The IFSQN SQF Fundamentals Food Safety Management System Implementation Package is ideal for organizations looking to meet the meet the requirements of The SQF Fundamentals for Manufacturing which is a stepping stone to full SQF certification for small to medium sites and meets the GFSI Global Markets Program.
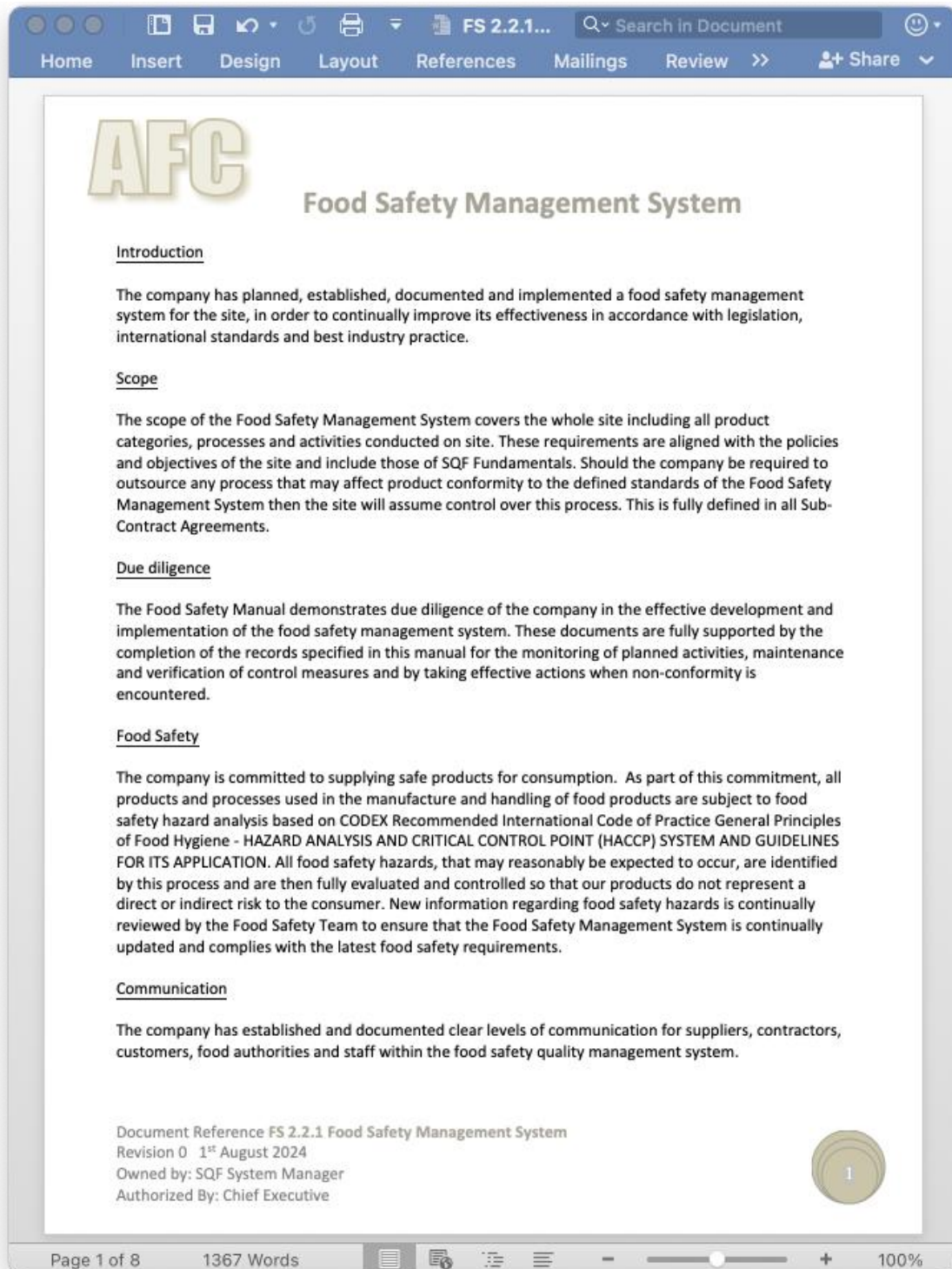
The IFSQN SQF Fundamentals Food Safety Management System Implementation Package includes:

- ✓ Food Safety Management System Procedures - A comprehensive set of editable Food Safety Management System Procedures written in Microsoft Word (US English) format
- ✓ Good Manufacturing Practice Template Procedures - A comprehensive set of editable Good Manufacturing Practice Templates written in Microsoft Word (US English) format
- ✓ Food Safety Record Templates - A wide range of easy to use Record Templates written in Microsoft Word (US English) format
- ✓ Implementation Assistance - A range of tools including instructions, training presentations, guidance and technical support

This package has been written in accordance with the latest edition of CODEX Recommended International Code of Practice General Principles of Food Hygiene HACCP System and Guidelines for its Application which includes a New Decision Tree.

1

Food Safety Management System Templates

The IFSQN SQF Fundamentals Food Safety Management System Package contains comprehensive top level Food Safety Management System procedures templates in Microsoft Word format that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

Food Safety Management System

Introduction

The company has planned, established, documented and implemented a food safety management system for the site, in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice.

Scope

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

Due diligence

The Food Safety Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records 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 and handling of food products are subject to food safety hazard analysis based on CODEX Recommended International Code of Practice General Principles of Food Hygiene - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety Team to ensure that the Food Safety Management System is continually updated and complies with the latest food safety requirements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system.

Document Reference FS 2.2.1 Food Safety Management System
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized By: Chief Executive

Food Safety Management System Templates Included in the Package

Name	Date Modified	Size	Kind
A SQF Fundamentals Document List.docx	28 August 2024 at 12:09	96 KB	Microso...(.docx)
FS 2.1 Management Commitment.docx	7 August 2024 at 10:40	30 KB	Microso...(.docx)
FS 2.1.1 Food Safety Policy.docx	5 August 2024 at 12:52	27 KB	Microso...(.docx)
FS 2.1.1A Appendix Food Safety Objectives.docx	5 August 2024 at 12:55	27 KB	Microso...(.docx)
FS 2.1.2 Management Responsibility.docx	7 August 2024 at 10:42	43 KB	Microso...(.docx)
FS 2.1.2A Appendix Organizational Chart.xlsx	7 August 2024 at 10:45	1.3 MB	Microso...k (.xlsx)
FS 2.1.2B Appendix Job Descriptions.docx	7 August 2024 at 10:54	42 KB	Microso...(.docx)
FS 2.1.3 Management Review.docx	8 August 2024 at 11:06	32 KB	Microso...(.docx)
FS 2.1.3R Management Review Record.docx	8 August 2024 at 11:06	29 KB	Microso...(.docx)
FS 2.1.4 Complaint Management.docx	8 August 2024 at 11:05	31 KB	Microso...(.docx)
FS 2.1.4 Note – How to reduce your Complaint levels.docx	8 August 2024 at 10:46	14 KB	Microso...(.docx)
FS 2.1.4A Annual Complaints Analyzer.xlsx	8 August 2024 at 10:47	170 KB	Microso...k (.xlsx)
FS 2.1.4B Annual Complaints Analyzer InstructionS.pdf	8 August 2024 at 10:52	3.5 MB	PDF Document
FS 2.2.1 Food Safety Management System.docx	28 August 2024 at 11:52	54 KB	Microso...(.docx)
FS 2.2.2 Document Control.docx	10 August 2024 at 12:49	32 KB	Microso...(.docx)
FS 2.2.3 Record Control.docx	10 August 2024 at 12:42	32 KB	Microso...(.docx)
FS 2.3 Sample Specifications	31 August 2024 at 12:23	--	Folder
FS 2.3.2 Raw Material Specifications.docx	10 August 2024 at 12:47	35 KB	Microso...(.docx)
FS 2.3.2A Material Acceptance Record.xlsx	28 October 2020 at 12:21	20 KB	Microso...k (.xlsx)
FS 2.3.5 Finished Product Specifications.docx	10 August 2024 at 12:50	28 KB	Microso...(.docx)
FS 2.4.1 Food Legislation Compliance.docx	16 August 2024 at 10:37	30 KB	Microso...(.docx)
FS 2.4.2 Good Manufacturing Practices.docx	23 August 2024 at 10:50	294 KB	Microso...(.docx)
FS 2.4.3 Food Safety Plans.docx	16 August 2024 at 10:44	714 KB	Microso...(.docx)
FS 2.4.3A Additional HACCP Tools	1 September 2024 at 11:35	--	Folder
FS 2.4.4 Approved Supplier Program.docx	16 August 2024 at 11:10	560 KB	Microso...(.docx)
FS 2.4.4A Supplier & Material Risk Assessment.xlsx	16 August 2024 at 11:07	33 KB	Microso...k (.xlsx)
FS 2.4.4B Supplier Assessment Form.docx	16 August 2024 at 10:50	137 KB	Microso...(.docx)
FS 2.4.5 Control of Non-Conforming Product or Equipment.docx	16 August 2024 at 11:20	33 KB	Microso...(.docx)
FS 2.4.5A Product Hold Label.docx	16 August 2024 at 11:21	16 KB	Microso...(.docx)
FS 2.4.6 Product Rework.docx	16 August 2024 at 11:22	27 KB	Microso...(.docx)
FS 2.4.7 Product Release.docx	16 August 2024 at 11:25	32 KB	Microso...(.docx)
FS 2.4.8 Environmental Monitoring.docx	16 August 2024 at 11:26	29 KB	Microso...(.docx)
FS 2.4.8A Appendix Environmental Monitoring.pptx	16 August 2024 at 11:28	439 KB	PowerP...n (.pptx)
FS 2.5.1 Validation and Effectiveness.docx	16 August 2024 at 11:36	32 KB	Microso...(.docx)
FS 2.5.2 Verification Activities.docx	16 August 2024 at 11:37	29 KB	Microso...(.docx)
FS 2.5.3 Corrective Action and Preventative Action.docx	16 August 2024 at 11:41	35 KB	Microso...(.docx)
FS 2.5.3A Root Cause Analysis.docx	16 August 2024 at 11:40	132 KB	Microso...(.docx)
FS 2.5.3B Corrective Action Request	16 August 2024 at 11:40	104 KB	Microso...(.docx)
FS 2.5.3C Preventative Action Request	16 August 2024 at 11:40	106 KB	Microso...(.docx)
FS 2.5.4 Product Sampling, Inspection and Analysis.docx	16 August 2024 at 11:55	32 KB	Microso...(.docx)
FS 2.5.4B Product Sampling Supplementary Documents	18 August 2024 at 10:54	--	Folder
FS 2.5.5 Internal Audits and Inspections.docx	18 August 2024 at 11:03	1.5 MB	Microso...(.docx)
FS 2.5.5A Audit and Inspection Schedule.xlsx	1 September 2024 at 12:36	20 KB	Microso...k (.xlsx)
FS 2.6.1 Product Identification.docx	18 August 2024 at 12:19	29 KB	Microso...(.docx)
FS 2.6.2 Product Trace.docx	18 August 2024 at 12:19	33 KB	Microso...(.docx)
FS 2.6.2A Traceability System Diagram.pptx	18 August 2024 at 12:20	50 KB	PowerP...n (.pptx)
FS 2.6.2B Batch Identification System.docx	18 August 2024 at 12:22	27 KB	Microso...(.docx)
FS 2.6.2C Label Retention and Check.docx	18 August 2024 at 12:24	3.3 MB	Microso...(.docx)
FS 2.6.3 Product Withdrawal and Recall.docx	18 August 2024 at 12:27	41 KB	Microso...(.docx)
FS 2.6.3A Recall Template.docx	18 August 2024 at 12:27	26 KB	Microso...(.docx)
FS 2.7.1 Food Defense Plan.docx	18 August 2024 at 12:29	865 KB	Microso...(.docx)
FS 2.7.1A Food Defense Threat Assessment.xlsx	18 August 2024 at 12:30	37 KB	Microso...k (.xlsx)
FS 2.8.1 Allergen Management.docx	18 August 2024 at 13:24	2 MB	Microso...(.docx)
FS 2.8.1A Allergen Management Tool.xlsx	18 August 2024 at 12:54	94 KB	Microso...k (.xlsx)
FS 2.8.1B Allergen Clean Validation.docx	18 August 2024 at 13:20	32 KB	Microso...(.docx)
FS 2.8.1C Allergen Clean Verification.docx	18 August 2024 at 13:20	31 KB	Microso...(.docx)
FS 2.8.1D Appendix Ingredient Allergen Management - Color Coding.docx	18 August 2024 at 13:15	30 KB	Microso...(.docx)
FS 2.8.1D Ingredient Allergen - Color Coding EU.docx	18 August 2024 at 13:18	30 KB	Microso...(.docx)
FS 2.8.1D Ingredient Allergen - Color Coding USA	18 August 2024 at 13:19	30 KB	Microso...(.docx)
FS 2.8.1E Allergens.docx	18 August 2024 at 13:14	40 KB	Microso...(.docx)
FS 2.8.1F Allergen Management Records	18 August 2024 at 13:22	--	Folder
FS 2.9 Training.docx	18 August 2024 at 13:25	34 KB	Microso...(.docx)

These Food Safety Management System Templates match the clauses and comply with SQF Fundamentals System Elements for Manufacturing. The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

3

Simple Steps to Setting Up Your Food Safety Management System Documentation

The documents supplied in the package are easy to edit so you can decide on a template format that you want and then use this as a master and copy all of the other documents into your template as you go along developing your system.

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.

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 1st August 2024
Owned by: SQF System Manager
Authorized By: General Manager

Product Trace

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

Stage	Details	Relevant Record
Raw Material Intake	Time, Date, Temperature, Batch Code, Supplier, Amount, COC or COA	QMR Raw Material Intake Record
Packaging Intake	Batch Code, Date, Supplier, Amount, COC or COA	QMR Packaging Intake Record
In-Process batches	Records all ingredients mixed including Reworked material. Batch Code	QMR In-Process Record
Process Records	Hot/Cold Temperature and Time. Batch Code	QMR Process Record
Bulk Storage Records	Temperature and Time. Batch Code	QMR Bulk Storage Records
Production Records	Time, Date, Label, Expiry Code, Code of Packaging, Temperature, Quantity, Product & Packaging Reconciliation. Batch Code	QMR Production Records
Storage Record	Time, Date, Label, Expiry Code	QMR Storage Record
Dispatch Records	Time, Date, Label, Expiry Code, Amount, Customer	QMR Dispatch Record
Critical Control Records	For all Control Points	QMR Critical Control Records
Cleaning Records	For all stages	QMR Cleaning Records
Delivery Records	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. Where there is a requirement to ensure identity preservation within the supply chain, e.g. to use a logo or make claim to a product characteristic or attribute appropriate control and testing procedures are put in place.

Document Reference FS 2.6.2 Product Trace
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized By: General Manager

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 - Example 16May24A is the first batch of the day

Mix Number	Time	Product	Batch Number	Tank	Filler	Start Time	End Time
1	08:00	Product 1	16 May24A	1	1	09:00	10:00
2	09:00	Product 2	16 May24B	2	2	10:00	11:00
3	10:00	Product 3	16 May24C	3	3	11:00	12:00
4	11:00	Product 4	16 May24D	4	4	13:00	14:00
5	12:00	Product 5	16 May24E	5	5	14:00	15:00

The Batch number will then follow the product through the plant on each process/production log
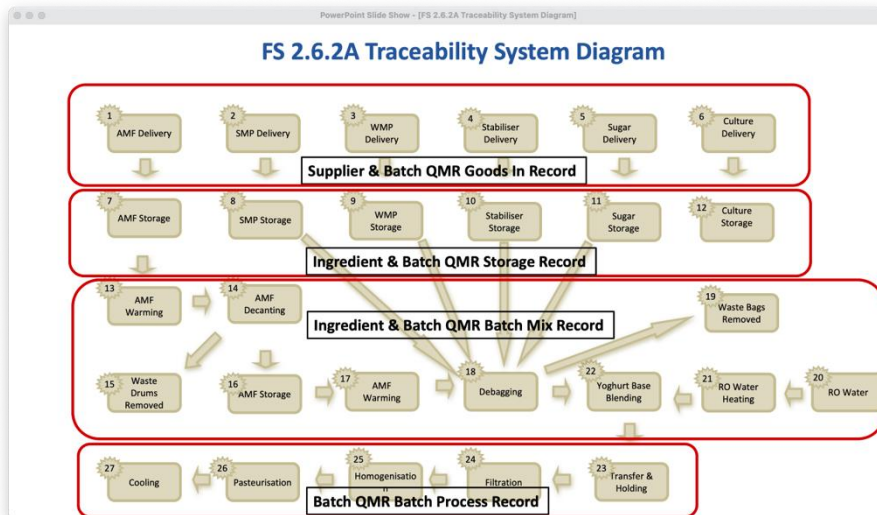
FS 2.6.2A Traceability System Diagram

5

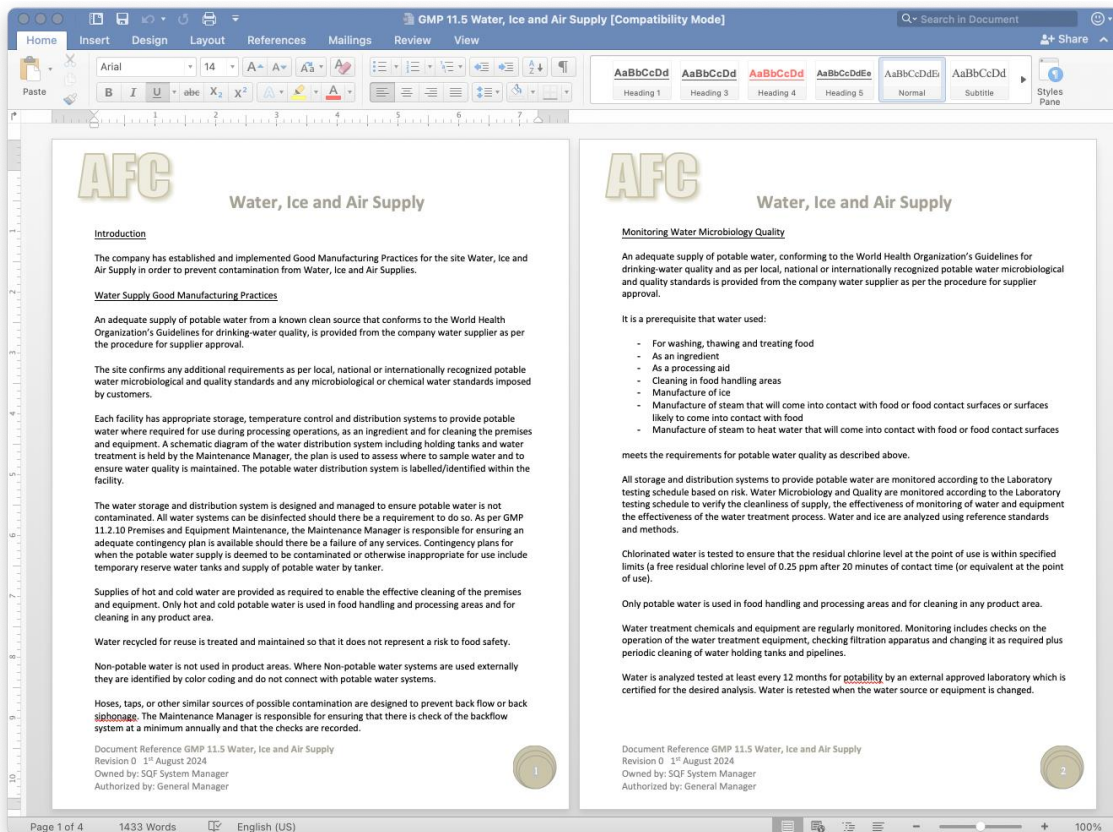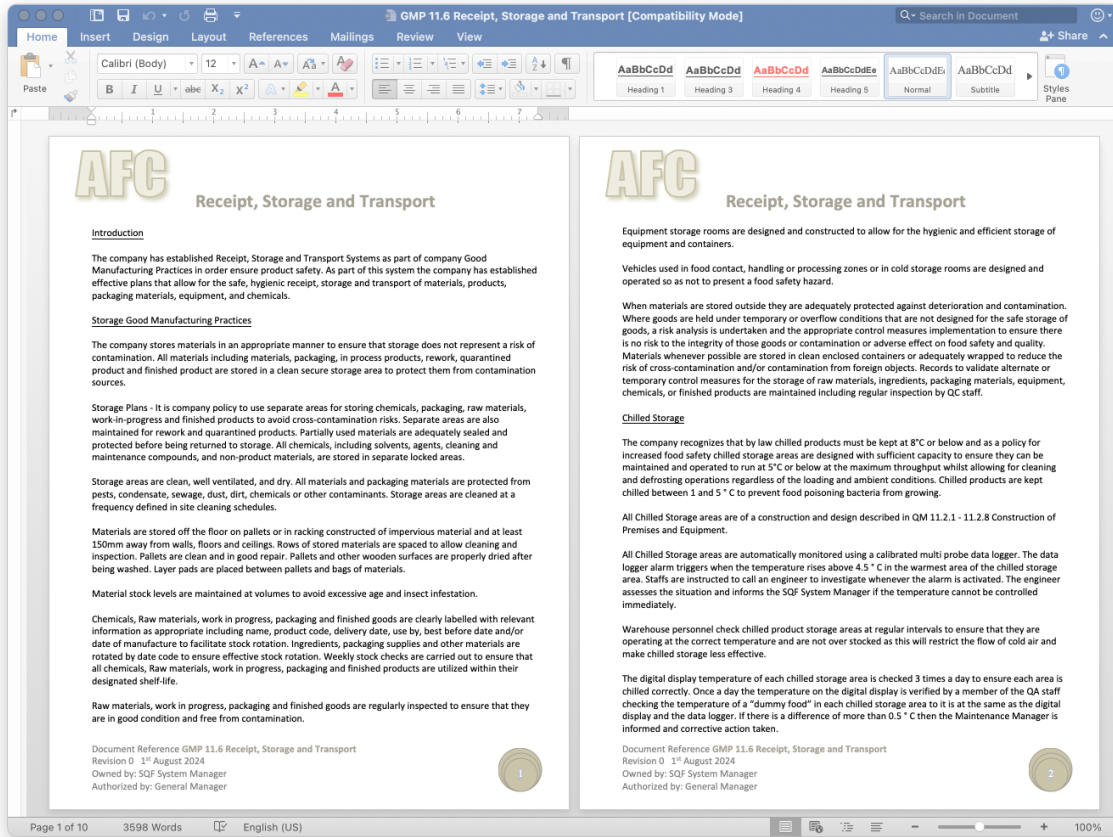**Good Manufacturing Practice Template Procedures**

The package contains comprehensive Template Procedures that match the requirements of the Module 11: Good Manufacturing Practices for SQF Fundamentals for Manufacturing (Intermediate Level) so you don't have to spend 1,000's of hours writing compliant procedures.

The documents are provided in Microsoft Word English (US) format and are easily edited to suit your organization.

www.ifsqn.com

Comprehensive Good Manufacturing Practice Template Procedures are included in the Package

GMP 11.6 Receipt, Storage and Transport [Compatibility Mode]

AFC

Receipt, Storage and Transport

Introduction

The company has established Receipt, Storage and Transport Systems as part of company Good Manufacturing Practices in order ensure product safety. As part of this system the company has established effective plans that allow for the safe, hygienic receipt, storage and transport of materials, products, packaging materials, equipment, and chemicals.

Storage Good Manufacturing Practices

The company stores materials in an appropriate manner to ensure that storage does not represent a risk of contamination. All materials including materials, packaging, in process products, rework, quarantined product and finished product are stored in a clean secure storage area to protect them from contamination sources.

Storage Plans - It is company policy to use separate areas for storing chemicals, packaging, raw materials, work-in-progress and finished products to avoid cross-contamination risks. Separate areas are also maintained for rework and quarantined products. Partially used materials are adequately sealed and protected before being returned to storage. All chemicals, including solvents, agents, cleaning and maintenance compounds, and non-product materials, are stored in separate locked areas.

Storage areas are clean, well ventilated, and dry. All materials and packaging materials are protected from pests, condensate, sewage, dust, dirt, chemicals or other contaminants. Storage areas are cleaned at a frequency defined in site cleaning schedules.

Materials are stored off the floor on pallets or in racking constructed of impervious material and at least 150mm away from walls, floors and ceilings. Rows of stored materials are spaced to allow cleaning and inspection. Pallets are clean and in good repair. Pallets and other wooden surfaces are properly dried after being washed. Layer pads are placed between pallets and bags of materials.

Material stock levels are maintained at volumes to avoid excessive age and insect infestation.

Chemicals, Raw materials, work in progress, packaging and finished goods are clearly labelled with relevant information as appropriate including name, product code, delivery date, use by, best before date and/or date of manufacture to facilitate stock rotation. Ingredients, packaging supplies and other materials are rotated by date code to ensure effective stock rotation. Weekly stock checks are carried out to ensure that all chemicals, Raw materials, work in progress, packaging and finished products are utilized within their designated shelf-life.

Raw materials, work in progress, packaging and finished goods are regularly inspected to ensure that they are in good condition and free from contamination.

Document Reference GMP 11.6 Receipt, Storage and Transport
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized by: General Manager

AFC

Receipt, Storage and Transport

Equipment storage rooms are designed and constructed to allow for the hygienic and efficient storage of equipment and containers.

Vehicles used in food contact, handling or processing zones or in cold storage rooms are designed and operated so as not to present a food safety hazard.

When materials are stored outside they are adequately protected against deterioration and contamination. Where goods are held under temporary or overflow conditions that are not designed for the safe storage of goods, a risk analysis is undertaken and the appropriate control measures implementation to ensure there is no risk to the integrity of those goods or contamination or adverse effect on food safety and quality. Materials whenever possible are stored in clean enclosed containers or adequately wrapped to reduce the risk of cross-contamination and/or contamination from foreign objects. Records to validate alternate or temporary control measures for the storage of raw materials, ingredients, packaging materials, equipment, chemicals, or finished products are maintained including regular inspection by QC staff.

Chilled Storage

The company recognizes that by law chilled products must be kept at 8°C or below and as a policy for increased food safety chilled storage areas are designed with sufficient capacity to ensure they can be maintained and operated to run at 5°C or below at the maximum throughput whilst allowing for cleaning and defrosting operations regardless of the loading and ambient conditions. Chilled products are kept chilled between 1 and 5 ° C to prevent food poisoning bacteria from growing.

All Chilled Storage areas are of a construction and design described in QM 11.2.1 - 11.2.8 Construction of Premises and Equipment.

All Chilled Storage areas are automatically monitored using a calibrated multi probe data logger. The data logger alarm triggers when the temperature rises above 4.5 ° C in the warmest area of the chilled storage area. Staffs are instructed to call an engineer to investigate whenever the alarm is activated. The engineer assesses the situation and informs the SQF System Manager if the temperature cannot be controlled immediately.

Warehouse personnel check chilled product storage areas at regular intervals to ensure that they are operating at the correct temperature and are not over stocked as this will restrict the flow of cold air and make chilled storage less effective.

The digital display temperature of each chilled storage area is checked 3 times a day to ensure each area is chilled correctly. Once a day the temperature on the digital display is verified by a member of the QA staff checking the temperature of a "dummy food" in each chilled storage area to it is at the same as the digital display and the data logger. If there is a difference of more than 0.5 ° C then the Maintenance Manager is informed and corrective action taken.

Document Reference GMP 11.6 Receipt, Storage and Transport
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized by: General Manager

GMP 11.5 Water, Ice and Air Supply [Compatibility Mode]

AFC

Water, Ice and Air Supply

Introduction

The company has established and implemented Good Manufacturing Practices for the site Water, Ice and Air Supply in order to prevent contamination from Water, Ice and Air Supplies.

Water Supply Good Manufacturing Practices

An adequate supply of potable water from a known clean source that conforms to the World Health Organization's Guidelines for drinking-water quality, is provided from the company water supplier as per the procedure for supplier approval.

The site confirms any additional requirements as per local, national or internationally recognized potable water microbiological and quality standards and any microbiological or chemical water standards imposed by customers.

Each facility has appropriate storage, temperature control and distribution systems to provide potable water where required for use during processing operations, as an ingredient and for cleaning the premises and equipment. A schematic diagram of the water distribution system including holding tanks and water treatment is held by the Maintenance Manager, the plan is used to assess where to sample water and to ensure water quality is maintained. The potable water distribution system is labelled/identified within the facility.

The water storage and distribution system is designed and managed to ensure potable water is not contaminated. All water systems can be disinfected should there be a requirement to do so. As per GMP 11.2.10 Premises and Equipment Maintenance, the Maintenance Manager is responsible for ensuring an adequate contingency plan is available should there be a failure of any services. Contingency plans for when the potable water supply is deemed to be contaminated or otherwise inappropriate for use include temporary reserve water tanks and supply of potable water by tanker.

Supplies of hot and cold water are provided as required to enable the effective cleaning of the premises and equipment. Only hot and cold potable water is used in food handling and processing areas and for cleaning in any product area.

Water recycled for reuse is treated and maintained so that it does not represent a risk to food safety.

Non-potable water is not used in product areas. Where Non-potable water systems are used externally they are identified by color coding and do not connect with potable water systems.

Hoses, taps, or other similar sources of possible contamination are designed to prevent back flow or back siphonage. The Maintenance Manager is responsible for ensuring that there is check of the backflow system at a minimum annually and that the checks are recorded.

Document Reference GMP 11.5 Water, Ice and Air Supply
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized by: General Manager

AFC

Water, Ice and Air Supply

Monitoring Water Microbiology Quality

An adequate supply of potable water, conforming to the World Health Organization's Guidelines for drinking-water quality and as per local, national or internationally recognized potable water microbiological and quality standards is provided from the company water supplier as per the procedure for supplier approval.

It is a prerequisite that water used:

- For washing, thawing and treating food
- As an ingredient
- As a processing aid
- Cleaning in food handling areas
- Manufacture of ice
- Manufacture of steam that will come into contact with food or food contact surfaces or surfaces likely to come into contact with food
- Manufacture of steam to heat water that will come into contact with food or food contact surfaces

meets the requirements for potable water quality as described above.

All storage and distribution systems to provide potable water are monitored according to the Laboratory testing schedule based on risk. Water Microbiology and Quality are monitored according to the Laboratory testing schedule to verify the cleanliness of supply, the effectiveness of monitoring of water and equipment the effectiveness of the water treatment process. Water and ice are analyzed using reference standards and methods.

Chlorinated water is tested to ensure that the residual chlorine level at the point of use is within specified limits (a free residual chlorine level of 0.25 ppm after 20 minutes of contact time (or equivalent at the point of use).

Only potable water is used in food handling and processing areas and for cleaning in any product area.

Water treatment chemicals and equipment are regularly monitored. Monitoring includes checks on the operation of the water treatment equipment, checking filtration apparatus and changing it as required plus periodic cleaning of water holding tanks and pipelines.

Water is analyzed tested at least every 12 months for potability by an external approved laboratory which is certified for the desired analysis. Water is retested when the water source or equipment is changed.

Document Reference GMP 11.5 Water, Ice and Air Supply
Revision 0 1st August 2024
Owned by: SQF System Manager
Authorized by: General Manager

7

Food Safety Record Templates

A wide range of easy to use Record Templates written in Microsoft Word (US English) format are included in the package:

Name	Date Modified	Size	Kind
FSR 001 Management Review Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR 002 Training Record.docx	26/08/2024	31 KB	Microsoft Word...cument (.docx)
FSR Accelerated Keeping Quality Log.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR CCP Validation – Metal Detection.docx	26/08/2024	31 KB	Microsoft Word...cument (.docx)
FSR Changing Room Cleaning Record.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR Chemical Register.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR CIP Chemical Log.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Cleaning Schedule.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR Complaint Investigation Form.docx	26/08/2024	27 KB	Microsoft Word...cument (.docx)
FSR Corrective Action Request	26/08/2024	101 KB	Microsoft Word...cument (.docx)
FSR Daily Cleaning Record for Toilets and Changing Rooms.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR Design and Development.docx	26/08/2024	107 KB	Microsoft Word...cument (.docx)
FSR Dispatch and Distribution Verification Record.docx	26/08/2024	33 KB	Microsoft Word...cument (.docx)
FSR Document Master List.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Double Hold Label.docx	26/08/2024	12 KB	Microsoft Word...cument (.docx)
FSR Drain Cleaning Procedure Filler Areas.docx	26/08/2024	196 KB	Microsoft Word...cument (.docx)
FSR Drain Cleaning Procedure.docx	26/08/2024	196 KB	Microsoft Word...cument (.docx)
FSR Equipment Cleaning Procedure and Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Equipment Commissioning Checklist.docx	26/08/2024	158 KB	Microsoft Word...cument (.docx)
FSR First Aid Dressing Issue Record.docx	26/08/2024	26 KB	Microsoft Word...cument (.docx)
FSR Food Safety Quality System Audit Form.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR General Cleaning Procedure.docx	26/08/2024	142 KB	Microsoft Word...cument (.docx)
FSR Glass & Brittle Material Breakage Log.docx	26/08/2024	27 KB	Microsoft Word...cument (.docx)
FSR Glass and Brittle Plastic Register.docx	26/08/2024	31 KB	Microsoft Word...cument (.docx)
FSR Goods In Inspection Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Goods In QA Clearance Label.docx	26/08/2024	16 KB	Microsoft Word...cument (.docx)
FSR GOP Audit Checklist.docx	26/08/2024	41 KB	Microsoft Word...cument (.docx)
FSR Hygiene Code of Practice Verification Record.docx	27/08/2024	33 KB	Microsoft Word...cument (.docx)
FSR Hygiene Policy Staff Training Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Internal Audit Corrective Action Summary.docx	26/08/2024	29 KB	Microsoft Word...broment (.docx)
FSR Knife Control Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Knife Incident Report.docx	23/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Maintenance Work Hygiene Clearance Form.docx	26/08/2024	27 KB	Microsoft Word...cument (.docx)
FSR Metal Detection Record.docx	26/08/2024	27 KB	Microsoft Word...cument (.docx)
FSR Non Approved Supplier Sample Plan.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR Non Conformance Notification.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Non-Conformance Record.docx	26/08/2024	26 KB	Microsoft Word...cument (.docx)
FSR Outgoing Vehicle Inspection Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Packing Traceability Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Pipe Diameter CIP Flow Rate Conversion Table.xlsx	26/08/2024	19 KB	Microsoft Excel Workbook (.xlsx)
FSR Pre Employment Medical Questionnaire.docx	26/08/2024	32 KB	Microsoft Word...cument (.docx)
FSR Preventative Action Request	26/08/2024	107 KB	Microsoft Word...cument (.docx)
FSR Process Change Approval Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Product Hold Label.docx	26/08/2024	16 KB	Microsoft Word...cument (.docx)
FSR Product QA Clearance Label.docx	26/08/2024	16 KB	Microsoft Word...cument (.docx)
FSR Product Recall Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Product Recall Test Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Product Recall Trace.docx	26/08/2024	25 KB	Microsoft Word...cument (.docx)
FSR Product Release Record.docx	26/08/2024	27 KB	Microsoft Word...cument (.docx)
FSR PRP Cleaning Verification Record.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR QA Online Check Sheet.docx	26/08/2024	30 KB	Microsoft Word...cument (.docx)
FSR Return to Work Form.docx	26/08/2024	26 KB	Microsoft Word...cument (.docx)
FSR Root Cause Analysis.docx	26/08/2024	130 KB	Microsoft Word...cument (.docx)
FSR Sample CIP Programs Settings.xlsx	26/08/2024	14 KB	Microsoft Excel Workbook (.xlsx)
FSR Sample Cleaning Equipment Colour Coding	10/07/2019	223 KB	PDF Document
FSR Sample Cleaning Record.docx	26/08/2024	29 KB	Microsoft Word...cument (.docx)
FSR Sample Equipment Cleaning Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Sample Filler Cleaning Record.docx	26/08/2024	28 KB	Microsoft Word...cument (.docx)
FSR Shelf Life Confirmation Record.docx	26/08/2024	26 KB	Microsoft Word...cument (.docx)
FSR Site Audit Checklist.docx	26/08/2024	40 KB	Microsoft Word...cument (.docx)
FSR Supplier Evaluation Form.docx	26/08/2024	25 KB	Microsoft Word...cument (.docx)
FSR Supplier Register.xlsx	26/08/2024	13 KB	Microsoft Excel Workbook (.xlsx)

8

Equipment Commissioning Checklist

Equipment Commissioning Checklist		
Food Safety/Quality	Yes/No	Remarks
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants food grade?		
7. Is there a pest risk?		
8. Is it covered by the HACCP plan?		
9. Check for hollow sections?		
10. Will it enable the business to comply with customer and industry best practices?		
Production	Yes/No	Remarks
1. Will changeovers cause problems?		
2. Is the capacity adequate?		
3. Will it meet sensible efficiencies?		
4. Is the equipment easy to use?		
5. What skills / training are required?		
6. Is there enough space?		
7. Will it cause bottlenecks?		
8. Are spare parts easily available?		
9. Will it be able to be adapted for future requirements?		
10. Are the tolerances acceptable?		
11. What are the wastage factors?		
12. Does the machine meet labor standards?		
13. What time and labor will be needed?		

Document Reference FSR Equipment Commissioning Checklist
Revision 0   8th August 2023
Owned by: Quality Manager
Authorized by: General Manager

The records are provided in Microsoft Word English (US) format and are easily edited to suit your organization

9

Setting Up Your Food Safety Management System Records

The sample record templates supplied in the package are easy to edit so agree on a template format that you want and then use this as a master and copy all of the other records into your template as you go along developing your system.

10

Implementation Assistance

A range of tools including instructions, training presentations, guidance and technical support are included.

When you download the package, you will find the Start-Up Guide and 4 folders containing the package contents:

11

Guidance - Senior Management Implementation

The package includes Senior Management Implementation Checklists that establish your Food Safety Management System fundamental documents including Food Safety Policies and Objectives.

Senior Management Implementation Forms are included to assist in:

Defining the Scope of the Food Safety Management System
Providing adequate support and infrastructure to establish the FSMS
Allocating Responsibility and Authority
Establishing a Food Safety Management System Steering Group, the Food Safety Team and a Product Recall/Crisis Management Team
Establishing Food Safety Responsibility & Authority Levels
Establishing Communication Channels

12
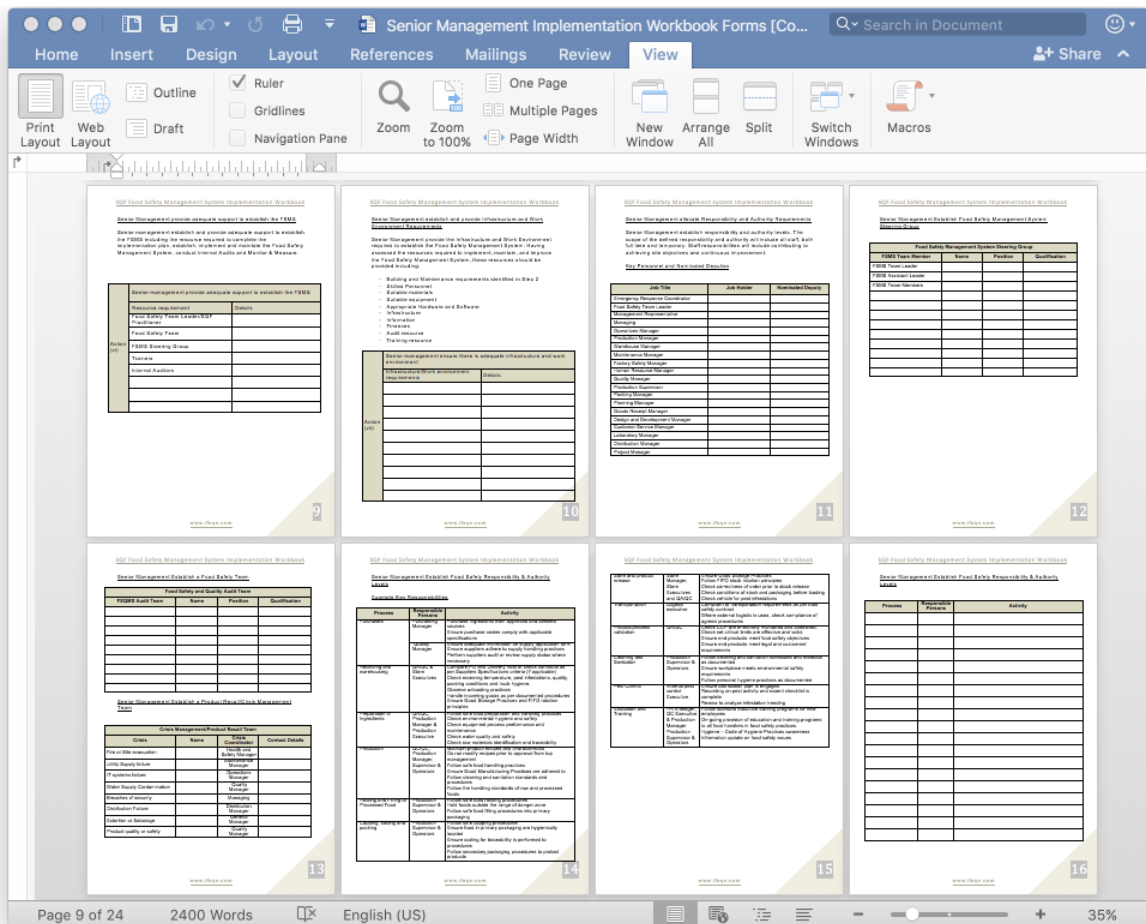
SQF Fundamentals Implementation Plan

An SQF Fundamentals Implementation Plan is included and can be used to by Senior Management to plan the development of your Food Safety Management System.
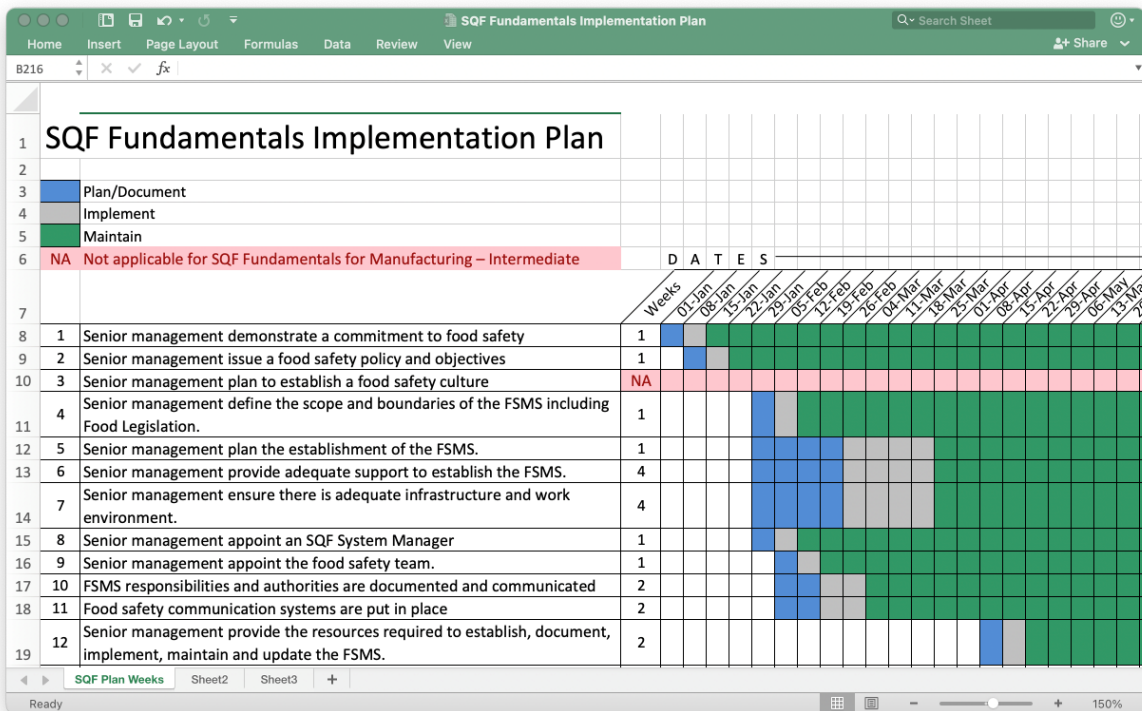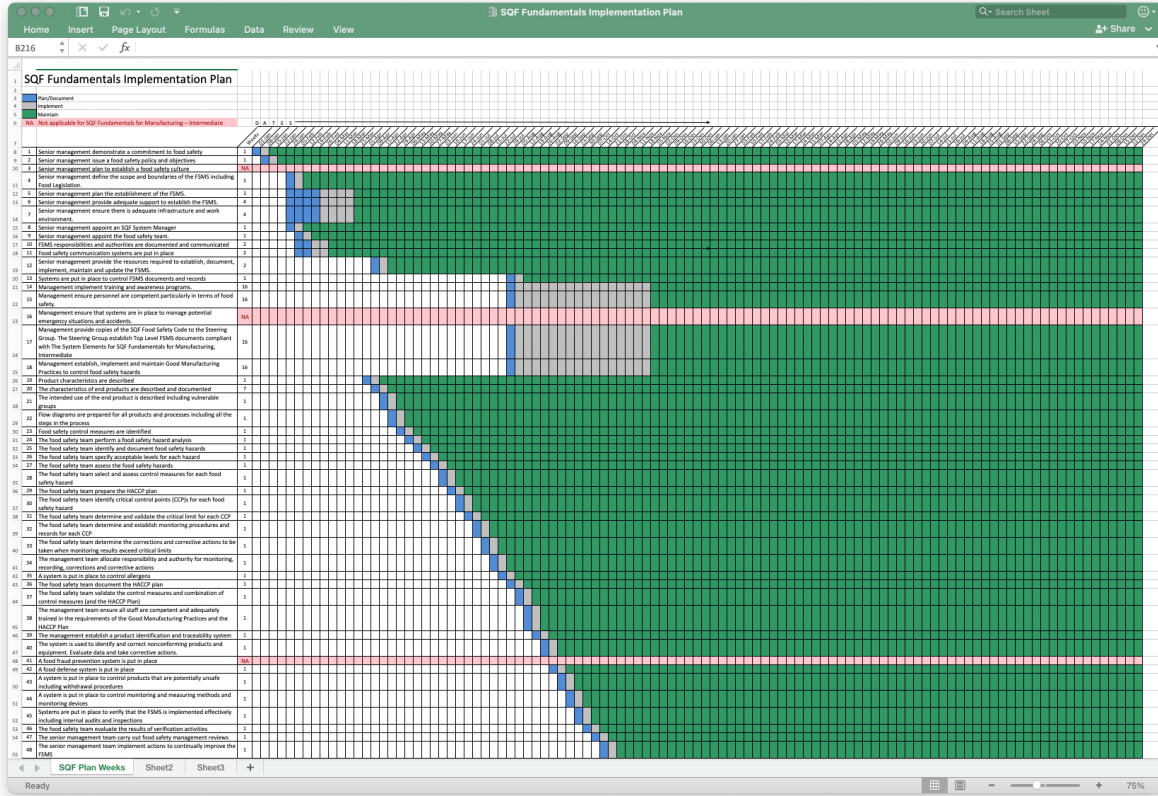
HACCP Assistance – Additional Documentation & Tools

There are supplementary tools, instructions, training presentations, guidance and documentation to supplement Food Safety Management System Document FS 2.4.3 Food Safety Plans
(21page HACCP procedural template)

14
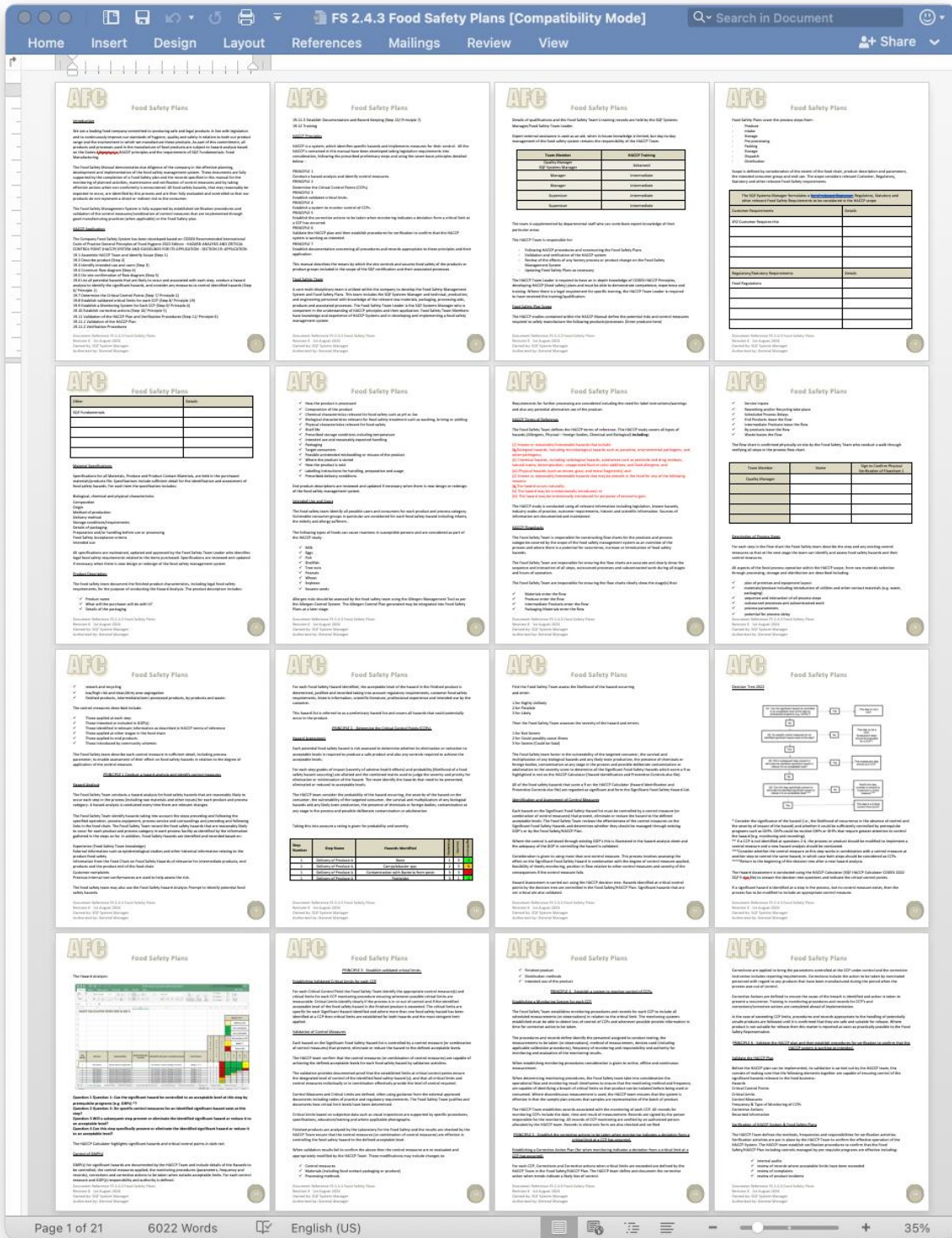
This package is based on the latest edition of CODEX Recommended International Code of Practice General Principles of Food Hygiene - HACCP System and Guidelines for its Application which includes a New Decision Tree.

CODEX ALIMENTARIUS
INTERNATIONAL FOOD STANDARDS

Food and Agriculture Organization of the United Nations | World Health Organization

E-mail: codex@fao.org - www.codexalimentarius.org

GENERAL PRINCIPLES OF FOOD HYGIENE

CXC 1-1969

Adopted in 1969. Amended in 1999. Revised in 1997, 2003, 2020, 2022*. Editorial corrections in 2011.
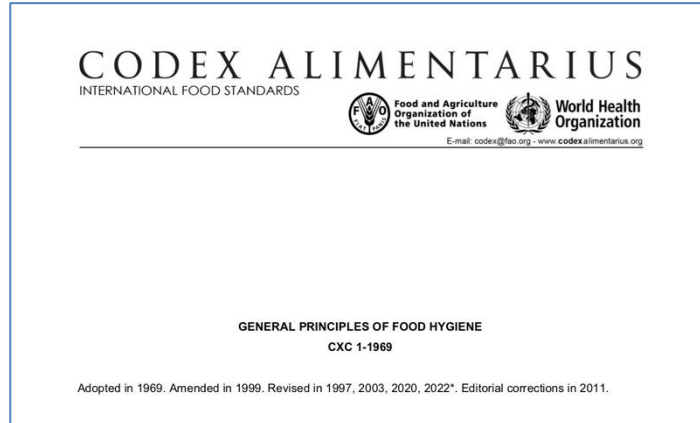
* This edition contains a new Annex IV, Figure 1 and Table 1 which introduce tools to determine the critical control points in a hazard analysis and critical control point (HACCP) system.

Annex IV Tools to determine the critical control points (CCPs)

The following are examples of a decision tree and CCP worksheet tools that can be used in the determination of a CCP. Such examples are not unique and other tools can be used as long as the general requirements as elaborated in CXC 1-1969 (i.e. Step 7/Principle 2 - Determine the critical control points [CCPs]) have been met.

Figure 1 Example of a CCP decision tree – apply to each step where a specified significant hazard is identified

Q1. Can the significant hazard be controlled to an acceptable level at this step by prerequisite programmes (e.g. GHPs)?* → **Yes** → This step is not a CCP

↓ **No**

Q2. Do specific control measures for the identified significant hazard exist at this step? → **No** → This step is not CCP. Subsequent steps should be evaluated for a CCP**

↓ **Yes**

Q3. Will a subsequent step prevent or eliminate the identified significant hazard or reduce it to an acceptable level? → **Yes** → That subsequent step should be a CCP

↓ **No**

Q4. Can this step specifically prevent or eliminate the identified significant hazard or reduce it to an acceptable level?*** → **No** → Modify the step, process or product to implement a control measure****

↓ **Yes** → This step is a CCP

15

The main tools here are the SQF HACCP Calculator CODEX SQF Tool and instructions:

The SQF HACCP Calculator CODEX SQF Instructions

The instructions need to be used in conjunction with FS 2.4.3 Food Safety Plans document and the Calculator

16

www.ifsqn.com
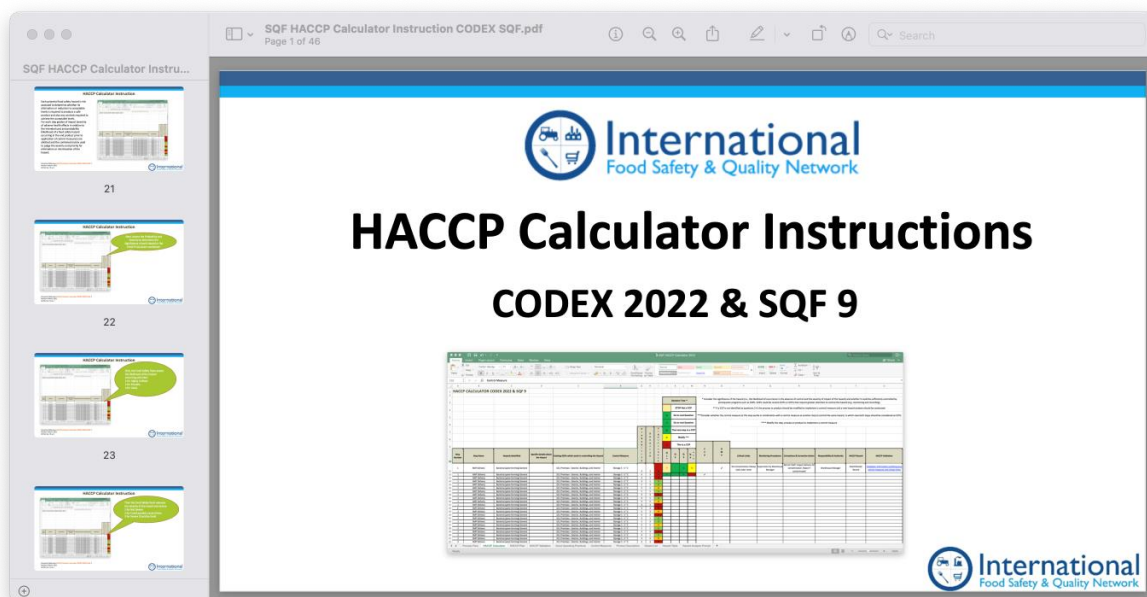
Introduction to HACCP PowerPoint Presentation

An Introduction to HACCP Training PowerPoint Presentation is supplied to introduce your food safety team to the preliminary steps to a Hazard analysis and the principles of HACCP.

Sample HACCP Documents
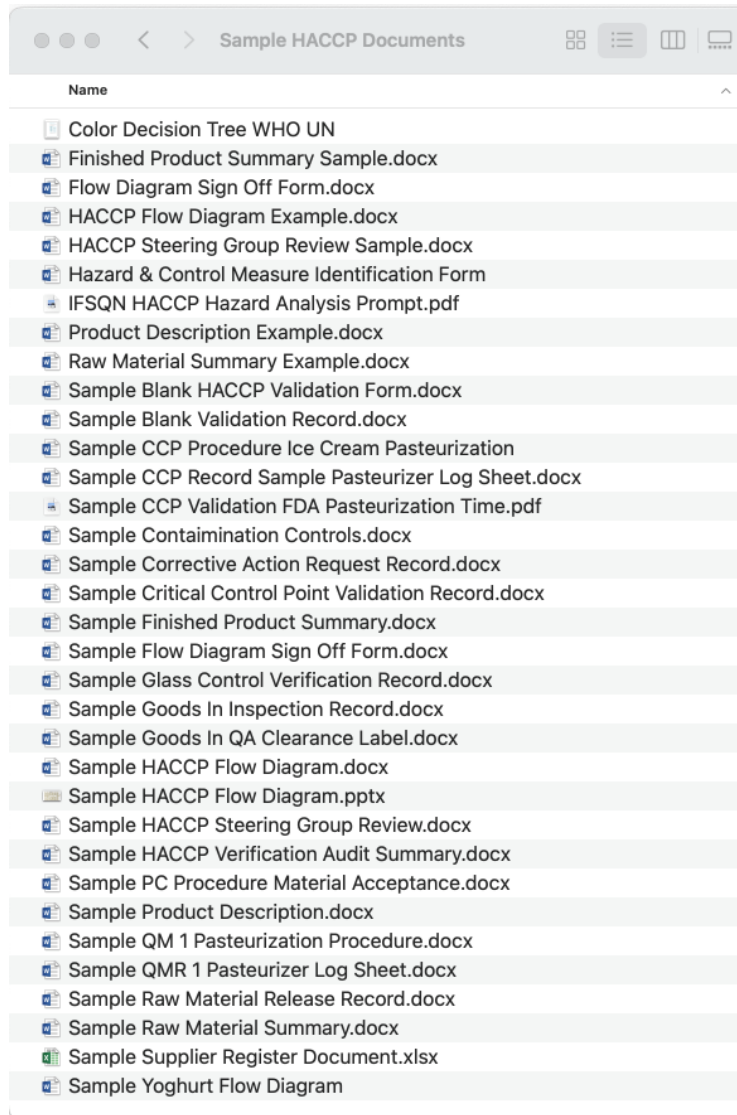
These are supplementary documents and examples that you might find useful when developing your Food Safety Plans

18
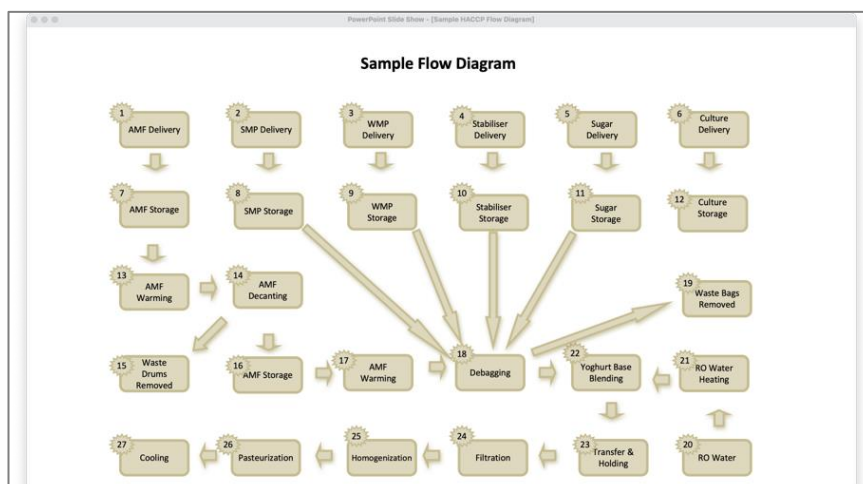
Assistance with Supplier Risk Assessment

The package contains a Supplier Risk Assessment tool that supplement FS 2.4.4 Approved Supplier Program:

FS 2.4.4A Supplier & Material Risk Assessment Template:

www.ifsqn.com

SQF Fundamentals Food Safety Management System Brochure

Allergen Management Assistance

The package contains allergen management documentation to supplement a comprehensive FS 2.8.1 Allergen Management Procedure and an Allergen Management Tool:
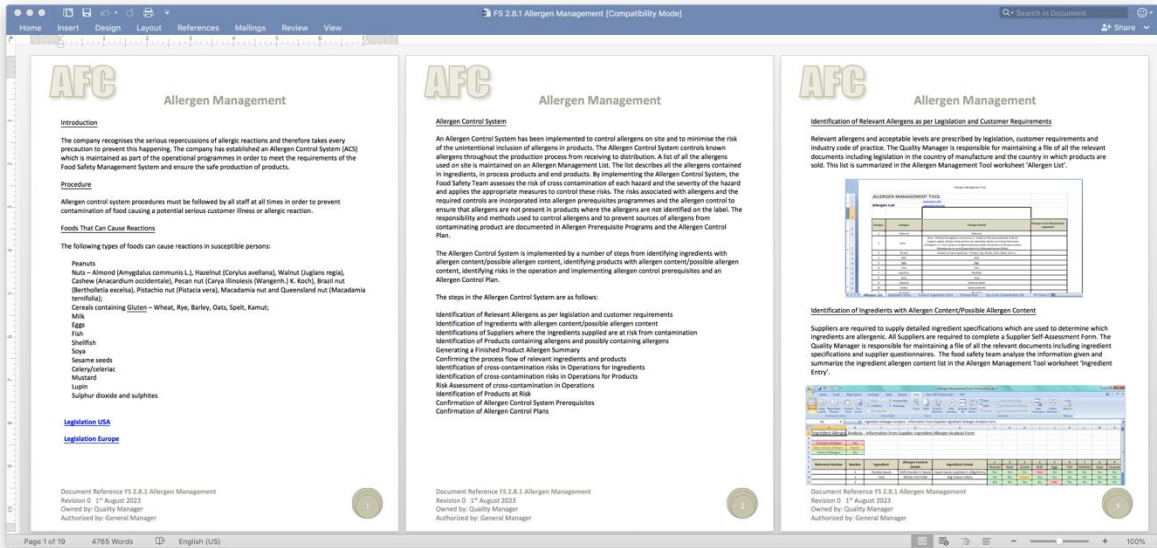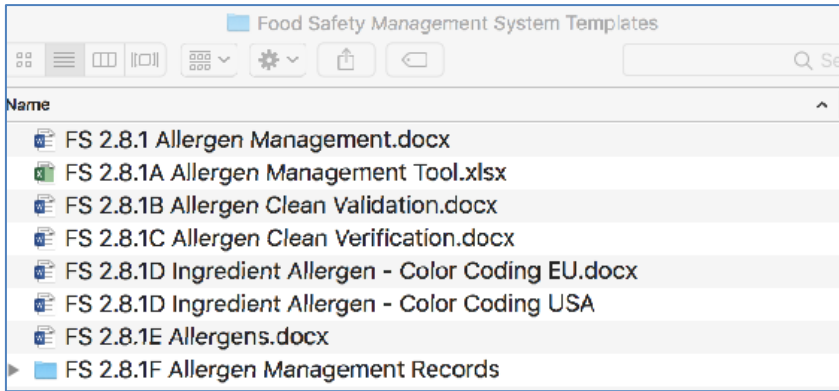
Ingredient Allergen Management
The following colors identify allergens on site

Milk
Eggs
Fish
Crustacean Shellfish
Tree Nuts
Peanuts
Wheat
Soybeans
Sesame seeds

20

SQF Fundamentals Food Safety Management System Brochure

Product Sampling, Inspection and Analysis Assistance

The package contains a supplementary FS 2.5.4B Product Sampling Supplementary Documents to complement FS 2.4.4 Product Sampling, Inspection and Analysis.
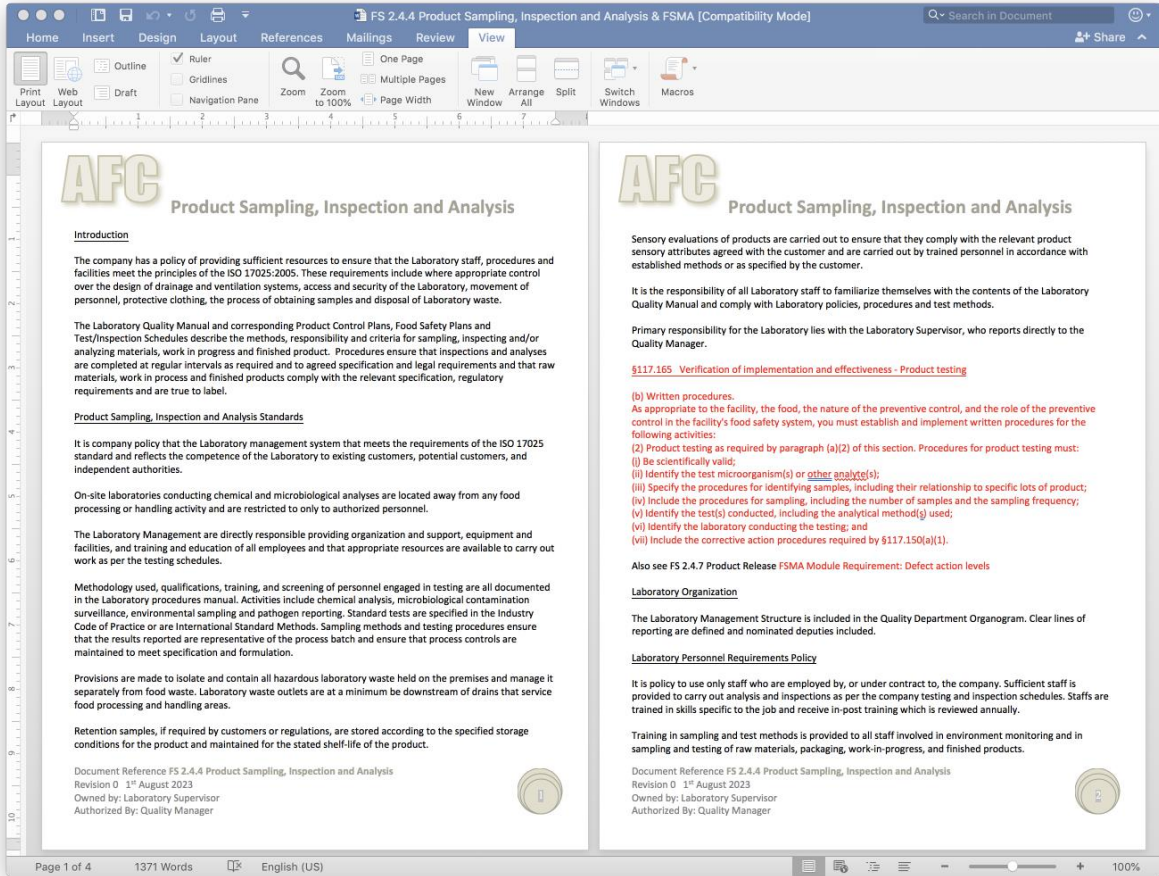
Supplementary Laboratory Documents included:

Assistance with Food Defense Assessment

The package contains a Food Defense Threat Assessment Template to supplement FS 2.7.1 Food Defense Plan procedure.
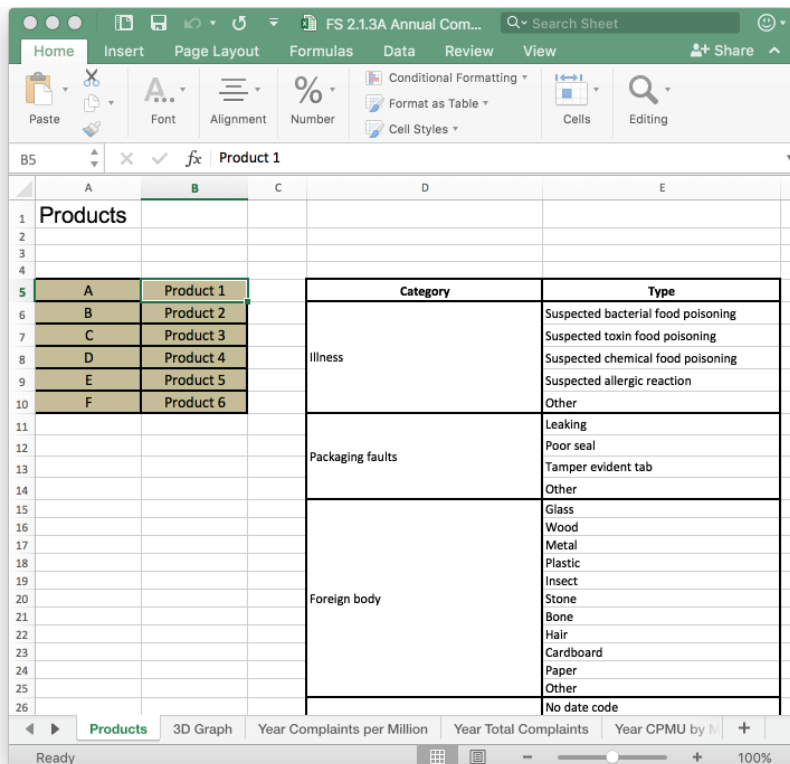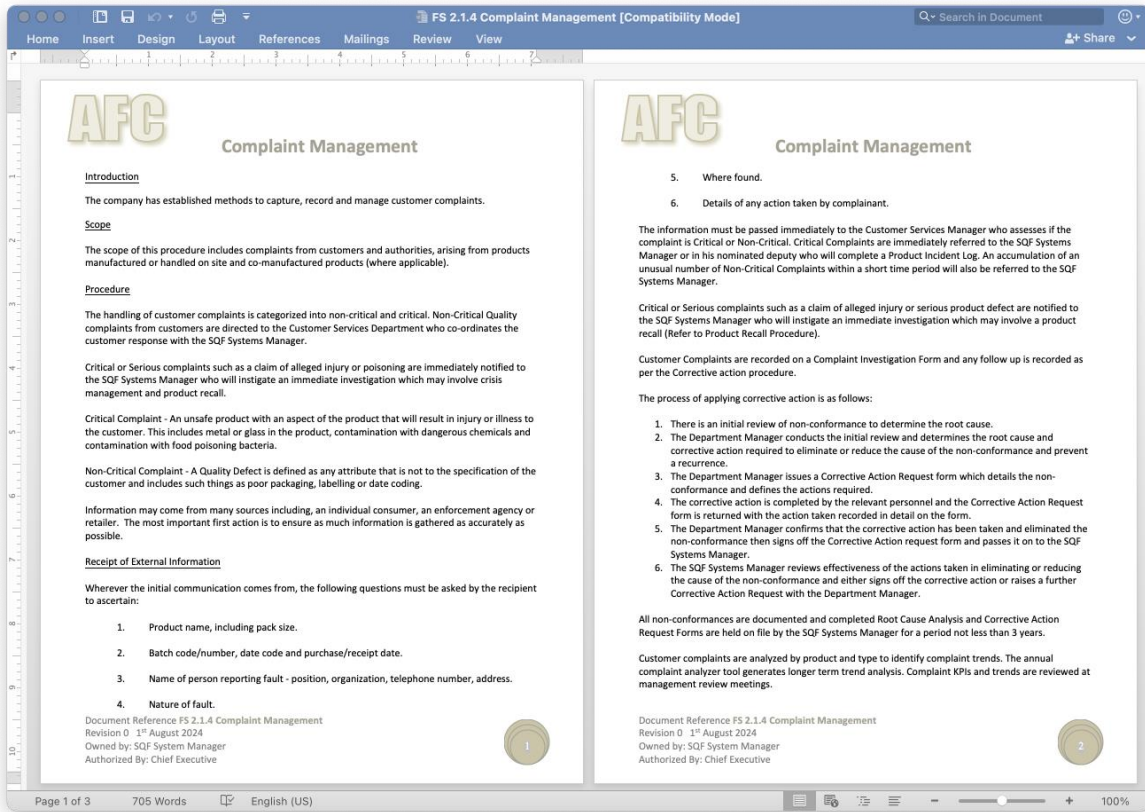

FS 2.7.1A Food Defense Threat Assessment Template:

22

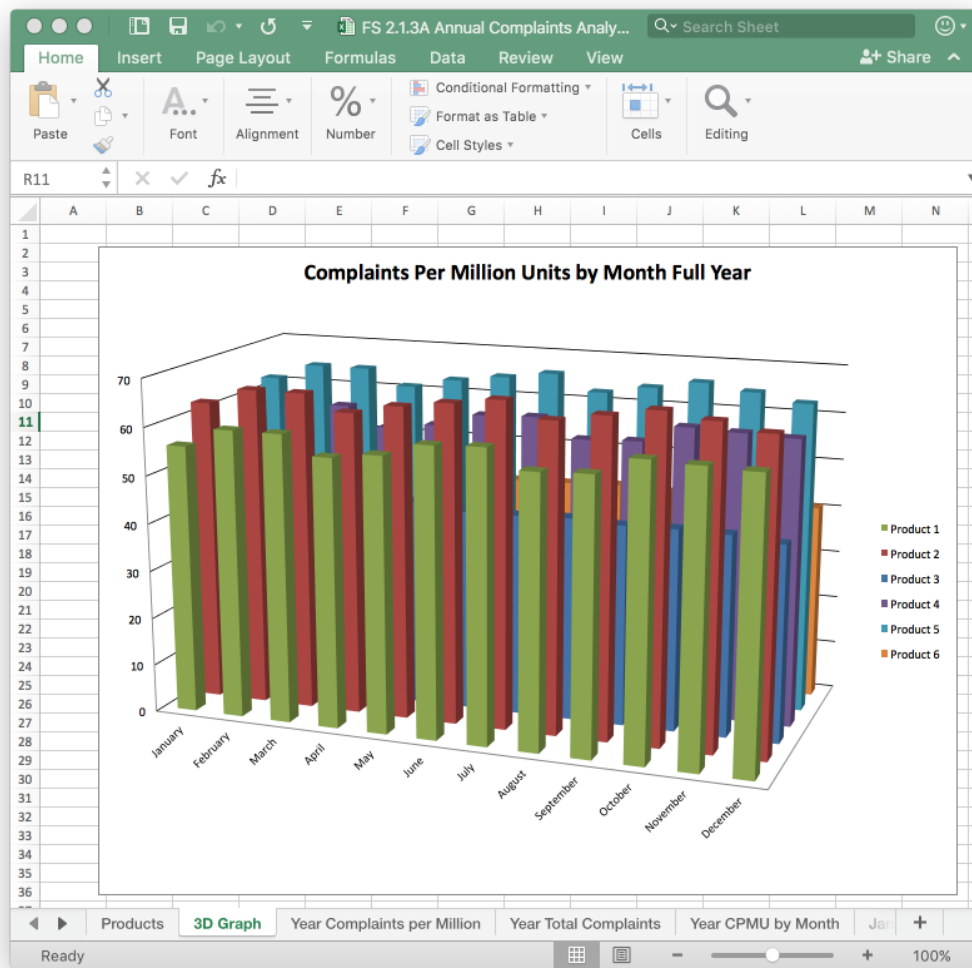## Complaint Management Assistance

The package contains a Complaints Analyzer Template, Instructions and Guidance to supplement FS 2.1.4 Complaint Management.

23

There is also guidance on how to analyze your complaints and reduce your complaint levels using our Complaints Analyzer Template

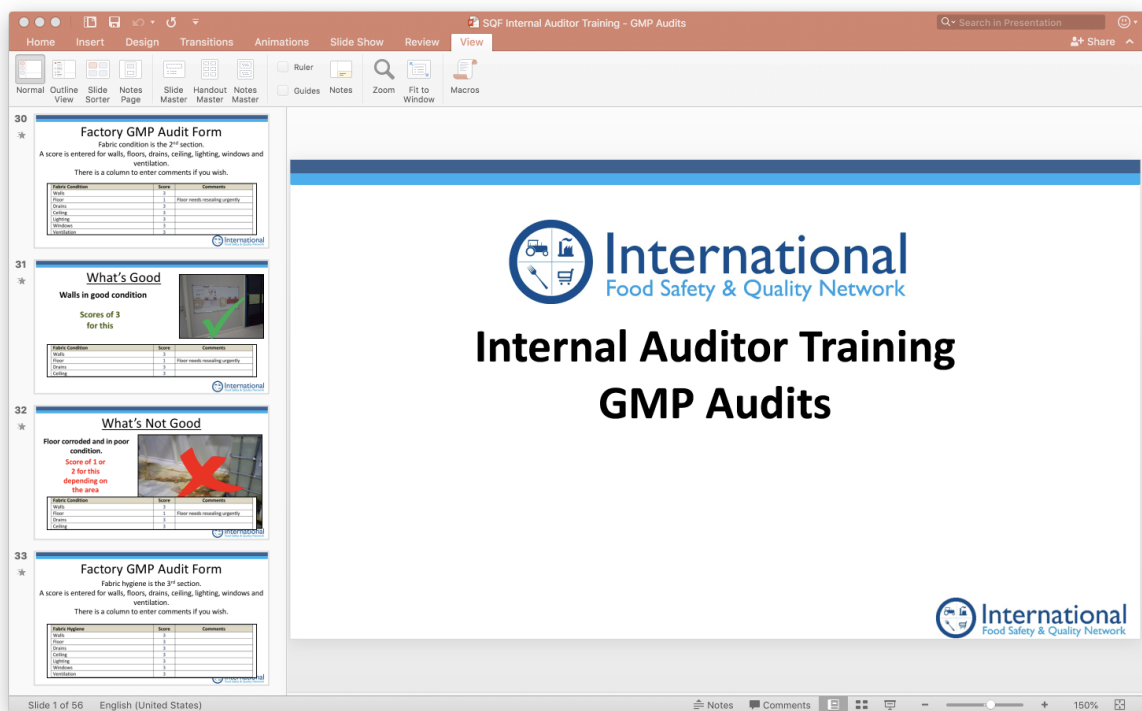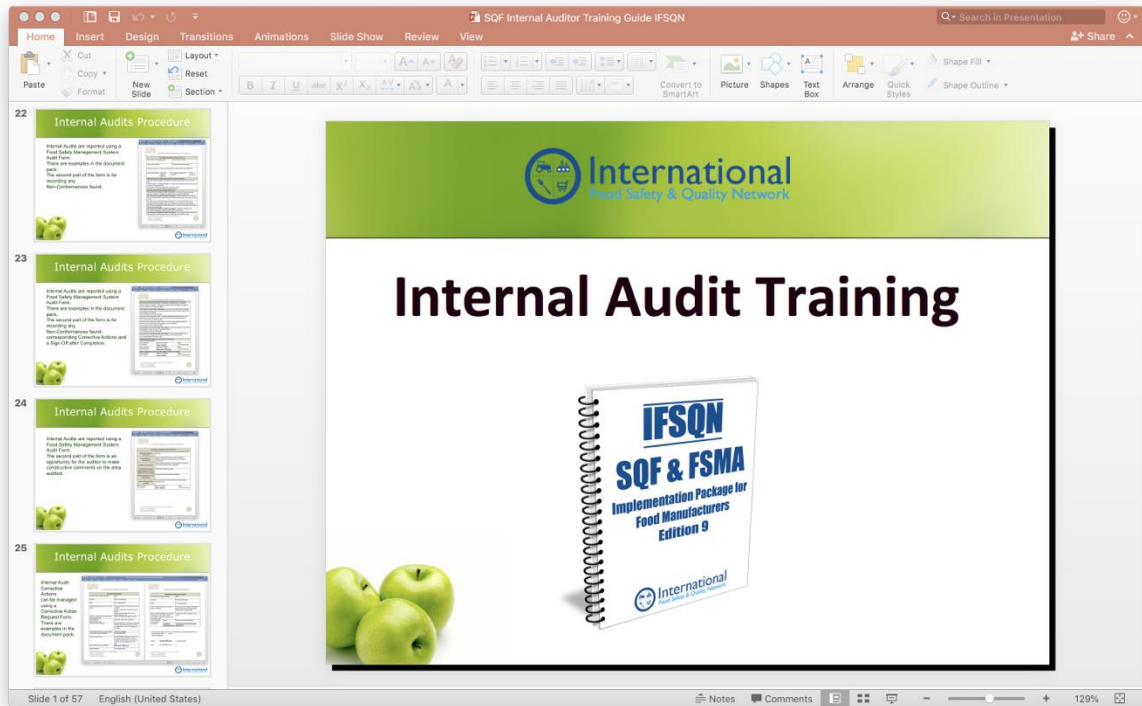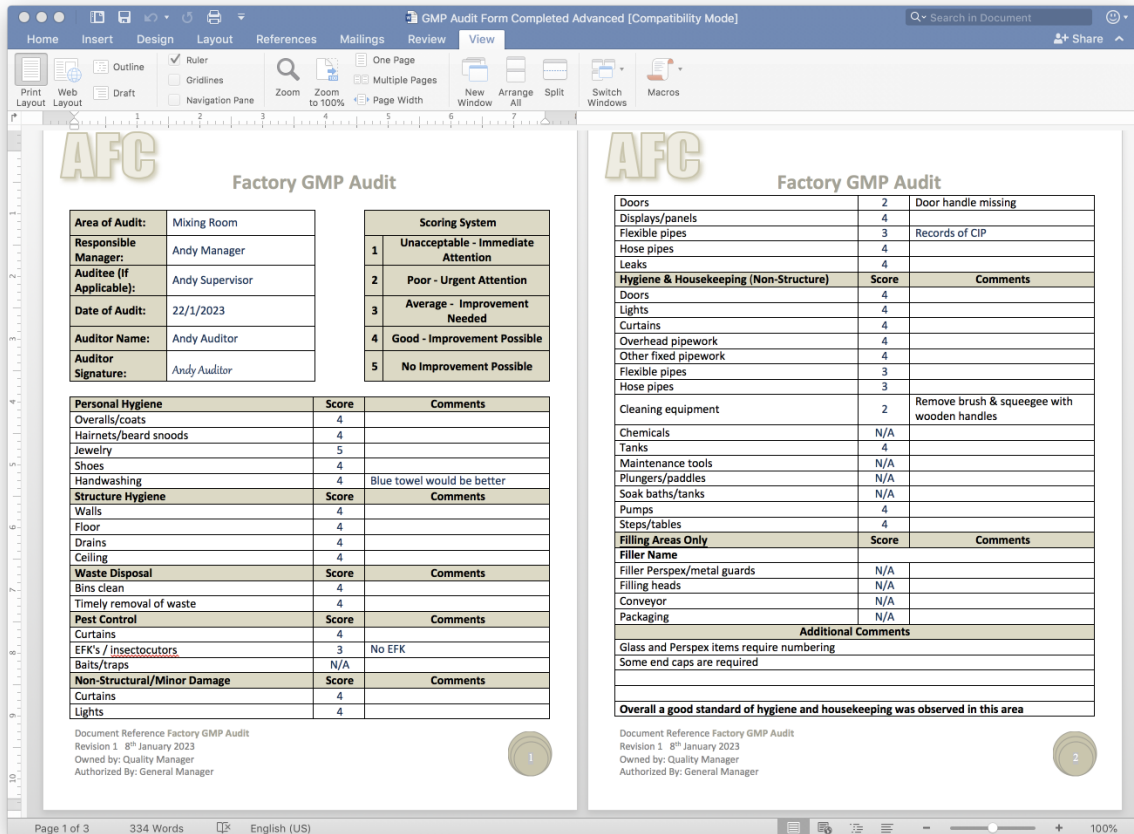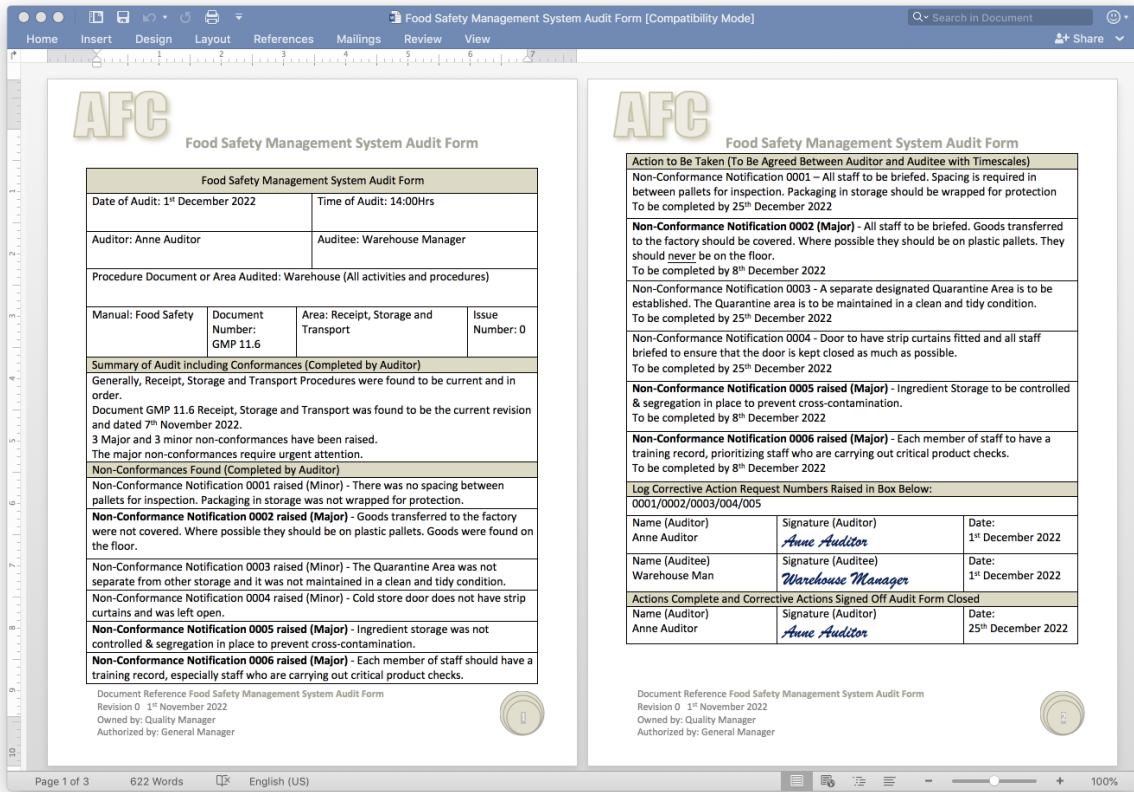## Internal Auditing Assistance

The package includes Internal Auditor PowerPoint Training Presentations

25

SQF Fundamentals Food Safety Management System Brochure

There are also completed examples of corresponding Internal Audit and Good Manufacturing Practice Audit/Inspection Forms:

Food Safety Management System Audit Form (Page 1)

Food Safety Management System Audit Form

Date of Audit: 1st December 2022	Time of Audit: 14:00Hrs
Auditor: Anne Auditor	Auditee: Warehouse Manager

Procedure Document or Area Audited: Warehouse (All activities and procedures)

Manual: Food Safety	Document Number: GMP 11.6	Area: Receipt, Storage and Transport	Issue Number: 0

Summary of Audit including Conformances (Completed by Auditor)

Generally, Receipt, Storage and Transport Procedures were found to be current and in order.
Document GMP 11.6 Receipt, Storage and Transport was found to be the current revision and dated 7th November 2022.
3 Major and 3 minor non-conformances have been raised.
The major non-conformances require urgent attention.

Non-Conformances Found (Completed by Auditor)

Non-Conformance Notification 0001 raised (Minor) - There was no spacing between pallets for inspection. Packaging in storage was not wrapped for protection.

Non-Conformance Notification 0002 raised (Major) - Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods were found on the floor.

Non-Conformance Notification 0003 raised (Minor) - The Quarantine Area was not separate from other storage and it was not maintained in a clean and tidy condition.

Non-Conformance Notification 0004 raised (Minor) - Cold store door does not have strip curtains and was left open.

Non-Conformance Notification 0005 raised (Major) - Ingredient storage was not controlled & segregation in place to prevent cross-contamination.

Non-Conformance Notification 0006 raised (Major) - Each member of staff should have a training record, especially staff who are carrying out critical product checks.

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Food Safety Management System Audit Form (Page 2)

Action to Be Taken (To Be Agreed Between Auditor and Auditee with Timescales)

Non-Conformance Notification 0001 – All staff to be briefed. Spacing is required in between pallets for inspection. Packaging in storage should be wrapped for protection.
To be completed by 25th December 2022

Non-Conformance Notification 0002 (Major) - All staff to be briefed. Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
To be completed by 8th December 2022

Non-Conformance Notification 0003 - A separate designated Quarantine Area is to be established. The Quarantine area is to be maintained in a clean and tidy condition.
To be completed by 25th December 2022

Non-Conformance Notification 0004 - Door to have strip curtains fitted and all staff briefed to ensure that the door is kept closed as much as possible.
To be completed by 25th December 2022

Non-Conformance Notification 0005 (Major) - Ingredient Storage to be controlled & segregation in place to prevent cross-contamination.
To be completed by 8th December 2022

Non-Conformance Notification 0006 raised (Major) - Each member of staff to have a training record, prioritizing staff who are carrying out critical product checks.
To be completed by 8th December 2022

Log Corrective Action Request Numbers Raised in Box Below:
0001/0002/0003/004/005

Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 1st December 2022
Name (Auditee) Warehouse Man	Signature (Auditee) Warehouse Manager	Date: 1st December 2022

Actions Complete and Corrective Actions Signed Off Audit Form Closed

Name (Auditor) Anne Auditor	Signature (Auditor) Anne Auditor	Date: 25th December 2022

Document Reference Food Safety Management System Audit Form
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized by: General Manager

Factory GMP Audit (Page 1)

Area of Audit:	Mixing Room
Responsible Manager:	Andy Manager
Auditee (If Applicable):	Andy Supervisor
Date of Audit:	22/1/2023
Auditor Name:	Andy Auditor
Auditor Signature:	Andy Auditor

Scoring System

1	Unacceptable - Immediate Attention
2	Poor - Urgent Attention
3	Average - Improvement Needed
4	Good - Improvement Possible
5	No Improvement Possible

Personal Hygiene	Score	Comments
Overalls/coats	4	
Hairnets/beard snoods	4	
Jewelry	5	
Shoes	4	
Handwashing	4	Blue towel would be better
Structure Hygiene	**Score**	**Comments**
Walls	4	
Floor	4	
Drains	4	
Ceiling	4	
Waste Disposal	**Score**	**Comments**
Bins clean	4	
Timely removal of waste	4	
Pest Control	**Score**	**Comments**
Curtains	4	
EFK's / insectocutors	3	No EFK
Baits/traps	N/A	
Non-Structural/Minor Damage	**Score**	**Comments**
Curtains	4	
Lights	4	

Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Factory GMP Audit (Page 2)

	Score	Comments
Doors	2	Door handle missing
Displays/panels	4	
Flexible pipes	3	Records of CIP
Hose pipes	4	
Leaks	4	
Hygiene & Housekeeping (Non-Structure)	**Score**	**Comments**
Doors	4	
Lights	4	
Curtains	4	
Overhead pipework	4	
Other fixed pipework	4	
Flexible pipes	3	
Hose pipes	3	
Cleaning equipment	2	Remove brush & squeegee with wooden handles
Chemicals	N/A	
Tanks	4	
Maintenance tools	N/A	
Plungers/paddles	N/A	
Soak baths/tanks	N/A	
Pumps	4	
Steps/tables	4	
Filling Areas Only	**Score**	**Comments**
Filler Name		
Filler Perspex/metal guards	N/A	
Filling heads	N/A	
Conveyor	N/A	
Packaging	N/A	

Additional Comments

Glass and Perspex items require numbering
Some end caps are required

Overall a good standard of hygiene and housekeeping was observed in this area

Document Reference Factory GMP Audit
Revision 1 8th January 2023
Owned by: Quality Manager
Authorized By: General Manager

Inspection Corrective Action Summary

Area of Audit:	Mixing Room	Date of Audit:	2/11/22
Responsible Manager:	Andy Manager	Auditor Name:	Andy Auditor
Auditee (If Applicable):	Andy Supervisor	Auditor Signature:	*Andy Auditor*

Summary of Corrective Actions Raised

CAR No.	Non-Conformance	Corrective Action Details	Person Responsible for Action	Target Completion Date	Completed Date	Signed Off By
CAR 1	Glass and Perspex items XY & Z not numbered	Glass and Perspex items to be numbered	Andy Manager	8/11/22		
CAR 2	End caps missing on XY & Z	End caps replaced	Andy Manager	15/11/22		
CAR 3	Missing handle on door x	Replace missing handle on door	Andy Manager	15/11/22		
CAR 4	Wooden handles on cleaning equipment XY & Z	Replace wooden handles on cleaning equipment	Andy Manager	28/11/22		

Document Reference Inspection Corrective Action Summary
Revision 0 1st November 2022
Owned by: Quality Manager
Authorized By: General Manager

Corrective Action Request

Corrective Action Request

Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1st December 2022
The following Non-compliance has been noted:	Goods transferred to the factory were not covered. Where possible they should be on plastic pallets. Goods transferred were left in direct contact with the floor.
Reference Audit Report or Food Safety Quality System Area	GMP 11.6 Receipt, Storage & Transport
Risk Assessment : High / Medium / Low	High Risk – Major Non-Compliance
Corrective action required:	Goods transferred to the factory should be covered. Where possible they should be on plastic pallets. They should never be on the floor.
Person Responsible for corrective Action:	Warehouse Manager
Target Date to be completed by:	8th December 2022
Details of Action taken:	All staff briefed that goods transferred to the factory should be covered. Where possible they should be on plastic pallets. and that they should never be on the floor.
Sign to confirm action completed:	*Warehouse Manager*
Date Completed:	8th December 2022

Document Reference Corrective Action Request QMR 012
Revision 1 1st December 2022
Owned by: Quality Manager
Authorized By: General Manager

Corrective Action Request

Completed Corrective Action Review

Corrective Action Report Number:	0001
Issued to:	Warehouse Manager
Date:	1st December 2022
Results of Audit to confirm corrective action is complete	Training records complete. Checked and goods transferred to the factory were covered and on plastic pallets.
Results of Quality Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance	Complete but follow up again on next audit.
Corrective Action Status Closed or Incomplete?	Closed	Closed out by Quality Manager
	~~Incomplete – New Request Raised~~	~~Enter New Corrective Action Request Number Here~~

* Corrective Action Request Closed / Corrective Action Incomplete New Corrective Action Request Number........... Raised
* Delete as applicable

Signed: ... *Quality Manager*........... Quality Manager

Date: .... 15th December 2022.....................

Document Reference Corrective Action Request QMR 012
Revision 1 1st December 2022
Owned by: Quality Manager
Authorized By: General Manager

27

SQF Food Safety Management System Guidance

There are PowerPoint training presentations that explain how the Food Safety Management System Tools & Templates match and comply with System Elements and Module 11 Good Manufacturing Practices of the SQF Fundamentals for Manufacturing
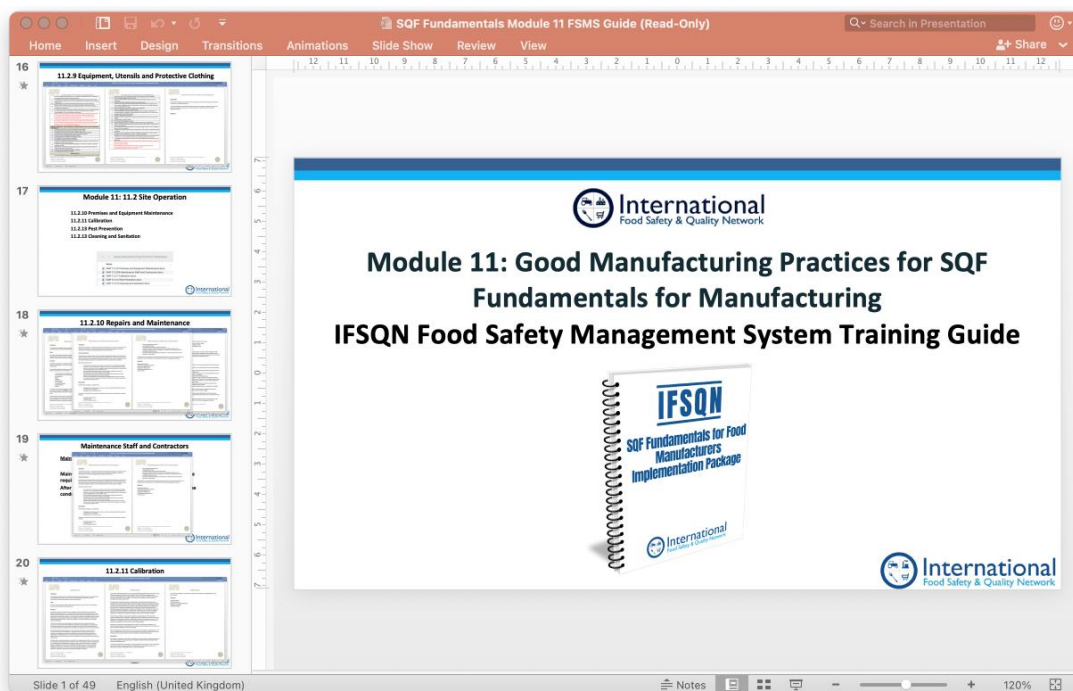
Unrivalled Assistance - Free Online Technical Support

Finally, a reminder.

One of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your SQF Food Safety and Management System until you achieve certification.

The contact email is support @ifsqn.com without the space

Click here to order the IFSQN SQF Fundamentals Food Safety Management System Implementation Package