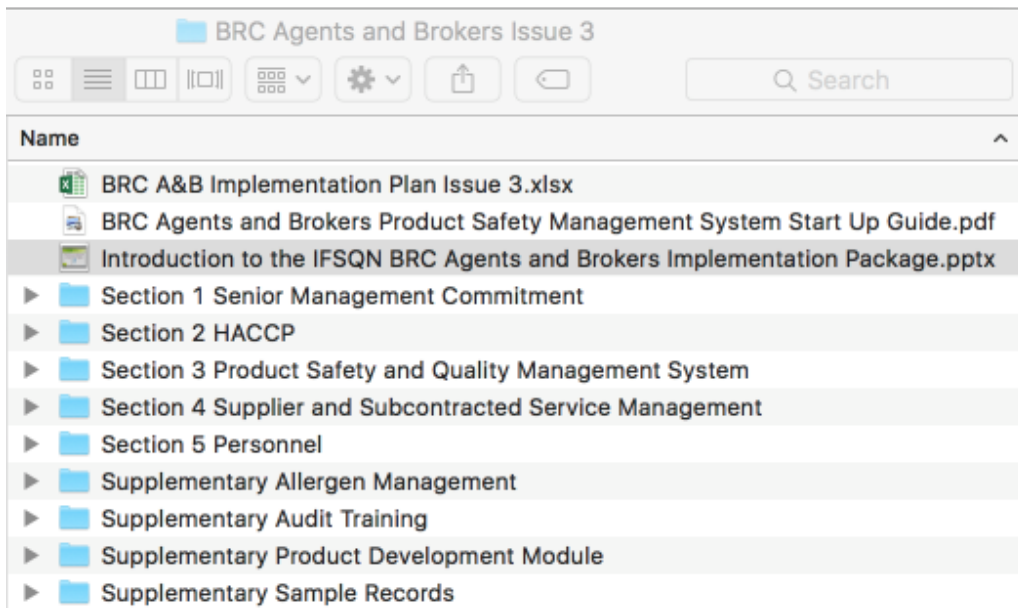


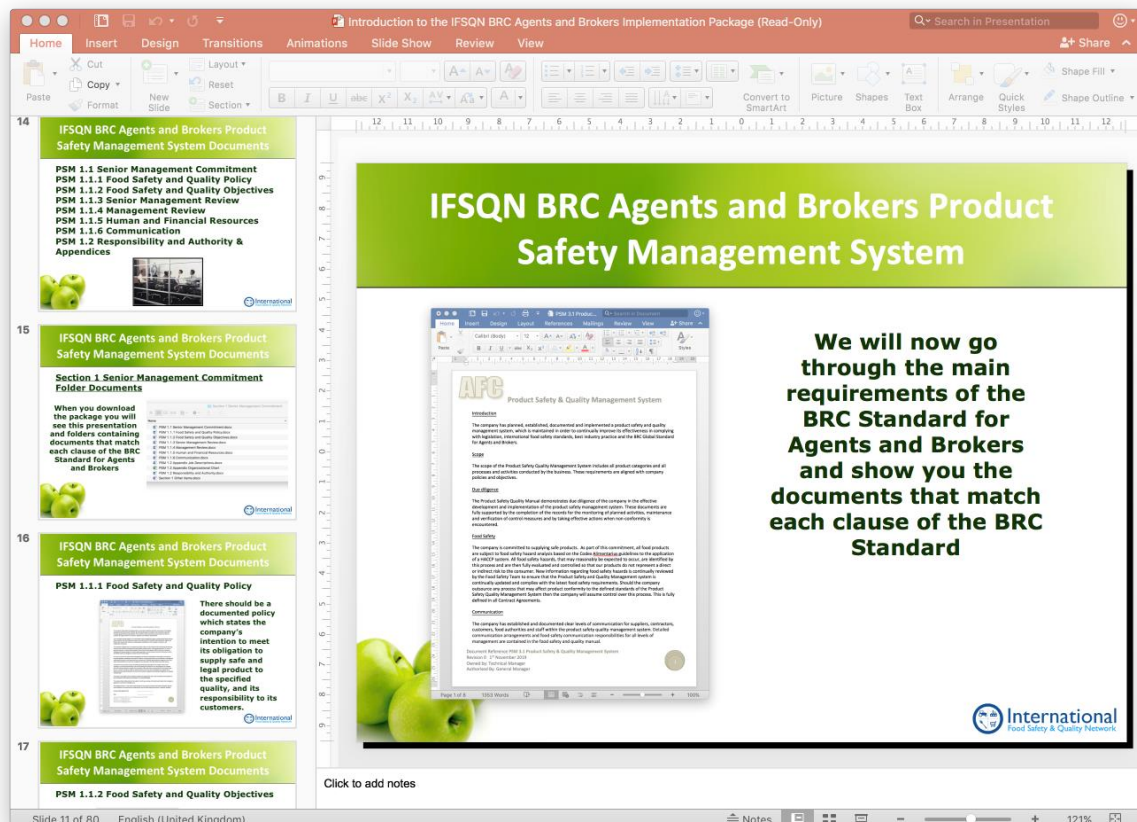
Welcome to the IFSQN BRC Agents and Brokers Product Safety Management System Start-Up Guide which will guide you through the contents of the package. The IFSQN BRC Agents and Brokers Product Safety Management System includes:

- ✓ 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

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.

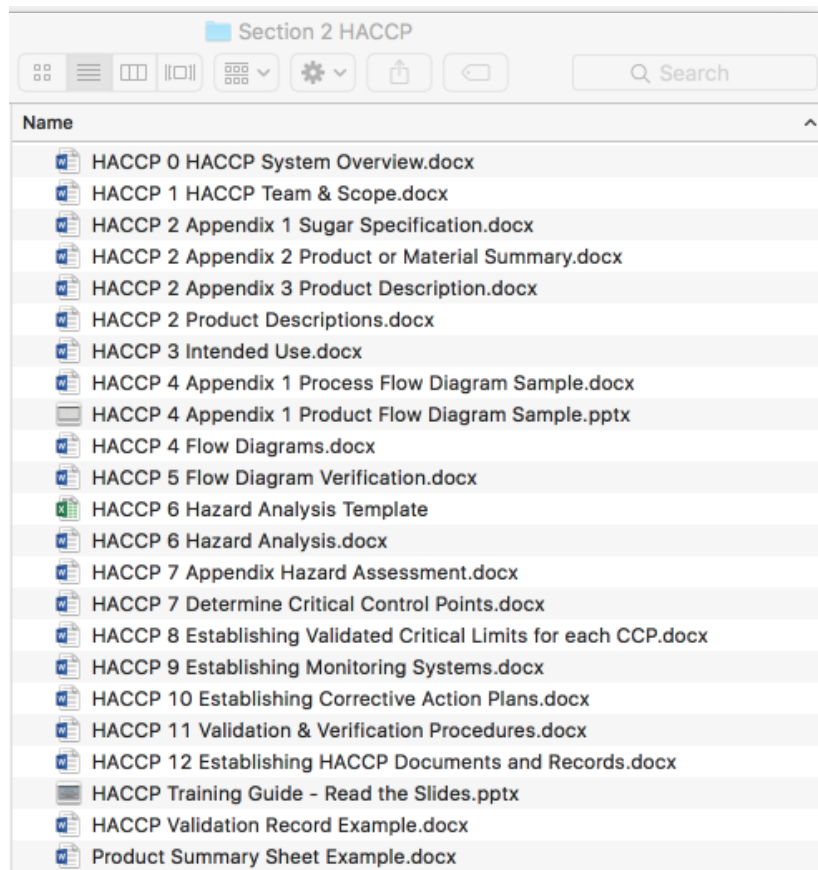


Agents and Brokers Implementation Plan

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

Plan/ Document	Implement	Weeks	Weeks				
			D	A	T	E	S
			01-Jun	08-Jun	15-Jun	22-Jun	29-Jun
Section 1 Senior Management Commitment							
1 Statement of Intent - Senior Management demonstrate they are fully committed to the implementation of the requirements of the Global Standard for Agents & Brokers and to processes which facilitate continual improvement of product safety and quality management.							
1.1 Senior Management Commitment And Continual Improvement							
1.1.1	Documented Food Safety Policy - safe, legal and authentic products to the specified quality	SMT PT 2					
1.1.2	Plan for the development of a Food Safety & Quality Culture	SMT PT 2					
1.1.3	Documented Food Safety Objectives	SMT SMT 4					
1.1.4	Senior Management Review	SMT SMT 1					
1.1.5	Reporting System - significant product safety, legality and quality issues are brought to the attention of senior management	SMT SMT 2					
1.1.6	Human And Financial Resources	SMT PT 8					
1.1.7	Informed of scientific/technical developments, industry codes of practice, new risks to authenticity of raw materials & relevant legislation	SMT SMT 13					
1.1.8	Registered or Approved by Local Authority	SMT PT 13					
1.1.9	Current, Original Copy Of The Standard	SMT PT 4					
1.1.10	Announced recertification audits	SMT SMT 1					
1.1.11	Attendance most senior production or operations manager	-					
1.1.12	Root Cause of Non-Conformities Identified At Previous Audit address	-					
1.2	Organisation Chart	-					
1.2.1	Employees Are Aware Of Responsibilities	8					
1.2.2	Organisational Structure, Responsibilities And Management Authority	13					
Section 2 Hazard and Risk Assessment							

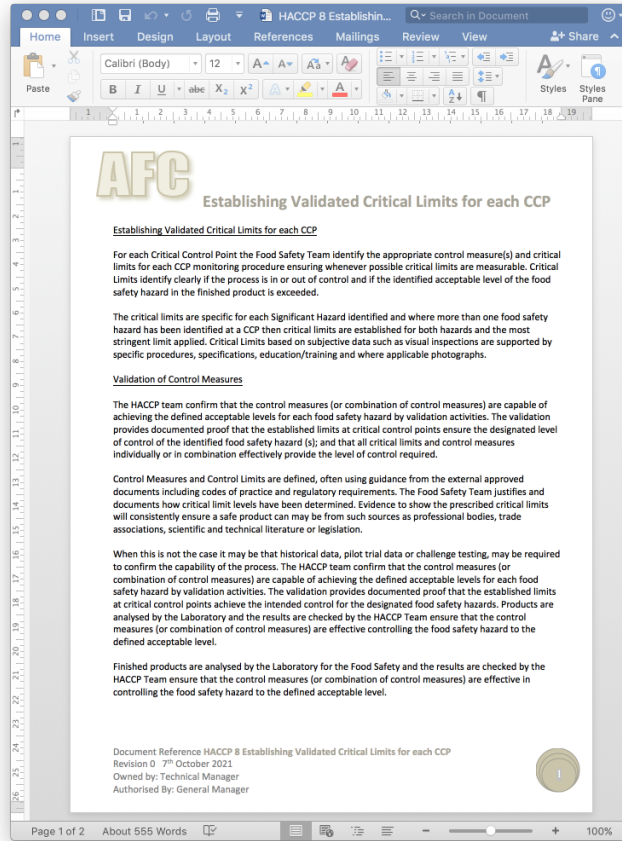
The next folder to open is the **Section 2 HACCP** Folder



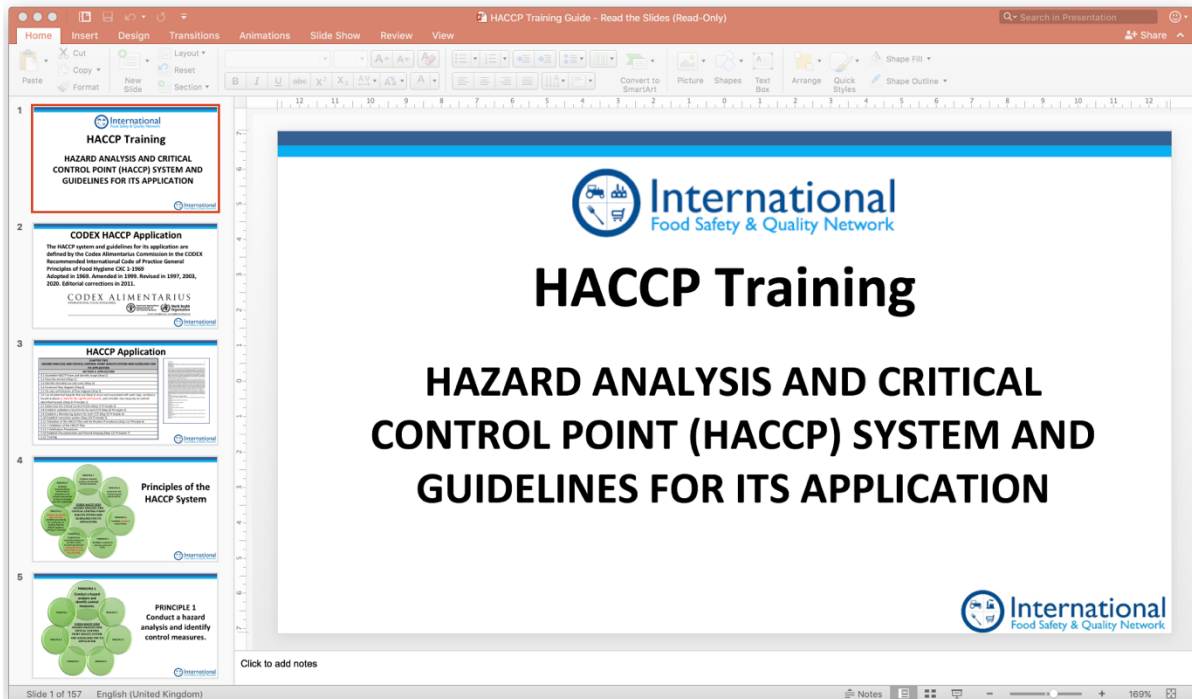
This folder contains documentation to enable you to establish a HACCP System in accordance with CODEX 12 steps of HACCP Application (2020) and develop HACCP (Food Safety) Plans including:

- 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

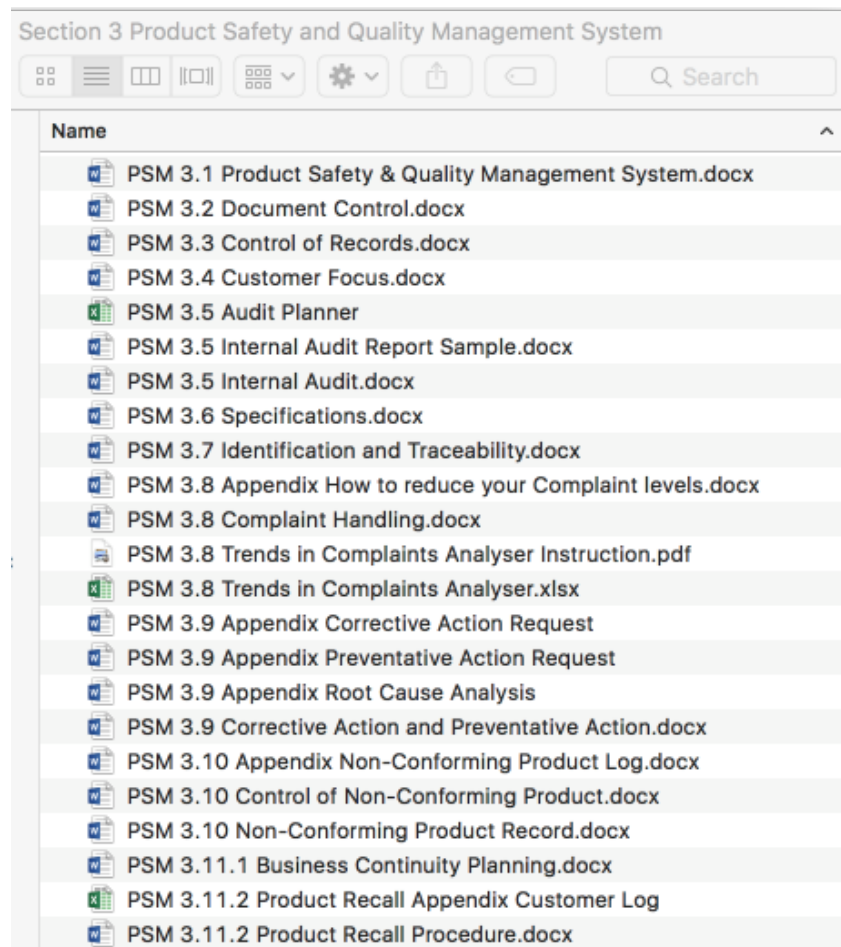
BRC Agents & Brokers Product Safety Management System Start Up Guide



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



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



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

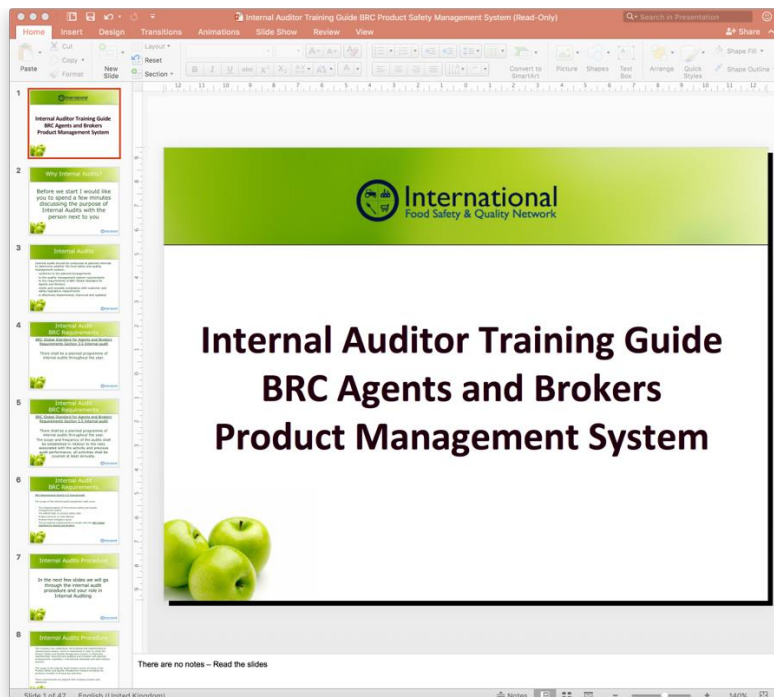
- PSM 3.1 Product Safety & Quality Management System
- PSM 3.2 Document Control
- PSM 3.3 Control of Records
- PSM 3.4 Customer Focus
- PSM 3.5 Internal Audit
- PSM 3.6 Specifications
- PSM 3.7 Traceability
- PSM 3.8 Complaint Handling
- PSM 3.9 Corrective & Preventive Actions
- PSM 3.10 Control of Non-Conforming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

BRC Agents & Brokers Product Safety Management System Start Up Guide

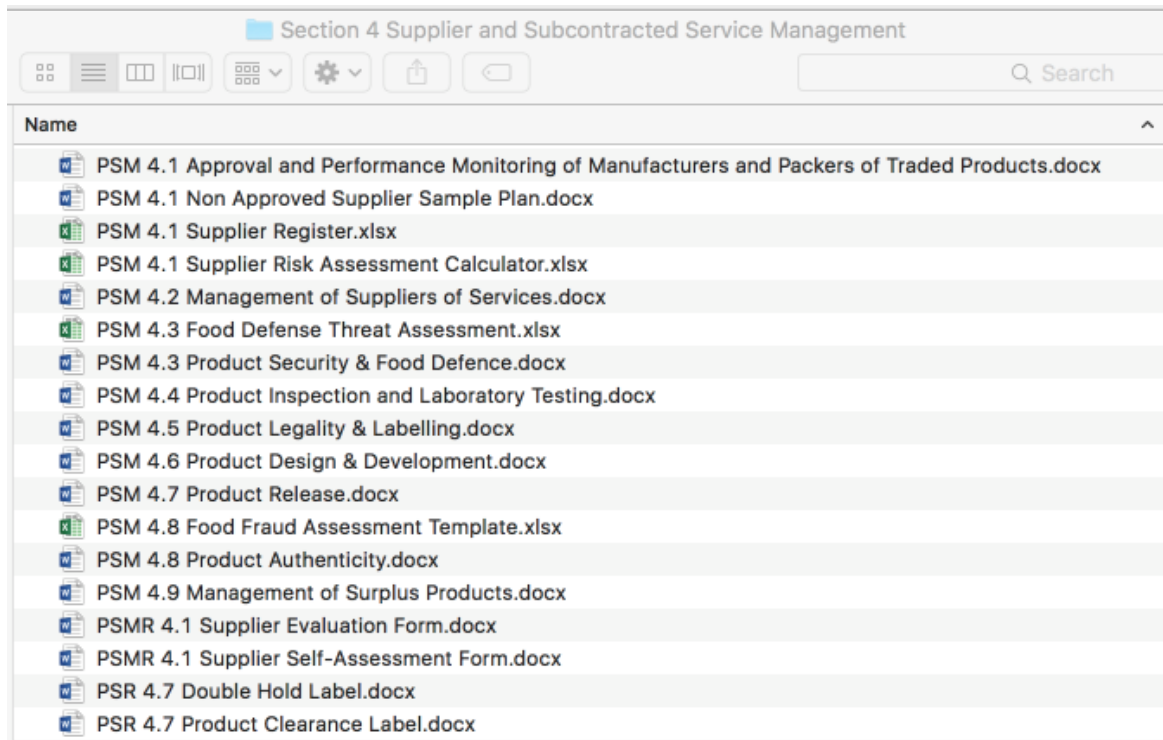
An Internal Audit Risk Assessment and Schedule Template is included

The screenshot displays the 'PSM 3.5 Audit Planner' spreadsheet. The interface includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The main content area is a grid with columns for months (January to December) and rows for various audit categories. The categories are color-coded: Section 1 (Senior Management Commitment) in green, Section 2 (Hazard and Risk Assessment) in red, Section 3 (Product Safety and Quality Management System) in yellow, and Section 4 (Supplier and Subcontracted Service Management) in purple. The grid contains numerical values representing audit frequency or risk levels for each category across the months.

Note: A supplementary Internal Auditor Training PowerPoint Presentation is included with the Package and is in the Supplementary Audit Training Folder



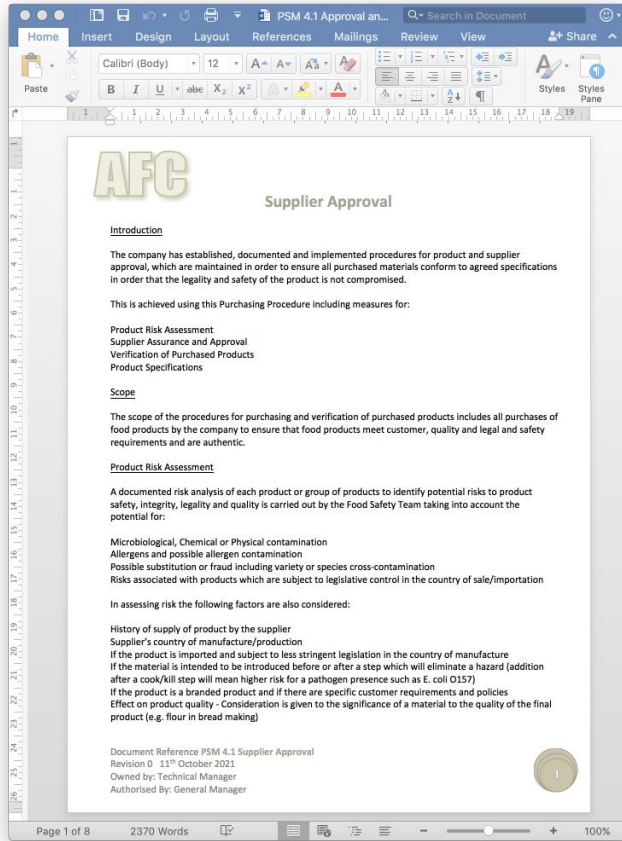
The next folder to open is the **Section 4 Supplier and Subcontracted Service Management Folder**



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

BRC Agents & Brokers Product Safety Management System Start Up Guide



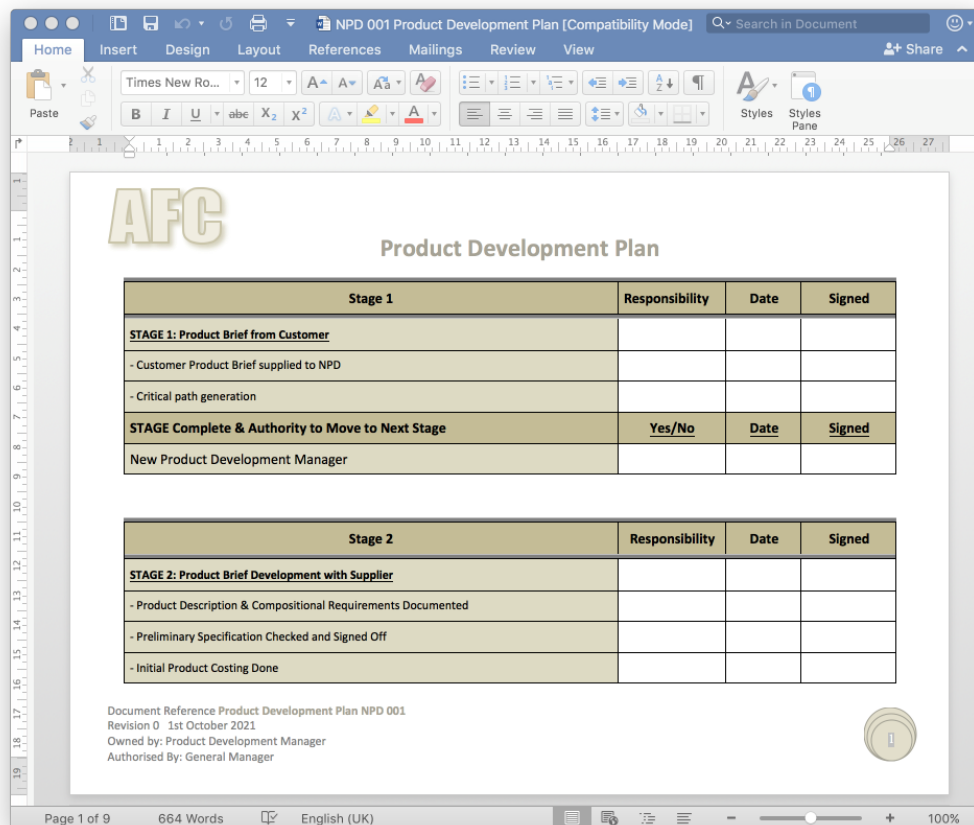
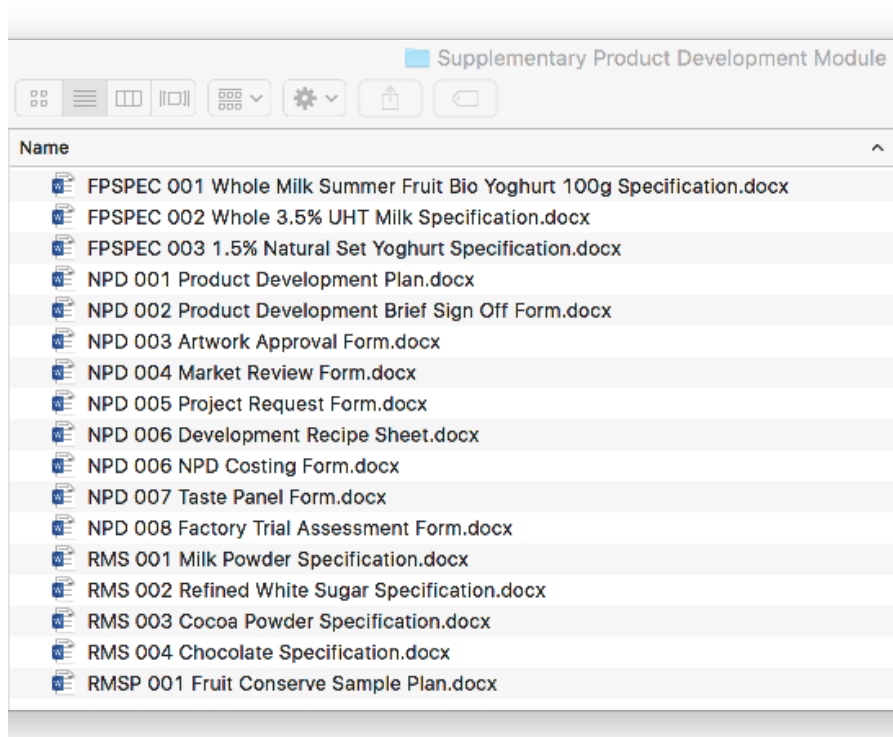
There is also a Supplier Risk Assessment Template included

Score	Supplier Category Rating	Severity of Risk	Risk Score	Rating	What should I do?
5	Final Product/Contract Manufacturer	Catastrophic - death or large number of serious injuries	25	Extreme	Close Surveillance of Supplier and Material Required
4	Raw Material/High Risk Service	Major - serious injury, extensive injuries	16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contact Packaging/Medium Risk Service	Moderate - medical treatment required	9 - 15	Moderate	Material/Service Monitoring Required
2	Non Contact Packaging	Minor - first aid treatment required	< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
1	Low Risk Service	Minor - no injuries			

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls In Place	S	C	S	S	S	Primary Control	Secondary Control	Primary Control
1	A	Chocolate Topping	Final Product	Salmonella Present	Not Further Processed by Customer	5	5	25	Supplier Audit every 6 months	Positive Release prior to Use			
2	B	Flour for Baking	Raw Material	Salmonella Present	Further Processed by Customer	4	4	16	Supplier Audit every 2 Years	Certification to GFSI Approved Standard			
3	C	Contract Scones	Contract Manufacturer	Salmonella Present	None Currently	5	5	25	Supplier Audit every 6 months	Certification to GFSI Approved Standard			
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12	Certification to GFSI Approved Standard	Supplier Assurance Questionnaire			
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Product Areas	1	1	1	Supplier Assurance Questionnaire	COC with each Delivery			
6	F	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months			
7	G	0				1	5	5	Supplier Audit every 6 months	Supplier Audit every 6 months			

BRC Agents & Brokers Product Safety Management System Start Up Guide

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

PSM 4.8 Food Fraud Assessment Template

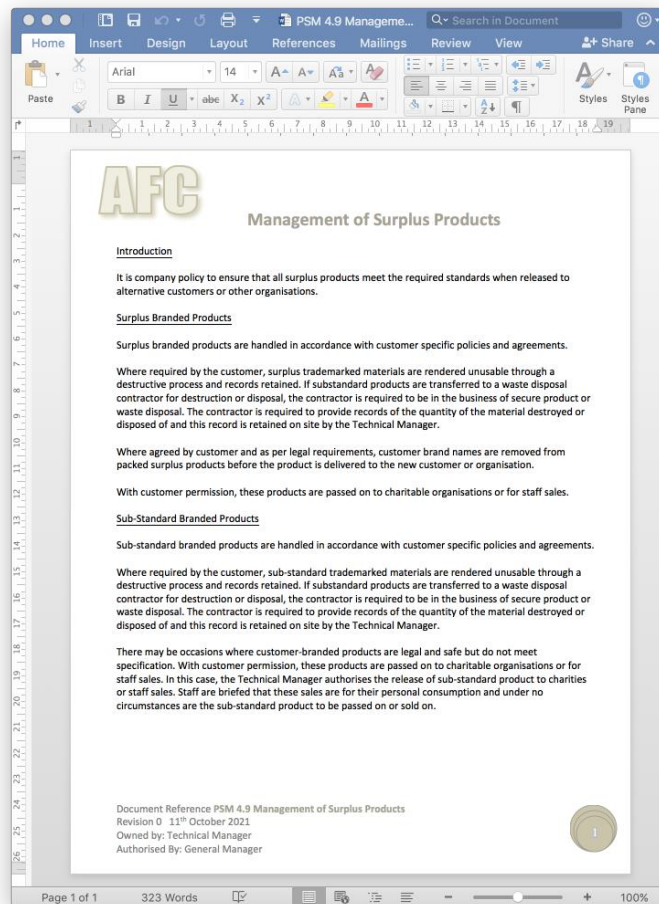
Consideration should include (also review when there are changes to):

Food Fraud Vulnerability Assessment & Plan Summary

Risks to consider are emerging and historical issues, Historical evidence of substitution or adulteration, Value of the material, Availability - e.g. a poor harvest may restrict availability and may increase the potential for adulteration, Sophistication of routine testing to identify adulterants (if testing within the supply chain is comprehensive and focused on potential fraud issues, then the likelihood is less), Country of origin, length and complexity of the supply chain

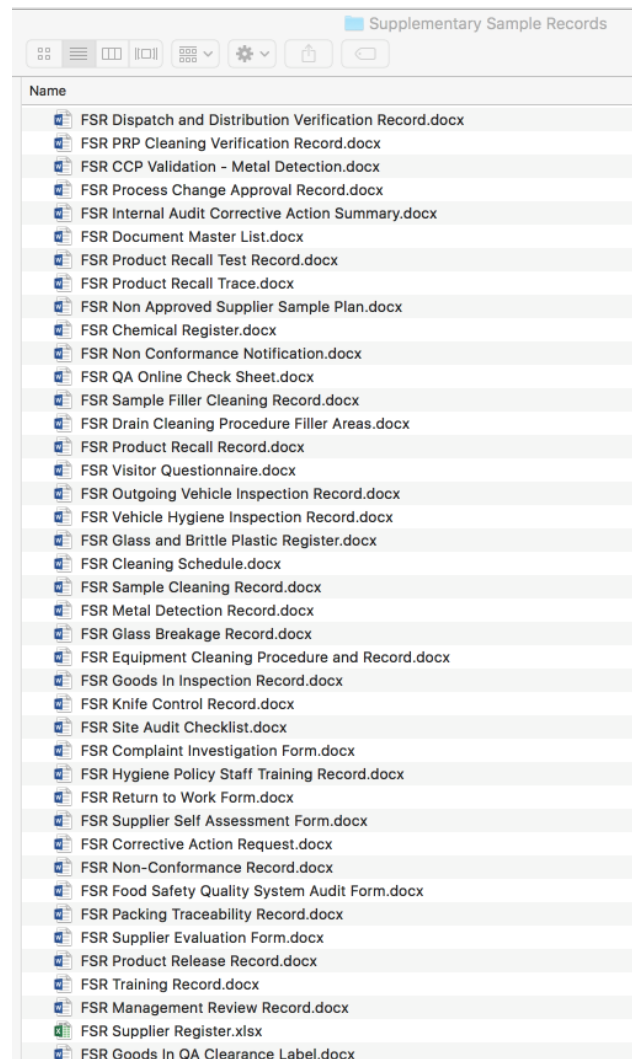
Consideration should include (also review when there are changes to):
 The quality of raw materials
 The country of origin
 The financial situation of material suppliers or countries of origin
 Cost of raw materials
 The supply chain
 Material availability (such as poor crop season)

Assessment Number	Assessment Category	Details of Product or Material or Service	Supplier	Available Information and Data Review				Potential Risk	Potential for Food Fraud Rating	Current Controls in Place	Risk Assessment			Risk Rating		Control Measures Required	
				Historical evidence of substitution or adulteration	Economic factors which may make adulteration or	Ease of access to raw materials through the supply chain	Sophistication of routine testing to identify adulterants				Nature of the Raw Material	Likelihood	Economic Consequence	Public Health Consequence	Economic Risk Rating	Public Health Risk Rating	Primary Control
1	Purchased Final Ingredient	Chocolate Topping	Supplier Barry C India					Counterfeiting	5	Supplier Audit every 6 months	5	3	3	15	25	Raw material testing	Certificates of analysis from raw material suppliers
2	Purchased Final Ingredient	Chocolate Topping	Supplier Barry B USA					Stolen goods	3	Supplier Audit every 12 months	4	3	3	12	12	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
3	Purchased Raw Ingredient	Flour for Baking	Supplier A Mills USA					Unapproved enhancements	4	Certification to ISO Approved Standards	3	4	4	15	20	Use of tamper evidence or seals on incoming raw materials	Enhanced supplier approval checks
4	Contract Packager	Contract Scoops	Contract Pack Inc USA					Grey market	3	Supplier Audit every 6 months	3	3	3	15	25	Mass balance exercises at the supplier	Raw material testing
5	Purchased Contact Packaging	Cake Tray	FoodPac Germany					Stolen goods	3	Supply to Contract Specification	3	3	3	9	9	Supply chain audits	CCD with each Delivery
6	Contact Material	Detergent	Chemico Inc USA					No Risk	1	Supply to Contract Specification	1	1	1	3	2	Supply chain audits	CCD with each Delivery
7	Purchased Non-Contact Packaging	Cardboard Box	Buform Inc USA					No Risk	1	Supply to Contract Specification	1	1	1	1	1	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
8	On-site In-Process Product	Choco Cake Mix Blend in Bulk						Stolen goods	3	Site Security	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
9	On-site Finished Product	Choco Cake Mix Bagged						Stolen goods	3	Mass Balance exercises on site weekly	3	4	3	12	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
10	On-site Contact Packaging	Choco Cake Mix Bags						Counterfeiting	3	Site Security	3	3	3	15	9	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
11	Warehouse Finished Product							Stolen goods	1	Mass Balance exercises on site weekly	1	1	1	0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers
12	Market place Finished Product							Mislabeling/Misbranding	1	Monitoring of Product in Market Place	1	1	1	0	0	Certificates of analysis from raw material suppliers	Certificates of analysis from raw material suppliers



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

There are a range of editable Food Safety Record Templates:



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