

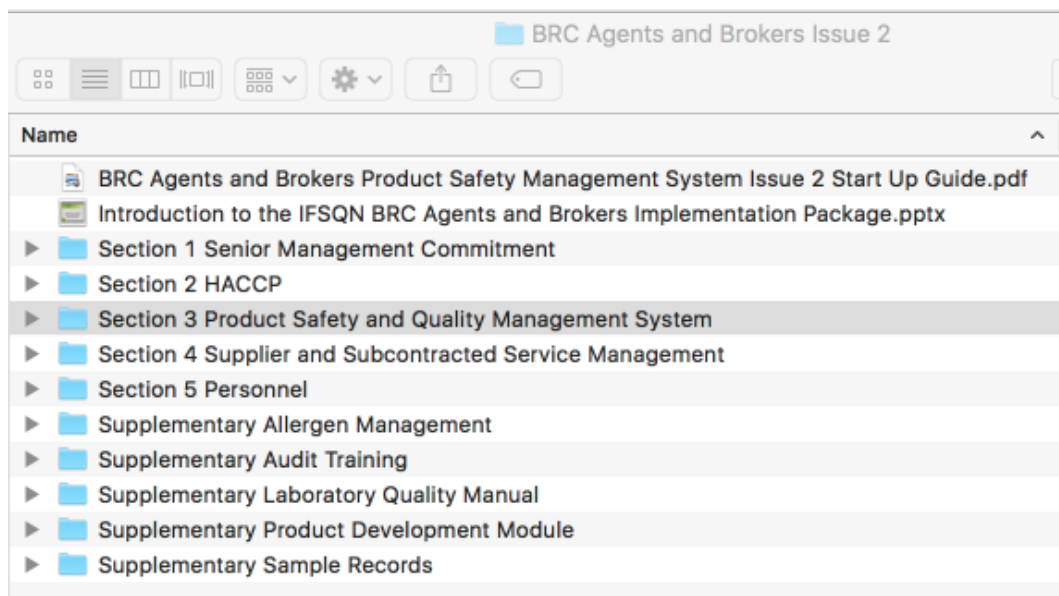


Welcome to the IFSQN BRC Agents and Brokers Product Safety Management System Start-Up Guide which will guide you through the contents of the package. The IFSQN BRC Agents and Brokers Product Safety Management System includes:

- ✓ A comprehensive set of editable Product Safety Management System Procedures in Microsoft Word format
- ✓ A comprehensive HACCP Manual including Hazard Analysis Templates
- ✓ Introduction to the IFSQN BRC Agents and Brokers Implementation Package Training Presentation
- ✓ Food Defence Risk Assessment Tool
- ✓ Food Fraud Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ A range of Sample Food Safety Record Templates in Microsoft Word format
- ✓ Supplementary Allergen Risk Management Tools & Templates
- ✓ Supplementary Product Development Module
- ✓ Supplementary Laboratory Quality Manual
- ✓ Free Technical Support until you achieve Certification

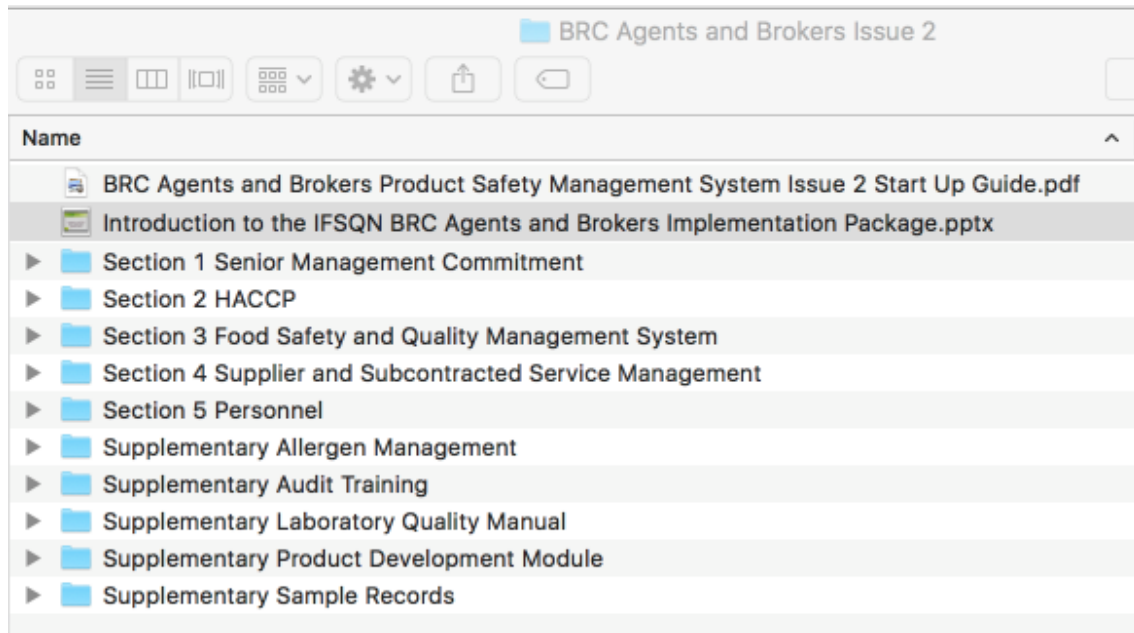


When you download the package, you will find this Start-Up Guide, the Introduction to the IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation and 10 folders containing the package documents:

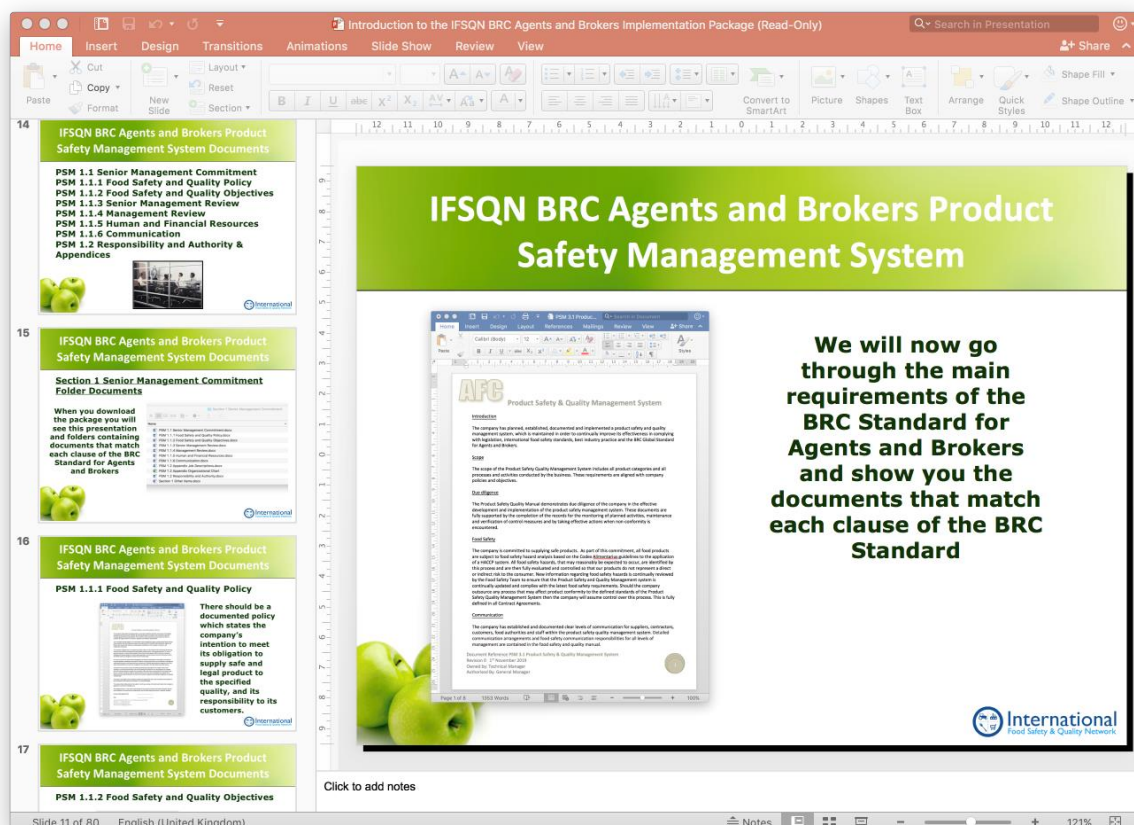


Your first job is to obtain your own copy of the [BRCGS Global Standard for Agents and Brokers](#) from the BRCGS website (The locked version is free to download)

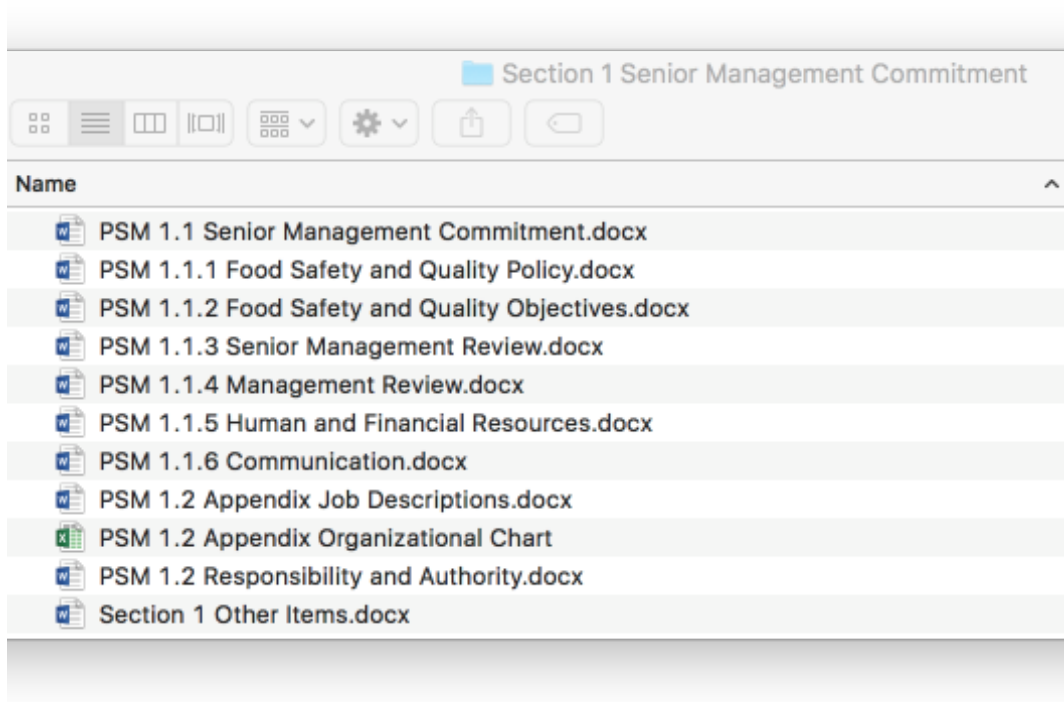
Start by opening the Introduction to the IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation



This IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation can be used to introduce your Management Team to the contents of the package.



Next open the Section 1 Senior Management Commitment folder



These Food Safety Management System Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 2 and include:

- PSM 1.1 Senior Management Commitment
- PSM 1.1.1 Food Safety and Quality Policy
- PSM 1.1.2 Food Safety and Quality Objectives
- PSM 1.1.3 Senior Management Review
- PSM 1.1.4 Management Review
- PSM 1.1.5 Human and Financial Resources
- PSM 1.1.6 Communication
- PSM 1.2 Responsibility and Authority & Appendices

The Product Safety Management System Procedure Templates form the foundations of your Product Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

The documents are provided in Microsoft Word English format and are easily edited to suit your organization.

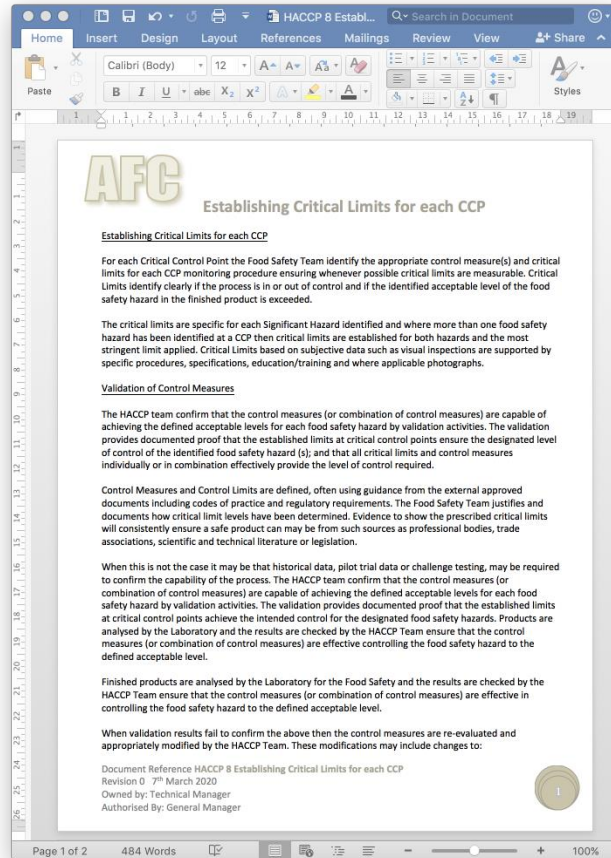
BRC Agents & Brokers Product Safety Management System Start Up Guide

These HACCP Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 2 and include:

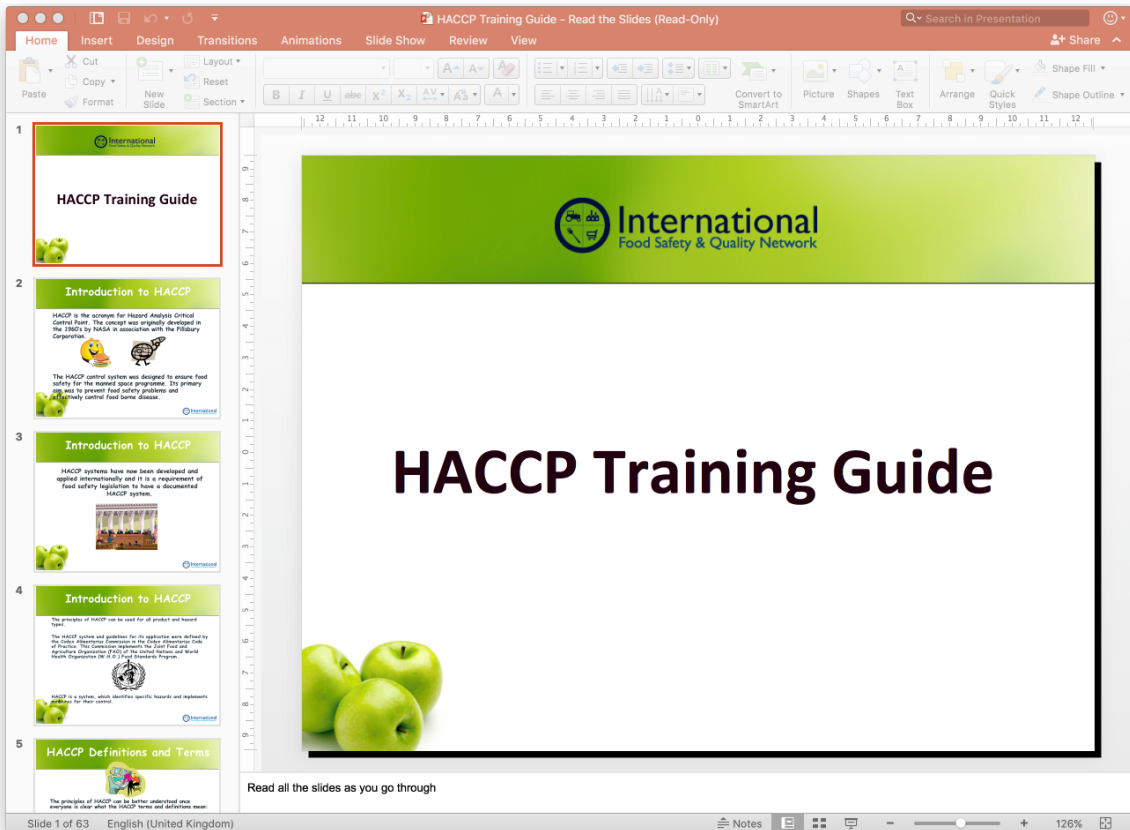
- HACCP 1 HACCP Team
- HACCP 2 Product Descriptions & Scope
- HACCP 2 Appendix 1 Sugar Specification
- HACCP 2 Appendix 2 Raw Material Summary
- HACCP 2 Appendix 3 Product Description
- HACCP 3 Intended Use
- HACCP 4 Flow Diagrams
- HACCP 4 Appendix 1 Flow Diagram Sample
- HACCP 5 Flow Diagram Verification
- HACCP 6 Hazard Analysis
- HACCP 6 Hazard Analysis Template
- HACCP 7 Determine Critical Control Points
- HACCP 7 Appendix Hazard Assessment
- HACCP 8 Establishing Critical Limits for each CCP
- HACCP 9 Establishing a Monitoring System for each CCP
- HACCP 10 Establishing a Corrective Action Plan
- HACCP 11 Establishing Verification Procedures
- HACCP 12 Establishing HACCP Documents and Records

Area/Step Number	Area or Step Name	Hazard Category	Hazards Identified	Specific Details about the Hazard	Preventive Controls	Control Limits
1	Raw Material A	Biological	Salmonella spp. (S. typhimurium, S. enteritidis)		FSM 9 Specified requirements	COA on Receipt Salmonella absent in 25g
2	Goods In	Chemical	Lubricants	Food grade oil used	FSM 9 Specified requirements	COC on Receipt
3	Storage	Allergen	Eggs		GMP 18 Packing and storage of product	Segregation and identification of egg allergens in storage. Sealless procedures.
4	Mixing	Radioactive	Iodine-131	Risk of Radiation in water source	GMP 12 Water quality and utility management	Annual Testing Report from Water Company
5	Product Formulation	Physical	Stones	Fruit stones in Cherries	FSM 9 Specified requirements	COC on Receipt
6	Sanitation	Chemical	CIP Chemicals		GMP 11 Housekeeping, cleaning and hygiene	CIP to specification
7	Processing	Biological	Listeria monocytogenes	Present in raw material	Pasteurization	Pasteurization Minimum 72 ° C for 15 seconds
8	Filling	Biological	Glass		GMP 8 Product contamination risk	Glass gauges checked and intact at start and end of production run. Breakage procedure
9	Labelling	Allergen	Peanuts	If incorrect label is applied.	FSM 27 Allergen labelling	Correct label checked by operator and supervisor. Sample retained.
10	Packaging	Physical				
11	Storage	Biological				
12	Transportation	Biological				

BRC Agents & Brokers Product Safety Management System Start Up Guide



This folder also contains a HACCP Training PowerPoint Presentation:

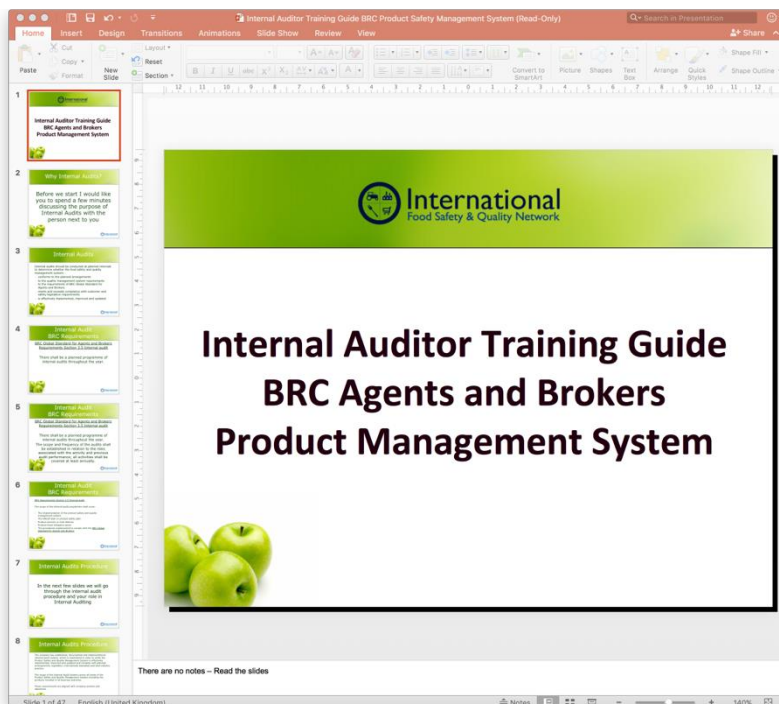


BRC Agents & Brokers Product Safety Management System Start Up Guide

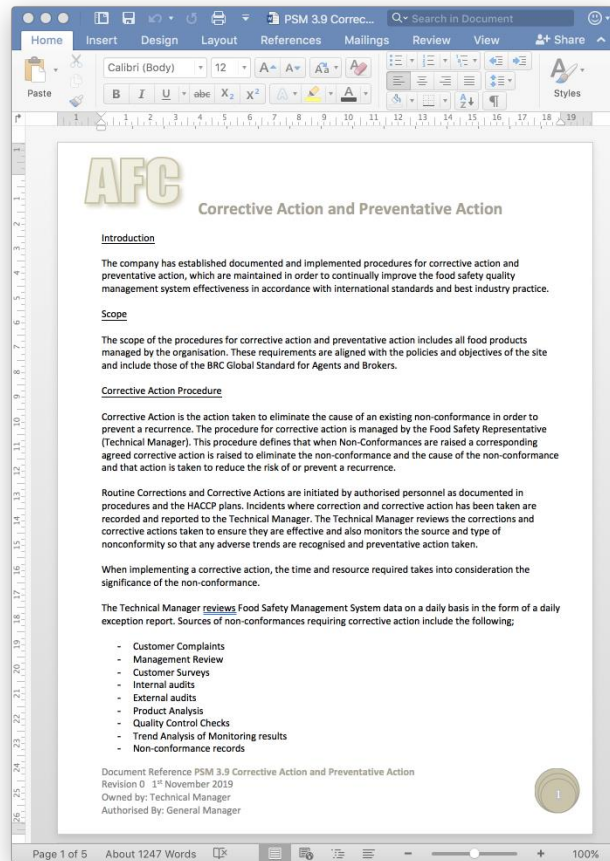
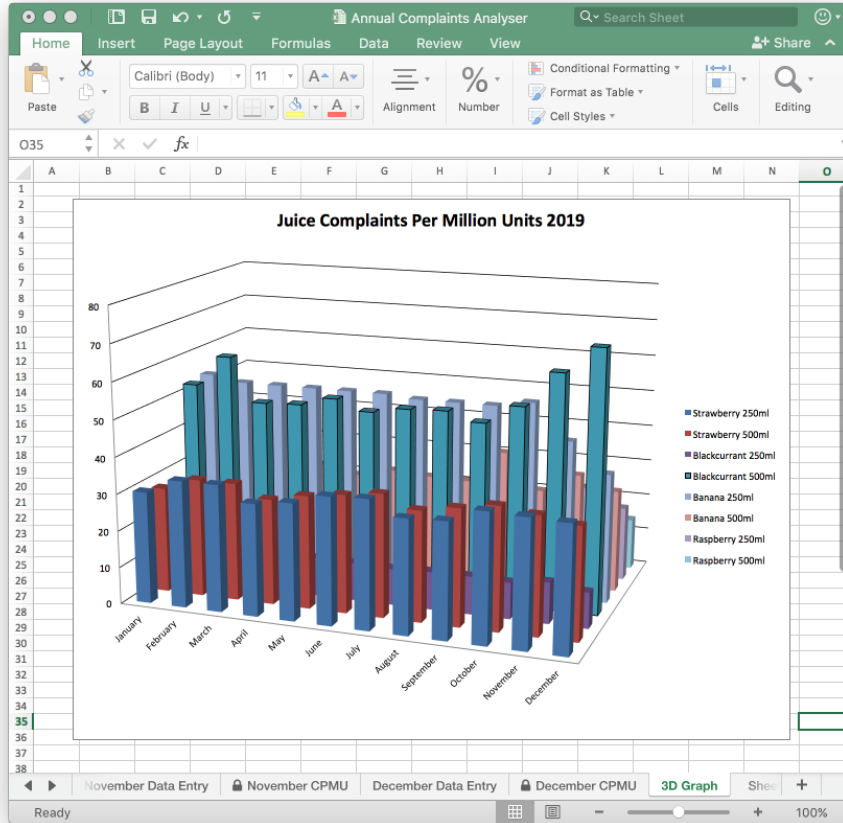
An Internal Audit Risk Assessment and Schedule Template is included

	January	February	March	April	May	June	July	August	September	October	November	December
BRC Audit Plan with Risk Rating												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
Section 1 Senior Management Commitment												
1.1.1 Senior Management Commitment												
1.1.1.1 Food Safety and Quality Policy												
1.1.1.2 Food Safety and Quality Objectives												
1.1.1.3 Senior Management Review												
1.1.1.4 Management Review												
1.1.1.5 Resources												
1.1.1.6 Communication												
1.2 Responsibility and Authority												
Section 2 Hazard and Risk Assessment												
HACCP is covered by Product Category Quarterly												
HACCP Team												
HACCP Scope and Product Information												
HACCP Intended Use												
HACCP Flowcharts												
HACCP Flowchart Verification												
Hazard Identification												
Hazard Assessment												
Identification and Assessment of Control Measures												
Identification of Critical Control Points (CCPs)												
Establishing Critical Limits for each CCP												
Establishing a Monitoring System												
Establishing a Corrective Action Plan												
Establishing Verification Procedures												
Establishing HACCP Documents and Records												
Review of the HACCP Plan												
Section 3 Product Safety and Quality Management System												
3.1 Product safety and quality systems manual												
3.2 Documentation control												
3.3 Record completion and maintenance												
3.4 Customer focus and communication												
3.5 Internal audit												
3.6 Specifications for products												
3.7 Traceability												
3.8 Complaint handling												
3.9 Corrective action												
3.10 Control of non-conforming product												
3.11 Management of incidents, product withdrawal and product recall												
Section 4 Supplier and Subcontracted Service Management												
4.1 Approval and performance monitoring of manufacturers/packers of traded products												
4.2 Management of suppliers of services												
4.3 Product security/food defence												
4.4 Product inspection and laboratory testing												

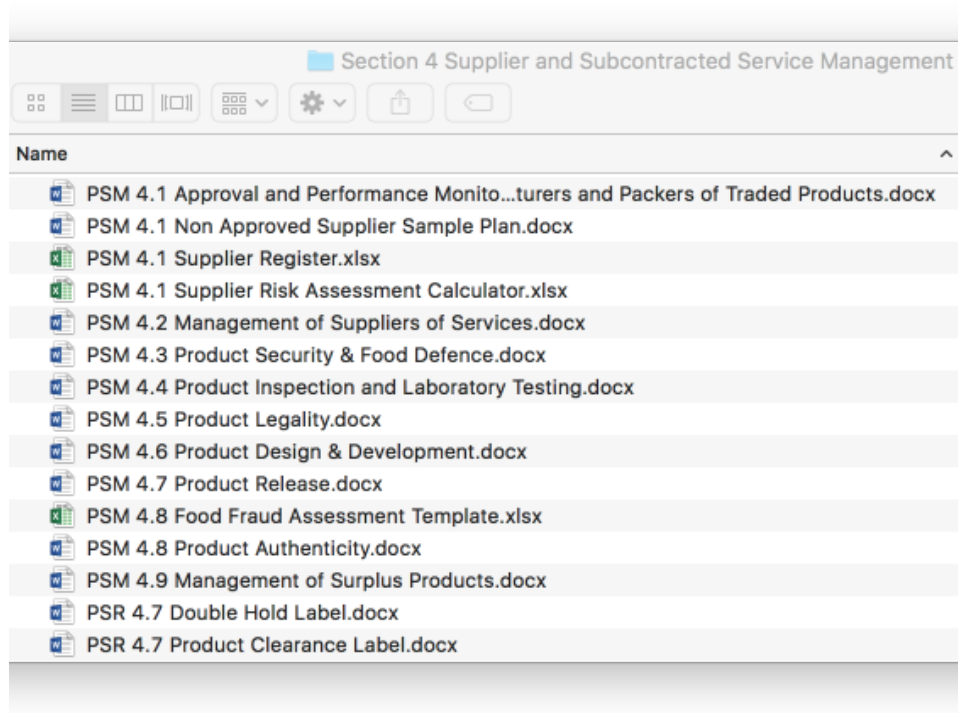
Note: A supplementary Internal Auditor Training PowerPoint Presentation is with the Package and is in the Supplementary Audit Training Folder



An Annual Complaint Analyser Template is included



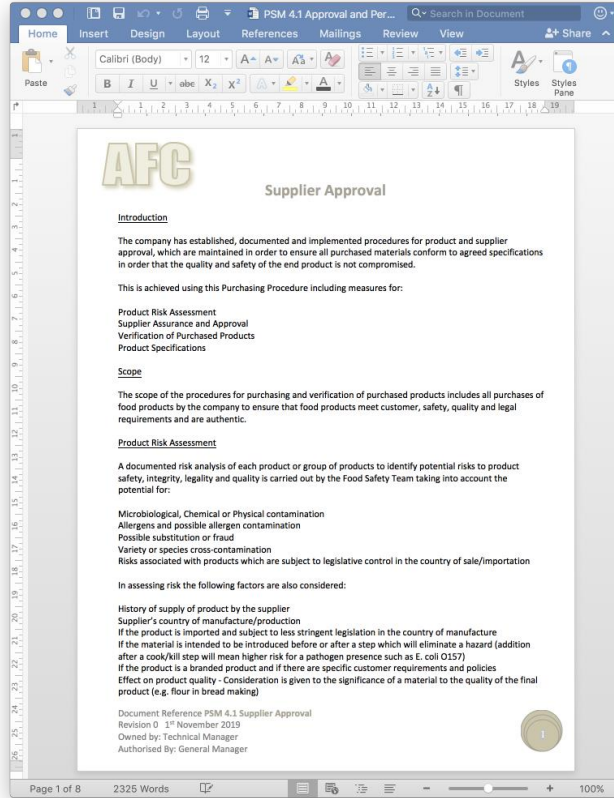
The next folder to open is the **Section 4 Supplier and Subcontracted Service Management Folder**



These Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 2 and include:

- PSM 4.1 Approval and performance monitoring of manufacturers/packers of traded products
- PSM 4.2 Management of suppliers of services
- PSM 4.3 Product security/food defence
- PSM 4.4 Product inspection and laboratory testing
- PSM 4.5 Product legality
- PSM 4.6 Product Design and Development
- PSM 4.7 Product release
- PSM 4.8 Product Authenticity
- PSM 4.9 Management of Surplus Products

BRC Agents & Brokers Product Safety Management System Start Up Guide

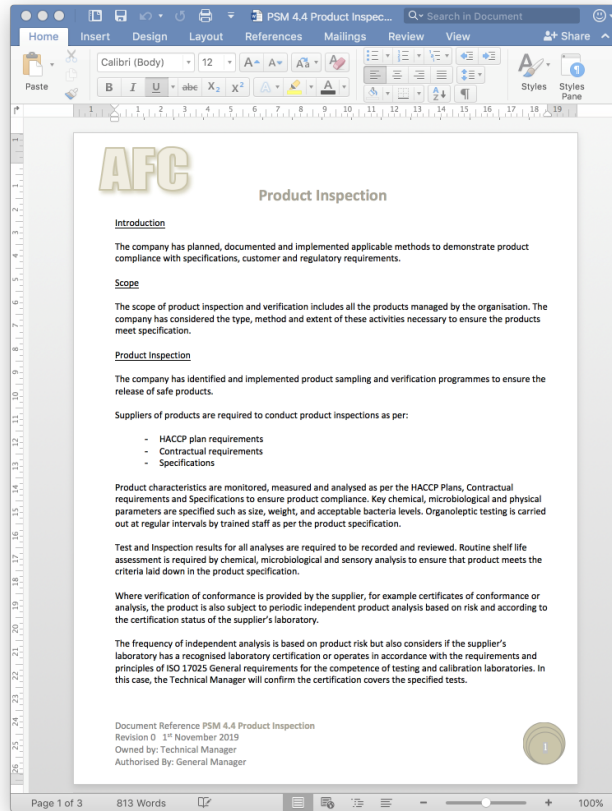


There is a Supplier Risk Assessment Template included

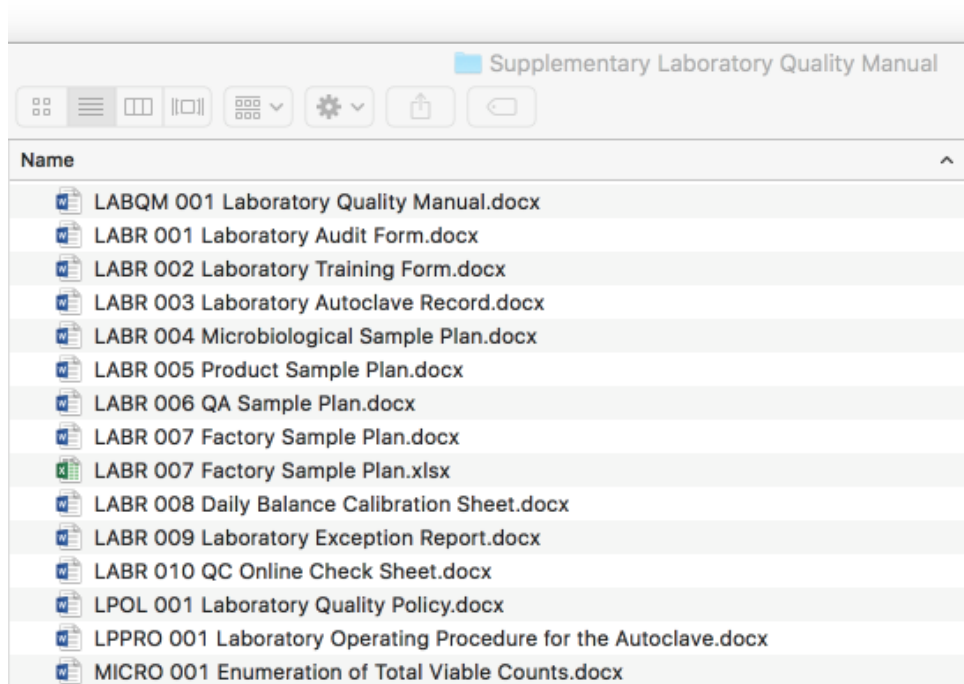
Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Product/Contract Manufacturer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Material/High Risk Service	Major - serious injury, extensive injuries	16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging/Medium Risk Service	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	S	C	S	S	Supplier Control Measures Required	Primary Control	Secondary Control	Primary Control
1	A	Chocolate Topping	Final Product	Salmonella Present	Not Further Processed by Customer	5	5	25	Supplier Audit every 6 months	Supplier Audit every 6 months	Positive Release prior to Use		
2	B	Flour for Baking	Raw Material	Salmonella Present	Further Processed by Customer	4	4	16	Supplier Audit every 2 Years	Supplier Audit every 2 Years	Certification to GFSI Approved Standard		
3	C	Contract Scones	Contract Manufacturer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Supplier Audit every 6 months	Certification to GFSI Approved Standard		
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and inverted	3	4	12	Certification to GFSI Approved Standard	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire		
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Product Areas	1	1	1	Supplier Assurance Questionnaire	Supplier Assurance Questionnaire	COC with each Delivery		
6	F	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months	Supplier Audit every 6 months		
7	G	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months	Supplier Audit every 6 months		

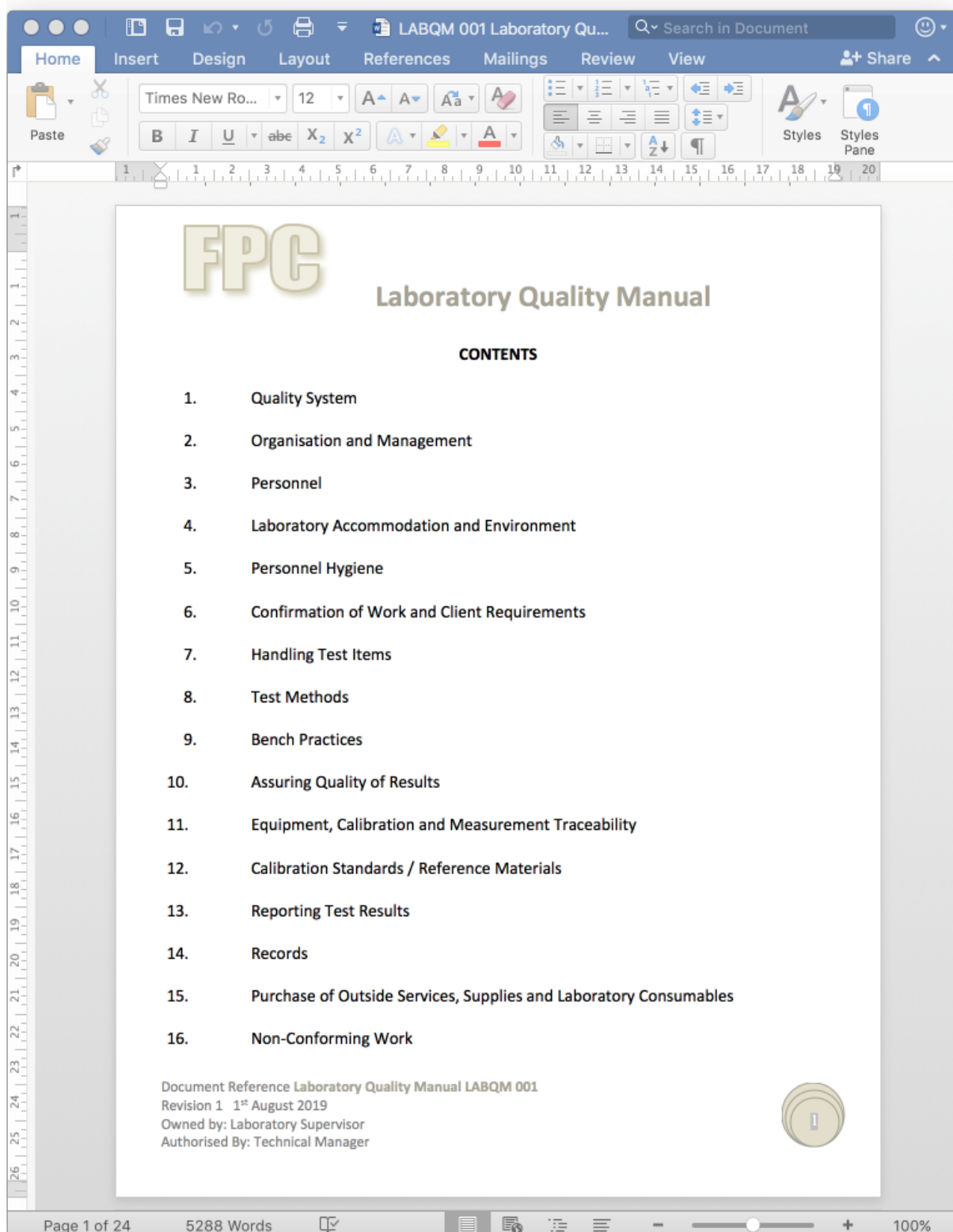
BRC Agents & Brokers Product Safety Management System Start Up Guide



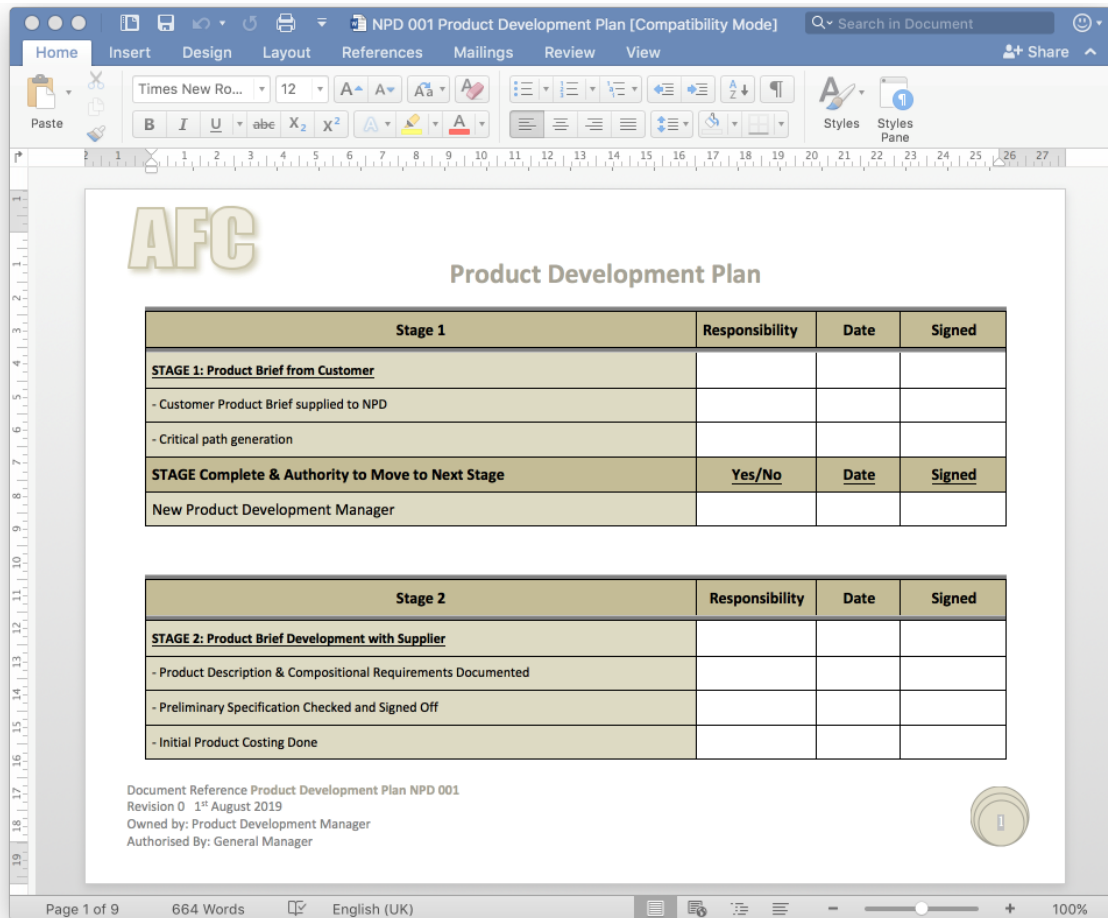
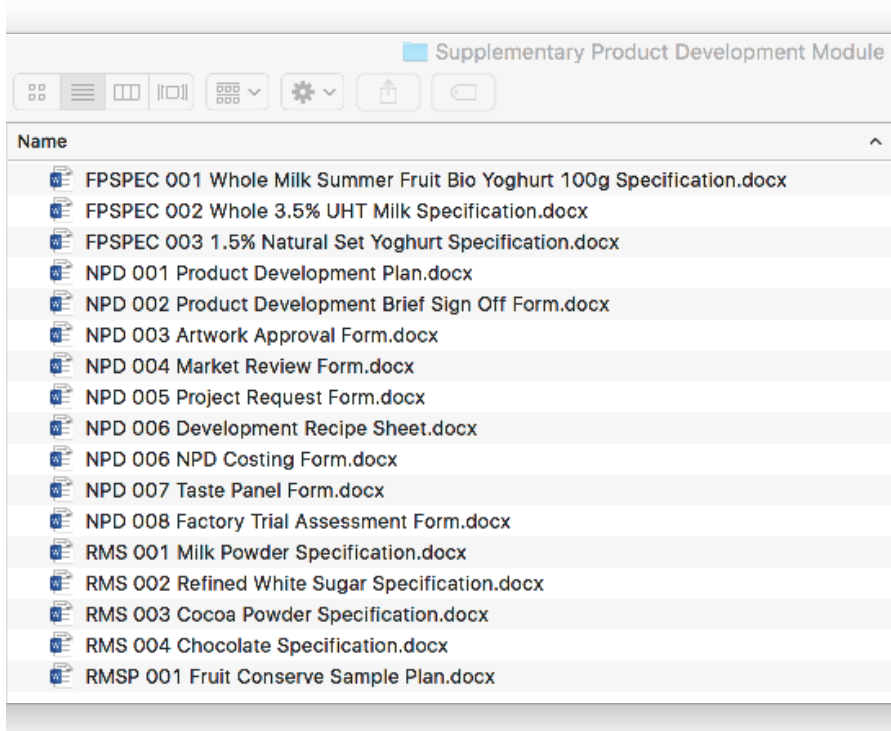
In addition to PSM 4.4 Product inspection and laboratory testing a Supplementary Laboratory Manual is included in the package



Including a comprehensive Laboratory Manual based on the requirements of ISO 17025



BRC Agents & Brokers Product Safety Management System Start Up Guide



A Food Fraud Risk Assessment Template is included

PSM 4.9 Food Fraud Assessment Template

Consideration should include (also review when there are changes to):

1 Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, length and complexity of the supply chain

Risk Rating

5	Very High - a high profile product or material with recent reports of adulteration, substitution or mislabelling is required to ensure only genuine materials are purchased
4	High - a high profile product or material that provides an attractive target for potential adulteration - some action and/or monitoring is required to ensure only genuine materials are purchased
3	Medium - a product or material that may be adulterated - routine testing is required to ensure only genuine materials are purchased
2	Low - this product or material is unlikely to be a target for substitution or adulteration, however a risk assessment may be necessary if new information becomes available
1	Negligible - no further action required as the product or material is extremely unlikely to be a target for fraud

Consideration should include (also review when there are changes to):
 The country of origin of materials
 The supplier of the materials
 The financial situation of material suppliers or countries of origin
 Cost of raw materials
 The supply chain
 Material availability (such as poor crop season)

Assessment Number	Assessment Category	Details of Product or Material or Service	Details	Available Information and Data Review				Risk Assessment				Risk Rating		Control Measures Required				
				Historical evidence of substitution or adulteration	Economic factors which may make adulteration or substitution	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants	Nature of the Raw Material	Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Likelihood	Economic Consequence	Public Health Consequence	Economic Risk Rating	Public Health Risk Rating	Primary Control	Secondary Control
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry's - India						Counterfeiting	5	Supplier Audit every 6 months	5	3	5	15	25	Raw material testing Certificates of analysis from raw material suppliers	Control Measures Required Review of the raw material supplier Supply chain audits
2	Purchased Final Ingredient	Chocolate Topping	Supplier Lamy B - USA						Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	Control Measures Required Supply chain audits
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills - USA						Unapproved enhancements	4	Certification to GFSI Approved Standards	5	4	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks
4	Contract Packager	Contract Scoones	Contract Pack Inc - USA						Grey market	3	Supplier Audit every 6 months	5	3	5	15	25	Mass balance exercises at the supplier	Raw material testing
5	Purchased Contract Packaging	Cake Tray	FoodPac - Germany						Stolen goods	3	Supply to Contract Specification	3	3	3	9	9	Supply chain audits	Control Measures Required CCD with each Delivery
6	Contract Material	Detergent	Chemico Inc - USA						No Risk	1	Supply to Contract Specification	1	1	1	3	2	Supply chain audits	Control Measures Required CCD with each Delivery
7	Purchased Non-Contract Packaging	Cardboard Box	Buform Inc - USA						No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk							Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers
9	On-site Finished Product	Choco Cake Mix Bagged							Stolen goods	3	Mass Balance exercises on site every 6 months	3	4	3	12	9	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers
10	On-site Contract Packaging	Choco Cake Mix Bags							Counterfeiting	3	Site Security	3	3	3	15	9	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers
11	Warehouse Finished Product								Stolen goods	1	Mass Balance exercises on site every 6 months	1	0	0	0	0	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers
12	Market place Finished Product								Mislabelling/Misbranding	1	Monitoring of Product in Market Place	1	0	0	0	0	Certificates of analysis from raw material suppliers	Control Measures Required Certificates of analysis from raw material suppliers

