

Guided Small Group SQF Implementation 5 Month Program



Five Month Implementation Agenda

	Webinars and Online Events	Your Tasks/Assignments
	Register for Small Group Guided Implementation	Complete company profile. Submit current HACCP Plan. Participate in individual phone call with consultant.
Jan	<p>Training: “Introduction to SQF System Elements” Online training (Available on demand)</p> <p>Webinar: Q&A on “SQF System Elements” How to Conduct a Gap Analysis</p> <p>Webinar: Q&A on your Gap Analysis Results Preparing your Project Plan and assigning training to employees.</p> <p>Assign online training programs to employees</p>	<p>Email questions on SQF System Elements to be answered in Webinar.</p> <p>Conduct your Gap Analysis Email questions to be answered in Webinar.</p> <p>Prepare your project plan and submit for review.</p> <p>Inform employees of online training. Assign implementation tasks</p>

Register at: 800-743-3174
Email questions to: cweber@22000-Tools.com
More information: www.22000-Tools.com

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<p>Feb</p>	<p>Training: “Food Safety Fundamentals” Online Training (Available on demand)</p> <p>Webinar: Q&A on Food Safety Fundamentals Implementing your Food Safety Fundamentals Programs (GMPs/PRPs)</p> <p>Webinar: Introduction to documenting procedures: Management Responsibility, Document and Records Control, Food Safety Fundamentals, Food Safety Plans, Allergen Management, Training How to choose a Certification Body.</p>	<p>Email questions on Food Safety Fundamentals to be answered in Webinar.</p> <p>Assign implementation tasks for documenting and implementing Food Safety Fundamentals programs</p> <p>Begin work customizing and implementing the 6 assigned procedures for February.</p> <p>Submit February procedures for review.</p>
<p>Mar</p>	<p>Training: Assign online “Internal Auditor Training” to your internal audit team for completion. (Available on demand)</p> <p>Webinar: Q&A on Procedures Introduction to November Procedures: Specifications and Product Development, Incoming goods and Services, Control of Nonconforming Product and Equipment, Product Sampling, Inspection and Analysis, Product Identification and Trace</p>	<p>Begin work customizing and implementing the 6 assigned procedures for March.</p> <p>Submit March procedures for review.</p>
<p>April</p>	<p>Webinar: Q&A on Procedures Introduction to December Procedures: Rework, Finished Product Release, Validation and Verification, Corrective Action, Internal Audits, Product Defense</p>	<p>Customize and implement the 5 assigned procedures for April</p> <p>Start Internal Audits.</p>

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	Webinar: Q&A on Internal Audit Training Q&A on Procedures Setting up your Internal Audit Program	Submit Procedures for review.
May	Webinars: Q&A on all topics Starting Management Review Meetings Webinar: Your certification audits	Finalize system, complete documents and document reviews. Answer questions

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