

# QM 001 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 the following standards:

Quality - ISO 9001:2008  
Food Safety - ISO 22000:2005

## 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

# QM 001 Food Safety Quality Management System

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 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 Quality and Food Safety 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 001 - Food Safety Quality Management System
- QM 002 - FSQM Manual Summary
- QM 003 - Document Control
- QM 004 - Customer, Statutory and Regulatory Conformance
- QM 005 - Record Control
- QM 006 - Management Commitment

Document Reference **QM 001 Food Safety Management System**

Revision 2 13<sup>th</sup> March 2010

Owned by: Technical Manager

Authorised By: Managing Director

# QM 001 Food Safety Quality Management System

- QM 007 - Quality and Food Safety Policy
- QM 007 - Quality and Food Safety Objectives
- QM 008 - Responsibility, Authority and Communication
- QM 009 - Management Review
- QM 010 - Resources and Training
- QM 011 - Infrastructure and Work Environment
- QM 012 - Product Realization and Contract Review
- QM 013 - Design and Development
- QM 014 - Purchasing, Orders and Verification of Purchased Materials
- QM 015 - Prerequisite Programmes
- QM 016 - Identification and Traceability
- QM 017 - Customer Property
- QM 018 - Planning Product Realisation and Contract Review
- QM 019 - Calibration
- QM 020 - Hazard Analysis and Critical Control Points System
- QM 021 - Verification, Validation and Improvement
- QM 022 - Customer Satisfaction
- QM 023 - Internal Audit
- QM 024 - Monitoring and Measuring QMS, Analysis of Data
- QM 025 - Control of Non-Conforming Product
- QM 026 - Corrective Action and Preventive Action
- QM 027 - Crisis Management
- QM 028 - Product Recall

The Food Safety Quality Management System records 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

Document Reference **QM 001 Food Safety Management System**

Revision 2 13<sup>th</sup> March 2010

Owned by: Technical Manager

Authorised By: Managing Director

# QM 001 Food Safety Quality Management System

QMR 015 - Equipment Commissioning Record  
QMR 016 - Return to Work Form  
QMR 017 - Hygiene Policy Staff Training Record  
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 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 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 Food Safety Quality Management System Procedures are supplemented by an extensive Good Manufacturing Practice Manual and the following Operational GMPs:

GMP 1 - Hygiene and Housekeeping Management  
GMP 2 - Management of Pest Control

Document Reference **QM 001 Food Safety Management System**

Revision 2 13<sup>th</sup> March 2010

Owned by: Technical Manager

Authorised By: Managing Director

# QM 001 Food Safety Quality Management System

GMP 3 - Control of Visitors and Sub-Contractors  
GMP 4 - Management of Cleaning  
GMP 5 - Despatch and Distribution  
GMP 6 - Maintenance  
GMP 7 - Hygiene Policy  
GMP 8 - Hygiene Code of Practice  
GMP 9 - Glass Policy  
GMP 10 - Ingredients Foreign Body Control Policy  
GMP 11 - Metal Detection  
GMP 12 - Nut Handling Procedure

The Criteria and Methods required to ensure that the operation and control of these processes are effective are documented in these procedures and records.

These procedures are supported by second tier documents specific to each area including:

- Work Instructions
- Specifications
- Testing schedules
- Risk assessments
- Job Descriptions
- HACCP Plans
- Critical Control Point Monitoring Procedures

Measurement, monitoring and review are carried out by analysis of data in key areas including:

- Critical Control Point monitoring
- Analytical testing
- Microbiological testing
- Complaints analysis
- Key Quality performance indicators
- Standard Exception Reporting
- Results of Inspections
- Results of Internal audits
- Results of External Audits

# QM 001 Food Safety Quality Management System

The company has assessed the resources required to implement, maintain, and improve the Quality Management System and these resources have been provided including:

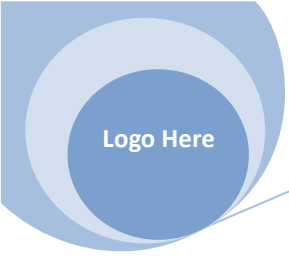
- Skilled Personnel
- Suitable materials
- Suitable equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

Action is taken in response to results in order to correct and prevent deficiencies and to improve the probability of achieving company objectives.

Regular management reviews are conducted by the Senior Management team to ensure performance is monitored and analysed. Review outputs include site quality objectives which are published and communicated to all staff to ensure focus is maintained both on meeting these objectives and on continuous improvement.

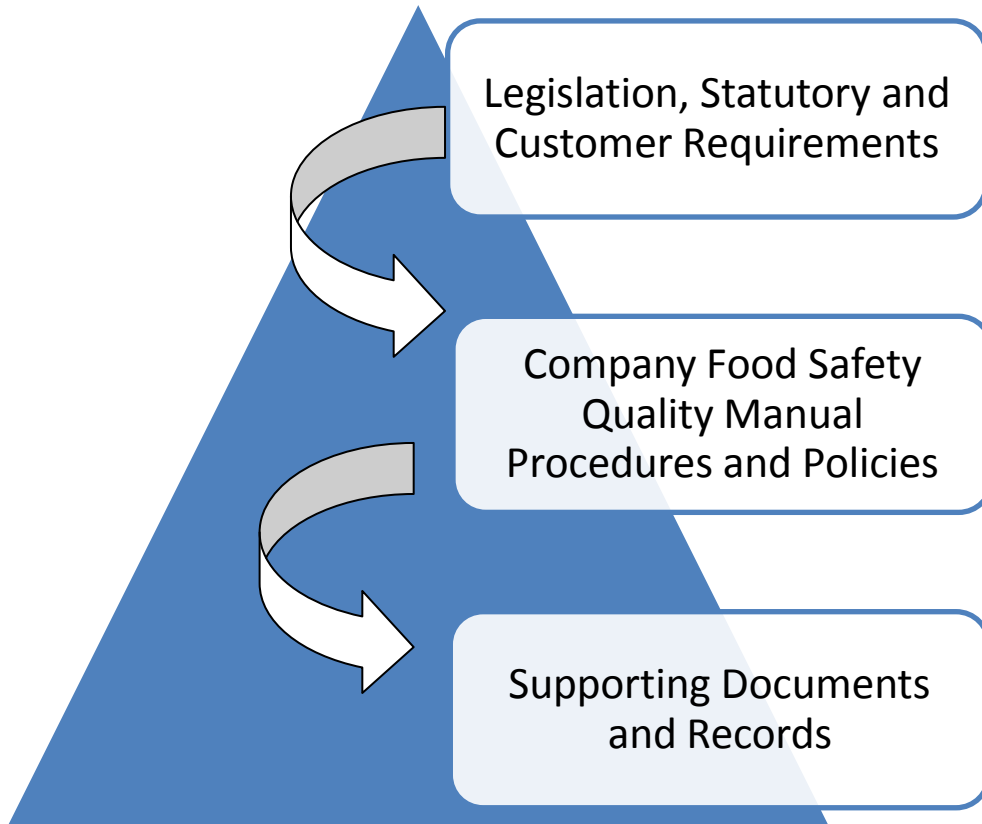
## Responsibility

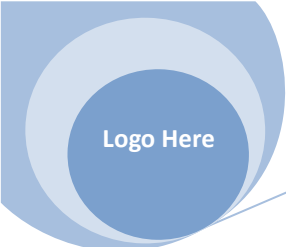
Senior Management is responsible for implementing, maintaining, reviewing and improving the Food Safety Quality Management System. The Technical Manager is a member of the Senior Management team and has been appointed the Management and Food Safety Representative.



# QM 001 Food Safety Quality Management System

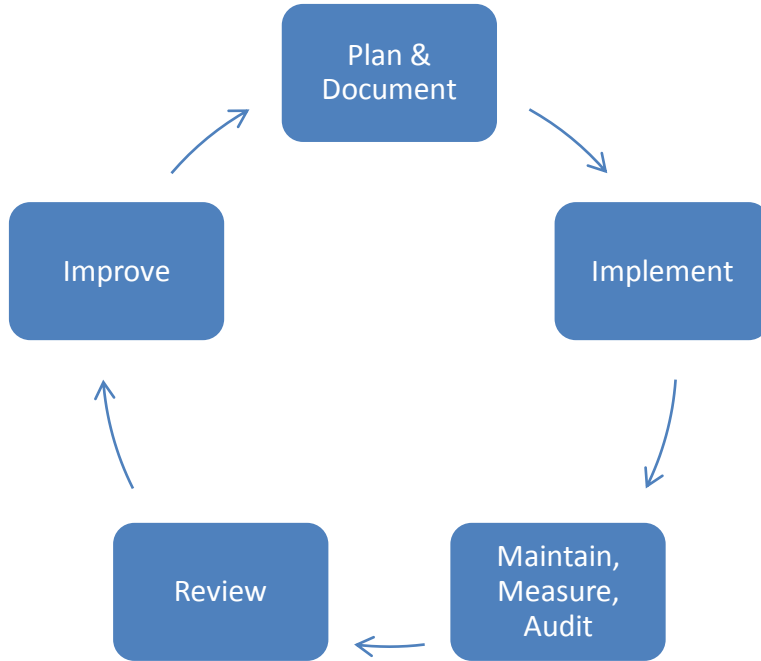
## Document Hierarchy





# QM 001 Food Safety Quality Management System

## 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 ISO 22000:2005 | Technical Manager | Managing Director |

Document Reference **QM 001 Food Safety Management System**

Revision 2 13<sup>th</sup> March 2010

Owned by: Technical Manager

Authorised By: Managing Director