	Continues Improvement Program		
Document Number	SD120-015	Manual Number	GMP 120
Date Issued	08-22-25	Revision Number	01

PROGRAM OVERVIEW

The goal of the **Continuous Improvement Program** is to build a manufacturing environment committed to the ongoing improvement of operations, food safety, sanitation, and overall company quality. A variety of approaches are applied to support this philosophy, including:

- Senior Site Management and Supervisory participation in industry training, trade shows, and seminars to maintain required training and competency.
- Access to college courses for employees whose job requirements demand it, or for those who choose to advance their knowledge.
- Designation of an **SQF Practitioner** and a **PCQI (Preventive Controls Qualified Individual)**.

As part of the annual **SQF / Blue Book Review**, including the SQF Policy Statement, the SQF Practitioner along with all Managers (and above) review all company procedures during the first quarter of the year. This review may result in the revision or creation of policies and procedures necessary to ensure safe, high-quality food.

In addition to SQF certification, the company undergoes annual and customer-driven audits by Non-GMO Project, Kosher, Organic certifiers, regulatory agencies, and other organizations. These audit results are reviewed by the Director of Technical Services and summarized for Senior Management annually, or sooner when audit severity requires.

Beyond these reviews, three core programs drive continuous improvement efforts across all operations. These programs are designed to strengthen employee involvement, improve processes, and ensure adaptability of operating systems.

CONTINUOUS IMPROVEMENT PROGRAMS

THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. sec. 552(b) (4).

A. Internal Plant Audits
(Team Members: Warehouse designee, Maintenance designee, QA designee, Production designee)

Audit Format

- Internal audits are conducted bi-monthly and divided by operational areas.
- No team member audits their own department (e.g., Warehouse designee cannot audit Warehouse), ensuring objectivity through a multi-disciplinary team.
- The audit team meets monthly to review findings, identify corrective actions, and assign responsibilities.
- Audit summaries are communicated to each Department Head monthly.

Audit Areas

- Employee Practices
- Food Security and Defense
- Facility Interior / Building Maintenance
- Maintenance Shop / Boiler Room
- Clean Rooms
- Incoming & Shipping Material Control
- Raw Materials, Finished Product, Holds, Allergens, WIP, Partial Inventory
- Sanitation Program
- Pest Control
- QA Records / SQF & Blue Book

THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. sec. 552(b) (4).

- Cooler and Freezer Areas
- Plant Exterior and Grounds

Department Review and Response

- Departments have one week to address findings, implement corrective actions, and establish preventive measures.
- Corrective actions and prevention measures must be documented and stored on the shared drive (F Drive).
- Long-term corrections must include an anticipated completion date. The Director of Technical Services or designee will track progress and officially close out completed audits.

Senior Management Review of Response

- Internal audit results are stored on a shared server and distributed via email for management review.
- Quarterly summaries are provided to all managers and Senior Management.
- Annual summaries are presented to Senior Management in December or January.

B. SQF / Blue Book Review and Sign-Off

Annual Review / Updates

- Managers, Supervisors, QA, Customer Service, and Sales personnel must read and train on their respective sections of the SQF/BlueBook annually or as needed.
- This review ensures decision-makers remain aware of requirements and updates.
- Policy and procedure revisions require initials from both the author and upper management before final approval.
- Approved documents are filed in binders and saved electronically on the shared drive.

THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. sec. 552(b) (4).

Master Training / Audit Chart

- Maintained by the SQF/Blue Book Coordinator, this chart tracks all training and audit activities.
- The chart is updated monthly or as changes occur to ensure compliance.
- Departments failing to complete activities are notified and allowed one additional month for completion.
- Extensions beyond one month require Presidential approval.

C. New Manager / Supervisor Training Program

Successful orientation to company policies, procedures, and operating systems is essential for new employees. For Managers and Supervisors, understanding company-wide functions is mandatory.

- All new Managers and Supervisors complete a structured six-week training program regardless of department or role.
- This program introduces them to company operations and prepares them for effective leadership.

D. Internal Operations Overview

- **New/Current Product Review Meeting:** Held every Monday at 1:45 pm with Management, QA, Operations, and Sales to review new products and prior week's production.
- **Production Meetings:** Conducted daily at 10:00 am and 2:00 pm to evaluate operational performance and schedule adjustments.
- **Schedule Review Meetings:** Conducted every Wednesday to plan the following week's schedule.

E. SQF Validation and Verification

SQF policies, GMPs, and procedures are validated and verified annually—or as needed—by the SQF Practitioner or designee to ensure continued compliance with SQF System requirements.

THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. sec. 552(b) (4).

F. SQF Practitioner / Senior Site Management Meetings

The SQF Practitioner meets monthly with Senior Site Management to discuss updates, issues, and improvements regarding the SQF System.

- All relevant changes are documented in the **Policy Updates** record.

---

3 TRAINING & FREQUENCY

Training and audit frequencies are outlined within each program above.

- All personnel under Sections A and B are trained through prior industry experience and/or internal company training.
- The Head of QA (or designee) provides retraining and walkthroughs with each participant to ensure proper inspection methods.
- Training sign-offs are documented and maintained as part of company records.

THIS DOCUMENT CONTAINS CONFIDENTIAL COMMERCIAL INFORMATION PURSUANT TO 5 U.S.C. sec. 552(b) (4).