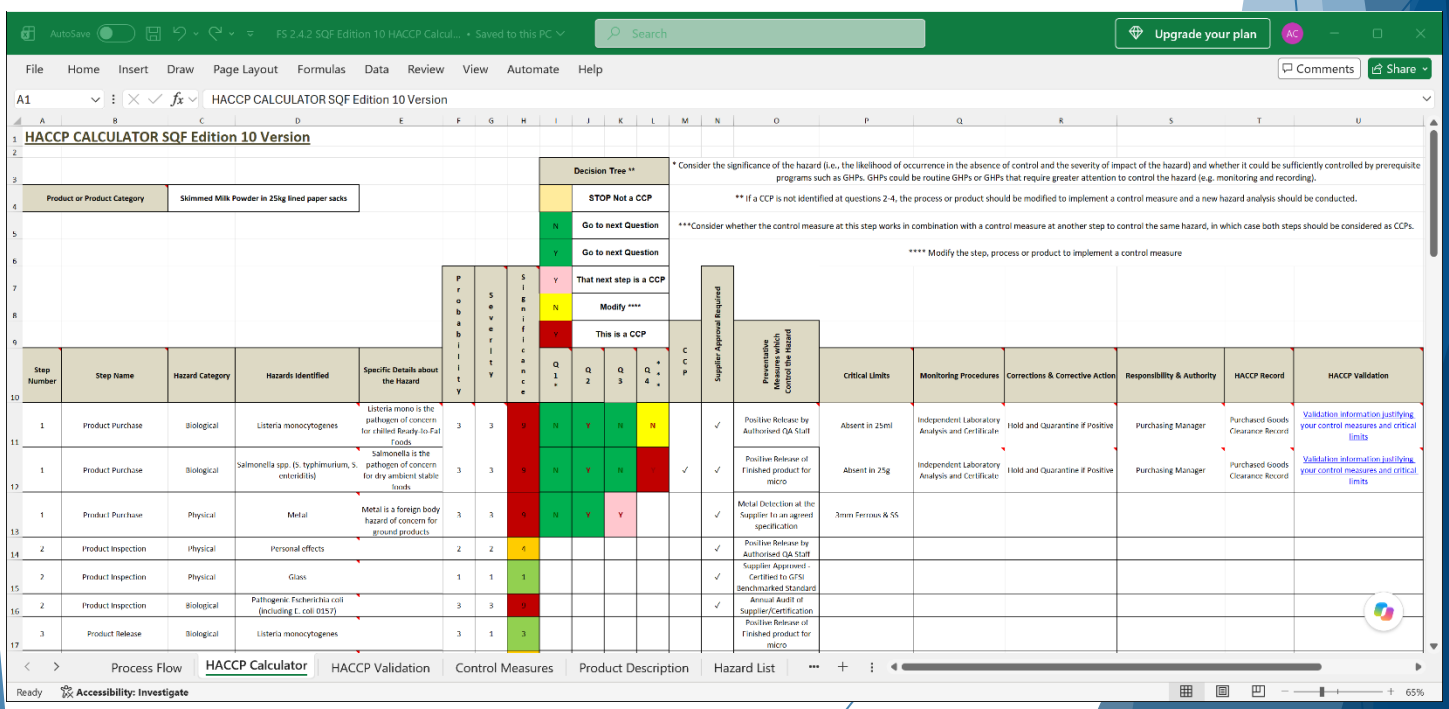
The HACCP Calculator is a tool that allows you to present you Hazard Analysis in a clear and logical manner.

From the process flow you select hazards and assess them to identify significant hazards.

You then use the in-built CODEX Decision Tree questions to determine your Critical Control Points.

Following that the HACCP Calculator assists in developing Food Safety Plans to control Significant Hazards.





HACCP CALCULATOR SQF Edition 10 Version

Product or Product Category	Skimmed Milk Powder in 25kg lined paper sacks

Decision Tree **	
	STOP Not a CCP
N	Go to next Question
Y	Go to next Question
Y	That next step is a CCP
N	Modify ****
Y	This is a CCP

* 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).

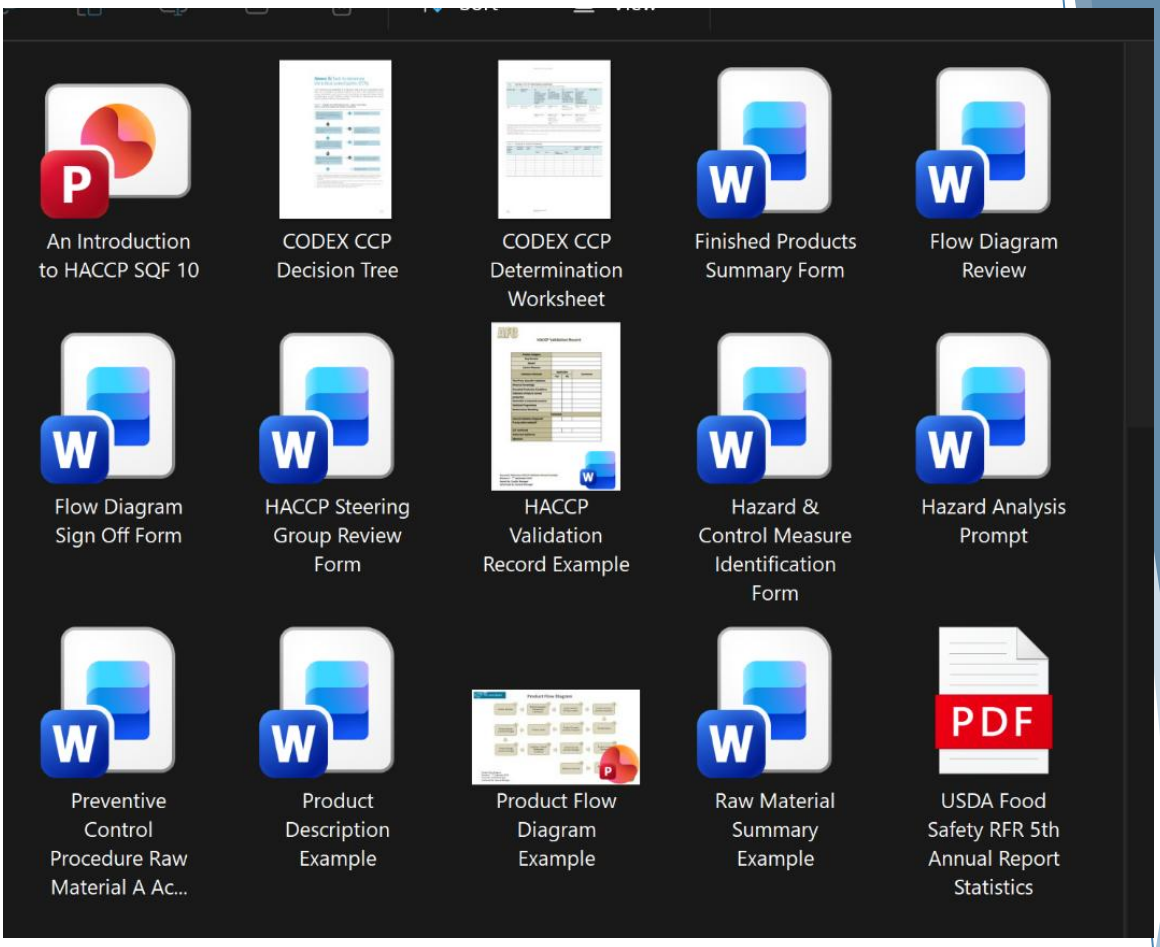
** If a CCP is not identified at questions 2-4, the process or product should be modified to implement a control measure and a new hazard analysis should be conducted.

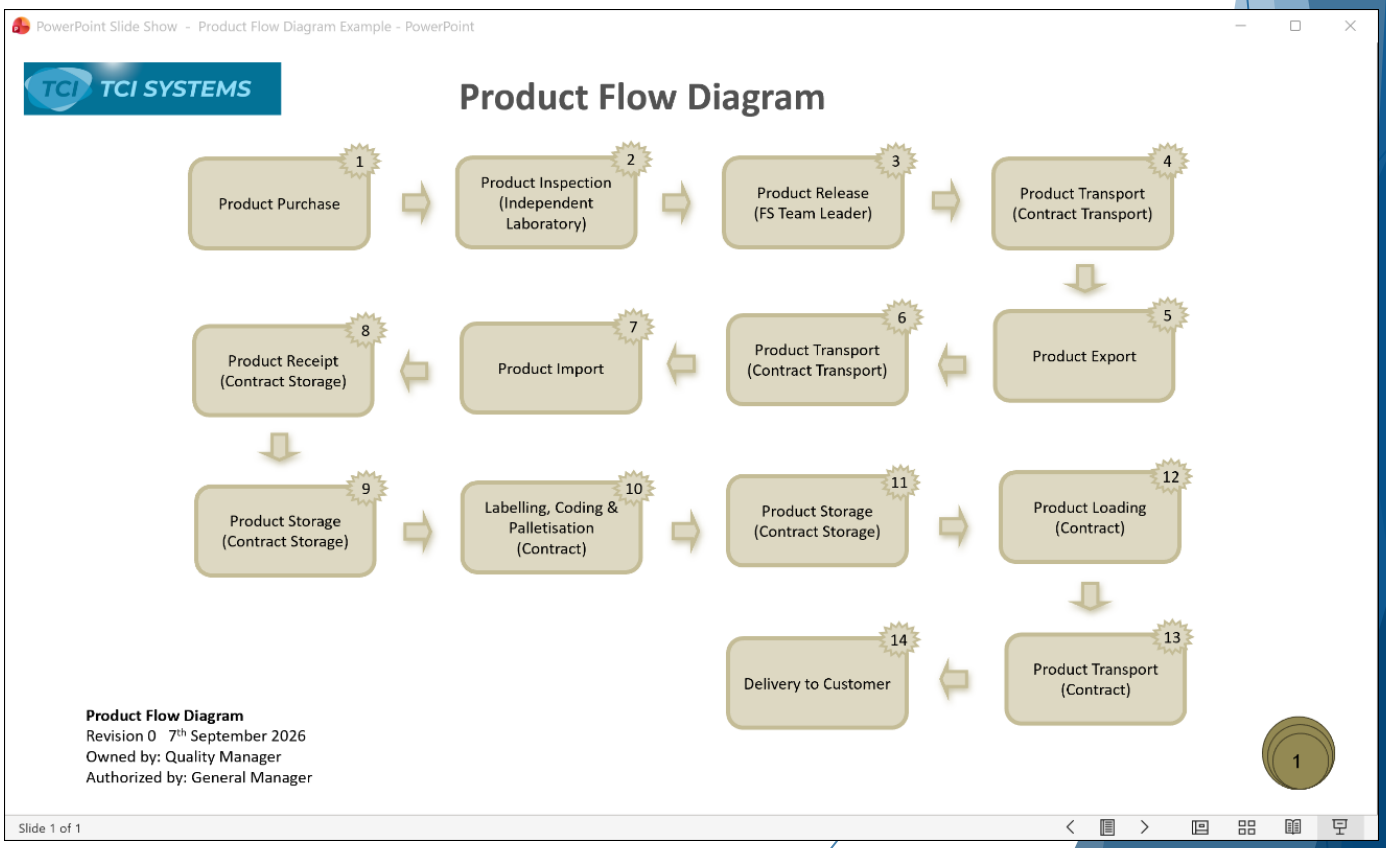
***Consider whether the control measure at this step works in combination with a control measure at another step to control the same hazard, in which case both steps should be considered as CCPs.

**** Modify the step, process or product to implement a control measure

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Probability	Severity	Significance	Q1 *	Q2	Q3	Q4 **	CCP	Supplier Approval Required	Preventative Measures which Control the Hazard	Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	HACCP Record	HACCP Validation
1	Product Purchase	Biological	Listeria monocytogenes	Listeria mono is the pathogen of concern for chilled Ready-to-Eat Foods	3	3	9	N	Y	N	N		✓	Positive Release by Authorised QA Staff	Absent in 25ml	Independent Laboratory Analysis and Certificate	Hold and Quarantine if Positive	Purchasing Manager	Purchased Goods Clearance Record	Validation information justifying your control measures and critical limits
1	Product Purchase	Biological	Salmonella spp. (S. typhimurium, S. enteriditis)	salmonella is the pathogen of concern for dry ambient stable foods	3	3	9	N	Y	N		✓	✓	Positive Release of Finished product for micro	Absent in 25g	Independent Laboratory Analysis and Certificate	Hold and Quarantine if Positive	Purchasing Manager	Purchased Goods Clearance Record	Validation information justifying your control measures and critical limits
1	Product Purchase	Physical	Metal	Metal is a foreign body hazard of concern for ground products	3	3	9	N	Y	Y			✓	Metal Detection at the Supplier to an agreed specification	3mm Ferrous & SS					
2	Product Inspection	Physical	Personal effects		2	2	4						✓	Positive Release by Authorised QA Staff						
2	Product Inspection	Physical	Glass		1	1	1						✓	Supplier Approved – Certified to GFSI Benchmarked Standard						
2	Product Inspection	Biological	Pathogenic Escherichia coli (including E. coli 0157)		3	3	9						✓	Annual Audit of Supplier/Certification						
3	Product Release	Biological	Listeria monocytogenes		3	1	3							Positive Release of Finished product for micro						

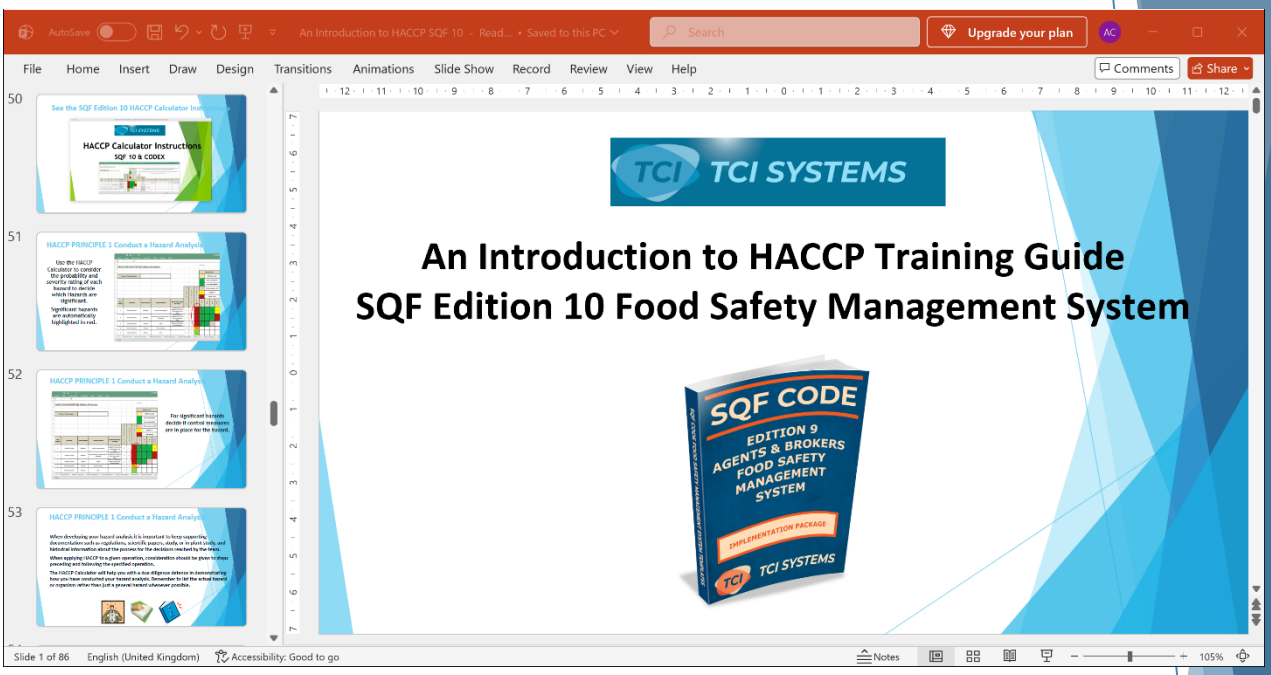
Supplementary HACCP Documents, Guidance and Tools are included

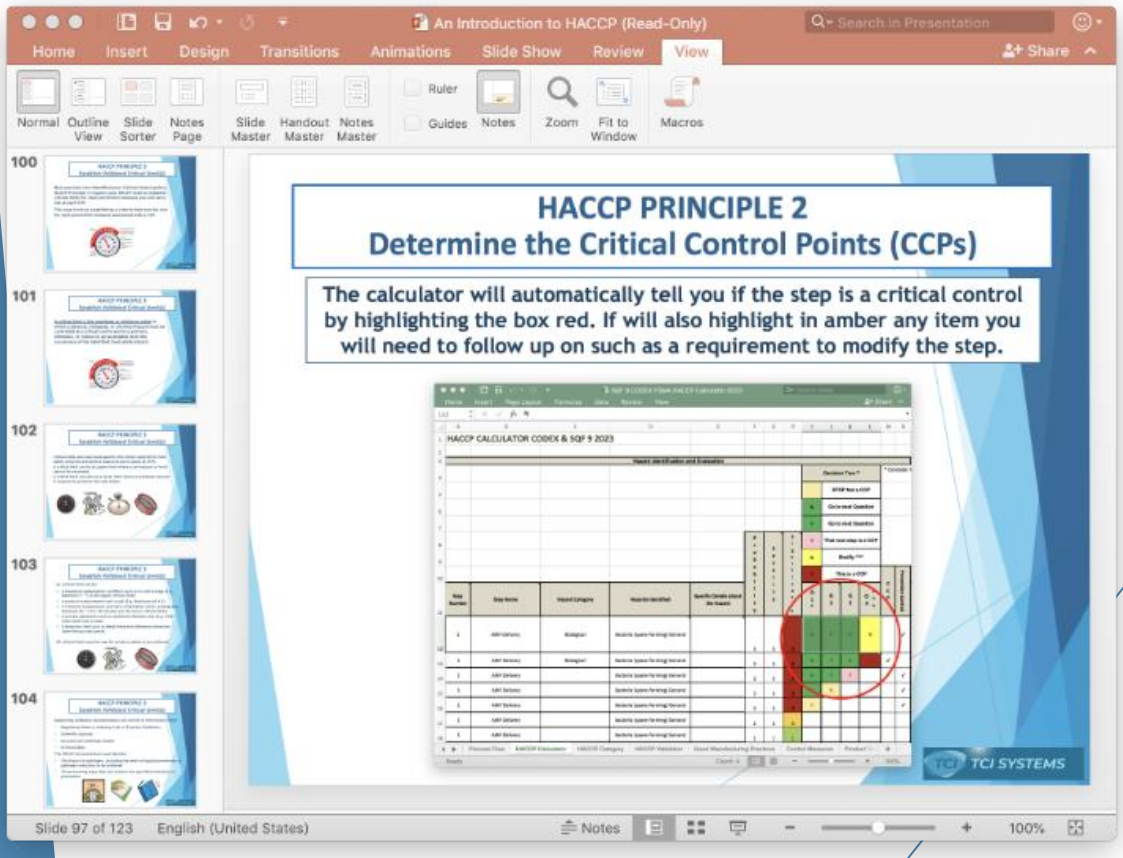


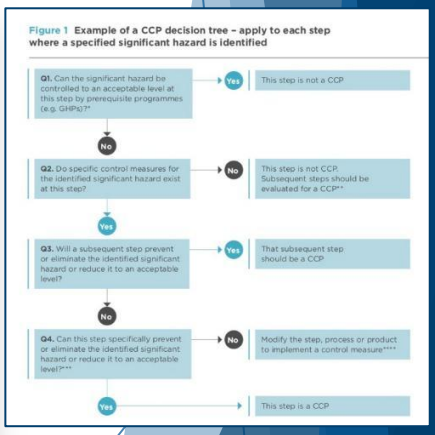


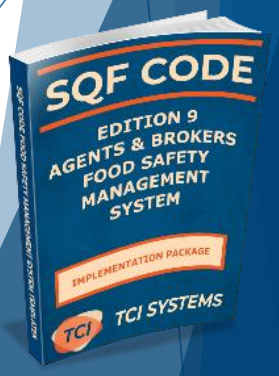
An Introduction to HACCP PowerPoint Presentation is included

HACCP Training based on the latest version of CODEX General Principles of Food Hygiene Edition Chapter Two HACCP System and Guidelines for its Application.
This version includes a new Decision Tree.

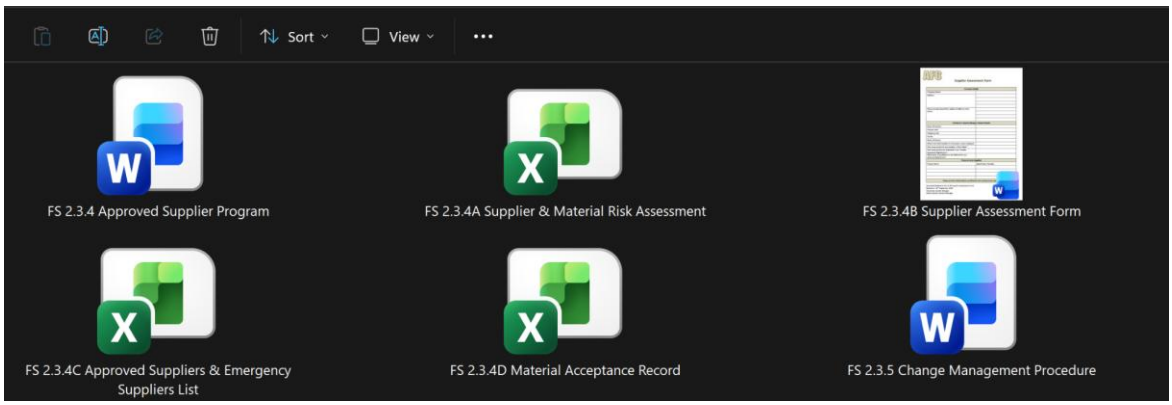




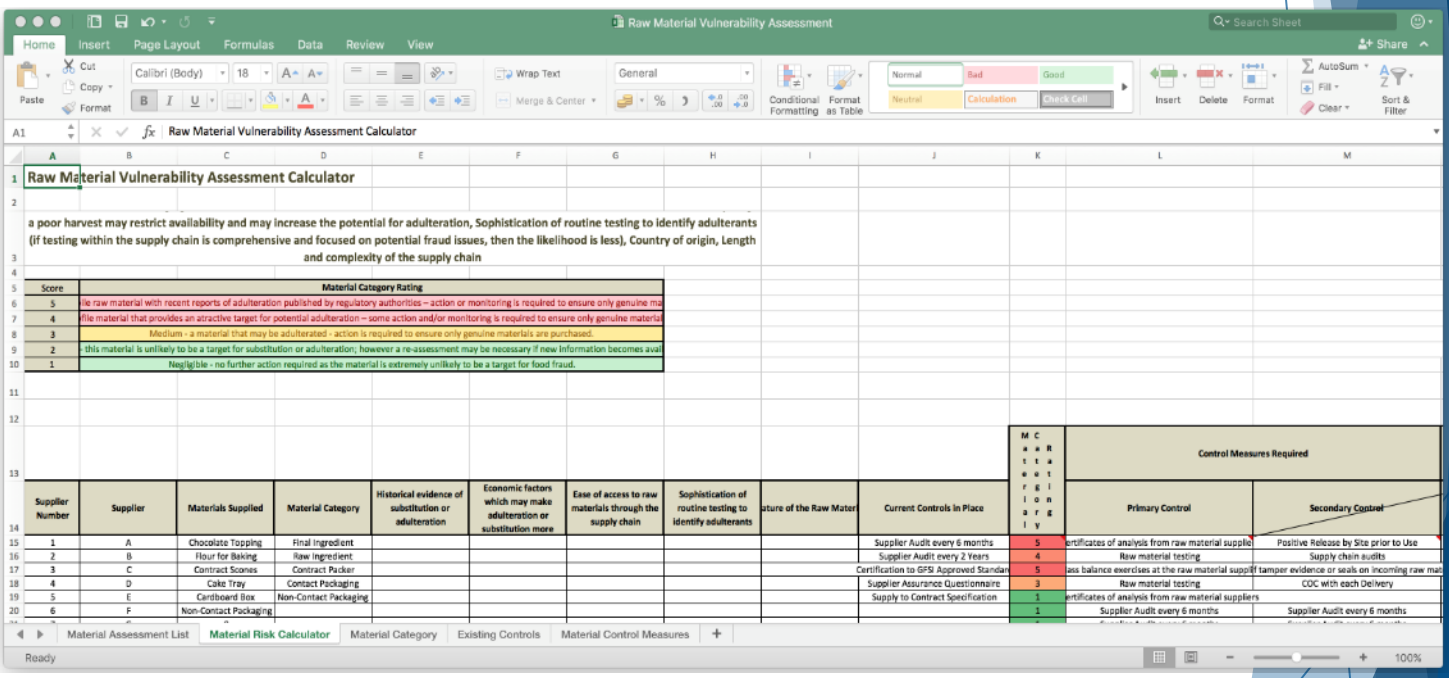


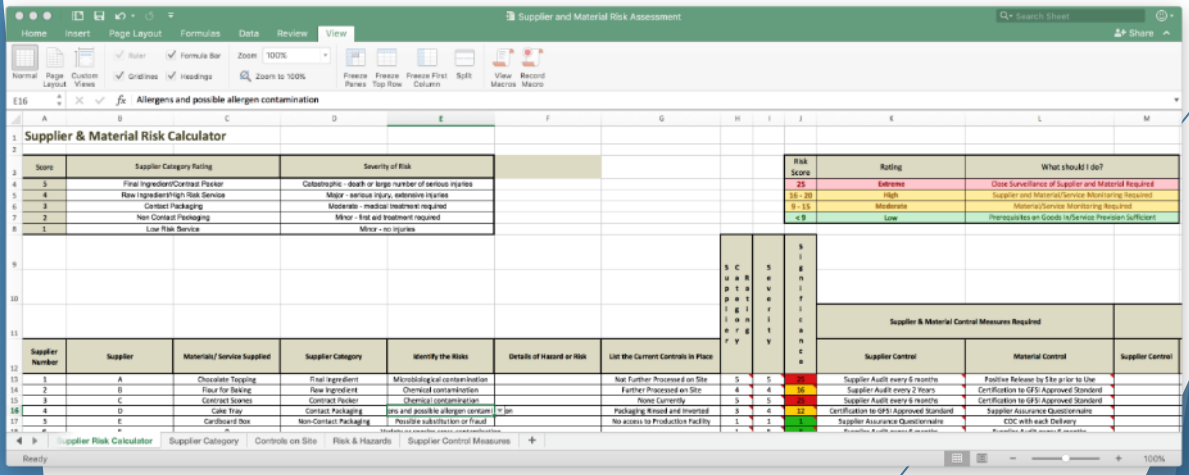


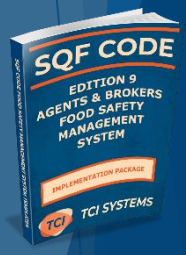
Supplementary Supplier Assessment Documents and Tools are included



There are assessment tools and sample records, some of which are in the Sample FSMS Record Templates Folder







Supplementary Supplier Assessment Documents and Tools

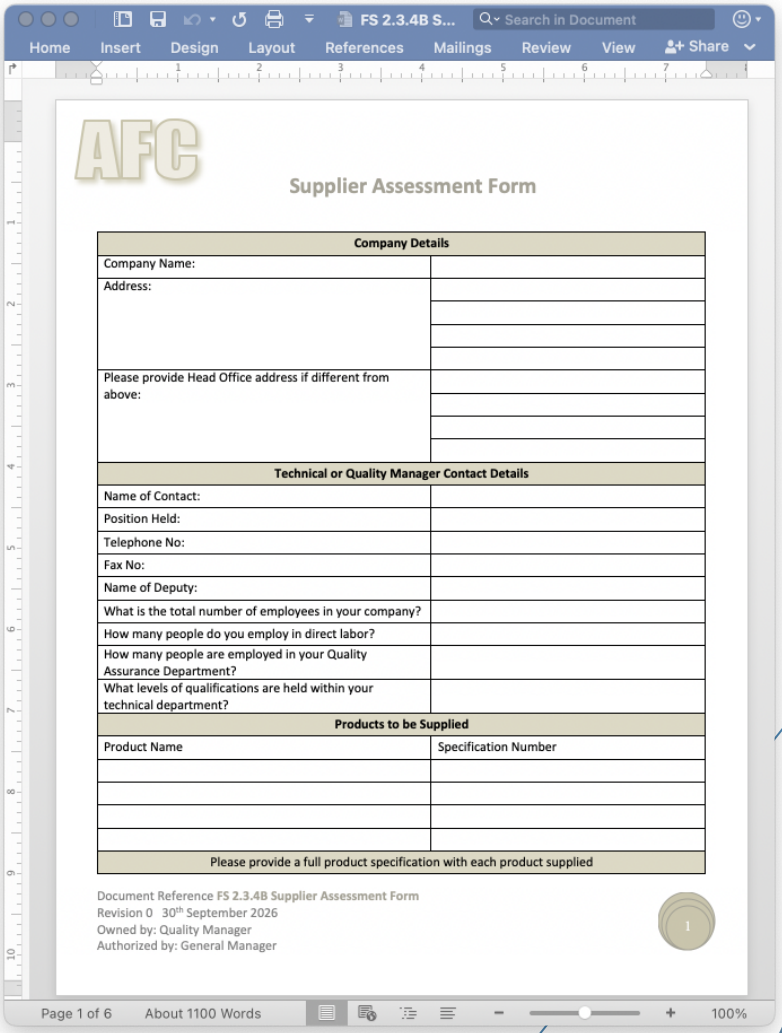
Includes FS 2.3.4C Approved Suppliers & Emergency Suppliers List template

Approved Suppliers & Emergency Suppliers List

Supplier Number	Supplier Name	Approved or Emergency	Materials Supplied	Material Category	Supplier Address	Supplier Office Number	Primary Contact	Primary Contact Mobile	Primary Contact email	Checks Required before Use for Emergency Supplier
1	Alpha Supplies	Approved	Chocolate Topping	Final Ingredient	ABC 123	23456789	QA Manager Name	1234567	QA@supplier	
2	B	Approved	Flour for Baking	Raw Ingredient	BCD 234		QA Manager Name		QA@supplier	
3	C	Approved	Contract Scones	Contact Manufacturer	CDE 345		QA Manager Name		QA@supplier	
4	D	Approved	Cake Tray	Contact Packaging	DEF 456		QA Manager Name		QA@supplier	
5	E	Approved	Cardboard Box	Contact Material	EFG 567		QA Manager Name		QA@supplier	
6	F	Approved	Non-Contact Packaging	Non-Contact Packaging	FGH 678		QA Manager Name		QA@supplier	
7	G	Emergency	Flour for Baking	Raw Ingredient	GHI 901		QA Manager Name		QA@supplier	1. Delivery Note & Order Number Match 2. Vehicle & Product Condition 3. COA Provided 4. QA Clearance for Micro required

Approved Supplier Material List | Material Category | +

Includes FS 2.3.4B Supplier Assessment Form



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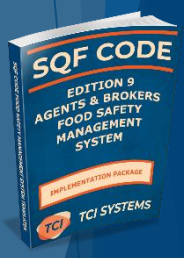
Supplier Assessment Form

Company Details	
Company Name:	
Address:	
Please provide Head Office address if different from above:	
Technical or Quality Manager Contact Details	
Name of Contact:	
Position Held:	
Telephone No:	
Fax No:	
Name of Deputy:	
What is the total number of employees in your company?	
How many people do you employ in direct labor?	
How many people are employed in your Quality Assurance Department?	
What levels of qualifications are held within your technical department?	
Products to be Supplied	
Product Name	Specification Number
Please provide a full product specification with each product supplied	

Document Reference FS 2.3.4B Supplier Assessment Form
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager



FS 2.3.1A Development Supplementary Documents are included

FS 2.3.1 Product Development Procedure is supported by supplementary Product Design & Development documents and forms and a Product Development Plan

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Product Development Plan

- Initial Product costing done			
- All recipes documented			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**
Development Manager			

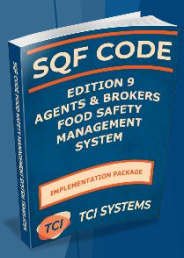
Stage	Responsibility	Date	Signed
STAGE 3: Approval of Kitchen Product			
- Product Approval by Customer			
- Reference sample saved			
-Full raw material Specification & Supplier Questionnaire or audit, checked, completed and to be signed by both parties			
- Project Schedule updated			
- Handover to process development			
STAGE Complete & Authority to Move to Next Stage	**Yes/No**	**Date**	**Signed**

Document Reference NPD 1 Product Development Plan
Revision 0 11th March 2026
Owned by: Development Manager
Authorized by: Quality Manager

Supplementary Product Development Tools

Name

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



Product Development Tools

NPD 1 Product Development Plan [Compatibilit...

AFC

Product Development Plan

Development Manager			

Stage	Responsibility	Date	Signed
STAGE 4: Factory trials			
- Food Safety Team approve factory trial			
- Sign off/ approval of any new equipment			
- Positively release ingredients for factory trial			
- Trial appraisal forms/ report completed			
- Yield Analysis			
- Statistical Analysis			
- Set Points Established			
- Process capability study completed			
- Initial Standards Tolerances set			
- Scale up to production level			

Document Reference NPD 1 Product Development Plan
Revision 0 1st August 2025
Owned by: Development Manager
Authorized by: Quality Manager

Page 3 of 9 661 Words English (US) 100%

FPSPEC 001 Wh...

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Whole Milk Summer Fruit Bio Yoghurt 100g

Manufacturing Site	
Contact Details	
Telephone	
Fax	

Product Description	
A whole milk stirred fruited bio yogurt with a creamy mixed berry flavour	
Organoleptic	
Appearance	Mauve in colour, smooth, shiny yoghurt with blackberry & raspberry pieces
Aroma	A fresh fruity mixed berry aroma
Flavour	Sweet creamy fresh mixed berry flavour with a slight lactic note

Ingredients
Potable Water, Whole Milk Powder, Sugar, Blackberries (3.75%), Raspberries (3.75%) Summer Fruit Syrup [(water, glucose syrup, thickeners (modified starch, carrageenan), black carrot juice concentrate, woodberry flavor, sodium citrate, potassium sorbate)], Milk Protein, Skim Milk Powder, Stabiliser (acetylated distarch adipate, gelatin, guar gum, pectins), Yoghurt Culture, Bifidobacterium, Lactobacillus acidophilus
Allergens
Milk

Processing, Manufacturing + Packing Parameters	
1. Mix and standardise the base	Butterfat = 3.5 – 3.7% Total Solids = 20.0 – 21.0
2. Homogenise:	200 Bar

Document Reference Whole Milk Summer Fruit Bio Yoghurt 100g Specification FPSPEC 001
Revision 0 1st August 2023
Owned by: Development Manager
Authorized By: Quality Manager

Page 1 of 3 383 Words 100%

NPD 003 Artwork App...

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Artwork Approval Form

Customer:		**Product:**	
Date Artwork received:		**Reason for Origination:**	
Date Artwork to be checked by:		**Stage:**	

Operations				
Criteria	✔	✘	N/A	**Comments**
General design Layout				
Repeat Length				
Film Width				
Film repeat				
Eye mark size, position, color				
Barcode position				
Profile Coding				
Signed Operations Manager				

Sales				
Criteria	✔	✘	N/A	**Comments**
Bar-code				
Size Descriptor				
Pack Presentation				
Price / New Flash				

Document Reference Artwork Approval Form NPD 003
Revision 0 1st August 2023
Owned by: Development Manager
Authorized by: Quality Manager

Page 1 of 3 English (US) 100%

Assistance with Food Defense Assessment is included
The package contains a Food Defense Threat Assessment Template to supplement FS 2.7.1 Food Defense Plan procedure

FS 2.7.1 Food Defense Plan [Compatibility Mode]

Home Insert Design Layout References Mailings Review View

AFC

Food Defense Plan

Introduction

The company has established and implemented product security and food defense systems and plans based on accepted best prerequisite practices and product defense threat assessments.

Food Defense at Company Facilities

Based on Industry Standard Practices, the Food Defense Team have implemented the following prerequisite food defense plan protocols:

Organizational and Site
Only authorized personnel have access to the organization's business systems including product purchase, stock management, control and release systems
Buildings have secure access
Process capability, sensitive data and functions including online systems are password protected and only accessible by authorized personnel
Only authorized knowledgeable personnel can for approve and release of products
All access to the organization's business systems is logged. Access by contractors and visitors is not normally permitted but when allow it is supervised, authorized, controlled, time limited, and recorded.
Unexpected changes in inventory (product) are reported to appropriate personnel
Information Security
Access to sensitive information is controlled
Access to computer systems is protected through firewalls and/or passwords
Keep details of food defense procedures restricted to relevant personnel
Personnel
ID Cards or a method to recognize or identify employees in the facility is in place
Background or reference checks are conducted for new employees
Employees have restrictions on what they can bring in or take from the facility
Non-employees such as visitors, contractors, guests & customers are managed
A log of non-employees entering the establishment is maintained
Non-employees are accompanied on site
Non-employees have restrictions on what they can bring in or take from the facility
A permit to work system operates for contractors
Controlled access by employees and non-employees entering the establishment during working and non-working hours is in place
Food Defense Training is provided to new employees
Employees are trained to report suspicious activities or unusual observations

Any additional threats and vulnerabilities are considered in FS 2.7.1A Food Defense Threat Assessment

Document Reference FS 2.7.1 Food Defense Plan
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

1

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Food Defense Plan

Product Security at Supplier Facilities

Suppliers of products are required to have assessed the potential risks to product security and implemented proportional appropriate control measures which are documented in the Supplier's Food Defense Plans. These plans are scrutinized during Supplier Approval.

Contractual prerequisite requirements are that each supplier facility has a secure site and ensures that all visitors and contractors are authorized, supervised and introduced to the required standards of operation. Entry and exit from each facility is restricted and only authorized visitors and sub-contractors are permitted. Sensitive manufacturing areas are required to be protected by security cameras and access codes. Additional controls may be required for specific products, particularly if a supplier's product is not tamper evident.

Company Control - Subcontractors

The product security and food defense system is designed to protect products from theft, substitution or malicious contamination whilst they are under the company control.

The company identifies and reduces the risk of potential theft, substitution or malicious contamination by carrying out a documented Threat (& Vulnerability) Assessment for each Subcontracted Operation.

Subcontracted operations that require Threat (& Vulnerability) Assessment include:

Warehouses
Cold stores
Transport vehicles & containers
Repacking
Packing
Labelling
Sorting

The Crisis Management Team are responsible for assessing the threat to product of the Subcontracted Operation, the vulnerability of the product and determine the controls necessary to achieve acceptable product security.

The Crisis Management Team complete a risk assessment form for Subcontracted Operation. Extra security measures required are identified for areas where products are vulnerable.

Document Reference FS 2.7.1 Food Defense Plan
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: General Manager

2

Page 1 of 10 2387 Words English (US) 100%

FS 2.7.1A Food Defense Threat Assessment

Home Insert Page Layout Formulas Data Review View

A1 Food Threat Assessment & Mitigation Plan Summary

Food Threat Assessment & Mitigation Plan Summary

					Risk Assessment			Food Defense Mitigation Plan: Control Measures Required			
Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Likelihood/ Vulnerability to Threat	Impact	Threat Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Product Purchase			Supplier Approval	3	3	9	Supplier must maintain a written, site-specific Food Defense Plan	Ingredients are examined for possible tampering		
2	Product Inspection			Site Audit Annually	2	3	6	Electronic surveillance must cover all shipping, receiving, and vulnerable product areas	Outside storage on the premises is protected from unauthorized access		
3	Product Release			Independent Product Analysis	3	3	9	Use encrypted document-sharing portals or tamper-evident digital signatures.	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.		
4	Product Transport			Supplier Approval	3	3	9	Only use transport companies that have been approved as per FS 2.3.4 Approved Supplier Program	Control access to loading docks		
5	Product Export			Supplier Approval	3	2	6	Only use logistics companies that have been approved as per FS 2.3.4 Approved Supplier Program	Cyber security management systems are put in place		
6	Product Import			Supplier Approval	1	2	2	Only use logistics companies that have been approved as per FS 2.3.4 Approved Supplier Program	Cyber security management systems are put in place		
7	Product Receipt (Contract Storage)			Supplier Approval	1	1	1	Only use transport companies that have been approved as per FS 2.3.4 Approved Supplier Program	Ingredients are examined for possible tampering		
8	Product Storage (Contract Storage)			Supplier Approval	3	3	9	Only use transport companies that have been approved as per FS 2.3.4 Approved Supplier Program			
9	Labelling, Coding & Palletisation (Contract)			Supplier Approval	3	3	9	Only use transport companies that have been approved as per FS 2.3.4 Approved Supplier Program			
10	Delivery to Customer			Supplier Approval	3	3	9	Only use transport companies that have been approved as per FS 2.3.4 Approved Supplier Program			

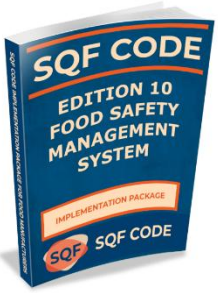
Food Defence Summary | Assessment Category & Controls | Existing Defense PRP Controls | Strategies Checklist

Ready 100%

FS 2.7.1A Food Defense Threat Assessment Template Instructions are included

SQF CODE

Food Threat Assessment & Mitigation Plan Summary Instructions



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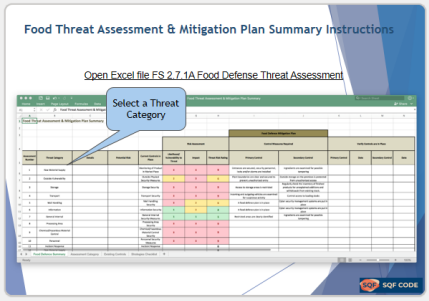

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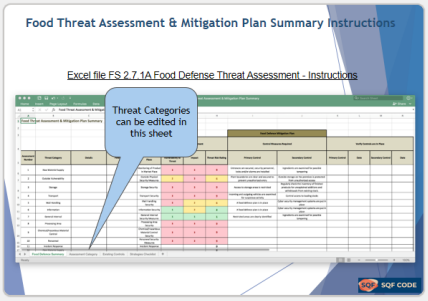

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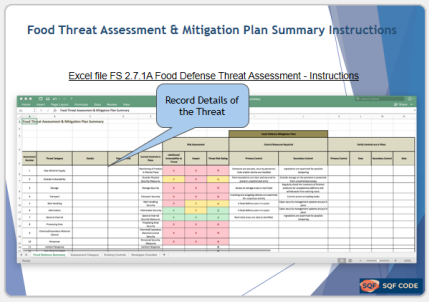

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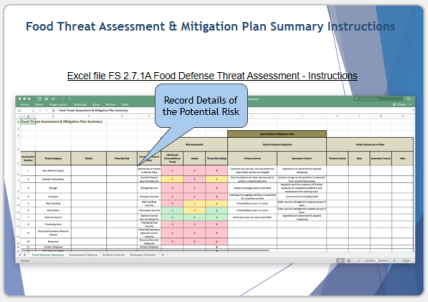

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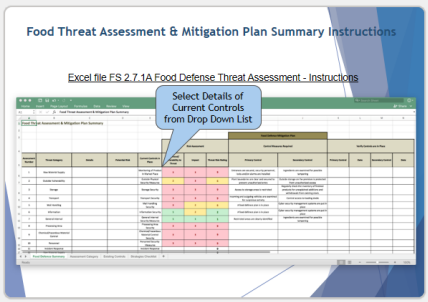

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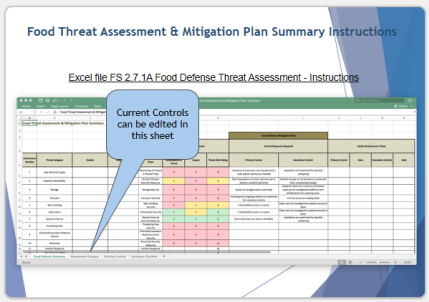

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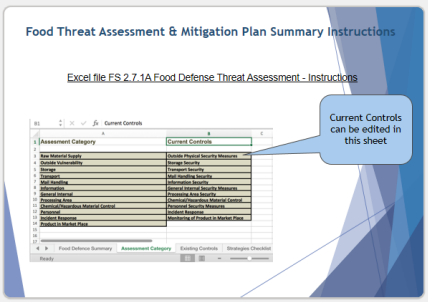

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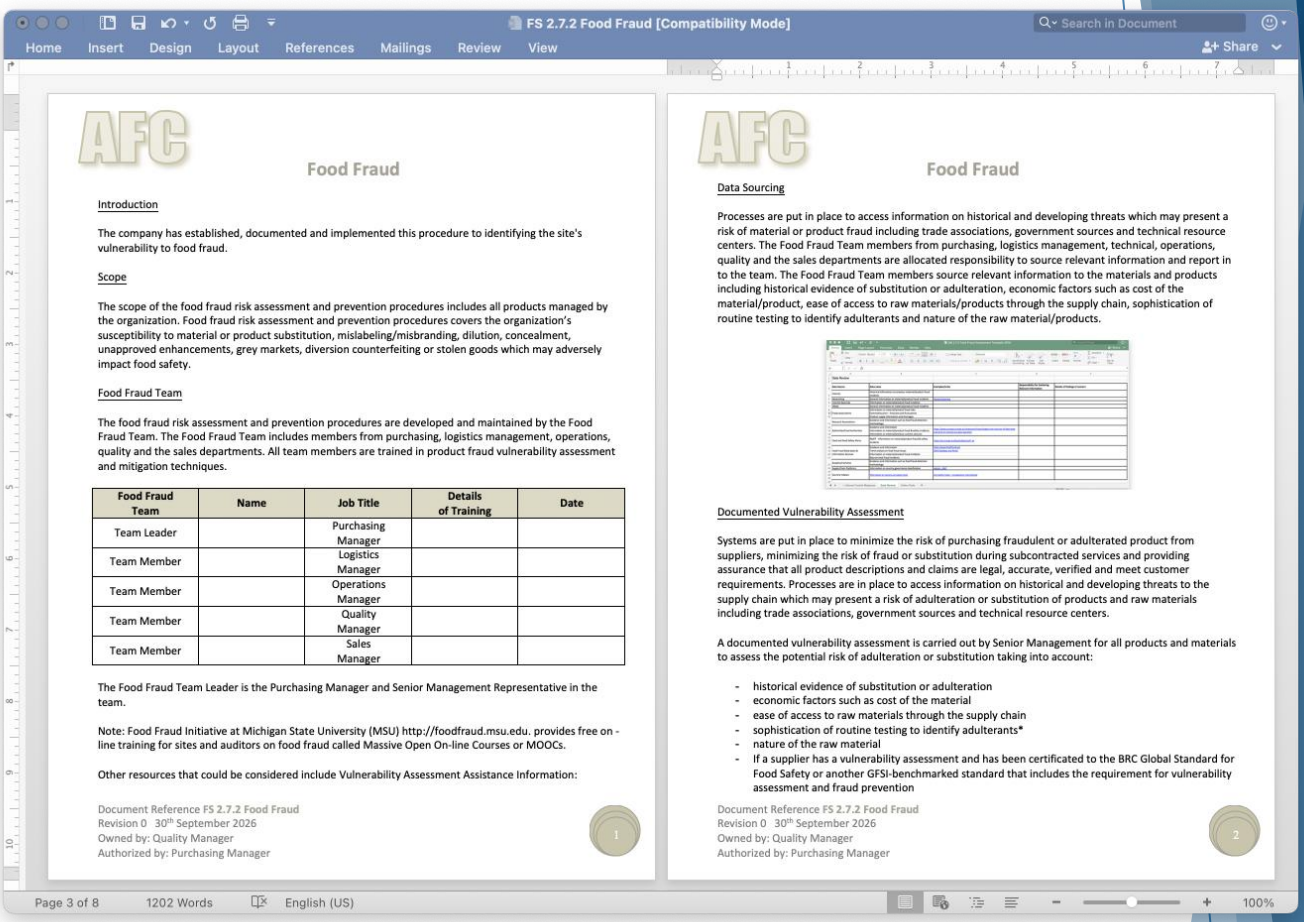
Assistance with Food Fraud Assessment in included
The package contains a Food Fraud Assessment Template to supplement FS 2.7.2 Food Fraud Procedure.



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Food Fraud

Introduction

The company has established, documented and implemented this procedure to identifying the site's vulnerability to food fraud.

Scope

The scope of the food fraud risk assessment and prevention procedures includes all products managed by the organization. Food fraud risk assessment and prevention procedures covers the organization's susceptibility to material or product substitution, mislabeling/misbranding, dilution, concealment, unapproved enhancements, grey markets, diversion counterfeiting or stolen goods which may adversely impact food safety.

Food Fraud Team

The food fraud risk assessment and prevention procedures are developed and maintained by the Food Fraud Team. The Food Fraud Team includes members from purchasing, logistics management, operations, quality and the sales departments. All team members are trained in product fraud vulnerability assessment and mitigation techniques.

Food Fraud Team	Name	Job Title	Details of Training	Date
Team Leader		Purchasing Manager		
Team Member		Logistics Manager		
Team Member		Operations Manager		
Team Member		Quality Manager		
Team Member		Sales Manager		

The Food Fraud Team Leader is the Purchasing Manager and Senior Management Representative in the team.

Note: Food Fraud Initiative at Michigan State University (MSU) http://foodfraud.msu.edu. provides free on - line training for sites and auditors on food fraud called Massive Open On-line Courses or MOOCs.

Other resources that could be considered include Vulnerability Assessment Assistance Information:

Document Reference FS 2.7.2 Food Fraud
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: Purchasing Manager

1

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Food Fraud

Data Sourcing

Processes are put in place to access information on historical and developing threats which may present a risk of material or product fraud including trade associations, government sources and technical resource centers. The Food Fraud Team members from purchasing, logistics management, technical, operations, quality and the sales departments are allocated responsibility to source relevant information and report in to the team. The Food Fraud Team members source relevant information to the materials and products including historical evidence of substitution or adulteration, economic factors such as cost of the material/product, ease of access to raw materials/products through the supply chain, sophistication of routine testing to identify adulterants and nature of the raw material/products.

Documented Vulnerability Assessment

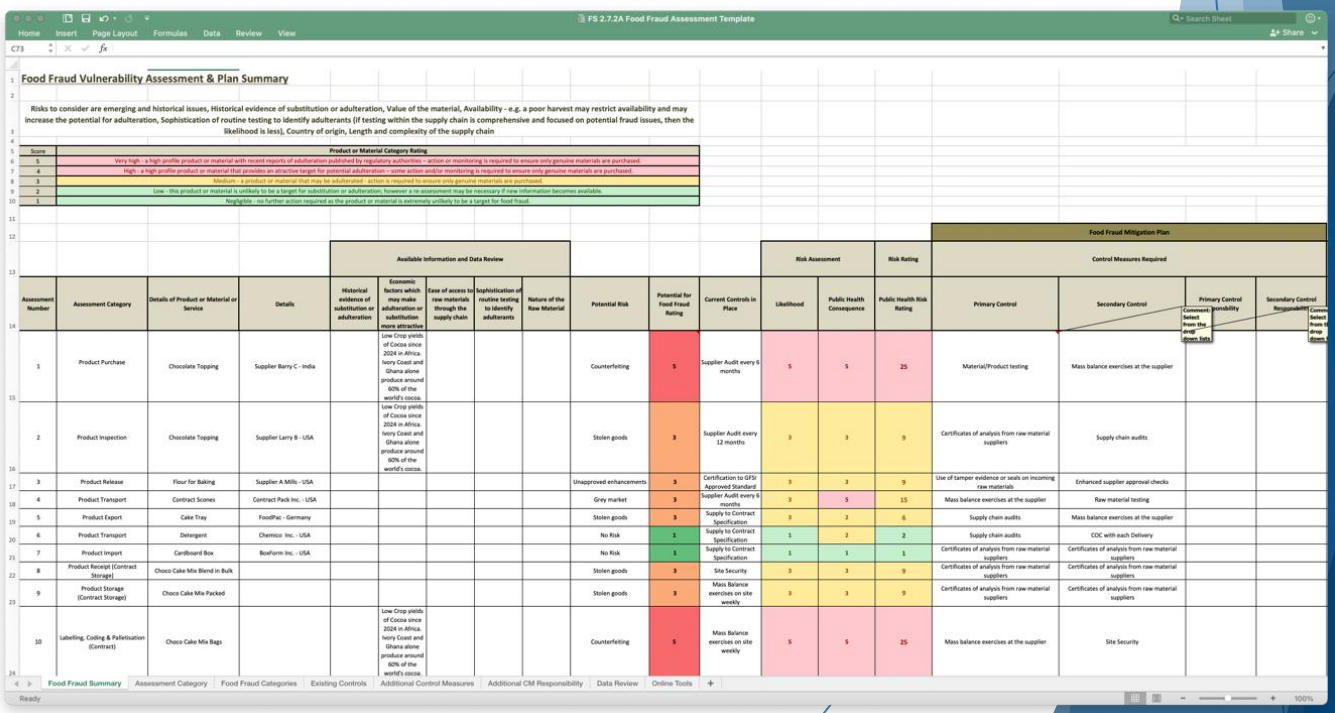
Systems are put in place to minimize the risk of purchasing fraudulent or adulterated product from suppliers, minimizing the risk of fraud or substitution during subcontracted services and providing assurance that all product descriptions and claims are legal, accurate, verified and meet customer requirements. Processes are in place to access information on historical and developing threats to the supply chain which may present a risk of adulteration or substitution of products and raw materials including trade associations, government sources and technical resource centers.

A documented vulnerability assessment is carried out by Senior Management for all products and materials to assess the potential risk of adulteration or substitution taking into account:

- historical evidence of substitution or adulteration
- economic factors such as cost of the material
- ease of access to raw materials through the supply chain
- sophistication of routine testing to identify adulterants*
- nature of the raw material
- If a supplier has a vulnerability assessment and has been certificated to the BRC Global Standard for Food Safety or another GFSI-benchmarked standard that includes the requirement for vulnerability assessment and fraud prevention

Document Reference FS 2.7.2 Food Fraud
Revision 0 30th September 2026
Owned by: Quality Manager
Authorized by: Purchasing Manager

2



FS 2.7.2A Food Fraud Assessment Template

Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities – action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an attractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

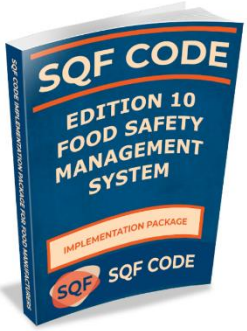
				Available Information and Data Review								Risk Assessment		Risk Rating	Food Fraud Mitigation Plan: Control Measures Required			
Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Historical evidence of substitution or adulteration	Economic factors which may make adulteration or substitution more attractive	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Likelihood	Public Health Consequence	Public Health Risk Rating	Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Product Purchase	Chocolate Topping	Supplier Barry C - India		Low Crop yields of Cocoa since 2024 in Africa. Ivory Coast and Ghana alone produce around 60% of the world's cocoa.				Counterfeiting	5	Supplier Audit every 6 months	5	5	25	Material/Product testing	Mass balance exercises at the supplier	Commercial Select from the drop down lists	Commercial Select from the drop down lists
2	Product Inspection	Chocolate Topping	Supplier Larry B - USA		Low Crop yields of Cocoa since 2024 in Africa. Ivory Coast and Ghana alone produce around 60% of the world's cocoa.				Stolen goods	3	Supplier Audit every 12 months	3	3	9	Certificates of analysis from raw material suppliers	Supply chain audits		
3	Product Release	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	3	Certification to GFSI Approved Standard	3	3	9	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks		
4	Product Transport	Contract Scones	Contract Pack Inc. - USA						Grey market	3	Supplier Audit every 6 months	3	5	15	Mass balance exercises at the supplier	Raw material testing		
5	Product Export	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	2	6	Supply chain audits	Mass balance exercises at the supplier		
6	Product Transport	Detergent	Chemico Inc. - USA						No Risk	1	Supply to Contract Specification	1	2	2	Supply chain audits	COC with each Delivery		
7	Product Import	Cardboard Box	BoxForm Inc. - USA						No Risk	1	Supply to Contract Specification	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
8	Product Receipt (Contract Storage)	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security	3	3	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
9	Product Storage (Contract Storage)	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly	3	3	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
10	Labelling, Coding & Palletisation (Contract)	Choco Cake Mix Bags			Low Crop yields of Cocoa since 2024 in Africa. Ivory Coast and Ghana alone produce around 60% of the world's cocoa.				Counterfeiting	5	Mass Balance exercises on site weekly	5	5	25	Mass balance exercises at the supplier	Site Security		

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Additional CM Responsibility | Data Review | Online Tools

FS 2.7.2A Food Fraud Assessment Template Instructions are provided

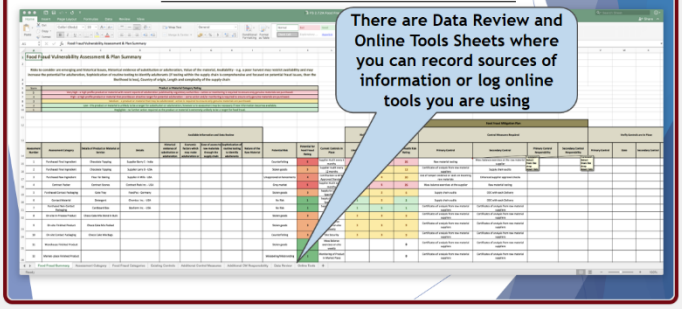
SQF CODE

Food Fraud Assessment & Mitigation Plan Summary Instructions



Food Fraud Assessment & Mitigation Plan Summary Instructions

Excel file FS 2.7.2A Food Fraud Assessment Tool



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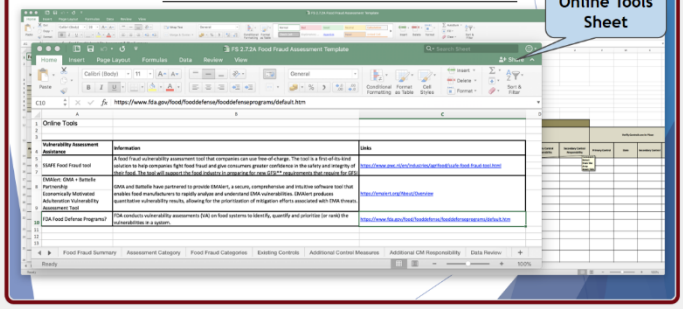
Food Fraud Assessment & Mitigation Plan Summary Instructions

Excel file FS 2.7.2A Food Fraud Assessment Tool



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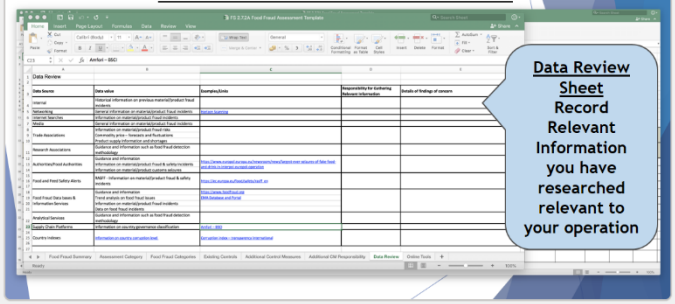
Food Fraud Assessment & Mitigation Plan Summary Instructions

Excel file FS 2.7.2A Food Fraud Assessment Tool



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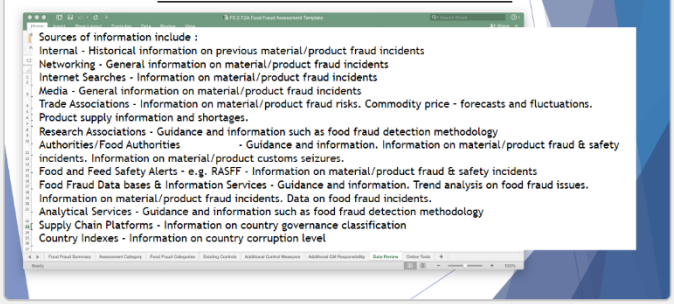
Food Fraud Assessment & Mitigation Plan Summary Instructions

Excel file FS 2.7.2A Food Fraud Assessment Tool



6

Sample FSMS Record Templates

A range of Food Safety Management System, Verification and Validation Record Templates are included.

FSMS Record Templates

Name

- FSR 1 Management Review Record.docx
- FSR 2 Training Record.docx
- FSR 3 Product Release Record.docx
- FSR 4 Design and Development.docx
- FSR 5 Supplier Self-Assessment Form.docx
- FSR 6 CCP Validation - Metal Detection.docx
- FSR 7 Identification and Traceability Record.docx
- FSR 8 Register of Customer Property.docx
- FSR 9 Calibration Record - Time.docx
- FSR 10 Internal Audit Form Blank.docx
- FSR 11 Non-Conformance Notification.docx
- FSR 12 Corrective Action Request
- FSR 13 Preventative Action Request
- FSR 14 Supplier Evaluation Form.docx
- FSR 15 Equipment Commissioning Checklist.docx
- FSR 16 Return to Work Form.docx
- FSR 17 Hygiene Policy Staff Training Record.docx
- FSR 18 Complaint Investigation Form.docx
- FSR 19 Site Audit Checklist.docx
- FSR 20 Knife Control Record.docx
- FSR 21 Knife Incident Report.docx
- FSR 22 Goods In Inspection Record.docx
- FSR 23 Equipment Cleaning Procedure and Record.docx
- FSR 24 Glass & Brittle Material Breakage Log.docx
- FSR 25 Metal Detection Record.docx
- FSR 26 First Aid Dressing Issue Record.docx
- FSR 27 Cleaning Schedule.docx
- FSR 29 Maintenance Work Hygiene Clearance Form.docx
- FSR 30 Glass and Brittle Plastic Register.docx
- FSR 31 GMP Audit Checklist.docx
- FSR 32 Vehicle Hygiene Inspection Record.docx
- FSR 33 Outgoing Vehicle Inspection Record.docx
- FSR 34 Pre Employment Medical Questionnaire.docx
- FSR 35 Visitor Questionnaire.docx
- FSR 36 Product Recall Record.docx
- FSR 37 Shelf Life Confirmation Record.docx
- FSR 38 Accelerated Keeping Quality Log.docx
- FSR 39 Goods In QA Clearance Label.docx
- FSR 40 Inspection Corrective Action Summary.docx
- FSR 41 Changing Room Cleaning Record.docx
- FSR 42 Equipment Color Coding Red Process Areas.pptx
- FSR 43 Daily Cleaning Checklist for Toilets and Changing Rooms.docx
- FSR 44 Drain Cleaning Procedure Filler Areas.docx
- FSR 45 General Cleaning Procedure.docx
- FSR 46 Product QA Clearance Pallet Label.docx
- FSR 47 Sample CIP Programs Settings.xlsx
- FSR 48 Sample Filler Cleaning Record.docx
- FSR 49 Pipe Diameter CIP Flow Rate Conversion Table.xlsx
- FSR 50 QA Online Check Sheet.docx

FSMS Record Templates

Name

- FSR 50 QA Online Check Sheet.docx
- FSR 51 Non-Conformance Summary Log.docx
- FSR 52 CIP Chemical Log.docx
- FSR 53 Double Hold Label.docx
- FSR 54 Supplier Register.xlsx
- FSR 55 Approved Chemical Register.docx
- FSR 56 Non Approved Supplier Sample Plan.docx
- FSR 57 Warehouse Cleaning Record.docx
- FSR 58 Product Recall Trace.docx
- FSR 59 Product Recall Test Record.docx
- FSR 60 Document Master List.docx
- FSR 61 Process Change Approval Form.docx
- FSR 62 Minor Process Change Approval Form.docx
- FSR 63 Root Cause Analysis Form.docx
- FSR 64 Sample Equipment Cleaning Record.docx
- FSR 65 Packing Traceability Record.docx
- FSR 66 Factory GMP Inspection Form.docx
- FSR 67 Raw Material Release Record.docx
- FSR 70 Dispatch and Distribution Verification Record.docx
- FSR 71 Hygiene Code of Practice Verification Record.docx
- FSR 72 PRP Cleaning Verification Record.docx
- FSR 73 Control of Brittle Materials Verification Record.docx
- FSR 74 Hygiene Policy Verification Record.docx
- FSR 75 Metal Detection Verification Record.docx
- FSR 76 Glass Policy Verification Record.docx
- FSR 77 Glass & Brittle Material Breakage Procedure.docx
- FSR 78 Maintenance Verification Record.docx
- FSR 79 Control of Knives Verification Record.docx
- FSR 80 Management of Pest Control Verification Record.docx
- FSR 81 Nut Handling Procedure Verification Record.docx
- FSR 82 Hygiene and Housekeeping Management Verification Record.docx
- FSR 83 Control of Visitors and Sub-Contractors Verification Record.docx
- FSR 84 Control of First Aid Dressings Verification.docx
- FSR 85 Ingredients Foreign Body Control Policy Verification Record.docx
- FSR 90 Blank Validation Form.docx
- FSR 91 CCP Validation - Glass Control.docx
- FSR 92 CCP Validation Cleaning and Sanitation.docx
- FSR 93 CCP Validation - Dispatch and Distribution Temperatures.docx
- FSR 94 CCP Validation - Cleaning After Nut Production.docx
- FSR 95 GMP Validation - Maintenance.docx
- FSR 96 GMP Validation - Calibration.docx
- FSR 97 Sample Control of Foreign M...r Contamination PRP Validation.docx
- FSR 98 Sample Ingredients Foreign Body Control Policy Validation.docx
- FSR 99 Sample Personnel Hygiene and Welfare PRP Validation.docx

Sample FSMS Record Templates

The Food Safety Record Templates are provided in Microsoft Word or Microsoft Excel English (US) format and are easily edited to suit your organization.

TCI SYSTEMS

The records are provided in Microsoft Word format so are easily edited.

You can put your company logo or name and address in the header

You can edit the header

AFC

Process Change Approval Form

Process Change Approval			
Process Change Proposed			Prop
Description			
Reason for Change			
Process Change Category			
Raw Material ☐	Supplier ☐	Process Change ☐	Equipment ☐
Recipe ☐	Personnel ☐	Customer ☐	New Product ☐
Full details of proposed change			Proposer
Risk Assessment Summary and Change Categorization			Quality Manager
Risk Categorization			
High Risk ☐	Medium Risk ☐	Low Risk ☐	Quality Manager
Food Safety ☐	Quality ☐	Health & Safety ☐	Quality Manager
Prerequisites Required for Approval			Quality Manager

You can edit the main text

Document Reference FSR 61 Process Change Approval Form
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Mana

You can edit the footer

Sample FSMS Record Templates Register

FS 2.2.3 Appendix Record Register is included in the folder
All you need to do is delete the ones you don't want and update the Record Register as and when you make changes or add new records.

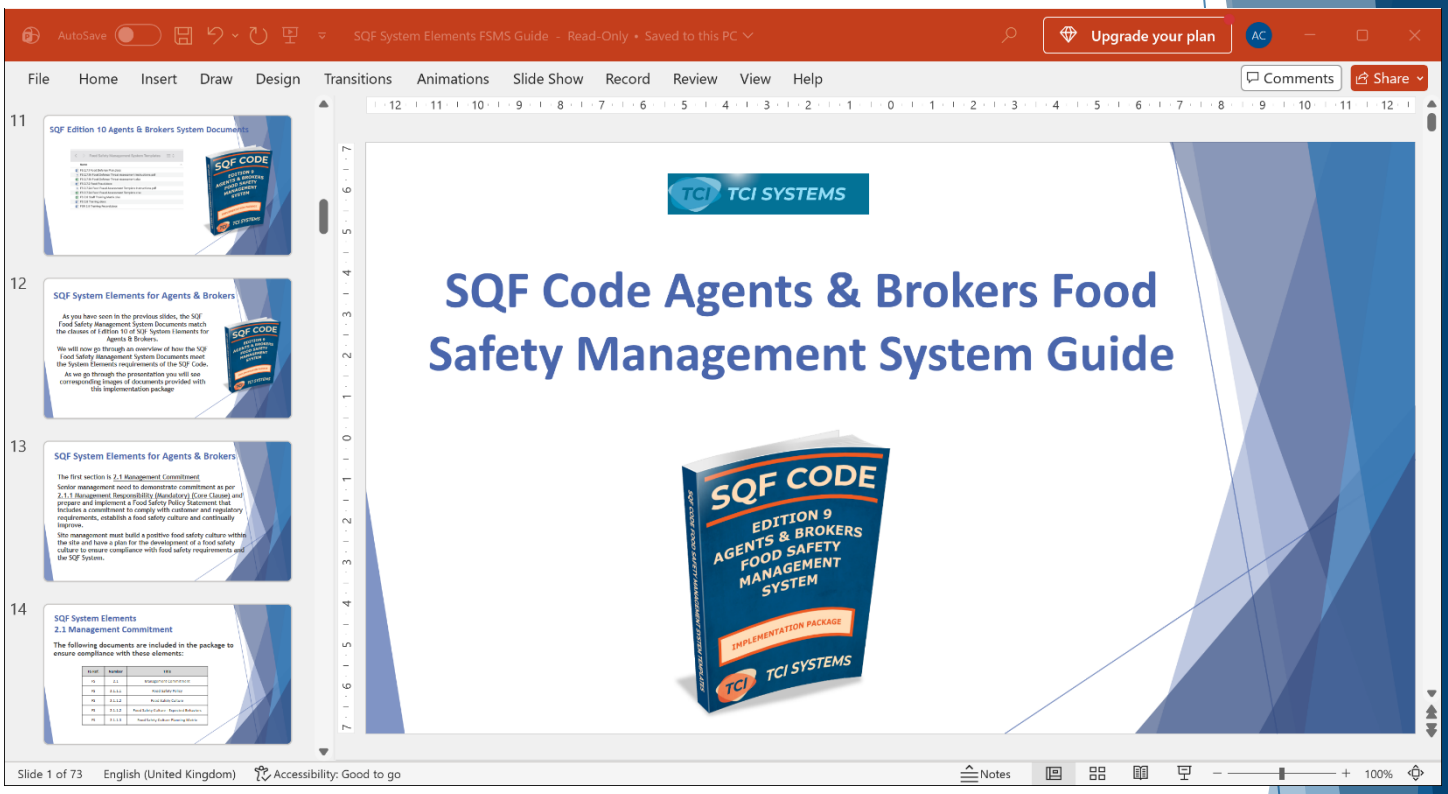
FS 2.2.3 Appendix Record Register

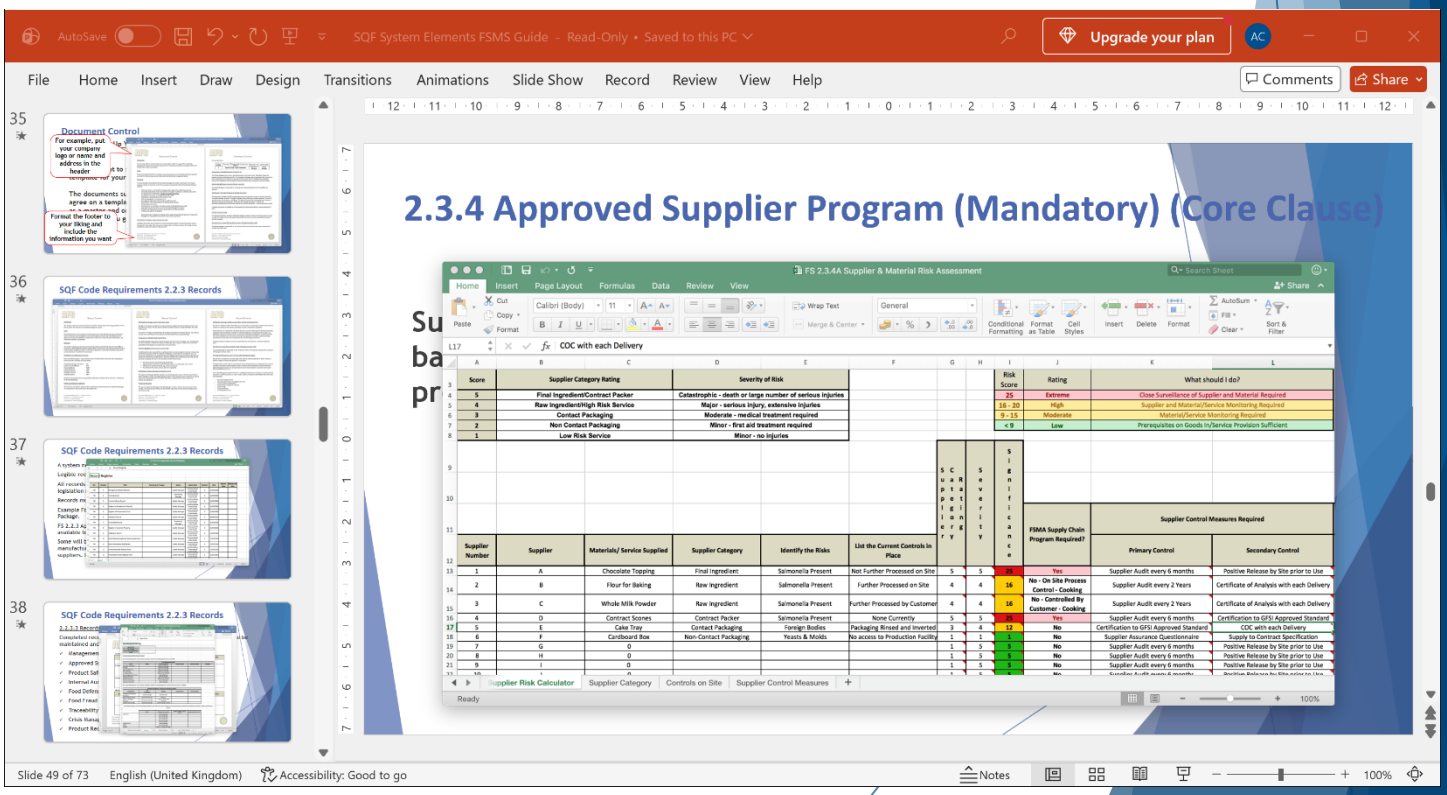
Record Register

Ref.	Number	Title	Summary of Changes	Owner	Copies Held	Revision	Date	Review Date	Withdrawal Date
FSR	1	Management Review Minutes		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	2	Training Record		Operations Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	3	Product Release Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	4	Design and Development Records		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	5	Supplier Self-Assessment Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	6	Validation Record		Quality Manager	Operations Manager General Manager Quality Manager	0	08/08/2025		
FSR	7	Traceability Record		Production Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	8	Register of Customer Property		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	9	Calibration Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	10	Food Safety Management System Audit Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	11	Non-Conformance Notification		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	12	Corrective Action Request Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	13	Preventative Action Request Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	14	Supplier Evaluation Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	15	Equipment Commissioning Checklist		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	16	Return to Work Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	17	Hygiene Policy Staff Training Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	18	Complaint Investigation Form		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	19	Site Audit Checklist		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	20	Knife Control Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	21	Knife Incident Report		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	22	Goods in Inspection Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	23	Equipment Cleaning Procedure and Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	24	Glass and Brittle Plastic Breakage Log		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		
FSR	25	Metal Detection Record		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026		

There are two PowerPoint presntations; an SQF Agent & Broker Food Safety Management System Guides and Training for Internal Auditors

Introduction to the SQF A&B Food Safety Management System Training Module

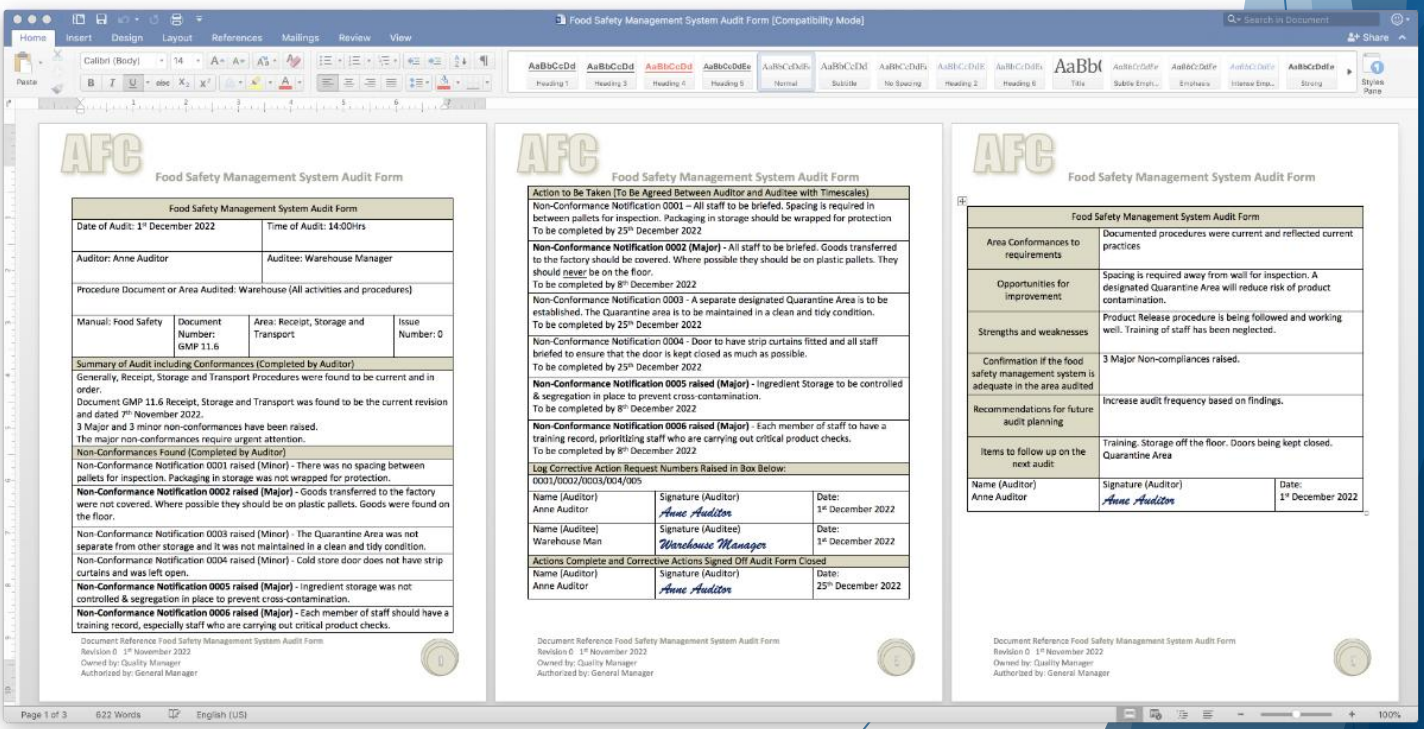




Supplementary Internal Auditor Training & Templates

Internal Auditor Training Presentation

There are also Sample Auditing and Corrective Action Forms



Food Safety Management System Audit Form [Compatibility Mode]

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
Authorised by: General Manager

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Food Safety Management System Audit Form

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) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022
Name (Auditee) Warehouse Man	Signature (Auditee) *Warehouse Manager*	Date: 1st December 2022
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 25th December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorised by: General Manager

AFC

Food Safety Management System Audit Form

Food Safety Management System Audit Form		
Area Conformances to requirements	Documented procedures were current and reflected current practices	
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.	
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.	
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.	
Recommendations for future audit planning	Increase audit frequency based on findings.	
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area	
Name (Auditor) Anne Auditor	Signature (Auditor) *Anne Auditor*	Date: 1st December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorised by: General Manager

Page 1 of 3 622 Words English (US) 100%

To supplement FS 2.1.3 Complaint Management Procedure, there is a Complaint Analyzer with Instruction and Guidance on Reducing Complaint levels

AFC

Complaint Management

Introduction

The company has established methods to capture, record and manage customer complaints.

Scope

The scope of this procedure includes complaints from customers and authorities, arising from products manufactured or handled on site and co-manufactured products (where applicable).

Procedure

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are immediately notified to the Quality Manager who will instigate an immediate investigation which may involve crisis management and product recall.

Critical Complaint - An unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals and contamination with food poisoning bacteria.

Non-Critical Complaint - A Quality Defect is defined as any attribute that is not to the specification of the customer and includes such things as poor packaging, labelling or date coding.

Information may come from many sources including, an individual consumer, an enforcement agency or retailer. The most important first action is to ensure as much information is gathered as accurately as possible.

Receipt of External Information

Wherever the initial communication comes from, the following questions must be asked by the recipient to ascertain:

1. Product name, including pack size.
2. Batch code/number, date code and purchase/receipt date.
3. Name of person reporting fault - position, organization, telephone number, address.
4. Nature of fault.

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager

1

AFC

Complaint Management

5. Where found.
6. Details of any action taken by complainant.

Complaint information is recorded on FSR Complaint Investigation Form. The information must be passed immediately to the Customer Services Manager who assesses if the complaint is Critical or Non-Critical. Critical Complaints are immediately referred to the Quality Manager or in his nominated deputy who will complete a Product Incident Log. An accumulation of an unusual number of Non-Critical Complaints within a short time period will also be referred to the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or serious product defect are notified to the Quality Manager who will instigate an immediate investigation which may involve a product recall (Refer to Product Recall Procedure).

Customer Complaints are recorded on a Complaint Investigation Form and any follow up is recorded as per the Corrective action procedure.

The process of applying corrective action is as follows:

1. There is an initial review of non-conformance to determine the root cause.
2. The Department Manager conducts the initial review and determines the root cause and corrective action required to eliminate or reduce the cause of the non-conformance and prevent a recurrence.
3. The Department Manager issues a Corrective Action Request form which details the non-conformance and defines the actions required.
4. The corrective action is completed by the relevant personnel and the Corrective Action Request form is returned with the action taken recorded in detail on the form.
5. The Department Manager confirms that the corrective action has been taken and eliminated the non-conformance then signs off the Corrective Action request form and passes it on to the Quality Manager.
6. The Quality Manager reviews effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance and either signs off the corrective action or raises a further Corrective Action Request with the Department Manager.

All non-conformances are documented and completed Root Cause Analysis and Corrective Action Request Forms are held on file by the Quality Manager for a period not less than 3 years.

Customer complaints are analyzed by product and type to identify complaint trends. The annual complaint analyzer tool generates longer term trend analysis. Complaint KPIs and trends are reviewed at management review meetings.

Responsibilities

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager

2

AFC

Complaint Management

The Customer Services Manager and Quality Manager are responsible for responding directly to Non-Critical customer complaints.

The Quality Manager/SQF Practitioner is responsible for:

- handling authority, retailer and serious complaints
- analyzing performance trends
- agreeing corrective and preventive action with site management

The Senior Management team are responsible for reviewing complaints trends and implementing complaint performance improvement plans.

References

Product Recall
Corrective Action
Control of Non-conforming product
Complaint Investigation Form
Complaint Analyzer

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager

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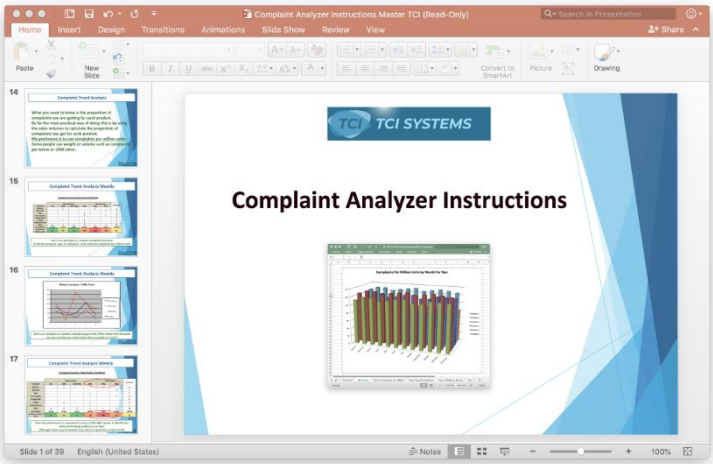
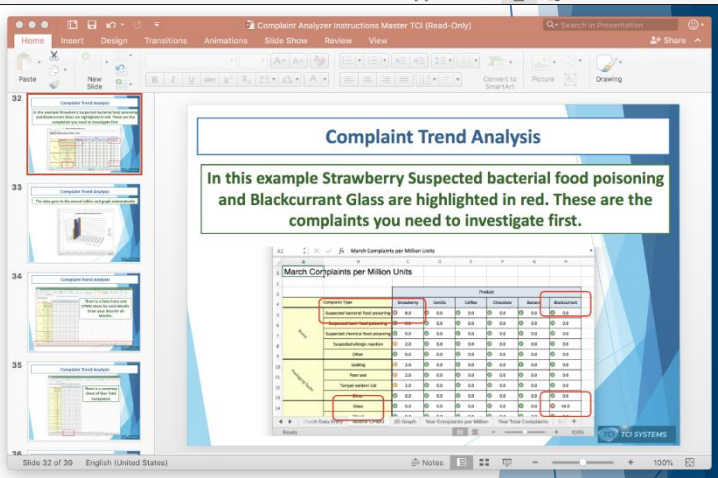
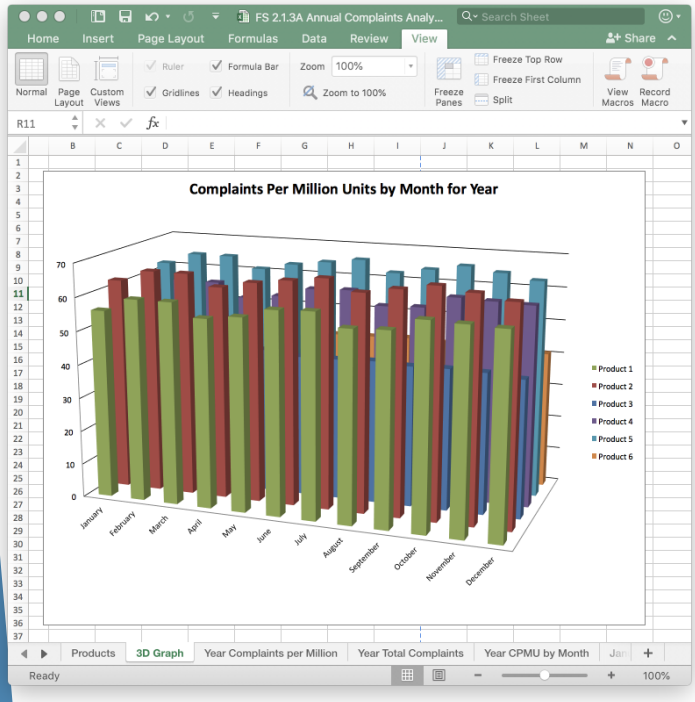
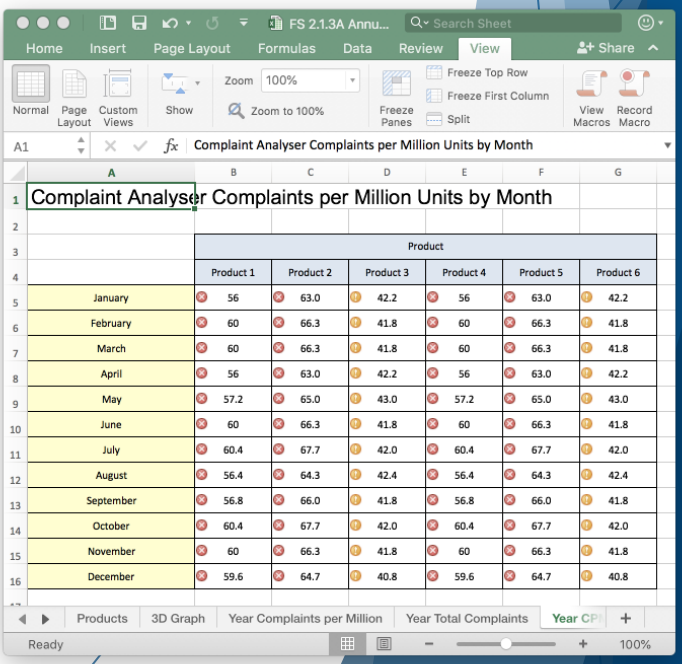




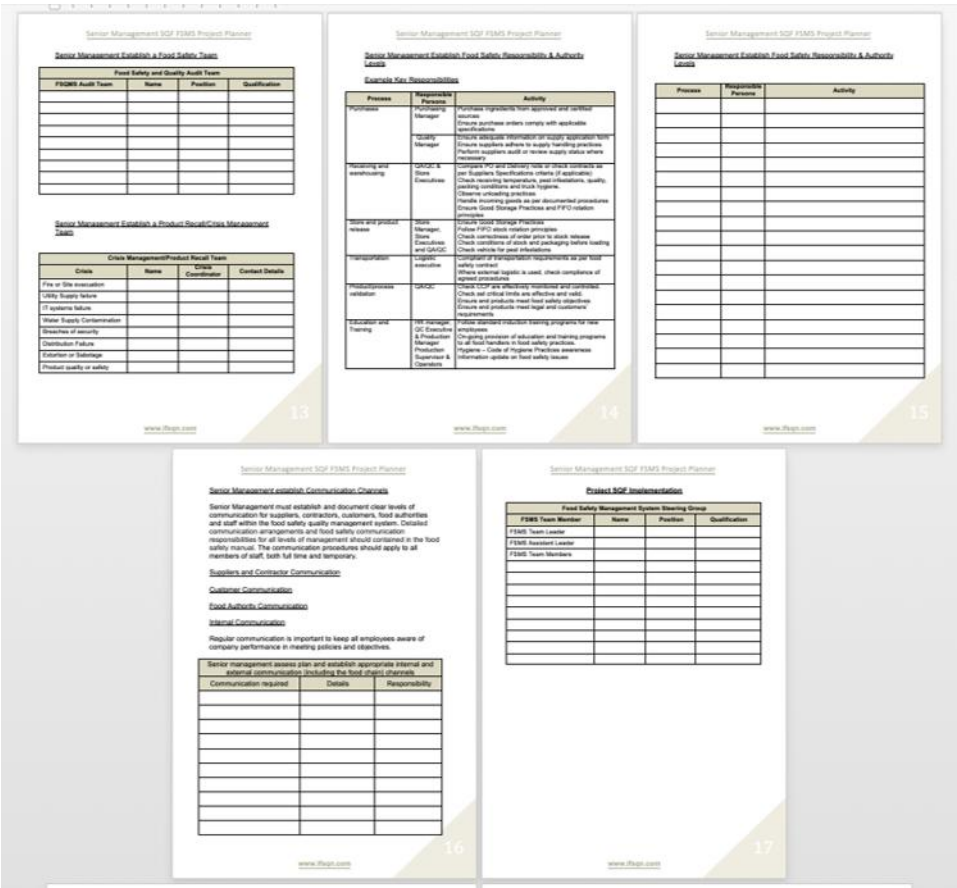




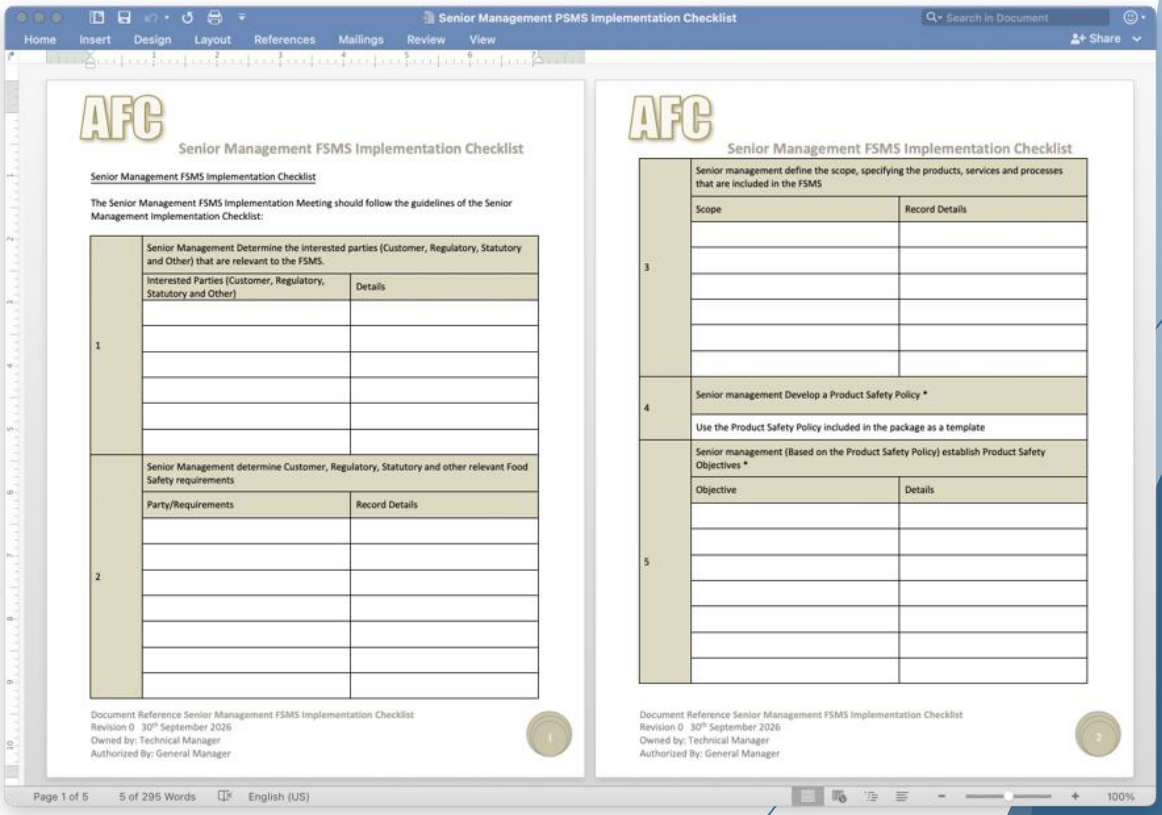
Complaint Analyser Complaints per Million Units by Month

	Product					
	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6
January	56	63.0	42.2	56	63.0	42.2
February	60	66.3	41.8	60	66.3	41.8
March	60	66.3	41.8	60	66.3	41.8
April	56	63.0	42.2	56	63.0	42.2
May	57.2	65.0	43.0	57.2	65.0	43.0
June	60	66.3	41.8	60	66.3	41.8
July	60.4	67.7	42.0	60.4	67.7	42.0
August	56.4	64.3	42.4	56.4	64.3	42.4
September	56.8	66.0	41.8	56.8	66.0	41.8
October	60.4	67.7	42.0	60.4	67.7	42.0
November	60	66.3	41.8	60	66.3	41.8
December	59.6	64.7	40.8	59.6	64.7	40.8

Senior Management PSMS Project Planner



Senior Management PSMS Implementation Checklist



Senior Management PSMS Implementation Checklist

Home Insert Design Layout References Mailings Review View

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Senior Management FSMS Implementation Checklist

Senior Management FSMS Implementation Checklist

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

1	Senior Management Determine the interested parties (Customer, Regulatory, Statutory and Other) that are relevant to the FSMS.	
	Interested Parties (Customer, Regulatory, Statutory and Other)	Details
2	Senior Management determine Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Party/Requirements	Record Details

Document Reference Senior Management FSMS Implementation Checklist
Revision 0 30th September 2026
Owned by: Technical Manager
Authorized By: General Manager

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Senior Management FSMS Implementation Checklist

3	Senior management define the scope, specifying the products, services and processes that are included in the FSMS	
	Scope	Record Details
4	Senior management Develop a Product Safety Policy *	
	Use the Product Safety Policy included in the package as a template	
5	Senior management (Based on the Product Safety Policy) establish Product Safety Objectives *	
	Objective	Details

Document Reference Senior Management FSMS Implementation Checklist
Revision 0 30th September 2026
Owned by: Technical Manager
Authorized By: General Manager

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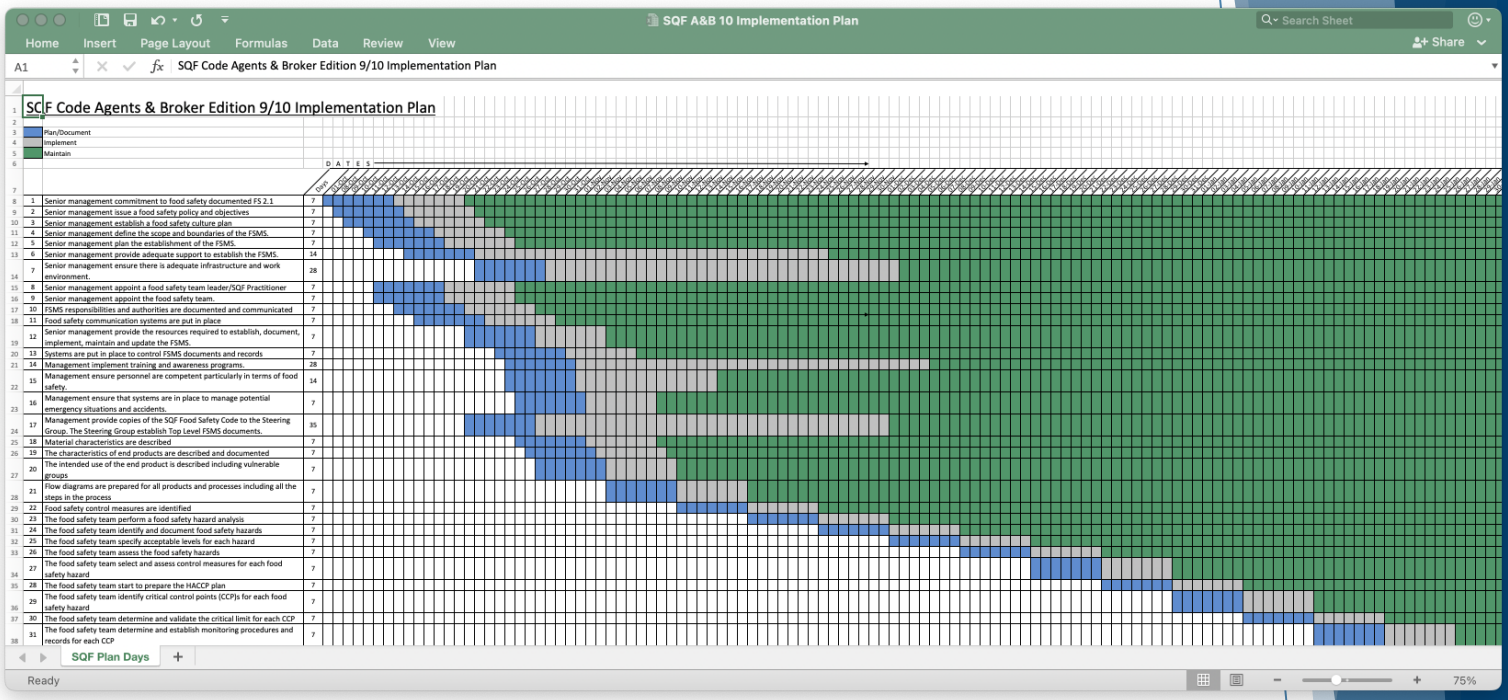
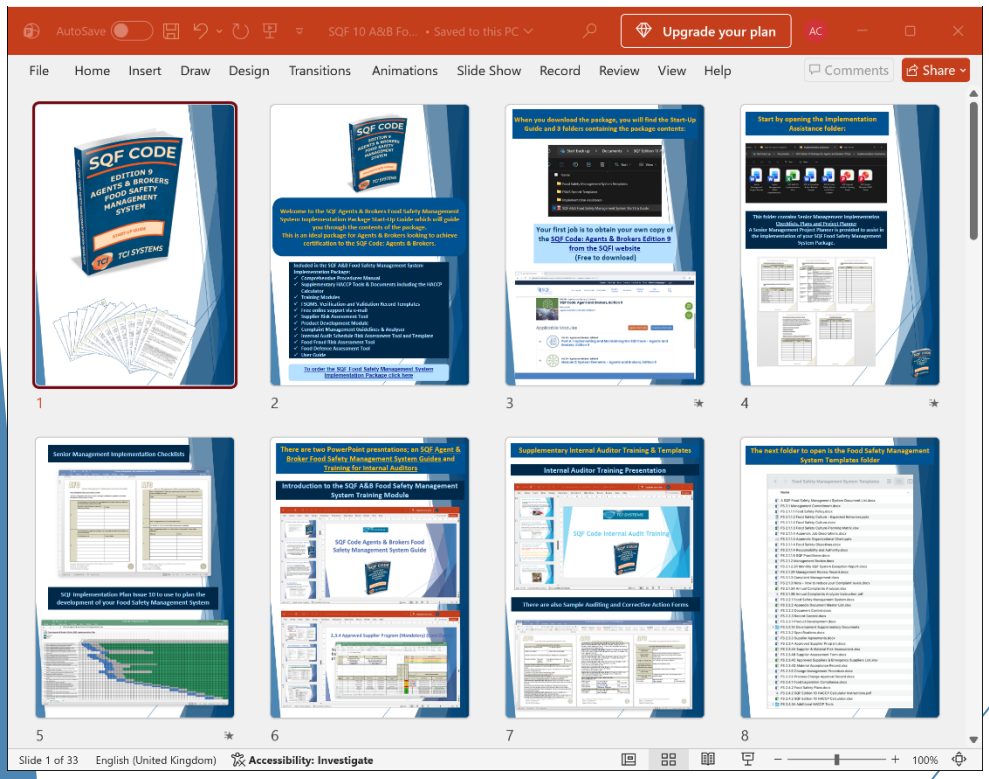
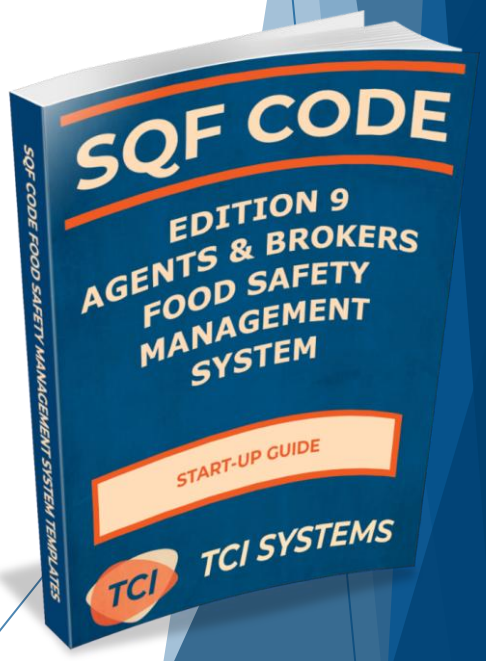
Page 1 of 5 5 of 295 Words English (US) 100%

There is a SQF Implementation Plan which can be used to plan the development of your Food Safety Management System



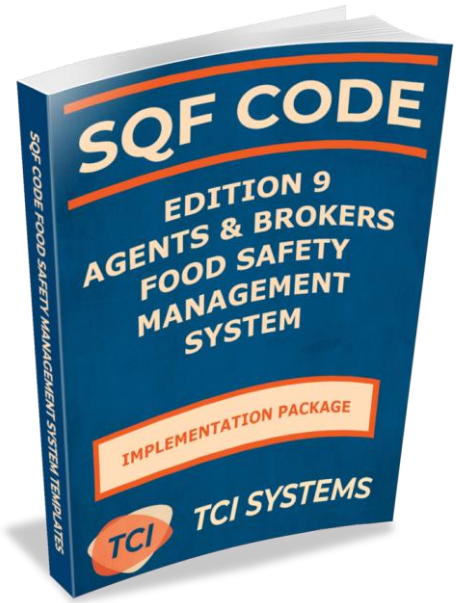
Start-Up Guide - Introduction to the contents of the package





Technical Support

Free Online Technical Support

One of the unique features of our packages is that we provide technical support.
This package includes online technical support and expertise to answer your questions and assist you in developing your SQF Food Safety Management System until you achieve certification.

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