This is an ideal package for Packaging Manufacturers looking to meet International Food Safety Standards. This manual meets the requirements of the British Retail Consortium Global Standard for Packaging and Packaging Materials: Issue 4 2011.

Ensure your Safety & Quality Management System meets Global and International standards with our comprehensive and easy to use IFSQN Food Safety and Quality Manual Package for Packaging Manufacturers containing:

- A comprehensive set of Food Safety Management System Procedures covering all the requirements of the BRC Standard
- A range of easy to use Food Safety Management System Record Templates.
- A HACCP Manual containing over 30 HACCP documents
- HACCP Training & Exam
- Internal Auditor Training and Exam
- BRC Global Standard for Packaging and Packaging Materials Gap Analysis Checklists
- Free online support via e-mail - Support Policy
BRC Safety and Quality Management System for Packaging Manufacturers

Food Safety Management System Procedures

Comprehensive top level documents that can form the basis of your Food safety & quality management system:

QM 1.1 Product Safety and Quality Policy
QM 1.2 Management Commitment
QM 1.3 Responsibility and Authority
QM 1.4 Management Review
QM 2 HACCP System
QM 3.1 Technical Management System
QM 3.2 Customer Focus and Contract Review
QM 3.3 Internal Audits
QM 3.4 Supplier Approval and Monitoring
QM 3.5 Subcontracting of Production
QM 3.6 Document Control
QM 3.7 Specifications
QM 3.8 Record Control
QM 3.9 Traceability
QM 3.10 Customer Satisfaction & Complaint Handling
QM 3.11.1 Crisis Management Procedure
QM 3.11.2 Product Recall Procedure
QM 4 Prerequisite Programmes
QM 4.1 External Site Standards
QM 4.2 Building Fabric and Interiors
QM 4.3 Utilities
QM 4.4 Site Security
QM 4.5 Layout and Product Flow
QM 4.6 Equipment
QM 4.7 Maintenance
QM 4.8 Staff Facilities
QM 4.9 Housekeeping and Cleaning
QM 4.10 Waste and Waste Disposal
QM 4.11 Pest Control
QM 4.12 Transport, Storage and Distribution
QM 5.1 Product Design and Development
QM 5.2 Packaging Print Control
QM 5.3 Process Control
QM 5.4 Laboratory Quality Manual
QM 5.5 In Line Testing Equipment
QM 5.6 Calibration

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QM 5.7 Control of Non-Conforming Product
QM 5.8.1 Prevention of Contamination
QM 5.8.2 Hygiene Code of Practice
QM 6.1 Human Resources and Training
QM 6.2 Access and Movement of Personnel
QM 6.3 Personal Hygiene
QM 6.4 Medical Screening
QM 6.5 Protective Clothing
QM 7 Updating and Improvement
BRC Safety and Quality Management System for Packaging Manufacturers

**HACCP System**

**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 Packaging.

The HACCP Manual demonstrates due diligence of the company in the effective planning, development, and implementation of the food safety 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 directed activities, maintenance, and verification of control measures that are effective even when non-conformity is encountered. All food safety hazards that are reasonably likely to occur are identified and are then fully evaluated and controlled so that our products do not represent a direct or indirect risk to the consumer.

The Food Safety Management System is fully supported by established verification procedures and validation of the control measures to ensure compliance with the HACCP plan.

**Management Commitment**

We are a leading food company committed to producing 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 manufacture our products.

**HACCP principles**

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

1. Identify the hazards of the product and establish prevention measures to reduce or eliminate the risks associated with these hazards.
2. Establish a flow diagram showing the relationship between processes and the hazards they may present.
3. Identify critical control points (CCPs) in the process and define the critical limits.
4. Establish a monitoring system for the CCPs and the type of monitoring criteria that will be used.
5. Establish corrective actions to be taken when control limits are not met.
6. Establish verification procedures to ensure that the CCPs are being effectively controlled.
7. Establish record-keeping procedures to verify that the HACCP plan is being implemented and verified.
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Food 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 Product Safety & Quality System 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 Safety and Quality Management System for Packaging Manufacturers

## Training Record

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Document Reference: Training Record QMR 002
Revision 1: 1st November 2012
Owned by: Quality Manager
Authorised By: General Manager

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# AFC

## Management Review Record

**Meeting Objective:**
To review and assess the effectiveness of the Food Safety Quality Management System and determine action plans for improvement.

**Attendees:**
General Manager, Chairman, Operations Manager, Environmental Manager, Supply Chain Manager, Production Manager, Technical Manager

## AFC

## Complaint Investigation Form

### Complaint Investigation Form

**Document Reference:** Complaint Investigation Form QM 0018
Revision 1: 1st March 2012
Owned by: Quality Manager
Authorised by: General Manager

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The HACCP manual documents supplied are pre-fixed HM and are as follows:

HM 1 HACCP System
HM 2 HACCP Team
HM 3 HACCP Prerequisites
HM 4 HACCP Scope and Product Information
HM 5 HACCP Intended Use
HM 6 HACCP Flowcharts
HM 7 HACCP Flowchart Verification
HM 8 Hazard Identification
HM 9 Hazard Assessment
HM 10 Identification and Assessment of Control Measures
HM 11 Identification of Critical Control Points (CCPs)
HM 12 Establishing Critical Limits for each CCP
HM 13 Establishing a Monitoring System for each CCP
HM 14 Establishing a Corrective Action Plan
HM 15 Establishing Verification Procedures
HM 16 Establishing HACCP Documents and Records
HM 17 Review of the HACCP Plan
HM 18 Flow Diagram
HM 19 Product Description
HM 20 Hazards
HM 21 HACCP Validation
HM 22 HACCP Plan
HM 23 HACCP Verification Audit Summary
HM 24 HACCP Instruction 1
HM 25 HACCP Instruction 2
HM 26 HACCP Instruction 3
HM 27 HACCP Definitions
HM 28 HACCP Verification Record
HM 29 HACCP Steering Group Review
HM 30 Raw Material Summary
HM 31 Finished Product Summary
HM 32 Decision Tree
HM 33 HACCP Plan Example
BRC Safety and Quality Management System for Packaging Manufacturers

HACCP Instruction 1

Every Preoperational or Critical Measure that is used in controlling the hazard

HACCP System

Introduction

The company is committed to supplying safe products for consumption. As part of this commitment, all products and processes used in the manufacture of food products are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Food Safety Issue 8.

The Food Safety Manual demonstrates the diligence of the company in the effective planning, development and implementation of the food safety 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 for taking effective actions when non-conformity is encountered. All food safety hazards, that may reasonably be expected to occur, are identified by this process and are then fully evaluated and validated so that our products do not represent a direct or indirect risk to the consumer.

Management Commitment

We are a leading food company committed to produce safe and legal products in line with legislation and to continually improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

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

Hazard Assessment

Each potential food safety hazard is a risk assessed to determine whether its elimination or reduction to acceptable levels is required to produce a safe product and also to controls is required to achieve the acceptable level.

For each step product of impact (severity of adverse health effects), and probability (likelihood of food safety hazard occurring), a matrix is used to judge twice-weekly and prior for elimination or minimization of the hazards. The team identifies the hazards that need to be present, eliminated, or reduced to acceptable levels.

The HACCP team consider the severity of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the target consumer, the survival and multiplication of any biological hazard, the presence of chemical or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration.

Taking this information, a rating is given for probability and severity and entered into the HACCP Planner.

HACCP Validation Record

The Validation Record is used to verify that the HACCP Plan is being implemented effectively and that the process is under control.

The record is maintained by the Quality Manager and updated as necessary. The record should be reviewed at least once per year, or more frequently if required.

The Validation Record should be kept for at least five years after the end of the production run.

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HACCP Training

An interactive and illustrated PowerPoint HACCP training presentation is supplied to train your food safety team in the preliminary steps to a Hazard analysis, the principles of HACCP and how to utilise the HACCP calculator in implementing your HACCP system.

Preliminary Steps - 2. Assemble the HACCP team including at least one person who is HACCP trained

A team should be selected within the company to conduct HACCP studies. This team should be supplemented by other staff where specific areas of expertise are required. The Food Safety HACCP Team membership should include where possible personnel from Production, Engineering, Laboratory and Technical Departments. The Team should be chaired by the Quality Manager or Quality Manager. Below is a typical HACCP team:

- Technical Manager
- Laboratory Manager
- Processing Manager
- Engineering Manager
- Production Manager
- Process Operator
- Production Supervisor
- Nutritional Manager

The HACCP team will vary depending on the size and complexity of the organisation and the process.
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Training Software

The interactive and illustrated PowerPoint HACCP training presentation is supplied with training software.

We have provided a HACCP Multiple choice exams evaluate your staff's progress with graphic certificates to print out.
Internal Auditing Training

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

Internal Audits Procedure

1. The audit report is rated based on the following criteria:
   - **RED** – Major Non-conformance(s) identified and imminent risk. Immediate documented Corrective Action is required and a written follow-up necessary.
   - **AMBER** – Minor Non-conformance(s) identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
   - **GREEN** – Satisfactory or Positive with comments or suggestions for improvement.

   The output of such audits should be a report which covers the issues going beyond mere compliance with the requirements of the standard and identifies opportunities for performance improvement.

2. When the audit is completed and the report given a rating, positive as well as negative comments are included in the report. Major Non-conformities are immediate highlighted to the department manager, who will be responsible for the corrective and preventive action without undue delay.

5/13/2012

Final Tips for Internal Auditors

This form QMR 010 is designed for you to provide your feedback. Please use it.

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BRC Global Standard for Packaging Gap Analysis Checklists

A set of gap analysis checklists covering each section of the standard which you will find invaluable in achieving certification.

Free online support via e-mail

We provide online support and expertise to assist you in developing your Food Safety Management System. We even have customers who list us in their HACCP Team.

For more information on the Food Safety & Quality Management System for Packaging Manufacturers e-mail us at support@ifsqn.com
Benefits of BRC Certification

Food 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 Food Safety Management System:

- A Food 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 Food Safety Management System will improve customer confidence.
- A Food Safety Management System based on HACCP takes a preventative approach that is designed to reduce and liabilities.
- An effective Food Safety Management System demonstrates management commitment to the supply of safe products.
- Food Safety Management System Records provide evidence of due diligence.
- HACCP based Food Safety Management Systems can be combined with other management systems such as ISO 9001:2008. This combination provides a Food Safety based system also considers quality.
- Certification to the British Retail Consortium IOP Global Standard for Packaging and Packaging Materials: Issue 3 2008 gives all interested parties a clear message that the organisation is serious about Food Safety.

In order to ensure a Food Safety Management System is effectively implemented management within an organisation need to understand:

- The benefits of a Food Safety Management System.
- How lack of an effective Food Safety Management System can cause illness or injury.
- That a HACCP based Food Safety Management System really is a minimal system to ensure maximum control.
- That a HACCP based Food Safety Management System enables businesses to optimise the use of resources by control of CCPs in an logical manner.

The Food Safety Management System for Packaging Manufacturers has been designed to overcome the problems that can be encountered when implementing an effective system including:

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Lack of pre-requisite programmes

- Over-complex and unmanageable systems with too many critical control points (CCPs), partly resulting from a misunderstanding of the role of prerequisite hygiene programs (PRPs) and an inability to conduct proper hazard analysis.
- Ineffective monitoring and corrective actions due to poor training and verification procedures.
- Excessive documentation and lack of focus due to over-complex systems.
- Poor validation and verification due to lack of expertise.

- Over complication of HACCP implementation

When a business has a good understanding of Food Safety principles and has the commitment and resources to carry them out, a Food Safety Management System will deliver the promised benefits. Small to medium organisations found in the food industry, have fewer resources compared with large companies, and so find it difficult to implement an effective system.

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

“The system includes Food Safety Procedures covering a comprehensive range of prerequisite programmes which enable an organisation to put in place fundamental food safety procedures that are compliant with the BRC Global Standard for Packaging and Packaging Materials: Issue 4 2011. 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 Food Safety Management System is backed up by expert support which is always available to provide assistance in developing the system.”

To order the Food Safety Management System for Packaging Manufacturers click here