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| **Prepared By** | **Approved By** | **Date** |
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| Document No: **XXXXXXX** | Revision No: **XXXXX** | Update Date: **XXXXXX** |



**IFS V8**

The owner of this document is [**Company**]. Only those who have been allowed may make changes or edits. When the holder departs from the [**Company**] or no longer needs the document, they are required to return it.

**List of Documents**

**IFS V8 Complete Package - Included Documents**

This document outlines the comprehensive list of procedures, records, forms, manuals, policies, and SOPs included in the IFS V8 Complete Package. These resources are designed to ensure compliance with food safety management standards and facilitate the implementation of an effective Food Safety and Quality Management System.

Package Features:
- Full lifetime access
- Access on a laptop, desktop, and mobile
- Certificate of completion

## Food Safety & Quality Manual

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | FSQMS Scope & Applicability |
| 2 | Organizational Chart & Responsibilities |
| 3 | Description of Products & Processes |
| 4 | Process Flow Diagrams (verified onsite) |
| 5 | Document Master List (Document Index) |
| 6 | List of Procedures, Work Instructions, Records |

## Policies

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food Safety Policy |
| 2 | Quality Policy |
| 3 | Food Defense Policy |
| 4 | Food Fraud Prevention Policy |
| 5 | Traceability & Recall Policy |
| 6 | Allergen Management Policy |
| 7 | Supplier Management Policy |
| 8 | Complaint Handling Policy |
| 9 | Crisis Management Policy |
| 10 | Ethical Conduct & Integrity Policy |
| 11 | Health & Hygiene Policy |

## Objectives & Culture

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food Safety and Quality Objectives |
| 2 | Food Safety Culture Plan |
| 3 | Food Safety Culture Evaluation & Monitoring Records |

## Standard Operating Procedures (SOPs)

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | FSMS Management SOPs |
| 2 | Document Control Procedure |
| 3 | Record Control Procedure |
| 4 | Change Management Procedure |
| 5 | Internal Audit Procedure |
| 6 | Management Review Procedure |
| 7 | Non-Conformance & Corrective Action Procedure |
| 8 | Root Cause Analysis Procedure |
| 9 | Preventive Action Program Procedure |
| 10 | Customer Complaint Management SOP |
| 11 | Crisis and Emergency Response Procedure |
| 12 | Communication Procedure (Internal & External) |
| 13 | HACCP Team Formation Procedure |
| 14 | Product Description & Intended Use Procedure |
| 15 | Hazard Analysis & Risk Assessment SOP |
| 16 | CCP/OPRP/PRP Determination SOP |
| 17 | Critical Limits Definition & Validation SOP |
| 18 | Monitoring & Verification SOP |
| 19 | HACCP Review and Update SOP |

## PRP Procedures

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Zoning & Cross-Contamination Control Procedure |
| 2 | Building Fabric and Infrastructure SOP |
| 3 | Equipment Hygienic Design SOP |
| 4 | Utilities Control SOP (Water, Air, Steam, Gas) |
| 5 | Preventive Maintenance Program |
| 6 | Cleaning & Disinfection Program & Validation SOP |
| 7 | Pest Control Program |
| 8 | Waste Management SOP |
| 9 | Personnel Hygiene Program |
| 10 | Medical Screening Program |
| 11 | Protective Clothing Policy |
| 12 | Allergen Management Program & Validation SOP |
| 13 | Foreign Material Control SOP |
| 14 | Metal Detection & X-Ray Control SOP |
| 15 | Chemical Control Program |
| 16 | Environmental Monitoring Program |
| 17 | Transport & Storage SOP |
| 18 | Supplier Approval & Monitoring SOP |
| 19 | Purchasing Control SOP |
| 20 | Packaging Control SOP |
| 21 | Rework Control SOP |

## HACCP Core Files

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Team Competency Records |
| 2 | Product Descriptions & Specifications |
| 3 | Process Flow Diagrams (Verified) |
| 4 | Hazard Identification Worksheets |
| 5 | Risk Assessment Records (Likelihood x Severity) |
| 6 | CCP/OPRP/PRP Classification Records |
| 7 | Critical Limits Documentation |
| 8 | CCP/OPRP Monitoring Procedures |
| 9 | Corrective Action Procedures for CCP Deviations |
| 10 | Verification Procedures |
| 11 | HACCP Validation Records |
| 12 | HACCP Annual Review Records |

## Monitoring Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | CCP Monitoring Records |
| 2 | OPRP Monitoring Records |
| 3 | PRP Monitoring Records |
| 4 | Cleaning & Sanitation Records |
| 5 | Allergen Cleaning Validation Records |
| 6 | Pest Control Records |
| 7 | Environmental Monitoring Records |
| 8 | Temperature Control Logs |
| 9 | Metal Detector/X-Ray Logs |
| 10 | Supplier Performance Monitoring Logs |
| 11 | Complaint Investigation Records |

## Verification Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | HACCP Verification Reports |
| 2 | Internal Audit Reports |
| 3 | Management Review Minutes |
| 4 | Product Testing Records |
| 5 | Mock Recall Tests |
| 6 | Traceability Tests (Mass Balance) |
| 7 | Shelf-Life Validation Reports |

## Validation Records

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Process Validation Studies |
| 2 | CCP Validation Records |
| 3 | Cleaning Validation Reports |
| 4 | Allergen Validation Records |
| 5 | PRP Validation Reports |

## Internal Audit Documents

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Internal Audit Schedule |
| 2 | Clause-by-Clause Internal Audit Checklists (IFS V8 full coverage) |
| 3 | Auditor Competency Records |
| 4 | Internal Audit Reports & NC Tracking |
| 5 | Corrective Action Records |

## Management Review

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Management Review Agendas |
| 2 | Review Meeting Minutes |
| 3 | Action Follow-Up Records |
| 4 | KPI Monitoring Data |

## Training and Competency Files

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Competency Matrix |
| 2 | Training Needs Analysis |
| 3 | HACCP Team Training Certificates |
| 4 | Food Safety Training Records |
| 5 | Allergen Training Records |
| 6 | Cleaning & Hygiene Training Records |
| 7 | Food Defense & Food Fraud Training Records |
| 8 | CCP Monitoring Personnel Competency Records |
| 9 | Medical Fitness Declarations |
| 10 | Personnel Hygiene Acknowledgements |

## Traceability System

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Traceability Procedure (Forward & Backward) |
| 2 | Traceability Testing Records |
| 3 | Mass Balance Test Reports |
| 4 | Recall Procedure |
| 5 | Recall Testing Reports |
| 6 | Recall Incident Records |

## Compliance Documentation

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Legal Register (Applicable Laws & Regulations) |
| 2 | Product Specifications (Finished Products) |
| 3 | Supplier Specifications (Raw Materials, Packaging) |
| 4 | Certificates of Conformity (CoC) |
| 5 | Certificates of Analysis (CoA) |
| 6 | Supplier Declarations of Compliance |
| 7 | Import & Export Regulatory Files |

## Supplier Control Files

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Supplier Qualification Procedure |
| 2 | Approved Supplier List |
| 3 | Supplier Risk Assessment Files |
| 4 | Supplier Audit Reports |
| 5 | Supplier Self-Assessments |
| 6 | Supplier Performance Monitoring Records |
| 7 | Supplier Corrective Action Reports |
| 8 | Supplier Ethical Conduct Agreements |

## Outsourced Process Control

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Outsourced Process Approval Procedure |
| 2 | Contracts & Agreements for Outsourced Services |
| 3 | Monitoring & Verification Records |

## Food Fraud Prevention

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Food Fraud Vulnerability Assessment (VACCP) |
| 2 | Fraud Mitigation Plan |
| 3 | Monitoring and Verification Records |
| 4 | Fraud Incident Reporting |

## Food Defense

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Threat Assessment (TACCP) |
| 2 | Food Defense Plan |
| 3 | Site Security Control Procedures |
| 4 | Access Control Logs |
| 5 | Visitor Logs |
| 6 | Contractor Approval Records |
| 7 | Security Incident Logs |

## Crisis Management

|  |  |
| --- | --- |
| No. | Document Name |
| 1 | Crisis Management Plan |
| 2 | Business Continuity Plan |
| 3 | Emergency Contact Lists |
| 4 | Scenario-Based Testing Records |
| 5 | Crisis Communication Procedures |
| 6 | Crisis Drill Reports |