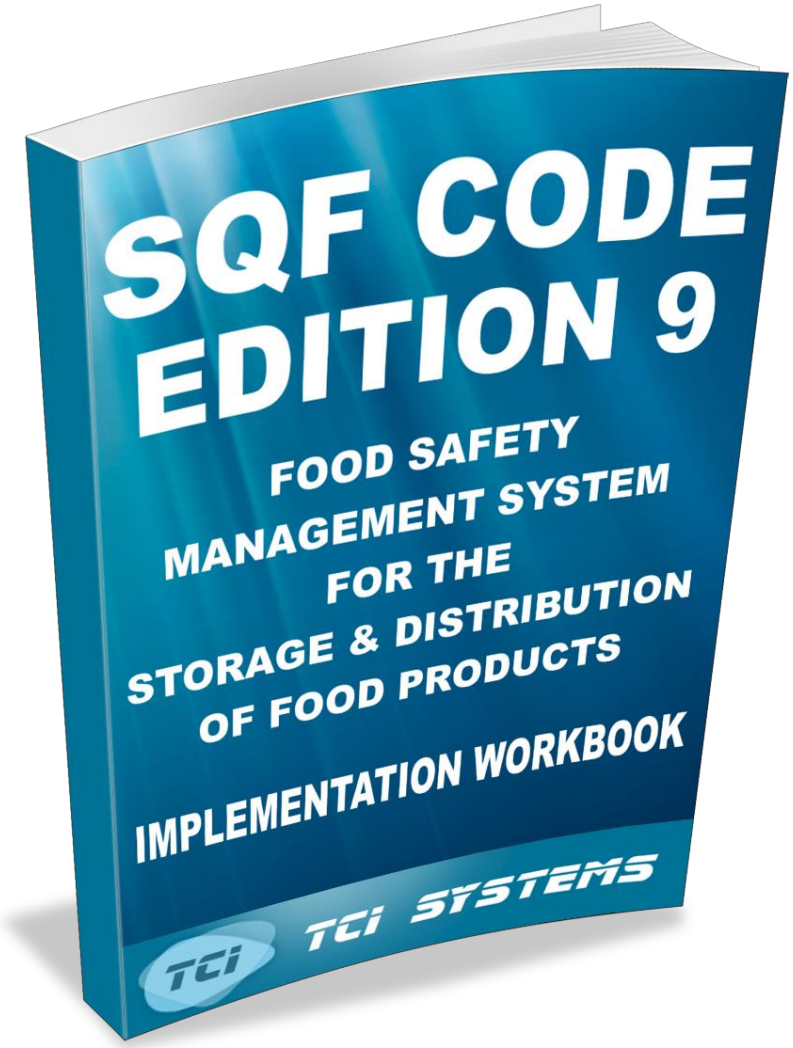
SQF Storage & Distribution Food Safety Management System Implementation Workbook



This workbook assists 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:

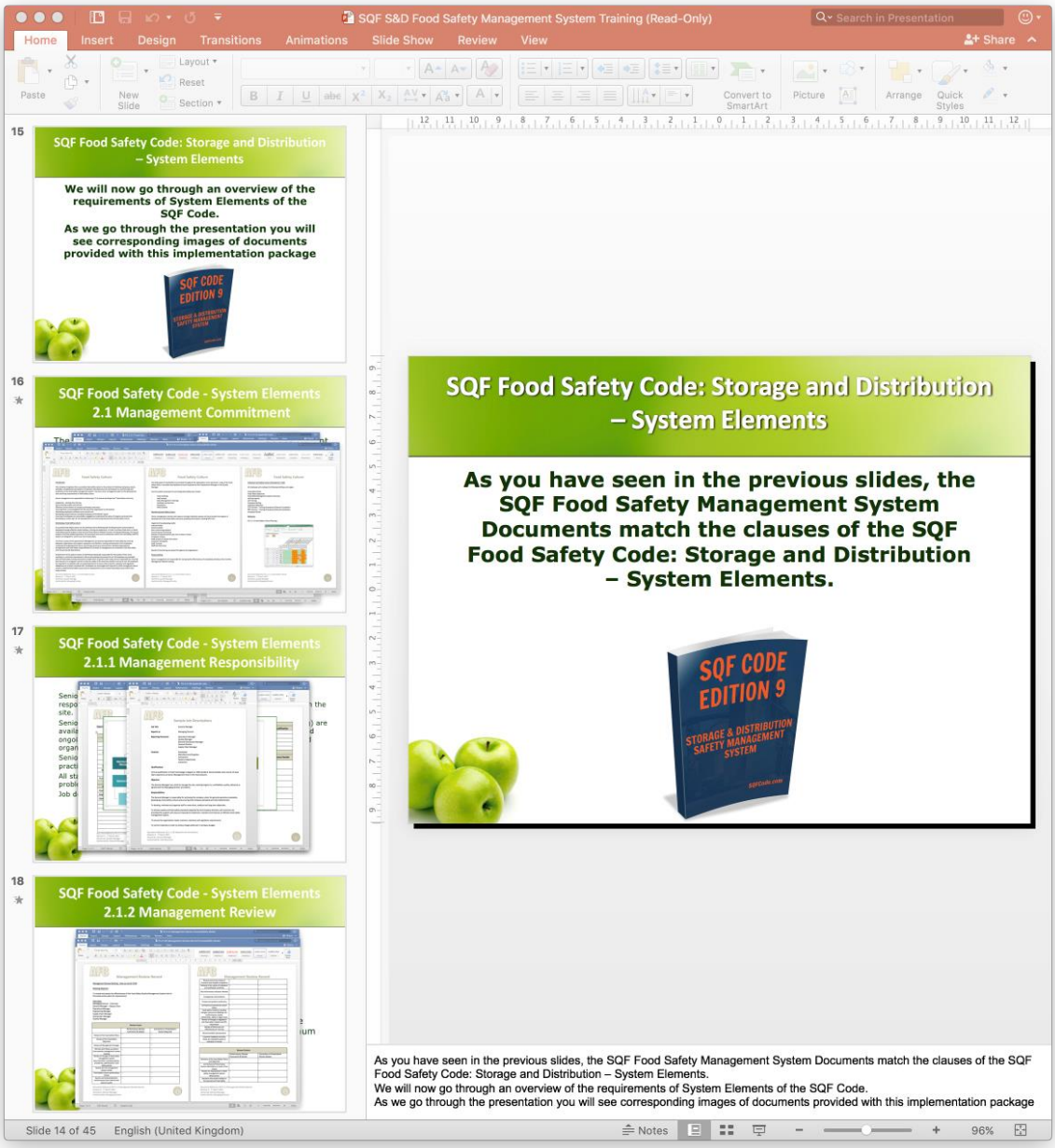
- ✓ Step One: Introduction to the SQF Code Presentations
- ✓ Step Two: Assessment your Food Safety Management System
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Management System
- ✓ Step Five: Training
- ✓ Step Six: Project SQF Implementation
- ✓ Step Seven: Internal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

Step One: Introduction to SQF Code

We have two provided illustrated and interactive PowerPoint training module presentations.

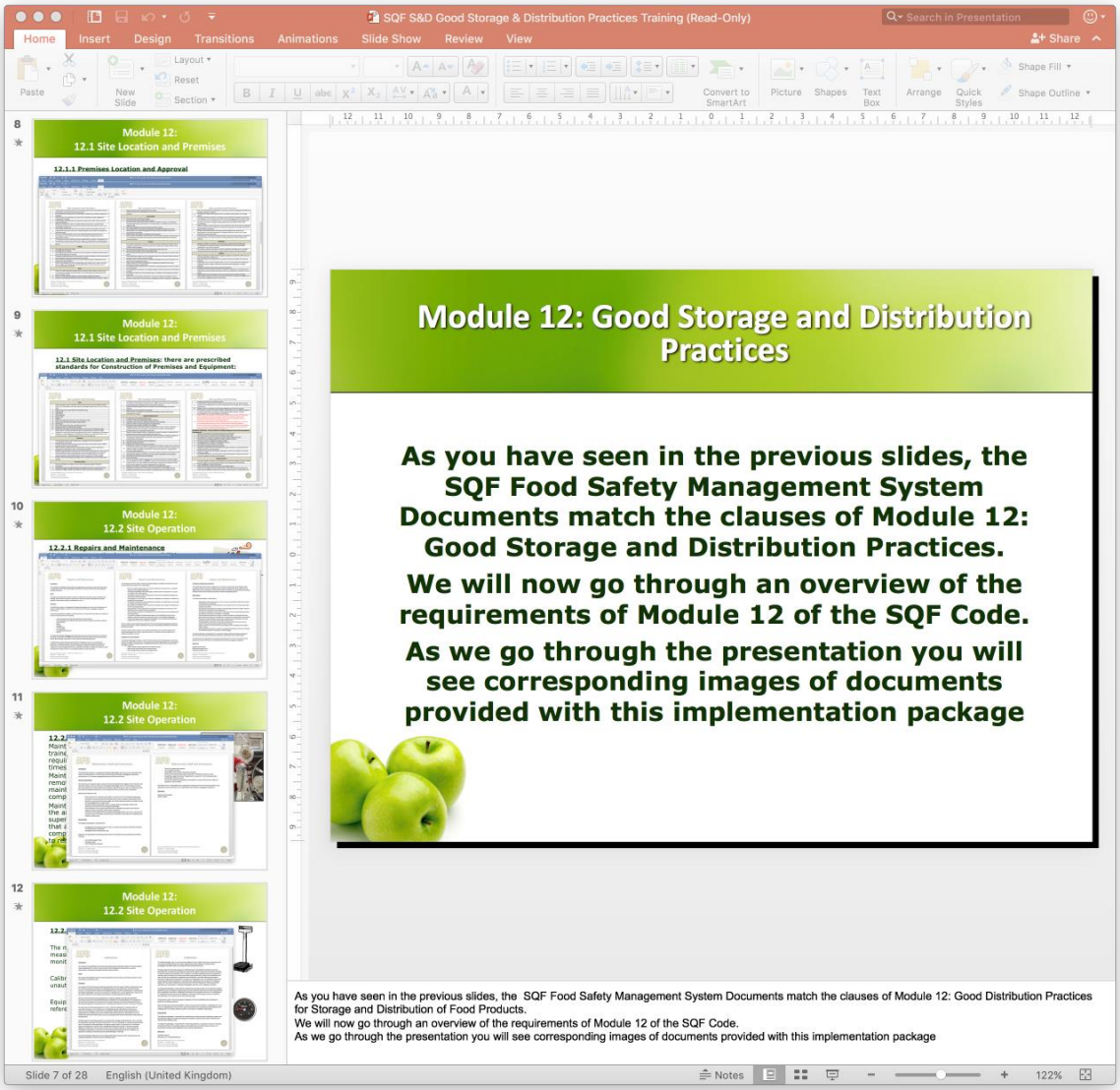
SQF System Elements

This PowerPoint Training Presentation provides an overview of the requirements of System Elements of the SQF Code, as you go through the presentation you will see corresponding images of documents provided with this implementation package.



Module 12: Good Storage and Distribution Practices

This PowerPoint Training Presentation provides an overview of the requirements of Module 12 of the SQF Code, as you go through the presentation you will see corresponding images of documents provided with this implementation package.



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: Good Distribution Practices for Storage and Distribution of Food Products of the SQF Code.

The nominated manager should read through the requirements in SQF System Elements and Module 12 of the SQF Code and assess for compliance using the checklist below to record their findings.

SQF Food Safety Code: Storage and Distribution				
System Elements				
SQF System Elements		Compliant		Comments
Clause	Title	Yes	No	
2.1	Management Commitment			
	2.1.1 Management Responsibility (Mandatory)			
	Food Safety Culture			
	Food Safety Policy & Objectives (Mandatory)			
	2.1.2 Management Review (Mandatory)			
	2.1.3 Complaint Management (Mandatory)			

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: Good Distribution Practices for Storage 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

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
10. Plan to establish a food safety culture

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
General Manager		Chairman
Operations Manager		Deputy Chair
Warehouse Manager		Warehouse/Storage 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 FSMS Implementation Checklist

The Senior Management FSMS 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 Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Food Safety Code: Storage and Distribution Edition 9	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	**Name**	**Crisis Coordinator**	**Contact Details**
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Quality Manager	
Breaches of security		General Manager	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		General Manager	
Bioterrorism		Managing Director	
Extortion or Sabotage		General Manager	
Product quality or safety		Quality Manager	

Step Four: Food Safety Management System

The Package contains a comprehensive documentation compliant with the SQF Food Safety Code: Storage and Distribution Edition 9.

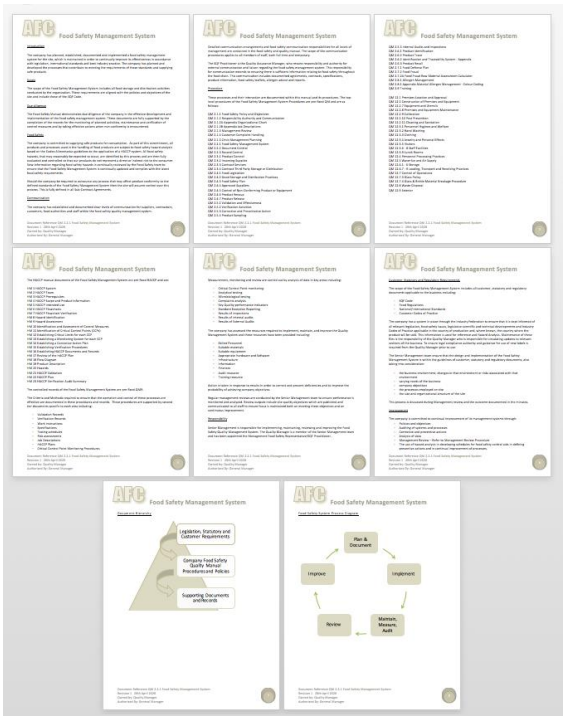
At this stage, you can choose to totally implement the procedures supplied or pick those that are applicable to your process.

There are 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

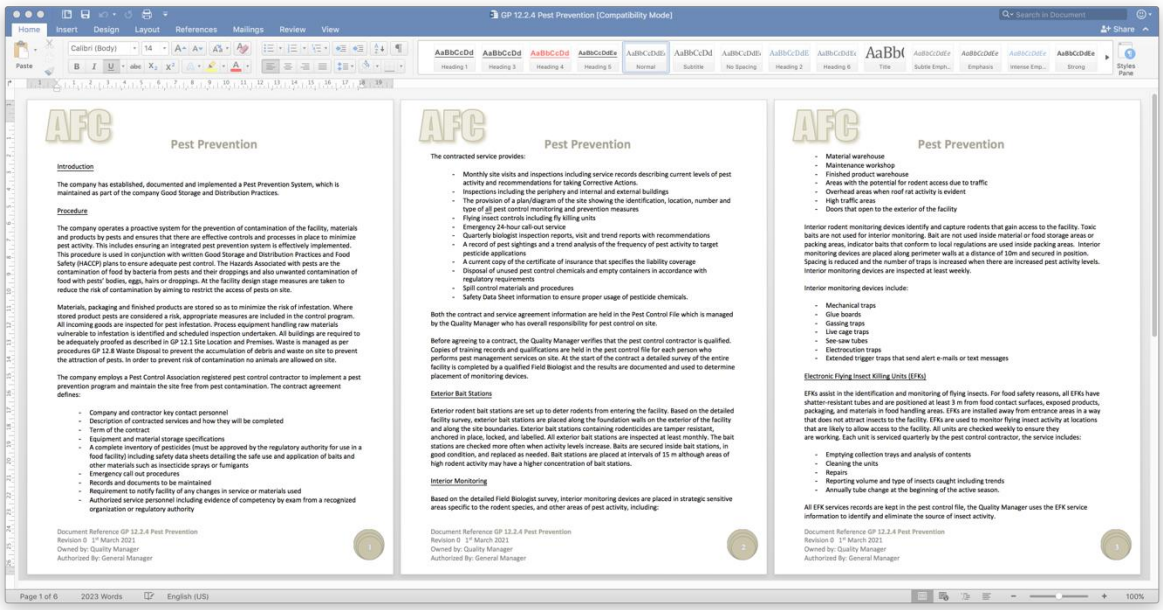
FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Appendix Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2A Food Safety Culture Planning Matrix
FS 2.1.1.3 Responsibility and Authority
FS 2.1.1.3A Appendix Organizational Chart
FS 2.1.1.3B Appendix Job Descriptions
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 Control
FS 2.3.2 Supplier Approval & Incoming Supplies
FS 2.3.2A Material Acceptance Record
FS 2.3.3 Contract Services
FS 2.3.4 Contract Third Party Storage or Distribution
FS 2.4.1 Food Legislation
FS 2.4.2 Good Storage and Distribution Practices
FS 2.4.3 Food Safety Plans
FS 2.4.3 Hazard Analysis Template
FS 2.4.3 Hazard Assessment
Supplementary Advanced HACCP Tools

FS 2.4.4 Control of Non-Conforming Product or Equipment
FS 2.4.5 Product Recoup
FS 2.4.6 Product Release
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 2.5.4 Internal Audits and Inspections
FS 2.5.4A Audits and Inspections Schedule
FS 2.6.1 Product Identification
FS 2.6.2 Product Trace
FS 2.6.2 Identification and Traceability System – Appendix
FS 2.6.3 Product Withdrawal and Recall
FS 2.6.4 Crisis Management Planning
FS 2.7.1 Food Defense Plan
FS 2.7.1 Food Defense Threat Assessment
FS 2.7.2 Food Fraud
FS 2.7.2A Food Fraud Material Assessment Calculator
FS 2.8.1 Allergen Management
FS 2.8.1 Allergen Management Records
FS 2.8.1 Allergen Management Tool
FS 2.9 Training

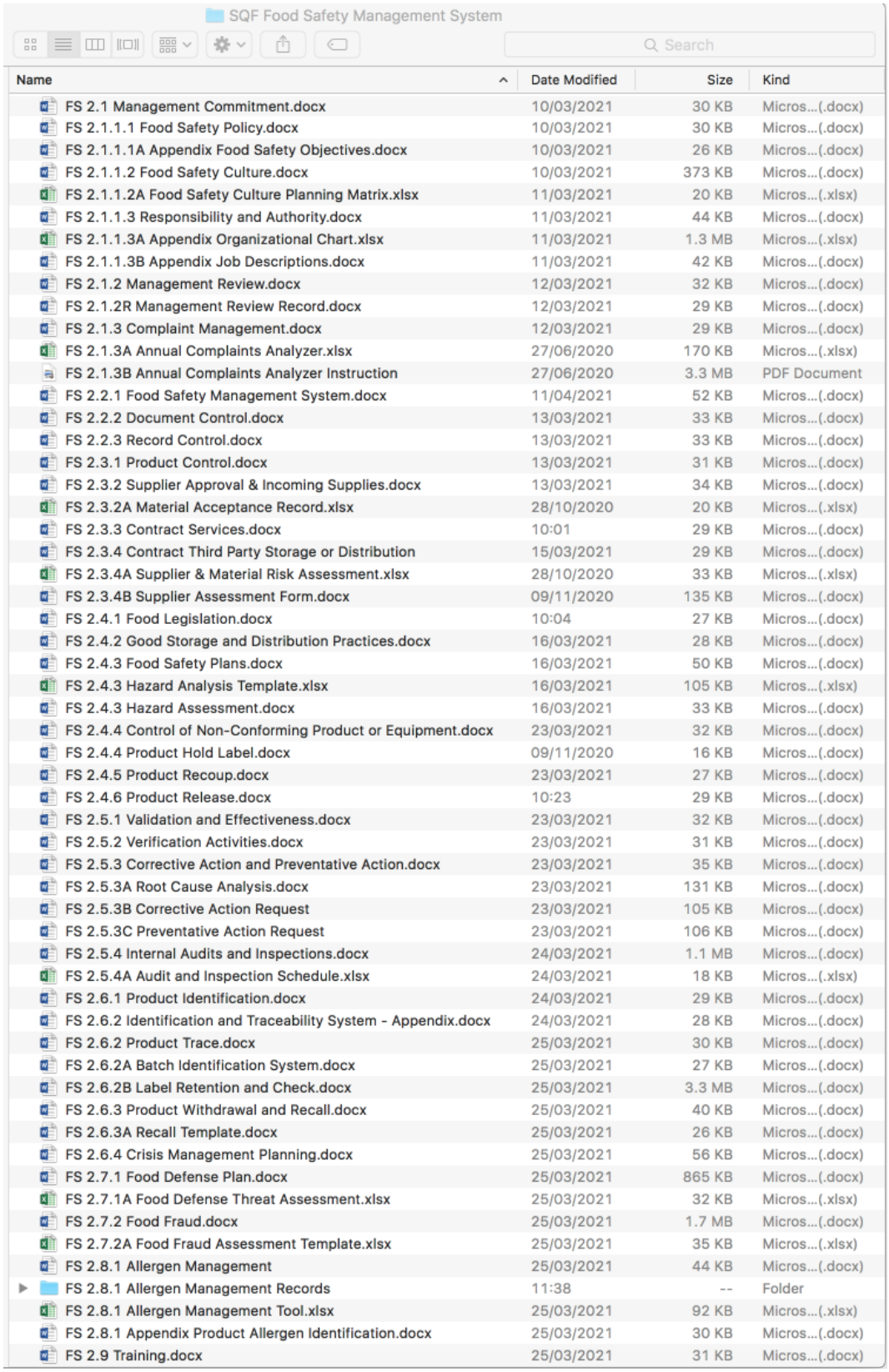


Food Safety Management System Procedures Part 2 Module 12: Good Distribution Practices for Storage and Distribution of Food Products

GP 12.1 Site Location and Premises
GP 12.1A Site Premises Plan
GP 12.2.1 Repairs and Maintenance
GP 12.2.2 Maintenance Staff and Contractors
GP 12.2.3 Calibration
GP 12.2.4 Pest Prevention
GP 12.2.5 Cleaning and Sanitation
GP 12.3 Personnel Hygiene and Welfare
GP 12.4 Personnel Processing Practices
GP 12.4 Hygiene Policy
GP 12.5 Water, Ice and Air Supply
GP 12.6 Receipt, Storage and Transport
GP 12.7.1 Separation of Functions
GP 12.7.2 Control of Foreign Matter Contamination
GP 12.7.2A Glass Policy
GP 12.7.2C Glass & Brittle Material Breakage Procedure
GP 12.7.2D Control of Knives
GP 12.7.3 Detection of Foreign Objects
GP 12.8 Waste Disposal

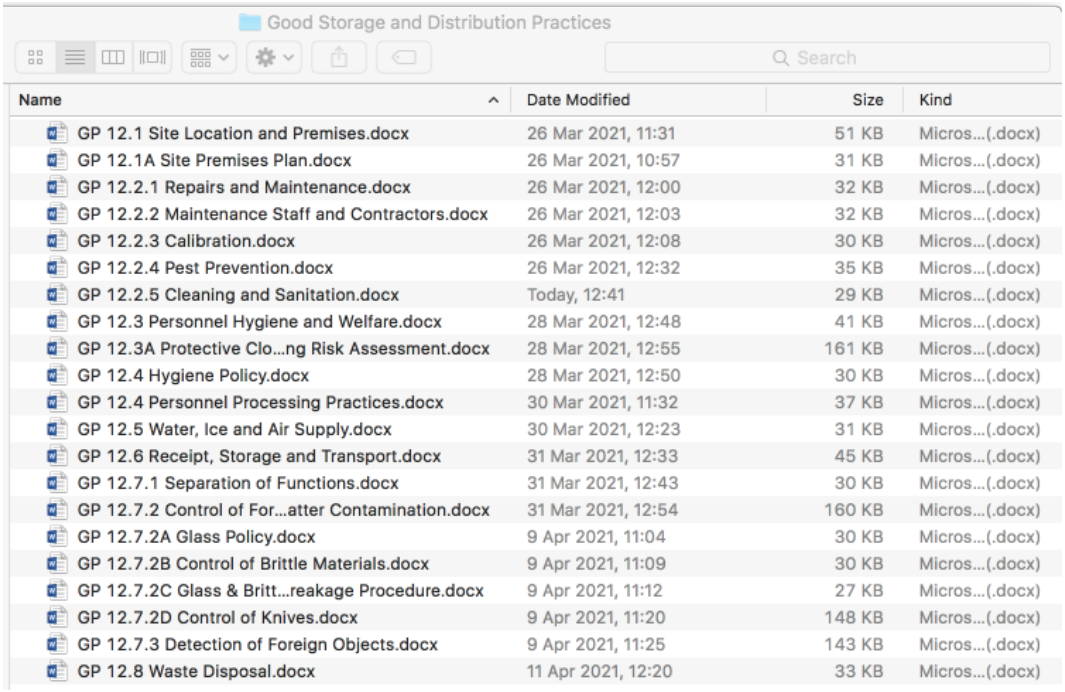


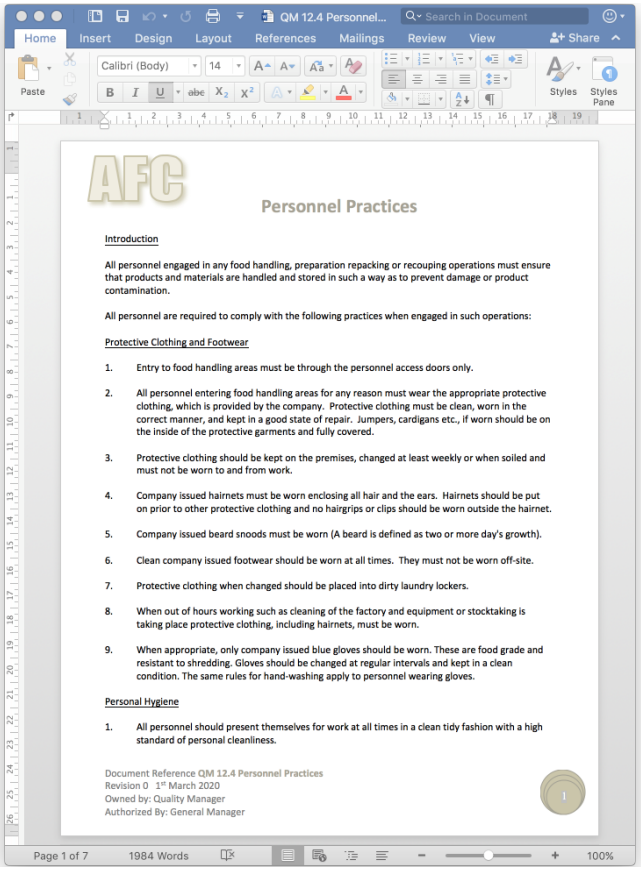
Food Safety Management System Procedures



Name	Date Modified	Size	Kind
FS 2.1 Management Commitment.docx	10/03/2021	30 KB	Micros...(.docx)
FS 2.1.1.1 Food Safety Policy.docx	10/03/2021	30 KB	Micros...(.docx)
FS 2.1.1.1A Appendix Food Safety Objectives.docx	10/03/2021	26 KB	Micros...(.docx)
FS 2.1.1.2 Food Safety Culture.docx	10/03/2021	373 KB	Micros...(.docx)
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx	11/03/2021	20 KB	Micros...(.xlsx)
FS 2.1.1.3 Responsibility and Authority.docx	11/03/2021	44 KB	Micros...(.docx)
FS 2.1.1.3A Appendix Organizational Chart.xlsx	11/03/2021	1.3 MB	Micros...(.xlsx)
FS 2.1.1.3B Appendix Job Descriptions.docx	11/03/2021	42 KB	Micros...(.docx)
FS 2.1.2 Management Review.docx	12/03/2021	32 KB	Micros...(.docx)
FS 2.1.2R Management Review Record.docx	12/03/2021	29 KB	Micros...(.docx)
FS 2.1.3 Complaint Management.docx	12/03/2021	29 KB	Micros...(.docx)
FS 2.1.3A Annual Complaints Analyzer.xlsx	27/06/2020	170 KB	Micros...(.xlsx)
FS 2.1.3B Annual Complaints Analyzer Instruction	27/06/2020	3.3 MB	PDF Document
FS 2.2.1 Food Safety Management System.docx	11/04/2021	52 KB	Micros...(.docx)
FS 2.2.2 Document Control.docx	13/03/2021	33 KB	Micros...(.docx)
FS 2.2.3 Record Control.docx	13/03/2021	33 KB	Micros...(.docx)
FS 2.3.1 Product Control.docx	13/03/2021	31 KB	Micros...(.docx)
FS 2.3.2 Supplier Approval & Incoming Supplies.docx	13/03/2021	34 KB	Micros...(.docx)
FS 2.3.2A Material Acceptance Record.xlsx	28/10/2020	20 KB	Micros...(.xlsx)
FS 2.3.3 Contract Services.docx	10:01	29 KB	Micros...(.docx)
FS 2.3.4 Contract Third Party Storage or Distribution	15/03/2021	29 KB	Micros...(.docx)
FS 2.3.4A Supplier & Material Risk Assessment.xlsx	28/10/2020	33 KB	Micros...(.xlsx)
FS 2.3.4B Supplier Assessment Form.docx	09/11/2020	135 KB	Micros...(.docx)
FS 2.4.1 Food Legislation.docx	10:04	27 KB	Micros...(.docx)
FS 2.4.2 Good Storage and Distribution Practices.docx	16/03/2021	28 KB	Micros...(.docx)
FS 2.4.3 Food Safety Plans.docx	16/03/2021	50 KB	Micros...(.docx)
FS 2.4.3 Hazard Analysis Template.xlsx	16/03/2021	105 KB	Micros...(.xlsx)
FS 2.4.3 Hazard Assessment.docx	16/03/2021	33 KB	Micros...(.docx)
FS 2.4.4 Control of Non-Conforming Product or Equipment.docx	23/03/2021	32 KB	Micros...(.docx)
FS 2.4.4 Product Hold Label.docx	09/11/2020	16 KB	Micros...(.docx)
FS 2.4.5 Product Recoup.docx	23/03/2021	27 KB	Micros...(.docx)
FS 2.4.6 Product Release.docx	10:23	29 KB	Micros...(.docx)
FS 2.5.1 Validation and Effectiveness.docx	23/03/2021	32 KB	Micros...(.docx)
FS 2.5.2 Verification Activities.docx	23/03/2021	31 KB	Micros...(.docx)
FS 2.5.3 Corrective Action and Preventative Action.docx	23/03/2021	35 KB	Micros...(.docx)
FS 2.5.3A Root Cause Analysis.docx	23/03/2021	131 KB	Micros...(.docx)
FS 2.5.3B Corrective Action Request	23/03/2021	105 KB	Micros...(.docx)
FS 2.5.3C Preventative Action Request	23/03/2021	106 KB	Micros...(.docx)
FS 2.5.4 Internal Audits and Inspections.docx	24/03/2021	1.1 MB	Micros...(.docx)
FS 2.5.4A Audit and Inspection Schedule.xlsx	24/03/2021	18 KB	Micros...(.xlsx)
FS 2.6.1 Product Identification.docx	24/03/2021	29 KB	Micros...(.docx)
FS 2.6.2 Identification and Traceability System - Appendix.docx	24/03/2021	28 KB	Micros...(.docx)
FS 2.6.2 Product Trace.docx	25/03/2021	30 KB	Micros...(.docx)
FS 2.6.2A Batch Identification System.docx	25/03/2021	27 KB	Micros...(.docx)
FS 2.6.2B Label Retention and Check.docx	25/03/2021	3.3 MB	Micros...(.docx)
FS 2.6.3 Product Withdrawal and Recall.docx	25/03/2021	40 KB	Micros...(.docx)
FS 2.6.3A Recall Template.docx	25/03/2021	26 KB	Micros...(.docx)
FS 2.6.4 Crisis Management Planning.docx	25/03/2021	56 KB	Micros...(.docx)
FS 2.7.1 Food Defense Plan.docx	25/03/2021	865 KB	Micros...(.docx)
FS 2.7.1A Food Defense Threat Assessment.xlsx	25/03/2021	32 KB	Micros...(.xlsx)
FS 2.7.2 Food Fraud.docx	25/03/2021	1.7 MB	Micros...(.docx)
FS 2.7.2A Food Fraud Assessment Template.xlsx	25/03/2021	35 KB	Micros...(.xlsx)
FS 2.8.1 Allergen Management	25/03/2021	44 KB	Micros...(.docx)
FS 2.8.1 Allergen Management Records	11:38	--	Folder
FS 2.8.1 Allergen Management Tool.xlsx	25/03/2021	92 KB	Micros...(.xlsx)
FS 2.8.1 Appendix Product Allergen Identification.docx	25/03/2021	30 KB	Micros...(.docx)
FS 2.9 Training.docx	25/03/2021	31 KB	Micros...(.docx)

Good Storage and Distribution Practices



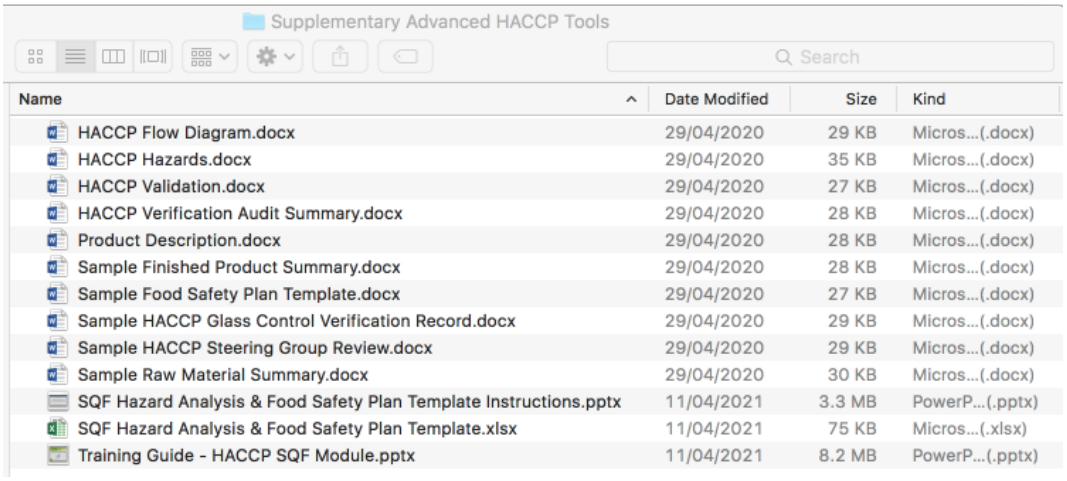


Food Safety Management System Record Templates

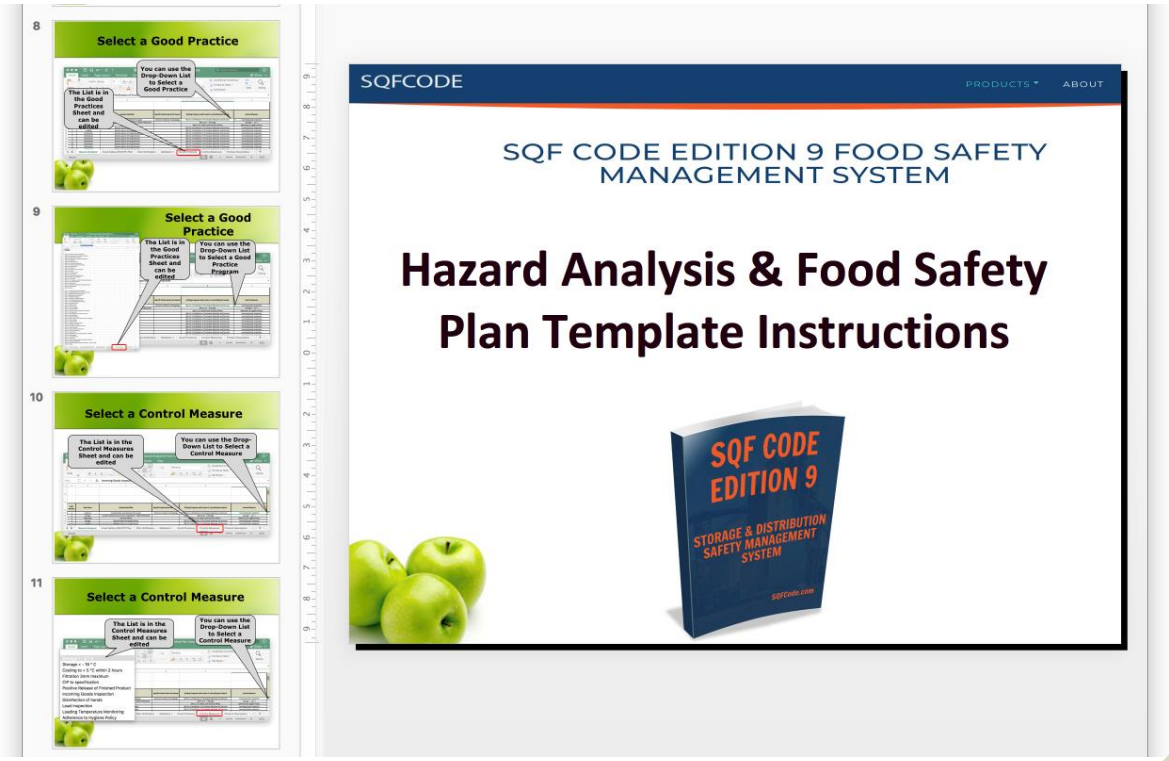
A comprehensive range of sample food safety record templates are included:

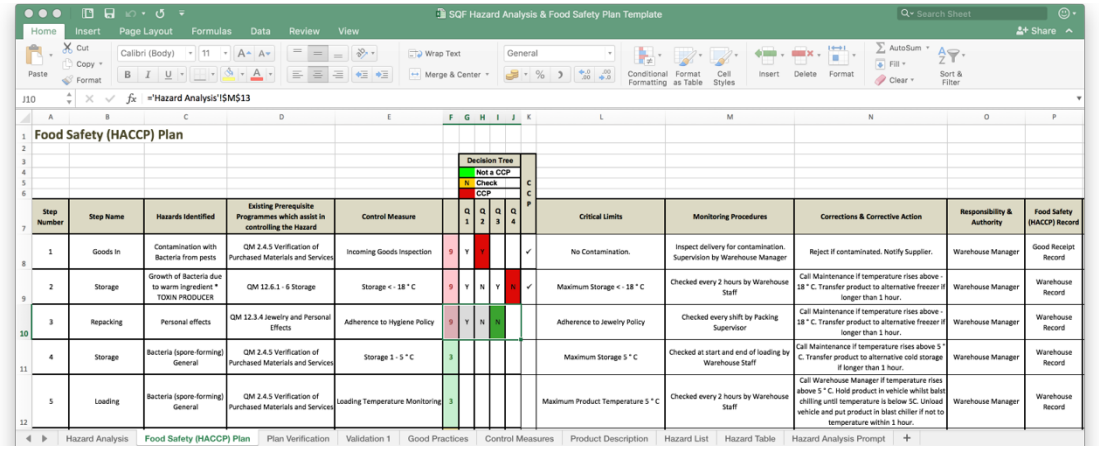
Supplementary Advanced HACCP Tools

Supplementary Advanced HACCP Tools are included for Operations which require more detailed Hazard Analysis to compliment standard procedures included in the Food Safety Management System Documents:
FS 2.4.3 Food Safety Plans
FS 2.4.3 Hazard Analysis Template
FS 2.4.3 Hazard Assessment



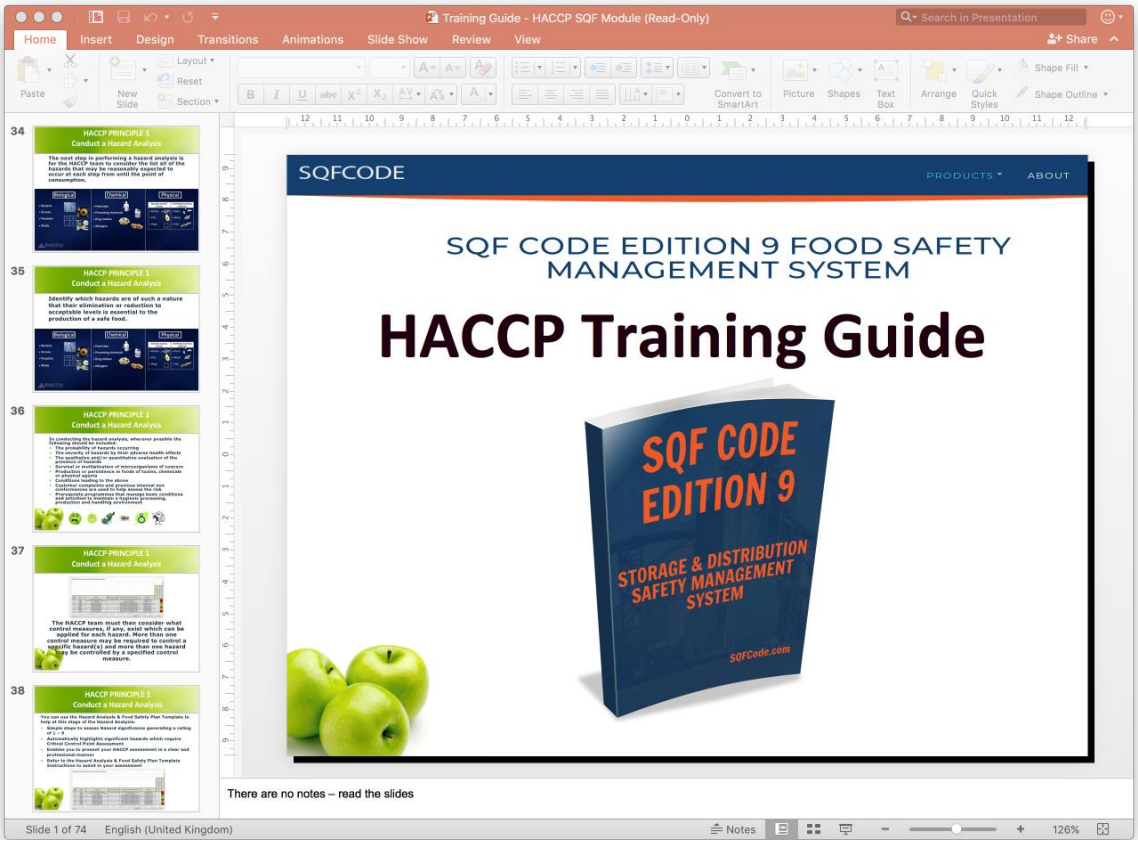
SQF Hazard Analysis & Food Safety Plan Template Instructions





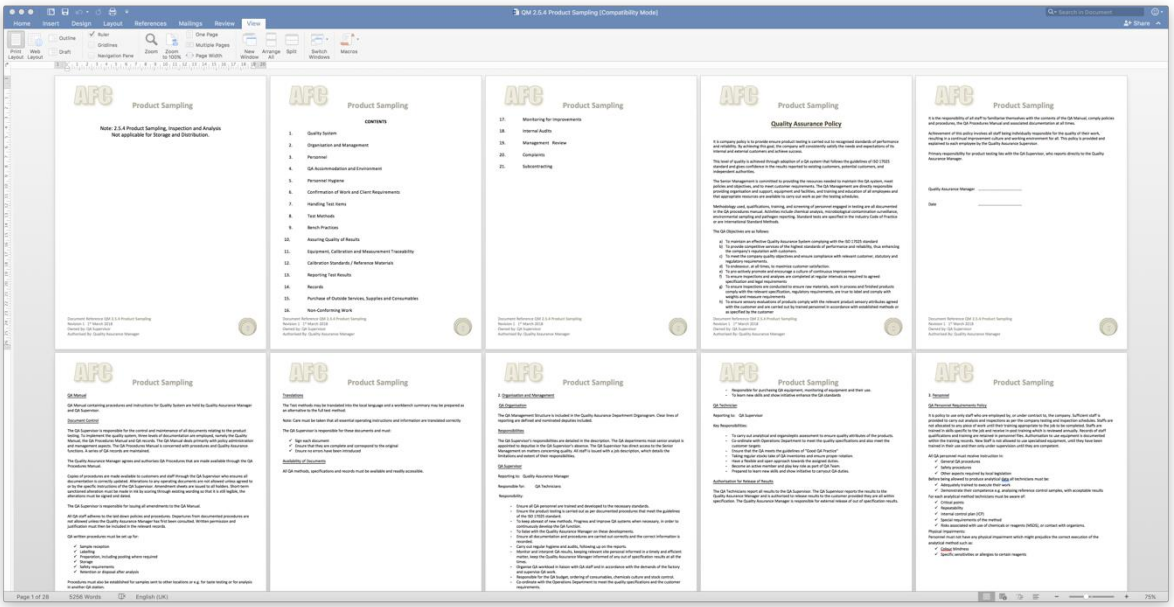
Training Guide - HACCP SQF Module

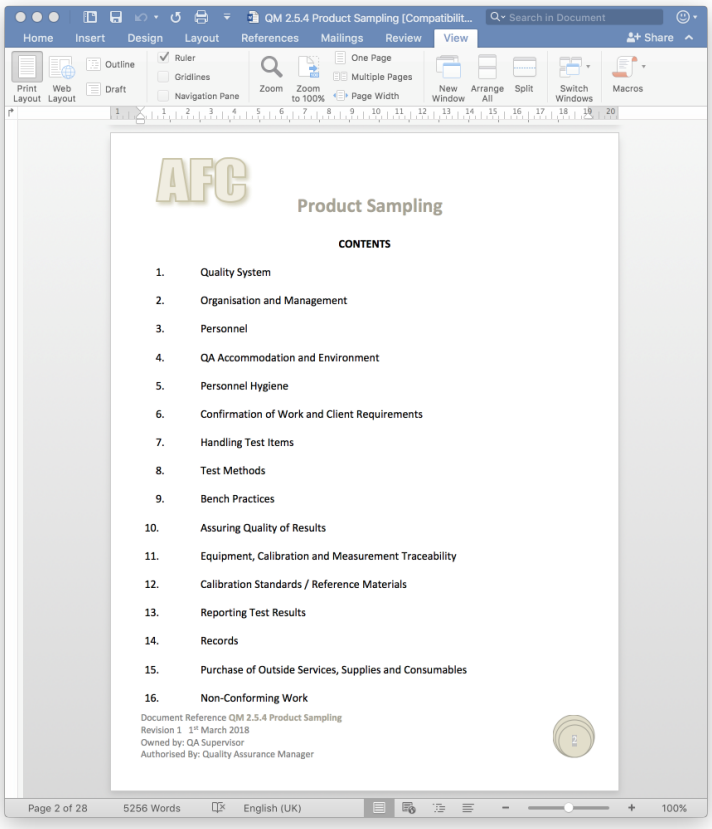
These PowerPoint HACCP training presentations can be used to train your Food Safety Team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilize the HACCP Manual documents in implementing your HACCP system.



Product Testing Guidance

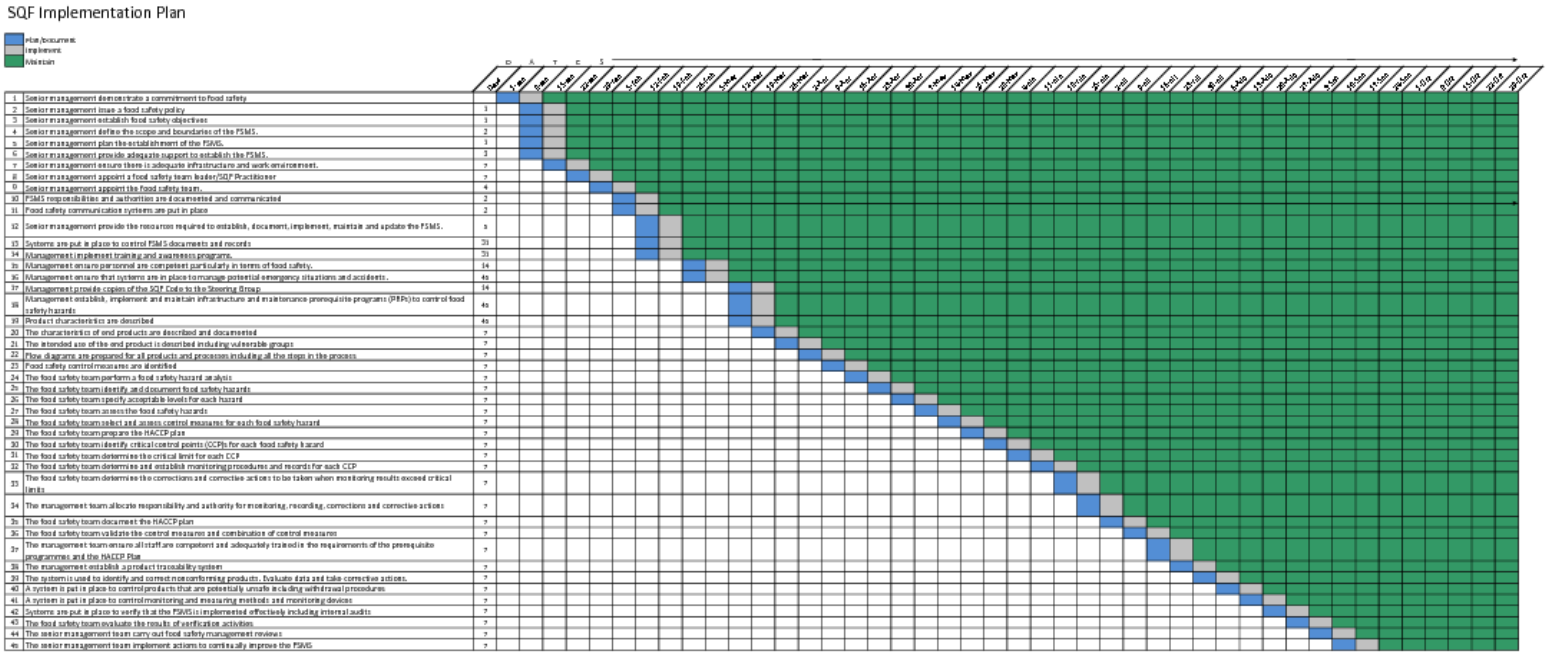
A manual compliant with ISO 17025 Laboratory Certification Scheme is available in Microsoft Word format for free should you require it. Contact us by email to request a copy.
Note: 2.5.4 Product Sampling, Inspection and Analysis
Not applicable for Storage and Distribution.





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

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. (S. typhimurium, S. enteriditis)	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

First, the Food Safety Team assesses the likelihood of the hazard occurring:

- 1 for Highly Unlikely
- 2 for Possible
- 3 for Likely

Then the Food Safety Team assesses the severity of the hazard:

- 1 for Not Severe
- 2 for Could possibly cause illness
- 3 for Severe (Could be fatal)

The Food Safety team should factor in 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 to the severity score to determine all the Significant Food Safety Hazards which score a 9 as highlighted in red.

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

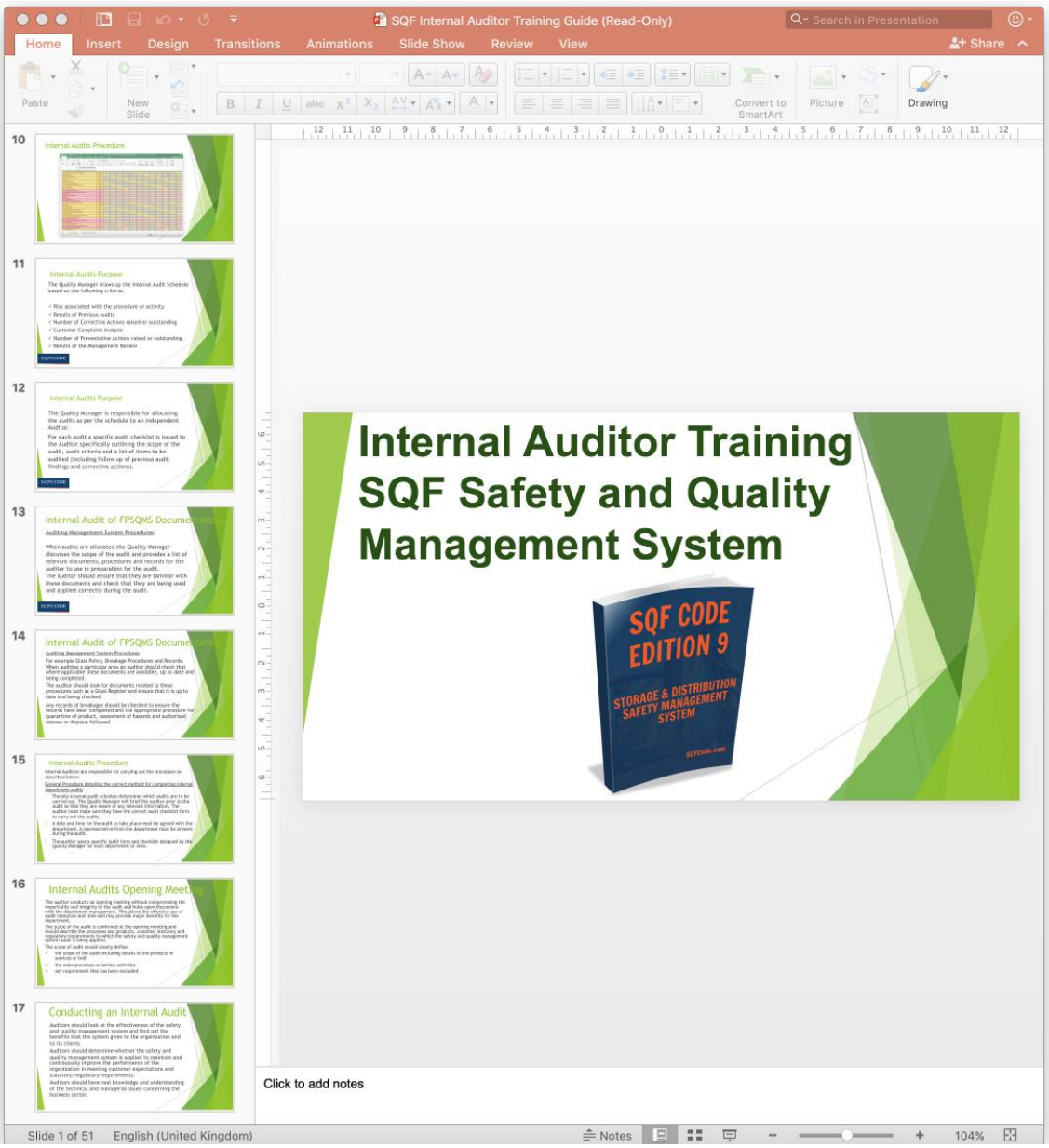
Step Seven: Internal Auditing & Checklists

Internal Audit Training

The package includes Internal Auditor Training Presentations.

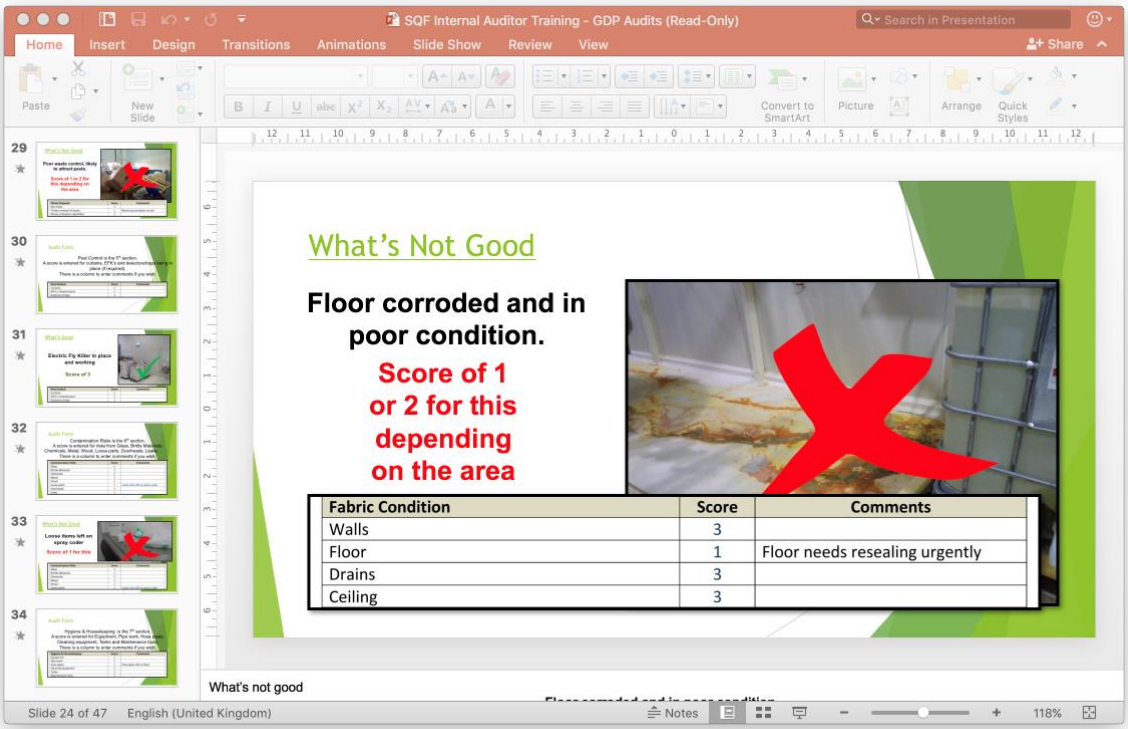
SQF Internal Auditor Training Guide

This PowerPoint Training Presentation provides an overview of the Internal Auditor Procedure and can be used to train your Internal Auditors.



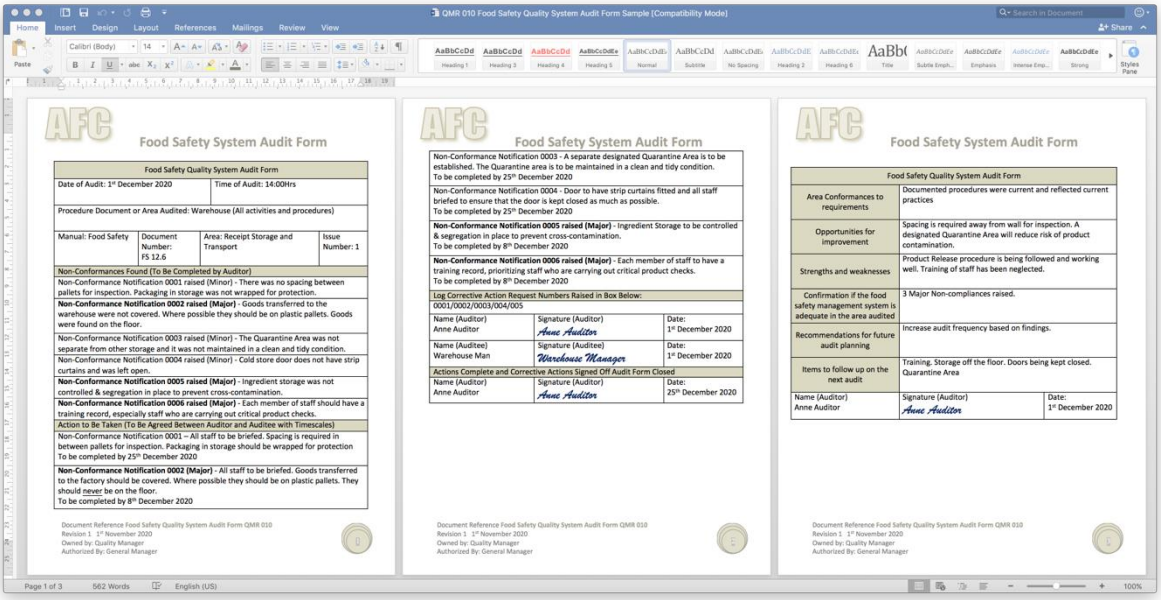
SQF Internal Auditor Training - GDP Audits

This PowerPoint Training Presentation provides instructions on how to conduct Good Distribution Practice Audits/Inspections and can be used to train your Internal Auditors.



Internal Audit Forms

The package includes Internal Audit Forms



Food Safety System Audit Form

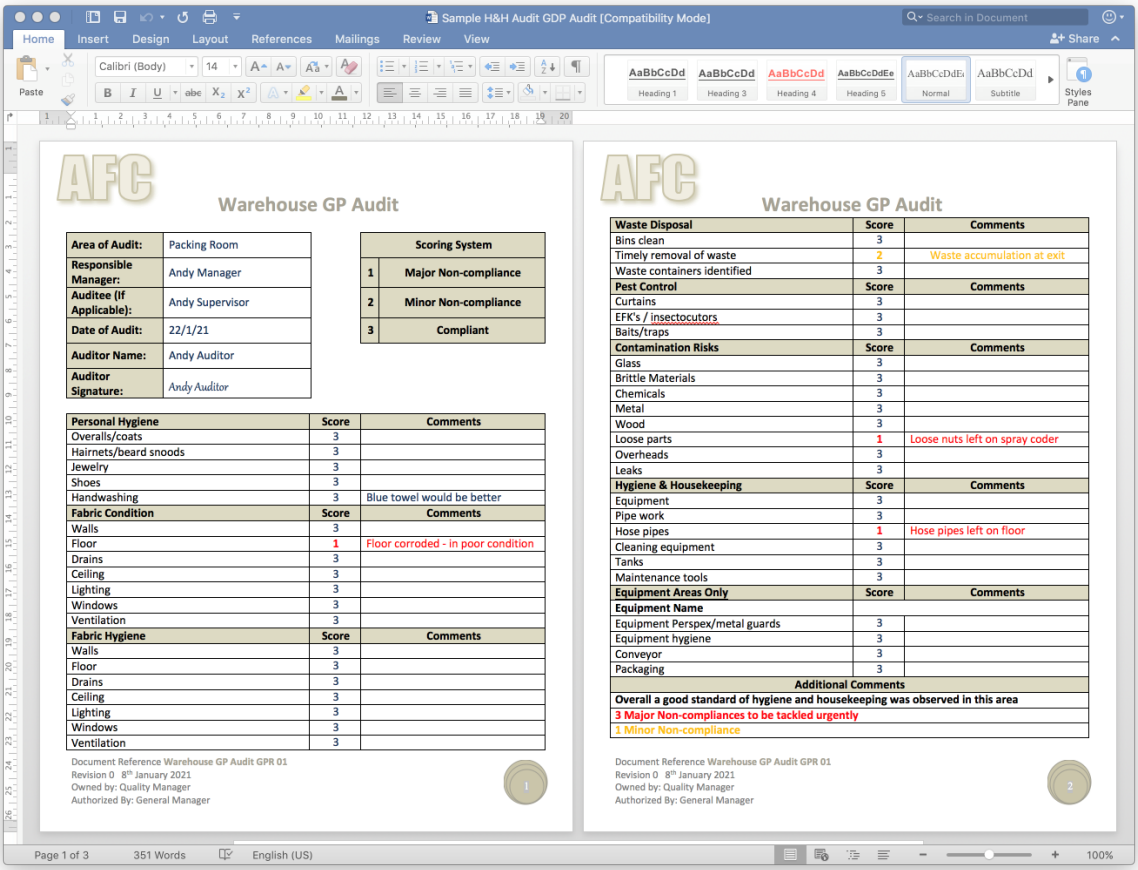
Food Safety Quality System Audit Form	
Date of Audit: 1st December 2020	Time of Audit: 14:00Hrs
Procedure Document or Area Audited: Warehouse (All activities and procedures)	
Manual: Food Safety	Document Number: FS 12.6 / Area: Receipt Storage and Transport / Issue Number: 1
Non-Conformances Found (To Be Completed by Auditor)	
Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.	
Non-Conformance Notification 0002 raised (Major) - Goods transferred to the warehouse were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.	
Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.	
Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.	
Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.	
Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.	
Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)	
Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection To be completed by 25th December 2020	
Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor. To be completed by 8th December 2020	

Food Safety System Audit Form

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition. To be completed by 25th December 2020		
Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible. To be completed by 25th December 2020		
Non-Conformance Notification 0005 raised (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination. To be completed by 8th December 2020		
Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks. To be completed by 8th December 2020		
Log Corrective Action Request Numbers Raised in Box Below: 0001/0002/0003/004/005		
Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 1st December 2020
Name (Auditee) Warehouse Man	Signature (Auditee) Warehouse Manager	Date: 1st December 2020
Actions Complete and Corrective Actions Signed Off Audit Form Closed		
Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 25th December 2020

Food Safety System Audit Form

Food Safety Quality System Audit Form		
Area Conformances to requirements	Documented procedures were current and reflected current practices	
Opportunities for improvement	Spacing is required away from wall for inspection. A designated Quarantine Area will reduce risk of product contamination.	
Strengths and weaknesses	Product Release procedure is being followed and working well. Training of staff has been neglected.	
Confirmation if the food safety management system is adequate in the area audited	3 Major Non-compliances raised.	
Recommendations for future audit planning	Increase audit frequency based on findings.	
Items to follow up on the next audit	Training. Storage off the floor. Doors being kept closed. Quarantine Area	
Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 1st December 2020



Warehouse GP Audit

Area of Audit:	Packing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/21
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System	
1	Major Non-compliance
2	Minor Non-compliance
3	Compliant

Personal Hygiene	Score	Comments
Overalls/coats	3	
Hairnets/beard snoods	3	
Jewelry	3	
Shoes	3	
Handwashing	3	Blue towel would be better
Fabric Condition	**Score**	**Comments**
Walls	3	
Floor	1	Floor corroded - in poor condition
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	
Fabric Hygiene	**Score**	**Comments**
Walls	3	
Floor	3	
Drains	3	
Ceiling	3	
Lighting	3	
Windows	3	
Ventilation	3	

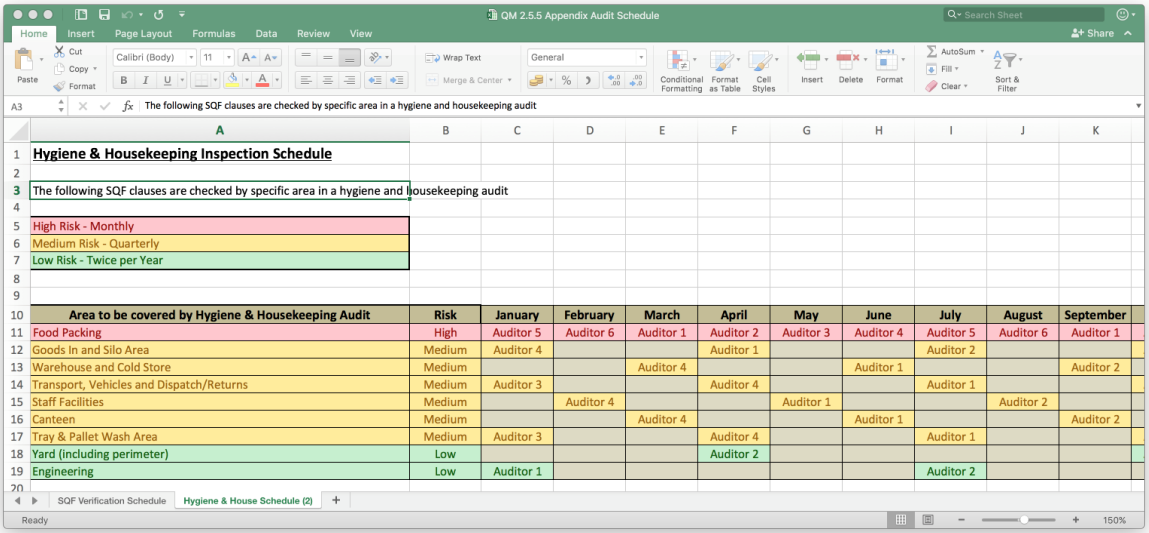
Document Reference Warehouse GP Audit GPR 01
Revision 0 8th January 2021
Owned by: Quality Manager
Authorized By: General Manager

Warehouse GP Audit

Waste Disposal	Score	Comments
Bins clean	3	
Timely removal of waste	2	Waste accumulation at exit
Waste containers identified	3	
Pest Control	**Score**	**Comments**
Curtains	3	
EFK's / insectocutors	3	
Baits/traps	3	
Contamination Risks	**Score**	**Comments**
Glass	3	
Brittle Materials	3	
Chemicals	3	
Metal	3	
Wood	3	
Loose parts	1	Loose nuts left on spray coder
Overheads	3	
Leaks	3	
Hygiene & Housekeeping	**Score**	**Comments**
Equipment	3	
Pipe work	3	
Hose pipes	1	Hose pipes left on floor
Cleaning equipment	3	
Tanks	3	
Maintenance tools	3	
Equipment Areas Only	**Score**	**Comments**
Equipment Name		
Equipment Perspex/metal guards	3	
Equipment hygiene	3	
Conveyor	3	
Packaging	3	
Additional Comments		
Overall a good standard of hygiene and housekeeping was observed in this area		
3 Major Non-compliances to be tackled urgently		
1 Minor Non-compliance		

Document Reference Warehouse GP Audit GPR 01
Revision 0 8th January 2021
Owned by: Quality Manager
Authorized By: General Manager

FS 2.5.5 Appendix Audit Schedule



QM 2.5.5 Appendix Audit Schedule

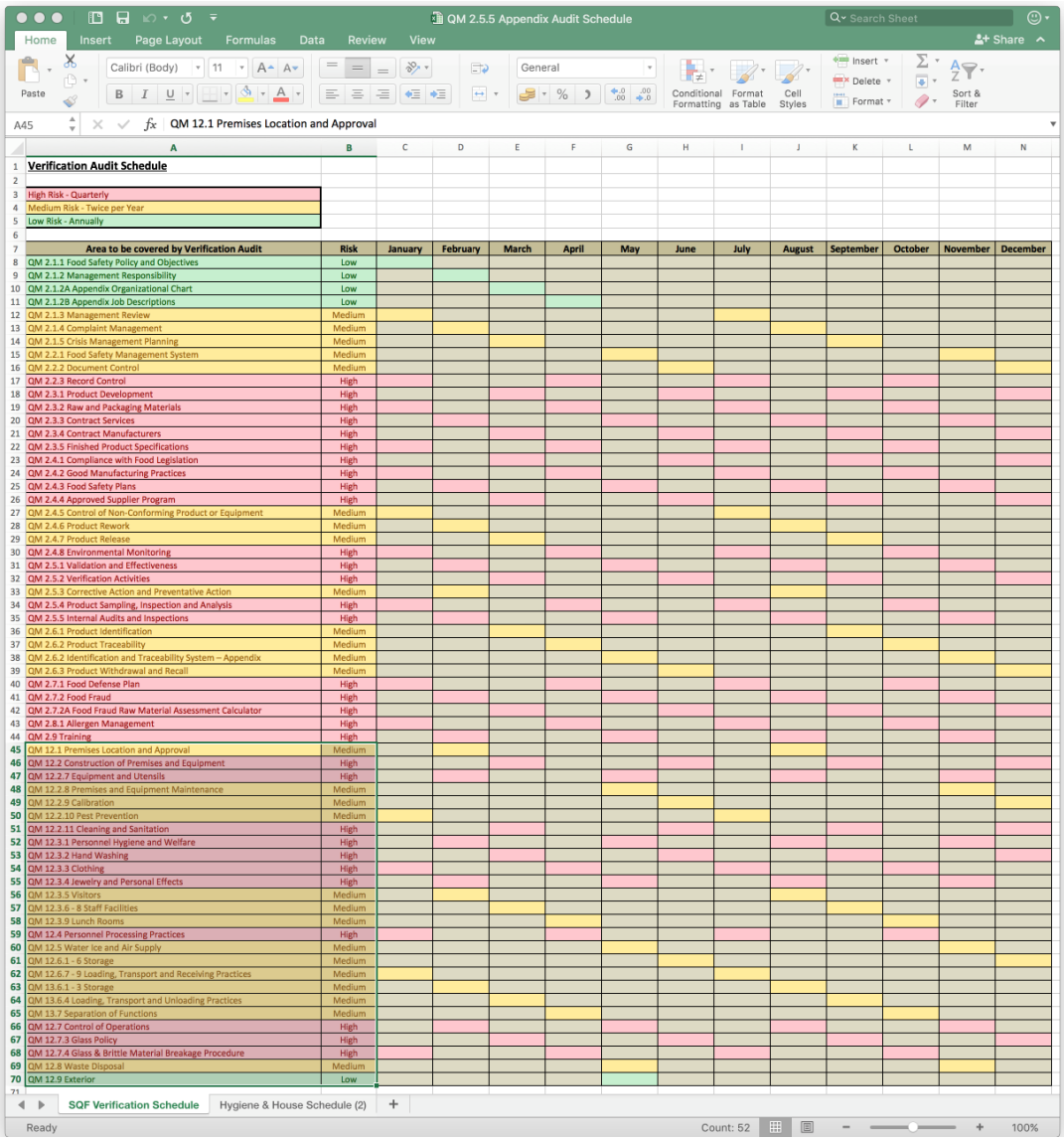
The following SQF clauses are checked by specific area in a hygiene and housekeeping audit

Hygiene & Housekeeping Inspection Schedule

The following SQF clauses are checked by specific area in a hygiene and housekeeping audit

High Risk - Monthly
Medium Risk - Quarterly
Low Risk - Twice per Year

Area to be covered by Hygiene & Housekeeping Audit	Risk	January	February	March	April	May	June	July	August	September
Food Packing	High	Auditor 5	Auditor 6	Auditor 1	Auditor 2	Auditor 3	Auditor 4	Auditor 5	Auditor 6	Auditor 1
Goods In and Silo Area	Medium	Auditor 4			Auditor 1			Auditor 2		
Warehouse and Cold Store	Medium			Auditor 4			Auditor 1			Auditor 2
Transport, Vehicles and Dispatch/Returns	Medium	Auditor 3			Auditor 4			Auditor 1		
Staff Facilities	Medium		Auditor 4			Auditor 1			Auditor 2	
Canteen	Medium			Auditor 4			Auditor 1			Auditor 2
Tray & Pallet Wash Area	Medium	Auditor 3			Auditor 4			Auditor 1		
Yard (including perimeter)	Low				Auditor 2					
Engineering	Low	Auditor 1						Auditor 2		



QM 2.5.5 Appendix Audit Schedule

QM 12.1 Premises Location and Approval

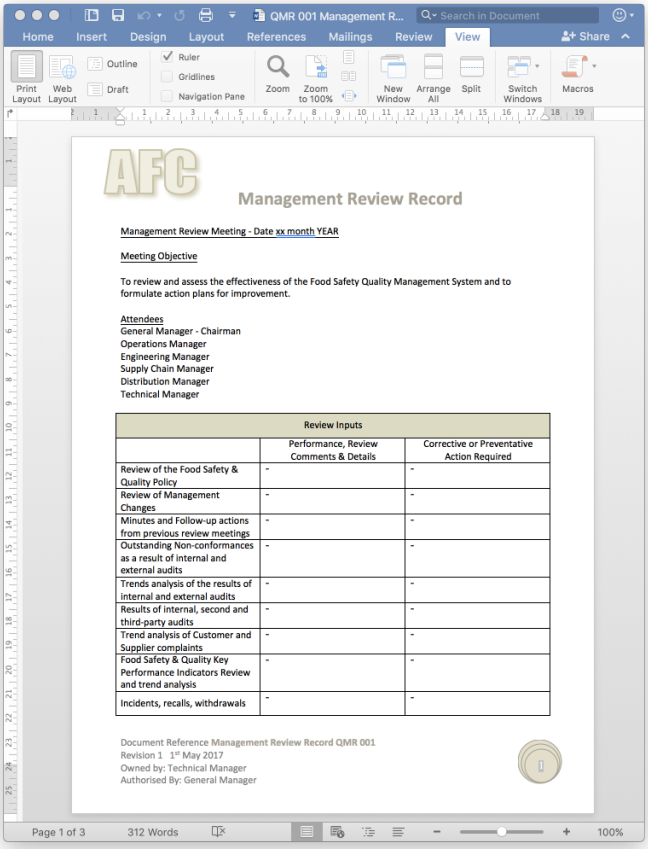
Verification Audit Schedule

High Risk - Quarterly
Medium Risk - Twice per Year
Low Risk - Annually

Area to be covered by Verification Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
QM 2.1.1 Food Safety Policy and Objectives	Low												
QM 2.1.2 Management Responsibility	Low												
QM 2.1.2A Appendix Organizational Chart	Low												
QM 2.1.2B Appendix Job Descriptions	Low												
QM 2.1.3 Management Review	Medium												
QM 2.1.4 Complaint Management	Medium												
QM 2.1.5 Crisis Management Planning	Medium												
QM 2.2.1 Food Safety Management System	Medium												
QM 2.2.2 Document Control	Medium												
QM 2.2.3 Record Control	High												
QM 2.3.1 Product Development	High												
QM 2.3.2 Raw and Packaging Materials	High												
QM 2.3.3 Contract Services	High												
QM 2.3.4 Contract Manufacturers	High												
QM 2.3.5 Finished Product Specifications	High												
QM 2.4.1 Compliance with Food Legislation	High												
QM 2.4.2 Good Manufacturing Practices	High												
QM 2.4.3 Food Safety Plans	High												
QM 2.4.4 Approved Supplier Program	High												
QM 2.4.5 Control of Non-Conforming Product or Equipment	Medium												
QM 2.4.6 Product Rework	Medium												
QM 2.4.7 Product Release	Medium												
QM 2.4.8 Environmental Monitoring	High												
QM 2.5.1 Validation and Effectiveness	High												
QM 2.5.2 Verification Activities	High												
QM 2.5.3 Corrective Action and Preventative Action	Medium												
QM 2.5.4 Product Sampling, Inspection and Analysis	High												
QM 2.5.5 Internal Audits and Inspections	High												
QM 2.6.1 Product Identification	Medium												
QM 2.6.2 Product Traceability	Medium												
QM 2.6.2 Identification and Traceability System – Appendix	Medium												
QM 2.6.3 Product Withdrawal and Recall	Medium												
QM 2.7.1 Food Defense Plan	High												
QM 2.7.2 Food Fraud	High												
QM 2.7.2A Food Fraud Raw Material Assessment Calculator	High												
QM 2.8.1 Allergen Management	High												
QM 2.9 Training	High												
QM 12.1 Premises Location and Approval	Medium												
QM 12.2 Construction of Premises and Equipment	High												
QM 12.2.7 Equipment and Utensils	High												
QM 12.2.8 Premises and Equipment Maintenance	Medium												
QM 12.2.9 Calibration	Medium												
QM 12.2.10 Pest Prevention	Medium												
QM 12.2.11 Cleaning and Sanitation	High												
QM 12.3.1 Personnel Hygiene and Welfare	High												
QM 12.3.2 Hand Washing	High												
QM 12.3.3 Clothing	High												
QM 12.3.4 Jewelry and Personal Effects	High												
QM 12.3.5 Visitors	Medium												
QM 12.3.6 - 8 Staff Facilities	Medium												
QM 12.3.9 Lunch Rooms	Medium												
QM 12.4 Personnel Processing Practices	High												
QM 12.5 Water Ice and Air Supply	Medium												
QM 12.6.1 - 6 Storage	Medium												
QM 12.6.7 - 9 Loading, Transport and Receiving Practices	Medium												
QM 13.6.1 - 3 Storage	Medium												
QM 13.6.4 Loading, Transport and Unloading Practices	Medium												
QM 13.7 Separation of Functions	Medium												
QM 12.7 Control of Operations	High												
QM 12.7.3 Glass Policy	High												
QM 12.7.4 Glass & Brittle Material Breakage Procedure	High												
QM 12.8 Waste Disposal	Medium												
QM 12.9 Exterior	Low												

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
General Manager		Chairman
Operations Manager		Operations Reporting
Warehouse Manager		Warehouse/Storage Reporting
Quality 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



AFC

Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

To review and assess the effectiveness of the Food Safety Quality Management System and to formulate action plans for improvement.

Attendees
General Manager - Chairman
Operations Manager
Engineering Manager
Supply Chain Manager
Distribution Manager
Technical Manager

Review Inputs		
	Performance, Review Comments & Details	Corrective or Preventative Action Required
Review of the Food Safety & Quality Policy	-	-
Review of Management Changes	-	-
Minutes and Follow-up actions from previous review meetings	-	-
Outstanding Non-conformances as a result of internal and external audits	-	-
Trends analysis of the results of internal and external audits	-	-
Results of internal, second and third-party audits	-	-
Trend analysis of Customer and Supplier complaints	-	-
Food Safety & Quality Key Performance Indicators Review and trend analysis	-	-
Incidents, recalls, withdrawals	-	-

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