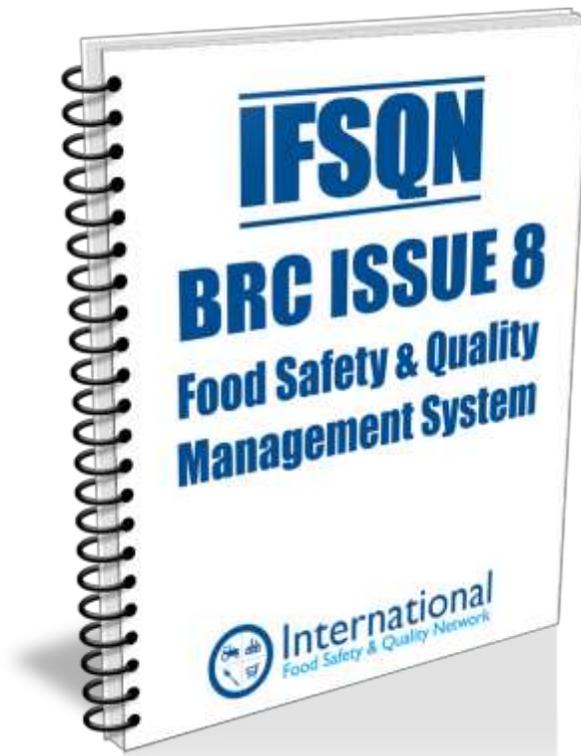


# BRC Food Safety and Quality Management System



Welcome to the BRC Food Safety Quality Management System Implementation Package Start Up Guide which will guide you through the contents of the package. This is an ideal package for Food Manufacturers looking to meet the new BRC Global Standard for Food Safety (Issue 8 2018). Included in the package:

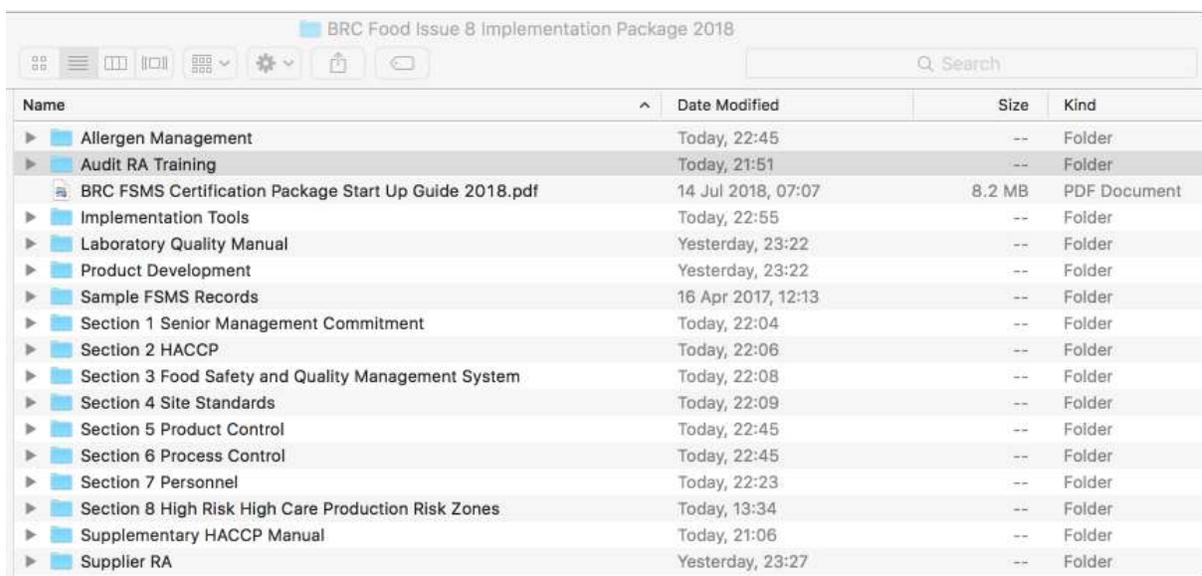
- ✓ Comprehensive Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail
- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRC Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training

# BRC Food Safety and Quality Management System

- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Implementation Workbook
- ✓ User guide

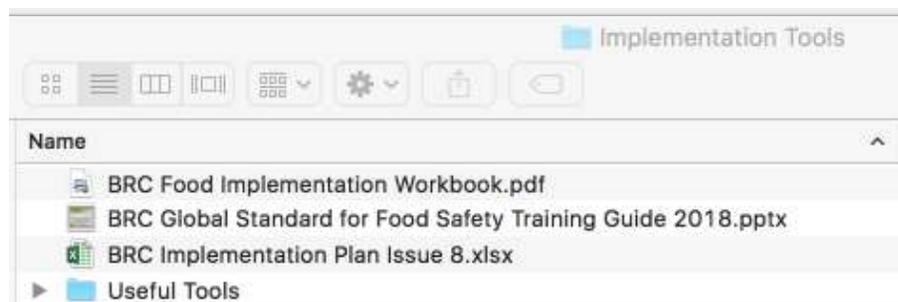
**[To order the IFSQN Issue 8 BRC Food Safety & Quality Management System Implementation Package click here](#)**

**When you download the package, you will find this start up guide and 16 folders containing the package documents:**



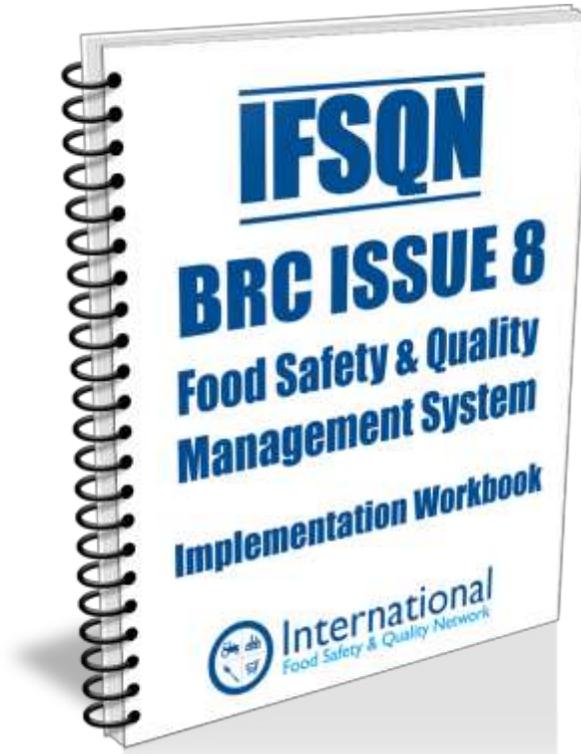
**Your first job is to buy a copy of get a copy of the current issue of the BRC Global Standard for Food Safety. It is free to download at the [BRCBookShop](#)**

**Start by opening the Implementation Tools folder:**



# BRC Food Safety and Quality Management System

The main document in the folder is the **New BRC food safety management system Implementation Workbook**



The workbook is divided into 8 steps that are designed to assist you in implementing your food safety management system effectively:

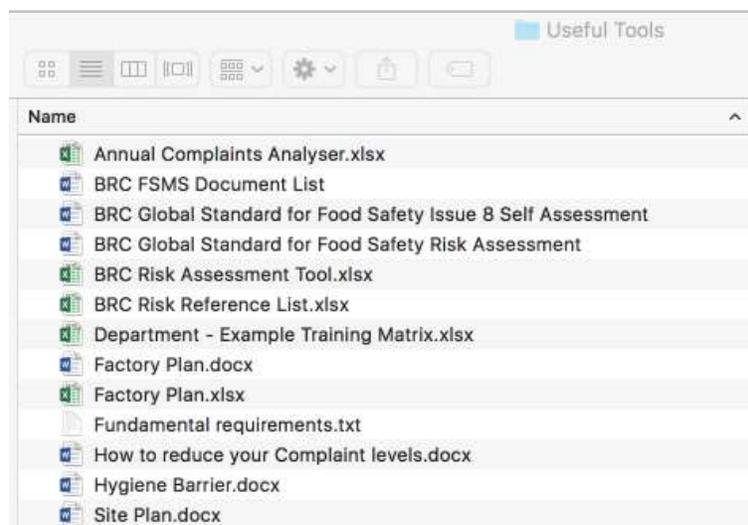
- ✓ Step One: Introduction to the BRC Global Standard for Food Safety
- ✓ Step Two: Gap Analysis
- ✓ Step Three: Senior Management Implementation
- ✓ Step Four: Food Safety Plan/HACCP Implementation
- ✓ Step Five: Food Safety Quality Management System
- ✓ Step Six: BRC Implementation & Training
- ✓ Step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

# BRC Food Safety and Quality Management System

There is the **BRC Implementation Plan Issue 8** which can be used to plan the development of your Food Safety Management System:

	01 Jan	15 Jan	29 Jan	12 Feb	19 Feb
Plan/Document					
Implement					
Maintain					
Senior Management Commitment And Continual Improvement					
Documented Food Safety Policy					
Food Safety & Quality Culture					
Documented Food Safety Objectives	1				
Management Review	1				
Meeting Program					
Confidential Reporting System					
Human And Financial Resources					
Informed Of All Relevant Legislative, Scientific					
Current, Original Copy Of The Standard					
Announced recertification audits					

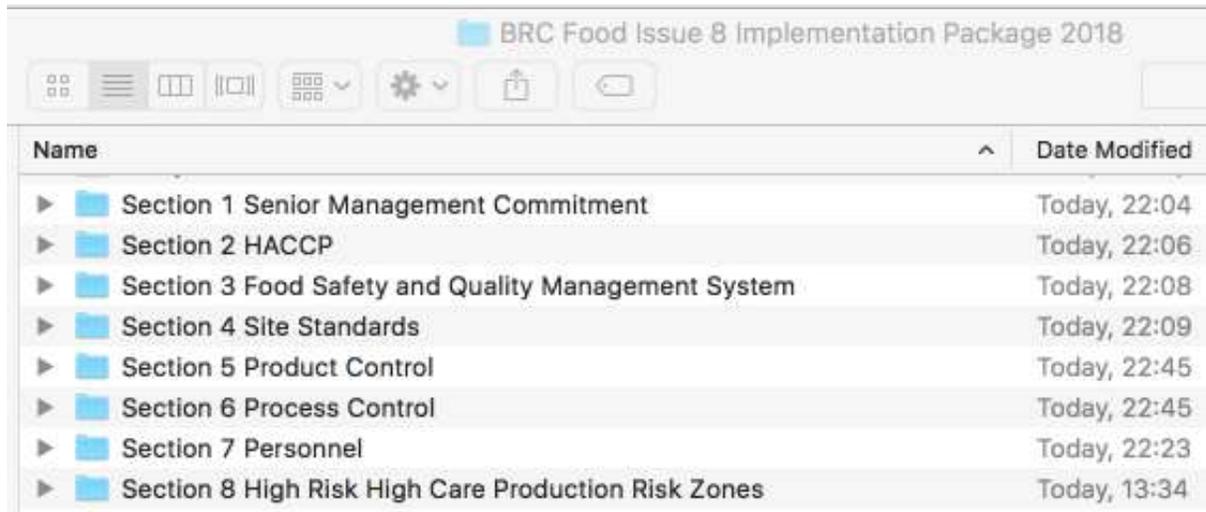
There is also the Useful Tools folder to open:



There are a range of documents and tools that are self-explanatory and might prove useful such as the complaints analyser & guidelines, plans and a sample training matrix.

# BRC Food Safety and Quality Management System

**The next folders to open are the folders Section 1 to Section 8:**



Name	Date Modified
▶ Section 1 Senior Management Commitment	Today, 22:04
▶ Section 2 HACCP	Today, 22:06
▶ Section 3 Food Safety and Quality Management System	Today, 22:08
▶ Section 4 Site Standards	Today, 22:09
▶ Section 5 Product Control	Today, 22:45
▶ Section 6 Process Control	Today, 22:45
▶ Section 7 Personnel	Today, 22:23
▶ Section 8 High Risk High Care Production Risk Zones	Today, 13:34

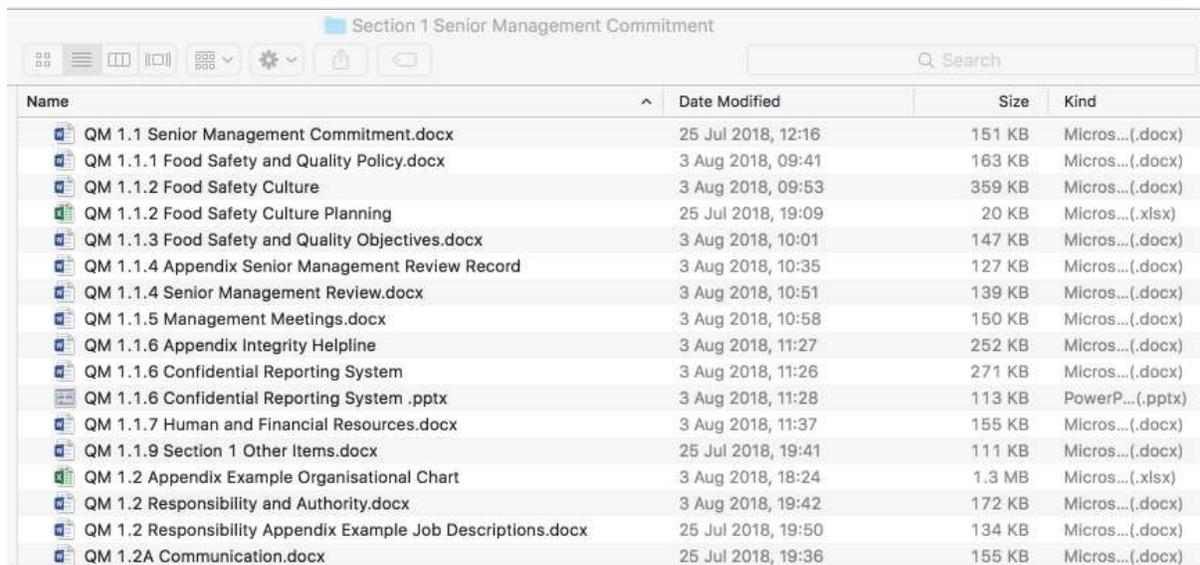
These folders contain the main Food Safety Management System documents

A comprehensive set of top level documents that cover all the requirements of the BRC standard and form the basis of your Food Safety Quality Management System. We have written the procedures to match each section and clause of the standard for ease of implementation.

# BRC Food Safety and Quality Management System

## Section 1

- QM 1.1 Senior Management Commitment
  - QM 1.1.1 Food Safety and Quality Policy
  - QM 1.1.2 Food Safety Culture
    - QM 1.1.2 Food Safety Culture Planning
  - QM 1.1.3 Food Safety and Quality Objectives
  - QM 1.1.4 Senior Management Review
    - QM 1.1.4 Appendix Senior Management Review Record
  - QM 1.1.5 Management Meetings
  - QM 1.1.6 Appendix Integrity Helpline
    - QM 1.1.6 Confidential Reporting System
  - QM 1.1.7 Human and Financial Resources
- QM 1.2 Responsibility and Authority
  - QM 1.2 Appendix Example Organisational Chart
  - QM 1.2 Responsibility Appendix Example Job Descriptions
- QM 1.2A Communication



Name	Date Modified	Size	Kind
QM 1.1 Senior Management Commitment.docx	25 Jul 2018, 12:16	151 KB	Micros...(.docx)
QM 1.1.1 Food Safety and Quality Policy.docx	3 Aug 2018, 09:41	163 KB	Micros...(.docx)
QM 1.1.2 Food Safety Culture	3 Aug 2018, 09:53	359 KB	Micros...(.docx)
QM 1.1.2 Food Safety Culture Planning	25 Jul 2018, 19:09	20 KB	Micros...(.xlsx)
QM 1.1.3 Food Safety and Quality Objectives.docx	3 Aug 2018, 10:01	147 KB	Micros...(.docx)
QM 1.1.4 Appendix Senior Management Review Record	3 Aug 2018, 10:35	127 KB	Micros...(.docx)
QM 1.1.4 Senior Management Review.docx	3 Aug 2018, 10:51	139 KB	Micros...(.docx)
QM 1.1.5 Management Meetings.docx	3 Aug 2018, 10:58	150 KB	Micros...(.docx)
QM 1.1.6 Appendix Integrity Helpline	3 Aug 2018, 11:27	252 KB	Micros...(.docx)
QM 1.1.6 Confidential Reporting System	3 Aug 2018, 11:26	271 KB	Micros...(.docx)
QM 1.1.6 Confidential Reporting System .pptx	3 Aug 2018, 11:28	113 KB	PowerP...(.pptx)
QM 1.1.7 Human and Financial Resources.docx	3 Aug 2018, 11:37	155 KB	Micros...(.docx)
QM 1.1.9 Section 1 Other Items.docx	25 Jul 2018, 19:41	111 KB	Micros...(.docx)
QM 1.2 Appendix Example Organisational Chart	3 Aug 2018, 18:24	1.3 MB	Micros...(.xlsx)
QM 1.2 Responsibility and Authority.docx	3 Aug 2018, 19:42	172 KB	Micros...(.docx)
QM 1.2 Responsibility Appendix Example Job Descriptions.docx	25 Jul 2018, 19:50	134 KB	Micros...(.docx)
QM 1.2A Communication.docx	25 Jul 2018, 19:36	155 KB	Micros...(.docx)

# BRC Food Safety and Quality Management System

## Section 4

QM 4 Site Standards

QM 4.1 External Standards

QM 4.2 Site Security and Food Defence

QM 4.2.1 Control of Visitors and Contractors

QM 4.3 Layout, Product Flow and Segregation

QM 4.3 Factory Plan

QM 4.3 Filling Area Layout Flow Diagram

QM 4.4 Building Fabric

QM 4.5 Utilities - Water and Air

QM 4.6 Equipment

QM 4.7 Maintenance

QM 4.8 Staff Facilities

QM 4.9 Product Contamination Control

QM 4.9.1 Chemical Contamination Control

QM 4.9.2 Metal Contamination Control

QM 4.9.3 Control of Brittle Materials

QM 4.9.4 Control of Products Packed into Brittle Containers

QM 4.9.5 Control of Wood

QM 4.10 Foreign Body Detection and Removal

QM 4.11 Housekeeping and Hygiene

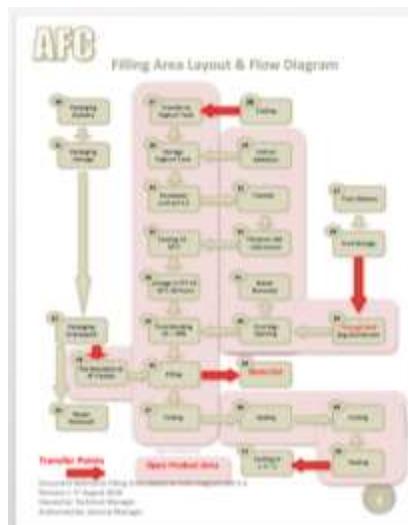
QM 4.12 Waste & Waste Disposal

QM 4.13 Management of Surplus Food and Products for Animal Feed

QM 4.14 Pest Management

QM 4.15 Storage

QM 4.16 Dispatch and Transport



# BRC Food Safety and Quality Management System

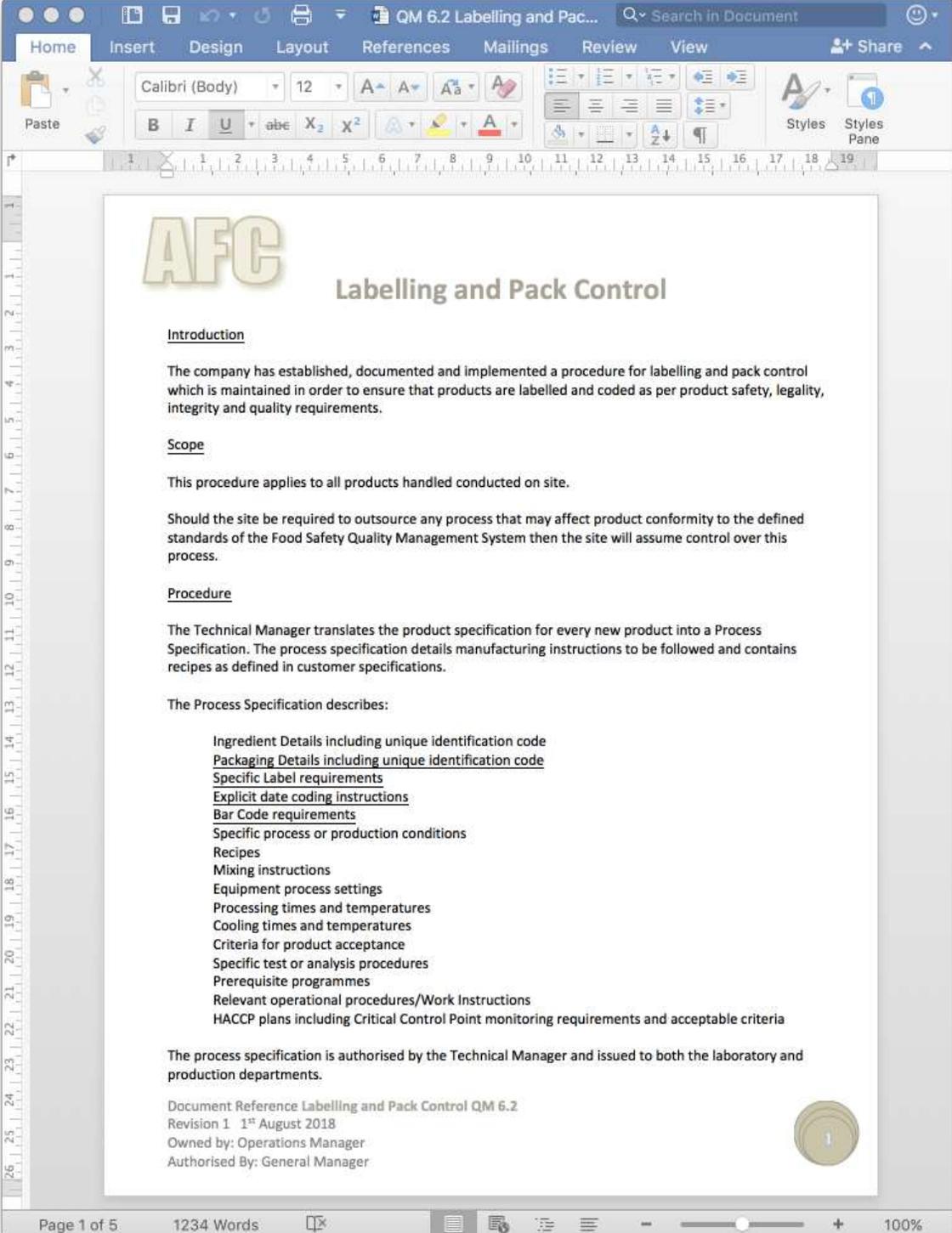
## Section 6

QM 6.1 Control of Operations

QM 6.2 Labelling and Pack Control

QM 6.3 Quantity Control

QM 6.4 Calibration



The screenshot shows a Microsoft Word document with the following content:

**AFC**

## Labelling and Pack Control

Introduction

The company has established, documented and implemented a procedure for labelling and pack control which is maintained in order to ensure that products are labelled and coded as per product safety, legality, integrity and quality requirements.

Scope

This procedure applies to all products handled conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process.

Procedure

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

The Process Specification describes:

- Ingredient Details including unique identification code
- Packaging Details including unique identification code
- Specific Label requirements
- Explicit date coding instructions
- Bar Code requirements
- Specific process or production conditions
- Recipes
- Mixing instructions
- Equipment process settings
- Processing times and temperatures
- Cooling times and temperatures
- Criteria for product acceptance
- Specific test or analysis procedures
- Prerequisite programmes
- Relevant operational procedures/Work Instructions
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

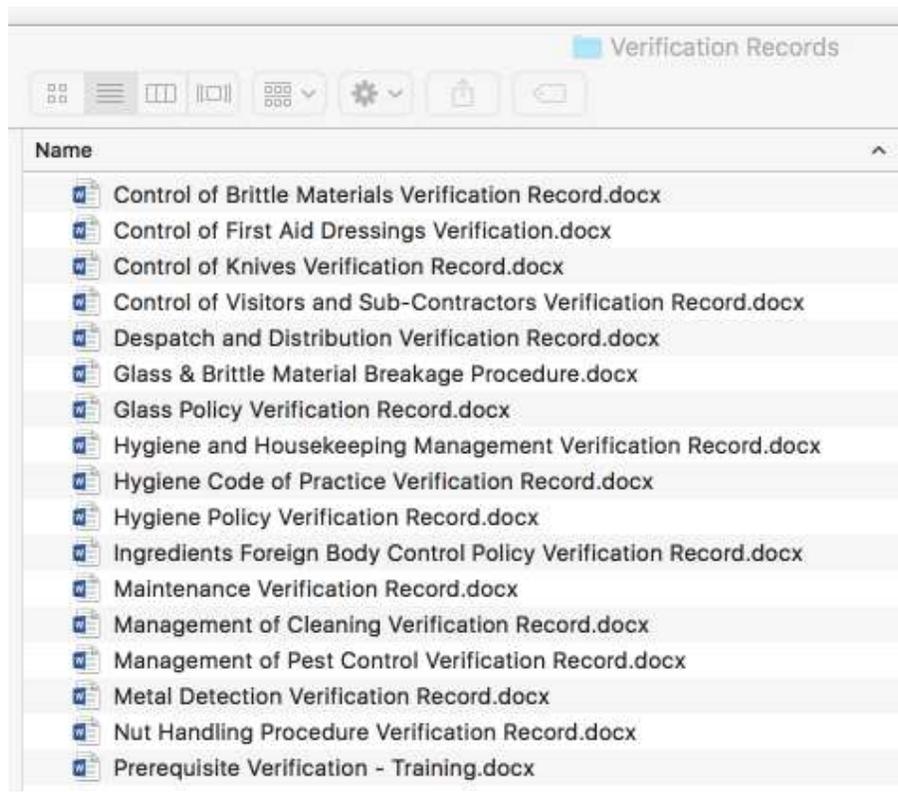
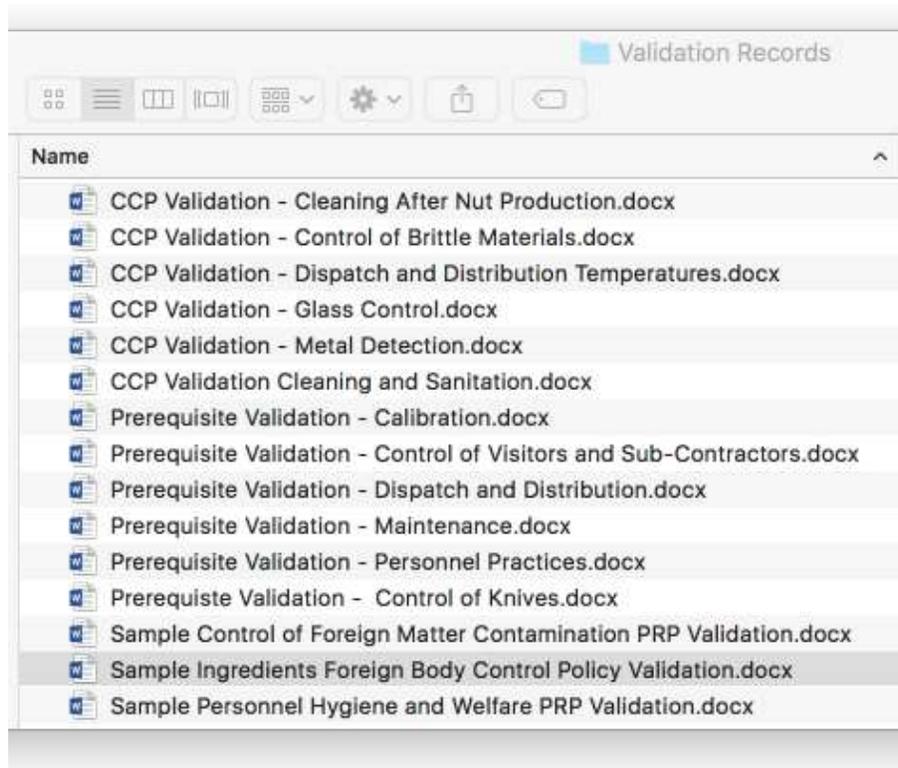
The process specification is authorised by the Technical Manager and issued to both the laboratory and production departments.

Document Reference Labelling and Pack Control QM 6.2  
Revision 1 1<sup>st</sup> August 2018  
Owned by: Operations Manager  
Authorised By: General Manager

Page 1 of 5 1234 Words 100%

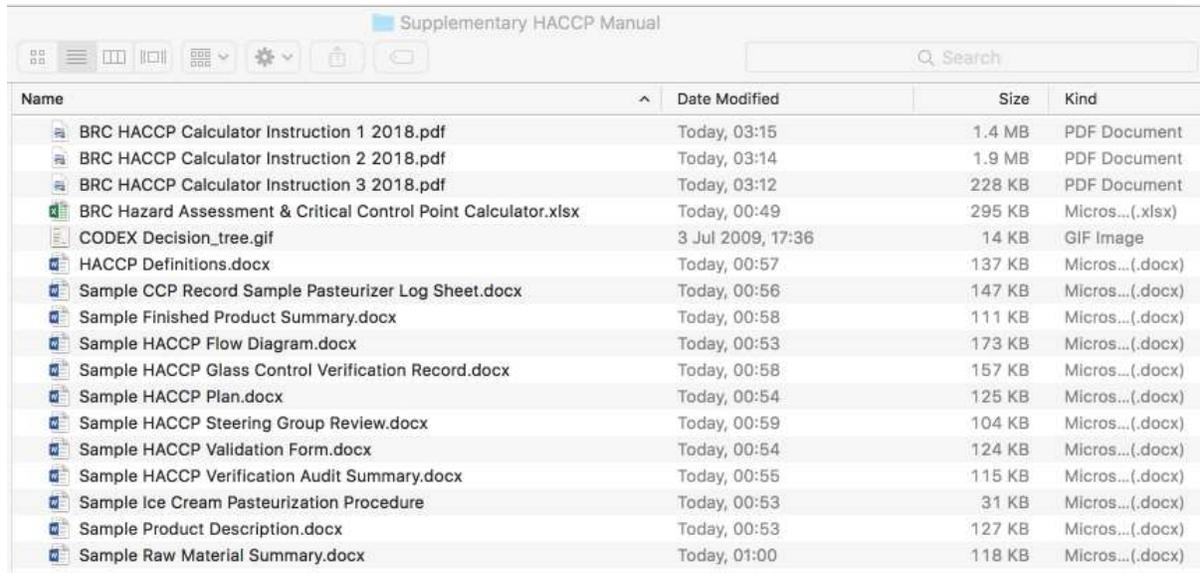
# BRC Food Safety and Quality Management System

The records folder also includes **Verification and Validation Record Templates**



# BRC Food Safety and Quality Management System

## The next folder to open is the Supplementary HACCP Manual containing the BRC HACCP Calculator



Name	Date Modified	Size	Kind
BRC HACCP Calculator Instruction 1 2018.pdf	Today, 03:15	1.4 MB	PDF Document
BRC HACCP Calculator Instruction 2 2018.pdf	Today, 03:14	1.9 MB	PDF Document
BRC HACCP Calculator Instruction 3 2018.pdf	Today, 03:12	228 KB	PDF Document
BRC Hazard Assessment & Critical Control Point Calculator.xlsx	Today, 00:49	295 KB	Micros...(xlsx)
CODEX Decision_tree.gif	3 Jul 2009, 17:36	14 KB	GIF Image
HACCP Definitions.docx	Today, 00:57	137 KB	Micros...(docx)
Sample CCP Record Sample Pasteurizer Log Sheet.docx	Today, 00:56	147 KB	Micros...(docx)
Sample Finished Product Summary.docx	Today, 00:58	111 KB	Micros...(docx)
Sample HACCP Flow Diagram.docx	Today, 00:53	173 KB	Micros...(docx)
Sample HACCP Glass Control Verification Record.docx	Today, 00:58	157 KB	Micros...(docx)
Sample HACCP Plan.docx	Today, 00:54	125 KB	Micros...(docx)
Sample HACCP Steering Group Review.docx	Today, 00:59	104 KB	Micros...(docx)
Sample HACCP Validation Form.docx	Today, 00:54	124 KB	Micros...(docx)
Sample HACCP Verification Audit Summary.docx	Today, 00:55	115 KB	Micros...(docx)
Sample Ice Cream Pasteurization Procedure	Today, 00:53	31 KB	Micros...(docx)
Sample Product Description.docx	Today, 00:53	127 KB	Micros...(docx)
Sample Raw Material Summary.docx	Today, 01:00	118 KB	Micros...(docx)

The folder contains the HACCP Calculator and Instructions plus Sample HACCP documents.

How the HACCP Calculator helps:

A few simple steps take you through the hazard assessment and then significant hazards which require critical control point assessment are automatically highlighted.

You do not need to refer to the hazard decision tree to assess critical control points as all of the decision tree questions and actions are included in the calculator.

It makes the process of determining a critical control point simple, answer the questions at each stage and the calculator will show when a step is a critical control point.

It enables you to present your HACCP assessment in a clear and professional manner.

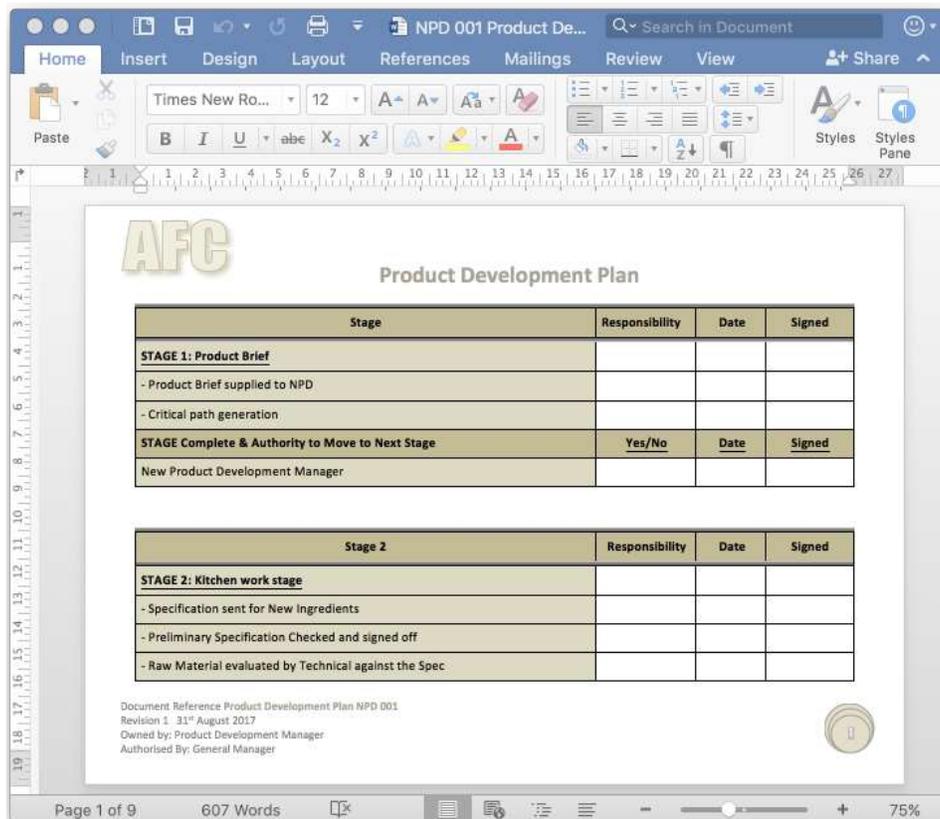
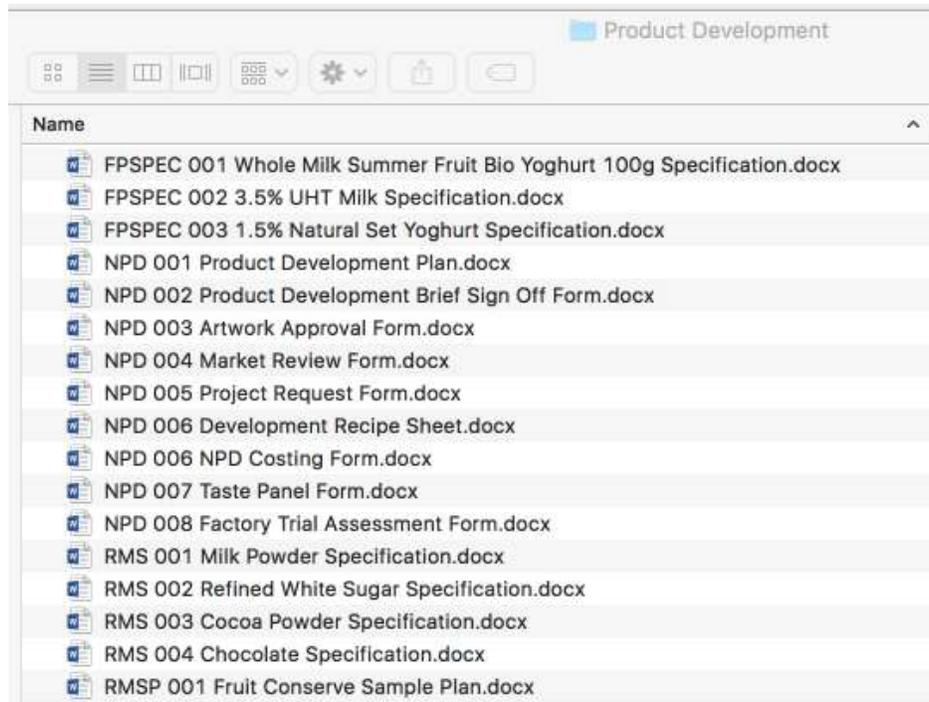
It automatically starts to generate a HACCP plan as you work through your hazard assessment and critical control points.

All your HACCP information can be held in a single document.

# BRC Food Safety and Quality Management System

## The next folder to open is the Product Development Folder

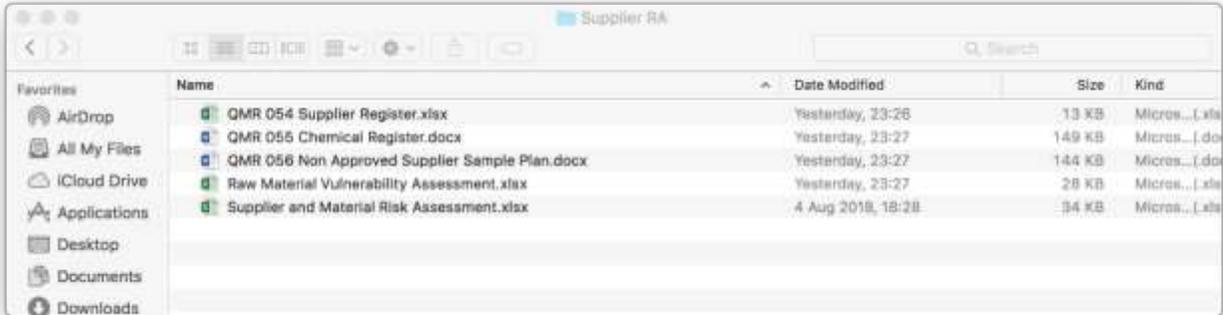
There is comprehensive product development documentation:



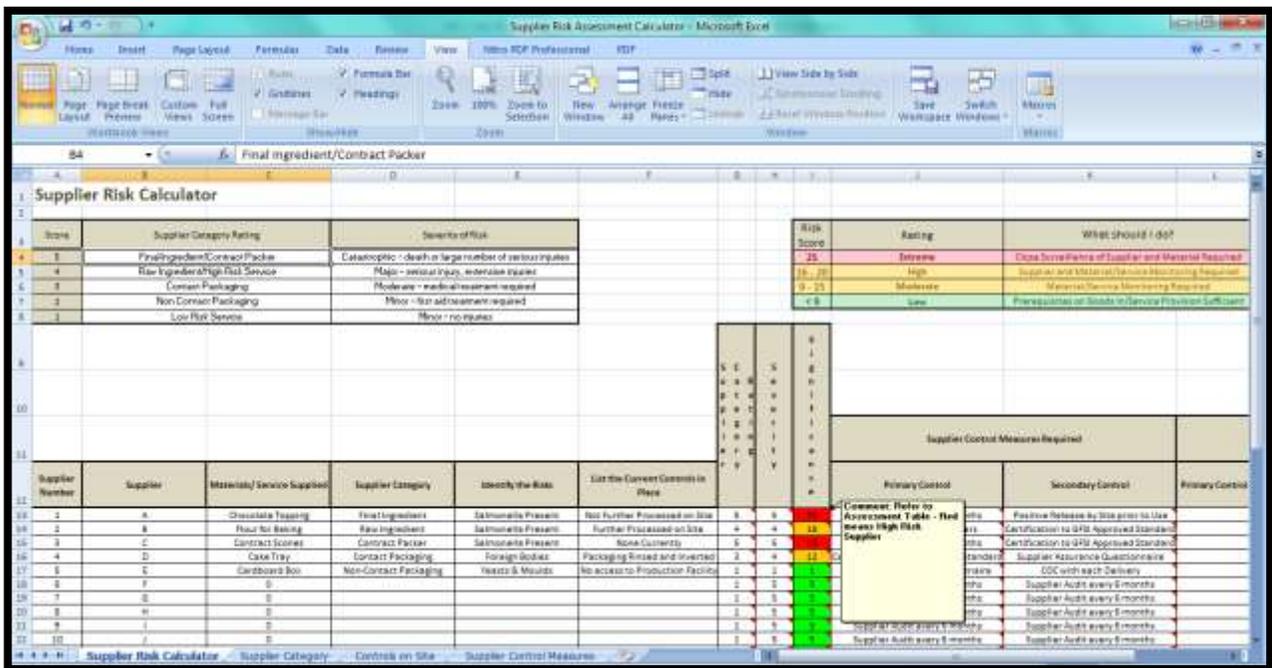
# BRC Food Safety and Quality Management System

## The next folder to open is the Supplier RA Folder

There are Supplier Risk Assessment and Raw Material Vulnerability Assessment Templates

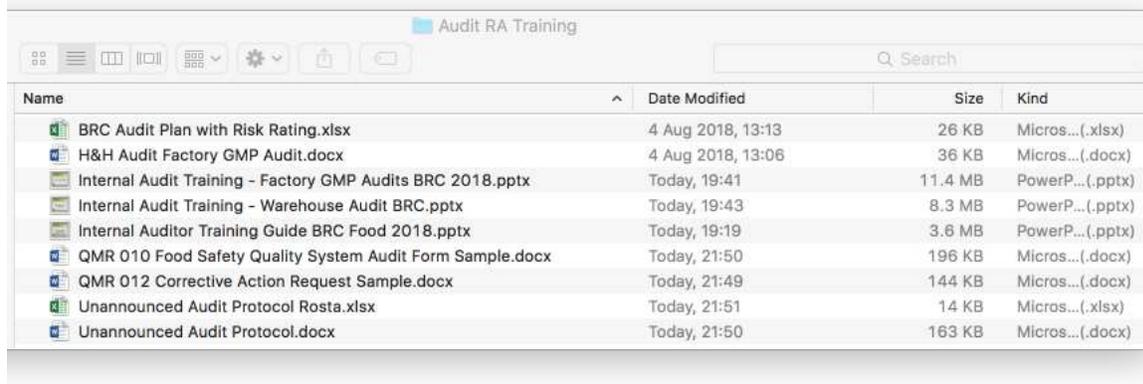


## Supplier Risk Assessment Tool



# BRC Food Safety and Quality Management System

## Finally the last folder to open is the Audit RA Training Folder



Name	Date Modified	Size	Kind
BRC Audit Plan with Risk Rating.xlsx	4 Aug 2018, 13:13	26 KB	Micros...(.xlsx)
H&H Audit Factory GMP Audit.docx	4 Aug 2018, 13:06	36 KB	Micros...(.docx)
Internal Audit Training - Factory GMP Audits BRC 2018.pptx	Today, 19:41	11.4 MB	PowerP...(.pptx)
Internal Audit Training - Warehouse Audit BRC.pptx	Today, 19:43	8.3 MB	PowerP...(.pptx)
Internal Auditor Training Guide BRC Food 2018.pptx	Today, 19:19	3.6 MB	PowerP...(.pptx)
QMR 010 Food Safety Quality System Audit Form Sample.docx	Today, 21:50	196 KB	Micros...(.docx)
QMR 012 Corrective Action Request Sample.docx	Today, 21:49	144 KB	Micros...(.docx)
Unannounced Audit Protocol Rosta.xlsx	Today, 21:51	14 KB	Micros...(.xlsx)
Unannounced Audit Protocol.docx	Today, 21:50	163 KB	Micros...(.docx)

## There are Training Modules:

Internal Auditor Training - An interactive and illustrated Internal Audit training presentation to train your Internal Audit procedure.

