This is an ideal package for Agents and Brokers of Food and Packaging Materials looking to meet the BRC Global Standard for Agents and Brokers. The Standard is intended to assist companies and their customers in meeting the legislative requirements for food safety. The IFSQN BRC Product Safety Management System is the most comprehensive system available anywhere on the internet for Agents and Brokers and includes:

- PSMS Record Templates
- HACCP Manual containing the HACCP Calculator
- BRC Global Standard for Agents & Brokers Checklists
- Introduction to the BRC Standard for Agents & Brokers Training Presentation
- Verification and Validation Record Templates
- Supplier Risk Assessment Tool
- Free online support via e-mail
BRC Product Safety Management System
for Agents and Brokers

As well as being compliant with the BRC Global Standard for Agents and Brokers this BRC Implementation Package includes additional management tools:

✓ Laboratory Quality Manual
✓ Allergen Management Module & Risk Assessment Tool
✓ Product Development Module
✓ Complaint Management Guidelines & Analyzer
✓ Hygiene Inspection and Internal Auditor Training
✓ Verification Schedule Risk Assessment Tool and Template
✓ IFSQN Academy Online HACCP Training Module for 2 users

To order the IFSQN BRC Product Safety & Quality Management System Implementation Package for Agents and Brokers click here

www.ifsqn.com
BRC Product Safety Management System
for Agents and Brokers

Comprehensive Procedures Manual

A comprehensive set of top level documents that cover all the requirements of the BRC standard and form the basis of your food safety quality management system. We have written the procedures to match each section and clause of the standard for ease of implementation:

Section 1
QM 1.1 Senior Management Commitment
QM 1.1.1 Food Safety and Quality Policy
QM 1.1.2 Food Safety and Quality Objectives
QM 1.1.3 Senior Management Review
QM 1.1.4 Management Review
QM 1.1.5 Human and Financial Resources
QM 1.1.6 Communication
QM 1.2 Responsibility and Authority

Food Safety and Quality Policy

The company’s food safety and quality policy is to provide competitive products and services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the mutually agreed needs and expectations of its customers, achieve business success and ensure that our products are always safe to consume and conform to statutory and regulatory requirements.

This is achieved through adoption of a food safety quality management system containing food safety policies and procedures that meet legal requirements, the requirements of the BRC Global Standard for Agents and Brokers and industry best practices so reflecting the competence of the company to customers and independent authorities.

The company recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. In order to achieve this, a robust Hazard Analysis Critical Control Points (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within the HACCP system are designed to control any risk to food safety.

To ensure success of this policy Senior Management are directly responsible for food safety and quality by ensuring adequate organisation and support, facilities, training and education of all employees, reviewing and auditing performance, and driving continuous improvement. Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in the food safety and quality manual.

Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a manner so that the safety of food is not put at risk. All employees are required to co-operate with any authorised person to ensure that statutory and regulatory obligations are properly complied with.

This policy is thoroughly communicated throughout the organisation and a copy is provided and explained to each employee by the Department Manager or the Quality Manager.
**Section 2**

QM 2 HACCP System
QM 2.1 HACCP Team
QM 2.2 HACCP Prerequisites
QM 2.3 HACCP Scope and Product Information
QM 2.4 HACCP Intended Use
QM 2.5 HACCP Flowcharts
QM 2.6 HACCP Flowchart Verification
QM 2.7.1 Hazard Identification
QM 2.7.2 Hazard Assessment
QM 2.7.3 Identification and Assessment of Control Measures
QM 2.8 Identification of Critical Control Points (CCPs)
QM 2.9 Establishing Critical Limits for each CCP
QM 2.10 Establishing a Monitoring System
QM 2.11 Establishing a Corrective Action Plan
QM 2.12 Establishing Verification Procedures
QM 2.13 Establishing HACCP Documents and Records
QM 2.14 Review of the HACCP Plan

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**AFC**

**HACCP System**

Introduction

The company is committed to ensuring safe, legal products in the market. As part of this commitment, all products and processes used in the manufacture of food products handled and managed by the business are subject to thorough analysis based on the Codex Alimentarius HACCP principles and the requirements of BRC Global Standard for Agents and Brokers.

The Food Safety Management 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 planned activities, maintenance and verification of control measures and by 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 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 measure/combinations of control measures that are implemented through the HACCP plan.

Management Commitment

We are a leading food company committed to supply safe and legal products in line with relevant legislation and to continuously improve our standards of hygiene, quality, and safety.

**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:

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*Document Reference: HACCP System*  
Version 1.2  
Issued 2: 27 November 2014  
Owned by: Technical Manager  
Authorised by: Senior Manager*
Section 3
QM 3.1 Product safety and quality systems manual
QM 3.2 Documentation control
QM 3.3 Record completion and maintenance
QM 3.4 Customer focus and communication
QM 3.5 Internal audit
QM 3.6 Specifications for products
QM 3.7 Traceability
QM 3.8 Complaint handling
QM 3.9 Corrective action
QM 3.10 Control of non-conforming product
QM 3.11 Management of incidents, product withdrawal and product recall
Section 4
QM 4.1 Approval and performance monitoring of manufacturers/packers of traded products
QM 4.2 Management of suppliers of services
QM 4.3 Product security/food defence
QM 4.4 Product inspection and laboratory testing
QM 4.5 Product legality
QM 4.6 Product design/development
QM 4.7 Product release

Section 5
QM 5.1 Training and competency

We have included many more supplementary documents that may prove useful.
A range of Product Safety Quality Management System Record Templates are included:

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 and Brittle Plastic 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
BRC Product Safety Management System for Agents and Brokers

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
QMR 037 Shelf Life Confirmation Record
QMR 038 Accelerated Keeping Quality Log
QMR 039 Goods In QA Clearance Label
QMR 040 Maintenance Work Hygiene Clearance Form
QMR 041 Changing Room Cleaning Record
QMR 042 Colour Coding Red Process Areas
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms
QMR 044 Drain Cleaning Procedure Filler Areas
QMR 045 General Cleaning Procedure
QMR 046 Product QA Clearance Label
QMR 047 CIP Programmes Log
QMR 048 Sample Filler Cleaning Record
QMR 049 Pipe Diameter Flow Rate Conversion Table
QMR 050 QC Online Check Sheet
QMR 050 QC Online Check Sheet
QMR 051 Non Conformance Notification
QMR 052 CIP Chemical Log
QMR 053 Double Hold Label
QMR 054 Supplier Register
QMR 055 Chemical Register
QMR 056 Non Approved Supplier Sample Plan
QMR 057 Warehouse Cleaning Record
QMR 058 Product Recall Trace
QMR 059 Product Recall Test Record
QMR 060 Document Master List

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BRC Product Safety Management System
for Agents and Brokers

Training Record

Name: 
Employee Number: 
Company Start Date: 
Position: 

Prior External Qualification(s), Skills & Experience:

<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</td>
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<tr>
<td></td>
<td>Food Safety &amp; Quality Policy Briefing</td>
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<td>Food Safety &amp; Quality Objectives</td>
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<td>Health and Safety Procedure</td>
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<td>Records monitoring and control</td>
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<td>Environment and Waste Management</td>
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<td>Packing Procedure</td>
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<td>Operating Procedure</td>
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<td>Coding Procedure</td>
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<td>Weeks 5 - 13</td>
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</tbody>
</table>

Document Reference Training Record QMR 002
Revision 1 1st February 2014
Owned by: Technical Manager
Authorised By: General Manager

Complaint Investigation Form

Product Details

Nature of Complaint and Details

Customer Name

Customer Address

Customer Contact Phone Number

Date received

Date of Production

Production Start

Production End

Complaint category

Quantity Produced

Details of any other complaints received from this production run:

Details for each area of Investigation

Raw Materials

Packaging

CCP Checks

Processing

Filling/Packing

Storage & Distribution

Packaging details

Laboratory Report

Document Reference Complaint Investigation Form QMR 018
Revision 1 1st February 2014
Owned by: Technical Manager
Authorised By: General Manager

www.ifsqn.com
Supplementary HACCP Manual containing the BRC HACCP Calculator

Sections included in the Supplementary HACCP manual are as follows:

HM 001 HACCP Flow Diagram
HM 002 Product Description
HM 003 HACCP Hazards
HM 004 BRC Hazard Assessment & Critical Control Point Calculator
HM 005 HACCP Validation
HM 006 HACCP Plan
HM 007 HACCP Verification Audit Summary
HM 008 CCP Procedure Sample
HM 009 CCP Record Sample Pasteurizer Log Sheet
HM 010 Decision Tree
HM 011 HACCP Definitions
HM 012 HACCP Verification Record
HM 013 Finished Product Summary
HM 014 HACCP Steering Group Review
HM 015 Raw Material Summary
HM 016 HACCP Calculator Instruction 1
HM 017 HACCP Calculator Instruction 2
HM 018 HACCP Calculator Instruction 3
BRC Product Safety Management System for Agents and Brokers

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.

www.ifsqn.com
A comprehensive Laboratory Quality Manual written as per the requirements of ISO 17025 provided in Microsoft Word format. The laboratory quality manual includes template records, procedures and product sampling plans.

**CONTENTS**

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work
Training Modules and Exams

Introduction to the BRC Standard for Agents & Brokers Training Module
An illustrated training presentation introducing the standard to employees, giving them an overview of the requirements of the standard.
IFSQN Academy Online HACCP Training & Exam
An IFSQN Academy Online HACCP Training course is included for two members of your food safety team. On successful completion of the course IFSQN Academy Certificates are issued.
BRC Product Safety Management System for Agents and Brokers

**Internal Auditing Training & Exam**

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

**Verification and Validation Record Templates**

http://www.ifsqn.com
BRC Global Standard for Agents & Brokers Checklists

A checklist is provided for each section of the BRC standard.

### BRC Global Standard for Agents & Brokers Checklist

<table>
<thead>
<tr>
<th>Relevant Documentation Requirements</th>
<th>Compliant</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Product Safety and Quality Systems Manual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamental: Processes and procedures to meet the requirements of the standard are documented to facilitate application, training, and support due diligence and supply of a safe product</td>
<td></td>
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</tr>
<tr>
<td>3.1.1 The company’s documented procedures, working methods and practices are collated in a quality manual</td>
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<tr>
<td>3.1.2 The quality manual is implemented and available to key staff</td>
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<tr>
<td>3.1.3 Procedures and work instructions are unambiguous, in relevant languages and sufficiently detailed</td>
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<tr>
<td>3.2 Documentation control</td>
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<tr>
<td>Fundamental: There is an effective document control system in place</td>
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<tr>
<td>3.2.1 There is a procedure to manage food safety management system documents</td>
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</table>

Free online support via e-mail

We provide online support and expertise to assist you in developing your BRC Product Safety Management System. We have customers who list us in their HACCP Team. Support is guaranteed until you achieve certification.

www.ifsqn.com
Allergen Management Module & Risk Assessment Tool

The HACCP Module as per BRC Food Guidance primarily concentrates on five themes:

- **Significance** - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- **Suppliers** - understanding the materials that arrive on site is vital to allergen management
- **Separation** - the segregation of allergens is a key allergen management control
- **Scheduling** - planning activities to reduce the risk of cross contamination
- **Sanitation** - cleaning controls to remove or reduce the risks of cross contamination
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Supplier Risk Assessment Tool

Product Development Module
BRC Product Safety Management System for Agents and Brokers

Complaint Management Guidelines & Analyser

Extended Internal Audit Training

Use the Food Safety Audit Form to record the details of your audit.

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BRC Product Safety Management System for Agents and Brokers

Hygiene Inspection Training

Verification Schedule Risk Assessment Tool and Template

BRC Audit Plan with Risk Rating

<table>
<thead>
<tr>
<th>High Risk - Quarterly Audits</th>
<th>Failure Assessment</th>
</tr>
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<tbody>
<tr>
<td>Medium Risk - Six Monthly Audits</td>
<td>Possibility</td>
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<tr>
<td>Low Risk - Annual Audit</td>
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<table>
<thead>
<tr>
<th>Section 1 Senior Management Commitment</th>
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<tbody>
<tr>
<td>1.1 Senior Management Commitment</td>
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<tr>
<td>1.1.1 Food Safety and Quality Policy</td>
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<tr>
<td>1.1.2 Food Safety and Quality Objectives</td>
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<td>1.1.3 Senior Management Review</td>
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<tr>
<td>1.1.4 Management Review</td>
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<tr>
<td>1.1.5 Human and Financial Resources</td>
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<td>1.1.6 Communication</td>
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<td>1.2 Responsibility and Authority</td>
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</table>

<table>
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<tr>
<th>Section 2 Hazard and Risk Assessment</th>
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<tbody>
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<td>2.1 HACCP System</td>
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<tr>
<td>2.1.1 HACCP Team</td>
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<tr>
<td>2.2 HACCP Prerequisites</td>
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<td>2.3 HACCP Scope and Product Information</td>
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<tr>
<td>2.4 HACCP Intended Use</td>
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<td>2.5 HACCP Flowcharts</td>
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<td>2.6 HACCP Flowchart Verification</td>
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<tr>
<td>2.7.1 Hazard Identification</td>
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BRC Product Safety Management System
for Agents and Brokers

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 in the safety of food
- 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
- Certification to the BRC Global Standard for Agents and Brokers gives all interested parties a clear message that the organisation is serious about Food Safety

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.
Benefits of using the IFSQN BRC Product Safety Management System Implementation Package

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

“The system includes Product 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 Agents and Brokers. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and checklists which completely simplify the implementation process.”

“As a bonus our BRC Product Safety Management System includes expert technical support providing guidance in developing your product safety management system until you achieve certification.”

To order the IFSQN BRC Product Safety & Quality Management System Implementation Package for Agents & Brokers click here