



Welcome to the IFSQN SQF Fundamentals Implementation Package for Food Manufacturers Start-Up Guide which will guide you through the contents of the package.

The IFSQN SQF Fundamentals Implementation Package for Food Manufacturers 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 a Start-Up Guide, an Implementation Planner, Instructions, Training Presentations, Guidance and Technical Support
- ✓ **Additional HACCP Documentation and Tools** - including the SQF CODEX HACCP Calculator 202
- ✓ **Introduction to the SQF Fundamentals Food Safety Management System PowerPoint Guides** - Guidance on implementing the package documents



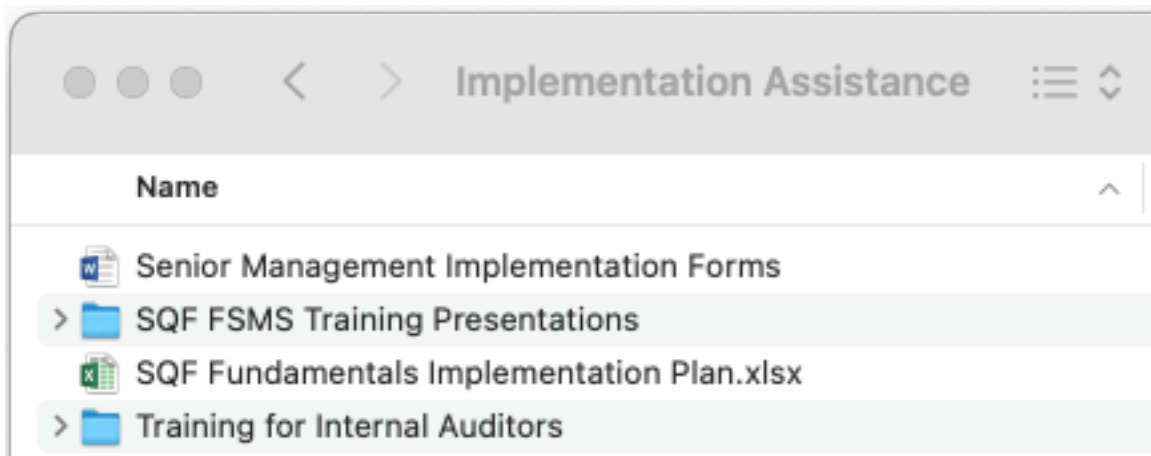
When you download the package, you will find the Start-Up Guide and 4 folders containing the package contents:



Your first job is to obtain your own copy of the [SQF Fundamentals for Manufacturing](#) from the SQFI website

(Free to download)

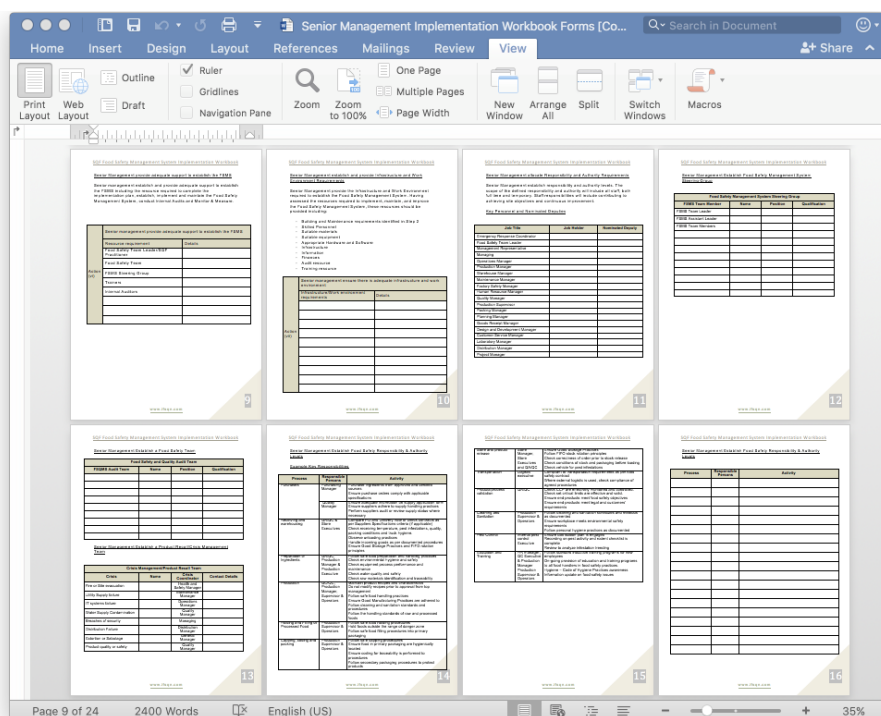
Start by opening the Implementation Assistance folder:



Senior Management Implementation

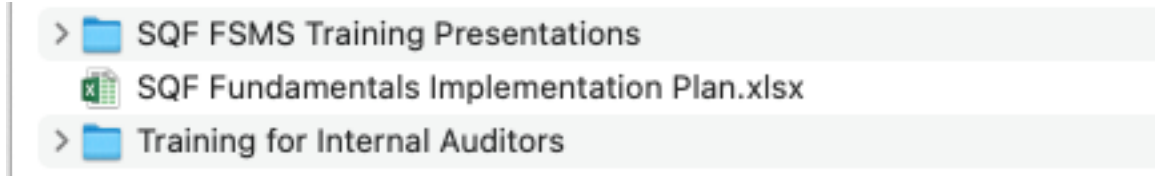
Senior Management Implementation Forms are included to assist in:

- 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



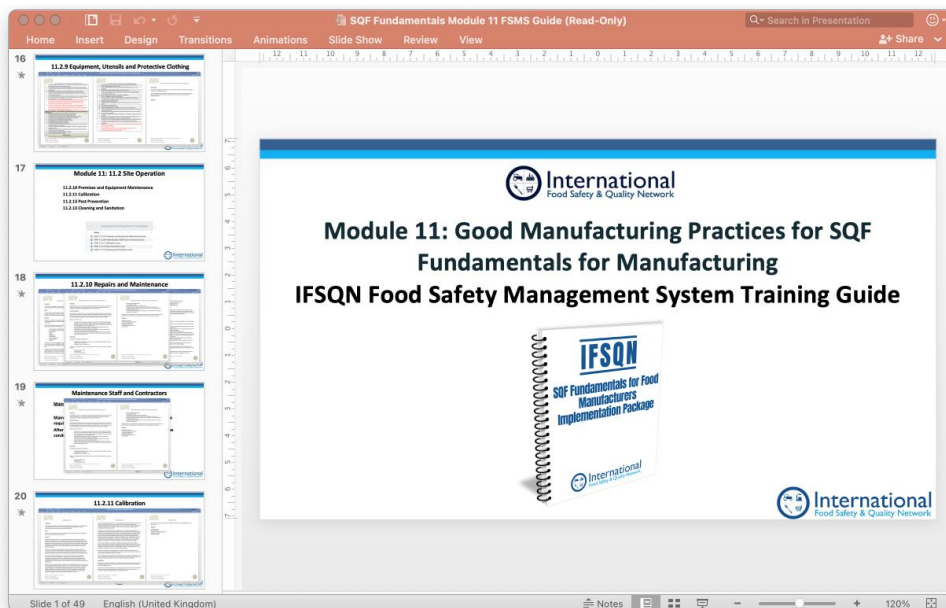
SQF Fundamentals Food Safety Management System Start-Up Guide

There are two sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations and Training for Internal Auditors.



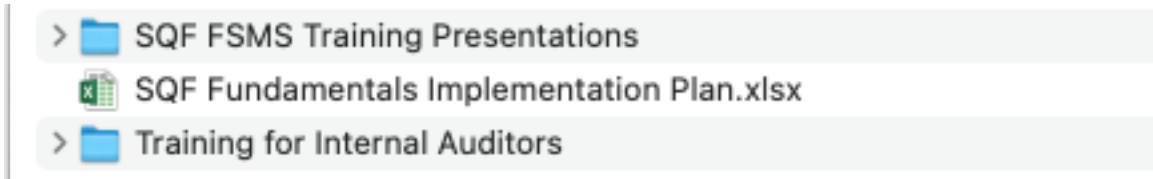
SQF FSMS Training Presentations Sub-Folder

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.

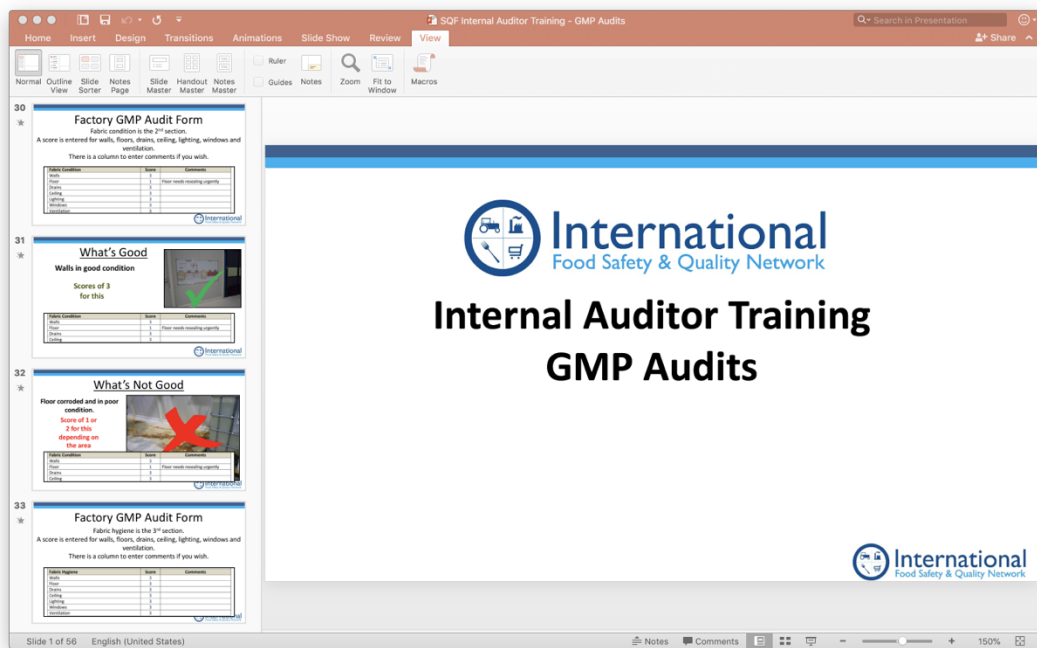
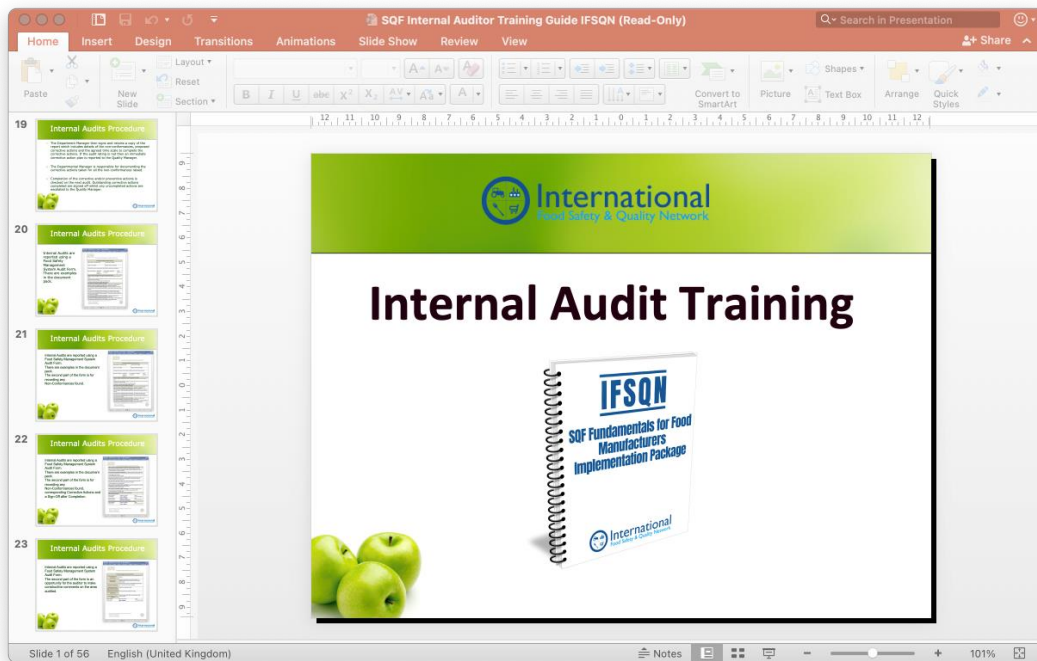


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Training for Internal Auditors Sub-Folder

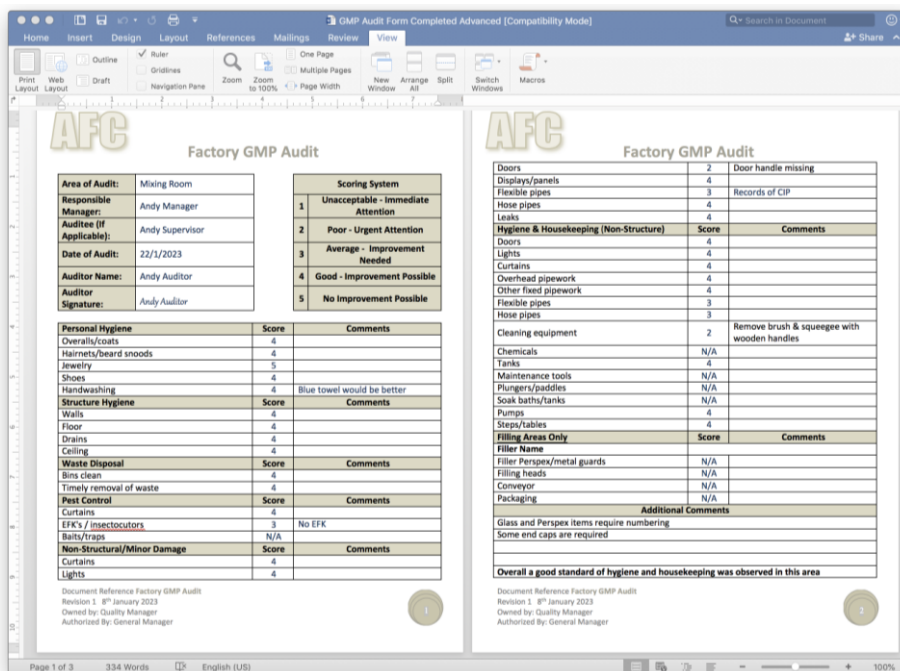
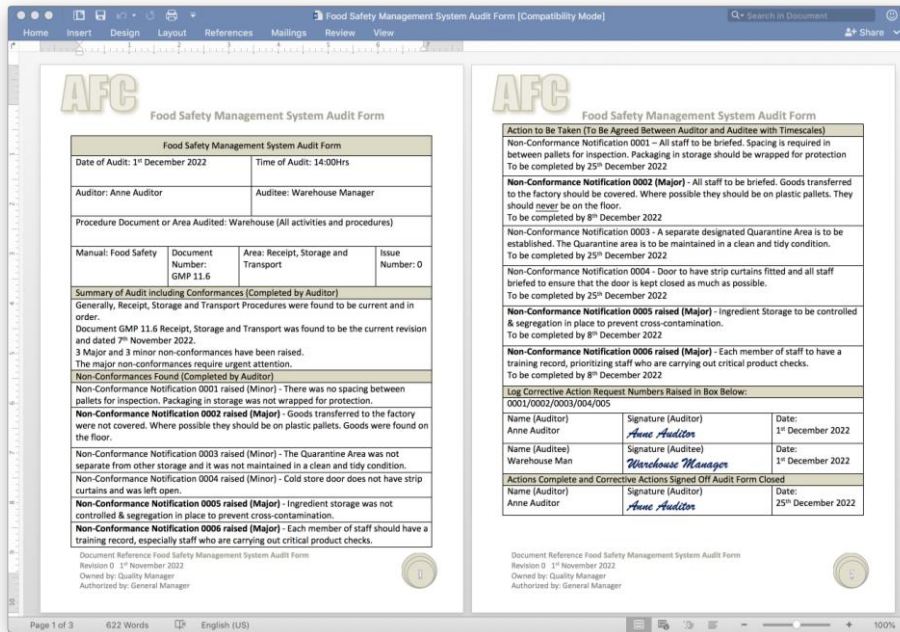
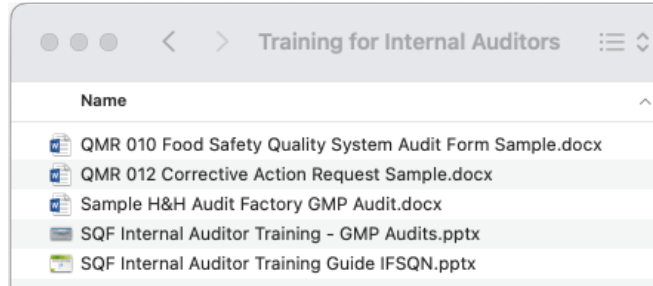


This folder contains PowerPoint Presentations for training your Internal Auditors:



SQF Fundamentals Food Safety Management System Start-Up Guide

We also provide completed examples of corresponding Internal Audit and Good Manufacturing Practice Audit/Inspection Forms:

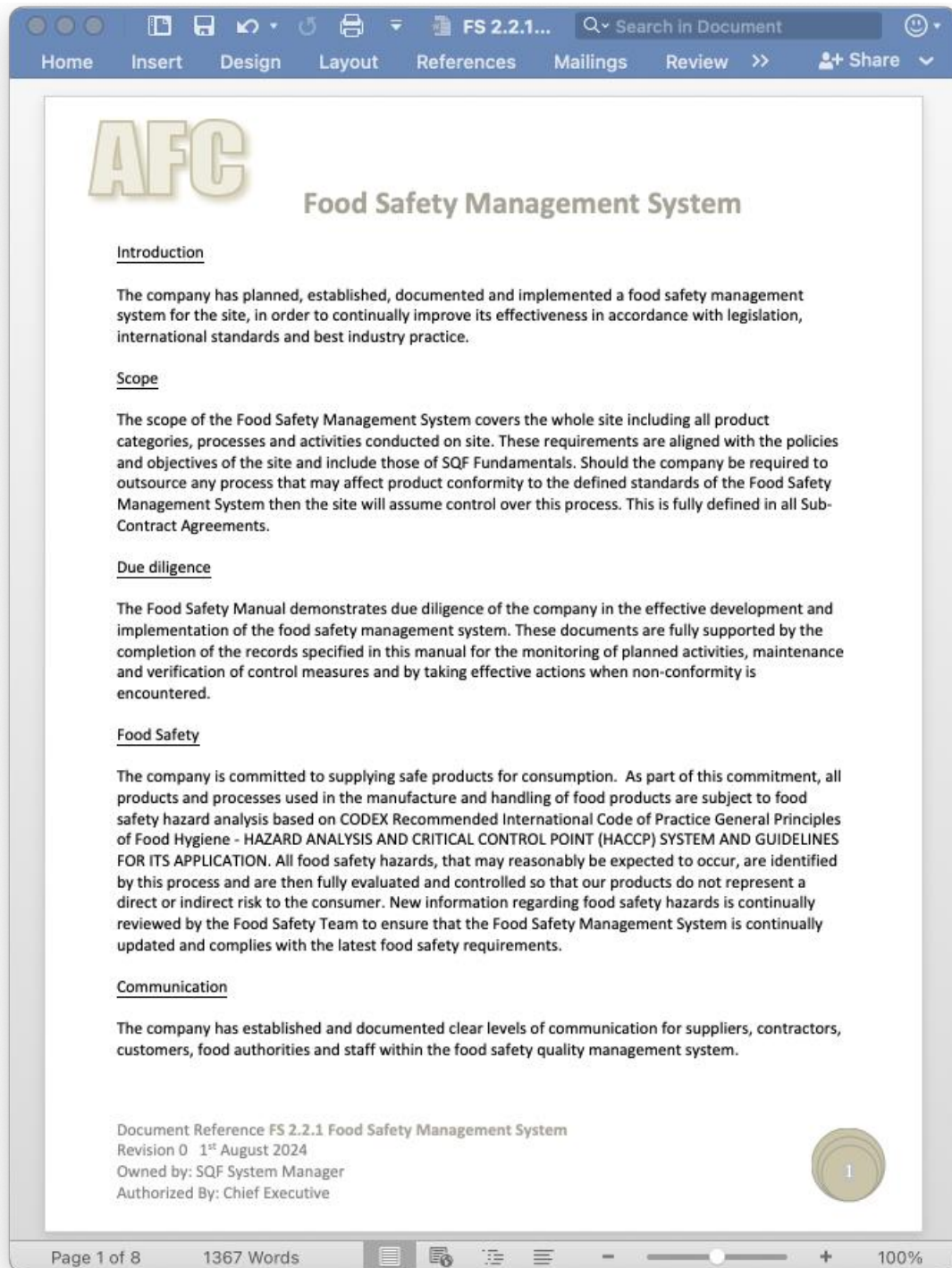


The next folder to open is the Food Safety Management System Templates folder

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)

SQF Fundamentals Food Safety Management System Start-Up Guide

These Food Safety Management System Templates match the clauses of the SQF Code and comply with System Elements for Food Manufacturing. The Food Safety Management System procedure templates form the foundations of your Food Safety Management System 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.

Setting Up Your Food Safety Management System Documentation

It is important to start off with an agreed template for your documents and records.

The documents supplied in the package are easy to edit so 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.

Document Control

You can edit the header

It is important to have your documents on a template format for everyone to agree on and to go along with

You can edit the main text

You can edit the footer

International Food Safety & Quality Network

Document Control

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

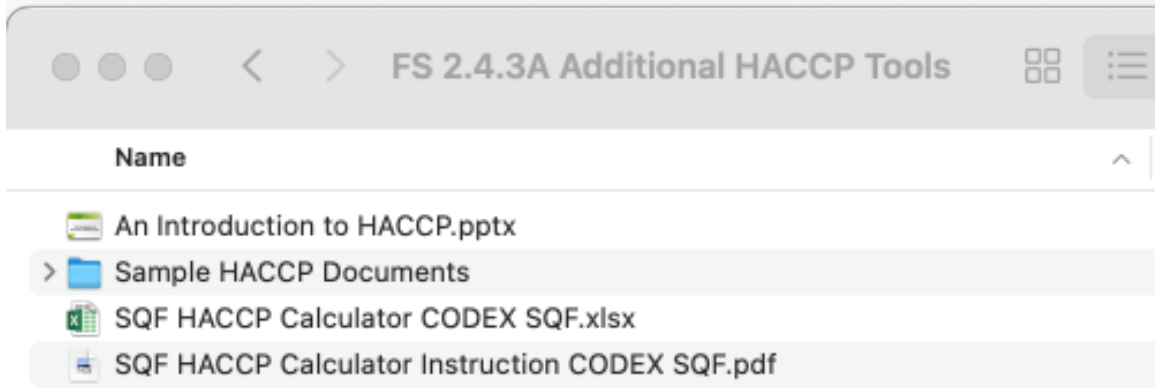
The documents supplied in the package are easy to edit so decide on a template format that you want and then use this as a master and copy all of the other documents into your template as you go along developing your system

Format the footer to your liking and include the information you want

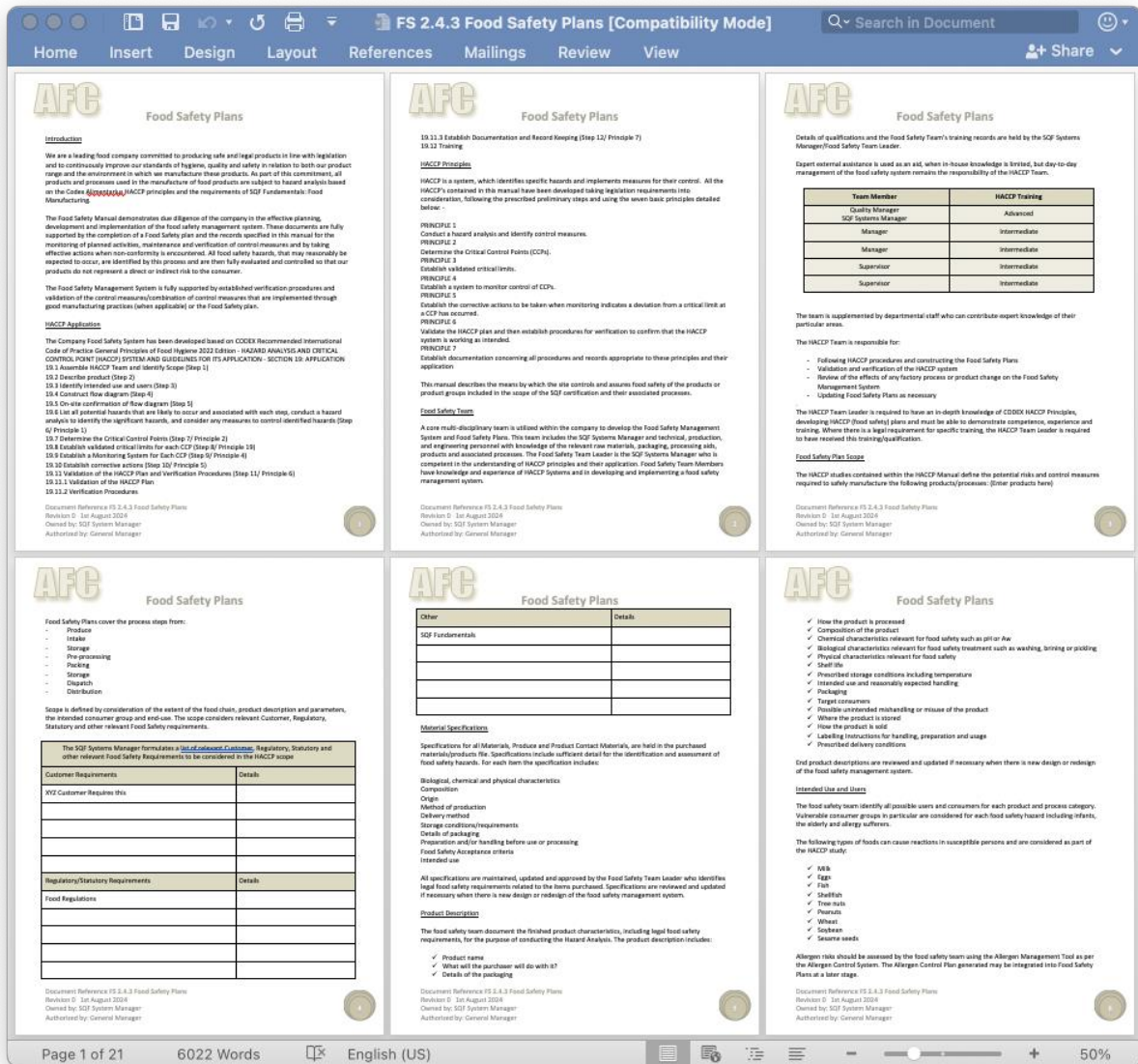
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Open the FS 2.4.3A Additional HACCP Tools Folder



This folder contains supplementary documentation to **FS 2.4.3 Food Safety Plans** (21page HACCP procedural template)



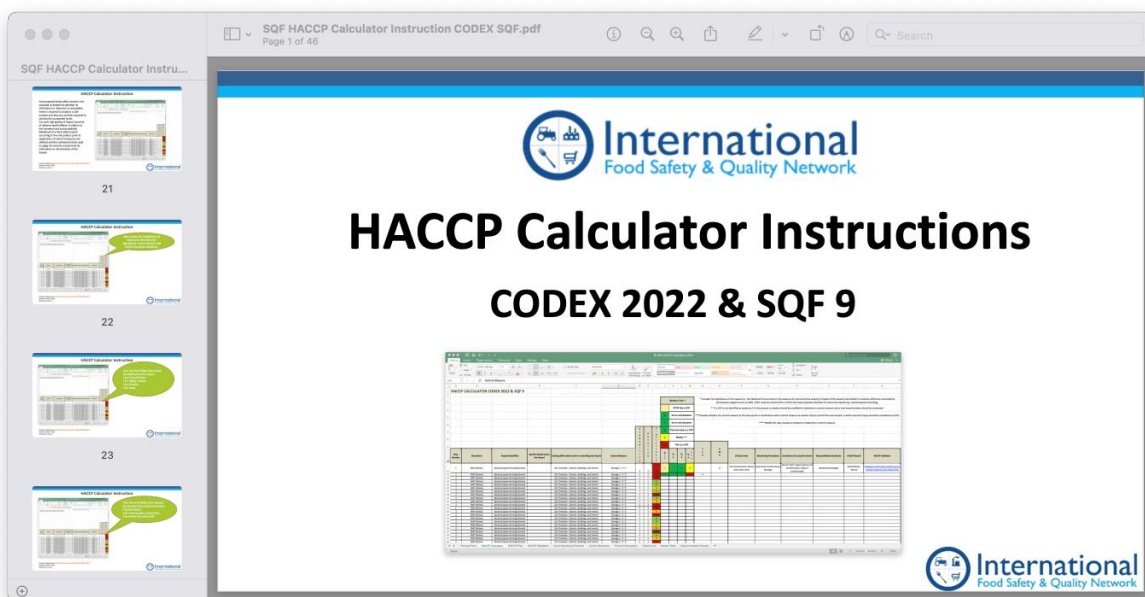
SQF Fundamentals Food Safety Management System Start-Up Guide

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

Step Number	Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	P	S	Q1	Q2	Q3	Q4	CCP	Critical Control
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	3	3	3	3	3	3
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	3	3	3	3	3	3
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	3	3	3	3	3	3
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	3	3	3	3	3	3
1	AMF Delivery	Biological	Bacteria (spore-forming) General		3	3	3	3	3	3	3	3
1	AMF Delivery	Biological	Bacteria (spore-forming) General		2	2	2	2	2	2	2	2
1	AMF Delivery	Biological	Bacteria (spore-forming) General		1	1	1	1	1	1	1	1

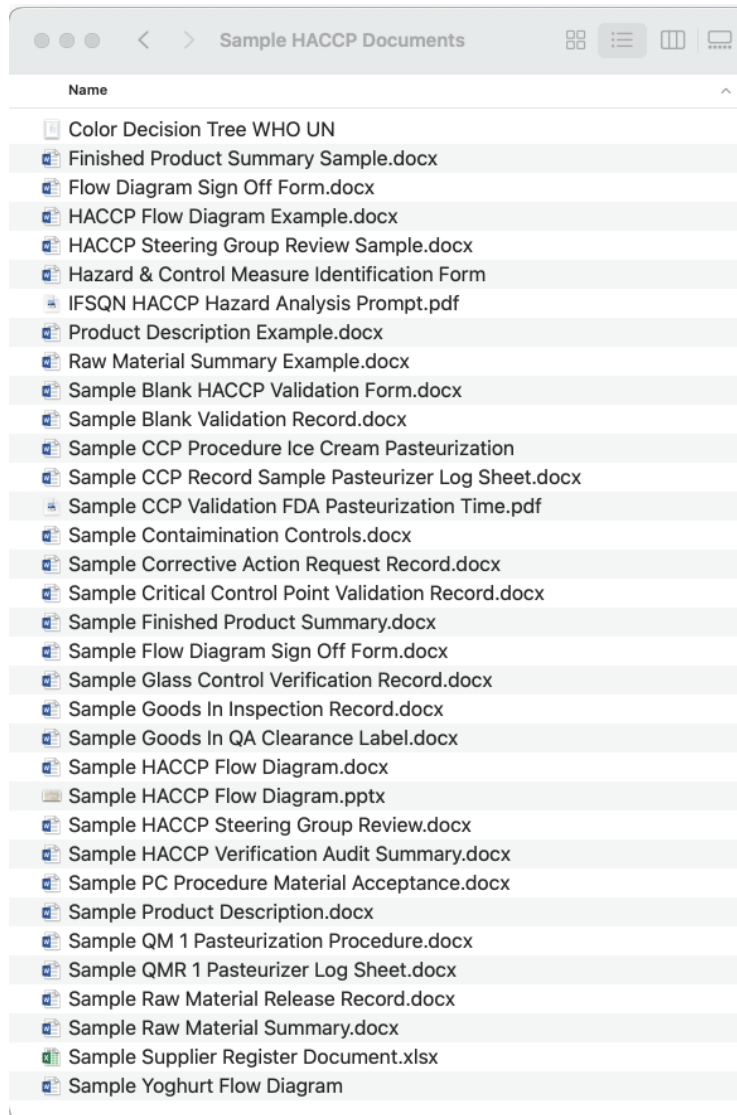
The SQF HACCP Calculator CODEX SQF Instructions

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

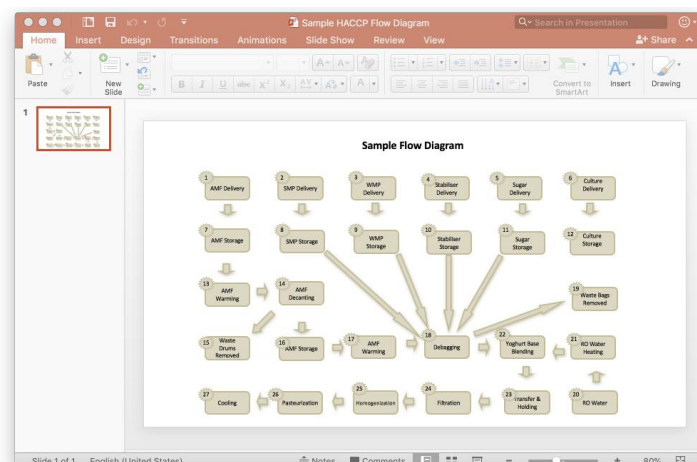


SQF Fundamentals Food Safety Management System Start-Up Guide

There is a Sample HACCP Documents Sub-Folder

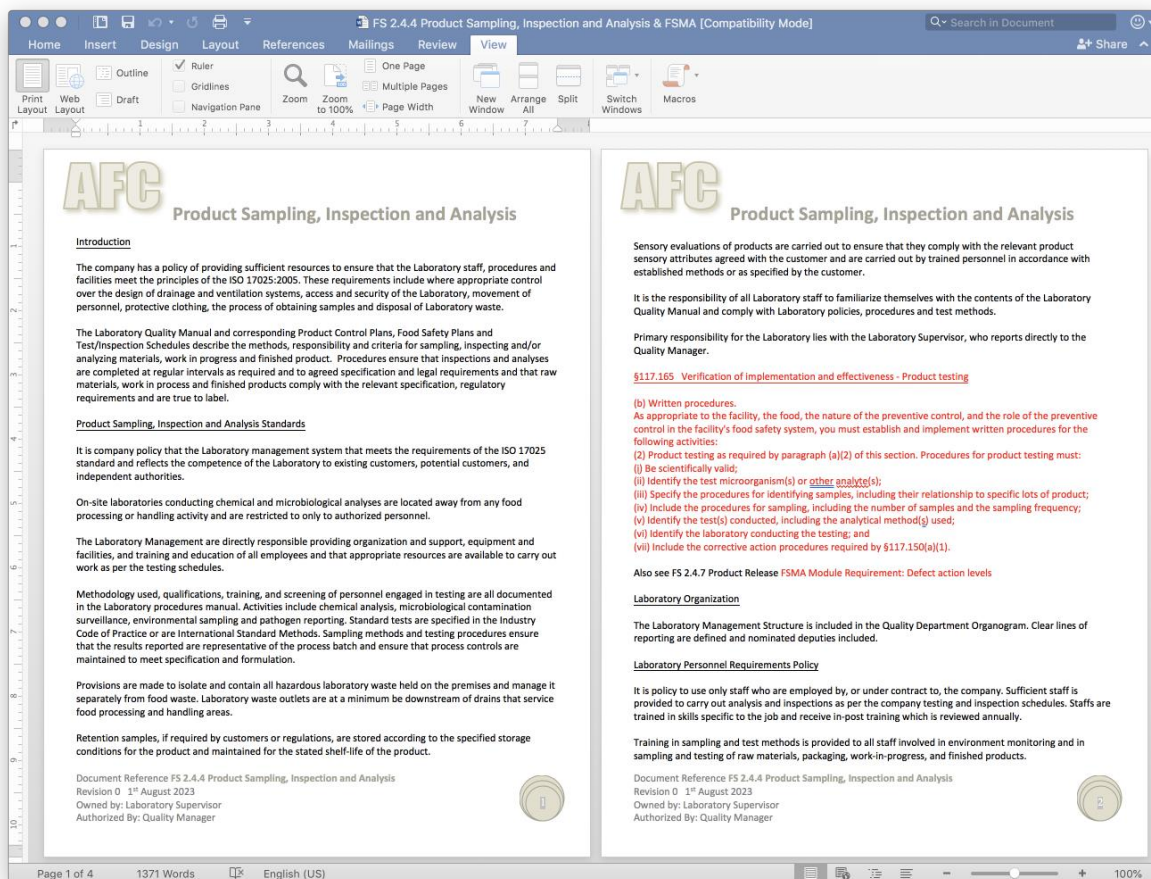


These are supplementary documents and examples that you might find useful when implementing your Food Safety Plans



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.

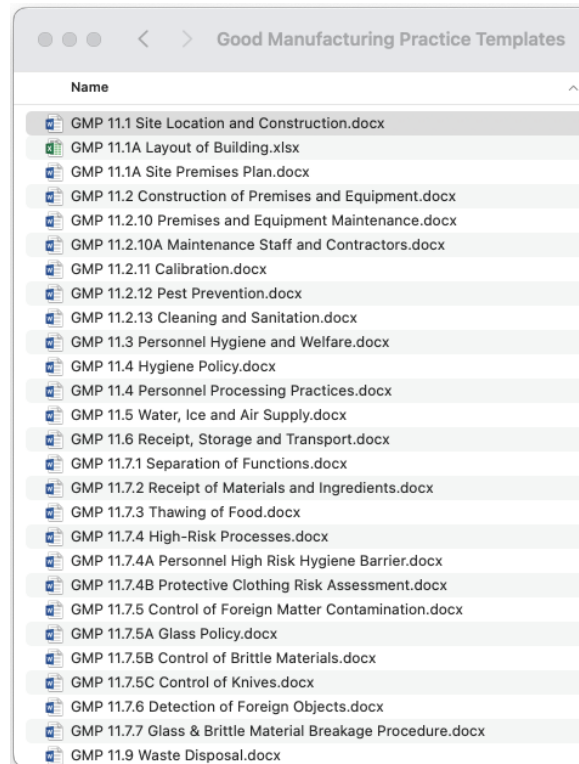


Supplementary Laboratory Documents included:

Name	Date...dified	Size	Kind
LABR 002 Laboratory Training Form.docx	18/08/2024	32 KB	Microso...(docx)
LABR 006 QA Sample Plan.docx	18/08/2024	27 KB	Microso...(docx)
LABR 007 Factory Sample Plan.docx	18/08/2024	41 KB	Microso...(docx)
LABR 008 Daily Balance Calibration Sheet.docx	18/08/2024	28 KB	Microso...(docx)
LABR 009 Laboratory Exception Report.docx	18/08/2024	30 KB	Microso...(docx)
LABR 010 QC Online Check Sheet.docx	18/08/2024	32 KB	Microso...(docx)
LABR 007 Factory Sample Plan.xlsx	18/08/2024	17 KB	Microso...k (xlsx)
LABR 005 Filler Sample Plan.docx	18/08/2024	29 KB	Microso...(docx)
LABR 004 Microbiological Sample Plan.docx	18/08/2024	29 KB	Microso...(docx)

The next folder to open is the Good Manufacturing Practice Templates folder

These Good Manufacturing Practice Templates match the clauses of the SQF Fundamentals and comply with Module 11 Good Manufacturing Practices.



Procedures included in the folder are numbered to match the clauses of the SQF Fundamentals and are as follows:

Good Manufacturing Practices for Processing of Food Products

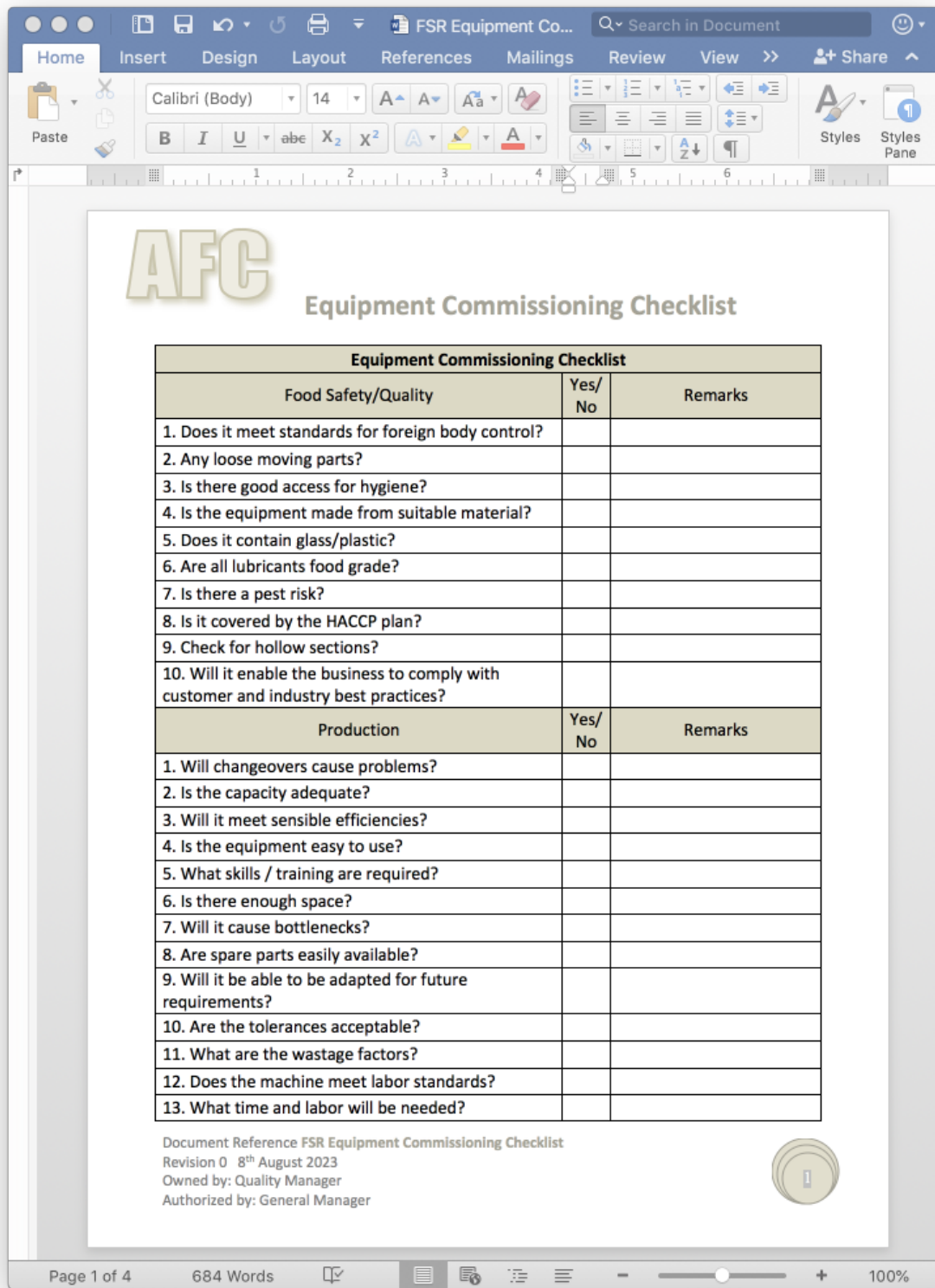
- GMP 11.1.1 Site Location and Construction
- GMP 11.1A Site Premises Plan
- GMP 11.1A Layout of Building
- GMP 11.2 Construction of Premises and Equipment including:
 - GMP 11.2.10 Repairs and Maintenance
 - GMP 11.2.10A Maintenance Staff and Contractors
 - GMP 11.2.11 Calibration
 - GMP 11.2.12 Pest Prevention
 - GMP 11.2.13 Cleaning and Sanitation
- GMP 11.3 Personnel Hygiene and Welfare
- GMP 11.4 Hygiene Policy
- GMP 11.4 Personnel Processing Practices

The next folder to open is the **FSMS Record Templates Folder**

There are a range of easy to use food safety record templates:



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...cument (.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)



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

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.

Records

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

Format the Footer

Label Retention and Check

Date:	17/10/22	Time:	06:00 Hrs	Line Number:	1	Sample:	Start Up
Check and Sign							
Operator 1 Anne Operator							
Operator 2 Arno Operator							
Supervisor Sue Perryssor							

Date:	17/10/22	Time:	08:00 Hrs	Line Number:	1	Sample:	Reel Change
Check and Sign							
Operator 1 Anne Operator							
Operator 2 Arno Operator							
Supervisor Sue Perryssor							

Production Manager Check	Date:	17/10/22	Time:	17:00Hrs	Sign:	Paul Manager
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Document Reference FSR Label Retention and Check Record
Revision 0 1st August 2022
Owned by: Technical Manager
Authorised by: General Manager

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Food Safety Records FSMA

Setting Up Your Food Safety Management System Records

Note: All food safety related records need to include:

- The date and time of the activity being documented
- Signature/initials of individual performing the activity or conducting the record review
- Information to identify the facility (e.g., name and location)
- The identity of the product and lot code where applicable.
- Refer and check compliance with §117.305 General requirements applying to records.

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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](#)