If you are a Food Manufacturer looking to develop an Up-To-Date Food Safety Management System but are unsure which standard to follow the IFSQN Universal Food Safety Management System is the ideal package for you.

The IFSQN Universal Food Safety Management System has been written taking into consideration the requirements of Global Retailer and International Food Safety Management System Standards including the general Good Manufacturing Practice, Prerequisite and Food Safety requirements included in the Codes of Practice/Standards of major retailers and relevant interested parties including AIB, Marks & Spencer, STS, Tesco, Waitrose and Woolworths.

The IFSQN Universal Food Safety Management System is designed to meet the requirements of all the major International Food Safety Management System Standards including:

- ✓ FSSC 22000 including ISO 22000:2005 and PAS 220/ISO 22002:2009
- ✓ BRC Global Standard for Food Safety
- ✓ SQF Code 2000
- ✓ Dutch HACCP

The IFSQN Food Safety Management System is a comprehensive package containing the following easy to use documentation templates and interactive training packages:

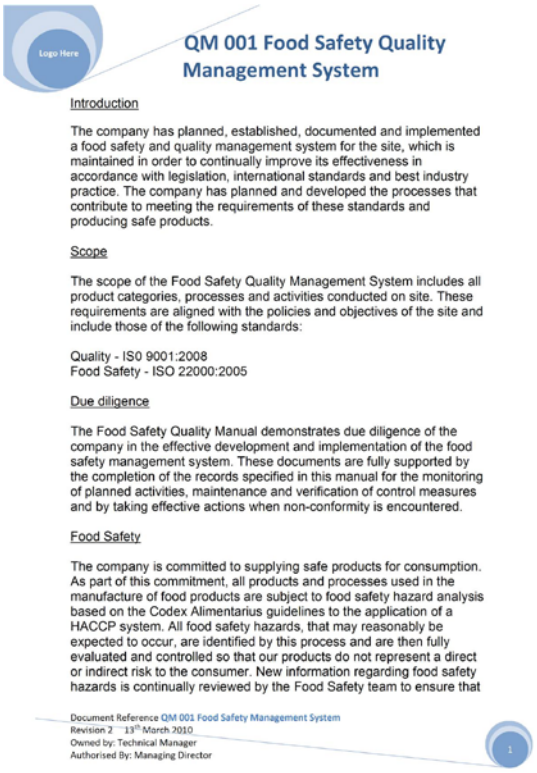
- ✓ Food Safety Management System Procedures Manual
- ✓ Good Manufacturing Procedures Manual
- ✓ Food Safety Management System Records
- ✓ HACCP Manual
- ✓ Laboratory Quality Manual
- ✓ Supplementary Operational GMP Manual
- ✓ GMP Gap Analysis Checklist
- ✓ Interactive HACCP Training Module
- ✓ Interactive HACCP Training Examination
- ✓ Interactive Codex GMP Training Module
- ✓ Interactive Codex GMP Training Examination
- ✓ Free online support via e-mail

Food Safety Management System Procedures Manual

A comprehensive set of 28 core documents that form the fundamental part of your Food Safety Management System:

QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment
QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
QM 009 - Management Review
QM 010 - Resources and Training
QM 011 - Infrastructure and Work Environment
QM 012 - Product Realization and Contract Review
QM 013 - Design and Development
QM 014 - Purchasing, Orders and Verification of Purchased Materials
QM 015 - Prerequisite Programmes
QM 016 - Identification and Traceability
QM 017 - Customer Property
QM 018 - Planning Product Realisation and Contract Review
QM 019 - Calibration
QM 020 - Hazard Analysis and Critical Control Points System
QM 021 - Verification, Validation and Improvement
QM 022 - Customer Satisfaction

QM 023 - Internal Audit
QM 024 - Monitoring and Measuring QMS, Analysis of Data
QM 025 - Control of Non-Conforming Product
QM 026 - Corrective Action and Preventive Action
QM 027 - Crisis Management
QM 028 - Product Recall



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QM 001 Food Safety Quality Management System

Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the following standards:

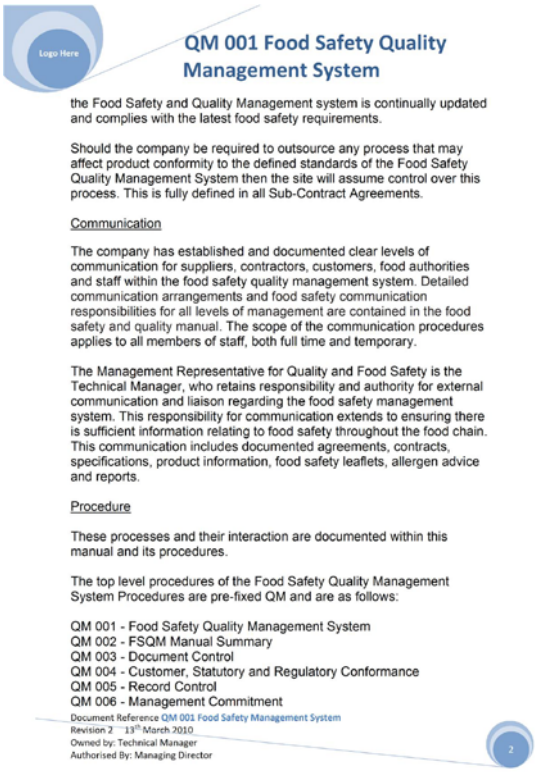
Quality - IS0 9001:2008
Food Safety - ISO 22000:2005

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records 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.

Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that



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QM 001 Food Safety Quality Management System

the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative for Quality and Food Safety is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures.

The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

QM 001 - Food Safety Quality Management System
QM 002 - FSQM Manual Summary
QM 003 - Document Control
QM 004 - Customer, Statutory and Regulatory Conformance
QM 005 - Record Control
QM 006 - Management Commitment

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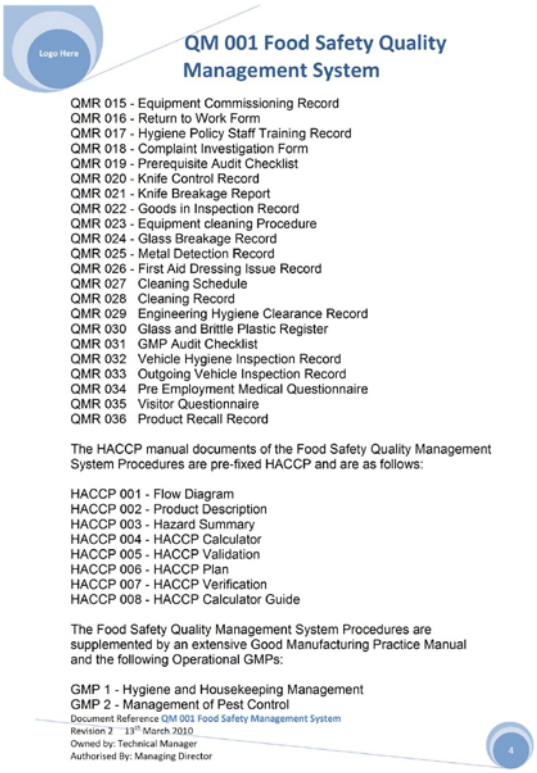
QM 001 Food Safety Quality Management System

QM 007 - Quality and Food Safety Policy
QM 007 - Quality and Food Safety Objectives
QM 008 - Responsibility, Authority and Communication
QM 009 - Management Review
QM 010 - Resources and Training
QM 011 - Infrastructure and Work Environment
QM 012 - Product Realization and Contract Review
QM 013 - Design and Development
QM 014 - Purchasing, Orders and Verification of Purchased Materials
QM 015 - Prerequisite Programmes
QM 016 - Identification and Traceability
QM 017 - Customer Property
QM 018 - Planning Product Realisation and Contract Review
QM 019 - Calibration
QM 020 - Hazard Analysis and Critical Control Points System
QM 021 - Verification, Validation and Improvement
QM 022 - Customer Satisfaction
QM 023 - Internal Audit
QM 024 - Monitoring and Measuring QMS, Analysis of Data
QM 025 - Control of Non-Conforming Product
QM 026 - Corrective Action and Preventive Action
QM 027 - Crisis Management
QM 028 - Product Recall

The Food Safety Quality Management System records are pre-fixed QMR and are as follows:

QMR 001 - Management Review Minutes
QMR 002 - Training Record
QMR 003 - Product Release Record
QMR 004 - Design and Development Records
QMR 005 - Supplier Assessment Record
QMR 006 - Validation Record
QMR 007 - Identification and Traceability Record
QMR 008 - Register of Customer Property
QMR 009 - Calibration Record
QMR 010 - Internal Audit Record
QMR 011 - Records of Non-conforming Product
QMR 012 - Corrective Action Request Form
QMR 013 - Preventative Action Request Form
QMR 014 - Supplier Self Assessment and Approval Form



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QM 001 Food Safety Quality Management System

QMR 015 - Equipment Commissioning Record
QMR 016 - Return to Work Form
QMR 017 - Hygiene Policy Staff Training Record
QMR 018 - Complaint Investigation Form
QMR 019 - Prerequisite Audit Checklist
QMR 020 - Knife Control Record
QMR 021 - Knife Breakage Report
QMR 022 - Goods in Inspection Record
QMR 023 - Equipment cleaning Procedure
QMR 024 - Glass Breakage Record
QMR 025 - Metal Detection Record
QMR 026 - First Aid Dressing Issue Record
QMR 027 Cleaning Schedule
QMR 028 Cleaning Record
QMR 029 Engineering Hygiene Clearance Record
QMR 030 Glass and Brittle Plastic Register
QMR 031 GMP Audit Checklist
QMR 032 Vehicle Hygiene Inspection Record
QMR 033 Outgoing Vehicle Inspection Record
QMR 034 Pre Employment Medical Questionnaire
QMR 035 Visitor Questionnaire
QMR 036 Product Recall Record

The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HACCP and are as follows:

HACCP 001 - Flow Diagram
HACCP 002 - Product Description
HACCP 003 - Hazard Summary
HACCP 004 - HACCP Calculator
HACCP 005 - HACCP Validation
HACCP 006 - HACCP Plan
HACCP 007 - HACCP Verification
HACCP 008 - HACCP Calculator Guide

The Food Safety Quality Management System Procedures are supplemented by an extensive Good Manufacturing Practice Manual and the following Operational GMPs:

GMP 1 - Hygiene and Housekeeping Management
GMP 2 - Management of Pest Control

Food Safety Management System Procedures Manual

QM 008 Responsibility, Authority and Communication

Introduction

The company has established and documented clear levels of responsibility and authority and communication for staff within the food safety quality management system. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Scope

The scope of the defined responsibility and authority and communication includes all staff, both full time and temporary. Staff responsibilities include contributing to achieving site objectives and continuous improvement. The level of responsibility and authority of sub-contractors is defined in the procedure for the control of sub-contractors.

Responsibility and Authority

Responsibilities and authorities of all personnel are communicated to them via induction and role training.

The site organisational chart shows the company structure with deputies for each management position. The identity of deputies is communicated to all employees.

All Managers have agreed and signed job descriptions for their individual roles which include responsibility and authority.

General Job descriptions including levels of responsibility and authority are available for all roles on site. All personnel are required to sign the relevant general job description which is held with their individual training records. Responsibility for reporting any problems with the food safety quality management system are detailed in individual job descriptions. The job descriptions include details of staff responsibility and authority to initiate and record corrective actions.

Specific responsibilities for key processes are documented within operational procedures.

The Management Representative for Quality and Food Safety is the Technical Manager, who retains responsibility and authority for:

QM 008 Responsibility, Authority and Communication

Internal Communication

The Senior Management Team is responsible for ensuring that appropriate communication processes are established, implemented and maintained regarding the effectiveness of the quality, food safety (including any food safety issues) and environmental control systems.

Communication processes include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Regular communication is important to keep all employees aware of company performance in meeting policies and objectives. The following key information is communicated regularly:

- Key Performance Indicators
- Results of External Audits
- Results of Customer visits
- Results of Inspections by Regulatory Authorities
- Preventive actions
- Serious complaints
- Product withdrawal
- New product launches
- Changes in raw materials, ingredients and services
- Changes in processes, production systems, packaging, equipment and/or products
- Changes in cleaning and disinfection procedures
- Customers or customer requirement changes
- Changes in production premises, equipment(including location), storage systems, distribution systems and the surrounding environment
- Management Changes and changes in levels of responsibility and authority

QM 008 Responsibility, Authority and Communication

Appendix 1 Site Management Teams

Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

Food Safety Management Team			
FSMS Team Member	**Name**	**Position**	**Qualification**
FSMS Team Leader			
FSMS Assistant Leader			
FSMS Team Members			

Food Safety and Quality Audit Team

QM 019 Calibration

Introduction

The company has established, documented and implemented a Calibration system for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The processes that contribute to meeting the requirements of these standards have been determined.

Scope

The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.

These requirements are aligned with the policies and objectives of the site and include those of the following standards:

Quality - ISO 9001:2008
FSSC 22000 including PAS 220 and ISO 22000:2005

Procedure

The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Engineering Manager. Each piece of equipment is labelled with a unique identification code which is also used to identify it on all relevant documentation including calibration certificates.

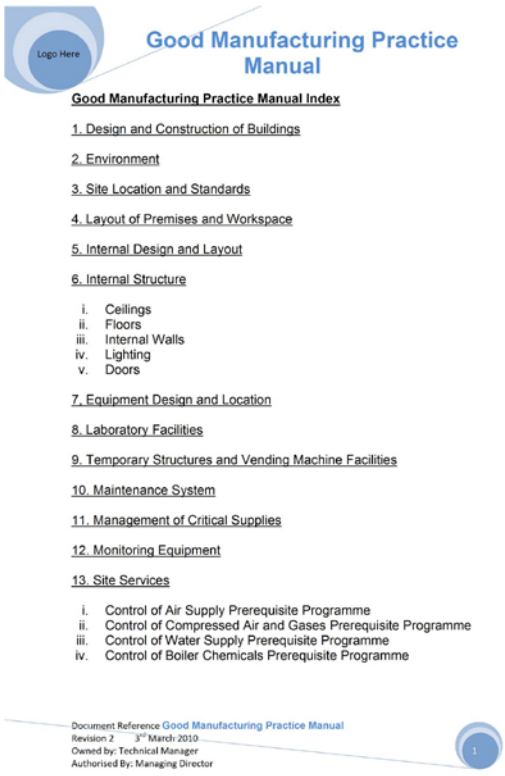
All of the Measuring and monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventative Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

Good Manufacturing Procedures Manual

A comprehensive 100 page Good Manufacturing Practice Manual considering the prerequisite requirements of CODEX and ISO 22002 containing the following sections:

1. Design and Construction of Buildings
2. Environment
3. Site Location and Standards
4. Layout of Premises and Workspace
5. Internal Design and Layout
6. Internal Structure
7, Equipment Design and Location
8. Laboratory Facilities
9. Temporary Structures and Vending Machine Facilities
10. Maintenance System
11. Management of Critical Supplies
12. Monitoring Equipment
13. Site Services
14. Purchasing
15. Supplier Approval and Monitoring
16. Control of Incoming Materials
17. Manufacturing Control
18. Raw Material Foreign Body Control Policy
19. Storage Prerequisite Programme
20. Stock Control

21. Despatch and Distribution
22. Warehousing
23. Management of Cleaning
24. Equipment
25. Waste Management
26. Food Defence
27. Crisis Management
28. Hygiene and Housekeeping
29. Pest Control
30. Prevention of contamination
31. Product Labelling Controls
32. Product Information
33. Allergen Control System
34. Rework
35. Product Recall



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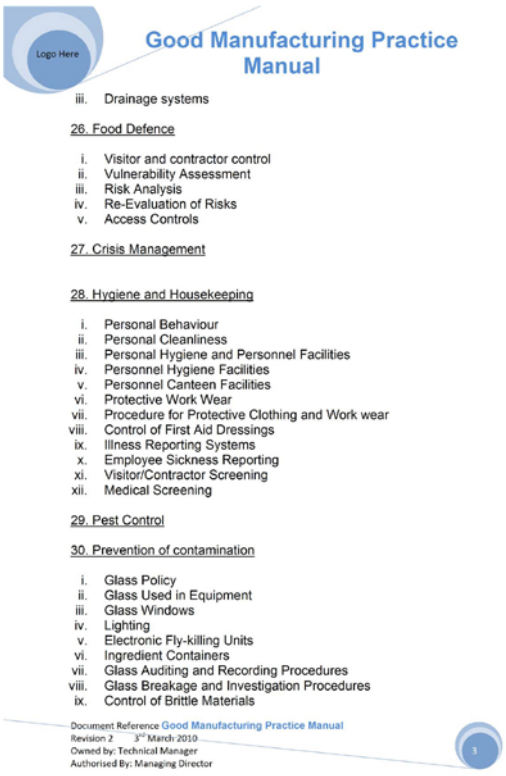
Good Manufacturing Practice Manual

Good Manufacturing Practice Manual Index



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Good Manufacturing Practice Manual

Good Manufacturing Procedures Manual

x. Brittle Material Used in Equipment
xi. Brittle Material Auditing and Recording Procedures
xii. Brittle Material Breakage and Investigation Procedures
xiii. Control of Knives and Blades
xiv. Knife Loss/Blade Breakage Procedure
xv. Prevention of cross contact or contamination during processing
xvi. Prevention of Microbiological Contamination
xvii. Prevention of contamination
xviii. Chemical Controls
xix. General Physical/ Chemical/ Microbiological
xx. HACCP Prerequisite GMP Programmes

31. Product Labelling Controls

32. Product Information

33. Allergen Control System

i. Foods That Can Cause Reactions
ii. Controlling Allergens
iii. Checking and Managing Ingredients
iv. Risk Assessment of Manufacturing Allergen free Food
v. Identification and segregation of allergens during storage and handling

34. Rework

35. Product Recall

10. Maintenance System

The Maintenance System includes all areas where products are handled on site and activities conducted on site. Special attention is given to those areas critical to food safety. All equipment is properly specified, commissioned, tested, and assessed prior to use.

The Plant Maintenance System is managed by the Engineering Manager.

A Preventative Maintenance Programme operates on all areas which may affect the conformity of product to requirements on site including:

- Critical Equipment that monitors hazards at critical control points(Critical equipment has a specific documented schedule of regular maintenance, inspection and calibration) including:
  → Screens
  → Filters (including air filters)
  → Magnets
  → Metal detectors
  → X-ray detectors
  → Process Thermometers
- Boilers
- Buildings
- Cooling Towers
- Air Compressors
- Processing Equipment
- Filling Equipment
- Services

The Engineering Manager schedules Preventative Maintenance by issuing a Maintenance Task Card for each piece of equipment on a weekly basis. Maintenance requests which impact on product safety are given priority.

The Maintenance Task Card lists the specific jobs for the engineer to carry out on that piece of equipment. The Engineer schedules the maintenance work during routine equipment downtime to prevent the risk of contamination of product during production. The Engineer completes the tasks as instructed and completes the task card signing off the work completed and completes a handover form back to confirm

29. Pest Control

The company operates a proactive system for the prevention of contamination of products by pests and ensures there are effective controls and processes in place to minimise pest activity. This procedure is used in conjunction with written prerequisite GMP programmes, Operational GMPs and HACCP plans to ensure adequate pest control. At the factory design stage measures are taken to reduce the risk of contamination by aiming to restrict the access of pests on site. All buildings are required to be adequately proofed. Hygiene, cleaning, incoming materials inspection and monitoring procedures are implemented to deter pest activity.

Raw materials, packaging and finished products are stored so as to minimise the risk of infestation. Where stored product pests are considered a risk, appropriate measures are included in the control programme. All incoming goods are inspected for pest infestation. Process equipment that handles raw materials vulnerable to infestation is identified and scheduled inspection undertaken.
In order to prevent risk of contamination no animals are allowed on site.

Procedures and records defining the controls in place including:

- Pest Control Programme
- Prevention of Pest Harbourage
- Pest Monitoring
- Exterior Bait Stations
- Interior Monitoring
- Electronic Flying Insect Killing Units (EFKs)
- Pheromone Traps
- Bird Control
- Pesticide Management
- Pest Eradication

Responsibility

The Technical Manager is responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File.

34. Rework

Based on risk assessment rework management GMP controls proportional to the hazard posed to the process area or product are established and documented:

- Stored rework is protected from exposure to microbiological, chemical or foreign body contamination.
- Reworked material is controlled so that it 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 food safety team assess the risk of allergens from rework and dictate rules for the reworking of products containing allergens.
- Rework is only permitted on a like for like basis unless specifically authorised by the Technical Manager who will ensure there is no risk of cross-contamination.
- Segregation requirements for rework are documented as applicable.
- Rework is identified by product name and date of production to allow traceability and the reason for rework is recorded.
- Controls are applied to the way rework is stored, handled and used as part of the rework prerequisite programmes to ensure the following are maintained:
  → product safety
  → product quality
  → traceability
  → regulatory compliance
- Rework is protected as per standard storage prerequisites although controlled and segregated from other products.
- Rework is considered as part of the HACCP study and the appropriate control measures applied including the requirement for reprocessing.
- There is a designated rework area which is segregated from usable materials.

Food Safety Management System Records

A comprehensive range of 36 easy to use record templates including:

QMR 001 Management Review Minutes
QMR 002 Training Record
QMR 003 Product Release Record
QMR 004 Design and Development Records
QMR 005 Supplier Assessment Record
QMR 006 Validation Record
QMR 007 Identification and Traceability Record
QMR 008 Register of Customer Property
QMR 009 Calibration Record
QMR 010 Internal Audit Record
QMR 011 Records of Non-conforming Product
QMR 012 Corrective Action Request Form
QMR 013 Preventative Action Request Form
QMR 014 Supplier Self Assessment and Approval Form
QMR 015 Equipment Commissioning Record
QMR 016 Return to Work Form
QMR 017 Hygiene Policy Staff Training Record
QMR 018 Complaint Investigation Form
QMR 019 Prerequisite Audit Checklist
QMR 020 Knife Control Record
QMR 021 Knife Breakage Report
QMR 022 Goods in Inspection Record
QMR 023 Equipment Cleaning Procedure
QMR 024 Glass and Brittle Plastic Breakage Record
QMR 025 Metal Detection Record
QMR 026 First Aid Dressing Issue Record
QMR 027 Cleaning Schedule
QMR 028 Cleaning Record
QMR 029 Engineering Hygiene Clearance Record
QMR 030 Glass and Brittle Plastic Register
QMR 031 GMP Audit Checklist
QMR 032 Vehicle Hygiene Inspection Record
QMR 033 Outgoing Vehicle Inspection Record
QMR 034 Pre Employment Medical Questionnaire
QMR 035 Visitor Questionnaire
QMR 036 Product Recall Record

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QMR 002 Training Record

Name:	Employee Number:
Company Start Date:	Position:
Prior External Qualification(s), Skills & Experience :	

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	QMD 002 Quality Policy Briefing			
	QMD 003 Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

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QMR 010 Food Safety Management System Audit Form

FOOD SAFETY MANAGEMENT SYSTEM AUDIT FORM			
DATE OF AUDIT	TIME OF AUDIT		
PROCEDURE DOCUMENT OR AREA AUDITED			
MANUAL	DOCUMENT NUMBER	TITLE	ISSUE NUMBER
NON-CONFORMANCES FOUND (To be completed by auditor)			
ACTION TO BE TAKEN (To be agreed between auditor and auditee with timescales)			
LOG CORRECTIVE ACTION REQUEST NUMBERS RAISED IN BOX BELOW:			
NAME (Auditor)	SIGNATURE (Auditor)	DATE	
NAME (Auditee)	SIGNATURE (Auditee)	DATE	
ACTIONS COMPLETE AND CORRECTIVE ACTIONS SIGNED OFF AUDIT FORM CLOSED			
NAME	SIGNATURE	DATE	

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QMR 010 Food Safety Management System Audit Form

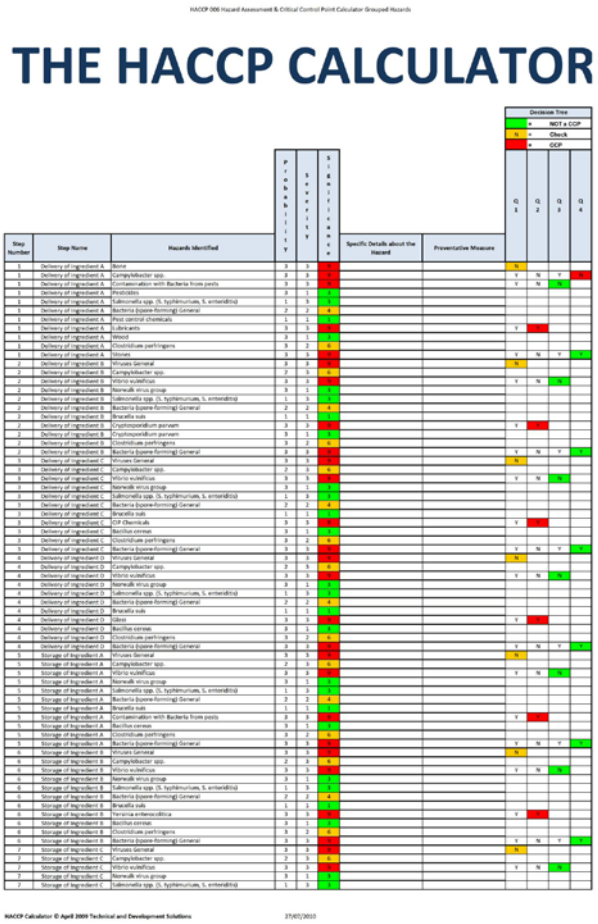
AUDITOR SYSTEM AUDIT REPORT		
Area Conformances to requirements		
Opportunities for improvement		
Strengths and weaknesses		
Confirmation if the food safety management system is adequate in the area audited		
Recommendations for future audit planning		
Items to follow up on the next audit		
NAME (Auditor)	SIGNATURE (Auditor)	DATE

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of BRC Global Standard for Food Safety Issue 5	Quality Manager	Site Director

HACCP Manual containing the HACCP Calculator

Sections included in the HACCP manual are as follows:

HACCP Pre-Requisites
HACCP Definitions
HACCP 001 HACCP System
HACCP 002 HACCP Flow Diagram
HACCP 003 Chemical Hazards
HACCP 004 Physical Hazards
HACCP 005 Biological Hazards
HACCP 006 Hazard Assessment & Critical Control Point Calculator - Hazards analysis templates Likelihood & severity templates and Decision Tree templates are included in our unique Hazard Analysis and Critical Control Point Automated Calculator
HACCP 007 Hazard Plan
HACCP 008 Hazard Verification Audit
HACCP 009 HACCP Calculator Guide


HACCP 006 Hazard Assessment & Critical Control Point Calculator Grouped Hazards

THE HACCP CALCULATOR

How the HACCP Calculator helps:

- ✓ A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.
- ✓ You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.
- ✓ It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.
- ✓ Saves time and hence money.
- ✓ It enables you to present your HACCP assessment in a clear and professional manner.
- ✓ It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.
- ✓ All your HACCP information can be held in a single document.

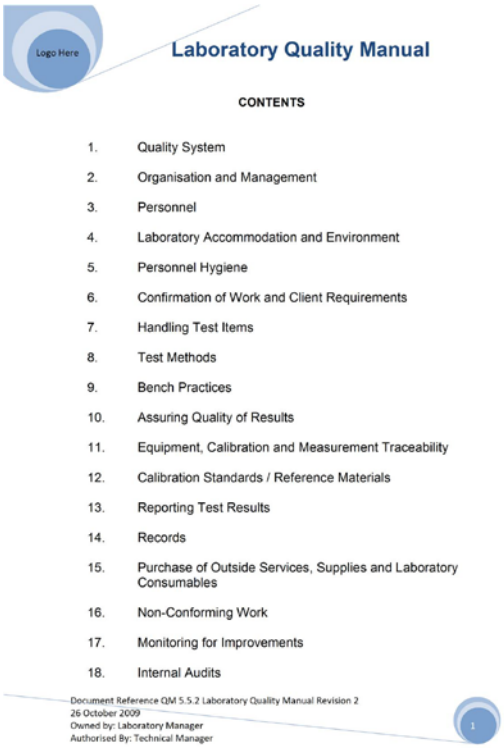
Physical Hazards

Hazard	Potential Harm	Source
Glass	Cuts, bleeding; may require surgery to find or remove	Bottles, jars, light fixtures, utensils, gauge covers, etc.
Wood	Cuts, infection, choking; may require surgery to remove	Field sources, pallets, boxes, building materials
Stones	Choking, broken teeth	Fields, buildings
Metal	Cuts, infection; may require surgery to remove	Machinery, fields, wire, employees
Insulation	Choking; long-term if asbestos	Building materials
Bone	Choking	Improper processing
Plastic	Choking, cuts, infection; may require surgery to remove	Packaging, pallets, equipment
Personal effects	Choking, cuts, broken teeth; may require surgery to remove	Employees

The HACCP Manual includes a comprehensive list of potential chemical, biological and physical hazards which you can use as a checklist when carrying out your hazard analysis.

Laboratory Quality Manual

A Laboratory Quality Manual compliant with the CLAS standard (Campden Laboratory Accreditation Scheme) provided in Microsoft Word format. Campden laboratory accreditation scheme sets standards for good laboratory practice. The laboratory quality manual includes template records, procedures and product sampling plans.



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Laboratory Quality Manual

CONTENTS

Document Reference QM 5.5.2 Laboratory Quality Manual Revision 2
26 October 2009
Owned by: Laboratory Manager
Authorised By: Technical Manager

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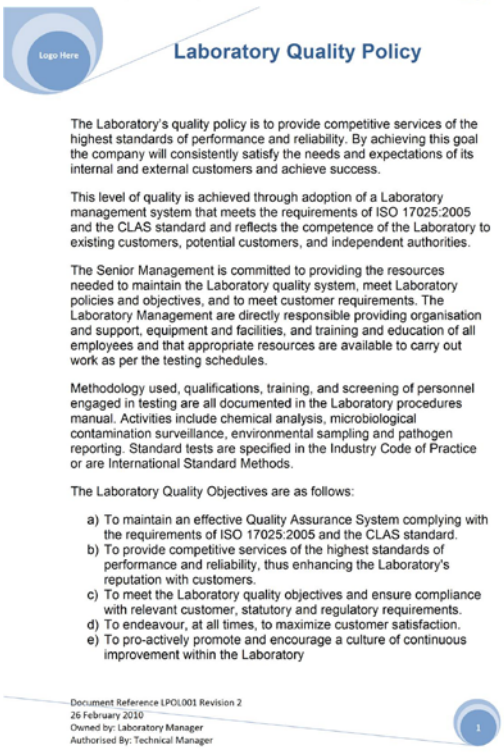

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Laboratory Quality Policy

The Laboratory's quality policy is to provide competitive services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the needs and expectations of its internal and external customers and achieve success.

This level of quality is achieved through adoption of a Laboratory management system that meets the requirements of ISO 17025:2005 and the CLAS standard and reflects the competence of the Laboratory to existing customers, potential customers, and independent authorities.

The Senior Management is committed to providing the resources needed to maintain the Laboratory quality system, meet Laboratory policies and objectives, and to meet customer requirements. The Laboratory Management are directly responsible providing organisation and support, equipment and facilities, and training and education of all employees and that appropriate resources are available to carry out work as per the testing schedules.

Methodology used, qualifications, training, and screening of personnel engaged in testing are all documented in the Laboratory procedures manual. Activities include chemical analysis, microbiological contamination surveillance, environmental sampling and pathogen reporting. Standard tests are specified in the Industry Code of Practice or are International Standard Methods.

The Laboratory Quality Objectives are as follows:

a) To maintain an effective Quality Assurance System complying with the requirements of ISO 17025:2005 and the CLAS standard.
b) To provide competitive services of the highest standards of performance and reliability, thus enhancing the Laboratory's reputation with customers.
c) To meet the Laboratory quality objectives and ensure compliance with relevant customer, statutory and regulatory requirements.
d) To endeavour, at all times, to maximize customer satisfaction.
e) To pro-actively promote and encourage a culture of continuous improvement within the Laboratory

Document Reference LPOL001 Revision 2
26 February 2010
Owned by: Laboratory Manager
Authorised By: Technical Manager

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Supplementary Operational GMP Manual

The Food Safety Quality Management System Procedures are supplemented by an extensive Good Manufacturing Practice Manual and the following Operational GMPs:

GMP 1 - Hygiene and Housekeeping Management
GMP 2 - Management of Pest Control
GMP 3 - Control of Visitors and Sub-Contractors
GMP 4 - Management of Cleaning
GMP 5 - Despatch and Distribution
GMP 6 - Maintenance
GMP 7 - Hygiene Policy
GMP 8 - Hygiene Code of Practice
GMP 9 - Glass Policy
GMP 10 - Ingredients Foreign Body Control Policy
GMP 11 - Metal Detection
GMP 12 - Nut Handling Procedure

Each procedure has an audit template and validation record to supplement your food safety management system.

Supplementary Operational GMP Manual

OPRP 4 Management of Cleaning

Introduction

The company has established, documented and implemented a management system for cleaning on site, which is maintained as part of the Operational Prerequisite programme in order to meet the requirements of the Food Safety Quality Management System and ensure the safe production of products.

Scope

The scope of the Cleaning Management system includes all product handling, manufacturing and storage areas on site and activities conducted on site.

Procedure

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.

For all areas detailed cleaning instructions are available and 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.

Each Cleaning Work Instruction will have specific details including:

- Protective Equipment to be worn
- Cleaning Equipment to be used
- Chemicals to be Used
- Correct dilution and temperature of Chemicals
- Contact time for Chemicals
- Method of Cleaning
- Any precautionary measures
- Frequency of cleaning

OPRP 4 Management of 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.

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 shall be fit for purpose, suitably labelled, secured in closed containers and used in accordance with manufacturers' instructions. All Cleaning equipment is clearly identified and segregated.

Cleaning in Place (CIP) is used where possible for food contact surfaces. The critical elements of the CIP cycle are automatically monitored:

- detergent strength minimum 0.8% NaOH
- temperature minimum 75 ° C on return
- flow rate minimum 1.5m/s
- circulation time minimum 15 minutes at correct temperature and causticity
- disinfection minimum 150ppm PAA

The conditions for efficient cleaning are established with the detergent and equipment suppliers during commissioning. The set parameters are password protected and changes are only permitted following authorisation from the Technical Manager.

The CIP sequence consists of:

- Pre-rinse with cold water until visible product residue is clear

OPRP 4 Management of Cleaning

- Caustic Recirculation at 80 ° C for 20 minutes
- Cold water rinse until visible detergent residues are undetectable
- Rinse with Peracetic Acid Disinfectant solution at 150 – 200 ppm

Cleaning procedures are revalidated after building or maintenance work, new product or equipment introduction.

Validation and Verification of Cleaning

All operational prerequisite programmes are approved by the Food Safety Team, their relevance and the reason for their inclusion is documented in the Hazard Assessment including details of why the Operational PRP is appropriate to the organisation and the control of food safety hazards.

Operational prerequisite programme control measures are implemented as a result of Hazard Assessment to control chemical, microbiological and physical hazards and are described in the Operational Prerequisite Manual Procedures. Validation and Verification activities are carried out for operational prerequisites in the form of audits and laboratory routine testing as per the internal audit schedule and Laboratory Testing Schedule.

The operational prerequisite programmes are modified as necessary taking into account the results of Hazard Analysis and the capability of the selected control measures to control the identified food safety hazards. The results Hazard Analysis and subsequent modifications are recorded.

The cleaning of all critical plant and equipment is validated and verified. Manual cleaning and records are inspected, checked and signed off by supervisory staff. Methods for validation and verification of cleaning and corrective action procedures:

The Laboratory performs periodic microbiological surveys of equipment and the environment to ensure that the effective management of cleaning is carried out on site. Cleaning at Critical Control Points is validated by an ATP swab prior to use of the relevant equipment.

OPRP 4 Management of Cleaning

Adverse results are reported to the Technical Manager who investigates the adverse results and as a result may raise a Corrective Action Request or increase the frequency of microbiological surveys by the Laboratory.

Responsibility

All personnel are required to carry out cleaning procedures as instructed and maintain a clean and tidy work environment.

Department Managers are responsible for supervising cleaning procedures across the site and ensuring that cleaning records are completed and signed off.

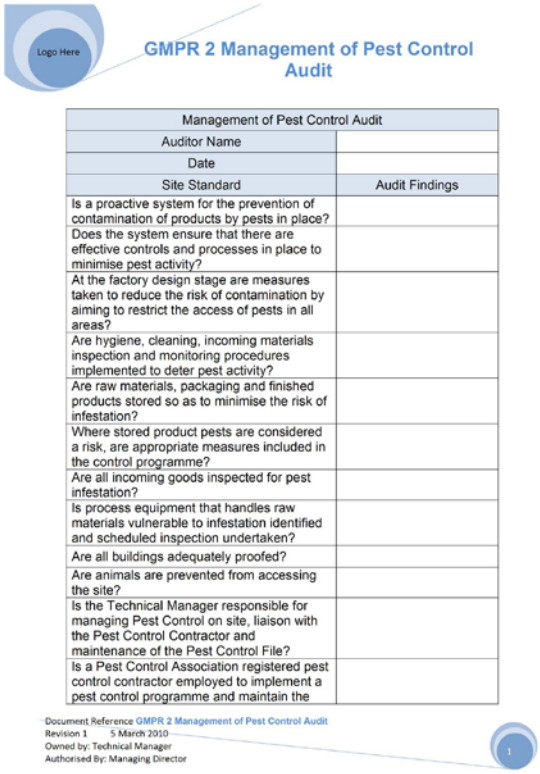
The Technical department is responsible for monitoring the effectiveness of cleaning and specifying the use of cleaning chemicals. The effectiveness of cleaning is also monitored during scheduled hygiene audits. The Technical Manager is responsible for approving all cleaning procedures, work instruction and records.

References

Cleaning Work Instructions
Cleaning Checklists
Detailed methods and schedules are listed in the departmental operational procedures manuals.
PRP 1 Prerequisite Programmes
Operational Prerequisites Manual

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of FSSC22000:2008	Technical Manager	Managing Director

Supplementary Operational GMP Manual



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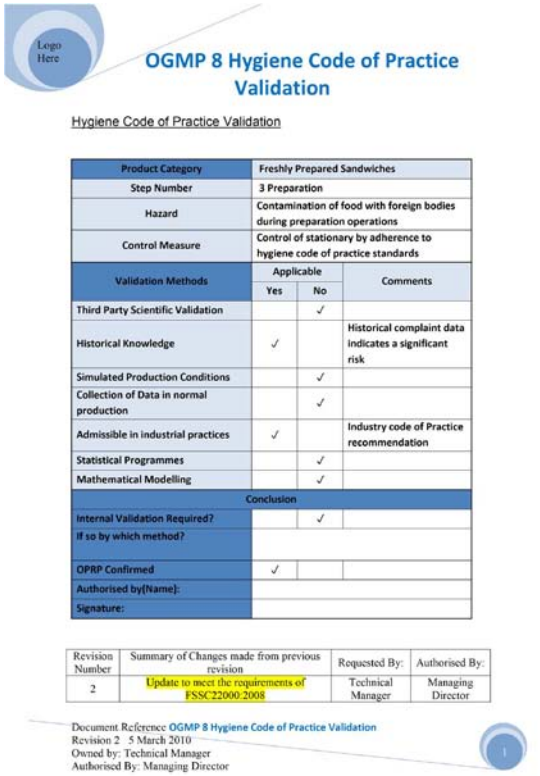
GMPR 2 Management of Pest Control Audit

Management of Pest Control Audit	
Auditor Name	
Date	
Site Standard	Audit Findings
Is a proactive system for the prevention of contamination of products by pests in place?	
Does the system ensure that there are effective controls and processes in place to minimise pest activity?	
At the factory design stage are measures taken to reduce the risk of contamination by aiming to restrict the access of pests in all areas?	
Are hygiene, cleaning, incoming materials inspection and monitoring procedures implemented to deter pest activity?	
Are raw materials, packaging and finished products stored so as to minimise the risk of infestation?	
Where stored product pests are considered a risk, are appropriate measures included in the control programme?	
Are all incoming goods inspected for pest infestation?	
Is process equipment that handles raw materials vulnerable to infestation identified and scheduled inspection undertaken?	
Are all buildings adequately proofed?	
Are animals are prevented from accessing the site?	
Is the Technical Manager responsible for managing Pest Control on site, liaison with the Pest Control Contractor and maintenance of the Pest Control File?	
Is a Pest Control Association registered pest control contractor employed to implement a pest control programme and maintain the	

Document Reference GMPR 2 Management of Pest Control Audit
Revision 1 5 March 2010
Owned by: Technical Manager
Authorised By: Managing Director



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OGMP 8 Hygiene Code of Practice Validation

Hygiene Code of Practice Validation

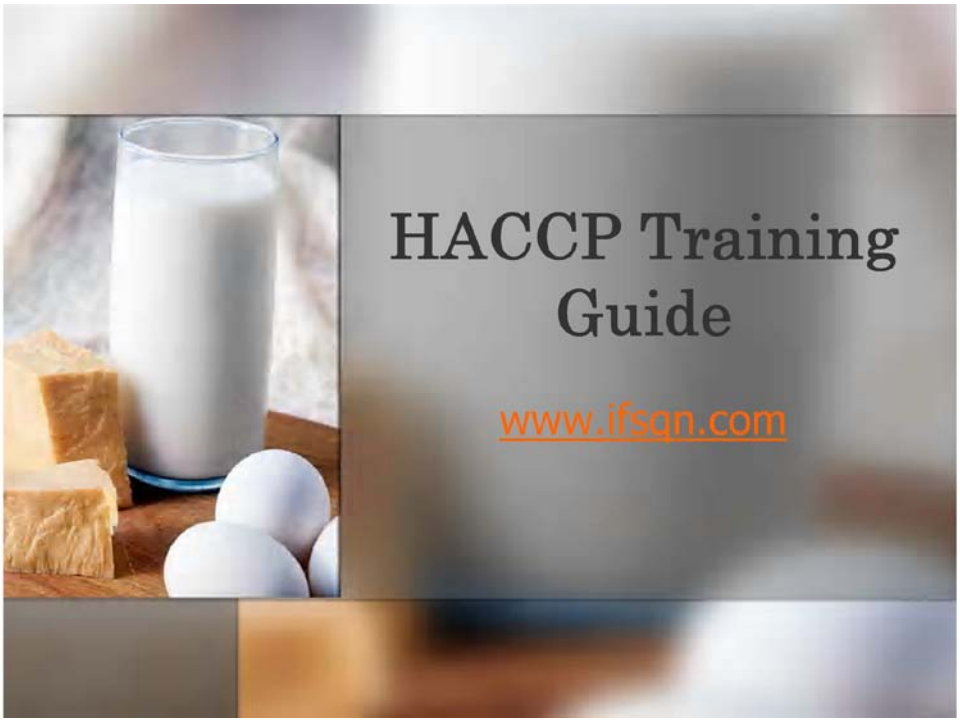
Product Category	Freshly Prepared Sandwiches		
Step Number	3 Preparation		
Hazard	Contamination of food with foreign bodies during preparation operations		
Control Measure	Control of stationary by adherence to hygiene code of practice standards		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		Historical complaint data indicates a significant risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry code of Practice recommendation
Statistical Programmes		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

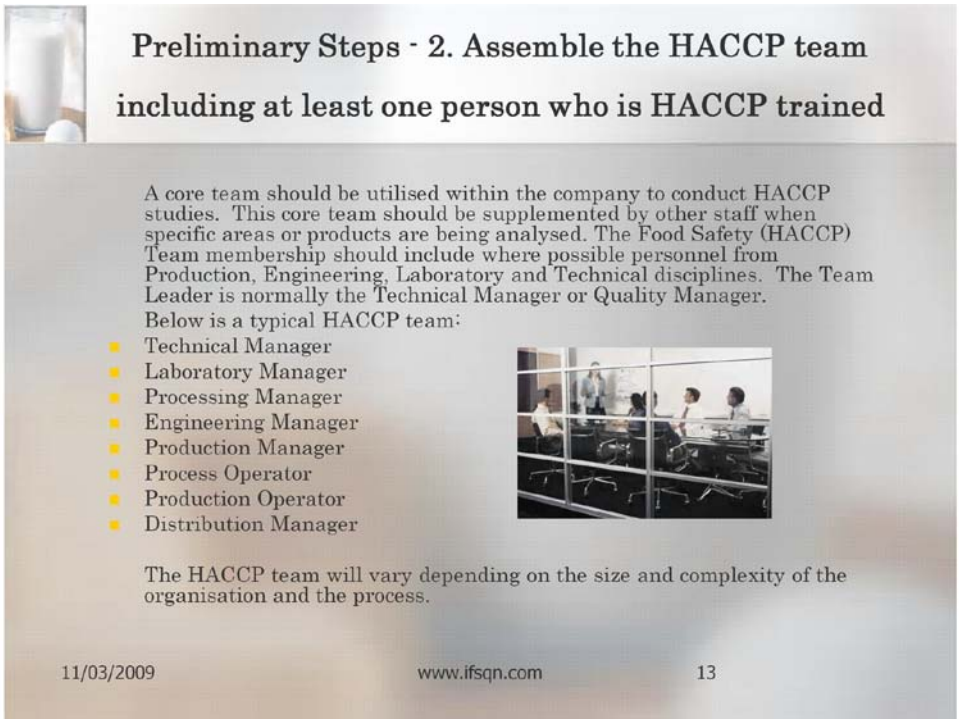
Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of FSSC22000:2008	Technical Manager	Managing Director

Document Reference OGMP 8 Hygiene Code of Practice Validation
Revision 2 5 March 2010
Owned by: Technical Manager
Authorised By: Managing Director

HACCP Training

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





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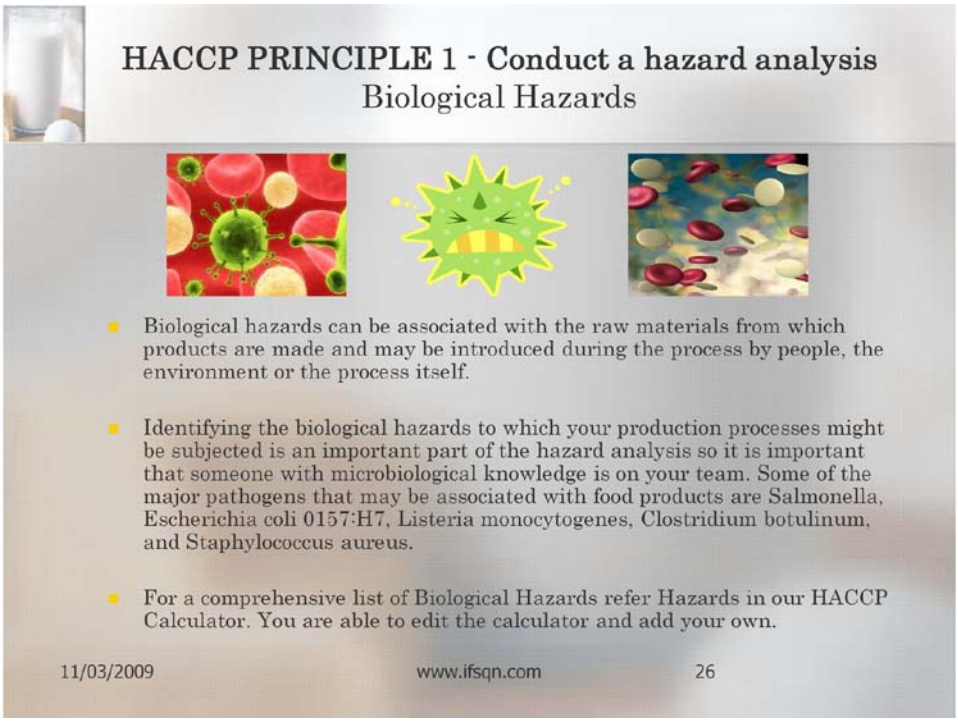
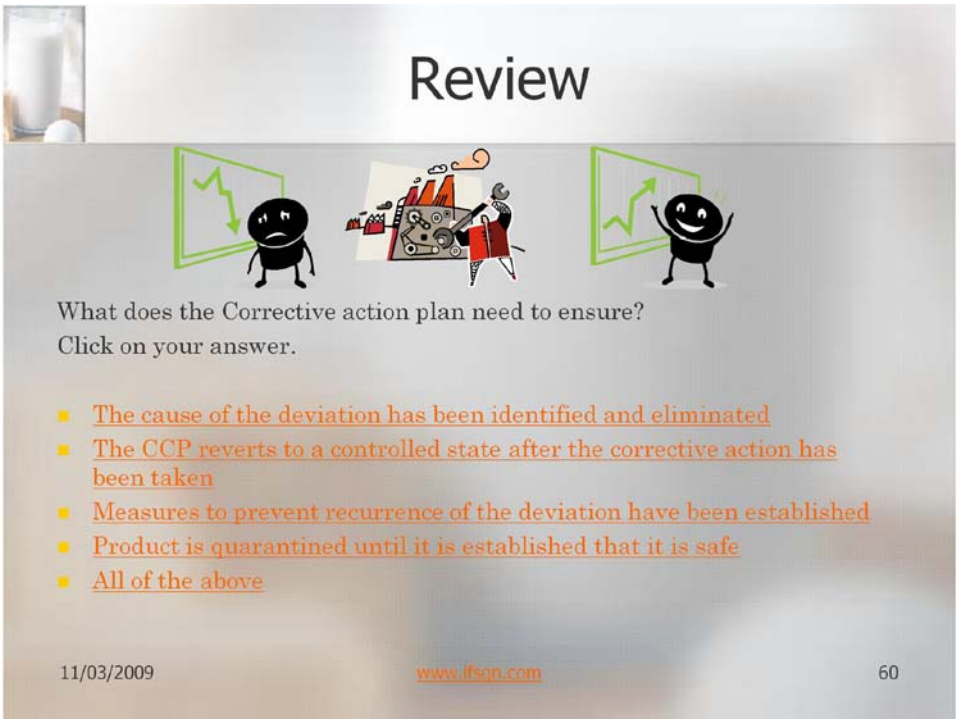
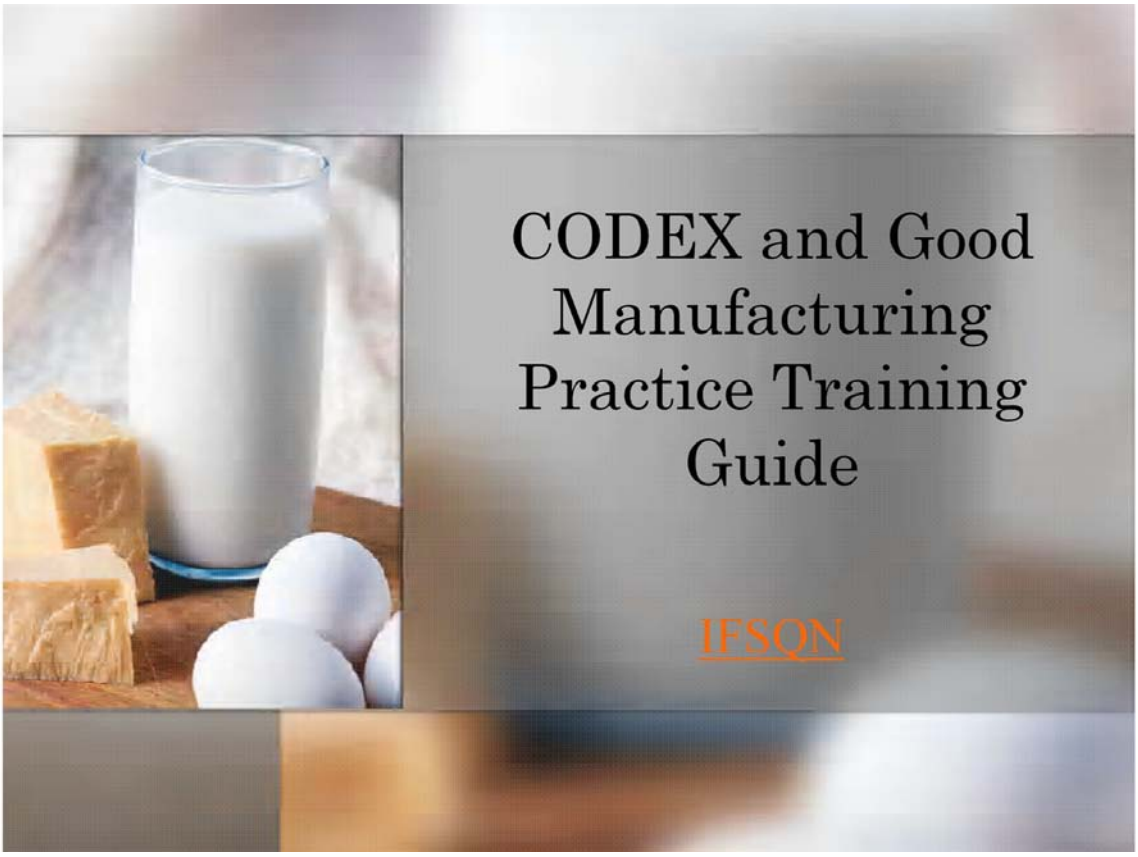


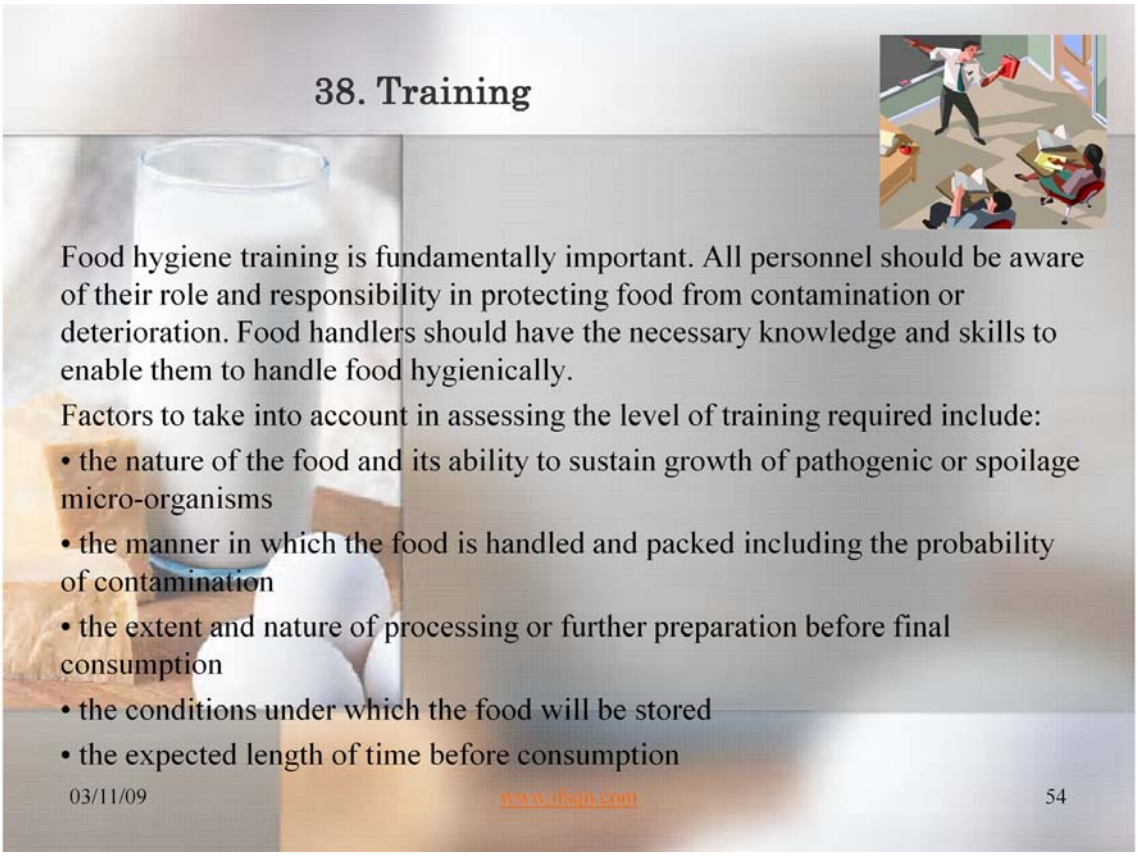


New HACCP Training Software

A 1 hour multiple choice exam in HACCP to evaluate the effectiveness of your training. The exam includes an automatic scoring system and the generation of graphic certificates to print out.

Interactive Codex GMP Training Module





Interactive Codex GMP Training Examination

Our unique interactive Codex GMP training examination to verify the effectiveness of your training. Automatically generates attendance or pass certificates based on the exam results.

Universal Food Safety Management System from www.ifsqn.com

Free online support via e-mail

We provide online support and expertise to assist you in developing your Food Safety Management System.

Simon Timperley team@ifsqn.com

Tony Connor support@ifsqn.com

To order the Universal Food Safety Management System click here

Benefits of the IFSQN Universal Food Safety Management System

Implementing a Food Safety Management System can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Food Safety Management System:

- ✓ A Food Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business
- ✓ An effectively implemented and applied HACCP based Food Safety Management System will improve customer confidence in the safety of food
- ✓ A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- ✓ An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- ✓ Food Safety Management System Records provide evidence of due diligence
- ✓ HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- ✓ The benefits of a Food Safety Management System
- ✓ How lack of an effective Food Safety Management System can cause food borne illness
- ✓ That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control
- ✓ That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner

The IFSQN Universal Food Safety Management System has been designed to overcome the problems that can be encountered when implementing an effective system including:

- ✓ Lack of pre-requisite programmes
- ✓ Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of

the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- ✓ Ineffective monitoring and corrective actions due to poor training and verification procedures.
- ✓ Excessive documentation and lack of focus due to over-complex systems.
- ✓ Poor validation and verification due to lack of expertise.
- ✓ Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

The IFSQN Universal Food Safety Management System is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the IFSQN Universal Food Safety Management System gives organisations a head start in developing their system and preparing for certification:

> "The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with International Food Safety Management Standards. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process."

> "As a bonus our IFSQN Universal Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system."

For more information on e-mail us at support@ifsqn.com