

Welcome to the IFSQN BRC Packaging Safety and Quality Management System Issue 6 Implementation Package Start Up Guide which will guide you through the contents of the package.

This package is for Packaging Manufacturers looking to gain certification to the British Retail Consortium Global Standard for Packaging Materials: Issue 6 2019.

Included in the package:

- ✓ Comprehensive Packaging Safety and Quality Procedures matching each clause of the BRC Standard
- ✓ PSQMS Record Templates
- ✓ Hazard Risk Management Manual
- ✓ Laboratory Quality Manual
- ✓ Training Modules
 - → BRC Packaging Safety and Quality Management System Introduction Presentation
 - → Internal Audit Training
 - → HACCP Training
- ✓ Verification and Validation Record Templates
- ✓ This Start-Up Guide
- ✓ Free online technical support via e-mail and/or Skype

When you download the package, you will find this start up guide and 6 folders containing the package documents:

Documents > BRC Packaging Issue 6 IFSQN		
Name	Date modified	Туре
📙 Hazard and Risk Management Manual	08/11/2019 13:33	File folder
📙 Laboratory Quality Manual	08/11/2019 13:09	File folder
📕 Product Safety and Quality Management System	09/11/2019 07:55	File folder
📜 Project Tools	09/11/2019 03:29	File folder
PSMS Records	09/11/2019 03:14	File folder
📜 Training	08/11/2019 13:32	File folder
🛃 BRC Packaging System Start Up Guide	21/02/2018 12:54	Adobe Acrobat

Your first job is to get a copy of the BRC Global Standard for Packaging Materials Issue 6. A locked version can downloaded for free at the <u>BRC Bookshop</u>

Start by opening the Project Tools folder

PC > Documents > BRC Packaging Issue 6 IFSQN > Project	ct Tools	
Name ^	Date modified	Туре
🔯 BRC Packaging Audit Plan with Risk Rating	05/11/2019 11:08	Microsoft Excel Work
📧 BRC Packaging Implementation Plan Issue 6	05/11/2019 11:33	Microsoft Excel Work
🛃 BRC Packaging Implementation Workbook Issue 6	09/11/2019 03:26	Adobe Acrobat Docu
📴 British Glass Guideline	15/08/2015 14:23	Microsoft Word Doc
🛃 Industry guideline for paper and board materials	15/08/2015 14:23	Adobe Acrobat Docu
🕺 Quality Department - Example Training Matrix	05/11/2019 11:36	Microsoft Excel Work
🛛 Staff Training Matrix - Example	05/11/2019 11:37	Microsoft Excel Work

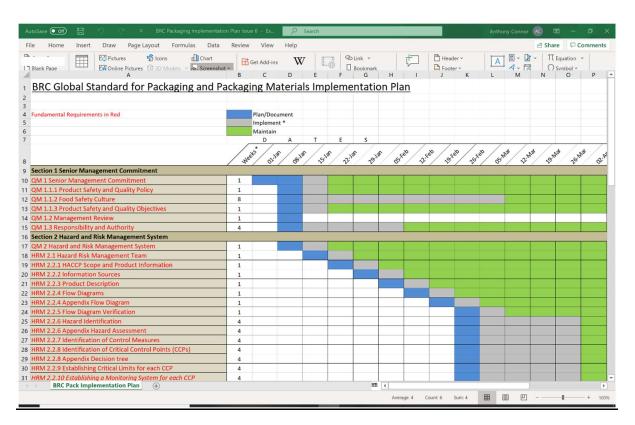
In this folder you will find the Implementation Workbook



The workbook is designed to assist in the implementation of your BRC Packaging Safety and Quality Management System. It is divided into 8 steps in a logical sequence that assists 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

BRC Packaging Management System Start-Up Guide



In this folder you will find an Implementation Planner

In this folder you will find Audit Risk Rating & Planner

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BRC Packaging Audit Plan with Risk Rating												
High Risk - Quarterly Audits												
Medium Risk - Six Monthly Audits												
Low Risk - Annual Audit												
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			Section 1	Senior Manag	ement Comm	itment						
QM 1 Senior Management Commitment												
QM 1.1.1 Product Safety and Quality Policy												
QM 1.1.2 Food Safety Culture		-										
QM 1.1.3 Product Safety and Quality Objectives												
QM 1.2 Management Review												
QM 1.3 Responsibility and Authority												
		Sect	ion 2 Hazard	Analysis and	Risk Manager	ment System						
QM 2 Hazard and Risk Management System												
HRM 2.1 Hazard Risk Management Team												
HRM 2.2.1 HACCP Scope and Product Information												
HRM 2.2.2 Information Sources												
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HRM 2.2.4 Flow Diagrams												
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HRM 2.2.7 Identification of Control Measures												
HRM 2.2.8 Identification of Critical Control Points (CCPs)												
HRM 2.2.8 Appendix Decision tree												
HRM 2.2.9 Establishing Critical Limits for each CCP												
HRM 2.2.10 Establishing a Monitoring System for each CCP												
HRM 2.2.11 Establishing a Corrective Action Plan						1						
HRM 2.2.12 Review of the HRM System												
		Secti	on 3 Packagi	ng Safety & Q	uality Manage	ement System	n					
QM 3.1 Product Safety and Quality Management System												
QM 3.2 Document Control												

The next folder to open is the Packaging Safety and Quality Management System

The Packaging Safety and Quality Manual contains comprehensive toplevel 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. The document numbering matches the clauses of the standard for ease of implementation and understanding.

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Packaging Safety and Quality Management System Documents

The top-level procedures of the Packaging Safety and Quality Management System are as follows:

Section 1 Senior Management Commitment

QM 1 Senior Management Commitment

- QM 1.1.1 Product Safety and Quality Policy
- QM 1.1.2 Food Safety Culture
- QM 1.1.3 Product Safety and Quality Objectives
- QM 1.2 Management Review
- QM 1.3 Responsibility and Authority

Section 2 Hazard and Risk Management System

QM 2 Hazard Analysis and Risk Management System See Hazard Risk Management Manual*

Section 3 Product Safety and Quality Management

- QM 3.1 Product Safety and Quality Management System
- QM 3.2 Document Control
- QM 3.3 Record Control
- QM 3.4 Specifications
- QM 3.5 Internal Audits
- QM 3.6 Corrective Action and Preventive Action
- QM 3.6 Appendix Root Cause Analysis
- QM 3.6 Appendix Corrective Action Request
- QM 3.6 Appendix Preventative Action Request
- QM 3.7 Supplier Approval and Monitoring
- QM 3.8 Product Authenticity, Claims & Chain of Custody
- QM 3.9 Subcontracted Activities and Outsourced Processes
- QM 3.10 Suppliers of Services
- QM 3.11 Traceability
- QM 3.12 Complaint Handling
- QM 3.13a Product Withdrawal Procedure
- QM 3.12b Management of Incidents

Section 4 Site Standards

- QM 4 Site Standards
- QM 4.1 External Site Standards
- QM 4.2 Building Fabric and Interiors
- QM 4.3 Utilities
- QM 4.4 Site Security and Product Defence

Verification and Validation Record Templates are included in sub-folders

Name	Date modified	Туре	Size
Cleaning and Sanitation PRP Validation	26/10/2019 12:44	Microsoft Word Doc	26 KB
👜 Management of Pests and Vermin PRP Valid	26/10/2019 12:44	Microsoft Word Doc	28 KB
👜 PRP Control of Knives Validation	26/10/2019 12:42	Microsoft Word Doc	28 KB
PRP Control of Visitors and Sub-Contractors	26/10/2019 12:41	Microsoft Word Doc	30 KB
PRP Glass Policy Validation	26/10/2019 12:40	Microsoft Word Doc	30 KB
👜 PRP Hygiene Policy Validation	26/10/2019 12:39	Microsoft Word Doc	30 KB
👜 PRP Maintenance Validation	26/10/2019 12:38	Microsoft Word Doc	30 KB
PRP Metal Detection Validation	26/10/2019 12:37	Microsoft Word Doc	30 KB

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□ Name	Date modified	Туре	Size
Control of Brittle Materials Verification Record	26/10/2019 12:52	Microsoft Word Doc	29 KB
Control of First Aid Dressings Verification	26/10/2019 12:52	Microsoft Word Doc	29 KB
Control of Knives Verification Record	26/10/2019 12:52	Microsoft Word Doc	29 KB
Control of Visitors and Sub-Contractors Verif	26/10/2019 12:52	Microsoft Word Doc	32 KB
👜 Despatch and Distribution Verification Record	26/10/2019 12:50	Microsoft Word Doc	33 KB
👜 Glass & Brittle Material Breakage Procedure	26/10/2019 12:50	Microsoft Word Doc	28 KB
👜 Hygiene and Housekeeping Management V	26/10/2019 12:50	Microsoft Word Doc	32 KB
Hygiene Code of Practice Verification Record	26/10/2019 12:49	Microsoft Word Doc	33 KB
🔤 Maintenance Verification Record	26/10/2019 12:47	Microsoft Word Doc	34 KB
🔤 Management of Cleaning Verification Record	26/10/2019 12:47	Microsoft Word Doc	32 KB
🔤 Management of Pest Control Verification Re	26/10/2019 12:46	Microsoft Word Doc	40 KB
Metal Detection Verification Record	26/10/2019 12:46	Microsoft Word Doc	29 KB

Product Category	Sandwid	h Packagi	ing		
Step Number	7 Formi	ng			
Hazard			packaging with food on dirty equipment		
Control Measure Combination	Positive by ATP s		e of equipment after cleaning		
Validation Methods	Appli	cable	Commente		
validation Methods	Yes	No	Comments		
Third Party Scientific Validation		J			
Historical Knowledge		J			
Simulated Production Conditions		J			
Collection of Data in normal production		J			
Admissible in industrial practices	J		Industry Code of Practice recommendation		
Statistical Programmes		J			
Mathematical Modelling		7			
	Conclusion				
Internal Validation Required?	1				
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Signature:					

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The next folder to open is the Hazard Risk Management Manual folder

The Hazard Risk Management Manual contains document that supplement Packaging Safety and Quality Management System Procedure QM 2 Hazard and Risk Management System and includes the following documents:

HRM 2.1 Hazard Risk Management Team

HRM 2.2.1 HACCP Scope and Product Information

HRM 2.2.2 Information Sources

HRM 2.2.3 Product Description

HRM 2.2.4 Flow Diagrams

HRM 2.2.4 Appendix Flow Diagram

HRM 2.2.5 Flow Diagram Verification

HRM 2.2.6 Hazard Identification

HRM 2.2.6 Appendix Hazard Assessment

HRM 2.2.7 Identification of Control Measures

HRM 2.2.8 Identification of Critical Control Points (CCPs)

HRM 2.2.8 Appendix Decision tree

HRM 2.2.9 Establishing Critical Limits for each CCP

HRM 2.2.10 Establishing a Monitoring System for each CCP

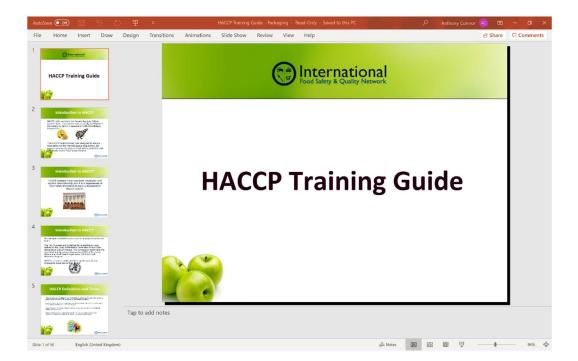
HRM 2.2.11 Establishing a Corrective Action Plan

HRM 2.2.12 Review of the HRM System

Hazard 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 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: -
Principle 1 Prepare a flow diagram of the steps in the process. Conduct a hazard analysis by identifying potential hazards. Assess likelihood of occurrence of these hazards and identify control options
Principle 2 Identify the Critical Control Points in the process using the decision tree
Principle 3 Establish critical limits, which must be met to ensure each Critical Control Point is under control
Document Reference Hazard and Risk Management System QM 2 Revision 1 1 ⁴¹ August 2019 Owned by: Cuuality Manager Authorised By: General Manager

HACCP Training

A PowerPoint HACCP training presentation is supplied to train your hazard risk management team in the preliminary steps to a Hazard analysis, the principles of HACCP and Instructions in implementing your HACCP system. There is also a Hazard Risk Management Planning Tool.

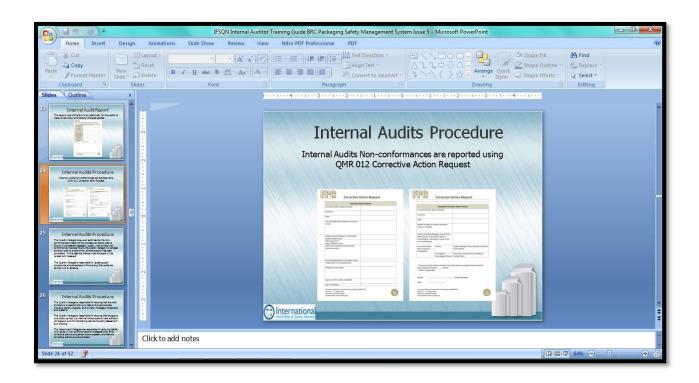


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HAZ	ARD RISK MANAGE	MENT PLANNER				De	cisi	on Tr	e	
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						e significant risk but not CCPs should be controlled by GMPs and controls verified		Chec	k	
			CCP's	are o	ontroll	ed in the HACCP plan	-	CCP		
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Step Number	. Step Name	Hazards Identified	b t a y i	e y r l t	n n i c f e i	Q. 1	Q 2	Q 3	Q 4	
		Glass and brittle plastics	1	3	3	Minimise glass in the factory and audit. Ensure glass breakage action and investigation systems are in place				Glass
		Blades	3	3	9	System for safe issue, return and disposal of blades. Ensure blade loss/damage action not and investigation systems are in place				Blade
		Pests	2	2	4	Ensure pest control systems are in place				No in
	Analysed in the table are the	Microbiological	3	3	9	Clearly communicate personal hygiene rules and ensure hygienic conditions are monitored by audits	N	Y	Y	Hygi
	generic contamination hazards that may be present	Dust and dirt	3	2	6	Ensure all cleaning requirements are specified and are carried out as scheduled				
1	throughout the manufacturing process. The hazards detailed are not	Wood splinters	2	3	6	Exclude wood from production areas				٧
	process specific and are controlled by essential			Ensure hairnets and beard snoods are worn				Ha		
	factory wide procedures.			3	6	Ensure accidents are reported immediately and cuts are suitably protected				Ac
		Foodstuffs	3	1	3	Restrict food and drink to designated areas outside of production				
		Jewellery and personal items	3	3	9	Restrict wearing of jewellery and bringing of personal items into production areas Y	Y			

BRC Packaging Management System Start-Up Guide

Internal Audit Training

An interactive and illustrated Internal Audit training presentation is provided to use to train in your Internal Audit procedure.



Finally, don't forget we offer free online support via e-mail

We provide online technical support and expertise to assist you in developing your Packaging Safety and Quality Management System.

To order the Food Safety Management System for Packaging Manufacturers click here

For more information on the BRC Packaging Safety & Quality Management System contact us <u>here</u>

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