



This comprehensive SQF Food Safety and Quality Management System package contains everything you will need to achieve SQF Certification.

We have written this workbook to assist in the implementation of your SQF food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

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

Step One: Introduction to SQF Code

This 45 minute comprehensive illustrated and interactive PowerPoint training module presentation will introduce the SQF Code to the management team and explain how to start the process of implementing an SQF compliant Food Safety Management System.



SQF Global Standard for Food Safety and Quality

Module Number	Module Title	Module Description
1	Introduction to SQF Code	Provides an overview of the SQF Code and its purpose.
2	Food Safety Management System	Details the requirements for a food safety management system.
3	Food Safety Management System - Food Safety	Details the requirements for food safety management.
4	Food Safety Management System - Food Quality	Details the requirements for food quality management.
5	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
6	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
7	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
8	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
9	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
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34	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
35	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
36	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
37	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
38	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
39	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
40	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
41	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
42	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
43	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
44	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.
45	Food Safety Management System - Food Safety and Quality	Details the requirements for food safety and quality management.



SQF Code Requirements

2.1 Commitment
Senior Management should provide evidence of commitment to implement, maintain and improve an effective Food Safety Quality Management System.

2.1.1 Management Policy
Senior Management must prepare and implement a Policy Statement that includes:

- Commitment to supply safe, quality products
- How the organization complies with its customer and regulatory requirements and continuously improves the food safety quality management system
- Commitment to protect and ensure food safety and quality objectives

The Policy Statement must be:

- Signed by the most senior responsible person
- Available in all languages necessary in order for it to be understood by all employees and staff
- Displayed so that it is available to all personnel and effectively communicated

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At the end of the session there is a set of interactive review questions to click through.

SQF Code Requirements

2.1.2 Management Responsibility
The most senior responsible person must define the organization's reporting structure and ensure adequate resources are available.

2.1.2.4 The responsibility for obtaining and implementing the training needs of the organization's personnel to ensure they have the required competencies shall be defined and documented.

2.1.2.7 All staff must be informed of their responsibility to report food safety problems.

2.1.2.8 All instructions for those responsible for food safety shall be documented.

2.1.2.9 The senior management must ensure there are processes in place to register the effectiveness of the SQF system and disseminate continuous improvement.

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SQF Code Requirements

2.1.3 Raw materials

2.1.3.1 Specifications for all raw and packaging materials, including but not limited to ingredients, additives, auxiliary services and processes and their impact on final product safety and quality shall be documented and kept current.

2.1.3.2 All raw and packaging materials and ingredients shall comply with the relevant legislation.

2.1.3.3 The methods and responsibility for identifying and approving critical raw material, ingredients and packaging specifications shall be documented.

2.1.3.4 Raw and packaging materials and ingredients shall be withdrawn in major product safety or quality concerns and the reasons shall be documented. Variations of raw materials and ingredients shall include control of specifications, identification of analysis or sampling and testing.

2.1.3.5 Identification of packaging materials shall include manufacturer, date of purchase, or batch and analysis to confirm the absence of potential chemical hazards.

2.1.3.6 Product labels must be checked and comply with the relevant legislation and be approved by qualified personnel.

2.1.3.7 A register of raw and packaging material specifications and labels must maintain and kept current.

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Step Two: Assessment of Food Safety Fundamentals

At this stage an assessment should be made by the most senior technical member of the management team to decide if Prerequisites within the facility meet the requirements of Module 11: Food Safety Fundamentals – Good Manufacturing Practices for Processing of Food Products of the SQF Code. The nominated manager should read through the requirements in Section 11 of the SQF Code and assess for compliance using the checklist below to record their findings

SQF CODE				
Module 11: Food Safety Fundamentals – Good Manufacturing Practices for Processing of Food Products (GFSI EI, EII, EIII, EIV and L)				
Module 11: Food Safety Fundamentals		Compliant		Comments
Clause	Title	Yes	No	
11.1	Site Requirements and Approval			
11.1.1	Premises Location			
11.1.2	Construction and Operational Approval			
11.2	Construction and Control of Product Handling and Storage Areas			
11.2.1	Materials and Surfaces			
11.2.2	Floors, Drains and Waste Traps			
11.2.3	Walls, Partitions, Doors and Ceilings			
11.2.4	Stairs, Catwalks and Platforms			
11.2.5	Lighting and Light Fittings			
11.2.6	Inspection Area			

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Step 2: Corrective Actions from Assessment of Infrastructure and Maintenance

The non-compliances identified in the assessment of compliance with the SQF Code Module 11: Food Safety Fundamentals – Good Manufacturing Practices for Processing of Food Products should be logged using the form below and used as input for Step Three: Senior Management Implementation. In Step 3 the appropriate corrective action should be allocated by the Senior Management Team and a corrective action plan formulated.

Date	SQF Code Clause	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed

Step Three: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Food Safety Management System fundamentals including Food Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the FSMS
- ✓ in providing adequate support to establish the FSMS
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Food Safety Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
- ✓ Decide which Food Safety requirements the company should address and develop relevant policies.
- ✓ Based on the Food Safety Policy Management Policies establish Food Safety Objectives
- ✓ Define the scope and boundaries of the FSMS
- ✓ Plan the establishment of the FSMS using the project planner
- ✓ Provide adequate support to establish the FSMS
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication (including the food chain) channels

A meeting should now be co-ordinated involving all the Senior Management Team.

Senior Management FSMS Implementation Checklist

The Senior Management FSMS Implementation Meeting should follow the guidelines of the Senior Management Implementation Checklist:

Action (i)	Senior management formulate a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements	
	Customer/Regulatory/Statutory/Other	Record Details
	XYZ Customer Requires this	
	SQF Code 2012	
	Food Regulations	
Action (ii)	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details

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Senior Management Establish Food Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase ingredients from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DO or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Ingredients	QA/QC, Production Manager & Production Executive	Follow safe food preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check raw materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain product recipes and characteristics Do not modify recipes prior to approval from top management Follow safe food handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures Follow the handling standards of raw and processed foods
Holding and Filling of Processed Food	Production Supervisor & Operators	Follow safe food holding procedures Hold foods outside the range of danger zone Follow safe food filling procedures into primary packaging
Capping, coding and packing	Production Supervisor & Operators	Follow safe capping procedures Ensure food in primary packaging are hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products

Step Four: Food Safety Quality Management System

Our Food Safety Management System contains a comprehensive SQF Code documentation package. In this bundle of certification tools you will find:

- ✓ Food Safety Quality Manual containing a set comprehensive procedures and an extensive range of record templates.
- ✓ HACCP manual containing food safety procedures and HACCP Instructions.
- ✓ Laboratory manual including sample procedures and records.

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

The Food safety Quality Manual contains 68 comprehensive top level procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:

Food Safety Quality Management System Procedures

- QM 2.1.1 Food Safety and Quality Policy and Objectives
- QM 2.1.2 Responsibility Authority and Communication
- QM 2.1.3 Food Safety and Quality Management System
- QM 2.1.4 Management Review
- QM 2.1.5 Customer Complaint Handling
- QM 2.1.6 Business Continuity Planning
- QM 2.2.1 Document Control
- QM 2.2.2 Record Control
- QM 2.3.1 Product Development
- QM 2.3.2 Raw and Packaging Materials
- QM 2.3.3 Contract Services
- QM 2.3.4 Contract Manufacturers
- QM 2.3.5 End Product Specifications
- QM 2.4.1 Customer, Statutory and Regulatory Conformance
- QM 2.4.2 Food Safety Fundamentals
- QM 2.4.3 Food Safety Plan
- QM 2.4.4 Food Quality Plan
- QM 2.4.5 Control of Purchased Materials and Services
- QM 2.4.5 Verification of Purchased Materials and Services
- QM 2.4.6 Control of Non-Conforming Product or Equipment
- QM 2.4.7 Product Rework
- QM 2.4.8 Product Release

- QM 2.4.9 Stock Control
- QM 2.5.1 SQF System Verification
- QM 2.5.2 Validation, Improvement and System Updating
- QM 2.5.3 Verification Schedule
- QM 2.5.4 Verification of Monitoring Activities
- QM 2.5.5 Corrective Action and Preventative Action
- QM 2.5.6 Laboratory Quality Manual
- QM 2.5.7 Internal Audits
- QM 2.6.1 Product Identification
- QM 2.6.2 Traceability System
- QM 2.6.3 Product Recall
- QM 2.7 Site Security
- QM 2.8.1 Identity Preserved Foods
- QM 2.8.2 Allergen Management
- QM 2.9 Training
- QM 11.1 Site Requirements and Approval
- QM 11.2.1-8 Construction & Control of Product Handling & Storage
- QM 11.2.9 Premises and Equipment Maintenance
- QM 11.2.10 Calibration
- QM 11.2.11 Management of Pests and Vermin
- QM 11.2.12 Equipment, Utensils and Protective Clothing
- QM 11.2.13 Cleaning and Sanitation
- QM 11.3 Personnel Hygiene and Welfare
- QM 11.3.2 Handwashing - to do
- QM 11.3.3 Clothing
- QM 11.3.4 Jewellery Policy
- QM 11.3.5 Control of Visitors and Contractors
- QM 11.3.6 Staff Amenities
- QM 11.3.7 - 9 Staff Facilities
- QM 11.3.10 Lunch Rooms
- QM 11.3.11 First Aid
- QM 11.4 Hygiene Code of Practice
- QM 11.5 Water and Ice Supply
- QM 11.5.2 Monitoring Water Microbiology and Quality
- QM 11.5.7 Air Quality
- QM 11.6 Storage and Transport
- QM 11.6.6 Loading, Transport and Unloading Practices
- QM 11.7 Control of Operations
- QM 11.7.5 A Glass Policy
- QM 11.7.5 B Control of Brittle Materials
- QM 11.7.5 C Glass & Brittle Material Breakage Procedure
- QM 11.7.5 Control of Foreign Matter Contamination
- QM 11.7.6 Detection of Foreign Objects

- QM 11.8 On-Site Laboratories
- QM 11.9 Waste Disposal
- QM 11.10 Exterior

Food Safety Management System Procedures

<p>AFC QM 2.1.1 Food Safety and Quality Policy and Objectives</p> <p>The company's food safety and quality policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume and conform to statutory and regulatory requirements.</p> <p>Senior Management are committed to implementing and maintaining an effective SQF System and to support its ongoing improvement through adoption of a food safety quality management system containing food safety policies and procedures that meet legal requirements, and industry best practice or reflecting the competence of the company to customers and independent authorities. As part of this commitment Senior Management have established provisions to improve the effectiveness of the SQF System to demonstrate continuous improvement.</p> <p>The Company recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve these aims, a Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP are designed to control any risk to food safety.</p> <p>To ensure access of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate organisation and resources, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. The senior management ensure adequate resources are available to achieve food safety and quality objectives and to support the development, implementation and maintenance and ongoing improvement of the SQF System. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the Food Safety and Quality Manual.</p> <p>Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle is not put at risk. All employees are required to</p> <p>Document Reference QM 2.1.1 Food Safety and Quality Policy and Objectives Revision 1 3rd May 2012 Owned by: Technical Manager Authorised by: Managing Director</p>	<p>AFC QM 2.1.3 Food Safety Quality Management System</p> <p>Introduction</p> <p>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.</p> <p>Scope</p> <p>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 SQF Code.</p> <p>Due Diligence</p> <p>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.</p> <p>Food Safety</p> <p>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 the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.</p> <p>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</p> <p>Document Reference QM 2.1.3 Food Safety Quality Management System Revision 1 3rd May 2012 Owned by: Technical Manager Authorised by: Managing Director</p>
<p>AFC QM 2.4.3 Food Safety Plan</p> <p>Introduction</p> <p>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 hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of SQF Code.</p> <p>The Food Safety Manual demonstrates due diligence of the company in the effective planning, development and implementation of the food safety management system. These documents are fully supported by the completion of a food safety plan and the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.</p> <p>The Food Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through the operational pre-requisite programmes or the food safety plan.</p> <p>Management Commitment</p> <p>We are a leading food company committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.</p> <p>HACCP principles</p> <p>HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -</p> <p>Document Reference QM 2.4.3 Food Safety Plan Revision 1 3rd May 2012 Owned by: Technical Manager Authorised by: Managing Director</p>	<p>AFC QM 11.2.10 Calibration</p> <p>Introduction</p> <p>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.</p> <p>Scope</p> <p>The scope of the Calibration System includes all equipment used to measure, monitor and manufacture product on site and activities conducted on site.</p> <p>These requirements are aligned with the policies and objectives of the site and include those of the SQF Code.</p> <p>Procedure</p> <p>The company maintains this procedure for the calibration of monitoring and measuring equipment on site.</p> <p>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. All equipment used for thermal processes is designed to meet the specified process temperature gradient and holding parameters. 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.</p> <p>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.</p> <p>Document Reference QM 11.2.10 Calibration Revision 1 3rd May 2012 Owned by: Technical Manager Authorised by: Managing Director</p>

Food Safety Management System Record Templates

A comprehensive range of easy to use food safety record templates:

- 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
- QMR 037 Shelf Life Confirmation Record
- QMR 038 Accelerated Keeping Quality Log
- QMR 039 Goods In QA Clearance Label

SQF Code Food Safety Management System Implementation Workbook

- QMR 040 Maintenance Work Hygiene Clearance Form
- QMR 041 Changing Room Cleaning Record
- QMR 042 Colour Coding Red Process Areas
- QMR 043 Daily Cleaning Record for Toilets and Changing Rooms
- QMR 044 Drain Cleaning Procedure Filler Areas
- QMR 045 General Cleaning Procedure
- QMR 046 Product QA Clearance Label
- QMR 047 CIP Programmes Log
- QMR 048 Sample Filler Cleaning Record
- QMR 049 Pipe Diameter Flow Rate Conversion Table
- QMR 050 QC Online Check Sheet

AFC Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

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

Attendees

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

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

Document Reference Management Review Record (QMR-011)
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorized By: General Manager

AFC Supplier Evaluation Form

Company Name: _____

Materials or Services Supplied: _____

Date: _____

Assessor: _____

Assessment Area	Rating	Corrective Action Required
Supplier Assessment Characteristics		
Quality System certified to ISO 9001		
Food Safety System certified to write approved standard		
Supply History		
Complaints Record		
Audit Rating		

Rating System:

S = Satisfactory
 CA = Corrective Action and Response Required

All Ratings Satisfactory - Approved to supply

1 or more Corrective Actions - Conditional Approval based on receipt of satisfactory responses and corrective action

Document Reference Supplier Evaluation Form (QMR-002)
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorized By: General Manager

AFC Complaint Investigation Form

Product Details	
Nature of Complaint and Details	
Customer Name	
Customer Address	
Customer Contact Person	
Supplier	
Date received	Use By Date
Date of Production	Production Line
Production Date	Production Shift
Complaint category	Quantity Produced

Details of any other complaints received from this production run:

Details for each area of investigation:

Raw Materials

Packaging

CCP Checks

Processing

Filling/Packaging

Storage & Distribution

Packaging details

Lab/Invent Report

Document Reference Complaint Investigation Form (QMR-018)
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorized By: General Manager

AFC Prerequisite Audit Checklist

Auditor Name: _____

Date: _____

Reference, requirement and supplier approval	Satisfactory		Findings & Action Taken
	Yes	No	
Reference, requirement and supplier approval			
Are raw materials supplier approved?			
Are raw suppliers and approved for approval?			
Are records of supplier history available?			
Are raw material specifications available?			
Are checks on raw materials carried out on receipt?			
Are delivery notes received for each delivery and received?			
Are storage rotation systems adequate?			
Is the water from a satisfactory source or non-potable?			
Are there effective cleaning removal procedures in place?			
Are materials appropriately stored immediately?			
Raw Production			
Are there raw ingredient preservation controls in place?			
Are there controls in place to control method, time and temperature?			
Are there batch records in place before processing?			
Are there effective systems in place to prevent contamination of ingredients with non-organic ingredients?			
Are there effective systems in place to prevent contamination of product claims to be 'free from' for example preservatives or colourings?			
Are there effective systems in place to prevent contamination of raw free products with salt?			
Are there effective systems for separation of raw and cooked production areas?			

Document Reference Prerequisite Audit Checklist (QMR-019)
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorized By: General Manager

HACCP Manual

Sections included in the HACCP manual are as follows:

- HACCP 001 HACCP Flow Diagram
- HACCP 002 Product Description
- HACCP 003 HACCP Hazards
- HACCP 005 HACCP Validation
- HACCP 006 HACCP Plan
- HACCP 007 HACCP Verification Audit Summary
- HACCP 008 Raw Material Summary
- HACCP 009 Finished Product Summary
- HACCP Definitions
- HACCP Glass Control Verification Record Example
- HACCP Instruction 1
- HACCP Instruction 2
- HACCP Steering Group Review

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 comprehensive Laboratory Quality Manual compliant with the CLAS standard (Campden Laboratory Accreditation Scheme) provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.

AFC QM 2.5.6 Laboratory Quality Manual

CONTENTS


1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work

Document Reference QM 2.5.6 Laboratory Quality Manual
Revision 1 1st May 2012
Owned by: Laboratory Supervisor
Authorised By: Technical Manager



Food Safety Quality Management System Validation Records

A set of 15 example validation records.




Cleaning and Sanitation PRP Validation

QM 11.2.13 Cleaning and Sanitation PRP Validation

Product Category	Freshly Prepared Sandwiches		
Step Number	7 Assembly		
Hazard	Contamination of food with food poisoning bacteria on dirty equipment		
Control Measure Combination	Positive release of equipment after cleaning by ATP swab		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge		✓	
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?	In house studies have shown that microbiological loading is significantly reduced and the risk of food poisoning bacteria being present controlled by the use of ATP swabs for positive release. Ref. HACCP Project 1 ATP Swabbing 21/9/09.		
OPRP Confirmed	✓		
Authorised by(Name):			
Signature:			

Document Reference QM 11.2.13 Cleaning and Sanitation PRP Validation
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



Step Five: Training

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.

Staff Training Matrix

■ Training required
■ Training Completed & Date
■ Training Not Required

Employee Number	Employee Name	Job Title	Training Course																											
			Introduction to SQF 2000	Understanding SQF 2000	Food Safety Plan - SQF 2000 Implementation	ISO 22000 Overview	Food Safety Management System	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	Food Safety HACCP Training	
1	John Smith		Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
2			Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	
3			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
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29			Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
30			Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	

We have provided a Staff Training Matrix Template in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

QMR 002 Training Record



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			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			
	Coding Procedure			

Document Reference Training Record QMR 002
 Revision 1 31st March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



Basic SQF Code Training should be given to all staff and also include:

- ✓ Job/Task Performance
- ✓ Company Safety and Quality Policies and Procedures
- ✓ Good Manufacturing Practices
- ✓ Cleaning and Sanitation procedures
- ✓ HACCP
- ✓ Bio security and Food Defense
- ✓ Product Quality and Grading
- ✓ Chemical Control
- ✓ Hazard Communication
- ✓ Blood borne Pathogen
- ✓ Emergency Preparedness
- ✓ Employee Safety
- ✓ Safety Regulatory Requirements/Quality Regulatory Requirements

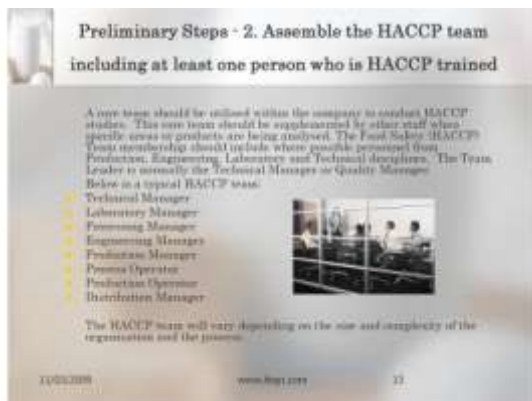
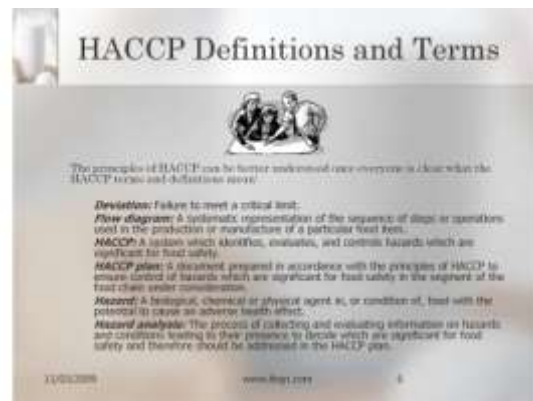
The Food Safety Team should receive extra training:

- ✓ Internal Audit Training (Conducted in Step Seven)
- ✓ HACCP Training

Remember all food handlers should receive Basic Food Hygiene Training

HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied 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.

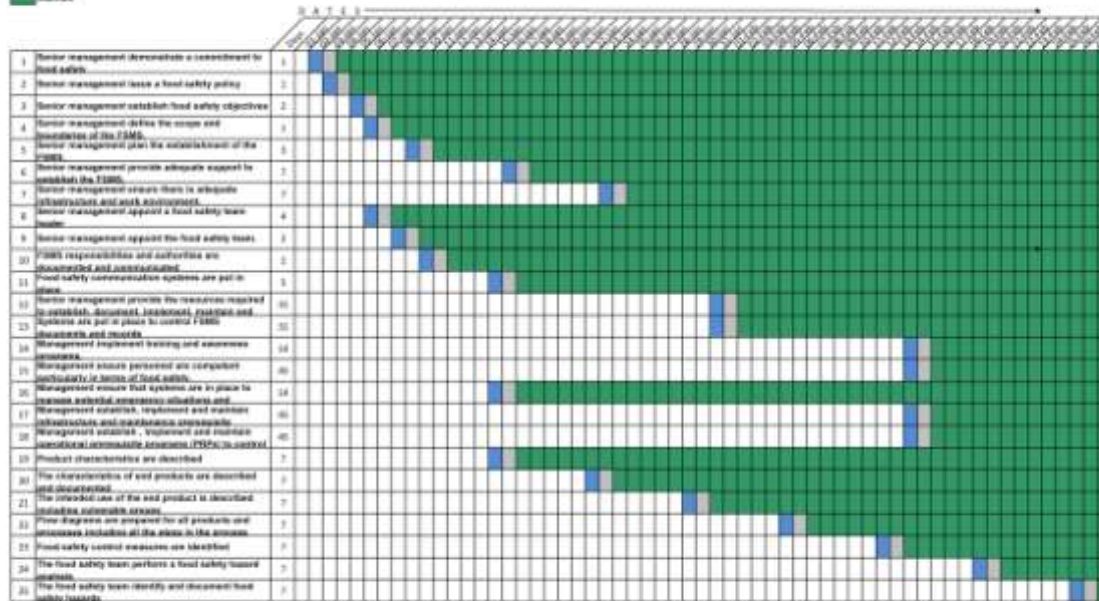


SQF Code Food Safety Management System Implementation Workbook

Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

ISO 22000 Implementation Plan



SQF Code Food Safety Management System Implementation Workbook

12)	Senior management provide the resources required to establish, document, implement, maintain and update the FSMS.	Senior Management Team	Completed in Step 3	10/1/10	9/1/10
13)	Systems are put in place to control FSMS documents and records	Steering Group	Use QM 2.2.1 Document Control & QM 2.2.2 Record Control		
14)	Management implement training and awareness programs.	Senior Management Team	Completed in Step 4	31/1/10	29/1/10
15)	Management ensure personnel are competent particularly in terms of food safety.	Senior Management Team	Completed in Step 4	31/1/10	29/1/10
16)	Management ensure that systems are in place to manage potential emergency situations and accidents.	Steering Group	Use QM 2.1.6 Business Continuity Planning & QM 2.6.3 Product Recall		
17)	Management provide copies of the SQF Code to the Steering Group				
18)	Management establish, implement and maintain infrastructure and maintenance prerequisite programs (PRPs) to control food safety hazards				
19)	Product characteristics are described				
20)	The characteristics of end products				

- Biological characteristics relevant for food safety treatment such as heating, freezing, brining or smoking
- Physical characteristics relevant for food safety
- Shelf life
- Prescribed storage temperature
- Prescribed storage conditions
- Intended use and reasonably expected handling
- Packaging
- Target consumers
- Possible unintended mishandling or misuse of the product
- Where the product is stored
- How the product is sold
- Labelling Instructions for handling, preparation and usage
- Prescribed delivery conditions

Product Description

Product Description Questions	Details
What is the product name?	
What will the purchaser do with it?	
Details of the packaging?	
How is the product processed or manufactured?	
What is the composition of the product?	
Is there preservation from chemical composition such as pH or Aw?	
Does the product receive microcidal treatment such as heating, freezing, brining or smoking?	
What is the Shelf life?	
What is the prescribed storage temperature?	
What are the prescribed storage conditions?	
Who are the target consumers?	
Where is the product stored?	
How is the product sold?	
Labelling Instructions?	
Prescribed delivery conditions?	

Task 26 The food safety team specify acceptable levels for each hazard

For each Food Safety Hazard Identified, the acceptable level of the hazard in the end product is determined, justified and recorded taking into account regulatory requirements, customer food safety requirements, historic information, scientific literature, professional experience and intended use by the customer.

This hazard list is referred to as a preliminary hazard list and covers all hazards that could potentially occur in the product.

Use the templates provided in the HACCP Manual to assist you.



HACCP Instruction 1

Enter Prerequisites or Control Measures that assist in controlling the hazard

Step Number	Step Name	Category	Hazard	Prerequisites or Control Measures
1	Goods in	Physical	Wood from pallets	Layer pads
2	Goods in	Chemical	Cleaning chemicals on vehicle	Segregation & Pallet Burds
3	Goods in	Biological	E.coli in raw material	C.D.A/Approved Supplier
4	Goods in	Allergen	Contains peanuts	Sealed in double bags/ Segregated
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
23				

Document Reference HACCP Calculator Instruction 1
 Revision 1 18th May 2012
 Owned by: Technical Manager
 Authorized By: General Manager



Task 35 The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

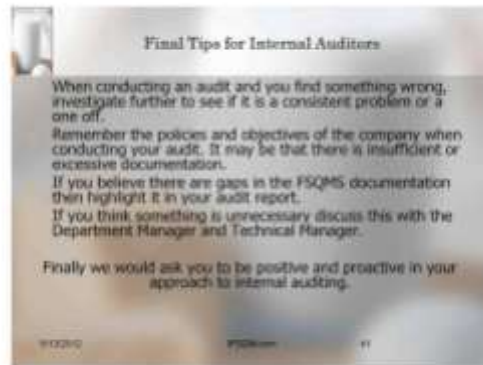
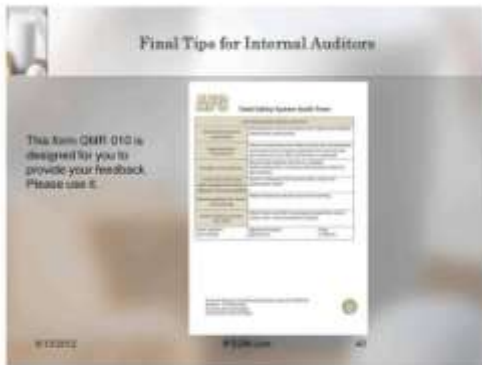
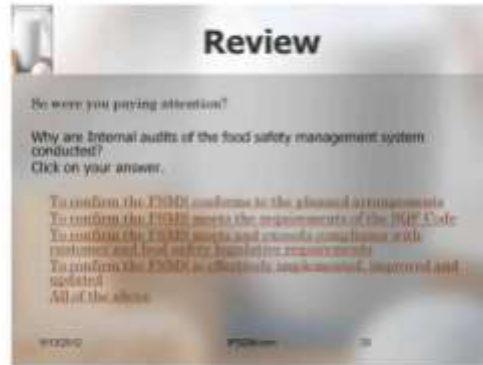
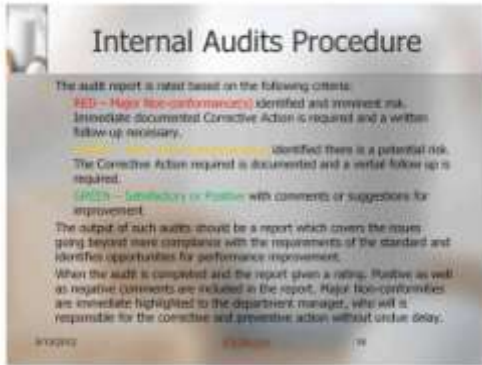
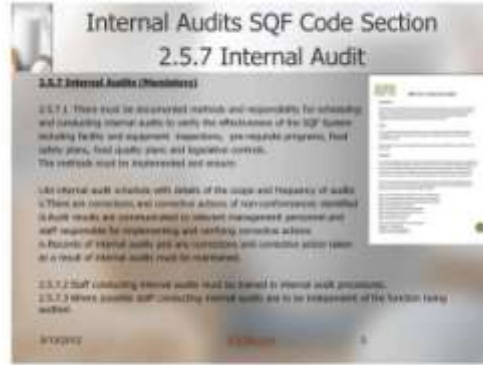
Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
<p align="center">Minimum / Maximum acceptable levels to ensure condition is in control</p>	<ul style="list-style-type: none"> - measurements to be taken (or observations) method of measurement - devices used (including applicable calibration procedures) - frequency of monitoring - responsibility and authority for monitoring and evaluation of the monitoring results 	<p align="center">Action to be taken when outside of critical limits to regain control and ensure unsafe product is controlled</p>	<p align="center">Who is taking the action</p>	<p align="center">Where is it recorded</p>

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

Step Seven: Internal Auditing Training & Checklists

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.



Task 42 Systems are put in place to verify that the FSMS is implemented effectively including internal audits

So firstly make sure that your Internal Auditors are trained. At least one auditor should be a site expert and we recommend that they undertake a recognised Internal Auditor Course.

The Food Safety Team should define the methods, frequencies and responsibilities for verification activities.

Verification activities should put in place by the Food Safety Team to confirm the effective operation of the Food Safety Management System as well as internal audits verification can be Laboratory Analysis of End Products, Final Product Inspection and similar activities.

After training the Food Safety Team Leader/SQF Practitioner should schedule Internal Audits. Refer to our QM 023 Internal Audits Procedure as a guide.

The Internal Audit Schedule should be planned annually and designed to comprehensively cover all areas of the Food Safety Quality Management system including procedures, policies and activities.

The Food Safety Team Leader/SQF Practitioner should draw up the Internal Audit Schedule based on the following criteria:

- Risk associated with the procedure or activity
- Results of Previous audits
- Number of Corrective Actions raised or outstanding
- Customer Complaint Analysis
- Number of Preventative Actions raised or outstanding
- Results of the Management Review

We have provided verification record templates that you can use as audit templates:

Food Safety Quality Management System Verification Records



Glass Policy Verification Record

Glass Policy Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the Glass & Perspex Policy?	
Is the use of glass on the manufacturing site minimised?	
Wherever possible are alternative materials to glass used?	
Are all personnel prevented from taking glass into production areas?	
Is there a comprehensive list of all glass (and glass-like materials) in each department for all factory production areas?	
Are these items checked every day by the Supervisor responsible for the department at the start of production and at the end of production to ensure they are not damaged?	
Are the results of the inspection recorded on a Glass Register and signed off?	
Is any breakage of glass occurring reported and dealt with immediately using the glass breakage procedure and record?	
Is glass used on food vessels such as 'sight glass' in viewing ports and vessel level indicators replaced where possible with suitable alternative materials which are capable of withstanding the production process?	
Where glass cannot be replaced due to process pressures and temperatures, is it 'toughened' and conform to British Standard 3463 (1975) 1988	

Document Reference Glass Policy Verification Record
 Revision 1 27th March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



SQF Code Food Safety Management System Implementation Workbook

Attendees:

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 SQF Practitioner
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting



Management Review Record

Management Review Meeting - Date xx month YEAR

Meeting Objective

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

Attendees

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

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

Document Reference Management Review Record QMR 001
 Revision 1: 31st March 2012
 Owned by: Technical Manager
 Authorised By: General Manager



Task 45 The senior management team implement actions to continually improve the FSMS

Senior Management should implement actions to improve the Food Safety Management System. This will normally be as outputs from the Management Review:

Stage 8: Final Steps to SQF Certification

There are a few final steps to achieving SQF Certification:

- ✓ Carry out an assessment of your system to make sure that it meets the requirements of the SQF Code and have the appropriate Prerequisite Programmes using our Checklist (As an alternative you could purchase and use SQF System Self-Assessment Checklists for Suppliers)
- ✓ Ensure any areas requiring corrective action are addressed
- ✓ Choose your Certification Body
- ✓ Agree a Contract with a Certification Body
- ✓ Pre-audit Document Review
- ✓ On-Site Audit
- ✓ Audit Review
- ✓ Certification Body Review
- ✓ Celebrate!
- ✓ Communicate your success!

SQF Code Food Safety Management System Implementation Workbook

Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with SQF 2000 should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	SQF code Section	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed