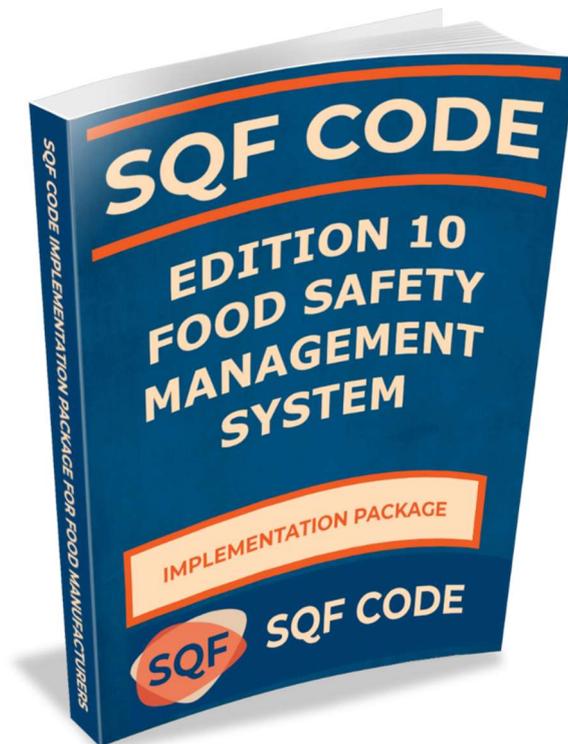This workbook is provided to assist in the implementation of your SQF Food Safety Management System Package.

The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introducing the SQF Food Safety System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Food 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

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

1

This Implementation Workbook compliments the SQF Food Safety Management System Package which is an ideal package for organizations looking to meet the requirements of the SQF Food Safety Code for Manufacturing Edition 10.
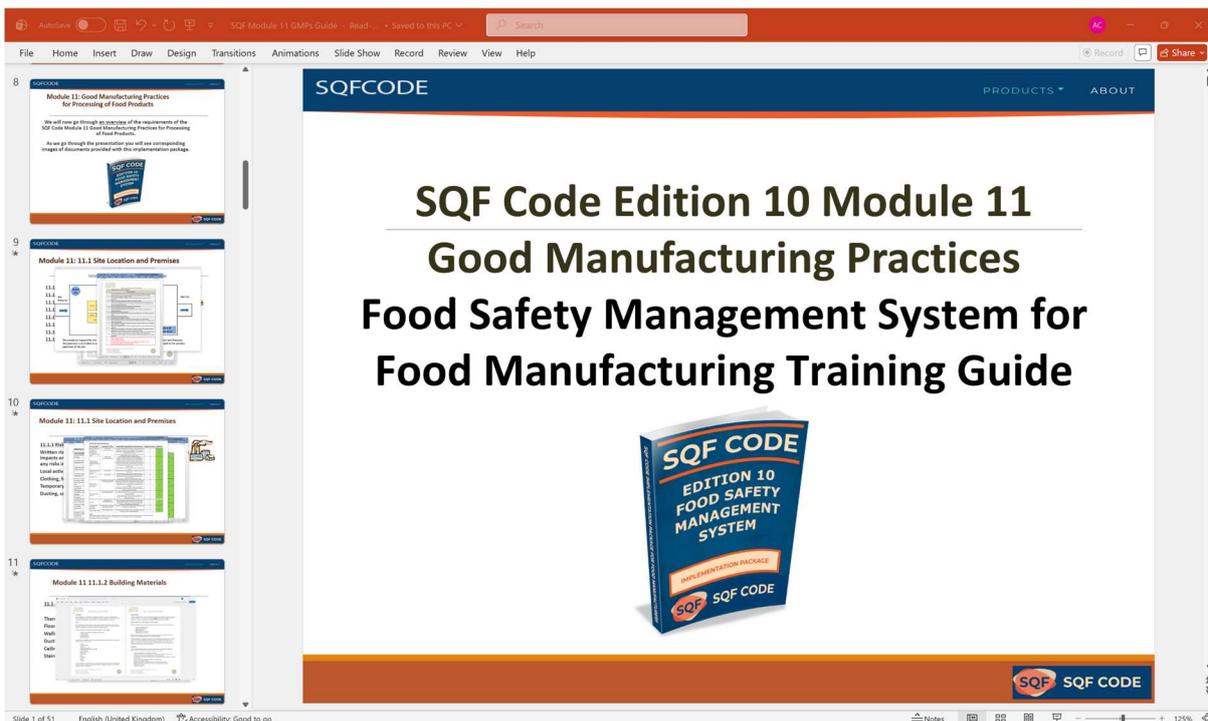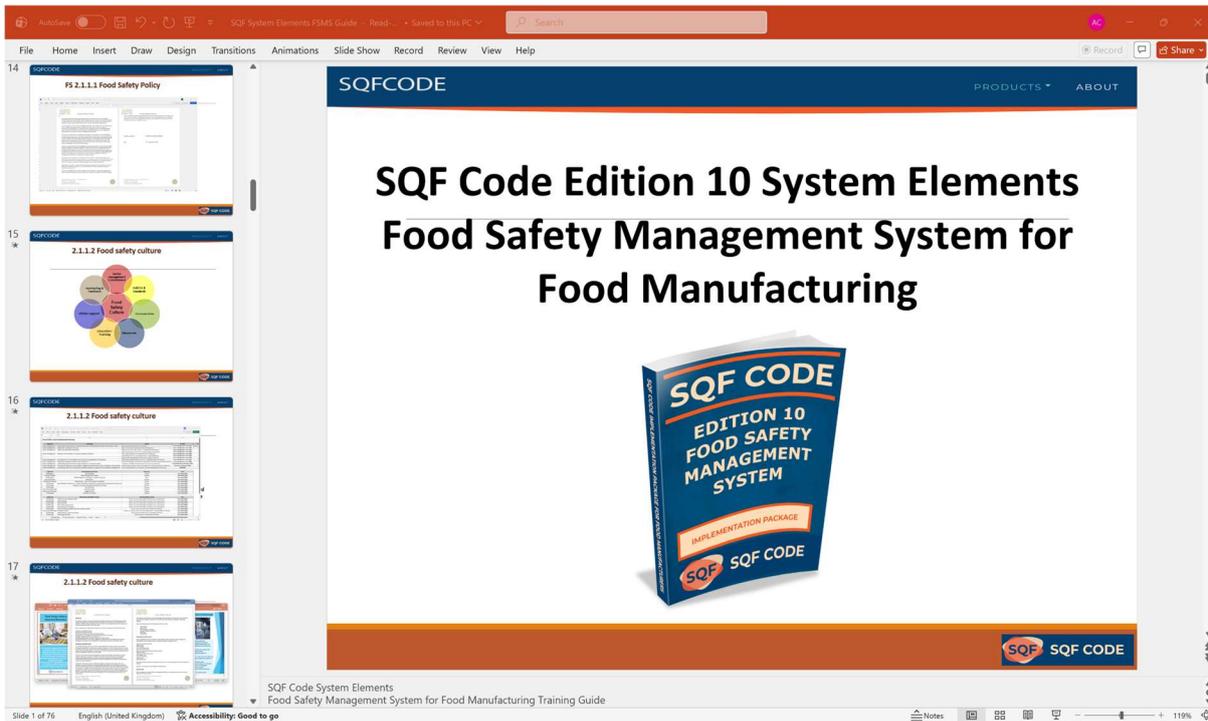
The SQF Food Safety Management System Package contains:

- ✓ A comprehensive set of editable Food Safety Management System Procedures
- ✓ A comprehensive set of editable Good Manufacturing Practice Procedures
- ✓ A range of easy-to-use Record Templates
- ✓ Additional HACCP Manual including the HACCP Calculator
- ✓ Introduction to the SQF Food Safety Management System Training Modules
- ✓ Allergen Risk Management Tools
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training

As a preliminary to Step 1 we recommend that the you obtain a copy of the SQF Food Safety Code for Manufacturing Edition 10 from the SQFI website

2

Step One: Introduction to SQF Food Safety Management System

Training Presentations for Module 2: SQF System Elements for Food Manufacturing and Module 11: Good Manufacturing Practices for Processing of Food Products are provided. The presentations will introduce the SQF Food Safety Management System Package to the management team and explain how the Food Safety Management System Tools & Templates match and comply with the SQF modules.

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Step Two: 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
- ✓ Plan to establish a food safety culture

A meeting should now be coordinated involving all the Senior Management Team.

Senior Management FSMS Implementation Meeting

<u>Date</u>

<u>Time</u>

<u>Venue</u>

<u>Agenda</u>

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

<u>Attendees:</u>

Senior Management Team		
Job Title	**Name**	**Role in Team**
General Manager		Chairman
Operations Manager		Operations Reporting
Quality Manager		Food Safety Reporting
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

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Senior Management FSMS Implementation Checklist

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

	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 Edition 10	
Action (i)	Food Regulations	
	FSMA Preventive Controls Rule for Human Food	
	CODEX Recommended International Code of Practice General Principles of Food Hygiene (2022) Chapter Two Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application.	
	Senior Management decides which Food Safety requirements the company should address and develop relevant policies.	
	Requirement	Policy Details
Action (ii)		

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Step Three: Food Safety Management System

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

Food Safety Management System Elements Procedures

Ref.	Number	Title
FS	2.1	Management Commitment
FS	2.1.1.1	Food Safety Policy
FS	2.1.1.2	Food Safety Culture
FS	2.1.1.2	Food Safety Culture - Expected Behaviors
FS	2.1.1.3	Food Safety Culture Planning Matrix
FS	2.1.1.4	Food Safety Objectives
FS	2.1.1.4	Responsibility and Authority
FS	2.1.1.4	Appendix Organizational Chart
FS	2.1.1.4	Appendix Job Descriptions
FS	2.1.2	Management Review
FS	2.1.3	Complaint Management
FS	2.1.3A	Annual Complaints Analyzer
FS	2.2.1	Food Safety Management System
FS	2.2.2	Document Control
FS	2.2.3	Record Control
FS	2.3.1	Product Development
FS	2.3.2	Specifications
FS	2.3.3	Contracted Operations
FS	2.3.4	Approved Supplier Program
FS	2.3.4A	Supplier & Material Risk Assessment
FS	2.3.4B	Supplier Assessment Form
FS	2.3.4C	Approved Suppliers & Emergency Suppliers List
FS	2.3.4D	Material Acceptance Record
FS	2.3.5	Change Management Procedure
FS	2.3.5A	Process Change Approval Record
FS	2.4.1	Food Legislation Compliance
FS	2.4.2	Good Manufacturing Practices
FS	2.4.3	Food Safety Plans

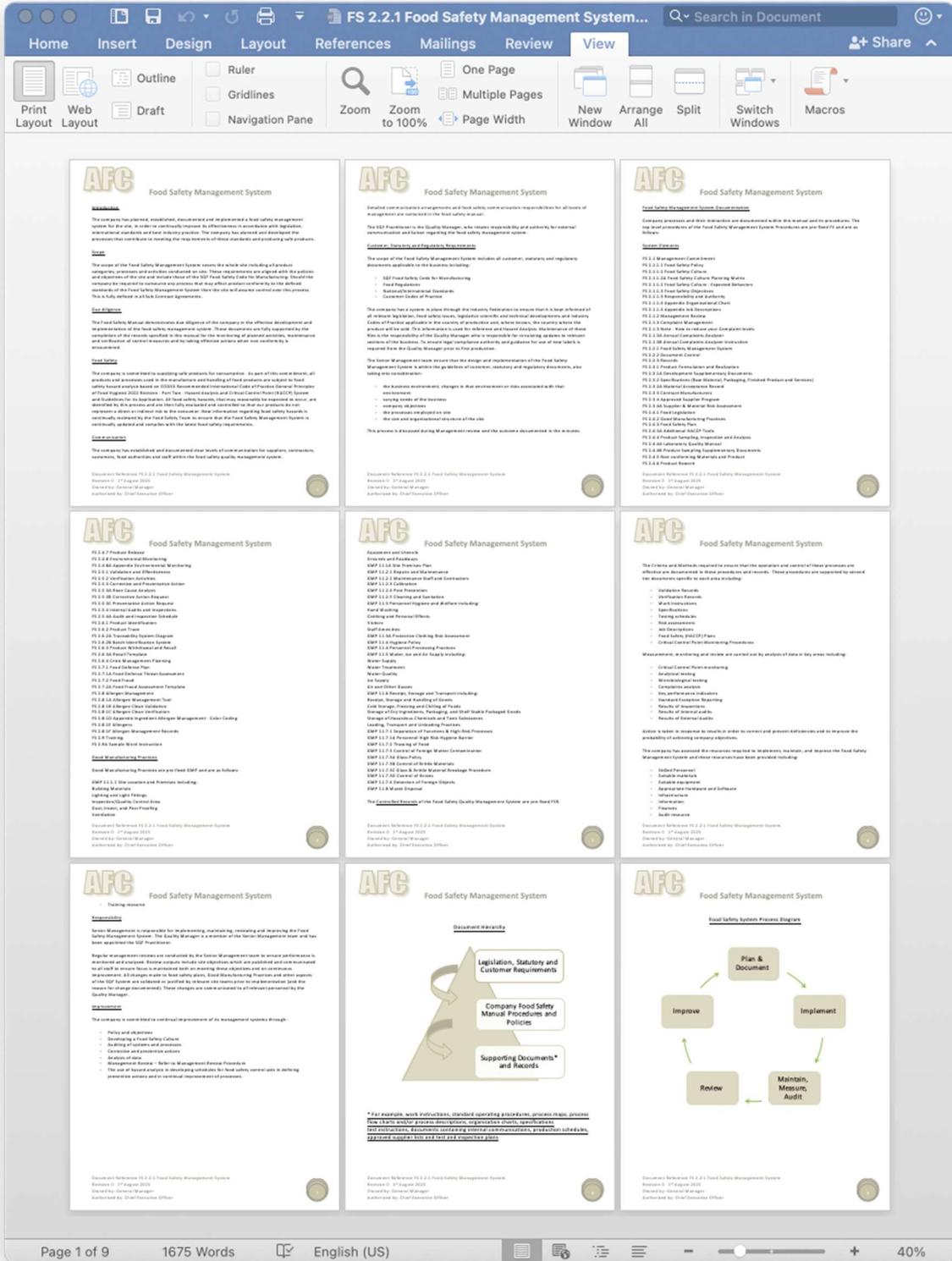| FS	2.4.4	Product Sampling, Inspection and Analysis
FS	2.4.4A	Laboratory Quality Manual
FS	2.4.5	Control of Non-Conforming Materials and Product
FS	2.4.6	Product Rework
FS	2.4.7	Product Release
FS	2.4.8	Environmental Monitoring
FS	2.4.8A	Appendix Environmental Monitoring
FS	2.5.1	Validation and Effectiveness
FS	2.5.2	Verification Activities
FS	2.5.2A	Inspection Schedule
FS	2.5.3	Corrective Action 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	2.5.4	Internal Audits
FS	2.5.4A	Internal Audit Schedule
FS	2.6.1	Product Identification
FS	2.6.2	Product Trace
FS	2.6.2A	Traceability System Diagram
FS	2.6.2B	Batch Identification System
FS	2.6.2C	Label Retention and Check
FS	2.6.3	Product Withdrawal and Recall
FS	2.6.3A	Recall FDA Letter Template
FS	2.6.4	Crisis Management Planning
FS	2.7.1	Food Defense Plan
FS	2.7.1A	Food Defense Threat Assessment
FS	2.7.2	Food Fraud
FS	2.7.2A	Food Fraud Assessment Template
FS	2.8.1	Allergen Management
FS	2.8.1A	Allergen Management Tool
FS	2.8.1B	Allergen Clean Validation
FS	2.8.1C	Allergen Clean Verification
FS	2.8.1D	Ingredient Allergen - Color Coding EU
FS	2.8.1E	Ingredient Allergen - Color Coding USA
FS	2.8.1F	Allergen Management Folder - Records
FS	2.9	Training
FS	2.9A	Sample Work Instruction

A Document Master List Excel file is already set up for you with all the procedures included. All you need to do is update the Document Master List as and when you make changes or add new procedures.

There are sheets of master documents for the Food Safety Management System (FSFMS), Good Manufacturing Practices (GMPs), Specifications (FPSPEC & RMS), HACCP, New Product Development (NPD) and Laboratory:

Document Master List

FS Ref.	Number	Title	Summary of Changes	Owner	Copies Held	Revision	Date	Review Date	Withdrawal Date
FS	2.1	Management Commitment		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.1	Food Safety Policy		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.2	Food Safety Culture		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.2	Food Safety Culture - Expected Behaviors		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.2	Food Safety Culture Planning Matrix		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.3	Food Safety Objectives		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.4	Responsibility and Authority		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.4A	Appendix Organizational Chart		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.1.4B	Appendix Job Descriptions		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.2	Management Review		General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	0	01/08/2025		
FS	2.1.3	Complaint Management		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2025		
FS	2.1.3A	Annual Complaints Analyzer		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2025		
FS	2.2.1	Food Safety Management System	Updated with procedures compliant with SQF Food Safety Code Edition 10	General Manager	Operations Manager / General Manager / Quality Manager / Chief Executive Officer	1	01/08/2025		
FS	2.2.2	Document Control		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.2.3	Record Control		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.1	Product Development		Product Development Manager	Operations Manager / General Manager / Quality Manager / Product Development Manager	0	01/08/2022		
FS	2.3.2	Specifications		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.3	Contracted Operations		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.4	Approved Supplier Program		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.4A	Supplier & Material Risk Assessment		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.4B	Supplier Assessment Form		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.4C	Approved Suppliers & Emergency Suppliers List		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.4D	Material Acceptance Record		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.5	Change Management Procedure		Quality Manager	Operations Manager / General Manager / Quality Manager	0	01/08/2022		
FS	2.3.5A	Process Change Approval Record		Quality Manager	Operations Manager / General Manager / Quality Manager	0	08/08/2022		
FS	2.4.1	Food Legislation Compliance		Quality Manager	Operations Manager / General Manager	0	08/08/2022		

Tabs: FSMS | GMP | FPSPEC | RMS | HACCP | NPD | LAB | +

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

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

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Food Safety Management System Record Templates

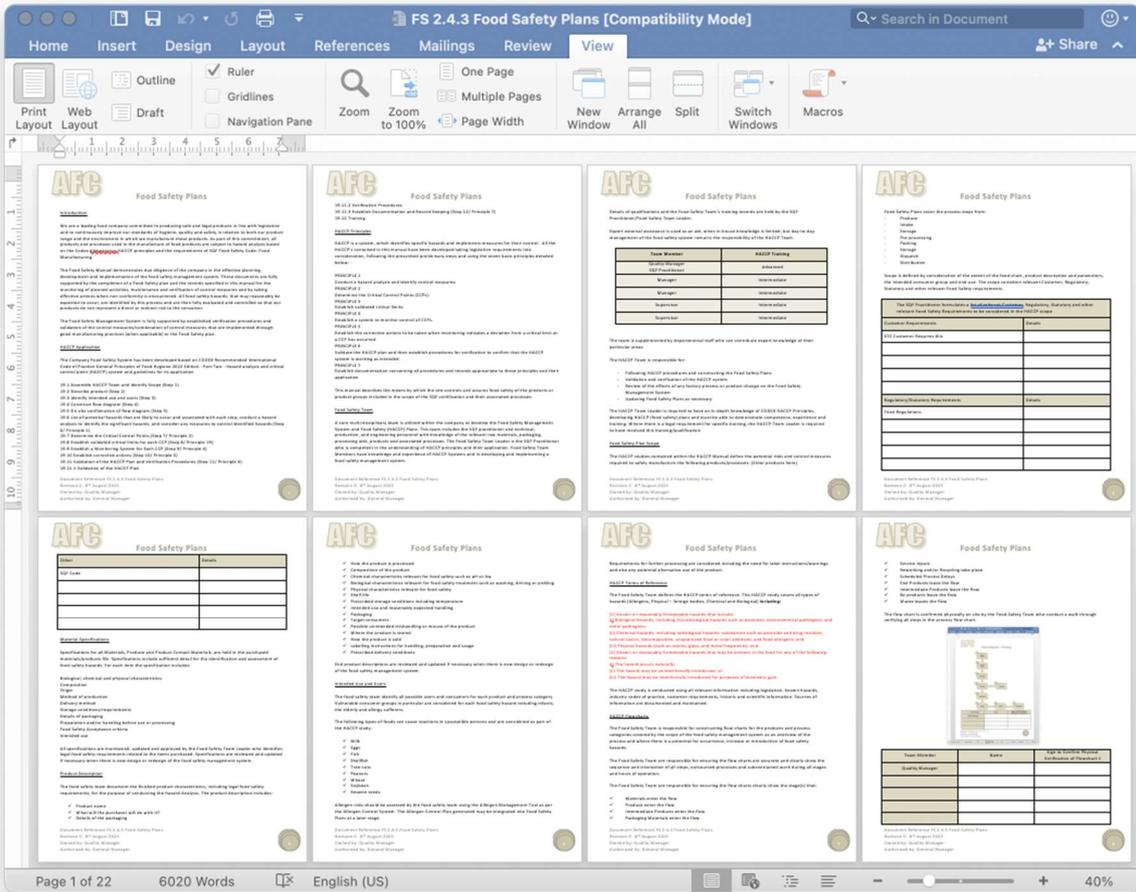A comprehensive range of easy to use food safety record templates:

Ref.	Number	Title
FSR	1	Management Review Minutes
FSR	2	Training Record
FSR	3	Product Release Record
FSR	4	Design and Development Records
FSR	5	Supplier Self-Assessment Form
FSR	6	Validation Record
FSR	7	Traceability Record
FSR	8	Register of Customer Property
FSR	9	Calibration Record
FSR	10	Food Safety Management System Audit Form
FSR	11	Non-Conformance Notification
FSR	12	Corrective Action Request Form
FSR	13	Preventative Action Request Form
FSR	14	Supplier Evaluation Form
FSR	15	Equipment Commissioning Checklist
FSR	16	Return to Work Form
FSR	17	Hygiene Policy Staff Training Record
FSR	18	Complaint Investigation Form
FSR	19	Site Audit Checklist
FSR	20	Knife Control Record
FSR	21	Knife Incident Report
FSR	22	Goods in Inspection Record
FSR	23	Equipment Cleaning Procedure and Record
FSR	24	Glass and Brittle Plastic Breakage Log
FSR	25	Metal Detection Record
FSR	26	First Aid Dressing Issue Record
FSR	27	Cleaning Schedule
FSR	28	Cleaning Record
FSR	29	Maintenance Work Hygiene Clearance Record
FSR	30	Glass and Brittle Plastic Register
FSR	31	GMP Audit Checklist
FSR	32	Vehicle Hygiene Inspection Record
FSR	33	Outgoing Vehicle Inspection Record

SQF 10 Food Safety Management System Implementation Workbook

Project Planning Tasks	Responsibility	Comments	Due Date for Completion	Date Completed
1) Senior management commitment to food safety documented FS 2.1	Senior Management Team	Completed in Step 2		
2) Senior management issue a food safety policy and objectives	Senior Management Team	Completed in Step 2		
3) Senior management plan to establish a food safety culture	Senior Management Team	Completed in Step 2		
4) Senior management defines the scope and boundaries of the FSMS.	Senior Management Team	Completed in Step 2		
5) Senior management plans the establishment of the FSMS.	Senior Management Team	Completed in Step 2		
6) Senior management provide adequate support to establish the FSMS.	Senior Management Team	Completed in Step 2		
7) Senior management ensure there is adequate infrastructure and work environment.	Senior Management Team	Completed in Step 2		
8) Senior management appoint a food safety team leader/SQF Practitioner	Senior Management Team	Completed in Step 2		
9) Senior management appoints the food safety team.	Senior Management Team	Completed in Step 2		
10) FSMS responsibilities and authorities are documented and communicated	Senior Management Team	Completed in Step 2		
11) Food safety communication systems are put in place	Senior Management Team	Completed in Step 2		

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Step Six: HACCP Implementation Guide

Included in the package are FS 2.4.3 Food Safety Plan and supplementary HACCP documents in the Additional HACCP Tools Folder including the SQF Edition 10 HACCP Calculator:
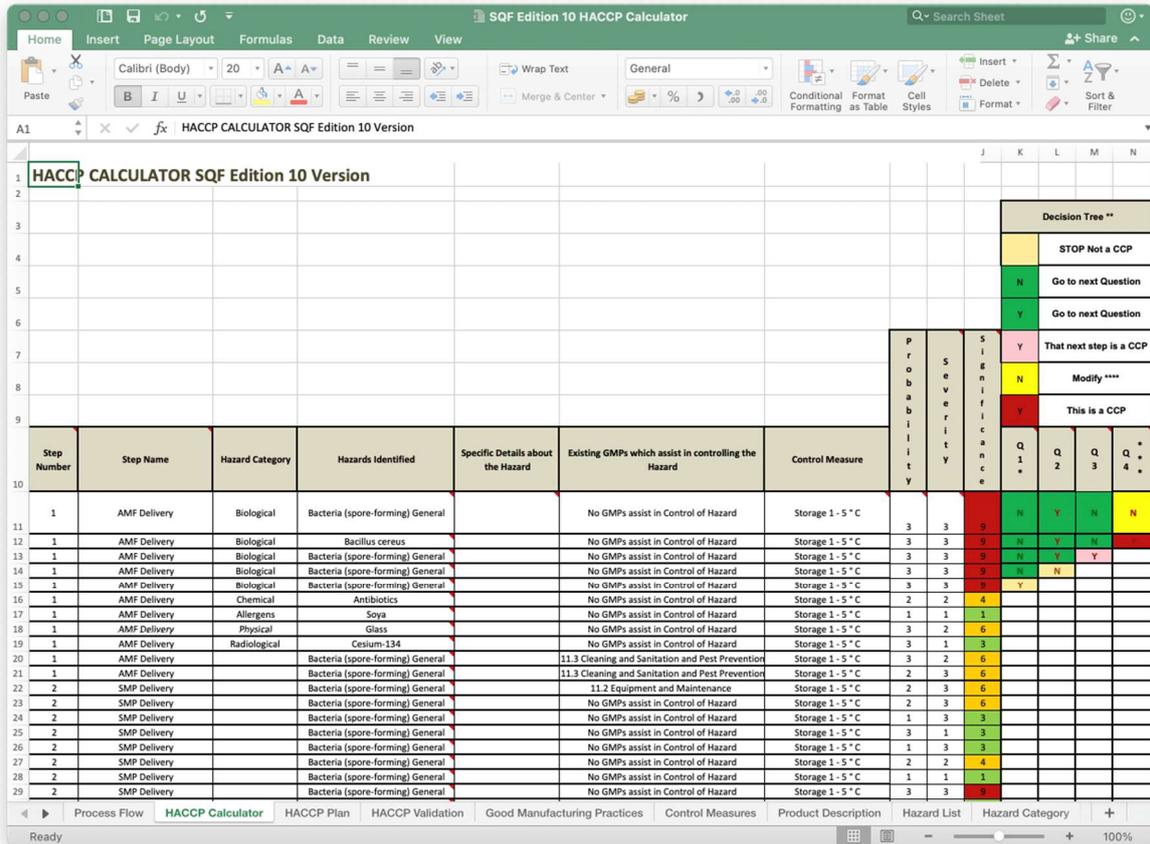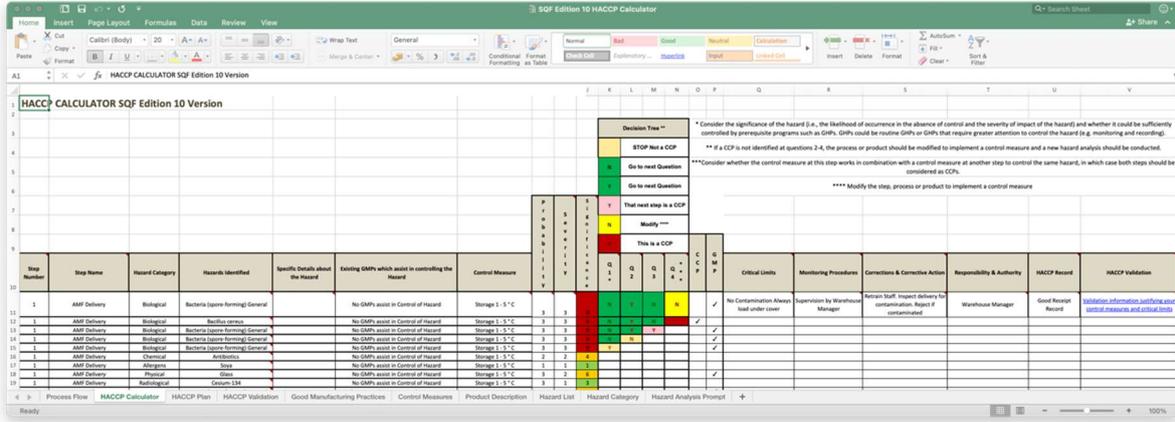

The Food Safety (HACCP Team) should follow procedure FS 2.4.3 Food Safety Plan in conjunction with the guidelines in this workbook.

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The main tools here are the SQF Edition 10 HACCP Calculator and Instructions:

SQF Edition 10 HACCP Calculator

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Senior Management Review Meeting Notification

Date

Time

Venue

Agenda

Review of the Food Safety Policy
Review of the Food Safety Objectives
Review of Management Changes
Minutes and Follow-up actions from previous management review meeting
Review of changes to food safety management system documentation including policies, procedures, specifications, food safety plan(s)
Hazard and risk management system review
Food Safety Culture performance review
Results and Outstanding Non-conformances from internal and external audits
Review and trend analysis of Customer and Supplier complaints
Analysis of the results of validation and verification activities
Key Performance Indicators Review
Emergencies and Accidents
Process and product conformity
Corrective and preventive action status
Food Safety incidents including allergen control and labelling non-conformances, recalls, withdrawals, safety or legal issues
Review of changes to legislation and food safety related scientific information
Review of Resources and effectiveness of Training
Recommended Improvements
Customer feedback and Sales levels are reviewed to give an indication of trends
A.O.B

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
Chief Executive		**Chairman**
General Manager		**Site Performance Reporting**
Operations Manager		**Operations Reporting**
Quality Manager		**Food Safety 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**