

BRC Food Safety and Quality Management System



This is an ideal package for Food Manufacturers looking to meet the new BRC Global Standard for Food Safety (Issue 8 2018) for Food Safety Quality Management Systems. Our BRC Food Safety Quality Management System is the most comprehensive system available anywhere on the internet and contains:

- ✓ Comprehensive Procedures Manual
- ✓ FSMS Record Templates
- ✓ HACCP Manual containing the HACCP Calculator
- ✓ Laboratory Quality Manual
- ✓ Training Modules and Exams
 - BRC Standard for Food Safety Training Module
 - HACCP Training
 - Internal Audit Training and Checklists
- ✓ Verification and Validation Record Templates
- ✓ Free online support via e-mail

BRC Food Safety and Quality Management System

The package includes a comprehensive 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

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

BRC Food Safety and Quality Management System

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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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:

Step Number	Step Name	Hazards Identified	Probability	Severity	Score
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	Contamination with Bacteria from Pests	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

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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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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

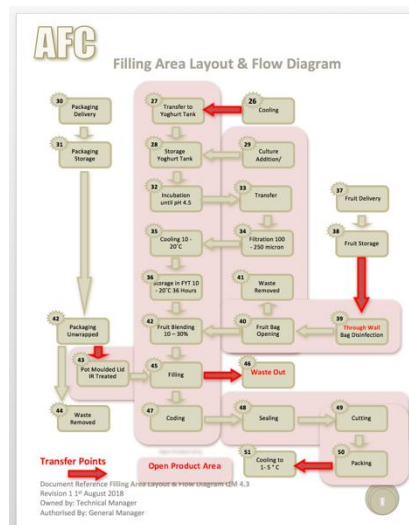
QM 4.12 Waste & Waste Disposal

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



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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

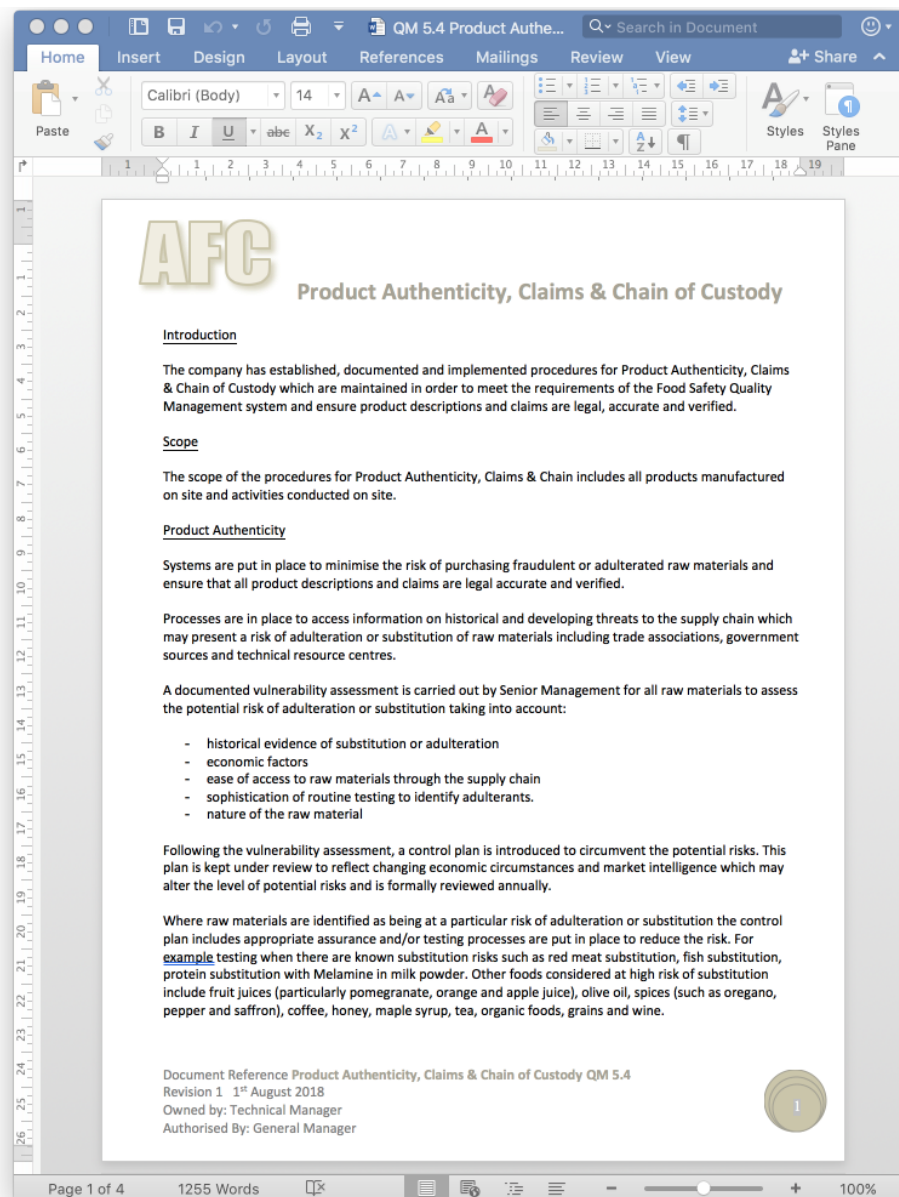
QM 5.5 Product Packaging

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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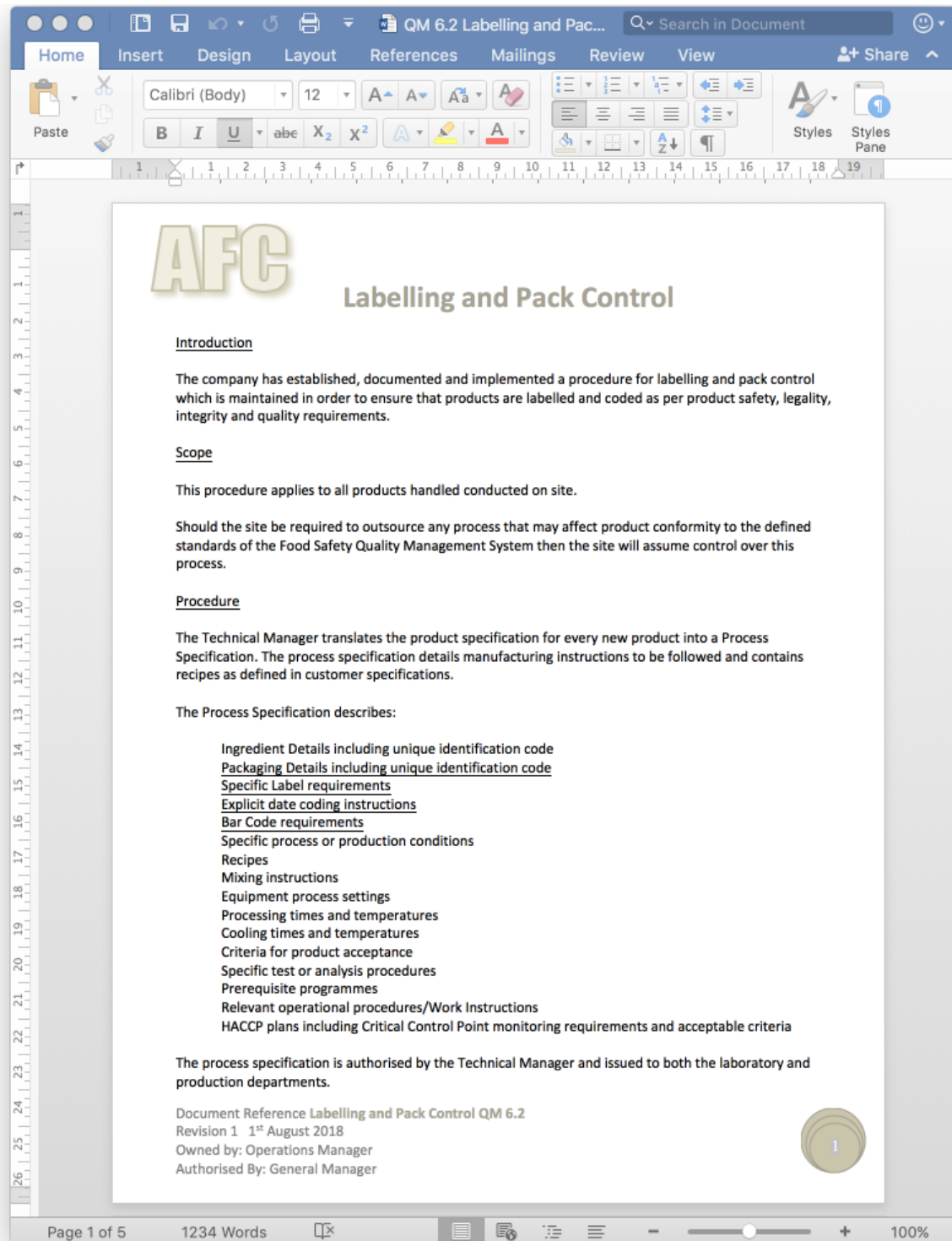
Section 6

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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Section 7

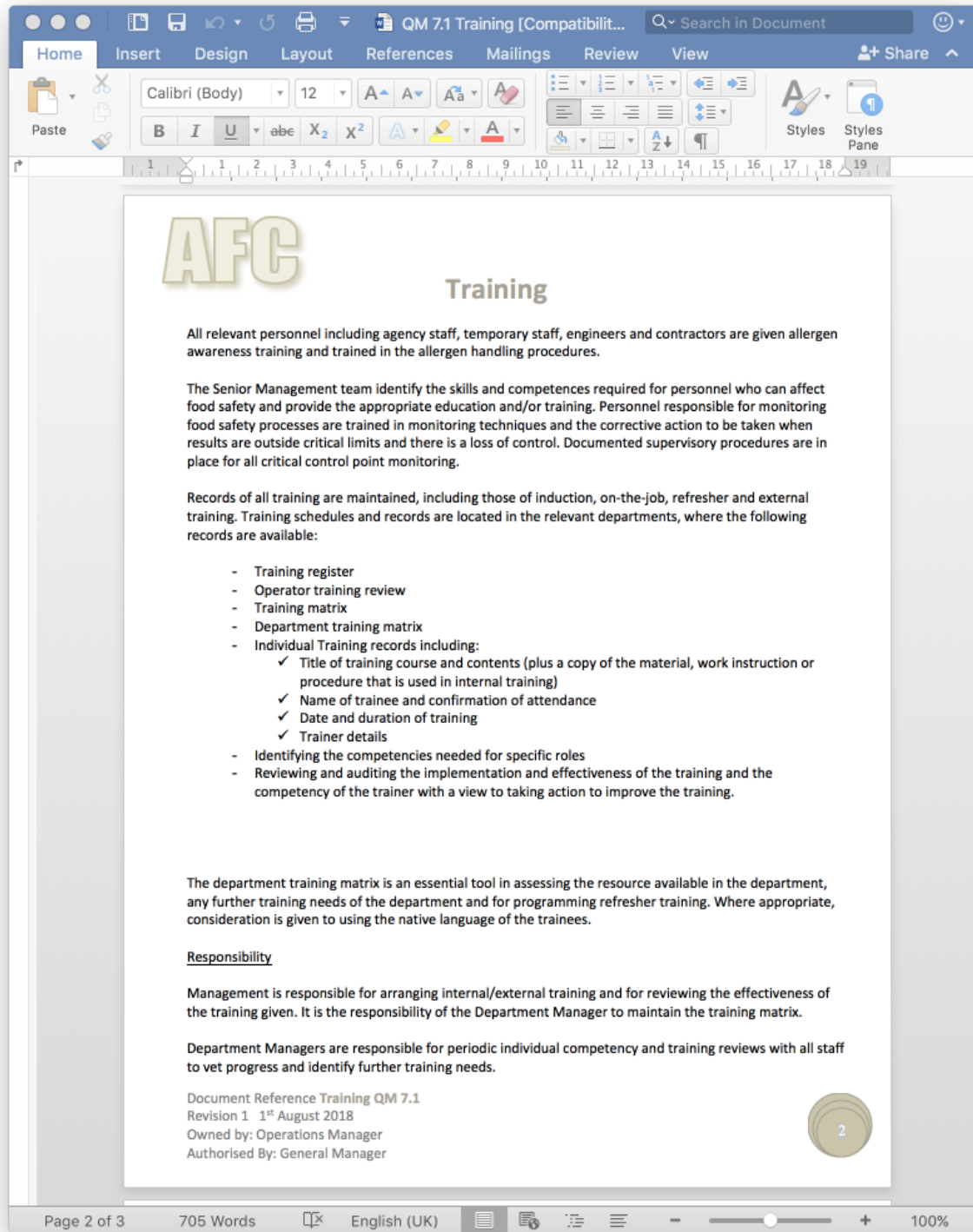
QM 7.1 Training

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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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

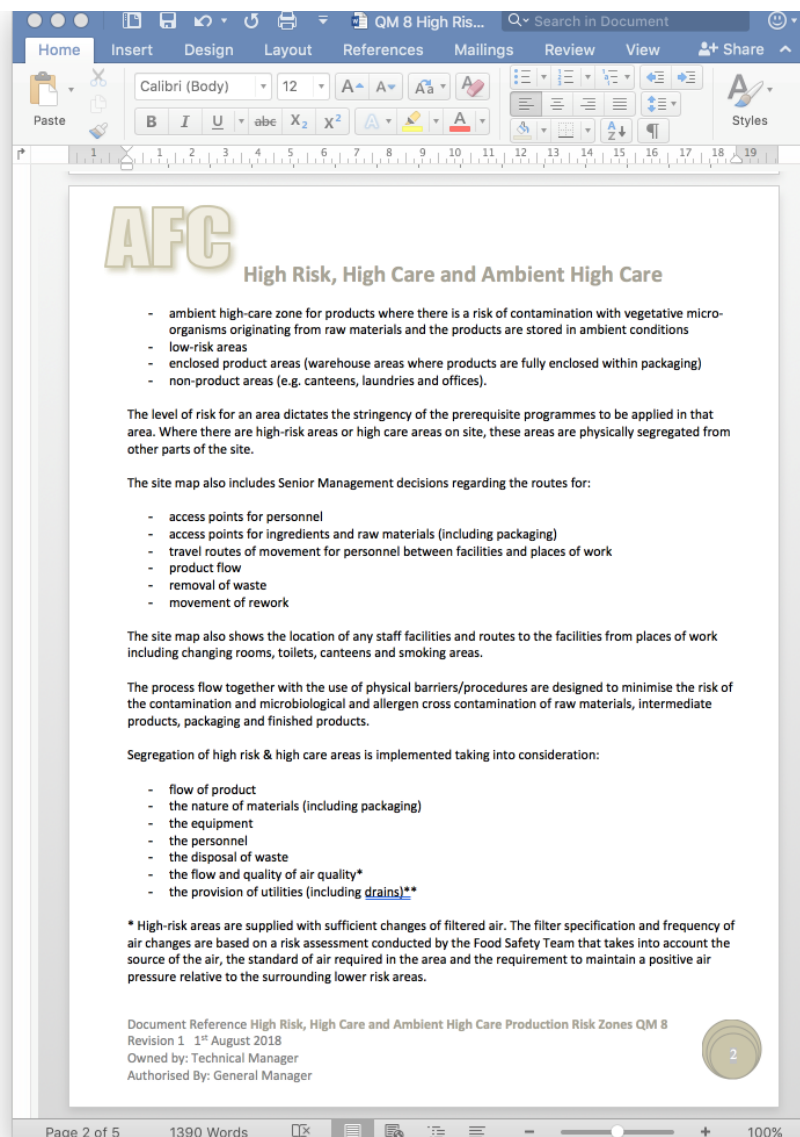
8.3 Maintenance in high-risk and high-care zones

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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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

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QMR 002 Training Record [Compatibility Mode] Search in Document

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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			
Weeks 5 - 13	Operating Procedure			

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

Page 1 of 4 150 Words English (UK) 100%

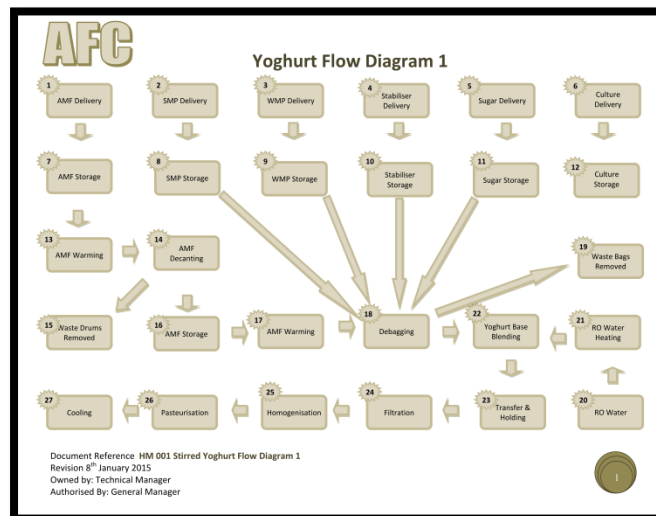
AFC Complaint Investigation Form

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

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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.

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HM 004 BRC Hazard Assessment & Critical Control Point Calculator - Microsoft Excel

Decision Tree

- Y = NOT a CCP
- N = Check
- CCP

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity	Significance	Q1	Q2	Q3	Q4	CCP	PRP
1	AMF Delivery	Bacteria (spore-forming) General		QM 3.5 Supplier and Raw Material Approval	Pasteurisation > 71.7 °C > 15 seconds	3	3	9	Y	Y				
1	AMF Delivery	Listeria monocytogenes		QM 3.6 Specifications	Hot Water Disinfection	3	3	9	Y	N	Y			
1	AMF Delivery	Personal effects		QM 7.2 Personal Hygiene	Filtration 3mm maximum	3	3	9	Y	N	N			
1	AMF Delivery	Wood		QM 4.9.4 Control of Wood	Filtration 1mm maximum	3	1	3						
1	AMF Delivery	Nuts		QM 5.2.1 Nut Control Procedure		1	2	2						
1	AMF Delivery	Stones		QM 4.10 Foreign Body Detection and Removal										
1	AMF Delivery	Allergens		QM 5.2 Management of Allergens										
1	AMF Delivery	Cryptosporidium parvum		QM 4.5 Utilities - Water and Air										
1	AMF Delivery	Contamination with Bacteria from Pests		QM 4.13 Pest Control										
1	AMF Delivery	Antibiotics		QM 5.6 Product Release										
1	AMF Delivery	Staphylococcus aureus		QM 3.5 Supplier and Raw Material Approval										

Guide: Enter preventive measures which might be used to prevent, eliminate, or reduce each hazard to an acceptable level or choose from drop down list

Cell E16 commented by Tony

BRC HACCP Calculator Instruction 2 2018.pdf (page 2 of 9)

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BRC HACCP Calculator Instruction 2

HAZARD ANALYSIS AND CRITICAL CONTROL POINT CALCULATOR

Taking the Prerequisite Programmes and Control Measure into consideration Rate the Severity of the Hazard
1 = Not Severe
3 = Severe

Step Number	Step Name	Hazards Identified	Specific Details about the Hazard	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Probability	Severity
1	AMF Delivery	Bacteria (spore-forming) General		1. Hygiene and Housekeeping	Pasteurisation > 71.7 °C > 15 seconds	3	3
1	AMF Delivery	Listeria monocytogenes		Hygiene General	Storage 1 - 5 °C	3	3
1	AMF Delivery	Personal effects		Protective Work Wear	Storage < -18 °C	3	3
1	AMF Delivery	Wood		4. Storage Prerequisite Programme	Filtration 3mm maximum	3	1
1	AMF Delivery	Nuts		Identification and segregation of allergens during storage	Filtration 3mm maximum	1	3
1	AMF Delivery	Stones		2. Manufacturing Control	CIP to specification	2	2
1	AMF Delivery	Allergens		Glass Breakage and Investigation Procedures	Hot Water Disinfection	1	1
1	AMF Delivery	Cryptosporidium parvum		5. Stock Control	Incubation pH Control	3	3
1	AMF Delivery	Contamination with Bacteria from Pests		6. Pest Control	Positive Release of Finished product for micro	3	1
1	AMF Delivery	Antibiotics		2. Supplier Approval and Monitoring	CIP to specification	3	2
1	AMF Delivery	Staphylococcus aureus		Personnel Hygiene Facilities	Filtration 3mm maximum	3	3

Document Reference BRC HACCP Calculator Instruction 2
Revision 1 1st August 2018
Owned by: Technical Manager
Authorised By: General Manager

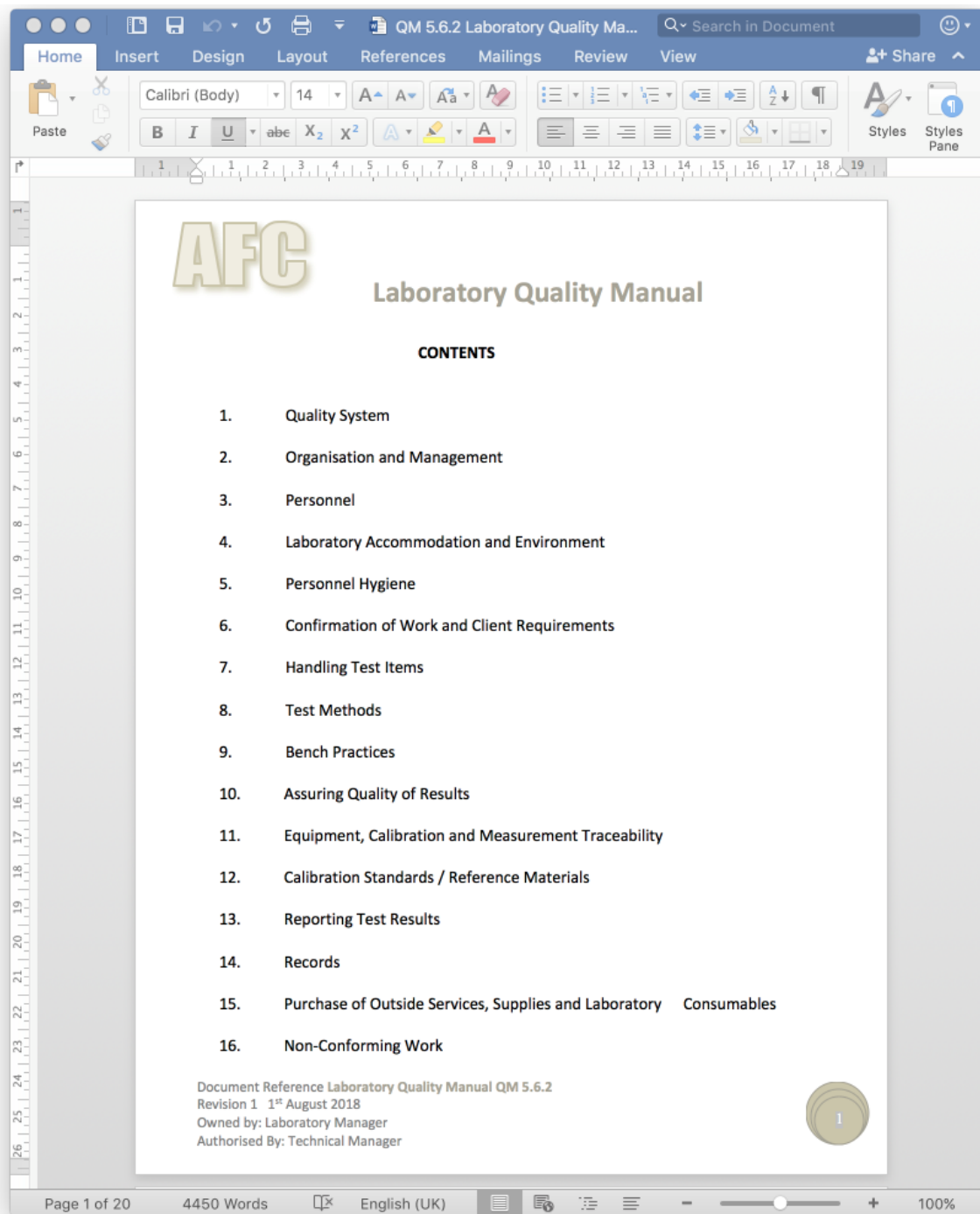
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BRC HACCP Calculator Instruction 2

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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.

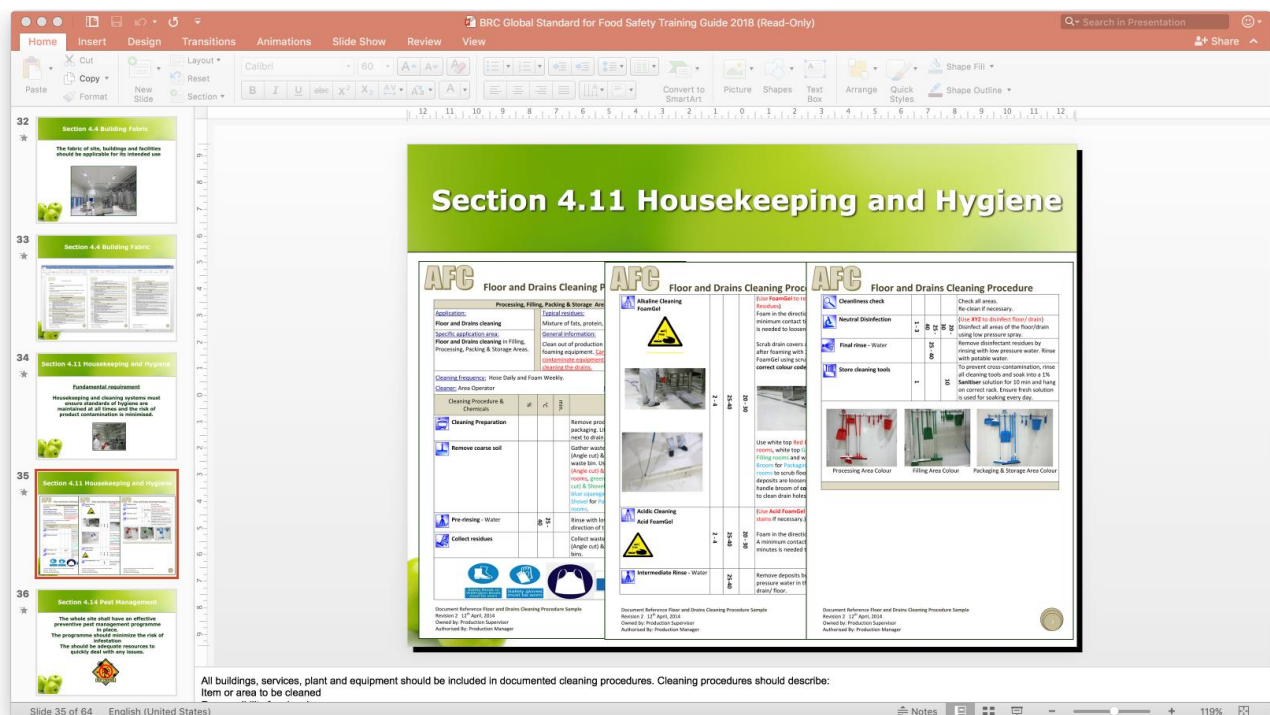
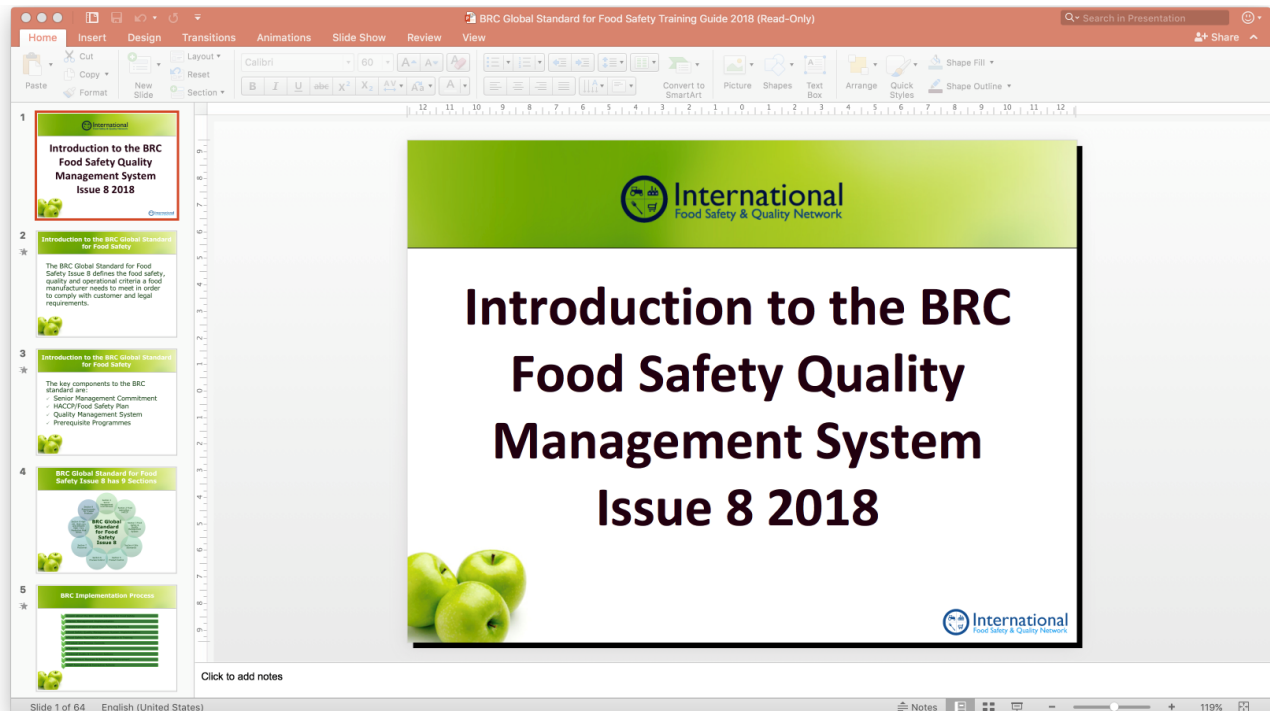


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Training Modules

BRC Food Safety Management System Training Module

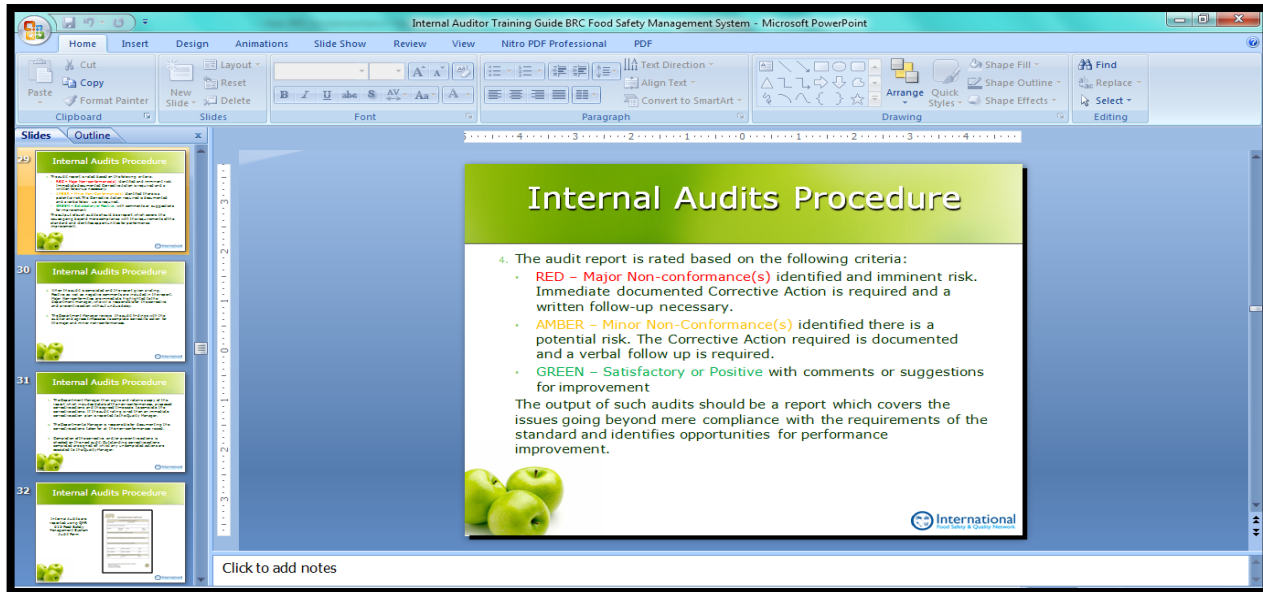
An introduction to the IFSQN BRC Food Safety Management System.



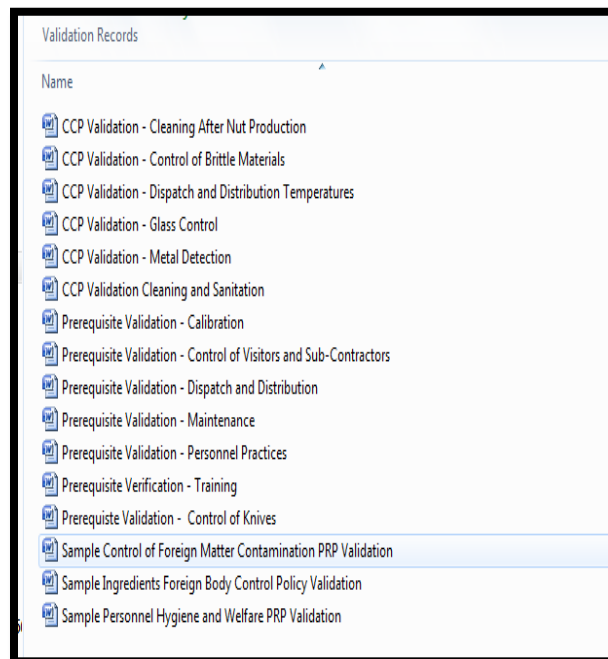
BRC Food Safety and Quality Management System

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

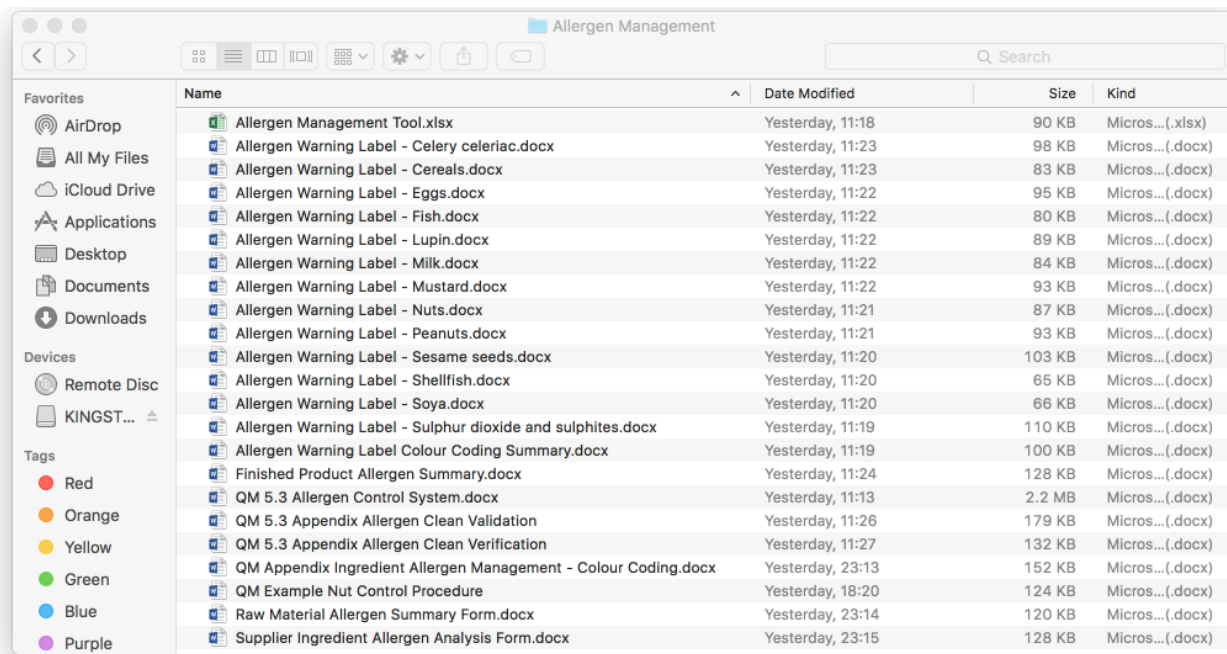


BRC Food Safety and Quality Management System

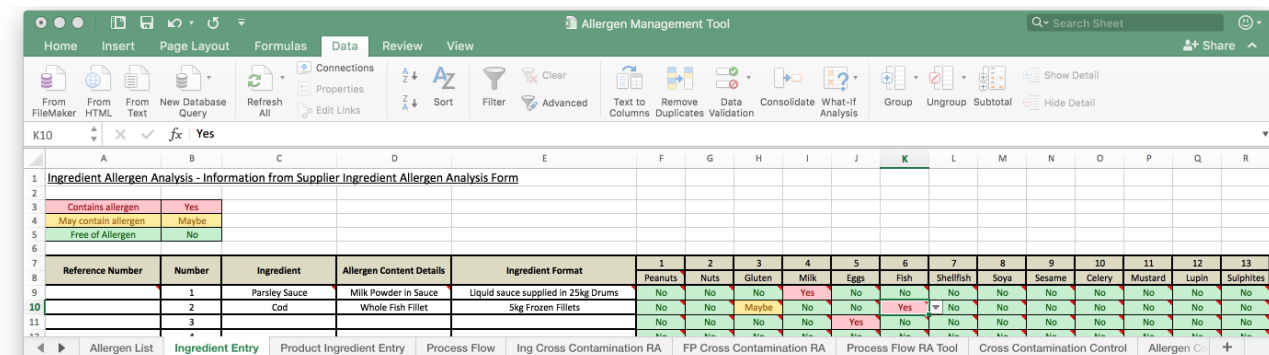
Allergen Management Module & Risk Assessment Tool

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



Name	Date Modified	Size	Kind
Allergen Management Tool.xlsx	Yesterday, 11:18	90 KB	Micros... (.xlsx)
Allergen Warning Label - Celery celeriac.docx	Yesterday, 11:23	98 KB	Micros... (.docx)
Allergen Warning Label - Cereals.docx	Yesterday, 11:23	83 KB	Micros... (.docx)
Allergen Warning Label - Eggs.docx	Yesterday, 11:22	95 KB	Micros... (.docx)
Allergen Warning Label - Fish.docx	Yesterday, 11:22	80 KB	Micros... (.docx)
Allergen Warning Label - Lupin.docx	Yesterday, 11:22	89 KB	Micros... (.docx)
Allergen Warning Label - Milk.docx	Yesterday, 11:22	84 KB	Micros... (.docx)
Allergen Warning Label - Mustard.docx	Yesterday, 11:22	93 KB	Micros... (.docx)
Allergen Warning Label - Nuts.docx	Yesterday, 11:21	87 KB	Micros... (.docx)
Allergen Warning Label - Peanuts.docx	Yesterday, 11:21	93 KB	Micros... (.docx)
Allergen Warning Label - Sesame seeds.docx	Yesterday, 11:20	103 KB	Micros... (.docx)
Allergen Warning Label - Shellfish.docx	Yesterday, 11:20	65 KB	Micros... (.docx)
Allergen Warning Label - Soya.docx	Yesterday, 11:20	66 KB	Micros... (.docx)
Allergen Warning Label - Sulphur dioxide and sulphites.docx	Yesterday, 11:19	110 KB	Micros... (.docx)
Allergen Warning Label Colour Coding Summary.docx	Yesterday, 11:19	100 KB	Micros... (.docx)
Finished Product Allergen Summary.docx	Yesterday, 11:24	128 KB	Micros... (.docx)
QM 5.3 Allergen Control System.docx	Yesterday, 11:13	2.2 MB	Micros... (.docx)
QM 5.3 Appendix Allergen Clean Validation	Yesterday, 11:26	179 KB	Micros... (.docx)
QM 5.3 Appendix Allergen Clean Verification	Yesterday, 11:27	132 KB	Micros... (.docx)
QM Appendix Ingredient Allergen Management - Colour Coding.docx	Yesterday, 23:13	152 KB	Micros... (.docx)
QM Example Nut Control Procedure	Yesterday, 18:20	124 KB	Micros... (.docx)
Raw Material Allergen Summary Form.docx	Yesterday, 23:14	120 KB	Micros... (.docx)
Supplier Ingredient Allergen Analysis Form.docx	Yesterday, 23:15	128 KB	Micros... (.docx)



Reference Number	Number	Ingredient	Allergen Content Details	Ingredient Format	1	2	3	4	5	6	7	8	9	10	11	12	13
					Peanuts	Nuts	Gluten	Milk	Eggs	Fish	Shellfish	Soya	Sesame	Celery	Mustard	Lupin	Sulphites
	1	Parsley Sauce	Milk Powder in Sauce	Liquid sauce supplied in 25kg Drums	No	No	No	Yes	No	No	No	No	No	No	No	No	No
	2	Cod	Whole Fish Fillet	Skg Frozen Fillets	No	No	Maybe	No	Yes	No	No	No	No	No	No	No	No
	3				No	No	No	No	Yes	No	No	No	No	No	No	No	No

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Allergen Risk Assessment Tool

The screenshot shows the 'Allergen Management Tool' spreadsheet. The table lists 23 steps in a process flow, with columns for various allergen risk factors. The steps are: 1. AMF Delivery, 2. SMP Delivery, 3. WMP Delivery, 4. Culture Delivery, 5. AMF Storage, 6. SMP Storage, 7. WMP Storage, 8. Culture Storage, 9. AMF Warming, 10. AMF Decanting, 11. Debagging, 12. Waste Bags Removed, 13. Waste Drums Removed, 14. AMF Storage, 15. AMF Warming, 16. RO Water, 17. RO Water Heating, 18. Yoghurt Base Blending, 19. Transfer & Holding, 20. Filtration, 21. Homogenisation, 22. Pasteurisation, 23. Cooling. The table includes columns for Ingredient at Supplier, Supply Chain, Raw material Storage, Raw Material Handling, Processing Aids, Packaging, Air Particles Operations, Rework, Intermediate Product, Movement of Part Used Materials, Storage of Part Used Materials, Equipment, Utensils, Production Lines, Staff Movement, Protective Clothing, Cleaning Area, CP Systems, Removal of waste, Transport, and Comments. The table is color-coded with green for 'No' and red for 'Yes' or 'Maybe'.

Step Number	Step Name	Ingredient at Supplier	Supply Chain	Raw material Storage	Raw Material Handling	Processing Aids	Packaging	Air Particles Operations	Rework	Intermediate Product	Movement of Part Used Materials	Storage of Part Used Materials	Equipment	Utensils	Production Lines	Staff Movement	Protective Clothing	Cleaning Area	CP Systems	Removal of waste	Transport	Comments
1	AMF Delivery	Yes	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	
3	WMP Delivery	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	
5	AMF Storage	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	
7	WMP Storage	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	
9	AMF Warming	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	
11	Debagging	No	No	No	No	Maybe	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	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	
14	AMF Storage	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	
16	RO Water	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	
18	Yoghurt Base Blending	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	
20	Filtration	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	
22	Pasteurisation	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	

Supplier Risk Assessment Tool

The screenshot shows the 'Supplier Risk Assessment Calculator' spreadsheet. The table lists 10 suppliers and their materials, with columns for Supplier Number, Supplier, Materials/Service Supplied, Supplier Category, Identify the Risks, List the Current Controls in Place, Risk Score, Rating, and What should I do? The suppliers are: 1. Final Ingredient/Contract Packer, 2. Raw Ingredient/High Risk Service, 3. Contract Packaging, 4. Non-Contract Packaging, 5. Low Risk Service, 6. Chocolate Topping, 7. Flour for Baking, 8. Contract Scones, 9. Cake Tray, 10. Cardboard Box. The table includes columns for Supplier Number, Supplier, Materials/Service Supplied, Supplier Category, Identify the Risks, List the Current Controls in Place, Risk Score, Rating, and What should I do? The table is color-coded with green for 'Low' and red for 'High' or 'Extreme'.

Supplier Number	Supplier	Materials/Service Supplied	Supplier Category	Identify the Risks	List the Current Controls in Place	Risk Score	Rating	What should I do?
1	Final Ingredient/Contract Packer					25	Extreme	Close Surveillance of Supplier and Material Required
2	Raw Ingredient/High Risk Service					16 - 20	High	Supplier and Material/Service Monitoring Required
3	Contract Packaging					9 - 15	Moderate	Material/Service Monitoring Required
4	Non-Contract Packaging					< 9	Low	Prerequisites on Goods In/Service Provision Sufficient
5	Low Risk Service							
6	Chocolate Topping							
7	Flour for Baking							
8	Contract Scones							
9	Cake Tray							
10	Cardboard Box							

Product Development Module

Complaint Management Guidelines & Analyser

www.ifsqn.com

BRC Food Safety and Quality Management System

Extended Internal Audit Training

Internal Audit Training - Warehouse Audit IFSQN - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Nitro PDF Professional PDF

Clipboard Font Paragraph Drawing Editing

Slides Outline

21 Familiarize yourself with relevant Standards

22 Develop or use a Checklist

23 Use the Food Safety Audit Form

24 Use the Food Safety Audit Form

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

Click to add notes

Hygiene Inspection Training

Internal Audit Training - Factory GMP Audits IFSQN - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Nitro PDF Professional PDF

Clipboard Font Paragraph Drawing Editing

Slides Outline

43 What's Good

44 What's good in Warehouses

45 What's Not Good

46 What's Not Good

What's Not Good

Packaging in should be wrapped for protection.

Score of 2 for this

Click to add notes

BRC Food Safety and Quality Management System

Internal Audit Schedule Risk Assessment Tool and Template

	A	B	C	D	E	F	G	H	I	J
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						

	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												

BRC Food Safety and Quality Management System

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

Unannounced Audit Protocol - Microsoft Excel														
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	14/4/14
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 and Quality Management System

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. The system also provides guidance on how to manage and implement a HACCP system and determine critical control points (CCPs). This process is aided by our implementation training guides and 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 & Quality Management System Implementation Package click here