BRC Storage and Distribution Quality and Safety Management System

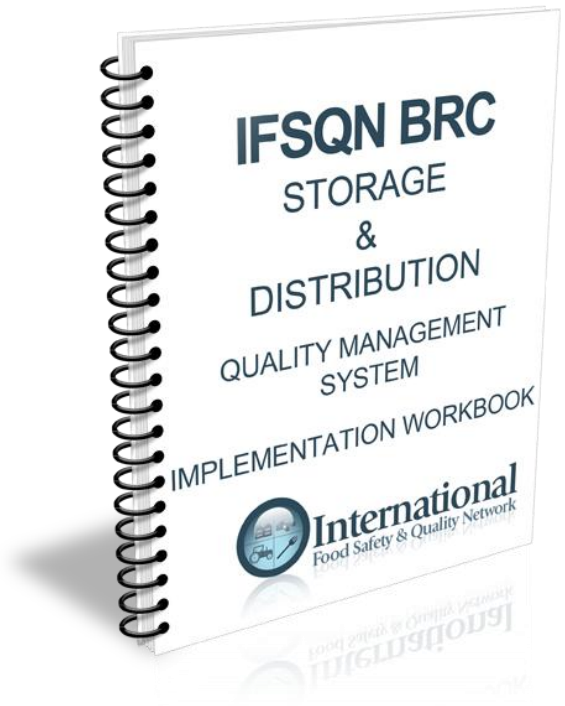
This is an ideal package for Storage and Distribution companies looking to meet International Quality and Safety Standards. This manual meets the requirements of the British Retail Consortium Global Standard for Storage and Distribution.

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

BRC Storage and Distribution Quality and Safety Management System

- ✓ BRC QSMS Implementation Workbook



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

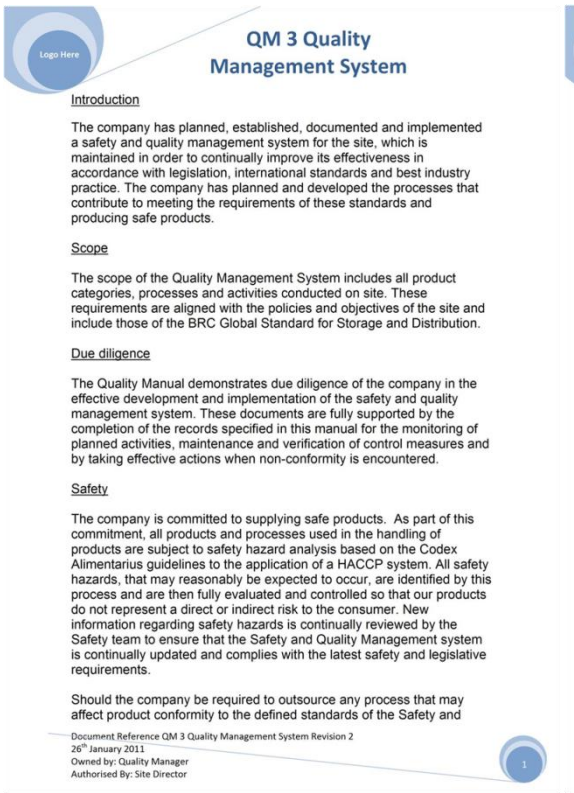
Quality and Safety Management System Procedures

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)



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QM 3 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.

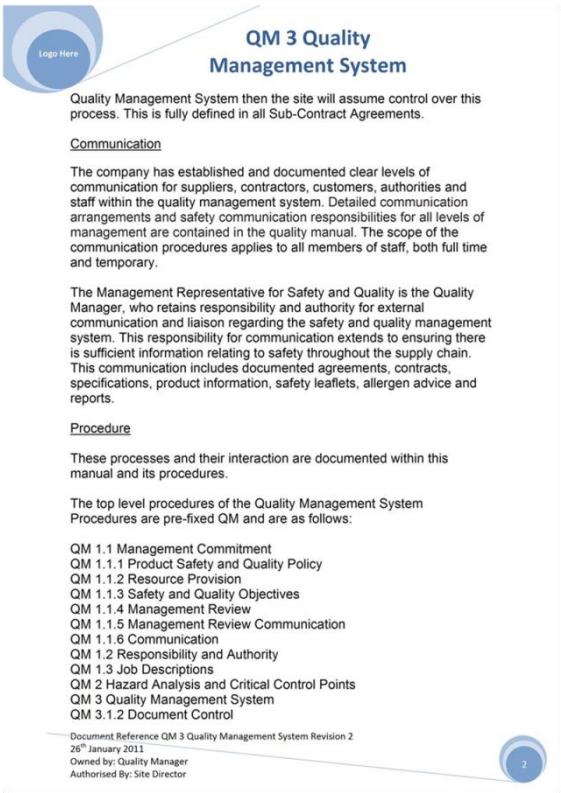
Due diligence

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



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QM 3 Quality Management System

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 quality manual. The scope of the communication procedures applies to all members of staff, both full time and temporary.

The Management Representative for Safety and Quality is the Quality Manager, who retains responsibility and authority for external communication and liaison regarding the safety and quality management system. This responsibility for communication extends to ensuring there is sufficient information relating to safety throughout the supply chain. This communication includes documented agreements, contracts, specifications, product information, safety leaflets, allergen advice and reports.

Procedure

These processes and their interaction are documented within this manual and its procedures.

The top level procedures of the Quality Management System Procedures are pre-fixed QM and are as follows:

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

BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Procedures

Logo Here

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 site quality objectives which are published and communicated to all staff to ensure focus is maintained both on meeting these objectives and on continuous improvement.

Responsibility

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

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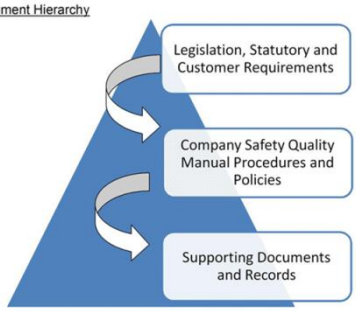
QM 3 Quality Management System

Document Hierarchy



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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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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 agreed 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 Assurance 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

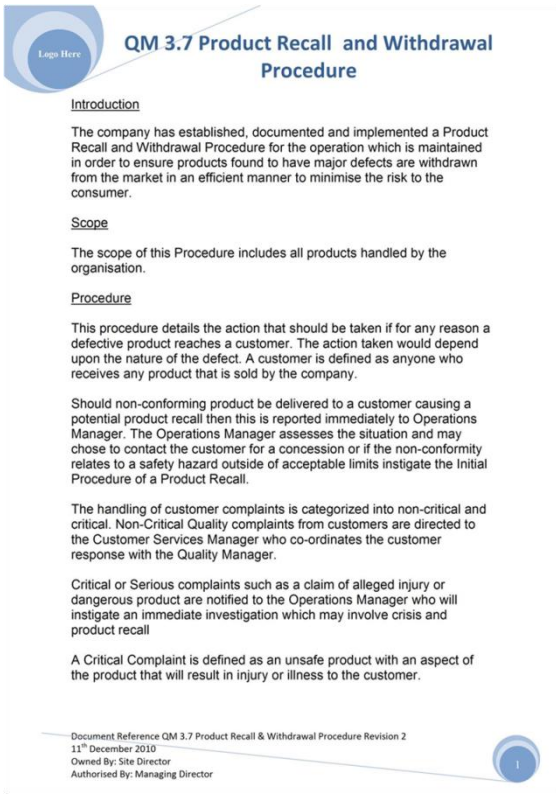
Procedure

The Purchasing Department or nominated individuals purchase materials and services in accordance with the company purchasing procedures. This ensures that all purchases that can have an impact on safety are to defined specifications and from an approved supplier. Authority to purchase outside of these procedures can only be authorised by the Managing Director in writing.

Initially suppliers are used because of their historic service record including Quality Performance, Customer nomination or Price. This the starting point for an approved supplier list. With the implementation of a controlled approved supplier list, suppliers who do not reliably achieve specification are either delisted or if critical to the business, are given technical support to become reliable. New suppliers are only added to the list following successful sampling and technical approval. Customers can add a nominated supplier to the list. This nomination may be overruled where product safety could be jeopardised.

BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Procedures



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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 minimise 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.

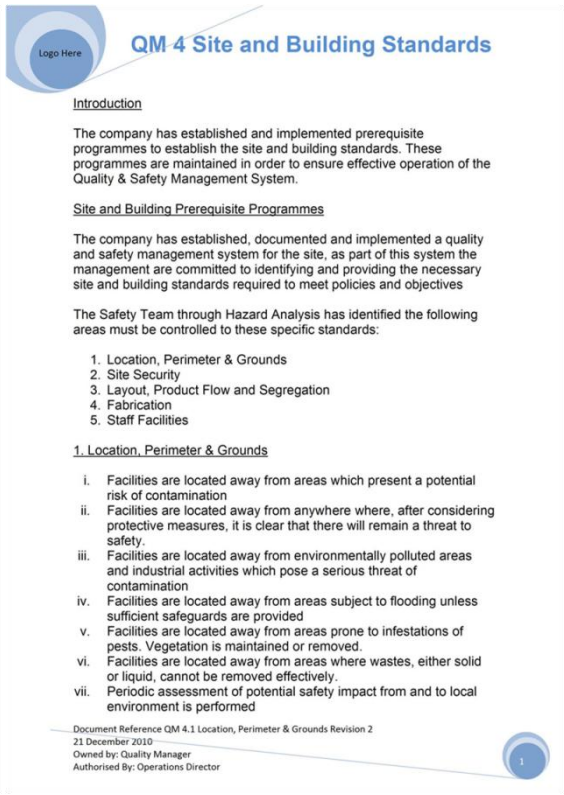
Should non-conforming product be delivered to a customer causing a potential product recall then this is reported immediately to Operations Manager. The Operations Manager assesses the situation and may chose to contact the customer for a concession or if the non-conformity relates to a safety hazard outside of acceptable limits instigate 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 instigate an immediate 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.

Document Reference QM 3.7 Product Recall & Withdrawal Procedure Revision 2
11th December 2010
Owned By: Site Director
Authorised By: Managing Director



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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

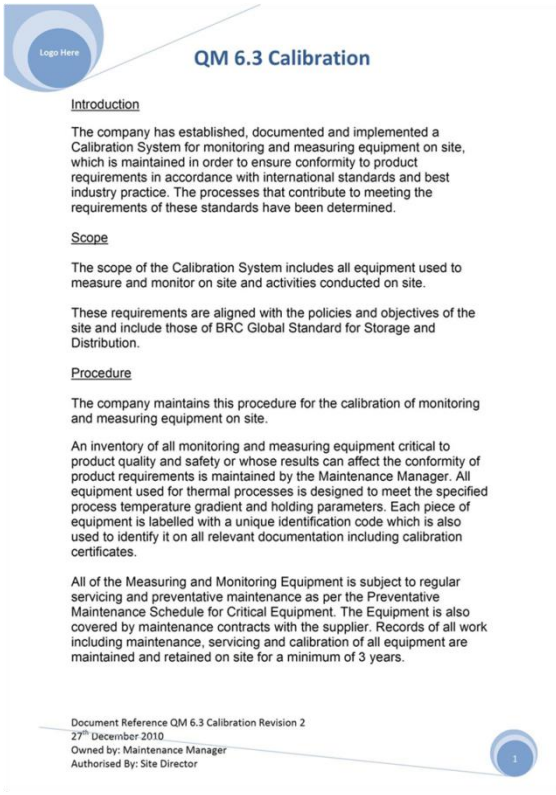
The Safety Team through Hazard Analysis has identified the following areas must be controlled to these specific standards:

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

1. Location, Perimeter & Grounds

i. Facilities are located away from areas which present a potential risk of contamination
ii. Facilities are located away from anywhere where, after considering protective measures, it is clear that there will remain a threat to safety.
iii. Facilities are located away from environmentally polluted areas and industrial activities which pose a serious threat of contamination
iv. Facilities are located away from areas subject to flooding unless sufficient safeguards are provided
v. Facilities are located away from areas prone to infestations of pests. Vegetation is maintained or removed.
vi. Facilities are located away from areas where wastes, either solid or liquid, cannot be removed effectively.
vii. Periodic assessment of potential safety impact from and to local environment is performed

Document Reference QM 4.1 Location, Perimeter & Grounds Revision 2
21 December 2010
Owned by: Quality Manager
Authorised By: Operations Director



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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 with the policies and objectives of the site and include those of BRC Global Standard for Storage and Distribution.

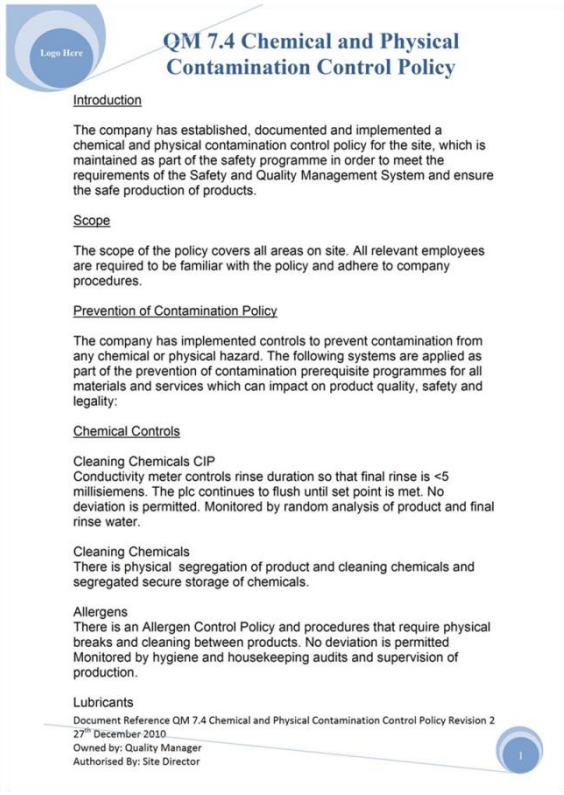
Procedure

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 designed to meet the specified process temperature gradient and holding parameters. Each piece of equipment is labelled with a unique 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 Preventative 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.

Document Reference QM 6.3 Calibration Revision 2
27th December 2010
Owned by: Maintenance Manager
Authorised By: Site Director



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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 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 adhere 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 CIP
Conductivity meter controls rinse duration so that final rinse is <5 millisiemens. The plc 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 breaks and cleaning between products. No deviation is permitted Monitored by hygiene and housekeeping audits and supervision of production.

Lubricants

Document Reference QM 7.4 Chemical and Physical Contamination Control Policy Revision 2
27th December 2010
Owned by: Quality Manager
Authorised By: Site Director

BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Record Templates

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

Logo Here

QMR 002 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			
	QMD 002 Quality Policy Briefing			
	QMD 003 Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			
	Coding Procedure			
	Labelling Procedure			

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

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QMR 005 Supplier Evaluation Form

Company Name:	
Materials or Services Supplied	
Date:	
Assessor:	

Assessment Area	Rating	Corrective Action Required
Supplier Assurance Questionnaire		
Quality System certified to ISO 9001		
BRC Certification		
Supply History		
Complaints Record		
Audit Rating		

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
26th January 2011
Owned By: Quality Manager
Authorised By: Site Director

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QMR 010 Internal Audit Record

QUALITY MANAGEMENT SYSTEM AUDIT FORM			
DATE OF AUDIT	TIME OF AUDIT		
PROCEDURE DOCUMENT OR AREA AUDITED			
MANUAL	DOCUMENT NUMBER	TITLE	ISSUE NUMBER
NON-CONFORMANCES FOUND (To be completed by auditor)			
ACTION TO BE TAKEN (To be agreed between auditor and auditee with timescales)			
LOG CORRECTIVE ACTION REQUEST NUMBERS RAISED IN BOX BELOW:			
NAME (Auditor)	SIGNATURE (Auditor)	DATE	
NAME (Auditee)	SIGNATURE (Auditee)	DATE	
ACTIONS COMPLETE AND CORRECTIVE ACTIONS SIGNED OFF AUDIT FORM CLOSED			
NAME	SIGNATURE	DATE	

Document Reference QMR 010 Internal Audit Record Revision 2
26th January 2011
Owned by: Quality Manager
Authorised By: Site Director

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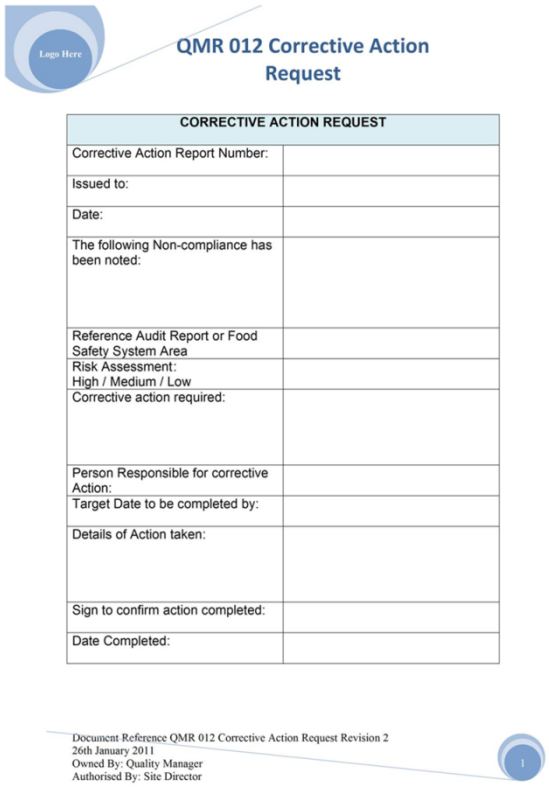
BRC Storage and Distribution Quality and Safety Management System

Quality and Safety Management System Record Templates



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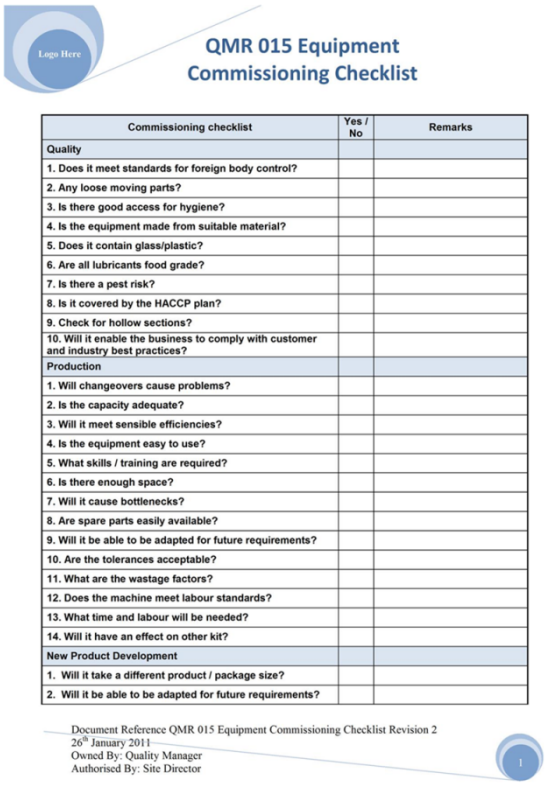
QMR 012 Corrective Action Request

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

Document Reference QMR 012 Corrective Action Request Revision 2
26th January 2011
Owned By: Quality Manager
Authorised By: Site Director



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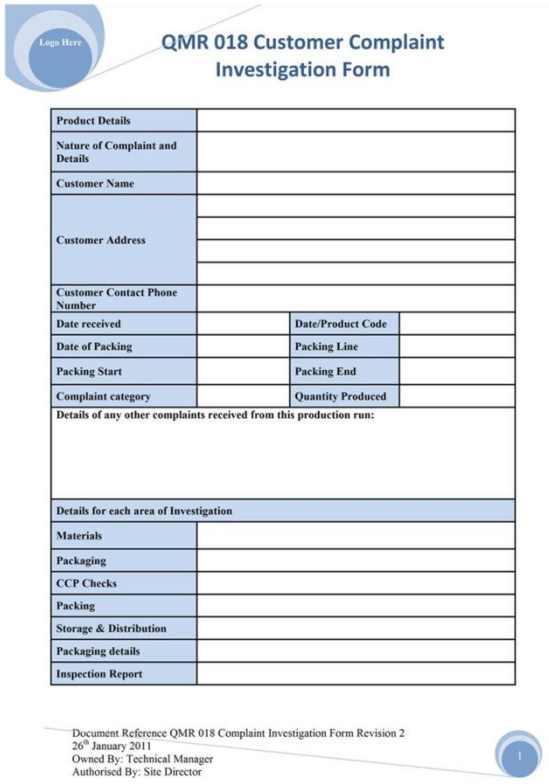
QMR 015 Equipment Commissioning Checklist

Commissioning checklist	Yes / No	Remarks
Quality		
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants food grade?		
7. Is there a pest risk?		
8. Is it covered by the HACCP plan?		
9. Check for hollow sections?		
10. Will it enable the business to comply with customer and industry best practices?		
Production		
1. Will changeovers cause problems?		
2. Is the capacity adequate?		
3. Will it meet sensible efficiencies?		
4. Is the equipment easy to use?		
5. What skills / training are required?		
6. Is there enough space?		
7. Will it cause bottlenecks?		
8. Are spare parts easily available?		
9. Will it be able to be adapted for future requirements?		
10. Are the tolerances acceptable?		
11. What are the wastage factors?		
12. Does the machine meet labour standards?		
13. What time and labour will be needed?		
14. Will it have an effect on other kit?		
New Product Development		
1. Will it take a different product / package size?		
2. Will it be able to be adapted for future requirements?		

Document Reference QMR 015 Equipment Commissioning Checklist Revision 2
26th January 2011
Owned By: Quality Manager
Authorised By: Site Director



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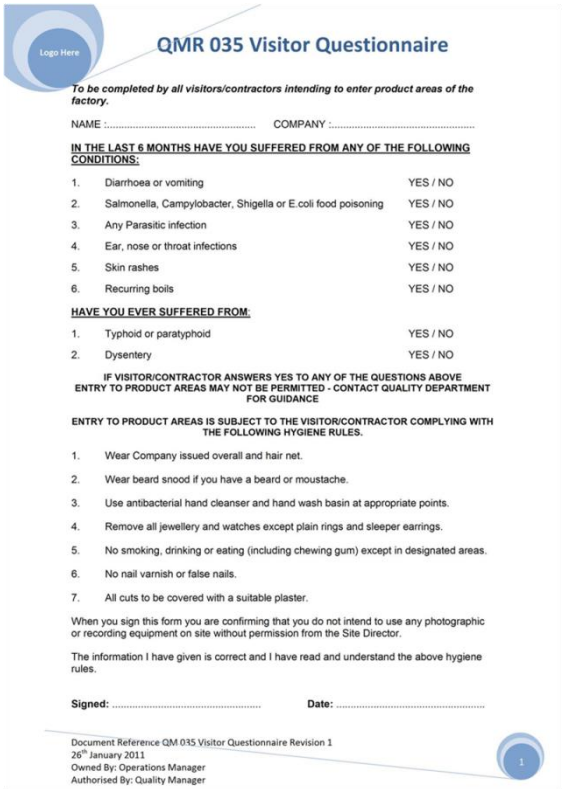
QMR 018 Customer Complaint Investigation Form

Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		**Date/Product Code**	
Date of Packing		**Packing Line**	
Packing Start		**Packing End**	
Complaint category		**Quantity Produced**	
Details of any other complaints received from this production run:			
Details for each area of Investigation			
Materials			
Packaging			
CCP Checks			
Packing			
Storage & Distribution			
Packaging details			
Inspection Report			

Document Reference QMR 018 Complaint Investigation Form Revision 2
26th January 2011
Owned By: Technical Manager
Authorised By: Site Director



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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 Parasitic infection YES / NO
4. Ear, nose or throat infections YES / NO
5. Skin rashes YES / NO
6. Recurring boils YES / NO

HAVE YOU EVER SUFFERED FROM:

1. Typhoid or paratyphoid YES / NO
2. Dysentery YES / NO

IF VISITOR/CONTRACTOR ANSWERS YES TO ANY OF THE QUESTIONS ABOVE ENTRY TO PRODUCT AREAS MAY NOT BE PERMITTED - CONTACT QUALITY DEPARTMENT FOR GUIDANCE

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 snood if you have a beard or moustache.
3. Use antibacterial hand cleanser 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 cuts to be covered with a suitable plaster.

When you sign this form you are confirming that you do not intend to use any photographic or recording equipment on site without permission from the Site Director.

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

Signed: ..... **Date:** .....

Document Reference QM 035 Visitor Questionnaire Revision 1
26th January 2011
Owned By: Operations Manager
Authorised By: Quality Manager

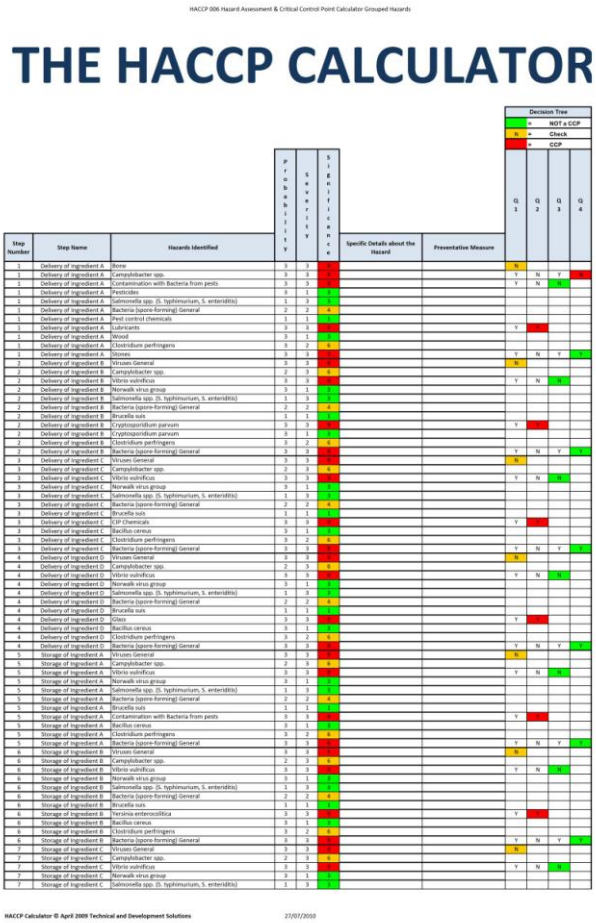
BRC Storage and Distribution Quality and Safety Management System

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



HACCP 006 Hazard Assessment & Critical Control Point Calculator Grouped Hazards

THE HACCP CALCULATOR

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance	Specific Details about the Hazard	Preventative Measure	Decision Tree Q1	Q2	Q3	Q4
								= NOT a CCP			
								N = Check			
								= CCP			
1	Delivery of Ingredient A	Bone	3	3	9			N			
1	Delivery of Ingredient A	Campylobacter spp.	3	3	9			Y	N	Y	CCP
1	Delivery of Ingredient A	Contamination with Bacteria from pests	3	3	9			Y	N	N	
1	Delivery of Ingredient A	Pesticides	3	1	3						
1	Delivery of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
1	Delivery of Ingredient A	Bacteria (spore-forming) General	2	2	4						
1	Delivery of Ingredient A	Pest control chemicals	1	1	1						
1	Delivery of Ingredient A	Lubricants	3	3	9			Y	CCP		
1	Delivery of Ingredient A	Wood	3	1	3						
1	Delivery of Ingredient A	Clostridium perfringens	3	2	6						
1	Delivery of Ingredient A	Stones	3	3	9			N	N	Y	CCP
2	Delivery of Ingredient B	Viruses General	3	3	9			N			
2	Delivery of Ingredient B	Campylobacter spp.	2	3	6						
2	Delivery of Ingredient B	Vibrio vulnificus	3	3	9			Y	N	N	CCP
2	Delivery of Ingredient B	Norwalk virus group	3	1	3						
2	Delivery of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
2	Delivery of Ingredient B	Bacteria (spore-forming) General	2	2	4						
2	Delivery of Ingredient B	Brucella suis	1	1	1						
2	Delivery of Ingredient B	Cryptosporidium parvum	3	3	9			Y	CCP		
2	Delivery of Ingredient B	Cryptosporidium parvum	3	1	3						
2	Delivery of Ingredient B	Clostridium perfringens	3	2	6						
2	Delivery of Ingredient B	Bacteria (spore-forming) General	3	3	9			Y	N	Y	CCP
3	Delivery of Ingredient C	Viruses General	3	3	9			N			
3	Delivery of Ingredient C	Campylobacter spp.	2	3	6						
3	Delivery of Ingredient C	Vibrio vulnificus	3	3	9			Y	N	N	CCP
3	Delivery of Ingredient C	Norwalk virus group	3	1	3						
3	Delivery of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
3	Delivery of Ingredient C	Bacteria (spore-forming) General	2	2	4						
3	Delivery of Ingredient C	Brucella suis	1	1	1						
3	Delivery of Ingredient C	CIP Chemicals	3	3	9			Y	CCP		
3	Delivery of Ingredient C	Bacillus cereus	3	1	3						
3	Delivery of Ingredient C	Clostridium perfringens	3	2	6						
3	Delivery of Ingredient C	Bacteria (spore-forming) General	3	3	9			Y	N	Y	CCP
4	Delivery of Ingredient D	Viruses General	3	3	9			N			
4	Delivery of Ingredient D	Campylobacter spp.	2	3	6						
4	Delivery of Ingredient D	Vibrio vulnificus	3	3	9			Y	N	N	CCP
4	Delivery of Ingredient D	Norwalk virus group	3	1	3						
4	Delivery of Ingredient D	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
4	Delivery of Ingredient D	Bacteria (spore-forming) General	2	2	4						
4	Delivery of Ingredient D	Brucella suis	1	1	1						
4	Delivery of Ingredient D	Glass	3	3	9			Y	CCP		
4	Delivery of Ingredient D	Bacillus cereus	3	1	3						
4	Delivery of Ingredient D	Clostridium perfringens	3	2	6						
4	Delivery of Ingredient D	Bacteria (spore-forming) General	3	3	9			Y	N	Y	CCP
5	Storage of Ingredient A	Viruses General	3	3	9			N			
5	Storage of Ingredient A	Campylobacter spp.	2	3	6						
5	Storage of Ingredient A	Vibrio vulnificus	3	3	9			Y	N	N	CCP
5	Storage of Ingredient A	Norwalk virus group	3	1	3						
5	Storage of Ingredient A	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
5	Storage of Ingredient A	Bacteria (spore-forming) General	2	2	4						
5	Storage of Ingredient A	Brucella suis	1	1	1						
5	Storage of Ingredient A	Contamination with Bacteria from pests	3	3	9			Y	CCP		
5	Storage of Ingredient A	Bacillus cereus	3	1	3						
5	Storage of Ingredient A	Clostridium perfringens	3	2	6						
5	Storage of Ingredient A	Bacteria (spore-forming) General	3	3	9			Y	N	Y	CCP
6	Storage of Ingredient B	Viruses General	3	3	9			N			
6	Storage of Ingredient B	Campylobacter spp.	2	3	6						
6	Storage of Ingredient B	Vibrio vulnificus	3	3	9			Y	N	N	CCP
6	Storage of Ingredient B	Norwalk virus group	3	1	3						
6	Storage of Ingredient B	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						
6	Storage of Ingredient B	Bacteria (spore-forming) General	2	2	4						
6	Storage of Ingredient B	Brucella suis	1	1	1						
6	Storage of Ingredient B	Yersinia enterocolitica	3	3	9			Y	CCP		
6	Storage of Ingredient B	Bacillus cereus	3	1	3						
6	Storage of Ingredient B	Clostridium perfringens	3	2	6						
6	Storage of Ingredient B	Bacteria (spore-forming) General	3	3	9			Y	N	Y	CCP
7	Storage of Ingredient C	Viruses General	3	3	9			N			
7	Storage of Ingredient C	Campylobacter spp.	2	3	6						
7	Storage of Ingredient C	Vibrio vulnificus	3	3	9			Y	N	N	CCP
7	Storage of Ingredient C	Norwalk virus group	3	1	3						
7	Storage of Ingredient C	Salmonella spp. (S. typhimurium, S. enteritidis)	1	3	3						

HACCP Calculator © April 2009 Technical and Development Solutions

27/07/2010

BRC Storage and Distribution Quality and Safety Management System

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.

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Hazards that are not significant are controlled by prerequisite programmes
Hazards that have significant risk but not CCPs should be controlled by Operational PRPs
CCP's are controlled in the HACCP plan

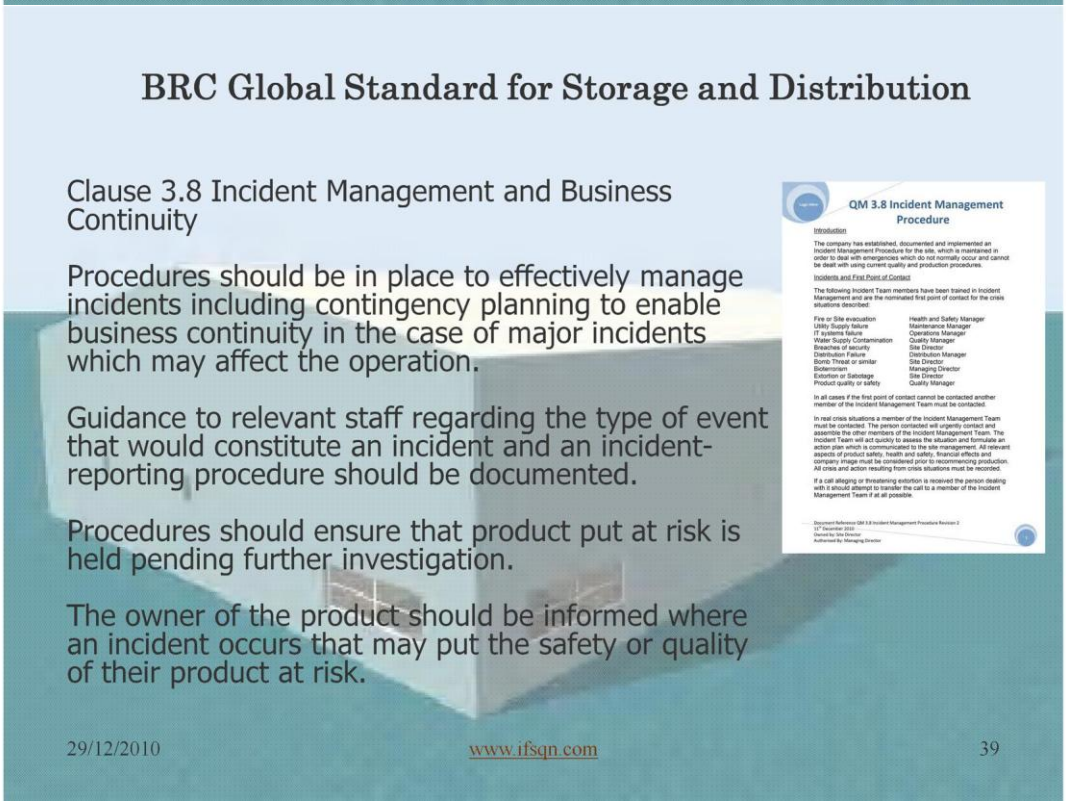
Decision Tree: = Not a CCP; N = Check; = CCP

Step	Step Name	Hazards	Probability	Severity	Significance	Control Measure	Q1	Q2	Q3	Q4	PRP/OPRP/CCP	Critical Limits	Monitoring Procedures	Corrective Action	Record	Validation
1	Analysed in the table are the generic contamination hazards that may be present throughout the manufacturing process. The hazards detailed are not process specific and are controlled by essential factory wide procedures.	Glass and brittle plastics	3	3	9	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place					PRP	Glass Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	BRC IOP Standard/ Industry C.O.P.
		Blades	3	3	9	System for safe issue, return and disposal of blades. Ensure blade loss/damage action and investigation systems are in place	N				OPRP	Blade Policy and Breakage Procedures in Place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	**OPRP Record** QMR 020 Knife Control Record	BRC IOP Standard/Industry C.O.P.
		Pests	2	2	4	Ensure pest control systems are in place					PRP	No infestation Pest control procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	BRC IOP Standard/Industry C.O.P.
		Microbiological	3	3	9	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	Y	N	Y	Y	OPRP	Hygiene Policy in place and procedures being followed	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	**OPRP Record** QMR 017 Hygiene Policy Staff Training Record	BRC IOP Standard/Industry C.O.P.
		Dust and dirt	3	2	6	Ensure all cleaning requirements are specified and are carried out as scheduled					PRP	Clean - Cleaning procedures in place	Hygiene and Housekeeping Audit	Retrain staff and increase supervision	QMR 031 GMP Audit Checklist	BRC IOP Standard/Industry C.O.P.

BRC Storage and Distribution Quality and Safety Management System

Introduction to the BRC Standard for Storage and Distribution Training

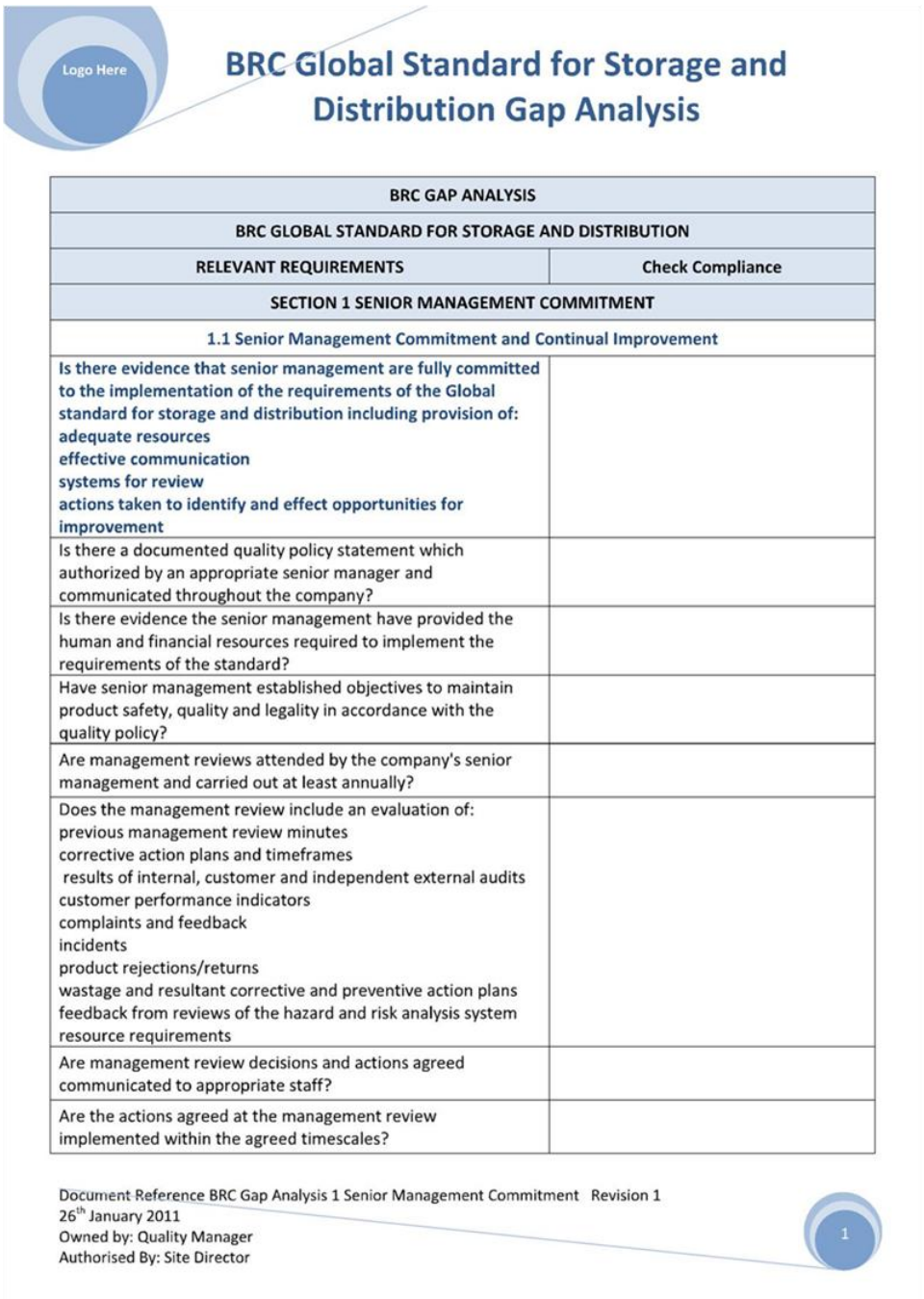
A comprehensive training module including all the key elements of the BRC Global Standard for Storage and Distribution in plain English:



BRC Storage and Distribution Quality and Safety Management System

BRC Storage and Distribution Gap Analysis Checklist

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.



Logo Here

BRC Global Standard for Storage and Distribution Gap Analysis

BRC GAP ANALYSIS	
BRC GLOBAL STANDARD FOR STORAGE AND DISTRIBUTION	
RELEVANT REQUIREMENTS	Check Compliance
SECTION 1 SENIOR MANAGEMENT COMMITMENT	
1.1 Senior Management Commitment and Continual Improvement	
Is there evidence that senior management are fully committed to the implementation of the requirements of the Global standard for storage and distribution including provision of: adequate resources effective communication systems for review actions taken to identify and effect opportunities for improvement	
Is there a documented quality policy statement which authorized by an appropriate senior manager and communicated throughout the company?	
Is there evidence the senior management have provided the human and financial resources required to implement the requirements of the standard?	
Have senior management established objectives to maintain product safety, quality and legality in accordance with the quality policy?	
Are management reviews attended by the company's senior management and carried out at least annually?	
Does the management review include an evaluation of: previous management review minutes corrective action plans and timeframes results of internal, customer and independent external audits customer performance indicators complaints and feedback incidents product rejections/returns wastage and resultant corrective and preventive action plans feedback from reviews of the hazard and risk analysis system resource requirements	
Are management review decisions and actions agreed communicated to appropriate staff?	
Are the actions agreed at the management review implemented within the agreed timescales?	

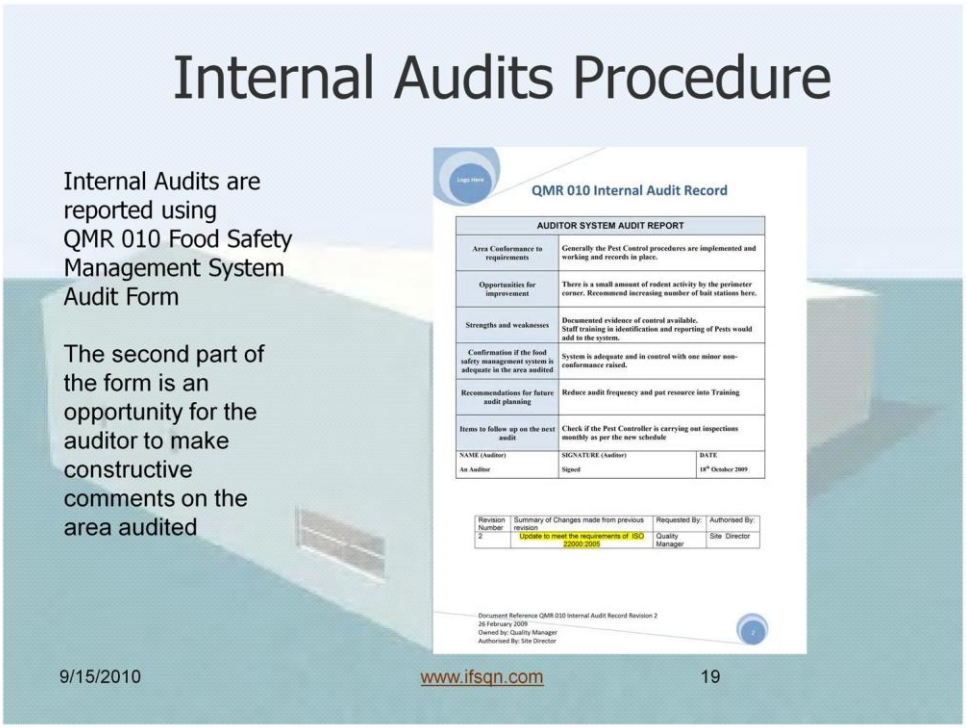
Document Reference BRC Gap Analysis 1 Senior Management Commitment Revision 1
26th January 2011
Owned by: Quality Manager
Authorised By: Site Director

1

BRC Storage and Distribution Quality and Safety Management System

Internal Audit Training

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



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

BRC Storage and Distribution Quality and Safety Management System

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