



Lesson Name: Management Responsibility Lesson			
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Management Responsibility Lesson

1. Purpose

- 1.1. To explain the organizational reporting structure describing those who have responsibility for food safety at Jensen Meat, how responsibilities are communicated within the organization, resource allocation for food safety and quality objectives and to support the development, implementation and maintenance, and ongoing improvement of the SQF System. This will include the Food Safety Plan and the Food Quality Plan.
- 1.2. The reporting structure shall identify personnel performing key process steps and responsible for achieving quality objectives.

2. Procedure

- 2.1. Jensen Meat organizational chart shows details of interrelation among critical key players that impact Food Safety and Quality within the organization. Management Org Chart and each department's detailed chart have been reviewed, updated, and approved to show correct employees with job titles per each function.
- 2.2. All staff has been informed of their responsibility to report food safety and quality problems. Also, Jensen Quality Policy has been posted for all employees in English and Spanish and ongoing training takes place because of corrective actions and root cause investigation that helps reinforce employee's responsibilities towards Food Safety.
- 2.3. The senior site management takes provisions to ensure food safety practices and all applicable requirements of the SQF System are adopted and maintained by performing a monthly Management review of the SQF system. During the Management Review, management meetings take place where senior site management consistently verifies that adequate resources are available to achieve food safety objectives and support the development, implementation, maintenance, and ongoing improvement of the SQF system.
- 2.4. Senior site management has prepared a Food Safety and Quality Policy (2.1.1-11). The statement is signed and displayed in a common area.
- 2.5. Senior site management will lead and support a food safety culture within the site that ensures at a minimum:
 - 2.5.1. The establishment, documentation, and communication to all relevant staff of food safety objectives and performance measures;
 - 2.5.2. Adequate resources are available to meet food safety objectives;
 - 2.5.3. Food safety practices and all applicable requirements of the SQF System are adopted and maintained;
 - 2.5.4. Staff are informed and held accountable for their food safety and regulatory responsibilities;
 - 2.5.5. Staff are positively encouraged and required to notify management about actual or potential food safety issues; and
 - 2.5.6. Staff are empowered to act to resolve food safety issues within their scope of work.

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- 2.6. Management Review takes place to assess Quality and Food Safety system status and necessary corrective and preventive actions needed in order to continuously improve the system in place. In this way, the SQF practitioner assures that communication of the Food Safety system to relevant personnel provides effective system implementation and maintenance of the SQF system.
- 2.7. The Quality Assurance Manager has been designated as the SQF Practitioner by the Jensen Meat CEO, and will lead the development, implementation, review, and maintenance of Food Safety Fundamentals outlined in the Food Safety and Food Quality Plan. In the absence of the QA Manager, then the SQF Coordinator will serve as the substitute and have the responsibility to lead the SQF activities at Jensen Meat Plant-based division.
- 2.8. The use of Corrective Actions will maintain the integrity of the SQF Code, Edition 9. The SQF practitioner will communicate to relevant personnel all information essential to ensure implementation and maintenance of the SQF Code, Edition 9. QA Manager has formal HACCP and SQF training.
- 2.9. The QA Manager or QA Supervisor is responsible to communicate to relevant personnel all information to ensure the effective implementation and maintenance of the SQF System.
- 2.10. The Director of Human Resources with the support of the QA Manager trains all employees on a monthly basis in order to assure that element 2.9 of SQF Ed 9 is implemented and monitored and that site personnel have met the required competencies to carry out those functions that affect legality and food safety.
- 2.11. The areas of concern are GMP, HACCP, SSOP, SOP Food Defense, Allergen, and General Safety (Hazard Communication, Lock Out /Tag Out Evacuation, are some examples). Training provided to employees includes the product, legality, safety, and quality as needed. Refresher training also takes place because of corrective action investigations.
- 2.12. All employees are assigned to a particular job function and are paired and trained on the job by senior employees or supervisors with knowledge of the requirements of that job function. Each job position has responsibilities defined in work instructions. At the completion of the training period, the senior employee will sign a document that the person has been trained and is competent to perform and execute his job function according to the work instructions.
- 2.13. Upon hire and during these meetings, all staff is informed of their job responsibilities for Food Safety and Quality and are given the authority to initiate action for food safety problems.
- 2.14. In the event the QA /Food Safety Manager is absent, the person who reports to will take his/her place, and so on.
- 2.14.1. QA Manager Debbie Dardon- PCQI (Reports to CEO)
 - 2.14.2. QA/R&D Coordinator Joanna Saad- PCQI (Reports to QA Manager)
 - 2.14.3. Document Control Christopher Irvin- PCQI (Reports to QA Coordinator)
 - 2.14.4. QA Technicians Daniela Martell, Erica Zendejas, Naomi Sanchez, Felipe Anaya (Reports to QA Coordinator, QA Manager)
- 2.15. Jensen Meat Co. has several Prerequisite programs in place to control the SQF Code, Edition 9 Food Safety and Quality. Included are the in-house program, USDA-approved Total Quality Management program, Good Manufacturing Practice program, and the Food Safety (HACCP) program which includes all products covered under the Scope of Certification.

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- 2.16. All staff shall be informed of their responsibility to report food safety and quality problems to personnel with the authority to initiate action by holding Staff Meetings, having one-on-one conversations, and per their job description.
- 2.17. During the monthly meetings, the employee is informed/reminded of their responsibility to report food safety problems to their immediate Leads/ Supervisors.
- 2.18. The process to assure continuous improvement of our system includes Internal Audits, tracking and trending pre-requisites, Food safety plan CCP and Food Quality Plan CQP. Results of customer complaints tracking and trending also provide feedback for continuous improvement. Senior site management uses this process to trend progress in food safety and quality performance against agreed measures. Benchmarking is part of this process, and the performance data shall be reported at least annually, and communicated to all staff, to demonstrate the effectiveness of the food safety and quality management systems.
- 2.19. For those employees with authority in Food Safety, their corresponding job descriptions include provisions to cover for the absence of key personnel.
- 2.20. In the event of organizational or personnel changes within the Company, the senior management assigns those responsibilities to the second in charge or at the Plant Manager of the Department Manager's discretion to ensure the integrity and continued operation of the food safety system.
- 2.21. QA Manager or QA Coordinator is responsible to communicate Blackout dates and their justification to the certification body a minimum of 1 month before the sixty-day recertification window for the agreed-upon unannounced audit.
3. Applicable Participants to be trained
- 3.1. QA Manager
 - 3.2. QA/R&D Coordinator
 - 3.3. Document Control
 - 3.4. QA Technicians

Requirements:

1. The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
2. The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
3. The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.

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