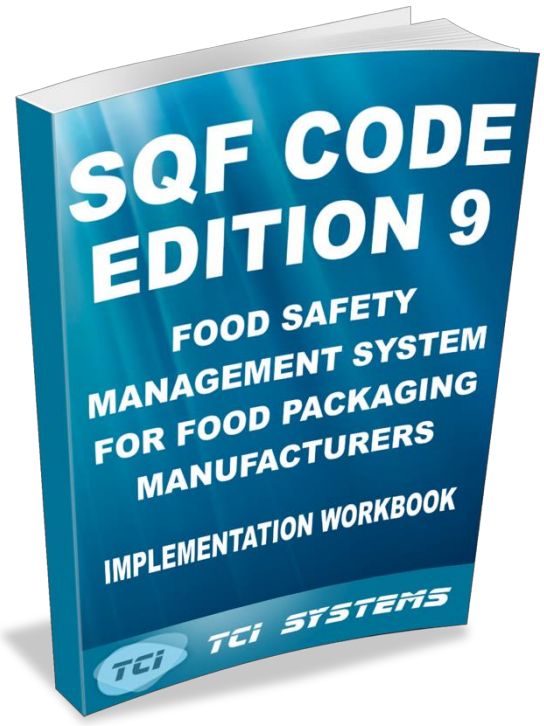
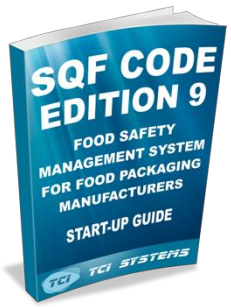
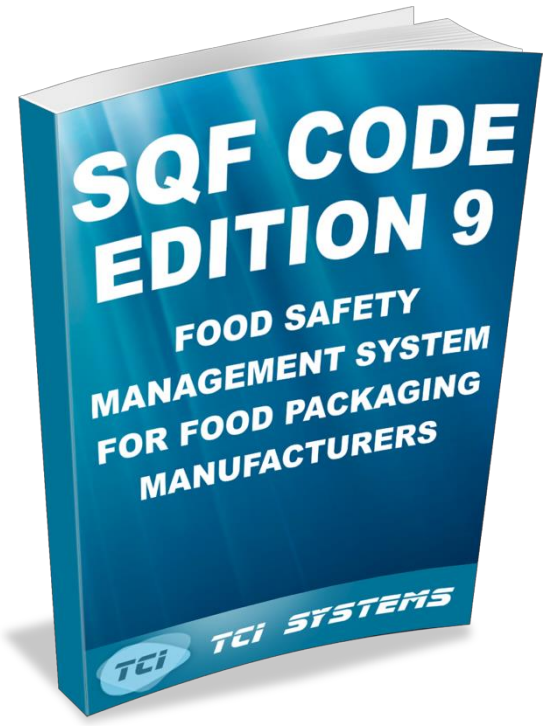


This workbook is provided to assist in the implementation of your SQF Food Packaging Safety Management System Package. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ 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 organizations looking to meet the requirements of the SQF Food Safety Code for Manufacture of Food Packaging Edition 9. The SQF Food Packaging Safety Management System Package contains:

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

And much more!

As a preliminary to Step 1 we recommend that you obtain a copy of the SQF Food Safety Code for Manufacture of Food Packaging Edition 9

Step One: Introduction to the SQF Food Packaging Safety Management System

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

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

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
- ✓ Plan to establish a food safety culture

A meeting should now be coordinated involving all the Senior Management Team.

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
10. Plan to establish a food safety culture

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
General Manager		Chairman
Operations Manager		Operations Reporting
Quality Manager		Food Safety Reporting SQF Practitioner
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

Senior Management FPSMS Implementation Checklist

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

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Packaging Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code Edition 9	
	Food Packaging Regulations	
Action (ii)	Senior Management decides which Food Packaging Safety requirements the company should address & develop relevant policies.	
	Requirement	Policy Details

- ✓ *They are employed by the Supplier as a permanent full time employee and hold a position of responsibility in managing of the Food Packaging Safety Management System*
- ✓ *Have completed a HACCP Training Course and be experienced and competent to implement and maintain HACCP Plans*
- ✓ *Have an understanding of the* SQF Food Safety Code for Manufacture of Food Packaging Edition 8 *(Completion of the "Implementing SQF Systems Training Course Exam" would meet this requirement)*

The substitute SQF practitioner would normally be the nominated deputy for the Quality Manager. The substitute SQF practitioner will need to be qualified in the same way as the SQF practitioner
Site and Departmental Annual Objectives and targets are agreed and documented in the Management Review minutes.

Key Personnel and Nominated Deputies

Job Title	Job Holder	Nominated Deputy
Emergency Response Coordinator		
Food Packaging Safety Team Leader		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Production Supervisor		
Packing Manager		
Quality 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 comprehensive top level Food Packaging Safety Management System Elements procedure 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:

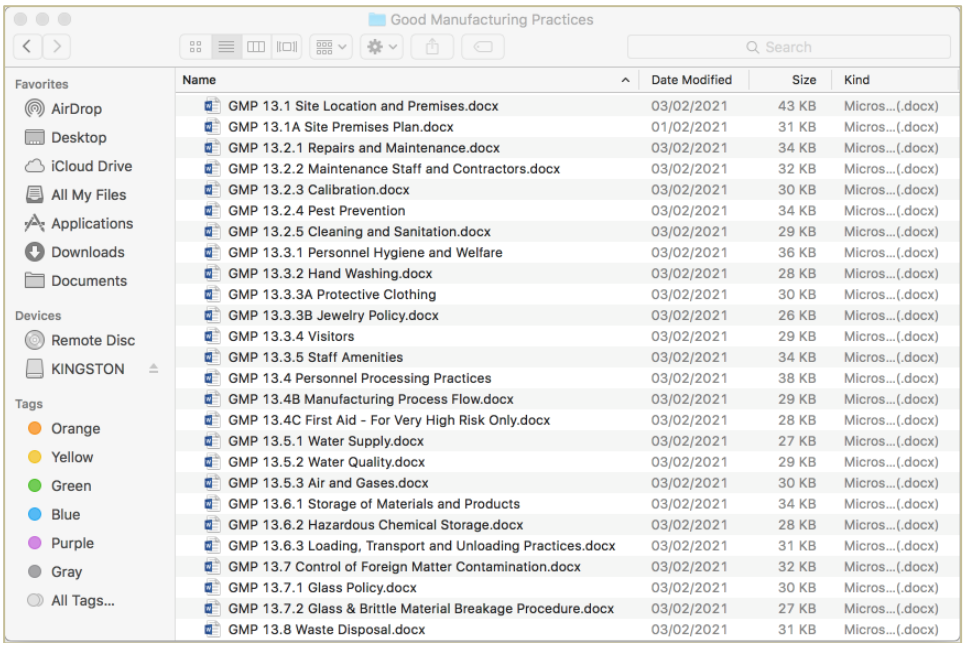
Food Packaging Safety Management System Procedures

FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Appendix Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2A Food Safety Culture Planning Matrix
FS 2.1.1.3 Responsibility and Authority
FS 2.1.1.3A Appendix Organizational Chart
FS 2.1.1.3B Appendix Job Descriptions
FS 2.1.2 Management Review
FS 2.1.2R Management Review Record
FS 2.1.3 Complaint Management
FS 2.1.3A Annual Complaints Analyzer
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Packaging Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Record Control
FS 2.3.1 Product Formulation and Realization
FS 2.3.1A Development Supplementary Documents
FS 2.3.2 Specifications
FS 2.3.2A Material Acceptance Record
FS 2.3.3 Contract Manufacturers
FS 2.3.4 Approved Supplier Program
FS 2.4.1 Food Legislation
FS 2.4.2 Good Manufacturing Practices
FS 2.4.3 Food Safety Plans
FS 2.4.3 HACCP Supplement
FS 2.4.4 Product Inspection
FS 2.4.4 Advanced Laboratory Quality Manual
FS 2.4.5 Non-Conforming Materials and Product
FS 2.4.6 Product Rework
FS 2.4.7 Product Release
FS 2.4.8 Environmental Monitoring
FS 2.5.1 Validation and Effectiveness
FS 2.5.2 Verification Activities
FS 2.5.3 Corrective 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 2.5.5 Audits and Inspections Schedule
FS 2.5.5 Internal Audits and Inspections

Step Four: Good Manufacturing Practices Implementation

The SQF Food Packaging Safety Management System Package contains comprehensive editable Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging so you don't have to spend 1,000's of hours writing compliant procedures:

GMP 13.1 Site Location and Premises
GMP 13.1A Site Premises Plan
GMP 13.2.1 Repairs and Maintenance
GMP 13.2.2 Maintenance Staff and Contractors
GMP 13.2.3 Calibration
GMP 13.2.4 Pest Prevention
GMP 13.2.5 Cleaning and Sanitation
GMP 13.3.1 Personnel Hygiene and Welfare
GMP 13.3.2 Hand Washing
GMP 13.3.3A Protective Clothing
GMP 13.3.3B Jewelry Policy
GMP 13.3.4 Visitors
GMP 13.3.5 Staff Amenities
GMP 13.4 Personnel Processing Practices
GMP 13.4B Manufacturing Process Flow
GMP 13.5.1 Water Supply
GMP 13.5.2 Water Quality
GMP 13.5.3 Air and Gases
GMP 13.6.1 Storage of Materials and Products
GMP 13.6.2 Hazardous Chemical Storage
GMP 13.6.3 Loading, Transport and Unloading Practices
GMP 13.7 Control of Foreign Matter Contamination
GMP 13.7.1 Glass Policy
GMP 13.7.2 Glass & Brittle Material Breakage Procedure
GMP 13.8 Waste Disposal



Step Five: Project SQF Implementation

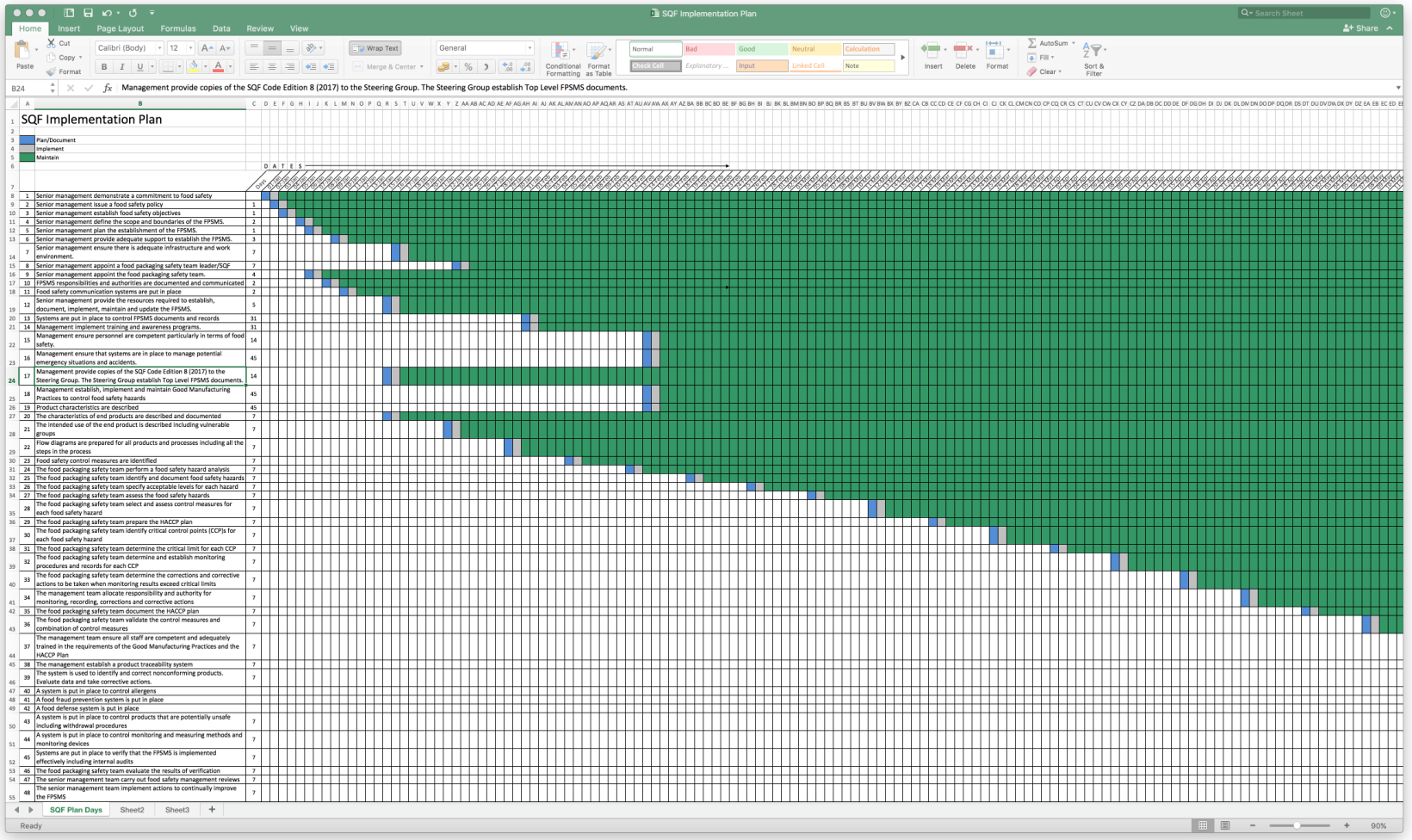
The package contains project tools to assist in achieving SQF certification. In this part of the package you will need to:

- ✓ Make sure that the Steering Group are established and briefed
- ✓ Make sure that the Steering Group take control of the Project Plan established by Senior Management

Food Packaging Safety Management System Steering Group			
FSMS Team Member	**Name**	**Position**	**Qualification**

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.

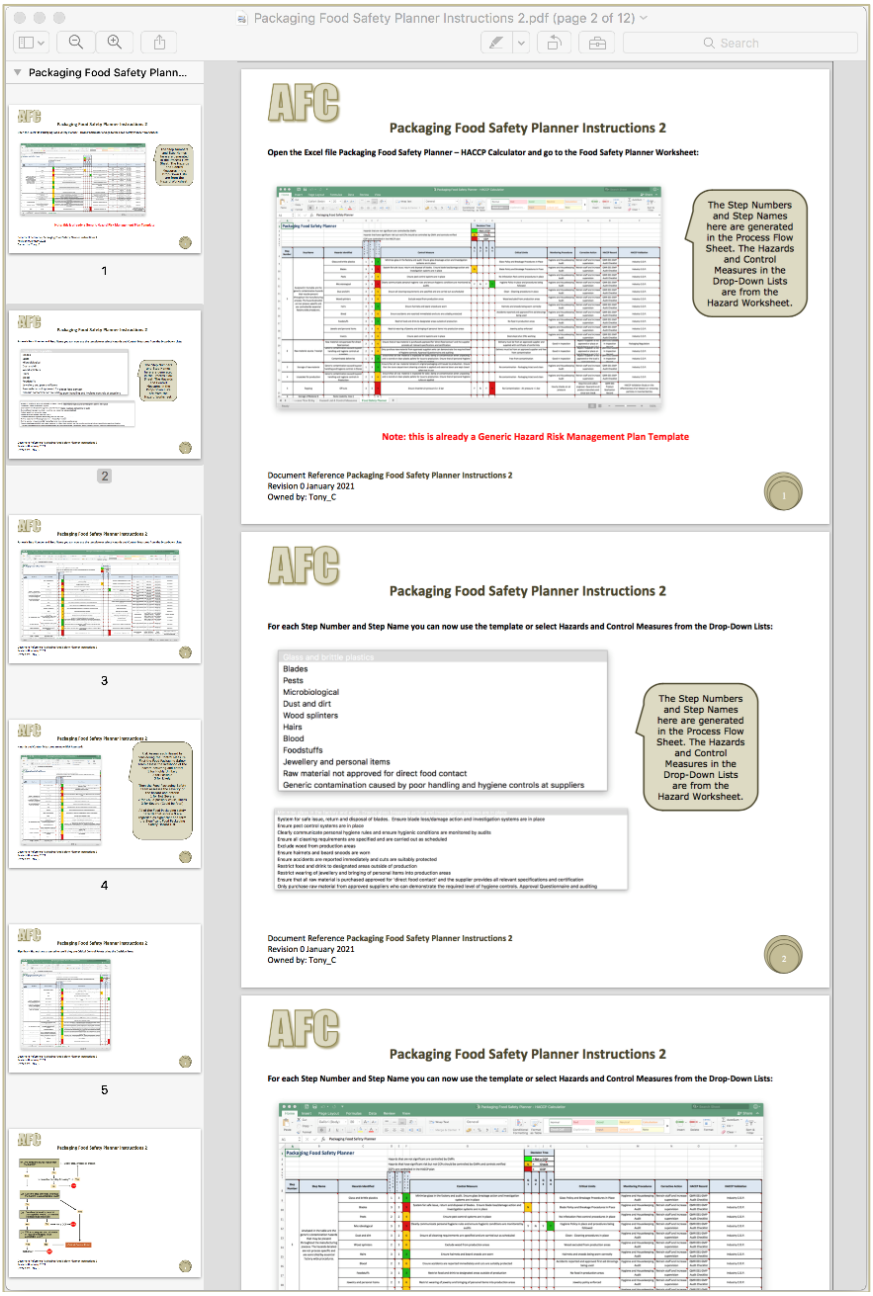


Project Planning Tasks		Responsibility	Comments	Due Date for Completion	Date Completed
1)	Senior management demonstrate a commitment to food safety	Senior Management Team	Completed in Step 2		
2)	Senior management issue a food safety policy and objectives	Senior Management Team	Completed in Step 2		
3)	Senior management plan to establish a food safety culture	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 communicated	Senior Management Team	Completed in Step 2		
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 2		
12)	Senior management provide the resources required to establish, document, implement, maintain and update the FPSMS.	Senior Management Team	Completed in Step 2		
13)	Systems are put in place to control FPSMS documents and records	Steering Group	Use FS 2.2.2 Document Control & FS 2.2.3 Record		

The Food Packaging Safety team factor in the vulnerability of the likely final customer, any biological hazards, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration to the severity score to determine all the Significant Food Packaging Safety Hazards which score a 9 as highlighted in red on the HACCP calculator.

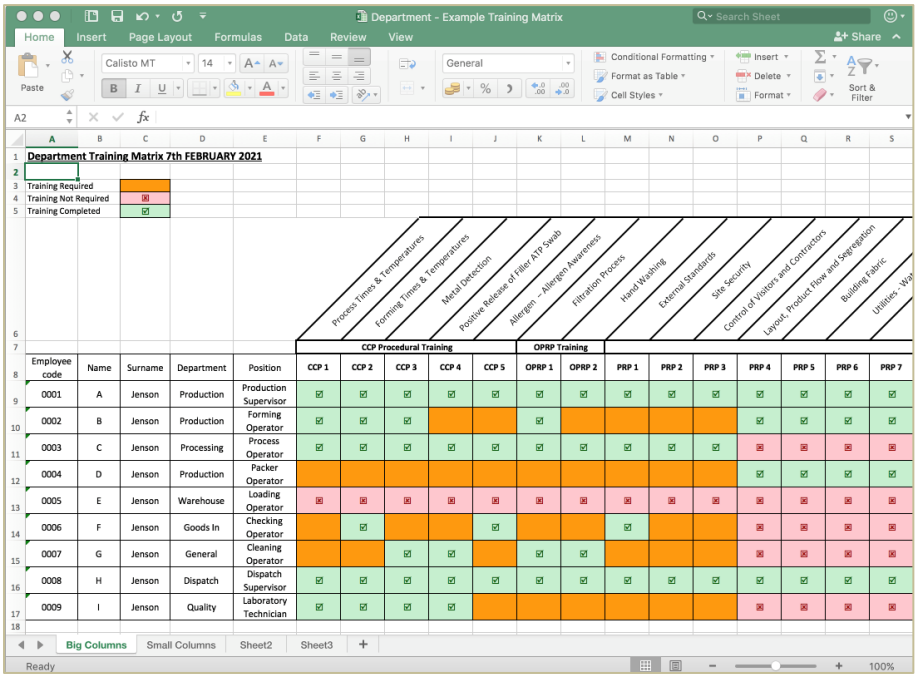
All of the Food Packaging safety hazards that score a 9 are regarded as significant and form the Significant Food Packaging Safety Hazard List.

The Packaging Food Safety Planner and Instructions can be used to help in this process:



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.



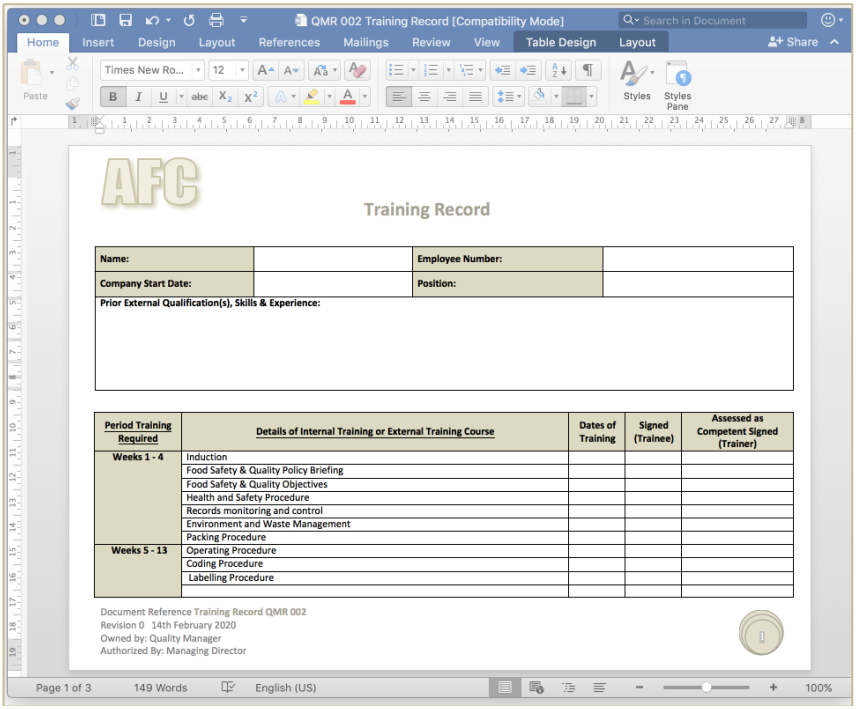
Department Training Matrix 7th FEBRUARY 2021

Training Required
Training Not Required
Training Completed

Employee code	Name	Surname	Department	Position	CCP 1 Process Times & Temperatures	CCP 2 Forming Times & Temperatures	CCP 3 Metal Detection	CCP 4 Positive Release of Filler ATP Swab	CCP 5 Allergen – Allergen Awareness	OPRP 1 Filtration Process	OPRP 2 Hand Washing	PRP 1 External Standards	PRP 2 Site Security	PRP 3 Control of Visitors and Contractors	PRP 4 Layout, Product Flow and Segregation	PRP 5 Building Fabric	PRP 6 Utilities - Water	PRP 7
					CCP Procedural Training					OPRP Training								
0001	A	Jenson	Production	Production Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0002	B	Jenson	Production	Forming Operator	☑	☑	☑			☑					☑	☑	☑	☑
0003	C	Jenson	Processing	Process Operator	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☒	☒	☒	☒
0004	D	Jenson	Production	Packer Operator											☑	☑	☑	☑
0005	E	Jenson	Warehouse	Loading Operator	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
0006	F	Jenson	Goods In	Checking Operator		☑			☑			☑			☒	☒	☒	☒
0007	G	Jenson	General	Cleaning Operator			☑	☑		☑	☑				☒	☒	☒	☒
0008	H	Jenson	Dispatch	Dispatch Supervisor	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
0009	I	Jenson	Quality	Laboratory Technician	☑	☑	☑	☑							☒	☒	☒	☒

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:



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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			
	Labelling Procedure			

Document Reference Training Record QMR 002
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

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

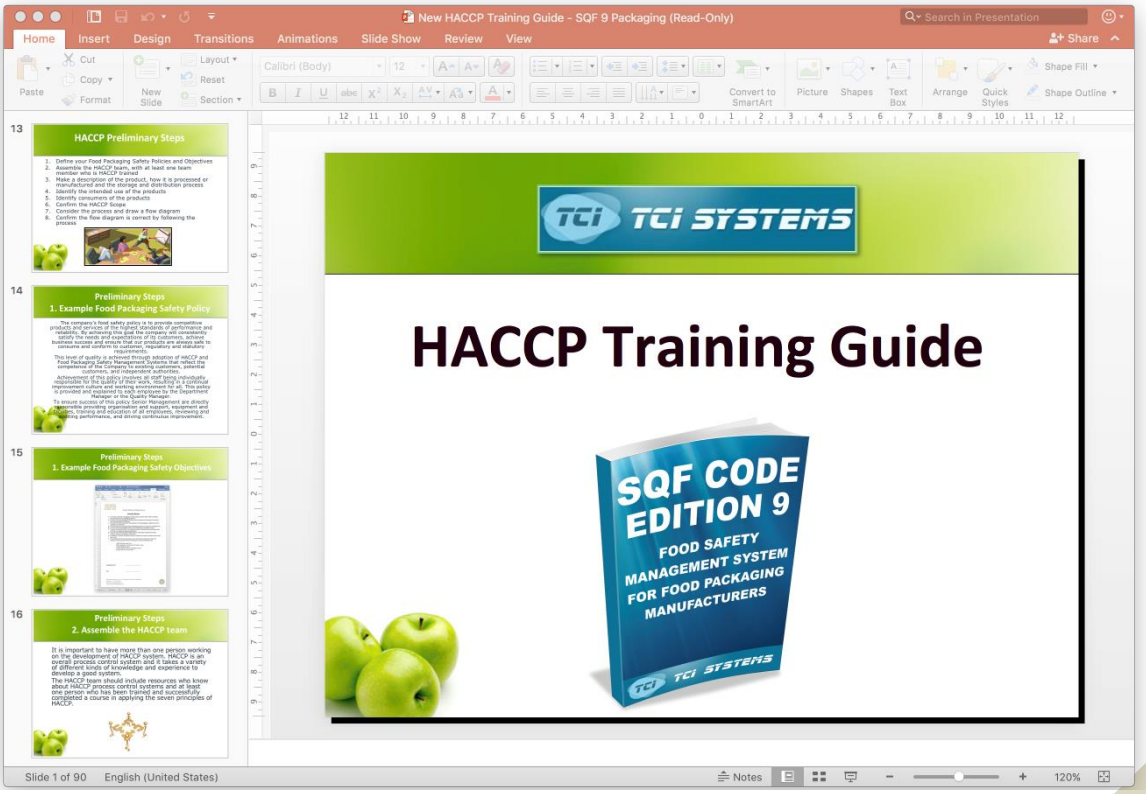
The Food Safety Team should receive extra training:

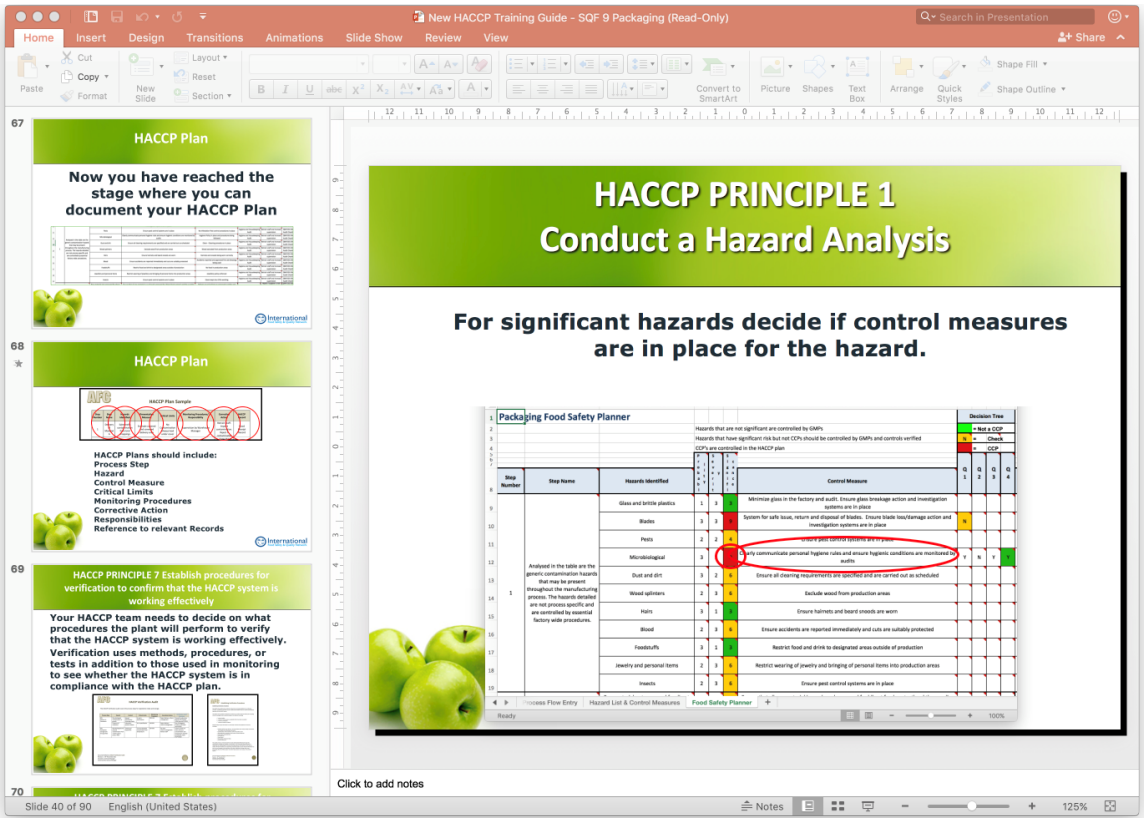
- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food packaging handlers should receive Basic Food Hygiene Training

HACCP Training

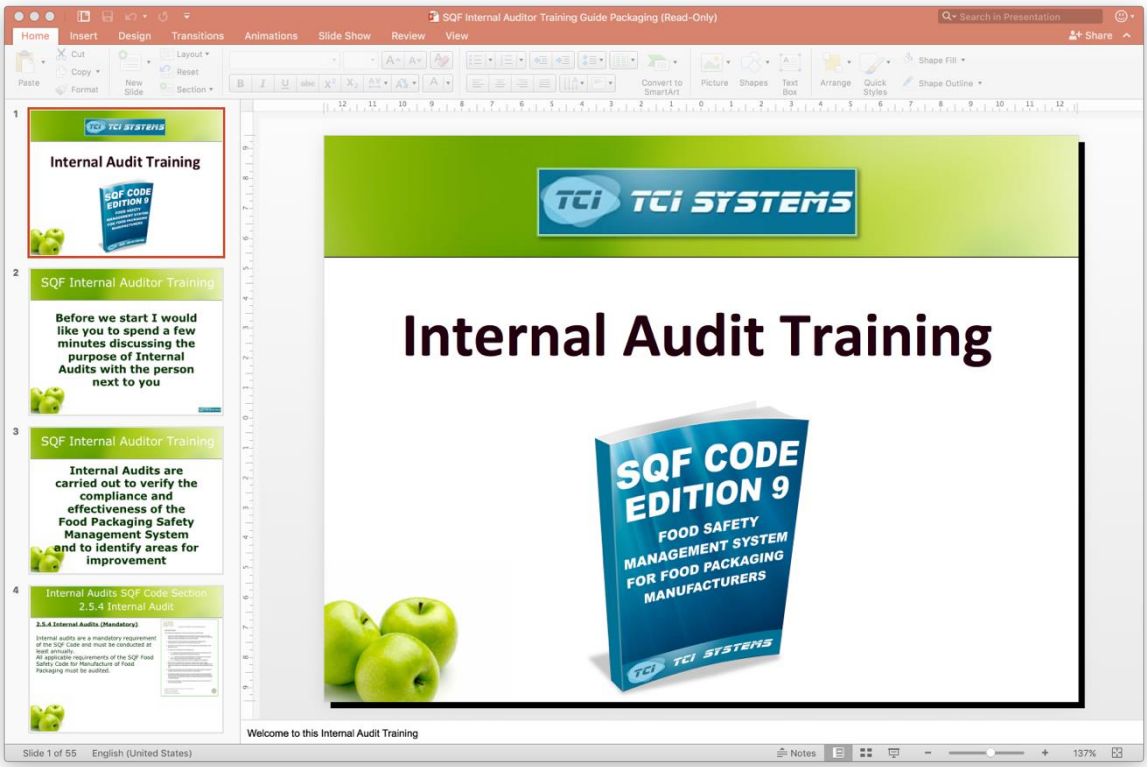
An illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in Hazard analysis and the principles of HACCP.





Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.



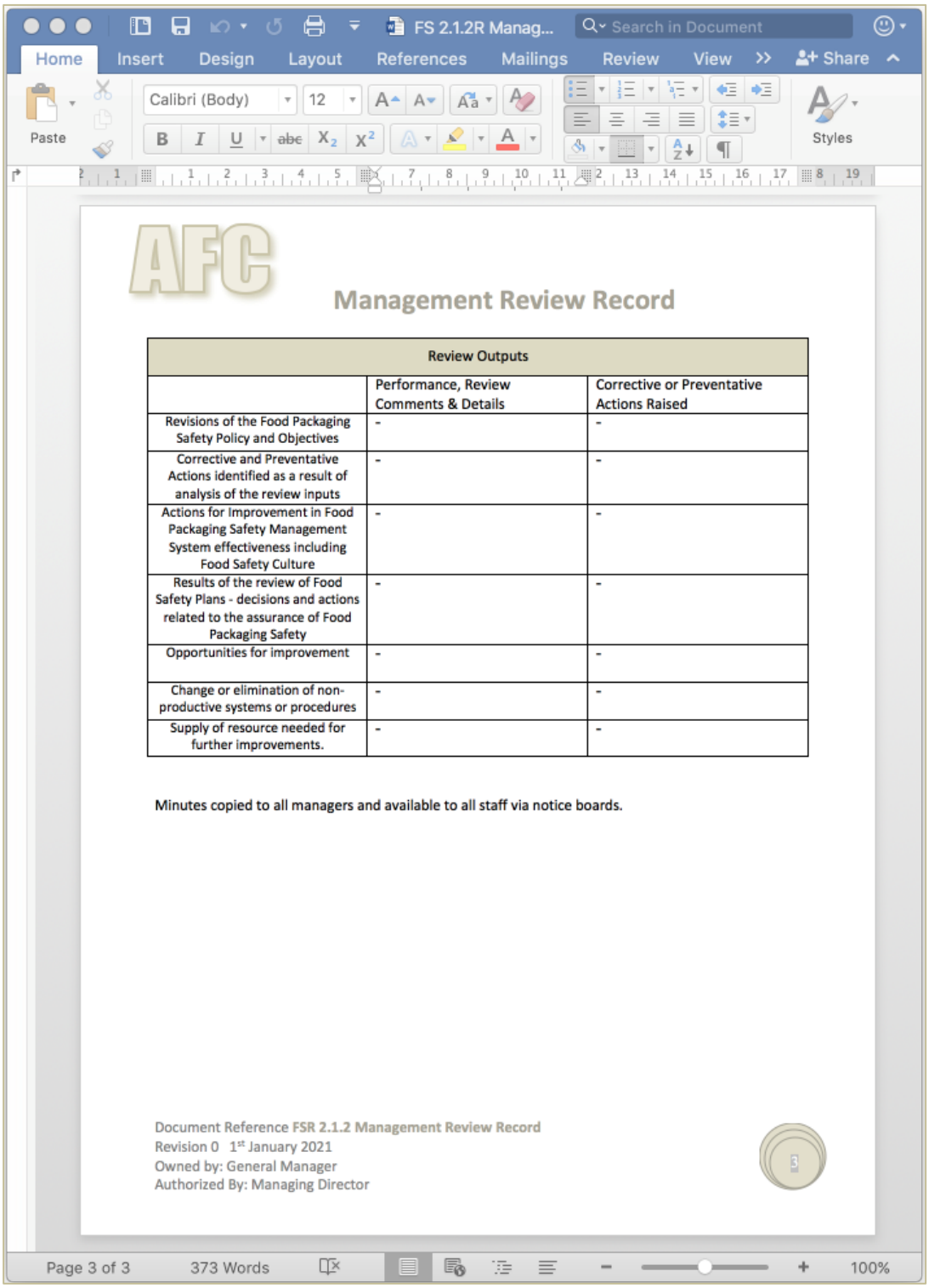
Stage Eight: Final Steps to SQF Certification

There 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!

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:



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Management Review Record

Review Outputs		
	Performance, Review Comments & Details	Corrective or Preventative Actions Raised
Revisions of the Food Packaging Safety Policy and Objectives	-	-
Corrective and Preventative Actions identified as a result of analysis of the review inputs	-	-
Actions for Improvement in Food Packaging Safety Management System effectiveness including Food Safety Culture	-	-
Results of the review of Food Safety Plans - decisions and actions related to the assurance of Food Packaging Safety	-	-
Opportunities for improvement	-	-
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 FSR 2.1.2 Management Review Record
Revision 0 1st January 2021
Owned by: General Manager
Authorized By: Managing Director

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