7.1 RESOURCES

7.1.1 (2.1.2.3) General

The organization has determined and provided the resources needed for the establishment, development, implementation, maintenance, and continual improvement of the QMS and SQF system, taking in consideration:

- Its capabilities, constrains, internal resources and external providers, as well as what needs to be obtained from external providers.

7.1.2 (2.1.2.10) People

The organization has determined and provided the necessary team for the effective implementation of its QMS and SQF system, operation and control of its processes as well ensuring the integrity and continued operation of the food safety system in the event of organizational or personnel changes within the company or associated facilities F.7.1.2.1 VACATION REQUEST, F.7.1.2.2 COACHING COUNSELING WARNING NOTICE (intranet), F.7.1.2.3 TERMINATION FORM

7.1.3 Infrastructure

The organization has determined, provided and maintain the necessary infrastructure for the operation of its processes and achieve conformity of products and services. F.7.1.3 EMPLOYEE, INCIDENT, INJURY OR PROPERTY DAMAGE REPORT (intranet)

7.1.4 Environment for the operation of processes

The organization has determined, provided, and maintained the environment necessary for the operation of its processes and to achieve conformity of products and services.

7.1.5 Monitoring and measuring resources

7.1.5.1 General

The organization has determined and provided the resources needed to ensure valid and reliable results when monitoring and measuring the conformity of products and services.

- Resources are suitable for each specific type of monitoring and measurement activities and maintained to ensure continuing fitness for their purpose.

7.1.5.2 Measurement traceability

All monitoring, measuring and test equipment use to determine product conformity is detailed on the F.7.1.5 MASTER CALIBRATION LOG; Calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration is recorded:

- Adjusted or re-adjusted as necessary.
- Identified to enable the calibration status to be determined.
- Safeguarded from adjustments that would invalidate the measurement result; and, protected from damage and deterioration during handling, maintenance, and storage.

The validity of the previous measuring results is assessed and recorded when the equipment is found not to conform to requirements. Appropriate action is taken on the equipment and any product affected. Records of the results of calibration and verification are maintained.

Inspection and test equipment labeled as "For Reference Only" cannot be used to accept or reject characteristics on deliverable products.

When a significant variation in calibration occurs, the Quality Manager reviews past use of the device to determine the risk that nonconforming products were approved and may contact the customer as necessary. The suspect material is quarantined and re-inspected, or other necessary actions are taken to ensure compliance with all specified requirements.

7.1.6 Organizational knowledge

The organization shall determine the knowledge necessary for the operation of it processes and to achieve conformity of products and services. The knowledge should be transmitted mainly by the process supervisor, maintained and available. Payroll Supervisor will submit the list of new hires and terminations to the Human Resources Manager during the first 10 days of every month, the Human Resources Manager will ensure these new employees get trained on related procedures.

7.2 (2.1.2.6/ 2.9.1.1/ 2.9.1.2/ 2.9.2.1/ 2.9.3.1/ 2.9.4.1/ 2.9.5.1) COMPETENCE

The organization has determined the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the QMS and SQF systems.

Has ensure that persons are competent on the basis of appropriate education, good manufacturing practices, training to achieve the required competencies to carry out functions affecting manufacture of food safe packaging, regulatory compliance D.7.2.1.1 12MONTH ROLLING ISO9001/SQF TRAINING CALENDAR, F.7.2.1.2 TRAINING SHEET, *Alchemy Training Schedule* and/or experience, take actions where applicable to acquire it and evaluate its effectiveness, all these shall be provided in language understood by the employees F.7.2.1.2 TRAINING SHEET and/or Alchemy's User Status Report. All documented information related is retained.

- HACCP training shall be provided for staff involved in developing and maintaining food safety plans.
- Appropriate training shall be provided for personnel carrying out the tasks essential to the effective implementation of the SQF System and the maintenance of food safety and regulatory requirements
- The training program shall include provision for identifying and implementing the refresher training needs of the organization

7.3 (2.9.7.1) AWARENESS

The organization has ensured that all employees are aware of *main topics listed below and additional subjects as required through Alchemy system. Training records to be found in Alchemy's User Status Report*:

- The Quality Policy.
- Relevant Quality Objectives.
- Their contribution to the QMS, including the benefits of improved performance.
- The implications of not conforming with the QMS.
- Reporting Food Safety problems to SQF Practitioners and/or Quality Manager
- SQF English / SQF Español (Video)

7.4 COMMUNICATION

Internal and external communication regarding the effectiveness of the quality management system is performed as needed, and reviewed during production meeting, employee's informative meetings, metric boards, customer visits, management Review Meetings, D.7.4.1 EMPLOYEE HANDBOOK/ D.7.4.2 MANUAL DEL EMPLEADO - ESPAÑOL, Quality Management Portal, among others. *Outcomes, action items, and/or minutes from operational, Informative, and/or management meetings shall be recorded using* F.7.4.1.1 MEETING MINUTE

7.5 DOCUMENTED INFORMATION

7.5.1 General

The organization QMS has included Documented information required by ISO9001:2015 and Safe Quality Food systems as well as the necessary for the effectiveness of them.

7.5.2 (2.2.1.1) Creating and updating

Documented information is controlled in an electronic and hard copy format.

All QMS/SQF controlled documented information will have a title, revision level, and date identified using the following code:

D – Document – reference or guidelines.

P – Procedure – general instructions complying with ISO9001:2015/ SQF.

W – Work Instruction – specific activity instructions.

F – Form – gathers evidence / data from processes and activities.

ISO Element – XXXX

SQF Element – (XXXX)

Any new or change on controlled documented information MUST be registered F.7.5.2.1

QMS REVISION CHANGE COVER to maintain history of changes.

Each responsible of process area should:

Suggest and follow implementation to its own controlled documents and train on all new or updated revision, no later than a month of published.

7.5.3 Control of documented information

7.5.3.1 (2.2.2.1/ 2.2.2.2/ 2.2.2.3)

The Quality Manager ensures documented information is available and suitable for use:

- Reviews and updates as necessary and distribute controlled documents, prior to issue D.7.5.3.1/2.2.1 DOCUMENTENED INFORMATION MASTER LIST.
- Ensures that documents remain adequately protected (stored) and readily accessible.

7.5.3.2 (2.2.1.2/ 2.2.3.1/ 2.2.3.2/ 2.2.3.3)

The Quality Manager:

- Ensures that changes made to food safety plans, Good Manufacturing Practices, and other aspects of the SQF System shall be validated or justified.
- Ensures that changes made on any controlled document are *italic + glow* and if removed - deleted.
- Ensure that relevant versions of applicable documents are available at points of use.
- Ensure that documents of external origin are identified, and their distribution controlled.
- Prevent the unintended use of obsolete documents, and to apply suitable identification with "obsolete" or "void" to them if they are retained for any purpose.
- Ensures that documents remain legible and readily identifiable, readily accessible, retrievable, securely stored to prevent damage and deterioration, and shall be retained in accordance with periods specified by a customer or regulations
- Retention and disposition are indicated at D.7.5.3.1/2.2.1 DOCUMENTENED INFORMATION MASTER LIST.

REFERENCE OF DOCUMENTED INFORMATION

- F.7.1.2.1 VACATION REQUEST
- F.7.1.2.2 COACHING COUNSELING WARNING NOTICE (intranet)
- F.7.1.2.3 TERMINATION FORM
- F.7.1.3 EMPLOYEE INCIDENT, INJURY OR PROPERTY DAMAGE REPORT (intranet)
- F.7.1.5 MASTER CALIBRATION LOG
- D.7.2.1.1 12MONTH ROLLING ISO9001/ SQF TRAINING CALENDAR
- F.7.2.1.2 TRAINING SHEET

- F.7.2.1.3 EMPLOYEE EVALUATION
- F.7.3.1 EMPLOYEE TRAINING MATRIX
- D.7.4.1 EMPLOYEE HANDBOOK
- D.7.4.2 MANUAL DEL EMPLEADO – ESPAÑOL
- F.7.4.1.1 MEETING MINUTE
- F.7.5.2.1 QMS REVISION CHANGE COVER
- D.7.5.3.1/2.2.1 DOCUMENTENED INFORMATION MASTER LIST