



Food Safety Management System

Introduction

The company has planned, established, documented and implemented a food safety 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 supplying safe products.

Scope

The scope of the Food Safety Management System includes all food storage and distribution activities conducted by the organization. These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.

Due diligence

The Food Safety 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 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 handling 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 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 Management System 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.

Document Reference **QM 2.2.1 Food Safety Management System**

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Food Safety 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 SQF Practitioner is the Quality Assurance 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 Management System Procedures are pre-fixed QM and are as follows:

- 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
- QM 2.5.5 Internal Audits and Inspections

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- 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)
- 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

The controlled records of the Food Safety Management System are pre-fixed QMR.

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

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

The company has 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 technical developments and Industry Codes of Practice applicable in the country of production and, where known, the country where the product will be sold. This information is used for reference and Hazard Analysis. Maintenance of these files is the responsibility of the Quality Assurance Manager who is responsible for circulating updates to relevant sections of the business. To ensure legal compliance authority and guidance for use of new labels is required from the Quality Assurance Manager prior to use.

The Senior Management team ensure that the design and implementation of the Food Safety Management System is within the guidelines of customer, statutory and regulatory documents, also taking into consideration:

- the business environment, changes in that environment or risks associated with that environment
- varying needs of the business
- company objectives
- the processes employed on site
- the size and organisational structure of the site

This process is discussed during Management review and the outcome documented in the minutes.

Improvement

The company is committed to continual improvement of its management systems through:

- Policies and objectives
- Auditing of systems and processes
- Corrective and preventive actions
- Analysis of data
- Management Review – Refer to Management Review Procedure
- The use of hazard analysis in developing schedules for food safety control aids in defining preventive actions and in continual improvement of processes.

Document Hierarchy

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