

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 Food Safety 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 the SQF Code.

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

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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 scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative and SQF Practitioner for 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 pre-fixed QM and are as follows:

- QM 2.1.1 Food Safety and Quality Policy and Objectives
- QM 2.1.2 Responsibility Authority and Communication
- QM 2.1.3 Food Safety and Quality Management System
- QM 2.1.4 Management Review
- QM 2.1.5 Customer Complaint Handling
- QM 2.1.6 Business Continuity Planning
- QM 2.2.1 Document Control
- QM 2.2.2 Record Control
- QM 2.3.1 Product Development
- QM 2.3.2 Raw and Packaging Materials

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- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Manufacturers
- QM 2.3.5 End Product Specifications
- QM 2.4.1 Customer, Statutory and Regulatory Conformance
- QM 2.4.2 Food Safety Fundamentals
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Food Quality Plan
- QM 2.4.5 Control of Purchased Materials and Services
- QM 2.4.5 Verification of Purchased Materials and Services
- QM 2.4.6 Control of Non-Conforming Product or Equipment
- QM 2.4.7 Product Rework
- QM 2.4.8 Product Release
- QM 2.4.9 Stock Control
- QM 2.5.1 SQF System Verification
- QM 2.5.2 Validation, Improvement and System Updating
- QM 2.5.3 Verification Schedule
- QM 2.5.4 Verification of Monitoring Activities
- QM 2.5.5 Corrective Action and Preventative Action
- QM 2.5.6 Laboratory Quality Manual
- QM 2.5.7 Internal Audits
- QM 2.6.1 Product Identification
- QM 2.6.2 Traceability System
- QM 2.6.3 Product Recall
- QM 2.7 Site Security
- QM 2.8.1 Identity Preserved Foods
- QM 2.8.2 Allergen Management
- QM 2.9 Training
- QM 11.1 Site Requirements and Approval
- QM 11.2 Construction and Control of Product Handling and Storage Areas
- QM 11.2.9 Premises and Equipment Maintenance
- QM 11.2.10 Calibration
- QM 11.2.11 Management of Pests and Vermin
- QM 11.2.12 Equipment, Utensils and Protective Clothing
- QM 11.2.13 Cleaning and Sanitation
- QM 11.3 Personnel Hygiene and Welfare
- QM 11.3.2 Handwashing

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- QM 11.3.3 Clothing
- QM 11.3.4 Jewellery Policy
- QM 11.3.5 Control of Visitors and Contractors
- QM 11.3.6 Staff Amenities
- QM 11.3.6 - 9 Staff Facilities
- QM 11.3.11 First Aid
- QM 11.4 Hygiene Code of Practice
- QM 11.5 Water and Ice Supply
- QM 11.5.2 Monitoring Water Microbiology and Quality
- QM 11.5.7 Air Quality
- QM 11.6 Storage and Transport
- QM 11.6.6 Loading, Transport and Unloading Practices
- QM 11.7 Control of Operations
- QM 11.7.5 A Glass Policy
- QM 11.7.5 B Control of Brittle Materials
- QM 11.7.5 C Glass & Brittle Material Breakage Procedure
- QM 11.7.5 Control of Foreign Matter Contamination
- QM 11.7.6 Detection of Foreign Objects
- QM 11.8 On-Site Laboratories
- QM 11.9 Waste Disposal
- QM 11.10 Exterior

The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HACCP and are 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
- HM 9 Hazard Assessment
- HM 10 Identification and Assessment of Control Measures
- HM 11 Identification of Critical Control Points (CCPs)

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HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan
HM 23 HACCP Verification Audit Summary
HM 24 HACCP Instruction 1
HM 25 HACCP Instruction 2
HM 26 Hazard Instruction 3
HM 27 HACCP Definitions
HM 28 HACCP Verification Record
HM 29 HACCP Steering Group Review
HM 30 Raw Material Summary
HM 31 Finished Product Summary
HM 32 Decision Tree
HM 33 HACCP Planner

The controlled records of the Food Safety Quality Management System are pre-fixed QMR and are as follows:

QMR 001 Management Review Minutes
QMR 002 Training Record
QMR 003 Product Release Record
QMR 004 Design and Development Records
QMR 005 Supplier Assessment Record
QMR 006 Validation Record
QMR 007 Identification and Traceability Record
QMR 008 Register of Customer Property
QMR 009 Calibration Record
QMR 010 Internal Audit Record

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QMR 011	Records of Non-conforming Product
QMR 012	Corrective Action Request Form
QMR 013	Preventative Action Request Form
QMR 014	Supplier Self Assessment and Approval Form
QMR 015	Equipment Commissioning Record
QMR 016	Return to Work Form
QMR 017	Hygiene Policy Staff Training Record
QMR 018	Complaint Investigation Form
QMR 019	Prerequisite Audit Checklist
QMR 020	Knife Control Record
QMR 021	Knife Breakage Report
QMR 022	Goods in Inspection Record
QMR 023	Equipment Cleaning Procedure
QMR 024	Glass and Brittle Plastic Breakage Record
QMR 025	Metal Detection Record
QMR 026	First Aid Dressing Issue Record
QMR 027	Cleaning Schedule
QMR 028	Cleaning Record
QMR 029	Engineering Hygiene Clearance Record
QMR 030	Glass and Brittle Plastic Register
QMR 031	GMP Audit Checklist
QMR 032	Vehicle Hygiene Inspection Record
QMR 033	Outgoing Vehicle Inspection Record
QMR 034	Pre Employment Medical Questionnaire
QMR 035	Visitor Questionnaire
QMR 036	Product Recall Record
QMR 037	Shelf Life Confirmation Record
QMR 038	Accelerated Keeping Quality Log
QMR 039	Goods In QA Clearance Label
QMR 040	Maintenance Work Hygiene Clearance Form
QMR 041	Changing Room Cleaning Record
QMR 042	Colour Coding Red Process Areas
QMR 043	Daily Cleaning Record for Toilets and Changing Rooms
QMR 044	Drain Cleaning Procedure Filler Areas
QMR 045	General Cleaning Procedure
QMR 046	Product QA Clearance Label

QMR 047	CIP Programmes Log
QMR 048	Sample Filler Cleaning Record
QMR 049	Pipe Diameter Flow Rate Conversion Table
QMR 050	QC Online Check Sheet

The Criteria and Methods required to ensure that the operation and control of these processes are effective are documented in these procedures and records. These procedures are supported by second tier documents specific to each area including:

- Validation Records
- Verification Records
- Work Instructions
- Specifications
- Testing schedules
- Risk assessments
- Job Descriptions
- HACCP Plans
- Critical Control Point Monitoring Procedures

Measurement, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point monitoring
- Analytical testing
- Microbiological testing
- Complaints analysis
- Key Quality performance indicators
- Standard Exception Reporting
- Results of Inspections
- Results of Internal audits
- Results of External Audits

The company has assessed the resources required to implement, maintain, and improve the Quality Management System and these resources have been provided including:

Food Safety Quality System Process Diagram

