

BRC Storage and Distribution Quality and Safety Management System



This is an ideal package for Storage and Distribution companies looking to meet International Quality and Safety Standards. This manual meets the requirements of the British Retail Consortium Global Standard for Storage and Distribution Issue 3.

Ensure your Quality and Safety Management System meets Global and International standards with our comprehensive and easy to use IFSQN Storage and Distribution Quality Management System containing:

- ✓ A comprehensive set of over 50 editable System Procedures
- ✓ A range of 60 easy to use editable Record Templates
- ✓ HACCP Manual
- ✓ Introduction to the BRC Storage and Distribution System Training
- ✓ Internal Auditor Training
- ✓ HACCP Training
- ✓ Food Safety Training
- ✓ A set of quick Gap Analysis Checklists
- ✓ Free online support via e-mail
- ✓ BRC QSMS Implementation Workbook

BRC Storage and Distribution Quality and Safety Management System



Implementation Workbook

A comprehensive guide to implementing the BRC Quality & Safety Management System, the workbook is divided into 7 steps that are designed to assist you in implementing your quality & safety management system effectively:


- Step One: Introducing the BRC Standard for Storage & Distribution
- Step Two: Senior Management Implementation
- Step Three: Safety and Quality Management Implementation
- Step Four: Prerequisite Programme Implementation
- Step Five: HACCP Implementation
- Step Six: Training
- Step Seven: Final Steps to BRC Certification

Note: The IFSQN BRC Storage and Distribution Quality Management System Package also includes a Start Up Guide which should be consulted to guide you through the contents of the package.

BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System

The Quality & Safety Management System contains a comprehensive BRC compliant documentation package. The procedural templates form the foundations of your Quality Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures:



Quality Management System

Introduction

The company has planned, established, documented and implemented a safety and quality management system for the site, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products.

Scope

The scope of the Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the BRC Global Standard for Storage and Distribution.

Due diligence

The Quality Manual demonstrates due diligence of the company in the effective development and implementation of the safety and quality management system. These documents are fully supported by the completion of the records specified in this manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered.

Safety


The company is committed to supplying safe products. As part of this commitment, all products and processes used in the handling of products are subject to safety hazard analysis based on the Codex Alimentarius guidelines to the application of a HACCP system. All safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer. New information regarding safety hazards is continually reviewed by the Safety team to ensure that the Safety and Quality Management system is continually updated and complies with the latest safety and legislative requirements.

Should the company be required to outsource any process that may affect product conformity to the defined standards of the Safety and Quality Management System then the site will assume control over this process. This is fully defined in all Sub-Contract Agreements.

Communication

The company has established and documented clear levels of communication for suppliers, contractors, customers, authorities and staff within the quality management system. Detailed communication arrangements and safety communication responsibilities for all levels of management are contained in the

Document Reference **Quality Management System QM 3**
Revision 1 1st February 2017
Owned by: Quality Manager
Authorised By: Managing Director



BRC Storage and Distribution Quality and Safety Management System

The procedures included in the Quality Management System:

- QM 1.1 Management Commitment
 - QM 1.1.1 Product Safety and Quality Policy
 - QM 1.1.2 Resource Provision
 - QM 1.1.3 Safety and Quality Objectives
 - QM 1.1.4 Management Review
 - QM 1.1.5 Management Review Communication
 - QM 1.1.6 Communication
- QM 1.2 Responsibility and Authority
- QM 1.3 Job Descriptions
- QM 2 Hazard Analysis and Critical Control Points
- QM 3 Quality Management System
 - QM 3.1.2 Document Control
 - QM 3.1.3 Record Control
 - QM 3.2 Internal Audits
 - QM 3.3 Corrective Action and Preventative Action
 - QM 3.4 Contractual Arrangements
 - QM 3.5.1 Purchasing, Orders and Verification of Purchased Materials
 - QM 3.5.2 Contract Services
 - QM 3.6 Identification and Traceability
 - QM 3.7 Product Recall and Withdrawal
 - QM 3.8 Incident Management Procedure
 - QM 3.9 Control of Non-Conforming Product
 - QM 3.10 Management of Customer Complaints

Optional:

- QM 9 Purchasing Wholesale Branded Materials
- QM 10.1 Supplier Approval (Wholesaler Module)
- QM 10.2 Product Authenticity (Wholesaler Module)
- QM 10.3 Design and Development (Wholesaler Module)
- QM 10.4 Specifications (Wholesale Module)
- QM 10.5 Traceability (Wholesaler Module)
- QM 10.6 Product Inspection (Wholesale Module)
- QM 10.7 Product Recall and Withdrawal (Wholesale Module)
- QM 11 Contractual Arrangements (Contracted Services)
- QM 12 Product Inspection (Contracted Service)
- QM 13 Contract Packing
- QM 14 Quality Control Inspection (Contracted Service)
- QM 15 Contract Chilling, Freezing, Tempering and Defrost Operations
- QM 16 Cleaning of Baskets, Roll Cages and other Distribution Containers (Contracted Service)
- QM 17 Waste Recovery and Recycling (Contracted)

BRC Storage and Distribution Quality and Safety Management System

Prerequisites & Site Standards

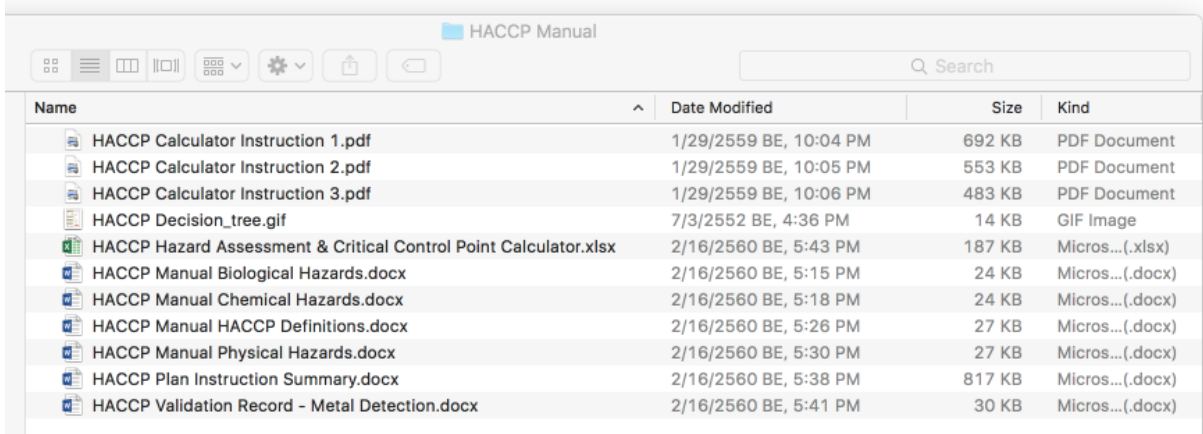
Procedural templates are provided that form the foundations of your Prerequisites and documented Site Standards:

- QM 4 Site and Building Standards
- QM 5 Vehicle Operating Standards
- QM 6.1 Equipment Standards
- QM 6.2 Maintenance
- QM 6.3 Calibration
- QM 6.4 Housekeeping and Hygiene
- QM 6.5 Waste Management
- QM 6.6 Management of Pest Control
- QM 7.1 Control of Incoming Materials
- QM 7.2 Product Handling
- QM 7.3 Environmental Control
- QM 7.4 Chemical and Physical Contamination Control Policy
- QM 7.4.1 Glass Policy
- QM 7.4.2 Glass & Brittle Material Breakage Procedure
- QM 7.4.3 Allergen Control System
- QM 7.5 Stock Rotation
- QM 7.6 Product Release
- QM 8.1 Training and Competency
- QM 8.2 Personal Hygiene Policy



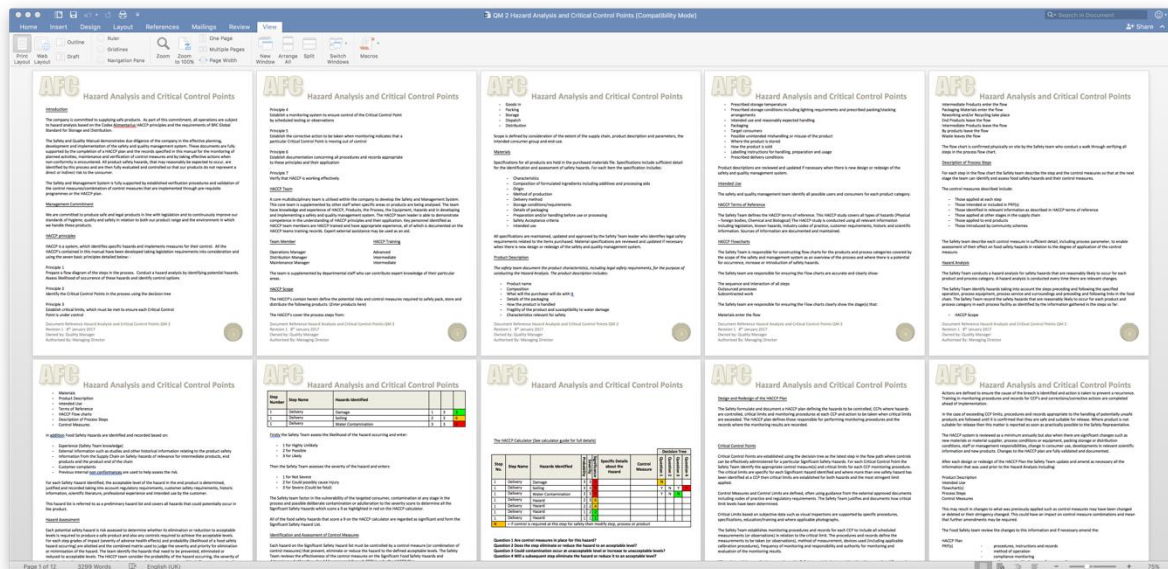
BRC Storage and Distribution Quality and Safety Management System

HACCP Manual



Name	Date Modified	Size	Kind
HACCP Calculator Instruction 1.pdf	1/29/2559 BE, 10:04 PM	692 KB	PDF Document
HACCP Calculator Instruction 2.pdf	1/29/2559 BE, 10:05 PM	553 KB	PDF Document
HACCP Calculator Instruction 3.pdf	1/29/2559 BE, 10:06 PM	483 KB	PDF Document
HACCP Decision_tree.gif	7/3/2552 BE, 4:36 PM	14 KB	GIF Image
HACCP Hazard Assessment & Critical Control Point Calculator.xlsx	2/16/2560 BE, 5:43 PM	187 KB	Micros... (.xlsx)
HACCP Manual Biological Hazards.docx	2/16/2560 BE, 5:15 PM	24 KB	Micros... (.docx)
HACCP Manual Chemical Hazards.docx	2/16/2560 BE, 5:18 PM	24 KB	Micros... (.docx)
HACCP Manual HACCP Definitions.docx	2/16/2560 BE, 5:26 PM	27 KB	Micros... (.docx)
HACCP Manual Physical Hazards.docx	2/16/2560 BE, 5:30 PM	27 KB	Micros... (.docx)
HACCP Plan Instruction Summary.docx	2/16/2560 BE, 5:38 PM	817 KB	Micros... (.docx)
HACCP Validation Record - Metal Detection.docx	2/16/2560 BE, 5:41 PM	30 KB	Micros... (.docx)

This folder contains supplementary documentation to QM 2 Hazard Analysis and Critical Control Points (12 page HACCP procedural template)



BRC Storage and Distribution Quality and Safety Management System

There are HACCP Instructions for conducting a Hazard Analysis

AFC HACCP Instruction 1

*Categorise your hazards and enter the hazard
HACCP 003 HACCP Hazards is a list of potential hazards*

Step Number	Step Name	Category	Hazard
1	Goods in	Physical	Wood from pallets
2	Goods in	Chemical	Cleaning chemicals on vehicle
3	Goods in	Biological	E.coli in raw material
4	Goods in	Allergen	Contains peanuts
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
23			

Document Reference HACCP Instruction 1
Revision 1 8th May 2015
Owned by: Technical Manager
Authorised By: General Manager

AFC HACCP Instruction 2

*Decide on probability of hazard occurring at each step
3=Likely 2=Possible 1=Not Likely
Decide on severity of hazard occurring at each step
3=Severe 2=May Cause Harm 1=Not Harmful
Multiply the probability score by the severity score to get a Significance score
Significant hazards score 9 and should go on to the next stage*

Step Number	Step Name	Category	Hazard	Prerequisites or Control Measures	Acceptable Level of Hazard	Probability	Severity	Significance
1	Goods in	Physical	Wood from pallets	Layer pads	No Contamination	1	2	2
2	Goods in	Chemical	Cleaning chemicals on vehicle	Segregation & Pallet Bunds		1	1	1
3	Goods in	Biological	E.coli in raw material	C.O.A/Approved Supplier	Max 100/g	3	3	9
4	Goods in	Allergen	Contains peanuts	Sealed in double bags/ Segregated	No cross contamination	3	3	9
7								
8								
9								

Document Reference HACCP Instruction 2
Revision 1 8th May 2015
Owned by: Technical Manager
Authorised By: General Manager

BRC Storage and Distribution Quality and Safety Management System

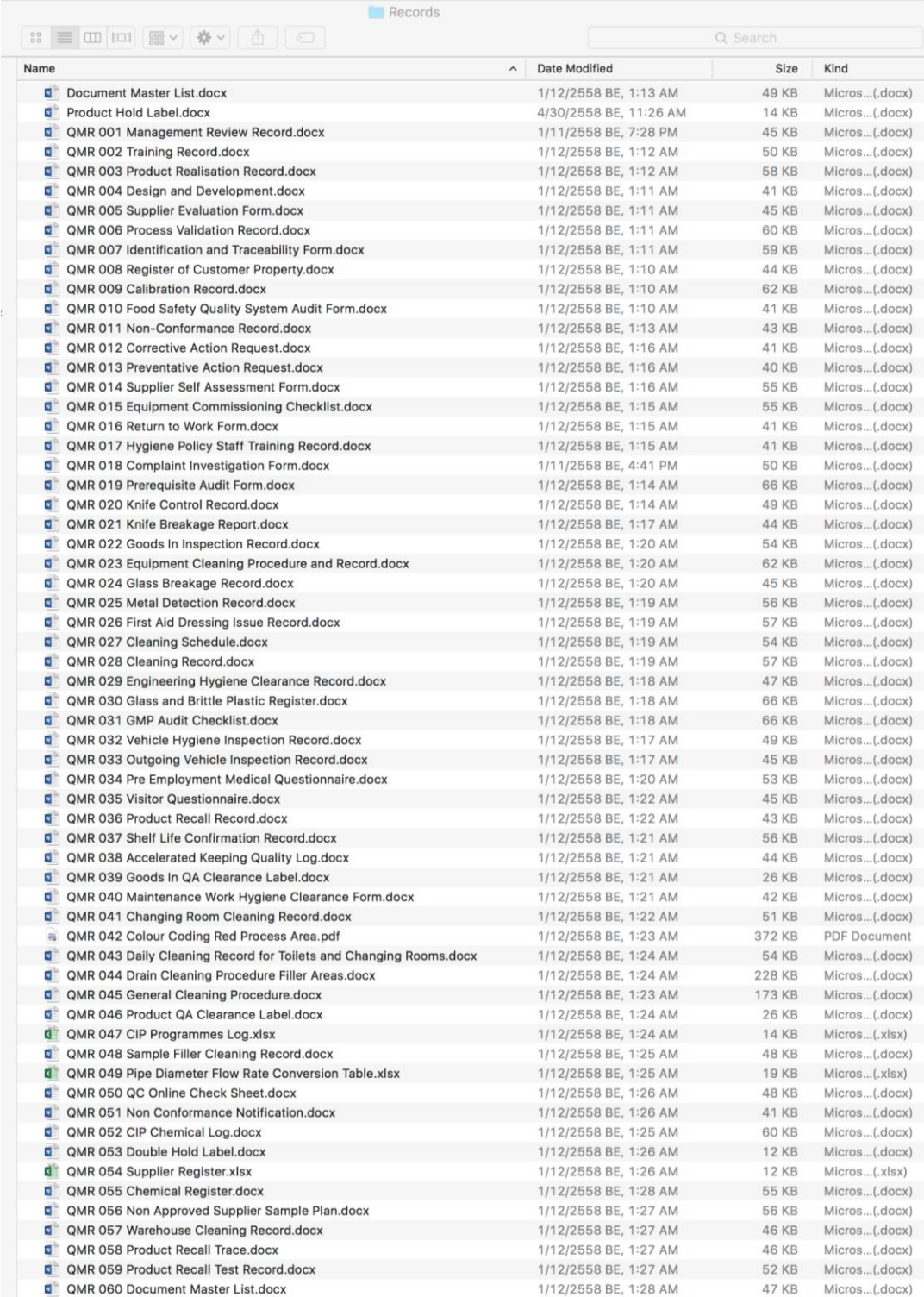
There is also the HACCP Calculator to assist in your hazard analysis:

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance	Specific Details about the Hazard	Preventative Measure	Q1	Q2	Q3	Q4
1	Delivery of Material A	Bone	3	3	9			N			
1	Delivery of Material A	Campylobacter spp.	3	3	9			Y	N	Y	N
1	Delivery of Material A	Contamination with Bacteria from pests	3	3	9			Y	N	N	
1	Delivery of Material A	Pesticides	3	1	3					N	
1	Delivery of Material A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
1	Delivery of Material A	Bacteria (spore-forming) General	2	2	4						
1	Delivery of Material A	Pest control chemicals	1	1	1						
1	Delivery of Material A	Lubricants	3	3	9			Y	Y		
1	Delivery of Material A	Wood	3	1	3						
1	Delivery of Material A	Clostridium perfringens	3	2	6						
1	Delivery of Material A	Stones	3	3	9			Y	N	Y	Y
2	Delivery of Material B	Viruses General	3	3	9			N			
2	Delivery of Material B	Campylobacter spp.	2	3	6						
2	Delivery of Material B	Vibrio vulnificus	3	3	9			Y	N	N	
2	Delivery of Material B	Norwalk virus group	3	1	3						
2	Delivery of Material B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
2	Delivery of Material B	Bacteria (spore-forming) General	2	2	4						
2	Delivery of Material B	Brucella suis	1	1	1						
2	Delivery of Material B	Cryptosporidium parvum	3	3	9			Y	Y		
2	Delivery of Material B	Cryptosporidium parvum	3	1	3						
2	Delivery of Material B	Clostridium perfringens	3	2	6						
2	Delivery of Material B	Bacteria (spore-forming) General	3	3	9			Y	N	Y	Y
3	Delivery of Material C	Viruses General	3	3	9			N			
3	Delivery of Material C	Campylobacter spp.	2	3	6						
3	Delivery of Material C	Vibrio vulnificus	3	3	9			Y	N	N	
3	Delivery of Material C	Norwalk virus group	3	1	3						
3	Delivery of Material C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
3	Delivery of Material C	Bacteria (spore-forming) General	2	2	4						
3	Delivery of Material C	Brucella suis	1	1	1						
3	Delivery of Material C	CIP Chemicals	3	3	9			Y	Y		
3	Delivery of Material C	Bacillus cereus	3	1	3						
3	Delivery of Material C	Clostridium perfringens	3	2	6						
3	Delivery of Material C	Bacteria (spore-forming) General	3	3	9			Y	N	Y	Y
4	Delivery of Material D	Viruses General	3	3	9			N			
4	Delivery of Material D	Campylobacter spp.	2	3	6						
4	Delivery of Material D	Vibrio vulnificus	3	3	9			Y	N	N	
4	Delivery of Material D	Norwalk virus group	3	1	3						
4	Delivery of Material D	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
4	Delivery of Material D	Bacteria (spore-forming) General	2	2	4						
4	Delivery of Material D	Brucella suis	1	1	1						
4	Delivery of Material D	Glass	3	3	9			Y	Y		

BRC Storage and Distribution Quality and Safety Management System

Record Templates

A comprehensive range of easy to use record templates are provided:



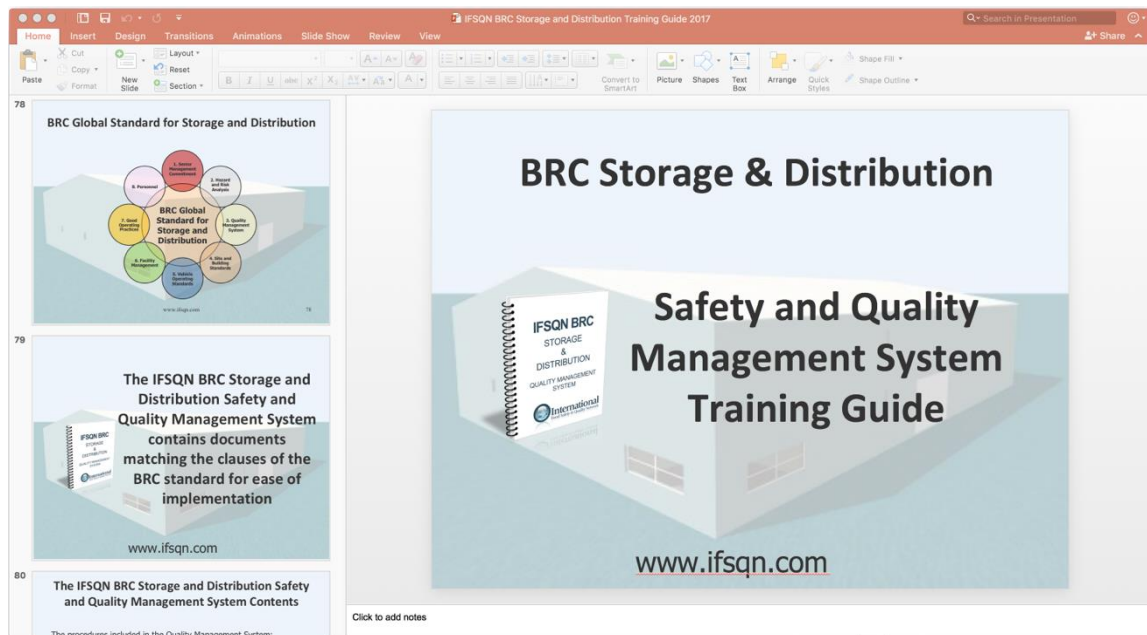
Name	Date Modified	Size	Kind
Document Master List.docx	1/12/2558 BE, 1:13 AM	49 KB	Micros...(docx)
Product Hold Label.docx	4/30/2558 BE, 11:26 AM	14 KB	Micros...(docx)
QMR 001 Management Review Record.docx	1/11/2558 BE, 7:28 PM	45 KB	Micros...(docx)
QMR 002 Training Record.docx	1/12/2558 BE, 1:12 AM	50 KB	Micros...(docx)
QMR 003 Product Realisation Record.docx	1/12/2558 BE, 1:12 AM	58 KB	Micros...(docx)
QMR 004 Design and Development.docx	1/12/2558 BE, 1:11 AM	41 KB	Micros...(docx)
QMR 005 Supplier Evaluation Form.docx	1/12/2558 BE, 1:11 AM	45 KB	Micros...(docx)
QMR 006 Process Validation Record.docx	1/12/2558 BE, 1:11 AM	60 KB	Micros...(docx)
QMR 007 Identification and Traceability Form.docx	1/12/2558 BE, 1:11 AM	59 KB	Micros...(docx)
QMR 008 Register of Customer Property.docx	1/12/2558 BE, 1:10 AM	44 KB	Micros...(docx)
QMR 009 Calibration Record.docx	1/12/2558 BE, 1:10 AM	62 KB	Micros...(docx)
QMR 010 Food Safety Quality System Audit Form.docx	1/12/2558 BE, 1:10 AM	41 KB	Micros...(docx)
QMR 011 Non-Conformance Record.docx	1/12/2558 BE, 1:13 AM	43 KB	Micros...(docx)
QMR 012 Corrective Action Request.docx	1/12/2558 BE, 1:16 AM	41 KB	Micros...(docx)
QMR 013 Preventative Action Request.docx	1/12/2558 BE, 1:16 AM	40 KB	Micros...(docx)
QMR 014 Supplier Self Assessment Form.docx	1/12/2558 BE, 1:16 AM	55 KB	Micros...(docx)
QMR 015 Equipment Commissioning Checklist.docx	1/12/2558 BE, 1:15 AM	55 KB	Micros...(docx)
QMR 016 Return to Work Form.docx	1/12/2558 BE, 1:15 AM	41 KB	Micros...(docx)
QMR 017 Hygiene Policy Staff Training Record.docx	1/12/2558 BE, 1:15 AM	41 KB	Micros...(docx)
QMR 018 Complaint Investigation Form.docx	1/11/2558 BE, 4:41 PM	50 KB	Micros...(docx)
QMR 019 Prerequisite Audit Form.docx	1/12/2558 BE, 1:14 AM	66 KB	Micros...(docx)
QMR 020 Knife Control Record.docx	1/12/2558 BE, 1:14 AM	49 KB	Micros...(docx)
QMR 021 Knife Breakage Report.docx	1/12/2558 BE, 1:17 AM	44 KB	Micros...(docx)
QMR 022 Goods In Inspection Record.docx	1/12/2558 BE, 1:20 AM	54 KB	Micros...(docx)
QMR 023 Equipment Cleaning Procedure and Record.docx	1/12/2558 BE, 1:20 AM	62 KB	Micros...(docx)
QMR 024 Glass Breakage Record.docx	1/12/2558 BE, 1:20 AM	45 KB	Micros...(docx)
QMR 025 Metal Detection Record.docx	1/12/2558 BE, 1:19 AM	56 KB	Micros...(docx)
QMR 026 First Aid Dressing Issue Record.docx	1/12/2558 BE, 1:19 AM	57 KB	Micros...(docx)
QMR 027 Cleaning Schedule.docx	1/12/2558 BE, 1:19 AM	54 KB	Micros...(docx)
QMR 028 Cleaning Record.docx	1/12/2558 BE, 1:19 AM	57 KB	Micros...(docx)
QMR 029 Engineering Hygiene Clearance Record.docx	1/12/2558 BE, 1:18 AM	47 KB	Micros...(docx)
QMR 030 Glass and Brittle Plastic Register.docx	1/12/2558 BE, 1:18 AM	66 KB	Micros...(docx)
QMR 031 GMP Audit Checklist.docx	1/12/2558 BE, 1:18 AM	66 KB	Micros...(docx)
QMR 032 Vehicle Hygiene Inspection Record.docx	1/12/2558 BE, 1:17 AM	49 KB	Micros...(docx)
QMR 033 Outgoing Vehicle Inspection Record.docx	1/12/2558 BE, 1:17 AM	45 KB	Micros...(docx)
QMR 034 Pre Employment Medical Questionnaire.docx	1/12/2558 BE, 1:20 AM	53 KB	Micros...(docx)
QMR 035 Visitor Questionnaire.docx	1/12/2558 BE, 1:22 AM	45 KB	Micros...(docx)
QMR 036 Product Recall Record.docx	1/12/2558 BE, 1:22 AM	43 KB	Micros...(docx)
QMR 037 Shelf Life Confirmation Record.docx	1/12/2558 BE, 1:21 AM	56 KB	Micros...(docx)
QMR 038 Accelerated Keeping Quality Log.docx	1/12/2558 BE, 1:21 AM	44 KB	Micros...(docx)
QMR 039 Goods In QA Clearance Label.docx	1/12/2558 BE, 1:21 AM	26 KB	Micros...(docx)
QMR 040 Maintenance Work Hygiene Clearance Form.docx	1/12/2558 BE, 1:21 AM	42 KB	Micros...(docx)
QMR 041 Changing Room Cleaning Record.docx	1/12/2558 BE, 1:22 AM	51 KB	Micros...(docx)
QMR 042 Colour Coding Red Process Area.pdf	1/12/2558 BE, 1:23 AM	372 KB	PDF Document
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx	1/12/2558 BE, 1:24 AM	54 KB	Micros...(docx)
QMR 044 Drain Cleaning Procedure Filler Areas.docx	1/12/2558 BE, 1:24 AM	228 KB	Micros...(docx)
QMR 045 General Cleaning Procedure.docx	1/12/2558 BE, 1:23 AM	173 KB	Micros...(docx)
QMR 046 Product QA Clearance Label.docx	1/12/2558 BE, 1:24 AM	26 KB	Micros...(docx)
QMR 047 CIP Programmes Log.xlsx	1/12/2558 BE, 1:24 AM	14 KB	Micros...(xlsx)
QMR 048 Sample Filler Cleaning Record.docx	1/12/2558 BE, 1:25 AM	48 KB	Micros...(docx)
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx	1/12/2558 BE, 1:25 AM	19 KB	Micros...(xlsx)
QMR 050 QC Online Check Sheet.docx	1/12/2558 BE, 1:26 AM	48 KB	Micros...(docx)
QMR 051 Non Conformance Notification.docx	1/12/2558 BE, 1:26 AM	41 KB	Micros...(docx)
QMR 052 CIP Chemical Log.docx	1/12/2558 BE, 1:25 AM	60 KB	Micros...(docx)
QMR 053 Double Hold Label.docx	1/12/2558 BE, 1:26 AM	12 KB	Micros...(docx)
QMR 054 Supplier Register.xlsx	1/12/2558 BE, 1:26 AM	12 KB	Micros...(xlsx)
QMR 055 Chemical Register.docx	1/12/2558 BE, 1:28 AM	55 KB	Micros...(docx)
QMR 056 Non Approved Supplier Sample Plan.docx	1/12/2558 BE, 1:27 AM	56 KB	Micros...(docx)
QMR 057 Warehouse Cleaning Record.docx	1/12/2558 BE, 1:27 AM	46 KB	Micros...(docx)
QMR 058 Product Recall Trace.docx	1/12/2558 BE, 1:27 AM	46 KB	Micros...(docx)
QMR 059 Product Recall Test Record.docx	1/12/2558 BE, 1:27 AM	52 KB	Micros...(docx)
QMR 060 Document Master List.docx	1/12/2558 BE, 1:28 AM	47 KB	Micros...(docx)

BRC Storage and Distribution Quality and Safety Management System

Training

Introduction to the BRC Storage and Distribution System

There is a training presentation to use to introduce the BRC Standard for Storage and Distribution to the management team.



HACCP Training (4 Hours)

This package includes two free online IFSQN Academy courses:


A screenshot of a video player showing a slide titled "HACCP PRINCIPLE 5". The slide text reads: "Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control." Below the text is a circular diagram titled "7 Principles of HACCP" with seven numbered items: 1. Conduct a Hazard Analysis, 2. Determine the Critical Control Points (CCPs), 3. Establish Critical Limits, 4. Establish Monitoring Procedures, 5. Establish the Corrective Action when Out of Control, 6. Establish Documentation, and 7. Establish Verification. The video player interface shows a progress bar at 2:26 / 33:00 and a YouTube logo. Below the video player, there is a description:

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.

BRC Storage and Distribution Quality and Safety Management System

Practical Internal Auditor Training for Food Operations (4 Hours)

This package includes two free online IFSQN Academy courses:



Practical Internal Auditor Training for Food Operations
★★★★☆ (6 customer reviews)
\$97.00 (EU Customers Charged 20% VAT) [Add to cart](#)

Webinar Recording:
This 4-hour webinar training was recorded on January 27, 2017.

Training Course Outline:
Internal auditing is included in Food Safety Management Requirements of the GFSI Guidance Document and as such is a compulsory element of GFSI benchmarked standards including BRC, SQF, IFS and FSSC 22000. Internal auditing is a tool to verify the effectiveness of the food safety management system, identify and correct non-conformity and demonstrate continuous improvement. This interactive IFSQN online webinar will enable participants to develop practical knowledge of the principles of internal auditing enabling them to participate as part of your internal audit team. The webinar provides instruction on how to implement an Internal Audit system and how to prepare, conduct and report on an Internal Audit. The course is suitable for all personnel working in food manufacturing, food handling, food storage or food distribution operations.

All attendees receive:

- Copy of the training material (PDF)
- Personalized IFSQN Training Academy Certificate awarded on successful completion of the course and end test
- 30 day access to the webinar recording

The course is delivered in 8 sections:


1. Introduction to Internal Auditing
2. Auditing Documentation
3. Audit Scheduling and Risk Assessment
4. Internal Audit Procedure including preparation, reporting and practical audit examples
5. Guidelines for Auditing Management Systems based on ISO 19011
6. GFSI and GFSI Benchmarked Standards Internal Audit Requirements
7. Internal Audit Exercise
8. Online test consisting of 30 multiple choice questions covering the topics taught in the course.

List of topics covered:

- Introduction to Internal Auditing
- Auditing Document Control
- Auditing Record Control
- The Role of the Internal Auditor
- Setting up an Internal Audit Programme
- Audit Risk Assessment
- Internal Auditor Attributes
- How to create an Audit Checklist
- Categorizing Non-conformities
- Audit Preparation
- Typical Internal Audit Procedure
- Internal Audit Reporting
- Sample Internal Audit Reports
- Sample Non-conformance Reports
- Guidelines for Auditing Management Systems based on ISO 19011
- Purpose of Internal Audits
- GFSI and GFSI Benchmarked Standards Internal Audit Requirements
- Internal Audit Examples
- Good Manufacturing Practice Audit Example
- Sample Audit Plans
- Sample Internal Audit Risk Assessments
- Internal Auditor Tips
- Internal Auditor Do's and Don'ts
- Sample Audit Checklists
- Practical Exercises – Internal Audit Scenarios

Food Safety & Hygiene Training for Food Handlers (2 Hours)

This package includes two free online IFSQN Academy courses:



Food Safety & Hygiene Training for Food Handlers
★★★★☆ (6 customer reviews)
\$57.00 (EU Customers Charged 20% VAT) [Add to cart](#)

This online training course was held live on 22 January 2016. Purchase the recording to experience the full 2 hour training session along with the presentation slides, exam and certificate.

Instructor: Tony Connor, Chief Technical Advisor, IFSQN
Facilitator: Simon Timperley, Administrator, IFSQN

Cost per attendee: \$5700 USD

Training Course Outline:
The Food Safety and Hygiene Training Webinar for Food Handlers is a BASIC LEVEL program and is suitable for all personnel working in food manufacturing, food handling, food storage or food distribution operations providing the fundamental knowledge on food safety and hygiene. The training webinar may be used as part of new starter induction or as a refresher for all staff as part of an ongoing food safety training program. The training program consists of a 2 hour webinar with four presentations, polls and question and answer sessions. After the webinar there is an online exam and an IFSQN Academy certificate is awarded to all candidates that pass the exam.

All attendees receive:

- Copy of the training material
- Personalized IFSQN Training Academy Certificate awarded on successful completion of the course and end test
- 7 day access to the webinar recording

The course is delivered in 4 sections followed by an end test:

1. Introduction to Food Safety and Hygiene
2. Food Contamination
3. Prevention of Contamination
4. Summary and Rules

1. Introduction to Food Safety and Hygiene

- What is food safety?
- What is food hygiene?
- What happens when things go wrong?
- Principles of food hygiene

2. Food Contamination

- Causes of food poisoning
- Types of contamination
- Control food poisoning bacteria
- Where contamination comes from
- Vehicles of cross-contamination

3. Prevention of Contamination

- Hygiene policy
- Hand washing
- Physical and chemical controls
- Food premises and equipment
- Maintenance
- Operational controls
- HACCP
- Critical control points
- Storage and temperature controls
- Pest control
- Cleaning
- Waste control
- Employee's responsibilities

4. Summary and Rules

- Conclusion
- Ten rules of food safety and hygiene

5. Online Exam

Competency and understanding is verified by a 25 minute online exam consisting of 25 multiple choice questions covering the topics taught in the course.

BRC Storage and Distribution Quality and Safety Management System

The training program consists of recorded webinars for each training course which can be watched at any time. After each webinar, there is an online exam and an IFSQN Academy certificate is awarded to all candidates that pass the exam.

Training Matrix Template Included

QMR 002 Training Record Sample is provided in the documentation

Training Record

Name:		Employee Number:	
Company Start Date:		Position:	
Prior External Qualification(s), Skills & Experience :			


Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
Weeks 5 - 13	Packing Procedure			
	Operating Procedure			

Document Reference Training Record QMR 002
 Revision 1 8th January 2015
 Owned by: Technical Manager
 Authorised By: General Manager

BRC Storage and Distribution Quality and Safety Management System

Compliance Checklists


Quick checklists are provided for sections 1 – 8 of the standard



BRC Global Standard for Storage and Distribution Issue 3 Audit Checklist

BRC Section	Requirement	Conforms Yes/No	Findings
4	SITE AND BUILDING STANDARDS		
4.1	LOCATION, PERIMETER AND GROUNDS		
	Site located and maintained		
4.1.1	Consideration given to local activities and environment		
4.1.2	Grounds		
4.1.3	A clean and unobstructed area along external walls of buildings		
4.1.4	Sites adequately drained.		
4.1.5	External storage minimised and items protected from contamination and deterioration		
4.2	SITE SECURITY		
	Site security ensures product safety and integrity.		
4.2.1	Risk assessment to identify potential risks to the security of product. Appropriate controls implemented. Reviewed		
4.2.2	Access to the site by employees, contractors and visitors controlled and a visitor reporting system in place		
4.2.3	Documented site security procedures. Staff trained in the site security procedures and question or report unidentified or unknown visitors		
4.3	LAYOUT, PRODUCT FLOW AND SEGREGATION – PRODUCT INTAKE, HANDLING, STORAGE AND DISPATCH AREAS		
	Design and layout of the premises prevents the risk of product damage and facilitates product safety, legality and quality		
4.3.1	Premises allow sufficient working space to enable operations to be carried out properly under safe hygienic conditions and prevent the risk of product damage		
4.3.2	Adequate segregated storage facilities available to enable incompatible products to be effectively segregated		
4.3.3	Positioning of machinery, equipment, site facilities and services do not jeopardise the integrity of the product, and prevent product contamination and		

Document Reference BRC Global Standard for Storage and Distribution Issue 3 Audit Checklist Section 4 Site and Building Standards
Revision 1 21st February 2017
Owned by: Quality Manager
Authorised By: General Manager



Free online support via e-mail

The Quality & Safety Management System for Storage and Distribution is designed to help organisations tackle the task of implementing an effective system and progress to certification. As Tony Connor of IFSQN explains the system gives organisations a head start in developing their system and preparing for certification:

“The system includes Quality & Safety Procedures covering all the requirements of the standard thus enabling an organisation to put in place a system that is compliant with the British Retail Consortium Global Standard for Storage and Distribution. The package also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs).

“As a bonus our BRC Quality & Safety Management System is provided with technical support until you achieve certification.”

To order the [BRC Storage and Distribution Quality & Safety Management System click here](#)