

COMPANY NAME

MANAGEMENT COMMITMENT

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Edition 7.2 to 8 Significant Changes

Edition 8 Code:	Changes Made
2.1 Management Commitment	No Change
2.1.1.2 Food Safety Policy	Terminology updated, otherwise no change.
2.1.2 Management Responsibility	Added reference to SQF System,
2.1.2.10 Personnel Changes	New Element
2.1.2.11 Blackout Periods	New element Blackout periods now included in system elements to allow auditor opportunity to verify designated blackout dates.

***Disclaimer:** The information below is designed to be customized by your company*

1. PURPOSE

- 1.1. To define **Company Name**, policy around commitment to quality, communication and company objectives.
- 1.2. To ensure Senior Management effectively communicates and implements the company principles around customer focus, quality and food safety.

2. SCOPE

- 2.1. Program applies to all aspects of the Food Safety Management System
- 2.2. Food Safety Programs
- 2.3. Food Quality Programs
- 2.4. KPI's
- 2.5. Company Resources

3. RESPONSIBILITIES

- 3.1. Leading the company's commitment to implement and maintain an effective Food Safety and Quality Management System meeting the requirements of the SQF Code Edition 8.
- 3.2. Provide adequate resources to support an effective food safety management system.
- 3.3. Designate an SQF Practitioner
- 3.4. Define clear objectives around maintaining the food safety management system and requirements of the SQF Code.
- 3.5. Provide a system to inform the company on going scientific and technical developments and industry code practices.
- 3.6. Outline clear organizational structure assigning resources responsible for food safety and quality.

4. PROGRAM OUTLINE

4.1. Management Responsibility and Commitment to Safe Quality Food (2.1.2)

- 4.1.1. **Company Name** has a documented Quality Policy which outlines its commitment to produce safe products. It includes:

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- 4.1.1.1. Organization's commitment to supply safe food
- 4.1.1.2. Methods used to comply with its customer and regulatory requirements and continually improve its food safety management system;
- 4.1.1.3. Organizations commitment to establish and review food safety objectives
- 4.1.1.4. Signed by senior management;
- 4.1.1.5. Made available in language understood by all staff; and
- 4.1.1.6. Displayed in a prominent position and effectively communicated to all staff.
- 4.1.2. **Company Name** prides itself on providing its' customers with safe, quality food products by following SQF systems. With this in mind, **Company Name** is committed to applying, and adhering to the policies set forth by the Global Food Safety Initiatives. **Company Name** implements world class risk based food safety and quality systems.
- 4.1.3. SQF Practitioner is responsible for ensuring the Management Commitment processes are fully implemented.
- 4.1.4. **Company Name** also adheres to a strict policy of compliance with the GFSI systems throughout the facility by continually training our employees in updated processing changes, as well as, annually reviewing our food safety systems so that we know our customers are receiving food of the highest quality.
- 4.1.5. **Company Name's** commitment to the GFSI program includes providing our employees with the necessary knowledge, and equipment, to carry out all tasks safely and efficiently.
- 4.1.6. At **Company Name**, we realize that providing our customers with high quality, clean food, is the responsibility of all of our employees, and it is with this in mind, that we commit ourselves daily to the production of a product that we can be both proud of and be assured it's of the highest quality.
- 4.2. **Senior Management Commitment and Resources and Food Safety Practices**
 - 4.2.1. Senior Management is committed to drive the SQF System and provide adequate resources to ensure fundamental food safety and quality practices are maintained.
 - 4.2.2. The Senior Management Team at **Company Name** are:
 - 4.2.2.1. Name
 - 4.2.2.2. Name
 - 4.2.2.3. Name
 - 4.2.2.4. Name
- 4.3. **The methods used to ensure commitment are as follows:**
 - 4.3.1. Implement a comprehensive organizational chart that references the reporting structure and individuals and key positions that are responsible for food safety.

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- 4.3.1.1.** The organization chart and reporting structure is communicated to the relevant staff through monthly company meetings and updates.
- 4.3.2.** Provide job descriptions to all key positions/employees. Each job description will outline responsibilities for food safety and quality.
- 4.3.3.** Provide resources for training around SQF and other food safety topics
- 4.3.4.** SM will ensure that the appropriate resources are allocated to support all Food Safety and **Food Quality (Level 3)** risk based programs.
- 4.3.5.** SM has assigned and will continuously ensure an appropriate amount of SQF Practitioners are maintaining the entire SQF Edition 8 Systems, Level 2 (or Level 3) at **Company Name**. At this time, only one practitioner is needed;
 - 4.3.5.1.** Third party and internal training conducted both in English and Spanish (sanitation and orientation of temporary employees).
- 4.3.6.** Senior Management is committed to providing the resources to ensure a safe, quality product is produced for every product, every day.
- 4.3.7.** Senior Management will provide sufficient resources to support the ongoing maintenance and continuous improvements for the entire SQF System.
- 4.3.8.** Ongoing inspections and annual Internal Audits will ensure the program is maintained and reported back to Senior Management for review.
- 4.3.9.** Proper resources and professional conduct is given and expected during business/production and non-business or non-production hours.
- 4.3.10.** The resources allocated to **Company Name** Department include:
- 4.3.11.** Quality Assurance/Food Safety
 - 4.3.11.1.** SQF Practitioner
- 4.3.12.** Production/Operations
 - 4.3.12.1.** Plant Manager
- 4.3.13.** Sanitation
 - 4.3.13.1.** Trained employees responsible for sanitation
 - 4.3.13.2.** Sanitation Responsibilities Breakdown per Department
 - 4.3.13.3.** Outside professional chemical and supply company; Name Sanitation Company
- 4.3.14.** Pest Control
 - 4.3.14.1.** Outside professional PCO
- 4.3.15.** Maintenance
 - 4.3.15.1.** Designated maintenance employees
- 4.3.16.** Warehouse
 - 4.3.16.1.** Designated warehouse employee
- 4.3.17.** Food Safety Committee/SQF Team/Crisis Team
 - 4.3.17.1.** The Food Safety Committee/SQF Team is responsible for the ongoing improvements and implementation of the quality and food safety programs,

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Recall and Business Continuity Policy, Food Defense Program, HACCP Program and all other supportive programs.

4.3.17.2. The Food Safety Committee/SQF Team meets regularly to ensure that ongoing maintenance, improvements and implementation of all programs and procedures are completed.

4.3.18. Human Resources and Training

4.3.18.1. Season employees are repeat, long-term employees

4.3.18.2. SQF Practitioner and *SQF Consultant* to organize, communicate and implement ongoing training

4.4. Customer Focus

4.4.1. **Company Name** follows a Customer Focus Protocol that ensures all communication with the Customer is ongoing.

4.4.2. **Company Name** ensures that all aspects of the customer's needs are met; quality and food safety, complaint programs, product innovation/commercialization, specifications, 3rd party audits, continuous improvements and corrective actions are fully addressed and fulfilled.

4.5. Product Requirements

4.5.1. **Company Name** ensures that all aspects of the customer's needs are met; quality and food safety, complaint programs, product innovation, specifications, 3rd party audits, continuous improvements and corrective actions are fully addressed and fulfilled.

4.5.2. **Company Name** will work directly with customers to ensure all aspects of technical information is properly shared and complied with.

4.6. Ethics and Personal Responsibility

4.6.1. **Company Name's** employees are expected to conduct themselves in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility. Illegal or unsuitable conduct on the part of an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

4.7. Senior Management Communication

4.7.1. Senior Management communicates all policies and programs through several methods. Each method is customized to fit the specific and appropriate audience.

4.7.2. **Company Name's** methods of communication include:

4.7.2.1. Posters and posted documents

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- 4.7.2.2. Production Forms/Documents and ongoing training to ensure job responsibilities are met.
 - 4.7.2.3. Outside Consultants/Resources (Food Safety, Sanitation, Pest Control) – training and ongoing recommendations.
 - 4.7.2.4. Ongoing Food Safety, Food Defense and GMP Meetings and Training
 - 4.7.2.5. Ongoing Meetings – Department, HACCP, Food Safety Committee, Food Defense
 - 4.7.2.6. Company Meetings – Company-wide meetings to address any important updates, new commitments, KPI's and overall company business
 - 4.7.2.7. Senior Management will ensure that all employees are aware of their responsibilities and job descriptions. Proper communication and signing off on job descriptions will be kept in their Production or QA files.
 - 4.7.2.8. Methods on how to communicate to employees are as follow:
 - 4.7.2.8.1. Communicate Senior Management Commitment to all employees through bulletin board posting, training, intranet, meetings, etc.
 - 4.7.2.8.2. All SQF, quality and other regulatory training is communicated and conducted in the employee's native language.
- 4.8. External Communication**
- 4.8.1. **Company Name** will utilize external communication for crisis management and media communication if necessary.
 - 4.8.2. An outside attorney will be responsible for contacting and communicating with the external groups as needed.
- 4.9. Training Needs and Resources (2.1.2.6)**
- 4.9.1. Senior Management and the SQF Practitioner are responsible for establishing and implementing the needs of **Company Name's** personnel.
 - 4.9.2. Employees are properly trained to ensure functions and job skills affecting product legality, safety and quality are defined and documented
 - 4.9.2.1. The training program defines the details of the program.
 - 4.9.2.2. Staff have been trained in their job skills through indirect job day to day functions and outside training.
 - 4.9.2.3. Staff have been trained ongoing through meetings, videos, verbal training and on the job skills training.
 - 4.9.2.4. All staff have been communicated to report food safety or quality issues to supervisors or management to initiate action.
 - 4.9.2.5. Job descriptions are outlined and documented for personnel responsible for quality and food safety. Backup positions are included in the absence of key personnel.

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4.10. Reporting Food Safety Issues (2.1.2.7)

- 4.10.1. Senior site management and the SQF Practitioner will ensure that all staff are informed of their food safety and regulatory responsibilities, are aware of their role in meeting the requirements of the SQF food safety Code, and are informed of their responsibility to report food safety problems to personnel with authority to initiate action.
- 4.10.2. All staff shall be trained to their responsibility to report food safety and quality problems to personnel with authority to initiate action.
- 4.10.3. **Company Name's** methods are verbal training, company-wide meetings which are documented.

4.11. Continuous Improvement of the SQF System (2.1.2.9)

- 4.11.1. Senior Management and SQF Practitioner will ensure the SQF System continuously improves. The process of ensuring the improvements include:
 - 4.11.1.1. Complaint Management and trends
 - 4.11.1.2. Supplier Management and Performance
 - 4.11.1.3. Internal Audits
 - 4.11.1.4. SQF Certification Audits
 - 4.11.1.5. Ongoing technical training

4.12. Food Safety and Quality Manuals

- 4.12.1. **Company Name** maintains a comprehensive Food Safety and Quality Manuals.
- 4.12.2. The Food Safety manual contains the following information
- 4.12.3. HACCP Program
- 4.12.4. Pre-requisite Programs
- 4.12.5. All other documents that maintain the SQF Systems
- 4.12.6. The Food Quality Manual contains relevant documents, SOPs and Food Quality Plans that support the SQF Level 2 (or Level 3) program.

4.13. Changes in Organization and Personnel (2.1.2.10) – NEW ELEMENT

- 4.13.1. Senior site management shall ensure the integrity and continued operation of the food safety system in the event of organizational or personnel changes within the company or associated facilities.

4.14. Blackout Periods (2.1.2.11) – NEW ELEMENT

- 4.14.1. Senior site management shall designate defined blackout periods that prevent unannounced re-certification audits from occurring out of season or when the site is not operating for legitimate business reasons.

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4.14.2. The list of blackout dates and their justification shall be submitted to the certification body a minimum of one (1) month before the sixty (60) day re-certification window for the agreed upon unannounced audit.

5. FORMS AND RECORDS

- 5.1. Company Quality and Food Safety Policy
- 5.2. Management Review Meetings
- 5.3. Various Pre-requisite Program Records
- 5.4. Various Food Safety and Quality Records
- 5.5. Personnel Changes Training Records
- 5.6. Blackout period justifications (if applicable)

6. APPROVAL

Approved By: SQF Practitioner	Signature	Date
Insert Name		

7. DOCUMENT CHANGE HISTORY

Date	Version	Reason for Change	Approval

COMPANY NAME

EQUIPMENT, UTENSILS, AND PROTECTIVE CLOTHING

Doc. #: P11-011	Issued:	Version #: 01
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Edition 7.2 to 8 Significant Changes

Edition 8 Code:	Changes Made; Formally 11.2.12
11.2.9.1	New element.
11.2.9.2	Formerly 11.2.12.1. Added "as to meet any applicable regulatory requirements"
11.2.9.3	Formerly 11.2.12.2. No change.
11.2.9.4	Formerly 11.2.12.3. Added "and readily cleaned as per 11.2.13"
11.2.9.5	Formerly 11.2.12.4. Added "and to meet local regulatory requirements"
11.2.9.6	Formerly 11.2.12.5. Replaced "liable to" with "will not"
11.2.9.7	Formerly 11.2.12.6. No change.
11.2.9.8	New element.
11.2.9.1	New element.
11.2.9.2	Formerly 11.2.12.1. Added "as to meet any applicable regulatory requirements" (<i>probably for FSMA Preventive Controls for Allergen and Sanitation controls</i>)

Disclaimer: The information below is designed to be customized by your company

1. PURPOSE

- 1.1. This procedure will outline guidelines for incorporating proper food handling to prevent foodborne illness due to food cross-contamination at **Company Name**.

2. SCOPE

- 2.1. This procedure will outline acceptable procedures and the suitable utensils for handling raw ingredients, Work in Process (WIP), and Finished Goods at all **Company Name** Facility(ies).

3. PROGRAM OUTLINE REQUIREMENTS

- 3.1. Specifications for equipment, utensils and protective clothing, and procedures for purchasing equipment shall be documented and implemented.
- 3.2. Equipment and utensils are designed, constructed, installed, operated, and maintained so as to meet any applicable regulatory requirements and not to pose a contamination threat to products.
- 3.3. Benches, tables, conveyors, mixers, mincers, graders and other mechanical processing equipment shall be hygienically designed and located for appropriate cleaning. (*add your equipment that needs cleaning and sanitation*) Equipment surfaces are smooth, impervious and free from cracks or crevices.
- 3.4. Product containers, tubs, bins for edible and inedible material will be constructed of materials that are non-toxic, smooth, impervious and readily cleaned as per 11.2.13.

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Bins used for inedible material will be clearly identified with (add how you identify movable equipment).

- 3.5. Waste and overflow water from tubs, tanks and other equipment are discharged direct to the floor drainage system, and to meet local regulatory requirements.
- 3.6. Protective clothing at **Company Name** will be manufactured from material that will not contaminate food and is easily cleaned.
- 3.7. Racks provided for the temporary storage of protective clothing when staff leaves the processing area and shall be provided in close proximity or adjacent to the personnel access doorways and hand washing facilities.
- 3.8. Hooks will be located on the outside of the bathrooms and away from potential cross-contamination concerns.
- 3.9. Employees are not to wear any protective gear in the breakroom, restrooms, outside or any other restricted areas.
- 3.10. All equipment, utensils and protective clothing will be cleaned after use or at a frequency to control contamination, and stored in a clean and serviceable condition to prevent microbiological or cross-contact allergen contamination.
- 3.11. Protective clothing, hairnets, etc. used in allergenic production lines/equipment will not be comingled with non-allergenic protective clothing. Hooks will be separated to prevent cross-contamination.
- 3.12. Specifications for equipment, utensils and protective clothing, and procedures for purchasing equipment shall be documented and implemented.
- 3.13. Equipment and utensils will be designed, constructed, installed, operated and maintained so as to meet any applicable regulatory requirements and not to pose a contamination threat to products. **(new element) (this element could refer to Allergen and Sanitation FSMA Preventive Control requirements)**

4. SUITABLE HANDLING AND UTENSILES FOR PROCESSING

- 4.1. Train foodservice employees on using the procedures in this SOP.
- 4.2. Follow State or local health department requirements.
- 4.3. Use proper hand washing procedures to wash hands and exposed arms prior to preparing or handling food or at any time when the hands may have become contaminated.
- 4.4. Do not use bare hands to handle ready-to-eat foods at any time.
- 4.5. Wash hands and change gloves:
 - 3.5.1 Before beginning food preparation.
 - 3.5.2 Before beginning a new task.
 - 3.5.3 After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized.
 - 3.5.4 After contacting chemicals.
 - 3.5.5 When interruptions in food preparation occur.
 - 3.5.6 Anytime a glove is torn, damaged, or soiled.

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3.5.7 Anytime contamination of a glove might have occurred.

3.6 Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:

3.6.1 Single-use gloves are required when handling RTE food or packaging products. Discard gloves after any action that would soil the gloves.

3.6.2 Stainless steel or non-brittle plastic utensils such as scoops, tongs, spoons, and spatulas

3.6.3 DO NOT USE utensils made of wood, brittle plastic or non-stainless steel metal.

3.6.4 Utensils should be cleaned and sanitized prior to use.

5. MONITORING

4.1 Quality Assurance, Production and Sanitation Leads will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

6. CORRECTIVE ACTION

6.1. Retrain employees found not following the procedures in this SOP.

6.2. Investigate, correct, and retrain employees regarding any mistakes with protective clothing cross-contamination and abuse.

6.3. Discard all raw materials, WIP, and Finished Goods touched with bare hands.

6. APPROVAL

Approved By: SQF Practitioner	Signature	Date
Insert Name		

7. DOCUMENT CHANGE HISTORY

Date	Version	Reason for Change	Approval