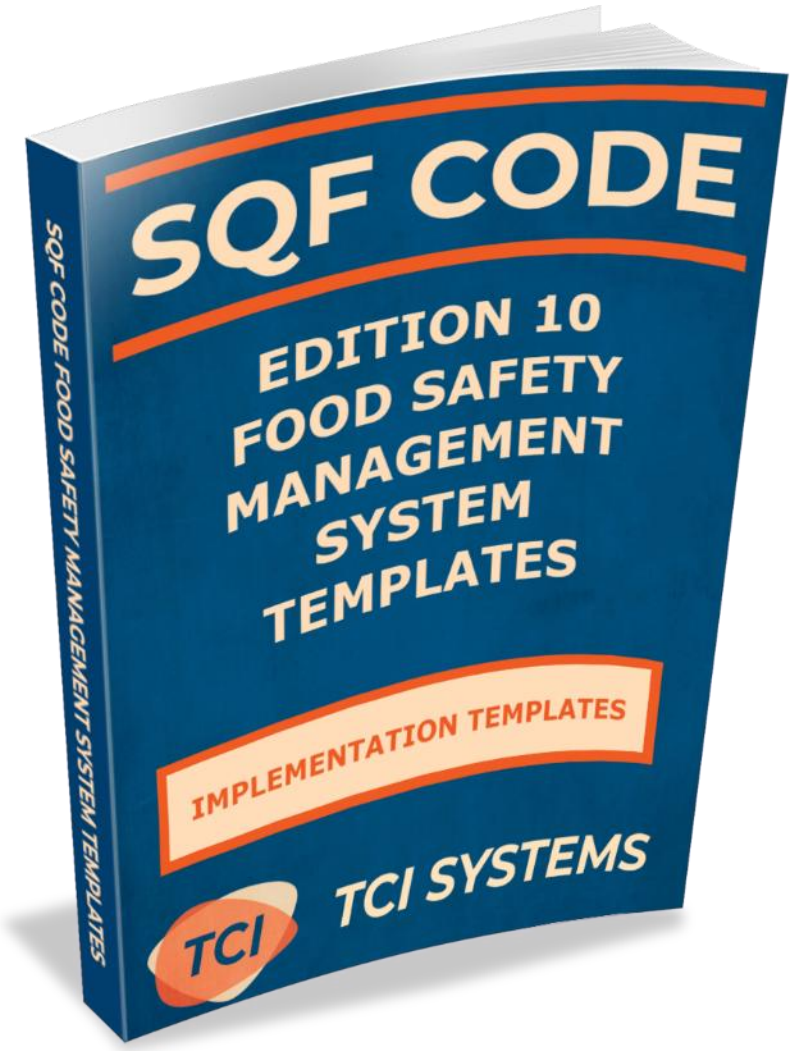
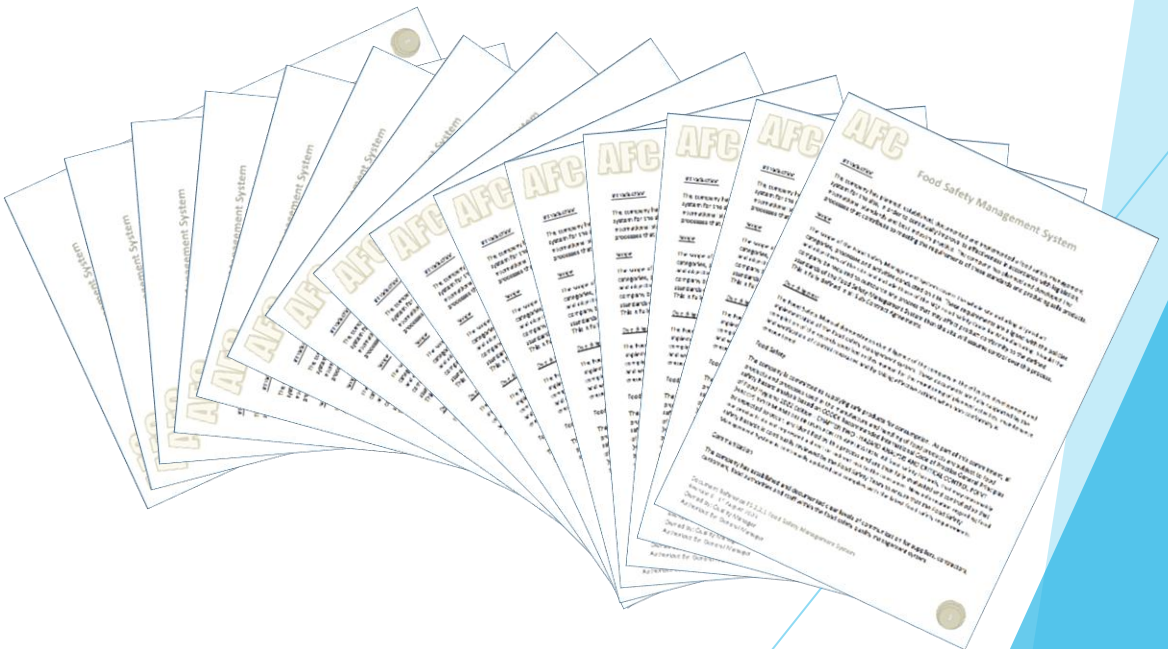
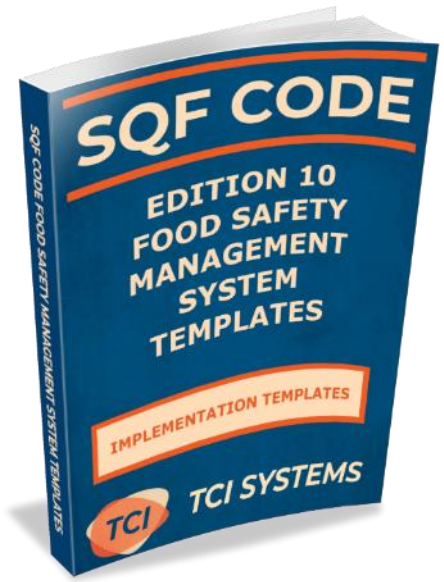
New Template Package Compliant with SQF Food Safety Code: Food Manufacturing Edition 10 and the latest CODEX HACCP Guidelines





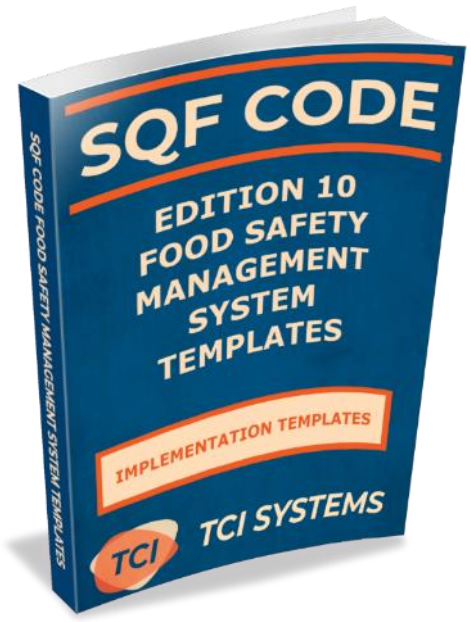
This is an ideal package for Food Manufacturers looking to achieve certification to the SQF Food Safety Code: Food Manufacturing Edition 10

The SQF Food Safety Management System Templates contains comprehensive document templates compliant with the SQF Food Safety Code Edition 10



Included in the SQF Food Safety Management System Templates:

- ✓ Comprehensive Food Safety Management System Procedures
- ✓ Comprehensive Good Manufacturing Practice Procedures
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool



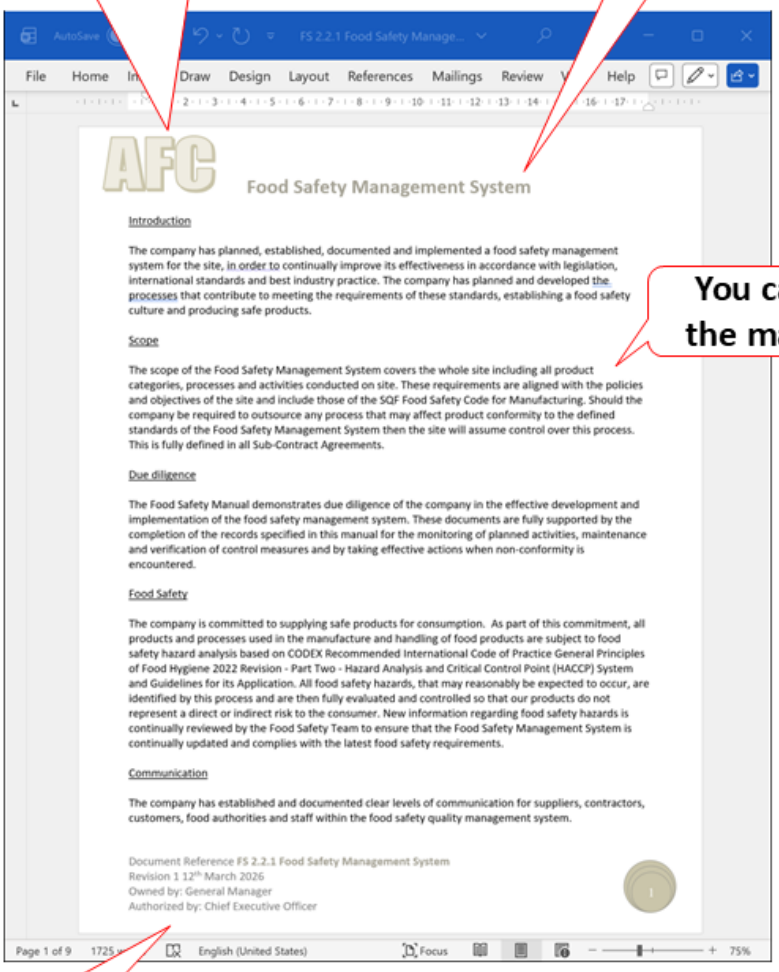
To order the SQF Edition 10 Food Safety Management System Templates click here

Food Safety Management System & Prerequisite Programme Procedures

The main documents are provided in Microsoft Word format and are easily edited to suit your organisation.

For example put your company logo or name and address in the header

You can edit the header



You can edit the main text

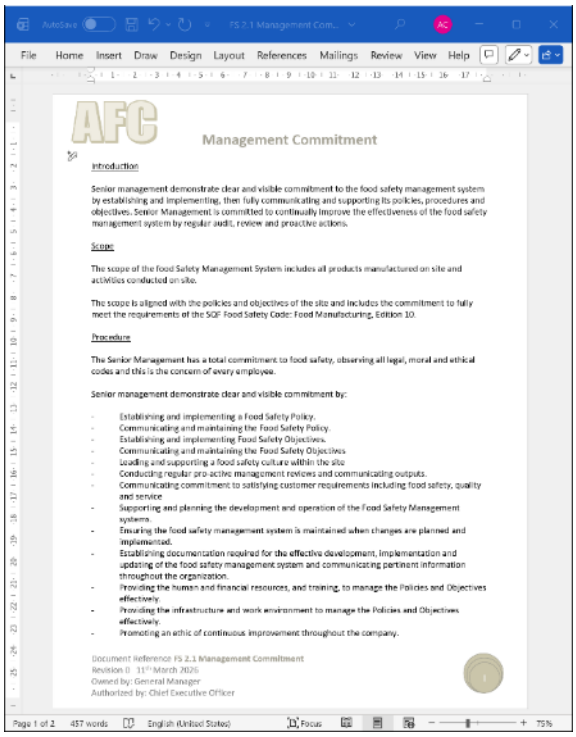
You can edit the footer

The package contains a comprehensive set of editable Food Safety Management System & Prerequisite Procedures written in Microsoft Word (US English) format that match the clauses of the SQF Food Safety Code: Food Manufacturing Edition 10.

These are the procedure templates for Sections 2.1 Management Commitment 2.2 Document Control and Records 2.3 Specifications, Product Development, and Supplier Approval 2.4 Food Safety System

FS 2.1 Management Commitment
FS 2.1.1.1 Food Safety Policy
FS 2.1.1.1A Food Safety Objectives
FS 2.1.1.2 Food Safety Culture
FS 2.1.1.2 Food Safety Culture - Expected Behaviors
FS 2.1.1.3 Food Safety Culture Planning Matrix
FS 2.1.1.4 Responsibility and Authority
FS 2.1.1.4 Appendix Organizational Chart
FS 2.1.1.4 Appendix Job Descriptions
FS 2.1.2 Management Review
FS 2.1.3 Complaint Management
FS 2.1.3 Note - How to reduce your Complaint levels
FS 2.1.3A Annual Complaints Analyzer
FS 2.1.3B Annual Complaints Analyzer Instruction
FS 2.2.1 Food Safety Management System
FS 2.2.2 Document Control
FS 2.2.3 Records
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 2.3.4A Supplier & Material Risk Assessment
FS 2.4.1 Food Legislation
FS 2.4.2 Good Manufacturing Practices
FS 2.4.3 Food Safety Plan
FS 2.4.3A Additional HACCP Tools
FS 2.4.4 Product Sampling, Inspection and Analysis
FS 2.4.4A Laboratory Quality Manual
FS 2.4.4B Product Sampling Supplementary Documents
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 2.4.8A Appendix Environmental Monitoring

PACKAGE DOCUMENT EXAMPLES



AFC

Management Commitment

Introduction

Senior management demonstrate clear and visible commitment to the food safety management system by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Senior Management is committed to continually improve the effectiveness of the food safety management system by regular audit, review and proactive actions.

Scope

The scope of the Food Safety Management System includes all products manufactured on site and activities conducted on site.

The scope is aligned with the policies and objectives of the site and includes the commitment to fully meet the requirements of the SQF Food Safety Code: Food Manufacturing, Edition 10.

Procedure

The Senior Management has a total commitment to food safety, observing all legal, moral and ethical codes and this is the concern of every employee.

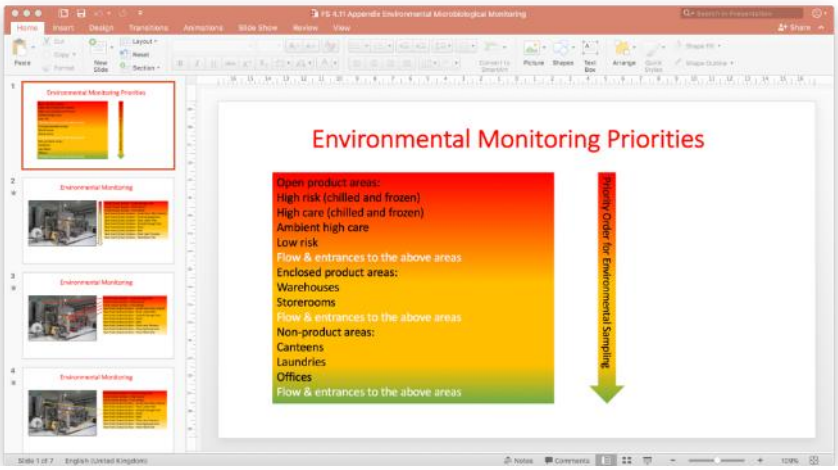
Senior management demonstrate clear and visible commitment by:

- Establishing and implementing a Food Safety Policy.
- Communicating and maintaining the Food Safety Policy.
- Establishing and implementing Food Safety Objectives.
- Communicating and maintaining the Food Safety Objectives.
- Leading and supporting a food safety culture within the site
- Conducting regular pro-active management reviews and communicating outputs.
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Supporting and planning the development and operation of the Food Safety Management systems.
- Ensuring the food safety management system is maintained when changes are planned and implemented.
- Establishing documentation required for the effective development, implementation and updating of the food safety management system and communicating pertinent information throughout the organization.
- Providing the human and financial resources, and training, to manage the Policies and Objectives effectively.
- Providing the infrastructure and work environment to manage the Policies and Objectives effectively.
- Promoting an ethic of continuous improvement throughout the company.

Document Reference FS 2.1 Management Commitment
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: Chief Executive Officer

Expected Behaviors of all Personnel

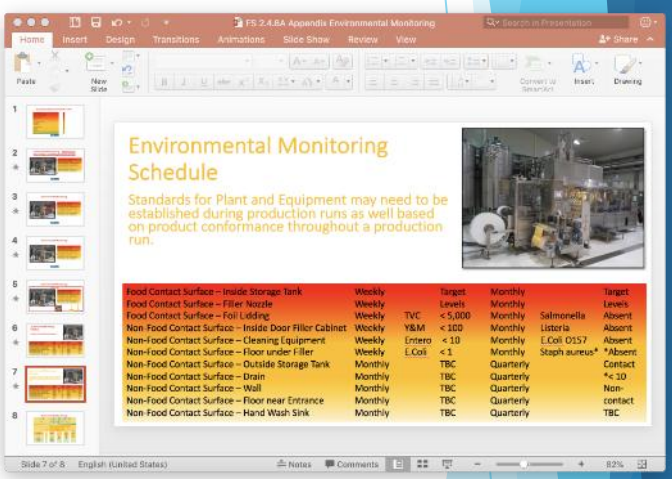
- ✓ Contribute to company objectives
- ✓ Compliance with company procedures
- ✓ Correctly completing documentation and records as required by your role within the organisation
- ✓ Adhere to Hygiene rules and comply with expected personnel standards
- ✓ Report non-conforming products or equipment
- ✓ Report any issues or areas of concern that may affect product safety, authenticity, legality or quality
- ✓ Report any problems with pests
- ✓ Ensure site security procedures are followed and unknown visitors are challenged
- ✓ Adopt a 'clean as you go' policy
- ✓ Contribute to hygiene and housekeeping standards
- ✓ Make suggestions for improvement



Environmental Monitoring Priorities

Open product areas:
High risk (chilled and frozen)
High care (chilled and frozen)
Ambient high care
Low risk
Flow & entrances to the above areas
Enclosed product areas:
Warehouses
Storerooms
Flow & entrances to the above areas
Non-product areas:
Canteens
Laundries
Offices
Flow & entrances to the above areas

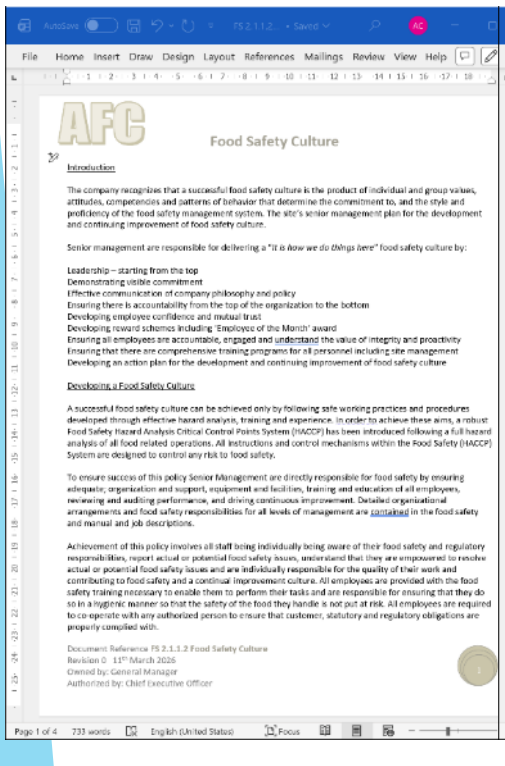
Priority Order for Environmental Sampling



Environmental Monitoring Schedule

Standards for Plant and Equipment may need to be established during production runs as well based on product conformance throughout a production run.

Food Contact Surface – Inside Storage Tank	Weekly		Target	Monthly		Target
Food Contact Surface – Filler Nozzle	Weekly		Levels	Monthly		Levels
Food Contact Surface – Foil Lidding	Weekly	TVC	< 5,000	Monthly	Salmonella	Absent
Non-Food Contact Surface – Inside Door Filler Cabinet	Weekly	Y&M	< 100	Monthly	Listeria	Absent
Non-Food Contact Surface – Cleaning Equipment	Weekly	Entero	< 10	Monthly	E.Coli O157	Absent
Non-Food Contact Surface – Floor under Filler	Weekly	E.Coli	< 1	Monthly	Staph aureus*	*Absent
Non-Food Contact Surface – Outside Storage Tank	Monthly		TBC	Quarterly		Contact
Non-Food Contact Surface – Drain	Monthly		TBC	Quarterly		*< 10
Non-Food Contact Surface – Wall	Monthly		TBC	Quarterly		Non-
Non-Food Contact Surface – Floor near Entrance	Monthly		TBC	Quarterly		contact
Non-Food Contact Surface – Hand Wash Sink	Monthly		TBC	Quarterly		TBC



AFC

Food Safety Culture

Introduction

The company recognizes that a successful food safety culture is the product of individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of the food safety management system. The site's senior management plan for the development and continuing improvement of food safety culture.

Senior management are responsible for delivering a *"It is how we do things here"* food safety culture by:

Leadership – starting from the top
Demonstrating visible commitment
Effective communication of company philosophy and policy
Ensuring there is accountability from the top of the organization to the bottom
Developing employee confidence and mutual trust
Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
Ensuring that there are comprehensive training programs for all personnel including site management
Developing an action plan for the development and continuing improvement of food safety culture

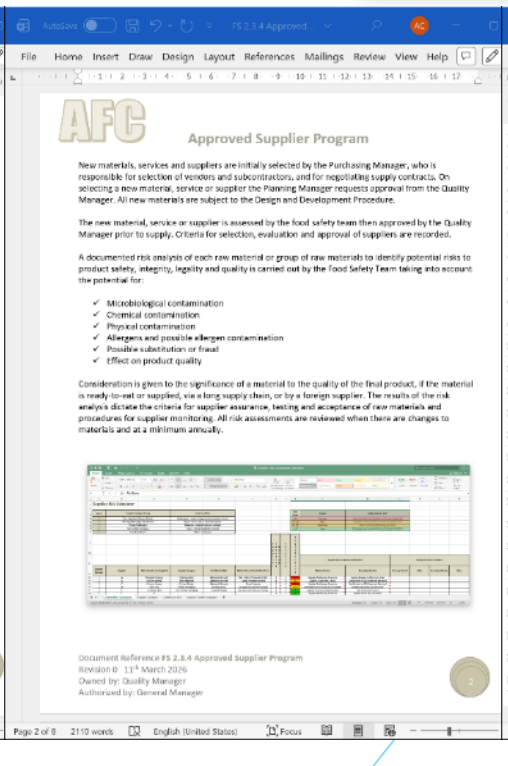
Developing a Food Safety Culture

A successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a robust Food Safety Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within the Food Safety (HACCP) System are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety by ensuring adequate, organization and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. Detailed organizational arrangements and food safety responsibilities for all levels of management are contained in the food safety and manual and job descriptions.

Achievement of this policy involves all staff being individually being aware of their food safety and regulatory responsibilities, report actual or potential food safety issues, understand that they are empowered to resolve actual or potential food safety issues and are individually responsible for the quality of their work and contributing to food safety and a continual improvement culture. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to co-operate with any authorized person to ensure that customer, statutory and regulatory obligations are properly complied with.

Document Reference FS 2.1.1.2 Food Safety Culture
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: Chief Executive Officer



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Approved Supplier Program

New materials, services and suppliers are initially selected by the Purchasing Manager, who is responsible for selection of vendors and subcontractors, and for negotiating supply contracts. On selecting a new material, service or supplier the Planning Manager requests approval from the Quality Manager. All new materials are subject to the Design and Development Procedure.

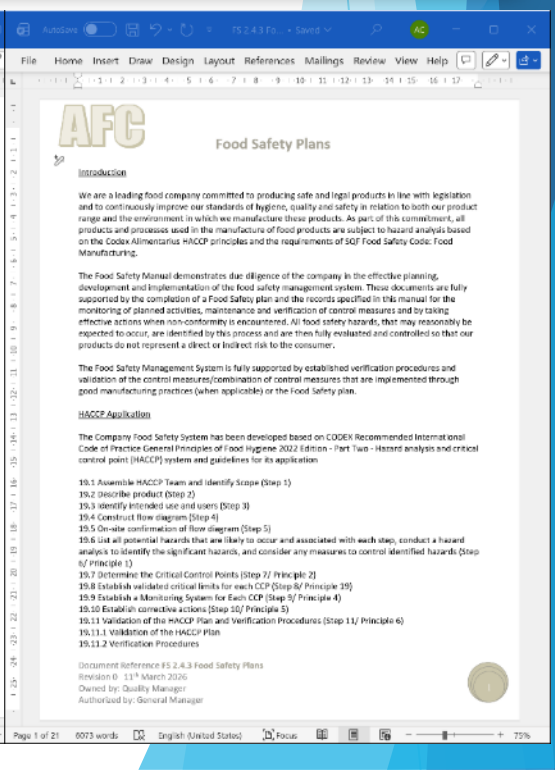
The new material, service or supplier is assessed by the food safety team then approved by the Quality Manager prior to supply. Criteria for selection, evaluation and approval of suppliers are recorded.

A documented risk analysis of each raw material or group of raw materials to identify potential risks to product safety, integrity, legality and quality is carried out by the Food Safety Team taking into account the potential for:

- ✓ Microbiological contamination
- ✓ Chemical contamination
- ✓ Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material to the quality of the final product, if the material is ready-to-eat or supplied, via a long supply chain, or by a foreign supplier. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Document Reference FS 2.3.4 Approved Supplier Program
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager



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Food Safety Plans

Introduction

We are a leading food company committed to producing safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Food Safety Code: Food Manufacturing.

The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a Food Safety plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. 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.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through good manufacturing practices (when applicable) or the Food Safety plan.

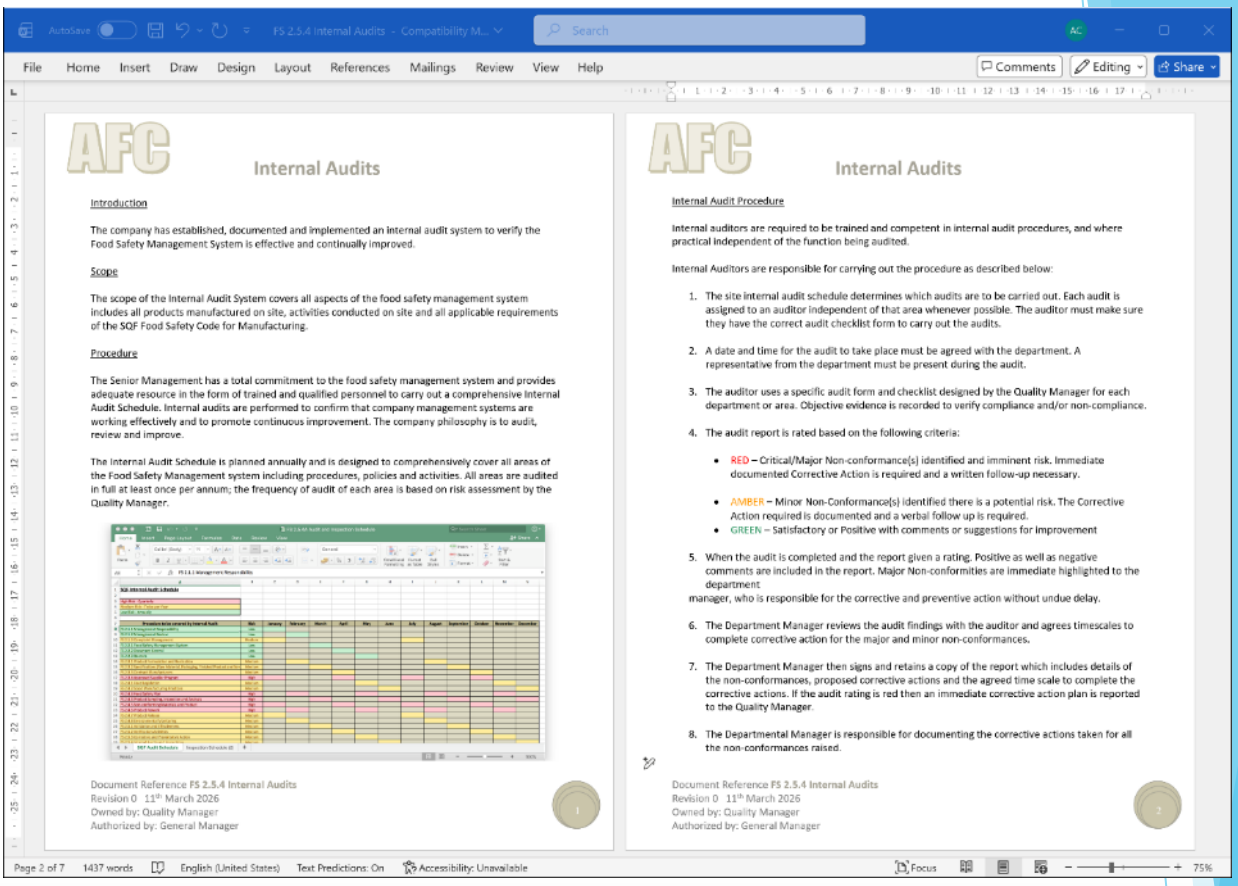
HACCP Application

The Company Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition - Part Two - Hazard analysis and critical control point (HACCP) system and guidelines for its application

19.1 Assemble HACCP Team and Identify Scope (Step 1)
19.2 Describe product (Step 2)
19.3 Identify intended use and users (Step 3)
19.4 Construct flow diagram (Step 4)
19.5 On-site confirmation of flow diagram (Step 5)
19.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
19.7 Determine the Critical Control Points (Step 7/ Principle 2)
19.8 Establish validated critical limits for each CCP (Step 8/ Principle 19)
19.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
19.10 Establish corrective actions (Step 10/ Principle 5)
19.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
19.11.1 Validation of the HACCP Plan
19.11.2 Verification Procedures

Document Reference FS 2.4.3 Food Safety Plans
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

PACKAGE DOCUMENT EXAMPLES



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Internal Audits

Introduction

The company has established, documented and implemented an internal audit system to verify the Food Safety Management System is effective and continually improved.

Scope

The scope of the Internal Audit System covers all aspects of the food safety management system includes all products manufactured on site, activities conducted on site and all applicable requirements of the SQF Food Safety Code for Manufacturing.

Procedure

The Senior Management has a total commitment to the food safety management system and provides adequate resource in the form of trained and qualified personnel to carry out a comprehensive Internal Audit Schedule. Internal audits are performed to confirm that company management systems are working effectively and to promote continuous improvement. The company philosophy is to audit, review and improve.

The Internal Audit Schedule is planned annually and is designed to comprehensively cover all areas of the Food Safety Management system including procedures, policies and activities. All areas are audited in full at least once per annum; the frequency of audit of each area is based on risk assessment by the Quality Manager.

Document Reference FS 2.5.4 Internal Audits
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

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Internal Audits

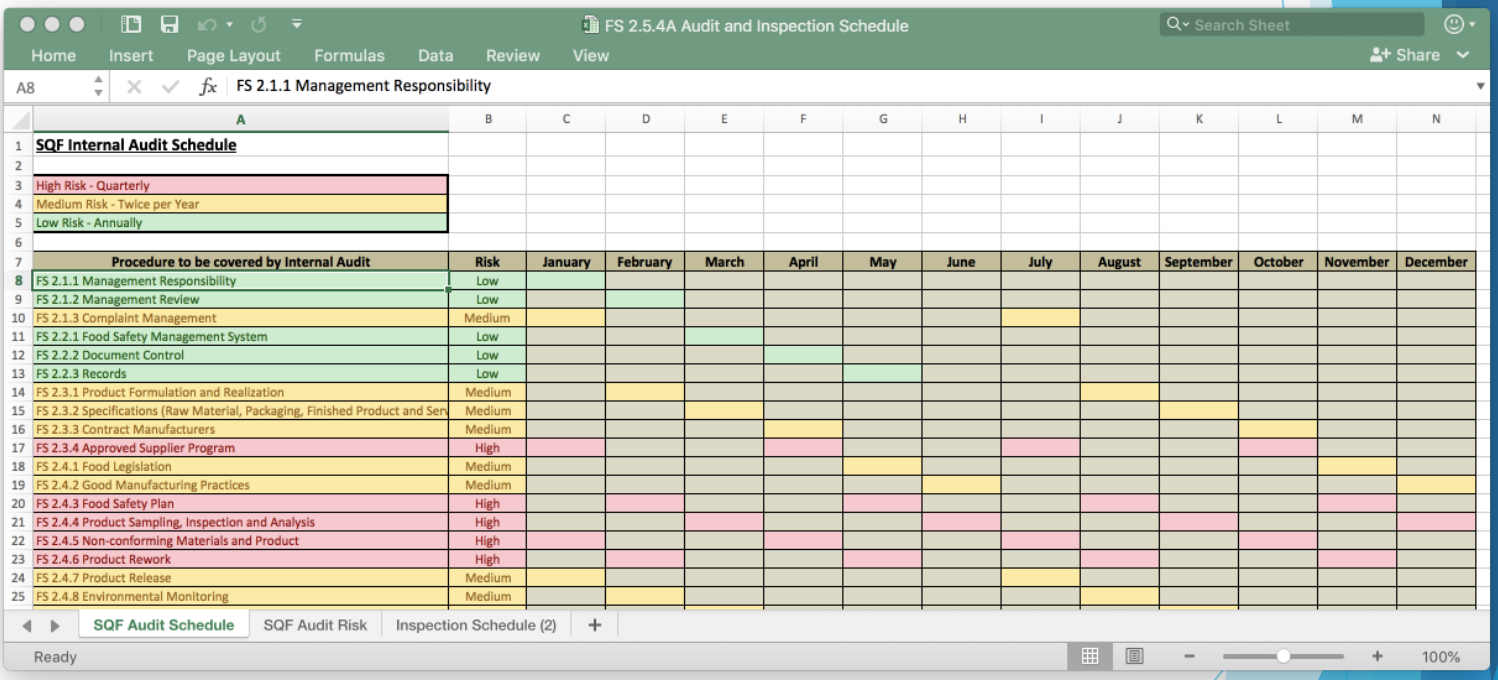
Internal Audit Procedure

Internal auditors are required to be trained and competent in internal audit procedures, and where practical independent of the function being audited.

Internal Auditors are responsible for carrying out the procedure as described below:

1. The site internal audit schedule determines which audits are to be carried out. Each audit is assigned to an auditor independent of that area whenever possible. The auditor must make sure they have the correct audit checklist form to carry out the audits.
2. A date and time for the audit to take place must be agreed with the department. A representative from the department must be present during the audit.
3. The auditor uses a specific audit form and checklist designed by the Quality Manager for each department or area. Objective evidence is recorded to verify compliance and/or non-compliance.
4. The audit report is rated based on the following criteria:
   - RED – Critical/Major Non-conformance(s) identified and imminent risk. Immediate documented Corrective Action is required and a written follow-up necessary.
   - AMBER – Minor Non-Conformance(s) identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
   - GREEN – Satisfactory or Positive with comments or suggestions for improvement
5. When the audit is completed and the report given a rating. Positive as well as negative comments are included in the report. Major Non-conformities are immediate highlighted to the department manager, who is responsible for the corrective and preventive action without undue delay.
6. The Department Manager reviews the audit findings with the auditor and agrees timescales to complete corrective action for the major and minor non-conformances.
7. The Department Manager then signs and retains a copy of the report which includes details of the non-conformances, proposed corrective actions and the agreed time scale to complete the corrective actions. If the audit rating is red then an immediate corrective action plan is reported to the Quality Manager.
8. The Departmental Manager is responsible for documenting the corrective actions taken for all the non-conformances raised.

Document Reference FS 2.5.4 Internal Audits
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager



FS 2.5.4A Audit and Inspection Schedule

A8: FS 2.1.1 Management Responsibility

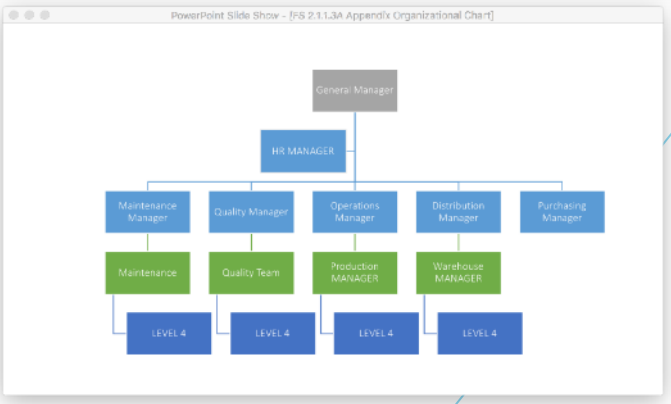
SQF Internal Audit Schedule

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

Procedure to be covered by Internal Audit	Risk	January	February	March	April	May	June	July	August	September	October	November	December
FS 2.1.1 Management Responsibility	Low												
FS 2.1.2 Management Review	Low												
FS 2.1.3 Complaint Management	Medium												
FS 2.2.1 Food Safety Management System	Low												
FS 2.2.2 Document Control	Low												
FS 2.2.3 Records	Low												
FS 2.3.1 Product Formulation and Realization	Medium												
FS 2.3.2 Specifications (Raw Material, Packaging, Finished Product and Ser	Medium												
FS 2.3.3 Contract Manufacturers	Medium												
FS 2.3.4 Approved Supplier Program	High												
FS 2.4.1 Food Legislation	Medium												
FS 2.4.2 Good Manufacturing Practices	Medium												
FS 2.4.3 Food Safety Plan	High												
FS 2.4.4 Product Sampling, Inspection and Analysis	High												
FS 2.4.5 Non-conforming Materials and Product	High												
FS 2.4.6 Product Rework	High												
FS 2.4.7 Product Release	Medium												
FS 2.4.8 Environmental Monitoring	Medium												

SQF Audit Schedule | SQF Audit Risk | Inspection Schedule (2)

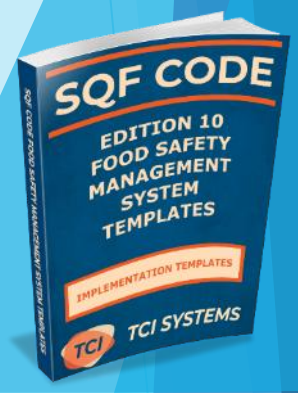
Ready



PowerPoint Slide Show - [FS 2.1.1.3A Appendix Organizational Chart]

These are the procedure templates for Sections
2.5 SQF System Verification
2.6 Product Traceability and Crisis Management
2.7 Food Defense and Food Fraud
2.8 Allergen Management
2.9 Training

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 Audit and Inspection Schedule
FS 2.6.1 Product Identification
FS 2.6.2 Product Trace
FS 2.6.2A Traceability System Diagram
FS 2.6.2B Batch Identification System
FS 2.6.3 Product Withdrawal and Recall
FS 2.6.3A Recall Template
FS 2.6.4 Crisis Management Planning
FS 2.7.1 Food Defense Plan
FS 2.7.1A Food Defense Threat Assessment
FS 2.7.2 Food Fraud
FS 2.7.2A Food Fraud Assessment Template
FS 2.8 Allergen Management
FS 2.8.1A Allergen Management Tool
FS 2.8.1B Allergen Clean Validation
FS 2.8.1C Allergen Clean Verification
FS 2.8.1D Ingredient Allergen Management - Color Coding
FS 2.8.1E Allergens
FS 2.8.1F Allergen Management Records
FS 2.9 Training
FS 2.9A Sample Work Instruction



PACKAGE DOCUMENT EXAMPLES

PowerPoint Slide Show - [FS 2.6.2A Traceability System Diagram]

FS 2.6.2A Traceability System Diagram

AFC

Product Trace

Introduction

The company has established, implemented, documented a trace system for all product components. This procedure defines how materials and finished products are uniquely identified and traceable as required by the Food Safety Management System and in compliance with all regulatory requirements in the country of production and sale.

Scope

This procedure applies to all process steps where controls are exerted include raw material intake, ingredients and packaging, work-in-progress, final product and dispatched shipment to customer.

Procedure

A system for identification and traceability of product batches is maintained which, in the event of food safety incidents will enable tracking of material batches (including processing aids) through to distributed batches of finished product using label detail and expiry code. For a traceability to be enacted the product expiry code must be known.

The company traceability system takes both the form of documented records and plc program, which enables a full product history to be produced in a timely manner.

Traceability records by Label and Expiry date are maintained and retained for all product batches. This allows the site to trace materials from goods receipt to customer for every delivery. Records are maintained of raw material and packaging usage and finished product volumes. Procedures ensure that label use is reconciled, and any inconsistencies investigated and resolved. Finished product labels are retained – see FS 2.6.3C Label Retention and Check.

Reworked material also remains identifiable and traceable. Where rework or any reworking operation is performed, traceability is maintained by completing traceability records to the finished product to ensure that product safety or legality is not compromised e.g. allergy status, identity preservation and ingredient declarations.

The traceability will provide details on all parts of the product from raw material intake through to filling time. The traceability entails tracing a product backwards from finished package to its raw materials, ensuring that all associated chemical, physical and microbiological tests, cleaning of equipment and all relevant paperwork has been completed and is within specification.

A mass balance exercise is conducted from of raw material and packaging usage and finished product volumes to ensure that all finished products are accounted for.

Document Reference FS 2.6.2 Product Trace
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

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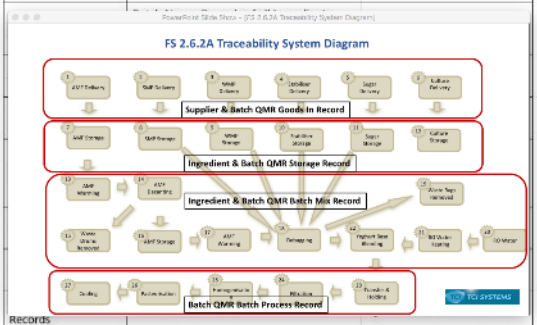
Product Trace

For all products, the following information is traceable from the product expiry code:

Stage	Details	Relevant Record
Raw Material Intake	Materials, Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Packaging Material, Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
		
Records		
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	Products, Customer & Location Time, Date, Label, Expiry Code, Amount	QMR Delivery Record

The effectiveness of the product trace system is reviewed at least annually as part of the product recall and withdrawal review. These exercises and any corrective actions are documented. Product trace tests are carried out on products from different shifts and for materials (including bulk materials) that are used across a range of products and/or products that are shipped to a wide range of customers.

Document Reference FS 2.6.2 Product Trace
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

2

Page 1 of 4 889 words English (United States) Text Predictions: On Accessibility: Unavailable

AFC

Batch Identification System

Traceability and Identification Recording - Batch Mixing Record

For all Ingredients Record – Product, Supplier, Batch Code, Amount

Batch numbering for each day starts at A and runs alphabetically from A to Z

Each batch code is identified by Date/Month/Year/Letter

For example, on 16th May 2025, 16May25A is the first batch of the day

Mix Number	Time	Product	Batch Number	Tank	Filler	Filler Start Time	Filler End Time
1	08:00	Product 1	16 May25A	1	1	09:00	10:00
2	09:00	Product 2	16 May25B	2	2	10:00	11:00
3	10:00	Product 3	16 May25C	3	3	11:00	12:00
4	11:00	Product 4	16 May25D	4	4	13:00	14:00
5	12:00	Product 5	16 May25E	5	5	14:00	15:00

The Batch number will then follow the product through the plant on each process/production log

Document Reference FS 2.6.2B Batch Identification System
Revision 0 11th March 2026
Owned by: Production Manager
Authorized by: Quality Manager

AFC

Label Retention and Check

Date:	17/10/24	Time:	06:00 Hrs	Line Number:	1	Sample:	Start Up
						Check and Sign	
						Operator 1	Anne Operator
						Operator 2	Arno Operator
						Supervisor	Sue Pervisor

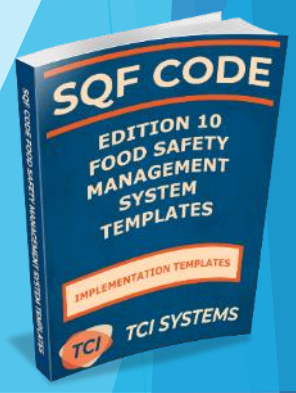
Date:	17/10/24	Time:	08:00 Hrs	Line Number:	1	Sample:	Reel Change
						Check and Sign	
						Operator 1	Anne Operator
						Operator 2	Arno Operator
						Supervisor	Sue Pervisor

Production Manager Check	Date:	17/10/24	Time:	17:00Hrs	Sign:	Paul Manager

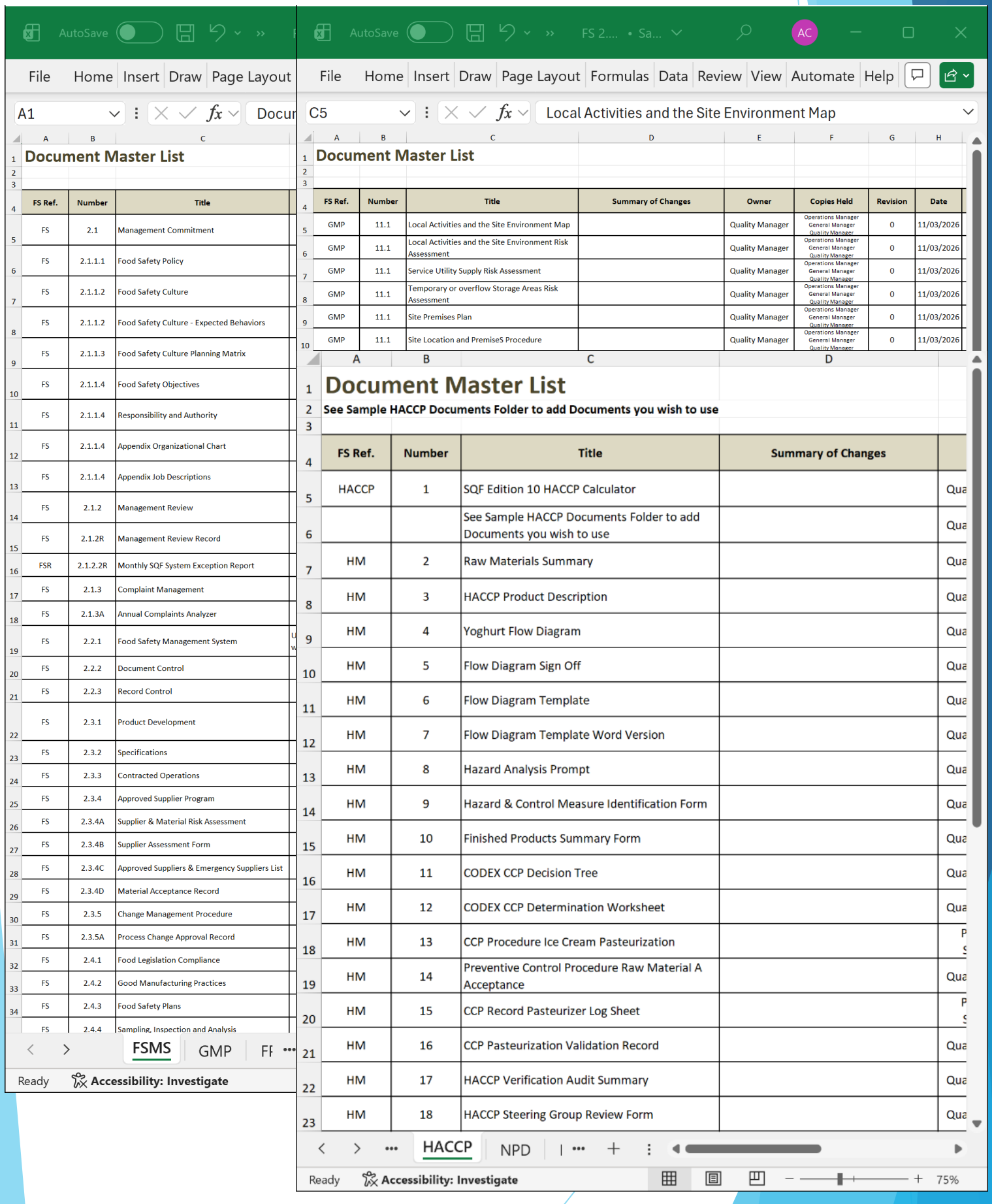
Document Reference FS 2.6.2C Label Retention and Check
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

These are the procedure templates for Module 11: Good Manufacturing Practices for Processing of Food Products

GMP 11.1.1 Site Location and Premises including:
Building Materials
Lighting and Light Fittings
Inspection/Quality Control Area
Dust, Insect, and Pest Proofing
Ventilation
Equipment and Utensils
Grounds and Roadways
GMP 11.1A Site Premises Plan
GMP 11.2.1 Repairs and Maintenance
GMP 11.2.2 Maintenance Staff and Contractors
GMP 11.2.3 Calibration
GMP 11.2.4 Pest Prevention
GMP 11.2.5 Cleaning and Sanitation
GMP 11.3 Personnel Hygiene and Welfare including:
Hand Washing
Clothing and Personal Effects
Visitors
Staff Amenities
GMP 11.3A Protective Clothing Risk Assessment
GMP 11.4 Hygiene Policy
GMP 11.4 Personnel Processing Practices
GMP 11.5 Water, Ice and Air Supply GMP 11.6 Receipt, Storage and Transport including:
Receipt, Storage and Handling of Goods
Cold Storage, Freezing and Chilling of Foods
Storage of Dry Ingredients, Packaging, and Shelf Stable Packaged Goods
Storage of Hazardous Chemicals and Toxic Substances
Loading, Transport and Unloading Practices
GMP 11.7.1 Separation of Functions & High-Risk Processes
GMP 11.7.1A Personnel High Risk Hygiene Barrier
GMP 11.7.2 Thawing of Food
GMP 11.7.3 Control of Foreign Matter Contamination
GMP 11.7.3A Glass Policy
GMP 11.7.3B Control of Brittle Materials
GMP 11.7.3C Glass & Brittle Material Breakage Procedure
GMP 11.7.3D Control of Knives
GMP 11.7.4 Detection of Foreign Objects
GMP 11.8 Waste Disposal



Registers of Master Documents are included in this SQF Edition 10 Templates Package



Document Master List

FS Ref.	Number	Title
FS	2.1	Management Commitment
FS	2.1.1.1	Food Safety Policy
FS	2.1.1.2	Food Safety Culture
FS	2.1.1.2	Food Safety Culture - Expected Behaviors
FS	2.1.1.3	Food Safety Culture Planning Matrix
FS	2.1.1.4	Food Safety Objectives
FS	2.1.1.4	Responsibility and Authority
FS	2.1.1.4	Appendix Organizational Chart
FS	2.1.1.4	Appendix Job Descriptions
FS	2.1.2	Management Review
FS	2.1.2R	Management Review Record
FSR	2.1.2.2R	Monthly SQF System Exception Report
FS	2.1.3	Complaint Management
FS	2.1.3A	Annual Complaints Analyzer
FS	2.2.1	Food Safety Management System
FS	2.2.2	Document Control
FS	2.2.3	Record Control
FS	2.3.1	Product Development
FS	2.3.2	Specifications
FS	2.3.3	Contracted Operations
FS	2.3.4	Approved Supplier Program
FS	2.3.4A	Supplier & Material Risk Assessment
FS	2.3.4B	Supplier Assessment Form
FS	2.3.4C	Approved Suppliers & Emergency Suppliers List
FS	2.3.4D	Material Acceptance Record
FS	2.3.5	Change Management Procedure
FS	2.3.5A	Process Change Approval Record
FS	2.4.1	Food Legislation Compliance
FS	2.4.2	Good Manufacturing Practices
FS	2.4.3	Food Safety Plans
FS	2.4.4	Sampling, Inspection and Analysis

FSMS | GMP | FF

Ready Accessibility: Investigate

Document Master List

FS Ref.	Number	Title	Summary of Changes	Owner	Copies Held	Revision	Date
GMP	11.1	Local Activities and the Site Environment Map		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026
GMP	11.1	Local Activities and the Site Environment Risk Assessment		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026
GMP	11.1	Service Utility Supply Risk Assessment		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026
GMP	11.1	Temporary or overflow Storage Areas Risk Assessment		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026
GMP	11.1	Site Premises Plan		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026
GMP	11.1	Site Location and PremiseS Procedure		Quality Manager	Operations Manager General Manager Quality Manager	0	11/03/2026

Document Master List

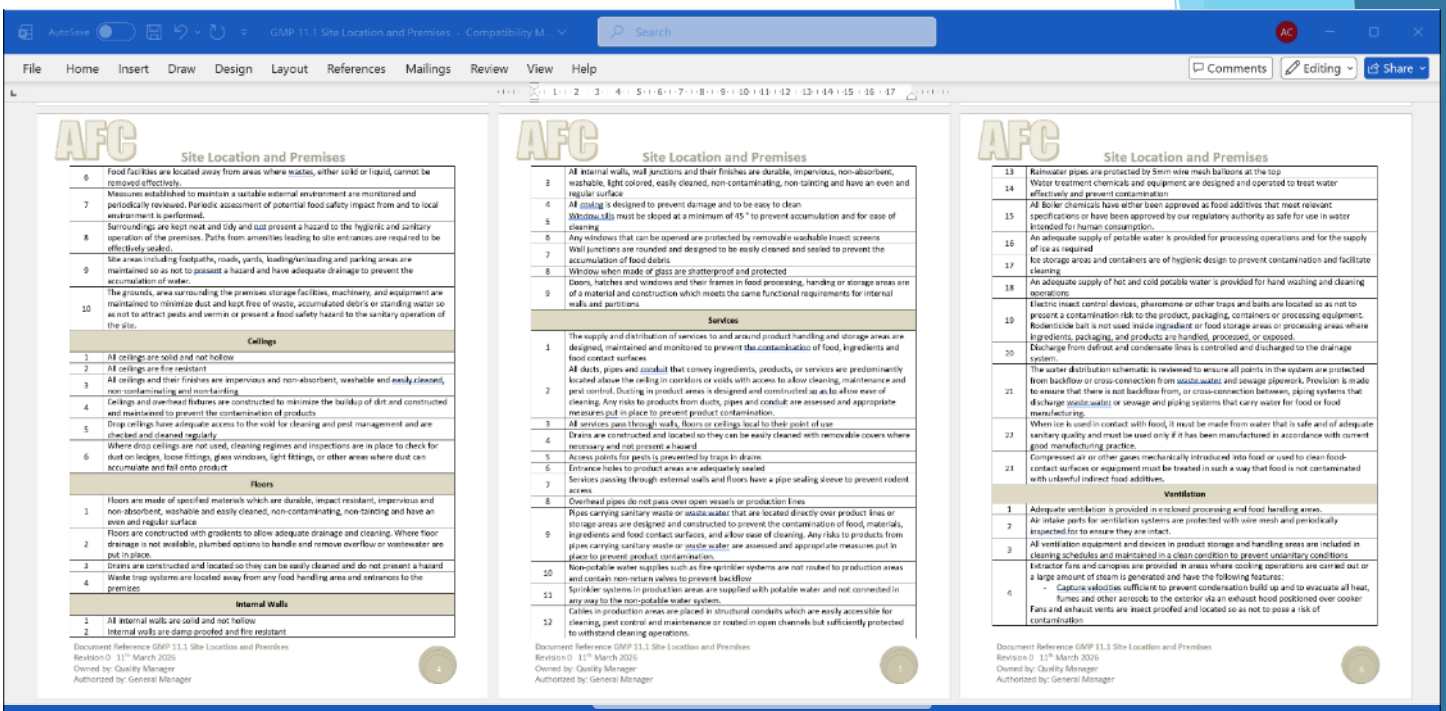
See Sample HACCP Documents Folder to add Documents you wish to use

FS Ref.	Number	Title	Summary of Changes
HACCP	1	SQF Edition 10 HACCP Calculator	
		See Sample HACCP Documents Folder to add Documents you wish to use	
HM	2	Raw Materials Summary	
HM	3	HACCP Product Description	
HM	4	Yoghurt Flow Diagram	
HM	5	Flow Diagram Sign Off	
HM	6	Flow Diagram Template	
HM	7	Flow Diagram Template Word Version	
HM	8	Hazard Analysis Prompt	
HM	9	Hazard & Control Measure Identification Form	
HM	10	Finished Products Summary Form	
HM	11	CODEX CCP Decision Tree	
HM	12	CODEX CCP Determination Worksheet	
HM	13	CCP Procedure Ice Cream Pasteurization	
HM	14	Preventive Control Procedure Raw Material A Acceptance	
HM	15	CCP Record Pasteurizer Log Sheet	
HM	16	CCP Pasteurization Validation Record	
HM	17	HACCP Verification Audit Summary	
HM	18	HACCP Steering Group Review Form	

HACCP | NPD

Ready Accessibility: Investigate 75%

PACKAGE DOCUMENT EXAMPLES



Site Location and Premises

6	Food facilities are located away from areas where wastes, either solid or liquid, cannot be removed effectively.
7	Measures established to maintain a suitable external environment are monitored and periodically reviewed. Periodic assessment of potential food safety impact from and to local environment is performed.
8	Surroundings are kept neat and tidy and not present a hazard to the hygienic and sanitary operation of the premises. Paths from amenities leading to site entrances are required to be effectively sealed.
9	Site areas including footpaths, roads, yards, loading/unloading and parking areas are maintained so as not to present a hazard and have adequate drainage to prevent the accumulation of water.
10	The grounds, area surrounding the premises storage facilities, machinery, and equipment are maintained to minimize dust and kept free of waste, accumulated debris or standing water so as not to attract pests and vermin or present a food safety hazard to the sanitary operation of the site.
	Ceilings
1	All ceilings are solid and not hollow
2	All ceilings are fire resistant
3	All ceilings and their finishes are impervious and non-absorbent, washable and easily cleaned, non-contaminating and non-tainting
4	Ceilings and overhead fixtures are constructed to minimize the buildup of dirt and constructed and maintained to prevent the contamination of products
5	Drop ceilings have adequate access to the void for cleaning and pest management and are checked and cleaned regularly
6	Where drop ceilings are not used, cleaning regimes and inspections are in place to check for dust on ledges, loose fittings, glass windows, light fittings, or other areas where dust can accumulate and fall onto product
	Floors
1	Floors are made of specified materials which are durable, impact resistant, impervious and non-absorbent, washable and easily cleaned, non-contaminating, non-tainting and have an even and regular surface
2	Floors are constructed with gradients to allow adequate drainage and cleaning. Where floor drainage is not available, plumbed options to handle and remove overflow or wastewater are put in place.
3	Drains are constructed and located so they can be easily cleaned and do not present a hazard
4	Waste trap systems are located away from any food handling area and entrances to the premises
	Internal Walls
1	All internal walls are solid and not hollow
2	Internal walls are damp proofed and fire resistant

Document Reference GMP 11.1 Site Location and Premises
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Site Location and Premises

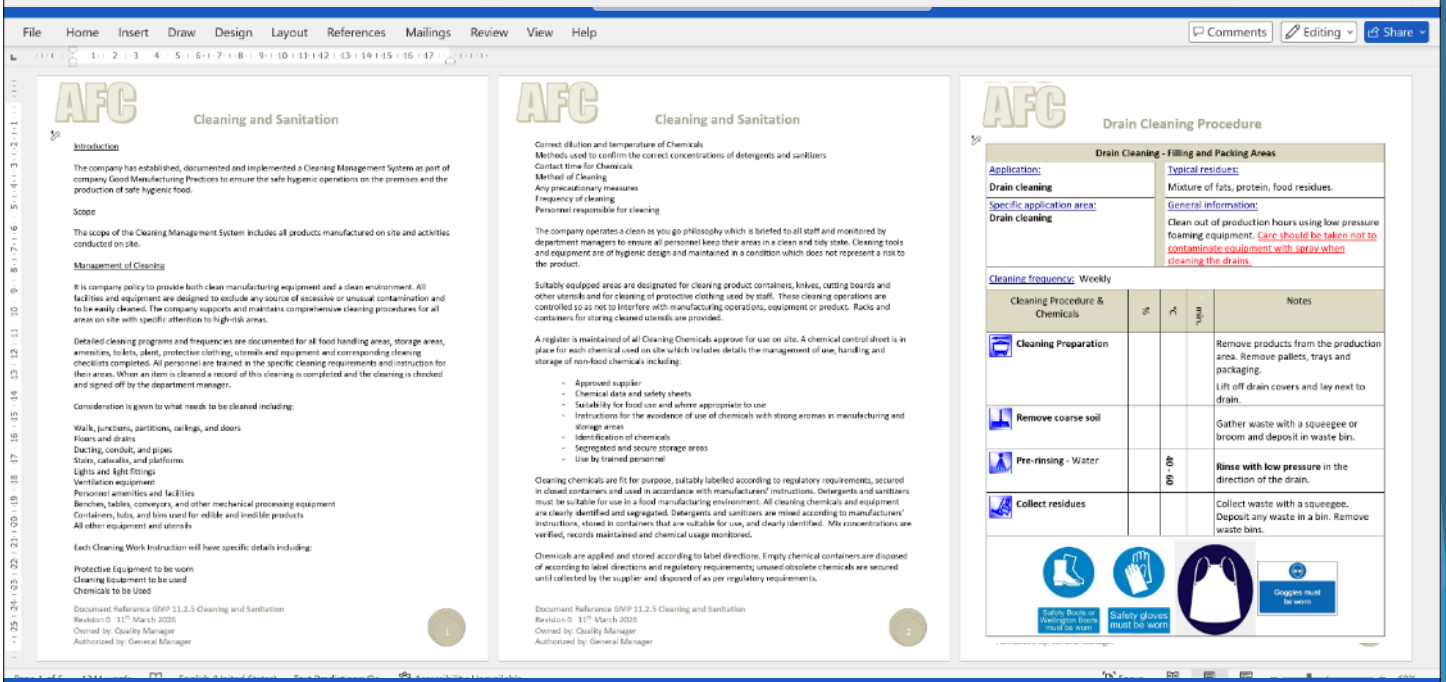
3	All internal walls, wall junctions and their finishes are durable, impervious, non-absorbent, washable, light colored, easily cleaned, non-contaminating, non-tainting and have an even and regular surface
4	All coving is designed to prevent damage and to be easy to clean
5	Window sills must be sloped at a minimum of 45 ° to prevent accumulation and for ease of cleaning
6	Any windows that can be opened are protected by removable washable insect screens
7	Wall junctions are rounded and designed to be easily cleaned and sealed to prevent the accumulation of food debris
8	Window when made of glass are shatterproof and protected
9	Doors, hatches and windows and their frames in food processing, handing or storage areas are of a material and construction which meets the same functional requirements for internal walls and partitions
	Services
1	The supply and distribution of services to and around product handling and storage areas are designed, maintained and monitored to prevent the contamination of food, ingredients and food contact surfaces
2	All ducts, pipes and conduit that convey ingredients, products, or services are predominantly located above the ceiling in corridors or voids with access to allow cleaning, maintenance and pest control. Ducting in product areas is designed and constructed so as to allow ease of cleaning. Any risks to products from ducts, pipes and conduit are assessed and appropriate measures put in place to prevent product contamination.
3	All services pass through walls, floors or ceilings local to their point of use
4	Drains are constructed and located so they can be easily cleaned with removable covers where necessary and not present a hazard
5	Access points for pests is prevented by traps in drains
6	Entrance holes to product areas are adequately sealed
7	Services passing through external walls and floors have a pipe sealing sleeve to prevent rodent access
8	Overhead pipes do not pass over open vessels or production lines
9	Pipes carrying sanitary waste or waste water that are located directly over product lines or storage areas are designed and constructed to prevent the contamination of food, materials, ingredients and food contact surfaces, and allow ease of cleaning. Any risks to products from pipes carrying sanitary waste or waste water are assessed and appropriate measures put in place to prevent product contamination.
10	Non-potable water supplies such as fire sprinkler systems are not routed to production areas and contain non-return valves to prevent backflow
11	Sprinkler systems in production areas are supplied with potable water and not connected in any way to the non-potable water system.
12	Cables in production areas are placed in structural conduits which are easily accessible for cleaning, pest control and maintenance or routed in open channels but sufficiently protected to withstand cleaning operations.

Document Reference GMP 11.1 Site Location and Premises
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Site Location and Premises

13	Rainwater pipes are protected by 5mm wire mesh balloons at the top
14	Water treatment chemicals and equipment are designed and operated to treat water effectively and prevent contamination
15	All Boiler chemicals have either been approved as food additives that meet relevant specifications or have been approved by our regulatory authority as safe for use in water intended for human consumption.
16	An adequate supply of potable water is provided for processing operations and for the supply of ice as required
17	Ice storage areas and containers are of hygienic design to prevent contamination and facilitate cleaning
18	An adequate supply of hot and cold potable water is provided for hand washing and cleaning operations
19	Electric insect control devices, pheromone or other traps and baits are located so as not to present a contamination risk to the product, packaging, containers or processing equipment. Rodenticide bait is not used inside ingredient or food storage areas or processing areas where ingredients, packaging, and products are handled, processed, or exposed.
20	Discharge from defrost and condensate lines is controlled and discharged to the drainage system.
21	The water distribution schematic is reviewed to ensure all points in the system are protected from backflow or cross-connection from waste water and sewage pipework. Provision is made to ensure that there is not backflow from, or cross-connection between, piping systems that discharge waste water or sewage and piping systems that carry water for food or food manufacturing.
22	When ice is used in contact with food, it must be made from water that is safe and of adequate sanitary quality and must be used only if it has been manufactured in accordance with current good manufacturing practice.
23	Compressed air or other gases mechanically introduced into food or used to clean food-contact surfaces or equipment must be treated in such a way that food is not contaminated with unlawful indirect food additives.
	Ventilation
1	Adequate ventilation is provided in enclosed processing and food handling areas.
2	Air intake ports for ventilation systems are protected with wire mesh and periodically inspected for to ensure they are intact.
3	All ventilation equipment and devices in product storage and handling areas are included in cleaning schedules and maintained in a clean condition to prevent unsanitary conditions
4	Extractor fans and canopies are provided in areas where cooking operations are carried out or a large amount of steam is generated and have the following features: - Capture velocities sufficient to prevent condensation build up and to evacuate all heat, fumes and other aerosols to the exterior via an exhaust hood positioned over cooker Fans and exhaust vents are insect proofed and located so as not to pose a risk of contamination

Document Reference GMP 11.1 Site Location and Premises
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager



Cleaning and Sanitation

Introduction

The company has established, documented and implemented a Cleaning Management System as part of company Good Manufacturing Practices to ensure the safe hygienic operations on the premises and the production of safe hygienic food.

Scope

The scope of the Cleaning Management System includes all products manufactured on site and activities conducted on site.

Management of Cleaning

It is company policy to provide both clean manufacturing equipment and a clean environment. All facilities and equipment are designed to exclude any source of excessive or unusual contamination and to be easily cleaned. The company supports and maintains comprehensive cleaning procedures for all areas on site with specific attention to high-risk areas.

Detailed cleaning programs and frequencies are documented for all food handling areas, storage areas, amenities, toilets, plant, protective clothing, utensils and equipment and corresponding cleaning checklists completed. All personnel are trained in the specific cleaning requirements and instruction for their areas. When an item is cleaned a record of this cleaning is completed and the cleaning is checked and signed off by the department manager.

Consideration is given to what needs to be cleaned including:

Walls, junctions, partitions, ceilings, and doors
Floors and drains
Ducting, conduit, and pipes
Stairs, catwalks, and platforms
Lights and light fittings
Ventilation equipment
Personnel amenities and facilities
Benches, tables, conveyors, and other mechanical processing equipment
Containers, tubs, and bins used for edible and inedible products
All other equipment and utensils

Each Cleaning Work Instruction will have specific details including:

Protective Equipment to be worn
Cleaning Equipment to be used
Chemicals to be Used

Document Reference GMP 11.2.5 Cleaning and Sanitation
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Cleaning and Sanitation

Correct dilution and temperature of Chemicals
Methods used to confirm the correct concentrations of detergents and sanitizers
Contact time for Chemicals
Method of Cleaning
Any precautionary measures
Frequency of cleaning
Personnel responsible for cleaning

The company operates a clean as you go philosophy which is briefed to all staff and monitored by department managers to ensure all personnel keep their areas in a clean and tidy state. Cleaning tools and equipment are of hygienic design and maintained in a condition which does not represent a risk to the product.

Suitably equipped areas are designated for cleaning product containers, knives, cutting boards and other utensils and for cleaning of protective clothing used by staff. These cleaning operations are controlled so as not to interfere with manufacturing operations, equipment or product. Racks and containers for storing cleaned utensils are provided.

A register is maintained of all Cleaning Chemicals approve for use on site. A chemical control sheet is in place for each chemical used on site which includes details the management of use, handling and storage of non-food chemicals including:

- Approved supplier
- Chemical data and safety sheets
- Suitability for food use and where appropriate to use
- Instructions for the avoidance of use of chemicals with strong aromas in manufacturing and storage areas
- Identification of chemicals
- Segregated and secure storage areas
- Use by trained personnel

Cleaning chemicals are fit for purpose, suitably labelled according to regulatory requirements, secured in closed containers and used in accordance with manufacturers' instructions. Detergents and sanitizers must be suitable for use in a food manufacturing environment. All cleaning chemicals and equipment are clearly identified and segregated. Detergents and sanitizers are mixed according to manufacturers' instructions, stored in containers that are suitable for use, and clearly identified. Mix concentrations are verified, records maintained and chemical usage monitored.

Chemicals are applied and stored according to label directions. Empty chemical containers are disposed of according to label directions and regulatory requirements; unused obsolete chemicals are secured until collected by the supplier and disposed of as per regulatory requirements.

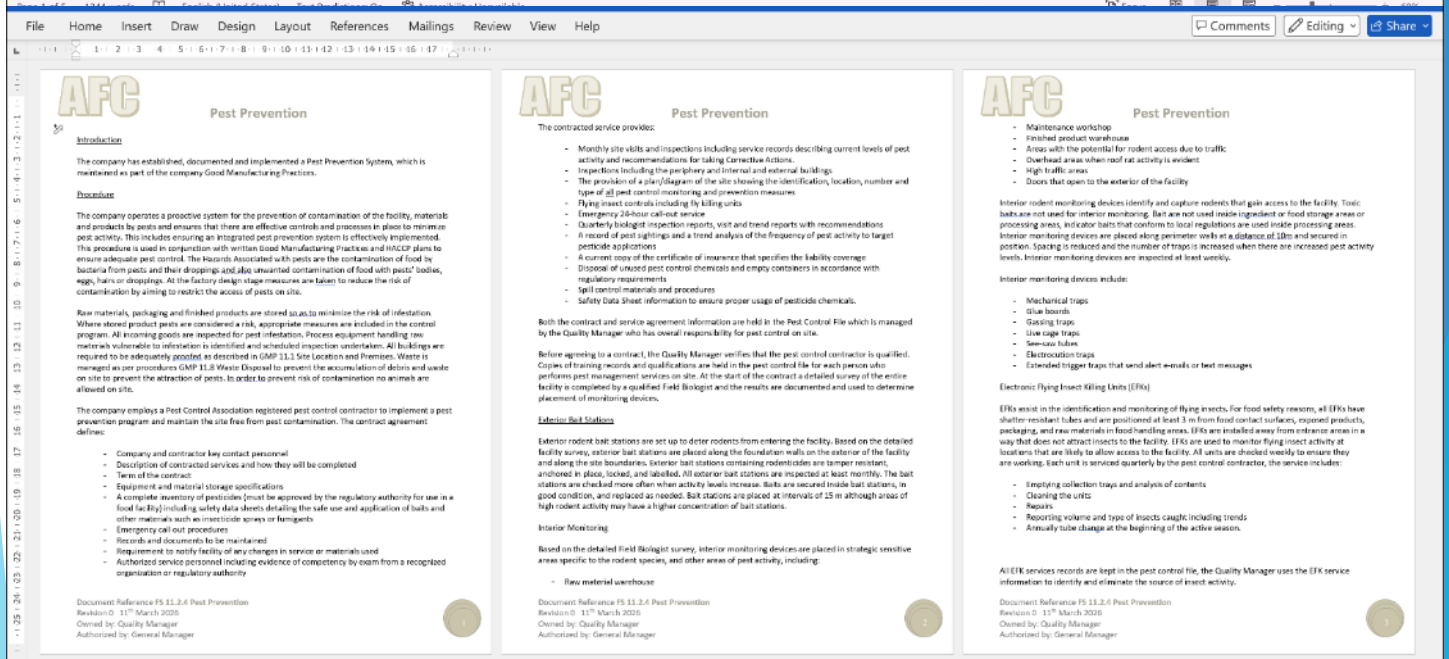
Document Reference GMP 11.2.5 Cleaning and Sanitation
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Drain Cleaning Procedure

Drain Cleaning - Filling and Packing Areas	
Application: **Drain cleaning**	Typical residues: Mixture of fats, protein, food residues.
Specific application area: **Drain cleaning**	General information: Clean out of production hours using low pressure foaming equipment. Care should be taken not to contaminate equipment with spray when cleaning the drains.

Cleaning frequency: Weekly

Cleaning Procedure & Chemicals	%	Dilution	Temp	Notes
Cleaning Preparation				Remove products from the production area. Remove pallets, trays and packaging. Lift off drain covers and lay next to drain.
Remove coarse soil				Gather waste with a squeegee or broom and deposit in waste bin.
Pre-rinsing - Water		40-60		**Rinse with low pressure** in the direction of the drain.
Collect residues				Collect waste with a squeegee. Deposit any waste in a bin. Remove waste bins.



Pest Prevention

Introduction

The company has established, documented and implemented a Pest Prevention System, which is maintained as part of the company Good Manufacturing Practices.

Procedure

The company operates a proactive system for the prevention of contamination of the facility, materials and products by pests and ensures that there are effective controls and processes in place to minimize pest activity. This includes ensuring an integrated pest prevention system is effectively implemented. This procedure is used in conjunction with written Good Manufacturing Practices and HACCP plans to ensure adequate pest control. The Hazards Associated with pests are the contamination of food by bacteria from pests and their droppings and also unwanted contamination of food with pests' bodies, eggs, hairs or droppings. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site.

Raw materials, packaging and finished products are stored so as to minimize the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control program. All incoming goods are inspected for pest infestation. Process equipment handling raw materials vulnerable to infestation is identified and scheduled inspection undertaken. All buildings are required to be adequately proofed as described in GMP 11.1 Site Location and Premises. Waste is managed as per procedures GMP 11.8 Waste Disposal to prevent the accumulation of debris and waste on site to prevent the attraction of pests. In order to prevent risk of contamination no animals are allowed on site.

The company employs a Pest Control Association registered pest control contractor to implement a pest prevention program and maintain the site free from pest contamination. The contract agreement defines:

- Company and contractor key contact personnel
- Description of contracted services and how they will be completed
- Term of the contract
- Equipment and material storage specifications
- A complete inventory of pesticides [must be approved by the regulatory authority for use in a food facility] including safety data sheets detailing the safe use and application of baits and other materials such as insecticide sprays or fumigants
- Emergency call out procedures
- Records and documents to be maintained
- Requirement to notify facility of any changes in service or materials used
- Authorized service personnel including evidence of competency by exam from a recognized organization or regulatory authority

Document Reference FS 11.2.4 Pest Prevention
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Pest Prevention

The contracted service provides:

- Monthly site visits and inspections including service records describing current levels of pest activity and recommendations for taking Corrective Actions.
- Inspections including the periphery and internal and external buildings
- The provision of a plan/diagram of the site showing the identification, location, number and type of all pest control monitoring and prevention measures
- Flying insect controls including fly killing units
- Emergency 24-hour call-out service
- Quarterly biologist inspection reports, visit and trend reports with recommendations
- A record of pest sightings and a trend analysis of the frequency of pest activity to target pesticide applications
- A current copy of the certificate of insurance that specifies the liability coverage
- Disposal of unused pest control chemicals and empty containers in accordance with regulatory requirements
- Spill control materials and procedures
- Safety Data Sheet information to ensure proper usage of pesticide chemicals.

Both the contract and service agreement information are held in the Pest Control File which is managed by the Quality Manager who has overall responsibility for pest control on site.

Before agreeing to a contract, the Quality Manager verifies that the pest control contractor is qualified. Copies of training records and qualifications are held in the pest control file for each person who performs pest management services on site. At the start of the contract a detailed survey of the entire facility is completed by a qualified Field Biologist and the results are documented and used to determine placement of monitoring devices.

Exterior Bait Stations

Exterior rodent bait stations are set up to deter rodents from entering the facility. Based on the detailed facility survey, exterior bait stations are placed along the foundation walls on the exterior of the facility and along the site boundaries. Exterior bait stations containing rodenticides are tamper resistant, anchored in place, locked, and labelled. All exterior bait stations are inspected at least monthly. The bait stations are checked more often when activity levels increase. Baits are secured inside bait stations, in good condition, and replaced as needed. Bait stations are placed at intervals of 15 m although areas of high rodent activity may have a higher concentration of bait stations.

Interior Monitoring

Based on the detailed Field Biologist survey, interior monitoring devices are placed in strategic sensitive areas specific to the rodent species, and other areas of pest activity, including:

- Raw material warehouse

Document Reference FS 11.2.4 Pest Prevention
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Pest Prevention

- Maintenance workshop
- Finished product warehouse
- Areas with the potential for rodent access due to traffic
- Overhead areas when roof rat activity is evident
- High traffic areas
- Doors that open to the exterior of the facility

Interior rodent monitoring devices identify and capture rodents that gain access to the facility. Toxic baits are not used for interior monitoring. Bait are not used inside ingredient or food storage areas or processing areas, indicator baits that conform to local regulations are used inside processing areas. Interior monitoring devices are placed along perimeter walls at a distance of 10m and secured in position. Spacing is reduced and the number of traps is increased when there are increased pest activity levels. Interior monitoring devices are inspected at least weekly.

Interior monitoring devices include:

- Mechanical traps
- Glue boards
- Gassing traps
- Live cage traps
- See-saw tubes
- Electrocution traps
- Extended trigger traps that send alert e-mails or text messages

Electronic Flying Insect Killing Units (EFKs)

EFKs assist in the identification and monitoring of flying insects. For food safety reasons, all EFKs have shatter-resistant tubes and are positioned at least 3 m from food contact surfaces, exposed products, packaging, and raw materials in food handling areas. EFKs are installed away from entrance areas in a way that does not attract insects to the facility. EFKs are used to monitor flying insect activity at locations that are likely to allow access to the facility. All units are checked weekly to ensure they are working. Each unit is serviced quarterly by the pest control contractor, the service includes:

- Emptying collection trays and analysis of contents
- Cleaning the units
- Repairs
- Reporting volume and type of insects caught including trends
- Annually tube change at the beginning of the active season.

All EFK services records are kept in the pest control file, the Quality Manager uses the EFK service information to identify and eliminate the source of insect activity.

Document Reference FS 11.2.4 Pest Prevention
Revision 0 11th March 2026
Owned by: Quality Manager
Authorized by: General Manager

Supplementary HACCP Documents, Guidance and Tools

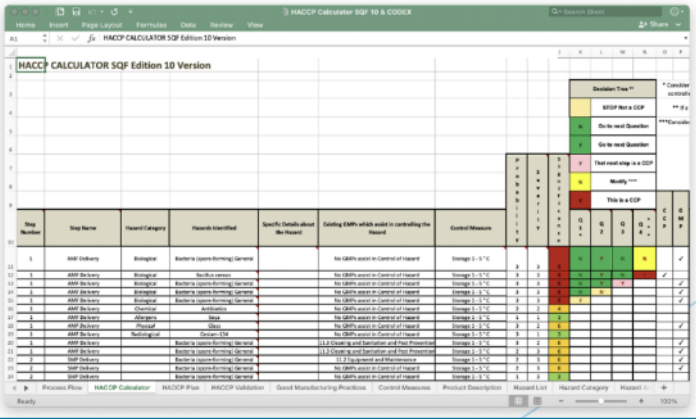
The HACCP Calculator and Instructions

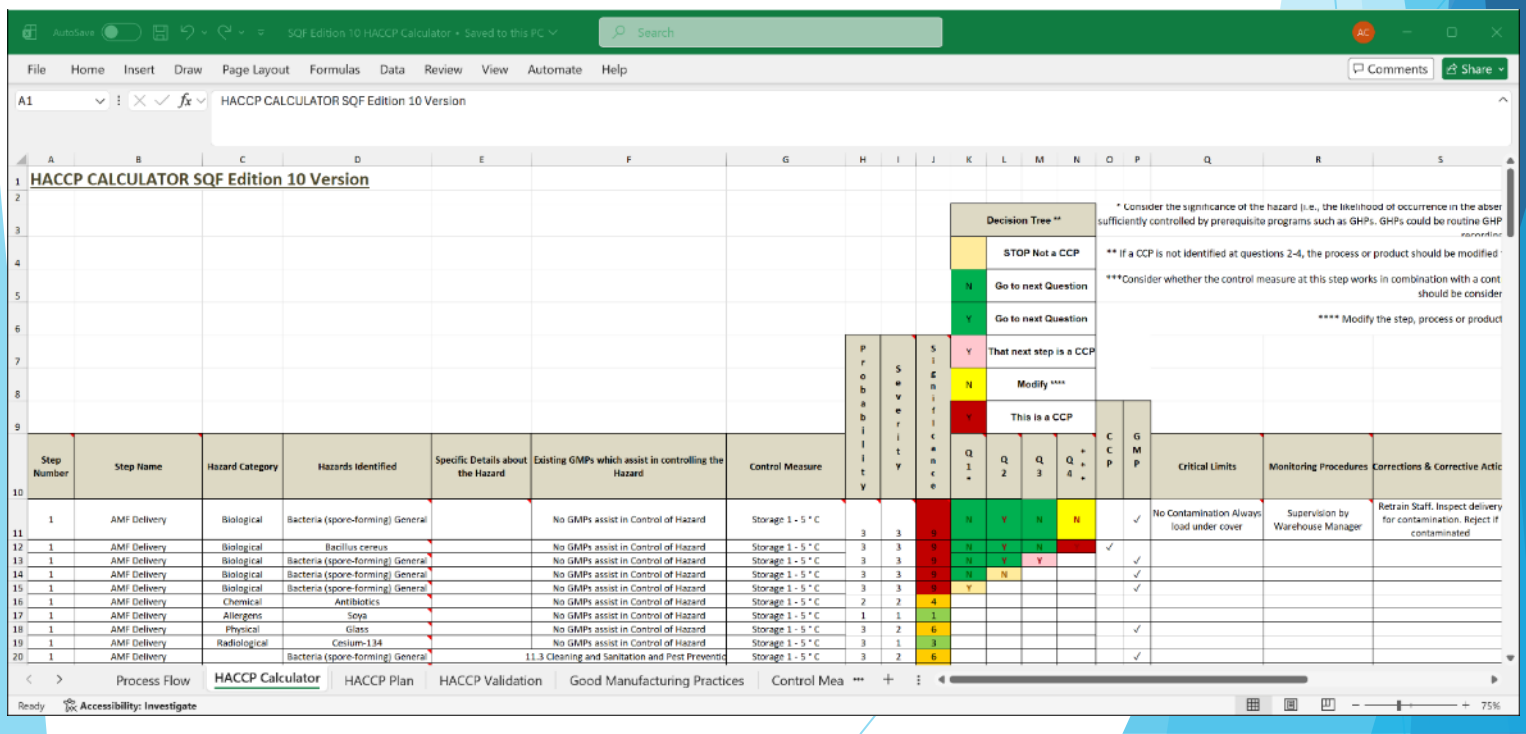
HACCP Calculator based SQF Edition 10 requirements and the latest CODEX General Principles of Food Hygiene Chapter Two HACCP System and Guidelines for its Application including a new Decision Tree.

TCI SYSTEMS

HACCP Calculator Instructions

SQF 10 & CODEX



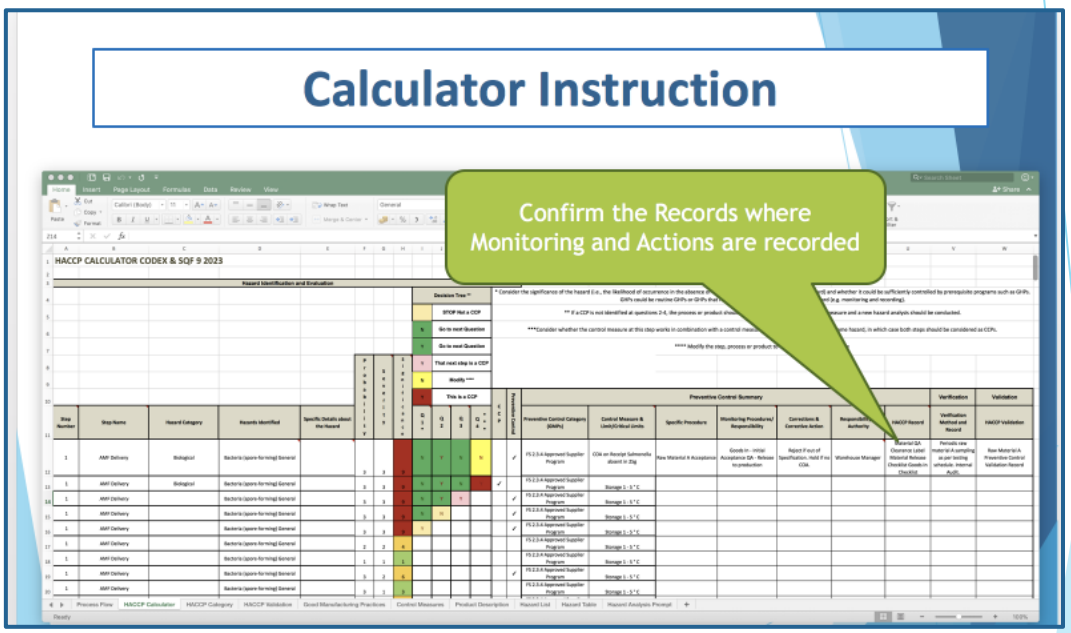


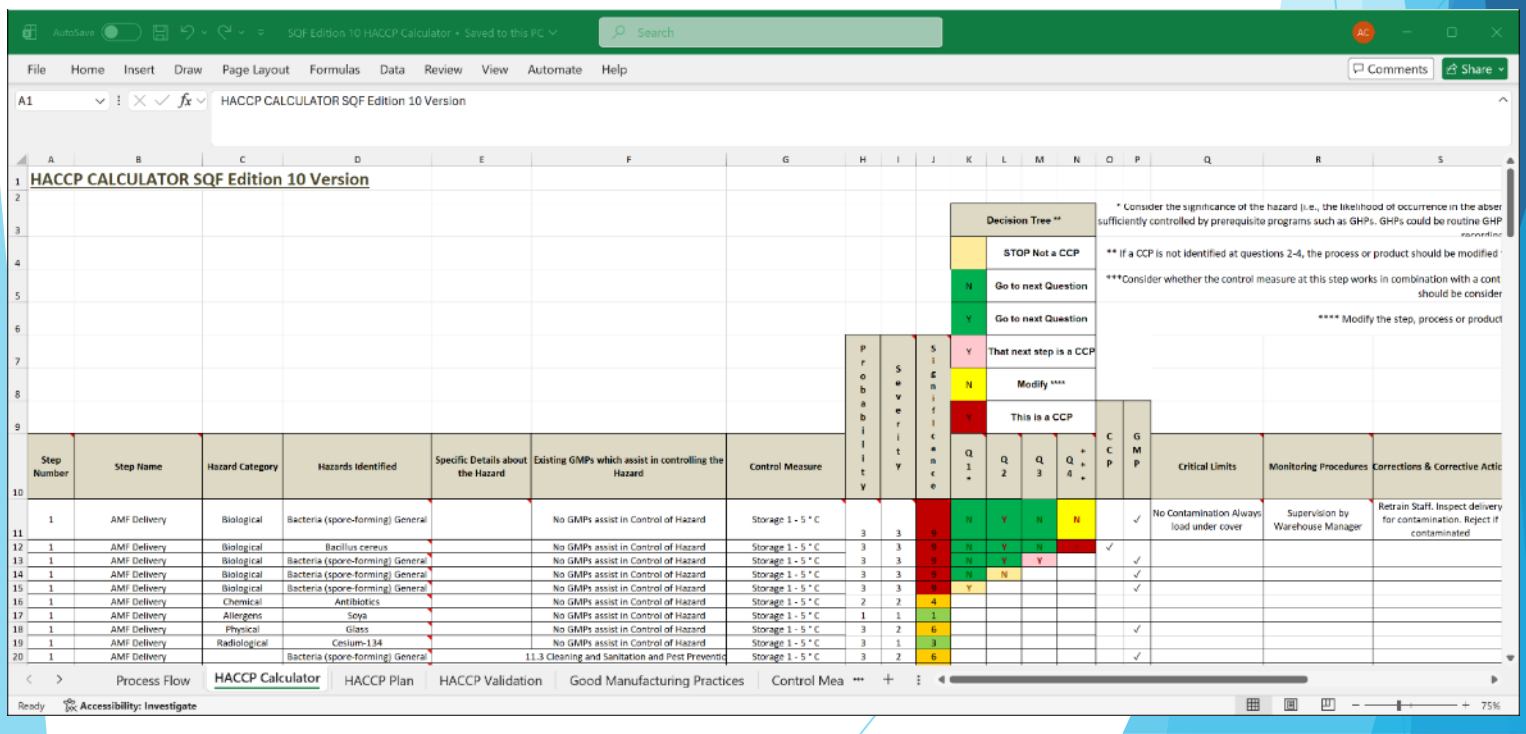
The HACCP Calculator is a tool that allows you to present you Hazard Analysis in a clear and logical manner.

From the process flow you select hazards and assess them to identify significant hazards.

You then use the in-built CODEX Decision Tree questions to determine your Critical Control Points.

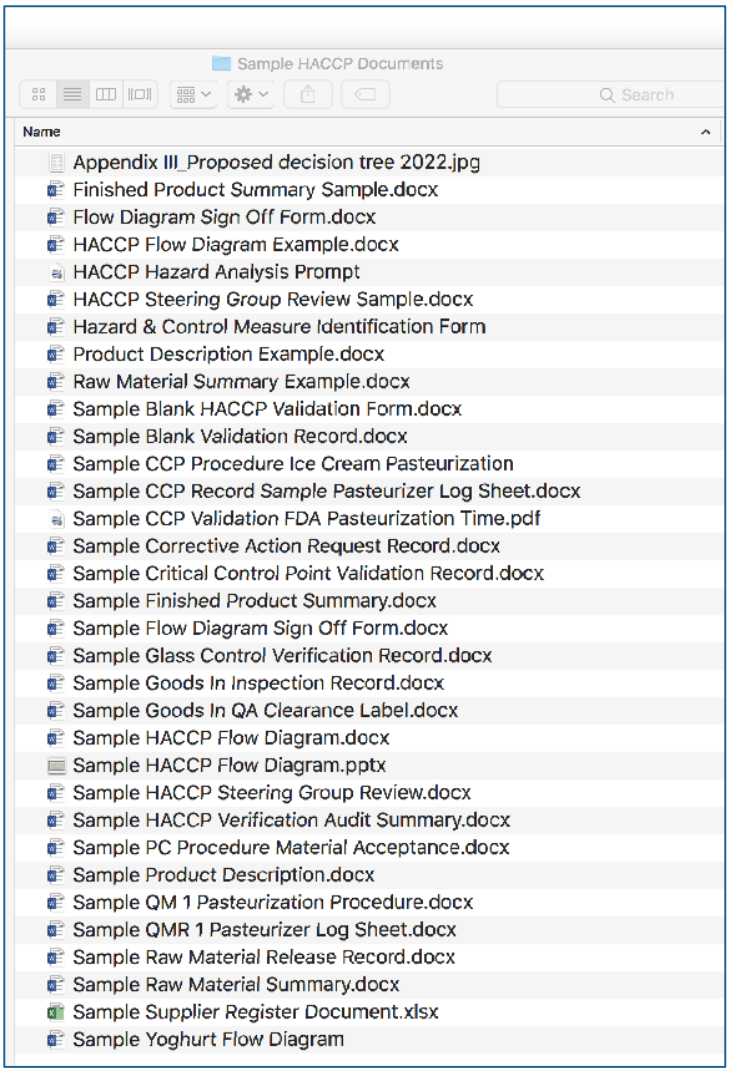
Following that the HACCP Calculator assists in developing Food Safety Plans to control Significant Hazards.

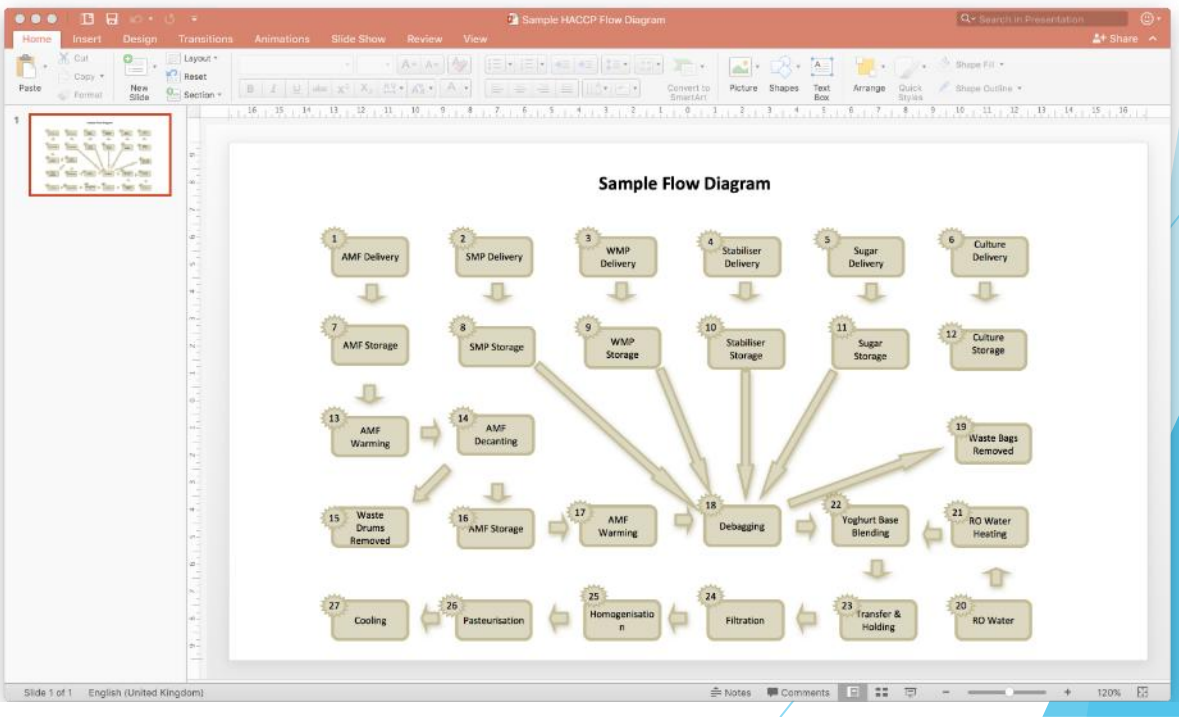


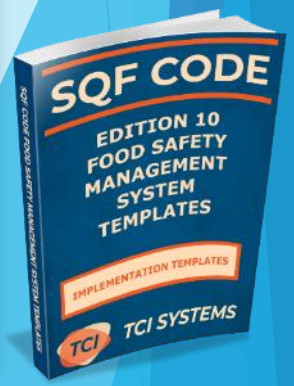


Supplementary HACCP Documents, Guidance and Tools

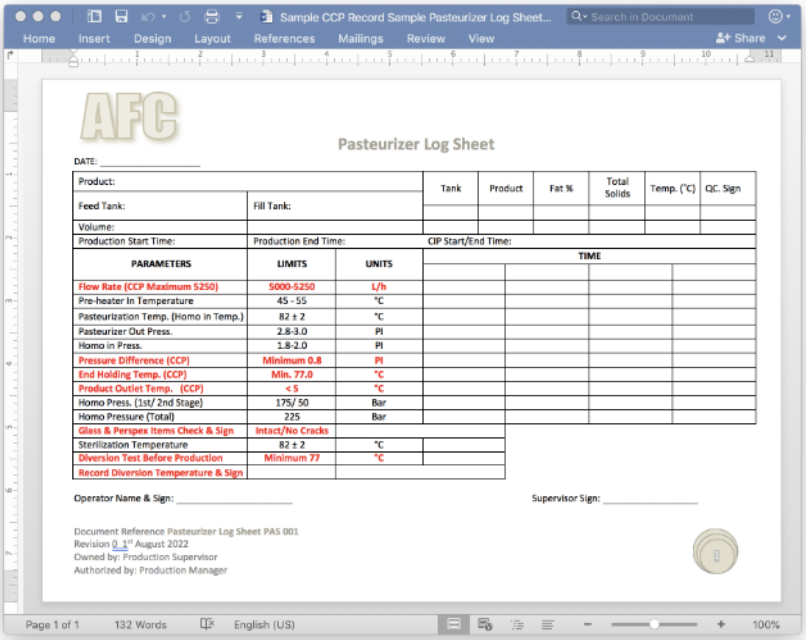
Useful additional HACCP Documents are included







There are supplementary HACCP document templates including Flow Diagrams, Product Description, a Hazard Analysis Prompt, an example Critical Control Procedure and various HACCP Records.



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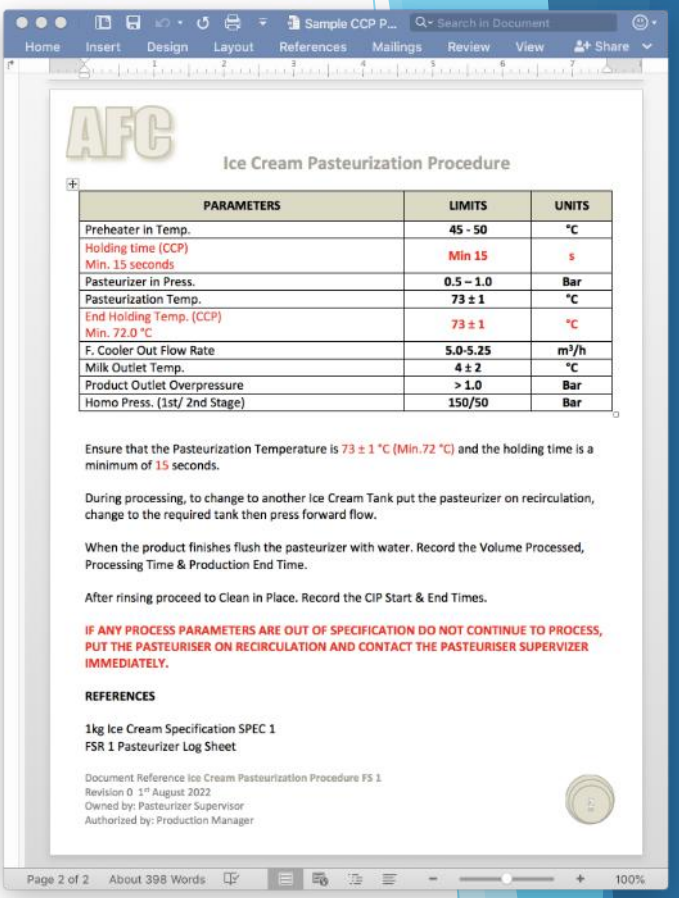
Pasteurizer Log Sheet

DATE: _____

Product:			Tank	Product	Fat %	Total Solids	Temp. (°C)	QC. Sign
Feed Tank:	Fill Tank:							
Volume:								
Production Start Time:	Production End Time:		CIP Start/End Time:					
PARAMETERS	LIMITS	UNITS	TIME					
Flow Rate (CCP Maximum 5250)	5000-5250	L/h						
Pre-heater In Temperature	45 - 55	°C						
Pasteurization Temp. (Homo in Temp.)	82 ± 2	°C						
Pasteurizer Out Press.	2.8-3.0	PI						
Homo in Press.	1.8-2.0	PI						
Pressure Difference (CCP)	Minimum 0.8	PI						
End Holding Temp. (CCP)	Min. 77.0	°C						
Product Outlet Temp. (CCP)	≤ 5	°C						
Homo Press. (1st/ 2nd Stage)	175/ 50	Bar						
Homo Pressure (Total)	225	Bar						
Glass & Perspex Items Check & Sign	Intact/No Cracks							
Sterilization Temperature	82 ± 2	°C						
Diversion Test Before Production	Minimum 77	°C						
Record Diversion Temperature & Sign								

Operator Name & Sign: _____ Supervisor Sign: _____

Document Reference Pasteurizer Log Sheet PAS 001
Revision 0 1st August 2022
Owned by: Production Supervisor
Authorized by: Production Manager



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Ice Cream Pasteurization Procedure

PARAMETERS	LIMITS	UNITS
Preheater in Temp.	45 - 50	°C
Holding time (CCP) Min. 15 seconds	Min 15	s
Pasteurizer in Press.	0.5 – 1.0	Bar
Pasteurization Temp.	73 ± 1	°C
End Holding Temp. (CCP) Min. 72.0 °C	73 ± 1	°C
F. Cooler Out Flow Rate	5.0-5.25	m³/h
Milk Outlet Temp.	4 ± 2	°C
Product Outlet Overpressure	> 1.0	Bar
Homo Press. (1st/ 2nd Stage)	150/50	Bar

Ensure that the Pasteurization Temperature is 73 ± 1 °C (Min.72 °C) and the holding time is a minimum of 15 seconds.

During processing, to change to another Ice Cream Tank put the pasteurizer on recirculation, change to the required tank then press forward flow.

When the product finishes flush the pasteurizer with water. Record the Volume Processed, Processing Time & Production End Time.

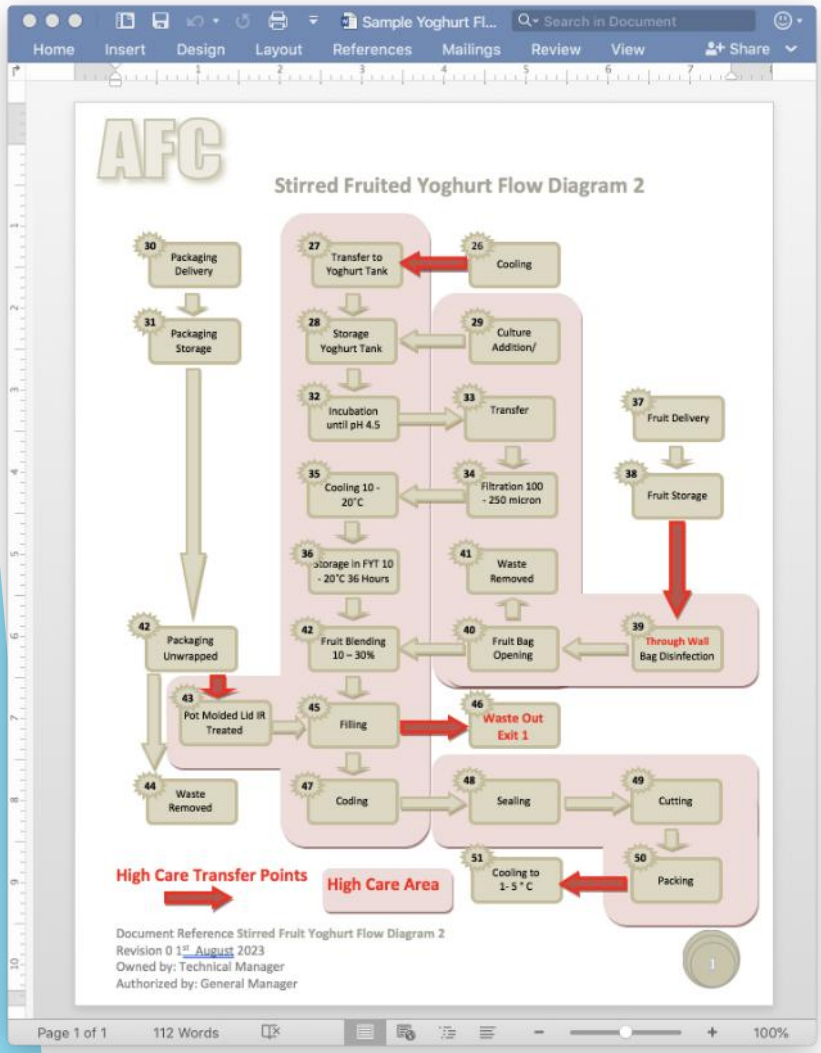
After rinsing proceed to Clean in Place. Record the CIP Start & End Times.

IF ANY PROCESS PARAMETERS ARE OUT OF SPECIFICATION DO NOT CONTINUE TO PROCESS, PUT THE PASTEURISER ON RECIRCULATION AND CONTACT THE PASTEURISER SUPERVIZER IMMEDIATELY.

REFERENCES

1kg Ice Cream Specification SPEC 1
FSR 1 Pasteurizer Log Sheet

Document Reference Ice Cream Pasteurization Procedure FS 1
Revision 0 1st August 2022
Owned by: Pasteurizer Supervisor
Authorized by: Production Manager

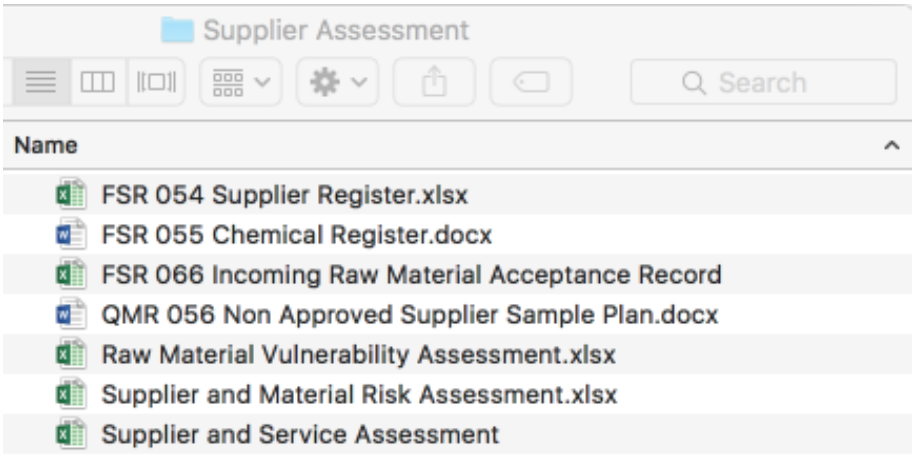


Hazard Analysis Prompt

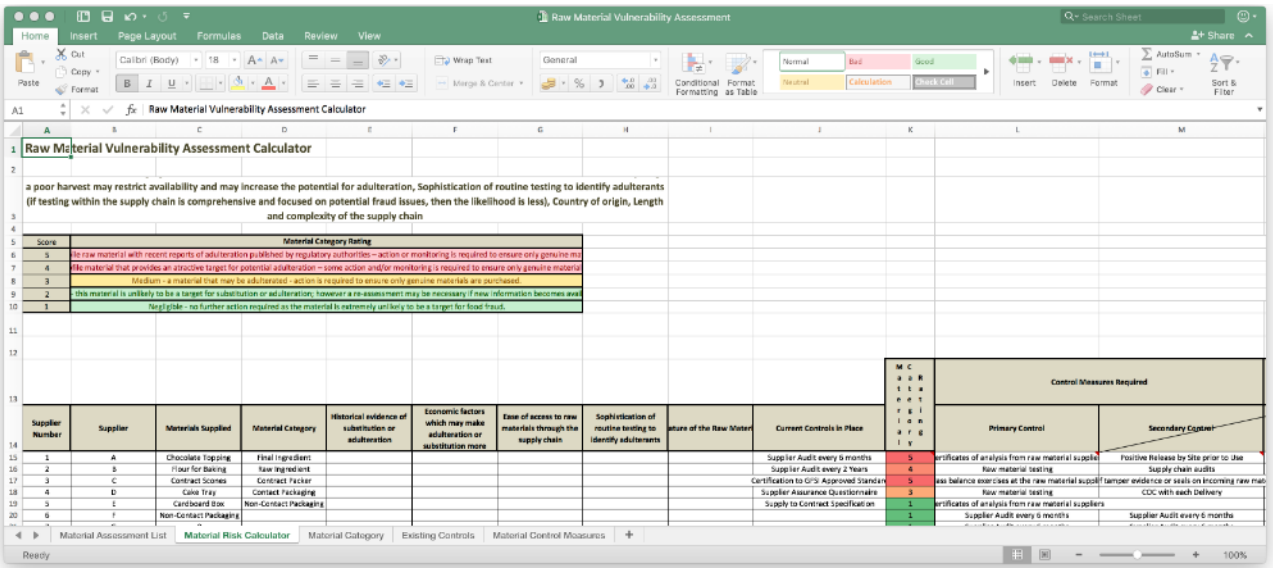
(iv) Transportation practices;	
(v) Manufacturing/processing procedures;	
(vi) Packaging activities and labelling activities;	
(vii) Storage and distribution;	
(viii) Intended or reasonably foreseeable use;	
(ix) Sanitation, including employee hygiene; and	
(x) Any other relevant factors, such as the temporal (e.g., weather-related) nature of some hazards (e.g., levels of some natural toxins).	
The hazard identification process should consider known or reasonably foreseeable hazards including:	
(i) Biological hazards, including microbiological hazards such as **parasites, environmental pathogens, and other pathogens**	
(ii) Chemical hazards, including **radiological hazards, substances such as pesticide and drug residues, natural toxins, decomposition, unapproved food or color additives, and food allergens**	
(iii) Physical hazards (such as stones, glass, and metal fragments)	
The hazard evaluation must include an evaluation of **environmental pathogens whenever a ready-to- eat food is exposed** to the environment prior to packaging and the packaged food does not receive a treatment or otherwise include a control measure (such as a formulation lethal to the pathogen) that would significantly minimize the pathogen.	
The hazard identification process should consider known or reasonably foreseeable hazards that may be present in the food for any of the following reasons:	
(i) The hazard **occurs naturally; such as toxin** production (such as aflatoxins or mycotoxins)	
(ii) The hazard may be **unintentionally introduced**; or (such as chemical contamination)	
(iii) The hazard may be **intentionally introduced for purposes of economic gain.** (such as melamine)	

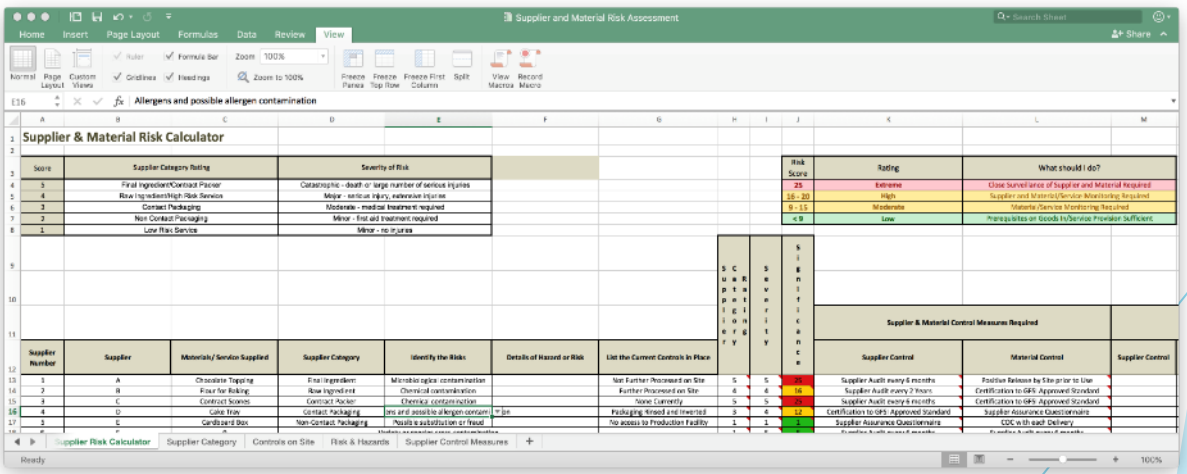
TCI SYSTEMS

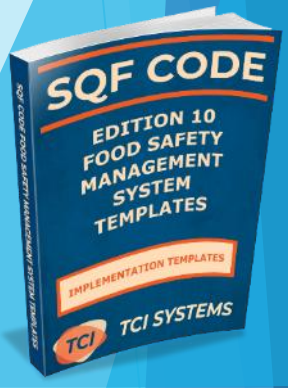
Supplementary Supplier Assessment Documents and Tools



There are assessment tools and sample records

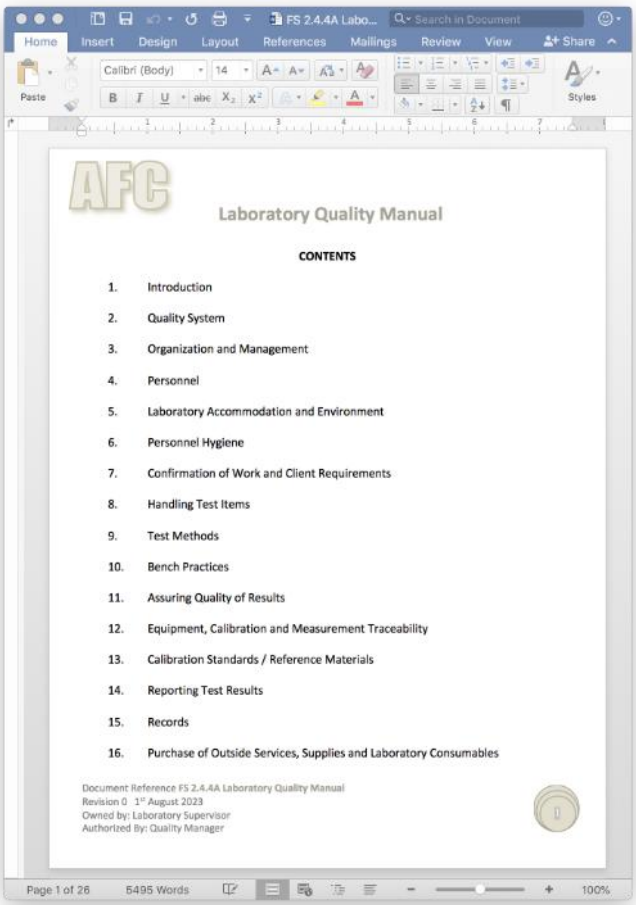






Supplement to Product Inspection, Onsite Product Testing and Laboratory Analysis

In addition to FS 2.4.4 Product Inspection, Testing and Analysis Procedure, a comprehensive Laboratory Quality Manual compliant with the requirements of ISO 17025 is provided in Microsoft Word format.
The Laboratory Quality Manual includes template records, procedures and product sampling plans.



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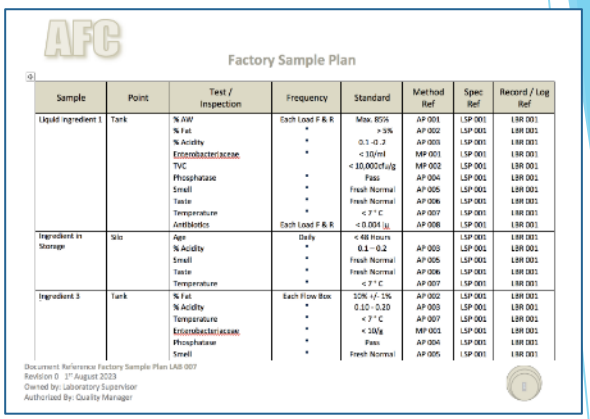
Laboratory Quality Manual

CONTENTS

Document Reference FS 2.4.4A Laboratory Quality Manual
Revision 0 1st August 2023
Owned by: Laboratory Supervisor
Authorized By: Quality Manager



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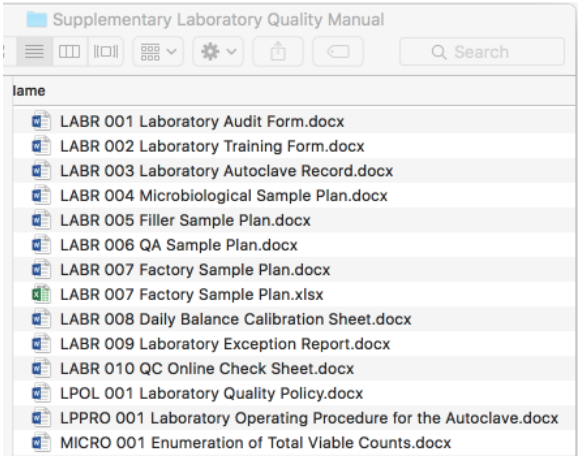
Factory Sample Plan

Sample	Point	Test / Inspection	Frequency	Standard	Method Ref	Spec Ref	Record / Log Ref
Liquid ingredient 1	Tank	% AW	Each Load F & R	Max. 85%	AP 001	LSP 001	LBR 001
		% Fat	"	> 5%	AP 002	LSP 001	LBR 001
		% Acidity	"	0.1 - 0.2	AP 003	LSP 001	LBR 001
		Enterobacteriaceae	"	< 10/ml	MP 001	LSP 001	LBR 001
		TVC		< 10,000cfu/g	MP 002	LSP 001	LBR 001
		Phosphatase	"	Pass	AP 004	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 005	LSP 001	LBR 001
		Taste	"	Fresh Normal	AP 006	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
		Antibiotics	Each Load F & R	< 0.004 IU	AP 008	LSP 001	LBR 001
Ingredient in Storage	Silo	Age	Daily	< 48 Hours		LSP 001	LBR 001
		% Acidity	"	0.1 – 0.2	AP 003	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 005	LSP 001	LBR 001
		Taste	"	Fresh Normal	AP 006	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
Ingredient 3	Tank	% Fat	Each Flow Box	10% +/- 1%	AP 002	LSP 001	LBR 001
		% Acidity	"	0.10 - 0.20	AP 003	LSP 001	LBR 001
		Temperature	"	< 7 °C	AP 007	LSP 001	LBR 001
		Enterobacteriaceae	"	< 10/g	MP 001	LSP 001	LBR 001
		Phosphatase	"	Pass	AP 004	LSP 001	LBR 001
		Smell	"	Fresh Normal	AP 005	LSP 001	LBR 001

Document Reference Factory Sample Plan LAB 007
Revision 0 1st August 2023
Owned by: Laboratory Supervisor
Authorized By: Quality Manager

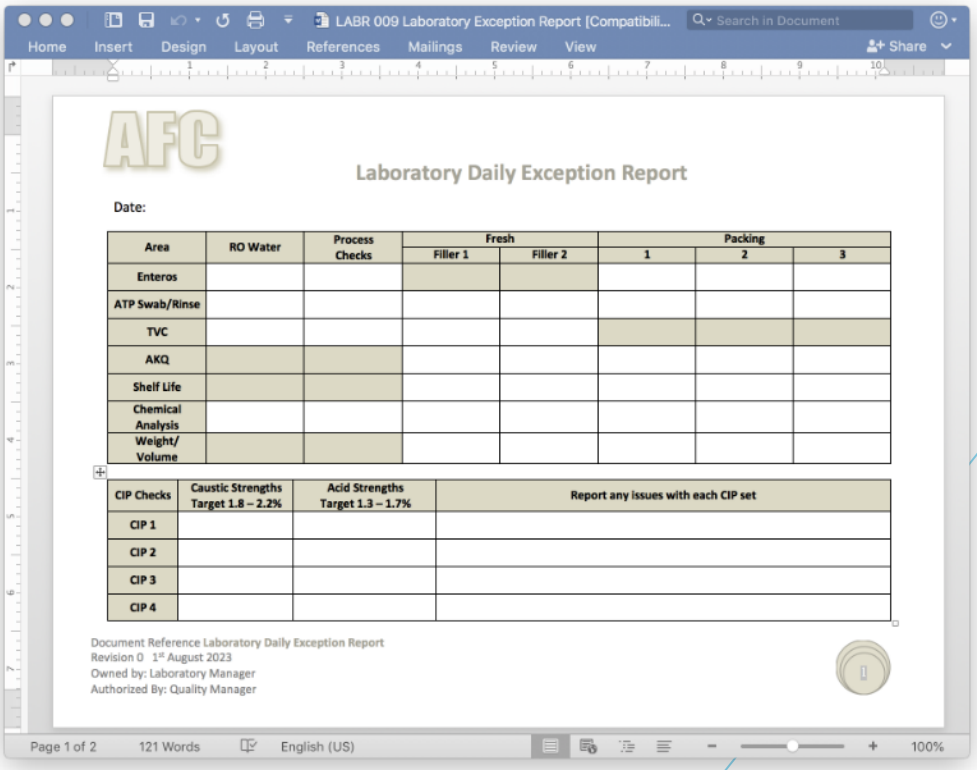


Supplementary Laboratory Quality Manual

Search

lame

- LABR 001 Laboratory Audit Form.docx
- LABR 002 Laboratory Training Form.docx
- LABR 003 Laboratory Autoclave Record.docx
- LABR 004 Microbiological Sample Plan.docx
- LABR 005 Filler Sample Plan.docx
- LABR 006 QA Sample Plan.docx
- LABR 007 Factory Sample Plan.docx
- LABR 007 Factory Sample Plan.xlsx
- LABR 008 Daily Balance Calibration Sheet.docx
- LABR 009 Laboratory Exception Report.docx
- LABR 010 QC Online Check Sheet.docx
- LPOL 001 Laboratory Quality Policy.docx
- LPPRO 001 Laboratory Operating Procedure for the Autoclave.docx
- MICRO 001 Enumeration of Total Viable Counts.docx



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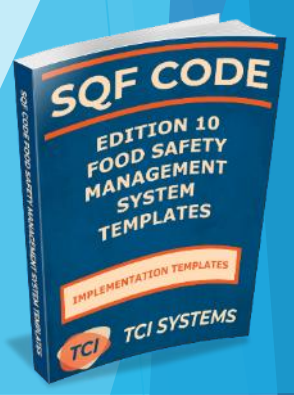
Laboratory Daily Exception Report

Date:

Area	RO Water	Process Checks	Fresh		Packing		
			Filler 1	Filler 2	1	2	3
Enteros							
ATP Swab/Rinse							
TVC							
AKQ							
Shelf Life							
Chemical Analysis							
Weight/ Volume							

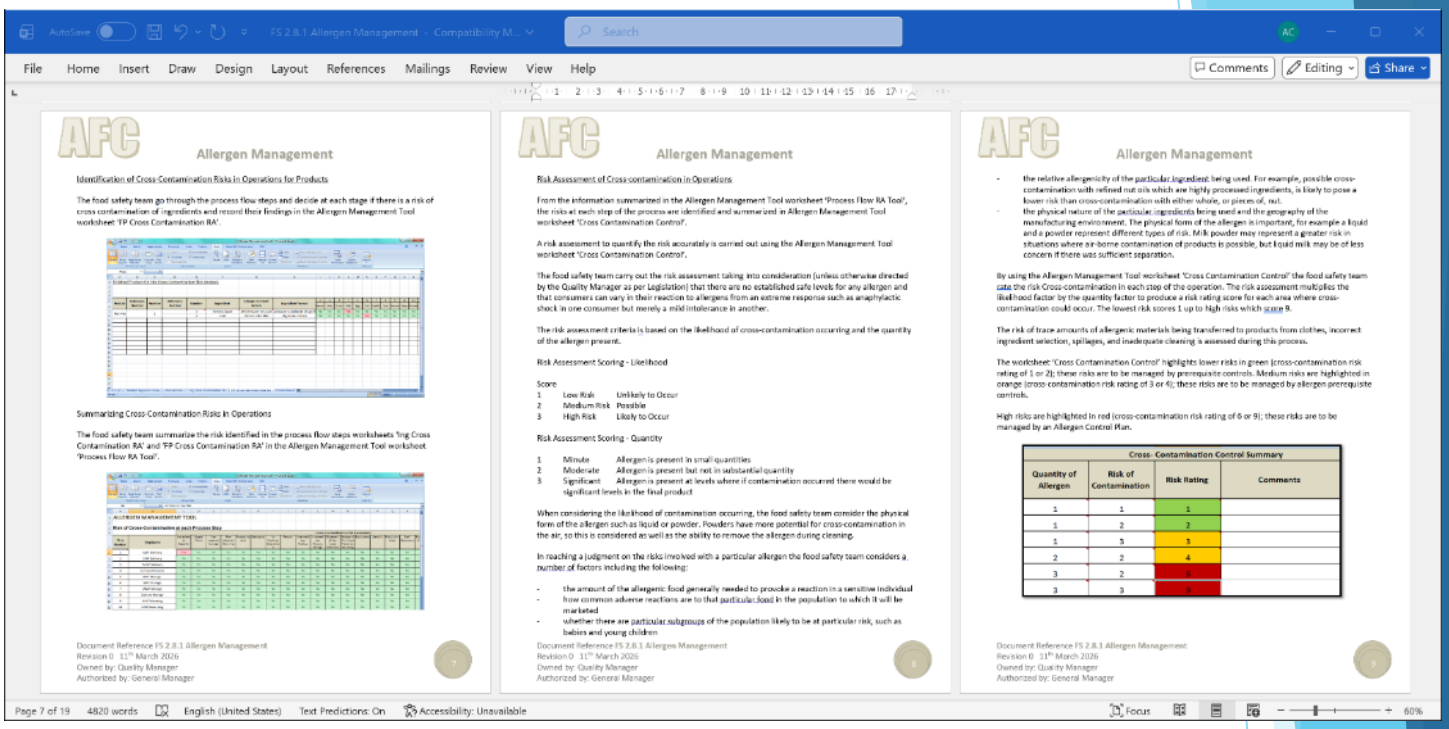
CIP Checks	Caustic Strengths Target 1.8 – 2.2%	Acid Strengths Target 1.3 – 1.7%	Report any issues with each CIP set
CIP 1			
CIP 2			
CIP 3			
CIP 4			

Document Reference Laboratory Daily Exception Report
Revision 0 1st August 2023
Owned by: Laboratory Manager
Authorized By: Quality Manager

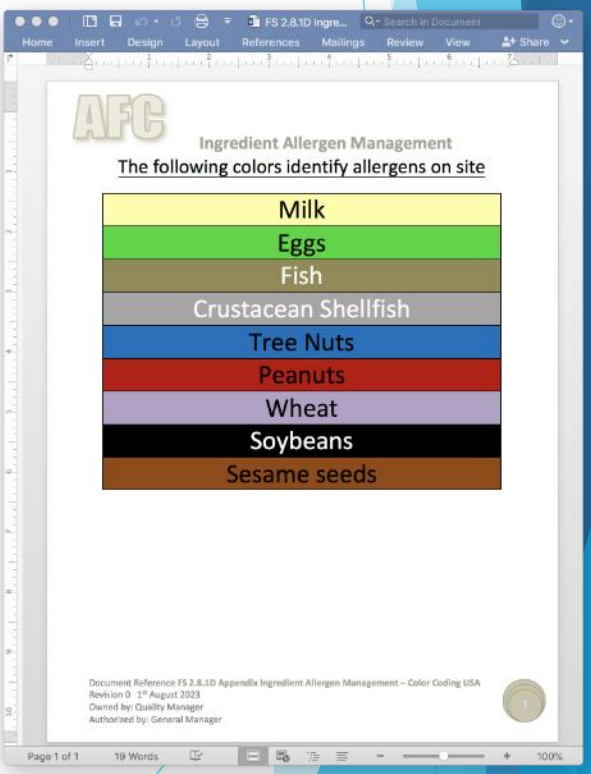


Supplementary Allergen Management Tools

FS 2.8.1 Allergens Management is a comprehensive Allergen Management Procedure which is supplemented by Allergen Management Tools and other useful Allergen Control Documents



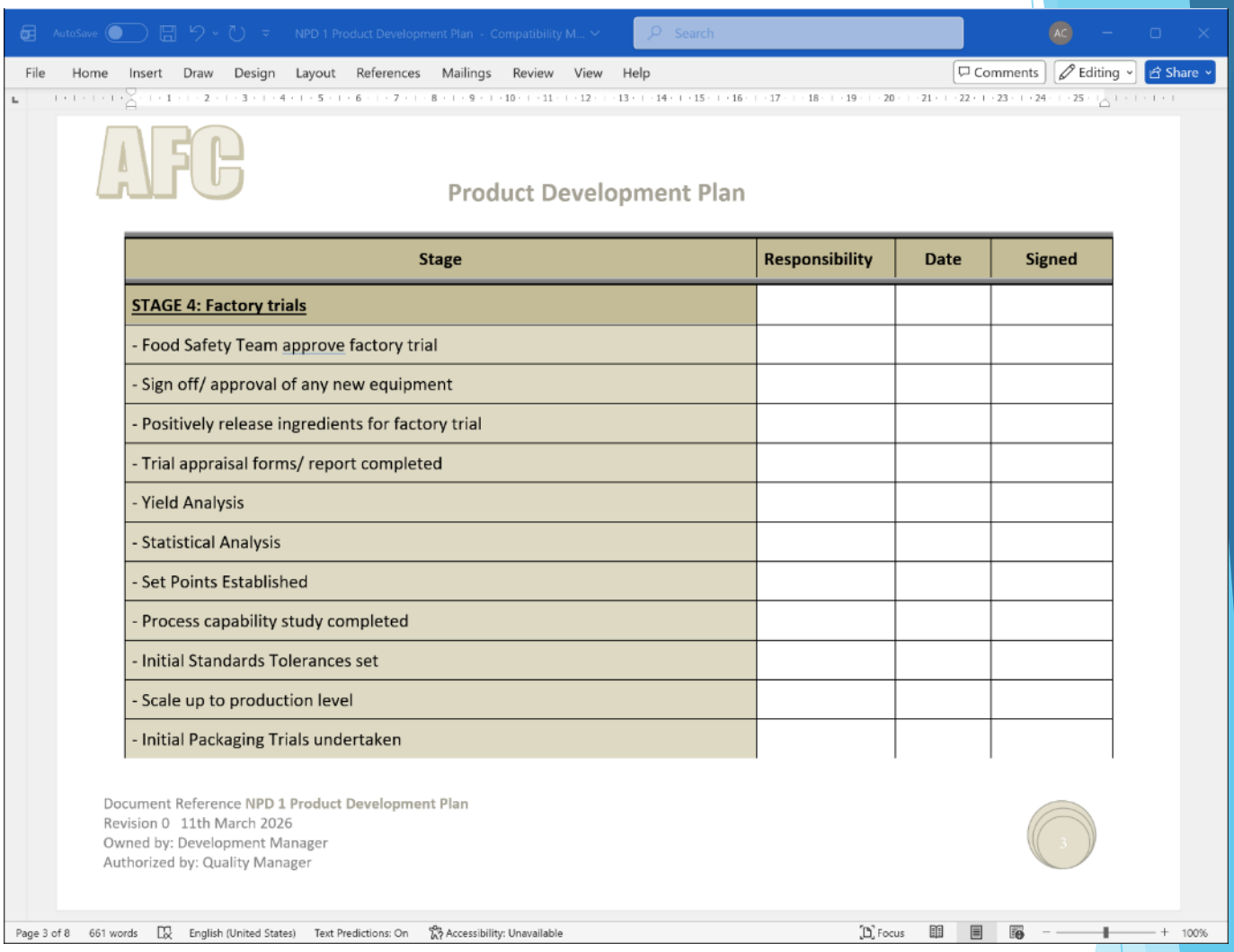
- FS 2.8.1 Allergen Management.docx
- FS 2.8.1A Allergen Management Tool.xlsx
- FS 2.8.1B Allergen Clean Validation.docx
- FS 2.8.1C Allergen Clean Verification.docx
- FS 2.8.1D Ingredient Allergen - Color Coding EU.docx
- FS 2.8.1D Ingredient Allergen - Color Coding USA
- FS 2.8.1E Allergens.docx
- FS 2.8.1F Allergen Management Records



- Finished Product Allergen Summary.docx
- Supplier Ingredient Allergen Analysis Form.docx
- Allergen Warning Label Color Coding Summary.docx
- Raw Material Allergen Summary Form.docx
- Allergen Warning Label - Sesame seeds.docx
- Allergen Warning Label - Soybeans.docx
- Allergen Warning Label - Wheat.docx
- Allergen Warning Label - Peanuts.docx
- Allergen Warning Label - Tree Nuts.docx
- Allergen Warning Label - Crustacean Shellfish.docx
- Allergen Warning Label - Fish.docx
- Allergen Warning Label - Eggs.docx
- Allergen Warning Label - Milk.docx

Product Development Tools

FS 2.3.1 Product Design & Development Procedure is supported by supplementary Product Design & Development documents and forms and a Product Development Plan



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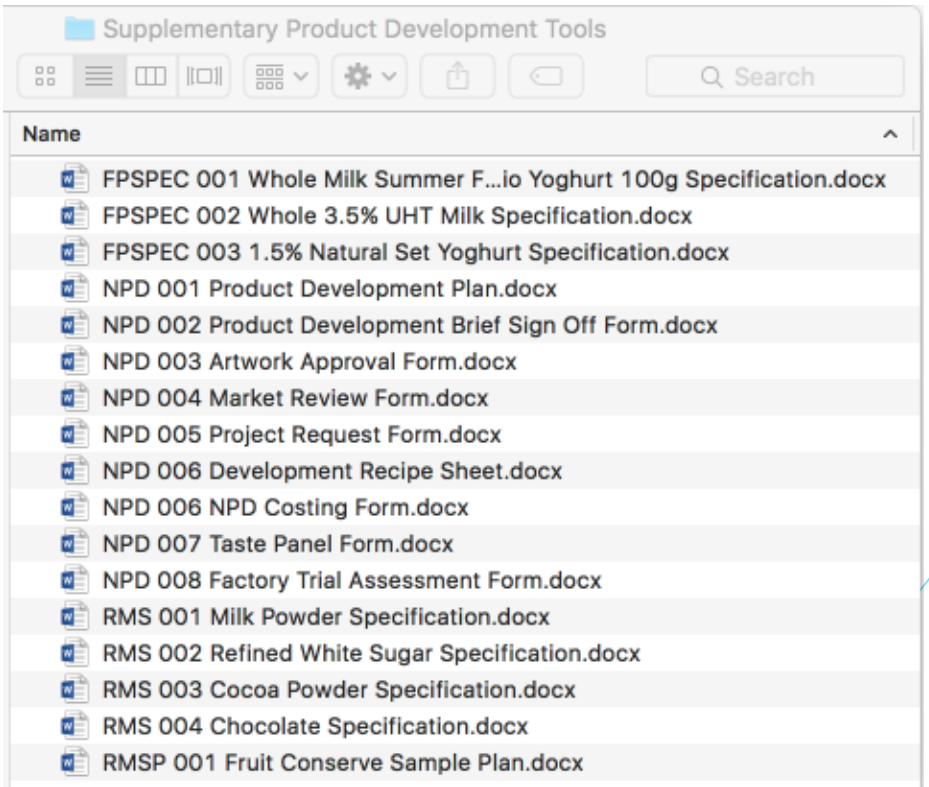
Product Development Plan

Stage	Responsibility	Date	Signed
STAGE 4: Factory trials			
- Food Safety Team approve factory trial			
- Sign off/ approval of any new equipment			
- Positively release ingredients for factory trial			
- Trial appraisal forms/ report completed			
- Yield Analysis			
- Statistical Analysis			
- Set Points Established			
- Process capability study completed			
- Initial Standards Tolerances set			
- Scale up to production level			
- Initial Packaging Trials undertaken			

Document Reference NPD 1 Product Development Plan
Revision 0 11th March 2026
Owned by: Development Manager
Authorized by: Quality Manager

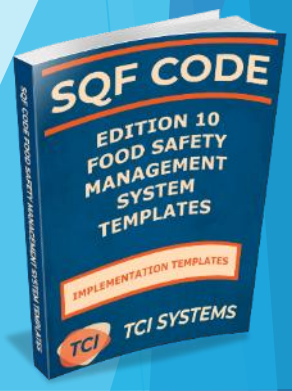


Supplementary Product Development Tools

Search

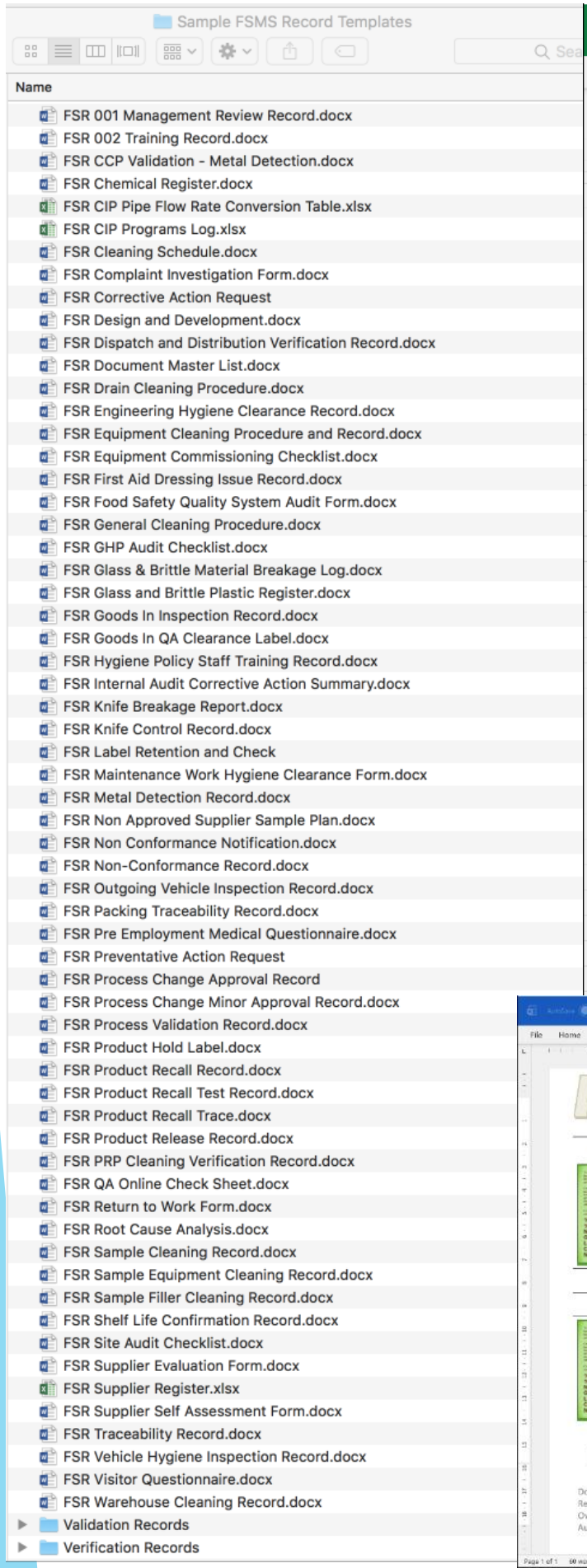
Name

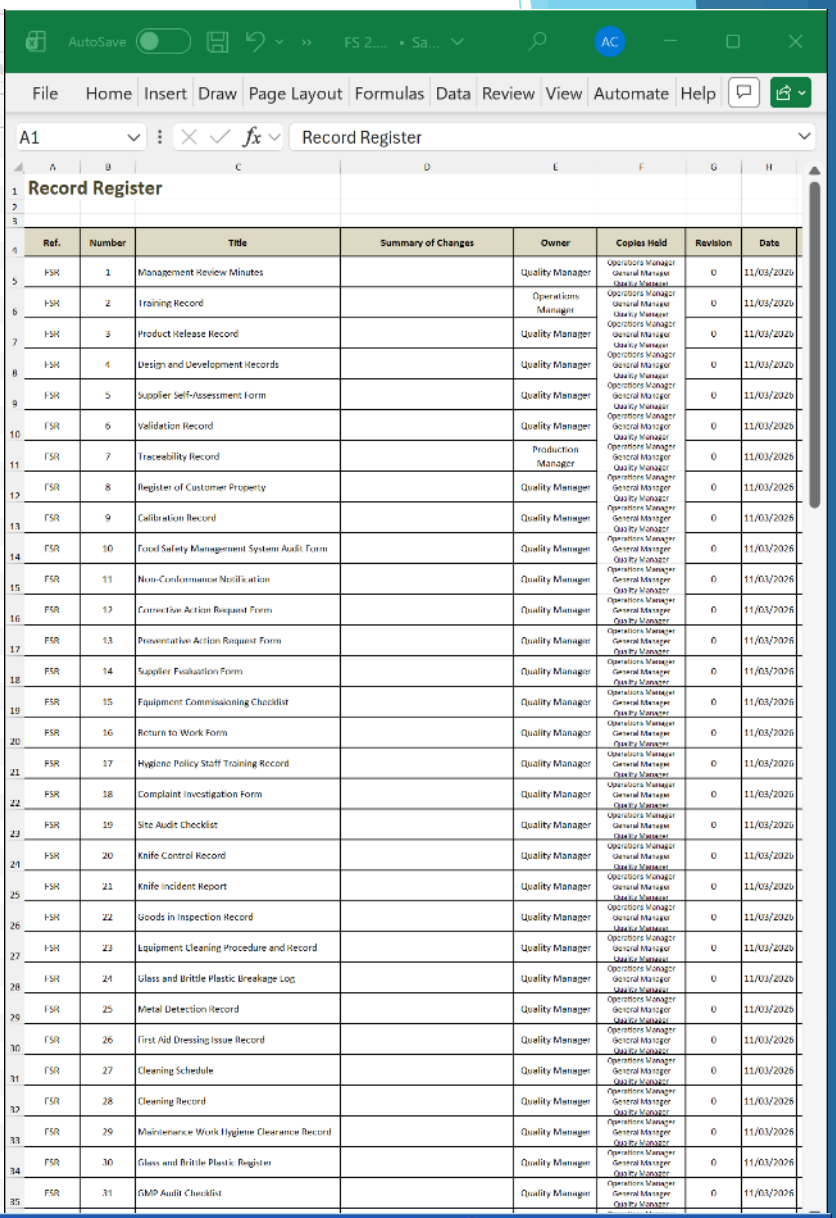
- FPSPEC 001 Whole Milk Summer F...io Yoghurt 100g Specification.docx
- FPSPEC 002 Whole 3.5% UHT Milk Specification.docx
- FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx
- NPD 001 Product Development Plan.docx
- NPD 002 Product Development Brief Sign Off Form.docx
- NPD 003 Artwork Approval Form.docx
- NPD 004 Market Review Form.docx
- NPD 005 Project Request Form.docx
- NPD 006 Development Recipe Sheet.docx
- NPD 006 NPD Costing Form.docx
- NPD 007 Taste Panel Form.docx
- NPD 008 Factory Trial Assessment Form.docx
- RMS 001 Milk Powder Specification.docx
- RMS 002 Refined White Sugar Specification.docx
- RMS 003 Cocoa Powder Specification.docx
- RMS 004 Chocolate Specification.docx
- RMSP 001 Fruit Conserve Sample Plan.docx

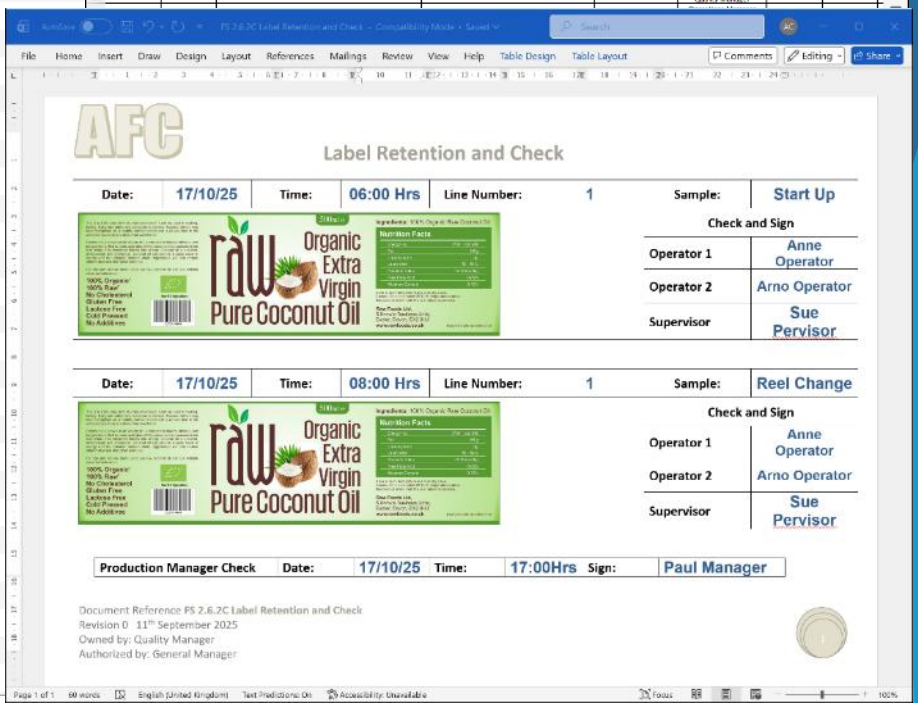


FSQMS Record Templates

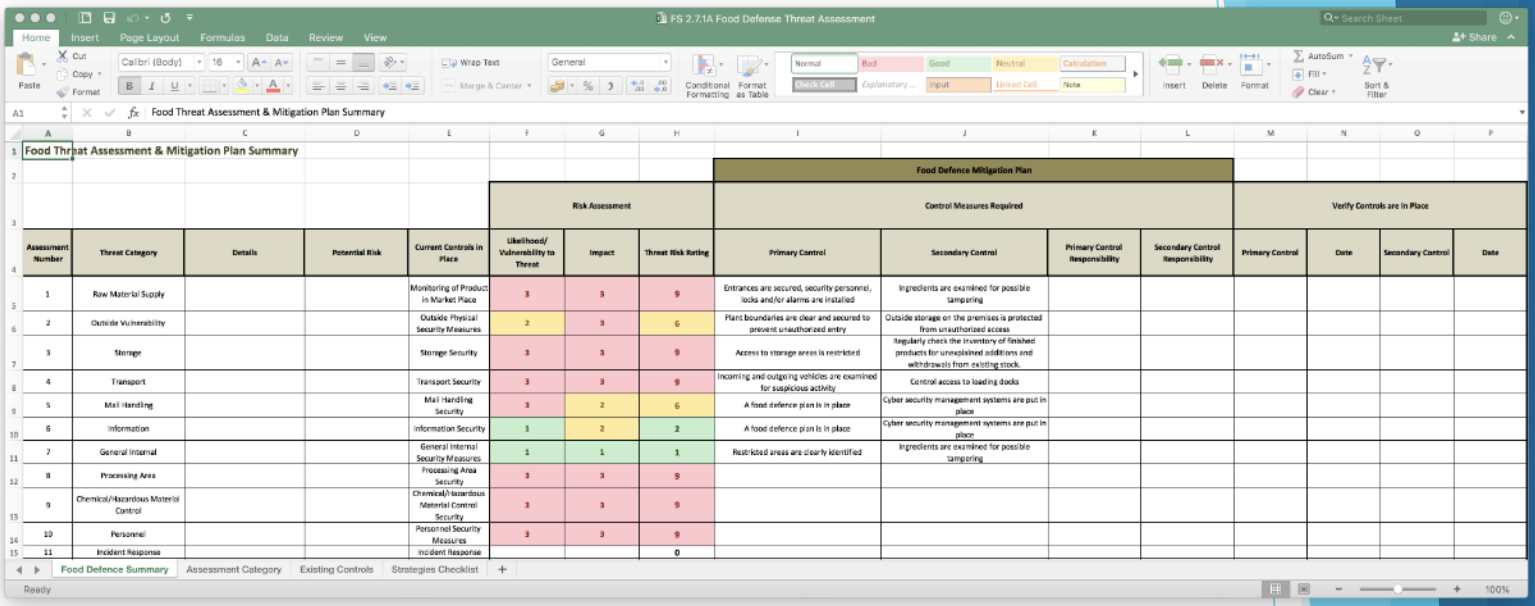
A range of Food Safety Management System, Verification and Validation Record Templates, and a Record Register are included.







There are also some Useful Food Defense and Food Fraud Assessment Tools

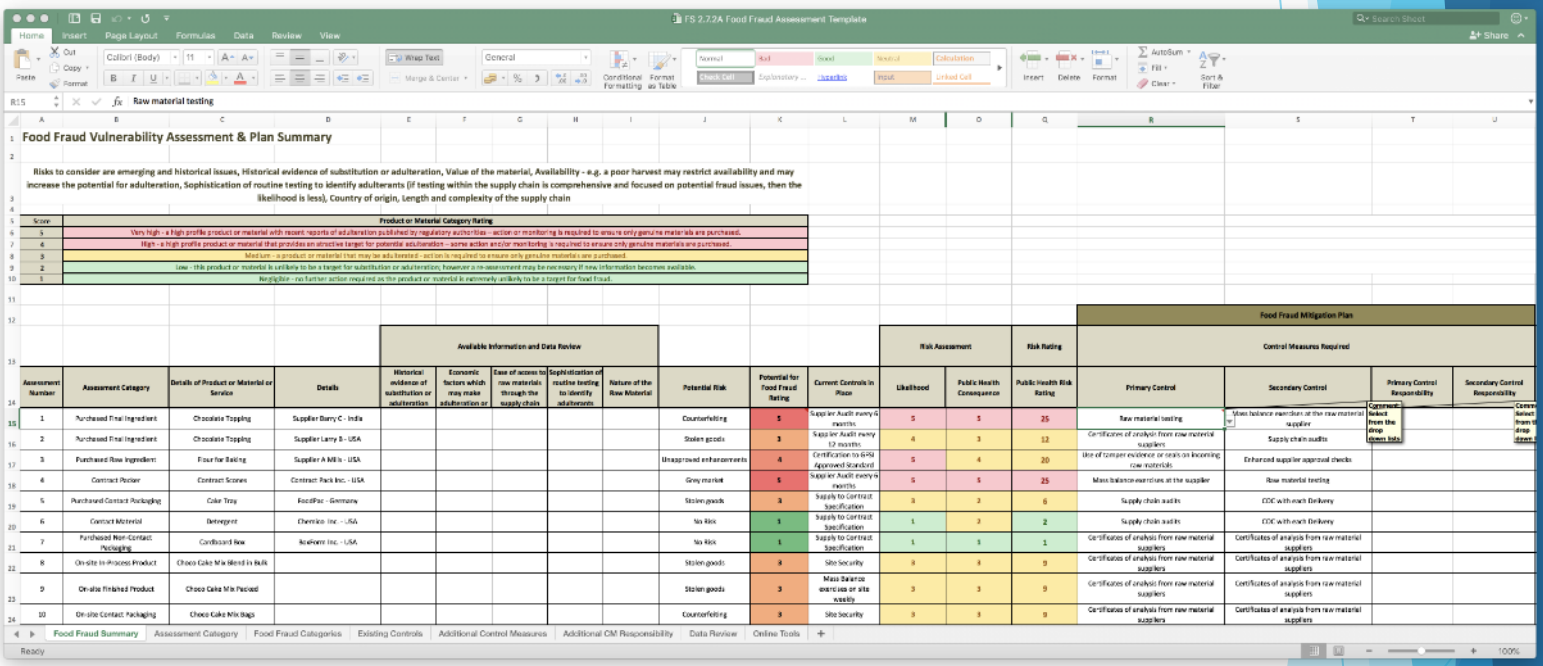


FS 2.7.1A Food Defense Threat Assessment

Food Threat Assessment & Mitigation Plan Summary

Assessment Number	Threat Category	Details	Potential Risk	Current Controls in Place	Risk Assessment: Likelihood/ Vulnerability to Threat	Risk Assessment: Impact	Risk Assessment: Threat Risk Rating	Food Defence Mitigation Plan: Control Measures Required: Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility	Verify Controls are in Place: Primary Control	Date	Secondary Control	Date
1	Raw Material Supply			Monitoring of Product in Market Place	3	3	9	Entrances are secured, security personnel, locks and/or alarms are installed	Ingredients are examined for possible tampering						
2	Outside Vulnerability			Outside Physical Security Measures	2	3	6	Plant boundaries are clear and secured to prevent unauthorized entry	Outside storage on the premises is protected from unauthorized access						
3	Storage			Storage Security	3	3	9	Access to storage areas is restricted	Regularly check the inventory of finished products for unexplained additions and withdrawals from existing stock.						
4	Transport			Transport Security	3	3	9	Incoming and outgoing vehicles are examined for suspicious activity	Control access to loading docks						
5	Mail Handling			Mail Handling Security	3	2	6	A food defence plan is in place	Cyber security management systems are put in place						
6	Information			Information Security	1	2	2	A food defence plan is in place	Cyber security management systems are put in place						
7	General Internal			General Internal Security Measures	1	1	1	Restricted areas are clearly identified	Ingredients are examined for possible tampering						
8	Processing Area			Processing Area Security	3	3	9								
9	Chemical/Hazardous Material Control			Chemical/Hazardous Material Control Security	3	3	9								
10	Personnel			Personnel Security Measures	3	3	9								
11	Incident Response			Incident Response			0								

Food Defence Summary | Assessment Category | Existing Controls | Strategies Checklist



FS 2.7.2A Food Fraud Assessment Template

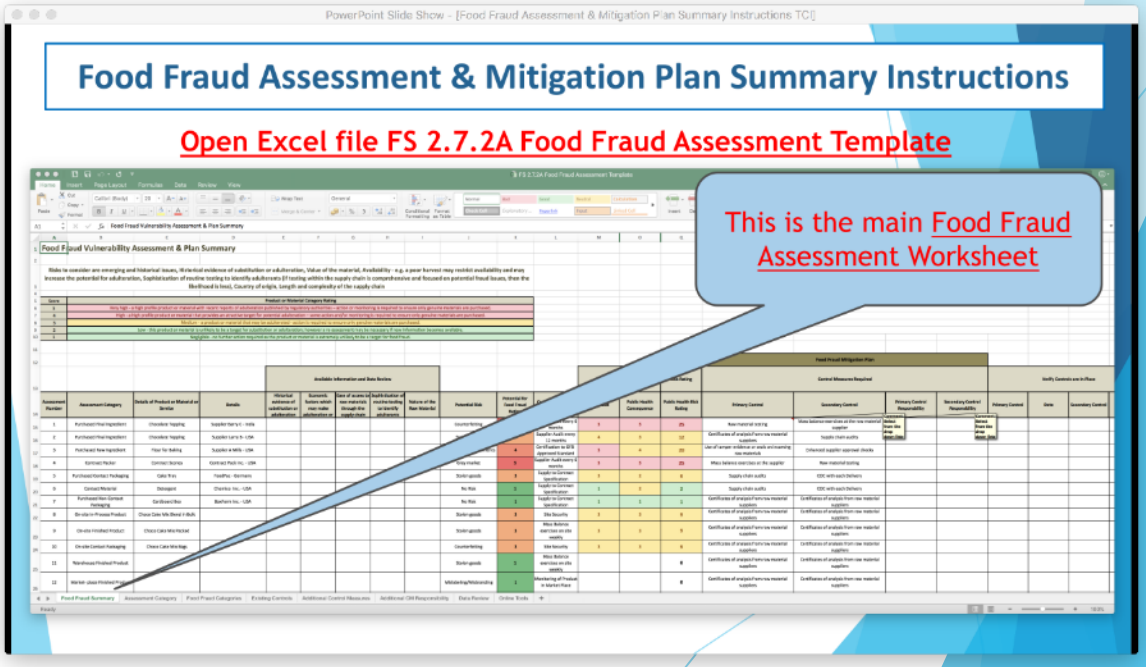
Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, Length and complexity of the supply chain

Score	Product or Material Category Rating
5	Very high - a high profile product or material with recent reports of adulteration published by regulatory authorities - action or monitoring is required to ensure only genuine materials are purchased.
4	High - a high profile product or material that provides an attractive target for potential adulteration – some action and/or monitoring is required to ensure only genuine materials are purchased.
3	Medium - a product or material that may be adulterated - action is required to ensure only genuine materials are purchased.
2	Low - this product or material is unlikely to be a target for substitution or adulteration; however a re-assessment may be necessary if new information becomes available.
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for food fraud.

Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Available Information and Data Review: Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Risk Assessment: Likelihood	Public Health Consequence	Risk Rating: Public Health Risk Rating	Food Fraud Mitigation Plan: Control Measures Required: Primary Control	Secondary Control	Primary Control Responsibility	Secondary Control Responsibility
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C - India						Counterfeiting	5	Supplier Audit every 6 months	5	5	25	Raw material testing	Mass balance exercises at the raw material supplier	Customer Select from the drop down lists	
2	Purchased Final Ingredient	Chocolate Topping	Supplier Larry B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	12	Certificates of analysis from raw material suppliers	Supply chain audits		
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to BRS Approved Standard	5	4	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks		
4	Contract Packer	Contract Scones	Contract Pack Inc. - USA						Grey market	5	Supplier Audit every 6 months	5	5	25	Mass balance exercises at the supplier	Raw material testing		
5	Purchased Contact Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	2	6	Supply chain audits	COC with each Delivery		
6	Contact Material	Detergent	Chemico Inc - USA						No Risk	1	Supply to Contract Specification	1	2	2	Supply chain audits	COC with each Delivery		
7	Purchased Non-Contact Packaging	Cardboard Box	ReMore Inc. - USA						No Risk	1	Supply to Contract Specification	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security	3	3	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
9	On-site Finished Product	Choco Cake Mix Packed							Stolen goods	3	Mass Balance exercises on site weekly	3	3	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		
10	On-site Contact Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security	3	3	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers		

Food Fraud Summary | Assessment Category | Food Fraud Categories | Existing Controls | Additional Control Measures | Additional CM Responsibility | Data Review | Online Tools



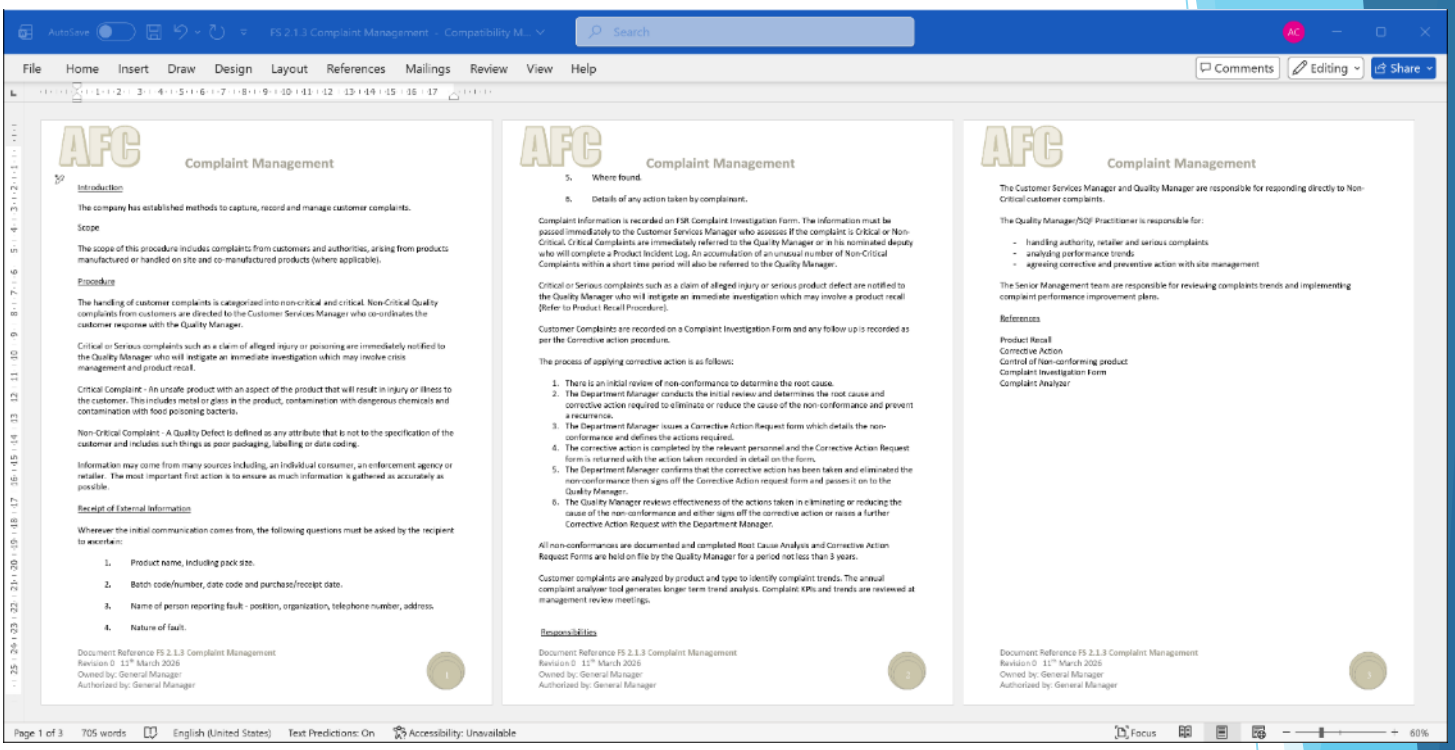
PowerPoint Slide Show - [Food Fraud Assessment & Mitigation Plan Summary Instructions TC]

Food Fraud Assessment & Mitigation Plan Summary Instructions

Open Excel file FS 2.7.2A Food Fraud Assessment Template

This is the main Food Fraud Assessment Worksheet

To supplement FS 2.1.3 Complaint Management Procedure, there is a Complaint Analyzer with Instruction and Guidance on Reducing Complaint levels



Complaint Management

Introduction

The company has established methods to capture, record and manage customer complaints.

Scope

The scope of this procedure includes complaints from customers and authorities, arising from products manufactured or handled on site and co-manufactured products (where applicable).

Procedure

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or poisoning are immediately notified to the Quality Manager who will instigate an immediate investigation which may involve crisis management and product recall.

Critical Complaint - An unsafe product with an aspect of the product that will result in injury or illness to the customer. This includes metal or glass in the product, contamination with dangerous chemicals and contamination with food poisoning bacteria.

Non-Critical Complaint - A Quality Defect is defined as any attribute that is not to the specification of the customer and includes such things as poor packaging, labelling or date coding.

Information may come from many sources including, an individual consumer, an enforcement agency or retailer. The most important first action is to ensure as much information is gathered as accurately as possible.

Receipt of External Information

Wherever the initial communication comes from, the following questions must be asked by the recipient to ascertain:

1. Product name, including pack size.
2. Batch code/number, date code and purchase/receipt date.
3. Name of person reporting fault - position, organization, telephone number, address.
4. Nature of fault.

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager

Complaint Management

5. Where found.
6. Details of any action taken by complainant.

Complaint Information is recorded on FSR Complaint Investigation Form. The information must be passed immediately to the Customer Services Manager who assesses if the complaint is Critical or Non-Critical. Critical Complaints are immediately referred to the Quality Manager or in his nominated deputy who will complete a Product Incident Log. An accumulation of an unusual number of Non-Critical Complaints within a short time period will also be referred to the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or serious product defect are notified to the Quality Manager who will instigate an immediate investigation which may involve a product recall (Refer to Product Recall Procedure).

Customer Complaints are recorded on a Complaint Investigation Form and any follow up is recorded as per the Corrective action procedure.

The process of applying corrective action is as follows:

1. There is an initial review of non-conformance to determine the root cause.
2. The Department Manager conducts the initial review and determines the root cause and corrective action required to eliminate or reduce the cause of the non-conformance and prevent a recurrence.
3. The Department Manager issues a Corrective Action Request form which details the non-conformance and defines the actions required.
4. The corrective action is completed by the relevant personnel and the Corrective Action Request form is returned with the action taken recorded in detail on the form.
5. The Department Manager confirms that the corrective action has been taken and eliminated the non-conformance then signs off the Corrective Action request form and passes it on to the Quality Manager.
6. The Quality Manager reviews effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance and either signs off the corrective action or raises a further Corrective Action Request with the Department Manager.

All non-conformances are documented and completed Root Cause Analysis and Corrective Action Request Forms are held on file by the Quality Manager for a period not less than 3 years.

Customer complaints are analyzed by product and type to identify complaint trends. The annual complaint analyser tool generates longer term trend analysis. Complaint KPIs and trends are reviewed at management review meetings.

Responsibilities

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager

Complaint Management

The Customer Services Manager and Quality Manager are responsible for responding directly to Non-Critical customer complaints.

The Quality Manager/SQF Practitioner is responsible for:

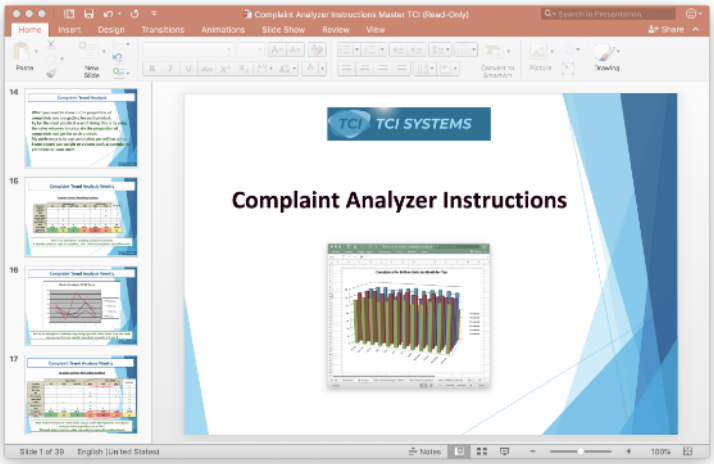
- handling authority, retailer and serious complaints
- analysing performance trends
- agreeing corrective and preventive action with site management

The Senior Management team are responsible for reviewing complaints trends and implementing complaint performance improvement plans.

References

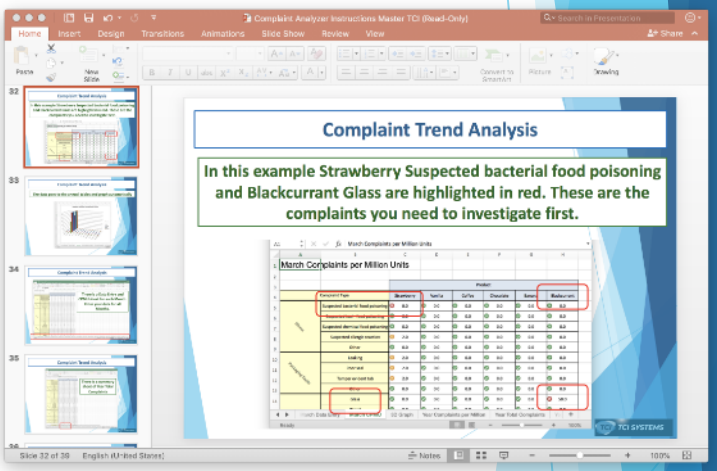
Product Recall
Corrective Action
Control of Non-conforming product
Complaint Investigation Form
Complaint Analyzer

Document Reference FS 2.1.3 Complaint Management
Revision 0 11th March 2026
Owned by: General Manager
Authorized by: General Manager



TCI SYSTEMS

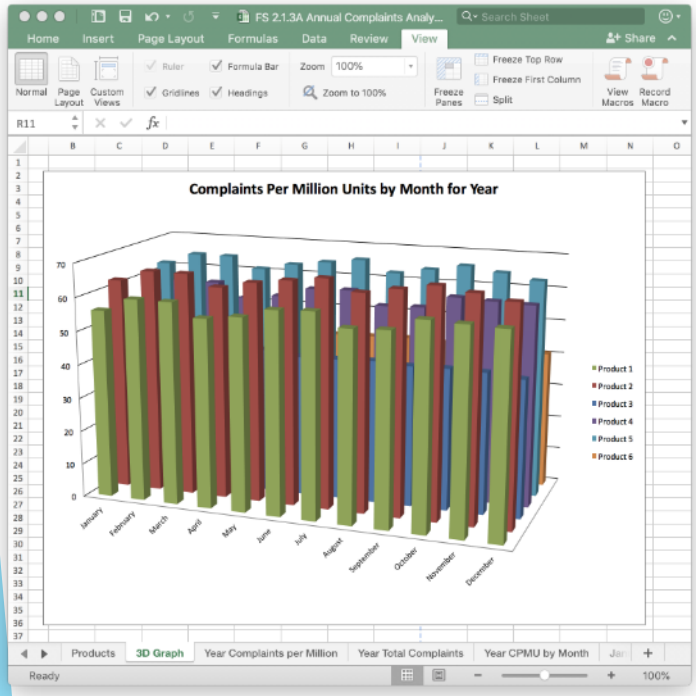
Complaint Analyzer Instructions



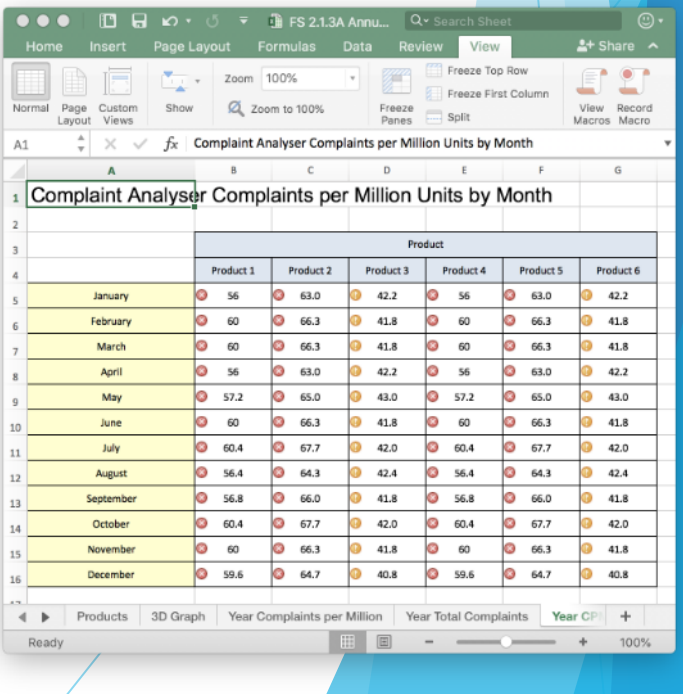
Complaint Trend Analysis

In this example Strawberry Suspected bacterial food poisoning and Blackcurrant Glass are highlighted in red. These are the complaints you need to investigate first.

March Complaints per Million Units



Complaints Per Million Units by Month for Year



Complaint Analyser Complaints per Million Units by Month

	Product					
	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6
January	56	63.0	42.2	56	63.0	42.2
February	60	66.3	41.8	60	66.3	41.8
March	60	66.3	41.8	60	66.3	41.8
April	56	63.0	42.2	56	63.0	42.2
May	57.2	65.0	43.0	57.2	65.0	43.0
June	60	66.3	41.8	60	66.3	41.8
July	60.4	67.7	42.0	60.4	67.7	42.0
August	56.4	64.3	42.4	56.4	64.3	42.4
September	56.8	66.0	41.8	56.8	66.0	41.8
October	60.4	67.7	42.0	60.4	67.7	42.0
November	60	66.3	41.8	60	66.3	41.8
December	59.6	64.7	40.8	59.6	64.7	40.8

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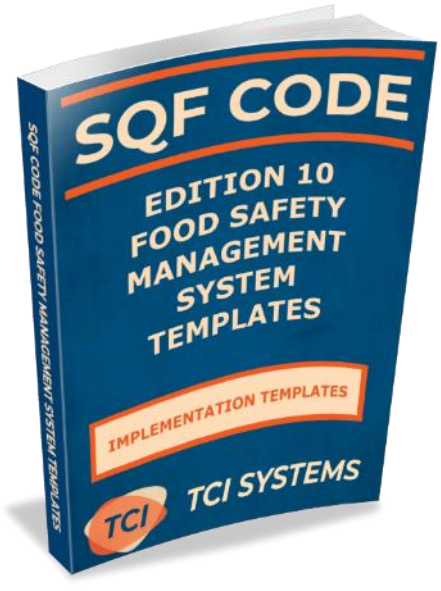
- ✓ Comprehensive Good Manufacturing Practice Procedures
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool



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