



We have written this workbook to assist in the implementation of your BRC food safety management system. The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

- ✓ Step One: Introduction to the BRC Global Standard for Food Safety
- ✓ Step Two: Assessment of Prerequisites
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Plan/HACCP Implementation
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: BRC Implementation & Training
- ✓ Step Seven: Internal Auditing Training & Checklists
- ✓ Step Eight: Final Steps to BRC Certification

BRC Food Safety Management System Implementation Workbook

The Workbook guides you the process of implementing our BRC Food Safety Quality Management System, which is an ideal package for Food Manufacturers looking to meet British Retail Consortium Food Standard 2015 (Issue 7) for Food Safety Quality Management Systems.

This comprehensive system contains:

- ✓ Comprehensive Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules and Exams
 - BRC Standard for Food Safety Training Module
 - HACCP Training
 - Internal Audit Training and Checklists
- ✓ BRC Global Standard for Food Safety Gap Analysis Checklists
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail

The package includes a comprehensive free implementation workbook to assist in the implementation of our BRC food safety management system.

As well as being updated this BRC Implementation Package includes additional management tools to help you achieve BRC certification:

- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRC Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Verification Schedule Risk Assessment Tool and Template
- ✓ 10 IFSQN Academy Online Hygiene Training Courses worth \$200
- ✓ 5 IFSQN Academy Online HACCP Training Courses worth \$250

As a preliminary to Step 1 we recommend that the you purchase a copy of the current issue of the BRC Global Standard for Food Safety

Step One: Introduction to the BRC Global Standard for Food Safety

This 45 minute comprehensive illustrated and interactive PowerPoint training module presentation will introduce the BRC Global Standard for Food Safety to the management team and explain how to start the process of implementing a BRC compliant Food Safety Management System.

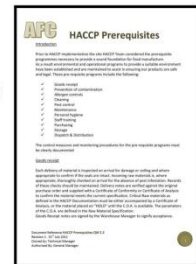


BRC Global Standard for Food Safety

Introduction to the BRC Food Safety Quality Management System Issue 7 2015

Prerequisite Programmes

The effective production of safe products requires a detailed HACCP plan and the integration of prerequisite programmes including infrastructure and maintenance.



BRC Global Standard for Food Safety Section 3.9 Traceability

BRC Global Standard for Food Safety QM 5.4 Product Authenticity Claims and Chain of Custody

Where rework or any reworking operation is performed, traceability should be maintained. Rework should not affect product safety or legality e.g. allergy status, identity preservation and ingredient declarations. Evidence should be available to demonstrate rework operations are compliant with this requirement.

The company should verify raw materials when an identity preserved claim is made such as organic. This should include specifying the integrity of raw materials and compliance with approved specifications throughout the purchasing and supply chain.

The process flow should be documented when an identity preserved claim is made to establish routes of cross-contamination and establish policies and procedures for handling or raw materials, intermediate products and end products to ensure cross-contamination is avoided and the identity status is preserved.



BRC Global Standard for Food Safety Components

Review



So were you paying attention?
Which is the most appropriate definition of a prerequisite?
Click on your answer.

- A prerequisite is a condition that is put in place to control significant hazards
- A prerequisite is something that is required or necessary as a prior condition
- Prerequisites are usually validated
- All of the above



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Step Two: Assessment of Prerequisites

At this stage an assessment should be made by the most senior technical member of the management team to decide if Site Prerequisite Standards within the facility meet the Food Safety Requirements in Sections 4 to 7 of the BRC Standard. The nominated manager should read through the requirements in Section 4 to 7 of the BRC Global Standard for Food Safety and assess for compliance using the checklist below to record their findings.

BRC Global Standard For Food Safety Issue 7 2015				
Section 4 Site Standards				
Relevant Documentation Requirements		Compliant		Comments
Section 4 Site Standards		Yes	No	
4.1	External Standards			
The production site shall be of suitable size, location, construction and design				
4.1.1	Local activities and environment			
4.1.2	External areas shall be maintained			
4.1.3	Building fabric maintained			
4.2	Security systems			

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Senior Management FSMS Implementation Meeting

Date

Time

Venue

Agenda

1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant Food Safety requirements
2. Decide which Food Safety requirements the company should address and develop relevant policies.
3. Based on the Food Safety Policy Management Policies establish Food Safety Objectives
4. Define the scope and boundaries of the FSMS
5. Plan the establishment of the FSMS using the project planner
6. Provide adequate support to establish the FSMS
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication (including the food chain) channels

Attendees:

Senior Management Team		
Job Title	Name	Role in Team
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Technical Manager		Food Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

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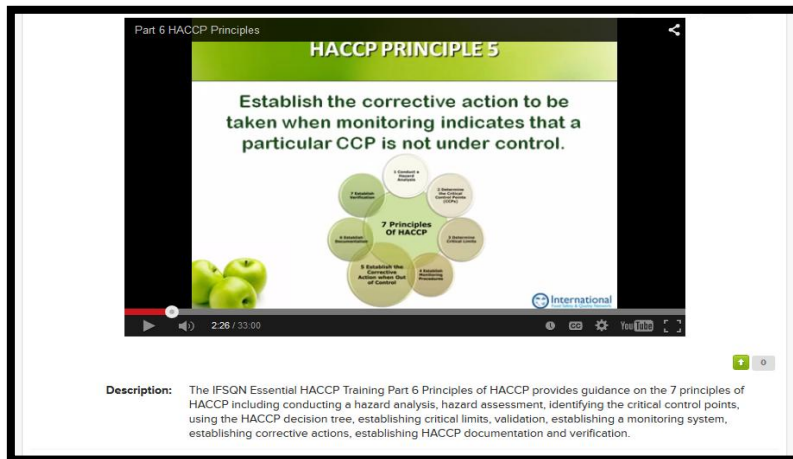
Senior Management Establish a Product Recall/Crisis Management Team

Crisis Management/Product Recall Team			
Crisis	Name	Crisis Coordinator	Contact Details
Fire or Site evacuation		Health and Safety Manager	
Utility Supply failure		Maintenance Manager	
IT systems failure		Operations Manager	
Water Supply Contamination		Technical Manager	
Breaches of security		Site Director	
Distribution Failure		Distribution Manager	
Bomb Threat or similar		Site Director	
Bioterrorism		Managing Director	
Extortion or Sabotage		Site Director	
Product quality or safety		Technical Manager	

Step Four: Food Safety Plan/HACCP Implementation

HACCP Training

IFSQN Academy Online HACCP training is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system.



Part 6 HACCP Principles

HACCP PRINCIPLE 5

Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control.

7 Principles OF HACCP

1. Conduct a Hazard Analysis
2. Determine Critical Control Points (CCPs)
3. Establish Critical Limits
4. Establish Monitoring Systems
5. Establish the Corrective Action of Control
6. Establish HACCP Documentation and Verification
7. Establish a HACCP System

Description: The IFSQN Essential HACCP Training Part 6 Principles of HACCP provides guidance on the 7 principles of HACCP including conducting a hazard analysis, hazard assessment, identifying the critical control points, using the HACCP decision tree, establishing critical limits, validation, establishing a monitoring system, establishing corrective actions, establishing HACCP documentation and verification.

Essential HACCP Training

This IFSQN online HACCP course is perfect for anyone involved in food manufacturing, storage and/or food distribution operations. This Essential HACCP course covers all the elements of best practices in implementing a HACCP system.

Recently Updated | Date Added | Most Views | Custom

- Part 1: HACCP Introduction (5 minutes)**
The IFSQN Essential HACCP Training Part 1 is an introduction to HACCP. The video explains the origins of HACCP and why Food Safety is important. The video also includes an introduction to CODEX General Principles of Food Hygiene.
Simon | 30 Views
★★★★★
- Part 2: Contamination (14 minutes)**
The IFSQN Essential HACCP Training Part 2 Contamination provides guidance on the types of contamination, where contamination can come from and types of hazard. This includes types of biological hazards, common food poisoning bacteria, typical chemical...
Simon | 45 Views
★★★★★
- Part 3: Terms and Definitions (5 minutes)**
The IFSQN Essential HACCP Training Part 3 Terms and Definitions, provides guidance and examples of the terms and definitions used in HACCP application so that learners have a better understanding of the principles of HACCP.
Simon | 30 Views
★★★★★
- Part 4: Preliminary Steps (6 minutes)**
The IFSQN Essential HACCP Training Part 4 Preliminary Steps provides guidance on the preliminary steps to hazard analysis. This includes on who should be in a HACCP team, what should be in a Product Description, deciding on the Intended Use of the prod...
Simon | 32 Views
★★★★★
- Part 5: Prerequisite Programmes (17 minutes)**
The IFSQN Essential HACCP Training Part 5 Prerequisite Programmes provides guidance on the importance of implementing prerequisite programmes prior to hazard analysis. The video covers how to prevent contamination, typical hygiene policies and physical...
Simon | 27 Views
★★★★★
- Part 6: HACCP Principles (33 minutes)**
The IFSQN Essential HACCP Training Part 6 Principles of HACCP provides guidance on the 7 principles of HACCP including conducting a hazard analysis, hazard assessment, identifying the critical control points, using the HACCP decision tree, establishing...
Simon | 37 Views
★★★★★
- Part 7: Operational Prerequisite Programmes (28 minutes)**
The IFSQN Essential HACCP Training Part 7 Operational Prerequisite Programmes is a supplement for HACCP team members working with international standard ISO 22000 or international food safety certification scheme FSSC 22000. The video provides guidance...
Simon | 40 Views
★★★★★

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- Terms of Reference
- HACCP Flow charts
- Description of Process Steps
- Control Measures

In addition Food Safety Hazards are identified and recorded based on:

- Experience (Food Safety Team knowledge)
- External Information such as epidemiological studies and other historical information relating to the product food safety
- Information from the Food Chain on Food Safety Hazards of relevance for intermediate products, end products and the product end of the food chain
- Customer complaints
- Previous internal non conformances are used to help assess the risk.

The food safety team can also use our hazard analysis prompt to identify potential food safety hazards:

Food Safety Hazard Analysis Prompt	
1	Are the raw materials, ingredients or food contact packaging likely to have microbiological hazards present? (Refer to Hazards worksheet)
2	Are the raw materials, ingredients or food contact packaging likely to have chemical hazards present? (Refer to Hazards worksheet)
3	Are the raw materials, ingredients or food contact packaging likely to have physical hazards present? (Refer to Hazards worksheet)
4	Are there any characteristics in the composition of the food during which can prevent a hazard? E.g. Preservatives, pH, Water Activity
5	Does the food permit survival or multiplication of pathogens and at which stages?
6	Does the process include a controllable step that destroys pathogens or their toxins? (Consider spores)
7	Is it possible the product could be subject to recontamination?
8	Is product contamination (consider direct and indirect contamination) with hazardous microbiological organisms from equipment, process environment or personnel likely to occur?
9	Is product contamination (consider direct and indirect contamination) with hazardous chemical substances from equipment, process environment or personnel likely to occur?

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The food safety team document the HACCP plan

The Food Safety Team should complete the relevant columns in the HACCP Plan Sheet:

Step Name	Hazard Identified	Control Measure	Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Delivery of Ingredient A	Bone	Example covered and screened delivery area	No Contamination Always load under cover	Supervision by Warehouse Manager	Retrain Staff. Inspect delivery for contamination. Reject if contaminated	Good In Manager	Goods Receipt Record
Transfer of Ingredient A	Campylobacter spp.	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded
Sorting	Contamination with Bacteria from pests	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

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After Implementation of your HACCP system you can use the following checklist as a guide whilst reading through the relevant part of Section 2 Food Safety Plan – HACCP in the BRC Global Standard for Food Safety:

BRC Global Standard For Food Safety Issue 7 2015				
Section 2 The Food Safety Plan – HACCP				
<i>FUNDAMENTAL - There must be an implemented and effective Food Safety Plan based on Codex Alimentarius HACCP principles.</i>				
Relevant Documentation Requirements		Compliant		Comments
Section 2 The Food Safety Plan – HACCP		Yes	No	
2.1	The HACCP Food Safety Team			
2.1.1	Multi-disciplinary food safety team			
2.2	Pre- requisite programs			
2.2.1	Cleaning and sanitising			
	Pest control			
	Maintenance programs for equipment and buildings			
	Personal hygiene requirements			
	Staff training			

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Project Plan

The Steering Group use the Excel Project Plan developed by Senior Management as a step by step guide to implementing the Food Safety Management System.

		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> ■ Plan/Document ■ Implement ■ Maintain </div> </div>													
		Weeks	D	A	T	E	S								
			01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Mar	
Section 1 Senior Management Commitment															
<i>Fundamental requirement - Senior management need to demonstrate they are fully committed to the implementation of the food safety and quality management system, meeting the requirements of the Global Standard for Food Safety and</i>															
1.1	Senior Management Commitment And Continual Improvement														
1.1.1	Documented Food Safety Policy														
1.1.2	Documented Food Safety Objectives	1													
1.1.3	Management Review	1													
1.1.4	Meeting Program														
1.1.5	Human And Financial Resources														
1.1.6	Informed Of All Relevant Legislative, Scientific														
1.1.7	Current, Original Copy Of The Standard														
1.1.8	Announced recertification audits														
1.1.9	Attendance most senior production or operations manager														
1.1.10	Non- Conformities Identified At Previous Audit addressed														
1.2	Organisational Structure, Responsibilities And Management Authority														
1.2.1	Organisation Chart														
1.2.2	Employees Are Aware Of Responsibilities														
Section 2 The Food Safety Plan – HACCP															
<i>Fundamental requirement - There must be an implemented and effective Food Safety Plan based on</i>															
2.1	The HACCP Food Safety Team														
2.1.1	Multi-disciplinary food safety team														
2.2	Pre- requisite programs														
	Cleaning and sanitising														
	Pest control														
	Maintenance programs for equipment and buildings														
	Personal hygiene requirements														
2.2.1	Staff training														
	Purchasing														
	Transportation arrangements														
	Processes to prevent cross contamination														
	Allergen controls														
2.3	Describe the Product														

Review Input may include:

- Environmental performance and incidents
- Health and Safety performance and accidents

Review outputs should include:

- Revisions of the Food Safety Policy and objectives
- Corrective and Preventative Actions identified as a result of analysis of the review inputs
- Actions for Improvement in food safety quality management system effectiveness
- Results of the review of planning and development of the processes needed for the realisation of safe products
- Decisions and actions related to the assurance of food safety
- Opportunities for improvement
- Product quality enhancement
- Change or elimination of non-productive elements
- Change or elimination of non-productive systems or procedures
- Supply of resource needed for further improvements.

The results of the Management Review meetings should be documented in the minutes of the meeting and include a summary of all review outputs.

Additional review activities to ensure compliance with objectives could include:

- Management meeting (daily) to review recent -performance and issues arising by exception site-wide
- Key Performance Indicator Reviews (weekly and monthly) to review previous week's/month's performance in quality, wastage and customer service.
- Environmental performance review
- Health & Safety review of performance
- HACCP verification reviews
- Hygiene inspections and reviews
- Quality Review

Our system is supplied with QM 1.2 Management Review Procedure and QMR 001 Management Review Meeting Minutes which should be used as a template.

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	protective clothing			
7.4.2	Protective clothing shall be available that:			
	Is provided in sufficient numbers for each employee			
	Is of suitable design to prevent contamination of the product (as a minimum contain no external pockets above the waist or sewn on buttons).			
	Fully contains all scalp hair to prevent product contamination			
	Includes snoods for beards and moustaches where required to prevent product contamination			
7.4.3	Laundering of protective clothing (verified & validated if internal) or by an approved contracted laundry			
7.4.4	For high care/risk areas contracted laundry audited			
7.4.5	Protective clothing changed at a frequency based on risk. High care/risk at a minimum daily			
7.4.6	Gloves regularly replaced and			

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Ensure any areas requiring corrective action are addressed

The non-compliances identified in the assessment of compliance with the BRC Standard should be logged by the Food Safety Team Leader and the appropriate corrective action allocated and taken:

Date	BRC Section	Details of Non Conformance	Identified by:	Corrective Action Required	Responsibility	Target completion Date	Date Completed