

# BRC Food Safety and Quality Management System



Welcome to the BRC Food Safety Quality Management System plus FSMA Implementation Package Start Up Guide which will guide you through the contents of the package. 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 FSMA. Included in the package:


- ✓ Comprehensive 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
- ✓ Unannounced Audit Guidance
- ✓ Allergen Management Module & Risk Assessment Tool
- ✓ Supplier Risk Assessment Tool
- ✓ Product Development Module

# BRC Food Safety and Quality Management System

- ✓ BRC Risk Assessment Tool
- ✓ Complaint Management Guidelines & Analyser
- ✓ Hygiene Inspection Training
- ✓ Internal Audit Schedule Risk Assessment Tool and Template
- ✓ Implementation Workbook
- ✓ User guide

**[To order the IFSQN Issue 8 BRC Food Safety & Quality Management System Implementation Package click here](#)**

**When you download the package, you will find this start up guide and 17 folders containing the package documents:**



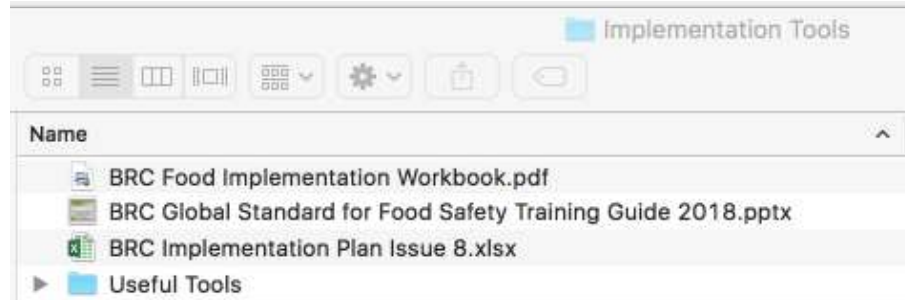
Name	Date Modified	Size	Kind
BRC Food Safety Management System Start Up Guide 2018.pdf	9 Aug 2018, 08:34	5.9 MB	PDF Document
▶ FSMA Module	Today, 12:57	--	Folder
▶ Implementation Tools	Today, 16:49	--	Folder
▶ Section 1 Senior Management Commitment	Today, 17:06	--	Folder
▶ Section 2 HACCP	Today, 17:11	--	Folder
▶ Section 3 Food Safety and Quality Management System	Today, 17:21	--	Folder
▶ Section 4 Site Standards	Today, 17:44	--	Folder
▶ Section 5 Product Control	Today, 18:25	--	Folder
▶ Section 6 Process Control	Today, 18:27	--	Folder
▶ Section 7 Personnel	Today, 18:30	--	Folder
▶ Section 8 High Risk High Care Production Risk Zones	Today, 18:34	--	Folder
▶ Supplementary Allergen Management	1 Sep 2018, 12:30	--	Folder
▶ Supplementary Audit RA Training	26 Aug 2018, 13:19	--	Folder
▶ Supplementary FSMS Records	16 Apr 2017, 12:13	--	Folder
▶ Supplementary HACCP Manual	1 Sep 2018, 17:11	--	Folder
▶ Supplementary Laboratory Quality Manual	7 Aug 2018, 23:22	--	Folder
▶ Supplementary Product Development Tools	30 Aug 2018, 12:24	--	Folder
▶ Supplier Assessment	1 Sep 2018, 12:14	--	Folder

**Your first job is to get a copy of the current issue of the BRC Global Standard for Food Safety. It is free to download at the [BRCBookShop](#)**

**Your next job is to get a copy of the current issue of the [FSMA Preventive Controls Preparedness Module and Guidance For BRC-Certified Facilities](#). It is free to download at the BRC Global Standards website.**

# BRC Food Safety and Quality Management System

**Start by opening the Implementation Tools folder:**



The main document in the folder is the **New BRC Food Safety Management System Implementation Workbook**

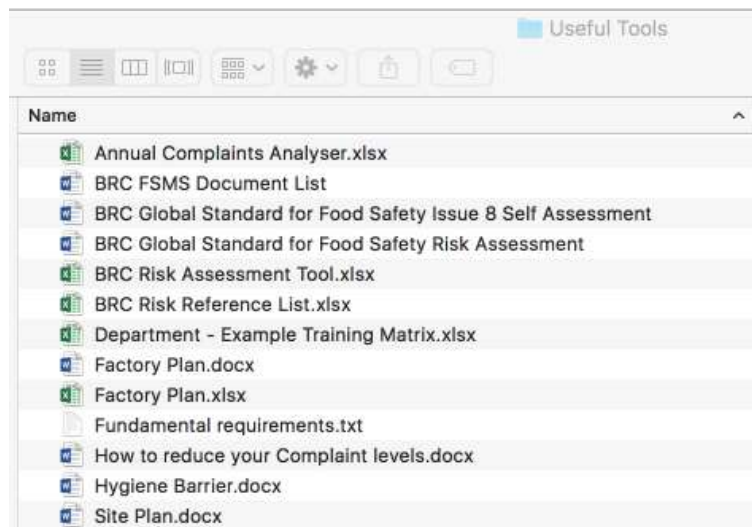


# BRC Food Safety and Quality Management System

There is the **BRC Implementation Plan Issue 8** which can be used to plan the development of your Food Safety Management System:

	01 Jan	15 Jan	29 Jan	12 Feb	19 Feb
Plan/Document					
Implement					
Maintain					
Senior Management Commitment And Continual Improvement					
Documented Food Safety Policy					
Food Safety & Quality Culture					
Documented Food Safety Objectives	1				
Management Review	1				
Meeting Program					
Confidential Reporting System					
Human And Financial Resources					
Informed Of All Relevant Legislative, Scientific					
Current, Original Copy Of The Standard					
Announced recertification audits					

There is also the Useful Tools folder to open:



There are a range of documents and tools that are self-explanatory and might prove useful such as the complaints analyser & guidelines, plans and a sample training matrix.

# BRC Food Safety and Quality Management System

## 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

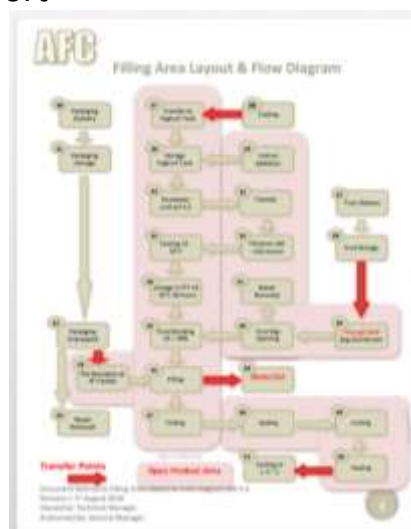
QM 4.12 Waste & Waste Disposal

QM 4.13 Management of Surplus Food and Products for Animal Feed

QM 4.14 Pest Management

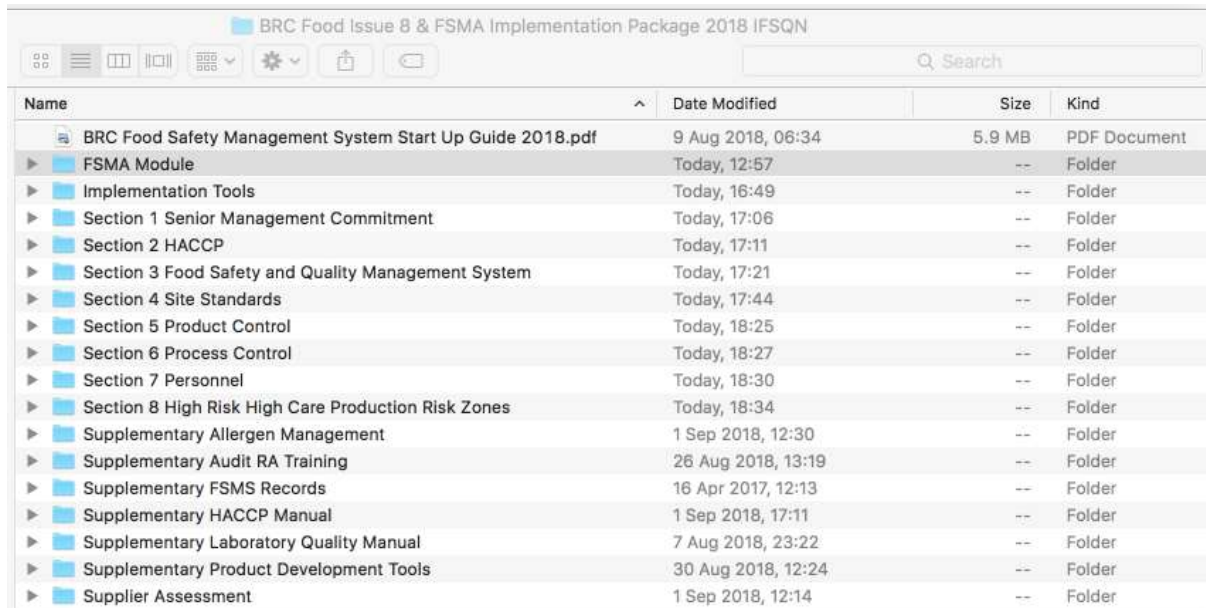
QM 4.15 Storage

QM 4.16 Dispatch and Transport



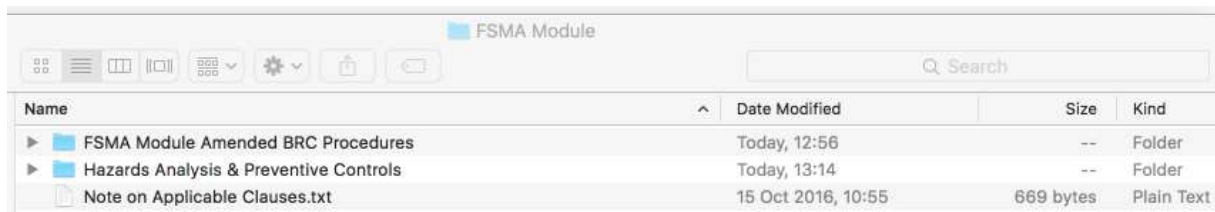
# BRC Food Safety and Quality Management System

## The next folder to open is the FSMA Module Folder



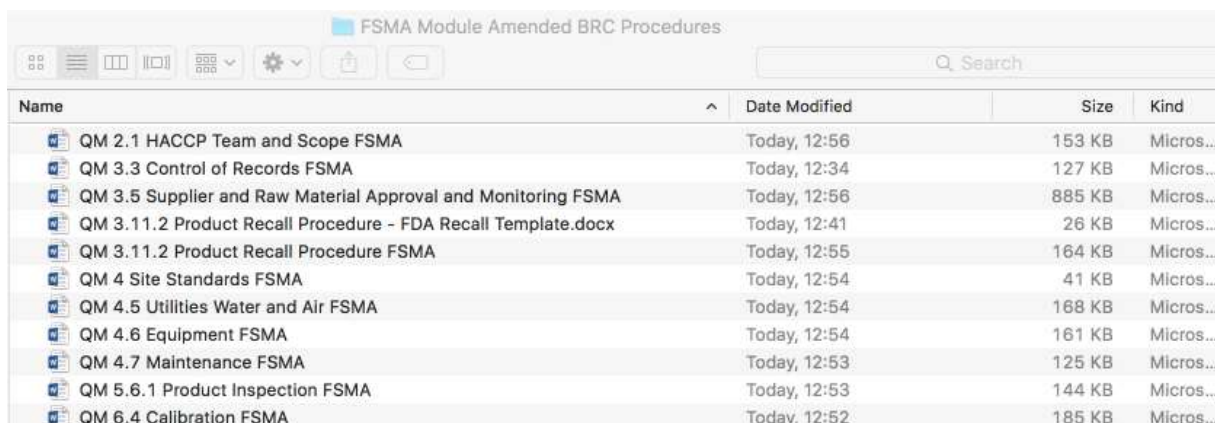
Name	Date Modified	Size	Kind
BRC Food Safety Management System Start Up Guide 2018.pdf	9 Aug 2018, 06:34	5.9 MB	PDF Document
FSMA Module	Today, 12:57	--	Folder
Implementation Tools	Today, 16:49	--	Folder
Section 1 Senior Management Commitment	Today, 17:06	--	Folder
Section 2 HACCP	Today, 17:11	--	Folder
Section 3 Food Safety and Quality Management System	Today, 17:21	--	Folder
Section 4 Site Standards	Today, 17:44	--	Folder
Section 5 Product Control	Today, 18:25	--	Folder
Section 6 Process Control	Today, 18:27	--	Folder
Section 7 Personnel	Today, 18:30	--	Folder
Section 8 High Risk High Care Production Risk Zones	Today, 18:34	--	Folder
Supplementary Allergen Management	1 Sep 2018, 12:30	--	Folder
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Supplementary Laboratory Quality Manual	7 Aug 2018, 23:22	--	Folder
Supplementary Product Development Tools	30 Aug 2018, 12:24	--	Folder
Supplier Assessment	1 Sep 2018, 12:14	--	Folder

There are some notes and two folders:



Name	Date Modified	Size	Kind
FSMA Module Amended BRC Procedures	Today, 12:56	--	Folder
Hazards Analysis & Preventive Controls	Today, 13:14	--	Folder
Note on Applicable Clauses.txt	15 Oct 2016, 10:55	669 bytes	Plain Text

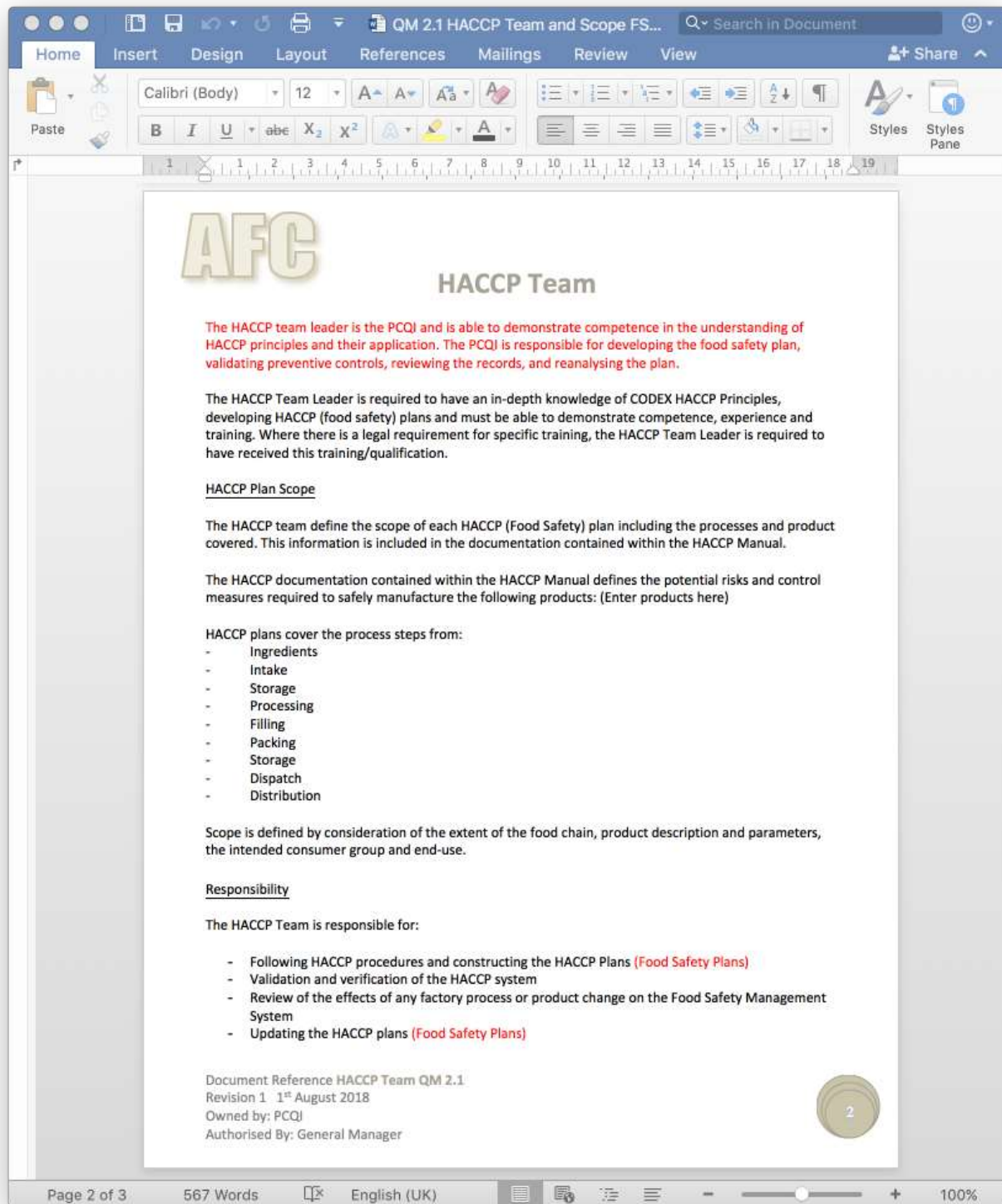
There are the FSMA Module Amended BRC Procedures:



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...

# BRC Food Safety and Quality Management System

These procedures are amended as per the FSMA module requirements:



The screenshot shows a Microsoft Word document with the following content:

**AFC**

## HACCP Team

The HACCP team leader is the PCQJ and is able to demonstrate competence in the understanding of HACCP principles and their application. The PCQJ 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:

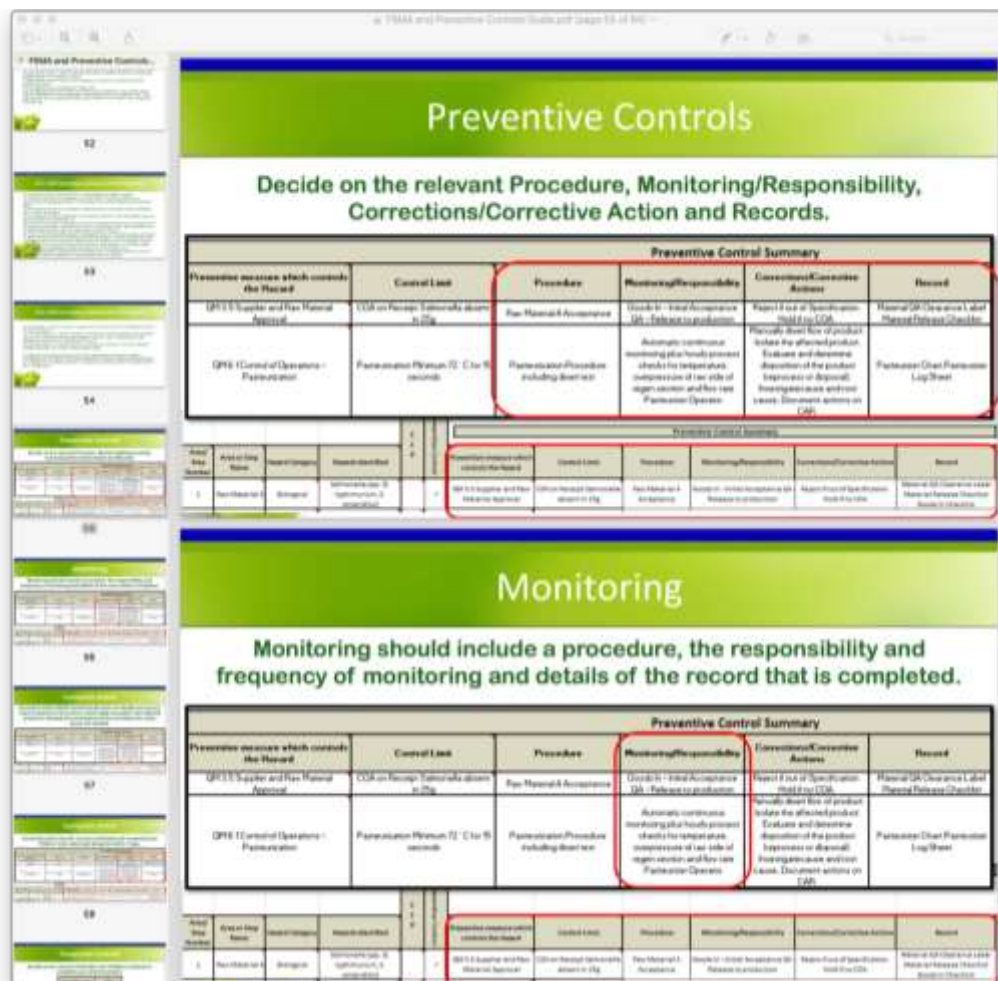
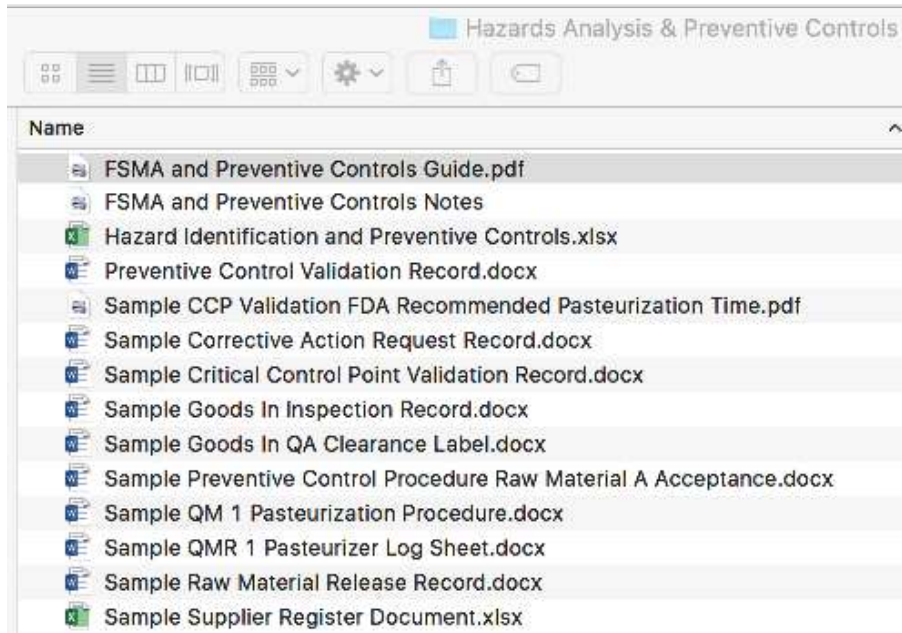
- Following HACCP procedures and constructing the HACCP Plans (Food Safety Plans)
- Validation and verification of the HACCP system
- Review of the effects of any factory process or product change on the Food Safety Management System
- Updating the HACCP plans (Food Safety Plans)

Document Reference HACCP Team QM 2.1  
Revision 1 1<sup>st</sup> August 2018  
Owned by: PCQJ  
Authorised By: General Manager

Page 2 of 3    567 Words    English (UK)    100%

# BRC Food Safety and Quality Management System

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





# BRC Food Safety and Quality Management System

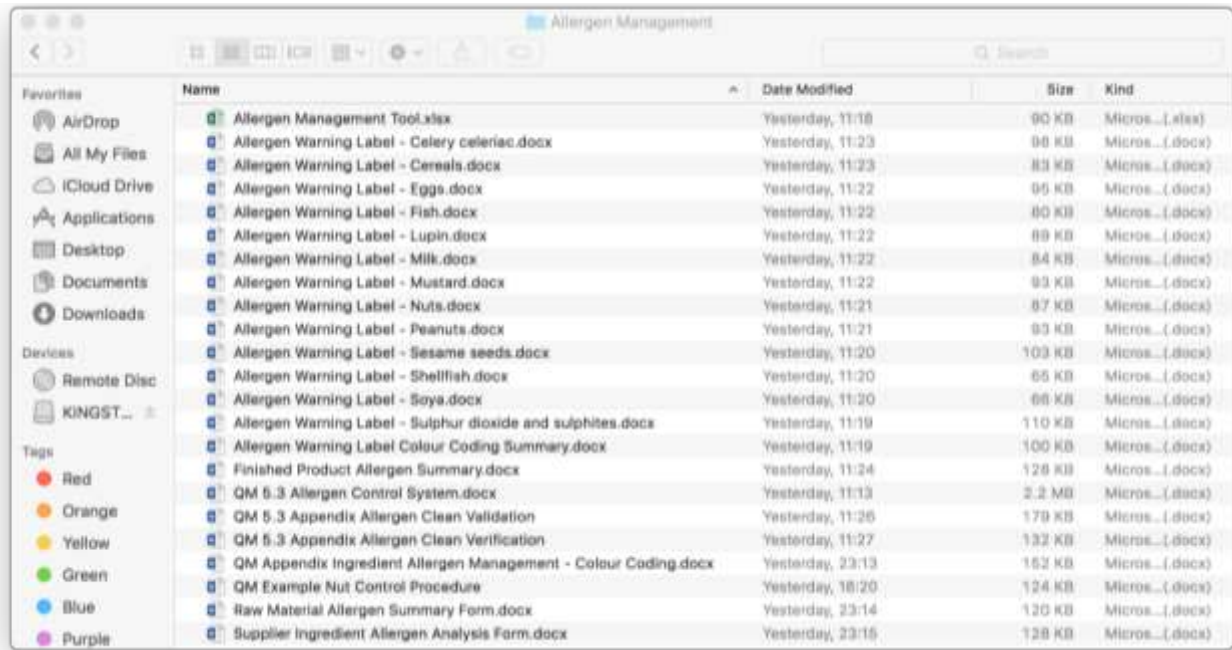
The folder also contains a HACCP Training Presentation

This PowerPoint training presentation can be used by the Food Safety Team Leader to train the Food Safety Team.



# BRC Food Safety and Quality Management System

The next folder to open is the Allergen Management folder



This folder contains the Allergen Risk Assessment Tool and useful allergen control documents

The screenshot shows the 'Allergen Management Tool' software interface. The main window displays a table titled 'RISK OF CROSS-CONTAMINATION AT EACH PROCESS STOP'. The table has columns for Step Number, Step Name, and various allergen categories (Celery, Eggs, Fish, Lupin, Milk, Mustard, Nuts, Peanuts, Sesame seeds, Shellfish, Soya, Sulphur dioxide and sulphites). The table is color-coded to indicate risk levels: green for low risk, yellow for medium risk, and red for high risk. The table also includes columns for 'Cross-Contamination Map Assessment' and 'Allergen Control Measures'.

Step Number	Step Name	Celery	Eggs	Fish	Lupin	Milk	Mustard	Nuts	Peanuts	Sesame seeds	Shellfish	Soya	Sulphur dioxide and sulphites	Cross-Contamination Map Assessment	Allergen Control Measures
1	AMF Delivery	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes
2	WMP Delivery	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
4	Culture Delivery	No	Yes	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
6	WMP Storage	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
8	Culture Storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No
9	AMF Washing	No	No	No	No	No	No	No	No	No	No	No	No	No	No
10	AMF Washing	No	No	No	No	No	No	No	No	No	No	No	No	No	No
11	Debagging	No	No	No	No	No	No	No	No	No	No	No	No	No	No
12	Wash Bag Removal	No	No	No	No	No	No	No	No	No	No	No	No	No	No
13	Wash Drum Removal	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
15	AMF Washing	No	No	No	No	No	No	No	No	No	No	No	No	No	No
16	AG Water	No	No	No	No	No	No	No	No	No	No	No	No	No	No
17	AG Water Filling	No	No	No	No	No	No	No	No	No	No	No	No	No	No
18	High-pH Base Washing	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
20	Filteration	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
22	Pasteurisation	No	No	No	No	No	No	No	No	No	No	No	No	No	No
23	Cooking	No	No	No	No	No	No	No	No	No	No	No	No	No	No

# 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	<b>BRC Audit Plan with Risk Rating</b>									
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	<b>Section 1 Senior Management Commitment</b>									
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	<b>Section 2 The Food Safety Plan - HACCP</b>									
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	<b>BRC Audit Plan</b>												
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	<b>Section 3 Food Safety &amp; Quality Management System</b>												
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	<b>Section 4 Site Standards</b>												
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												