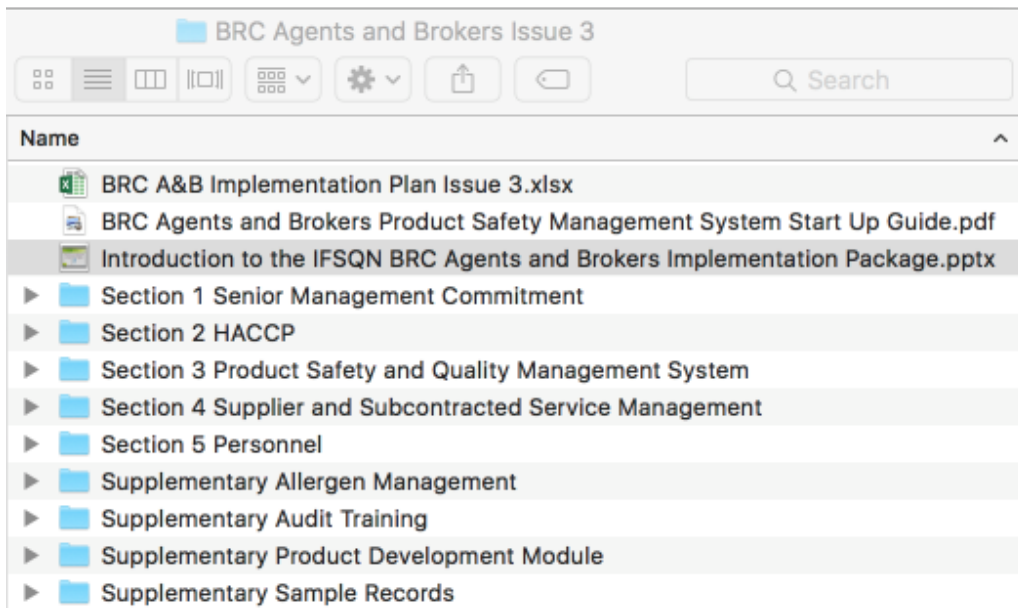Welcome to the IFSQN BRC Agents and Brokers Product Safety Management System Start-Up Guide which will guide you through the contents of the package. The IFSQN BRC Agents and Brokers Product Safety Management System includes:

✓ A comprehensive set of editable Food Safety & Quality 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 Training
✓ HACCP Training
✓ A range of Sample Food Safety Record Templates in Microsoft Word format
✓ Supplementary Allergen Risk Management Tools & Templates
✓ Supplementary Product Development Module
✓ Free Technical Support until you achieve Certification

1

Start by opening the Introduction to the IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation

This **IFSQN BRC Agents and Brokers Implementation Package PowerPoint Presentation** can be used to introduce your Management Team to the contents of the package.
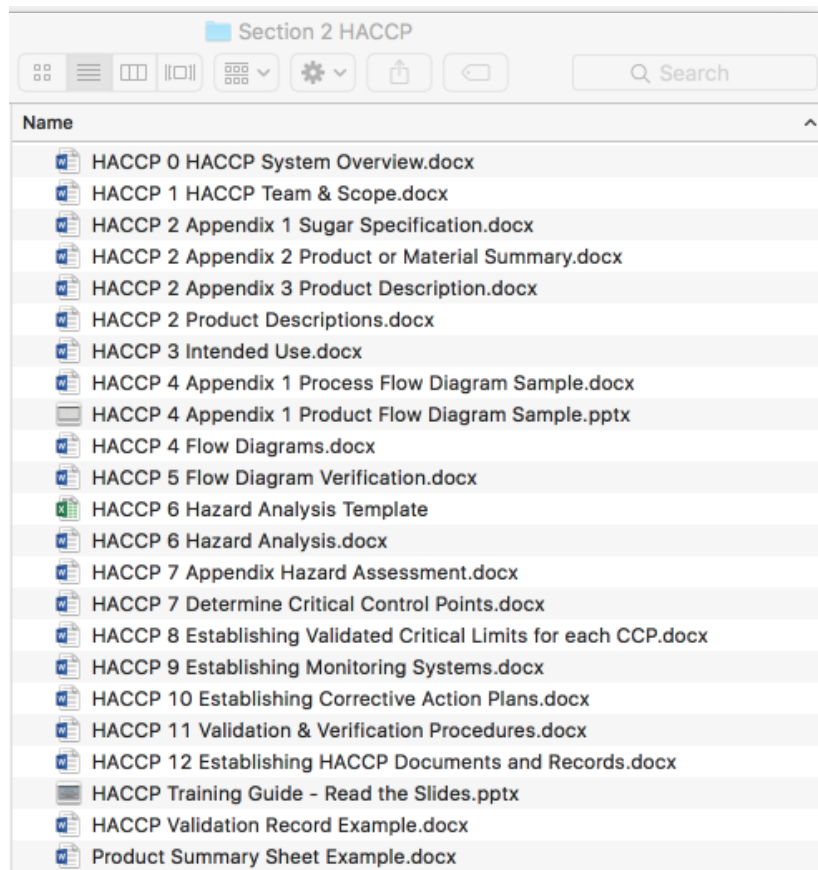

3
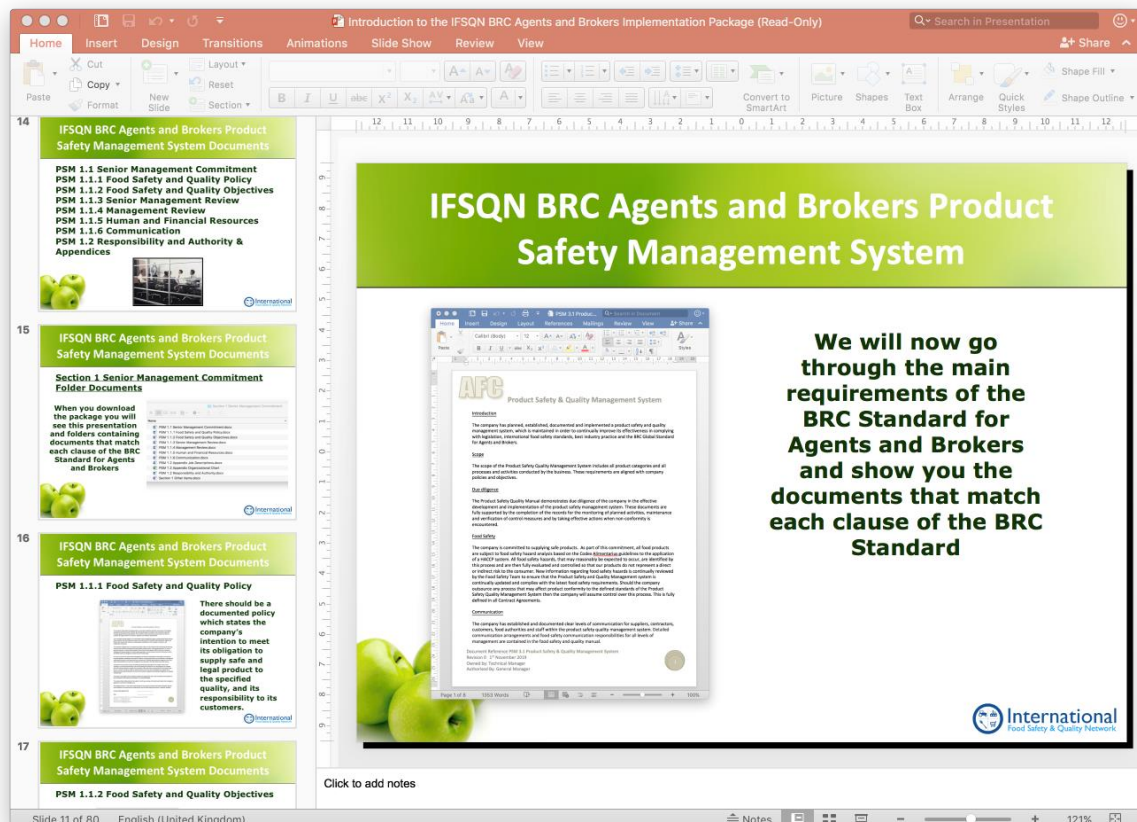
Agents and Brokers Implementation Plan

This **Implementation Plan Template** can be used by your Senior Management Team to plan the Implementation of your compliant Food Safety & Quality Management System.

Next open the Section 1 Senior Management Commitment folder

There is a Senior Management PSQMS Implementation Checklist which can help establish key elements of the Senior Management Commitment Section.
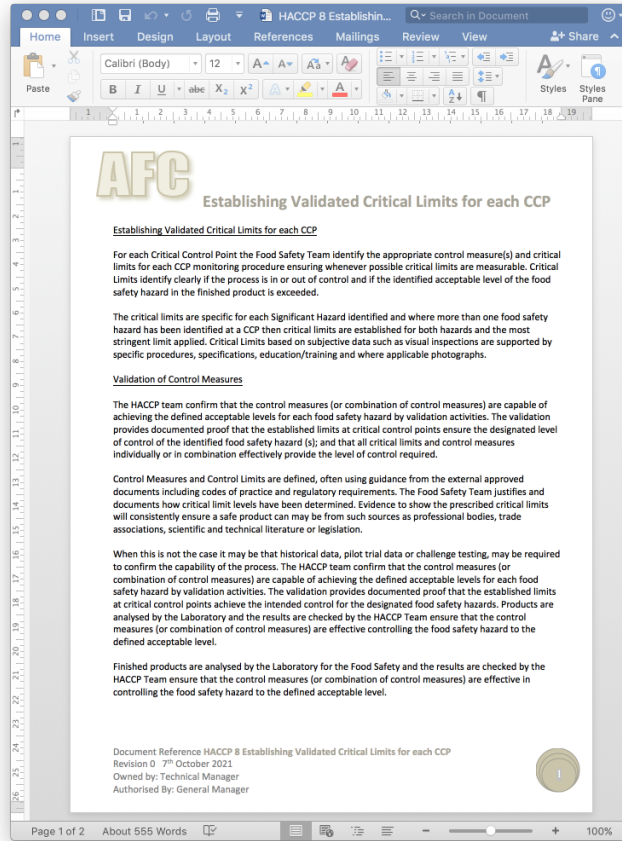
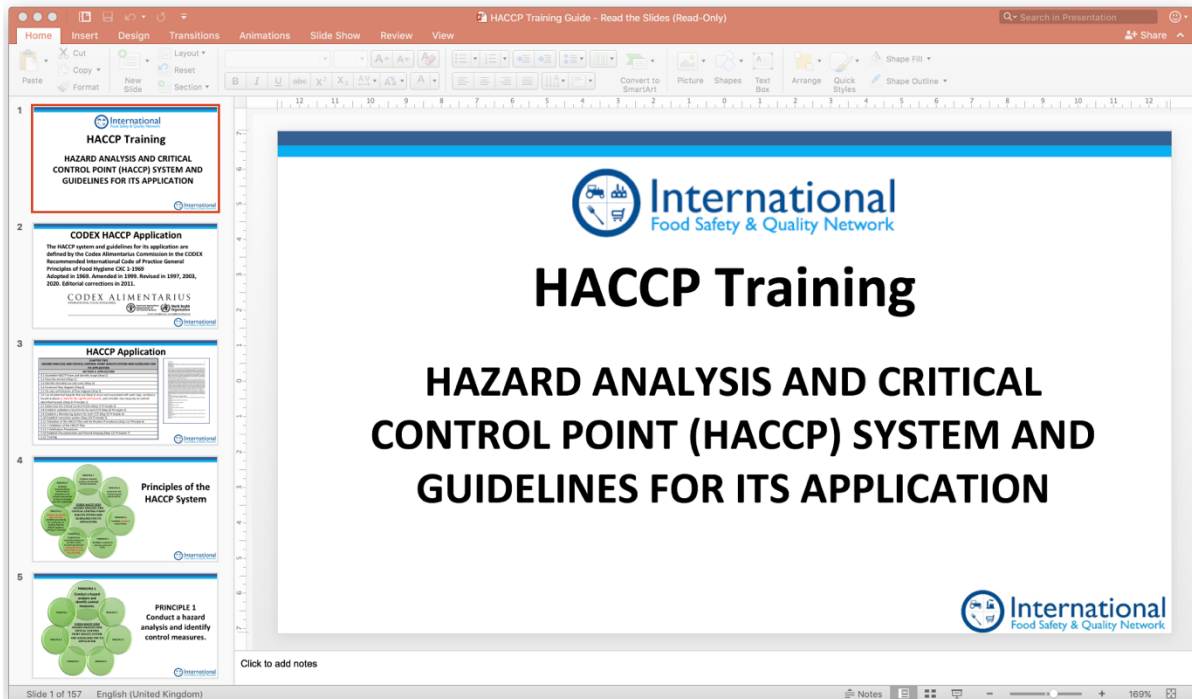## The next folder to open is the **Section 2 HACCP** Folder

This folder contains documentation to enable you to establish a HACCP System in accordance with CODEX 12 steps of HACCP Application (2020) and develop HACCP (Food Safety) Plans including:

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
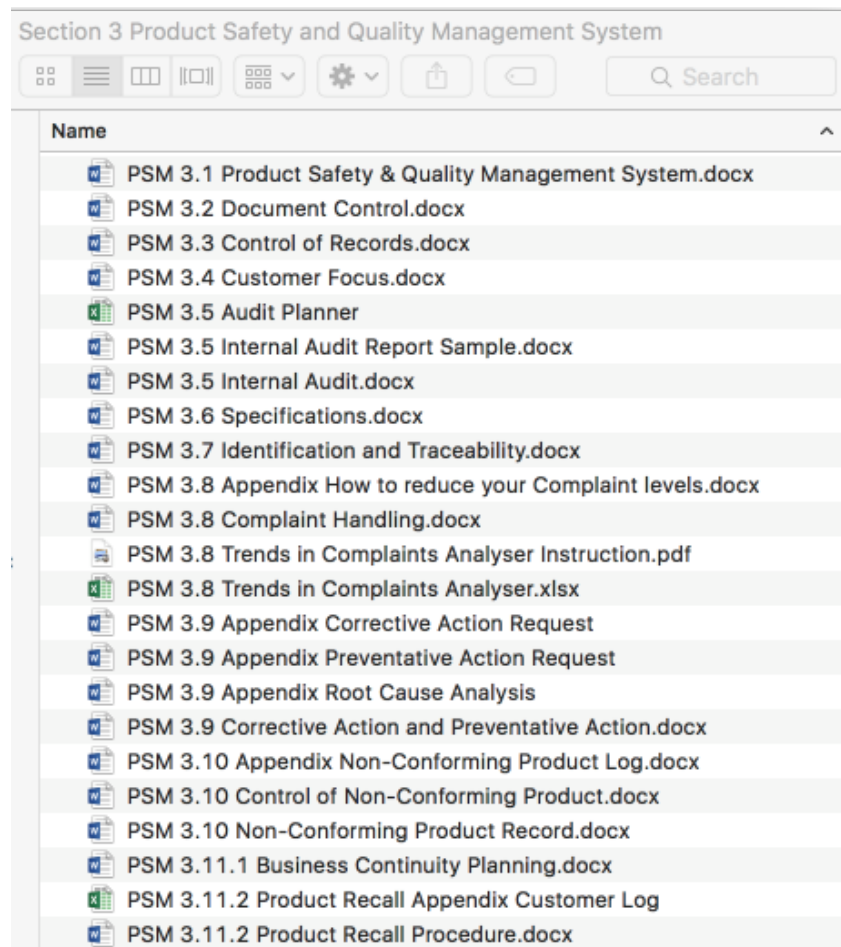HACCP 12 Establishing HACCP Documents and Records

This folder also contains a HACCP Training PowerPoint Presentation covering the 12 steps of HACCP Application:

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The next folder to open is the **Section 3 Product Safety and Quality Management System** Folder

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Section 3 Product Safety and Quality Management System

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Name                                                                    ∧

        PSM 3.1 Product Safety & Quality Management System.docx
        PSM 3.2 Document Control.docx
        PSM 3.3 Control of Records.docx
        PSM 3.4 Customer Focus.docx
        PSM 3.5 Audit Planner
        PSM 3.5 Internal Audit Report Sample.docx
        PSM 3.5 Internal Audit.docx
        PSM 3.6 Specifications.docx
        PSM 3.7 Identification and Traceability.docx
        PSM 3.8 Appendix How to reduce your Complaint levels.docx
        PSM 3.8 Complaint Handling.docx
        PSM 3.8 Trends in Complaints Analyser Instruction.pdf
        PSM 3.8 Trends in Complaints Analyser.xlsx
        PSM 3.9 Appendix Corrective Action Request
        PSM 3.9 Appendix Preventative Action Request
        PSM 3.9 Appendix Root Cause Analysis
        PSM 3.9 Corrective Action and Preventative Action.docx
        PSM 3.10 Appendix Non-Conforming Product Log.docx
        PSM 3.10 Control of Non-Conforming Product.docx
        PSM 3.10 Non-Conforming Product Record.docx
        PSM 3.11.1 Business Continuity Planning.docx
        PSM 3.11.2 Product Recall Appendix Customer Log
        PSM 3.11.2 Product Recall Procedure.docx
```

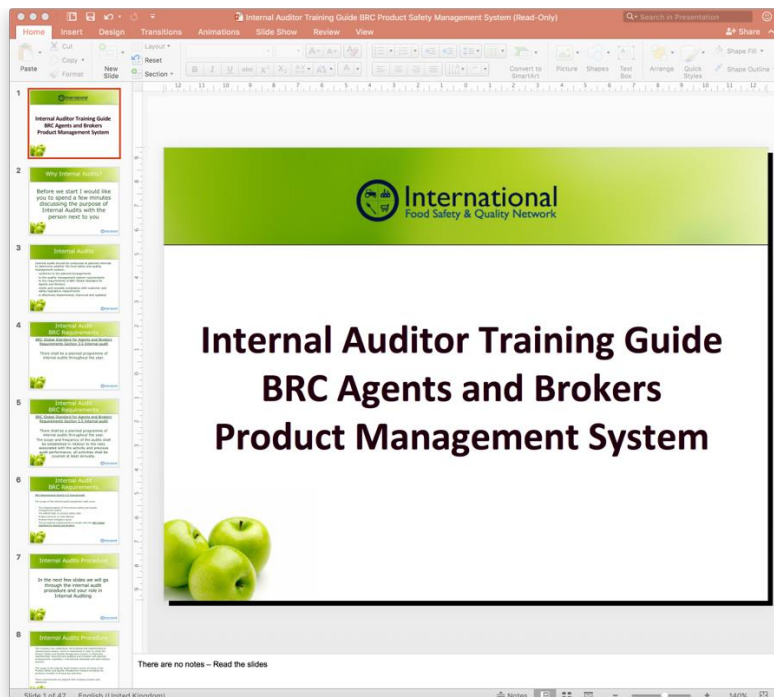These Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 3 and include:

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

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An Internal Audit Risk Assessment and Schedule Template is included

Note: A supplementary Internal Auditor Training PowerPoint Presentation is included with the Package and is in the Supplementary Audit Training Folder
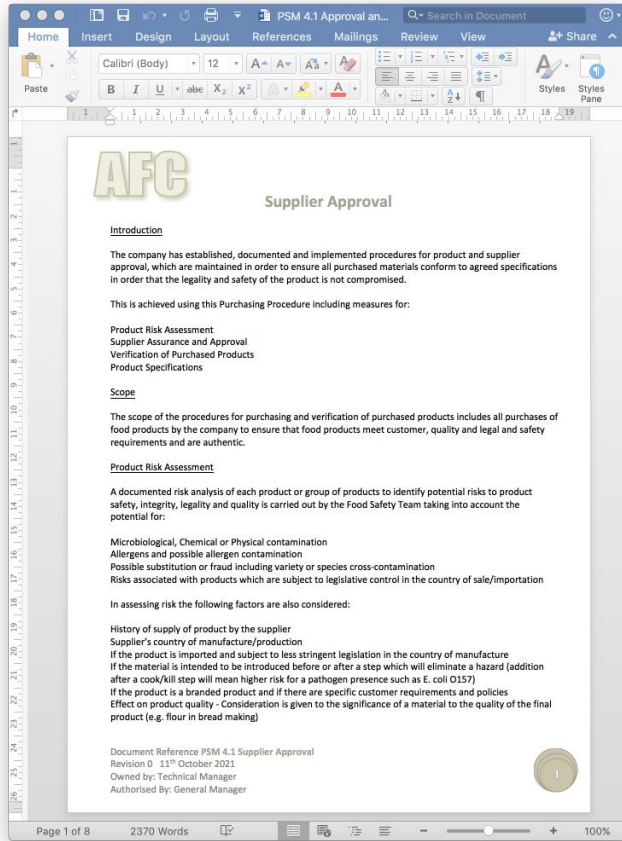
The next folder to open is the Section 4 Supplier and Subcontracted Service Management Folder
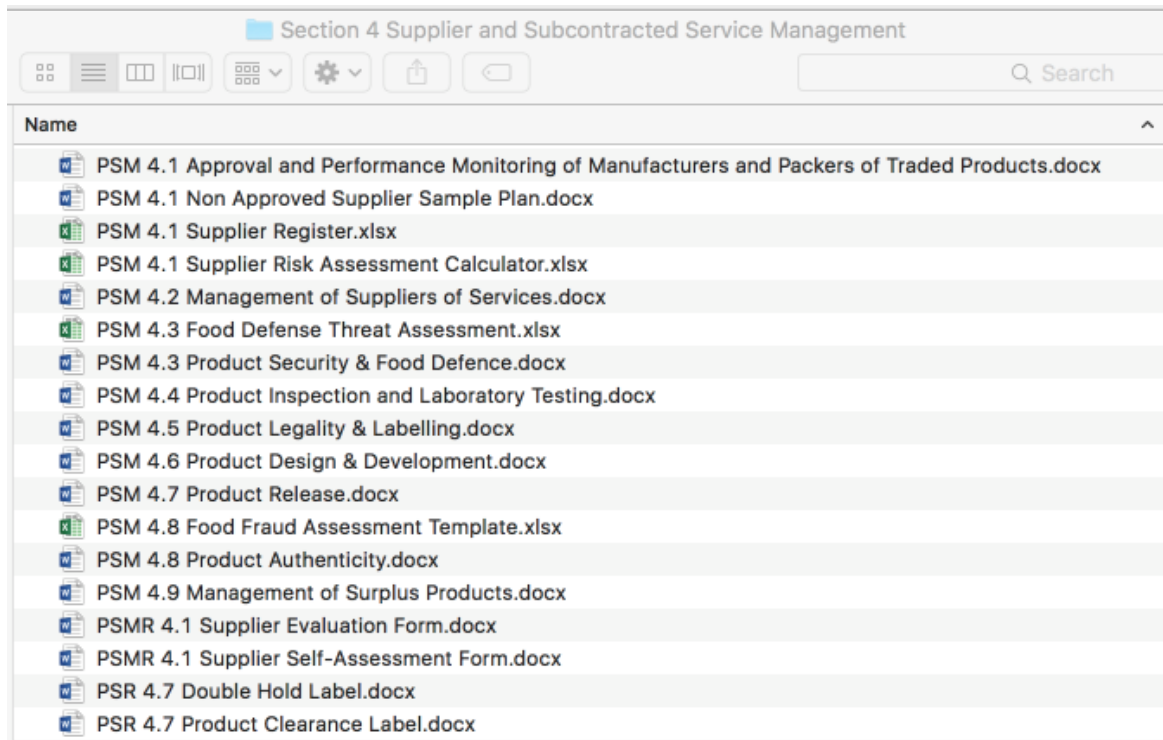
These Templates match the clauses of the BRCGS Global Standard for Agents and Brokers Issue 2 and include:

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

In addition to PSM 4.6 Product Design and Development a Supplementary Product Development Module is included in the package
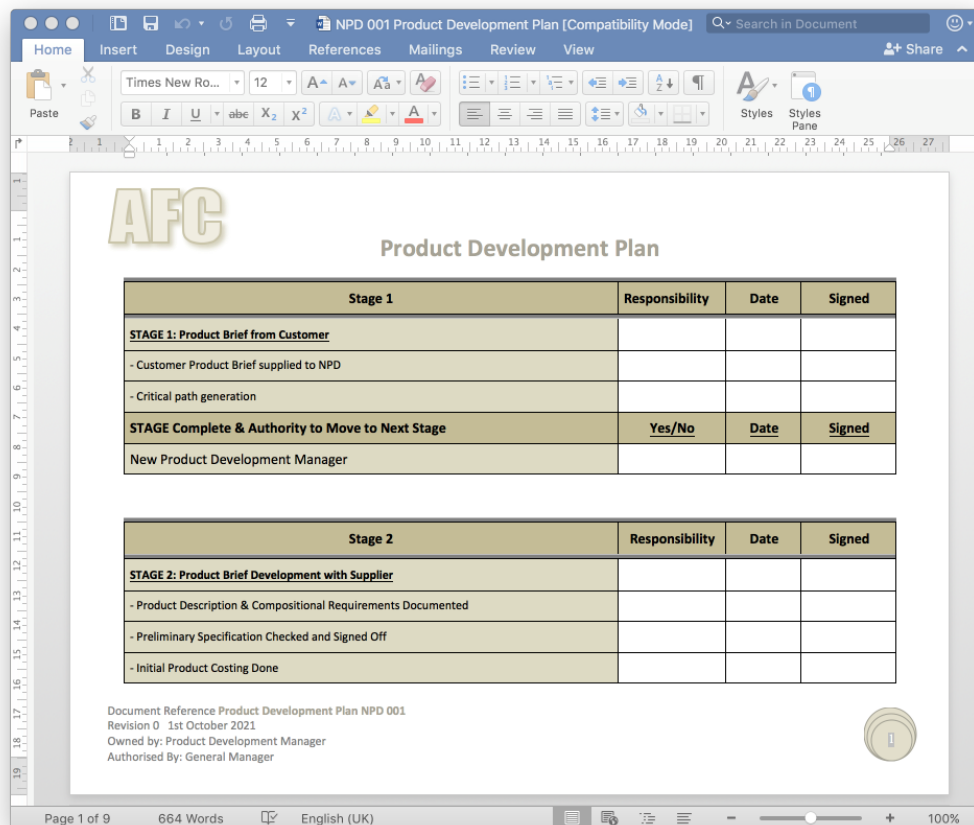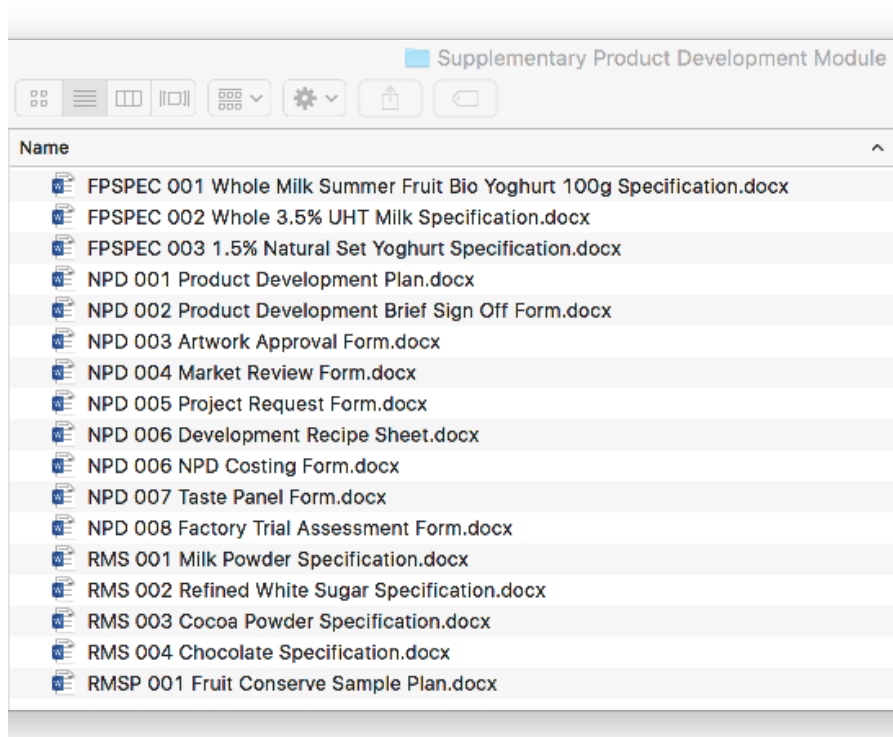
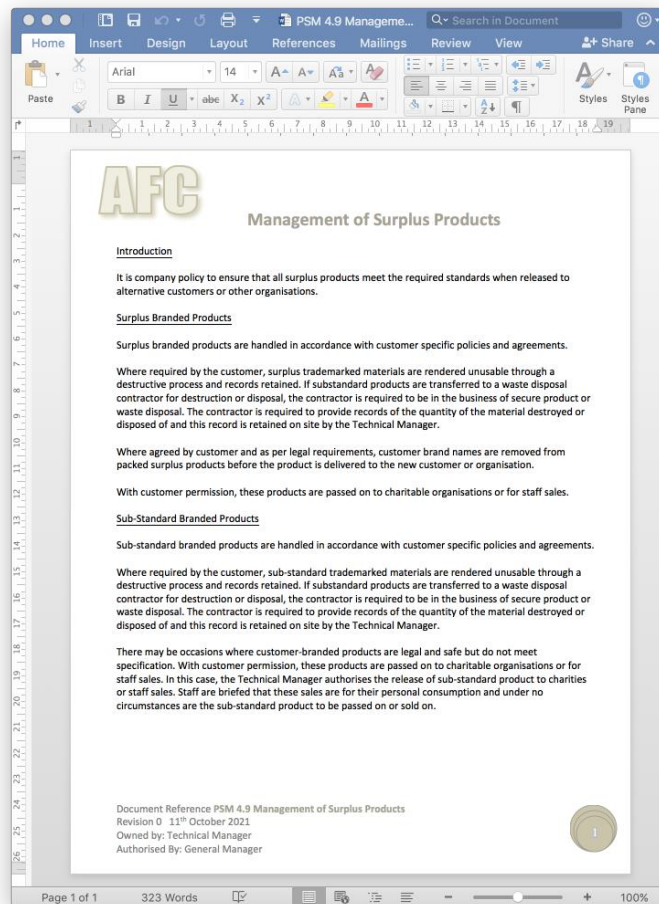## A Food Fraud Risk Assessment Template is included

The next folder to open is the **Supplementary Sample Records** Folder

There are a range of editable Food Safety Record Templates:

Supplementary Sample Records

Name

- FSR Dispatch and Distribution Verification Record.docx
- FSR PRP Cleaning Verification Record.docx
- FSR CCP Validation - Metal Detection.docx
- FSR Process Change Approval Record.docx
- FSR Internal Audit Corrective Action Summary.docx
- FSR Document Master List.docx
- FSR Product Recall Test Record.docx
- FSR Product Recall Trace.docx
- FSR Non Approved Supplier Sample Plan.docx
- FSR Chemical Register.docx
- FSR Non Conformance Notification.docx
- FSR QA Online Check Sheet.docx
- FSR Sample Filler Cleaning Record.docx
- FSR Drain Cleaning Procedure Filler Areas.docx
- FSR Product Recall Record.docx
- FSR Visitor Questionnaire.docx
- FSR Outgoing Vehicle Inspection Record.docx
- FSR Vehicle Hygiene Inspection Record.docx
- FSR Glass and Brittle Plastic Register.docx
- FSR Cleaning Schedule.docx
- FSR Sample Cleaning Record.docx
- FSR Metal Detection Record.docx
- FSR Glass Breakage Record.docx
- FSR Equipment Cleaning Procedure and Record.docx
- FSR Goods In Inspection Record.docx
- FSR Knife Control Record.docx
- FSR Site Audit Checklist.docx
- FSR Complaint Investigation Form.docx
- FSR Hygiene Policy Staff Training Record.docx
- FSR Return to Work Form.docx
- FSR Supplier Self Assessment Form.docx
- FSR Corrective Action Request.docx
- FSR Non-Conformance Record.docx
- FSR Food Safety Quality System Audit Form.docx
- FSR Packing Traceability Record.docx
- FSR Supplier Evaluation Form.docx
- FSR Product Release Record.docx
- FSR Training Record.docx
- FSR Management Review Record.docx
- FSR Supplier Register.xlsx
- FSR Goods In QA Clearance Label.docx

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 techncial 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

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