

This SQF Food Packaging Safety Management System Implementation Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code: Manufacture of Food Packaging Edition 9.

The SQF Edition 9 Food Packaging Safety Management System Implementation Package contains:

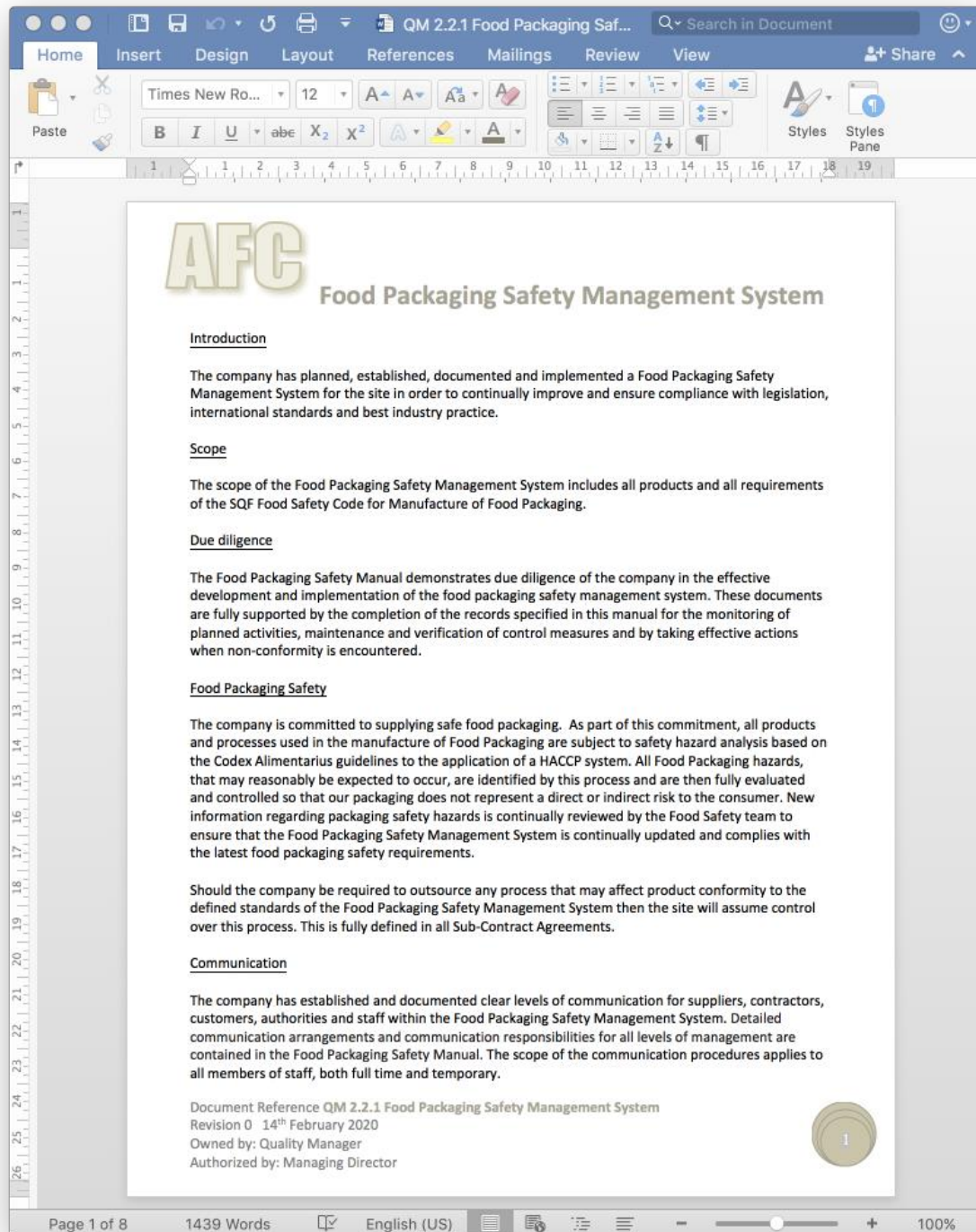
- ✓ A comprehensive set of editable Food Packaging Safety Management System Procedures compliant with the SQF Food Safety Code: Manufacture of Food Packaging – System Elements
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures compliant with the SQF Food Safety Code: Module 13: Good Manufacturing for Production of Food Packaging
- ✓ A range of easy to use Food Safety Record Templates
- ✓ Additional HACCP Tools including the Packaging Food Safety Planner - HACCP Calculator
- ✓ Introduction to the SQF Food Packaging Safety Management System Training Modules
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Supplementary Documents and Management Tools
- ✓ Free Technical Support until you achieve certification

Food Packaging Safety Management System Tools and Templates

The Package contains comprehensive top level Food Packaging Safety Management Procedures Templates compliant with the SQF Food Safety Code: Manufacture of Food Packaging – System Elements so you don't have to spend 1,000's of hours writing compliant procedures.

Food Packaging Management System Documents				
Q Search				
Name	Date Modified	Size	Kind	
Dcouement List - SQF Food Packaging Safety Management System	03/02/2021	91 KB	Micros...(.docx)	
FS 2.1 Management Commitment.docx	04/02/2021	28 KB	Micros...(.docx)	
FS 2.1.1.1 Food Safety Policy.docx	07/01/2021	30 KB	Micros...(.docx)	
FS 2.1.1.1A Appendix Food Safety Objectives.docx	07/01/2021	29 KB	Micros...(.docx)	
FS 2.1.1.2 Food Safety Culture.docx	07/01/2021	368 KB	Micros...(.docx)	
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx	07/01/2021	20 KB	Micros...(.xlsx)	
FS 2.1.1.3 Responsibility and Authority.docx	08/01/2021	47 KB	Micros...(.docx)	
FS 2.1.1.3A Appendix Organizational Chart	08/01/2021	1.3 MB	Micros...(.xlsx)	
FS 2.1.1.3B Appendix Job Descriptions.docx	08/01/2021	46 KB	Micros...(.docx)	
FS 2.1.2 Management Review.docx	12/01/2021	32 KB	Micros...(.docx)	
FS 2.1.2R Management Review Record.docx	12/01/2021	30 KB	Micros...(.docx)	
FS 2.1.3 Complaint Management.docx	12/01/2021	31 KB	Micros...(.docx)	
FS 2.1.3A Annual Complaints Analyzer.xlsx	14/01/2021	170 KB	Micros...(.xlsx)	
FS 2.1.3B Annual Complaints Analyzer Instruction.pdf	14/01/2021	3.5 MB	PDF Document	
FS 2.2.1 Food Packaging Safety Management System.docx	03/02/2021	52 KB	Micros...(.docx)	
FS 2.2.2 Document Control.docx	14/01/2021	32 KB	Micros...(.docx)	
FS 2.2.3 Record Control.docx	14/01/2021	29 KB	Micros...(.docx)	
FS 2.3.1 Product Formulation and Realization.docx	14/01/2021	31 KB	Micros...(.docx)	
FS 2.3.1A Development Supplementary Documents	14/01/2021	--	Folder	
FS 2.3.2 Specifications.docx	16/01/2021	38 KB	Micros...(.docx)	
FS 2.3.2A Material Acceptance Record.xlsx	16/01/2021	19 KB	Micros...(.xlsx)	
FS 2.3.3 Contract Manufacturers.docx	16/01/2021	32 KB	Micros...(.docx)	
FS 2.3.4 Approved Supplier Program.docx	25/01/2021	40 KB	Micros...(.docx)	
FS 2.4.1 Food Legislation	25/01/2021	28 KB	Micros...(.docx)	
FS 2.4.2 Good Manufacturing Practices	03/02/2021	31 KB	Micros...(.docx)	
FS 2.4.3 Food Safety Plans	27/01/2021	90 KB	Micros...(.docx)	
FS 2.4.3 HACCP Supplement	12:31	--	Folder	
FS 2.4.4 Advanced Laboratory Quality Manual	05/02/2021	--	Folder	
FS 2.4.4 Product Inspection.docx	31/01/2021	148 KB	Micros...(.docx)	
FS 2.4.5 Non-Conforming Materials and Product.docx	31/01/2021	30 KB	Micros...(.docx)	
FS 2.4.6 Product Rework.docx	31/01/2021	30 KB	Micros...(.docx)	
FS 2.4.7 Product Release.docx	31/01/2021	32 KB	Micros...(.docx)	
FS 2.4.8 Environmental Monitoring	31/01/2021	30 KB	Micros...(.docx)	
FS 2.5.1 Validation and Effectiveness.docx	31/01/2021	30 KB	Micros...(.docx)	
FS 2.5.2 Verification Activities	31/01/2021	30 KB	Micros...(.docx)	
FS 2.5.3 Corrective and Preventative Action.docx	05/02/2021	33 KB	Micros...(.docx)	
FS 2.5.3A Root Cause Analysis.docx	29/10/2020	128 KB	Micros...(.docx)	
FS 2.5.3B Corrective Action Request	29/10/2020	102 KB	Micros...(.docx)	
FS 2.5.3C Preventative Action Request	29/10/2020	104 KB	Micros...(.docx)	
FS 2.5.5 Audits and Inspections Schedule	03/02/2021	17 KB	Micros...(.xlsx)	
FS 2.5.5 Internal Audits and Inspections.docx	31/01/2021	1.1 MB	Micros...(.docx)	
FS 2.6.1 Product Identification.docx	01/02/2021	30 KB	Micros...(.docx)	
FS 2.6.2 Identification and Traceability System - Appendix.docx	01/02/2021	25 KB	Micros...(.docx)	
FS 2.6.2 Product Traceability.docx	01/02/2021	30 KB	Micros...(.docx)	
FS 2.6.3 Product Withdrawal and Recall.docx	01/02/2021	42 KB	Micros...(.docx)	
FS 2.6.4 Crisis Management Planning.docx	01/02/2021	61 KB	Micros...(.docx)	
FS 2.7.1 Food Defense Plan.docx	01/02/2021	171 KB	Micros...(.docx)	
FS 2.7.1 Food Defense Threat Assessment	01/02/2021	37 KB	Micros...(.xlsx)	
FS 2.7.2 Food Fraud	05/02/2021	434 KB	Micros...(.docx)	
FS 2.7.2A Food Fraud Material Assessment Calculator	01/02/2021	28 KB	Micros...(.xlsx)	
FS 2.8 Allergen Management.docx	01/02/2021	44 KB	Micros...(.docx)	
FS 2.9 Training.docx	01/02/2021	33 KB	Micros...(.docx)	

The Food Packaging Safety Management Procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



Procedures included in the Food Packaging Safety Management System match the clauses of the SQF Code and are as follows:

System Elements Manufacture of Food Packaging

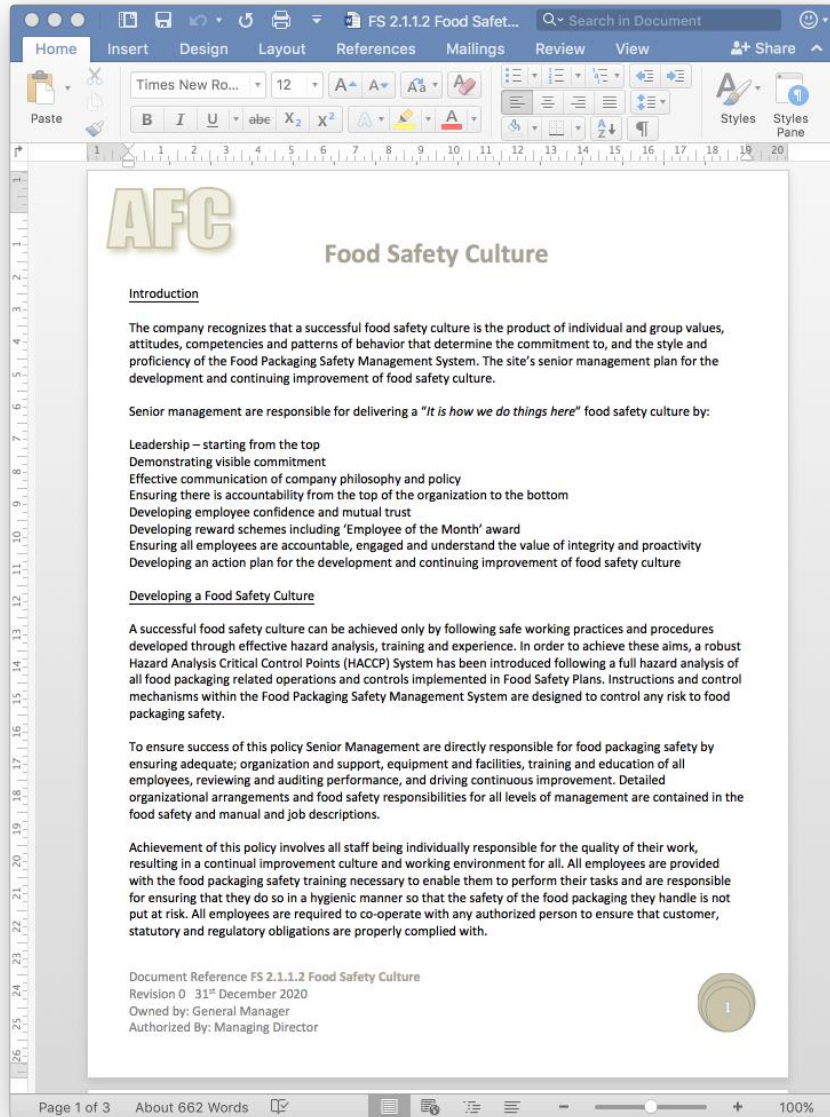
- FS 2.1 Management Commitment
 - FS 2.1.1.1 Food Safety Policy
 - FS 2.1.1.1A Appendix Food Safety Objectives
 - FS 2.1.1.2 Food Safety Culture
 - FS 2.1.1.2A Food Safety Culture Planning Matrix
 - FS 2.1.1.3 Responsibility and Authority
 - FS 2.1.1.3A Appendix Organizational Chart
 - FS 2.1.1.3B Appendix Job Descriptions
 - FS 2.1.2 Management Review
 - FS 2.1.2R Management Review Record
 - FS 2.1.3 Complaint Management
 - FS 2.1.3A Annual Complaints Analyzer
 - FS 2.1.3B Annual Complaints Analyzer Instruction
- FS 2.2.1 Food Packaging Safety Management System
- FS 2.2.2 Document Control
- FS 2.2.3 Record Control
- FS 2.3.1 Product Formulation and Realization
 - FS 2.3.1A Development Supplementary Documents
- FS 2.3.2 Specifications
 - FS 2.3.2A Material Acceptance Record
- FS 2.3.3 Contract Manufacturers
- FS 2.3.4 Approved Supplier Program
- FS 2.4.1 Food Legislation
- FS 2.4.2 Good Manufacturing Practices
- FS 2.4.3 Food Safety Plans
 - FS 2.4.3 HACCP Supplement
- FS 2.4.4 Product Inspection
 - FS 2.4.4 Advanced Laboratory Quality Manual
- FS 2.4.5 Non-Conforming Materials and Product
- FS 2.4.6 Product Rework
- FS 2.4.7 Product Release
- FS 2.4.8 Environmental Monitoring
- FS 2.5.1 Validation and Effectiveness
- FS 2.5.2 Verification Activities
- FS 2.5.3 Corrective and Preventative Action
 - FS 2.5.3A Root Cause Analysis
 - FS 2.5.3B Corrective Action Request
 - FS 2.5.3C Preventative Action Request

- FS 2.5.5 Audits and Inspections Schedule
- FS 2.5.5 Internal Audits and Inspections
- FS 2.6.1 Product Identification
- FS 2.6.2 Identification and Traceability System – Appendix
- FS 2.6.2 Product Traceability
- FS 2.6.3 Product Withdrawal and Recall
- FS 2.6.4 Crisis Management Planning
- FS 2.7.1 Food Defense Plan
- FS 2.7.1 Food Defense Threat Assessment
- FS 2.7.2 Food Fraud
- FS 2.7.2A Food Fraud Material Assessment Calculator
- FS 2.8 Allergen Management
- FS 2.9 Training

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SQF Food Packaging Safety Management System Edition 9 Brochure

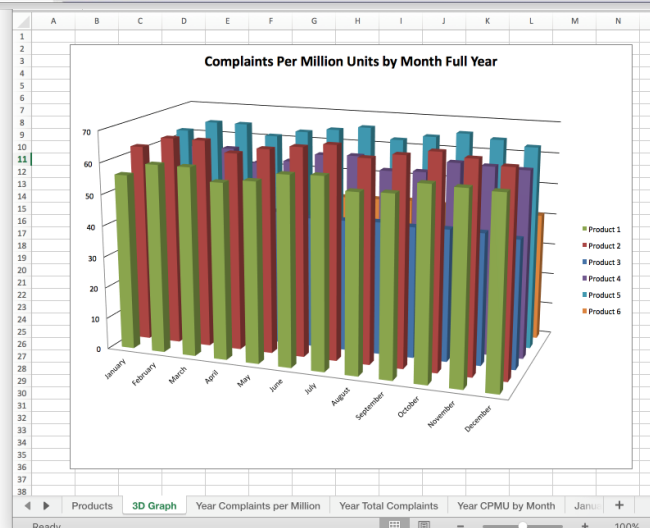
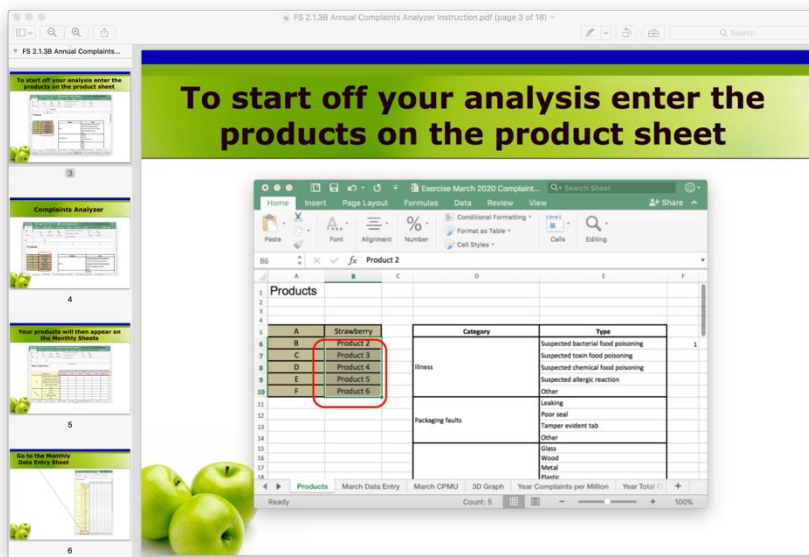
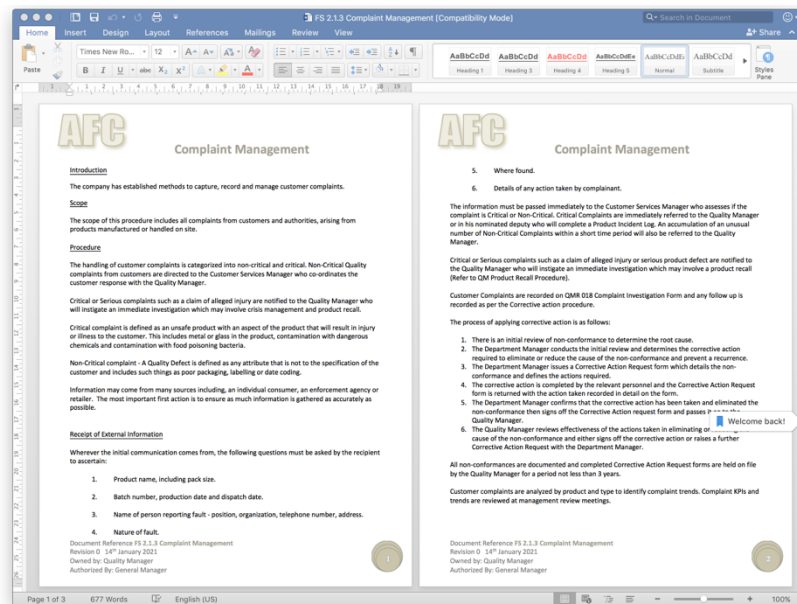
Documents include FS 2.1.1.2 Food Safety Culture & FS 2.1.1.2A Food Safety Culture Planning Matrix which assist in compliance with a New SQF Requirement in 2.1.1 Management Responsibility (Mandatory) For Senior Management to Establish and maintain a food safety culture.



The screenshot shows a spreadsheet titled "FS 2.1.1.2A Food Safety Culture Planning Matrix". It contains a table with columns for "Employee Code", "Name", "Surname", "Department", "Position", "Food Safety Culture", and "Training Overview". The table lists 10 employees (0001 to 0010) and their respective departments and positions. The "Food Safety Culture" column is divided into two sub-columns: "Food Safety Culture" and "Training Overview". The "Food Safety Culture" sub-column is further divided into "Food Safety Culture" and "Training Overview". The "Training Overview" sub-column is further divided into "Food Safety Culture" and "Training Overview". The table includes a "Target Completion" column with dates from 7/1/21 to 1/1/21. The table is color-coded with green, yellow, and red cells. The spreadsheet is titled "FS Culture Planning" and "Detailed Training".









SQF Food Packaging Safety Management System Edition 9 Brochure

Complimenting FS 2.1.3 Complaint Management Procedure, there is an Annual Complaints Analyzer and Instructions



There are **Product Development Supplementary Documents**

FS 2.3.1A Development Supplementary Documents















Name	Date Modified	Size	Kind
 NPD 001 Product Development Plan.docx	14/01/2021	39 KB	Micros...(.docx)
 NPD 002 Product Development Brief Sign Off Form.docx	14/01/2021	28 KB	Micros...(.docx)
 NPD 003 Artwork Approval Form.docx	14/01/2021	29 KB	Micros...(.docx)
 NPD 004 Market Review Form.docx	14/01/2021	28 KB	Micros...(.docx)
 NPD 005 Project Request Form.docx	14/01/2021	26 KB	Micros...(.docx)
 NPD 006 Development Recipe Sheet.docx	14/01/2021	28 KB	Micros...(.docx)
 NPD 006 NPD Costing Form.docx	14/01/2021	29 KB	Micros...(.docx)
 NPD 007 Factory Trial Assessment Form.docx	14/01/2021	28 KB	Micros...(.docx)

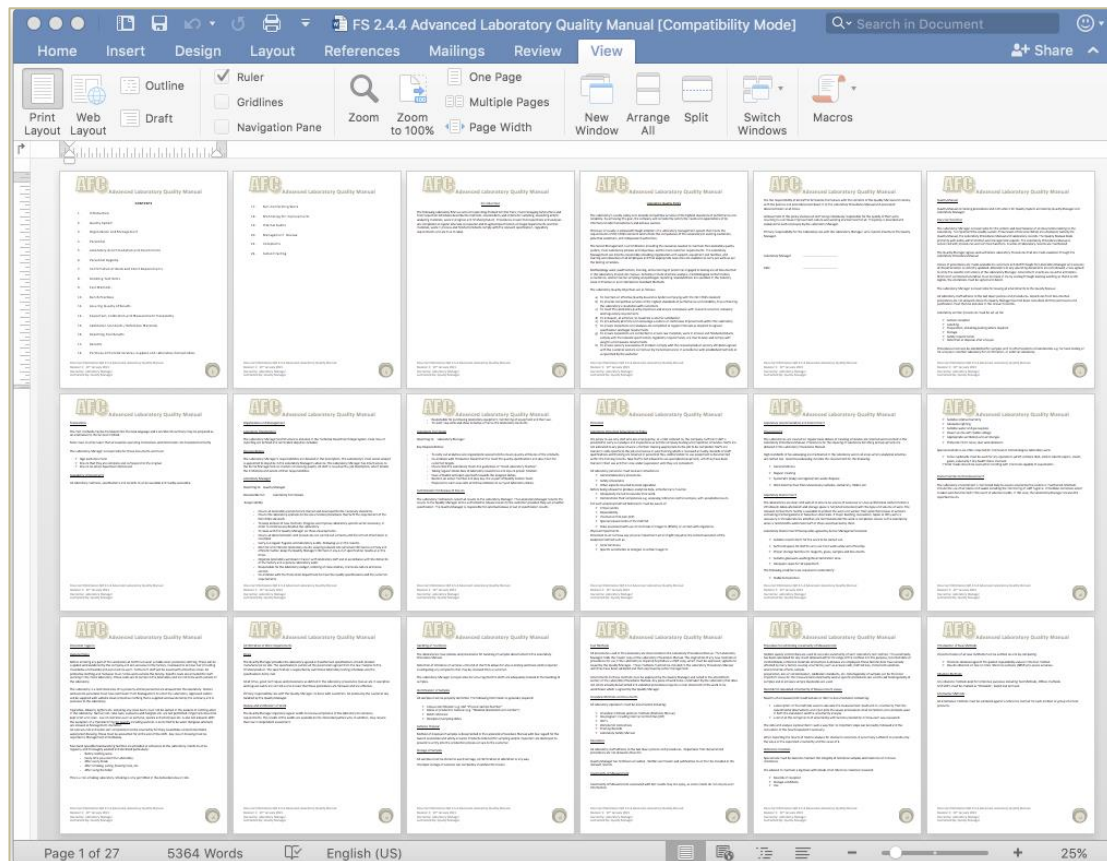
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SQF Food Packaging Safety Management System Edition 9 Brochure

An Advanced Laboratory Quality Manual is included

There is supplementary documentation to FS 2.4.4 Product Inspection including an Advanced Laboratory Quality Manual which is based on ISO 17025 Requirements.

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



SQF Food Packaging Safety Management System Edition 9 Brochure

The main tools here are the **Packaging Food Safety Planner - HACCP Calculator and Instructions:**

Step Number	Step Name	Hazards Identified	Control Measure	Critical Limits	Monitoring Procedures	Corrective Action	HACCP Record
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.	Glass and brittle plastics	Minimize glass in the factory and audit. Ensure glass breakage action and investigation systems are in place	Glass Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Blades	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place	Blade Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Pests	Ensure pest control systems are in place	No Infestation Pest control procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Microbiological	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	Hygiene Policy in place and procedures being followed	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Dust and dirt	Ensure all cleaning requirements are specified and are carried out as scheduled	Clean - Cleaning procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Wood splinters	Exclude wood from production areas	Wood excluded from production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Hairs	Ensure hairnets and beard snoods are worn	Hairnets and snoods being worn correctly	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Blood	Ensure accidents are reported immediately and cuts are suitably protected	Accidents reported and approved first aid dressings being used	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Foodstuffs	Restrict food and drink to designated areas outside of production	No food in production areas	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Jewelry and personal items	Restrict wearing of jewelry and bringing of personal items into production areas	Jewelry policy enforced	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
		Insects	Ensure pest control systems are in place	Doors kept shut EFKs working	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
2	Raw material source / receipt	Raw material not approved for direct food contact	Ensure that all raw material is purchased approved for 'direct food contact' and the supplier provides all relevant specifications and certification	Delivery must be from an approved supplier and supplied with certificate of conformity	Good in Inspection	Reject if supplier is not approved or place on hold	QMR 032 GMP Audit Checklist
		Generic contamination caused by poor handling and hygiene controls at suppliers	Only purchase raw material from approved suppliers who can demonstrate the required level of hygiene controls. Approval Questionnaire and auditing	Delivery must be from an approved supplier and free from contamination	Good in Inspection	Reject if supplier is not approved or place on hold	QMR 032 GMP Audit Checklist
		Contaminated deliveries	Ensure that all raw material is inspected for odor, taste or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied	Free from contamination	Good in Inspection	Reject if supplier is not approved or the load is contaminated	QMR 032 GMP Audit Checklist
3	Storage of raw material	Generic contamination caused by poor handling and hygiene controls in stores	Ensure that all raw material remains in original packaging until issued to production. Ensure that the stores department cleaning schedule is applied and external doors are kept closed when not in use	No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
4	Unpacked for production	Generic contamination caused by poor handling and hygiene controls in production	Ensure that all raw material is inspected for odor, damp or contamination when unpacking and is stored on clean plastic pallets for issue to production. Ensure that all personal hygiene rules are applied	No contamination - Packaging intact and clean	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist
5	Topping	Off-cuts	Ensure inverter air pressure is > 1 bar	No Contamination - Air pressure > 1 bar	Hourly checks on air pressure	Stop line and call an engineer. Quarantine all product manufactured since last check.	QMR 003 Product Realization Record

AFC

Packaging Food Safety Planner Instructions 2

Open the Excel file Packaging Food Safety Planner – HACCP Calculator and go to the Food Safety Planner Worksheet:



























The Step Numbers and Step Names here are generated in the Process Flow Sheet. The Hazards and Control Measures in the Drop-Down Lists are from the Hazard Worksheet.

Note: this is already a Generic Hazard Risk Management Plan Template

Document Reference Packaging Food Safety Planner Instructions 2
Revision 0 January 2021
Owned by: Tony_C

Good Manufacturing Practices

The Package contains comprehensive Good Manufacturing Practice Templates compliant with The SQF Food Safety Code: Manufacture of Food Packaging – Module 13: Good Manufacturing for Production of Food Packaging so you don't have to spend 1,000's of hours writing compliant procedures.

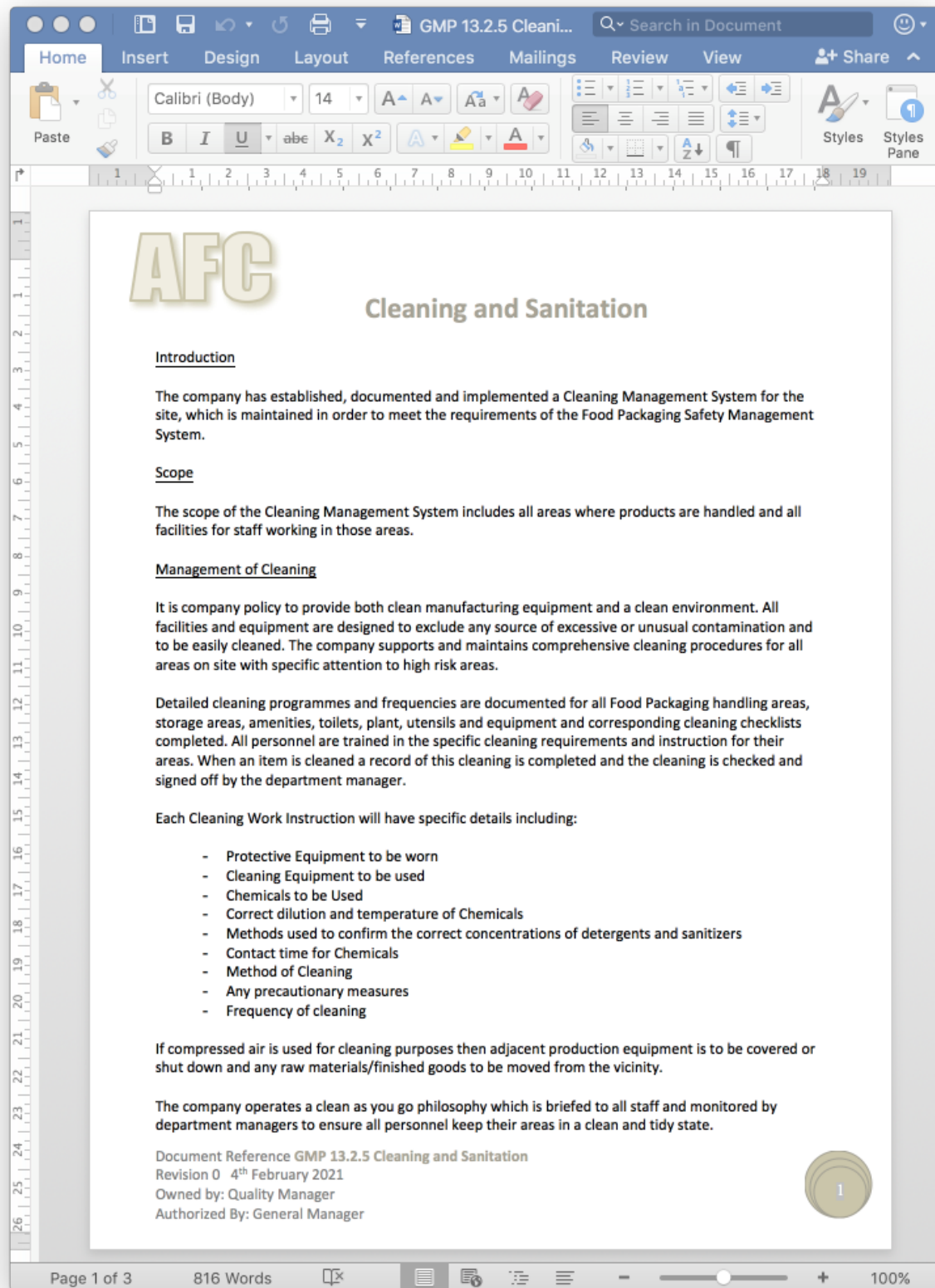
Good Manufacturing Practices				
Q Search				
Name	^	Date Modified	Size	Kind
 GMP 13.1 Site Location and Premises.docx		03/02/2021	43 KB	Micros...(.docx)
 GMP 13.1A Site Premises Plan.docx		01/02/2021	31 KB	Micros...(.docx)
 GMP 13.2.1 Repairs and Maintenance.docx		03/02/2021	34 KB	Micros...(.docx)
 GMP 13.2.2 Maintenance Staff and Contractors.docx		03/02/2021	32 KB	Micros...(.docx)
 GMP 13.2.3 Calibration.docx		03/02/2021	30 KB	Micros...(.docx)
 GMP 13.2.4 Pest Prevention		03/02/2021	34 KB	Micros...(.docx)
 GMP 13.2.5 Cleaning and Sanitation.docx		03/02/2021	29 KB	Micros...(.docx)
 GMP 13.3.1 Personnel Hygiene and Welfare		03/02/2021	36 KB	Micros...(.docx)
 GMP 13.3.2 Hand Washing.docx		03/02/2021	28 KB	Micros...(.docx)
 GMP 13.3.3A Protective Clothing		03/02/2021	30 KB	Micros...(.docx)
 GMP 13.3.3B Jewelry Policy.docx		03/02/2021	26 KB	Micros...(.docx)
 GMP 13.3.4 Visitors		03/02/2021	29 KB	Micros...(.docx)
 GMP 13.3.5 Staff Amenities		03/02/2021	34 KB	Micros...(.docx)
 GMP 13.4 Personnel Processing Practices		03/02/2021	38 KB	Micros...(.docx)
 GMP 13.4B Manufacturing Process Flow.docx		03/02/2021	29 KB	Micros...(.docx)
 GMP 13.4C First Aid - For Very High Risk Only.docx		03/02/2021	28 KB	Micros...(.docx)
 GMP 13.5.1 Water Supply.docx		03/02/2021	27 KB	Micros...(.docx)
 GMP 13.5.2 Water Quality.docx		03/02/2021	29 KB	Micros...(.docx)
 GMP 13.5.3 Air and Gases.docx		03/02/2021	30 KB	Micros...(.docx)
 GMP 13.6.1 Storage of Materials and Products		03/02/2021	34 KB	Micros...(.docx)
 GMP 13.6.2 Hazardous Chemical Storage.docx		03/02/2021	28 KB	Micros...(.docx)
 GMP 13.6.3 Loading, Transport and Unloading Practices.docx		03/02/2021	31 KB	Micros...(.docx)
 GMP 13.7 Control of Foreign Matter Contamination.docx		03/02/2021	32 KB	Micros...(.docx)
 GMP 13.7.1 Glass Policy.docx		03/02/2021	30 KB	Micros...(.docx)
 GMP 13.7.2 Glass & Brittle Material Breakage Procedure.docx		03/02/2021	27 KB	Micros...(.docx)
 GMP 13.8 Waste Disposal.docx		03/02/2021	31 KB	Micros...(.docx)

There are a set of comprehensive Good Manufacturing Practice procedural templates that match the clauses of the SQF Code:

GMP 13.1 Site Location and Premises
GMP 13.1A Site Premises Plan
GMP 13.2.1 Repairs and Maintenance
GMP 13.2.2 Maintenance Staff and Contractors
GMP 13.2.3 Calibration
GMP 13.2.4 Pest Prevention
GMP 13.2.5 Cleaning and Sanitation
GMP 13.3.1 Personnel Hygiene and Welfare
GMP 13.3.2 Hand Washing

- GMP 13.3.3A Protective Clothing
- GMP 13.3.3B Jewelry Policy
- GMP 13.3.4 Visitors
- GMP 13.3.5 Staff Amenities
- GMP 13.4 Personnel Processing Practices
- GMP 13.4B Manufacturing Process Flow
- GMP 13.4C First Aid – IF APPLICABLE
- GMP 13.5.1 Water Supply
- GMP 13.5.2 Water Quality
- GMP 13.5.3 Air and Gases
- GMP 13.6.1 Storage of Materials and Products
- GMP 13.6.2 Hazardous Chemical Storage
- GMP 13.6.3 Loading, Transport and Unloading Practices
- GMP 13.7 Control of Foreign Matter Contamination
- GMP 13.7.1 Glass Policy
- GMP 13.7.2 Glass & Brittle Material Breakage Procedure
- GMP 13.8 Waste Disposal

The Good Manufacturing Practice Procedures are in Microsoft Word (US English) format and can be edited to suit your operation.



FPSMS Record Templates

A range of easy to use food safety record templates are included:

FPSMS Record Templates	
Name	
QMR 001 Management Review Record.docx	
QMR 002 Training Record.docx	
QMR 003 Product Realisation Record.docx	
QMR 004 Design and Development.docx	
QMR 005 Supplier Evaluation Form.docx	
QMR 006 Process Validation Record.docx	
QMR 007 Identification and Traceability Form.docx	
QMR 008 Register of Customer Property.docx	
QMR 009 Calibration Record.docx	
QMR 010 Food Safety Quality System Audit Form.docx	
QMR 011 Non-Conformance Record.docx	
QMR 012 Corrective Action Request.docx	
QMR 013 Preventative Action Request.docx	
QMR 014 Supplier Self Assessment Form.docx	
QMR 015 Equipment Commissioning Checklist.docx	
QMR 016 Return to Work Form.docx	
QMR 017 Hygiene Policy Staff Training Record.docx	
QMR 018 Complaint Investigation Form.docx	
QMR 019 Audit Checklist.docx	
QMR 020 Knife Control Record.docx	
QMR 021 Knife Breakage Report.docx	
QMR 022 Goods In Inspection Record.docx	
QMR 023 Equipment Cleaning Procedure and Record.docx	
QMR 024 Glass Breakage Record.docx	
QMR 025 Metal Detection Record.docx	
QMR 026 First Aid Dressing Issue Record.docx	
QMR 027 Cleaning Schedule.docx	
QMR 028 Cleaning Record.docx	
QMR 029 Engineering Hygiene Clearance Record.docx	
QMR 030 Glass and Brittle Plastic Register.docx	
QMR 031 GMP Audit Checklist.docx	
QMR 032 Vehicle Hygiene Inspection Record.docx	
QMR 033 Outgoing Vehicle Inspection Record.docx	
QMR 034 Pre Employment Medical Questionnaire.docx	
QMR 035 Visitor Questionnaire.docx	
QMR 036 Product Recall Record.docx	
QMR 037 Shelf Life Confirmation Record.docx	
QMR 038 Accelerated Keeping Quality Log.docx	
QMR 039 Goods In QA Clearance Label.docx	
QMR 040 Maintenance Work Hygiene Clearance Form.docx	
QMR 041 Changing Room Cleaning Record.docx	
QMR 042 Colour Coding Red Process Area.pdf	
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	
QMR 044 Drain Cleaning Procedure Filler Areas.docx	
QMR 045 General Cleaning Procedure.docx	
QMR 046 Product QA Clearance Label.docx	
QMR 047 CIP Programmes Log.xlsx	
QMR 048 Sample Filler Cleaning Record.docx	
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	
QMR 050 QC Online Check Sheet.docx	
QMR 051 Non Conformance Notification.docx	
QMR 052 CIP Chemical Log.docx	
QMR 053 Double Hold Label.docx	
QMR 054 Supplier Register.xlsx	
QMR 055 Chemical Register.docx	
QMR 056 Non Approved Supplier Sample Plan.docx	
QMR 057 Warehouse Cleaning Record.docx	
QMR 058 Product Recall Trace.docx	
QMR 059 Product Recall Test Record.docx	
QMR 060 Document Master List	

Sample Validation Record Samples are Included

Validation Records				
Name	Date Modified	Size	Kind	
Brittle Material Policy Validation.docx	19 Feb 2020, 18:03	31 KB	Micros...(docx)	
Cleaning and Sanitation PRP Validation.docx	19 Feb 2020, 17:55	26 KB	Micros...(docx)	
PRP Hygiene Policy Validation.docx	19 Feb 2020, 18:04	30 KB	Micros...(docx)	
PRP Metal Detection Validation.docx	19 Feb 2020, 18:05	28 KB	Micros...(docx)	

Brittle Material Policy Validation

Calibri (Body) 14

AFC Brittle Material Policy Validation

Brittle Material Policy Validation

Product Category	Freshly Prepared Sandwich Packaging		
Step Number	1 - 10		
Hazard	Contamination of food packaging with broken Brittle Material during operations		
Control Measure	Brittle Material minimization/ Brittle Material Breakage Procedure/ Brittle Material Protection/Brittle Material Inspection		
Validation Methods	Applicable		Applicable
	Yes	No	
Third Party Scientific Validation		✓	
Historical Knowledge	✓		The presence of glass poses severe risk
Simulated Production Conditions		✓	
Collection of Data in normal production		✓	
Admissible in industrial practices	✓		Industry Code of Practice recommendation
Legislation		✓	
Mathematical Modelling		✓	
Conclusion			
Internal Validation Required?		✓	
If so by which method?			
GMP Confirmed	✓		
Authorized by (Name):			
Signature:			

Document Reference Brittle Material Policy Validation
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

Page 1 of 1 104 Words English (US) 100%

Control of Brittle Materials Verification Record (Compatibility Mode)
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AaBbCcDdEe
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AaBbCcDdEe

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AFC

Control of Brittle Materials Verification

Control of Brittle Materials Verification Audit	
Auditor Name	
Date	
Site Standards	Audit Findings
Are all employees including agency staff, visitors and contractors familiar with and follow the brittle material procedure?	
Is the use of brittle material on the manufacturing site minimized? Wherever possible, are alternative materials to brittle material used?	
Is brittle material prevented from being taken into production areas staff?	
When it is impossible to replace a brittle material, is a comprehensive list of all brittle materials in the factory production areas, compiled on a departmental basis?	
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 brittle material register and signed off?	
Is any breakage of brittle material reported and dealt with immediately using the brittle material breakage procedure and record?	
Does any person who finds any breakage report it directly to a Manager?	
Is brittle material used on food packaging 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?	
Are brittle material components which are present in equipment such as temperature recorders and clocks replaced with suitable non-brittle alternatives?	
Are mirrors where permitted outside of production areas made of non-glass/brittle material or covered in a security film?	
Are brittle material bottles or containers prevented from used for delivery of food packaging materials and inks?	
Where the use of brittle material containers is unavoidable, is	

Document Reference Control of Brittle Materials Verification
Revision 0 14th February 2020
Owned by: Quality Manager
Authorized By: Managing Director

AFC

Control of Brittle Materials Verification

each container carefully examined for any sign of chipping or breakage and disposed of or rejected where necessary?	
Are any contents of brittle material containers destined for use in production areas either sieved or filtered in a separated area prior to transfer for production?	
Is this process recorded together with appropriate action taken where brittle material contamination is evident?	
Is the location of all brittle material within all production areas identified and recorded on a brittle material register?	
Are they inspected daily and in the case of production areas, at the beginning and end of production?	
Is the time and date of the check is also recorded?	
Does the auditing of light fittings include inspection for damaged or missing protective units/covers in addition to any obvious signs of breakage of glass tubes?	
In the event of any incident of brittle material breakage or damage, is a brittle material breakage record completed?	
Are all records signed and dated by the Manager of the department concerned and retained for a minimum of one year by the Quality department?	
Do all employees report immediately to management any broken or damaged brittle material, resulting in a brittle material breakage record being completed?	
Does this apply to any location on the factory site, and also includes any damage to security film which has been applied to brittle material surfaces?	
Do any broken brittle material components on processing equipment such as unavoidable 'sight glass' or another breakage incident which could in any way have affected any products result in production being stopped immediately?	
Are all products which may have been affected quarantined and clearly labelled?	
Where the exact timing of the breakage is not known, is there tracing, isolation and holding of all products manufactured since the last satisfactory check was recorded?	
Is the area and all equipment involved in the breakage incident isolated immediately (cordoned off) and thoroughly searched for any fragments? Are all fragments removed immediately from the area for safe disposal? Is dedicated color coded cleaning equipment provided for breakages? Is this equipment used on a once only basis and disposed of after use?	

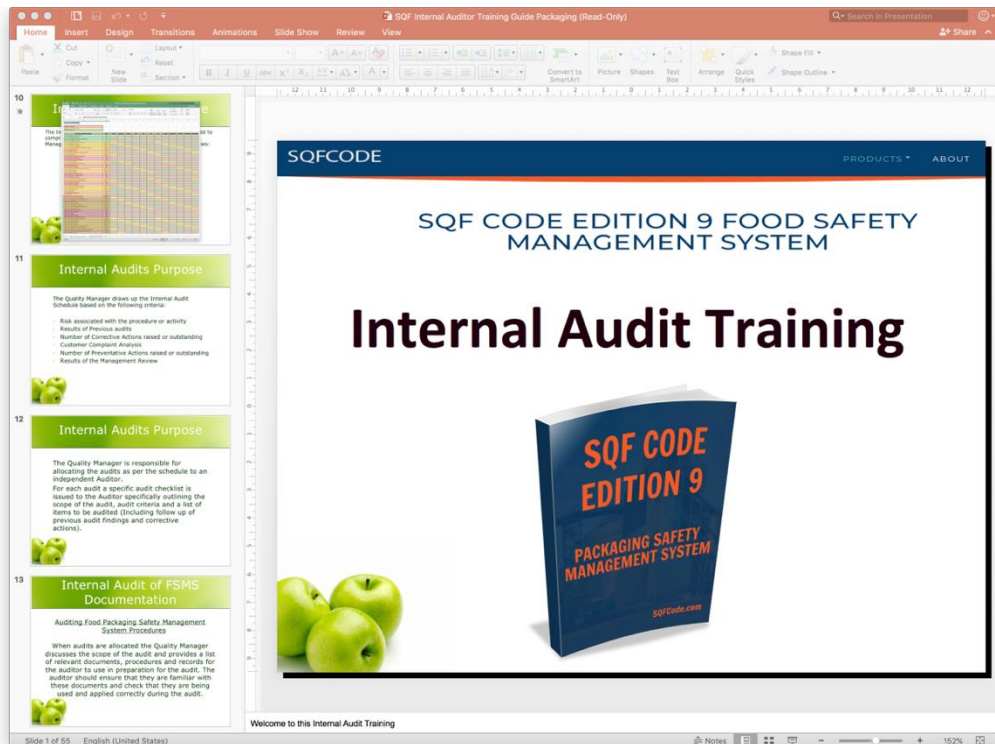
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SQF Food Packaging Safety Management System Edition 9 Brochure

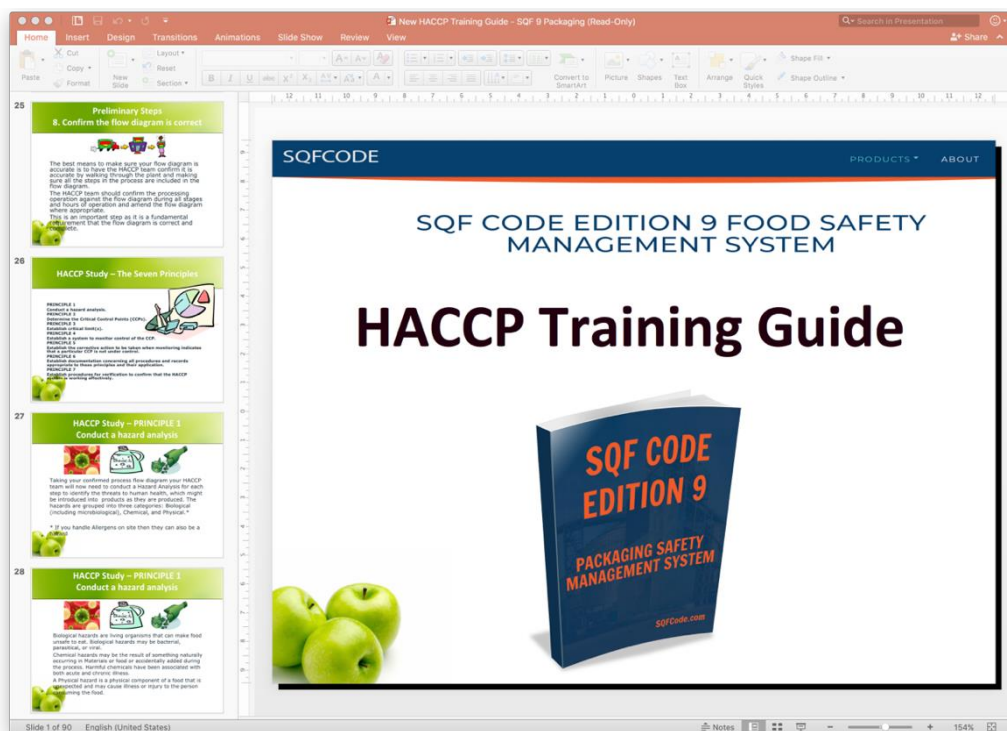
Training Presentations

The package includes 4 PowerPoint Training Presentations.

Internal Audit Training



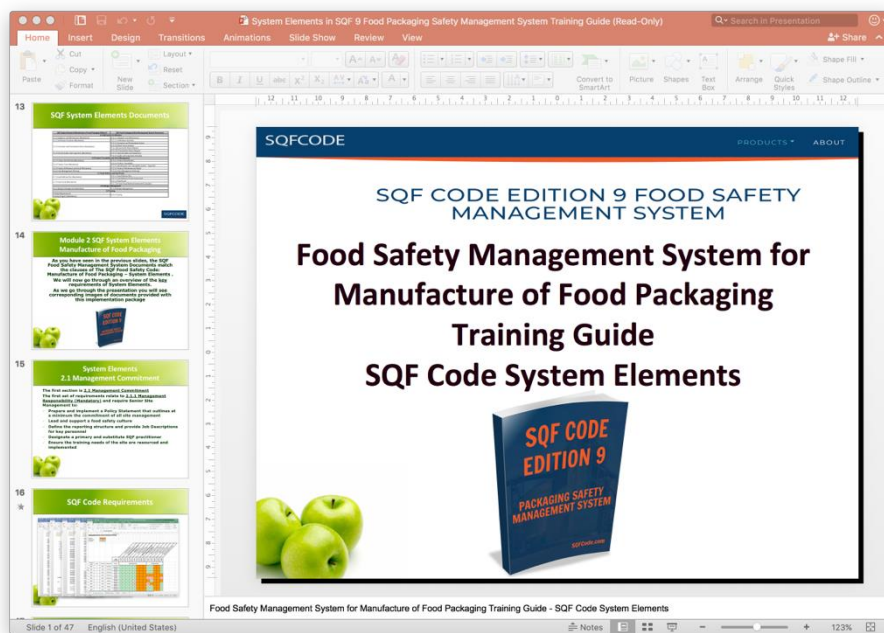
HACCP Training



SQF Food Packaging Safety Management System Edition 9 Brochure

Introduction to the SQF Food Packaging Safety Management System Training Modules

Training Presentations for Food Packaging Management System Documents – System Elements and Good Manufacturing Practice Documents for Module 13: Good Manufacturing for Production of Food Packaging are provided. The presentations will introduce the SQF Food Packaging Safety Management System Package to the management team and explain how to start the process of implementing an SQF compliant Food Packaging Safety Management System.



Training and Audit Documents

There are also sample documents including:

Sample Training Matrix

Sample Audit Form

Sample Corrective Action Request/Non-Conformance Forms

Department Training Matrix 7th FEBRUARY 2021

Legend:

- Training Required
- Training Not Required
- Training Completed

Training Modules:

- Process Times & Temperatures
- Forming Times & Temperatures
- Metal Detection
- Positive Release of Filter A10-Sub
- Allergen - Allergen Awareness
- Filtration Process
- Hand Washing
- External Standards
- Site Security
- Control of Visitors and Contractors
- Lay-out, Product Flow and Segregation
- Building Fabric
- Utilities - Water

Employee code	Name	Surname	Department	Position	CCP 1	CCP 2	CCP 3	CCP 4	CCP 5	OPRP 1	OPRP 2	PRP 1	PRP 2	PRP 3	PRP 4	PRP 5	PRP 6	PRP 7
0001	A	Jenson	Production	Production Supervisor														
0002	B	Jenson	Production	Forming Operator														
0003	C	Jenson	Processing	Process Operator														
0004	D	Jenson	Production	Packer Operator														
0005	E	Jenson	Warehouse	Loading Operator														
0006	F	Jenson	Goods In	Checking Operator														
0007	G	Jenson	General	Cleaning Operator														
0008	H	Jenson	Dispatch	Dispatch Supervisor														
0009	I	Jenson	Quality	Laboratory Technician														

AFC Factory GMP Audit

Area of Audit: Mixing Room

Responsible Manager: Andy Manager

Auditee (if Applicable): Andy Supervisor

Date of Audit: 22/1/20

Auditor Name: Andy Auditor

Auditor Signature: Andy Auditor

Scoring System

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

Personal Hygiene

Score	Comments
4	
4	
5	
4	
4	Blue towel would be better

Structure Hygiene

Score	Comments
4	
4	
4	
4	
4	

Waste Disposal

Score	Comments
4	
4	
4	

Pest Control

Score	Comments
4	
3	No EFK
N/A	

Non-Structural/Minor Damage

Score	Comments
4	
4	

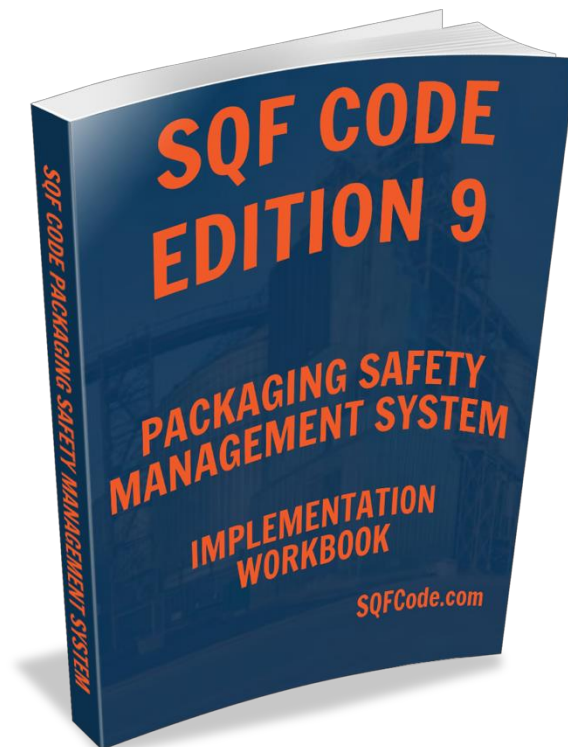
Document Reference Factory GMP Audit

Revision 1 8th January 2020

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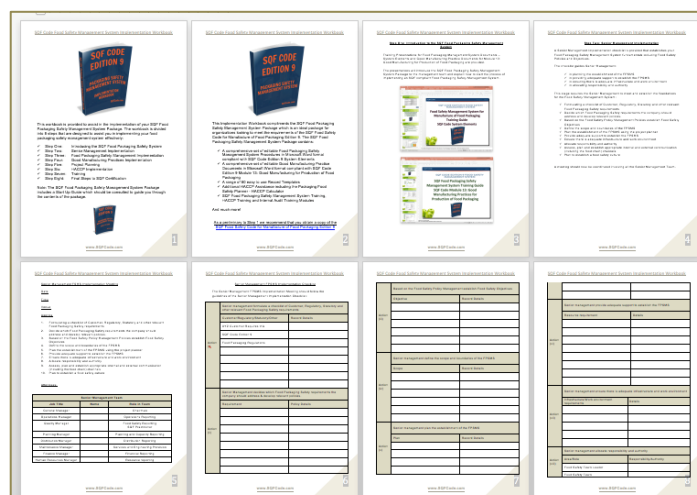
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Page 1 of 3 332 Words



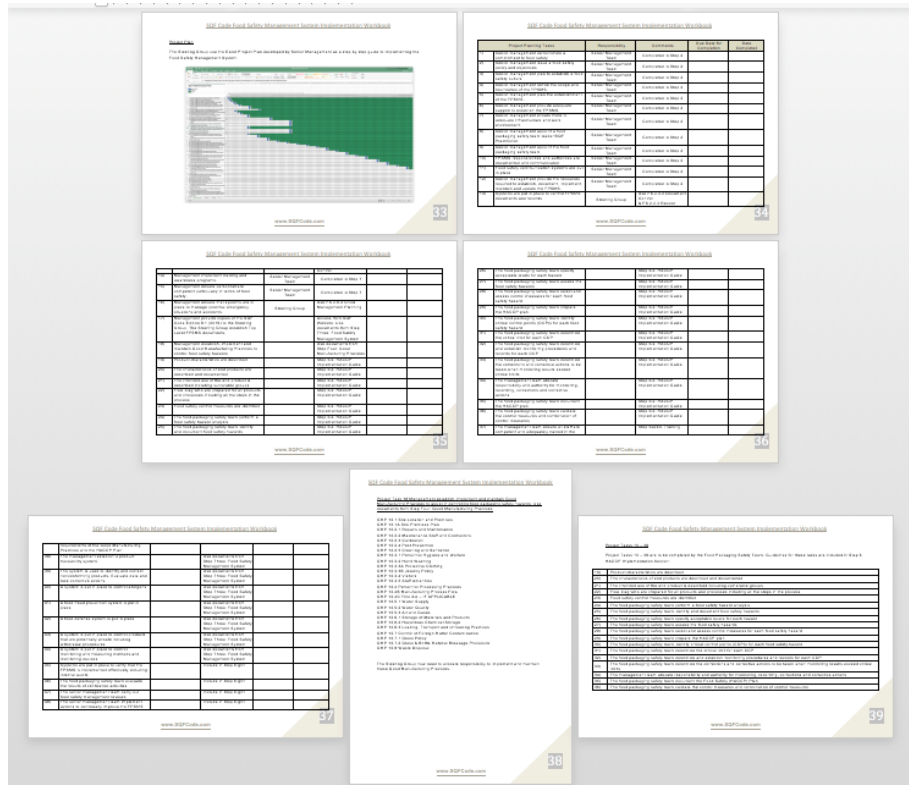
The SQF Food Packaging Safety Management System Package includes an Implementation Workbook. The workbook is divided into 8 steps that are designed to assist you in implementing your food packaging safety management system effectively:

- ✓ Step One: Introducing the SQF Food Packaging Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food Packaging Safety Management Implementation
- ✓ Step Four: Good Manufacturing Practices Implementation
- ✓ Step Five: Project Planning
- ✓ Step Six: HACCP Implementation
- ✓ Step Seven: Training
- ✓ Step Eight: Final Steps to SQF Certification

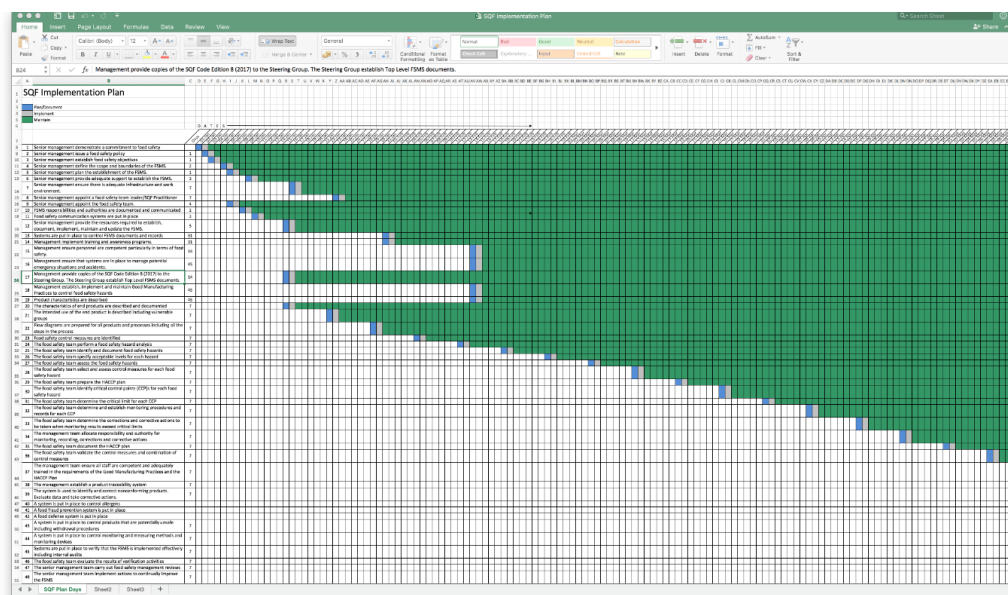


Workbook Guidance - Senior Management Implementation

The Workbook includes Senior Management Implementation Checklists and Guidance that help establish fundamental documents. Following the Senior Management Input there is guidance for the implementation of the documentation supplied in the package.

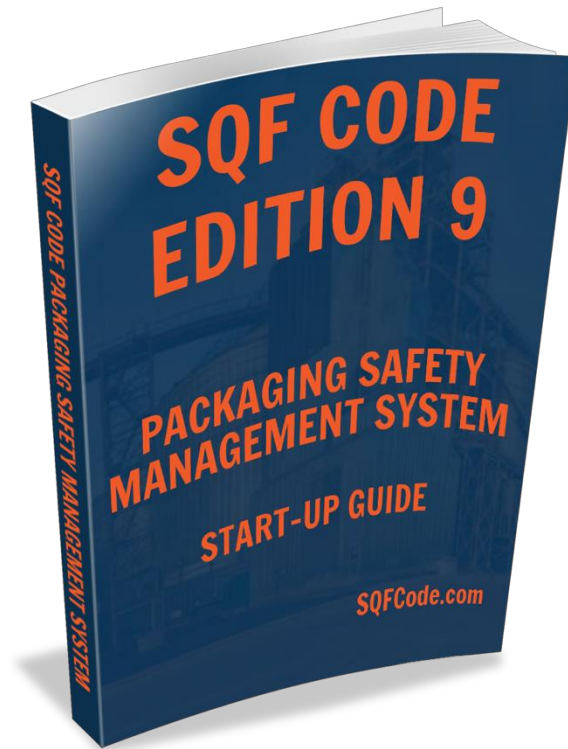


An SQF Implementation Plan is provided and can be used to plan the development of your SQF Food Packaging Safety Management System



Start-Up Guide

The SQF Food Packaging Safety Management System Package includes a Start-Up Guide which should be consulted to guide you through the contents of the package.



Free Online Technical Support

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 Packaging Safety Management System until you achieve certification.

[Click here to order the SQF Code Edition 9 compliant SQF Food Packaging Safety Management System Implementation Package](#)

Table of Alignment of the SQF Food Packaging Safety Management System Documents with the SQF Code Edition 9

SQF System Elements Manufacture of Food Packaging Edition 9	SQF Food Packaging Safety Management System Documents
2.1 Management Commitment	
2.1.1 Management Responsibility (Mandatory)	FS 2.1 Management Commitment
	FS 2.1.1.1 Food Safety Policy
	FS 2.1.1.1A Appendix Food Safety Objectives
	FS 2.1.1.2 Food Safety Culture
	FS 2.1.1.2A Food Safety Culture Planning Matrix
	FS 2.1.1.3 Responsibility and Authority
	FS 2.1.1.3A Appendix Organizational Chart
2.1.2 Management Review (Mandatory)	FS 2.1.2 Management Review
	FS 2.1.2R Management Review Record
2.1.3 Complaint Management (Mandatory)	FS 2.1.3 Complaint Management
	FS 2.1.3A Annual Complaints Analyzer
	FS 2.1.3B Annual Complaints Analyzer Instruction
2.2 Document Control and Records	
2.2.1 Food Safety Management System (Mandatory)	FS 2.2.1 Food Packaging Safety Management System
2.2.2 Document Control (Mandatory)	FS 2.2.2 Document Control
2.2.3 Records (Mandatory)	FS 2.2.3 Record Control
2.3 Specifications, Formulations Realization and Supplier Approval	
2.3.1 Product Formulation and Realization	FS 2.3.1 Product Formulation and Realization
	FS 2.3.1A Development Supplementary Documents
2.3.2 Specifications (Raw Material, Packaging, Finished Product and Service)	FS 2.3.2 Specifications
	FS 2.3.2A Material Acceptance Record
2.3.3 Contract Manufacturers	FS 2.3.3 Contract Manufacturers
2.3.4 Approved Supplier Program (Mandatory)	FS 2.3.4 Approved Supplier Program
2.4 Food Safety System	
2.4.1 Food Legislation (Mandatory)	FS 2.4.1 Food Legislation
2.4.2 Good Manufacturing Practices (Mandatory)	FS 2.4.2 Good Manufacturing Practices
2.4.3 Food Safety Plan (Mandatory)	FS 2.4.3 Food Safety Plans
	FS 2.4.3 HACCP Supplement
2.4.4 Product Sampling, Inspection, and Analysis	FS 2.4.4 Product Inspection
	FS 2.4.4 Advanced Laboratory Quality Manual
2.4.5 Non-conforming Materials and Product	FS 2.4.5 Non-Conforming Materials and Product
2.4.6 Product Rework	FS 2.4.6 Product Rework
2.4.7 Product Release (Mandatory)	FS 2.4.7 Product Release
2.4.8 Environmental Monitoring	FS 2.4.8 Environmental Monitoring
2.5 SQF System Verification	
2.5.1 Validation and Effectiveness (Mandatory)	FS 2.5.1 Validation and Effectiveness
2.5.2 Verification Activities (Mandatory)	FS 2.5.2 Verification Activities
2.5.3 Corrective and Preventative Action (Mandatory)	FS 2.5.3 Corrective and Preventative Action
	FS 2.5.3A Root Cause Analysis
	FS 2.5.3B Corrective Action Request
	FS 2.5.3C Preventative Action Request
2.5.4 Internal Audits and Inspections (Mandatory)	FS 2.5.5 Internal Audits and Inspections
	FS 2.5.5 Audits and Inspections Schedule
2.6 Product Traceability and Crisis Management	
2.6.1 Product Identification(Mandatory)	FS 2.6.1 Product Identification
2.6.2 Product Trace (Mandatory)	FS 2.6.2 Product Traceability
	FS 2.6.2 Identification and Traceability System – Appendix
2.6.3 Product Withdrawal and Recall (Mandatory)	FS 2.6.3 Product Withdrawal and Recall
2.6.4 Crisis Management Planning	FS 2.6.4 Crisis Management Planning
2.7 Food Defense and Food Fraud	
2.7.1 Food Defense Plan (Mandatory)	FS 2.7.1 Food Defense Plan
	FS 2.7.1 Food Defense Threat Assessment
2.7.2 Food Fraud (Mandatory)	FS 2.7.2 Food Fraud
	FS 2.7.2A Food Fraud Material Assessment Calculator
2.8 Allergen Management	
2.8.1 Allergen Management (Mandatory)	FS 2.8 Allergen Management
2.9 Training	
Training Requirements	FS 2.9 Training
Training Program (Mandatory)	

Table of Alignment of the SQF Food Packaging Safety Management System Documents with the SQF Code Edition 9

Module 13: Good Manufacturing Practices for Production of Food Packaging (GFSI Scope I)	SQF Food Packaging Safety Management System Documents
13.1 Site Location and Premises	
13.1.1 Premises Location and Approval	GMP 13.1 Site Location and Premises GMP 13.1A Site Premises Plan
13.1.2 Building Materials	
13.1.3 Lighting and Light Fittings	
13.1.4 Dust, Insect, and Pest Proofing	
13.1.5 Ventilation	
13.1.6 Equipment and Utensils	
13.1.7 Grounds and Roadways	
13.2 Site Operation	
13.2.1 Repairs and Maintenance	GMP 13.2.1 Repairs and Maintenance
13.2.2 Maintenance Staff and Contractors	GMP 13.2.2 Maintenance Staff and Contractors
13.2.3 Calibration	GMP 13.2.3 Calibration
13.2.4 Pest Prevention	GMP 13.2.4 Pest Prevention
13.2.5 Cleaning and Sanitation	GMP 13.2.5 Cleaning and Sanitation
13.3 Personnel Hygiene and Welfare	
13.3.1 Personnel Welfare	GMP 13.3.1 Personnel Hygiene and Welfare
13.3.2 Handwashing	GMP 13.3.2 Hand Washing
13.3.3 Clothing and Personal Effects	GMP 13.3.3A Protective Clothing
	GMP 13.3.3B Jewelry Policy
13.3.4 Visitors	GMP 13.3.4 Visitors
13.3.5 Staff Amenities (change rooms, toilets, break rooms)	GMP 13.3.5 Staff Amenities
13.4 Personnel Processing Practices	
13.4.1 Staff Engaged in Product Handling and Processing Operations	GMP 13.4 Personnel Processing Practices
	GMP 13.4B Manufacturing Process Flow
	GMP 13.4C First Aid – IF APPLICABLE
13.5 Water, Ice, and Air Supply	
13.5.1 Water Supply	GMP 13.5.1 Water Supply
13.5.2 Water Quality	GMP 13.5.2 Water Quality
13.5.3 Air and Other Gases	GMP 13.5.3 Air and Gases
13.6 Receipt, Storage and Transport	
13.6.1 Storage of Materials and Product	GMP 13.6.1 Storage of Materials and Products
13.6.2 Storage and Use of Hazardous Chemicals and Toxic Substances	GMP 13.6.2 Hazardous Chemical Storage
13.6.3 Loading, Transport, and Unloading Practices	GMP 13.6.3 Loading, Transport and Unloading Practices
13.7 Separation of Functions	
13.7.1 Control of Foreign Matter Contamination	GMP 13.7 Control of Foreign Matter Contamination
	GMP 13.7.1 Glass Policy
13.7.2 Managing Foreign Matter Contamination Incidents	GMP 13.7.2 Glass & Brittle Material Breakage Procedure
13.8 Waste Disposal	
	GMP 13.8 Waste Disposal