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 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 - FSSC 22000
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 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

Document Reference Food Safety Quality Management System QM 001
Revision 1  31st August 2011
Owned by: Technical Manager
Authorised By: General Manager
QM 005 - Record Control
QM 006 - Management Commitment
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 |
| 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 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 |
| QMR 037 | Shelf Life Confirmation Record |
| QMR 038 | Accelerated Keeping Quality Log |
| QMR 039 | Goods In QA Clearance Label |
| QMR 040 | Maintenance Work Hygiene Clearance Form |
| QMR 041 | Changing Room Cleaning Record |
| QMR 042 | Colour Coding Red Process Areas |
| QMR 043 | Daily Cleaning Record for Toilets and Changing Rooms |
The HACCP manual documents of the Food Safety Quality Management System Procedures are pre-fixed HM and are as follows:

HM 1 HACCP System
HM 2 HACCP Team
HM 3 HACCP Prerequisites
HM 4 HACCP Scope and Product Information
HM 5 HACCP Intended Use
HM 6 HACCP Flowcharts
HM 7 HACCP Flowchart Verification
HM 8 Hazard Identification
HM 9 Hazard Assessment
HM 10 Identification and Assessment of Control Measures
HM 11 Identification of Critical Control Points (CCPs)
HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan
HM 23 HACCP Verification Audit Summary
HM 24 HACCP Calculator Guide Part 1
HM 25 HACCP Calculator Guide Part 2
The Prerequisite procedures of the Food Safety Quality Management System Procedures are pre-fixed PRP and are as follows:

PRP 1 Prerequisite Programmes
PRP 2 HACCP Prerequisite Programmes
PRP 3 Manufacturing Control Prerequisite Programmes
PRP 4.1 Design and Construction of Buildings
PRP 4.2 Environment Prerequisite Programmes
PRP 4.3 Site Location and Standards
PRP 5.1 Layout of Premises and Workspace
PRP 5.2 Internal Design and Layout
PRP 5.3 Internal Structure
PRP 5.4 Equipment Design and Location
PRP 5.5 Laboratory Facilities
PRP 5.6 Temporary Structures and Vending Machine Facilities
PRP 5.7 Storage
PRP 6.1 Site Services
PRP 6.2 Control of Water Supply
PRP 6.3 Control of Boiler Chemicals
PRP 6.4 Control of Air Supply
PRP 6.5 Control of Compressed Air and Gases
PRP 6.6 Lighting
PRP 7.1 Waste Management
PRP 7.2 Waste Container Management
PRP 7.3 Waste Disposal
PRP 7.4 Drainage Systems
PRP 8.1 Equipment Prerequisite Programmes
PRP 8.2 Equipment Hygienic Design
PRP 8.3 Food Contact Surfaces
PRP 8.4 Monitoring Equipment
PRP 8.5 Equipment Cleaning
PRP 8.6 Maintenance Prerequisite Programmes
PRP 9.1 Purchasing Prerequisite Programmes
PRP 9.2 Supplier Approval and Monitoring
PRP 9.3 Control of Incoming Materials
PRP 10.1 Prevention of Contamination
PRP 10.2 Prevention of Microbiological Contamination
PRP 10.3 Allergen Control System
PRP 10.4 Prevention of Physical Contamination
PRP 11.1 Cleaning Prerequisite Programmes
PRP 11.2 Cleaning Agents and Equipment
PRP 11.3 Cleaning Procedures
PRP 11.4 CIP Systems Prerequisites
PRP 11.5 Monitoring of Cleaning Effectiveness
PRP 12.1 Pest Control Prerequisites
PRP 12.2 Pest Control Programme
PRP 12.3 Prevention of Pest Access
PRP 12.4 Prevention of Pest Harbourage
PRP 12.5 Pest Monitoring
PRP 12.6 Pest Eradication
PRP 13.1 Personal Hygiene and Personnel Facilities Prerequisites
PRP 13.2 Personnel Hygiene Facilities
PRP 13.3 Personnel Canteen Facilities
PRP 13.4 Protective Work Wear
PRP 13.5 Medical Screening
PRP 13.6 Illness Reporting Systems
PRP 13.7 Personal Cleanliness
PRP 13.8 Personal Behaviour
PRP 14.1 Rework Prerequisite Programmes
PRP 14.2 Rework Storage Identification and Traceability
PRP 14.3 Rework Usage Prerequisites
PRP 15.1 Product Recall Prerequisite Programmes
PRP 15.2 Product Recall Procedure Prerequisites
PRP 16.1 Storage Prerequisites

Document Reference Food Safety Quality Management System QM 001
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Owned by: Technical Manager
Authorised By: General Manager
PRP 16.2 Warehousing Prerequisites
PRP 16.3 Despatch and Distribution Prerequisites
PRP 17.1 Product Information Prerequisites
PRP 17.2 Product Labelling Controls
PRP 18.1 Food Defence System
PRP 18.2 Access Controls

The prerequisite verification records of the Food Safety Quality Management System Procedures are pre-fixed PRP and are as follows:

PRP 4.1 Design and Construction of Buildings Verification Audit
PRP 4.3 Site Location and Standards Verification Audit
PRP 5.1 Layout of Premises and Workspace Verification Audit
PRP 5.2 Internal Design and Layout Verification Audit
PRP 5.3 Internal Structure Verification Audit
PRP 5.4 Equipment Design and Location Verification Audit
PRP 5.5 Laboratory Facilities Verification Audit
PRP 5.6 Temporary Structures and Vending Machines Verification Audit
PRP 5.7 Storage Verification Audit
PRP 6.1 Site Services Verification Audit
PRP 6.2 Control of Water Supply Verification Audit
PRP 6.3 Control of Boiler Chemicals Verification Audit
PRP 6.4 Control of Air Supply Verification Audit
PRP 6.5 Control of Compressed Air and Gases Verification Audit
PRP 6.6 Lighting Verification Audit
PRP 7.1 Waste Management Verification Audit
PRP 7.2 Waste Container Management Verification Audit
PRP 7.3 Waste Disposal Verification Audit
PRP 7.4 Drainage Systems Verification Audit
PRP 8.1 Equipment Prerequisite Programmes Verification Audit
PRP 8.2 Equipment Hygienic Design Verification Audit
PRP 8.3 Food Contact Surfaces Verification Audit
PRP 8.4 Monitoring Equipment Verification Audit
PRP 8.5 Equipment Cleaning Verification Audit
PRP 8.6 Maintenance Prerequisite Programmes Verification Audit
PRP 9.1 Purchasing Prerequisite Programmes Verification Audit
PRP 9.2 Supplier Approval and Monitoring Verification Audit
PRP 9.3 Control of Incoming Materials Verification Audit
PRP 10.1 Prevention of Contamination Verification Audit
PRP 10.2 Prevention of Microbiological Contamination Verification Audit
PRP 10.3 Allergen Control System Verification Audit
PRP 10.4 Prevention of Physical Contamination Verification Audit
PRP 11.1 Cleaning Prerequisite Programmes Verification Audit
PRP 11.2 Cleaning Agents and Equipment Verification Audit
PRP 11.3 Cleaning Procedures Verification Audit
PRP 11.4 CIP Systems Prerequisites Verification Audit
PRP 11.5 Monitoring of Cleaning Effectiveness Verification Audit
PRP 12.1 Pest Control Prerequisites Verification Audit
PRP 12.2 Pest Control Programme Verification Audit
PRP 12.3 Prevention of Pest Access Verification Audit
PRP 12.4 Prevention of Pest Harbourage Verification Audit
PRP 12.5 Pest Monitoring Verification Audit
PRP 12.6 Pest Eradication Verification Audit
PRP 13.1 Personal Hygiene and Personnel Facilities Verification Audit
PRP 13.2 Personnel Hygiene Facilities Verification Audit
PRP 13.3 Personnel Canteen Facilities Verification Audit
PRP 13.4 Protective Work Wear Verification Audit
PRP 13.5 Medical Screening Verification Audit
PRP 13.6 Illness Reporting Systems Verification Audit
PRP 13.7 Personal Cleanliness Verification Audit
PRP 13.8 Personal Behaviour Verification Audit
PRP 14.1 Rework Prerequisite Programmes Verification Audit
PRP 14.2 Rework Storage Identification and Traceability Verification Audit
PRP 14.3 Rework Usage Prerequisites Verification Audit
PRP 15.1 Product Recall Prerequisite Programmes Verification Audit
PRP 15.1 Product Recall Procedure Prerequisites Verification Audit
PRP 16.1 Storage Prerequisites Verification Audit
PRP 16.2 Warehousing Prerequisites Verification Audit
PRP 16.3 Despatch and Distribution Prerequisites Verification Audit
PRP 17.1 Product Information Prerequisites Verification Audit
PRP 17.2 Product Labelling Controls Verification Audit
PRP 18.1 Food Defence System Verification Audit
PRP 18.2 Access Controls Verification Audit

The Operational prerequisite procedures of the Food Safety Quality Management System Procedures are pre-fixed OPRP and are as follows:

OPRP 1 Hygiene and Housekeeping Management  
OPRP 2 Management of Pest Control  
OPRP 3 Control of Visitors and Sub-Contractors  
OPRP 4 Management of Cleaning  
OPRP 5 Despatch and Distribution  
OPRP 6 Maintenance  
OPRP 7 Hygiene Policy  
OPRP 8 Hygiene Code of Practice  
OPRP 9 Glass Policy  
OPRP 10 Ingredients Foreign Body Control Policy  
OPRP 11 Metal Detection  
OPRP 12 Nut Handling Procedure  
OPRP 13 Control of Knives  
OPRP 14 Control of Brittle Materials  
OPRP 15 Glass & Brittle Material Breakage Procedure  
OPRP 16 Control of First Aid Dressings

The operational prerequisite validation records of the Food Safety Quality Management System are pre-fixed OPRP and are as follows:

OPRP 1 Hygiene and Housekeeping Management Validation  
OPRP 2 Management of Pest Control Validation  
OPRP 3 Control of Visitors and Sub-Contractors Validation  
OPRP 4 Management of Cleaning Validation  
OPRP 5 Despatch and Distribution Validation  
OPRP 6 Maintenance Validation  
OPRP 7 Hygiene Policy Validation  
OPRP 8 Hygiene Code of Practice Validation  
OPRP 9 Glass Policy Validation  
OPRP 10 Ingredients Foreign Body Control Policy Validation  
OPRP 11 Metal Detection Validation
OPRP 12 Nut Handling Procedure Validation
OPRP 13 Control of Knives Validation
OPRP 14 Control of Brittle Materials Validation
OPRP 15 Glass & Brittle Material Breakage Procedure Validation
OPRP 16 Control of First Aid Dressings Validation

The operational prerequisite verification records of the Food Safety Quality Management System are pre-fixed OPRP and are as follows:

OPRP 1 Hygiene and Housekeeping Management Verification
OPRP 2 Management of Pest Control Verification
OPRP 3 Control of Visitors and Sub-Contractors Verification
OPRP 4 Management of Cleaning Verification
OPRP 5 Despatch and Distribution Verification
OPRP 6 Maintenance Verification
OPRP 7 Hygiene Policy Verification
OPRP 8 Hygiene Code of Practice Verification
OPRP 9 Glass Policy Verification
OPRP 10 Ingredients Foreign Body Control Policy Verification
OPRP 11 Metal Detection Verification
OPRP 12 Nut Handling Procedure Verification
OPRP 13 Control of Knives Verification
OPRP 14 Control of Brittle Materials Verification
OPRP 15 Glass & Brittle Material Breakage Procedure Verification
OPRP 16 Control of First Aid Dressings Verification

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

Document Reference Food Safety Quality Management System QM 001
Revision 1  31st August 2011
Owned by: Technical Manager
Authorised By: General Manager
- 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

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.

Document Reference Food Safety Quality Management System QM 001
Revision 1  31st August 2011
Owned by: Technical Manager
Authorised By: General Manager
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.

Document Hierarchy

- Legislation, Statutory and Customer Requirements
- Company Food Safety Quality Manual Procedures and Policies
- Supporting Documents and Records
Food Safety Quality System Process Diagram

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<tr>
<th>Revision Number</th>
<th>Summary of Changes made from previous revision</th>
<th>Requested By:</th>
<th>Authorised By:</th>
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<td>2</td>
<td>Update to meet the requirements of FSSC 22000</td>
<td>Technical Manager</td>
<td>Managing Director</td>
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