BRC Food Safety Management System Plus FSMA Module

This is an ideal package for Food Manufacturers looking to meet the requirements of the new BRC Global Standard for Food Safety (Issue 8 2018) and the additional voluntary FSMA Preventive Controls Preparedness Module. Included in the package:

- ✓ Comprehensive BRC Food Safety Issue 8 Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Voluntary Module 15 FSMA Preventive Controls Preparedness documentation
- ✓ FSMA Hazards Analysis & Preventive Controls Guidance & Tools
- ✓ Laboratory Quality Manual
- ✓ Training Modules
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail

BRC Food Safety Management System Plus FSMA Module

The package includes a free implementation workbook to assist in the implementation of our BRC Food Safety Management System.

As well as being updated this BRC Implementation Package includes additional management tools to help you achieve BRC certification:

- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module
- ✓ BRC Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ User guide

To order the IFSQN Issue 8 BRC Food Safety & Quality Management System Implementation Package click here

www.ifsqn.com

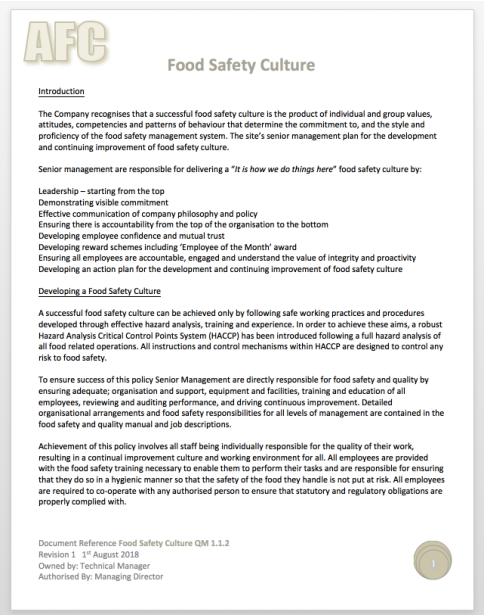
BRC Food Safety Management System Plus FSMA Module

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 Culture
QM 1.1.2 Food Safety Culture Planning
QM 1.1.3 Food Safety and Quality Objectives
QM 1.1.4 Senior Management Review
QM 1.1.4 Appendix Senior Management Review Record
QM 1.1.5 Management Meetings
QM 1.1.6 Appendix Integrity Helpline
QM 1.1.6 Confidential Reporting System
QM 1.1.7 Human and Financial Resources
QM 1.2 Responsibility and Authority
QM 1.2 Appendix Example Organisational Chart
QM 1.2 Responsibility Appendix Example Job Descriptions
QM 1.2A Communication



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Food Safety Culture

Introduction

The Company recognises that a successful food safety culture is the product of individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of the food safety management system. The site's senior management plan for the development and continuing improvement of food safety culture.

Senior management are responsible for delivering a "*It is how we do things here*" food safety culture by:

Leadership – starting from the top
Demonstrating visible commitment
Effective communication of company philosophy and policy
Ensuring there is accountability from the top of the organisation to the bottom
Developing employee confidence and mutual trust
Developing reward schemes including 'Employee of the Month' award
Ensuring all employees are accountable, engaged and understand the value of integrity and proactivity
Developing an action plan for the development and continuing improvement of food safety culture

Developing a Food Safety Culture

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 these aims, a robust Hazard Analysis Critical Control Points System (HACCP) has been introduced following a full hazard analysis of all food related operations. All instructions and control mechanisms within HACCP 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, equipment and 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 and job descriptions.

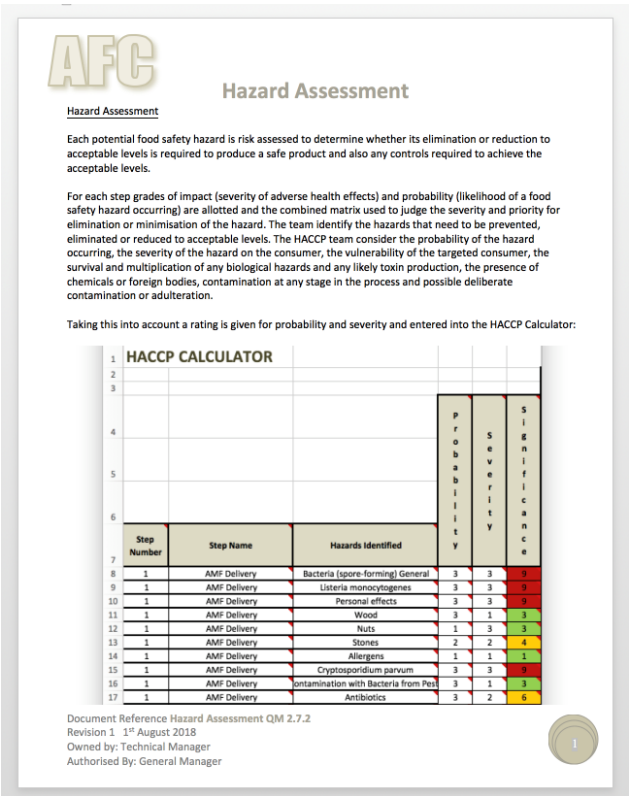
Achievement of this policy involves all staff being individually responsible for the quality of their work, resulting in a continual improvement culture and working environment for all. All employees are provided with the food safety training necessary to enable them to perform their tasks and are responsible for ensuring that they do so in a hygienic manner so that the safety of the food they handle 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.

Document Reference Food Safety Culture QM 1.1.2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: Managing Director

BRC Food Safety Management System Plus FSMA Module

Section 2

QM 2 HACCP System
QM 2.1 HACCP Team and Scope
QM 2.2 HACCP Prerequisites
QM 2.3 HACCP Product Description and Relevant Information
QM 2.4 HACCP Intended Use
QM 2.5 HACCP Flow Diagrams
QM 2.6 HACCP Flow Diagram Verification
QM 2.7.1 Hazard Identification
QM 2.7.2 Hazard Assessment
QM 2.7.3 Identification 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 for each CCP
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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Hazard Assessment

Hazard Assessment

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

For each step grades of impact (severity of adverse health effects) and probability (likelihood of a food safety hazard occurring) are allotted and the combined matrix used to judge the severity and priority for elimination or minimisation of the hazard. The team identify the hazards that need to be prevented, eliminated or reduced to acceptable levels. The HACCP team consider the probability of the hazard occurring, the severity of the hazard on the consumer, the vulnerability of the targeted consumer, the survival and multiplication of any biological hazards and any likely toxin production, the presence of chemicals or foreign bodies, contamination at any stage in the process and possible deliberate contamination or adulteration.

Taking this into account a rating is given for probability and severity and entered into the HACCP Calculator:

HACCP CALCULATOR

Step Number	Step Name	Hazards Identified	Probability	Severity	Significance
1	AMF Delivery	Bacteria (spore-forming) General	3	3	9
1	AMF Delivery	Listeria monocytogenes	3	3	9
1	AMF Delivery	Personal effects	3	3	9
1	AMF Delivery	Wood	3	1	3
1	AMF Delivery	Nuts	1	3	3
1	AMF Delivery	Stones	2	2	4
1	AMF Delivery	Allergens	1	1	1
1	AMF Delivery	Cryptosporidium parvum	3	3	9
1	AMF Delivery	ontamination with Bacteria from Pest	3	1	3
1	AMF Delivery	Antibiotics	3	2	6

Document Reference Hazard Assessment QM 2.7.2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

Section 3

QM 3.1 Food Safety and Quality Management System
QM 3.2 Appendix Document Master List
QM 3.2 Document Control
QM 3.3 Appendix Record Register
QM 3.3 Control of Records
QM 3.4 Internal Audit Schedule
QM 3.4 Internal Audits
QM 3.5 Supplier and Raw Material Approval and Monitoring
QM 3.6 Specifications
QM 3.7 Corrective Action and Preventive Action
QM 3.7 Appendix Corrective Action Request
QM 3.7 Appendix Preventative Action Request
QM 3.7 Appendix Root Cause Analysis
QM 3.8 Control of Non-Conforming Product
QM 3.9 Identification and Traceability
QM 3.10 Management of Customer Complaints
QM 3.11.1 Business Continuity Planning
QM 3.11.2 Product Recall Procedure

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Food Safety and Quality Management System

Introduction

The company has planned, established, documented and implemented a Food Safety and Quality Management System, which is maintained in order to continually improve its effectiveness in accordance with legislation, international standards and best industry practice. The company has planned and developed the processes that contribute to meeting the requirements of these standards and producing safe products. The Food Safety and Quality Management System is aligned with the policies and objectives of the site and meets the requirements of the current version of the BRC Global Standard for Food Safety

Scope

The scope of the Food Safety Quality Management System includes all product categories, processes and activities conducted on site and is designed to ensure that the site's products are always safe to consume, are authentic and conform to statutory and regulatory requirements.

Due diligence

The Food Safety Quality Manual demonstrates due diligence of the company in the effective development and implementation of the food safety management system. These documents are fully supported by the completion of 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.

Food Safety

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 food safety hazard analysis based on the Codex Alimentarius guidelinesfor the application of a HACCP system. 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. New information regarding food safety hazards is continually reviewed by the Food Safety Team to ensure that the Food Safety and Quality Management System is continually updated and complies with the latest requirements for food safety.

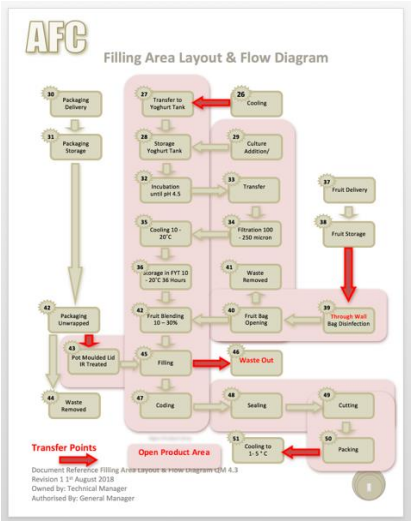
Should the company be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process. This is fully defined in all Outsourced Process Agreements.

Document Reference Food Safety and Quality Management System QM 3.1
Revision 1 - 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

Section 4

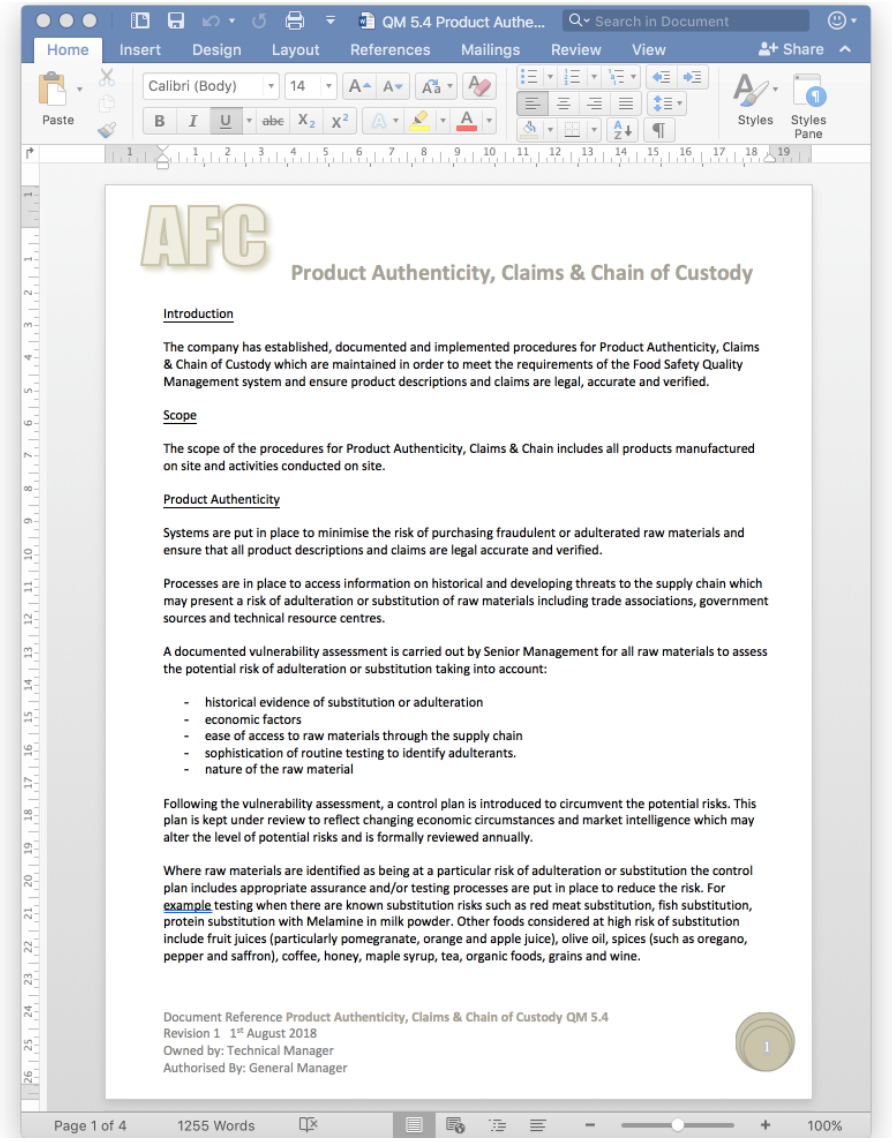
QM 4 Site Standards
QM 4.1 External Standards
QM 4.2 Site Security and Food Defence
QM 4.2.1 Control of Visitors and Contractors
QM 4.3 Layout, Product Flow and Segregation
QM 4.3 Factory Plan
QM 4.3 Filling Area Layout Flow Diagram
QM 4.4 Building Fabric
QM 4.5 Utilities - Water and Air
QM 4.6 Equipment
QM 4.7 Maintenance
QM 4.8 Staff Facilities
QM 4.9 Product Contamination Control
QM 4.9.1 Chemical Contamination Control
QM 4.9.2 Metal Contamination Control
QM 4.9.3 Control of Brittle Materials
QM 4.9.4 Control of Products Packed into Brittle Containers
QM 4.9.5 Control of Wood
QM 4.10 Foreign Body Detection and Removal
QM 4.11 Housekeeping and Hygiene
QM 4.12 Waste & Waste Disposal
QM 4.13 Management of Surplus Food and Products for Animal Feed
QM 4.14 Pest Management
QM 4.15 Storage
QM 4.16 Dispatch and Transport



BRC Food Safety Management System Plus FSMA Module

Section 5

QM 5.1 Product Design & Development
QM 5.2 Product Labelling
QM 5.3 Appendix Types of Allergens
QM 5.3 Management of Allergens Introduction
QM 5.4 Product Authenticity, Claims & Chain of Custody
QM 5.5 Product Packaging
QM 5.6.1 Product Inspection
QM 5.6.2 Laboratory Quality Manual
QM 5.7 Product Release
QM 5.8 Pet Food



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Product Authenticity, Claims & Chain of Custody

Introduction

The company has established, documented and implemented procedures for Product Authenticity, Claims & Chain of Custody which are maintained in order to meet the requirements of the Food Safety Quality Management system and ensure product descriptions and claims are legal, accurate and verified.

Scope

The scope of the procedures for Product Authenticity, Claims & Chain includes all products manufactured on site and activities conducted on site.

Product Authenticity

Systems are put in place to minimise the risk of purchasing fraudulent or adulterated raw materials and ensure that all product descriptions and claims are legal accurate and verified.

Processes are in place to access information on historical and developing threats to the supply chain which may present a risk of adulteration or substitution of raw materials including trade associations, government sources and technical resource centres.

A documented vulnerability assessment is carried out by Senior Management for all raw materials to assess the potential risk of adulteration or substitution taking into account:

- historical evidence of substitution or adulteration
- economic factors
- ease of access to raw materials through the supply chain
- sophistication of routine testing to identify adulterants.
- nature of the raw material

Following the vulnerability assessment, a control plan is introduced to circumvent the potential risks. This plan is kept under review to reflect changing economic circumstances and market intelligence which may alter the level of potential risks and is formally reviewed annually.

Where raw materials are identified as being at a particular risk of adulteration or substitution the control plan includes appropriate assurance and/or testing processes are put in place to reduce the risk. For example testing when there are known substitution risks such as red meat substitution, fish substitution, protein substitution with Melamine in milk powder. Other foods considered at high risk of substitution include fruit juices (particularly pomegranate, orange and apple juice), olive oil, spices (such as oregano, pepper and saffron), coffee, honey, maple syrup, tea, organic foods, grains and wine.

Document Reference Product Authenticity, Claims & Chain of Custody QM 5.4
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

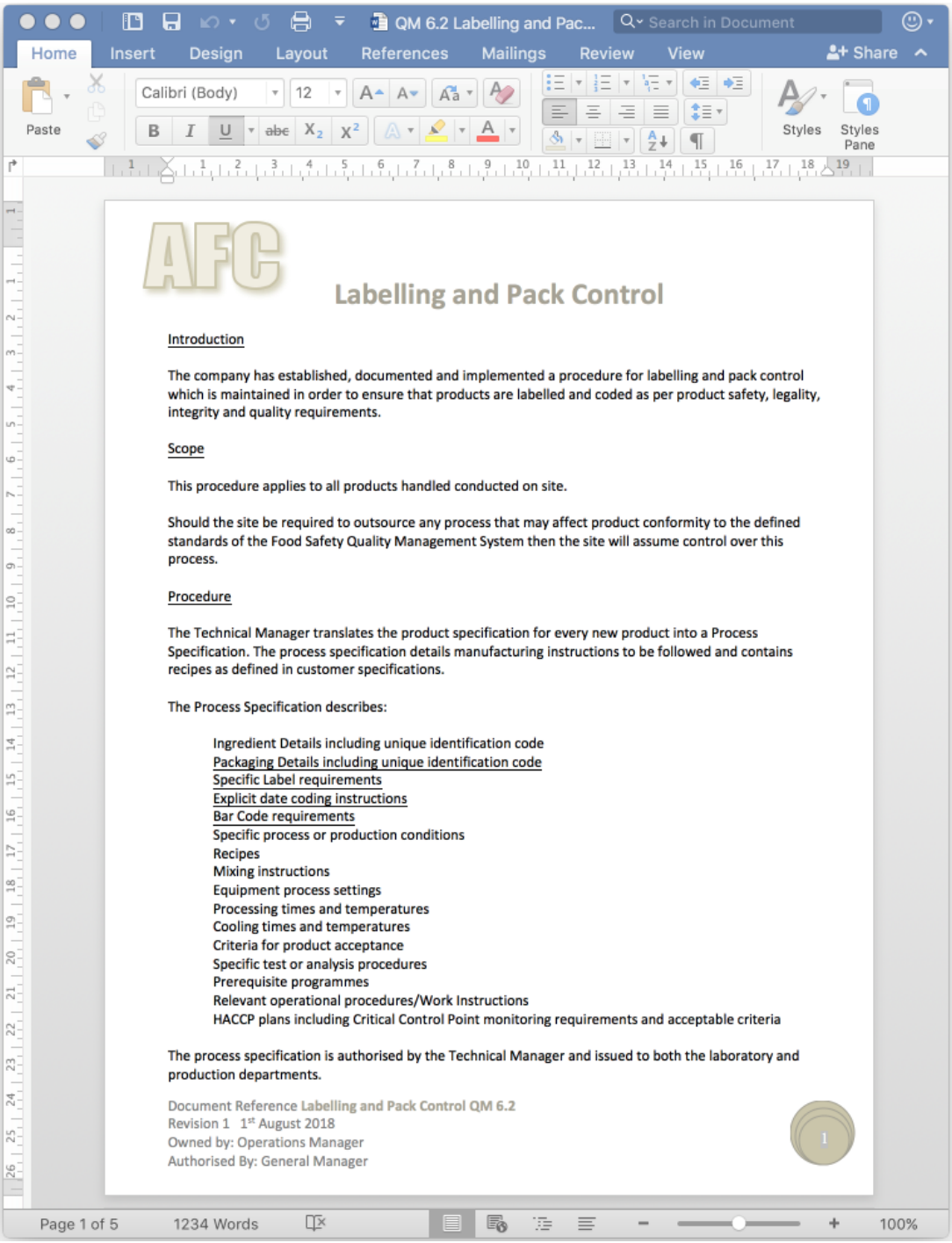
Section 6

QM 6.1 Control of Operations

QM 6.2 Labelling and Pack Control

QM 6.3 Quantity Control

QM 6.4 Calibration



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Labelling and Pack Control

Introduction

The company has established, documented and implemented a procedure for labelling and pack control which is maintained in order to ensure that products are labelled and coded as per product safety, legality, integrity and quality requirements.

Scope

This procedure applies to all products handled conducted on site.

Should the site be required to outsource any process that may affect product conformity to the defined standards of the Food Safety Quality Management System then the site will assume control over this process.

Procedure

The Technical Manager translates the product specification for every new product into a Process Specification. The process specification details manufacturing instructions to be followed and contains recipes as defined in customer specifications.

The Process Specification describes:

- Ingredient Details including unique identification code
- Packaging Details including unique identification code
- Specific Label requirements
- Explicit date coding instructions
- Bar Code requirements
- Specific process or production conditions
- Recipes
- Mixing instructions
- Equipment process settings
- Processing times and temperatures
- Cooling times and temperatures
- Criteria for product acceptance
- Specific test or analysis procedures
- Prerequisite programmes
- Relevant operational procedures/Work Instructions
- HACCP plans including Critical Control Point monitoring requirements and acceptable criteria

The process specification is authorised by the Technical Manager and issued to both the laboratory and production departments.

Document Reference Labelling and Pack Control QM 6.2
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

Section 7

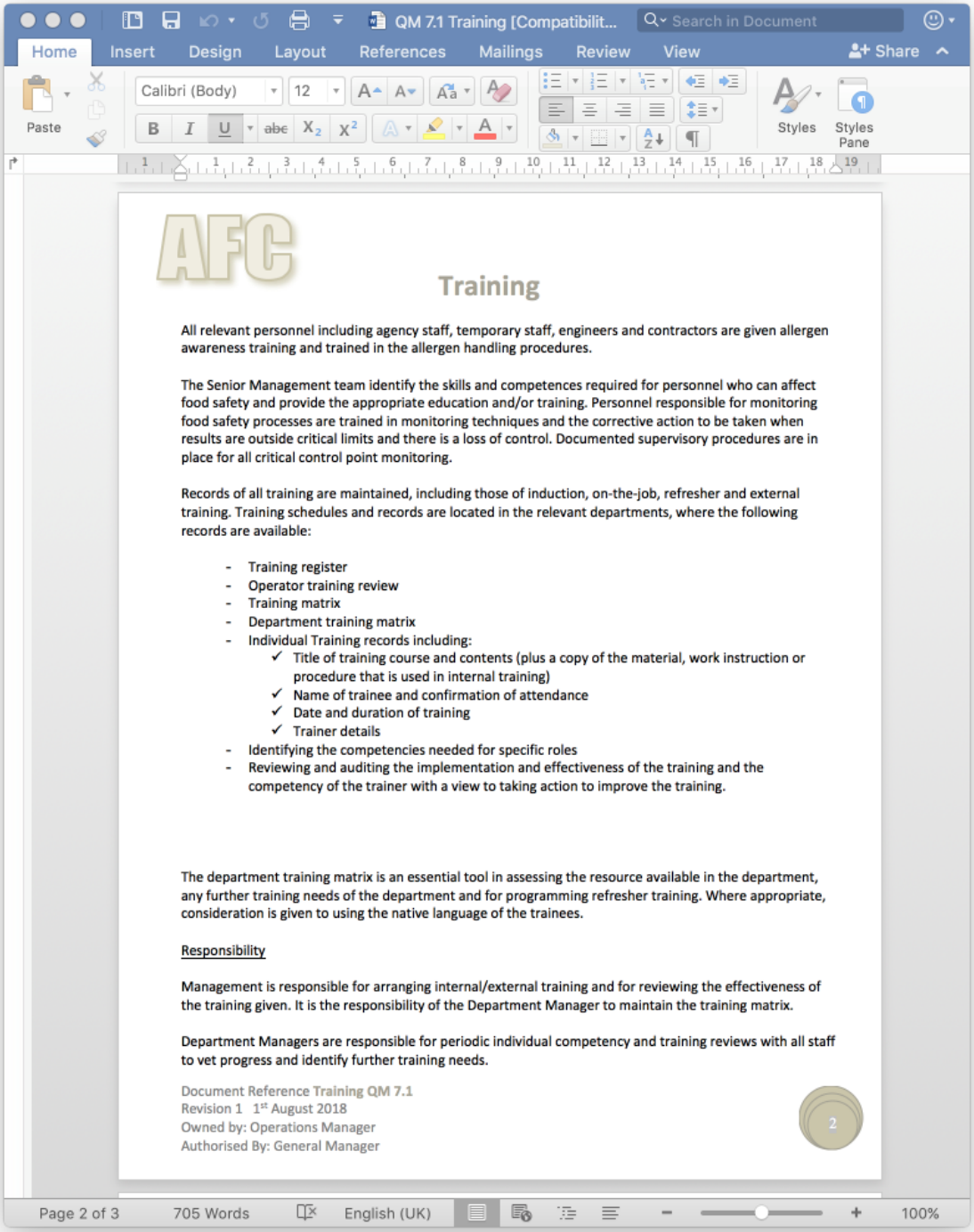
QM 7.1 Training

QM 7.2 Personal Hygiene

QM 7.3 Medical Screening

QM 7.4 Protective Clothing

QM 7.4 Appendix Protective Clothing Risk Assessment



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Training

All relevant personnel including agency staff, temporary staff, engineers and contractors are given allergen awareness training and trained in the allergen handling procedures.

The Senior Management team identify the skills and competences required for personnel who can affect food safety and provide the appropriate education and/or training. Personnel responsible for monitoring food safety processes are trained in monitoring techniques and the corrective action to be taken when results are outside critical limits and there is a loss of control. Documented supervisory procedures are in place for all critical control point monitoring.

Records of all training are maintained, including those of induction, on-the-job, refresher and external training. Training schedules and records are located in the relevant departments, where the following records are available:

- Training register
- Operator training review
- Training matrix
- Department training matrix
- Individual Training records including:
  - ✓ Title of training course and contents (plus a copy of the material, work instruction or procedure that is used in internal training)
  - ✓ Name of trainee and confirmation of attendance
  - ✓ Date and duration of training
  - ✓ Trainer details
- Identifying the competencies needed for specific roles
- Reviewing and auditing the implementation and effectiveness of the training and the competency of the trainer with a view to taking action to improve the training.

The department training matrix is an essential tool in assessing the resource available in the department, any further training needs of the department and for programming refresher training. Where appropriate, consideration is given to using the native language of the trainees.

Responsibility

Management is responsible for arranging internal/external training and for reviewing the effectiveness of the training given. It is the responsibility of the Department Manager to maintain the training matrix.

Department Managers are responsible for periodic individual competency and training reviews with all staff to vet progress and identify further training needs.

Document Reference Training QM 7.1
Revision 1 1st August 2018
Owned by: Operations Manager
Authorised By: General Manager

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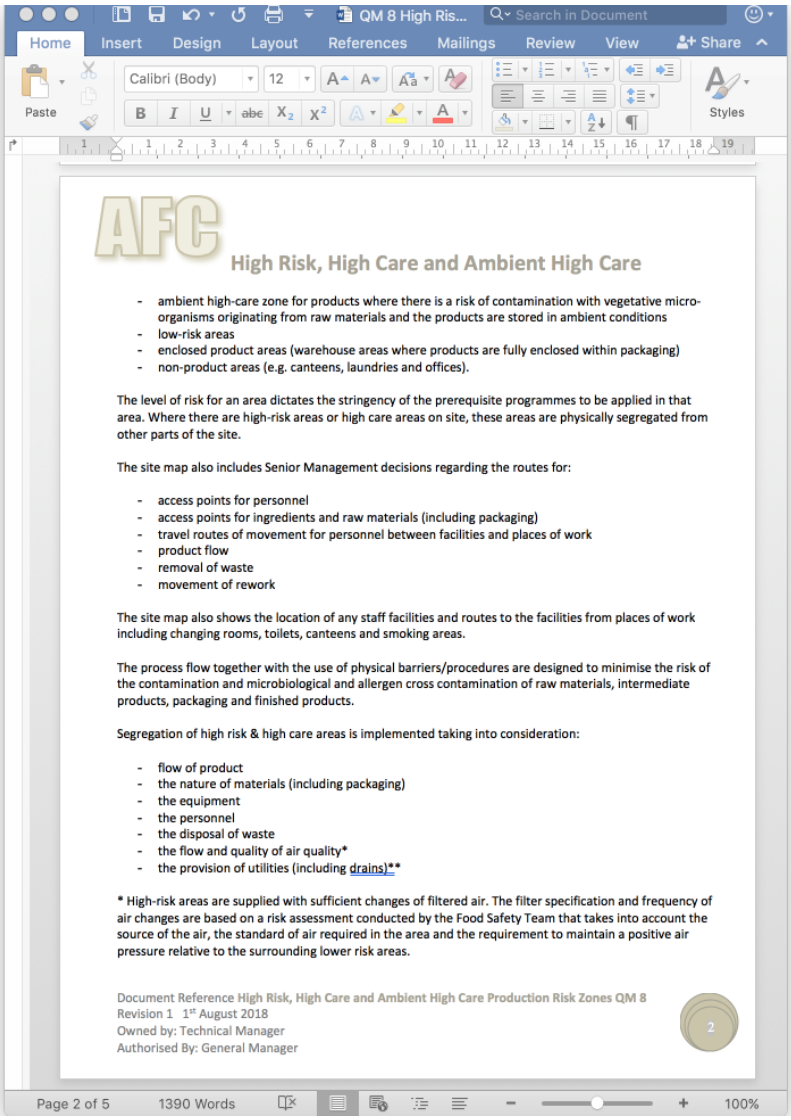
BRC Food Safety Management System Plus FSMA Module

Section 8

Procedure QM 8 High Risk, High Care and Ambient High Care Production Risk Zones covering:

8.1 Layout, product flow and segregation in high-risk, high-care and ambient high-care zones
8.2 Building fabric in high-risk and high-care zones
8.3 Maintenance in high-risk and high-care zones
8.4 Staff facilities for high-risk and high-care zones
8.5 Housekeeping and hygiene in high-risk and high-care zones
8.6 Waste/waste disposal in high-risk, high-care zones
8.7 Protective clothing in high-risk and high-care zones



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High Risk, High Care and Ambient High Care

- ambient high-care zone for products where there is a risk of contamination with vegetative micro-organisms originating from raw materials and the products are stored in ambient conditions
- low-risk areas
- enclosed product areas (warehouse areas where products are fully enclosed within packaging)
- non-product areas (e.g. canteens, laundries and offices).

The level of risk for an area dictates the stringency of the prerequisite programmes to be applied in that area. Where there are high-risk areas or high care areas on site, these areas are physically segregated from other parts of the site.

The site map also includes Senior Management decisions regarding the routes for:

- access points for personnel
- access points for ingredients and raw materials (including packaging)
- travel routes of movement for personnel between facilities and places of work
- product flow
- removal of waste
- movement of rework

The site map also shows the location of any staff facilities and routes to the facilities from places of work including changing rooms, toilets, canteens and smoking areas.

The process flow together with the use of physical barriers/procedures are designed to minimise the risk of the contamination and microbiological and allergen cross contamination of raw materials, intermediate products, packaging and finished products.

Segregation of high risk & high care areas is implemented taking into consideration:

- flow of product
- the nature of materials (including packaging)
- the equipment
- the personnel
- the disposal of waste
- the flow and quality of air quality*
- the provision of utilities (including drains)**

* High-risk areas are supplied with sufficient changes of filtered air. The filter specification and frequency of air changes are based on a risk assessment conducted by the Food Safety Team that takes into account the source of the air, the standard of air required in the area and the requirement to maintain a positive air pressure relative to the surrounding lower risk areas.

Document Reference High Risk, High Care and Ambient High Care Production Risk Zones QM 8
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

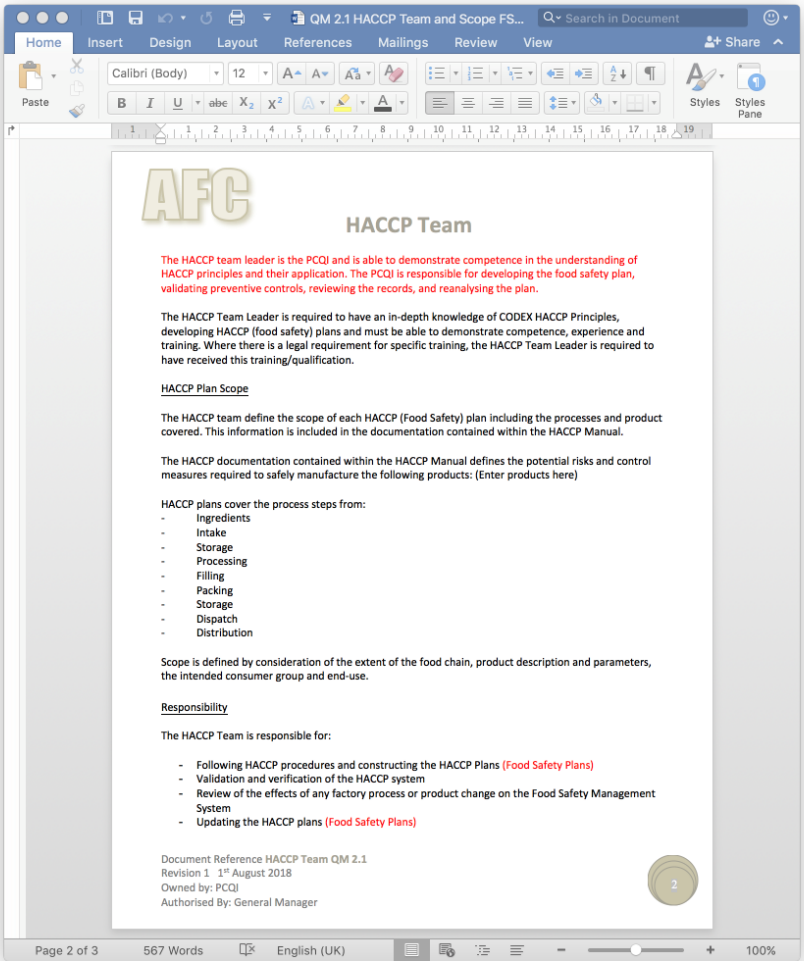
FSMA Module Folder

The package includes FSMA Module Amended BRC Procedures:

FSMA Module Amended BRC Procedures

Name	Date Modified	Size	Kind
QM 2.1 HACCP Team and Scope FSMA	Today, 12:56	153 KB	Micros...
QM 3.3 Control of Records FSMA	Today, 12:34	127 KB	Micros...
QM 3.5 Supplier and Raw Material Approval and Monitoring FSMA	Today, 12:56	885 KB	Micros...
QM 3.11.2 Product Recall Procedure - FDA Recall Template.docx	Today, 12:41	26 KB	Micros...
QM 3.11.2 Product Recall Procedure FSMA	Today, 12:55	164 KB	Micros...
QM 4 Site Standards FSMA	Today, 12:54	41 KB	Micros...
QM 4.5 Utilities Water and Air FSMA	Today, 12:54	168 KB	Micros...
QM 4.6 Equipment FSMA	Today, 12:54	161 KB	Micros...
QM 4.7 Maintenance FSMA	Today, 12:53	125 KB	Micros...
QM 5.6.1 Product Inspection FSMA	Today, 12:53	144 KB	Micros...
QM 6.4 Calibration FSMA	Today, 12:52	185 KB	Micros...

These procedures are amended as per the FSMA module requirements:



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HACCP Team

The HACCP team leader is the PCQI and is able to demonstrate competence in the understanding of HACCP principles and their application. The PCQI is responsible for developing the food safety plan, validating preventive controls, reviewing the records, and reanalysing the plan.

The HACCP Team Leader is required to have an in-depth knowledge of CODEX HACCP Principles, developing HACCP (food safety) plans and must be able to demonstrate competence, experience and training. Where there is a legal requirement for specific training, the HACCP Team Leader is required to have received this training/qualification.

HACCP Plan Scope

The HACCP team define the scope of each HACCP (Food Safety) plan including the processes and product covered. This information is included in the documentation contained within the HACCP Manual.

The HACCP documentation contained within the HACCP Manual defines the potential risks and control measures required to safely manufacture the following products: (Enter products here)

HACCP plans cover the process steps from:
- Ingredients
- Intake
- Storage
- Processing
- Filling
- Packing
- Storage
- Dispatch
- Distribution

Scope is defined by consideration of the extent of the food chain, product description and parameters, the intended consumer group and end-use.

Responsibility

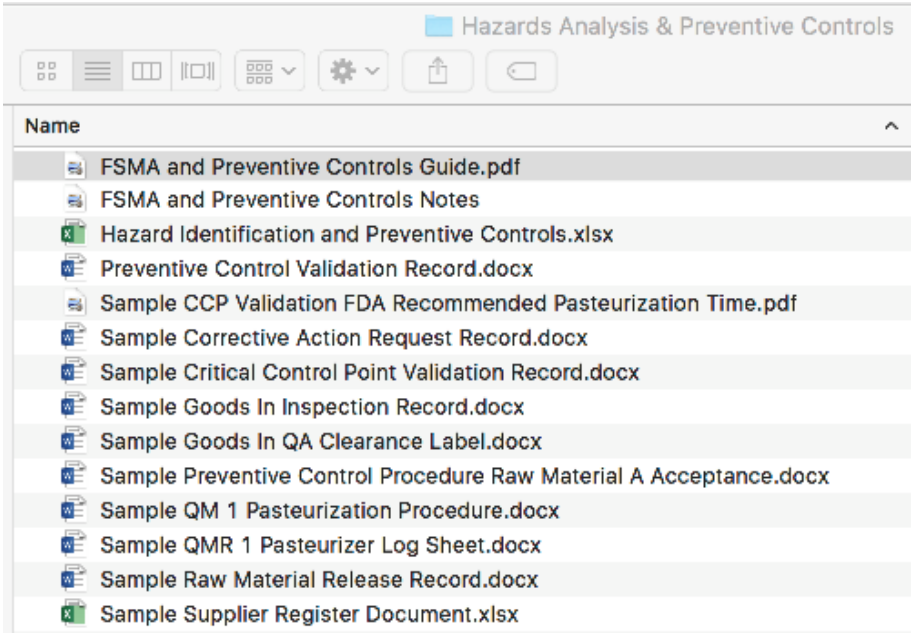
The HACCP Team is responsible for:

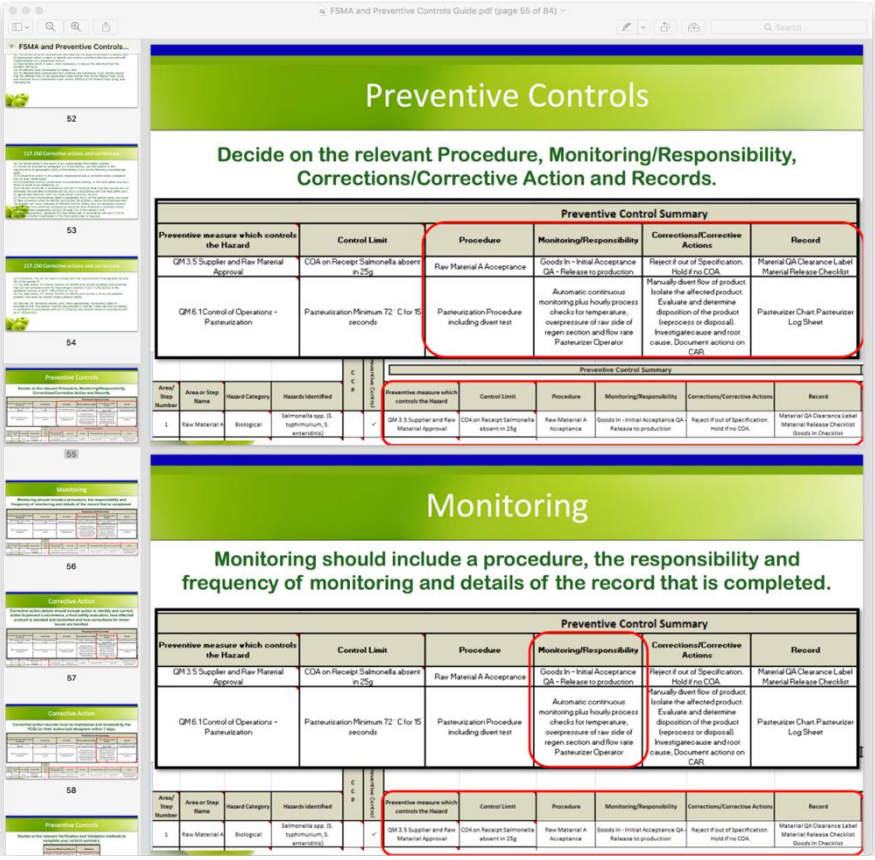
- Following HACCP procedures and constructing the HACCP Plans (Food Safety Plans)
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Updating the HACCP plans (Food Safety Plans)

Document Reference HACCP Team QM 2.1
Revision 1 1st August 2018
Owned by: PCQI
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

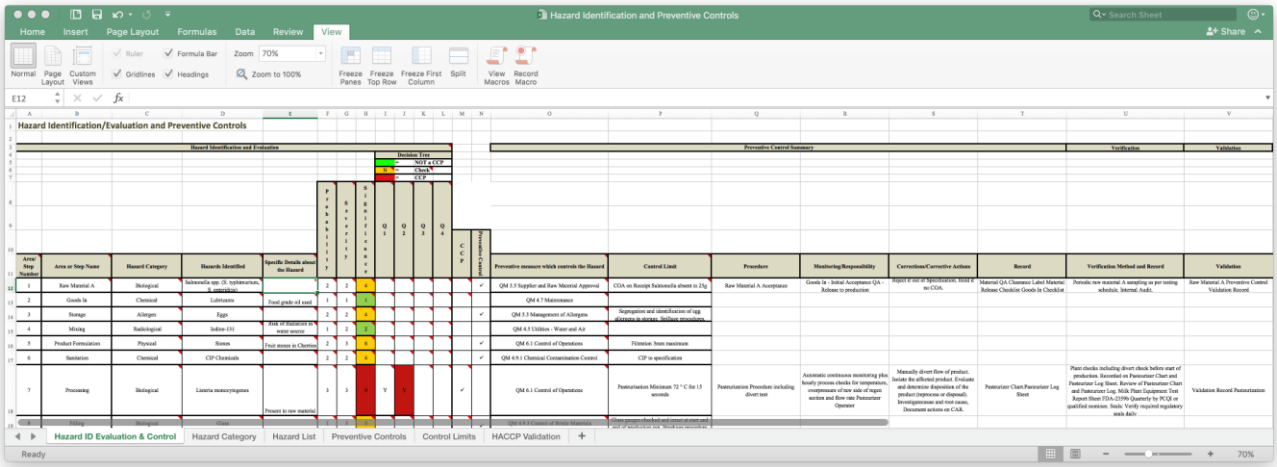
There are also the FSMA Module Preventive Controls Tools, Guidance and Samples



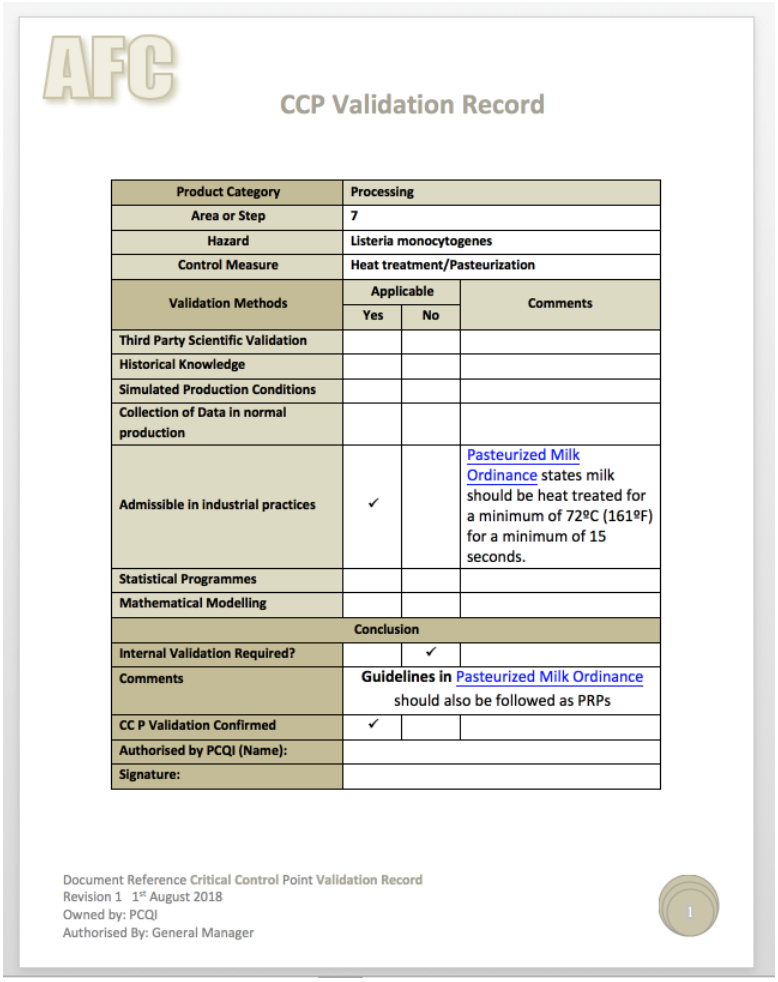


BRC Food Safety Management System Plus FSMA Module

Including a Hazard Identification/Evaluation and Preventive Controls Summary Tool



Including sample documents



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CCP Validation Record

Product Category	Processing		
Area or Step	7		
Hazard	Listeria monocytogenes		
Control Measure	Heat treatment/Pasteurization		
Validation Methods	Applicable		Comments
	Yes	No	
Third Party Scientific Validation			
Historical Knowledge			
Simulated Production Conditions			
Collection of Data in normal production			
Admissible in industrial practices	✓		Pasteurized Milk Ordinance states milk should be heat treated for a minimum of 72ºC (161ºF) for a minimum of 15 seconds.
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?		✓	
Comments	Guidelines in Pasteurized Milk Ordinance should also be followed as PRPs		
CC P Validation Confirmed	✓		
Authorised by PCQI (Name):			
Signature:			

Document Reference Critical Control Point Validation Record
Revision 1 1st August 2018
Owned by: PCQI
Authorised By: General Manager

1

BRC Food Safety Management System Plus FSMA Module

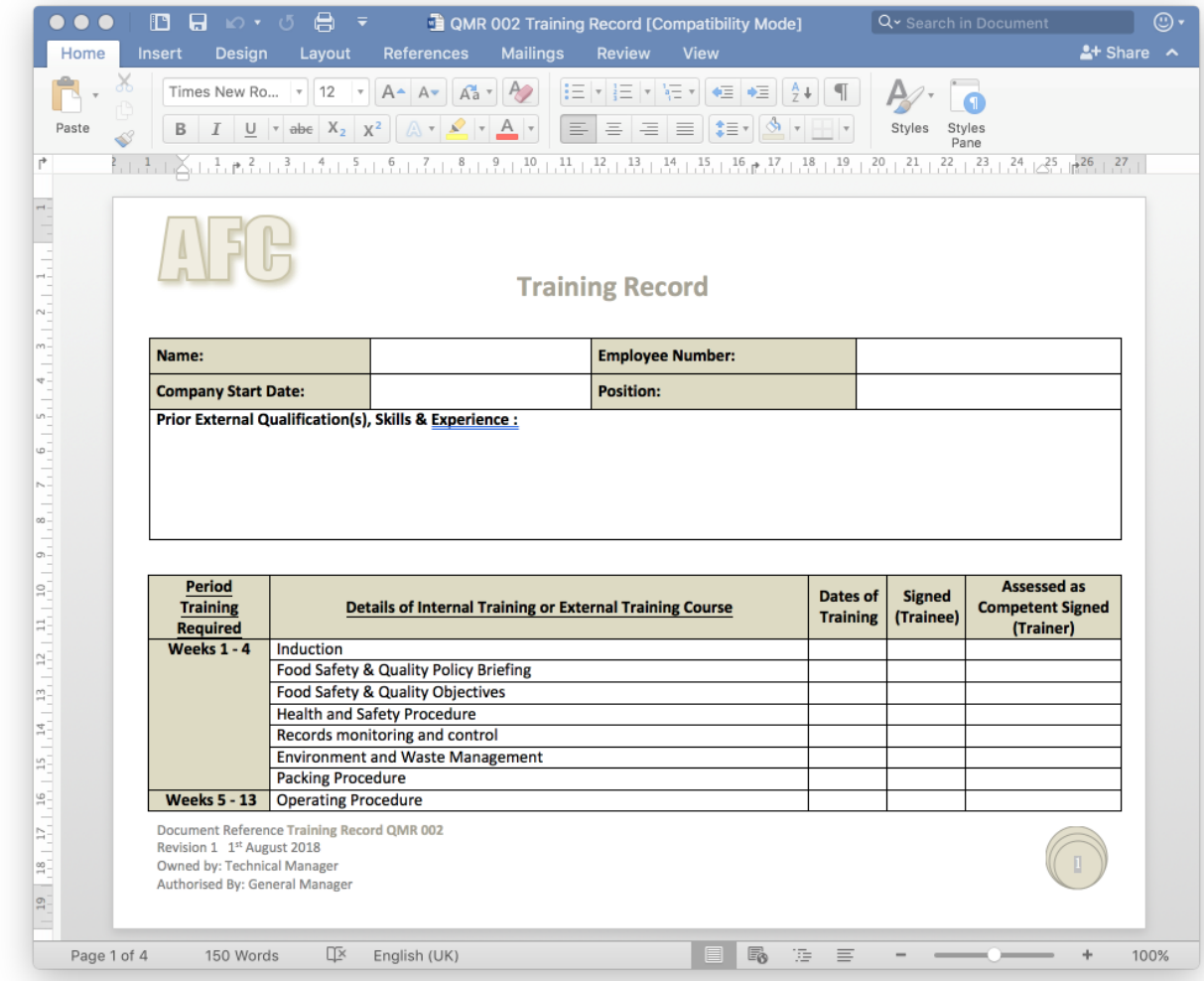
Range of Record Templates

A range of Food Safety Quality Management System Record Templates are included:

FSQMS Records

Name
QMR 001 Management Review Record.docx
QMR 002 Training Record.docx
QMR 003 Product Realisation Record.docx
QMR 004 Design and Development.docx
QMR 005 Supplier Evaluation Form.docx
QMR 006 Process Validation Record.docx
QMR 007 Identification and Traceability Form.docx
QMR 008 Register of Customer Property.docx
QMR 009 Calibration Record.docx
QMR 010 Food Safety Quality System Audit Form.docx
QMR 011 Non-Conformance Record.docx
QMR 012 Corrective Action Request.docx
QMR 013 Preventative Action Request.docx
QMR 014 Supplier Self Assessment Form.docx
QMR 015 Equipment Commissioning Checklist.docx
QMR 016 Return to Work Form.docx
QMR 017 Hygiene Policy Staff Training Record.docx
QMR 018 Complaint Investigation Form.docx
QMR 019 Prerequisite Audit Form.docx
QMR 020 Knife Control Record.docx
QMR 021 Knife Breakage Report.docx
QMR 022 Goods In Inspection Record.docx
QMR 023 Equipment Cleaning Procedure and Record.docx
QMR 024 Glass Breakage Record.docx
QMR 025 Metal Detection Record.docx
QMR 026 First Aid Dressing Issue Record.docx
QMR 027 Cleaning Schedule.docx
QMR 028 Cleaning Record.docx
QMR 029 Engineering Hygiene Clearance Record.docx
QMR 030 Glass and Brittle Plastic Register.docx
QMR 031 GMP Audit Checklist.docx
QMR 032 Vehicle Hygiene Inspection Record.docx
QMR 033 Outgoing Vehicle Inspection Record.docx
QMR 034 Pre Employment Medical Questionnaire.docx
QMR 035 Visitor Questionnaire.docx
QMR 036 Product Recall Record.docx
QMR 037 Shelf Life Confirmation Record.docx
QMR 038 Accelerated Keeping Quality Log.docx
QMR 039 Goods In QA Clearance Label.docx
QMR 040 Maintenance Work Hygiene Clearance Form.docx
QMR 041 Changing Room Cleaning Record.docx
QMR 042 Colour Coding Red Process Area.pdf
QMR 043 Daily Cleaning Record for Toilets and Changing Rooms.docx
QMR 044 Drain Cleaning Procedure Filler Areas.docx
QMR 045 General Cleaning Procedure.docx
QMR 046 Product QA Clearance Label.docx
QMR 047 CIP Programmes Log.xlsx
QMR 048 Sample Filler Cleaning Record.docx
QMR 049 Pipe Diameter Flow Rate Conversion Table.xlsx
QMR 050 QC Online Check Sheet.docx
QMR 051 Non Conformance Notification.docx
QMR 052 CIP Chemical Log.docx
QMR 053 Double Hold Label.docx
QMR 054 Supplier Register.xlsx
QMR 055 Chemical Register.docx
QMR 056 Non Approved Supplier Sample Plan.docx
QMR 057 Warehouse Cleaning Record.docx
QMR 058 Product Recall Trace.docx
QMR 059 Product Recall Test Record.docx
QMR 060 Document Master List.docx
QMR 061 Process Change Approval Record
QMR 062 Minor Process Change Approval Record

BRC Food Safety Management System Plus FSMA Module



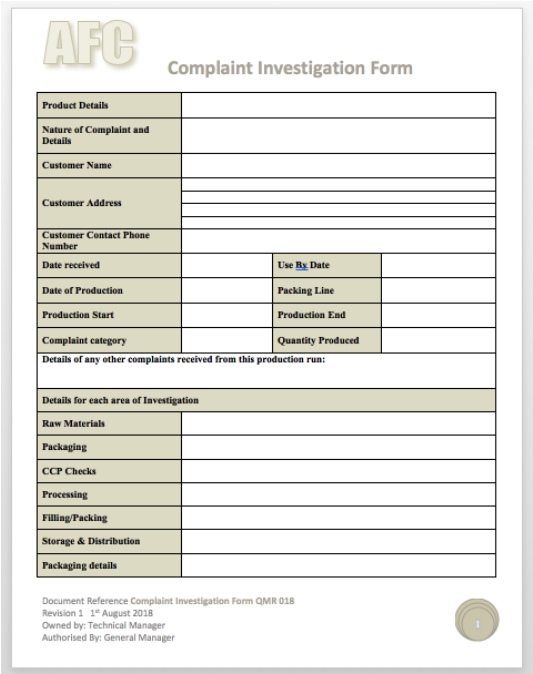
AFC

Training Record

Name:		**Employee Number:**	
Company Start Date:		**Position:**	
Prior External Qualification(s), Skills & Experience :			

Period Training Required	Details of Internal Training or External Training Course	Dates of Training	Signed (Trainee)	Assessed as Competent Signed (Trainer)
Weeks 1 - 4	Induction			
	Food Safety & Quality Policy Briefing			
	Food Safety & Quality Objectives			
	Health and Safety Procedure			
	Records monitoring and control			
	Environment and Waste Management			
	Packing Procedure			
Weeks 5 - 13	Operating Procedure			

Document Reference Training Record QMR 002
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager



AFC

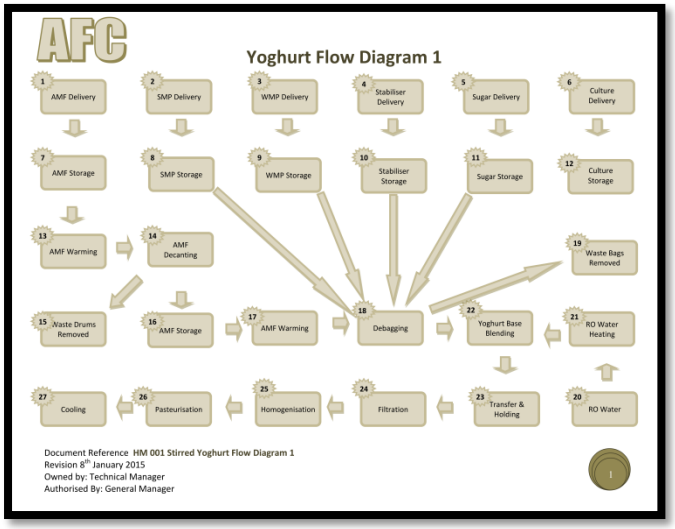
Complaint Investigation Form

Product Details			
Nature of Complaint and Details			
Customer Name			
Customer Address			
Customer Contact Phone Number			
Date received		**Use By Date**	
Date of Production		**Packing Line**	
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			

Document Reference Complaint Investigation Form QMR 018
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

BRC Food Safety Management System Plus FSMA Module

Supplementary HACCP Manual containing the BRC HACCP Calculator



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.

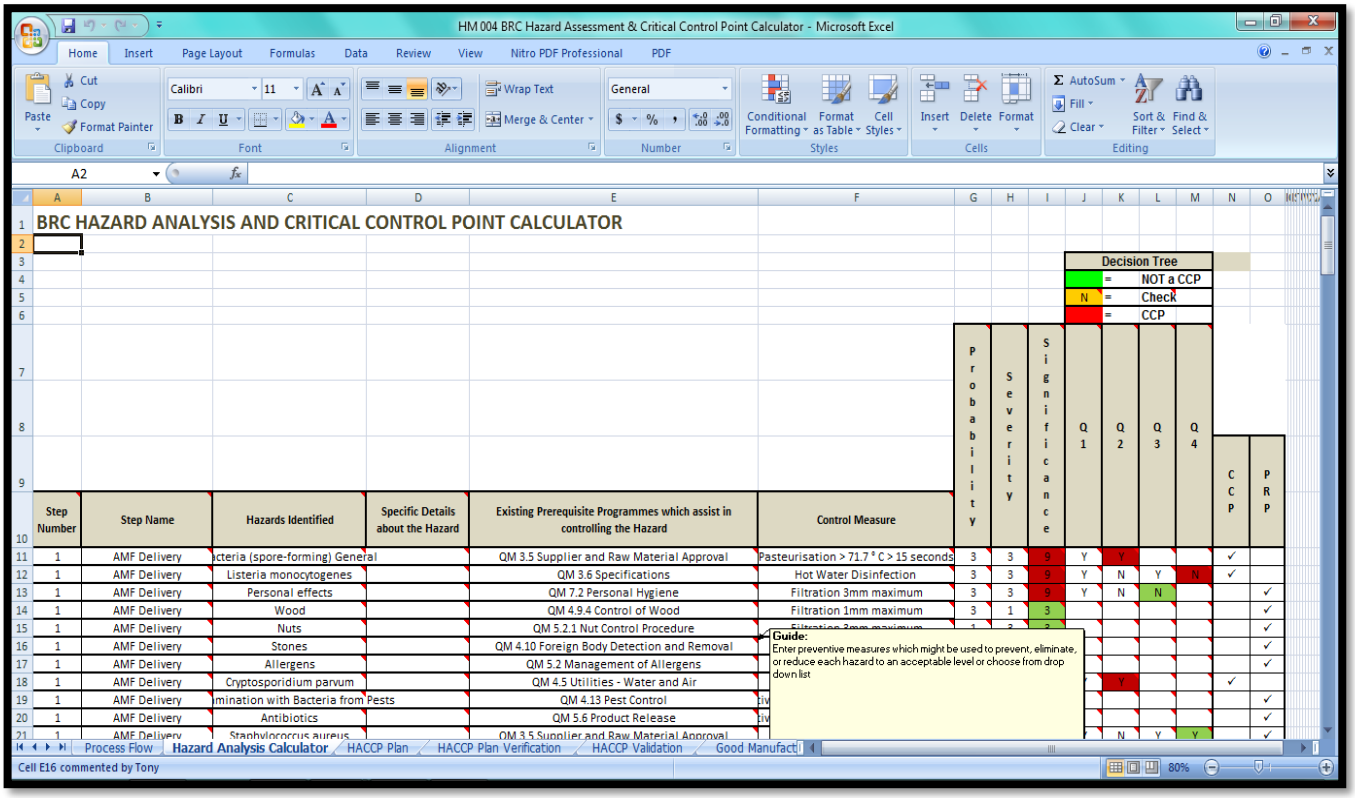
Saves time and hence money.

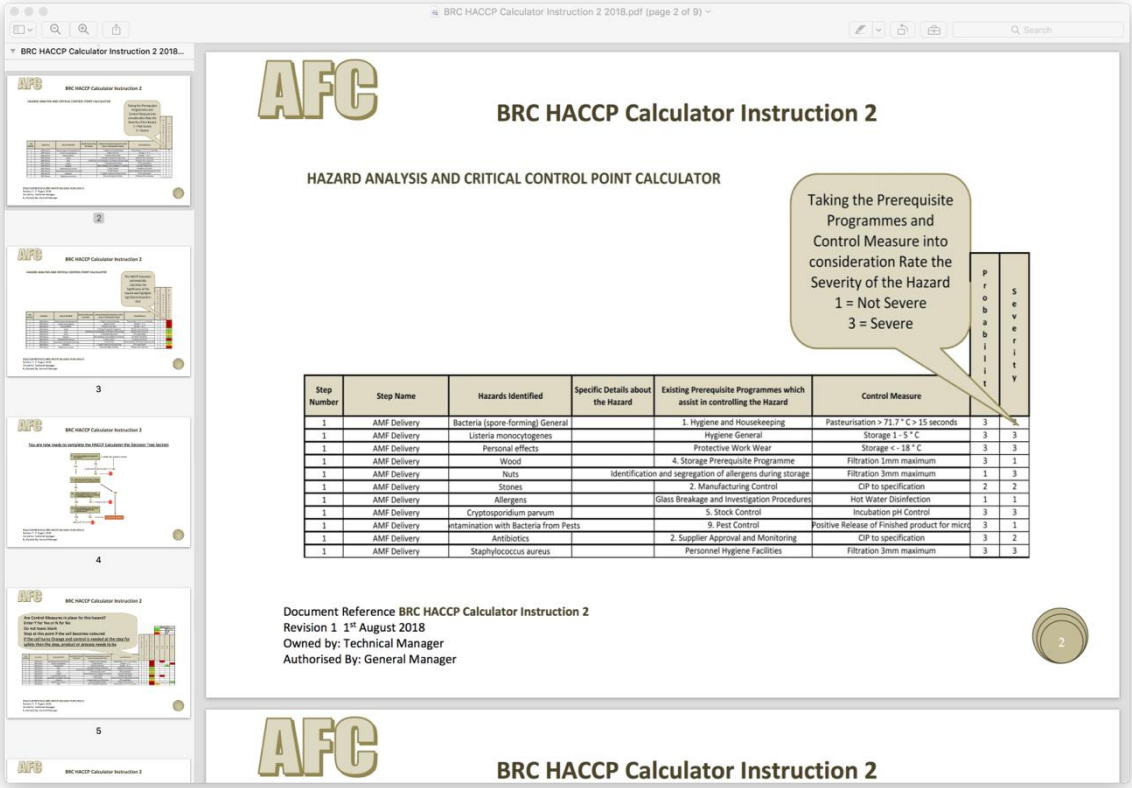
It enables you to present your HACCP assessment in a clear and professional manner.

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.

BRC Food Safety Management System Plus FSMA Module

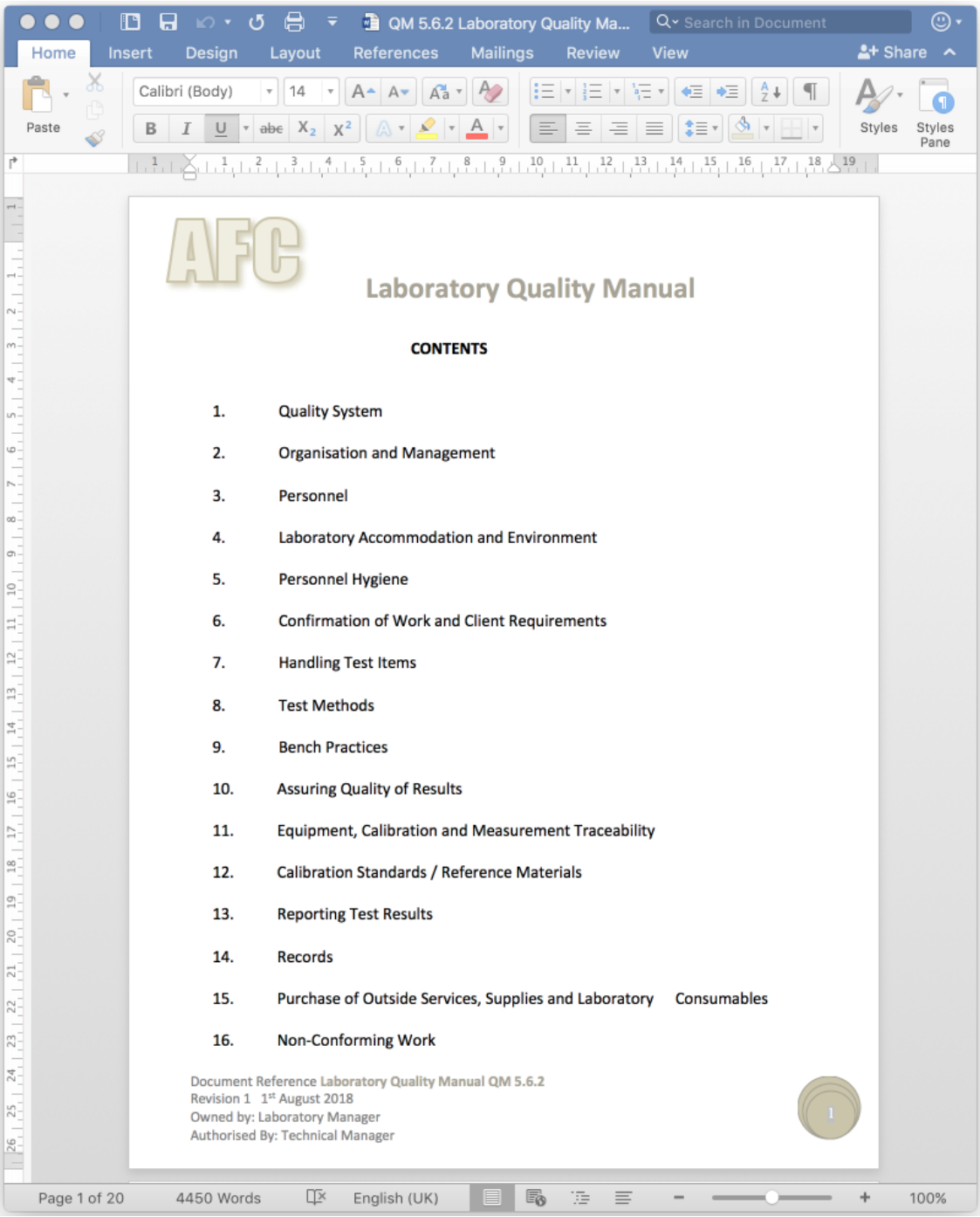




BRC Food Safety Management System Plus FSMA Module

Laboratory Quality Manual

A comprehensive Laboratory Quality Manual compliant based on the requirements of ISO 17025 is included. The laboratory quality manual includes template records, procedures and product sampling plans.



AFC

Laboratory Quality Manual

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

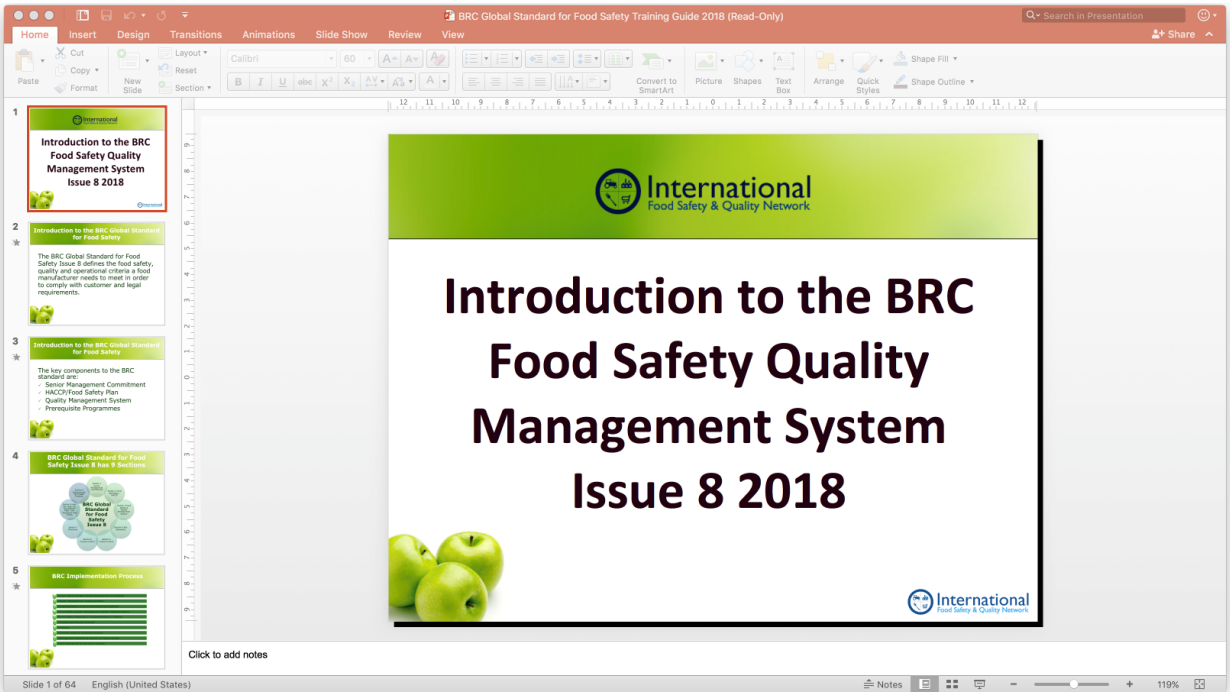
Document Reference Laboratory Quality Manual QM 5.6.2
Revision 1 1st August 2018
Owned by: Laboratory Manager
Authorised By: Technical Manager

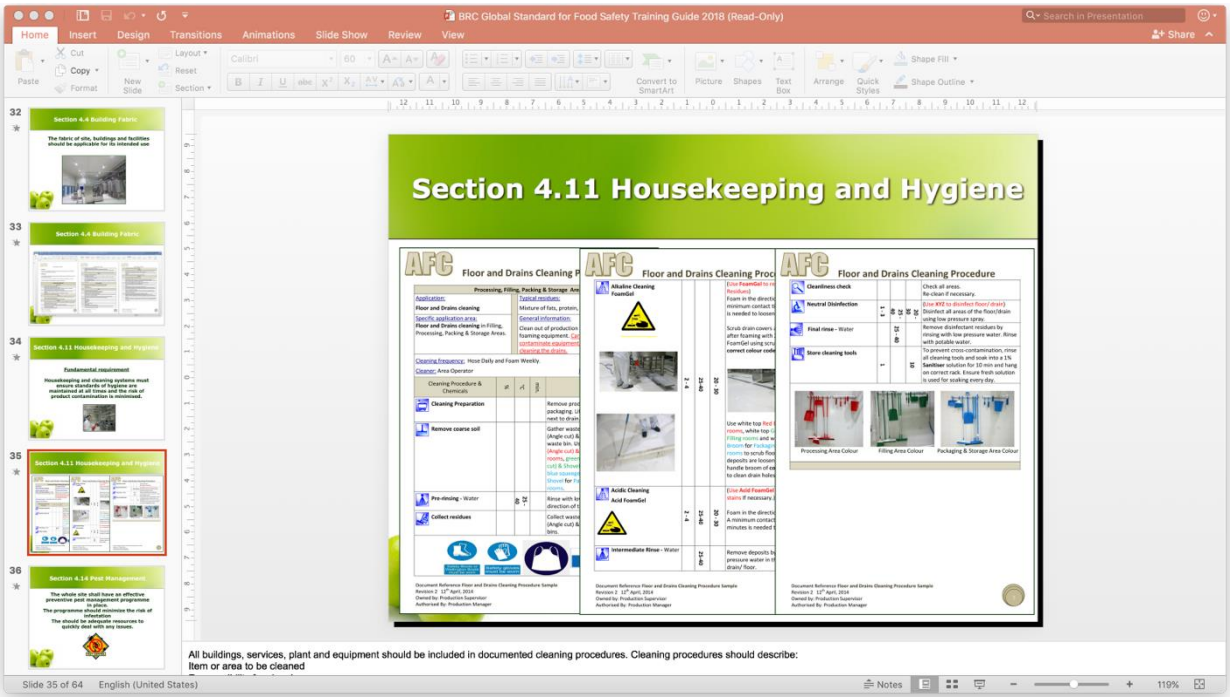
BRC Food Safety Management System Plus FSMA Module

Training Modules

BRC Food Safety Management System Training Module

An introduction to the IFSQN BRC Food Safety Management System.

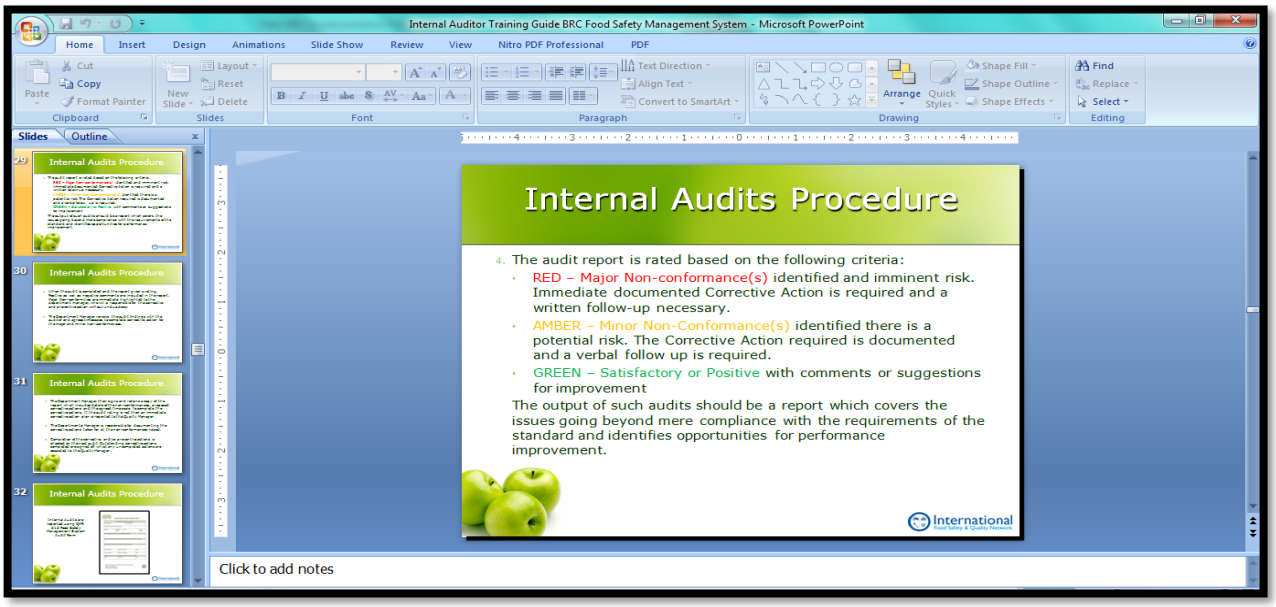




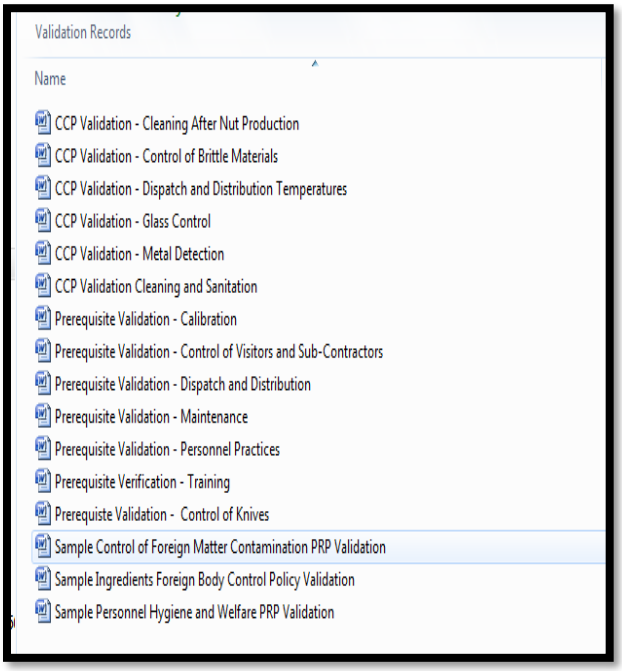
BRC Food Safety Management System Plus FSMA Module

Internal Auditing Training

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



Verification and Validation Record Templates

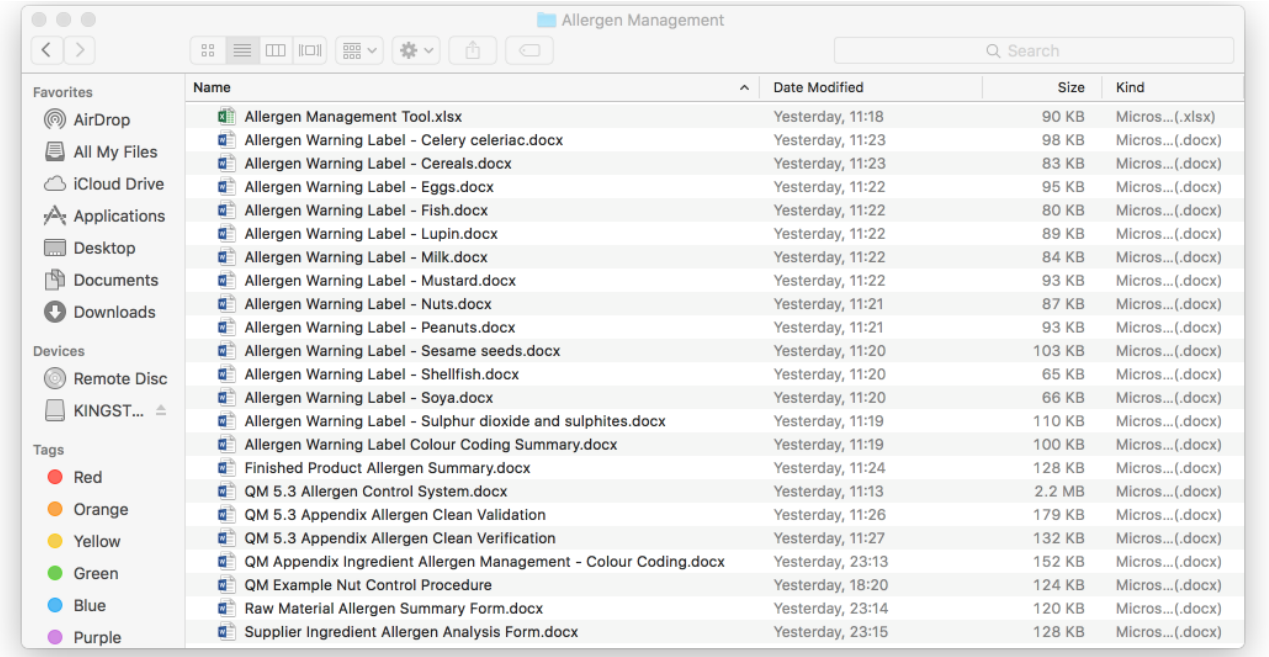


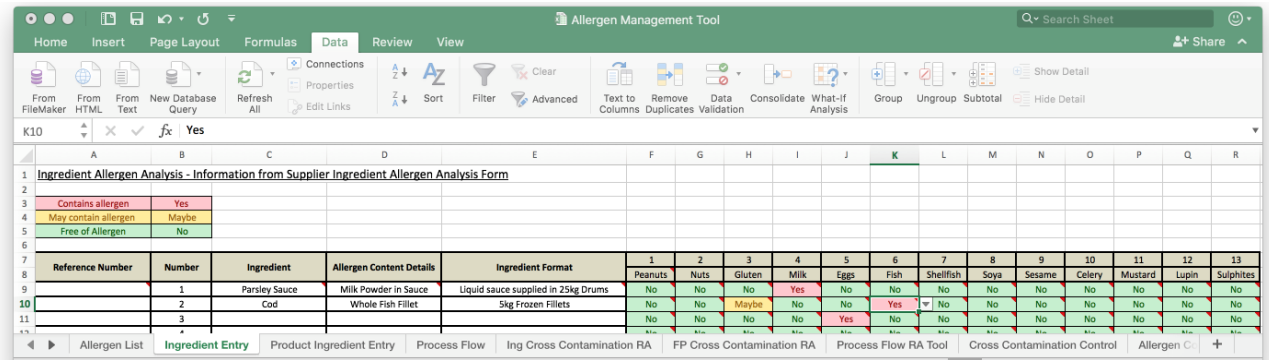
BRC Food Safety Management System Plus FSMA Module

Allergen Management Module & Risk Assessment Tool

The Allergen Management Module as per BRC Guidance primarily concentrates on five themes:

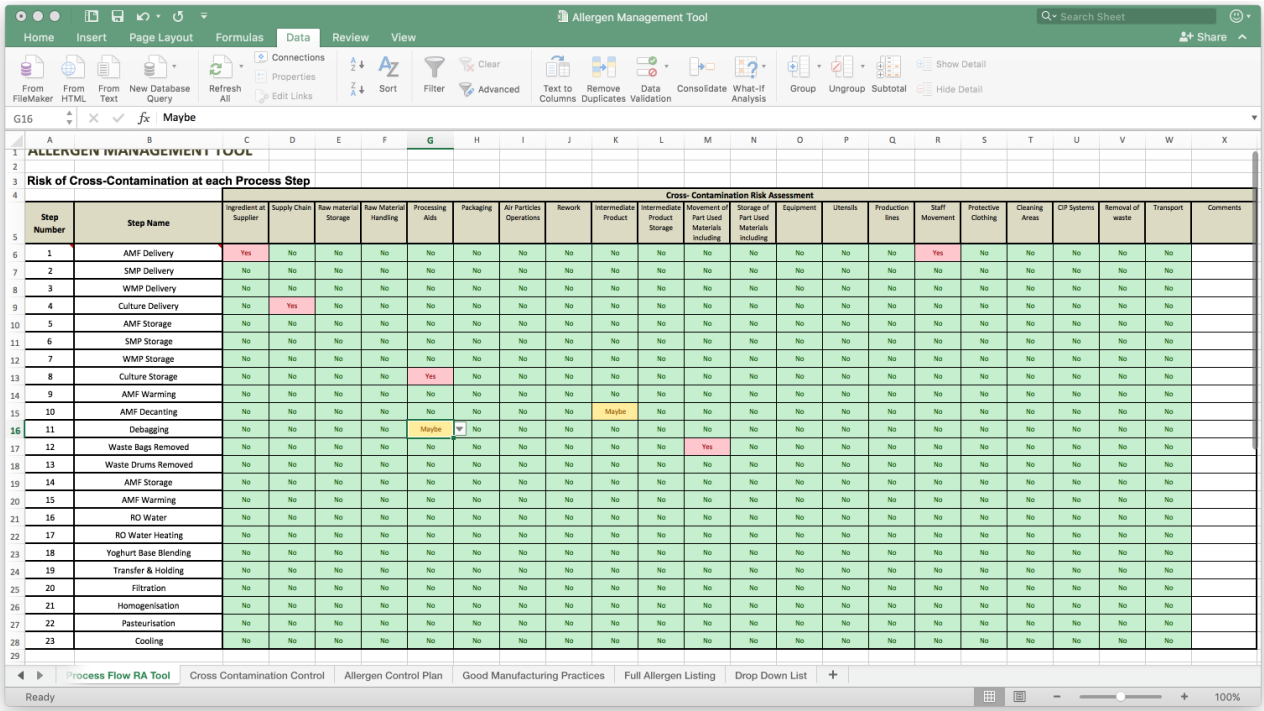
- ✓ Significance - the significance of any process, activity or ingredient should be evaluated by accurate risk assessments to determine the control or action required
- ✓ Suppliers - understanding the materials that arrive on site is vital to allergen management
- ✓ Separation - the segregation of allergens 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





BRC Food Safety Management System Plus FSMA Module

Allergen Risk Assessment Tool

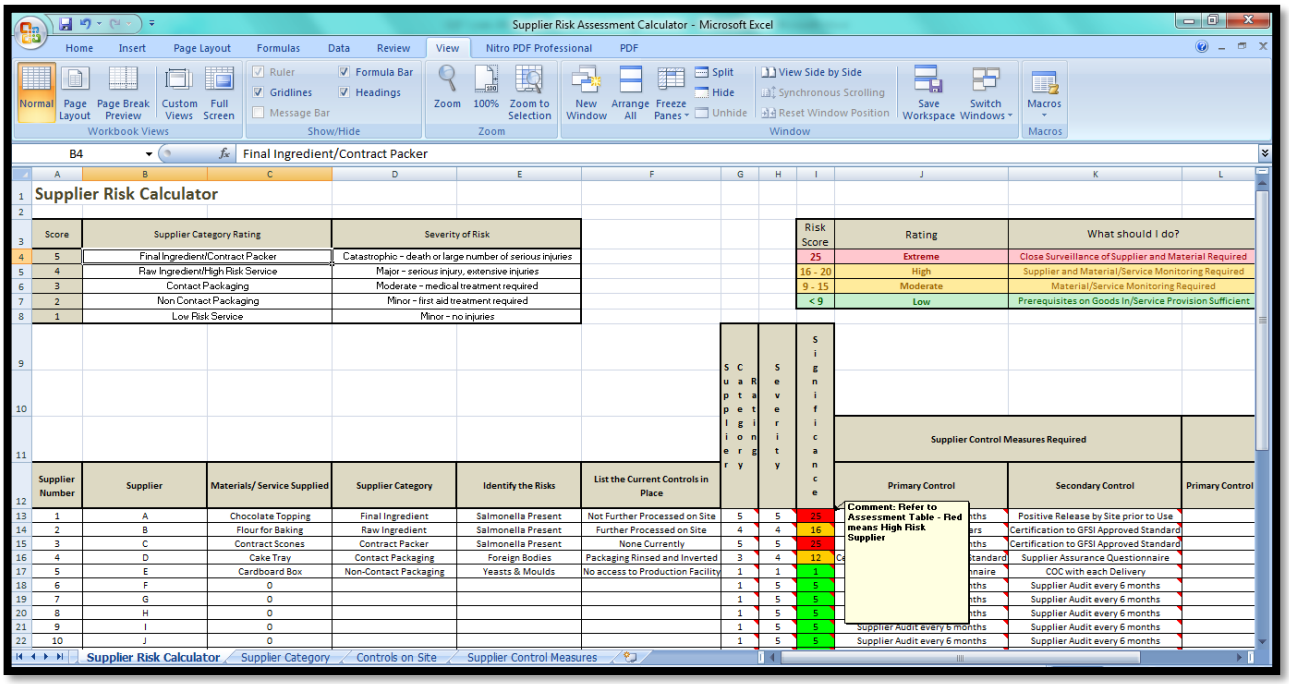


ALLERGEN MANAGEMENT TOOL

Risk of Cross-Contamination at each Process Step

Step Number	Step Name	Cross- Contamination Risk Assessment																					
		Ingredient at Supplier	Supply Chain	Raw material Storage	Raw Material Handling	Processing Aids	Packaging	Air Particles Operations	Rework	Intermediate Product	Intermediate Product Storage	Movement of Part Used Materials including	Storage of Part Used Materials including	Equipment	Utensils	Production lines	Staff Movement	Protective Clothing	Cleaning Areas	CIP Systems	Removal of waste	Transport	Comments
1	AMF Delivery	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	
2	SMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
3	WMP Delivery	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
4	Culture Delivery	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
5	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
6	SMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
7	WMP Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
8	Culture Storage	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
9	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
10	AMF Decanting	No	No	No	No	No	No	No	No	Maybe	No	No	No	No	No	No	No	No	No	No	No	No	
11	Debagging	No	No	No	No	Maybe	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
12	Waste Bags Removed	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	
13	Waste Drums Removed	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
14	AMF Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
15	AMF Warming	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
16	RO Water	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
17	RO Water Heating	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
18	Yoghurt Base Blending	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
19	Transfer & Holding	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
20	Filtration	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
21	Homogenisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
22	Pasteurisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
23	Cooling	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	

Supplier Risk Assessment Tool



Supplier Risk Calculator

Score	Supplier Category Rating	Severity of Risk
5	Final Ingredient/Contract Packer	Catastrophic - death or large number of serious injuries
4	Raw Ingredient/High Risk Service	Major - serious injury, extensive injuries
3	Contact Packaging	Moderate - medical treatment required
2	Non Contact Packaging	Minor - first aid treatment required
1	Low Risk Service	Minor - no injuries

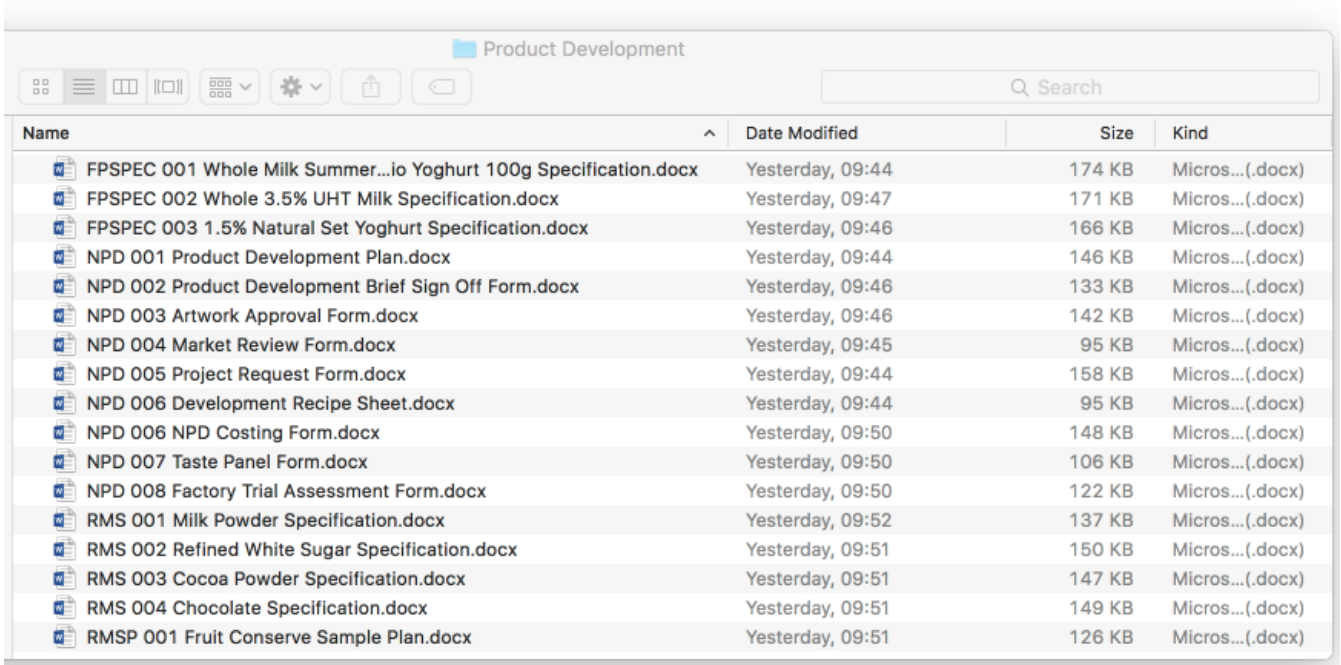
Risk Score	Rating	What should I do?
25	Extreme	Close Surveillance of Supplier and Material Required
16 - 20	High	Supplier and Material/Service Monitoring Required
9 - 15	Moderate	Material/Service Monitoring Required
< 9	Low	Prerequisites on Goods In/Service Provision Sufficient

Supplier Number	Supplier	Materials/ Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Supplier Category	Severity Rating	Significance	Supplier Control Measures Required: Primary Control	Supplier Control Measures Required: Secondary Control	Primary Control
1	A	Chocolate Topping	Final Ingredient	Salmonella Present	Not Further Processed on Site	5	5	25		Positive Release by Site prior to Use	
2	B	Flour for Baking	Raw Ingredient	Salmonella Present	Further Processed on Site	4	4	16		Certification to GFSI Approved Standard	
3	C	Contract Scones	Contract Packer	Salmonella Present	None Currently	5	5	25		Certification to GFSI Approved Standard	
4	D	Cake Tray	Contact Packaging	Foreign Bodies	Packaging Rinsed and Inverted	3	4	12		Supplier Assurance Questionnaire	
5	E	Cardboard Box	Non-Contact Packaging	Yeasts & Moulds	No access to Production Facility	1	1	1		COC with each Delivery	
6	F	0				1	5	5		Supplier Audit every 6 months	
7	G	0				1	5	5		Supplier Audit every 6 months	
8	H	0				1	5	5		Supplier Audit every 6 months	
9	I	0				1	5	5		Supplier Audit every 6 months	
10	J	0				1	5	5		Supplier Audit every 6 months	

Comment: Refer to Assessment Table - Red means High Risk Supplier

BRC Food Safety Management System Plus FSMA Module

Product Development Module

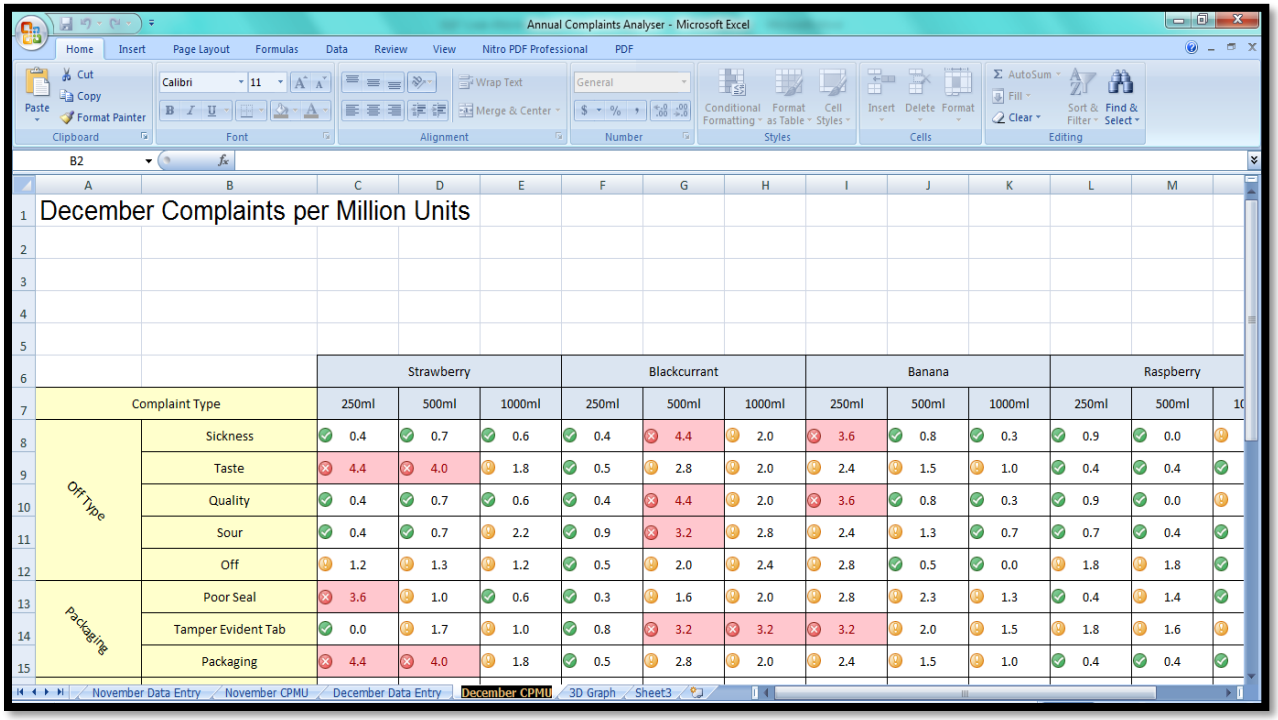


Product Development

Search

Name	Date Modified	Size	Kind
FPSPEC 001 Whole Milk Summer...io Yoghurt 100g Specification.docx	Yesterday, 09:44	174 KB	Micros...(.docx)
FPSPEC 002 Whole 3.5% UHT Milk Specification.docx	Yesterday, 09:47	171 KB	Micros...(.docx)
FPSPEC 003 1.5% Natural Set Yoghurt Specification.docx	Yesterday, 09:46	166 KB	Micros...(.docx)
NPD 001 Product Development Plan.docx	Yesterday, 09:44	146 KB	Micros...(.docx)
NPD 002 Product Development Brief Sign Off Form.docx	Yesterday, 09:46	133 KB	Micros...(.docx)
NPD 003 Artwork Approval Form.docx	Yesterday, 09:46	142 KB	Micros...(.docx)
NPD 004 Market Review Form.docx	Yesterday, 09:45	95 KB	Micros...(.docx)
NPD 005 Project Request Form.docx	Yesterday, 09:44	158 KB	Micros...(.docx)
NPD 006 Development Recipe Sheet.docx	Yesterday, 09:44	95 KB	Micros...(.docx)
NPD 006 NPD Costing Form.docx	Yesterday, 09:50	148 KB	Micros...(.docx)
NPD 007 Taste Panel Form.docx	Yesterday, 09:50	106 KB	Micros...(.docx)
NPD 008 Factory Trial Assessment Form.docx	Yesterday, 09:50	122 KB	Micros...(.docx)
RMS 001 Milk Powder Specification.docx	Yesterday, 09:52	137 KB	Micros...(.docx)
RMS 002 Refined White Sugar Specification.docx	Yesterday, 09:51	150 KB	Micros...(.docx)
RMS 003 Cocoa Powder Specification.docx	Yesterday, 09:51	147 KB	Micros...(.docx)
RMS 004 Chocolate Specification.docx	Yesterday, 09:51	149 KB	Micros...(.docx)
RMSP 001 Fruit Conserve Sample Plan.docx	Yesterday, 09:51	126 KB	Micros...(.docx)

Complaint Management Guidelines & Analyser



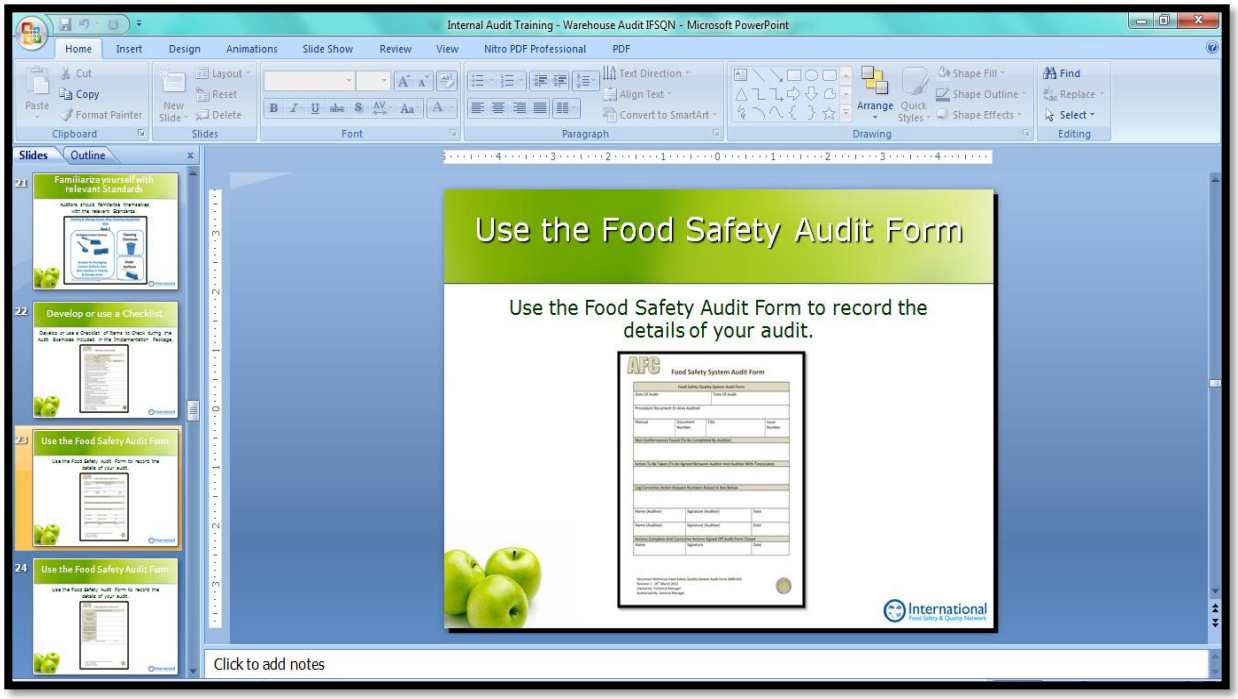
Annual Complaints Analyser - Microsoft Excel

December Complaints per Million Units

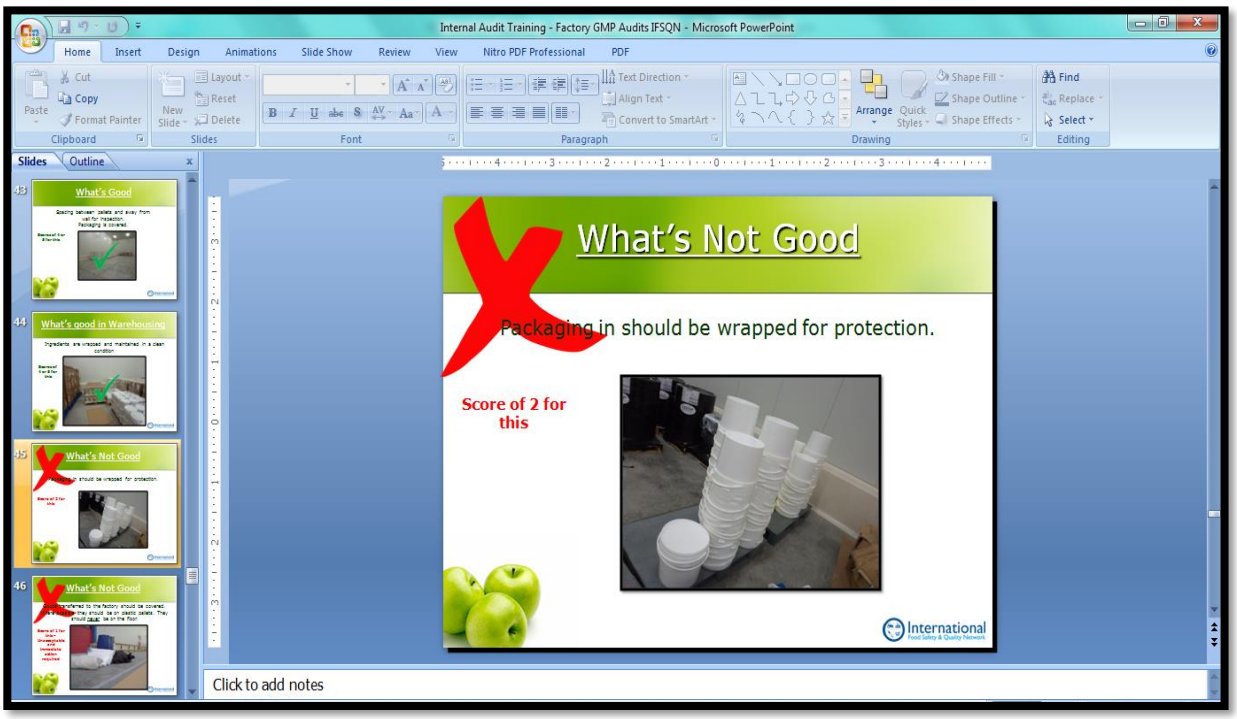
	Complaint Type	Strawberry 250ml	Strawberry 500ml	Strawberry 1000ml	Blackcurrant 250ml	Blackcurrant 500ml	Blackcurrant 1000ml	Banana 250ml	Banana 500ml	Banana 1000ml	Raspberry 250ml	Raspberry 500ml	Raspberry 1000ml
Off Type	Sickness	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Taste	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	
	Quality	0.4	0.7	0.6	0.4	4.4	2.0	3.6	0.8	0.3	0.9	0.0	
	Sour	0.4	0.7	2.2	0.9	3.2	2.8	2.4	1.3	0.7	0.7	0.4	
	Off	1.2	1.3	1.2	0.5	2.0	2.4	2.8	0.5	0.0	1.8	1.8	
Packaging	Poor Seal	3.6	1.0	0.6	0.3	1.6	2.0	2.8	2.3	1.3	0.4	1.4	
	Tamper Evident Tab	0.0	1.7	1.0	0.8	3.2	3.2	3.2	2.0	1.5	1.8	1.6	
	Packaging	4.4	4.0	1.8	0.5	2.8	2.0	2.4	1.5	1.0	0.4	0.4	

BRC Food Safety Management System Plus FSMA Module

Extended Internal Audit Training



Hygiene Inspection Training



BRC Food Safety Management System Plus FSMA Module

Internal Audit Schedule Risk Assessment Tool and Template

1	BRC Audit Plan with Risk Rating				
2					
3	High Risk - Quarterly Audits				
4	Medium Risk - Six Monthly Audits				
5	Low Risk - Annual Audit				
6		Failure Assessment			
7		Possibility	Severity	Significance	Comments
8	Section 1 Senior Management Commitment				
9	1.1 Senior Management Commitment	1	2	2	
10	1.1.1 Food Safety and Quality Policy	1	2	2	
11	1.1.2 Food Safety and Quality Objectives	1	2	2	
12	1.1.3 Senior Management Review	1	2	2	
13	1.1.4 Management Review	1	2	2	
14	1.1.5 Human and Financial Resources	1	2	2	
15	1.1.6 Communication	2	2	4	
16	1.2 Responsibility and Authority	1	2	2	
17	Section 2 The Food Safety Plan - HACCP				
18	2.1 HACCP Team	2	3	6	
19	2.2 HACCP Prerequisites	Covered By Audits of BRC Sections			
20	2.3 HACCP Product Description and Scope	3	3	9	
21	2.4 HACCP Intended Use	3	3	9	
22	2.5 HACCP Flowcharts	3	3	9	
23	2.6 HACCP Flowchart Verification	3	3	9	
24	2.7.1 Hazard Identification	3	3	9	
25	2.7.2 Hazard Assessment	3	3	9	

Audit Risk Rating | Audit Plan HACCP Comb

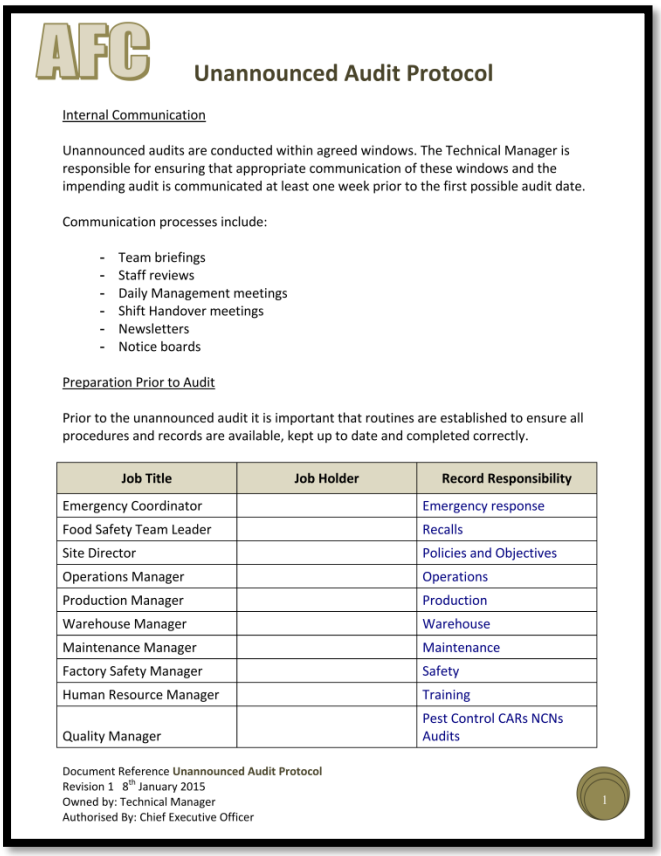
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BRC Audit Plan												
2													
3	High Risk - Quarterly Audits												
4	Medium Risk - Six Monthly Audits												
5	Low Risk - Annual Audit												
6													
7		January	February	March	April	May	June	July	August	September	October	November	December
8	Section 3 Food Safety & Quality Management System												
9	3.1 Food Safety and Quality												
10	3.2 Document Control												
11	3.3 Control of Records												
12	3.4 Internal Audit												
13	3.5 Supplier Approval and Monitoring												
14	3.6 Specifications												
15	3.7 Corrective Action and Preventative												
16	3.8 Control of Non-conforming Product												
17	3.9 Identification and Traceability												
18	3.10 Management of Customer												
19	3.11.1 Management of Incidents												
20	3.11.2 Product Recall Procedure												
21	3.12 Customer Focus												
22	Section 4 Site Standards												
23	4 Site Standards	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
24	4.1 External Standards												
25	4.2 Site Security												
26	4.2.1 Control of Visitors and Contractors												
27	4.3 Layout, Product Flow and	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
28	4.4 Building Fabric	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
29	4.5 Utilities - Water and Air												
30	4.6 Equipment												
31	4.7 Maintenance												
32	4.8 Staff Facilities	Covered By Documented Inspections of Hygiene and Fabric as per BRC Clause 3.4.4											
33	4.9 Product Contamination Control												

Audit Risk Rating | Audit Plan HACCP Comb

Ready

BRC Food Safety Management System Plus FSMA Module

Unannounced Audit Guidance



AFC

Unannounced Audit Protocol

Internal Communication

Unannounced audits are conducted within agreed windows. The Technical Manager is responsible for ensuring that appropriate communication of these windows and the impending audit is communicated at least one week prior to the first possible audit date.

Communication processes include:

- Team briefings
- Staff reviews
- Daily Management meetings
- Shift Handover meetings
- Newsletters
- Notice boards

Preparation Prior to Audit

Prior to the unannounced audit it is important that routines are established to ensure all procedures and records are available, kept up to date and completed correctly.

Job Title	Job Holder	Record Responsibility
Emergency Coordinator		Emergency response
Food Safety Team Leader		Recalls
Site Director		Policies and Objectives
Operations Manager		Operations
Production Manager		Production
Warehouse Manager		Warehouse
Maintenance Manager		Maintenance
Factory Safety Manager		Safety
Human Resource Manager		Training
Quality Manager		Pest Control CARs NCNs Audits

Document Reference **Unannounced Audit Protocol**
Revision 1 8th January 2015
Owned by: Technical Manager
Authorised By: Chief Executive Officer

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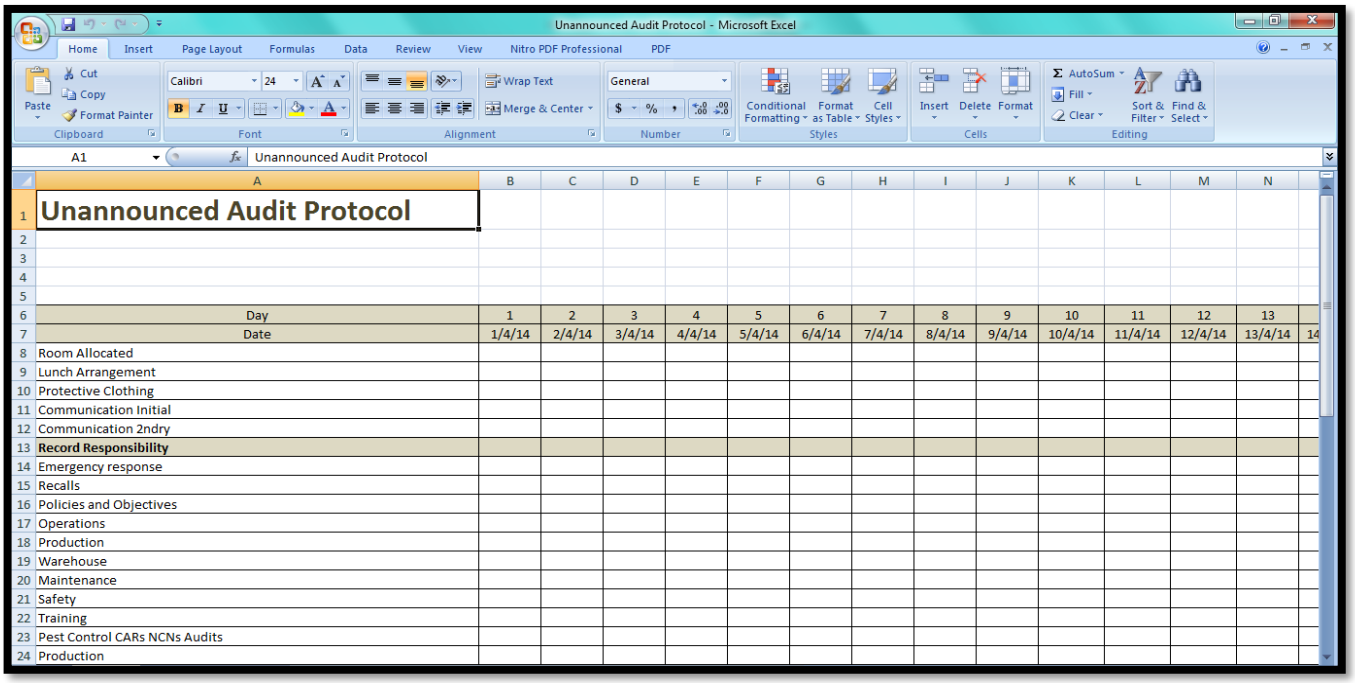

Unannounced Audit Protocol - Microsoft Excel

A1 Unannounced Audit Protocol

Unannounced Audit Protocol

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date	1/4/14	2/4/14	3/4/14	4/4/14	5/4/14	6/4/14	7/4/14	8/4/14	9/4/14	10/4/14	11/4/14	12/4/14	13/4/14	14
Room Allocated														
Lunch Arrangement														
Protective Clothing														
Communication Initial														
Communication 2ndry														
Record Responsibility														
Emergency response														
Recalls														
Policies and Objectives														
Operations														
Production														
Warehouse														
Maintenance														
Safety														
Training														
Pest Control CARs NCNs Audits														
Production														

BRC Food Safety Management System Plus FSMA Module

Benefits of BRC Certification

The BRC Food 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 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 Food Safety and the additional voluntary FSMA Preventive Controls Preparedness Module. The system also provides guidance on how to manage and implement a HACCP system, determine critical control points (CCPs) and implement preventive controls as per the requirements of the FSMA. This process is aided by our implementation training guides and assessment tools which completely simplify the implementation process."

"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 IFSQN BRC Food Safety Management System Plus FSMA Implementation Package click here