



This workbook is provided to assist in the implementation of your SQF Food Packaging Safety Management System Package.

The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ Step One: Introducing the SQF Food Packaging Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Packaging Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

Note: The SQF Food Packaging Safety Management System Package includes a Start Up Guide which should be consulted to guide you through the contents of the package.



This Implementation Workbook compliments the SQF Food Packaging Safety Management System Package which is an ideal package for organisations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8

The SQF Food Packaging Safety Management System Package contains:

- ✓ A comprehensive set of over 70 editable Food Packaging Safety Management System Procedures
- ✓ A range of 60 easy to use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Food Fraud Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training

And much more !

As a preliminary to Step 1 we recommend that the you obtain a copy of the SQF Food Safety Code for Manufacture of Food Packaging Edition 8

Step Two: Senior Management Implementation

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

The checklist guides Senior Management:

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

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

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

A meeting should now be co-ordinated involving all the Senior Management Team.

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Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

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

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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Key Personnel and Nominated Deputies

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

Step Three: Food Packaging Safety Management System

The SQF Food Packaging Safety Management System Package contains a comprehensive top level Food Packaging Safety Management procedures templates that form the foundations of your Food Packaging Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

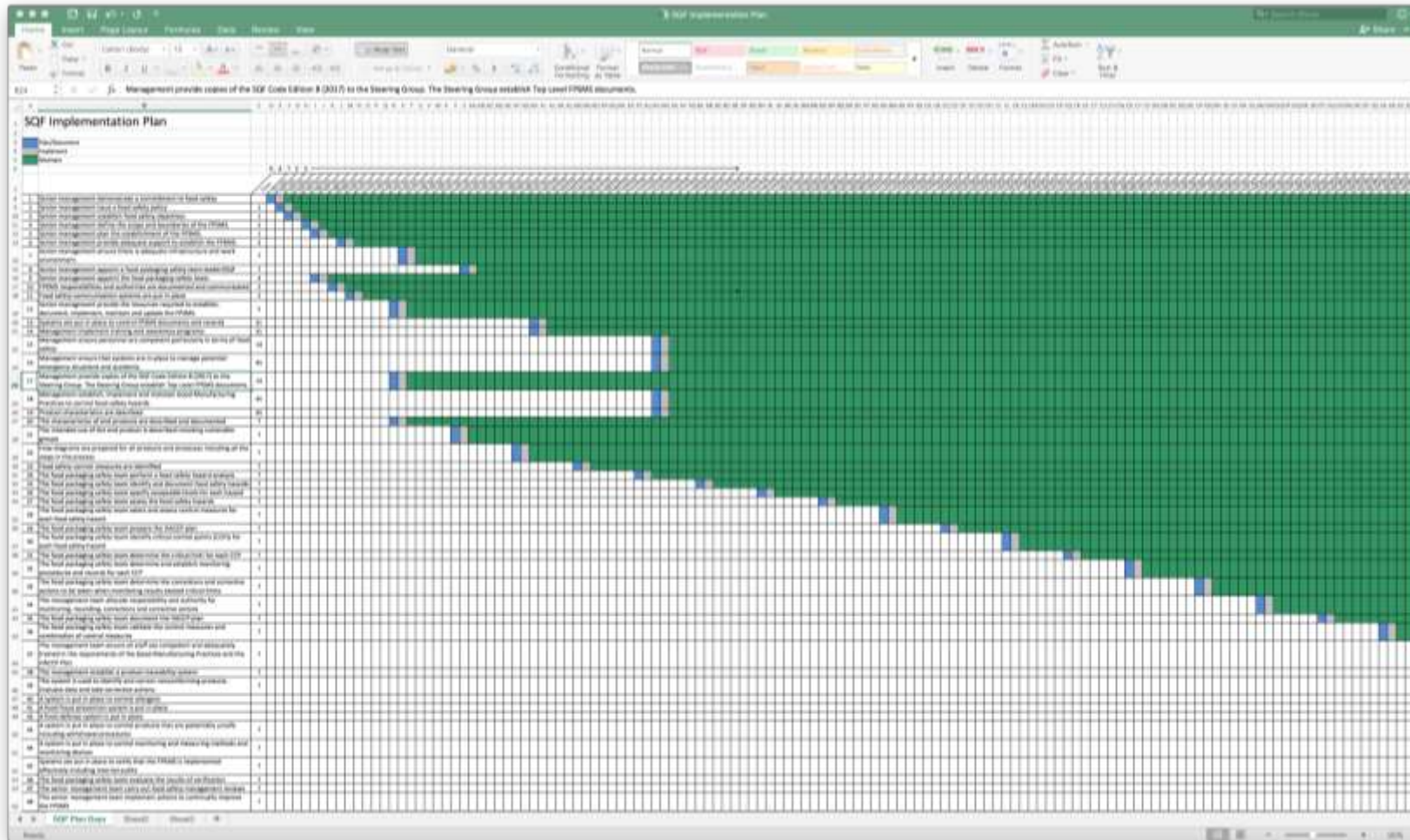
Food Packaging Safety Management System Procedures

- QM 2.1.1 Food Safety Policy and Objectives
- QM 2.1.2 Management Responsibility
- QM 2.1.2A Appendix Organizational Chart
- QM 2.1.2B Appendix Job Descriptions
- QM 2.1.3 Management Review
- QM 2.1.4 Complaint Management
- QM 2.1.5 Crisis Management Planning
- QM 2.2.1 Food Safety Management System
- QM 2.2.2 Document Control
- QM 2.2.3 Record Control
- QM 2.3.1 Product Development
- QM 2.3.2 Raw and Packaging Materials
- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Manufacturers
- QM 2.3.5 Finished Product Specifications
- QM 2.4.1 Compliance with Food Legislation
- QM 2.4.2 Good Manufacturing Practices
- QM 2.4.3 Food Safety Plans
- QM 2.4.4 Approved Supplier Program
- QM 2.4.5 Control of Non-Conforming Product or Equipment
- QM 2.4.6 Product Rework
- QM 2.4.7 Product Release
- QM 2.4.8 Environmental Monitoring
- QM 2.5.1 Validation and Effectiveness
- QM 2.5.2 Verification Activities
- QM 2.5.3 Corrective Action and Preventative Action
- QM 2.5.4 Product Sampling, Inspection and Analysis
- QM 2.5.5 Internal Audits and Inspections
- QM 2.6.1 Product Identification
- QM 2.6.2 Product Traceability
- QM 2.6.2 Identification and Traceability System – Appendix
- QM 2.6.3 Product Withdrawal and Recall
- QM 2.7.1 Food Defense Plan

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Project Plan

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



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Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 2		
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 2		
4)	Senior management define the scope and boundaries of the FPSMS.	Senior Management Team	Completed in Step 2		
5)	Senior management plan the establishment of the FPSMS.	Senior Management Team	Completed in Step 2		
6)	Senior management provide adequate support to establish the FPSMS.	Senior Management Team	Completed in Step 2		
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2		
8)	Senior management appoint a food packaging safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9)	Senior management appoint the food packaging safety team.	Senior Management Team	Completed in Step 2		
10)	FPSMS responsibilities and authorities are documented and	Senior Management Team	Completed in Step 2		

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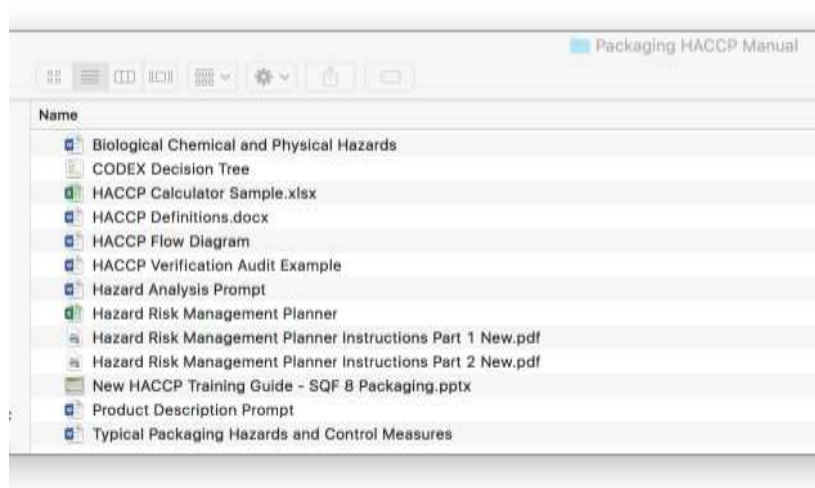
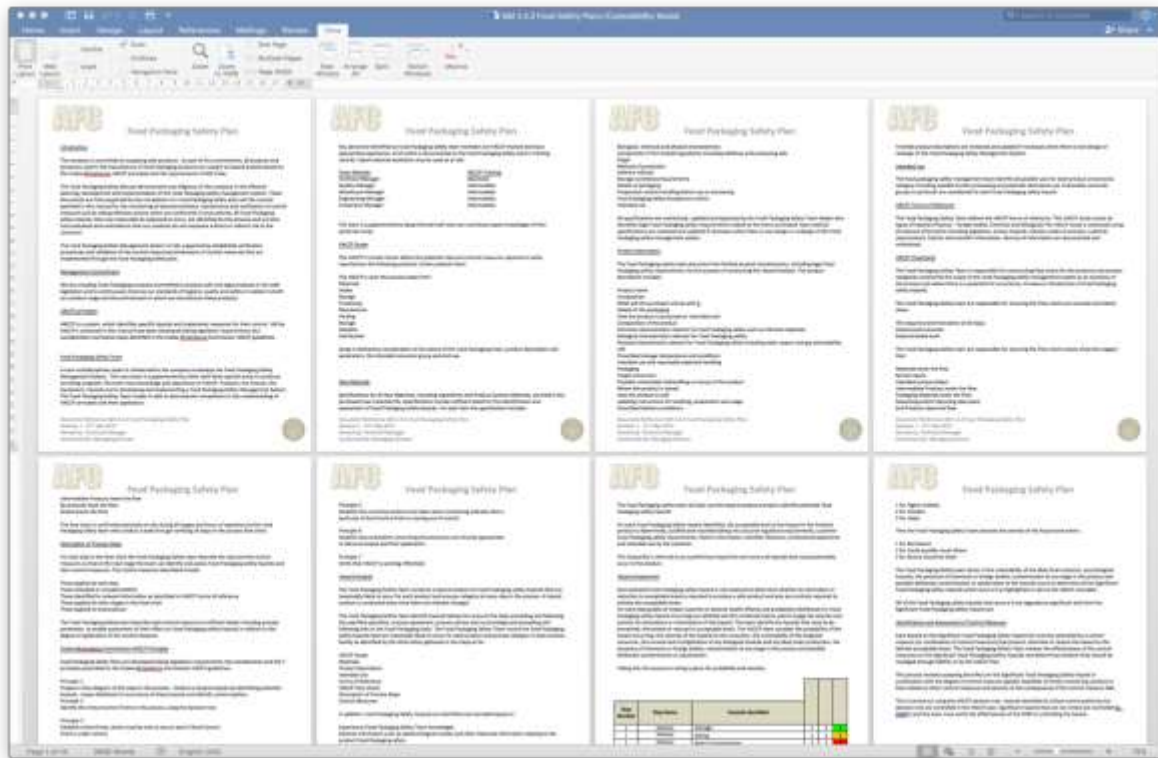
Project Tasks 19 – 36

Project Tasks 19 – 36 are to be completed by the Food Packaging Safety Team. Guidelines for these tasks are included in Step 6 HACCP Implementation Section.

19)	Product characteristics are described
20)	The characteristics of end products are described and documented
21)	The intended use of the end product is described including vulnerable groups
22)	Flow diagrams are prepared for all products and processes including all the steps in the process
23)	Food safety control measures are identified
24)	The food packaging safety team perform a food safety hazard analysis
25)	The food packaging safety team identify and document food safety hazards
26)	The food packaging safety team specify acceptable levels for each hazard
27)	The food packaging safety team assess the food safety hazards
28)	The food packaging safety team select and assess control measures for each food safety hazard
29)	The food packaging safety team prepare the HACCP plan
30)	The food packaging safety team identify critical control points (CCP)s for each food safety hazard
31)	The food packaging safety team determine the critical limit for each CCP
32)	The food packaging safety team determine and establish monitoring procedures and records for each CCP
33)	The food packaging safety team determine the corrections and corrective actions to be taken when monitoring results exceed critical limits
34)	The management team allocate responsibility and authority for monitoring, recording, corrections and corrective actions
35)	The food packaging safety team document the Hazard Risk Management Plan
36)	The food packaging safety team validate the control measures and combination of control measures

Step Six: HACCP Implementation Guide

Included in the package are QM 2.4.3 Food Safety Plans and supplementary HACCP documents in the HACCP Manual Folder including the Hazard Risk Management Planner:



Tasks 19 - 21

The HACCP study covers the process steps from:

Materials
Intake
Storage
Processing
Manufacture
Packing
Storage
Dispatch
Distribution

Scope is defined by consideration of the extent of the Food Packaging chain, product description and parameters, the intended consumer group and end-use.

Raw Materials

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

Biological, chemical and physical characteristics
Composition of formulated ingredients including additives and processing aids
Origin
Method of production
Delivery method
Storage conditions/requirements
Details of packaging
Preparation and/or handling before use or processing
Food Packaging Safety Acceptance criteria
Intended use

All specifications are maintained, updated and approved by the Food Packaging Safety Team leader who identifies legal Food Packaging safety requirements related to the items purchased. Raw material

The screenshot shows a detailed Hazard Risk Management Plan spreadsheet. The columns include: Hazard Number, Hazard Name, Hazard Identified, Likelihood (with a color-coded scale), Control Measures, Critical Limits, Monitoring Procedures, Detection Method, HSEF Hazard, and HSEF Evidence. The spreadsheet is populated with various food packaging safety hazards, such as 'Micro-organisms in the boxes and seals', 'Foreign objects in the boxes and seals', and 'Incorrect labeling'. Each hazard is assessed for its likelihood and control measures are defined. The spreadsheet also includes a decision tree for determining whether a hazard is controlled by HACCP or GMP(s).

Task 28 The food packaging safety team select and assess control measures for each food packaging safety hazard

Identification and Assessment of Control Measures

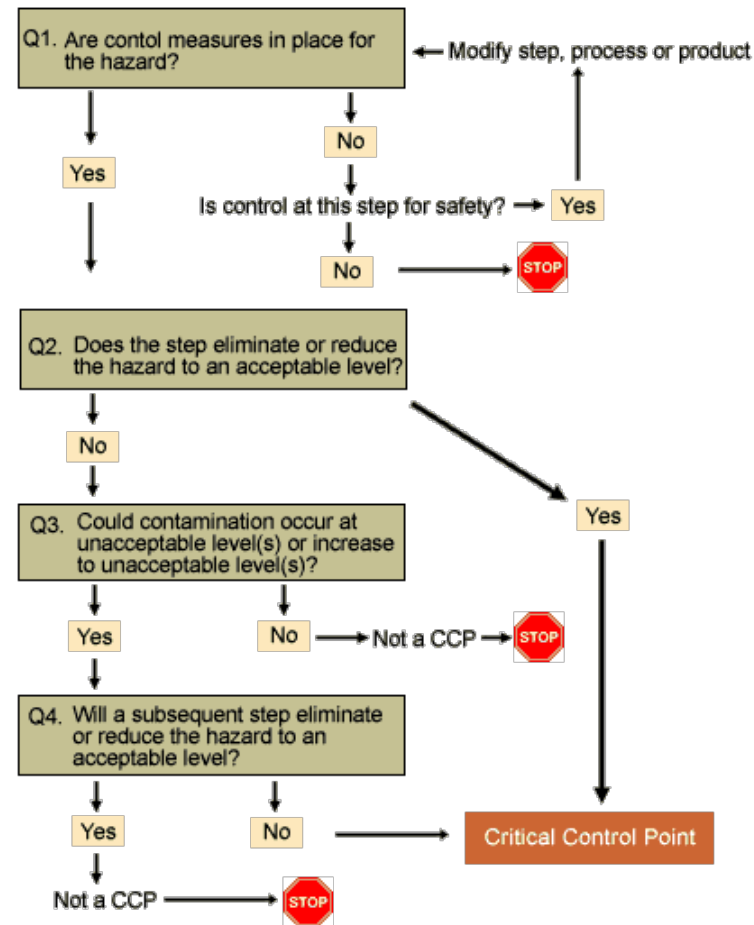
Each hazard on the Significant Food Packaging Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable levels. The Food Packaging Safety Team reviews the effectiveness of the control measures on the Significant Food Packaging Safety Hazards and determines whether they should be managed through GMP(s) or by the HACCP Plan.

This process involves assessing the effect on the Significant Food Packaging Safety Hazard in combination with the degree of control measure applied, feasibility of timely monitoring, position in flow relative to other control measures and severity of the consequences if the control measure fails.

This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan. Significant hazards that are not critical are controlled by GMP(s) and the team must verify the effectiveness of the GMP in controlling the hazard.

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This is carried out using the HACCP decision tree. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.



Task 35 The food packaging safety team document the HACCP plan

The Food Packaging Safety Team should complete the relevant columns in the Hazard Risk Management Planner Sheet:

Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Minimum / Maximum acceptable levels to ensure condition is in control	<ul style="list-style-type: none">- measurements to be taken (or observations) method of measurement- devices used (including applicable calibration procedures)- frequency of monitoring- responsibility and authority for monitoring and evaluation of the monitoring results	Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled	Who is taking the action	Where is it recorded

The Food Packaging Safety Team should use the following Validation record as a template:

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

Step Seven: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

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

Staff Training Matrix



Employee Name	Employee Status	Job Title	Training Course																								
			Introduction to ISO 22000	Implementing ISO 22000	ISO 22000 Document Implementation Guide	Food Safety Training	ISO 22000 Training	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here	Training Course Details here			
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18			Green	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue		
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29			Green	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue		
30			Green	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue		

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

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

QMR 002 Training Record



Training Record

Name:		Employee Number:	
Company Start Date:		Position:	
Prior External Qualification(s), Skills & Experience :			

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

Document Reference: Training Record QMR 002
 Revision 1. 31st March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training


Remember all food packaging handlers should receive Basic Food Hygiene Training

Stage Eight: Final Steps to SQF Certification

There are a few final steps to achieving SQF Certification:

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


Verification Record Example



Glass Policy Verification Record

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to standards for gauges for pressure vessels?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass material or covered in a security film?	
Are internal or external glass windows present in production areas, raw materials, finished goods and packaging stores; engineering workshops replaced or made of toughened glass and be covered by a protective film?	

Document Reference: Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager



Glass Policy Verification Record

Where replacement of glass is not possible or the cost of replacement is unreasonable, is a suitable shatter-resistant security film applied to the total inner surface of the glass?	
Does the film used have a minimum of 100 microns thickness?	
Are all fluorescent light tubes and other forms of lighting fully protected against possible damage?	
Are fluorescent tubes either surface coated with a shatter-resistant material or housed within a fully protective unit?	
Are lighting fittings in production areas cleaned and changed during non-production hours?	
Are electronic fly-killing units fitted with tubes which are protected against damage?	
Are the EFK tubes either surface coated with a shatter-resistant material or housed within a protective outer tube made of a suitable alternative material?	
Are EFK units sited away from open food processing equipment?	
Are glass bottles or containers prohibited from being used for delivery of food ingredients?	
Where the use of glass containers is unavoidable, is each container carefully examined for any sign of chipping or breakage and must be safely disposed of or rejected where necessary?	
Are contents of glass containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where glass contamination is evident?	
Is the location of all glass and glass-like (i.e. that which may shatter like glass) materials within all production areas identified and recorded on a Glass Register?	
Are brittle perspex and plastic items are also highlighted on these audit sheets?	
Are inspections carried out daily?	
Are brittle materials in production areas, checked at the beginning and end of production with the time and date being recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	

Document Reference: Glass Policy Verification Record
Revision 1 10th May 2017
Owned by: Technical Manager
Authorised By: General Manager

Task 46 The food packaging safety team evaluate the results of verification activities

The Food Packaging Safety Team should define the methods, frequencies and responsibilities for verification activities. Verification activities should be put in place by the Food Packaging Safety Team to confirm the effective operation of the Food Packaging Safety Management System.

The aim of the evaluation of the results of verification activities by the Food Packaging Safety Team is to confirm that:

- ✓ Hazard Risk Management Plan is implemented and effective
- ✓ GMP(s) are implemented and effective
- ✓ Infrastructure and Maintenance standards are satisfactory
- ✓ Hazards are below identified acceptable levels

Senior Management Review Meeting Notification

Date

Time


Venue

Agenda

1. Review of the Food Packaging Safety Policy
2. Review of Management Changes
3. Minutes and Follow-up actions from previous review meetings
4. Outstanding Non-conformances as a result of internal and external audits
5. Results of external second and third-party audits
6. Trend analysis of Customer and Supplier complaints
7. Analysis of the results of verification activities including internal hygiene and Hazard Risk Management Plan verification audits
8. Key Performance Indicators Review and trend analysis
9. Emergencies and Accidents
10. Process performance and product conformity
11. Corrective and preventive action status
12. Food Safety incidents including allergen control and labelling, recalls, withdrawals, safety or legal issues
13. Review of planning and development of the processes needed for the realisation of safe products including changes which could affect food safety and the Hazard Risk Management Plan (including legislation changes and scientific information)
14. Changes to policies and objectives
15. Communication activities and effectiveness of communication
16. Results of review and system updating
17. Review of Resources and effectiveness of Training
18. Recommended improvements
19. Customer Feedback and Sales levels are reviewed to give an indication of trends
20. A.O.B

Task 48: The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:




Management Review Record

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Improvement in management system effectiveness	-	-
Opportunities for improvement	-	-
Product food safety or quality enhancement	-	-
Change or elimination of non-productive elements	-	-
Change or elimination of non-productive systems or procedures	-	-
Supply of resource needed for further improvements.	-	-

Minutes copied to all managers and available to all staff via notice boards.

Document Reference Management Review Record QMR 001
 Revision 1 1st May 2017
 Owned by: Technical Manager
 Authorised By: General Manager



SQF Code Food Safety Management System Implementation Workbook

Use the SQF Code Self-Assessment Checklists to assess your Food Safety Management System

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

Ensure any areas requiring corrective action are addressed

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

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