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.

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 top level documents that cover all the requirements of the BRC standard and form the basis of your quality and safety management system
- A range of 36 easy to use record templates
- HACCP Manual containing the HACCP Calculator – Completely simplifies the task of hazard analysis. This logical system helps you take a structured approach to determining Critical Control Points
- BRC Standard for Storage and Distribution Training Module – A comprehensive illustrated and interactive training module covering all the clauses of the standard
- A comprehensive set of gap analysis checklists covering each section of the BRC Global Standard for Storage and Distribution
- Internal Auditor Training - An Internal Auditor Training Guide
- Free online support via e-mail
A comprehensive guide to implementing our BRC Quality & Safety Management system, we have written this workbook specifically to assist our customers in the implementation of our BRC Quality Management System. The workbook is divided into 8 steps that are designed to assist you in implementing system effectively:

- Step One: Introduction to the BRC Global Standard for Storage & Distribution
- Step Two: Assessment of Current Systems
- Step Three: Senior Management Implementation
- Step Four: HACCP Implementation
- Step Five: Quality & Safety Management System
- Step Six: Training & Implementation
- Step Seven: Internal Auditing Training
- Step Eight: Final Steps to BRC Certification
BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Procedures

Comprehensive top level documents that can form the basis of your 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
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
BRC Storage and Distribution Quality and Safety Management System

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  
QM 9 Purchasing Wholesale Branded Materials  
QM 10.1 Supplier Approval - Wholesale Module  
QM 10.2 Design and Development (Wholesaler Module)  
QM 10.3 Specifications (Wholesale Module)  
QM 10.4 Product Inspection (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)
BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Procedures

QM 3 Quality Management System

- Skilled Personnel
- Suitable Materials
- Suitable Equipment
- Appropriate Hardware and Software
- Infrastructure
- Information
- Finances
- Audit resource
- Training resource

Action is taken in response to results in order to correct and prevent deficiencies and to improve the probability of achieving company objectives.

Regular management reviews are conducted by the Senior Management team to ensure performance is monitored and analysed. Review outputs include the quality objectives which are published and communicated to all staff to ensure focus is maintained both in meeting these objectives and on continuous improvement.

Responsibilities

Senior Management is responsible for implementing, maintaining, reviewing and improving the Quality Management System. The Quality Manager is a member of the Senior Management team and has been appointed the Management and Safety Representative.

Customer, Statutory and Regulatory Requirements

The scope of the Safety and Quality Management System includes all customer, statutory and regulatory documents applicable to the business including:

- Health & Safety Acts
- Regulations
- EEC Directives
- National/International Standards
- Customer Codes of Practice

The company has a system in place through the Industry Federation to ensure that it is kept informed of all relevant legislation, safety issues, legislative scientific and technical developments and Industry Codes of Practice.

QM 3.5.1 Purchasing and Verification of Purchased Materials

Introduction

The company has established, documented and implemented procedures for purchasing and verification of purchased materials, which are maintained in order to ensure all purchased materials conform to agreement specifications in order that the quality and safety of the end product is not compromised. This is achieved by management using the following:

Purchasing Procedure

Purchasing Documents

Supplier Assessment and Approval

Verification of Materials and Purchased products

Material and Service Specifications

Performance Monitoring

Scope

The scope of the procedures for purchasing and verification of purchased materials includes all purchasing activities that have an impact on the Safety & Quality Management System.

Document Reference: QM 3.5.1 Purchasing and Verification of Purchased Materials Revision 2

Document Reference: QM 2 Hazard Analysis and Critical Control Points Revision 3

Document Reference: QM 3 Quality Management System Revision 2

Authorized By: Site Director

QM 2 Hazard Analysis and Critical Control Points

Introduction

The company is committed to supplying safe products. As part of this commitment, all operations are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Storage and Distribution.

The Safety and Quality Manual demonstrates due diligence of the company in the effective planning, development and implementation of the safety and quality management system. These documents are fully supported by the completion of a HACCP plan and 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. All product 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.

The Safety and Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through pre-requisite programmes or the HACCP plan.

Management Commitment

We are committed to produce safe and legal products in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we handle these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP’s contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below:

Principle 1

Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options

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BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Procedures

QM 3.7 Product Recall and Withdrawal Procedure

Introduction
The company has established, documented and implemented a Product Recall and Withdrawal Procedure for the operation which is maintained in order to ensure products found to have major defects are withdrawn from the market in an efficient manner to minimize the risk to the consumer.

Scope
The scope of this Procedure includes all products handled by the organisation.

Procedure
This procedure details the action that should be taken if for any reason a defective product reaches a customer. The action taken would depend upon the nature of the defect. A customer is defined as anyone who receives any product that is sold by the company.

Should non-conforming product be delivered to a customer causing a potential product recall than this is reported immediately to Operations Manager. The Operations Manager assesses the situation and may choose to contact the customer for a concession of or the non-conformity relates to a safety hazard outside of acceptable limits initiate the Initial Procedure of a Product Recall.

The handling of customer complaints is categorized into non-critical and critical. Non-Critical Quality complaints from customers are directed to the Customer Services Manager who co-ordinates the customer response with the Quality Manager.

Critical or Serious complaints such as a claim of alleged injury or dangerous product are notified to the Operations Manager who will investigate the initial investigation which may involve crisis and product recall.

A Critical Complaint is defined as an unsafe product with an aspect of the product that will result in injury or illness to the customer.

QM 4 Site and Building Standards

Introduction
The company has established and implemented prerequisite programmes to establish the site and building standards. These programmes are maintained in order to ensure effective operation of the Quality & Safety Management System.

Site and Building Prerequisite Programmes
The company has established, documented and implemented a quality and safety management system for the site, as part of this system the management are committed to identifying and providing the necessary site and building standards required to meet policies and objectives.

The Safety Team through Hazard Analysis has identified the following areas must be controlled to these specific standards:

1. Location, Perimeter & Grounds
2. Site Security
3. Layout, Product Flow & Segregation
4. Fabrication
5. Staff Facilities

QM 6.3 Calibration

Introduction
The company has established, documented and implemented a Calibration System for monitoring and measuring equipment on site, which is maintained in order to ensure conformity to product requirements in accordance with international standards and best industry practice. The processes that contribute to meeting the requirements of these standards have been determined.

Scope
The scope of the Calibration System includes all equipment used to measure and monitor on site and activities conducted on site.

These requirements are aligned to the policies and objectives of the site and include those of BRC Global Standard for Storage and Distribution.

Procedure
The company maintains this procedure for the calibration of monitoring and measuring equipment on site.

An inventory of all monitoring and measuring equipment critical to product quality and safety or whose results can affect the conformity of product requirements is maintained by the Maintenance Manager. All equipment used for thermal processes is required to meet the specified process temperature gradient and holding parameters. Each piece of equipment is tested at the specified identification code which is also used to identify it on all relevant documentation including calibration certificates.

All of the Measuring and Monitoring Equipment is subject to regular servicing and preventative maintenance as per the Preventive Maintenance Schedule for Critical Equipment. The Equipment is also covered by maintenance contracts with the supplier. Records of all work including maintenance, servicing and calibration of all equipment are maintained and retained on site for a minimum of 3 years.

QM 7.4 Chemical and Physical Contamination Control Policy

Introduction
The company has established, documented and implemented a chemical and physical contamination control policy for the site, which is maintained as a part of the safety programme in order to meet the requirements of the Safety and Quality Management System and ensure the safe production of products.

Scope
The scope of the policy covers all areas on site. All relevant employees are required to be familiar with the policy and agree to company procedures.

Prevention of Contamination Policy
The company has implemented controls to prevent contamination from any chemical or physical hazard. The following systems are applied as part of the prevention of contamination prerequisite programmes for all materials and services which can impact on product quality, safety and legality.

Chemical Controls
Cleaning Chemicals CP
Conductivity meter controls rinse duration so that final rinse is 5 millisecons. The CP continues to flush until set point is met. No deviation is permitted. Monitored by random analysis of product and final rinse water.

Cleaning Chemicals
There is physical segregation of product and cleaning chemicals and segregated secure storage of chemicals.

Allergens
There is an Allergen Control Policy and procedures that require physical cleansing and cleaning between products. No deviation is permitted. Monitored by hygiene and housekeeping audits and supervision of production.

Lubricants

www.ifsqn.com
A comprehensive range of 36 easy to use record templates including:

QMR 001   Management Review Minutes
QMR 002   Training Record
QMR 003   Product Release Record
QMR 004   Design and Development Records
QMR 005   Supplier Assessment Record
QMR 006   Validation Record
QMR 007   Identification and Traceability Record
QMR 008   Register of Customer Property
QMR 009   Calibration Record
QMR 010   Internal Audit Record
QMR 011   Records of Non-conforming Product
QMR 012   Corrective Action Request Form
QMR 013   Preventative Action Request Form
QMR 014   Supplier Self Assessment and Approval Form
QMR 015   Equipment Commissioning Record
QMR 016   Return to Work Form
QMR 017   Hygiene Policy Staff Training Record
QMR 018   Complaint Investigation Form
QMR 019   Prerequisite Audit Checklist
QMR 020   Knife Control Record
QMR 021   Knife Breakage Report
QMR 022   Goods in Inspection Record
QMR 023   Equipment Cleaning Procedure
QMR 024   Glass Breakage Record
QMR 025   Metal Detection Record
QMR 026   First Aid Dressing Issue Record
QMR 027   Cleaning Schedule
QMR 028   Cleaning Record
QMR 029   Engineering Hygiene Clearance Record
QMR 030   Glass and Brittle Plastic Register
QMR 031   GMP Audit Checklist
QMR 032   Vehicle Hygiene Inspection Record
QMR 033   Outgoing Vehicle Inspection Record
QMR 034   Pre Employment Medical Questionnaire
QMR 035   Visitor Questionnaire
QMR 036   Product Recall Record
# BRC Storage and Distribution Quality and Safety Management System

## Quality and Safety Management System Record Templates

### QMR 002 Training Record

<table>
<thead>
<tr>
<th>Period Training Required</th>
<th>Details of Internal Training or External Training Course</th>
<th>Dates of Training</th>
<th>Signed (Trainee)</th>
<th>Assessed as Competent Signed (Trainer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 - 4</td>
<td>Induction, QMD 002 Quality Policy Briefing,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMD 002 Quality Objectives,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health and Safety Procedure,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Records monitoring and control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environment and Waste Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Packing Procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 5 - 13</td>
<td>Operating Procedure, Coding Procedure, Labelling Procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document Reference QMR 002 Training Record Revision 2  
26 February 2010  
Owned By: Training Manager  
Authorised By: Quality Manager

### QMR 005 Supplier Evaluation Form

- Company Name:  
- Materials or Services Supplied: 
- Date: 
- Assessor: 

<table>
<thead>
<tr>
<th>Assessment Area</th>
<th>Rating</th>
<th>Corrective Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Assurance Questionnaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality System certified to ISO 9001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRC Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaints Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Rating</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ratings System:  
- S = Satisfactory  
- CA = Corrective Action and Response Required  
- All Ratings Satisfactory - Approved to supply

1 or more Corrective Actions - Conditional Approval based on receipt of satisfactory responses and corrective action

Document Reference QMR 005 Supplier Evaluation Form Revision 2  
30th January 2012  
Owned By: Quality Manager  
Authorised By: Site Director

### QMR 010 Internal Audit Record

QUALITY MANAGEMENT SYSTEM AUDIT FORM

<table>
<thead>
<tr>
<th>DATE OF AUDIT</th>
<th>TIME OF AUDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROCEDURE DOCUMENT OR AREA CERTIFIED

MANUAL | DOCUMENT NUMBER | TITLE | ISSUE NUMBER |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NON COMPLIANCE INSTRUCTIONS TO BE COMPLETED (AND SIGN)

<table>
<thead>
<tr>
<th>NAME (Auditor)</th>
<th>SIGNATURE (Auditor)</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACTION TO BE TAKEN (To be signed between auditor and auditee with initials)

<table>
<thead>
<tr>
<th>ACTION TO BE TAKEN</th>
<th>SIGNATURE (Auditee)</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK COMPLETE AND CORRECTLY DATED ACTIONS SHOWN ON AUDIT REPORT

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document Reference QMR 010 Internal Audit Record Revision 2  
30th January 2012  
Owned By: Site Manager  
Authorised By: Site Director

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BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Record Templates

QMR 012 Corrective Action Request

<table>
<thead>
<tr>
<th>CORRECTIVE ACTION REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action Report Number:</td>
</tr>
<tr>
<td>Issued to:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>The following Non-compliance has been noted:</td>
</tr>
<tr>
<td>Reference Audit Report or Food Safety System Area:</td>
</tr>
<tr>
<td>Risk Assessment:</td>
</tr>
<tr>
<td>High / Medium / Low:</td>
</tr>
<tr>
<td>Corrective action required:</td>
</tr>
<tr>
<td>Person Responsible for corrective action:</td>
</tr>
<tr>
<td>Target Date to be completed by:</td>
</tr>
<tr>
<td>Details of action taken:</td>
</tr>
<tr>
<td>Sign to confirm action completed:</td>
</tr>
<tr>
<td>Date Completed:</td>
</tr>
</tbody>
</table>

QMR 015 Equipment Commissioning Checklist

<table>
<thead>
<tr>
<th>Commissioning checklist</th>
<th>Yes / No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Does it meet standards for foreign body control?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are there moving parts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is it made of good corrosion resistant material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is it made of food-grade material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is it made of non-corrosive material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are all components food-grade?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Is there a pest risk?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is it covered by the HACCP plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Check for allergens or other harmful substances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is it suitable for the business to comply with customer and industry best practices?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Will changes cause problems?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is the capacity adequate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Will it meet necessary efficiency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is the equipment easy to use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. What is the training required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is it easy to clean?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Will it cause bottlenecks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are spare parts easily available?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Will it be able to be adapted for future requirements?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Are the tolerances acceptable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. What is the warranty service?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Does the machine meetلة tolerances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. What is the warranty service?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Will it have an effect on food safety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Product Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is it a different product / package size?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Will it be able to be adapted for future requirements?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

QMR 018 Customer Complaint Investigation Form

<table>
<thead>
<tr>
<th>Product Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Complaint and Details:</td>
</tr>
<tr>
<td>Customer Name:</td>
</tr>
<tr>
<td>Customer Address:</td>
</tr>
<tr>
<td>Customer Contact Phone Number:</td>
</tr>
<tr>
<td>Date received:</td>
</tr>
<tr>
<td>Date of Packing:</td>
</tr>
<tr>
<td>Packaging:</td>
</tr>
<tr>
<td>Complaint category:</td>
</tr>
<tr>
<td>Details of any other complaints received from this production run:</td>
</tr>
</tbody>
</table>

Details for each area of investigation:

- Materials
- Packaging
-チェック
- Storage & Distribution
- Packaging details
- Inspection Report

QMR 035 Visitor Questionnaire

To be completed by all visitors/contractors intending to enter product areas of the factory.

NAME: ___________________________ COMPANY: ___________________________

IN THE LAST 6 MONTHS HAVE YOU SUFFERED FROM ANY OF THE FOLLOWING CONDITIONS?

1. Diarrhoea or vomiting: YES / NO
2. Salmonella, Campylobacter, Shigella or E. coli food poisoning: YES / NO
3. Any Post-enteritis infection: YES / NO
4. E. coli, noroviruses or other infections: YES / NO
5. Skin rashes: YES / NO
6. Respiratory illness: YES / NO

HAVE YOU EVER SUFferED FROM:

1. Typhoid or paratyphoid: YES / NO
2. Dengue fever: YES / NO

IF YOU ARE CONFRONTED WITH YES TO ANY OF THE QUESTIONS ABOVE ENTRY TO PRODUCT AREAS MAY NOT BE PERMITTED - CONTACT QUALITY DEPARTMENT FOR ADVICE.

ENTRY TO PRODUCT AREAS IS SUBJECT TO THE VISITOR/CONTRACTOR COMPLYING WITH THE FOLLOWING HYGIENE RULES:

1. Wear Company issued overall and hair net.
2. Wear beard net if you have a beard or mustache.
3. Use antibacterial hand cleaner and hand wash basin at appropriate points.
4. Remove all jewellery and watches except plain rings and sleeper earrings.
5. No smoking, drinking or eating (including chewing gum) except in designated areas.
6. No nail varnish or false nails.
7. All utensils to be covered with a suitable plastic.

When you sign this form you are confirming that you do not intend to use any photographic or recording equipment on site with written permission from the Site Director.

The information I have given is correct and I have read and understood the above hygiene rules.

Signed: ___________________________ Date: ___________________________

www.ifsqn.com
HACCP Manual containing the HACCP Calculator

Sections included in the HACCP manual are as follows:

The HACCP manual documents of the Quality Management System Procedures are pre-fixed HACCP and are as follows:

HACCP Biological Hazards
HACCP Chemical Hazards
HACCP Physical Hazards
HACCP Calculator
HACCP Validation
HACCP Plan
HACCP Definitions
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.
- Saves time and hence money.
- 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.
Introduction to the BRC Standard for Storage and Distribution Training

A comprehensive training module including all the key elements of the BRC Global Standard for Storage and Distribution in plain English:

Clause 3.8 Incident Management and Business Continuity

Procedures should be in place to effectively manage incidents including contingency planning to enable business continuity in the case of major incidents which may affect the operation.

Guidance to relevant staff regarding the type of event that would constitute an incident and an incident-reporting procedure should be documented.

Procedures should ensure that product put at risk is held pending further investigation.

The owner of the product should be informed where an incident occurs that may put the safety or quality of their product at risk.
A gap analysis checklist covering each section of the standard which you will find invaluable in helping you assess if your systems meet the requirements of the standard.

---

### BRC Global Standard for Storage and Distribution Gap Analysis

<table>
<thead>
<tr>
<th>Section 1 Senior Management Commitment and Continual Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is there evidence that senior management are fully committed</strong></td>
</tr>
<tr>
<td><strong>to the implementation of the requirements of the Global</strong></td>
</tr>
<tr>
<td><strong>standard for storage and distribution including provision of:</strong></td>
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<tr>
<td><strong>adequate resources</strong></td>
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<tr>
<td><strong>effective communication systems for review actions taken to</strong></td>
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<tr>
<td><strong>identify and effect opportunities for improvement</strong></td>
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<tr>
<td><strong>Is there a documented quality policy statement which</strong></td>
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<td><strong>authorized by an appropriate senior manager and communicated</strong></td>
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<tr>
<td><strong>throughout the company?</strong></td>
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<tr>
<td><strong>Is there evidence the senior management have provided the</strong></td>
</tr>
<tr>
<td><strong>human and financial resources required to implement the</strong></td>
</tr>
<tr>
<td><strong>requirements of the standard?</strong></td>
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<tr>
<td><strong>Have senior management established objectives to maintain</strong></td>
</tr>
<tr>
<td><strong>product safety, quality and legality in accordance with the</strong></td>
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<tr>
<td><strong>quality policy?</strong></td>
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<tr>
<td><strong>Are management reviews attended by the company’s senior</strong></td>
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<tr>
<td><strong>management and carried out at least annually?</strong></td>
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<tr>
<td><strong>Does the management review include an evaluation of:</strong></td>
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<tr>
<td><strong>previous management review minutes corrective action plans</strong></td>
</tr>
<tr>
<td><strong>and timeframes results of internal, customer and independent</strong></td>
</tr>
<tr>
<td><strong>external audits customer performance indicators complaints</strong></td>
</tr>
<tr>
<td><strong>and feedback incidents product rejection/returns wastage and</strong></td>
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<tr>
<td><strong>resultant corrective and preventive action plans feedback from</strong></td>
</tr>
<tr>
<td><strong>reviews of the hazard and risk analysis system resource</strong></td>
</tr>
<tr>
<td><strong>requirements</strong></td>
</tr>
<tr>
<td><strong>Are management review decisions and actions agreed</strong></td>
</tr>
<tr>
<td><strong>communicated to appropriate staff?</strong></td>
</tr>
<tr>
<td><strong>Are the actions agreed at the management review</strong></td>
</tr>
</tbody>
</table>
| **implemented within the agreed timescales?**

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Document Reference: BRC Gap Analysis 1 Senior Management Commitment  Revision 1 26th January 2011
Owned by: Quality Manager
Authorised By: Site Director
Internal Audit Training

An Internal Auditor Training Guide to use to train your Internal Auditors in the Internal Audit Procedure:

Internal Auditing Training Presentation

Internal Audits Procedure

Internal Audits are reported using QMR 010 Food Safety Management System Audit Form

The second part of the form is an opportunity for the auditor to make constructive comments on the area audited.

9/15/2010
BRC Storage and Distribution Quality and Safety Management System

Free online support via e-mail

We provide online support and expertise to assist you in developing your Quality & Safety Management System.

Simon Timperley team@ifsqn.com

Tony Connor support@ifsqn.com

For more information on the BRC Storage and Distribution Safety & Quality Management System for Packaging Manufacturers e-mail us at support@ifsqn.com

www.ifsqn.com
Benefits of BRC Certification

Quality & Safety Management System Certification can be seen by some Senior Managers as an unnecessary and bureaucratic activity. For this reason Senior Management need to understand the benefits of an effective Quality & Safety Management System:

- A Quality & Safety Management System structured with the principles of HACCP will have a clear focus on food safety which is a fundamental requirement of any food business.
- An effectively implemented and applied HACCP based Quality & Safety Management System will improve customer confidence.
- A Quality & Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- An effective Quality & Safety Management System demonstrates management commitment to the supply of safe products.
- Quality & Safety Management System Records provide evidence of due diligence.
- Certification to the British Retail Consortium Global Standard for Storage and Distribution gives all interested parties a clear message that the organisation is serious about Quality and Safety.

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 a comprehensive range of fundamental procedures which enable an organisation to put in place a system that is compliant with the British Retail Consortium Global Standard for Storage and Distribution. The system 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 backed up by expert support which is always available to provide assistance in developing the system.”

To order the BRC Storage and Distribution Quality & Safety Management System click here.