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Leveraging The Power of Your SQF Assessment Database





Today's Presenter: Neil Bogart



Neil Bogart

Assistant Vice President Quality Systems
SQF Practitioner, PCQI,
Food Safety Preventive Controls Lead
Instructor for Human Foods

- ✓ SQF Level 3 Certified
- ✓ Used as an FDA Training Site





Red Diamond: Coffee, Tea & Foodservice

- Founded in 1906 on Morris Ave in Birmingham, AL
- Fourth Generation Family Owned
- Rich Heritage of Innovation





Red Diamond: Still Growing Today

- New 60 acre campus in St. Clair County in 2008
- Operates 3 distinct business divisions
- Distribution footprint in 48 states



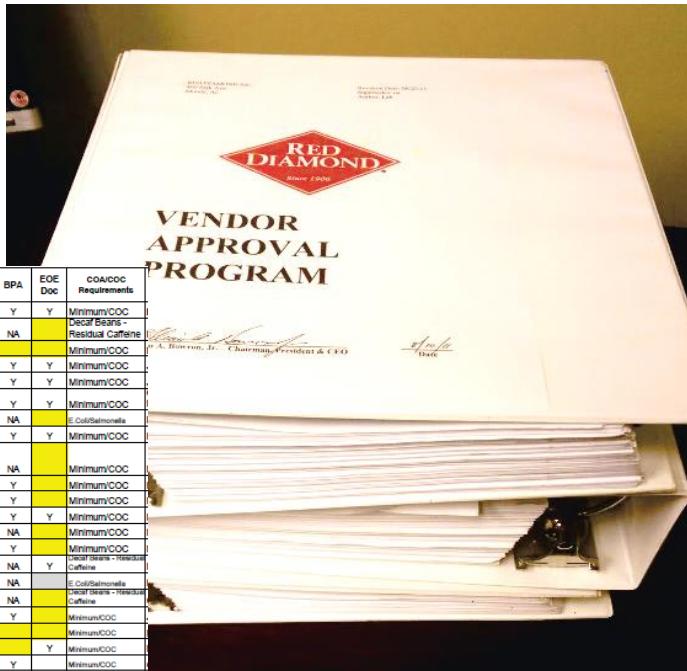


We Started with Manual Systems

Does this look familiar?

- Binders
- Spreadsheets

Products	3rd Party Audit	Food Safety Agreement	Hold Harmless Agreement	Liability Insurance	Letter of Guarantee	Kosher Certificate	Country of Origin	Allergen statement	Lot Code	Spec. Sheet	BPA	EOE Doc	COA/COC Requirements
Cartons	INT. 5/12	Y	Y	10/14	Y	NA	Y	NA	Y	Y	Y	Y	Minimum/COC
Decaf Green Beans	IFS 12/12	Y	Y	10/14		Y 3/15	Y	NA	Y	Y	NA		Decaf Beans - Residual Caffeine
Flavors	SQF 7/14	Y	Y	7/14	Y	Y 12/14	Y	Y	Y	Y	Y	Y	Minimum/COC
Film	ASI 3/15	Y	Y	7/15	Y	NA		NA	Y	Y	Y	Y	Minimum/COC
Film	SQF 2/15	Y	n	6/14	Y	NA	Y	Y	Y	Y	Y	Y	Minimum/COC
Filter Paper	BRC 5/14	Y		5/15	Y	Y 4/14	Y	NA	Y	Y	Y	Y	Minimum/COC
Tea	SQF**	Y	Y	3/15	Y	NA	Y	Y	Y	Y	NA		E.Coli/Salmonella
HOPE Bags	SIL 6/14	Y	Y	12/14	Y	NA	Y	Y	Y	Y	Y	Y	Minimum/COC
Tear Tape	BRC 11/13	Y	Y	7/14		NA	Y	Y	Y	Y	NA		Minimum/COC
Cans	FSSC 11/16	Y		10/14	Y	NA	Y	NA		Y	Y		Minimum/COC
Seals for Cans	SQF**	Y	Y	4/15	Y	NA	Y	NA	Y	Y	Y		Minimum/COC
Film	SQF 12/14	Y	Y	9/14	Y	NA	Y	NA	Y	Y	Y	Y	Minimum/COC
Cotton Yarn	BRC 12/14	Y	Y	5/14	Y	NA	Y	NA	Y	Y	NA		Minimum/COC
Laminate Envelopes	GMA 11/14	Y	Y	5/15	Y	NA		NA	Y	Y	Y		Minimum/COC
Green Beans	SIL 7/12					Y	NA	NA	Y	NA	NA	Y	Creat Beans - Residual Caffeine
Tea	FDA	Y	Y	8/13	Y	NA	Y	NA	Y	Y	NA		E.Coli/Salmonella
Green Beans		Y	Y	7/14	Y	NA	NA	NA	Y	Y	NA		Decaf Beans - Residual Caffeine
Coffee Filters	SIL 2/15	Y	Y	11/14	Y	NA	Y	Y	Y	Y	Y		Minimum/COC
Flavors	SQF 7/15	Y	Y	4/15	Y	Y	Y	Y	Y	Y	Y		Minimum/COC
Flex Packaging	SQF 1/15	Y	Y	7/14	Y	NA	Y	Y		Y		Y	Minimum/COC
Coffee Valve						Y			Y	Y	Y		Minimum/COC





The Process was Tedious and Time Consuming

- Documents delivered either by email or snail-mail
- Printed, sorted, and stored in 3-ring binders
- Kept compliance records on Excel spreadsheets
- Monthly reviews of documents to keep them up-to-date
- **4 people staffed to maintain compliance with customers and suppliers**





The Needs from Our Staff Expected to Increase

- FSMA documentation requirements
- Increased # of unannounced audits
 - GFSI (SQF), Third-Party Audits, and Customer Audits
- ~600 suppliers
 - Domestic, International, and Broker represented
- Expected increase in recalls due to new regulations
- Need for supply chain visibility and 24/7/365 access





Introduction to ReposiTak

We were asked by three of our customers to join ReposiTak to share documentation. Our learnings:

- It was easy to use
 - Email alerts of documents about to expire
 - Uploading documents similar to attaching in email
- Fast & friendly customer service
 - Dedicated in-house team to help suppliers comply with requirements
- Cost effective
- Thought... maybe it's an option for us?





ReposiTak Now Manages Our Supplier Documents

- Review of compliance easier
 - Dashboards and exception alerts
- New vendors approved faster
 - E-sign negates need to print, sign, scan and send back
- Auto review verifies document contents vs. supplier submissions
 - For example, minimum level of insurance coverage
- Categorization of vendors and their document requirements
 - By risk level (High, Medium, Low) and if a co-packer
- Staff required to maintain vendor records down from 4 to 2





Advantages for SQF Re-certification

- Put the auditor at your desk and just login to ReposiTak
 - Helps complete Desk Audit for new registrants
 - Verifies Vendor Paperwork portion of audit for re-certification
- **New!** ReposiTak can now automate the execution and management of Food Safety Plans
 - Automated form collection and corrective action tracking
 - Highly flexible. Automate a few or all current food safety procedures





Let's Take A Look At How ReposiTak Works





My Supplier Compliance is Easily Viewed

Add Document

Not Selected

Show All

Overall Compliance Rating
92.11%

[View Scorecard](#)

My Compliance Task List

Affiliated Foods Inc. - Amarillo
92.11% [Become Compliant](#)

Associated Wholesale Grocers, Inc.
92.11% [Become Compliant](#)

Message Center

From	Subject	Action
SQFI	Action Required by 10/31: Verify Active Users for Your Account	View
SQFI	Action Required by 10/31: Verify SQFI Certified Facility Information	View
SQFI	Welcome SQFI Supplier! View a Quick Tutorial!	View
SQFI	For SQFI Suppliers: How Re却Trak can Automate Your Food Safety Compliance Management	View

Partner Compliance

Overall Compliance
60% **30%** 5%

Legend: Compliant Expired Missing Specs not met Access not granted Review pending

[Show Supplier Details](#) [Show Customer Details](#)

- Shows current status by overall program and by partner
- Choosing “Show Supplier Details” tells which partner’s documents are expired or missing or which partners have failed the minimum requirements review



View Exceptions by Supplier or By Document

1. View by Supplier
or
2. View by Document

Partner Selection

Supplier: Demo RT Vendor 1 (18105)

Document: Please select Document ...

Document Category: All

Status: All

Required Documents Only

Document	Partner	Status	Effective Period	Action
Certificate of Liability Insurance	Demo RT Vendor 1 (18105)	Pending Review Specs not met	12/01/2016 1/31/2017	Action
Certificate of Liability Insurance	RT Vendor 1 (18105)	Missing	N/A	Action
Certificate of Liability Insurance	RT Vendor 1 (18105)	Missing	N/A	Action

Documents

Document	Partner	Status	Effective Period	Action
Certificate of Liability Insurance	Brown's Bee Farm (18121)	Pending Review Specs not met	12/01/2016 1/31/2017	Action
Certificate of Liability Insurance	Demo RT Vendor 1 (18105)	Pending Review Specs not met	02/01/2016 01/31/2017	Action
Certificate of Liability Insurance	Lala's Treats (118404)	Missing	N/A	Action
Certificate of Liability Insurance	Levi's Treats (118496)	Missing	N/A	Action
Certificate of Liability Insurance	Mimi's Treats (118509)	Missing	N/A	Action
Certificate of Liability Insurance	Olive Oatmeal Cookies (18138)	Missing	N/A	Action

Repositrak reads inside the documents to flag exceptions:

- Missing
- Expired
- Specs Not Met
- All Exceptions



Manage Documents Requirement by Group

Search

Document: Not Selected
Attribute: Supplier Category: Manufacturer High Risk

Find

Add Document Requirements

Results

Document	Type	Attributes
Allergen Statement	Corporate	Immediate Partner: Supplier Product Types: Big 8 Allergens - Milk, Eggs, Fish, Shellfish, Nuts, Wheat, Soy Supplier Category: Manufacturer High Risk OR Co-Packer
Batch / Lot Key Code	Corporate	Immediate Partner: Supplier Supplier Category: Manufacturer High Risk OR Co-Packer
Country of Origin Sheet	Corporate	Immediate Partner: Supplier Supplier Category: Manufacturer High Risk OR Co-Packer
Food Safety and Quality Control Requirements	Corporate	Immediate Partner: Supplier Supplier Category: Manufacturer High Risk OR Co-Packer
Genetically Modified Organism (GMO) Statement	Corporate	Immediate Partner: Supplier Product Types: Genetically Modified Organism (GMO) Supplier Category: Manufacturer High Risk OR Co-Packer
Kosher Certification - Facility Specific	Business Location	Business Type: Manufacturer Immediate Partner: Supplier

- **Group your suppliers**
- **Choose your attributes by document type**



SQF Audits: Easily Verify Vendor Paperwork

- Auditor can randomly select suppliers and instantly see their compliance by document

Documents				
Document	Partner	Status	Effective Period	Action
W Batch / Lot Key Code	Supplier A	Compliant	02/16/2015 N/A	Action
A Bisphenol A (BPA) Survey	Supplier A	Specs not met	02/05/2016 02/04/2017	Action
C Certificate of Liability Insurance	Supplier A	Missing	N/A	Action
W Country of Origin Sheet	Supplier A	Compliant	11/20/2015 N/A	Action



New: Easy to Access & Share SQF Audit Results

Audit Information

Audit Number: 8393
Company Name: Red Diamond, Inc.
Company Number: 320
Company Address:
400 Park Ave.
Moody, AL 35004
United States
Certifying Body: Mérieux NutriSciences Certification
Certification Body Address:
111 East Wacker
Suite 2300
Chicago, IL 60601
United States
CB#: CB-15Silker
Accreditation Body: JAS-ANZ
Accreditation Number: Z3720906AB
Audit Duration: 06/02/2015 - 06/04/2015
Certification Issue Date: 07/13/2015
Certification #: 113088
Audit Rating/Score: Excellent / 98
Certification Decision: Certified
Food Sector Categories:
16. Ice, Drink and Beverage Processing
Products: 16 coffee;coffee roasting;flavored water;fortified coffee;hemp milk
Scope of Certification:

Export as PDF



- View online
- Export results in PDF
- Share Certificate

First Name	Last Name	Person #	Role
Harold	Russell	10418	Lead Auditor

Element	Primary Response	Evidence
11.2.3.2	Minor	Two (2) of the doors in the facility had worn seals: the main door in the truckers room. The roll-up door behind Green Coffee Bean dump station had poor edge seals.
11.6.3.1	Minor	The maintenance areas of the facility had materials and boxes stored on the floor. The equipment and pipe storage area was cluttered. A few of the uncapped pipe were directly on the floor. In some locations the wall ledges were being used for the storage of tools.



My Supplier Compliance is Easily Viewed

- New feature of RepoSiTrak
- Recurring tasks can be set up, tracked and managed
 - Example Sanitation Logs

WORK ORDER				Page 1 of 2
Sorted By: Work Order ID				9/12/2016
WO#: 51479	Code: CLEANING	Date Created: 9/12/16	Date Completed:	
Asset ID: CUSTODIAN #1	Model:	Serial#:		
Description: Daily House Keeping	Schedule: MONDAY	Date Due: 9/12/16		
Type: DAILY CLEANING	Group: HOUSE KEEPING	Budget ID: C&T BUILD&CLEAN	Last Meter:	
Master Asset: PLANT CLEANING			Last WO #:	51479
Assigned To: Alesce, Mike			Last Completed:	9/12/2016
Priority: 2-Standard			Current Miles:	0
Purpose:			Current Hours:	0
Description Of Work				
DAILY				
<input type="checkbox"/> Check flavored room and can room. <input type="checkbox"/> Sweep and mop both bathrooms including cleaning toilets. <input type="checkbox"/> Sweep and mop break room. <input type="checkbox"/> Sweep and mop hallway.				
CARDBOARD AREA				
<input type="checkbox"/> Pick up trash and broken pallets from area. <input type="checkbox"/> Sweep with dust mop. <input type="checkbox"/> Blow trash and debris out from under pallets				
FINISHED GOODS AREA				
<input type="checkbox"/> Pick up trash. <input type="checkbox"/> Dust mop. <input type="checkbox"/> Clean break room and bathroom.				
RAW STORAGE AREA				
<input type="checkbox"/> Clean around chaff compactor. <input type="checkbox"/> Check and clean hopper area. <input type="checkbox"/> Clean tea pit. <input type="checkbox"/> Dust mop. <input type="checkbox"/> Scrub floor				
CONTROL ROOM				
<input type="checkbox"/> Sweep floor				
END OF DAY				
<input type="checkbox"/> Empty trash cans. (Bathroom, Control room, and Break room.) <input type="checkbox"/> Sweep in break room and clean off tables and microwaves. <input type="checkbox"/> Clean bathroom if necessary.				
HELP REMOVE TRASH FROM PRODUCTION ROOM IF NEEDED.				



- Create Task
- Location
- Task Details

Task: Sanitation

Facility: 1 - Main Facility

Name: Weekly Maint - 3 Lane Dairy Tea

Description: This is going to happen weekly

Effective Date: 09/29/2016

End Date: []

Change Schedule Next Scheduled Time: 10/03/2016 06:00:00 AM

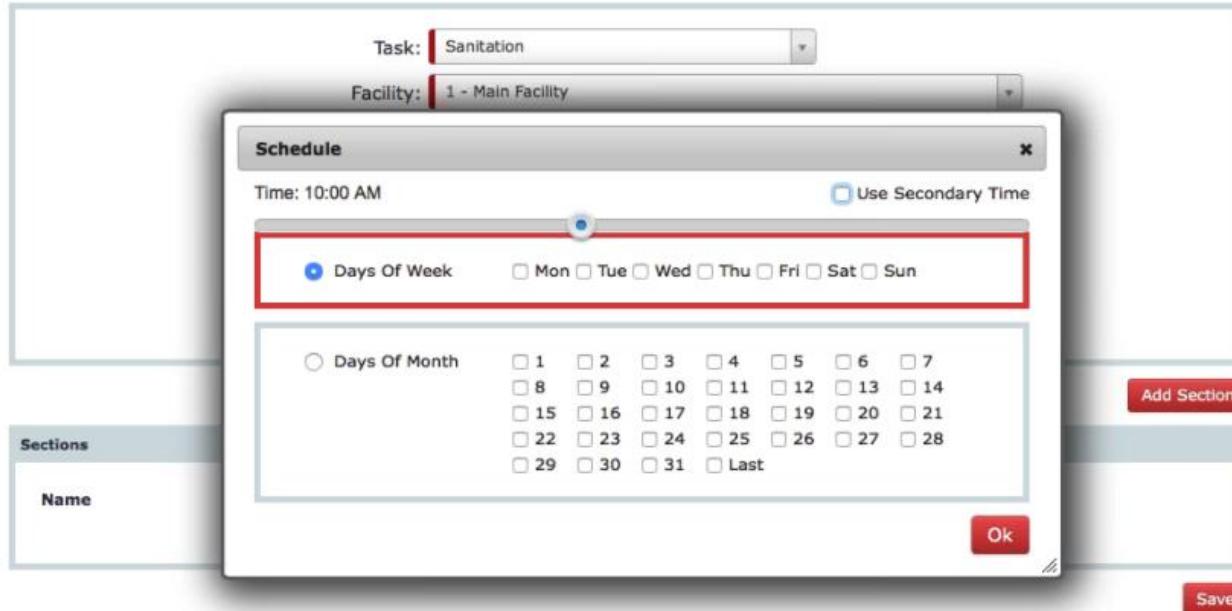
Add Section

Sections		
Name	Repeatable	Available Attributes
Action Taken	No	Check knives Check suction cups Clean roles and jaws Reset Level 1 counter

Save



Once Scheduled, Tasks are Tracked for Completion



Task: Sanitation

Facility: 1 - Main Facility

Schedule

Time: 10:00 AM Use Secondary Time

Days Of Week Mon Tue Wed Thu Fri Sat Sun

Days Of Month 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31 Last

Add Section

Ok

Save



Employees Complete Tasks In ReposiTak

- Time and actions taken are input
- Data/info can be collected via tablet, mobile or laptop

Record Information

Record Requirement: Daily Cleaning - Cardboard Area for facility 1 - Main Facility

Start Time: 5:30 PM

End Time: 5:45 PM

09/30/2016

09/30/2016

Actions Taken (1)

Mop up:	Yes
Pick up Demages:	Yes
Pickup Trash:	Yes
Sweep Between Pallets:	Yes
Sweep Trash:	Yes

Pickup and palletize all found demages

Save



But We Are Not Stopping There...

Automate QA
Lab Data
Collection

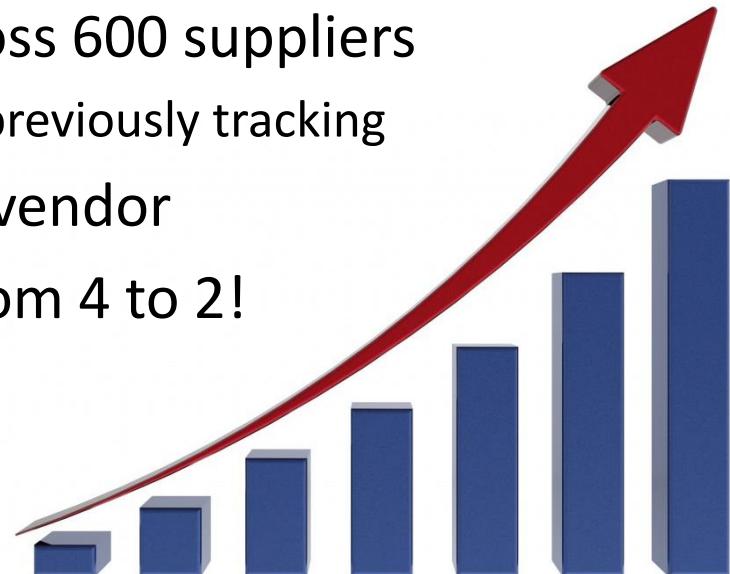
Report vs.
Specifications

Tie to
Production
Runs



Our Compliance Results

- Supplier compliance significantly improved!
- 70% compliance on all documents across 600 suppliers
 - Double the number of suppliers we were previously tracking
- We now require more documents per vendor
- Staffing needed to manage reduced from 4 to 2!





What We Attribute To Our Success

- Executive support
- Cross-functional executive leadership to drive adoption
 - Eliminated departmental barriers
- Ongoing communication
 - Progress reporting distributed to leadership
- Expansion to all suppliers
 - Manufacturing, Foodservice, and Broker-represented suppliers
- ReposiTak is easy to use for both ourselves and our vendors





Key Takeaways



- If you haven't already, ditch the binders and automate the management of your vendor documentation.
(You have more important things to spend time on!)
- Make sure you have an accurate list of your suppliers, and work with them directly to reduce risk.
- Ensure you have executive support to prioritize and support your company's food safety goals.
- Leverage your company's safe food practices and compliance to win new business



Who to Contact with Questions

- For questions on the Red Diamond Case Study
 - Neil Bogart at neilbogart@reddiamond.com
- For questions on leveraging ReposiTak for your compliance management
 - Leigh Feitelson at lfeitelson@parkcitygroup.com
 - Or stop by the ReposiTak table during the conference

