

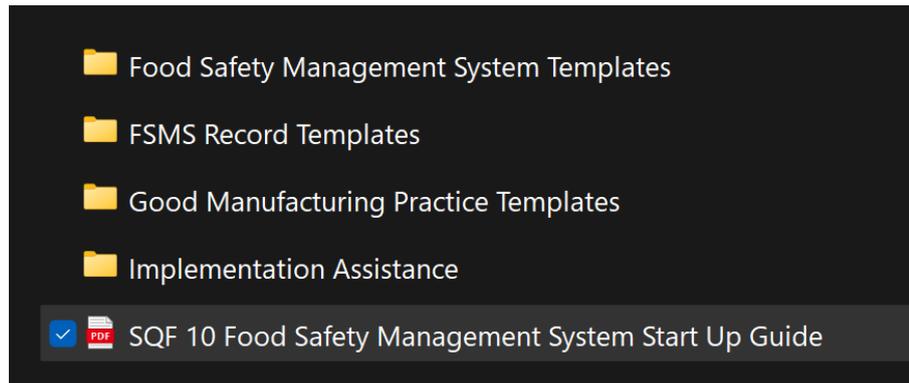
Welcome to the SQF Edition 10 Food Safety Management System Implementation Package Start-Up Guide which will guide you through the contents of the package. This is an ideal package for Food Manufacturers looking to achieve certification to the SQF Food Safety Code: Food Manufacturing Edition 10.

Included in the SQF Food Safety Management System Implementation Package:

- ✓ Comprehensive Procedures Manual
- ✓ Supplementary HACCP Tools & Documents containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ FSQMS, Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ Complaint Management Guidelines & Analyser
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Food Fraud Risk Assessment Tool
- ✓ Food Defence Assessment Tool
- ✓ Implementation Workbook
- ✓ User guide

[To order the SQF Edition 10 Food Safety Management System Implementation Package click here](#)

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



Your first job is to obtain your own copy of the SQF Food Safety Code: Food Manufacturing Edition 10 from the SQFI website (Free to download)



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Choose a code

Go

Food Safety Code: Food Manufacturing, Edition 10



Our Food Manufacturing Code can be applied to food sector categories for processing dairy; honey; egg; bakery and snack foods; fruit, vegetables, nuts, and fruit juices; canning, UHT and aspect operations; ice, drink, and beverage processing; confectionary manufacturing; preserved foods manufacturing; food ingredient manufacturing; recipe meals manufacturing; oils, fats, and manufacturing of oil or fat-based spreads; the processing of cereal grains; the repackaging of products not manufactured on site; and food processing aids manufacturing.

[ACCESS THE CODE](#)

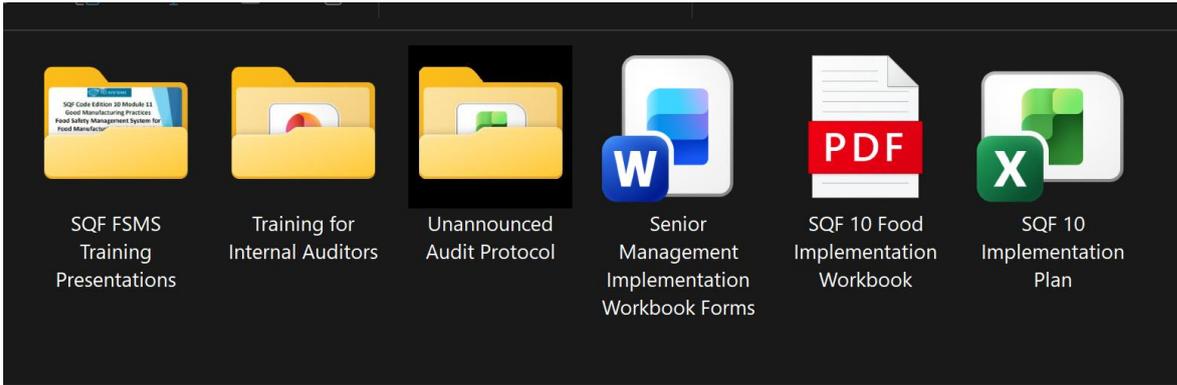
Resources

- [SQF Food Safety Code - Food Manufacturing, Edition 10 Checklist](#)
- [SQF Food Safety Code - Food Manufacturing, Edition 10 Change Document](#)

Looking for Edition 9?

[ACCESS FOOD SAFETY CODE: FOOD MANUFACTURING, EDITION 9](#)

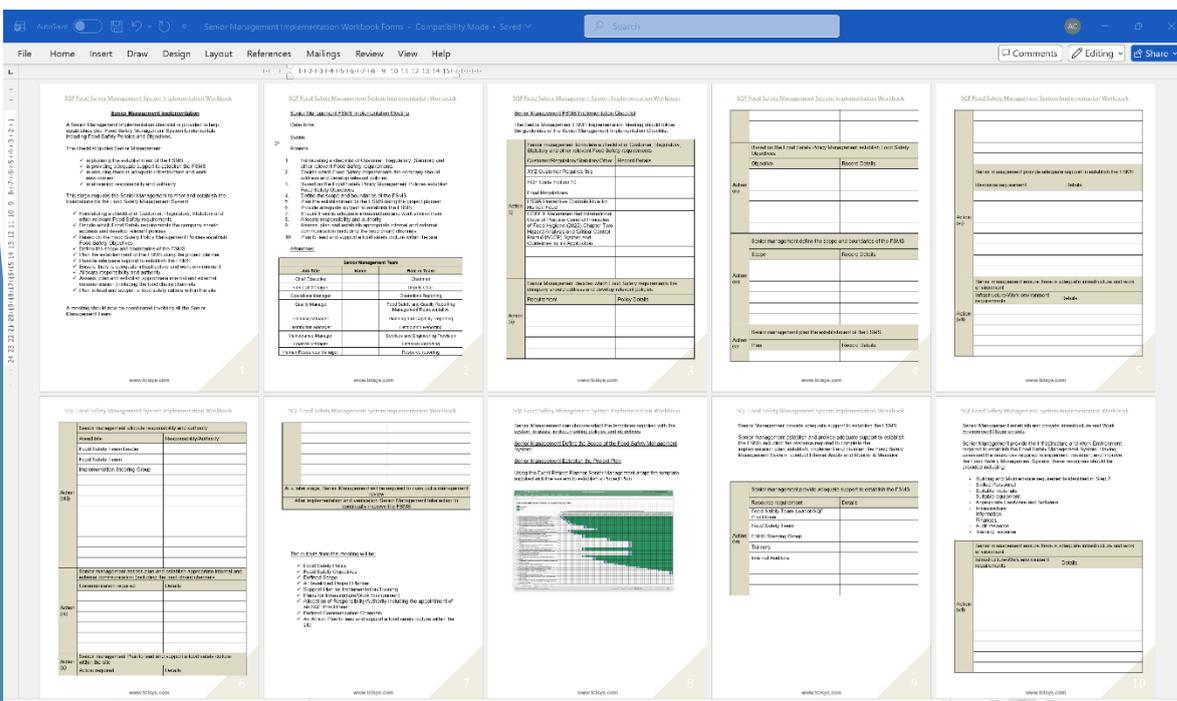
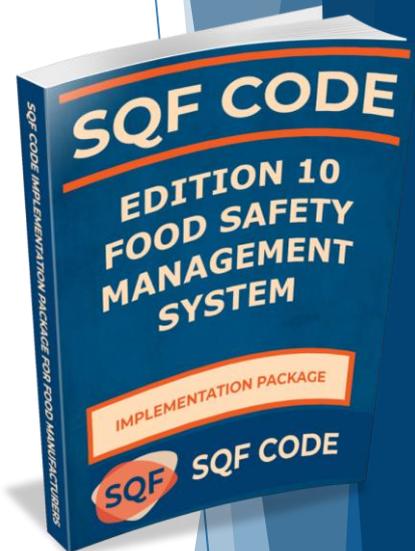
Start by opening the Implementation Assistance folder:



The main document in the folder is the Implementation Workbook

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



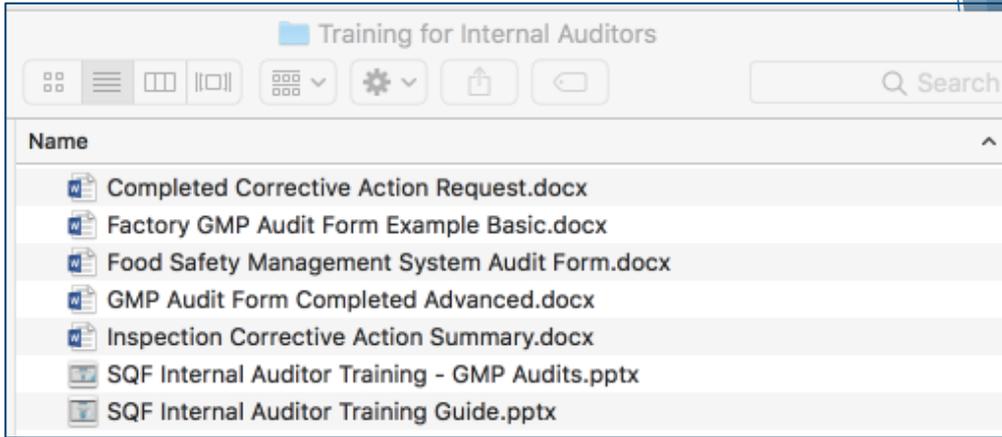
There are three sub-folders in the Implementation Tools Folder; SQF FSMS Training Presentations, Unannounced Audit Protocol and Training for Internal Auditors

Introduction to the SQF Food Safety Management System Training Modules

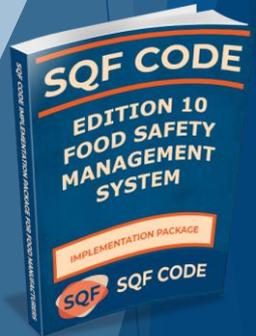
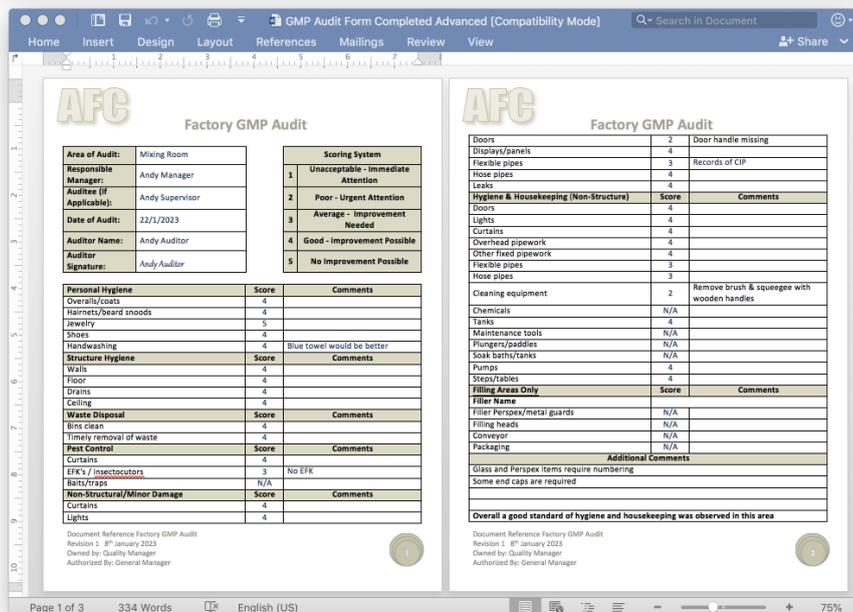
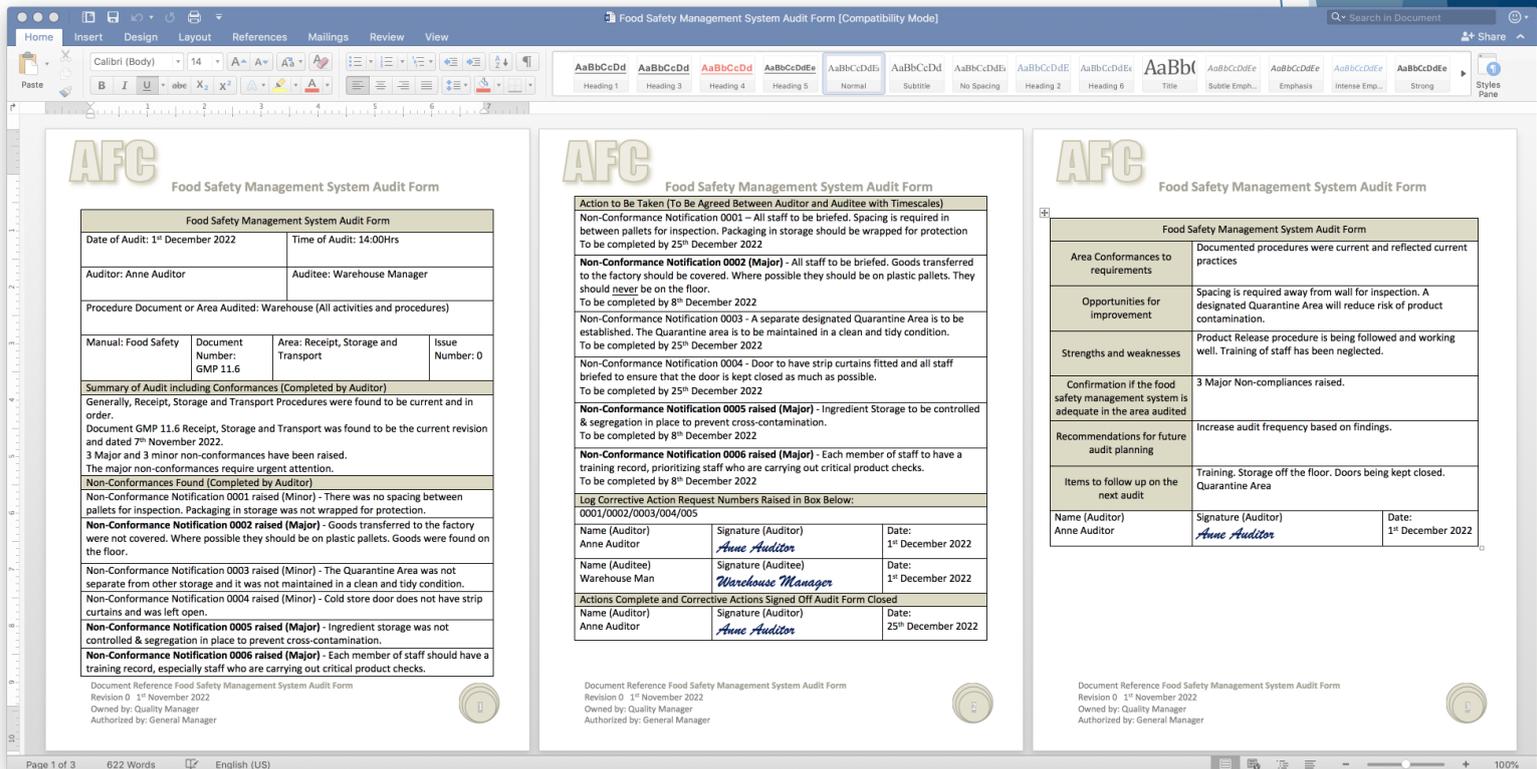
The screenshot shows a Beamer presentation slide. The slide title is "SQF Code Edition 10 System Elements Food Safety Management System for Food Manufacturing". Below the title is an image of the SQF Code Edition 10 Food Safety Management System Implementation Package. The slide is part of a presentation titled "SQF Code System Elements Food Safety Management System for Food Manufacturing Training Guide". The Beamer interface shows slide 1 of 76, English (United Kingdom), and Accessibility: Good to go.

The screenshot shows a Beamer presentation slide. The slide title is "SQF Code Edition 10 Module 11 Good Manufacturing Practices Food Safety Management System for Food Manufacturing Training Guide". Below the title is an image of the SQF Code Edition 10 Food Safety Management System Implementation Package. The slide is part of a presentation titled "SQF Code System Elements Food Safety Management System for Food Manufacturing Training Guide". The Beamer interface shows slide 1 of 51, English (United Kingdom), and Accessibility: Good to go.

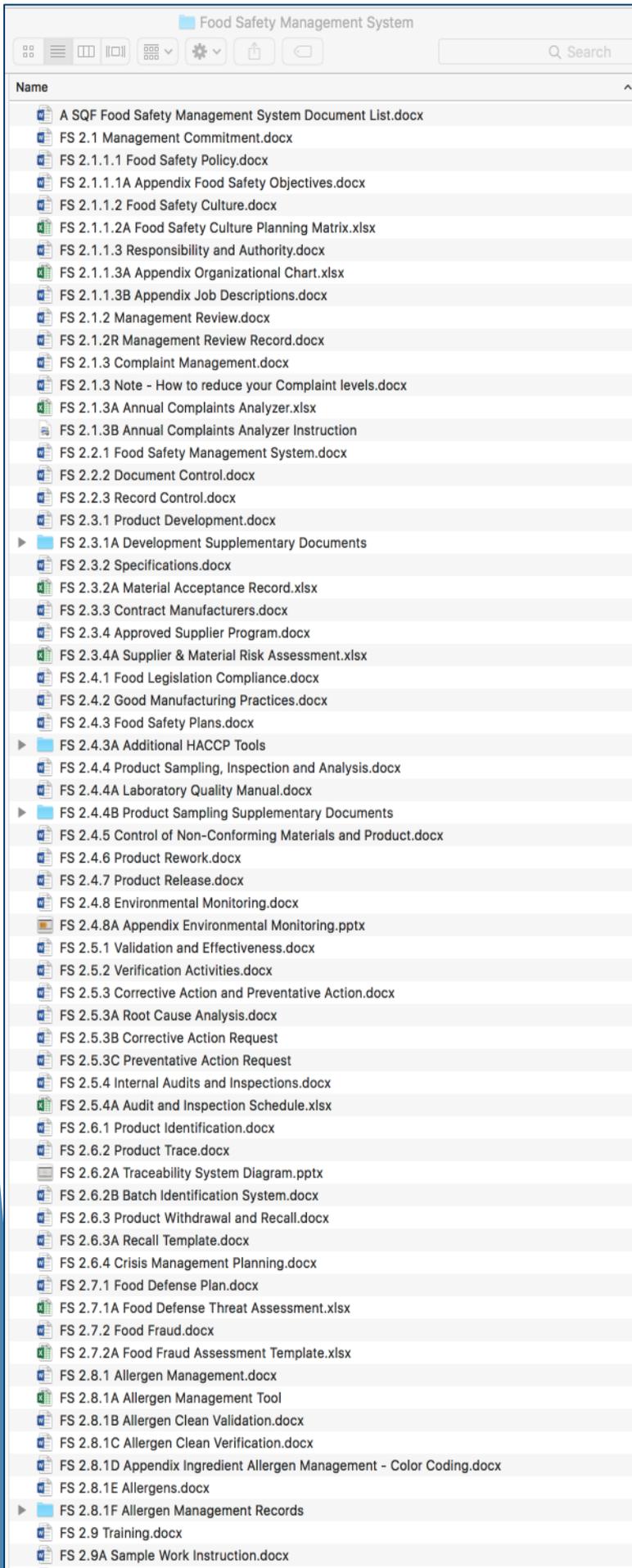
Supplementary Internal Auditor Training & Templates



There are Sample Auditing, Inspection and Corrective Action Forms



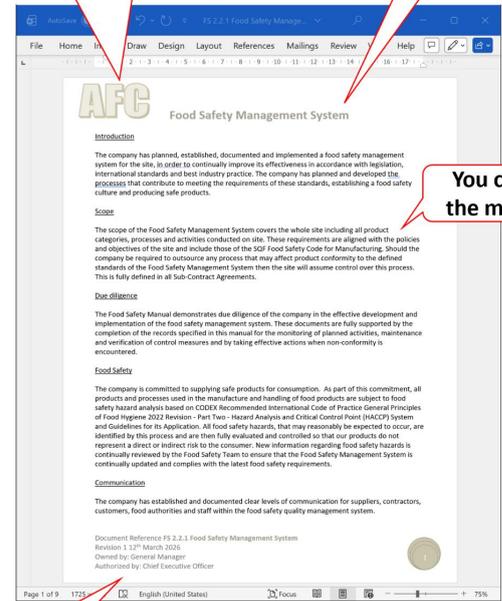
The next folder to open is the Food Safety Management System Templates folder



The main documents are provided in Microsoft Word format and are easily edited to suit your organisation.

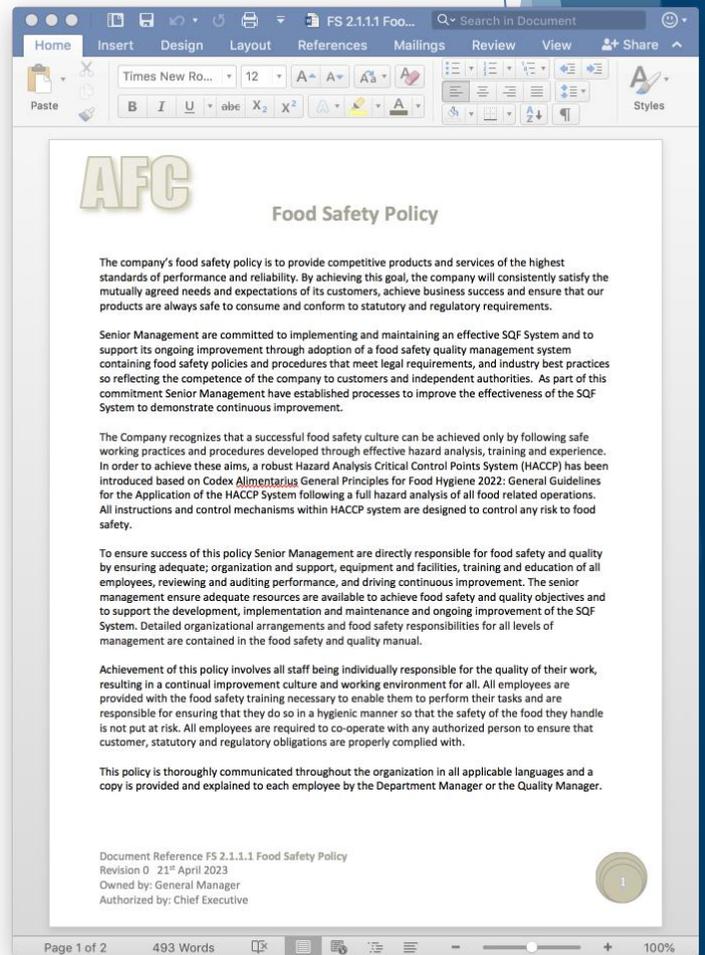
For example put your company logo or name and address in the header

You can edit the header



You can edit the main text

You can edit the footer



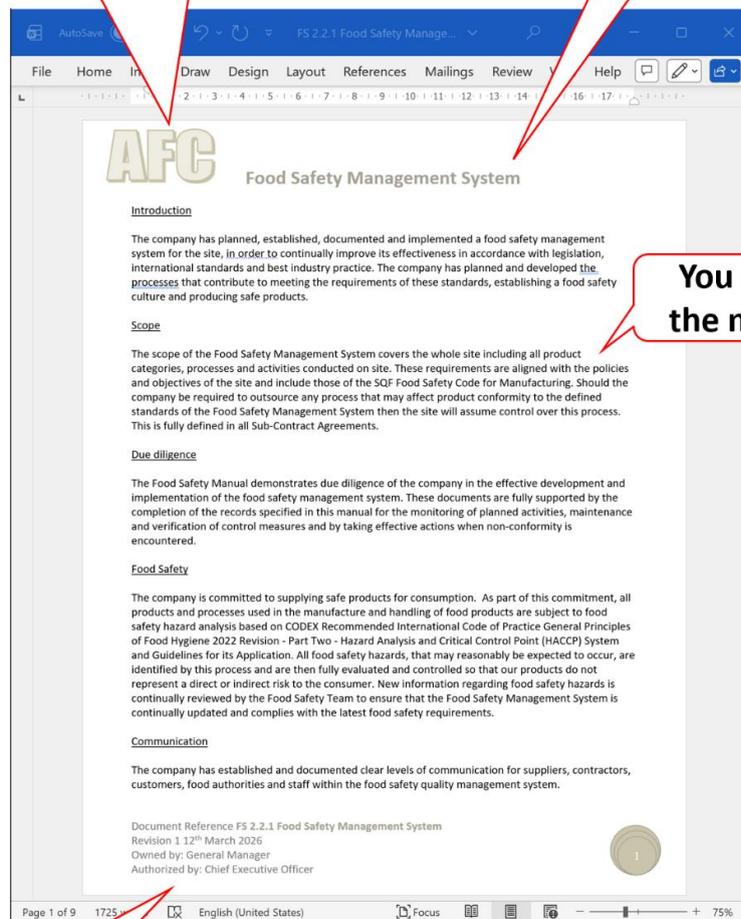
These Food Safety Management System Templates match the clauses of the SQF Code and comply with System Elements for Food Manufacturing.

The Food Safety Management System procedure templates form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

The main documents are provided in Microsoft Word format and are easily edited to suit your organisation.

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

You can edit the header



You can edit the main text

You can edit the footer

Procedures are written in Microsoft Word (US English)

Package Document Examples

AFC Management Commitment

Introduction

Senior management demonstrate clear and visible commitment to the food safety management system by establishing and implementing, then fully communicating and supporting its policies, procedures and objectives. Senior Management is committed to continually improve the effectiveness of the food safety management system by regular audit, review and proactive actions.

Scope

The scope of the Food Safety Management System includes all products manufactured on site and activities conducted on site.

The scope is aligned with the policies and objectives of the site and includes the commitment to fully meet the requirements of the SQF Food Safety Code: Food Manufacturing, Edition 9.

Procedure

The Senior Management has a total commitment to food safety, observing all legal, moral and ethical codes and this is the concern of every employee.

Senior management demonstrate clear and visible commitment by:

- Establishing and implementing a Food Safety Policy,
- Communicating and Maintaining the Food Safety Policy,
- Establishing and Implementing Food Safety Objectives,
- Communicating and Maintaining the Food Safety Objectives
- Leading and supporting a food safety culture within the site
- Conducting regular proactive management reviews and communicating outputs,
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Supporting and planning the development and operation of the Food Safety Management systems.
- Ensuring the food safety management system is maintained when changes are planned and implemented.
- Establishing documentation required for the effective development, implementation and updating of the food safety management system and communicating pertinent information throughout the organization.
- Providing the human and financial resources, and training, to manage the Policies and Objectives effectively.
- Providing the infrastructure and work environment to manage the Policies and Objectives effectively.
- Promoting an ethic of continuous improvement throughout the company.

Document Reference FS 2.1 Management Commitment
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: Managing Director

Expected Behaviors of all Personnel



- ✓ Contribute to company objectives
- ✓ Compliance with company procedures
- ✓ Correctly completing documentation and records as required by your role within the organisation
- ✓ Adhere to Hygiene rules and comply with expected personnel standards
- ✓ Report non-conforming products or equipment
- ✓ Report any issues or areas of concern that may affect product safety, authenticity, legality or quality
- ✓ Report any problems with pests
- ✓ Ensure site security procedures are followed and unknown visitors are challenged
- ✓ Adopt a 'clean as you go' policy
- ✓ Contribute to hygiene and housekeeping standards
- ✓ Make suggestions for improvement

Environmental Monitoring Priorities

Open product areas:
High risk (chilled and frozen)
High care (chilled and frozen)
Ambient high care
Low risk
Flow & entrances to the above areas

Enclosed product areas:
Warehouses
Storerooms
Flow & entrances to the above areas

Non-product areas:
Canteens
Laundries
Offices
Flow & entrances to the above areas

Priority Order for Environmental Sampling

Environmental Monitoring Schedule

Standards for Plant and Equipment may need to be established during production runs as well based on product conformance throughout a production run.

Frequency	Target	Levels	Target Levels
Food Contact Surface – Insite Storage Tank	Weekly	Monthly	Monthly
Food Contact Surface – Filler Nozzle	Weekly	TVC < 5,000	Monthly
Food Contact Surface – Foil Lidding	Weekly	Y&M < 100	Monthly
Non-Food Contact Surface – Inside Door Filler Cabinet	Weekly	Y&M < 100	Monthly
Non-Food Contact Surface – Cleaning Equipment	Weekly	Enterococci < 10	Monthly
Non-Food Contact Surface – Floor under Filler	Weekly	E.Coli < 1	Monthly
Non-Food Contact Surface – Outside Storage Tank	Monthly	TBC	Quarterly
Non-Food Contact Surface – Drain	Monthly	TBC	Quarterly
Non-Food Contact Surface – Wall	Monthly	TBC	Quarterly
Non-Food Contact Surface – Floor near Entrance	Monthly	TBC	Quarterly
Non-Food Contact Surface – Hand Wash Sink	Monthly	TBC	Quarterly

AFC Food Safety Culture

Introduction

The company recognizes that a successful food safety culture is the product of individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of the food safety management system. The site's senior management plan for the development and continuing improvement of food safety culture.

Senior management are responsible for delivering a "It is how we do things here" food safety culture by:

- Leadership – starting from the top
- Demonstrating visible commitment
- Effective communication of company philosophy and policy
- Ensuring there is accountability from the top of the organization to the bottom
- Developing employee confidence and mutual trust
- Developing reward schemes including 'Employee of the Month' award
- Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
- Developing an action plan for the development and continuing improvement of food safety culture

Developing a Food Safety Culture

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 robust Food Safety 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 the Food Safety (HACCP) System are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety by ensuring adequate; organization and support, equipment and facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. Detailed organizational arrangements and food safety responsibilities for all levels of management are contained in the food safety and manual and job descriptions.

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 co-operate with any authorized person to ensure that customer, statutory and regulatory obligations are properly complied with. Employees are encouraged and required to notify management about actual or potential food safety issues and are empowered to act to resolve food safety issues within their scope of work.

Document Reference FS 2.1.1.2 Food Safety Culture
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: Managing Director

AFC Approved Supplier Program

- ✓ Microbiological contamination
- ✓ Chemical contamination
- ✓ Physical contamination
- ✓ Allergens and possible allergen contamination
- ✓ Possible substitution or fraud
- ✓ Effect on product quality

Consideration is given to the significance of a material to the quality of the final product. The results of the risk analysis dictate the criteria for supplier assurance, testing and acceptance of raw materials and procedures for supplier monitoring. All risk assessments are reviewed when there are changes to materials and at a minimum annually.

Supplier Category Rating
Final Ingredients/Contract Packager
Raw Ingredient/High Risk Service
Contact Packaging
Non-Contact Packaging
Low Risk Service

Document Reference FS 2.3.4 Approved Supplier Program
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

AFC Food Safety Plans

Introduction

We are a leading food company committed to producing 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. 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 Food Safety Code: Food Manufacturing.

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.

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 good manufacturing practices (when applicable) or the Food Safety plan.

HACCP Application

The Company Food Safety System has been developed based on CODEX Recommended International Code of Practice General Principles of Food Hygiene 2022 Edition - HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) SYSTEM AND GUIDELINES FOR ITS APPLICATION - SECTION 19: APPLICATION

- 19.1 Assemble HACCP Team and Identify Scope (Step 1)
- 19.2 Describe product (Step 2)
- 19.3 Identify intended use and users (Step 3)
- 19.4 Construct flow diagram (Step 4)
- 19.5 On-site confirmation of flow diagram (Step 5)
- 19.6 List all potential hazards that are likely to occur and associated with each step, conduct a hazard analysis to identify the significant hazards, and consider any measures to control identified hazards (Step 6/ Principle 1)
- 19.7 Determine the Critical Control Points (Step 7/ Principle 2)
- 19.8 Establish validated critical limits for each CCP (Step 8/ Principle 3)
- 19.9 Establish a Monitoring System for Each CCP (Step 9/ Principle 4)
- 19.10 Establish corrective actions (Step 10/ Principle 5)
- 19.11 Validation of the HACCP Plan and Verification Procedures (Step 11/ Principle 6)
- 19.12 Validation of the HACCP Plan
- 19.12.1 Verification Procedures

Document Reference FS 2.4.3 Food Safety Plans
Revision 0 1st August 2023
Owned by: Quality Manager
Authorized by: General Manager

Technical Support



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 Edition 10 Food Safety Management System until you achieve certification.

[Click here to order the SQF Edition 10 Food Safety Management System for Food Manufacturers Implementation Package now](#)

