



Self-Study Guide

Implementing the SQF Food Safety Code for Foodservice

Version 1.0

SQF Institute

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LEARNING OUTCOMES

- Define the objectives of the site's food safety System
- Assess the current status of the site's key food safety programs
- Develop key food safety programs associated with an SQF Food Safety Code for Foodservice System

OVERVIEW

The Safe Quality Food (SQF) Institute family of food safety and quality Codes are designed to meet industry, customer and regulatory requirements for all sectors of the food supply chain. SQF Institute has programs for primary production, through to manufacturing, distribution, food packaging, foodservice and retail operations. Certification of a site's SQF System by an SQF Institute licensed certification body is not a statement of guarantee of the safety of the site's product, or that it always meets all food safety regulations. However, it is an assurance that the site's food safety programs have been implemented in accordance with the CODEX HACCP method as well as applicable regulatory requirements and that the System has been verified and determined effective to manage food safety.

Congratulations on taking the first step towards SQF certification. The first step is always the hardest since you may not know how to start. The purpose of this self-study guide is to focus on seven foundational programs – management commitment, approved suppliers, product identification, trace and recall, cleaning, allergen management, personal hygiene and the internal audit plan. You and your food safety team will evaluate your site's existing food safety programs and improve or solidify these programs as you begin your journey to a complete SQF food safety System and SQF certification.

A WORD ABOUT THE ACTIVITIES

Throughout this self-study guide, you are asked to complete several practical activities using the menu items from your site. You are already familiar with the service of these items within your site, so where possible you should use your own knowledge (along with that which you have just learned from the Tip Sheets) of your site and food items to conduct the activity. Space for notes are found at the end of each section.

PREPARATION

SELF-ASSESSMENT

OBJECTIVE

Establish a baseline by evaluating existing food safety programs

SQF CODE FOR FOODSERVICE - SECTION

Part A, 1.6

INSTRUCTIONS

Review the list of seven foundational food safety programs below, and then with your food safety team, assess your site's current food safety system as described.

Evaluate your current programs relative to completeness and its ability to manage food safety risks.

Management commitment

Do you have the backing of senior management to develop and implement an SQF food safety system?

Have your food safety objectives been drafted and/or evaluated within the past year?

Do you have the resources necessary to support your food safety programs?

Approved suppliers

Are your ingredients, single use items and packaging coming from risk-based approved suppliers?

Are your suppliers aligned with your food safety goals?

Product identification, trace and recall

Can you effectively trace products using identification within your site?

Can you quickly and efficiently trace product once it has been served?

Can you trace ingredients, single-use utensils and packaging back to its suppliers?

Cleaning

Is the cleaning program effective in reducing or eliminating pathogen risks?

How does your cleaning program support the management of allergens in your site?

Allergen management

Have all intentional and cross-contact allergens been identified within your site?

Are your employees aware of how to identify, handle, store and ingredients or products containing selected allergens?

Personal hygiene

Does your personnel hygiene program prevent the risk of product contamination?

Internal Audit Plan

Is your internal audit plan effective in identifying and correcting gaps in your food safety system?

SECTION 1 - INTRODUCTION

ACTIVITY 1.1

OBJECTIVES

Identify the people on your food safety team

Define the policy statement and goals of your site's food safety system

Evaluate the resources needed to implement an SQF system

SQF CODE FOR FOODSERVICE - SECTION

Introduction

TIP SHEETS

Tip Sheet 1 – Getting Started

Tip Sheet 3 – Management Commitment

INSTRUCTIONS

Using Tip Sheet 1, review the information on building your food safety team found on page 3, and then complete the following tasks.

Identify your dedicated food safety person.

List the people who will be on your food safety team.

Using Tip Sheet 3, with your food safety team, review the information about developing a food safety policy statement on pages 2 and 3, and then complete the following task.

Draft your site's food safety policy statement.

Using Tip Sheet 3, with your food safety team, review the information about establishing goals and measurements on page 4, and then complete the following task.

Draft goals for your site's food safety system.

Using Tip Sheet 3, with your food safety team, review the information about supporting the food safety initiative on page 5, and then complete the following task.

Identify the resources (time, money, people, equipment, etc.) needed to implement your site's food safety system.

SECTION 1 - NOTES

SECTION 2 – SUPPLIER APPROVAL PROGRAM

ACTIVITY 2.1

OBJECTIVE

Identify and rank ingredient and packaging suppliers

SQF CODE FOR FOODSERVICE - ELEMENTS

2.3.4

TIP SHEET

Tip Sheet 5 – Supplier Approval Program

INSTRUCTIONS

With your food safety team, review the information on identifying suppliers on pages 1-2 of Tip Sheet 5, and then complete the following task.

List the suppliers that provide ingredients, pre-packaged food, packaging materials and services that have an impact on food safety.

Review the information on gauging risk on page 2 of the Tip Sheet, and then, from the list created above, complete the following task.

Identify those suppliers with a high potential risk to the food served at your site.

ACTIVITY 2.2

OBJECTIVE

Develop criteria to approve suppliers

SQF CODE FOR FOODSERVICE - ELEMENT

2.3.4.3

TIP SHEET

Tip Sheet 5 – Supplier Approval Program

INSTRUCTIONS

With your food safety team, using the information collected in Activity 2.1, review the information on creating an approved supplier program on page 3 of Tip Sheet 5, and then complete the following task.

List the criteria you would use to approve a supplier.

SECTION 3 - PRODUCT IDENTIFICATION, TRACE AND RECALL

ACTIVITY 3.1

OBJECTIVE

Describe the requirements for identifying the product during receipt, preparation, storage, and servicing.

SQF CODE FOR FOODSERVICE - ELEMENT

2.6.1.1

TIP SHEET

Tip Sheet 11 – Product Identification, Trace and Recall

INSTRUCTIONS

With your food safety team, review process steps 1-4 from Tip Sheet 11 and element 2.6.1.1 in the SQF Code for Foodservice, and then complete the task below.

Identify the information to be collected from incoming ingredients that will allow for tracking during prep, storage and service.

List the information to be included on an in-process identification tag and/or log.

ACTIVITY 3.2

OBJECTIVE

Prepare for a recall

SQF CODE FOR FOODSERVICE - ELEMENTS

2.6.2

TIP SHEET

Tip Sheet 11 – Product Identification, Trace and Recall

INSTRUCTIONS

With your food safety team, review process steps 5 and 6 from Tip Sheet 11 regarding how to prepare for a recall, and then complete the following task.

List the product-related information you would need to trace a menu item one up and one back.

Identify the people on your recall team.

Identify the people or groups to be contacted in the event of a recall.

If you knew on Monday an ingredient in a popular menu item was expected to be announced as part of a nationwide recall on Friday, what would you do to prepare?

SECTION 4 - ALLERGEN MANAGEMENT

Activity 4.1

OBJECTIVES

List ingredients that contain food allergens	
Identify points in the food preparation process where cross-contact could occur	
Identify mitigating factors to prevent cross-contact	

SQF CODE FOR FOODSERVICE - ELEMENTS

2.8.1

TIP SHEET

Tip Sheet 9 – Allergen Management

INSTRUCTIONS

With your food safety team, review process steps 1 and 2 of Tip Sheet 9, and then complete the following tasks.

Identify a popular menu item, list the ingredients for the item, and then identify those ingredients that are or contain known food allergens.

Next, list the steps for receipt, preparation, storage, and service for the item/ingredient (s) and identify where cross-contact or the accidental introduction of allergens could occur.

Repeat these steps for all menu items/ingredients. Next, identify mitigating factors to prevent cross-contact.

Identify means to prevent cross-contact or the accidental introduction of allergens during receipt, preparation, handling, storage and service for the item/ ingredients used onsite.

Repeat this step for all menu items/ingredients.

NOTES

SECTION 5 – CLEANING

ACTIVITY 5.1

OBJECTIVE

Manage and prevent product contamination and cross-contact with an effective cleaning program

SQF CODE FOR FOODSERVICE - ELEMENTS

16.5.1

16.5.2

TIP SHEET

Tip Sheet 10 – Cleaning

INSTRUCTIONS

With your food safety team, review Tip Sheet 10, and then complete the following tasks.

Identify where improperly cleaned equipment and surfaces could allow food to become contaminated.

Identify where cross-contact or the accidental addition of allergens could be prevented by proper cleaning.

Next, review the information found in steps 1-4 from Tip Sheet 10 and element 16.5.1.1, and then complete the Cleaning Procedure Template on the following page for one piece of equipment. Do this for all significant equipment.

CLEANING PROCEDURE TEMPLATE

NAME OF EQUIPMENT

CLEANING FREQUENCY

POSITION RESPONSIBLE

CLEANING PROCEDURE

VERIFICATION OF EFFECTIVENESS

CORRECTIVE ACTION IF IMPROPERLY CLEANED

SIGN OFF

SECTION 6 - PERSONAL HYGIENE

ACTIVITY 6.1

OBJECTIVES

Define the key components of an employee hygiene plan

Discuss the hygiene and behavior requirements for food handlers and visitors in food service facilities

SQF CODE FOR FOODSERVICE - ELEMENTS

16.6.3

16.6.4

16.6.5

16.6.6

16.6.7

TIP SHEET

Tip Sheet 8 – Personal Hygiene Plan

INSTRUCTIONS

Review Tip Sheet 8, and then discuss with your food safety team the answers to the following questions.

How are employees screened for illness?

How does your site manage cuts, sores and bodily fluids?

How does your site encourage employees to report illnesses and injuries?

What does your site do to ensure hands are properly washed when necessary?

How does your site ensure uniforms do not pose a food safety risk?

Describe your site's policy for smoking, eating and drinking water.

What does your site do to ensure visitors to the back of the house do not pose a food safety risk?

NOTES

Lined area for notes with multiple horizontal lines.

SECTION 7 - INTERNAL AUDIT PLAN

ACTIVITY 7.1

OBJECTIVE

Determine the key components of an internal audit plan

SQF CODE FOR FOODSERVICE - ELEMENTS

2.5.5

TIP SHEET

Tip Sheet 4 – Internal Audit Plan

INSTRUCTIONS

Review Tip Sheet 4; using this information, discuss with your food safety team the following topics.

Define the members of the audit team; describe their qualifications and roles.

Determine the audit schedule.

Define the audit objectives.

Describe the process for correcting and closing out identified non-conformities.

Identify how audit results including corrections will be communicated internally.

Identify necessary recipients of the internal audit report and its outcomes.
