

# QM 4.1.3 Food Safety Quality Management System

## Introduction

The company has planned, established, documented and implemented a food safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

## Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of SQF 2000 2008.

## Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

## Food Safety

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to food safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding food safety hazards is continually reviewed by the Food Safety team to ensure that the Food Safety and Quality Management system is continually updated and complies with the latest food safety requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety

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Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

## Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, food authorities and staff within the food safety quality management system. Detailed communication arrangements and food safety communication responsibilities for all levels of management are contained in the food safety and quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative for Food Safety and Quality is the Technical Manager, who retains responsibility and authority for external communication and liaison regarding the food safety management system. This responsibility for communication extends to ensuring there is sufficient information relating to food safety throughout the food chain. This communication includes documented agreements, contracts, specifications, product information, food safety leaflets, allergen advice and reports.

## Procedure

These processes and their interaction are documented within this manual and its procedures.

The top level procedures of the Food Safety Quality Management System Procedures are pre-fixed QM and are as follows:

- QM 4.1.1 Food Safety and Quality Policy and Objectives
- QM 4.1.2 Responsibility Authority and Communication
- QM 4.1.3 Food Safety Quality Management System
- QM 4.1.4 Management Review
- QM 4.1.5 Customer Complaint Handling
- QM 4.1.6 Crisis Management Procedure
- QM 4.2.1 Document Control
- QM 4.2.2 Record Control
- QM 4.3.1 Design and Development
- QM 4.3.2 Raw Material Specifications
- QM 4.3.3 Packaging Specifications
- QM 4.3.4 Contract Services

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- QM 4.3.5 Contract Manufacturing
- QM 4.3.6 End Product Specifications
- QM 4.4.1 Customer, Statutory and Regulatory Conformance
- QM 4.4.2 Food Safety Fundamentals
- QM 4.4.3 Hazard Analysis and Critical Control Points
- QM 4.4.4 Food Quality Plans
- QM 4.4.5 Verification of Purchased Materials and Services
- QM 4.4.6 Corrective Action and Preventative Action
- QM 4.4.7 Control of Non-Conforming Product or Equipment
- QM 4.4.8 Control of Rework
- QM 4.4.9 Product Release
- QM 4.4.10 Stock Control
- QM 4.5.1 Verification
- QM 4.5.2 Validation, Improvement and System Updating
- QM 4.5.3 Verification of Monitoring Activities
- QM 4.5.4 Laboratory Quality Manual
- QM 4.5.5 Internal Audits
- QM 4.5.6 Verification Activities Schedule
- QM 4.6.1 Product Identification
- QM 4.6.2 Traceability System
- QM 4.6.3 Product Recall Procedure
- QM 4.7.1 Control of Visitors and Contractors
- QM 4.7.2 Secure Site System
- QM 4.8 Identity Preservation
- QM 5.1 Infrastructure and Work Environment
- QM 5.2 Infrastructure and Work Environment Prerequisites
- QM 5.3 Water and Ice Supply Prerequisites
- QM 5.4 Storage Facilities
- QM 5.5 Control of Operations
- QM 5.6 Laboratory Prerequisites
- QM 5.7 Staff Amenities
- QM 5.8 First Aid Amenities and Procedures
- QM 5.9 Waste Disposal
- QM 6.1.1 Personal Hygiene Policy
- QM 6.1.2 Protective Clothing
- QM 6.2 Hygiene Code of Practice
- QM 6.3 Human Resources and Training
- QM 6.4 Calibration
- QM 6.5 Management of Pest Control
- QM 6.6 Maintenance
- QM 6.7 Cleaning and Sanitation
- QM 6.8 Monitoring Water Microbiology and Quality

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- QM 6.9.1 Prevention of Foreign Matter
- QM 6.9.2 Foreign Body Detection
- QM 6.9.3a Glass Policy
- QM 6.9.3b Control of Brittle Materials
- QM 6.9.3c Glass & Brittle Material Breakage Procedure
- QM 6.10 Supplier Approval
- QM 6.11 Despatch and Distribution
- QM 6.12 Waste Management
- QM 6.13 Allergen Control System

The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HACCP and are as follows:

- HACCP 001 Flow Diagram
- HACCP 002 Product Description
- HACCP 003 Hazard Summary
- HACCP 004 HACCP Calculator
- HACCP 005 HACCP Validation
- HACCP 006 HACCP Plan
- HACCP 007 HACCP Verification
- HACCP 008 HACCP Calculator Guide

The controlled records of the Food Safety Quality Management System are pre-fixed QMR and are as follows:

- QMR 001 Management Review Minutes
- QMR 002 Training Record
- QMR 003 Product Release Record
- QMR 004 Design and Development Records
- QMR 005 Supplier Assessment Record
- QMR 006 Validation Record
- QMR 007 Identification and Traceability Record
- QMR 008 Register of Customer Property
- QMR 009 Calibration Record
- QMR 010 Internal Audit Record
- QMR 011 Records of Non-conforming Product
- QMR 012 Corrective Action Request Form
- QMR 013 Preventative Action Request Form
- QMR 014 Supplier Self Assessment and Approval Form
- QMR 015 Equipment Commissioning Record
- QMR 016 Return to Work Form
- QMR 017 Hygiene Policy Staff Training Record

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QMR 018	Complaint Investigation Form
QMR 019	Prerequisite Audit Checklist
QMR 020	Knife Control Record
QMR 021	Knife Breakage Report
QMR 022	Goods in Inspection Record
QMR 023	Equipment Cleaning Procedure
QMR 024	Glass and Brittle Plastic Breakage Record
QMR 025	Metal Detection Record
QMR 026	First Aid Dressing Issue Record
QMR 027	Cleaning Schedule
QMR 028	Cleaning Record
QMR 029	Engineering Hygiene Clearance Record
QMR 030	Glass and Brittle Plastic Register
QMR 031	GMP Audit Checklist
QMR 032	Vehicle Hygiene Inspection Record
QMR 033	Outgoing Vehicle Inspection Record
QMR 034	Pre Employment Medical Questionnaire
QMR 035	Visitor Questionnaire
QMR 036	Product Recall Record

The controlled validation records of the Food Safety Quality Management System are pre-fixed QM and are as follows:

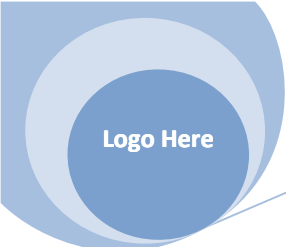
QM 4.7.1 Control of Visitors and Contractors Validation  
QM 4.8 Identity Preservation Validation  
QM 6.1.1 Personal Hygiene Policy Validation  
QM 6.2 Hygiene Code of Practice Validation  
QM 6.5 Management of Pest Control Validation  
QM 6.6 Maintenance Validation  
QM 6.7 Cleaning and Sanitation Validation  
QM 6.9.1 Prevention of Foreign Matter Validation  
QM 6.9.2 Foreign Body Detection Validation  
QM 6.9.3a Glass Policy Validation  
QM 6.9.3b Control of Brittle Materials Validation  
QM 6.9.3c Glass & Brittle Material Breakage Procedure Validation  
QM 6.11 Despatch and Distribution Validation

The controlled verification records of the Food Safety Quality Management System are pre-fixed PRPR and are as follows:

PRPR 1 Design and Construction of Buildings Prerequisite Verification  
PRPR 2 Environmental Control Verification

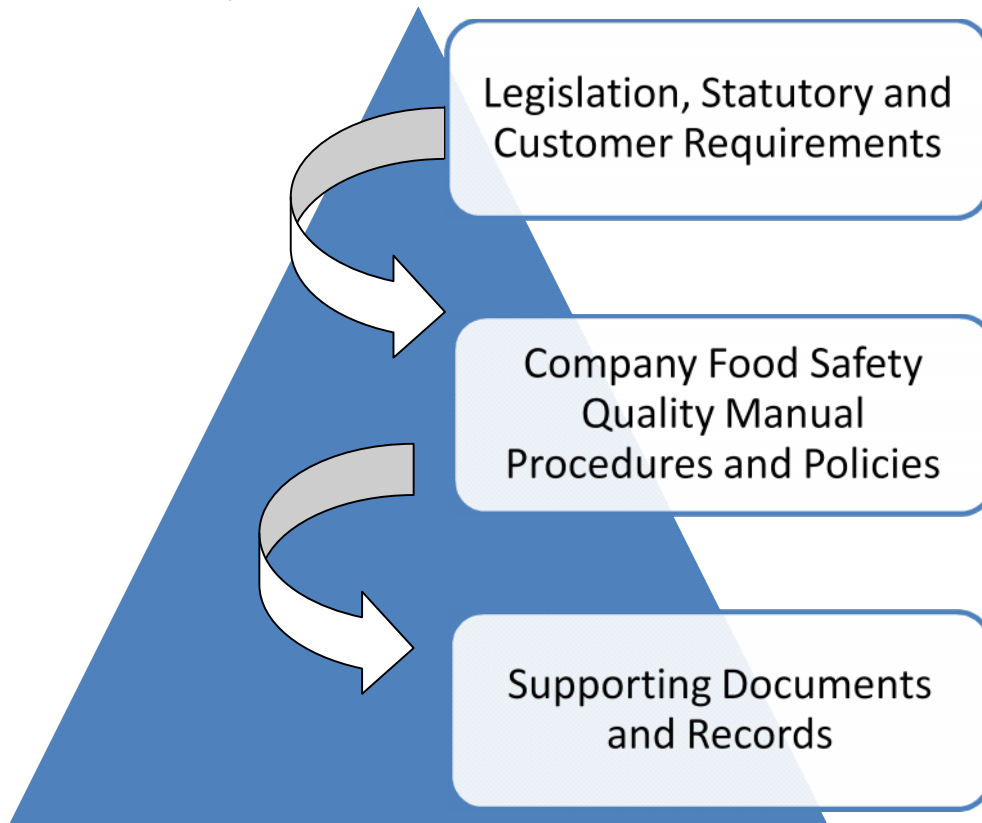
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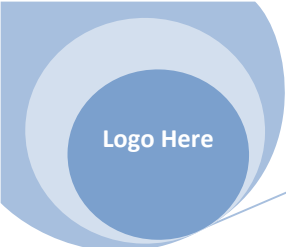
- PRPR 3 Site Location and Standards Verification
- PRPR 4 Layout of Premises and Workspace Verification
- PRPR 5 Internal Design Verification
- PRPR 6 Internal Structure Verification
- PRPR 7 Equipment Design and Location Verification
- PRPR 8 Control of Compressed Air and Gases Verification
- PRPR 9 Laboratory Facilities Verification
- PRPR 10 Site Services Verification
- PRPR 11 Control of Water Supply Verification
- PRPR 12 Temporary Structure Verification
- PRPR 13 Control of Air Supply Verification
- PRPR 14 Storage Verification
- PRPR 15 Lighting Verification
- PRPR 16 Waste Management Verification
- PRPR 17 Waste Disposal Verification
- PRPR 18 Drainage System Verification
- PRPR 19 Equipment Verification
- PRPR 20 Equipment Hygienic Design Verification
- PRPR 21 Food Contact Surfaces Verification
- PRPR 22 Monitoring Equipment Verification
- PRPR 23 Equipment Cleaning Verification
- PRPR 24 Maintenance System Verification
- PRPR 25 Purchasing Verification
- PRPR 26 Supplier Approval and Monitoring Verification
- PRPR 27 Access Controls Verification
- PRPR 28 Food Defense Verification
- PRPR 29 Product Labelling Control Verification
- PRPR 30 Product Information Verification
- PRPR 31 Despatch and Distribution Verification
- PRPR 32 Warehousing Verification
- PRPR 33 Waste Container Management Verification
- PRPR 34 Product Recall Verification
- PRPR 35 Rework Verification
- PRPR 36 Personal Hygiene and Personnel Facilities Verification
- PRPR 37 Pest Control Verification
- PRPR 38 Control of Incoming Materials Verification
- PRPR 39 Cleaning Verification
- PRPR 40 Prevention of Contamination Verification
- PRPR 41 Allergen Control System Verification
- PRPR 42 Control of Boiler Chemicals Verification



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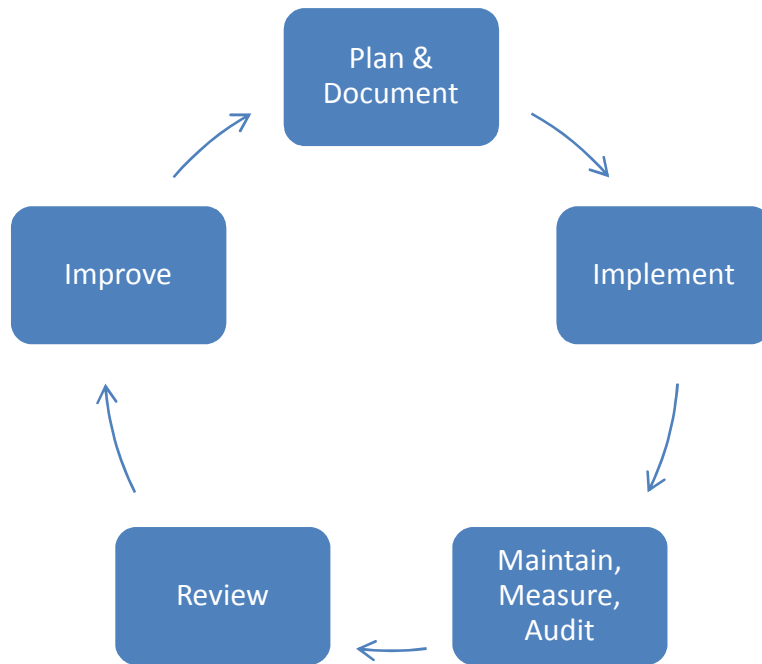
## Document Hierarchy





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## Food Safety Quality System Process Diagram



Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of SQF 2000 2008	Technical Manager	Managing Director