

Management Responsibility Lesson

1. Policy
 - 1.1. Management ensures that the resources required to implement the policy and food safety objectives are available.
 - 1.2. Management demonstrated that employees understand their responsibility for food safety and be allowed the time, tools, and authority to carry out these responsibilities. These are understood by all employees and staff members of the site.
 - 1.3. Management identifies and provides the resources to achieve food safety objectives.
2. Procedure
 - 2.1. Policy Statement
 - 2.1.1. A documented policy statement, signed by the senior site management, that commits to meeting regulatory and customer requirements and indicates how those requirements are met; setting and achieving food safety objectives; reviewing food safety objectives on a regular (at least annual) basis, and continually improving their SQF food safety management system.
 - 2.1.1.1. Document policy statement signed by Global Food Services Inc., CEO, Moe Elkasri
 - 2.1.1.2. Refer to *Food Safety Policy Statement*
 - 2.1.1.3. Refer to *Food Safety Objectives*
 - 2.1.1.4. Refer to *Food Safety Objectives Monthly Action Report* and *Food Safety Objectives Performance Monitoring*
 - 2.1.2. The policy statement is available to all staff in a form of English and Arabic language that all staff understands.
 - 2.1.2.1. Refer to *Food Safety Policy Statement – English and Arabic*
 - 2.1.3. The Food Safety Policy Statement is displayed and made available to all staff in the following location.
 - 2.1.3.1. Break Room / Lunchroom Area, or
 - 2.1.3.2. Hallway bulletin board
 - 2.1.3.3. Posted (example: website, employee handbook, bulletin board, cafeteria, breakroom, conference room, lobby)
 - 2.2. Food Safety Culture
 - 2.2.1. Shared values, beliefs, and norms affect mindset and behavior toward food safety across and throughout an organization.
 - 2.2.2. Elements of food safety culture are those elements of the food safety management system that the senior Management of a company may use to drive the food safety culture within the company. These include, but are not limited to:
 - 2.2.2.1. Communication about food safety policies and responsibilities
 - 2.2.2.1.1. Refer to *Food Safety Meeting Minutes*
 - 2.2.2.2. Training
 - 2.2.2.2.1. Refer to *Training Requirements* and *Training Program*
 - 2.2.2.3. Employee feedback on food safety-related issues
 - 2.2.2.4. Performance measurement
 - 2.2.2.4.1. Refer to *Food Safety Culture Survey*
 - 2.2.2.4.2. Refer to *Food Safety Culture Survey Trend Analysis*
 - 2.2.2.4.3. Refer to *Food Safety Objectives Monthly Action Report* and *Food Safety Objectives Performance Monitoring*
 - 2.2.3. Culture Plan and Responsibilities

- 2.2.3.1. The food safety team drives the food safety culture at the manufacturing facility through communications and interactions. The food safety team makes decisions on raw materials, in-processes, employee practices, training, and finished product disposition.
- 2.2.3.2. The food safety team sets reward and recognition processes that reinforce food safety.
- 2.2.3.3. The food safety team is responsible for developing and communicating the commitment to food safety and ensuring that the objectives are met.
- 2.2.3.4. Employees are informed and held accountable for their food safety and regulatory responsibilities.
- 2.2.3.5. Employees are positively encouraged and required to notify the management about actual or potential food safety issues; and
- 2.2.3.6. Employees are empowered to act to resolve food safety issues within their scope of work.
- 2.3. Organizational Chart
 - 2.3.1. The organizational chart has the position descriptions that demonstrate the interrelationships and responsibilities within the site.
 - 2.3.1.1. Refer to *Organizational Chart*
 - 2.3.2. Personnel responsible for food safety and continuous improvements are identified with the asterisk mark ("**").
- 2.4. Primary and Alternate SQF Practitioner
 - 2.4.1. The primary and alternate SQF Practitioner is employed as a full-time employee and completed the HACCP training course.
 - 2.4.2. The primary and alternate practitioners are individuals within the organizational structure with technical, quality, food safety, and or operational knowledge, experience, and responsibility.
 - 2.4.3. Competent to implement and maintain HACCP-based food safety plans.
 - 2.4.4. Where the primary practitioner is not available due to planned absence, the substitute practitioner takes that responsibility to ensure the ongoing continuity of the SQF System.
 - 2.4.5. Some sites may have more than one SQF designated practitioner to cover additional shifts or departments, in which case the requirement for a substitute practitioner can easily be met. However, sites with a single SQF practitioner are required to have a substitute identified, trained, and available to fill in for the primary practitioner when required.
 - 2.4.6. Understand the SQF Food Safety Code: Food Manufacturing and the requirements to implement and maintain an SQF System relevant to the site's scope of certification
 - 2.4.6.1. Refer to *SQF Practitioner Designation Letter*
- 2.5. Sites Scope of Certification
 - 2.5.1. The scope of certification applies to all operations and all receipts through distribution in compliance with SQF Food Safety Code for Manufacturing Edition 9.
- 2.6. Blackout Periods
 - 2.6.1. Blackout dates identified are FEDERAL HOLIDAY or as declared by the Senior Management.
 - 2.6.2. The blackout dates identified will not infringe the certification body to perform the scheduled audit.
 - 2.6.2.1. Refer to *Blackout Dates Policy*
 - 2.6.2.2. Refer to *Blackout Dates Schedule*
- 2.7. Job Descriptions Key Personnel Provision
 - 2.7.1. Food Safety & Regulatory Responsibility: As a part of food safety, the quality personnel are responsible for adhering to the SQF Food Safety Code for Manufacturing, Food Safety Management System, GMPs, HACCP, Food Safety Plans, and FSMA-required standards.
 - 2.7.1.1. Refer to *Personnel Qualification-Job Description Procedure*
 - 2.7.1.2. Refer to *Job Description*
 - 2.7.1.3. Refer to *Employee Register*
- 2.8. Provision for coverage on all shifts and replacement during the absence.
 - 2.8.1. Refer to *Food Safety Team – Primary and Alternate Roster*

2.8.2. Refer to *Food Safety Team – Primary and Alternate Designation Letter*

2.8.3. Refer to *Personnel Qualification – Job Description Procedure*

2.9. Commitment of Management

2.9.1. Ensures that employees are trained and assessed as competent to carry out job functions about food safety is documented.

2.9.2. The job descriptions reflect the competencies required of each employee to carry out their food safety responsibilities and the necessary training to ensure those competencies (refer to 2.9).

2.9.2.1. Refer to *Training Program*

3. Responsibility

3.1. SQF Practitioner

3.1.1. Oversee the development, implementation, review, and maintenance of the site's SQF System.

3.1.2. Develop, validate, verify, and maintain the company's food safety plans and oversee the daily operation of the SQF System.

3.1.3. Represent senior site management and ensure the SQF system is working and effective 24/7.

3.1.4. Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System.

3.1.4.1. Refer to *SQF Practitioner Designation Letter*

3.2. Alternate SQF Practitioner

3.2.1. Same qualifications and experience as the primary SQF practitioner and who is available and capable of carrying out the functions of the primary SQF practitioner during an extended absence.

3.2.1.1. Refer to *SQF Practitioner Designation Letter*

3.3. Senior Site Management

3.3.1. Responsible for business operations within the site and for implementation and improvement of the food safety (and quality, if applicable) management system.

3.3.2. Leading and supporting a food safety culture within the site and providing the commitment and resources to implement and manage the SQF system.

4. Corrective Action

4.1. If the Management Responsibility Program does not comply or deviate from the SQF standard requirements, conduct an FSMS Management review to update the responsibilities of the Food Safety Team and SQF leader.

4.2. Blackout dates are reviewed and approved by Management and communicated to 3rd party certification body

5. Review – Quality Department

5.1. A documented policy statement, signed by the senior site manager, that commits to meeting regulatory and customer requirements and indicates how those requirements shall be met; setting and achieving food safety objectives; reviewing food safety objectives on a regular (at least annual) basis; and continually improving their SQF food safety management system.

5.2. The currency of the policy statement.

5.3. The availability of the policy statement to all staff within the site. This includes confirming employee understanding of the policy statement.

5.4. Food safety objectives are established and realistic.

5.5. Activities within the site meet regulatory and customer expectations.

5.6. Activities within the site reflect established food safety objectives. The auditor may seek company food safety meeting minutes and check if Management participated in these meetings.

5.7. The policy statement, including food safety objectives, is reviewed at least annually.

5.8. A current, documented organizational structure identifies those responsible for food safety and their interrelationship and is agreed upon by senior management.

- 5.9. Job descriptions are in place for positions within the supplier's site that have responsibility for food safety. The auditor may question why positions have been vacant for an extended period or if the site uses a large, temporary labor pool.
- 5.10. Adequate resources are in place to meet food safety objectives and the requirements of the SQF System. This includes coverage for all operational shifts and absences.
- 5.11. Employees within the site responsible for food safety are identified, aware of their responsibilities, and trained and competent to carry out these responsibilities.
- 5.12. Senior Management ensures that all designated food safety practices and activities are correctly documented, meet the requirements of the SQF Code, and are correctly and fully implemented on all shifts. This would include a review of the timeliness of implementation of corrective actions, action on complaints, and addressing identified gaps in the site's programs.
- 5.13. A designated SQF practitioner manages the implementation and maintenance of the SQF System daily.
- 5.14. The designated practitioner has the qualifications necessary to be an SQF practitioner (identified in 2.1.1.4 and 2.1.1.5) and is competent to carry out this function.
- 5.15. The designated practitioner has the support of senior Management and has the time and availability to monitor the effectiveness of the SQF System; is competent and has the authority to take appropriate corrective actions when necessary and communicates to relevant employees any information necessary to maintain or maintain or improve the System.
- 5.16. Senior Management has processes in place to measure the effective implementation of the SQF System and initiate resource and review improvement programs.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220915	Original	Arnel Ryan	PCQI / Compliance

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.