1.0 Purpose

1.1 This procedure describes the process for ensuring that food safety fundamentals are adopted and maintained throughout the organization and facility.

2.0 Responsibilities

2.1 Senior management is responsible for ensuring that the fundamentals outlined in this procedure and related documents are implemented and maintained.

2.2 Senior management is responsible for ensuring that the premises are maintained and operated in a hygienic manner.

2.3 The SQF Practitioner is responsible for the identification, documentation and implementation of prerequisite programs.

3.0 Definitions

3.1 Prerequisite Programs: Programs to manage the basic conditions needed to achieve a clean and hygienic environment needed to produce safe product.

4.0 Instructions

4.1 Senior management ensures that the facility, grounds and equipment are designed, constructed and maintained in a manner that supports the production of safe food.

4.1.1 The SQF Practitioner conducts an evaluation of the facility, grounds and equipment against the requirements of SQF 2000, Section 5 to be completed before registration to SQF 2000, when changes are made to the grounds, facility, equipment, or processing lines and on a scheduled basis to ensure continued compliance.

- The SQF Practitioner prepares a schedule for the building evaluations.
- The facility is audited using the SQFI 2000 Self-Assessment Facility Audit Checklist, Section 5.
- An action plan is implemented for each item that is identified as noncompliant. Responsibility, resources, a timeline for completion and scheduled follow-up activities to verify effective implementation are included in the action plan.
- If conditions are found that could cause a food safety hazard, correction and corrective action are taken according to P-446.
- Facility inspections are conducted following the schedule prepared by the SQF Practitioner according to P-450 Validation and Verification.

4.1.2 Prepare a site plan for the facility that includes:

- A map of the grounds and surrounding area and activities
4.2 The SQF Practitioner identifies appropriate prerequisite programs needed to control:

4.2.1 The likelihood of introducing food safety hazards through the work environment,

4.2.2 Biological, chemical or physical contamination of the products and

4.2.3 Food safety hazard levels in the environment.

4.3 Consider and use information from: (list those applicable to your organization)

4.3.1 SQF 2000, Section 6

4.3.2 Codex principles

4.3.3 Statutory requirements

4.3.4 Regulatory requirements

4.3.5 Customer requirements

4.3.6 Recognized guidelines

4.3.7 National standards

4.3.8 International standards

4.3.9 Sector standards

4.4 The SQF Practitioner documents the required PRPs on the Prerequisite Program Tables in PRP-001, Prerequisite Program Manual. (Use the PRP Tables provided with the package to document your plan to comply with the requirements in section 6 of SQF 2000. These tables make up your PRP Program Manual. Be sure to address all of the requirements of SQF 2000, Section 6 as well as other standards and regulations that apply to your organization.)

4.5 The PRP Tables identify:

4.5.1 A PRP program plan to address the questions on the table

4.5.2 Department or area responsible for the program

4.5.3 Approval date
4.5.4 Verification plan

4.5.5 Verification frequency

4.6 Management assigns the PRP to a department or person for implementation. The responsible person completes the appropriate PRP Table in the PRP Manual.

4.7 The completed PRP documentation is given to the SQF Practitioner for review and approval.

4.7.1 The Practitioner reviews each PRP and evaluates the PRP for:
- Organizational needs
- Appropriate to the size and type of operation and nature of the products
- Implementation across all of production as general programs or to a product or operational line.
- Compliance with statutory and regulatory requirements

4.8 Approval is recorded by the SQF Practitioner’s signature on the table.

4.9 After the PRP program is implemented, the SQF Practitioner (or designate another qualified person or consultant) validates and verifies the PRP according to the requirements documented in the PRP Table.

4.9.1 The SQF Practitioner signs the PRP Table to indicate that implementation has been successfully validated and verified.

4.9.2 The SQF Practitioner prepares the PRP Validation and Verification Schedule based on the frequency identified for each PRP.

4.10 Ongoing verification is performed according to the information and plan documented in the PRP table.

4.10.1 The responsible party prints the table for the PRPs to be verified and conducts an audit of the program.

4.10.2 The person verifying initials the table for each program that is verified to be implemented and in compliance.

4.10.3 The table is given to the SQF Practitioner. For each program that is out of compliance the Practitioner documents a corrective action plan on the table. The plan may include starting a corrective action according to P-446, initiating a work order or other action.

5.0 Forms and Records

5.1 PRP-001 Prerequisite Program Manual

5.2 Building evaluation schedule

5.3 PRP Validation and Verification Schedule

Templates are provided to create your PRP Manual
6.0 Attachments

6.1 None

7.0 Related Documents

7.1 P-422 Document Control
7.2 P-732 Food Safety Team
7.3 PRP-001 Prerequisite Program Manual

8.0 References

9.0 SQFI 2000 Self-Assessment Facility Audit Checklist, Section 5