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 Issue 3. The Standard is intended to assist companies and their customers in meeting the legislative requirements for food safety. The IFSQN BRC Agents and Brokers Product Safety Management System is the most comprehensive system available anywhere on the internet for Agents and Brokers and includes:

✓ A comprehensive set of editable Product Safety Management System Procedures in Microsoft Word format
✓ Comprehensive HACCP documentation in accordance with CODEX 12 steps of HACCP Application (2020) including Hazard Analysis Templates
✓ Introduction to the IFSQN BRC Agents and Brokers Implementation Package Training Presentation
✓ Food Defence Risk Assessment Tool
✓ Food Fraud Risk Assessment Tool
✓ Supplier Risk Assessment Tool
✓ Internal Auditor and HACCP Training Presentations
✓ A range of Sample Food Safety Record Templates
✓ Supplementary Allergen Risk Management Tools & Templates
✓ Supplementary Product Development Module
✓ Free Technical Support until you achieve Certification
When you download the package, you will find a Start-Up Guide to help you navigate the contents of the package.

There is also an Introduction to the IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation, an Implementation Plan and 9 folders containing the package documents:

**Click here to order the IFSQN BRC Agents and Brokers Product Safety Management System Implementation Package**
Product Safety Management System Templates

The Product Safety Management System Procedure Templates form the foundations of your Product Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.

The documents are provided in Microsoft Word English format and are easily edited to suit your organization.

Section 1 Senior Management Commitment Documents

These Product Safety Management System Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 2 and include:

PSM 1.1 Senior Management Commitment
PSM 1.1.1 Food Safety and Quality Policy
PSM 1.1.2 Product Safety & Quality Culture
PSM 1.1.3 Food Safety and Quality Objectives
PSM 1.1.4 Senior Management Review
PSM 1.1.5 Management Review
PSM 1.1.6 Human and Financial Resources
PSM 1.1.7 Communication
PSM 1.2 Responsibility and Authority & Appendices
BRC Agents & Brokers Product Safety Management System Brochure

Senior Management Commitment

Introduction

Senior Management demonstrates clear and visible commitment to the food safety management system by establishing, implementing, and supporting policies, procedures, and objectives. Senior Management is committed as assurance providers to ensure the effectiveness of the food safety management system for regular audits, review, and proactive actions.

Noble

The scope of the food safety management system covers products (or) processes and/or activities that are part of the activities of the organization. This includes the protection of food safety in the workplace and on premises. The food safety management system is designed to ensure the safety of the food products sold by the organization.

- Comprehensive specifications are agreed with customers and suppliers that are detailed and include operational and food safety standards for the products concerned and follow good practice procedures.
- Suppliers are compared to produce the specified product, which is dealt with rigorously and scientifically, according to the list provided for the customers.
- Food safety assurance systems are also based on risk for the purpose of BRC Agents & Brokers.
- The scope is aligned with the policies and objectives of the company and includes the commitment to fully meet the requirements of the current issue of the BRC Global Standards for Agents & Brokers.

Procedure

The Senior Management audits the food safety system and quality assurance of legal, moral, and ethical issues and the assurance of the organization.

Senior Management demonstrates clear and visible commitment by:

- Establishing and implementing a Food Safety and Quality Policy
- Communicating and Maintaining the food safety and quality policy
- Establishing and implementing food safety and quality objectives
- Communicating and maintaining the food safety and quality objectives
- Conducting regular risk assessment reviews and comparing outputs
- Communicating commitment to satisfying customer requirements including food safety, quality and service
- Supporting and planning the development and operation of the Food Safety Management System

Product Safety & Quality Commitment

Introduction

The company recognizes that a successful food safety culture is the result of individual and group actions, activities, communications and practices of those who determine the commitments to and the safe and quality assurance of food products. The following actions are defined:

- Leadership - taking the lead
- Ensuring visible commitment
- Effective communication of company philosophy and policy
- Ensuring all employees are aware of their responsibilities
- Developing a system in terms of the Standards of the BRC
- Developing an action plan for the development and continuous improvement of the food safety culture

Product Safety & Quality Management

A successful Product Safety and Quality System can be achieved by following the stated animal and food safety, quality management system. All employees must be committed to ensuring the safety of the food products they handle. All employees are required to inhibit and prevent any adverse action to ensure that customer, statutory and regulatory obligations are properly complied with.

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Section 2 HACCP Documents

These HACCP document templates enable you to comply with the BRC Global Standard for Agents and Brokers Issue 3 and establish a HACCP System in based CODEX 12 steps of HACCP Application (2020).

HACCP 0 HACCP System Overview
HACCP 1 HACCP Team & Scope
HACCP 2 Product Descriptions
HACCP 3 Intended Use
HACCP 4 Flow Diagrams
HACCP 4 Appendix 1 Flow Diagram Sample
HACCP 5 Flow Diagram Verification
HACCP 6 Hazard Analysis
HACCP 6 Hazard Analysis Template
HACCP 7 Determine Critical Control Points
HACCP 7 Appendix Hazard Assessment
HACCP 8 Establishing Validated Critical Limits for each CCP
HACCP 9 Establishing Monitoring Systems
HACCP 10 Establishing Corrective Action Plans
HACCP 11 Validation & Verification Procedures
HACCP 12 Establishing HACCP Documents and Records
BRC Agents & Brokers Product Safety Management System Brochure

Determine Critical Control Points

Each based on the Significant Level Safety Hazard list must be controlled by a control measure (or combination of control measures) that prevent, eliminate or reduce the hazard to the defined acceptable level. The Food Safety Team reviews the effectiveness of the control measures by assessing the impact on the Significant Level Safety Hazzard. This is a list that can utilise the HACCP decision tree.

Hazard identified at critical control points by the decision tree are controlled in the HACCP plan.

The project involves assessing the effect on the Significant Level Safety Hazard in combination with the degree of control measure applied. Visibility of timely monitoring, actions in flow control to effect control measures and severity of the consequence if the control measure fails. Hazards identified at critical control points by the decision tree are controlled in the HACCP plan.

Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Level Safety Hazard.

Question 1: Are control measures in place for this hazard?
Question 2: Does this step eliminate or reduce the hazard to an acceptable level?
Question 3: Could contamination occur at an acceptable level or reduce by an acceptable level?
Question 4: If a subsequent step eliminates the hazard or reduces it to an acceptable level?

Hazard Assessment of Control Measures Measures Form

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Hazard Category</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HACCP Decision Tree

Document Reference HACCP 7 Determine Critical Control Points

Revised 1: 1st October 2021

Prepared By: Technical Manager

www.ifsqn.com
A Hazard Analysis Template is included:

This folder also contains a HACCP Training PowerPoint Presentation:
Section 3 Product Safety and Quality Management System Documents

These Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 3 and include:

PSM 3.1 Product Safety & Quality Management System
PSM 3.2 Document Control
PSM 3.3 Control of Records
PSM 3.4 Customer Focus
PSM 3.5 Internal Audit
PSM 3.6 Specifications
PSM 3.7 Traceability
PSM 3.8 Complaint Handling
PSM 3.9 Corrective & Preventive Actions
PSM 3.10 Control of Non-Conforming Product
PSM 3.11.1 Business Continuity Planning
PSM 3.11.2 Product Recall Procedure
Document Control

AFC

Summary:

It is necessary to operate a document control system within the scope of the Product Safety Management System and to meet the requirement of international standards ISO 9001:2015 and BRC Global Standards for Agents.

Scope:

All documents created by the company to be necessary to ensure the effective planning, operation, and control of the procedures are controlled within the Product Safety Management System.

Procedure:

The documentation which defines the Product Safety Management System is controlled. The company operates a system of document control for procedures and standards which will include the following activities:

- All documents are reviewed for adequacy before approval and are authorized annually.
- Documents are reviewed and updated to reflect changes or modifications; dated records will be kept.
- Identification of records for changes and revision codes.
- Issuance to or removal from use of documents in printed form.
- Maintenance of historical records.
- Maintaining control status of withdrawn documents.
- Retention of recorded disposition of obsolete documentation.
- Archival document review.
- Documents are not issued prior to a sufficient number of changes have been made.
- Only approved documentation is used in the Quality Management System.
- A Master list of documents shall be kept to identify status of all documentation.

Checking and control of changes:

All documents are reviewed for adequacy before they are authorized. Department Managers are responsible for documents used in their departments.

Identification of changes, review and revision codes:

Changes to documents are recorded in the Record Revision Log. Each revision number, date of revision and reason for change is clearly identified at the bottom of the document.

AFC

Control of Records:

Introduction:

The company operates a system for the control of records covered by the scope of the Product Safety Management System.

Scope:

Records are determined by the company to be necessary to ensure the effective planning, operation, and control of the Product Safety Management System and to meet the requirement of international standards ISO 9001:2015 and BRC Global Standards for Agents.

Procedure:

The company operates a system of record control procedures and standards. Records are available to demonstrate conformity to specifications and standards. The procedure includes the following activities:

Identification and maintenance of records:

Each record shall be given a unique reference code. The prefix letters of the code refers to a particular kind of document, as shown below:

- Product Safety
- Procedures
- Quality Record
- Purchasing Record
- Inspection Record
- Supplier Record

Records for the specific issues are sequentially numbered and a Master List for each issue is maintained by the Technical Manager.

Identification of changes:

Changes to records are recorded in the Record Revision Log. Records produced as a result of a new revision. The new revision number and date of revision are clearly identified in the header of the record.

The reason for changes and identification of changes are recorded on the Record Revision Log. Previous versions can be retrieved from the document control file held by the Quality Manager.
BRC Agents & Brokers Product Safety Management System Brochure

Customer Focus

Introduction
The company has established methods to ensure customer focus to monitor and measure customer satisfaction in order to continually improve the effectiveness in meeting customer requirements and exceeding customer expectations.

Scope
The scope of this procedure includes all products involved in the nature of the business services provided.

Procedure
The company assesses specific customer requirements as per the contract review procedure. Customer requirements are reviewed by the customer management team and clearly communicated to relevant staff and relevant suppliers of materials, products and services. Customer codes of practice and policies are notified and available to all relevant staff.

When the new customer specific requirements for products and product handling, the Technical Manager is responsible for communicating these requirements to relevant staff and to the relevant suppliers of products and services.

Agreed product specifications and contracts with suppliers/services provide evidence that where the customer has been notified of relevant requirements, these have been communicated to the relevant supplier of products and services.

The company monitors customer satisfaction by monitoring spread performance criteria for customer service and customer complaint levels, ensuring effective and proactive communication with the customer to ensure feedback is performance trends.

The company monitors the following key performance indicators for each customer:

- Company performance v/s target
- Response of directors to meetings
- Response of directors to emails
- Response of directors to telephone calls
- Sales increase

Customer service is regularly monitored and the key performance indicators are reported and reviewed regularly. Where performance targets are not met, corrective action is taken. Underlying trends are monitored in Management Board meetings and steps for improvement identified. Sales levels are also monitored to give an indication of trends.

Document Reference: PMS 3.4 Customer Focus

[Signature]
Revised: 07/10/2011
Done by: Technical Manager
Approved by General Manager

Internal Audit

Introduction
The company has established, documented and implemented an internal audit system, which is reviewed in order to verify the food safety and quality management system is effective, in operation and maintained and comply with planned arrangements the registration, international standards and best industry practices.

Scope
The scope of the Internal Audit System covers all aspects of the food safety quality management system and includes all products and service managed by the organization.

The scope of the internal audit programme covers at a minimum:

- The adequacy of the Product Safety and Quality Management System
- Risk Analysis Auditing Plans
- Product Safety and Food Safety Systems
- Product Safety and Food Safety Plans
- Procedures implemented to comply with the BRC Standard for Agents and Brokers

The IMS 3.4 Internal Audit Sub-System is a stand-alone application and is designed to comprehensively cover all aspects of the food safety quality management system including procedures, policies and standards as audit in IMS 3.4 Audit Records.
An Internal Audit Risk Assessment and Schedule Template is included

A supplementary Internal Auditor Training PowerPoint Presentation is included with the Package
Introduction

The company has established, documented and implemented procedures for specifying products and services, which are realised in the form of purchase orders. Materials, services and services are the subject of specification in order to ensure the safety and quality of the product to the customer and the company. All requirements are met.

This is achieved by:

- Supplier and Service Management
- Product and Service Specifications
- Customer Input - Specifications

Scope

The scope of the procedures for specifications includes all purchasing activities that have a bearing on the product's safety and quality. This includes material, service, and service requirements. Materials and services are validated, and compliance with relevant specifications, standards, and legislation is ensured. Material and product specifications are also included in the chemical, microbiological, or physical characteristics that may affect the functionality, safety, or quality of products.

Supplier and Service Management

The Technical Department is responsible for supplier assurance. Supplier assurance will be carried out by reviewing the completion of a Supplier Assurance Questionnaire by every supplier. The Technical Manager will assess the completed questionnaires and reports to the Technical Manager for further assessment or rejection. Suppliers are assessed according to risk by the Technical Manager.

Methodology:

PM. 4.2.4.1 and Performance Monitoring of Manufactured and Use of Processed Materials.
PM 4.2.4 Management of Suppliers and Services.

Product and Service Specifications

Suppliers are required to provide a suitable specification for the product or service they are providing or completing. The Company has a Specification Document. The Technical Department reviews the completed specification for completeness. The signed specification is forwarded to the Technical Manager and included in the technical documentation. The Technical Manager will then assess the completed questionnaires and reports to the Technical Manager for further assessment or rejection. Suppliers are assessed according to risk by the Technical Manager.

AFC

3.5% UHT Milk Specification

Product Description

3.5% UHT Whole Milk Homogenised and Ultra Heat Treated and Aseptically packed

Organoleptic

Appearance

Homogeneous with creamy colour, smooth no separation

Aroma

Milk/cream no cooked or off-odours

Flavour

Whole milk with a smooth creamy taste

Ingredients

Water, Full Cream Milk Powder, Skimmed Milk Powder, Anhydrous Milk Fat

Allergens

Milk

Processing, Manufacturing & Packaging Parameters

1. Homogenise:

200 bar

2. UHT Tank Fill

135 °C for 4 seconds

3. Storage in Aseptic Tank

20 - 90 °C

4. Filtration NS

Bubbles = 3.5 - 3.7% 

5. Total solids = Minimum 12%

6. Total solids = 12%

7. Shelf Life

Ambient

Condition Control

<table>
<thead>
<tr>
<th>Declared Weight [kg]</th>
<th>Target Average Weight [kg]</th>
<th>Low-Average Weight [kg]</th>
<th>High-Average Weight [kg]</th>
<th>Weight of Packaging [kg]</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>200</td>
<td>196</td>
<td>202</td>
<td>200</td>
<td>8</td>
</tr>
<tr>
<td>1500</td>
<td>1500</td>
<td>1500</td>
<td>1500</td>
<td>1090</td>
<td>29</td>
</tr>
<tr>
<td>1500</td>
<td>1500</td>
<td>1500</td>
<td>1500</td>
<td>1090</td>
<td>29</td>
</tr>
</tbody>
</table>
Identification and Traceability

For all products, the following information is traced from the product's code:

<table>
<thead>
<tr>
<th>Product/Label</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production/Date</td>
<td>Details</td>
</tr>
<tr>
<td>Last Manufacturer</td>
<td>Details</td>
</tr>
<tr>
<td>Trace</td>
<td>Details</td>
</tr>
<tr>
<td>Expiry Records</td>
<td>Details</td>
</tr>
<tr>
<td>Tracking Records</td>
<td>Details</td>
</tr>
<tr>
<td>Dispatch Records</td>
<td>Details</td>
</tr>
<tr>
<td>Delivery Records</td>
<td>Details</td>
</tr>
</tbody>
</table>

For traceability exercises are undertaken regularly to validate the identification and traceability system. These exercises are documented and any corrective or preventative actions documented. The traceability test includes the reconstruction of all product records by the company for the chosen batch. The traceability system allows us to demonstrate that there are no faulty products where information is required from external parties, including suppliers, and service providers.

Where there is a need to ensure identity preference within the supply chain, e.g. to trace a bag or make claims for product characteristics or ultimate consumer protection and dating procedures is in place.

Management of Customer Complaints

Introduction

The company has established methods to receive, record, and manage customer complaints. The scope of this procedure includes all food products managed by the organization.

Procedure

The handling of customer complaints is categorized into non-critical and critical.

Critical Complaints: A product is withdrawn from the market if it is determined that there is a risk to the consumer or a legal requirement. The product is recalled with immediate effect. Parents are removed from the market and a recall is undertaken. Critical or severe complaints and other cases of alleged injury or poisoning are reported to the Technical Manager who will initiate an immediate investigation which may include a food industry and product recall.

Non-Critical Complaints: A quality control department is defined as a unit that is not in the supply chain of the customer and includes such things as poor packaging. Involving the customer, an initial telephone call is made to the Customer Service Manager who can arrange a customer complaint with the Quality Manager.

Information may come from many sources, including an external consumer, an enforcement agency, or a customer. The most important first action is to ensure as much information is gathered as accurately and quickly as possible.

Record of Complaint Information

Whenever the initial communication comes from the following questions must be asked by the recipient to ascertain:

1. Product, Label, including pack size
2. Batch number or date code
3. Name of person reporting fault - position, organization, telephone number, address
4. Nature of fault
5. Location purchased or reported
6. Details of any action taken to resolve

Document Reference: NW 14 Identification and Traceability

Authorised By: General Manager

Document Reference: NW 16 Management of Customer Complaints

Decided 21st November 2013

Authorised By: General Manager

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An Annual Complaint Analyser Template and Instructions are included
### Business Continuity Planning

A directory of contact details for key customers, suppliers, and contractors is held in the main office and is the Crisis Management Team. This ensures that, in an emergency, a crisis is managed and resolved in a manner that meets customer requirements.

The Crisis Management Team includes the following:

- **General Manager**
- **Technical Manager**
- **Operations Manager**

All members must delegate duties to cover sickness, holidays, and other absences.

*Note:* A call logging or message logging system is in place to ensure that all communications are documented and can be reviewed at any time.

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### Product Recall Procedure

**Identification**

The company has established, plans, and reported a Product Recall Procedure which is initiated in order to ensure products found to have serious defects are withdrawn from the market or replaced in an efficient manner to minimize the risk to the customer.

**Scope**

This includes the details of the action that should be taken if any new or existing product on sale is found to be a cause of concern. A customer is defined as an individual who receives any product that is sold by the company.

**Process**

Should non-conforming products be delivered to a customer causing a potential product recall, the recall is reported to the Technical Manager. The Technical Manager assesses the situation and may choose to contact the customer for a consultation as well as the non-conformity analysis in order to reduce the risk to the customer and prevent any future similar issues from occurring.

**Procedure**

The handling of product recalls is categorized into two critical stages: non-conformity and critical. Non-conformity sampling from product returns is directed to the Quality Assurance Manager who communicates the customer issues with the relevant managers. A critical issue, on the other hand, is identified when the product is found to be defective. Critical issues are directed to the Quality Assurance Manager who investigates the cause of the defect and takes necessary action to prevent future occurrences.

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Section 4 Supplier and Subcontracted Service Management Documents

These Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 3 and include:

PSM 4.1 Approval and Performance Monitoring of Manufacturers/Packers of Traded Products
PSM 4.2 Management of Suppliers of Services
PSM 4.3 Product Security/Food Defence
PSM 4.4 Product Inspection and Laboratory Testing
PSM 4.5 Product Legality & Labelling
PSM 4.6 Product Design and Development
PSM 4.7 Product release
PSM 4.8 Product Authenticity
PSM 4.9 Management of Surplus Products
There is also a Supplier Risk Assessment Template included.
AFC
Management of Suppliers of Services

Introduction

The company has established, documented and implemented procedures for approval of suppliers of services, which are understood in order to ensure that services provided conform to written specifications in order that the safety and quality of the products is not compromised.

This is achieved using the Purchasing Procedure including measures such as:

- Service Risk Assessment
- Supplier Selection and Approval
- Risk Communication

Scope

The scope of the procedures for approval of suppliers of services includes all purchasers of company products that provide services to ensure their products meet customer safety, quality, and legal requirements and are authenticated.

Service Risk Assessment

A documented risk analysis of each service and service provider is carried out to identify potential risks to product safety, integrity, and quality by the lead safety team taking into account the potential for:

- Risk to the safety of products
- Risk to the integrity of products
- Risk to the quality of products
- Risk to the security of products

In assessing the following factors are also considered:

- History of cases where the supplier has been identified
- Supplier’s history of non-compliance
- Supplier’s history of providing services that may affect the safety and integrity of the company

The lead safety team assesses the nature of all the services and their associated risks, including risks associated with product authenticity, quality, legality or safety.

Document Reference: PSM 4.3 Management of Suppliers of Services
Revision b: 27 October 2021
Approved by: General Manager

AFC
Product Security & Food Defence

The Cross Management Team completes a risk assessment form for Subcontracted Operators. Extra security measures require to be identified for areas where products are subcontracted.


Measures are required to be examined the potential risks to product security and recommended proportionate appropriate control measures. The following measures are specified in detail for subcontractors generally.

General Subcontractor Security Measures

- Product are second set of hands
- Products examined for means of eradication are performed
- Records kept and documented storage/inspections
- Random access to products
- Random access to product storage areas to unauthorised employees only
- Movements of stocks are restricted for further handling
- Inspecting and accounting of products are essential for potential targeting

The application of the product security system is based on specific risk assessment that looks at threats, vulnerability, and consequence of the specific management. The assessment includes an appropriate testing to ensure the effectiveness of the measures. The effectiveness of these measures are reviewed periodically and the layer of security is increased as necessary.

Vulnerability Assessment

The number of threats is determined, and an authenticity assessment is performed. The vulnerability assessment considers the potential of risk from an attack and also the value of the product at a specific point in time. The impact of the loss is then determined by the company affected by an attack.

A vulnerability assessment is to be conducted at the facility to ensure the level of security at each level of the facility is present. Where should be present the protective measures. A protective measure is an effective and efficient method of control or reducing the risk of an attack.

Document Reference: PSM 4.3 Product Security & Food Defence
Revision b: 17 October 2021
Approved by: General Manager
There is also a Food Defence/Threat Risk Assessment Template included:
**AFC**

### Product Legality & Labelling

**Introduction**
- The company’s product, documented, and implemented procedures to ensure the products comply with the legal requirements in the country of sale and the country of origin, where known.
- The Technical Manager is responsible for managing all customer, customer, and regulatory documents applicable to the business, including:
  - Local Regulations
  - Directives
  - International standards and national standards
  - Customer Codes of Practice

**Verification of Product Legality**
- Based on the above, the company has identified and implemented the processes required to ensure the release of safe legal products that also meet any additional customer-specific labelling requirements.
- The Technical Manager approves the product label as part of the supplier approval procedure and verifies the legality of products that are tracked including, where applicable:
  - Labelling information
  - Producers and relevant legal informational requirements
  - Compliance with laws and regulations
  - Product traceability or volume requirements

**Where these responsibilities are undertaken by the customer, it is clearly stated in the customer contract.**

**Suppliers of products are required to conduct product inspections as per:**
- AECF’s requirements
- Contractual requirements
- Specifications

---

**AFC**

### Product Design & Development

**Introduction**
- The company has established, documented, and implemented a procedure for design and development which is evaluated in order to ensure the design and development is conducted to produce the desired end product.
- The company has invested in product, packaging, and manufacturing processes to ensure the safe and legal products are of an agreed quality, in accordance with customer requirements.

**Scope**
- The scope of the procedure for design and development includes product qualification where design and development is a service provided by the company to the customer.

**Process**
- All design and development activities are co-ordinated by the development team and the New Product Development Manager is responsible for all design and development on site.

**MSS**
- **Main Stage 1: Product Brief Development:**
  - Customer Product Brief supplied to IFSQ
  - Critical path developed
- **Main Stage 2: Product Brief Development with ToRs:**
  - Product Description & Compositional Requirements Documented
  - Preliminary Specification Checklist and Signed Off
  - Initial Product Quality Data
  - Recipe Documented
  - Supplier confirms feasibility

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www.ifsqn.com
A Food Fraud Risk Assessment Template is included
A Supplementary Product Development Module is Included
Section 5 Personnel Documents

AFC

Training and Competency

The Management Team identify the skills and competencies required for personnel who can affect food safety and provide the appropriate education and training.

Personnel responsible for monitoring processes controlling food legality, safety and quality are trained in training responsibilities at the point of production and critical control points where records are available. Regular and thorough training and training and training and training personnel as necessary.

Maintaining the Training Records

- Training register
- Employee training review
- Training matrix
- Individual training records including:
  - Time spent
  - Training course and standards
  - Source of training
  - Date and duration of training
- Training materials
- Training attendance

Reviewing and Auditing the Effectiveness of the Training

The training matrix is an essential tool for assessing the training needs of the personnel for training levels, and for programming personnel training. Where appropriate, consideration is given to using the native language of the personnel.

Responsibility

Department managers are responsible for ensuring that all personnel are trained and that the effectiveness of the training. It is the responsibility of the department manager to ensure that the training objectives are met.

Personnel are required to train at the section at which records are available. Wherever necessary, training is provided by the department manager.

AFC Training Record

Name: ____________________________
Company: _________________________
Position: __________________________

Prior External Qualification/ Skill & Experience:

[Details provided in the training record]

- Modules 1-2: Introduction
- Modules 3-15: Relevant Training Courses

[Details filled in the training record]

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### Supplementary Sample Records

There are a range of editable Food Safety Record Templates included:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSR Dispatch and Distribution Verification Record.docx</td>
</tr>
<tr>
<td>FSR PRP Cleaning Verification Record.docx</td>
</tr>
<tr>
<td>FSR CCP Validation - Metal Detection.docx</td>
</tr>
<tr>
<td>FSR Process Change Approval Record.docx</td>
</tr>
<tr>
<td>FSR Internal Audit Corrective Action Summary.docx</td>
</tr>
<tr>
<td>FSR Document Master List.docx</td>
</tr>
<tr>
<td>FSR Product Recall Test Record.docx</td>
</tr>
<tr>
<td>FSR Product Recall Trace.docx</td>
</tr>
<tr>
<td>FSR Non Approved Supplier Sample Plan.docx</td>
</tr>
<tr>
<td>FSR Chemical Register.docx</td>
</tr>
<tr>
<td>FSR Non Conformance Notification.docx</td>
</tr>
<tr>
<td>FSR QA Online Check Sheet.docx</td>
</tr>
<tr>
<td>FSR Sample Filter Cleaning Record.docx</td>
</tr>
<tr>
<td>FSR Drain Cleaning Procedure Filter Areas.docx</td>
</tr>
<tr>
<td>FSR Product Recall Record.docx</td>
</tr>
<tr>
<td>FSR Visitor Questionnaire.docx</td>
</tr>
<tr>
<td>FSR Outgoing Vehicle Inspection Record.docx</td>
</tr>
<tr>
<td>FSR Vehicle Hygiene Inspection Record.docx</td>
</tr>
<tr>
<td>FSR Glass and Brittle Plastic Register.docx</td>
</tr>
<tr>
<td>FSR Cleaning Schedule.docx</td>
</tr>
<tr>
<td>FSR Sample Cleaning Record.docx</td>
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<td>FSR Metal Detection Record.docx</td>
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<td>FSR Glass Breakage Record.docx</td>
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<td>FSR Equipment Cleaning Procedure and Record.docx</td>
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<td>FSR Goods In Inspection Record.docx</td>
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<td>FSR Knife Control Record.docx</td>
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<td>FSR Site Audit Checklist.docx</td>
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<td>FSR Complaint Investigation Form.docx</td>
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<td>FSR Hygiene Policy Staff Training Record.docx</td>
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<td>FSR Corrective Action Request.docx</td>
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<td>FSR Non-Conformance Record.docx</td>
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<td>FSR Packing Traceability Record.docx</td>
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<td>FSR Management Review Record.docx</td>
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<td>FSR Supplier Register.xlsx</td>
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<td>FSR Goods In QA Clearance Label.docx</td>
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IFSQN BRC Agents and Brokers Implementation Package

PowerPoint Presentation

This presentation that explains how the Product Safety Management System Tools & Templates match and comply with the requirements of the BRCGS Global Standard for Agents and Brokers Issue 3.

www.ifsqn.com
A Senior Management PSQMS Implementation Checklist is included and can help establish key elements of the Senior Management Commitment Section.
**IFSQN BRC Agents and Brokers Implementation Plan**

An Implementation Plan Template is included and can be used by your Senior Management Team to plan the Implementation of your compliant Food Safety & Quality Management System.

**Free Online Technical Support**

Finally, a reminder, one of the unique features of our packages is that we provide technical support.

This package includes online technical support and expertise to answer your questions and assist you in developing your BRC Product Management System until you achieve certification.

The contact email is support@ifsqn.com without the space

**Click here to order the IFSQN BRC Agents and Brokers Product Safety Management System Implementation Package**

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