



Food Safety Objectives Performance Monitoring

SQF NO. 2.1.1.

Date Inspected:

Time:

Department	Target %	Frequency	Achieved Percentage Monthly												Total Average %
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. Overall Company Objective															
1.1. To not have any food recalls during the year															
2. Customer Service Department															
2.1. To ensure that we respond to customer complaints within [ENTER TARGET HOURS] hours															
3. Quality Department															
3.1. To complete all verification activities within [ENTER TARGET DAYS] days of the scheduled date															
3.2. To complete food safety induction training for new employees before job commencement child.															
4. Production Department															
4.1. To maintain a minimum of [ENTER TARGET PERCENTAGE]% for Internal GMP audit annually.															
4.2. Production plan achievement more than [ENTER TARGET PERCENTAGE]% monthly															
5. Purchasing/Receiving/Shipping															
5.1. To achieve at least 3% of warehousing and inventory control just in time and lower inventory holding time.															
6. [Insert new department]															

Reviewer	Approver
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