We have written this workbook to assist in the implementation of your BRC Packaging Safety and Quality Management System. The workbook is divided into 8 steps that are designed to assist you in implementing your packaging safety and quality management system effectively:

- ✓ Step One: Introduction to the BRC Packaging Safety and Quality Management System
- ✓ Step Two: Senior Management Implementation
- ✓ Step Three: Implementation Plan
- ✓ Step Four: Packaging Safety and Quality Management System
- ✓ Step Five: Hazard Risk Management Implementation
- ✓ Step Six: BRC Implementation & Training
- ✓ Step Seven: Internal Auditing/System Assessment
- ✓ Step Eight: Final Steps to BRC Certification

The Workbook guides you through the process of implementing our BRC Packaging Safety and Quality Management System, which is an ideal package for Food Packaging Manufacturers looking to meet British Retail Consortium Food Packaging Standard 2015 (Issue 5) for Packaging and Packaging Materials.

This comprehensive package contains:

- ✓ Comprehensive Packaging Safety and Quality Procedures
- ✓ PSQMS Record Templates
- ✓ Hazard Risk Management Manual
- ✓ Laboratory Quality Manual
- ✓ Training Modules and Exams
  - → BRC Packaging Safety and Quality Management System
  - → Internal Audit Training
  - → Food Safety & Hygiene Training
  - → HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ Free online technical support via e-mail and/or Skype

As a preliminary to Step 1 we recommend that the you obtain a copy of the current issue of the BRC Global Standard for Packaging and Packaging Materials Issue 5

Step One: Introduction to the BRC Packaging Safety and Quality Management System

This illustrated PowerPoint training presentation will introduce the BRC Standard to the management team and explain the contents and requirements of a BRC compliant Packaging Safety and Quality Management System.

Step 2: Senior Management Implementation

A Senior Management Implementation checklist is provided that establishes your Packaging Safety and Quality Management System fundamentals including Safety Policies and Objectives.

The checklist guides Senior Management:

- ✓ in planning the establishment of the Packaging Safety and Quality Management System
- ✓ in providing adequate support to establish the Packaging Safety and Quality Management System
- ✓ in ensuring there is adequate infrastructure and work environment
- ✓ in allocating responsibility and authority

This stage requires the Senior Management to meet and establish the foundations for the Packaging Safety and Quality Management System:

- ✓ Formulating a checklist of Customer, Regulatory, Statutory and other relevant requirements
- ✓ Decide which requirements the company should address and develop relevant policies.
- ✓ Based on the Packaging Safety and Quality Policy Management Policies establish Packaging Safety and Quality Objectives
- ✓ Define the scope and boundaries of the Packaging Safety and Quality Management System
- ✓ Plan the establishment of the Packaging Safety and Quality Management System using the project planner
- ✓ Provide adequate support to establish the Packaging Safety and Quality Management System
- ✓ Ensure there is adequate infrastructure and work environment
- ✓ Allocate responsibility and authority
- ✓ Assess, plan and establish appropriate internal and external communication channels

As a decision has already been made to implement a system compliant with the BRC Global Standard for Packaging and Packaging Materials, the Senior Management meeting should consider the requirements of the Standard for Senior Management which are summarised in the table and should be read direct from the Standard.

Senior Management Packaging Safety and Quality Management System Implementation Meeting

Set Date, Time and Venue

Agenda

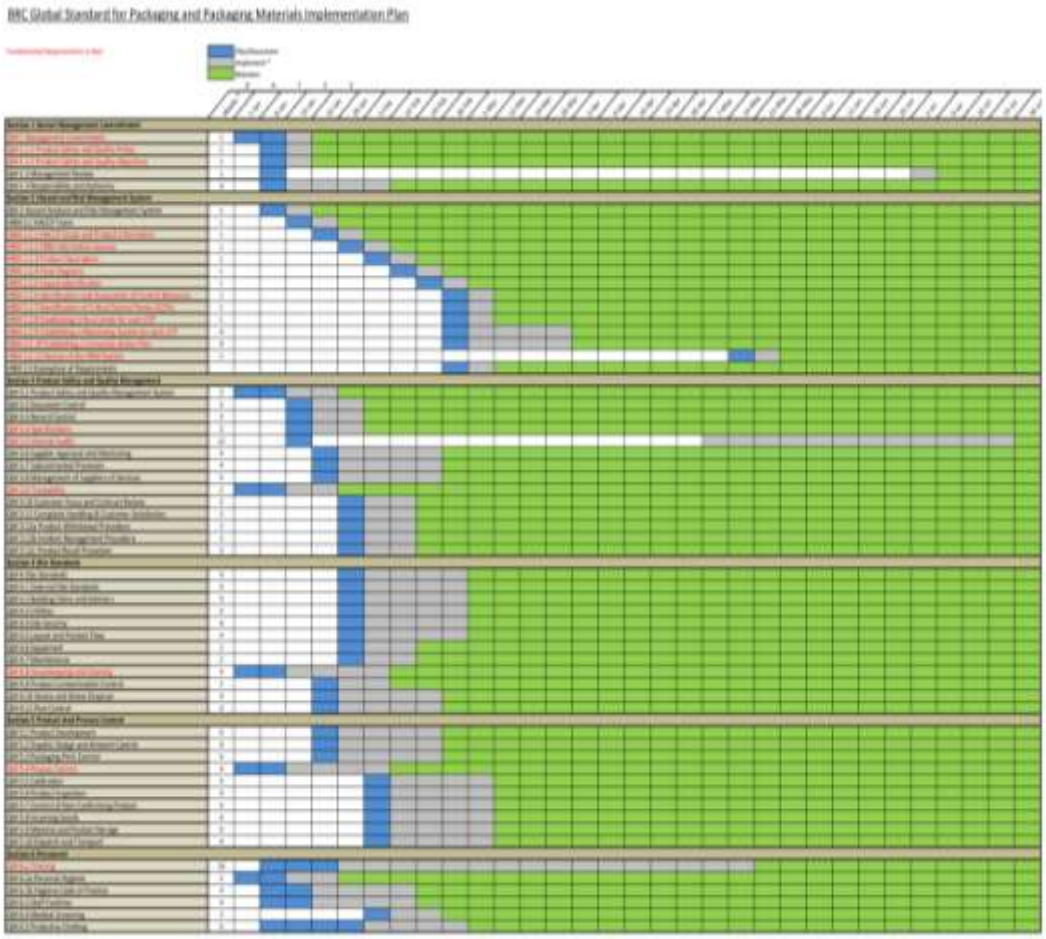
1. Formulating a checklist of Customer, Regulatory, Statutory and other relevant requirements
2. Decide which requirements the company should address and develop relevant policies.
3. Based on the Packaging Safety and Quality Policy Management Policies establish Packaging Safety and Quality Objectives
4. Define the scope and boundaries of the Packaging Safety and Quality Management System
5. Plan the establishment of the Packaging Safety and Quality Management System using the project planner
6. Provide adequate support to establish the Packaging Safety and Quality Management System
7. Ensure there is adequate infrastructure and work environment
8. Allocate responsibility and authority
9. Assess, plan and establish appropriate internal and external communication channels

Attendees:

Senior Management Team		
Job Title	**Name**	**Role in Team**
Managing Director		Chairman
Site Director		Deputy Chair
Operations Manager		Operations Reporting
Quality Manager		Packaging Safety and Quality Reporting Management Representative
Planning Manager		Planning and Capacity Reporting
Distribution Manager		Distribution Reporting
Maintenance Manager		Services and Engineering Provision
Finance Manager		Financial Reporting
Human Resources Manager		Resource reporting

Senior Management Establish the Project Plan

Senior Management can adapt/use the template supplied with the system to establish a Project Plan.



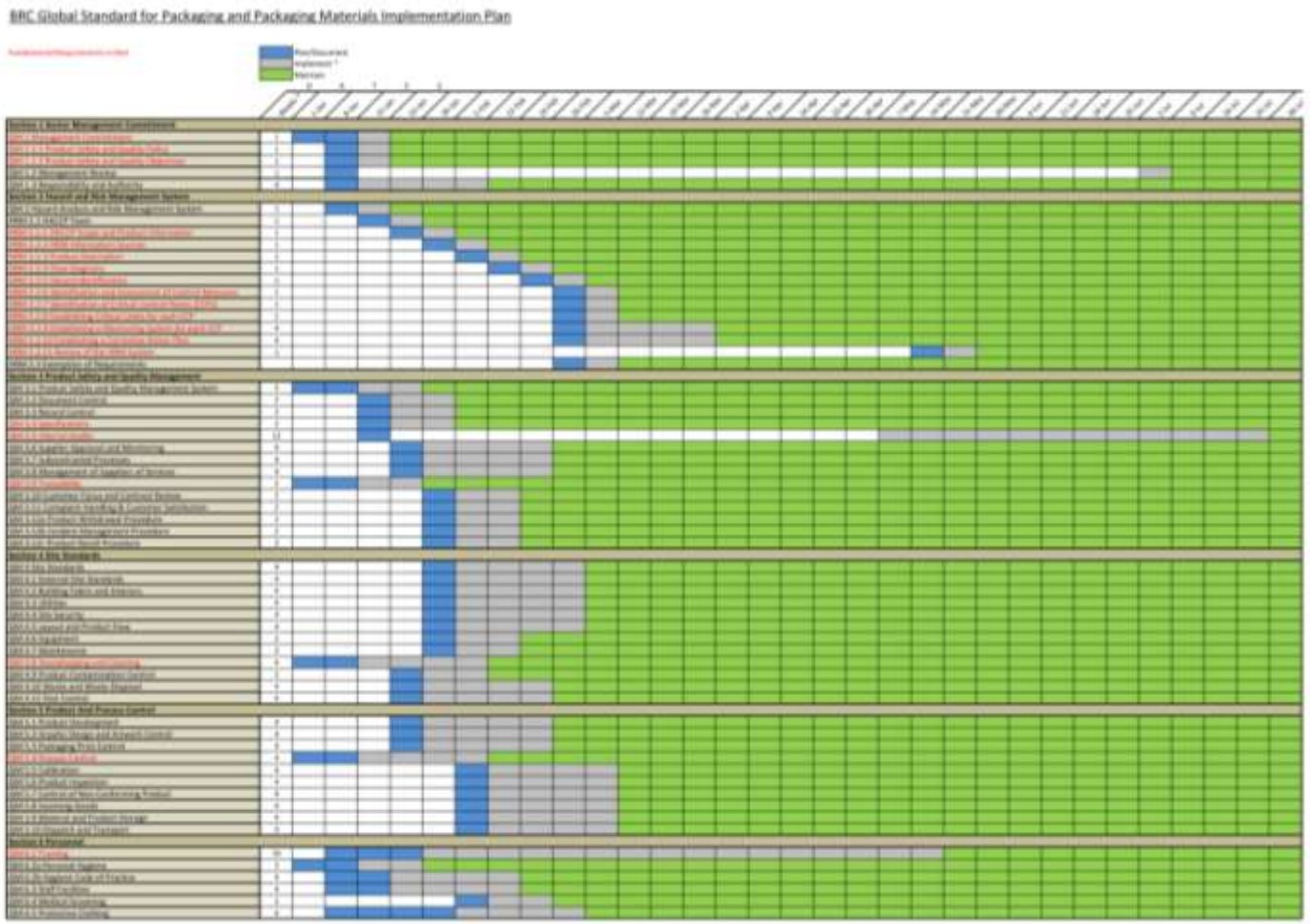
Senior Management Establish Packaging Safety Responsibility & Authority Levels

Process	Responsible Persons	Activity
Purchases	Purchasing Manager	Purchase materials from approved and certified sources Ensure purchase orders comply with applicable specifications
	Technical Manager	Ensure adequate information on supply application form Ensure suppliers adhere to supply handling practices Perform suppliers audit or review supply status where necessary
Receiving and warehousing	QA/QC & Store Executives	Compare PO and DO or check contracts as per Suppliers Specifications criteria (if applicable) Check receiving temperature, pest infestations, quality, packing conditions and truck hygiene. Observe unloading practices Handle incoming goods as per documented procedures Ensure Good Storage Practices and FIFO rotation principles
Preparation of Materials	QA/QC, Production Manager & Production Executive	Follow safe packaging preparation and handling practices Check environmental hygiene and safety Check equipment process performance and maintenance Check water quality and safety Check materials identification and traceability
Production	QC/QC, Production Manager, Supervisor & Operators	Maintain packaging formulations and characteristics Do not modify formulations prior to approval from top management Follow safe packaging handling practices Ensure Good Manufacturing Practices are adhered to Follow cleaning and sanitation standards and procedures
Coding and packing	Production Supervisor & Operators	Follow safe packing procedures Ensure food packaging is hygienically located Ensure coding for traceability is performed to procedures Follow secondary packaging procedures to protect products
Store and product release	Store Manager , Store Executives	Ensure Good Storage Practices Follow FIFO stock rotation principles Check correctness of DO prior to stock release Check conditions of stock and packaging before

Senior Management Establish Packaging Safety & Quality Responsibility & Authority Levels

Process	Responsible Persons	Activity

Senior Management should have directed the Packaging Safety and Quality Management System Implementation Steering Group as to the requirements and an overview of the Implementation Plan. The Steering Group now take over and are responsible for the Implementation Plans.



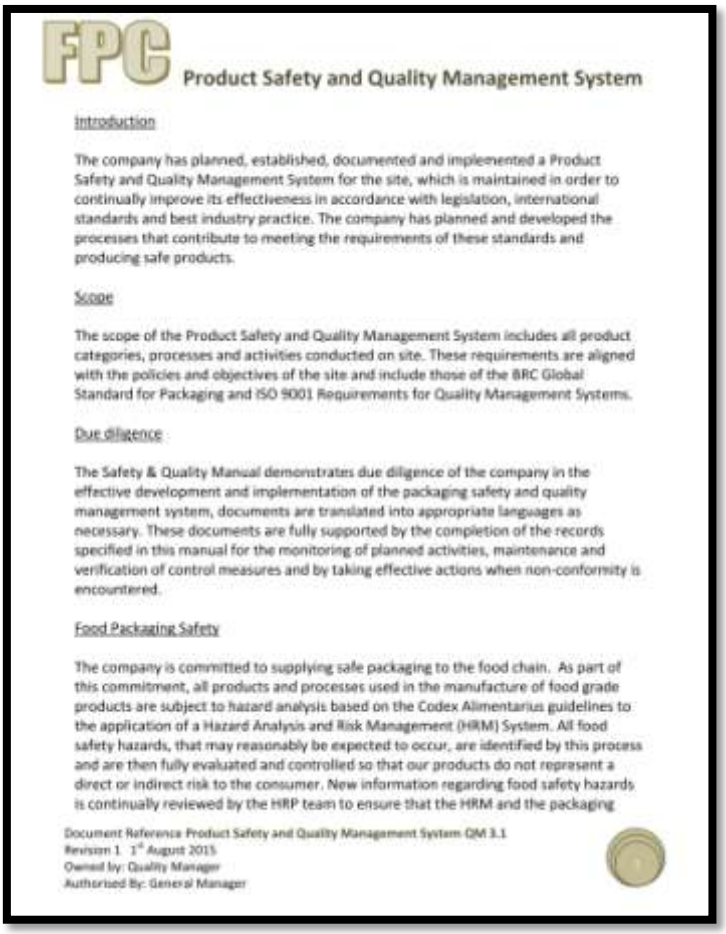
Step Four: Packaging Safety and Quality Management System

Our Packaging Safety and Quality Management System contains a comprehensive BRC compliant documentation package. In this bundle of certification tools you will find:

- ✓ Packaging Safety Quality Manual containing a set comprehensive procedures and an extensive range of record templates.
- ✓ Hazard Risk Management manual including essential HACCP documents.
- ✓ Laboratory manual including sample procedures and records.

At this stage you can choose to totally implement the procedures supplied or pick out those where your system is deficient.

The Packaging Safety Quality Manual contains comprehensive top level procedures templates that form the foundations of your Packaging Safety and Quality Management System so you don't have to spend 1,000's of hours writing compliant procedures:



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Product Safety and Quality Management System

Introduction

The company has planned, established, documented and implemented a Product Safety and Quality Management System for the site, 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.

Scope

The scope of the Product Safety and Quality Management System includes all product categories, processes and activities conducted on site. These requirements are aligned with the policies and objectives of the site and include those of the BRC Global Standard for Packaging and ISO 9001 Requirements for Quality Management Systems.

Due diligence

The Safety & Quality Manual demonstrates due diligence of the company in the effective development and implementation of the packaging safety and quality management system, documents are translated into appropriate languages as necessary. 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 Packaging Safety

The company is committed to supplying safe packaging to the food chain. As part of this commitment, all products and processes used in the manufacture of food grade products are subject to hazard analysis based on the Codex Alimentarius guidelines to the application of a Hazard Analysis and Risk Management (HRM) 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 HRP team to ensure that the HRM and the packaging

Document Reference Product Safety and Quality Management System QM 3.1
Revision 1 1st August 2015
Owned by: Quality Manager
Authorised By: General Manager

Hazard Risk Management Manual

The Hazard Risk Management System is implemented by following the Hazard Risk Management Manual procedures:

HRM 2 Hazard Analysis and Risk Management System (QM2)
HRM 2.1 HACCP Team
HRM 2.2.1 HACCP Scope and Product Information
HRM 2.2.2 HRM Information Sources
HRM 2.2.3 Product Description
HRM 2.2.4 Flow Diagrams
HRM 2.2.5 Hazard Identification
HRM 2.2.6 Identification and Assessment of Control Measures
HRM 2.2.7 Identification of Critical Control Points (CCPs)
HRM 2.2.8 Establishing Critical Limits for each CCP
HRM 2.2.9 Establishing a Monitoring System for each CCP
HRM 2.2.10 Establishing a Corrective Action Plan
HRM 2.2.11 Review of the HRM System
HRM 2.3 Exemption of Requirements

FPC

Hazard Analysis and Risk Management System

Introduction

The company is committed to supplying safe products. As part of this commitment, all operations are subject to hazard analysis based on the Codex Alimentarius HACCP principles and the requirements of the current edition of the BRC Global Standard for Packaging and Packaging Materials.

The **HRM** (Hazard Risk Management) Manual demonstrates due diligence of the company in the effective planning, development and implementation of the product safety management system. These documents are fully supported by the completion of hazard risk management plans and the records specified in the manual for the monitoring of planned activities, maintenance and verification of control measures and by taking effective actions when non-conformity is encountered. All product 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.

The Product Safety Management System is fully supported by established verification procedures and validation of the control measures/combination of control measures that are implemented through hazard risk management plans.

Management Commitment

We are a leading packaging company committed to produce safe and legal food packaging in line with legislation and to continuously improve our standards of hygiene, quality and safety in relation to both our product range and the environment in which we manufacture these products.

HACCP principles

HACCP is a system, which identifies specific hazards and implements measures for their control. All the HACCP's contained in this manual have been developed taking legislation requirements into consideration and using the seven basic principles detailed below: -

Document Reference Hazard Analysis and Risk Management System QM 2
Revision 1 1st August 2015
Owned by: Quality Manager
Authorised By: General Manager

Hazard Risk Management Implementation Tasks

Hazard Risk Management Implementation Tasks are to be completed by the Hazard Risk Management Team using the guidelines included in this Hazard Risk Management Implementation Section. We will go through the task by section as the requirements are listed in Section 2 of the BRC Standard.

BRC Section	Requirement - High Hygiene Category
2	**HAZARD AND RISK MANAGEMENT SYSTEM**
2.1	2.1 HAZARD AND RISK MANAGEMENT TEAM
2.1	Multidisciplinary hazard and risk management team in place
2.2	HAZARD AND RISK ANALYSIS
2.2	Documented hazard and risk management system in place
2.2.1	Scope of the hazard and risk analysis defined
2.2.2	Hazard and risk analysis team maintain awareness of and take into account relevant information
2.2.3	Full description of the product documented
2.2.4	Flow diagram available for each product or product group (verified)
2.2.5	Hazard and risk analysis team identify and record all potential hazards
2.2.6	Hazard and risk analysis team identify control measures
2.2.7	Critical Control points identified
2.2.8	Critical limits defined for each CCP in or out of control. Rationale documented.
2.2.9	Monitoring system for each CCP & Record
2.2.10	Corrective action when monitoring indicates a failure (documented).
2.2.11	Review of the hazard and risk management system and prerequisite programmes carried out
2.3	2.3 EXEMPTION OF REQUIREMENTS BASED ON RISK ANALYSIS
2.3.1	Exemptions documented

The Hazard Risk Management Team identify critical control points (CCP)s for each food hazard. Critical Control Points are established using the decision tree as the latest step in the flow path where controls can be effectively administered for a particular Significant Hazards.

Section 2.2.8 Establish Critical Limits for each CCP
The Hazard Risk Management Team determine the critical limit for each CCP.

For each Critical Control Point the Hazard Risk Management Team should identify the appropriate control measure(s) and critical limits for each CCP monitoring procedure.

The critical limits should be specific for each Significant Hazard identified and where more than one hazard has been identified at a CCP then critical limits should be established for both hazards and the most stringent limit applied.

Control Measures and Control Limits should be defined. They are often using guidance from the external approved documents including codes of practice and regulatory requirements. The Hazard Risk Management Team should justifies and document how critical limit levels have been determined.

Critical Limits based on subjective data such as visual inspections should be supported by specific procedures, specifications, education/training and where applicable photographs.

The Hazard Risk Management Team Validate the Control Measures

The Hazard Risk Management Team now needs to confirm that the control measures (or combination of control measures) are capable of achieving the defined acceptable levels for each hazard by validation activities.

The validation should provide documented proof that the established limits at critical control points achieve the intended control for the designated hazards.

End products can be analysed by the Laboratory for the hazard and the results are checked by the Hazard Risk Management Team ensure that the control measures (or combination of control measures) are effective controlling the hazard to the defined acceptable level.

When validation results fail to confirm the above then the control measures should be re-evaluated and appropriately modified by the Hazard Risk Management Team.

The Hazard Risk Management Team should use the following Validation record as a template:

Control Measure Validation

Product Category			
Step Number			
Hazard			
Control Measure			
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			
Statistical Programmes			
Mathematical Modelling			
Conclusion			
Internal Validation Required?			
If so by which method?			
CCP Confirmed			
Authorised by(Name):			
Signature:			

The Hazard Risk Management Team document the Hazard Risk Management Plan

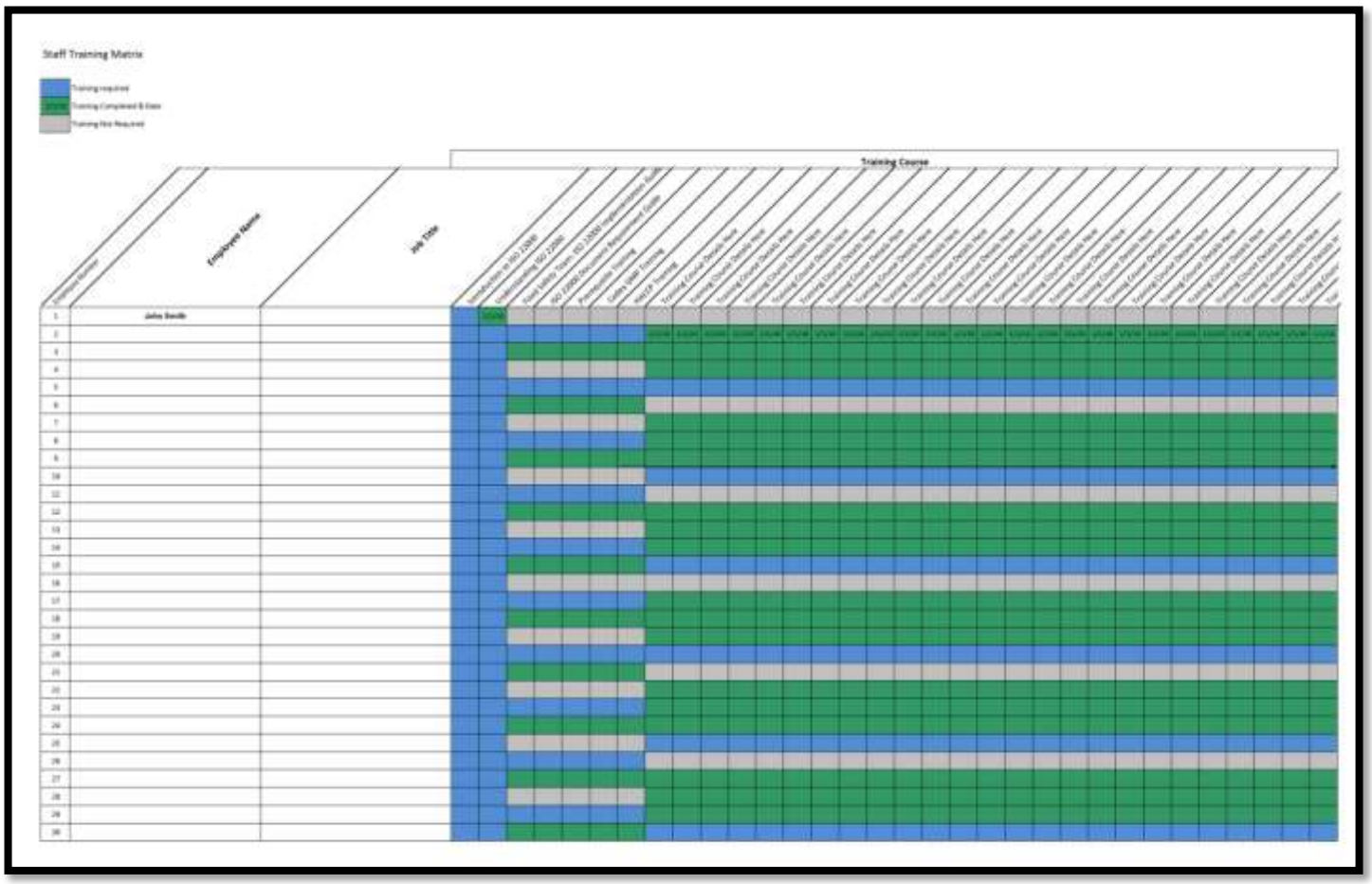
The Hazard Risk Management Team should complete the relevant columns in the HACCP Plan Sheet

Step Name	Hazard Identified	Control Measure	Critical Limits	Monitoring Procedures	Corrective Action	Responsibility	HACCP Record
Delivery of Material	Contamination with Salmonella from Bird Faeces	Example covered and screened delivery area	No Contamination Always load under cover	Supervision by Warehouse Manager	Retrain Staff. Inspect delivery for contamination. Reject if contaminated	Good In Manager	Goods Receipt Record
Enter Step Name Here	Enter Hazard Identified Here	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	Enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded
Enter Step Name Here	Enter Hazard Identified Here	Example covered and screened delivery area	Decide your critical limits and enter here	Decide your monitoring procedures and enter here	Enter the corrective action to take if outside of critical limits	Person Responsible	Details of where CCP is recorded

Step Six: Training and Implementation

A significant part of the implementation process is training. Job Descriptions should be available for all staff and they should be briefed and aware of their food safety responsibilities.

A training matrix and plans should be drawn up for all staff and the relevant training given based on responsibility and authority.



A Staff Training Matrix Template is provided in Microsoft Excel Format.

For each employee and individual training record should be completed. QMR 002 Training Record is provided in the documentation pack as a template:

Seven: Internal Auditing

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