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General Tasks for Management Team			
Task	Responsibility/Steps Planned	Due Date	Completed
Identify the management team that will lead the project.			
Identify the primary and substitute SQF Practitioners			
Assign trainings for the SQF Practitioner. The Practitioner should also complete a HACCP Certification training, if they have not already. You may also want to assign this training to members of the management team as appropriate: Mastering SQF			
Conduct an audit of your facility against the requirements of the SQF Code and summarize results. Add tasks for each Process Team to the appropriate section of this plan. (Below)			
Have the SQF Practitioner download the Manual, Procedures, PRP Tables and Forms.(Included in the SQF Practitioner Training & Implementation Package) • Review video tutorials in the Practitioners Tool Kit section of the Online Training			
Start your implementation plan. The SQF Practitioner schedules and leads a meeting with the management team to identify teams (or individuals) to design and document each of the SQF Processes. These “Process Teams” and general tasks for each team are listed in the next section of this table.			
Designate a document control coordinator and include			

them on the document control team.			
Designate an internal audit coordinator and include them on the internal audit team.			
Assign dates for each of these Process Teams to start and for targeted completion date. Stagger the start dates of the teams to balance resources.			
Identify a Registrar for your certification.			
Plan for and schedule employee training on requirements of SQF and GMPs.			
Process Team Tasks			
Management Commitment	Responsibility/Steps Planned	Due Date	Completed
Establish the Food Safety Policy			
Create a plan to communicate the Food Safety Policy • Train employees on the policy • Sign and post the policy prominently in the facility			
Outline a plan for building and implementing a food safety culture. Discuss clause 2.1.1.2.			
Establish measurable food safety objectives and performance measures to support the Food Safety Policy. • Identify how they will be measured and tracked • Identify responsibility for reporting data to management at management review meetings • Identify how performance of the food safety culture will be measured and assign responsibility for collecting information and reporting it during			

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management review.			
Designate the SQF Practitioner			
Create or update the organizational chart			
Create or update job descriptions			
Complete the "Designated Cover Personnel Register", F-210-001			
Create a plan to communicate to all staff their responsibility to report food safety and quality problems Determine how to **Positively Encourage** employees to notify management about potential or actual food safety issues.			
Create a Management Review Process, include: • Management review team members • Management review schedule • Standard agenda items • Responsibility for reporting data • Method of tracking action items • Follow up method for action items			
Establish a method for handling customer complaints and tracking trending data.			
Assign Responsibility for Preparing the Crisis Management Plan (F-260-002)			
Add tasks from the gap analysis here:			

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Document Control	Responsibility/Steps Planned	Due Date	Completed
Designate a document control coordinator, and include them in this implementation team.			
Identify a process for creating new documents so they are included in the document control system.			
Identify a process and authority for approval of documents and a record of approvals.			
Create a master list (register) for all the food safety system documents			
Create a document identification and numbering system			
If you do not have an electronic document control system in place, create a protected electronic file system for storing current documents.			
Determine distribution required for hard copies.			
Identify documents of external origin.			
Create a process for document revisions.			
Determine how to handle obsolete documents.			
Identify how records will be controlled			
Create a Records List (F-220-004)			
Create a training to train employees on the correct method of recording data and making corrections			
Ask other implementation teams for a list of records that will be used for their processes and include them on the records list.			
Do a walk-through of your facility looking for uncontrolled documentation.			

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Do a walk-through of your facility looking for improperly stored records, or records that need to be added to the records list.			
Train all employees on Document and Records Control.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Specifications, Formulations, Realization, and Supplier Approval	Responsibility/Steps Planned	Due Date	Completed
Identify who is responsible for development and formulation of products.			
Document your product development, formulation and realization process.			
Identify your method for validation of formulations and manufacturing processes.			
Identify your method of validating fulfillment of product requirements.			
Document your method for validation of raw materials.			
Assign responsibility for identifying what specifications are already available and if they contain all the required information.			
List specifications on the Raw Material Register worksheet in the Master HACCP Plan Workbook F-243-001			
Determine your method of keeping the specifications and			

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register up to date.			
List packaging specifications on the Raw Material Register worksheet in the Master HACCP Plan Workbook F-243-001			
Identify the responsibility and methods used for validation of packaging materials.			
Create a database to identify all chemicals that are used on site and the method used to approve them for use.			
List Finished Product Specifications on the Product Description Worksheet in the Master HACCP Plan Workbook F-243-001			
Identify methods and responsibility for reviewing labels for accuracy and compliance with legislation			
Train those responsible for creating or maintaining specifications on the new process.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			

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Contract Service Providers	Responsibility/Steps Planned	Due Date	Completed
Identify all contract service providers on F-233-001, the Contract Services Register			
Document contracts with clear specifications for service requirements.			
Identify training requirements for contractors, and methods of providing or verifying the training.			
Provide any required training, or ensure training as required.			
Identify all contract manufacturers on F-233-001, the Contract Services Register			
Document contracts with clear specifications			
Identify how you will ensure that the contract manufacturer is complying with the SQF Code.			
Establish a method for verifying high risk processes with an audit of the contract manufacturer.			
Add tasks from the gap analysis here:			
Approved Supplier Program	Responsibility/Steps Planned	Due Date	Completed
Determine if you need to implement supply chain controls for FSMA. Coordinate with the HACCP Team to answer this question.			
Determine a process for providing specifications to your suppliers and getting agreement on them and identify what record will be kept.			
Describe your options for approving suppliers. Base the criteria for approval of raw materials on the risk levels you			

defined.			
Complete the Approved Supplier Register, F-234-001.			
Define a process in case you are unable to purchase from an approved supplier and need an emergency source for a material.			
Document the process you will use to monitor the suppliers you have approved			
Train all employees that have responsibilities for working with suppliers or receiving incoming materials on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Food Legislation	Responsibility/Steps Planned	Due Date	Completed
Create an index of applicable regulations (F-241-001)			
Identify how you are kept up to date on each of the regulations.			
Identify industry information that must be kept current			
Identify a method of keeping up to date on the information.			
Identify all registrations and approvals for the facility, make sure they are up to date, and records are maintained.			
Identify a method of communicating changes in regulations and information to management and to those who are affected.			

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Assign responsibility for notifying SQFI within 24 hours if a regulatory warning is received.			
Good Manufacturing Practices, GMPs	Responsibility/Steps Planned	Due Date	Completed
Evaluate the facility and grounds against the requirements of Module 11 of the SQF Code			
Identify gaps that must be brought into compliance and create a plan to address them.			
Prepare a site plan and facility map.			
Document GMPs on the GMP Tables provided. You may want to assign each table to departments or staff with knowledge of the area or program. Reference additional documentation as necessary; references can be documented directly on the GMP Tables.			
Identify the verification plan for the GMP program and the frequency of verification.			
Assign the GMPs to departments or staff for implementation.			
Submit each GMP Table to the SQF Practitioner for approval.			
Add the verification to the Verification Schedule			
Food Safety Plans	Responsibility/Steps Planned	Due Date	Completed
This process is managed by the HACCP Team. That team is responsible for implementing the Food Safety Plan (this section of the implementation project)			

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Identify the products or product category that your organization produces.			
If you have a HACCP/Food Safety Plan already in place do a review of the information listed below to make sure it complies with requirements of the SQF Code.			
Assign responsibility for preparing flow diagrams for processes.			
Schedule a verification of each flow diagram by the HACCP Team.			
Review the raw material detail, product characteristics, flow diagrams, and external information. Identify hazards that might occur, and acceptable level of the hazard and quality limits.			
The team will conduct hazard analysis to identify the hazards that must be eliminated or reduced to acceptable levels. Select controls to prevent, eliminate or reduce the food safety or quality hazard.			
Plan validation and verification activities.			
Establish a plan for updating the HACCP Plans as changes occur.			
Complete the Master HACCP Plan Workbook (or use your established method of documenting the HACCP Plan)			
Train all employees on the Critical Control Points for the processes that they work with.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
If you must comply with FSMA, add preventive controls			

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for allergens, sanitation and supply chain.			
Add tasks from the gap analysis here:			
Product Sampling, Inspection and Analysis	Responsibility/Steps Planned	Due Date	Completed
Assign responsibility for documenting the inspection and test requirements.			
Assign responsibility for identifying all inspection and analysis records.			
Identify what testing and analysis will be done in house and what will be done at external laboratories.			
Identify external labs, and document their qualifications.			
Identify what proficiency testing programs will be used for internal staff performing analyses.			
Make sure all sampling and testing methods are documented, and that they are nationally recognized or validated.			
Train all affected employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Nonconforming Product	Responsibility/Steps Planned	Due Date	Completed
Assign responsibility for nonconforming product and equipment.			
Evaluate areas used to hold or segregate product. Make			

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sure they are well located, sufficient and clearly labeled.			
Evaluate methods used to identify or label potentially nonconforming product. Make sure it is clear and will prevent unintended use. If it is not, create a new process to identify product that is on hold or segregated.			
Train all employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Rework	Responsibility/Steps Planned	Due Date	Completed
Identify what rework you use in your site.			
Clearly define how rework can be used. For example, it what products, at what amounts.			
Add rework to flowcharts to identify where it leaves and enters the process.			
Identify responsibilities for rework.			
Identify if you recoup product, and if you do what controls must be in place.			
Train employees on the rework or recoup process, restrictions and controls.			
Conduct a mock traceability exercise to ensure that you can trace the rework product.			
Train all employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			

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Add tasks from the gap analysis here:			
Finished Product Release	Responsibility/Steps Planned	Due Date	Completed
Identify who is responsible for reviewing inspection and testing for the finished product, and what records will be reviewed.			
Identify how the reviewer records review and review results.			
Identify how the product is controlled before release.			
Train all affected employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
If you use positive release document your process for making sure results are received and meet established limits.			
Add tasks from the gap analysis here:			
Environmental Monitoring	Responsibility/Steps Planned	Due Date	Completed
Plan your environmental monitoring program.			
Establish sampling plans and scheduling.			
Identify an outside lab for testing (ISO 17025 Certified, or equivalent certification) or train internal laboratory personnel on testing. Use recognized methods and participate in annual proficiency testing.			

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Train all employees responsible for sampling, analysis and review on the new process and procedure.			
Validation and Verification	Responsibility/Steps Planned	Due Date	Completed
Describe your method of validation and verification of GMPs.			
Describe your method of validation and verification of the food safety plans and critical limits (HACCP plans).			
Identify all verification activities that are taking place			
Assign responsibility for verification activities			
Prepare a schedule of verification activities			
Establish a method of evaluating and analyzing verification results			
Train all affected employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Corrections and Corrective Action	Responsibility/Steps Planned	Due Date	Completed
Assign responsibilities for corrections and corrective action when critical control limits or preventive controls are not met.			
Assign a corrective action coordinator to track and manage corrective actions.			
Assign responsibility and authority for initiating Corrective			

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Action.			
Identify responsibility for review of corrective actions for verification, effectiveness and completion.			
Develop a corrective action database or other tracking method.			
Train all affected employees on the new process and procedure.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Internal Audits	Responsibility/Steps Planned	Due Date	Completed
Define responsibilities and steps for: • A lead auditor or audit coordinator • Scheduling audits and • Assigning auditors • Scheduling auditor training • Audit steps • Reporting and records • Follow-up activities			
Prepare the audit schedule. Plan a full round of audits for shortly after the SQF system is implemented. Plan on doing a second round before your registration audit. Follow up on corrective actions.			

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Identify your internal auditors. You want to have enough auditors so you have a variety to choose from for any given audit.			
Train Internal Auditors • List the employees that will be trained. • Determine your training method. ○ Recommended: Have each auditor complete: Online Internal Auditor Training for Food Safety Management Systems from the online training module			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here			

Product Traceability and Crisis Management	Responsibility/Steps Planned	Due Date	Completed
Define how you trace materials from receiving through production and shipping. What records are kept?			
Describe your method of product identification. Make sure that it is clearly labeled through all stages of production and storage.			
Make sure that finished product labels meet customer and			

regulatory requirements.			
Identify a method to verify during production changeovers, that the correct packaging and labeling is used.			
Identify what records will be maintained as a record of dispatch. Include destination.			
Identify the cross functional team that will be used to coordinate a recall.			
Collect documentation that management has identified to keep on hand in case of a recall. Identify where they will be kept readily available.			
Review the recall procedure and form with management and tailor them to your facility.			
Schedule and conduct a mock recall. Evaluate the results of the test recall and determine if any changes are needed to the process and procedure.			
Train employees on proper identification practices. Train those with responsibilities for trace, withdrawal and recall on the process. • List the employees, groups or departments that will be trained.			

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Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained. Complete this information on the Records List below.			
Review the Crisis Management Plan prepared by management (P-260-002) and plan for training and implementation of the plan.			
Add tasks from the gap analysis here			
Food Defense and Food Fraud			
Identify a food defense team and a member of senior site management to be responsible for food defense.			
Assign responsibility to the team to develop a food defense plan.			
Assign responsibility to the team to implement preventive measures.			
Identify a method of training employees on food defense.			
Assign responsibility to the team to perform a food fraud vulnerability assessment, and to identify preventive measures.			
Document the procedure for Food Fraud and Food Defense.			
Identify a plan to challenge both plans at least annually.			
Add tasks from the gap analysis here			
Allergen Management	Responsibility/Steps Planned	Due Date	Completed

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Identify or assign responsibility to identify existing allergens.			
Create a list of allergens used in the facility.			
Assign responsibility to the HACCP Team for hazard analysis on each allergen containing material.			
Create an allergen management program that addresses: • Allergens in products or raw materials (through the HACCP Plan) • Potential cross contamination from cross contact of allergen containing material and non-allergen product (consider storage, transport, cleaning, utensils, equipment) • Labelling (verification of labels upon receipt and applying correct labels to product) • Allergens in food brought in by employees or visitors or supplied in vending machines or cafeterias			
Evaluate current storage areas. Are allergens segregated? Are different types of allergens segregated as needed from each other? If they are not segregated, create a plan for segregation.			
Determine how receiving and warehouse staff will be trained on handling and storage requirements.			
Identify where the list of allergens must be posted in the facility to keep all relevant staff informed. Post the list in these locations, and make sure it is a controlled document.			
Train all employees that work in processing or handling areas on allergen management practices including clean-			

up for spills containing allergens.			
Identify what records related to this process will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Add tasks from the gap analysis here:			
Training			
Prepare job descriptions.			
Identify job specific training requirements.			
Identify onboarding processes and training for new employees.			
Establish an employee training for food safety and food hygiene that includes GMPs.			
Identify what records will be maintained, who is responsible for keeping them, where they are kept and how long they are retained.			
Create a training plan to address any gaps between the new training requirements and the training that has been provided.			
Create a training matrix as a record of training that is required and has been provided.			
Identify how the effectiveness of training will be evaluated			
Add tasks from the gap analysis here:			