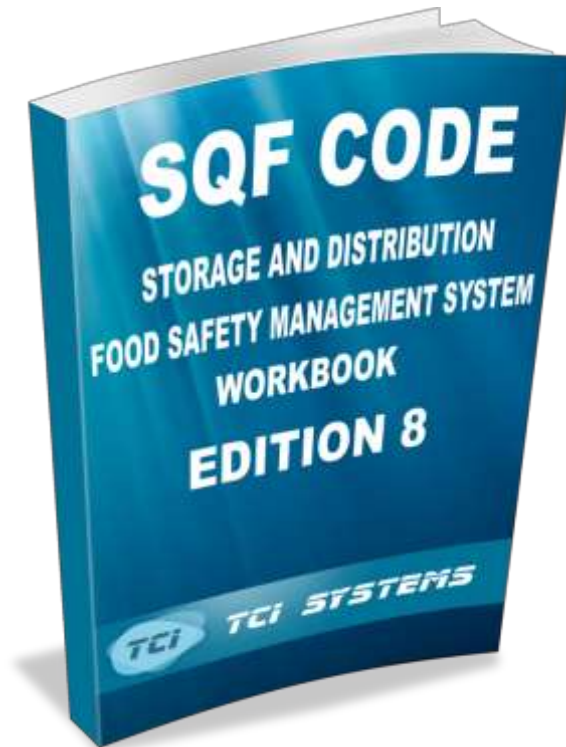


SQF Storage & Distribution Food Safety Management System  
Implementation Workbook



Our comprehensive SQF Storage and Distribution Food Safety Management System package contains everything you will need to achieve SQF Certification.

We include a workbook to assist in the implementation of your SQF Food Safety Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

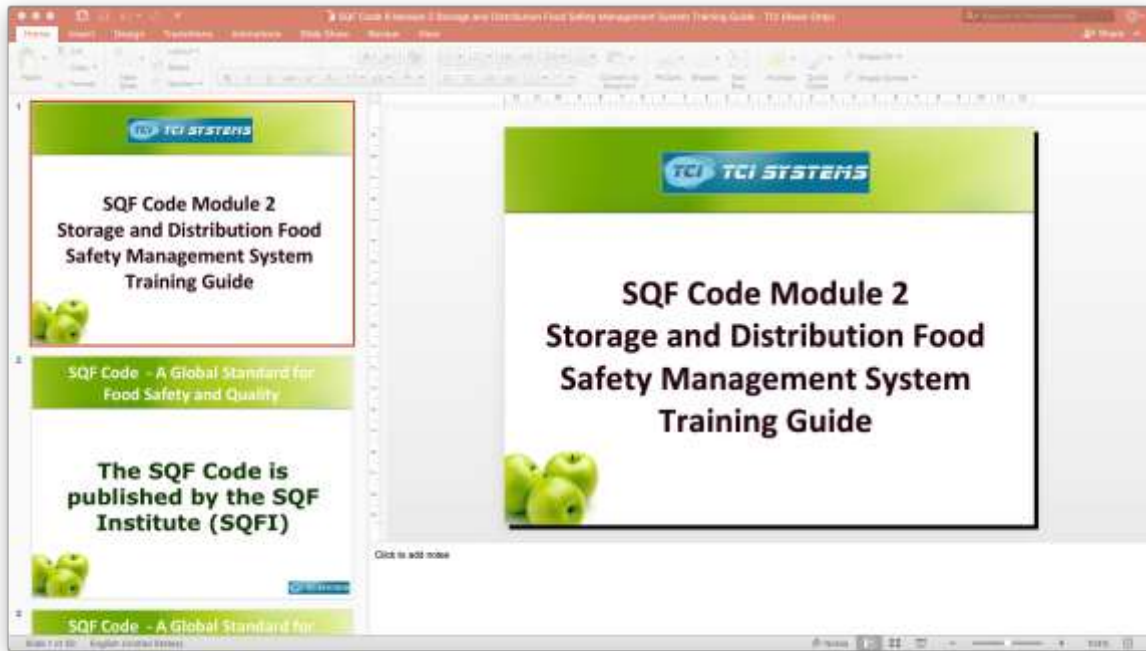
- ✓ Step One: Introduction to the SQF Code Presentations
- ✓ Step Two: Assessment your Food Safety Management System
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal Auditing & Checklists
- ✓ Step Eight: Final Steps to SQF Certification

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Step One: Introduction to SQF Code

We have two provided illustrated PowerPoint training module presentations to introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.

### Module 2: SQF System Elements



### Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products



**Step Two: Assessment of your current Food Safety Management System**

At this stage, an assessment should be made by the most senior technical member of the management team to decide if current systems meet the requirements of Module 2: SQF System Elements and Module 12: Food Safety Fundamentals - Good Distribution Practices for Transport and Distribution of Food Products of the SQF Code. The nominated manager should read through the requirements in Module 2: SQF System Elements and Module 12 of the SQF Code and assess for compliance using the checklist below to record their findings.

SQF CODE				
Module 2: SQF System Elements				
Module 2: SQF System Elements		Compliant		Comments
Clause	Title	Yes	No	
2.1	Management Commitment			
2.1.1	Food Safety Policy (Mandatory)			
2.1.2	Management Responsibility (Mandatory)			
2.1.3	Management Review (Mandatory)			
2.1.4	Complaint Management (Mandatory)			
2.1.5	Crisis Management Planning			
2.2	Document Control and Records			
2.2.1	Food Safety Management System (Mandatory)			
2.2.2	Document Control (Mandatory)			
2.2.3	Records (Mandatory)			

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Step 2: Corrective Actions from Assessment of the Food Safety Management System

The non-compliances identified in the assessment of compliance with the Module 2: SQF System Elements and Module 12: Food Safety Fundamentals Good Distribution Practices for Transport and Distribution of Food Products should be logged using the form below and used as input for Step Three: Senior Management Implementation. In Step 3 the appropriate corrective action should be allocated by the Senior Management Team and a corrective action plan formulated.

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

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Step Three: Senior Management Implementation**

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

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ 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 Safety requirements
- ✓ Decide which Food 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 FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ 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.

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Senior Management FSMS Implementation Meeting

Date/Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food 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 FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
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:

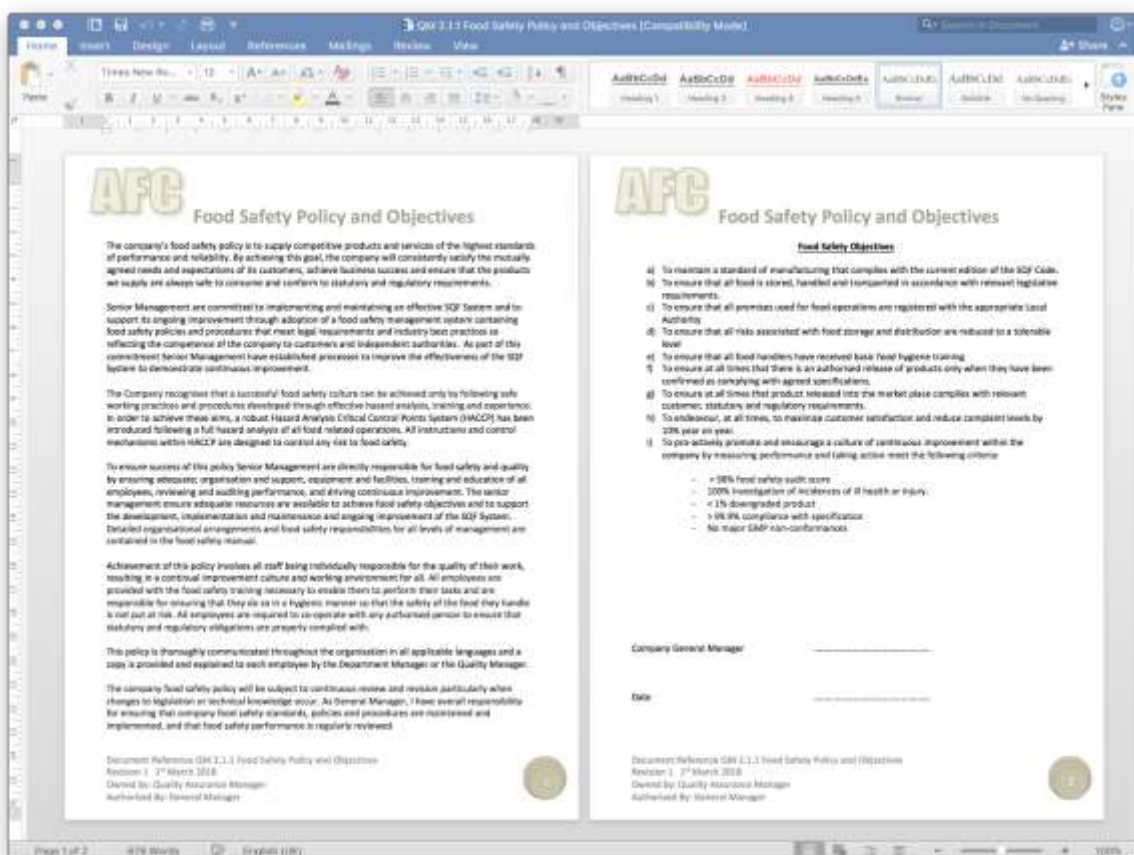
<b>Senior Management Team</b>		
<b>Job Title</b>	<b>Name</b>	<b>Role in Team</b>
General Manager		Chairman
Operations Manager		Deputy Chair
Warehouse Manager		Warehouse/Storage Reporting
Quality Assurance Manager		Food Safety Reporting SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

The outputs from this meeting will be:

- ✓ Food Safety Policy
- ✓ Food Safety Objectives
- ✓ Defined Scope
- ✓ A Developed Project Planner
- ✓ Support Plan for Implementation/Training
- ✓ Plans for Infrastructure/Work Environment
- ✓ Allocation of Responsibility/Authority including the appointment of an SQF Practitioner
- ✓ Defined Communication Channels

Senior Management can choose/adapt the templates supplied with the system to assist in documenting policies and objectives:





SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

Key Personnel and Nominated Deputies

<b>Job Title</b>	<b>Job Holder</b>	<b>Nominated Deputy</b>
Emergency Response Coordinator		
Food Safety Team Leader		
Management Representative		
General Manager		
Operations Manager		
Production Manager		
Warehouse Manager		
Maintenance Manager		
Factory Safety Manager		
Human Resource Manager		
Quality Manager		
Production Supervisor		
Packing Manager		
Quality Assurance Manager		
Planning Manager		
Goods Receipt Manager		
Design and Development Manager		
Planning Manager		
Customer Service Manager		
Laboratory Manager		
Distribution Manager		
Project Manager		



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase materials from approved and certified sources Ensure purchase orders comply with applicable specifications
	Quality Assurance Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DN or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Materials	QA/QC, Operations Manager & Operations Executive	Follow safe food handling practices Check environmental hygiene and safety Check equipment performance and maintenance Check water quality and safety Check materials identification and traceability
Operations	QC/QC, Operations Manager, Supervisor & Operators	Maintain products and characteristics Do not modify products prior to approval from top management Follow safe food handling practices Ensure Good Storage and Handling Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of processed foods
Coding and	Operations	Ensure food in primary packaging are hygienically

SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

Senior Management Establish Food Safety Responsibility & Authority Levels

<b>Process</b>	<b>Responsible Persons</b>	<b>Activity</b>

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Senior Management establish Communication Channels

Senior Management must establish and document 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 should be contained in the food safety and quality manual. The communication procedures should apply to all members of staff, both full time and temporary.

The Food Safety Team Leader/SQF Practitioner should be responsible for and authorised 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.

The Food Safety Team Leader/SQF Practitioner should be responsible for managing all customer, statutory and regulatory documents applicable to the business including:

- Food Regulations
- National/International Standards
- Customer Codes of Practice

The organisation should have a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, food safety issues, legislative scientific and Quality Assurance developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold.

## Suppliers and Contractor Communication

Several streams of communication can occur with suppliers and contractors, including marketing, sales, development and quality assurance. All new arrangements, products and suppliers should be subject to the supplier approval procedure and must be officially approved by the Food Safety Team Leader/SQF Practitioner who should ensure that this is effectively communicated and documented.

SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

The following additional key information should be communicated promptly to the food safety team so that they can ensure the information is included in updating the food safety management system where appropriate:

- Results of Inspections by Regulatory Authorities and any changes in regulatory requirements
- New information regarding Food Safety Hazards and Control Measures
- Food Safety Issues and Health Hazards associated with the product
- Anything else considered likely to have an impact on food safety

By communicating effectively with all employees all employees will be able to contribute to the effectiveness of the Food Safety Quality Management System.

Senior management assess plan and establish appropriate internal and external communication (including the food chain) channels		
Communication required	Details	Responsibility

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Step Four: Food Safety Management System**

Our Food Safety Management System contains a comprehensive SQF Code documentation package.

At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

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

### Food Safety Management System Procedures Part 1 Module 2: SQF System Elements

- QM 2.1.1 Food Safety Policy and Objectives
- QM 2.1.2 Responsibility Authority and Communication
- QM 2.1.2A Appendix Organizational Chart
- QM 2.1.2B Appendix Job Descriptions
- QM 2.1.3 Management Review
- QM 2.1.4 Customer Complaint Handling
- 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 Control
- QM 2.3.2 Incoming Supplies
- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Third Party Storage or Distribution
- QM 2.4.1 Food Legislation
- QM 2.4.2 Good Storage and Distribution Practices
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Approved Suppliers
- QM 2.4.5 Control of Non-Conforming Product or Equipment
- QM 2.4.6 Product Recoup
- QM 2.4.7 Product Release
- QM 2.5.1 Validation and Effectiveness
- QM 2.5.2 Verification Activities
- QM 2.5.3 Corrective and Preventative Action
- QM 2.5.4 Product Sampling

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Food Safety Management System Validation Records

A set of example validation records.

**AFC**  
Cleaning and Sanitation PRP Validation

<b>Product Category</b>	Freshly Prepared Vegetables		
<b>Step Number</b>	7 Assembly		
<b>Hazard</b>	Contamination of food with food poisoning bacteria on dirty equipment		
<b>Control Measure Combination</b>	Positive release of equipment after cleaning by ATP swab		
<b>Validation Methods</b>	<b>Applicable</b>		<b>Comments</b>
	<b>Yes</b>	<b>No</b>	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
<b>Conclusion</b>			
Internal Validation Required?	✓		
If so by which method?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/3/17.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

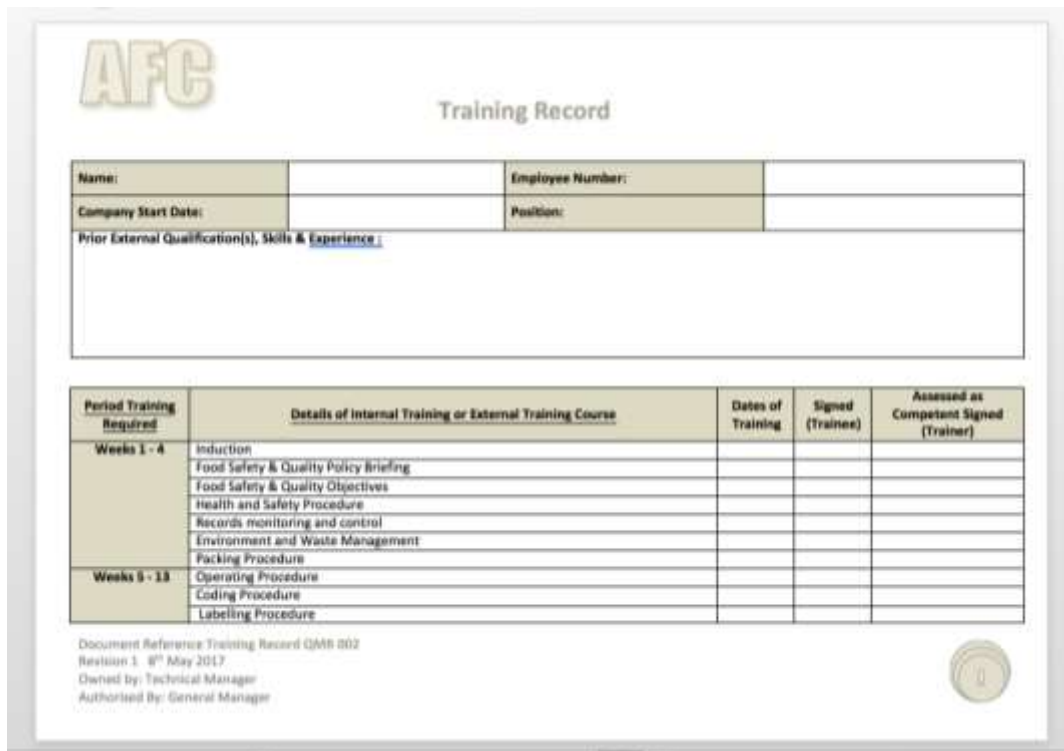
Document Reference Cleaning and Sanitation PRP Validation  
Revision 1 21<sup>st</sup> January 2018  
Owned by: Quality Assurance Manager  
Authorised By: General Manager





# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## QMR 002 Training Record



The image shows a 'Training Record' form from AFC. The form includes fields for Name, Employee Number, Company Start Date, and Position. Below these is a section for 'Prior External Qualification(s), Skills & Experience'. The main part of the form is a table with columns for 'Period Training Required', 'Details of Internal Training or External Training Course', 'Dates of Training', 'Signed (Trainee)', and 'Assessed as Competent Signed (Trainer)'. The table is divided into two sections: 'Weeks 1 - 4' and 'Weeks 5 - 13'. The 'Weeks 1 - 4' section lists: Induction, Food Safety & Quality Policy Briefing, Food Safety & Quality Objectives, Health and Safety Procedure, Records monitoring and control, Environment and Waste Management, and Packing Procedure. The 'Weeks 5 - 13' section lists: Operating Procedure, Coding Procedure, and Labeling Procedure. At the bottom left, there is a document reference: 'Document Reference: Training Record QMR 002', 'Revision 1: 8<sup>th</sup> May 2017', 'Owned by: Technical Manager', and 'Authorised By: General Manager'. A circular logo is visible at the bottom right of the form.

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			
	Labeling Procedure			

Document Reference: Training Record QMR 002  
Revision 1: 8<sup>th</sup> May 2017  
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

Remember all food handlers should have Basic Food Hygiene Training

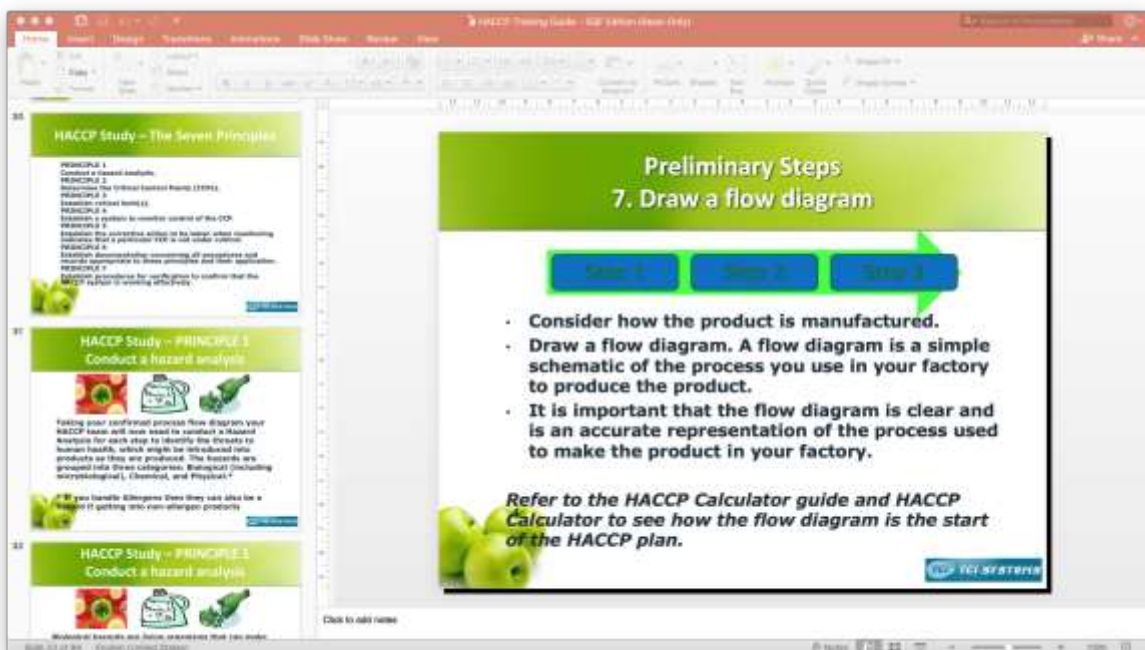
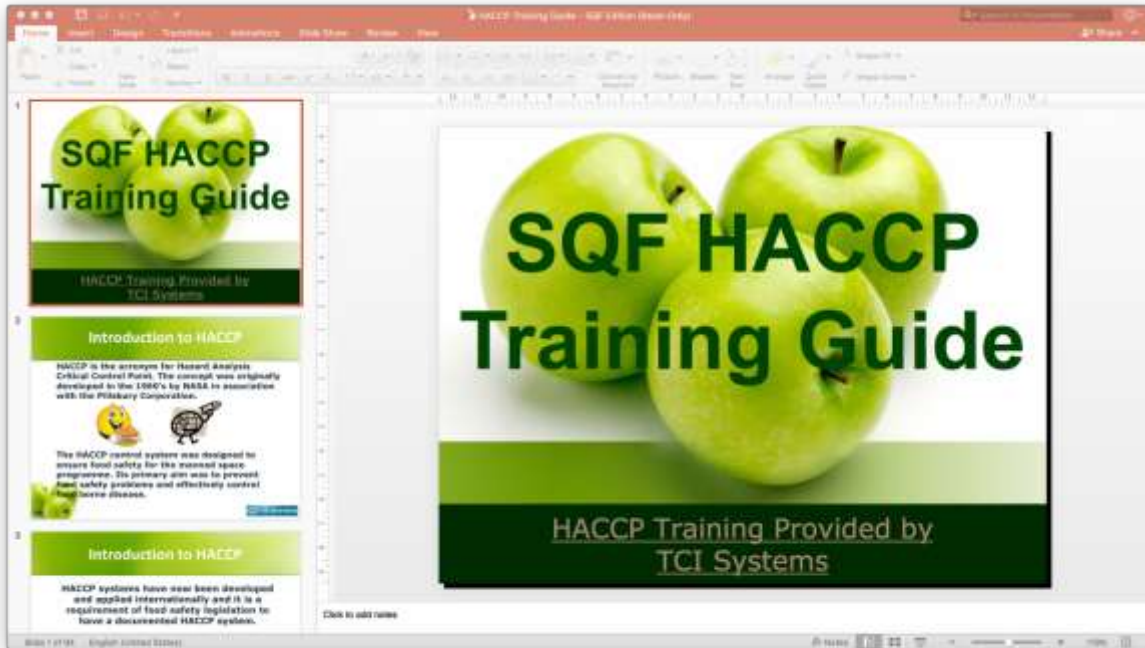
The Food Safety Team should receive extra training:

- ✓ Internal Audit Training
- ✓ HACCP Training

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP Manual documents in implementing your HACCP system.



SQF Storage & Distribution Food Safety Management System  
Implementation Workbook

**Step Six: Project SQF Implementation**

This contains all the project tools you will need to achieve SQF certification. In this part of the package you will find:

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

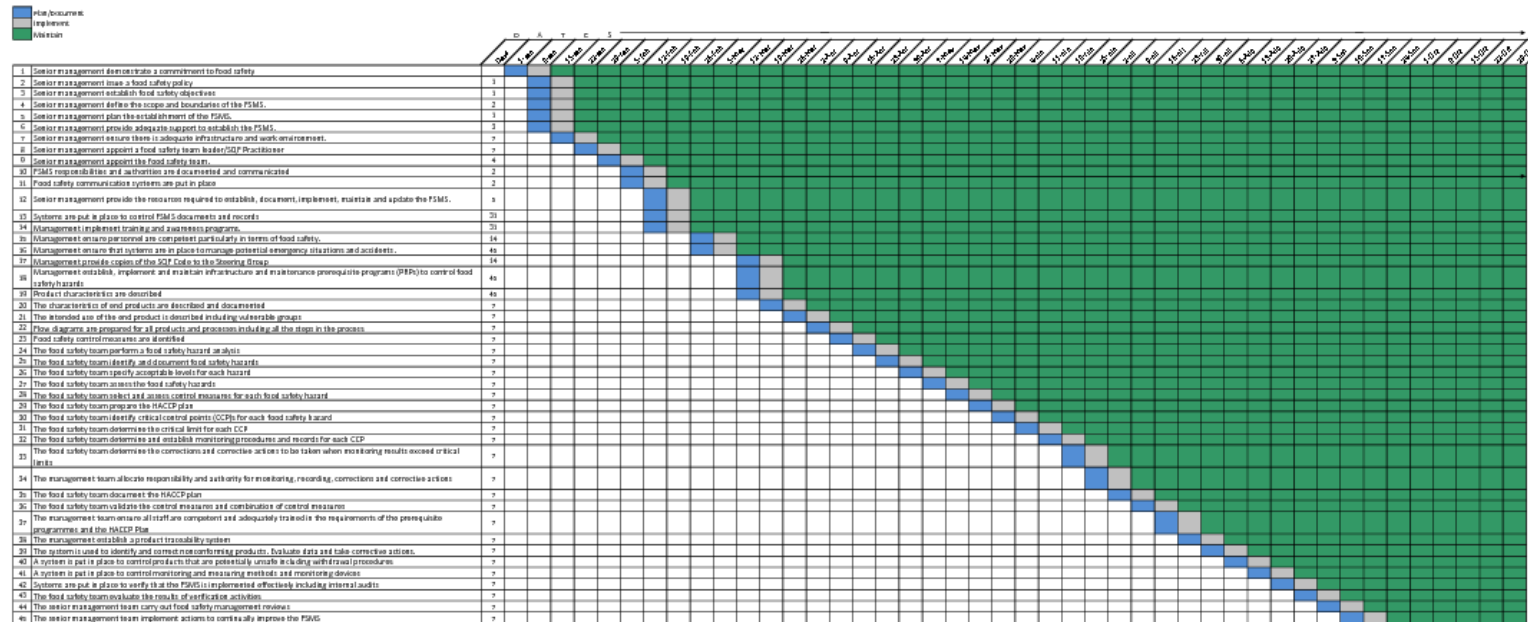
<b>Food Safety Management System Steering Group</b>			
<b>FSMS Team Member</b>	<b>Name</b>	<b>Position</b>	<b>Qualification</b>
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## 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.

SQF Implementation Plan



## SQF Storage & Distribution Food Safety Management System Implementation Workbook

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 3	10/1/18	9/1/18
2)	Senior management issue a food safety policy	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
3)	Senior management establish food safety objectives	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
4)	Senior management define the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
5)	Senior management plan the establishment of the FSMS.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
6)	Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
7)	Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
8)	Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
9)	Senior management appoint the food safety team.	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
10)	FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 3	10/1/18	9/1/18
11)	Food safety communication systems are put in place	Senior Management Team	Completed in Step 3	10/1/18	9/1/18

# SQF Storage & Distribution Food Safety Management System Implementation Workbook

Project Task 18 Management establish, implement and maintain prerequisite programs (PRPs) to control food safety hazards

SQF Code requires Prerequisite Programmes to be in place to control food safety hazards:

- 12.1 Site Location and Construction
  - 12.1.1 Premises Location and Approval
- 12.2 Construction of Premises and Equipment
  - 12.2.1 Materials and Surfaces
  - 12.2.2 Floors, Drains and Waste Traps
  - 12.2.3 Walls, Partitions, Doors and Ceilings
  - 12.2.4 Lighting and Light Fittings
  - 12.2.5 Dust, Insect and Pest Proofing
  - 12.2.6 Ventilation
  - 12.2.7 Equipment, Utensils and Protective Clothing
  - 12.2.8 Premises and Equipment Maintenance
  - 12.2.9 Calibration
  - 12.2.10 Pest Prevention
  - 12.2.11 Cleaning and Sanitation
- 12.3 Personnel Hygiene and Welfare
  - 12.3.1 Personnel
  - 12.3.2 Hand Washing
  - 12.3.3 Clothing
  - 12.3.4 Jewelry and Personal Effects
  - 12.3.5 Visitors
  - 12.3.6 Staff Amenities
  - 12.3.7 Change Rooms
  - 12.3.8 Sanitary Facilities
  - 12.3.9 Lunch Rooms
- 12.4 Personnel Processing Practices
  - 12.4.1 Staff Engaged in Food Handling and Repack/Recoup Operations
- 12.5 Water, Ice and Air Supply
  - 12.5.1 Water Supply
  - 12.5.2 Monitoring Water Microbiology and Quality
  - 12.5.3 Water Delivery
  - 12.5.4 Ice Supply
  - 12.5.5 Analysis
  - 12.5.6 The Quality of Air and Other Gases
- 12.6 Storage and Transport
  - 12.6.1 Storage and Handling of Goods
  - 12.6.2 Cold Storage, Freezing and Chilling of Foods

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Project Tasks 19 – 36

Project Tasks 19 – 36 are to be completed by the Food Safety Team. Guidelines for these tasks are included in our 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 safety team perform a food safety hazard analysis
25)	The food safety team identify and document food safety hazards
26)	The food safety team specify acceptable levels for each hazard
27)	The food safety team assess the food safety hazards
28)	The food safety team select and assess control measures for each food safety hazard
29)	The food safety team prepare the HACCP plan
30)	The food safety team identify critical control points (CCP)s for each food safety hazard
31)	The food safety team determine the critical limit for each CCP
32)	The food safety team determine and establish monitoring procedures and records for each CCP
33)	The food 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 safety team document the HACCP plan
36)	The food safety team validate the control measures and combination of control measures



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## HACCP Implementation Guide

We will now go through a step by step guide to implementing your HACCP using our HACCP Manual documents and instructions.

### Tasks 19 - 21

All materials, product-contact materials and the characteristics of products should be described in documents to the extent needed to conduct the hazard analysis.

Specifications should include sufficient detail for the identification and assessment of food safety hazards. For each item the specification should include:

- 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
- Food Safety Acceptance criteria
- Intended use

Use the templates provided in the HACCP Manual to assist you.

*The food safety team should have available information on product characteristics, including legal food safety requirements, for the purpose of conducting the Hazard Analysis. The product description or specification may include:*

- Product name
- Composition
- What will the purchaser will do with it
- Details of the packaging
- How the product is processed or manufactured
- Chemical characteristics relevant for food safety
- Biological characteristics relevant for food safety
- Physical characteristics relevant for food safety

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

### Task 27 The food safety team assess the food safety hazards

Each potential food safety hazard should now be risk assessed by the Food Safety Team to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also any controls required to achieve the acceptable levels.

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) need to be allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard.

The Food Safety Team should identify the hazards that need to be prevented, eliminated or reduced to acceptable levels.

The Food Safety Team need to consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration. This process is assisted using the worksheet Hazard Analysis:

Taking these factors into account a rating is given for probability and severity. Use the templates provided in the HACCP Manual to assist you:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	Delivery of Ingredient A	Bone	1	3	3
1	Delivery of Ingredient A	Campylobacter spp.	2	3	6
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9
1	Delivery of Ingredient A	Pesticides	3	1	3
1	Delivery of Ingredient A	Salmonella spp. ( <i>S. typhimurium</i> , <i>S. enteritidis</i> )	3	3	9
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4
1	Delivery of Ingredient A	Pest control chemicals	1	1	1

Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

<b>Critical Limits</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>	<b>Responsibility</b>	<b>HACCP Record</b>
Minimum / Maximum acceptable levels to ensure condition is in control	<ul style="list-style-type: none"><li>- measurements to be taken (or observations) method of measurement</li><li>- devices used (including applicable calibration procedures)</li><li>- frequency of monitoring</li><li>- responsibility and authority for monitoring and evaluation of the monitoring results</li></ul>	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

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Implementation Workbook

Control Measure Validation

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

## SQF Storage & Distribution Food Safety Management System Implementation Workbook

The Food Safety Team should be informed in a timely manner of changes including the following:

- ✓ products or new products
- ✓ materials and services
- ✓ operating systems and equipment
- ✓ product handling premises, location of equipment, surrounding environment
- ✓ cleaning and sanitation programmes;
- ✓ packaging, storage and distribution systems
- ✓ personnel qualification levels and/or allocation of responsibilities and authorizations
- ✓ statutory and regulatory requirements
- ✓ knowledge regarding food safety hazards and control measures
- ✓ customer, sector and other requirements that the organization observes
- ✓ relevant enquiries from external interested parties
- ✓ complaints indicating food safety hazards associated with the product
- ✓ other conditions that have an impact on food safety.

Task 37 The management team ensure all staff are competent and adequately trained in the requirements of the prerequisite programmes and the HACCP Plan.

Now that the Good Storage and Distribution Practices and the HACCP Plan have been documented the Steering Group should develop a training plan to ensure that all personnel are trained in the appropriate procedures, limits, corrective actions, and record completion.

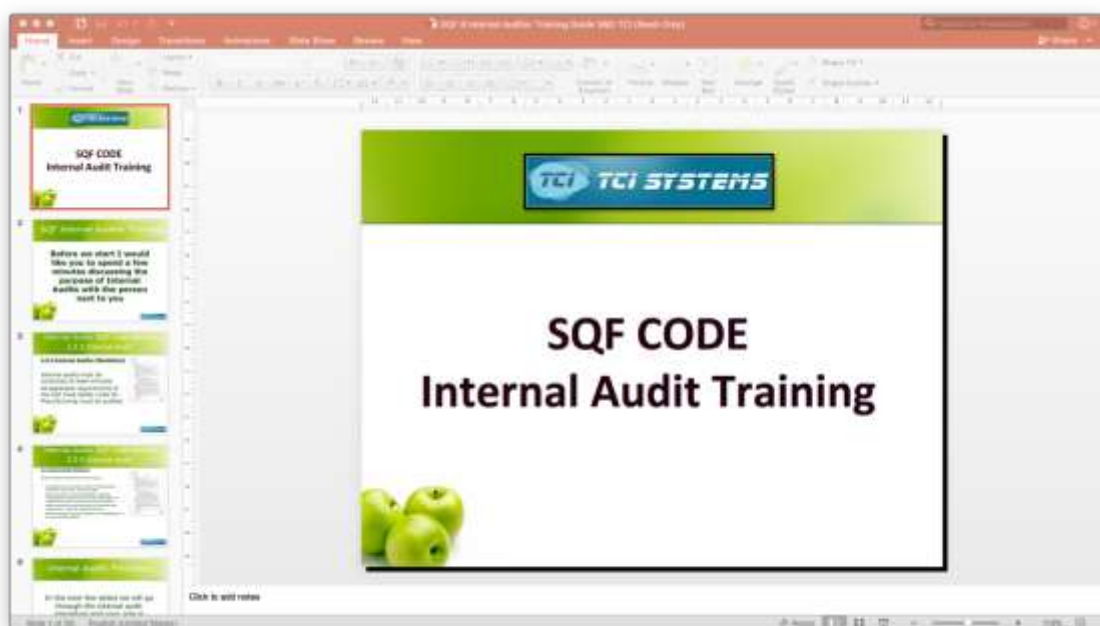
# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## **Step Seven: Internal Auditing & Checklists**

### **Task 45 Systems are put in place to verify that the FSMS is implemented effectively including internal audits**

So firstly, make sure that your Internal Auditors are trained. At least one auditor should be a site expert and we recommend that they undertake a recognised Internal Auditor Course.

We have included two internal auditor training presentations for your team members:



# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Food Safety Management System Verification Records

**AFC**

### Glass Policy Verification

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' and indicators replaced where possible with suitable alternative materials which are capable of withstanding the process conditions?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to International Standards?	
Are glass components which are present in equipment such as temperature recorders and clocks replaced	

Document Reference Glass Policy Verification  
Revision 1 21<sup>st</sup> January 2018  
Owned by: Quality Assurance Manager  
Authorised By: General Manager

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# SQF Storage & Distribution Food Safety Management System Implementation Workbook

## Attendees:

<b>Senior Management Team</b>		
<b>Job Title</b>	<b>Name</b>	<b>Role in Team</b>
General Manager		Chairman
Operations Manager		Operations Reporting
Warehouse Manager		Warehouse/Storage Reporting
Quality Assurance Manager		Food Safety and Quality 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

