Food Safety Management System Lesson

1. Policy
    1.1. All documents (programs, policies, procedures, etc.) that meet SQF Food Safety Code for Storage and Distribution requirements are:
    1.2. Maintained in an electronic or hard copy documentation
    1.3. Available to the relevant staff. Understood by language, posted, and updated if necessary.

2. Procedure
    2.1. Food Safety Manual
        2.1.1. A food safety manual is prepared that documents the policies, procedures, prerequisite programs,
            2.1.1.1. Refer to *Food Safety Management System and Quality System.*
        2.1.2. Specifications
            2.1.2.1. Refer to *Finished Product Specification.*
        2.1.3. Standard Work Instruction
            2.1.3.1. Work instructions are necessary to support the development, implementation, maintenance, and control of the SQF System.
        2.1.4. The company policy statement
            2.1.4.1. Refer to *Food Safety Policy Statement (Management Commitment).*
        2.1.5. Organizational chart.
            2.1.5.1. Refer to *Organizational Chart.*
        2.1.6. HACCP Food Safety Plan (refer to 2.4.3) for all products.
            2.1.6.1. Refer to *Food Safety Plan*
        2.1.7. Quality Manual
            2.1.7.1. The manual conforms to the requirements of the SQF Code that are relevant for that industry sector and site and that it is readily useable by the staff located at the site. It, therefore, is to be brief and concise and be available in a form and language that meets the access needs. Refer to *Quality Manual*
    2.2. Languages
        2.2.1. Language and literacy levels of the operating staff.
            2.2.1.1. English
            2.2.1.2. Chinese
    2.3. Validation of Changes
        2.3.1. The Validation of changes to the Food Safety Plan, GMP, and SQF System is conducted by SQF Practitioner at least annually or when significant changes occur and reviewed by Senior Management.
            2.3.1.1. Refer to *Validation-Food Safety Plan*
            2.3.1.2. Refer to *Validation-GMP*
            2.3.1.3. Refer to Management Review-SQF System Review
        2.3.2. The review measures the effectiveness of the SQF System against the food safety objectives established by the senior management and the effectiveness of the corrective action taken in response to deficiencies in the system and effectiveness of prerequisite programs and the ongoing accuracy and validation of Food Safety Plan(s)
            2.3.2.1. Refer to *Validation and Effectiveness*

3. Responsibility
    3.1. SQF Practitioner- is responsible for the overall process of reviewing, updating, and communicating as needed when any changes are implemented that impact delivering safe food.
    3.2. Senior Management- is responsible for approving the documents.

4. Corrective Action
   4.1. Conducted Reviews and Validation nonconformance occur; it shall be updated, reviewed, and implemented.
   4.2. Issuance of Corrective and Preventive Action report

5. Review – Quality
   5.1. The manual includes the company policy statement and organizational structure, and job descriptions
   5.2. The manual includes a summary of the supplier's food safety policies and covers all relevant elements of the SQF Code.
   5.3. The manual includes procedures and/or work instructions for all prerequisite programs included within the supplier's scope of certification.
   5.4. The manual includes specifications for all products included within the supplier's scope of certification.
   5.5. The manual includes the HACCP Food Safety Plan(s) for all products included in the supplier's scope of certification.
   5.6. The manual is current, concise, available, and usable by employees within the supplier's site.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220719	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 minimal supervision.