

## 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 employees and staff members of the site.
  - 1.3. Management Identifies and provides the resources to achieve the food safety objectives.
2. Procedure
  - 2.1. Organizational Chart
    - 2.1.1. The organizational chart has the position descriptions that demonstrates the interrelationships and responsibilities within the site.
      - 2.1.1.1. Refer to *Organizational Chart*
      - 2.1.1.2. Personnel responsible for food safety and continuous improvements are identified with the asterisk mark “\*”.
  - 2.2. SQF Practitioner
    - 2.2.1. The SQF Practitioner is employed as full-time employee and completed the HACCP training course.
    - 2.2.2. The SQF Practitioner is an individual with technical, quality, food safety and/or operational knowledge, experience and responsibility.
    - 2.2.3. Competent to implement and maintain HACCP based food safety plans.
    - 2.2.4. Have an understanding of 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.
      - 2.2.4.1. Refer to *SQF Practitioner Designation Letter*
  - 2.3. Sites Scope of Certification
    - 2.3.1. The scope of certification applies to all operations and to all receipts through distribution in compliance with SQF Food Safety Code for Manufacturing Edition 9.
  - 2.4. Blackout Periods
    - 2.4.1. Annual SQF Audits for the facility is scheduled for [Enter Date Here] yearly. Blackout dates identified are:
      - 2.4.1.1. New Year’s Day - [January 1st]
      - 2.4.1.2. Memorial Day - [May 31st]
      - 2.4.1.3. Independence Day - [July 5th]
      - 2.4.1.4. Thanksgiving Day - [November 25th]
      - 2.4.1.5. Christmas Eve - [December 23rd]
      - 2.4.1.6. Christmas Day - [December 24th]
      - 2.4.1.7. Labor Day - [September 6th]
      - 2.4.1.8. Eid al fitr - [May 22nd, May 23rd, 2022]
      - 2.4.1.9. Eid al adha- [July 9th, July 10th, 2022]
    - 2.4.2. Blackout date identified will not infringe the certification body to perform the scheduled audit.
  - 2.5. Job Descriptions Key Personnel Provision
    - 2.5.1. Food Safety & Regulatory Responsibility: As a part of food safety the Senior Management is responsible for adhering to the SQF Food Safety Code for Manufacturing, Food Safety Management System, GMPs, HACCP, Food Safety Plans, and FSMA required standards.
      - 2.5.1.1. Refer to *Personnel Qualification-Job descriptions*
  - 2.6. Provision for coverage on all shifts and replacement during absence.
    - 2.6.1. Refer to *Food Safety Team – Primary and Alternate*

- 2.6.1.1. Refer to *Personnel Qualification – Job Descriptions*
- 2.6.1.2. Refer to *Food Safety Team – Primary and Alternate*
- 2.7. Commitment of Management
  - 2.7.1. Ensures that employees are trained and assessed as competent to carry out job functions about food safety is documented.
    - 2.7.1.1. Refer to *Training Program*
  - 2.7.2. The job descriptions reflect the competencies required of each employee to carry out their food safety responsibilities and the training that is necessary to assure those competencies (refer to 2.9).
- 2.8. Measures are in place to monitor the effectiveness of their SQF System and have programs and activities in place to improve the outcomes. Measures includes but are not limited to: Process and Continuous Improvement.
  - 2.8.1. Customer complaints,
  - 2.8.2. Audit results,
  - 2.8.3. Product analysis,
  - 2.8.4. Corrective actions, and
  - 2.8.5. Product withdrawal and recall.
- 2.9. Policy Statement
  - 2.9.1. A documented policy statement, signed by the senior site manager, 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.
  - 2.9.2. Document policy signed by the COMPANY NAME President.
    - 2.9.2.1. Refer to *Food Safety Policy Statement*
  - 2.9.3. The policy statement is available to all staff in a form that all staff understands.
  - 2.9.4. The Food Safety Policy Statement is displayed and made available to all staff in the following location;
    - 2.9.4.1. Break room / Lunchroom Area, or
    - 2.9.4.2. Hallway Bulletin Board
- 2.10. Food Safety Culture
  - 2.10.1. Shared values, beliefs and norms affect mindset and behavior toward food safety across and throughout an organization.
  - 2.10.2. Elements of food safety culture are those elements of the food safety management system which the senior management of a company may use to drive the food safety culture within the company. These include, but are not limited to:
    - 2.10.2.1. Communication about food safety-related policies and responsibilities
    - 2.10.2.2. Training
    - 2.10.2.3. Employee feedback on food safety-related issues
    - 2.10.2.4. Performance measurement
      - 2.10.2.4.1. Refer to *Food Safety Culture Survey*
  - 2.10.3. Culture Plan and Responsibilities
    - 2.10.3.1. The Food Safety Team drives the food safety culture at the manufacturing facility through communications and interactions. The Food Safety Team makes decision relative to the raw materials, in-process, employee practices, training, and finished product disposition;
    - 2.10.3.2. The Food Safety Team set reward to and recognition processes that reinforce food safety;

- 2.10.3.3. The Food Safety Team is responsible for developing and communicating the commitment to food safety and held accountable to their food safety and regulatory responsibilities;
- 2.10.3.4. Employees are positively encouraged and required to notify management about actual or potential food safety issues; and
- 2.10.3.5. Employees are empowered to act to resolve food safety issues within their scope of work.
- 2.10.4. Food Safety Objectives
  - 2.10.4.1. The setting of Food Safety objectives per department
  - 2.10.4.2. Communicated to all staff by displaying internal communications and discussions on toolbox meetings on the notice boards.
    - 2.10.4.2.1. Refer to *Food Safety Objectives, Food Safety Objectives Monitoring, Food Safety Objectives Monthly Action Report*
  - 2.10.4.3. Report and discussed in the Management Review
    - 2.10.4.3.1. Refer to the *Management Review Program*

### 3. Responsibility

#### 3.1. SQF Practitioner

- 3.1.1. Overseeing 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 of the SQF System.

#### 3.2. Senior Site Management

- 3.2.1. Responsible for business operations within site and for implementation and improvement of the food safety (and quality, if applicable) management system.
- 3.2.2. Leading and supporting a food safety culture within site and providing the commitment and resources to implement and manage the SQF System.

### 4. Corrective Action

- 4.1. Train all personnel on this policy and reference SSOPs.
- 4.2. Non-compliance will require re-training or dismissal from job duties or termination of employment.

### 5. Review – Quality

- 5.1. There is a current, documented organizational structure in place that identifies those responsible for food safety, and their interrelationship, and is agreed by senior management.
- 5.2. 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 a long period of time or the site chooses to use a large, temporary labor pool.
- 5.3. 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.
- 5.4. Employees within the site with responsibility for food safety are clearly identified, are aware of their responsibilities and are trained and competent to carry out these responsibilities.
- 5.5. 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 as to the timeliness of implementation of corrective actions, action on complaints, and addressing identified gaps in the site's programs.

- 5.6. There is a designated SQF practitioner who manages the implementation and maintenance of the SQF System on a daily basis.
- 5.7. 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 capable and competent to carry out this function.
- 5.8. 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 take appropriate corrective actions when necessary; and communicates to relevant employees any information necessary to maintain or improve the System.
- 5.9. 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	YYYYMMDD	Original	ENTER AUTHOR NAME	ENTER TITLE / ENTER DEPARTMENT

### 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 observed a demonstration for 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.