

AFC 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 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

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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



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- 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

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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

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QMR 044	Drain Cleaning Procedure Filler Areas
QMR 045	General Cleaning Procedure
QMR 046	Product QA Clearance Label
QMR 047	CIP Programmes Log
QMR 048	Sample Filler Cleaning Record
QMR 049	Pipe Diameter Flow Rate Conversion Table
QMR 050	QC Online Check Sheet

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

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HM 26 Hazard Assessment & Critical Control Point Calculator
HM 27 HACCP Definitions
HM 28 HACCP Verification Record
HM 29 HACCP Steering Group Review
HM 30 Raw Material Summary
HM 31 Finished Product Summary
HM 32 Decision Tree

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

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- 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

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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

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- 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

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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

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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

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- 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.

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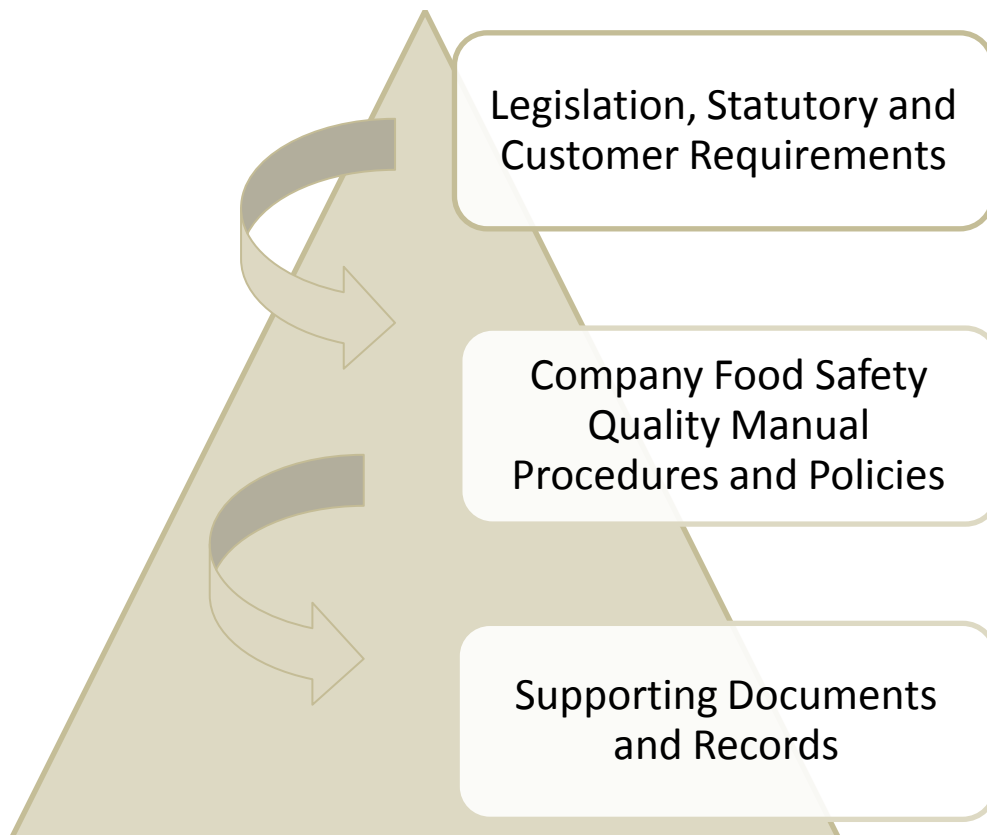
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Responsibility

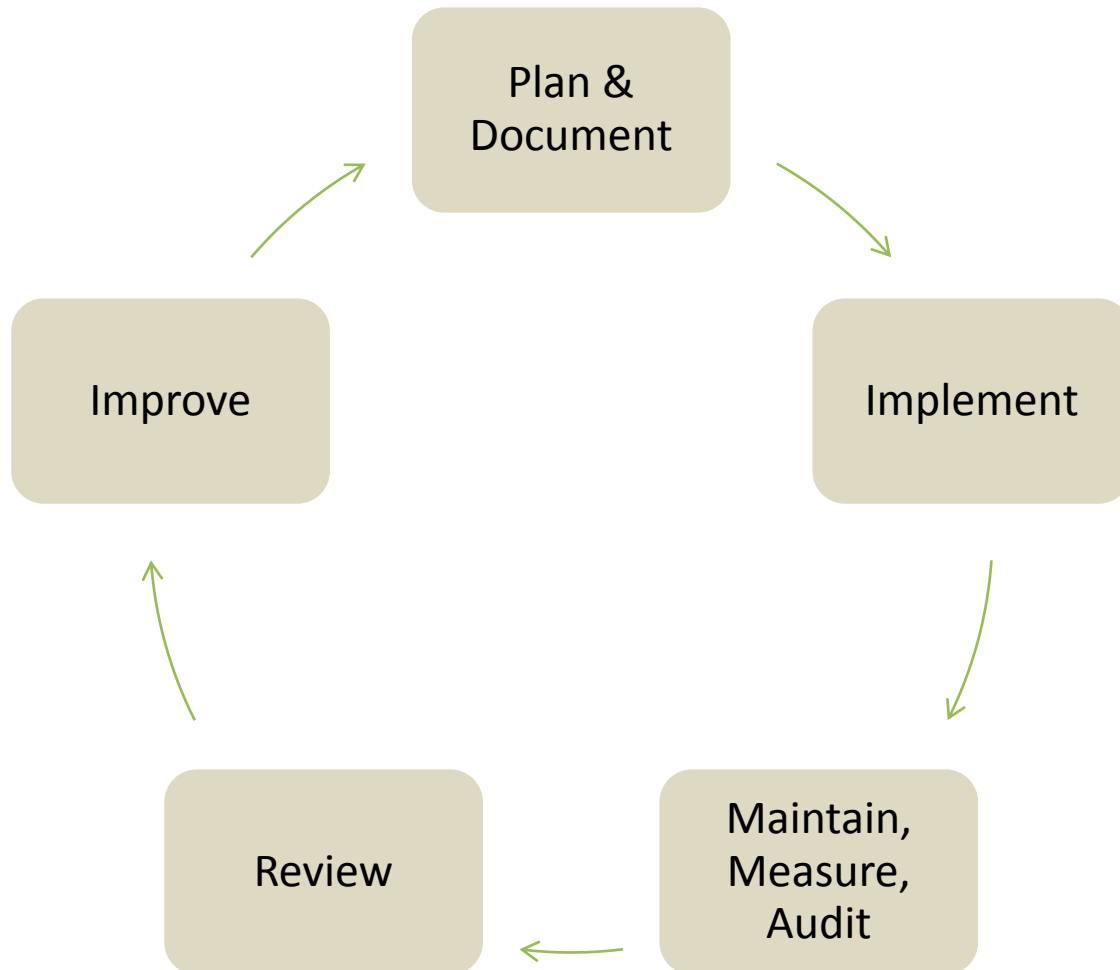
Senior Management is responsible for implementing, maintaining, reviewing and improving the Food Safety Quality Management System. The Technical Manager is a member of the Senior Management team and has been appointed the Management and Food Safety Representative.

Document Hierarchy



AFC 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 FSSC 22000	Technical Manager	Managing Director