

 FLAVORS & FRAGRANCES	6 Commerce Rd Fairfield, NJ 07004 (973) 200-8849	Procedure No. QMS-010	Revision Date: 08/25/2021 Revision No.: 06
		Page 1 of 4	Approved: E.T.
Procedure Title: HACCP FOOD SAFETY PLAN - INTRODUCTION			

1. Introduction

- 1.1. The HACCP Food Safety Plans were developed by following the 12 steps, and 7 Principles of Codex Alimentarius HACCP. A copy of Codex Alimentarius HACCP principles is maintained in a reference folder in the shared P drive.
- 1.2. A HACCP food safety plan corresponds to a family of products with similar hazards and similar production technology.
- 1.3. The HACCP food safety program at Sapphire Flavors & Fragrances covers three HACCP Food Safety Plans that include all products produced on site: Plan #1 Extract Flavor, Plan #2 Liquid Flavor, and Plan #3 Powder Flavor.
- 1.4. The company has established and maintains Prerequisite Programs (PRPs) that have been used to create environmental and operational programs suitable to produce safe and legal foods.
- 1.5. The HACCP Plan is reviewed by the HACCP Team whenever there are changes to product formulation, packaging or methods of processing to ensure hazards have been assessed and suitable controls are in place or at least annually and signs off on it.
- 1.6. The established Pre-Requisite Programs are:
 - 1.6.1. QMS-033 Cleaning and Sanitation
 - 1.6.1.1. Pre-operation inspection is performed before each batch is started.
 - 1.6.1.2. All cleaning utensils are cleaned and properly stored after use.
 - 1.6.1.3. All equipment is cleaned after use.
 - 1.6.1.4. ATP is measured on food contact equipment to determine cleanliness.
 - 1.6.2. QMS-035 Pest Management
 - 1.6.2.1. Pest Management is handled by a service provider.
 - 1.6.2.2. Site visits and inspections are conducted every two weeks.
 - 1.6.2.3. There are interior and exterior bait stations, insect light traps and pheromone traps throughout the facility
 - 1.6.3. Maintenance Programs for Equipment and Building
 - 1.6.3.1. QMS-027 Fundamentals in Sanitary Equipment Design outlines design criteria, materials of construction, safety and start up of equipment.
 - 1.6.3.2. QMS-028 Preventive Maintenance outlines the general requirements of the Preventive Maintenance Program, temporary repairs, calibration, storage, and maintenance cleaning.
 - 1.6.4. QMS-047 Good Manufacturing Practices Program
 - 1.6.4.1. Handwashing shall take place at a frequency that is appropriate and should be done anytime hands become soiled.
 - 1.6.4.2. Protective clothing shall be worn when working directly with product.
 - 1.6.4.3. Gloves shall be worn when handling product.
 - 1.6.4.4. Hairnets shall be worn in all areas where there is exposed product.
 - 1.6.4.5. No jewelry is allowed except for a plain wedding band with no stones or cutouts.

 FLAVORS & FRAGRANCES	6 Commerce Rd Fairfield, NJ 07004 (973) 200-8849	Procedure No. QMS-010	Revision Date: 08/25/2021 Revision No.: 06
		Page 2 of 4	Approved: E.T.
Procedure Title: HACCP FOOD SAFETY PLAN - INTRODUCTION			

- 1.6.4.6. Eating, drinking, smoking and chewing gum is prohibited in the production areas.
- 1.6.4.7. There should be no personal items in the production area.
- 1.6.4.8. All employees experiencing infectious diseases are not allowed in the facility.
- 1.6.4.9. Metal detectable bandages shall be used for any cuts or grazes.
- 1.6.5. QMS-045 Training
 - 1.6.5.1. All employees go through GMP and HACCP training.
- 1.6.6. QMS-016 Vendor Approval Program
 - 1.6.6.1. Outlines the expectations for vendors at Sapphire Flavors including their responsibilities, financial stability, ethics and social responsibility, registration for US Bioterrorism Compliance, Quality systems and programs, process control and product safety.
- 1.6.7. QMS-020 Traceability and Recall Program
 - 1.6.7.1. Defines the Recall Team
 - 1.6.7.2. Outlines the plan to trace raw materials, packaging and finished goods, the steps to take after recall is determined to be necessary, how to classify the recall, and who should be notified.
- 1.6.8. QMS-037 Allergen Control Program
 - 1.6.8.1.1. A list of major food allergens as defined by US, EU, CFIA have been documented.
 - 1.6.8.1.2. The goal of the program is to ensure all products containing a food allergen are properly labeled and that no product has been cross contaminated with an unlisted allergen.
 - 1.6.8.1.3. Allergen storage guidelines have been established
 - 1.6.8.1.4. A separate allergen production area has been established
- 1.7. A full description of the prerequisite programs, their control measures and monitoring procedures, is further outlined in QMS-09 HACCP Prerequisite Programs
- 1.8. Relevant information has been collected in order to conduct the HACCP plan Hazard Analyses. This includes:
 - 1.8.1. Scientific References
 - 1.8.1.1. Moberg, L.J. 1992. Establishing critical limits for critical control points in HACCP Principle and Applications. Pierson, M.D., and Corlett, Jr. D.A., eds., Van Nostrand Reinhold, NY. p.p. 50-61.
 - 1.8.1.2. Lewis, D.F. 1993. A tutorial and comprehensive bibliography on the identification of foreign bodies found in food. Food Structure, 12, p.p. 365-378.
 - 1.8.1.3. Hyman, F.N., Klontz, K.C., and Tollefson, L. 1993. Food and Drug Administration surveillance of the role of foreign objects in food borne injuries. Public Health Reports, 108 (1). pp. 54-59.

 FLAVORS & FRAGRANCES	6 Commerce Rd Fairfield, NJ 07004 (973) 200-8849	Procedure No. QMS-010	Revision Date: 08/25/2021 Revision No.: 06
		Page 3 of 4	Approved: E.T.
Procedure Title: HACCP FOOD SAFETY PLAN - INTRODUCTION			

- 1.8.1.4. Lehman, A.J. 1958. Quarterly report to the editor on topics of current interest: glass and metal fragments in foods and beverages: Assoc. Food Drug Off. Q Bull, 22 (1) p.p. 24-26.
- 1.8.1.5. USFDA Document ORA Compliance Policy Guide 555.425
- 1.8.1.6. US FDA Inspection Technical Guides: Water Activity (aw) in Foods.
- 1.8.2. Current events
 - 1.8.2.1. FDA websites for Recalls and Warning Letters
 - 1.8.2.2. FEMA newsletters and website
- 1.8.3. Food Safety Legislation
 - 1.8.3.1. Food Safety Modernization Act's Current Good Manufacturing Practice and Hazard Analysis and Risk-Based Preventive Control for Human Food.
 - 1.8.3.2. Food Safety Modernization Act's Mitigation Strategies to Protect Food Against Intentional Adulteration.

2. History

Date	Summary of Changes	Author:
1/4/2019	New	Damaris Gomez, Quality and Regulatory Manager
5/30/2019	Updated title, added Food Safety after HACCP throughout document.	Damaris Gomez, Quality and Regulatory Manager
1/15/2020	Updated 1.3 to add small and large batches	Damaris Gomez, Quality and Regulatory Manager
7/13/2020	Updated section 1.3, added 1.7.3	Damaris Gomez, Quality and Regulatory Manager
08/07/2020	Updated Section 1, added step 1.5. Updated header	Elizabeth Tasca, Quality Control Technician
7/8/2021	Updated Section 1.5 on HACCP Plan review and frequency. Updated header	Elizabeth Tasca, Quality Control Technician
8/25/2021	Added section 1.6.8 and subsections for the addition of Allergen Control Program into SFF PRP's	Elizabeth Tasca, Quality Control Manager

 6 Commerce Rd Fairfield, NJ 07004 (973) 200-8849	Procedure No. QMS-010	Revision Date: 08/25/2021 Revision No.: 06
	Page 4 of 4	Approved: E.T.
Procedure Title: HACCP FOOD SAFETY PLAN - INTRODUCTION		