Food Legislation Lesson

1. Policy
   - 1.1. The company has an established Good Storage and Distribution Practices system to comply with the relevant regulatory and statutory requirements.
   - 1.2. The company has the resources needed to have conditions that will protect food against physical, chemical, and microbial contamination and deterioration of the food and the container.
   - 1.3. The company has an established program for information dissemination and updating documents based on changes in relevant standards and emerging issues.
   - 1.4. The company has the means to communicate and notify SQFI in case of regulatory warnings and violations.

2. Procedure
   - 2.1. Compliance with legislative requirements
     - 2.1.1. Food safety requirements related to storage and distribution from statutory and regulatory authorities and customer requirements are available in the company.
     - 2.1.2. All materials are stored and distributed per 21 Code of Federal Regulations Part 117.93. Storage and transportation of finished food shall be under conditions that will protect food against physical, chemical, and microbial contamination as well as against deterioration of the food and the container.
     - 2.1.3. All materials are stored and distributed according to SQF Food Safety Code Standards.
     - 2.1.4. The company has a food defense program in place for storage and distribution. Refer to Food Defense Program.
     - 2.1.5. The company has an allergen management program for storage and distribution per the applicable statutory, regulatory, and customer requirements. Refer to Allergen Management Program.
   - 2.2. Changes in relevant standards, issues, and practices
     - 2.2.1. Documents (specifications, product requirements, standards) are reviewed annually or as change occurs. (Refer to SQF 2.3.2.7)
     - 2.2.2. If needed, documents are updated and revised based on changes in standards and applicable requirements. The reasons for changes are documented (Refer to SQF 2.2.2). Refer to Document Control Procedure.
     - 2.2.3. Updates on changes are communicated to key personnel. Records of communication are maintained.
   - 2.3. SQFI and certification body notification
     - 2.3.1. In case of a regulatory warning, the food safety team or designee notifies SQFI and the certification body via email (foodsafetycrisis@sqfi.com) within 24 hours upon receipt of the warning.
       - 2.3.1.1. Prepare and accomplish the necessary documents. Refer to SQFI and Certification Body Notification Form
       - 2.3.1.2. A review accomplished SQFI and Certification Body Notification Form
       - 2.3.1.3. Communicate with certification body and SQFI representatives on regulatory issues and recommendations.
       - 2.3.1.4. Ensure adherence to this procedure.

3. Responsibility
   - 3.1. Management and Quality Control
     - 3.1.1. Ensure that storage and distribution practices comply with the legislation that applies.
     - 3.1.2. Inform and develop employee methods and implement changes to stay current on relevant legislation requirements and emerging food safety issues.

3.1.3. Review of documents to maintain and update legislative requirements at least annually or as changes occur.
3.1.4. Ensure that changes in documents are cascaded to key personnel.
3.1.5. Compliance with legislation is checked as part of the internal audit (Refer to SQF 2.5.4) and the management review (Refer to SQF 2.1.2)
3.1.6. Confirmation that SQFI and the Certification Body have been notified in writing in the event of a food safety incident requiring a public notification.

3.2. SQF Practitioner and Alternate – Inform SQFI and Certification Body of all regulatory warning notifications received within 24 Hours.

4. Corrective Action

4.1. In case of non-compliance to the Food Legislation Program:
4.1.1. Re-train personnel on this policy that is/are involved in the situation.

4.2. In case of non-compliance to the applicable regulatory, statutory, and customer requirements:
4.2.1. Conduct root cause analysis on the problem.
4.2.2. Derive a corrective action plan that can address the identified root causes.
4.2.3. Implement the corrective action plan.
4.2.4. Verify the implementation of the corrective actions and the result of the implementation.
4.2.5. Maintain the records of corrective actions implementation and verification (Refer to SQF 2.5.3).

5. Review – Quality

5.1. Regulatory and statutory standards and customer requirements are available and implemented in the company.
5.2. Allergen management program and food defense program have been implemented and complied with.
5.3. A procedure for communicating with statutory and regulatory authorities and customers has been documented and established.
5.4. Review and revisions on documents have been recorded and maintained.
5.5. Key personnel is trained, and records of training are maintained.
5.6. Corrective actions have been implemented, and their effectiveness has been verified.

6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220720	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.