

D172: Demo of International Featured Standards (IFS) Food, Version 8 Documentation Kit **Price 999 USD**

Totally editable documentation package for quick process improvement
Complete editable document tool kit (IFS food safety manual, procedures, Exhibits, Process Approach, SOP, formats, HACCP docs, audit checklist, etc.) prepared as per IFS food.

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Chapter-1.0 Contents of International Featured Standards (IFS) Food, Version 8 Documentation kit (More than 200 document files)

A. This editable documentation kit has 10 main directories in MS Word/excel, as below:

Sr. No.	Directory	Details of Documents
1.	IFS Food Safety Manual	13 File in MS Word
2.	Procedures	17 Procedures in MS Word
	Food safety procedure	07 food safety procedures in MS Word
	System procedure	10 system procedures in MS Word
3.	Blank Formats /Templates Name of departments	78 Blank Formats in MS Word / excel
	Dispatch (DES)	06 formats in MS Word
	Engineering (ENG)	06 formats in MS Word
	Housekeeping, Hygiene and Sanitation (HKC)	15 formats in MS Word / excel
	HRD (HRD)	02 formats in MS Word / excel
	Production (PRD)	02 formats in MS Word
	Purchase (PUR)	08 formats in MS Word
	Quality Control (QCD)	06 formats in MS. Word
	Sales (SALES)	03 formats in MS Word
	Stores (ST)	03 formats in MS Word
	System (SYS)	20 formats in MS Word
Training (TRG)	07 formats in MS Word	
4.	Standard Operating Procedures	41 Standard operating procedures in MS Word
5.	Exhibits	18 Exhibits in MS Word
6.	Process Approach	10 Process approach in MS Word
7.	HACCP Docs.	Blank HACCP docs 10 files in MS Word
		Filled HACCP docs 10 files in MS Word
8.	Food Safety Culture	05 File in MS Word / excel
9.	IFS Food, Version 8 Audit checklist	More than 900 questions
10.	IFS Food, Version 8 document compliance matrix	01 File in MS Excel

Total 200 files in editable form; Quick Download by **e-delivery**

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B. Documented information package:

Our documentation kit contains sample documents required for IFS food, version 8 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them.** You can make changes as per your organization's need and **within few days your entire documents** with all necessary controls will be ready. In the IFS food, version 8, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word/excel document as per the details given below.

1. IFS food safety Manual:

It is a sample copy of IFS food safety manual having clause-wise details of how IFS food system is implemented. The IFS food safety manual is tier-1 of IFS food documents and covers list of procedures as well as overview of organization. This manual has covering company profile, amendment sheet, index, clause-wise details as per IFS food for implementation, sample policy and organization chart.

(A) Table of Contents

Chapter No.	Subject	Page No.	Clause Reference
Section – 1			
A.	Company Profile	1 – 3	---
B.	Table of Contents	1 – 2	----
C.	Control and Distribution	1 – 3	---
Section – 2			
1.	Governance and commitment	1 – 3	1.0
	Policy		1.1
	Corporate Structure		1.2
	Management Review		1.3
2.	Food safety and quality management system	1–4	2.0
	Quality Management		2.1
	Food Safety Management		2.2
	HACCP Analysis		2.3

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3.	Resource Management	1-3	3.0
	Human Resources		3.1
	Personal Hygiene		3.2
	Training and Instruction		3.3
	Staff Facilities		3.4
4.	Operational Processes	1 – 14	4.0
	Customer Focus and Contract Agreement		4.1
	Specifications and Formulas		4.2
	Product development / Product modification / Modification of production processes		4.3
	Purchasing		4.4
	Product Packaging		4.5
	Factory Location		4.6
	Factory Exterior		4.7
	Plant Layout and Process Flow		4.8
	Production and Storage Premises		4.9
	Cleaning and Disinfection		4.10
	Waste Management		4.11
	Foreign Material and Chemical Risk Mitigation		4.12
	Pest Monitoring and Control		4.13
	Receipt and Storage of Goods		4.14
	Transport		4.15
	Maintenance and Repairs		4.16
	Equipment		4.17
	Traceability		4.18
	Allergen Risk Mitigation		4.19
Food Fraud	4.20		
Food Defense	4.21		
5.	Measurements, Analyses, Improvements	1 – 5	5.0
	Internal Audits		5.1
	Site Factory Inspections		5.2
	Process Validation and Control		5.3
	Calibration, Adjustment and Checking of Measuring and Monitoring Devices		5.4
	Quantity Control Monitoring		5.5
	Product Testing and Environmental Monitoring		5.6
	Product Release		5.7
	Management of Complaints from Authorities and Customers		5.8

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	Management of Product Recalls, Product Withdrawals and Incidents,		5.9
	Management of Non-conforming Products		5.10
	Management of Deviations, Non-conformities, Corrections and Corrective Actions		5.11
Annexure			
ANX-I	List of Quality and Food Safety Procedures	1 – 1	===
ANX-II	Glossary of Terms	1 – 2	===
ANX-III	Process Flow Chart	1 – 2	===
ANX-IV	Food Safety and Quality Policy	1 – 1	===
ANX-V	Organization Structure	1 – 1	===

2. Procedures (17 procedures):

Sample copies of mandatory procedures as per IFS food are provided, which cover all the details like purpose, scope, responsibility, how procedure is followed as well as the list of exhibits, reference documents and formats. The list of sample procedures provided in the kit is given below.

List of Procedures

1. Procedure for Management Review.
2. Procedure for Document and Data Control.
3. Procedure for Correction, Corrective and Preventive action
4. Procedure for Control of Quality Records.
5. Procedure for Internal Audit
6. Procedure for Control of Monitoring and Measuring Equipments
7. Procedure for Control of Non-Conforming Products.
8. Procedure for Traceability
9. Procedure for Purchasing
10. Procedure for Environment Monitoring and Measurement
11. Procedure for Preliminary Analysis of Production Process.
12. Procedure for Pre-requisite Program
13. Procedure for Hazard Identification
14. Procedure for HACCP Plan
15. Procedure for Emergency preparedness and response
16. Procedure for product re-call / Withdrawal
17. Procedure for Reliability of test results

3. Blank sample formats for all the departments (78 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 78 blank formats are provided as per the list given below.

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List of blank formats

1. Packing report / Slip
2. Bag/other packing material inspection report
3. Screen Checking report
4. Loading Vehicle Checking Report
5. Packing Material Inspection Report
6. Label Monitoring Checklist
7. Breakdown History Card
8. Preventive Maintenance Schedule
9. Preventive Maintenance Checkpoints
10. Daily Preventive maintenance checkpoints
11. Preventive Maintenance checkpoints for Building and civil work
12. Incident Reporting Record
13. Master list cum distribution list of documents
14. Change Note
15. Corrective Action Report
16. Master List of Records
17. Objectives
18. Audit Plan/ Schedule
19. Internal Audit Non conformity report
20. Clause Wise Document wise audit review report
21. Preventive Action Report
22. Continual Improvement Plan
23. Calibration Status of Instrument / Equipment
24. Internal Audit Conformity Report
25. Monthly Food Safety Inspection Report
26. Magnet Control
27. Allergen Assessment
28. Monthly Site Security Check List
29. Product Traceability Audit (Backward)
30. Product Traceability Audit (Forward)
31. Vulnerability Assessment
32. Hazard analysis and risk management review Meeting
33. Daily Personnel Hygiene Checklist
34. Cleaning and Sanitation Report
35. House Keeping Records–Area Wise
36. Visitor Entry Report
37. Pest Control Report
38. Fumigation Report
39. Daily Sanitation Audit Report
40. Pest Control log book–Daily Sheet
41. Glass Inventory Records
42. Visual Inspection Report–Glass Monthly
43. Wooden Checking
44. Rodent trapping record
45. Operational pre-requisite programs
46. Blade Consumption report
47. Health Questionnaire – Plant
48. Onsite Authorized Person's list to Carry Mobile Phone
49. Medical Checkup report
50. Production Planning
51. Disposal of Non confirming Products
52. Purchase Order
53. Indent cum Incoming Inspection
54. Approved Vendor List cum Open Purchase order
55. Supplier Registration form
56. Open Purchase Order
57. Supplier Audit Schedule
58. Supplier Audit Checklist
59. Job work contract
60. Sample Test Request
61. Positive Recall Report
62. pH Meter Calibration Report
63. Normality record sheet
64. Validation Report
65. Shelf life study report
66. Order form confirmation
67. Feedback for customer
68. Customer Complaint Report
69. Daily stock Statement
70. Gate Pass
71. Unloading Vehicle Checking Report
72. Training Calendar
73. Training Report
74. Induction training Report
75. Job Description and Specification
76. Skill Matrix
77. Health Questionnaire
78. Skill Matrix for QC personnel

For more information about IFS Food, version 8 Documentation kit [Click Here](http://www.documentationconsultancy.com)

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4. Standard operating procedures (41 SOPs)

It covers sample copy of standard operating procedure as per IFS food. It takes care of all such issues and used as a training guide as well as to establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements.

List of Standard operating procedures

- | | |
|--|--|
| 1. SOP for Material receipt / Issue in despatch | 21. SOP for Building maintenance and general facilities |
| 2. SOP for Glass breakage management | 22. SOP for Safety |
| 3. SOP for Installation of new glass | 23. SOP for Metal, wood & glass procedure |
| 4. SOP for Self care laundering | 24. SOP for Wooden materials |
| 5. SOP for Waste disposal | 25. SOP for De contaminate media and disposal of laboratory waste |
| 6. SOP for Hygiene clearance | 26. SOP for Traceability |
| 7. SOP for Incident reporting | 27. SOP for Stationary items management |
| 8. SOP for Blade management | 28. SOP for Shelf life study of the finished products |
| 9. SOP for Product re-call | 29. SOP for Pallet management |
| 10. SOP for Condition / cleanliness of food contact surface | 30. SOP for Metal detector |
| 11. SOP for Prevention of cross contamination | 31. SOP for Packing and labelling |
| 12. SOP for Personnel health and hygiene | 32. SOP for IT |
| 13. SOP for Protection of food adulteration | 33. SOP for Sampling, testing & release of raw material & packing material |
| 14. SOP for Pest control | 34. SOP for retain samples |
| 15. SOP for General housekeeping | 35. SOP for Food defense |
| 16. SOP for Entry / exit procedure – Personal hygiene | 36. SOP for Food fraud prevention |
| 17. SOP for Floor cleaning | 37. SOP for Validation |
| 18. SOP for Cleaning of doors, windows, walls and tube light and fan | 38. SOP for Deviation and investigation |
| 19. SOP for Equipment layout | 39. SOP for Confidential reporting Channel |
| 20. SOP for Material / process / product mix up | 40. SOP for RM / PM / general material receipt / issue / storage |
| | 41. SOP for Change control |

5. Exhibits (18 exhibits)

It covers sample copy of exhibits as per IFS food.

List of Exhibits

- | | |
|--|--|
| 1. Skill requirements | 10. Exhibits for Acceptable sanitation and cleaning limits |
| 2. Gloves Policy | 11. Exhibits for Housekeeping procedure and frequency |
| 3. Disposal of Non-conforming products | 12. Threat assessment |
| 4. Raw material specifications | 13. Threat assessment Plan |
| 5. Calibration Periodicity | 14. Vulnerability Assessment |
| 6. Codification system | 15. Vulnerability Assessment Plan |
| 7. Security assessment | 16. Quality plan – Incoming inspection and testing |
| 8. Allergen Policy | 17. Risk assessment on suppliers |
| 9. Food Fraud Prevention Plan | 18. Risk assessment on service suppliers |

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6. Process approach (10 process approaches)

Sample copies of process approaches as per IFS food are provided. The list of sample process approach provided in the kit is given below.

List of process approaches

1. Process approach of Customer service
2. Process approach of Despatch
3. Process approach of Engineering
4. Process approach of Training
5. Process approach of Marketing
6. Process approach of Production
7. Process approach of Purchase
8. Process approach of Quality control
9. Process approach of Stores
10. Process approach of Management representative's area

7. HACCP Docs.

It covers blank and filled HACCP docs detail given below;

A. Blank HACCP Doc.

1. Food Safety Team
2. Product Description
3. Process Flow Chart
4. Hazard analysis report
5. HACCP Plan
6. Corrective Action Plan for CCP
7. Environment Monitoring Plan
8. OPRP
9. PRP

B. Filled HACCP Doc.

1. Food Safety Team
2. Product Description
3. Process Flow Chart
4. Hazard analysis report
5. HACCP Plan
6. Corrective Action Plan for CCP
7. Environment Monitoring Plan
8. OPRP
9. PRP

8. Food safety culture

This covers food safety culture sample plan and monitoring, sample survey form, product safety culture survey on the basis of IFS food, version 8.

9. IFS food, version 8 Audit Checklists (More than 900 Questions)

This covers audit questions based on the IFS food, version 8 food safety requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 900 questions are prepared on the basis of IFS food, version 8.

10. IFS food, version 8 compliance matrix

This compliance matrix contains IFS food, version 8 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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Chapter-2.0 ABOUT COMPANY

Documentation Consultancy is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries. Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

Documentation Consultancy is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach
4. Hard work and updating the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. Establishing strong internal control with the help of system and use of the latest management techniques.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with the help of P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the management system that is simple and free from excessive paperwork.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the IFS food documents.
2. The kit takes care of all the sections and sub-sections of IFS food, version 8 standards and helps you to establish better system.
3. This documentation kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own IFS food safety documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of our products to the user by sending an e-mail of username and password.

For purchase, Click Here →



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